



**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**  
General Meeting, SEAPARC Boardroom  
Thursday, October 18, 2018 at 6pm

Sooke & Electoral Area  
Parks and Recreation  
Commission

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OFFICE LOCATION:  
SEAPARC  
Leisure Complex  
2168 Phillips Road  
Sooke, BC

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of September 20 and 25, 2018
4. Delegation
  - a) Sooke Fine Arts Society – Geraldine McGuire, President
5. Fitness Gym & Multi-Purpose Space Addition
  - a) Project Update - Andy Liu, Manager Environmental Engineering
6. Chair's Report
7. Directors' Report
8. Staff Reports
  - a) Staff Report: Grant Opportunity: Investing in Canada Infrastructure Program Community, Culture and Recreation (CCR) Stream
9. New Business
10. Public Question Period
11. Round Table
12. Adjournment

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, September 20, 2018  
SEAPARC Leisure Complex Board Room, Sooke, BC**

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*Mission Statement:*

*"Sooke Parks & Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area"  
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: M. Hicks (Chair), B. Berger (Vice-Chair), P. Grove, J. Perkins  
Staff: C. Hoglund, Program Services Manager; S. Knoke, SEAPARC Manager;  
A. Liu, Manager – Environmental Engineering; L. MacDonald, Recording Secretary  
Absent: D. Bishop, M. Tait (Director)  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:00 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Commissioner Berger **SECONDED** by Commissioner Grove that the agenda be adopted. **CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Grove that the minutes of the July 19, 2018 meeting be adopted. **CARRIED**

**4. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION**

- a) Schematic Design
- b) Class "C" Costing Estimate

Andy Liu, Manager–Environmental Engineering, provided project updates on the development permit application process; site development; landscape design (Biophilia Design Collective); schematic design (Studio 531 Architects Inc.); and Class "C" costing estimate (Hanscomb Limited).

Mr. Liu proposed that the expansion's heating/HVAC system be designed to be compatible with a potential heat recovery system installation which would reduce the facility's carbon footprint. Mr. Liu identified several optional items, identified in the cost estimate as "exclusions", and that these items will be included in the request for proposals.

Discussion points included:

- Main entrance and parking lot design
- Roof overhang
- Covered seating areas
- Site development costs
- Capital Reserve Fund balance

It was determined that a special meeting of the Commission will be held the week of September 24-28 to review plans and cost estimates with the project architects and landscape designer. Date and time of the meeting to be posted.

**5. CHAIR'S REPORT**

**6. STAFF REPORTS**

- a) **Staff News**

## **ADMINISTRATION**

### **Golf Course**

The last day of the golf season will be October 14. Staff have seen growth in attendance and final statistics on course usage will be provided to the Commission at a future meeting. Several donations of used golf equipment were received which will be used for schools events, tournaments and rentals. A request has been received from Journey Middle School for use of the course during the off-season for a golf academy.

### **Shower Temperature**

Both Arena and Pool domestic shower system temperatures have been fluctuating and repairs are underway. Steps are being taken to ensure facility shower temperatures are being logged with sensors that will detect major changes and alert staff automatically.

### **Grant Announcements**

A new Community, Culture and Recreation (CCR) Infrastructure grant program has been announced which will distribute up to \$134 million in funding toward public infrastructure projects that create, "improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including indigenous peoples and vulnerable populations." Application deadline is January 23, 2019.

Discussion followed on potential projects that may be eligible for grant funding. The Commission directed staff to provide a grant feasibility analysis of a multi-use sport court (District of Sooke) and skate park rebuild (CRD) projects at the next regular meeting.

### **Multi-Use Sport Court**

On July 23, Sooke Council gave first reading to a bylaw to amend Bylaw No. 608 and permit a multi-use sport court to be constructed on Phillips Road property owned by the District of Sooke. This followed upon SEAPARC's June request for an agreement in principle to design and build a multi-use sport court utilizing \$400,000 in District Playing Field Reserve Funds.

#### **b) Staff Report: Aquatic Recruitment Program**

To address difficulties in recruiting qualified aquatic employees with required certifications, staff propose development of a recruitment program utilizing up to \$5,000 from the current staff training budget. Funds would be used to assist candidates overcome the financial barriers associated with obtaining advanced aquatic certifications.

**MOVED** by Commissioner Perkins and **SECONDED** by Commissioner Grove that the Commission:

Receive this report for information and direct staff to pursue creation of a recruitment program and access up to \$5,000 for staff training and development purposes.

**CARRIED**

The Program Services Manager thanked Aquatic staff members for their efforts to cover shifts and ensure programs continue to run.

## **7. PUBLIC QUESTION PERIOD**

## **8. ROUND TABLE**

## **9. ADJOURNMENT**

The regular meeting adjourned at 8:17pm.

Next regular scheduled meeting: October 18, 2018 @ 6pm

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Special meeting held Tuesday, September 25, 2018  
SEAPARC Leisure Complex Board Room, Sooke, BC**

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*Mission Statement:*

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(Mission Statement adopted October 16, 1991)*

Present: Commissioners: M. Hicks (Chair), B. Berger (Vice-Chair), D. Bishop,  
R. Kasper (Alternate Director), J. Perkins  
Staff: S. Knoke, SEAPARC Manager; A. Liu, Manager-Environmental Engineering; J. Govan,  
SEAPARC Facilities Operations Supervisor; N. Stewart, SEAPARC Administrative  
Service Coordinator; L. MacDonald, Recording Secretary  
Absent: P. Grove, M. Tait (Director), C. Hogg, Program Services Manager  
Public: 3  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 9:32am.

**2. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION**

Project architects Tom Moore and George Gogoulis (Studio 531 Architects Inc.) and landscape designer Bianca Bodley (Biophilia Design Collective) presented the latest plans for the expansion including site development plans.

Discussion points included:

- Covered walkways/seating areas
- Pedestrian traffic flow
- Parking lot capacity and design
- Plantings and maintenance
- Development Permit requirements
- Windows and privacy

In response to Commission comments, the architects will readdress the design to meet District of Sooke development permit requirements and to include an option for a covered walkway alongside the fitness gym.

**3. ADJOURNMENT**

The meeting adjourned at 11:12am.

Next regular scheduled meeting: October 18, 2018 @ 6pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF OCTOBER 18, 2018**

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**SUBJECT:**

Grant Opportunity: Investing in Canada Infrastructure Program (ICIP) Community, Culture and Recreation (CCR) Stream

**ISSUE:**

To request Commission endorsement of a grant application to the ICIP- Community, Culture and Recreation Stream to fund replacement of the Sooke Skateboard Park.

**BACKGROUND:**

The Community, Culture, and Recreation (CCR) Stream will fund infrastructure projects that will support projects that improve citizen's access to and quality of cultural, recreational and community spaces. Canada and British Columbia governments are investing up to \$134.84 million in the initial intake of the ICIP CCR Stream to support infrastructure projects in communities across the province.

A project must meet at least one of the following outcomes to be eligible:

- Improved access to cultural, recreational and community infrastructure
- Increased quality of cultural, recreational and community infrastructure Eligible ultimate recipients for this merit-based funding include Local Governments\*, Indigenous applicants, and not-for-profit organizations.

Strategically located beside Journey Middle School, the Sooke Skateboard Park was constructed by volunteers in 1997. In 2021, the facility will be 24 years old and will be coming to the end of its service life. SEAPARC's 2015 Strategic Plan identified skate park replacement as a priority medium term initiative (5-10 years). The Commission has committed \$500k towards replacement through the 5 year budgeting process (\$500,000 in 2021) with the goal of obtaining additional funds from a grant opportunity.

**ALTERNATIVES:**

1. That the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) recommend that the CRD Board support submission of an ICIP – Community, Culture and Recreation program application for funding to assist with costs to replace the Sooke Skateboard Park and that the Board commits to its share (\$500,000) of the project.
2. That this report be received for information.

**IMPLICATIONS**

**SOCIAL IMPLICATIONS**

Youth are the primary users of this facility and recent statistics indicate approximately 3000 visits a month from March, 2017 to October, 2018. The provision of a quality skate park service provides an opportunity for youth in the community to benefit both physical and socially.

**ECONOMIC IMPLICATIONS**

A professionally designed skate park will attract out-of-town visitors who will spend money within the community and local businesses.

**INTERGOVERNMENTAL IMPLICATIONS**

The current skate park facility exists on School District 62 property. This location is in the agricultural land reserve and will be subject to a non-farming permit use application. SEAPARC currently has a lease agreement in place to manage and maintain the property. The School District is aware of this application and is committed to working with SEAPARC. The proposed project aligns with the ICIP Community, Culture and Recreation Stream requirements and SEAPARC has the resources to match the grant funding requirements and to cover grant ineligible costs.

**GROWTH MANAGEMENT IMPLICATIONS**

Statistics Canada's 2016 Census data, the District of Sooke's population grew 13.7% over a five year period (2011-2016) making it the second fastest growing community on Vancouver Island and one of the fastest growing cities in the province. In comparison, the national average growth rate was 5.0% and the provincial average growth rate 5.6%. Sooke region's population is expected to double by 2038 (Urban Futures, 2014). With increased population comes an increase in a demand for services and space that can be met with a physical replacement of the facility.

**CONCLUSION:**

The Sooke Skateboard Park is nearing the end of its service life. ICIP Community, Culture and Recreation Stream is both a federal and provincial grant program aimed at supporting community infrastructure renewal. SEAPARC, through its strategic and financial planning, is grant ready and worthy to optimize success through the ICIP Community, Culture and Recreation Stream grant process.

**RECOMMENDATION:**

That the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) recommend that the CRD Board support submission of an ICIP – Community, Culture and Recreation program application for funding to assist with costs to replace the Sooke Skateboard Park and that the Board commits to its share (\$500,000) of the project.



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Steve Knoke  
SEAPARC Manager