

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, January 7, 2015  
SEAPARC Leisure Complex Board Room, Sooke, BC**

---

*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 (JDF Director), B. Berger, P. Grove (via Skype), J. Perkins (Vice Chair), M. Tait (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, L. MacDonald, Recording Secretary  
Absent: D. Bishop  
Public: 2  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:34 pm.

**2. ELECTION OF CHAIR/VICE CHAIR**

The SEAPARC Manager called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2015 and Commissioner Berger's and Director Hicks' names were put forward. The SEAPARC Manager called for nominations a second time and then asked if the nominees accepted their nominations. Commissioner Berger withdrew her nomination. The Manager called for further nominations a third time and, as there were none, Director Hicks was declared Chair.

The SEAPARC Manager called for nominations for the position of Vice Chair of the Sooke & Electoral Parks and Recreation Commission for 2015 and Commissioner Berger's name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Berger was declared Vice Chair.

**3. ADOPTION OF AGENDA**

**MOVED** by Commissioner Berger, **SECONDED** by Director Tait that the agenda be approved as presented. **CARRIED**

**4. APPROVAL OF THE MINUTES OF November 5, 2014**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove that the minutes of the November 5, 2014 meeting be adopted. **CARRIED**

**5. DELEGATION**

Catherine Keogan, Executive Director of Sooke Fine Arts Society presented an overview of the Society's programs, community impact and financial position. The Society's current arena rental agreement for the annual Sooke Fine Arts Show will conclude with the 2016 show and the Society is desirous of confirming a long term rental agreement with SEAPARC for the future.

Chair Hicks assured Ms Keogan and Danny Huszar, Treasurer, that the Commission will work with the Society toward formalizing a new rental agreement before the end of 2015.

*The electronic connection with Commissioner Grove failed at 7:10pm.*

**6. CHAIR'S REPORT**

The Chair welcomed Director Tait to the Commission and thanked staff for their efforts and accomplishments in 2014

## 7. DIRECTORS' REPORT

## 8. NEW BUSINESS

### a) Commission Orientation

The SEAPARC Manager and Program Services Manager presented a commission orientation including an overview of the Commission's roles and responsibilities, SEAPARC programs & services and financial standing, the philosophy and benefits of recreation plus a year-end review and look ahead to 2015.

*Director Hicks left the room at 7:15pm and returned at 7:28pm.*

## 9. UNFINISHED BUSINESS

## 10. STAFF REPORTS

### a) Staff News

#### Bike Park

A Bike Park grand opening event is being planned for the last week of February utilizing a \$2,500 grant from the CRD Active Transportation Special Event Funding Program. The goal of the event will be to showcase the new trail and pump track and promote cycling as a means of transportation. Phase 3 of the Bike Park project, involving reconfiguration of the existing Dirt Jumps is in the planning stage with completion estimated by the end of March, 2015.

#### Trail Building

In December, members of the Juan de Fuca Community Trails Society along with SEAPARC and Wittich Environmental Services staff, installed 44 wood frame/dirt filled steps, along with an improved drainage system, on the SEAPARC side of the ravine trail running from the SEAPARC parking lot to the end of Throup Road. These steps will provide improved pedestrian access to local schools and the SEAPARC Leisure Complex.

Wittich Environmental Services donated much needed excavating equipment to make this project happen. The Juan de Fuca Community Trails Society provided trail building expertise and volunteers that made the project a success. SEAPARC would like to acknowledge and thank all the volunteers for their hard work and dedication to this project.

#### LED Lighting Upgrade

A lighting retrofit study has been completed. The next step will be to release a Request for Quotes on the installation of the lights. These quotes, including the retrofit study and return on investment report, will be presented to the Commission for consideration at a future meeting.

#### Ice Resurfacers Replacement

The SEAPARC Manager outlined the need to expedite the purchase of a new arena ice resurfacers given current market demand and ongoing issues with SEAPARC's current resurfacers. The 2015 Capital Plan, approved by the Commission on October 1 2014, allocates \$100,000 towards the purchase.

**MOVED** by Director Hicks, **SECONDED** by Director Tait, that the Commission direct staff to proceed immediately with the issuance of a Request for Proposal for the purchase of a new ice resurfacers.

**CARRIED**

### UBCM Grant

The SEAPARC Manager outlined the Federal Gas Tax Fund Strategic Priorities Fund Program grant opportunity being offered by the Union of BC Municipalities (application deadline April 15, 2015). Local governments can submit up to two capital infrastructure project applications. Discussion followed with the Commission identifying three possible proposals including a gym expansion, lacrosse box construction or turf field installation. The SEAPARC Manager was directed to discuss the grant opportunity with the General Manager, Parks and Environmental Services and report back to the Commission on the feasibility of an application.

#### b) Staff Report: Strategic Planning

The SEAPARC Manager outlined a strategic planning process to be initiated in 2015 that would provide a vision for future SEAPARC recreational offerings and infrastructure planning. The Manager noted that \$25,000 was allocated by the Commission in February, 2012 for this purpose. The primary objectives of the project are to:

- a) Clarify SEAPARC's goals to serve as a basis for future decision making
- b) Positively position the organization to meet current and future trends and challenges and plan for future community programming/sports/leisure offerings.
- c) Develop a business plan for future capital projects (cost/benefits)
- d) Prepare long range infrastructure maintenance management plans for aging facilities
- e) Promote organizational identity and community pride.

**MOVED** by Commissioner Perkins, **SECONDED** by Director Tait, that staff initiate a SEAPARC Strategic Planning process; secure a consultant/facilitator to lead the planning process; and approve access to \$25,000 in Reserve Funds allocated by the Commission in February, 2012 for planning purposes.

**CARRIED**

### **11. MOTION TO MOVE IN CAMERA**

It was **MOVED** and **SECONDED** that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1):

*(d) the security of the property of the municipality/district*

The in camera meeting commenced at 8:37 p.m. and adjourned at 8:48 p.m.

### **12. PUBLIC QUESTION PERIOD**

### **13. ROUND TABLE**

### **14. ADJOURNMENT**

The regular meeting adjourned 8:50 p.m.

---

Mike Hicks, Chair

---

Lynn MacDonald, Recorder