

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Monday, April 18 2016  
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 (JDF Director), J. Perkins (Vice Chair), B. Berger, D. Bishop, R. Kasper (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary, C. Hoglund, Program Services Manager  
Absent: P. Grove  
Public: 4  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 1:03 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins that the agenda be adopted as presented.

**CARRIED.**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Berger, **SECONDED** by Director Kasper that the minutes of the March 8, 2016 meeting be adopted.

**CARRIED.**

**4. DELEGATION**

Sandy Pedneault (Chair, Sooke Elderly Citizens' Housing Society) and a delegation including Jane Maude (Chair, Sooke Seniors Drop-in Society), Shirley Lowe and Ellen Lewers proposed that a portion of SEAPARC property be utilized as the site of a temporary seniors centre until a permanent location can be obtained (approx. 2-3 years). It was suggested that a double-wide modular unit, including kitchen and washroom facilities, be obtained by the Society which would be utilized up to 5/6 days per week for senior activities. It was noted that the building could be used in the evening and weekends for other purposes including youth programs.

Commission discussion points included:

- General support for the Society in their efforts
- The District of Sooke has set aside \$150,000 (\$50,00 per year for the past three years) toward the development of a seniors centre
- Limited space available at SEAPARC site given the proposed extension of Throup Road to Phillips Road requiring possible egress through SEAPARC property and planned expansion of the facility in 2017/18 with addition of 4,000 square foot fitness facility.
- SEAPARC location not in the preferred town core area

The Commission asked that the delegation prepare a detailed submission for the Commission including specific requirements, financial information, costing of modular units and installation, etc. and directed the SEAPARC Manager to consult with District of Sooke staff on the current plans for a Throup Road extension.

## 5. CORRESPONDENCE

- a) Navy League of Canada – Trophy Sponsorships
- b) Sooke Region Chamber of Commerce – Support for Land Acquisition
- c) Clark Elliott – DeMamiel Creek Golf Course
- d) Stewart Wells – DeMamiel Creek Golf Course

- a) Navy League of Canada – Sooke Branch

A donation request to cover annual trophy sponsorship costs for the “Athletic” and “Seamanship” awards was reviewed.

**MOVED** by Commissioner Berger, **SECONDED** by Director Kasper that a sponsorship donation be made to the Navy League of Canada – Sooke Branch in the amount of \$80 (\$40 per award).

**CARRIED**

- b), c) & d)

**MOVED** by Director Kasper, **SECONDED** by Commissioner Perkins, that the Commission receive correspondence Items b, c & d for information.

**CARRIED**

## 6. CHAIR’S REPORT

## 7. DIRECTORS’ REPORT

Director Kasper reported that Bylaw No. 4029: Conversion of the Sooke Electoral Area Recreation Specified Area Establishment Bylaw No. 1, (1973) was given third reading at the April 13, 2016 CRD Board meeting and the Bylaw will now go the Province for final approval.

## 8. STAFF NEWS

### Community Recreation

The arena’s 40<sup>th</sup> Anniversary was celebrated on March 6 with 60 participants enjoying a skate at the 1976 price of \$1.25 and cake. March Break Skate & BMX Jam, in partnership with Debbie Holmes, was held March 12 with 20 participants and 30 spectators attending. Park users were appreciative of the new water fountain. The March 26<sup>th</sup> Easter Eggstravaganza Event was a great success this year with 425 people attending and over \$400 in donations raised plus food donations for the Sooke Food Bank.

All fitness classes (registered and drop-in) continued over Spring Break and were well attended. Spring Break Day Camps were full with 12 participants each day. Several days saw a waitlist of up to 8 children. Camp spaces are limited to 12 due to SEAPARC van size for out trips.

### Aquatics

A Water Safety Instructor course with 16 registrants is currently being taught by SEAPARC’s Aquatic Program Assistant Lindsay Havens.

Private swim lessons have seen an increase this past winter/spring session as follows:

2015	22 private lesson rentals totalling 116 lesson sessions
2016	40 private lesson rentals totalling 231 lesson sessions (year to date)

## ADMINISTRATION:

### Grant Opportunity Alert – Federal Budget 2016

The Commission reviewed a summary of Federal government grant initiatives prepared by CRD Grants & Bylaws Analyst Roseline Ferre. Initiatives relating directly to the CRD’s mandate will total

approximately \$640 million for BC over the next 2-4 years. Grant readiness and worthiness, based on asset planning, is key to optimizing success in securing funding delivered through very competitive grant processes.

#### Travel Assistance Grant

\$400 was awarded to Sooke Minor Hockey Association's PeeWee A team to assist with travel costs to participate in the Provincial championships in West Vancouver last month. SEAPARC's Travel Assistance Funding Policy provides funds (up to a maximum of \$400) to junior aged participants (under 21) traveling to Provincial (or higher) level competitions.

#### Ice Allocation

The tentative date for the 201/516 Ice Allocation meeting is Wednesday, May 18 @ 6pm. Commissioner Bishop will serve as Commissioner representative at the meeting.

#### Bike Park

The Bike Park dirt jumps and pump track are now open.

#### Capital Projects Update

- LED lighting project is currently out for tender with a deadline of April 28. Once the tenders are received, staff will review the project budget and continue to seek BC Hydro funding.
- CRD Recreation Software Project is underway and will be looking at a November implementation.
- Natural Gas Boiler Retrofit is at 75% design. The final design will be completed in the coming weeks and will also be tendered for a shutdown project.
- The pool stereo is scheduled to be replaced this spring. There is an opportunity to provide a needed upgrade to the multi-purpose room and reception stereo system at the same time. This upgrade will provide better control and ensure facility paging is functional.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop that the Commission approve a transfer of \$6,000 from the Equipment Replacement Fund to the pool stereo replacement project in order to include the Reception and Multi-Purpose Room areas in the project.

**CARRIED**

- Stan Jones stair replacement is underway involving repair and replacement of the 15 year old stair case which has seen significant use and wear. The project was originally to be performed by staff, however due to internal transfers, a carpenter has been contracted to complete the work. The project should be completed by April 22, 2016.

**MOVED** by Director Kasper, **SECONDED** by Commissioner Berger that the Commission approve the transfer of \$10,000 from the Capital Reserve Fund to the Stan Jones Field stair replacement project to cover unanticipated costs.

**CARRIED**

#### Michael Hamilton-Wojtas

The CRD Board will be recognizing SEAPARC Aquatic employee Michael Hamilton-Wojtas whose quick action and CPR training recently helped save the life of a Mt. Washington skier experiencing cardiac arrest.

#### Land Acquisition Referendum

The SEAPARC Manager provided an update on the referendum process. Five Information Sessions have been held over the past few weeks and voting will begin with the Advance Votes on April 20 and 27 and General Voting Day on April 30.

## 9. MOTION TO MOVE IN CAMERA

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Bishop to close the meeting in accordance with the Community Charter, Part 4, Division 3, 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

**CARRIED**

The in camera meeting commenced at 1:47 pm and adjourned at 2:37 pm. The regular meeting reconvened at 2:38 pm.

## 10. PUBLIC QUESTION PERIOD

## 11. ROUND TABLE

## 12. ADJOURNMENT

The regular meeting adjourned at 3:04 pm.

Next meeting scheduled for Tuesday, May 10 at 1pm.

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Mike Hicks, Chair

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Lynn MacDonald, Recorder