



Sooke Community Centre Advisory Committee  
Thursday, October 15, 2015 at 10:00 am  
Location: Council Chambers  
2225 Otter Point Road, Sooke, BC

AGENDA

	<i>Item</i>	<i>Page #</i>
1.	<b>Call to Order</b>	
2.	<b>Approval of Agenda</b>	
3.	<b>Approval of Minutes:</b> September 17, 2015	1
4.	<b>Information Roundtable:</b> <ul style="list-style-type: none"><li>• SEAPARC Strategic Plan (Steve Knoke)</li><li>• Vancouver Island Regional Library RFP Update</li><li>• Kaltasin Works Yard Proposal posted to <a href="http://sooke.ca/community/facilities/sooke-community-centre/">http://sooke.ca/community/facilities/sooke-community-centre/</a></li><li>• Potential Grant Funding opportunities</li></ul>	
5.	<b>Third Party Facilitator</b> <ul style="list-style-type: none"><li>• Report from September 28, 2015 Regular Council Meeting</li><li>• Council Resolution</li></ul>	5 7
6.	<b>Discussion:</b> <ul style="list-style-type: none"><li>• Next steps</li></ul>	
7.	<b>Public Input</b>	
8.	<b>Schedule Next Meeting:</b> November 19, 2015 at 10:00 am	
9.	<b>Adjournment</b>	





**DISTRICT OF SOOKE**  
**Sooke Community Centre Advisory Committee Minutes**  
Meeting held September 17, 2015  
at 10:00 am  
Council Chamber, 2225 Otter Point Road

**Committee Members Present:**

1. Lee Boyko, Sooke Region Museum, Chair
2. Councillor Ebony Logins
3. Karl Linell, Sooke Community Association
4. Paul McTavish, Royal Canadian Legion Branch 54
5. Sharon Bussard Grove, Sooke Community Arts Council
6. Ellen Lewers, Sooke Fall Fair
7. Marlene Barry, Sooke Region Community Health Initiative
8. David Bennett, Sooke Seniors Drop In Society
9. Steve Knoke, SEAPARC
10. Jeff Bateman, Sooke Transition Town Society

**Staff:** Sarah Temple, Finance and Administration Assistant

**Guests:** Paul Van Bergen, Sooke Community Association  
Dave Clark, Sooke Community Association

**Absent:** Karen George, T'Sou-ke Nation  
Trevor Colley, Sooke Rotary Club  
Sandy Pednault, Sooke Elderly Citizens Housing Society  
Quinn Yates, EMCS Youth Engagement Project  
Al Beddows, Sooke Lions

1. Lee Boyko called the meeting to order at 10:02 am.
2. **Approval of the Agenda:**  
**MOVED** to approve the agenda as circulated.  
**CARRIED**
3. **Approval of the Minutes:**  
**MOVED** to approve the minutes of June 11, 2015 as circulated.  
**CARRIED**
4. **Information Roundtable:**
  - Sharing of new developments related to the Committee's mandate
  - Vancouver Island Regional Library RFP Update
  - Age Friendly Committee Request

**Committee Discussion – New Developments:**

- Lee Boyko reported that he had an opportunity to meet with the Sooke Community Association over the summer, as well as attend other local Community Centres to observe their set-up and operations.

- Steve Knoke reported that SEAPARC has completed their Strategic Planning process and the plan will be made public shortly. Steve will bring the plan to the next SCCAC meeting.
- Karl Linell reported that the Sooke Community Association is in a holding pattern, waiting for the SCCAC to come up with a wish list for the Community Hall. Issues waiting to be addressed at the Community Hall include funding for a functional use plan to be drafted as well as additional parking requirements.
- Discussion of whether District of Sooke funding for the Community Centre can be used for planning documents.
- Discussion of Community Hall, in conjunction with surrounding area, which could include the Legion, Ayre Manor and adjacent properties as an option for a future Community Centre location.
- Ellen Lewers reported that a plan for revamping the Community Hall was completed by a local designer and that it requires an architect's approval.
- Discussion of parking as a challenge in the Town Core. Suggestions of parking in a vacant lot, at least as a temporary solution, or along the closed Gatewood Road.
- Paul McTavish reported that parking is a challenge at the Legion when there is an event at the Community Hall.
- Discussion of future plans for the Legion property.
- Discussion as to limited funds for purchasing land.
- Discussion of alternate spaces that should be looked at in conjunction with the area around the Community Hall. These could include SEAPARC, the Kaltasin Road works yard, etc. By identifying multiples sites, analyzing the positive and negatives aspects of each and fitting community needs into available spaces, some locations will come out as better options than others.
- Marlene Barry shared that in analyzing the Kaltasin works yard as a potential space for the Sooke Region Volunteer Centre, there were some potential hurdles which included the need for an Environmental Assessment and potentially a Traffic Study. Marlene will share the proposal report at the next meeting.
- Discussion of potential grant opportunities, including the upcoming "Canada 150" grant and the importance of being "grant ready".
- Discussion around the benefits of a third party facilitator as a fresh set of eyes.

**Committee Discussion – VIRL RFP Update:**

- No update at this time.

**Committee Discussion – Age Friendly Committee Request**

- October 1, 2015 is National Seniors Day and the Sooke Age Friendly Committee is hosting an invite-only celebration at Ayre Manor.
- The Age Friendly Committee would like the permission of the Sooke Community Centre Advisory Committee to display the planning documents that have been done by SCACC Committee members in support of seniors. The SCACC agreed to the use of the documents, all of which can be found on the District of Sooke website.

**5. Correspondence received**

- **Letter to Sooke School District No. 62** (Committee recommendation to Council from June 11, 2015 meeting)

Action: Jeff Bateman to ask particular School District Board Members to attend upcoming Sooke Community Centre Advisory Committee meetings.

**MOVED** to receive correspondence for information.  
**CARRIED**

**6. Committee Discussion – Next Steps:**

- Discussion of hiring a third party facilitator to lead the SCCAC through a workshop that will help to focus priorities and explore possible locations. Once the SCCAC has agreed upon priorities and identified a preferred location(s) to meet those priorities, the work can move forward.

**Desired Outcomes of Facilitated Meeting:**

- A third party review of all of the existing plans, reports and visioning documents – many of which outline community needs, capital assets and community capacity for financial support.
- A facilitated discussion, involving all SCCAC committee members and identified potential partners, reviewing community needs, existing capital assets and financial considerations, which leads to:
  - Identification of prioritized needs.
  - Identification of potential partnerships.
  - Identification of how community needs can fit into existing community spaces.
  - Identification of most suitable location(s) for the Community Centre
  - Identification of gaps in the most suitable location(s) that can be addressed by renovation of existing facilities or building a new facility.
- The Committee will then be able to move forward with exploring functional use plans of prioritized locations, identifying associated costs.

**MOVED** to recommend that Council approve the funding of a third party facilitator, up to a cost of \$800, to assist the Sooke Community Centre Advisory Committee in prioritizing community needs and determining how these needs will fit into identified potential sites for the Sooke Community Centre;

**AND TO** invite SCACC committee members and identified potential partners to attend a community visioning meeting.

**CARRIED**

- Identified Community partners to include:
  - Vancouver Island Regional Library
  - Edward Milne Community School
  - Private Landowners

**Additional Steps:**

**Action Item:** Marlene Barry to search grant funding database to identify potential funding opportunities.

**Action Item:** Jeff Bateman to invite Tony St. Croix as a guest to October 15, 2015 Sooke Community Centre Advisory meeting.

**7. Public Input**

- There was no input from members of the public.

**8. Next Scheduled Meeting:**

October 15, 2015 at 10:00 am.

**9. Adjournment:**

**MOVED** and seconded to adjourn the meeting at 11:32 a.m.

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Lee Boyko  
Chair

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Bonnie Sprinkling  
Corporate Officer

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Ebony Logins, Councillor



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## **Sooke Community Centre Advisory Committee RECOMMENDATIONS TO COUNCIL**

Meeting of September 17, 2015

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**THAT COUNCIL** approve the funding of a third party facilitator, up to a cost of \$800, to assist the Sooke Community Centre Advisory Committee in prioritizing community needs and determining how these needs will fit into identified potential sites for the Sooke Community Centre;

**AND TO** invite SCCAC committee members and identified potential partners to attend a community visioning meeting.

### **Desired Outcomes of Facilitated Meeting:**

- A third party review of all of the existing plans, reports and visioning documents – many of which outline community needs, capital assets and community capacity for financial support.
- A facilitated discussion, involving all SCCAC committee members and identified potential partners, reviewing community needs, existing capital assets and financial considerations, which leads to:
  - Identification of prioritized needs.
  - Identification of potential partnerships.
  - Identification of how community needs can fit into existing community spaces.
  - Identification of most suitable location(s) for the Community Centre
  - Identification of gaps in the most suitable location(s) that can be addressed by renovation of existing facilities or building a new facility.
- The Committee will then be able to move forward with exploring functional use plans of prioritized locations, identifying associated costs.
- Identified Community partners include:
  - Vancouver Island Regional Library
  - Edward Milne Community School
  - Private Landowners





**NB-2 Sooke Community Centre Advisory Committee recommendations from September 17, 2015 meeting:**

**MOVED** and seconded to approve the funding of a third party facilitator, up to a cost of \$800 from the Council Contingency Fund, to assist the Sooke Community Centre Advisory Committee in prioritizing community needs and determining how these needs will fit into identified potential sites for the Sooke Community Centre;

**AND TO** invite SCCAC Committee members and identified potential partners to attend a community visioning meeting.

**CARRIED UNANIMOUSLY**