

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, October 2, 2013
SEAPARC Leisure Complex, 2168 Phillips Road, 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: Jim Perkins (Chair), D. Bishop, M. Hicks (JDF Director),
P. Grove, W. Milne (Sooke Director)
Staff: L. Finch, Acting SEAPARC Manager, L. MacDonald, Recording Secretary
Absent: B. Berger
Public: 4
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:32 pm.

2. ADOPTION OF AGENDA

MOVED by Director Milne, **SECONDED** by Director Hicks that the agenda be approved.

CARRIED

3. APPROVAL OF THE MINUTES OF September 11, 2013

MOVED by Director Hicks, **SECONDED** by Commissioner Grove that the minutes of September 11, 2013 be adopted.

CARRIED

4. DELEGATION

a) Christina Schlattner, Sooke Bike Club

Ms. Schlattner, appearing as a representative of the Sooke Bike Club, expressed the Club's interest in working with the District of Sooke, SEAPARC and the Sooke Community Association toward the development of a bike park at SEAPARC.

Ms. Schlattner outlined concerns the Bike Club has with the existing SEAPARC bike jump park site including:

- Environmental issues including adequate drainage
- Condition of access paths and lighting
- Appropriate fencing

The Bike Club would like to see a committee formed of stakeholders to work on formulating a project timeline, budget and memo of understanding. Ms. Schlattner offered to serve on that committee. Ms. Schlattner also noted that the Sooke Bike Club would be willing to assist with the coordination of services in a variety of areas including gathering input from youth and park users, working with a park designer, coordinating volunteer workers, ~~conducting fundraising~~ **participation in fundraising partnerships** and ongoing maintenance/upkeep.

Note: Minutes amended at December 4, 2013 SEAPARC meeting at the request of Ms. Schlattner.

5. CHAIR'S REPORT

The Chair expressed his disappointment with the CRD's response to his concerns regarding CRD policies and noted that he will be pursuing these issues further.

6. DIRECTOR'S REPORT

Director Hicks congratulated Nathan Stewart, Administrative Services Coordinator and SEAPARC staff on the reopening of the Concession. He noted that a net profit was earned on the opening weekend.

7. NEW BUSINESS

8. UNFINISHED BUSINESS

Director Milne provided an overview of the District of Sooke's Committee of the Whole decision made September 23, 2013 regarding a bike skills park. At that time, the Committee approved the following recommendation:

THAT THE COMMITTEE OF THE WHOLE recommend Council give direction to staff to work with the Sooke Bike Club, SEAPARC and the Sooke Community Association to secure agreements and funding to refurbish the existing bike skills area and expand the existing facility into Throup Road Park to accommodate all bike skill levels;
AND TO bring back a report to Council on the bike skills park funding for approval prior to entering into an agreement or the commencement of works.

Director Milne stressed that a large number of community support a bike skills park and suggested that a steering committee be formed as soon as possible to begin the process of developing a park at SEAPARC. Discussion points included:

- Drainage & environmental issues
- Development of a SEAPARC Site Master Plan is a first priority
- Community Recreation Survey review required asap
- Cost and funding of park
- Use of Sooke Community Association property
- Liability issues
- Professional site survey/feasibility study required
- Professional park design required
- Competing community priorities – ie. artificial turf field, multi-sport/lacrosse box, gym facility
- SEAPARC's budgeting for 2014 already in place

Director Milne suggested that the District of Sooke and SEAPARC share the cost of a professional site survey. In response to concerns expressed regarding expectations that SEAPARC/CRD would fund the project, Director Milne noted that the Sooke Bike Club has always indicated that they would raise funds through direct and in-kind sources.

MOVED by Director Milne, **SECONDED** by Director Hicks that a steering committee be created to report back to the next meeting of SEAPARC and that the committee explore options for a general bike park site plan. **CARRIED**

It was determined that the steering committee will include the following representatives:

- District of Sooke staff member
- District of Sooke Councillor
- SEAPARC staff member
- Sooke Bike Club representative

- SEAPARC Commissioner Derek Bishop
- SEAPARC Commissioner Patrick Grove
- Sooke Community Association representative

9. STAFF REPORTS

The Commission will meet on Tuesday, October 29 at 5 pm in the SEAPARC Board Room to review the results of the Community Recreation Survey.

a) Staff News

Staffing

New staff hired for this fall include Gabriel Boyko (Aquatics), Wyatt Church, Norris Wass-Little and Hailey Dimock (Recreation).

Aquatics

There are currently 400 children participating in Red Cross Swim Lessons, over 35 participants in the SEAPARC Sharks Swim program and over 20 participants regularly attending Aquafit classes.

Grade 3 students from area schools will soon start our Swim to Survive program made possible by a Lifesaving Society grant.

Recreation

The Taste of SEAPARC week held September 3-8, 2013 saw over 172 people tryout a variety of aquatic, fitness and recreation programs for free.

Administration

Desiccant Dehumidifier

The SEAPARC Manager (Acting) reported that an adjustment had been made to the operating settings on the desiccant dehumidifier. This adjustment, along with cooler and more favourable weather conditions, has resulted in an improvement in humidity levels in the arena.

Munters has presented SEAPARC with three different options for replacing the existing unit. Accent Refrigeration is working on pricing and installation requirements. Once details have been received, the three options will be forwarded to the Commission for review.

b) Staff & Commission Access to Facilities and Programs

The SEAPARC Manager (Acting) provided an overview of the current Staff & Commission Access to Facilities and Programs Policy. The SEAPARC Manager (Acting) recommended the following changes to the policy:

1. That free drop-in activity passes continue to be extended to staff, Commission, and Commission family members.
2. That discounted drop-in activity passes continue to be extended to staff family members.
3. That program registration discounts be removed from the policy.
4. That administrative procedures be implemented to monitor the program and track attendance.
5. That the Commission approves the revised policy, effective November 1, 2013.

MOVED by Director Milne, **SECONDED** by Commissioner Berger, that the recommended revisions to the Staff & Commission Access to Facilities and Programs Policy (P – 700.3) be approved.

CARRIED.

10. PUBLIC QUESTION PERIOD

Ms. Schlattner introduced Rhys Nielsen. Mr. Nielsen is interested in serving as a SEAPARC Youth Member. The Acting SEAPARC Manager will contact the Edward Milne Community School Principal regarding the appointment.

11. ROUNDTABLE

Commissioner Bishop queried staff on the status of the proposed digital road sign panel. Staff have requested a quote from Houston Signs.

Director Hicks reported that he had resigned from WestShore Parks & Recreation Society due to the CRD's conflict of interest policy which prohibits CRD Board members who are members of societies from voting on the CRD Board budget.

12. ADJOURNMENT

The meeting adjourned 7:45 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder