

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, December 4, 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: J. Perkins (Chair), B. Berger, D. Bishop, M. Hicks (JDF Director), P. Grove, W. Milne (Sooke Director)
Staff: S. Knoke, SEAPARC Manager, L. Finch, Program Services Manager, J. Govan, Facilities Operations Supervisor, L. MacDonald, Recording Secretary
Absent: 0
Public: 0
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

The following addition was made to the Agenda:

6. b) Site Survey

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that the agenda be approved as amended. **CARRIED**

3. APPROVAL OF THE MINUTES OF November 6, 2013

MOVED by Director Milne, **SECONDED** by Commissioner Berger that the minutes of November 6, 2013 meeting be adopted. **CARRIED**

4. CHAIR'S REPORT

The Chair welcomed the new SEAPARC Manager, Steve Knoke. Mr. Knoke was the Manager of the Cowichan Aquatic Centre Complex in Duncan and, prior to that, Pool Manager with the Abbotsford Recreation Centre. Mr. Knoke's first day was December 2, 2013.

The Chair congratulated Linda Finch, Program Services Manager on her appointment as UBC's Aquatic Centre Manager and thanked her for her services to the community. Ms. Finch's last day at SEAPARC will be December 20, 2013.

The Chair noted that, due to the New Year's Day holiday, the January meeting will be held on January 8, 2014.

The Chair acknowledged the work of staff to decorate the facility for the Christmas season including the Festival of Trees display and pool window art work.

5. DIRECTOR'S REPORT

Director Milne noted the general CRD requisition for 2014 is 2% which is in line with the District of Sooke's priorities.

6. NEW BUSINESS

a) Amendment of Previously Adopted Minutes of October 2, 2013

The Commission considered a request from Christina Schlattner, Sooke Bike Club to amend the October 2, 2013 minutes pertaining to her presentation regarding further development of the bike jump park at SEAPARC.

MOVED by Director Hicks, **SECONDED** by Director Milne that the previously adopted minutes of the meeting of October 2, 2013 be amended by replacing the phrase "conducting fundraising" on p. 1 of the minutes with "participation in fundraising partnerships".

CARRIED

b) Site Survey

The Chair proposed that now would be an opportune time to begin a planning process that would involve a site or strategic plan for the facility. He noted that \$25,000 had been set aside in 2012 for planning purposes. Discussion followed on the need for all Sooke area recreational providers to be part of this process. The Chair asked that the item appear on future Agendas as "Unfinished Business".

7. UNFINISHED BUSINESS

8. STAFF REPORTS

a) Staff News

PROGRAMS

The Program Services Manager reported that the Community Adult Walking Program has over 50 people registered. This great success is thanks to the volunteer leader, Laura Smith. Laura is welcoming, encouraging and dedicated to the group, and ensures a great variety in walks, which enables people with various levels of mobility to participate. The walks take place every Tuesday and Thursday morning.

Safe Halloween

SEAPARC contributed to the Safe Halloween event again this year. Tasks and responsibilities included promotion and advertising in the local newspapers, posters, information on the road sign, on our website, Facebook page and general in-house promotion. Four program staff assisted with the haunted house the night of the event. For 2014, staff suggest that SEAPARC, the District of Sooke, and other interested parties meet in the spring to discuss and determine the future of the event.

Appreciation was expressed to Commissioner Berger for her efforts to ensure the event went ahead this year.

OPERATIONS

Arena Dehumidification

The Facilities Operation Supervisor background information previously requested by the Commission regarding the proposed purchase of a new desiccant dehumidifier and conventional dehumidifier for the arena.

MOVED by Director Hicks, **SECONDED** by Commissioner Berger, that the Commission approve:

- the purchase of an A-20 desiccant dehumidifier (plus shipping costs to/from SEAPARC); and
- the purchase a new conventional dehumidifier for redundancy from Munters; and
- that a call for tenders for the installation of said units is submitted.

CARRIED

Pool Hallway Railings

In response to patron requests, staff have determined that the cost to install railings along one side of the pool/change room hallway will be approximately \$2,800.

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that staff proceed with the installation of a pool/change room hallway railing.

Discussion points included:

- the proposed railing installation will be improve access
- installation is in keeping with other improvements made in pool change rooms

MOVED by Director Milne, **SECONDED** by Commissioner Berger that the motion be amended by adding the words "if appropriate funding is available". **CARRIED**

b) Staff Report: Bike Park

The Program Services Manager reported on the November 14, 2013 meeting of the Bike Park Steering Committee. The Committee submitted the following recommendations to the Commission:

1. That the Commission support the use of the SEAPARC site for bike skills park use;
2. That the Commission direct staff to develop a request for quotes to conduct a professional site feasibility study;
3. That the Commission request the District of Sooke improve access and pedestrian safety on the existing trail in the municipal road right-of-way north of SEAPARC.

Discussion points included:

- Budgeting responsibility
- Define project lead
- Geotechnical & environmental concerns need to be identified
- Terms of Reference required for Steering Committee

Director Milne will bring forward the Steering Committee's suggestions regarding improved access and pedestrian safety to District staff.

MOVED by Commissioner Berger, **SECONDED** by Director Milne that staff develop a request for quotes to conduct a professional site feasibility study. **CARRIED**

9. PUBLIC QUESTION PERIOD

10. ROUNDTABLE

11. ADJOURNMENT

The meeting adjourned at 8:03 pm

Jim Perkins, Chair

Lynn MacDonald, Recorder