

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, February 5, 2014  
SEAPARC Leisure Complex, 2168 Phillips Road, 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, P. Grove, W. Milne (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary  
Absent: 0  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The SEAPARC Manager called the meeting to order at 6:32 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 2014 and Commissioner Perkins' and Director Hicks' names were put forward. The SEAPARC Manager called two times for further nominations and, as there were none, the nominees spoke to their nominations. Commission members voted (via ballot) and the SEAPARC Manager declared Director Hicks Chair of the Commission for 2014.

The SEAPARC Manager called for nominations for the position of Vice Chair of the Sooke & Electoral Parks and Recreation Commission for 2014 and Commissioner Perkins' and Commissioner Bishop's names were put forward. The SEAPARC Manager called for nominations a second time and asked if the nominees accepted their nominations. Commissioner Bishop thereupon withdrew his name from nomination. The SEAPARC Manager called for further nominations a third time and, as there were none, Commissioner Perkins was declared Vice Chair for 2014.

**3. ADOPTION OF AGENDA**

The following additions were made to the Agenda:

- 7. New Business
  - a) 2013 Budget Surplus
  - b) Staff Cell Phone Usage

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

**4. APPROVAL OF THE MINUTES OF December 4, 2013**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins that the minutes of December 4, 2013 meeting be adopted. **CARRIED**

**5. CHAIR'S REPORT**

**6. DIRECTOR'S REPORT**

Director Milne thanked Commissioner Perkins for his support of the facility and work with the Commission and staff over the past 5 years as Chair.



Additional Costs:           Structural Engineer - \$750  
                                  Hydro connect/disconnect - \$600  
                                  Electrical permit - \$100  
                                  Base – the larger sign may require enlarging the footing for the sign.

**MOVED** by Director Milne, **SECONDED** by Commissioner Berger that staff proceed with Talon Signs' proposal b) for a 4' 2" x 7' 6" 16 mm colour display (laptop and controller software included) up to a maximum of \$30,000 including additional costs.

**CARRIED**

#### **b) Bike Park**

The SEAPARC Manager reported on the Bike Park Steering Committee meeting held at SEAPARC on January 30 at 7 pm. The SEAPARC Manager conveyed to the Committee the Commission's willingness to build a relationship with the Club for the development of the existing SEAPARC bike park. The Committee meeting identified that further work will need to be done, by both the Club and SEAPARC staff, to clarify fundamental points including user access, use of volunteer workers, accessibility, risk management, planning, etc. The Committee will meet in February (date to be determined).

#### **c) Site Survey/Strategic Plan**

The Chair suggested that a meeting of the Commission be held in April to discuss future planning for SEAPARC. Meeting date to be determined.

### **9. STAFF REPORTS**

#### **a) Staff News**

##### **PROGRAMS**

SEAPARC qualified for a Province of BC Family Day grant in the amount of \$1,000 to host our Family Day activities for free.

Over 440 children and adults are participating in swimming programs this season.

The arena drop-in public skates have seen an increase in attendance this season, with an average of 55 attending the Sunday public skate and 78 the Tuesday night skate.

Staff received notification from VIHA outlining specific age requirements for our camp care programs. At this point the change will only affect 5 year olds that have not yet completed kindergarten and would like to attend a day camp offered at SEAPARC. We are contacting past participants and letting them know about the change. We will continue to investigate options and examine potential solutions.

##### **ADMINISTRATION**

A new TV has been purchased and installed in the arena lobby. The TV will be used for Olympic coverage and internal marketing.

The SEAPARC Manager attended the Recreation Foundation of BC's annual Parks and Recreation Administrator's Workshop in January and will be attending a week long iLEAD leadership program in February.

Interviews are in progress for the Program Service Manager position.

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## **OPERATIONS**

### AED Defibrillator

Staff and patrons of SEAPARC now have access to two AED portable defibrillators. A new AED, generously donated by Ron Kumar of Peoples Drug Mart, has been installed in the arena lobby and is fully accessible to the public.

### Arena Dehumidification

The SEAPARC Manager and Facilities Operations Supervisor have met with Andy Liu, CRD Manager, Environmental Engineering, and have requested an engineering assessment report on our current and future improved desiccant system.

The Chair proposed that the feasibility of installing a bleacher heating system, that will not compromise the quality of arena ice, be addressed by the engineer. Commissioner Bishop noted how extremely hot the arena can get in the summer and queried whether the new system will help to remedy this problem.

## **10. PUBLIC QUESTION PERIOD**

## **11. ROUNDTABLE**

Director Milne thanked staff for their efforts in keeping costs down, which has resulted in a surplus in both 2012 and 2013, as well as the excellent customer service and facility cleanliness ratings received from patrons.

The BCRPA Symposium is being held April 23-25 in Kelowna. Commission members interested in attending should contact the Recording Secretary.

Commissioner Berger suggested obtaining an automatic water bottle filler fountain for the arena. The SEAPARC Manager reported that staff had ordered a new fountain that would be installed shortly. A water fountain will also be installed on the pool deck.

## **12. ADJOURNMENT**

The meeting adjourned at 8:12 pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder