

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Wednesday, October 7, 2015
SEAPARC Leisure Complex Board Room, 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: M. Hicks - Chair (JDF Director), B. Berger (Vice Chair),
M. Tait (Sooke Director), D. Bishop, J. Perkins,
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: P. Grove
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:01 pm.

2. ADOPTION OF AGENDA

MOVED by Commissioner Berger, **SECONDED** by Commissioner Bishop that the agenda be adopted with the following addition under Item 6, New Business:

b) In Camera Meeting

Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90 (1) (e) *Acquisition, disposition or expropriation of land or improvements.*

CARRIED.

3. ADOPTION OF MINUTES of September 2, 2015

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Perkins that the minutes of the September 2, 2015 meeting be adopted.

CARRIED.

4. CHAIR'S REPORT

5. DIRECTORS' REPORT

6. NEW BUSINESS

a) Commission Composition

Director Tait proposed that the composition of the Commission be revised to permit the appointment of a member of council who could attend SEAPARC meetings if/when the Director or Alternate Director is unable to attend. According to the current bylaw, only the Alternate Director is permitted to attend in the Director's absence.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the governing bylaw for the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) be revised to permit the District of Sooke Director to appoint a District of Sooke Councillor to attend SEAPARC meetings in the absence of the Director.

CARRIED.

b) In Camera Meeting

It was **MOVED** and **SECONDED** that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (e) *Acquisition, disposition or expropriation of land or improvements.*

The in camera meeting commenced at 6:30 p.m. and adjourned at 6:59 p.m. The regular meeting reconvened at 6:59 p.m.

7. UNFINISHED BUSINESS

a) 2016-2019 Service Plan

The SEAPARC Manager reviewed the reformatted 2016-19 SEAPARC Service Plan. The Manager noted that no content changes had been made to the Service Plan presented at the September SEAPARC meeting, only formatting changes.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Bishop that the Commission receive the reformatted 2016-2019 Service Plan.

CARRIED.

b) 2016 Budget and Capital Plan

The SEAPARC Manager presented the final 2016 Budget and Capital Plan for approval. No changes have been made to document presented at September meeting. Upon Commission query as to the status of the request to combine the Pool and Recreation services into one, the Manager noted that the request is currently being reviewed by the Province of BC.

Queried why no budget item was included for maintenance/management of an artificial turf field. the Manager reported that no commitment has been made by SEAPARC to operate the field. Negotiations with the land owners and user groups regarding the operation of the field would be required should the turf field grant application be successful. A decision is not expected on the UBCM grant until December.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Bishop that the Commission approve the 2016 Budget and Capital Plan as presented.

CARRIED.

8. STAFF REPORTS

a) Staff News

Programs

Staffing

Welcome to Myles Wallace and Wilson Batten who have been hired as Lifeguard/Instructors and Dan Lintaman, the new Skate Park Host starting in 2016.

Events

The "Mini-Mudder" event held on September 20 saw 62 children between the ages of 5-12 years participate in navigating an outdoor obstacle course. Participants provided very positive feedback and staff hope to offer another event in the future.

The annual Taste of SEAPARC was held September 8-11 with 115 participants trying out a variety of aquatic, fitness and arena programs for free.

SEAPARC is working with Royal Roads University, the Sooke Chamber of Commerce, Sooke Public Library and EMCS to help promote new continuing education courses in Sooke.

Over 120 people attended the Coast Capital Free Swim and over 80 attended the Coast Capital Free Skate in September.

Aquatics

430 children are currently registered in swim lessons and 20 children are participating in the Sharks Swim Club.

New evening Aqua Fit classes introduced this fall have seen high participation rates. A total of 17 Aqua Fit classes are now offered.

Recreation

The Licensed Preschool program has 39 children registered with only 3 spots vacant and the recreation preschool program has 13 children registered.

Children's Taekwondo classes with Michelle Carpenter continue to be very popular with 56 children between the ages of 5-12 registered. Two Zumba fitness class offerings have 23 registered. 58 children are currently registered in skate lessons.

New community recreation programs for adults have been introduced this fall including an Adult Paint Night with 19 participants. Adult wellness programs have also been introduced.

Administration

BC Hydro Transformer Replacement

On September 21, 2015 BC Hydro replaced a major piece of equipment that supplies the power to the pool. Work occurred after hours and had a minimal impact on facility operations. While this work was occurring, preventive maintenance work was completed on the pool motor control center (MCC) panels.

New Signage

Talon Signs will be installing two new signs at SEAPARC. One will be placed at the south driveway entrance at the site of the existing log sign and the other will be installed above our front door entrance. Both signs will be illuminated.

Zamboni Resale

With the new Zamboni now in-service, the old Zamboni will be sent to auction. Funds recovered from the sale will be returned to the Equipment Replacement Fund.

Video Surveillance

Four proposals have been received for video surveillance installation. The proposals are currently being reviewed for content and value.

Emergency Management Workshop

SEAPARC Managers attended an Emergency Management Workshop offered by the Justice Institute of BC. The workshop established a baseline of training in Emergency Operations Centre (EOC). In the event of an emergency, SEAPARC staff can assist in the region.

2016 Capital Items

There are two major 2016 capital items will require approval by the Commission in order for work to commence in January 2016. Both the LED Lighting and Natural Gas Boiler Conversion projects will need to be started earlier than April (fiscal year start) in order for the work to be completed on time. Once an assessment of the pool boiler has been completed, a determination will be made as to the total project cost.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Bishop that a maximum of \$15,000 be allocated for engineering assessment and design of the pool boiler in readiness for the proposed 2016 natural gas boiler conversion project.

CARRIED.

9. PUBLIC QUESTION PERIOD

10. ROUND TABLE

11. ADJOURNMENT

The regular meeting adjourned at 7:22 pm

Mike Hicks, Chair

Lynn MacDonald, Recorder