



**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**

General Meeting, SEAPARC Boardroom  
Wednesday, December 2 at 6:30 p.m.

Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of October 7, 2015
4. Motion to Move In Camera

Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (e) *the acquisition, disposition or expropriation of land or improvements if the council considers that disclosure could reasonably be expected to harm the interests of the regional district.*

5. Chair's Report
6. Directors' Report
  - a) Employee Long Service Recognition
7. New Business
8. Unfinished Business
  - a) Staff Report: SEAPARC Composition
9. Staff Reports
  - a) Staff News
10. Public Question Period
11. Round Table
12. Adjournment

# MINUTES

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of an In-Camera meeting held Wednesday, October 7, 2015  
SEAPARC Leisure Complex Board Room, 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), 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

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Mike Hicks, Chair

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Lynn MacDonald, Recorder

**DIRECTORS'  
REPORT**

**UNFINISHED BUSINESS**





**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF DECEMBER 2, 2015**

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**SUBJECT:**

SEAPARC Composition

**PURPOSE:**

To amend Bylaw No. 2788 "Sooke & Electoral Area Parks and Recreation Commission Bylaw No. 1, 2000" to allow for an alternate council member to be appointed from the District of Sooke.

**BACKGROUND:**

In response to the motion of October 7, 2015 requesting that a revision be made to the governing SEAPARC bylaw to appoint a District of Sooke council member to attend SEAPARC meetings in the absence of the Director, staff contacted Sonja Santarossa, Senior Manager CRD Legislative Services. Ms Santarossa clarified that the legislation permits only the Alternate CRD Director to attend SEAPARC meetings in the absence of the Sooke Director.

Ms. Santarossa suggested that the governing bylaw could be amended to add an alternate council member who could participate in the absence of the appointed Sooke council member. Director Tait has indicated she would like to move forward with this amendment. A motion is required for the CRD Board.

The Commission composition was last modified in 2007 when a new youth member position was added and in 2008 when the size of the Commission was reduced from nine members to seven with District of Sooke council member representatives reduced from two to one and the Juan de Fuca Electoral Area Directors community member representatives reduced from three to one.

**ALTERNATIVES:**

1. That the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) recommend to the Capital Regional District Board that Bylaw 2788 be amended to allow for the appointment of an alternate council member from the District of Sooke:
2. That the bylaw be referred back to staff for further amendments.
3. That the report be received for information.

**IMPLICATIONS:**

The alternate council member is eligible to attend and observe all Commission meetings but may only vote on Commission matters in the absence of the regular council member. It would be at the discretion of the Commission to allow the alternate member to participate at the meeting when the appointed member is present. The addition of an alternate council member position will help ensure that the required quorum can be achieved on occasions when the council member is absent. The term of office of the alternate council member will be the same as the regular council member, ie.

"The term of office of a member of the Commission who is a council member other than a director shall be from the date of his or her appointment to the Commission until the 31<sup>st</sup> day of December of that year." (*excerpt from CRD Bylaw No. 2788*)

**RECOMMENDATION(S):**

That Bylaw No. 2788, "Sooke & Electoral Area Parks and Recreation Commission Bylaw No. 1, 2000" be amended to allow for the appointment of an alternate council member from the District of Sooke to participate in the absence of the appointed Sooke Council member.

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Steve Knoke  
SEAPARC Manager

# **STAFF NEWS**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF DECEMBER 2, 2015**

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**PROGRAM SERVICES**

Administration

In 2014, SEAPARC introduced the Lifestyle Pass. This is a reduced annual pass that includes certain restrictions that the Annual Adult Pass does not include. 71 Lifestyle passes were sold in the first year, along with 75 regular Annual Passes. In addition, 10 Family Passes have been sold in the past year. SEAPARC continues to look at methods for promoting pass purchases. Reception staff are very good at providing the public with options and information for purchasing a pass that is right for them.

Six staff attended a regional Transgender Awareness Session on November 19<sup>th</sup>. This session was presented by members of the Vancouver Parks Board working group, who have been actively working since 2014 to make their community facilities more friendly, safe, and open to everyone—including transgender and gender variant people. The presenters shared their report, "Building a Path to Parks and Recreation for All".

The Aquatic Programmer attended the 2015 BC Recreation and Parks Association Ripples Conference.

Registration for the 2016 winter and spring programs began November 25<sup>th</sup>.

New Staff

Lillian Venditti has been hired as the 1:1 Support Worker for the Doodle Bugs Preschool Program. Michael Hamilton-Wojtas, Kai Kovacik and Ali Manning have been hired as Lifeguards.

Events

SEAPARC recognized National Seniors Day on October 1<sup>st</sup> by offering seniors free admission to skating and swimming. Participants also won a variety of prizes on the "spin to win" wheel.

SEAPARC hosted an Anniversary Swim on October 4<sup>th</sup> to celebrate the pool's 15<sup>th</sup> anniversary, as well as a Halloween Swim and a National Sports Day Swim.

The annual Thanksgiving Skate was held Monday, October 12, which included a \$2 admission with a donation for the Sooke Food Bank. A basketful of food and \$100 was collected.

Safe Halloween was held on Saturday, October 31 at the Sooke Fire Hall. This community event is organized in partnership with the Sooke Fire Department, Rotary Club of Sooke, SEAPARC, community volunteers, with support from the District of Sooke. A great time was had by all in attendance. The evening included live music, Bounce House, Carnival Games, the Pumpkin Lady, concession and fireworks. SEAPARC program staff assisted with event promotion, coordination and implementation.

The National Child Day Free Skate was held on Wednesday, November 18 in partnership with the Sooke Family Resource Society. Families enjoyed a free skate, crafts, and snacks.

### Aquatic

In 2014, SEAPARC changed the swim kids' levels 1-4 lessons from 30 minutes to 45 minute lessons. This move has been well received, with other recreation centres now considering making the change as well.

SEAPARC has been experiencing a shortage of staff to meet the demands of aquatic programming, and as a result have been actively recruiting new hires for the past 4 months. A number of advanced aquatic programs have been offered, with the goal of training potential new hires.

SEAPARC was approved for a \$1,600 Via Sport grant to support a girl's only synchronized swimming program, which will begin in January 2016.

### Recreation Programs

The Play & Learn recreation preschool program has been full each month this fall, with 14 children ages 3-5 years participating in outdoor play, nature walks, art, sensory stations, free play and circle time.

SEAPARC's fenced outdoor play area that is adjacent to the facility, is in need of remediation. Insufficient drainage creates an extremely wet and soggy surface, rendering the space virtually unusable during the fall and winter months. This space is used throughout the year for preschool programs, school age camps, fitness classes, and special events, and is an important extension of outdoor programming time. SEAPARC Administration are investigating the work required to improve this area, as well as any grant opportunities that could support this project.

## **ADMINISTRATION**

### Nutritional Study- Eat Live Play

SEAPARC has accepted an invitation to participate in "Eat, Play, Live", a study about food environments in recreation facilities across Canada. The project is being funded by the Heart and Stroke Foundation of Canada. The organizers will provide an overview of the existing nutritional guidelines and available resources. Two groups will be selected at random. One group will be 'support/ capacity building' and be provide ongoing training and support from a technical support team. The other group will be assigned to the 'no support' group.

### Skate Board Park Water Fountain

SEAPARC will be installing a water meter at the Skate Park to facilitate the installation of a water fountain. We have met with the school district and they are supportive of this improvement. SEAPARC received \$800 from local users to purchase and install a water fountain at the park.

### New YMCA

There will be a new YMCA opening in the spring of 2016 in Langford. It is possible that this new facility may have a negative impact on our revenues. SEAPARC has been drawing Langford and Metchosin residents to our facility and programs for some time now. Our goal is to continue to provide an excellent customer experience in a safe, clean, fun environment.

SD 62 Joint Use Agreement

A new Joint Use agreement with School District 62 is complete and is subject to final School Board and Commission approval in January.

Video Surveillance

The video surveillance system has now been installed and is operating. Cameras have been installed in accordance with Province of BC Freedom of Information and Privacy Protection Act:

- To ensure the safety of vulnerable populations
- To improve security measures

Pool Boiler Replacement – Natural Gas Conversion

Williams Engineering will be conducting an engineering report on converting the pool boiler to natural gas. The intent is to get a comprehensive report that will assist in potential grant applications and ensure that savings justify the investment. The deadline for the report is Dec 10<sup>th</sup> 2015.

Water Park

At the September SEAPARC meeting, Alexandra Martin appeared before the Commission to suggest building a water/spray park at SEAPARC. The SEAPARC Manager was directed to investigate this project. A spray park sales representative attended SEAPARC to discuss the potential for a project. Catalogues were provided and cost of construction ranged from 100k-350k. The price was dependent on water system and number of features provided. Water/spray Parks are growing as a popular choice for outdoor summer family activity. SEAPARC has two areas that would be ideal for park development.

BC Hydro Service Leak

SEAPARC currently has water leaking into an underground electrical conduit somewhere between the BC Hydro's transformer and the main breaker in the pool basement electrical room. BC Hydro's recent replacement of the transformer has led to a major increase in water flooding into the basement electrical room. SEAPARC has flushed and clean perimeter drains as directed by BC Hydro however the water is still entering the facility. SEAPARC has conducted testing and has isolated the issue to the area around the new transformer. The electrical room has been closed to staff access and we are currently working with BC Hydro to fix the issue.



Colleen Hoglund  
Program Services Manager



Steve Knok  
SEAPARC Manager