

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Wednesday, December 2, 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),
R. Kasper (Sooke Alternate Director), D. Bishop, P. Grove, J. Perkins,
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: M. Tait (Sooke Director)
Public: 0
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED by Commissioner Berger, **SECONDED** by Commissioner Bishop that the agenda be adopted as presented. **CARRIED.**

3. ADOPTION OF MINUTES of October 7, 2015

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the minutes of the October 2, 2015 meeting be adopted. **CARRIED.**

4. MOTION TO MOVE IN CAMERA

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Grove to close the meeting in accordance with the Community Charter, Part 4, Division 3, 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. **CARRIED.**

The in camera meeting commenced at 6:34 pm and adjourned at 8:15 pm. The regular meeting reconvened at 8:16 pm.

5. CHAIR'S REPORT

The Chair announced the following appointments to SEAPARC beginning in 2016:

- District of Sooke: Councillor Bev Berger 1 yr term
Patrick Grove (public member) 2 yr term
Jim Perkins (public member) 2 yr term
- Juan de Fuca Electoral Area: Derek Bishop (public member) 2 yr term
- Youth Member: vacant

6. DIRECTORS' REPORT

Director Hicks recognized the following staff members on their long service anniversaries in 2015:

- 20 years: Debby Davies
- 15 years: Jim Govan, Lindsay Havens, Joyce Meija, Nathan Stewart
- 10 years: Diana Leadbetter, Desirae Meija
- 5 years: Lynn MacDonald

The SEAPARC Manager noted that thirty-three employees have exceeded five years of employment at the facility and he sought the Commission's approval to hold an employee long service recognition event on Friday, December 11 at 1pm. Recognition would be in the form of certificates/cards for all employees who have exceeded five years of service with those employed for more than 10 years receiving a gift card valued at \$50 and those employed for 15 years or more receiving a gift card valued at \$100.

MOVED by Commissioner Perkins, **SECONDED** by Alternate Director Kasper that funds be made available for an employee long service recognition function and gifts.

CARRIED.

The Chair noted that the funds allocated for an annual Commission volunteer recognition dinner have not been utilized for a number of years.

MOVED by Director Hicks, **SECONDED** by Alternate Director Kasper, that a \$100 restaurant gift certificate be presented annually to the Commission's non-elected community volunteer members.

CARRIED.

The SEAPARC Manager will develop a formal annual recognition policy for employee long service and a revised policy for annual volunteer Commission member recognition for review at a future meeting.

7. NEW BUSINESS

n/a

8. UNFINISHED BUSINESS

a) Staff Report: SEAPARC Composition

In response to the October 7, 2015 motion to amend the SEAPARC governing bylaw to permit a council member to attend SEAPARC meetings in the absence of the Sooke Director, the SEAPARC Manager reported that the legislation permits only the Alternate CRD Director to attend in the absence of the Sooke Director. The governing bylaw can be amended to appoint an alternate council member.

MOVED by Commissioner Berger, **SECONDED** by Alternate Director Kasper 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.

CARRIED.

9. STAFF REPORTS

a) Staff News

Programs

Staffing

Recent staff hiring:

- One on One Preschool Support Worker - Lillian Venditti
- Aquatic Workers - Michael Hamilton-Wojtas, Kai Kovacik and Ali Manning
- Cashier Reception - Desirae Meija, Angela Petrie and Danielle Lifton

Events

- National Seniors Day celebrated with free admission to skating and swimming.
- Swims celebrating the pool's 15th anniversary, Halloween & National Sports Day were offered

- Thanksgiving Skate with donations to Sooke Food Bank and National Child Day Free Skate in partnership with Sooke Family Resource Society.
- Safe Halloween was held at the Sooke Fire Hall and organized in partnership with the Sooke Fire Department, Rotary Club of Sooke, SEAPARC, community volunteers, with support from the District of Sooke. SEAPARC program staff assisted with event promotion, coordination and implementation.

Aquatics

SEAPARC has been experiencing a shortage of staff to meet the demands of aquatic programming and, as a result, has been actively recruiting new hires for the past four 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

SEAPARC's fenced outdoor play area adjacent to the facility is in need of remediation as 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. Staff 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 will be participating 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.

Skate Board Park Water Fountain

SEAPARC has received \$800 from local users to purchase and install a water fountain at the park. Staff have met with School District 62 who are supportive of this improvement. A water meter at the Skate Park to facilitate the installation of the fountain.

SD 62 Joint Use Agreement

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

Video Surveillance

A video surveillance system has been installed in the facility and is now 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 conversion of the pool boiler to natural gas. The intent is to obtain a comprehensive report that will assist in potential grant applications and ensure that savings justify the investment.

Water Park

Further to a September, 2015 delegation requesting that a water/spray park to be installed at SEAPARC, the SEAPARC Manager reported on his findings:

- that pricing of a water/spray park installation was dependent on the type of water system and number of features selected with costs ranging from \$100,000 to \$350,000
- water/spray parks are growing in popularity as an outdoor summer family activity
- SEAPARC has two potential areas that could be utilized for park development.

Commissioner Berger reported that the District is researching the costs involved to renovate the non-functioning Broomhill Park water park and she will report back to the Commission at a later date on their findings.

BC Hydro Service Leak

SEAPARC currently has a water leak into an underground electrical conduit 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 leaking into the basement electrical room. SEAPARC has flushed and cleaned perimeter drains as directed by BC Hydro however the water is still entering the facility. SEAPARC conducted testing and 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 rectify the issue.

10. PUBLIC QUESTION PERIOD

11. ROUND TABLE

The next regular meeting of SEAPARC has been rescheduled to Tuesday, January 12, 2016 at 1pm (new date & time).

12. ADJOURNMENT

The regular meeting adjourned at 8:47 pm

Mike Hicks, Chair

Lynn MacDonald, Recorder