



Sooke & Electoral Area
Parks and Recreation
Commission

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

General Meeting, SEAPARC Boardroom

Tuesday, January 12, 2016 at 2pm

1. Call to Order
2. Election of Chair/Vice Chair
3. Adoption of Agenda
4. Approval of the Minutes of December 2 and 16, 2015
5. Chair's Report
6. Directors' Report
7. Unfinished Business
 - a) Natural Gas Boiler Retrofit
8. Staff Reports
 - a) Staff News
9. 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.*
10. Public Question Period
11. Round Table
12. Adjournment

MINUTES

**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

Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Special Meeting held Wednesday, December 16, 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, J. Perkins
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary
Absent: P. Grove, M. Tait (Sooke Director), C. Hoglund, Program Services Manager
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 5:07 pm.

2. ADOPTION OF AGENDA

MOVED by Commissioner Perkins, **SECONDED** by Alternate Director Kasper that the agenda be adopted as presented. **CARRIED.**

3. MOTION TO MOVE IN CAMERA

MOVED by Alternate Director Kasper, **SECONDED** by Commissioner Perkins 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 5:08 pm and adjourned at 6:14 pm

The regular meeting reconvened at 6:14 pm

4. ADJOURNMENT

The regular meeting adjourned at 6:15 pm

Mike Hicks, Chair

Lynn MacDonald, Recorder

UNFINISHED BUSINESS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF JANUARY 12, 2016**

SUBJECT:

Natural Gas Boiler Retrofit

PURPOSE/ISSUE:

SEAPARC's current pool boiler is fueled by heating oil. Natural gas service is now available at the facility. A natural gas boiler retrofit would provide reduced operational costs, increased efficiency as well as reduced CO2 emissions.

BACKGROUND:

The SEAPARC pool was constructed in the year 2000. At the time of construction there was limited natural gas service available in the direct area. As a result SEAPARC installed oil fired boilers.

As part of the CRD's ongoing efforts to promote the efficient use and conservation of energy, in 2013 SEAPARC conducted an energy audit and feasibility study. The study identified that replacement of the existing oil fired pool boilers with gas fed boilers could save approximately \$34,000 in annual fuel cost with a payback time of 7 years. These boilers are located in the pool HVAC room and heat all pools, pool domestic hot water and provide facility heat on the aquatic side of the facility.

In 2015 SEAPARC issued a Request for Proposal for a Boiler Plant Study. The results of this study are intended to guide SEAPARC through the process of design selection, application and CO2 reduction. SEAPARC received three proposals. William Engineering was selected to complete the study.

Analysis

The Williams Engineering Report provided four retrofit options for replacement or modifications to the existing oil fired heating plant on the pool side of SEAPARC Leisure Complex. The options consisted of:

1. replacing the existing boiler burner with modulating oil burners
2. adding a supplemental natural gas boiler to handle the building heat load and water heating requirements
3. completing replacement of the oil heating plant with new high efficiency natural gas boilers,
4. adding an external supplemental Biomass heating plant to handle the building heat load and water heating requirements.

Due to the requirement to heat the pool water in a 48 hr. period upon refilling of the pool, the capacity of the heat plant cannot be reduced from its current maximum capacity.

For clarity and simplicity these options have been evaluated and placed in the chart below:

	OPTION 1 Modulating Oil Burner	OPTION 2 Supplemental Natural Gas	OPTION 3 Natural Gas Retrofit	OPTION 4 Supplemental Biomass
Capital Cost	Low	Medium	High	High
Fuel Savings	Low	Good	Good	Medium
GHG Reduction	Low	Medium	Medium	High
Payback (years)	6	2	4	8
Payback (incl. Carbon Emissions Savings)	6	2	4	7

Based on these comparisons, there are two standout options:

1. Adding a supplemental natural gas boiler to handle the building heat load and water heating requirements. (estimated cost to install \$73,000)
2. Addition of an external Biomass heating plant to handle the building heat load and water heating requirements. (estimated cost to install \$153,000)

The supplemental natural gas system has a medium capital investment for a substantial reduction in GHG emission (61.3 te C02e annually) and lower future operating costs. Annual fuel saving estimated at \$41,003. Staff are currently exploring eligibility of this project for Fortis BC incentive funds which would further reduce the project capital costs.

The Biomass option has a higher capital cost to implement and a higher overhead and maintenance cost over the years but has the potential for a very large reduction in facility GHG emissions (144.6 te C02e annually). Annual fuel savings estimated at \$13,855.

At this point the Biomass Supplemental Boiler option is not feasible based on anticipated limited supply of wood pellets. This has been identified by both the consultant and operators currently using these types of boilers in the province.

ALTERNATIVES:

That the Commission:

1. Direct the SEAPARC Manager to tender the Supplemental Natural Gas Boiler Retrofit project.
- or
2. Not move forward with the project at this time.

CONCLUSION:

The Supplemental Natural Gas option has the greatest GHG reduction to capital cost ratio. The overall operating costs are substantially less than Biomass options describe. It is recommended staff seek tenders on the install of a Supplemental Natural Gas Boiler. This option works well with our current operation and is estimated to have a two year payback. The overall GHG emissions from our current boiler will be cut by a third or 61.3 (te C02e) annually.

RECOMMENDATION(S):

That the Commission:

Direct the SEAPARC Manager to tender the Supplemental Natural Gas Boiler Retrofit project.



Steve Knoke
SEAPARC Manager

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF JANUARY 12, 2016**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAM SERVICES

Events

SEAPARC again hosted the Festival of Trees in support of the BC Children's Hospital.

A Winter Wonderland Swim was held December 19th, which included a variety of water games and prizes.

The annual Skate with Santa event was held December 20th with 180 people participating. Admission was by donation of food or cash in support of the Sooke Food Bank. Christmas Eve and New Year's Eve toonie skates were also held, with approximately 54 people attending each day.

Aquatic

Journey Middle School completed a 7 week exploratory program, led by SEAPARC Instructors. 56 students participated in 3 different programs including Red Cross Babysitter's Course, Water X and Jr. Lifeguard club.

Aqua Fit numbers increased during the month of December, during Westshore Parks and Recreation's annual maintenance shut down. We received many positive comments about class quality and facility cleanliness.

Recreation & Arena Programs

Winter Break day camps were cancelled due to low registration. A variety of additional public skates were scheduled during Christmas break and \$1,550 worth of private ice rentals were booked during the Christmas break.

ADMINISTRATION

LED Lighting Project

The design phase of the LED Project is 90% complete. The contractor is currently working with the CRD Climate Action Analyst on energy savings for BC Hydro grant funding. If the project qualifies, it may receive up to a 75% grant towards the purchase and install. Once grant funding is approved the intent is to tender this project for completion.

School District 62 Joint Use Agreement

The School District 62 Joint Use Agreement has been finalized. The agreement was last updated in 2007. Highlights include:

- Each party will have "free or discounted" access to facilities to further Board and SEAPARC's programs. The reciprocal value to each party is estimated to be worth \$10,500.

- The Board will agree to make available to SEAPARC \$10,500 of "free or discounted" gym, field or classroom used to assist SEAPARC in its programs.
- SEAPARC will make available to the School District annually free skate rentals, \$2 pool admission and \$2 arena admission and a reduction in Day Time Ice Rental Rate in exchange for the preferred rates for SEAPARC rentals of School District buildings, and the "free or discounted" use mentioned above.
- The reciprocal value of \$10,500 will be tracked by SEAPARC. If either of the parties uses less than the \$10,500 value, no compensation will be exchanged between parties. If one party uses \$10,500 or less and the other party uses more than \$10,500, that party will compensate the other party by the amount over \$12,000. If both parties exceed \$10,500, the party with the greatest usage will pay the difference in dollars to the other party.

The agreement will be evaluated annually to ensure the agreement remains equitable for both parties.

Recreation Software Project

The Regional Recreation Software Project Group is currently reviewing proposals. Demonstrations have been scheduled and evaluations will follow. More information will be provided to the Commission at a later date.



Colleen Hoglund
Program Services Manager



Steve Knoke
SEAPARC Manager