

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Tuesday, January 12, 2016  
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), J. Perkins (Vice Chair), B. Berger, R. Kasper (Sooke Director), D. Bishop, P. Grove  
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary  
Absent: C. Hoglund, Program Services Manager  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The SEAPARC Manager called the meeting to order at 2:00 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 2016 and Director Hicks' name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Director Hicks was declared Chair.

The Chair called for nominations for the position of Vice Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2016 and Commissioner Perkins' name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Perkins was declared Vice Chair.

**3. ADOPTION OF AGENDA**

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

**4. ADOPTION OF MINUTES of December 2 and 16, 2016**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop that the minutes of the December 2 and 16, 2016 meetings be adopted. **CARRIED.**

**5. CHAIR'S REPORT**

Director Hicks noted that he is now Chair of the CRD Regional Parks Committee.

**6. DIRECTORS' REPORT**

The District of Sooke has appointed Rick Kasper as CRD Director and Bev Berger as Alternate CRD Director.

**7. UNFINISHED BUSINESS**

**a) Staff Report: Natural Gas Boiler Retrofit**

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

In 2015 Williams Engineering conducted a Boiler Plant Study for SEAPARC. Four retrofit options for replacement or modifications to the existing pool side oil fired heating plant were provided. Based on these comparisons, two options stood out:

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 to 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 to 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.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins that the Commission direct the SEAPARC Manager to tender the Supplemental Natural Gas Boiler Retrofit project.

**CARRIED.**

## 8. STAFF REPORTS

### a) Staff News

#### Programs

##### Events

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

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

The annual Skate with Santa event was held December 20<sup>th</sup> 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 SEAPARC - School District 62 Joint Use Agreement has been finalized. The reciprocal agreement, last updated in 2007, sets out parameters for free or discounted access to facilities to further the School District's and SEAPARC's programs. 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 to replace/upgrade the existing CLASS registration software which will cease to be supported in December 2017. Software demonstrations have been scheduled and evaluations will follow.

## **9. MOTION TO MOVE IN CAMERA**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop 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 2:38 pm and adjourned at 3 pm. The regular meeting reconvened at 3 pm.

## **10. PUBLIC QUESTION PERIOD**

## **11. ROUND TABLE**

In response to a Commissioner query, the SEAPARC Manager reported that staff have not yet been informed of the status of the UBCM Strategic Priorities Fund grant application submitted in 2015 to finance the installation of all-weather turf field at Fred Milne Field. Applicants have been advised that an announcement will be made this month.

## **12. ADJOURNMENT**

The regular meeting adjourned at 3:01 pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder