

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Tuesday, December 13, 2016
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, D. Bishop, P. Grove,
J. Perkins (Vice-Chair), A. Wass-Little
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary,
C. Hoglund, Program Services Manager
Absent: M. Tait (Sooke Director),
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 1:01 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

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the minutes of the October 18, 2016 meeting be adopted.

CARRIED

4. CORRESPONDENCE

a) BC CANADA 150 – Grant Application

November 24, 2016 notification that the CRD/SEAPARC application for a \$500,000 grant to assist with funding of a fitness gym expansion at SEAPARC was unsuccessful.

b) District of Sooke – 2017 Appointments

Appointment of Councillor Bev Berger and Alternate Councillor Kerrie Reay for Jan. 1-Dec. 31, 2017 term

5. CHAIR’S REPORT

The Chair recognized the following employees on their long service anniversaries in 2016:

20 years	Jeff Parchem
10 years	Tina Logan & Sherry Jamieson
5 years	Morgan Gubersky, Colleen Hoglund & Samantha Law

6. DIRECTORS’ REPORT

7. YOUTH MEMBER REPORT

EMCS’s Leadership Program held a very successful “10,000 Tonight Food Drive” on December 1 which collected over 11,000 items for the Sooke Food Bank.

EMCS’s Youth for Change program is fundraising for the purchase/installation of an electric vehicle charging station at the school.

8. UNFINISHED BUSINESS

a) Meeting Dates/Times

Discussion of possible change to regular meeting dates/time schedule. Final decision pending Director Tait's input.

9. STAFF REPORTS

a) Staff News

ADMINISTRATION:

CANADA 150 Grant – Fitness Expansion

Review of feedback provided by Western Diversification regarding unsuccessful \$500,000 grant application and discussion of plans for future expansion based on available funding in 2017 and 2018. Project scope to be revisited by the Commission in 2017.

Golf Course

The SEAPARC Manager provided an update on the course including:

- The house on the property has been leased for a one year term;
- Westshore Parks & Recreation Administration have been approached for potential assistance with staff and equipment resources in 2017. Further discussions to proceed;
- Options for replacement of current trailer/office;
- Additional closing costs not included in original \$25,000 referendum/closing costs budget as follows:

District of Sooke Property Tax	\$3,334.38
Due Diligence for Environmental	1,461.82
Due Diligence on House	1,332.50
Due Diligence on Valuation	<u>856.00</u>
TOTAL	\$6,984.70

Upon Commissioner query, the SEAPARC Manager noted that golf course revenues for the July-September 2016 course season were approximately \$30-35,000 and expenses approx. \$50,000 (including \$10,000 pond remediation project).

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that \$6,984.70 be accessed from the Capital Reserve Fund for additional closing costs related to the purchase of DeMamiel Creek Golf Course.

CARRIED

Chamber of Commerce Membership

SEAPARC is interested in joining the Sooke Region Chamber of Commerce as a Non-Profit Member. The intent is to work with the Chamber and access business support for further business development at SEAPARC. Annual membership cost is approximately \$70.

Co-op Student – Asset Management

SEAPARC is seeking a co-op student to assist with the implementation of a preventive maintenance and asset management program. The student's primary duties will be to inventory current assets and document their condition. This information will assist in capital planning and ensure SEAPARC qualifies for future grant opportunities.

Registration Software (PerfectMind) Update

On December 5th 2016 SEAPARC launched new PerfectMind registration software. SEAPARC staff have been working diligently on a seamless transition for all our customers. The new software has been performing and online program registrations are now available for the first time. The move to the new software has been hard work and its success is largely due to a very hardworking, dedicated team that work together to solve many challenges.

Electric Charging Station

SEAPARC is participating in the Fleet Champions Program infrastructure incentive offered by the Fraser Basin Council. The first step is a site assessment (cost \$495, will be reimbursed). Once the assessment is complete, SEAPARC can access grant funding for up to 33% of total project costs to a maximum of \$2,000.

b) Staff Report: Commission Volunteer & Long Service Recognition Policies

As directed by the Commission at their December, 2015 meeting, staff presented new and revised policies to annually acknowledge long service employees (5, 10, 15 & 20 years) and Commission volunteer service (non-elected).

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the policies presented be adopted with the following amendments:

- That the current “Annual Dinner Policy” and proposed “Commission Volunteer Recognition Policy” be combined into one policy entitled “Annual Commission Dinner/Recognition”;
- That the proposed Employee Long Service Recognition Policy be implemented with the following changes:
 - Removal of Items 1. a) and c)

CARRIED

10. PUBLIC QUESTION PERIOD

11. ROUND TABLE

12. MOTION TO MOVE IN CAMERA

MOVED by Commissioner Grove, **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.

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

The in camera meeting commenced at 2:15 pm and adjourned at 2:59 pm. The regular meeting reconvened at 3 pm.

13. ADJOURNMENT

The regular meeting adjourned at 3:02 pm.

Next meeting scheduled for January 19, 2017 @ 6pm (tentative)

Mike Hicks, Chair

Lynn MacDonald, Recorder