

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, July 20, 2017
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), P. Grove, J. Perkins (Vice-Chair), M. Tait
Staff: S. Knoke, SEAPARC Manager, C. Hogle, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: B. Berger, D. Bishop
Public: 1
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:02 pm.

2. ADOPTION OF AGENDA

The Chair requested that the Agenda be amended as follows:

- The following item be added to the supplementary agenda:

6. New Business

f) Correspondence: Ellen Connor, Boxing BC

MOVED by Director Tait, **SECONDED** by Commissioner Perkins that the agenda and supplementary agenda as amended be adopted.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Director Tait, **SECONDED** by Commissioner Perkins that the minutes of the May 18, 2017 meeting be adopted.

CARRIED

4. DELEGATION

a) Kerry Cavers – Sooke Region Chamber of Commerce

Ms. Cavers, President of the Sooke Region Chamber of Commerce, provided an overview of the inaugural “Wild Coast Expo” tradeshow event being held April 7 & 8, 2018 in the SEAPARC arena. The two day event will involve an outdoor recreation industry trade expo along with workshops, seminars, gear trials/testing, tours and a swap & shop. The Chamber seeks SEAPARC sponsorship support via the waiving of venue rental fees for the inaugural event.

Commission discussion followed with a determination made to decline the request given that SEAPARC hosts several large non-profit agency events and that the Chamber would be eligible for the same non-profit dry floor rental rates as the Rotary Club and Sooke Fine Arts Society (32% discount from commercial rate).

5. DIRECTORS’ REPORT

6. NEW BUSINESS

a) Staff Report: Ice Allocation 2017/18

S. Knoke provided an overview of the 2017/18 Ice Allocation meeting held on May 23, 2017 and the ice allocation for 2017/18 season.

MOVED by Director Tait, **SECONDED** by Commissioner Grove that the report be received for information.

CARRIED

b) Staff Report: Golf Course House Deck Repair/Replacement

S. Knoke reported that the golf course house's vinyl sundeck is at the end of its service life and requires repair/replacement as identified in the inspection done at the time of purchase.

MOVED by Director Tait, **SECONDED** by Commissioner Perkins that the Commission recommends:

That \$12,000 be accessed from Capital Reserve Fund for repair and replacement of the golf course house vinyl deck.

CARRIED

c) Staff Report: Skate Park Ownership

S. Knoke reported on a suggestion made by former Sooke School District 62 Chair Bob Phillips that SEAPARC/CRD consider purchasing the Skate Park property currently leased from the School District. The current lease will expire in 2027.

MOVED by Commissioner Perkins, **SECONDED** by Director Tait that the Commission direct staff to investigate further the purchase of the Skate Park property from School District 62 and report back to the Commission.

CARRIED

d) Staff Report: SEAPARC Arena Roof Repair

S. Knoke provided an overview of the arena roof's condition and sought approval to amend the Capital Plan to fund immediate repairs required to address leaks.

MOVED by Commissioner Grove, **SECONDED** by Commissioner Perkins that the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That SEAPARC amend its 2017-2021 Capital Expenditure Plan by reducing the cost of the Arena Roof Repair Project 2020-01 from \$175,000 to \$97,600 and by moving the project from 2020 to 2017.

CARRIED

e) Staff Report: SEAPARC Pool Roof

S. Knoke reviewed issues related to a potential pool roof building envelope failure and sought approval to amend the Capital Plan to increase the scope of the previously approved leisure pool roof replacement project budgeted at \$138,000 by creating a contingency fund. It is anticipated that the yet to be received structural engineering report may have budget implications that will increase the project costs.

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Grove that the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That the 2017 SEAPARC Capital Plan be amended to include the addition of a contingency fund of up to \$50,000 from the Capital Reserves for the Pool Roof building envelope repairs project.

CARRIED

f) Correspondence: Ellen Connor, Boxing BC

Request for free use of showers for attendees of Boxing BC's All-Female Boxing Training Camp being held in Sooke July 29–August 4, 2017.

MOVED by Director Tait, **SECONDED** by Commissioner Grove that the request for free shower use by attendees at Boxing BC's training camp be approved.

CARRIED

7. STAFF NEWS

PROGRAMS:

C. Hoglund reported on two very successful June events:

- The 3rd annual Mud Run event was held June 11 with 123 people participating. Thank you to Elizabeth Olsen, Jacklyn Evans and the Aquatic staff for coordinating this fun filled obstacle challenge event.
- SEAPARC hosted the first ever Picnic in the Park event in the Bike Park & Stan Jones Field on June 17. Approximately 300 people attended the free event, sponsored in part by a CRD People Power Grant, which included music from the Gord Phillips Band, bike skills lessons & competitions, a BBQ, and a variety of children's activities. Thank you to Darcy Smith for coordinating this community event that showcased SEAPARC's great outdoor amenities.

ADMINISTRATION:

Leisure Access Victoria App (LAVA)

The facility was recently assessed for a listing on the LAVA website/app which will provide accessibility information on the area's recreational facilities for those with disabilities. Project outcomes will include recommendations towards improving accessibility of SEAPARC's physical environment.

Golf Course

Attendance continues to increase and the course has been booked for several tournaments in the fall. The budget is currently on track and is expected to meet target numbers. Challenges still exist with irrigation controls/automated watering system and the 8th tee box repair has been delayed. The irrigation pump upgrade and pond pump installation are now complete.

Fitness Expansion/SPF Grant

A grant application has been submitted to the UBCM Gas Tax Fund Strategic Priorities Fund for a SEAPARC fitness gym/multi-purpose expansion to be located on the north/east side of the facility.

- Total square footage: 5,150 sf (3,600 sf fitness gym and 1,550 sf multi-purpose room)
- Total Cost: \$2,742,670 incl. \$1.5 million in SEAPARC funding and \$1,242,670 SPF grant.

Commission Youth Member Resignation

Arran Wass-Little has resigned from his Youth Member position on the Commission effective June 15. Arran will be working as a SEAPARC summer camp assistant leader in July and then heading off to attend Norway's United World College for two years.

2018 Budget Plan and Service Plan

The 2018 budget and service planning process is currently underway with the budget scheduled to be presented to the Commission at the October meeting.

PerfectMind

During the annual pool shutdown, administrative staff completed three days of additional training on PerfectMind software. SEAPARC is now operating on the next point of sale platform (POS) 2.0. Staff have seen an improvement in the reliability of the product and will continue to work with PerfectMind to solve issues as they arise.

8. PUBLIC QUESTION PERIOD

9. ROUND TABLE

10. ADJOURNMENT

The regular meeting adjourned at 7:30pm. Next meeting: September 21, 2017 @ 6pm