

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, May 17, 2018  
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), D. Bishop, R. Kasper (Alternate Director) J. Perkins,  
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary  
Absent: B. Berger (Vice-Chair), P. Grove, M. Tait, C. Hoglund (Program Services Manager)  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:06 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Bishop that the agenda be adopted.  
**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Bishop that the minutes of the April 19, 2018 meeting be adopted.  
**CARRIED**

**4. CORRESPONDENCE**

a) Rob Oylar, Sooke U17 Girls Soccer Team

Funding assistance request for soccer team travelling to the Paris World Games in July, 2018. The Manager noted SEAPARC's Travel Assistance Funding policy applies only to athletes that have qualified for provincial or higher level competitions and qualifying is not a requirement for the Paris World Games.

**MOVED** by Commissioner Perkins, **SECONDED** by Alternate Director Kasper that the Sooke Soccer Club's U17 girls team request for travel assistance funding be declined given that the request does not meet the SEAPARC Travel Assistance Funding policy requirements.

**CARRIED**

**5. CHAIR'S REPORT**

**6. DIRECTORS' REPORT**

**7. NEW BUSINESS**

**a) Staff Report – Fees & Charges 2018/19**

The SEAPARC Manager reviewed proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2018.

The following fee increases/additions were proposed:

- Admission Fees – no change
- Loonie Admission – removed
- Pool Rental Guard/Instructor (additional staff) – change to “market rate”
- Pool Lane Rental Youth – 10% increase

- Pool Lane Rental Adult – 19% increase, removed as separate item & combined with Commercial rate
- Stan Jones Field – addition of Youth rate (free)
- Arena Office Space Rental – 2% increase
- Golf Course Pull Cart & Club Rentals – existing fee rounded to nearest dollar
- Refund Fee – addition of new \$5 fee
- Private Lesson 15 min. Fee – remove from Bylaw as included in programming costs

Commission discussion points:

- Seniors passes and discounts. No senior's annual pass offered.
- Lifestyle Pass does not offer same rate of discount for seniors as monthly pass.
- Fees & Charges Policy to be reviewed in 2019 in preparation for fitness gym operations

**MOVED** by Alternate Director Kasper, **SECONDED** by Commissioner Bishop that the Commission approve the proposed SEAPARC Recreation Fees and Charges for 2018/19 effective September 1, 2018 for inclusion in the 2018/19 Fees and Charges Bylaw to be approved by the CRD Board.

**CARRIED**

## 8. STAFF NEWS

### ADMINISTRATION:

#### 2018 Pool Shutdown

During this year's annual shutdown (three weeks, June 11-July 2) the pool filters will be replaced and the pool roof replacement project will begin. Regular maintenance items will be dealt with including underwater light replacement.

#### Arena Roof

Deficiencies found during the final inspection of the arena roof repair are being corrected by the contractor. The repairs are expected to be completed in the coming weeks subject to weather permitting conditions.

#### Refrigeration Plant Safety Review

SEAPARC is in the process of receiving quotes to construct/install a redesigned discharge stack for the ammonia room ventilation system as directed by WorkSafe BC. The WorkSafe BC deadline for installation is June 30<sup>th</sup> 2018. Discussion followed re: project costs, importance of the project and necessity to ensure extra funds are available for the project if required.

**MOVED** by Alternate Director Kasper, **SECONDED** by Commissioner Perkins that the Commission authorize the transfer, if required, of up to \$25,000 from the Capital Reserve Fund for the SEAPARC ammonia vent stack redesign project.

**CARRIED**

#### Bike Park Dirt Jump Maintenance

The large jumps in the bike park are currently closed. A local contractor will be reshaping the lips and repairing features in the park. The work is expected to be completed by the end of June.

#### British Columbia Recreation and Parks Association (BCRPA) Symposium

The SEAPARC Manager and Recreation Coordinator attended the annual BCRPA symposium in Vancouver at the end of March.

#### Ice Allocation

The 2018/29 Ice Season Ice Allocation meeting is scheduled for Wednesday, May 23 @ 6pm. Commissioner Bishop volunteered to represent the Commission at the meeting.

## 9. FITNESS GYM & MULTI-PUPROSE SPACE ADDITION – PROJECT UPDATE

Project Sponsor: Steve Knoke - SEAPARC Manager  
Project Manager: Andy Liu – Manager, Environmental Engineering,  
Project Director: Stephen May – Sr. Manager, Facilities Management & Engineering Services

- April 24 - Call for Credentials issued and 9 submissions received
- Selected project teams will be invited to submit "Request for Proposals" (RFP)
- RFP seeks "consulting services for the conceptual design, detailed design, contract specifications, pre-tender estimates, construction inspections and construction administration" of the addition
- A mandatory site meeting with the proponents will be scheduled on May 29
- RFP target closing date is June 14

**10. PUBLIC QUESTION PERIOD**

**11. ROUND TABLE**

**12. ADJOURNMENT**

The regular meeting adjourned at 6:45pm.

Next meeting: June 21, 2018 @ 6pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder