

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, June 21, 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), B. Berger (Vice-Chair), D. Bishop, M. Tait (Director), J. Perkins,  
Staff: C. Hogle, Program Services Manager; S. Knoke, SEAPARC Manager;  
A. Liu, Manager – Environmental Engineering; L. MacDonald, Recording Secretary  
Absent: P. Grove  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:04 pm.

**2. ADOPTION OF AGENDA**

The SEAPARC Manager requested that the agenda be amended as follows:

- Item 10) Fitness Gym & Multi-Purpose Space Addition – Project Update moved to become Item 4)
- D. Dougall - Travel Assistance Funding request be added as Item 7 b) Correspondence

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

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Bishop, **SECONDED** by Commissioner Perkins that the minutes of the May 17, 2018 meeting be adopted.

**CARRIED**

**4. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION – PROJECT UPDATE**

Andy Liu, Manager, Environmental Engineering and Project Manager provided information on the expansion project:

- A call for credentials for architectural firms yielded 9 submissions.
- CRD staff selected 4 proponents who were requested to submit a proposal
- Two proposals were received and evaluated in accordance with CRD procurement policy
- Both firms rated highly on the evaluation matrix.
- Approval to award contract will be sought from the General Manager
- Conceptual plans to be developed and shared with staff/Commission

In response to Commission query, opportunities for environmental friendly features (ie. reduced emissions and energy costs, green roof, etc.) will be leveraged if feasible.

## 5. MOTION TO CLOSE THE MEETING

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1):

*(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 closed meeting commenced at 6:16pm and adjourned at 6:49pm. The regular meeting reconvened at 6:50pm.

## 6. CHAIR'S REPORT

## 7. DIRECTORS' REPORT

## 8. CORRESPONDENCE

### a) Paul Culpeper - Pickleball

Letter and petition signed by 10 residents requesting SEAPARC to offer year-round Pickleball offerings at least twice per week and once in the daytime on safe courts that are properly surfaced and lined.

Letter and petition received for information.

### b) Deb Dougall – Travel Assistance Funding

Travel funding assistance request for Nin Dougall and Ryan Parkhouse to participate in the National Fastball Championships in Napanee, Ontario as part of the BC U19 team. Discussion followed re: budget for SEAPARC's travel assistance funding and the amounts awarded in the past. SEAPARC Manager to provide report at future meeting.

**MOVED** by Director Tait, **SECONDED** by Commissioner Bishop that the Commission award \$200 each to Nin Dougall and Ryan Parkhouse to assist with their travel costs to participate in the 2018 National Fastball Championships.

## 9. NEW BUSINESS

### a) Multi-Use Sport Court (Director Tait)

Director Tait shared background information on a 3.99 hectare parcel of land owned by the District of Sooke on Phillips Road just north of Willowpark Way and the \$400,000 Playing Field Reserve Fund established in 2014 for capital works within the District including construction of new playing fields, land acquisition for playing fields and upgrading of existing playing fields. Director Tait proposed that SEAPARC work with the District towards the construction of a multi-use sport court on the parcel of land utilizing Playing Field Reserve Funds.

**MOVED** by Commissioner Bishop, **SECONDED** by Commissioner Perkins that the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) asks Sooke Council to provide SEAPARC with an Agreement in Principle to design and build a multi-use sport court on land owned by the District and access \$400,000 set aside in the Playing Field Reserve Fund (Bylaw No. 608) for the project.

**CARRIED**

### b) Ice Allocation 2018/19

S. Knoke provided an overview of the 2018/19 Ice Allocation meeting held on May 23, 2018 and the ice allocation for 2018/19 season. No major changes from the previous season's ice schedule.

## **c) Staff News**

### **ADMINISTRATION (verbal report):**

#### **2018 Pool Shutdown & Pool Roof**

Pool roof replacement project is on time and budget with good weather assisting the project timeline. Other projects taking place during shutdown included installation of new pool filters, tile grouting, LED underwater lighting and painting/refinishing. Events during shutdown included fitness social, Mud Run and Picnic in the Park/Bike Jam.

#### **Refrigeration Plant Safety Review**

As part of their province wide assessment of ammonia plants, Technical Safety BC conducted an inspection of the SEAPARC refrigeration unit on June 20, 2018. Four orders were issued requiring compliance by July 20, 2018 including:

- P&ID drawing must be displayed
- Letter of appointment for person in charge
- Document power & control electrical terminations inspection annually
- Document quarterly visual inspection of refrigerant lines, vent lines, and system components for vibration, corrosion and/or physical damage.

#### **Bike Park Dirt Jump Maintenance**

Bike Park is now fully open to the public. The Picnic in the Park & Dirt Jam event is scheduled for June 23. Further maintenance work will be undertaken by the contractor in the fall.

### **PROGRAMS**

#### **2018 Winter Program Report – January to April**

Report received for information.

## **10. PUBLIC QUESTION PERIOD**

### **11. ROUND TABLE**

Commissioner Bishop repeated concerns regarding visibility and safety of young children in the double door entry area into the arena. The SEAPARC Manager is researching the feasibility of increasing the size of the door's glass panel inserts.

### **12. ADJOURNMENT**

The regular meeting adjourned at 7:41pm.

Next meeting: July 19, 2018 @ 6pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder