

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, July 19, 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, P. Grove, J. Perkins, M. Tait (Director),  
Staff: C. Hoglund, Program Services Manager; S. Knoke, SEAPARC Manager;  
A. Liu, Manager – Environmental Engineering; L. MacDonald, Recording Secretary  
Absent: 0  
Public: 2  
Press: 0

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

**MOVED** by Commissioner Berger **SECONDED** by Commissioner Grove that the agenda be adopted. **CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Perkins, **SECONDED** by Commissioner Berger that the minutes of the June 14, 2018 meeting be adopted. **CARRIED**

**4. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION**

a) Staff Report: SEAPARC Fitness Gym & Multi-Purpose Space Expansion Location

Studio 531 Architects Ltd.'s Jesse Garlick (Principal Architect) and George Gogoulis (Senior Architectural Technologist) presented three options for the site of the fitness gym and multi-purpose space expansion. Challenges identified with building on the north side of facility (Option 1), as originally as suggested in the Request for Proposal, included:

- Space constraints
- Infrastructure relocation (service & utility lines)
- Complex building interface
- Rerouting of driveway

Locating the expansion on the south west side of the building (Option 2 & 3) offered several benefits including

- Cost effectiveness
- Improved control of access and traffic flow through the main lobby & existing Board Room
- Enhanced flexibility with existing and new multi-purpose spaces adjacent to each other

*Commission Bishop entered the room at 6:30pm*

Discussion points included:

- Mezzanine floor
- New board room space
- Location and number of changing room spaces
- Playground space reduction

**MOVED** by Commissioner Berger, **SECONDED** by Director Tait that the report be received for information and staff pursue construction of Option 2. **CARRIED**

Architects will prepare conceptual designs for review by the Commission at a future meeting (date & time to be determined).

## 5. CHAIR'S REPORT

## 6. DIRECTORS' REPORT

Director Tait reported that Sooke Council will consider changes to broaden the scope of the Playing Field Reserve Fund Bylaw No. 608 thereby permitting reserve funds to be used towards a multi-use sport court on the District's 3.99 hectare Phillips Road lot in Sunriver.

The District is proceeding with a pedestrian crossing over DeMamiel Creek from Sunriver to School District 62 property.

## 7. STAFF NEWS

### ADMINISTRATION

#### 2018 Pool Shutdown

Annual shutdown is now complete (June 11-July 2). Regular maintenance items included:

- LED unwater bulb install
- Pool deck re-grout
- Pool filter replacement
- Pool roof replacement
- Paint and routine maintenance items

Thank you to our maintenance staff for all of their hard work.

#### Pool Roof

The pool roof repair is almost complete with soffits and flashing replacement expected to be completed this week (weather permitting).

#### Refrigeration Plant Safety Review

Construction has begun on the redesigned discharge stack for the arena's ammonia room ventilation system required by WorkSafe BC. Deadline for installation is August 15, 2018.

#### Aquatic Staffing

Challenges have been identified in recruitment for aquatic related positions. SEAPARC is anticipating a shortage of aquatic staff this fall/winter season which will result in a reduction in pool lessons/programs offered. The cost to become a Lifeguard and Swim Instructor is significant, and is one of the main barriers for students. The course commitment is 100 hours to become a Lifeguard and the cost is approximately \$775. Staff would like to explore the option of creating a student recruitment program in partnership with EMCS, where students would apply to participate in the program, and if they successfully complete the courses, they would be guaranteed an interview. This program could include a financial incentive by SEAPARC to encourage local students to train and work at SEAPARC. EMCS Principal Laura Fulton is supportive of the program and efforts will be made to implement this fall.

#### 2019 Budget

The preliminary 2019 Budget will be reviewed by the Committee of the Whole at their September meeting and presented to the Commission in November.

*Commissioner Berger left the room at 7:40pm*

## 8. PUBLIC QUESTION PERIOD

## 9. ROUND TABLE

## 10. ADJOURNMENT

The regular meeting adjourned at 7:58pm.

Next scheduled meeting: September 20, 2018 @ 6pm