

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, September 20, 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), P. Grove, J. Perkins  
Staff: C. Hoglund, Program Services Manager; S. Knoke, SEAPARC Manager;  
A. Liu, Manager – Environmental Engineering; L. MacDonald, Recording Secretary  
Absent: D. Bishop, M. Tait (Director)  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:00 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 Grove that the minutes of the July 19, 2018 meeting be adopted. **CARRIED**

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

- a) Schematic Design
- b) Class “C” Costing Estimate

Andy Liu, Manager–Environmental Engineering, provided project updates on the development permit application process; site development; landscape design (Biophilia Design Collective); schematic design (Studio 531 Architects Inc.); and Class “C” costing estimate (Hanscomb Limited).

Mr. Liu proposed that the expansion’s heating/HVAC system be designed to be compatible with a potential heat recovery system installation which would reduce the facility’s carbon footprint. Mr. Liu identified several optional items, identified in the cost estimate as “exclusions”, and that these items will be included in the request for proposals.

Discussion points included:

- Main entrance and parking lot design
- Roof overhang
- Covered seating areas
- Site development costs
- Capital Reserve Fund balance

It was determined that a special meeting of the Commission will be held the week of September 24-28 to review plans and cost estimates with the project architects and landscape designer. Date and time of the meeting to be posted.

**5. CHAIR’S REPORT**

**6. STAFF REPORTS**

- a) **Staff News**

## **ADMINISTRATION**

### **Golf Course**

The last day of the golf season will be October 14. Staff have seen growth in attendance and final statistics on course usage will be provided to the Commission at a future meeting. Several donations of used golf equipment were received which will be used for schools events, tournaments and rentals. A request has been received from Journey Middle School for use of the course during the off-season for a golf academy.

### **Shower Temperature**

Both Arena and Pool domestic shower system temperatures have been fluctuating and repairs are underway. Steps are being taken to ensure facility shower temperatures are being logged with sensors that will detect major changes and alert staff automatically.

### **Grant Announcements**

A new Community, Culture and Recreation (CCR) Infrastructure grant program has been announced which will distribute up to \$134 million in funding toward public infrastructure projects that create, "improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including indigenous peoples and vulnerable populations." Application deadline is January 23, 2019.

Discussion followed on potential projects that may be eligible for grant funding. The Commission directed staff to provide a grant feasibility analysis of a multi-use sport court (District of Sooke) and skate park rebuild (CRD) projects at the next regular meeting.

### **Multi-Use Sport Court**

On July 23, Sooke Council gave first reading to a bylaw to amend Bylaw No. 608 and permit a multi-use sport court to be constructed on Phillips Road property owned by the District of Sooke. This followed upon SEAPARC's June request for an agreement in principle to design and build a multi-use sport court utilizing \$400,000 in District Playing Field Reserve Funds.

#### **b) Staff Report: Aquatic Recruitment Program**

To address difficulties in recruiting qualified aquatic employees with required certifications, staff propose development of a recruitment program utilizing up to \$5,000 from the current staff training budget. Funds would be used to assist candidates overcome the financial barriers associated with obtaining advanced aquatic certifications.

**MOVED** by Commissioner Perkins and **SECONDED** by Commissioner Grove that the Commission:

Receive this report for information and direct staff to pursue creation of a recruitment program and access up to \$5,000 for staff training and development purposes.

**CARRIED**

The Program Services Manager thanked Aquatic staff members for their efforts to cover shifts and ensure programs continue to run.

## **7. PUBLIC QUESTION PERIOD**

## **8. ROUND TABLE**

## **9. ADJOURNMENT**

The regular meeting adjourned at 8:17pm.  
Next regular scheduled meeting: October 18, 2018 @ 6pm