

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, January 17, 2019  
SEAPARC Leisure Complex Board Room, Sooke, BC**

---

*Mission Statement:*

*“Sooke & Electoral Area Parks and 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: A. Beddows (Chair), M. Hicks (Director), D. Bishop, P. Grove,  
B. Parkinson (Alternate Director) J. Perkins (Vice-Chair)  
Staff: C. Hoglund, Program Services Manager; S. Knoke, SEAPARC Manager;  
A. Liu, Manager – Environmental Engineering; L. MacDonald, Recording Secretary  
Absent: M. Tait (Director)  
Public: 0  
Press: 0

**1. CALL TO ORDER**

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

**2. ELECTION OF CHAIR/VICE-CHAIR**

The SEAPARC Manager called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2019. Councillor Beddows was nominated and accepted his nomination. Director Hicks was nominated and declined his nomination. The SEAPARC Manager called two times for further nominations and, as there was none, Councillor Beddows was declared Chair.

The Chair called for nominations for the position of Vice-Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2019. Commissioner Perkins' was nominated and accepted his nomination. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Perkins was declared Vice Chair.

**3. ADOPTION OF AGENDA**

**MOVED** by Director Hicks **SECONDED** by Alternate Director Parkinson that the agenda be adopted.  
**CARRIED**

**4. APPROVAL OF THE MINUTES OF SEPTEMBER 20 & 25, 2018 and OCTOBER 18, 2018**

**MOVED** by Director Hicks **SECONDED** by Commissioner Grove that the minutes of the September 20 & 25, 2018 and October 8, 2018 meetings be adopted.  
**CARRIED**

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

a) Project Update - Andy Liu, Manager Environmental Engineering

Andy Liu, Manager Environmental Engineering, provided an update on the expansion project including the following items of note:

- Project Tender was released January 16 and will close February 14, 2019
- Class A cost estimates on the final design have come in over budget
- Four items will be earmarked as optional or for deferral depending on quotes received including:
  - Bike stall roof
  - Childminding/Board Room
  - Landscaping
  - Perimeter concrete
- Construction is expected to begin in March and be completed by October.

## 6. CHAIR'S REPORT

Discussion of the Commission regular meeting date/time and suggestion made that meetings be moved to 2pm on the 3<sup>rd</sup> Thursday of the month. To be confirmed.

*Commissioner Bishop entered the room at 6:15pm*

## 7. DIRECTOR'S REPORT

### 8. NEW BUSINESS

#### a) Commission Orientation

The SEAPARC Manager's presentation provided an overview of the Commission's roles and responsibilities, SEAPARC programs & services, 2018 highlights and a look ahead to 2019.

### 9. STAFF REPORTS

#### a) 2019 Service Plan Review Process & Budget Approval

The SEAPARC Manager reviewed the 2019 Service Plan and Budget in his presentation including:

- 2019 major capital items:

Facility Expansion	\$2.74 million
o \$750k 2017 Capital Funding	
o \$750k 2018 Reserve Funding	
o \$1.24m Grant Funding 2018-19	
Multi-Sport Box Construction	\$ 400,000
o \$400k Grant Funding 2019	
Network/Phone Upgrade	\$ 40,000
Fitness Equipment	\$ 50,000
• 2019 Requisition (estimated)	\$ 2,769,509
• Recommended percentage increase over prior year	3.8%

Discussion points included:

- Increase in staffing costs
- Golf Course greens fees

Request that an analysis of regional greens fees be conducted and brought to the next meeting.

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

That the Sooke & Electoral Area Parks and Recreation Commission 2019 service plan and budget be approved as presented.

**CARRIED**

#### b) Policy Review

Review of new Video Surveillance Personnel Authorization Policy which outlines rules for access to video data obtained from cameras located at Leisure Complex and DeMamiel Creek Golf Course and replacement of the current SEAPARC Employee Long Service Recognition Policy with the CRD's Employee Recognition and Service Program.

**MOVED** by Commissioner Grove, **SECONDED** by Commissioner Bishop that the Commission adopt the following policy:

A-100.27 Video Surveillance – Personnel Authorization

and rescind policy:

P-700.4 Employee Long Service Recognition

and revise policy:

C-300.18 Commission Volunteer Recognition

by removing the following italicized text from Section 4:

The \$1,200 “Annual Dinner” budget will be reallocated to cover costs related to *both Employee Long Service Recognition* and Commission Volunteer Recognition.

**CARRIED**

**c) 2018 Summer Program Report (May to August)**

**MOVED** by Director Hicks, **SECONDED** by Commissioner Bishop that the report be received for information.

**CARRIED**

**d) Staff News**

**Gravel Parking Lot**

At the October, 2018 meeting the SEAPARC Manager was tasked with investigating remediation of the overflow gravel parking lot in order to facilitate increased parking capacity. It was determined that the lot can remain unpaved however existing aggregates may need to be removed or relocated from the area to facilitate improved use.

**Jamboree**

As part of the Pacific Jamboree scouting event being held in Sooke this July, the cub scouts have rented SEAPARC’s lap pool facility for the week of July 7-13<sup>th</sup> to offer scuba diving sessions. This booking will impact SEAPARC’s routine daily summer programs and activities during that week however efforts will be made to lessen the impact by moving classes to alternate times rather than cancelling. This is a great opportunity to support an excellent event for youth in the Sooke community.

**Ammonia Emergency Drill**

SEAPARC conducted a successful Ammonia Emergency Drill on November 29 at 7pm. SEAPARC staff responded with the Sooke Fire Dept. and ACCENT Refrigeration (arena plant refrigeration contractors). Alarm systems and evacuation procedures were tested including the CRD’s Public Alert Notification (PAN) system available to residents of immediately neighbouring properties. Another ammonia drill will be held in 2019 to continue to test and build upon our skills.

**Power Outage**

SEAPARC was without power for approximately six hours on December 20, 2018 as part of a major wind storm which impacted the region. The facility was cleared of public and the facility at 3pm for the remainder of the day.

**Festival of Trees**

This year’s annual event, held December 2-28, saw 17 trees decorated and \$3,183 raised in support of the BC Children’s Hospital. Local businesses were invited to sponsor and host a tree at their own location this year, which garnered additional event support. Thank you to Aquatic Programmer, Elizabeth Olsen, for coordinating another successful event, Councillor Brenda Parkinson who volunteered her time to help increase participation and to the Sooke Professional Fire Fighters L4841 for their partnership in launching this year’s event.

**SEAPARC Roof Update**

The pool roof replacement project is now complete. Corrosion on the structural steel was successfully repaired and the source of the problem has been eliminated. This project was completed on time and \$48K under budget. The arena roof project is still underway. SEAPARC is investigating small leaks that could be linked to the roof cap.

### **Grant Update**

The CRD reviewed several CRD projects eligible for the Canada Infrastructure Grant including SEAPARC's proposal for a Skate Park refurbishment project. The proposal, ranked second and was not selected for submittal. This decision led to further meetings with District of Sooke staff and the District is now considering submitting an application for the construction of a Multi-Use Sport Box on District owned Phillips Road property. This application is viewed as having a strong chance of success. A meeting has been set up with the District of Sooke and the School District to investigate further.

### **Employee Recognition**

Several employees were recognized in December for their long service anniversaries. Thank you to the following staff for their dedication and service to SEAPARC and the community:

15 yrs	Adele Gibbs	Reception
10 yrs	Teal Elder Angela Petrie Geri Pudwell David Ristau Tyler Smith	Aquatics Reception Aquatics Recreation Aquatics
5 yrs	Steve Knoke Shawn Read	Administration Maintenance

## **10. PUBLIC QUESTION PERIOD**

## **11. ROUND TABLE**

## **12. ADJOURNMENT**

The regular meeting adjourned at 7:45pm.

Next regular scheduled meeting: February 21, 2019 at 2pm

---

Al Beddows, Chair

---

Lynn MacDonald, Recorder