



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, SEAPARC Boardroom
Thursday, March 21, 2019 at 2pm

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of February 28, 2019
4. Motion to Close the Meeting

Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (e) *the acquisition, disposition or expropriation of land or improvements if the council considers that disclosure could reasonably be expected to harm the interests of the regional district.*
5. Fitness Gym & Multi-Purpose Space Addition
 - a) Project Update - Andy Liu, Manager Environmental Engineering
6. Chair's Report
7. Directors' Report
8. New Business
9. Staff Reports
10. Public Question Period
11. Round Table
12. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, February 28, 2019 at 11am
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), D. Bishop, M. Tait (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: P. Grove, M. Hicks (Director)
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 11:07 am.

2. ADOPTION OF AGENDA

MOVED by Director Tait **SECONDED** by Commissioner Bishop that the agenda be adopted.

CARRIED

3. APPROVAL OF THE MINUTES OF JANUARY 17, 2019

MOVED by Director Tait, **SECONDED** by Commissioner Bishop that the minutes of the January 17, 2019 meeting be adopted.

CARRIED

4. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION

- a) Staff Report (verbal) – Award of Contract 18-1957
SEAPARC Leisure Complex Fitness Gym & Multi-Purpose Space Addition

Andy Liu, Manager Environmental Engineering, provided a verbal update:

- Tender bid closing date: February 26, 2019 (extended twice from original Feb. 14 date)
- Two bids received:
 - Knight Contracting:
 - Kingsview Construction:
- Kingsview Construction bid was received after the deadline and was therefore disqualified.
- Five items were earmarked separately in the tender:
 - Bike parking stall roof
 - Childminding/Board Room
 - Landscaping
 - Perimeter concrete
 - Fitness gym interior mirrors

MOVED by Director Tait, **SECONDED** by Commissioner Perkins to continue with the fitness expansion and multi-purpose space addition project.

MOVED by Commissioner Perkins, **SECONDED** by Director Tait to table the motion in order to move in to a closed meeting.

CARRIED

MOTION TO CLOSE THE MEETING

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

*e) the acquisition, disposition or expropriation of land or improvements if the council considers that disclosure could reasonably be expected to harm the interests of the regional district.
(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 11:50am and adjourned at 12:06pm. The regular meeting reconvened at 12:06pm.

Vote on tabled motion called.

CARRIED

5. CHAIR'S REPORT

6. DIRECTOR'S REPORT

Director Tait provided an update on new and ongoing projects in the region.

7. NEW BUSINESS

8. STAFF REPORTS

a) 2018 Fall Program Report

The Program Services Manager provided a September-December, 2018 programming update. SEAPARC, with funding from an Island Health Community Wellness Grant, is offering a nine week physical literacy program at Poirier Elementary between January-March, 2019

MOVED by Director Tait, **SECONDED** by Commissioner Bishop that the report be received.

CARRIED

b) Staff News

Jumpstart Enabling Access Grant

A \$14,500 grant application has been submitted to Jumpstart to help remove facility physical accessibility barriers identified in the 2017 Leisure Access Victoria App.(LAVA) report. These items include; automatic door openers, automatic sinks and automatic toilets. SEAPARC has capital funding in place to match Jumpstart grant funding for a total project value of \$29,500. Should the grant be successful, the project is scheduled to be completed during the 2019 pool shutdown.

Fees and charges

SEAPARC's annual fees and charges review is currently underway. Further to this review, an audit of regional golf course fees was conducted in February. The audit found that DeMamie Creek's current rates are competitive and the current fee structure reflects industry rates and value for similar golf course services in the region.

Snow Event

A significant snow storm hit the Capital Region between February 8-12.. SEAPARC is pleased to acknowledge the crew of staff that kept our facility operating through the weather. It took a major team effort with staff supporting each other and rising to the challenge when things got difficult.

MOVED by Director Tait, **SECONDED** by Commissioner Perkins that a thank you letter be sent to staff.

CARRIED

Skateboard Park Damage

Extensive damage to the skateboard park fence was discovered on February 9, 2019. It appears a vehicle drove through the fence and struck a bench destroying both. The damage will be repaired as soon as possible and the bench replaced.

BCRPA Symposium

This year's British Columbia Recreation and Parks Association (BCRPA) Symposium is being held May 1-3 in Whistler.

Pedestrian Access

The District of Sooke has engaged a consultant to identify opportunities to improve pedestrian accessibility and safety on Phillips Road between SEAPARC and Sooke Road. The SEAPARC Manager took part in a discussion on the topic with District of Sooke, Sooke Museum and EMCS representatives on January 23, 2019.

2018 Surplus

The SEAPARC Manager reported a 2018 Operating Budget surplus of \$162,000.

MOVED by Director Tait, **SECONDED** by Commissioner Bishop that 2018 surplus funds totalling \$162,000 be transferred to the Capital Reserve Fund.

CARRIED

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

CARRIED

9. PUBLIC QUESTION PERIOD

10. ROUND TABLE

11. ADJOURNMENT

The regular meeting adjourned at 12:38pm.

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

Al Beddows, Chair

Lynn MacDonald, Recorder