

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, June 27, 2019 at 2pm  
SEAPARC Leisure Complex Board Room, Sooke, BC**

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*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, P. Grove, M. Hicks (Director), J. Perkins (Vice-Chair), M. Tait (Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,  
A. Liu, Manager – Environmental Engineering, L. MacDonald, Recording Secretary  
Absent: n/a  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 2:02 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Director Hicks **SECONDED** by Commissioner Perkins that the agenda be adopted.

**CARRIED**

**3. APPROVAL OF THE MINUTES OF MAY 16, 2019**

**MOVED** by Director Hicks, **SECONDED** by Commissioner Perkins that the minutes of the May 16, 2019 meeting be adopted.

**CARRIED**

**4. CORRESPONDENCE**

**a) B. Friesen – Travel Assistance Funding**

Request for funding to assist with travel costs for Sooke resident Brayden Friesen (17) to represent Canada at the BMX World Championships in Zolder, Belgium in July, 2019. The Commission offers assistance (max. \$400) to local organizations and athletes (under 21) travelling to provincial or higher level competitions.

**MOVED** by Director Hicks, **SECONDED** by Commissioner Perkins that \$200 be awarded to Brayden Friesen to assist with his travel costs to participate in the 2019 BMX World Championships.

**CARRIED**

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

**a) Project Update (Verbal)**

Andy Liu, Manager Environmental Engineering, reported on the following:

- Expansion project is on schedule with foundation and concrete work ongoing and timber framing installation expected by the end of August.

*Commissioner Bishop arrived at 2:12pm*

- Contingency funds utilized for gravel parking lot brush clearing/removal to increase parking capacity by approximately 30% (\$4,200) and removal of unsuitable subgrade soil and backfill from building site (\$3,240).

*Director Tait arrived at 2:18pm*

- A. Liu proposed that the entrance way raised bench/planter, included in original plans but marked as “optional” due to budgeting, be considered for installation during courtyard concrete pour utilizing \$25,000 in contingency funds.

Discussion points included:

- concerns regarding overall project cost and bench/planter cost
- use of contingency funds at early stage in project
- necessity for involvement of project manager in parking lot clearing
- timing of installation
- water and electrical lines installation

Mr. Liu noted possible difficulties with postponing including extra costs that could be involved if installation delayed and that funds have been set aside for this project.

**MOVED** by Director Tait, **SECONDED** by Commissioner Perkins that the proposed front entrance raised bench/planter be installed.

**DEFEATED**

Discussion continued and Commission visited site of proposed planter.

**MOVED** by Director Tait, **SECONDED** by Commissioner Perkins that staff proceed with the installation of the raised bench/planter included in the Development Permit application and budgeted for using contingency funds of \$25,000.

**CARRIED**  
(Opposed: D. Bishop)

## 6. CHAIR’S REPORT

## 7. DIRECTORS REPORT

Director Hicks reported that Sooke Minor Hockey will not be fielding a Midget Rep team this year and expressed concerns that hockey registration numbers are falling.

## 8. NEW BUSINESS

## 9. STAFF REPORTS

### a) Ice Allocation 2019/20 Season

S. Knoke provided an overview of the 2019/20 Ice Allocation meeting held on May 22, 2019 and the ice allocation for 2019/20 season. Changes from the past season include new bookings by the Capital Region Female Minor Hockey Association (CRFMA) utilizing five hours of ice previously booked by Sooke Minor Hockey and two hours of additional weekday morning ice booked by Sooke Figure Skating Club.

Commissioner Bishop questioned what SEAPARC could do to encourage minor hockey participation and suggested increased arena ice subsidy.

**MOVED** by Director Hicks, **SECONDED** by Director Tait that staff provide a report with full details on subsidies, revenues, costs and requisition for SEAPARC services.

**CARRIED**

### b) 2019 Winter (January-April) Program Report

The Program Services Manager provided a programming update including background on participation and revenue in comparison to same period in 2018. Lifeguard recruiting and hiring continues with plans being developed for a weekly after school lifeguard instruction program.

### c) Staff News

Update on ongoing initiatives/projects including:

- Assistance from outside agencies/volunteers will be required if SEAPARC is to continue to host the Festival of Trees event
- SEAPARC's Multi-Use trail will form part of the District's new "Stickleback Trail"
- Annual pool shutdown June 17- July 1 projects

*Director Hicks left the room at 3:33 and returned at 3:34*

- SEAPARC's application for a Jumpstart Enabling Access Grant to improve facility access for individuals with disabilities was unsuccessful. Staff will apply again in next round.
- Recently completed Phillips Road pedestrian access study recommends installation of a crosswalk across Phillips Road south of main entrance. Staff are investigating additional safety improvement for the main entranceway.

### 10. MOTION TO CLOSE THE MEETING

**MOVED** by Commissioner Grove, **SECONDED** by Director Tait 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.*

**CARRIED**

The closed meeting commenced at 3:35pm and adjourned at 3:47pm. The regular meeting reconvened at 3:48pm.

### 11. PUBLIC QUESTION PERIOD

#### 12. ROUND TABLE

D. Bishop Queried how SEAPARC could improve service levels for Port Renfrew residents.

M. Hicks Suggested that the Port Renfrew be removed from participating/contributing to SEAPARC and requested that staff research feasibility/costs involved in revising funding bylaw.

### 13. ADJOURNMENT

The regular meeting adjourned at 4:02pm.

Next regular scheduled meeting: July 25, 2019 at 2pm

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Al Beddows, Chair

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Lynn MacDonald, Recorder