

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Thursday, September 12, 2019 at 2pm  
JdF Local Area Services Building, Otter Point, 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: J. Bateman (Alternate Director), A. Beddows (Chair), D. Bishop, M. Hicks (Director), J. Perkins (Vice-Chair),  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, L. Hutcheson, General Manager – Parks & Environmental Services, A. Liu, Manager – Environmental Engineering, L. MacDonald, Recording Secretary  
Absent: P. Grove, M. Tait (Director)  
Public: 3  
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 Alternate Director Bateman that the agenda be adopted. **CARRIED**

**3. APPROVAL OF THE MINUTES OF JUNE 27, 2019**

**MOVED** by Director Hicks, **SECONDED** by Commissioner Perkins that the minutes of the June 27, 2019 meeting be adopted. **CARRIED**

**4. DELEGATION**

Sooke Arts Council President Linda Gordon, accompanied by Linda Green Abraham and Tanya Darling, proposed that the Arts Council supply local original art work for display at SEAPARC. Art work would be rotated every three months providing local artists with a venue to display their art work for sale.

Request to be addressed under Agenda Item 11. a) New Business.

**5. MOTION TO CLOSE THE MEETING**

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

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 2:10pm and adjourned at 2:29pm. The regular meeting reconvened at 2:29pm.

**6. CORRESPONDENCE**

a) Sooke Boxing Club

Request to hold the “West Coast Wonder Women” international all female boxing tournament in the dry floor arena June 26-28, 2020 at a discounted rental rate.

Commission directed SEAPARC Manager to negotiate terms of rental with Sooke Boxing Club representatives and report back to the Commission at a future meeting.

**b) Sooke Minor Fastball – Travel Assistance Funding**

Request for funding assistance for the girls U16C team to travel to the Provincial Fastball championships in Quesnel July, 2019. \$200 was awarded under the Travel Assistance Grant funding policy in July.

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

**a) Project Update (Verbal)**

Expansion project is on schedule and on budget.

**b) Staff Report: SEAPARC Fitness Gym and Multi-Purpose Space Addition-Reconsideration of Deferred Items**

Review of implementation strategy for seven items deferred from the original project scope due to budget constraints. \$240,000 is currently available in contingency funds and cost savings from contract negotiations for these deferred items. Director Hicks noted his primary concern is increasing parking lot capacity.

**MOVED** by Director Hicks, **SECONDED** by Commissioner Perkins that staff proceed with negotiations to include the following four deferred items in the construction contract:

<b>Item</b>	<b>Description</b>	<b>Estimated Cost</b>
1	Bike Parking Canopy	\$96,000
2	Stereo/Video System	30,000
3	Wall-Mounted Mirrors	11,000
4	Additional Parking Spaces	<u>6,000</u>
	Total Estimated Cost:	\$143,000

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

The three remaining deferred items (landscaping improvements, benches and additional parking spaces) will not be actioned at this time.

**8. CHAIR'S REPORT**

CRD Commission Orientation session being offered September 16, 2019 from 3-5:30pm at the JdF Local Area Services Building.

**9. DIRECTORS REPORT**

Director Hicks will be attending a District of Sooke Committee of the Whole meeting on September 17, 2019 to discuss removal of Port Renfrew from SEAPARC funding bylaw. This change is being made in recognition of the low level of facility usage by Port Renfrew residents given travel distances. Director Hicks reported that SEAPARC funding from Port Renfrew property taxes equates to approximately \$20,377 per year and he will be seeking District of Sooke support to absorb this cost.

**10. STAFF REPORTS**

**a) Staff News**

The SEAPARC Manager reported on recent staffing changes including the hiring of Jerry Michael in the new position of Fitness & Aquatic Coordinator; Rotary Grizzlies Game; LGMA Centennial tree donation and \$1,500 donation received from Rotary Club of Sooke for purchase of a public access defibrillator (AED) for DeMamiel Creek Golf Course.

## **11. NEW BUSINESS**

### a) Hockey Banner Installation

Commissioner Bishop reported that Sooke Minor Hockey Association (SMHA) championship banners aren't being installed in the arena and suggested that a different hanging method be initiated. The SEAPARC Manager to discuss with SMHA executive and report back to the Commission.

### b) Sooke Arts Council – Facility Artwork

The SEAPARC Manager directed to investigate the feasibility of the Arts Council's proposal. The Manager noted that a determination of available wall space in the new expansion cannot be made at this time.

## **12. PUBLIC QUESTION PERIOD**

## **13. ROUND TABLE**

The feasibility of keeping the golf course open later into the fall was queried. The SEAPARC Manager noted that staffing costs and weather uncertainties make it impractical to keep the course open longer than October 15.

## **14. ADJOURNMENT**

The regular meeting adjourned at 3:30pm.

Next regular scheduled meeting: October 24, 2019 at 2pm

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Al Beddows, Chair

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Lynn MacDonald, Recorder