



**CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**
General Meeting, SEAPARC Multi-Purpose Room B
Thursday, January 23, 2020 at 2pm

AGENDA

1. Call to Order
2. Election of Chair (*Pursuant to Section 215 of the Local Government Act*)
3. Election of the Vice-Chair (*Pursuant to Section 215 of the Local Government Act*)
4. Approval of Agenda
5. Adoption of the Minutes of November 28, 2019
6. Chair's Report
7. Directors' Report
8. Fitness Gym & Multi-Purpose Space Addition – Project Update
9. New Business
10. Staff Reports
 - a) Staff News
11. Public Question Period
12. Round Table
13. Adjournment

**Capital Regional District
 Sooke & Electoral Area Parks and Recreation Commission
 Minutes of a Regular meeting held Thursday, November 28, 2019 at 2pm
 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: J. Bateman (Alternate Director), A. Beddows (Chair),
 P. Grove, J. Perkins (Vice-Chair),
 Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
 L. MacDonald, Recording Secretary
 Absent: D. Bishop, M. Hicks (Director), M. Tait (Director),
 Public/Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 2:20 pm.

2. ADOPTION OF AGENDA

MOVED by Commissioner Grove, **SECONDED** by Alternate Director Bateman that the agenda be adopted.

CARRIED

3. APPROVAL OF THE MINUTES OF SEPTEMBER 12, 2019

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Grove that the minutes of the October 24, 2019 meeting be adopted.

CARRIED

4. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION

a) Project Update (verbal)

The SEAPARC Manager conducted a tour of the expansion prior to start of the meeting. It is expected that the facility will be in full operation by mid-January. A public announcement of the opening date will be made in January.

5. CHAIR’S REPORT

6. DIRECTORS REPORT

7. STAFF REPORTS

a) West Coast Wonder Women International All Female Boxing Tournament

As directed by the Commission at their October, 2019 meeting, the SEAPARC Manager reported on discussions with Sooke Boxing Club regarding their request to hold a boxing tournament on the arena dry floor June 26-28, 2020 at a reduced rental rate. In recognition of the value of this international event to the community and the non-profit status of the Club, the Manager proposed a graduated rental rate plan for the period 2020 to 2024 with increases each year until regular full rate reached in 2024.

3 Day Event	2020	2021	2022	2023	2024
Proposed Fee	\$1200	\$1680	\$2352	\$3292	\$3600
Current Fee	\$3600	\$3600	\$3600	\$3600	\$3600
Discount	\$2400	\$1920	\$1248	\$308	\$0

MOVED by Commissioner Grove, **SECONDED** by Alternate Councillor Bateman that the Sooke & Electoral Area Parks and Recreation Commission approve the proposed rental rate plan for the Sooke Boxing Club's West Coast Wonder Women International All Female Boxing Tournament as presented.

CARRIED

b) 2019 Summer Program Report – May to August

The Program Services Manager provided a report on this summer's recreational, fitness and aquatic programs. Discussion points included Aquatic staff recruitment and summer camps popularity.

c) Staff News (verbal)

The SEAPARC Manager reported on the following:

- Annual ammonia release evacuation emergency drill will be held on November 28, 2019. The drill will involve Sooke Fire Dept., Victoria Alarms, ACCENT Refrigeration and CRD Public Alert Notification System (PANS).
- Commissioner Grove was recognized by the SEAPARC Manager for his 13 years of service on the Commission as a volunteer representing the District of Sooke and for his invaluable contributions to many projects including the bike park, strategic plan, golf course and fitness gym/multi-purpose expansion.

10. ROUND TABLE

11. ADJOURNMENT

The regular meeting adjourned at 3:05pm.

Next regular scheduled meeting: January 23, 2020 at 2pm

Al Beddows, Chair

Lynn MacDonald, Recorder



Making a difference...together

**REPORT TO THE SOOKE & ELECTORAL AREA
PARKS AND RECREATION COMMISSION
MEETING OF JANUARY 23, 2020**

SUBJECT Staff News

PURPOSE Information

PROGRAMS

Staff are reviewing a new grant opportunity in partnership with West Shore Parks and Recreation, Sooke School District 62 and Island Health. This grant will focus on furthering our joint efforts in improving the community's physical literacy and health and wellness through inclusive programming, policies, and services.

Specifically, the grant would include training, education and awareness for staff and community members, as well as securing a small portable equipment trailer, equipped with supplies that can be used at various community events to promote physical literacy and enhance social connections. The grant will include costs for staffing, supplies, promotion and renting a small trailer that will transport equipment. This trailer will also act as a tool for promoting SEAPARC and the PLAY Sooke Westshore committee at community events, expanding our reach into the community.

ADMINISTRATION

Weather Event

The week of January 13, 2020 brought significant stormy weather to the Sooke region. This storm packed a major snowfall punch of approximately 30cm. SEAPARC staff worked hard to maintain basic service levels and kept the facility open and operating for the community. A big thank you to the SEAPARC team for keeping the facility operational during this difficult time.

Fitness Equipment

Fitness Experience was selected as the successful supplier of fitness equipment for the new gym through the CRD procurement process. The final award for PRECOR commercial fitness equipment totaled \$207,600. The equipment has begun to arrive and final installation is expected to be completed shortly.

"Tow and Collect" Equipment

The CRD received a Community Work Funds grant through the Juan de Fuca Electoral Area to purchase specialized equipment that removes goose feces from playing fields, golf courses and parks. The machine is towed and brushes rotate picking up waste. It has a 4-foot wide pickup path and 130 gallon catching hopper. This equipment will be used to provide relief from the current goose feces problem in Sooke. SEAPARC staff are working with the Sooke Community Association on developing an agreement to ensure this equipment is mobile and provides the maximum benefits to the community.

Employee Recognition

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

Susan	20 yrs	Reception
Trevor	10 yrs	Aquatics
Luc	10 yrs	Maintenance
Darcy	10 yrs	Recreation
Megan	5 yrs	Recreation

Submitted by:	Steve Knoke, SEAPARC Manager Colleen Hoglund, Program Services Manager
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