

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, January 5, 2011
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

Mission Statement:

*“Sooke Parks & 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 Electoral Area”
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: J. Perkins (Chair), B. Berger, J. Evans (Sooke Director),
P. Grove, M. Hicks (JDF Director), Lydia Christie
Staff: L. Hutchings, SEAPARC Manager, Linda Finch, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: M. Glanfield-Bohn
Public: 3
Press: 0

1. CALL TO ORDER

The meeting was called to order 7:00 p.m.

2. ADOPTION OF AGENDA

The following Staff Report was added to the Agenda:

- Request for Extension of Project #26319, SEAPARC Leisure Complex Upgrade

MOVED by Commissioner Hicks, **SECONDED** by Commissioner Berger that the agenda be approved as amended. **CARRIED.**

3. 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 2011 and Commissioner Perkins' name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Perkins was declared Chair.

The SEAPARC Manager called for nominations for the position of Vice Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2011 and Commissioner Berger's name was put forward. The SEAPARC Manager called a two times for further nominations and, as there was none, Commissioner Berger was declared Vice Chair.

4. APPROVAL OF THE MINUTES OF NOVEMBER 3, 2010

MOVED by Commissioner Evans, **SECONDED** by Commissioner Hicks that the minutes of November 3, 2010 be approved. **CARRIED.**

5. DELEGATION

a) Debbie Qayum re: Sooke Skate Park

Debbie Qayum, Curtis Matthias and Kristie Smedley spoke to their proposal to install a metal roof, improved lighting, rules/code of behaviour signage, and a ¼ pipe at the Skate Park. The delegates feel these improvements would lead to higher, year round usage and a safer environment at a relatively small cost. To this end, they have collected over 200 signatures on a petition.

Debbie Qayum suggested most of the work could be done by volunteers with fundraising, sponsorship and donations helping to defray the costs. The delegation noted the approximate costs to be:

- roofing - \$32,000
- lighting - \$6,000
- wood or cement ¼ pipe - \$400.

The delegation also noted there is a need to replace/repair some of the concrete in the park and they would like to see the water fountain reinstalled. General discussion followed the presentation with the Commission. The Commission asked the delegates to do more research and report back to the Commission with their findings including more specifics details (ie. quotations on cost of roofing and the ¼ pipe, sketches of roof and ¼ pipe, video and list of specific concrete repairs needed, rules to be included on the signs, etc.)

6. CORRESPONDENCE

7. REPORTS

a) Staff Report

Staff News

Aquatics

SEAPARC recently offered Assistant Water Safety Instructor (AWSI) course for staff and the public. This course is the first of two steps to complete the Red Cross training to instruct swim lessons. Several current recreation staff members were among the participants.

Program registration increased 21% over last year's fall session. In 2009, there were 576 registrants and in Fall 2010 there were 699. Program revenue increased 9% over last year. In 2009, program revenue was \$23,528 and revenue for fall 2010 programs is \$25,688.

During the month of November, SEAPARC offered free swim lessons on Tuesdays and Thursdays to its Out of School Care registrants. We had a 30-minute time slot with staff available (in between swim lesson sets) so we offered a set of swim lessons to 13 children between the ages of 4 and 9.

The Aquatics staff organized the SEAPARC staff Christmas party. The event took place on December 9th at Mulligan's and 47 staff members from all areas (maintenance, administration, programs) attended.

On December 11th, SEAPARC hosted its annual Swim with Santa event with approximately 100 people in attendance. One of the lifeguard staff dressed up as Santa and prizes were given to kids who participated in various games.

Members from Juan de Fuca Recreation Centre have enjoyed SEAPARC during their pool's annual shutdown.

Community Recreation

The 50+ Volunteer Program through the New Horizons grant has now completed. The evaluation data has been submitted to University of Victoria for a summary report. We will submit a final report of the grant by the February deadline which will be shared with the Commission at a future meeting.

SEAPARC received an additional \$500 in funding from Canadian Tire Jumpstart Program. We have offered to run a set of skating lessons for grades one and two students at Saseenos Elementary. These half-hour skate lessons will be offered to the students once a week for 6 weeks starting in January. Transportation will also be provided.

Commissioner Berger queried why Saseenos Elementary was the only school taking part in this program offering. The Program Services Manager explained that an email offering the program went out to all Sooke elementary schools but that there were a limited number of spots available. Saseenos was the first school to respond. The Program Services Manager also explained that the school ran into difficulty in arranging transport for the children and SEAPARC staff were able to assist by using the SEAPARC bus.

On December 4th, 10 local teens participated in a 'flash food mob' in Spirit Square Victoria during the Truck Light parade. This event was organized by the Intermunicipal Youth Committee as a means of attracting local youth to contribute to a social cause. Approximately 100 youth gathered in a large group at a specified location and time and donated three full bins of food to the Mustard Seed food bank.

Saturday Night Youth Drop In at the Sooke Community Hall continues to be popular with over 25 youth attending each week.

On Sunday, December 19th, SEAPARC, in partnership with Royal LePage, hosted its annual Santa Skate. Approximately 175 people attended with a food donation as admission.

Concession

Feedback from the last meeting about the quality of hot dogs was passed on to staff. The Program Services Manager explained an error had been made by the supplier shipping pork instead of the regular beef wieners. The supplier has been contacted.

Leisure Pool Tiling

The SEAPARC Manager spoke to the report offering two options for the resurfacing of the leisure pool scheduled for June, 2011. The options are:

- a. for staff to apply a 2-part epoxy, as has been done on average every two years since the pool was built, at a cost of approximately \$7,800 (expenditure included in 2011 operating budget) or;
- b. to proceed with tiling of the leisure pool at a cost of approximately \$70,000 (to be funded out of the pool's 2011 capital reserve fund)

The Chair queried whether we have enough funds in the budget to cover tiling costs. The SEAPARC Manager noted we will have more information on our budgetary standing by March.

MOVED by Commissioner Evans, **SECONDED** by Commissioner Grove that SEAPARC staff proceed with obtaining three quotations on tiling of the leisure pool and report back to the Commission.

CARRIED.

Request for Extension

The SEAPARC Manager spoke to the report advising that an extension is required for Project #26319, SEAPARC Leisure Complex Upgrade to change the completion date from March 31, 2011 to September 30, 2011. He noted that the work is progressing in a timely manner and is scheduled to be completed by March 31, 2011. Additional time is needed, however, to issue a certificate of completion in accordance with the "Builders Lien Act".

MOVED that the Sooke & Electoral Area Parks and Recreation Commission request the Capital Regional District Board seek a contract extension for Project 26319 to extend the completion date from March 31, 2011 to September 30, 2011 and that:

1. The Capital Regional District attests that it will continue to contribute its share of the required funding for the aforementioned project(s);
2. Actual claims for all eligible costs incurred by March 31, 2011, for the aforementioned project(s) must be and will be submitted no later than April 15, 2011 to the Province;
3. The Capital Regional District will ensure that the project(s) will be completed.

CARRIED.

b) Youth Member Report

Commissioner Christie queried the possibility of using the SEAPARC bus to transport people to and from the Sooke Pot Holes Regional Park during the summer. She noted that traffic congestion, lack of public transport and the long distances involved makes it difficult for people to access the park. A service that picked up users from downtown, SEAPARC and the Park & Ride was suggested with users paying a fee. The Program Services Manager noted that the bus could only be used if SEAPARC ran a program (due to liability issues). Staff will research the idea and report back to the Commission.

c) Chair's Report

The Chair spoke to an informal query staff received from the Sooke Firefighters Association regarding group rate membership passes. The Program Services Manager provided a brief outline of other municipalities and the discounts they provide to staff members. General discussion followed on the inherent difficulties involved in our region with six volunteer fire departments and two levels of government.

d) Director's Report

Director Hicks reported that due to time constraints, Michelle Glanfield-Bohn has resigned as Commissioner representing the Juan de Fuca Electoral Area effective immediately.

Director Hicks posed the possibility of starting Commission meetings at 6:30 p.m. rather than 7 p.m. in the future. After a short discussion it was agreed that beginning with the February, 2011 meeting, Commission meetings will now begin at 6:30 p.m.

Director Hicks queried the need for entire registration forms to be completed every time a client registers in a new program when that information is already stored in our database. The Program Services Manager noted that Reception staff now point out to clients that they need only fill in any sections with new or revised information.

Director Evans noted she is quite pleased with SEAPARC registration & usage numbers.

8. OLD BUSINESS

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. ADJOURNMENT

The meeting adjourned 8:55 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder