

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, February 2, 2011  
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

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*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: 0  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The meeting was called to order 6:30 p.m.

**2. ADOPTION OF AGENDA**

**MOVED** by Director Evans, **SECONDED** by Commissioner Berger that the agenda be approved with the following additions:

- 4. b) Sooke Branch Navy League “Open House” invitation
- 7. a) Concession
- b) Agenda Packages

**CARRIED.**

**3. APPROVAL OF THE MINUTES OF JANUARY 5, 2011**

**MOVED** by Commissioner Berger, **SECONDED** by Director Evans that the minutes of January 5, 2011 be approved.

**CARRIED.**

**4. CORRESPONDENCE**

- a) Invitation to 2010 Legacies Now event in Vancouver, Saturday, February 12, 2011 received.
- b) Invitation to Sooke Branch Navy League “Open House” event on Sunday, February 6, 2011 received. Commissioner Perkins will attend as a representative of SEAPARC.

**5. REPORTS**

**a) Staff Report**

Recreation Programs

New program offerings in January have proved popular including Social Ballroom Dancing, Wild at Art, Hand Drumming, Yoga for Runners, Circuit Training Boot Camp, Rise and Shine Boot Camp.

Summer camp job positions will be posted in March and the summer student grant application process will also begin then. SEAPARC staff have been asked by the CRD’s Planning and Protective Services division to be involved in updating The Sooke and Juan de Fuca Trails and Walking Guide. Upon Commission enquiry, the Program Services Manager explained that SEAPARC staff were asked to participate as we were part of the original working group that produced the brochure and that SEAPARC would not be involved in funding the revised brochure.

### Aquatic Programs

January's registered program revenue has increased 15% over last year. There are currently 341 children registered in swim lessons.

New drop-in activities have been added recently including water polo and under water hockey. Commissioner Grove suggested the possibility of offering inner tube water polo. He noted that the use of inner tubes makes the sport much more accessible and fun for all swimming skill levels. The Program Services Manager agreed and suggested that this could be a good offering for Teen Nights.

A child-minding option in the water is now being offered so that parents can swim laps or join an Aqua Fit class while their child is cared for in the leisure pool.

The posting for the Aquatic Program Assistant position (part-time mat leave) closed January 28. Interviews will take place the week of February 7-11.

### Administration

The SEAPARC Manager spoke to a Province of BC – Infrastructure Planning Grant Application recently submitted to investigate the stability of the bank alongside the parking lot and Stan Jones Field and to consider the feasibility of incorporating spectator seating into the bank. With the proposed Thrup Road extension proceeding this year, it is felt the bank will need shoring up. If the grant is not approved, this item may be included in the 2012 budget.

The SEAPARC Manager outlined the difficulties involved in enforcing the current Commission policy of no smoking within 30 metres of the front door of the building. He noted that staff can ask patrons to move 30 metres away but they have no real authority to enforce this policy. The provincial Tobacco Control Act requires only a 3 metre no smoking area around doorways. He also noted there is only one VIHA enforcement officer for the entire region.

**MOVED** by Director Hicks, **SECONDED** by Commissioner Grove that the Sooke & Electoral Area Parks and Recreation Commission Policy No. C-300.17 that prohibits smoking within thirty metres of the main entrance be rescinded and current provincial Tobacco Control Act legislation be enforced.

**0 OPPOSED, CARRIED.**

The SEAPARC Manager gave a brief overview of the following initiatives for 2011:

- Program Staff Workshop: Philosophy, Principles & Practices of Program Planning  
To be held February 24, 2011
- Commission Orientation: Fees and Charges  
Review to be held March 2, 2011
- Arena Upgrade Project:  
\$39,000 project to upgrade the arena foyer, washrooms and 4 current dressing rooms. Tender package is in development
- Tiling Project: Leisure Pool.  
Tender package will be out soon with a caveat that we may or may not proceed with the project. If the projects proceed, the pool would be closed in June to accommodate the tiling.
- SEAPARC Leisure Complex Site Master Plan
  - Engage in discussion with Sooke Community Association. The SEAPARC Manager is meeting with the Community Association at their April 4 meeting

- Consult with Community: Public Meetings/Community Survey. Tentatively scheduled for September or October.
- Staff Team Building:
  - Review initiatives and progress from past workshops
  - Staff Satisfaction Survey
  - September workshop

Discussion followed regarding potential community efforts to fundraise and build a lacrosse box in Sooke. Director Hicks will meet with organizers and arrange a meeting with the SEAPARC Manager.

Commissioner Grove noted that there is rust appearing on the bench legs in the pool changing rooms. Staff will investigate.

**b) Youth Member Report**

Commissioner Christie reported on the Current Swell concert held at the Community Hall on January 22, 2011. It was a great success with close to 300 attending the event organized by the Sooke Youth Council.

**c) Chair's Report**

A one hour Fees and Charges introduction/overview will be held prior to the regular March 2, 2011 Commission meeting. Refreshments will be offered starting at 5 p.m. with the introduction/overview beginning at 5:30 p.m. and the regular Commission meeting starting at 6:30 p.m. Staff will then report back in September or October with a more detailed review of subsidies.

**d) Director's Report**

Director Hicks reported that he is still looking for a candidate to serve as Commissioner representing the Juan de Fuca Electoral Area.

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**a) Concession**

General discussion regarding the Concession and the need to ensure it is adequately stocked.

**e) Agenda Packages**

It was agreed that agenda packages will now be emailed to Commissioners and printed copies will be provided at the Commission meeting.

**8. PUBLIC QUESTION PERIOD**

**9. ADJOURNMENT**

The meeting adjourned 7:45 p.m.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder