

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, March 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: 1  
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 Director Hicks that the agenda be approved with the following changes:

7. New Business

- a) Lacrosse Box (Commissioner Berger) be changed to Item 4 a), Delegation
- b) SEAPARC Bus (Director Evans) be added

**CARRIED.**

**3. APPROVAL OF THE MINUTES OF FEBRUARY 2, 2011**

**MOVED** by Commissioner Berger, **SECONDED** by Director Evans that the minutes of February 2, 2011 be approved.

**CARRIED.**

**4. DELEGATION**

**a) Paul Homer and Commissioner Berger re: Lacrosse Box**

Commissioner Berger and Paul Homer reported that they had met with School District 62 officials to discuss the possibility of building a multi-purpose lacrosse box on school district property. School District 62 has offered to donate the land, free of charge, for the box on property lying between Ecole Poirier Elementary and Journey Middle School (near the old daycare site). The School District has suggested that SEAPARC should be responsible for maintaining the facility. Commissioner Berger met with the Sooke Builders' Association and they have agreed to build the box at no charge. She is hopeful that the concrete and building supplies will also be donated. Commissioner Berger noted that the Principals of both Poirier and Journey are in favour of the box as it will provide a year round playing surface for school children. Design drawings, for previous lacrosse boxes, can be obtained from other Municipalities if required. An informal sub-committee will be formed to include representatives from the School District, SEAPARC staff, and Commissioners Perkins, Berger and Grove. The sub-committee will report back to the Commission on a regular basis with progress updates.

**5. CORRESPONDENCE**

**a) Darcy Smith re: Weekend to End Women's Cancer Fitness Challenge**

It is requested that the arena dry floor space be donated, free of charge, for a 2 hour fitness class fundraiser to benefit the BC Cancer Foundation sometime in May or June (depending on space availability). The event is being organized by Darcy Smith, SEAPARC Recreation Program Assistant, and it will be taught by SEAPARC fitness leaders who will be donating their time.

**MOVED** by Director Evans, **SECONDED** by Commissioner Berger that the Commission support the Weekend to End Women's Cancer Fitness Challenge fundraising event and donate space for the event free of charge.

**CARRIED.**

## 6. REPORTS

### a) Staff Report

#### Staff News

##### Recreation Programs

The Program Services Manager reported that arena programs continue to do well. The number of skate lesson participants has increased from 63 in the first set in January to 88 in the current set. With the help of our new skate lesson leader, we have made changes to the delivery of our skate lessons and there has been a significant increase in the quality of lessons. We've also spent time with instructors in developing other skating programs (Little Duffers, Sharks Hockey and Balance & Agility).

The SEAPARC Doodle Bugs Preschool program registration has increased and now all three classes are running with two instructors in each class. We've received positive responses from the program evaluation forms.

##### Aquatic Programs

Registered program revenue has increased over last year during Jan-Feb (\$18,733 in 2011 vs. \$15,146 in 2010). Pool drop-in admissions have slightly decreased during this same time period. In 2010, our drop-in attendance was 4,536 and in 2011 our attendance is 4,492. Notably, there has been an increase in drop-in attendance of L.I.F.E. participants from 185 in 2010 to 247 in 2011.

LIFE Program (Leisure Involvement for Everyone) participants have increased from 185 in 2010 to 247 in 2011. General discussion followed on the LIFE program, an intermunicipal program offering 52 free visits per year and discounts on eligible registered programs, to low income residents. Commissioner Grove requested that the Program Services Manager provide the Commission with the number of individual visits by LIFE program registrants in 2010.

Jamie Constable has been hired as Acting Aquatic Program Assistant during Lindsay Brown's maternity leave. Jamie has worked at SEAPARC for several years in almost all areas (concession worker, arena staff, day camp leader, receptionist, and lifeguard). We welcome Jamie to the position. She will take over Lindsay's role in early March.

##### Administration

SEAPARC Staff are currently soliciting price quotes for two projects:

1. Upgrade of four arena dressing rooms and washroom facilities
2. Leisure pool tiling

The current arena addition project will run slightly over forecasts (approximately \$15,000 - \$20,000). It is projected that approximately \$15,000 in HST will be refunded later this year. An opening ceremony for the new dressing rooms will be held on Friday, March 4 at 4 p.m.

Further to direction from the Commission meeting of November 3, 2010, the SEAPARC Manager will be meeting with the Sooke Community Association on March 7, 2011 to discuss acquiring property adjacent to the facility for future recreational purposes.

**b) Youth Member Report**

The EMCS Leadership students are looking for volunteer and fundraising ideas in the Sooke community.

**c) Chair's Report**

BCRPA Symposium will be held in Richmond, May 11-13. Commission members are encouraged to attend.

**d) Director's Report**

Director Evans suggested that the Youth Leadership Council be asked to include a submission in the next SEAPARC Active Living Guide (due out in May). It was noted that this would be a good venue for the Council to communicate their activities to the population of Sooke.

**7. UNFINISHED BUSINESS**

Commissioner Christie requested an update on the possible use of the SEAPARC bus as transportation to/from the Sooke Potholes this summer on a fee per use basis. The Program Services Manager outlined some of the issues involved in running such a service including limited bus and driver availability, risk management, cost effectiveness and ridership. Staff will research the idea further, including determining the number of passengers required and fee to be charged if service is to be feasible.

**8. NEW BUSINESS**

**a) SEAPARC Bus**

Director Evans has received several inquiries regarding the padlock on the back door of the SEAPARC bus and the possible blockage of an emergency exit. Commissioner Perkins had spoken to SEAPARC staff about the lock and it was determined that the door is for a storage unit and not an exit door. SEAPARC staff will replace the padlock on the door in order to avoid confusion.

**9. PUBLIC QUESTION PERIOD**

**10. ADJOURNMENT**

The meeting adjourned 7:30 p.m.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder