

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, April 6, 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), J. Evans (Sooke Director), P. Grove,  
M. Hicks (JDF Director), Lydia Christie  
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, J. Govan,  
Facilities Operations Supervisor, L. MacDonald, Recording Secretary  
Absent: B. Berger  
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 Director Hicks that the agenda be approved with the following addition:

5. a) Staff Report – SEAPARC Manager meeting with Sooke Community Association

**CARRIED.**

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

**MOVED** by Director Evans, **SECONDED** by Director Hicks that the minutes of March 2, 2011 be approved. **CARRIED.**

**4. CORRESPONDENCE**

**a) Sooke Branch – Navy League of Canada re: Invitation to Annual Review Ceremony**

Staff to request Navy League representative present the “Seamanship Trophy” on behalf of SEAPARC.

**b) Sooke Branch – Navy League of Canada re: Trophy Sponsorship**

\$40 donation to cover trophy sponsorship costs to be forwarded by staff.

**c) Sooke Minor Hockey – Midget A Boys fundraising request**

In support of the Sooke Midget A Boys hockey team’s participation in the provincial championships in Cranbrook, a donation of \$300 is approved to assist with travel costs.

**MOVED** by Director Evans, **SECONDED** by Commissioner Hicks that the correspondence be received and filed. **CARRIED.**

**5. REPORTS**

**a) Staff Report**

**Staff News**

Recreation Programs

Sooke Youth Council “The Big Melt Down” was the last skate of the season. 102 skaters attended and \$312 was raised for the Sooke Youth Council.

Spring Break camps had 59 registered participants which involved skating and swimming at SEAPARC, a visit to East Sooke Park, a trip to Play Zone, rock climbing at Boulders Climbing Gym, and a canoe adventure at Camp Barnard.

Interviews for all summer camp positions have been held and selections will be made in the first week of April.

#### Aquatic Programs

SEAPARC has just completed its second Red Cross Water Safety Instructor course. This course includes a practicum of 12 hours teaching time for each instructor. We provided these practicum hours as free swim lessons to the public over Spring Break, and 151 people aged 6 months to adults participated.

The second set of Grade 2 Swim Lessons has started. In total, 149 students will have participated in this seven-week program that is fully sponsored by the Lions club.

#### Other News

The Greater Victoria Active Communities Committee is re-launching the Positive Ticketing program. A positive ticket represents a free drop-in admission to any Greater Victoria Recreation Centre. The premise of the program is to reward youth for conducting positive behaviour. The partnering police agencies will distribute the tickets at Secondary and Middle schools. The Committee has agreed to accept the passes and track the number of passes received.

Commissioner Grove commented on the current SEAPARC brochures and website. He noted that our printed material is rather "old school" and the website should be updated frequently to reflect what is happening on a daily/weekly basis at the complex. Commission discussion followed regarding the use of "social networking" (ie. Twitter, Facebook, etc.) as useful marketing tools. Improved marketing and web presence is a goal to work toward.

#### Administration

##### Arena Roof

The arena roof recently received a number of patch repairs. A preliminary report indicates the roof likely has a remaining life expectancy of 2-4 years. A new roof is estimated to cost \$250,000-300,000.

Staff plan on doing a proposal call for consultants to investigate the condition, provide options for replacement, and complete specifications for the purpose of issuing a public tender for replacement.

##### Sooke Community Association (SCA)

The SEAPARC Manager attended a SCA meeting in March to express interest in acquiring the Association's property adjacent to SEAPARC. The Association agreed to consider the request. The Association is awaiting more information on the Throup Road extension and indicated an adjoining landowner has expressed similar interest in the property. The SCA President suggested the SCA will reply to the SEAPARC request in the next 2 or 3 months.

The SEAPARC Manager will attend the District of Sooke open house on April 14 and solicit suggestions/ questions/comments from attendees on what they would like to see at SEAPARC in the future.

### **Staff Report – Leisure Pool Tiling Contract 11-1700**

The Facilities Operations Supervisor spoke to the report recommending award of Contract 11-1700 to Perma Construction Ltd.

The Supervisor noted new provincial regulations requiring imperial depth markers to be installed beside metric depth markers in all pools. The tender includes installation of a new tile surface on walls and floors of the leisure pool as well as the installation of new imperial depth markers in both the leisure and lap pool, new “no dive” markers in the lap pool and 4 wall anchors in the leisure pool.

**MOVED** by Director Evans, **SECONDED** by Director Hicks that Contract 11-1700, SEAPARC Leisure Pool Tiling, be awarded to Perma Construction Ltd. and that \$83,210 be allocated from the Pool Capital Reserve fund to complete the project. **CARRIED.**

### **Staff Report – Arena Renovation Invitation to Quote 11-1697**

The SEAPARC Manager spoke to the report recommending award of Invitation to Quote 11-1697 to Perma Construction Ltd.

The Manager pointed out that this Invitation to Quote included items not included in the previous arena upgrade project scope of work (ie. toilet partitions, vanities, sinks, benches, motion sensor lighting).

Director Evans queried whether the upgrades would qualify for carbon credits and if this is being tracked by staff. The SEAPARC Manager assured the Commission this would be done.

**MOVED** by Director Evans, **SECONDED** by Director Hicks that Perma Construction Ltd. be contracted to complete the scope of work as specified in Invitation to Quote 11-1697 and that \$84,300 be allocated from the Arena Capital Reserve fund to complete the project. **CARRIED.**

#### **b) Youth Member Report**

Commissioner Christie has received reports of safety concerns at the Rotary Skate Park including erosion, protruding concrete and insufficient lighting. The SEAPARC Manager noted that he has a site meeting at the park scheduled on April 13 with the Facilities Operations Supervisor and volunteer Debbie Quayum to review safety issues. With regard to insufficient lighting concerns, it is hoped that Throup Road extension project will include improved street lighting in front of the park.

#### **c) Chair’s Report**

#### **d) Director’s Report**

Director Hicks praised SEAPARC staff for working to keep tax increases low while still providing excellent service to the community. Director Evans noted that there is more demand as the number of young families living in the Sooke region increase. SEAPARC staff are to be applauded for the quality of services and programs provided.

## **6. UNFINISHED BUSINESS**

### **Lacrosse Box**

The Chair reported that a site visit to the proposed lacrosse box location by himself, Commissioner Berger and the SEAPARC Manager had taken place in March. The site is felt to be a good location for the box. The next step will be to form a Lacrosse Box subcommittee and pursue the matter further with Sooke School District 62.

**7. PUBLIC QUESTION PERIOD**

**8. ADJOURNMENT**

The meeting adjourned 7:24 p.m.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder