

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, July 13, 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 and Juan de Fuca Electoral Area"*  
*(Mission Statement adopted October 16, 1991)*

Present: Commissioners: J. Perkins (Chair), J. Evans (Sooke Director), M. Hicks (JDF Director), B. Berger, D. Bishop, P. Grove  
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald, Recording Secretary  
Absent: 0  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The meeting was called to order at 6:35 p.m.

**2. ADOPTION OF AGENDA**

**MOVED** by Director Evans, **SECONDED** by Commissioner Grove that the agenda be approved.  
**CARRIED.**

**3. APPROVAL OF THE MINUTES OF May 4, 2011**

**MOVED** by Director Evans, **SECONDED** by Commissioner Grove that the minutes of May 4, 2011 be approved.  
**CARRIED.**

**4. CORRESPONDENCE**

a) Yvonne Black, Sooke Fine Arts Society re: rental fee adjustment

**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

The Program Services Manager reported on three recent Skate Park events:

- "Light it Up" Saturday Night Teen Night
- Skate Jam held in June with over 30 competitors in both skateboarding & BMX categories
- Skate Park Arts Days – A crew of volunteers, led by Debbie Qayum and RCMP Scott Hilderley, primed and painted the park with paint supplied by Home Hardware.

The Program Services Manager noted the increased focus on the park recently. Discussion followed with reference to the Supplementary Budget item request to hire a Skate Park Liaison to oversee activities during the summer months. Upon Commission enquiry, staff do not have statistics available on park usage.

Discussion followed on SEAPARC's role at the Skate Park and whether SEAPARC should continue promoting events and programs or should our role be strictly to maintain the facility. Commission requested that the Program Services Manager contact Skate Park volunteers as a starting point in an effort to determine usage numbers and report back to the Commission in September.

Other news included an update on summer camps. All summer camp staff members are either current or past SEAPARC employees. Commission comment noted the positive feedback from the community on our camps and how many camps are fully registered.

SEAPARC donated 60 single admission family passes to the T'Souke Nation Health office as part of health survey incentives.

Sooke Integrated Health Unit grant funding contract, for the period of July 1, 2011 to March 31, 2012 (with an option to renew), will allow referred clients to receive a one-hour consultation with a registered fitness instructor as well as a follow up consultation if needed. Clients may choose a one-month drop-in pass or the equivalent amount to be applied toward a registered program that meets their health and physical activity needs.

## Aquatic Programs

During the one month pool shutdown, Standard First Aid and Occupational First Aid courses were offered for staff. An aquatic in-service focusing on skill development and communication during first aid situations was held.

## Administration

The SEAPARC Manager reported on the staff retreats held in June. The events gave staff a good opportunity to get together, work on our climate goals, provide feedback and develop action plan for the future. Staff also participated in a golf tournament, ball game and BBQ. Plans are to hold this type of event every year.

The Manager reviewed the status of three Capital Projects:

- Leisure Pool Tiling (spring, 2011)
  - Existing Arena Dressing Rooms, Concession and Washrooms Renovation (spring, 2011)
  - Arena Addition (2010/2011)

A final project cost breakdown of the Arena Addition project will be provided to the Commission in September.

**MOVED** by Director Hicks, **SECONDED** by Commissioner Grove that \$4,200 be transferred from the Capital Reserve Fund to cover the extra costs involved in Project #26319, SEAPARC Leisure Complex Upgrade **CARRIED.**

## **Fees & Charges Bylaw**

The CRD Board wishes to authorize and implement the fees and charges payable for the use of recreation services and facilities. No increase in rates from 2010.

**MOVED** by Director Evans, **SECONDED** by Director Hicks that the Commission approve the rates reflected in CRD Bylaw No. 3714, Schedule C, SEAPARC Fees and Charges effective September 1, 2011 to August 31, 2012. **CARRIED.**

### **Ice Allocation Meeting**

Commissioners Bishop and Berger spoke to the Ice Allocation Committee meeting with users on May 25. The SEAPARC Manager advised that the prime rate for the 2011/2012 season be set at \$200 per hour (no increase from 2010/2011). The greater Victoria average prime rate for 2011/2012 is \$206.44.

It was confirmed that the 2011/2012 ice season will commence August 22. Dapp's Hockey Challenge camp has booked 5.5 hrs per day the week of August 22-26. Sooke Skating Club has booked 3 hrs per evening the week of August 22-26.. Sooke Minor Hockey has booked the hours of 10 am to 10 pm during the week of August 27–September 2.

**MOVED** by Commissioner Berger, **SECONDED** by Director Hicks, that the Commission approve the Ice Allocation Committee recommendations, those being:

- The presented weekly schedule.
- The allocation of the presented times for the Sooke Minor Hockey November "Female Ice Breaker" tournament.
- The allocation of the presented times for the Pacific Cup tournament.
- The allocation of presented additional 1 ½ hr ice times be offered to Sooke Minor Hockey from adult user ice slots.
- The prime rate for the 2011/2012 season be set at \$200 per hour.

**CARRIED.**

### **Recreation Infrastructure Master Plan**

The SEAPARC Manager spoke to the need for a strategic planning and public consultation process that will assist the Commission in prioritizing the values, needs and desires of local area residents and formulating a plan for addressing those needs. He noted that this should not be strictly a SEAPARC initiative but would need to include three major players:

- SEAPARC – funding base
- Sooke Community Association – land base
- District of Sooke – municipal authority

Commission comment included the following:

- Existing plans are in place including the District of Sooke's Official Community Plan, Parks and Trails Master Plan and Juan de Fuca Parks and Recreation plans;
- A committee, chaired by former Commissioner Rick Armour, obtained public input on a proposed SEAPARC facility expansion;
- \$50,000 cost is the equivalent of a 1% tax increase for Sooke residents;
- As an alternative to hiring a consultant, it was suggested that a committee be formed with representatives from all those involved in sport and recreational offerings in the Sooke region to work together to form a long term plan;
- Current programs are being well-received and staff should continue to focus on program offerings at this time.

- This is not the time to undertake such a project given the uncertain economic climate, the changes to come from the Throup Road extension and the uncertainty of acquiring adjacent land owned by the Sooke Community Association.

Commission suggested that staff work to develop an inventory of all recreational offerings in the Sooke region including usage, availability and capacity. The SEAPARC Manager noted that current staffing levels would not allow for a project of this scope to be undertaken at this time.

The Program Services Manager noted that there is a real desire among staff to have direction from the Commission on SEAPARC's goals and priorities. Director Hicks suggested a Commission retreat be held in the fall to formulate a vision for SEAPARC and offered the use of his home for the meeting.

Commission requested that planning for a Committee of the Whole meeting/retreat to be held in October be added to the September Agenda.

### Dry Floor Programs

The SEAPARC Manager outlined the need to utilize our dry floor arena capacity. Between April and June we have approx. 30 hrs per week of dry floor time (3:30 pm – 7 pm weekdays and 10-3:00 Sat & Sun) available. The Manager proposes to offer programs to fill the space with lacrosse being just one of the many sports that could be offered. The Manager suggested developing partnerships with agencies such as Jumpstart, Rotary and BC Lacrosse in order to offer developmental lacrosse clinics with the long term goal of a Sooke Lacrosse Association being established. The Manager has requested that \$6,000 be submitted in the 2012 Supplementary Budget to allocate a staff person to coordinate and monitor program offerings in the arena.

Commission comment noted the lacrosse program could be a "feeder program" focusing on younger children. It was suggested that external sports organizations be given an opportunity to run the clinics.

**MOVED** by Director Evans, **SECONDED** by Commissioner Berger that \$6,000 be included in the 2012 Supplementary Budget to develop accessible arena programs for youth during a 10 week dry floor period. **CARRIED.**

### Lacrosse Box

The SEAPARC Manager reported on his discussion with David Lockyer of the Sooke School District 62. Before a lease for the box site can be signed, pre-planning requires a site survey, cost estimates, fundraising itemization and building plans. Once this information is compiled, Mr. Lockyer can present the full plan to the School Board for consideration.

Commissioner Berger reported that she has made many contacts and compiled quite a bit of information already. The lacrosse box subcommittee will meet in September.

Upon Commission enquiry, Commissioner Berger advised that the original completion goal date of next spring may not be feasible given the amount of preparatory work that needs to be completed prior to actual construction beginning.

**MOVED** by Director Evans, **SECONDED** by Commissioner Berger that a lease agreement with School District 62 for the purpose of a lacrosse box, proceed as time, resources and public benefit dictate. **CARRIED.**

### Arena Roof

The SEAPARC Manager provided a history of the arena roof and its current state of repair. A preliminary report indicates the roof likely has a remaining life expectancy of 2-4 years.

Upon Commission enquiry, the SEAPARC Manager spoke to the need to have a structural engineering report done as the first stage in replacing the roof. He is hopeful that the project would be eligible for an infrastructure grant. In order to be ready for a grant opportunity, should one arise, all structural specifications must be finalized.

**MOVED** by Director Evans, **SECONDED** by Commissioner Berger that staff proceed with a proposal call to obtain three bids on the structural engineering of an arena roof replacement. **CARRIED.**

### 2012 Budget Process and Review

The SEAPARC Manager reviewed the 2012 Capital Plan, Reserve Fund Summary as of July 6, 2011 and proposed 2012 Supplementary Items.

Upon Commission enquiry, the SEAPARC Manager will report back to the Commission in September with an explanation as to why the pool HVAC system, pool pumps and motors appear on the Capital Plans for 2012, 2013 and 2014.

The SEAPARC Manager noted that the proposed arena and pool lighting replacement will not be done unless the project is eligible for a BC Hydro funding grant.

**MOVED** by Director Evans, **SECONDED** by Director Hicks that the following items be included in the 2012 supplementary budget:

#### **Continuous supplementary items include:**

<i>Facility</i>	
Tables	\$1,000

#### **One-time supplementary items include:**

<i>Programs</i>	
Dry floor arena programs incl. lacrosse	\$6,000

<i>Aquatics</i>	
Aquatic wheelchair	\$1,200

<i>Preschool &amp; Out of School Programs</i>	
Dishwasher	\$ 800
Preschool storage shed	1,000
Outdoor preschool play equipment	4,000
Preschool cubby unit	500
Total	\$7,300

<i>Facility</i>	
Automatic door opener – special needs washroom	\$2,000

**CARRIED.**

The Commission requests a Staff Report be prepared for the September Commission meeting detailing the preschool playground equipment.

**b) Youth Member Report**

**c) Chair's Report**

A letter of resignation from the Sooke and Electoral Area Recreation Commission was received from Youth Member Lydia Christie

No Commission meeting will held in August.

**d) Director's Report**

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

**8. PUBLIC QUESTION PERIOD**

**9. ADJOURNMENT**

The meeting adjourned 8:50 p.m.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder