

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, April 4, 2012
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 and Juan de Fuca Electoral Area”
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: J. Perkins (Chair), W. Milne (Sooke Director), M. Hicks (JDF Director),
B. Berger, P. Grove
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald,
Recording Secretary, Colleen Hogle, Recreation Program Coordinator
Absent: D. Bishop (Vice-Chair), C. Richardson
Public: 5
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:32 pm.

2. ADOPTION OF AGENDA

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

Item 13 a) Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90 (1) (m) and FOIPPA Act, Section 22 (3).

CARRIED

3. APPROVAL OF THE MINUTES OF FEBRUARY 15, 2012

MOVED by Director Milne, **SECONDED** by Commissioner Grove that the minutes of February 15, 2012 be approved.

CARRIED

4. DELEGATIONS

a) Admission Fees & “Senior” Definition

Anne Boquist presented a petition to the Commission containing approximately 67 signatures from Sooke and Juan de Fuca Electoral Area residents requesting that “SEAPARC lower the considered age of seniors to match other leisure centers on the Island.” Ms. Boquist has researched other facilities in the region and found that SEAPARC is the only facility with 65 as an age requirement - all other facilities consider a “Senior” to be age 60 (with the exception of West Shore which considers a “Senior” be age 55). Ms. Boquist noted that any loss of income would be minimal and would be balanced by the benefit to Sooke’s aging population.

Ms. Boquist also noted that a number of requests relating to this subject have been submitted in the Customer Suggestion box and asked that, in future, suggestions be shared with the Commission.

b) Shower Grab Bars & Benches

Loretta Deutscher spoke to her request to have grab bars installed in the Family Change Room shower stalls and that the wooden benches in the stalls be widened. She noted that SEAPARC has only one "handicapped" change room and it is often in use. Ms. Deutscher also noted that at times she has chosen to use the West Shore pool because of their shower facilities. She pointed to the increasing number of users with disabilities or mobility issues, such as herself, and the need to ensure their safety.

c) Training Assistance

Conchita Maekawa presented a request for assistance to aid her two children, Leonardo and Pilar Maekawa, in their training as ice dancers and free skaters. Leonardo and Pilar currently compete at the provincial and nationals levels and are now training towards the goal of competing in the 2014 Olympics. Ms. Maekawa noted that in the past, two hours of ice time per week had been made available to her children by SEAPARC. Because of the number of hours involved in training each week, Leonardo and Pilar are unable to work in exchange for ice time as had been the case in the past. Ms. Maekawa asked the Commission to consider any assistance possible given that Leonardo and Pilar serve as role models and ambassadors for the community of Sooke.

5. CHAIR'S REPORT

The Chair noted the new Agenda format created in response to Commission requests.

The Chair reported that the CRD Administration department has determined that there are currently no procedures/bylaws in place to restrict the videotaping of CRD public meetings.

6. DIRECTOR'S REPORT

Directors Hicks and Milne noted their disappointment that the multi-use sport court Community Recreation Grant application was unsuccessful.

Director Milne reported that the District of Sooke did receive a \$250,000 Community Recreation Grant for construction of a Grant Road Connector trail to be built by 2015.

7. YOUTH MEMBER REPORT

No report as Youth Member absent.

8. CORRESPONDENCE

- a) Sooke Branch – Navy League of Canada re: Invitation to Annual Review Ceremony
Staff will request that a 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.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

a) Shower Grab Bar and Seat Extension Requests

The SEAPARC Manager reported that Staff are in the process of obtaining price quotes on the installation of grab bars in the three Family Change Room shower stalls as well as along the wall from the common showers in each change room out to the pool deck.

MOVED by Director Milne, **SECONDED** by Commissioner Berger that staff proceed with installing shower grab bars in the Family Change Room shower stalls as soon as possible and that staff investigate widening the stall's wooden seats and installing grab bars from the change rooms to the pool deck as Supplementary Budget items.

CARRIED

b) Admission Fees & "Senior" Definition

Discussion regarding the request for an adjustment to senior age category included the following points:

- Lowering the senior age could benefit those seniors on fixed incomes;
- It is the Commission's obligation to encourage physical activity for all age groups;
- Lowering the senior age would reduce revenue;
- Reducing rates would not necessarily increase admissions;
- The 55-65 age group generally has more disposable income;
- SEAPARC's adult rate is lower than other Greater Victoria facilities already;
- 2005 was the last time a senior's age change was reviewed by the Commission;
- Admission fees are already subsidized;
- Since 2005, six written suggestions requesting reducing seniors age have been received in Customer Suggestion box although Reception staff do receive verbal complaints on a regular basis;
- Consistency among recreational facilities is desirable;
- It is difficult to compare facilities as they all offer different levels of service (ie. gyms, weight rooms, etc.).

As part of the Fees and Charges review scheduled for the May meeting, staff will present admission charges comparison charts for the region. The Commission will consider the request further at this time.

11. STAFF REPORTS

a) Staff News

Staffing

SEAPARC's new Recreation Program Coordinator, Colleen Hoglund, was introduced. Colleen was the Recreation Program Manager for the Northern Rockies Regional Municipality in Fort Nelson for several years before moving to Vancouver Island.

Three new Aquatic staff have recently been hired.

Aquatics

The pool has seen an overall increase in revenue from rentals, admissions, membership and program registration compared to the same period in 2011.

SEAPARC Sharks after school swim program has 25 children swimming three times a week. Spring Break Lifesaving Camp was full with 12 registrants. We also completed a Water Safety Instructor Assistant course with 8 candidates completing the first step to obtaining their instructor certification.

The Grade 2 School Swim Lessons sponsored by Sooke Lions Club has been running again this year with Saseenos Elementary and Sooke Elementary completing their lessons. We are now hosting Ecole Poirier Elementary and John Muir Elementary. Over 150 students each year benefit from this program.

Recreation

The winter skate lessons from January to March saw 185 registrants ranging from toddlers to adults. Staff received positive praise for the quality of lessons, their organization and ability to work and interact with participants. Kudos to staff for a job well done

A variety of fitness classes were offered through the winter including Mijo Fit, Nia, 50+ Strength and Mobility, Cardio Fit and Total Body Workout. These programs are a great complement to the slate of programs offered at SEAPARC. Many classes are exceeding the amount of space available.

SEAPARC will be hosting a youth "Retro Roller Skate" event for youth May 2 and will be participating in an inter-municipal dance party event.

The new lacrosse program begins the week of April 9th. There are currently 38 children registered. Several SEAPARC staff recently attended Lacrosse BC coaching clinics. The Sooke Rotary Club is supporting the program by donating funds, equipment and time. Their support is much appreciated.

Administration

SEAPARC Bus

The tender to replace the 24 passenger SEAPARC bus will close on April 16, 2012. A Staff Report will be presented to the Commission as part of the May agenda package.

Arena Heaters

The SEAPARC Manager reported that the estimated cost to install gas heaters in the arena bleachers would be approx. \$8,000-\$8,500. Commission members expressed concern regarding the effect on ice quality. No action will be taken at this time.

Computer Costs

The SEAPARC Manager provided a cost breakdown to replace computers required in 2012. The Commission asked staff to report back on what the current replacement policy is and why replacement is required within the time frames set out in the policy.

LIFE Policy

At the February SEAPARC meeting a question was raised regarding the L.I.F.E. (Leisure Involvement for Everyone) Program Policy requiring applicants to be Canadian citizens. Staff have researched other facilities/municipalities and found that this stipulation was not currently included in their LIFE program applications. The Canadian citizenship clause has now been removed from the policy. Applicants are required to provide proof of residency with their application.

Suggestion Box – Gym Requests

Staff asked the Commission for guidance in how to respond to the large number of requests, both written and verbal, they receive for the addition of gym/weight room facilities at SEAPARC.

Discussion highlighted the following:

- A great deal of work has been done by the Expansion and Renovation Committee toward this project including public surveys and design plans;
- Between now and 2013 the SEAPARC Manager would like to update costing and design requirements so that if funding grants become available, staff will be ready apply;
- The Program Services Manager needs the support from Manager and Commission to move forward;
- Costs are prohibitive and there is no support for increased taxes at this time;
- The pool debt will be paid off in 2014;
- Funds should be set aside, if possible, in readiness for the project;
- Efforts should be made to supply some equipment in space available (if feasible);
- We do offer a reciprocal agreement with Odyssey gym for annual membership holders;
- A survey/questionnaire for patrons to record their thoughts and wishes should be created;
- The substructure work required to support a gym facility was completed as part of the 2010/11 arena upgrade.

Suggestion box items to Commission

In response to a request that written customer suggestions be shared with the Commission, the SEAPARC Manager noted that all suggestion box items are reviewed by staff at their semi-monthly staff meetings and follow up is done as required. Items that require the attention of the Commission are brought forward. The SEAPARC Manager noted that we receive approximately 120 suggestions per year on a variety of topics.

2012 Budget Adjustment

Normally the Commission receives funds from the District of Sooke, called Payments in Lieu of Taxes (PILT). Payments are usually received during the first two months of the year, although funds may be received later in the year.

The Commission's final budget is prepared based on actuals received in the first two months of the year. Whereas no PILT funds were received as of final budget approval, the budget has been reduced as follows:

- 401: Contingency reduced by \$6,860
- 403: Contingency reduced by \$9,060

Summer Pool Hours

Hours of operation for the swimming pool from July 1 to September 3, 2012 are as follows:

- Monday – Thursday 6:15 am to 9 pm
- Friday 6:15 am to 9:30 pm
- Saturday 8 am to 7 pm
- Sunday 11 am – 7 pm

b) Staff Report – Arena Roof Repair

At the February meeting Commission directed staff to develop a Scope of Work for short term repairs from the "Building Envelope Condition Assessment" report prepared by Chatwin Associated Building Science Ltd. Staff consulted with Dahorn Consultants Ltd. and developed the scope of work related to roof maintenance

MOVED by Director Hicks, **SECONDED** by Director Milne, that Parker Johnston be contracted to provide roof repairs in accordance with the Scope of Work and that pricing be obtained for the cost of replacing "outrigger arms" of the custom gutter and reattaching the gutter by other means.

CARRIED.

12. PUBLIC QUESTION PERIOD

13. ROUNDTABLE

a) It was **MOVED** and **SECONDED** that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Section 90 (1) (m) *a matter that, under another enactment, is such that the public may be excluded from the meeting* and FOIPPA Act – s. 22 (3) *A disclosure of personal information is presumed to be an unreasonable invasion of a third party's personal privacy if:*

(f) the personal information describes the third party's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness.

The in camera meeting commenced at 8:23 p.m. and adjourned at 8:42 p.m.

Rise and report:

That Conchita Maekawa's debt to SEAPARC for ice rentals be forgiven and that staff allocate two hours of complimentary ice time per week, subject to availability, to support the training efforts of Leonardo and Pilar Maekawa.

14. ADJOURNMENT

The meeting adjourned 8:45 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder