

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, June 13, 2012  
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), W. Milne (Sooke Director), B. Berger, P. Grove  
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald,  
Recording Secretary  
Absent: M. Hicks (JDF Director), D. Bishop (Vice-Chair), C. Richardson  
Public: 2  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:33 pm.

**2. ADOPTION OF AGENDA**

The following additions were made to the Agenda:

4. Delegations:
  - b) Darren Fogarty, Sooke & District Minor Hockey – Equipment Storage Request  
(moved from Correspondence, Item 8 a))
8. Correspondence:
  - b) Jill Foweraker – Shower Grab Bars
9. Unfinished Business:
  - b) Bus Replacement
  - c) Fitness Equipment
14. Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90(1): (e) *Acquisition, disposition or expropriation of land or improvements*

And the following item removed from the Agenda:

4. Delegations:
  - a) Rich D’Appolonia, Dapps Hockey Challenge – Ice Allocation Request

**MOVED** by Director Milne, **SECONDED** by Commissioner Berger that the agenda be adopted as amended. **CARRIED**

**3. APPROVAL OF THE MINUTES OF May 2, 2012**

**MOVED** by Commissioner Berger, **SECONDED** by Director Milne that the minutes of May 2, 2012 be approved. **CARRIED**

#### 4. DELEGATIONS

##### b) Darren Fogarty, Sooke & District Minor Hockey – Equipment Storage Request

Darren Fogarty, Sooke & District Minor Hockey's Equipment Manager, provided an overview of issues related to the Association's current under bleacher storage space including difficulties accessing stored items and lifting heavy items due to the low ceiling height, space limitations and concerns with sprinkler head clearance requirements. The Association is proposing to install a 10' x 20' "sea container" outside the south side of the arena. The Association has pledged to maintain the container, ensure its appearance meets with CRD and SEAPARC standards and assume liability for the structure. The use of this new storage container would free up the under bleacher area for other uses.

#### 5. CHAIR'S REPORT

The Chair will not be able to attend the July meeting.

The Chair proposed that staff investigate the feasibility of videotaping SEAPARC meetings.

**MOVED** by Director Milne, **SECONDED** by Commissioner Perkins, that staff research the feasibility of staff videotaping SEAPARC meetings. **CARRIED.**

#### 6. DIRECTOR'S REPORT

Director Milne met recently with members of the Coho Swim Club at their season wrap-up event. He was pleased to learn more about the club and the competitions they attend.

#### 7. YOUTH MEMBER REPORT

#### 8. CORRESPONDENCE

##### b) Jill Foweraker – Shower Grab Bars

Ms. Foweraker's request for installation of grab bars in the Women's Change Room was reviewed. The SEAPARC Manager reported that shower grab bars will be installed in all three change rooms during pool shutdown.

The correspondence is received and filed.

#### 9. UNFINISHED BUSINESS

##### a) Computer Replacement

The Commission reviewed background information provided by David Hennigan, Senior Manager – Information Technology, on the CRD's computer replacement policies.

##### b) Bus Replacement

The SEAPARC Manager and Program Services Manager provided an update on the acquisition of a replacement bus. While a rental bus will be used this summer, staff are still pursuing the purchase of a late model 24 passenger bus. Ownership of a 24 passenger bus (versus 2 passenger vans) would be ideal given that only one staff member with a Class 4 licence would be required and booster sets are not necessary. Director Milne inquired whether the new bus would be available for community use. The SEAPARC Manager reported that staff are endeavouring to obtain the insurance coverage necessary to permit use of the bus for community events.

c) Exercise Equipment

Further to a suggestion made by Commissioner Grove at the May meeting, the Chair suggested that staff research the feasibility of purchasing fitness equipment (3-4 machines such as stationery bikes or elliptical trainers) for placement in the lobby area.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove, that staff research the costs of purchasing/leasing fitness equipment. **CARRIED.**

## 10. NEW BUSINESS

Sooke & District Minor Hockey's request to place a "sea container" storage unit at the south end of the arena was considered. In response to Commission query, the SEAPARC Manager noted he had no objection to the container installation as long as the Association was responsible for liability and maintenance.

**MOVED** by Director Milne, **SECONDED** by Commissioner Grove, that the Sooke & District Minor Hockey Association be permitted to place a "sea container" outside the south end of the arena for their use as a storage facility. **CARRIED.**

## 11. STAFF REPORTS

### a) Staff News

#### Facilities

##### Pool Shutdown

The SEAPARC Manager provided an overview of maintenance projects to be undertaken during pool shutdown (June 18 – July 1) as follows:

- Multi-Purpose Rooms: paint walls, sand and refinish floor
- Pool Basement: service all pumps and install new acid lines to all 3 pools
- Change Rooms: install grab Bars, paint and caulk showers
- Leisure Pool and Deck: warranty tile work: Perma Construction
- Lap Pool: main drain tile repair
- Hot Tub: repair of jets
- Sauna: wall and bench maintenance
- Air Handling: duct cleaning – Avis Power Vacuum
- Parking Lot- line painting - Scho's Line Painting

##### Grab Bar Installation

Staff have received a quotation to install grab bars in all three change rooms and the individual stalls in the family change room. The price is \$2,197.58. It is recommended that \$2,200 be allocated from the Pool Capital Reserve fund to install grab bars in all three change rooms. Work to be completed during the annual shutdown.

#### Administration

##### BCRPA Conference

The Commission Chair and six staff members attended the BCRPA Conference held in Victoria last month. The SEAPARC Manager provided some background on the plenary session offered by Brian Johnston, Professional Environmental Recreation Consultants (PERC) principal, on the

National Recreation Agenda project. Mr. Johnston noted that the private sector is demand driven while the public sector is needs driven. The SEAPARC Manager pointed to the difficulties that can arise in decision making without a recreation master plan for Sooke and area. Commission comment noted that now is the time to bring together all recreation and sports stakeholders to begin the process of developing a recreational master plan for Sooke and the Electoral Area. The Commission asked that staff provide feedback on how best to facilitate this process.

### **b) Staff Report - Ice Allocation Meeting**

The SEAPARC Manager spoke to the report advising that the Ice Allocation meeting was held on June 6, 2012. The SEAPARC Manager spoke to prime time requests and presented a generic weekly schedule, highlighting special event and tournament dates. Journey Middle School has requested an additional 2.5 hours of ice per week. The Wednesday morning traditional ice slot for an "Everyone Welcome" skate was adjusted to accommodate Journey's request.

A request from a hockey school to run a program from August 20-24 has not been accommodated at this time due to limited demand for ice by other users during this week. The period of August 26-31 has been offered in its place. The Manager explained that putting the ice in one week earlier would result in an additional \$2,000-\$3,000 in staffing costs.

The SEAPARC Manager advised that the 2011/12 prime rate was \$200 and that a 2.5% increase in rates would result in a prime rental rate of \$205. The greater Victoria average prime rate is \$210.72 per hour.

As per the Commission's decision of April 4, 2012, two hours of complimentary ice time per week will be made available to Leo and Pilar Maekawa for training purposes if, and when, ice time is available.

**MOVED** by Director Milne, **SECONDED** by Commissioner Grove that the Commission approve the Ice Allocation meeting recommendations, those being:

- the presented generic weekly schedule.
- the allocation of the presented times for the Sooke Minor Hockey for the November "Female Ice Breaker" tournament.
- the allocation of the presented times for the Pacific Cup tournament.
- the allocation of the presented evening game times to Sooke Minor Hockey.
- the prime rate as of September 1, 2012 season be set at \$205 per hour (2.5% increase).

**CARRIED.**

### **c) Staff Report – Proposed Fees and Charges 2012/13**

The Program Services Manager provided an analysis and recommendations regarding proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2012. The primary consideration in the review of recreation fees and charges is to find a balance between fiscal accountability, access to recreation services, and the marketplace.

The last adjustment to SEAPARC fees and charges was made in July 1, 2010, with the implementation of the HST. Staff propose a \$0.22 increase (4.3%) to the adult admission fee. All other admission fees will be adjusted based on the approved fee structure. Staff propose the removal of the Adult Fitness fee drop-in category and all adult drop-in admissions will now fall under one drop-in admission rate.

SEAPARC passes and membership options have been reviewed with the intent to realign the number of options offered. Staff propose elimination of the 25 visit pass and 3-month membership pass.

SEAPARC age categories have been reviewed to ensure consistency in the delivery of services and to ensure access for all. Staff recommend creating a post-secondary student rate for adult students 19-25 years of age and changing the Preschool age category from 0-5 years to 0-4 years.

As well, staff recommend replacing the Non-Profit pool lane rental rate with a Youth Rate and an Adult Rate category.

**MOVED** by Director Milne, **SECONDED** by Commissioner Berger, that the Commission approve the rates reflected in CRD Bylaw No. 3714, Schedule C, SEAPARC Fees and Charges effective September 1, 2012. **CARRIED.**

## 12. PUBLIC QUESTION PERIOD

## 13. ROUNDTABLE

## 14. ADJOURNMENT

It was **MOVED** and **SECONDED** that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (e) *Acquisition, disposition or expropriation of land or improvements.*

The in camera meeting commenced at 7:57 p.m. and adjourned at 8:15 p.m.

The meeting adjourned 8:16 p.m.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder