



**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**  
General Meeting, Boardroom – SEAPARC Leisure Complex  
Wednesday, January 9, 2013 at 6:30 p.m.

Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

SEAPARC  
Leisure Complex  
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Sooke, BC

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1. Call to Order
2. Election of Chair/Vice Chair
3. Adoption of Agenda
4. Approval of the Minutes of November 7, 2012
5. Chair's Report
6. Directors' Report
7. New Business
  - a. Sooke Recreation Survey (Commissioner Grove)
8. Staff Reports
  - a. Staff News
  - b. 2012 Program Services Review (presentation)
  - c. Staff Report – Wireless Service
9. Public Question Period
10. Round Table
11. Adjournment

# MINUTES

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, November 7, 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: Jim Perkins (Chair), B. Berger, D. Bishop, P. Grove,  
M. Hicks (JDF Director),  
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: W. Milne (Sooke Director)  
Public: 2  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:34 pm.

The Chair announced that the meeting was being audiotaped by the Recording Secretary and videotaped by a member of the public.

**2. ADOPTION OF AGENDA**

The following additions were made to the Agenda:

- 7. b) Sooke Minor Hockey Banners and Advertising Signage Policy
- c) WiFi

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

**3. APPROVAL OF THE MINUTES OF October 3, 2012**

**MOVED** by Commissioner Berger, **SECONDED** by Director Milne that the minutes of October 3, 2012 be approved. **CARRIED**

**4. CHAIR'S REPORT**

**5. DIRECTOR'S REPORT**

Director Hicks reported that the Concession's hot chocolate machine is currently out of order and no hot chocolate powder packets were in stock. Staff are reminded to ensure that hot chocolate powder packets are acquired as a backup.

Director Hicks observed that Panorama Recreation Centre's concession is closed during the week and contracted out on weekends. Director Hicks asked if this type of scenario is a feasible option for SEAPARC and requested that staff provide an analysis of the costs involved in operating the Concession.

## 6. CORRESPONDENCE

An email from the Sooke Minor Hockey Association's Fall Female Face-Off Tournament Coordinator regarding ice rental rates for November 11, 2012 was received.

## 7. UNFINISHED BUSINESS

### a) 2012 Female Fall Face-Off Tournament Fees

The SEAPARC Manager reviewed the tournament booking including hours of ice time requested and turned back, labour costs for the Remembrance Day statutory holiday (Sunday, November 11, 2012) and a comparison of fees charged for both the 2011 and 2012 tournaments. He noted that a perceived increase in charges compared to 2011 was due to additional hours of ice initially being requested this year (later turned back). It was also noted that in the initial invoice, labour charges reflected triple time (versus double time). In the final invoice, no charges were applied for the statutory day off in lieu. As well, labour charges resulting from additional staff (i.e. 10 hours for the Facility Maintenance I worker), were not charged back to the association.

The Commission determined that the rates have been applied according to the SEAPARC Fees and Charges Policy. Commissioner Berger will convey the Commission's decision to Mr. Tremblay along with a copy of the documents reviewed.

### b) Banners and Advertising Signage Policy

The SEAPARC Manager discussed the need for a policy regarding Sooke Minor Hockey Association's league banners and advertising signage. He noted that there are twenty, 4' x 6' spots designated behind the benches that Sooke Minor Hockey may sell for advertising purposes with the profits going to the Association. A policy would clarify, for facility users and staff, the processes involved in the sale of advertising spots, hanging of advertising and league banners, use of volunteers to install advertising signage and SEAPARC charges for installation/removal.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove that staff draft a policy statement regarding Banners and Advertising Signage. **CARRIED**

### c) WiFi

The SEAPARC Manager provided an update on WiFi service issues. The system has been adjusted by CRD Information Technology staff to permit more users at any given time. It appears that WiFi is working well in both the pool and arena lobbies but difficulty is still being experienced in accessing the service in the arena itself. Discussion points included:

- Need for first class WiFi system throughout the facility
- Possibility of featuring a "welcome screen" that would advertise our facility
- Increase bandwidth and improve service through SHAW Cable

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove that staff contact SHAW Cable for possible solutions and pricing to ensure SEAPARC has a WiFi system that works consistently throughout the entire facility. **CARRIED**

## 9. NEW BUSINESS

## 10. STAFF REPORTS

### a) Staff News

#### Aquatics/Recreation

The Program Services Manager reported increased registrations in both swimming and skating lessons and SEAPARC's involvement in Sooke's Safe Halloween held at the Sooke Community Hall.

It was reported that the After School Care program will be cancelled effective December 21, 2012. There are a number of pre and post school care providers in Sooke now. Staff will focus on offering other types of after school programming.

#### Exercise Bikes

The Program Services Manager reported that staff are researching the feasibility of installing stationary exercise bikes in a lobby area as requested by the Commission. Staff concerns were discussed including determining a suitable location, lack of supervision and security issues. It was suggested that "Aquatic Bikes" might be a solution to the issues given that they can be used on the pool deck or in the water and they are easy to move. The Chair suggested "spin bikes" might also be a option given their ability to be moved easily. Staff are directed to research the feasibility of spin bikes and aquatic bikes and report back to the Commission.

#### Staffing

The SEAPARC Manager reported that a regular, full-time Facility Maintenance 3 position has been posted to replace an employee on long term disability leave.

#### BC Hydro Energy Audit

The Manager outlined the BC Hydro Energy Audit currently underway. Cost summary for the project is as follows:

- Project Cost: \$13,000
- BC Hydro Funding: \$ 3,625
- SEAPARC Funding: \$ 9,375

If the study recommendations are implemented, BC Hydro will provide another \$3,625 in funding towards the energy study plus incentives to carry out further enhancements.

#### Service Objectives Workshop

The SEAPARC Manager reviewed a Services Objectives workshop held with Programming staff in October. A Service Objectives survey will be sent out to all Commissioners by the Recording Secretary. This feedback on the Commission's priorities will assist staff with future program planning.

### b) Division Plan

The SEAPARC Manager outlined the 2013 Division Plan which describes SEAPARC's services and delivery strategies. Three "Division Initiatives" are set out for the next three years as follows:

- Energy Audit and Feasibility Study
- Initiate Capital Plan Projects
- Recreation Master Plan

c) 2013 Budget

The SEARPARC Manager reviewed the 2013 Budget summary document including forecasts for 2014 and 2015 factoring in a maximum 2% increase each year. He noted that the final Pool debt payment will be made in 2015. It was suggested by the Commission at their October, 2012 meeting, that the allocations from debt retirement will go into the Capital Reserve Fund account.

It was noted that in the three year forecast, some of the debt retirement is used to keep the core budget at a minimum 2% increase, thereby reducing contributions to the Capital Reserve Fund.

Discussion followed on what should be the priorities specifically for SEAPARC in the future. Suggestions included:

- Property acquisition
- Fitness facility
- Playing fields
- Lacrosse Box

The Chair reminded the Commission that \$25,000 has been placed into a Reserve Account for planning purposes which could be used toward development of a recreation plan for the Sooke region. There was a general consensus that all the region's players including SEAPARC, District of Sooke, JdFEA, Sooke Community Association, Sooke School District 62 and various volunteer sports organizations must work together if recreational facilities are to be developed in the future.

Commissioner Berger pointed out that District of Sooke will be holding several Strategic Planning sessions in the near future. The public are invited to attend and set out their priorities. She encouraged individual Commissioners to participate in this process.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins that the Commission support the Budget at as presented **CARRIED**

**11. PUBLIC QUESTION PERIOD**

**12. ROUNDTABLE**

The holding of a December meeting will be at the call of the Chair.

**13. ADJOURNMENT**

The meeting adjourned 8:40 p.m.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder

# **NEW BUSINESS**

## Sooke Recreation Survey

### A. Please tell us about you and your family

1. How many people live in your home? \_\_\_\_\_

a. Total number of adults over 21 \_\_\_\_\_

- 21-39 \_\_\_\_\_

- 40-60 \_\_\_\_\_

- Over 60 \_\_\_\_\_

b. Total number of children/young adults? \_\_\_\_\_

- Infant to 5 years old \_\_\_\_\_

- 6-12 \_\_\_\_\_

- 13-17 \_\_\_\_\_

- 18-21 \_\_\_\_\_

2. On average, in season, how many times a week do you or your family use?

- |                       |                                |
|-----------------------|--------------------------------|
| - Seaparc pool        | - Outdoor basketball           |
| - Seaparc Ice Arena   | - Wiffin Spit                  |
| - Seaparc other       | - Sooke Community Hall         |
| - Sooke Soccer fields | - School gyms                  |
| - Baseball diamonds   | - School playgrounds/equipment |
| - Skateboard park     | - Biking trails                |
| - Walking Trails      | - Golf Course                  |
| - Parks               | - Langford/Colwood facilities  |
| - The Boardwalk       | - Other (please list _____)    |
| - Tennis Courts       |                                |

3. What are your top 3 favorite recreation facilities? And why?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



**4. What are your least favorite recreation facilities (if any)? And why?**

- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_

**5. What prevents you or your family from using recreation facilities more often?**

- a. Not enough time
- b. Too expensive
- c. Programs not at right times
- d. Poor quality facilities
- e. Poor instructors/coaches
- f. No facility in Sooke
- g. No program in Sooke
- h. Distance/difficulty for me/my family to get to the facility.
- i. Other
- j. Nothing

**B. What new or upgraded facilities or services would you like to see?**

- a. None...we have everything we need/can afford
- b. A gym with weights and exercise equipment
- c. A multi-purpose outdoor "box" for lacrosse, soccer; basketball; roller hockey
- d. Artificial-turf soccer field
- e. Bike Skills Park
- f. New/upgraded golf course
- g. More soccer fields
- h. More baseball diamonds
- i. More slow pitch diamonds
- j. Another skate park
- k. More walking trails
- l. More tennis courts
- m. More outdoor basketball courts
- n. Another sheet of ice for hockey
- o. A bowling alley
- p. Other (please list) \_\_\_\_\_

**C. What do you view as your top 3 priorities?**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**D. Would you pay more to get the facilities you want?**

- a. No, we have everything we need or can afford
- b. Yes, I would be willing to pay a little more in yearly property taxes to get facilities that better suit my/my family's wants and need.

**E. If you answered "Yes", what would be an acceptable increase in taxes?**

- a. Less than \$100 per year
- b. Between \$101 and \$200 per year
- c. More than \$200 per year....up to \$\_\_\_\_ per year

**F. Other Comments or Suggestions**

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**G. Optional Name and Contact Info:**

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# **STAFF NEWS**



STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF JANUARY 9, 2013

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**PROGRAMS**

Program staff have put together a PowerPoint presentation highlighting the past year's programs and services.

**ADMINISTRATION**

**Staffing**

John MacGregor has been hired as a Facility Maintenance Worker III.

**Concession**

A 3 year history of Concession revenue and expenditure will be prepared for the February meeting. A staff report will provide options for managing and operating the Concession. An inspection by VIHA has resulted in a directive to add a third sink or commercial dishwasher to ensure proper wash/rinse/sanitization of dishes. Addition of a prep/bar sink is estimated to cost between \$750-\$800.

Larry Hutchings,  
SEAPARC

# **STAFF REPORTS**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF WEDNESDAY, JANUARY 9, 2013**

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**SUBJECT:** Wireless Access, SEAPARC Leisure Complex

**PURPOSE/ISSUE:**

Access to wireless service at SEAPARC.

**BACKGROUND:**

In the past few years, SEAPARC staff have been occasionally approached by patrons requesting access to a wireless server. Whereas provision of wireless access was an unbudgeted item, staff provided a low cost solution, enabling access to service in the main foyer area. Between staff, Director Hicks and IT, access to wireless service was made available to the arena. However, reception has been intermittent, likely due to a myriad of related and unrelated issues. The crux of the problem is the complex is a large area and an inexpensive solution provides intermittent services.

**ALTERNATIVES:**

1. That the Commission budget sufficient funds to provide commercial wireless access for the Complex.
2. That the Commission continue to provide the current service level which is intermittent.
3. That the Commission decide not to incur the expense of providing wireless access points.

**IMPLICATIONS:**

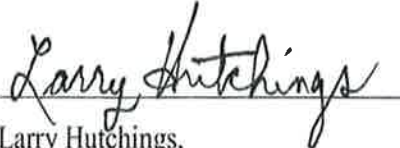
Three wireless access points sufficient to provide complete coverage is estimated to cost approximately \$3,020 for equipment and IT labour. \$1,100 is spent annually with Shaw to accommodate wireless service. No further upgrade from Shaw is required. A line budget item for a one time supplementary of \$3,020 would result in a 0.11% increase in the 2013 budget (from 1.99% to 2.10%).

**CONCLUSION:**

Provision of wireless service for the SEAPARC Leisure Complex is not a high priority within the scope of priority service objectives, at least at the staff level. It is a service more consistent with the private sector versus the public sector. However, should the Commission desire this service for the Leisure Complex, funds could be budgeted accordingly in the 2013 budget. Alternatively, the 2013 Capital Plan could be amended to include installation of the proposed system.

**RECOMMENDATION:**

- That \$3,020 be included in the 2013 Supplementary Budget to provide a quality wireless access service for the SEAPARC Leisure Complex.

  
Larry Hutchings,  
SEAPARC

**INFORMATION ONLY**

## SEAPARC CUSTOMER SUGGESTIONS

July-December, 2012

### Programs:

1. Aquafit Deep: I enjoy having Sherry as an instructor. I like the way she presents the exercises and the humour she intersperses, along with what the exercises are doing to the various muscles etc. “ *(week of August 4)*
2. There needs to be a third drop in AquaFit class available for Mon-Fri working people in the Evening. *(week of September 9)*
3. Aquafit schedule changes need to be advertised and posted. *(week of September 9)*
4. Great Aqua Boot Class on Sat AM Please make this available as a drop in class-need to be able to attend minimum of three drop in classes per week with a monthly pass. *(week of September 9)*
5. Re: Perfume/scented products. I had to leave the pool today after only 10 minutes or so. Some body (or multiple somebodies) had perfume on that was totally overpowering, causing me to have an asthma attack. The aquacise instructor also made a comment to the class that perfume was inappropriate for the pool. Wed 9am class *(week of October 6)*
6. I had to leave early due to the perfume in the pool area. The ladies who do aquacise are making it unbearable for other people to enjoy a morning swim. Please try and get them to swim scent free! Wed 9am class *(week of October 6)*
7. Please keep no music from 12-1pm. We love it! Us who love swimming at Sooke pool! *(week of Oct. 28)*
8. For Ballroom Dances please give a full hour of dance. The classes are always short 10 minutes, which is a BIG pity as we pay for 1 hr classes. *(week of November 4)*
9. Nia class with Candice is awesome. It is so good and safe and relaxing. Please keep her instructing. *(week of November 4)*
10. Girls just wanna have fun is just TOO late for the younger kids. They go to bed at 8pm. *(week of November 4)*

### Administration:

1. Hi, I just moved to Jordan River and would love to see a weight room in the facility. Swim and workout would be amazing *(week of August 4)*
2. Your sign is so out dated, if you don't want to put out money for a weight room do something. Sign would be esthetically pleasing *(week of August 4)*
3. Please consider building a Gym. So we don't have to drive to Langford or Colwood's recreational centers. Our tax money deserves better investments in our recreation's infrastructure. Please have the council consider this for the future of our beloved Sooke. *(week of August 4)*
4. Very interested in having a gym/weight room available at this facility. Thank you. *(week of August 4)*
5. Please fix the WIFI so that it can be used reliably – very frustrating that it barely works and works so intermittently even more annoying that it bumps you off constantly while using it. *(week of Sept. 2)*



**SEAPARC CUSTOMER SUGGESTIONS (continued)**  
**July-December, 2012**

6. The community NEEDS a gym. Please discuss with your supervisor. Thanks.  
P.S. we should NOT travel to Colwood (etc.) to use their Gym. We need our own in Sooke.  
*(week of September 2)*
7. Please open the concession Sat nites after 6pm. There's hockey on & it would be so nice to spend our \$ getting food & drinks! Thx. *(week of September 9)*
8. I just seem a little surprised that the hours have cut back in the weekday evenings. In the weekday evenings I thought the 9:30pm was great for the fall and winter due to the short days. I understand a cut back of hours in summer, but fall and winter was great to close at 9:30pm.  
*(week of September 9)*
9. This is a commuting community! It makes it very hard for many of us who would love to swim before work when you open later than many other pools that don't have commuters. You would open a whole new clientele and make many of us happy. 5am would be really awesome, even if it started with 3 days per week (i.e.) M/W/F???. Please consider this and make it happen. *(week of September 9)*
10. Please put in a weight room. *(week of October 6)*
11. Bring back the 25 punch card option. *(week of October 28)*
12. I hope to have some sort of recognition given to (Joanne). I have several health issues that she has dealt with in our class (swim fit) She is incredibly patient & very inspirational (she doesn't even throw kick boards or yell) Any pool would be lucky to have her!!! *(week of November 4)*
13. I wonder if there is another way to code "swim for life" I work in youth mental health and addictions and need to protect my personal privacy- e.g. some of my clients are heavily involved in the drug trade /organized crime. *(week of November 4)*

**Maintenance:**

1. Replace shower valves from "sensor" to push style that stay on for one minute at a time. Showering infants and children is almost impossible. Spoke to Jim. PLEASE!! *(week of August 4)*
2. Would like to speak to someone about showers in family change rooms. Need to up time on shower eye timer. Kids get cold! Too short to trigger shower. *(week of September 2)*