



Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

SEAPARC  
Leisure Complex  
2168 Phillips Road  
Sooke, BC

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**AGENDA – REVISED**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**  
General Meeting, Boardroom – SEAPARC Leisure Complex  
Wednesday, April 3, 2013 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of February 6, 2013
4. Chair's Report
5. Directors' Report
6. Correspondence:
  - a. Navy League of Canada – Trophy Sponsorship
  - b. Rotary Youth Participation Grant
7. Unfinished Business:
  - a. Sooke Recreation Survey
8. New Business
9. Staff Reports
  - a. Staff News
10. Public Question Period
11. Round Table
12. Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90 (1); (i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose*
13. Adjournment

# **MINUTES**

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, February 6, 2013  
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 (Vice Chair), P. Grove, W. Milne (Sooke Director)  
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, N. Stewart, Administrative Services Coordinator, L. MacDonald, Recording Secretary  
Absent: M. Hicks (JDF Director)  
Public: 2  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:30 pm.

**2. ADOPTION OF AGENDA**

The following addition was made to the Agenda:

3. a) Delegation – Martin Knowles, Houston Signs

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

**3. APPROVAL OF THE MINUTES OF January 9, 2013**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Grove that the minutes of January 9, 2013 be approved. **CARRIED**

**a) DELEGATION – Martin Knowles, Houston Signs**

Mr. Knowles outlined two options for replacing the existing SEAPARC road sign with a digital sign. The first involved a retrofit of the existing sign by adding new digital panels and cladding of the current post/base. The second option included installation of an entirely new sign with new digital panels, posts and base. While both options use Daktronics digital panels, prices vary depending on size of panels, colours and pixels. Options offered include industry standard pixel resolution (video not included).

- Purchase price for a new sign \$38,200 (monochrome) - \$43,800 (full colour) plus taxes
- Purchase price for a refurbished sign \$32,000 (monochrome) - \$37,500 (full colour) plus taxes

A modum would be installed in the sign permitting updates via computer from SEAPARC facility (monthly charge for wireless service). An "amber alert" system is included in the software which would permit posting of a missing child. Ministry of Transportation permits would be required as sign is on highway right of way.

Ms. Ellen Lewers noted that the work on a community digital sign is proceeding. Cost expected to be approximately \$30,000 with various groups/associations sharing in the cost.

Discussion points included:

- SEAPARC requires more screen time than a shared community sign would permit
- Potential advertising income
- Lease versus purchase
- Contracting out advertising sales

Commission asked staff to conduct further research to determine potential advertising income and how many messages SEAPARC would want to post. A comparison of two or three recreational facilities would be helpful.

#### 4. CHAIR'S REPORT

Due to the absence of several Commissioners and staff, the March meeting will be cancelled unless required. Next meeting scheduled for April 3, 2013.

The 2013 BC Recreational Professionals Association symposium is being held May 1-3 in Whistler. The early registration deadline is March 8. Commissioners interested in attending are to contact the SEAPARC Manager

#### 5. DIRECTOR'S REPORT

#### 6. UNFINISHED BUSINESS

##### a) Concession

The Administrative Services Coordinator provided a three year history of revenue and expenditures for the Concession and vending machines showing an overall decline in revenues. The operation of the Concession has been seen as a convenience, primarily catering to arena users. The Administrative Services Coordinator offered several suggestions to mitigate losses including closing the Concession on weekdays, leasing out operation of the Concession or complete closure. He outlined potential issues involved in leasing including low sales volume and limited infrastructure/equipment.

Discussion points included:

- SEAPARC is not in the restaurant business
- Lack of sales volume and limited equipment
- Quality and durability of coffee and hot chocolate vending machines
- Capital outlay on improvements to the facility could make operation profitable
- Obtaining a small deep fryer, panini press or griddle in order to enhance offerings
- Volume during weekdays does not warrant service
- Labour issues involved in leasing

**MOVED** by Director Milne, **SECONDED** by Commissioner Grove that staff research labour implications involved in closing the Concession, issuing a Request for Proposal for Saturday/Sunday operations during ice season and installing enhanced vending machines including coffee/hot chocolate.

**CARRIED**

##### b) Sooke Recreation Survey

The Program Services Manager distributed a "Survey Outline" and "Sample Survey Questions". It was determined that a special meeting of the Commission will be held at 5:30 pm on February 20, 2013 to continue work on the survey.

## 7. STAFF REPORTS

### a) Staff News

#### Aquatics

An introductory synchronized swimming program coached by a SEAPARC staff member is now being offered. Grade 2 swim lessons sponsored by the Sooke Lions' Club are underway for Saseenos and Sooke Elementary. John Muir and Ecole Poirier will be participating after Spring Break.

#### Recreation

Space for adult fitness programs is at capacity during peak times. Both internal and contract fitness classes continue to see steady registration. Arena program registration has been steady. Program staff are working to incorporate physical literacy into various preschool and children's programs, teach the basic fundamentals of movement and exposing them to a variety of sports and physical activities.

#### Staffing

Sooke resident Shawn Read has been hired as a Facility Maintenance Worker I (Auxiliary).

#### CRD Allocations and Requisitions

Budgeted allocations and requisitions for 2010-2012 were reviewed. The allocation as a percentage of expenditures has remained consistent over the three years ranging from 3-3.2%. The Juan de Fuca Electoral Area requisition has declined over the three year period from 29% to 24.5%.

#### Wireless Service

SHAW Cable has installed an additional WiFi connection in the arena. The signal appears to cover the full arena space but staff will continue to monitor any issues.

#### ATM Machine

The Administrative Services Coordinator provided an overview of the feasibility of installing an ATM machine in the facility. Until a final decision is made on the operation of the Concession, it was decided to defer installation of an ATM.

#### Budget Surplus

A surplus of approximately \$118,000-\$120,000 is expected to be carried forth from the 2012 budget. Factors contributing to the surplus include:

- \$20,000 contingency fund unspent
- \$14,000 promotion budget unspent
- \$24,000 extra revenue
- salary savings

The SEAPARC Manager noted that traditionally any surplus is moved in Reserve Funds. Discussion followed as to whether a portion of this surplus could be used to purchase a new digital sign. The SEAPARC Manager suggested a new sign could possibly be paid for out of the Equipment Replacement Fund. Director Milne noted that if there is a surplus again next year, that surplus funds should be used to reduce taxes.

**MOVED** by Director Milne, **SECONDED** by Commissioner Grove that 2012 surplus funds be transferred into the Reserve Fund.

### Arena Bleacher Access

In response to comments received from patrons regarding the arena bleacher stair risers being too high, the bleacher steps have been modified by SEAPARC staff. New steps have been inserted at the North end of both the first and second set of bleachers.

Staff have also investigated the possibility of installing a new, permanent wheelchair access ramp to the first level of the first set of bleachers. Estimated cost of the ramp \$4,600. Discussion points included:

- Concerns about congestion in the entrance area and fire exit
- Ability to open arena boards
- Need to make the arena more easily accessible for all
- Building code requirements

It was determined that further research is required. Item deferred to next meeting.

### Capital Plan

The SEAPARC Manager reviewed the 2013 Capital Plan. A decision has been made not to purchase a new bus this year given the drop in attendance.

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Bishop to amend the 2013 Capital Plan to move \$65,000 allocated for purchase of a bus to 2015. **CARRIED.**

**MOVED** by Director Milne, **SECONDED** by Commissioner Grove that \$5,000 in surplus funds be transferred to a Capital Plan Project account for possible construction of an arena wheelchair ramp.

**CARRIED.**

## **8. PUBLIC QUESTION PERIOD**

## **9. ROUNDTABLE**

## **10. ADJOURNMENT**

The meeting adjourned at 8:57 p.m.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder

# **CORRESPONDENCE**

**SEAPARC  
RECEIVED**

**FEB - 6 2013**

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Navy League of Canada - Sooke Branch  
P.O. Box 412  
Sooke, BC V9Z-1H4

Seaparc - Parks and Rec. manager  
P.O. Box 421  
Sooke, BC V9Z-1H4

February 1, 2013

Re: Trophy Sponsorship – 207 NLCC Admiral Girouard

To: Larry Hutchings

On behalf of the Sooke Branch Navy League and our Cadet Corp, 207 NLCC Admiral Girouard we would like to extend out thanks for your continued support of the awards we give to our selected Cadets each year. As we look toward the end of the training year, we are now in the planning stages of our 3<sup>rd</sup> Annual Review Ceremony (ACR). This year's ceremony will be held Sunday, June 9<sup>th</sup> at the Sooke Legion, beginning at 1:00 p.m.

At this time, we respectfully request a sponsorship donation of \$40.00 to pay for repairs, maintenance and engraving of your individual award, the "Athletic Award", as well as purchasing the "keeper award" given to the Cadet recipient. Any funds received are as always, gratefully accepted.

We would also appreciate if you could inform us who will be presenting the award on your behalf for the program notes. If there is no one available, the Navy League can present the award on your behalf if so agreeable.

Please respond no later than April 16<sup>th</sup>, 2013. If there are any questions, please contact Branch secretary Merle Fulton at 250-642-7248 or at [sookenavyleague@gmail.com](mailto:sookenavyleague@gmail.com) . Thank you for your prompt attention regarding this matter.

Best regards,

Executive Committee  
Navy League of Canada-Sooke Branch





SEAPARC  
RECEIVED  
FEB - 6 2013

**Navy League of Canada-Sooke Branch**

P.O. Box 412  
Sooke, BC  
V9Z-1H4

Seaparc (Parks and Rec. Manager)  
P.O. Box 421  
Sooke, BC V9Z 1H4

February 1, 2013

Re: Trophy Sponsorship – 325 RCSCC ADM. RC WALLER

To: Seaparc (Parks and Rec Manager)

On behalf of the Sooke Branch Navy League and our Cadet Corp, 325 RCSCC ADM. RC WALLER, we would like to extend out thanks for your continued support of the awards we give to our selected Cadets each year. As we look toward the end of the training year, we are now in the planning stages of our 18<sup>th</sup> Annual Review Ceremony (ACR). This year's ceremony will be held Sunday, June 2<sup>nd</sup> at the Sooke Legion, beginning at 1 p.m.

At this time, we respectfully request a sponsorship donation of \$40.00 to pay for repairs, maintenance and engraving of your individual award, the "Seamanship Award", as well as purchasing the "keeper award" given to the Cadet recipient. Any funds received are as always, gratefully accepted.

We would also appreciate if you could inform us who will be presenting the award on your behalf for the program notes. If there is no one available, the Navy League can present the award on your behalf if so agreeable.

Please respond no later than April 16<sup>th</sup>, 2013. If there are any questions, please contact Branch secretary Merle Fulton at 250-642-7248 or [sookenavyleague@gmail.com](mailto:sookenavyleague@gmail.com).  
Thank you for your prompt attention regarding this matter.

Best regards,

Executive Committee  
Navy League of Canada-Sooke Branch



*The Commanding Officer and Ship's Company  
NLCC 207 Admiral Girouard  
request the pleasure of your company*

*at: Annual Ceremonial Review  
on board: Royal Canadian Legion Br. 54  
(6726 Eustace Rd)  
on: Sunday, June 9, 2013  
time: 1:00 p.m.  
dress: business casual  
R.S.V.P. : Merle Fulton  
[sookenavyleague@gmail.com](mailto:sookenavyleague@gmail.com) by May 26th, 2013*



*The Commanding Officer and Ship's Company  
RCSCC 325 ADMIRAL RC WALLER  
request the pleasure of your company*

*at: Annual Ceremonial Review  
on board: Royal Canadian Legion Br. 54  
(6726 Eustace Rd)  
on: Sunday, June 2nd, 2013  
time: 1 p.m.  
dress: business casual  
R.S.V.P. : Merle Fulton  
[sookenavyleague@gmail.com](mailto:sookenavyleague@gmail.com) by May 15th, 2013*



SEAPARC  
RECEIVED  
FEB - 7 2013

P O Box 515 Sooke, BC V9Z 1H5

January 30, 2013

Larry Hutchings  
SEAPARC Leisure Center  
2168 Phillips Road  
Sooke, BC V9Z 0Y3

Re: Rotary SEAPARC Youth Participation Grant

Dear Larry,

Enclosed is the cheque for the Youth Participation Grant.

Last year (2011-2012) the grant was \$600 - this increases this year and in subsequent years to \$1000.

A reminder that as part of this new grant process, you have agreed to generate an annual report that allows the club to see how the grant was spent. This year's report is due May 31, 2013 and should detail how children and/or families in need were helped showing the number of children by activity, age and gender. This information will help the Community Service Committee evaluate the overall benefit achieved through the grant.

Sincerely,

A handwritten signature in black ink that reads "Lori".

Lori Messer, Co-Chair  
Community Service Committee

Encl. Cheque # 000094 (General Account)

**UNFINISHED BUSINESS**

# **STAFF NEWS**



STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF APRIL 3, 2013

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**PROGRAMS**

**Aquatics**

Program registration has been strong. From January to March, there were 469 registrants in Red Cross swim lessons and 77 registrants in other aquatic swimming programs. There are currently 183 participants in the Grade 2 School Lesson Program, thanks to the sponsorship by Sooke Lions Club.

**Recreation**

Spring Break camps were full each day. Participants enjoyed field trips to Camp Barnard and French Beach, as well as swimming and games at SEAPARC all week.

The new Introduction to Preschool Program has been very successful. This program includes 6-8 classes and provides preschoolers with the opportunity to experience the preschool setting in a shorter time frame and commitment. The program also provides families another affordable recreation option.

Spring Break Camp proved to be a popular choice for kids, as the program was full each day. Participants enjoyed a variety of activities including field trips to Camp Barnard and French Beach, as well as swimming, games and more.

SEAPARC has partnered with Sooke Family Resource Society (SFRS) for the Saturday Night Teen Night at the Community Hall. SFRS provides a youth services worker who attends the free drop-in night once a month to offer assistance and support to youth.

**Arena**

Skate lessons ended March 12, with the final Coast Capital Free Skate of the season held that same evening. During Spring Break, SEAPARC hosted additional Toonie Skates and a Teen skate.

### Other News

SEAPARC has renewed its contract with Integrated Health Network (IHN) for another year. This program allows individuals with chronic health conditions to participate in a variety of drop-in fitness classes and registered programs. Participants also receive pre and post exercise consultations with a fitness instructor. Funding for this program is provided by Vancouver Island Health Authority (VIHA).

SEAPARC is working with two groups of Camosun College students in the Sport & Exercise Education Program. The groups are working on a marketing project for sport and recreation programs. The projects are focused on Youth events including SEAPARC's late night teen swim and 'Dash of Insanity' Sooke Potholes Polar Bear Swim taking part during Youth Week (May 1-8).

### **ADMINISTRATION**

#### **2012 Surplus**

Final Surplus: \$105,950.98

- 401 function (Facilities & Recreation): \$ 56,942.66
  - \$7,500 carried forward to 2013 Operating Costs to keep within 2% maximum increase.
  - \$34,609.66 to Capital Reserve Fund
  - \$14,833 to Equipment Replacement Fund
- 403 function (Pool): \$ 49,008.32
- - \$34,305.32 to Capital Reserve Fund
  - \$14,703 to Equipment Replacement Fund

#### **2013 Capital Plan**

A copy of the revised 2013 Capital Plan is attached reflecting the decisions to move \$65,000 for purchase of a bus to 2015 and allocate \$5,000 for possible construction of an arena wheelchair ramp in 2013.

#### **Condenser**

An Invitation for Quotation was sent to nine prospective bidders for the supply and install of the arena condenser. Tenders closed on March 27, 2013. Two companies submitted proposals. Quotes, excluding taxes, are as follows:

Accent Refrigeration	\$55,474
Cimco Refrigeration	\$70,759

Both companies have completed documents in accordance with the Invitation for Quotation and both are qualified to do the work.

It is recommended that Accent Refrigeration be issued a contract to supply and install an arena condenser for the price of \$55,474 plus applicable taxes.

### **Ice Allocation Meeting**

Commission policy states that requests for ice for the fall/winter season shall be submitted no later than April 15 for the upcoming season and that an ice allocation meeting be held between all interested arena users on or before May 15.

Staff is proposing that an ice allocation meeting be held Tuesday, May 14 at 7:30 pm.

Staff requests Commission representation on the ad hoc Ice Allocation Committee.

Ice appeals shall be received in writing no later than June 15. Final ice schedule will be presented to the Commission for approval.

### **May Meeting**

The regular May meeting of SEAPARC will be cancelled due to the attendance of both the Chair and SEAPARC Manager at the BCRPA Symposium.

  
\_\_\_\_\_  
**Linda Finch**  
**Program Services Manager**

  
\_\_\_\_\_  
Larry Hutchings,  
SEAPARC



# CAPITAL REGIONAL DISTRICT - SCHEDULE G

## CAPITAL BUDGET FORM

2013 to 2015 & Forecast 2016 to 2017

Service #: 1.401

Service Name: SEAPARC - Facilities and Recreation

Year (1)	Type Code (2) *	Specific Project Description (3)	Capital Expense Ⓟ	Funding		Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓	%
				Source (4) ** ↓	Amount Total (5) ↓				
2013	E	Computer Replacement	5,200	E	5,200				
2013	B	Wheelchair Ramp	5,000	C	5,000				
2013	B	Energy Efficient Lighting Improvements	13,000	R	13,000				
2013	E	Condensing tower	47,500	E	47,500				
2013	E	Chair Replacement	2,500	E	2,500				
2013	B	Arena Roof/Gutter Brackets	10,000	R	10,000				
2013	E	Exercise Equipment	7,000	R	7,000				
2014	E	Computer Replacement	5,200	E	5,200				
2014	E	Building HVAC - motors/fans/pumps	5,000	E	5,000				
2014	E	LCD Projector	2,000	E	2,000				
2014	E	Arena Compressor	23,500	E	23,500				
2014	E	Laptop Replacement	2,000	E	2,000				
2014	E	Network Server	6,000	E	6,000				
2015	E	Dessicant Dehumidifier	57,000	E	28,500				
				G	28,500				
2015	E	Laptop Replacement	2,000	E	2,000				
2015	E	Computer Replacement	2,600	E	2,600				
2015	E	Safety Relief Valves	5,000	E	5,000				
2015	V	Bus	65,000	E	65,000				
2016	E	Building HVAC - motors/fans/pumps	5,000	E	5,000				
2016	E	Computer Replacement (2)	3,900	E	3,900				
2016	L	SEAPARC Infrastructure Enhancements	300,000	S	300,000				
2017	E	Oil Separators	7,500	E	7,500				
2017	E	Compressor Drive Motors	12,000	E	12,000				
2017	E	Zamboni	100,000	E	100,000				
2017	E	Computer Replacement (2)	3,900	E	3,900				
2017	B	Arena Roof	1,100,000	S	1,100,000				
2017	E	Electrical Distribution	50,000	R	50,000				
<b>TOTAL</b>			<b>1,847,800</b>		<b>1,847,800</b>				

Type Codes (2) *	Funding Source Codes (4) **
L = Land	D = Debenture Debt (new debt only)
S = Engineering Structures	E = Equipment Replacement Fund
B = Buildings	G = Grants (Federal, Provincial)
V = Vehicles	O = Donations / Third Party Funding
E = Equipment	
	C = Capital Funds on Hand
	R = Reserve Fund
	S = Short Term Loans
	L = Lands Sales

**INFORMATION ONLY**

## SEAPARC CUSTOMER SUGGESTIONS

January – April, 2013

### Programs:

1. Weight training & Lifting Room *(week of January 5)*
2. A proper rack for the body bars, given we have had a few earthquakes *(week of January 13)*
3. Storage for weighted exercise poles in ex/aerobic area. Could you please upgrade the system for storing the above items. The present system is DANGEROUS as the poles often fall in a pile on the floor providing a hazard for the class participants. Thank you. *(week of January 19)*
4. I am very sorry to hear that there is no more drop-in options for the Tues & Thurs Strength and fitness class. *(week of January 27)*
5. Like the 12-1pm without the music! Looking forward to seeing Jacklyn's mural for spring. *(week of January 27)*
6. I think if we have teen swim why don't we have a teen skate. *(week of February 3)*
7. Would like Deep Water Aquafit on Tue/Thurs PLEASE! *(week of February 11)*
8. Congratulations – Spring has arrived at SEAPARC via Jacklyn's mural. Great. *(week of February 11)*
9. Love the idea Dance Infusion 5-8 years. Just a little bit later start would be great. 3:30 is just too early. Thank You. *(week of February 11)*
10. Colleen, thank you so much for adapting the exercise pole rack – much safer and looks good. *(week of February 24)*
11. The instructor had no voice for the class today. It made doing the class very challenging. Please give them a microphone so they won't lose their voices. *(week of March 23)*
12. Jackie us such a great instructor! Please get her microphone – she did the class today with no voice. What a trooper. Please look after her! *(week of March 23)*

### Administration:

1. I suggest the shower between sauna & pool rule be enforced more strickly. It shoudn't be upto patrons to tell other patrons we don't enjoy swimming in others sweat. *(week of January 5)*
2. Pool stereo never works! I do aquafit during the week and it skips, is too loud or too quiet, or doesn't work at all. Instructors say they can't do anything about it. If someone could take a look it would be very much appreciated. *(week of January 5)*
3. Stereo hums in pool. Please fix it. A.S.A.P.. *(week of January 5)*
4. Jan 12/13 It's time for a new hot chocolate machine. The present one is ALWAYS broken. A MOCHA drinker. Cheers. *(week of January 13)*
5. Build a gym. *(week of February 3))*

6. NEW Dance Program that started in January (Dance Infusion 5-8) should have been promoted on website (SEAPARC.ca) in addition to Facebook page. Consider a "Hot Topics/Highlights" on web main page. *(week of February 11)*
7. French Pre-school in the fall??? *(week of February 17)*
8. I really enjoy & appreciate the art work - painting murals on the pool windows. I am wondering if the back ground might be left clear or even opaque so the nature outside can also be seen. *(week of February 17)*
9. Kids screaming in the pool at the same time as adult water aerobics is really disruptive; many older people can't hear the instructors with all the commotion and are likely not to come on days with kids in the pool. It is also not safe. *(week of February 17)*
10. A Swimsuit spinner. Put swimsuit in and it spins to wring out almost all the moisture. *(week of March 3)*
11. Please add another session of Storm Basketball. It's great! Todd rocks. *(week of March 3)*

**Maintenance:**

1. The left back wall - women's shower runs continuously because there is some water that runs straight down the wall from the faucet keeping it constantly activated. *(week of March 23)*