

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, July 3, 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, M. Hicks (JDF Director),  
P. Grove, W. Milne (Sooke Director)  
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: 0  
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:

2. a) Delegation – Steve Sorensen, District of Sooke Fire Chief re: Safe Halloween

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

**a) DELEGATION**

Chief Sorensen outlined the 20 year history of the Safe Halloween event. Rick Armour and the Sooke Fire Firefighters Association have coordinated the event for several years, with contributions from the District of Sooke, Rotary Club of Sooke, Sooke Harbour House, Sooke Search and Rescue, Sooke Home Hardware, Peoples Drug Mart, Village Foods, EPCOR, SEAPARC, along with support from a number of community volunteers. This event not only creates a common area for people to join and celebrate, but deters vandalism. People of all ages attend and enjoy the event with attendance averaging at approx.1,500 per year. In 2012, the event was held at the Sooke Community Hall.

The Sooke Fire Fighters Association has determined that they are no longer able to coordinate the event and build the Haunted House. Doing so requires extensive man power, time and resources, of which they are no longer able to contribute. Rick Armour, who has been the Event Coordinator, is stepping down from his role as well. Mr. Armour and Mr. Sorenson have queried whether SEAPARC would be willing to take over the event coordination.

Discussion points included:

- Hours required to coordinate event and assemble haunted house
- Volunteer v. paid staffing
- District of Sooke involvement

While SEAPARC has been, and will continue to be, involved in the event, it was felt that SEAPARC staff should not be responsible for coordinating the event. Commissioner Berger and Director Milne agreed to work on a strategy to form a committee of event sponsors/volunteers. The SEAPARC Program Services Manager will serve as part of the committee and SEAPARC will assist as required and as resources permit.

### 3. APPROVAL OF THE MINUTES OF June 5, 2013

**MOVED** by Director Milne, **SECONDED** by Director Hicks that the minutes of June 5, 2013 be adopted. **CARRIED**

### 4. CHAIR'S REPORT

No meeting will be held in August and the September meeting date will be moved to Wednesday, September 11, 2013.

### 5. DIRECTOR'S REPORT

Director Hicks reported on changes to the federal government's Gas Tax Fund that will permit funds to be used for recreational infrastructure beginning in 2014. Every local government in Canada receives a portion of the fund, based on population, twice a year.

### 6. UNFINISHED BUSINESS

#### a) Skate Park

The SEAPARC Manager reported that repairs have been made to the skate park's concrete surface in the past month and will continue to be made as required. Installation costs for a 30' pole with a 400 watt light and programmable timer are estimated to be approximately \$3,000. Discussion followed on the purpose of the light (security or functional), amount of coverage light will provide, liability issues and timer settings.

**MOVED** by Director Hicks, **SECONDED** by Commissioner Grove that a light standard be installed in the skate park for skateboarding with an automatic timer set to turn off at a time determined by the Commission. **CARRIED.**

Director Milne asked that the RCMP be consulted when determining the timing of the automatic light shut off.

### 7. NEW BUSINESS

#### a) SEAPARC Bike Jump Park

Director Milne reported on the proposed bike park for John Phillips Memorial Park. Several options are being considered at this point in the process and a public hearing will be held this fall.

One alternative suggested is that the existing SEAPARC bike jump park be upgraded and modified with input from the Sooke Bike Club. Discussion followed on the current state of the SEAPARC bike jump park. The Manager noted that \$6,190 was recovered in the SEAPARC annual operating budget as a result of a reduced allocation from the Parks & Environmental Services department. It was suggested that \$3,000 of the \$6,190 could be budgeted for skate park lighting. The remaining amount could be allocated to refurbishing the SEAPARC bike jump park. It was agreed that the existing bike jump park could, possibly, be cleaned up and made usable for a relatively small cost and that an effort should be made to promote the bike park on SEAPARC's road sign and in local newspapers.

**MOVED** by Director Hicks, **SECONDED** by Director Bishop, that, if required, two lights should be installed at the skate park, and that funds be spent on the SEAPARC bike jump park upgrades to make the park usable.

**CARRIED.**

## 8. STAFF REPORTS

### a) Staff News

The Program Services Manager reported that the pool has reopened after a three week maintenance shutdown and summer camps are underway.

Due to historically low admissions on Halloween night, a decision has been made to close the aquatic facility at 7 pm on October 31.

### b) Community Recreation Survey Results

The Program Services Manager summarized results from the Community Recreation Survey held in May. A total of 274 surveys were completed. Highlights include:

- The following activities received the highest participation rates:
  - #1 walking
  - #2 gardening
  - #3 swimming
  - #4 dog walking
  - #5 hiking
  
- Top five priorities in response to question: How important is the development/improvement of the following facilities/amenities?
  - #1 Improve and Expand Existing Trails
  - #2 Acquire Land for Parks & Trails
  - #3 Improve and Expand Existing Parks
  - #4 Youth Centre
  - #5 Develop Existing Parks
  
- Responses to the question: What increase in taxpayer support for recreation amenities would you consider reasonable given the priorities that you have noted in your answers to the previous questions?
  - Nothing ..... 22
  - \$1 to \$50 ..... 94
  - \$51 to \$99 ..... 75
  - \$100 to \$149 ..... 39
  - \$150 to \$199 ..... 27
  - More ..... 12

The Program Services Manager distributed 25 pages of comments from survey participants providing a great deal of qualitative information. The Chair thanked the Program Services Manager for her efforts and noted that the survey results will be useful in future planning and budgeting.

Director Milne suggested the Commission meet in the fall to review the survey results in depth with the goal of developing a 3-5 year strategic plan over the next six months. A meeting date will be determined at the September 11 SEAPARC meeting.

### c) Staff Report – Leisure Involvement for Everyone (LIFE) Policy Revisions

The SEAPARC Manager presented a revised LIFE Policy with clarifications to reflect current practices. The Manager noted that, after discussion with staff, the changes suggested in the

presented policy to amend the annual timeframe will not be pursued (ie. 12 months covered by pass would begin July 1 and end June 30), The pass will continue to be based on the calendar year (January 1 to December 31).

**MOVED** by Director Milne, **SECONDED** by Director Hicks, that SEAPARC Policy No. R-100.1, Leisure Involvement for Everyone (LIFE), be approved as amended. **CARRIED.**

Discussion followed on the Annual Regional Recreation Pass initiative that allows individuals to purchase an annual pass that is valid for drop-in fitness activities at 14 other municipally operated recreation centres. Concern had been expressed at the last meeting that regular SEAPARC patrons may purchase their passes at other centres with the result that SEAPARC does not benefit from the \$475 fee. Director Hicks reported that over 200 passes have been purchased at the West Shore Recreation Centre by residents of the Sooke & Juan de Fuca Electoral Area. The Program Services Manager is currently collecting data from all area recreation centres on pass sales and usage rates. She will report back to the Commission at a later date. The SEAPARC Manager noted that, based on SEAPARC admission data, it appears that residents who purchase their passes at other facilities are primarily using those facilities – not SEAPARC.

## 9. PUBLIC QUESTION PERIOD

## 10. ROUNDTABLE

The SEAPARC Manager shared the positive response received from BC Hydro's Power Smart Energy Study. Details on total funding to be received from BC Hydro are forthcoming.

The SEAPARC Manager reported on discussions with CRD Corporate Services regarding the Manager's signing authority and the Commission's delegated authority. It is anticipated that Delegation Bylaw 2864 is subject for a review process.

Director Hicks has confirmed with the General Manager – Parks and Environmental Services that that both himself and Director Milne will be on the hiring committee for a new SEAPARC Manager.

## 11. 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); (i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

The in camera meeting commenced at 8:08 p.m. and adjourned at 8:35 p.m.

The meeting adjourned 8:36 p.m.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder