



Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

MAILING ADDRESS:

PO Box 421
Sooke, BC
V9Z 1H4

TELEPHONE:

(250) 642-8000

FAX:

(250) 642-4710

EMAIL:

seaparc@crd.bc.ca

WEBSITE:

www.seaparc.ca

AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, Boardroom – SEAPARC Leisure Complex
Wednesday, February 5, 2014 at 6:30 p.m.

1. Call to Order
2. Election of Chair/Vice Chair
3. Adoption of Agenda
4. Approval of the Minutes of December 4, 2013
5. Chair's Report
6. Directors' Report
7. New Business
8. Unfinished Business
 - a. Staff Report: Digital Sign
 - b. Bike Park
 - c. Site Survey/Strategic Plan
9. Staff Reports
 - a. Staff News
10. Public Question Period
11. Round Table
12. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, December 4, 2013
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), B. Berger, D. Bishop, M. Hicks (JDF Director),
P. Grove, W. Milne (Sooke Director)
Staff: S. Knoke, SEAPARC Manager, L. Finch, Program Services Manager,
J. Govan, Facilities Operations Supervisor, L. MacDonald, Recording Secretary
Absent: 0
Public: 0
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

The following addition was made to the Agenda:

6. b) Site Survey

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that the agenda be approved as amended. **CARRIED**

3. APPROVAL OF THE MINUTES OF November 6, 2013

MOVED by Director Milne, **SECONDED** by Commissioner Berger that the minutes of November 6, 2013 meeting be adopted. **CARRIED**

4. CHAIR'S REPORT

The Chair welcomed the new SEAPARC Manager, Steve Knoke. Mr. Knoke was the Manager of the Cowichan Aquatic Centre Complex in Duncan and, prior to that, Pool Manager with the Abbotsford Recreation Centre. Mr. Knoke's first day was December 2, 2013.

The Chair congratulated Linda Finch, Program Services Manager on her appointment as UBC's Aquatic Centre Manager and thanked her for her services to the community. Ms. Finch's last day at SEAPARC will be December 20, 2013.

The Chair noted that, due to the New Year's Day holiday, the January meeting will be held on January 8, 2014.

The Chair acknowledged the work of staff to decorate the facility for the Christmas season including the Festival of Trees display and pool window art work.

5. DIRECTOR'S REPORT

Director Milne noted the general CRD requisition for 2014 is 2% which is in line with the District of Sooke's priorities.

6. NEW BUSINESS

a) Amendment of Previously Adopted Minutes of October 2, 2013

The Commission considered a request from Christina Schlattner, Sooke Bike Club to amend the October 2, 2013 minutes pertaining to her presentation regarding further development of the bike jump park at SEAPARC.

MOVED by Director Hicks, **SECONDED** by Director Milne that the previously adopted minutes of the meeting of October 2, 2013 be amended by replacing the phrase "conducting fundraising" on p. 1 of the minutes with "participation in fundraising partnerships".

CARRIED

b) Site Survey

The Chair proposed that now would be an opportune time to begin a planning process that would involve a site or strategic plan for the facility. He noted that \$25,000 had been set aside in 2012 for planning purposes. Discussion followed on the need for all Sooke area recreational providers to be part of this process. The Chair asked that the item appear on future Agendas as "Unfinished Business".

7. UNFINISHED BUSINESS

8. STAFF REPORTS

a) Staff News

PROGRAMS

The Program Services Manager reported that the Community Adult Walking Program has over 50 people registered. This great success is thanks to the volunteer leader, Laura Smith. Laura is welcoming, encouraging and dedicated to the group, and ensures a great variety in walks, which enables people with various levels of mobility to participate. The walks take place every Tuesday and Thursday morning.

Safe Halloween

SEAPARC contributed to the Safe Halloween event again this year. Tasks and responsibilities included promotion and advertising in the local newspapers, posters, information on the road sign, on our website, Facebook page and general in-house promotion. Four program staff assisted with the haunted house the night of the event. For 2014, staff suggest that SEAPARC, the District of Sooke, and other interested parties meet in the spring to discuss and determine the future of the event.

Appreciation was expressed to Commissioner Berger for her efforts to ensure the event went ahead this year.

OPERATIONS

Arena Dehumidification

The Facilities Operation Supervisor background information previously requested by the Commission regarding the proposed purchase of a new desiccant dehumidifier and conventional dehumidifier for the arena.

MOVED by Director Hicks, **SECONDED** by Commissioner Berger, that the Commission approve:

- the purchase of an A-20 desiccant dehumidifier (plus shipping costs to/from SEAPARC); and
- the purchase a new conventional dehumidifier for redundancy from Munters; and
- that a call for tenders for the installation of said units is submitted.

CARRIED

Pool Hallway Railings

In response to patron requests, staff have determined that the cost to install railings along one side of the pool/change room hallway will be approximately \$2,800.

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that staff proceed with the installation of a pool/change room hallway railing.

Discussion points included:

- the proposed railing installation will be improve access
- installation is in keeping with other improvements made in pool change rooms

MOVED by Director Milne, **SECONDED** by Commissioner Berger that the motion be amended by adding the words "if appropriate funding is available". **CARRIED**

b) Staff Report: Bike Park

The Program Services Manager reported on the November 14, 2013 meeting of the Bike Park Steering Committee. The Committee submitted the following recommendations to the Commission:

1. That the Commission support the use of the SEAPARC site for bike skills park use;
2. That the Commission direct staff to develop a request for quotes to conduct a professional site feasibility study;
3. That the Commission request the District of Sooke improve access and pedestrian safety on the existing trail in the municipal road right-of-way north of SEAPARC.

Discussion points included:

- Budgeting responsibility
- Define project lead
- Geotechnical & environmental concerns need to be identified
- Terms of Reference required for Steering Committee

Director Milne will bring forward the Steering Committee's suggestions regarding improved access and pedestrian safety to District staff.

MOVED by Commissioner Berger, **SECONDED** by Director Milne that staff develop a request for quotes to conduct a professional site feasibility study.

CARRIED

9. PUBLIC QUESTION PERIOD

10. ROUNDTABLE

11. ADJOURNMENT

The meeting adjourned at 8:03 pm

Jim Perkins, Chair

Lynn MacDonald, Recorder

CHAIR'S REPORT

UNFINISHED BUSINESS

The Ministry of Transportation and Infrastructure has granted approval for this project but will require a plan review prior to retrofit and refurbishment.

RECOMMENDATION(S):

That the Commission approve Talon Sign's proposal and access \$26,200 in Capital Reserve funds to complete the electronic retrofit and refurbishment of our existing pylon sign subject to approval by a structural engineer and the Ministry of Transportation and Infrastructure.



Steve Knoke
SEAPARC Manager

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF FEBRUARY 5, 2014**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAMS

Staffing

The process of hiring a new Program Services Manager to replace Linda Finch has started with an initial round of interviews being held the week of January 27th.

Aquatics Program Highlights

Grade 2 swim lessons sponsored by the Sooke Lion's Club have begun. Grade 2 students from all four Sooke elementary schools will undertake a seven week swim program that will help develop physical literacy as well as lifelong swimming skills.

SEAPARC has qualified for a Province of BC Family Day grant in the amount of \$1,000 dollars to host our Family Day activities for free to our community members.

Over 440 children and adults are participating in swimming programs so far this session (January-March).

Recreation Highlights

The arena drop-in public skates have seen an increase in attendance this season, with an average of 55 people attending the Sunday public skate, and approximately 78 every Tuesday night. There is generally a large turnout of pre-teens on Tuesday nights. While the registered fitness classes are well attended, there has been a decline in attendance for the evening drop-in fitness classes. Staff is working to generate more interest in these classes through various promotional tools.

The Skate Instructor team attended a one day training course on January 19th, organized by the Greater Victoria Inter-Municipal Arenas Committee. This course focused on skate patrol skills, and learning new instruction techniques, that are in line with the Learn to Skate program. Skate lessons are in high demand. Program registration is currently at its maximum with waitlists.

ADMINISTRATION

The SEAPARC Manager attended the Recreation Foundation of BC's annual Parks and Recreation Administrator's Workshop in January. Sessions included in the event longboarding risk management, engaging the community through the arts, preventative healthcare & physical literacy.

The Manager will be attending the CRD's iLEAD leadership program the week of February 3-7 at Royal Roads University.

A new TV has been purchased and installed in the arena lobby. This TV will be used for Olympic coverage and internal marketing.

Bike Park Steering Committee

A meeting of the Committee was held on January 30, 2014. The SEAPARC Manager will provide an update for at the February meeting of SEAPARC.

Day Camps & VIHA Licensing

Staff received notification from VIHA outlining specific age requirements for our camp care programs. At this point the change will only affect 5 year olds that have not yet completed kindergarten and would like to attend a day camp offered at SEAPARC. We are contacting past participants and letting them know about the change. We will continue to investigate options and examine potential solutions.

OPERATIONS

AED Defibrillator

Staff and patrons of SEAPARC now have access to two AED portable defibrillators. A new AED, generously donated by Ron Kumar of Peoples Drug Mart, has been installed in the arena lobby and is fully accessible to the public. Statistics show that when CPR and an AED are both used within five minutes of a cardiac arrest, the chance of survival rises by nearly 75 per cent.

Arena Dehumidification

The SEAPARC Manager and Facilities Operations Supervisor have met with Andy Liu – (CRD Manager, Environmental Engineering) and have requested an engineering assessment report on our current and future improved desiccant system. The report should include the following:

1. Evaluate contributing factors as to why our current system can't deliver the desirable result.
2. Provide recommendations on the remedy of the above issues.
3. Advise if an addition of a new A-20 unit specified is the most appropriate action for the improvement. When implemented the new system would function effectively and would service the arena. The improved system with the new unit would satisfy our peak demand periods.
4. Provide drawings and plans on the correct install of the specified product.

At this point we need to ensure that we have a comprehensive evaluation completed to ensure that we invest in the appropriate equipment and that the equipment we purchase and install will function properly.



Steve Knoke
SEAPARC Manager

INFORMATION ONLY

SEAPARC CUSTOMER SUGGESTIONS September, 2013 – January, 2014

Programs:

- The music in the pool area seems to be limited to the choice of the lifeguards. I find that in the morning swim the same music play list or CD's are played over and over. Mostly ok songs but no great Variety, which tends to uninspire the swimmers. Could you not link the computer to your audio system & choose a music "radio" site eg. " Slackes" on CBC etc. or download some longer varied play list. *(week of Sept. 15)*
- I would like to see more after school programs geared for teens. Yoga exercise, fitness programs or gymnastics. My granddaughter is 13 and I am trying to find activities for her to participate in that are fun and affordable in Sooke. *(week of Sept. 15)*
- The music program in the pool has been improved! Thanks for your consideration. Cheers for the changes. *(week of Oct. 6)*
- Mon/Wed swim lessons for levels 5-10 *(week of Oct. 6)*
- I would like to see a \$2.00 charge for parents to use the Hot Tub while kids are in lessons. Thank You! *(week of Oct. 21)*
- I would be interested in attending a week-day class in Zumba if offered. *(week of Nov. 2)*
- Diving off the side or off a board. Scuba diving over 10-14years. *(week of Nov. 2)*
- We would like a gym. *(week of Nov. 17)*
- Rope swing- is not working. I have a 1 year pass, my kids are not happy it has been 8 months. It is not fair. *(week of Nov. 23)*
- Brice is excellent with the kids, great guard. *(week of Dec. 7)*
- Thank you so much to the awesome male lifeguard (Bryce) for dealing with the 6 crazy kids I brought to the pool! You were patient, kind, and kept them safe. They were wild – thanks! *(week of Dec. 16)*
- Ashley did an amazing job with private skating lessons with my daughter! So patient, happy, cheerful and great activities. Can't say enough great things. Ashley is wonderful. *(week of Dec. 31)*
- Started to swim lengths when "Fun Swim" took over (Thurs Jan 2 @1pm) and it became unsafe to swim because of the volume of toys and rafts being thrown into the lap swim lane. Lifeguards told me not to swim as it was a "Fun Swim" but there is meant to be 1 lane available for lengths at all times. *(week of Jan. 4)*
- It would be great to have a gym in the rec centre. *(week of Jan. 19)*
- We want a gym. *(week of Jan. 19)*
- Need a weight room and cardio room equipment. I'd have a membership if there was one, whole family would. What can we do to make this happen? *(week of Jan. 19)*
- Flat Screen T.V. *(week of Jan. 19)*
- Came in to buy a one year pass. Left because you do not have a gym. *(week of Jan. 19)*

Administration:

- Need fresh coffee!! *(week of Aug. 31)*
- Good to find that you are reinstating the Saturday pool hours to 8pm. I had to stop swimming on weekends completely because I could not here here by 6pm. *(week of Aug. 31)*
- Please open Concession. Everyone is talking about it for hockey season. *(week of Sept. 22)*
- Open concession for all public skates. *(week of Sept. 29)*
- I would like to see a \$2.00 charge for parents to use the Hot Tub while kids are in lessons. Thank You! *(week of Oct. 6)*
- Thank you so much for being open today (Thanksgiving Monday) My daughter (15) brought 5 friends to skate (all15/16) and it's lovely to have an activity available. *(week of Oct. 21)*
- It would be nice to have a gym with weights to workout. Thank you. *week of Oct. 21)*
- Service was friendly, efficient despite it being registration day. *(week of Dec. 7)*
- E-mail registration directly to customer rather than current process, which means printing then scanning & e-mailing. *(week of Dec. 7)*

Maintenance:

- I have been to pools in many countries and I wanted to let you know how much I appreciate how clean your pool is and the change rooms too. Your sauna may not be up to European standards with heat, but better than most I've encountered in North America & a lovely space too. Your service folk are great! (week of Oct. 26)
- How about a sign that says "Due to Privacy Issues" No picture taking from the viewing area. That way no one needs to be spoken to (embarrassed). (week of Oct. 26)
- It should be mandatory to remove all outdoor shoes before entering dressing rooms. (Small cupboards to be provided in hallway) If possible dressing rooms hosed down once during the day. Let's keep our facility beautiful! (week of Nov. 2)
- Change Rooms: Mud on the floors & walls of the shower stalls. Food all over the floor. Paper on the floor too!! Very Gross. (week of Dec. 16)
- The ladies change room is freezing cold when coming out of the pool due to the overhead fan. It's fine when dry & clothed, but when wet only in bath suit, it's very uncomfortable. Less fan and or warmer temp would be much appreciated. Thanks! (week of Dec. 16)

