



**CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**
General Meeting, SEAPARC Board Room
Tuesday, February 18, 2020 at 6pm

AGENDA

1. Call to Order
2. Approval of Agenda
3. Adoption of the Minutes of January 23, 2020
4. Correspondence
 - a) Sooke & District Minor Hockey Association
5. Motion to Close the Meeting

Motion to close the 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.
6. Chair's Report
7. Directors' Report
8. Fitness Gym & Multi-Purpose Space Addition – Project Update
9. New Business
10. Staff Reports
 - a) Staff News (Verbal)
11. Public Question Period
12. Round Table
13. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, January 23, 2020 at 2pm
SEAPARC Leisure Complex Fitness Studio, Sooke, BC**

Mission Statement:

*"Sooke & Electoral Area Parks and 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. Bateman (Alternate Director), A. Beddows (Chair),
D. Bishop, M. Hicks (Director), H. Johnson, J. Perkins (Vice-Chair), D. Little
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: M. Tait (Director),
Public/Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 2:02 pm.

2. ELECTION OF CHAIR

The SEAPARC Manager called for nominations for the position of Chair for 2020. Councillor Beddows was nominated and accepted his nomination. Director Hicks was nominated but was not present. The SEAPARC Manager called two times for further nominations and, as there was none, Councillor Beddows was declared Chair.

3. ELECTION OF VICE-CHAIR

The Chair called for nominations for the position of Vice-Chair for 2020. Commissioner Perkins was nominated and accepted his nomination. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Perkins was declared Vice Chair.

Director Hicks entered the room at 2:04 pm

4. ADOPTION OF AGENDA

MOVED by Director Hicks, **SECONDED** by Commissioner Perkins that the agenda be adopted with the following additions:

9. New Business
- a) Meeting Schedule
 - b) Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): *(g) litigation or potential litigation affecting the municipality;*

CARRIED

5. APPROVAL OF THE MINUTES OF NOVEMBER 28, 2019

MOVED by Director Hicks, **SECONDED** by Commissioner Bishop that the minutes of the November 28, 2019 meeting be adopted.

CARRIED

6. CHAIR'S REPORT

The Chair announced the following Commission appointments:

- Holly Johnson – Youth Member
- Dal Little – District of Sooke, Resident Elector Representative

- Dana Lajeunesse – District of Sooke, Alternate Councillor
- Dan Quigley – Juan de Fuca Electoral Area, Alternate Director
- Jeff Bateman – Juan de Fuca Electoral Area, Alternate Director

7. DIRECTORS' REPORT

Alternate Director Bateman reported on District of Sooke projects including:

- Canada Infrastructure Grant (multi-purpose sport court) announcement expected this spring
- Three walking/cycling trails opening soon
- BC Active Transportation Infrastructure grant application being submitted for DeMamiel Creek pedestrian crossing bridge

8. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION

The SEAPARC Manager reported:

- Final shipment of fitness equipment expected the week of January 27th
- Public opening first week in February. Grand opening date to be determined
- Covered bike parking and board room expected to be completed by February 14
- Landscaping, benches and additional parking spaces to follow

9. NEW BUSINESS

a) Meeting Schedule

Regular meeting schedule: 3rd Tuesday of the month at 6pm effective February 18, 2020

b) Motion to Close Meeting

MOVED by Director Hicks, **SECONDED** by Commissioner Bishop to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90(1):
(g) *litigation or potential litigation affecting the regional district*

CARRIED

The closed meeting commenced at 2:32pm and adjourned at 2:59pm.
The regular meeting reconvened at 2:59pm.

c) Staff News

The SEAPARC Manager reported on the following:

- Kudos to staff for ensuring facility remained open during recent snow storm
- New physical literacy grant partnership opportunity with West Shore Parks and Recreation, School District 62 and Island Health being explored.
- Award of fitness equipment provider contract to Fitness Experience
- "Tow and Collect" equipment purchased with funding from Community Works Funds grant through the Juan de Fuca Electoral Area. Equipment will be used to remove goose feces from local playing fields and golf course. Use agreement with Sooke Community Association to be developed.
- Long service employee recognition:

Susan	20 yrs	Reception
Trevor	10 yrs	Aquatics
Luc	10 yrs	Maintenance
Darcy	10 yrs	Recreation
Megan	5 yrs	Recreation
- Recent damage to Stan Jones Field turf caused by ATV(s).

10. STAFF REPORTS

11. PUBLIC QUESTION PERIOD

12. ROUND TABLE

13. ADJOURNMENT

The regular meeting adjourned at 3:10pm.

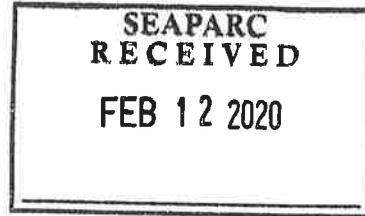
Next regular scheduled meeting: February 18, 2020 @ 6pm



SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383
SOOKE, BC V9Z 1G1
www.sookeminorhockey.ca

February 12, 2020



CRD

Seaparc Leisure Complex
2168 Phillips Rd.
Sooke, BC V9Z 0Y3

Attn: Steve Knoke, Manager, SEAPARC Recreation

Dear Sirs/Madames:

Re: February 4th Response to SMHA Request

We are writing in response to your letter in regards to the financial status of Sooke Minor Hockey and our loss of the BC Gaming Grant.

Please be advised there will be a delegation of our Senior Executive Team presenting at the SEAPARC Commission meeting on February 18th at 6:00 pm.

At that time we will provide you details and explanations of the Associations plan to get back on a solid financial foundation. Prior to that time, please find attached with this letter the following information:

- 2020/2021 Budget SMHA
- 9586 - Report of Compliance Findings from BC Gaming
- SMHA Draft response to BC Gaming

We look forward to discussing this issue further with you and in reaching a mutually satisfactory resolution for all parties.

Sincerely,

Les Lewco

Les Lewco
Acting President
Sooke Minor Hockey Association

INFORMATION ONLY

SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS September 1 to December 31, 2019

Administration:

- Google My Business review: 5 stars "Love this place" (Sept. 3)
- Google My Business Review: 4 stars "Fun little golf course to stop at on our way through BC!!!" (Sept. 3)
- I really miss seeing the nice paintings on the windows at the hot tub area. It adds a nice touch!! (Sept. 12)
- At one time you had a 3 month pay fee plan. Why did you stop this? We are paying by month here. A year plan does not fit our life style. We know what is happening for 3 months (maybe). Being retired, one goes in many directions during a year. In other pools (Chilliwack) they have a 3 month plan. Worked well. (Sept. 13)
- 45 seconds instead of 20 seconds for men's shower times. It will encourage more cleanliness for pre-swim rinses:) (Sept. 23)
- Universal Change Room/Disability Room
Need obvious "Toilet" sign - with arrows - families with kids push past disabled person to use toilet in change room - even when main toilet is available. (Sept. 28)
- You should take the cash donations for the used books. (Oct. 14)
- It would be nice if the vending machine had more "Dairy Free" selections. (Oct. 17)
- Any chance you would consider an Annual SEAPARC pass to include the Golf Course? (Nov. 8)
- PLEASE open at 5am so I can use the gym! (Nov. 18)
- The cold shower by the hot tub is a gem. Many thanks. (Dec. 6)
- Please put a scale in the gym for your clients to weigh themselves. This is needed. (Dec. 11)
- Google Review: 5 stars. A great place to take the family. Always clean and always friendly service with a smile. (Dec. 18)
- It would be nice to see some pictures painted or graffiti on the long dull coloured building that houses recreation. (Dec. 29)

Programs:

- I'm currently in the 50+ Strength & Mobility and I love it. Would like to see a 3rd class a week added. Also, I'm interested in a weight lifting/working with weights for 50+ as well. In particular to help with bone strength & delaying osteoporosis. Thank you. (Sept. 23)
- Submitted via email:
 - I would like a seniors exercise class on Monday, Wednesday and Fridays - MORNINGS only.
 - I would like a spin class - MORNINGS only
 - Also an intro or orientation course on exercise machines - assuming we get some machines.
 - For registered seniors exercise classes, during the winter there are always a few folks absent for a month or more and there is room for a couple of drop-ins if that were allowed. This could encourage new people to register. Maybe they can only drop in if they have taken other Seaparc courses before, so the instructor won't have to worry about them not knowing the proper form (i.e. safety). Everyone generally arrives early for the classes and instructor starts promptly and that would discourage late-comers, knowing that your spot could be taken by a drop-in! (Sept. 26)
- After seeing my son struggle in his swim lesson last week, Caleb approached me and said he was willing to bring his swim suit and jump in with my son to help. Not knowing if he remembered I didn't say anything when my son yet again, became very upset But Caleb to the rescue! He approached me and I welcomed any help and in the end a terrible lesson turned great! Tate has now said he wants to come back. Thank you very much Caleb for being so wonderful. (Sept. 26)
- Power circuit with Colleen is so good. (Oct. 2)
- I LOVE LOVE LOVE CLASSES WITH TINA, COLLEEN & SHERRY (Oct. 5)
- Can Tuesday walkers NOT stand in all the parking spaces so no one can park there!! (Oct. 15)

SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS September 1 to December 31, 2019

- Double lane for length swimming please Tuesday/Thursday & Saturday. No longer coming Tuesday & Thursday morning not enough room for length swimming. *(Oct. 19)*
- Would be great if we could have a stretch class. Something along the lines of Esmonde-White's type of class. She can be pulled up on internet. *(Oct. 21)*
- Looking forward to SPIN classes. Suggesting an on-line reservation system & lots of class options. These will be very popular. And hope Jacklyn can teach many classes. *(Oct. 22)*
- Zumba Class is the best - earlier would be better 5:30 or 6 *(Nov. 5)*
- 11-12 aqua fit M W T. Please change up the music the Beatles once a week please!! *(Nov. 11)*
- Please have staff organize the quiet swim lanes better. Establishing where to swim/not to swim can avoid arguments like the one I was in this morning. *(Nov. 13)*
- It would be nice to have restorative yoga in the evening for the people that work during the day. *(Nov. 14)*
- Would love to see some TRX equipment in new gym! *(Nov. 27)*
- Request - Neil as a Swim Coach *(Dec. 5)*
- GREAT Coaching Neil *(Dec. 5)*
- I want to take this opportunity to thank you for all your assistance over the past few years. Without your support, and without SEAPARC's assistance, we would not have been able to get Sooke Region Lifelong Learning off the ground. *(Dec. 12)*
- More of Dave's classes *(Dec. 16)*
- It would be nice if we could phone Seaparc and let reception know if we won't be there for a 50+ Strength & Mobility class and someone on the waiting list or who would like to try the class could use that spot for a drop in fee (extra resources) last session we had one participant who signed up and only came to one class. *(Dec. 17)*
- I LOVE the new swim program with Neil. This is the best swim experience I've had since I was on a swim team 50 years ago! He's an excellent coach in all ways. Please keep this program going for 2020 *(Dec. 19)*
- 6:00am weight class is needed so I can still get to work. Tuesday and Thursdays *(Dec. 21)*
- 6:00am weight classes please Tue & Thursdays *(Dec. 21)*
- Neil Reynolds is the Best swim coach I have ever encountered. Thanks!! *(Dec. 24)*
- Facebook post:
Shout out to SEAPARC. The lifeguards and their training is a step above. The staff is wonderful. We have an amazing facility in our community. Please don't ever take it for granted. Register your children for swim lessons! It literally saves lives!
Our kids are all very good swimmers. They have competed in swim meets and have a very high level of swimming and water safety.
Our daughter fell off the the diving platform, in a freak incident, and hit her face on the pool deck before falling in the water. I was in the water with my back turned to hear at the time.
Before I even knew what happened the lifeguard was in the water and pulled my daughter out. Even though she is quite a strong and accomplished swimmer, she was hurt.
The lifeguards at SEAPARC include young adults in our community. SEAPARC does an amazing job finding and training these amazing individuals. Our daughter is ok, with just a bruise. It could not have turned out much differently. Thanks SEAPARC for always being a step above! *(Dec. 27)*

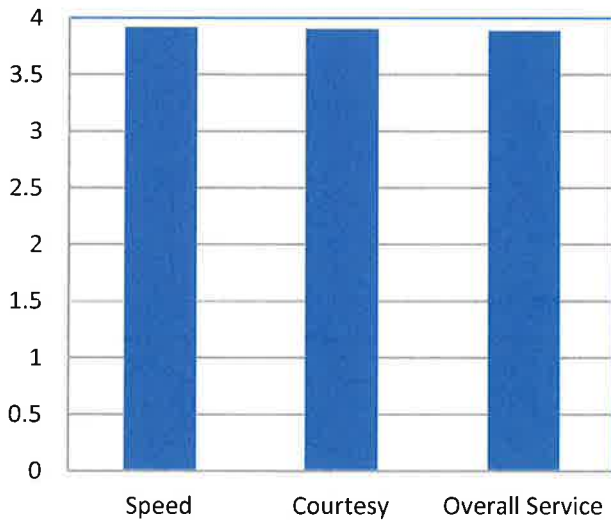
Maintenance:

- No matter how often I ask that the book bin lowest shelf be vacuumed, it never is. Why can't this simple 1 minute request be carried out? *(Sept. 2)*
- Thanks You Sean! You are an angel for getting the sand out of the book bin. *(Sept. 3)*
- Tower fan at entrance to exercise room needs maintenance (WD 40?). It is creaking. *(Sept. 24)*

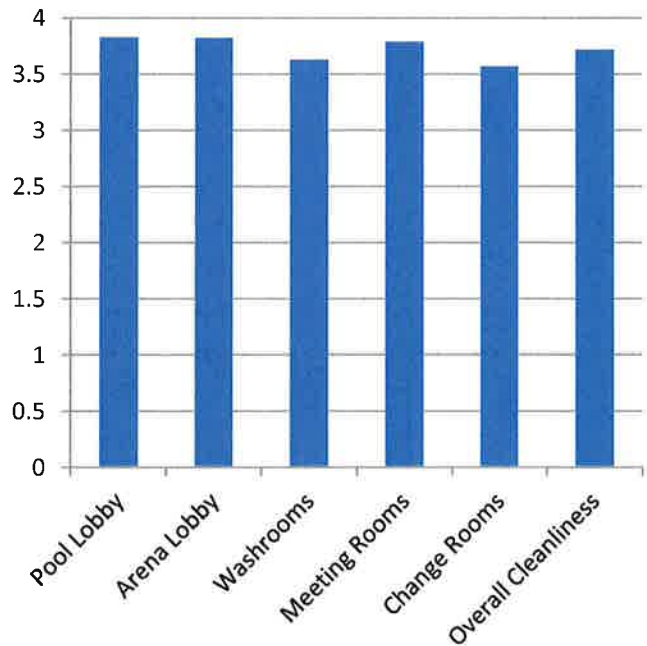
SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS
September 1 to December 31, 2019

- Need to replace shower curtains in "family showers". Thank you:) (Sept. 24)
- Hi. spoke with you last week about my frustrations to lack of a cold shower when exiting pool & hot tub. - ongoing. Today the shower next to hot tub is nice & "cool" (not cold) but a good improvement. It warms up fairly quickly & still cannot control the temperature. Handle is broken. Many thanks (Oct. 1)
- Requesting a trash/garbage can in the ladies change room. Currently there is only one by the double sinks (only for paper towels). Would be great if there is one by the single sink. (Oct. 3)
- I hurt my knee due to a bad and unstable block (diving block) and probably clean the guys change room a little more often. (Nov. 6)
- I just wanted to pass on a huge thanks to you and the maintenance staff who helped make our tournament a big success. Graham, Luke, Ed and Jim were all extremely helpful with any of our needs, which took a lot of the pressure off me so I could focus on other things. The storage room was also very convenient to use as well throughout the weekend, so thank you again...until next year! We should probably book the ice soon ;) CRFMHA, Tournament Director (Nov. 14)
- Please put solid dark colour curtains back in the universal change rooms (3) for privacy (Dec. 16)

Customer Service Ratings



Facility Cleanliness Ratings



■ Excellent = 4, Good = 3, Fair = 2, Poor = 1