



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, July 4, 2012 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of June 13, 2012
4. Delegations
5. Chair's Report
6. Directors' Report
7. Youth Member Report
8. Correspondence
9. Unfinished Business
10. New Business
11. Staff Reports
 - a) Staff News
 - b) Staff Report – 2013 Budget Process and Review
12. Public Question Period
13. Round Table
14. Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90(1): (e) *Acquisition, disposition or expropriation of land or improvements*
15. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, June 13, 2012
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), W. Milne (Sooke Director), B. Berger, P. Grove
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald,
Recording Secretary
Absent: M. Hicks (JDF Director), D. Bishop (Vice-Chair), C. Richardson
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:

4. Delegations:
 - b) Darren Fogarty, Sooke & District Minor Hockey – Equipment Storage Request
(moved from Correspondence, Item 8 a))
8. Correspondence:
 - b) Jill Foweraker – Shower Grab Bars
9. Unfinished Business:
 - b) Bus Replacement
 - c) Fitness Equipment
14. Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90(1): (e) *Acquisition, disposition or expropriation of land or improvements*

And the following item removed from the Agenda:

4. Delegations:
 - a) Rich D'Appolonia, Dapps Hockey Challenge – Ice Allocation Request

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

3. APPROVAL OF THE MINUTES OF May 2, 2012

MOVED by Commissioner Berger, **SECONDED** by Director Milne that the minutes of May 2, 2012 be approved. **CARRIED**

4. DELEGATIONS

b) Darren Fogarty, Sooke & District Minor Hockey – Equipment Storage Request

Darren Fogarty, Sooke & District Minor Hockey's Equipment Manager, provided an overview of issues related to the Association's current under bleacher storage space including difficulties accessing stored items and lifting heavy items due to the low ceiling height, space limitations and concerns with sprinkler head clearance requirements. The Association is proposing to install a 10' x 20' "sea container" outside the south side of the arena. The Association has pledged to maintain the container, ensure its appearance meets with CRD and SEAPARC standards and assume liability for the structure. The use of this new storage container would free up the under bleacher area for other uses.

5. CHAIR'S REPORT

The Chair will not be able to attend the July meeting.

The Chair proposed that staff investigate the feasibility of videotaping SEAPARC meetings.

MOVED by Director Milne, **SECONDED** by Commissioner Perkins, that staff research the feasibility of staff videotaping SEAPARC meetings. **CARRIED.**

6. DIRECTOR'S REPORT

Director Milne met recently with members of the Coho Swim Club at their season wrap-up event. He was pleased to learn more about the club and the competitions they attend.

7. YOUTH MEMBER REPORT

8. CORRESPONDENCE

b) Jill Foweraker – Shower Grab Bars

Ms. Foweraker's request for installation of grab bars in the Women's Change Room was reviewed. The SEAPARC Manager reported that shower grab bars will be installed in all three change rooms during pool shutdown.

The correspondence is received and filed.

9. UNFINISHED BUSINESS

a) Computer Replacement

The Commission reviewed background information provided by David Hennigan, Senior Manager – Information Technology, on the CRD's computer replacement policies.

b) Bus Replacement

The SEAPARC Manager and Program Services Manager provided an update on the acquisition of a replacement bus. While a rental bus will be used this summer, staff are still pursuing the purchase of a late model 24 passenger bus. Ownership of a 24 passenger bus (versus 2 passenger vans) would be ideal given that only one staff member with a Class 4 licence would be required and booster seats are not necessary. Director Milne inquired whether the new bus would be available for community use. The SEAPARC Manager reported that staff are endeavouring to obtain the insurance coverage necessary to permit use of the bus for community events.

c) Exercise Equipment

Further to a suggestion made by Commissioner Grove at the May meeting, the Chair suggested that staff research the feasibility of purchasing fitness equipment (3-4 machines such as stationery bikes or elliptical trainers) for placement in the lobby area.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove, that staff research the costs of purchasing/leasing fitness equipment. **CARRIED.**

10. NEW BUSINESS

Sooke & District Minor Hockey's request to place a "sea container" storage unit at the south end of the arena was considered. In response to Commission query, the SEAPARC Manager noted he had no objection to the container installation as long as the Association was responsible for liability and maintenance.

MOVED by Director Milne, **SECONDED** by Commissioner Grove, that the Sooke & District Minor Hockey Association be permitted to place a "sea container" outside the south end of the arena for their use as a storage facility. **CARRIED.**

11. STAFF REPORTS

a) Staff News

Facilities

Pool Shutdown

The SEAPARC Manager provided an overview of maintenance projects to be undertaken during pool shutdown (June 18 – July 1) as follows:

- Multi-Purpose Rooms: paint walls, sand and refinish floor
- Pool Basement: service all pumps and install new acid lines to all 3 pools
- Change Rooms: install grab Bars, paint and caulk showers
- Leisure Pool and Deck: warranty tile work: Perma Construction
- Lap Pool: main drain tile repair
- Hot Tub: repair of jets
- Sauna: wall and bench maintenance
- Air Handling: duct cleaning – Avis Power Vacuum
- Parking Lot- line painting - Scho's Line Painting

Grab Bar Installation

Staff have received a quotation to install grab bars in all three change rooms and the individual stalls in the family change room. The price is \$2,197.58. It is recommended that \$2,200 be allocated from the Pool Capital Reserve fund to install grab bars in all three change rooms. Work to be completed during the annual shutdown.

Administration

BCRPA Conference

The Commission Chair and six staff members attended the BCRPA Conference held in Victoria last month. The SEAPARC Manager provided some background on the plenary session offered by Brian Johnston, Professional Environmental Recreation Consultants (PERC) principal, on the

National Recreation Agenda project. Mr. Johnston noted that the private sector is demand driven while the public sector is needs driven. The SEAPARC Manager pointed to the difficulties that can arise in decision making without a recreation master plan for Sooke and area. Commission comment noted that now is the time to bring together all recreation and sports stakeholders to begin the process of developing a recreational master plan for Sooke and the Electoral Area. The Commission asked that staff provide feedback on how best to facilitate this process.

b) Staff Report - Ice Allocation Meeting

The SEAPARC Manager spoke to the report advising that the Ice Allocation meeting was held on June 6, 2012. The SEAPARC Manager spoke to prime time requests and presented a generic weekly schedule, highlighting special event and tournament dates. Journey Middle School has requested an additional 2.5 hours of ice per week. The Wednesday morning traditional ice slot for an "Everyone Welcome" skate was adjusted to accommodate Journey's request.

A request from a hockey school to run a program from August 20-24 has not been accommodated at this time due to limited demand for ice by other users during this week. The period of August 26-31 has been offered in its place. The Manager explained that putting the ice in one week earlier would result in an additional \$2,000-\$3,000 in staffing costs.

The SEAPARC Manager advised that the 2011/12 prime rate was \$200 and that a 2.5% increase in rates would result in a prime rental rate of \$205. The greater Victoria average prime rate is \$210.72 per hour.

As per the Commission's decision of April 4, 2012, two hours of complimentary ice time per week will be made available to Leo and Pilar Maekawa for training purposes if, and when, ice time is available.

MOVED by Director Milne, **SECONDED** by Commissioner Grove that the Commission approve the Ice Allocation meeting recommendations, those being:

- the presented generic weekly schedule.
- the allocation of the presented times for the Sooke Minor Hockey for the November "Female Ice Breaker" tournament.
- the allocation of the presented times for the Pacific Cup tournament.
- the allocation of the presented evening game times to Sooke Minor Hockey.
- the prime rate as of September 1, 2012 season be set at \$205 per hour (2.5% increase).

CARRIED.

c) Staff Report – Proposed Fees and Charges 2012/13

The Program Services Manager provided an analysis and recommendations regarding proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2012. The primary consideration in the review of recreation fees and charges is to find a balance between fiscal accountability, access to recreation services, and the marketplace.

The last adjustment to SEAPARC fees and charges was made in July 1, 2010, with the implementation of the HST. Staff propose a \$0.22 increase (4.3%) to the adult admission fee. All other admission fees will be adjusted based on the approved fee structure. Staff propose the removal of the Adult Fitness fee drop-in category and all adult drop-in admissions will now fall under one drop-in admission rate.

SEAPARC passes and membership options have been reviewed with the intent to realign the number of options offered. Staff propose elimination of the 25 visit pass and 3-month membership pass.

SEAPARC age categories have been reviewed to ensure consistency in the delivery of services and to ensure access for all. Staff recommend creating a post-secondary student rate for adult students 19-25 years of age and changing the Preschool age category from 0-5 years to 0-4 years.

As well, staff recommend replacing the Non-Profit pool lane rental rate with a Youth Rate and an Adult Rate category.

MOVED by Director Milne, **SECONDED** by Commissioner Berger, that the Commission approve the rates reflected in CRD Bylaw No. 3714, Schedule C, SEAPARC Fees and Charges effective September 1, 2012. **CARRIED.**

12. PUBLIC QUESTION PERIOD

13. ROUNDTABLE

14. 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): (e) *Acquisition, disposition or expropriation of land or improvements.*

The in camera meeting commenced at 7:57 p.m. and adjourned at 8:15 p.m.

The meeting adjourned 8:16 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF JULY 4, 2012**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAMS

Staffing

SEAPARC welcomes returning employees as summer camp staff: Bradon Senft, Morgan Gubersky, Jessica Smyth, Carlee Kubisheski, Conor Elmes, Ty Milligan, Teresa Hilderley, Liane Brooks, Jamie Constable, Desirae Meija, and Emily Percival-Paterson. Matthew Morrison, SEAPARC's newest employee, was hired to work as a One on One Support Worker.

Aquatics

Aquatic programs for the winter spring season ended with 618 participants in Red Cross Swim Lessons, 192 grade 2 student participants in the Red Cross School Swim Program and 113 participants in the SEAPARC Sharks after school program.

We also wrapped up our Adapted Swim Lesson Program with School District 62. We had 9 students participate in lessons once a week for 9 months during the school year.

We have recently trained eight (8) new swim instructors through the Water Safety Instructor Course offered at SEAPARC. As part of this training, we offered four free swim lessons to the families of Sooke. 169 participants of various ages and abilities signed up for these lessons that will be running the week of July 3-6.

Recreation

The Lacrosse Development program wrapped up its final week with a fun tournament on Sunday, June 24th with 24 participants. Overall the program was quite successful, and feedback from parents and participants has been generally very positive. We plan to run the program again next spring. Thanks to the Rotary Club of Sooke and Patrick Fallon who helped us get this program up and running.

Our summer camp staff organized and led a Student Fun Day at both Poirier and Saseenos Elementary. This was a great opportunity for staff to gain more experience leading activities with large groups of children. It also helped to get kids excited about summer camps and to promote our programs. We received very positive feedback from both schools, and we were able to send kids home with pamphlets promoting our summer camps.

The annual Sooke Skate Jam originally planned for Saturday, June 23rd was cancelled due to poor weather. The event has been postponed to Saturday, July 14th. This year Regular Underground Skate Shop is the key event sponsor. The Rotary Club of Sooke made a financial contribution as well.

Summer staff participated in training June 25-30, which included a variety of components such as learning the principles of healthy child development, as well as 'physical literacy' fundamental movement skills. The fundamental skills training provides staff the knowledge to teach and improve children's ability to participate in a variety of physical activities and promote active living. Staff also participated in the annual inter-municipal training day, which focused on guiding children's behaviors, the *Eat Well, Get Moving* school program initiative, and integrating children with various disabilities into our programs. The training week was delivered by Recreation Assistant/Summer Camp Supervisor Darcy Smith. Staff are now well prepared and ready to lead a successful summer of camps.

ADMINISTRATION

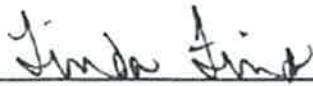
Customer Suggestions

Customer suggestions are regularly reviewed by senior staff at their bi-weekly staff meetings. These suggestions will now be included in the monthly Staff News (names and contact info will be deleted for confidentiality). The following suggestions were received in June:

- "My family and I are extremely pleased with the cleanliness of the pools. Compared to other pools, your pool is always so clean and fresh. Kids love it here. Sauna needs some reno's however."
- "I have asked for 3 years in a row about a room with workout equipment and have been told not yet, maybe next year! What a shame! I am a senior wanting to move out her from Victoria and it is only the gym that holds me back."
- "I would very much like to discuss how this community can obtain a gym at this location. There is no gym that is in Sooke that set up well."

Telephone Suggestion:

- The facility user expressed concerns regarding the fact that we do not have a designated fitness facility – including a weight gym and fitness studio. She filled out a survey a couple years ago when there was talk of SEAPARC expanding. She was new to the community then and was encouraged to think that SEAPARC was headed in that direction, however nothing has happened since then. She strongly believes that SEAPARC needs to build a fitness facility for many reasons – the demographics are changing; it will help improve people’s overall health and wellness and ability to access affordable fitness; the current space is not adequate, it’s not properly ventilated, and there is poor temperature control which creates some health and safety concerns; the way the equipment is stored can also be potentially hazardous. She was trying to drive into Langford to go to classes but that just is not feasible to do on a regular basis.



Linda Finch
Program Services Manager



Larry Hutchings,
SEAPARC

STAFF REPORTS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, JULY 4, 2012**

SUBJECT: 2013 Budget Process and Review

PURPOSE/ISSUE: Information and Commission Feedback

BACKGROUND:

Staff have been advised that budgets are to be prepared for a fixed three year cycle. Growth in requisition levels should be capped at 2% for 2013. Any expansion in service levels recommended by the Commission must be approved by the Board.

The Capital Budget submission deadline is September 4, 2012

The Operating Budget submission deadline is September 12, 2012

The 5 Year Capital Plan forecast and list of Supplementary Items proposed by staff are attached. Also attached is our current Reserve Fund Summary.

Staff would like a general discussion and feedback from the Commission.

ALTERNATIVES: n/a

IMPLICATIONS:

Items as agreed will be included in the 2013/2014/2015 Provisional Budget.

CONCLUSION:

Whereas the Commission does not normally meet in August, feedback from the Commission would assist in presenting an accurate proposed Supplementary Budget.

RECOMMENDATION:

That the Commission provide input into consideration for funding supplementary items for the 2013/2014/2015 Budget.

Larry Hutchings,
SEAPARC

CAPITAL REGIONAL DISTRICT - SCHEDULE G

CAPITAL BUDGET FORM 2013 & Forecast 2013 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	3,900	E	3,900				
2013	E	Bus	65,000	E	50,000				
				C	15,000				
2013	B	Energy Efficient Lighting Improvements	13,000	R	13,000				
2013	L	SEAPARC Infrastructure Enhancements	300,000	S	300,000				
2013	E	Condensing tower	47,500	E	47,500				
2014	E	Computer Replacement	3,900	E	3,900				
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				
2014	E	Computer Replacements	3,900	E	3,900				
2015	E	Computer Replacement	3,900	E	3,900				
2015	E	Safety Relief Valves	5,000	E	5,000				
2016	B	Arena Roof	1,100,000	D	1,100,000				
2016	E	Building HVAC - motors/fans/pumps	5,000	E	5,000				
2016	E	Computer Replacement (2)	3,900	E	3,900				
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	E	Electrical Distribution	50,000	R	50,000				
TOTAL			1,766,900		1,766,900				

Type Codes (2)*		Funding Source Codes (4)**	
L	= Land	D	= Debuture 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

2013 Supplementary Items

401 – Facilities and Recreation

- Roof Repairs - annual maintenance \$7,000
- replace gutter hangers
- Concept Plans & Costing \$8,000 to \$10,000
Update conceptual plans for expansion of
SEAPARC Leisure Complex
- Chair Replacement \$2,500
- Auxiliary Salaries (Maintenance Staff) \$10,000

403 – Swimming Pool

- Water Fountain – Aquatic Centre \$2,500
- Auxiliary Salaries (Aquatic Staff) \$10,000

Reserve Fund Summary – July 4, 2012

Current 2012 Balances:

401 – SEAPARC Facilities and Recreation

Capital Reserve Fund	\$348,650
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Equipment Replacement Fund	\$145,000
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403 – SEAPARC Swimming Pool

Capital Reserve Fund	\$ 54,900
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Equipment Replacement Fund	\$ 40,000
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Reserve Fund	\$ 25,000
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