



Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

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AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, Boardroom – SEAPARC Leisure Complex
Wednesday, October 3, 2012 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of July 4, 2012
4. Delegations:
 - a. Loretta Rose Deutscher – Grab Bars
5. Chair's Report
6. Directors' Report
7. Correspondence
8. Unfinished Business
 - a. Fitness Equipment
9. New Business
10. Staff Reports
 - a. Staff News
 - b. Arena Plant Rehabilitation & Grant Application
 - c. 2013 Budget Considerations (presentation)
 - Capital Plan
 - Supplementary Items
11. Public Question Period
12. Round Table
13. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, July 4, 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: D. Bishop (Vice-Chair), B. Berger, P. Grove, M. Hicks (JDF Director),
W. Milne (Sooke Director)
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald,
Recording Secretary
Absent: J. Perkins (Chair), C. Richardson
Public: 1
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

The following addition was made to the Agenda:

- 10. New Business
 - a) Monthly Meetings

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

3. APPROVAL OF THE MINUTES OF June 13, 2012

MOVED by Director Milne, **SECONDED** by Commissioner Berger that the minutes of June 13, 2012 be approved. **CARRIED**

4. DELEGATION

5. CHAIR'S REPORT

6. DIRECTOR'S REPORT

7. YOUTH MEMBER REPORT

8. CORRESPONDENCE

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- a) Monthly Meetings

Director Hicks queried whether the holding of monthly SEAPARC meetings is required. The SEAPARC Manager responded that while monthly meetings are not mandated, staff do require direction from the Commission on a regular basis. The SEAPARC Manager also noted that August and December meetings are normally cancelled.

MOVED by Director Milne, **SECONDED** by Director Hicks, that it be clarified that the Chair, at his or her discretion, has the right to cancel SEAPARC meetings if and when they feel there is insufficient business to warrant a meeting.

CARRIED.

11. STAFF REPORTS

a) Staff News

Summer camps are underway. Our camp leaders and assistant leaders are all returning SEAPARC employees with the exception of Matthew Morrison, our new one-on-one support worker.

A 24 passenger bus has been rented for July and August to provide transportation for our summer camps

The Skate Jam has been postponed to July 14 due to inclement weather on June 23.

The lacrosse program ended with a wind-up fun day/tourney on the June 24. The eight week program proved very popular with approximately 50 registrants.

b) Staff Report

The SEAPARC Manager reviewed the 2013 budget process. He noted that CRD budgets are now 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 and the Operating Budget submission deadline is September 12, 2012.

The SEAPARC Manager reviewed the 5 year Capital Plan forecast.

Items of note include:

Computer Replacement - \$3,900 per year (2013/2014/2015)

The amounts shown for computer replacement in 2013, 2014 and 2015 will be adjusted once a final determination is made on the number of computers requiring replacement.

Energy Efficient Lighting Improvements - \$7,000 (2013)

Depending on the outcome of the BC Hydro Energy Audit, this item may or may not be required. BC Hydro may provide half or full funding of this project depending on their findings.

Condensing Tower - \$47,500 (2013)

The existing condensing tower is now 37 years old. A new "bundle" was installed 17 years ago. Staff recommend replacing the full unit.

SEAPARC Infrastructure Enhancements - \$300,000 (2013)

This lump sum Short Term Loan item has been included in Capital Plan each year since 2010/11 in anticipation of the possible purchase of adjacent property. Upon Commission inquiry, the Manager reported that a referendum would be required if a loan was to be pursued. The SEAPARC Manager noted that the last installment on the existing pool construction debt will be paid off in 2015.

The SEAPARC Manager reviewed a list of Supplementary Items proposed for 2013. Proposed items include the following:

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
- 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

Discussion focused on the following items:

Concept Plans & Costing: The expenses involved in updating the existing concept plans and costing of a future gym facility expansion were considered. The SEAPARC Manager explained that updates would be required if an infrastructure grant were to become available. The Manager noted that changes made during the building upgrade project of 2010/11 need to be reflected in plans/costing and that he would like to review the existing plans with the architect and the CRD Engineering staff.

Auxiliary Salaries: The SEAPARC Manager reported that a shortage of qualified auxiliary maintenance staff has led to higher than expected overtime costs in order to cover sick and annual leave time.

MOVED by Director Milne, **SECONDED** by Director Hicks, that the 2013 Supplementary Budget Items be received. **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 7:21 p.m. and adjourned at 8:11 p.m.

The meeting adjourned 8:12 p.m.

Derek Bishop, Vice-Chair

Lynn MacDonald, Recorder

**DELEGATIONS/REQUESTS
TO ADDRESS THE COMMISSION**

Loretta Rose Deutscher
Box 35, 16967 Parkinson Road
Port Renfrew, B.C. V0S 1K0

SEAPARC
RECEIVED

SEP 6 2012

September 6, 2012

SEAPARC Commissioners
2168 Phillips Rd.
Box 421
Sooke, B.C. V9Z 1H4

Dear Commissioners:

Commissioners, thank you for the opportunity to speak at this meeting.

I am grateful that there is a pool in the Sooke area, as it provides me a place to improve mobility through exercises that I do in the water.

I want to express my appreciation to the SEAPARC Commissioners for approving the suggestion to put grab bars in the family area showers. The addition of these grab bars make the shower areas safer to use for people (especially those with mobility issues). They are a welcomed addition to the family change rooms.

Thank you, so very much!

Respectfully,


Loretta Rose Deutscher

UNFINISHED BUSINESS

RBK 825

Recumbent Bike

EXPERIENCE SERIES™
820 Line

The RBK 825 recumbent bike features a step-through design to appeal to a wide range of exercisers of all ages. The simple seat adjustment allows the user to change the position of the seat with one hand, either on or off the bike. A ventilated air flex seat provides exceptional comfort.

PRODUCT HIGHLIGHTS

- 1 Console**
The streamlined console of the P20 console provides all the essential features with a premium feel and better value entertainment options, ensuring users a rewarding workout that complements active lifestyles.
- 2 Step-through Design**
Designed for easy mounting by the rider, the recumbent has a step-through design (14 in / 36 cm wide) with a low step-over height (4 in / 10 cm).
- 3 Ultra Comfortable Recumbent Seat Back**
Custom-designed air flex seat, featuring a ventilated panel and unique suspension system for a cool, cushioned ride.
- 4 Seat Adjustment**
The simple seat adjustment allows the user to change the position of the seat with one hand, either on or off the bike.
- 5 Ease of Maintenance**
The easy to remove shroud ensures easy access to the belt-drive system for maintenance and servicing without removing the pedals or crank.
- 6 Dual-sided Pedals**
The dual-sided pedals allow the user to use the pedals with or without the integrated straps. The extra wide pedals comfortably accommodate feet of all sizes to ensure proper pedaling form.

PRODUCT SPECIFICATIONS

Dimensions (L x W x H): 67 x 23 x 50 inches / 170 x 58 x 127 centimeters
Product Height with PVS: 63 in / 163 cm
Weight: 210 lbs / 95 kg
Power: Self-powered

Total Workouts: 8
Resistance Levels: 25
Minimum Watts: 18 (level 1 at 20 RPM)
Maximum Watts: 750 (level 25 at 150 RPM)
Language Selection: English, French, German, Spanish

Entertainment: Optional - 15" Personal Viewing System (PVS)
Optional - Wireless entertainment cap

Accessories: Accessories holder
Reading rack
Optional - Cable management

Warranty: Frame - 7 years
Parts (Mechanical & Electronic) - 2 years
Wear Items - 1 year
Labor - 1 year



Optional wireless entertainment cap

P20 Console



P20 Console with optional 15" Personal Viewing System

UBK 825

Upright Bikes

EXPERIENCE SERIES™
820 Line



The self-powered UBK 825 upright bike features custom-designed handlebars with integrated touch heart rate for maximum comfort and efficient workout experience. One-handed seat adjustment on or off the bike, redesigned saddle for riding comfort, and improved knee over pedal spindle (KOPS) geometry for efficient pedaling mean a smooth, comfortable workout.

PRODUCT HIGHLIGHTS

- 1 Console**
The streamlined console of the P20 console provides all the essential features with a premium feel and better value entertainment options, ensuring users a rewarding workout that complements active lifestyles.
- 2 Over-molded Handlebars**
Over-molded style adds comfort and durability while offering dual heart rate contacts and three ergonomic riding positions: upright, cruising and road.
- 3 Seat Adjustment and Improved Saddle Design**
The simple seat adjustment allows the user to change the position of the seat with one hand, either on or off the bike.
- 4 Dual-sided Pedals**
The dual-sided pedals allow the user to use the pedals with or without the integrated straps. The extra wide pedals comfortably accommodate feet of all sizes to ensure proper pedaling form.
- 5 Ease of Maintenance**
The easy to remove shroud ensures easy access to the belt-drive system for maintenance and servicing without removing the pedals or crank.



Optional wireless entertainment cap

P20 Console

P20 Console with optional 15" Personal Viewing System

PRODUCT SPECIFICATIONS

Dimensions (L x W x H): 48 x 21 x 63 inches / 122 x 53 x 157 centimeters
Product Height with PVS: 72 in / 183 cm
Weight: 160 lbs / 73 kg
Power: Self-powered

Total Workouts: 8
Resistance Levels: 25
Minimum Watts: 18 (level 1 at 20 RPM)
Maximum Watts: 750 (level 25 at 150 RPM)
Language Selection: English, French, German, Spanish

Entertainment: Optional - 15" Personal Viewing System (PVS)
Optional - Wireless entertainment cap

Accessories: Accessories holder
Reading rack
Optional - Cable management

Warranty: Frame - 7 years
Parts (Mechanical & Electronic) - 2 years
Wear Items - 1 year
Labor - 1 year

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STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF OCTOBER 3, 2012**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAMS

Aquatics

Admission attendance and program registration increased compared to summer 2011. Lessons were well-attended. Customer feedback was positive and parents were happy with the quality of instructors at SEAPARC.

There were minimal first aid incidents this summer due to proactive pool deck staff. Our well-trained lifeguards educate the public and therefore there have been less injuries and incidents on the pool deck.

We cancelled the summer evening Aqua Fit classes due to low attendance. We have added these classes back for fall and the numbers are on the rise.

Fall programs are off to a good start. Lesson numbers are higher than previous years and parents are registering their children for multiple lesson sets.

Based on attendance and feedback, SEAPARC fall pool hours have been changed. We are now closed earlier on weekdays (9:00pm instead of 9:30pm) and are now open earlier on Sunday mornings (9:00am instead of 11:00am). We will continue to monitor attendance numbers and feedback from the public and make adjustments as necessary.

Community Recreation

Summer Camps were a great success this year. The summer included a variety of fun field trips in the Sooke and greater Victoria area. We made good use of the rental bus, which allowed both the younger and older camps to go on field trips at the same time. The camp's success is due in large part to the strong staff team we had this year. They kept kids safe and provided quality programming all summer. We would like to make special note of the Preschool Camp's success, which had 120 children in total participate.

Staffing

Tara Seeburger was hired as our new Assistant Preschool Instructor. Tara brings with her many years of experience working in licensed and group settings. We also hired three new Skate Instructors—Logan Senft, Danica Fruttarol and Patricia Lundquist—all with various experiences that complement our skate staff team.

Special Events

SEAPARC partnered with T'Sou-ke Nation for its third annual Ista Ya Conenet (Let's Go Run) event on Saturday, August 25. The Stan Jones Ball Field was the 3rd stage in the 5-team race. Our staff set up a series of games and challenges for the teams to complete.

This summer SEAPARC hosted a number of special themed swims with great feedback about the "Wipeout" swim event. The kids, parents, and staff loved it!

FACILITIES

Sooke Minor Hockey (SMH) Achievement Banners

Currently Sooke Minor Hockey has 54 achievement banners hanging on the north wall of the Arena (closest to the Lobby). Up until a few years ago it was "common" practice for two SEAPARC Maintenance staff members to spend a half shift each (8 hours total) taking down the banners in advance of the Sooke Fine Arts show at the request of the Sooke Fine Arts Society. Every September these banners were rehung with any newly acquired banners added in. This would take two staff members a full shift each to do (16 hours).

In 2009, the Occupational Health and Safety regulation regarding fall protection was changed to lower the height limit to which an employee can work without protection. The following is an excerpt from the current regulation:

11.2 Obligation to use fall protection

(1) ... an employer must ensure that a fall protection system is used when work is being done at a place

(a) from which a fall of 3 m (10 ft) or more may occur

CRD Risk Management has instructed that no Staff or Volunteers are to install/remove the banners without proper fall protection in place. Due to the wall location a scissor lift cannot be used.

No Stopping Zone

Staff have received many comments about vehicles stopping in what was perceived as a 'drop-off zone' adjacent to the front entrance. Vehicles stopping in this area block the pedestrian crosswalk, sight lines to the crosswalk and the accessibility ramp. Lettering for two 'No Stopping' signs were painted on the pavement in June. An information campaign has been undertaken by staff to highlight this safety concern with patrons. Correspondence has been sent to the large user groups and SEAPARC staff are consistently speaking to drivers who disregard the signage.



Linda Finch
Program Services Manager



Larry Hutchings,
SEAPARC

STAFF REPORTS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, SEPTEMBER 5, 2012**

SUBJECT: Arena Plant Rehabilitation & Grant Application

PURPOSE/ISSUE: Information and Recommendation

HISTORY/BACKGROUND:

In July the Government of Canada announced a new Community Infrastructure Improvement Fund (CIIF) that will invest \$150 million to rehabilitate and improve existing community infrastructure across Canada.

Grant details:

- Applicants seeking less than \$250,000 in CIIF funding will receive priority.
- Total federal funding for a project will not exceed 50% of total eligible project costs.
- Eligible projects will also leverage at least 50% of total eligible project costs from other sources than the federal government and complete all work prior to March 31, 2014.
- The construction of new infrastructure and the significant expansion of existing infrastructure are not eligible under CIIF.
- The first intake for applications was August 2, 2012. The second intake for CIIF applications will close on November 19, 2012.

SEAPARC and CRD staff submitted a grant application in August to partially fund replacement of three components of the arena refrigeration equipment:

1. Evaporative Condenser
2. Compressor
3. Desiccant Dehumidifier

PROJECT COST

COST CATEGORY	ESTIMATE
Supply & Install - Evaporative Condenser	\$ 47,500
Supply & Install - Compressor	\$ 23,500
Supply & Install - Desiccant Dehumidifier	\$ 57,000
Contingency (15% of equipment supply/install)	\$ 19,200
Professional Fees	\$ 10,000
Communication Costs	\$ 1,000
Tendering Process Costs	\$ 3,000
PROJECT TOTAL	\$161,200

ALTERNATIVES:

Refrigeration equipment is scheduled to be replaced and items are to be included in the 5 Year Capital Plan to be submitted this September as follows:

- 2013 - Condensing Tower replacement
- 2014 - Arena Compressor replacement
- 2015 - Desiccant Dehumidifier replacement

FINANCIAL IMPLICATIONS:

If the CIIF grant application is successful, the project will funded as follows:

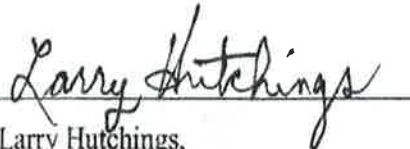
- Applicant Organization: \$80,600
- Western Economic Diversification \$80,600

SUMMARY/CONCLUSIONS:

SEAPARC's refrigeration equipment is scheduled for replacement over the next 2-3 years. Funding from the CIIF fund would facilitate a consolidated approach to equipment replacement.

RECOMMENDATION(S):

That the Commission supports a Community Infrastructure Fund Application to partially fund replacement of the existing arena evaporative condenser, compressor and desiccant dehumidifier.



Larry Hutchings,

SEAPARC

2013 Budget Considerations

(Presentation)

- Capital Plan Overview
 - Assets and Liabilities
- Supplementary Budget
 - 2013 – Supplementary Items
 - 2014 - Contributions to Reserves
 - 2015 - Contributions to Reserves

CAPITAL REGIONAL DISTRICT - SCHEDULE G

****Under Review****

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	5,200	E	5,200				
2013	E	Bus	65,000	E	65,000				
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	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				
2015				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				
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			1,823,300		1,823,300				

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

