

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, October 3, 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: Jim Perkins (Chair), B. Berger, D. Bishop, 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: 0
Public: 3
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:30 pm.

2. ADOPTION OF AGENDA

The following addition was made to the Agenda:

- 9. New Business
 - a) Sooke Minor Hockey Tournament

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

3. APPROVAL OF THE MINUTES OF July 4, 2012

MOVED by Commissioner Berger, **SECONDED** by Director Milne that the minutes of July 3, 2012 be approved. **CARRIED**

4. DELEGATION

Loretta Deutscher thanked the Commission for the recent installation of grab bars in the pool's Family Change Room. Ms. Deutscher noted how the grab bars have made visits to the pool much easier for herself and other users.

In her role as a Jd FEA Parks and Recreation Commissioner, Ms. Deutscher welcomed SEAPARC Commissioners to visit Jd FEA parks. Road improvements to Highway 14 will make many Jd FEA Parks more accessible.

The Commission thanked Ms. Deutscher for her initial request and subsequent feedback on the grab bars.

5. CHAIR'S REPORT

MOVED by the Chairman Perkins, **SECONDED** by Director Hicks that staff be directed to spend up to \$250 on the purchase of a video camera to be used to tape SEAPARC meetings.

Discussion points included the usefulness of the recordings, access to the recordings, and staff time involved. The Chair noted the films would be archived for future reference. Decisions on public access (ie. possible streaming of the video online) could be made at a future date.

CARRIED

6. DIRECTOR'S REPORT

7. CORRESPONDENCE

8. UNFINISHED BUSINESS

a) Fitness Equipment

The Chair outlined a quote regarding the cost of purchasing four stationary exercise bikes (recumbent and upright styles). Discussion points included concerns regarding:

- Expense involved
- Location of equipment
- Adequate supervision
- Possibility of vandalism
- Purchase v. rental

MOVED by Director Milne, **SECONDED** by Director Hicks that staff lease/rent one recumbent cycle and one upright cycle for installation in the facility on a trial basis with a review by the Commission after a two month period.

CARRIED

9. NEW BUSINESS

a) Sooke Minor Hockey Tournament

Commissioner Berger outlined concerns the Female Fall Face Off tournament organizer has regarding apparent ice rental increases of 30% and decreased ice time availability. Commissioner Berger will direct the tournament organizer to contact the SEAPARC Manager for clarification on hours and pricing.

Director Hicks reported that Sooke Minor Hockey Association would like permission to hang a 3' x 3' box framed, signed Victoria Royals jersey in the facility.

MOVED by Director Hicks, **SECONDED** by Commissioner Berger, that SEAPARC entertain the request to hang a signed Royal jersey in the facility and that a suitable place be allocated for the item.

CARRIED

10. STAFF REPORTS

a) Staff News

The Recreation Program Manager reported on the record number of swimming lessons this summer. She noted the lower than expected registration in summer camps and after school care this fall. The Manager attributed the decrease in these registrations as due to the many alternatives offered by other agencies. Director Hicks pointed to the need for SEAPARC to remain flexible enough to change our offerings and offer what is in demand rather than compete with the private sector.

The SEAPARC Manager provided background information on the issues involved in the installation of new Sooke Minor Hockey (SMH) banners (ie. league banners) on the arena's north wall. WorkSafe BC regulations set ten feet as the maximum height to which an employee can work without a fall protection system. Due to the location of the wall in question (above a trench and headers under the flooring), scissor lifts cannot be used and scaffolding cannot be erected to reach to highest banners or to install a fall protection system when the ice is in. Historically, the Association banners have been removed each year at the request of the Sooke Fine Arts Society and rehung prior to the beginning of hockey season. Director Hicks understands that SMH has been charged for staff time involved in the hanging and rehanging the banners each year. According to the SEAPARC Manager this has not been the case. Director Hicks suggested the following steps be taken to resolve the issue:

- The current top row of SMH banners will remain in place during the ice season;
- New SMH banners will be added to the lower row only if the new banner location falls within current WorkSafe BC requirements, is easy accessible by a ladder and a fall protection system is not required;
- Under the current configuration, removal of banners can only be done when ice is out ;
- If non-SMH renters of the facility wish to remove the SMH banners or SMH advertising signage, the renter in question will be billed for the service;
- If SMH wishes to have banners removed, they will be responsible for the cost of the equipment and staffing necessary.

The SEAPARC Manager outlined the efforts to enforce a no-stopping zone by the main entrance to the building. The location of the crosswalk and wheelchair ramp make it vital vehicles do not block both the sidewalk itself and sightlines to the sidewalk. Notices have been sent out to both Journey and Edward Milne Hockey Academies as well as Sooke Minor Hockey Association.

Director Hicks noted that the facility's WiFi service has not been working consistently and that the CRD's Information Technology department should be contacted to improve SEAPARC's WiFi output.

b) Staff Report

Arena Plant Rehabilitation & Grant Application

The SEAPARC Manager provided background information on a recent Community Infrastructure Improvement Fund grant to provide up to \$250,000 to rehabilitate and improve existing community infrastructure across Canada (total funding will not exceed 50% of the total eligible project costs). SEAPARC and CRD staff submitted a grant application in August to partially fund replacement of three components of arena refrigeration equipment (evaporative condenser, compressor and desiccant dehumidifier). The application was supported by the District of Sooke and Jd FEA Director Hicks. The total project cost would be \$161,200. Applicants should be notified in November.

MOVED by Director Milne, **SECONDED** by Director Hicks to support the Community Infrastructure Improvement Fund grant application as submitted.

CARRIED

c) 2013 Budget Considerations

The SEAPARC Manager provided an overview of the 2013 Capital Plan as follows:

- Balances as of January, 2013:

<u>401 (Facilities & Recreation)</u>	
Capital Reserve	\$415,660
Equipment Replacement Fund	\$191,450
<u>403 (Swimming Pool)</u>	
Capital Reserve	\$ 75,210
Equipment Replacement Fund	\$ 47,450
- Reserve Account: \$25,000 to be used for planning & administration purposes
- Debt:

2013	\$361,960
2014 (\$ 62,980)	\$298,980
2015 (\$296,400)	\$ 65,560

Supplementary Items suggested:

2013

- 1.0 FTE – 6 months J14 Recreation Program Coordinator 2 (Aquatics) \$10,000
- Replace folding chairs \$ 2,500
- Replace gutter brackets \$10,000
- Aquatic water fountain \$ 2,500
- Update design for expansion \$ 5,500

TOTAL 2013 SUPPLEMENTARY ITEMS \$30,500

2014/2015

The SEAPARC Manager suggested keeping requisition amounts the same for 2014 and 2015 but putting the amounts that would have gone into paying off the pool debt into the Capital Reserve Fund. This would represent an addition of \$62,980 in 2014 and \$296,400 in 2015.

General discussion followed and it was felt that given the current economic situation, the overall increase for 2013 should be limited to 2%. It was agreed that an update to designs for expansion is unnecessary at this time given the lack of funding currently available for a gym facility. In order to keep increases to as close to 2% as possible, Reserve Funds should be used to fund supplementary items including folding chairs, gutter brackets and aquatic water fountain. Staff were directed to reduce the 2013 contribution to the Reserve Funds in order to maintain a maximum increase of 2% in the 2013 budget.

Director Hicks requested that if new folding chairs are to be purchased that SEAPARC consider donating their old chairs to the Juan de Fuca Electoral Area for use by the Port Renfrew Recreation Centre.

11. PUBLIC QUESTION PERIOD

12. ROUNDTABLE

13. ADJOURNMENT

The meeting adjourned 8:25 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder