



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, Boardroom – SEAPARC Leisure Complex
Wednesday, November 7, 2012 at 6:30 p.m.

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

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of October 3, 2012
4. Chair's Report
5. Directors' Report
6. Correspondence
 - a. Sooke Minor Hockey – Female Fall Face-Off
7. Unfinished Business
 - a. 2012 Female Fall Face-Off Tournament Fees
8. New Business
9. Staff Reports
 - a. Staff News
 - b. Division Plan
 - c. 2013 Budget
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, 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 rehung 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

CORRESPONDENCE

From: Sebastien Tremblay <volkz@hotmail.com>
Date: October 14, 2012, 10:13:28 PM PDT
To: Beverly Berger <kbkcberger@yahoo.com>

SEAPARC
RECEIVED
OCT 15 2012

Members of the Recreation commission,

Sooke Minor Hockey has been hosting a remembrance weekend tournament for 14 years bringing over 1000 visitors to our community each November. Most of the players and their family stay in Sooke for the 4 days of the tournament we have teams from the mainland and from the whole island participating this year.

Seaparc is charging us an exhorbitant of money for the ice on the stat (november 11th) I do understand they have to pay overtime for their staff on stats. We can not schedule this tournament on any other weekend, so i am really hoping that the rental rates on November 11th will be reduced to ensure the female tournament stays viable in the future years.

Seaparc is charging us \$3214 for 14 hours of ice on the stat (11th) and \$1499 for 13 hours on the Monday both from 6am

The blended (averaged on the whole day) hourly rate are:

November 11th is \$205 an hour.

On November 10th is \$120 an hour

On November 12th is \$103 an hour

We are paying around \$1500 extra because of the stat before taxes ... How many employees will be working on overtime?

I don't know if the recreation commission has any say in rates but it does seem excessive!

Thanks very much

Sebastien Tremblay
SMH Tournament coordinator

UNFINISHED BUSINESS

LABOUR RATES

FEMALE FALL FACE-OFF TOURNAMENT 2012

Sunday, November 11, 2012 6 am – 8 pm

Facility Maintenance Worker 3	
Total wage/benefits:	\$ 848.42
Facility Maintenance Worker 3	
Total wage/benefits:	\$ 458.47
Facility Maintenance Worker 1	
Total wage/benefits:	\$ 84.16
Facility Maintenance Worker 1	
Total wage/benefits:	\$ 312.38
TOTAL FACILITY MAINTENANCE 3 SALARY:	\$1,306.89
AUXILIARY STAFF, FACILITY MAINTENANCE 1 SALARY:	\$ 396.54
TOTAL LABOUR COSTS:	\$1,703.43

FEMALE FALL FACE-OFF TOURNAMENT

2011 AND 2012 RATES

2011

	<u>Hours</u>	<u>Rate</u>	<u>Charge</u>
Prime	9	\$ 200.00	\$ 1,800.00
Non-Prime	44	\$ 100.00	\$ 4,400.00
Non-Prime	3	\$ 170.00	\$ 510.00
Stat Extra Fee	13	\$ 55.80	\$ 725.44
HST (no GST charged on labour)			\$ 892.25
Total			\$ 8,327.69

2012

	<u>Hours</u>	<u>Rate</u>	<u>Charge</u>
Prime	6.5	\$ 205.00	\$ 1,332.50
Non-Prime	44	\$ 103.00	\$ 4,532.00
Stat Extra Fee	13	\$ 63.16	\$ 821.08
HST			\$ 802.27
Total			\$ 7,487.85

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

We completed the first set of Red Cross swim lessons for the fall. The numbers of children participating is increasing and feedback regarding the quality of the lessons has been positive.

Community Recreation

Due to a decline in registration, a decision has been made to cancel the licensed After School Care Program, effective December 21st. Other service providers in the community are offering before and after school care, which has made it apparent that SEAPARC no longer needs to provide this type of service. Staff will look at providing alternate programming opportunities for community youth during after school hours. We will continue to offer Pro D, winter and spring break day camps during the school year.

Arena

Sunday skate lessons are at full capacity. Tuesday lessons are steady, with some space available.

SEAPARC has adopted new skate lesson plans as part of an inter-municipal initiative to bring all recreation facilities' lessons in line with one another. The universal skate lessons will ensure consistency in the skills learned across the region. So far the program is proving to be a positive move for both staff and participants.

SPECIAL EVENTS

Aquatics

- Deep Freeze focused on educating the public on how to be safe if you fall into cold water.
- Wipeout is based on the competitive obstacle course television game show and is always a huge draw when we host it. We are running this event on Pro-D days as a way to boost both drop-in attendance and day camp registration.
- We are offering a new Late Night Teen Swim on the last Friday of every month during which we stay open later for a themed special event swim for teens only.
- Our annual Halloween Swim was held on Saturday Oct 27th with over 170 people coming to the pool. We received great feedback about the event from staff and patrons.

Arena/Community Recreation

- The Everyone Welcome Halloween Costume Skate on October 28th was a success with over 50 people attending. Staff organized games and prizes for the event.
- SEAPARC was involved in the Sooke Safe Halloween event again. This year the event took place at the Sooke Community Hall. Sooke Fire and Rescue staff and volunteers built a haunted house. SEAPARC helped decorate and provided staff for one of the haunted rooms in the house.

Exercise Bikes

SEAPARC Commission has requested that staff consider providing stationary exercise bikes at the facility for public use on a temporary basis. Staff are meeting to discuss all options and address any safety concerns. If a suitable location is available and all safety concerns have been met, the bikes would be available for public use in January.

ADMINISTRATION

Staffing

A full-time Facility Maintenance Worker 3 position is currently posted internally within the CRD. This position will replace an employee on long term disability leave.

BC Hydro Energy Audit

\$7,881 has been received from BC Hydro to conduct an energy study for SEAPARC and Panorama Recreation Centre. The cost summary for the project is as follows:

SEAPARC

- Project cost \$ 13,000
- BC Hydro fund \$ 3,625
- SEAPARC fund \$9,375

PANORAMA

- Project cost \$16,000
- BC Hydro fund 4,256
- Pan Rec fund \$11,744

BC Hydro will give SEAPARC and Panorama Recreation Centre another \$7881 (same amount between the two facilities) in total, "IF" the recommendations from the study are implemented.

Service Objectives Workshop

SEAPARC Staff met for a four hour workshop to review the SEAPARC Division Plan and discuss Community Recreation "Service Objectives". Seven staff reviewed and prioritized 8 service objectives that benefit the "Individual" and the five service objectives that have "Community" wide benefit.

Commissioners are invited to prioritize each of the service objectives on the attached form and return the completed forms to Lynn MacDonald at their convenience.

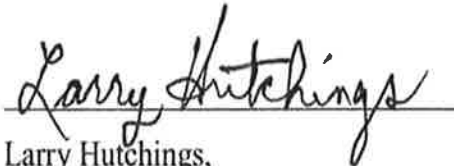
Staff would like to make a present, at the next Commission meeting, the notes, comments and results of the staff workshop. It will also be an opportunity to review priorities as considered by Commissioners.

WiFi

CRD IT was on-site to investigate continuing issues with connectivity for the public WiFi network. Some changes have been made to the configuration of the router to limit the timeframe for the router to dedicate access for each IP address it issues to users devices. Also, the number of allowable IP addresses has been increased. Nathan and Carson will continue to monitor the usage with the new settings over the coming weeks.



Linda Finch
Program Services Manager



Larry Hutchings,
SEAPARC

Service Objectives

Ranking	<p><u>COMMUNITY</u></p> <p>Please rank from 1 to 5 with 1 being the highest and 5 the lowest priority</p>
	Special events
	Support to local community groups
	Exposure to the arts
	Social functions
	Support for the family
Ranking	<p><u>INDIVIDUAL</u></p> <p>Please rank from 1 to 8 with 1 being the highest and 8 the lowest priority</p>
	Fitness (well being)
	Pre-school opportunities
	Basic skill development for school aged children
	Advanced skill development for school aged children
	Social opportunities for teens
	Basic skill development for adults
	Advanced skill development for adults
	Opportunities for seniors

Comments: _____
