

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, November 7, 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),
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: W. Milne (Sooke Director)
Public: 2
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:34 pm.

The Chair announced that the meeting was being audiotaped by the Recording Secretary and videotaped by a member of the public.

2. ADOPTION OF AGENDA

The following additions were made to the Agenda:

7. b) Sooke Minor Hockey Banners and Advertising Signage Policy
c) WiFi

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

3. APPROVAL OF THE MINUTES OF October 3, 2012

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

4. CHAIR'S REPORT

5. DIRECTOR'S REPORT

Director Hicks reported that the Concession's hot chocolate machine is currently out of order and no hot chocolate powder packets were in stock. Staff are reminded to ensure that hot chocolate powder packets are acquired as a backup.

Director Hicks observed that Panorama Recreation Centre's concession is closed during the week and contracted out on weekends. Director Hicks asked if this type of scenario is a feasible option for SEAPARC and requested that staff provide an analysis of the costs involved in operating the Concession.

6. CORRESPONDENCE

An email from the Sooke Minor Hockey Association's Fall Female Face-Off Tournament Coordinator regarding ice rental rates for November 11, 2012 was received.

7. UNFINISHED BUSINESS

a) 2012 Female Fall Face-Off Tournament Fees

The SEAPARC Manager reviewed the tournament booking including hours of ice time requested and turned back, labour costs for the Remembrance Day statutory holiday (Sunday, November 11, 2012) and a comparison of fees charged for both the 2011 and 2012 tournaments. He noted that a perceived increase in charges compared to 2011 was due to additional hours of ice initially being requested this year (later turned back). It was also noted that in the initial invoice, labour charges reflected triple time (versus double time). In the final invoice, no charges were applied for the statutory day off in lieu. As well, labour charges resulting from additional staff (i.e. 10 hours for the Facility Maintenance I worker), were not charged back to the association.

The Commission determined that the rates have been applied according to the SEAPARC Fees and Charges Policy. Commissioner Berger will convey the Commission's decision to Mr. Tremblay along with a copy of the documents reviewed.

a) Banners and Advertising Signage Policy

The SEAPARC Manager discussed the need for a policy regarding Sooke Minor Hockey Association's league banners and advertising signage. He noted that there are twenty, 4' x 6' spots designated behind the benches that Sooke Minor Hockey may sell for advertising purposes with the profits going to the Association. A policy would clarify, for facility users and staff, the processes involved in the sale of advertising spots, hanging of advertising and league banners, use of volunteers to install advertising signage and SEAPARC charges for installation/removal.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that staff draft a policy statement regarding Banners and Advertising Signage. **CARRIED**

b) WiFi

The SEAPARC Manager provided an update on WiFi service issues. The system has been adjusted by CRD Information Technology staff to permit more users at any given time. It appears that WiFi is working well in both the pool and arena lobbies but difficulty is still being experienced in accessing the service in the arena itself. Discussion points included:

- Need for first class WiFi system throughout the facility
- Possibility of featuring a "welcome screen" that would advertise our facility
- Increase bandwidth and improve service through SHAW Cable

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that staff contact SHAW Cable for possible solutions and pricing to ensure SEAPARC has a WiFi system that works consistently throughout the entire facility. **CARRIED**

9. NEW BUSINESS

10. STAFF REPORTS

a) Staff News

Aquatics/Recreation

The Program Services Manager reported increased registrations in both swimming and skating lessons and SEAPARC's involvement in Sooke's Safe Halloween held at the Sooke Community Hall.

It was reported that the After School Care program will be cancelled effective December 21, 2012. There are a number of pre and post school care providers in Sooke now. Staff will focus on offering other types of after school programming.

Exercise Bikes

The Program Services Manager reported that staff are researching the feasibility of installing stationary exercise bikes in a lobby area as requested by the Commission. Staff concerns were discussed including determining a suitable location, lack of supervision and security issues. It was suggested that "Aquatic Bikes" might be a solution to the issues given that they can be used on the pool deck or in the water and they are easy to move. The Chair suggested "spin bikes" might also be a option given their ability to be moved easily. Staff are directed to research the feasibility of spin bikes and aquatic bikes and report back to the Commission.

Staffing

The SEAPARC Manager reported that a regular, full-time Facility Maintenance 3 position has been posted to replace an employee on long term disability leave.

BC Hydro Energy Audit

The Manager outlined the BC Hydro Energy Audit currently underway. Cost summary for the project is as follows:

- Project Cost: \$13,000
- BC Hydro Funding: \$ 3,625
- SEAPARC Funding: \$ 9,375

If the study recommendations are implemented, BC Hydro will provide another \$3,625 in funding towards the energy study plus incentives to carry out further enhancements.

Service Objectives Workshop

The SEAPARC Manager reviewed a Services Objectives workshop held with Programming staff in October. A Service Objectives survey will be sent out to all Commissioners by the Recording Secretary. This feedback on the Commission's priorities will assist staff with future program planning.

b) Division Plan

The SEAPARC Manager outlined the 2013 Division Plan which describes SEAPARC's services and delivery strategies. Three "Division Initiatives" are set out for the next three years as follows:

- Energy Audit and Feasibility Study
- Initiate Capital Plan Projects
- Recreation Master Plan

c) 2013 Budget

The SEARPARC Manager reviewed the 2013 Budget summary document including forecasts for 2014 and 2015 factoring in a maximum 2% increase each year. He noted that the final Pool debt payment will be made in 2015. It was suggested by the Commission at their October, 2012 meeting, that the allocations from debt retirement will go into the Capital Reserve Fund account.

It was noted that in the three year forecast, some of the debt retirement is used to keep the core budget at a minimum 2% increase, thereby reducing contributions to the Capital Reserve Fund.

Discussion followed on what should be the priorities specifically for SEAPARC in the future. Suggestions included:

- Property acquisition
- Fitness facility
- Playing fields
- Lacrosse Box

The Chair reminded the Commission that \$25,000 has been placed into a Reserve Account for planning purposes which could be used toward development of a recreation plan for the Sooke region. There was a general consensus that all the region's players including SEAPARC, District of Sooke, JdFEA, Sooke Community Association, Sooke School District 62 and various volunteer sports organizations must work together if recreational facilities are to be developed in the future.

Commissioner Berger pointed out that District of Sooke will be holding several Strategic Planning sessions in the near future. The public are invited to attend and set out their priorities. She encouraged individual Commissioners to participate in this process.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the Commission support the Budget as presented **CARRIED**

11. PUBLIC QUESTION PERIOD

12. ROUNDTABLE

The holding of a December meeting will be at the call of the Chair.

13. ADJOURNMENT

The meeting adjourned 8:40 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder