

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, September 11, 2013
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, M. Hicks (JDF Director), P. Grove, W. Milne (Sooke Director)
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, N. Stewart, Administrative Services Coordinator, L. MacDonald, Recording Secretary
Absent: 0
Public: 2
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:31 pm.

2. ADOPTION OF AGENDA

The following additions were made to the Agenda:

3. a) Delegation – Thomas Munro re: Skate Park

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

CARRIED

3. APPROVAL OF THE MINUTES OF July 3, 2013

MOVED by Director Hicks, **SECONDED** by Director Berger that the minutes of June 5, 2013 be adopted with the following correction:

- July 3, 2013 Staff News, Page 3, 8 a), bullet #3, percentage symbols be deleted

CARRIED

a) DELEGATION

Thomas Munro re: Sooke Skate Park

Mr. Thomas Munro, a local youth social worker, spoke with regard to the current state of the Sooke Skate Park. Mr. Munro distributed an essay he'd written entitled "Less is not more" regarding the need for increased community support of skate parks. Mr. Munro noted that a skate park can be an intimidating place for both parents and boarders. He suggested that SEAPARC create a skate park supervisor position to provide the following services:

- offer programs, supervision, first aid, coach, mediation and mentorship to boarders
- provide professional advice to SEAPARC on maintenance (including daily sweeping) and repairs
- serve as a leader in the skate community

Mr. Munro suggested that in future, SEAPARC seek professional input in the operation of the Skate Park and offered his assistance to the Commission.

4. CHAIR'S REPORT

The Chair queried the status of the new light standard being installed at the Skate Park. The SEAPARC Manager noted that, due to costs involved, at this time only one standard/light (400 watt metal-halide lamp) is being installed. A second standard/light, if required, can be added at a future date. Delays in the installation of the light standard were attributed to ongoing dealings with BC Hydro and scheduling of an electrician.

The Chair recognized the upcoming retirement of the SEAPARC Manager after 22 years of service. A lifetime pass to SEAPARC was presented in gratitude for Mr. Hutching's contribution to the community of Sooke and the Juan de Fuca Electoral Area. Mr. Hutching's last day of work is September 30, 2013.

5. DIRECTOR'S REPORT

6. NEW BUSINESS

7. STAFF REPORTS

a) Staff News

Staffing

A new ECE Preschool Instructor, Kate Wall, has been hired to replace Audri Mosher who is on maternity leave.

Aquatics

This year's summer Aquatic program registrations increased compared to last summer with swim lesson registrations up from 193 in 2012 to 213 in 2013. SEAPARC Sharks Swim Club registration increased from 11 registrants last summer to 34 this year.

Recreation

SEAPARC had a great year of summer camps with registration at capacity most days. Thank you to our amazing summer camp staff who kept the kids safe and having fun all summer long.

Fitness Instructor David Ristau led a very popular outdoor 50+ fitness class for the first time this summer.

Administration

Travel Assistance Funding

A contribution of \$200 was made to assist Nin Dougall and Tyson Friesen with travel costs to participate in the Western Canadian Under 14 Softball Championships in Prince Albert, SK this August.

SEAPARC Bike Jump Park

The SEAPARC Bike Jump Park was refurbished in August. Surveyors remarked the perimeter of the property. Installation of boundary and caution signs is in progress. The refurbishing project cost totalled approximately \$8,600. A District of Sooke public meeting to discuss the proposed bike park in John Phillip's Park is scheduled for September 23, 2013. Concern was expressed by the Commission regarding the large number mosquitoes in the area of the Stan Jones Field and Bike Jump Park. Director Milne suggested that the culvert back-up in the wetland/lagoon area

below Stan Jones Field this summer may have contributed to the increased numbers. The area has been drained.

Skate Park

Repairs have been made to much of the concrete surface area cracks at the Skate Park. The SEAPARC Manager noted that the surface area surrounding the skate park "bowl" is continually shifting and will likely require major repair/replacement. He suggested that the Commission conduct a "life span" review of the 15 year old park to determine whether it is worthy of major renovations over the next 1-5 years

Upon query, the SEAPARC Manager noted the lease for the Skate Park property with School District 62 is renewable every 10 years and that the current lease expires in 2017. If the lease is not renewed, SEAPARC must be restore the area to its original condition.

Arena Condenser

The new evaporative condenser has been installed and is operating as expected. The original condenser project budget was set at \$47,500. Final project cost totalled \$66,069.81. Higher costs were attributed to initial pricing being set too low as tenders came in \$10,000 over estimates. The necessity of calling in a structural engineer to ensure the condenser's concrete stand met seismic requirements also increased costs.

Desiccant Dehumidifier

The arena desiccant dehumidifier installed in 2011 is not working properly and the manufacturers have agreed to replace the current unit with a similar one at no charge. Installation of the new dehumidifier will require closure of the arena for at least one day. Upon Commission query, the Administrative Services Coordinator explained the history involved with both the new desiccant and older, conventional dehumidifier. Plans were in place to replace the conventional dehumidifier in 2014 but given the current situation and the need to have an adequate back up, it was suggested that staff proceed with its replacement this year and that the Equipment Replacement Fund be used to finance the purchase.

Sooke Fine Arts Show – Dry Floor Arena Rental Rates

The SEAPARC Manager provided an overview of the dry floor rental rates charged to the Sooke Fine Arts Show over the past 5 years. In 2008, the Commission approved a reduction in rental rates with the proviso that the rate be increased by 10% each year. In 2011, in response to a request from the Society to adjust rates, the Commission froze the daily rental rate to the 2010 daily rental rate for a period of 5 years (until 2016) with an increase of 2% per year on top of any incremental increase in general rental fees. In May, 2013 the Manager met with the Society's President and Treasurer to review and clarify the rental rates.

b) Fees & Charges Policy – Arena Rates

The SEAPARC Manager reviewed several suggested revisions/additions related to arena rental rates to be included in the SEAPARC Fees & Charges Policy. These revisions reflect the rates currently being applied::

Factors in Consideration – Ice

Remove the following bulleted item:

- Ice rental for low use non prime ice for local groups may be sold at reduced rates in accordance with the above principles and marketing strategies

and replace with:

- Ice rental for early morning hours, before 8 am, may be sold at 25% of Prime Rate.

Addition of the following bulleted items:

- Ice rentals for public school hockey academy programs will be set at 36% of Prime Rate.
- Ice rentals for hockey camps/schools shall be set at 55% of Prime Rate.

Factors for Consideration – Dry Floor

Under the bulleted item:

“The hourly rental rates for dry floor rental are as follows;” the addition of:

- Sooke Fine Arts Show approx. 20% of Prime Rate

Commission queried the facility rental rate SEAPARC is currently charged by the Sooke School District #62 and suggested that reciprocity should be expected in our dealings with the District. The Program Services Manager responded that SEAPARC is charged a lower rate than the general public. She noted that SEAPARC’s use of School District facilities for summer camps, after school and evening programs, and adult drop-in programs has grown over the years and far exceeds the 500 free hours that are provided by the School District. The Program Services Manager explained that use of the School District’s facilities is necessitated due to the lack of available space at the SEAPARC facility. Directors Hicks and Milne asked the Program Services Manager to set out desired discussion items/suggestions and they will convey these to members of the School District 62 Board of Education.

MOVED by Director Milne, **SECONDED** by Commissioner Berger, that the suggested revisions to the Fees & Charges Policy Ice and Dry Floor rental rates be approved. **CARRIED.**

c) Capital Plan

The SEAPARC Manager reviewed the SEAPARC 2014 Capital Plan & Forecast to 2018. He noted that this is a “living document” which will need to be finalized and go to the CRD Board for approval. Commission queried the current Equipment Replacement Fund balance (approx. \$100,000) and Capital Reserve Fund balance (approx. \$440,000).

Discussion followed on the status of the arena wheelchair ramp and the suggested installation of hand rails along the pool change room corridor. Staff are to review items and provide more information at the October meeting.

Commissioner Bishop left the room at 7:37 pm.

8. PUBLIC QUESTION PERIOD

9. ROUNDTABLE

Director Milne queried the status of the Safe Halloween event. As no volunteer(s) or community group has offered to organize and set up the event, the function’s status is still unclear. SEAPARC will provide a representative on the organizing committee and offer staff assistance at the actual night of the event. Commissioner Berger and Director Milne to pursue further.

The Chair queried the possibility of removing the coffee/hot chocolate vending machine as it detracts from the lobby and provides an inferior quality product.

Director Hicks reported that he had resigned from WestShore Parks & Recreation Society due to the CRD's conflict of interest policy which prohibits him, as a member of the Society, from voting on the CRD Board budget.

10. 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); (i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

The in camera meeting commenced at 7:55 p.m. and adjourned at 8:19 p.m.

Rise and Report

That SEAPARC staff are to operate the Concession during periods of peak demand and at their discretion.

The meeting adjourned 8:20 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder