



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, Boardroom – SEAPARC Leisure Complex
Wednesday, October 2, 2013 at 6:30 p.m.

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of September 11, 2013
4. Delegation
 - a. Christina Schlattner, Sooke Bike Club - Bike Park
5. Chair's Report
6. Directors' Report
7. New Business
8. Unfinished Business
 - a. Bike Park (Director Milne)
9. Staff Reports
 - a. Staff News
 - b. Staff Report - Staff & Commission Access to Facilities and Programs
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, 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

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

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF OCTOBER 2, 2013**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAMS

Staffing

The aquatic department welcomes Gabriel Boyko to the team. He comes with a strong aquatic background and leadership experience and is a great addition to SEAPARC.

The recreation department welcomes Wyatt Church to the program staff team. Wyatt started with SEAPARC as a summer camp volunteer, and was hired as an Assistant Camp Leader this past summer. Norris Wass-Little is also joining the team. Norris was also a summer camp volunteer, and will now be working in our Boys Unplugged Friday night program.

The arena department welcomes Hailey Dimock to the program staff team. Hailey volunteered with summer camps and has a lot of experience on the ice. She will be an asset to our skate instructor team.

Aquatics Highlights

There are currently over 400 children participating in Red Cross Swim Lessons in September. There are 35 participants in the SEAPARC Sharks Swim Program. Our Aquafit classes (Shallow Water Fit and Water Works) are consistently seeing over 20 participants.

In the next few weeks, we will be starting our Adapted Swim Program for the year and we will be offering every grade 3 student the chance to take part in a Swim to Survive program. SEAPARC received a grant from the Lifesaving society to bring the students to the centre four times to learn the basics of survival swimming.

Recreation Highlights

The Taste of SEAPARC was held September 3-8, 2013. The community was invited to try a variety of aquatic, fitness and recreation programs for free. Approximately 172 people participated.

Preschool dance and music classes are being offered this fall, and so far have been met with a great response. We have also introduced new school age programs including guitar lessons and a Friday night Boys Unplugged program, which is designed to keep boys active while trying new sports and activities in a safe, fun environment.

Dave Ristau's fitness classes are going strong. The 50+ Strength and Mobility classes have 36 registered. He is also teaching a Sit and Fit class, designed for people with physical challenges and mobility issues. We also recently started a new Wednesday morning drop-in class called Circuit Fit, suitable for individuals of all ages and abilities.

ADMINISTRATION

Desiccant Dehumidifier

An adjustment was made to the operating settings on the desiccant dehumidifier. Programming the unit to run at lower temperatures and pressures has reduced the efficiency of the unit but has prevented the unit from tripping. This adjustment, along with cooler and more favourable weather conditions, have resulted in an improvement in the humidity levels in the Arena.

Staff met on-site with representatives from Accent Refrigeration and EI Solutions (Meunters Canadian distributor) and all parties agree that this 'adjustment' is not a long term solution and that replacing the existing undersized unit with one of the same size, as well as replacing the existing 'conventional' unit, will not present the best results during high demand times.

Meunters has presented SEAPARC with three different options regarding replacing the existing unit. Accent Refrigeration is working on pricing and installation requirements and as soon as the details of the three options are received they will be forwarded to the Commission for review.



Linda Finch
Program Services Manager

STAFF REPORTS



**STAFF REPORT TO THE SOOKE & ELECTORAL AREA
PARKS AND RECREATION COMMISSION
MEETING OF OCTOBER 2, 2013**

SUBJECT

Staff and Commission Access to Facilities and Programs (Policy No. P – 700.3)

PURPOSE

This report contains recommended changes to the Staff & Commission Access to Facilities and Programs Policy P – 700.3

See attached Appendix A – Current Policy P - 700.3

BACKGROUND

In 1997, the Commission adopted a policy that allowed staff, Commission members, and their family members, free admission passes to drop-in activities. At that time, public skating was the only opportunity for access to facilities.

The policy was updated in 2002 to include program registration and pro shop purchases at a discounted rate for staff, Commission, and family members. The policy removed free drop-in admission passes for family members. Membership passes for family members were offered at a 50% discount.

The policy was updated in 2010 to include free drop-in admission passes for Commission family members.

The Program Services Manager has conducted a review of facility access privileges at other recreation facilities, as well as the financial implications and the administration procedures of the current policy.

IMPLICATIONS

Program Registration Discounts

- Since 2010 over \$2,000 of program registration fees are discounted each year for staff, commission, and family members. This amounts to a substantial impact on program revenue.
- SEAPARC is the only facility that offers program registration discounts to family members.
- Panorama Recreation and West Shore Parks and Recreation offer program discounts to Commission and regular (full-time/part-time) employees.

Drop-in Activity Passes

- Free drop-in activity passes are extended to Commission and their family members while they are serving as a Commission member. Since 2010, approximately \$1,750 has been discounted for Commission and family member passes.
- Free drop-in activity passes are extended to all staff (regular and auxiliary). Currently, SEAPARC does not monitor staff drop-in activity passes; therefore, the total value of facility passes for staff is unknown.

- Discounted drop-in activity passes are extended to staff family members after staff pass their probationary period. Approximately \$500 per year is discounted for drop-in activity passes for staff family members.
- Panorama Recreation and West Shore Parks and Recreation extend drop-in activity passes to family members of regular staff and Commission/Board members.
- Saanich and Victoria offer discounted drop-in activity passes to family members of municipal employees.

See attached Appendix B - Summary of Discounts

Administration Procedures

- Currently, staff passes are not administered or monitored.
- There have been instances where discounted passes have been extended to family members who do not meet the criteria (i.e. parents, siblings).
- An application process will allow staff to determine eligibility for free and discounted drop-in activity passes.

See attached Appendix C - Staff Discount Administrative Procedures

CONCLUSION

SEAPARC is committed to employee health and wellness. Active, healthy employees are more productive with fewer illnesses, resulting in less absenteeism for the organization.

As leaders in health and wellness, we should be setting an example to the public. SEAPARC encourages staff to use the facility to interact with patrons, see things from the patron's point of view, to promote our facility, and to provide feedback for improvement.

RECOMMENDATIONS

1. That free drop-in activity passes continue to be extended to staff, Commission, and Commission family members.
2. That discounted drop-in activity passes continue to be extended to staff family members.
3. That program registration discounts be removed from the policy.
4. That administrative procedures be implemented to monitor the program and track attendance.
5. That the Commission approves the attached revised policy, effective November 1, 2013.

See attached Appendix D - Revised Staff & Commission Access to Facilities and Programs Policy P – 700.3



Linda Finch
Program Services Manager

APPENDIX A

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SECTION: P -700
POLICY NO.: P - 700.3

SUBJECT: PERSONNEL – Staff & Commission Access to Facilities and Programs

Drop in activity passes will be extended to employees and Commission members as a means of encouraging participation in, observation of, and familiarization with leisure services offered by the Commission.

Consideration for Commission/Staff Pass Holders

1. The pass is valid for all drop in programs scheduled at the SEAPARC Leisure Complex. It should be understood that passes are to be used only during appropriate and scheduled times.
2. The pass is only to be used by the person to whom it is issued. It does not apply to other family members or friends.
3. Passes are to be clearly shown at the admissions desk each time they are used. Failure to clearly present the pass will result in the expectation that the individual pay the appropriate admission fee.

Considerations

- The pass is a privilege, not a right. This courtesy is extended so that staff members and Commissioners are encouraged to enjoy various recreation opportunities as well as become familiar with the broad spectrum of leisure services offered by the Commission.
- Passes shall be extended to all staff, Commissioners, and Commissioner family members.
- It is expected that when an individual leaves the service of the Commission that he or she will return the pass and will no longer benefit from its associated privileges.

Consideration For Family Members:

Passes are available to family members of staff at a discount of 50%. This discount does not apply to admission prices.

Authorized by Resolution
Effective Date: October 6, 1997

Revision Date: July 7, 2010

APPENDIX A

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

Discounts: Programs/Pro Shop

Registered programs are available to Commissioners, staff and family members at a discount of 50% providing the class is not full. Should the class become full, full price shall be charged.

Commissioners and staff are entitled to a 20% discount on all pro-shop sale items.

For purpose of this policy, family members are considered as follows:

- The Commissioner's/employee's spouse/partner living in the same household.
- The Commissioner's/employee's dependant children under the age of majority living at home.

APPENDIX B

Staff/Commission Discounts - Registered Programs			
	2010	2011	2012
Arena Programs			
Children (Family)	\$0.00	\$165.75	\$110.47
Recreation/Fitness			
Adult (Staff/Partners)	\$54.00	\$144.50	\$564.79
Children (Family)	\$1,741.55	\$1,102.88	\$898.38
Youth (Family)	\$0.00	\$0.00	\$24.13
Pro D (Family)	\$0.00	\$32.50	\$85.00
Preschool (Family)	\$0.00	\$9.00	\$0.00
Aquatics			
Adult (Staff/Partners)	\$241.47	\$320.76	\$0.00
Youth (Family)	\$57.39	\$357.63	\$177.50
Total Discounts - Programs	\$2,094.41	\$2,133.02	\$1,860.27
*Total Discounts - Memberships	\$417.33	\$891.95	\$1,184.78
Total Discounts	\$2,511.74	\$3,024.97	\$3,045.05

APPENDIX B

Staff/Commission Discounts - Memberships			
	2010	2011	2012
*Free Memberships (Staff/Commission/Commission Family)			
Adult Memberships	5	11	12
No. of Scanned Visits	3	26	79
**Discounted Amount (based on scanned visits)	\$16.50	\$143.00	\$434.50
Child/Youth (Commission Family) Memberships	3	7	6
No. of Scanned Visits	25	93	80
**Discounted Amount (based on scanned visits)	\$68.75	\$255.75	\$220.00
Total Scanned Visits	28	119	159
**Total Discounted Amount (based on scanned visits)	\$85.25	\$398.75	\$654.50
Discounted Amount (based on membership pass fees)	\$2,410.35	\$5,376.95	\$5,562.30
Discounted Memberships (Staff Family)			
Number of passes sold:			
Adult (Staff Spouse/Partner)	4	7	6
Child/Youth (Staff Family)	1	9	8
Discounted Amount	\$332.08	\$493.20	\$530.28
Total Discounts - Based on actual usage	\$417.33	\$891.95	\$1,184.78
Total Discounts - Based on membership pass fees	\$2,742.43	\$5,870.15	\$6,092.58
*Includes Commission and family members only. Staff have not been issued membership passes.			
**Based on average admission fees of \$5.50 (adult) and \$2.75 (child)			

APPENDIX C

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SECTION: P -700
POLICY NO.: P - 700.3

SUBJECT: PERSONNEL – Staff & Commission Access to Facilities and Programs

Administration Procedures

Staff Passes

All staff members who request a pass are required to complete an application form. Supervisors will authorize the pass. Application form will be submitted to Reception. Passes are active only during the time the staff member is employed by SEAPARC.

The pass is to be shown at Reception each time it is used.

Staff Family Passes

Staff will be notified by their Supervisors when their probation period has been met and they are eligible to purchase passes for family members at a discount.

Staff who want to purchase passes for family members will notify their Supervisor. Supervisor authorization is required in order for Reception to sell discounted passes.

Employment Status of Auxiliary Staff

Payroll will generate a report from SAP listing all current staff. Pass will expire if staff is no longer current.

APPENDIX D

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SECTION: P -700
POLICY NO.: P - 700.3

SUBJECT: PERSONNEL – Staff & Commission Access to Facilities and Programs

Drop in activity passes will be extended to staff, Commission, and Commission family members as a means of encouraging participation in, observation of, and familiarization with leisure services offered by the Commission.

Consideration for Commission/Staff Pass Holders

1. The pass is valid for all drop in activities scheduled at SEAPARC Leisure Complex. Passes are to be used only during appropriate and scheduled times.
2. The pass is only to be used by the person to whom it is issued.
3. The pass is to be shown at the Reception desk each time it is used. Failure to present the pass will result in the expectation that the individual pay the appropriate admission fee.

Considerations

- The pass is a privilege, not a right. This courtesy is extended so that staff and Commission members are encouraged to enjoy various recreation opportunities as well as become familiar with the broad spectrum of leisure services offered by the Commission.
- Passes shall be extended to staff, Commission, and Commission family members.
- When an individual leaves the service of the Commission, he or she will return the pass and will no longer benefit from its associated privileges.

Consideration for Family Members

Membership passes are available to family members of staff at a discount of 50% once a staff member has completed his or her probation period. This discount does not apply to drop-in admission fees.

Authorized by Resolution
Effective Date: November 1, 2013

Revision Date: October 2, 2013

APPENDIX D

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

Discounts: Pro Shop

Staff and Commission members are entitled to a 20% discount on all pro-shop sale items.

Definitions

Staff

For purpose of this policy, staff is considered anyone who is presently employed in a regular (full-time and part-time) or auxiliary position.

Family Members

For purpose of this policy, family members are considered as follows:

- The Commissioner's/employee's spouse/partner living in the same household.
- The Commissioner's/employee's dependant children under the age of majority living at home.

Probationary Period

For purpose of this policy, the probationary period for staff is as follows:

Regular employee – six (6) consecutive months from the date of hire.

Auxiliary employee – equal in length of time to the hourly equivalent of a regular employee (1040 hours).