



Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

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

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of October 2, 2013
4. Chair's Report
5. Directors' Report
6. New Business
  - a. EMCS Graduation Ceremonies 2014 (Director Milne)
7. Unfinished Business
8. Staff Reports
  - a. Staff News
  - b. Staff Report: Arena Dehumidification
  - c. 2014 Budget
9. Public Question Period
10. Round Table
11. Adjournment

# MINUTES

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, October 2, 2013  
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

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*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), D. Bishop, M. Hicks (JDF Director),  
P. Grove, W. Milne (Sooke Director)  
Staff: L. Finch, Acting SEAPARC Manager, L. MacDonald, Recording Secretary  
Absent: B. Berger  
Public: 4  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:32 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Director Milne, **SECONDED** by Director Hicks that the agenda be approved.

**CARRIED**

**3. APPROVAL OF THE MINUTES OF September 11, 2013**

**MOVED** by Director Hicks, **SECONDED** by Commissioner Grove that the minutes of September 11, 2013 be adopted.

**CARRIED**

**4. DELEGATION**

**a) Christina Schlattner, Sooke Bike Club**

Ms. Schlattner, appearing as a representative of the Sooke Bike Club, expressed the Club's interest in working with the District of Sooke, SEAPARC and the Sooke Community Association toward the development of a bike park at SEAPARC.

Ms. Schlattner outlined concerns the Bike Club has with the existing SEAPARC bike jump park site including:

- Environmental issues including adequate drainage
- Condition of access paths and lighting
- Appropriate fencing

The Bike Club would like to see a committee formed of stakeholders to work on formulating a project timeline, budget and memo of understanding. Ms. Schlattner offered to serve on that committee. Ms. Schlattner also noted that the Sooke Bike Club would be willing to assist with the coordination of services in a variety of areas including gathering input from youth and park users, working with a park designer, coordinating volunteer workers, conducting fundraising and ongoing maintenance/upkeep.

**5. CHAIR'S REPORT**

The Chair expressed his disappointment with the CRD's response to his concerns regarding CRD policies and noted that he will be pursuing these issues further.

## 6. DIRECTOR'S REPORT

Director Hicks congratulated Nathan Stewart, Administrative Services Coordinator and SEAPARC staff on the reopening of the Concession. He noted that a net profit was earned on the opening weekend.

## 7. NEW BUSINESS

## 8. UNFINISHED BUSINESS

Director Milne provided an overview of the District of Sooke's Committee of the Whole decision made September 23, 2013 regarding a bike skills park. At that time, the Committee approved the following recommendation:

THAT THE COMMITTEE OF THE WHOLE recommend Council give direction to staff to work with the Sooke Bike Club, SEAPARC and the Sooke Community Association to secure agreements and funding to refurbish the existing bike skills area and expand the existing facility into Thrup Road Park to accommodate all bike skill levels;  
AND TO bring back a report to Council on the bike skills park funding for approval prior to entering into an agreement or the commencement of works.

Director Milne stressed that a large number of community support a bike skills park and suggested that a steering committee be formed as soon as possible to begin the process of developing a park at SEAPARC. Discussion points included:

- Drainage & environmental issues
- Development of a SEAPARC Site Master Plan is a first priority
- Community Recreation Survey review required asap
- Cost and funding of park
- Use of Sooke Community Association property
- Liability issues
- Professional site survey/feasibility study required
- Professional park design required
- Competing community priorities – ie. artificial turf field, multi-sport/lacrosse box, gym facility
- SEAPARC's budgeting for 2014 already in place

Director Milne suggested that the District of Sooke and SEAPARC share the cost of a professional site survey. In response to concerns expressed regarding expectations that SEAPARC/CRD would fund the project, Director Milne noted that the Sooke Bike Club has always indicated that they would raise funds through direct and in-kind sources.

**MOVED** by Director Milne, **SECONDED** by Director Hicks that a steering committee be created to report back to the next meeting of SEAPARC and that the committee explore options for a general bike park site plan. **CARRIED**

It was determined that the steering committee will include the following representatives:

- District of Sooke staff member
- District of Sooke Councillor
- SEAPARC staff member
- Sooke Bike Club representative
- SEAPARC Commissioner Derek Bishop
- SEAPARC Commissioner Patrick Grove
- Sooke Community Association representative

## 9. STAFF REPORTS

The Commission will meet on Tuesday, October 29 at 5 pm in the SEAPARC Board Room to review the results of the Community Recreation Survey.

### a) Staff News

#### Staffing

New staff hired for this fall include Gabriel Boyko (Aquatics), Wyatt Church, Norris Wass-Little and Hailey Dimock (Recreation).

#### Aquatics

There are currently 400 children participating in Red Cross Swim Lessons, over 35 participants in the SEAPARC Sharks Swim program and over 20 participants regularly attending Aquafit classes.

Grade 3 students from area schools will soon start our Swim to Survive program made possible by a Lifesaving Society grant.

#### Recreation

The Taste of SEAPARC week held September 3-8, 2013 saw over 172 people tryout a variety of aquatic, fitness and recreation programs for free.

#### Administration

Desiccant Dehumidifier

The SEAPARC Manager (Acting) reported that an adjustment had been made to the operating settings on the desiccant dehumidifier. This adjustment, along with cooler and more favourable weather conditions, has resulted in an improvement in humidity levels in the arena.

Munters has presented SEAPARC with three different options for replacing the existing unit. Accent Refrigeration is working on pricing and installation requirements. Once details have been received, the three options will be forwarded to the Commission for review.

### b) Staff & Commission Access to Facilities and Programs

The SEAPARC Manager (Acting) provided an overview of the current Staff & Commission Access to Facilities and Programs Policy. The SEAPARC Manager (Acting) recommended the following changes to the policy:

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 revised policy, effective November 1, 2013.

**MOVED** by Director Milne, **SECONDED** by Commissioner Berger, that the recommended revisions to the Staff & Commission Access to Facilities and Programs Policy (P – 700.3) be approved.

**CARRIED.**

## **10. PUBLIC QUESTION PERIOD**

Ms. Schlattner introduced Rhys Nielsen. Mr. Nielsen is interested in serving as a SEAPARC Youth Member. The Acting SEAPARC Manager will contact the Edward Milne Community School Principal regarding the appointment.

## **11. ROUNDTABLE**

Commissioner Bishop queried staff on the status of the proposed digital road sign panel. Staff have requested a quote from Houston Signs.

Director Hicks reported that he had resigned from WestShore Parks & Recreation Society due to the CRD's conflict of interest policy which prohibits CRD Board members who are members of societies from voting on the CRD Board budget.

## **12. ADJOURNMENT**

The meeting adjourned 7:45 p.m.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder

# **STAFF NEWS**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF NOVEMBER 6, 2013**

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**PROGRAMS**

**Staffing**

The Recreation department welcomes Ryan Seeburger, who has been hired to work as an auxiliary arena program staff.

**Aquatics Highlights**

The Red Cross Swim to Survive program has started. During the months of October and November all grade 3 students in Sooke have an opportunity to visit the pool three times to learn techniques to keep them safe in and around open water.

During the month of October, the Sharks Swim Club after school program had 31 participants between the ages of 6-13 years.

**Recreation Highlights**

The Thanksgiving \$2 Turkey Skate drew 53 people in attendance. Donations were collected for the Sooke Food Bank. Tuesday night public skates have been well attended with an average of 58 participants, including many teens, each night.

A few new programs were added to the fall schedule including preschool music and dance lessons, as well as guitar lessons for school age youth. To date all of these programs have been well received. The Sooke Storm Basketball program, which takes place at Poirier Elementary, continues to be a popular program.

**ADMINISTRATION**

**Skate Park Lighting**

Installation of the new light standard in the skate park is complete. The automatic timer will be adjusted to provide illumination from dusk to 10pm.

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**Linda Finch  
Program Services Manager**



# **STAFF REPORTS**



STAFF REPORT TO THE SOOKE & ELECTORAL AREA  
PARKS AND RECREATION COMMISSION  
MEETING OF NOVEMBER 5, 2013

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**SUBJECT**

Arena Dehumidification

**PURPOSE**

To resolve the humidity issues in the Arena.

**BACKGROUND**

The arena desiccant A-5 dehumidifier installed in 2011 is not working properly and the manufacturers have agreed to replace it for the cost of shipping to/from SEAPARC and installation and start-up costs. Plans were in place to replace the conventional dehumidifier in 2014.

Staff met with representatives from Accent Refrigeration and EI Solutions (Munters' Canadian Distributor) and all parties agree that the long term solution of replacing the existing undersized unit with one of the same size and replacing the existing 'conventional' unit will not present the best results during high demand times.

Munters has presented SEAPARC with 3 different options regarding replacing the existing desiccant unit.

1. Replace existing A-5 and replace existing conventional unit as planned = \$34,000.
2. Replace existing A-5 and existing conventional dehumidifier with an A-10 = \$61,000.  
This includes a 25% Unit price reduction from Munters.
3. Replace existing A-5 and existing conventional dehumidifier with an A-20 = \$79,000.  
This includes a 25% Unit price reduction from Munters.

Munters is of the opinion that "the A10 will struggle to keep up when we are putting the ice in which is typically August."

**IMPLICATIONS**

The installation of an outside mounted A-10 or A-20 desiccant dehumidifier would allow the removal of the platform holding the A-5 over the Visitor's Bench.

The installation of an outside mounted A-10 or A-20 desiccant dehumidifier would allow for fresh air to be introduced through the unit and treated before it enters the space. The Arena does not currently have a regulated source of outside air. Additionally this would ensure that indoor design conditions are maintained at all times meaning a higher air temperature in the Arena would be possible.

The general capital reserve has \$85,000 allocated toward the purchase and installation of a new arena dehumidification system.

## CONCLUSION

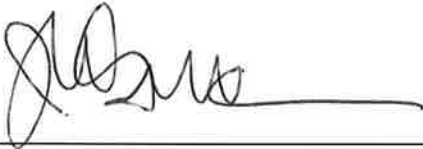
The Arena's geographical location on the environmental map, its design and its close proximity to the Pool provides a very unique set of humidity issues.

A permanent solution to high humidity issues in the Arena must be found. A failure to control humidity levels results in adverse ice conditions.

The benefits from the installation of an outside mounted and more efficient desiccant dehumidifier are extensive.


## RECOMMENDATIONS

1. That the Commission approves the purchase an A-10 desiccant dehumidifier (plus shipping costs to/from SEAPARC); and
2. That the Commission approves the purchase a new conventional dehumidifier for redundancy from Munters; and
3. That a call for tenders for the installation of said units is submitted.



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Jim Govan  
Facilities Operations Supervisor



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**Linda Finch**  
**Program Services Manager**

# **2014 BUDGET**

**SERVICE NAME:** Sooke and Electoral Area Parks and Recreation Commission (SEAPARC)

*How will changes, if any, in assumptions, trends, and other issues since 2013 affect service delivery in 2014?*

**Facilities:**

The District of Sooke and the SEAPARC Commission have requested that SEAPARC refurbish the bike jump park on SEAPARC property. The bike jump park was not identified in the Division Plan as a Core Service. The total expected budget for this project is unknown at this time. \$8,600 has been spent to date in 2013.

**Programs:**

SEAPARC cancelled its licensed after school care program. This will have an impact on program revenue and operating costs for staff wages.

SEAPARC is no longer offering the weekend youth drop-in programs. This will decrease operating costs for staff wages.

**Other:**

SEAPARC conducted a community recreation survey in 2013. The results of the survey will help guide Commission's decisions about recreation facilities and amenities in the future. Some of the priorities may come forward as actions in 2014.

The Arena Concession was removed from the 2014 budget. The Commission has since directed staff to offer food services during the ice season.

*What changes, if any, in revenues and/or expenses are anticipated and how will they be managed? (e.g.: how will a surplus be accounted for; how will a deficit be addressed)*

A decrease in recreation program service levels will decrease the overall net contribution.

Surplus funds are approved by the Commission to transfer to a reserve fund. 2013 estimated surplus is \$127,000. This is comprised of not spending the \$25,000 Contingency, \$75,000 Various Operating Accounts, \$137,000 Wages in cost savings and decreased revenues of \$110,000.

No deficit is anticipated.

*List new division initiatives that impact the budget in 2014 and specify if supplementary funding is required.*

Major Initiatives upcoming in 2014 include Arena Dehumidification and Bike Park Planning/Construction.

*Describe proposed changes to staffing levels if any.*

A new manager of SEAPARC will be hired. No other staffing level changes are expected for 2014.

An additional FT Aquatic Position is budgeted for a full year in 2014. This position (budgeted for 6 months in 2013) was not filled.

# Reserve Fund Overview

- Projected Balances as of December 31, 2013:

## 401 (Facilities & Recreation)

Capital Reserve	\$496,000
Equipment Replacement Fund	\$102,000

## 403 (Swimming Pool)

Capital Reserve	\$162,000
Equipment Replacement Fund	\$ 63,000

- Reserve Account: \$25,000 to be used for planning purposes
- Debt Payments:

2013	\$361,960
2014 (\$ 62,980 Retired)	\$298,980
2015 (\$296,400 Retired)	\$ 65,560
- All retired debt amounts are budgeted to be transferred into Capital Reserve

# Requisition Levels

• 2013 Total	\$2,458,650
• 2014 Total	\$2,507,830
• 2015 Total	\$2,557,950

- 2% increased requisition annually
- All retired debt funds transferred to capital reserve
- No new expenditures/supplementary items

	2013		BUDGET REQUEST			FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	2014 CORE	2014 Supplementary	2014 TOTAL	2015 Supplementary	2015 TOTAL	2016 TOTAL	2017 TOTAL	2018 TOTAL
<b>SEAPARC - ALL SERVICE AREAS</b>										
<u>OPERATING COSTS</u>										
Arena	862,160	823,530	874,710	-	874,710	-	898,250	917,080	936,830	954,860
Community Recreation	562,980	453,010	525,040	-	525,040	-	534,390	544,690	555,170	565,840
Outdoor Facilities	26,300	34,300	28,690	-	28,690	-	29,100	29,530	29,970	30,420
Multi-Purpose Rooms	44,110	42,890	45,250	-	45,250	-	46,420	47,330	48,270	49,210
Concession	66,550	27,310	8,250	-	8,250	-	8,750	8,910	9,070	9,230
Pool	1,323,920	1,268,660	1,365,080	-	1,365,080	-	1,413,600	1,448,380	1,480,210	1,510,610
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>2,886,020</b>	<b>2,649,700</b>	<b>2,847,020</b>	<b>-</b>	<b>2,847,020</b>	<b>-</b>	<b>2,930,510</b>	<b>2,995,920</b>	<b>3,059,520</b>	<b>3,120,170</b>
*Percentage increase over prior year			-1.35%		-1.35%		2.93%	2.2%		
<u>CAPITAL / RESERVE</u>										
Arena	148,550	218,970	178,550	20,000	198,550	169,000	392,550	461,560	467,000	478,000
Pool	20,000	77,260	22,480	10,000	32,480	25,000	60,000	61,200	62,420	63,660
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>3,416,530</b>	<b>3,307,890</b>	<b>3,347,030</b>	<b>30,000</b>	<b>3,377,030</b>	<b>194,000</b>	<b>3,448,620</b>	<b>3,518,680</b>	<b>3,588,940</b>	<b>3,661,830</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Arena	(349,490)	(336,060)	(349,970)	-	(349,970)	-	(360,150)	(367,500)	(374,650)	(381,890)
Community Recreation	(264,100)	(192,500)	(216,520)	-	(216,520)	-	(218,900)	(223,130)	(227,420)	(231,790)
Multi-Purpose Rooms	(9,700)	(10,700)	(10,890)	-	(10,890)	-	(11,080)	(11,080)	(11,080)	(11,080)
Concession	(54,000)	(27,390)	(11,500)	-	(11,500)	-	(13,680)	(13,950)	(14,230)	(14,510)
Pool	(273,090)	(275,090)	(280,320)	-	(280,320)	-	(286,860)	(292,070)	(297,910)	(305,660)
<b>TOTAL REVENUE</b>	<b>(950,380)</b>	<b>(841,740)</b>	<b>(869,200)</b>	<b>-</b>	<b>(869,200)</b>	<b>-</b>	<b>(890,670)</b>	<b>(907,730)</b>	<b>(925,290)</b>	<b>(944,930)</b>
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(7,500)	(7,500)	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	<b>(2,458,650)</b>	<b>(2,458,650)</b>	<b>(2,477,830)</b>	<b>(30,000)</b>	<b>(2,507,830)</b>	<b>(194,000)</b>	<b>(2,557,950)</b>	<b>(2,610,950)</b>	<b>(2,663,650)</b>	<b>(2,716,900)</b>
*Percentage increase over prior year requisition			0.78%		2.00%		2.00%	2.07%	2.02%	2.00%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	17.00	17.00	17.00	0.00	17.00		17.00	17.00		
	27.82%		25.97%		25.74%		25.83%	25.80%		
	31.11%		28.52%		28.24%		26.33%	25.80%		
User Funding %										
User Funding excluding debt%										
Total Core change is \$	19,180.00									
Salary and Wages \$	(16,910.00)									
Utilities \$	15,530.00									
Fees and Sales Revenue \$	74,170.00									
Debt \$	(62,980.00)									
R&M and Other expenses \$	9,370.00									
% change yr /yr	-0.86%									
% change yr /yr	6.07%									
% change yr /yr	-6.58%									
% change yr /yr	-17.40%									



# CAPITAL REGIONAL DISTRICT - SCHEDULE G

## CAPITAL BUDGET FORM

**2014 to 2016 & Forecast 2017 to 2018**

Service #: **1.401**

Service Name: **SEAPARC - Facilities and Recreation**

Year (1)	Type Code (2)*	Specific Project Description (3)	Capital Expense \$	Funding		Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8)	%
				Source (4)**	Amount Total (5)				
2014	E	Computer Replacement (Desktops & Peripherals)	3,600	E	3,600				
2014	E	Building HVAC - motors/fans/pumps	10,000	E	10,000				
2014	E	LCD Projector	2,000	E	2,000				
2014	E	Arena Compressor	25,000	R	25,000				
2014	E	Laptop Replacement	1,300	E	1,300				
2014	E	Network Server	6,000	E	6,000				
2014	E	Arena Dehumidification	85,000	R	85,000				
2015	E	Laptop Replacement	1,300	E	1,300				
2015	E	Computer Replacement (Desktops & Peripherals)	2,400	E	2,400				
2015	E	Safety Relief Valves	5,000	E	5,000				
2015	V	Bus	65,000	E	65,000				
2016	E	Building HVAC - motors/fans/pumps	5,000	E	5,000				
2016	E	Computer Replacement (Desktops & Peripherals)	3,600	E	3,600				
2016	L	SEAPARC Infrastructure Enhancements	300,000	R	300,000				
2017	E	Oil Separators	7,500	E	7,500				
2017	E	Compressor Drive Motors	12,000	E	12,000				
2017	E	Zamboni	100,000	E	100,000				
2017	E	Computer Replacement (Desktops & Peripherals)	4,800	E	4,800				
2017	B	Arena Roof	1,100,000	S	1,100,000				
2017	E	Electrical Distribution	50,000	R	50,000				
<b>TOTAL</b>			1,789,500		1,789,500				

**Type Codes (2)\***

- L = Land
- S = Engineering Structures
- B = Buildings
- V = Vehicles
- E = Equipment

**Funding Source Codes (4)\*\***

- D = Debenture Debt (new debt only)
- E = Equipment Replacement Fund
- G = Grants (Federal, Provincial)
- O = Donations / Third Party Funding

- C = Capital Funds on Hand
- R = Reserve Fund
- S = Short Term Loans
- L = Lands Sales

