

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, November 6, 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: J. Perkins (Chair), B. Berger, D. Bishop, M. Hicks (JDF Director),
P. Grove,
Staff: L. Finch, Acting SEAPARC Manager, N. Stewart, Administrative Services Coordinator,
L. MacDonald, Recording Secretary
Absent: W. Milne (Sooke Director)
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:30 pm.

The Chair announced that the meeting was being audiotaped by the Recording Secretary for minute taking purposes.

2. ADOPTION OF AGENDA

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that the agenda be approved. **CARRIED**

3. APPROVAL OF THE MINUTES OF September 11, 2013

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that the minutes of October 2, 2013 meeting be adopted. **CARRIED**

4. CHAIR'S REPORT

December meeting will be at the call of the Chair.

5. DIRECTOR'S REPORT

Director Hicks reported on the hiring of the new SEAPARC Manager. Steve Knoke is currently the Cowichan Aquatic Centre Complex Manager. Prior to North Cowichan, Steve worked with the Abbotsford Recreation Centre as the Pool Manager. His first day at SEAPARC will be December 2, 2013.

6. NEW BUSINESS

Due to the absence of Director Milne, the following item will be included on the next meeting's agenda:

- a. EMCS Graduation Ceremonies 2014

7. UNFINISHED BUSINESS

8. STAFF REPORTS

- a) **Staff News**

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. After consulting with Sooke RCMP Staff Sgt. Steve Wright, the timer has been set to turn the light on at 5 pm and off at 10 pm.

Staff Discount Policy

Concerns have been expressed by staff regarding the decision to remove program registration discounts from the Staff & Commission Access to Facilities and Programs policy. The Program Services Manager and the Chair have agreed that the revision will be placed on hold until the new Manager has time to review the matter.

b) Arena Dehumidification

The Administrative Services Coordinator outlined a Staff Report, prepared by the Facilities Operations Supervisor, which provided options to replace the arena's desiccant and conventional dehumidifiers. The Commission requested that staff provide more information on the two desiccant dehumidifier units being considered (A10 & A20) including:

- warranty and average lifespan
- capability to provide year round ice
- units currently in use by other arena facilities

As well as:

- details on purchase cost of SEAPARC's existing desiccant dehumidifier
- details on manufacturer's replacement credit

c) 2014 Budget

The Administrative Services Coordinator provided an overview of the 2014 operating budget.

Reserve Fund 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

Discussion points included:

- Effective 2013 the CRD moved to a 3 year budget planning cycle including a 2% increase each year (2013-2015)
- In 2012, \$25,000 was placed into a Reserve Account for planning purposes
- A healthy Capital Reserve Fund will be beneficial should an infrastructure grant become available that requires partial funding in place
- The age of existing facilities must be taken into consideration with the arena now 38 years old and the pool 13 years old
- The Capital Reserve Fund can be used for infrastructure, replacement or expansion while the Equipment Replacement Fund can only be used to replace existing equipment

MOVED by Commissioner Berger, **SECONDED** by Director Hicks that the Commission approve the 2014 operating budget as presented. **CARRIED**

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that the Commission approve a transfer of funds from the Capital Reserve Fund to the evaporative condenser replacement project account to cover the extra costs involved in the purchase and installation of the evaporative condenser.

CARRIED

9. PUBLIC QUESTION PERIOD

10. ROUNDTABLE

Commissioner Berger shared concerns regarding the gate from the Visitor's bench to the Penalty box being very difficult to open and close. Staff will investigate further.

Commissioner Bishop queried the status of the digital sign. The Administrative Services Coordinator reviewed Ministry of Transportation & Highways requirements and previously proposed signage options. More information to follow once quotes received.

The bike park steering committee will hold its first meeting on November 14, 2013.

11. ADJOURNMENT

The meeting adjourned at 7:45 pm

Jim Perkins, Chair

Lynn MacDonald, Recorder