

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, October 5, 2011
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), J. Evans (Sooke Director), M. Hicks (JDF Director),
B. Berger, D. Bishop, P. Grove
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald,
Recording Secretary
Absent: 0
Public: 2
Press: 0

Note: Prior to the meeting being called to order, Chairman Perkins and Director Evans asked that the following be recorded in the Minutes:

- that the meeting was being videotaped by a professional photographer on behalf of a client;
- that Chairman Perkins and Director Evans were uncomfortable with the filming;
- that prior notice of the filming had not been received.

The Chair requested that Staff look into any privacy and access issues involved with the videotaping of Commission meetings.

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2. ADOPTION OF AGENDA

MOVED by Director Evans, **SECONDED** by Director Hicks that the agenda be approved with the following addition:

7. New Business:

- 2012 Provisional Budget

CARRIED.

3. APPROVAL OF THE MINUTES OF July 13, 2011

MOVED by Director Hicks, **SECONDED** by Director Evans that the minutes of July 13, 2011 be approved. **CARRIED.**

4. CORRESPONDENCE

Arnie Campbell, President - Otter Point & Shirley Residents & Ratepayers Association re: thank you for use of boardroom

Received and filed.

5. REPORTS

a) Staff Reports

Staff News

Summer Camps

Summer camps proved to be very popular this year with an increase in registrants and tremendous feedback from participants, parents and staff. The "Girls Just Wanna Have Fun" camp, for girls aged 7-11, proved to be so popular that it is now being offered as a once a week program with grant sponsorship by Victoria ProMotion Plus Play it Forward and KidSport Victoria..

Programs

Overall Summer and Fall program registrations and revenue increased in all program areas compared to 2010 (of September 28, 2011). Aquatics Fall Programs revenue increased by 49.8% and Recreation Fall programs by 6.8%.

Recreation

Licensed preschool enrollment has increased with 37 of a possible 42 spots filled.

SEAPARC has a talented and skilled staff working at the facility this fall including many returning employees.

David Chung, Recreation Programmer, has resigned effective October 6, 2011. David has been a dedicated and passionate employee of SEAPARC and he will be sadly missed. We wish him well as he begins a new career as an Esquimalt Firefighter. The Recreation Programmer position will be posted internally until October 13, 2011.

Aquatics

SEAPARC Sharks swim club has seen an increase in registrations with 30 children currently registered and a waitlist created. A new registered "Swim Fit for Beginners" program is being offered along with our drop in "Swim Fit" program and a new registered morning program. The success of these programs is due, in part, to the return of swim coach Jennifer Bell to SEAPARC.

Administration

The SEAPARC Manager reported that the SEAPARC Leisure Complex Upgrade, Leisure Pool Tiling and Existing Arena Dressing Rooms, Concessions and Washroom Renovation projects are all now complete.

Award of Contract – Arena Roof and Building Envelope Review

The SEAPARC Manager spoke to the report recommending award of Contract 11-1713 re: provision of consulting services for an arena roof and building envelope review. The Manager noted that the roof is now 37 years old and in need of repair and/or replacement.

The Contract Scope of Work includes an examination of the arena building envelope and the metal roof and the production of a final report outlining the options available to repair or replace the roof as required. The report is to include a cost estimate for each option for budget purposes.

Upon Commission inquiry, the Manager reported that it is expected the contract will take approximately six weeks to complete. Funding for the cost of the contract is in the Capital Reserve Fund. The SEAPARC Manager will investigate the recently announced provincial grant

for recreational facilities with the possibility of applying for assistance with roof repairs/replacement.

MOVED by Director Evans, **SECONDED** by Director Hicks, that the Commission:

1. Award Contract 11-1713 to Chatwin Associates Building Science Ltd. for the price of \$17,100; and
2. That \$21,600 be allocated from the Capital Reserve Fund to cover the total project cost.

CARRIED.

b) Youth Member Report

c) Chair's Report

d) Director's Report

Director Evans and Hicks noted the very positive feedback they received on this year's summer camp offerings.

Director Hicks was pleased to hear of the success of Journey Middle School's hockey program and their use of mid-week ice time.

6. UNFINISHED BUSINESS

a) Lacrosse/Multipurpose Box

The Lacrosse/Multipurpose Box subcommittee, including Commissioners Berger, Grove, Bishop, Paul Homer, and community volunteers, will hold their first meeting in the SEAPARC boardroom on October 19, 2011 at 6:30 p.m. Discussion items will include site location, funding, business plan development, etc.

b) 2012 Capital Plan – Revisions and Highlights

The SEAPARC Manager reviewed the slightly revised 2012 Capital Plan. Replacement of the SEAPARC bus has been moved ahead to 2012 from 2013. The current vehicle is proving very costly to service. The bus has been with in the mechanic's repair shop for the past two weeks at a cost of \$4,000. The bus is vital with our summer camps and after school care programs built around it. Panorama Recreation Centre has kindly let us borrow their 15 passenger van for the time being.

The Commission requested that a Staff Report be prepared that includes the following information:

- number of hours the bus is utilized in a year;
- the annual cost of repairs since the bus was acquired;
- options for replacement (buy, lease, or repair) with costs included

7. NEW BUSINESS

After reviewing the proposed 2012 Supplementary Budget Items, a decision was made to not proceed with the following projects:

- | | |
|---|----------|
| - Public Consultation re: recreation/leisure needs and interest | \$15,000 |
| - Installation of lighting at Skate Park | \$ 6,000 |

The Commission noted that, at this point in time, a public consultation process focusing on recreation strategic planning would be premature given the uncertain economic atmosphere, the possibility of future land acquisition and the proposed construction of the Grant Road Connector.

The Manager expressed some frustration at the haphazard nature of recreation infrastructure development in Sooke and the electoral area.

The Commission suggested that a public consultation process should only be considered once all the recreation/sports stakeholders in the area (ie. District of Sooke, JDF Electoral Area Parks & Recreation, Sooke Community Association, various sports associations, School District 62, etc.) have been consulted and an inventory created including current facilities, offerings and future requirements.

MOVED by Director Hicks, **SECONDED** by Director Evans that the overall SEAPARC 2012 budget be increased by a maximum of 2% and allocated as follows:

Continuous Supplementary Items:

- Increase in transfer to capital reserves for Pool \$10,000

One-Time Single Supplementary Items:

- Wages and benefits for exploratory dry floor program \$ 5,000
- Increase in transfer to Capital Reserve Fund 401 \$ 8,000 (approx.)

CARRIED.

8. PUBLIC QUESTION PERIOD

9. ADJOURNMENT

It was **MOVED** and **SECONDED** that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Section 90 (1) (e) *acquisition, disposition or expropriation of land or improvements.*

CARRIED.

The in camera meeting commenced at 7:47 p.m. and adjourned at 7:55 p.m.

The meeting adjourned at 7:56 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder