



**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**  
General Meeting, Boardroom – SEAPARC Leisure Complex  
Tuesday, November 8, 2011 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 October 5, 2011
4. New Business
  - a) Community Recreation Program Grant
5. Reports
  - a) Staff News
  - b) Chair's Report
    - Commissioner Recognition
  - c) Directors' Report
6. Unfinished Business
7. Public Question Period
8. Adjournment

# **MINUTES**

**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**

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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: 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.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder

# **NEW BUSINESS**



Making a difference...together

## COMMUNITY RECREATION GRANT: CRD Project Selection Guide

### INTRODUCTION

The provincial *Community Recreation* (CR) grant program is now accepting applications for capital projects. The CRD can submit up to three (3) applications; no funding cap per application is specified. To increase its chances of success in securing CR funding, the CRD needs to propose projects that will optimize achievement of CR grant criteria and objectives while also linking to CRD key services and strategic priorities.

This document includes a project qualifying checklist to help the CRD identify the "best-fit" projects relative to the application evaluation criteria contained in the CR application guide<sup>1</sup>. Key grant parameters are summarized in Chart 1 below. If a CRD department wants to explore the merits of pursuing CR funding for a capital project, completing and submitting this checklist to the Grants Coordinator ([rferre@crd.bc.ca](mailto:rferre@crd.bc.ca)) by **Wednesday November 9** is the first step. All completed checklists will then be reviewed and projects prioritized to assist the General Managers and the Electoral Area Directors in determining the most suitable projects.

**CHART 1: CR Grant Program Parameters**

<b>Applicant</b>	The CRD can submit three (3) applications. It can apply on behalf of unincorporated communities; but is not restricted to applying only for electoral areas.	
<b>Funding</b>	<ul style="list-style-type: none"> <li>• Priority may be given to small and rural communities.</li> <li>• The grant will fund up to 80% of the project eligible costs. Matching funds can include: GTA- CWF2, borrowing, reserve funds, regional district unconditional grant, and other sources</li> <li>• No set maximum on funding; funding maximums in previous programs should be considered (e.g. T4T @\$400,000)</li> </ul>	
<b>Capital Project Categories</b>	<ul style="list-style-type: none"> <li>• Recreation and Sports Projects (excludes facilities used primarily by professional athletes)</li> <li>• Bike Paths</li> <li>• Walkways</li> <li>• Amenities (e.g. parking and lock-up facilities for cyclists, barriers from traffic, signage, on-road yarrowes)</li> <li>• Capital projects that get children and youth playing again in our communities and parks</li> </ul>	
<b>Project Features</b>	<ul style="list-style-type: none"> <li>• Construction, renewal, expansion or material enhancement of community public infrastructure by <b>March 31, 2015</b></li> <li>• Not be started prior to application</li> <li>• Not be considered routine maintenance or repair</li> <li>• Supported by a CRD Board resolution</li> <li>• Compliant with: BC planning practices and guidelines, federal and provincial legislation</li> </ul>	
<b>Costs</b>	<u>ELIGIBLE:</u> <ul style="list-style-type: none"> <li>• Design and engineering costs (includes committed costs provided that construction has not started)</li> <li>• Construction costs</li> <li>• Applicant workforce if used for project construction</li> <li>• Other costs that, in the opinion of the Province, are considered to be direct and necessary for successful project implementation.</li> </ul>	<u>INELIGIBLE</u> <ul style="list-style-type: none"> <li>• Administration and administrative overhead</li> <li>• Costs not capitalized under PSAB 3150</li> <li>• Equipment not permanently installed</li> <li>• Cost of any goods and services which are received through donations or in kind</li> <li>• Land acquisition</li> </ul>
<b>Mandatory Documentation</b>	<ul style="list-style-type: none"> <li>• Grant program forms: application, certification, application checklist</li> <li>• Board Resolution</li> <li>• Cost estimates: itemized description, cost per unit of measure, number of units, engineering and contingency costs</li> <li>• Map of project location</li> </ul>	
<b>Optional Doc's</b>	See chart on Page 4	
<b>Deadline</b>	December 28, 2011	

<sup>1</sup> The Community Recreation Program guide is here: [http://www.cscd.gov.bc.ca/lgd/infra/infrastructure\\_grants/community\\_recreation\\_program.htm](http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/community_recreation_program.htm)

<sup>2</sup> GTA-CWF: Gas Tax Agreement Community Works Fund



**PROJECT QUALIFYING CHECKLIST**

Complete all sections of this checklist if the proposed project fits into the parameters outlined in Chart 1.

BASIC PROJECT INFORMATION:	
<b>Project Title</b>	SEAPARC Multi-Use Sport Court
<b>Project Description</b>	The project proposes to construct a multi-use sport court designed to meet box lacrosse standards. The court will encompass a variety of uses such as ball hockey, lacrosse, basketball, tennis, teen social venue and, eventually, a family special event venue.
<b>Participating Area</b>	What community will be served? District of Sooke, Otter Point, East Sooke, Shirley, Jordan River, Port Renfrew
<b>What category does your project fit?</b>	<input checked="" type="checkbox"/> Recreation and Sports Projects (excludes facilities used primarily by professional athletes) <input type="checkbox"/> Bike Paths <input type="checkbox"/> Walkways <input type="checkbox"/> Amenities (e.g. parking and lock-up facilities for cyclists, barriers from traffic, signage, on-road yarrowes) <input checked="" type="checkbox"/> Capital projects that get children and youth playing again in our communities and parks
<b>Project Cost and Funding</b>	Is the project in the CRD capital plan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not yet (e.g. pending referendum or other process)
	This estimated project cost is: \$ 500,000 Detailed estimates have been developed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	To date, the following funding is secured for the project list (specify amounts and sources): <ul style="list-style-type: none"> <li>• \$ 50,000 SEAPARC Capital Reserve</li> <li>• \$ 50,000 Rotary Club of Sooke</li> <li>• \$</li> <li>• \$</li> </ul>
	The amount of grant funding that would be requested under this program is: \$ 400,000
	Has the participating area received other grants for capital projects over the last 3 – 5 years? (e.g. federal and provincial) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe briefly ( <i>with assistance from Grants Coordinator if required</i> ): Building Canada Fund - Communities Component \$800,000 to upgrade ice arena
<b>Electorate Approval</b>	Which, if any, of the following processes have yet to be implemented in order for the project to proceed: <input type="checkbox"/> Electoral Area Director consent <input checked="" type="checkbox"/> Board Approval <input type="checkbox"/> An establishment bylaw or amendment <input type="checkbox"/> A loan authorization bylaw
<b>Project Status</b>	Briefly describe the current status of the project :  <ul style="list-style-type: none"> <li>• A project definition statement is: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started</li> <li>• A feasibility analysis is: <input type="checkbox"/> Approved <input type="checkbox"/> Completed <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Not started</li> <li>• Design drawings are: <input type="checkbox"/> Approved <input type="checkbox"/> Completed <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Not started</li> </ul> Comment here on any other work that is in progress:
<b>Project Cost</b>	\$ 500,000
<b>Project Timeline</b>	Is it possible for construction to be completed by March 31, 2015: <input checked="" type="checkbox"/> YES provided construction starts no later than (specify month and year): <input type="checkbox"/> NO The estimated start date for construction is: August 2012

CRITERIA IN PROGRAM GUIDE: Indicate which grant program goals the proposed project can help achieve.		YES	NO	
<b>Extent to which the community is advancing the principle of being more physically active</b>	Can you describe how the project will increase physical activity levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Can you describe how the project will improve access for inactive or specific populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Can you describe how describe how existing facilities are used to capacity and therefore new infrastructure is required to increase sport and recreation activity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Can you describe the strategy that will be used to maximize the long-term usage and accessibility of the infrastructure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	What innovative approaches could the project encourage: <ul style="list-style-type: none"> <li>• New community partnerships</li> <li>• New technology or process</li> <li>• New construction methods</li> <li>• Other – Please specify:</li> </ul>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
	What types of quantitative data can you include in the applications: <ul style="list-style-type: none"> <li>• Number of residents who will use the facility</li> <li>• Number of job created</li> <li>• Projected increase in activity as a result of the investment</li> <li>• Other data – Please specify:</li> </ul>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
	If you are proposing a project relating to sports or indoor recreation infrastructure, can you provide: <ul style="list-style-type: none"> <li>• Documentation that details how use of the facility will be maximized (e.g.: programming)</li> <li>• Letters of support from potential user groups</li> <li>• Demonstration that the project will add needed capacity and complement existing infrastructure</li> <li>• Letters of support from local tourism or sport organization that outline the economic benefit of the project by increasing the community's ability to host events</li> <li>• Other data – Please specify:</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
	<b>Provision of Community Health Benefits</b>	Can you describe the health and social benefits of the project?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Can you quantify the project's impact on economic growth and job creation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Can you describe how the project aligns with a community plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can you describe how the project aligns with existing provincial community healthy living initiatives and strategies such as: <ul style="list-style-type: none"> <li>• Healthy Families BC: <a href="http://www.healthyfamiliesbc.ca/">http://www.healthyfamiliesbc.ca/</a></li> <li>• Age-Friendly BC: <a href="http://www.seniorsbc.ca/agefriendly/communities">http://www.seniorsbc.ca/agefriendly/communities</a></li> <li>• Other – Please specify:</li> </ul>		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	
<b>Other Requirements</b>	Can you identify the community's plan and/or policy (e.g.: asset management plan, long-term financial plan, business case etc.) which details long-term sustainable management of the community's infrastructure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Can you describe risk mitigation strategies you have in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Project Criteria</b>	<b>Tally the frequency of each response type: YES and NO</b>	15	8	

**LINK TO CRD STRATEGIC PLAN 2009-2011** (Refer to: <http://www.crd.bc.ca/about/documents/strategic-plan-2009-2011.pdf>)

**LINK TO KEY SERVICES:** Identify the service to which the proposed project relates (see Key Services table on p. 6): [Parks and recreation](#)

**LINK TO STRATEGIC PRIORITIES:** In the left column below, select the strategic priority to which the project relates. For your reference, the CRD Strategic Plan here: <http://www.crd.bc.ca/about/documents/strategic-plan-2009-2011.pdf>:

Climate Action (p. 21)  
 Environmental Protection (p. 23)  
 Housing (p. 25)  
 Regional Transportation (p. 27)  
 Waste Management (p. 29)  
 Not Applicable

Describe how the proposed project relates to the strategic priorities, if any, selected above. [Currently families travel \(drive\) back and forth from Sooke to Colwood to play organized lacrosse. Families would no longer need to drive so far to access facilities.](#)

OPTIONAL DOCUMENTATION		
What documentation, from the list provided in the <b>Optional Application Documentation</b> chart below could be included in the application		
DESCRIPTION	YES	NO
Documentation detailing the public health issues being addressed by the project (e.g. increased levels of activity, obesity reduction, community development);	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Projects involving strategic partnerships can provide documentation outlining the nature and history of partnerships (e.g. MOU) for projects that involve a partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engineering feasibility study of options along with detailed cost estimates and design criteria, with sufficient details to fully describe the project;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Letters of support and/or documentation demonstrating support from relevant agencies such as local Health Authorities, local Chambers of Commerce/Community Organizations, Ministry of Transportation and Infrastructure, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Applicable information from project consultation and community engagement (First Nations, Stakeholder, Public);	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstration of how this project is supported by a long-term plan (e.g. Official Community Plans, Parks and Recreation Master Plans, Healthy Living Plan, Community Energy Plan, Transportation Plan/Active Transportation Plan) and a plan or report summarizing the community's demand management strategies (transportation demand management strategy);	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A financial plan and/or asset management plan/policy which details long-term sustainable management of the community's infrastructure (see <a href="http://www.assetmanagementbc.ca">www.assetmanagementbc.ca</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reports, studies and plans/strategies with respect to community's climate change initiatives. For new building projects, demonstration that the project will be designed and constructed to meet standards for green building and energy-efficiency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>SUBTOTAL: Optional Items</b>	8	0
<b>TOTAL: Project Criteria and Optional Items</b>	23	8

# **STAFF NEWS**



STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF TUESDAY, NOVEMBER 8, 2011

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**Programs**

**Low-Cost or No-Cost Programs**

SEAPARC offers a number of low-cost and no-cost programs and events for individuals and families. Below is a listing of our current offerings.

Children & Families

- *National Child Day Free Skate*  
Annual event in November. In partnership with Sooke Family Resource Centre.
- *Coast Capital Free Skates & Swims*  
All admission fees paid by Coast Capital Savings  
2 'glow in the dark' skates per year  
5 swims per year
- *SEAPARC Sharks Swim Club*  
Low cost, non-competitive swim club for ages 6-17.  
Coached by SEAPARC staff.
- *Pro D Day Twoonie Skates & Swims*
- *Offered during School District Pro D Days*  
6 swims per year  
5 skates per year
- *Twoonie Public Skate – New*  
Wednesday mornings 9:00-am-10:45.

Youth/Teen

- *Friday Night Drop-in at SEAPARC – Free*
- *Saturday Night Drop-in at Sooke Community Hall – Free*
- *Youth Leadership Development & Volunteer Training – Free*

### Adult

- *Community Walks - Free*  
Tuesday & Thursday mornings. Volunteer leader.
- *Taste of Aquatics*  
One week of free drop-in aquatic classes. Offered in the fall each year.

### School Use Agreement

This summer SEAPARC met with School District 62 to discuss revisions to the current school use agreement. The agreement has not been updated since 2007. SEAPARC has submitted its proposal to the School District and is waiting for a response.

### **Staffing**

#### Programs

There were 91 applicants for Recreation Program Coordinator position. Interviews will take place mid-November.

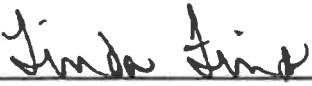
#### Reception


We have hired two new auxiliary reception staff, Danielle McClimon and Carrie Sjostrom. Both have worked at SEAPARC in various roles, Danielle as Arena and Concession staff, and Carrie as Arena and Program staff. These positions have been filled to replace Sean Webb who has left to focus on his career as an environmental consultant and Miles Dimock who is continuing his Education degree at Acadia University.

### **Administration:**

#### **Arena Roof and Building Envelope**

Chatwin Associates Building Science Ltd. has begun examining the arena building envelope and metal roof to determine the causes, extent, and severity of moisture penetration. Their report, outlining the options available to fix the envelope and repair or replace the roof as required, is due November 30, 2011.

  
\_\_\_\_\_  
**Linda Finch**  
**Program Services Manager**

  
\_\_\_\_\_  
Larry Hutchings,  
SEAPARC