

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, February 15, 2012
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), D. Bishop (Vice Chair), W. Milne (Sooke Director), M. Hicks (JDF Director), B. Berger, P. Grove
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald, Recording Secretary
Absent: C. Richardson
Public: 2
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

3. APPROVAL OF THE MINUTES OF JANUARY 4, 2012

MOVED by Director Milne, **SECONDED** by Commissioner Berger that the minutes of January 4, 2012 be approved. **CARRIED**

APPROVAL OF THE MINUTES OF FEBRUARY 1, 2012

The February 1, 2012 Minutes require two corrections as follows:

- Item 1, Call to Order - replace “The Chair withdrew” with “The Chair stood aside”; and
- Item 2, Adjournment – replace “7:41 pm” with “6:41” pm.

MOVED by Commissioner Berger, **SECONDED** by Director Milne that the minutes of February 1, 2012 be approved as amended. **CARRIED**

4. CORRESPONDENCE

Navy League of Canada – Sooke Branch
re: Trophy Sponsorship Request for new Navy League Cadet Corp., 207 Admiral Girouard

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that the Commission support sponsorship of the “Athletic Award”. **CARRIED**

5. STAFF REPORTS

a) **Staff News**

Staffing

SEAPARC is pleased to welcome Teresa Hilderley as a new one-on-one support worker for the licensed preschool program.

Aquatics

January attendance began slow but is now up to normal levels. Our evening drop-in classes are steadily increasing in numbers. In addition to Swim Fit and Aquafit, we are now offering a Tuesday night Aqua Zumba class which is a high energy Latin inspired exercise class.

Recreation

The new adult drop-in hockey offering on Tuesdays from 10:00-11:30 pm has proved very popular averaging 20 participants per night

Administration

SEAPARC Bus/Van

Ownership of a 15 passenger van has been transferred to SEAPARC and it is currently being used for the out-of-school care program. A tender process is being undertaken by the Fleet Manager towards the purchase or lease a new 24 passenger bus. This process should be complete by mid-February with a Staff Report to the Commission to follow including a decision on the feasibility of selling advertising on the bus.

Community Recreation Grant

A revised budget for the Multi-Use Sport Court application has been submitted to the Infrastructure Development Branch. HST costs were added and the \$40,000 grandstands allotment was deleted, thereby reducing the total grant application to \$499,550. A decision on the application is expected by the end of February, 2012.

Rotary Club Contribution

The Sooke Rotary Club has contributed \$2,400 towards equipment purchases for the SEAPARC developmental lacrosse program. The Club also contributed one dozen lacrosse sticks to the program.

Ice Allocation Meeting

The annual Ice Allocation meeting will be held Tuesday, May 8 at 7 pm. Commissioners Bishop and Berger will represent the Commission on the Ice Allocation Committee.

b) Arena Roof

The SEAPARC Manager outlined the results of the Arena Roof and Building Envelope Review completed by Chatwin Associates Building Services Ltd. Five options for roofing and building improvements were identified ranging from "temporary-fix" measures to total building replacement. CRD Environmental Engineering staff recommend Option 1 - to fix localized leak areas with temporary fixes over the next five years at a total cost of \$35,000 as well as have engineering staff develop a Scope of Work at a cost of \$15,000.

MOVED by Director Hicks, **SECONDED** by Director Milne that a final decision on roof repair work be tabled to the March meeting and ask that staff review the need to obtain a Scope of Work.

CARRIED

c) Storage Unit

The SEAPARC Manager provided an overview of current storage needs. Additional storage is required for both Sooke Skating Club and SEAPARC Recreation Program materials. The construction of a custom designed storage unit with shelving is recommended.

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that \$3,500 be allocated from the 401 Contingency Fund toward the purchase of a custom designed storage unit with shelving. **CARRIED**

d) Policy Review

It is recommended that the Commission approve revision of the following policies:

Administration:

A-100.23 Flowers and Cards

A-100.25 Ice Allocation Policy

Commission:

C-300.16 Recognition of Outgoing Commission Members

Recreation:

R-100.1 L.I.F.E. (Leisure Involvement for Everyone)

The following new policy be adopted:

Grants:

G-100.1 Travel Assistance Funding

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that the Commission accept the revisions presented and adopt the new policy G-100.1 Travel Assistance Funding.

CARRIED.

e) Budget Summary/Capital Plan/Reserve Funds

The SEAPARC Manager reviewed changes to the 2012 Capital Plan including the addition of the following items:

- | | |
|--|----------|
| • Energy Efficient Lighting Improvements | \$13,000 |
| • Arena Roof Upgrade | 22,000 |
| • Bus Replacement | 65,000 |
| • LCD Projector | 2,000 |
| • Computer Replacement (x2) | 3,200 |

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that the revised 2012 Capital Plan be accepted. **CARRIED.**

MOVED by Director Hicks, **SECONDED** by Director Milne that the Manager request an explanation for the seemingly high cost of computer replacement. **CARRIED.**

Review and discussion of the 2012 Reserve Fund status and 2011 Projected Surplus followed. The 2011 Projected Surplus is:

- 401 function (Facilities & Recreation) \$ 145,000
- 403 function (Pool) \$ 20,400

The SEAPARC Manager outlined the budget accounts resulting in the surplus. The Manager suggested that \$25,000 of the surplus funds be placed in a Reserve Account for planning purposes and the remaining funds be placed in the Capital Reserve Fund and Capital Equipment Replacement Fund.

MOVED by Commissioner Bishop, **SECONDED** by Director Milne to transfer the surplus as follows:

- \$120,000 to 401 function Capital Reserve Fund
- 25,000 to "Planning Purposes" Reserve Account
- 20,400 to 403 function Capital Equipment Replacement Fund

CARRIED.

Director Hicks queried the possibility of purchasing and installing user pay gas space heaters for the arena bleachers.

MOVED by Director Hicks, **SECONDED** by Director Milne that staff report back on the costs involved in the purchase and installation of user pay gas space heaters in the arena bleachers and the effect it may have on ice quality and humidity.

CARRIED.

f) Commission Information Package

Commission reviewed the 2011 Fees & Charges Schedule C. Staff will provide a report at the June meeting with a comparison of other facility fees and recommendations for 2012.

6. YOUTH MEMBER REPORT

7. CHAIR'S REPORT

The Chair thanked staff for their work on the budget.

With regard to the issue of the videotaping of SEAPARC meetings, the Chair will, in future, treat the camera as a "delegation" under CRD Bylaw No. 3708, Part 3, Delegations, Section 12 until otherwise directed.

8. DIRECTOR'S REPORT

Director Hicks requested if it is possible to move the Chair's and Director's Report agenda items to the beginning of the agenda rather than the end. The Chair will consider this request under advisement.

9. UNFINISHED BUSINESS

a) Commission Orientation

A commission orientation session will not be scheduled at this time.

b) Grant Road Connector Project

Documents provided show the proposed location and design of the new Throup Road extension through to Phillip's Road. Director Milne noted that further revisions have been made to the design and an updated design plan will be forwarded to SEAPARC. A final decision will be made later this spring by District of Sooke Council on whether this project will proceed in 2012.

10. NEW BUSINESS

a) Administrative Review

The SEAPARC Manager stated that he is reviewing staff levels relative to current workloads. Minor changes may be required that can likely be accomplished within the current Operations Budget. Any requests for additional staffing will come forth as part of the 2012 Budget process.

The SEAPARC Manager also noted that 3 administrative reviews have been done in the past (1990, 1997 & 2002). It was suggested that the Commission may wish to undertake another review within the next 1-3 years. It was also suggested that funds should be set aside for this purpose.

Director Hicks brought forth a SEAPARC staff suggestion regarding the possible construction of cover/roof for the playground area. The installation would assist in reducing sun/heat on the pool deck as well as providing a sheltered storage area for preschool items. Further research to be undertaken with a report back to the Commission.

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT

It was **MOVED** by Director Hicks and **SECONDED** by Director Milne that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Section 90 (1) (c) *labour relations or other employee relations*.

The in camera meeting commenced at 8:23 p.m. and adjourned at 8:30 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder