

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, July 4, 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: D. Bishop (Vice-Chair), B. Berger, P. Grove, M. Hicks (JDF Director),
W. Milne (Sooke Director)
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald,
Recording Secretary
Absent: J. Perkins (Chair), C. Richardson
Public: 1
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

The following addition was made to the Agenda:

- 10. New Business
 - a) Monthly Meetings

MOVED by Commissioner Berger, **SECONDED** by Director Milne that the agenda be adopted as amended. **CARRIED**

3. APPROVAL OF THE MINUTES OF June 13, 2012

MOVED by Director Milne, **SECONDED** by Commissioner Berger that the minutes of June 13, 2012 be approved. **CARRIED**

4. DELEGATION

5. CHAIR’S REPORT

6. DIRECTOR’S REPORT

7. YOUTH MEMBER REPORT

8. CORRESPONDENCE

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- a) Monthly Meetings

Director Hicks queried whether the holding of monthly SEAPARC meetings is required. The SEAPARC Manager responded that while monthly meetings are not mandated, staff do require direction from the Commission on a regular basis. The SEAPARC Manager also noted that August and December meetings are normally cancelled.

MOVED by Director Milne, **SECONDED** by Director Hicks, that it be clarified that the Chair, at his or her discretion, has the right to cancel SEAPARC meetings if and when they feel there is insufficient business to warrant a meeting.

CARRIED.

11. STAFF REPORTS

a) Staff News

Summer camps are underway. Our camp leaders and assistant leaders are all returning SEAPARC employees with the exception of Matthew Morrison, our new one-on-one support worker.

A 24 passenger bus has been rented for July and August to provide transportation for our summer camps

The Skate Jam has been postponed to July 14 due to inclement weather on June 23.

The lacrosse program ended with a wind-up fun day/tourney on the June 24. The eight week program proved very popular with approximately 50 registrants.

b) Staff Report

The SEAPARC Manager reviewed the 2013 budget process. He noted that CRD budgets are now to be prepared for a fixed three year cycle. Growth in requisition levels should be capped at 2% for 2013. Any expansion in service levels recommended by the Commission must be approved by the Board. The Capital Budget submission deadline is September 4, 2012 and the Operating Budget submission deadline is September 12, 2012.

The SEAPARC Manager reviewed the 5 year Capital Plan forecast.

Items of note include:

Computer Replacement - \$3,900 per year (2013/2014/2015)

The amounts shown for computer replacement in 2013, 2014 and 2015 will be adjusted once a final determination is made on the number of computers requiring replacement.

Energy Efficient Lighting Improvements - \$7,000 (2013)

Depending on the outcome of the BC Hydro Energy Audit, this item may or may not be required. BC Hydro may provide half or full funding of this project depending on their findings.

Condensing Tower - \$47,500 (2013)

The existing condensing tower is now 37 years old. A new "bundle" was installed 17 years ago. Staff recommend replacing the full unit.

SEAPARC Infrastructure Enhancements - \$300,000 (2013)

This lump sum Short Term Loan item has been included in Capital Plan each year since 2010/11 in anticipation of the possible purchase of adjacent property. Upon Commission inquiry, the Manager reported that a referendum would be required if a loan was to be pursued. The SEAPARC Manager noted that the last installment on the existing pool construction debt will be paid off in 2015.

The SEAPARC Manager reviewed a list of Supplementary Items proposed for 2013. Proposed items include the following:

401 – Facilities and Recreation

- Roof Repairs - annual maintenance \$7,000
- replace gutter hangers
- Concept Plans & Costing \$8,000 to \$10,000
Update conceptual plans for expansion
- Chair Replacement \$2,500
- Auxiliary Salaries (Maintenance Staff) \$10,000

403 – Swimming Pool

- Water Fountain – Aquatic Centre \$2,500
- Auxiliary Salaries (Aquatic Staff) \$10,000

Discussion focused on the following items:

Concept Plans & Costing: The expenses involved in updating the existing concept plans and costing of a future gym facility expansion were considered. The SEAPARC Manager explained that updates would be required if an infrastructure grant were to become available. The Manager noted that changes made during the building upgrade project of 2010/11 need to be reflected in plans/costing and that he would like to review the existing plans with the architect and the CRD Engineering staff.

Auxiliary Salaries: The SEAPARC Manager reported that a shortage of qualified auxiliary maintenance staff has led to higher than expected overtime costs in order to cover sick and annual leave time.

MOVED by Director Milne, **SECONDED** by Director Hicks, that the 2013 Supplementary Budget Items be received. **CARRIED.**

12. PUBLIC QUESTION PERIOD

13. ROUNDTABLE

14. ADJOURNMENT

It was **MOVED** and **SECONDED** that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1): (e) *Acquisition, disposition or expropriation of land or improvements.*

The in camera meeting commenced at 7:21 p.m. and adjourned at 8:11 p.m.

The meeting adjourned 8:12 p.m.

Derek Bishop, Vice-Chair

Lynn MacDonald, Recorder