

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, April 3, 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: Jim Perkins (Chair), B. Berger, M. Hicks (JDF Director), P. Grove, W. Milne (Sooke Director)
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald, Recording Secretary
Absent: D. Bishop (Vice Chair)
Public: 1
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED by Commissioner Berger, **SECONDED** by Director Milne that the agenda be adopted with the following addition. **CARRIED**

12. a) Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90 (1) (i)

3. APPROVAL OF THE MINUTES OF February 6, 2013

MOVED by Commissioner Berger, **SECONDED** by Director Milne that the minutes of February 6, 2013 be approved. **CARRIED**

4. CHAIR’S REPORT

5. DIRECTOR’S REPORT

6. CORRESPONDENCE

- a) Sooke Branch – Navy League of Canada re: Trophy Sponsorship
\$40 donation request to cover trophy sponsorship costs for the Cadet Corp, 207 NLCC Admiral Girouard “Athletic Award”.

\$40 donation request to cover trophy sponsorship costs for Cadet Corp., 325 RCSCC Admiral RC Waller “Seamanship Award”.
- b) Sooke Branch – Navy League of Canada re: Invitations to Annual Review Ceremonies
Invitations to attend the Cadet Corp, 325 RCSCC Admiral RC Waller Annual Review Ceremonies to present the “Athletic Award and the Cadet Corp, 207 NLCC Admiral Girouard Cadet Corp to present the “Seamanship Trophy” on behalf of SEAPARC. The Chair will represent SEAPARC at these events.
- c) Rotary Club of Sooke - SEAPARC Youth Participation Grant
The Rotary Club’s grant, to assist children and/or families in need to access SEAPARC activities, will increase from \$600 to \$1,000 in 2013 and subsequent years.

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that the correspondence be received and filed.

CARRIED.

7. UNFINISHED BUSINESS

a) Recreation Survey

The Program Services Manager provided an update on the status of the Community Recreation Survey.

The Commission met on March 27, 2013 to review and finalize the survey document. The survey will be made available (both print and online versions) at the beginning of May with a response deadline of May 31.

The Program Services Manager is in the process of determining mail out options/costs with Canada Post including insertion of the survey in SEAPARC's Summer Active Living Guide being mailed out at the beginning of May or a separate, direct mail out to homeowners.

The survey will also be made available online. The Program Services Manager is investigating how best to proceed with creating an online survey while keeping costs to a minimum. The District of Sooke has offered the use of their "Survey Monkey" software for online posting of the survey with assistance from the District's Systems Administrator.

Paper copies of the survey will be available for pick up and drop off at several locations including SEAPARC, Juan de Fuca Electoral Area and District of Sooke offices, the Rotary Auction and SEAPARC's Garage Sale events.

Promotion of the survey will include newspaper ads and articles, emails to SEAPARC users, road sign postings, emails to community groups and associations, District of Sooke & SEAPARC Facebook, website and Twitter postings, etc.

MOVED by Director Milne, **SECONDED** by Commissioner Berger that staff are authorized to spend up to \$1,000 on survey distribution costs.

CARRIED.

MOVED by Commissioner Berger, **SECONDED** by Director Hicks that staff proceed with distribution of the Community Recreation Survey as presented.

CARRIED.

8. NEW BUSINESS

9. STAFF REPORTS

a) Staff News

Programs

Aquatic program registrations are strong. Red Cross Grade 2 swim lessons, sponsored by the Sooke Lions Club, are underway.

Spring Break camps were fully registered. Skating lessons ended March 12 with the final Coast Capital Free Skate of the season held that same evening. During Spring Break, SEAPARC hosted additional Toonie Skates and a Teen Skate.

The annual "Easter Eggstravaganza" event was another huge success with approximately 450 people attending the event. \$365 and 9 baskets of food were donated for the Sooke Food Bank.

Summer camp staff hiring is proceeding. Upon Commission query, the Program Services Manager noted that due to the high cost of leasing a bus, summer camps will be modified to work within the capacity of SEAPARC's own 15 seat van.

Administration

The SEAPARC Manager gave a brief overview of the final 2012 surplus allocations as follows:

- | | |
|---------------------|---------------|
| 2012 Final Surplus: | \$ 105,950.98 |
|---------------------|---------------|
- 401 function (Facilities & Recreation): \$ 56,942.66
 - \$7,500 carried forward to 2013 Operating Costs to keep within 2% maximum increase.
 - \$34,609.66 to Capital Reserve Fund
 - \$14,833 to Equipment Replacement Fund
 - 403 function (Pool): \$ 49,008.32
 - \$34,305.32 to Capital Reserve Fund
 - \$14,703 to Equipment Replacement Fund

A copy of the revised 2013 Capital Plan was provided reflecting the following decisions:

- move \$65,000 for purchase of a bus to 2015
- addition of \$5,000 in 2013 for possible construction of an arena wheelchair ramp
- addition of \$7,000 in 2013 for purchase of exercise bikes.

The SEAPARC Manager reviewed the Invitation for Quotation sent out to nine prospective bidders for the supply and install of a new arena condenser. Tenders closed on March 27, 2013. Two companies submitted proposals. Quotes, excluding taxes, are as follows:

Accent Refrigeration	\$55,474
Cimco Refrigeration	\$70,759

MOVED by Director Milne, **SECONDED** by Director Hicks, that Accent Refrigeration be contracted to supply and install a new arena condenser.

CARRIED.

Ice Allocation Meeting

The annual Ice Allocation meeting will be held Tuesday, May 14 at 7:00 pm. The Chair and Commissioner Berger will represent the Commission on the Ice Allocation Committee.

The SEAPARC Manager noted some concerns with regard to the amount of ice time turned back during the season by contracted ice users. The Manager will be meeting with the Sooke Minor Hockey Ice Allocator prior to the Ice Allocation meeting.

May Meeting

The May SEAPARC meeting will be cancelled due to the attendance of both the Chair and SEAPARC Manager at the annual BCRPA Symposium. Next scheduled meeting date: June 5, 2013.

10. PUBLIC QUESTION PERIOD

11. ROUNDTABLE

The Chair circulated a thank you card from Leonardo and Pilar Maekawa for the donation of ice time for their training and fundraising efforts.

12. ADJOURNMENT

It was **MOVED** by Director Milne and **SECONDED** by Commissioner Berger that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1); (i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose*

The in camera meeting commenced at 7:08 p.m. and adjourned at 7:40 p.m.

The meeting adjourned at 7:41 pm.

Jim Perkins, Chair

Lynn MacDonald, Recorder