

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, July 2, 2014
SEAPARC Leisure Complex Board Room, 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: M. Hicks - Chair (JDF Director), J. Perkins – Vice Chair, P. Grove, W. Milne (Sooke Director)

Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, L. MacDonald, Recording Secretary

Absent: B. Berger, D. Bishop

Public: 0

Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

The following addition was made to the Agenda:

6.. New Business

a) Role for SEAPARC in a new community centre

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

3. APPROVAL OF THE MINUTES OF June 4, 2014

MOVED by Director Milne, **SECONDED** by Commissioner Grove that the minutes of the June 4, 2014 meetings be adopted. **CARRIED**

4. CHAIR'S REPORT

5. DIRECTOR'S REPORT

6. NEW BUSINESS

a) Role for SEAPARC in a new community centre

Commissioner Grove proposed that the facility and activity management skills of SEAPARC staff could be beneficial in the development and operation of the newly proposed community centre. Director Milne noted that the project is in the very early formative stages and that a referendum is planned for November 2014 which will offer voters a choice of several options for development.

MOVED by Director Milne, **SECONDED** by Commissioner Grove that the Commission support the SEAPARC Manager's participation in the preliminary planning process for a potential community centre building. **CARRIED.**

7. UNFINISHED BUSINESS

8. STAFF REPORTS

a) Staff News

Aquatic

Annual pool maintenance was completed between June 16-30.

Lindsay Brown-Havens has returned from maternity leave to her Aquatic Program Assistant position. Desirae Meija filled this position in Lindsay's absence but will now return to her positions as Lifeguard/Instructor and Summer Camp Leader. We would like to thank Desirae for her dedication and commitment to SEAPARC aquatic programming.

Community Recreation

SEAPARC offered School's Out Camps June 16-27, with an average of 11 children registered each day.

SEAPARC staff provided face painting and program promotion at the June 8th MEC Race Series at the Sooke Potholes and the Blue Grass Festival on June 14th.

The Program Services Manager noted there may be some changes in summer camp scheduling due to the potential of a teachers' strike this summer. Journey Middle School, Ecole Poirier Elementary and EMCS are all being utilized for SEAPARC camps this summer.

ADMINISTRATION

Bike Park Update

The SEAPARC Manager reported that the new bike pump track is now under construction. An open house is scheduled for July 3 to provide the public with an opportunity to view plans for the bike park and multi-use connector trail. The District of Sooke's "Invitation to Tender" for trail construction closes on July 11. The next phase of the project will see signage installed and the new trail constructed and, if feasible, the redesign of the existing dirt jumps. Fundraising is ongoing for both cash and donations-in-kind. Travis Butler kindly donated drain rock and trucking time for the new pump track.

Travel Assistance Grants

In accordance with the Commission's Travel Assistance Funding policy, the following Sooke Minor Fastball Association teams were awarded \$200 each to assist with cost of travel to their respective BC Provincial Championships:

- U16 Boys Bantam Clearwater, July 4-6
- U14 Boys PeeWee Surrey, July 11-3
- U14 Girls PeeWee Ridge Meadows, July 4-6

Playing Fields & Partnerships

A meeting was held on June 18, 2014 with community stakeholders to discuss field access and future partnerships with Sooke School District 62. The SEAPARC Manager plans to meet with the School District 62 Secretary-Treasurer in July to discuss future partnerships.

Arena Beams Repainting

Repainting project is now complete.

Budget

The 2015 budget process is underway. Staff are currently working on the Capital and Operating budgets and developing a five year Financial Plan (2015-2019). Further information will be provided to the Commission at their September meeting. The SEAPARC Manager noted that the pool's "river run" motor required replacement earlier than planned due to a break down. (item had been included in 2015 Capital Plan).

Commission expressed concerns regarding the CRD's computer replacement cycle and directed the SEAPARC Manager to query the feasibility of adding one more year to the cycle in order to cut costs.

Other items of note:

- The pool's rope swing has been replaced and is available for use;
- The new arena desiccant dehumidifier is expected to be delivered on July 3;
- Labour involved in removal of arena glass for the 2014 EMCS graduation ceremonies totalled 4 staff x 9.25 hours each;
- In response to patron suggestions, the Monday to Friday pool opening time will change to 6 am starting in September (rather than 6:15 am).

9. QUESTION PERIOD

10. ROUNDTABLE

Commissioner Perkins thanked SEAPARC staff members who worked at the Canada Day event and Bluegrass Festival for the excellent services they provided to kids and families.

11. MOTION TO MOVE IN CAMERA

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):

- (j) *information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and*
- (k) *negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*

The in camera meeting commenced at p.m. and adjourned at p.m.

RISE AND REPORT

Staff are directed to access \$4,780 in Capital Reserve Funds to purchase a snack vending machine for the provision of in-house vending services.

The regular meeting adjourned 8:35 p.m.

Mike Hicks, Chair

Lynn MacDonald, Recorder