

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Wednesday, October 18, 2016
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), M. Tait (Sooke Director), B. Berger, J. Perkins (Vice-Chair), A. Wass-Little
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary, C. Hoglund, Program Services Manager
Absent: D. Bishop, P. Grove
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 1:04 pm.

2. ADOPTION OF AGENDA

MOVED by Commissioner Berger, **SECONDED** by Director Tait that the agenda be adopted as presented.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Perkins, **SECONDED** by Director Tait that the minutes of the September 13, 2016 meeting be adopted.

CARRIED

4. CHAIR'S REPORT

The Chair welcomed Arran Wass-Little to the Commission as the Youth Member for 2016/17. Arran is a Grade 11 French Immersion student at EMCS who participated in the “Forum for Young Canadians” in Ottawa earlier this year and is a long-time Sooke Fastball Association player.

5. DIRECTORS' REPORT

6. YOUTH MEMBER REPORT

7. STAFF REPORTS

a) Staff News

PROGRAMS:

Community Recreation

The annual “Taste of SEAPARC” was held the first week of September, allowing patrons to try out a class or program for free prior to registering. 86 people took advantage of the opportunity.

SEAPARC is participating in the CRD People Power Initiative, which focuses on motivating, supporting and encouraging residents to safely walk, roll and cycle more often. SEAPARC was the recipient of a \$5,000 grant to host three Bike Skills workshops for youth in September.

This year's “Safe Halloween” event has been cancelled. Community partners involved in running past events, including the Rotary Club of Sooke, Sooke Fire Fighters Association and SEAPARC, made the determination given the ongoing challenges involved in garnering volunteer commitment as well as securing resources and an appropriate location. The event had been downsized over the past few years and held at several different locations. The Manager noted that a variety of events

are being held Halloween week including SEAPARC swims/skates and the Otter Point Fire Department annual bonfire & fireworks at Camp Bernard.

ADMINISTRATION:

Registration Software

Staff training is underway on the new "PerfectMind" registration software being implemented by area recreation facilities this fall. Expected to "go live" at the end of November/beginning of December, the software will offer online and smartphone registration/purchase capability. Several new items of hardware will be required (scanners, receipt printers and tablets) to replace what is currently in use. \$8,000 from the Equipment Replacement Fund to be allocated for purchase.

Golf Course House Rental

The house is currently advertised on Used Victoria for a one year lease at \$1,800 per month plus utilities.

EV Charging Station

The SEAPARC Manager reported that the estimated cost to install an electric vehicle charging station, including 2x 60amp chargers, is \$7,000 including installation. Staff to prepare a staff report for presentation at a future meeting.

MOVED by Commissioner Wass-Little, **SECONDED** by Director Tait that the Staff News be received for information.

CARRIED

b) 2017 Service Plan

The SEAPARC Manager reviewed the 2016-19 SEAPARC Service Plan. The plan has been updated to include operation of the DeMamiel Creek Golf Course service for 150 days (May 1–Oct.1) in 2017.

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Berger that the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That the SEAPARC Service Plan be approved as presented and direct staff to prepare the 2017 Financial Plan in accordance with the approved service plan.

CARRIED

c) 2017 Budget

The SEAPARC Manager provided an overview of the 2017 operating budget including:

• 2017 Reserve Fund Summary:

Capital Reserve Balance	\$ 1,048,811
Equipment Replacement Fund	<u>25,796</u>
Reserve Funds (estimated)	<u>\$ 1,074,607</u>

• Major 2017 Capital Items include:

Facility Expansion*	\$1.25 million (500k Grant Funded)
Golf Course Pond Pump	\$ 5,000
Golf Course Irrigation Pump	\$ 6,000
Pool Filters	\$ 20,000
Pool Roof Repair	\$138,000

- 2017 Requisition (estimated) \$2,667,750
- Percentage increase over prior year: 2.27%

*2017 Facility Expansion subject to successful Canada 150 Grant.

MOVED by Commissioner Berger, **SECONDED** by Director Tait that the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That the SEAPARC 2017 budget be approved as presented.

CARRIED

8. PUBLIC QUESTION PERIOD

9. ROUND TABLE

10. ADJOURNMENT

The regular meeting adjourned at 2:25 pm.

Next meeting scheduled for November 8 @ 1pm

Mike Hicks, Chair

Lynn MacDonald, Recorder