

challenge for youth when they arrive to play and have to wait up to an hour for the court to be available.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

- There were no presentations.

6.2. Delegations

- There were no presentations.

7. COMMISSION BUSINESS

7.1. 2024 January to April Programs and Services Report

C. Hoglund provided an overview of the report. The commission discussed the following topics:

- Growth trends
- Aquatic training
- Drowning prevention

This report was received for information.

7.2. BC Children's Hospital Foundation Festival of Trees

C. Hoglund provided an overview of the report. The commission discussed the following:

- Ownership of the trees
- Community impact
- Budget implications

MOVED by Commissioner Little, **SECONDED** by Commissioner Quint,

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to proceed with only the Santa's Workshop event. Proceeds from the event will be donated to the BC Children's Hospital Foundation

DEFEATED

Opposed: Dowhy, Warner, Wickheim, Quint

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Warner,

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to continue the Festival of Trees and Santa's Workshop events. Proceeds from the event will be donated to the BC Children's Hospital Foundation. Further, staff are directed to adjust the special events budget for future years to support this event.

CARRIED

Opposed: Beddows, Little

Commissioner Quint left the meeting at 7:01pm

7.3. Private Therapist Access Policy

- M. Alsdorf provided an overview of the report. The commission discussed the following:
- Personal Training

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Little,

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment of Policy No. A-100.28 Private Therapist Access.

CARRIED

7.4. Financial Statement of Operations – First Quarter of 2024

M. Alsdorf provided an overview of the report. There was no discussion.

7.5. Skate Park Update - Verbal

- M. Alsdorf provided an update on the Skate Park Conceptual Design Project:
- Geotechnical Survey was completed; the flat surfaces do not contain rebar; there is no option to build on top of the existing skate park; the concrete can be used as fill/base
 - Community engagement is completed with an online survey and open house
 - Design direction report is completed
 - Funding options for full project and additional features to be determined

7.5. Strategic Plan Update - Verbal

- M. Alsdorf provided an update on the Strategic Plan Project:
- Collection of background data is ongoing with review completion anticipated for early July
 - Community engagement to occur over July and August, possibly into September. This will include 6 focus groups, two open houses, and an online survey.
 - Commission workshop in October
 - Draft Plan anticipated for November, with approval in December

8. CORRESPONDENCE:

There were no correspondence.

9. NOTICE(S) of MOTION:

There were no notices of motion.

10. NEW BUSINESS:

- The commission shared the following:
- Camp Barnard will be hosting the Scouts Jamboree this July, hundreds of youth will be in attendance

11. ADJOURNMENT:

MOVED by Commissioner Wickheim, **SECONDED** by Commissioner Warner,

That the June 4, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:17 pm.

CHAIR

RECORDER



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 03, 2024

SUBJECT Capital Projects & Facility Update

ISSUE SUMMARY

To provide an update on the capital and facility projects completed from May through August 2024.

BACKGROUND

Reception Redesign

The reception redesign project is nearing completion. Glass surround is the main outstanding item to be completed. There have been some challenges securing a contractor for the glass design and installation. Staff and patrons have had a positive response to the improved ergonomics and accessibility.

Arena Ice

Staff installed the ice in a much shorter time frame this year, meeting targets to offer ice and public skating as soon as possible after the Sooke Fine Art Show. Ice bookings start August 19 this season with 69 hours of ice booked and 11 public sessions in the last two weeks of August. In prior years, ice season started the Tuesday after the September long weekend.

Parking Lot Upgrades

The parking lot had 76 square metres of asphalt and sub-base repaired as well as a complete line repainting. Annual repairs are now part of the capital plan.

DDC Control Upgrade

Ainsworth has our new web-based building controls software live and operational. Key staff will receive training on the new system in September. This project was completed well under budget by using existing server infrastructure at the CRD Fisgard building.

Pool Tile Repairs

The top cap of the foundation wall along the pool windows where the structural repairs were made last year have been retiled. The tile used at the time of repair was not a match and the original tile is no longer available. This work completes the pool structural column project.

Pool Changeroom Plumbing

Failing plumbing fittings in the ceiling space of the universal and men's changerooms were replaced during shut down. Similar fittings will be replaced in the women's changerroom next year.

Accessibility Lift Track Replacement

The accessibility lift track was at end of life and recommended for replacement. This replacement was completed during pool shutdown and included a new lift that remains on deck for ease of public access. The existing portable lift will now be available as a backup, and in the event that patrons are in need of the lift in the change room at the same time as on the pool deck.

Video Surveillance System Upgrade

The video surveillance system was upgraded with new hardware and software. Cameras were added in the pool and arena lobby spaces. Reception staff will have a live feed of the arena lobby to allow for monitoring of the area from the safety of the reception area. This project is anticipated to be completed below budget.

EV Charger Fee Implementation

Bylaw 4607 Electric Vehicle Charging and Fees Bylaw has been adopted by the CRD Board, with user fees (\$1/hr) being implemented for CRD EV chargers as of August 30, 2024. Four additional chargers are planned for SEAPARC Recreation Centre installation this fall funded by grants.

IMPLICATIONS

Service Delivery Implications

Scheduled repairs, replacement and preventative maintenance ensure that facilities are available and in good working condition to provide programs and services for the public.

Financial Implications

Scheduled capital projects currently meet budget allocations.

CONCLUSION

Repairs and improvements are part of the capital and preventative maintenance plan and ensure that facilities are in good operating condition for service delivery to the public.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Matt Curtis, Manager of Operations, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Manager, SEAPARC Recreation



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY SEPTEMBER 03, 2024

SUBJECT Financial Statement of Operations – Second Quarter of 2024

ISSUE To provide financial information to the Commission for the second quarter of 2024.

BACKGROUND

The second quarter financial results are now available for the period ended June 30, 2024.

In the second quarter 2024, we continued to see combined overall admission and membership revenue on track, which exceeded 2023 second quarter results by 13%. The pool admission revenue exceeded 2023 revenues by 10%. The pool also had lower second quarter expenses due to salaries and wages. Arena combined admissions and portion of membership sales exceeded 2023 results by 56% with strong public session attendance and the addition of roller skating sessions in the spring. Community recreation was relatively unaffected and was on track. DeMamiel Creek Golf Course saw a 13% increase in seasonal membership sales over 2023; however, there was a reduction of 27% in drop-in admissions compared to 2023. Golf revenue continues to be weather dependant and is on track; however, it is projected golf expenses will exceed budget for 2024. Administration & operation wages are also expected to exceed budget due to customer service demands. Close monitoring of discretionary expenditures for all program areas will ensure minimal cost overruns.

After six months of operations, actual results should be at 50% of budget utilization.

- Overall SEAPARC revenue was 48% of budget.
- Fitness program revenue was 79% of 2024 budget.
- Pool admission and rental revenue were averaging 50%; arena admissions and rental revenue were averaging 37%; fitness and weights admissions were averaging 52%, respectively.
- Community recreation program revenue for adult/youth were well over budget expectations at 231%; whereas early years and school age programs are below target at 27% with projected increases coming this summer with camp program offerings. This is due to a realignment of course revenue allocation. Licensed preschool programs were above expectations at 74%.
- Outdoor facility revenues were above expectations at 67%.
- Concession revenue was at 57%, where vending remained steady at 37% of budget expectations
- Direct operating costs were on budget with an average of 47%, whereas indirect expenses were 48% for the second quarter.
- All expenses are closely monitored and continue to remain within forecasted values.

CONCLUSION

SEAPARC Recreation plays an essential role in the personal health and wellbeing of the greater Sooke and electoral area community. We continue to see increased interest in our facilities and service offerings. Overall performance is on target with budget expectations during the second

quarter of 2024. Fitness & weights, pool, arena, adult/youth community recreation, and outdoor facilities will likely out-perform budget outlook and balance out areas falling below budget expectation, such as golf and early/school age programs.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Shari Mason, Administrative Services Coordinator, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Manager, SEAPARC Recreation

APPENDIX A

SEAPARC

STATEMENT OF OPERATIONS (6 MONTH ENDING - Jun 30, 2024)

50% percentage of budget - 6 months		% of Budget Utilized	2024 BUDGET	2024 YTD Jun-30	2023 YTD Jun-30	Actual YTD Difference 2024 to 2023	
						Dollars	%
DIRECT OPERATING REVENUES							
	Admissions & Membership passes	49%	895,250	438,743	388,117	50,626	12%
	Programs	49%	505,200	247,099	193,991	53,107	21%
	Rentals	38%	389,862	148,822	157,708	8,885	-6%
	Resale goods, concession	39%	76,500	29,852	22,910	6,942	23%
	Advertising	10%	6,700	650	2,674	2,024	-311%
	Sponsorships, grants, donations	78%	16,682	12,930	8,700	4,230	33%
	Other (commissions, fees)	33%	45,430	14,977	19,951	4,974	-33%
	TOTAL OPERATING REVENUES	46%	1,935,624	893,074	794,052	99,022	11%
DIRECT OPERATING EXPENSES							
	Contract & instructional services	62%	57,450	35,584	34,071	1,513	4%
	Operating supplies	43%	184,635	78,677	99,004	20,327	-26%
	Repairs & maintenance (pool, arena, golf, outdoor)	56%	141,363	78,671	78,497	174	0%
	Rentals	0%	7,000	-	-	-	-
	Travel & vehicle costs	24%	15,783	3,786	20,598	16,812	-444%
	Wages & benefits	47%	1,541,364	720,580	645,358	75,221	10%
	Other (staff training, licences, fees, grants in aid)	19%	13,846	2,579	2,589	10	0%
	TOTAL DIRECT OPERATING EXPENSES	47%	1,961,441	919,876	880,117	39,759	4%
	CONTRIBUTION DIRECT OPERATIONS	104%	- 25,817	- 26,802	- 86,065	59,263	-221%
INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE							
	Advertising & promotion	36%	21,000	7,534	13,391	5,857	-78%
	Contract for services & legal	60%	1,000	605	-	605	100%
	CRD Charges (IT, HR, Ops, labour)	51%	304,700	156,721	134,897	21,825	14%
	Insurance	100%	32,570	32,570	32,370	200	1%
	Licences, fees and dues	65%	53,650	34,924	16,556	18,368	53%
	Repairs and maintenance	62%	58,500	36,249	37,931	1,682	-5%
	Rentals	47%	2,550	1,199	911	289	24%
	Supplies	97%	55,100	53,501	56,646	3,145	-6%
	Utilities	37%	313,158	115,519	145,868	30,349	-26%
	Travel & vehicle costs	79%	10,300	8,104	3,856	4,247	52%
	Honoraria	0%	1,020	-	-	-	-
	Wages & benefits	46%	1,793,564	831,410	718,624	112,786	14%
	Other (meetings, print costs, staff training, courier, postage, etc.)	55%	20,150	11,087	9,606	1,481	13%
	Contingency	-	-	-	-	-	-
	TOTAL INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE	48%	2,667,262	1,289,423	1,170,655	118,768	9%
	INDIRECT REVENUES						
	TOTAL INDIRECT REVENUES	84%	160	134	-	134	100%
	NET CONTRIBUTIONS (DEFICIT)	49%	- 2,692,919	- 1,316,091	- 1,256,720	- 59,370	5%
TRANSFERS & DEBT							
	Transfers to Capital Reserve Fund	#REF!	355,000	#REF!	#REF!	#REF!	-
	Transfers to Equipment Replacement Fund	#REF!	115,000	#REF!	#REF!	#REF!	#REF!
	Transfers to Operating Reserve Fund	#REF!	-	#REF!	#REF!	#REF!	-
	Debt-interest payments	40%	64,417	25,588	31,784	6,197	-24%
	Debt-principle payments	72%	80,486	57,863	56,899	965	2%
	M.F.A. Debt Reserve Fund - Arena other debt	0%	160	-	-	-	-
	TOTAL TRANSFERS & DEBT	#REF!	615,063	#REF!	#REF!	#REF!	#REF!
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS							
	Requisition & Payment in Lieu	0%	3,307,982	10,100	5,758	4,342	43%
	Prior Year Surplus	-	-	-	54,750	54,750	-
	NET OPERATIONS	-	-	#REF!	#REF!	#REF!	#REF!



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 03, 2024

SUBJECT Capital Projects & Facility Update

ISSUE SUMMARY

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IMPLICATIONS

Service Delivery Implications

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Financial Implications

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CONCLUSION

Repairs and improvements are part of the capital and preventative maintenance plan and ensure that facilities are in good operating condition for service delivery to the public.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Matt Curtis, Manager of Operations, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Manager, SEAPARC Recreation



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 03, 2024

SUBJECT **Guide and Service Animal Policy**

ISSUE SUMMARY

To introduce a policy for guide and service animal access to SEAPARC facilities.

BACKGROUND

Staff require guidance regarding animals accessing SEAPARC facilities. There are considerations to ensure access for patrons with a disability while maintaining safe, clean welcoming facilities for patrons and staff. There are also requirements under the Pool Regulation of the Public Health Act that operators must prevent contamination or fouling of the pool and meet stringent water standards. Only guide dogs and service dogs as defined under the Guide Dog and Service Dog Act are permitted in the pool.

Other recreation centre policies were reviewed for consistency.

The proposed policy includes:

- Definitions of guide and service dog;
- Provisions for access to the facility for guide and service animals;
- Acknowledgement of patron and staff allergies;
- Guidelines to ensure the pool meets regulations.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.05 Guide and Service Animals.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Service Delivery Implications

This policy allows for access to SEAPARC facilities by individuals with a certified guide or service animals while maintaining health and safety standards.

CONCLUSION

The policy provides staff and patrons with direction regarding access of SEAPARC facilities with a guide or service animal.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.05 Guide and Service Animals.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC Recreation
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ATTACHMENT(S)

Appendix A: Policy No. A-100.05 Guide and Service Animals



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CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	Administration		
Title	GUIDE AND SERVICE ANIMALS		
Adopted Date	September 3, 2024	Policy Number	A-100.05
Last Amended			
Policy Owner	SEAPARC Recreation		

1. POLICY:

Animals and pets, with the exception of guide and service animals, are not permitted inside SEAPARC facilities.

2. PURPOSE:

To provide safe, clean, welcoming and accessible facilities for patrons and staff.

3. SCOPE:

This policy applies to all patrons and staff when inside SEAPARC facilities.

4. DEFINITIONS:

Guide dog means a dog that:

- (a) is trained as a guide for a blind person, and
- (b) is certified as a guide dog

Service dog means a dog that

- (a) is trained to perform specific tasks to assist a person with a disability, and
- (b) is certified as a service dog

5. PROCEDURE:

A patron with a disability that is accompanied by a certified guide or service animal will be allowed access to all SEAPARC facilities that are open to the public unless otherwise excluded by the law. All other animals, including therapy and emotional support animals (as they are not eligible for certification) are not permitted inside SEAPARC facilities.

Patrons may be required to show their government-issued Guide Dog and Service Dog Certificate ID card at any time.

If there is a health and safety concern for another person, such as a severe allergy to the service animal, reasonable efforts will be made to meet the needs of all individuals including eliminating in-person contact or creating distance between the individuals.

POOL

Service animals are permitted in the pool area but should not impede the safety of others using the pool. Within the pool enclosure, guide/service animals must maintain a minimum distance of 6 feet from the water. Guide/service animals only permitted in the water in an emergency situation to assist the patron.

6. SCHEDULE:

7. AMENDMENT(S):

Adoption Date	Description:
September 3, 2024	

8. REVIEW(S):

Review Date	Description:

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

BC Pool Regulation
Guide and Service Dog Act



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 03, 2024

SUBJECT SEAPARC Benefactor Program and Display

ISSUE SUMMARY

To provide an update on the benefactor program and wall display at SEAPARC Recreation Centre

BACKGROUND

In 2002, the benefactor program was created to provide businesses, service clubs, community organizations and residents the opportunity to make a lasting financial contribution to SEAPARC. At that time, SEAPARC then entered into an agreement with an artist who was commissioned to create the artwork that became the backdrop of the benefactor display. Since that time, the benefactor names have been displayed on a wall of the facility main lobby.

The benefactor artwork has worn over time and needs repair. It also covers a large section of the wall and is located in a high traffic area. Maintaining the historical significance of the benefactors is a priority, however this wall space could also be utilized for other SEAPARC priorities including programs and service promotions.

The 2002 agreement with the artist indicates that permission to display the artwork as part of the benefactors' wall is at the discretion of SEAPARC, that SEAPARC maintains the right to assign and adjust contributor's plaques as desired but shall not alter the artwork. Further that SEAPARC maintains sole discretion to remove or replace the artwork from the benefactors board.

Staff contacted the artist to advise them of the artwork condition and that an alternate for displaying the benefactor names is being pursued. The artist viewed the artwork in person and has indicated that they have no concerns with SEAPARC retiring the artwork however is deemed appropriate.

Staff will seek an alternative for displaying the benefactor names in a new location within the facility and retire the artwork.

IMPLICATIONS

Financial Implications

The agreement indicates that the artist shall be consulted before any restoration and shall be given the first opportunity to oversee the restoration. Further, that the artist shall not charge SEAPARC for any services rendered during the restorative repairs. Due to the length of time that has passed since the artwork was erected it may be difficult to repair.

CONCLUSION

The SEAPARC benefactor program holds historical significance. Retaining and displaying the names of those who contributed within the facility ensures that this archival information is

maintained. Changing how the benefactor names are displayed, and its location allows the current wall location to be better utilized for promoting SEAPARC programs and services.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Colleen Hoglund, Manager Program Services, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Manager, SEAPARC Recreation

ATTACHMENT(S)

Appendix A: SEAPARC Benefactors Program

Appendix B: SEAPARC Benefactors Board Artwork Agreement Terms and Conditions

SEAPARC LEISURE COMPLEX BENEFACTORS PROGRAM AND RECOGNITION CRITERIA

Becoming a Benefactor provides an opportunity for businesses, service clubs, community organizations and residents to make a lasting contribution to the SEAPARC Leisure Complex. Your donation will be used wisely to purchase required items. All donations will be recognized accordingly.

Benefactor Categories:

- Diamond Any donation over \$50,000
- Platinum Any donation over \$25,000
- Gold Any donation over \$10,000
- Silver Any donation over \$ 1,000
- Bronze Any donation over \$ 200
- Appreciation Any donation over \$ 10

All Benefactors from Diamond to Bronze will receive:

- Name prominently displayed on the Benefactor Board at the SEAPARC Leisure Complex
- Tax receipt for your charitable donation *

Benefactors will receive the following additional benefits in accordance with their contributions:

Diamond	One corporate swim per year for 10 years. Your group will have exclusive use of the pool and multipurpose rooms for this event. 200 individual one time family participation passes.
Platinum	One corporate swim per year for 5 years. Your group will have exclusive use of the pool and multipurpose rooms for this event. 100 individual one time family participation passes.
Gold	50 individual one time family participation passes.
Silver	10 individual one time family participation passes.
Bronze	5 individual one time family participation passes.
Appreciation	Tax receipt for your charitable donation *

**Donations for gifts of money or materials received through the Benefactor Program are tax deductible. For purposes of claiming a deduction for such gifts, the Capital Regional District is treated as a charitable organization under Section 110 and 118 of the Income Tax Act. The Capital Regional District will issue tax receipts for donations received over \$10.00*

**Sooke & Electoral Area Parks and Recreation Commission
Benefactors Board Artwork Agreement
Terms and Conditions**

THIS AGREEMENT made as at the 16 day of April, 2002.

BETWEEN **Sooke & Electoral Area Parks and Recreation Commission
2168 Phillips Road
Sooke, BC V0S 1N0
(hereinafter called "SEAPARC")**

-and-


(hereinafter called "the Artist")

WHEREAS SEAPARC issued a proposal call to artists to provide a conceptual design for artwork of the Benefactors Wall at the SEAPARC Leisure Complex in accordance with the attached "Parameters for the SEAPARC Benefactors Board" and whereas

The Artist submitted a design in accordance with the guidelines as outlined in the "Parameters for the SEAPARC Benefactors Board" and was subsequently selected by the public Art Selection Committee.

IT IS THEREFORE AGREED:

1. That the artwork is owned by the Artist and the Artist owns the copyright to the artwork as granted under the Copyright Act.
2. That the original design remains the property of the Artist and shall be returned after the Benefactors Board has been completed.
3. That if the work is damaged, SEAPARC shall consult the Artist before any restoration and shall give the Artist first opportunity to oversee restoration.
4. That if restorative work is required, the Artist shall not charge SEAPARC for any services rendered during restorative repairs.
5. That the Artist shall provide the artwork for the Benefactors Board in exchange for permanent recognition and that permission to display the artwork in the SEAPARC Leisure Complex as part of the Benefactors Wall shall remain at the discretion of SEAPARC.
6. That SEAPARC shall maintain the right to assign and adjust Contributor Plaques on the Benefactor Board as desired, but shall not alter the artwork, which shall remain as the artistic backdrop for the Benefactors Board and for which the Artist retains the sole right to the artwork.
7. That the Artist shall have final approval of the finished product before it is mounted.
8. That SEAPARC and the Artist commit to completing the project no later than August 30, 2002.

Artist Initials _____ *SEAPARC* _____

Page 1 of 2

9. That SEAPARC or the Artist may withdraw from this agreement at any time prior to completion of the Benefactors Wall.
10. That, notwithstanding the Copyright Act, SEAPARC has sole ownership and responsibility of the care and maintenance of the Benefactor Board at the SEAPARC Leisure Complex.
11. That SEAPARC maintains sole discretion to remove or replace the artwork from the Benefactors Board.
12. That recognition to the Artist as stated in Number 2, shall consist of the Artist's name in proportion and reasonable similarity to the accepted design proposal.
13. That the Artist shall not require SEAPARC to make any changes to the artwork design or material as it pertains to the Benefactors Board at the SEAPARC Leisure Complex.

I have read the Benefactors Board Agreement and agree to abide by the terms and conditions as incorporated into this agreement.

DATED ____ day of _____, _____.

On behalf of the Artist

On behalf of SEAPARC

Witness

Artist Initials _____ *SEAPARC* _____