



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, Boardroom – SEAPARC Leisure Complex
Wednesday, February 6, 2013 at 6:30 p.m.

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of January 9, 2013
4. Chair's Report
5. Directors' Report
6. Unfinished Business
 - a. Concession
 - b. Sooke Recreation Survey
7. New Business
8. Staff Reports
 - a. Staff News
9. Public Question Period
10. Round Table
11. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, January 9, 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, 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: D. Bishop (Vice Chair)
Public: 2
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:34 pm.

2. ELECTION OF CHAIR & VICE CHAIR

The SEAPARC Manager called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2013 and Commissioner Perkins' name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Perkins was declared Chair.

The SEAPARC Manager called for nominations for the position of Vice Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2013 and Commissioner Bishop's name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Bishop was declared Vice Chair.

3. ADOPTION OF AGENDA

The following additions were made to the Agenda:

4. a) Delegation – Ellen Lewers re: Community Digital Sign
7. b) Correspondence - Sooke Sensations Synchronized Skating Team
8. d) Service Objectives Survey

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

4. a) DELEGATION

Ellen Lewers outlined her efforts to coordinate the installation of a two-sided, 8' x 4' digital sign to serve the advertising needs of a variety of Sooke region non-profit agencies and local businesses. Ms. Lewers outlined past efforts by Edward Milne Community School and the Chamber of Commerce to obtain a sign. It is hoped that the sign would produce enough advertising revenue to cover maintenance and software costs. Three quotes have been procured and it is expected the digital portion of the sign (not including supporting pillars/frame) would cost approximately \$20,000 with an additional \$400 per month in maintenance and software costs. The sign would be video capable and include a wireless modum allowing for updates via a laptop within 50 feet of the sign. Ms. Lewers is seeking representatives from various agencies to serve on a task force.

Discussion points included:

- Support and appreciation for Ms. Lewer's efforts
- Willingness to possibly participate in a task force
- Shared sign would not provide enough advertising time for SEAPARC offerings
- Possible locations including EMCS, site of current SEAPARC sign, downtown Sooke
- Future changes to road patterns (ie. Phillips & Sooke Road Intersection)
- Need for updated price quote for a SEAPARC digital sign

4. b) APPROVAL OF THE MINUTES OF November 7, 2012

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that the minutes of November 7, 2012 be approved. **CARRIED**

5. CHAIR'S REPORT

6. DIRECTOR'S REPORT

7. NEW BUSINESS

a) Sooke Recreation Survey

Commissioner Grove suggested that an in-house community recreation survey could assist the Commission in future planning and save the cost of the hiring a third party to coordinate the survey. Discussion points included:

- Need to poll the community on their priorities before any decisions can be made
- Would the survey be wide ranging to include all recreation offerings or only those items that could be accommodated within the SEAPARC site
- Survey should include cost breakdown any new proposed services
- A three year (2010-2012) summary of SEAPARC/CRD allocated costs is required
- Possible use of District of Sooke's "Survey Monkey" software to conduct online survey
- Director Hicks has queried District of Sooke staff regarding the SEAPARC mill rate and would like to know this figure before proceeding

b) Sherri Smith, Sooke Sensations Synchronized Skating Club re: Provincial Competition Financial Assistance Request

MOVED by Director Milne, **SECONDED** by Commissioner Grove that the SEAPARC Manager respond to this request in accordance with Commission policy. **CARRIED**

8. STAFF REPORTS

a) Staff News

Staffing

John MacGregor has been hired as a Facility Maintenance Worker III (full-time).

Concession

VIHA has directed the installation of a third sink or commercial dishwasher in the Concession to ensure proper wash/rinse/sanitization of dishes and cooking utensils. The addition of a third sink is estimated to cost \$750-\$800.

A three year history of Concession revenue and expenditure will be prepared for an upcoming meeting.

Director Hicks suggested staff install a coffee/hot chocolate vending machine to serve patrons when the Concession is not open. Staff to research and report back to the Commission.

b) 2012 Program Services Highlights

The Program Services Manager presented a PowerPoint review of the 2012 Program Services highlights including:

- Special Events - Easter Eggs-Travaganza, SK8 Jam & Santa Skate
- Community Recreation - day camps, Leadership Development Program & preschool play area upgrades
- Fitness – 50+ Strength & Mobility; Zumba and Walking Group
- Arena – new Learn to Skate program; Developmental Lacrosse Program
- Aquatics – Partnerships, Community User Groups, Aquafit, Public Swimming, Advanced Programs and Special Events
- Staffing – Staff Recruitment in 2012
- Marketing – new brochure design and Facebook page
- Partnerships – Heart & Stroke Foundation

c) Staff Report – Wireless Service

The SEAPARC Manager outlined the estimated costs involved to install wireless service in the arena. Director Hicks noted that he had received a quote from SHAW to supply business internet secondary WiFi at a cost of \$9.95 per month.

MOVED by Director Hicks, **SECONDED** by Commissioner Grove that SHAW Cable Systems install WiFi service in the arena at a cost of \$9.95 per month. **CARRIED**

d) Service Objectives Survey

The SEAPARC Manager reviewed the results of a staff and Commission survey on service objectives. He noted that the surveys are part of an ongoing process to determine future service priorities and resource allocation. The SEAPARC Manager suggested there may be opportunities to increase corporate sponsorships in the future.

Discussion points included:

- Creating incentives for corporate sponsorship
- How surplus funds are allocated

The Program Services Manager reported that in the past the sponsorship process has been quite informal and included donations of food, prizes, marketing and/or cash. A new sponsorship policy will be developed in light of recent experiences.

The SEAPARC Manager noted that it is standard procedure for surplus funds to be carried forward into reserve funds. Commissioner Grove noted that he was unaware of this procedure.

9. PUBLIC QUESTION PERIOD

10. ROUNDTABLE

Commissioner Berger queried the feasibility of installing an ATM machine in the facility lobby. Staff will research and report back to the Commission.

Director Hicks suggested that a special Commission meeting be held to focus on future recreational planning and possible community consultation. Director Milne noted that the Commission has an obligation to determine what the greatest community recreational need is even if it is not within the purview of the CRD/SEAPARC to offer the service. The Chair, SEAPARC Manager and Program Services Manager will meet to discuss further. Future special meeting date/time to be announced.

11. ADJOURNMENT

The meeting adjourned at 8:37 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder

UNFINISHED BUSINESS

(information to be provided at meeting)

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF FEBRUARY 6, 2013**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

PROGRAMS

Aquatics

Registration for January swim lessons has increased slightly over 2012. We currently have 256 registered participants compared to 236 last year.

The Grade 2 Swim Lessons Program sponsored by the Sooke Lions' Club has started with Saseenos and Sooke Elementary participating from January to March. John Muir Elementary and Ecole Poirier will be participating after Spring Break.

We are offering a new introductory synchronized swimming program, coached by a SEAPARC staff member, a former competitive synchronized swimmer.

Recreation

Arena program registration has been steady. School-age skate lessons are full on Sundays and Tuesdays. The Sharks Hockey program has 16 children between ages 5-12 years registered for the winter session. Family hockey has an average of 22 participants every week.

We have received positive feedback regarding the new skate lesson format. We have maintained consistency with instructors over the past two years, which has been a major contributing factor to the success of our skate lesson program.

Program staff are working to incorporate physical literacy into various preschool and children's programs, teaching the basic fundamentals of movement and exposing them to a variety of sports and physical activities, as part of a greater initiative to teach children to lead physically active, healthy lives.

Space for adult fitness programs is at capacity during peak times. Both internal and contract fitness classes continue to see steady registration.

ADMINISTRATION

Staffing

Sooke resident Shawn Read has been hired as a Facility Maintenance Worker 1 (Auxiliary).

2010 - 2012 CRD Allocations and Requisition

Budgeted allocations/requisitions for 2010-2012 were as follows:

ALLOCATION	2010	2011	2012
Financial Services	48,030	57,170	57,840
Human Resources	40,920	42,490	42,900
Information Technology	28,740	28,650	28,890
Parks and Community Services	11,960	12,200	12,300
Total	129,650	140,510	141,930
Gross Budgeted Expenditures	4,390,280	4,459,720	4,506,400
Allocation as % of expenditures	3.0%	3.2%	3.1%
REQUISITION			
Sooke	1,638,016	1,701,089	1,819,629
JDF EA	694,644	662,281	591,001
Total	2,332,660	2,363,370	2,410,630

Wireless Service

WiFi – Shaw installed an additional WiFi connection for the arena floor space as directed. The signal seems to cover the full space although the signal is somewhat degraded at the far end. Staff will continue to monitor for any issues. If people do experience troubles connecting, please let us know. A second point may be required to ensure full signal coverage at the far end of the arena. The existing connection in the pool lobby is working and staff will continue to monitor.

ATM Machine

Contact was made with Jeff Stewart regarding ATM services. A copy of the service agreement was received. Of note:

- Agreement would be day to day, may be cancelled by either party.
- Revenue sharing depends on the transaction fee selected. For example:

For a transaction fee of \$1.50:

If the number of transactions does not meet 150 per month, all revenue goes to the ATM provider. If there are more than 150 transactions per month, the revenue is split 50/50.

If the transaction fee is \$1.75:

SEAPARC collects \$0.25 per transaction and if the monthly transactions exceed 150, total revenue is split 50/50.

Over the last three years we have averaged \$500 in cash back fees per year. During the ice season, transactions average 65 per month (with a high of 95 per month). During the dry floor season, transactions are minimal averaging approximately 20 per season. There are additional transactions where people request cash back after making a payment or purchase (no fee charged).

- Staff pursued having an ATM machine installed several years ago but the companies we spoke with didn't feel the transaction volume was sufficient. In recent years, other companies have since initiated contact and voiced interest in placing a machine on a trial basis.
- Overall, limited revenue impact, no real issues in course of action either way.

Advantages:

- visibility for customers unfamiliar with the facility
- unlimited cash supply

Cons:

- existing customers upset that we no longer provide cash back service if there is an increased fee (current cash back fee is \$1.00 if no other purchase being made),
- security and space selection for the machine,
- An alternative to an ATM would be installing an additional POS terminal in the Concession thereby reducing the need for cash payments in the facility. Approximate cost would be \$35 per month flat fee plus a usage fee per transaction (1.6% per credit card transaction and .11 cents per debit transaction).

Surplus

A surplus of \$130,000-135,000 is projected to be carried forth from the 2012 budget. Staff recommend all surplus funds be moved to the Capital Reserve Fund and Equipment Replacement Fund (70/30 %), minus \$5,000 should the Commission wish to install a wheelchair access ramp to the arena bleachers.

Arena Bleacher Access

Comment had been received that patrons with mobility issues had trouble negotiating the high risers in the arena bleachers. Consultation with District of Sooke Building Inspection staff resulted in a solution to make alterations that were compliant with the building code. The modifications were completed utilizing SEAPARC Maintenance staff.

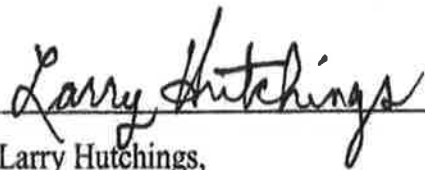
Further to the step enhancements, staff investigated the possibility of installing a wheelchair access ramp to the bleachers first level. Subsequent meetings with the Fire Chief and Building Inspector verified this was achievable (see attached drawing). Cost estimate as follows:

Materials	\$ 600
Steel Hand Rails	3,400
Labour	600

Should the Commission direct staff to proceed with this initiative, it is suggested \$4,600 be allocated for a Capital Project in the 2013 budget. Funds could be carried forward from the projected 2012 surplus to fund the installation of the ramp.



Linda Finch
Program Services Manager



Larry Hutchings,
SEAPARC

PROPOSED HANDICAP RAMP

RINK

LEVEL

EXISTING BLEACHERS

UP

EXISTING CONC. STAIRS

4'-4"

RAILING

EXISTING LANDING
3'-6"
TOLISTS

2'-6"
LANDING
TOLISTS

3'-6"
RAILING

4x4 POSTS ON 4' CENTRES
ALL AROUND

5/8" PLYWOOD

RAILING ON BRICK WALL

HANDRAIL

3'-6"

RAMP

5'-4 1/2"

EXIT

LOBBY DOORS

6'-10 3/4"

5'-2 1/2"

