

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, February 6, 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, D. Bishop (Vice Chair), P. Grove, W. Milne (Sooke Director)
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, N. Stewart, Administrative Services Coordinator, L. MacDonald, Recording Secretary
Absent: M. Hicks (JDF Director)
Public: 2
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

The following addition was made to the Agenda:

3. a) Delegation – Martin Knowles, Houston Signs

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

3. APPROVAL OF THE MINUTES OF January 9, 2013

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that the minutes of January 9, 2013 be approved. **CARRIED**

a) DELEGATION – Martin Knowles, Houston Signs

Mr. Knowles outlined two options for replacing the existing SEAPARC road sign with a digital sign. The first involved a retrofit of the existing sign by adding new digital panels and cladding of the current post/base. The second option included installation of an entirely new sign with new digital panels, posts and base. While both options use Daktronics digital panels, prices vary depending on size of panels, colours and pixels. Options offered include industry standard pixel resolution (video not included).

- Purchase price for a new sign \$38,200 (monochrome) - \$43,800 (full colour) plus taxes
- Purchase price for a refurbished sign \$32,000 (monochrome) - \$37,500 (full colour) plus taxes

A modum would be installed in the sign permitting updates via computer from SEAPARC facility (monthly charge for wireless service). An “amber alert” system is included in the software which would permit posting of a missing child. Ministry of Transportation permits would be required as sign is on highway right of way.

Ms. Ellen Lewers noted that the work on a community digital sign is proceeding. Cost expected to be approximately \$30,000 with various groups/associations sharing in the cost.

Discussion points included:

- SEAPARC requires more screen time than a shared community sign would permit
- Potential advertising income
- Lease versus purchase
- Contracting out advertising sales

Commission asked staff to conduct further research to determine potential advertising income and how many messages SEAPARC would want to post. A comparison of two or three recreational facilities would be helpful.

4. CHAIR'S REPORT

Due to the absence of several Commissioners and staff, the March meeting will be cancelled unless required. Next meeting scheduled for April 3, 2013.

The 2013 BC Recreational Professionals Association symposium is being held May 1-3 in Whistler. The early registration deadline is March 8. Commissioners interested in attending are to contact the SEAPARC Manager

5. DIRECTOR'S REPORT

6. UNFINISHED BUSINESS

a) Concession

The Administrative Services Coordinator provided a three year history of revenue and expenditures for the Concession and vending machines showing an overall decline in revenues. The operation of the Concession has been seen as a convenience, primarily catering to arena users. The Administrative Services Coordinator offered several suggestions to mitigate losses including closing the Concession on weekdays, leasing out operation of the Concession or complete closure. He outlined potential issues involved in leasing including low sales volume and limited infrastructure/equipment.

Discussion points included:

- SEAPARC is not in the restaurant business
- Lack of sales volume and limited equipment
- Quality and durability of coffee and hot chocolate vending machines
- Capital outlay on improvements to the facility could make operation profitable
- Obtaining a small deep fryer, panini press or griddle in order to enhance offerings
- Volume during weekdays does not warrant service
- Labour issues involved in leasing

MOVED by Director Milne, **SECONDED** by Commissioner Grove that staff research labour implications involved in closing the Concession, issuing a Request for Proposal for Saturday/Sunday operations during ice season and installing enhanced vending machines including coffee/hot chocolate.

CARRIED

b) Sooke Recreation Survey

The Program Services Manager distributed a "Survey Outline" and "Sample Survey Questions". It was determined that a special meeting of the Commission will be held at 5:30 pm on February 20, 2013 to continue work on the survey.

7. STAFF REPORTS

a) Staff News

Aquatics

An introductory synchronized swimming program coached by a SEAPARC staff member is now being offered. Grade 2 swim lessons sponsored by the Sooke Lions' Club are underway for Saseenos and Sooke Elementary. John Muir and Ecole Poirier will be participating after Spring Break.

Recreation

Space for adult fitness programs is at capacity during peak times. Both internal and contract fitness classes continue to see steady registration. Arena program registration has been steady. Program staff are working to incorporate physical literacy into various preschool and children's programs, teach the basic fundamentals of movement and exposing them to a variety of sports and physical activities.

Staffing

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

CRD Allocations and Requisitions

Budgeted allocations and requisitions for 2010-2012 were reviewed. The allocation as a percentage of expenditures has remained consistent over the three years ranging from 3-3.2%. The Juan de Fuca Electoral Area requisition has declined over the three year period from 29% to 24.5%.

Wireless Service

SHAW Cable has installed an additional WiFi connection in the arena. The signal appears to cover the full arena space but staff will continue to monitor any issues.

ATM Machine

The Administrative Services Coordinator provided an overview of the feasibility of installing an ATM machine in the facility. Until a final decision is made on the operation of the Concession, it was decided to defer installation of an ATM.

Budget Surplus

A surplus of approximately \$118,000-\$120,000 is expected to be carried forth from the 2012 budget. Factors contributing to the surplus include:

- \$20,000 contingency fund unspent
- \$14,000 promotion budget unspent
- \$24,000 extra revenue
- salary savings

The SEAPARC Manager noted that traditionally any surplus is moved in Reserve Funds. Discussion followed as to whether a portion of this surplus could be used to purchase a new digital sign. The SEAPARC Manager suggested a new sign could possibly be paid for out of the Equipment Replacement Fund. Director Milne noted that if there is a surplus again next year, that surplus funds should be used to reduce taxes.

MOVED by Director Milne, **SECONDED** by Commissioner Grove that 2012 surplus funds be transferred into the Reserve Fund.

Arena Bleacher Access

In response to comments received from patrons regarding the arena bleacher stair risers being too high, the bleacher steps have been modified by SEAPARC staff. New steps have been inserted at the North end of both the first and second set of bleachers.

Staff have also investigated the possibility of installing a new, permanent wheelchair access ramp to the first level of the first set of bleachers. Estimated cost of the ramp \$4,600. Discussion points included:

- Concerns about congestion in the entrance area and fire exit
- Ability to open arena boards
- Need to make the arena more easily accessible for all
- Building code requirements

It was determined that further research is required. Item deferred to next meeting.

Capital Plan

The SEAPARC Manager reviewed the 2013 Capital Plan. A decision has been made not to purchase a new bus this year given the drop in attendance.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Bishop to amend the 2013 Capital Plan to move \$65,000 allocated for purchase of a bus to 2015. **CARRIED.**

MOVED by Director Milne, **SECONDED** by Commissioner Grove that \$5,000 in surplus funds be transferred to a Capital Plan Project account for possible construction of an arena wheelchair ramp.

CARRIED.

8. PUBLIC QUESTION PERIOD

9. ROUNDTABLE

10. ADJOURNMENT

The meeting adjourned at 8:57 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder