



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, Boardroom – SEAPARC Leisure Complex
Wednesday, June 5, 2013 at 6:30 p.m.

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

MAILING ADDRESS:

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of April 3, 2013
4. Chair's Report
5. Directors' Report
6. New Business
7. Staff Reports
 - a. Staff News
 - b. Staff Report – Ice Allocation Report
 - c. Staff Report – L.I.F.E. Program
 - d. Staff Report – Request for Proposal: Arena Concession
 - e. Staff Report – Proposed Fees and Charges 2013/14
8. Public Question Period
9. Round Table
10. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, April 3, 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, M. Hicks (JDF Director), P. Grove, W. Milne (Sooke Director)
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald, Recording Secretary
Absent: D. Bishop (Vice Chair)
Public: 1
Press: 0

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED by Commissioner Berger, **SECONDED** by Director Milne that the agenda be adopted with the following addition. **CARRIED**

12. a) Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90 (1) (i)

3. APPROVAL OF THE MINUTES OF February 6, 2013

MOVED by Commissioner Berger, **SECONDED** by Director Milne that the minutes of February 6, 2013 be approved. **CARRIED**

4. CHAIR'S REPORT

5. DIRECTOR'S REPORT

6. CORRESPONDENCE

- a) Sooke Branch – Navy League of Canada re: Trophy Sponsorship
\$40 donation request to cover trophy sponsorship costs for the Cadet Corp, 207 NLCC Admiral Girouard "Athletic Award".

\$40 donation request to cover trophy sponsorship costs for Cadet Corp., 325 RCSCC Admiral RC Waller "Seamanship Award".
- b) Sooke Branch – Navy League of Canada re: Invitations to Annual Review Ceremonies
Invitations to attend the Cadet Corp, 325 RCSCC Admiral RC Waller Annual Review Ceremonies to present the "Athletic Award and the Cadet Corp, 207 NLCC Admiral Girouard Cadet Corp to present the "Seamanship Trophy" on behalf of SEAPARC. The Chair will represent SEAPARC at these events.
- c) Rotary Club of Sooke - SEAPARC Youth Participation Grant
The Rotary Club's grant, to assist children and/or families in need to access SEAPARC activities, will increase from \$600 to \$1,000 in 2013 and subsequent years.

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that the correspondence be received and filed.

CARRIED.

7. UNFINISHED BUSINESS

a) Recreation Survey

The Program Services Manager provided an update on the status of the Community Recreation Survey.

The Commission met on March 27, 2013 to review and finalize the survey document. The survey will be made available (both print and online versions) at the beginning of May with a response deadline of May 31.

The Program Services Manager is in the process of determining mail out options/costs with Canada Post including insertion of the survey in SEAPARC's Summer Active Living Guide being mailed out at the beginning of May or a separate, direct mail out to homeowners.

The survey will also be made available online. The Program Services Manager is investigating how best to proceed with creating an online survey while keeping costs to a minimum. The District of Sooke has offered the use of their "Survey Monkey" software for online posting of the survey with assistance from the District's Systems Administrator.

Paper copies of the survey will be available for pick up and drop off at several locations including SEAPARC, Juan de Fuca Electoral Area and District of Sooke offices, the Rotary Auction and SEAPARC's Garage Sale events.

Promotion of the survey will include newspaper ads and articles, emails to SEAPARC users, road sign postings, emails to community groups and associations, District of Sooke & SEAPARC Facebook, website and Twitter postings, etc.

MOVED by Director Milne, **SECONDED** by Commissioner Berger that staff are authorized to spend up to \$1,000 on survey distribution costs.

CARRIED.

MOVED by Commissioner Berger, **SECONDED** by Director Hicks that staff proceed with distribution of the Community Recreation Survey as presented.

CARRIED.

8. NEW BUSINESS

9. STAFF REPORTS

a) Staff News

Programs

Aquatic program registrations are strong. Red Cross Grade 2 swim lessons, sponsored by the Sooke Lions Club, are underway.

Spring Break camps were fully registered. Skating lessons ended March 12 with the final Coast Capital Free Skate of the season held that same evening. During Spring Break, SEAPARC hosted additional Toonie Skates and a Teen Skate.

The annual "Easter Eggstravaganza" event was another huge success with approximately 450 people attending the event. \$365 and 9 baskets of food were donated for the Sooke Food Bank.

Summer camp staff hiring is proceeding. Upon Commission query, the Program Services Manager noted that due to the high cost of leasing a bus, summer camps will be modified to work within the capacity of SEAPARC's own 15 seat van.

Administration

The SEAPARC Manager gave a brief overview of the final 2012 surplus allocations as follows:

- | | |
|---------------------|---------------|
| 2012 Final Surplus: | \$ 105,950.98 |
|---------------------|---------------|
- 401 function (Facilities & Recreation): \$ 56,942.66
 - \$7,500 carried forward to 2013 Operating Costs to keep within 2% maximum increase.
 - \$34,609.66 to Capital Reserve Fund
 - \$14,833 to Equipment Replacement Fund
 - 403 function (Pool): \$ 49,008.32
 - \$34,305.32 to Capital Reserve Fund
 - \$14,703 to Equipment Replacement Fund

A copy of the revised 2013 Capital Plan was provided reflecting the following decisions:

- move \$65,000 for purchase of a bus to 2015
- addition of \$5,000 in 2013 for possible construction of an arena wheelchair ramp
- addition of \$7,000 in 2013 for purchase of exercise bikes.

The SEAPARC Manager reviewed the Invitation for Quotation sent out to nine prospective bidders for the supply and install of a new arena condenser. Tenders closed on March 27, 2013. Two companies submitted proposals. Quotes, excluding taxes, are as follows:

Accent Refrigeration	\$55,474
Cimco Refrigeration	\$70,759

MOVED by Director Milne, **SECONDED** by Director Hicks, that Accent Refrigeration be contracted to supply and install a new arena condenser.

CARRIED.

Ice Allocation Meeting

The annual Ice Allocation meeting will be held Tuesday, May 14 at 7:00 pm. The Chair and Commissioner Berger will represent the Commission on the Ice Allocation Committee.

The SEAPARC Manager noted some concerns with regard to the amount of ice time turned back during the season by contracted ice users. The Manager will be meeting with the Sooke Minor Hockey Ice Allocator prior to the Ice Allocation meeting.

May Meeting

The May SEAPARC meeting will be cancelled due to the attendance of both the Chair and SEAPARC Manager at the annual BCRPA Symposium. Next scheduled meeting date: June 5, 2013.

10. PUBLIC QUESTION PERIOD

11. ROUNDTABLE

The Chair circulated a thank you card from Leonardo and Pilar Maekawa for the donation of ice time for their training and fundraising efforts.

12. ADJOURNMENT

It was **MOVED** by Director Milne and **SECONDED** by Commissioner Berger that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1); (i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose*

The in camera meeting commenced at 7:08 p.m. and adjourned at 7:40 p.m.

The meeting adjourned at 7:41 pm.

Jim Perkins, Chair

Lynn MacDonald, Recorder

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF JUNE 5, 2013**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

ADMINISTRATION

SEAPARC Digital Sign

The Ministry of Transportation has granted approval for replacement of the existing SEAPARC road sign with the two post design, 9'-9" x 19'4" Illuminated Pylon Sign. There are a few restrictions that they have imposed:


- MOT will be monitoring the brightness of the sign. Adjustments would need to be made if requested.
- No video/movie clips would be permitted, full colour screen is permitted.
- The sign must be placed at least 5m from the edge of the road, measured from the white painted line.
- The signage must relate only to events at the SEAPARC but MOT indicated that this can be expanded to include community, non-commercial orientated, events within Sooke and the Juan De Fuca Electoral Area.
- Private businesses (commercial or industrial) are not permitted to be referenced or advertised on the sign.
- Timing and brightness of messages will probably be a trial by error situation. Once in place MOT will inspect.
- The new sign remain in the same location as the current sign.

Please note that given the two post configuration, 5 metre set back, and 10 foot sign width plus footings, the sign will project significantly into the gravel side road adjacent Sooke Road. A picture is attached showing the approximate position of the posts.

Should the Commission wish to proceed, a request for quotation would need to be issued. We should then confirm the sign details and construction schedule with MOT before installation. Initial pricing for a full colour sign was approximately \$44,000.



Nathan Stewart
Administrative Services Coordinator



Larry Hutchings,
SEAPARC

2966 mm

9'-9"

2438 mm

SEAPARC
CRD
LEISURE COMPLEX
POOL & ARENA

5888 mm
19'-4"

838 mm
2'-9"

Happy Hockey
CHRISTMAS ON ICE THIS WEEKEND
DAKTRONICS GALAXY

7'-10"

2394 mm

8'-1"

2464 mm

2510 mm

9'-9"X19'4" ILLUMINATED PYLON SIGN

- 8'-1"X8'-0" Header Cabinet
- Aluminum Cabinet & Frames
- 3/16" White Polycarbonate Faces
- 3M 3630 Series Trans. Vinyl Graphics
- 9" Dia. Steel Poles c/w Custom Graphics
- 3/16" AluPanel Spacer & Wing (Top & Bottom of EMC)
- Aluminum Pole Collars on EMC
- Automotive Enamel Finish on All Metal Components
- H.O. Fluorescent Illumination
- 7'-10"X2'-9" DAKTRONICS GALAXY 20mm RGB Outdoor LED Matrix Display - 3500 Series

CSA CERTIFIED ELECTRIC DISPLAY



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STAFF REPORTS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, JUNE 3, 2013**

SUBJECT: Ice Allocation: 2013/14 Season

PURPOSE/ISSUE:

To recommend ice allocation for the 2013/14 season.

HISTORY/BACKGROUND:

Staff conducted an Ice Allocation meeting on Tuesday, May 14 to review requests for the 2013-2014 ice season. Chairman Perkins attended the meeting as an observer. Meeting notes and proposed ice schedules are attached as background information (Appendix A and B attached).

The SEAPARC Manager presented a generic weekly schedule (Appendix A) along with special events and tournament dates. Minor schedule adjustments were discussed with meeting attendees.

A hockey school has been allocated ice time from August 25 to 28, 8 am – 4 pm. Appendix B attached outlines the “ice in” schedule for this week.

A review of Greater Victoria prime rental rates suggest \$213 per hour is the average rental rate. A 2.4% increase in rates would result in a prime rental rate of \$210.00.

ALTERNATIVES:

1. Approve the generic weekly schedule and recommended adjustments for special events, tournaments and additional game ice for Sooke Minor Hockey.
2. Approve the proposed ice rental rate for 2013/14.
3. Do not approve the schedule and adjustments as presented.
4. Do not approve the ice rental rate as recommended.

IMPLICATIONS:

The suggested schedule and adjustments offer a fair and consistent allocation of ice time to arena contract users in accordance with Commission policy.

The suggested rental rate is consistent with Commission policy and budget approvals.

SUMMARY/CONCLUSION:

Ice time for the 2013/14 season is booked to near capacity.

RECOMMENDATION(S):

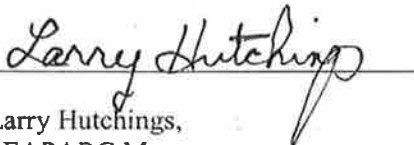
- That the attached generic weekly schedule be approved.
- That the following dates and times be allocated to Sooke Minor Hockey for the November tournament:

Friday, Nov. 8	4 pm to 11:30 pm
Saturday, Nov. 9	6 am to 12 am
Sunday, Nov. 10	6 am to 12 am
Monday, Nov. 11	6 am to 6 pm

- That the following dates and times be allocated for the Pacific Cup tournament:

Friday, Jan. 17	9 am to 12 am
Saturday, Jan. 18	8 am to 8 pm

- That the prime rate for the 2013/14 season be set at \$210 per hour.


Larry Hutchings,
SEAPARC Manager

APPENDIX A

Capital Regional District Ice Allocation Committee Meeting Notes Held Tuesday, May 14, 2013 at 7 pm SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC

Present: Commissioners: J. Perkins (Commission Chair)
Staff: L. Hutchings, SEAPARC Manager, L. MacDonald, Recorder
Public: 7

The meeting was called to order at 7:00 p.m.

The SEAPARC Manager introduced the Commission Chair, Jim Perkins, attending as an observer and Administrative Secretary, Lynn MacDonald as recorder. He then spoke to the Commission's ice allocation policy and procedure.

The proposed ice schedule for the week of August 25-September 1, 2013 was presented. Items of note include:

- Dapp's Hockey Challenge has been allocated ice time from August 25 to 28, 8 am to 4 pm. to run a hockey camp.
- Steve Millward, SMHA Ice Allocator, noted that the Association will be hosting a Grizzlies game one night during the week of Aug. 25-28.

The SEAPARC Manager presented the proposed ice schedule for 2013/14. He advised that minimal adjustments have been made to this year's proposed schedule. Items of note include:

- Renfrew Riders are moving to a 1.5 hour booking (from 2 hour).
- SMHA has requested 10 am - 2:30 pm ice on Friday Non-Instructional Days (Oct. 25, Nov. 22, Feb. 21 and Mar. 7). Due to scheduling of SEAPARC Toonie Skates and Youth Hockey during this time period, ice has been offered to the Association from 8 am-10:50 am and 1:15-2:20 pm.
- Len Barrie Hockey College requested 3:45-5 pm ice time on Thursdays. SMHA has also requested this time and has priority.
- Island Hockey 101 has requested any 8:30 pm ice time available.

The SEAPARC Manager spoke to committed dates including tournament bookings and holidays as follows:

- **November 11TH Weekend**

Friday, Nov. 8	4 pm to 11:30 pm
Saturday, Nov. 9	6 am to 12 am
Sunday, Nov. 10	6 am to 12 am
Monday, Nov. 11	6 am to 6 pm
- **Pacific Cup**

Friday, Jan. 17	9 am to 12 am
Saturday, Jan. 18	8 am to 8 pm
- Santa Skate - Sunday, Dec. 15 1 pm - 4 pm
- Christmas Break Dec. 21 – Jan. 6
- Christmas Eve – Tuesday, Dec. 24 closed 3-12 pm
- Christmas Day - Wednesday, Dec. 25 closed
- Boxing Day – Thursday, Dec. 26 closed (corporate/private rentals only)
- Spring Break March 15 – 23
- Ice Out Monday, Mar. 24

The SEAPARC Manager also outlined proposed additional ice times available.

Proposed 2013/14 rental rate:

Greater Victoria Average:	\$213.92
SEAPARC Rate – Last season:	\$205.00
2.4% increase	\$ 5.00

Recommendation for 2013/2014: \$210.00/Prime Rate

The Manager noted that due to the removal of the 12% HST, ice bookings are now subject to 5% GST only. Compared to 2012/13 rates, Prime Time ice is \$9.10 per hour less. Based on last year's ice usage, Sooke Minor Hockey Association ice costs will be reduced by over \$5,100.

Information on the CARHA adult hockey insurance program was provided.

The SMHA Vice-President asked if it would be possible to install a permanent sign or banner stating "Home of Sooke Minor Hockey". General discussion followed on installing signage recognizing the main users of the arena (skating club, hockey academies and minor hockey). The SEAPARC Manager will look into the feasibility of this suggestion and report back to user groups.

The meeting adjourned at 7:45 p.m.

2013/2014 Proposed Ice Schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00		SMHA	SMHA	SMHA	SMHA	SMHA	
6:30		6 - 7	6 - 7	6 - 7	6 - 7	6 - 7	
7:00	SMHA	Ice	Ice	Ice	Ice	Ice	SMHA
7:30	7 - 920	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance	7 - 820
8:00		7 - 830	7 - 930	7 - 830	7 - 930	7 - 9	
8:30		Journey		Journey			
9:00		830 - 10		830 - 10		EMCS	
9:30	Program Ice		EMCS		EMCS	915 - 1030	
10:00	930 - 1050	Ice	930 - 11	Ice	930 - 11		
10:30		Maintenance		Maintenance		OPEN	
11:00	SMHA	Journey	Toonie Skate	Journey	Maintenance	1045 - 1145	
11:30	11 - 150	11 - 12:30	1115 - 1	11 - 12:30	Adult Hockey		
12:00					Drop In	EMCS	
12:30					1130 - 1	12 - 130	
1:00		Program Ice	EMCS	OPEN	EMCS		
1:30		1 - 2	120 - 235	1 - 430	120 - 235	Maintenance	
2:00	Public Skate	OPEN				Youth Hockey	
2:30	2 - 315	2 - 4				2 - 350	
3:00							
3:30	SMHA		Program Ice		Program Ice		
4:00	330 - 620	SMHA	330 - 450		320 - 420	SMHA	
4:30		4 - 11		SMHA	SMHA	4 - 650	
5:00			Skating Club	430 - 820	430 - 520		
5:30			5 - 650		Skating Club		
6:00					530 - 720		
6:30	Old Growth						
7:00	630 - 750		Public Skate			Family Hockey	
7:30			7 - 815		SMHA	7 - 820	
8:00	Renfrew				730 - 950		
8:30	8 - 920		Whalers	Ice Angels		BlunderBirds	Fendogs
9:00			830 - 950	830 - 950		830 - 950	830 - 950
9:30	Hockey 101						
10:00	930 - 11		Adult Hockey	SMHA	Team Sore	Hockey 101	Hockey 101
10:30			Drop In	10 - 11	10 - 1130	10 - 1130	10 - 1130
11:00			10 - 1130				
11:30							



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, JUNE 5, 2013**

SUBJECT: Leisure Involvement for Everyone (LIFE) Program

PURPOSE/ISSUE:

To review the administration of the regional LIFE program and confirm SEAPARC's participation in the program as either a community initiative or a regional initiative.

BACKGROUND:

LIFE is a program that provides a mechanism for economically disadvantaged persons to participate in SEAPARC facilities and programs through free or reduced fees. The Commission has been a sponsor of this program since December, 2000. The original policy adopted at that time is attached as Appendix A.

The program gradually expanded to provide each participant with more access at lower cost. The Commission amended its policy in April, 2012 (attached as Appendix B).

In 2005, most, if not all, municipal public recreation services in the capital region, agreed to offer the LIFE program as an intermunicipal initiative. This meant participants could gain admission to any municipal recreation facility in the capital region. A memo dated October 14, 2003 (attached as Appendix C), outlines the proposal agreed upon by participating communities effective January, 2005.

During this time, it was agreed that 52 passes would be available per 12 month period commencing at time of registration. At a later date, during the course of program delivery, it was decided the program should be administered regionally on a calendar year January 1 – December 31.

Eventually most participating facilities issued a full complement of passes regardless of when a participant registered. Whether registered in January, July or December, a full season's pass is issued.

SEAPARC staff continued to pro-rate passes based on when registered. For example, a client registering in July received six months' worth of passes. This practice has been the source of several complaints and, henceforth, the reason for this staff report.

Appendix D is a statistical summary related to SEAPARC's LIFE program.

ALTERNATIVES:

1. Issue LIFE passes on a "non-prorated" basis and stay involved in the regional LIFE program.
2. Withdraw from the "regional" LIFE program and provide the program only to service area residents.

IMPLICATIONS:

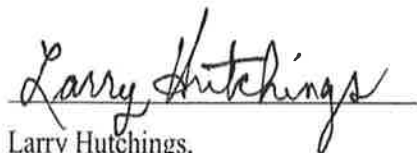
1. The regional program offers a potentially exponential number of passes and LIFE recipients have access to facilities and services at reduced or no fees.
2. If SEAPARC withdraws from the regional program, participants would be able to utilize LIFE passes only at SEAPARC Leisure Complex.

CONCLUSION:

- The LIFE Program is an excellent program by which to deliver assistance to economically disadvantaged individuals and families.
- Ensuring residents have access to affordable recreational services is a high priority for SEAPARC.
- SEAPARC has instituted a number of initiatives to ensure access is affordable. Examples include relatively low cost admissions and passes, regional annual membership passes, Regional May Recreation pass (\$25), weekly \$2 admissions and regularly scheduled free skates/swims.
- The SEAPARC service recovers 31% of its operational cost, well below the industry standard. The service is funded predominantly by a residential tax base.
- For every individual below the qualifying threshold for the LIFE program, there likely exists a resident just barely over the threshold income level, paying full admission cost.
- Finding balance between providing accessible recreation services and managing a resource on behalf of the rate payers for the whole service area is a challenge.

RECOMMENDATION:

Staff request that the Commission direct staff to either fully commit to the regional LIFE program or to deliver the program as currently administered, albeit on a community versus regional basis.



Larry Hutchings,
SEAPARC

APPENDIX A

SOOKE & ELECTORAL AREA RECREATION COMMISSION

SECTION: 100

POLICY NO.: R – 100.1

SUBJECT: RECREATION – L.I.F.E. (Leisure Involvement for Everyone)
Program for the economically disadvantaged

1. The Sooke & Electoral Area Recreation Commission will provide economically disadvantaged persons living as residents of Sooke and the Juan de Fuca Electoral Area within the Commission jurisdiction with options for recreational services so that they can develop healthy lifestyles. The new L.I.F.E. program is designed to address barriers to recreation participation and incorporates a range of leisure choices through coupon books at free or reduced costs.
2. Sustainable recreation activity is important for an individual to achieve and maintain a healthy active lifestyle. There are members of our community who will derive benefits from recreational opportunities, but cannot participate due to limited financial resources. SEAPARC is committed to the ideals of providing leisure opportunities for all persons, participation with dignity, choices and service accessibility. The L.I.F.E. program is a long-term commitment on the part of SEAPARC so that economically disadvantaged citizens of all ages in Sooke and the Juan de Fuca Electoral Area within the Commission's jurisdiction may experience the positive benefits of recreational choices. The Commission's goal is to influence attitudes as well as help individuals adopt healthy lifestyles.

PROCEDURE:

1. Communicate policy to the general public through vehicles such as program brochures, and presentations to a variety of community social service agencies, schools and community groups.
2. Application forms for the fee reduction components of L.I.F.E. are available through Government Ministry offices in Sooke such as Children and Families Services and community agencies such as the Sooke Family Resource Society, Sooke Neighbourhood House, and Sooke Hospice.

Authorized by Resolution

Effective Date: December 14, 2000

Revision Date: March 11, 2004

APPENDIX A

SOOKE & ELECTORAL AREA RECREATION COMMISSION

3. SEAPARC staff manages the L.I.F.E. program which includes statistical tracking, contact with L.I.F.E. clients as well as the establishment and enforcement of program guidelines.
4. SEAPARC staff shall follow up on reports from the Leisure Complex staff on possible fraud, particularly on the fee reduction component of the program. L.I.F.E. clients misusing the system will have their recreation services access privileges revoked.
5. L.I.F.E. participants are offered the following fee reductions:
 - (i) Fifty-two drop-in admissions to drop-in programs
 - (ii) Program/Pass Reduction – 50% twice per year (maximum of \$50.00 per program registration or pass).
6. The L.I.F.E program eligibility criteria is based on verification of residency in Sooke and the Juan de Fuca Electoral Area within the Commission jurisdiction and economic status. Those citizens who apply for L.I.F.E. are required to self declare that their total combined gross family income is within or below the low income threshold range as indicated in the most current Statistics Canada's Low Income Thresholds tables.
7. The processing of L.I.F.E. applications and the distribution of L.I.F.E. coupon books is a service provided from the Reception desk at the SEAPARC Leisure Complex.
8. An exclusion to the L.I.F.E program includes post secondary students as they already have access to subsidised recreation facilities through college/university campuses.

APPENDIX B

SOOKE & ELECTORAL AREA RECREATION COMMISSION

SECTION: R-100
POLICY NO.: R – 100.1

SUBJECT: RECREATION – L.I.F.E. (Leisure Involvement for Everyone)
Program for the economically disadvantaged

1. The Sooke & Electoral Area Recreation Commission will provide economically disadvantaged persons living as residents of Sooke and the Juan de Fuca Electoral Area within the Commission jurisdiction with options for recreational services so that they can develop healthy lifestyles. The L.I.F.E. program is designed to address barriers to recreation participation and incorporates a range of leisure choices through free admission passes and/or reduced fees on registered programs.
2. Sustainable recreation activity is important for an individual to achieve and maintain a healthy active lifestyle. There are members of our community who will derive benefits from recreational opportunities, but cannot participate due to limited financial resources. SEAPARC is committed to the ideals of providing leisure opportunities for all persons, participation with dignity, choices and service accessibility. The L.I.F.E. program is a long-term commitment on the part of SEAPARC so that economically disadvantaged citizens of all ages in Sooke and the Juan de Fuca Electoral Area within the Commission's jurisdiction may experience the positive benefits of recreational choices. The Commission's goal is to influence attitudes as well as help individuals adopt healthy lifestyles.

PROCEDURE:

1. Communicate policy to the general public through vehicles such as program brochures and presentations to a variety of community social service agencies, schools and community groups.
2. L.I.F.E. application forms are available through SEAPARC and government and community agencies in Sooke such as Children and Families Services, Sooke Family Resource Society, Sooke Crisis and Referral Centre and Sooke Hospice.

APPENDIX B

SOOKE & ELECTORAL AREA RECREATION COMMISSION

3. SEAPARC staff administers the L.I.F.E. program which includes statistical tracking, communication with L.I.F.E. clients as well as the establishment and implementation of program guidelines.
4. SEAPARC staff shall follow up on reports on possible fraud, particularly on the fee reduction component of the program. L.I.F.E. clients defrauding the system will have their recreation services access privileges revoked.
5. L.I.F.E. participants are offered the following fee reductions:
 - (i) Fifty-two (52) drop-in admissions to drop-in programs at all Greater Victoria municipal recreation centres.
 - (ii) Program/Pass Reduction – 50% discount on eligible programs/passes up to four times per year (maximum of \$50.00 per program registration or pass)
6. The L.I.F.E program eligibility criteria is based on verification of residency in Sooke and the Juan de Fuca Electoral Area within the Commission jurisdiction and economic status. In addition to proof of residency, citizens who apply for L.I.F.E. must provide proof of income that their total combined gross family income is within or below the low income threshold range as indicated in the most current Statistics Canada's Low Income Thresholds tables.
7. The L.I.F.E. program is administered through the reception staff at SEAPARC. Upon approval, each member of the family is issued a membership card bearing their photo. Stickers are affixed to the back of each card to track complimentary visits and seasonal membership/program discounts.
8. Post-secondary students are not eligible for the L.I.F.E. program.

APPENDIX C

REGIONAL LIFE PROGRAMME “LIFE HAS NO BOUNDARIES

TO: Intermunicipal Recreation Directors
FROM: Intermunicipal Projects Group
DATE: October 14, 2003

Background

The LIFE programme became an Intermunicipal initiative on January 1, 2000. The programme grew rapidly in the initial two years and continues to grow steadily in most jurisdictions. There are many areas in the region where people live in one municipality and their closest recreation centre is in another. The reality of living in the capital region is that residents who are looking for recreation opportunities travel across municipal boundaries to attain these services. One of the fundamental tenets of the LIFE programme is accessibility. Participants can access the programme with dignity and should be able to participate in recreation where it is most convenient for them. Consequently, the Intermunicipal committee would like the Directors and their respective Municipal bodies to consider making the drop-in admissions component of the LIFE programme fully portable within the Capital Region.

Statistical Overview

Below is a chart indicating the number of LIFE participants by municipality:

Area	2001	2002	2003	2002 census pop.	% Population
Esquimalt	439	521	400	16,500	2.00%
Oak Bay	35	148	125	17,800	.07%
Panorama	313	439	400	35,000	1.00%
Saanich	979	866.947	108,700	108,700	
Victoria	1257	1500.2441	71,000	3.00%	
West Shore	308	459	685	55,000	.01%
Sooke & Electoral Area		69	70	11,000	.6%

Annual reporting done in Saanich shows that the impact of LIFE on any budget line is less than one percent and in most cases less than half of a percent. This would suggest a negligible budget impact associated with the elimination municipal boundaries.

Proposal

The success and continued growth of the LIFE program has shown the need for financially assisted access to recreation in the Capital Region. At present, all agencies offering the LIFE programme provide between 48 and 52 drop-in admissions for swimming, skating or fitness annually to LIFE participants.

Staff are proposing that this component of the regional LIFE programme be fully regionalized with a common "LIFE admissions card". The card would offer 52 drop-in admissions to LIFE participants and could be colour coded to identify the area of residency. LIFE participants could then gain admission to any facility in the Region at a time and location suitable for them. The cards would be valid for 1 year from the date of purchase and would not be renewable, refundable, or replaceable. If the admission opportunities were used up prior to the end of the year, the participant would have to wait until their LIFE renewal date to obtain another card or purchase a pass or punch card for the facility of their choice.

To determine the actual impact of fully regionalizing LIFE drop-in admissions, staff would suggest implementing this proposal as a 1 year pilot project beginning January 2005 provided all facilities are operational and using the CLASS POS system.

Tracking

The POS feature of CLASS would allow us to track the use of the "LIFE admissions cards" at each location. Two POS keys could be dedicated at all terminals to indicate resident or non-resident use. Monthly reports would be produced for staff review.

STAFF RECOMMENDATIONS

1. That the Regional Directors accept in principle the proposal to establish an unrestricted, 52 visit, LIFE admissions card that would be accepted at all recreation facilities in the participating municipalities for a pilot period of 1 year beginning in January 2005.
2. That the Directors take this proposal to their respective governing bodies for consideration.

APPENDIX D

SEAPARC LIFE PROGRAM STATISTICAL SUMMARY 2005 - 2012

Year	Total Registrants	Total Reg 6 and over	Total Admissions w/o Prorate	Total SEAPARC Admissions	% of Total Granted	Total Other Facility Admiss.	% of Total LIFE Admissions	Total Value of Adjustments
2005	232	205	10,660	816	7.65%	22	2.63%	\$ 2,465
2006	274	234	12,168	1,453	11.94%	28	1.89%	\$ 1,852
2007	308	263	13,676	1,552	11.35%	29	1.83%	\$ 1,908
2008	323	274	14,248	1,500	10.53%	33	2.15%	\$ 2,510
2009	270	228	11,856	1,376	11.61%	35	2.48%	\$ 3,005
2010	323	268	13,936	1,628	11.68%	15	0.91%	\$ 2,211
2011	342	278	14,456	2,034	14.07%	47	2.26%	\$ 2,255
2012	365	299	15,548	2,533	16.29%	118	4.45%	\$ 2,526



STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, JUNE 5, 2013

SUBJECT: Request for Proposal - Arena Concession

PURPOSE/ISSUE:

To consider issuing a contract for the operation of food services at the “Arena Concession”

BACKGROUND:

During the Commission meeting of February 6, 2013, staff were directed to research labour implications related to contracting out the operation of the Arena Concession. Subject to the Commission’s ability to contract out the concession, staff were directed to prepare and issue a Request for Proposal (RFP).

A legal opinion was received, clarifying the Commission’s ability to contract out the Concession operation. CUPE Local 1978 has been notified of the Commission’s intention to consider contracting out the Arena Concession. A labour/management committee has been established to discuss transition approaches for employees during implementation of this initiative.

A Request for Proposal has been prepared and attached as Appendix A.

ALTERNATIVES:

1. Issue a RFP and interview perspective proponents.
2. Do not issue an RFP and instead, operate the Concession on a reduced basis.

IMPLICATIONS:

1. A RFP process will identify interest and opportunity to contract out food services at the Arena Concession.
2. The Commission has the option of withdrawing from the RFP process and operating the Concession on a reduced basis.

SUMMARY/CONCLUSION:

It would appear the Commission can contract out operation of the Arena Concession, subject to satisfying Articles 29 and 36 of the Collective Agreement (attached as Appendix B). A labour/management committee has been struck to discuss transition approaches.

RECOMMENDATION:

That an RFP be issued to solicit proponents interested in submitting proposals for the purpose of contracting out food services at the Arena Concession.

Larry Hutchings,
SEAPARC

APPENDIX A



Request for Proposal

RFP No. 2013-1
To Operate the Arena Concession at
SEAPARC Leisure Complex, Sooke BC
June, 2013

Package includes:

1. Instructions to Proponents
2. Scope of Services
3. Bid Form

CAPITAL REGIONAL DISTRICT
REQUEST FOR PROPOSAL
TO OPERATE A FOOD CONCESSION AT SEAPARC LEISURE COMPLEX, SOOKE, BC
RFP NO. 2013-1: ARENA CONCESSION

INSTRUCTION TO PROPONENTS

1. Proposal Instructions

1.1 Invitation

The Capital Regional District ("CRD") is seeking proposals for the operation of the Arena Concession facility at the SEAPARC Leisure Complex. The proposal call will be conducted and administered by the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC).

The complex consists of a single sheet ice arena, an aquatic centre and program spaces.

SEAPARC invites community service groups and private entities to submit proposals to operate the "Arena Concession".

The contract will be for the period August 15, 2013 to April 15, 2014.

Interviews for successful bids will be scheduled for the week of July 8-12, 2013.

A contract will not necessarily result from this Request for Proposal (RFP).

1.2 Proposal Documents

Proposal Documents will be available for pick up from SEAPARC Leisure Complex Reception, 2168 Philips Road, Sooke BC V9Z 1H4. Each Proponent will ensure it provides its correct name, address, email address and telephone number to SEAPARC at the time the Proponent receives a set of Proposal Documents.

Proposals should provide a simple, concise and complete description of provider capabilities to satisfy the requirements of this request and include the following:

- A cover letter stating the interpretation of work to be performed.
- Statement of qualifications and experience of Proponent in providing Arena Concession services.
- The legal name of the person/firm and authorized signature of individuals from those firms/organizations who will be responsible for the services of their areas of responsibility.
- Proposed hours of operation.

1.3 Closing Time and Date for Submission of Proposals

SEAPARC will accept proposals, in accordance with the instructions contained herein, at the following location:

Attention: Lynn MacDonald
Administrative Secretary

Mailing Address: SEAPARC Leisure Complex
PO Box 421
Sooke, BC V9Z 1H4

Physical Address: SEAPARC Leisure Complex
2168 Phillips Road
Sooke, BC

On or before the following date and time (the "Closing Time"):

Time: 4:00 pm
Date: July 2, 2013

SEAPARC reserves the right to extend the Closing Time at its sole discretion.

Proposals must not be sent by fax or electronically.

1.4 Inquiries

All inquiries related to this RFP, including whether or not the Contract has been awarded, should be directed in writing to the person named below (the SEAPARC Representative). Information obtained from any person or source other than the SEAPARC Representative may not be relied upon.

Name: Nathan Stewart, Administrative Services Coordinator
Address: 2168 Phillips Road, PO Box 421, Sooke BC V9Z 1H4
Fax: 250-642-4710
Telephone: 250-642-8004
Email: nstewart@crd.bc.ca

1.5 Information Meeting

A mandatory information meeting will be hosted by the SEAPARC Representative to discuss SEAPARC's requirements under this RFP. At the time of issuance of this RFP a meeting has been scheduled as follows:

Date: June 25, 2013
Time: 10:00 am (local time)
Location: SEAPARC Leisure Complex, 2168 Phillips Road, Sooke BC
Phone: 250-642-8004

1.6 Addenda

If SEAPARC determines that an amendment is required to this RFP, SEAPARC will issue a written addendum to all Proponents of record that will be incorporated into and become a part of this RFP. Failure to acknowledge and address all addenda in a Proposal may render the Proposal invalid.

1.7 Late Proposals

Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time. Proposals received after the Closing Time will be returned unopened to the Proponent.

1.8 SEAPARC's Right to Modify Terms and Negotiate

SEAPARC, at its sole discretion, reserves the right to modify the terms of the RFP at any time before the Closing Time. SEAPARC also reserves the right following the Closing Time, and in accordance with the terms of this RFP, to negotiate with one or more Preferred Proponents any modification or variation of the terms of the RFP. For certainty and without limiting the foregoing, SEAPARC may, for the purpose of entering into a Contract with any Proponent, amend the description of the required work included in this RFP so that it accurately reflects the services to be provided by the Proponent.

2. Evaluation and Selection

2.1 Evaluation Team

The evaluation of Proposals will be undertaken by SEAPARC staff and a recommendation made to the Commission.

2.2 Evaluation Criteria

The objective of this RFP is to secure dependable and consistent concession services at the SEAPARC Leisure Complex at a reasonable rate of compensation paid to SEAPARC.

The Evaluation Team will compare and evaluate each Proposal made to SEAPARC to determine the Proponent's strength and ability to provide the Services in order to determine the Proposal most advantageous to SEAPARC, using the following criteria:

- (a) Overall value that the proposal represents to SEAPARC based on quality, service and price.
- (b) Issues specific to evaluation include: proposed work methodology, proposed level of effort, proposed work schedule and sequence of work;
- (c) Proposed fee schedule.

2.3 Interviews

The Evaluation Team may, at its discretion, invite some or all of the Proponents to appear before the Evaluation Team to provide clarifications of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

2.4 Insurance

The Contractor shall take out and maintain during the Term of the Contract a policy of Commercial General Liability insurance against claims for bodily injury, death or property damage arising out of the use of the Arena Concession by the Contractor in the amount of not less than two million (\$2,000,000) dollars per single occurrence, or such greater amount as the CRD may from time to time designate, naming the CRD as an additional insured party thereto and shall provide the CRD with a certified copy of such policy or policies.

2.5 Negotiation of Contract and Award

If SEAPARC selects one or more Preferred Proponents, then it may enter into a Contract with the Preferred Proponent(s), or enter into discussions with the Preferred Proponent(s) to attempt to negotiate the terms of the Contract, and such discussions may include but are not limited to negotiating amendments to the scope of Services and the Preferred Proponent's price(s).

If at any time, SEAPARC reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, SEAPARC may give the Preferred Proponent(s) written notice to terminate discussions, in which event SEAPARC may then either open discussions and/or negotiations with another Proponent or Proponents, or terminate the RFP and retain or obtain the Services in some other manner.

Proponents will be notified in writing when a Contract has been awarded.

CAPITAL REGIONAL DISTRICT

RFP NO. 2013-1: ARENA CONCESSION

SCOPE OF SERVICES

It is intended that the successful Proponent (hereinafter referred to as the "Contractor") will enter into a contract with SEAPARC for the right and responsibility to provide Arena Concession services at SEAPARC Leisure Complex. The Contractor shall provide services of the highest quality and dependability.

Hours of Operation

The hours of operation, during ice season, must include weekends from 6 am to 7 pm, all evening public skate sessions and special events such as hockey tournaments.

The Contractor will be permitted to open additional times during the season. The times shall be reviewed by the SEAPARC Manager and subject to fair sales achieved.

Staffing and Wages

The Contractor shall adequately staff, supply and operate the Arena Concession at all times. The Contractor shall provide wages which are at least equal to those specified in the Collective Agreement between the Capital Regional District and the Canadian Union of Public Employees, Local 1978.

Equipment

The Contractor may use Arena Concession equipment owned by SEAPARC in consideration of a contract, including a soup pot, toaster, microwave, two freezers and a stand up cooler. Coffee and hot chocolate equipment is not owned by SEAPARC and not included in the contract agreement. The equipment is available only for use in the Arena Concession during the term of the contract. Any service, repairs, general maintenance or replacement costs of any Arena Concession equipment shall be borne by the Contractor. Any additional equipment required will be provided by the Contractor, subject to approval by the SEAPARC Manager.

All damage, reasonable wear and tear excepted, to the Arena Concession facility through the misuse, abuse or negligence of the Contractor or any of its members, servants, agents or employees, shall be the sole responsibility of the Contractor and the cost of any repairs or replacements necessitated by such damage shall be paid for in full by the Contractor.

Product and Pricing

SEAPARC is looking for proposals that increase choices of healthier foods and drink items and a product offering that includes milk as well as contemporary and nutritious items. Only food, drink and snack items shall be sold from the Arena Concession.

The Contractor is aware SEAPARC provides vending service offering drinks and snacks, and agrees that any comparable item sold through the Arena Concession is offered within a 10% price range.

The sale of beverages in glass containers, alcohol, tobacco, chewing gum, and non-food related merchandise will not be permitted.

Cleanliness

The Contractor must meet or exceed requirements as set out under the Health Act and as established and regulated by the Vancouver Island Health Authority (VIHA). Requirements include: staff trained and certified in the handling of food; regular cleaning and maintenance; disinfecting; storage of supplies; and removal of waste. Cleaning, disinfecting and maintenance will be at the Contractor's expense.

Concession waste products will be distributed to SEAPARC staff in an appropriate manner and at an appropriate time. SEAPARC accepts responsibility for disposal of Arena Concession waste and recycling.

Access

The Contractor shall permit the SEAPARC Manager, their delegate or any Public Health Inspector at any time to enter upon and inspect the Arena Concession area.

Supply Delivery

The Contractor is responsible for ordering and accepting delivery of all Arena Concession supplies.

Signs/Advertising

A sandwich board with operating times and food menu is permitted. All signs must be approved by SEAPARC.

Deliverables

The Contractor will provide SEAPARC with copies of their insurance certificate, business license, Food Safe training certificates and any required federal, provincial, municipal and health authority permits. In addition, copies of these documents will be clearly posted in the Arena Concession.

Concession Rental Rate

The Contractor is expected to pay a monthly rental fee for the use of the Arena Concession space.

CAPITAL REGIONAL DISTRICT

**REQUEST FOR PROPOSAL
TO OPERATE A FOOD CONCESSION AT SEAPARC LEISURE COMPLEX, SOOKE, BC
RFP NO. 2013-1: ARENA CONCESSION**

BID FORM

I/We _____ of
Address: _____
Phone: _____ Email: _____

Having carefully examined the Request for Proposal (RFP) documents and having attended the mandatory information meeting, hereby propose the following administration of the Arena Concession (500 words or less – attach 2nd page if required).

We propose to pay a monthly rental fee of \$ _____ if chosen as the successful Proponent of this RFP.

It is understood that this quotation constitutes a firm offer which is open for acceptance within 30 days of the date hereof and shall not be withdrawn during that period of time.

We agree that SEAPARC is not bound to accept the lowest or any Bid.

Signature: _____ Date: _____

This bid form must be mailed or delivered to:

Attention: Lynn MacDonald, Administrative Secretary
SEAPARC Leisure Complex
PO Box 421
2168 Phillips Road, Sooke BC V9Z 1H4

Bids are due no later than 4:00 pm on July 2, 2013

APPENDIX B

Excerpts from Collective Agreement between the Capital Regional District and the Canadian Union of Public Employees, Local 1978 (January 1, 2011 – December 31, 2013):

- **ARTICLE 29, SUB –CONTRACTORS**

29.01 All sub-contractors of the District shall provide wages which are least equal to those specified in this Agreement when work of a similar or same nature is performed.

- **ARTICLE 36, CONTRACTING OUT**

36.01 No regular employee shall be laid off and placed on the recall list, terminated, or failed to be recalled to their classification as a result of contracting out.



**STAFF REPORT TO THE SOOKE & ELECTORAL AREA
PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, JUNE 5, 2013**

SUBJECT: 2013/2014 Fees and Charges (to take effect September 1, 2013).

PURPOSE:

This report contains recommendations regarding proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2013.

BACKGROUND:

The CRD requires the Commission approved Fees and Charges by early June as these are then added to a CRD Fees and Charges annual Bylaw.

The last adjustment to the Fees and Charges was April 1, 2013, with the reversion of HST back to GST. Prior to this change, Commission approved an overall adjustment of 2012/2013 Fees and Charges effective September 1, 2012.

The annual process for reviewing Fees and Charges includes consideration of:

- Past and actual budgeted expenses and revenues
- Activity and usage levels
- Recognition of desired recovery rates and operational deficits
- Operational assumptions regarding access, facility enhancements and recovery
- Fees and charges at other municipal recreation departments
- Previous year's fee increases
- Economic times
- Discussions with key user groups

The primary consideration in the review of recreation fees and charges is to find a balance between fiscal accountability, access to recreation services, and the marketplace.

The review process is also consistent with SEAPARC's Fees and Charges Policy:

- Fees should be based on recovery of direct costs.
- Fees should encourage maximum public participation and minimize, within reason, the tax subsidy.
- Registrants should be responsible for financially contributing to their recreation activity.
- Fees for youth and children should be lower than those for adult and senior whenever possible.
- Fees for commercial users should be more than they are for adult users.
- Fees for non-prime time use should be discounted.

Fees and Charges Adjustments

Arena Ice Rentals

An increase of 2.4% is recommended for ice rentals. This increase is required to keep pace with increases in operating costs.

Low-Cost Activities

In accordance with the Fees and Charges Policy, SEAPARC offers a number of discounted admission fees.

Second Activity – SEAPARC offers 50% discount for a second drop-in activity, if immediately following the first activity (i.e. swimming after skating).

Swim Lessons – Registered participants in swim lessons are offered a discounted drop-in swimming immediately before or after swim lessons.

Discounted Drop-in Sessions – SEAPARC offers reduced fee drop-in sessions throughout the week. The times are offered during the day when attendance is generally lower (i.e. mid-week mornings). These fees currently appear on the fees and charges schedule as ‘Loonie Swim’ or ‘Toonie Swim’. Staff propose changing the title to ‘Loonie Admission’ and ‘Toonie Admission’ as these discounted admissions also include skating.

All discounted admission fees are included in the proposed Fees and Charges Summary in Appendix A.

Contracted Program Instructors

SEAPARC hires contracted instructors to provide certain registered programs. These contracted programs follow the fundamental principles of the fees and charges policy. In addition, staff follow specific guidelines to establish the contractor rates. Staff also follow standard terms and conditions for these contracts. Each contract is reviewed at the end of each program season. Current contracted programs and negotiated payment terms are listed in Appendix B.

Student Rate

Currently, the student age on the Fees and Charges Schedule is listed as 19-25 years. Staff propose changing the student age include all adult students 19 years and older. To be eligible for the student rate, the individual must be attending school/university full-time and provide proof of current enrollment (student identification card or letter from the school).

Shower Rate

SEAPARC offers a shower rate of \$2.50. If a patron visited the facility during a discounted swim or skate session, they would pay the lower rate.

Private Lessons

SEAPARC offers private lessons for swimming and skating. The rates for these sessions have been added to the proposed Fees and Charges Summary in Appendix A.

Skate Rental

SEAPARC recognizes a financial burden for some families. A family that attends public skating may spend up to \$24.00 if they have to rent skates, compared to \$11.50 to attend swimming. To reduce this financial barrier, and as a means to encourage more families to attend public skating, staff recommends a family rate of \$5.00 for skate rentals during public skate times. This rate would allow up to five (5) family members skate rentals.

ALTERNATIVES:

- That the Commission approves the recommended fee adjustments as outlined in this report.
- That the Commission approves the recommended fee adjustments with some exceptions.
- That the Commission maintains the fee structure at current levels.

IMPLICATIONS:

- Utility costs and staffing costs have increased; therefore any proposed increased fees are recommended to keep pace with these costs.
- Failure to meet revenue projections, for whatever reason, may result in a greater reliance on the tax requisition.

SUMMARY/CONCLUSION:

An increase of 2.4% is recommended for ice rentals.

Any additional fees described in this report have been added to the Fees and Charges Summary.

No other increase in fees and charges are recommended for 2013/2014.

Appendix A provides a summary of the proposed adjustments to the current fees and charges.

Appendix B is list of current contracted program instructors.

RECOMMENDATION(S):

That the Commission approves the recommended fee adjustments effective September 1, 2013 as outlined in Appendix A of this report.



Linda Finch
Program Services Manager



Larry Hutchings,
SEAPARC

APPENDIX A PROPOSED FEES AND CHARGES SUMMARY

SEAPARC RECREATION FEES AND CHARGES Effective September 1, 2013

DROP- IN FEES (swim, skate, weight room, aerobic classes)		
Admission fees inclusive of tax		
Adult (19 - 64)	Single Admission	\$ 5.75
	10x	\$ 51.80
	1 month	\$ 57.50
	12 month	\$ 431.25
Senior (65+)	Single Admission	\$ 4.35
	10x	\$ 39.20
	1 month	\$ 43.50
	12 month	\$ 326.25
Student (19+)	Single Admission	\$ 4.35
	10x	\$ 39.20
	1 month	\$ 43.50
	12 month	\$ 326.25
Youth (13 – 18)	Single Admission	\$ 3.45
	10x	\$ 31.00
	1 month	\$ 34.50
	12 month	\$ 258.75
Child (5 – 12)	Single Admission	\$ 2.90
	10x	\$ 26.10
	1 month	\$ 29.00
	12 month	\$ 217.50
Family (Maximum 5)	Single Admission	\$11.50
	10x	\$ 103.50
	1 month	\$ 115.00
	12 month	\$ 862.50
Preschool Age (4 and Under)	Single Admission	\$ 0.00
Regional Pass All Ages		\$ 475.00

MISCELLANEOUS ADMINISTRATION (Includes applicable tax)	
Administration Fee	\$ 10.00
Card Replacement	\$ 5.00
Towel Rental	\$ 1.00
Shower Fee	\$ 2.50
Loonie Admission	\$ 1.00
Toonie Admission	\$ 2.00
POOL FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Private Swim Lesson (30 min.)	\$ 20.00
Private Swim Lessons (30 min) (5 lessons)	\$ 90.00
Pool Rental (includes 2 guards)	\$ 145.00
Pool Rental Guard/Instructor (additional staff)	\$ 22.50
Lane Rental – Commercial	\$ 24.00
Lane Rental - Youth	\$ 10.00
Lane Rental – Adult	\$ 20.00
ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Private Skate Lesson (30 min.)	\$ 20.00
Private Swim Lessons (30 min.) (5 lessons)	\$ 90.00
Ice - Adult Prime*	\$ 210.00
Ice - Adult Non-Prime*	\$ 178.50
Ice – Youth Prime Rate (8 pm – 10 pm Weekdays; 7 pm – 10 pm Weekends)*	\$ 210.00
Ice – Youth Non-Prime	\$ 105.00
Ice – Youth Early Morning Resident*	\$ 52.50
Ice – Youth Early Morning Non Resident*	\$ 105.00
SD 62 School Use*	\$ 75.60
Dry Floor – Adult Non Profit*	\$ 71.40
Dry Floor – Youth Resident*	\$ 35.70
Dry Floor – Youth Non Resident*	\$ 71.40
Dry Floor – Commercial*	\$ 105.00
RATES PER DAY FOR THE FOLLOWING ITEMS:	
Complex – Dry Floor Non Profit (per day)*	\$ 1,142.40
Complex – Dry Floor Non Profit (Move In/Out)*	\$ 540.00
Complex – Dry Floor Commercial (per day)*	\$ 1,680.00
Complex – Dry Floor Commercial (Move In/Out)*	\$ 795.00
*Discounted rental rates may be negotiated if the event provides a benefit to the community and/or facility space available in low priority times.	
ARENA SKATE SHOP FEES (Includes applicable tax)	
Skate Rental	\$ 2.50
Skate Rental – Family Rate (Maximum 5)	\$5.00
Skate Rental – SEAPARC Lessons	\$ 1.00
Skate Sharpening	\$ 4.50
Skate Sharpening 10x	\$ 40.50

RATES PER HOUR UNLESS OTHERWISE NOTED:	
SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)	
Boardroom	\$ 15.00
Boardroom – Local Non Profit	\$ 0.00
Multipurpose Room – Half Room	\$ 30.00
Multipurpose Room – Full Room	\$ 60.00
SEAPARC Stan Jones Field (Subject to applicable tax)	
Per Game	\$ 20.00
FACILITY ADVERTISING (Subject to applicable tax)	
Rink Board (per year)	\$ 600.00
Zamboni Ad (per year)	\$ 1,000.00

APPENDIX B

CONTRACTED PROGRAMS 2012-2013

PROGRAM	REVENUE (%)
Social Ballroom Dance	75/25
Boxfit Fitness Classes	60/40
Taekwondo Classes	70/30
Art Classes/Camps	70/30
Nia Dance Fusion Fitness	60/40
Various Youth Sport Camps/Programs	75/25
Yoga Classes	60/40
Triathlon Training	67/33
Aqua-Therapy/Rehabilitation	70/30
TC 10K Running Clinics	65/35
Soccer Camps	80/20
Acting Out Camps	75/25
Basketball Program	70/30
Zumba Dance/Fitness Classes	60/40
Music Programs	70/30
Home Alone Program	70/30