



Sooke & Electoral Area
Parks and Recreation
Commission

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AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, Boardroom – SEAPARC Leisure Complex
Wednesday, July 13, 2011 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of May 4, 2011
4. Correspondence
 - a) Yvonne Black, Sooke Fine Arts Society
5. Reports
 - a) Staff Report
 - Staff News (June and July)
 - Ice Allocation Report
 - Recreation Infrastructure Master Plan
 - Lacrosse Program and Facility
 - Arena Roof
 - Budget Process & Review
 - b) Chair's Report
 - c) Directors' Report
 - Board Approval - Fees & Charges Bylaw
6. Unfinished Business
 - a) Lacrosse Box
7. New Business
8. Public Question Period
9. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, May 4, 2011
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 Electoral Area"
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: J. Perkins (Chair), J. Evans (Sooke Director), M. Hicks (JDF Director),
B. Berger, D. Bishop
Staff: L. Hutchings, SEAPARC Manager, L. MacDonald, Recording Secretary
Absent: P. Grove, L. Christie
Public: 6
Press: 0

1. CALL TO ORDER

The meeting was called to order 6:32 p.m.

2. ADOPTION OF AGENDA

MOVED by Director Evans, **SECONDED** by Director Hicks that the agenda be approved with the following additions:

5. a) Staff News:

- Ice Allocation meeting
- Project #26319 SEAPARC Leisure Complex Upgrade, cost overrun

CARRIED.

3. APPROVAL OF THE MINUTES OF April 16, 2011

MOVED by Director Evans, **SECONDED** by Director Berger that the minutes of April 16, 2011 be approved.

CARRIED.

4. DELEGATION

a) Debbie Quayum – Skate Park Lighting

Debbie Quayum, RCMP Corporal Scott Hilderley, Brandon Nairn and Curtis Matthias addressed their concerns regarding inadequate lighting at the Skate Park.

Ms. Quayum detailed the costs involved in installing plexiglass and wire guards around existing lights standards. She found that the materials are sold locally and are relatively inexpensive (\$196 per sheet and \$49.99 for wire guards). Ms. Quayum distributed two articles for information purposes entitled "Commercial Street Lights" and "Skate Park Lights Deemed a Success."

RCMP Corporal Scott Hilderley serves as the Community Prevention Education Continuum (CPEC) Program Coordinator in Sooke. The RCMP detachment management have identified the Skate Park as one of the most problematic areas in Sooke. Through time and deterioration of the park it has become a centre for drug and alcohol use and a place for the criminal element to meet. In an effort to take back the park for its intended users, Crpl. Hilderley has met with CPEC volunteers who have offered to help clean up the graffiti. A mural contest is planned with a theme of healthy choices for kids. Home Hardware has agreed to donate the paint. Corporal Hilderley pointed out several examples in Sooke where improved public spaces have resulted in less vandalism including Broomhill Park, Village Foods bus stop and the rear wall of Evergreen Centre. He argued that security lighting will deter crowds from gathering in the park after dark. Corporal Hilderley provided the Commission with an article entitled "Crime Prevention through Environmental Design."

Brandon Nairn, a skateboard park builder, suggested 3-4 light poles would be required to provide adequate lighting in the park. Curtis Matthias pointed out the many positive aspects of skateboarding and how the issues at the park can be fixed if action is taken now.

5. CORRESPONDENCE

b) Yvonne Black, Sooke Fine Arts Society re: rental fees

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

6. REPORTS

a) Staff Report

Staff News

Recreation Programs

The Easter "Eggstravaganza" event, led by Recreation Assistant Darcy Smith, was a great success with several local businesses providing support and donations for the two large Easter egg hunts.

A number of arena dry floor programs and drop-in activities are being offered including lacrosse, ball hockey, soccer and roller hockey. A number of new fitness programs are starting in May including Taekwondo (Olympic style), MIJO BoxFit and Nia Dance Fusion.

Aquatic Programs

The SEAPARC Sharks Swim Club (a monthly registration program with 3 classes per week) currently has 22 registrants.

The Grade 2 swim lessons sponsored by the Sooke Lions Club had 153 participants this year.

The Aquatic Programmer and the Program Services Manager are attending the Recreation Facilities Association of BC (RFABC) Conference in Abbotsford in May.

Administration

The Commission reviewed the Sooke Fine Arts letter requesting an adjustment in the Sooke Fine Arts Show rental fees for 2011 and the period of 2012-2016. The Society is forecasting a decrease in revenue this year due to the loss of major sponsorship and provincial gaming grants. Director Evans pointed to the popularity of the event which provides significant social and economic benefits for the Sooke and Juan de Fuca region.

MOVED by Director Evans, **SECONDED** by Director Hicks that the 2010 rental rate charged to the Sooke Fine Arts Society be applied again in 2011. For the years 2012 through to 2016, the rental rate charged in 2010/2011 shall be increased by 2% per year on top of any incremental increase in rental fees. **CARRIED**

As part of the SEAPARC Site Master Plan public consultation process, the SEAPARC Manager reported on the suggestions and feedback he'd received from attendees of the District of Sooke Open House on April 14, 2011.

The SEAPARC Manager provided an update on progress being made with regard to the Skate Park including site visits, \$1,200 in concrete repairs proceeding, a ¼ pipe being priced and the installation of new "code of behavior" signage.

The annual Ice Allocation meeting will be held at 7:30 pm on Wednesday, May 25 in the Multi-Purpose Room. Commissioners Bishop and Berger will represent the Commission on the Ice Allocation Committee.

A new compressor has been ordered at a cost of \$21,000 to replace a 34 year old unit. The compressor was scheduled to be replaced in 2012. Funds came from the equipment replacement budget.

Director Hicks noted that during the Sooke Figure Skating Club's annual show there were difficulties with the arena sound system. The SEAPARC Manager noted that the system is being looked into and operating instructions will be posted for new users.

The SEAPARC Manager reported on expected cost overruns on Project #26319, SEAPARC Leisure Complex Upgrade of approximately \$10,000. Costs were higher than originally projected due to change orders and additions, HST and additional project management fees. A Staff Report detailing the cost overrun will be presented at the June Commission meeting.

MOVED by Director Evans, **SECONDED** by Director Hicks that \$11,000 be transferred from the Capital Reserve Fund to cover the extra costs involved in Project #26319, SEAPARC Leisure Complex Upgrade
CARRIED.

b) Youth Member Report

c) Chair's Report

The Commission entertained comments on holding a Commission Volunteer Appreciation Dinner. Director Hicks suggested he host a social and barbeque at the Arbutus Cove Guest House in late June or early July.

d) Director's Report

Director Evans reported the work on the new Throup Road extension is underway with survey work proceeding.

Commissioner Perkins will make a written request to the District of Sooke that the lighting needs of the Skate Park be taken into consideration by the project planners, that a street light be placed in front of the Skate Park and that SEAPARC may wish to pursue installing additional light poles in the park itself.

Director Hicks welcomed Derek Bishop as the new Commissioner representing the Juan de Fuca Electoral Area. Derek has been a resident of Sooke for 12 years and has two children who play hockey in Sooke.

7. UNFINISHED BUSINESS

Lacrosse Box

Commissioner Berger updated the Commission on the status of the proposed lacrosse box. Commissioner Berger recently met with Dave Lockyer, Secretary-Treasurer, School District 62 and Mr. Lockyer suggested using the existing Skate Park lease as a basis for a lacrosse box lease agreement. A sub-committee including Commissioner Berger, Commissioner Grove, Commissioner Bishop, Jim Govan - SEAPARC Facilities Operations Supervisor and a School District 62 staff member (yet to be named) will be formed. Efforts will be made to reduce construction costs by soliciting donations of labour and material. The Sooke Builders Association have agreed to donate their time and labour to build the box. A site plan will be done in the near future.

MOVED by Director Hicks, **SECONDED** by Director Evans that \$5,000 be transferred from the Capital Reserve Fund to create a lacrosse box contingency fund.

CARRIED.

8. NEW BUSINESS

The Commission discussed the issues involved in improving lighting in the Skate Park including type, amount and timing of lighting. It was agreed that if lighting is to be installed, a cut off time for use of the park would be need to be set. The SEAPARC Manager noted that the Lexan shields used on lighting in past were repeatedly destroyed. With the new extension of Throup Road, it is expected that street lighting will be improved and there will be a higher traffic flow in front of park. The SEAPARC Manager will request input from the CRD Risk Management staff on lighting of the park and report back at the next Commission meeting.

9. PUBLIC QUESTION PERIOD

10. ADJOURNMENT

The meeting adjourned 8:07 p.m.

Jim Perkins, Chair

Lynn MacDonald, Recorder

SEAPARC
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June 1, 2011

Mr. Larry Hutchings
Sooke & Electoral Area Parks and Recreation Commission
2168 Phillips Road
PO Box 421
Sooke, BC V9Z 1H4

Dear Larry

I am writing on behalf of Sooke Fine Arts Society to thank the Parks and Recreation Commission for their approval of the rate adjustment in the Rental Contract for 2011 and the 2% increase for 2012 and 2016.

Sooke Fine Arts will be celebrating its 25th Anniversary this year and we have great plans in the works to mark this community achievement. We appreciate the relationship we have established with SEAPARC over the years and look forward to a long and mutually beneficial long-term affiliation.

Thank you so much.

Evonne Black, President
Sooke Fine Arts Society





**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF JUNE 1, 2011**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

Recreation Programs

During the Arena Dry Floor season (May-August), we are offering a variety of registered and drop-in programs for all ages, including Lacrosse, Ball Hockey and Indoor Soccer.

We have recently added two new popular fitness classes: Nia Dance Fusion with 8 participants and MIJO BoxFit with 17 participants.

Attendees of the recent grand opening of William Simmons Memorial Park commented on the great job SEAPARC staffers Simon Page, Liane Brooks and Kynesha Leadbetter did in entertaining the kids at the Juan de Fuca Parks & Recreation Commission event.

Recreation Assistant Darcy Smith organized a fundraising fitness challenge with all proceeds benefitting the Weekend to End Women's Cancer. This event promoted SEAPARC's fitness instructors as well as encouraged participants to get moving for a good cause.

Recreation Programmer David Chung met recently with Debbie Quayum and Corp. Scott Hilderley regarding their efforts to clean up the Skate Park and install new murals. Repairs to the Park will be completed in time for a series of Skate Park Art Days beginning on June 27 when volunteers, utilizing materials donated by Home Hardware, will paint a mural on the 7 metre ramp and a professional artist will paint the 3 metre ramp. Future Art Days are planned for the end of July and August.

SEAPARC received a \$1000 grant from KidSport Victoria and Promotion Plus to run a "Girls Only" physical activity program in the fall. The program will offer a variety of activities including dance, yoga, swimming, art, and outdoor exploration for girls aged 7-11 years.

Aquatic Programs

Pool staff hosted the CASA 'Baby Talk' group for a pool information session on May 10th. These new parents came down to the center for an hour long session where they participated in a swim lessons and were given information about SEAPARC programs that are available.

On June 4th, the Sooke Fire Department will be testing some of the gear in the pool under the direction of Rick McLeod.

Aquatic staff will be off for the month of June during the pool shut-down. We will be hosting staff in-service and team building sessions during the month.

Facilities

The pool will be shut down from June 6 until July 4. Refurbishing of the arena foyer and dressing rooms and the leisure pool tiling project will commence June 6.

Administration

Arena Renovation Project: Cost Overrun

The Design Build portion is still going through a commissioning process and all invoices have not been finalized. As well, staff are still ascertaining the full impact of the HST. The project should be “signed-off” within the next month and a staff report should be presented at the July meeting.

Arena Roof

Staff are meeting with a roofing consultant on June 13 to discuss the process for addressing replacement of the roof.

BCRPA Conference

Three staff and the Commission Chair attended the recent BCRPA conference in Richmond. Two sessions, attended by the Manager, included “A Framework for Facility Planning” and “Public Consultation in 10 Easy Steps: Planning for Successful Public Engagement,” reinforced the Manager’s belief that SEAPARC should engage the community in a consultation process on Community Recreation Facility Infrastructure Planning, versus a SEAPARC “Site Master Plan.” Funds in the 2011 budget should be carried forth into the 2012 budget, and additional funds should be allocated in the 2012 budget to hire a consultant to conduct a comprehensive review.

Bylaw 3623 – Fees and Charges

The CRD Board wishes to authorize and implement the fees and charges payable for the use of recreation services and facilities.

Attached is Schedule “C” representing the fees and charges adopted by SEAPARC.

Corporate Services requires a motion approving the SEAPARC fee schedule.


Lacrosse Box

The Manager has reviewed the Dry Floor capacity during the arena dry floor season.

SEAPARC is able to commit 30 hours per week (prime time hours) for a 10 week "Lacrosse Development Program" between early April and mid-June.

SEAPARC staff commit to providing a skill development program that is fully accessible to the youth of Sooke and JDF Electoral Area in 2012. The skill development will include a schedule of games. Details will be forthcoming as plans develop.


Linda Finch
Program Services Manager


Larry Hutchings,
SEAPARC



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, JULY 13, 2011**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

SUMMARY/CONCLUSIONS:

Recreation Programs

Skate Park Events

SEAPARC Youth Leader Moira Hood organized a “Light it Up” skateboard event during a Saturday Night Teen Night. She brought in flood lights to the park to allow the kids to skate later into the night. Professional skaters from Victoria brought prizes and participated with the youth.

Skate Jam was held in June instead of August this year to recruit more competitors and to have it on a weekend where no other youth events were taking place. This year there were 30 competitors compared to 16 at last year’s event. We added a BMX category which also attracted riders. SEAPARC received generous support from Switch Board Shop and the Sooke Rotary Club to host this annual event.

The Skate Park Art Days project was initiated by community member Debbie Qayum and RCMP Corporal Scott Hilderley. Paint supplies were donated by Home Hardware, Gunter Rieper, John Armitage, and Debbie Qayum. Six (6) volunteers primed the area for painting on June 26 and 15 volunteers participated in the actual painting of the mural on June 27. SEAPARC would like to thank Debbie Qayum whose passion and effort made this project possible.

Summer Camps

To promote and get kids excited about summer camps, three of our summer camp leaders visited John Muir, Saseenos and Sooke Elementary to deliver fun games over a lunch break. The games and leaders were well received by teachers and students.

Summer Camp Training took place during the weeks of June 20-24 and June 27-July 1. Staff members received a NCCP Certificate in Fundamental Movement Skills. This course focuses on the concept of ‘physical literacy’ wherein children learn basic skills such as running, jumping and throwing in a fun, non-competitive environment. Staff also received training from VIHA in the Supported Child Development program. This session introduced *Guiding Children’s Behaviours, Group Dynamics and Conflict in Play*. Staff also participated in the annual Inter-municipal staff training which focused on ‘Invincible Disabilities’. The rest of the training was delivered by Recreation Program Coordinator David Chung and Recreation Assistant Darcy Smith. All summer camp staff members are either current or past SEAPARC employees and are ready and excited to deliver a successful summer of safe and fun filled camps.

Finally, SEAPARC summer staff participated in Canada Day in Sooke with face-painting and games for children of all ages. Five staff members also participated on a volunteer basis in the annual Rotary Raft Race finishing in 5th place.

Aquatic Programs

During the pool shut down, the aquatics department focused on staff training. We hosted Standard First Aid and Occupational First Aid courses for all staff. Several aquatic staff members took part in the staff retreat and we held an aquatic in-service that focused on skill development and communicating during first aid situations.

The leisure pool tiling project was completed on time and the leisure pool looks great. The new tiles brighten up the pool significantly. The feedback has been very positive so far.

Other Program News

T'Souke Nation Health Office contacted SEAPARC requesting donations as incentives to complete a health survey. SEAPARC donated 60 single admission family passes to all households that complete a survey.

SEAPARC was successful in its proposal to the Sooke Integrated Health Unit. The contract starts July 1, 2011 and runs until March 31, 2012, with an option to renew for three years. Referred clients will receive a one-hour consultation with a registered fitness instructor as well as a follow up consultation if needed. Clients may choose a one-month drop-in pass or the equivalent amount to be applied toward a registered program that meets their health and physical activity needs. One of the goals is to measure the programs and the impact of the programs on the individuals' overall health.

12 Auxiliary Community Recreation staff participated in the SEAPARC Café event. The staff that attended expressed it was nice to be able to take part in workshop and to build stronger relationships in the other departments.

Staff Retreat

In January 2010, SEAPARC senior staff worked together for two days and created climate goals to reflect the ideal of how they want to work together. The climate goals include:

- Respect
- Fun
- Trust
- Support
- Relationships
- Recognition
- Communication

Three action plans were created to address low scoring climate goals: Communication, Relationships and Support. These plans were mostly completed with attention to improving communication between all levels of staff, supporting honest and open interactions with each other and ongoing assessments or review of their working relationships.

On June 22, 2011 the senior staff met to review their progress and score the climate goals. In comparison with the first set of scores, there is a small improvement in some areas and a small drop in others.

On June 23rd, 36 SEAPARC staff participated in a World Café process that provided an opportunity for an engaging and interactive workshop that gave us an opportunity to connect and learn from and about each other. A staff ball game & BBQ followed the workshop.

Facilitator Nancy McPhee assisted staff with the development of Action Plans to build on the Climate Goals supporting forces and overcome restraining forces to the greatest possible degree.

Administration

The following Capital Projects are mostly complete and have been well received:

1. Leisure Pool Tiling Project

- Removed existing epoxy coating on walls and floor slab of the leisure pool and replaced with ceramic tiles including new imperial pool depth markers.
- Installation of new imperial depth markers in the lap pool to be completed at a future date when pool is closed.

2. Existing Arena Dressing Rooms, Concession and Washrooms Renovation

- Replaced toilets, sinks and vanity counters in public washrooms and existing dressing rooms. Replaced mirrors in public washrooms. Eight low flush toilets installed. New sinks, vanities and mirrors meet accessibility requirements of the Building Code.
- Replaced T-Bar ceilings in existing dressing rooms, public washrooms, and concession. Ceilings in dressing room washrooms, shower areas and in public washrooms replaced with drywall ceilings. All other areas replaced with T-Bar ceilings.
- Replaced existing doors and hardware in existing dressing rooms, public washrooms, and from area lobby to rink. Twelve (12) doors total.
- Removed existing side doors in dressing rooms and made good to match existing block wall.
- Replaced stick racks as per two new rooms (4 racks).
- Added motion detectors for lighting control in all washrooms, dressing rooms and shower areas.
- Replaced all partitions in change room areas and washrooms.
- Installed urinal divider in men's washroom.
- Replaced existing benches in dressing rooms with plastic lumber.

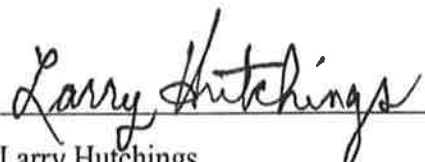
Arena Addition Project

The project is nearing 100% completion. Commissioning has been done and final payments made or in progress. At this point the project requires a transfer of \$4,200 from the Capital Reserve to the project account. This covers any remaining shortfalls.

Generally, the Commission added funds throughout the project to cover additional work approved by the Commission and unforeseen expenditures. As well, a 1.75 per cent HST expense accounted for a cost overrun of approx. \$23,000. Rules around how HST applied to projects of this nature were unclear at the beginning of the project.

Once the project is signed off, a total project cost will be provided, at the September meeting.


Linda Finch
Program Services Manager


Larry Hutchings,
SEAPARC



**ICE ALLOCATION COMMITTEE REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, JUNE 2, 2010**

SUBJECT: Ice Allocation: 2011/2012 Season

PURPOSE/ISSUE:

To recommend the ice allocation for the 2011/2012 season.

HISTORY/BACKGROUND:

The Commission struck an Ice Allocation Committee to review requests for the 2011-2012 ice season. Commissioners Berger and Bishop and Commissioner Perkins agreed to sit as members.

A meeting with user groups was hosted on May 25, 2011. Meeting notes are attached as background information.

The SEAPARC Manager presented a generic weekly schedule and special event and tournament dates. As well, it was proposed additional ice time be offered to Sooke Minor Hockey to accommodate game slots in accordance with league requirements and to facilitate juvenile hockey teams (ages 18 to 20).

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 2011/2012.
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:

Users in attendance appear to concur with the suggested recommendations.

RECOMMENDATION(S):

The Ice Allocation Committee recommends the following:

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

Thursday, November 10	4:00 p.m. to 11:00 p.m.
Friday, November 11	7:00 a.m. to 11:00 p.m.
Saturday, November 12	7:00 a.m. to 12 midnight
Sunday, November 13	7:00 a.m. to 6:00 p.m.

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

Friday, January 20	9:00 a.m. to midnight
Saturday, January 21	8:00 a.m. to 7:00 p.m.

- That an additional fourteen 1½ hour ice slots be offered to Sooke Minor Hockey from adult user ice slots (to be confirmed).
- That the prime rate for the 2010/2011 season be set at \$200 per hour.


Larry Hutchings,
SEAPARC



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF July 13, 2011**

SUBJECT: Recreation Infrastructure Master Plan

PURPOSE/ISSUE:

To consider implementation of a recreation infrastructure planning process for the District of Sooke and JDF Electoral Area.

BACKGROUND:

- Recreation infrastructure in Sooke and neighbouring communities is provided by various major service providers, including SEAPARC, the District of Sooke, School District 62 (SD62), the Sooke Community Association (SCA) and the Juan de Fuca Electoral Area Parks & Recreation Commission.
- Invariably the above mentioned service providers are approached by members of the public and various special interest groups, lobbying for a wide variety of recreational facilities and amenities. Recent interests include skate park improvements, a “Bike Jump Park,” an “all weather” sports field, more ball fields, youth and senior centres, fitness and weight room facilities, lacrosse facilities and multi-purpose courts, more user friendly walking trails and dog parks.
- Several planning documents currently address various aspects of recreation infrastructure in the Sooke and JDF Electoral Area, including the Sooke OCP, Sooke Parks & Trails Master Plan, JDF Electoral Area Community Parks Strategic Plan and SD 62 “Long-Range Facilities Plan.”
- Elements of the above plans, as they relate to recreation infrastructure, are presented in Appendix A: Infrastructure Planning.

ALTERNATIVES:

That the Commission:

1. Initiate a Recreation Infrastructure Master Plan and solicit support and participation in the planning process from major service providers.
2. Not engage in a Recreation Infrastructure Master Plan.

IMPLICATIONS:

1. A strategic planning process will provide a community based vision for recreational pursuits and infrastructure for residents of Sooke and neighbouring communities.
 - The plan will provide direction to decision makers on acquisition and development of infrastructure assets and set a path towards achieving priority goals and objectives.
 - Social, Environmental and Growth Management implications will all be addressed and enhanced.
 - The process will likely require budget approval of \$35,000 in the 2012 budget. The Commission has set aside \$15,000 in its 2011 budget for a SEAPARC “Site Master Plan.” These funds should be committed to the 2012 budget and a site master plan included in the “project deliverables.”
 - It is anticipated that a Recreation Master Plan will cost approximately \$50,000 in consulting services, plus considerable staff time, to engage in the public consultation portion of the project.
2. Should the Commission decide not to engage in a public consultation and Master Plan process, development of priority recreation infrastructure will occur in a haphazard manner.

CONCLUSIONS:

The community planning processes of the past 40 years have provided Sooke and neighbouring communities with a good nucleus of recreational infrastructure. This resulted primarily through the efforts of the SCA and provincial school facility standards for sport and play fields as provided by various School Districts.

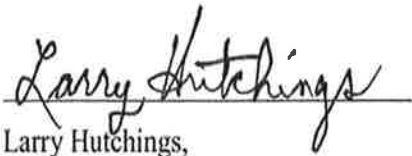
SEAPARC is ideally positioned to serve as a central community level recreational site as a result of past planning practices. A SEAPARC Master Site Plan and future development of this centrally located site, will enhance the fostering of community identity and generate a focal point of activity.

A broader Recreation Infrastructure Master Plan will articulate a vision and will identify and prioritize the values, needs and desires of local area residents and formulate a plan for addressing those needs and desires.

RECOMMENDATION:

That the Commission:

1. Initiate a Recreation Infrastructure Master Plan and solicit support and participation in the planning process from major service providers.
2. Budget \$50,000 in its 2012 budget to initiate the Recreation Infrastructure Master Plan process.


Larry Hutchings,
SEAPARC

Staff Report re: Recreation Infrastructure Master Plan

Appendix A: Infrastructure Planning

Goals, Objectives, Policies and Action Items from the Sooke Official Community Plan and the JDF Electoral Area Community Parks Strategic Plan that would appear to support a strategic plan for development of recreational infrastructure in Sooke and the JDF Electoral Area.

SOOKE OFFICIAL COMMUNITY PLAN

4.6 Health and Quality of Life

4.6.3 Policies

- i. Encourage early childhood education services and facilities within existing and new developments and neighbourhoods in conjunction with a current needs assessment;
- j. Investigate the feasibility, identify appropriate locations and partner with local social services and organizations to create a youth multi-purpose centre through lease or construction;
- m. Respond to diverse community needs for affordable and appropriate recreation, leisure and cultural activities, programs and facilities;

4.6.4 Action Items

- e. Actively pursue areas for connecting trails for multiple user groups, including biking, as detailed in the Parks and Trails Master Plan;

4.11 Leisure/Recreation Services and Facilities

4.11.2 Objectives

- a. Provide facilities that incorporate diverse cultural activities;
- b. Provide a variety of facilities for non-motorized recreation (ie. equestrian, mountain bikes);
- d. Collaborate with the Capital Regional District (CRD), SEAPARC, Sooke Community Association and School District #62 (Sooke) in providing leisure and recreation opportunities during the day and increased opportunities during evenings, in particular for youth and seniors;
- e. Expand upon current recreation opportunities and facilities and develop new opportunities and facilities where possible;

4.11.3 Policies

- e. Expand SEAPARC facilities in discussion and cooperation with applicable stakeholders;
- g. Provide safe youth activities and facilities such as for soccer, softball, baseball, basketball, skate boarding, etc.;

- k.. Where feasible, provide additional youth-identified services and programs within existing buildings and structures, and examine construction of new facilities where appropriate;
- m. Provide a safe environment for cycling in Sooke.

4.11.4 Action Items

- b. Build a trail extension to the Galloping Goose Trail that routes through Sooke and the Town Centre;
- c. Explore the feasibility and establishment of a youth centre in the Town Centre;
- g. Create a track and field training centre with a track;
- j. Work with the CRD, Sooke Community Association, SEAPARC and other non-profit organizations to maximize recreational opportunities;

4.12 Parks and Trails

4.12.2 Objectives

- c. To support parks and open spaces that promotes a sense of community, including interactive sports and activities;

4.12.4 Action Items

- n. Identify and secure at least one large land area suitable for future sports field development;
- q. Create a Pedestrian Network Study for Sooke and area, utilizing long range visioning and planning for a variety of transportation modes, including bikes, golf carts, special needs carts, skateboards, rollerblades, strollers, running and walking;
- x. Examine the feasibility of a new or upgraded BMX track at SEAPARC;
- z. Develop a rural trail loop around Sooke as per the Parks and Trails Master Plan;

JDF ELECTORAL AREA: COMMUNITY PARKS STRATEGIC PLAN

The vision for community parks and recreation within the Juan de Fuca Electoral Area is to establish and maintain a sustainable network of parks, trails and other recreational opportunities that enable protection of their natural characteristics and habitats, as well as addresses the needs of its residents.

The provision of major athletic parks, to support organized sports teams and major sports events, are beyond the capacity of JdFEA Parks and Recreation and such development is not anticipated within the timeframe of this plan.



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF July 13, 2011**

SUBJECT: Lacrosse Program and Facility

PURPOSE/ISSUE:

To review alternatives around provision of a lacrosse program and facility for Sooke and JDF Electoral Area residents.

BACKGROUND:

- The Commission is considering leasing land adjacent to Journey Middle School (JMS) from School District 62 (SD 62) for the purpose of a lacrosse box. Staff have been requested to pursue a lease with SD 62.
- SEAPARC Staff are also interested in promoting a “Developmental Lacrosse” program for youth.

ALTERNATIVES:

That the Commission:

1. Direct Staff to promote and organize an accessible “Developmental Lacrosse” program for interested youth.
2. That a lease agreement with School District 62, for the purpose of a lacrosse box, proceed as time, resources and public benefit dictate.

IMPLICATIONS:

1. The arena dry floor is available 30 hours per week for a 10 week Developmental Lacrosse program from April to June. Partnership opportunities and a Staff commitment will result in an opportunity for many local youth to learn and play the fundamentals of the playing lacrosse
 - This alternative will result in considerable social benefit with minimal negative economic implications.
 - \$6,000 has been submitted in the 2012 supplementary budget to facilitate start up.

2. The Commission has expressed a willingness to lease land from SD 62.

- Contractual obligations, funding issues and planning relationships should be clearly stated.
- No capital funds have been allocated. It is estimated an additional \$10,000-\$15,000 per year operational cost will be required to maintain a lacrosse box on the school site based on maintenance costs related to the Skate Park.
- The cost to prepare a lease agreement and register title is estimated to be between \$1,200 - \$1,500.
- Whereas neither SEAPARC nor the District of Sooke, has a growth management plan for recreation facilities, it is difficult to ascertain that a lacrosse box on leased land is the optimal long range solution for this type of a facility.

CONCLUSIONS:

The Commission and Staff should focus on a developmental lacrosse program for local area residents. A facility is available.

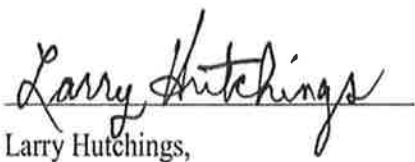
Initiatives for additional recreational facilities should follow a strategic plan, developed through public consultation.

To date, School District 62 has not clearly identified any conditions which must be met before entering into a lease agreement. The Commission should require a contractual agreement with any agency proposing to build a facility on CRD land, whether the land is leased or owned.

RECOMMENDATION:

That the Commission:

1. Direct Staff to promote and organize an accessible "Developmental Lacrosse" program for interested youth.
2. That a lease agreement with School District 62, for the purpose of a lacrosse box, proceed as time, resources and public benefit dictate.


Larry Hutchings,
SEAPARC



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF July 13, 2011**

SUBJECT: Arena Roof

PURPOSE/ISSUE:

Replacement of the arena roof.

BACKGROUND:

The arena roof recently received a number of patch repairs at the point where the brackets supporting the gutters are attached. The Contractor (Top Line Roofing) indicated that these areas are beginning to deteriorate rather quickly. Water is penetrating through the exposed fasteners. It is anticipated that these areas will begin to fail more frequently. A preliminary report indicates the roof likely has a remaining life expectancy of 2 – 4 years.

An estimate to investigate the condition of the roof and provide a recommended course of action is attached as Appendix A.

ALTERNATIVES:

That the Commission:

1. Engage in a review of the condition of the arena roof and investigate roof replacement, scope, options and cost.
2. Not engage in a review of the condition of the arena roof and investigate roof replacement, scope, options and cost and that staff patch leaking areas as in past maintenance practices.

IMPLICATIONS:

- A review of the roof condition and replacement cost is the initial step to proceeding further.
- The cost to research the roof condition and recommend a course of action is approximately \$20,000.

CONCLUSION:

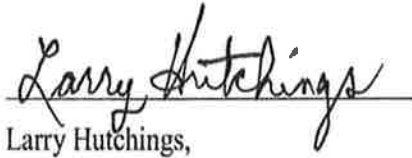
The condition of the arena roof has been an on-going concern for 20 years. It is possible the roof is at the end of its lifespan and requires full replacement.

Further examination of the roof condition and repair options are required. Once all of the research is completed, it may be possible to acquire infrastructure funding to assist with replacement.

RECOMMENDATION:

That the Commission:

1. Engage in a review of the condition of the arena roof and investigate roof replacement, scope, options and cost and that \$20,000 be allocated from the Capital Reserve Fund to finance the cost of examining the roof condition.


Larry Hutchings,
SEAPARC



STRUCTURAL AND CIVIL ENGINEERS

Staff Report - Arena Roof Appendix A

04 July 2011

Capital Regional District
625 Fisgard Street
Victoria BC
V8W 2S6

Attention: Andy Liu, P.Eng.

Dear Sirs

Ref: Structural Engineering for Roof Replacement at Sennar Centre Arena, Sooke.

We understand that CRD is contemplating the replacement of the preformed metal cladding roof on the original ice arena next spring. SPAR Consultants will be pleased to undertake the structural engineering for this roof replacement. Our anticipated scope of work is:

1. Review on site the existing roof and interface details
2. Review record documentation of the original arena.
3. Investigate roof replacement scope and options, obtain cost budgets and evaluate same. Prepare a comparison report to CRD with recommendations for system selection.
4. Prepare drawings, specifications and Schedule B for the new cladding and its attachment to the structure.
5. Advise on the preparation of tender call documentation, review tenders and make recommendation regarding award of contract, anticipate in winter 2011.
6. Undertake field reviews to determine compliance with specifications and provide reports
7. Attend monthly progress meetings and report to CRD.
8. Provide Schedule C-B on satisfactory completion of the structural work

Our fees for the above services on this project will be \$7650 for Items 1 to 3, \$9525 for Items 4 and 5, and \$7060 for Items 6 to 8, for a total of \$24235 plus disbursements and HST in all cases. Invoices will be issued during the work and are payable on presentation. Interest will be charged on invoices still outstanding at thirty days. SPAR Consultants carries professional liability insurance and liability is limited to the coverage provided.

If the above terms are acceptable to you, we ask that you sign this proposal and return a signed copy to us for our files.

Yours sincerely

David M. Andjar-Romain, P.Eng., C.Eng., M.I.C.E.
SPAR Consultants

The above proposal is accepted
By _____
For CRD
Date _____



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF WEDNESDAY, JULY 13, 2011**

SUBJECT: 2012 Budget Process and Review

PURPOSE/ISSUE: Information and Commission Feedback

BACKGROUND:

The deadline for submission of the 5 Year Capital Plan and the proposed 2012 Provisional Budget is August 19 and September 2 respectively.

Staff have been advised that growth in requisition levels should be capped at 2% for 2012. For those budgets approved by Commissions, any expansion in service levels must be approved by the Commission.

The 5 Year Capital Plan forecast is attached. The attached Proposed 2012 Supplementary Items document represents a “wish list” of items as proposed by staff. Also attached is our current Reserve Fund Summary.

Staff would like a general discussion and feedback from the Commission.

ALTERNATIVES: n/a


IMPLICATIONS:

Items as agreed will be included in the 2012 Provisional Budget.

CONCLUSION: n/a

RECOMMENDATION:

That the Commission provide input into consideration for funding supplementary items for the 2012 Budget.


Larry Hutchings,
SEAPARC

CAPITAL REGIONAL DISTRICT - SCHEDULE G

CAPITAL BUDGET FORM

2012 & Forecast 2013 to 2016

Service #: 1.401

Service Name: SEAPARC - Facilities and Recreation

Year (1)	Type Code (2)* ↓	Specific Project Description (3)	Capital Expense \$	Source (4)** ↓	Funding Amount Total (5) \$	Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓	%
2012	B	Energy Efficient Lighting Improvements	20,000	R	20,000				
2012	B	Arena Roof	300,000	S	300,000				
2012	E	LCD Projector	2,000	E	2,000				
2012	E	Computer Replacement (2)	3,200	E	3,200				
2012	E	Building HVAC - motors/fans/pumps	5,000	E	5,000				
2013	L	SEAPARC Infrastructure Enhancements	300,000	R	300,000				
2013	E	Computer Replacement (2)	3,200	E	3,200				
2013	E	Bus	40,000	E	40,000				
2013	E	Oil Separators	7,500	E	7,500				
2013	E	Condensing tower	35,200	E	35,200				
2014	E	Arena Compressor	25,000	E	25,000				
2014	E	Laptop Replacement	2,000	E	2,000				
2014	E	Network Server	6,000	E	6,000				
2014	E	Computer Replacements	3,200	E	3,200				
2014	E	Electrical Distribution/Equipment	60,000	E	60,000				
2015	E	Compressor Drive Motors	12,000	E	12,000				
2015	E	Safety Relief Valves	5,000	E	5,000				
2016	E	Zamboni	100,000	E	100,000				
2016	E	Building HVAC - motors/fans/pumps	5,000	E	5,000				
TOTAL			934,300		934,300				

Type Codes (2) *	Funding Source Codes (4) **
L = Land S = Engineering Structures B = Buildings V = Vehicles E = Equipment	D = Debenture Debt (new debt only) E = Equipment Replacement Fund G = Grants (Federal, Provincial) O = Donations / Third Party Funding
	C = Capital Funds on Hand R = Reserve Fund S = Short Term Loans L = Lands Sales

PROPOSED 2012 SUPPLEMENTARY ITEMS

- | | | |
|----|--|--|
| 1. | Recreation Infrastructure Master Plan
Staff Report Presented | \$35,000 |
| 2. | Arena Roof
Staff Report Presented | \$200,000 - \$300,000
(short term borrowing) |
| 3. | Lacrosse Program
Rationale: Sooke arena is an excellent venue to initiate a developmental and accessible, lacrosse program. Funds are requested to hire a Lacrosse Program Coordinator (300 hrs x \$20). Partnership opportunities will be sought to purchase equipment to ensure programs are accessible for those with financial barriers. | \$ 6,000 |
| 4. | Land Acquisition | ? |
| 5. | Tables
Rationale: Wooden tables at Sooke Arena are in need of repair from gradual wear and tear. Staff propose replacing them over a three year period. It is suggested that the arena should maintain an inventory of 40 tables.(in stock–10 lightweight, 21 wood) | \$ 1,000 |
| 6. | Recreation/Aquatic Programs
<ul style="list-style-type: none"> - Skate Park Liaison \$3,200 - Wheelchair \$1,200 - Dishwasher \$800 - Pre-school Storage Shed \$1,000 - Outdoor play pre-school play equipment \$4,000 - Pre-school cubby unit \$500 Rationale: Program Services Manager verbal report | \$10,700 |
| 7. | Automatic Door Opener – Special Needs Washroom
Rationale: The door opener would allow better accessibility for those in wheelchairs. | \$ 2,000 |
| 8. | Skate Park Lighting
Rationale: The location is dark and relatively isolated after dark. Lighting the park will deter vandalism & undesirable activities. | \$4,000 - \$6,000 |
| 9. | Bank Stabilization
Rationale: The recreation centre site is in the midst of physical change and infrastructure enhancements. As the District of Sooke road infrastructure takes shape, the CRD will contribute land from the north and south of the SEAPARC site to accommodate the Throup Road extension and Sooke Bay Estates condominium project. The Throup Road to Phillips Road extension is in the design state and completion is expected by Fall, 2011. | \$10,000 |

Main objectives: Investigate stability of the eastern bank and treatment options.
Investigate opportunity to build spectator seating in the eastern bank, overlooking the playing fields.

Reserve Fund Summary – July 6, 2011

Current 2011 Balances:

401 – SEAPARC Facilities and Recreation

Capital Reserve Fund	\$121,000
Equipment Replacement Fund	115,320

403 – SEAPARC Swimming Pool

Capital Reserve Fund	\$ 21,700
Equipment Replacement Fund	\$ 31,610