



Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

SEAPARC  
Leisure Complex  
2168 Phillips Road  
Sooke, BC

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**AGENDA**  
**CAPITAL REGIONAL DISTRICT**  
**SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**  
General Meeting, Boardroom – SEAPARC Leisure Complex  
Wednesday, October 5, 2011 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of July 13, 2011
4. Correspondence
  - a) OPSRRA letter re: Boardroom usage
5. Reports
  - a) Staff Report
    - Staff News (September and October)
    - Award of Contract - Arena Roof and Building Envelope Review
  - b) Chair's Report
  - c) Directors' Report
6. Unfinished Business
  - a) Lacrosse Box
  - b) 2012 Capital Plan – Revisions and Highlights
7. New Business
8. Public Question Period
9. Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90(1): (e) *Acquisition, disposition or expropriation of land or improvements*
10. Adjournment

# **MINUTES**

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, July 13, 2011  
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

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

**1. CALL TO ORDER**

The meeting was called to order at 6:35 p.m.

**2. ADOPTION OF AGENDA**

**MOVED** by Director Evans, **SECONDED** by Commissioner Grove that the agenda be approved. **CARRIED.**

**3. APPROVAL OF THE MINUTES OF May 4, 2011**

**MOVED** by Director Evans, **SECONDED** by Commissioner Grove that the minutes of May 4, 2011 be approved. **CARRIED.**

**4. CORRESPONDENCE**

**a) Yvonne Black, Sooke Fine Arts Society re: rental fee adjustment**

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

**5. REPORTS**

**a) Staff Report**

**Staff News**

Recreation Programs

The Program Services Manager reported on three recent Skate Park events:

- "Light it Up" Saturday Night Teen Night
- Skate Jam held in June with over 30 competitors in both skateboarding & BMX categories
- Skate Park Arts Days – A crew of volunteers, led by Debbie Qayum and RCMP Scott Hilderley, primed and painted the park with paint supplied by Home Hardware.

The Program Services Manager noted the increased focus on the park recently. Discussion followed with reference to the Supplementary Budget item request to hire a Skate Park Liaison to oversee activities during the summer months. Upon Commission enquiry, staff do not have statistics available on park usage.

Discussion followed on SEAPARC's role at the Skate Park and whether SEAPARC should continue promoting events and programs or should our role be strictly to maintain the facility. Commission requested that the Program Services Manager contact Skate Park volunteers as a starting point in an effort to determine usage numbers and report back to the Commission in September.

Other news included an update on summer camps. All summer camp staff members are either current or past SEAPARC employees. Commission comment noted the positive feedback from the community on our camps and how many camps are fully registered.

SEAPARC donated 60 single admission family passes to the T'Souke Nation Health office as part of health survey incentives.

Sooke Integrated Health Unit grant funding contract, for the period of July 1, 2011 to March 31, 2012 (with an option to renew), will allow referred clients to 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.

#### Aquatic Programs

During the one month pool shutdown, Standard First Aid and Occupational First Aid courses were offered for staff. An aquatic in-service focusing on skill development and communication during first aid situations was held.

#### Administration

The SEAPARC Manager reported on the staff retreats held in June. The events gave staff a good opportunity to get together, work on our climate goals, provide feedback and develop action plan for the future. Staff also participated in a golf tournament, ball game and BBQ. Plans are to hold this type of event every year.

The Manager reviewed the status of three Capital Projects:

- Leisure Pool Tiling (spring, 2011)
- Existing Arena Dressing Rooms, Concession and Washrooms Renovation (spring, 2011)
- Arena Addition (2010/2011)

A final project cost breakdown of the Arena Addition project will be provided to the Commission in September.

**MOVED** by Director Hicks, **SECONDED** by Commissioner Grove that \$4,200 be transferred from the Capital Reserve Fund to cover the extra costs involved in Project #26319, SEAPARC Leisure Complex Upgrade **CARRIED.**

#### **Fees & Charges Bylaw**

The CRD Board wishes to authorize and implement the fees and charges payable for the use of recreation services and facilities. No increase in rates from 2010.

**MOVED** by Director Evans, **SECONDED** by Director Hicks that the Commission approve the rates reflected in CRD Bylaw No. 3714, Schedule C, SEAPARC Fees and Charges effective September 1, 2011 to August 31, 2012. **CARRIED.**

### **Ice Allocation Meeting**

Commissioners Bishop and Berger spoke to the Ice Allocation Committee meeting with users on May 25. The SEAPARC Manager advised that the prime rate for the 2011/2012 season be set at \$200 per hour (no increase from 2010/2011). The greater Victoria average prime rate for 2011/2012 is \$206.44.

It was confirmed that the 2011/2012 ice season will commence August 22. Dapp's Hockey Challenge camp has booked 5.5 hrs per day the week of August 22-26. Sooke Skating Club has booked 3 hrs per evening the week of August 22-26.. Sooke Minor Hockey has booked the hours of 10 am to 10 pm during the week of August 27–September 2.

**MOVED** by Commissioner Berger, **SECONDED** by Director Hicks, that the Commission approve the Ice Allocation Committee recommendations, those being:

- The presented weekly schedule.
- The allocation of the presented times for the Sooke Minor Hockey November "Female Ice Breaker" tournament.
- The allocation of the presented times for the Pacific Cup tournament.
- The allocation of presented additional 1 ½ hr ice times be offered to Sooke Minor Hockey from adult user ice slots.
- The prime rate for the 2011/2012 season be set at \$200 per hour.

**CARRIED.**

### **Recreation Infrastructure Master Plan**

The SEAPARC Manager spoke to the need for a strategic planning and public consultation process that will assist the Commission in prioritizing the values, needs and desires of local area residents and formulating a plan for addressing those needs. He noted that this should not be strictly a SEAPARC initiative but would need to include three major players:

- SEAPARC – funding base
- Sooke Community Association – land base
- District of Sooke – municipal authority

Commission comment included the following:

- Existing plans are in place including the District of Sooke's Official Community Plan, Parks and Trails Master Plan and Juan de Fuca Parks and Recreation plans;
- A committee, chaired by former Commissioner Rick Armour, obtained public input on a proposed SEAPARC facility expansion;
- \$50,000 cost is the equivalent of a 1% tax increase for Sooke residents;
- As an alternative to hiring a consultant, it was suggested that a committee be formed with representatives from all those involved in sport and recreational offerings in the Sooke region to work together to form a long term plan;
- Current programs are being well-received and staff should continue to focus on program offerings at this time.

- This is not the time to undertake such a project given the uncertain economic climate, the changes to come from the Throup Road extension and the uncertainty of acquiring adjacent land owned by the Sooke Community Association.

Commission suggested that staff work to develop an inventory of all recreational offerings in the Sooke region including usage, availability and capacity. The SEAPARC Manager noted that current staffing levels would not allow for a project of this scope to be undertaken at this time.

The Program Services Manager noted that there is a real desire among staff to have direction from the Commission on SEAPARC's goals and priorities. Director Hicks suggested a Commission retreat be held in the fall to formulate a vision for SEAPARC and offered the use of his home for the meeting.

Commission requested that planning for a Committee of the Whole meeting/retreat to be held in October be added to the September Agenda.

### **Dry Floor Programs**

The SEAPARC Manager outlined the need to utilize our dry floor arena capacity. Between April and June we have approx. 30 hrs per week of dry floor time (3:30 pm – 7 pm weekdays and 10-3:00 Sat & Sun) available. The Manager proposes to offer programs to fill the space with lacrosse being just one of the many sports that could be offered. The Manager suggested developing partnerships with agencies such as Jumpstart, Rotary and BC Lacrosse in order to offer developmental lacrosse clinics with the long term goal of a Sooke Lacrosse Association being established. The Manager has requested that \$6,000 be submitted in the 2012 Supplementary Budget to allocate a staff person to coordinate and monitor program offerings in the arena.

Commission comment noted the lacrosse program could be a "feeder program" focusing on younger children. It was suggested that external sports organizations be given an opportunity to run the clinics.

**MOVED** by Director Evans, **SECONDED** by Commissioner Berger that \$6,000 be included in the 2012 Supplementary Budget to develop accessible arena programs for youth during a 10 week dry floor period. **CARRIED.**

### **Lacrosse Box**

The SEAPARC Manager reported on his discussion with David Lockyer of the Sooke School District 62. Before a lease for the box site can be signed, pre-planning requires a site survey, cost estimates, fundraising itemization and building plans. Once this information is compiled, Mr. Lockyer can present the full plan to the School Board for consideration.

Commissioner Berger reported that she has made many contacts and compiled quite a bit of information already. The lacrosse box subcommittee will meet in September.

Upon Commission enquiry, Commissioner Berger advised that the original completion goal date of next spring may not be feasible given the amount of preparatory work that needs to be completed prior to actual construction beginning.

**MOVED** by Director Evans, **SECONDED** by Commissioner Berger that a lease agreement with School District 62 for the purpose of a lacrosse box, proceed as time, resources and public benefit dictate. **CARRIED.**

### **Arena Roof**

The SEAPARC Manager provided a history of the arena roof and its current state of repair. A preliminary report indicates the roof likely has a remaining life expectancy of 2-4 years.

Upon Commission enquiry, the SEAPARC Manager spoke to the need to have a structural engineering report done as the first stage in replacing the roof. He is hopeful that the project would be eligible for an infrastructure grant. In order to be ready for a grant opportunity, should one arise, all structural specifications must be finalized.

**MOVED** by Director Evans, **SECONDED** by Commissioner Berger that staff proceed with a proposal call to obtain three bids on the structural engineering of an arena roof replacement.  
**CARRIED.**

### **2012 Budget Process and Review**

The SEAPARC Manager reviewed the 2012 Capital Plan, Reserve Fund Summary as of July 6, 2011 and proposed 2012 Supplementary Items.

Upon Commission enquiry, the SEAPARC Manager will report back to the Commission in September with an explanation as to why the pool HVAC system, pool pumps and motors appear on the Capital Plans for 2012, 2013 and 2014.

The SEAPARC Manager noted that the proposed arena and pool lighting replacement will not be done unless the project is eligible for a BC Hydro funding grant.

**MOVED** by Director Evans, **SECONDED** by Director Hicks that the following items be included in the 2012 supplementary budget:

#### **Continuous supplementary items include:**

<i>Facility</i>	
Tables	\$1,000

#### **One-time supplementary items include:**

<i>Programs</i>	
Dry floor arena programs incl. lacrosse	\$6,000

<i>Aquatics</i>	
Aquatic wheelchair	\$1,200

<i>Preschool &amp; Out of School Programs</i>	
Dishwasher	\$ 800
Preschool storage shed	1,000
Outdoor preschool play equipment	4,000
Preschool cubby unit	500
Total	\$7,300

<i>Facility</i>	
Automatic door opener – special needs washroom	\$2,000

**CARRIED.**

The Commission requests a Staff Report be prepared for the September Commission meeting detailing the preschool playground equipment.

**b) Youth Member Report**

**c) Chair's Report**

A letter of resignation from the Sooke and Electoral Area Recreation Commission was received from Youth Member Lydia Christie

No Commission meeting will be held in August.

**d) Director's Report**

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

**8. PUBLIC QUESTION PERIOD**

**9. ADJOURNMENT**

The meeting adjourned 8:50 p.m.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder



# **CORRESPONDENCE**

**OTTER POINT & SHIRLEY RESIDENTS & RATEPAYERS ASSOCIATION**  
[www.opsrra.ca](http://www.opsrra.ca)

**SEAPARC  
RECEIVED**

**SEP 29 2011**

2950 Michelson Rd.  
Otter Point, B.C. V9Z 0J7  
28 September 2011

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Mr. Jim Perkins  
Chair, SEAPARC  
PO Box 421  
Sooke B.C. V9Z 1H4

Dear Mr. Perkins:

On behalf of the directors of the Otter Point & Shirley Residents & Ratepayers Association (OPSRRA) I would like to thank the SEAPARC Board and its staff for allowing our association to hold its monthly directors meetings in the SEAPARC Boardroom.

Regards,

  
Arnie Campbell – President OPSRRA

# **STAFF REPORT**



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF WEDNESDAY, SEPTEMBER 7, 2011**

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

### **Summer Programs**

Both registration and revenue increased in all program areas compared to 2010. The table below shows a breakdown:

<b>Program Services Comparison Summer Programs</b>			
	<b>2010</b>	<b>2011</b>	<b>Increase</b>
<b>Aquatics</b>			
Registration	201	251	50
Revenue	\$8,300	\$10,700	\$2,800
<b>Recreation</b>			
Registration	846	914	68
Revenue	\$58,800	\$68,600	\$9,800
Total Registrants	1,047	1,165	118
Total Revenue	\$67,100	\$79,300	\$12,200

### **Recreation Programs**

#### **Summer Camps**

Summer camps were a great success this year with tremendous feedback from camp participants, parents, and staff. We offered fewer one-day programs and focused on the week-long adventure camps. We also offered a preschool 'mini-camp' two days per week. These changes have resulted in fewer cancellations and more registrants in other camps. A successful addition was "Girls Just Wanna Have Fun" camp for girls aged 7-11 years. Based on its success last year, we offered it for two weeks this year and both weeks were full. To build on the popularity of this camp, we are offering a "Girls Just Wanna Have Fun" program this fall which will run once a week.

### Outdoor Preschool Play Area

Program staff has begun work on the new outdoor preschool activity area. Before the preschool year begins, we will have built a large sand box and two wooden benches. Drain rock and sand for the sand box have been kindly donated from "Buy the Yard". In 2012, staff would like to purchase a playhouse, cedar garden shed, materials for a raised flower/garden bed, a path for ride on toys, ride on toys and a dishwasher (also to be used for After School Care). We have contacted Metchosin Technical School to see if trades students will be able to build the playhouse and garden shed.

Below is a breakdown of the itemized cost for the items needed which are included in the 2012 Supplementary Budget:

- Garden Shed: \$1000 (approx.)
- Playhouse: \$1000 (approx.)
- Outdoor path for ride on toys: \$2000-3000
- Raised flower/garden bed: \$150
- Dishwasher: \$800

### Licensed Preschool

SEAPARC applied and received funding for its licensed preschool and after school care programs through the Ministry of Children and Family Development's Child Care Operating Fund. Funding is based on enrollment at a rate of \$2.74 per month per preschool student and \$1.40 per month per school-aged student. Based on last year's enrollment funding is approximately \$108 per month.

### **Aquatic Programs**

#### Swim Lessons

A change to this summer's swim lesson registration was "Block Registration" which groups several swim levels together. Participants were still grouped according to their ability, but this registration system provided fewer cancellations and less administrative work for staff.

#### Swim Camp

Aqua Sport Camp ran for two of the four weeks it was offered compared to the previous year in which none of the camps ran due to low enrollment.

## **Administration**

### SEAPARC Leisure Complex Upgrade

#### Building Canada Fund

Total Project Cost	\$1,354,120
Federal Provincial Funding	\$ 800,000
Commission Funding	\$ 554,120

The Commission allocated an additional \$154,120 over the original commitment of \$400,000. Twenty three change orders, totaling \$38,180, were issued throughout the project. As well, the Commission approved additional funds to cover projected overruns and enhancements. The significant cost overruns were due primarily to the following:

- Purchased a more efficient dessicant dehumidifier instead of the conventional system.
- Made enhancements to the plumbing distribution.
- Added durable shelving in the change rooms and officials' room.
- Provided independent HVAC control for different service zones.
- Prepared a facility wide fire safety plan which was outside original scope of work.
- HST remittances were considerably higher than anticipated

The Commission has an option to consider installation of a plaque recognizing the Canada-British Columbia Building Canada Fund project funding. This is not a requirement of the grant. Staff would like direction from the Commission.

### Energy Audit

Staff from the Environmental Engineering department are investigating opportunities for an energy audit with BC Hydro. Three sites are proposed for investigation including the CRD Headquarters on Fisgard, Panorama Recreation Centre and the SEAPARC Leisure Complex.

Audits are funded at 50% of cost and 100% of cost if audit recommendations are pursued. Incentives are also available for proceeding with energy saving opportunities identified in the audit (eg. replacement of lighting).

### Arena Roof

The Capital Regional District has issued a Request for Proposal (RFP) inviting detailed proposals from three Consultants in accordance with proposal documents (CRD, RFP No. 11-1713). The proposals will be evaluated for the selection of a Consultant with the intent to enter into a contract to provide consulting services to review the condition of the building envelope, especially the metal roof of the SEAPARC Leisure Complex Arena and to make recommendations for remediation as required.

A mandatory site meeting is scheduled for September 8, 2011. Proposals will be accepted no later than 12 noon, September 16, 2011.

Consultants invited to submit proposals include Chatwin Engineering Ltd., Read Jones Christoffersen Ltd. and Levelton Consultants Ltd.

#### Skate Park Event

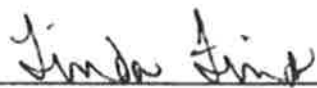
Debbie Qayum and her new SideStep Skateboarding School hosted a skateboarding event and barbeque at Sooke Skate Park on August 7, 2011. Positive event highlights included:

- Eight volunteers cleaned up the park prior to the event by picking up litter and painting the bathroom;
- Dry grad was promoted at the event;
- The girls softball team ran the barbeque and made \$100
- Debbie supplied 60 hotdogs and water for the hungry kids


The only negative outcome was perhaps excessive noise from the sound system, which caused some concern with owners and users of DeMamiel Golf Course. Staff will endeavor to ensure reasonable decibel levels at similar events in the future.

#### Pool HVAC Query

- In 2011 a pool dehumidifier compressor (one of four compressors) malfunctioned. Replacement cost was \$5,500. It is most likely that the other three compressors will malfunction in the coming years. We currently have one coil that has developed a leak which will need to be replaced soon at an estimated cost of \$7,000.
- There are three fans, motors and bearing assemblies within the system. One fan has required replacement and it is assumed that the other two will need replacement within the five year plan.
- There are approximately 20 pumps and motors running 24 hours a day, 7 days a week that will need to be replaced or rebuilt on an ongoing basis. The main circulation pumps cost \$10,000 each.



**Linda Finch**  
**Program Services Manager**



Larry Hutchings,  
SEAPARC



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF WEDNESDAY, OCTOBER 5, 2011**

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**Fall Programs**

Both registration and revenue increased in all program areas compared to 2010. The table below shows a breakdown:

<b>Program Services Comparison Fall Programs (as of September 28, 2011)</b>			
	<b>2010</b>	<b>2011</b>	<b>Increase</b>
<b>Aquatics</b>			
Registration	274	331	57 (20.8%)
Revenue	\$7,181	\$10,760	\$3,579 (49.8%)
<b>Recreation</b>			
Registration	278	277	-1 (-0.03%)
Revenue	\$114,080	\$121,850	\$7,770 (6.8%)
Total Registrants	552	608	56 (10.1%)
Total Revenue	\$121,261	\$132,610	\$11,349 (9.4%)

**Recreation Highlights for September:**

- Increased licensed preschool enrollment. We have 37 spots filled out of a possible 42.
- Positive leaders in the After School Care Program.
- Continued support from Sooke Minor Hockey Association to share registration cost for girls participating in SEAPARC Sharks Hockey and Balance and Agility.
- Start of 'Girls Just Wanna Have Fun' program in which we were the recipients of a grant sponsored by Victoria ProMotion Plus Play it Forward, and KidSport Victoria.
- Strong skate lesson program with Liane Brooks as the Team Leader. New lesson times allow for more ice per participant and capacity to accommodate more children in skating lessons.
- Talented and skilled staff in all programs.

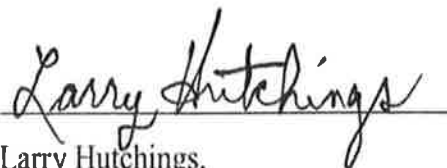


### **Aquatics Highlights for September:**

- SEAPARC Sharks (non-competitive) swim club has seen an increase in registration. There are currently 30 children registered with a waitlist.
- Babysitter Training course was full in September.
- We offered a registered Swim Fit for Beginners to complement our drop in Swim Fit program and have just added a registered morning program. These programs have been successful due in part to the return of swim coach Jennifer Bell to SEAPARC.
- Swim lessons are busy and our instructional staff have been doing a great job. Many parents have registered their children in multiple sets of lessons.
- Bronze Medallion and Bronze Cross are running. These courses are prerequisites to taking the final course in becoming a lifeguard.
- Increase in birthday party bookings.



**Linda Finch**  
**Program Services Manager**



Larry Hutchings,  
SEAPARC



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF OCTOBER 5, 2011**

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**SUBJECT:** Award of Contract 11-1713  
Request for Proposal: Arena Roof and Building Envelope Review

**PURPOSE:**

The purpose of this Staff Report is to seek approval for the award of Contract 11-1713 for provision of consulting services for the arena roof and building envelope review.

**BACKGROUND:**

The Commission instructed staff to issue a Request for Proposal to review the condition of the arena roof. A proposal call was issued to three consulting firms including:

- Read Jones Christoffersen Ltd.
- Chatwin Associates Building Science Ltd.
- Levelton Consultants Ltd.

The Scope of Work request included the following:

- 1.1 Examine the arena building envelope including the metal roof using whatever testing methods are required to determine the causes, extent, and severity of moisture penetration.
- 1.2 Prepare a report that outlines the options available to fix the envelope and repair or replace the roof as required. The report should include a cost estimate for each option for budget purposes.

Three proposals were received on September 16, 2011 and evaluated in accordance with the Capital Regional District Board policy.

The proposals from Read Jones Christoffersen Ltd. and Chatwin Associate Building Science Ltd. were evaluated as technically similar. The Levelton Consultants Ltd. proposal did not include a review of the condition of the structural support systems and, therefore, was not accepted.

The base price submitted by Read Jones Christoffersen Ltd. was \$19,500

The base price submitted by Chatwin Associates Building Science Ltd. was \$17,100

**ALTERNATIVES:**

1. That the Contract be awarded to Chatwin Associates Building Science Ltd. for the base price of \$17,100 plus \$500 (HST), \$2,000 for Environmental Services staff time and a \$2,000 contingency for a total price of \$21,600.
2. That the Contract not be awarded and the project not proceed.

**IMPLICATIONS:**

The arena roof has had issues around moisture penetration, is 37 years old and is in need of a thorough assessment. As well, it is considered prudent at this time to assess the building envelope and the continuity across differing and interconnected assemblies.

**FINANCIAL IMPLICATIONS:**

\$21,600 is available in the Capital Reserve Fund to cover the cost of the Contract.

**SUMMARY/CONCLUSIONS:**


The proposal from Chatwin Associates Building Science Ltd. addresses the Scope of Work and provides the lowest base price for Contract 11-1713.

**RECOMMENDATION:**

That the Commission:

1. Award Contract 11-1713 to Chatwin Associates Building Science Ltd. for the price of \$17,100; and
2. That \$21,600 be allocated from the Capital Reserve Fund to cover the total project cost.

  
Larry Hutchings  
SEAPARC Manager

  
Andy Liu, PEng  
Manager, Environmental Engineering

# **UNFINISHED BUSINESS**

## 2012 Capital Plan Highlights

### Bus Replacement

Replacement of the SEAPARC bus has been moved ahead to 2012. The current vehicle is difficult to service in Sooke and is not as well-suited for our needs as more recent models. Panorama Recreation Centre recently purchased a four year old, 25 passenger, low kilometres bus for \$58,000. Trade-in value for the SEAPARC vehicle is likely less than \$10,000. The CRD Fleet Manager is investigating options.

### Lighting Replacement

Depending on the outcome of energy audits, staff hope to replace major lighting fixtures throughout the arena and aquatic centre.

### Arena Roof Replacement

Depending on the outcome of the investigation to replace the arena roof, \$300,000 has been included to consider a short term loan. This will require a bylaw. \$50,000 per year has been included into the 2013-2016 Future Requisitions Budget for loan repayment.

### HVAC and Pumps

The capital plan for the 401 and 403 function includes considerable investment in pumps, compressors, fans and motors. It should be noted the air handling unit and pumps run 24/7 in a harsh environment. The equipment is 12 years old and may, or may not, require replacement in the near future. The Commission should consider putting an additional \$10,000 per year into the Pool Reserve Fund.

# 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 \$	Funding		Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓	%
				Source (4)** ↓	Amount Total (5) \$				
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	Bus	40,000	E	40,000				
2013	L	SEAPARC Infrastructure Enhancements	300,000	S	300,000				
2013	E	Computer Replacement (2)	3,200	E	3,200				
2013	E	Building HVAC - motors/fans/pumps	5,000	E	5,000				
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				
<b>TOTAL</b>					<b>934,300</b>	<b>934,300</b>			

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

# CAPITAL REGIONAL DISTRICT - SCHEDULE G

## CAPITAL BUDGET FORM 2012 & Forecast 2013 to 2016

Service #: **1.403**  
 Service Name: **SEAPARC - Swimming Pool**

Year (1)	Type Code (2)* ↓	Specific Project Description (3)	Capital Expense \$	Funding		Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓	%
				Source (4)** ↓	Amount Total (5) \$				
2012	B	Energy Efficient Lighting Improvements	7,000	R	7,000				
2012	E	Pool Lift	6,000	E	6,000				
2012	E	Pool HVAC	5,000	R	5,000				
2012	E	Pool Pumps/Motors	7,500	E	7,500				
2013	B	FM Global Fire Sprinkler Upgrades	12,000	R	12,000				
2013	E	Pool HVAC	5,000	E	5,000				
2013	B	Pool Deck Re-Grouting	10,000	R	10,000				
2013	E	Pool Pumps / Motors	10,000	E	10,000				
2014	E	Pool Vacuum	7,000	E	7,000				
2014	E	Pool DHW Tanks (3)	8,000	E	8,000				
2014	E	Pool HVAC	10,000	E	10,000				
2015	E	Pool Electronator System	6,000	E	6,000				
2016	B	Building Renewal	100,000	R	100,000				
2016	B	Pool Pumps/Motors	10,000	E	10,000				
2016	B	Grout Hot Tub	7,500	R	7,500				
2016	E	Pool Filters	10,000	E	10,000				
<b>TOTAL</b>			<b>221,000</b>		<b>221,000</b>				

<b>Type Codes (2) *</b>	L = Land S = Engineering Structures B = Buildings V = Vehicles E = Equipment	<b>Funding Source Codes (4) **</b>	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

**Reserve Fund Summary – September 7, 2011**

<b>401 - SEAPARC Facilities &amp; Recreation</b>	<b>Capital Reserve Fund</b>	<b>Equipment Replacement Fund</b>
Current 2011 Balance	\$ 120,380	\$ 94,490
Projected Balance: 2012	\$ 220,380	\$ 144,490
2012 Commitments	\$ 20,000	\$ 45,200
Projected End of Year Balance 2012	\$ 200,380 (\$150,000)*	\$ 99,290

\* Anticipating a \$50,000 contribution toward debt against a new arena roof would reduce the projected capital reserve balance accordingly.

<b>403 - SEAPARC Swimming Pool</b>	<b>Capital Reserve Fund</b>	<b>Equipment Replacement Fund</b>
Current 2011 Balance	\$ 16,100	\$ 31,200
Projected Balance: 2012	\$ 26,100	\$ 31,200
2012 Commitments	\$ 12,000	\$ 13,500
Projected End of Year Balance 2012	\$ 14,100	\$ 17,700