



Sooke & Electoral Area  
Parks and Recreation  
Commission

OFFICE LOCATION:

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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, February 15, 2012 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of January 4, 2012 and February 1, 2012
4. Correspondence
  - a) Sooke Branch – Navy League of Canada sponsorship request
5. Staff Reports
  - a) Staff News
  - b) Staff Report - Arena Roof & Building Envelope Review
  - c) Staff Report – Storage Unit
  - d) Staff Report – Policy Review
  - e) Budget Summary/Capital Plan/Reserve Funds
  - f) Commission Information Package
6. Youth Member Report
7. Chair's Report
8. Directors' Report
9. Unfinished Business
  - a) Commission orientation
  - b) Grant Road Connector Project
10. New Business
  - a) Administrative Review: Discussion
11. Public Question Period
12. Adjournment

# MINUTES

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, January 4, 2012  
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), D. Bishop (Vice Chair), W. Milne (Sooke Director),  
M. Hicks (JDF Director), B. Berger, P. Grove  
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald,  
Recording Secretary  
Absent: C. Richardson  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The SEAPARC Manager called the meeting to order at 6:32 pm.

**2. ELECTION OF CHAIR/VICE CHAIR**

The SEAPARC Manager called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2012 and Commissioner Perkins' name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Perkins was declared Chair.

The SEAPARC Manager called for nominations for the position of Vice Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2012 and Commissioner Bishop's name was put forward. The SEAPARC Manager called two times for further nominations and, as there was none, Commissioner Bishop was declared Vice Chair.

**3. ADOPTION OF AGENDA**

The following additions were made to the Agenda:

5. Correspondence:

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

12. New Business:

- b) Arena WIFI
- c) Hot Chocolate
- d) Arena Music System

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

**4. APPROVAL OF THE MINUTES OF November 8, 2011**

**MOVED** by Director Milne, **SECONDED** by Director Hicks that the minutes of November 8, 2011 be approved. **CARRIED**

## 5. CORRESPONDENCE

### a) Sonia Santarossa, CRD re: Videotaping of CRD Meetings

A letter from Sonia Santarossa, CRD Manager of Legislative Services, was reviewed. The letter is in response to a request for information on CRD procedures regarding the videotaping of CRD public meetings. Ms. Santarossa noted that there are currently no provisions in Bylaw No. 3708 "Capital Regional District Board Procedures Bylaw, 2010" (which lays out the procedures to be followed by CRD Board, committees and commissions) that would restrict the videotaping or recording of public meetings.

Discussion regarding various issues related to videotaping highlighted concerns for personal privacy and the need for accountability. The Chair noted that he has no objection to the videotaping of Commission meetings. His objections are related to the:

- 1) accountability, or lack thereof, of the person videotaping a meeting. He suggested that the videographer should be required to supply their name, address/contact information. If the videographer is being paid to film the meeting, they should be required to supply the name and contact information of the person(s) that hired them;
- 2) authority, or lack thereof, of the Chair to request this information from public attendees.

The Commission will review Bylaw No. 3708 and revisit this item at the next Commission meeting with the possible goal of seeking an amendment of the Bylaw itself.

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

In support of the Sooke Sensations Synchronized Skating Club participation in the 2012 provincial championships in Surrey, a donation of \$200 is approved to assist with travel costs.

## 5. STAFF REPORTS

### a) Staff News

#### Staffing

SEAPARC is pleased to welcome Colleen Hoglund as the new Community Recreation Coordinator. Colleen has extensive experience in many of areas of recreation and programming. She was the Recreation Program Manager for the Northern Rockies Regional Municipality in Fort Nelson for several years and most recently worked at West Shore Parks & Recreation as Community Recreation Coordinator.

#### Aquatics

Both revenue and registration in registered programs have increased since the fall of 2010. Registrations have increased by 18% with 604 children and adults participating in the Red Cross learn to swim program this fall.

SEAPARC's Master Swim Team, coached by Jennifer Bell, competed in their first swim meet in Nanaimo and finished 5<sup>th</sup> out of 19 teams in overall points.

## Recreation

Revenue remained the same compared to fall 2010, however program registration increased by 15%.

The new "Girls Just Wanna Have Fun" weekly evening program has been a huge success led by Youth Council member Emily Percival-Patterson and partially funded by the a grant from Promotion Plus and KidSport.

## **Special Events**

SEAPARC was once again a host venue (along with the Prestige Hotel) for the 3<sup>rd</sup> annual Festival of Trees fundraiser for BC Children's Hospital. SEAPARC's Christmas tree entry themed "Our Community" (created by Aquatic staff members Elizabeth Olsen and Jennifer Bell) was judged the best decorated tree.

## **Community Recreation Grant**

An application has been made to the Province of BC for a Community Recreation Grant to assist in the building of a multi-use sport court on SEAPARC property. Total application cost is stated to be \$710,000 including a \$528,000 grant, \$132,000 Commission contribution for eligible costs and a \$50,000 amount to cover ineligible costs. The Commission's Capital Plan has been revised to reflect a \$182,000 contribution to the project. A decision on the application is expected by the end of February, 2012.

## **Arena Roof and Building Envelope Review**

Receipt of the final report on the roofing and building envelope review is expected soon. The report has been delayed due to contractor staffing shortages.

## **BC Hydro Energy Audit**

As part of the CRD's ongoing efforts to promote the efficient use and conservation of energy in buildings/facilities, the CRD has identified a number of energy intensive buildings and it is proposing to conduct an energy audit and feasibility study for these facilities, including the SEAPARC Leisure Complex.

The main objective of this project is to identify, analyze and recommend cost-effective solutions to improve inefficient systems which include lighting, HVAC and ice rink refrigeration, and increase the reliability and energy efficiency of these facilities. The study is expected to be carried out during March/April 2012.

Commissioner Berger inquired into the status of the new arena dehumidifier and the loud noise it has been making. The dehumidifier has had ongoing issues since the initial installation. A new motor has now been installed, under warranty, and the system appears to be much quieter.

## **b) SEAPARC Bus Replacement**

The SEAPARC Manager provided a brief history of the 24 passenger SEAPARC bus originally purchased through a donation from the Rotary Club of Sooke. After months of ongoing mechanical difficulties, the vehicle was deemed unsafe by the CRD Fleet Manager and it was sold at auction for parts in December, 2011. Until a suitable replacement can be found, SEAPARC is renting a 15 passenger van from CRD Fleet Services for \$600 per month.

A 24 passenger bus is required to operate summer & spring break camps as well to run our After School Care programs. The CRD Fleet Manager has been researching the purchase of a new bus and has located a suitable vehicle at a cost of \$60,000.

**MOVED** by Director Milne, **SECONDED** by Director Hicks, that Staff investigate purchasing a new 24 passenger bus in 2012.

While the Commission generally supports the purchase of a new vehicle, it is concerned with the costs involved. Discussion followed on exploring alternatives to defray costs including leasing a vehicle, selling advertising space on the vehicle, seeking donations, etc. Director Hicks requested that vehicle specifications be made available to the Commission members. Staff are to report back with their findings at the February meeting.

**MOVED** by Director Hicks, **SECONDED** by Director Milne to amend the main motion to insert the words "or leasing" after "purchasing".

**CARRIED.**

The question was called on the main motion as amended and it was

**CARRIED.**

## **8. YOUTH MEMBER REPORT**

## **9. CHAIR'S REPORT**

The Chair congratulated Director Milne on his election as Mayor and welcomed him to the Commission.

The Chair noted the success of the Festival of Trees event again this year and thanked the organizers for their initiatives in fundraising for the BC Children's Hospital while also creating a festive atmosphere at the facility.

## **10. Director's Report**

Director Hicks stated how pleased he is with SEAPARC's accomplishments in the past three years while maintaining tight control of the budget and not increasing taxes.

Director Milne reiterated Director Hicks' comments. He reported on the very positive feedback he'd received about SEAPARC during his mayoralty campaign and noted that many of these comments came from seniors using the facility. Director Milne looks forward to working with the Commission in the future.

## **11. OLD BUSINESS**

## **12. NEW BUSINESS**

### **a) Commission Orientation**

The SEAPARC Manager provided the Commission with a handout outlining possible topics for discussion at a future orientation/information session. The Manager asked the Commission to provide feedback to Staff at the February meeting whether they wish to have an orientation session and if so, what they would like covered during the session.

Discussion followed on various issues including the development of a Master Plan for the facility, outreach to other area recreation providers and creation of an inventory of recreational offerings. Director Milne pointed to the work underway by the Cultural Action Group to inventory cultural and recreational offerings in the area.

Director Bishop reported that many Sooke Soccer Club parents are concerned with the state of the playing fields at Fred Milne Park. Commissioner Berger explained that the Sooke Community Association is strictly a volunteer agency that had the great foresight in to purchase property for future community and recreational use. The Association has no funds available to upgrade their properties. It is expected the cost of an all-weather turf field would be well over \$1 million dollars. Director Hicks stressed the need for good infrastructure planning to be in place should future grant opportunities become available.

**b) Arena WIFI**

Director Hicks suggested that an amplifier be installed to boost the existing WIFI service into the Arena bleachers area.

**c) Concession Hot Chocolate**

Director Hicks suggested that hot chocolate powder packets be acquired as a backup in case the hot chocolate machine were to breakdown.

**d) Arena Music System**

Director Hicks suggested that the upstairs music box be cleared of items currently stored in the space so that Sooke Minor Hockey Association parents can utilize the audio equipment to play music during hockey games.

**9. ADJOURNMENT**

The meeting adjourned at 8:20 pm

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Jim Perkins, Chair

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Lynn MacDonald, Recorder

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, February 1, 2012  
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

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Present: Commissioners: J. Perkins (Chair), W. Milne (Sooke Director), M. Hicks (JDF Director),  
B. Berger, P. Grove  
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, L. MacDonald,  
Recording Secretary  
Absent: C. Richardson, D. Bishop (Vice Chair)  
Public: 2  
Press: 0

**1. CALL TO ORDER**

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

The Chair determined that a photographer in attendance had been paid to videotape the meeting. The Chair attempted to establish accountability by establishing, for the record, who had hired the photographer. The gentleman refused to divulge this information. The Chair withdrew.

As the Vice-Chair was not present, the meeting was adjourned.

**2. ADJOURNMENT**

The meeting adjourned at 7:41 pm.

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Jim Perkins, Chair

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Lynn MacDonald, Recorder



# **CORRESPONDENCE**



**SEAPARC  
RECEIVED**

**JAN 25 2012**

Navy League of Canada - Sooke Branch  
P.O. Box 412  
Sooke, BC V9Z-1H4

Seaparc - Parks and Rec. manager  
P.O. Box 421  
Sooke, BC V9Z-1H4

January 23, 2012

Sir,

Greetings on behalf of the Navy League of Canada Sooke Branch and our Navy League Cadet Corp, 207 Admiral Girouard. Commissioned in 2011, both the Corps and Branch are entering and celebrating their new partnership to provide a worthy program for youth in and around Sooke. To cap off each training year, an Annual Ceremonial Review is held with both a parade and awards ceremony. As you may be aware, part of the Review ceremony recognizes and presents several of our Cadets with awards highlighting such things as seamanship, leadership, sportsmanship, and dress and deportment, to name a few. These recipients are selected after a long process by which the Corps reviews the cadets' involvement in both Corps and community activities over the previous training year. Based on the criteria for each award, the individual cadets are then selected for each particular award.

The Navy League Cadet Program is committed to developing Canada's youth through moral guidance and encouragement, as well as mental and physical training designed to develop patriotism, good citizenship, a sense of duty, self-discipline, self-respect and respect for others, in a modern nautical environment built on sound naval traditions. There is no association between Navy League Cadets and the military and the Navy League Cadet Program receives no government funding. Funding is provided through the hard work of our dedicated volunteers and the generous support of each community. As our Navy League Cadet Corps is new, the Branch is now actively searching for sponsors for the Navy League Cadet awards. At this juncture, we respectfully request if your organization would be interested in sponsoring the following award: "The Athletic Award" - awarded to the cadet that demonstrates strong athletic ability and excels in sportsmanship like qualities.

Sponsorship of an award would entail a one-time donation of \$150 to purchase a new trophy or plaque and initial "keeper award" for the cadet recipient. Please let us if there is a preference or if you may have something else in mind. Subsequent yearly donations of \$40 would be put toward any repairs, maintenance and engraving of the award, as well as purchasing the "keeper award" given to the Cadet recipient. Any funds received are as always, gratefully appreciated. A representative would be invited to the Annual Ceremonial Review to present the award to the respective Cadet recipient.

We of course understand that this decision cannot be made without further discussion on your part. Please feel free to contact us at your earliest convenience and we would be happy to answer any questions that you may have. Your time and consideration of this request is very much appreciated.

Regards,  
Merle Fulton  
(Sec -NL) 250-642-7248  
[sookenavyleague@gmail.com](mailto:sookenavyleague@gmail.com)

# STAFF NEWS



**STAFF REPORT TO THE SOOKE &  
ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF WEDNESDAY, FEBRUARY 1, 2012**

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**SUBJECT:** Staff News

**PURPOSE/ISSUE:** Information

**SUMMARY/CONCLUSIONS:**

**Staffing**

SEAPARC recently hired Teresa Hilderley as a one-on-one support worker for the licensed preschool program. Teresa has an extensive background in the recreation and education fields. She has been an outdoor recreation leader, after school care leader and most recently an education assistant with the school district. We are happy to have Teresa as part of the SEAPARC team.

**Aquatics**

**January Highlights**

Registration in aquatic programs is similar to last year (239 in 2011; 229 in 2012) however revenue has increased over 19% from \$9,891 to \$11,815 due to an increase in program fees.

The grade two swim lessons sponsored by the Lions Club are taking place again at SEAPARC. Every grade two student in Sooke has the opportunity to participate in a seven-week set of swim lessons. All lessons fees are paid for by the Lions Club. Last year 154 students participated and we expect to see the same numbers in 2012.

Our evening drop-in classes are steadily increasing in numbers. In addition to Swim Fit and Aquafit, we are now offering a Tuesday night Aqua Zumba class which is a high energy Latin inspired exercise class.

We are pleased to report that with the exception of one, all aquatic staff members hold both Lifesaving Society certifications as lifeguard and swim lesson instructor. We also have staff members trained and certified to instruct advanced aquatic courses at SEAPARC.

**Recreation**

**January Highlights**

Based on an open ice slot on Tuesday nights, we are now offering an adult drop-in hockey session from 10:00-11:30pm. The response has been good so far with 24 participants the first week and 16 the second.

There are eight registrants in our adult skate lessons. In the past, numbers have been quite low, often resulting in cancellation.

Our French Immersion preschool is going well with 7 children registered

Our public skates continue to be well-attended.

## **Administration**

### **SEAPARC Bus/Van**

Ownership of the 15 passenger van has been transferred to SEAPARC and is currently being used for out-of-school care program. A tender process is being undertaken by the Fleet Manager to either purchase or lease a new 24 passenger bus. This process should be complete by mid-February with a report to the Commission at their March meeting.

### **Community Recreation Grant**


The Manager received a call from the Infrastructure Development Branch regarding the Commission's application for a Multi-Use Sport Court. It was questioned whether HST was included in the proposed budget. As well, a brief discussion referenced Section D (h), related to the "minimum amount of provincial funding required to allow the project to proceed to completion."

It was determined HST was not included in the proposed budget. Subsequent to discussions with the CRD Financial Analyst and Grants Coordinator, a revised budget was submitted. HST was added and \$40,000 for grandstands was deleted. The revised budget is attached.

### **Rotary Club Contribution**

The Sooke Rotary Club has contributed \$2,400 towards equipment purchases for the SEAPARC developmental lacrosse program. The Club also contributed one dozen lacrosse sticks to the program.

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

  
Larry Hutchings,  
SEAPARC

## Sooke Multi Purpose Box Preliminary Construction Budget

CODE	PROJECT CATEGORY	BUDGET
101	Construction Fencing	\$3,000
102	Asphalt Works	\$80,000
103	Subgrade Preparation	\$65,500
104	Metal Works	\$130,000
105	Water Works	\$5,000
106	Power and Communications	\$10,000
107	Concrete Works	\$40,000
108	Drainage	\$10,000
109	Wood Works	\$20,000
110	Painting	\$8,000
111	Lexan Works	\$3,000
112	Score Clock	\$20,000
113	Irrigation	\$5,000
114	Landscaping	\$10,000
115	Clean Up	\$10,000
116	Line Painting	\$2,000
117	Grand stands	0
118	Lacrosse Nets	\$2,000
119	Site Security	\$5,000
120	Project Management	\$15,000
124	Geotechnical Engineering	\$10,000
121	Survey Layout	\$5,000
122	Civil Engineering	\$5,000
123	Electrical Engineering	\$5,000
125	Structural Engineering	\$5,000
126	Emergency Access Road	\$60,150
	Total	\$533,650
	Contingency (15%)	\$80,050
	Subtotal	\$613,700
	Non-Refundable HST (1.75%)	\$10,740
	Total Budget	\$624,440

Cost Estimate Does Not Include the Following:

1. Unsuitable material removal and/or replacement
2. Offsite servicing costs
3. Offsite improvements ie: Parking Lot
4. Permits or governing authority fees and charges
5. Volunteer product and/or labour savings

Cost Estimate Assumes the Following:

1. A level construction site
2. A regulation lacrosse box with an asphalt sidewalk around the perimeter, and an asphalt finished playing surface

# **STAFF REPORT**



**STAFF REPORT TO THE SOOKE AND ELECTORAL  
AREA PARKS AND RECREATION COMMISSION  
MEETING OF WEDNESDAY, FEBRUARY 1, 2012**

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**SUBJECT**     ARENA ROOF

**PURPOSE/ISSUE**

To provide information regarding the arena roof and building envelope review conducted by the consultant.

**BACKGROUND**

SEAPARC arena was built in 1976. The building is categorized as a “Butler-style building”, a pre-engineering metal moment-frame building with a single ply of rolled metal roof system. The arena metal roof has experienced leakage for a number of years and was repaired annually with “temporary measures”.

In March 2011 a quotation from Top Line Roofing Ltd. was received suggesting remedial work was required, costing between \$226,000 and \$250,000. Staff felt a proper assessment should be conducted to determine if moisture has impacted other areas and the conditions of existing building structure including roofing, and then prepare for appropriate actions.

At the October 5, 2011 SEAPARC meeting, the Commission instructed staff to retain Chatwin Associates Building Services Ltd. to conduct the “Arena Roof and Building Envelope Review”. The assessment was completed in January 2012.

**ASSESSMENT SUMMARY**

**Roofing**

- Corrosion is the major factor affecting the function and future life expectancy of the roof system.
- The degree of corrosion is not considered major, but can be expected to continue unabated, loosening joints and fasteners unpredictably.
- Application of mastic has been extensively used to weather-seal many areas of this roof. This is considered an acceptable temporary measure.

**Structure**

- The building was constructed in 1976 to the building code in effect at that time. Design loads have been increased in more recent codes. Any new imposed load onto the roof structure will trigger a structural upgrade.
- The current codes and guidelines recognize the past performance of existing structures that have demonstrated an acceptable level of performance to resisting service loads to date and that there is no current legislation that mandates a structural upgrade if no additional loads are imposed on such structures.



### **Building Envelope**

- The building does not meet current “High Performance Expectations” of a new building, but is meeting its intended purpose; that of a shell made of durable materials, to house an arena.
- There are many building performance improvements that can be made in the short or longer term.

### **ALTERNATIVES**

There are five roofing improvement options identified in the report (see Appendix A).

### **IMPLICATIONS**

The “Arena Roof and Building Envelope Review” has identified five options to address the problem with estimated costs. A decision needs to be made on which option should be implemented and move forward with schedule and funding arrangements.

### **FINANCIAL IMPLICATIONS**

The current budget does not allow for implementation of any of the suggested options. Depending on which option is selected, budget allocation from reserve funds or grant applications need to be made.

### **SUMMARY/CONCLUSION(S)**

For a number of years the arena roof has had issues around moisture penetration. The ongoing annual repair with “temporary measures” may not be the best solution.

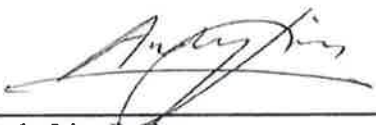

Five options for roofing and building improvements were identified:

- Option 1: carry out current temporary-fix measures at a cost of \$35,000 over a five year period;
- Options 3-4: three types of roof improvements with structural upgrades with costs ranging from \$975,000 to \$1,400,000;
- Option 5: building replacement at an estimated cost of \$6,720,000.

Note: If Option 1 is the preferred option, approximately \$15,000 will be required to develop a scope of work for a 5 year work plan.

**RECOMMENDATION(S)**

- Direct staff to establish an implementation plan and allocate \$15,000 for a scope of work.
- That \$35,000 contract work be allocated from the Capital Reserve Fund to cover the roof repair works for a period of five years (approx. \$7,000 per year for 5 years).
- Establish funding requirements based on:
  - facility requirements within the short term (next three to five years)
  - facility requirements beyond three to five years, based on the community planning and supported options

  
\_\_\_\_\_  
Andy Liu, P. Eng.  
Manager, Environmental Engineering  
\_\_\_\_\_  
Larry Hutchings,  
SEAPARC

	Option 1	Option 2	Option 3	Option 4	Option 5
Options Summary	Fix localized leak areas and assess structure risk	Structural upgrade to 60% LAM roof. SPUF perimeter and ridge.	Structural upgrade to 60% LAM roof. SPUF perimeter and ridge. Cover with TPO and XPS.	Structural upgrade to 60% LAM roof. SPUF perimeter and ridge. Cover with metal roof/XPS.	Replace structure. Rebuild on same footprint.
Structural	Under-designed for current code. However upgrade is recommended but not required.	Structural upgrade to current code.	Structural upgrade to current code.	Structural upgrade to current code.	N/A
Roofing	Temporary fixing. Tape laps, replace screws, similar to current measures (allow \$15,000/5 years)	Tape laps, replace screws. Install two coats of RC 2000 product, weight: 0.1 to 0.2lb/ft <sup>2</sup> . Ridge flushing, exhaust vent, plumbing, antenna detailing.	Same as Option 2 plus: add 2" thick type 3XPS, mechanically fastened overlay board, TPO membrane fully adhered, weight increase 2 to 3lb/ft <sup>2</sup> .	Same as Option 2 plus: add 2" thick type 3XPS, metal cross grits, and new prefinished metal roof panels. Weight increase to 2 to 2.5lb/ft <sup>2</sup> .	N/A
Building Envelope	Minor miscellaneous repair.	Minor miscellaneous repair.	Same as Option 1 & 2.	Same as Option 1 & 2.	N/A
Budget	\$35,000 (total for a five year period)	\$975,000	\$1,340,000	\$1,400,000	\$6,720,000



**STAFF REPORT TO THE SOOKE AND ELECTORAL  
AREA PARKS AND RECREATION COMMISSION  
MEETING OF WEDNESDAY, FEBRUARY 15, 2012**

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**SUBJECT:**

Storage unit.

**PURPOSE/ISSUE:**

To supplement existing arena storage by building a new storage unit with shelving. The unit is to be situated in the hallway leading to the new dressing rooms (see attached photo).

**HISTORY/BACKGROUND:**

Youth programs such as Sooke Minor Hockey and the Sooke Skating Club are frequent users of the ice arena. Storage space is in short supply and high demand for such users, including SEAPARC program staff.

It is proposed that a storage unit be provided in a convenient location to accommodate storage requirements for the Sooke Skating Club and SEAPARC program staff.

**ALTERNATIVES:** Not applicable

**FINANCIAL IMPLICATIONS:**

Cost to build custom storage units with shelving – \$3,500.


**SUMMARY/CONCLUSIONS:**

Added storage space is required to store Sooke Skating Club and SEAPARC program materials. The construction of a custom designed unit will meet existing storage requirements.

**RECOMMENDATION(S):**

That the Commission:

- Allocate \$3,500 from the 401 Contingency account toward the purchase of a storage unit with shelving to be situated in the arena hallway.

  
Larry Hutchings,  
SEAPARC







**STAFF REPORT TO THE  
Sooke and Electoral Area  
Recreation Commission  
Meeting of Wednesday, February 15, 2012**

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**SUBJECT:** Policy Review

**PURPOSE/ISSUE:** To review/update several Sooke & Electoral Area Recreation Commission policies and approve a new policy re: Travel Assistance Funding.

**HISTORY/BACKGROUND:**

The structure of the present policies was established in 1996/1997. Since that time, periodical revisions to the policies have been approved by the Commission.

**ALTERNATIVES:** Not Applicable

**FINANCIAL IMPLICATIONS:** Not Applicable

**SUMMARY/CONCLUSIONS**

The policies listed below require minor revision:

Administration:

A-100.23 Flowers and Cards (*increase in maximum value*)

A-100.25 Ice Allocation Policy (*updated to reflect current processes*)

Commission:

C-300.16 Recognition of Outgoing Commission Members (*offered for consideration*)

Recreation:

R-100.1 L.I.F.E. (Leisure Involvement for Everyone) (*updated to reflect current procedures*)

The following policy be adopted:

Grants:

G-100.1 Travel Assistance Funding (*previous guidelines formalized as policy*)

**RECOMMENDATION(S)**

That the Commission approve revision of the following policies:

A-100.23 Flowers and Cards

A-100.25 Ice Allocation Policy

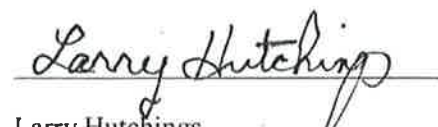
C-300.16 Recognition of Outgoing Commission Members

R-100.1 L.I.F.E. (Leisure Involvement for Everyone)

That the Commission adopt the following policy:

G-100.1 Travel Assistance Funding

  
Lynn MacDonald,  
Administrative Secretary

  
Larry Hutchings,  
SEAPARC Manager

## SOOKE & ELECTORAL AREA RECREATION COMMISSION

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Provided for information purposes only

SECTION: A- 100  
POLICY NO.: A – 100.7

SUBJECT: ADMINISTRATION – Boardroom, use of

1. Meeting space in the boardroom shall be provided to community organizations representing non-commercial interests at no charge. These organizations must be able to demonstrate community benefit in order to qualify. Community benefit will be determined at the sole discretion of SEAPARC but is generally defined as anything which increases the welfare of the community, is of value to the community as a whole, or responds to a need of the general public. Community organization use at no charge will be limited to 6 hours per month, if demand warrants, to ensure access to as many groups as possible.
2. Rentals may be subject to cancellation/re-scheduling based on paid user rental requests. A minimum of 72 hours notice will be provided and every effort will be made to provide alternate meeting space if possible.
3. Priority for booking requests will be as follows:
  1. SEAPARC Use
  2. Commercial bookings
  3. Non-profit and community groups



SOOKE & ELECTORAL AREA RECREATION COMMISSION

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SECTION: A - 100  
POLICY NO.: A - 100.23

SUBJECT: ADMINISTRATION - Flowers and Cards

The Manager's office may send cards and/or flowers, to a maximum value of ~~\$50.00~~75.00, on behalf of the Commission for the following occasions:

1. For Commission employees, inside and outside (regular full time and permanent part time).
  - (i) birth of a child
  - (ii) illness or operation and is in hospital
  - (iii) death of an immediate member of the family
2. Commission Members - Current
  - (i) same reasons as above
3. Other occasions
  - (i) on the approval of the Commission

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Authorized by Resolution  
Effective Date: March 10, 1997

Revision Date:

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SUBJECT: ADMINISTRATION – Ice Allocation Policy

PURPOSE:

The purpose of the Ice Allocation Policy is as follows:

1. To provide a fair and consistent approach to allocating ice time at the SEAPARC Leisure Complex.
2. To ensure all interested community organizations and residents have balanced access to ice allocations.
3. To ensure the Commission's resources are used effectively and efficiently in the achievement of its goals and objectives.
4. To ensure a fair, reasonable fee structure consistent with the Commission's Fees & Charges policy and local market conditions.
5. To provide ice arena users and stakeholders with an opportunity to influence policy implementation.

RATIONALE:

It is necessary that an objective and consistent procedure for the allocation of ice be established. This will assist all parties in understanding the process and the priority of allocation for ice time.

The policy also incorporates the Commission's objective to maintain a balance between all ice reservations undertaken amongst user groups, recognizing the degree of subsidy to various programs and maintaining sufficient revenue levels to the arena.

PROCEDURE:

1. All requests for reservation of ice allocations shall be in writing. Requests for ice for the Fall/Winter season shall be submitted no later than April 15 for the upcoming season.
2. An ice allocation meeting will be held between all interested arena users and the ~~Programs & Facilities Committee~~ Sooke & Electoral Area Parks and Recreation Commission no later than May 15 of each year. Letters or emails will be ~~mailed~~ sent to all previous users announcing the meeting. An ad will be placed in the

local newspaper announcing the meeting.

3. ~~Ice time will be allocated by June 1 for the upcoming Fall/Winter season. The Manager shall prepare a Staff Report for the Commission's consideration, and ice time will be allocated by June 8th for the upcoming Fall/Winter season.~~
4. If any user wishes to appeal allocation of ice time, such appeals shall be received in writing no later than June 15. All appeals will be arbitrated by the ~~Programs & Facilities Committee with their recommendation forwarded to the~~ Sooke & Electoral Area Parks and Recreation Commission ~~for final decision.~~
5. Other than for special events, groups requesting multiple hours per week will be expected to accept an hour of non-prime ice for every four hours of prime ice booked.
6. SEAPARC may allocate up to 25% of prime time to adult users.
7. Contracted times are not guaranteed beyond the dates of the contract. No ice will be allocated to any user who has outstanding fees.
8. No renter shall be allowed to sub-lease or rent the ice contracted to them to any other individual or group; any request to change the contracted ice schedule must be processed through the SEAPARC administration office.
9. Ice time shall be reserved in blocks of time so as to ensure maximum utilization of ice time.
10. Local groups requesting priority allocation of ice time shall submit the previous year's registration list complete with the members' names, addresses and phone numbers.

#### ICE ALLOCATION: ORDER OF PRIORITY

1. SEAPARC programs and public sessions
2. Special Events
3. Organized youth groups and agencies
4. Organized adult teams and leagues
5. Private community groups
6. Non-resident groups/casual users/commercial groups

DEFINITIONS:

**Special Event** – An event with a primary purpose of celebrating or displaying a specific theme. A special event may take place frequently or infrequently and may be organized by SEAPARC staff and/or non-profit or for-profit agencies or societies. Special events may include sporting and spectator sports that have general appeal to a diverse audience. Such events may be priced and supported differently than other programs and rentals, depending on community benefit and achievement of socially worthwhile goals.

**Local Youth Groups** – a non-profit ice user group that offers supervised, structured activity involving skill development for ages 5 – 18 years. Membership must be solicited through an open public registration.<sup>1</sup>

**Local Adult Groups** – an ice user group that offers structured activity and whose vast majority of members are over 18 years of age.<sup>1</sup>

**Private Community Group** – a non-profit ice user group that offers supervised, structured activity, without an open public registration process, for members of an affiliated organization.

**Prime Time** – prime time is defined as those hours that have the greatest demand from local community groups. They are as follows:

Monday – Friday: 4:00 p.m. to 10:00 p.m.

Saturday – Sunday: 8:00 a.m. to 10:00 p.m.

**Prime Rate** – prime rate is the rate the Commission charges all users, without any consideration for further subsidy on hourly rental rates for specific hours. The prime rate shall be consistent with the average prime rate for ice time provided in the Capital Regional District. Any adult group using prime time hours will be charged the prime rate.

Specified hours generally are those of greatest demand and are reviewed annually. They are as follows:

Monday to Friday: 8:00 p.m. to 10:00 p.m.

Saturday and Sunday: 7:00 p.m. to 10:00 p.m.

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<sup>1</sup> This policy entitles any group comprised of resident and non-residents to count up to 30% of their total membership as non-residents with the same priority for ice allocation as residents.

## SOOKE & ELECTORAL AREA RECREATION COMMISSION

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Staff query the Commission whether this policy should remain as is or whether amendments should be considered.

SECTION: C-300  
POLICY NO.: C-300.16

SUBJECT: COMMISSION – Recognition of Outgoing Commission Members

The Commission may choose to recognize outgoing members for their contributions to parks and recreation in the Sooke & Electoral Area.

1. Staff shall be responsible for drafting and issuing an acknowledgment letter signed by the Regional Directors.
2. Staff shall be responsible issuing a plaque of acknowledgement.
3. Subject to the restrictions of the Community Charter, staff shall be responsible for issuing a year swim pass.

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Authorized by Resolution  
Effective Date: November 18, 2004

Revision Date:

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SOOKE & ELECTORAL AREA RECREATION COMMISSION

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Provided for information purposes only

SECTION: F - 200  
POLICY NO.: F - 200.8

SUBJECT: FINANCIAL - Dinner, Annual

1. The Commission will host an annual dinner for its members in order to provide recognition of the many hours of volunteer service contributed by those members throughout the year.
2. Funds for the annual dinner will be provided as set out in the Budget.
3. A modest amount of table wine (or beer) may be paid for from the funds set out in the Budget. However, any other alcoholic beverages consumed are excluded and must be paid by some other party.

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Authorized by Resolution

Effective Date: December 9, 1996

Revision Date:

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## SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

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The Program Services Manager is reviewing this policy and will address it in the form of a future Staff Report.

SECTION: P -700  
POLICY NO.: P - 700.3

SUBJECT: PERSONNEL – Staff & Commission Access to Facilities and Programs

Drop in activity passes will be extended to employees and Commission members as a means of encouraging participation in, observation of, and familiarization with leisure services offered by the Commission.

### Consideration for Commission/Staff Pass Holders

1. The pass is valid for all drop in programs scheduled at the SEAPARC Leisure Complex. It should be understood that passes are to be used only during appropriate and scheduled times.
2. The pass is only to be used by the person to whom it is issued. It does not apply to other family members or friends.
3. Passes are to be clearly shown at the admissions desk each time they are used. Failure to clearly present the pass will result in the expectation that the individual pay the appropriate admission fee.

### Considerations

- The pass is a privilege, not a right. This courtesy is extended so that staff members and Commissioners are encouraged to enjoy various recreation opportunities as well as become familiar with the broad spectrum of leisure services offered by the Commission.
- Passes shall be extended to all staff, Commissioners, and Commissioner family members.
- It is expected that when an individual leaves the service of the Commission that he or she will return the pass and will no longer benefit from its associated privileges.

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Authorized by Resolution  
Effective Date: October 6, 1997

Revision Date: July 7, 2010

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## SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

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### Consideration For Family Members:

Passes are available to family members of staff at a discount of 50%. This discount does not apply to admission prices.

### Discounts: Programs/Pro Shop

Registered programs are available to Commissioners, staff and family members at a discount of 50% providing the class is not full. Should the class become full, full price shall be charged.

Commissioners and staff are entitled to a 20% discount on all pro-shop sale items.

For purpose of this policy, family members are considered as follows:

- The Commissioner's/employee's spouse/partner living in the same household.
- The Commissioner's/employee's dependant children under the age of majority living at home.

## SOOKE & ELECTORAL AREA RECREATION COMMISSION

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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 SEAPARC and 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.

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Authorized by Resolution

Effective Date: December 14, 2000

Revision Date: March 11, 2004

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## SOOKE & ELECTORAL AREA RECREATION COMMISSION

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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~~ 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. 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. 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. ~~An exclusion~~ Exclusions to the L.I.F.E program includes post secondary students as they already have access to subsidised recreation facilities through college/university campuses and those who are not Canadian citizens.

## SOOKE & ELECTORAL AREA RECREATION COMMISSION

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Since 1992, the Commission has provided travel assistance to some teams and individuals.

Past practices indicate approximately \$2,000 per year are expended for travel assistance. Funds are available in accordance with the above guidelines, usually to ball teams, soccer teams and individuals traveling to Provincial competitions.

The guidelines for travel assistance as accepted by the Commission and referenced by Staff have been put into the form of a policy. Commission are asked to review and authorize as a Policy.

**SECTION: G-100**  
**POLICY NO.: G-100.1**

SUBJECT: GRANT – Travel Assistance Funding

1. The Commission may provide some travel assistance to local organizations and athletes travelling to Provincial (or higher) competition.
2. Assistance is limited to junior aged participants (21 and under), fifty percent of cost to a maximum of \$400 and generally to those associations not already receiving services or funding from the Commission.

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Authorized by Resolution  
Effective Date:

Revision Date:

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# **BUDGET SUMMARY**

## SEAPARC - ALL SERVICE AREAS

(1)

OPERATING COSTS

Arena  
Community Recreation  
Outdoor Facilities  
Multi-Purpose Rooms  
Concession  
Pool

## TOTAL OPERATION AND OVERHEAD COSTS

\*Percentage Increase over prior year operating costs

CAPITAL / RESERVE

Arena  
Pool

DEBT CHARGES

Arena  
Pool

## TOTAL OPERATING, CAPITAL AND DEBT COSTS

FUNDING SOURCES (REVENUE)

Arena  
Community Recreation  
Multi-Purpose Rooms  
Concession  
Pool

## TOTAL REVENUE

Estimated balance C/F from current to Next year  
Balance C/F from Prior to Current year

REQUISITION

\*Percentage Increase over prior year requisition  
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6  
AUTHORIZED POSITIONS:  
Salaried  
Hourly

Total Core change is \$ 23,710.00  
Salary and Wages \$ 42,580.00  
contract for services \$ (18,000.00)  
Repairs and Maintenance \$ 13,250.00  
Debt \$ (13,490.00)  
Other expenses \$ (630.00)

% change yr/yr 2.30%  
% change yr/yr -28.80%  
% change yr/yr 12.20%  
% change yr/yr -3.59%

28.95% User Funding %  
71.05% Funding subsidy %

## 2012 BUDGET REQUEST

CORE BUDGET (4)  
CONTINUOUS SUPPLEMENTARY (5)  
ONE-TIME SUPPLEMENTARY (6)  
TOTAL (col 4,5+6) (7)

854,040  
575,400  
27,290  
40,340  
65,900  
1,257,720  
2,820,690

0.80%

158,000

10,000

361,960

3,350,650

3,374,200

(352,720)

(258,100)  
(9,500)  
(59,000)  
(269,250)  
(948,570)

(15,000)

(2,387,080)  
1.00%

(2,410,630)

16.00  
0.00  
0.00  
0.00  
16.00  
0.00

28.31% User Funding %  
71.69% Funding subsidy %

% change yr/yr 28.11%  
% change yr/yr 71.69%

## FUTURE PROJECTIONS

2013 (8) 2014 (9) 2015 (10) 2016 (11)

868,050 876,720 885,500 894,409  
578,930 584,441 589,991 595,661  
33,430 33,590 33,740 33,900  
40,720 41,130 41,540 41,950  
66,550 67,160 67,880 68,560  
1,268,990 1,281,690 1,294,390 1,307,400  
2,856,670 2,884,731 2,913,040 2,941,880

150,000

20,200

50,000

361,960

3,438,830

3,162,690

(356,260) (360,042) (363,860) (368,550)  
(260,480) (263,170) (266,230) (269,020)  
(9,500) (9,500) (9,500) (9,500)  
(59,490) (59,980) (60,580) (61,180)  
(274,240) (276,970) (279,751) (282,550)  
(959,970) (969,662) (979,921) (990,800)

(2,478,860)

2.83% -1.79% -8.84%  
(2,434,459) (2,219,280) (2,171,890)

-2.14%

# 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	13,000	R	13,000				
2012	B	Arena Roof Upgrade	22,000	R	22,000				
2012	E	LCD Projector	2,000	E	2,000				
2012	E	Computer Replacement (2)	3,200	E	3,200				
2012	V	Bus	65,000	E	50,000				
				C	15,000				
2012	B	Multi-Purpose Sport Court	675,000	R	175,000				
				G	500,000				
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	B	Arena Roof Replacement	1,100,000	S	1,100,000				
2016	E	Zamboni	100,000	E	100,000				
2016	E	Building HVAC - motors/fans/pumps	5,000	E	5,000				
<b>TOTAL</b>			<b>2,449,300</b>		<b>2,449,300</b>				

Type Codes (2) \*

L = Land  
S = Engineering Structures  
B = Buildings  
V = Vehicles  
E = Equipment

Funding Source Codes (4) \*\*

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



# 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 \$	Source (4) ** ↓	Funding Amount Total (5) \$	Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓	%
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 Lectorator 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				

TOTAL

221,000

221,000

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

# SEAPARC

## 2012 RESERVE FUND OVERVIEW

	Fund	2011 Balance	2012 Contribution	Total Balance	
				January 31, 2012	2012 Commitment
401	Capital Reserve Fund	\$100,100	\$108,000 \$120,000	\$208,100 + \$120,000	\$210,000
401	Equipment Replacement Fund	\$120,300	\$ 50,000	\$170,300	\$ 55,200
403	Capital Reserve Fund	\$ 24,700	\$ 20,000	\$ 44,700	\$ 12,000
403	Equipment Replacement Fund	\$ 36,610	\$ 20,400	\$ 36,610 + \$ 20,400	\$ 13,500

### 2011 Projected Surplus

401	\$145,000
403	\$ 20,400

# **UNFINISHED BUSINESS**



**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of an In Camera meeting held Thursday, September 9, 2010  
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 Electoral Area"  
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: M. Glanfield-Bohn (Chair), B. Berger, J. Evans, P. Grove,  
Staff: L. Hutchings, SEAPARC Manager, L. Finch, Program Services Manager, T. Stadnyk,  
Recording Secretary  
Absent: J. Perkins, M. Hicks (JDF Director)

**1. ADOPTION OF THE AGENDA**

**MOVED** by Commissioner Evans, **SECONDED** by Commissioner Berger to accept the In Camera Agenda and Correspondence. **CARRIED.**

Commissioner Glanfield-Bohn opened the discussion to Correspondence.

L. Hutchings provided a brief summary on the history of the proposed Grant Road Connector. Our goal is good egress in and out of the building. It is also a good opportunity to see how it affects the ball park; redesign parking; think about infrastructure for the entire structure; and open up another section of town. Work on the first phase is to commence next year. This issue has not been addressed by the CRD Board.

**MOVED** by Commissioner Glanfield-Bohn, **SECONDED** by Commissioner Evans that the Commission agree in principle to work with the District of Sooke so the Grant Road connector can be constructed. Agreement includes:

- It is suggested that the Commission confirm approval in principle to dedicate CRD land, administered by SEAPARC, for the purpose of extending Throup Road through to Phillips Road. Such approval is subject to future approval by the CRD Board.
- Board approval should be subject to Commission satisfaction to improvements related to parking, egress and ingress, signage and landscaping restoration and/or improvements.
- The Commission should also consider receiving assurance that SEAPARC/CRD costs such as statutory advertising, staff time (Real Estate Services) and legal expenses associated with the proposed road dedication be covered by the District of Sooke.
- Once the Commission is satisfied with the design details and "in kind" works, it should forward a recommendation to the Board seeking approval of the road dedication.

**CARRIED.**

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Michelle Glanfield-Bohn, Vice Chair

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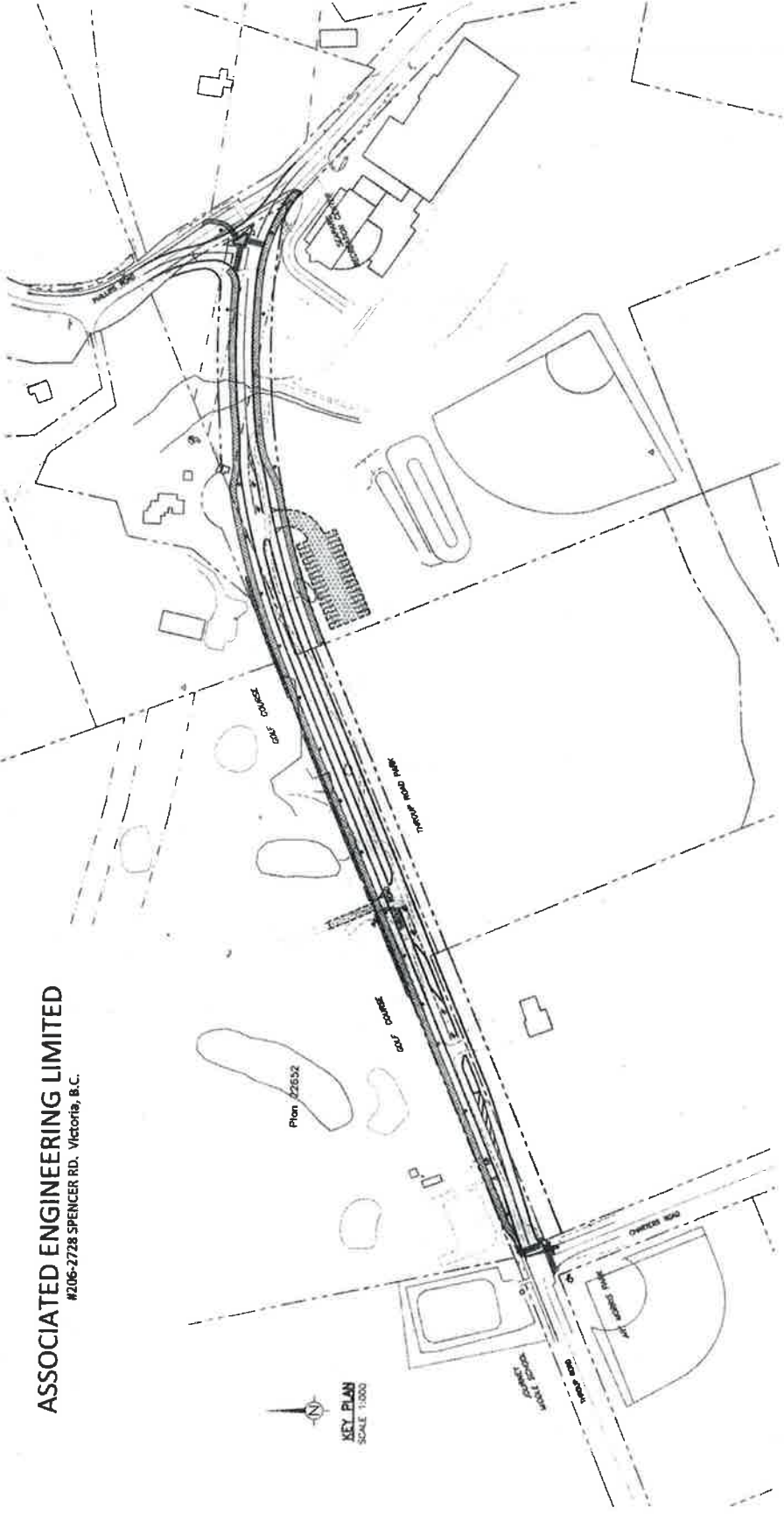
Trish Stadnyk, Recorder



# Connector Road

## Proposed Preliminary Design – First Section

ASSOCIATED ENGINEERING LIMITED  
#206-2728 SPENCER RD. VICTORIA, B.C.



Currently finalizing design parameters for the culvert crossing in order to produce detailed cost estimate for Council to review and determine the scope and feasibility of the project





Incorporated December 7, 1999

2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634 · Fax: (250) 642-0541 · Email: [info@sooke.ca](mailto:info@sooke.ca) · Website: [www.sooke.ca](http://www.sooke.ca)

File No. 5330-20

August 24, 2010

Mr. Simon Joslin, Manager  
Capital Regional District  
Real Estate & Facility Management  
P.O. Box 1000  
Victoria BC V8W 2S6

Dear Sir:

**Re: Grant Road Connector – Phillips Rd. to Charters Rd.**

As previously discussed, the District is going ahead with its plans to construct the first phase of the Grant Road Connector along the Throup Road alignment from Phillips Road to Charters Road complete with intersections.

A Request for Proposals to selected interested firms will be issued shortly with a anticipated closing date of August 30, 2010. The District is requiring that the winning proponent complete a survey and design of this phase of the connector this year and that construction be completed in 2011.

It is our understanding and purpose of this letter to confirm that the District of Sooke and the Capital Regional District have an agreement in principle that the CRD will dedicate the required lands from its SEAPARC lands to facilitate the project. In exchange, the District will provide access and parking, along with other considerations which will be determined during the design process, and be incorporated with the 2011 construction.

The approximate dedication requirements are generally as follows:

15m dedication from the West end of the SEAPARC ball field and bike course gradually increasing to 25m dedication at the East end and up to 60m at Phillips Road as shown on the attached sketch. The dedication would equal approximately 6125 square meters.

Please confirm in writing that these are generally the terms of the agreement in principle.

Yours sincerely,

Al Fontes, A.Sc.T.  
Manager of Operations

Encl

AF/jm

c. Elisabeth Nelson, Municipal Engineer