



Sooke & Electoral Area
Parks and Recreation
Commission

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AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

General Meeting, SEAPARC Boardroom
Thursday, September 20, 2018 at 6pm

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of July 19, 2018
4. Fitness Gym & Multi-Purpose Space Addition
 - a) Schematic Design
 - b) Class "C" Costing Estimate
5. Chair's Report
6. Directors' Report
7. Staff Reports
 - a) Staff News
 - b) Staff Report: Aquatic Student Recruitment Program
8. New Business
9. Public Question Period
10. Round Table
11. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, July 19, 2018
SEAPARC Leisure Complex Board Room, Sooke, BC**

Mission Statement:

*"Sooke Parks & Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area"
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: M. Hicks (Chair), B. Berger (Vice-Chair), D. Bishop, P. Grove,
J. Perkins, M. Tait (Director),
Staff: C. Hogle, Program Services Manager; S. Knoke, SEAPARC Manager;
A. Liu, Manager – Environmental Engineering; L. MacDonald, Recording Secretary
Absent: 0
Public: 2
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:04 pm.

2. ADOPTION OF AGENDA

MOVED by Commissioner Berger **SECONDED** by Commissioner Grove that the agenda be adopted.
CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Berger that the minutes of the June 14, 2018 meeting be adopted.

CARRIED

4. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION

a) Staff Report: SEAPARC Fitness Gym & Multi-Purpose Space Expansion Location

Studio 531 Architects Ltd.'s Jesse Garlick (Principal Architect) and George Gogoulis (Senior Architectural Technologist) presented three options for the site of the fitness gym and multi-purpose space expansion. Challenges identified with building on the north side of facility (Option 1), as originally as suggested in the Request for Proposal, included:

- Space constraints
- Infrastructure relocation (service & utility lines)
- Complex building interface
- Rerouting of driveway

Locating the expansion on the south west side of the building (Option 2 & 3) offered several benefits including

- Cost effectiveness
- Improved control of access and traffic flow through the main lobby & existing Board Room
- Enhanced flexibility with existing and new multi-purpose spaces adjacent to each other

Commission Bishop entered the room at 6:30pm

Discussion points included:

- Mezzanine floor
- New board room space
- Location and number of changing room spaces
- Playground space reduction

MOVED by Commissioner Berger, **SECONDED** by Director Tait that the report be received for information and staff pursue construction of Option 2.

CARRIED

Architects will prepare conceptual designs for review by the Commission at a future meeting (date & time to be determined).

5. CHAIR'S REPORT

6. DIRECTORS' REPORT

Director Tait reported that Sooke Council will consider changes to broaden the scope of the Playing Field Reserve Fund Bylaw No. 608 thereby permitting reserve funds to be used towards a multi-use sport court on the District's 3.99 hectare Phillips Road lot in Sunriver.

The District is proceeding with a pedestrian crossing over DeMamiel Creek from Sunriver to School District 62 property.

7. STAFF NEWS

ADMINISTRATION

2018 Pool Shutdown

Annual shutdown is now complete (June 11-July 2). Regular maintenance items included:

- LED unwater bulb install
- Pool deck re-grout
- Pool filter replacement
- Pool roof replacement
- Paint and routine maintenance items

Thank you to our maintenance staff for all of their hard work.

Pool Roof

The pool roof repair is almost complete with soffits and flashing replacement expected to be completed this week (weather permitting).

Refrigeration Plant Safety Review

Construction has begun on the redesigned discharge stack for the arena's ammonia room ventilation system required by WorkSafe BC. Deadline for installation is August 15, 2018.

Aquatic Staffing

Challenges have been identified in recruitment for aquatic related positions. SEAPARC is anticipating a shortage of aquatic staff this fall/winter season which will result in a reduction in pool lessons/programs offered. The cost to become a Lifeguard and Swim Instructor is significant, and is one of the main barriers for students. The course commitment is 100 hours to become a Lifeguard and the cost is approximately \$775. Staff would like to explore the option of creating a student recruitment program in partnership with EMCS, where students would apply to participate in the program, and if they successfully complete the courses, they would be guaranteed an interview. This program could include a financial incentive by SEAPARC to encourage local students to train and work at SEAPARC. EMCS Principal Laura Fulton is supportive of the program and efforts will be made to implement this fall.

2019 Budget

The preliminary 2019 Budget will be reviewed by the Committee of the Whole at their September meeting and presented to the Commission in November.

Commissioner Berger left the room at 7:40pm

8. PUBLIC QUESTION PERIOD

9. ROUND TABLE

10. ADJOURNMENT

The regular meeting adjourned at 7:58pm.

Next scheduled meeting: September 20, 2018 @ 6pm

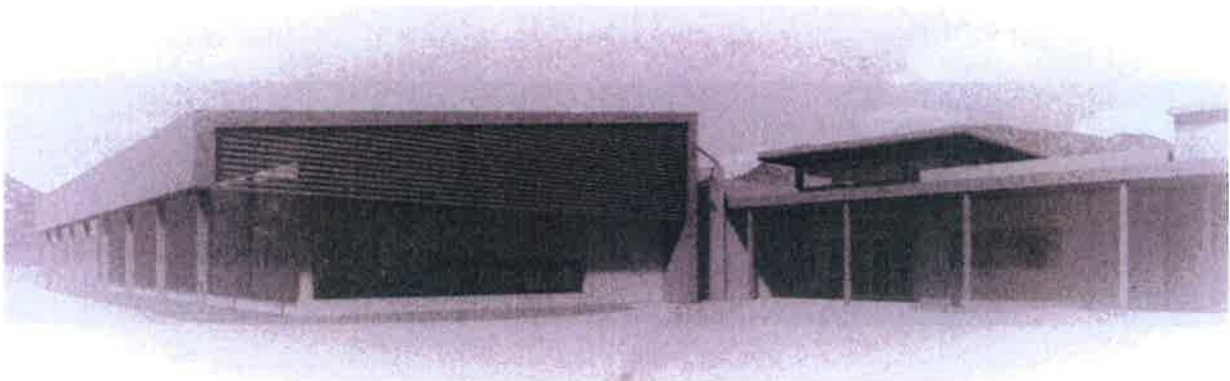
ARCHITECTURAL SCHEMATIC DESIGN REPORT



SEAPARC LEISURE COMPLEX FITNESS ADDITION

AUGUST 2018

SEAPARC LEISURE COMPLEX FITNESS ADDITION



SCHEMATIC DESIGN REPORT

August, 2018

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DRAWINGS ATTACHED

- Site Plan
- Floor Plan
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1. SITE INFORMATION

PROJECT DESCRIPTION

The project scope is to design and construct a Fitness Centre addition to the existing Seaparc Leisure Complex in Sooke, Vancouver Island. The existing fully sprinklered complex consists of an Ice Arena constructed in 1976, and an Aquatics Facility with Multi-Purpose rooms constructed in 1999.

Current Use: A3 Assembly Occupancy – Arena, Indoor Swimming Pool
Proposed Use: A2 and A3 Assembly Occupancy – adding Gymnasias (less than 10%)

ADDRESS

Street Address: 2168 Phillips Rd, Sooke, BC V9Z 0Y3
Legal Description:

LOCATION MAP



SITE CHARACTERISTICS

The new addition is being constructed on the south portion of the existing swimming pool building on a level site. The project site interfaces with surrounding ancillary recreation uses such as a baseball diamond, a bicycle path, and a golf course. The location has several important features.

- Public site access connects all surrounding recreation uses through pedestrian pathways and/or vehicular drive aisles.
- Public access to the addition will be through the existing Leisure Complex main entry. The addition will be one floor on the main level.
- The entry into the Fitness addition will be in direct proximity of the existing Reception desk.
- The addition may incorporate internal circulation that will connect existing and new Multi-Purpose spaces with the Fitness specific spaces. Access from the public corridor to the existing Multi-purpose rooms may be limited or closed.
- The siting of the addition offers excellent views to the treed forest area and baseball diamond to the south and west across the parking area.
- All existing parking will be retained with some stalls relocated as required

2. DESIGN CONSIDERATIONS

PLANNING AND BYLAW SUMMARY

Municipality: District of Sooke
Development Zone: P2, Community Facilities
Within Sewer Zone: Yes

RELEVANT PERMITTED USES:

(a) Assembly Use

Lot Area	59683 m2
Lot Width	irregular
Lot Depth	irregular
Lot Coverage	4548 m2 (exist)+505 m2 addition
	5053 m2 total
Open Site Space	60% max – 8.5% proposed
Gross Floor Area (Bylaw)	5053 m2
Maximum Height	15m Principal – Proposed >6m
	8m Accessory – N/A
Setbacks Required	0m
Parking (Rec Facility - 1 per 40m2)	127 Stalls Required

BUILDING CODE SUMMARY

Code Standard:	BCBC 2012 - Part 3	notes
Major Occupancy	A3 up to 2 Storeys, Sprinklered	3.2.2.31
Building Height:	6.1m (exist) – 5.8m proposed	
Building Area:	5053 m2	includes 505 m2 addition area
Construction Type:	non-combustible	

The addition is 505m2 which is less than 10% of the floor area. Therefore, as per 3.2.2.8, Exceptions to Major Occupancies, the A2 Occupancy introduced by the fitness use need not be considered a Major Occupancy.

Roofs:	no rating required
Floors:	1 hour FRR
Exits:	1 hour FRR
Janitors Room	no rating required
Service Shafts	not applicable

Relevant code sections:

- 3.1.2.3 - "An arena-type building intended for occasional use for trade shows and similar exhibition purposes shall be classified as Group A, Division 3 occupancy."
- 3.2.2.31 - Group A, Division 3, up to 2 stories Sprinklered
- 3.2.2.8 - Exceptions to Major Occupancies
- 3.3.1.4.3 - "If a storey is sprinklered throughout, no fire-resistance is required for a fire separation between a public corridor and the remainder of the storey...."

ENERGY PERFORMANCE

- Low carbon footprint
- "carbon neutral" design
- High energy efficiency
- Sustainability

3. PROJECT REQUIREMENTS

PROJECT INTENT

SEAPARC Leisure Complex is planning to add new spaces to the complex, including a 3,600 square foot fitness gym and a 1,550 square foot movement studio/multi-use room. These upgrades would be implemented in this project.

The Capital Regional District (CRD) is a signatory local government of the BC Climate Change Action Charter. The CRD has committed itself to maximizing energy efficiency and exploring renewable energy opportunities as part of its overall vision. SEAPARC is interested in a low carbon footprint or "carbon neutral" design for this space addition project.

A target construction cost for this project is \$1,900,000.

SEAPARC has events throughout the year. The least distraction to the facility operation is of paramount importance. The CRD is planning to block off some areas of the facility to facilitate the tie-in of the new space. Construction in other areas will be scheduled based on the recommendations from the Consultant.

PROGRAM

The two major priority components, in order of significance are:

- 1 **Fitness Centre** with 3 distinct areas:
 - Cardio Fitness Equipment (treadmills, elliptical, bikes, steppers, etc)
 - Free weights and Weight Machines
 - Group Space (stretching, conditioning, circuit work, etc)
- 2 **Multi-Purpose Space** for:
 - Fitness/Movement Classes, Preschool activities, Camp Programs, and general meeting/event/rental uses.

Additionally, Childminding, Spin Bike classes and Storage improvements should be taken into consideration whenever possible.

DESIGN PRIORITIES

- Functional and flexible spaces that have the capacity to generate revenue.
Maximizing current spaces and integrating new facility into existing operations. Size and utility will need to deliver both fitness and multipurpose space effectively.
- Modular equipment and capacity should be incorporated – TRX, chin up bars, Cross fit, Rogue rack. Boot camps and circuit training in the fitness facility and outside.
- Proper impact flooring. Flooring and walls need to be durable for utility uses ie. Medicine balls and racks. Durable finishes that are easy to maintain.
- As much natural light as possible – not dark or confined feeling space
- Sound/Music – good quality that is controlled by staff and easy to use/maintain

- Acoustic control – consideration to reduced noise of impact from activities taking place in that space
- Open desk area in fitness for people to talk to facility attendant when on shift/for people to store their workouts
- Water bottle filling station
- Warm up/cool down spaces
- Easy for patrons to clean equipment after each use

DESIGN CONCEPT

The project mandate is to provide a state of the art contemporary, and flexible fitness and exercise spaces that can respond to future needs.

The main design goals are:

High energy efficiency

Sustainability

Best use of natural energy

Best use of space

Flexible and designed to set the stages for future expansion

A design that is connected to the natural environment, has a strong recognizable sense of place and reflects the essence of the surroundings.

MATERIALS

Exterior Cladding

- a. Color through body cementitious panels with reveals
- b. Aluminum glazing walls

Roofing

- a. Standing seam metal with rigid insulation over CLT deck and timber beams: Fitness
- b. 2 ply SBS with rigid insulation over CLT deck and timber beams: Multipurpose

Floor Finishes

- a. Athletic Rubber flooring throughout

Ceiling Finishes

- a. Exposed CLT panels, stained
- b. Suspended GWB ceiling, painted: Fitness entry

Wall Finishes

- a. GWB, painted throughout
- b. CLT feature single panel: Fitness entry, Multipurpose

OUTLINE SPECIFICATIONS

1. GENERAL

1.1. Building Code Compliance

1.1.1. This building is designed to comply with the BC Building Code for occupancy, under sections 3.2.2.31. The building has the following principal building code related characteristics.

- 2 storey building
- 505sm total building area
- Non-Combustible construction
- Sprinklers throughout

1.2. Sustainability

1.2.1. All materials, methods and building systems shall be selected, designed and performed to maximize sustainability of resources, to minimize carbon footprint, and to protect the air and water quality of the environment, both during construction and during operation of the completed building.

2. SITE WORKS

2.1. Excavation & Backfilling

2.1.1. Excavate backfill and compact for new buildings & underground services as geotechnical report; As civil engineering drawings and as structural drawings.

2.2. New Paving

2.2.1. Provide new concrete and asphalt paving where shown on the architectural site drawings.

2.2.2. Excavate and prepare subgrade with clean granular fill in accordance with the geotechnical recommendations

2.3. Line Painting

2.3.1. Paint new pedestrian crossing "hash marks" as site plan. Paint new parking and road lane markings at modified access road.

2.4. Underground Service Works

2.4.1. Relocate or otherwise incorporate existing underground sanitary and storm sewer and water lines which lie under new building expansion

2.4.2. Make good all affected sidewalks, asphalt, landscaped areas

2.5. New Building Signage

2.5.1. Provide new ground level illuminated signage, mounted to concrete base.

2.5.2. Lettering to be individually formed, anodized aluminum letters.

3. FOUNDATIONS

3.1. Building foundations

3.1.1. Excavate, Backfill and compact for new reinforced concrete building foundations in accordance with Geotechnical report, and with structural drawings.

- 3.1.2. Place reinforced concrete footings, foundation walls, floor slabs, all as structural drawings.

4. STRUCTURAL FRAMING

4.1. Building Components

- 4.1.1. Timber and steel framing as structural drawings, c/w engineered steel structural connections.
- 4.1.2. Exposed roof/ceiling decking shall be of exposed heavy/mass Cross Laminated timber.

4.2. Stud framing

- 4.2.1. All partitions except feature CLT walls shall be steel stud and 15.9mm drywall, as shown on the architectural drawings.

5. FINISHED CARPENTRY

5.1. General

- 5.1.1. All millwork shall be to AMAC custom grade, as architectural drawings.

5.2. Cabinetry

- 5.2.1. Materials shall include plywood counter cores. Plywood casework cores. Solid surface tops. Plastic laminate to all casework faces.

5.3. Wood Trims

- 5.3.1. Allow for clear kiln dried fir wood edge trims at various locations indicated on the architectural drawings.

6. BUILDING ENVELOPE

6.1. General

- 6.1.1. All exterior walls shall be constructed as rainscreen assemblies.
- 6.1.2. All exterior wall assemblies shall comply with the current BC Building Code and ASHRAE requirements for vapour control, water infiltration, air infiltration and thermal performance.
- 6.1.3. Wall assemblies shall be constructed of steel stud framing, as per architectural drawings.

6.2. Aluminum Glazing

- 6.2.1. High performance clear anodized aluminum glazing assembly having the following minimum characteristics:
- 6.2.2. High performance thermal transmission properties of frame and glazing assembly
- 6.2.3. Low e coatings
- 6.2.4. Tinted glazing for solar shading
- 6.2.5. Pressure-equalized rain screen system design for highest water and air penetration ratings.
- 6.2.6. Deflection header and movement capability under wind and seismic events.
- 6.2.7. Highest performance long life caulking and matching flashings

6.3. Cementitious Cladding

- 6.3.1. Where shown on the architectural drawings, exterior walls shall be clad with colour through body cementitious cladding on furring channels.
- 6.3.2. Cladding reveals shall be clear anodized aluminum or PVDF prefinished.

6.4. Roofing and Flashing

- 6.4.1. All roofing shall be to applicable RCABC installation standards.
- 6.4.2. All roofing shall be subject to RCABC roof inspection program.
- 6.4.3. Sloped roof over Fitness shall be standing seam prefinished steel system.
- 6.4.4. Flat roof over Multipurpose shall be white granular faced SBS.

6.5. Fascia, and Flashing

- 6.5.1. Fabricate and install new continuously fitted and bent fascia covers and flashings from pre-finished and/or clear anodized aluminum, as detailed on the architectural drawings.

6.6. Doors and Windows

- 6.6.1. Exterior Entrance Doors: Heavy duty, high thermal and infiltration performance storefront aluminum and glass entrances meeting the applicable fenestration standards for the project region.
- 6.6.2. Other exterior doors shall be exterior rated insulated metal doors with thermally broken pressed steel frames

7. INTERIOR WORK

7.1. Partitions

- 7.1.1. Steel Stud & Drywall: Interior walls shown on the drawings shall be of 15.9mm drywall, both sides of 92 or 150mm steel studs.
Fire rated walls shall be constructed in accordance with the requirements of the BC Building Code

7.2. Flooring

- 7.2.1. Athletic rubber: 2 layer vulcanized rubber flooring with non-porous top layer.
Allow for at least 4 colours with custom patterns.
- 7.2.2. Rubber base

7.3. Wall finishes

- 7.3.1. Paint to MPI of BC standards.
- 7.3.2. Clear paint finishes to all CLT and Laminated timber products.

7.4. Suspended Ceilings

- 7.4.1. All suspended ceilings to applicable seismic suspension standard.
- 7.4.2. Drywall suspended ceilings and bulkheads where indicated.

7.5. Doors and Hardware

- 7.5.1. All interior doors shall be either solid core wood, or hollow metal in pressed steel frames.
- 7.5.2. All interior doors in fire separations shall be rated hollow metal in pressed steel frames.
- 7.5.3. Door hardware shall meet accessibility standards, shall be medium duty institutional grade.

8. MECHANICAL SYSTEMS

- 8.1.1. Provide full building mechanical system as mechanical engineering drawings, including:
- 8.1.2. Provide an all new Heating and Ventilating system.
- 8.1.3. Provide all new engineered fire sprinkler system to NFPA 13

9. ELECTRICAL SYSTEMS

- 9.1.1. Install new electrical systems as electrical drawings

END OF OUTLINE SPECIFICATIONS



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Seal:

Project No.: 1381

Drawing Title:

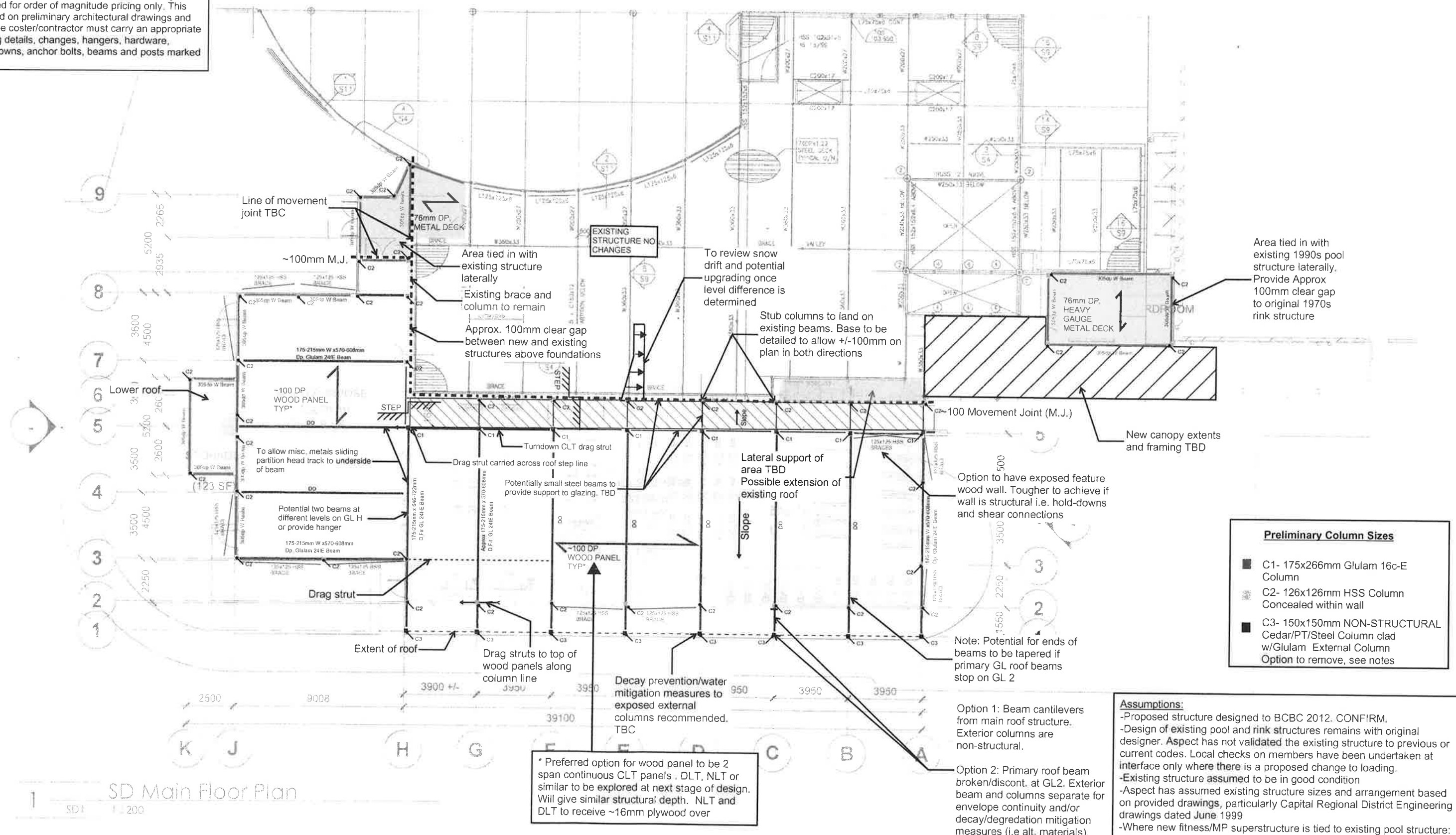
Reference Drawing:

Reference Document:

Drawing No.:

S-01

Schematic Design Disclaimer: This drawing is for preliminary pricing purposes only and shows general structural concepts. The design is incomplete and is intended for order of magnitude pricing only. This schematic design is based on preliminary architectural drawings and are subject to change. The coster/contractor must carry an appropriate allowance for forthcoming details, changes, hangers, hardware, connection design, holdowns, anchor bolts, beams and posts marked without sizes, etc.



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THIS DRAWING IS TO BE READ
IN CONJUNCTION WITH
ALL STRUCTURAL DRAWINGS AND
CONTRACT DOCUMENTS.




Seaparc Fitness Addition

Schematic Structural Framing Superstructure

Assumptions:

- Proposed structure designed to BCBC 2012. CONFIRM.
- Design of **existing pool and rink structures** remains with original designer. **Aspect** has not **validated** the existing structure to previous or current codes. Local checks on members have been undertaken at **interface only where there** is a proposed change to loading.
- Existing structure assumed** to be in good condition
- Aspect has assumed existing structure sizes and arrangement based on provided **drawings**, particularly Capital Regional District Engineering drawings dated **June 1999**
- Where new fitness/MP superstructure is tied to existing pool structure. these small areas represents an approx. increase in roof area of 3% and is deemed to not significantly affect the seismic loads seen, nor ability of existing **structure to withstand** the seismic loads. Existing structure in these **areas** has **been checked for gravity loading only.**

Preliminary Column Sizes

-  C1- 175x266mm Glulam 16c-E Column
 C2- 126x126mm HSS Column Concealed within wall
 C3- 150x150mm NON-STRUCTURAL Cedar/PT/Steel Column clad w/Glulam External Column
 Option to remove, see notes

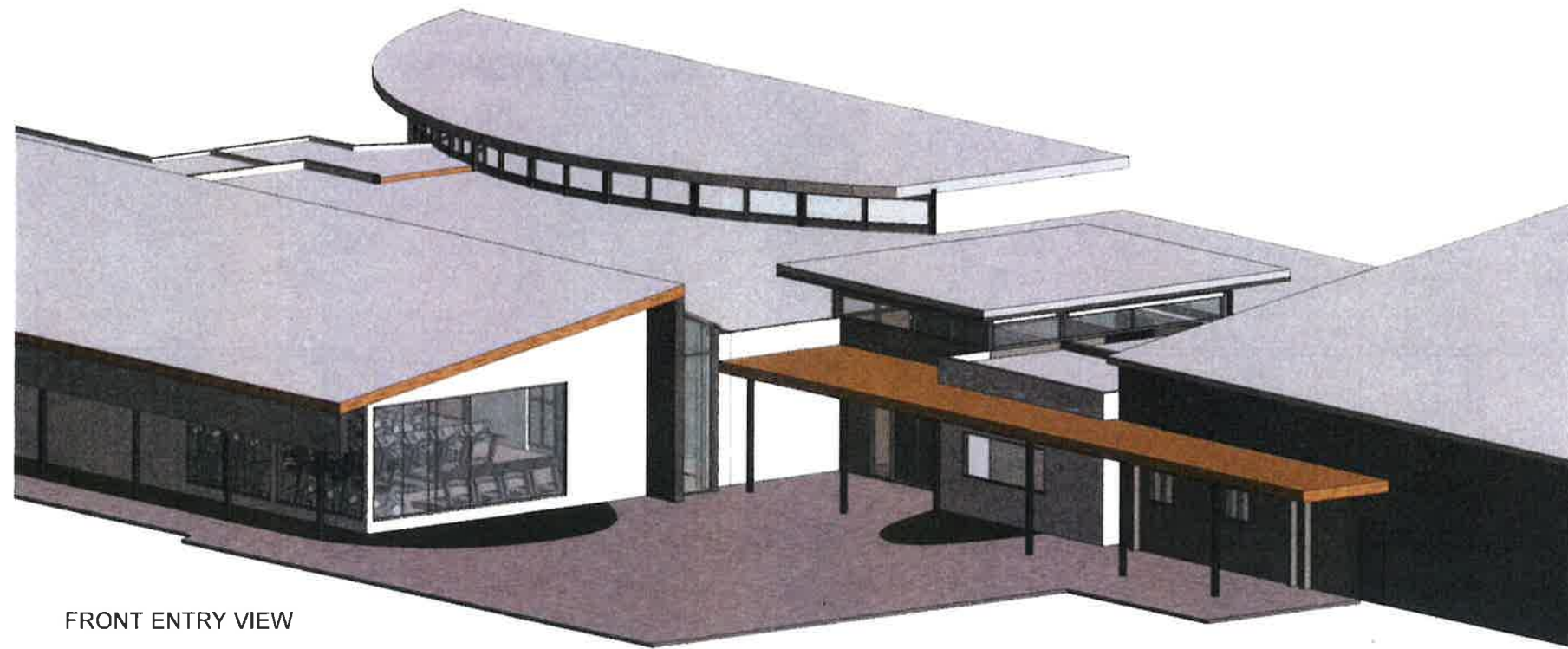
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S-02

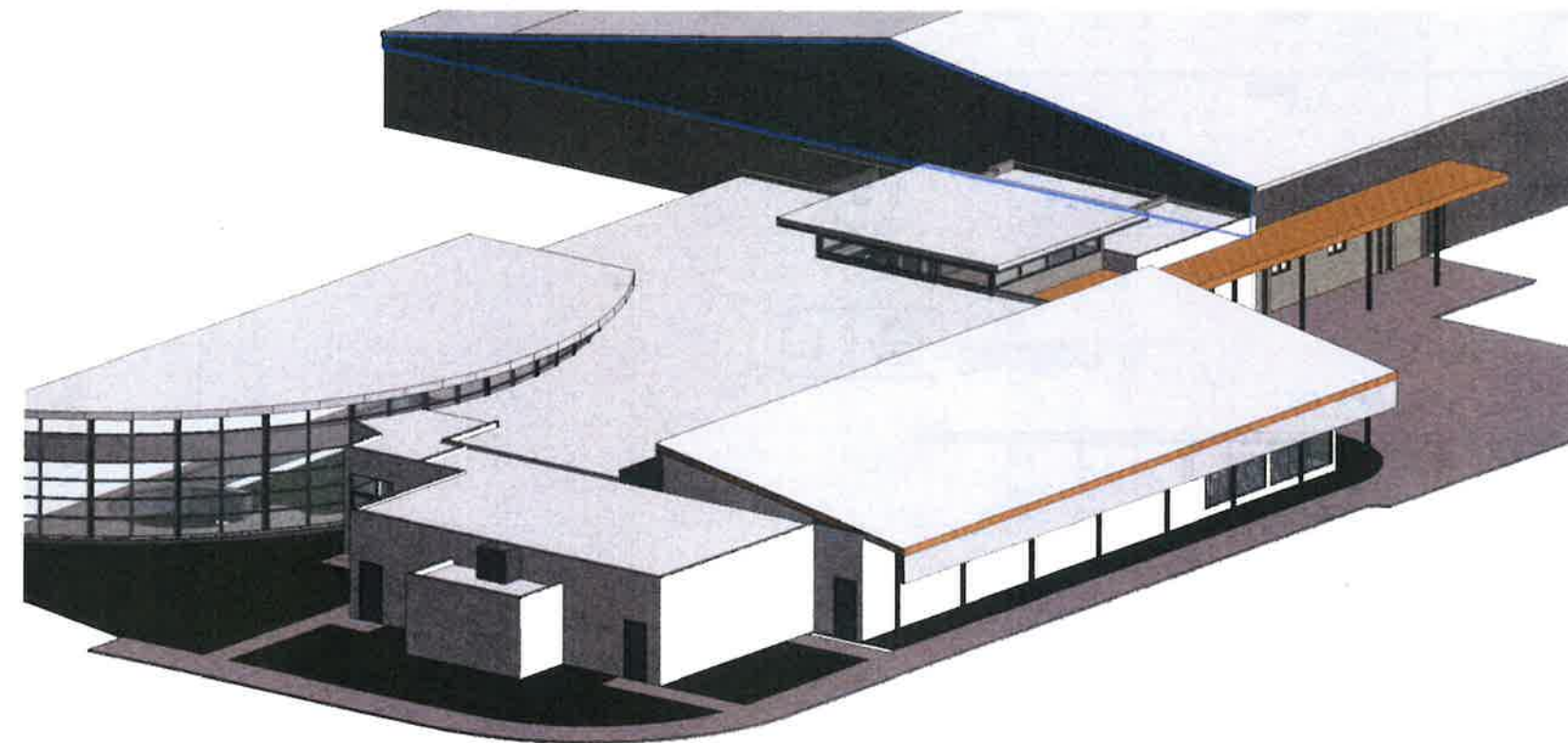
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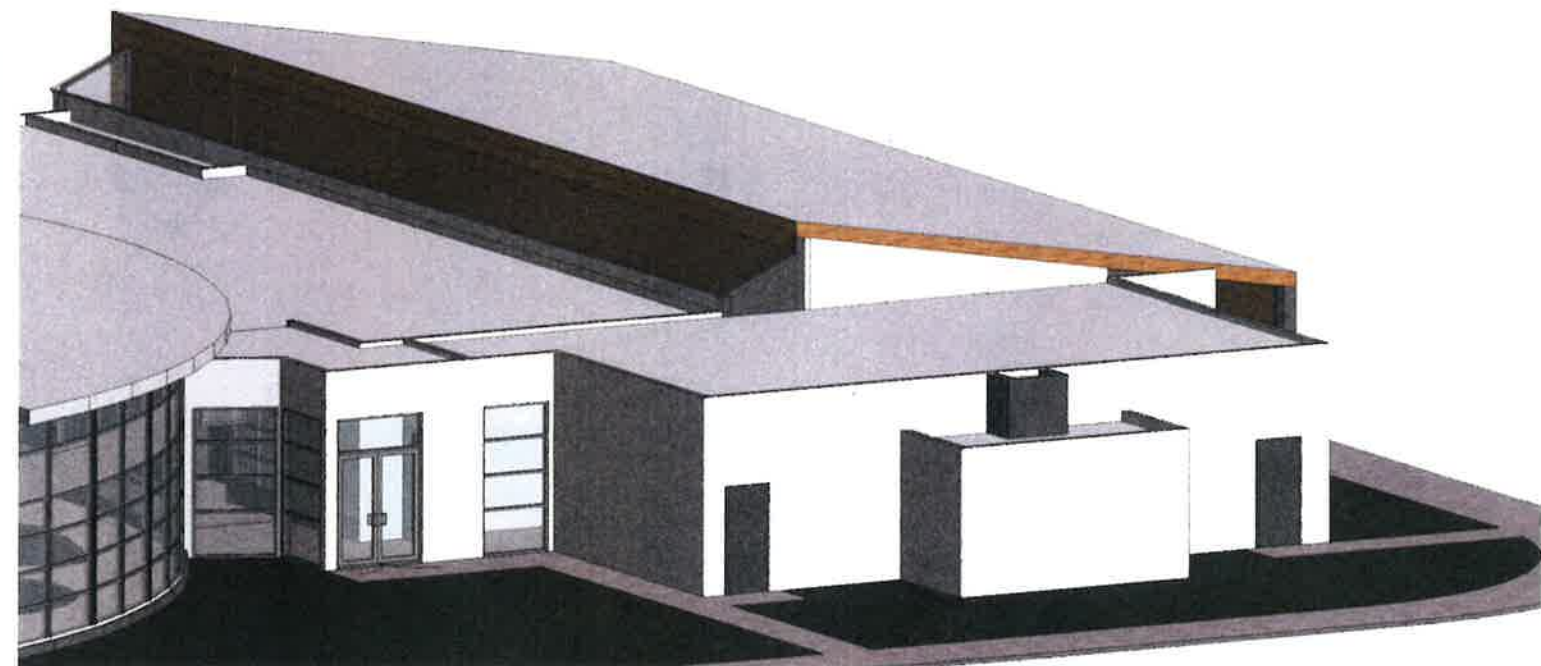
NTS



FRONT ENTRY VIEW



MULTIPURPOSE/FITNESS CONNECTION VIEW



BACK CONNECTION VIEW



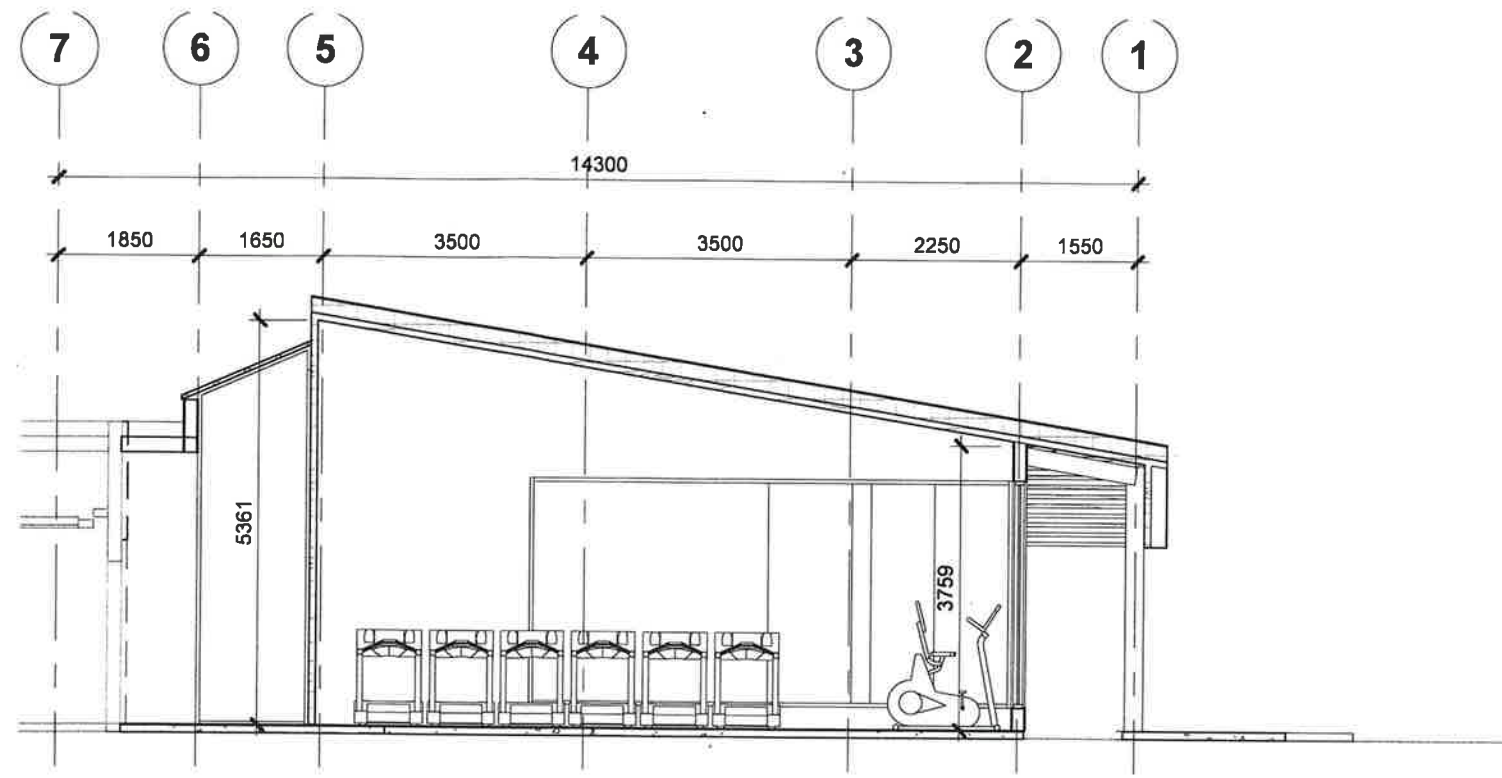
SeaParc Fitness
Multi-Purpose Space
Expansion

SCHEMATIC DESIGN CONCEPT -
VIEWS

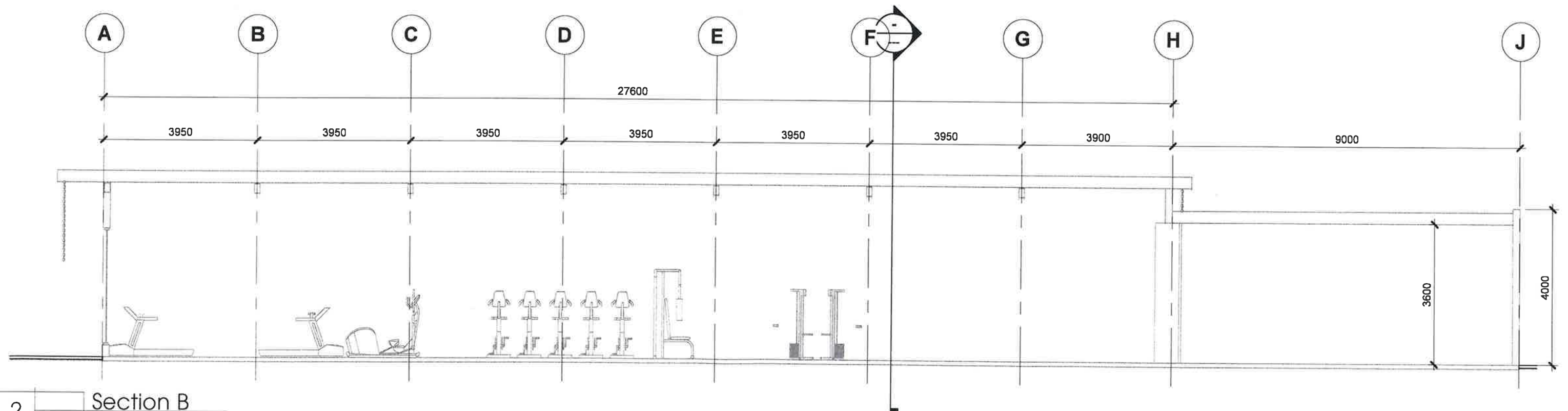


Scale:

Date: Issue Date



1 A200 Section A
SD2 1 : 100



2 Section B
SD2 1 : 100

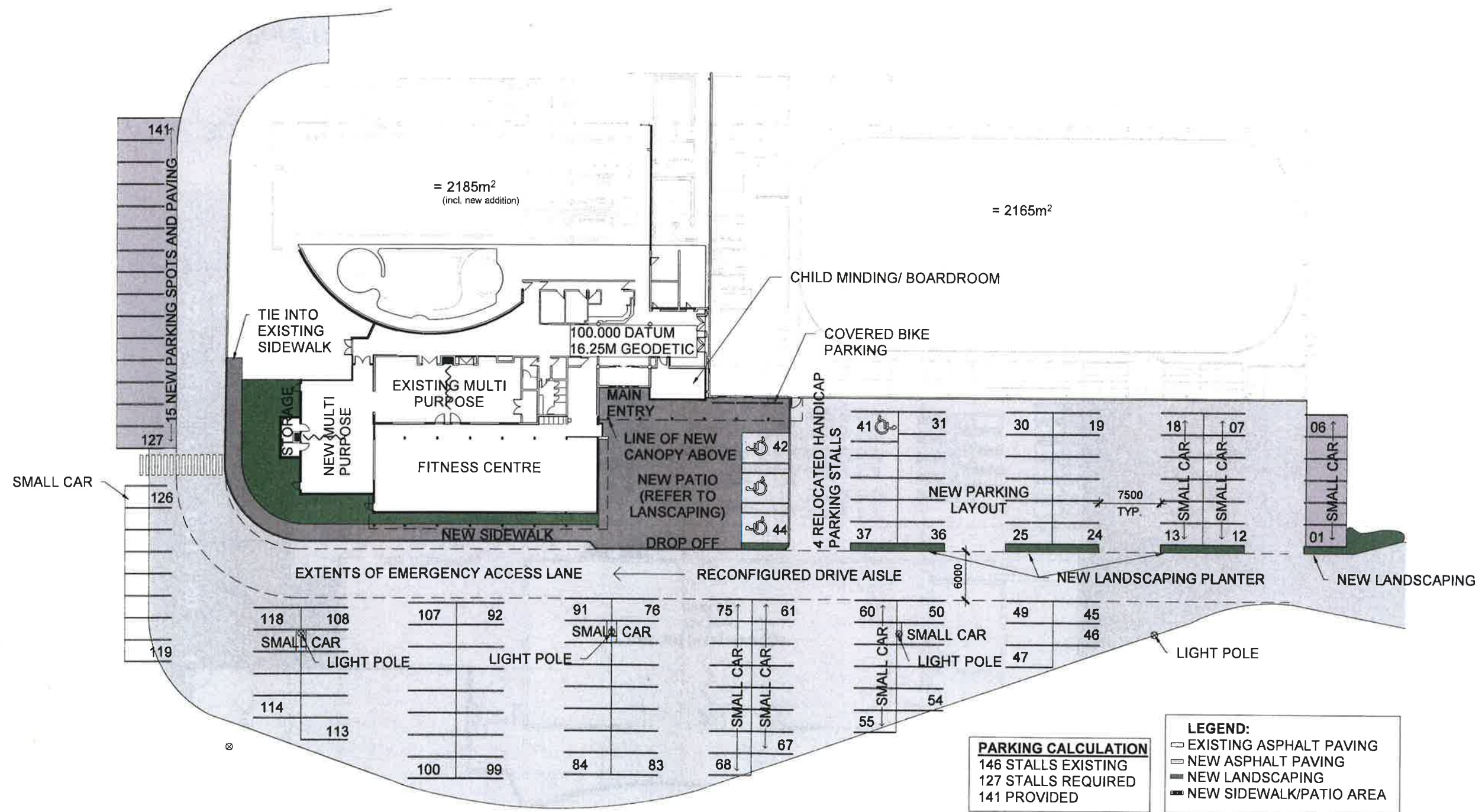


SeaParc Fitness
Multi-Purpose Space
Expansion

SCHEMATIC DESIGN CONCEPT -
SECTIONS



Scale: 1 : 100 Date: Issue Date



1 SD2 SD Site Plan 1_500
 SD4 1 : 500

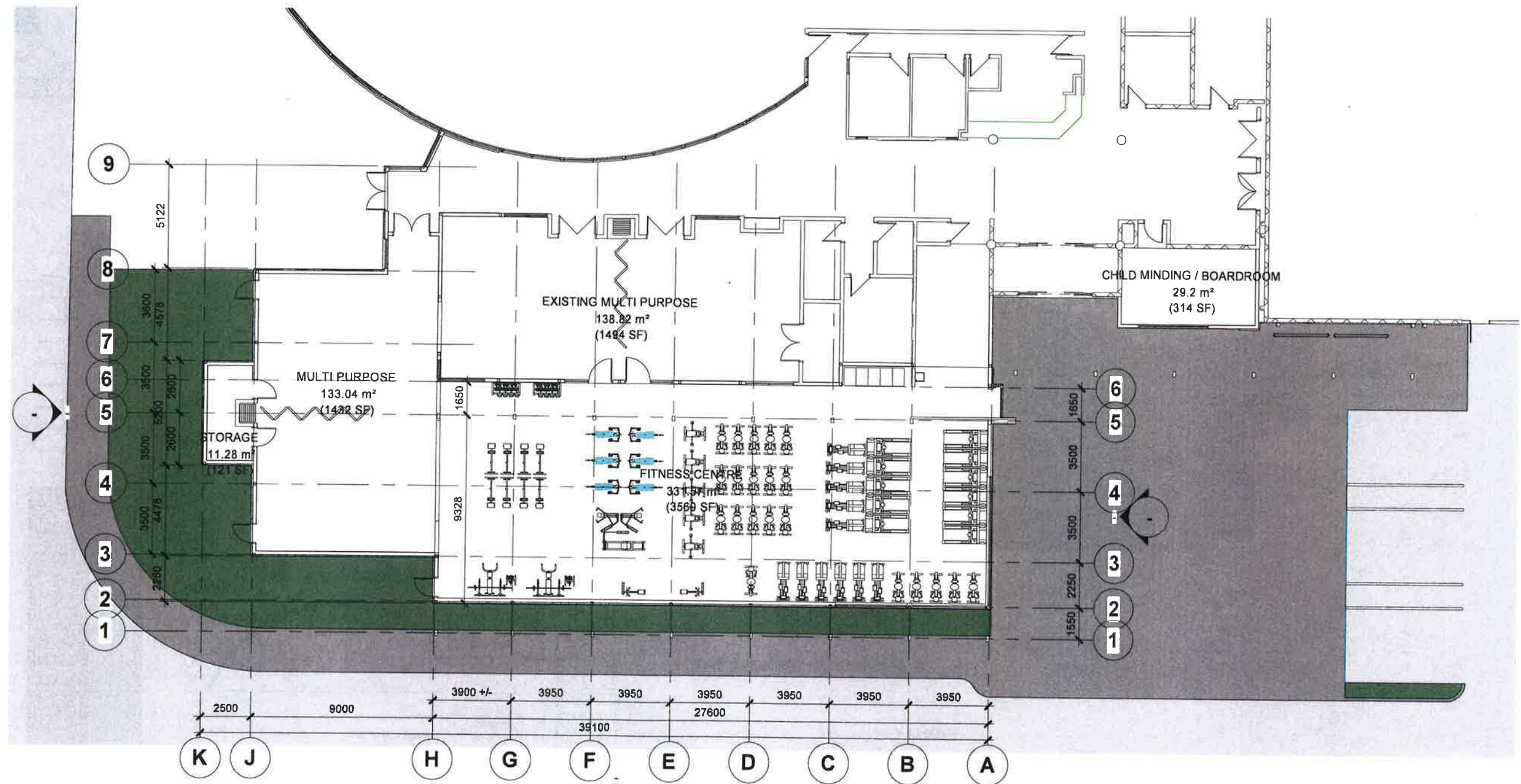


SeaParc Fitness
 Multi-Purpose Space
 Expansion

SCHEMATIC DESIGN CONCEPT - SITE
 PLAN



Scale: 1 : 500 Date: Issue Date



1 SD2 SD Main Floor Plan
SD1 1 : 200



SeaParc Fitness
Multi-Purpose Space
Expansion

SCHEMATIC DESIGN CONCEPT -
MAIN FLOOR PLAN



Scale: 1 : 200 Date: Issue Date

**SEAPARC LEISURE COMPLEX
FITNESS ADDITION
SOOKE, BRITISH COLUMBIA**

CLASS 'C' ESTIMATE

September 14, 2018

Hanscomb

**SEAPARC LEISURE COMPLEX
FITNESS ADDITION
SOOKE, BRITISH COLUMBIA**

CLASS 'C' ESTIMATE

Prepared For:

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September 14, 2018

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Appendices

A – Detailed Elemental Cost Estimate

1. INTRODUCTION

- 1.1 Purpose: This Class 'C' Estimate is intended to provide a realistic allocation of direct and indirect construction costs for the Seaparc Leisure Complex, Fitness Addition, located in Sooke, British Columbia, with exceptions of items listed in 1.5 section.
- 1.2 Methodology: From the documentation and information provided, quantities of all major elements were assessed or measured where possible and priced at rates considered competitive for a project of this type under a stipulated sum form of contract in Sooke, British Columbia.
- Pricing shown reflects probable construction costs obtainable in the Sooke, British Columbia area on the effective date of this report. This estimate is a determination of fair market value for the construction of this project. It is not a prediction of low bid. Pricing assumes competitive bidding for every portion of the work.
- 1.3 Description: The new fitness and multipurpose rooms will be added to the Seaparc Leisure Complex, with minor renovations to the existing space. With both standing seam sloped metal and 2 ply SBS flat roofing, the addition will be supported on standard concrete foundations. The engineered wood roof structure will be supported on both wood and steel columns. The electrical and mechanical systems will be typical for a building of this type and will include sprinklers. The Sitework will include adjustments and reconfiguration of the existing parking areas.
- 1.4 Specifications: For building components and systems where specifications and design details are not available, quality standards have been established based on discussions with the design team.

1. INTRODUCTION

1.5 Exclusions: This Class 'C' Estimate does not provide for the following, if required:

- Land acquisition costs and impost charges
- Development charges
- Legal fees and expenses
- Right of way charges
- Easement costs
- Financing costs
- Fund raising costs
- Owner's staff and associated management
- Relocation of existing facilities, including furniture and equipment
- Cost of contaminated soil removal
- Costs of designated substance removal
- Winter construction (foundation concrete heating & hoarding)
- Third Party Commissioning Costs
- Overtime premiums for work done outside normal working hours
- Phased construction premiums
- Escalation contingency
- Preventative maintenance contracts
- Building permit
- BIM modeling
- Special audio, visual, security equipment or installation other than the provision of systems carried in electrical division
- Loose furniture and equipment
- Window treatments
- Value added tax (e.g. Harmonized Sales Tax, Goods and Services Tax)

2. DOCUMENTATION

This Class 'C' Estimate has been prepared from the documentation:

1. Schematic Design Report, dated August, 2018, received August 28, 2018
2. 21-R104-1-68 Record drawings, received September 4, 2018

All of the above documentation was received from Studio 531 and was supplemented with information gathered in meeting(s) and telephone conversations with the design team, as applicable.

Design changes and/or additions made subsequent to this issuance of the documentation noted above have not been incorporated in this report.

3. COST CONSIDERATIONS

3.1 Cost Base: All costs are estimated on the basis of competitive bids (a minimum of 5 general contractor bids and at least 3 subcontractor bids for each trade) being received in September 2018 from general contractors and all major subcontractors and suppliers based on a stipulated sum form of contract.

Should the above bidding conditions not occur, we can expect to see an increase in the estimated cost of construction.

3.2 Escalation: A contingency of 6.0% has been included for construction cost escalation that may occur between September 2018 and the anticipated bid date of summer 2019 for the project. Escalation during the construction period is included in the unit rates used in the estimate.

3.3 Contingencies: An allowance of 10.0% has been included to cover design and pricing unknowns. This allowance is not intended to cover any program space modifications but rather to provide some flexibility for the designers and cost planners during the remaining contract document stages.

An allowance of 8.0% has been made to cover construction (post contract) unknowns. It is recommended that a provision for this item be included in the overall program budget.

3.4 Unit Rates: The unit rates in the preparation of this Class 'C' Estimate include labour and material, equipment, subcontractor's overheads and profits.

3.5 Taxes: No provision has been made for Goods and Services Tax. It is recommended that the owner make separate provision for GST in the project budget as applicable.

3. COST CONSIDERATIONS (cont'd)

**3.6 Statement of
Probable Costs:**

Hanscomb has no control over the cost of labour and materials, the contractor's method of determining prices, or competitive bidding and market conditions. This opinion of probable cost of construction is made on the basis of experience, qualifications and best judgment of the professional consultant familiar with the construction industry. Hanscomb cannot and does not guarantee that proposals, bids or actual construction costs will not vary from this or subsequent cost estimates.

Hanscomb has prepared this estimate in accordance with generally accepted principles and practices. Hanscomb's staff is available to discuss its contents with any interested party.

**3.7 Ongoing Cost
Control:**

Hanscomb recommends that the Owner and design team carefully review this document, including line item description, unit prices, clarifications, exclusions, inclusions and assumptions, contingencies, escalation and mark-ups. If the project is over budget, or if there are unresolved budgeting issues, alternative systems/schemes should be evaluated before proceeding into the next design phase.

Requests for modifications of any apparent errors or omissions to this document must be made to Hanscomb within ten (10) days of receipt of this estimate. Otherwise, it will be understood that the contents have been concurred with and accepted.

It is recommended that a final update estimate be produced by Hanscomb using Bid Documents to determine overall cost changes that may have occurred since the preparation of this estimate. The final updated estimate will address changes and additions to the documents, as well as addenda issued during the bidding process. Hanscomb cannot reconcile bid results to any estimate not produced from bid documents including all addenda.

4. GROSS FLOOR AND SITE DEVELOPED AREAS

GROSS FLOOR AREAS:

	Existing Complex	New	Renovation	Project	Pool & Fitness	New Complex
Description	m2	m2	m2	m2	m2	m2
Existing Arena	2,165					2,165
Existing Fitness	1,674		1,674	1,674	1,674	1,674
Addition		511		511	511	511
TOTAL	3,839	511	1,674	2,185	2,185	4,350

SITE DEVELOPED AREA:

Description	m2
Area of Site	5,571
Building Footprint Area (addition)	511
Site Developed Area	5,060

Site Developed Area is the area of the site less the footprint area of the building.

The above areas have been measured in accordance with the Canadian Institute of Quantity Surveyors' Method of Measurement of Buildings by Area and Volume.

5. CONSTRUCTION COST ESTIMATE SUMMARY

COST SUMMARY:

- Net Building Construction	1,820,700
- Site Development	175,500
- Ancillary Work	6,300
Total- Including Site	2,002,500
- General Requirements & Fee	307,600
Total- Excluding Contingencies	2,310,100
- Design and Pricing Allowance	231,000
- Escalation Allowance	152,500
- Construction Allowance	215,500
Total- Including Contingencies	\$2,909,100
- Harmonized Sales Tax	0
Total Construction Estimate	\$2,909,100

Class 'C' Cost Analysis - Seaparc Fitness Addition

Description		Class 'C' Estimate 14-Sep-18	Exclusions	Class 'C' Adjusted
Net Building Construction		1,820,700	10,000	Signage
Site Development		175,500	24,000	Power to Doors
Ancillary Work (Demolition)		6,300	50,000	Bike Canopy
			50,000	Childminding/Boardroom
			124,400	Site Development
Total including Site		\$2,002,500	\$258,400	\$1,744,100
General Requirements and Fees (12%+3%)		307600		\$261,615
Net Construction Cost		\$2,310,100		\$2,005,715
Construction Contingency (8%)		215,500		184,808
Sub-Total Construction Cost		\$2,525,600		\$2,190,523
Escalation Allowance (4%)		152,500		\$92,404.00
Design Allowance (10%)		231,000		\$231,010.0
Total Construction Cost-Base Estimate		\$2,909,100		\$2,513,937



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF SEPTEMBER 20, 2018**

SUBJECT Staff News

PURPOSE Information

ADMINISTRATION

Golf Course

The last day of the 2018 golf course season will be October 14th. The course has seen growth in attendance this year. Final numbers will be provided and reviewed at the end of the season. SEAPARC has received several donations of used golf equipment which will be used for schools events, tournaments and rentals.

Shower Temperature

Both Arena and Pool domestic shower system temperatures have been fluctuating. This has been a challenge and is currently being repaired. Steps are being taken to ensure facility shower temperatures are being logged with sensors that will detect major changes and alert staff automatically. The goal is to ensure a great shower experience for every customer using the facility.

Grant Announcements

In a joint announcement at UBCM 2018, the Canadian and BC government announced the application launch of the new Community, Culture and Recreation (CCR) Infrastructure program. The program will distribute up to \$134 million in funding toward public infrastructure projects that create, "improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including indigenous peoples and vulnerable populations."

The program will provide access to funding for projects that upgrade and build sports facilities, trails, local community centres and spaces for arts and culture. SEAPARC has several capital projects that may qualify including the multi-sport box (2019), outdoor activity space development (2020) and skate park (2021).

Regional Districts may submit one application for each community in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area. All applications must meet grant requirements and also require CRD board resolution. Application deadline is January 23, 2019.

Multi-Use Sport Court

A letter was sent to District on June 25 notifying them of the Commission's June 21, 2018 motion:

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Perkins that the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) asks Sooke Council to provide SEAPARC with an Agreement in Principle to design and build a multi-use sport court on land owned by the District and access \$400,000 set aside in the Playing Field Reserve Fund (Bylaw No. 608) for the project.

CARRIED

On July 23 Sooke Council gave first reading to bylaw to amend definition of "playing field" (excerpt from minutes below)

Bylaw No. 718 (608-01) - Playing Field Reserve Fund Bylaw

A bylaw to amend the Playing Field Reserve Fund Bylaw, 2014.

As Councillor Berger was absent, the Mayor read her comments. Sooke Electoral Area Parks and Recreation Commission (SEAPARC) background on previous application for multi-use sports box, the long-standing agreement with SEAPARC and Sooke, and finally that SEAPARC lacks access to land but is willing and able to build, maintain and operate a multi-use sports box.

Council Discussion:

- *Confirmation that Sooke will maintain ownership of land in Sunriver, should this location be used for a multi-use sports box, with SEAPARC managing the operations and maintenance.*
- *Concerns with the agreement process were rectified knowing that SEAPARC will work with the District to ensure an amicable agreement obtained.*

Mike Hicks, SEAPARC representative, addressed Council providing an overview of SEAPARC and the partnership between Sooke & Juan de Fuca. Mr. Hicks highlighted what the Commission offers the community and how the new multi-use sport court will enhance community sports and provide a service not available currently in Sooke.

2018-365

MOVED by Councillor Pearson, seconded by Councillor Reay:

THAT Council give First reading to the bylaw cited as Playing Field Reserve Fund Amendment Bylaw No. 718 (608-01), 2018.

CARRIED.


Colleen Hoglund
Program Services Manager


Steve Knoke
SEAPARC Manager



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF SEPTEMBER 20, 2018**

SUBJECT

SEAPARC Aquatic Recruitment Program

ISSUE

Challenges have been identified in recruitment for aquatic related auxiliary positions. Lack of aquatic staff resources may impact aquatic service levels and program delivery.

BACKGROUND

The 2018 unemployment rate in Greater Victoria is currently at historical lows. This, combined with high training expenses and a minimum 6 month training requirement, have led to a lack of qualified candidates in the region. Compounding this, annual fall staff turnover has magnified this staff shortage specifically in qualified lifeguarding staff.

SEAPARC's aquatic facility operates under a required permit from the Vancouver Island Health Authority. This permit requires staff be certified in lifeguarding skills and receive regular training in emergency procedures. SEAPARC pool is unable to open to the public unless qualified staff are present and on duty on the pool deck.

ALTERNATIVES

That SEAPARC Commission:

1. Receive this report for information and direct staff to pursue the creation of a recruitment program with access up to \$5,000 for staff training and development purposes
2. Receive this report and refer back to staff for more information

IMPLICATIONS

High school and college students are often the main source of auxiliary aquatic workers, however the cost and time to become a Lifeguard/Instructor is significant, and often the main barrier for students interested in pursuing this occupation. The current industry cost associated with complete Lifeguarding certification is \$800 and takes approximately 6 months. The current industry cost associated with complete instructing certification is \$500 and takes approximately 3 months.

SEAPARC Administration would like to create a program in which applicants are sponsored to complete advanced aquatic courses in an effort to become qualified lifeguards and/or instructors. The ultimate goal would be improving and sustaining adequate staffing levels at SEAPARC. This program would ease the cost of certification and be available to all current SEAPARC staff and to the public through an application process. Funding would be used to provide group discounts and new opportunities through education. Coordinated training often leads to a reduction of training time due to courses and certifications being offered back to back leading to less delay due to attendance uncertainty or course cancellations.

Creating a sponsorship program could reduce and remove the financial barriers associated with taking advanced aquatic courses. Students, employees and the public would apply to participate in the program, and if they successfully complete the courses, they could be guaranteed a job interview, and include volunteer hours to gain work experience to better prepare them for the position.

Edward Milne Community School Principal, is in support of this program and assisting SEAPARC with recruiting suitable applicants.

GROWTH MANAGEMENT IMPLICATIONS

Sooke is growing and will require more aquatic staff to provide an increased number of programs. Instructor wages could be incurred by SEAPARC. This program will improve SEAPARC's ability to recruit skilled employees and provided increased service delivery levels as the community grows.

ECONOMIC IMPLICATIONS

This recruitment program would be developed specifically for SEAPARC to address challenges and would require access to \$5,000 from SEAPARC's \$16,280 annual training and development budget. The training budget is allocated annually and include conferences and professional development. Currently SEAPARC has \$5,000 available and will modify training expenses to ensure staff training budget remains. It is anticipated that funds may not be required annually. As SEAPARC works to address this current gap, growing and developing local certified staff will create bench strength in the aquatic field.

CONCLUSION

Challenges have been identified in recruitment for aquatic related auxiliary positions. Lack of aquatic staff resources may impact aquatic service levels and program delivery. By introducing an aquatic staff sponsor program, SEAPARC will improve and maintain staffing levels to meet the public's demand for aquatic services.

RECOMMENDATION(S)

That SEAPARC Commission:

Receive this report for information and direct staff to pursue creation of a recruitment program and access up to \$5,000 for staff training and development purposes.


Colleen Hoglund
Program Services Manager


Steve Knoke
SEAPARC Manager

SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS

May 1 – August 31, 2018

Administration:

- Thank you for the lovely music from 6am - 7am *(May 4)*
- Larger bench in family changeroom *(May 4)*
- Would be better if monthly/yearly pass membership allowed attendance at ALL registered sessions. Improve attendance. *(May 6)*
- Posted on SEAPARC Facebook page:
Hi SEAPARC Team,
I just picked my mother up after her morning swim. Apparently. the first 20 minutes or so were just wonderful, until a man joined her and another woman in their double lane. She says that he kept touching her (as well as the other lady) on her hips, shoulders, feet etc. which was very disturbing for her as she felt that he went out of his way to do so.
She flagged down a lifeguard and asked if he could ask the man to move to another lane; he got his supervisor who then told my mother to move out of his way herself.
My mother was then subjected to a barrage of verbal abuse by the swimmer for the rest of her swim. My mother (who is visiting from Germany) had been looking forward to her regular swims during her visit to Sooke for months. I am very disappointed that her time at SEAPARC was tainted by this experience, as now she doesn't feel comfortable going back.
Regardless of whether the man was going out of his way to get physical with the women in the same lane or whether he was just very inconsiderate of the other swimmers, I feel that everybody deserves swimming without being repeatedly bumped into (on purpose or not) and if they muster all their courage to ask staff for help, they should be heard and protected. (Not to mention the verbal abuse that followed the incident, which the staff could have stepped in for as well!)
Everybody deserves a positive experience and every story as two sides to it, but I am letting you know of my mother's distress. I hope that your staff can be more sensitive towards people asking for help in the future. Thank you for understanding. *(May 15)*
- It sure would be great to add a childminding area when the reno happens! There is nowhere in Sooke where mom's can workout, with their kiddies in tow. Thanks You!
Think about it! Big opportunity for you guys! :) *(May 21)*
- In the ladies change room, women are not putting their clothing in the lockers. Shoes are left out on the floor (I tripped this am) clothing left hanging & children's diaper on the floor. There should be a policy & signage re; all personal items safely stored in the available lockers. So what happens for people with canes, small children & disabled people- this is a safety issue. *(May 29)*
- Thank you for: #1 - Great staff, #2 - Warmer water in the big pool. Good for older body!
Thanks, good be back *(July 3)*
- #1 Want to put in a request for spin bikes ASAP. *(July 19)*
- Put a sign up to promote your EV chargers that is visible from Highway 14:) *(July 24)*
- How about the cool swimsuit dryers like at the West Shore "Y"? *(July 25)*
- Golf Course Comment:
Describe your idea: One or two golf carts to rent - if playing 18 holes.
What Are the Benefits of your Idea? Hard to walk course. Move us older people along faster.
Additional Comments: Please! My wife had to stop going because its too hard to walk *(July)*
- Golf Course Comment:
Describe your idea: It would be really awesome if you had a little coffee/sandwich shop here. Or restaurant but a cafe would be cheaper and would still do awesome here as it's a good location.
What are the benefits of your idea? It would be cool if you could rent clubs or a golf cart.
Additional comments: Maybe do a kids camp or something. *(July)*

SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS

May 1 – August 31, 2018

Administration (continued):

- Google My Business rating/comment: 5 stars Staff are super friendly and helpful! The place is clean and well kept. It's got a good sized pool, kid pool and hot tub. I'd highly recommend this recreation center to locals, travelers and families. (Aug. 12)
- Too many rules!!!! (Aug. 24)

Programs:

- Restorative/Yin Yoga class with Anthea please :) !! (May 14)
- Love the walking group & time for pilates/yoga class (May 23)
- Rcvd via SEAPARC email:
Can you tell me with the expansion that will be taking place at sea parc, will they be offering indoor spin cycle classes at any point? (June 1)
- Received via SEAPARC email:
It would be amazing if Seaparc could purchase several spin bikes and offer classes. I'd pre-register now if this happened and if Jacklyn were teaching it! She does an excellent job at teaching it and motivating and inspiring her participants! (June 7)
- My son and his friends have been part of boys unplugged for years now & want to continue, but have aged out (now 15). Would love to see an age increase or maybe another age bracket? for the program so they can continue on another year (or 2!). Great program; nice to get them outdoors & active! (June 8)
- Tara, I would like to thank you for the last two years of preschool with Westan. I knew last year when I enrolled him that he would make memories and friends but I had no idea the impact his teacher would have.
Westan looks up to you and considers you to be among his friends. You have become a very important person to him.
Sam and yourself have taught Westan things that can only be learned through a program like the kind you are running and it does not go unnoticed.
I know Westan will miss you all but I didn't realize how much I will also miss going to drop him off and pick him up.
Hopefully as my other children grow, they will also get the opportunity to know you and have your influence in their lives as well
Thank you again for all you do and I hope to see you again in the future!! Have a great summer. (June 22)
- My 2 girls did 2 summer camps thru you. Little Trekkers and For the Girls. Both were so happy to go everyday and came home so happy. As a parent I appreciated NO sunburns or heat stroke - leaders were amazing. Thanks for the great programs to help out us working parents. (Aug. 1)
- At times kids cross swim lanes. It will only foster bad habits. (Aug. 7)
- I'm taking the 50+ strength and fitness classes on Tuesdays and Thursdays during the summer. The class is held at the ball diamond. I know you have no control over this, but the number of cigarette butts down there is disturbing. A real fire hazard and unsightly. (Aug. 7)
- Thank you so very much to Grace for getting Tai into the pool and getting him interested in swimming again. Tai has ADHD and needs alot of one on one time. Initially he was very frightened but Grace worked him through his fear. (Aug. 10)
- It was our first visit and we loved it. Lifeguards kept the pool deck tidy and clean. We loved the diving board! (Aug. 10)

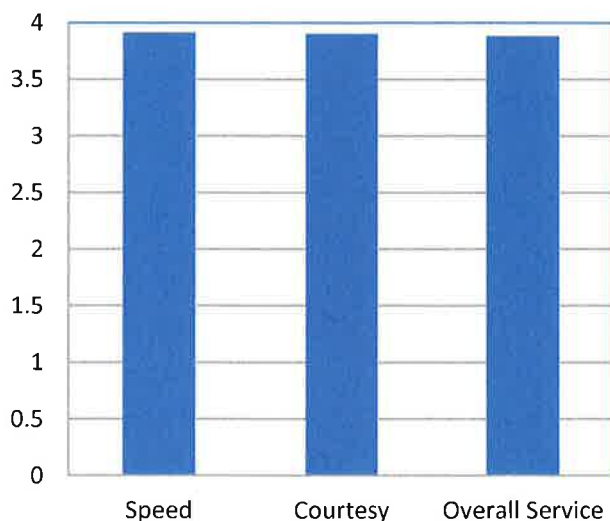
SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS

May 1 – August 31, 2018

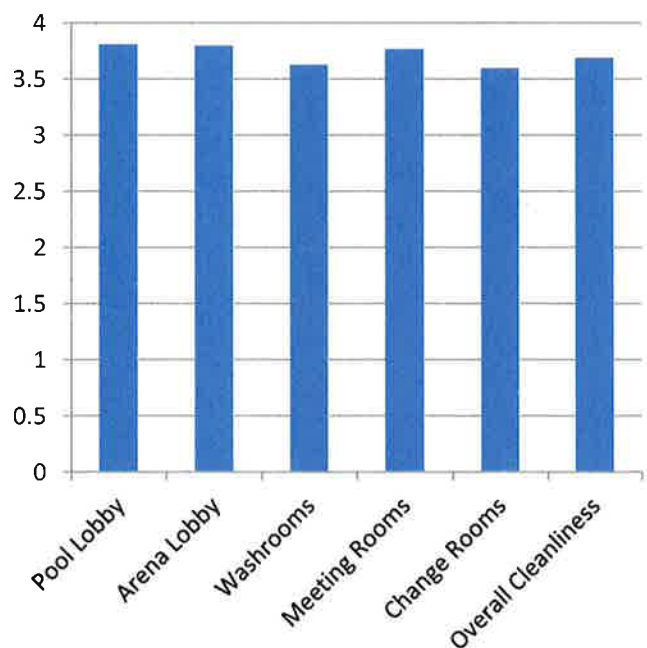
Maintenance:

- The sauna a while back was too hot but now I find it too cold. (May 7)
- Saunas are extremely good for your health but need to be hot enough to elicit heat shock proteins. Studies show that people who sauna regularly - 4-5 X a week have 40% less chance of dying from the 3 big killing heart/stroke/cancer. Its very important for health that the sauna is hot enough right now it isn't. (May 10)
- AHEM! Just remarking that I have removed a shampoo bottle to recycling (wed) FROM WOMENS GARAGE & a water bottle TODAY. EVERY BIT COUNTS, YEAH? YES :) (May 14)
- Comment received on Facebook page: was curious to know when the sauna will be fixed and working properly, cause a luke warm sauna is no fun. (May 22)
- I would like to see the sauna repaired/heated up please. It is an absolute god send for my arthritis. Thanks (May 23)
- Please turn the sauna up. Really disappointing! (May 31)
- Larger shampoo holders in showers, Please the wire type (June 8)
- #2 Showers are too hot. Could they be turned down? (July 19)
- Shower water extremely hot. My son was bright red after rinsing off. (July 30)
- Showers way too hot. (July 31)
- Showers still too hot (Aug. 2)

Customer Service Ratings



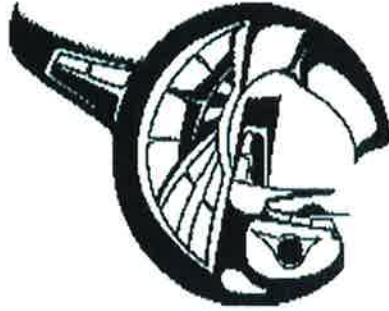
Facility Cleanliness Ratings



■ Excellent = 4, Good = 3, Fair = 2, Poor = 1



**Thank you for your wonderful donation
towards our Spring Carnival!**



Thank You

SASEENOS ELEMENTARY SCHOOL PAC

JUL 18 2018

Thank you so much!!



We would like to thank you and your company, **SEAPARC RECREATION CENTRE**, for the generous gift for the RCM SAR 37 Sooke online auction.

Our auction was a huge success and would not have been possible without your support.

The auction funds will be used to help with the operational needs of our emergency response vessels, as well as fuel and maintenance costs. These can be as much as \$10,000.00, per year per vessel, not including the future refit expense for our vessels over the next 10 years.

Once again, thank you on behalf of RCM SAR 37 Sooke. You are truly making a difference by helping us to continue saving lives on our waters!

Juan de Fuca Marine Rescue Society part of RCM SAR Station 37, Sooke BC



**THE 2018 COMMUNITIES IN BLOOM COMMITTEE
RECOGNIZES:**

SEAPARC LEISURE COMPLEX

**Communities in Bloom
Neighbourhood and Business Beautification Awards**

July 16, 2018

