



**CAPITAL REGIONAL DISTRICT
Sooke & Electoral Area Parks and Recreation Commission**

Tuesday, September 15, 2020 at 1 pm
SEAPARC Fitness Studio

AGENDA

1. Call to Order
2. Approval of Agenda
3. [Adoption of Minutes of July 28, 2020](#)
4. Chair's Report
5. Directors' Report
6. Youth Member's Report
7. Presentation/Delegations
8. Commission Business
 - a) [Sunriver Multi-Use Sport Box Report](#)
 - b) [SEAPARC Gravel Parking Area Upgrade Report](#)
 - c) Golf Course Ball Net – Verbal Report
 - d) Festival of Trees – Verbal Report
9. New Business
10. Round Table
11. Adjournment

To ensure quorum, please advise Shannon Asdal at sasdal@crd.bc.ca if you cannot attend.

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Tuesday, July 28 at 5pm
Held at SEAPARC Leisure Complex Multi-Purpose Room A, Sooke, BC**

Mission Statement:

*"Sooke & Electoral Area Parks and 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: A. Beddows (Chair), J. Perkins (Vice-Chair), M. Hicks (Director), M. Tait (Director)
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, S. Asdal, Recording Secretary
Absent: D. Bishop, D. Little, H. Johnson
Public/Press: 10

1. CALL TO ORDER

The Chair called the meeting to order at 5:01pm.

2. APROVAL OF THE AGENDA

MOVED by Director Tait, **SECONDED** by Director Hicks,
That the agenda be approved.

CARRIED

3. ADOPTION OF THE MINUTES OF JUNE 12, 2020

MOVED by Commissioner Perkins, **SECONDED** by Director Tait,
That the minutes of the April 24 meeting be adopted.

CARRIED

4. CHAIR'S REPORT

The Chair advised that the District of Sooke was successful in its grant application to acquire funding for a multi-use sport box and will be seeking public input once the project moves to the conception stage.

5. DIRECTORS' REPORT

Director Tait provided background information on the multi-use sport box project including how the project was initiated, how funding was acquired, the partnership process with SEAPARC and plans for public consultation going forward.

6. YOUTH MEMBER'S REPORT: There was none.

7. PRESENTATIONS/DELEGATIONS

a) Delegation: Megan McMath Re: Event Support

M. McMath advised that a group of community members are planning a recreational triathlon to be held in Sooke and are seeking permission to use SEAPARC's lower field as the finish location. A COVID-19 safety plan will be developed to ensure all safety requirements are met.

The Commission agreed to discuss the request under New Business.

8. COMMISSION BUSINESS

a) 2020 Financial Plan Amendment Report

S. Knoke provided an overview of the report.

Discussion points included:

- the possible need to track expenses related to COVID-19
- status of auxiliary staff

MOVED by Director Tait, **SECONDED** by Commissioner Perkins,

That the Sooke and Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:

That the 2020 Sooke and Electoral Area Parks and Recreation Commission financial plan be amended, as shown in Appendix A, for reduced services and programs with no anticipated deficit, as a result of the COVID-19 closures and phased re-opening plan.

CARRIED

b) Staff News Report

C. Hoglund and S. Knoke provided an overview of the report and expressed their thanks to SEAPARC staff for all their hard work in dealing with the many changes due to COVID-19.

Discussion points included:

- ice bookings for Sooke Minor Hockey
- impact on ice installation date if COVID-19 restrictions change

MOVED by Director Tait, **SECONDED** by Commissioner Perkins,
That the report be received for information.

CARRIED

c) Fitness Gym and Multi-Purpose Space Addition – Project Completion Report

S. Knoke provided an overview of the report and possible options for the anticipated \$200,000 surplus.

Discussion points included:

- loan payment for fitness equipment
- quote to pave SEAPARC parking lot

The Commission directed staff to report back on the current balance of the Capital Reserve Fund and to provide total costs to complete the paving of the parking lot.

MOVED by Director Tait, **SECONDED** by Director Hicks,
That the report be received for information.

CARRIED

9. NEW BUSINESS

a) Correspondence – Sooke Minor Hockey Request to Install Memorial Plaque in Arena

MOVED by Director Hicks, **SECONDED** by Director Tait,
That the request for Sooke Minor Hockey to install a memorial plaque in the SEAPARC arena be approved.

CARRIED

b) Multi-Use Sport Box Staff Report

S. Knoke requested direction from the Commission on preparing a staff report regarding the construction and operation of the multi-use sport box. The Commission discussed the process for the planning and construction phase.

MOVED by Director Tait, **SECONDED** by Commissioner Perkins,
That staff be directed to report back on preliminary construction and operating costs for the multi-purpose sport box.

CARRIED

The Commission confirmed that the consultation process for the sports box will be carried out by the District of Sooke and residents will have an opportunity to provide feedback at that time.

c) Request for Event Support for Triathlon

The Commission discussed safety requirements for the triathlon. S. Knoke confirmed that if the event goes ahead, a rental agreement will be completed requiring adherence to safety measures.

MOVED by Director Hicks, **SECONDED** by Commissioner Perkins,
That the request to use SEAPARC's lower field to host the triathlon be approved.

CARRIED

10. MOTION TO CLOSE MEETING

MOVED by Director Tait, **SECONDED** by Commissioner Perkins,

That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the Commission considers that disclosure could reasonably be expected to harm the interests of the Board.

CARRIED

- closed meeting started at 6:10pm and concluded at 6:23pm
- regular meeting reconvened at 6:23pm

11. ROUND TABLE: There was none.

12. ADJOURNMENT

MOVED by Director Tait, **SECONDED** by Director Hicks,
That the meeting be adjourned at 6:23pm.

CARRIED

Al Beddows, Chair

Shannon Asdal, Recorder

**REPORT TO SOOKE ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, SEPTEMBER 15, 2020**

SUBJECT Sunriver Multi-Use Sport Box Project

ISSUE SUMMARY

Project Implementation Strategy

BACKGROUND

In 2010, the SEAPARC Commission identified that an outdoor multi-use sport box facility was desired by the community of Sooke and the Juan de Fuca Electoral Area. SEAPARC pursued grant funding through the 2010 Legacies Now Local Sport Program Development Fund. A grant application was submitted but was unsuccessful and the project was temporarily shelved.

In 2015, SEAPARC completed a strategic planning process. This plan identified the sport box project as a high priority. The project was added to SEAPARC's future capital plan, subject to grant funding and finding an available location.

In 2018, a grant funding stream was announced by Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Program. This funding aligned with the sport box project. SEAPARC was not in a strong position to apply for this a grant as they had recently received a large grant for a new fitness expansion and did not have land to construct the project on. Through discussions with the District of Sooke (DOS), it was identified that a better opportunity existed for DOS to apply for the sport box funding. Along with land, DOS also held dedicated funds of \$400,000 for recreation development for the Sunriver location. Together DOS and SEAPARC prepared the grant application and identified the Sunriver seed funds (\$400,000) and location as a prime space for the sport box development. This grant application met the funding requirements and was successful. DOS received a grant for \$892,778 for the project in the summer of 2020.

On July 28, 2020, the SEAPARC Commission gave direction to staff to prepare a report proposing a plan for SEAPARC to lead construction and operation of the sport box project.

ALTERNATIVES

Alternative 1

That the Sooke and Electoral Area Parks and Recreation Commission present this report to the District of Sooke Council, recommending to proceed with signing an agreement with SEAPARC/CRD based on the project charter. DOS to delegate SEAPARC/CRD full authority to deliver the project and responsibility for the new facility operation.

Alternative 2

That the Sooke and Electoral Area Parks and Recreation Commission present this report to the District of Sooke Council, recommending that Sooke manage the project design/construction with SEAPARC/CRD managing the annual operation.

Alternative 3

That the Sooke and Electoral Area Parks and Recreation Commission refer this report back to staff for further information.

IMPLICATIONS

Intergovernmental Implications

The proposed project charter (Appendix A) identifies the stake holders, process, scope and deliverables for the Sunriver sport box project.

By entering into an agreement with DOS based on the project charter, DOS is to delegate SEAPARC/CRD full authority to deliver the project and responsibility for the new facility operation. With this arrangement, the project will be delivered and operated by the most appropriate team. The team will add great value to this project and the new facility will be an asset to the community.

Financial Implications

Preliminary budget available for the project is \$1,292,778. This budget will be refined as the design progress and project scope is confirmed. SEAPARC will provide costs associated with operation of the sport box facility after commissioning. These costs will include daily inspections, cleaning and routine maintenance.

CONCLUSION

DOS and SEAPARC have worked together to successfully secure grant funding for a new sport box in the community. The next step is completing construction and operation of the new facility. The project charter outlines the agreements and process that SEAPARC has presented to complete the project.

RECOMMENDATION

That the Sooke and Electoral Area Parks and Recreation Commission present this report to Sooke Council, recommending to proceed with signing an agreement with SEAPARC/CRD based on the project charter. DOS to delegate SEAPARC/CRD full authority to deliver the project and responsibility for the new facility operation.

Submitted by:	Steve Knoke, Manager, SEAPARC
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ATTACHMENT

Appendix A: Sunriver Multi-Use Sport Box Project Charter



Project Name:	Sunriver Multi-Use Sport Box
Project Phase:	Project Planning and Initiation
Charter Version No.:	1.0
Department Name:	Parks and Environmental Services
Division Name:	SEAPARC
Project Client:	District of Sooke
Project Director:	Steve Knoke, Manager, SEAPARC
Project Manager:	To be determined
Sponsor:	Larisa Hutcheson (General Manager, Parks & Environmental Services)
Account Code:	
SharePoint File No.:	
Project Service Area:	Sub Regional – Sooke and Juan de Fuca Electoral Area

Document Control

Change Record

Date	Author	Version	Change Reference
September 4, 2020	S Knoke	2.0	Initial draft

Project Charter Purpose

At the outset of the project, the project charter is intended to establish amongst stakeholders a clear and agreed upon understanding of the project's purpose, objectives, scope, schedule, budget and major deliverables. It is critical to project success to also achieve through the charter the following:

- Establishing an effective and functional project team and clearly define and establish roles and responsibilities of each team member
- Clear understanding and well managed stakeholder expectations
- Effective communication and formal commitment from the sponsor, client, and key stakeholders.

Project Purpose

New multi-use sport box project involves the construction of a new recreation facility including the multi-use sport box and washrooms, connecting trail and parking lot. The District of Sooke is providing the land and approximately \$1,200,000 in funding.

Background

In 2010, SEAPARC identified that a sport box facility was desired by the community of Sooke and the Juan de Fuca Electoral Area. SEAPARC pursued grant funding through the 2010 Legacies Now Local Sport Program Development Fund. A grant application was submitted but was unsuccessful and the project was temporarily shelved.

In 2015 SEAPARC completed a strategic planning process. This plan identified the sport box project as a priority. The project was added to SEAPARC's future capital plan, subject to grant funding and finding an available location.

In 2018, a grant funding stream was announced by Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Program. This funding aligned with the sport box project. SEAPARC was not in a strong position to apply for this grant as they had recently received a large grant for a new fitness expansion and did not have land to construct the project on. Through discussions with the District of Sooke (DOS), it was identified that a better opportunity existed for DOS to apply for the sport box funding. Along with land, DOS also held dedicated funds of \$400,000 for recreation development for the Sunriver location. Together, DOS and SEAPARC wrote the grant and identified the Sunriver seed funds (\$400,000) and location as a prime space for the sport box development. This grant application met the funding requirements and was successful. Sooke received a grant for \$892,778 for the project in the summer of 2020.

On July 28, 2020, The SEAPARC Commission gave direction to staff to prepare a report proposing a plan for SEAPARC to lead construction and operation of the sport box project.

Project Plan and Phases

The project team will work with project stakeholders to proceed through the project planning phase which will include a design and construction procurement process. The implementation phase will include a design process, budget review, construction and facility commissioning. The final phase of this project will be the handover of the facility and operation. For the purpose of the project charter, the project milestones are as follows:

1. Prepare a draft comprehensive agreement between DOS and SEAPARC – **November 30, 2020.**
2. Finalize the agreement with DOS.
3. Prepare and issue procurement documents – **anticipated March 1, 2020.**
4. Award and administer the contract, overseeing design, construction and commissioning of the new multi-use sport box facility – **anticipated June 30, 2021.**
5. Commissioning facility – **anticipated December 31, 2021.**

Critical Success Factors

Some of the success factors include:

- Sign-off by DOS and CRD of the project charter.
- Obtain consent of CRD Board to enter into a funding and project development agreement with DOS.
- Ensure understanding and support of project by local community and stakeholders.
- Develop effective procurement model that meets the needs of CRD and DOS.
- Ensure that the project meets all codes and regulations.
- Ensure that project procurement meets DOS and grant policies.

- Deliver the project on time and on budget.
- Ensure good communication amongst all stakeholders and with the broader community.

Project Scope Statement

Provide project planning and project implementation services for the delivery of a multi-use sport box at Sunriver Estates.

In Scope	Out of Scope
Develop and enter into a funding and project development agreement between DOS and SEAPARC	DOS approval to enter into the agreement
Establish account and funding for the project	Funding transfer from DOS to SEAPARC
Obtain all necessary development and building permits	Approve development and building permits
Staff reports and obtains internal approvals	Lead community consultation
Assist in preparation of project communications strategy	Undertake community (immediate neighborhood) engagement
Develop design and construction procurement documents	Site investigation and preparation
Retain project lead and secondary consultants	
Negotiate and award of design and development contract	
Prepare project schedule and budget	
Meetings with DOS Planning and Engineering staff to inform RFP	
Verification of cost estimates (by 3rd party QS) to inform overall project budget	
Report and progress update to project stakeholders	
Oversee design and construction activities	
Provide all contract management services	

Project Deliverables

Description of Key Project Deliverables	Acceptance Criteria (Specific standards, written criteria, etc.)
Project charter	Approved by DOS and CRD
Project funding and development agreement	Approved by DOS and CRD
Design/construction RFP, project management	CRD standards
Detailed project schedule and cost estimate	CRD standards
Progress/inspection reports throughout the project	CRD standards
Completion of the new multi-use sport box facility c/w closure report, O&M manual, warranties, etc.	

Project Team

Name	Project Role	Responsibilities
Larisa Hutcheson General Manager, CRD Parks & Environmental Services	Project Sponsor	<ul style="list-style-type: none"> • Liaise with CRD Board and address any political issues • Obtain sign-off from director, project team, and stakeholders • Review project progress and authorize any major changes to the project • Ensure compliance with CRD policies • Approve budget expenditures and scope and schedule changes to the project
Norm McInnis CAO District of Sooke	Client Sponsor	<ul style="list-style-type: none"> • Liaise with Sooke Council • Obtain sign-off from director, project team, and stakeholders • Review project progress and authorize any major changes to the project • Ensure compliance with District policies • Keep Sooke Council informed on progress of project • Approve scope and schedule changes to the project
Steve Knoke Manager SEAPARC	Project Director	<ul style="list-style-type: none"> • Overall project oversight • Obtain sign-off from director, project team, and stakeholders • Review project progress and authorize any major changes to the project • Ensure compliance with CRD policies • Inform project sponsor on progress of project • Approve budget expenditures and scope and schedule changes to the project • Monitor progress of the project and liaise with the community • Work with project sponsor on addressing any political issues
Andy Liu, Manager, CRD Environmental Engineering	Project Manager	<ul style="list-style-type: none"> • Manage overall project scope, schedule and budget • Monitor progress and report to project director on a regular basis • Submit monthly budget status reports to director • Oversee staff and consultants to complete the RFP

Name	Project Role	Responsibilities
		<ul style="list-style-type: none"> Coordinate project team and carry out day-to-day planning work Supervise design and construction processes Work with financial analyst and grant coordinator to manage cash flow Liaise with other CRD departments as required Issue tender and administer contract Ensure project deliverables are completed
Jim Govan SEAPARC Facilities Maintenance Supervisor	Adviser	<ul style="list-style-type: none"> Provide input to project team on operation and maintenance aspects Maintain facility annually once complete
Matthew Pawlow Director of Planning and Development	Adviser	<ul style="list-style-type: none"> Ensure that building complies with all codes Issue building permit and complete building inspections
Raechel Gray Sooke Finance	Adviser	<ul style="list-style-type: none"> Oversee and provide direction to financial
Laura Hooper Sooke Parks and Environmental	Adviser	<ul style="list-style-type: none"> Advise project team on Sooke Parks and Environmental requirements
Colleen Hoglund SEAPARC Program Manager	Adviser	<ul style="list-style-type: none"> SEAPARC marketing Operation and programming of space
Sooke District 62	Stakeholder	<ul style="list-style-type: none"> Future school site development

For high complexity projects, replace with a roles and responsibilities matrix (RAM)

Key Stakeholders

Stakeholder	How Stakeholder is Affected by/Interested in Project	Role or Involvement in Decision Making (see legend below)
Involved in project execution		
<i>District of Sooke</i>	<i>Owner of the new sport box</i>	<i>A</i>
<i>SEAPARC/CRD</i>	<i>Operators of the new sport box</i>	<i>A</i>

<i>Affected by the project but not involved in project execution</i>		
<i>Local residents of Sunriver</i>	<i>Potential impacts during construction and operations Potential benefits of project amenities</i>	<i>I, C</i>
<i>School District 62</i>	<i>Potential impacts during construction and operations Potential benefits of project amenities</i>	<i>I, C, PD</i>

Legend	
NI	= no involvement
I	= information only
C	= consulted
PD	= planning and decision making
A	= approval rights to say “yes” or “no” to a decision

Work Plan / Schedule

<p><u>Summary</u></p> <p>A summary of the work plan involves the following key tasks:</p> <ol style="list-style-type: none"> 1. Prepare a project charter and work plan to use as a guide to initiate, plan, monitor, execute and complete this project. 2. Confirm funding source through CRD Finance and obtain DOS project approval. 3. Retain consultants to complete preliminary designs and RFP specifications. 4. Retain a cost consultant to prepare conceptual and detailed design cost estimates for the project. 5. Tender the project and administer design/development contracts. 6. Prepare regular progress reports to sponsor and project team. 7. Oversee construction completion, fix deficiencies and commission the new residential care building. 8. Prepare closure report complete with as-built drawings, O&M manuals, warranties, etc. <p><u>Procurement Type</u> <i>(Includes purchasing and procurement. Note the type of procurement method (e.g., CRD contract policy)</i></p> <p>Design, public tender and construction contracts.</p>
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Budget

<p>It is recommend that a cost consultant be retained to review cost estimates on the design drawings so that changes and/or provisions can be included in the tender document to provide some options in the event that the tender comes in high.</p>
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Risk Management Plan

Risk	Likelihood (L/M/H)	Impact (L/M/H)	Risk Management Approach /Mitigating Actions	Early Warning Signs
Scope Related				
Site conditions are unknown, including soil	M	H	Site investigation and profiling are required.	
Schedule Related				
DOS decision on development permit requirement based on initial design	M	H	Ensure project scope remains as agreed.	
Inclement weather during construction	H	M	Start construction in spring. Set deadline for contractor.	Schedule starts to slip.
Budget Related				
Little allowance for soft costs	M	H	Review cost and ensure adequate funds.	Responses to RFP's.
Insufficient contingencies	M	M	Try to minimize unknowns in RFP. Ensure design/build contract transfers appropriate cost risk to the developer.	Cost consultant may identify.
Stakeholder Related				
Stakeholders want in on decision making	M	M	Ensure roles and responsibilities are well communicated.	Consultants are not allowed to do their work.
Other				
Political change – new direction	L	H	Ensure new Sooke Council is well informed.	

Communication Plan

Stakeholder	Information Stakeholder Needs	Frequency	Channel	Feedback Required Within
Project Sponsor	Status update form which contains: <ul style="list-style-type: none"> high-level cost, schedule, quality performance problems and proposed actions change order requests 	Biweekly or as required	Progress reports, emails, phone	Within 3 days or sooner depending on issue
Project Team	<ul style="list-style-type: none"> Email updates Team meetings 	Biweekly Monthly	Progress reports, meetings	As requested
Budget Manager	Monthly expenditure and cost tracking report	Monthly	Budget report	As required

Change Requests / Updating the Plan

1. After the project plan is approved, all project change requests will be documented using a change request form. Each change request will be evaluated to determine the potential impact on the project plan. If the impact is significant, the change request will be rejected or altered or the project plan will be updated to accommodate the proposed change.
2. Change requests will be summarized on a “change request log”.
3. Key decisions impacting how the project is carried out will be summarized on the “key decision” log.
4. The following table summarizes the anticipated signoff required for change requests related to this project:

Type of Change Request	Threshold	Signoff Required		
		Project Manager	Project Sponsor	Project Team
Work Plan Changes	Any change to the project charter and plan	✓	✓	✓
Scope Changes	Significant change(s) to conceptual drawings	✓	✓	✓
	Significant change(s) to performance specifications	✓	✓	✓
Schedule Changes	Delay by more than two weeks	✓	✓	✓
	Delay by more than one month	✓	✓	✓
Budget Increases	Any increase in budget	✓	✓	✓

Signoff (Signoff Provides Authorization for the Project to Proceed)

Project Role	Name	Signature	Date
Project Sponsor (CRD)	Larisa Hutcheson		
Project Sponsor (DOS)	Norm McInnis		
Project Director	Steve Knoke		
Project Manager	Andy Liu		

**REPORT TO SOOKE ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, SEPTEMBER 15, 2020**

SUBJECT SEAPARC Gravel Parking Area Upgrade

ISSUE SUMMARY

Upgrade the north end gravel parking area with an optimum design, proper drainage and asphalt pavement.

BACKGROUND

In 2000, SEAPARC completed the construction of the swimming pool. A large unpaved gravel lot was left at the north end of the property. Over the years this lot has been used as over flow parking, primarily for large events. In 2007, this parking area was identified as a potential road right of way for future Throup Road access.

With significant growth in Sooke and the Juan de Fuca Electoral Area, additional parking demands have been placed on SEAPARC. An increase in frequency of large events and SEAPARC's recent facility expansion has led to routine use of the gravel parking area.

Currently the gravel parking area is disorganized and does not efficiently or effectively use the space. A properly designed and constructed parking area would allow for more parking spaces and improved SEAPARC access for our customers.

ALTERNATIVES

Alternative 1

That the Sooke and Electoral Area Parks and Recreation Commission include parking lot development in SEAPARC's future capital planning process.

Alternative 2

That the Sooke and Electoral Area Parks and Recreation Commission refer this report back to staff for further information.

IMPLICATIONS

Financial Implications

SEAPARC is estimated to have approximately \$330,000 in the capital reserve funds by the end of 2020. Recently SEAPARC invested \$3,200,000 in a fitness area expansion; the project was completed in 2020. Of that funding, \$1,950,000 came from SEAPARC's capital reserve with \$200,000 returning to the capital reserve from the project as surplus.

Based on the Class D estimate, the cost of paving the lot is approximately \$140,000 (+/- 50%), which includes design and construction.

SEAPARC's current capital reserve is low. With the impact of COVID-19 affecting the economy, financial risk to recreation services is high. By deferring the paving of the gravel lot into the capital plan in future years, SEAPARC will not compromise the current capital program.

CONCLUSION

SEAPARC would like to proceed with paving the gravel lot for improved facility access; however, due to the current economic climate, planning to complete this project in the future will help reduce the financial risk to the operation.

RECOMMENDATION

That the Sooke and Electoral Area Parks and Recreation Commission include parking lot development in SEAPARC's future capital planning process.

Submitted by:	Steve Knoke, Manager, SEAPARC
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