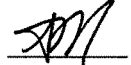
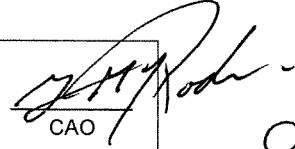


COUNCIL AGENDA/INFORMATION		
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DISTRICT OF WEST VANCOUVER
750 – 17TH STREET, WEST VANCOUVER, BC V7V 3T3

COUNCIL REPORT

Date: January 25, 2010 File: 01.0117.20/FSF1.2009
From: Corinne Ambor, Park Programs Manager
Subject: **Sport Field Master Plan Terms of Reference and Collaborative Funding Model**

RECOMMENDED THAT:

1. The report dated January 25, 2010 from the Park Programs Manager titled, "Sport Field Master Plan Terms of Reference and Collaborative Funding" Model, be received;
2. The Draft Terms of Reference for the Sport Field Master Plan attached as Appendix A be approved;
3. The Collaborative Funding Model for the Sport Field Master Plan outlined in this report be approved, and that the Field Sport Forum Working Group and staff be directed to proceed with the Sport Field Master Plan.

Purpose

This report includes an update from the Field Sport Forum Working Group and seeks Council approval of a Terms of Reference for the Sport Field Master Plan, and proposes a collaborative funding model with field sport groups contributing funds and expertise to complete the Sport Field Master Plan by the end of 2010.

1.0 Background

1.1 Prior Resolutions

From the October 19, 2009 Meeting of Council:

THAT:

1. The report dated October 19, 2009 from the Park Programs Manager titled, "Field Sport Forum Working Group Expansion of Mandate and Sport Field Master Plan" be received for information;
2. Support be given to expand the mandate for the Field Sport Forum to include the development of a Sport Field Master Plan; and
3. A collaborative funding model for a Sport Field Master Plan be investigated with the Field Sport Forum Working Group and the field sport groups. This model will be brought back to Council in the New Year for approval.

1.2 History

The Recreation Facilities Master Plan (RFMP) was completed in 1999. A series of sport field improvements were completed by 2004. There remains a feeling of unfinished business in the field sport community, in that there is no comprehensive strategy or "road map" to guide future decisions about sport fields in West Vancouver.

On October 19, 2009, Council approved an expansion of mandate for the Field Sport Forum Working Group, to include the development of a Sport Field Master Plan. Council also approved the investigation of a collaborative funding model to develop the Sport Field Master Plan, which is now being brought forward for approval.

2.0 Policy

2.1 Policy

There is no formal policy guidance for long-term decisions about sport fields.

3.0 Analysis

3.1 Discussion

3.1.1 Draft Terms of Reference for a Sport Field Master Plan

The need for a Sport Field Master Plan (SFMP) became apparent through discussions with the field sport community during 2008 and 2009. Feedback and remarks consistently commented on how difficult it was to plan intelligently for field sports in West Vancouver without long-term policy guidance. Following the October 19, 2009 meeting of Council, and based on feedback from the field sport community and a review of sport field master plans developed by other municipalities, the Field Sport Forum developed a Draft Terms of Reference for a Sport Field Master Plan for West Vancouver.

The Field Sport Forum Working Group's report is attached as Appendix B. It explains how the Terms of Reference were developed, and that there is broad support from the West Vancouver Field Sport Community for the Terms of Reference. There were some questions about how field sport groups will remain involved throughout the process, and that will be addressed during subsequent steps in the process. As well, the Field Sport Forum will be guiding the SFMP process, and as with all Working Groups, Field Sport Forum Working Group meetings are open and field sport groups are encouraged to attend.

The Terms of Reference, when approved, will form the basis for a Request for Proposals for a consultant to lead the SFMP process. The field sport groups agree that having an independent consultant conduct

this work is a wise use of resources and lends objectivity and credibility to the process.

3.1.2 Collaborative Funding Model for the Sport Field Master Plan

A Sport Field Master Plan is estimated to cost \$20,000. This estimate is based on a similar project completed in North Vancouver in 2009.

The Working Group's report outlines a collaborative funding model. This model sees field sport groups contributing funds (at least \$5,000) as well as in-kind expertise with a value of \$5,000 to match Council's proposed \$10,000 contribution (pending 2010 budget approval) to develop this plan. The amount of funds committed to by Field Sport Groups at the time of writing is \$4,250, and an on-table update will be provided to Council by the Working Group on January 25, 2010. The Working Group would provide overall leadership and guidance for this Sport Field Master Plan process.

3.2 Environmental Implications

Few environmental implications are expected from creating a Sport Field Master Plan. However, environmental implications will form part of the Sport Field Master Plan document.

3.3 Social Implications

Field sport has social and health benefits for residents of West Vancouver. Many families participate in field sport, as spectators, coaches, officials and participants. All league-based field sport groups for children in West Vancouver are non-profit volunteer groups. As well, increasing numbers of adults are now participating in field sport, with the attendant health and social benefits of remaining physically active.

3.4 Financial Implications

The proposed \$10,000 contribution to the SFMP process is in the proposed 2010 Capital Budget.

3.5 Sustainability

A sound, long-term strategy that is supported by the community will have benefits for field sport and therefore community and social health. A strategic approach employed through a Sport Field Master Plan offers the opportunity to allocate resources wisely, in the areas of maintenance and capital investment, and offers opportunities for partnerships and pursuit of alternate funding arrangements for future improvements.

3.6 Consultation

The Field Sport Forum Working Group (and the Community Sport Working Group in 2008), and the West Vancouver field sport community have been involved in

the discussions about field sport over the past two years. These groups have commented on the draft Terms of Reference for the Sport Field Master Plan and have agreed to contribute financially toward its development. They have been notified of this report and will continue to be involved.

4.0 Options

4.1 Council may:

- Direct staff to proceed with any or all of the recommendations in this report;
- Request further information; or
- Not approve the recommendations.

Author:



Concurrence
(optional)

Appendices:

Appendix A: Draft Terms of Reference for a Sport Field Master Plan for West Vancouver

Appendix B: Report from the Field Sport Forum Working Group, including a summary of financial contributions from West Vancouver based field sports groups in support of the SFMP.

West Vancouver Sport Field Master Plan

Terms of Reference

(DRAFT FOR COMMENT Dec 11/09)

1. Working Group

Council of the District of West Vancouver (the District) has asked the Field Sport Forum Working Group to develop a Sport Field Master Plan for the review and approval of Council.

2. Purpose

The purpose of the Sport Field Master Plan is to provide a strategy for the use, maintenance, improvement, addition and funding of sport fields, and their related facilities, in West Vancouver so as to promote field sports and physical activity on sport fields to meet the needs of the community over the next ten years.

3. Objectives

The objectives of the Sport Field Master Plan are as follows:

- a) Determine the guiding principles for the use, maintenance, improvement and addition of sport fields, and their related facilities, in West Vancouver through consultation with the field sport groups and the community;
- b) Update the inventory of sport fields of the District and the West Vancouver Board of Education, including an assessment of field type, condition, suitability for different age and field sport groups, frequency of use and type of field sport groups using the field;
- c) Review and update the inventory of field sport groups, including existing and new field sport groups, their field and use requirements, their membership number, age, residency and demographic trends, and the trends affecting sport fields within their sport;
- d) Determine demographic trends in the District and trends in field sport participation and field sport activity in general as they may affect the District over the next ten years;
- e) Determine field capacity for each type of field, including the current capacity based on actual demand for the fields and future capacity based on demographic and user trends during the next ten years;

- f) Review field allocations between field sport groups to determine optimal and most efficient allocation of fields for use based on age, size of field, suitability for the sport and safety requirements;
- g) Determine the met and unmet needs of each of the field sport groups relating to sport fields, and determine the issues and challenges facing the District in providing adequate sport fields for the field sport groups;
- h) Determine the requirements for facilities related to the sport fields, including clubhouses, change rooms, washrooms, storage rooms, training facilities and other such facilities supporting the use of the sport fields;
- i) Provide recommendations for the use, maintenance, improvement and addition of sport fields, and their related facilities, to meet the needs of the field sport groups and community for the next ten years, with a detailed plan for the next five years and a general plan for the following five years;
- j) Provide recommendations for collaborative and innovative funding options to consider for the maintenance, improvement and addition of sport fields, and their related facilities; and
- k) Identify the potential economic and social benefits to the District and the community through the use, improvement and addition of sport fields over the next ten years.

**Update re Sport Field Master Plan
Field Sport Forum Working Group
January 25, 2010**

Purpose:

Following up on the Field Sport Forum Working Group's presentation to Council on October 19, 2009, support and funding commitments are now in place to proceed with a Sport Field Master Plan for the District of West Vancouver. This report requests permission to proceed.

Background:

On October 19, 2009, Council approved an expansion of mandate for the Field Sport Forum Working Group, to include "Develop, with the involvement of Field Sport Groups and the community, a Sport Field Master Plan for consideration by Council".

Actions:

Terms of Reference – A Terms of Reference was drafted by the Working Group, based on feedback from the field sport community and a review of sport field master plans developed by other municipalities. The Terms of Reference document was reviewed by the Field Sport Forum Working Group on December 9, 2009 and then sent to all field sport groups who book time on West Vancouver fields. Support has been received from all West Vancouver-based field sport groups for the draft Terms of Reference.

Funding Model – The Working Group proposed a funding model for the Sport Field Master Plan that sees field sport groups contributing funds as well as expertise to develop this plan. At the October 19, 2009 meeting of Council, it was proposed that \$10,000 be contributed from the Municipality (it is our understanding that this amount is in the proposed 2010 Capital Budget). This will be matched by the field sport community, via at least \$5,000 in cash, and \$5,000 in "in kind" contributions in the form of research and expertise that would normally be done by a consultant. The Field Sport Forum would provide overall leadership and guidance for this process. To date, \$1,500 has been committed each by Field Hockey and Soccer (for a total of \$3,000), and \$750 committed by West Vancouver Little League. Other groups are awaiting their board meetings. The Working Group will have a more up-to-date list on January 25, 2010.

Recommendation:

Based on the support from the field sport community, both for the Terms of Reference and by their show of financial support, the Field Sport Forum Working Group recommends approval of the attached Terms of Reference for the Sport Field Master Plan, and approval of the funding model so this process can proceed. It is an ambitious plan to complete this in 2010, and the Working Group would like to begin immediately.

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