

# RM OF SPRINGFIELD



# RECREATIONAL MASTER PLAN



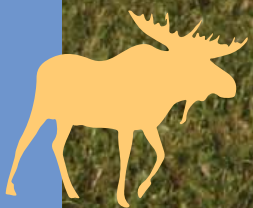
## ACKNOWLEDGMENTS

The consultant team would like to thank the residents, Reeve and Council of the Rural Municipality of Springfield who contributed their time and thoughts to the development of this plan. Special thanks to the Recreation Director for his assistance and input throughout this project along with assistance from Municipal administrative staff. We recognize the Province of Manitoba for financial support of this plan and Sunrise School Division for continued partnership opportunities. Many thanks to the volunteers and recreation entrepreneurs of Springfield who contribute the recreation diversity in the region.

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# EXECUTIVE SUMMARY

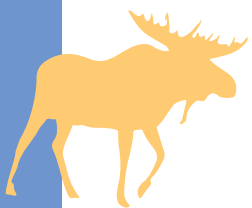


*Anola community consultation: The vision and goals in this document are informed by community conversations.*

The RM of Springfield is comprised of five unique wards within a total land area of 1,059 km<sup>2</sup>. The Population is 14,069 people in 5,275 households. The municipality has the distinction of having the largest concentration of equestrian facilities in Manitoba with over 170 properties that have horses. Organized sports are popular in the region; hockey, figure skating, power skating, curling, ringette, football, soccer, baseball, softball, pickleball, baton, and more are offered within the region. Dance, choir, performing arts, zumba, yoga and pilates contribute to diverse programs. The Springfield library is an active location where many groups gather for programming including local artists, seniors and children. Age Friendly Springfield connects community partners and contributes to the comprehensive recreation in the region.

There are a range of recreational assets in the RM. Two arenas, three community clubs, a curling rink, flight centre, golf courses, dance academy and small aquatic centre comprise the recreation facilities both owned by the municipality and others in Springfield. Close proximity to Birds Hill Park brings many outdoor recreation advantages to the region including the opportunity for an integrated trails plan. The Tri-School fields and ten regional parks support both organized outdoor activities and individual recreation.

Through six community conversations, five stakeholder meetings and over six-hundred and thirty surveys, constituents identified strengths and gaps in municipal recreation. This plan provides a picture of the current status of recreation in Springfield and recommendations to strengthen that position over time. Ten recommendations providing a range of short, medium and long-term goals were developed based on quantitative data and qualitative feedback.



## WHAT IS A RECREATION MASTER PLAN?

A recreation master plan provides vision, goals and recommendations, which reflect the present and future cultural and recreational program, facility and open space needs of the community. The plan must be consistent with other Municipal plans and policies. It must also consider the financial ability of the community to provide culture/recreation services.

## WHAT FACTORS INFORM THE PLAN?

- Population demographics
- Land use
- Projected development
- Current condition of Municipal recreation assets (buildings, parks, trails)
- Social benefits of programming (health, wellness, inclusion)
- Economic impacts (travel, tourism, hospitality, goods & services)
- Regional recreation gaps
- Risk and threats to recreation
- Opportunities and priorities for recreation

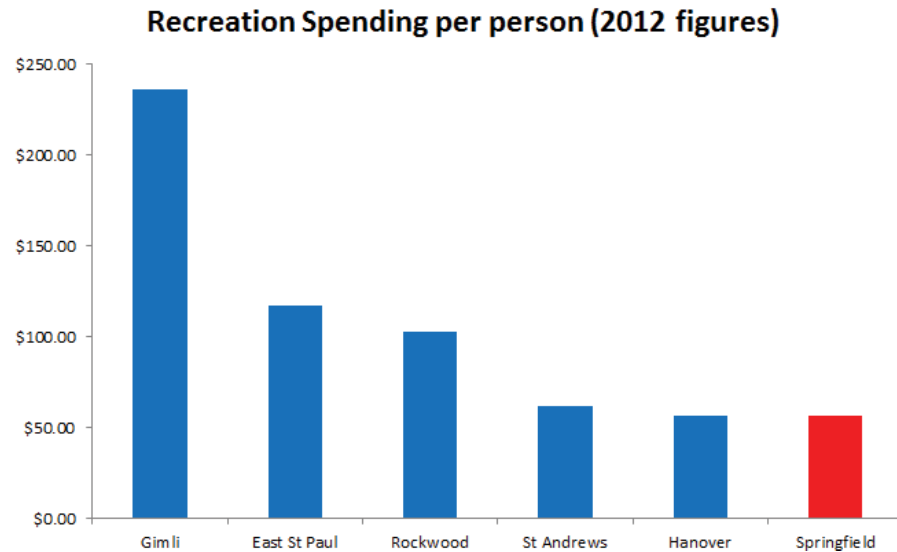
Complete communities provide a range of recreation opportunities for all ages and abilities. Activities encompassed by the recreation plan include arts, culture, activities, parks, trails and sports as part of a diverse range of ways for people to improve their health and wellness, socialize and interact with others, learn new skills and engage with their community. Canadian research has consistently illustrated the health benefits of regular physical activity on improved physical and mental health. The outcomes of recreation are reduced health care costs, increased social interaction, enhanced a sense of community and well being.

The Manitoba recreation policy and planning framework is shaped by the Federal National Recreation Statement (1987), the Fitness and Amateur Sport Act of Manitoba (1988), the Municipal Act M225 (section 232-1), Recreation Opportunities - Partners in Leisure program (1991) and the Manitoba Land Use policy which provides guidance to local authorities and direction for the Development Plan. The Development Plan for the Rural Municipality of Springfield was prepared in 1998 and adopted by Council on September 25, 2001; a consolidation of By-Laws was completed in August 2013. Part 13 of the Development Plan addresses Parks, Recreation and Open Spaces while Part 14 addresses Cultural and Heritage Resources.

CURRENT  
FINANCIAL  
PICTURE

Currently, the RM of Springfield spends approximately 6.26% of available portion (\$12,000,000) of the municipal budget (2015) on recreation. On a per person basis, this level of investment is below the average<sup>1</sup> of comparable rural municipalities.<sup>2</sup> Revenue generated by community facilities in Springfield is generally higher than comparable municipalities.

<sup>2</sup> Table 1 Statistical Information from Municipalities of Manitoba, 2012

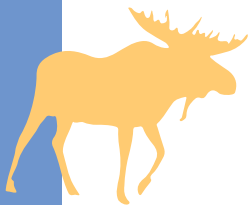


A moderate increase of funding to recreation is recommended. New fund allocations are recommended for: parks/trails/fields, community grants (special projects) and additional recreation staff. These increases combined would represent recommended increase of approximately \$140,000.00.

Investment into existing facilities for Code compliance and deferred maintenance is recommended (approximately \$545,000). A yearly maintenance reserve allocation is recommended (\$209,000 ) and a capital planning reserve is also recommended (between \$250,000 and \$500,000 yearly).

A per square foot formula for interior and exterior program area is recommended to calculate grants to Community Centres. The result will resolve the current situation where centres that reduce operating costs have their 75% of operations grant reduced. Efficiency should be rewarded.

<sup>1</sup> 2012 data was used for comparative spending between RMs. This was the latest comparative municipal data publically available at the time of preparation of this report. Mean Average Per Resident Per Rural Municipality is the intended comparative metric between various RM's over 5000 people. The relative % of "available budget" spent in 2012 was 6.01%.



The recreation facility condition assessment identifies deferred maintenance as well as non-compliance with Building Codes. Ballpark estimates to address Code compliance and maintenance are calculated to a Class “D” level in 2015 construction costs. Priority 1 items are Code compliance and life safety with a required investment of approximately \$20,000. Priority 2 items are deferred maintenance that negatively impact the buildings that require an investment of \$525,000 over the next three to four years. The total ballpark estimated expenditure required in existing facilities is in the range of \$2-\$3 million. Actions for Code compliance and life safety are recommended as immediate.

## PLAN RECOMMENDATIONS

Ten recommendations create the planning framework for regional recreation. The intention is to support the people, places and programs currently active in Springfield with a new funding formula, added staffing resources and recognition of the extensive parks, trails, fields and open spaces where investment has broad benefits. Future development and capital planning recommendations for the region are based on understanding gaps in service or space and reserving funds to fill the gaps over time. Partnerships and cooperation between groups, local government, the School Division, funders and resources are essential for community recreation success in Springfield.

1. CONNECT COMMUNITY WITH IMPROVED COMMUNICATION
2. REINTRODUCE THE RECREATION COMMITTEE
3. INCREASE RECREATION DEPARTMENT RESOURCES TO IMPROVE SERVICES AND PROGRAMS
4. INCLUDE A YEARLY MAINTENANCE ALLOCATION IN BUDGET FOR EXISTING RECREATION FACILITIES
5. PROVIDE A MODERATE INCREASE TO RECREATION FUNDING
6. IMPLEMENT FUNDS FOR PARKS, TRAILS, FIELDS AND OPEN SPACE DEVELOPMENT
7. RE-BRAND COMMUNITY ASSETS AS SPRINGFIELD REGIONAL CENTRES OF EXCELLENCE
8. COLLECT PROGRAM AND USE DATA
9. CAPITAL PLANNING: ESTABLISH A CAPITAL RESERVE FUND, ADDRESS REGIONAL GAPS
10. SUPPORT EXISTING VOLUNTEERS; RECRUIT, EDUCATE AND NURTURE NEW VOLUNTEERS

# INTRODUCTION



## PLAN VISION

*“To promote recreational, social and cultural activities of the community from the youngest to the oldest member.”*

*– Springfield: First Rural Municipality in Manitoba 1873 - 1973*

## PLAN GOALS

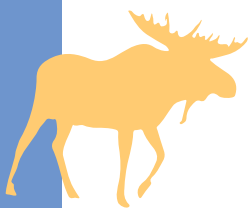
To be a roadmap of actions to serve the recreation needs of the people of Springfield.

The plan identifies regional recreation strengths and gaps. The Recreation Master Plan includes short, medium, long term goals framed within the recommendations.

**Short term** - within 1 year

**Medium term** - within 5 years

**Long term** - within 10 years



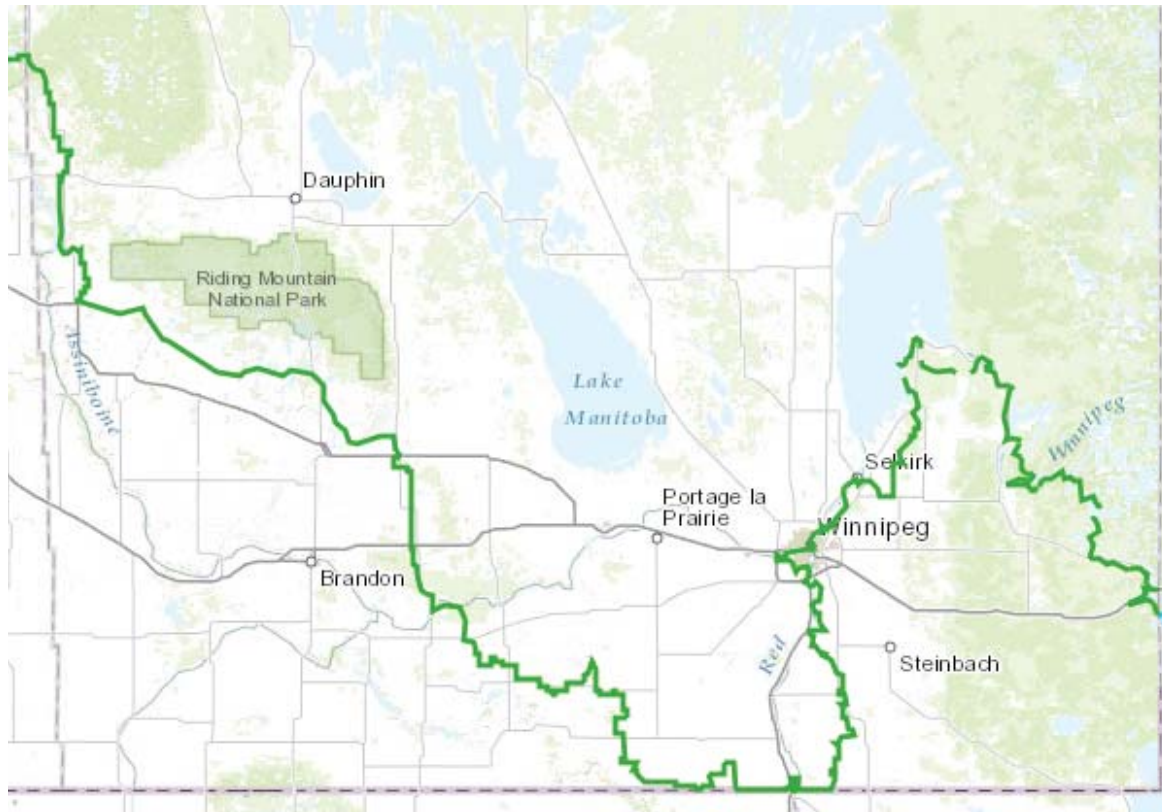
## PLAN PARTNERSHIPS

Implementation requires review, acceptance and action for recommendations. In addition to the Recreation Director and staff, many partners are required to insure a recreation plan builds on momentum. Reeve and Council are essential partners in recreation. In addition to directing funding, staff and other resources, these elected residents hear constituent needs and concerns regularly. The list of partnerships should continue to grow and develop as recommendations are implemented.

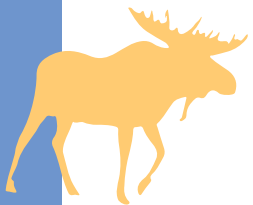
- Recreation Director, recreation staff and Municipal Facilities Manager
- Anola, Dugald, Cooks Creek, Hazelridge and Oakbank Community Club Boards, Volunteers and staff
- Springfield Library staff and volunteers, Museum volunteers
- Springfield Curling Club
- S.P.A.C.E Academy
- Independent recreation programmers/operators
- Independent fitness facility owner/operators
- Parkside Pool
- Lyncrest Flight Centre
- Sport Associations
- Age Friendly Springfield
- Sunrise School Division
- Not-for-profit recreation and cultural organizations
- Andrew Dunn Walk volunteers and organizers
- Chickendaze organizers & volunteers



- Trans Canada Trail
- Springfield Horse Community
- Springfield Pathfinders Snowmobile Club & Snoman
- Regional golf courses
- Birds Hill Park (Province of Manitoba)
- Manitoba Conservation
- Sport Manitoba and Sport Secretariat
- Community Places (funding, tools and resources)
- Community Futures (loans, grants and resources)
- Manitoba Liquor & Lotteries Bingo Volunteer Program (fundraising)
- Manitoba Community Services Council (grants and funding)
- Manitoba Arts Council (programs, resources and grants)
- Go Wild For Nature Grant – World Wildlife Fund for community projects
- Manitoba Hydro (transmission line active greenway development)



Trans Canada Trail



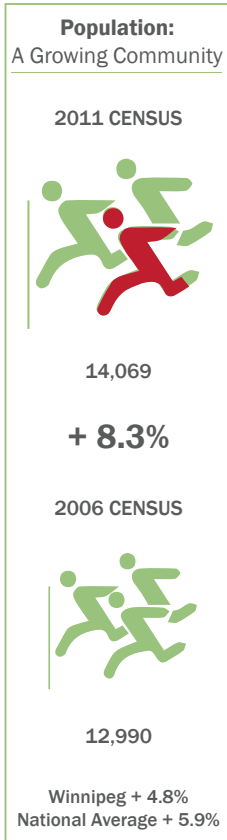
In 2011 and 2012 the Ministers of Education and Healthy Living, Youth and Seniors issued policy statements regarding the use of public schools and community facilities to “support educational, recreational, social and cultural programming during school hours as well as outside the regular instructional day.” A resource guide was developed to support optimal use: *Community Use of Schools and School Use of Community Facilities: A Handbook for Reviewing and Developing Facility-Use Policies; Procedures and Agreements for Schools, School Divisions, Municipalities and Recreation Commissions* (2011).

In Springfield, the relationship between the schools and the Municipal Recreation department is collaborative and supportive. In compliance with the intent of the Provincial joint use policy, both indoor and outdoor areas are booked and accessed for programming. No formal booking system currently exists; presently both the Recreation Director and the schools manage the coordination of booking requests by various user groups. The opportunity for improvement to implement the joint use agreement would be a formalized booking process coordinated between the Sunrise School Division and the Municipality. Continued collaboration remains a shared goal of the School Divisions and Municipality and a priority for regional recreation.



football field near “Tri-Schools”

## DEMOGRAPHICS



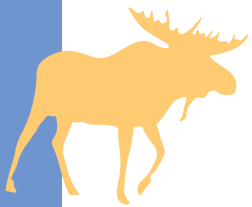
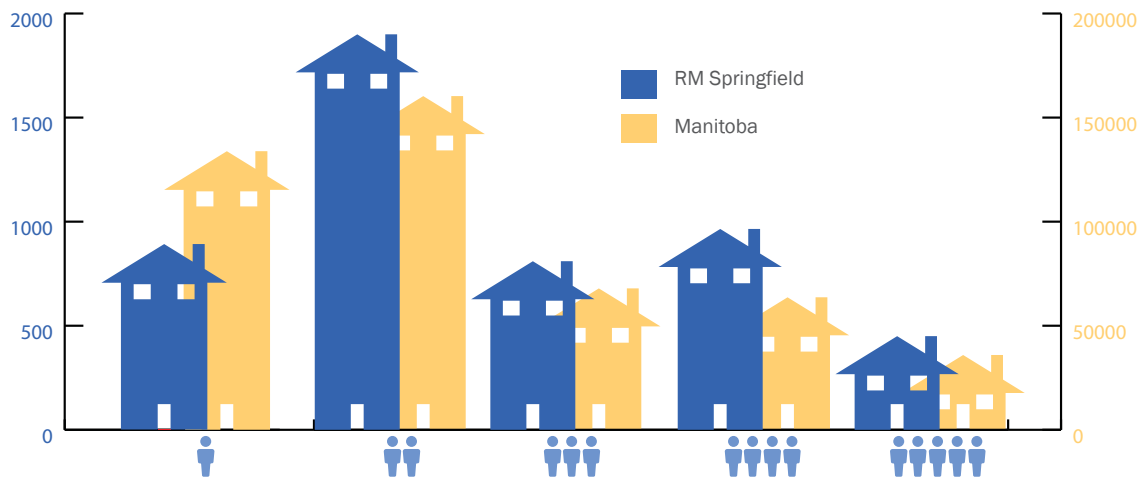
Springfield is the largest Rural Municipality in the Province of Manitoba with five unique wards on 1,110 km<sup>2</sup> of land. It is located east of the City of Winnipeg and has a direct connection to Birds Hill Provincial Park. Oakbank is the population centre with nearly 3,000 of the region's 14,069 residents; Dugald, Anola, Cooks Creek, Hazelridge, Vivian, Prairie Grove, Glass, Nourse, Sapton, Deacon, Navin and Pine Ridge represent smaller residential clusters in the municipality. The region has a range of community recreation facilities, fields, parks, trails and a flight centre. It is the largest equine community in Manitoba. In surveys and community conversations, residents emphasized shared values for the rural character of the region and the unique opportunities provided by a rural lifestyle.

Between the years of 2006 and 2011 the population increased by 8.3%. Municipal population projections anticipate an increase to approximately 16,000 residents by 2016. The RM is growing at a faster rate than the Province which increased by 5.2% in the same Census period.

The median age of the population in Springfield is 41.4 years old, slightly older than the Provincial median age of 38.4. In Springfield, people aged 40-60 comprise the largest demographic group of the population.

Households with one or two residents are common in the region representing 53% of the 4900 residences. Households with three-four members represent 36% of the region and households with five or more members are 10% of the population. Median household income in Springfield is \$ 94,508 (National Household Survey, 2011), for the same census year, Statistics Canada reported a median household income of \$74,040 in Winnipeg. Approximately 94% of people are homeowners in the region. Fewer than 100 people immigrated to Springfield in the 2011 census year; of newcomers, the majority were German followed by people from the Russian Federation, Poland, Ukraine and Portugal.

### HOUSEHOLD FAMILY SIZE - RM SPRINGFIELD VS MANITOBA PROPORTIONAL COMPARISON (2011 CENSUS)



## UNIQUE CHARACTERISTICS OF SPRINGFIELD

Springfield is one of only three areas in Canada with a significant concentration of horses; the Springfield Horse Community reports approximately 1150 horses in more than 170 properties. Active transportation includes equestrian activities in addition to biking, hiking and walking.

The Lyncrest Airport is home to the Springfield Flying Club. While the club is over 65 years old, local fundraising efforts supported the development of a new club building in 2009. The club facility and grounds are used for a wide range of events including yoga, skijoring, outdoor survival and much more than just flying.

The Immaculate Conception Ukrainian Catholic Church, Grotto, and Cemetery in Cooks Creek is a nationally and provincially designated Heritage site and was renovated as part of the Manitoba Prairie Churches Project. The site is located on Zora Road, in close proximity to the Cooks Creek Community Centre and Park.

The Anola and District Museum includes the original Anola School building, the Millbrook Cemetery Chapel from 1889, a blacksmith shop, a fire hall, and an early home. This community place is located directly across from the Anola Community Club and the Anola School.

Hazelridge Sports Complex began as a perogy-powered project. The arena became a reality through the efforts of a volunteer community-catering group who operated out of the Hazelridge Hall. Fall suppers and dances for hundreds of people were a common event of times past. Although the Hall is now closed, the arena remains a centre of excellence for ice sports organized by the Hazelridge Skating Club and Springfield Minor Hockey. Community goals include an interest in expanding the viewing area, kitchen expansion and ongoing quality programming.

The Dugald Costume museum was established in 1983 after nearly 30 years of coordination efforts. When the museum closed in 2012, the facility became the Springfield Municipal Library. The Springfield Pioneer House is located on the same site.

Mental health matters in Springfield. The Andrew Dunn Walk is an annual event hosted in Oakbank that brings awareness and support to mental health education initiatives and events.



Participants of the Andrew Dunn walk - <http://andrewdunn.org>

## RECREATION STRENGTHS AND OPPORTUNITIES

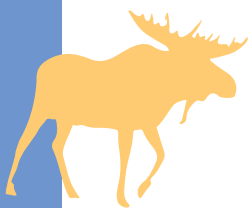
Multiple community-based facilities serve local people in Springfield. Local centres add value to the region by providing places to meet and participate in cultural events and recreation. The rural character of the area and proximity to Birds Hill park provides a range of dynamic outdoor activities. Maintaining and supporting these local facilities and fields and developing active transport connecting trails are important opportunities for the region.

For many years volunteers participated on a Recreation Commission. Re-establishing a Recreation Committee is an opportunity to ensure all the centres have the chance to connect and work together on activities and initiatives and share resources. The Recreation Director and staff are a strength for Spingfield; investing in full time hours for the current part time position is an opportunity to improve communication, programs and resources for residents. The position should also provide additional support for volunteers.

The large physical size of the RM with a concentrated population centre in Oakbank makes providing regional resources a challenge. The five wards are distinct with unique needs and interests. While there is a strong interest for a community multi-use facility in Oakbank, there is concern that the investment may privilege residents in the populated centre. Policy trends for new facility development is to provide multi-use facilities in areas of concentrated population that fulfil an existing recreation gap. The lack of a large gathering space for more than 300 people and lack large indoor recreation space is a gap in the area. Local grassroots fundraising for a facility should occur alongside municipal investment and funding from other levels of government. A multi-purpose facility should be a Springfield Regional Centre.



Image provided by the Springfield Equestrian Community



If designed for flexible multi-use, an indoor turf facility can be transformed into an indoor event facility. Including an indoor walking track around the turf facility along with a kitchen and appropriate change rooms and washrooms would have benefits for a significant community impact. A number of locations were identified for the 2009 multiplex feasibility study, several of these sites remain appropriate and should be considered for such a facility.



Long-term planning should include additional fields and an active transportation path to link the facility to the existing Oakbank fields, arena/ community centre as well as neighbourhood parks. The long-term plan should extend the active transport corridor and provide a safe path of travel to schools.

There is interest from many residents for a regional pool. While pools can be a valuable recreation asset - the municipality does not currently have the capital reserve or operating resources for this type of specialized facility. An indoor swimming venue has many health benefits; however lack of community consensus and ongoing financial viability does not make a pool a viable recreation recommendation at this time.

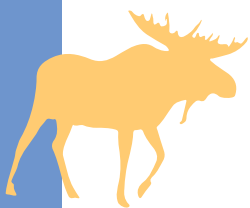
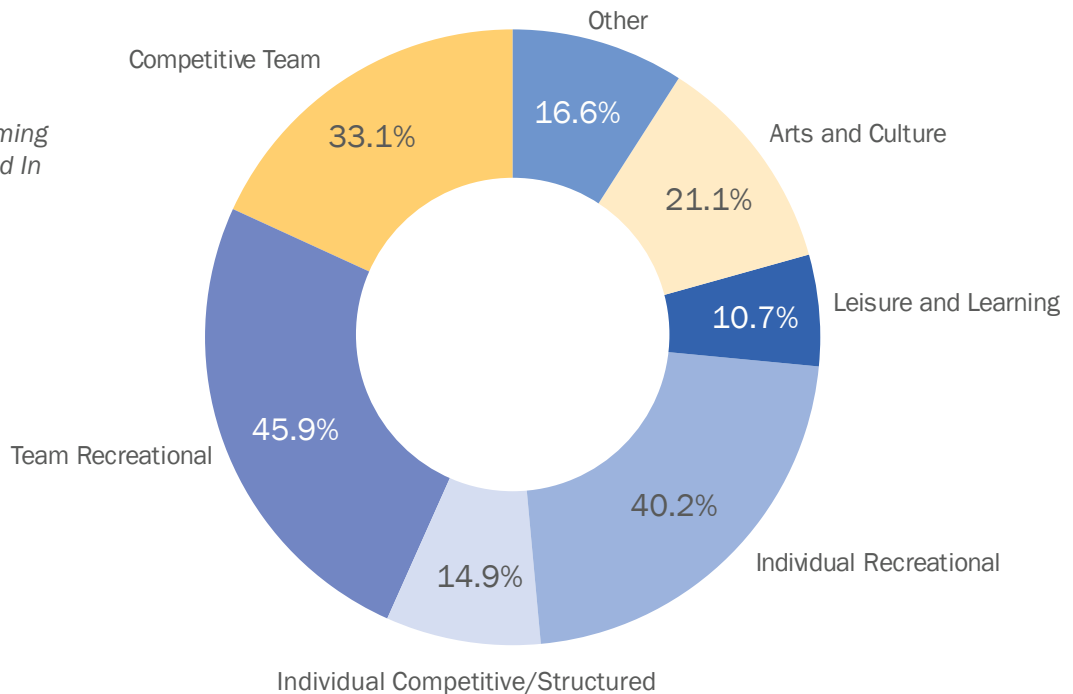
# PLANNING PROCESS

## COMMUNITY CONVERSATIONS

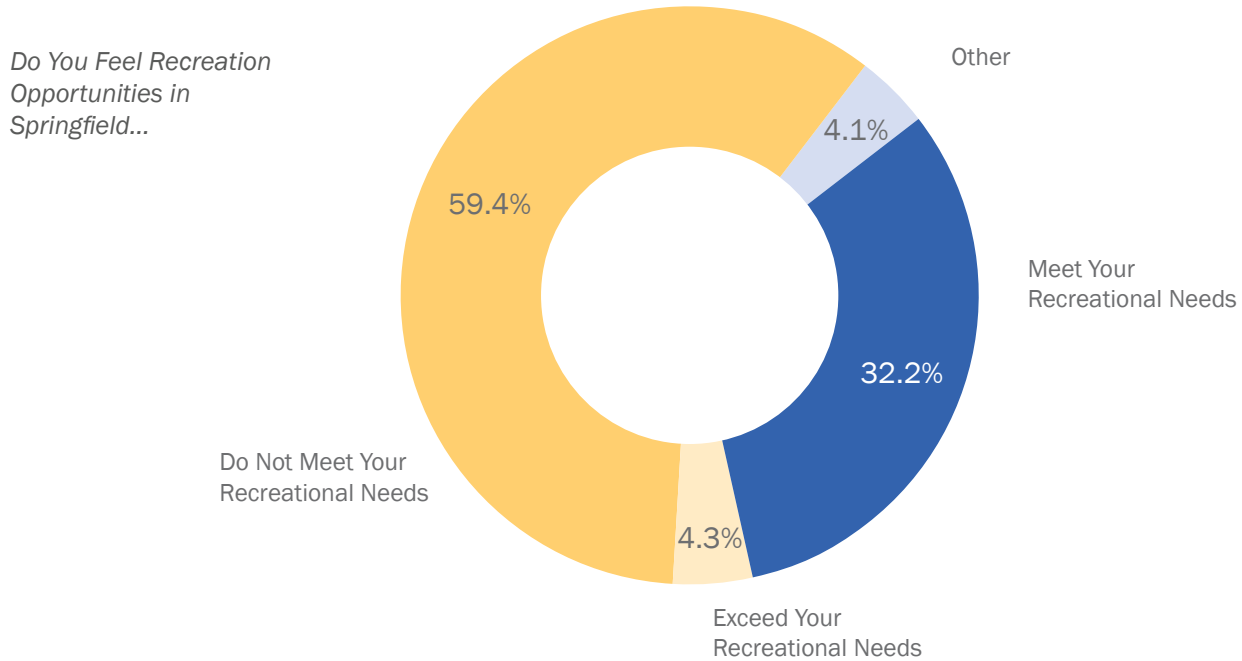
Six Community Conversations and five stakeholder group meetings were held between July and October 2015 to hear from residents about regional recreation needs. Between 16 and 50 residents participated at each Community Conversation representing diverse interests in the region. Recreation surveys were available at all Community Conversations, at the Springfield Library, Municipal office and online. Over 630 residents participated in a recreation survey. An additional 21 coaches, conveners and instructors provided feedback in a sport-specific survey for Springfield. For a quantitative participation comparison, 800 surveys were mailed to selected households for the 2013 Hanover Recreation Master Plan – the return rate was 216 responses.

Facility condition assessments were conducted at: Oakbank One Arena (Oakbank Community Centre), Hazelridge Sports Complex, Anola Community Club, Dugald Community Club, Cooks Creek Community Club, Springfield Library, Springfield Curling rink and the Lyncrest Flight Centre. All associated fields as well as regional parks were reviewed. Trails and active transportation options were reviewed based on the Transportation Master Plan (in process) and feedback from the equestrian community.

*Which Types Of Recreation Programming Have You Participated In In The Past Year?*



Participation in regional activities is wide-ranging. Over 45% of people surveyed participate in some form of recreational team sport with another 40% of reporting individual recreation. The diversity represented in participation emphasizes the importance of many forms of activity in Springfield.



A majority of surveys (nearly 60%) indicated that recreation opportunities and facilities do not meet needs of residents in the RM of Springfield while 36.5% of people were satisfied. Participants provided many comments about recreation gaps. Indoor pool, indoor track, indoor turf, large community gathering space, existing facility improvements, existing field improvements, trail improvements and development, additional field development predominantly characterize resident survey comments. In Community Centre Conversations, support for a multi-use facility varied based on location. Consensus was strong for those recommendations and initiatives that improved communications to all residents from the municipality as well as initiatives to connect community clubs together. People who attended meetings strongly supported more investment into recreation from the municipality. Maintaining and improving existing facilities had consistent support.

There was no consensus for future capital investments in recreation. While approximately 65% of people present at the Oakbank Kin Place meeting were in support of a new multi-use recreation facility, concerns over capital costs and ongoing maintenance were expressed at the final meeting held in Lyncrest. Local community fundraising paired with funding partnerships at all levels of government will likely be required if any concept moves forward on a long range plan.

In the survey, 45% of people supported development of a regional pool. As this represents only 280 people (less than 1% of the population), there is not regional consensus. While many residents feel strongly about a pool, a fundraising champion or group did not emerge in the consultation process.

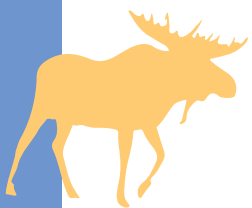
There was strong advocacy for the Cooks Creek expansion at the community conversation held at that centre and there was support for Cooks Creek at all six of the community meetings. The active fundraising efforts of volunteers garnered respect from residents across the region. Fundraising champions emerged throughout the consultation process. At the time of this report, Cooks Creek is proceeding with their expansion project plan. Their capacity to be financially self-sustaining is integral to successful development.

The current state of recreation in the region requires a number of investments into resources, maintenance and existing assets to improve functionality. Investment into recreation should begin with those categories. Capital investments by the municipality into new buildings should be part of long-range planning and will require planning allocation into a Capital reserve or a commitment to borrow funds. There is a low tolerance for borrowing and deficit budgeting in Springfield.

Survey and meeting responses represent the perspectives of residents who chose to participate in the planning process. Plan recommendations balance resident responses with multiple factors including: Provincial and Federal policies for recreation, gaps and recreational opportunities, existing facility and field conditions and previous Municipal investment into recreation. The intended result is a balanced approach to meeting needs.

*How would you like to see recreation programs, parks, trails, fields, diamonds, or facilities improved in the Municipality of Springfield?*

**“I think many of the facilities that we use are in need of updating and we need a better place for our community to get together.”**



*“A revamping of Kin Park and other parks in the older areas on west side of Oakbank would be appreciated as there is nowhere for the kids to play. Kin Park is not a viable option as it offers little in the way of equipment. Summer free play programs, in gyms or clubs, would be appreciated.”*

**“WE ARE VERY DISAPPOINTED THAT OAKBANK HASN'T DEVELOPED THE RECREATION COMPLEX WITH THE INDOOR SOCCER FIELDS, NEW ARENA AND POOL!”**

**“No multi purpose rec complex in oakbank. Get with the times and get it done already. Splash pad and or pool facility. Functional fitness facility in rec complex not such a "gym" would like to see a one-stop-shop type rec facility with walking track / exercise facility i.e. YMCA.”**

**“Not enough ball diamonds in the area and the ones we do have are in poor shape.”**

**“I WOULD LIKE MORE ACTIVE TRANSPORTATION OPTIONS (WALKING, CYCLING TRAILS)”**

*“We need a swimming pool so our children can take lessons. The only way our children can access this service / life skill is by driving to the city and joining the Y. When we moved here we understood there was a plan in action to build a pool on the site of the RM offices. We have since been told there is "no way" the RM can afford a pool. We feel more money needs to be directed towards recreation for all residents.”*

**“Cooks Creek cc needs to be expanded. Too small for current activities. Would love more offered close to us in cooks creek. The plans that were in the works was attractive to us. Then council cut funding and that's concerning.”**





# EXISTING FACILITIES

# EXISTING FACILITY INTRODUCTION

The Architectural facility assessment included review of eight Springfield recreation buildings. Ballpark cost estimates are provided to a Class D level. Class D costs are in 2015 construction dollars and generally within 15% of actual construction costs. Construction costs escalate yearly at approximately 2.5%.

## CATEGORIZATION OF PRIORITIES

Issues of Code compliance and deferred maintenance require action. Required work is organized into two priority stages:

- Priority 1 - Code Compliance and Life Safety
- Priority 2 - Deferred maintenance

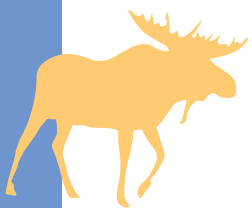
Priority 1 items should be addressed immediately. These items carry an approximate cost of \$20,000.

Priority 2 items should be addressed within four years at an approximate cost of \$525,000. Deferred maintenance contributes to an increased rate of building deterioration. Addressing deferred maintenance will conserve these assets and extend the life cycle of the buildings.

Given the financial and safety impacts of deferred maintenance, developing an ongoing maintenance reserve fund for recreation buildings is recommended. Using the national Building Owner and Maintenance Association (BOMA) guidelines for buildings of similar type and use, the formula for the reserve fund should be in the range of:

\$1.00 - \$1.94 per square foot per year (\$108,000 - \$209,000) approximately per year.

**Recommendation: Budget \$209,000 yearly for ongoing recreation building maintenance.**





The assessment includes a review to make facilities comply with current barrier-free code requirements and life safety requirements. These items are considered Priority 3 items. While these building code items are non-retroactive, they would be required to be completed if a renovation or expansion was undertaken in the future.

Facility improvements discussed with building stakeholders were reviewed. These items are considered priority 4 items.

Barrier-free code compliance, compliance with other non-retroactive code items, and facility improvements are considered longer-term action items.

- Priority 3 Barrier Free and Non-retroactive Code Compliance
- Priority 4 Facility Improvements

Priority 3 & 4 items have been estimated at an approximate cost in the range of \$2M-\$3M.

# OAKBANK ARENA & DIST. CC

## Site Features

Total Area 76,477 m<sup>2</sup>  
Total Open Space 55,980 m<sup>2</sup>

## Facility Features

Total Building Area 3,215 m<sup>2</sup>  
Arena Area 1,930 m<sup>2</sup>  
Building Area\* 1,285 m<sup>2</sup>  
(\*excluding Arena)

## Financial Status

Operating Expenses \$284,834  
Operating Revenue \$239,989

(Grants not included)

**Ownership** Community Club

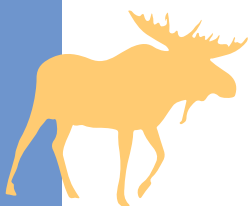


## SITE DESCRIPTION

The site is approximately 7.6 hectare (19 acres) containing three baseball diamonds an outdoor rink, a soccer field and parking for approximately 100 vehicles.

PRIORITY	ITEM	ESTIMATED COST
2	• Upgrade ice plant refrigerant from Freon to R410a by 2020	\$200,000 *
	• Correct negative slope around building	\$25,000
	• Provide bollards along building exterior or relocate road	\$50,000
<b>TOTAL ESTIMATED PRIORITY 1 &amp; 2 COSTS</b>		<b>\$275,000</b>
3	• Expand washrooms to match building occupancy	\$50,000
	• Provide a Universal Toilet Room	\$25,000
	• Provide an accessible main entrance with Power Door Operator and compliant threshold	\$10,000
	• Provide code-compliant exit signage, visual (strobe) alarm, and emergency lighting	\$10,000
4	• Upgrade canteen	\$50,000
	• Provide a female change room	\$250,000
	• Provide exterior roof insulation and new roofing	\$250,000 - \$300,000
	• Provide a walking track	may not be feasible
	• Provide a viewing area for the arena	may not be feasible
<b>TOTAL ESTIMATED PRIORITY 3 &amp; 4 COSTS</b>		<b>\$645,000 - \$695,000</b>

\* To be completed by 2020 as per the Montreal Protocol.



Arena



Multi-purpose Room



Arena Looking at Viewing Area



Elite Change Room



# HAZELRIDGE SPORTS COMPLEX

### Site Features

Total Site Area 26,288 m<sup>2</sup>  
 Total Open Space 11,700 m<sup>2</sup>

### Facility Features

Total Building Area 2,971 m<sup>2</sup>  
 Arena Area 1,930 m<sup>2</sup>  
 Building Area\* 1,041 m<sup>2</sup>  
 (\*excluding Arena)

### Financial Status

Operating Expenses \$198,633  
 Operating Revenue \$190,183  
 (Grants not included)

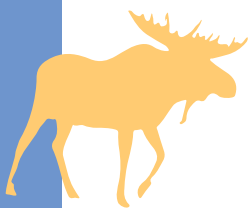
Ownership Community Club



### SITE DESCRIPTION

Hazelridge Sports Complex is situated adjacent to Hazelridge School . The site is 2.6 hectares (6.5 acres) and contains un-programmed greenspace. The area at the back of the Sports complex – defined by the curling rink structure and the service area of the arena - is underutilized. The curling rink is currently not operational.

PRIORITY	ITEM	ESTIMATED COST
1	<ul style="list-style-type: none"> <li>Replace glass at boards with higher glass and provide netting</li> </ul>	\$20,000
2	<ul style="list-style-type: none"> <li>Remove or correctly “mothball” derelict curling structure</li> <li>Repair mechanical room roof connection to arena building</li> </ul>	\$15,000* \$15,000
<b>TOTAL ESTIMATED PRIORITY 1 &amp; 2 COSTS</b>		<b>\$50,000</b>
3	<ul style="list-style-type: none"> <li>Provide an accessible main entrance with Power Door Operator and compliant threshold</li> <li>Provide code-compliant exit signage, visual (strobe) alarm, and emergency lighting</li> </ul>	\$10,000 \$10,000
4	<ul style="list-style-type: none"> <li>Provide a female change room(s)</li> <li>Provide a multipurpose room <i>or *rehabilitate curling structure to accommodate multipurpose room</i></li> </ul>	\$250,000 \$500,000
<b>TOTAL ESTIMATED PRIORITY 3 &amp; 4 COSTS</b>		<b>\$770,000</b>



Arena



Service Room and Ice Plant



Meeting Room



Canteen



# COOKS CREEK COMMUNITY HALL

### Site Features

Total Area 56,296 m<sup>2</sup>  
Total Open Space 39,348 m<sup>2</sup>

### Facility Features

Total Building Area 266 m<sup>2</sup>  
Hall Area 140 m<sup>2</sup>

### Financial Status

Operating Expenses \$33,056  
Operating Revenue \$82,193\*

(\*Grants not included, Cooks Creek Community Hall is currently in a fundraising phase for their anticipated expansion)

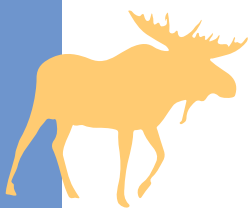
**Ownership** Community Club



### SITE DESCRIPTION

Cooks Creek site is approximately 5.63 hectares (14 acres) and contains two baseball diamonds a soccer field, three playing fields, play structures. The site has parking for approximately 150 vehicles plus over flow parking on the grass.

PRIORITY	ITEM	ESTIMATED COST
3	<ul style="list-style-type: none"> <li>Provide a Universal Toilet Room</li> <li>Provide an accessible main entrance with Power Door Operator and compliant threshold</li> <li>Provide code-compliant exit signage, visual (strobe) alarm, and emergency lighting</li> </ul>	<p>\$25,000</p> <p>\$10,000</p> <p>\$10,000</p>
4	<ul style="list-style-type: none"> <li>Construction of planned 6,000 sq. ft. gym addition adjacent to the Multipurpose Room.</li> </ul>	\$1,000,000
<b>TOTAL ESTIMATED PRIORITY 3 &amp; 4 COSTS</b>		<b>\$1,045,000</b>



*Exterior Service Windows from Kitchen*



*Currently there is not positive drainage away from the building.*



*Vestibule Threshold*



*Commercial Kitchen*



# SPRINGFIELD CURLING CLUB

## Site Features

Total Area 23,890 m<sup>2</sup>  
 Total Open Space 13,843 m<sup>2</sup>

## Facility Features

Total Building Area 1,197 m<sup>2</sup>  
 Arena Area 846 m<sup>2</sup>  
 Building Area\* 351 m<sup>2</sup>  
 (\* excluding arena)

## Financial Status

Not available for inclusion in this report.

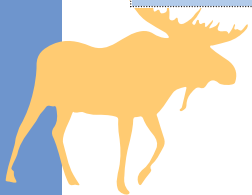
**Ownership** Curling Club



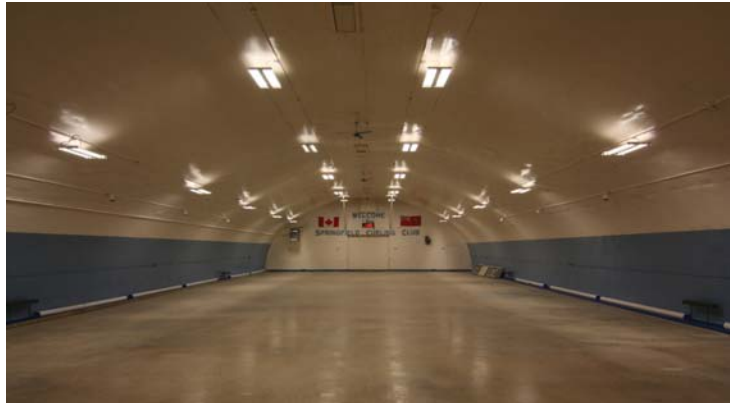
## SITE DESCRIPTION

The site is approximately 2.4 hectares (6 acres) that includes the adjacent baseball diamond and parking areas for approximately 100 cars.

PRIORITY	ITEM	ESTIMATED COST
2	• Replace ice plant	\$200,000
	• Investigate high humidity in basement - possible cause may be inadequate or inoperative weeping tile and sump system	TBC
<b>TOTAL ESTIMATED PRIORITY 1 &amp; 2 COSTS</b>		<b>\$200,000</b>
3	• Provide an accessible main entrance with Power Door Operator and compliant threshold	\$10,000
	• Provide code-compliant exit signage, visual (strobe) alarm, and emergency lighting	\$10,000
	• Retrofit existing main floor washrooms for accessibility	\$25,000
	• Provide a Universal Toilet Room	\$10,000
4	• Provide a vestibule between the first floor lounge and the curling rink	\$10,000
<b>TOTAL ESTIMATED PRIORITY 3 &amp; 4 COSTS</b>		<b>\$65,000</b>



*Curling Rink*



*First Floor Lounge*



*Basement Locker Room*



*Exterior of Curling Rink Building and 1.5 Storey Building*



# ANOLA COMMUNITY CLUB

### Site Features

Total Area 30,121 m<sup>2</sup>  
 Total Open Space 18,275 m<sup>2</sup>

### Facility Features

Total Building Area 784 m<sup>2</sup>  
 Hall Area 372 m<sup>2</sup>

### Financial Status

Operating Expenses \$45,475  
 Operating Revenue \$45,181

(Grants not included)

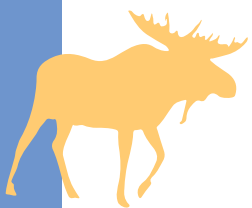
**Ownership** Rural Municipality



### SITE DESCRIPTION

The site contains a community Centre, a hockey rink, soccer field and baseball diamond and parking for 60 – 100 cars.

PRIORITY	ITEM	ESTIMATED COST
3	<ul style="list-style-type: none"> <li>Provide new shingle roof on original hall</li> </ul>	\$20,000
4	<ul style="list-style-type: none"> <li>Provide a BMX Track</li> </ul>	\$50,000
<b>TOTAL ESTIMATED PRIORITY 3 &amp; 4 COSTS</b>		<b>\$70,000</b>



# DUGALD COMMUNITY CENTRE

## Site Features

Total Area	40,803 m <sup>2</sup>
Total Open Space	28,197 m <sup>2</sup>

## Facility Features

Total Building Area	676 m <sup>2</sup>
Hall Area	240 m <sup>2</sup>

## Financial Status

Operating Expenses	\$35,604
Operating Revenue	\$38,963

(Grants not included)

**Ownership** Rural Municipality



## SITE DESCRIPTION

The site includes a Community Centre and a private child care centre.

PRIORITY	ITEM	ESTIMATED COST
3	<ul style="list-style-type: none"> <li>Provide an accessible main entrance with Power Door Operator and compliant threshold</li> </ul>	\$10,000
	<ul style="list-style-type: none"> <li>Provide code-compliant exit signage, visual (strobe) alarm, and emergency lighting</li> </ul>	\$10,000
	<ul style="list-style-type: none"> <li>Provide a Universal Toilet Room</li> </ul>	\$10,000
4	<ul style="list-style-type: none"> <li>Provide a cycling and pedestrian trail connection between the facility, adjacent school, and surrounding neighborhood</li> </ul>	\$50,000
	<ul style="list-style-type: none"> <li>Hardscape Outdoor rink for summer use</li> </ul>	\$50,000
<b>TOTAL ESTIMATED PRIORITY 3 &amp; 4 COSTS</b>		<b>\$80,000</b>

# SPRINGFIELD LIBRARY

## Site Features

Total Area 27,554 m<sup>2</sup>  
 Total Open Space 12,305 m<sup>2</sup>

## Facility Features

Total Building Area 1,250 m<sup>2</sup>

## Financial Status

Operating Expenses \$290,765  
 Operating Revenue \$160,931

(Grants not included)

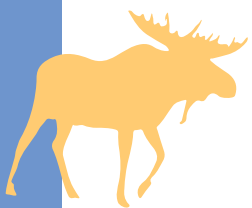
**Ownership** Rural Municipality



## SITE DESCRIPTION

The site is 2.76 hectares (6.8 acres) and includes a historic house and includes a parking lot of 60 parking spots

PRIORITY	ITEM	ESTIMATED COST
3	<ul style="list-style-type: none"> <li>Provide a Universal Toilet Room</li> </ul>	\$10,000
4	<ul style="list-style-type: none"> <li>Perform testing and repairs to mechanical systems to ensure that the building is being properly ventilated (upgrade systems as necessary)</li> </ul>	TBC
	<ul style="list-style-type: none"> <li>Replace multipurpose room flooring with new sheet flooring</li> </ul>	\$7,500
	<ul style="list-style-type: none"> <li>Acoustic attenuation and sound separation</li> </ul>	\$35,000
	<ul style="list-style-type: none"> <li>Gallery Lighting</li> </ul>	\$20,000
<b>TOTAL ESTIMATED PRIORITY 3 &amp; 4 COSTS</b>		<b>\$72,500</b>



# LYNCREST FLIGHT CENTRE

## Site Features

Total Area 161,564 m<sup>2</sup>  
 Total Open Space N/A

## Facility Features

Total Building Area 205 m<sup>2</sup>

## Financial Status

Operating Expenses \$100,874  
 Operating Revenue \$151,561\*

(Grants not included, \*Finances include fuel and other Flight Club specific items )

**Ownership** Community Club



## SITE DESCRIPTION

The site is 161,563 m<sup>2</sup> or 16 .15 hectares (40 acres) that include numerous air plane hangars, runway, parking area and the Lyncrest Airport Clubhouse.

PRIORITY	ITEM	ESTIMATED COST
3	• Provide an accessible main entrance with Power Door Operator and compliant threshold	\$10,000
	• Provide code-compliant exit signage, visual (strobe) alarm, and emergency lighting	\$10,000
4	• Replace existing roof with a new metal roof	\$50,000
<b>TOTAL ESTIMATED PRIORITY 3 &amp; 4 COSTS</b>		<b>\$70,000</b>

# FIELDS, PARKS & GREENSPACES

A review of all greenspaces, parks and fields was conducted. Athletic fields were assessed using a preliminary turf condition assessment tool producing a score from 0 - 60. This preliminary tool is intended to demonstrate the relative condition of the turf between athletic fields and be a baseline for future tracking.

Active use results in high levels of wear on athletic surfaces. There is a lack of formal reporting, funding and tracking of the condition of these athletic assets. Ongoing maintenance and investment into fields, trails and open spaces is recommended.

## EXISTING FIELDS

### ANOLA COMMUNITY CLUB ATHLETIC FIELDS

Mini soccer, Full side soccer/baseball diamonds  
Area 17697m<sup>2</sup> Turf Condition 37/60

Soccer and baseball fields overlap. Condition and layout of fields do not make Anola ideal for athletics. Anola fields soil makeup appeared most challenging of observed athletic fields. Adjacent to schoolground play facilities. Outdoor rink is hardscaped for summer usage

### COOKS CREEK COMMUNITY CLUB ATHLETIC FIELDS

Soccer, Baseball  
Area 20197m<sup>2</sup> Turf Condition 48/60

Well serviced fields and good variety of recreational opportunities. Some issues with surface condition (portions lumpy).

### DUGALD COMMUNITY CLUB ATHLETIC FIELDS

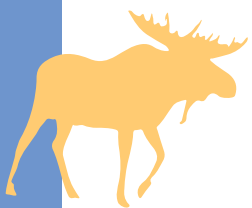
Ball Diamonds  
Area 11545m<sup>2</sup> Turf Condition 43/60

Turf quality good, infields were noted as in need of updating. Adjacent to play areas, school soccer fields and picnic areas

### MILLBROOK

Baseball Diamonds  
Area 3850m<sup>2</sup> Turf Condition 40/60

Well maintained for use as ball diamond. Very firm surface appeared to drain well (likely sandy soil conditions) with higher observed weed coverage ~30%.



## OAKBANK ARENA ATHLETIC FIELDS

Soccer, Mini Soccer and Baseball  
Area 20295m<sup>2</sup> Turf Condition 47/60

High use fields. Good colour and soil composition. Evidence of some drainage issues and surface wear (divots and dips). Pathways to fields noted as narrow for wheelchair access.

## SPRINGFIELD CURLING CLUB

Fastball Diamond Area 3848 m<sup>2</sup>

In reasonable condition not assessed using turf condition assessment tool.

# EXISTING PARKS AND GREENSPACES:

## ELM PARK

Size: 8903.1 m<sup>2</sup> Location: Oakbank

This park offers a play structure for children aged 2-5, Dynamo Swings, Spinners and Rockers, and wheelchair accessible surfacing. This park also is equipped with a full size basketball court, play equipment and a BMX Hill.

**Last year of site work/investment:** equipment 2013 , basketball court 2011

**Structure and equipment condition:** very good

**Site condition:** very good

**Priority:** 3 (low)



Elm Park

## COOK'S CREEK COMMUNITY CLUB PARK

Size: 39348m<sup>2</sup>

Location: Cooks Creek

Large play structure, Dynamo swing, spinner, with wheelchair accessible surface. Outdoor ice surface with warming shack, horseshoes, lawn bowling, and large open green space.

**Last year of site work/investment:** outdoor rink 2015, play structure 2015

**Structure and equipment condition:** very good

**Site condition:** very good

**Priority:** 3 (low)

## HAZELRIDGE GREENSPACE

Size: 11700m<sup>2</sup>

Location: Hazelridge

Turf Score: 37/60

Open fields adjacent to Sports complex and school playground facilities

**Last year of site work/investment:** unknown

**Structure and equipment condition:** n/a

**Site condition:** average

**Priority:** 3 (low) Hazelridge is prioritized for winter indoor ice

## GILLESPIE PARK

Size: 1161.4 m<sup>2</sup>

Location: Dugald

This neighbourhood park features a play structure, picnic tables and benches.

**Last year of site work/investment:** 1990's

**Structure and equipment condition:** tot-lot with aged equipment

**Site condition:** average

**Priority:** 2

## HUNTER PAAR PARK

Size: 6345.5 m<sup>2</sup>

Location: Vivian

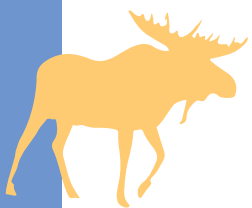
Tree lined open greenspace with modest play structure, swings, and bench area

**Last year of site work/investment:** unknown

**Structure and equipment condition:** requires update and/or remove

**Site condition:** average

**Priority:** 2



## KIN PARK

Size: 11436.4 m<sup>2</sup> Location: Oakbank

Two full size tennis courts which convert to an outdoor skate surface in winter. The tennis courts include pickle ball lines. Kin Hut is used for skate change and storage.

**Last year of site work/investment:** Multi-sport court area 2011

**Structure and equipment condition:** structure requires update,

**Site condition:** average

**Priority:** 1 (high)

## JODI PARK

Size: 8093.7 m<sup>2</sup> Location: Oakbank

Large play structure, swings, wheelchair accessible surface; this park features an outdoor fitness circuit and pathway. Entrances to parks are difficult to locate.

**Last year of site work/investment:** 2012

**Structure and equipment condition:** very good

**Site condition:** good

**Priority:** 3 (low)



Jodi Park

## LIONS PARK

Size: 10590.1 m<sup>2</sup> Location: Oakbank

Modest play equipment, beach volleyball courts and good connectivity to some walking pathways.

**Last year of site work/investment:** volleyball court 2015, connection path to schools 2014

**Structure and equipment condition:** play structures/swings require update,

**Site condition:** average

**Priority:** 1 (high)

## LEGION MEMORIAL PARK

Size: Location: Dugald

In development, this park contains an armoured personnel carrier and intends to add commemorative pieces for the Air Force, Navy and Merchant Marines. Park additionally includes benches, accessible walking path and gardens.

**Last year of site work/investment:** in development

**Structure and equipment condition:** benches in good condition

**Site condition:** average

**Priority:** 3 (low)

## PRAIRIE GROVE PARK

Size: 20234.3 m<sup>2</sup> Location: Prairie Grove

Play structure, extensive swing-sets, outdoor hockey rink and

**Last year of site work/investment:** outdoor rink 2014, play structure 2013

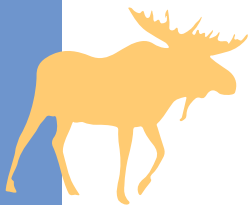
**Structure and equipment condition:** new/recent

**Site condition:** average

**Priority:** 3 (low)



Prairie Grove Park



## SCOTT PARK

Size: 4200.6 m<sup>2</sup> Location: Hazelridge

Well treed private picnicking area and benches.

**Last year of site work/investment:** unknown

**Structure and equipment condition:** n/a

**Site condition:** average

**Priority:** 3 (low)

## SPRINGFIELD LIBRARY GREENSPACE

Size: 20234.3 m<sup>2</sup> Location: Dugald

Tree lined open greenspace adjacent to Springfield public Library

**Last year of site work/investment:** unknown

**Structure and equipment condition:** n/a

**Site condition:** average

**Priority:** 3 (low)

## ASPEN LAKE PARK

Size: 6070.3m<sup>2</sup> Location: Oakbank

Play structure, Dynamo Biggo Duo Swing, Satellite Walk, Apollo Spinner, rock wall, and wheelchair accessible surfacing.

**Last year of site work/investment:** 2012

**Structure and equipment condition:** very good

**Site condition:** very good

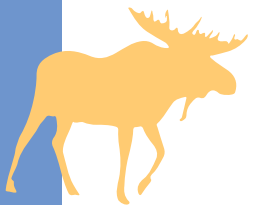
**Priority:** 3 (low)



Aspen Lake Park

# LEGEND

	Baseball		Biking
	Soccer		Running
	Tennis / Pickle-ball		Walking
	Basketball		Accessible Surface
	Football		Music
	Curling		Swimming
	Cross Country Skiing		Equestrian Activity
	Outdoor Skating		Playground Equipment
	Hockey		Library
	Skateboarding		Community Meals
	Volleyball		Social Gathering / Games
	Yoga / Zumba / Dance		Planes
	Snowmobiling		Golf
	Figure Skating		





**A** Cooks Creek Community Hall



**B** Hazel Ridge Arena



**C** Oakbank Arena



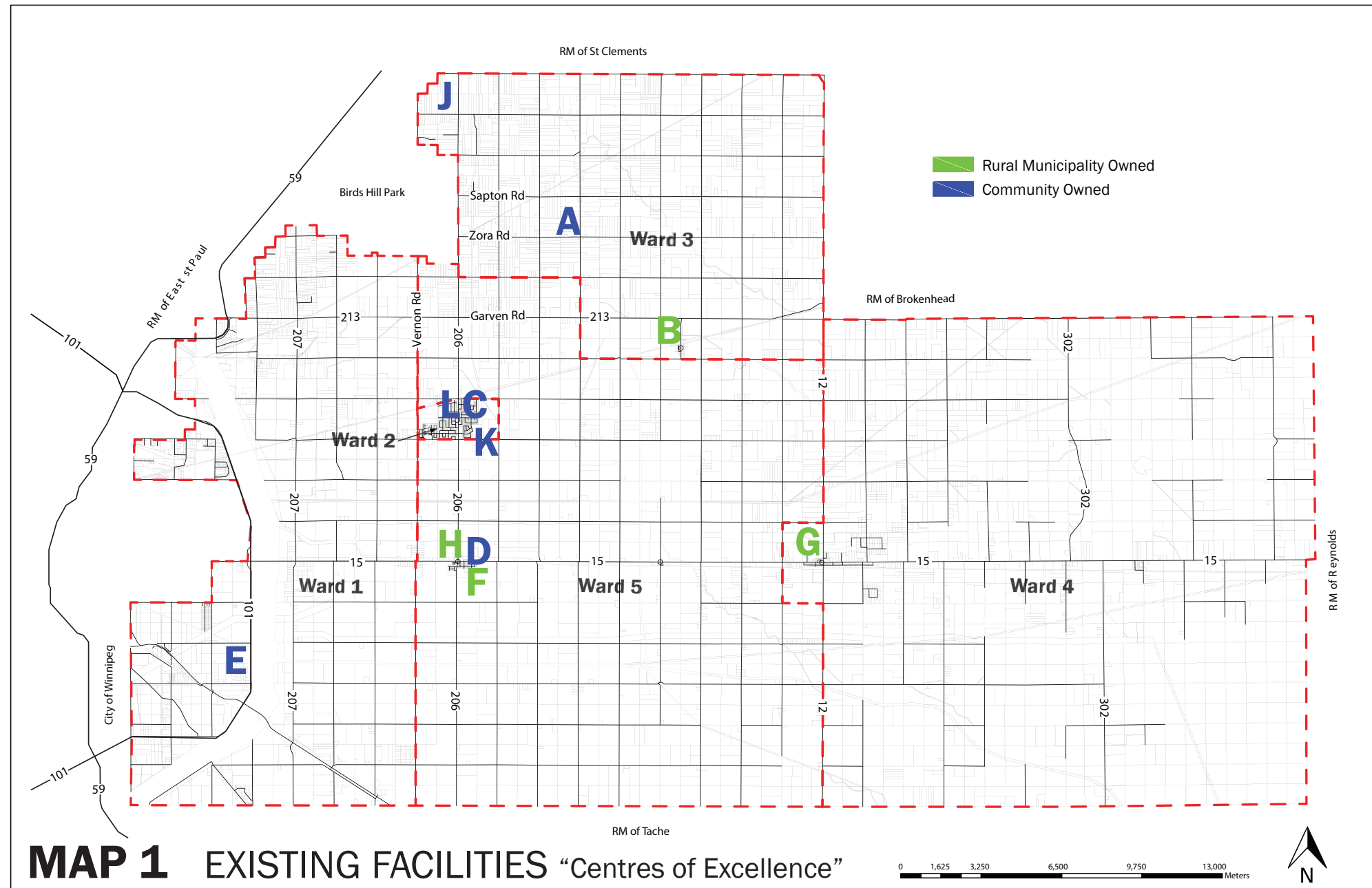
**L** S.P.A.C.E. Academy



**K** Kin Place



**J** Parkside Pool



**D** Springfield Curling Rink



**E** Lyncrest Flight Centre



**H** Springfield Public Library



**G** Anola Community Club



**F** Dugald Community Centre



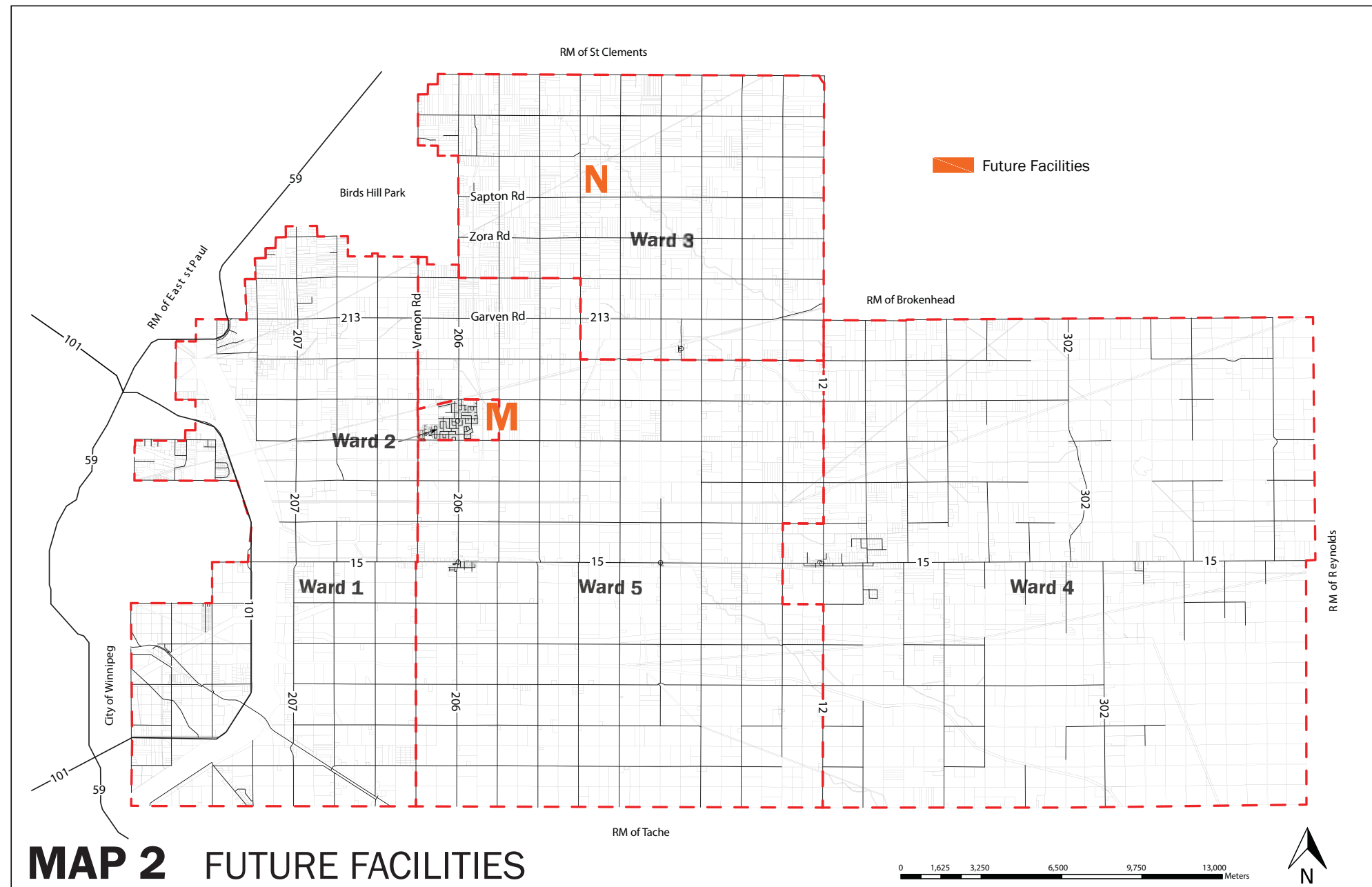
The RM should support Cooks Creek Community Centre; however the RM should encourage/require the following conditions are satisfied:

1) Expansion to be appropriately sized for both theater/dance performances and sport use. Adequately sized gymnasium will include adequate ceiling heights for volleyball, basketball etc.

2) Finishes in expansion to be appropriate and durable sport type flooring, and walls to be durable materials.

3) Minimise ongoing building (energy) costs and not have capital costs as the single determining factor. New construction should target surpassing current minimum building energy codes.

## N Cooks Creek Expansion



A Springfield multi-use facility in Oakbank is recommended to fill three gaps in the recreation picture: indoor active participation year-round, community gathering space for over 400 people in Springfield and community space in Oakbank. The facility should include an indoor walking track to meet needs of adults in an under-served program demographic. The space should include kitchen facilities to support a catered event. The facility will need to be sprinklered and comply with Codes for barrier-free design. Limiting scope-creep to control the budget will be essential in order to move development forward. Facility development is identified as a long-range recommendation.

## M Springfield District Indoor Turf and Events Centre





**1 Aspen Lake Park**  
Size: 6,070.3 m<sup>2</sup>



**2 Jodi Park**



Size: 8,093.7 m<sup>2</sup>



**3 Elm Park**



Size: 8,903.1 m<sup>2</sup>



**4 Kin Park**



Size: 11,436.4 m<sup>2</sup>



**5 Lions Park**



**16 Millbrook**  
Size: 12,140.6 m<sup>2</sup>



**15 Springfield Library Green Space**  
Size: 20,234.3 m<sup>2</sup>



**14 Hazelridge Green Space**

Size:



**13 Lilac Park**  
Size: 5,872 m<sup>2</sup>



**12 Scotts Park**



Size: 4,200.6 m<sup>2</sup>



**11 Anola Community Club Park**

Size:

Currently Under Development

**10 Legion Memorial Park**



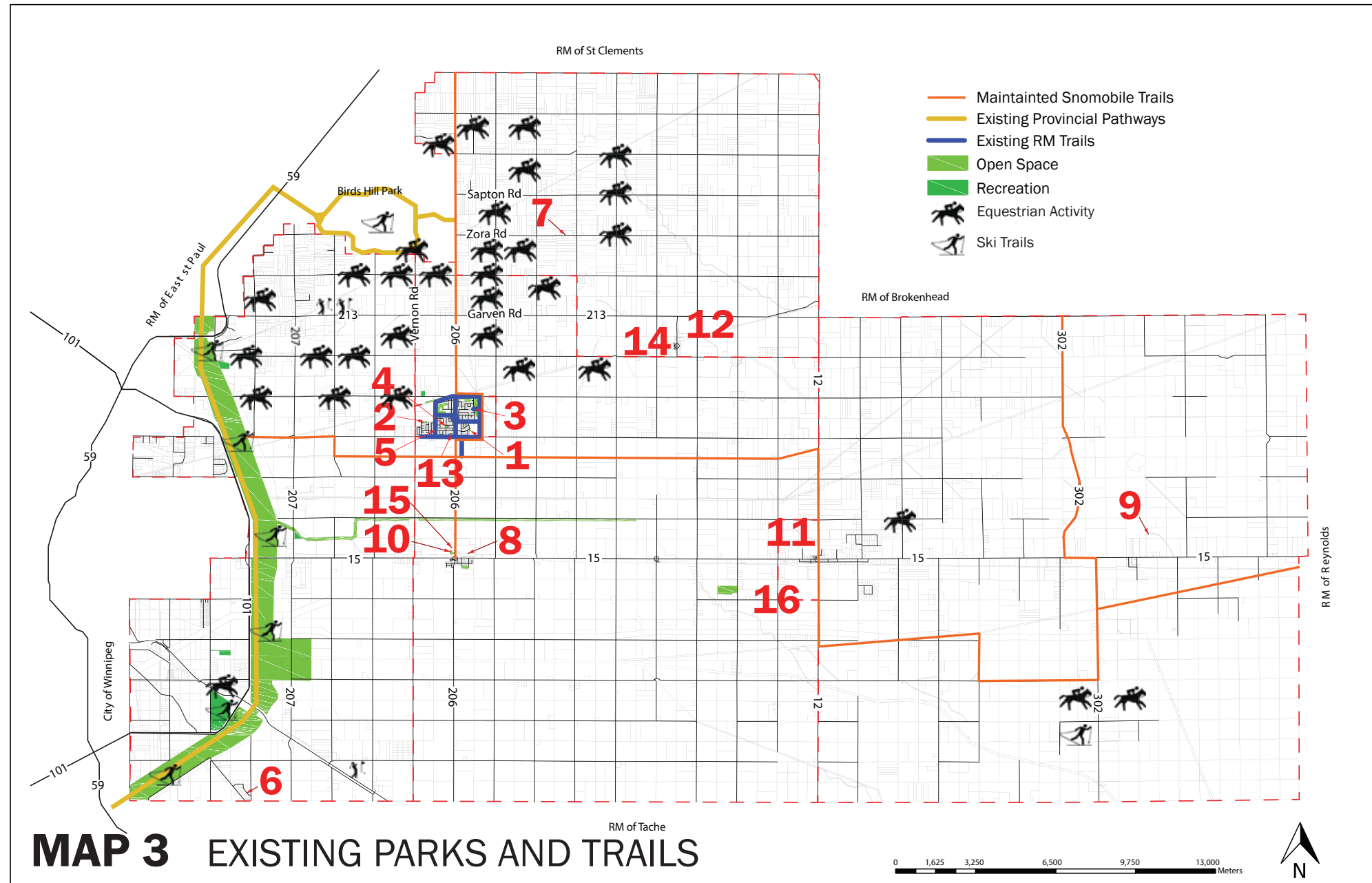
**9 Hunter Paar Park**

Size: 6,345.5 m<sup>2</sup>



**8 Gillespie Park**

Size: 1,161.4 m<sup>2</sup>



**6 Prairie Grove Park**  
Size: 20,234.3 m<sup>2</sup>



**7 Cooks Creek Community Club Park**  
Size:





Pathways and Gates to the park are well used by the RM of Springfield Equestrian Community

1) Proposed Equestrian Entrances gates...



Many people use back roads to access the Birds Hill Provincial Park pathways. Providing better active transportation pathways to the RM of Springfield may be a recreation and tourism opportunity.

2) Proposed Active Transport Access...



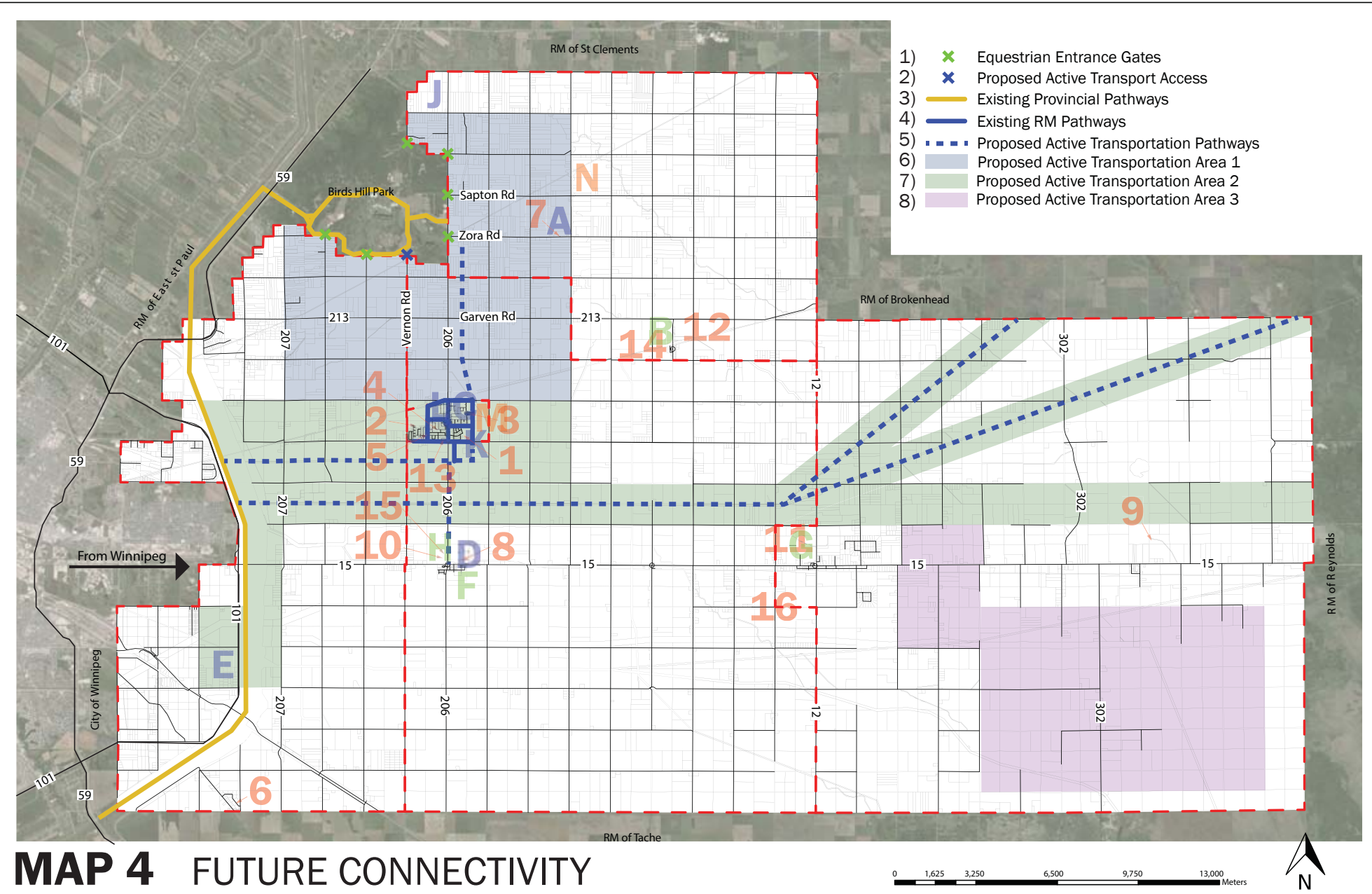
A map of existing Trans-Canada trails. One of many trails connecting to the RM of Springfield

3) Existing Provincial Pathways...

Regions South and East of Anola provide opportunities for expanded active transportation pathways.



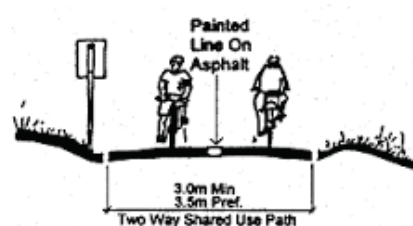
8) Proposed Active Transportation Area 3...



New allocation should provide opportunity to expand the extent of pathways within population centres and connect between communities in the RM.



4) Existing RM Pathways...



Major or main active transportation trails will typically accommodate the widest spectrum of users. They are wider, and may have an asphalt or higher quality granular surface. Minor or more secondary active transportation are generally more narrow and may follow landscape features or easements.

7) Proposed Active Transportation Area 2...



6) Proposed Active Transportation Area 1...

Allowing all residents of the RM of Springfield and surrounding areas to more easily access Birds Hill park through shared use signage, driver education as well as trail development and maintenance.



5) Proposed Active Transportation Pathways along existing Transmission lines

Shared use agreements with Manitoba Hydro may allow active transportation connections along these existing routes.

# FINDINGS

Immediate investment into facilities for Priority 1 & 2 items is recommended. The associated cost is approximately \$525,000. Priority 1 items should be completed in the short term, Priority 2 items can be completed in the medium term. Requested projects and Universal Design (accessibility) accommodation for all reviewed facilities requires an additional investment of approximately \$2-3 million dollars. Investment to resolve deferred maintenance is recommended within four years to mitigate further impacts.

Based on the condition of facilities in various stages of life cycle – from relatively new to in excess of thirty years - regular yearly maintenance investment of approximately \$209,000 per year is required to manage facilities based on national BOMA (Building Owners and Managers Association) standards for buildings of similar type and use. Alleviating a portion of the volunteer burden through the recommended maintenance reserve fund is intended to address concerns about facility sustainability.

Improved communications, improved services and diversified programs were themes of consensus in Community Conversations and surveys. Ensuring that recreation encompasses a wide range of opportunities including arts, culture, individual activities, organized sport and programs is significant in the region.

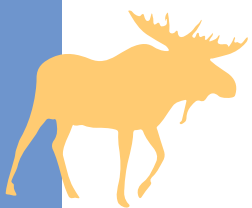
Springfield residents value inclusivity and wellness. Programming and gathering opportunities for people of all ages and abilities is essential to meet needs of Springfield residents. Partnerships with Age Friendly Springfield and entrepreneurs who provide recreation services is essential to a well-rounded calendar of recreation options.

To achieve goals of improved service and communications, we recommend increasing the recreation staff team. The immediate action should increase the existing part-time position to a full time designation. Website improvements to enable online registration, a communications hub and improvements to the calendar are in process. Investment into staffing resources is recommended in the range of \$14,000 – \$18,000 to the existing part time salary.

Support for volunteers is essential to recreation. With additional recreation resources, initiatives to support volunteers should include assistance with volunteer recruitment and help to outline the roles and responsibilities of volunteers. Volunteer boards carry tremendous responsibility for the operations, maintenance, finances and reporting for community facilities.

Consistent and comparable bookkeeping is strongly recommended for all facilities. To achieve this important goal, the RM should allocate bookkeeping supports to the centres. The associated cost of required bookkeeping support is estimated in the range of \$1,200 - \$3,000 per year.

In community conversations, residents identified many strengths of existing recreation opportunities. Pancake breakfasts, Chickendaze and the Andrew Dunn walk are just a few of the important community events in the region. Supporting festivals, programs, small projects and events through a designated Recreation Community Grant program is recommended in a range of \$20,000 - \$24,000.



Constituents in meetings emphasized the unique rural qualities of the region, the strong equestrian community and close proximity to Birds Hill Park. A yearly allocation of \$80,000 - \$85,000 to development of trails, fields, playgrounds and greenspace is recommended.

Four predominant recreation gaps exist based on national precedents and feedback: a pool, indoor turf facility, indoor walking track, spray pad and a public wellness centre with exercise equipment. There was little consensus for capital planning allocation. Long range investment will require either a capital reserve allocation or borrowing plan.

## Recommended investments

Proposed Outcomes	
Parks, trails, fields yearly investment	\$85,000
Community Recreation grant	\$24,000
Increased staff	\$18,000
<b>TOTAL</b>	<b>\$127,000</b>

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## Recommended operational investments

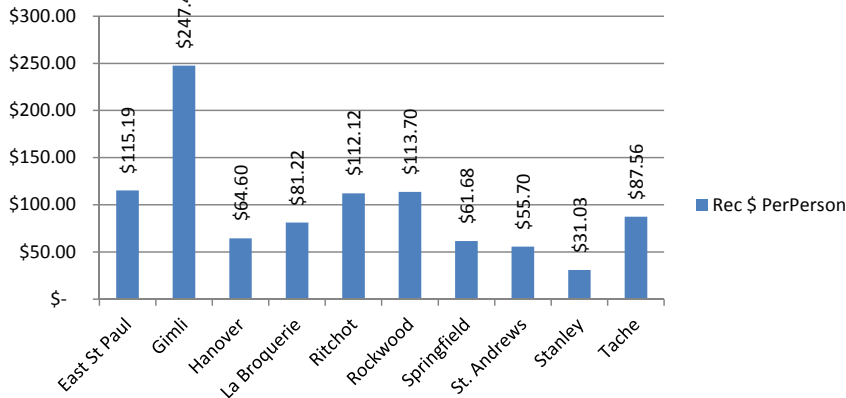
	Centre Grants	Current	Proposed	
Provide operating grants to centres based on size not bills. \$0.90 per sf		2016	75%	\$0.90/ft <sup>2</sup> (BOMA)
			Utilities	\$0.02/ft <sup>2</sup> \$1.94/ft <sup>2</sup>
	Oakbank	\$48,431	\$35,099	\$66,240
	Hazelridge	\$38,246	\$35,394	\$76,294
Provide grants for programed exterior space. \$0.02 per sf	Curling Club	\$18,279	\$12,029	\$24,144
	Cooks Creek	\$6,139	\$ 8,119	\$ 8,130
	Lyncrest	\$5,489	\$ 2,413	\$ 4,273
	Anola	\$10,035	\$10,328	\$14,050
Budget Maintenance at BOMA recommend levels. \$1.94 per sf	Dugald	\$8,629	\$ 5,764	\$ 7,066
	*no change to library funding proposed			

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# RECREATION FINANCES AND FUNDING

Recreation funding in the RM of Springfield was \$61.68 per person in 2013. This was lower than comparable RMs with populations over 5000 where the average was \$125 per person in 2013. Increasing recreation funding to \$68.50 per person is recommended.

2013 Recreation Spending Per Person in Rural populations over 5000

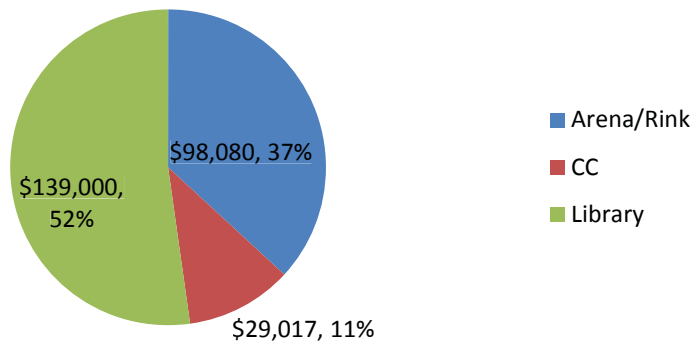


## CATEGORIZATION OF FACILITIES

There are three distinct types of recreation facility funded in the RM of Springfield:

- 1) Library, Museums, Archives
- 2) Arenas & Rinks
- 3) Community Clubs & Halls.

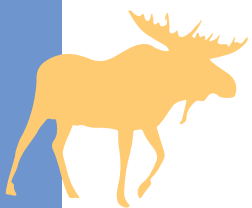
## Operation Funding by Building Type



The municipality funds arenas, rinks, community centres and halls to 75% of operations (utility) costs. On average the investment is roughly 8\$ per person per year.

The Library is funded through matched library grant to approximately 8.7\$ per person per year. Parks fields and trails carry an ongoing maintenance cost of approximately \$4.25 per person per year.

In addition to these operations grants the RM funds some small projects and greenspace maintenance.



**Goals of new funding structure:**

- Optimise spending to maximise partnership funding
- Provide support to enhance building usage and program delivery
- Allow transparency and parity for recreation funding
- Reduce funding uncertainty to community club boards
- Encourage and reward well-run facilities
- Incentivise programming use for a variety of activity types and user groups
- Allow for new construction of recreation assets without penalty to existing centres
- Increase funding to be more on par with accepted Provincial and national funding standards

**Library & Museum Funding:**

Unchanged – recommend continue funding at current levels. Track usage and review with program data to help partner funding opportunities and maximise effectiveness of funding.

**Indoor Sport Centres – Arenas, Rinks & Other:**

Recommend funding be allocated on a per square foot basis for programming and operations and RM reserve funds for maintenance and asset management based on the BOMA per sf formula. Long term, all indoor sport facilities should transition to operating on a full cost recovery basis.

**Community Centres**

Recommend funding to the centres be allocated on a per square foot basis for interior and exterior programmed space. Additionally, the RM should reserve maintenance funds based on the BOMA formula.

**Athletic Fields and Greenspaces**

Outdoor athletic fields should be considered more pro-actively. Recommend long term investment and planning to maintain these community assets. Recommend a field operations and programming amount to be allocated to the operating centre or organisation on a per square foot basis to help organise this tracking and programming.

Greenspace and Park maintenance allocations should continue at similar levels, however new capital investment for parks and trails is included in recommended funding formula.

The proposed funding model intends to enhance how recreation assets are governed, funded and managed to reflect the capacity of volunteer run organisations. A funding model which provides adequate and predictable funding with greater transparency is preferred to current method. At the same time it is important to providing leverage to allow government, recreation policy and ultimately residents of Springfield to direct the long term programming and recreation offerings in the RM.

**Deferred Maintenance**

An allocation is required to address \$525,000 in deferred maintenance and code items to address these items over the medium term. An additional \$2-3M in recommendations for existing facilities is outlined in facilities summary section.

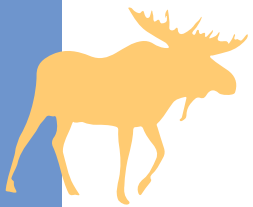
**Capital Planning**

To proceed with capital projects for recreation, a yearly reserve allocation in the budget is recommended for transparency.

**Total Costs**

Ongoing funding to recreation should be increased by 1.5-2.5% per year. This amount does not include deferred maintenance, recommended updates or new capital planning allocations.

# Budget Implication



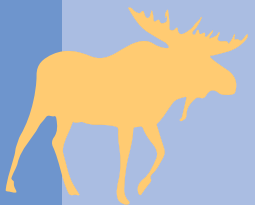
2015 budgeted recreation amount	\$751,000.00
<b>2016 proposed recreation budget</b>	<b>\$963,692.15</b>

**Itemized breakdown is informed by 2015 Municipal Budget**

Recreation (admin etc)	\$204,632.00
Skating Rinks and Arenas (insurance)	\$ 33,274.00
Parks and Playgrounds (Maintenance)	\$ 71,787.00
Service to Seniors	\$ 54,565.00
Museums	\$ 9,567.00
Libraries	\$147,026.00
Archives	\$ 6,500.00
.....	
<b>Parks and Trails Development</b>	<b>\$ 85,000.00</b>
<b>Proposed Community Grants</b>	<b>\$ 24,000.00</b>
<b>Additional Staffing</b>	<b>\$ 18,000.00</b>
<b>Community Centres, Halls, Arenas*</b>	<b>\$109,145.56</b>
<b>Maintenance Reserve</b>	<b>\$200,195.58</b>
<b>Total Recreation Funding</b>	<b>\$963,692.15</b>

Total increase of \$212,692 approximately

\* (including programed greenspace)



# RECOMMENDATIONS

# 8.1

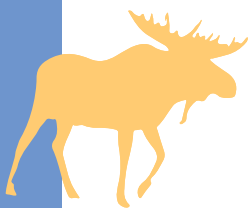
## CONNECT COMMUNITY WITH IMPROVED COMMUNICATION

WEBSITE IMPROVEMENTS, ONLINE REGISTRATION, PROGRAM UPDATES ONLINE, COMMUNITY CALENDAR IMPROVEMENTS, MORE RECREATION RESOURCES

*“Community Club communication should be improved – Beausejour has a great looking system that is simply update-able by the community clubs. Something like this would be much better.”*

*Hazelridge Community  
Conversation, October 7, 2015*

TIMEFRAME	Short-term goal (within one year)
WHO LEADS	RM (Recreation Director), Reeve and Council
PARTNERS	Community Clubs, Age Friendly, constituents & organized groups including sport teams, exercise group leaders etc.





*“It is the people that matter most in recreation. Need to have fun with neighbours and in community. The building and infrastructure do not really matter. Communication is key.”*

*Kin Place Meeting, Oakbank,  
September 17 2015*

## OUTCOMES

Improved resident satisfaction level with information. Enhanced opportunities for more constituents to participate.

- RM website improvements should provide constituents ability to update new events to community calendar with ease and within a short time-frame.
- Calendar to be a “one stop shop” for all constituents to understand what is currently happening in Springfield.
- Silos between Community Clubs should be minimized; regional programming should be emphasized. Clubs should work with the Recreation Director to eliminate program duplication to ensure sustainability for all the clubs.
- Updated list of all programs should be available on the Municipal website.
- Online registration. This strategy meets the needs of many constituents and will enable the Recreation Department to gather statistics for program registrants for use in funding applications.

# 8.2

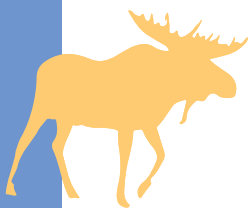
## REINTRODUCE THE RECREATION COMMITTEE



A Recreation Committee comprised of community club & arena presidents (or designate) and the Recreation Director will improve communications and information sharing regionally. The recommendation to allocate funding for parks, trails and open spaces creates an opportunity to include a member from the Springfield Horse Community and Springfield Pathfinders Snowmobile Club on the Committee for more comprehensive planning. Partnerships and increased communication inform all recommendations of this plan.

The Recreation Commission was disbanded in 2014 after approximately thirty years of working together. Individual clubs have endeavoured to keep a recreation committee functional without the benefit of working with other clubs. The goal of the Committee should be a focus on collaborative action “WHAT CAN WE DO.” The committee should create a yearly plan to identify the grants each group is eligible for, actions for the year and required resources. The group should meet quarterly. Minutes should be posted on the RM website. The Recreation Director should report to the Committee of the Whole on behalf of this group.

- |                  |   |
|------------------|---|
| <b>TIMEFRAME</b> | Short-term (within the year)  |
| <b>WHO LEADS</b> | Recreation Director   |
| <b>PARTNERS</b>  | Community Clubs, Council, School Division   |
| <b>OUTCOMES</b>  | <ul style="list-style-type: none"><li>• Improved communication between clubs and community</li><li>• Collaborative planning and resource sharing</li><li>• Designate location of mobile skate park on yearly basis</li><li>• Set short term goals and make an action plan</li><li>• Identify supports needed to achieve goals</li></ul> |



*“We want the plan to relate and build community, sharing and communication between the various community clubs and schools.”*

*Hazelridge Community Conversation,  
October 7, 2015*

***“WE NEED INCLUSIVE AND COHESIVE RECREATION MANAGEMENT.”***

*Dugald Community Conversation,  
August 12, 2015*

*“We want to connect with other clubs”*

*Anola Community Conversation,  
August 12, 2015*

# 8.3

## INCREASE RECREATION DEPARTMENT RESOURCES TO IMPROVE SERVICES AND PROGRAMS

*“The RM should support existing recreation staff more. We need another Shawn W. he was a huge asset helping Lyncrest be able to develop a new centre and be able to find more money from other granting bodies.”*

*Lyncrest Flight Centre Community Conversation, October 15, 2015.*

Improve recreation services and programs. Increase recreation department resources. Provide bookkeeping resource to standardize community centre financials. Provide volunteer development and support

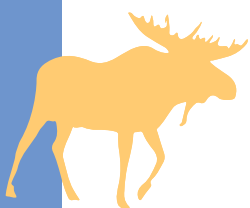
Currently the recreation department is led by a Director with one part-time staff person and seasonal summer staff. Increasing the part-time role to a full-time position would enable more support for community programs, enhanced communications and services to the region. Provide supports to Community Centres to ensure all bookkeeping reporting is standardized.

RECOMMENDATIONS

<b>TIMEFRAME</b>	Medium term goal (within 5 years)
<b>WHO LEADS</b>	Recreation Director and recreation staff person
<b>PARTNERS</b>	Municipal finance

*“This plan needs to balance a number of things. Currently it is hard to communicate about recreation resources. Would like to be able to stay in the community when older.”*

*Kin Place Oakbank Community Conversation, September 17, 2015*



Lyncrest Flight Centre  
Community Conversation,  
October 15, 2015.

*“I want be sure that people are aware that there are lots of alternatives and non-traditional recreation in the region - wants the plan to respect all forms of recreation and for all people.”*

*“I want to see some information in the plan about how to recruit and educate volunteers. “How To Be A Volunteer” and what it means as a citizen in a community to volunteer your time.”*

Cooks Creek Community  
Conversation, August 19, 2015

## OUTCOMES

- Meet recreation needs of people of all age and abilities.
- Identify program gaps and work to fill them.
- Include arts and cultural programming in recreation program plan.
- Establish partnerships for resources, funding, volunteers and support.
- Support volunteers and volunteer resource coordination
- Provide assistance with centralized facility booking if required/requested by Clubs.
- Work to actively support, maintain and develop parks, trails and open space.
- Collect user program data to be able to more effectively track participation and identify gaps.
- Address new recreation trends, socio-economic conditions and continuing changes to area demographics
- Provide improved communication between the recreation Department, Community Clubs and residents.
- Comparable revenue/expense data from all centres.

# 8.4

## INCLUDE A YEARLY MAINTENANCE ALLOCATION IN BUDGET FOR EXISTING RECREATION FACILITIES

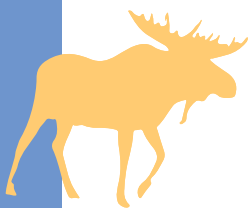
**Recommended yearly allocation to recreation facility maintenance \$209,000.**

Based on established national standards, and informed by BOMA (Building Owners and Managers Association), a yearly budget allocation to a maintenance reserve will increase building performance and manage risks pertaining to building failure.

The allocation is a recommendation of \$1.00 - \$1.94 per sf of facilities.

Based on this the allocation should be in the range of \$107,000 - \$209,000 per year.

TIMEFRAME	Short-term adoption for long-term sustainability
WHO LEADS	RM of Springfield Reeve and Council, Recreation Director, RM Manager of Facilities
PARTNERS	Community Clubs (Boards and maintenance personnel), Community Places Program (where funding may be feasible), Community Places (funding opportunities)
OUTCOMES	<ul style="list-style-type: none"><li>• Managed risk and improved financial planning</li><li>• Reduced financial planning insecurity of Community Clubs</li><li>• Reduced Community Club volunteer stress</li><li>• Building Code compliance</li></ul>



Arena precedents operating/expenses.

ARENAS TYPE BUILDINGS	ARENA CLASS	REVENUE	OPERATING BUDGET (EXPENSES)	AMOUNT OF GRANT OR SUBSIDY FROM CITY OR RM
RM OF SPRINGFIELD (AVG 3YR AVG)				
Hazleridge Arena	B	\$190,183	\$198,633	\$37,757
Oakbank & District CC	B	\$239,989	\$284,834	\$46,132*
Average		\$215,086	\$241,733	\$41,945
RM OF HANOVER (2012)				
Grunthal Arena	B	\$94,875	\$191,735	\$85,000 **
Mitchel & District CC	B	\$143,700	\$234,650	\$107,000 *
Average		\$119,288	\$213,193	\$96,000
CITY OF WINNIPEG ARENAS (2007)				
Eric Coy	B	\$180,187	\$309,513	\$129,326
Maginot	B	\$143,675	\$253,195	\$109,520
River East	B	\$133,211	\$304,116	\$170,905
Sam Southerm	B	\$160,660	\$232,053	\$71,393
Terry Sawchuk	B	\$145,043	\$333,073	\$188,030
Vimy	B	\$151,280	\$225,684	\$74,403
Average		\$152,343	\$276,272	\$123,930

\* includes services for outdoor sports and programming

+does not include \$23,000 ward 6 appropriation grant

# 8.5

## PROVIDE A MODERATE INCREASE TO RECREATION FUNDING

**Recommended increase to recreation of approximately \$130,000-\$350,000.**

Fund operating expenses on a square foot basis.

Fund programmable exterior space associated with each facility per square foot.

Fund a Community Recreation Grant based on a per person formula for the RM.

Fund trails, parks, fields development based on a per person formula for the RM.

Increase staffing funds for bookkeeping assistance to clubs and increase of part time recreation person to full time.

Fund yearly maintenance.

Fund insurance as currently allocated.

Fund library, museums and archive as currently allocated.

**TIMEFRAME** Short term for long term benefit

**WHO LEADS** Recreation Director, Council, RM Finance Department

**PARTNERS** Community centres, arenas, sport conveyors, Springfield Horse Community, community event volunteers, Springfield Pathfinders

Operating grant formula \$0.90 per square foot

Exterior program space formula \$0.02 per square foot of programmed greenspace

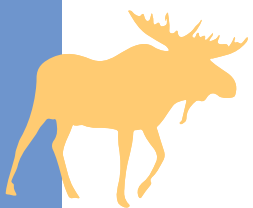
Community recreation grant \$1.50 per person  
(\$24,000 approximately)

Trails, parks, fields development \$5.30 per person  
(\$85,000 approximately)

Part time staff person to become a full time

Provide bookkeeping supports to centres.

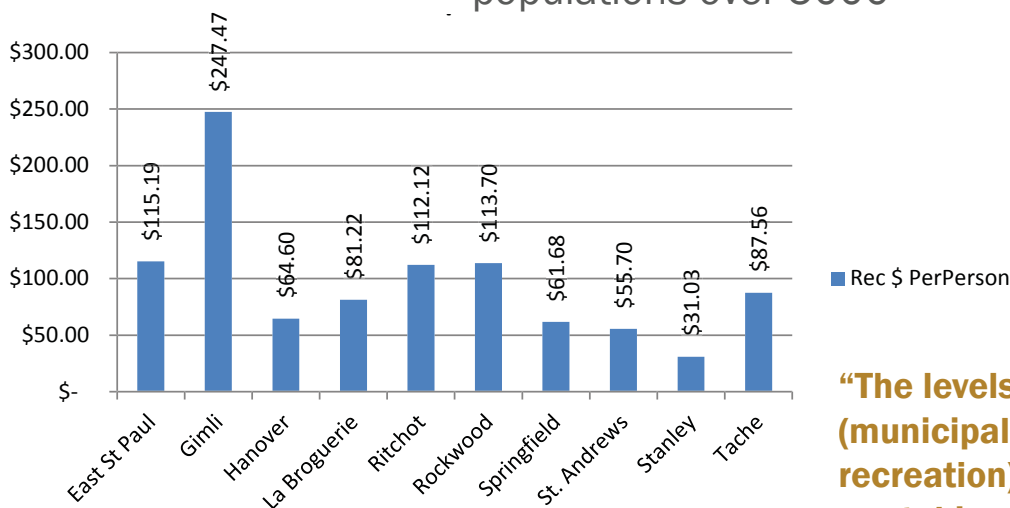
(\$14,000 - \$18,000) approximately.



**The AMM recommends the government:  
Increase funding to financial incentive programs that promote and  
encourage greater efficiency of recreation centres throughout Manitoba.**

(AMM Pre-Budget Submission for Budget 2016.  
Association of Manitoba Municipalities, Nov.15, 2015)

### 2013 Recreation Spending Per Person in Rural populations over 5000



**“The levels of investment (municipal funding for recreation) show that we are taking a step backwards in terms of recreation. The levels of investment are well below what other municipalities are spending.**

– Oakbank Community  
Conversation,  
September 17, 2015

Persistent underfunding may lead to loss of services and loss of either asset value, population or both in the region. Potential or existing residents may choose to relocate closer to desired recreation services. In 2006 Springfield received a recommendation from a Province of Manitoba recreation expert to increase funding by 15% per annum until on par with mean average levels of comparable Rural Municipalities. Current ongoing funding in the RM of Springfield is \$61 per person - below the 2013 provincial average of \$125 per person for RMs of similar size by population. The recommended increase to \$68.50 per person in this plan considers many regional factors and is a modest increase in investment.

Operating grants combined with exterior program space allocation funds are very comparable to the current 75% allocation of operating costs. The recommendation is fixed to a square footage area for transparency, to increase efficiency and have a system in place should additional space be developed within the municipality.

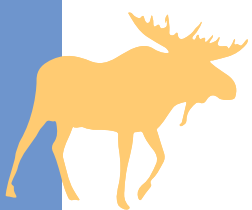
Community grants are currently awarded to meet community needs from the recreation budget (under Community Clubs & Halls in the municipal budget report). The recommendation is based on a per-person allocation of \$1.50. The intent is to have a transparent allocation for community members to apply for funding for small recreation projects, festivals, programming and events. Priority should be given to applications that will engage the maximum number of residents, reduce barriers to participation and show evidence of matching grant funds.

Development of trails, fields, parks and open space has significant support through the region. The intent of the recommendation to invest monies into connecting outdoor spaces and enhancing outdoor recreation in the region. The recommendation of allocation of \$5.30 per person (\$85,000 per year is based on a population of 16,000 - municipal 2016 projection) .

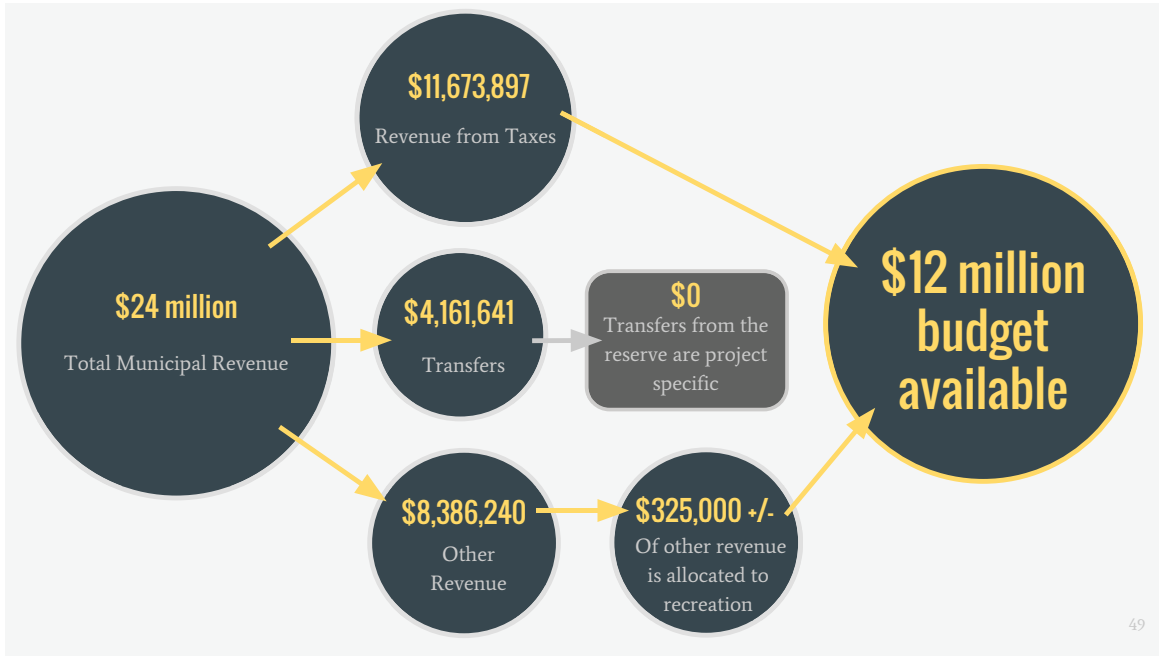
Improving communications throughout the region, supporting volunteers and providing programming are important ways to serve residents with a very modest investment through increasing staff hours and adding bookkeeping support for community centres. The investment may be between \$14,000 and \$18,000.

*“The history of recreation resources and support in the region has left many people with a feeling of hopelessness – fear that without hope recreation assets will disappear.” –*

*Anola Community Conversation,  
August 12, 2015*



Of overall revenue the RM is able to allocate approximately \$12M annually for various projects with the remainder being project specific allocations or other specific sources of revenue.



*“Need increased funding for existing facilities. As things are now it is hard to keep doors open on facilities. Just able to cover bills etc. but then issues arise and there is a crisis.”*

Hazelridge Community Conversation,  
October 8, 2015



The RM provides additional general services such as snow clearing and infrastructure maintenance.

# 8.6

## IMPLEMENT FUNDS FOR PARKS, TRAILS, FIELD AND OPEN SPACE DEVELOPMENT

**TIMEFRAME** Short-term goals, Medium term (3-5 years)

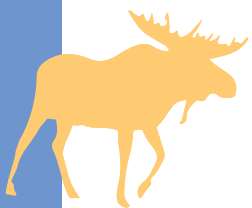
**WHO LEADS** RM of Springfield Reeve and Council, Recreation Director

**PARTNERS** Equestrian stakeholders, Birds Hill Park Leadership, Manitoba Trails Association, Bike Winnipeg, Developers (neighbourhood parks), Sunrise School Division, Sports associations (football, soccer, lacrosse)

**OUTCOMES** Safer paths of active transportation, contemporary and safe parks and open space and improved connectivity

- Identify: use checklist for each park
  - Is equipment contemporary and safe?
  - Is lighting sufficient?
  - Are fields in safe condition?
  - Is the asset connected to paths or trails?
  - Is the asset barrier-free?
- Enhance & connect: in partnership with equestrian, trails, cycling and other possible partners, identify opportunities to enhance and connect trails and greenspace. Seek grants and partnership funding to enhance and connect greenspace in the region.

Note: Tracking user numbers and participation is strongly encouraged for structured and non-structured outdoor recreation due to the importance of community participation in grant applications. For example, the Go Wild For Nature Grant (World Wildlife Fund) provides grants ranging from \$1000 – 10,000 for community projects intended to protect, restore, monitor, educate or celebrate nature. The grant application asks for the number of community participants and how they will be tracked and engaged.



Athletic Fields and Greenspaces benefit residents. Investment into maintenance is recommended.

**Goal 1:** To improve the safety and long-term quality of outdoor sports fields.

**Goal 2:** To maximize use and expand the amount of programmable time at existing fields to maximize the use of these fields prior to new development.

**Goal 3:** To develop new outdoor sports fields, within available resources while recognizing competing pressures, based on population growth and field need projections.

**Goal 4:** To enable participation in physical fitness activities in the RM through improved outdoor sports field access for community, recreation, and competitive use for the full range of outdoor sports of public interest in the region.

**Goal 5:** To increase capacity throughout the sport and recreation services system in the RM of Springfield to allow for continuous improvement in field maintenance, allocation, and management.

**Goal 6:** To pursue, facilitate and encourage innovative partnerships for the provision of access to outdoor sports fields.

**Goal 7:** To invest in enhanced communication, relationship building and collaboration between city staff and outdoor sport organizations.

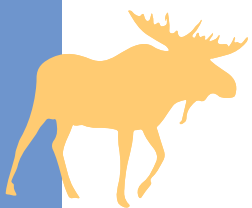
**Goal 8:** Encourage Active Living - Embrace Springfield's Rural Character



# 8.7

## RE-BRAND COMMUNITY ASSETS AS SPRINGFIELD REGIONAL CENTRES OF EXCELLENCE

TIMEFRAME	Long-term
WHO LEADS	Recreation Department
PARTNERS	Community Clubs, Council, Constituents
OUTCOMES	<ul style="list-style-type: none"><li>• One regional identity that respects each Centre / Ward / Area uniqueness, reduction of the silo effect, with enhanced regional services, supports and planning.</li><li>• Consultations and community input/engagement would be required.</li><li>• Goal – create a regional recreation identity and consolidated offering of programs with equally supported facilities.</li></ul>



Track participation of program and rental information about the number of participants and users.

**TIMEFRAME** Medium term (within 5 years)

**WHO LEADS** Community Clubs

**PARTNERS** Recreation Department, Coaches, Convenors, people who rent facilities

### OUTCOMES

- Tracking user numbers will assist the Recreation Director and Clubs in funding applications as almost all funds request user data numbers.
- This reporting will assist in identifying gaps in demographics who may be under-served. Program planning for the future is often based on use statistics to track what is working and where gaps remain.
- Benefits of user data and statistics are:
  - The ability to provide more relevant programming
  - Identify demographic gaps who are under-served
  - Plan and fund features desired for unstructured recreation (such as safety sign-age and trail markers)
  - The ability to create more compelling and quantitative grant applications
  - The ability to track programs and outcomes for future programs and investments
  - Include capacity for data collection as part of the centralised registration process

Invest long-term into recreation facilities. Review the approaches to capital spending for recreation. Planning scenarios estimate projects in the range of \$10 million funded to one third by the municipality and two thirds by other sources. Springfield requires recreational capital spending to remain competitive.

**TIMEFRAME** Long-range

**WHO LEADS** Recreation Department, Facility Manager

**PARTNERS** Reeve & Council, Community Champions, funders

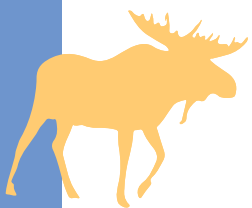
### OUTCOMES

- Establish a capital reserve allocation to fund future development
- Initiate funding and planning on capital projects - begin with lowest cost projects which meet gaps in existing services
- Avoid funding or initiating capital projects which duplicate any existing services or building category elsewhere in region

There is a need for contemporary space that provides the flexibility to deliver a wide range of indoor and outdoor programs. Existing spaces are limited for the type of programs that can be offered due to size and design limitations.

Residents described a lack of facilities in surveys and community conversations as a burden for travel and a barrier to participation. Based on precedents from other regional and national municipalities in addition to qualitative feedback, facility needs that are not met in the region include:

- 1) Sport courts (of sufficient size, clearances and flooring types for athletic use)
- 2) Community gathering space for more than 300 people
- 3) Performance/theatre space/multi-use space
- 3) Appropriately sized/comfortable viewing areas for ice sports
- 4) Indoor turf space
- 5) Indoor walking track
- 6) Public fitness centre with resistance training machines and plyometric space (weight-room/multi-purpose fitness areas)
- 7) Improved active transportation trails, connections, safety and signage
- 8) Track, improve and invest in athletic fields and ball diamonds
- 9) Maintain skate park, develop BMX bike parks
- 10) Support and develop active outdoor independent fitness opportunities



If the RM determines to build a new facility, establishing a project time-line and financing plan will be the next rational steps. By establishing a capital reserve fund, the municipality will lower total project costs by limiting borrowing interest. A capital reserve will also illustrate project feasibility to funding partners.

Conceptually, if the RM proceeds with a \$10 million dollar capital project with the intent to fund 1/3 and seek matching funds other sources (provincial government, federal government, grassroots, private/corporate donations), the total project costs would be less if offset by a capital reserve. Typical projects of a \$10M scale have a 3-6 year time-line (or longer) from start of fundraising to construction completion. Some residents expressed frustration in lack of immediate capital project development. Ultimately, grassroots leadership from within Springfield will be critical to the success of any capital projects. The table below illustrates three approaches to a funding time-line with increasing levels of capital reserve. While project costs decrease with a reserve, construction costs increase yearly at a rate of approximately 2% - 3%. The construction increase is reflected in the 1/3 cost column of the table. The “per resident” cost shown in the table represents a one-time theoretical contribution of every resident - not every household - (assuming 16,000 individuals) to achieve 1/3 of project costs of a \$10M project. The table is included for conceptual information only.

Options					
Build Year	1/3 Cost	Reserve	Payment/mth	TOTAL	Per resident
2016	\$3,333,333	\$0	\$21,904.17	\$5,257,000.80	\$328.56
2021	\$3,680,269*	\$1.5Million	\$17,183.22	\$4,592,979.60	\$287.06
2026	\$4,063,3155*	\$3 Million	\$11,251.45	\$4,350,174.00	\$271.89

\*Assumes yearly construction cost increase of 2%

**This table illustrates conceptual spending for 1/3 of a new regional recreation facility**

# 8.10

## SUPPORTING EXISTING VOLUNTEERS; RECRUIT, EDUCATE AND NURTURE NEW VOLUNTEERS

**TIMEFRAME**

Medium term goal (within five years)

**WHO LEADS**

Recreation department, Community Clubs

**PARTNERS**

Volunteer Manitoba, local churches and organizations



**HOW TO RECRUIT  
VOLUNTEERS:  
SOME BASIC  
STEPS**

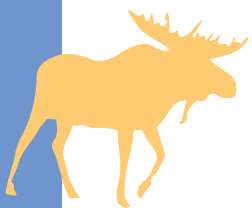
- Understand why current volunteers volunteer
- What motivates them
- How they were recruited

**FINDING  
VOLUNTEERS**

Some ways to find potential volunteers might include:

- Hold an annual appeal for volunteers as part of a seasonal carnival, event or celebration.
- Set up booths at local art fairs, farmer’s market, or regional festivals
- Write letters to the editor in the local newspaper, or ask if you could write a guest column.
- Broadcast a PSA on a local radio or television station
- Make personal contact – ask people to volunteer for specific tasks as an introduction to your organization
- Ask current volunteers to participate in a presentation to another group that they are involved with (e.g., the Rotary Club, a church singles group, the health class at a volunteer’s high school).
- Ask for help from existing volunteer agencies, local scout groups, the National Honour Society, or other bodies at least part of whose mission is community service.

The best way to recruit a potential volunteer is to make personal contact. Ideally the contact should be face-to-face (a phone call is second best with a personal letter falling third). Contact can be most successful with someone the potential volunteer knows, likes, and respects.





## VOLUNTEER DEVELOPMENT

Volunteering is a great way to make a difference in your community. It can also be an opportunity to meet new people and learn new skills. Training and resources are important for volunteers. Volunteer Manitoba provides a range of courses and workshops relevant to Board Membership and volunteering. Volunteers also have rights and responsibilities (from Volunteer Manitoba, [www.volunteermanitoba.ca](http://www.volunteermanitoba.ca)):

- Receive acknowledgment from the organization's Board of Directors and senior staff
- Feel welcomed and be treated as a valued and integral member of the organization's team
- A policy framework that defines and supports volunteer involvement
- Know that risk has been assessed, managed and mitigated
- Understand how your role contributes to the organization's mission
- A clearly communicated and transparent screening process
- Receive an orientation to the organization, its policies and practices, and training specific to your volunteer role
- Receive the appropriate level of support and supervision and are provided with opportunities to give feedback
- Be recognized and acknowledged both formally and informally for your contribution
- Participate in an assessment of your performance

# 8.10

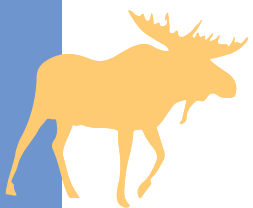
## WHAT DOES IT MEAN TO RECRUIT VOLUNTEERS FOR YOUR ORGANIZATION?

Recruiting volunteers means asking people to work in your organization without pay.

You might need volunteers for a specific task at a specific time, or in a much more general role, for any help they can give. Recruitment does not have any set time limits.

Although volunteers work without pay, they do it to receive something. Some reasons that people might be willing to volunteer include:

- Someone asked them. Most people respond when someone tells them they're needed. Of all coaches and conveners surveyed for the Recreation Plan, only one person participated because they were asked. The Recreation Committee may choose to develop a strategy to ask new people to coach and convene to help reduce the burden on existing volunteers as part of a regional carnival or special event.
- They care deeply about the issues your organization addresses, and/or about social change. The majority of coaches, conveners and instructors surveyed in Springfield love being involved. 0% reported wanting to resign from volunteer duties.
- They have personal experience of the effects of your organization's issues, and want to do something about them. Over 90% of coaches, conveners and instructors in the Springfield survey volunteer because their child is involved in the activity and 81% have a history of involvement with the activity.
- They have untapped skills that they can use by volunteering with your organization.
- They want experience and/or training in your field of work.
- They actively enjoy the kind of work that their volunteering entails.





## HOW TO VOLUNTEER: STEPS FOR BEGINNERS

1. **Seek out** volunteer tasks that suit your skills and interests.
2. **Start small.** If you already have a busy schedule, volunteer your time for an hour or two per week or perhaps one day per month.
3. **Get to know** others in the organization. Talk to local group leaders and other volunteers in the community about their experiences.
4. **Explain** your own background and preferences to those in charge. They can help to match you with meaningful, suitable tasks, but only if they know a bit about who you are.
5. **Ask, don't demand.** The people in charge of organizing, whether or not they are also volunteers, have certain needs to meet and may be quite busy.
6. **Get started.** Ask plenty of questions and do your research, come with a positive attitude.
7. **Get training.** If your organization has a formal orientation or training, attend it. If not, ask questions and ensure you understand what is required to meet your volunteer responsibility.

