



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

Tuesday, October 13, 2020 at 3 pm  
Juan de Fuca Local Area Services Building  
#3 – 7450 Butler Road, Otter Point, BC

**AGENDA**

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1. Call to Order
2. Approval of Agenda
3. [Adoption of Minutes of September 15, 2020](#)
4. Chair's Report
5. Directors' Report
6. Youth Member's Report
7. Presentations/Delegations
8. Commission Business
  - a) [2019-2022 Recreation Service Planning Report](#)
  - b) [2021 Budget Review and Approval Process Report](#)
  - c) DeMamiel Creek Golf Course Closure – Verbal Report
9. New Business
10. Adjournment

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Tuesday, September 15 at 1 pm  
Held at SEAPARC Leisure Complex Fitness Studio, Sooke, BC**

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*Mission Statement:*

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

Present: Commissioners: J. Perkins (Chair), D. Lajeunesse (for A. Beddows), M. Hicks (Director),  
M. Tait (Director) (1:35 pm), D. Little, D. Bishop  
Staff: S. Knoke, SEAPARC Manager, S. Asdal, Recording Secretary

**1. CALL TO ORDER**

The Chair called the meeting to order at 1:05 pm.

**2. APPROVAL OF THE AGENDA**

**MOVED** by Director Hicks, **SECONDED** by Commissioner Bishop, that the agenda be approved with the addition of 9. a) Correspondence from Sooke Region Communities Health Network and b) Commission Meeting Times.

**CARRIED**

**3. ADOPTION OF THE MINUTES OF JULY 28, 2020**

**MOVED** by Director Hicks, **SECONDED** by Commissioner Bishop,  
That the minutes of the July 28 meeting be adopted.

**CARRIED**

**4. CHAIR'S REPORT:** There was none.

**5. DIRECTORS' REPORT:** There was none.

**6. YOUTH MEMBER'S REPORT:** S. Knoke advised that Commissioner Johnson's term ended in June; Edward Milne Community School will be contacted regarding the youth member vacancy.

**7. PRESENTATIONS/DELEGATIONS:** There was none.

**8. COMMISSION BUSINESS**

**a) Sunriver Multi-Use Sport Box Report**

S. Knoke provided an overview of the report.

Discussion points included:

- The process that will follow if the staff report recommendation is approved.
- Background information regarding the land and funding for the sport box.

Director Tait entered the meeting at 1:35 pm.

Director Hicks left the meeting at 1:35 pm.

**MOVED** by Director Hicks, **SECONDED** by Commissioner Bishop,

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

**CARRIED**

**b) SEAPARC Gravel Parking Area Upgrade Report**

S. Knoke provided an overview of the report

**MOVED** by Director Tait, **SECONDED** by Commissioner Little,  
That parking lot development be included in SEAPARC's future capital planning process.

**CARRIED**

**c) Golf Course Ball Net – Verbal Report**

S. Knoke advised that errant balls from the DeMamiel Creek Golf Course are landing on the trail connector posing a safety risk to pedestrians. A quote of \$6000 + tax was obtained to install three poles to hold netting to catch golf balls. This will be an interim solution while more permanent measures are investigated.

Director Hicks entered the meeting at 1:42 pm.

**MOVED** by Director Tait, **SECONDED** by Commissioner Bishop,  
That the installation of poles at DeMamiel Creek Golf Course to hold netting be approved.

**CARRIED**

**MOVED** by Director Tait, **SECONDED** by Director Hicks,  
That the words "use of \$6000 from the operating budget for" be added before the words "the installation of ..."

The question was called on the main motion, as amended:

**MOVED** by Director Tait, **SECONDED** by Director Hicks,  
That the use of \$6000 from the operating budget for the installation of poles at DeMamiel Creek Golf Course to hold netting be approved.

**d) Festival of Trees – Verbal Report**

S. Knoke advised that SEAPARC is unable to host this year's festival due to COVID-19 restrictions.

**9. NEW BUSINESS**

**a) Correspondence from Sooke Region Communities Health Network (SRCHN)**

Chair Perkins provided an overview of the correspondence. The Commission directed staff to write a letter of intent to support SRCHN's application for an infrastructure grant.

**b) Commission Meeting Times**

The Commission discussed which meeting time would work for the majority of commissioners as well as for the public. The Commission decided to meet at 3 pm on the second Tuesday of each month until December.

## 10. ROUND TABLE

The Commission discussed the following topics:

- Investigating an alternate meeting room for Commission meetings as the Board Room isn't suitable due to physical distancing requirements and other meeting spaces at SEAPARC have sound issues
- Alternate areas for parking expansion
- Inquiries from the public regarding the use of SEAPARC arena as a respite from poor outdoor air quality due to wildfire smoke
- Ice rental costs during the pandemic

## 11. ADJOURNMENT

**Moved** by Director Tait, **Seconded** by Director Hicks,  
That the meeting be adjourned at 2:18 pm.

**CARRIED**

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Jim Perkins, Chair

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Shannon Asdal, Recorder

## REPORT TO SOOKE AND ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, OCTOBER 13, 2020

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**SUBJECT**     2019-2022 Recreation Service Planning – SEAPARC

### **ISSUE SUMMARY**

To provide the Sooke and Electoral Area Parks and Recreation Commission with an overview of relevant initiatives undertaken by the SEAPARC division to deliver on approved Board Priorities and the Corporate Plan.

### **BACKGROUND**

The CRD Board completed its strategic planning early in 2019 and approved the Capital Regional District (CRD) Board Strategic Priorities 2019-2022.

The four priorities are:

1. Community Wellbeing – Transportation & Housing;
2. Climate Action & Environmental Stewardship;
3. First Nations Reconciliation; and
4. Advocacy, Governance & Accountability.

The priorities were confirmed at the annual check-in on May 13, 2020.

The 2019-2022 CRD Corporate Plan is aligned to the Board direction. It highlights the initiatives the CRD needs to deliver over the Board's four-year term to address the region's most important needs. The Corporate Plan identified one of the initiatives under Recreation, which falls under the Sooke and Electoral Area Parks and Recreation Commission's mandate.

Appendix A *Community Need 2021 Summary - Recreation* is a summary of the planned activities for 2021. It contains details about core service levels, new initiatives proposed and performance metrics.

Appendix B *Recreation SEAPARC – Initiatives Progress Report* provides insights into what has been delivered through the delivery initiative approved last year, for delivery in 2020.

The service planning process gathered information necessary to assemble a provisional budget for Committee and Board review. The purpose of this report is to explain how the SEAPARC divisional program of work connects to the Board Priorities, Corporate Plan and provisional budget.

## **ALTERNATIVES**

### *Alternative 1*

The Sooke and Electoral Area Parks and Recreation Commission recommends to the CRD Board:

That the *Community Need 2021 Summary – Recreation* be approved as presented and advanced to the October 28, 2020 provisional budget review process.

### *Alternative 2*

The Sooke and Electoral Area Parks and Recreation Commission recommends to the CRD Board:

That the *Community Need 2021 Summary – Recreation* be approved as amended and advanced to the October 28, 2020 provisional budget review process.

## **IMPLICATIONS**

### *Financial Implications*

Initiatives identified in the Corporate Plan (including Board Priorities) cannot be undertaken without resourcing. The Board determines resourcing through its annual review and approval of financial plans. To support the Board's decision-making, staff, through the service planning process, provide recommendations on funding, timing and service levels.

During this year's service planning process, staff have been mindful of the fiscal challenges facing the region in the months ahead. To that end, any budget increase or other impacts have been mitigated as much as possible.

SEAPARC quickly adapted to new safety protocols for provincial guidelines and WorkSafeBC requirements. Major changes in routine access to recreation services were introduced to the community. This approach took place in phases. SEAPARC has been able to open all services with restricted access and limited operations.

### *Service Delivery Implications*

The Community Need Summary provides an overview of all work that needs to be undertaken in order to meet our regulatory requirements, satisfy Board direction and meet the needs of the communities we serve.

### *Alignment with Board & Corporate Priorities*

Staff have identified one initiative that will have budget implications for 2021 (Table 1).

Table 1: Community Needs Summary – Recreation, Delivery Initiatives

#	Initiative	Description	Year(s)	FTE impacts in 2021	Budget Impacts in 2021
13a-1.1	SEAPARC Aquatic Team Leader	Increase staff complement to enhance pool service and reduce risk of service interruption.	2021	0.5 Ongoing	

## **Delivery Initiatives**

### 13a-1.1 – SEAPARC Aquatic Team Leader

SEAPARC's pool service delivery was interrupted on a number of occasions in 2019 and 2020 due to lack of available qualified staff. Additional skills, including the ability to teach advanced aquatic courses, are also needed to improve our ability to train, recruit and retain lifeguards as part of our core operations. Such roles are essential to support the provision of a consistent, reliable pool service.

This initiative seeks to address the challenges identified by increasing staffing capacity by one part-time ongoing position. The position, which will be filled with that specific skillset, will aid with daily operations and supervision, allow for a more flexible response to staff shortages and improve the stability of core service operations by reducing reliance on auxiliary staff. Recruitment is expected to be completed in the second quarter of 2021.

## **CONCLUSION**

Staff have been progressing initiatives and actions identified in the Corporate Plan, including Board Priorities. The Board determines resourcing through its annual review and approval of financial plans. As per previous years, to support the Board's decision-making, staff are providing recommendations on funding, timing and service levels through the service and financial planning processes.

## **RECOMMENDATION**

The Sooke and Electoral Area Parks and Recreation Commission recommends to the CRD Board:

That the *Community Need 2021 Summary – Recreation* be approved as presented and advanced to the October 28, 2020 provisional budget review process.

Submitted by:	Steve Knoke, SEAPARC Manager
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

## **ATTACHMENTS**

Appendix A: Community Need 2021 Summary – Recreation

Appendix B: Recreation SEAPARC – Initiatives Progress Report

# Community Need



2021 Summary

## Recreation

### Strategy

#### Target Outcome

We envision residents having access to appropriate and affordable recreation opportunities

#### Strategic Context

##### Strategies

- [Panorama Recreation Strategic Plan](#)
- [SEAPARC Strategic Plan 2015](#)

##### Trends, risks and issues

- The COVID-19 pandemic continues to impact all Recreation Centers' service delivery and budgets in 2020. Restrictions were put in place by the Provincial Health Officer and the province to safeguard the health and safety of the public and workers. This led to a rebalancing of activities to favour operations in larger spaces and outdoor venues and, in some cases, the cancellation of some programs and services.
- Staffing capacity was also impacted, both in terms of budget and staff availability, creating additional challenges for service delivery.
- Aquatic recruitment and retention continue to challenge small pool operations as employment markets respond to economic uncertainty
- Recreation Centers continue to shift towards alternative spaces (e.g. outdoors) and online programs to continue to provide the services upon which many in the community depend.
- These new challenges have to be managed alongside the existing challenge of aging infrastructure.

# Community Need



## 2021 Summary

### Services

Core Services Levels	
Service	Levels
<b>Juan de Fuca (JdF) Community Parks &amp; Recreation</b> The JdF EA Parks & Recreation division acquires, develops and maintains community parks and provides community recreational programming in the electoral area. Oversight of the operations and maintenance needs of the Port Renfrew Community Centre.	Inspection, maintenance and repair of: <ul style="list-style-type: none"> <li>• 8.1km of trails</li> <li>• 23 park facilities</li> <li>• Two baseball fields and two tennis courts</li> <li>• Two playgrounds</li> </ul> Administration of: <ul style="list-style-type: none"> <li>• 4 stewardship programs and 65 volunteers</li> <li>• 6 recreation program contracts and events</li> <li>• Operating costs of Port Renfrew Community Centre through revenue</li> </ul>
<b>Peninsula Recreation</b> Provides recreational programming and maintains of recreational facilities in North Saanich. Peninsula Recreation also operates a satellite location, Greenglade Community Centre. The Centre has become a valuable asset for the delivery of recreation programs and services.	For Panorama Recreation Centre, administration of the delivery of programs and services for: <ul style="list-style-type: none"> <li>• Two arenas</li> <li>• An indoor swimming pool and indoor leisure pool with the tallest, wheelchair-accessible, waterslide in the region</li> <li>• Four indoor tennis courts, two outdoor tennis courts and squash and racquetball courts</li> <li>• Weight room and fitness studio</li> <li>• Three small multi-purpose rooms</li> </ul> For Greenglade Community Centre, amenities include: <ul style="list-style-type: none"> <li>• Gymnasium</li> <li>• Activity rooms for program use</li> <li>• Pottery studio</li> <li>• Weight and fitness room, mind and body studio and dance studio</li> <li>• Teen lounge and sports fields</li> </ul>
<b>Sooke and Electoral Area Parks and Recreation (SEAPARC)</b> Provides recreational programming and maintains recreational facilities with a focus on the citizens of the	Administration of <ul style="list-style-type: none"> <li>• Ice arena/dry floor</li> <li>• Aquatic center</li> <li>• Community recreation programs</li> </ul>

# Community Need



## 2021 Summary

District of Sooke and the Juan de Fuca Electoral Area.	<ul style="list-style-type: none"> <li>• Facility and grounds maintenance</li> <li>• Program, multi-purpose and boardroom spaces</li> <li>• Slo-pitch field and baseball diamond</li> <li>• Bike park and skateboard park</li> <li>• Joint Use Agreement with School District 62Community Events</li> <li>• Multi-use trail</li> <li>• DeMamiel Creek golf course</li> <li>• Fitness facility and programs</li> </ul>
<b>Support Services</b> The core services listed rely on the support of several corporate and support divisions to effectively operate on a daily basis. These services are reported on in the Accountability Community Need Summary.	<ul style="list-style-type: none"> <li>• Services include Human Resources &amp; Corporate Safety, Corporate Communications, Asset Management, Financial Services, Information Technology &amp; GIS, Information Services, Legislative Services, Facility Management, Fleet Management, Legal Services, Risk &amp; Insurance and Real Estate Services.</li> </ul>

Initiatives					
Ref	Initiative	Description	Year(s)	Status	2021 impacts
13a-1.1	Recreational Programming – SEAPARC Aquatic Team Leader	Reduce risk of service interruption by creating part-time Aquatic Team leader position	Ongoing	NEW Not started	0.5 ongoing

\*New – Initiatives not in the 2019-2022 Corporate Plan

### Initiative approved in prior years which have now been delivered or absorbed in Core Services:

- 13a-1.1 – Recreational Programming and Rates PANORAMA
- 13a-1.2 – Recreational Programming and Rates Regional Parks
- 13a-1.3 – Recreational Programming and Rates SEAPARC
- 13a-1.4 – Recreational Programming and Rates SGIA
- 13a-1.5 – Recreational Programming and Rates SSIA

# Community Need



## 2021 Summary

### Business Model

#### Funding

##### Who contributes

- JdF Community Parks & Recreation Service: JdF EA, Port Renfrew
- Peninsula Recreation Service: Sidney, Central Saanich and North Saanich
- SEAPARC Service: Sooke and JdF EA
- Salt Spring Island Administration: SSI EA
- Southern Gulf Islands Initiatives: SGI EA
- Support Services: varies per service

##### Funding Sources

- JdF Community Parks & Recreation Service: requisition, revenue, grants and donations
- Peninsula Recreation Service: Requisitions, grants, sponsorships, donations and non-tax revenue
- SEAPARC Service: 75% Sooke, JdF 25% (requisition, grants, sponsorships, donations, non-tax revenue)

#### Reporting Structure

- [Juan de Fuca Electoral Area Parks and Recreation Advisory Commission](#)
- [Peninsula Recreation Commission](#)
- [Sooke and Electoral Area Parks and Recreation Commission](#)

# Community Need



## 2021 Summary

Community Need Key Performance Indicator (KPI)			
Definition and Source	2019 Actual	2020 Forecast	2021 Target
<b>Peninsula Recreation</b>			
<b>Metric 1: Offer programs that meet community need</b> Proportion of registered programs offered to the public that proceed as minimum registration levels have been met. Calculated by programs that run divided by programs offered. Data from PerfectMind Activity Registration Summary.	77%	70%	65%
<b>Metric 2: Maximize participation levels in drop-in recreation programs and services, given capacity and staffing limitations</b> (A) Aquatics (B) Arena during ice season (C) Fitness classes (D) Weights (E) Sports Total annual visitors to drop-in reservable programs; data from PerfectMind Daily Attendance Report – Date Range.	(A) 153,538 (B) 10,099 (C) 26,097 (D) 147,531 (E) 5,893	(A) 43,800 (B) 3,875 (C) 13,515 (D) 58,612 (E) n/a	(A) 30,000 (B) 1,476 (C) 17,045 (D) 55,016 (E) n/a
<b>Metric 3: Increase new program offerings and maximize revenue</b> (F) Total new program offerings (identified as a program not offered in the prior year); data from program coordinators and PerfectMind Activity Registration report (G) Total registered programs revenue (gross revenue) generated by registration in programs; data from PerfectMind General Ledger (H) Admissions – revenue generated by single admission purchase; data from PerfectMind General Ledger (I) Admissions – revenue generated by punch pass purchases; data from PerfectMind General Ledger	(F) 74 (G) \$1,692M (H) \$345,756 (I) \$1,117,535	(F) 15 (G) \$792,000 (H) \$315,000 (I) \$360,000	(F) 15 (G) \$1,157M (H) \$544,683 (I) n/a

# Community Need



## 2021 Summary

Community Need Key Performance Indicator (KPI)			
Definition and Source	2019 Actual	2020 Forecast	2021 Target
SEAPARC			
<b>Metric 1: Deliver fitness programs and service that meet community need and recover operation investment.</b> Target admissions or the revenue generated by single admission and punch pass purchases; data from PerfectMind General Ledger	\$30k	\$20k	\$60k
<b>Metric 2: Manage 2020 user funding at approximately 20%</b> User funding or tax investment (without debt)	30.5%	19.5%	20%
<b>Metric 3: Increase Community Recreation program revenue by each year</b> Total registered programs revenue (gross revenue) generated by registration in programs; data from PerfectMind General Ledger	\$443,855	\$126,566	\$176,000
Discussion			
<p><b>Link to Target Outcome</b></p> <p>The metrics below reflect attendance and overall success of programs and services which show that what is offered to the community meets their needs and is affordable.</p> <p><b>Discussion</b></p> <p><b>Peninsula Recreation</b></p> <ul style="list-style-type: none"> <li><b>Metric 1:</b> 77% of registered programs were successful in 2019. Staff are encouraged to be mindful of this metric when programming, as each program offered takes up facility space and advertising resources. This metric will likely decline over the next year as staff are not as certain what the comfort level of the community is in returning to recreation programs and services with COVID-19 and margins to run programs are tighter.</li> <li><b>Metric 2:</b> Metrics in all areas are anticipated to be reduced significantly due to COVID-19. Capacity of facilities is reduced at a given time, facility operating hours are limited and some community members may not feel comfortable attending at this time.</li> <li><b>Metric 3:</b> In 2019, total of 518 registered programs and 43 drop-in services were offered. Staff will work to maintain registered programs and drop-in services, however modifications and reduced capacities due to COVID-19 will impact program revenue. As monthly and annual passes are not currently available</li> </ul>			

# Community Need



## 2021 Summary

to the public, all per visit pass revenue and individual admission will be captured in the target admission revenue. While this appears to be higher than 2019 and 2020, it is now a combination of passes and admissions so the overall result is less revenue due to COVID-19.

### SEAPARC

- **Metric 1:** To deliver fitness programs and services that meet community need and recover operation investment. Modifications and reduced capacities due to COVID-19 will impact program revenue.
- **Metric 2:** To manage 2020 user funding to 20%. This metric will likely decline over the next year as staff are not as certain what the comfort level of the community is in returning to recreation programs and services with COVID-19. Program margins will be tighter. Reduced hours of operation and facility and program capacity limits will impact all program and admission revenue. Monthly and annual passes are not currently available which will result in less revenue due to COVID-19.
- **Metric 3:** To manage Recreation core program revenue based on community demand with program adaptations as a result of COVID-19 impacts. Programs will be introduced in a phased approach to support a sustainable implementation.

# Community Need



## Initiative Progress Report

### Recreation SEAPARC

Initiatives approved in 2020 Budget		
Ref	Initiative	Progress to date
13a-1.3	Recreational Programming and Rates SEAPARC	<b>Part of core services:</b> this initiative was to work with the Commission to determine appropriate type of recreational programming and recovery rates to meet community needs. This work will be repeated annually through the Peninsula Recreation Commission's usual processes.

\* New - Initiatives not in the 2019-2022 Corporate Plan

**REPORT TO SOOKE ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF TUESDAY, OCTOBER 13, 2020**

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**SUBJECT     2021 Budget Review and Approval Process – SEAPARC**

**ISSUE SUMMARY**

This report presents SEAPARC's 2021-2025 budget for review and provisional approval.

**BACKGROUND**

Annually, the Capital Regional District (CRD) must develop a financial plan representing the operating and capital expenditure plans for the next five years. The financial plan is developed in alignment and is consistent with the legislative authority of the various CRD services which, upon approval, provide the expenditure authority for the operations of the CRD. Final budget approval is required no later than March 31 of each year.

A preliminary budget (the provisional financial plan) is developed well before the legislated deadline of March 31 to allow service participants and local rate payers to be able to make final recommendations on proposed service levels, revenue requirements and adjustments to fees and charges prior to consideration of final approval by the CRD Board.

Under Board direction, the SEAPARC Commission is responsible for reviewing the service plan (under separate cover) and budget and recommending approval to the Board. Ultimately, the Board is responsible for approval of all of the service budgets.

**2021 Planning Process**

The 2021 planning process marks the first year of the five-year service planning cycle. The five-year planning cycle is designed to ensure alignment and implementation of Board strategic objectives during the election term. Following the completion of the corporate plan, staff commenced annual service planning. The service planning process identified resource implications to implement the corporate plan initiative (including Board Priorities), as well as proposed adjustments to service levels and other departmental initiatives. The service planning process gathered information necessary to assemble a provisional budget for the SEAPARC Commission and Board review. The statutory five-year financial plan shows the projected revenues and expenditures and the planned contribution of operating revenue required to fund proposed capital projects, together with planned borrowing and anticipated grants.

**2021 Financial Plan Approach**

The service planning process is a means of aligning operational service requirements and recommendations to Board strategic priorities and the corporate plan. Service plans drive the financial planning process and provide necessary information to evaluate overall organizational requirements, new initiatives, proposed service levels and implications for the budget and financial plan.

On May 13, 2020, the Board approved the 2021 Service and Financial Planning Guidelines. The guidelines supported financial management strategies related to revenue, reserves and debt management. The guidelines also directed staff to prepare the upcoming 2021 service and financial plans and budget to reflect the current impact of the COVID-19 pandemic on recreation services, which required significant adjustments in program and service delivery, while also incorporating core inflation impacts.

### **2021 Financial Plan Overview**

The Financial Plan includes operating, capital and reserve funds. The operating budget identifies the revenues and expenditures of each service. Budgeted revenues are primarily derived from sale of services, fees and charges, requisition and grants. Expenditures are determined through the application of a variety of assumptions and agreements, some of which the Board considers directly, and others that are recommended locally by participants or local service commissions.

The COVID-19 pandemic has had a significant and negative impact on the SEAPARC budget. As well, other external pressures influence the budget, many of which are uncontrollable. Cost drivers such as inflation forecasts and interest rate changes have a direct and sometimes significant impact on the overall budget. Items such as wages and benefits, supplies, utilities such as electricity, natural gas and vehicles and equipment are subject to inflationary changes that influence the cost of service delivery. SEAPARC services quickly adapted to new safety protocols and provincial guidelines and WorkSafeBC requirements. Financial risks were mitigated by cost containment efforts by staff.

The impacts related to the pandemic are highlighted in the service plan and financial plan documentation attached. Overall, every effort has been made to mitigate financial risk while still meeting the Commission's mission and goals of making available a wide range of recreation services and maximizing participation under the current guidelines.

### **ALTERNATIVES**

#### *Alternative 1*

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

That the attached 2021-2025 budget be approved as presented.

#### *Alternative 2*

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

That the attached 2021-2025 budget be approved as amended.

## **IMPLICATIONS**

### *Financial Implications*

#### **Budget Overview**

The 2021 presentation includes an increase of \$57,255, or 2% over the 2020 amended budget. The increase is a result of costs such as utilities, allocations and wages. The budget includes the financial impact of the pandemic on programs and facility operations. Additionally, this also includes shifting auxiliary pool supervision to an aquatic leadership position as a regular part time position for the aquatic facility.

#### **Capital Budget**

The 2021 capital budget includes the financial impact of the fitness expansion completion proposed to be completed in 2021.

The attached 2021 SEAPARC budget package in Appendix A which includes operating and capital, is provided for preliminary approval.

## **CONCLUSION**

The service and financial planning process are integral to providing ongoing service delivery. SEAPARC's service plan and budget are part of the overall planning cycle for the CRD. The attached 2021-2025 service plan and budget are ready for review by the Commission and approval by the CRD Board.

## **RECOMMENDATION**

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

That the attached 2021-2025 budget be approved as presented.

Submitted by:	Steve Knoke, Senior Manager, Sooke and Electoral Area Parks and Recreation
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

## **ATTACHMENT**

Appendix A: 2021 SEAPARC Recreation Budget

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **SEAPARC**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2020

**Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation**

**Commission: Sooke Electoral Area Parks & Rec**

**DEFINITION:**

The service provides recreation programs and facilities under the authority of Bylaw No. 4029. This Bylaw No. 4029 was established in order to combine two Sooke and Electoral Area recreation services formerly operating under Bylaw No.152 and No.2598 respectively. Bylaw No.4029 merges the maximum requisitions from the former bylaw No.152 and No.2598 into one.

**Bylaw history for reference purposes:**

Bylaw No. 4029 (July 13, 2016; replaces Bylaw No. 152 and Bylaw No. 2598)

Bylaw No. 152 (November 28, 1973); Amended Bylaw No. 195 (1975), Bylaw No. 338 (1977), Bylaw No. 412 (1977), Bylaw No. 1073 (1982),  
Bylaw No. 1558 (1987) and Bylaw No. 3344 (2006).

Bylaw No. 2598 (June, 1998); Amended by Bylaw No. 3345 (2006).

**SERVICE DESCRIPTION:**

A service established to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimming pool, the golf course and multi-purpose/community use rooms, and to authorize acquisition of recreation-related real property.

**PARTICIPATION:**

The District of Sooke and the Electoral Area of Juan de Fuca are the participating area for this service. Cost apportionment is 100% by population.

**MAXIMUM LEVY:**

The greater of \$5,158,000 or \$1.60/\$1000 on the net taxable value of land and improvements.

**COMMISSION:**

Sooke and Electoral Area Parks and Recreation Commission

Established by bylaw to oversee this function. (Bylaw No. 2788 - April 2000, Amended by Bylaw No. 3242 - 2004 & Bylaw No. 3416 - 2007).

**CAPITAL DEBT:**

Bylaw No. 4052 - \$750,000 (for DeMamie Golf Course Acquisition, \$750,000 issued).

Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation

Commission: Sooke Electoral Area Parks & Rec

# LEVY STATISTICS

Area	Year	Folios	Converted Assessment	Actual Assessment	Max. Levy	Actual Levy	Residential Tax Rate /1000
District of Sooke	2015	5,628	220,361,793	1,990,807,790		1,925,978	
JDF-Sooke Rec - Y(762) SRVA # 52	2015	3,099	132,757,425	1,093,055,460		631,312	
<b>Summary</b>	<b>2015</b>	<b>8,727</b>	<b>353,119,218</b>	<b>3,083,863,250</b>	<b>4,934,181</b>	<b>2,557,290</b>	
District of Sooke	2016	5,744	228,344,465	2,065,069,242		1,963,697	
JDF-Sooke Rec - Y(762) SRVA # 52	2016	3,125	139,989,660	1,147,296,930		644,883	
<b>Summary</b>	<b>2016</b>	<b>8,869</b>	<b>368,334,125</b>	<b>3,212,366,172</b>	<b>5,139,786</b>	<b>2,608,580</b>	
District of Sooke	2017	5,788	250,004,193	2,271,057,095		2,009,817	
JDF-Sooke Rec - Y(762) SRVA # 52	2017	3,136	153,100,410	1,259,577,981		657,933	
<b>Summary</b>	<b>2017</b>	<b>8,924</b>	<b>403,104,603</b>	<b>3,530,635,076</b>	<b>5,649,016</b>	<b>2,667,750</b>	
District of Sooke	2018	5,917	294,839,286	2,702,811,506		2,014,506	
JDF-Sooke Rec - Y(762) SRVA # 52	2018	3,185	173,538,125	1,425,245,746		653,484	
<b>Summary</b>	<b>2018</b>	<b>9,102</b>	<b>468,377,411</b>	<b>4,128,057,252</b>	<b>6,604,892</b>	<b>2,667,990</b>	
District of Sooke	2019	6,101	333,993,462	3,065,742,528		2,089,177	
JDF-Sooke Rec - Y(762) SRVA # 52	2019	3,215	196,338,432	1,614,823,137		680,332	
<b>Summary</b>	<b>2019</b>	<b>9,316</b>	<b>530,331,894</b>	<b>4,680,565,665</b>	<b>7,488,905</b>	<b>2,769,509</b>	
District of Sooke	2020	6,234	353,006,866	3,230,727,435		2,159,679	
JDF-Sooke Rec - Y(762) SRVA # 52	2020	3,245	209,766,738	1,733,273,570		700,197	
<b>Summary</b>	<b>2020</b>	<b>9,479</b>	<b>562,773,604</b>	<b>4,964,001,005</b>	<b>7,942,402</b>	<b>2,859,876</b>	

**Change in Budget 2020 to 2021****Service: 1.40X SEAPARC**

	<b>Total Expenditure</b>	<b>Comments</b>
<b>2020 Budget</b>	<b>3,557,036</b>	
<b>Change in Salaries:</b>		
Base salary change	21,880	Inclusive of collective agreement changes
Step Increase/paygrade change	2,922	
Increased auxiliary wages	53,771	Partial return of programming positions compared to 2020
Total Change in Salaries	<hr/> 78,573	
<b>Other Changes:</b>		
Internal allocations	37,950	
Utilities	20,167	Partial return of service programming, following 2020 closure period
Other operating costs	(9,632)	
Total Other Changes	<hr/> 48,485	
<b>2021 Budget</b>	<hr/> <b>3,684,094</b>	

**Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

*The 2020 budget as amended for the effect of COVID-19, the 2021 budget continues to be based on the limited service levels that can be provided given the health and safety conditions existing during the pandemic.*

SEAPARC - ALL SERVICE AREAS			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	2,042,409	2,064,590	2,120,982	-	-	2,120,982	2,304,848	2,353,569	2,403,315	2,454,290
Electricity & Utilities	214,570	215,030	234,737	-	-	234,737	239,431	244,221	249,106	254,088
Operating Supplies & Promotion	218,301	201,440	204,798	-	-	204,798	208,893	214,191	218,471	222,841
Maintenance and Repairs	160,680	167,310	176,910	-	-	176,910	180,448	184,055	187,739	191,494
Internal Allocations	208,140	208,140	245,509	-	-	245,509	252,737	257,792	262,948	268,208
Contract for Services	56,120	41,820	52,050	-	-	52,050	53,092	54,153	55,236	56,340
Vehicles and Travel	26,960	19,800	26,600	-	-	26,600	27,132	27,674	28,227	28,791
Operating - Other	65,450	50,950	57,432	-	-	57,432	58,581	59,751	60,946	62,163
Insurance Cost	25,290	25,290	25,950	-	-	25,950	26,460	26,980	28,060	28,060
Contingency	20,000	-	20,000	-	-	20,000	20,400	20,808	21,224	21,648
TOTAL OPERATING COSTS	3,037,920	2,994,370	3,164,968	-	-	3,164,968	3,372,022	3,443,194	3,515,272	3,587,923
Percentage increase over prior year		-1.4%	4.18%			4.18%	6.54%	2.1%	2.1%	2.1%
<u>CAPITAL / TRANSFER RESERVES</u>										
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
Transfer to Capital Reserve Fund	320,000	385,419	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	415,000	480,419	415,000	-	-	415,000	420,000	430,000	440,000	440,000
		15.8%	0.00%			0.00%	1.20%	2.4%	2.3%	0.0%
DEBT CHARGES	104,116	104,120	104,126	-	-	104,126	104,126	104,126	104,126	54,126
TOTAL COSTS	3,557,036	3,578,909	3,684,094	-	-	3,684,094	3,896,148	3,977,320	4,059,398	4,082,049
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/F from Current to Next year						-				
Balance C/F from Prior to Current year						-				
Fee Income	(455,631)	(466,990)	(486,780)	-	-	(486,780)	(496,517)	(506,446)	(516,575)	(526,906)
Rental Income	(236,486)	(247,000)	(275,140)	-	-	(275,140)	(280,643)	(286,255)	(291,981)	(297,821)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(5,043)	(5,043)	(5,043)	-	-	(5,043)	(5,043)	(5,043)	(5,043)	(5,043)
TOTAL REVENUE	(697,160)	(719,033)	(766,963)	-	-	(766,963)	(782,203)	(797,744)	(813,599)	(829,770)
			10.01%			10.01%	1.99%	2.0%	2.0%	2.0%
REQUISITION	(2,859,876)	(2,859,876)	(2,917,131)	-	-	(2,917,131)	(3,113,945)	(3,179,576)	(3,245,799)	(3,252,279)
Percentage increase over prior year requisition			2.00%			2.00%	6.75%	2.11%	2.08%	0.20%
PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS:										
Salaried	18.60	18.60	18.60	0.50	-	19.10	19.10	19.10	19.10	19.10

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

SEAPARC - ALL SERVICE AREAS			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS</u>										
Arena	987,130	967,910	1,036,296	-	-	1,036,296	1,064,781	1,086,717	1,109,707	1,132,139
Golf Course	118,630	118,630	118,183	-	-	118,183	120,044	122,549	125,108	127,724
Community Recreation	518,840	497,320	608,810	-	-	608,810	624,221	638,363	651,565	665,075
Fitness Gym	109,340	109,340	99,440	-	-	99,440	149,226	152,372	155,588	158,877
Outdoor Facilities	33,150	33,150	38,960	-	-	38,960	36,737	37,497	38,272	39,061
Multi-Purpose Rooms	39,540	39,540	37,869	-	-	37,869	38,503	39,514	40,314	41,097
Concession	21,200	21,200	4,840	-	-	4,840	4,937	5,035	5,135	5,238
Pool	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
Port Renfrew						-				
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>3,040,540</b>	<b>2,996,990</b>	<b>3,167,638</b>	<b>-</b>	<b>-</b>	<b>3,167,638</b>	<b>3,372,022</b>	<b>3,443,195</b>	<b>3,515,272</b>	<b>3,587,923</b>
*Percentage increase over prior year			4.18%			4.18%	6.45%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	320,000	385,419	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
<b>TOTAL CAPITAL/RESERVES</b>	<b>415,000</b>	<b>480,419</b>	<b>415,000</b>	<b>-</b>	<b>-</b>	<b>415,000</b>	<b>420,000</b>	<b>430,000</b>	<b>440,000</b>	<b>440,000</b>
<u>DEBT CHARGES</u>										
Fitness Gym	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	-
Golf Course	54,116	54,120	54,126	-	-	54,126	54,126	54,126	54,126	54,126
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>3,559,656</b>	<b>3,581,529</b>	<b>3,686,764</b>	<b>-</b>	<b>-</b>	<b>3,686,764</b>	<b>3,896,148</b>	<b>3,977,321</b>	<b>4,059,398</b>	<b>4,082,049</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Arena	(234,356)	(244,870)	(282,000)	-	-	(282,000)	(284,917)	(290,615)	(296,427)	(302,356)
Golf Course	(123,400)	(123,400)	(126,530)	-	-	(126,530)	(129,061)	(131,642)	(134,275)	(136,961)
Community Recreation	(153,660)	(153,660)	(166,860)	-	-	(166,860)	(170,198)	(173,601)	(177,074)	(180,616)
Outdoor Facilities						-				
Fitness Gym	(50,000)	(50,000)	(96,800)	-	-	(96,800)	(98,736)	(100,711)	(102,725)	(104,779)
Multi-Purpose Rooms	(4,500)	(4,500)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Concession	(17,600)	(17,600)	(5,100)	-	-	(5,100)	(5,202)	(5,306)	(5,412)	(5,520)
Pool	(111,221)	(122,580)	(86,200)	-	-	(86,200)	(87,924)	(89,682)	(91,476)	(93,305)
<b>TOTAL REVENUE</b>	<b>(694,737)</b>	<b>(716,610)</b>	<b>(764,590)</b>	<b>-</b>	<b>-</b>	<b>(764,590)</b>	<b>(777,160)</b>	<b>(792,701)</b>	<b>(808,556)</b>	<b>(824,727)</b>
Balance C/F from current to Next Year	-		-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(5,043)	(5,043)	(5,043)	-	-	(5,043)	(5,043)	(5,043)	(5,043)	(5,043)
<b>REQUISITION</b>	<b>(2,859,876)</b>	<b>(2,859,876)</b>	<b>(2,917,131)</b>	<b>-</b>	<b>-</b>	<b>(2,917,131)</b>	<b>(3,113,945)</b>	<b>(3,179,577)</b>	<b>(3,245,799)</b>	<b>(3,252,279)</b>
*Percentage increase over prior year requisition		0.0%	2.00%			2.00%	6.75%	2.11%	2.08%	0.20%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaried	18.60	18.60	18.60	0.50	-	19.10	19.10	19.10	19.10	19.10

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

**SEAPARC - ARENA, GOLF COURSE  
& RECREATION SERVICES**

OPERATING COSTS - ARENA

	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL
Salaries and Wages	125,000	125,000
Internal Allocations - Maintenance	263,540	263,540
Internal Allocations - Operations	268,510	263,290
Utility	88,330	88,330
Other Internal Allocations & Insurance	145,010	145,010
Maintenance & Operating Supplies	86,740	82,740
Contingency	10,000	-
	<b>987,130</b>	<b>967,910</b>

OPERATING COSTS - GOLF COURSE

Salaries and Wages	54,570	54,570
Internal Allocations - Maintenance	12,740	12,740
Internal Allocations - Operations	11,930	11,930
Utility	4,000	4,000
Maintenance & Supplies & Operating Cost	35,390	35,390
	<b>118,630</b>	<b>118,630</b>

OPERATING COSTS - RECREATION PROGRAMS

Salaries and Wages	305,950	305,950
Internal Allocations - Maintenance	19,540	19,540
Internal Allocations - Operations	136,350	131,130
Operating Other	57,000	40,700
Contingency	-	-
	<b>518,840</b>	<b>497,320</b>

OPERATING COSTS - FITNESS GYM

Salaries and Wages	40,000	40,000
Internal Allocations - Maintenance	44,340	44,340
Internal Allocations - Operations	20,000	20,000
Operating Other	5,000	5,000
Consultant Expenses	-	-
	<b>109,340</b>	<b>109,340</b>

**BUDGET REQUEST**

2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL
132,721	-	-	132,721
268,210	-	-	268,210
273,365	-	-	273,365
94,757	-	-	94,757
168,145	-	-	168,145
89,098	-	-	89,098
10,000	-	-	10,000
<b>1,036,296</b>	<b>-</b>	<b>-</b>	<b>1,036,296</b>
55,123	-	-	55,123
14,010	-	-	14,010
12,160	-	-	12,160
4,200	-	-	4,200
32,690	-	-	32,690
<b>118,183</b>	<b>-</b>	<b>-</b>	<b>118,183</b>
387,298	-	-	387,298
19,930	-	-	19,930
140,380	-	-	140,380
61,202	-	-	61,202
-	-	-	-
<b>608,810</b>	<b>-</b>	<b>-</b>	<b>608,810</b>
22,000	-	-	22,000
45,900	-	-	45,900
20,400	-	-	20,400
11,140	-	-	11,140
-	-	-	-
<b>99,440</b>	<b>-</b>	<b>-</b>	<b>99,440</b>

**FUTURE PROJECTIONS**

2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
135,375	138,082	140,844	143,661
268,982	274,763	280,667	286,697
291,192	297,266	303,517	309,970
96,652	98,585	100,557	102,568
171,499	174,920	178,958	181,976
90,881	92,697	94,552	96,443
10,200	10,404	10,612	10,824
<b>1,064,781</b>	<b>1,086,717</b>	<b>1,109,707</b>	<b>1,132,139</b>
55,413	56,594	57,798	59,029
14,050	14,352	14,661	14,976
12,953	13,223	13,501	13,788
4,284	4,370	4,457	4,546
33,344	34,010	34,691	35,385
<b>120,044</b>	<b>122,549</b>	<b>125,108</b>	<b>127,724</b>
392,274	400,495	408,753	417,182
19,987	20,417	20,856	21,304
149,534	152,654	155,864	159,177
62,426	64,797	66,092	67,412
-	-	-	-
<b>624,221</b>	<b>638,363</b>	<b>651,565</b>	<b>665,075</b>
70,101	71,577	73,084	74,622
46,032	47,021	48,032	49,064
21,730	22,184	22,650	23,132
11,363	11,590	11,822	12,059
-	-	-	-
<b>149,226</b>	<b>152,372</b>	<b>155,588</b>	<b>158,877</b>

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>SEAPARC - ARENA, GOLF COURSE &amp; RECREATION SERVICES</b>										
<u>OUTDOOR FACILITIES</u>	33,150	33,150	38,960	-	-	38,960	36,737	37,497	38,272	39,061
<u>MULTI-PURPOSE ROOMS</u>	39,540	39,540	37,869	-	-	37,869	38,503	39,514	40,314	41,097
<u>CONCESSION</u>	21,200	21,200	4,840	-	-	4,840	4,937	5,035	5,135	5,238
<b>TOTAL OPERATING COSTS</b>	<b>1,827,830</b>	<b>1,787,090</b>	<b>1,944,398</b>	-	-	<b>1,944,398</b>	<b>2,038,449</b>	<b>2,082,047</b>	<b>2,125,689</b>	<b>2,169,211</b>
Percentage Increase		-2.2%	6.38%			6.38%	4.8%	2.1%	2.1%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	320,000	320,000	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>415,000</b>	<b>415,000</b>	<b>415,000</b>	-	-	<b>415,000</b>	<b>420,000</b>	<b>430,000</b>	<b>440,000</b>	<b>440,000</b>
Golf Debt	54,116	54,120	54,126	-	-	54,126	54,126	54,126	54,126	54,126
Fitness Gym Debt	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	-
<b>DEBT CHARGES</b>	<b>104,116</b>	<b>104,120</b>	<b>104,126</b>	-	-	<b>104,126</b>	<b>104,126</b>	<b>104,126</b>	<b>104,126</b>	<b>54,126</b>
<b>TOTAL COSTS RECREATION SERVICES</b>	<b>2,346,946</b>	<b>2,306,210</b>	<b>2,463,524</b>	-	-	<b>2,463,524</b>	<b>2,562,575</b>	<b>2,616,173</b>	<b>2,669,815</b>	<b>2,663,337</b>
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	461,300	461,300	473,410	-	-	473,410	515,219	526,179	537,504	549,252
Internal Allocations	50,230	50,230	58,349	-	-	58,349	59,496	60,686	61,901	63,140
Internet Services & Telephone	34,110	34,110	33,700	-	-	33,700	34,374	35,062	35,763	36,479
Advertising	70,240	70,240	66,560	-	-	66,560	67,891	69,249	70,633	72,046
Travel, Training & Consultants	28,010	19,120	23,640	-	-	23,640	24,113	24,594	25,086	25,587
Operating - Other	60,330	53,560	59,180	-	-	59,180	60,362	61,568	62,798	64,055
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>704,220</b>	<b>688,560</b>	<b>714,839</b>	-	-	<b>714,839</b>	<b>761,455</b>	<b>777,338</b>	<b>793,685</b>	<b>810,559</b>
<u>MAINTENANCE COSTS - SALARIES</u>	<b>730,570</b>	<b>730,570</b>	<b>742,420</b>	-	-	<b>742,420</b>	<b>744,558</b>	<b>760,559</b>	<b>776,902</b>	<b>793,594</b>
<b>TOTAL OVERHEAD &amp; MAINTENANCE COSTS</b>	<b>1,434,790</b>	<b>1,419,130</b>	<b>1,457,259</b>	-	-	<b>1,457,259</b>	<b>1,506,013</b>	<b>1,537,897</b>	<b>1,570,587</b>	<b>1,604,153</b>
Internal Recovery - Operations	(704,220)	(688,560)	(714,839)	-	-	(714,839)	(761,455)	(777,338)	(793,685)	(810,559)
Internal Recovery - Maintenance	(730,570)	(730,570)	(742,420)	-	-	(742,420)	(744,558)	(760,559)	(776,902)	(793,594)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>2,346,946</b>	<b>2,306,210</b>	<b>2,463,524</b>	-	-	<b>2,463,524</b>	<b>2,562,575</b>	<b>2,616,173</b>	<b>2,669,815</b>	<b>2,663,337</b>

**SEAPARC - ARENA, GOLF COURSE  
& RECREATION SERVICES**

**FUNDING SOURCES (REVENUE)**

Arena - Fee Charges  
Arena - Rental Income  
Golf Course - Fee Charges  
Golf Course - Rental and Sales Income  
Recreation - Fee Charges  
Recreation - Other Misc Income  
Fitness Gym - Fee Charges  
Multi-Purpose Room - Rental Income  
Concession - Sales and Commissions  
Transfer from Operating Reserve Fund

**TOTAL REVENUE**

**REQUISITION & PILT**

Percentage Increase

PARTICIPANTS: District of Sooke, Portion of JDF

AUTHORIZED POSITIONS:

AUTHORIZED POSITIONS: Salaried

			<b>BUDGET REQUEST</b>				<b>FUTURE PROJECTIONS</b>			
	<b>2020 BOARD BUDGET*</b>	<b>2020 ESTIMATED ACTUAL</b>	<b>2021 CORE BUDGET</b>	<b>2021 ONGOING</b>	<b>2021 ONE-TIME</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>
Arena - Fee Charges	(29,600)	(29,600)	(32,040)	-	-	(32,040)	(32,681)	(33,335)	(34,001)	(34,681)
Arena - Rental Income	(204,756)	(215,270)	(249,960)	-	-	(249,960)	(252,236)	(257,280)	(262,426)	(267,675)
Golf Course - Fee Charges	(100,200)	(100,200)	(102,040)	-	-	(102,040)	(104,081)	(106,163)	(108,287)	(110,453)
Golf Course - Rental and Sales Income	(23,200)	(23,200)	(24,490)	-	-	(24,490)	(24,980)	(25,479)	(25,988)	(26,508)
Recreation - Fee Charges	(152,500)	(152,500)	(165,780)	-	-	(165,780)	(169,096)	(172,477)	(175,928)	(179,447)
Recreation - Other Misc Income	(1,160)	(1,160)	(1,080)	-	-	(1,080)	(1,102)	(1,124)	(1,146)	(1,169)
Fitness Gym - Fee Charges	(50,000)	(50,000)	(96,800)	-	-	(96,800)	(98,736)	(100,711)	(102,725)	(104,779)
Multi-Purpose Room - Rental Income	(4,500)	(4,500)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Concession - Sales and Commissions	(17,600)	(17,600)	(5,100)	-	-	(5,100)	(5,202)	(5,306)	(5,412)	(5,520)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(583,516)</b>	<b>(594,030)</b>	<b>(678,390)</b>	<b>-</b>	<b>-</b>	<b>(678,390)</b>	<b>(689,236)</b>	<b>(703,019)</b>	<b>(717,080)</b>	<b>(731,422)</b>
<b><u>REQUISITION &amp; PILT</u></b>	<b>(1,763,430)</b>	<b>(1,712,180)</b>	<b>(1,785,134)</b>	<b>-</b>	<b>-</b>	<b>(1,785,134)</b>	<b>(1,873,339)</b>	<b>(1,913,154)</b>	<b>(1,952,735)</b>	<b>(1,931,915)</b>
Percentage Increase		-2.9%	1.23%			1.23%	4.9%	2.1%	2.1%	-1.1%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	15.45	15.45	15.45	0.00	0.00	15.45	15.45	15.45	15.45	15.45

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

SEAPARC - SWIMMING POOL			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATION COSTS</u>										
Salaries and Wages	317,819	340,000	303,810	-	-	303,810	387,624	395,714	403,973	412,404
Internal Allocations - Maintenance	345,920	345,920	351,380	-	-	351,380	352,394	359,770	367,539	375,513
Internal Allocations - Operations	260,180	254,960	261,135	-	-	261,135	278,164	283,966	289,938	296,102
Utility	121,640	122,100	135,160	-	-	135,160	137,863	140,621	143,434	146,303
Operating - Supplies	69,591	52,730	60,790	-	-	60,790	62,006	63,245	64,510	65,798
Other Internal Allocations & Insurance	38,190	38,190	44,965	-	-	44,965	48,202	49,166	50,149	51,152
Maintenance	49,370	56,000	56,000	-	-	56,000	57,120	58,262	59,428	60,616
Contingency	10,000	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
TOTAL OPERATING COSTS	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
*Percentage Increase		-0.2%	0.87%			0.87%				
TOTAL COSTS	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(97,641)	(109,000)	(80,100)	-	-	(80,100)	(81,702)	(83,336)	(85,003)	(86,703)
Other Income	(4,580)	(4,580)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Rental Income	(9,000)	(9,000)	(5,000)	-	-	(5,000)	(5,100)	(5,202)	(5,306)	(5,412)
TOTAL REVENUE	(111,221)	(122,580)	(86,200)	-	-	(86,200)	(87,924)	(89,682)	(91,476)	(93,305)
REQUISITION & PILT	(1,101,489)	(1,087,320)	(1,137,040)	-	-	(1,137,040)	(1,245,649)	(1,271,466)	(1,298,107)	(1,325,407)
Percentage Increase		-1.3%	3.23%			3.23%	9.6%	2.1%	2.1%	2.1%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	3.15	3.15	3.15	0.50	0.00	3.65	3.65	3.65	3.65	3.65

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

Service No.	1.40X SEAPARC	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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**EXPENDITURE**

Buildings	B	\$400,000	\$424,500	\$330,000	\$0	\$200,000	\$0	\$954,500
Equipment	E	\$18,500	\$266,700	\$118,700	\$116,000	\$66,000	\$0	\$567,400
Land	L	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Engineered Structures	S	\$25,000	\$35,000	\$0	\$1,000,000	\$0	\$200,000	\$1,235,000
Vehicles	V	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$60,000
		<b>\$443,500</b>	<b>\$726,200</b>	<b>\$478,700</b>	<b>\$1,146,000</b>	<b>\$766,000</b>	<b>\$200,000</b>	<b>\$3,316,900</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$37,000	\$37,000	\$0	\$0	\$0	\$0	\$37,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Equipment Replacement Fund	ERF	\$6,500	\$89,700	\$93,700	\$66,000	\$66,000	\$0	\$315,400
Grants (Federal, Provincial)	Grant	\$400,000	\$470,000	\$0	\$750,000	\$0	\$0	\$1,220,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$129,500	\$385,000	\$330,000	\$200,000	\$200,000	\$1,244,500
		<b>\$443,500</b>	<b>\$726,200</b>	<b>\$478,700</b>	<b>\$1,146,000</b>	<b>\$766,000</b>	<b>\$200,000</b>	<b>\$3,316,900</b>

# CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.40X

Service Name: SEAPARC

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

**Proj. No.**  
The first two digits represent first year the project was in the capital plan.

**Capital Exp. Type**  
Study - Expenditure for feasibility and business case report.  
New - Expenditure for new asset only  
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  
Replacement - Expenditure replaces an existing asset

**Funding Source Codes**  
Debt = Debenture Debt (new debt only)  
ERF = Equipment Replacement Fund  
Grant = Grants (Federal, Provincial)  
Cap = Capital Funds on Hand  
Other = Donations / Third Party Funding

**Funding Source Codes (cont)**  
Res = Reserve Fund  
STLoan = Short Term Loans  
WU = Water Utility

**Asset Class**  
L - Land  
S - Engineering Structure  
B - Buildings  
V - Vehicles  
E - Equipment

**Capital Project Title**  
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

**Capital Project Description**  
Briefly describe project scope and service benefits.  
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

**Total Project Budget**  
This column represents the total project budget not only within the 5-year window.

## FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
16-02	Renewal	Building Renewal	Building assessment and repairs	\$189,000	B	Res	\$0	\$0	\$130,000	\$0	\$0	\$0	\$130,000
17-06	Replacement	Mechanical Equipment	Replacement of pumps/motors/electrical/hvac	N/A	E	ERF	\$0	\$25,000	\$20,000	\$30,000	\$30,000	\$0	\$105,000
17-08	Replacement	Computer Replacement	Replacement of computers	N/A	E	ERF	\$0	\$7,200	\$2,700	\$0	\$0	\$0	\$9,900
18-01	Replacement	Pool Lectorator System	Replacement of lectionator system	N/A	E	ERF	\$0	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$24,000
18-02	Replacement	Pool Tile Re-Grout	Replacement pool tile grout	\$19,000	B	Res	\$0	\$9,500	\$0	\$0	\$0	\$0	\$9,500
18-04	Renewal	Compressor Drive Motors	Renewal compressor drive motors	\$13,000	E	ERF	\$6,500	\$6,500	\$0	\$0	\$0	\$0	\$6,500
18-06	Renewal	Golf Course Irrigation Upgrade	Renewal golf course irrigation upgrade	\$22,000	E	Cap	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$12,000
18-06	Renewal	Golf Course Irrigation Upgrade	Renewal golf course irrigation upgrade		E	Res	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$10,000
18-07	Renewal	Access improvements	Facility improvements 15k/5k grant	\$15,000	B	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
19-04	New	Multi Sport Box	Construction of Multi Sport Box	\$400,000	B	Grant	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000
20-04	Renewal	Parking Lot Remediation	Renewal parking lot remediation	\$25,000	S	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-05	Replacement	Community Recreation Bus	Replacement community recreation bus	\$30,000	V	ERF	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
20-06	New	Utility Service - Outdoor Facilities	New utility service outdoor facilities	\$10,000	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-08	Renewal	Electrical Distribution	Renewal electrical distribution	\$50,000	E	Res	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
20-09	Replacement	Arena DHW Storage	Replacement of original hot water storage tank	\$20,000	E	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-02	New	Outdoor Activity Space Development	New outdoor activity space development	\$140,000	E	Res	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-02	New	Outdoor Activity Space Development	New outdoor activity space development		E	Grant	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-03	Replacement	Grounds Equipment	Mower/Tractor Replacement	\$75,000	E	ERF	\$0	\$45,000	\$0	\$0	\$30,000	\$0	\$75,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$200,000	B	Res	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
22-03	Renewal	Radio Upgrade	Upgrade Radio System	\$35,000	E	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
23-01	Replacement	Truck	Replace pickup truck with replacement from Water	\$30,000	V	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
23-02	Replacement	Chiller	Replace ice plant chiller	\$80,000	E	Res	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$1,000,000	S	Res	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal		S	Grant	\$0	\$0	\$0	\$750,000	\$0	\$0	\$750,000
24-01	New	Land Acquisition	New land acquisition	\$500,000	L	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
24-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$200,000	B	Res	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
25-01	Replacement	Golf Works building	Replacement of work building	\$200,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
<b>GRAND TOTAL</b>				<b>\$3,253,000</b>			<b>\$443,500</b>	<b>\$726,200</b>	<b>\$478,700</b>	<b>\$1,146,000</b>	<b>\$766,000</b>	<b>\$200,000</b>	<b>\$3,316,900</b>

Service: 1.40X

SEAPARC

Proj. No. 16-02

Capital Project Title Building Renewal

Capital Project Description Building assessment and repairs

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Exterior finishes will have been in service for at least 19 years with no significant alterations. In order to ensure and building envelope integrity, and aesthetic appearance, repair and painting are required.

Proj. No. 17-06

Capital Project Title Mechanical Equipment

Capital Project Description Replacement of pumps/motors/electrical/hvac

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Detail of replacement schedule of mechanical items is still in progress as part of the maintenance management system implementation. Items scheduled for 2017 include main circulation pump for hot tub, lap pool DX pump, boiler loop circulation pump, hot tub heat exchanger.

Proj. No. 17-08

Capital Project Title Computer Replacement

Capital Project Description Replacement of computers

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** CRD IT's infrastructure renewal plan for replacement

Proj. No. 18-01

Capital Project Title Pool Lectorator System

Capital Project Description Replacement of lectionator system

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** The pool disinfection system requiries is critical to the provision of safe water for the pool operation. Replacements for the controllers and cells is required and figures are based on previous years requiements and assement of current equipment.

Proj. No. 18-02

Capital Project Title Pool Tile Re-Grout

Capital Project Description Replacement pool tile grout

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

**Project Rationale** Sections of the pool deck, lap and leisure pool tanks, and changerooms require remediation. All areas have been in service without significant repair for 5 years.

<b>Service:</b> 1.40X			<b>SEAPARC</b>		
<b>Proj. No.</b>	18-04	<b>Capital Project Title</b>	Compressor Drive Motors	<b>Capital Project Description</b>	Renewal compressor drive motors
<b>Asset Class</b>	E	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Recreation
<b>Project Rationale</b> Preventive measure to ensure no interruption of service, motor has been in service since 1998.					
<b>Proj. No.</b>	18-06	<b>Capital Project Title</b>	Golf Course Irrigation Upgrade	<b>Capital Project Description</b>	Renewal golf course irrigation upgrade
<b>Asset Class</b>	E	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Recreation
<b>Project Rationale</b> Consultation with TORO Canada has provided some options for enhancing the control of the irrigation system. It is expected that upgrading the control system will allow for more efficient use of the limited water resource and result in better turf conditions as well as some savings in staffing.					
<b>Proj. No.</b>	18-07	<b>Capital Project Title</b>	Access improvements	<b>Capital Project Description</b>	Facility improvements 15k/5k grant
<b>Asset Class</b>	B	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Recreation
<b>Project Rationale</b> SEAPARC requires functional upgrades to assist individuals with mobility challenges to access services					
<b>Proj. No.</b>	19-04	<b>Capital Project Title</b>	Multi Sport Box	<b>Capital Project Description</b>	Construction of Multi Sport Box
<b>Asset Class</b>	B	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Recreation
<b>Project Rationale</b> District of Sooke has identified property District property in Sun River dedicated to recreation development. SEAPARC will play a role in developing, constructing and operating this new amenity. Project is subject to funding from the District of Sooke					
<b>Proj. No.</b>	20-04	<b>Capital Project Title</b>	Parking Lot Remediation	<b>Capital Project Description</b>	Renewal parking lot remediation
<b>Asset Class</b>	S	<b>Board Priority Area</b>	Advocacy, Governance & Accountability	<b>Corporate Priority Area</b>	Recreation
<b>Project Rationale</b> Sections of the parking lot were replaced in 2015 after 15 years service and it is anticipated that other areas starting to show signs of deterioration will require remediation in 2020.					

**Service:** 1.40X

**SEAPARC**

**Proj. No.** 20-05

**Capital Project Title** Community Recreation Bus

**Capital Project Description** Replacement community recreation bus

**Asset Class** V

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Recreation

**Project Rationale** 2007 Chevy Express Van will be due for replacement due to vehicle age.

**Proj. No.** 20-06

**Capital Project Title** Utility Service - Outdoor Facilities

**Capital Project Description** New utility service outdoor facilities

**Asset Class** S

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Recreation

**Project Rationale** Construction of outdoor activity space

**Proj. No.** 20-08

**Capital Project Title** Electrical Distribution

**Capital Project Description** Renewal electrical distribution

**Asset Class** E

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Recreation

**Project Rationale** Electrical distribution for the arena facility has been in place since 1975. The electrical service mast has been identified as an item requiring attention within the next 5 years.

**Proj. No.** 20-09

**Capital Project Title** Arena DHW Storage

**Capital Project Description** Replacement of original hot water storage tank

**Asset Class** E

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Recreation

**Project Rationale** Tanks service life will be ending

**Proj. No.** 21-02

**Capital Project Title** Outdoor Activity Space Development

**Capital Project Description** New outdoor activity space development

**Asset Class** E

**Board Priority Area** Advocacy, Governance & Accountability

**Corporate Priority Area** Recreation

**Project Rationale** Strategic plan, and user feedback, along with current recreation trends, identify outdoor activity space as a community need and will help create capacity to meet the recreation needs of the growing service area.

Service: 1.40X		SEAPARC			
Proj. No.	21-03	Capital Project Title	Grounds Equipment	Capital Project Description	Mower/Tractor Replacement
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale		Mower/Tractor Replacement at end of useful life			
Proj. No.	22-02	Capital Project Title	Pool Roof Replacement	Capital Project Description	Pool Roof Replacement
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale		Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope.			
Proj. No.	22-03	Capital Project Title	Radio Upgrade	Capital Project Description	Upgrade Radio System
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale		Radio system has been in service for over 20 years. Intermittent service issues have been experienced and upgrading components and altering system programming was recommended by CRD IT to enhance performance for offsite users and ensure reliable communications. System is used for staff check-ins,			
Proj. No.	23-01	Capital Project Title	Truck	Capital Project Description	Replace pickup truck with replacement from Water
Asset Class	V	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale		Truck is a 2003 model is past general replacement timelines for CRD Fleet vehicle replacements. Given annual mileage is low, and generally restricted to local area use, replacement with a low mileage vehicle scheduled for replacement from CRD Fleet is pursued over purchasing new.			
Proj. No.	23-02	Capital Project Title	Chiller	Capital Project Description	Replace Ice plant chiller
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale		Arena ice plant chiller was replaced in 2004. Given the critical nature of the equipment to arena ice operations, life and safety risk associated with failure, and age of the equipment, replacement is required.			

Service: 1.40X			SEAPARC		
Proj. No.	23-03	Capital Project Title	Skate Park Renewal	Capital Project Description	Replacement skate park renewal
Asset Class	S	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear do to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation to ensure contiued usage.					
Proj. No.	24-01	Capital Project Title	Land Aquistion	Capital Project Description	New land aquisition
Asset Class	L	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Identified in strategic plan as ongiong priority to adress continued growth in the service area and demand for recreational opportunities.					
Proj. No.	24-02	Capital Project Title	Pool Roof Replacement	Capital Project Description	Pool Roof Replacement
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Building envelope evauluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estmiated remaing life. Continuing project to ensure integrety of building envelope.					
Proj. No.	25-01	Capital Project Title	Golf Works building	Capital Project Description	Replacement of work building
Asset Class	S	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale Replace building increase space and due to end of useful life					

**1.40X SEAPARC**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**SEAPARC**

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. Legacy Fund established by Bylaw 4103 for donations received.

**Summary**

<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Projected year end balance</b>							
Operating Reserve	16,224	21,424	26,424	31,424	36,424	36,424	36,424
Operating Reserve - Legacy Fund	1,894	1,922	1,922	1,922	1,922	1,922	1,922
<b>Total projected year end balance</b>	<b>18,118</b>	<b>23,346</b>	<b>28,346</b>	<b>33,346</b>	<b>38,346</b>	<b>38,346</b>	<b>38,346</b>

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Sooke and Electoral Area Recreation and Facilities (SEAPARC)**

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Schedule - FC 105301**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	15,780	16,224	21,424	26,424	31,424	36,424	36,424
Planned Purchase	-	-	-	-	-	-	-
Transfer from Ops Budget	-	5,000	5,000	5,000	5,000	-	-
Interest Income*	444	200					
<b>Total projected year end balance</b>	<b>16,224</b>	<b>21,424</b>	<b>26,424</b>	<b>31,424</b>	<b>36,424</b>	<b>36,424</b>	<b>36,424</b>

**Assumptions/Background:**

2019: 15K for SEAPARC program service delivery evaluation and Strategic Planning

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**1.40X SEAPARC Legacy Fund  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**SEAPARC Legacy Fund**

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

**Operating Reserve Schedule - FC 105101**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,842	1,894	1,922	1,922	1,922	1,922	1,922
Planned Purchase							
Transfer from Ops Budget	-	-					
Interest Income*	52	28					
<b>Total projected year end balance</b>	<b>1,894</b>	<b>1,922</b>	<b>1,922</b>	<b>1,922</b>	<b>1,922</b>	<b>1,922</b>	<b>1,922</b>

**Assumptions/Background:**

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**1.40X SEAPARC Recreation Combined  
Asset and Reserve Summary Schedule  
2021 - 2025 Financial Plan**

**Asset Profile**

**SEAPARC Recreation (1.401 & 1.403 Combined)**

Assets held by the Sooke Parks and Recreation service consist of a pool, an arena, ball field, tennis courts, skate park and various vehicles and equipment to support service delivery.

**Summary**

**Reserve/Fund Summary**

**Projected year end balance**

	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Capital Reserve	522,460	330,873	521,373	456,373	456,373	596,373	736,373
Equipment Replacement Fund	47,110	48,410	48,710	50,010	79,010	113,010	213,010
<b>Total projected year end balance</b>	<b>569,569</b>	<b>379,282</b>	<b>570,082</b>	<b>506,382</b>	<b>535,382</b>	<b>709,382</b>	<b>949,382</b>

1.40X SEAPARC Recreation Combined  
Capital Reserve Fund Schedule  
2021 - 2025 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.40X SEAPARC Recreation and Pool Combined Capital Reserve Fund

Capital Reserve Fund	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,359,331	522,460	330,873	521,373	456,373	456,373	596,373
Planned Capital Expenditure (Based on Capital Plan)	(1,389,366)	(581,000)	(129,500)	(385,000)	(330,000)	(200,000)	(200,000)
Transfer from Operating Budget	524,119	385,413	320,000	320,000	330,000	340,000	340,000
Interest Income*	28,375	4,000	-	-	-	-	-
Ending Balance \$	522,460	330,873	521,373	456,373	456,373	596,373	736,373

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

1.40X SEAPARC Recreation Combined  
Equipment Replacement Fund Schedule (ERF)  
2021 - 2025 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	48,715	47,110	48,410	48,710	50,010	79,010	113,010
Planned Purchase (Based on Capital Plan)	(92,979)	(89,200)	(89,700)	(93,700)	(66,000)	(66,000)	-
Transfer from Operating Budget	90,000	90,000	90,000	95,000	95,000	100,000	100,000
Equipment Disposal	397	-					
Interest Income*	977	500	-	-	-	-	-
Ending Balance \$	47,110	48,410	48,710	50,010	79,010	113,010	213,010

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.