



Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, September 23, 2021

7:00 PM

Greenglade Community Centre
Room 6, 2151 Lannon Way,
Sidney, BC V8L 3Z1

T. Daly (Chair), H. Gartshore (Vice Chair), K. Frost, R. Imrie, C. McNeil-Smith, G. Orr, N. Paltiel, C. Rintoul, R. Windsor

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of [Minutes](#) of June 24, 2021

3.1 Minutes of the June 24, 2021 Peninsula Recreation Commission

Recommendation: That the minutes of the Peninsula Recreation Commission of June 24, 2021 be adopted as circulated.

Attachments: [Minutes – June 24, 2021](#)

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1 2022 Budget Review and Approval Process – Panorama Recreation

Recommendation: That the Peninsula Recreation Commission recommends to the Capital Regional District Board:

That the attached 2022-2026 Panorama Recreation Budget be approved as presented.

Attachments: [Staff Report – Budget 2022-2026](#) including [Appendix A](#), [Presentation – Budget 2022-2026](#),

6.2 2022 Service Planning - Recreation

Recommendation: The Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary – Recreation be approved as presented and form the basis of the 2022-2026 Financial Plan.

Attachments: [Report – 2022 Service Planning](#) including [Appendix A](#), [Appendix B](#) and [Appendix C](#)

6.3 Programs and Services COVID-19 Update - Verbal

6.4 Jumpstart Inclusive Multisport Court Update - Verbal

7. New Business

8. Adjournment

The next meeting is October 28, 2021

To ensure quorum, please advise Nadine Kerk-Hecker at nkerkhecker@crd.bc.ca if you cannot attend.



Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, June 24, 2021, in the Boardroom at Panorama Recreation Centre,
1885 Forest Park Drive, North Saanich

Present in the Boardroom:

Commissioners: T. Daly (Chair), H. Gartshore (Vice Chair)

Staff: L. Brewster, Senior Manager, N.Kerk-Hecker (recorder)

Present Electronically (Telephone):

Commissioners: K. Frost, R. Imrie, G. Orr, N. Paltiel, C. Rintoul, B. Fallot

Staff: S. Henderson, Manager, Real Estate; M. Alsdorf, Manager, Program Services; M. Curtis, Manager, Facilities and Operations; A. Sharp, Manager, Administrative Services

Absent: R. Windsor

The meeting was called to order at 7:02 pm.

1. Territorial Acknowledgement

2. Approval of Agenda

MOVED by Commissioner Gartshore, **SECONDED** by Commissioner Fallot
That the agenda be approved.

CARRIED

3. Adoption of Minutes

MOVED by Commissioner Rintoul **SECONDED** by Commissioner Orr
That the minutes of the April 29, 2021 meeting be adopted.

CARRIED

4. Chair's Remarks: There were none.

5. Presentations/Delegations: There were none.

6. Commission Business

- a) **BC Restart Plan for Programs and Services Report:** M. Alsdorf gave an overview of the report.

MOVED by Commissioner Frost, **SECONDED** by Commissioner Gartshore
That the Peninsula Recreation Commission receive this report for information.

CARRIED

- b) **Canadian Tire Jumpstart Multi-Court Project Update Report:** Matt Cutis gave an overview of the report. The following topics were discussed:

Site preparation and bidding process

MOVED by Commissioner Gartshore, **SECONDED** by Commissioner Orr
That the Peninsula Recreation Commission receive this report for information.

CARRIED

- c) **Canadian Tire Jumpstart Mutli-Court Programs and Services Report:** M. Alsdorf introduced the report. The Commission discussed the following:
Communication strategies for Programs and the Jumpstart Multi-Court

MOVED by Commissioner Gartshore, **SECONDED** by Commissioner Orr
That the Peninsula Recreation Commission receive this report for information.

CARRIED

- d) **Capital Plan Amendment - Passenger Bus Replacement Report:** A. Sharp introduced the report.

MOVED by Commissioner Rintoul, **SECONDED** by Commissioner Imrie
The Peninsula Recreation Commission recommends to the Capital Regional District Board:

That the 2021 Capital Plan be amended to include the revised budget for Project No. 19-12, the replacement of the 24-passenger bus, at an estimated price of \$135,000, to be funded from the Equipment Replacement Fund, and any funds received from the sale of the bus be returned to the Equipment Replacement Fund.

CARRIED

7. **New Business:** There was none

8. **MOVED** by Commissioner Orr, **SECONDED** by Commissioner Gartshore
That the Commission close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

The meeting was closed at 7:36 pm

The Commission rose from the closed session at 7:46 pm without report.

9. **Adjournment**

MOVED by Commissioner Gartshore, **SECONDED** by Commissioner Frost
That the meeting be adjourned at 7:46 pm.

CARRIED

CHAIR

RECORDER

REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, SEPTEMBER 23, 2021

SUBJECT 2022 Budget Review and Approval Process – Panorama Recreation

ISSUE SUMMARY

This report presents Panorama Recreation's 2022-2026 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, provides 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 Peninsula Recreation Commission is responsible for reviewing the service plan (under separate cover) and the budget and recommending them for approval to the Board. Ultimately, the Board is responsible for the approval of all of the service budgets.

2022 Planning Process

The 2022 planning process marks the final 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 Peninsula Recreation 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.

2022 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 12, 2021, the Board approved the 2022 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 2022 service and financial plans and budget to reflect the current impact of the COVID-19 pandemic on recreation services.

2022 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 continues to have a significant impact on the Panorama Recreation budget as the operation returns to normalized operation with limited restrictions. 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 including electricity and natural gas, vehicles and equipment are subject to inflationary changes that influence the cost of service delivery. Financial risks were mitigated by cost containment efforts by staff.

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 Peninsula Recreation Commission recommends to the Capital Regional District Board:

That the attached 2022-2026 budget be approved as presented.

Alternative 2

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

That the attached 2022-2026 budget be approved as amended.

IMPLICATIONS

Financial Implications

Operating Budget

The 2022 presentation includes a requisition increase of \$96,764 or 1.90% over the 2021 budget. The budget includes the financial impact of the COVID-19 pandemic on programs and facility operations with limited restrictions. The budget also includes the inclusion of new childcare services added to meet community need, funded through fees for services and provincial government subsidies.

Capital Budget

The 2022 capital budget includes the financial impact of the energy recovery project having been delayed from commencing in 2020 due to the COVID-19 pandemic. The capital program continues at an acceptable level with transfer to the capital reserve reduced to 75% of the pre- COVID-19 pandemic level.

The attached 2022-2026 Panorama Recreation Budget in Appendix A, which includes operating and capital budgets, is provided for preliminary approval.

CONCLUSION

The service and financial planning process are integral to providing ongoing service delivery. Panorama Recreation's service plan and budget are part of the overall planning cycle for the CRD. The attached 2022-2026 Panorama Recreation Budget is ready for review by the Commission and approval by the CRD Board

RECOMMENDATION

That the Peninsula Recreation Commission recommends to the Capital Regional District Board:

That the attached 2022-2026 Panorama Recreation Budget be approved as presented.

Submitted by:	Lorraine Brewster, Senior Manager, Panorama Recreation
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: 2022-2026 Panorama Recreation Budget

CAPITAL REGIONAL DISTRICT

2022 BUDGET

Panorama Recreation

Service: 1.44X Panorama Recreation

Commission: Peninsula Recreation

DEFINITION:

To operate an ice arena, swimming pool and recreation and community use service for the Municipalities of Sidney, North Saanich and Central Saanich combined as Saanich Peninsula Recreation Service (Bylaw No. 3008 - October 9, 2002).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation opportunities for Central Saanich, North Saanich, and Sidney through the operation, maintenance, and programming of: Panorama Recreation Centre (2 hockey arenas, 2 pools, 6 tennis courts, 2 squash courts, fitness rooms, weight room, multi-purpose rooms), Greenglade Community Centre in Sidney, Central Saanich Community and Cultural Centre and North Saanich Middle School.

PARTICIPATION:

50% by population and 50% on hospital assessments. North Saanich and Sidney.
Central Saanich added as a participant in 1996, Bylaw No. 2363.

MAXIMUM LEVY:

The greater of \$11,220,000 or \$1.134 / \$1,000 on net taxable value of land and improvements.

CAPITAL DEBT:

Bylaw No. 3388 - \$8,998,000 (for construction of Second Pool, \$8,998,000 issued).

Bylaw No. 4116 - \$1,080,000 (for replacement of Arena Floor, \$1,080,000 issued).

COMMISSION:

Peninsula Recreation Commission

Established by Bylaw # 2397 (May 1996), amended by Bylaw # 2480 (1997), Bylaw # 2759 (2000) and Bylaw # 3142 (2004).

Originally established in 1976 (Bylaw # 314).

FUNDING:

Service: 1.44X Panorama Recreation

Commission: Peninsula Recreation

<u>Participants</u>	<u>Converted Assessment</u>	<u>Census Population</u>	<u>%</u>	<u>Actual Assessment</u>
2017		2016 Census		
Central Saanich	513,275,231	16,814	39.42%	4,280,858,520
North Saanich	490,428,238	11,249	31.60%	4,488,740,615
Sidney	401,865,172	11,672	28.98%	3,315,203,726
TOTAL 2017	1,405,568,641	39,735	100.00%	12,084,802,861
2018		2016 Census		
Central Saanich	585,416,808	16,814	39.12%	4,919,870,905
North Saanich	571,557,103	11,249	31.69%	5,189,160,212
Sidney	472,356,552	11,672	29.18%	3,950,613,739
TOTAL 2018	1,629,330,463	39,735	100.00%	14,059,644,856
2019		2016 Census		
Central Saanich	632,044,321	16,814	38.97%	5,303,510,888
North Saanich	611,260,076	11,249	31.38%	5,506,158,117
Sidney	530,718,725	11,672	29.65%	4,468,134,589
TOTAL 2019	1,774,023,122	39,735	100.00%	15,277,803,594
2020		2016 Census		
Central Saanich	657,985,149	16,814	39.26%	5,446,784,895
North Saanich	615,251,368	11,249	31.08%	5,493,557,267
Sidney	543,992,242	11,672	29.65%	4,544,259,546
TOTAL 2020	1,817,228,759	39,735	100.00%	15,484,601,708
2021		2016 Census		
Central Saanich	682,091,870	16,814	39.42%	5,678,630,043
North Saanich	633,855,362	11,249	31.13%	5,760,450,825
Sidney	551,412,679	11,672	29.45%	4,630,400,405
TOTAL 2021	1,867,359,911	39,735	100.00%	16,069,481,273

Change in Budget 2021 to 2022

Service: 1.44X Panorama

Total Expenditure**Comments****2021 Budget****8,071,561****Change in Salaries:**

Base salary change	33,125	Inclusive of estimated collective agreement changes
Step increase/paygrade change	1,547	
Return staffing to pre-pandemic levels	1,452,240	2022 is being planned for operations without pandemic restrictions.
Other (explain as necessary)	54,545	IBC 13a-1.6 Preschool Program
Total Change in Salaries	1,541,457	

Other Changes:

Standard Overhead Allocation	(32,805)	
Human Resources Allocation	(13,136)	
Operating supplies and promotions	100,661	2022 is being planned for operations without pandemic restrictions.
Utilities	9,714	
Insurance	3,060	
Maintenance	10,129	
Reserve transfers	107,380	Return ERF reserve transfer to pre-pandemic level
Debt charges	14,860	Project new debt
Other	40,374	
Total Other Changes	240,237	

2022 Budget**9,853,255**

% expense increase from 2021: 22.1%

% Requisition increase from 2021 (if applicable): 1.9%

Requisition funding is 52.7% of service revenue

Overall 2021 Budget Performance

(expected variance to budget and surplus treatment)

There is a one time net favourable variance of \$5,179 (0.06%) due mainly due to higher fee for service revenues. Net favourable variance of \$5,179 will be moved to the CRF.

PANORAMA RECREATION

OPERATING COSTS:

Salaries and Wages	4,075,145	4,632,279
Utilities	629,978	629,978
Recreation Programs and Special Events	393,554	354,179
Operating Supplies & Promotion	267,777	279,108
Maintenance and Repairs	387,696	387,696
Internal Allocations	513,422	513,422
Licences/Surveys/Legal/Meeting	170,459	189,647
Advertising/Printing/Brouchures/Signs	35,285	34,761
Telephone/IT & Network Systems	54,779	55,899
Vehicles and Travel	68,889	68,889
Insurance	42,760	42,760
Contingency	50,000	50,000

TOTAL OPERATING COSTS

*Percentage increase over prior year

CAPITAL / RESERVE

Transfer to Operating Reserve Fund	7,805	7,805
Transfer to Capital Reserve Fund	382,008	387,187
Transfer to Equipment Replacement Fund	215,170	215,170
Capital & Equipment Purchases	-	-
TOTAL CAPITAL / RESERVES	604,983	610,162

*Percentage increase over prior year

DEBT CHARGES

TOTAL COSTS

*Percentage increase over prior year

Internal Recoveries
Recoveries - Other

OPERATING LESS RECOVERIES

FUNDING SOURCES (REVENUE)

Estimated balance C/F from current to Next year

Balance C/F from Prior to Current year	(259,421)	(259,421)
Fee Income	(1,689,149)	(2,082,666)
Rental Income	(806,300)	(852,306)
Sponsorships	(12,610)	(12,610)
Transfer from Operating Reserve Fund	(51,000)	(51,000)
Payments - In Lieu of Taxes	(159,359)	(159,359)
Grants - Other	-	(111,880)

TOTAL REVENUE

*Percentage increase over prior year

REQUISITION

*Percentage increase over prior year

PARTICIPANTS: North Saanich, Sidney, Central Saanich

AUTHORIZED POSITIONS:

Salaried	34.85	34.85
Converted Auxiliaries	0.50	0.50

BUDGET REQUEST

2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL
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5,562,057	54,545	-	5,616,602
639,692	-	-	639,692
409,574	-	-	409,574
330,004	-	-	330,004
397,825	-	-	397,825
477,784	-	-	477,784
193,551	-	-	193,551
57,699	-	-	57,699
56,977	-	-	56,977
73,670	-	-	73,670
45,820	-	-	45,820
50,000	-	-	50,000

8,294,653 54,545 - 8,349,198

14.59% 15.34%

7,961	-	-	7,961
308,402	-	-	308,402
396,000	-	-	396,000
-	-	-	-
712,363	-	-	712,363

16.75% 16.75%

774,164	17,530	-	791,694
9,781,180	72,075	-	9,853,255

13.43% 14.27%

-	-	-	-
9,781,180	72,075	-	9,853,255

9,781,180 72,075 - 9,853,255

-	-	-	-
(3,431,601)	-	-	(3,431,601)
(964,334)	-	-	(964,334)
(35,298)	-	-	(35,298)
-	-	-	-
(159,359)	-	-	(159,359)
(72,177)	-	-	(72,177)

(4,662,769) - (4,662,769)

32.12% 32.12%

(5,118,411) (72,075) - (5,190,486)

0.48% 1.90%

34.85	2.00	0.00	36.85
0.50	0.00	0.00	0.50

FUTURE PROJECTIONS

2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
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5,760,867	5,881,601	6,004,855	6,130,687
649,569	659,606	669,806	680,179
417,767	426,121	434,643	443,338
331,506	344,132	344,895	357,796
406,931	414,268	421,756	429,390
487,346	497,109	507,068	517,227
197,423	201,371	205,399	209,506
58,849	60,024	61,221	62,443
58,904	60,164	60,426	61,921
75,140	76,639	78,170	79,725
47,080	48,393	49,740	51,142
50,000	50,000	50,000	50,000

8,541,381 8,719,430 8,887,978 9,073,354

2.30% 2.1% 1.9% 2.1%

8,120	8,283	8,448	8,617
411,204	890,831	1,025,330	1,025,330
396,000	396,000	396,000	396,000
-	-	-	-
815,324	1,295,114	1,429,778	1,429,947

14.45% 58.85% 10.40% 0.01%

857,367	377,740	243,241	243,241
10,214,073	10,392,284	10,560,998	10,746,542

3.66% 1.74% 1.62% 1.76%

-	-	-	-
10,214,073	10,392,284	10,560,998	10,746,542

10,214,073 10,392,284 10,560,998 10,746,542

(3,502,312)	(3,570,453)	(3,647,727)	(3,725,213)
(983,208)	(1,002,461)	(1,022,098)	(1,042,128)
(35,948)	(36,610)	(37,285)	(37,975)
-	-	-	(51,000)
(159,359)	(159,359)	(159,359)	(159,359)
(72,177)	(72,177)	(72,177)	(72,177)

(4,753,004) (4,841,060) (4,938,646) (5,087,852)

1.94% 1.85% 2.02% 3.02%

(5,461,069) (5,551,224) (5,622,352) (5,658,690)

5.21% 1.65% 1.28% 0.65%

36.85	36.85	36.85	36.85
0.50	0.50	0.50	0.50

PANORAMA RECREATION			BUDGET REQUEST				FUTURE PROJECTIONS			
	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	2022 CORE	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
<u>OPERATING COSTS</u>										
Arena	1,635,584	1,746,324	1,860,582	-	-	1,860,582	1,898,653	1,937,466	1,959,845	2,017,215
Pool	1,899,673	2,208,440	2,548,458	-	-	2,548,458	2,595,535	2,654,034	2,684,679	2,762,901
Recreation - Community Recreation	3,032,884	3,156,189	3,734,811	54,545	-	3,789,356	3,894,196	3,973,055	4,035,484	4,134,126
Administration	79,408	85,470	108,763	-	-	108,763	111,118	113,158	166,419	117,729
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
	6,697,549	7,246,423	8,302,614	54,545	-	8,357,159	8,549,502	8,727,713	8,896,427	9,081,971
*Percentage increase over prior year			23.96%			24.78%				
<u>CAPITAL / RESERVE</u>										
Arena	262,727	262,727	286,201	-	-	286,201	337,602	337,602	337,602	337,602
Pool	262,728	267,907	286,201	-	-	286,201	337,602	817,229	951,728	951,728
Community Recreation	71,723	71,723	132,000	-	-	132,000	132,000	132,000	132,000	132,000
	597,178	602,357	704,402	-	-	704,402	807,204	1,286,831	1,421,330	1,421,330
<u>DEBT CHARGES</u>										
Arena	90,958	88,308	88,548	17,530	-	106,078	240,651	240,651	240,651	240,651
Pool	685,876	685,876	685,616	-	-	685,616	616,716	137,089	2,590	2,590
	776,834	774,184	774,164	17,530		791,694	857,367	377,740	243,241	243,241
TOTAL OPERATING, CAPITAL AND DEBT COSTS	8,071,561	8,622,964	9,781,180	72,075	-	9,853,255	10,214,073	10,392,284	10,560,998	10,746,542
<u>FUNDING SOURCES (REVENUE)</u>						22.07%				
Arena	(611,608)	(724,209)	(902,168)	-	-	(902,168)	(920,206)	(938,606)	(957,373)	(976,515)
Pool	(333,882)	(782,850)	(1,131,459)	-	-	(1,131,459)	(1,154,038)	(1,177,065)	(1,200,554)	(1,224,515)
Community Recreation	(1,534,169)	(1,406,053)	(2,288,843)	-	-	(2,288,843)	(2,336,286)	(2,380,695)	(2,433,764)	(2,486,557)
Administration	(79,400)	(85,470)	(108,763)	-	-	(108,763)	(110,938)	(113,158)	(115,419)	(168,729)
TOTAL REVENUE	(2,559,059)	(2,998,582)	(4,431,233)	-		(4,431,233)	(4,521,468)	(4,609,524)	(4,707,110)	(4,856,316)
Estimated balance C/F current to Next year						-				
Balance C/F from Prior to Current year	(259,421)	(259,421)	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(159,359)	(159,359)	(159,359)	-	-	(159,359)	(159,359)	(159,359)	(159,359)	(159,359)
Grants - Other	-	(111,880)	(72,177)	-	-	(72,177)	(72,177)	(72,177)	(72,177)	(72,177)
REQUISITION	(5,093,722)	(5,093,722)	(5,118,411)	(72,075)	-	(5,190,486)	(5,461,069)	(5,551,224)	(5,622,352)	(5,658,690)
*Percentage increase			0.48%			1.90%	5.21%	1.65%	1.28%	0.65%
AUTHORIZED POSITIONS: Salaried	34.85	34.85	34.85	2.00	0.00	36.85	36.85	36.85	36.85	36.85
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50
User Funding %	31.70%		45.30%			44.97%	44.27%	44.36%	44.57%	45.19%
User Funding excluding debt%	35.08%		49.20%			48.90%	48.32%	46.03%	45.62%	46.24%

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	2022 CORE	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
PANORAMA RECREATION - ADMINISTRATION										
<u>ADMINISTRATION COSTS</u>										
Salaries and Wages	404,457	424,369	432,137	-	-	432,137	441,442	450,947	460,656	470,572
Other Internal Allocations	502,394	502,394	466,561	-	-	466,561	475,909	485,443	495,168	505,088
Operating - Other	123,914	129,128	139,298	-	-	139,298	142,082	144,925	147,823	150,780
Telephone Rent & Installation	37,827	37,827	38,584	-	-	38,584	39,355	40,142	40,945	41,764
Operating - Supplies	21,557	16,557	21,988	-	-	21,988	22,428	22,876	23,334	23,800
Contract for Services & fees for service	149,462	162,462	97,212	-	-	97,212	99,156	101,140	103,163	105,225
Insurance	42,760	42,760	45,820	-	-	45,820	47,080	48,393	49,740	51,142
Allocation - System Services	11,028	11,028	11,223	-	-	11,223	11,437	11,666	11,900	12,139
Transfer to Operating Reserve Fund	7,805	7,805	7,961	-	-	7,961	8,120	8,283	8,448	8,617
TOTAL ADMINISTRATION COSTS	1,301,204	1,334,330	1,260,784	-	-	1,260,784	1,287,010	1,313,816	1,341,178	1,369,127
<u>MAINTENANCE COSTS</u>										
Salaries and Wages	1,564,050	1,564,176	1,645,698	-	-	1,645,698	1,680,561	1,716,162	1,752,514	1,789,634
Maintenance	105,904	105,904	108,022	-	-	108,022	110,182	112,386	114,634	116,926
Operating - Other	65,940	65,940	66,643	-	-	66,643	67,975	69,335	70,722	72,135
Utility	553,226	553,226	562,010	-	-	562,010	570,947	580,032	589,268	598,666
Operating - Supplies	87,412	90,882	92,661	-	-	92,661	94,514	96,403	98,331	100,299
Travel and Vehicles	22,276	22,276	22,722	-	-	22,722	23,176	23,639	24,112	24,595
TOTAL MAINTENANCE COSTS	2,398,808	2,402,404	2,497,756	-	-	2,497,756	2,547,355	2,597,957	2,649,581	2,702,255
<u>PROGRAM ADMINISTRATION COSTS</u>										
Salaries and Wages	542,543	610,262	780,543	-	-	780,543	797,053	813,911	831,125	848,702
Operating - Other	49,474	31,974	72,480	-	-	72,480	74,430	75,918	76,914	78,453
Operating - Supplies	5,499	9,899	5,609	-	-	5,609	5,721	5,836	5,952	6,072
Staff Training	2,400	2,400	2,448	-	-	2,448	2,497	2,547	2,598	2,650
TOTAL PROGRAM COSTS	599,916	654,535	861,080	-	-	861,080	879,701	898,212	916,589	935,877
TOTAL COSTS	4,299,928	4,391,269	4,619,620	-	-	4,619,620	4,714,066	4,809,985	4,907,348	5,007,259
Transfers to Capital						-				
TOTAL COSTS	4,299,928	4,391,269	4,619,620	-	-	4,619,620	4,714,066	4,809,985	4,907,348	5,007,259
<u>RECOVERED FROM ARENA, POOL, PARKS, RECREATION AND MULTI-PURPOSE ROOM</u>										
Internal Recovery - Administration	(1,221,810)	(1,248,860)	(1,152,021)	-	-	(1,152,021)	(1,175,892)	(1,200,658)	(1,174,759)	(1,251,398)
Internal Recovery - Maintenance	(2,398,800)	(2,402,404)	(2,497,754)	-	-	(2,497,754)	(2,547,355)	(2,597,957)	(2,649,581)	(2,702,255)
Internal Recovery - Programs Administration	(599,910)	(654,535)	(861,082)	-	-	(861,082)	(879,701)	(898,212)	(916,589)	(935,877)
OPERATING COSTS LESS INTERNAL RECOVERIES	79,408	85,470	108,763	-	-	108,763	111,118	113,158	166,419	117,729
<u>FUNDING SOURCES (REVENUE)</u>										
Other Income	(79,400)	(85,470)	(108,763)	-	-	(108,763)	(110,938)	(113,158)	(115,419)	(168,729)
TOTAL REVENUE	(79,400)	(85,470)	(108,763)	-	-	(108,763)	(110,938)	(113,158)	(115,419)	(168,729)
REQUISITION	(8)	-	-	-	-	-	(180)	0	(51,000)	51,000
*Percentage Increase										
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	24.85	24.85	24.85	0.00	0.00	24.85	24.85	24.85	24.85	24.85
Converted	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

PANORAMA RECREATION - ICE ARENA	BUDGET REQUEST						FUTURE PROJECTIONS			
	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	2022 CORE	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
<u>OPERATING COSTS</u>										
Salaries and Wages	115,741	178,141	217,872	-	-	217,872	222,462	227,147	231,930	236,815
Internal Allocations - Administration	407,270	416,287	384,007	-	-	384,007	391,964	400,219	391,586	417,133
Internal Allocations - Maintenance	799,600	800,801	832,585	-	-	832,585	849,118	865,986	883,194	900,752
Internal Allocations - Program Administration	199,970	218,178	287,027	-	-	287,027	293,234	299,404	305,530	311,959
Operating - Supplies	36,078	37,484	44,723	-	-	44,723	45,619	46,529	47,460	48,409
Maintenance	46,156	46,156	47,079	-	-	47,079	48,021	48,981	49,961	50,960
Instructional Services and Travel	30,769	49,277	47,289	-	-	47,289	48,235	49,200	50,184	51,187
Contingency						-				
TOTAL OPERATING COSTS	1,635,584	1,746,324	1,860,582	-	-	1,860,582	1,898,653	1,937,466	1,959,845	2,017,215
*Percentage Increase		6.8%	13.76%			13.76%	2.0%	2.0%	1.2%	2.9%
<u>CAPITAL / RESERVE</u>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	71,723	71,723	132,000	-	-	132,000	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	191,004	191,004	154,201	-	-	154,201	205,602	205,602	205,602	205,602
TOTAL CAPITAL / RESERVES	262,727	262,727	286,201	-	-	286,201	337,602	337,602	337,602	337,602
DEBT CHARGES	90,958	88,308	88,548	17,530	-	106,078	240,651	240,651	240,651	240,651
TOTAL COSTS	1,989,269	2,097,359	2,235,331	17,530	-	2,252,861	2,476,906	2,515,719	2,538,098	2,595,468
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(611,608)	(724,209)	(902,168)	-	-	(902,168)	(920,206)	(938,606)	(957,373)	(976,515)
TOTAL REVENUE	(611,608)	(724,209)	(902,168)	-	-	(902,168)	(920,206)	(938,606)	(957,373)	(976,515)
REQUISITION	(1,377,661)	(1,373,150)	(1,333,163)	(17,530)	-	(1,350,693)	(1,556,700)	(1,577,113)	(1,580,725)	(1,618,953)
*Percentage Increase		-0.3%	-3.23%			-1.96%	15.3%	1.3%	0.2%	2.4%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
User Funding %	30.75%		40.36%			40.05%	37.15%	37.31%	37.72%	37.62%
User Funding excluding debt%	32.22%		42.02%			42.02%	41.15%	41.26%	41.67%	41.47%

PANORAMA RECREATION - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	2022 CORE	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
<u>OPERATING COSTS</u>										
Salaries and Wages	354,742	630,083	866,563	-	-	866,563	884,189	902,172	920,523	939,245
Internal Allocations - Administration	407,270	416,287	384,007	-	-	384,007	391,964	400,219	391,586	417,133
Internal Allocations - Maintenance	799,600	800,801	832,585	-	-	832,585	849,118	865,986	883,194	900,752
Internal Allocations - Program Administration	199,970	218,178	287,027	-	-	287,027	293,234	299,404	305,530	311,959
Maintenance	65,990	65,990	67,310	-	-	67,310	68,656	70,029	71,430	72,859
Operating - Supplies	62,700	67,700	86,286	-	-	86,286	82,912	90,570	86,262	93,987
Instructional Services	9,401	9,401	24,680	-	-	24,680	25,462	25,654	26,154	26,966
Contingency						-				
TOTAL OPERATING COSTS	1,899,673	2,208,440	2,548,458	-	-	2,548,458	2,595,535	2,654,034	2,684,679	2,762,901
*Percentage Increase		16.3%	34.15%			34.15%	1.8%	2.3%	1.2%	2.9%
<u>CAPITAL / RESERVE</u>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	71,724	71,724	132,000	-	-	132,000	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	191,004	196,183	154,201	-	-	154,201	205,602	685,229	819,728	819,728
TOTAL CAPITAL / RESERVES	262,728	267,907	286,201	-	-	286,201	337,602	817,229	951,728	951,728
DEBT CHARGES	685,876	685,876	685,616	-	-	685,616	616,716	137,089	2,590	2,590
TOTAL COSTS	2,848,277	3,162,223	3,520,275	-	-	3,520,275	3,549,853	3,608,352	3,638,997	3,717,219
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(333,882)	(782,850)	(1,131,459)	-	-	(1,131,459)	(1,154,038)	(1,177,065)	(1,200,554)	(1,224,515)
Grants - Other	-	(15,504)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(333,882)	(798,354)	(1,131,459)	-	-	(1,131,459)	(1,154,038)	(1,177,065)	(1,200,554)	(1,224,515)
REQUISITION	(2,514,395)	(2,363,869)	(2,388,816)	-	-	(2,388,816)	(2,395,815)	(2,431,287)	(2,438,443)	(2,492,704)
*Percentage Increase		-6.0%	-4.99%			-4.99%	0.3%	1.5%	0.3%	2.2%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	2.00	2.00	2.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00
User Funding %	11.72%		32.14%			32.14%	32.51%	32.62%	32.99%	32.94%
User Funding excluding debt%	15.44%		39.92%			39.92%	39.34%	33.91%	33.01%	32.96%

PANORAMA RECREATION - COMMUNITY COMMUNITY RECREATION			BUDGET REQUEST				FUTURE PROJECTIONS			
	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	2022 CORE	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
<u>COMMUNITY RECREATION COSTS</u>										
Salaries and Wages	1,093,612	1,225,248	1,619,244	54,545	-	1,673,789	1,735,160	1,771,262	1,808,107	1,845,719
Internal Allocations - Administration	407,270	416,286	384,007	-	-	384,007	391,964	400,220	391,587	417,132
Internal Allocations - Maintenance	799,600	800,802	832,584	-	-	832,584	849,119	865,985	883,193	900,751
Internal Allocations - Program Administration	199,970	218,179	287,028	-	-	287,028	293,233	299,404	305,529	311,959
Instructional Service	325,953	285,640	384,529	-	-	384,529	394,166	402,440	410,077	418,268
Operating - Supplies	121,183	124,738	141,217	-	-	141,217	143,428	145,676	147,962	150,287
Leasehold Improvements	85,296	85,296	86,202	-	-	86,202	87,126	88,068	89,029	90,010
TOTAL COMMUNITY RECREATION COSTS	3,032,884	3,156,189	3,734,811	54,545	-	3,789,356	3,894,196	3,973,055	4,035,484	4,134,126
*Percentage Increase		4.1%	23.14%			24.94%	2.8%	2.0%	1.6%	2.4%
<u>CAPITAL / RESERVE</u>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	71,723	71,723	132,000	-	-	132,000	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	71,723	71,723	132,000	-	-	132,000	132,000	132,000	132,000	132,000
TOTAL COSTS	3,104,607	3,227,912	3,866,811	54,545	-	3,921,356	4,026,196	4,105,055	4,167,484	4,266,126
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Community Recreation	(1,534,169)	(1,406,053)	(2,288,843)	-	-	(2,288,843)	(2,336,286)	(2,380,695)	(2,433,764)	(2,486,557)
Grants - Other	-	(96,376)	(72,177)	-	-	(72,177)	(72,177)	(72,177)	(72,177)	(72,177)
TOTAL REVENUE	(1,534,169)	(1,502,429)	(2,361,020)	-	-	(2,361,020)	(2,408,463)	(2,452,872)	(2,505,941)	(2,558,734)
REQUISITION	(1,570,438)	(1,725,483)	(1,505,791)	(54,545)	-	(1,560,336)	(1,617,733)	(1,652,183)	(1,661,543)	(1,707,392)
*Percentage Increase		9.9%	-4.12%			-0.64%	3.7%	2.1%	0.6%	2.8%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	7.00	7.00	7.00	2.00	0.00	9.00	9.00	9.00	9.00	9.00
User Funding %	49.42%		59.19%			58.37%	58.03%	57.99%	58.40%	58.29%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.44X Panorama Recreation	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
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EXPENDITURE

Buildings	B	\$664,159	\$3,743,159	\$70,000	\$136,000	\$250,000	\$305,000	\$4,504,159
Equipment	E	\$0	\$1,009,000	\$283,832	\$346,172	\$533,262	\$432,630	\$2,604,896
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$183,600	\$0	\$0	\$0	\$0	\$183,600
Vehicles	V	\$0	\$38,000	\$26,000	\$0	\$0	\$0	\$64,000
		\$664,159	\$4,973,759	\$379,832	\$482,172	\$783,262	\$737,630	\$7,356,655

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$664,159	\$684,159	\$0	\$0	\$0	\$0	\$684,159
Debenture Debt (New Debt Only)	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
Equipment Replacement Fund	ERF	\$0	\$647,000	\$309,832	\$346,172	\$398,262	\$432,630	\$2,133,896
Grants (Federal, Provincial)	Grant	\$0	\$785,000	\$0	\$0	\$0	\$0	\$785,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$1,104,600	\$70,000	\$136,000	\$385,000	\$305,000	\$2,000,600
		\$664,159	\$4,973,759	\$379,832	\$482,172	\$783,262	\$737,630	\$7,356,655

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously assigned.	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".	Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization. Other = Project is not driven by one of the other options provided.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 1.44X

Service Name: Panorama Recreation

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
15-01	Study	Inspection - asbestos inventory	Inspection - asbestos inventory	\$20,925	B	Cap	\$20,925	\$20,925	\$0	\$0	\$0	\$0	\$20,925
17-04	Renewal	Dessicant dehumidifier for Ice Plant	Replace Dessicant dehumidifier/socks for Ice Plant due to aging	\$350,000	B	Cap	\$310,607	\$310,607	\$0	\$0	\$0	\$0	\$310,607
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage	\$85,000	B	Cap	\$80,730	\$80,730	\$0	\$0	\$0	\$0	\$80,730
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	\$150,000	E	Res	→	\$150,000	\$0	\$0	\$0	\$0	\$150,000
18-03	Replacement	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.	\$112,000	B	Res	→	\$112,000	\$0	\$0	\$0	\$0	\$112,000
18-08	New	Install Welcome Figure (Aboriginal Art) (grant)	Installation Welcome Figure at Panorama site	\$15,000	S	Grant		\$15,000	\$0	\$0	\$0	\$0	\$15,000
18-09	Replacement	Replace Pool room HVAC Air handling Unit	Replace Pool room HVAC Air handling Unit due to end of life	\$50,000	B	Res	→	\$50,000	\$0	\$0	\$0	\$0	\$50,000
18-14	New	Install roof safety guide wires - arenas, tennis buildings	Install roof safety guide wires, arenas, tennis buildings for safety of workers	\$168,000	B	Cap	\$151,897	\$151,897	\$0	\$0	\$0	\$0	\$151,897
19-08	Replacement	Replace weight room (stretching area) HVAC	Replace weight room (stretching area) HVAC due to end of life	\$9,000	B	Res	→	\$9,000	\$0	\$0	\$0	\$0	\$9,000
19-13	Renewal	Accessibility Upgrades	Upgrades throughout facility for increased accessibility	\$20,000	B	Grant		\$0	\$0	\$0	\$0	\$0	\$0
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$2,453,000	B	Debt	→	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant		B	Grant	→	\$700,000	\$0	\$0	\$0	\$0	\$700,000
20-08	Renewal	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life	\$33,600	S	Res	→	\$33,600	\$0	\$0	\$0	\$0	\$33,600
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area	\$65,000	S	Res	→	\$65,000	\$0	\$0	\$0	\$0	\$65,000
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area		S	Grant		\$0	\$0	\$0	\$0	\$0	\$0
21-01	Renewal	Roof - Arena A, B & Tennis	Renewal Roof on both arenas and tennis building	\$120,000	B	Cap	\$100,000	\$120,000	\$0	\$0	\$0	\$0	\$120,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$110,000	B	Res		\$55,000	\$0	\$0	\$0	\$0	\$55,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$0	B	Grant		\$55,000	\$0	\$0	\$0	\$0	\$55,000
22-02	Replacement	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life	\$70,000	S	Res		\$70,000	\$0	\$0	\$0	\$0	\$70,000
22-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$459,000	E	ERF		\$459,000	\$0	\$0	\$0	\$0	\$459,000
22-06	Replacement	Turistiles	Replacement of turnstiles due to end of life and technology upgrades	\$150,000	E	ERF		\$150,000	\$0	\$0	\$0	\$0	\$150,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	\$325,000	B	Res	→	\$310,000	\$0	\$0	\$0	\$0	\$310,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)		B	Grant	→	\$15,000	\$0	\$0	\$0	\$0	\$15,000
23-04	Replacement	Replace Fitness Studio HVAC	Replace Fitness Studio HVAC due to end of life	\$50,000	B	Res		\$0	\$50,000	\$0	\$0	\$0	\$50,000
23-05	Replacement	Swirl pool boiler	Replace Swirl Pool boiler due to end of life	\$30,000	E	ERF		\$0	\$30,000	\$0	\$0	\$0	\$30,000
23-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$150,500	E	ERF		\$0	\$253,832	\$0	\$0	\$0	\$253,832
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$38,000	V	ERF	→	\$38,000	\$0	\$0	\$0	\$0	\$38,000
23-08	Replacement	Replace Utility trailer	Replace Utility trailer due to end of life	\$15,000	V	ERF		\$0	\$15,000	\$0	\$0	\$0	\$15,000
23-09	Replacement	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life	\$11,000	V	ERF		\$0	\$11,000	\$0	\$0	\$0	\$11,000
23-13	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacr bay #2	\$20,000	B	Res		\$0	\$20,000	\$0	\$0	\$0	\$20,000
24-01	Replacement	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life	\$110,000	B	Res		\$0	\$0	\$110,000	\$0	\$0	\$110,000
24-02	Replacement	Arena Lobby HVAC	Replace Arena Lobby HVAC due to end of life	\$30,000	E	ERF		\$0	\$0	\$30,000	\$0	\$0	\$30,000
24-04	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$26,000	B	Res		\$0	\$0	\$26,000	\$0	\$0	\$26,000
24-05	Replacement	Greenglade Playground	Replace Greenglade playground due to end of life	\$250,000	E	Res	←	\$250,000	\$0	\$0	\$0	\$0	\$250,000

Service #:1.44X

Service Name:Panorama Recreation

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
24-05	Replacement	Greenglade Playground	Replace Greenglade playground due to end of life		E	Grant		\$0	\$0	\$0	\$0	\$0	\$0
24-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$324,525	E	ERF		\$0	\$0	\$274,172	\$0	\$0	\$274,172
24-07	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacers bay #1	\$20,000	E	ERF		\$0	\$0	\$20,000	\$0	\$0	\$20,000
24-08	Renewal	Water supply system upgrade	upgrade water supply system	\$22,000	E	ERF		\$0	\$0	\$22,000	\$0	\$0	\$22,000
25-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$334,061	E	ERF		\$0	\$0	\$0	\$338,262	\$0	\$338,262
25-03	Renewal	Rebuild ice plant compressor	rebuild ice plant compressors #1 & #2	\$25	E	Res		\$0	\$0	\$0	\$25,000	\$0	\$25,000
25-04	Replacement	Replace lap pool heater	replacement of lap pool heater	\$50,000	E	Res		\$0	\$0	\$0	\$50,000	\$0	\$50,000
25-05	Replacement	Replacement of underwater lighting	Replacement of undrewater lighting in pool	\$50,000	B	Res		\$0	\$0	\$0	\$50,000	\$0	\$50,000
25-06	Renewal	Re-tile pool	Re-tile pool	\$200,000	B	Res		\$0	\$0	\$0	\$200,000	\$0	\$200,000
25-07	Replacement	Replace heating sustem in tennis courts	Replace heating sustem in tennis courts	\$60,000	E	Res		\$0	\$0	\$0	\$60,000	\$0	\$60,000
25-09	Replacement	Phone system	upgrade main phone system	\$60,000	E	ERF		\$0	\$0	\$0	\$60,000	\$0	\$60,000
26-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$344,430	E	ERF		\$0	\$0	\$0	\$0	\$345,630	\$345,630
26-02	Replacement	Replace Ford F250 4x4	Replace Ford F250 4x4 due to end of life	\$55,000	E	ERF		\$0	\$0	\$0	\$0	\$55,000	\$55,000
26-03	Replacement	Replace sound system in Areana A&B	Replace sound system in Areana A&B	\$32,000	E	ERF		\$0	\$0	\$0	\$0	\$32,000	\$32,000
26-04	Renewal	Building improvements	improvements to Arena A & B and pool areas	\$142,000	B	Res		\$0	\$0	\$0	\$0	\$142,000	\$142,000
26-05	Replacement	HVAC equipment replacement	HVAC equipment replacement link building, weight room, and courts	\$123,000	B	Res		\$0	\$0	\$0	\$0	\$123,000	\$123,000
26-06	Replacement	Replace diving board stands	Replace diving board stand due to end of life	\$20,000	B	Res		\$0	\$0	\$0	\$0	\$20,000	\$20,000
26-07	Replacement	Replace squash court floors	Replace squash court floors	\$20,000	B	Res		\$0	\$0	\$0	\$0	\$20,000	\$20,000
		Emergency repairs											\$0
													\$0
			GRAND TOTAL	\$7,353,066			\$664,159	\$4,973,759	\$379,832	\$482,172	\$783,262	\$737,630	\$7,356,655

Service: **1.44X** **Panorama Recreation**

Project Number 15-01 **Capital Project Title** Inspection - asbestos inventory **Capital Project Description** Inspection - asbestos inventory
Project Rationale Absebestos Inventory has not been completed for Panorama Recreation and Greenglade Community Centre. Inventory inspection will limit the possibility associated with potential exposure risks. ***2021 Update*** Inventory on Panorama and Greenglade complete, exposure control to be completed early 2022

Project Number 17-04 **Capital Project Title** Dessicant dehumidifier for Ice Plant **Capital Project Description** Replace Dessicant dehumidifier/socks for Ice Plant due to aging
Project Rationale Unit presently serves two arenas for dehumidification. New system to be designed for independent operations and control, allowing for adjustment of each arena. JS Refrigeration has submitted their report and estimated costs with the recommendation that we proceed with the purchase of two A20 Munters unit. Units comes from the US, so currency exchange has been considered in the budget. Budget includes contingency, hazmat, placement of units at ground level and engineering support. ***2018 Update*** Project to be tied to energy recovery project to utilize rejected heat from refrigeration plant instead of Natural Gas *** 2019 Update*** awaiting energy recovery project approval. Current unit condition does not pose a high potential of failure in the 2019-2020 ice season ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding ***2021 Update*** waiting on decision on ICIP grant

Project Number 17-08 **Capital Project Title** Arena concourse (lobby) roof **Capital Project Description** renew arena concourse (lobby) roof due to leakage
Project Rationale ***2020 Update*** Roof is at end of life. Project on hold due until energy recovery project is complete as dehumification equipment will be relocated from this roof. ***2021 Update*** waiting on heat recovery project

Project Number 18-02 **Capital Project Title** Install Plant Maintenance SAP Program **Capital Project Description** Plant Maintenance SAP Program for PRC maintenance projects
Project Rationale SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.***2018 Update*** update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availability and I.T. priorities change *** 2019 Update*** No change ***2020 Update*** No change ***2021 Update*** no change

Project Number 18-03 **Capital Project Title** DDC Replacement (direct digital controls) **Capital Project Description** Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.
Project Rationale Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding ***2021 Update*** waiting on decision on ICIP grant

Service: 1.44X Panorama Recreation

Project Number	18-08	Capital Project Title	Install Welcome Figure (Aboriginal Art) (grant)	Capital Project Description	Installation Welcome Figure at Panorama site
Project Rationale	The welcome figure is a proposed community project in partnership with two local aboriginal artists. The welcome figure would serve to welcome all of our community members into our facility. The project would include: purchase of supplies, two aboriginal artists providing carving and education sessions, community carving events, and unveiling event when project is complete. The budget was determined by working with the two aboriginal artists who have completed similar projects on the Peninsula. Total project cost estimated at \$15,000. ***2020 Update*** No Update ***2021 Update*** no update				
Project Number	18-09	Capital Project Title	Replace Pool room HVAC Air handling Unit	Capital Project Description	Replace Pool room HVAC Air handling Unit due to end of life
Project Rationale	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding ***2021 Update*** waiting on decision on ICIP grant				
Project Number	18-14	Capital Project Title	Install roof safety guide wires - arenas, tennis buildings	Capital Project Description	Install roof safety guide wires, arenas, tennis buildings for safety of workers
Project Rationale	Install roof safety guide wires, arenas, tennis buildings for safety of workers ***2021 Update*** Aral construction has not billed for the work they have done and have yet to complete all of the				
Project Number	19-08	Capital Project Title	Replace weight room (stretching area) HVAC	Capital Project Description	Replace weight room (stretching area) HVAC due to end of life
Project Rationale	This project should directly follow energy recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding ***2021 Update*** wait				
Project Number	19-09	Capital Project Title	#N/A	Capital Project Description	#N/A
Project Rationale	2014 Olympia ice resurfacers (A) replaced with electric model \$209,000 (trade-in est. \$30,000) *** 2020 Update*** both ice resurfacers will be put out for bid together ***2020 Update*** RFP for 2				
Project Number	19-13	Capital Project Title	Accessibility Upgrades	Capital Project Description	Upgrades throughout facility for increased accessibility
Project Rationale	Grant funded upgrades for accessiblities				

Service: 1.44X Panorama Recreation		
Project Number	19-15	Capital Project Title Heat Recovery Plant
Capital Project Description	Construct heat recovery plant	
Project Rationale	Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.453M. ***2020 Update*** project approved for \$2.4M contingent on \$700k grant funding. Also to utilize remaining funding from projects 17-04 and 18-09 ***2021 Update*** waiting on decision on ICIP grant	
Project Number	20-08	Capital Project Title Resurface/line painting (outdoor) Tennis courts
Capital Project Description	Resurface/line painting (outdoor) Tennis courts due to end of life	
Project Rationale	The indoor/outdoor tennis courts are repaired and repainted every 5 years. A quote has been obtained from Tomko Sports. Budget includes contingency, hazmat inspection and support. ***2019 Update*** awaiting Geotech assessment of the stability of the bank. resurfacing to take place after bank has been determined stable ***2020 Update*** bank assessment showed movement of ground with no certain cause without investigative excavation and disruption to playing surface. Funding moved to 2022 while we investigate options for surface stabilization prior to resurfacing. ***2021 Update*** investigation with Geotech ended without certain results. Likely to patch and repair surface	
Project Number	20-10	Capital Project Title Level 3 Electric Vehicle charging station
Capital Project Description	Level 3 Electric car charging station in parking area	
Project Rationale	level 3 charging stations. ***2020 Update*** Project ready to move when we find an appropriate grant ***2021 Update*** joint application with Climate action for large scale level 2 charges in	
Project Number	21-01	Capital Project Title Roof - Arena A, B & Tennis
Capital Project Description	Renewal Roof on both arenas and tennis building	
Project Rationale	Install a protective coating over the existing metal structure providing an additional 15-20 years of extended service. Budget estimate from Facility Services. ***2019 Update*** Project under review. Roof study found from 2017 identified work to be done to extend the life of roofs through traditional methods instead of applying a coating. Budget Price reduced to \$120,000.00 ***2020 Update*** no foreseeable hold ups ***2021 Update*** in procurement process	
Project Number	22-01	Capital Project Title Replace Arena B rubber flooring
Capital Project Description	Replace Arena B rubber flooring due to end of life	
Project Rationale	Replacement of Arena B corridors and dressing room floors. Flooring is in need of replacement due to old age and continued patching of the high traffic areas. ***2019 Update*** Flooring in fair condition. Patching from Operation budget and move replacement to 2024 ***2020 Update*** Moved project into 2022 and added 50% grant funding requirement	
Project Number	22-02	Capital Project Title Replace Daktronic/Electronic Road Sign
Capital Project Description	Replace Daktronic/Electronic Road Sign due to end of life	
Project Rationale	Replacement of existing Electric Road Signage due to end of life	
Project Number	22-05	Capital Project Title Equipment Replacement (pooled)
Capital Project Description	Annual replacement of equipment in pooled account	
Project Rationale	Annual replacement of equipment in pooled account due to end of life cycle	

Service: 1.44X Panorama Recreation

Project Number	23-01	Capital Project Title	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Capital Project Description	Change lighting in all areas to LED (other than Tennis bldg)
Project Rationale	***2020 Update*** Pooled LED conversion projects from multiple years ***2021 Update*** project likely to start in 2022				
Project Number	23-04	Capital Project Title	Replace Fitness Studio HVAC	Capital Project Description	Replace Fitness Studio HVAC due to end of life
Project Rationale	End of Life				
Project Number	23-05	Capital Project Title	Swirl pool boiler	Capital Project Description	Replace Swirl Pool boiler due to end of life
Project Rationale	***2020 Update*** boiler nearing end of life				
Project Number	23-06	Capital Project Title	Equipment Replacement (pooled)	Capital Project Description	Annual replacement of equipment in pooled account
Project Rationale	Annual replacement of equipment in pooled account due to end of life cycle				
Project Number	23-07	Capital Project Title	Replace Chevrolet Passenger car	Capital Project Description	Replace Chevrolet Passenger car due to end of life
Project Rationale	end of lifecycle ***2019 update*** project moved to 2021, for electification ***2021 Update*** waiting on decision on llevel 2 charger grant				
Project Number	23-08	Capital Project Title	Replace Utility trailer	Capital Project Description	Replace Utility trailer due to end of life
Project Rationale	end of lifecycle, lowered ramp access trailer required				
Project Number	23-09	Capital Project Title	Replace Play in the Park Trailer	Capital Project Description	Replace Play in the Park Trailer due to end of life
Project Rationale	end of lifecycle replacement. Consider larger trailer for equipment used ***2020 Update*** condition assemsment shows life still remains. Usage has reduced due to COVID19				
Project Number	23-13	Capital Project Title	Overhead Doors Olympia bay - auto	Capital Project Description	replacement of automatic overhead doors to ice resurfacers bay #2
Project Rationale	Replace due to end of life cycle				

Service: 1.44X Panorama Recreation

Project Number	24-01	Capital Project Title	Arena A&B insulation	Capital Project Description	Replace and install insulation Arena A&B ceiling and walls due to end of life
Project Rationale	end of lifecycle and Increase building efficiency				
Project Number	24-02	Capital Project Title	Arena Lobby HVAC	Capital Project Description	Replace Arena Lobby HVAC due to end of life
Project Rationale	replace arena lobby HVAC replacement due to end of life				
Project Number	24-04	Capital Project Title	Refinish indoor tennis surface	Capital Project Description	Refinish indoor tennis surface due to end of life
Project Rationale	Refinish indoor tennis surface due to end of life				
Project Number	24-05	Capital Project Title	Greenglade Playground	Capital Project Description	Replace Greenglade playground due to end of life
Project Rationale	Replace Greenglade Playground due to end of life. And introduction of Licensed daycare.				
Project Number	24-06	Capital Project Title	Equipment Replacement (pooled)	Capital Project Description	Annual replacement of equipment in pooled account
Project Rationale	Annual replacement of equipment in pooled account due to end of life cycle				
Project Number	24-07	Capital Project Title	Overhead Doors Olympia bay - auto	Capital Project Description	replacement of automatic overhead doors to ice resuracer bay #1
Project Rationale	***2020 Update*** replacement due to end of life cycle				
Project Number	24-08	Capital Project Title	Water supply system upgrade	Capital Project Description	upgrade water supply system
Project Rationale	upgrade to water supply system				
Project Number	25-01	Capital Project Title	Equipment Replacement (pooled)	Capital Project Description	Annual replacement of equipment in pooled account
Project Rationale	Annual replacement of equipment in pooled account due to end of life cycle				

Service: 1.44X Panorama Recreation

Project Number 25-03 **Capital Project Title** Rebuild ice plant compressor **Capital Project Description** rebuild ice plant compressors #1 & #2
Project Rationale 2 screw compressor rebuilds

Project Number 25-04 **Capital Project Title** Replace lap pool heater **Capital Project Description** replacement of lap pool heater
Project Rationale replace boilers for back up pool heat due to end of life cycle

Project Number 25-05 **Capital Project Title** Replacement of underwater lighting **Capital Project Description** Replacement of undrewater lighting in pool
Project Rationale replace due to end of life cycle

Project Number 25-06 **Capital Project Title** Re-tile pool **Capital Project Description** Re-tile pool
Project Rationale replace pool tile liner due to end of life

Project Number 25-07 **Capital Project Title** Replace heating sustem in tennis courts **Capital Project Description** Replace heating sustem in tennis courts
Project Rationale ***2020 Update*** replace gas fired heaters in tennis if needed after energy recovery project

Project Number 25-09 **Capital Project Title** Phone system **Capital Project Description** upgrade main phone system
Project Rationale replace due to end of life cycle

Project Number 26-01 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Project Number 26-02 **Capital Project Title** Replace Ford F250 4x4 **Capital Project Description** Replace Ford F250 4x4 due to end of life
Project Rationale Truck past end of life. Holding pattern for electric options

Service: 1.44X Panorama Recreation

Project Number 26-03 **Capital Project Title** Replace sound system in Areana A&B **Capital Project Description** Replace sound system in Areana A&B
Project Rationale replace due to end of life cycle

Project Number 26-04 **Capital Project Title** Building improvements **Capital Project Description** improvements to Arena A & B and pool areas
Project Rationale increase accessiblity accesss to Arena A, replacement of gas fired tub heats in Arena B (to be cancelled if heat recovery project moves forward due to redundancy), replace water heater Arena B due to end of life cycle, roof replacement and electrical upgrades to double car gargae, replace pool exterior doors due to ent of life cycle

Project Number 26-05 **Capital Project Title** HVAC equipment replacement **Capital Project Description** HVAC equipment replacement link building, weight room, and courts
Project Rationale replacement due to end of life cycle

Project Number 26-06 **Capital Project Title** Replace diving board stands **Capital Project Description** Replace diving board stand due to end of life
Project Rationale replacement due to end of life cycle

Project Number 26-07 **Capital Project Title** Replace squash court floors **Capital Project Description** Replace squash court floors
Project Rationale replacement due to end of life cycle

1.44X Panaroama Recreation
Asset and Reserve Summary Schedule
2022 - 2026 Financial Plan

Asset Profile

Saanich Peninsula Recreation

Assets held by the Panaroama Recreation service consist of pools, arenas, administration building, courts (request, squash and tennis) and various vehicles and equipment to support service delivery.

Summary

Reserve/Fund Summary Projected year end balance	Est. Actual	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve	2,532,930	1,781,732	2,122,936	2,877,767	3,518,097	4,238,427
Equipment Replacement Fund	255,135	5,635	91,803	141,631	139,369	102,739
Total projected year end balance	2,788,065	1,787,367	2,214,739	3,019,398	3,657,466	4,341,166

1.44X Panorama Recreation
Capital Reserve Fund Schedule
2022 - 2026 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.44X Saanich Peninsula Recreation Service Capital Reserve Fund (Bylaw No. 3038)

1.44X Saanich Peninsula Recreation Service Capital Reserve Fund CASH FLOW

Capital Reserve Fund	Est Actual	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	3,253,604	2,532,930	1,781,732	2,122,936	2,877,767	3,518,097
Planned Capital Expenditure (Based on Capital Plan)	(1,152,861)	(1,104,600)	(70,000)	(136,000)	(385,000)	(305,000)
Transfer from Operating Budget*	387,187	308,402	411,204	890,831	1,025,330	1,025,330
Donations \$ other Sponsorships						
Interest Income**	45,000	45,000	-	-	-	-
Ending Balance \$	2,532,930	1,781,732	2,122,936	2,877,767	3,518,097	4,238,427

** 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.

1.44X Panaroama Recreation
Equipment Replacement Fund Schedule (ERF)
2022 - 2026 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.44X Saanich Peninsula Recreation Service Equipment Replacement Fund

Equipment Replacement Fund	Est Actual	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	985,065	255,135	5,635	91,803	141,631	139,369
Planned Purchase (Based on Capital Plan) Transfer to Capital Fund	(952,600)	(647,000)	(309,832)	(346,172)	(398,262)	(432,630)
Transfer from Operating Budget Equipment and Vehicle Disposal Proceeds Interest Income*	215,170 7,500	396,000 1,500	396,000	396,000	396,000	396,000
Ending Balance \$	255,135	5,635	91,803	141,631	139,369	102,739

* 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.

1.44X Panorama Recreation
Operating Reserve Summary
2022 - 2026 Financial Plan

Profile

Panorama Recreation

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

Reserve/Fund Summary	Actual	Est Actual	Budget				
	2020	2021	2022	2023	2024	2025	2026
Projected year end balance							
Operating Reserve	63,059	20,364	28,825	36,945	45,228	53,676	11,293
Operating Reserve - Legacy Fund	-	-	-	-	-	-	-
Total projected year end balance	63,059	20,364	28,825	36,945	45,228	53,676	11,293

See attached reserve schedules for projected annual cash flows.

**1.44X Panorama Recreation
Operating Reserve Summary
2022 - 2026 Financial Plan**

Profile

Panorama Recreation

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 105302

Operating Reserve Schedule Projected year end balance	Actual	Est Actual	Budget				
	2020	2021	2022	2023	2024	2025	2026
Beginning Balance	54,255	63,059	20,364	28,825	36,945	45,228	53,676
Planned Purchase	-	(51,000)	-	-	-	-	(51,000)
Transfer from Ops Budget	7,728	7,805	7,961	8,120	8,283	8,448	8,617
Interest Income*	1,075	500	500				
Total projected year end balance	63,059	20,364	28,825	36,945	45,228	53,676	11,293

Assumptions/Background:

2021: 51K for 2021-2025 Panorama Recreation Strategic Planning Cost

* 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.

1.44X Panorama Recreation Legacy Fund
Operating Reserve Summary
2022 - 2026 Financial Plan

Profile

Panorama Recreation 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 105100

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	-	-	-	-	-
Planned Purchase						
Transfer from Ops Budget						
Interest Income*						
Total projected year end balance	-	-	-	-	-	-

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.

2022

PENINSULA RECREATION



BUDGET PRESENTATION

PREPARED BY: LORRAINE BREWSTER & ALLISON SHARP

PRESENTED ON: SEPTEMBER 23, 2021

BUDGET PRESENTATION

1. Service Plan Summary
2. Budget Overview
3. Debt Summary
4. Capital Plan
5. Equipment Replacement Fund

SERVICE PLAN SUMMARY

- Community Needs Summary
- Five Year Strategic Plan
- 2021 COVID-19 Performance
- Divisional Initiatives and Key Performance Indicators

Change in Budget 2021 to 2022

Service: 1.44X Panorama

Total Expenditure

Comments

2021 Budget

8,071,561

Change in Salaries:

Base salary change

33,125

Inclusive of estimated collective agreement changes

Step increase/paygrade change

1,547

Return staffing to pre-pandemic levels

1,452,240

2022 is being planned for operations without pandemic restrictions.

Other (explain as necessary)

54,545

IBC 13a-1.6 Preschool Program

Total Change in Salaries

1,541,457

Other Changes:

Standard Overhead Allocation

(32,805)

Human Resources Allocation

(13,136)

Operating supplies and promotions

100,661

2022 is being planned for operations without pandemic restrictions.

Utilities

9,714

Insurance

3,060

Maintenance

10,129

Reserve transfers

107,380

Return ERF reserve transfer to pre-pandemic level

Debt charges

14,860

Project new debt

Other

40,374

Total Other Changes

240,237

2022 Budget

9,853,255

% expense increase from 2021:

22.1%

% Requisition increase from 2021 (if applicable):

1.9%

Requisition funding is 52.7% of service revenue

Overall 2021 Budget Performance

(expected variance to budget and surplus treatment)

There is a one time net favourable variance of \$5,179 (0.06%) due mainly due to higher fee for service revenues. Net favourable variance of \$5,179 will be moved to the CRF.

BUDGET

MAXIMUM AND REQUESTED LEVY

- Per establishment bylaws \$1.134/\$1000 net value of land improvements
- 2022 requisition limit approximately \$18,222,792
- 2021 requisition was \$5,093,722
- 2022 requisition request is \$5,190,486, an increase of \$96,764 or 1.9% over 2021

REQUISITION BY MUNICIPALITY

	2021 Actual	2022 Preliminary
North Saanich	1,585,522	1,615,642
Sidney	1,500,193	1,528,692
Central Saanich	2,008,007	2,046,152
	5,093,722	5,190,486
Cost per \$100,000:	2021	2022
North Saanich	25.01	25.49
Sidney	27.21	27.72
Central Saanich	29.44	30.00

PANORAMA RECREATION

OPERATING COSTS:

	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
Salaries and Wages	4,075,145	4,632,279	5,562,057	54,545	-	5,616,602	5,760,867	5,881,601	6,004,855	6,130,687
Utilities	629,978	629,978	639,692	-	-	639,692	649,569	659,606	669,806	680,179
Recreation Programs and Special Events	393,554	354,179	409,574	-	-	409,574	417,787	426,121	434,643	443,338
Operating Supplies & Promotion	267,777	279,108	330,004	-	-	330,004	331,506	344,132	344,895	357,796
Maintenance and Repairs	387,696	387,696	397,825	-	-	397,825	406,931	414,268	421,756	429,390
Internal Allocations	513,422	513,422	477,784	-	-	477,784	487,346	497,109	507,068	517,227
Licences/Surveys/Legal/Meeting	170,459	189,647	193,551	-	-	193,551	197,423	201,371	205,399	209,506
Advertising/Printing/Brouchures/Signs	35,285	34,761	57,999	-	-	57,999	58,849	60,024	61,221	62,443
Telephone/IT & Network Systems	54,779	55,899	56,977	-	-	56,977	58,904	60,164	60,426	61,921
Vehicles and Travel	68,889	68,889	73,670	-	-	73,670	75,140	76,639	78,170	79,725
Insurance	42,760	42,760	45,820	-	-	45,820	47,080	48,393	49,740	51,142
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
TOTAL OPERATING COSTS	6,689,744	7,238,618	8,294,653	54,545	-	8,349,198	8,541,381	8,719,430	8,887,978	9,073,354

*Percentage increase over prior year

CAPITAL / RESERVE

Transfer to Operating Reserve Fund	7,805	7,805	7,961	-	-	7,961	8,120	8,283	8,448	8,617
Transfer to Capital Reserve Fund	382,008	387,187	308,402	-	-	308,402	411,204	890,831	1,025,330	1,025,330
Transfer to Equipment Replacement Fund	215,170	215,170	366,000	-	-	366,000	396,000	396,000	396,000	396,000
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	604,983	610,162	712,363	-	-	712,363	815,324	1,295,114	1,429,778	1,429,947

*Percentage increase over prior year

DEBT CHARGES	776,834	774,184	774,184	17,530	-	791,694	857,367	377,740	243,241	243,241
TOTAL COSTS	8,071,561	8,622,964	9,781,180	72,075	-	9,853,255	10,214,073	10,392,284	10,560,998	10,746,542

*Percentage increase over prior year

Internal Recoveries	-	6.83%	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING LESS RECOVERIES	8,071,561	8,622,964	9,781,180	72,075	-	9,853,255	10,214,073	10,392,284	10,560,998	10,746,542

FUNDING SOURCES (REVENUE)

Estimated balance C/F from current to Next year

Balance C/F from Prior to Current year	(259,421)	(259,421)	-	-	-	-	-	-	-	-
Fee Income	(1,689,149)	(2,082,666)	(3,431,801)	-	-	(3,431,801)	(3,502,312)	(3,570,453)	(3,647,727)	(3,725,213)
Rental Income	(806,300)	(852,306)	(964,334)	-	-	(964,334)	(983,208)	(1,002,461)	(1,022,098)	(1,042,128)
Sponsorships	(12,610)	(12,610)	(35,298)	-	-	(35,298)	(35,948)	(36,610)	(37,285)	(37,975)
Transfer from Operating Reserve Fund	(51,000)	(51,000)	-	-	-	-	-	-	-	(51,000)
Payments - In Lieu of Taxes	(159,359)	(159,359)	(159,359)	-	-	(159,359)	(159,359)	(159,359)	(159,359)	(159,359)
Grants - Other	-	(111,880)	(72,177)	-	-	(72,177)	(72,177)	(72,177)	(72,177)	(72,177)
TOTAL REVENUE	(2,977,839)	(3,529,242)	(4,662,769)	-	-	(4,662,769)	(4,753,004)	(4,841,060)	(4,938,646)	(5,087,852)

*Percentage increase over prior year

REQUISITION	(5,093,722)	(5,093,722)	(5,118,411)	(72,075)	-	(5,190,486)	(5,461,069)	(5,551,224)	(5,622,352)	(5,658,690)
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*Percentage increase over prior year

PARTICIPANTS: North Saanich, Sidney, Central Saanich

AUTHORIZED POSITIONS:

Salaried	34.85	34.85	34.85	2.00	0.00	36.85	36.85	36.85	36.85	36.85
Converted Auxiliaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

DEBT SUMMARY

- Initial pool debt was \$8,998,000
- Estimated balance at end of 2021 is \$1,702,144
- Annual debt servicing costs are \$683,026
- Debt to retire in June 2024
- Arena floor project maximum borrowing was \$1,080,000
- Estimated balance at end of 2021 is \$837,066
- Annual debt servicing cost of \$88,308
- Debt to retire in 2032
- 2022 new debt for energy recovery project maximum borrowing is \$1,753,000

CAPITAL RESERVE FUND

1.44X Panorama Recreation
Capital Reserve Fund Schedule
2022 - 2026 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.44X Saanich Peninsula Recreation Service Capital Reserve Fund (Bylaw No. 3038)

1.44X Saanich Peninsula Recreation Service Capital Reserve Fund CASH FLOW

Capital Reserve Fund	Est Actual	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	3,253,604	2,532,930	1,781,732	2,122,936	2,877,767	3,518,097
Planned Capital Expenditure (Based on Capital Plan)	(1,152,861)	(1,104,600)	(70,000)	(136,000)	(385,000)	(305,000)
Transfer from Operating Budget*	387,187	308,402	411,204	890,831	1,025,330	1,025,330
Donations \$ other Sponsorships						
Interest Income**	45,000	45,000	-	-	-	-
Ending Balance \$	2,532,930	1,781,732	2,122,936	2,877,767	3,518,097	4,238,427

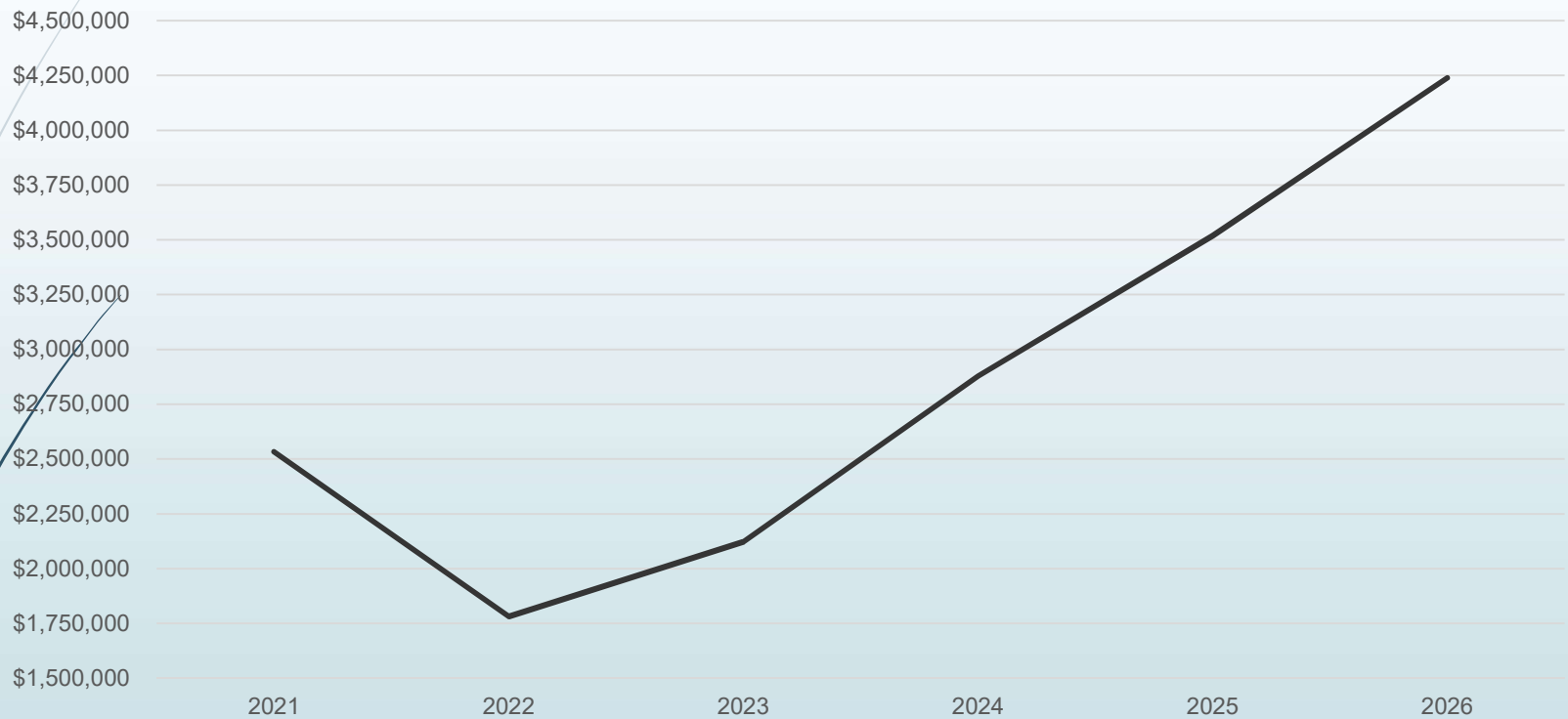
** Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

2022 PLANNED CAPITAL EXPENDITURES

Install plant maintenance SAP program (18-02)	\$ 150,000
DDC Replacement (18-03)	112,000
Replace weight room HVAC air handing unit (18-09) ¹	50,000
Replace weight room (stretching area) HVAC (19-08)	9,000
Level 3 Electric Vehicle charging station (20-10)	65,000
Facility LED Lighting (23-01)	310,000
Outdoor tennis court resurfacing and line painting (20-08)	33,600
Replace Daktronic/electronic road sign (22-02)	70,000
Arena B rubber floor replacement (22-01)	55,000
Greenglade playground replacement (24-05)	<u>250,000</u>
Total 2022 Planned Capital Expenditures	<u>\$ 1,104,600</u>

¹ part of Energy Recovery Project

CAPITAL RESERVE FUND ESTIMATED ENDING BALANCE



EQUIPMENT REPLACEMENT FUND

1.44X Panaroama Recreation
Equipment Replacement Fund Schedule (ERF)
2022 - 2026 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.44X Saanich Peninsula Recreation Service Equipment Replacement Fund

Equipment Replacement Fund	Est Actual	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	985,065	255,135	5,635	91,803	141,631	139,369
Planned Purchase (Based on Capital Plan) Transfer to Capital Fund	(952,600)	(647,000)	(309,832)	(346,172)	(398,262)	(432,630)
Transfer from Operating Budget	215,170	396,000	396,000	396,000	396,000	396,000
Equipment and Vehicle Disposal Proceeds Interest Income*	7,500	1,500				
Ending Balance \$	255,135	5,635	91,803	141,631	139,369	102,739

* 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.

2022 PLANNED EQUIPMENT REPLACEMENTS

Fitness equipment	\$ 129,698
Arena equipment	18,000
Turnstiles (22-06)	150,000
Maintenance/grounds equipment	36,300
Pool equipment	234,700
Computer equipment	13,750
CR equipment/furnishings	8,800
Radio/printers/monitors	5,200
Vehicle replacement (23-06)	38,000
Office and administration equipment	<u>12,500</u>
Total 2022 Planned Equipment Replacements	<u>\$ 646,948</u>

RECOMMENDATION

That the Peninsula Recreation Commission recommend to the Capital Regional District Board:

That the 2022-2026 budget be approved as presented.

REPORT TO PENINSULA RECREATION COMMISSION MEETING OF THURSDAY, SEPTEMBER 23, 2021

SUBJECT 2022 Service Planning – Recreation

ISSUE SUMMARY

To provide the Peninsula Recreation Commission with an overview of core service levels, new and progressing initiatives and performance metrics related to the Recreation Community Need. These activities are undertaken by Panorama Recreation and SEAPARC divisions and deliver on approved Board Strategic Priorities and the Capital Regional District (CRD) Corporate Plan.

BACKGROUND

The CRD Board identified its strategic priorities in early 2019. Subsequently, staff prepared the 2019-2022 CRD Corporate Plan to align with this direction. The CRD Corporate Plan presents the work the CRD needs to deliver over the Board term to meet the region's fifteen most important needs (community needs). These initiatives are delivered in conjunction with the mandated core services and regulatory requirements that the CRD is accountable for delivering. The priorities were reconfirmed by the CRD Board at the annual check-ins on May 13, 2020 and May 12, 2021.

At the start of the Board term, staff identified that the ambitious plan for the region would require a significant amount of effort and resources to action and implement Board and Corporate Priorities and to keep pace with the anticipated increase in service demands, primarily driven by population growth and construction activity. The general level of effort deployed by the organization has been increasing to keep pace since the direction was set and, in some cases, emerging trends and changes in economic activity have had a significant impact on the demand for services, driving additional resource requirements.

This is the final year of service plan and budget approvals for this CRD Board, as well as the final year of implementation of its strategic priorities. For 2022, staff are recommending a significant package of work to finalize the delivery of the strategic priorities and CRD Corporate Plan. Implementation timeframes for much of the work initiated in 2022 will carry into 2023.

2022 is a transition year for the CRD Board. Staff anticipate that any service planning requests for 2023 will be focused on operational adjustments while the Board is determining its strategic priorities for the 2023-2026 term.

The Community Need Summary Report (Appendix A) provides an overview of the strategic context for service areas by department, core service levels for services, new initiatives and a summary of the business model and performance metrics associated with targeted outcomes. A summary of the capital investment made in support of the Community Need (Appendix B) and the initiatives progressed over the course of this Board's term (Appendix C) have also been appended to this report.

ALTERNATIVES

Alternative 1

The Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary – Recreation be approved as presented and form the basis of the 2022-2026 Financial Plan.

Alternative 2

That Appendix A, Community Need Summary – Recreation be approved as amended and form the basis of the 2022-2026 Financial Plan.

IMPLICATIONS

Financial Implications

The Executive Leadership Team is taking steps to mitigate the financial impacts resulting from the work. ELT has reviewed the phasing of the work for 2022 to ensure that the activities and resources are allocated as efficiently as possible. Phasing out the initiatives over a longer period of time helps avoid delays which can occur when staff are too thinly spread across projects. Additionally, timing initiatives to start mid-year will also reduce the impact in 2022, but will have an incremental annualization impact in 2023 for ongoing impacts.

The CRD continues to look for ways to fund its services in a manner that relieves affordability pressure for the taxpayer. This is reflected in the policy for reserve balance measures and gaps/surplus that was approved by the CRD Board on July 14, 2021. The CRD has had other funding successes optimizing capital funding and leveraging grant funding in a more aggressive way than ever before.

Finally, where feasible, an incremental change management strategy has been adopted for larger projects. This means that divisions are testing out the objectives and delivery approach with a proof-of-concept and then deploying out more broadly, if the benefits can be demonstrated. This has been a successful strategy adopted for our enterprise asset management strategy deployment, for example.

A service was introduced to meet the community need for licensed childcare. It is fully funded through fee for service and provincial government subsidies for a net positive contribution to overall services.

A comprehensive overview of the resources required to advance the initiatives listed in all Community Need Summaries, including all proposed staffing changes, will be presented to the Committee of the Whole at the 2022 provisional budget review.

Service Delivery Implications

Fulfilling the community need for licensed childcare.

As a result of incremental work content and resourcing through the following initiatives in support

of the community need, there is an additional 0.16 FTEs in the area of Finance and Technology to administer required corporate functions.

See Appendix A for more details about core service delivery.

New initiatives proposed for 2022:

Staff have identified one initiative in support of this community need that will have budget implications in 2022 (Table 1). The key driver for this work is community-driven demand for child-care services. Analysis has shown that there is currently a sizeable childcare shortage (over 1,100 spaces) on the Saanich Peninsula.

Table 1: Recreation Community Need Initiatives

#	Initiative	Description	Year(s)	FTE impacts (2022)	Cost impacts (2022)	Funding source
13a-1.6	Panorama Preschool Program	Provision of preschool childcare through recreational programming	2022	+2.0 FTE* converted	\$183K	Fee-for-service, requisition

* Also includes minor support service(s) adjustment.

This information reflects the business case costs, which the executive leadership team reviewed as part of its annual assessment of initiatives.

13a-1.6 Preschool Program

Panorama Recreation provides recreational programming for children aged 3-5. Panorama has now also developed a preschool program to provide childcare through its recreational programming. Registration for the 16 spots available in fall 2021 was very successful and overbooked, with 16 additional families on a waitlist.

This is currently a temporary program run by two one-year term staff. The strong interest from the community and registration levels have given staff confidence that this should be an ongoing program that could help address a gap in the community. Initiative 13a-1.6 seeks to convert the two one-year term positions to ongoing positions (2.0 FTE) to enable the ongoing operation of the Panorama Recreation Preschool Program. Participant fees will cover the cost of staffing the program.

This initiative will also increase demand and requirements for support services (e.g., budget and transaction processing, system access, helpdesk support, etc.). This initiative, alongside others, will result in a small adjustment to the Financial Services and Information Technology & GIS staffing model to accommodate the demand. To provide full transparency, the financial impact of the initiative reflects the whole cost of delivering the work, including flow-down impacts on support services.

Alignment with Board & Corporate Priorities

The direction given to staff was to bring forward work that is of essential nature. This was defined as:

- initiatives that provide for public health and safety and/or deliver on a regulatory requirement
- initiatives that are required to deliver the Board Strategic Priorities
- initiatives that will prevent the materialization of significant negative impacts on service customers, partners, the region, local services or the CRD's finances
- initiatives that minimize the materialization of financial, reputational or other risks and liabilities for the CRD by ensuring the organization is keeping pace with expectations and demand
- there is an imperative to deliver the work immediately and/or quickly

The Executive Leadership Team has reviewed and assessed all business cases against the criteria. The consolidated package of work is appropriate and commensurate to the challenge facing the organization.

CONCLUSION

Staff have been progressing initiatives and actions identified in the CRD Corporate Plan, including Board Strategic Priorities. The CRD 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 Peninsula Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary – Recreation be approved as presented and form the basis of the 2022-2026 Financial Plan.

Submitted by:	Lorraine Brewster, Senior Manager, Panorama Recreation
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Community Need Summary – Recreation
Appendix B: Capital Plan Report
Appendix C: Initiatives Progress Report

Community Need

2022 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 pandemic continues to impact all recreation centers' service delivery and budgets in 2021. Restrictions were put in place and adjusted by the Provincial Health Officer and the province to safeguard the health and safety of the public and workers throughout the year. This led to a rebalancing and adjusting of activities to favour operations in larger spaces and outdoor venues and, in some cases, the cancellation of some programs and services.
- As restrictions ease through 2021 and 2022, staff will continue to be recalled to facilitate enhanced service delivery. Recreation centers are following guidelines to slowly reintroduce and expand programs and services; however, there still may be some hesitation in participating from some community members, impacting revenue.
- Overall, staffing capacity has been impacted in terms of budget and staff availability, and adding new services will create additional challenges.
- These new challenges have to be managed alongside the existing challenge of aging infrastructure.

Panorama-specific

- The Saanich Peninsula community is lacking child care spaces, including out-of-school care, preschool and infant/toddler daycare.
- A five-year (2021-2026) strategic plan for Panorama is being completed to set the direction for recreation programs and services.

SEAPARC-specific

- The SEAPARC facility is currently housing a COVID Vaccine Clinic and thus capacity for offering fitness and recreation programs has been significantly reduced.
- SEAPARC's 2015 Strategic Plan identified the multi-sport box as a high priority for the community. The project was added to SEAPARC's future capital plan. The SEAPARC Commission and the District of Sooke

Community Need

2022 Summary

entered into an agreement to construct and operate a multi-use sport box in the community of Sun River. This new service will require daily maintenance.

- Aquatics recruitment and retention continues to challenge small pool operations as employment markets respond to economic uncertainty.

Services

Core Services Levels	
Service	Levels
Juan de Fuca (JdF) Community Parks & Recreation The JdF Electoral Area (EA) Parks & Recreation division acquires, develops and maintains community parks and provides community recreational programming in the EA. Oversight of the operations and maintenance needs of the Port Renfrew Community Centre.	Inspection, maintenance and repair of: <ul style="list-style-type: none"> • 8.1km of trails • 23 park facilities • Two baseball fields and two tennis courts • Two playgrounds Administration of: <ul style="list-style-type: none"> • 4 stewardship programs and 65 volunteers • 6 recreation program contracts and events • Operating costs of Port Renfrew Community Centre through revenue
Peninsula Recreation Provides recreational programming and maintains 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"> • Two arenas • An indoor swimming pool and indoor leisure pool with the tallest, wheelchair-accessible, waterslide in the region • Four indoor tennis courts, two outdoor tennis courts and squash and racquetball courts • Weight room and fitness studio • Three small multi-purpose rooms ↳ Service level adjusted, see IBC 13a-1.6 For Greenglade Community Centre, amenities include: <ul style="list-style-type: none"> • Gymnasium • Activity rooms for program use • Pottery studio • Weight and fitness room, mind and body studio and dance studio • Teen lounge and sports fields

Community Need

2022 Summary

Sooke and EA Parks and Recreation (SEAPARC) Provides recreational programming and maintains recreational facilities with a focus on the citizens of the District of Sooke and the JdF EA.	Administration of <ul style="list-style-type: none"> • Ice arena/dry floor • Aquatic center • Community recreation programs • Facility and grounds maintenance <ul style="list-style-type: none"> ↳ Service level adjusted, see IBC 13a-2 • Program, multi-purpose and boardroom spaces • Slo-pitch field and baseball diamond • Bike park and skateboard park • Joint Use Agreement with School District 62 Community Events • Multi-use trail • DeMamiel Creek golf course • Fitness facility and programs
Support Services 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"> • Services include Asset Management, Facility Management, Financial Services, Information Technology & GIS, Information Services, Human Resources & Corporate Safety, Corporate Communications, Legislative Services, Legal Services, Risk & Insurance and Real Estate Services.

Initiatives					
Ref	Initiative	Description	Year(s)	2022 impacts	
13a-1.6	Panorama Preschool Program	Provision of preschool childcare through recreational programming	2022	+2.0 FTE converted	\$183K fee-for-service + requisition
13a-2	Sooke Sun River Sport Box	Operationalization of new multi-sport box in the community of Sun River	2022	--	\$18K requisition

Community Need

2022 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

2022 Summary

Performance			
Definition and Source	2020 Actual	2021 Forecast	2022 Target
Panorama			
Metric 1: Offer programs that meet community need 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.	70%	72%	75%
Metric 2: Maximize participation levels in drop-in recreation programs and services, given capacity and staffing limitations (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) 52,396 (B) 3,911 (C) 13,442 (D) 53,643 (E) 1,411	(A) 115,000 (B) 7,400 (C) 18,000 (D) 84,000 (E) 1,400	(A) 150,000 (B) 10,100 (C) 26,000 (D) 117,500 (E) 6,400
Metric 3: Increase new program offerings and maximize revenue (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) 38 (G) \$884,641 (H) \$195,190 (I) \$400,644	(F) 10 (G) \$1,369M (H) \$685,000 (I) N/A	(F) 30 (G) \$1.83M (H) \$1.27M (I) N/A
SEAPARC			
Metric 1: Deliver fitness programs and service that meet community need and recover operation investment. Target admissions or the revenue generated by single admission and punch pass purchases; data from PerfectMind General Ledger	\$13,506	\$11,740	\$42,493

Community Need

2022 Summary

Metric 2: Manage 2020 user funding at approx. 20% User funding or tax investment (without debt)	19.1%	20%	20%
Metric 3: Increase Community Recreation program revenue by each year Total registered programs revenue (gross revenue) generated by registration in programs; data from PerfectMind General Ledger	\$162,062	\$166,860	\$225,261

Discussion

Link to Target Outcome

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.

Discussion

Panorama

- Aquatic participation was greater in 2020 than expected, as pool capacity guidelines allowed more swimmers than anticipated during COVID. New program offerings and program revenue exceeded targets for 2020 as limitations on recreation programming were not as strict as expected in Jun-Nov. 2021 KPIs account for a gradual return to normal operations with assumptions that we may not immediately return to pre-pandemic levels due to the comfort level of participants and that some community members have found recreation alternatives that they may continue with.
- Metric 1: For 2020, programs that were cancelled due to provincial orders were not included in this metric. This includes all programs from March 18 facility closure until reopen, as well as fall fitness, racquet sports and community recreation programs that were cancelled due to public health orders in November.

SEAPARC

- The COVID Pandemic and resulting provincial health orders directly impacted all SEAPARC operations and services. The Fitness Studio is currently home to a Vaccine Clinic, rendering this space unusable for any fitness or recreation programs, thus impacting 2020 and 2021 actual budget targets. The DeMamiel Creek Golf Course exceeded budget expectations, likely as a result of being one of the few outdoor sports that remained open during the pandemic. Staff levels were reduced in 2020 and 2021. Staff capacity, particularly in aquatics, will be a challenge in 2021 and 2022 due to the COVID 2020 lay-offs, and staff subsequently either seeking other employment opportunities or moving on with educational pursuits. This will have a direct impact on aquatic service levels.
- Monthly and annual pass sales will return in 2021, which will have a positive revenue impact. 2022 will continue to see an increase in service and activity levels, provided that BC moves into Step 4 of the Restart Plan. These service increases will also depend directly on facility capacity and staffing capacity. The addition of the outdoor multi-sport box will impact community recreation services by offering additional program opportunities, as well as unscheduled activity time at the new facility.

Community Need

Capital Plan Report



Recreation

Highlights since 2019

- The CRD has allocated **\$8.9M since 2019** on projects across the region that advance the Recreation Community Need. This was primarily funded through reserves with some grant funding secured in 2021. Projects undertaken included:
 - **Juan de Fuca:** development of the Wieland Trail from William Simmons Park to Kemp Lake Road and programme of maintenance, replacement and repairs of equipment and facilities across all recreational activities (e.g., tennis Court resurfacing in Port Renfrew)
 - **Mayne Island:** improvements at Cotton Park and Emma & Felix Park
 - **Panorama Recreation:** heat recovery plant, switch to energy-efficient LED lighting, and programme of maintenance, replacement and repairs of equipment and facilities across all recreational activities (e.g., replacement of ice-resurfacer and bus)
 - **Pender Island:** multi-use trail at Einar's Hill
 - **SEAPARC:** construction of new multi spots box, fitness building expansion, new outdoor activity space and programme of maintenance, replacement and repair of equipment and facilities across all recreation activities (e.g., replacement of bus)
 - **Salt Spring Island:** purchase of additional parkland, replacement of a multi-sport court and programme of maintenance, replacement and repair of equipment and facilities across all recreation activities (e.g., aquatic facilities at Portlock Park, Drake Road trail)

Planned for 2022

- The CRD will allocate **\$4.4M in 2022**. Projects to be undertaken include:
 - **Juan de Fuca:** development of long-term strategic plan and programme of maintenance, replacement and repairs of equipment and facilities across all recreational activities (e.g., resurfacing of Coppermine tennis court). This work is grant-funded.

Community Need

Capital Plan Report



- **Panorama Recreation:** continue the switch to energy-efficient LED lighting, replacement of end-of-life Greenglade playground and turnstiles, renewal of roof on both arenas and tennis building and programme of maintenance, replacement and repairs of equipment and facilities across all recreational activities. This work is funded through reserves (including equipment reserve fund) and capital funds on hand, and some grants.
- **SEAPARC:** replacement of pool roof and lighting, renewal of electrical distribution, general building assessment and repairs, and programme of maintenance, replacement and repairs of equipment and facilities across all recreational activities. This work is funded through reserves (including equipment reserve fund).
- **Salt Spring Island:** expansion of recreation centre, replacement of tennis courts assessment of Kanaka Skateboard Park and programme of maintenance, replacement and repairs of equipment and facilities across all recreational activities (e.g., Lions Bike Park). This work is funded through reserves (including equipment reserve fund) and grants.

Community Need

Initiative Progress Report



Recreation

Initiatives approved in 2020 and 2021			
Ref	Initiative	% complete	Progress to date
13a-1.1	Recreational Programming and rates - Panorama	100%	Part of core services
13a-1.1	SEAPARC Aquatic Team Leader	--	Not started due to ongoing COVID restrictions, will resume when pool services are back to normal operations
13a-1.2	Recreational Programming and Rates Regional Parks	100%	Completed
13a-1.3a	Recreational Programming and Rates - SEAPARC	100%	Part of core services