



## Notice of Meeting and Meeting Agenda Sooke and Electoral Area Parks and Recreation Commission

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Tuesday, October 5, 2021

6:30 PM

SEAPARC Multi Purpose Room  
2168 Phillips Road,  
Sooke, BC V9Z 0Y3

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A. Beddows (Chair), D. Bishop (Vice Chair), J. Perkins, M. Tait, D. Little, M. Hicks, D. Lajeunesse C. Doucet

### 1. Approval of Agenda

### 2. Adoption of [Minutes](#) of September 7, 2021

#### 2.1 Minutes of the September 7, 2021 Sooke and Electoral Area Parks and Recreation Commission

**Recommendation:** That the minutes of the Sooke and Electoral Area Parks and Recreation Commission of September 7, 2021 be adopted as circulated.

**Attachments:** [Minutes – September 7, 2021](#)

### 3. Chair's Remarks

### 4. Presentations/Delegations

### 5. Commission Business

#### 5.1 2022 Service Planning - Recreation

**Recommendation:** The Sooke & Electoral Area Parks & 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

#### 5.2 2022-2026 Budget Review and Approval Process

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

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

**Attachments:** Report – Budget 2022-2026 including Appendix A, Presentation – Budget 2022-2026.

### 5.3 Programs and Services Update

**Recommendation:** That the Sooke and Electoral Area Parks and Recreation Commission receive this report for information.

**Attachments:** [Staff Report: Programs and Services Update including Appendix A.](#)

## 6. New Business

## 7. Adjournment

The next meeting is November 2, 2021

To ensure quorum, please advise Nadine Kerk-Hecker at [nkerkhecker@crd.bc.ca](mailto:nkerkhecker@crd.bc.ca) if you cannot attend.



**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Tuesday, September 7, 2021 at 6:30 pm  
Held at SEAPARC Multipurpose Room B, 2168 Phillips Road, Sooke, BC**

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**Present in Board Room:**

**Commissioners:** A. Beddows (Chair); D. Bishop (Vice Chair); M. Tait

**Staff:** L. Hutcheson, General Manager, Parks & Environmental Services,  
K. Bryde, Senior Manager, SEAPARC Recreation, C. Hoglund, Manager,  
Program Services; N. Kerk-Hecker (Recorder)

**Present Electronically:**

**Commissioners:** D. Little; M. Hicks; J. Perkins

**Absent:** C. Doucet

**Public:** M. Swinburson

Chair Beddows called the meeting to order at 6:30 pm.

**1. Approval of Agenda**

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Little,  
That the agenda be approved as amended with new item 5.2.

**CARRIED**

**2. Adoption of Minutes of June 22, 2021**

**MOVED** by Commissioner Little, **SECONDED** by Commissioner Perkins,  
That the minutes of the June 22, 2021 meeting be adopted.

**CARRIED**

Vice Chair Bishop joined the meeting at 6:35 pm.

**3. Chairs Report:** Chair Beddows acknowledged that the BC Restart Plan is still at Stage 3 and not expected to move to Stage 4 this year.

**4. Presentations/Delegations:**

**MOVED** by Commissioner Little, **SECONDED** by Commissioner Hicks,  
That the delegation presented by Margot Swinburson be heard.

**CARRIED**

Margot Swinburson discussed pool availability and hours and questioned if the low availability was due to the facility's current staffing shortage.

**5. Commission Business:**

**5.1 Staff News Report:** C Hoglund provided an overview of the report. The Commission discussed the following topics:

- Staffing – Recruitment of Lifeguards

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Little,  
That the information in the staff report be accepted.

**CARRIED**

**5.2 Sport box Update from Laura Hooper:** Vice Chair Bishop presented an email correspondence concerning the Sport box. The Commission discussed the following topics:

- Site status and preparation
- Toilet types and options

**MOVED** by Commissioner Hicks, **SECONDED** by Commissioner Tait,  
In favor of dual flush toilets being installed at the Sport box site.

**CARRIED**

**6. New Business:** Vice Chair discussed the need for strategic planning. The Commission discussed scheduling a strategic planning session for 2022.

**7. Round Table:** The Commission discussed the following topics:

- Sooke Roadwork.
- Welcome and introduction to the new Senior Manager, Kyla Bryde.
- September 18<sup>th</sup> Event at John Phillips Park.

**8. Adjournment**

That the meeting be adjourned at 7:28pm.

**CARRIED**

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CHAIR

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RECORDER



**REPORT TO SOOKE & ELECTORAL AREA PARKS & RECREATION COMMISSION  
MEETING OF TUESDAY, OCTOBER 05, 2021**

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**SUBJECT**     **2022 Service Planning - Recreation**

**ISSUE SUMMARY**

To provide the Sooke & Electoral Area Parks & Recreation Commission (SEAPARC) 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 has 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.

Community Need Summaries, including all proposed staffing changes, will be presented to the Committee of the Whole at the 2022 provisional budget review.

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.

## **ALTERNATIVES**

### *Alternative 1*

The Sooke & Electoral Area Parks & 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 (ELT) 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 which 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.

### *Service Delivery Implications*

See Appendix A for more details about core service delivery.

### New initiative 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 the operationalization of a capital project to build a multi-sport box in the community of Sun River in the District of Sooke.

**Table 1: Recreation Community Need Initiatives**

#	Initiative	Description	Year(s)	FTE impacts (2022)	Cost impacts (2022)	Funding source
13a-2	Sooke Sun River Sport Box	Operationalization of new multi-sport box in the community of Sun River	2022	--	\$18K	Requisition

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

#### 13a-2 Sooke Sun River Sport Box

SEAPARC provides recreation services for the District of Sooke and the Juan de Fuca Electoral Area. The SEAPARC Strategic Plan, which was completed in 2015, identified the construction of a multi-sport box as a high priority to strengthen the health and wellness of the community.

In 2018, the District of Sooke, with support from SEAPARC, secured funding (including Investing in Canada Infrastructure Program grant funding) and suitable land to develop such a facility. In October 2020, the SEAPARC Commission directed staff to enter into an agreement with the District of Sooke to construct and operate the multi-use sport box in the community of Sun River.

Initiative 13a-2 seeks additional funding and auxiliary facility maintenance hours to support the Sun River Sport Box service and provide daily maintenance to ensure users have a high quality experience.

#### *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 minimise the materialization of financial, reputational or other risks and liabilities for the CRD by ensuring the organisation is keeping pace with expectations and demand
- There is an imperative to deliver the work immediately and/or quickly

The ELT 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 Capital Regional District 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 Sooke & Electoral Area Parks & 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:	Kylah Bryde, Senior Manager, Sooke & Electoral Area Parks & 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
<b>Juan de Fuca (JdF) Community Parks &amp; Recreation</b> 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"> <li>• 8.1km of trails</li> <li>• 23 park facilities</li> <li>• Two baseball fields and two tennis courts</li> <li>• Two playgrounds</li> </ul> Administration of: <ul style="list-style-type: none"> <li>• 4 stewardship programs and 65 volunteers</li> <li>• 6 recreation program contracts and events</li> <li>• Operating costs of Port Renfrew Community Centre through revenue</li> </ul>
<b>Peninsula Recreation</b> Provides recreational programming and maintains recreational facilities in North Saanich. Peninsula Recreation also operates a satellite location, Greenglade Community Centre. The Centre has become a valuable asset for the delivery of recreation programs and services.	For Panorama Recreation Centre, administration of the delivery of programs and services for: <ul style="list-style-type: none"> <li>• Two arenas</li> <li>• An indoor swimming pool and indoor leisure pool with the tallest, wheelchair-accessible, waterslide in the region</li> <li>• Four indoor tennis courts, two outdoor tennis courts and squash and racquetball courts</li> <li>• Weight room and fitness studio</li> <li>• Three small multi-purpose rooms</li> <li>↳ Service level adjusted, see IBC 13a-1.6</li> </ul> For Greenglade Community Centre, amenities include: <ul style="list-style-type: none"> <li>• Gymnasium</li> <li>• Activity rooms for program use</li> <li>• Pottery studio</li> <li>• Weight and fitness room, mind and body studio and dance studio</li> <li>• Teen lounge and sports fields</li> </ul>

# Community Need

## 2022 Summary

<b>Sooke and EA Parks and Recreation (SEAPARC)</b> 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"> <li>• Ice arena/dry floor</li> <li>• Aquatic center</li> <li>• Community recreation programs</li> <li>• Facility and grounds maintenance</li> <li>↳ Service level adjusted, see IBC 13a-2</li> <li>• Program, multi-purpose and boardroom spaces</li> <li>• Slo-pitch field and baseball diamond</li> <li>• Bike park and skateboard park</li> <li>• Joint Use Agreement with School District 62 Community Events</li> <li>• Multi-use trail</li> <li>• DeMamiel Creek golf course</li> <li>• Fitness facility and programs</li> </ul>
<b>Support Services</b> The core services listed rely on the support of several corporate and support divisions to effectively operate on a daily basis. These services are reported on in the Accountability Community Need Summary.	<ul style="list-style-type: none"> <li>• Services include Asset Management, Facility Management, Financial Services, Information Technology &amp; GIS, Information Services, Human Resources &amp; Corporate Safety, Corporate Communications, Legislative Services, Legal Services, Risk &amp; Insurance and Real Estate Services.</li> </ul>

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
<b>Panorama</b>			
<b>Metric 1: Offer programs that meet community need</b> Proportion of registered programs offered to the public that proceed, as minimum registration levels have been met. Calculated by programs that run divided by programs offered. Data from PerfectMind Activity Registration Summary.	70%	72%	75%
<b>Metric 2: Maximize participation levels in drop-in recreation programs and services, given capacity and staffing limitations</b> (A) Aquatics (B) Arena during ice season (C) Fitness classes (D) Weights (E) Sports Total annual visitors to drop-in reservable programs; data from PerfectMind Daily Attendance Report – Date Range.	(A) 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
<b>Metric 3: Increase new program offerings and maximize revenue</b> (F) Total new program offerings (identified as a program not offered in the prior year); data from program coordinators and PerfectMind Activity Registration report (G) Total registered programs revenue (gross revenue) generated by registration in programs; data from PerfectMind General Ledger (H) Admissions – revenue generated by single admission purchase; data from PerfectMind General Ledger (I) Admissions – revenue generated by punch pass purchases; data from PerfectMind General Ledger	(F) 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
<b>SEAPARC</b>			
<b>Metric 1: Deliver fitness programs and service that meet community need and recover operation investment.</b> Target admissions or the revenue generated by single admission and punch pass purchases; data from PerfectMind General Ledger	\$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

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### 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

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- **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

## **REPORT TO SOOKE ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, OCTOBER 05, 2021**

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### **SUBJECT     2022-2026 Budget Review and Approval Process**

#### **ISSUE SUMMARY**

This report presents the Sooke Electoral Area Parks and Recreation Commission's 2022-2026 budget for review and provisional approval.

#### **BACKGROUND**

Annually, the Capital Regional District (CRD) develops a financial plan representing the operating and capital expenditure plans for the next year. The financial plan is developed in alignment, and is consistent with, the legislative authority of the various CRD services which, upon approval, provide the expenditure authority for the operations of the CRD.

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

#### **2022 Planning Process**

The CRD Board identifies 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 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. Following the completion of the corporate plan, staff commenced annual service planning. The service planning process gathered information necessary to assemble a provisional budget for the SEAPARC Commission and Board review. The financial plan shows the projected revenues and expenditures and the planned contribution of operating revenue required to fund proposed capital projects.

#### **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 anticipation of Step 4 Restart Plan that would suggest normal operations.

## **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 and requisition.

The COVID-19 pandemic has had a significant impact on the SEAPARC budget in 2020 and 2021. The 2022 budget was developed in expectation to return to normal operations, however being conservative on revenue projections. The 2022 budget will be closely monitored to ensure that expenditures and revenues are equally balanced while continuing to work within the Provincial Health Order restrictions.

Overall, efforts have been made to mitigate financial risk while still meeting the Commission's mission and goals of making available a wide range of recreation services and maximizing participation under the current guidelines.

## **ALTERNATIVES**

### *Alternative 1*

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

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

### *Alternative 2*

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

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

## **IMPLICATIONS**

### *Financial Implications*

### **Budget Overview**

The 2022 presentation includes an increase of \$644,471 in costs or 17.5% over the 2021 budget. The majority of the increase is a result of staffing that results in an increase of \$561,656 that includes; salary and collective agreement changes, resume full staff compliment at pre-pandemic levels and operationalization of the sport box.

The remainder of the increase of \$82,815 consists of the operationalization of the return of programs and services, and the facility resuming normal operations that will incur additional operating supplies and promotions and utility costs to reflect the return of normal, pre-pandemic operations.

## **Capital Budget**

The 2022 capital budget includes \$685,700 of facility and equipment upgrades and repairs proposed to be completed in 2022.

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

## **CONCLUSION**

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

## **RECOMMENDATION**

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

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

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

## **ATTACHMENT**

Appendix A: 2022-26 SEAPARC Budget



# **CAPITAL REGIONAL DISTRICT**

## **2022 BUDGET**

### **SEAPARC**

#### **SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION**

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

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

**DEFINITION:**

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

**Bylaw history for reference purposes:**

Bylaw No. 4029 (July 13, 2016; replaces Bylaw No. 152 and Bylaw No. 2598) Amended by Bylaw No. 4362 (2020)

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**COMMISSION:**

Sooke and Electoral Area Parks and Recreation Commission

Established by bylaw to oversee this function. (Bylaw No. 2788 - April 2000, Amended by Bylaw No. 3242 - 2004, Bylaw No. 3416 - 2007 & Bylaw 4049 - 2015).

**CAPITAL DEBT:**

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

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

Commission: Sooke Electoral Area Parks & Rec

# LEVY STATISTICS

Area	Year	Folios	Converted Assessment	Actual Assessment	Max. Levy	Actual Levy	Residential Tax Rate /1000
District of Sooke	2016	5,744	228,344,465	2,065,069,242		1,963,697	
JDF-Sooke Rec - Y(762) SRVA # 52	2016	3,125	139,989,660	1,147,296,930		644,883	
<b>Summary</b>	<b>2016</b>	<b>8,869</b>	<b>368,334,125</b>	<b>3,212,366,172</b>	<b>5,139,786</b>	<b>2,608,580</b>	
District of Sooke	2017	5,788	250,004,193	2,271,057,095		2,009,817	
JDF-Sooke Rec - Y(762) SRVA # 52	2017	3,136	153,100,410	1,259,577,981		657,933	
<b>Summary</b>	<b>2017</b>	<b>8,924</b>	<b>403,104,603</b>	<b>3,530,635,076</b>	<b>5,649,016</b>	<b>2,667,750</b>	
District of Sooke	2018	5,917	294,839,286	2,702,811,506		2,014,506	
JDF-Sooke Rec - Y(762) SRVA # 52	2018	3,185	173,538,125	1,425,245,746		653,484	
<b>Summary</b>	<b>2018</b>	<b>9,102</b>	<b>468,377,411</b>	<b>4,128,057,252</b>	<b>6,604,892</b>	<b>2,667,990</b>	
District of Sooke	2019	6,101	333,993,462	3,065,742,528		2,089,177	
JDF-Sooke Rec - Y(762) SRVA # 52	2019	3,215	196,338,432	1,614,823,137		680,332	
<b>Summary</b>	<b>2019</b>	<b>9,316</b>	<b>530,331,894</b>	<b>4,680,565,665</b>	<b>7,488,905</b>	<b>2,769,509</b>	
District of Sooke	2020	6,234	353,006,866	3,230,727,435		2,159,679	
JDF-Sooke Rec - Y(762) SRVA # 52	2020	3,245	209,766,738	1,733,273,570		700,197	
<b>Summary</b>	<b>2020</b>	<b>9,479</b>	<b>562,773,604</b>	<b>4,964,001,005</b>	<b>7,942,402</b>	<b>2,859,876</b>	
District of Sooke	2021	6,387	382,206,437	3,524,216,633		2,229,834	
JDF-Sooke Rec - M(762) LSA # 33	2021	2,837	208,459,967	1,730,905,327		687,297	
<b>Summary</b>	<b>2021</b>	<b>9,224</b>	<b>590,666,404</b>	<b>5,255,121,960</b>	<b>8,408,195</b>	<b>2,917,131</b>	

**Change in Budget 2021 to 2022**

Service: 1.40X SEAPARC

**Total Expenditure****Comments****2021 Budget****3,684,094****Change in Salaries:**

Base salary change	72,056	Inclusive of estimated collective agreement changes
Step increase/paygrade change	1,702	
Return staffing to pre-pandemic levels	467,898	2022 is being planned for operations without pandemic restrictions.
Other (explain as necessary)	20,000	IBC 13a-2 SunRiver Sport Box
Total Change in Salaries	561,656	

**Other Changes:**

Standard Overhead Allocation	(17,434)	
Human Resources Allocation	(5,294)	
Operating supplies and promotions	55,309	2022 is being planned for operations without pandemic restrictions.
Utilities	6,397	
Insurance	5,010	
Maintenance	6,401	
Other	32,426	
Total Other Changes	82,815	

**2022 Budget****4,328,565**

% expense increase from 2021: 17.5%

% Requisition increase from 2021 (if applicable): 7.1%

Requisition funding is 72.2% of service revenue

**Overall 2021 Budget Performance**

(expected variance to budget and surplus treatment)

There is a one time net favourable variance of \$45,600 (1.2%) due mainly due to lower operating costs. Net favourable variance of \$45,600 will be moved to the CRF.

SEAPARC - ALL SERVICE AREAS	BUDGET REQUEST						FUTURE PROJECTIONS			
	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	2,120,982	2,166,830	2,662,638	20,000	-	2,682,638	2,730,777	2,776,035	2,824,849	2,873,668
Electricity & Utilities	234,737	216,620	241,134	-	-	241,134	247,338	253,662	258,899	264,310
Operating Supplies & Promotion	204,798	179,720	255,107	5,000	-	260,107	265,911	270,499	275,259	280,062
Maintenance and Repairs	176,910	163,800	183,311	-	-	183,311	186,578	189,632	193,213	179,965
Internal Allocations	245,509	245,065	222,791	-	-	222,791	227,246	231,791	236,427	241,155
Contract for Services	52,050	30,640	61,825	-	-	61,825	63,072	61,132	62,354	63,543
Vehicles and Travel	26,600	20,900	27,410	-	-	27,410	27,954	28,503	29,063	29,583
Operating - Other	57,432	58,480	73,882	-	-	73,882	75,422	76,856	78,351	79,919
Insurance Cost	25,950	25,950	30,960	-	-	30,960	31,579	32,211	32,855	33,512
Contingency	20,000	-	20,400	-	-	20,400	20,808	21,224	21,648	22,041
<b>TOTAL OPERATING COSTS</b>	<b>3,164,968</b>	<b>3,108,005</b>	<b>3,779,459</b>	<b>25,000</b>	<b>-</b>	<b>3,804,459</b>	<b>3,876,685</b>	<b>3,941,546</b>	<b>4,012,918</b>	<b>4,067,756</b>
Percentage increase over prior year		-1.8%	19.42%			20.21%	1.90%	1.7%	1.8%	1.4%
<u>CAPITAL / TRANSFER RESERVES</u>										
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	-	-	-
Transfer to Capital Reserve Fund	320,000	365,600	320,000	-	-	320,000	340,000	355,000	375,000	390,000
Transfer to Equipment Replacement Fund	90,000	90,000	95,000	-	-	95,000	110,000	115,000	140,000	165,000
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>415,000</b>	<b>460,600</b>	<b>420,000</b>	<b>-</b>	<b>-</b>	<b>420,000</b>	<b>455,000</b>	<b>470,000</b>	<b>515,000</b>	<b>555,000</b>
		11.0%	1.20%			1.20%	8.33%	3.3%	9.6%	7.8%
DEBT CHARGES	104,126	104,130	104,106	-	-	104,106	104,106	104,106	54,106	54,106
<b>TOTAL COSTS</b>	<b>3,684,094</b>	<b>3,672,735</b>	<b>4,303,565</b>	<b>25,000</b>	<b>-</b>	<b>4,328,565</b>	<b>4,435,791</b>	<b>4,515,652</b>	<b>4,582,024</b>	<b>4,676,862</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/F from Current to Next year						-				
Balance C/F from Prior to Current year										
Fee Income	(486,482)	(501,763)	(885,338)	-	-	(885,338)	(916,257)	(934,979)	(954,075)	(975,291)
Rental Income	(275,140)	(248,500)	(312,570)	-	-	(312,570)	(318,826)	(325,202)	(331,714)	(338,348)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(5,341)	(5,341)	(5,341)	-	-	(5,341)	(5,341)	(5,341)	(5,341)	(5,341)
<b>TOTAL REVENUE</b>	<b>(766,963)</b>	<b>(755,604)</b>	<b>(1,203,249)</b>	<b>-</b>	<b>-</b>	<b>(1,203,249)</b>	<b>(1,240,424)</b>	<b>(1,265,522)</b>	<b>(1,291,130)</b>	<b>(1,318,979)</b>
			56.88%			56.88%	3.09%	2.0%	2.0%	2.2%
<b>REQUISITION</b>	<b>(2,917,131)</b>	<b>(2,917,131)</b>	<b>(3,100,316)</b>	<b>(25,000)</b>	<b>-</b>	<b>(3,125,316)</b>	<b>(3,195,367)</b>	<b>(3,250,130)</b>	<b>(3,290,894)</b>	<b>(3,357,883)</b>
Percentage increase over prior year requisition			6.28%			7.14%	2.24%	1.71%	1.25%	2.04%
PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS:										
Salaried	19.10	19.10	19.10	-	-	19.10	19.10	19.10	19.10	19.10

SEAPARC - ALL SERVICE AREAS			BUDGET REQUEST				FUTURE PROJECTIONS			
	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
<u>OPERATING COSTS</u>										
Arena	1,033,626	981,730	1,073,830	5,000	-	1,078,830	1,101,632	1,123,213	1,145,769	1,169,514
Golf Course	118,183	132,110	141,149	-	-	141,149	143,968	140,908	143,686	146,747
Community Recreation	608,810	519,210	674,191	-	-	674,191	689,218	703,257	717,582	730,827
Fitness Gym	99,440	97,800	152,176	-	-	152,176	155,294	158,645	162,083	165,403
Outdoor Facilities	38,960	34,710	39,380	-	-	39,380	40,220	41,050	41,894	42,605
Multi-Purpose Rooms	37,869	35,170	38,430	-	-	38,430	39,199	39,983	40,782	40,782
Concession	4,840	9,880	50,940	-	-	50,940	51,959	52,998	54,058	55,139
Pool	1,223,240	1,297,395	1,629,363	-	-	1,629,363	1,655,194	1,681,493	1,707,064	1,716,738
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>3,164,968</b>	<b>3,108,005</b>	<b>3,799,459</b>	<b>5,000</b>	<b>-</b>	<b>3,804,459</b>	<b>3,876,685</b>	<b>3,941,547</b>	<b>4,012,918</b>	<b>4,067,756</b>
*Percentage increase over prior year			20.05%			20.21%	1.90%	1.7%	1.8%	1.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	320,000	365,600	320,000	-	-	320,000	340,000	355,000	375,000	390,000
Transfer to Equipment Replacement Fund	90,000	90,000	95,000	-	-	95,000	110,000	115,000	140,000	165,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	-	-	-
<b>TOTAL CAPITAL/RESERVES</b>	<b>415,000</b>	<b>460,600</b>	<b>420,000</b>	<b>-</b>	<b>-</b>	<b>420,000</b>	<b>455,000</b>	<b>470,000</b>	<b>515,000</b>	<b>555,000</b>
<u>DEBT CHARGES</u>										
Fitness Gym	50,000	50,000	50,000	-	-	50,000	50,000	50,000	-	-
Golf Course	54,126	54,130	54,106	-	-	54,106	54,106	54,106	54,106	54,106
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>3,684,094</b>	<b>3,672,735</b>	<b>4,323,565</b>	<b>5,000</b>	<b>-</b>	<b>4,328,565</b>	<b>4,435,791</b>	<b>4,515,653</b>	<b>4,582,024</b>	<b>4,676,862</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Arena	(279,330)	(231,660)	(296,990)	-	-	(296,990)	(304,516)	(310,602)	(316,818)	(324,072)
Golf Course	(126,530)	(129,000)	(130,150)	-	-	(130,150)	(132,753)	(135,408)	(138,116)	(140,879)
Community Recreation	(166,860)	(138,000)	(261,840)	-	-	(261,840)	(267,079)	(272,422)	(277,871)	(283,519)
Outdoor Facilities						-				
Fitness Gym	(96,502)	(32,998)	(67,728)	-	-	(67,728)	(80,711)	(82,725)	(84,779)	(87,600)
Multi-Purpose Rooms	(1,100)	-	(7,500)	-	-	(7,500)	(7,650)	(7,803)	(7,959)	(8,118)
Concession	(5,100)	(12,100)	(57,000)	-	-	(57,000)	(58,140)	(59,303)	(60,489)	(61,699)
Pool	(86,200)	(206,505)	(376,700)	-	-	(376,700)	(384,234)	(391,919)	(399,757)	(407,752)
<b>TOTAL REVENUE</b>	<b>(761,622)</b>	<b>(750,263)</b>	<b>(1,197,908)</b>	<b>-</b>	<b>-</b>	<b>(1,197,908)</b>	<b>(1,235,083)</b>	<b>(1,260,181)</b>	<b>(1,285,789)</b>	<b>(1,313,638)</b>
Balance C/F from current to Next Year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(5,341)	(5,341)	(5,341)	-	-	(5,341)	(5,341)	(5,341)	(5,341)	(5,341)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	<b>(2,917,131)</b>	<b>(2,917,131)</b>	<b>(3,120,316)</b>	<b>(5,000)</b>	<b>-</b>	<b>(3,125,316)</b>	<b>(3,195,367)</b>	<b>(3,250,130)</b>	<b>(3,290,894)</b>	<b>(3,357,882)</b>
*Percentage increase over prior year requisition		0.0%	6.97%			7.14%	2.24%	1.71%	1.25%	2.04%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaried	19.10	19.10	19.10	-	-	19.10	19.10	19.10	19.10	19.10

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

OPERATING COSTS - ARENA

	2021 BOARD BUDGET*	2021 ESTIMATED ACTUAL
Salaries and Wages	132,721	121,400
Internal Allocations - Maintenance	268,210	268,210
Internal Allocations - Operations	273,365	263,365
Utility	94,757	87,600
Other Internal Allocations & Insurance	168,145	168,145
Maintenance & Operating Supplies	86,428	73,010
Contingency	10,000	10,000
	<b>1,033,626</b>	<b>991,730</b>

OPERATING COSTS - GOLF COURSE

Salaries and Wages	55,123	75,000
Internal Allocations - Maintenance	14,010	14,010
Internal Allocations - Operations	12,160	12,160
Utility	4,200	1,700
Maintenance & Supplies & Operating Cost	32,690	29,240
	<b>118,183</b>	<b>132,110</b>

OPERATING COSTS - RECREATION PROGRAMS

Salaries and Wages	387,298	326,100
Internal Allocations - Maintenance	19,930	19,930
Internal Allocations - Operations	140,380	140,380
Operating Other	61,202	32,800
Contingency	-	-
	<b>608,810</b>	<b>519,210</b>

OPERATING COSTS - FITNESS GYM

Salaries and Wages	22,000	27,000
Internal Allocations - Maintenance	45,900	45,900
Internal Allocations - Operations	20,400	20,400
Operating Other	11,140	4,500
Consultant Expenses	-	-
	<b>99,440</b>	<b>97,800</b>

**BUDGET REQUEST**

2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL
153,290	-	-	153,290
268,699	-	-	268,699
290,931	-	-	290,931
96,650	-	-	96,650
165,950	-	-	165,950
88,110	5,000	-	93,110
10,200	-	-	10,200
<b>1,073,830</b>	<b>5,000</b>	<b>-</b>	<b>1,078,830</b>
74,939	-	-	74,939
14,331	-	-	14,331
13,209	-	-	13,209
2,244	-	-	2,244
36,425	-	-	36,425
<b>141,149</b>	<b>-</b>	<b>-</b>	<b>141,149</b>
426,280	-	-	426,280
19,987	-	-	19,987
149,534	-	-	149,534
78,390	-	-	78,390
-	-	-	-
<b>674,191</b>	<b>-</b>	<b>-</b>	<b>674,191</b>
73,216	-	-	73,216
46,030	-	-	46,030
21,730	-	-	21,730
11,200	-	-	11,200
-	-	-	-
<b>152,176</b>	<b>-</b>	<b>-</b>	<b>152,176</b>

**FUTURE PROJECTIONS**

2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
157,546	159,709	163,018	166,396
274,041	279,789	285,361	291,657
296,750	302,954	309,013	315,360
98,583	100,555	102,566	104,617
169,269	172,654	176,107	179,630
95,039	96,940	98,879	100,813
10,404	10,612	10,824	11,041
<b>1,101,632</b>	<b>1,123,213</b>	<b>1,145,769</b>	<b>1,169,514</b>
76,438	76,438	77,967	79,842
14,618	14,618	14,910	15,208
13,473	13,473	13,742	14,017
2,289	2,289	2,335	2,450
37,151	34,090	34,732	35,230
<b>143,968</b>	<b>140,908</b>	<b>143,686</b>	<b>146,747</b>
435,203	444,161	453,305	461,401
20,387	20,795	21,211	21,635
152,525	155,576	158,688	161,862
81,103	82,725	84,379	85,930
-	-	-	-
<b>689,218</b>	<b>703,257</b>	<b>717,582</b>	<b>730,827</b>
74,755	76,325	77,928	79,565
46,951	47,890	48,848	49,825
22,165	22,608	23,060	23,521
11,424	11,822	12,247	12,492
-	-	-	-
<b>155,294</b>	<b>158,645</b>	<b>162,083</b>	<b>165,403</b>

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2021 BOARD BUDGET*	2021 ESTIMATED ACTUAL	2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
<b>SEAPARC - ARENA, GOLF COURSE &amp; RECREATION SERVICES</b>										
<u>OUTDOOR FACILITIES</u>	38,960	34,710	39,380	-	-	39,380	40,220	41,050	41,894	42,605
<u>MULTI-PURPOSE ROOMS</u>	37,869	35,170	38,430	-	-	38,430	39,199	39,983	40,782	40,782
<u>CONCESSION</u>	4,840	9,880	50,940	-	-	50,940	51,959	52,998	54,058	55,139
<b>TOTAL OPERATING COSTS</b>	<b>1,941,728</b>	<b>1,810,610</b>	<b>2,170,096</b>	<b>5,000</b>	<b>-</b>	<b>2,175,096</b>	<b>2,221,491</b>	<b>2,260,054</b>	<b>2,305,854</b>	<b>2,351,017</b>
Percentage Increase		-6.8%	11.76%			12.02%	2.1%	1.7%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	320,000	320,000	320,000	-	-	320,000	340,000	355,000	375,000	390,000
Transfer to Equipment Replacement Fund	90,000	90,000	95,000	-	-	95,000	110,000	115,000	140,000	165,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>415,000</b>	<b>415,000</b>	<b>420,000</b>	<b>-</b>	<b>-</b>	<b>420,000</b>	<b>455,000</b>	<b>470,000</b>	<b>515,000</b>	<b>555,000</b>
Golf Debt	54,126	54,130	54,106	-	-	54,106	54,106	54,106	54,106	54,106
Fitness Gym Debt	50,000	50,000	50,000	-	-	50,000	50,000	50,000	-	-
<b>DEBT CHARGES</b>	<b>104,126</b>	<b>104,130</b>	<b>104,106</b>	<b>-</b>	<b>-</b>	<b>104,106</b>	<b>104,106</b>	<b>104,106</b>	<b>54,106</b>	<b>54,106</b>
<b>TOTAL COSTS RECREATION SERVICES</b>	<b>2,460,854</b>	<b>2,329,740</b>	<b>2,694,202</b>	<b>5,000</b>	<b>-</b>	<b>2,699,202</b>	<b>2,780,597</b>	<b>2,834,160</b>	<b>2,874,960</b>	<b>2,960,123</b>
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	473,410	473,410	517,390	-	-	517,390	527,738	538,293	549,058	560,040
Internal Allocations	58,349	57,900	52,730	-	-	52,730	53,785	54,860	55,958	57,077
Internet Services & Telephone	33,700	37,700	39,790	-	-	39,790	40,586	41,398	42,225	43,070
Advertising	66,560	54,660	65,190	-	-	65,190	66,494	67,824	69,180	70,564
Travel, Training & Consultants	23,640	21,140	25,080	-	-	25,080	25,582	26,093	26,615	27,147
Operating - Other	59,180	54,180	61,310	-	-	61,310	62,536	63,787	65,063	66,364
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>714,839</b>	<b>698,990</b>	<b>761,490</b>	<b>-</b>	<b>-</b>	<b>761,490</b>	<b>776,720</b>	<b>792,254</b>	<b>808,099</b>	<b>824,261</b>
<u>MAINTENANCE COSTS - SALARIES</u>	<b>742,420</b>	<b>742,420</b>	<b>747,310</b>	<b>20,000</b>	<b>-</b>	<b>767,310</b>	<b>782,656</b>	<b>798,309</b>	<b>814,276</b>	<b>830,561</b>
<b>TOTAL OVERHEAD &amp; MAINTENANCE COSTS</b>	<b>1,457,259</b>	<b>1,441,410</b>	<b>1,508,800</b>	<b>20,000</b>	<b>-</b>	<b>1,528,800</b>	<b>1,559,376</b>	<b>1,590,564</b>	<b>1,622,375</b>	<b>1,654,822</b>
Internal Recovery - Operations	(714,839)	(698,990)	(761,490)	-	-	(761,490)	(776,720)	(792,254)	(808,099)	(824,261)
Internal Recovery - Maintenance	(742,420)	(742,420)	(767,310)	-	-	(767,310)	(782,656)	(798,309)	(814,276)	(830,561)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>2,460,854</b>	<b>2,329,740</b>	<b>2,674,202</b>	<b>25,000</b>	<b>-</b>	<b>2,699,202</b>	<b>2,780,597</b>	<b>2,834,160</b>	<b>2,874,960</b>	<b>2,960,123</b>



SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	BUDGET REQUEST						FUTURE PROJECTIONS			
	2021 BOARD BUDGET*	2021 ESTIMATED ACTUAL	2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
<b><u>FUNDING SOURCES (REVENUE)</u></b>										
Arena - Fee Charges	(34,280)	(20,660)	(33,390)	-	-	(33,390)	(35,639)	(36,348)	(37,072)	(38,731)
Arena - Rental Income	(245,050)	(211,000)	(263,600)	-	-	(263,600)	(268,877)	(274,254)	(279,746)	(285,341)
Golf Course - Fee Charges	(102,040)	(102,000)	(102,680)	-	-	(102,680)	(104,734)	(106,828)	(108,965)	(111,144)
Golf Course - Rental and Sales Income	(24,490)	(27,000)	(27,470)	-	-	(27,470)	(28,019)	(28,580)	(29,151)	(29,734)
Recreation - Fee Charges	(165,780)	(138,000)	(260,740)	-	-	(260,740)	(265,955)	(271,276)	(276,702)	(282,329)
Recreation - Other Misc Income	(1,080)	-	(1,100)	-	-	(1,100)	(1,124)	(1,146)	(1,169)	(1,190)
Fitness Gym - Fee Charges	(96,502)	(32,998)	(67,728)	-	-	(67,728)	(80,711)	(82,725)	(84,779)	(87,600)
Multi-Purpose Room - Rental Income	(1,100)	-	(7,500)	-	-	(7,500)	(7,650)	(7,803)	(7,959)	(8,118)
Concession - Sales and Commissions	(5,100)	(12,100)	(57,000)	-	-	(57,000)	(58,140)	(59,303)	(60,489)	(61,699)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(675,422)</b>	<b>(543,758)</b>	<b>(821,208)</b>	<b>-</b>	<b>-</b>	<b>(821,208)</b>	<b>(850,849)</b>	<b>(868,262)</b>	<b>(886,032)</b>	<b>(905,886)</b>
<b>REQUISITION &amp; PILT</b>	<b>(1,785,432)</b>	<b>(1,785,982)</b>	<b>(1,852,994)</b>	<b>(25,000)</b>	<b>-</b>	<b>(1,877,994)</b>	<b>(1,929,748)</b>	<b>(1,965,897)</b>	<b>(1,988,928)</b>	<b>(2,054,237)</b>
Percentage Increase		0.0%	3.78%			5.18%	2.8%	1.9%	1.2%	3.3%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	15.45	15.45	15.45	0.00	0.00	15.45	15.45	15.45	15.45	15.45

0

(550)

SEAPARC - SWIMMING POOL			BUDGET REQUEST				FUTURE PROJECTIONS			
	2021 BOARD BUDGET*	2021 ESTIMATED ACTUAL	2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
<u>OPERATION COSTS</u>										
Salaries and Wages	303,810	400,000	653,013	-	-	653,013	658,897	664,906	671,044	677,314
Internal Allocations - Maintenance	351,380	351,380	375,163	-	-	375,163	382,666	390,319	398,125	406,088
Internal Allocations - Operations	261,135	255,285	278,206	-	-	278,206	283,770	289,445	295,234	301,139
Utility	135,160	126,700	141,610	-	-	141,610	145,821	150,161	153,327	156,558
Operating - Supplies	60,790	59,060	76,340	-	-	76,340	77,309	78,196	79,099	80,182
Other Internal Allocations & Insurance	44,965	44,970	35,071	-	-	35,071	35,772	36,487	37,217	37,961
Maintenance	56,000	60,000	59,760	-	-	59,760	60,555	61,366	62,194	46,498
Contingency	10,000	-	10,200	-	-	10,200	10,404	10,612	10,824	11,000
<b>TOTAL OPERATING COSTS</b>	<b>1,223,240</b>	<b>1,297,395</b>	<b>1,629,363</b>	<b>-</b>	<b>-</b>	<b>1,629,363</b>	<b>1,655,194</b>	<b>1,681,493</b>	<b>1,707,064</b>	<b>1,716,738</b>
*Percentage Increase		6.1%	33.20%			33.20%				
<b>TOTAL COSTS</b>	<b>1,223,240</b>	<b>1,297,395</b>	<b>1,629,363</b>	<b>-</b>	<b>-</b>	<b>1,629,363</b>	<b>1,655,194</b>	<b>1,681,493</b>	<b>1,707,064</b>	<b>1,716,738</b>
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,223,240</b>	<b>1,297,395</b>	<b>1,629,363</b>	<b>-</b>	<b>-</b>	<b>1,629,363</b>	<b>1,655,194</b>	<b>1,681,493</b>	<b>1,707,064</b>	<b>1,716,738</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(80,100)	(189,905)	(350,600)	-	-	(350,600)	(357,612)	(364,764)	(372,060)	(379,501)
Other Income	(1,100)	(5,100)	(11,100)	-	-	(11,100)	(11,322)	(11,548)	(11,779)	(12,015)
Rental Income	(5,000)	(11,500)	(15,000)	-	-	(15,000)	(15,300)	(15,606)	(15,918)	(16,236)
<b>TOTAL REVENUE</b>	<b>(86,200)</b>	<b>(206,505)</b>	<b>(376,700)</b>	<b>-</b>	<b>-</b>	<b>(376,700)</b>	<b>(384,234)</b>	<b>(391,919)</b>	<b>(399,757)</b>	<b>(407,752)</b>
<b>REQUISITION &amp; PILT</b>	<b>(1,137,040)</b>	<b>(1,090,890)</b>	<b>(1,252,663)</b>	<b>-</b>	<b>-</b>	<b>(1,252,663)</b>	<b>(1,270,960)</b>	<b>(1,289,574)</b>	<b>(1,307,307)</b>	<b>(1,308,986)</b>
Percentage Increase		-4.1%	10.17%			10.17%	1.5%	1.5%	1.4%	0.1%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	3.65	3.65	3.65	0.00	0.00	3.65	3.65	3.65	3.65	3.65

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

<b>Service No.</b>	<b>1.40x SEAPARC</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$520,000	\$50,000	\$250,000	\$100,000	\$151,000	\$1,071,000
Equipment	E	\$0	\$145,700	\$262,000	\$67,000	\$87,000	\$242,000	\$803,700
Land	L	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Engineered Structures	S	\$0	\$0	\$1,025,000	\$10,000	\$200,000	\$25,000	\$1,260,000
Vehicles	V	\$0	\$20,000	\$0	\$0	\$40,000	\$0	\$60,000
		<b>\$0</b>	<b>\$685,700</b>	<b>\$1,337,000</b>	<b>\$827,000</b>	<b>\$427,000</b>	<b>\$418,000</b>	<b>\$3,694,700</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Equipment Replacement Fund	ERF	\$0	\$85,700	\$102,000	\$62,000	\$122,000	\$47,000	\$418,700
Grants (Federal, Provincial)	Grant	\$0	\$0	\$750,000	\$0	\$0	\$0	\$750,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$600,000	\$485,000	\$265,000	\$305,000	\$371,000	\$2,026,000
		<b>\$0</b>	<b>\$685,700</b>	<b>\$1,337,000</b>	<b>\$827,000</b>	<b>\$427,000</b>	<b>\$418,000</b>	<b>\$3,694,700</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2022 - 2026

<b>Project Number</b> 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.	<b>Capital Project Description</b> 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".	<b>Carryforward from 2021</b> Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	<b>Project Drivers</b> 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.
<b>Capital Expenditure Type</b> 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	<b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	<b>Funding Source Codes</b> 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.	<b>Long-term Planning</b> 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.
<b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	<b>Asset Class</b> L - Land S - Engineering Structure B - Buildings V - Vehicles		<b>Cost Estimate Class</b> 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 #: **1.40x**

Service Name: **SEAPARC**

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
16-02	Renewal	Building Renewal	Building assessment and repairs	\$189,000	B	Res		\$120,000	\$0	\$0	\$0	\$0	\$120,000
17-06	Replacement	Mechanical Equipment	Replacement of pumps/motors/electrical/hvac	N/A	E	ERF		\$25,000	\$30,000	\$30,000	\$0	\$0	\$85,000
17-08	Replacement	Computer Replacement	Replacement of computers	N/A	E	ERF		\$2,700	\$0	\$0	\$0	\$0	\$2,700
20-05	Replacement	Community Recreation Bus	Replacement community recreation bus	\$40,000	V	ERF	→	\$0	\$0	\$0	\$40,000	\$0	\$40,000
20-06	New	Utility Service - Outdoor Facilities	New utility service outdoor facilities	\$10,000	S	Res	→	\$0	\$0	\$10,000	\$0	\$0	\$10,000
20-08	Renewal	Electrical Distribution	Renewal electrical distribution	\$150,000	E	Res		\$50,000	\$50,000	\$0	\$0	\$50,000	\$150,000
20-09	Replacement	Arena DHW Storage	Replacement of original hot water storage tank	\$25,000	E	Res	→	\$0	\$25,000	\$0	\$0	\$0	\$25,000
21-02	New	Outdoor Activity Space Development	New outdoor activity space development	\$140,000	E	Res		\$0	\$0	\$0	\$0	\$140,000	\$140,000
21-02	New	Outdoor Activity Space Development	New outdoor activity space development	\$0	E	Grant		\$0	\$0	\$0	\$0	\$0	\$0
21-03	Replacement	Grounds Equipment	Mower/Tractor Replacement	\$75,000	E	ERF		\$0	\$0	\$30,000	\$0	\$0	\$30,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$230,000	B	Res		\$230,000	\$0	\$0	\$0	\$0	\$230,000
22-03	Renewal	Radio Upgrade	Upgrade Radio System	\$35,000	E	ERF	→	\$0	\$35,000	\$0	\$0	\$0	\$35,000
22-04	Replacement	Pool Lectorator System	Replacement of lectorator system	\$60,000	E	ERF		\$25,000	\$15,000	\$0	\$10,000	\$10,000	\$60,000
22-05	Replacement	Pool Tile Re-Grout	Replacement pool tile grout	\$6,000	B	Res		\$5,000	\$0	\$0	\$0	\$1,000	\$6,000
22-06	Renewal	Compressor Drive Motors	Renewal compressor drive motors	\$13,000	E	ERF		\$13,000	\$0	\$0	\$0	\$0	\$13,000
22-07	Renewal	Golf Course Irrigation Upgrade	Renewal irrigation renewal	\$30,000	E	Res		\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
22-08	Replacement	Pool Lighting	Replace pool lighting	\$100,000	B	Res		\$100,000	\$0	\$0	\$0	\$0	\$100,000
22-09	Replacement	Pool Changeroom Fixtures	Replace wash basins tap sets	\$10,000	B	Res		\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-10	Renewal	System balancing	Building systems balancing	\$25,000	B	Res		\$25,000	\$0	\$0	\$0	\$0	\$25,000
22-11	Replacement	DDC Panels	Replace version 2 panels 20+ years old	\$20,000	E	Res		\$20,000	\$0	\$0	\$0	\$0	\$20,000
23-01	Replacement	Truck	Replace pickup truck with replacement from Water	\$20,000	V	ERF	←	\$20,000	\$0	\$0	\$0	\$0	\$20,000
23-02	Replacement	Chiller	Replace ice plant chiller	\$80,000	E	Res		\$0	\$80,000	\$0	\$0	\$0	\$80,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$1,000,000	S	Res		\$0	\$250,000	\$0	\$0	\$0	\$250,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$0	S	Grant		\$0	\$750,000	\$0	\$0	\$0	\$750,000
23-04	Renewal	Building Renewal	Building assessment and repairs	\$330,000	B	Res		\$30,000	\$50,000	\$0	\$100,000	\$150,000	\$330,000
23-05	Replacement	Computer Replacement	Replacement of computers	\$10,000	E	ERF		\$0	\$2,000	\$2,000	\$0	\$0	\$8,000
23-06	Replacement	Grounds Equipment	Mower/Tractor Replacement	\$60,000	E	ERF		\$0	\$20,000	\$0	\$40,000	\$0	\$60,000
23-07	Renewal	Parking Lot Remediation	Renewal parking lot remediation	\$50,000	S	Res		\$0	\$25,000	\$0	\$0	\$25,000	\$50,000
24-01	New	Land Aquisition	New land aquisition	\$500,000	L	Debt		\$0	\$0	\$500,000	\$0	\$0	\$500,000
24-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$250,000	B	Res		\$0	\$0	\$250,000	\$0	\$0	\$250,000
25-01	Replacement	Golf Works building	Replacement of work building	\$200,000	S	Res		\$0	\$0	\$0	\$200,000	\$0	\$200,000
25-02	Replacement	Mechanical Equipment	Replacement of pumps/motors/electrical/hvac	\$65,000	E	ERF		\$0	\$0	\$0	\$30,000	\$35,000	\$65,000
													\$0
			<b>GRAND TOTAL</b>	<b>\$3,723,000</b>			<b>\$0</b>	<b>\$685,700</b>	<b>\$1,337,000</b>	<b>\$827,000</b>	<b>\$427,000</b>	<b>\$418,000</b>	<b>\$3,694,700</b>

<b>Service:</b>	<b>1.40x</b>	<b>SEAPARC</b>
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<b>Project Number</b>	16-02	<b>Capital Project Title</b>	Building Renewal	<b>Capital Project Description</b>	Building assessment and repairs
<b>Project Rationale</b>	Exterior finishes will have been in service for at least 19 years with no significant alterations. In order to ensure and building envelope integrity, and aesthetic appearance, repair and painting are required.				

<b>Project Number</b>	17-06	<b>Capital Project Title</b>	Mechanical Equipment	<b>Capital Project Description</b>	Replacement of pumps/motors/electrical/hvac
<b>Project Rationale</b>	Detail of replacement schedule of mechanical items is still in progress as part of the maintenance management system implementation. Items scheduled for 2017 include main circulation pump for hot tub, lap pool DX pump, boiler loop circulation pump, hot tub heat exchanger.				

<b>Project Number</b>	20-05	<b>Capital Project Title</b>	Community Recreation Bus	<b>Capital Project Description</b>	Replacement community recreation bus
<b>Project Rationale</b>	2007 Chevy Express Van will be due for replacement due to vehicle age.				

<b>Project Number</b>	20-06	<b>Capital Project Title</b>	Utility Service - Outdoor Facilities	<b>Capital Project Description</b>	New utility service outdoor facilities
<b>Project Rationale</b>	Construction of outdoor activity space				

<b>Project Number</b>	20-08	<b>Capital Project Title</b>	Electrical Distribution	<b>Capital Project Description</b>	Renewal electrical distribution
<b>Project Rationale</b>	Electrical distribution for the arena facility has been in place since 1975. The electrical service mast has been identified as an item requiring attention within the next 5 years.				

<b>Project Number</b>	20-09	<b>Capital Project Title</b>	Arena DHW Storage	<b>Capital Project Description</b>	Replacement of original hot water storage tank
<b>Project Rationale</b>	Tanks service life will be ending				

<b>Project Number</b>	21-02	<b>Capital Project Title</b>	Outdoor Activity Space Development	<b>Capital Project Description</b>	New outdoor activity space development
<b>Project Rationale</b>	Strategic plan, and user feedback, along with current recreation trends, identify outdoor activity space as a community need and will help create capacity to meet the recreation needs of the growing service area.				

<b>Project Number</b>	21-03	<b>Capital Project Title</b>	Grounds Equipment	<b>Capital Project Description</b>	Mower/Tractor Replacement
<b>Project Rationale</b>	Mower/Tractor Replacement at end of useful life				

<b>Service:</b> 1.40x SEAPARC		
<b>Project Number</b> 22-02	<b>Capital Project Title</b> Pool Roof Replacement	<b>Capital Project Description</b> Pool Roof Replacement
<b>Project Rationale</b> Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope.		
<b>Project Number</b> 22-03	<b>Capital Project Title</b> Radio Upgrade	<b>Capital Project Description</b> Upgrade Radio System
<b>Project Rationale</b> Radio system has been in service for over 20 years. Intermittent service issues have been experienced and upgrading components and altering system programming was recommended by CRD IT to enhance performance for offsite users and ensure reliable communications. System is used for staff check-ins, first aid and emergency response.		
<b>Project Number</b> 22-04	<b>Capital Project Title</b> Pool Lectorator System	<b>Capital Project Description</b> Replacement of lectionator system
<b>Project Rationale</b> The pool disinfection system requires is critical to the provision of safe water for the pool operation. Replacements for the controllers and cells is required and figures are based on previous years requirements and assessment of current equipment.		
<b>Project Number</b> 22-05	<b>Capital Project Title</b> Pool Tile Re-Grout	<b>Capital Project Description</b> Replacement pool tile grout
<b>Project Rationale</b> Regular pool deck, lap and leisure pool tanks, and changerooms tile regrouting		
<b>Project Number</b> 22-06	<b>Capital Project Title</b> Compressor Drive Motors	<b>Capital Project Description</b> Renewal compressor drive motors
<b>Project Rationale</b> Preventive measure to ensure no interruption of service, motor.		
<b>Project Number</b> 22-07	<b>Capital Project Title</b> Golf Course Irrigation Upgrade	<b>Capital Project Description</b> Renewal irrigation renewal
<b>Project Rationale</b> Consultation with TORO Canada has provided some options for enhancing the control of the irrigation system. It is expected that upgrading the control system will allow for more efficient use of the limited water resource and result in better turf conditions as well as some savings in staffing.		
<b>Project Number</b> 22-08	<b>Capital Project Title</b> Pool Lighting	<b>Capital Project Description</b> Replace pool lighting
<b>Project Rationale</b> Pool lighting is failing. Water intrusion has degraded the wiring and is resulting in ground faults. Original equipment from 2000. Need to ensure sufficient lighting for safe pool operation		
<b>Project Number</b> 22-09	<b>Capital Project Title</b> Pool Changeroom Fixtures	<b>Capital Project Description</b> Replace wash basins tap sets
<b>Project Rationale</b> Fixtures are corroded and leaking. Original fixture from original pool build. Chlorine and salt environment is hard on fixtures and equipment		

<b>Service:</b> 1.40x SEAPARC		
<b>Project Number</b> 22-10	<b>Capital Project Title</b> System balancing	<b>Capital Project Description</b> Building systems balancing
<b>Project Rationale</b> With the building and HVAC system additions, it is needed to balance the air systems and identify areas for efficiency.		
<b>Project Number</b> 22-11	<b>Capital Project Title</b> DDC Panels	<b>Capital Project Description</b> Replace version 2 panels 20+ years old
<b>Project Rationale</b> DDC Panels servicing the pool and administration areas are 21 years old. There have been incidents over the last year where the panel is resulting in mechanical systems not working. This will also match all the new panels in the rest of the building to version 3 programming.		
<b>Project Number</b> 23-01	<b>Capital Project Title</b> Truck	<b>Capital Project Description</b> Replace pickup truck with replacement from Water
<b>Project Rationale</b> Truck is a 2003 model is past general replacement timelines for CRD Fleet vehicle replacements. Given annual mileage is low, and generally restricted to local area use, replacement with a low mileage vehicle scheduled for replacement from CRD Fleet is pursued over purchasing new.		
<b>Project Number</b> 23-02	<b>Capital Project Title</b> Chiller	<b>Capital Project Description</b> Replace Ice plant chiller
<b>Project Rationale</b> Arena ice plant chiller was replaced in 2004. Given the critical nature of the equipment to arena ice operations, life and safety risk associated with failure, and age of the equipment, replacement is required.		
<b>Project Number</b> 23-03	<b>Capital Project Title</b> Skate Park Renewal	<b>Capital Project Description</b> Replacement skate park renewal
<b>Project Rationale</b> Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear do to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation to ensure contiued usage.		
<b>Project Number</b> 23-04	<b>Capital Project Title</b> Building Renewal	<b>Capital Project Description</b> Building assessment and repairs
<b>Project Rationale</b> Aging facilities. Arena built in 1975, Pool in 2000. Increasing issues with building envelope and finishings. Pool glazing and Arena exterior office windows are a priority. Interior items floor coverings, doors will also be adressed.		
<b>Project Number</b> 23-05	<b>Capital Project Title</b> Computer Replacement	<b>Capital Project Description</b> Replacement of computers
<b>Project Rationale</b> CRD IT's infrastructure renewal plan for replacement		
<b>Project Number</b> 23-06	<b>Capital Project Title</b> Grounds Equipment	<b>Capital Project Description</b> Mower/Tractor Replacement
<b>Project Rationale</b> Mower/Tractor Replacement at end of useful life		

Service: 1.40x SEAPARC

Project Number 23-07

Capital Project Title Parking Lot Remediation

Capital Project Description Renewal parking lot remediation

Project Rationale Sections of the parking lot are starting to show signs of deterioration will require remediation.

Project Number 24-01

Capital Project Title Land Acquisition

Capital Project Description New land acquisition

Project Rationale Identified in strategic plan as ongoing priority to address continued growth in the service area and demand for recreational opportunities.

Project Number 24-02

Capital Project Title Pool Roof Replacement

Capital Project Description Pool Roof Replacement

Project Rationale Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope.

Project Number 25-01

Capital Project Title Golf Works building

Capital Project Description Replacement of work building

Project Rationale Replace building increase space and due to end of useful life



**1.40X SEAPARC Recreation Combined**  
**Asset and Reserve Summary Schedule**  
**2022 - 2026 Financial Plan**

**Asset Profile**

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

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

**Summary**

**Reserve/Fund Summary**  
**Projected year end balance**

	<b>Est Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Capital Reserve	844,106	569,106	424,106	514,106	584,106	603,106
Equipment Replacement Fund	97,580	107,380	115,380	168,380	186,380	304,380
<b>Total projected year end balance</b>	<b>941,686</b>	<b>676,486</b>	<b>539,486</b>	<b>682,486</b>	<b>770,486</b>	<b>907,486</b>

**1.40X SEAPARC Recreation Combined  
Capital Reserve Fund Schedule  
2022 - 2026 Financial Plan**

**Capital Reserve Fund Schedule**

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

Capital Reserve Fund	Est Actual	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	601,006	844,106	569,106	424,106	514,106	584,106
Planned Capital Expenditure (Based on Capital Plan)	(129,500)	(600,000)	(485,000)	(265,000)	(305,000)	(371,000)
Transfer from Operating Budget	365,600	320,000	340,000	355,000	375,000	390,000
Interest Income*	7,000	5,000				
<b>Ending Balance \$</b>	<b>844,106</b>	<b>569,106</b>	<b>424,106</b>	<b>514,106</b>	<b>584,106</b>	<b>603,106</b>

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

**1.40X SEAPARC Recreation Combined  
Equipment Replacement Fund Schedule (ERF)  
2022 - 2026 Financial Plan**

**Equipment Replacement Fund Schedule (ERF)**

**ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF**

Equipment Replacement Fund	Est Actual	Budget				
	2021	2022	2023	2024	2025	2026
<b>Beginning Balance</b>	96,280	97,580	107,380	115,380	168,380	186,380
<b>Planned Purchase (Based on Capital Plan)</b>	(89,700)	(85,700)	(102,000)	(62,000)	(122,000)	(47,000)
<b>Transfer from Operating Budget</b>	90,000	95,000	110,000	115,000	140,000	165,000
<b>Equipment Disposal</b>	-					
<b>Interest Income*</b>	1,000	500				
<b>Ending Balance \$</b>	<b>97,580</b>	<b>107,380</b>	<b>115,380</b>	<b>168,380</b>	<b>186,380</b>	<b>304,380</b>

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

1.40X SEAPARC  
Operating Reserve Summary  
2022 - 2026 Financial Plan

Profile

SEAPARC

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

Summary

Reserve/Fund Summary Projected year end balance	Est Actual	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve	26,770	31,970	36,970	36,970	36,970	36,970
Operating Reserve - Legacy Fund	1,950	1,970	1,970	1,970	1,970	1,970
Total projected year end balance	28,721	33,941	38,941	38,941	38,941	38,941

See attached reserve schedules for projected annual cash flows.

1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)  
Operating Reserve Summary  
2022 - 2026 Financial Plan

Profile

Sooke and Electoral Area Recreation and Facilities (SEAPARC)

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

Operating Reserve Schedule - FC 105301

Operating Reserve Schedule Projected year end balance	Actual	Est Actual	Budget				
	2020	2021	2022	2023	2024	2025	2026
Beginning Balance	16,224	21,570	26,770	31,970	36,970	36,970	36,970
Planned Purchase	-	-	-	-	-	-	-
Transfer from Ops Budget	5,000	5,000	5,000	5,000		-	-
Interest Income*	347	200	200				
Total projected year end balance	21,570	26,770	31,970	36,970	36,970	36,970	36,970

Assumptions/Background:

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

1.40X SEAPARC Legacy Fund  
Operating Reserve Summary  
2022 - 2026 Financial Plan

Profile

SEAPARC Legacy Fund

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

Operating Reserve Schedule - FC 105101

Operating Reserve Schedule Projected year end balance	Actual	Est Actual	Budget				
	2020	2021	2022	2023	2024	2025	2026
Beginning Balance	1,894	1,930	1,950	1,970	1,970	1,970	1,970
Planned Purchase							
Transfer from Ops Budget	-	-					
Interest Income*	36	20	20				
Total projected year end balance	1,930	1,950	1,970	1,970	1,970	1,970	1,970

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 SEAPARC BUDGET PRESENTATION**



**Prepared by Kylah Bryde  
Presented October 5, 2021**

# **Budget Presentation**

1. Service Plan Summary
2. Key Initiative and Performance Indicators
2. Budget Overview
3. Capital Plan Review



# Service Plan Summary

## Trends, Risks and Issues

- Budget preparation was in anticipate that restrictions will ease and able to reintroduce and expand programs and services
- Delay to Step 4 of Restart Plan and seeing hesitation from community members in participating thus impacting revenues.
- Rebalance and adjust activities to comply with the PHO in response to the COVID pandemic.
- Resume capacity to offer fitness and recreation programs with the fitness room available for use.
- Golf Course has exceeded expectations during pandemic and will likely continue.
- Monthly & annual pass sales return in September and will continue.
- Aquatics recruitment and retention continues to challenge pool operations.

# Key Initiative

## **13a-2 Sooke Sun River Sport Box**

- Operationalization of the Sport Box project in Sun River.
- Cost Impacts of \$18,000 +2,000 of additional funding and auxiliary for daily facility maintenance to ensure users have a high quality experience.
- Request of \$5,000 of operating supplies and promotional items

# Performance Indicators

	SEAPARC	2022 Target
1.	Deliver fitness programs and service that meet community need and recover operation investment	\$41,493
2.	Manage 2022 user funding at approx. 20%. User funding or tax investment (without debt)	20%
3.	Increase community recreation program revenue by each year. Total registered program revenue (gross) generated by registration in programs (from general ledger)	\$225,261

# 2022 Budget

## Change in Budget 2021 to 2022

Service: 1.40X SEAPARC

	Total Expenditure	Comments
<b>2021 Budget</b>	<b>3,684,094</b>	
<b>Change in Salaries:</b>		
Base salary change	72,056	Inclusive of estimated collective agreement changes
Step increase/paygrade change	1,702	
Return staffing to pre-pandemic levels	467,898	2022 is being planned for operations without pandemic restrictions.
Other (explain as necessary)	20,000	IBC 13a-2 SunRiver Sport Box
Total Change in Salaries	561,656	
<b>Other Changes:</b>		
Standard Overhead Allocation	(17,434)	
Human Resources Allocation	(5,294)	
Operating supplies and promotions	55,309	2022 is being planned for operations without pandemic restrictions.
Utilities	6,397	
Insurance	5,010	
Maintenance	6,401	
Other	32,426	
Total Other Changes	82,815	
<b>2022 Budget</b>	<b>4,328,565</b>	
% expense increase from 2021:	17.5%	
% Requisition increase from 2021 (if applicable):	7.1%	Requisition funding is 72.2% of service revenue

## Overall 2021 Budget Performance

(expected variance to budget and surplus treatment)

There is a one time net favourable variance of \$45,600 (1.2%) due mainly due to lower operating costs. Net favourable variance of \$45,600 will be moved to the CRF.

SEAPARC - ALL SERVICE AREAS	BUDGET REQUEST						FUTURE PROJECTIONS			
	2021 BOARD BUDGET	2021 ESTIMATED ACTUAL	2022 CORE BUDGET	2022 ONGOING	2022 ONE-TIME	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL
<b>OPERATING COSTS:</b>										
Salaries and Wages	2,120,982	2,166,830	2,662,638	20,000	-	2,682,638	2,730,777	2,776,035	2,824,849	2,873,668
Electricity & Utilities	234,737	216,620	241,134	-	-	241,134	247,338	253,662	258,899	264,310
Operating Supplies & Promotion	204,798	179,720	255,107	5,000	-	260,107	265,911	270,499	275,259	280,062
Maintenance and Repairs	176,910	163,800	183,311	-	-	183,311	186,578	189,632	193,213	179,965
Internal Allocations	245,509	245,065	222,791	-	-	222,791	227,246	231,791	236,427	241,155
Contract for Services	52,050	30,640	61,825	-	-	61,825	63,072	61,132	62,354	63,543
Vehicles and Travel	26,600	20,900	27,410	-	-	27,410	27,954	28,503	29,063	29,583
Operating - Other	57,432	58,480	73,882	-	-	73,882	75,422	76,856	78,351	79,919
Insurance Cost	25,950	25,950	30,960	-	-	30,960	31,579	32,211	32,855	33,512
Contingency	20,000	-	20,400	-	-	20,400	20,808	21,224	21,648	22,041
<b>TOTAL OPERATING COSTS</b>	<b>3,164,968</b>	<b>3,108,005</b>	<b>3,779,459</b>	<b>25,000</b>	<b>-</b>	<b>3,804,459</b>	<b>3,876,685</b>	<b>3,941,546</b>	<b>4,012,918</b>	<b>4,067,756</b>
Percentage Increase over prior year		-1.8%	19.42%			20.21%	1.90%	1.7%	1.8%	1.4%
<b>CAPITAL / TRANSFER RESERVES</b>										
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	-	-	-
Transfer to Capital Reserve Fund	320,000	365,600	320,000	-	-	320,000	340,000	355,000	375,000	390,000
Transfer to Equipment Replacement Fund	90,000	90,000	95,000	-	-	95,000	110,000	115,000	140,000	165,000
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>415,000</b>	<b>460,600</b>	<b>420,000</b>	<b>-</b>	<b>-</b>	<b>420,000</b>	<b>455,000</b>	<b>470,000</b>	<b>515,000</b>	<b>555,000</b>
		11.0%	1.20%			1.20%	8.33%	3.3%	9.6%	7.8%
<b>DEBT CHARGES</b>	<b>104,126</b>	<b>104,130</b>	<b>104,106</b>	<b>-</b>	<b>-</b>	<b>104,106</b>	<b>104,106</b>	<b>104,106</b>	<b>54,106</b>	<b>54,106</b>
<b>TOTAL COSTS</b>	<b>3,684,094</b>	<b>3,672,735</b>	<b>4,303,565</b>	<b>25,000</b>	<b>-</b>	<b>4,328,565</b>	<b>4,435,791</b>	<b>4,515,652</b>	<b>4,582,024</b>	<b>4,676,862</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Balance C/F from Current to Next year						-				
Balance C/F from Prior to Current year						-				
Fee Income	(486,482)	(501,763)	(885,338)	-	-	(885,338)	(916,257)	(934,979)	(954,075)	(975,291)
Rental Income	(275,140)	(248,500)	(312,570)	-	-	(312,570)	(318,826)	(325,202)	(331,714)	(338,348)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(5,341)	(5,341)	(5,341)	-	-	(5,341)	(5,341)	(5,341)	(5,341)	(5,341)
<b>TOTAL REVENUE</b>	<b>(766,963)</b>	<b>(755,604)</b>	<b>(1,203,249)</b>	<b>-</b>	<b>-</b>	<b>(1,203,249)</b>	<b>(1,240,424)</b>	<b>(1,265,522)</b>	<b>(1,291,130)</b>	<b>(1,318,979)</b>
			56.88%			56.88%	3.09%	2.0%	2.0%	2.2%
<b>REQUISITION</b>	<b>(2,917,131)</b>	<b>(2,917,131)</b>	<b>(3,100,316)</b>	<b>(25,000)</b>	<b>-</b>	<b>(3,125,316)</b>	<b>(3,195,367)</b>	<b>(3,250,130)</b>	<b>(3,290,894)</b>	<b>(3,357,883)</b>
Percentage Increase over prior year requisition			6.28%			7.14%	2.24%	1.71%	1.25%	2.04%
<b>PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS:</b>										
Salaried	19.10	19.10	19.10	-	-	19.10	19.10	19.10	19.10	19.10

# Revenues

- Conservative projections based on 2019 figures
- Monitor and Balance
  - ↑ - operation hours, weight room, fitness, golf,
  - ↓ - preschool, rentals, event(s),

	2019	2021	2022
Fee Income	853,600	501,763	885,338
Rental Income	328,470	248,500	312,570

# Requisition Summary Review

Year	Total
2022	\$3,125,316
2021	\$2,917,131
2019	\$2,859,876

- 7.14% increase from 2021

# 2022 Requisition

	Pop	%	Requisition	Converted Assessment	Cost per \$100,000 Assessed Value (Residential)	Average Residential Assessment	Cost Per Average Residential Assessment
Sooke	15083	76.44%	2,388,969	382,206,437	62.50	546,506	341.59
JdF	4649	23.56%	736,347	208,459,967	35.32	625,349	220.89
<b>Total</b>	<b>19,732</b>		<b>3,125,316</b>	<b>590,666,404</b>			



# **2022 Capital Projects**

## **\$665,700 Facility & Equipment Upgrades and Repairs**

- Facility exterior, mechanical and compressor equipment replacement, rebalancing HVAC, electrical panel and distribution, pool roof replacement, pool lectonator system, pool grout and lighting, washroom fixtures, computers, irrigation

## **\$20,000 Other**

- fleet vehicle

## 2022 Sources of Funds

Equipment Replacement Fund	\$ 85,700
Reserve Fund	\$600,000
Total	\$685,700

- Estimated Capital Reserve Fund Balance  
\$ 844,106 December 2021

**1.40X SEAPARC Recreation Combined  
Capital Reserve Fund Schedule  
2022 - 2026 Financial Plan**

**Capital Reserve Fund Schedule**

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

Capital Reserve Fund	Est Actual	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	601,006	844,106	569,106	424,106	514,106	584,106
Planned Capital Expenditure (Based on Capital Plan)	(129,500)	(600,000)	(485,000)	(265,000)	(305,000)	(371,000)
Transfer from Operating Budget	365,600	320,000	340,000	355,000	375,000	390,000
Interest Income*	7,000	5,000				
<b>Ending Balance \$</b>	<b>844,106</b>	<b>569,106</b>	<b>424,106</b>	<b>514,106</b>	<b>584,106</b>	<b>603,106</b>

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

**1.40X SEAPARC Recreation Combined  
Equipment Replacement Fund Schedule (ERF)  
2022 - 2026 Financial Plan**

**Equipment Replacement Fund Schedule (ERF)**

**ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF**

Equipment Replacement Fund	Est Actual	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	96,280	97,580	107,380	115,380	168,380	186,380
Planned Purchase (Based on Capital Plan)	(89,700)	(85,700)	(102,000)	(62,000)	(122,000)	(47,000)
Transfer from Operating Budget	90,000	95,000	110,000	115,000	140,000	165,000
Equipment Disposal	-					
Interest Income*	1,000	500				
<b>Ending Balance \$</b>	<b>97,580</b>	<b>107,380</b>	<b>115,380</b>	<b>168,380</b>	<b>186,380</b>	<b>304,380</b>

\* 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.

# Budget Recommendation

## *Alternative 1*

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

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

## *Alternative 2*

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

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

## **REPORT TO SOOKE ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, OCTOBER 05, 2021**

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### **SUBJECT     Programs and Services Update**

#### **ISSUE SUMMARY**

To provide the Commission with an update on Sooke & Electoral Area Parks & Recreation Commission programs and services.

#### **BACKGROUND**

Overall, the community has responded well to the proof of vaccination restrictions. People are continuing to participate in the programs and services offered, though there is some hesitation to participate in aquatics.

As per the September 13 provincial health order updates, proof of vaccination status is required to access select activities within the facility. There are specific activities and age groups that are exempt from showing proof of vaccination. Staff implemented procedures to ensure compliance.

As of October 24, proof of having both vaccines is required, until January 31, 2022, and is subject to extensions. Membership patrons can choose to provide consent to have their fully vaccinated status attached to their card as a self-serve option for quicker access. Staff have implemented plans to manage this service to ensure compliance and minimize impact on staff and patrons.

Masks are mandatory in indoor public places, and while in common areas including hallways, washrooms and change rooms. Masks are not required while participating in a physical activity.

#### **Aquatics**

Pool hours and the number of swim options will increase in October, and will include even more options for families. Capacity limits will continue to increase through the fall season where possible.

Advanced reservations for the pool will remain available online, in addition to paying in person at the time of the swim. The online payment option assists with managing traffic flow in the facility and allows to plan accordingly when there is increased demand. Aquatic supervisors continue to provide on-deck supervision to ensure financial efficiency. The pool will be closed mid-afternoon Monday to Friday when the pool is typically quieter, which will allow times for school groups to book a swim.

#### **Lifeguard Recruitment**

Supervisors are actively recruiting and training qualified Lifeguard/Instructors. This will continue to be an ongoing process. Advanced training courses are a high priority, requiring dedicated pool and staff time to ensure the courses can be implemented consistently.

## **Community Recreation**

School age fall programs have begun, including art, fitness, sport and social programs, as well as pro-d camps, and have so received a positive response. Additional school age and adult community programs will be implemented later in the fall, once school access is available.

## **Fitness**

With the closure of the Vaccination clinic, additional fitness classes will be introduced in October such as, indoor cycling, yoga, step, 50+ strength & fitness, and Easy Fit.

## **Arena**

Skate lessons have started. Public Skate attendance has been steady, averaging 50-60 participants for the Tuesday and Sunday sessions. Capacity limits have been set to manage traffic flow within the lobby. This will be monitored and adjusted accordingly.

## **Golf Course**

Golf course attendance remains steady and there is demand for use into the fall season, similar to 2020. The golf course revenues have increased in comparison to August 31, 2020 and the projected revenues in September are up 20% from 2020. The closure date of November 15 is comparable with other seasonal courses in the region and would give golf enthusiasts the ability to play into the fall season.

Reception staff and golf hosts working on-site will be reduced to peak hours in October to maintain excellent customer service and ensure financial responsibility.

## **Thrup Road Connection Update**

The initial Thrup Road connection project contained two design options for the placement of the roundabout. The final design (Appendix A) has been selected for the location based on the following key reasons;

- To minimize the impact to the property,
- To consume the unusable space in the back parking lot,
- To have the road away from the facility as much as possible, and
- To not alter or affect the recent upgrades to the main entrance.

The timeline for the project consists of;

- Winter 2021-2022 further detailed design to be determined
- Spring 2022 construction to begin multiyear project

## **Sport Box Update**

SEAPARC receives updates from Laura Hooper, District of Sooke - Manager of Parks, Environmental Services & Facilities, regarding the project.

The current status consists of:

- Site preparations- Completed,
- Concrete forms - Initially expected a delay, however the company was able to accommodate

- and send an alternate crew to begin the week of September 20,
- Installation of boards – November.

Additional information and further considerations regarding the sport box project consist of:

- Washroom type and budget,
- Paving of the School District 62 access at the back of the property to control dust, and
- During the site preparation an additional flat area was constructed for future development if required. (i.e., pickle ball)

## **Youth Member**

Connor Doucet's youth board member term ended August 31. Connor was thanked for his involvement with the Commission and a nomination letter was sent to Edward Milne Community School for the current term.

## **IMPLICATIONS**

### *Social Implications*

The benefits of recreation are far reaching, and are essential to a healthy community. Despite the reduction in services during the COVID-19 pandemic, SEAPARC continues to provide and expand programs and activities that provide participants opportunities to be active within their community.

### *Financial Implications*

The Provincial Health Order regulations and reduced facility availability impacted service delivery. Fitness programs that were previously impacted are being re-introduced in October. Staff continue to monitor and adapt services to ensure fiscal responsibility.

### *Service Delivery Implications*

Staff continue to adjust service delivery to meet Provincial Health Order restrictions. As the health orders are adjusted, staff will adapt all services accordingly to continue providing a safe, quality experience.

## **CONCLUSION**

Staff have modified services to ensure operations are working within the current health restrictions and changing regulations, offering core program services throughout the pandemic. Services continue to increase throughout the fall to meet the needs of the public, while operating safely.

## **RECOMMENDATION**

That the Sooke and Electoral Area Parks and Recreation Commission receive this report for information.

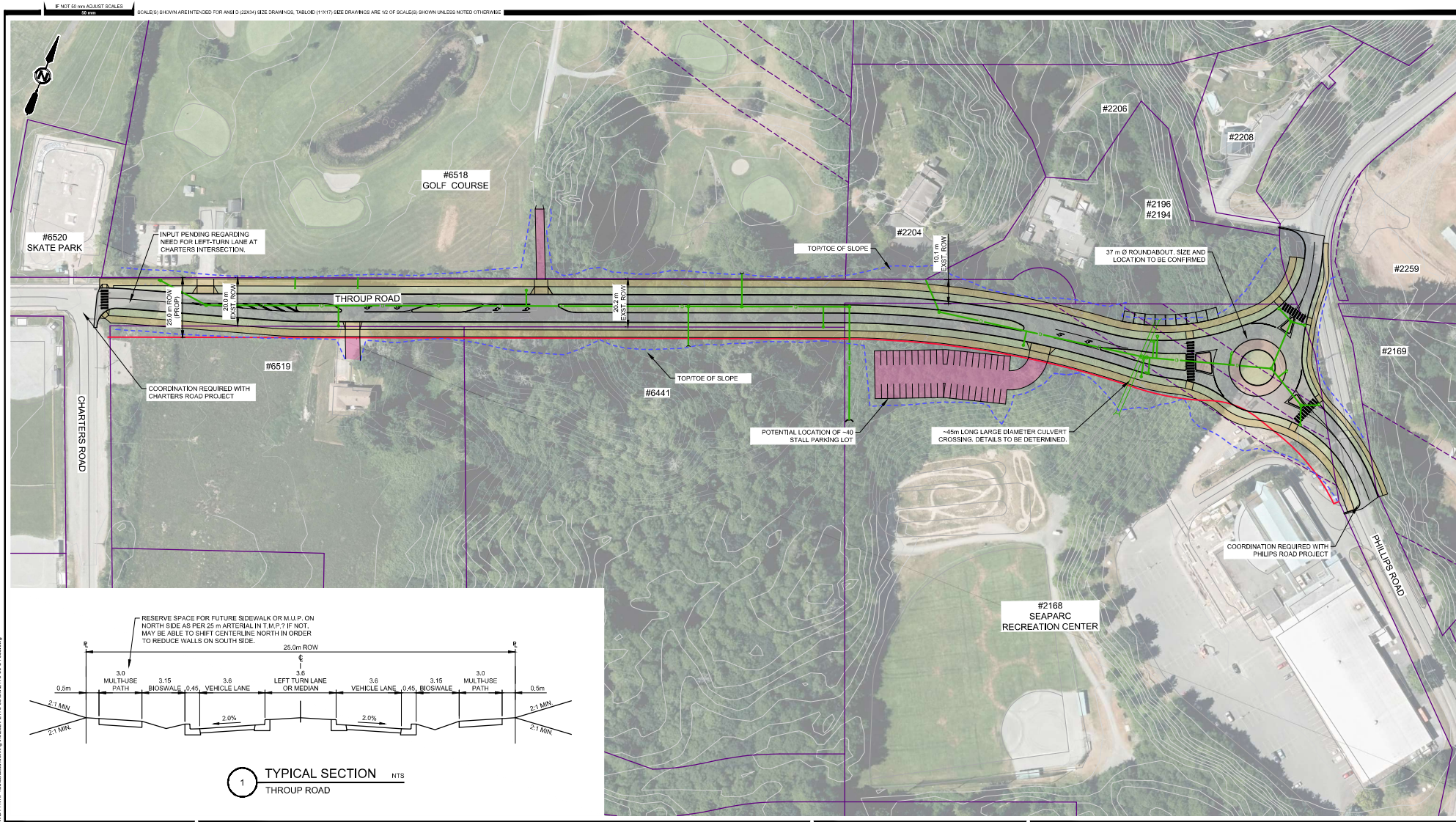
Submitted by:	Collen Hoglund, Program Services Manager
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Concurrence by:	Kylah Bryde, Manager, SEAPARC Recreation
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**ATTACHMENT**

Appendix A: Throup Road Connection Update – Final Design



NOT DATE: 2021-06-25 11:13:03 AM  
 DATE: 2021-06-25 11:13:03 AM  
 DRAWN BY: ALEXANDER  
 CHECKED BY: ALEXANDER  
 DESIGNED BY: ALEXANDER  
 DWS PATH: \\na01\work\proj\2021-2176-00\2176-00-C-7005.dwg



## HATCH LEGEND

	ASPHALT
	STAMPED CONCRETE
	CONCRETE SIDEWALK
	BOULEVARD
	GRAVEL

PRELIMINARY/  
FOR DISCUSSION  
NOT FOR CONSTRUCTION

DRAFT

REV	DATE	DESIGN	DRAWN	DESCRIPTION
B	2021SEP20	MCHILLON	GALDERJESTEN	ISSUED FOR COORDINATION
A	2021AUG31	MCHILLON	GALDERJESTEN	ISSUED FOR COORDINATION

DISTRICT OF SOOKE

THROUP ROAD TO PHILIPS ROAD  
CONNECTOR DESIGN

2021-2176-00

SCALE: 1:750

SITE PLAN

DRAWING	REVISION	SHEET
2176-00-C-7005	B	1