



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

Tuesday, September 6, 2022

6:30 PM

SEAPARC Board Room
2168 Phillips Road,
Sooke, BC V9Z 0Y3

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

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes of July 19, 2022

3.1 Minutes of the July 19, 2022 Sooke and Electoral Area Parks and Recreation Commission

Recommendation: That the minutes of the Sooke and Electoral Area Parks and Recreation Commission of July 19, 2022 be adopted as circulated.

Attachments: Minutes: July 19, 2022

4. Report of the Chair

5. Presentations/Delegations

6. Commission Business

6.1 2023 Budget Review

Recommendation: That the Sooke and Electoral Area Parks and Recreation Commission recommends to the Capital Regional Board that the attached 2023-2027 budget be approved as presented.

Attachments: Staff Report: 2023 Budget Review and Approval Process
Appendix A: 2023-2027 SEAPARC Budget

6.2. Healthy Vending

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: Vending Operations

7. Correspondence

8. Notice(s) of Motion

8.1. Motion with Notice: Water Park (Commissioner Bishop)

Recommendation: That the Sooke and Electoral Area Parks and Recreation Commission investigate a water park for the kids on this particular property, somewhere.

8.2. Motion with Notice: Stan Jones Field Future Development (Commissioner Bishop)

Recommendation: That the Sooke and Electoral Area Parks and Recreation Commission investigate filling Stan Jones field with rock for future development.

9. New Business

10. Adjournment

The next meeting is October 4, 2022.

To ensure quorum, please advise Megan MacKeigan at mmackeigan@crd.bc.ca if you cannot attend.



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Sooke and Electoral Area Parks and Recreation Commission

Tuesday, July 19, 2022

3:30 PM

SEAPARC Board Room
2168 Phillips Road,
Sooke, BC V9Z 0Y3

Present in Board Room:

Commissioners: A. Beddows (Chair), D. Bishop (Vice-Chair), J. Bateman, M. Hicks,
L. Hodge, D. Little, J. Perkins,

Staff: M. Alsdorf, Manager; M. MacKeigan, Administrative Secretary (Recorder)

Chair Beddows called the meeting to order at 3:31 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Little.

CARRIED

3. ADOPTION OF MINUTES

Minutes of the June 14, 2022 Sooke and Electoral Area Parks and Recreation Commission.

MOVED by Commissioner Hicks, **SECONDED** by Commissioner Bishop,
That the minutes of the Sooke and Electoral Area Parks and Recreation Commission
meeting of June 14, 2022 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

5. YOUTH MEMBER REPORT

L. Hodge thanked the commission for the opportunity to be a part of the commission and would be interested in another term for the 2022/2023 school year.

The Chair thanked L. Hodge for his service.

MOVED by Commissioner Hicks, **SECONDED** by Commissioner Bishop,
That the Sooke and Electoral Area Parks and Recreation Commission recommends L.
Hodge for a second term as the Youth Member.

6. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

7. COMMISSION BUSINESS

7.1. Ice Allocation 2022/2023

M. Alsdorf provided an overview of the report.

MOVED by Commissioner Little, **SECONDED** by Commissioner Perkins.

That the Sooke and Electoral Area Parks and Recreation Commission approve the ice allocation for the 2022/2023 season.

CARRIED

8. CORRESPONDENCE

8.1. Sooke Rotary Club – Ice Request

M. Alsdorf reviewed the request for ice fees to be waived for a community fundraising event with the Grizzlies Hockey Club.

Commissioner D. Little recused himself as a member of the Sooke Rotary Club.

MOVED by Commission Hicks, **SECONDED** by Commissioner Bishop,
That the Sooke and Electoral Area Parks and Recreation approve the request to waive ice fees for the Grizzlies Hockey Club in support of the Sooke Rotary Club community event.

CARRIED

9. NOTICE(S) of MOTION:

9.1. Commissioner Bishop provided the following notice of motion for consideration at a future meeting:

To fill Stan Jones field with rock for future development.

10. NEW BUSINESS:

The commission discussed the following:

- Arena Sound System
- Vending Machines, food options and payment issues
- Concession operation in the fall
- Recreational activities and events in District of Sooke Parks
- Strategic Plan 2015 Review with the new commission in 2023
- Sport Box, lots of opportunities for use and promotion of location.

MOVED by Commission Perkins, **SECONDED** by Commissioner Bateman,

That the Sooke and Electoral Area Parks and Recreation direct staff to assess healthy food options in the vending machines and recurring payment issues.

CARRIED

11. ADJOURNMENT:

MOVED by Commissioner Little, **SECONDED** by Commissioner Bateman,

That the July 19, 2022 meeting of the Sooke and Electoral Area Parks and Recreation Commission be adjourned at 4:00pm.

CHAIR

RECORDER



Making a difference...together

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 6, 2022

SUBJECT **2023 Budget Review and Approval Process – Sooke & Electoral Area Parks and Recreation Commission**

ISSUE SUMMARY

This report presents the 2023-2027 Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) budget for review and provisional approval.

BACKGROUND

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

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

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

2023 Financial Plan Approach

The 2019-2022 CRD Corporate Plan concludes at the end of this year. The 2023 planning process marks the first year of the five-year service planning cycle and was designed to ensure alignment and implementation of Board strategic objectives during the election term. Given the transition year, staff aim to limit changes to budget to approved initiatives and critical prioritized programs.

The budget process includes service planning to align operational service requirements and recommendations with 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 11, 2022, the Board approved the 2023 Service and Financial Planning Guidelines. The guidelines supported financial management strategies related to revenue, reserves, and debt management.

2023 Financial Plan Overview

The Financial Plan includes operating, capital and reserve funds. The operating budget identifies the regular annual costs to operate the services. Budgeted revenues are primarily derived from sale of services, fees and charges, requisition and grants. Expenditures are determined through the application of a variety of assumptions and agreements, some of which the Board considers directly, and others that are recommended locally by participants or local service commissions. The capital expenditure plan shows the anticipated expenditures for capital projects and equipment replacement. This plan has been updated to include priority items identified in the facility condition assessment. Over the next five years, despite increases to contributions, the capital reserve fund is maintained at an average of \$538,000. In order to proceed with a regular maintenance plan, support an aging facility and still be prepared for unexpected facility projects, the target for this fund is \$1,000,000 to \$1,500,000.

The 2023 budget considers changes in service delivery, such as resumption of licensed preschool and concession services, enhanced golf course services and increased operating hours. Cost drivers such as inflation forecasts and interest rate changes have a direct and sometimes significant impact on the overall budget and have also been considered. Items such as wages and benefits, supplies, utilities including electricity and fuel, vehicles and equipment are subject to inflationary changes that influence the cost of service delivery. Increased expense costs have largely been mitigated by projected increases in membership sales and program revenue.

Overall, every effort has been made to mitigate financial risk while still meeting the Commission's mission of making available a wide range of recreation services and maximizing participation

ALTERNATIVES

Alternative 1

The Commission recommends to the Capital Regional District Board:
That the attached 2023-2027 budget be approved as presented.

Alternative 2

The Commission recommends to the Capital Regional District Board:
That the attached 2023-2027 budget be approved as amended.

IMPLICATIONS

Financial Implications

Operating Budget

The 2023 presentation includes a requisition increase of \$88,372 or 2.8% over the 2022 budget. The budget considers the financial impact of increased wages, elevated heating/fuel costs, and labour/supply cost increases.

Capital Budget

The 2023 capital budget includes the data gathered in the facility condition assessment completed earlier this year to ensure preventative maintenance is completed to ensure ongoing service to the community. The capital reserve fund is currently underfunded.

The attached 2023-2027 SEAPARC Budget in Appendix A, which includes operating and capital budgets, is provided for preliminary approval.

CONCLUSION

The service and financial planning process is integral to providing ongoing service delivery. SEAPARC's service plan and budget are part of the overall planning cycle for the CRD. The attached service plan and 2023-2027 SEAPARC budget are provided for review by the Commission for approval by the CRD Board.

RECOMMENDATION

The Commission recommends to the Capital Regional District Board:
That the attached 2023-2027 budget be approved as presented.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, Acting Chief Administrative Officer

ATTACHMENT

Appendix A: 2023-2027 SEAPARC Budget

SEAPARC

2023 BUDGET

REVIEW

SEPTEMBER 2022

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
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
Summary	2017	8,924	403,104,603	3,530,635,076	5,649,016	2,667,750
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
Summary	2018	9,102	468,377,411	4,128,057,252	6,604,892	2,667,990
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
Summary	2019	9,316	530,331,894	4,680,565,665	7,488,905	2,769,509
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
Summary	2020	9,479	562,773,604	4,964,001,005	7,942,402	2,859,876
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
Summary	2021	9,224	590,666,404	5,255,121,960	8,408,195	2,917,131
District of Sooke	2022	6,531	517,468,098	4,841,520,239		2,374,201
JDF-Sooke Rec - M(762) LSA # 33	2022	2,856	267,904,191	2,323,515,972		751,115
Summary	2022	9,387	785,372,289	7,165,036,211	11,464,058	3,125,316

Change in Budget 2022 to 2023Service: **1.40X SEAPARC****Total Expenditure****Comments****2022 Budget****4,328,564****Change in Salaries:**

Base salary change	90,512	Inclusive of estimated collective agreement changes
Step increase/paygrade change	1,782	
Other (explain as necessary)	-	

Total Change in Salaries	<u>92,294</u>	
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Other Changes:

Standard Overhead Allocation	31,974	Increase in 2022 operating costs
Human Resources Allocation	15,749	Increase in 2022 salary budget; corporate safety resourcing
Transfer to reserve fund	20,000	Increased to begin reduction of capital deficit
Transfer to ERF	15,000	Increased transfer due to increased level of equipment
Other	12,257	

Total Other Changes	<u>94,980</u>	
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2023 Budget**4,515,838****Summary of % Expense Increase**

2022 IBC Salary Annualization	0.0%
2023 IBC Expense	0.0%
Increase capital transfers	0.8%
Support Services	1.1%
Balance of increase	2.4%
% expense increase from 2022:	4.3%

% Requisition increase from 2022 (if applicable):	2.8%	Requisition funding is 71.1% of service revenue
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Overall 2022 Budget Performance

(expected variance to budget and surplus treatment)

There is a projected favourable variance of \$288,084, resulting from staff vacancies and judicious use of auxiliary staff \$261,638, other operating cost net \$57,248 and additional fee income of \$30,803. The surplus will be transferred to the Capital Reserve Fund.

SEAPARC - ALL SERVICE AREAS			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	2,682,638	2,421,000	2,774,932	-	-	2,774,932	2,833,323	2,892,935	2,953,803	3,015,947
Electricity & Utilities	241,134	253,166	244,175	-	-	244,175	249,059	254,041	259,122	264,305
Operating Supplies & Promotion	260,107	240,166	281,706	-	-	281,706	288,520	292,992	300,280	304,684
Maintenance and Repairs	183,311	184,800	186,362	-	-	186,362	190,088	193,889	197,767	201,721
Internal Allocations	222,791	222,791	270,583	-	-	270,583	277,051	283,607	289,265	295,050
Contract for Services	61,825	42,370	52,436	-	-	52,436	53,484	54,554	55,647	56,759
Vehicles and Travel	27,410	26,186	25,228	-	-	25,228	25,733	26,247	26,772	27,308
Operating - Other	73,882	64,133	73,355	-	-	73,355	74,848	76,366	77,917	79,497
Insurance Cost	30,960	30,960	32,370	-	-	32,370	33,990	35,690	37,480	39,350
Contingency	20,400	-	20,604	-	-	20,604	21,016	21,436	21,864	22,301
TOTAL OPERATING COSTS	3,804,458	3,485,572	3,961,752	-	-	3,961,752	4,047,112	4,131,757	4,219,917	4,306,922
Percentage increase over prior year		-8.4%	4.13%			4.13%	2.15%	2.1%	2.1%	2.1%
<u>CAPITAL / TRANSFER RESERVES</u>										
Transfer to Operating Reserve Fund	5,000	5,000	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	320,000	608,084	340,000	-	-	340,000	355,000	375,000	390,000	397,800
Transfer to Equipment Replacement Fund	95,000	95,000	110,000	-	-	110,000	115,000	155,000	165,000	168,300
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	420,000	708,084	450,000	-	-	450,000	470,000	530,000	555,000	566,100
		68.6%	7.14%			7.14%	4.44%	12.8%	4.7%	2.0%
DEBT CHARGES	104,106	104,106	104,086	-	-	104,086	104,086	54,086	54,086	54,086
TOTAL COSTS	4,328,564	4,297,762	4,515,838	-	-	4,515,838	4,621,198	4,715,843	4,829,003	4,927,108
		-0.71%	4.33%			4.33%	2.33%	2.05%	2.40%	2.03%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/F from Current to Next year						-				
Balance C/F from Prior to Current year										
Fee Income	(885,465)	(840,199)	(977,086)	-	-	(977,086)	(988,797)	(1,009,845)	(1,031,231)	(1,053,516)
Rental Income	(312,570)	(327,033)	(320,850)	-	-	(320,850)	(327,267)	(333,812)	(340,488)	(347,298)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(5,214)	(5,214)	(5,214)	-	-	(5,214)	(5,214)	(5,214)	(5,214)	(5,214)
TOTAL REVENUE	(1,203,249)	(1,172,446)	(1,303,150)	-	-	(1,303,150)	(1,321,278)	(1,348,871)	(1,376,933)	(1,406,028)
			8.30%			8.30%	1.39%	2.1%	2.1%	2.1%
REQUISITION	(3,125,315)	(3,125,316)	(3,212,688)	-	-	(3,212,688)	(3,299,920)	(3,366,972)	(3,452,070)	(3,521,080)
Percentage increase over prior year requisition			2.80%			2.80%	2.72%	2.03%	2.53%	2.00%
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			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS</u>										
Arena	519,200	441,178	506,746	-	-	506,746	519,945	530,983	544,256	554,810
Golf Course	113,608	166,850	166,566	-	-	166,566	169,992	173,490	177,058	180,701
Community Recreation	504,670	330,642	402,101	-	-	402,101	410,399	418,864	427,507	436,328
Fitness Gym	84,416	110,792	125,467	-	-	125,467	128,051	130,689	133,380	136,128
Outdoor Facilities	23,120	24,566	26,975	-	-	26,975	27,515	28,064	28,627	29,197
Multi-Purpose Rooms	3,710	3,700	3,784	-	-	3,784	3,860	3,938	4,017	4,097
Concession	50,940	19,575	42,075	-	-	42,075	42,920	43,777	44,651	45,543
Pool	975,994	788,727	939,449	-	-	939,449	958,921	978,789	998,817	1,019,254
General ops	761,490	906,179	964,290			964,290	984,385	1,004,856	1,025,745	1,047,079
Maintenance	767,310	693,363	784,299	-	-	784,299	801,124	818,308	835,860	853,785
TOTAL OPERATION AND OVERHEAD COSTS	3,804,458	3,485,572	3,961,752	-	-	3,961,752	4,047,112	4,131,757	4,219,917	4,306,922
*Percentage increase over prior year		-8.4%	4.13%			4.13%	2.15%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	320,000	608,084	340,000	-	-	340,000	355,000	375,000	390,000	397,800
Transfer to Equipment Replacement Fund	95,000	95,000	110,000	-	-	110,000	115,000	155,000	165,000	168,300
Transfer to Operating Reserve Fund	5,000	5,000	-	-	-	-	-	-	-	-
TOTAL CAPITAL/RESERVES	420,000	708,084	450,000	-	-	450,000	470,000	530,000	555,000	566,100
<u>DEBT CHARGES</u>										
Fitness Gym	50,000	50,000	50,000	-	-	50,000	50,000	-	-	-
Golf Course	54,106	54,106	54,086	-	-	54,086	54,086	54,086	54,086	54,086
TOTAL OPERATING, CAPITAL AND DEBT COSTS	4,328,564	4,297,762	4,515,838	-	-	4,515,838	4,621,198	4,715,843	4,829,003	4,927,108
<u>FUNDING SOURCES (REVENUE)</u>										
Arena	(296,990)	(314,542)	(317,778)	-	-	(317,778)	(324,131)	(330,612)	(337,221)	(343,963)
Golf Course	(130,150)	(159,077)	(165,019)	-	-	(165,019)	(160,579)	(165,151)	(169,734)	(174,329)
Community Recreation	(261,840)	(199,323)	(262,749)	-	-	(262,749)	(267,916)	(273,186)	(278,562)	(284,045)
Outdoor Facilities			(1,000)			(1,000)	(1,020)	(1,040)	(1,061)	(1,082)
Fitness Gym	(67,855)	(137,958)	(152,500)	-	-	(152,500)	(155,550)	(158,662)	(161,834)	(165,070)
Multi-Purpose Rooms	(7,500)	(18,825)	(8,550)	-	-	(8,550)	(8,721)	(8,895)	(9,073)	(9,254)
Concession	(57,000)	(27,000)	(47,340)	-	-	(47,340)	(48,287)	(49,253)	(50,238)	(51,795)
Pool	(376,700)	(310,507)	(343,000)	-	-	(343,000)	(349,860)	(356,858)	(363,996)	(371,276)
TOTAL REVENUE	(1,198,035)	(1,167,232)	(1,297,936)	-	-	(1,297,936)	(1,316,064)	(1,343,657)	(1,371,719)	(1,400,814)
Balance C/F from current to Next Year	-		-	-		-	-	-	-	-
Grants in lieu of Taxes	(5,214)	(5,214)	(5,214)	-	-	(5,214)	(5,214)	(5,214)	(5,214)	(5,214)
REQUISITION	(3,125,315)	(3,125,316)	(3,212,688)	-	-	(3,212,688)	(3,299,920)	(3,366,972)	(3,452,070)	(3,521,080)
*Percentage increase over prior year requisition		0.0%	2.80%			2.80%	2.72%	2.03%	2.53%	2.00%
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

	2022 BOARD BUDGET*	2022 ESTIMATED ACTUAL
Salaries and Wages	153,290	79,000
Internal Allocations - Maintenance	-	-
Internal Allocations - Operations	-	-
Utility	96,650	111,000
Other Internal Allocations & Insurance	165,950	165,950
Maintenance & Operating Supplies	93,110	85,228
Contingency	10,200	-
	519,200	441,178

OPERATING COSTS - GOLF COURSE

Salaries and Wages	74,939	116,548
Internal Allocations - Maintenance	-	-
Internal Allocations - Operations	-	-
Utility	2,244	1,500
Maintenance & Supplies & Operating Cost	36,425	48,802
	113,608	166,850

OPERATING COSTS - RECREATION PROGRAMS

Salaries and Wages	426,280	290,122
Internal Allocations - Maintenance	-	-
Internal Allocations - Operations	-	-
Operating Other	78,390	40,520
Contingency	-	-
	504,670	330,642

OPERATING COSTS - FITNESS GYM

Salaries and Wages	73,216	99,492
Internal Allocations - Maintenance	-	-
Internal Allocations - Operations	-	-
Operating Other	11,200	11,300
Instructional Services	-	-
	84,416	110,792

BUDGET REQUEST

2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL
98,336	-	-	98,336
-	-	-	-
-	-	-	-
119,500	-	-	119,500
189,358	-	-	189,358
89,148	-	-	89,148
10,404	-	-	10,404
506,746	-	-	506,746
118,479	-	-	118,479
-	-	-	-
-	-	-	-
1,700	-	-	1,700
46,387	-	-	46,387
166,566	-	-	166,566
334,639	-	-	334,639
-	-	-	-
-	-	-	-
67,462	-	-	67,462
-	-	-	-
402,101	-	-	402,101
110,467	-	-	110,467
-	-	-	-
-	-	-	-
9,500	-	-	9,500
5,500	-	-	5,500
125,467	-	-	125,467

FUTURE PROJECTIONS

2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
100,411	102,530	104,694	106,903
-	-	-	-
-	-	-	-
121,890	124,328	126,815	129,352
194,886	200,572	205,659	210,892
92,146	92,729	96,048	96,402
10,612	10,824	11,040	11,261
519,945	530,983	544,256	554,810
120,922	123,415	125,959	128,556
-	-	-	-
-	-	-	-
1,734	1,769	1,804	1,840
47,336	48,306	49,295	50,305
169,992	173,490	177,058	180,701
341,588	348,679	355,918	363,308
-	-	-	-
-	-	-	-
68,811	70,185	71,589	73,020
-	-	-	-
410,399	418,864	427,507	436,328
112,751	115,083	117,462	119,891
-	-	-	-
-	-	-	-
9,690	9,884	10,082	10,284
5,610	5,722	5,836	5,953
128,051	130,689	133,380	136,128

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET*	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>OUTDOOR FACILITIES</u>	23,120	24,566	26,975	-	-	26,975	27,515	28,064	28,627	29,197
<u>MULTI-PURPOSE ROOMS</u>	3,710	3,700	3,784	-	-	3,784	3,860	3,938	4,017	4,097
<u>CONCESSION</u>	50,940	19,575	42,075	-	-	42,075	42,920	43,777	44,651	45,543
TOTAL OPERATING COSTS	1,299,664	1,097,303	1,273,714	-	-	1,273,714	1,302,682	1,329,805	1,359,496	1,386,804
Percentage Increase		-15.6%	-2.00%			-2.00%	2.3%	2.1%	2.2%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	320,000	320,000	340,000	-	-	340,000	355,000	375,000	390,000	397,800
Transfer to Equipment Replacement Fund	95,000	95,000	110,000	-	-	110,000	115,000	155,000	165,000	168,300
Transfer to Operating Reserve Fund	5,000	5,000	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	420,000	420,000	450,000	-	-	450,000	470,000	530,000	555,000	566,100
Golf Debt	54,106	54,106	54,086	-	-	54,086	54,086	54,086	54,086	54,086
Fitness Gym Debt	50,000	50,000	50,000	-	-	50,000	50,000	-	-	-
DEBT CHARGES	104,106	104,106	104,086	-	-	104,086	104,086	54,086	54,086	54,086
TOTAL COSTS RECREATION SERVICES	1,823,770	1,621,409	1,827,800	-	-	1,827,800	1,876,768	1,913,891	1,968,582	2,006,990
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	517,390	638,237	682,386	-	-	682,386	696,840	711,597	726,668	742,057
Internal Allocations	52,730	52,730	63,123	-	-	63,123	64,425	65,714	67,015	68,355
Internet Services & Telephone	39,790	42,898	35,700	-	-	35,700	36,414	37,142	37,885	38,643
Advertising	17,540	17,000	17,891	-	-	17,891	18,249	18,614	18,986	19,365
Travel, Training & Consultants	28,140	24,146	30,062	-	-	30,062	30,633	31,215	31,810	32,417
Operating - Other	105,900	131,168	135,128	-	-	135,128	137,825	140,574	143,380	146,242
TOTAL OPERATION AND OVERHEAD COSTS	761,490	906,179	964,290	-	-	964,290	984,385	1,004,856	1,025,745	1,047,079
<u>MAINTENANCE COSTS - SALARIES</u>	767,310	693,363	784,299	-	-	784,299	801,124	818,308	835,860	853,785
TOTAL OVERHEAD & MAINTENANCE COSTS	1,528,800	1,599,542	1,748,589	-	-	1,748,589	1,785,510	1,823,164	1,861,605	1,900,864
Internal Recovery - Operations	-	-	-	-	-	-	-	-	-	-
Internal Recovery - Maintenance	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	3,352,570	3,220,951	3,576,389	-	-	3,576,389	3,662,277	3,737,054	3,830,186	3,907,854

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET*	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>FUNDING SOURCES (REVENUE)</u>										
Arena - Fee Charges	(33,390)	(49,342)	(49,977)	-	-	(49,977)	(50,974)	(51,992)	(53,028)	(54,086)
Arena - Rental Income	(263,600)	(265,200)	(267,801)	-	-	(267,801)	(273,157)	(278,620)	(284,192)	(289,877)
Golf Course - Fee Charges	(102,680)	(130,819)	(137,000)	-	-	(137,000)	(132,000)	(136,000)	(140,000)	(144,000)
Golf Course - Rental and Sales Income	(27,470)	(28,258)	(28,019)	-	-	(28,019)	(28,579)	(29,151)	(29,734)	(30,329)
Recreation - Fee Charges	(260,740)	(194,540)	(257,225)	-	-	(257,225)	(262,370)	(267,617)	(272,970)	(278,429)
Recreation - Other Misc Income	(1,100)	(4,783)	(5,524)	-	-	(5,524)	(5,546)	(5,569)	(5,592)	(5,616)
Fitness Gym - Fee Charges	(67,855)	(137,958)	(152,500)	-	-	(152,500)	(155,550)	(158,662)	(161,834)	(165,070)
Multi-Purpose Room - Rental Income	(7,500)	(18,825)	(8,550)	-	-	(8,550)	(8,721)	(8,895)	(9,073)	(9,254)
Concession - Sales and Commissions	(57,000)	(27,000)	(47,340)	-	-	(47,340)	(48,287)	(49,253)	(50,238)	(51,795)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Sport Box - Rental	-	-	(1,000)	-	-	(1,000)	(1,020)	(1,040)	(1,061)	(1,082)
TOTAL REVENUE	(821,335)	(856,725)	(953,936)	-	-	(953,936)	(965,184)	(985,759)	(1,006,662)	(1,028,456)
REQUISITION & PILT	(2,531,235)	(2,364,226)	(2,622,453)	-	-	(2,622,453)	(2,697,093)	(2,751,295)	(2,823,524)	(2,879,398)
Percentage Increase		-6.6%	3.60%			3.60%	2.8%	2.0%	2.6%	2.0%
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

SEAPARC - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2022 BOARD BUDGET*	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATION COSTS</u>										
Salaries and Wages	653,013	495,538	631,062	-	-	631,062	644,117	657,442	671,043	684,924
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Utility	141,610	139,758	122,000	-	-	122,000	124,440	126,929	129,468	132,058
Operating - Supplies	76,340	58,360	65,715	-	-	65,715	67,030	68,371	69,739	71,134
Other Internal Allocations & Insurance	35,071	35,071	50,472	-	-	50,472	51,730	53,011	54,071	55,153
Maintenance	59,760	60,000	60,000	-	-	60,000	61,200	62,424	63,672	64,945
Contingency	10,200	-	10,200	-	-	10,200	10,404	10,612	10,824	11,040
TOTAL OPERATING COSTS	975,994	788,727	939,449	-	-	939,449	958,921	978,789	998,817	1,019,254
*Percentage Increase		-19.2%	-3.74%			-3.74%				
TOTAL COSTS	975,994	788,727	939,449	-	-	939,449	958,921	978,789	998,817	1,019,254
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	975,994	788,727	939,449	-	-	939,449	958,921	978,789	998,817	1,019,254
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(350,600)	(288,457)	(317,000)	-	-	(317,000)	(323,340)	(329,807)	(336,404)	(343,132)
Other Income	(11,100)	(6,300)	(9,500)	-	-	(9,500)	(9,690)	(9,884)	(10,082)	(10,284)
Rental Income	(15,000)	(15,750)	(16,500)	-	-	(16,500)	(16,830)	(17,167)	(17,510)	(17,860)
TOTAL REVENUE	(376,700)	(310,507)	(343,000)	-	-	(343,000)	(349,860)	(356,858)	(363,996)	(371,276)
REQUISITION & PILT	(599,294)	(478,220)	(596,449)	-	-	(596,449)	(609,061)	(621,931)	(634,821)	(647,978)
Percentage Increase		-20.2%	-0.47%			-0.47%	2.1%	2.1%	2.1%	2.1%
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 - 2023 to 2027

Service No.	1.40X SEAPARC	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	\$5,000	\$122,000	\$329,500	\$409,000	\$227,500	\$336,500	\$1,424,500
Equipment	\$0	\$349,000	\$152,500	\$155,500	\$1,597,500	\$58,500	\$2,313,000
Land	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Engineered Structures	\$0	\$240,000	\$1,085,000	\$200,000	\$28,000	\$0	\$1,553,000
Vehicles	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000

\$5,000	\$731,000	\$1,567,000	\$1,264,500	\$1,853,000	\$395,000	\$5,810,500
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SOURCE OF FUNDS

Capital Funds on Hand	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Equipment Replacement Fund	\$0	\$133,000	\$147,500	\$125,500	\$92,500	\$58,500	\$557,000
Grants (Federal, Provincial)	\$0	\$0	\$750,000	\$0	\$1,250,000	\$0	\$2,000,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$593,000	\$669,500	\$639,000	\$510,500	\$336,500	\$2,748,500

\$5,000	\$731,000	\$1,567,000	\$1,264,500	\$1,853,000	\$395,000	\$5,810,500
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CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".	Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Project provide economic benefit to the organization.
Capital Expenditure Type Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age and/or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 1.40X
Service Name: SEAPARC

SECTION 1: PROJECT DESCRIPTION AND BUDGET

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
20-06	New	Utility Service - Outdoor Facilities	New utility service outdoor facilities	\$10,000	S	Res		-	10,000	-	-	-	\$10,000
20-08	Renewal	Electrical Distribution	Renewal electrical distribution	\$150,000	E	Res		30,000	-	-	-	-	\$30,000
20-09	Replacement	Arena DHW Storage	Replacement of original hot water storage tank	\$26,000	E	Res		26,000	-	-	-	-	\$26,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$500,000	B	Res		-	250,000	250,000	-	-	\$500,000
22-03	Renewal	Radio Upgrade	Upgrade Radio System	\$35,000	E	ERF		35,000	-	-	-	-	\$35,000
22-04	Replacement	Pool Lectrinator System	Replacement of lectrinator cells	\$60,000	E	ERF		15,000	15,000	15,000	15,000	15,000	\$75,000
22-07	Renewal	Golf Course Irrigation Upgrade	Renewal irrigation renewal	\$30,000	E	Res		5,000	5,000	5,000	5,000	-	\$20,000
22-08	Replacement	Pool Lighting	Replace pool lighting	\$100,000	B	Cap	\$5,000	5,000	-	-	-	-	\$5,000
23-01	Replacement	Truck	Replace pickup truck with replacement from Water	\$20,000	V	ERF		20,000	-	-	-	-	\$20,000
23-02	Replacement	Chiller	Replace Ice plant chiller	\$175,000	E	Res		175,000	-	-	-	-	\$175,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$1,000,000	S	Res		25,000	225,000	-	-	-	\$250,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal		S	Grant		-	750,000	-	-	-	\$750,000
23-04	Renewal	Building Assessment and Renewal	Building assessment and repairs	\$250,000	B	Res		50,000	50,000	50,000	50,000	50,000	\$250,000
23-05	Replacement	Computer Replacement	Replacement of computers	\$10,000	E	ERF		3,500	-	8,000	10,000	4,000	\$25,500
23-06	Replacement	Grounds Equipment - SEAPARC	Mower/Tractor Replacement	\$40,000	E	ERF		-	-	40,000	-	-	\$40,000
23-07	Renewal	Parking Lot Remediation	Renewal parking lot remediation	\$53,000	S	Res		25,000	-	-	28,000	-	\$53,000
23-08	Renewal	Reception area redesign	Redesign and renewal of reception/client facing	\$115,000	S	Res		15,000	100,000	-	-	-	\$115,000
23-09	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$14,000	E	ERF		29,500	-	-	-	-	\$29,500
23-10	Renewal	Gutters	Gutter repair/replacement	\$20,000	B	Res		20,000	-	-	-	-	\$20,000
23-11	New	Roof Safety System	Installation of roof tie downs/line safety system	\$10,000	B	Res		10,000	-	-	-	-	\$10,000
23-12	Renewal	Duct cleaning	Cleaning of HVAC ducting	\$25,000	B	Res		25,000	-	-	-	-	\$25,000
23-13	Replacement	Arena Dehumidifier Wheel Replacement	Arena Dehumidifier Wheel Replacement	\$30,000	E	ERF		30,000	-	-	-	-	\$30,000
23-14	New	Acoustic panels	Install Acoustic Panels in Fitness Studio	\$12,000	B	Res		12,000	-	-	-	-	\$12,000
23-15	Renewal	Pool Structural Column Renewal	Pool Structural Column Renewal	\$175,000	S	Res		175,000	-	-	-	-	\$175,000
24-01	New	Land Acquisition	New land acquisition	\$500,000	L	Debt		-	-	500,000	-	-	\$500,000
24-02	Replacement	Security System Replacement	Security System Replacement	\$75,000	E	ERF		-	75,000	-	-	-	\$75,000
24-03	Replacement	Grounds Equipment - golf course	Mower/Tractor Replacement	\$75,000	E	ERF		-	30,000	-	-	-	\$30,000
24-04	Renewal	Roof Repairs	General Roof Repairs	\$6,000	B	Res		-	3,000	-	-	3,000	\$6,000
24-05	Renewal	Recoat Pool Metal Roof	Recoat Pool Metal Roof - Area 6	\$23,000	B	Res		-	23,000	-	-	-	\$23,000
24-06	Renewal	Replace Ventilation Fans	Replace Ventilation Fans	\$7,000	E	Res		-	3,500	-	-	3,500	\$7,000
24-07	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$27,500	E	ERF		-	27,500	-	-	-	\$27,500
25-01	Replacement	Golf Works building	Enhancement of work building	\$200,000	S	Res		-	-	200,000	-	-	\$200,000
25-03	Renewal	Recoat Arena Purlins & Frames	Recoat Arena Purlins & Frames	\$27,000	B	Res		-	-	27,000	-	-	\$27,000
25-04	Study	Exterior Wall Evaluation	Exterior Wall Evaluation	\$12,000	B	Res		-	-	12,000	-	-	\$12,000
25-05	Replacement	Replace Sewage & Storm Pump System	Replace Sewage & Storm Pump System	\$17,500	B	Res		-	-	17,500	-	-	\$17,500
25-06	Replacement	Replace Backflow Preventer on Fire Line	Replace Backflow Preventer on Fire Line	\$13,000	B	Res		-	-	13,000	-	-	\$13,000
25-07	Study	Thermal Evaluation of Electrical System	Thermal Evaluation of Electrical System	\$3,500	B	Res		-	-	3,500	-	-	\$3,500
25-08	Renewal	Renewal of Arena Electrical System	Renewal of Arena Electrical System	\$36,000	B	Res		-	-	36,000	-	-	\$36,000
25-09	New	Outdoor Activity Space Development	New outdoor activity space development	\$1,525,000	E	Res		-	-	25,000	250,000	-	\$275,000
25-09	New	Outdoor Activity Space Development	New outdoor activity space development		E	Grant		-	-	1,250,000	-	-	\$1,250,000
25-10	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$62,500	E	ERF		-	-	62,500	-	-	\$62,500
26-01	Renewal	Repaint Arena Metal Cladding	Repaint Arena Exterior	\$50,000	B	Res		-	-	-	50,000	-	\$50,000
26-02	Renewal	Renovate Sauna	Renovate Sauna	\$21,000	B	Res		-	-	-	21,000	-	\$21,000
26-03	Replacement	Replace Secondary Pool Boiler	Replace Secondary Pool Boiler & Circulation Pumps	\$66,500	B	Res		-	-	-	66,500	-	\$66,500
26-04	Renewal	Overhaul Cooling Tower - Arena	Overhaul Cooling Tower - Arena	\$28,000	B	Res		-	-	-	28,000	-	\$28,000
26-05	Replacement	Replace Pool Dehumidifier	Replace Pool Dehumidifier Refrigeration Heat Exchangers	\$12,000	B	Res		-	-	-	12,000	-	\$12,000
26-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$67,500	E	ERF		-	-	-	67,500	-	\$67,500

Service #: 1.40X
Service Name: SEAPARC

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
27-01	Replacement	Replace Pool Circulation Pumps	Replace Pool Circulation Pumps	\$12,000	E	ERF		-	-	-	-	12,000	\$12,000
27-02	Replacement	Replace Air Handling Unit	Replace Packaged Rooftop Air Handling Unit - AHU-1 and A/C Condenser	\$130,000	B	Res		-	-	-	-	130,000	\$130,000
27-03	Renewal	Replace Arena Rubber Mat Flooring	Replace Arena Rubber Mat Flooring	\$150,000	B	Res		-	-	-	-	150,000	\$150,000
27-04	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$27,500	E	ERF		-	-	-	-	27,500	\$27,500
			GRAND TOTAL	\$6,034,500			\$5,000	\$731,000	\$1,567,000	\$1,264,500	\$1,853,000	\$395,000	\$5,810,500

Service: 1.40X SEAPARC		
Project Number 20-06	Capital Project Title Utility Service - Outdoor Facilities	Capital Project Description New utility service outdoor facilities
Project Rationale Electrical service for Stan Jones ball field		
Project Number 20-08	Capital Project Title Electrical Distribution	Capital Project Description Renewal electrical distribution
Project Rationale Electrical distribution for the arena facility has been in place since 1975. The electrical service mast has been identified as an item requiring attention within the next 5 years. For 2023: grounding of pool pumps, pool pump control board \$10,000, electricity for shed & pump at golf course \$5,000.		
Project Number 20-09	Capital Project Title Arena DHW Storage	Capital Project Description Replacement of original hot water storage tank
Project Rationale Tanks service life will be ending		
Project Number 22-02	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 22-03	Capital Project Title Radio Upgrade	Capital Project Description Upgrade Radio System
Project Rationale Radio system has been in service for over 20 years. Intermittent service issues have been experienced and upgrading components and altering system programming was recommended by CRD IT to enhance performance for offsite users and ensure reliable communications. System is used for staff check-ins, first aid and emergency response.		
Project Number 22-04	Capital Project Title Pool Lectorator System	Capital Project Description Replacement of lectionator cells
Project Rationale 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.		
Project Number 22-07	Capital Project Title Golf Course Irrigation Upgrade	Capital Project Description Renewal irrigation renewal
Project Rationale 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.		

Service: 1.40X SEAPARC		
Project Number 22-08	Capital Project Title Pool Lighting	Capital Project Description Replace pool lighting
Project Rationale 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		
Project Number 23-01	Capital Project Title Truck	Capital Project Description Replace pickup truck with replacement from Water
Project Rationale Truck is a 2003 model is past general replacement timelines for CRD Fleet vehicle replacements. Given annual mileage is low, and generally restricted to local area use, replacement with a low mileage vehicle scheduled for replacement from CRD Fleet is pursued over purchasing new.		
Project Number 23-02	Capital Project Title Chiller	Capital Project Description Replace Ice plant chiller
Project Rationale Arena ice plant chiller was replaced in 2004. Given the critical nature of the equipment to arena ice operations, life and safety risk associated with failure, and age of the equipment, replacement is required. Ammonia line to be re-routed to the facility room from the Zamboni bay to improve safety as part of this project		
Project Number 23-03	Capital Project Title Skate Park Renewal	Capital Project Description Replacement skate park renewal
Project Rationale Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear due to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation to ensure continued usage.		
Project Number 23-04	Capital Project Title Building Assessment and Renewal	Capital Project Description Building assessment and repairs
Project Rationale 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 addressed.		
Project Number 23-05	Capital Project Title Computer Replacement	Capital Project Description Replacement of computers
Project Rationale CRD IT's infrastructure renewal plan for replacement		
Project Number 23-06	Capital Project Title Grounds Equipment - SEAPARC	Capital Project Description Mower/Tractor Replacement
Project Rationale Mower/Tractor Replacement at end of useful life		
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.		

Service: **1.40X** **SEAPARC**

Project Number	23-08	Capital Project Title	Reception area redesign	Capital Project Description	Redesign and renewal of reception/client facing
Project Rationale	Improve security, customer experience and efficient use of space.				
Project Number	23-09	Capital Project Title	Equipment Replacement (pooled)	Capital Project Description	Equipment Replacement
Project Rationale	Annual small equipment replacement schedule				
Project Number	23-10	Capital Project Title	Gutters	Capital Project Description	Gutter repair/replacement
Project Rationale	End of life repair/replacement				
Project Number	23-11	Capital Project Title	Roof Safety System	Capital Project Description	Installation of roof tie downs/line safety system
Project Rationale	Safety upgrade				
Project Number	23-12	Capital Project Title	Duct cleaning	Capital Project Description	Cleaning of HVAC ducting
Project Rationale	Improve system reliability and improve health and safety.				
Project Number	23-13	Capital Project Title	Arena Dehumidifier Wheel Replacement	Capital Project Description	Arena Dehumidifier Wheel Replacement
Project Rationale	End of life replacement				
Project Number	23-14	Capital Project Title	Acoustic panels	Capital Project Description	Install Acoustic Panels in Fitness Studio
Project Rationale	Improve customer experience, eliminating excess noise				
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	Security System Replacement	Capital Project Description	Security System Replacement
Project Rationale	End of life				

Service: 1.40X SEAPARC		
Project Number 24-03	Capital Project Title Grounds Equipment - golf course	Capital Project Description Mower/Tractor Replacement
Project Rationale Mower/Tractor replacement, end of life.		
Project Number 24-04	Capital Project Title Roof Repairs	Capital Project Description General Roof Repairs
Project Rationale Condition assessment indicates areas of roof at or nearing end of life		
Project Number 24-05	Capital Project Title Recoat Pool Metal Roof	Capital Project Description Recoat Pool Metal Roof - Area 6
Project Rationale Condition assessment indicates areas of roof at or nearing end of life		
Project Number 24-06	Capital Project Title Replace Ventilation Fans	Capital Project Description Replace Ventilation Fans
Project Rationale At or nearing end of life		
Project Number 24-07	Capital Project Title Equipment Replacement (pooled)	Capital Project Description Equipment Replacement
Project Rationale Annual small equipment replacement schedule		
Project Number 25-01	Capital Project Title Golf Works building	Capital Project Description Enhancement of work building
Project Rationale Replace building to increase space and security, and at end of life.		
Project Number 25-03	Capital Project Title Recoat Arena Purlins & Frames	Capital Project Description Recoat Arena Purlins & Frames
Project Rationale Condition assessment indicates areas at or nearing end of life		
Project Number 25-04	Capital Project Title Exterior Wall Evaluation	Capital Project Description Exterior Wall Evaluation
Project Rationale Study detailed condition assessment		

Service: 1.40X SEAPARC		
Project Number 25-05	Capital Project Title Replace Sewage & Storm Pump	Capital Project Description Replace Sewage & Storm Pump System
Project Rationale Condition assessment indicates areas at or nearing end of life		
Project Number 25-06	Capital Project Title Replace Backflow Preventer on Fire Line	Capital Project Description Replace Backflow Preventer on Fire Line
Project Rationale Condition assessment indicates areas at or nearing end of life		
Project Number 25-07	Capital Project Title Thermal Evaluation of Electrical System	Capital Project Description Thermal Evaluation of Electrical System
Project Rationale Study code requirement		
Project Number 25-08	Capital Project Title Renewal of Arena Electrical System	Capital Project Description Renewal of Arena Electrical System
Project Rationale Condition assessment indicates areas at or nearing end of life		
Project Number 25-09	Capital Project Title Outdoor Activity Space Development	Capital Project Description New outdoor activity space development
Project Rationale Service enhancement		
Project Number 25-10	Capital Project Title Equipment Replacement (pooled)	Capital Project Description Equipment Replacement
Project Rationale Annual small equipment replacement schedule		
Project Number 26-01	Capital Project Title Repaint Arena Metal Cladding	Capital Project Description Repaint Arena Exterior
Project Rationale Service enhancement		
Project Number 26-02	Capital Project Title Renovate Sauna	Capital Project Description Renovate Sauna
Project Rationale Service enhancement		
Project Number 26-03	Capital Project Title Replace Secondary Pool Boiler	Capital Project Description Replace Secondary Pool Boiler & Circulation Pumps
Project Rationale Service enhancement		

Service: 1.40X SEAPARC

Project Number 26-04 Capital Project Title Overhaul Cooling Tower - Arena Capital Project Description Overhaul Cooling Tower - Arena
Project Rationale Service enhancement

Project Number 26-05 Capital Project Title Replace Pool Dehumidifier Capital Project Description Replace Pool Dehumidifier Refrigeration Heat Exchangers
Project Rationale Service enhancement

Project Number 26-06 Capital Project Title Equipment Replacement (pooled) Capital Project Description Equipment Replacement
Project Rationale Annual small equipment replacement schedule

Project Number 27-01 Capital Project Title Replace Pool Circulation Pumps Capital Project Description Replace Pool Circulation Pumps
Project Rationale Service enhancement

Project Number 27-02 Capital Project Title Replace Air Handling Unit Capital Project Description Replace Packaged Rooftop Air Handling Unit - AHU-1 and A/C Condenser
Project Rationale Service enhancement

Project Number 27-03 Capital Project Title Replace Arena Rubber Mat Flooring Capital Project Description Replace Arena Rubber Mat Flooring
Project Rationale Service enhancement

Project Number 27-04 Capital Project Title Equipment Replacement (pooled) Capital Project Description Equipment Replacement
Project Rationale Annual small equipment replacement schedule

1.40X SEAPARC
Operating Reserve Summary
2023 - 2027 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	Est Actual	Budget				
	2022	2023	2024	2025	2026	2027
Projected year end balance						
Operating Reserve	32,198	32,498	32,498	32,498	32,498	32,498
Operating Reserve - Legacy Fund	1,981	2,001	2,001	2,001	2,001	2,001
Total projected year end balance	34,179	34,499	34,499	34,499	34,499	34,499

See attached reserve schedules for projected annual cash flows.

1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)
Operating Reserve Summary
2023 - 2027 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	Est Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	26,898	32,198	32,498	32,498	32,498	32,498
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	5,000	-	-		-	-
Interest Income*	300	300				
Total projected year end balance	32,198	32,498	32,498	32,498	32,498	32,498

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
2023 - 2027 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	Est Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	1,961	1,981	2,001	2,001	2,001	2,001
Planned Purchase						
Transfer from Ops Budget	-					
Interest Income*	20	20				
Total projected year end balance	1,981	2,001	2,001	2,001	2,001	2,001

Assumptions/Background:

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

1.40X SEAPARC Recreation Combined
Asset and Reserve Summary Schedule
2023 - 2027 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, skate park and various vehicles and equipment to support service delivery.

Summary

Reserve/Fund Summary Projected year end balance	Estimate	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve	1,124,496	856,496	526,996	242,996	107,496	160,996
Equipment Replacement Fund	94,622	72,122	39,622	69,122	141,622	251,422
Total projected year end balance	1,219,118	928,618	566,618	312,118	249,118	412,418

**1.40X SEAPARC Recreation Combined
Capital Reserve Fund Schedule
2023 - 2027 Financial Plan**

Capital Reserve Fund Schedule

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

Capital Reserve Fund	Estimate	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	1,324,496	1,124,496	856,496	526,996	242,996	107,496
Planned Capital Expenditure (Based on Capital Plan)	(820,000)	(593,000)	(669,500)	(639,000)	(510,500)	(336,500)
Transfer from Operating Budget	608,000	320,000	340,000	355,000	375,000	390,000
Interest Income*	12,000	5,000				
Ending Balance \$	1,124,496	856,496	526,996	242,996	107,496	160,996

* 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)
2023 - 2027 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Estimate	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	85,322	94,622	72,122	39,622	69,122	141,622
Planned Purchase (Based on Capital Plan)	(85,700)	(133,000)	(147,500)	(125,500)	(92,500)	(58,500)
Transfer from Operating Budget	95,000	110,000	115,000	155,000	165,000	168,300
Equipment Disposal	-					
Interest Income*		500				
Ending Balance \$	94,622	72,122	39,622	69,122	141,622	251,422

* 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.

**REPORT TO SOOKE AND ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, SEPTEMBER 06, 2022**

SUBJECT Vending Operations

ISSUE SUMMARY

To provide information on healthy food options in the vending machines and recurring payment issues.

BACKGROUND

At the July 19, 2022 meeting, the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) directed staff to assess healthy food options in the vending machines and recurring payment issues.

In 2014, SEAPARC purchased two snack vending machines to obtain full control of food options. In 2016, SEAPARC participated in the Heart & Stroke Foundation of Canada's "Eat, Play, Live" project to promote nutrition guideline implementation in recreation facilities in three Canadian provinces. This project identified options for increasing the balance of healthier food options in both the concession and vending machines. SEAPARC staff trialed items including fruit, muffins and yogurt in the concession, and protein bars and low fat snack options in the vending machines for an 18 month period. During this time, staff noted that much of the fresh or healthy options were not sold prior to the best before dates. The concession was open for limited hours which posed challenges with selling perishable food options.

The vending machines were not in use from March 2020 to September 2021 due to the COVID pandemic. Two machines were reinstated September 2021. Available products were initially limited due to the ongoing changes to services as a result of the pandemic, and to ensure food was not wasted unnecessarily. In addition, payment issues with the main beverage machine were an ongoing challenge for several months resulting in the machine recently being replaced.

As SEAPARC transitions to increased operational hours in the fall, and in anticipation of the upcoming ice season, healthy options will be once again available in the vending machines and are being explored for the concession. There are currently two vending machines that are not in use. Staff will assess demands through the fall to determine next steps with the additional vending machines and healthy food options.

IMPLICATIONS

Social Implications

Providing healthy food and beverage options where people recreate is an important part of encouraging healthy, active living.

Service Delivery Implications

SEAPARC has dedicated staff resources to implement the vending services.

Financial Implications

Staff will monitor inventory and product pricing to ensure fiscal responsibility of vending options. Staff will stock items with an appropriate shelf life in effort to reduce food waste.

CONCLUSION

In anticipation of the fall ice season, and increased hours of operation, two vending machines will be operational, with the ability to stock two additional machines, should the usage warrant an increase. Healthy options will be available for purchase. Staff will monitor sales during the season to implement a sustainable plan for future vending services, which will include an increased balance of healthy options, in line with industry guidelines.

RECOMMENDATION

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

Submitted by:	Colleen Hoglund, Program Services Manager
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