Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, September 01, 2026 **6:30 PM** **SEAPARC Board Room 2168 Phillips Road, Sooke, BC V9Z 0Y3**

A. Beddows (Chair), N. Dowhy (Vice Chair), L. Haug, M. Swinburnson, M. Tait, A. Wickheim

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

3.1. Minutes from the June 2, 2026 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation: That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of June 2, 2026 be adopted as circulated.

Attachments: Minutes: June 2, 2026

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1. 2nd Quarter Financial Update

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

Attachments: Staff Report: Financial Statement of Operations – Second Quarter of 2026
Appendix A: Statement of Operations (3 month ending – June 30, 2026)

6.2. 2027 Budget

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, 2027-2031 SEAPARC Budget be approved as presented and form the basis of the Provisional 2027-2031 Financial Plan.

Attachments: Staff Report: 2027 Budget Review and Approval Process – Sooke & Electoral Area Parks and Recreation Commission
Appendix A: 2027-2031 SEAPARC Budget

6.3. Strategic Plan Update

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

Attachments: Staff Report: SEAPARC Strategic Plan 2025-2035 Semi-Annual Report

7. Correspondence

8. Notice(s) of Motion

9. New Business

10. Adjournment

11. Next Meeting: October 6, 2026

To ensure a quorum, please advise the Administrative Secretary (mmackeigan@crd.bc.ca) if you or your alternate CANNOT attend.

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, June 02, 2026 | **6:30 PM** | **SEAPARC Board Room 2168 Phillips Road, Sooke, BC V9Z 0Y3**

Present:

Commissioners: A. Beddows (Chair), N. Dowhy (Vice Chair), J. Bateman, R. Finlayson, L. Haug, M. Swinburnson, A. Wickheim

Staff: M. Alsdorf, Senior Manager, SEAPARC Recreation; M. Curtis, Manager of Operations; C. Hoglund, Program Services Manager; M. MacKeigan, Administrative Secretary (Recorder)

Absent: M. Tait

Chair Beddows called the meeting to order at 6:28pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Bateman,

That the agenda for the May 5, 2026 session of the SEAPARC Commission be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Haug, **SECONDED** by Commissioner Finlayson,

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of June 2, 2026 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

The skate park grand opening on May 31 was well attended, and it was wonderful to see people of all ages enjoying the space. Having served on the commission for the past eight years, it is especially rewarding to witness this long-term project come to fruition. Many thanks to the staff for their hard work and dedication to making this project a success.

The second annual Sooke Paddle Battle brought together over 250 players from across B.C. for two days of competition, featuring more than 380 matches across 17 categories. Participants ranged in age from 12 to 79, with many over 55. The event was a great success thanks to the excellent facilities and staff at SEAPARC, who supported the tournament from start to finish. Organizers expressed strong appreciation and hope to return for a third event next year.

Commissioner Finlayson's term is coming to an end, thank you for your involvement on the commission this year as the youth representative. Your contribution was greatly valued.

5. YOUTH REPORT

Youth are very pleased with the new skate park. They are also actively participating in pickleball and making use of the courts on Throup Road. Additionally, there has been a request for an attachment for T-bar rows in the weight room.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

- There were no presentations.

6.2. Delegations

- There were no delegations.

7. COMMISSION BUSINESS

7.1. 2026 January to April Programs & Services Update

C. Hoglund provided an overview of the report. The Commission discussed the following:

- Forecast for next quarter

This report was received for information.

7.2. Capital Projects and Facility Update

M. Curtis provided an overview of the report. The Commission discussed the following:

- Great work by staff in completing two projects while staying under budget.

This report was received for information.

7.3. Enhancing Recreation Accessibility and Community Inclusion

C. Hoglund provided an overview of the report. The commission discussed the following:

- Programming opportunities for the new skate park

This report was received for information.

7.4. Skate Park Grand Opening

M. Alsdorf provided a verbal update on the skate park grand opening:

- The skate park grand opening was well attended.

- The park remains graffiti-free, which helps maintain good traction on the features.
- Washroom facilities are available at DeMamiel Creek Golf Course during operating hours.

The Commission discussed the following:

- The park and features are more impressive in person
- Parking limitations
- Fence along the roadway

This report was received for information.

8. CORRESPONDENCE:

There was no correspondence.

9. NOTICE(S) of MOTION:

There were no notices of motion.

10. NEW BUSINESS:

The commission shared the following:

- District of Sooke Updates: Sooke Health Summit on September 26 including table discussions on recreation; Ravens Ridge Park Phase 2 Community Celebration on Saturday, June 20.
- Juan de Fuca Electoral Area Updates: We have observed a rise in the number of visitors to beaches and parks within the JDF area.

11. ADJOURNMENT:

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Wickheim,

That the June 2, 2026 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:02 pm.

CARRIED

____
CHAIR

____
RECORDER

Making a difference...together

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 01, 2026

SUBJECT **Financial Statement of Operations – Second Quarter of 2026**

ISSUE SUMMARY

To provide financial information to the Commission for the second quarter of 2026.

BACKGROUND

The second quarter financial results are now available for the period ended June 30, 2026.

The second quarter financial results indicate that SEAPARC's operating revenues continue to grow compared to 2025; however, expenditure growth, particularly in wages, utilities, and administrative costs, is outpacing revenue increases. Total operating revenues of $988,247 represent 43% of the annual budget, while direct operating expenses of $991,272 represent 48% of budget. Direct operations therefore generated a modest deficit of $3,026 at June 30, 2026, compared to a surplus of $51,507 at the same point in 2025.

After accounting for indirect operating expenses, transfers, debt servicing, and timing differences related to requisition revenue recognition, the year-to-date net operating position is a deficit of $1,785,569. This is $224,861 higher than the deficit reported at June 30, 2025

After six months of operations, actual results should be at 50% of budget utilization.

- Operating revenue was up 3% over the prior year; however, it remains below the mid-year target at 43% of budget utilization. Revenue growth was driven by increased membership revenue, arena rentals, and fitness program revenue. These gains were partially offset by lower aquatics and arena program revenues, resulting in overall program revenue declining by 6% compared to 2025.
- Direct operating expenses are at 48% of budget and generally aligned with expected mid-year spending levels. Total direct operating expenses are $82,269 (8%) higher than the same period in 2025, primarily due to wage and benefit increases associated with collective agreement adjustments, full staffing levels within Aquatics, and higher operating supply costs.
- Indirect operating expenses are at 51% of budget, consistent with expected mid-year spending. Expenses are $154,430 (9%) higher than June 2025, primarily due to increased wages and benefits, utility costs, and software licensing expenditures.

Second quarter statement of operations notable variances include:

- Legal and contracted services expenses total $18,069 compared to an annual budget of $2,500, primarily due to unbudgeted arbitration-related legal costs incurred during the first half of the year.
- Utility costs are $182,293, representing a 24% increase over the same period in 2025. The increase is primarily attributable to the timing of water utility billings received earlier in 2026.
- Wages & benefits increases in both direct and indirect expenses are higher than 2025 however align with budget expectations.
- Indirect supplies appear 42% higher than the same period in 2025. However, approximately

$18,000 of software licensing costs were temporarily coded to the supplies account. Once corrected, supply expenditures will be generally consistent with prior-year levels, while the Licences, Fees and Dues account is expected to exceed its budget allocation.

- As of June 30, $20,937 has been recorded against the Requisition and Payment in Lieu revenue budget of $3.75 million. This timing is expected and does not indicate a financial concern.

IMPLICATIONS

Financial Implications

The second quarter financial results do not present any immediate concerns requiring Commission action. Overall spending levels remain generally aligned with the approved budget, and several notable variances are attributable to timing differences, one-time expenditures, or accounting adjustments. Although the year-to-date operating position is less favourable than the same period in 2025, management anticipates that a number of these variances will normalize over the remainder of the year. Staff will continue to monitor revenues and expenditures closely and will bring forward any significant emerging financial pressures through future quarterly reporting.

CONCLUSION

The second quarter financial results indicate that SEAPARC remains generally aligned with its approved 2026 financial plan. While operating revenues continue to show modest growth over the prior year, expenditure increases, particularly in wages and benefits and utilities, have resulted in a less favourable year-to-date operating position compared to June 2025. Several significant variances are attributable to timing differences, one-time expenditures, or accounting adjustments and are not expected to have a material impact on the overall financial outlook for the year. Staff will continue to monitor revenues and expenditures closely throughout the remainder of 2026 and will report any significant emerging trends or budget pressures to the Commission through future quarterly financial updates.

RECOMMENDATION

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

Submitted by:	Shari Mason, Administrative Officer 2, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
Concurrence:	Glenn Harris, Acting General Manager, Parks Recreation and Environmental Services
Concurrence:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services & Deputy Chief Financial Officer.

ATTACHMENT

Appendix A: Statement of Operations (6 month ended – June 30, 2026)

APPENDIX A

SEAPARC

STATEMENT OF OPERATIONS (6 MONTH ENDING - June 30, 2026)

	% of Budget Utilized	2026 BUDGET	2026 YTD Jun-30	2025 YTD Jun-30	Actual YTD Difference 2026 to 2025 Dollars	%
50% percentage of budget @ 6 months						
DIRECT OPERATING REVENUES						
Admissions & Membership passes	48%	1,024,630	495,858	473,716	22,142	4%
Programs	37%	673,300	246,740	262,187	-15,447	-6%
Rentals	41%	450,161	186,266	172,157	14,108	8%
Resale goods, concession	44%	72,240	31,792	30,414	1,378	4%
Advertising	31%	9,500	2,923	4,899	-1,976	-68%
Sponsorships, grants, donations	15%	11,000	1,676	2,824	-1,148	-68%
Other (commissions, fees)	64%	35,850	22,992	14,312	8,679	38%
TOTAL OPERATING REVENUES	**43%**	**2,276,681**	**988,247**	**960,510**	**27,736**	**3%**
DIRECT OPERATING EXPENSES						
Contract & instructional services	48%	113,900	54,365	55,809	-1,444	-3%
Operating supplies	51%	163,220	82,878	75,614	7,264	9%
Repairs & maintenance (pool, arena, f&w, golf, outdoor, vending)	60%	144,000	85,892	84,882	1,011	1%
Rentals	28%	15,000	4,178	2,185	1,993	48%
Vehicle & travel costs	24%	15,500	3,748	9,949	-6,200	-165%
Wages & benefits (Pool, CR, Arena, Golf, F&W)	47%	1,615,592	755,751	673,251	82,500	11%
Other (staff training, licences, fees, grants in aid)	37%	11,900	4,460	7,313	-2,854	-64%
TOTAL DIRECT OPERATING EXPENSES	**48%**	**2,079,112**	**991,272**	**909,003**	**82,269**	**8%**
CONTRIBUTION DIRECT OPERATIONS	**-2%**	**197,569**	**-3,026**	**51,507**	**-54,533**	**1802%**
INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE						
Advertising & promotion	36%	21,500	7,829	10,467	-2,638	-34%
Contract for services & legal	723%	2,500	18,069	28,484	-10,415	-58%
CRD Charges (IT, HR, Ops, labour)	50%	393,683	195,603	187,404	8,199	4%
Insurance	100%	46,740	46,740	48,360	-1,620	-3%
Medical Costs	0%	250	-	120	-120	
Licences, fees and dues	85%	81,350	68,850	58,970	9,880	14%
Permit Fees	16%	3,000	475	4,863	-4,388	-924%
Repairs and maintenance	67%	56,300	37,934	26,169	11,764	31%
Garbage Disposal	0%	6,200	-	853	-853	
Rentals	49%	2,800	1,385	1,199	186	13%
Supplies	83%	66,300	54,862	31,954	22,908	42%
Utilities	63%	289,990	182,293	139,027	43,266	24%
Travel & vehicle costs	36%	10,500	3,744	4,435	-691	-18%
Honoraria	0%	1,000	-	-	-	
Wages & benefits (Ops&Admin, Facilities)	46%	2,195,829	1,000,844	926,779	74,065	7%
Other (meetings, print costs, staff training, courier, postage, etc.)	48%	27,400	13,098	8,212	4,886	37%
Contingency		-	-	-	-	
TOTAL INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE	**51%**	**3,205,342**	**1,631,726**	**1,477,296**	**154,430**	**9%**
INDIRECT REVENUES						
TOTAL INDIRECT REVENUES	220%	270	593	-	**593**	**100%**
NET CONTRIBUTIONS (DEFICIT)	**54%**	**-3,007,503**	**-1,634,158**	**-1,425,789**	**-208,370**	**13%**
TRANSFERS & DEBT						
Transfers to Capital Reserve Fund	0%	369,342	-	-	-	
Transfers to Equipment Replacement Fund	50%	221,646	110,823	108,650	2,173	2%
Transfers to Operating Reserve Fund		-	-	-	-	
Debt-interest payments	20%	128,480	26,038	24,612	1,426	5%
Debt-principle payments	100%	35,486	35,486	36,812	-1,326	-4%
M.F.A. Debt Reserve Fund - Arena other debt	0%	270	-	-	-	
TOTAL TRANSFERS & DEBT	**23%**	***755,224***	***172,347***	***170,074***	**2,273**	**1%**
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	**48%**	***-3,762,727***	***-1,806,506***	***-1,595,862***	**-210,643**	**12%**
Requisition & Payment in Lieu	1%	3,752,193	20,937	10,155	10,782	51%
Prior Year Surplus	0%	10,534		25,000	-25,000	
NET OPERATIONS		**-**	**-1,785,569**	**-1,560,707**	**-224,861**	**13%**

Making a difference...together

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 01, 2026

SUBJECT **2027 Budget Review and Approval Process – Sooke & Electoral Area Parks and Recreation Commission**

ISSUE SUMMARY

This report presents the proposed 2027-2031 Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) budget for review and provisional approval.

BACKGROUND

Each year, the Capital Regional District (CRD) is required to develop a five-year financial plan representing the operating and capital expenditures plans. This plan is prepared in accordance with the legislative authority governing CRD services and, once approved, provides the authorization of expenditures to support service delivery. Final approval of the financial plan must occur no later than March 31 annually.

A preliminary (provisional) financial plan is developed in advance of this deadline to allow service participants and local rate payers with an opportunity to review and provide input 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 budget and recommending a provisional budget for approval to the CRD Board. Ultimately, the CRD Board is responsible for the approval of all the service budgets.

2027 Financial Plan Approach

On April 8, 2026, the CRD Board approved the 2027 Service and Financial Planning Guidelines. The 2027 planning cycle has been accelerated to allow service plans and provisional budgets to be presented prior to the October 17, 2026 general election.

Following the election, the CRD will enter a transition period during which strategic priorities for the 2027-2030 Board term will be established. As a result, the 2027-2031 budget cycle will focus on operational continuity through the development of the new Corporate Plan and ensure continued implementation of strategic initiatives that span Board terms. External economic factors such as inflation, interest rates, wage increases, and population growth will continue to influence financial planning and service delivery.

The budget process is supported by service planning, which aligns operational requirements with strategic priorities and plans. Service plans inform the financial planning process and provide necessary information to evaluate overall organizational requirements, new initiatives, proposed service levels and implications for the financial plan.

2027 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 program and facility revenues, fees and charges, requisition funding, 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 for the next five years. This plan has been informed by the SEAPARC 20-year capital plan. Despite increased annual contributions and several debt-funded projects, the capital reserve fund is projected to maintain an average balance of approximately $611,000 over the next five years. To support ongoing preventative maintenance, address the needs of an aging facility, and maintain capacity for unforeseen capital projects, the target balance for this reserve is $1.5 million.

The 2027 budget considers adjustments to service delivery, community need and approved fees and charges. Participation in SEAPARC services continues to increase, although growth has moderated compared with previous years. Limited space impacts revenue growth projections. Items such as wages and benefits, internal allocations, supplies, and utilities including electricity and fuel, are subject to inflationary changes that influence the cost-of-service delivery.

The 2027 ongoing supplemental budget includes $22,968 to support the addition of a marketing assistant, as directed by the Commission on November 4, 2025. The supplemental budget also includes debt charges to reflect the borrowing costs for the skate park replacement and energy recovery project.

For the capital plan, a few emerging projects have been added for the 2027 budget year. Some projects identified for 2027–2031 remain subject to change pending the outcomes of the Recreation Infrastructure Growth Plan currently underway. There are currently two major projects planned to be funded by new debt: replacement of secondary pool boilers and replacement of the arena slab.

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 Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, 2027-2031 SEAPARC Budget be approved as presented and form the basis of the Provisional 2027-2031 Financial Plan.

Alternative 2
The Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, 2027-2031 SEAPARC Budget be approved as amended and form the basis of the Provisional 2027-2031 Financial Plan.

IMPLICATIONS

Financial Implications

Operating Budget

The 2027 operating budget is approximately $6 million and includes a requisition increase of $250,794 (6.7%) over the 2026 budget. The increase consists of a 3.84% adjustment to the core budget, $84,000 in ongoing supplemental funding for debt servicing costs, and $22,968 to support enhanced marketing capacity through additional staffing.

While total operating costs (excluding transfers to reserves) are budgeted to increase 5.81%, revenues from user fees and rentals are expected to increase by 3.74%. Revenue projections recognize that facility capacity continues to limit opportunities for program expansion.

The requisition increase reflects both inflationary pressures on core operations and approved supplemental funding requirements for debt servicing and staffing enhancements.

Capital Budget

The 2027 capital budget, informed by the SEAPARC 20-Year capital plan, supports ongoing preventative maintenance, asset renewal, and equipment replacement required to maintain service levels for the community.

The attached 2027-2031 SEAPARC Budget in Appendix A, which includes operating and capital budgets, is provided for preliminary approval.

Operating Reserve

The SEAPARC operating reserve balance is $38,386. This fund was established to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses and special one-time operating projects, as well as mitigate fluctuations in revenue. Corporate operating reserve guidelines suggest a target balance of approximately $170,000; however, priority has been given to increasing the capital reserve fund to address significant capital requirements.

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 2027–2031 SEAPARC budget are presented for Commission review and recommendation to the CRD Board for approval.

RECOMMENDATION

The Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, 2027-2031 SEAPARC Budget be approved as presented and form the basis of the Provisional 2027-2031 Financial Plan.

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
Concurrence:	Glenn Harris, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Kristen Morley, J.D., Acting Chief Administrative Officer

ATTACHMENTS

Appendix A: 2027-2031 SEAPARC Budget
Presentation: 2027 SEAPARC Budget

CAPITAL REGIONAL DISTRICT

2027 BUDGET

SEAPARC

SEAPARC REVIEW

September 2026

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 swimmig pool, the golf course and mutil-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 appointment 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 DeMamiel Golf Course Acquisition), $660,000 issued).
Bylaw No. 4634 - $3,150,000 (for SEAPARC recreation upgrades), $0 issued).

Change in Budget 2026 to 2027
Service: 1.40X - SEAPARC

	Total Expenditure	Comments	
2026 Budget	**6,039,678**		
Change in Wages & Benefits:			
General wages & benefits change	146,662	Inclusive of estimated collective agreement changes	
Position changes	4,374		
0.5 FTE Marketing Program Assistant	22,968	10c-2.3 - Marketing Program Assistant	
	63,854	Increase Auxilary hours to support programs	
Total Change in Wages & Benefits	237,858		-
Other Changes:			
Standard Overhead Allocation	12,101	Increase in 2026 operating costs	
Human Resources Allocation	10,511	Increase in 2026 wages & benefits	
Operating Supplies & Promotion	47,838		
Maintenance and Repairs	23,600		
Other Costs	4,841		
Total Other Changes	98,891		
2027 Budget	**6,376,427**		

Summary of % Expense Change		
2027 General wages & benefits change	2.4%	
10c-2.3 - Marketing Program Assistant	0.4%	
Increase Auxilary positions to support programs	1.1%	
Operating Supplies & Promotion	0.8%	
Maintenance and Repairs	0.4%	
Balance of increase	0.5%	
% expense increase from 2026:	***5.6%***	
% Requisition increase from 2026 (if applicable):	***6.7%***	*Requisition funding is 62.6% of service revenue*

Overall 2026 Budget Performance
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of $16,502 (0.3%) due mainly to savings in debt servicing. This variance will be moved to Capital Reserve, which has an expected year end balance of $566,000 before this transfer.

SEAPARC - ALL SERVICE AREAS	2026 BOARD BUDGET	2026 ESTIMATED ACTUAL	BUDGET REQUEST 2027 CORE BUDGET	2027 ONGOING	2027 ONE-TIME	2027 TOTAL	FUTURE PROJECTIONS 2028 TOTAL	2029 TOTAL	2030 TOTAL	2031 TOTAL
OPERATING COSTS:										
Salaries and Wages	3,812,421	3,817,448	4,027,311	22,968	-	4,050,279	4,143,679	4,226,731	4,310,186	4,394,350
Electricity & Utilities	259,190	222,750	253,200	-	-	253,200	258,260	263,430	268,700	274,070
Operating Supplies & Promotion	381,262	414,050	429,100	-	-	429,100	437,700	446,450	455,380	464,490
Maintenance and Repairs	200,300	198,000	223,900	-	-	223,900	228,380	232,940	237,600	242,340
Standard Overhead Allocation	253,135	253,135	265,236	-	-	265,236	270,806	276,222	281,747	287,382
Human Resources Allocation	126,146	126,146	136,657	-	-	136,657	139,565	142,381	144,841	144,346
Internal Allocations	12,719	12,719	2,029	-	-	2,029	2,090	2,152	2,217	2,283
Contract for Services	94,000	103,700	99,700	-	-	99,700	101,690	103,710	105,770	107,870
Vehicles and Travel	26,000	16,000	21,500	-	-	21,500	21,930	22,370	22,810	23,270
Operating - Other	92,541	92,271	99,130	-	-	99,130	101,110	103,110	105,170	107,250
Insurance Cost	46,740	46,740	54,680	-	-	54,680	57,415	60,287	63,301	66,466
TOTAL OPERATING COSTS	**5,304,454**	**5,302,959**	**5,612,443**	**22,968**	**-**	**5,635,411**	**5,762,625**	**5,879,783**	**5,997,722**	**6,114,117**
Percentage increase over prior year		0.0%	5.81%			6.24%	2.26%	2.0%	2.0%	1.9%
CAPITAL / TRANSFER RESERVES										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	369,342	385,844	376,730	-	-	376,730	384,260	391,950	399,790	407,790
Transfer to Equipment Replacement Fund	221,646	221,646	226,080	-	-	226,080	230,600	235,210	239,910	244,710
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**590,988**	**607,490**	**602,810**	**-**	**-**	**602,810**	**614,860**	**627,160**	**639,700**	**652,500**
		2.8%	2.00%			2.00%	2.00%	2.0%	2.0%	2.0%
DEBT CHARGES	144,236	94,236	54,206	84,000	-	138,206	223,206	357,206	357,206	357,206
TOTAL COSTS	**6,039,678**	**6,004,685**	**6,269,459**	**106,968**	**-**	**6,376,427**	**6,600,691**	**6,864,149**	**6,994,628**	**7,123,823**
		-0.58%	3.80%			**5.58%**	3.52%	3.99%	1.90%	1.85%
FUNDING SOURCES (REVENUE)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fee Income	(1,829,390)	(1,797,881)	(1,898,630)	-	-	(1,898,630)	(1,936,610)	(1,975,340)	(2,014,830)	(2,055,100)
Rental Income	(447,561)	(444,077)	(464,276)	-	-	(464,276)	(473,570)	(483,020)	(492,680)	(502,540)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(20,936)	(20,936)	(20,936)	-	-	(20,936)	(20,936)	(20,936)	(20,936)	(20,936)
TOTAL REVENUE	(2,297,887)	(2,262,894)	(2,383,842)	-	-	(2,383,842)	(2,431,116)	(2,479,296)	(2,528,446)	(2,578,576)
			3.74%			3.74%	1.98%	2.0%	2.0%	2.0%
REQUISITION	**(3,741,791)**	**(3,741,791)**	**(3,885,617)**	**(106,968)**	**-**	**(3,992,585)**	**(4,169,575)**	**(4,384,853)**	**(4,466,182)**	**(4,545,247)**
Percentage increase over prior year requisition			3.84%			6.70%	4.43%	5.16%	1.85%	1.77%
PARTICIPANTS: Sooke and JDF										
AUTHORIZED POSITIONS:										
Salaried	20.60	20.60	20.60	0.50	-	21.10	21.10	21.10	21.10	21.10

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2027 to 2031

Service No.	1.40X SEAPARC	Carry Forward from 2026	2027	2028	2029	2030	2031	TOTAL
	EXPENDITURE							
	Buildings	$0	$137,000	$467,100	$530,500	$2,283,000	$12,000	$3,429,600
	Equipment	$0	$180,075	$188,050	$552,175	$257,635	$316,485	$1,494,420
	Land	$0	$0	$0	$0	$0	$0	$0
	Engineered Structures	$0	$35,000	$36,800	$36,500	$38,500	$39,000	$185,800
	Vehicles	$0	$0	$0	$0	$0	$0	$0
		$0	**$352,075**	**$691,950**	**$1,119,175**	**$2,579,135**	**$367,485**	**$5,109,820**
	SOURCE OF FUNDS							
	Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
	Debenture Debt (New Debt Only)	$0	$0	$0	$426,000	$1,850,000	$0	$2,276,000
	Equipment Replacement Fund	$0	$186,075	$171,550	$126,175	$240,635	$298,985	$1,023,420
	Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
	Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
	Reserve Fund	$0	$166,000	$520,400	$567,000	$488,500	$68,500	$1,810,400
		$0	**$352,075**	**$691,950**	**$1,119,175**	**$2,579,135**	**$367,485**	**$5,109,820**

Definitions for the 5-year Capital Plan

Asset Class	Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150. **L** - Land **S** - Engineering Structure **B** - Buildings **V** - Vehicles **E** - Equipment Vehicle projects must comply with the CRD Green Fleet Policy. If you have any questions about vehicle costs and procurement schedules, please reach out to the Manager, Corporate Fleet (Michael Sunshine).
Capital Expenditure Type	Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service. **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
Carryforward	Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.
Funding Source	**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 **WU** - Water Utility If there is more than one funding source, use additional rows for the project.

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2027 - 2031

Service #: 1.40X

Service Name: SEAPARC

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2026	2027	2028	2029	2030	2031	5 - Year Total
20-09	Replacement	Domestic Hot Water Replacement	Replacement of hot water storage tanks and update system	$ 100,000	E	Cap	Carryforward	-	-	-	-	-	$ -
22-13	Renewal	Weight room upgrade	Accessibility and Weight Room upgrades	$ 15,000	B	Cap	Carryforward	-	-	-	-	-	$ -
23-04	Renewal	Building Assessment and Renewal	Building assessment and repairs	$ 250,000	B	Res		50,000	50,000	50,000	50,000	-	$ 200,000
23-04	Renewal	Building Assessment and Renewal	Building assessment and repairs		B	Cap		-	-	-	-	-	$ -
23-07	Renewal	Parking Lot Renewal	Renewal parking lot	$ 173,750	S	Res		35,000	36,800	36,500	38,500	-	$ 146,800
23-07	Renewal	Parking Lot Renewal	Renewal parking lot		S	Cap						-	$ -
24-04	Renewal	Roof Repairs	General Roof Repairs	$ 37,500	B	Res		7,500	7,500	7,500	7,500	-	$ 30,000
24-04	Renewal	Roof Repairs	General Roof Repairs		B	Cap		-	-	-	-	-	$ -
24-06	Renewal	Replace Ventilation Fans	Replace Ventilation Fans	$ 7,000	B	Res		7,500	-	-	-	-	$ 7,500
24-13	Renewal	Arena Compressor Overhaul	Refrigeration plant compressor overhaul	$ 48,000	E	Res		16,000	16,500	-	-	-	$ 32,500
24-15	Replacement	IT Equipment Replacement	Replacement of IT equipment and computers	$ 73,600	E	ERF		19,600	8,600	14,100	-	-	$ 42,300
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system	$ 2,200,000	B	Debt	Carryforward	-	-	-	-	-	$ -
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant		-	-	-	-	-	$ -
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant		-	-	-	-	-	$ -
25-05	Replacement	Replace Sewage & Storm Pump System	Replace Sewage & Storm Pump System	$ 42,000	B	ERF		22,000	-	-	-	-	$ 22,000
25-07	Study	Thermal Evaluation of Electrical System	Thermal Evaluation of Electrical System	$ 8,350	B	Res		-	4,600	-	-	-	$ 4,600
26-08	Renewal	Duct cleaning	Duct cleaning	$ 37,000	B	Res		-	-	25,000	-	-	$ 25,000
26-09	Replacement	Pool Lectronator System	Replacement of lectronator cells and components	$ 85,000	E	ERF		21,000	21,750	22,750	24,000	-	$ 89,500
26-11	Renewal	Irrigation allowance	Repair & replacement of irrigation components	$ 25,000	E	ERF		5,000	5,000	5,000	5,000	-	$ 20,000
26-12	New	Electric Key Entry System	Install electric key entry system	$ 68,000	B	Res		20,000	-	-	-	-	$ 20,000
26-14	Study	Pool Change Room Renovation	Pool Change Room Renovation (design/scope)	$ 25,000	B	Cap	Carryforward	-	-	-	-	-	$ -
26-16	Renewal	Pool Circulation Pump renewal	Pool Circulation Pump renewal (allowance)	$ 100,000	E	ERF		35,000	36,000	45,000	22,000	-	$ 138,000
27-01	Renewal	Sauna renewal	Renovate sauna room	$ 30,000	B	Res		30,000	-	-	-	-	$ 30,000
27-02	Replacement	Fire annunciator panel replacement	Fire annunciator panel replacement	$ 30,000	E	ERF		30,000	-	-	-	-	$ 30,000
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	$ 53,475	E	ERF		53,475	-	-	-	-	$ 53,475
28-01	New	Asset Management - data collection	Data collection for integration with asset management software	$ 50,000	B	Res		-	50,000	-	-	-	$ 50,000
28-02	Renewal	Repaint Fitness Facility Exterior	Repaint Fitness Facility Exterior	$ 25,000	B	Res		-	25,000	-	-	-	$ 25,000
28-03	Renewal	Recoat Arena Metal Roof	Recoat Arena Metal Roof	$ 720,000	B	Res		-	20,000	400,000	-	-	$ 420,000
28-04	Renewal	Pool Change Room Renovation	Pool Change Room Renovation	$ 170,000	B	Res		-	160,000	-	-	-	$ 160,000
28-05	Replacement	Electrification of Pool Boilers	Replacement of secondary pool boilers (oil to electric)	$ 471,000	E	Debt		-	-	426,000	-	-	$ 426,000
28-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	$ 75,000	E	ERF		-	100,200		-	-	$ 100,200
29-02	Study	Electrification of Arena Dehumidifier	Design and replacement of low-temperature dehumidifiers with heat recovery tie-in	$ 30,000	B	Res		-	-	30,000	-	-	$ 30,000
29-03	Renewal	Storm & Sewer repair allowance	Buried services repair allowance (storm & sanitary)	$ 18,000	B	Res		-	-	18,000	-	-	$ 18,000
29-05	Replacement	Equipment Replacement (pooled)	Equipment Replacement	$ 53,250	E	ERF		-	-	39,325	-	-	$ 39,325
30-01	Renewal	Replace Arena In-Slab Refrigeration	Replace Arena Ice Rink and In-Slab Refrigeration	$ 1,850,000	B	Debt		-	-	-	1,850,000	-	$ 1,850,000

Service #: 1.40X

Service Name: SEAPARC

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2026	2027	2028	2029	2030	2031	5 - Year Total
30-02	Renewal	Arena Change Room Renovation	Renovation of original (1976) arena change rooms	$ 150,000	B	Res		-	-	-	150,000	-	$ 150,000
30-03	Renewal	Pool Window Wall Repair Allowance	Pool Window Wall Repair Allowance	$ 7,500	B	Res		-	-	-	7,500	-	$ 7,500
30-04	Replacement	Replace Arena Dehumidifier	Replace Arena Dehumidifier	$ 110,000	B	Res		-	-	-	110,000	-	$ 110,000
30-05	Replacement	Replace Ventilation Fans	Replace Ventilation Fans - allowance	$ 8,000	B	Res		-	-	-	8,000	-	$ 8,000
30-06	Study	Energy Recovery - phase 2	Technical design of energy recovery - phase 2	$ 100,000	B	Res		-	-	-	100,000	-	$ 100,000
30-07	Renewal	Arena Compressor Overhaul	Refrigeration plant compressor overhaul	$ 17,000	E	Res		-	-	-	17,000	-	$ 17,000
30-08	Replacement	Radio Replacements	Radio system replacement	$ 40,000	E	ERF		-	-	-	40,000	-	$ 40,000
30-09	Replacement	IT Equipment Replacement	Replacement of IT equipment and computers	$ 13,480	E	ERF		-	-	-	14,560	-	$ 14,560
30-10	Replacement	Equipment Replacement (pooled)	Equipment Replacement	$ 143,950	E	ERF		-	-	-	135,075	-	$ 135,075
31-01	Renewal	Roof Repairs	General Roof Repairs	$ 7,500	B	Res		-	-	-	-	$ 7,500	$ 7,500
31-02	Study	Thermal Evaluation of Electrical System	Thermal Evaluation of Electrical System	$ 4,500	B	Res		-	-	-	-	$ 4,500	$ 4,500
31-03	Replacement	Arena Zamboni Water Storage Tanks	Replacement of arena Zamboni water storage tanks	$ 16,000	E	ERF		-	-	-	-	$ 16,000	$ 16,000
31-04	Renewal	Pool Circulation Pump renewal	Pool Circulation Pump renewal (allowance)	$ 22,500	E	ERF		-	-	-	-	$ 22,500	$ 22,500
31-05	Replacement	Pool Sand Filter replacement	Replacement of pool sand filters	$ 19,000	E	ERF		-	-	-	-	$ 19,000	$ 19,000
31-06	Renewal	Parking Lot Renewal	Renewal parking lot	$ 39,000	S	Res		-	-	-	-	$ 39,000	$ 39,000
31-07	Replacement	Equipment Replacement (pooled)	Equipment Replacement	$ 78,765	E	ERF		-	-	-	-	$ 78,765	$ 78,765
31-08	Replacement	IT Equipment Replacement	Replacement of IT equipment and computers	$ 45,220	E	ERF		-	-	-	-	$ 45,220	$ 45,220
31-09	Replacement	Golf Course Equipment Replacement	Replacement of fairway mower and club car	$ 87,000	E	ERF		-	-	-	-	$ 87,000	$ 87,000
31-10	Renewal	Irrigation allowance	Repair & replacement of irrigation components	$ 5,500	E	ERF		-	-	-	-	$ 5,500	$ 5,500
31-11	Renewal	Arena Compressor Overhaul	Refrigeration plant compressor overhaul	$ 17,500	E	Res		-	-	-	-	$ 17,500	$ 17,500
31-12	Replacement	Pool Lectronator System	Replacement of lectronator cells and components	$ 25,000	E	ERF		-	-	-	-	$ 25,000	$ 25,000
													$ -
			Grand Total	**$ 7,978,340**			**$ -**	**$ 352,075**	**$ 691,950**	**$ 1,119,175**	**$ 2,579,135**	**$ 367,485**	**$ 5,109,820**

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

Project Number	20-09	**Capital Project Title**	Domestic Hot Water Replacement	**Capital Project Description**	Replacement of hot water storage tanks and update system
Project Rationale	Service life is ended for DHW storage tanks for the arena as well as for the pool/gym. This project will consider heat recovery implications in design and implementation.				

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.				

Project Number	23-07	**Capital Project Title**	Parking Lot Renewal	**Capital Project Description**	Renewal parking lot
Project Rationale	Regular repairs required to parking lot including paving, line painting and oil separator clean out.				

Project Number	24-04	**Capital Project Title**	Roof Repairs	**Capital Project Description**	General Roof Repairs
Project Rationale	Annual roof repair allowance.				

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

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	24-13	**Capital Project Title**	Arena Compressor Overhaul	**Capital Project Description**	Refrigeration plant compressor overhaul
Project Rationale	Overhaul of arena compressors(alternating) to ensure continuity of service. Recommended maintenance by CIMCO.				

Project Number	24-15	**Capital Project Title**	IT Equipment Replacement	**Capital Project Description**	Replacement of IT equipment and computers
Project Rationale	CRD IT's infrastructure renewal plan				

Project Number	25-01	**Capital Project Title**	Implement Heat Recovery System Phase 1	**Capital Project Description**	Implementation of phase 1 of heat recovery system
Project Rationale	A number of pool mechanical systems approaching end of life. Heat recovery system would address replacement of these systems and benefit with reduced GHG emissions to meet climate targets.				

Service:	1.40X	SEAPARC

Project Number	25-05	**Capital Project Title**	Replace Sewage & Storm Pump System	**Capital Project Description**	Replace Sewage & Storm Pump System
Project Rationale	Condition assessment indicates areas at or nearing end of life. Phase 1 is pump replacement in 2027; phase 2 is for sewage pump rails and lift in 2028.				

Project Number	25-07	**Capital Project Title**	Thermal Evaluation of Electrical System	**Capital Project Description**	Thermal Evaluation of Electrical System
Project Rationale	Code requirement				

Project Number	26-08	**Capital Project Title**	Duct cleaning	**Capital Project Description**	Duct cleaning
Project Rationale	Regular maintenance of duct system.				

Project Number	26-09	**Capital Project Title**	Pool Lectronator System	**Capital Project Description**	Replacement of lectronator cells and components
Project Rationale	Annual replacement of lectronator system components.				

Service:	1.40X	SEAPARC	

Project Number	26-11	**Capital Project Title**	Irrigation allowance	**Capital Project Description**	Repair & replacement of irrigation components
Project Rationale	Annual allowance for repairs				

Project Number	26-12	**Capital Project Title**	Electric Key Entry System	**Capital Project Description**	Install electric key entry system
Project Rationale	Improve facility security and access.				

Project Number	26-14	**Capital Project Title**	Pool Change Room Renovation	**Capital Project Description**	Pool Change Room Renovation (design/scope)
Project Rationale	Determine scope and pricing for 2028 project.				

Project Number	27-03	**Capital Project Title**	Replace Arena Rubber Mat Flooring	**Capital Project Description**	Replace Arena Rubber Mat Flooring
Project Rationale	Flooring at end of life.				

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

Project Number	28-01	**Capital Project Title**	Asset Management - data collection	**Capital Project Description**	Data collection for integration with asset management software
Project Rationale	Collection of data for integration with planned asset management software implementation				

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

Project Number	28-02	**Capital Project Title**	Repaint Fitness Facility Exterior	**Capital Project Description**	Repaint Fitness Facility Exterior
Project Rationale	Maintain aesthetics and extend service life.				

Project Number	28-03	**Capital Project Title**	Recoat Arena Metal Roof	**Capital Project Description**	Recoat Arena Metal Roof
Project Rationale	Extend roof service life.				

Project Number	28-04	**Capital Project Title**	Pool Change Room Renovation	**Capital Project Description**	Pool Change Room Renovation
Project Rationale	Supported via Strategic Plan				

Project Number	28-05	**Capital Project Title**	Electrification of Pool Boilers	**Capital Project Description**	Replacement of secondary pool boilers (oil to electric)
Project Rationale	Oil tank for the secondary boiler is past end of life. Oil tank to be decommissioned and oil boiler replaced with electric boiler. Electrical upgrades required as part of this project.				

Project Number	28-06	**Capital Project Title**	Equipment Replacement (pooled)	**Capital Project Description**	Equipment Replacement
Project Rationale	Annual small equipment replacement.				

Project Number	29-02	**Capital Project Title**	Electrification of Arena Dehumidifier	**Capital Project Description**	Design and replacement of low-temperature dehumidifiers with heat recovery tie-in
Project Rationale	Design and replacement of low-temperature dehumidifiers with heat receovery tie in. 2 year project				

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

Project Number	29-03	**Capital Project Title**	Storm & Sewer repair allowance	**Capital Project Description**	Buried services repair allowance (storm & sanitary)
Project Rationale	Regular repair allowance.				

Project Number	29-05	**Capital Project Title**	Equipment Replacement (pooled)	**Capital Project Description**	Equipment Replacement
Project Rationale	Annual small equipment replacement.				

Project Number	30-01	**Capital Project Title**	Replace Arena In-Slab Refrigeration	**Capital Project Description**	Replace Arena Ice Rink and In-Slab Refrigeration
Project Rationale	End of life				

Project Number	30-02	**Capital Project Title**	Arena Change Room Renovation	**Capital Project Description**	Renovation of original (1976) arena change rooms
Project Rationale	Asset management plan and strategic plan need.				

Project Number	30-03	**Capital Project Title**	Pool Window Wall Repair Allowance	**Capital Project Description**	Pool Window Wall Repair Allowance
Project Rationale	Repairs due to leakage				

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

Project Number	30-04	**Capital Project Title**	Replace Arena Dehumidifier	**Capital Project Description**	Replace Arena Dehumidifier
Project Rationale	End of life				

Project Number	30-05	**Capital Project Title**	Replace Ventilation Fans	**Capital Project Description**	Replace Ventilation Fans - allowance
Project Rationale	End of life				

Project Number	30-06	**Capital Project Title**	Energy Recovery - phase 2	**Capital Project Description**	Technical design of energy recovery - phase 2
Project Rationale	To align with end of life for various mechanical components and climate goals				

Project Number	30-07	**Capital Project Title**	Arena Compressor Overhaul	**Capital Project Description**	Refrigeration plant compressor overhaul
Project Rationale	Regular renewal schedule				

Project Number	30-08	**Capital Project Title**	Radio Replacements	**Capital Project Description**	Radio system replacement
Project Rationale	End of life				

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

Project Number	30-09	**Capital Project Title**	IT Equipment Replacement	**Capital Project Description**	Replacement of IT equipment and computers
Project Rationale	End of life				

Project Number	30-10	**Capital Project Title**	Equipment Replacement (pooled)	**Capital Project Description**	Equipment Replacement
Project Rationale	Annual small equipment replacement.				

Project Number	31-01	**Capital Project Title**	Roof Repairs	**Capital Project Description**	General Roof Repairs
Project Rationale	Annual roof repair allowance.				

Project Number	31-02	**Capital Project Title**	Thermal Evaluation of Electrical System	**Capital Project Description**	Thermal Evaluation of Electrical System
Project Rationale	Code requirement				

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

Project Number	31-03	**Capital Project Title**	Arena Zamboni Water Storage Tanks	**Capital Project Description**	Replacement of arena Zamboni water storage tanks
Project Rationale	Replacement due to equipment at end of life				

Project Number	31-04	**Capital Project Title**	Pool Circulation Pump renewal	**Capital Project Description**	Pool Circulation Pump renewal (allowance)
Project Rationale	Annual replacement budget for pool circulation pumps and components				

Project Number	31-05	**Capital Project Title**	Pool Sand Filter replacement	**Capital Project Description**	Replacement of pool sand filters
Project Rationale	Replacement to ensure pool safety/cleanliness				

Project Number	31-06	**Capital Project Title**	Parking Lot Renewal	**Capital Project Description**	Renewal parking lot
Project Rationale	Regular repairs required to parking lot including paving, line painting and oil separator clean out.				

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

Project Number	31-07	**Capital Project Title**	Equipment Replacement (pooled)	**Capital Project Description**	Equipment Replacement
Project Rationale	Replacement of small equipment				

Project Number	31-08	**Capital Project Title**	IT Equipment Replacement	**Capital Project Description**	Replacement of IT equipment and computers
Project Rationale	Equipment at end of life				

Project Number	31-09	**Capital Project Title**	Golf Course Equipment Replacement	**Capital Project Description**	Replacement of fairway mower and club car
Project Rationale	Equipment at end of life - replacement of fairway mower and club car				

Project Number	31-10	**Capital Project Title**	Irrigation allowance	**Capital Project Description**	Repair & replacement of irrigation components
Project Rationale	Annual allowance for irrigation repairs				

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

Project Number	31-11	**Capital Project Title**	Arena Compressor Overhaul	**Capital Project Description**	Refrigeration plant compressor overhaul
Project Rationale	Code requirement				

Project Number	31-12	**Capital Project Title**	Pool Lectronator System	**Capital Project Description**	Replacement of lectronator cells and components
Project Rationale	Annual budget for replacement of lectronator system cells and components				

1.40X SEAPARC Recreation Combined
Asset and Reserve Summary Schedule
2027 - 2031 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	Est Actual	Budget				
Projected year end balance	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
Capital Reserve	566,856	792,586	656,446	481,396	392,686	731,976
Equipment Replacement Fund	6,469	46,574	105,624	214,659	213,934	159,659
Total projected year end balance	**573,325**	**839,160**	**762,070**	**696,055**	**606,620**	**891,635**

1.40X SEAPARC Recreation Combined
Capital Reserve Fund Schedule
2027 - 2031 Financial Plan

Capital Reserve Fund Schedule

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

Capital Reserve Fund	Est Actual	Budget				
	2026	2027	2028	2029	2030	2031
Beginning Balance	703,264	566,856	792,586	656,446	481,396	392,686
Planned Capital Expenditure (Based on Capital Plan)	(525,750)	(166,000)	(520,400)	(567,000)	(488,500)	(68,500)
Transfer from Operating Budget	369,342	376,730	384,260	391,950	399,790	407,790
Interest Income*	20,000	15,000				
Ending Balance $	**566,856**	**792,586**	**656,446**	**481,396**	**392,686**	**731,976**

* 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)
2027 - 2031 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Est Actual	Budget				
	2026	2027	2028	2029	2030	2031
Beginning Balance	218,823	6,469	46,574	105,624	214,659	213,934
Planned Purchase (Based on Capital Plan)	(434,750)	(186,075)	(171,550)	(126,175)	(240,635)	(298,985)
Transfer from Operating Budget	221,646	226,080	230,600	235,210	239,910	244,710
Equipment Disposal						
Interest Income*	750	100				
Ending Balance $	**6,469**	**46,574**	**105,624**	**214,659**	**213,934**	**159,659**

* 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

2027 - 2031 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				
Projected year end balance	2026	2027	2028	2029	2030	2031
Operating Reserve	38,386	39,386	39,386	39,386	39,386	39,386
Operating Reserve - Legacy Fund	2,397	2,487	2,487	2,487	2,487	2,487
Total projected year end balance	**40,783**	**41,873**	**41,873**	**41,873**	**41,873**	**41,873**

See attached reserve schedules for projected annual cash flows.

1.40X SEAPARC
Operating Reserve Summary
2027 - 2031 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.

Operating Reserve Schedule - FC 105301

Operating Reserve Schedule	Est Actual	Budget				
Projected year end balance	2026	2027	2028	2029	2030	2031
Beginning Balance	37,386	38,386	39,386	39,386	39,386	39,386
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-		-	-
Interest Income*	1,000	1,000				
Total projected year end balance	**38,386**	**39,386**	**39,386**	**39,386**	**39,386**	**39,386**

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.

Making a difference...together

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 01, 2026

SUBJECT **SEAPARC Strategic Plan 2025-2035 Semi-Annual Report**

ISSUE SUMMARY

To provide the Commission with an update on implementation of the SEAPARC Strategic Plan 2025–2035 and progress achieved through August 31, 2026.

BACKGROUND

The SEAPARC Strategic Plan 2025–2035 was approved by the Commission in 2025 and establishes a framework to guide service delivery, infrastructure stewardship and future recreation investments over the next decade. The plan highlights three main goals: optimize service delivery, optimize existing infrastructure and invest in new recreation infrastructure. Each of these goals outlines further actions and steps, including required resources.

Appendix A outlines the actions taken and progress on the strategic plan through August 31, 2026. Key accomplishments achieved since the previous update include:

- Recreation Infrastructure Growth Plan in progress
- State of External Spaces Review and Inventory Report completed
- Partnership with Island Health “Baby Talk” Program established
- Pool natatorium lighting replacement completed
- Cellular upgrade completed

The strategic initiatives are progressing as anticipated, with deferred initiatives generally reflecting future staffing, funding or infrastructure planning requirements.

IMPLICATIONS

Alignment with Board & Corporate Priorities

The SEAPARC Strategic Plan supports the CRD Corporate Priorities. Specifically, Goal 10c - ‘Affordable recreation opportunities that improve livability’ - includes the initiative to ‘Develop and implement a long-term strategic plan for SEAPARC’.

Service Delivery Implications

The strategic plan focuses on improving service delivery. Through August 31, 2026, staff advanced this goal by expanding programming into new community locations, enhancing fitness offerings included with the Active Pass, establishing new partnerships such as the Island Health BabyTalk program, and continuing collaborative program delivery initiatives.

Financial Implications

Strategic Plan implementation activities undertaken to date have been accommodated within approved operating and capital budgets. Future initiatives identified within the Strategic Plan will be brought forward through annual planning and budget processes as required.

CONCLUSION

Continued implementation of the SEAPARC Strategic Plan 2025–2035 has resulted in meaningful progress across all three strategic goals. Key achievements since the previous update include expanded program offerings and community partnerships, improvements to facility amenities and infrastructure systems, and initiation of a recreation infrastructure growth plan to support future investment decisions. Staff will continue to advance strategic plan initiatives and provide regular progress updates to the Commission.

RECOMMENDATION

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

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
Concurrence:	Glenn Harris, Acting General Manager, Parks Recreation and Environmental Services

ATTACHMENT

Presentation: SEAPARC Strategic Plan Update #2