



Making a difference...together

**SALT SPRING ISLAND PARKS AND RECREATION COMMISSION**

Notice of Meeting on **Monday, January 21, 2019 at 4:00 PM**  
Portlock Portable, 145 Vesuvius Bay Rd, Salt Spring Island, BC

Director Holman  
Gregg Dow

Brian Webster  
Sonja Collombin

Jacky Cooper  
Darlene Steele

John Gauld

(R) = Regrets

**AGENDA**

- 1. **Election of Chair and Vice Chair**
- 2. **Approval of Agenda**
- 3. **Adoption of Minutes of December 11, 2018** 3-6
- 3. **Delegation/Presentation**
  - 3.1
- 4. **Director and Chair Reports**
- 5. **Outstanding Business**
  - 5.1 **Project Status Report** 7-8
  - 5.2 **Fulford Ball Fields**
  - 5.3 **Grant Applications**
- 6. **New Business**
  - 6.1 **Community Recreation Quarterly Report** 9-11
  - 6.2 **Community Recreation 5 year Operating and Capital Budget** 12-14
  - 6.3
- 7. **Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1):**
  - (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
  - (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

*To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.*

**8. Rise and Report**

**9. Next Meeting:** Tuesday February 19, 2019 at 4 pm in the Portlock Portable

Strategic planning session on February 4, 2019-TBC

**10. Adjournment**



- Discussion on the “relinquishment” of delegated administrative powers under bylaw 3030 item number 10 “duties”.
- Fernwood Dock Commission under bylaw 3030 is the last service commission on island with the wording “delegated administrative power” versus “advisory”; commission has not been active since 2014.
- All decisions on land acquisition, bylaws, fees and charges, budget and policies require board approval.

**MOVED** by Commissioner Gauld, **SECONDED** by Commissioner Webster, That the Salt Spring Island Parks and Recreation Commission recommends that the Electoral Area Services Committee recommends that the Capital Regional District Board direct staff to repeal Bylaw 3030 and move the administration of Salt Spring Island Small Craft Service 1.236 under the Salt Spring Island Parks and Recreation Advisory Commission to provide advice on the financial, operational and capital aspects of delivering the service;

and that consideration be given to retain the administrative powers as intended in section 10 of bylaw 3030 for this service.

**CARRIED**

## **5.2 Closed Meeting Minutes**

Commissioner Webster requested review of process for releasing closed meeting minutes.

## **5.3 Proposed 2019 Regular Meeting Schedule**

The PARC Commission agreed to the proposed 2019 meeting schedule as follows:

January 21, February 19, March 26, April 15, May 21, June 4 & 17, Sept 24, October 29, November 18 (4 to 6 pm Portlock Park Portable)

Proposed Date for Strategic Planning: February 4, 2019

## **5.4 Potential Grant Funding Source: COMMUNITY CHILD CARE SPACE CREATION PROGRAM**

At the November 19, 2018 meeting the parks and recreation commission passed the following motion by majority:

That the Salt Spring Parks and Recreation Commission recommends that the Capital Regional District Board direct staff to submit an application for grant funding for the PARC Licensed Preschool Care Space through the Child Care Space Creation Program; and that the Board supports the project and commits to its share \$81,860 of the project and the minimum 10 years of operations.

The Chair Dow brought the topic back for discussion to make sure that all of the commissioners had the opportunity to clearly express their opinions. Staff revised the report to include additional information based on concerns raised at the previous meeting. No reconsideration of motion was given.

### 5.5 Ganges Harbour Walk Steering Committee

Staff briefly reported on discussions at the December 7, 2018 meeting of the Ganges Harbour Walk Project Steering Committee.

- Committee agreed to request an extension on responding to the Ganges Marina foreshore lease renewal and to prepare a joint letter requesting that the Ministry consider giving a public access right of way.
- Reference to examples in other communities of joint public and private harbour facilities (Cowichan bay and Ladysmith).

## 6. New Business

### 6.1 Market Advisory Committee Meeting

Commissioner Webster left room at 2:49 pm due to conflict with market

The Commission approved the recommendation from the Market Advisory Group regarding exemption requests for the 2019 Market Season.

**MOVED** by Commissioner Collombin, **SECONDED** by Commissioner Gauld,  
That the Salt Spring Island Market Advisory Group recommends to the Salt Spring Island Parks and Recreation Commission that staff approve the exemption requests in Attachment A and B for the 2019 market season and further grandfather the vendors in Attachment A and B to recognize them as a Farmer in future market seasons.

**CARRIED**

Commissioner Webster returned to meeting at 2:51 pm

## 7. Motion to Close the meeting

**MOVED** by Commissioner Steele, **SECONDED** by Commissioner Collombin,  
That the Salt Spring Island Parks and Recreation Commission close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1): (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

**CARRIED**

Meeting moved into closed session at 2:54 pm and opened again at 3:02 with the following rise and report:

## 8. Rise and Report

The Commission agreed to release the closed section of minutes relating to land acquisition and potential reconfiguration of Portlock Park.

### March 19, 2018- Closed meeting minutes -Section 4.2 Portlock Expansion

Manager Ovington provided some information on the ongoing negotiations with the property owner.

- Proposed lot line adjustment along front corner of the property; roughly 2 acres
- No additional water permissions needed from NSSWD for a lot line adjustment
- Survey needed and fair market appraisal

- Preliminary drawings drafted to determine what might fit within new configuration
- Purchasing off small portions overtime might be more expensive but potentially easier to accomplish.
- Start early in process getting farmers and ALC on board with location.

**9. Next Meeting** – January 21, 2019 from 4 to 6 pm in the Portlock Portable

**10. Adjournment**

**MOVED** by Commissioner Steele, **SECONDED** by Commissioner Collombin,  
That the December 11, 2018 Parks and Recreation Commission meeting be adjourned at  
3:05 pm.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**

**1) PARK LAND AND REC PROGRAMS: Administration (planning, rentals, permits, licenses, contracts, land titles)**  
**Portlock Fields, Portlock Portable, Fulford Ballpark, Waterfront, Skate Park**


<p><b>1.1</b> <i>Strategic Plan</i></p>	<p>Five proposals were received and scored by Jon Suk, Dan Ovington and Karla Campbell. McElhanny scored the highest and came in under budget with a fee proposal of \$49,984. See Agenda Item 6.3. Staff have been working with the consultants to provide background information in preparation for a Staff/PARC joint workshop that has been schedule for Nov. 23/17. The second staff/PARC and stakeholder workshops took place on Feb. 15<sup>th</sup>. A public online survey is scheduled for Mar. 19 and will be open for two weeks. The survey closes at the end of the day on April 16, 2018. The open house is schedule for June 19 from 4-6pm in the aquatic centre lobby. Draft to be presented to Commission on Oct 15/18. Additional revisions in progress based on Commission feedback. A revised draft and additional review of strategies is scheduled for February 4, 2019.</p>	<p><b>\$65,000</b></p>
<p><b>1.2</b> <i>Harbour Walk Steering Committee</i></p>	<p>Works for Survey and Archeological assessments have been contracted. RFQ's have been sent out for Structural and Geotechnical assessments. Studies and assessments are underway. The next Ganges Harbour Walk steering committee meeting is set for Feb 20<sup>th</sup>. Greg Dow has been appointed to the committee as a representative of PARC. The steering committee met on Feb 20/18 and was provided an update of studies and assessments. Studies have been completed and a draft final report submitted by the project manager. Staff are reviewing prior to scheduling a Harbour Walk Steering Committee meeting. Final reports have been distributed to the Harbour Walk Steering Committee members while staff plan a meeting for discussion. See minutes from December 7, 2018 Meeting. Next meeting scheduled for January 24, 2019.</p>	<p><b>\$150,000 (CWF)</b></p>
<p><b>1.3</b> <i>Tree Removal Policy</i></p>	<p>CRD Regional Parks is currently working on a tree removal policy. Staff will review the draft policy and bring to PARC for consideration once approved by the Board.</p>	
<p><b>1.4</b> <i>Portlock Park Potential Reconfiguration</i></p>	<p>Staff and Commission workshops were held in October. Staff are looking into potential sites to relocate any existing infrastructure that may free up additional space in the park for the purpose of sports fields. An alternative site for tennis courts has been explored and will be presented to the commission for comment prior to drafting conceptual design options for Portlock Park.</p>	<p><b>\$10,000 (O)</b></p>


**2) POOL (Administration, Youth and Adult Aquatic Programs and Services)**

<p><b>2.1</b> <i>Pool Mechanical</i></p>	<p>One of the two pumps for the heat exchanger failed and needed to be replaced. A replacement pump was purchased in April 2018 making for quick repairs and no impact to the service. The failed pump has been sent to Victoria for servicing to be put back in our replacement part inventory.</p> <p>- Hot tub heater sensor failed and replaced. - Hot tub chlorinator jammed but has been taken apart and fixed</p>	<p><b>TBD</b></p>
<p><b>2.2</b> <i>New Aquatic Programs</i></p>	<p>The new evening aquafit classes continue to be well attended. We will be offering more swimming lessons times in the new year and we have scheduled a National Lifeguard course in January to recruit additional staff for expanded program offerings.</p>	<p><b>(O)</b></p>

**3) COMMUNITY RECREATION (Administration, Day Camps, Recreation Programs, Tennis & Multisport Courts)**

<p><b>3.1</b> <i>SSI Parks and Recreation Guide</i></p>	<p>The Winter Parks and Recreation Guide was mailed out and available online Dec 5<sup>th</sup> for programs beginning in January 2019.</p>	<p><b>\$4,500 (O)</b></p>
<p><b>3.2</b> <i>Recreation Programs</i></p>	<p>We have hired a new part time recreation programmer to fill the vacancy created when the previous programmer moved on to explore other interests.</p>	

4) COMMUNITY PARKS (Community Parks, Trails/Linear Parks, Saturday Market, Memorial Benches)		
4.1 <i>Centennial Park Upgrades-Phase 1</i>	Demolition of the washroom began on December 3, 2018. Construction of the new washroom and drainage is anticipated to be completed in early May. <b>For ongoing project updates visit <a href="http://www.crd.bc.ca/ssi-upgrades">www.crd.bc.ca/ssi-upgrades</a></b>	
4.2 <i>Stark Rd. Connector</i>	An environmental assessment has been completed as part of our due diligence. No environmental concerns were noted and staff have drafted a contract for purchase. The sale and purchase has been completed. Consultation and a schedule for development will be included in the 2018 Operation Work plan. Planning to hire a project coordinator in 2019 to assist with this work.	\$99,450 (Project fund)
4.3 <i>Hedgers Turn SRW's</i>	Survey completed in 2015, SRW's have been signed with the property owner's and registered on title. Meeting with MOTI took place on Sept. 13 <sup>th</sup> to secure LOC over road. Trail to be re-located and open for public use this fall. 8 dangerous trees removed in preparation for trail re-development. Staff are waiting for colder weather to avoid a fire hazard when continuing this work. Planning to hire a project coordinator in 2019 to assist with this work.	\$19,000 (CRF)
4.4 <i>141 Lower Ganges Road. (Pecks Cove)</i>	\$150,000 of community works funds were allocated to the Boardwalk studies and revitalization of this parkland. Once studies are completed a budget for revitalization will be developed based on remaining funds. Studies and assessments are underway.	TBD
4.5 <i>Saturday Market</i>	The last Saturday Market was held on Oct. 27 <sup>th</sup> . A Market Advisory Committee meeting will be schedule in the next few weeks to review the past season any vendor exemption requests for 2019.	
4.6 Park and Trail Maintenance and Repairs	 <p>Community parks and trails sustained heavy damage following the December 20, 2018 windstorm. A full assessment of damage and repair costs is being compiled with safety concerns being addressed first.</p>	

5) SMALL CRAFT FERNWOOD DOCK		
5.1 <i>Dock Repairs</i>	 <p>The ramp at the Fernwood dock was reported to be off its track Dec 12/18. A metal guide rail has been installed to prevent the ramp from sliding off in the future</p>	\$850 (O)





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**REPORT TO PARKS AND RECREATION COMMISSION  
MEETING OF MONDAY, JANUARY 21, 2019**

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**SUBJECT    COMMUNITY RECREATION QUARTERLY REPORT**

**ISSUE**

This report provides the details of recreation revenue, expenses, admissions, program registrations, rentals and monthly events from September - December 2018 for the aquatic centre and dryland recreation programs.

**BACKGROUND**

The Salt Spring Island Community Recreation department offers a variety of programs and services including:

- Swimming Lessons
- Pool Rentals
- Aquatic Fitness
- Drop-in swimming
- Pool rentals and birthday parties
- Recreation Programs
- Special events

**1. SWIMMING LESSONS**

**Group Lessons**

	Participants	Revenue
Fall 2017	116	\$6,236.60
Fall 2018	160	\$9,103.51

**Private and Semi-Private Lessons**

	Participants	Revenue
Fall 2017	4	\$104.74
Fall 2018	25	\$2,328.43

**2. POOL RENTALS**

- Birthday Parties = 12
- School Groups = 14

**Salt Spring Island Parks and Recreation Commission – January 21, 2019**  
**Rainbow Road Aquatic Centre Quarterly Report**

Salt Spring Stingrays Swim Club

	Rental Revenue
YTD 2017	\$18,660.85
YTD 2018	\$19,540.59

Gulf Island Secondary School (GISS) Swim Club

	Rental Revenue
YTD 2017	\$2,094.75
YTD 2018	\$2,074.30

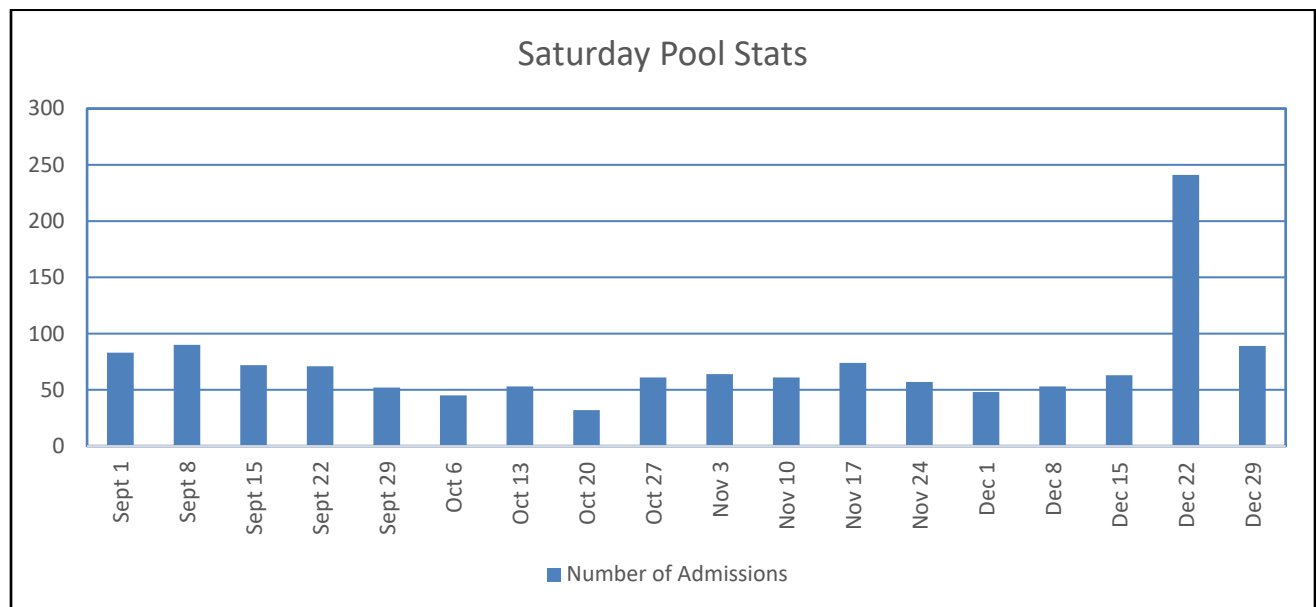
Special Olympics Swim Club

	Rental Revenue
YTD 2017	0
YTD 2018	\$663.76

**3. AQUATIC FITNESS**

	Energizer	Aqua Lite	Nooner	Deep Water	Aqua Tabata	TOTAL
September	509	276	215	37	43	1080
October	606	292	221	63	55	1237
November	620	313	206	50	46	1235
December	448	235	195	23	20	921

**4. DROP IN SWIMMING (Saturday Stats September- December 2018)**



\*Average admission 73

Salt Spring Island Parks and Recreation Commission – January 21, 2019  
Rainbow Road Aquatic Centre Quarterly Report

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**5. TOTAL QUARTERLY POOL REVENUE AND EXPENSES**

Revenue					Total
	September	October	November	December	
2017	10,747	26,705	22,648	18,676	\$78,776
2018	37,760	20,269	23,201	22,099	\$103,329

Expenses					Total
	September	October	November	December	
2017	67,874	*109,282	71,933	76,437	\$325,526
2018	93,883	*98,439	67,409	56,883	\$316,614

\*amount includes pool debt servicing principal and interest

**6. TOTAL QUARTERLY COMMUNITY RECREATION REVENUE AND EXPENSES**

Revenue					Total
	September	October	November	December	
2017	1,062	7,371	4,182	3,681	\$16,296
2018	1,166	8,726	2,104	2,762	\$14,758

Expenses					Total
	September	October	November	December	
2017	24,275	4,807	9,043	8,352	\$46,477
2018	31,061	5,404	4,117	5,454	\$46,036

**7. MONTHLY EVENTS**

- October 26 - Halloween Fun Swim : 72 Participants
- December 21 - Winter Solstice Swim : 44 Participants
- November 10 – aquatic in-service training : 16 Participants
- December 26 – 31 \$2 showers for residents affected by power outage: 579 admissions

**RECOMMENDATION**

That the Salt Spring Island Parks and Recreation Commission accept this report for information only.

Submitted by:	Zach Lundrie, Recreation Program Coordinator
Concurrence:	Dan Ovington, Manager, Salt Spring Island Parks and Recreation

SALT SPRING ISLAND - COMMUNITY RECREATION PROGRAMS	2018		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2020	2021	2022	2023
<b>OPERATING COSTS:</b>										
Salaries and Wages	72,930	75,360	76,790	-	-	76,790	78,320	79,890	81,490	83,110
Recreation Programs	26,940	36,210	33,750	-	-	33,750	34,440	35,140	35,840	36,560
Internal Allocations	15,290	16,790	17,500	-	-	17,500	19,100	20,770	22,520	22,970
Travel and Insurance	6,650	7,750	6,250	-	-	6,250	6,370	6,490	6,610	6,730
Other Operating	8,580	10,150	9,480	-	-	9,480	9,650	9,840	10,040	10,240
<b>TOTAL OPERATING COSTS</b>	<b>130,390</b>	<b>146,260</b>	<b>143,770</b>	<b>-</b>	<b>-</b>	<b>143,770</b>	<b>147,880</b>	<b>152,130</b>	<b>156,500</b>	<b>159,610</b>
*Percentage Increase						10.3%	2.9%	2.9%	2.9%	2.0%
<b>TOTAL COSTS</b>	<b>130,390</b>	<b>146,260</b>	<b>143,770</b>	<b>-</b>	<b>-</b>	<b>143,770</b>	<b>147,880</b>	<b>152,130</b>	<b>156,500</b>	<b>159,610</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated balance C/F from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Balance C/F from 2017 to 2018	(4,090)	(4,090)	-	-	-	-	-	-	-	-
Revenue - Fees	(82,500)	(95,200)	(99,380)	-	-	(99,380)	(101,360)	(103,390)	(105,450)	(107,550)
Payments in Lieu	(40)	(40)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Revenue - Other	(420)	(3,590)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(87,050)</b>	<b>(102,920)</b>	<b>(99,560)</b>	<b>-</b>	<b>-</b>	<b>(99,560)</b>	<b>(101,540)</b>	<b>(103,570)</b>	<b>(105,630)</b>	<b>(107,730)</b>
<b>REQUISITION</b>	<b>(43,340)</b>	<b>(43,340)</b>	<b>(44,210)</b>	<b>-</b>	<b>-</b>	<b>(44,210)</b>	<b>(46,340)</b>	<b>(48,560)</b>	<b>(50,870)</b>	<b>(51,880)</b>
*Percentage increase over prior year requisition						2.0%	4.8%	4.8%	4.8%	2.0%
AUTHORIZED POSITIONS:	0.5	0.5	0.5	-	-	0.5	0.5	0.5	0.5	0.5
Salaried										
User Funding %	63.3%					69.1%	68.5%	68.0%	67.4%	67.4%

1.458 SSI Comm Rec

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<b>Cost Center Group: 100660</b>					
<b>SSI Community Rec Day Camp Summer</b>					
403000 Fees - Program	(56,650)	(57,780)	(58,940)	(60,120)	(61,320)
<b>Total</b>	<b>(56,650)</b>	<b>(57,780)</b>	<b>(58,940)</b>	<b>(60,120)</b>	<b>(61,320)</b>
<b>Cost Center Group: 100670</b>					
<b>SSI Community Adult Service Swim</b>					
403000 Fees - Program	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cost Center Group: 100671</b>					
<b>SSI Community Rec Tennis</b>					
403000 Fees - Program	(230)	(230)	(230)	(230)	(230)
<b>Total</b>	<b>(230)</b>	<b>(230)</b>	<b>(230)</b>	<b>(230)</b>	<b>(230)</b>
<b>Cost Center Group: 100674</b>					
<b>SSI Community Rec Revenue</b>					
403000 Fees - Program	(42,500)	(43,350)	(44,220)	(45,100)	(46,000)
420600 Donations	-	-	-	-	-
427110 User Charge - NSF Cheque	-	-	-	-	-
429000 Interest Income	(100)	(100)	(100)	(100)	(100)
430000 Grant in Lieu - Fed	(80)	(80)	(80)	(80)	(80)
486000 Requisition	(44,210)	(46,340)	(48,560)	(50,870)	(51,880)
490000 Surplus	-	-	-	-	-
<b>Total</b>	<b>(86,890)</b>	<b>(89,870)</b>	<b>(92,960)</b>	<b>(96,150)</b>	<b>(98,060)</b>
<b>Cost Center Group: 100675</b>					
<b>SSI Community Rec Admin Expense</b>					
500000 Salaries	31,060	33,440	33,930	34,440	34,960
503130 Contract for Services	-	-	-	-	-
506010 Insurance-PublicLiab	210	210	210	210	210
506020 Insurance - Fidelity	-	-	-	-	-
506050 Insurance - Group Accident	260	260	260	260	260
506090 Insurance- SrvcContr	20	20	20	20	20
510050 Rentals - M&E	2,000	2,040	2,080	2,120	2,160
514020 Courier & Express	-	-	-	-	-
514030 Advertising	250	260	270	280	290
514040 Signs	-	-	-	-	-
514250 Information & Education	12,780	13,050	13,320	13,590	13,870
514040 Recreation Programs	2,000	2,040	2,080	2,120	2,160
515380 Credit Card Discount	3,460	3,530	3,600	3,670	3,740
515400 L.E.A.P Discount	400	410	420	430	440
530010 Alloc - Finance & Corp Svc	2,790	4,100	5,470	6,920	7,060
530150 Alloc - HR	1,550	1,580	1,610	1,640	1,670
530460 Alloc SSI Parc Admin	13,160	13,420	13,690	13,960	14,240
570010 Interest - Internal	-	-	-	-	-
599010 Cash Short/Over	100	100	100	100	100
599020 Bad Debts	-	-	-	-	-
<b>Total</b>	<b>70,040</b>	<b>74,460</b>	<b>77,060</b>	<b>79,760</b>	<b>81,180</b>
<b>Cost Center Group: 100676</b>					
<b>SSI Community Recreation Program</b>					
500280 Auxiliary Wages	9,730	8,180	8,520	8,860	9,210
501000 Travel Expenses	510	520	530	540	550
503130 Contract for Services	13,500	13,770	14,050	14,330	14,620
510100 Rentals - Facilities	1,000	1,020	1,040	1,060	1,080
514030 Advertising	610	620	630	640	650
515040 Recreation Program	-	-	-	-	-
515400 L.E.A.P. Discount	600	610	620	630	640
538130 Supplies - Operating	1,550	1,570	1,590	1,610	1,630
538340 Supplies - Program	-	-	-	-	-
601001 Labour Consumption	-	-	-	-	-
<b>Total</b>	<b>27,500</b>	<b>26,290</b>	<b>26,980</b>	<b>27,670</b>	<b>28,380</b>
<b>Cost Center Group: 100679</b>					
<b>SSI Community Rec Tennis Court</b>					
503130 Contract for Services	-	-	-	-	-
508060 R&M Eng Structures	500	510	520	530	540
<b>Total</b>	<b>500</b>	<b>510</b>	<b>520</b>	<b>530</b>	<b>540</b>
<b>Cost Center Group: 100681</b>					
<b>SSI Community Rec Daycamp Expense</b>					
500280 Auxiliary Wages	36,000	36,700	37,440	38,190	38,940
501000 Travel Expenses	5,250	5,360	5,470	5,580	5,690
502030 Telecommunications	-	-	-	-	-
502920 Wireless	230	230	230	230	230
503130 Contract for Services	1,530	1,560	1,590	1,620	1,650
510100 Rentals - Facilities	300	310	320	330	340
514030 Advertising	100	90	100	120	140
538130 Supplies - Operating	2,320	2,370	2,420	2,470	2,520
<b>Total</b>	<b>45,730</b>	<b>46,620</b>	<b>47,570</b>	<b>48,540</b>	<b>49,510</b>
<b>Net (Surplus)/Deficit</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

Service #: 0.00  
 Service Name: 0.00

CAPITAL BUDGET FORM  
 2018 & Forecast 2019 to 2023

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

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

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

**Funding Source Codes (con't)**  
 Res = Reserve Fund  
 STLoan = Short Term Loans  
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2018	2019	2020	2021	2022	2023	5 - Year Total
19-08	Replacement	Replace Multisport Court	Multisport court replacement is required to replace cracked pad and failed infrastructure.	\$100,000	S	Res	\$0	\$100,000		\$0	\$0	\$0	\$100,000
21-09	Replacement	Replace Tennis Court #2,3,4	Tennis court replacement required to mediate drainage issues and replace cracked pads	\$300,000	s	Res	\$0	\$0	\$0	\$300,000		\$0	\$300,000
													\$0
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$400,000</b>			<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>