



Sooke & Electoral Area
Parks and Recreation
Commission

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AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, SEAPARC Boardroom
Wednesday, September 2, 2015 at 6:30 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of June 3, 2015
4. Delegation
 - a) Alexandra Martin – Water Park
5. Chair's Report
6. Directors' Report
7. New Business
8. Unfinished Business
 - a) SEAPARC Strategic Plan
9. Staff Reports
 - a) Staff News
 - b) 2016-19 Service Plan
 - c) 2016 Budget
10. Public Question Period
11. Round Table
12. Adjournment

MINUTES

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, June 3, 2015
SEAPARC Leisure Complex Board Room, Sooke, BC**

Mission Statement:

*"Sooke Parks & Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area"
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: M. Hicks - Chair (JDF Director), B. Berger (Vice Chair),
P. Grove, J. Perkins, M. Tait (Sooke Director)
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: D. Bishop
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:31 pm.

2. ADOPTION OF AGENDA

The Chair requested that the agenda be amended as follows:

- The following item be added under Correspondence:
5. c) Port Renfrew Elementary Parents Advisory Committee

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that the agenda be adopted as amended. **CARRIED.**

3. ADOPTION OF MINUTES of May 6, 2015

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the minutes of the May 6, 2015 meeting be adopted. **CARRIED.**

4. DELEGATION

a) Andrew Heath – École Poirier Nature Playground Committee
Mr. Heath's presentation outlined the fundraising efforts of the École Poirier Parent Advisory Committee (PAC) to build a new nature playground at the school. According to Mr. Heath, the school's current playground is not large enough to accommodate the school's 430 students. Mr. Heath noted that the District of Sooke recently awarded an \$8,000 grant for the project. Commission directed staff to research SEAPARC's governing bylaws, determine whether donations can to be made to outside agencies and report back to the Commission

5. CORRESPONDENCE

- a) Dave Meek – Sooke Baseball Association. Letter of thanks for Stan Jones Field use.
- b) Sooke Food Bank. Letter of thanks for contributions raised during SEAPARC events.
- c) Port Renfrew Elementary Parents Advisory Committee – Request for fundraising assistance for new playground. Response to be researched/drafted (see Item 4 a)).

MOVED by Director Tait, **SECONDED** by Commissioner Berger that the Correspondence be received and filed. **CARRIED.**

6. CHAIR'S REPORT

The Chair thanked the SEAPARC Manager and Maintenance staff for their assistance in preparing Stan Jones Field for use by Triangle Baseball Association this spring.

7. DIRECTORS' REPORT

8. STAFF REPORTS

a) Staff News

Programs

New Staff

SEAPARC welcomes Lannette MacLean and Lisa Dear as new Lifeguard/ Instructors.

Events

On Saturday, May 23rd, SEAPARC hosted an afternoon of Laser Tag & Bumper Balls on the dry floor. Over 70 youth attended. Admission included swimming as well.

On May 9th over 100 people attended the Get Your Kids Moving Event, which included a variety of family friendly activities on the dry floor. SEAPARC received a \$300 subsidy from the BC Recreation Parks Association to host this event.

SEAPARC hosted a \$2 admission day on Sunday, May 10th in honor of Move for Health Day, in partnership with all of the greater Victoria Recreation Centres.

Recreation Programs

To meet the demand of summer camp registration, SEAPARC will be renting a 20 passenger bus, at the cost of \$1550 per month plus taxes, or approximately \$85 per day for July, August and the first week of September. Use of the bus will permit a maximum of 17 registrants per day (compared to 12 without the bus) which will offset the rental costs. Staff are still pursuing purchase of a bus for the facility.

On Friday, May 29th, SEAPARC partnered with Journey Middle School and Nolan Riding to offer workshops on dirt jump riding and bike park etiquette for 120 Journey students. Staff will be working with Journey administration to develop future workshops/programs.

ADMINISTRATION

National Health & Fitness Day

The first Saturday in June has been designated as National Health and Fitness Day in Canada. The day "is designed as a cohesive response to our alarming rates of childhood obesity and the resultant diabetes, heart and other chronic diseases."

MOVED by Director Tait, **SECONDED** by Commissioner Perkins, that the Sooke and Electoral Area Parks & Recreation Commission (SEAPARC) commits to support the annual National Health & Fitness Day on the first Saturday of June by marking the day in Sooke with local initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities.

CARRIED.

School District 62 Joint Use Agreement

The SEAPARC Manager and Program Services Manager met with Harold Cull, School District 62 Secretary Treasurer and Edward Milne Community School Society staff on February 12, 2015 to discuss developing a new Joint Use Agreement. The Agreement has now been drafted and has been forwarded to the School District for review.

Strategic Planning Update

Facilitator David Hewko has been meeting one-on-one with stakeholders. The public Open House held May 26 was very well attended and comment sheets (available online) continue to be received. A final report is expected in June.

Canada 150 Community Infrastructure Program

The SEAPARC Manager outlined the recently announced Canada 150 grant opportunity which will invest \$150 million over two years to support projects that are "undertaking meaningful upgrades to existing cultural and community facilities and provide a legacy from Canada 150." Funding of up to \$500,000 is available under the program to fund up to 50% of the total project costs. The SEAPARC Manager proposed that a grant application be submitted for \$500,000 in funding towards the construction of a \$1 million multi-purpose facility expansion at SEAPARC.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Grove that the CRD Board support submission of a Canada 150 Community Infrastructure Program grant application to construct a multi-purpose facility expansion at SEAPARC Leisure Complex; and

- That the Commission commit \$500,000 (50%) from the Capital Reserve Fund (Facilities and Recreation) towards the project; and
 - That the Capital Plan be adjusted to allow for the Commission's contribution should the grant application be successful.
- CARRIED.**

Skate Park Repairs

RADA Resurfacing undertook remediation of the Sooke Skate Park the week of May 25-29. One final day of work is required to complete the project.

Stan Jones Field Remediation

Staff reported on the methods and costs to remediate/improve the Stan Jones playing surface drainage issues. Due to compaction of field over the years, recommended treatment will involve 10" hollow tine coring of the entire field followed by sanding/seeding in mid-August.

MOVED by Director Hicks, **SECONDED** by Director Tait that \$15,000 be transferred from the Capital Reserve Fund (Facilities and Recreation) for remediation of Stan Jones Ball Field.

CARRIED.

Annual Pool Shutdown

The annual pool shutdown will occur June 8-28, 2015. Planned projects include:

- painting
- parking lot paving and line painting
- pool change room shower wall tiling
- installation of new pool change room showers
- installation of viewing window in Aquatic Programmer's office
- sauna renovation

The SEAPARC Manager noted that quotes received for the sauna renovation have proved higher than the \$5,000 estimated for the project.

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the 2015 Swimming Pool Capital Plan - Sauna Renovation item be increased from \$5,000 to \$6,500.

CARRIED.

CLASS Software Replacement

The SEAPARC Manager reported that as of 2017 SEAPARC's registration software (CLASS) will cease to receive support by the developer. SEAPARC will join the CRD in an RFP process that will investigate replacement of CLASS with a similar product. A capital investment will be required in 2016 to navigate this change. The RFP process will be led by Information Services and is scheduled to begin in the fall of 2015. Several benefits are anticipated with new improved software including online registration, marketing tools, and improved reporting.

b) Staff Report – Ice Allocation 2015/16

The SEAPARC Manager spoke to the report advising that the 2015/16 Ice Allocation meeting was held on May 12, 2015. Few changes will be made from the 2014/15 scheduled. Items of note:

- Sooke Minor Hockey Association's request for an extra half hour of ice time on Sunday afternoons was accommodated by staff moving the Sunday skate lesson start time to begin one half hour earlier.
- Sooke Minor Hockey's request to move the early morning practice times on Wednesdays and Fridays from 6-7am to 7-8am was discussed. Staff are able to accommodate the Wednesday request but not Friday due to weekend preparatory ice maintenance requirements.
- Rich D'Appolonia's (Dapp's Hockey Challenge Camps) request for 10 days of ice time beginning August 23 was considered but due to costs involved in early ice installation and only partial use of ice, 5 days (August 30- September 3) were allocated.

MOVED by Director Tait, **SECONDED** by Commissioner Grove that the Commission receive the Staff Report. **CARRIED.**

9. PUBLIC QUESTION PERIOD

10. ROUND TABLE

Summer meeting schedule set:

- July 2 (due to Canada Day holiday)
- August – no meeting scheduled
- September 2

11. ADJOURNMENT

The regular meeting adjourned at 8:07 pm

Mike Hicks, Chair

Lynn MacDonald, Recorder

**DELEGATIONS/REQUESTS
TO ADDRESS THE COMMISSION**

**SEAPARC
RECEIVED**

AUG 26 2015

Water Park at SEAPARC

Please consider building a Water Park at SEAPARC for parents, grandparents, and kids!

Sooke and Juan de Fuca area population is growing, and with it the number of children. There are about 1,500 kids in Sooke between the ages of 0 and 9 and over 1,600 families with children at home. There are four kids water parks in Langford which is representative how popular they are, and Sookies are frequently seen there. The only water park in Sooke, located by the Broomhill playground, has not been functional for many years. In spite of the fact the demonstrated need was there when it was built, and the population has increased significantly since, it was not maintained or replaced.

The new water park should be free to use for Sooke residents, as in Langford's model. Sooke is in need of more family- and toddler- friendly facilities that provide free recreation and can be used by local childcare centers and for kids' birthday parties. There is no justification for off-loading costs through user fees on children, when raising them is the job of the entire community.

SEAPARC is a natural choice for Sooke new water park! It already has supporting infrastructure, such as washrooms, a concession, WiFi, and support staff. SEAPARC is located on bus route and close to the highway. The operational expenses of the water park could be offset by fees for day and season passes for non-residents, increased SEAPARC concession sales and extra income from water park facility bookings.

Please consider building a Water Park at SEAPARC for local kids!

Alexandra Martin

UNFINISHED BUSINESS

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF SEPTEMBER 2, 2015**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

PROGRAM SERVICES

Staffing

We would like to welcome Lauren Schubert as a new Lifeguard/Instructor and Wendi Davies as the new ECE Preschool Instructor. We are currently recruiting additional Lifeguard/Instructors and in the process of hiring a new Skate Park Host.

Events

The annual Sooke Sk8 & BMX Jam was held on Saturday, July 18. There were over 30 participant's ages 5-18 years plus approximately 150 spectators.

SEAPARC supported the Art in the Park event with shuttle service from SEAPARC to Ed Macgregor Park throughout the event.

Aquatic

Pool drop-in attendance increased this summer compared to 2014. For the month of July, adult admissions increased from 561 to 625; child admissions increased from 675 to 1000; and family admissions increased from 247 to 339.

The new pool inflatable was launched on July 11th during the afternoon fun swim. 176 participants attended. Staff observed that attendance by pre-teens and young teens has increased as a result of introducing this new piece of equipment.

43 Splash Passes were sold. The Splash Pass is available for children 7-18 Years of age for July and August at the cost of \$31.50 per person.

Recreation Programs

47 camps were offered throughout the summer, including Adventure Camps, Art, Soccer, Cooking, Nature/Environment, Taekwondo, Girls Only and Boys Only. 6 specialty camps were cancelled due to low registration.

There was an increase in Adventure Camps registration with the addition of a 20 passenger rental bus. This allowed for 17 campers, 2 staff and a volunteer for all out trip days, for both the 6-8 year old camp and the 9-12 year old camp. Overall, registration increased from an average of 20 children per week in 2014 to 30 children per week between the two camps in 2015. Participants enjoyed a variety of out trips and activities throughout the summer. Camp highlights included Jedi Training, Survival Skills, Inventors Workshop, and the new Dragon's Run in the pool.

A new "Play in the Park" program was introduced this summer. This free program for children 8-12 years ran 4 days per week at SEAPARC and Broomhill Park for 7 weeks. The Rotary Club of Sooke provided a \$500 sponsorship of new program equipment and supplies to support the program. There were 52 children who attended throughout the summer with an average of 8 participants per day. The program was well received by participants and parents.

The preschool age Mini Adventure Camps were full with 14 participants for all but 1 week of summer camps.

The Camp Volunteer 101 course had 10 youth registered, with 9 of those participants volunteering in summer camps for 30-60 hours each.

ADMINISTRATION

Canada 150 Community Infrastructure Program

SEAPARC has not received a reply on the status of our Canada 150 grant application. Several grants were awarded in the region. Although it is unlikely at this point we will receive the grant, SEAPARC will report if and when we receive a reply regarding our application.

Annual Pool Shutdown

Shutdown was very busy at SEAPARC with the following projects completed:

- Parking lot asphalt repair, old creosol pole removal, power now supplied to curb, bus stop installation, line painting and traffic pattern change.
- Pool shower upgrades, new tile shower enclosures, electronic touch sensor timed shower system installation, new pool signage.
- Sauna rebuild completion, new walls and ceiling, new door, electrical servicing upgraded for stove
- Installation of a new window in the aquatic supervisor's office
- Swirl pool tiling repair, includes tiling on deck shower
- Facility HVAC cleaning
- Replacement of filter sand (11,000 pounds)
- Painting and regular routine shutdown maintenance
- Arena hot water tank reclaim replacement complete

Stan Jones Field Remediation

Field Remediation is complete. Soil exchange and reseedling has occurred.

Skate Park Repairs

RADA Resurfacing undertook remediation of the Sooke Skate Park the week of May 25-29. Repairs to the concrete are now complete.

SEAPARC received an \$800 donation for the purchase and installation of a water fountain at the skate park. The donation is from the Sooke Skate Jam Event and will cover the cost of the purchase of the fountain. SEAPARC is currently investigating installation.

Bike Park

A large area on the North/East side of the park was opened up for a general use area. Trees were removed and drainage work was installed. A shed was donated by Sooke Bike Club and has been installed in the area.

Video Surveillance

This project is in process. Four companies attended a mandatory site meeting and have been asked to provide quotes for the project. The estimated project completion is November 30 2015.

Sooke Fine Arts Show

From all reports, this year's Sooke Fine Art Show was a great success with art sales and revenues up from previous years. Fine Arts Society staff report that their conversion to LED lighting went smoothly, and despite a very hot summer, the gallery was much more comfortable than in previous years.

PAC Requests for Funding

Further to the June, 2015 funding assistance requests made by two area elementary school Parent Advisory Councils, staff have determined that SEAPARC's governing bylaws do not provide the authority to offer grants to outside agencies. Port Renfrew and Ecole Poirier Elementary School PAC representatives were notified of this determination.



Colleen Hoglund
Program Services Manager



Steve Knok
SEAPARC Manager

Service Plan for SEAPARC

2016-2019



Capital Regional District

Date prepared: July 2, 2015

Date submitted: July 30 2015



Making a difference...together

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1 Overview

1.1 Division & Service Summary

Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) is a regional recreation service established by Bylaw 3344 (amending Bylaw 152). Participating areas include the District of Sooke and portions of the Juan de Fuca Electoral Area (JdFEA). The JdFEA communities participating in the SEAPARC service include East Sooke, Otter Point, Shirley/Jordan River and Port Renfrew.

Sooke and Electoral Area Parks and Recreation (SEAPARC) provides recreational opportunities for the public through the planning, development, and operation of recreation facilities, programs and activities with a focus on the citizens of the District of Sooke and the Juan de Fuca Electoral Area (Mission Statement October 16, 1991).

Bylaw 152 delegated administrative authority to SEAPARC for the purpose of providing recreational and related community programs, equipment and facilities.

The commission is comprised of seven elected and appointed members from the District of Sooke and Juan de Fuca Electoral Area. Two elected members (the Mayor and one Councilor) represent the District of Sooke as well as two appointed volunteer commissioners. The Electoral Area Director sits on the Commission and recommends appointment of one member from the Electoral Area. There is also one youth member who is registered in the secondary school program of Sooke School District 62 and a resident of Juan de Fuca Electoral Area or the District of Sooke.

The service administers:

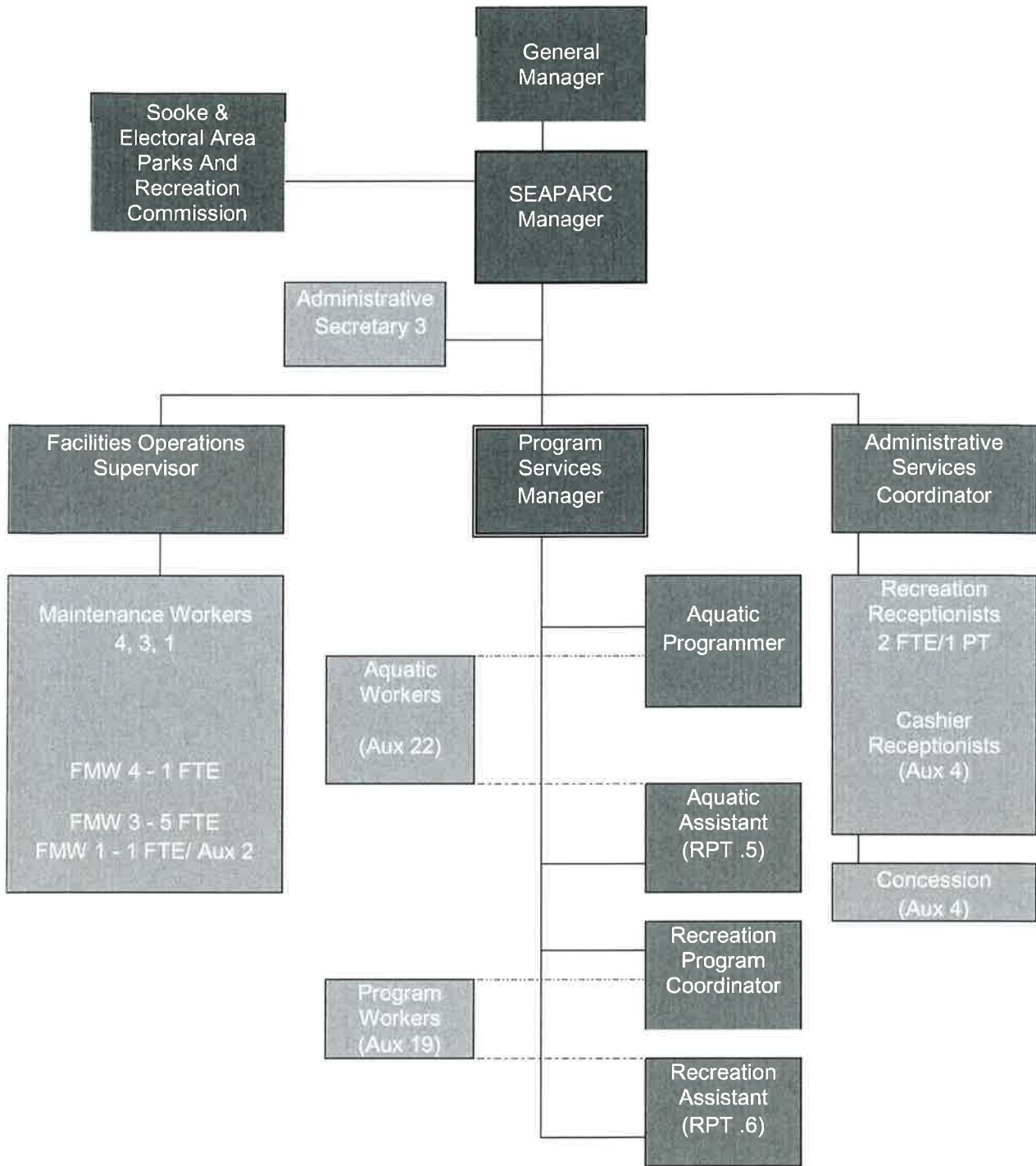
- Ice arena/ Dry Floor
- Aquatic centre
- Community Recreation Programs
- Facility and grounds maintenance
- Program/ Multipurpose/ Boardroom spaces
- Slo-pitch field/ baseball diamond
- Bike park
- Skateboard park
- Joint Use Agreement with School District 62
- Community Events
- Multi-use trail

A broad range of recreational services are provided by the Commission including provision of well-maintained facilities for public use, community recreational programs, community partnerships and facilitation services.

Annual cost for the SEAPARC service, net of grants and other revenues, is currently apportioned based on population. The District of Sooke pays approximately 75% of the cost of providing the service; JdFEA pays approximately 25%.

Service Purpose , Role or Overview	Participants (for example: all municipalities, electoral areas, First Nations)	Funding Sources (for example: requisition, internal recoveries, grants)	CRD Board Committee and/or Commission Reporting Structure
Sooke and Electoral Area Parks and Recreation (SEAPARC) provides recreational opportunities for the public through the planning, development, and operation of recreation facilities, programs and activities with a focus on the citizens of the District of Sooke and the Juan de Fuca Electoral Area (Mission Statement October 16, 1991).	Sooke and Juan de Fuca Electoral area	Sooke 75% JdF 25% Requisition, grants, sponsorships, donations, non tax revenue	Delegated administrative authority to SEAPARC

1.2 Organization Chart



1.3 Key Trends, Issues & Risks – Service Specific

SEAPARC Issues and Risks:

Sooke’s population continues to grow and young families continue to move to the region. This places increase demands on current programs and facilities.

Child and youth inactivity is considered to be a major health problem.

Large facility assets are aging and will require investment in the next 15-20 years. This will have a significant financial impact.

A fitness facility addition has been identified as a priority for SEAPARC.

Efficient equipment upgrades that contribute to a reduction in energy consumption and contribute to reduction in CO2 emissions are a priority.

SEAPARC will pursue grant opportunities to leverage development and growth.

Opportunities exist for SEAPARC to work and partner with various community recreation stakeholders including the Sooke School District 62, Sooke Community Association, District of Sooke, T’Sou-ke Nation and local sports associations.

Development of greenways, bikeways and pathway systems is a key priority for community open space systems. These systems contribute to personal and environmental health.

Provision of programs and activities that foster active living through physical recreation are a priority.

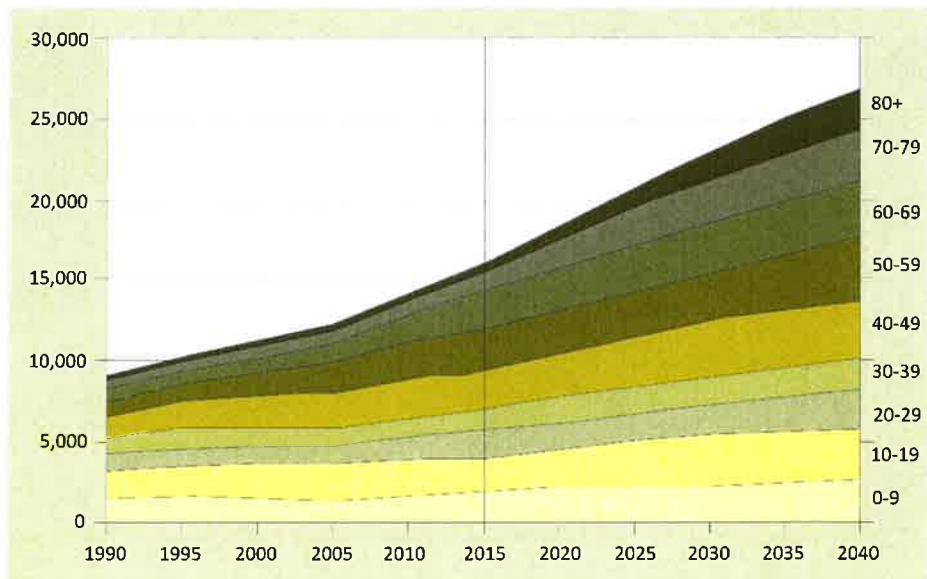
Investigating ways to increase inclusion and access to recreation for populations that face constraints to participation.

Finding new ways to help people connect to nature through recreation.

Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong caring communities.

Work toward the continued growth and sustainability of recreation in the Sooke region.

SEAPARC’s population catchment has increased by nearly 60% in the past 25-years and is projected to increase in the next 25 years by almost 70%. This is higher than the CRD, provincial and national averages. However the nature and composition of that growth will change as the proportion of older adults will increase more rapidly. Over the next 25-years, the plus-50 age cohorts will more than double while the 19-under age groups will only increase by 20-30%. The information above is illustrated in the graph below. Each strata represents a decade age-cohort with the total being the sum of all cohorts.



1.3 Link to Board Strategic Priorities

SEAPARC provides recreation services that improve the health and quality of life for those in the Sooke Region and Juan de Fuca electoral area.

Changing Demographics – Developing and implementing recreational programs and services that respond to and anticipate changes in seniors demographics.

Climate Change –Providing active transportation opportunities for programs and special events. Implement climate change adaptation when upgrading facilities. Efficient equipment upgrades that contribute to a reduction in energy consumption and contribute to reduction in C02 emissions.

Public Engagement and Communications – Providing engagement opportunities for residents to gather information on program development and provide evaluation of the delivery of programs and services.

2 Services

2.1 Service Levels

Service Level Adjustments in Role/Scope					
Service	Base year 2015	Year 1 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4 (2019)
Community Recreation					
Administration	Provide and review financial data monthly: occurs monthly	No Change	No Change	No Change	No Change
	Provide customer service in person and via phone and respond to customer concerns and issues: 4848 hrs	No Change	No Change	No Change	No Change
	Provide software updates, data base management, online registration, and direct payment options: occurs continuously	No Change	No Change	No Change	No Change
Arena	Operational hours per day (Ice): 16	No Change	No Change	No Change	No Change
	Operational hours per day (Dry Floor): 16	No Change	No Change	No Change	No Change
	# of skate lesson registrants: 254	3%	3%	3%	3%
	Hrs. of Rented Ice/ Dry Floor (Year): 2000 ice, 950 dry	No Change	No Change	No Change	No Change
	Hrs. of Public Skating (Year): 308	No Change	No Change	No Change	No Change
	# of drop in arena admissions (year): 6089	3%	3%	3%	3%
	Sooke Fine Art Show hrs booked: 840	No Change	No Change	No Change	No Change
Aquatic Centre	Public Swim: 4848 hrs. (year)	No Change	No Change	No Change	No Change
	100% compliance with pool legislated requirements	No Change	No Change	No Change	No Change
	# of drop in admissions (year): 29,554	3%	3%	3%	3%
	# of memberships sold (year): 1630	3%	3%	3%	3%
	# of lesson registrants: 2320	3%	3%	3%	3%
Fitness	# of program registrants (year): 881	3%	3%	3%	3%
	Fitness weight room open to public daily	n/a	n/a	16hrs	No Change
	# of fitness drop in admissions (year): 1620	3%	3%	3%	3%

Service Level Adjustments in Role/Scope

Service	Base year 2015	Year 1 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4 (2019)
Community Recreation Programs	Monitor, evaluate, and balance joint use agreement with SD 62 : 11K	No Change	No Change	12k	No Change
	Marketing and promotion of SEAPARC events services and programs: Occurs monthly	No Change	No Change	No Change	No Change
	Offer and operate number CR programs annually running: <ul style="list-style-type: none"> • CR Preschool • CR School Age • CR Teen • CR Adult 	40 68 3 62	45 70 5 65	50 75 10 70	55 80 15 75
	Offer community events SEAPARC is involved in a number of community events each year: 7	No Change	8	No Change	9
Maintenance	Provide safe and clean facility that is maintained by staff 24/7 364 days per year	No Change	No Change	No Change	No Change
	Clean facility a min of once per day	No Change	No Change	No Change	No Change
	Maintain Exterior/ Grounds	No Change	No Change	No Change	No Change
	SAP program maintenance	Launch Software	No Change	No Change	No Change
Multit-use Trail	Trail open 365 day a year	No Change	No Change	No Change	No Change
	Number of user accessing trail reported and recorded: 5000 approx.	No Change	No Change	No Change	No Change

2.2 Workforce Considerations

Service	Workforce (FTEs)				
	Base year 2015	Year 1 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4 (2019)
Community Recreation	17	17	17	17	17
Supplementary FTEs	0	0	0	0	0
Total	17	17	17	17	17

3 Divisional Initiatives & Budget Implications

Title & Estimated Completion Date	Description	Board Strategic Priority Reference	Budget Implications
2016			
Artificial Turf Field Development/ Partnership	Pursue installation of artificial turf field installation in Sooke subject to grant funding	n/a	1.6 million Grant funded
Class Software Replacement	Replacement of current registration and accounting software	n/a	25k Capital Reserve
Asset Management	Complete 25 year capital plan	n/a	Core
LED Light Replacement	LED replacement of high energy use lighting in facility	Climate Change	170k Capital Reserve
Natural Gas Boiler Replacement	Natural Gas replacement of Oil Burning Boilers	Climate Change	155k Capital Reserve
Play in the Parks	Provide increased opportunities for children to become active in local parks. Include a focus on active transportation.	Active- multi modal Transportation	Core
Bike Park Learn to Ride Programs (2016-2019)	Programs targeted to children and youth to encourage safe biking and bike park use	Active- multi modal Transportation	Core
Stan Jones Ball field grass improvements	Soil exchange to remove clay base soil and install sand base soil	n/a	15k Capital Reserve
2017			
Fitness Expansion	4200 sqf building expansion includes various fitness equipment	n/a	1.5 million Capital Reserve
2018			
Fitness Service Provision	Staff and program new fitness amenity.	n/a	Core
Playground Development	Install playground for children to be active outside	n/a	75k 50%Grant Funded
2019			
Land acquisition	Investigate land acquisition for future SEAPARC development	n/a	400k Capital Reserve
Multi Use Sport Box	Lacrosse, soccer, basketball, ball hockey sport court	n/a	150k Capital Reserve 50%Grant Funded

4 Goals & Performance Indicators

2016	Service Goals	Performance Indicators
	User Funding without debt	>28%
	Administration/ Customer Service to implement new recreation management software	Implement online registration and new payment methods. EFT and Credit Card auto payment. Improve customer service, evaluate programs and services, increase internet registrations.
	Customers Rate SEAPARC for speed/ courtesy/ service at or above 90%	Customers Rate SEAPARC for speed/ courtesy/ service at or above 90% (ongoing)
	Increase number recreation programs offered to public	Program attendance increases 3% each year (2016-2019) Increase the number of programs offered 3%. (2016-2019)
	Maintenance/Facilities provides a safe/clean facility	Customers Rate SEAPARC Cleanliness at or above 90% (ongoing)
	Customers Rate SEAPARC for cleanliness at or above 90%	
	Deliver "Play in the Park" program with active transportation engagement	Collaborate with other CRD departments to encourage and support active transportation to the "Play in the Park" program. (2016-2019)
	Program Evaluation	Distribute program survey to 100% Program participants. Create Email Program Evaluation form. Staff track and review feedback. (ongoing)
	Increase "drop in" attendance	Increase "drop in" attendance by 3-5%
2017	User Funding without debt	>29%
	Construct new fitness service at SEAPARC.	New building 4000sqf building is constructed.
2018	User Funding without debt	>30%
	Operate new fitness facility	Run new fitness facility for 16 hrs a day on a program cost recovery basis.
	Construction of new playground feature on SEAPARC site	New playground is constructed
2019	User Funding without debt	>30%
	Construction of Multi Use Sport Box	Sport Box is constructed and operates

Contact

Name: Steve Knoke
 Title: SEAPARC Manager
 Contact information: 250-642-8009
 Division Plan for SEAPARC

2016 BUDGET

SEAPARC - ALL SERVICE AREAS	2015		2016		BUDGET REQUEST			FUTURE PROJECTIONS		
	BOARD BUDGET	ESTIMATED ACTUAL	CORE	2016 Continuous Supplementary	2016 Single Supplementary	2016 TOTAL	2017 TOTAL	2018 TOTAL	2019 TOTAL	2020 TOTAL
OPERATING COSTS:										
Salaries and Wages	1,991,890	2,013,530	2,083,650			2,083,650	2,147,470	2,207,470	2,281,710	2,345,590
Utilities	293,510	271,360	296,130			296,130	304,900	313,710	321,110	334,170
Operating Supplies & Promotion	228,930	238,510	245,620			245,620	248,820	254,191	259,701	265,290
Maintenance and Repairs	133,900	127,500	131,290			131,290	134,190	137,020	139,970	142,990
Internal Allocations	106,360	106,360	115,780			115,780	118,910	121,850	124,880	127,980
Telephone/IT & Network Systems	58,600	60,040	57,110			57,110	58,230	59,400	60,580	61,800
Contract for Services	70,000	55,500	57,800			57,800	59,360	60,950	62,600	61,850
Vehicles and Travel	31,820	25,900	28,600			28,600	29,140	29,680	30,230	30,810
Operating - Other	32,040	24,200	28,120			28,120	26,560	27,030	27,500	27,990
Insurance	20,380	20,450	24,090			24,090	24,560	25,040	25,530	26,040
Contingency	24,000	-	23,000			23,000	23,460	23,920	24,400	24,900
TOTAL OPERATING COSTS	2,991,430	2,943,350	3,091,190			3,091,190	3,175,600	3,260,261	3,358,210	3,449,409
			3.33%			3.33%	2.73%	2.7%	3.0%	2.7%
CAPITAL / RESERVE										
Transfer to Reserve Fund	388,280	440,740	428,550			428,550	437,120	445,860	454,780	463,870
Transfer to Equipment Replacement Fund	70,000	70,000	90,000			90,000	92,700	95,500	98,350	101,290
Capital Equipment Purchases	-	-	-			-	-	-	-	-
TOTAL CAPITAL / RESERVES	458,280	510,740	518,550			518,550	529,820	541,360	553,130	565,160
DEBT CHARGES	66,400	66,400	-			-	-	-	-	-
TOTAL COSTS	3,516,110	3,520,490	3,609,740			3,609,740	3,705,420	3,801,621	3,911,340	4,014,569
			2.68%			2.68%				
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year	-	-	-			-	-	-	-	-
Balance C/F from Prior to Current year	-	-	(674,150)			(674,150)	(694,340)	(715,150)	(736,600)	(755,160)
Fee Income	(636,040)	(662,290)	(319,550)			(319,550)	(325,890)	(332,360)	(341,940)	(352,420)
Rental Income	(315,030)	(293,450)	(7,460)			(7,460)	(7,680)	(7,910)	(8,140)	(8,340)
Payments - In Lieu of Taxes	(7,750)	(7,460)	-			-	-	-	-	-
Grants - Other	(958,820)	(953,200)	(1,001,160)			(1,001,160)	(1,027,910)	(1,055,420)	(1,086,680)	(1,115,920)
TOTAL REVENUE	(2,557,290)	(2,557,290)	(2,608,580)			(2,608,580)	(2,677,510)	(2,746,201)	(2,824,660)	(2,898,649)
			2.01%			2.01%	2.64%	2.57%	2.86%	2.62%
REQUISITION										
*Percentage increase over prior year requisition										
AUTHORIZED POSITIONS:										
Salaries	17.00	17.00	17.00			17.00	17.00	17.00	17.00	17.00
Converted Auxiliaries	-	-	-			-	-	-	-	-
Total Core/Core change is \$	51,290.00	91,760.00	91,760.00			91,760.00	91,760.00	91,760.00	91,760.00	91,760.00
Salary and Wages	\$	\$	\$			\$	\$	\$	\$	\$
Utilities	\$	\$	\$			\$	\$	\$	\$	\$
Fees and Sales Revenue	\$	\$	\$			\$	\$	\$	\$	\$
Debt	\$	\$	\$			\$	\$	\$	\$	\$
R&M and Other expenses	\$	\$	\$			\$	\$	\$	\$	\$

SEAPARC - ALL SERVICE AREAS	2015		BUDGET REQUEST				FUTURE PROJECTIONS		
	BOARD BUDGET	2015 ESTIMATED ACTUAL	2016 CORE	2016 Continuous Supplementary	2016 Single Supplementary	2016 TOTAL	2017 TOTAL	2018 TOTAL	2020 TOTAL
OPERATING COSTS									
Arena	894,940	868,710	939,100	-	-	939,100	966,220	993,881	1,027,660
Community Recreation	536,840	531,700	563,700	-	-	563,700	580,510	596,200	612,760
Outdoor Facilities	31,670	32,960	33,530	-	-	33,530	34,170	34,840	35,840
Multi-Purpose Rooms	50,060	51,510	51,900	-	-	51,900	53,350	54,880	56,960
Concession	41,750	48,850	49,760	-	-	49,760	51,250	52,770	54,350
Pool	1,438,670	1,412,120	1,455,720	-	-	1,455,720	1,492,620	1,530,210	1,573,160
TOTAL OPERATION AND OVERHEAD COSTS	2,993,930	2,945,850	3,093,710	-	-	3,093,710	3,178,120	3,262,781	3,360,730
*Percentage increase over prior year			3.33%			3.33%	2.73%	2.7%	3.0%
CAPITAL / RESERVE									
Arena	395,024	398,540	360,490	-	-	360,490	370,540	380,840	391,340
Pool	63,256	112,200	158,060	-	-	158,060	159,280	160,520	161,790
DEBT CHARGES									
Pool	65,560	65,560	-	-	-	-	-	-	-
TOTAL OPERATING, CAPITAL AND DEBT COSTS	3,517,770	3,522,150	3,612,260	-	-	3,612,260	3,707,940	3,804,141	3,913,860
FUNDING SOURCES (REVENUE)									
Arena	(339,384)	(315,250)	(344,290)	-	-	(344,290)	(351,300)	(358,460)	(368,750)
Community Recreation	(229,500)	(228,200)	(238,010)	-	-	(238,010)	(245,150)	(252,480)	(260,050)
Multi-Purpose Rooms	(11,080)	(9,500)	(10,560)	-	-	(10,560)	(10,870)	(11,200)	(11,540)
Concession	(54,000)	(63,000)	(63,000)	-	-	(63,000)	(64,890)	(66,830)	(68,840)
Pool	(326,516)	(348,910)	(347,820)	-	-	(347,820)	(358,220)	(368,970)	(380,020)
TOTAL REVENUE	(960,480)	(964,860)	(1,003,680)	-	-	(1,003,680)	(1,030,430)	(1,057,940)	(1,089,200)
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-
REQUISITION	(2,557,290)	(2,557,290)	(2,608,580)	-	-	(2,608,580)	(2,677,510)	(2,746,201)	(2,824,660)
*Percentage increase over prior year requisition			2.01%			2.01%	2.64%	2.57%	2.86%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6									
AUTHORIZED POSITIONS:									
Salaried	17.00	17.00	17.00	0.00	0.00	17.00	17.00	17.00	17.00
User Funding %	27.30%	27.38%	27.79%			27.79%	27.79%	27.81%	27.83%
User Funding excluding debt/	27.82%	27.91%	27.79%			27.79%	27.79%	27.81%	27.83%

Capital Reserve Fund Schedule

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

1.40X SEAPARC Capital Reserve Fund Cash Flow

	Estimate 2015	Budget Forecasting				
		2016	2017	2018	2019	2020
1.401 -- Fund: 1037 Fund Center: 101381						
1.403 -- Fund: 1077 Fund Center: 102044						
Beginning Balance	983,246	1,174,839	1,172,889	110,009	471,369	226,149
Transfer from Operating Budget	388,280	428,550	437,120	445,860	454,780	463,870
Interest Income	13,413	-	-	-	-	-
Capital Fund Uncommitted (Available)	2,400					
Transfer to Cap Fund	(212,500)	(430,500)	(1,500,000)	(84,500)	(700,000)	(251,500)
Ending Balance \$	1,174,839	1,172,889	110,009	471,369	226,149	438,519

1. Transfer to Capital Fund is based on 2016-2020 capital plan.
2. Future interests for 2016-2020 offsets inflation costs increases.
3. Facility Expansion of 1.5M is solely funded from capital reserve with the assumption of no 500K Canada 150 grant available.

Reserve Schedules - 1.40X SeaParc Recreation Combined
 Summary Schedule
 2016 - 2020 Financial Plan

1.40X SEAPARC Reserve/Fund Summary

	Budget					
	2015 Estimate	2016	2017	2018	2019	2020
1.40X SeaParc Capital Reserve	1,174,839	1,172,889	110,009	471,369	226,149	438,519
1.40X SeaParc Equipment Replacement Fund	66,102	90,202	111,202	101,502	155,652	184,242
1.40X SeaParc Legacy Reserve Account - Youth Development	3,111	3,311	3,511	3,711	3,911	4,111
Total	1,240,940	1,263,090	221,210	572,870	381,800	622,760

CAPITAL REGIONAL DISTRICT - SCHEDULE G

CAPITAL BUDGET FORM 2016 & Forecast 2017 to 2020

Service #: **1.403**
Service Name: **SEAPARC Pool**

Year (1)	Type Code (2)* ↓	Specific Project Description (3)	Capital		Funding		Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓	%
			Expense	Source (4)** ↓	Amount	Total (5)				
2016	E	Accessibility Upgrade - Pool Changeroom	15,000	R	15,000					
2016	B	Pool Tile Re-Grout	9,500	R	9,500					
2016	B	Pool Changeroom Partitions	25,000	R	25,000					
2016	E	Mechanical Equipment - Pumps Motors	20,000	E	20,000					
2016	E	Pool Filters	8,000	E	8,000					
2016	E	Pool Boilers/ Natural Gas Conversion	170,000	R	155,000					
2017	E	Mechanical Equipment - Pumps Motors	15,000	E	15,000		Fortis BC			
2017	E	Pool Filters	8,000	E	8,000					
2018	E	Pool Lectionator System	6,000	E	6,000					
2018	E	Pool Pumps Motors	10,000	E	10,000					
2018	E	Mechanical Equipment - Pumps Motors	7,000	E	7,000					
2018	B	Pool Tile Re-Grout	9,500	R	9,500					
2019	E	Pool Inflatable	8,000	E	8,000					
2019	E	Mechanical Equipment - Pumps Motors	10,000	E	10,000					
2019	E	Pool Pumps Motors	7,500	E	7,500					
2019	E	Pool Lectionator System	6,000	E	6,000					
2020	E	Pool Filters	18,000	E	18,000					
2020	B	Building Renewal	150,000	R	150,000					
2020	B	Pool Tile Re-Grout	9,500	R	9,500					
2020	E	Pool Vacuum	5,000	E	5,000					
2020	E	Mechanical Equipment - Pumps Motors	7,000	E	7,000					
2020	E	Pool Pumps Motors	10,000	E	10,000					
2020	E	VFD	7,000	R	7,000					
*** Please insert more lines here (above this line) if required. ***										
2019 TOTAL			541,000		541,000					

<p>Type Codes (2)*</p> <p>L = Land S = Engineering Structures B = Buildings V = Vehicles E = Equipment</p>	<p>Funding Source Codes (4)**</p> <p>D = Debenture Debt (new debt only) E = Equipment Replacement Fund G = Grants (Federal, Provincial) O = Donations / Third Party Funding</p>
<p>C = Capital Funds on Hand R = Reserve Fund S = Short Term Loans L = Lands Sales</p>	

CAPITAL REGIONAL DISTRICT - SCHEDULE G

CAPITAL BUDGET FORM 2016 & Forecast 2017 to 2020

Service #: **1.401**
Service Name: **SEAPARC** Facilities Recreation

Year (1)	Type Code (2)* ↓	Specific Project Description (3)	Capital Expense		Funding		Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓	%
			Source (4)** ↓	Amount Total (5)	Source (4)** ↓	Amount Total (5)				
2016	E	Computer Replacement		2,700	E	2,700				
2016	B	Building Fixtures		10,000	R	10,000				
2016	S	Artificial Turf Field		1,611,000	G	1,611,000	Provincial			
2016	E	Folding Chairs and Tables		4,200	E	4,200				
2016	E	LED lighting upgrade		220,000	R	170,000				
					O	50,000	BC Hydro Rebate			
2016	L	Trail Development		15,000	R	15,000				
2016	S	Ball Field Improvements		15,000	R	15,000				
2016	B	Building Renewal		30,000	R	30,000				
2016	E	SAP PM/Asset Mgmt. module		10,000	R	10,000				
2016	E	Mechanical Equipment - Pumps Motors		17,000	E	17,000				
2016	E	Software Upgrade/Implementation		25,000	R	25,000				
2016	E	Evap Condenser Water Tank		6,000	E	6,000				
2016	B	Arena Flooring		50,000	R	25,000				
					O	25,000	BC Tire Stewardship Fund			
2017	E	Safety Relief Valves		5,000	E	5,000				
2017	E	Computer Replacement		7,200	E	7,200				
2017	E	Network Server		14,000	E	14,000				
2017	B	Facility Expansion		1,500,000	R	1,500,000				
2017	E	Mechanical Equipment - Pumps Motors		7,500	E	7,500				
2017	E	Copier/Printer/Scanner/Fax		15,000	E	15,000				
2018	E	Computer Replacement		2,700	E	2,700				
2018	E	Oil Separators		7,500	E	7,500				
2018	E	Compressor Drive Motors		12,000	E	12,000				
2018	E	Mechanical Equipment - Pumps Motors		15,000	E	15,000				
2018	E	Phone System		45,000	E	45,000				
2018	E	Outdoor Activity Space Development		150,000	R	75,000				
					G	75,000				
2019	S	Multipurpose Outdoor Sport Box		300,000	R	150,000				
					O	150,000				
2019	B	Arena Building Renewal		150,000	R	150,000				
2019	L	SEAPARC Property Expansion		400,000	R	400,000				
2019	E	Computer Replacement		2,700	R	2,700				
2019	E	Mechanical Equipment - Pumps Motors		10,000	E	10,000				
2020	S	Parking Lot Remediation		25,000	R	25,000				
2020	V	Community Recreation Bus		30,000	E	30,000				
2020	E	Utility Service - Outdoor Facilities		10,000	R	10,000				
2020	E	Computer Replacement		2,700	E	2,700				
2020	E	Electrical Distribution		50,000	R	50,000				
*** Please insert more lines here (above this line) if required. ***										

TOTAL	4,777,200
Funding Source Codes (4)**	
Type Codes (2)*	Funding Source Codes (4)**
L = Land	D = Debenture Debt (new debt only)
S = Engineering Structures	E = Equipment Replacement Fund
B = Buildings	G = Grants (Federal, Provincial)
V = Vehicles	O = Donations / Third Party Funding
E = Equipment	
	C = Capital Funds on Hand
	R = Reserve Fund
	S = Short Term Loans
	L = Lands Sales