



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, October 7, 2015 at 6:00 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of September 2, 2015
4. Chair's Report
5. Directors' Report
6. New Business
 - a) Commission Composition (Director Tait)
7. Unfinished Business
 - a) 2016-2019 Service Plan
 - b) 2016 Budget
8. Staff Reports
 - a) Staff News
9. Public Question Period
10. Round Table
11. Adjournment

MINUTES

Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a meeting held Wednesday, September 2, 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
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: D. Bishop, M. Tait (Sooke Director)
Public: 1
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:36 pm.

2. ADOPTION OF AGENDA

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

3. ADOPTION OF MINUTES of June 3, 2015

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that the minutes of the June 3, 2015 meeting be adopted. **CARRIED.**

4. DELEGATION

a) Alexandra Martin – Water Park

Ms. Martin is seeking support for the creation of a new water park in Sooke. Her presentation highlighted Sooke's growing population in the 0-14 age category, the need to travel to Langford to visit the nearest water park, and an online survey in which over 100 responses were received. Ms. Martin indicated that SEAPARC would be the ideal location for a water park given the facility's services including washrooms, staffing, parking, etc. Commissioner Berger noted that earlier this year, Sooke Council directed district staff to research the status/condition of the Broomhill Park water park. SEAPARC staff will research the feasibility of locating a water park on SEAPARC property and report back to the Commission a future meeting.

5. CHAIR'S REPORT

6. DIRECTORS' REPORT

7. NEW BUSINESS

8. UNFINISHED BUSINESS

a) SEAPARC Strategic Plan

The SEAPARC Manager reviewed the highlights of the SEAPARC Strategic Plan final report. The planning process involved facilitator David Hewko meeting with the Commission, staff, community stakeholders and patrons (open house and online survey). The Manager noted that the Strategic Plan provides SEAPARC with a twenty year timeline for planning purposes and that many of the report's recommendations have been incorporated into the 2016-19 SEAPARC Service Plan.

MOVED by Commissioner Grove, **SECONDED** by Commissioner Perkins that the SEAPARC Strategic Plan be received **CARRIED.**

9. STAFF REPORTS

a) Staff News

Programs

Events

The annual Sooke Sk8 & BMX Jam was held July 18 with over 30 participants between the ages 5-18 years plus approximately 150 spectators attending.

SEAPARC supported the "Art in the Park" event providing a 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. 176 attended the launch of the new pool inflatable on July 11. Attendance by pre-teens and young teens has increased as a result of introducing this new piece of equipment.

Recreation Programs

Adventure Camp registration increased from an average of 20 children per week in 2014 to 30 children per week. The preschool age Mini Adventure Camps were full with 14 participants for all but one 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.

A new free "Play in the Park" program (4 days per week for 7 weeks) introduced this summer for children aged 8-12 at SEAPARC and Broomhill Park proved popular with participants and parents. The Rotary Club of Sooke provided a \$500 sponsorship for new equipment and supplies to support the program. A total of 52 children attended with an average of 8 participants per day.

Former SEAPARC employee Quinton MacDonell's memorial service was held in the arena on August 7, 2015 with over 600 in attendance. Quinton will be sadly missed by his friends and co-workers at SEAPARC.

ADMINISTRATION

Travel Assistance Grant

\$400 was provided to the Sooke Minor Fastball U16 Boys team to assist with travel costs to compete in the Western Canadian Fastball Championships. The Sooke team won bronze.

Annual Pool Shutdown

The following projects were completed during the June 8-28 pool shutdown:

- 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 pool filter sand (11,000 pounds)
- Painting and regular routine shutdown maintenance
- Arena hot water tank reclaim replacement

Final costs were higher than anticipated and the following projects require additional funding as follows:

Parking lot paving:	\$1,871
Sauna rebuild:	\$2,500
Shower upgrades	\$6,732

MOVED by Commissioner Berger, **SECONDED** by Commissioner Perkins that an additional \$11,103 be transferred from the Capital Reserve Fund to fund the annual pool shutdown projects. **CARRIED.**

Stan Jones Field Remediation

Field remediation (soil exchange and reseeding) is complete. The SEAPARC Manager requested that funds be allocated for tree removal from the field perimeter.

MOVED by Director Hicks, **SECONDED** by Commissioner Berger that up to \$5,000 in Capital Reserve Funds be allocated for the removal of trees around the perimeter of Stan Jones Ball Field. **CARRIED.**

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 from the Skate Jam Event for the purchase and installation of a water fountain at the skate park. Staff are currently investigating installation options.

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, donated by Sooke Bike Club, has been installed. Picnic tables and garbage cans installation is also planned.

Video Surveillance

Four companies attended a mandatory site meeting and have been asked to provide quotes for the project.

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.

b) 2016-19 Service Plan

The SEAPARC Manager reviewed the SEAPARC Service Plan developed to describe core service information including key service drivers such as trends, service levels and performance measures. The plan also highlights divisional initiatives and implications for the overall work program. Four year service plans (2016-2019) have been developed to provide for continuity of service delivery priorities through the election cycle and to ensure alignment with Board strategic priorities as well as to leverage grant opportunities as they arise.

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Grove that the Commission receive the Service Plan. **CARRIED.**

c) 2016 Budget

The SEAPARC Manager provided an overview of the draft 2016 Capital Plan. The Manager noted that the final pool debt payment will be made in 2015, an application to combine the pool and recreation services into one is proceeding and two major 2015 Capital Plan items were not pursued (bus replacement: \$65,000 and child care expansion: \$625,000).

2016 Reserve Fund Summary (combined services)

Total Capital Reserve Balance	\$1,172,889
Equipment Replacement Fund	<u>90,202</u>
Total Reserve Funds (estimated)	<u>\$1,263,091</u>

Major 2016 Capital Items include:

• LED lighting upgrade (grant funding available)	\$220,000
• Building fixtures	10,000
• Trail developments	15,000
• Ball field improvements	15,000
• Building renewal	30,000
• Pool boiler natural gas conversion (grant funding available)	170,000
• Accessibility upgrades – pool change room	15,000
• Pool change room privacy partitions	25,000
• Pool filters	8,000
• Software upgrade & implementation	25,000
• Arena flooring (\$25,000 grant funded)	50,000

2016 Requisition (estimated)	\$2,608,580
Percentage increase over prior year:	2%

The final budget will be presented to the Commission later this fall.

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Grove that the Commission receive the 2016 Budget report.

CARRIED.

10. PUBLIC QUESTION PERIOD

11. ROUND TABLE

12. ADJOURNMENT

The regular meeting adjourned at 8:00 pm

Mike Hicks, Chair

Lynn MacDonald, Recorder

NEW BUSINESS

UNFINISHED BUSINESS

Service Plan for SEAPARC

2016-2019

Capital Regional District

Date submitted: **October 1, 2015**



Making a difference...together

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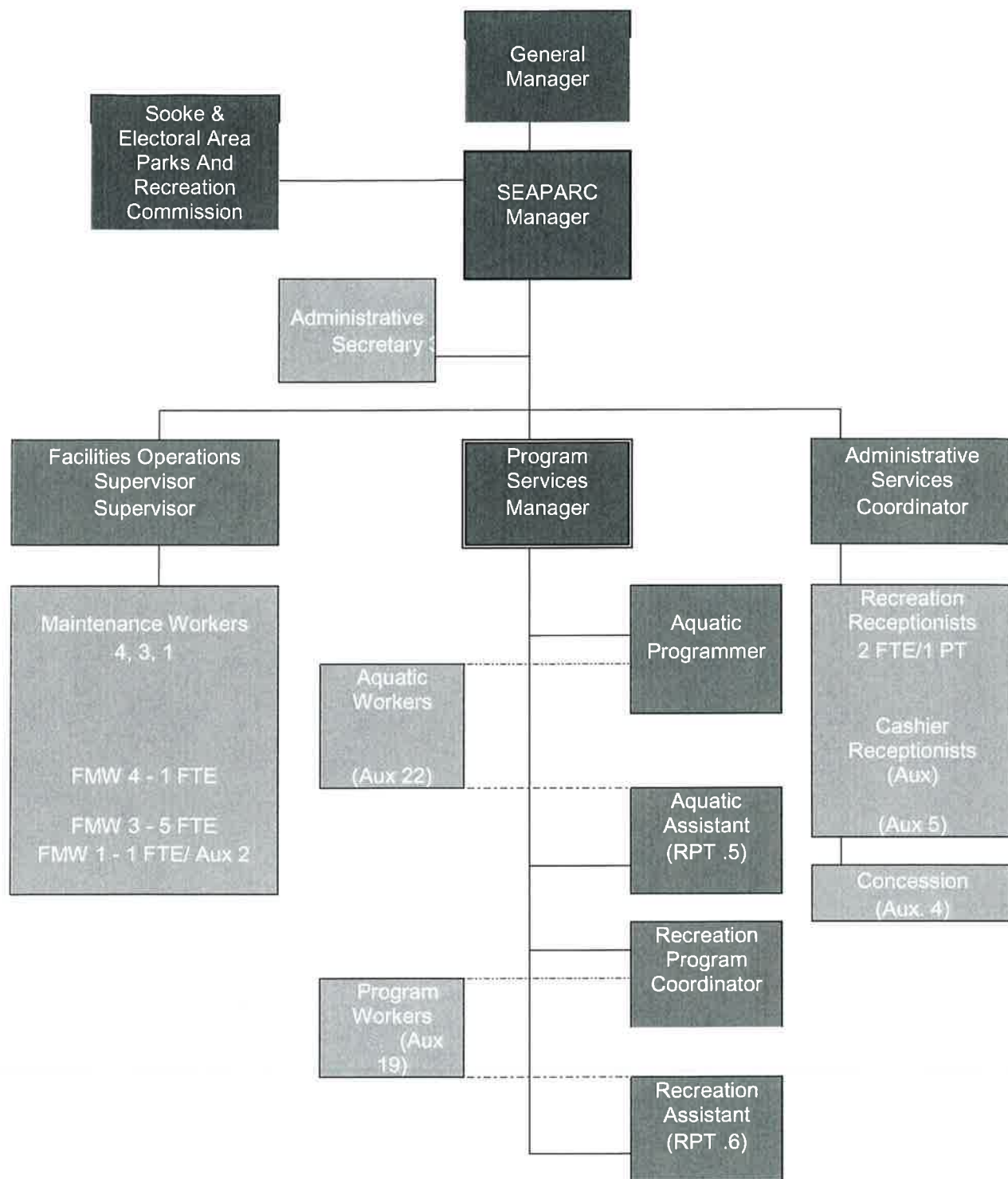
1 Overview

1.1 Division & Service Summary

Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) is a regional recreation service serving the areas of the District of Sooke and portions of the Juan de Fuca Electoral Area (JdFEA). SEAPARC provides well-maintained facilities for public use, community recreational programs, community partnerships and facilitation services.

Service Purpose , Role or Overview	Participants	Funding Sources	CRD Board Committee and/or Commission Reporting Structure
<p>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, including:</p> <ul style="list-style-type: none">• Ice arena/ Dry Floor• Aquatic centre• Fitness• Community Recreation Programs• Facility and grounds maintenance• Multi-use trail• Other public spaces, partnerships and events	<p>Sooke and Juan de Fuca Electoral Area (East Sooke, Otter Point, Shirley/Jordan River and Port Renfrew)</p>	<p>Sooke 75%</p> <p>JDF 25%</p> <p>Requisition, grants, sponsorships, donations, non-tax revenue</p>	<p>Delegated administrative authority to SEAPARC</p>

1.2 Organization Chart



1.3 Key Trends, Issues & Risks – Service Specific

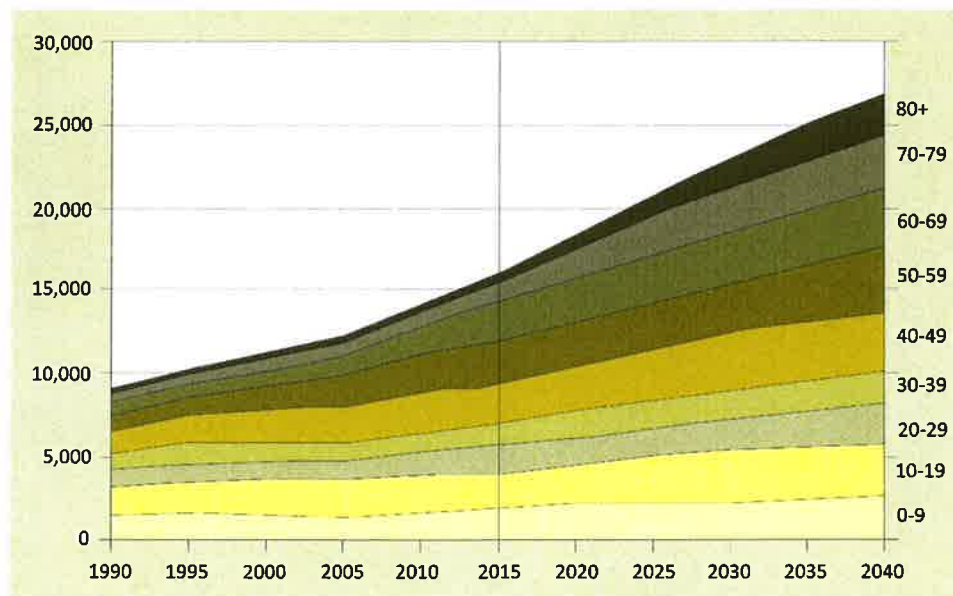
Sooke's population continues to grow and young families continue to move to the region. This places increase demands on current programs and facilities. Over the next 25-years, it is expected that the plus-50 age cohorts will more than double while the 19-under age groups will only increase by 20-30%. The information above is illustrated in the graph below.

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.

Large facility assets are aging and will require investment in the next 15-20 years. This will have a significant financial impact. Efficient equipment upgrades that contribute to a reduction in energy consumption and contribute to reduction in CO2 emissions are a priority.

Child and youth inactivity is considered to be a major health problem. Provision of programs and activities that foster active living through physical recreation is of significant importance. Investigating ways to increase inclusion and access to recreation for populations that face constraints to participation is another trend along with finding new ways to help people connect to nature through recreation. SEAPARC will ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong caring communities.

*Each strata represents a decade age-cohort with the total being the sum of all cohorts.



1.3 Link to Priorities

RECREATION, ARTS & CULTURE

- support increased access to community arts and recreation through programming and strategic investments

CHANGING DEMOGRAPHICS

- complete the Community Health & Well-Being Plan and facilitate conversation with recreation centres to develop a common definition of "seniors"

ACTIVE & MULTI-MODAL TRANSPORTATION

- manage trails as transportation corridors, establish a Transportation Service, deliver active transportation programming and complete feasibility studies

REGIONAL INFRASTRUCTURE

- ensure that resources are available for investment in current and future infrastructure, demonstrating efficiency and value for money and meeting regulatory and service requirements
- develop and implement asset management planning framework and tools to continue proactive and responsible management of assets and infrastructure, both natural and engineered

CLIMATE CHANGE

- realign resources to effectively deliver on Board directives relating to climate change and implement policy and practices to demonstrate leadership in operations

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	Review & Assess	Adjust to meet service delivery needs, as required.	Review & Assess
	Provide customer service in person and via phone and respond to customer concerns and issues: 48 hrs	No change	Review & Assess	Adjust to meet service delivery needs, as required.	Review & Assess
	Provide software updates, data base management, online registration, and direct payment options: occurs continuously	No change	Review & Assess.	Adjust to meet service delivery needs, as required.	Review & Assess

Service Level Adjustments in Role/Scope

Service	Base year 2015	Year 1 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4 (2019)
Ice Arena/Dry Floor	Operational hours per day (Ice): 16	No change	Review & Assess	Adjust to meet service delivery needs, as required.	Review & Assess
	Operational hours per day (Dry Floor): 16	No change	Review & Assess	Adjust to meet service delivery needs, as required.	Review & Assess
	# of skate lesson registrants: 254	3% increase	Review & Assess	Adjust to meet service delivery needs, as required.	Review & Assess
	Hrs. of Rented Ice/ Dry Floor (Year): 2000 ice, 950 dry	No change	Review & Assess	Adjust to meet service delivery needs, as required.	Review & Assess
	Hrs. of Public Skating (Year): 308	No change	Review & Assess	Adjust to meet service delivery needs, as required.	Review & Assess
	# of drop in arena admissions (year): 6089	3% increase	Review & Assess	Adjust to meet service delivery needs, as required.	Review & Assess
	Sooke Fine Art Show hrs booked: 840	No change	Review & Assess	Adjust to meet service delivery needs, as required.	Review & Assess
Aquatic Centre	Public Swim: 4848 hrs. (year)	No change	Review & Assess	Adjust to meet service delivery needs, as required.	Review & Assess
	# of drop in admissions (year): 29,554	3% increase	Review & Assess	Adjust to meet service delivery needs, as required.	Adjust to meet service delivery needs, as required.

Service Level Adjustments in Role/Scope

Service	Base year 2015	Year 1 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4 (2019)
	# of memberships sold (year): 1630	3% increase	Review & Assess	Adjust to meet service delivery needs, as required.	Adjust to meet service delivery needs, as required.
	# of lesson registrants: 2320	3% increase	Review & Assess	Adjust to meet service delivery needs, as required.	Adjust to meet service delivery needs, as required.
Fitness	# of program registrants (year): 881	3% increase	Review & Assess	Adjust to meet service delivery needs, as required.	Adjust to meet service delivery needs, as required.
	Fitness weight room open to public daily	n/a	n/a	16hrs	Review & Assess
	# of fitness drop in admissions (year): 1620	3% increase	Review & Assess	Adjust to meet service delivery needs, as required.	Adjust to meet service delivery needs, as required.
Community Recreation Programs	Joint use agreement with SD 62 : 11K	No change	Review & Assess	12k	Review & Assess
	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 Annually - 7	No Change	8	8	9
Maintenance	Provide safe and clean facilities and well maintained exterior grounds 24/7 364 days per year	No Change	No Change	No Change	No Change
Multi-use Trail	Trail open 365 day a year	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	Priority Reference (if applicable)	Budget Implications
2016			
Artificial Turf Field Development/ Partnership	Pursue installation of artificial turf field installation in Sooke subject to grant funding	Recreation, Arts & Culture	1.6 million Grant
Class Software Replacement	Replacement of current registration and accounting software	Corporate Development	\$25,000 Reserve
Asset Management	Complete 25 year capital plan	Regional Infrastructure	Core Budget
LED Light Replacement	LED replacement of high energy use lighting in facility	Climate Change	\$170,000 Reserve
Natural Gas Boiler Replacement	Natural Gas replacement of Oil Burning Boilers	Climate Change	\$155,000 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 Budget
Bike Park Learn to Ride Programs	Develop programs targeted to children and youth to encourage safe biking and bike park use	Active & Multi-Modal Transportation	Core Budget
Stan Jones Ball field grass improvements	Soil exchange to remove clay base soil and install sand base soil	Recreation, Arts & Culture	\$15,000 Reserve
2017			
Fitness Expansion	4200 sqf building expansion includes various fitness equipment	Recreation, Arts & Culture	1.5 million Reserve

Title & Estimated Completion Date	Description	Priority Reference (if applicable)	Budget Implications
2018			
Fitness Service Provision	Staff and program new fitness amenity.	Recreation, Arts & Culture	Core Budget
Playground Development	Install playground for children to be active outside	Recreation, Arts & Culture	\$75,000 Core budget and grants
2019			
Land acquisition	Investigate land acquisition for future SEAPARC development	Regional Infrastructure	\$400,000 Reserve
Multi Use Sport Box	Lacrosse, soccer, basketball, ball hockey sport court	Recreation, Arts & Culture	\$150,000 Reserve and grants

4 Goals & Performance Indicators

Service Goals	Indicators or Measures
Initiate strategic recreational infrastructure investments	<ul style="list-style-type: none"> • % of capital projects completed on time and on budget* • Complete construction of multi-use sport box by 2019 • Complete construction of new playground feature by 2018 • Complete construction of 4,000 sq. ft. facility for fitness service by 2017
Increase access to recreation opportunities	<ul style="list-style-type: none"> • # of recreation programs overall offered to the public* (2016 as baseline; target 3% increase annually) • Increased participation in recreation programs* (2016 baseline; target 3% increase annually) • Annual # of programs and/or services designed for First Nations communities, seniors, youth and children offered* (2016 as baseline) • Increase drop-in program attendance by 4% over 2015 levels
Enhance customer service	<ul style="list-style-type: none"> • Distribute program evaluation survey to 95% of participants • 75% of customers rate SEAPARC cleanliness at or above 90% • 75% of customers rate SEAPARC customer service at or above 90% • Implement Recreation Management software
Ensure responsible management and operations	<ul style="list-style-type: none"> • Target >30% of user funding without debt by 2019 • Target 16 hours per day operations of new fitness facility on a program cost recovery basis

* = Corporate Indicator – multiple divisions may contribute to this measure.

Contact

Name: Steve Knoke
Title: Manager
Contact information: 250-642-8009

2016 SEAPARC Budget

- 2016 Reserve Fund Summary (combined services):

Total Capital Reserve Balance	\$1,172,889
Equipment Replacement Fund	<u>90,202</u>
Total Reserve Funds (estimated)	<u>\$1,263,091</u>

- Major 2016 Capital Items include:

LED lighting upgrade (grant funding available)	\$220,000
Building fixtures	10,000
Trail developments	15,000
Ball field improvements	15,000
Building renewal	30,000
Pool boiler natural gas conversion (grant funding available)	170,000
Accessibility upgrades – pool change room	15,000
Pool change room privacy partitions	25,000
Pool filters	8,000
Software upgrade & implementation	25,000
Arena flooring (\$25,000 grant funded)	50,000

- 2016 Requisition (estimated) \$2,608,580
 Percentage increase over prior year: 2%

- 2017-20120 Proposed Major Capital Items (funded from Capital Reserves):

2017	Fitness gym expansion	\$1,500,000
2018	Outdoor Activity Space Development	\$ 150,000
2019	Property Expansion	\$ 400,000
2019	Multipurpose Outdoor Sport Box	\$ 300,000

Notes:

- Final pool debt payment will be made in 2015.
- Application to combine the pool and recreation services into one is proceeding.
- Two major 2015 Capital Plan items were not pursued:
 - bus replacement: \$65,000
 - child care expansion: \$625,000

CAPITAL REGIONAL DISTRICT - SCHEDULE G

CAPITAL BUDGET FORM 2016 & Forecast 2017 to 2020

Service #: 1.403
Service Name: SEAPARC Pool

Note: ↓ indicates a drop down menu is available for selection - Type Code (2); Funding Source (4); Participants (8)

Year (1)	Type Code (2)* ↓	Specific Project Description (3)	Capital Expense	Source (4) ** ↓	Funding Amount Total (5)	Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓	%
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				
				O	15,000	Fortis BC			
2017	E	Mechanical Equipment - Pumps Motors	15,000	E	15,000				
2017	E	Pool Filters	8,000	E	8,000				
2018	E	Pool Electronator 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 Electronator 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

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

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)				
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		4,777,200				

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

SEAPARC - ALL SERVICE AREAS	2015		2016			BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE	Continuous	Single Supplementary	2016 TOTAL	2017 TOTAL	2018 TOTAL	2019 TOTAL	2020 TOTAL			
OPERATING COSTS													
Arena	894,940	868,710	939,100	-	-	939,100	966,220	993,881	1,027,660	1,052,809			
Community Recreation	536,840	531,700	563,700	-	-	563,700	580,510	596,200	612,760	629,340			
Outdoor Facilities	31,670	32,960	33,530	-	-	33,530	34,170	34,840	35,840	34,130			
Multi-Purpose Rooms	50,060	51,510	51,900	-	-	51,900	53,350	54,880	56,960	58,610			
Concession	41,750	48,850	49,760	-	-	49,760	51,250	52,770	54,350	55,960			
Pool	1,438,670	1,412,120	1,455,720	-	-	1,455,720	1,492,620	1,530,210	1,573,160	1,621,080			
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	3,451,928			
*Percentage increase over prior year			3.33%			3.33%	2.73%	2.7%	3.0%	2.7%			
CAPITAL / RESERVE													
Arena	395,024	398,540	360,490	-	-	360,490	370,540	380,840	391,340	402,070			
Pool	63,256	112,200	158,060	-	-	158,060	159,280	160,520	161,790	163,090			
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	4,017,088			
FUNDING SOURCES (REVENUE)													
Arena	(339,384)	(315,250)	(344,290)	-	-	(344,290)	(351,300)	(358,460)	(368,750)	(380,170)			
Community Recreation	(229,500)	(228,200)	(238,010)	-	-	(238,010)	(245,150)	(252,480)	(260,050)	(267,850)			
Multi-Purpose Rooms	(11,080)	(9,500)	(10,560)	-	-	(10,560)	(10,870)	(11,200)	(11,540)	(11,880)			
Concession	(54,000)	(63,000)	(63,000)	-	-	(63,000)	(64,890)	(66,830)	(68,840)	(70,900)			
Pool	(326,516)	(348,910)	(347,820)	-	-	(347,820)	(358,220)	(368,970)	(380,020)	(387,640)			
TOTAL REVENUE	(960,480)	(964,860)	(1,003,680)	-	-	(1,003,680)	(1,030,430)	(1,057,940)	(1,089,200)	(1,118,440)			
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)	(2,898,648)			
*Percentage increase over prior year requisition			2.01%			2.01%	2.64%	2.57%	2.86%	2.62%			
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	17.00			
User Funding %	27.30%	27.39%	27.79%			27.79%	27.79%	27.81%	27.83%	27.84%			
User Funding excluding debt%	27.82%	27.91%	27.79%			27.79%	27.79%	27.81%	27.83%	27.84%			

SEAPARC - ALL SERVICE AREAS	2015		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2016 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	105,360	106,360	115,760			115,760	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	64,250
Vehicles and Travel	31,820	25,900	28,600			28,600	29,140	29,680	30,230	30,780
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
*Percentage increase over prior year operating costs										
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
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year										
Fee Income	(636,040)	(662,290)	(674,150)			(674,150)	(694,340)	(715,150)	(736,600)	(755,160)
Rental Income	(315,030)	(293,450)	(319,550)			(319,550)	(325,890)	(332,360)	(341,940)	(352,420)
Payments - In Lieu of Taxes	(7,750)	(7,460)	(7,460)			(7,460)	(7,680)	(7,910)	(8,140)	(8,340)
Grants - Other										
TOTAL REVENUE	(958,820)	(963,200)	(1,001,160)	-	-	(1,001,160)	(1,027,910)	(1,055,420)	(1,086,680)	(1,115,920)
REQUISITION	(2,557,290)	(2,557,290)	(2,608,580)	-	-	(2,608,580)	(2,677,510)	(2,746,201)	(2,824,660)	(2,898,649)
*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
 Salary and Wages \$ 91,750.00 4.61%
 Utilities \$ 2,620.00 2.45%
 Fees and Sales Revenue \$ (30,190.00) 11.97%
 Debt \$ (65,560.00) -100.00%
 R&M and Other expenses \$ 52,660.00

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

1.40X SEAPARC Reserve/Fund Summary

1.40X SeaParc Capital Reserve 1.40X SeaParc Equipment Replacement Fund 1.40X SeaParc Legacy Reserve Account - Youth Development	Budget					
	2015					
	Estimate	2016	2017	2018	2019	2020
	1,174,839	1,172,889	110,009	471,369	226,149	438,519
	66,102	90,202	111,202	101,502	155,652	184,242
	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 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
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
Transfer from Operating Budget	388,280	428,550	437,120	445,860	454,780
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)
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.

STAFF NEWS



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF OCTOBER 7, 2015**

SUBJECT: Staff News

PURPOSE/ISSUE: Information

PROGRAM SERVICES

Staffing

We would like to welcome Myles Wallace and Wilson Batten, who have been hired as Lifeguard/Instructors. We would also like to welcome Dan Lintaman who was hired as the new Skate Park Host. He will start working in the New Year.

Events

\$12,173 in revenue was collected on the first day of fall registration.

SEAPARC introduced the new Seniors Age rate of 60+ years on September 1st.

SEAPARC hosted a Mini-Mudder event on September 20th. 62 children between the ages of 5-12 years participated. The event included various outdoor obstacles and challenges, and children finished the event off with a swim. We have received very positive feedback from participants and their parents, who have requested another event to be held in the future.

The annual Taste of SEAPARC was held September 8-11th. 115 people participated in a variety of aquatic, fitness and arena programs for free.

SEAPARC is working with Royal Roads University, the Sooke Chamber of Commerce, Sooke Public Library and EMCS to help promote new continuing education courses now being offered in Sooke by Royal Roads University.

Aquatic

430 children are currently registered in swim lessons, and 20 children are participating in the Sharks Swim Club program.

New evening Aqua Fit classes have been introduced this fall, with a total of 17 different classes to choose from. These classes continue to have a strong presence in the pool.

Over 120 people participated in the Coast Capital Free Swim on September 25th.

Recreation Programs

New community recreation programs have been introduced this fall, including an Adult Paint Night, in which 19 people participated. Adult wellness programs have also been introduced; however we have seen minimal registration thus far. We are working to increase promotion of these programs.

The Licensed Preschool program has 39 children registered, and only 3 spots vacant. The recreation preschool programs have 13 children registered. This continues to be a popular choice for parents who do not want to make a long-term program commitment with their preschool aged children.

Children's Taekwondo classes with Michelle Carpenter are continuing to see success, with 56 children between the ages of 5-12 registered.

58 children are currently registered in skate lessons, in addition to 4 private lessons and 2 people in adult lessons.

Over 80 people attended the Coast Capital Free Skate.

Zumba fitness classes continue to be popular, with 23 people registered between 2 classes.

ADMINISTRATION

BC Hydro Transformer Replacement

On September 21, 2015 BC Hydro replaced a major piece of equipment that supplies the power to the pool. Work occurred after hours and had a minimal impact on facility operations. While this work was occurring, preventive maintenance work was completed on the pool motor control center (MCC) panels.

New Signage

Talon Signs will be installing two new signs at SEAPARC. One will be placed at the south driveway entrance at the site of the existing log sign and the other will be installed above our front door entrance. Both signs will be illuminated.

Zamboni Resale

With the new Zamboni now in-service, the old Zamboni will be sent to auction. Funds recovered from the sale will be returned to the Equipment Replacement Fund.

Video Surveillance

Four proposals have been received for video surveillance installation. The proposals are currently being reviewed for content and value.

Emergency Management Workshop

SEAPARC Managers attended an Emergency Management Workshop offered by the Justice Institute of BC. The workshop established a baseline of training in Emergency Operations Centre (EOC). In the event of an emergency, SEAPARC staff can assist in the region.

2016 Capital Items

There are two major 2016 capital items will require approval by the Commission in order for work to commence in January 2016. Both the LED Lighting and Natural Gas Boiler Conversion projects will need to be started earlier than April (fiscal year start) in order for the work to be completed on time.



Colleen Hoglund
Program Services Manager

Steve Knoke
SEAPARC Manager

INFORMATION ONLY

DEAR STEVE & SEAPARC STAFF,
THANKS FOR BEING PART
OF ANOTHER GREAT YEAR —
WE COULDN'T PULL IT OFF
WITHOUT YOUR SUPPORT!

ALL WITH THANKS FROM
OF US. AT SFAS!

Thanks to your support, island arts took the spotlight. More than 250 regional artists shared their passion and skill with over 8000 guests. From them, small hands learned the ways of soapstone, watercolour, felting and glass. Nearly 100 young artists displayed their budding artistry in the Youth Art Bistro. Some 400 seniors enjoyed an afternoon of tea, scones, art and music. And 300 volunteers showed their love of community in putting it all together.

You helped make these numbers meaningful with your contribution, and for that we at the Sooke Fine Arts Society are most grateful!

We hope to see you at our 30th Anniversary Celebration in 2016.

David Powell

SFAS Board President

Colin

SFAS Executive Director