



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, SEAPARC Boardroom
Thursday, October 19, 2017 at 6pm

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:
SEAPARC

Leisure Complex
2168 Phillips Road
Sooke, BC

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of July 20, 2017
4. Correspondence:
 - a) Sooke Fine Arts Society – “Gift of Salmon” Sculpture
 - b) Sooke Minor Hockey – Coach’s Game
5. Directors’ Report
6. New Business:
 - a) Staff Report – 2018 Service Plan Review & Budget Approval
7. Staff News
8. Public Question Period
9. Round Table
10. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, July 20, 2017
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), P. Grove, J. Perkins (Vice-Chair), M. Tait
Staff: S. Knoke, SEAPARC Manager, C. Høglund, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: B. Berger, D. Bishop
Public: 1
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:02 pm.

2. ADOPTION OF AGENDA

The Chair requested that the Agenda be amended as follows:

- The following item be added to the supplementary agenda:

6. New Business

- f) Correspondence: Ellen Connor, Boxing BC

MOVED by Director Tait, **SECONDED** by Commissioner Perkins that the agenda and supplementary agenda as amended be adopted.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Director Tait, **SECONDED** by Commissioner Perkins that the minutes of the May 18, 2017 meeting be adopted.

CARRIED

4. DELEGATION

a) Kerry Cavers – Sooke Region Chamber of Commerce

Ms. Cavers, President of the Sooke Region Chamber of Commerce, provided an overview of the inaugural "Wild Coast Expo" tradeshow event being held April 7 & 8, 2018 in the SEAPARC arena. The two day event will involve an outdoor recreation industry trade expo along with workshops, seminars, gear trials/testing, tours and a swap & shop. The Chamber seeks SEAPARC sponsorship support via the waiving of venue rental fees for the inaugural event.

Commission discussion followed with a determination made to decline the request given that SEAPARC hosts several large non-profit agency events and that the Chamber would be eligible for the same non-profit dry floor rental rates as the Rotary Club and Sooke Fine Arts Society (32% discount from commercial rate).

5. DIRECTORS' REPORT

6. NEW BUSINESS

a) Staff Report: Ice Allocation 2017/18

S. Knoke provided an overview of the 2017/18 Ice Allocation meeting held on May 23, 2017 and the ice allocation for 2017/18 season.

MOVED by Director Tait, **SECONDED** by Commissioner Grove that the report be received for information.

CARRIED

b) Staff Report: Golf Course House Deck Repair/Replacement

S. Knoke reported that the golf course house's vinyl sundeck is at the end of its service life and requires repair/replacement as identified in the inspection done at the time of purchase.

MOVED by Director Tait, **SECONDED** by Commissioner Perkins that the Commission recommends:

That \$12,000 be accessed from Capital Reserve Fund for repair and replacement of the golf course house vinyl deck.

CARRIED

c) Staff Report: Skate Park Ownership

S. Knoke reported on a suggestion made by former Sooke School District 62 Chair Bob Phillips that SEAPARC/CRD consider purchasing the Skate Park property currently leased from the School District. The current lease will expire in 2027.

MOVED by Commissioner Perkins, **SECONDED** by Director Tait that the Commission direct staff to investigate further the purchase of the Skate Park property from School District 62 and report back to the Commission.

CARRIED

d) Staff Report: SEAPARC Arena Roof Repair

S. Knoke provided an overview of the arena roof's condition and sought approval to amend the Capital Plan to fund immediate repairs required to address leaks.

MOVED by Commissioner Grove, **SECONDED** by Commissioner Perkins that the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That SEAPARC amend its 2017-2021 Capital Expenditure Plan by reducing the cost of the Arena Roof Repair Project 2020-01 from \$175,000 to \$97,600 and by moving the project from 2020 to 2017.

CARRIED

e) Staff Report: SEAPARC Pool Roof

S. Knoke reviewed issues related to a potential pool roof building envelope failure and sought approval to amend the Capital Plan to increase the scope of the previously approved leisure pool roof replacement project budgeted at \$138,000 by creating a contingency fund. It is anticipated that the yet to be received structural engineering report may have budget implications that will increase the project costs.

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Grove that the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That the 2017 SEAPARC Capital Plan be amended to include the addition of a contingency fund of up to \$50,000 from the Capital Reserves for the Pool Roof building envelope repairs project.

CARRIED

f) Correspondence: Ellen Connor, Boxing BC

Request for free use of showers for attendees of Boxing BC's All-Female Boxing Training Camp being held in Sooke July 29–August 4, 2017.

MOVED by Director Tait, **SECONDED** by Commissioner Grove that the request for free shower use by attendees at Boxing BC's training camp be approved.

CARRIED

7. STAFF NEWS

PROGRAMS:

C. Hoglund reported on two very successful June events:

- The 3rd annual Mud Run event was held June 11 with 123 people participating. Thank you to Elizabeth Olsen, Jacklyn Evans and the Aquatic staff for coordinating this fun filled obstacle challenge event.
- SEAPARC hosted the first ever Picnic in the Park event in the Bike Park & Stan Jones Field on June 17. Approximately 300 people attended the free event, sponsored in part by a CRD People Power Grant, which included music from the Gord Phillips Band, bike skills lessons & competitions, a BBQ, and a variety of children's activities. Thank you to Darcy Smith for coordinating this community event that showcased SEAPARC's great outdoor amenities.

ADMINISTRATION:

Leisure Access Victoria App (LAVA)

The facility was recently assessed for a listing on the LAVA website/app which will provide accessibility information on the area's recreational facilities for those with disabilities. Project outcomes will include recommendations towards improving accessibility of SEAPARC's physical environment.

Golf Course

Attendance continues to increase and the course has been booked for several tournaments in the fall. The budget is currently on track and is expected to meet target numbers. Challenges still exist with irrigation controls/automated watering system and the 8th tee box repair has been delayed. The irrigation pump upgrade and pond pump installation are now complete.

Fitness Expansion/SPF Grant

A grant application has been submitted to the UBCM Gas Tax Fund Strategic Priorities Fund for a SEAPARC fitness gym/multi-purpose expansion to be located on the north/east side of the facility.

- Total square footage: 5,150 sf (3,600 sf fitness gym and 1,550 sf multi-purpose room)
- Total Cost: \$2,742,670 incl. \$1.5 million in SEAPARC funding and \$1,242,670 SPF grant.

Commission Youth Member Resignation

Arran Wass-Little has resigned from his Youth Member position on the Commission effective June 15. Arran will be working as a SEAPARC summer camp assistant leader in July and then heading off to attend Norway's United World College for two years.

2018 Budget Plan and Service Plan

The 2018 budget and service planning process is currently underway with the budget scheduled to be presented to the Commission at the October meeting.

PerfectMind

During the annual pool shutdown, administrative staff completed three days of additional training on PerfectMind software. SEAPARC is now operating on the next point of sale platform (POS) 2.0. Staff have seen an improvement in the reliability of the product and will continue to work with PerfectMind to solve issues as they arise.

8. PUBLIC QUESTION PERIOD

9. ROUND TABLE

10. ADJOURNMENT

The regular meeting adjourned at 7:30pm. Next meeting: September 21, 2017 @ 6pm

Mike Hicks, Chair

Lynn MacDonald, Recorder

August 4, 2017

Mr. Steve Knoke
SEAPARC Leisure Complex
2168 Phillips Road
Sooke, BC V9Z 0Y3



Dear Steve

Re: *The Gift of Salmon Sculpture*

It was with great pleasure that the Sooke Fine Arts Society recently installed and celebrated the unveiling of *The Gift of Salmon* at the SEAPARC Leisure Complex. The event was the culmination of two years of planning, discussions and cooperative community building, which was well attended and publicized in local and regional media to great applause. Not the least of that fan-fare can be directed to SEAPARC/CRD staff who helped make the process smooth and who welcomed the addition of a piece of public art at 2168 Phillips Road in Sooke.

The Sooke Fine Arts Society's wish is that this piece of public art will build upon our community's identity as a vibrant arts and cultural presence. It acknowledges the enormous volunteer spirit that makes the Sooke Fine Arts Show possible, and it gives some presence, appreciation for and understanding of local First Nations' history and culture. The sculpture is gifted as legacy to celebrate three decades of community arts achievement.

Community beautification through public art raises Sooke's profile, builds community pride and positively stimulates economic development, tourism, sense of community and engagement.

Further to recent discussions between The Sooke Fine Arts Society and SEAPARC Leisure Complex, it is a pleasure to herewith formally transfer ownership of *The Gift of Salmon* to SEAPARC and to the CRD, in perpetuity. Once in receipt of formal receipt of the sculpture, we will arrange to remove insurance on the artwork as we understand it will then come under the coverage of SEAPARC's insurance protection.

Sincerely,


Geraldine McGuire
President



SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383
SOOKE, BC V9Z 1G1
www.sookeminorhockey.ca

Steve Knoke -Manager, SEAPARC Leisure Complex

2168 Phillips Road
Sooke, BC V9Z 1H4

September 27th, 2017



Dear Steve.

As you know, every year, Sooke & District Minor Hockey hosts an annual Coaches' game, through which we raise money for a needy family in Sooke. In an effort to maximize attendance and raise the most funds possible, we would like to host the game on a Friday night, as well as earlier than in previous years. Please accept this letter, as our formal request for ice on November 24th, from 7:00 to 10:00 p.m.

Whether it is at the hand of a critical illness, or tragic loss, one hundred percent of all funds raised, are donated to a local family in desperate need of financial help. With your kind donation of ice, we can provide a nice Christmas and some financial stability for a family that wouldn't otherwise have either.

Thank you for your consideration.

Shannon Somers

Secretary –Sooke & District Minor Hockey Assoc.



**REPORT TO THE SOOKE & ELECTORAL
AREA PARKS AND RECREATION COMMISSION
MEETING OF THURSDAY, OCTOBER 19, 2017**

SUBJECT 2018 SEAPARC Service Plan Review Process and Budget Approval

ISSUE

All departments of the Capital Regional District (CRD) are currently working on 2018 financial plans, to be presented to the Committee of the Whole in November. The financial planning process begins with service plans, which establish the work plans over a four year cycle; the current service plans cover 2016 through 2019. This cover report is developed to provide information on the planning process to all Standing Committees and various Commissions reviewing the service plans.

BACKGROUND

Reporting on the service and financial planning process began with a report to the September 6, 2017, Finance Committee, which provided a high level overview of organizational service planning and the themes that were prevalent thus far in the 2018 budget process (Appendix A).

The planning cycle is aligned with the four-year election cycle and includes multi-year budgets to establish a longer-term focus regarding the allocation of resources required to deliver the programs and services needed by the community, and to accomplish Board priorities.

Guided by the Board's strategic priorities, staff have developed multi-year service plans. Service plans outline core service information including key service drivers such as trends and assumptions, service levels, workforce considerations, and performance measures. These plans also highlight divisional initiatives and implications for the overall work program and budget for a specific area. This iterative process is intended to provide staff with an effective planning tool to deliver their work efficiently and enable the committees to assess proposed service levels and the implications of new initiatives. The presentation of service plans to the appropriate committee and commissions allows for a more detailed assessment of service delivery and programs. This process provides committees and commissions the opportunity to review work programs and recommend service level adjustments and/or initiatives. All adjustments and/or initiatives have been vetted organizationally with a focus on identifying opportunities to realign or reallocate resources and identify potential synergies or efficiencies between departments and services. Options to reduce service levels have also been reviewed as part of the service planning process.

Service plans drive the financial planning process and provide necessary information to evaluate overall organizational requirements, new initiatives, proposed service levels and implications for the budget and financial plan. Service plans are presented on an annual basis to all standing committees and commissions.

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

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That the attached service plan and budget be approved as presented.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That the attached service plan and budget be approved as amended.

IMPLICATIONS

2018 Financial Plans are being completed and will be presented for review and approval at the EASC and Committee of the Whole meetings in November. The Financial Plan will reflect the results of the committee review of service plans. The budget planning cycle is linked to the statutory five year financial plan which shows the planned contribution of operating revenue required to fund proposed capital projects together with planned borrowing and anticipated grants. The financial plan is developed to ensure consistency and alignment with the legislative authority of the various CRD services which, upon approval, provide the expenditure authority for the operations of the CRD.

SEAPARC's service plan and budget are being presented for approval have been attached in appendix A-E. Budget increase reflects no service level adjustments over inflationary pressures.

CONCLUSION

The service and financial planning process are integral to providing ongoing service delivery. SEAPARC's service plan and budget are part of the overall planning cycle for the CRD. The attached 2016-2019 service plan and 2018-2021 budget are ready for review by the Commission and approval by the CRD Board.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission recommend to the Capital Regional District Board:

That the attached service plan and budget be approved as presented.

Submitted by:	Steve Knoke, BA, SEAPARC Manager
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

AD:ngm

Attachments:

- Appendix A: 2018 Service Plan Summary Discussion report (September 6, 2017)
- Appendix B: SEAPARC Service Plan Summary
- Appendix C: SEAPARC Service Plan
- Appendix D: SEAPARC 2018 Budget
- Appendix E: SEAPARC 2018 Capital Plan



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**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 6, 2017**

SUBJECT 2018 Service Plan Summary Discussion

ISSUE

A summary of organizational service planning information and themes that will be prevalent in the 2018 budget process is provided to allow for Finance Committee and Board discussion and to inform other Committees and Commissions.

BACKGROUND

The Capital Regional District (CRD) provides a broad range of services to businesses, institutions, organizations, visitors and over 378,000 residents of the region. Regional services are provided to the entire region; sub-regional services are provided to groups of participating municipalities, First Nations and three Electoral Areas; and local services are provided to individual municipalities, Electoral Areas or to defined areas within the region.

The planning process, which is outlined in Appendix A, begins with the development of the service plans covering a four year span, with the current service plans covering 2015-2019 and are updated each year to allow for changes, both internal and external to the organization. A service plan update summary is then developed to illustrate any deviations that have occurred from the previous year. The service plan summary outlines changes in assumptions, trends, and issues, highlights anticipated performance to budget, updates division initiatives, and outlines required service adjustments and staffing levels. The updated service plans and service plan summaries will be presented to committees and commissions throughout October and November

CRD services generally fall into one of three categories:

1. Regional services which have either been mandated due to regulatory requirements or established with clear advantages with respect to operating efficiency, planning and the ability to leverage and make effective use of capital investments;
2. Sub-regional services with oversight by commissions which recommend operating budgets (including transfers to reserve funds) and capital expenditure plans annually; and
3. Services that are provided to a defined area within the region, also with oversight by a Commission of volunteers.

The Priorities Dashboard tracks the implementation of Board and Corporate priorities. These priorities have resulted in investments for initiatives that accomplish Board objectives, respond to community needs, and improve efficiency while considering the overall fiscal capacity and maximizing the potential to leverage grants.

2018 Service Plan

The Corporate Service Plan Update Summary (Appendix B) provides an organizational overview of the service plan update summaries that will be reviewed by Committees and Commissions in October and November. Changes in Assumptions, Trends, and Other Issues categorizes the primary themes from all service plans into three groupings:

- a) Alignment to regulatory or legislative compliance,
- b) Impacts due to external situational factors, and
- c) Internal organizational impacts

Alignment to regulatory or legislative compliance

As the organization realizes continued growth, there is a need to realign the organization to reflect the scope and scale of similar local governments in administrative oversight, controls, regulatory and legislative frameworks.

The CRD is entering into increasingly complex partnering, operating, and third party agreements in support of strategic and corporate priorities. With Board endorsed policies on Climate Action, Risk & Asset Management as examples, the downstream impact of incorporating these emphases into all agreements is formidable. Furthermore, with many long term agreements expiring, there is a need to align renewed agreements with modern terms and conditions, and aforementioned Board supported policies and decisions. Through recent experiences this can result in challenging negotiations with existing providers.

There has also been an increase in recent years on the number of available grant opportunities in addition to the application, due diligence, and associated agreement requirements. Most funding programs require the recipient to adhere to stringent application, expenditure tracking and reporting guidelines, along with strict and often short deadlines.

Impacts due to external situational factors

External factors impacting the organization can have both positive and negative effects for the CRD and subsequently the municipalities and the region.

A strong and vibrant regional economy has resulted in a surge of development activity and population growth. The resulting direct and indirect impacts on current systems have led to a need for additional short and long term capital investment, various infrastructure improvements, and upgrades to maintain service levels within the region. Incremental ongoing operational maintenance, repairs and routine replacements will be required to support these systems as various services are impacted; for example, water connections and flow volume increases against current capacity. Subsequently, there is also an impact on internal staff capacity to maintain the pace of growth and expected service levels. Positively, development activity has resulted in additional revenue through increased volumes, in particular at Hartland landfill and wholesale water distribution.

Furthermore, a maturing organizational workforce combined with the capital region having one of the lowest unemployment rates in the country, will cause the CRD to continue to face challenges in staffing positions, especially those that require unique or specialized skills. This confluence will have both direct and indirect impacts on employee retention and turnover, vacancy duration, knowledge transfer, and transition periods of new personnel.

Internal organizational impacts

As the CRD has grown into a \$500M organization, it is well positioned to drive a renewed internal focus on organizational resilience in alignment with corporate and strategic priorities for effective and efficient service delivery.

In order to achieve this, an Organizational Development Plan was developed as a key deliverable and engagement tool to enhance organizational resilience and promote revitalization. The plan's

multi-year organization wide implementation is designed to ensure a high performing organization by building a culture that is engaged, responsive, adaptive and aligned with our service mandate. It supports the implementation of the 2015–2018 Corporate Plan and focuses on strengthening the foundational core of the organization through employee development, communication, and engagement.

In the third quarter of 2017, the Chief Administrative Officer was informed by the Auditor General for Local Government the CRD had been selected for a performance audit of the organization's business continuity and emergency plans and processes. The CRD plays a critical role in providing necessary services to the community and should be equipped to ensure a comprehensive, coordinated and organized approach to emergency management. The audit will assess the effectiveness of emergency management plans and programs and will focus on emergency management, business continuity management, and key elements including related policies and procedures. A key focus for the CRD will be on developing and refining business continuity and emergency planning systems, and will do so by following industry best practices that are relevant to the size and complexity of the organization.

Furthermore, there continues to be increases in the complexity of relationships with First Nations requiring further capacity building for CRD in deepening relationships. With current staffing levels, relationship building has been successful, but deeper engagement may be required for implementation of the Truth and Reconciliation Commission's (TRC) calls to action. There is also an operational need to involve First Nations in shared decision making moving forward.

IMPLICATIONS

Because of the size and complexity of the organization and distributed location of operations throughout the region, there are many agreements and contracts that are negotiated and held in different locations. There is currently no central repository for completed contracts, agreements, or records management. This creates a significant risk to the organization that agreements are or will expire without a renewed contract or that wording and language is outdated or in need of standardization. An appropriate system along with policies and procedures will safeguard the CRD and will improve the process of knowledge transfer and continuity.

Investing in the development of organizational systems and setting up relevant processes and procedures are necessary to manage business, financial and legislative risks. Creating standardized processes will also assist staff in supporting services in both efficiency and effectiveness. Optimal and even automated reporting procedures will contribute to reducing manual processes, reconciliations, and in turn decrease the risk of significant errors.

With the regional growth rate exceeding and expected to continue to exceed the national average over the next 25 years, the CRD must implement systems, infrastructure, and appropriate resources to meet the steady demand on mandated, directed, delegated, and contractual and emergency services. In response to these challenges, one avenue the CRD should consider is additional shared service opportunities among the municipalities, electoral areas, and partner agencies. There is ongoing engagement and discussion among the region's CAOs and staff to proactively identify such opportunities.

CONCLUSION

The service planning process is an integral component of implementing the Board's strategic priorities and providing ongoing service delivery. Service plans define the work that will be performed over a four year period and provide the foundation for building operating and capital budgets. This report has been developed to provide an overview of the themes that will be prevalent when reviewing the service plans and service plan summaries for 2018.

RECOMMENDATION

That the Finance Committee recommend to the Capital Regional District Board:

That the 2018 Service Plan Summary Discussion report be received for information and referred to Committees and Commissions for information as part of the 2018 service and financial planning process.

Submitted by:	Amber Donaldson, MA, CPA, CMA, Acting Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Larisa Hutcheson, P.Eng., Acting Chief Administrative Officer

Appendix A: CRD Planning Process

Appendix B: Corporate Service Plan Update Summary



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SERVICE PLAN UPDATE SUMMARY – 2018

SERVICE NAME: Sooke & EA Parks & Recreation

Changes in Assumptions, Trends, and Other Issues since 2017: (linked to section 1.3 and 1.4 of the detailed service plan)

- SEAPARC is now operating the DeMamiel Creek 9 Hole Golf Course, providing seasonal access to the community (May-October)
- 2016 Census data confirms the District of Sooke's population grew 13.7% over a five-year period (2011-2016), making it the second-fastest growing community on Vancouver Island and one of the fastest-growing cities in the province.
- Current capacity is available in existing services, including new golf course service, to keep pace with increases in population, growth and demand.
- New fitness service expansion and provision continues to be a high priority, with capital funding in place and grant applications underway.
- Future initiatives that may impact SEAPARC include field management, minor sports development, seniors and youth community centre.

Overall 2017 Budget Performance: (linked to budget forecast to year end)

- There is an overall estimated favorable variance of \$125,000 (3.4%); \$100,000 will be transferred to capital reserve which has a current balance of \$545,000, \$10,000 will be transferred to ERF which has a current balance of \$34,000 and \$15,000 will be transferred to operating reserve which has a balance of \$410. These reserves will fund future fitness expansion, infrastructure and equipment renewal and strategic and program planning. The favorable variance is due to:
 - Decreased revenue of \$30,000 (0.8%) mainly from lower usage for ice rentals from minor hockey and program and membership fees. The adjustments have been made for 2018 budget to reflect expected performance.
 - Decreased Expenses of \$155,000 (4.1%) mainly from unused contingency of \$20,000 (0.5%), savings of heating oil utility cost of \$44,000 (1.2%), decreased contract for services \$22,000 (0.6%) by switching to staffed grounds maintenance of golf course, salaries and wages \$33,000 (0.9%) and other minor various operating costs. The adjustments have been made for 2018 budget to reflect the expected performance.

Update to Division Initiatives: (linked to section 3 of the detailed service plan)

- Fitness expansion continues to be SEAPARC's main divisional priority.
- Seasonal golf course service is now offered by SEAPARC in Sooke. Service is operated on a cost recovery model.

Service Adjustments and Staffing Levels: (linked to section 2 of the detailed service plan)

- No adjustments planned for 2018.

Key Performance Indicators: (linked to section 4 of the detailed service plan)			
Indicator Name	2017 Planned	2017 Projected	2018 Planned
Service Goal: User Fee Revenue as % of Total Cost	29.51%	28.94%	29.38%
Service Goal: Begin construction of new fitness service at SEAPARC	September	December	Complete
Service Goal: Operate golf course	150 Days	160 Days	150 Days

Contact

Name: Steve Knoke

Title: Manager, SEAPARC

Contact Information: 250.642.8009

Service Plan for SEAPARC

2016 – 2019
(2018)



Capital Regional District

Date submitted: August 2017



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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 No. 4029 (amending Bylaw No. 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 No. 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 Councillor) 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 is a resident of Juan de Fuca Electoral Area or the District of Sooke.

The service administers:

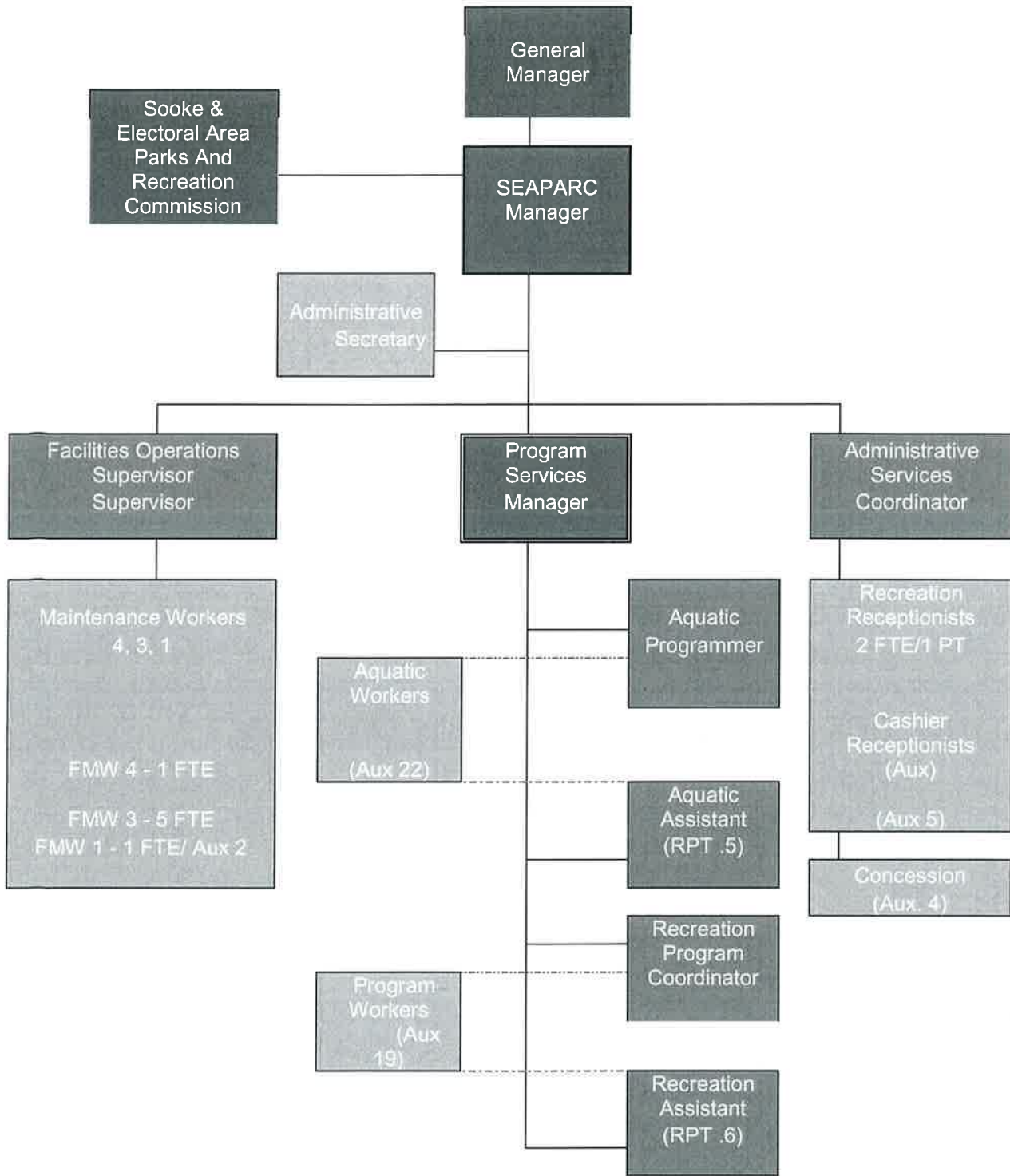
- Ice arena/ Dry Floor
- Aquatic Centre
- Community Recreation Programs
- Facility and grounds maintenance
- Program/ Multipurpose/ Boardroom spaces
- Slo-pitch field/ baseball diamond
- Bike park
- Skateboard park
- Joint Use Agreement with School District 62
- Community Events
- Multi-use trail
- DeMamiel Creek 9 Hole Golf Course

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	Funding Sources	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 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.

Sooke's population continues to grow and young families continue to move to the region. According to Statistics Canada's 2016 Census data, the District of Sooke's population grew 13.7% over a five-year period (2011-2016), making it the second-fastest growing community on Vancouver Island and one of the fastest-growing cities in the province. This places increased demands on current programs and facilities. 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.

SEAPARC will pursue grant opportunities to leverage development and growth.

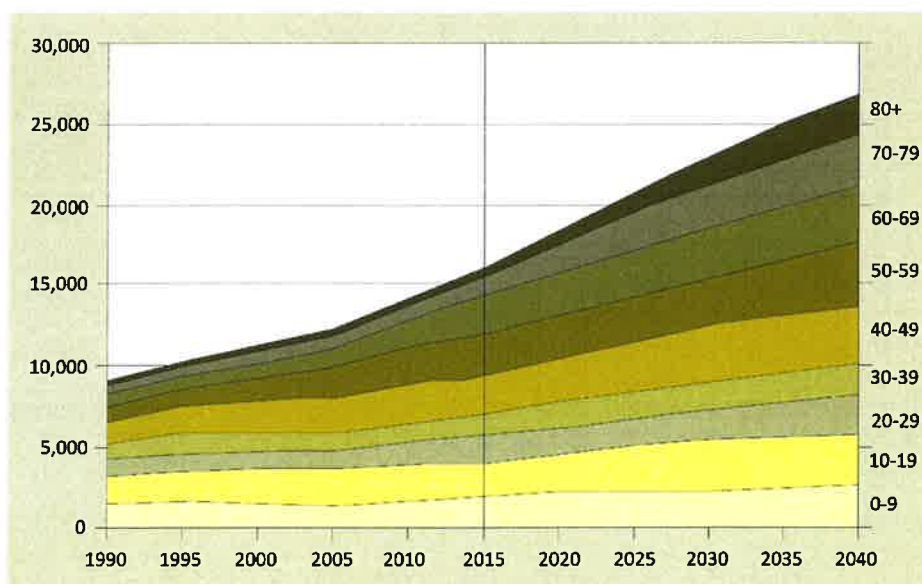
Opportunities exist for SEAPARC to work and partner with various community recreation stakeholders including the Sooke School District 62, Sooke Community Association, District of Sooke, T'Sou-ke Nation and local sports associations. Development of greenways, bikeways and pathway systems is a key priority for community open space systems. These systems contribute to personal and environmental health.

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.

A fitness facility addition has been identified as a priority for SEAPARC. Child and youth inactivity is considered a major health problem. 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 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.

SEAPARC will continue to work toward the continued growth and sustainability of recreation in the Sooke region

*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. The service supports the following Board Strategic Priorities:

SEAPARC supports the priority of Changing Demographics, developing and implementing recreational programs and services that respond to and anticipate changes in seniors demographics.

SEAPARC supports the Climate Change priority by providing active transportation opportunities for programs and special events. SEAPARC will implement climate change adaptation when upgrading facilities and will ensure efficient equipment upgrades that contribute to a reduction in energy consumption and contribute to reduction in CO₂ emissions.

SEAPARC supports the priority of Public Engagement & Communications by 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: 4,848 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): 2,000 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: 4,848 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): 1,630	3%	3%	3%	3%
	# of lesson registrants: 2,320	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	n/a	16hrs
	# of fitness drop in admissions (year): 1,620	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
Multi-use Trail	Trail open 365 days a year	No Change	No Change	No Change	No Change
	Number of users accessing trail reported and recorded: 5,000 approx.	No Change	No Change	No Change	No Change
Golf Course Operation	Golf course operates seasonally	90days	150days	No Change	No Change
	Fees for service paid at SEAPARC front desk or golf course kiosk	Occurs	No Change	No Change	No Change
	Programs and lessons offered	n/a	Occurs	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
Golf Course Operation	Operate seasonal golf course	n/a	Core
2017			
Fitness Expansion	5,200 sqf building expansion	n/a	750k Capital Reserve
Golf Course Operation	Operate seasonal golf course	n/a	Core
2018			
Fitness Expansion	5,200 sqf building expansion includes various fitness equipment	n/a	750k Capital Reserve 1.25 million grant funding
Fitness Service Provision	Staff and program new fitness amenity	n/a	Core

Title & Estimated Completion Date	Description	Board Strategic Priority Reference	Budget Implications
2019			
Multi Use Sport Box	Lacrosse, soccer, basketball, ball hockey sport court	n/a	150k Capital Reserve 50%grant funded

4 Goals & Performance Indicators

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 of 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%
Participate in completing the Community Health & Well Being Plan and determine appropriate roles for implementation	Adoption by the Board; implementation
Participate with internal and external partners to establish a universally-accepted definition "seniors" for purposes of recreational programming alignments	Adoption by the Board; implementation
Operate Golf Course	90 days
User Funding without debt	>29%

Operate Golf Course	150 days (2017-2020)
Begin construction of new fitness service at SEAPARC	Start building 5,200sqf fitness facility
User Funding without debt	>30%
Complete construction of new fitness service at SEAPARC	Complete building 5,200sqf fitness facility
Operate new fitness facility	Run new fitness facility for 16 hrs a day on a program cost recovery basis.
User Funding without debt	>30%
Construction of Multi Use Sport Box	Sport Box is constructed and operates

Contact

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Title: Manager
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SEAPARC - ALL SERVICE AREAS	2017		BUDGET REQUEST			FUTURE PROJECTIONS				
	BOARD BUDGET	2017 ESTIMATED ACTUAL	2018 CORE BUDGET	2018 ONGOING	2018 ONE-TIME	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL
OPERATING COSTS:										
Salaries and Wages	2,194,350	2,161,280	2,298,650		2,298,650	2,298,650	2,355,471	2,399,929	2,445,541	2,490,479
Electricity & Utilities	260,740	216,970	221,670		221,670	221,670	228,560	235,730	243,150	246,633
Operating Supplies & Promotion	269,120	268,250	283,210		283,210	283,210	285,111	291,622	297,330	304,964
Maintenance and Repairs	160,190	139,392	155,660		155,660	155,660	160,890	163,250	166,670	168,490
Internal Allocations	120,300	120,300	128,890		128,890	128,890	131,460	134,090	136,770	139,510
Telephone/IT & Network Systems	61,570	61,570	80,570		80,570	80,570	80,920	81,750	82,610	83,500
Contract for Services	99,100	77,140	85,560		85,560	85,560	74,530	76,350	77,900	79,450
Vehicles and Travel	27,500	26,000	29,110		29,110	29,110	28,460	28,910	29,390	29,820
Operating - Other	38,340	24,480	30,160		30,160	30,160	30,940	31,450	31,950	32,400
Insurance Cost	24,180	24,670	28,130		28,130	28,130	25,360	25,610	25,860	26,110
Contingency	20,000	-	20,700		20,700	20,700	20,700	21,010	21,320	22,614
TOTAL OPERATING COSTS	3,275,390	3,120,052	3,362,310	-	3,362,310	3,362,310	3,422,403	3,489,702	3,558,491	3,623,970
*Percentage increase over prior year		-4.7%	2.65%		2.65%		1.79%	2.0%	2.0%	1.8%
CAPITAL / TRANSFER RESERVES										
Transfer to Operating Reserve Fund	-	15,000	-		-	-	5,000	5,000	5,000	5,000
Transfer to Capital Reserve Fund	365,000	464,958	370,000		370,000	370,000	375,000	380,000	385,000	385,000
Transfer to Equipment Replacement Fund	90,000	100,000	90,000		90,000	90,000	91,000	92,000	93,000	93,000
Capital Equipment Purchases	-	-	-		-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	455,000	579,958	460,000	-	460,000	460,000	471,000	477,000	483,000	483,000
DEBT CHARGES	61,500	61,500	54,100		54,100	54,100	54,096	54,096	54,096	53,966
TOTAL COSTS	3,791,890	3,761,510	3,876,410	-	3,876,410	3,876,410	3,947,499	4,020,798	4,095,587	4,160,936
		-0.80%	2.23%		2.23%		1.83%	1.86%	1.86%	1.60%
FUNDING SOURCES (REVENUE)										
Fee Income	(789,700)	(778,600)	(819,930)		(819,930)	(819,930)	(853,600)	(868,820)	(885,300)	(900,550)
Rental Income	(329,400)	(310,120)	(323,450)		(323,450)	(323,450)	(328,470)	(335,980)	(343,710)	(350,990)
Transfer from Operating Reserve Fund	-	-	(15,000)		(15,000)	(15,000)	-	-	-	-
Payments - In Lieu of Taxes	(5,040)	(5,040)	(5,040)		(5,040)	(5,040)	(7,980)	(8,141)	(8,310)	(8,660)
TOTAL REVENUE	(1,124,140)	(1,093,760)	(1,163,420)	-	(1,163,420)	(1,163,420)	(1,190,050)	(1,212,941)	(1,237,320)	(1,260,200)
		-2.7%	3.49%		3.49%		2.29%	1.9%	2.0%	1.8%
REQUISITION	(2,667,750)	(2,667,750)	(2,712,990)	-	(2,712,990)	(2,712,990)	(2,757,449)	(2,807,857)	(2,868,267)	(2,900,736)
*Percentage increase over prior year requisition			1.70%		1.70%		1.64%	1.83%	1.80%	1.49%
PARTICIPANTS: Sooke and JDF										
AUTHORIZED POSITIONS:										
Salaries	17.00	17.00	17.00		17.00	17.00	17.00	17.00	17.00	17.00
Converted Auxiliaries										

SEAPARC - ALL SERVICE AREAS	2017		BUDGET REQUEST			FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	2018 CORE BUDGET	2018 ONGOING	2018 ONE-TIME	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL
<u>OPERATING COSTS</u>										
Arena	971,420	848,820	1,009,520	-	-	1,009,520	1,018,884	1,038,951	1,059,151	1,079,320
Golf Course	118,010	116,000	126,660	-	-	126,660	129,380	131,800	134,280	133,620
Community Recreation	594,840	615,950	625,290	-	-	625,290	630,679	643,630	656,160	668,060
Outdoor Facilities	36,090	33,432	37,030	-	-	37,030	37,850	38,500	40,070	40,610
Multi-Purpose Rooms	43,360	40,700	43,100	-	-	43,100	43,590	44,450	45,310	46,540
Concession	53,250	56,650	57,240	-	-	57,240	55,800	56,900	58,040	59,470
Pool	1,460,940	1,411,020	1,466,040	-	-	1,466,040	1,508,810	1,538,090	1,568,120	1,599,020
TOTAL OPERATING AND OVERHEAD COSTS	3,277,910	3,122,572	3,364,880	-	-	3,364,880	3,424,993	3,492,321	3,561,131	3,626,640
*Percentage increase over prior year			2.65%			2.65%	1.79%	2.0%	2.0%	1.8%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	365,000	464,958	370,000	-	-	370,000	375,000	380,000	385,000	385,000
Transfer to Equipment Replacement Fund	90,000	100,000	90,000	-	-	90,000	91,000	92,000	93,000	93,000
Transfer to Operating Reserve Fund	-	15,000	-	-	-	-	5,000	5,000	5,000	5,000
TOTAL CAPITAL/RESERVES	455,000	579,958	460,000	-	-	460,000	471,000	477,000	483,000	483,000
<u>DEBT CHARGES</u>										
Golf Course	61,500	61,500	54,100	-	-	54,100	54,096	54,096	54,096	53,966
TOTAL OPERATING, CAPITAL AND DEBT COSTS	3,794,410	3,764,030	3,878,980	-	-	3,878,980	3,950,089	4,023,417	4,098,227	4,163,606
<u>FUNDING SOURCES (REVENUE)</u>										
Arena	(334,410)	(312,240)	(324,890)	-	-	(324,890)	(330,850)	(337,960)	(345,490)	(352,720)
Golf Course	(82,600)	(89,100)	(93,490)	-	-	(93,490)	(94,950)	(96,430)	(97,120)	(99,050)
Community Recreation	(257,490)	(248,500)	(261,810)	-	-	(261,810)	(262,710)	(267,400)	(272,770)	(276,930)
Multi-Purpose Rooms	(10,870)	(10,500)	(10,920)	-	-	(10,920)	(11,130)	(11,360)	(11,580)	(11,790)
Concession	(66,780)	(65,780)	(68,110)	-	-	(68,110)	(69,470)	(70,860)	(72,280)	(73,200)
Pool	(369,470)	(365,120)	(386,730)	-	-	(386,730)	(395,550)	(403,410)	(412,410)	(420,520)
TOTAL REVENUE	(1,121,620)	(1,091,240)	(1,145,950)	-	-	(1,145,950)	(1,184,660)	(1,207,420)	(1,231,650)	(1,254,210)
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(5,040)	(5,040)	(5,040)	-	-	(5,040)	(7,980)	(8,141)	(8,310)	(8,660)
Transfer from Operating Reserve Fund	-	-	(15,000)	-	-	(15,000)	-	-	-	-
REQUISITION	(2,667,750)	(2,667,750)	(2,712,990)	-	-	(2,712,990)	(2,757,449)	(2,807,856)	(2,858,267)	(2,900,736)
*Percentage increase over prior year requisition		0.0%	1.70%	0.00%		1.70%	1.64%	1.83%	1.80%	1.49%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaries	17.00	17.00	17.00	0.00	0.00	17.00	17.00	17.00	17.00	17.00

	BUDGET REQUEST			FUTURE PROJECTIONS						
	2017 BOARD BUDGET	2017 ESTIMATED ACTUAL	2018 CORE BUDGET	2018 ONGOING	2018 ONE-TIME	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>OPERATING COSTS - ARENA</u>										
Salaries and Wages	159,590	56,500	166,130	-	-	166,130	169,422	171,749	174,111	176,499
Internal Allocations - Maintenance	255,650	255,650	262,160	-	-	262,160	259,620	265,690	271,950	277,520
Internal Allocations - Operations	272,270	264,940	278,020	-	-	278,020	280,672	286,520	292,120	298,250
Utility	82,600	84,500	87,290	-	-	87,290	90,110	92,720	95,420	98,223
Other Internal Allocations & Insurance	112,360	112,360	122,290	-	-	122,290	124,470	126,700	128,980	131,290
Maintenance & Operating Supplies	78,950	74,870	83,430	-	-	83,430	84,290	85,172	86,070	86,924
Contingency	10,000	-	10,200	-	-	10,200	10,300	10,400	10,500	10,614
	971,420	848,820	1,009,520	-	-	1,009,520	1,018,884	1,038,951	1,059,151	1,079,320
<u>OPERATING COSTS - GOLF COURSE</u>										
Salaries and Wages	22,000	60,000	67,000	-	-	67,000	68,340	69,710	71,100	72,520
Internal Allocations - Maintenance	9,000	9,000	10,080	-	-	10,080	9,550	9,740	9,930	10,000
Internal Allocations - Operations	9,000	9,000	11,180	-	-	11,180	11,000	11,000	11,000	11,000
Utility	3,810	3,800	3,800	-	-	3,800	4,040	4,120	4,200	1,200
Maintenance & Supplies & Operating Cost	74,200	34,200	34,600	-	-	34,600	36,450	37,230	38,050	38,900
	118,010	116,000	126,660	-	-	126,660	129,380	131,800	134,280	133,620
<u>OPERATING COSTS - RECREATION PROGRAMS</u>										
Salaries and Wages	358,990	373,270	365,870	-	-	365,870	375,749	383,020	390,620	397,100
Internal Allocations - Maintenance	19,080	19,080	19,460	-	-	19,460	20,070	20,540	21,020	21,450
Internal Allocations - Operations	139,700	135,820	158,310	-	-	158,310	150,630	153,620	156,570	159,790
Grants to Other Organizations	-	-	-	-	-	-	-	-	-	-
Operating Other	77,070	87,760	81,650	-	-	81,650	84,230	86,450	87,950	89,720
Contingency	-	-	-	-	-	-	-	-	-	-
	594,840	615,950	625,290	-	-	625,290	630,679	643,630	656,160	668,060
<u>OUTDOOR FACILITIES</u>	36,090	33,432	37,030	-	-	37,030	37,850	38,500	40,070	40,610
<u>MULTIPURPOSE ROOMS</u>	43,360	40,700	43,100	-	-	43,100	43,590	44,450	45,310	46,540
<u>CONCESSION</u>	53,250	56,650	57,240	-	-	57,240	55,800	56,900	58,040	59,470
TOTAL OPERATING COSTS	1,816,970	1,711,552	1,898,840	-	-	1,898,840	1,916,183	1,954,231	1,993,012	2,027,620
*Percentage Increase		-5.8%	4.51%			4.51%	0.9%	2.0%	2.0%	1.7%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	365,000	464,958	370,000	-	-	370,000	375,000	380,000	385,000	385,000
Transfer to Equipment Replacement Fund	90,000	100,000	90,000	-	-	90,000	91,000	92,000	93,000	93,000
Transfer to Operating Reserve Fund	-	15,000	-	-	-	-	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	455,000	579,958	460,000	-	-	460,000	471,000	477,000	483,000	483,000
DEBT CHARGES	61,500	61,500	54,100	-	-	54,100	54,096	54,096	54,096	53,966
	2,333,470	2,353,010	2,412,940	-	-	2,412,940	2,441,279	2,485,327	2,530,108	2,564,586
TOTAL COSTS RECREATION SERVICES										

	BUDGET REQUEST			FUTURE PROJECTIONS						
	2017 BOARD BUDGET	2017 ESTIMATED ACTUAL	2018 CORE BUDGET	2018 ONGOING	2018 ONE-TIME	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	451,700	446,000	463,250	-	-	463,250	470,440	479,830	489,410	499,160
System Services & Telephone	60,370	60,370	76,970	-	-	76,970	77,320	78,150	79,010	79,900
Advertising	75,490	77,820	80,400	-	-	80,400	81,600	83,940	85,800	88,730
Travel, Training & Consultants	35,000	31,000	54,460	-	-	54,460	40,000	40,510	41,040	41,310
Operating - Other	51,100	43,710	52,380	-	-	52,380	53,111	54,150	55,240	56,610
TOTAL OPERATION AND OVERHEAD COSTS	673,660	658,900	727,460	-	-	727,460	722,472	736,580	750,500	765,710
<u>MAINTENANCE COSTS - SALARIES</u>										
	639,770	639,770	654,790	-	-	654,790	668,580	684,150	700,150	714,190
TOTAL OVERHEAD & MAINTENANCE COSTS	1,313,430	1,298,670	1,382,250	-	-	1,382,250	1,391,052	1,420,730	1,450,650	1,479,900
Internal Recovery - Operations	(673,660)	(658,900)	(727,460)	-	-	(727,460)	(722,472)	(736,580)	(750,500)	(765,710)
Internal Recovery - Maintenance	(639,770)	(639,770)	(654,790)	-	-	(654,790)	(668,580)	(684,150)	(700,150)	(714,190)
OPERATING COSTS LESS INTERNAL RECOVERIES	2,333,470	2,353,010	2,412,940	-	-	2,412,940	2,441,279	2,485,327	2,530,107	2,564,586
<u>FUNDING SOURCES (REVENUE)</u>										
Arena - Fee Charges	(49,930)	(47,700)	(48,640)	-	-	(48,640)	(50,950)	(52,420)	(53,720)	(54,770)
Arena - Rental Income	(284,480)	(264,540)	(276,250)	-	-	(276,250)	(279,900)	(285,540)	(291,770)	(297,950)
Golf Course - Fee Charges	(64,100)	(64,100)	(68,360)	-	-	(68,360)	(69,670)	(70,840)	(71,530)	(72,950)
Golf Course - Rental and Sales Income	(18,500)	(25,000)	(25,130)	-	-	(25,130)	(25,280)	(25,590)	(25,590)	(26,100)
Recreation - Fee Charges	(247,490)	(237,500)	(255,790)	-	-	(255,790)	(276,670)	(281,340)	(286,690)	(290,830)
Recreation - Other Misc Income	(10,000)	(11,000)	(6,020)	-	-	(6,020)	(6,040)	(6,060)	(6,080)	(6,100)
Multi-Purpose Room - Rental Income	(10,870)	(10,500)	(10,920)	-	-	(10,920)	(11,130)	(11,360)	(11,580)	(11,790)
Concession - Sales and Commissions	(66,780)	(65,780)	(68,110)	-	-	(68,110)	(69,470)	(70,860)	(72,280)	(73,200)
Grants in Lieu of Taxes	(2,590)	(5,040)	(5,040)	-	-	(5,040)	(7,980)	(8,141)	(8,310)	(8,660)
Transfer from Operating Reserve Fund	-	-	(15,000)	-	-	(15,000)	-	-	-	-
TOTAL REVENUE	(754,740)	(731,160)	(779,260)	-	-	(779,260)	(797,090)	(812,151)	(827,550)	(842,350)
REQUISITION - ARENA & RECREATION SERVICES	(1,578,730)	(1,621,850)	(1,633,680)	-	-	(1,633,680)	(1,644,189)	(1,673,176)	(1,702,557)	(1,722,236)
Percentage Increase		2.7%	3.48%			3.48%	0.6%	1.8%	1.8%	1.2%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	13.85	13.85	13.85	0.00	0.00	13.85	13.85	13.85	13.85	13.85

	2017		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2018 CORE BUDGET	2018 ONGOING	2018 ONE-TIME	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL
SEAPARC - SWIMMING POOL										
<u>OPERATION COSTS</u>										
Salaries and Wages	541,700	565,000	559,610	-	-	559,610	580,590	588,770	597,090	607,290
Internal Allocations - Maintenance	317,280	317,280	323,610	-	-	323,610	339,130	347,030	355,140	362,270
Internal Allocations - Operations	245,990	242,680	273,000	-	-	273,000	273,060	278,190	283,430	289,140
Utility	171,960	128,100	130,000	-	-	130,000	133,820	138,290	142,930	146,610
Operating - Supplies	88,950	78,850	82,590	-	-	82,590	84,410	86,060	87,790	89,480
Other Internal Allocations & Insurance	32,120	32,610	34,730	-	-	34,730	32,350	33,000	33,650	34,330
Maintenance	52,940	46,500	52,000	-	-	52,000	55,050	56,140	57,270	57,900
Contingency	10,000	-	10,500	-	-	10,500	10,400	10,610	10,820	12,000
TOTAL OPERATING COSTS	1,460,940	1,411,020	1,466,040	-	-	1,466,040	1,508,810	1,538,090	1,568,120	1,599,020
*Percentage Increase		-3.4%	0.35%			0.35%				
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(336,630)	(339,000)	(357,800)	-	-	(357,800)	(365,400)	(371,580)	(378,900)	(386,360)
Other Income	(11,210)	(11,120)	(11,430)	-	-	(11,430)	(11,650)	(11,880)	(12,110)	(12,340)
Rental Income	(21,630)	(15,000)	(17,500)	-	-	(17,500)	(18,500)	(19,950)	(21,400)	(21,820)
Grants in Lieu of Taxes	(2,450)	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(371,920)	(365,120)	(386,730)	-	-	(386,730)	(395,550)	(403,410)	(412,410)	(420,520)
REQUISITION	(1,089,020)	(1,045,900)	(1,079,310)	-	-	(1,079,310)	(1,113,260)	(1,134,680)	(1,155,710)	(1,178,500)
*Percentage Increase		-4.0%	-0.89%			-0.89%	3.1%	1.9%	1.9%	2.0%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	3.15	3.15	3.15	0.00	0.00	3.15	3.15	3.15	3.15	3.15

SCHEDULE B

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2018 to 2022

Service No.	1.40X	Carry Forward from 2017	2018	2019	2020	2021	2022	TOTAL
SEAPARC								

EXPENDITURE

Buildings	\$931,000	\$2,971,170	\$345,000	\$9,500	\$0	\$0	\$0	\$3,325,670
Equipment	\$12,000	\$155,200	\$73,700	\$292,700	\$67,200	\$61,000	\$61,000	\$649,800
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
Engineered Structures	\$0	\$0	\$0	\$35,000	\$1,000,000	\$0	\$0	\$1,035,000
Vehicles	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
	\$943,000	\$3,126,370	\$418,700	\$367,200	\$1,067,200	\$461,000	\$461,000	\$5,440,470

SOURCE OF FUNDS

Capital Funds on Hand	\$943,000	\$936,000	\$0	\$0	\$0	\$0	\$0	\$936,000
Debtenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
Equipment Replacement Fund	\$0	\$113,200	\$27,700	\$60,700	\$27,200	\$21,000	\$21,000	\$249,800
Grants (Federal, Provincial)	\$0	\$1,242,670	\$0	\$70,000	\$500,000	\$0	\$0	\$1,812,670
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$834,500	\$391,000	\$236,500	\$540,000	\$40,000	\$40,000	\$2,042,000
Short Term Loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$943,000	\$3,126,370	\$418,700	\$367,200	\$1,067,200	\$461,000	\$461,000	\$5,440,470

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2018 & Forecast 2019 to 2022

Service #: **1.40X**
Service Name: **SEAPARC**

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 (cont)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

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

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 2017	2018	2019	2020	2021	2022	5 - Year Total
16-01	Study	SAPIIM Asset Mgmt. module	Asset inventory and preventative maintenance	\$20,000	E	Cap	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
16-02	Renewal	Building Renewal	Building assessment and repairs	\$185,000	B	Cap	\$0	\$4,000	\$0	\$0	\$0	\$0	\$10,000
16-03	Renewal	Trail Development and Drainage	Maintenance, Repair and drainage improvements	\$15,000	B	Res	\$0	\$15,000	\$130,000	\$0	\$0	\$0	\$145,000
17-04	Renewal	Avenue Roof	Renew Avenue Roof	\$97,000	B	Cap	\$7,000	\$0	\$0	\$0	\$0	\$0	\$2,000
17-05	Replacement	Pool Roof	Replace Leisure Pool Roof	\$386,000	B	Cap	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$170,000
17-06	Replacement	Mechanical Equipment	Replacement of pumps motors	N/A	B	Res	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
17-08	Replacement	Computer Replacement	Replacement of computers	N/A	E	ERF	\$0	\$30,000	\$25,000	\$17,000	\$20,000	\$15,000	\$107,000
17-09	New	Facility Expansion	New fitness building expansion	\$2,742,670	B	Cap	\$750,000	\$750,000	\$2,700	\$2,700	\$7,200	\$0	\$15,300
					B	Res	\$0	\$750,000	\$0	\$0	\$0	\$0	\$750,000
					B	Grant	\$0	\$1,242,670	\$0	\$0	\$0	\$0	\$1,242,670
18-01	Replacement	Pool Electrolator System	Replacement of electrolator system	\$18,000	E	ERF	\$0	\$6,000	\$0	\$6,000	\$0	\$6,000	\$18,000
18-02	Replacement	Pool Tile Re-Grout	Replacement pool tile grout	\$19,000	B	Res	\$0	\$9,500	\$0	\$9,500	\$0	\$0	\$19,000
18-03	Renewal	Oil Separators	Renewal oil separators	\$7,500	E	ERF	\$0	\$7,500	\$0	\$0	\$0	\$0	\$7,500
18-04	Renewal	Compressor Drive Motors	Renewal compressor drive motors	\$12,000	E	ERF	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
18-05	Renewal	Network/Phone System	Renewal network/phone system	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
18-06	Renewal	Golf Course Irrigation Upgrade	Renewal golf course irrigation upgrade	\$45,000	E	Res	\$0	\$20,000	\$0	\$25,000	\$0	\$0	\$45,000
18-07	Renewal	Access Improvements	Facility improvements 15k/5k grant	\$15,000	B	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
18-08	Renewal	Golf Course Equipment	Benches, garbage cans, signs, tools	\$15,000	B	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2018 & Forecast 2019 to 2022

Service #: **1.40X**
Service Name: **SEAPARC**

<p>Proj. No. The first two digits represent first year the project was in the capital plan.</p>	<p>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</p>	<p>Funding Source Codes (cont) Res = Reserve Fund STLoan = Short Term Loans WU - Water Utility</p>
<p>Capital Project Title 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".</p>	<p>Funding Source Codes Debt = Debt/ure Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>

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 2017	2018	2019	2020	2021	2022	5 - Year Total
18-09	Replacement	Grounds Equipment	Mower/Tractor Replacement	\$15,000	E	ERF	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
19-01	New	Pool Inflatable	New pool inflatable	\$6,000	E	Res	\$0	\$0	\$6,000	\$0	\$0	\$0	\$6,000
19-02	New	Fitness Equipment	New fitness equipment lease	\$160,000	E	Res	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$160,000
19-03	Replacement	Covered commons / bike parking area renewal	Shelter replacement and covered bike parking	\$15,000	B	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
20-02	Replacement	Pool Vacuum	Replacement pool vacuum	\$5,000	E	ERF	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
20-03	Renewal	VFD	Renewal vfd	\$7,000	E	Res	\$0	\$0	\$0	\$7,000	\$0	\$0	\$7,000
20-04	Renewal	Parking Lot Remediation	Renewal parking lot remediation	\$25,000	S	Res	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
20-05	Replacement	Community Recreation Bus	Replacement community recreation bus	\$30,000	V	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
20-06	New	Utility Service - Outdoor Facilities	New utility service outdoor facilities	\$10,000	S	Res	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
20-07	New	Outdoor Activity Space Development	New outdoor activity space development	\$140,000	E	Res	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
					E	Grant	\$0			\$70,000			\$70,000
20-08	Renewal	Electrical Distribution	Renewal electrical distribution	\$50,000	E	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
21-01	Replacement	Skate Park Renewal	Replacement skate park renewal	\$1,000,000	S	Res	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
					S	Grant	\$0				\$500,000		\$500,000
22-01	New	Land Aquisition	New land acquisition	\$400,000	L	Debt	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
GRAND TOTAL				\$5,482,170			\$943,000	\$3,126,370	\$418,700	\$367,200	\$1,067,200	\$461,000	\$5,440,470

Service: 1.40X SEAPARC

Proj. No. 16-01
Asset Class Equipment
Capital Project Title SAP/PM Asset Mgmt. module
Board Priority Area Other
Capital Project Description Asset inventory and preventative maintenance
Corporate Priority Area Recreation, Arts & Culture
Project Rationale Asset inventory and maintenance management has been identified to better manage facilities and equipment. Implementation will ensure accurate tracking of asset maintenance and condition, help prevent facility closures and ensure accurate budget planning.

Proj. No. 16-02
Asset Class Buildings
Capital Project Title Building Renewal
Board Priority Area Other
Capital Project Description Building assessment and repairs
Corporate Priority Area Recreation, Arts & Culture
Project Rationale Exterior finishes will have been in service for at least 19 years with no significant alterations. In order to ensure and building envelope integrity, and aesthetic appearance, repair and painting are required.

Proj. No. 16-03
Asset Class Equipment
Capital Project Title Trail Development and Drainage
Board Priority Area Other
Capital Project Description Maintenance, Repair and drainage improvements
Corporate Priority Area Recreation, Arts & Culture
Project Rationale Trail placement is preventing water drainage from ball field. Curtain drain install will move water to existing drains

Proj. No. 17-04
Asset Class Buildings
Capital Project Title Arena Roof
Board Priority Area Other
Capital Project Description Renew Arena Roof
Corporate Priority Area Recreation, Arts & Culture
Project Rationale Roof requires repair to gutter brackets and joins. Seals require new application of product to prevent leaking

Service: 1.40X

SEAPARC

Proj. No. 17-05

Asset Class Buildings

Capital Project Title Pool Roof
Board Priority Area Other

Capital Project Description Replace Leisure Pool Roof
Corporate Priority Area Recreation, Arts & Culture

Project Rationale *A comprehensive report and moisture mapping was completed on the facility roof structures. Sections of the roof were rated on condition and several areas were noted requiring immediate repairs. Quotations for remediation of areas requiring attention were received from Tremco formulating the basis for the roof remediation strategy and costing.*

Proj. No. 17-06

Asset Class Equipment

Capital Project Title Mechanical Equipment
Board Priority Area Other

Capital Project Description Replacement of pumps motors
Corporate Priority Area Recreation, Arts & Culture

Project Rationale *Detail of replacement schedule of mechanical items is still in progress as part of the maintenance management system implementation. Items scheduled for 2017 include main circulation pump for hot tub, lap pool DX pump, boiler loop circulation pump, hot tub heat exchanger.*

Proj. No. 17-08

Asset Class Equipment

Capital Project Title Computer Replacement
Board Priority Area Other

Capital Project Description Replacement of computers
Corporate Priority Area Recreation, Arts & Culture

Project Rationale *CRD IT's infrastructure renewal plan for replacement*

Proj. No. 17-09

Asset Class Buildings

Capital Project Title Facility Expansion
Board Priority Area Other

Capital Project Description New fitness building expansion
Corporate Priority Area Recreation, Arts & Culture

Project Rationale *Addition of a gym and multipurpose workout space has been identified in the strategic plan as an important and desired enhancement by the residents of Sooke and JDF Electoral Area. Current gym space is limited to the existing multipurpose rooms that are being used to capacity.*

Proj. No. 18-01

Asset Class Equipment

Capital Project Title Pool Leclonator System
Board Priority Area Other

Capital Project Description Replacement of leclonator system
Corporate Priority Area Recreation, Arts & Culture

Project Rationale *The pool disinfection system requires critical to the provision of safe water for the pool operation. Replacements for the controllers and cells is required and figures are based on previous years requirements and assesment of current equipment.*

Service: 1.40X SEAPARC

Proj. No. 18-02
Asset Class Buildings
Capital Project Title Pool Tile Re-Grout
Board Priority Area Other
Project Rationale Sections of the pool deck, lap and leisure pool tanks, and changerooms require remediation. All areas have been in service without significant repair for 5 years.

Proj. No. 18-03
Asset Class Equipment
Capital Project Title Oil Separators
Board Priority Area Other
Project Rationale Oil Separators have been identified by the refrigeration contractor as in need of replacement after 20 years. Installed in 1998.

Proj. No. 18-04
Asset Class Equipment
Capital Project Title Compressor Drive Motors
Board Priority Area Other
Project Rationale Preventive measure to ensure no interruption of service, motor has been in service since 1998.

Proj. No. 18-05
Asset Class Equipment
Capital Project Title Network/Phone System
Board Priority Area Other
Project Rationale Phone system was installed in 2000 and while serviceable is lacking in some functionality and increasingly components are being replaced on a one off basis. SEAPARC's network connection also requires more bandwidth.

Proj. No. 18-06
Asset Class Equipment
Capital Project Title Golf Course Irrigation Upgrade
Board Priority Area Other
Project Rationale Consultation with TORO Canada has provided some options for enhancing the control of the irrigation system. It is expected that upgrading the control system will allow for more efficient use of the limited water resource and result in better turf conditions as well as some savings in staffing.

Service: 1.40X

SEAPARC

Proj. No. 18-07

Asset Class Buildings

Capital Project Title Access Improvements
Board Priority Area Other

Capital Project Description Facility improvements 15k/5k grant

Corporate Priority Area Recreation, Arts & Culture

Project Rationale SEAPARC requires functional upgrades to assist individuals with mobility challenges to access services

Proj. No. 18-08

Asset Class Buildings

Capital Project Title Golf Course Equipment
Board Priority Area Other

Capital Project Description Benches, garbage cans, signs, tools

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Way finding signage, benches, and tools require replacement as current equipment is at the end of it service life

Proj. No. 18-09

Asset Class Equipment

Capital Project Title Grounds Equipment
Board Priority Area Other

Capital Project Description Mower/Tractor Replacement

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Sections of the parking lot were replaced in 2015 after 15 years service and it is anticipated that other areas strating to show signs of deterioration will require remediation in 2020.

Proj. No. 19-01

Asset Class Equipment

Capital Project Title Pool Inflatable
Board Priority Area Other

Capital Project Description New pool inflatable

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Pool inflatables will have been in service for over 7 years replacement will be required due to physical condition.

Proj. No. 19-02

Asset Class Equipment

Capital Project Title Fitness Equipment
Board Priority Area Other

Capital Project Description New fitness equipment lease

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Contingent on the construction of a facility addition, fitness equipment will be required to ensure revenue generation from the new space. It is intended to spread this investment over five years due to budget constraints and to ensure the most advanced equipment.

Service: 1.40X

SEAPARC

Proj. No. 19-03

Asset Class Buildings

Capital Project Title Covered commons / bike parking area renewal

Board Priority Area Other

Project Rationale Current bike parking area is at capacity

Capital Project Description Shelter replacement and covered bike parking

Corporate Priority Area Recreation, Arts & Culture

Proj. No. 20-02

Asset Class Equipment

Capital Project Title Pool Vacuum

Board Priority Area Other

Project Rationale Vacuum is critical to pool maintenance and will have been in service for 7 years which historically has been when previous equipment cost of maintenance has dictated replacement.

Capital Project Description Replacement pool vacuum

Corporate Priority Area Recreation, Arts & Culture

Proj. No. 20-03

Asset Class Equipment

Capital Project Title VFD

Board Priority Area Other

Project Rationale VFD for the pool river run will have been in service for over 8 years and given the nature of the pool environment will be required for replacement.

Capital Project Description Renewal vfd

Corporate Priority Area Recreation, Arts & Culture

Proj. No. 20-04

Asset Class Engineered Structures

Capital Project Title Parking Lot Remediation

Board Priority Area Other

Project Rationale Sections of the parking lot were replaced in 2015 after 15 years service and it is anticipated that other areas strating to show signs of deterioration will require remediation in 2020.

Capital Project Description Renewal parking lot remediation

Corporate Priority Area Recreation, Arts & Culture

Proj. No. 20-05

Asset Class Vehicles

Capital Project Title Community Recreation Bus

Board Priority Area Other

Project Rationale 2007 Chevy Express Van will be due for replacement due to vehicle age.

Capital Project Description Replacement community recreation bus

Corporate Priority Area Recreation, Arts & Culture

Service: 1.40X		SEAPARC	
Proj. No. 20-06	Capital Project Title Utility Service - Outdoor Facilities	Capital Project Description New utility service outdoor facilities	
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Recreation, Arts & Culture	
Project Rationale	<i>Current utility service to the outdoor facilities at SEAPARC is limited to water. A need has been identified to provide power to Stan JonesBall Field and the Bile Park</i>		
Proj. No. 20-07	Capital Project Title Outdoor Activity Space Development	Capital Project Description New outdoor activity space development	
Asset Class Equipment	Board Priority Area Other	Corporate Priority Area Recreation, Arts & Culture	
Project Rationale	<i>Construction of outdoor activity space</i>		
Proj. No. 20-08	Capital Project Title Electrical Distribution	Capital Project Description Renewal electrical distribution	
Asset Class Equipment	Board Priority Area Other	Corporate Priority Area Recreation, Arts & Culture	
Project Rationale	<i>Electrical distribution for the arena facility has been in place since 1975. The electrical service mast has been identified as an item requiring attention within the next 5 years.</i>		
Proj. No. 21-01	Capital Project Title Skate Park Renewal	Capital Project Description Replacement skate park renewal	
Asset Class Engineered Structures	Board Priority Area Other	Corporate Priority Area Recreation, Arts & Culture	
Project Rationale	<i>Skate Park Facility will require significant remediation by 2021 in order to be serviceable. Yearly maintenance is performed but it is anticipated concrete deterioration will be such that significant repairs and sectional replacement will be required.</i>		
Proj. No. 22-01	Capital Project Title Land Acquisition	Capital Project Description New land acquisition	
Asset Class Land	Board Priority Area Other	Corporate Priority Area Recreation, Arts & Culture	
Project Rationale			

**1.40X SeaParc Recreation Combined
Asset and Reserve Summary Schedule
2018 - 2022 Financial Plan**

Asset Profile

SeaParc Recreation (1.401 & 1.403 Combined)

Assets held by the Sooke Parks and Recreation service consist of a pool, an arena, ball field, tennis courts, skate park and various vehicles and equipment to support service delivery. The total historical value as of Dec 31, 2015 for all assets was \$10M with an estimated replacement value of \$19.4M for the pool and arena, skate and bike park and ball field (Note A).

Note A: Insured Value Table

Description	\$ Amount*
Sooke Arena & Pool Building* (combined 141.00)	17,970,097
Skate Park	1,068,000
Ball Field and Apparatus/Bike Jump Park	387,000
Total	\$ 19,425,097

* Annual insurance renewal - replacement values as assessed in 2015.

Summary

**Reserve/Fund Summary
Projected year end balance**

	Estimate 2017	Budget				
		2018	2019	2020	2021	2022
Capital Reserve	558,500	94,000	78,000	221,500	66,500	411,500
Equipment Replacement Fund	34,119	10,919	74,219	105,519	171,319	243,319
Total projected year end balance	592,619	104,919	152,219	327,019	237,819	654,819

1.40X SeaParc Recreation Combined
 Capital Reserve Fund Schedule
 2018 - 2022 Financial Plan

Capital Reserve Fund Schedule

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

Capital Reserve Fund	Estimate 2017	Budget Forecasting				
		2018	2019	2020	2021	2022
Beginning Balance	1,104,890	558,500	94,000	78,000	221,500	66,500
Planned Capital Expenditure (Based on Capital Plan)	(924,000)	(834,500)	(391,000)	(236,500)	(540,000)	(40,000)
Transfer from Operating Budget	365,000	370,000	375,000	380,000	385,000	385,000
Interest Income*	12,610	-	-	-	-	-
Ending Balance \$	558,500	94,000	78,000	221,500	66,500	411,500

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

1.40X SeaParc Recreation Combined
 Equipment Replacement Fund Schedule (ERF)
 2018 - 2022 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SeaParc Recreation and Pool ERF						
Equipment Replacement Fund	Actual 2017	Budget Forecasting				
		2018	2019	2020	2021	2022
Beginning Balance	20,119	34,119	10,919	74,219	105,519	171,319
Planned Purchase (Based on Capital Plan)	(76,200)	(113,200)	(27,700)	(60,700)	(27,200)	(21,000)
Transfer from Operating Budget	90,000	90,000	91,000	92,000	93,000	93,000
Equipment Disposal						
Interest Income*	200	-	-	-	-	-
Ending Balance \$	34,119	10,919	74,219	105,519	171,319	243,319

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



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OCTOBER 19, 2017**

SUBJECT Staff News

PURPOSE Information

PROGRAMS

Seniors Programs

SEAPARC is working to increase health and recreation opportunities for seniors, and as such we have partnered with local organizations to offer educational sessions. These sessions are being funded by a New Horizon's Grant secured by the local Seniors Drop-in Society and Sooke Region Volunteer Centre. The sessions will take place this fall throughout the community. The session topics include nutritional talks, memoir writing, livable communities, fall prevention and more. This is proving to be a great opportunity to increase our connection and involvement with local senior serving organizations.

Summer Camps

SEAPARC offered over 15 different summer camps options throughout the summer for children ages 3-16 years. Camps were well attended and SEAPARC has received excellent feedback with regards to the variety and quality of our camps. Thank you to Megan and Darcy for organizing and heading an extremely busy summer camp season.

SEAPARC Golf Tournament

SEAPARC hosted a 4 person, 9 Hole best ball golf tournament on August 19th. The tournament was well received with 40 golfers participating.

Play in the Park Program

Thank you to the Rotary Club of Sooke for once again donating \$500 in support of the summer "Play in the Parks" program. The Rotary donation helped to fund the purchase of new equipment for the program.

Aqua Fitness

There are currently 19 drop-in aquatic fitness classes being offered throughout the week, with an average attendance between 12-30 people. We have added an Aqua Baby & Parent workout class this fall.

ADMINISTRATION

Roof Repair Updates

Arena roof repairs will begin this fall. A site meeting took place on September 14th to review the project with prospective contractors.

Pool roof repairs have been delayed. The nature of the roof repair requires that absolute dry conditions be met during the project. Further to this, the pool will require closure during roof replacement. Warm moist air from the pool condensing on the metal deck surface would prevent adhesives from setting up properly. The option of using fasteners that penetrate the deck would result in a poor design. Closing the pool for a dry weather window would compromise regular pool operation. The pool roof replacement project will be completed during the annual June 2018 maintenance shut down. It is expected that the delay will not be the cause of further damage to the roof or facility.

Golf Course

The 2017 DeMamiel Golf Course season ended October 15th 2017. The Golf course budget is on track to meet projections. The Sooke Chamber held their annual golf tournament on September 14th 2017. The golf course house rental licence is up for renewal in December of 2017. A staff report on the 21017 operation will be presented at the November meeting including course user ship, revenue and expenses.

Skate Park Stats

Daily attendance statistics for the period June 1 to September 30, 2017 have been provided as information on Skate Park Use (see Appendix A).

Future Federal Infrastructure Grant Funding Forecast

The SEAPARC Manager attended an information session hosted by the CRD and Province regarding information on federal infrastructure funding. British Columbia will receive approximately \$150 million in funding allocated for investment in the "Social" category. This category includes community, culture and recreation infrastructure and is targeted to fund new/expanded/renewed community centres, amateur sport, cultural, and recreational installations and facilities. Priority will be on facilities aimed primarily at supporting vulnerable populations.



Colleen Heglund
Program Services Manager



Steve Knobe
SEAPARC Manager



YSI17042047

Period Analysed: Thursday 01 June 2017 to Saturday 30 September 2017

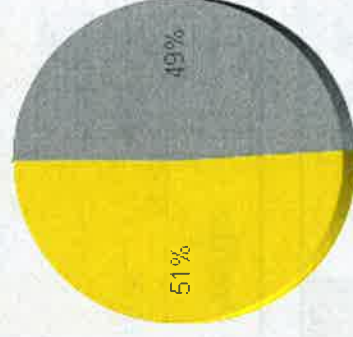


Key Figures

- Total Traffic for the Period Analysed: 36,166
- Daily Average: 296
 - Weekdays: 309 / Weekend days: 265
- Monthly Average: 9,023
- Busiest Day of the Week: Friday
- Busiest Days of the Period Analysed:
 1. Friday 08 September 2017 (705)
 2. Tuesday 18 July 2017 (689)
 3. Thursday 22 June 2017 (651)
- Distribution by Direction:

■ IN: 51%

■ OUT: 49%





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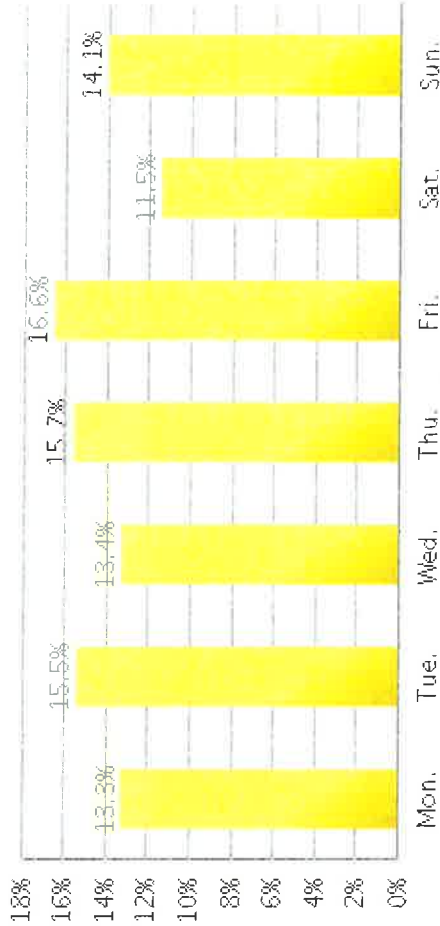
Period Analysed: Thursday 01 June 2017 to Saturday 30 September 2017



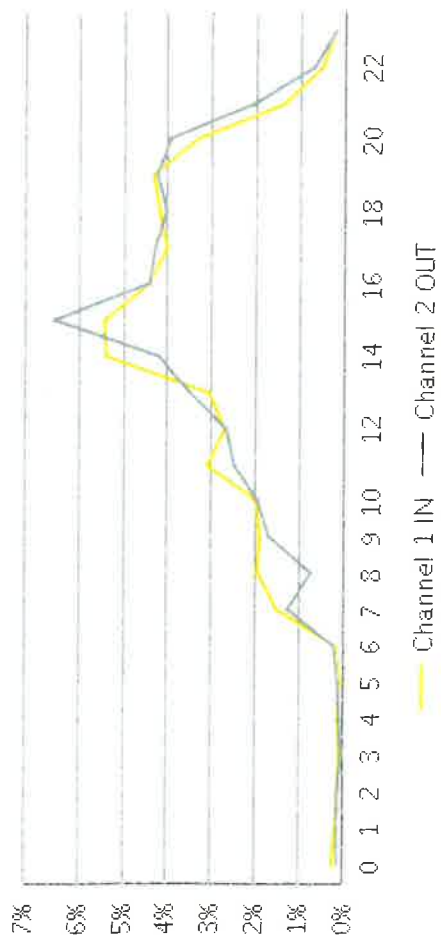
Weekly Traffic



Weekly Profile



Hourly Profile during Weekdays



Hourly Profile during the Weekend



INFORMATION ONLY

SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS

May 1 – September 30, 2017

Administration:

- Would you please consider adding a junior membership to your golf course *(May 3)*
- Is it possible to have women who want to breast fed to do so in the family room, rather than in the public hot tub? I don't feel it's hygienic. *(May 12)*
- The previous owners of the golf course had a "hole in one" award. It was just a "certificate" that they filled in the date and hole and signed. It had to be attested by a witness. I could bring in one of mine for seaparc to use as a template and print off as needed. *(May 15)*
- Would be nice to have a thermometer in the sauna. Thanks *(June 9)*
- Garbage cans left on benches & handicapped bed at times. Upper shelf for heavy weights please. Ceiling tiles have been open for weeks in exercise room. *(June 27)*
- Military discount should be provided to military members and family. Specially if they are Sooke residents. Most municipalities are providing it across the country. It will be a nice way to "Thanks the troops" and providing recognition for their efforts. *(July 8)*
- I've been here everyday for 4 weeks for swim lessons and I've noticed that people are not seeing that the traffic pattern has changed.....the paint isn't very clear anymore and I haven't seen any other signs *(Aug. 3)*
- Longer hours on Sundays would be great please *(Aug. 8)*
- We tried to charge our electric vehicle at the seaparc charging stations today. Both parking spots were occupied with gasoline vehicles. Is there any way the CRD could install signs indicating that those two parking spots are for electric vehicles? Thank you *(Aug. 24)*
- There are cars parking in the electric charging spots (x 2 cars) and I'm unable to charge my car. This keeps happening and it's very frustrating! *(Aug. 31)*
- I just wanted to pass along to you a couple employees who have gone above and beyond for Sooke Minor Hockey the last couple weeks. Debby, I couldn't have got season start up going as smoothly without her! Luke, was a huge help to some of the exec members and as always was helpful tonight to my daughter and I when we were doing try outs. Just wanted recognize their efforts to you. Thanks for everything you have done for us also! *(Sept. 6)*

Programs:

- I am just writing to you today to give you some feedback on my sons aquatic birthday party which was held today *(May 7)* at Seaparc. I was extremely impressed with the booking. Our host Matthew was amazing with the kids and the fact that he stayed during the party time in the room was a huge thing for me. As a single parent birthday parties can be stressful. This was completely stress free and my son couldn't have been happier with the party. I will absolutely recommend this option to friends in the future as the value for the service was amazing. I really can't thank Seaparc and Matthew enough. Please pass on my thanks to him as well, he is wonderful at his job. Since moving to Sooke in September, Seaparc has been a great place for both my son and I to get involved in programming and meet new people. I am very impressed and happy with your facility, staff and service. Thank you for a great birthday. *(May 7)*
- Need new fan for aerobics class. *(May 13)*
- PLEASE!! No Music from 6-7 am in the pool – we are bombarded with noise all day, every day - we need some quiet! I come for Physio 3X a week and need to keep count, the music distracts & makes it hard to concentrate. I speak for myself (3x a week), Bob (daily) and Hildegard (daily) - Thanks You PS - Is there any way it can be advertised as "no music" from 6-7am? *(May 18)*
- Could we please get some NEW Foam Dumbbells for Aquafit. The other ones are disintegrating. Thanks. *(May 29)*
- Please please daytime pickleball! *(May 29)*

SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS

May 1 – September 30, 2017

- Would you please try and offer pickleball during the daytime, rather than in the evening. All of us who play, are seniors and we find that our energy levels are higher in the daytime - and we are available for daytime play as retirees. Also, sometimes our night vision is not great (for driving). We noticed there are a lot of times available during the day on the dry floor. Thanks *(June 12)*
- Bike repair class to be offered please. *(July 17)*
- For the noon quiet time I would really appreciate a true quiet time - perhaps adults only. I have grandchildren and understand it is summer but I come to swim at noon for the quiet. *(July 19)*
- Pool Zumba class music is too loud – it's a community facility and all the space must be shared! *(July 23)*
- Pool Adult only from 12-1 Please!! *(July 24)*
- We need a few more dumbbells for aquafit please! *(July 31)*
- Pool nice & quiet no music. Thank You! *(Aug. 16)*
- Great bike park! Would be great to offer a bike repair and safety class. *(Aug. 19)*
- 1. Please develop weight/fitness facility. long over-due.
2. Please develop raised platforms for instructors. ie: zumba/yoga etc. Can't see instructor.
3. Too many crowded classes.
4. PLEASE have more evening classes (ie: yoga 50+ classes) for those of us who still work please. Not home till after 5:30. The CRD is really bad for this. Lower mainland has classes even @ 8 / 9 / 10 pm! Thank you for your consideration! *(Sept. 2)*
- Wondering what the possibility is for getting a mama baby fitness program going. There are currently no organized programs if this nature (that I am aware of) in Sooke, I have been driving to Victoria or Westshore which is difficult with a little one. Even a couple hours of child minding a week would be helpful so I could go for a swim! Thanks so much. *(Sept. 9)*
- Please Please we need a kids Unplugged on the weekend mornings!! Ages 8-12 Esp Sunday ams 10-12:30. Also please can you include admission to "play in the park" in a yearly membership. *(Sept. 9)*
- Please keep playing the music we love it! *(Sept. 11)*
- No lane swimming for people that work during the day we need more than just one lane for adult swimming we need to workout too. To be healthy to pay for kid's lessons. *(Sept. 11)*
- Most enjoyable without music. Thank you! *(Sept. 14)*
- On swim club days you need a fast lane *(Sept. 19)*
- When will I be able to hear the music under water? *(Sept. 19)*
- Once again length swimmers are being crowded into a single 5' length. Between 9-12pm - while the aerobics class has a 10' circle around all its participants. This only allows 2 swimmers doing the crawl to swim lengths. Hardly seems fair considering its a "community pool". - thank for your time & attention. *(Sept. 26)*
- Fast lane on swim club days please. *(Sept. 30)*

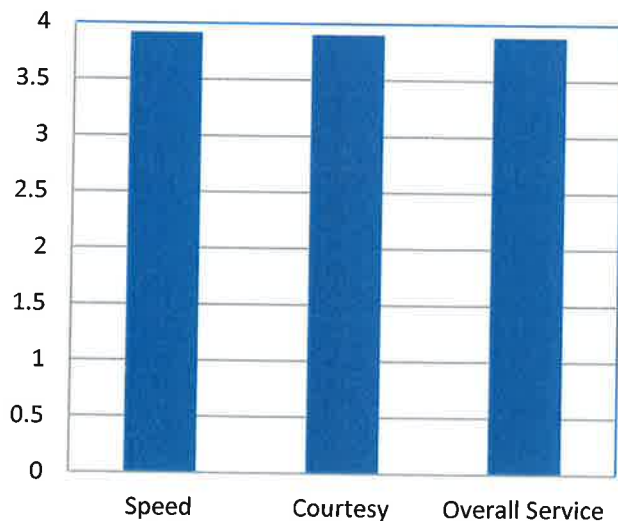
Maintenance:

- 1. Mens & Womens changerooms, the lockers are filthy - need to be cleaned. Since last visit 2 weeks ago the lockers are worse condition.
- 2. Womens shower room - one drain clogged with hair etc - leads to flooding in shower room -slippery - falls can happen.
- 3. Two weeks ago on last visit - womens shower drain was also clogged - asked guard to clean and she did. How can shower drains become clogged when it should be cleaned every night.
- 4. I hope I don't have to inform the Health Dept of health concerns regarding the status of the womens changeroom aforementioned on my next visit. *(May 21)*
- Attend 2 or 3 times a week. We would like the main pool a bit warmer. *(May 23)*
- Sauna is too cold. *(June 2 & 9)*

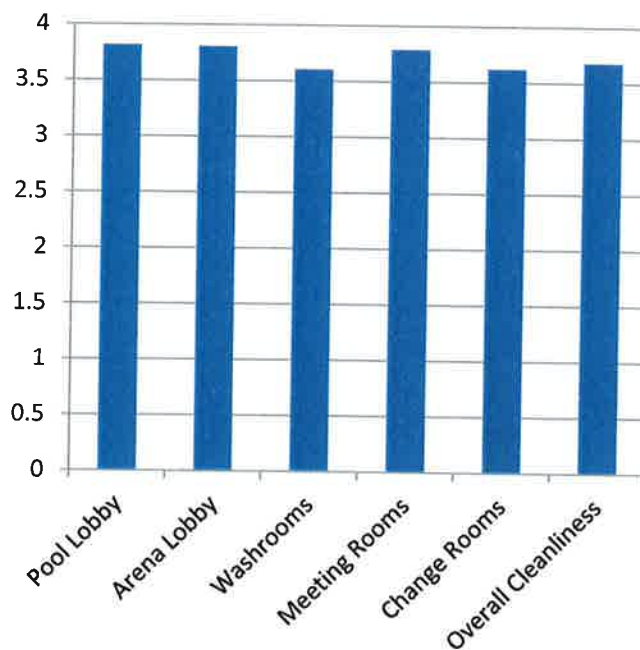
SEAPARC CUSTOMER COMMENT CARDS/SUGGESTIONS
May 1 – September 30, 2017

- Please arrange for the lawn mower to cut grass on ball field at another time besides during our 9-10am fitness class. Couldn't hear the instructor at times, noisy and distracting.
 Thank You *(July 12)*
- Sauna temp is getting better. Well done. Thank You *(July 18)*
- New soap dispenser in woman's shower does not dispense soap. *(July 31)*
- The women's showers are ridiculously hot. It's a swimming pool (not a spa!)
 - the temp should be warm
 - I understand it's a warm short shower *(Aug. 14)*
- Loose meal at the feet of the family change room toilet stall *(Sept. 14)*
- Can you please do routine maintenance on the locks in the mens locker room lockers. the key & locks are oxidizing and becoming hard to remove & use. Graphite is needed not WD40. (I'm an ex locksmith) *(Sept. 19)*
- Please, please, please can you replace the lightbulbs underwater in the pool?! Can't stand the bright, fluorescents @ 6am anymore! Thanks *(Sept. 17)*

Customer Service Ratings



Facility Cleanliness Ratings



■ Excellent = 4, Good = 3, Fair = 2, Poor = 1


american greetings

SEAPARC
RECEIVED
SEP 22 2017

AGDZ6C063284A
©AGC, LLC



Dear Steve, Colleen, Lynn +
Debby -

Thank you for helping us to
host an awesome golf
tournament! We've had great
feedback and raised a good
amount for the Chamber.

Thanks for lending us the
tables + chairs - and for
dropping them off / picking
them up!

We look forward to working
with you again next year!
Kerry

Thank you for your
support!
2017 Sooke Region Chamber
Board of Directors.



Thank you!

*Dear Steve, Nathan
& Seaparc Crew:*

*We are so very grateful for your contribution
to the 2017 Sooke Fine Arts Show.
Without your generosity, and that of
others in our community, the show
could not have happened.*

*Thank you for being part of another
successful year!*

*What a Great team you are!
Thank you so much for your
support! Christa, Jen + Board*



CERTIFICATE OF RECOGNITION

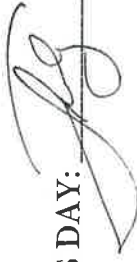
Seaparc Leisure Complex

is hereby recognized for taking part in the Eat, Play, Live project and making changes at their facility to create a healthy choices environment for all.

PRESENTED BY BCRPA:


Rebecca Tunnacliffe, CEO

ON THIS DAY:


2017



EAT PLAY LIVE

