



Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:
SEAPARC
Leisure Complex
2168 Phillips Road
Sooke, BC

MAILING ADDRESS:
PO Box 421
Sooke, BC
V9Z 1H4

TELEPHONE:
250-642-8000

FAX:
250-642-4710

EMAIL:
seaparc@crd.bc.ca

WEBSITE:
www.seaparc.ca

AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, JdF Local Area Services Building
Thursday, October 24, 2019 at 2pm

1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of September 12, 2019
4. Fitness Gym & Multi-Purpose Space Addition
 - a) Project Update (verbal)
5. Chair's Report
6. Directors' Report
7. Staff Reports
 - a) 2020 Service Plan Review Process and Budget Approval
 - b) Staff News (verbal)
8. Motion to Move In Camera in accordance with the Community Charter, Part 4, Division 3, Section 90(1): (e) *Acquisition, disposition or expropriation of land or improvements*
9. Presentation
 - a) Commissioner Grove
10. Public Question Period
11. Round Table
12. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, September 12, 2019 at 2pm
JdF Local Area Services Building, Otter Point, BC**

Mission Statement:

*"Sooke & Electoral Area Parks and 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: J. Bateman (Alternate Director), A. Beddows (Chair), D. Bishop, M. Hicks (Director), J. Perkins (Vice-Chair),
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
L. Hutcheson, General Manager – Parks & Environmental Services,
A. Liu, Manager – Environmental Engineering, L. MacDonald, Recording Secretary
Absent: P. Grove, M. Tait (Director)
Public: 3
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 2:02 pm.

2. ADOPTION OF AGENDA

MOVED by Director Hicks **SECONDED** by Alternate Director Bateman that the agenda be adopted. **CARRIED**

3. APPROVAL OF THE MINUTES OF JUNE 27, 2019

MOVED by Director Hicks, **SECONDED** by Commissioner Perkins that the minutes of the June 27, 2019 meeting be adopted. **CARRIED**

4. DELEGATION

Sooke Arts Council President Linda Gordon, accompanied by Linda Green Abraham and Tanya Darling, proposed that the Arts Council supply local original art work for display at SEAPARC. Art work would be rotated every three months providing local artists with a venue to display their art work for sale.

Request to be addressed under Agenda Item 11. a) New Business.

5. MOTION TO CLOSE THE MEETING

MOVED by Director Hicks, **SECONDED** by Commissioner Bishop to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90(1):

k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

CARRIED

The closed meeting commenced at 2:10pm and adjourned at 2:29pm. The regular meeting reconvened at 2:29pm.

6. CORRESPONDENCE

a) Sooke Boxing Club

Request to hold the "West Coast Wonder Women" international all female boxing tournament in the dry floor arena June 26-28, 2020 at a discounted rental rate.

Commission directed SEAPARC Manager to negotiate terms of rental with Sooke Boxing Club representatives and report back to the Commission at a future meeting.

b) Sooke Minor Fastball – Travel Assistance Funding

Request for funding assistance for the girls U16C team to travel to the Provincial Fastball championships in Quesnel July, 2019. \$200 was awarded under the Travel Assistance Grant funding policy in July.

7. FITNESS GYM & MULTI-PURPOSE SPACE ADDITION

a) Project Update (Verbal)

Expansion project is on schedule and on budget.

b) Staff Report: SEAPARC Fitness Gym and Multi-Purpose Space Addition-Reconsideration of Deferred Items

Review of implementation strategy for seven items deferred from the original project scope due to budget constraints. \$240,000 is currently available in contingency funds and cost savings from contract negotiations for these deferred items. Director Hicks noted his primary concern is increasing parking lot capacity.

MOVED by Director Hicks, **SECONDED** by Commissioner Perkins that staff proceed with negotiations to include the following four deferred items in the construction contract:

Item	Description	Estimated Cost
1	Bike Parking Canopy	\$96,000
2	Stereo/Video System	30,000
3	Wall-Mounted Mirrors	11,000
4	Additional Parking Spaces	<u>6,000</u>
	Total Estimated Cost:	\$143,000

CARRIED
(Opposed: D. Bishop)

The three remaining deferred items (landscaping improvements, benches and additional parking spaces) will not be actioned at this time.

8. CHAIR'S REPORT

CRD Commission Orientation session being offered September 16, 2019 from 3-5:30pm at the JdF Local Area Services Building.

9. DIRECTORS REPORT

Director Hicks will be attending a District of Sooke Committee of the Whole meeting on September 17, 2019 to discuss removal of Port Renfrew from SEAPARC funding bylaw. This change is being made in recognition of the low level of facility usage by Port Renfrew residents given travel distances. Director Hicks reported that SEAPARC funding from Port Renfrew property taxes equates to approximately \$20,377 per year and he will be seeking District of Sooke support to absorb this cost.

10. STAFF REPORTS

a) Staff News

The SEAPARC Manager reported on recent staffing changes including the hiring of Jerry Michael in the new position of Fitness & Aquatic Coordinator; Rotary Grizzlies Game; LGMA Centennial tree donation and \$1,500 donation received from Rotary Club of Sooke for purchase of a public access defibrillator (AED) for DeMamie Creek Golf Course.

11. NEW BUSINESS

a) Hockey Banner Installation

Commissioner Bishop reported that Sooke Minor Hockey Association (SMHA) championship banners aren't being installed in the arena and suggested that a different hanging method be initiated. The SEAPARC Manager to discuss with SMHA executive and report back to the Commission.

b) Sooke Arts Council – Facility Artwork

The SEAPARC Manager directed to investigate the feasibility of the Arts Council's proposal. The Manager noted that a determination of available wall space in the new expansion cannot be made at this time.

12. PUBLIC QUESTION PERIOD

13. ROUND TABLE

The feasibility of keeping the golf course open later into the fall was queried. The SEAPARC Manager noted that staffing costs and weather uncertainties make it impractical to keep the course open longer than October 15.

14. ADJOURNMENT

The regular meeting adjourned at 3:30pm.

Next regular scheduled meeting: October 24, 2019 at 2pm

Al Beddows, Chair

Lynn MacDonald, Recorder



**REPORT TO SOOKE ELECTORAL
AREA PARKS AND RECREATION COMMISSION
MEETING OF THURSDAY, OCTOBER 24, 2019**

SUBJECT **2020 Service Plan Review Process and Budget Approval**

ISSUE

This report presents SEAPARC's 2020-2024 service plan and budget for review and provisional approval.

BACKGROUND

Annually, the Capital Regional District (CRD) must develop a financial plan representing the operating and capital expenditure plans for the next five years. The financial plan is developed in alignment and is consistent with the legislative authority of the various CRD services which, upon approval, provides the expenditure authority for the operations of the CRD. Final budget approval is required no later than March 31 of each year.

A preliminary budget (the provisional financial plan) is developed well before the legislated deadline of March 31 to allow service participants and local rate payers to be able to make final recommendations on proposed service levels, revenue requirements and adjustments to fees and charges prior to consideration of final approval by the CRD Board.

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

2020 Planning Process

The 2020 planning process marks the first year of the four-year service planning cycle. The four year planning cycle is designed to ensure alignment and implementation of Board strategic objectives during the election term. Following the completion of the corporate plan, staff commenced annual service planning. The service planning process identified resource implications to implement the corporate plan initiative (including Board Priorities) as well as proposed adjustments to service levels and other departmental initiatives. The service planning process gathered information necessary to assemble a provisional budget for the SEAPARC Commission and Board review. The statutory five-year financial plan shows the projected revenues and expenditures and the planned contribution of operating revenue required to fund proposed capital projects, together with planned borrowing and anticipated grants.

2020 Financial Plan Approach

The service planning process is a means of aligning operational service requirements and recommendations to Board strategic priorities and the corporate plan. 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.

On June 12, 2019, on the recommendation of the Governance and Finance Committee, the Board approved the 2020-2024 Service and Financial Planning Guidelines. The guidelines supported financial management strategies related to revenue, reserves and debt management. The guidelines also directed staff to prepare the upcoming 2020 service and financial plans and budget to reflect the continued deployment of previously approved service levels with minor adjustments in program delivery as directed, while also incorporating core inflation impacts.

2020 Financial Plan Overview

The Financial Plan includes operating, capital and reserve funds. The operating budget identifies the revenues and expenditures of each service. Budgeted revenues are primarily derived from sale of services, fees and charges, requisition and grants. Expenditures are determined through the application of a variety of assumptions and agreements, some of which the Board considers directly, and others that are recommended locally by participants or local service commissions.

Various external pressures influence the budget, many of which are uncontrollable. Cost drivers such as inflation forecasts and interest rate changes have a direct and sometimes significant impact on the overall budget. Items such as wages and benefits, materials and supplies, utilities such as electricity, natural gas and vehicles and equipment are subject to inflationary changes that influence the cost of service delivery.

External increases are partially mitigated by new revenue sources, grants and cost containment efforts by staff. The external factors are incorporated across the organization but given the diverse nature of services and service areas, consideration is given for applicability within a given service area.

In addition to external factors, service level change requests come as a result of Board priorities, community need and corporate or service planning. The requests are highlighted in the service plans and financial plan documentation. Overall, every effort has been made to accommodate additional resource requirements through the reallocation of existing funding sources and workforce.

ALTERNATIVES

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

Alternative 1

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

Alternative 2

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

ECONOMIC IMPLICATIONS

Budget Overview

The 2020 presentation includes an increase of \$90,367 or 3.26% over the 2019 budget. The increase is a result of costs such as utilities, allocations and wages. The budget includes the financial impact of the new fitness service including, programs, facility operations and new positions. Additionally, this also includes shifting the auxiliary seasonal assistant greens keeper to a regular part time seasonal position for the golf course.

Capital Budget

The 2020 capital budget includes the financial impact of the fitness expansion completion proposed to complete in 2020.

The attached 2020 SEAPARC budget package in Appendix B which includes operating and capital, is provided for preliminary approval.

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 2020-2024 service plan and 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 2020 service plan and budget be approved as presented.

Submitted by:	Steve Knoke, Manager, SEAPARC
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

AS:sa

Attachments: Appendix A – SEAPARC Service Plan
Appendix B – SEAPARC 2020 – 2024 Budget

COMMUNITY NEED SUMMARY

Recreation

Strategy

Target Outcome

We envision residents having access to appropriate and affordable recreation opportunities.

Related Strategies

- SEAPARC Strategic Plan 2015 - David Hewko Planning +Program Management

Core Service Levels

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)

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 62Community Events, Multi-use trail, DeMamiel Creek 9 Hole Golf Course, Fitness facility and programs.

#	Initiatives	Description	Implement- ation Year	New FTEs For 2020	Budget Impact
13a- 1.3	Recreational Programming and Rates SEAPARC	Work with Commissions to determine appropriate types of recreational programming & recovery rates to meet community needs	2020	1.5 Ongoing	Included in Provisional Budget

* New - Initiatives not in the 2019-2022 Corporate Plan

Business Model

Value Proposition

SEAPARC

The SEAPARC Recreation division provides recreational programming and maintains recreational facilities in Sooke and JdF EA.

Who Contributes

- SEAPARC: Sooke, JdF Electoral Area

Metrics

Metric #1

Target: To offer fitness programs and service that meet community need and recover operation investment.

Current Status: 2019 limited fitness program service was provided

Metric #2

Target: To increase 2020 user funding (without debt) to 32%

Current Status: User funding for 2019 is projected at 29.83

Metric #3

Target: To increase Community Recreation program revenue by 10%. Target 2020 program revenue is \$319,620.

Current Status for 2019: Community Recreation program revenue target \$287,480.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SEAPARC

COMMITTEE OF THE WHOLE

OCTOBER 2019

Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation **Committee: Sooke Electoral Area Parks & Rec Com**

DEFINITION:

The service provides recreation programs and facilities under the authority of Bylaw No. 4029. This Bylaw No. 4029 was established in order to combine two Sooke and Electoral Area recreation services formerly operating under Bylaw No.152 and No.2598 respectively. Bylaw No.4029 merges the maximum requisitions from the former bylaw No.152 and No.2598 into one.

Bylaw history for reference purposes:

Bylaw No. 4029 (July 13, 2016; replaces Bylaw No. 152 and Bylaw No. 2598)

Bylaw No. 152 (November 28, 1973); Amended Bylaw No. 195 (1975), Bylaw No. 338 (1977), Bylaw No. 412 (1977), Bylaw No. 1073 (1982),
Bylaw No. 1558 (1987) and Bylaw No. 3344 (2006).

Bylaw No. 2598 (June, 1998); Amended by Bylaw No. 3345 (2006).

SERVICE DESCRIPTION:

A service established to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimming pool, the golf course and multi-purpose/community use rooms, and to authorize acquisition of recreation-related real property.

PARTICIPATION:

The District of Sooke and the Electoral Area of Juan de Fuca are the participating area for this service. Cost appointment is 100% by population.

MAXIMUM LEVY:

The greater of \$5,158,000 or \$1.60/\$1000 on the net taxable value of land and improvements.

COMMISSION:

Sooke and Electoral Area Parks and Recreation Commission
Established by bylaw to oversee this function. (Bylaw No. 2788 - April 2000, Amended by Bylaw No. 3242 - 2004 & Bylaw No. 3416 - 2007).

CAPITAL DEBT:

Bylaw No. 4052 - \$750,000 (for DeMarniel Golf Course Acquisition, \$750,000 issued).

Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation **Commission: Sooke Electoral Area Parks & Rec**

LEVY STATISTICS

Area	Year	Folios	Converted Assessment	Actual Assessment	Max. Levy	Actual Levy
District of Sooke JDF-Sooke Rec - Y(762) SRVA # 52 Summary	2014	5,574	217,192,562	1,959,143,445		1,891,416
	2014	3,096	127,654,836	1,075,823,091		616,414
	2014	8,670	344,847,398	3,034,966,536	4,855,946	2,507,830
District of Sooke JDF-Sooke Rec - Y(762) SRVA # 52 Summary	2015	5,628	220,361,793	1,990,807,790		1,925,978
	2015	3,099	132,757,425	1,093,055,460		631,312
	2015	8,727	353,119,218	3,083,863,250	4,934,181	2,557,290
District of Sooke JDF-Sooke Rec - Y(762) SRVA # 52 Summary	2016	5,744	228,344,465	2,065,069,242		1,963,697
	2016	3,125	139,989,660	1,147,296,930		644,883
	2016	8,869	368,334,125	3,212,366,172	5,139,786	2,608,580
District of Sooke JDF-Sooke Rec - Y(762) SRVA # 52 Summary	2017	5,788	250,004,193	2,271,057,095		2,009,817
	2017	3,136	153,100,410	1,259,577,981		657,933
	2017	8,924	403,104,603	3,530,635,076	5,649,016	2,667,750
District of Sooke JDF-Sooke Rec - Y(762) SRVA # 52 Summary	2018	5,917	294,839,286	2,702,811,506		2,014,506
	2018	3,185	173,538,125	1,425,245,746		653,484
	2018	9,102	468,377,411	4,128,057,252	6,604,892	2,667,990
District of Sooke JDF-Sooke Rec - Y(762) SRVA # 52 Summary	2019	6,101	333,993,462	3,065,742,528		2,089,177
	2019	3,215	196,338,432	1,614,823,137		680,332
	2019	9,316	530,331,894	4,680,565,665	7,488,905	2,769,509

**Change in Budget 2019 to 2020
Service: 1.40X SEAPARC**

	Total Expenditure	Comments
2019 Budget	4,000,701	
Change in Salaries:		
Base salary change	82,598	Inclusive of collective agreement changes
Step Increase/paygrade change	7,852	
Facility Maintenance Worker	84,932	1 FTE
Regular seasonal greens keeper	43,468	0.5 FTE
Auxiliary fitness instruction	27,840	IBC 13a-1.3a Recreational Programming + Rates IBC 13a-1.3b Recreational Programming + Rates
Total Change in Salaries	<u>246,690</u>	
Other Changes:		
Internal Allocations	26,071	
Transfer to Operating Reserve	5,000	
Other operating	32,514	
Total Other Changes	<u>63,585</u>	
2020 Budget	<u>4,310,976</u>	

Overall 2019 Budget Performance
(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$69,380 (1.73%) due mainly to reduced operating cost. This variance will be moved to Capital Reserve.

1.40X SEAPARC

2020	<u>Ongoing Increase Items:</u>	\$180,240	<u>One-Time Increase Items:</u>	\$0
	Additional maintenance worker to accommodate new serv	\$80,670		
	Half time greens keeper for golf course	\$45,570		
	Fitness gym auxiliary program instructors	\$30,000		
	Electricity and utilities for fitness gym expansion	\$10,000		
	Maintenance and repairs related to facility expansion	\$7,000		
	Program supplies for new fitness gym	\$7,000		
	SUPPLEMENTARY TOTAL		\$180,240	
2021				
	<u>Ongoing Increase Items:</u>	\$0	<u>One-Time Increase Items:</u>	\$0
	TOTAL		\$0	
2022				
	<u>Ongoing Increase Items:</u>	\$0	<u>One-Time Increase Items:</u>	-
	TOTAL		\$0	
2023				
	<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-
	TOTAL		\$0	
2024				
	<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-
	TOTAL		\$0	

	2019		2020			2021			2022			2023			2024		
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL		
SEAPARC - ALL SERVICE AREAS																	
<u>OPERATING COSTS</u>																	
Arena	1,031,862	992,833	1,061,070	16,330	-	1,077,400			1,109,937	1,130,874	1,152,723	1,177,530					
Golf Course	130,090	137,260	93,130	46,570	-	139,700			142,285	144,328	147,285	150,302					
Community Recreation	665,465	673,330	710,060	-	-	710,060			724,325	737,436	751,766	765,749					
Fitness Gym	39,680	43,000	67,570	86,340	-	153,910			173,060	178,803	184,459	188,189					
Outdoor Facilities	37,560	35,630	38,500	-	-	38,500			39,650	40,313	40,989	41,679					
Multi-Purpose Rooms	43,150	40,540	47,520	-	-	47,520			46,084	47,005	47,945	48,904					
Concession	55,800	52,600	56,980	-	-	56,980			58,120	59,310	60,500	61,700					
Pool	1,485,616	1,430,190	1,539,410	31,000	-	1,570,410			1,616,512	1,644,020	1,681,102	1,714,406					
TOTAL OPERATION AND OVERHEAD COSTS	3,489,223	3,405,383	3,614,240	180,240	-	3,794,480			3,909,972	3,982,090	4,066,770	4,148,459					
*Percentage increase over prior year			3.58%			8.75%			3.04%	1.8%	2.1%	2.0%					
<u>CAPITAL / RESERVE</u>																	
Transfer to Capital Reserve Fund	370,000	424,380	370,000	(50,000)	-	320,000			320,000	320,000	330,000	340,000					
Transfer to Equipment Replacement Fund	90,000	105,000	90,000	-	-	90,000			90,000	95,000	95,000	100,000					
Transfer to Operating Reserve Fund	-	-	5,000	-	-	5,000			5,000	5,000	5,000	-					
TOTAL CAPITAL/RESERVES	460,000	529,380	465,000	(50,000)	-	415,000			415,000	420,000	430,000	440,000					
<u>DEBT CHARGES</u>																	
Golf Course	54,070	54,070	54,116	50,000	-	104,116			104,116	104,116	104,116	104,116					
TOTAL OPERATING, CAPITAL AND DEBT COSTS	4,003,293	3,988,833	4,133,356	180,240	-	4,313,596			4,429,088	4,506,206	4,600,886	4,692,575					
<u>FUNDING SOURCES (REVENUE)</u>																	
Arena	(336,740)	(328,290)	(342,630)	-	-	(342,630)			(349,820)	(356,752)	(363,798)	(370,920)					
Golf Course	(101,780)	(119,500)	(122,610)	-	-	(122,610)			(125,062)	(127,563)	(130,115)	(132,717)					
Community Recreation	(287,480)	(307,160)	(319,620)	-	-	(319,620)			(326,024)	(332,502)	(339,157)	(345,906)					
Outdoor Facilities	-	-	-	-	-	-			-	-	-	-					
Fitness Gym	(7,680)	-	(7,680)	(162,320)	-	(170,000)			(176,800)	(182,104)	(185,746)	(189,461)					
Multi-Purpose Rooms	(11,130)	(9,000)	(11,360)	-	-	(11,360)			(11,580)	(11,790)	(13,050)	(13,050)					
Concession	(69,470)	(64,270)	(70,860)	-	-	(70,860)			(72,280)	(73,720)	(75,190)	(76,700)					
Pool	(399,480)	(371,080)	(411,370)	-	-	(411,370)			(423,711)	(432,185)	(440,829)	(449,646)					
TOTAL REVENUE	(1,213,760)	(1,199,300)	(1,286,130)	(162,320)	-	(1,448,450)			(1,485,278)	(1,516,617)	(1,547,885)	(1,578,400)					
Balance C/F from current to Next Year	-	-	-	-	-	-			-	-	-	-					
Balance C/F from Prior to Current year	-	-	-	-	-	-			-	-	-	-					
Grants in lieu of Taxes	(5,024)	(5,024)	(5,270)	-	-	(5,270)			(5,270)	(5,270)	(5,270)	(5,270)					
Transfer from Operating Reserve Fund	(15,000)	(15,000)	-	-	-	-			-	-	-	-					
REQUISITION	(2,769,509)	(2,769,509)	(2,841,956)	(17,920)	-	(2,859,876)			(2,938,540)	(2,984,319)	(3,047,731)	(3,108,904)					
*Percentage increase over prior year requisition		0.0%	2.62%			3.26%			2.75%	1.56%	2.12%	2.01%					
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6																	
AUTHORIZED POSITIONS:																	
Salaried	17.10	17.10	17.10	1.50	0.00	18.60			18.60	18.60	18.60	18.60					

**SEAPARC - ARENA, GOLF COURSE
& RECREATION SERVICES**

OPERATING COSTS - ARENA

	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	BUDGET REQUEST				FUTURE PROJECTIONS			
			2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
Salaries and Wages	168,545	161,000	178,470	-	-	178,470	182,137	184,571	188,368	192,244
Internal Allocations - Maintenance	265,280	265,280	247,210	16,330	-	263,540	270,204	271,259	277,201	284,272
Internal Allocations - Operations	280,160	271,660	292,520	-	-	292,520	300,859	304,338	310,425	316,633
Utility	88,950	79,000	92,610	-	-	92,610	94,768	96,664	98,299	100,265
Other Internal Allocations & Insurance	129,747	129,743	145,010	-	-	145,010	154,740	164,796	168,235	171,742
Maintenance & Operating Supplies	89,180	86,150	95,250	-	-	95,250	97,029	98,843	99,584	101,550
Contingency	10,000	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
	1,031,862	992,833	1,061,070	16,330	-	1,077,400	1,109,937	1,130,874	1,152,723	1,177,530

OPERATING COSTS - GOLF COURSE

Salaries and Wages	68,340	85,000	29,710	45,570	-	75,280	75,556	76,265	77,860	79,489
Internal Allocations - Maintenance	10,080	10,080	11,740	1,000	-	12,740	14,015	14,295	14,581	14,873
Internal Allocations - Operations	11,180	11,180	11,930	-	-	11,930	12,169	12,412	12,660	12,913
Utility	4,040	2,000	4,120	-	-	4,120	4,202	4,286	4,372	4,460
Maintenance & Supplies & Operating Cost	36,450	29,000	35,630	-	-	35,630	36,343	37,069	37,811	38,567
	130,090	137,260	93,130	46,570	-	139,700	142,285	144,328	147,285	150,302

OPERATING COSTS - RECREATION PROGRAMS

Salaries and Wages	411,135	424,520	439,780	-	-	439,780	449,308	456,911	466,001	475,247
Internal Allocations - Maintenance	19,710	19,710	19,540	-	-	19,540	19,931	20,330	20,737	21,152
Internal Allocations - Operations	149,590	145,190	155,360	-	-	155,360	158,467	161,636	164,869	168,166
Operating Other	85,030	83,910	95,380	-	-	95,380	96,619	98,559	100,160	101,183
Contingency	-	-	-	-	-	-	-	-	-	-
	665,465	673,330	710,060	-	-	710,060	724,325	737,436	751,766	765,749

OPERATING COSTS - FITNESS GYM

Salaries and Wages	7,680	11,000	45,570	30,000	-	75,570	89,420	93,490	97,440	99,430
Internal Allocations - Maintenance	2,000	2,000	2,000	42,340	-	44,340	45,900	46,818	47,754	48,709
Internal Allocations - Operations	15,000	15,000	20,000	-	-	20,000	20,400	20,808	21,224	21,649
Operating Other	-	-	-	14,000	-	14,000	17,340	17,687	18,041	18,401
Consultant Expenses	15,000	15,000	-	-	-	-	-	-	-	-
	39,680	43,000	67,570	86,340	-	153,910	173,060	178,803	184,459	188,189

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>OUTDOOR FACILITIES</u>	37,560	35,630	38,500	-	-	38,500	39,650	40,313	40,989	41,679
<u>MULTI-PURPOSE ROOMS</u>	43,150	40,540	47,520	-	-	47,520	46,084	47,005	47,945	48,904
<u>CONCESSION</u>	55,800	52,600	56,980	-	-	56,980	58,120	59,310	60,500	61,700
TOTAL OPERATING COSTS	2,003,607	1,975,193	2,074,830	149,240	-	2,224,070	2,293,460	2,338,070	2,385,668	2,434,053
*Percentage Increase		-1.4%	3.55%			11.00%	3.1%	1.9%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	370,000	424,380	370,000	(50,000)	-	320,000	320,000	320,000	330,000	340,000
Transfer to Equipment Replacement Fund	90,000	105,000	90,000	-	-	90,000	90,000	95,000	95,000	100,000
Transfer to Operating Reserve Fund	-	-	5,000	-	-	5,000	5,000	5,000	5,000	-
TOTAL CAPITAL / RESERVES	460,000	529,380	465,000	(50,000)	-	415,000	415,000	420,000	430,000	440,000
DEBT CHARGES	54,070	54,070	54,116	50,000	-	104,116	104,116	104,116	104,116	104,116
TOTAL COSTS RECREATION SERVICES	2,517,677	2,558,643	2,593,946	149,240	-	2,743,186	2,812,576	2,862,186	2,919,784	2,978,169
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	477,630	474,390	501,860	-	-	501,860	512,659	513,957	524,877	536,164
System Services & Telephone	80,990	78,490	84,340	-	-	84,340	90,244	96,350	97,572	99,528
Advertising	82,110	82,130	87,400	-	-	87,400	89,148	90,931	91,772	93,607
Travel, Training & Consultants	40,400	33,600	40,510	-	-	40,510	41,320	42,147	42,147	42,990
Operating - Other	54,168	47,340	57,140	-	-	57,140	58,283	59,448	59,476	60,665
TOTAL OPERATION AND OVERHEAD COSTS	735,298	715,950	771,250	-	-	771,250	791,654	802,833	815,844	832,954
<u>MAINTENANCE COSTS - SALARIES</u>	669,400	669,400	649,900	80,670	-	730,570	747,274	751,523	767,625	785,070
TOTAL OVERHEAD & MAINTENANCE COSTS	1,404,698	1,385,350	1,421,150	80,670	-	1,501,820	1,538,928	1,554,356	1,583,468	1,618,025
Internal Recovery - Operations	(735,300)	(715,950)	(771,250)	-	-	(771,250)	(791,654)	(802,833)	(815,844)	(832,954)
Internal Recovery - Maintenance	(669,400)	(669,400)	(649,900)	(80,670)	-	(730,570)	(747,274)	(751,523)	(767,625)	(785,070)
OPERATING COSTS LESS INTERNAL RECOVERIES	2,517,675	2,558,643	2,593,946	149,240	-	2,743,186	2,812,577	2,862,186	2,919,783	2,978,170

**SEAPARC - ARENA, GOLF COURSE
& RECREATION SERVICES**

FUNDING SOURCES (REVENUE)

Estimated balance C/F from current to Next year
Balance C/F from Prior to Current year

- Arena - Fee Charges
- Arena - Rental Income
- Golf Course - Fee Charges
- Golf Course - Rental and Sales Income
- Recreation - Fee Charges
- Recreation - Other Misc Income
- Fitness Gym - Fee Charges
- Multi-Purpose Room - Rental Income
- Concession - Sales and Commissions
- Grants in Lieu of Taxes
- Transfer from Operating Reserve Fund

	2019		BUDGET REQUEST			FUTURE PROJECTIONS				
	BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	-	-	-	-	-	-	-	-	-	-
	(50,950)	(45,000)	(51,120)	-	-	(51,120)	(52,363)	(53,353)	(54,322)	(55,387)
	(285,790)	(283,290)	(291,510)	-	-	(291,510)	(297,457)	(303,399)	(309,476)	(315,533)
	(75,500)	(93,500)	(95,510)	-	-	(95,510)	(97,420)	(99,369)	(101,356)	(103,383)
	(26,280)	(26,000)	(27,100)	-	-	(27,100)	(27,642)	(28,195)	(28,759)	(29,334)
	(281,440)	(306,660)	(318,560)	-	-	(318,560)	(324,944)	(331,402)	(338,037)	(344,786)
	(6,040)	(500)	(1,060)	-	-	(1,060)	(1,080)	(1,100)	(1,120)	(1,120)
	(7,680)	-	(7,680)	(162,320)	-	(170,000)	(176,800)	(182,104)	(185,746)	(189,461)
	(11,130)	(9,000)	(11,360)	-	-	(11,360)	(11,580)	(11,790)	(13,050)	(13,050)
	(69,470)	(64,270)	(70,860)	-	-	(70,860)	(72,280)	(73,720)	(75,190)	(76,700)
	-	-	-	-	-	-	-	-	-	-
	(15,000)	(15,000)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(829,280)	(843,220)	(874,760)	(162,320)	-	(1,037,080)	(1,061,567)	(1,084,432)	(1,107,056)	(1,128,755)
REQUISITION & PILT	(1,688,395)	(1,715,423)	(1,719,186)	13,080	-	(1,706,106)	(1,751,010)	(1,777,754)	(1,812,727)	(1,849,415)
*Percentage Increase		1.6%	1.82%			1.05%	2.6%	1.5%	2.0%	2.0%
	13.95	13.95	13.95	1.50	0.00	15.45	15.45	15.45	15.45	15.45

PARTICIPANTS: District of Sooke, Portion of JDF
AUTHORIZED POSITIONS:
AUTHORIZED POSITIONS: Salaried

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
SEAPARC - SWIMMING POOL										
<u>OPERATION COSTS</u>										
Salaries and Wages	574,690	560,000	622,150	-	-	622,150	639,808	653,433	671,869	683,674
Internal Allocations - Maintenance	332,860	332,860	324,920	21,000	-	345,920	354,231	354,968	362,622	370,440
Internal Allocations - Operations	272,250	265,800	284,190	-	-	284,190	292,364	296,096	298,973	305,745
Utility	125,434	112,400	117,240	10,000	-	127,240	132,464	135,720	139,733	142,487
Operating - Supplies	82,710	71,450	86,720	-	-	86,720	89,193	90,964	92,781	94,603
Other Internal Allocations & Insurance	33,472	33,480	38,190	-	-	38,190	41,132	44,173	45,085	46,016
Maintenance	54,200	54,200	56,000	-	-	56,000	57,120	58,262	59,428	60,616
Contingency	10,000	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
TOTAL OPERATING COSTS	1,485,616	1,430,190	1,539,410	31,000	-	1,570,410	1,616,512	1,644,020	1,681,102	1,714,406
*Percentage Increase		-3.7%	3.62%			5.71%				
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Fees	(365,400)	(339,000)	(376,580)	-	-	(376,580)	(387,877)	(395,635)	(403,548)	(411,619)
Other Income	(14,080)	(12,080)	(12,840)	-	-	(12,840)	(13,225)	(13,490)	(13,760)	(14,035)
Rental Income	(20,000)	(20,000)	(21,950)	-	-	(21,950)	(22,609)	(23,061)	(23,522)	(23,992)
TOTAL REVENUE	(399,480)	(371,080)	(411,370)	-	-	(411,370)	(423,711)	(432,185)	(440,829)	(449,646)
REQUISITION & PILT	(1,056,136)	(1,059,110)	(1,128,040)	(31,000)	-	(1,159,040)	(1,192,801)	(1,211,835)	(1,240,273)	(1,264,760)
*Percentage Increase		-2.5%	3.86%			6.71%	2.9%	1.6%	2.3%	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 - 2020 to 2024

Service No.	1.40X	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

B	Buildings	\$424,500	\$400,000	\$9,500	\$330,000	\$0	\$0	\$739,500
E	Equipment	\$110,000	\$205,200	\$183,200	\$113,700	\$116,000	\$66,000	\$684,100
L	Land	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
S	Engineered Structures	\$0	\$35,000	\$0	\$0	\$250,000	\$0	\$285,000
V	Vehicles	\$0	\$30,000	\$0	\$0	\$30,000	\$0	\$60,000
		\$534,500	\$670,200	\$192,700	\$443,700	\$396,000	\$566,000	\$2,268,600

SOURCE OF FUNDS

Cap	Capital Funds on Hand	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
Debt	Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
ERF	Equipment Replacement Fund	\$69,000	\$89,200	\$38,200	\$108,700	\$66,000	\$66,000	\$368,100
Grant	Grants (Federal, Provincial)	\$400,000	\$0	\$70,000	\$0	\$0	\$0	\$70,000
Other	Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Res	Reserve Fund	\$40,500	\$581,000	\$84,500	\$335,000	\$330,000	\$0	\$1,330,500
STLoan	Short Term Loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WU	Water Utility	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$534,500	\$670,200	\$192,700	\$443,700	\$396,000	\$566,000	\$2,268,600

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2019 & Forecast 2020 to 2024

Service #:
Service Name:

1.40X
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
Debt = Debtenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, State, Local)

Funding Source Codes (cont)
Res = Reserve Fund
S = Short Term Loans
WU = Water Utility

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

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."

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 2019	2020	2021	2022	2023	2024	5 - Year Total	
16-01	Study	SAP/PM Asset Mgmt. module	Asset inventory and preventive maintenance	\$35,000	E	Capo	25,000						\$0	
16-02	Renewal	Building Renewal	Building assessment and repairs	\$189,000	B	Capo	10,000			130,000			\$0	
17-06	Replacement	Mechanical Equipment	Replacement of pumps/motors/electrical/hvac	N/A	E	ERF	35,000		25,000				\$130,000	
17-08	Replacement	Computer Replacement	Replacement of computers	N/A	E	ERF	2,700		7,200				\$140,000	
17-09	New	Facility Expansion	New fitness building expansion	\$3,410,170	B	Capo		400,000					\$0	
18-01	Replacement	Pool Lectorator System	Replacement of lectionator system	N/A	E	ERF	6,000		6,000				\$400,000	
18-02	Replacement	Pool Tile Re-Grout	Replacement pool tile grout	\$19,000	B	Res	9,500		9,500				\$30,000	
18-03	Renewal	Oil Separators	Renewal oil separator	\$7,500	E	ERF	7,500						\$0	
18-04	Renewal	Compressor Drive Motors	Renewal compressor drive motors	\$13,000	E	ERF	6,500	3,500					\$3,500	
18-05	Renewal	Network/Phone System	Renewal network/phone system	\$40,000	E	ERF	40,000						\$0	
18-06	Renewal	Golf Course Irrigation Upgrade	Renewal golf course irrigation upgrade	\$22,000	E	Res	28,000		5,000				\$8,000	
18-07	Renewal	Access Improvements	Facility improvements 15/16/17 grant	\$15,000	B	Res	15,000						\$0	
18-09	Replacement	Grounds Equipment	Mower/Tractor replacement	\$15,000	E	ERF	15,000						\$0	
19-01	New	Pool Program Equipment	Pool Program and Special Event Equipment	\$6,000	E	Res	6,000						\$0	
19-02	New	Fitness Equipment	New fitness equipment lease	\$50,000	E	Res	50,000						\$50,000	
19-04	New	Multi Sport Box	Construction of Multi Sport Box	\$400,000	B	Grant	400,000						\$0	
20-02	Replacement	Pool Vacuum	Replacement pool vacuum	\$5,000	E	ERF	5,000						\$5,000	
20-03	Replacement	VFD	Replace VFD	\$7,000	E	ERF	7,000						\$7,000	
20-04	Renewal	Parking Lot Remediation	Renewal parking lot remediation	\$25,000	S	Res	25,000						\$25,000	
20-05	Replacement	Community Recreation Bus	Replacement community recreation bus	\$30,000	V	ERF	30,000						\$30,000	
20-06	New	Utility Services - Outdoor Facilities	New utility service outdoor facilities	\$10,000	S	Res	10,000						\$10,000	
20-08	Renewal	Electrical Distribution	Renewal electrical distribution	\$50,000	E	Res	50,000						\$50,000	
20-09	Replacement	Arena DHW Storage	Replacement of original hot water storage tank	\$20,000	E	Res	20,000						\$20,000	
21-02	New	Outdoor Activity Spaces Development	New outdoor activity space development	\$140,000	E	Res			70,000				\$70,000	
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$200,000	B	Res				200,000			\$200,000	
22-03	Renewal	Radio Upgrade	Upgrade Radio System	\$35,000	E	ERF				35,000			\$35,000	
23-01	Replacement	Truck	Replace pickup truck with replacement from Walker	\$90,000	V	ERF					30,000		\$30,000	
23-02	Replacement	Chiller	Replace ice plant chiller	\$80,000	V	ERF					80,000		\$80,000	
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$1,000,000	S	Res					250,000		\$250,000	
24-01	New	Land Acquisition	New land acquisition	\$500,000	L	Debt						500,000	\$500,000	
GRAND TOTAL													\$5,853,670	
								\$534,500	\$670,200	\$192,700	\$443,700	\$396,000	\$586,000	\$2,268,600

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

Service: 1.40X

SEAPARC

Proj. No. 16-01

Asset Class
E - 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

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
B - Buildings

Capital Project Title Building Renewal

Board Priority Area Other

Capital Project Description Building assessment and repairs

Corporate Priority Area Recreation

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. 17-06

Asset Class
E - Equipment

Capital Project Title Mechanical Equipment

Board Priority Area Other

Capital Project Description Replacement of

Corporate Priority Area Recreation

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
E - Equipment

Capital Project Title Computer Replacement

Board Priority Area Other

Capital Project Description Replacement of computers

Corporate Priority Area Recreation

Project Rationale CRD IT's infrastructure renewal plan for replacement

Proj. No. 17-09

Asset Class
B - Buildings

Capital Project Title Facility Expansion

Board Priority Area Other

Capital Project Description New fitness building expansion

Corporate Priority Area Recreation

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
E - Equipment

Capital Project Title Pool Electromotor System

Board Priority Area Other

Capital Project Description Replacement of electromotor system

Corporate Priority Area Recreation

Project Rationale The pool disinfection system requires is 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 assessment of current equipment.

Proj. No. 18-02

Asset Class
B - Buildings

Capital Project Title Pool Tile Re-GROUT

Board Priority Area Other

Capital Project Description Replacement pool tile grout

Corporate Priority Area Recreation

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.

Service: 1.40X SEAPARC	
Proj. No. 18-03 Asset Class E - Equipment Project Rationale Oil Separators have been identified by the refrigeration contractor as in need of replacement after 20 years. Installed in 1998.	Capital Project Title Oil Separators Board Priority Area Other Capital Project Description Renewal oil separators Corporate Priority Area Recreation
Proj. No. 18-04 Asset Class E - Equipment Project Rationale Preventive measure to ensure no interruption of service, motor has been in service since 1998.	Capital Project Title Compressor Drive Motors Board Priority Area Other Capital Project Description Renewal compressor drive motors Corporate Priority Area Recreation
Proj. No. 18-05 Asset Class E - Equipment 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.	Capital Project Title Network/Phone System Board Priority Area Other Capital Project Description Renewal network/phone system Corporate Priority Area Recreation
Proj. No. 18-06 Asset Class E - Equipment 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.	Capital Project Title Golf Course Irrigation Upgrade Board Priority Area Other Capital Project Description Renewal golf course irrigation upgrade Corporate Priority Area Recreation
Proj. No. 18-07 Asset Class B - Buildings Project Rationale SEAPARC requires functional upgrades to assist individuals with mobility challenges to access services	Capital Project Title Access Improvements Board Priority Area Other Capital Project Description Facility improvements 15K/5k grant Corporate Priority Area Recreation
Proj. No. 18-09 Asset Class E - Equipment Project Rationale Purchase of used grounds equipment for both primary and back up use	Capital Project Title Grounds Equipment Board Priority Area Other Capital Project Description Mower/Tractor Replacement Corporate Priority Area Recreation
Proj. No. 19-01 Asset Class E - Equipment Project Rationale Pool inflatables will have been in service for over 7 years replacement will be required due to physical condition.	Capital Project Title Pool Program Equipment Board Priority Area Other Capital Project Description Pool Program and Special Event Corporate Priority Area Recreation

Service: 1.40X SEAPARC	
Proj. No. 19-02 Asset Class E - Equipment	Capital Project Title Fitness Equipment Purchase/Lease Board Priority Area Other Capital Project Description New fitness equipment lease Corporate Priority Area Recreation Project Rationale The construction of the 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.
Proj. No. 19-04 Asset Class B - Buildings	Capital Project Title Multi Sport Box Board Priority Area Other Capital Project Description Construction of Multi Sport Box Corporate Priority Area Recreation Project Rationale District of Sooke has identified property District property in Sun River dedicated to recreation development. SEAPARC will play a role in developing, constructing and operating this new amenity. Project is subject to funding from the District of Sooke
Proj. No. 20-02 Asset Class E - Equipment	Capital Project Title Pool Vacuum Board Priority Area Other Capital Project Description Replacement pool vacuum Corporate Priority Area Recreation 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.
Proj. No. 20-03 Asset Class E - Equipment	Capital Project Title VFD Board Priority Area Other Capital Project Description Replace VFD Corporate Priority Area Recreation 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.
Proj. No. 20-04 Asset Class S - Engineering Structure	Capital Project Title Parking Lot Remediation Board Priority Area Other Capital Project Description Renewal parking lot remediation Corporate Priority Area Recreation Project Rationale Sections of the parking lot were replaced in 2015 after 15 years service and it is anticipated that other areas straining to show signs of deterioration will require remediation in 2020.
Proj. No. 20-05 Asset Class V - Vehicles	Capital Project Title Community Recreation Bus Board Priority Area Other Capital Project Description Replacement community recreation bus Corporate Priority Area Recreation Project Rationale 2007 Chevy Express Van will be due for replacement due to vehicle age.
Proj. No. 20-06 Asset Class S - Engineering Structure	Capital Project Title Utility Service - Outdoor Facilities Board Priority Area Other Capital Project Description New utility service outdoor facilities Corporate Priority Area Recreation Project Rationale Construction of outdoor activity space

Service: 1.40X SEAPARC	
Proj. No. 20-08 Asset Class E - Equipment Project Rationale 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.	Capital Project Title Electrical Distribution Board Priority Area Other Capital Project Description Renewal electrical distribution Corporate Priority Area Recreation
Proj. No. 20-09 Asset Class E - Equipment Project Rationale Tanks service life will be ending	Capital Project Title Arena DHW Storage Board Priority Area Other Capital Project Description Replacement of original hot water storage Corporate Priority Area Recreation
Proj. No. 21-02 Asset Class E - Equipment Project Rationale Strategic plan, and user feedback, along with current recreation trends, identify outdoor activity space as a community need and will help create capacity to	Capital Project Title Outdoor Activity Space Development Board Priority Area Other Capital Project Description New outdoor activity space development Corporate Priority Area Recreation
Proj. No. 22-02 Asset Class B - Buildings Project Rationale Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on	Capital Project Title Pool Roof Replacement Board Priority Area Other Capital Project Description Pool Roof Replacement Corporate Priority Area Recreation
Proj. No. 22-03 Asset Class E - Equipment Project Rationale Radio system has been in service for over 20 years. Intermittent service issues have been experienced and upgrading components and altering system	Capital Project Title Radio Upgrade Board Priority Area Other Capital Project Description Upgrade Radio System Corporate Priority Area Recreation
Proj. No. 23-01 Asset Class V - Vehicles Project Rationale Truck is a 2003 model is past general replacement timelines for CRD Fleet vehicle replacements. Given annual mileage is low, and generally restricted to local	Capital Project Title Truck Board Priority Area Other Capital Project Description Replace pickup truck with replacement Corporate Priority Area Recreation
Proj. No. 23-02 Asset Class E - Equipment Project Rationale Arena ice plant chiller was replaced in 2004. Given the critical nature of the equipment to arena ice operations, life and safety risk associated with failure, and	Capital Project Title Chiller Board Priority Area Other Capital Project Description Replace ice plant chiller Corporate Priority Area Recreation
Proj. No. 23-03 Asset Class S - Engineering Structure Project Rationale Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear do to age.	Capital Project Title Skate Park Renewal Board Priority Area Other Capital Project Description Replacement skate park renewal Corporate Priority Area Recreation
Proj. No. 24-01 Asset Class L - Land Project Rationale Identified in strategic plan as ongoing priority to address continued growth in the service area and demand for recreational opportunities.	Capital Project Title Land Acquisition Board Priority Area Other Capital Project Description New land acquisition Corporate Priority Area Recreation

1.40X SEAPARC
Operating Reserve Summary
2020 - 2024 Financial Plan

Profile

SEAPARC

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. Legacy Fund established by Bylaw 4103 for donations received.

Summary

Reserve/Fund Summary	Actual		Estimate		Budget				
	2018		2019		2020	2021	2022	2023	2024
Projected year end balance	15,780		1,140		6,140	11,140	16,140	21,140	21,140
Operating Reserve	1,842		1,887		1,887	1,887	1,887	1,887	1,887
Operating Reserve - Legacy Fund									
Total projected year end balance	17,622		3,027		8,027	13,027	18,027	23,027	23,027

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)
 Operating Reserve Summary
 2020 - 2024 Financial Plan**

Profile

Sooke and Electoral Area Recreation and Facilities (SEAPARC)

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105301

	Actual 2018	Estimate 2019	Budget					
			2020	2021	2022	2023	2024	
Operating Reserve Schedule Projected year end balance								
Beginning Balance	15,413	15,780	1,140	6,140	11,140	16,140	21,140	
Planned Purchase		(15,000)	-	-	-	-	-	
Transfer from Ops Budget		-	5,000	5,000	5,000	5,000	-	
Interest Income*	367	360						
Total projected year end balance	15,780	1,140	6,140	11,140	16,140	21,140	21,140	

Assumptions/Background:

2019: 15K for SEAPARC program service delivery evaluation and Strategic Planning

* 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 Legacy Fund
 Operating Reserve Summary
 2020 - 2024 Financial Plan**

Profile

SEAPARC Legacy Fund

Established by Bylaw No. 4103. Money received for specific purposes through bequests, charitable donations, or otherwise given will paid into this specified Legacy reserve fund.

Operating Reserve Schedule - FC 105101

	Actual 2018	Estimate		Budget			
		2019	2020	2021	2022	2023	2024
Operating Reserve Schedule Projected year end balance							
Beginning Balance	2,371	1,842	1,887	1,887	1,887	1,887	1,887
Planned Purchase							
Transfer from Ops Budget	(585)						
Interest Income*	56	45					
Total projected year end balance	1,842	1,887	1,887	1,887	1,887	1,887	1,887

Assumptions/Background:

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

**1.40X SEAPARC Recreation Combined
 Asset and Reserve Summary Schedule
 2020 - 2024 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.

Summary

Reserve/Fund Summary	Actual 2018	Estimate		Budget			
		2019	2020	2021	2022	2023	2024
Projected year end balance							
Capital Reserve	1,359,331	426,669	165,669	401,169	386,169	386,169	726,169
Equipment Replacement Fund	48,715	37,615	40,415	97,215	83,515	112,515	146,515
Total projected year end balance	1,408,046	464,284	206,084	498,384	469,684	498,684	872,684

**1.40X SEAPARC Recreation Combined
Capital Reserve Fund Schedule
2020 - 2024 Financial Plan**

Capital Reserve Fund Schedule

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

Capital Reserve Fund	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	1,216,480	1,359,331	426,669	165,669	401,169	386,169	386,169
Planned Capital Expenditure (Based on Capital Plan)	(416,645)	(1,446,500)	(581,000)	(84,500)	(335,000)	(330,000)	-
Transfer from Operating Budget	535,143	481,438	320,000	320,000	320,000	330,000	340,000
Interest Income*	24,354	32,400	-	-	-	-	-
Ending Balance \$	1,359,331	426,669	165,669	401,169	386,169	386,169	726,169

* 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)
2020 - 2024 Financial Plan**

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Actual		Estimate		Budget		
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	19,572	48,715	37,615	40,415	97,215	83,515	112,515
Planned Purchase (Based on Capital Plan)	(61,503)	(101,700)	(89,200)	(38,200)	(108,700)	(66,000)	(66,000)
Transfer from Operating Budget	90,000	90,000	92,000	95,000	95,000	95,000	100,000
Equipment Disposal							
Interest Income*	646	600	-	-	-	-	-
Ending Balance \$	48,715	37,615	40,415	97,215	83,515	112,515	146,515

* 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)
2020 - 2024 Financial Plan**

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Actual		Estimate		Budget				
	2018		2019		2020	2021	2022	2023	2024
Beginning Balance	19,572		48,715		37,615	40,415	97,215	83,515	112,515
Planned Purchase (Based on Capital Plan)	(61,503)		(101,700)		(89,200)	(38,200)	(108,700)	(66,000)	(66,000)
Transfer from Operating Budget	90,000		90,000		92,000	95,000	95,000	95,000	100,000
Equipment Disposal									
Interest Income*	646		600		-	-	-	-	-
Ending Balance \$	48,715		37,615		40,415	97,215	83,515	112,515	146,515

* 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.

October 24, 2019

An Open Letter to the SEAPARC COMMISSION

Hello Commissioners,

Thanks for giving me this opportunity to make a presentation. It's been my great honour and privilege to be of service to the citizens of Sooke and Juan de Fuca for the past 13+ years. I have notified Mayor Tait that I will not be standing for re-appointment in the next term and I have a few comments to make before my time is up. If I ramble and lose you, here's a summary:

1. We've accomplished some great things over the years.
2. Our successes have been the result of a group effort, which has included the energy, talents and commitment of numerous parties - including SEAPARC management and staff; Commissioners; local volunteers; the Sooke Community Association; the District of Sooke; and the Juan de Fuca Electoral area.
3. Politics and empire-building have been set aside so that we could achieve common goals to benefit our communities. Our focus has always been on consistently providing recreational opportunities which meet and exceed the wants/needs of as many people as possible.

RECOGNITION

As I look around this table, I can see people who have been difference makers for SEAPARC, as well as the Sooke/JdF communities. Most of you have received very little, if any recognition for your contributions to OUR SHARED SUCCESS. So, please allow me to make a few heart-felt observations.

1. Jim Perkins, Vice Chair
2. Maja Tait, Director
3. Mike Hicks, Director
4. Derek Bishop
5. Steve Knoke, SEAPARC Manager
6. Colleen Hogle, Program Services Manager
7. Lynn MacDonald, Recording Secretary

ACCOMPLISHMENTS

With the leadership provided by Steve and Colleen, SEAPARC is constantly tweaking existing programs and developing new ones to meet the diverse demands of a rapidly growing population. And in this continuous pursuit of excellence, we've also developed new facilities. Many achievements will be taken for granted, forgotten, or lost due to the passage of time. So, just to remind us all, here are just a few of the significant accomplishments to record for posterity:

ALL WEATHER FIELD

We don't own it...or have control of it, but SEAPARC (supported by members of this Commission) were key to creating one of the largest and nicest all-weather artificial turf fields in the lower Island. We were able to coordinate efforts and funding among the Sooke Community Association; Sooke Minor Soccer; Juan de Fuca Electoral Area and District of Sooke; City of Langford; local businesses and citizens. With everyone's efforts, the project came in on time and under budget.

OPERATIONAL EXCELLENCE

This is our core responsibility and SEAPARC has consistently operated a multi-purpose recreational facility to very high standards, while balancing the wants/needs with the budgetary limits of a rapidly growing small community. Guest satisfaction is regularly measured and deficiencies are quickly acted upon. (Kudos to Managers Larry Hutchings, followed by Steve Knoke and their respective staff).

DIGITAL SIGN

With the upgrade to a digital sign, we were able to make much better use of staff hours. Plus, SEAPARC has been able to provide better information about programs and events -both in Sooke and in neighboring communities.

BIKE PARK

SEAPARC was able to solve a local dispute and leverage a grant, plus funding from the District of Sooke & JDF to provide the first bike park in our community. While the park was professionally built, hundreds of volunteer hours were donated to build and maintain the park in its early years.

TRAIL & STAIRWAY ENHANCEMENTS

With the support of Sid Jorna and his trail building volunteers, Steve was able to rebuild the trail and stairs on the north side of the building. (with minimal cost to SEAPARC)

GOLF COURSE AND HOUSE ACQUISITION

I believe this is the most significant achievement of the last 10 years. With Mike Hick's leadership; unanimous support from all members of this Commission, and public support evidenced by means of a positive referendum vote, SEAPARC was able to acquire a local golf course, comprised of a 23 acre parcel of land, including a house, which we rent out. Kudos again to Steve and his team for quickly learning how to upgrade and maintain a quality recreational course on a break-even budget. The number of golf rounds played continues to increase and user feedback is that the quality of the course has greatly improved since SEAPARC took over. NOTE: our goal was to land-bank a very affordable 23 acre parcel of land, adjacent to the main SEAPARC property. So, while we bought the golf course and have continued to operate it as such, our original intent was that future Commissions would decide on the highest and best recreational use(s) of the land -based on the needs at future times.

FITNESS GYM & MULTI-PURPOSE ROOMS ADDITION

By combining funds saved in our Capital Reserve funds with a \$1.24 million grant from the Strategic Priorities Federal Gas Tax Fund, SEAPARC is currently building a 5,200+/- square foot fitness and multi-purpose facility, which will be completed spring 2020.

SUGGESTIONS

- Revisit the makeup of the SEAPARC Commission
- Return to evening Commission meetings, so that the potential volunteer group is expanded
- Build the long-proposed multi-purpose outside box
- Rebuild the Skate Park (or build a new one in another location)
- Begin a process to consider the end of life for the ice arena and make appropriate plans

If you've read down this far, "thanks for listening". I've loved being part of this group and I'm very proud of what we've accomplished, so far. Best wishes to each of you.

Patrick Grove