



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, October 8, 2024

6:30 PM

SEAPARC Board Room
2168 Phillips Rd
Sooke, BC V9Z 0Y3

A. Beddows (Chair), D. Little (Vice Chair), N. Dowhy, M. Tait, J. Warner, A. Wickheim, N. Quint

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

- 3.1. Minutes from the September 3, 2024 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation: That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of September 3, 2024 be adopted as circulated.

Attachments: Minutes: September 3, 2024

4. Chair's Remarks

5. Youth Report

6. Presentations/Delegations

7. Commission Business

- 7.1. 2024 May to August Programs and Services Report

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: 2024 May to August Programs and Services Report
Appendix A: 2024 May to August Programs and Services Highlights

- 7.2. 2025 Budget

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board: That Appendix A, 2025-2029 SEAPARC Budget be approved as presented and form the basis of the Provisional 2025-2029 Financial Plan.

Attachments: Staff Report: 2025 Budget Review and Approval Process – Sooke & Electoral Area Parks and Recreation Commission
Appendix A: 2025-2029 SEAPARC Budget

7.3. Staff Access Policy

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the amendments of Policy No. P-700.03 Staff Access.

Attachments: Staff Report: Staff Access Policy
Appendix A: Policy No. P-700.03 Staff Access

7.4. SD62 Long Term Lease Agreement – Verbal Update

7.5. Strategic Plan – Verbal Update

8. Correspondence

9. Notice(s) of Motion

10. New Business

11. Motion to Close the Meeting

Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the Commission considers that disclosure could reasonably be expected to harm the interests of the CRD Board.

12. Adjournment

13. Next Meeting: November 5, 2024



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, September 3, 2024

6:30 PM

SEAPARC Board Room
2168 Phillips Road,
Sooke, BC V9Z 0Y3

Present:

Commissioners: A. Beddows (Chair), D. Little (Vice Chair), J. Bateman, N. Dowhy, J. Warner, A. Wickheim, N. Quint

Staff: M. Alsdorf, Manager, SEAPARC Recreation; M. Curtis, Manager of Operations; C. Hogle, Program Services Manager; M. MacKeigan, Administrative Secretary (Recorder)

Chair Beddows called the meeting to order at 6:30 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Little, **SECONDED** by Commissioner Dowhy,

That the agenda for the September 3, 2024 session of the SEAPARC Commission be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Warner,

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of June 4, 2024 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

Commissioner Beddows acknowledged the good community turnout at the Strategic Plan Open Houses and looks forward to reviewing the report in the future.

5. YOUTH REPORT

Commissioner Quint shared positive feedback from community members regarding the services provided at the SEAPARC Recreation Centre.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

- There were no presentations.

6.2. Delegations

- There were no presentations.

7. COMMISSION BUSINESS

7.1. Capital Project Funding

M. Alsdorf provided an overview of the report. The commission discussed the following topics:

- Demolition and restoration costs
- Alternative approval process vs referendum
- Public awareness strategies for the alternative approval process

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Bateman,

That the Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board: That staff be directed to prepare a new loan authorization bylaw to fund the Sooke Skate Park replacement and phase one of the heat recovery project for SEAPARC Recreation Centre, with electoral approval obtained through the alternative approval process.

CARRIED

7.2. Quarterly Financial Report

M. Alsdorf provided an overview of the report. There was no discussion.

This report was provided for information only.

7.3. Capital Projects and Facility Update

M. Curtis provided an overview of the report. The commission discussed the following:

- Feedback from staff and community members
- Security

This report was provided for information only.

7.4. Guide & Service Animals Policy

M. Alsdorf provided an overview of the report. There was no discussion.

MOVED by Commissioner Little, **SECONDED** by Commissioner Warner,

That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.05 Guide and Service Animal.

CARRIED

7.5. SEAPARC Benefactor Program

- C. Hoglund provided an overview of the report. The commission discussed the following:
- Maximum duration for recognition

This report was provided for information only.

7.6. Strategic Plan Update - Verbal

- M. Alsdorf provided an update on the Strategic Plan Project:
- Open House sessions completed with over 80 community members in attendance
 - Online survey with 215 submissions
 - Three focus groups completed with one more scheduled
 - Meetings with the District of Sooke and JDF Electoral staff completed
 - Youth Engagement completed with summer camp participants
 - Youth Engagement with Journey Middle School and Edward Milne Community School planned for September
 - Senior staff workshop in October
 - Commission workshop in October
 - Draft Plan anticipated for November, with approval in December

7.7. Skate Park Concept Design Project Update - Verbal

- M. Alsdorf provided an update on the Skate Park Concept Design Project:
- Review of conceptual design PowerPoint presentation
 - Online survey currently open for voting between two designs and feedback

Commissioner Quint left the meeting at 7:30pm

8. CORRESPONDENCE:

8.1. Sooke & District Minor Hockey Association

M. Alsdorf provided an overview of the request.

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Warner,

That the Sooke & Electoral Area Parks and Recreation Commission approve the provision of a room rental free of charge on Friday, November 1 from 2:00-8:30pm for the Sooke & District Minor Hockey Association First Shift Program.

CARRIED

8.2. Sooke Boxing Club

- M. Alsdorf provided an overview of the request. The commission discussed the following:
- Liquor license
 - Discount rate

MOVED by Commissioner Little, **SECONDED** by Commissioner Bateman,

That the Sooke & Electoral Area Parks and Recreation Commission approve the provision of a reduced rental rate of 35% off the non-profit rate for arena dryfloor rental May 22 6pm to May 25 8pm, 2025, on a trial basis with future discounts conditional on a financial report to the commission.

CARRIED

9. NOTICE(S) of MOTION:

There were no notices of motion.

10. NEW BUSINESS:

- There was no new business.

11. ADJOURNMENT:

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Little,

That the September 3, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:55 pm.

CHAIR

RECORDER



Making a difference...together

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, OCTOBER 08, 2024

SUBJECT 2024 May to August Programs and Services Report

ISSUE SUMMARY

To provide an overview of programs and services.

BACKGROUND

During the May to August season, program attendance and registration remained steady. Membership revenue increased 11% with \$121,153 in 2023 and \$134,867 as of August 31 this year. A 3-month active pass was introduced in the fall of 2023, providing community members with greater flexibility. Drop-in admissions (excluding golf) continue to follow a positive upward trend with an increase of 29% in drop-in revenue (\$55,347 in 2023; \$71,397 in 2024).

Golf membership revenue increased during this reporting period by 49% (\$33,391 and \$49,750 in 2024). Golf course green fee admissions decreased during this period by 11% (\$93,979 in 2023; \$83,852) in 2024. This could be attributed to increased pass sales and inclement weather in August.

Marketing:

- The activity guide was redesigned for the fall to streamline the document, reduce some duplication of content that can be found online and to make it easier to print individual department sections to be used as handouts and promotion.
- The programs and drop-in schedules have a new home in the main lobby. A new bulletin board is also up to promote SEAPARC programs and activities.

Special Events or Promotions:

- SEAPARC offered a promotional \$2 admission for May 10 Move for Health Day. 66 people accessed this promotion.
- The pool was closed for annual maintenance June 10-July 1.
- 70 youth sweat and splash passes were purchased this year, in comparison to 83 in 2023. This decrease could be attributed to more youth purchasing monthly or annual passes, and less promotion in 2024. This pass provides youth ages 7-18 with unlimited access to drop-in activities throughout the summer for \$42.
- Summer camp staff represented SEAPARC at two events this past season including a Sooke Bike Club event that took place at the SEAPARC Bike Park on June 22, and at All Sooke Days on August 17. Staff led games and activities for children at the events.

Appendix A provides a brief summary of May to August for 2024, in comparison to 2023.

IMPLICATIONS

Social Implications

Recreation participation offers positive social, emotional, and physical benefits for people of all ages, and these services are essential to a healthy community.

Financial Implications

Staff continue to monitor and adapt services to ensure fiscal responsibility. Drop-in attendance and membership sales continue to follow an upward trend.

Service Delivery Implication

SEAPARC continues to expand and adapt programs and activities where possible to meet increased community demand.

CONCLUSION

SEAPARC continues to monitor and adjust operations in response to community needs and demand.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Colleen Hogle, Program Services Manager, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Manager, SEAPARC Recreation

ATTACHMENT(S)

Appendix A: 2024 May to August Programs and Services Highlights

SEAPARC Recreation



2024 May to August Programs & Services Report



SEAPARC Recreation Departments Covered in This Report:

General Information

Aquatics

- Swim Lessons
- Aquatic Training

Community Recreation

- Early Years
- Licensed Preschool
- School Age
- Youth
- Adult
- Arena

Fitness & Weights

DeMamiel Creek Golf Course

General Information

Memberships & Sales

- Drop-in admissions increased 29% (\$55,347 in 2023; \$71,397 in 2024)
- Membership revenue has increased 11% (\$121,153 in 2023; \$134,867 in 2024)
- Membership scans to access the facility (including golf) increased by approximately 18% (29,235 in 2023 and 34,696 in 2024)

Youth Fridays

- The \$2 Youth Fridays was available May 3-June 7. This provides access to dry floor drop-in programs, the weight room and pool 2:15-5pm. 80 youth attended May-June. Attendance slowed as the weather improved through the spring. This is only offered during the school season.



Aquatic Programs

- The pool was closed for annual maintenance work June 10-July 1. This time of year is selected in effort to maximize the availability of the maintenance team to complete the work that is required, and is typically a quieter time in the facility due to weather.
- Overall aquatic program revenue increased during this period 32% (\$49,441 in 2023; \$65,237 in 2024)

Swim Lessons

- Additional swim instructors this season meant that more lessons could be offered to meet demand and respond to waitlists. Staff also revised their strategies for implementing lessons and how they utilize pool space in effort to improve efficiencies.
- 636 children participated in group swim lessons during this period. This included 59 participants in lesson sets specifically offered so that lifesaving swim instructor participants could practice the skills they learned.
- Early years swim lesson revenue increased 212% (\$7,460 in 2023; \$23,854 in 2024)
- School age swim lessons revenue increased 138% (\$8,274 in 2023; \$19,803 in 2024)
- 91 people participated in private lessons, generating \$11,844 in revenue.
- 26 Grade 2 students participated in swim lessons, sponsored by the Sooke Lions Club.
- Adult swim lessons generated \$2,115 in revenue. 17 people participated this season.

Aquatics Training

- A selection of training courses was offered through this season. As a result, additional staff were hired in August to complement the lifeguard and swim instructor team.
- Advanced aquatic training revenue increased 38% (\$3,500 in 2023; \$4,848 in 2024)



Community Recreation Programs

Early Years (Birth to 5 Years)

- Early years program revenue increased by approximately 31% (\$7,467 in 2023; \$9,788 in 2024). This includes \$4,761 in revenue from summer camps in addition to regular spring programs.
- 131 participants attended the early years summer camp programs that were offered for 5 weeks of the summer season.
- Drop-in Kindergym was offered every Saturday until the month of June with an average attendance of 22 children per session.

Licensed Preschool

- 2023-2024 school year ended in June 2024. Both classes were full, with 14 children per class.
- The 2024-2025 school year started the second week of September. There are 24 registered participants, 14 on the Monday/Wednesday/Friday class and 10 on the Tuesday/Thursday class. Staff continue to promote the program to fill the remaining spots.



Community Recreation Programs

School Age (5-11 Years)

- Program revenue increased by 38% (\$105,376 in 2023; \$144,960 in 2024). This includes revenue from camps and all other school age programs.
- 10 children participated in the Spring Ball Hockey program at the Sport Box.
- Engineering For Kids program returned this spring, offering different classes including Jr Rocketry and 3D Design classes.
- Kids Night Out is offered once per month. 12 children registered in the May and June sessions.
- School age camps were at full capacity throughout the summer. Approximately 60 children attended each week. Bus out trips were reintroduced this summer. Children participated in various outings in and around Sooke and the greater Victoria region, including trips to the Sooke Potholes, Camp Barnard, Fisgard Lighthouse, local beaches and other fun destinations.
- Three outdoor camps were held at Camp Barnard as well including Boys Unplugged, For the Girls, and Off the Grid camps. These camps catered to children ages 10-12 years. These camps included swimming in the lake, hiking, and canoeing. All 3 camps met the maximum registration.
- Several camps were offered by contract instructors.



Community Recreation Programs

Youth (12-18 Years)

- The Youth Creations Craft Fair was introduced in May, showcasing youth talents and entrepreneurship. 22 youth vendors sold their creations to the public, this included baking, artwork, jewelry making, and much more.
- Volunteer 101 had 17 participants ages 13 to 17 years. This program teaches the skills necessary to work in SEAPARC children's camp programs. Once completed, participants are invited to volunteer in the summer camps. 14 youth worked as volunteers through the summer, all were engaged and applied the skills learned in the course.

Adult (19+ Years)

- Indoor Drop-in Pickleball was temporarily postponed in January due to space availability. It re-started in April for two months. An average of 38 people attended in April and May. The disruption in service impacted spring attendance.
- A new prenatal program was introduced called Born to Birth, Childbirth Education. This program is led by a registered nurse who specializes in labor, delivery, recovery, and postpartum. The instructor is also a certified Lamaze childbirth educator. 3 sessions were offered each month of June, July and August. 8 participants registered.

Arena

- Arena dry floor drop-in revenue increased significantly by 886% (\$549 in 2023; \$5,412 in 2024). This can be attributed directly to the addition of roller skate programs delivered by Roller Skate Victoria. This included weekly drop-in roller skate sessions and Learn to Skate classes. This activity proved to be a popular addition to the spring slate of program offerings.



Fitness & Weights Programs

Youth & Adult (13+ Years)

- The number of registered and drop-in fitness classes increased during this reporting period (24 per week in 2023; 32 per week in 2024).
- Weight room visits have increased 7% compared to the same period in 2023.
- 47 Youth Weight Room orientations were completed. This is a 75% increase from the 27 completed at the same period in 2023.
- Personal training services have seen a significant increase with 108 personal training sessions completed. This is a 440% increase from the 20 completed at the same period in 2023. This is a result of additional staff providing the service.

DeMamiel Creek Golf Course

Youth & Adult (8+ Years)

- There was an increase in golf pass revenue during this reporting period of 49% (\$33,391 in 2023; \$49,750 in 2024)
- Green fee admissions decreased during this reporting period 11% (\$93,979 in 2023; \$83,852 in 2024). This can be attributed to an increase in pass sales and inclement weather in August.
- The 3rd annual 2-person Scotch Golf tournament was held on August 24. 24 golfers participated. This recreational tournament includes a round of 18, and prizes donated by local businesses.





Making a difference...together

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, OCTOBER 08, 2024

SUBJECT **2025 Budget Review and Approval Process – Sooke & Electoral Area Parks and Recreation Commission**

ISSUE SUMMARY

This report presents the 2025-2029 Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) 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, SEAPARC is responsible for reviewing the service budget and recommending provisional budget for approval to the Board. Ultimately, the Board is responsible for the approval of all the service budgets.

2025 Financial Plan Approach

The 2025 cycle plans year three of implementation of the Board-approved CRD Corporate Plan. Board Priorities, Corporate Plan initiatives and core service delivery form the foundation of the 2025-2029 5-Year Financial Plan.

The budget process includes service planning to align operational service requirements and recommendations with 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 May 1, 2024, the Board approved the 2025 Service and Financial Planning Guidelines. The guidelines supported financial management strategies related to revenue, reserves and debt management.

2025 Financial Plan Overview

The Financial Plan includes operating, capital and reserve funds. The operating budget identifies the regular annual costs to operate the services. 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. The capital expenditure plan shows the anticipated expenditures for capital projects and equipment replacement for the next five years. This plan has been informed by the SEAPARC 20-year capital plan. Over the next five years, despite increases to contributions, the capital reserve fund is maintained at an average of \$793,000. In order to proceed with a regular preventative maintenance plan, support an aging facility and still be prepared for unexpected facility projects, the target for this fund is \$1,000,000 to \$1,500,000.

The 2025 budget considers adjustments to service delivery, community need and approved fees and charges. Overall participation in SEAPARC services continues to rise but at a slower pace than seen in the previous two years. Items such as wages and benefits, internal allocations, supplies, utilities including electricity and fuel, vehicles and equipment are subject to inflationary changes that influence the cost of service delivery. Increased expense costs have largely been mitigated by projected increases in membership sales and program revenue.

The 2025 ongoing supplemental budget includes \$50,000 to reflect the incremental increase in cost of electrification of SEAPARC equipment and \$15,000 as new debt for funding of the Sooke skate park renewal and technical design/construction phase of the SEAPARC Recreation Centre heat recovery project. It also includes funding to recognize a converted part-time reception staff member as a regular ongoing position. This staffing cost is offset by a corresponding reduction in auxiliary wages.

The two major capital projects starting in 2025, the Sooke skate park renewal and SEAPARC Recreation Centre heat recovery project, will require new debt to proceed. Staff will continue to pursue grants funds to reduce the need for borrowing. The annual debt payment for the weight room equipment has expired and the funds for this debt payment (\$50,000) have been reallocated to the equipment replacement fund in the 2025 budget to recognize the cost of replacing this equipment as it reaches end of life.

Overall, every effort has been made to mitigate financial risk while still meeting the Commission's mission of making available a wide range of recreation services and maximizing participation.

ALTERNATIVES

Alternative 1

The Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, 2025-2029 SEAPARC Budget be approved as presented and form the basis of the Provisional 2025-2029 Financial Plan.

Alternative 2

The Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, 2025-2029 SEAPARC Budget be approved as amended and form the basis of the Final 2025-2029 Financial Plan.

IMPLICATIONS

Financial Implications

Operating Budget

The 2025 operating budget includes a requisition increase of \$195,000 or 5.91% over the 2024 budget. This reflects an increase of 2.95% to core budget plus \$50,000 in ongoing supplemental funding to the equipment replacement fund, \$22,000 for regular reception staff position and \$15,000 in debt charges. There is also a 2025 and 2026 supplemental cost of \$10,800 to recognize the cost to replace the SharePoint system.

While total operating costs (including transfers to reserves), increased by 7.18%, revenues from user fees and rentals are expected to increase by 12.71%. With increased staffing levels to provide more swim lessons, aquatic programs are expected to increase 15% in 2025. All other service areas have a moderate revenue increase as space is a limiting factor in program expansion.

Capital Budget

The 2025 capital budget, informed by the SEAPARC 20-year capital plan, ensures that preventative maintenance, renewal and replacement is completed to ensure ongoing service to the community. The capital reserve fund is currently underfunded.

The attached 2025-2029 SEAPARC Budget in Appendix A, which includes operating and capital budgets, is provided for preliminary approval.

CONCLUSION

The service and financial planning process is integral to providing ongoing service delivery. SEAPARC's service plan and budget are part of the overall planning cycle for the CRD. The attached service plan and 2025-2029 SEAPARC budget are provided for review by the Commission for approval by the CRD Board.

RECOMMENDATION

The Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, 2025-2029 SEAPARC Budget be approved as presented and form the basis of the Provisional 2025-2029 Financial Plan.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC Recreation
Concurrence:	Russ Smith, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: 2025-2029 SEAPARC Budget

CAPITAL REGIONAL DISTRICT

2025 BUDGET

SEAPARC

SOOKE AND ELECTORAL AREA PARKS AND RECREATION COMMISSION REVIEW

October 2024

Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation

Commission: Sooke Electoral Area Parks & Rec

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) Amended by Bylaw No. 4362 (2020)

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 (portions) are the participating area for this service. Cost apportionment 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 & Bylaw 4049 - 2015).

CAPITAL DEBT:

Bylaw No. 4052 - \$750,000 (for DeMamiel Golf Course Acquisition, \$660,000 issued).

Change in Budget 2024 to 2025
Service: 1.40X SEAPARC

Total Expenditure

Comments

2024 Budget **5,243,766**

Change in Salaries:

Base salary and benefit change	86,448	Inclusive of estimated collective agreement changes
Step increase/paygrade change	15,119	
Increase Auxillary staffing	130,886	To cover increased program activities

Total Change in Salaries	232,453	
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Other Changes:

Standard Overhead Allocation	32,632	Increase in 2024 operating costs
Human Resources Allocation	22,901	Increase in 2024 salary budget; corporate safety resourcing
Insurance costs	15,790	Recognize growing insurance premiums
Increase to ERF transfer	100,000	Increase \$50,000 re equipment debt retirement, and \$50,000 for decarbonization
New Debt	15,000	Recognize new debt for Skate Park and Heat Recovery
Other Costs	23,516	

Total Other Changes	209,839	
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2025 Budget **5,686,058**

Summary of % Expense Increase

2025 Base salary and benefit change	1.6%
IBC's	3.3%
Standard Overhead Allocation	0.6%
Human Resources Allocation	0.4%
Insurance costs	0.3%
Balance of increase	2.1%
<i>% expense increase from 2024:</i>	8.4%
<i>% Requisition increase from 2024 (if applicable):</i>	5.9%

Requisition funding is 60.8% of service revenue

Overall 2024 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estmiated one-time favourable variance of \$117,609 (2.2%) due mainly to extra revenue. This variance will be moved to Capital Reserve Fund (\$57,609) and Equipment Reserve Fund (\$60,000), which have expected year end balances of \$708,000 and \$160,000 before this transfers respectively.

SEAPARC - ALL SERVICE AREAS			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	3,336,731	3,371,153	3,575,270	21,940	-	3,597,210	3,689,356	3,783,899	3,880,890	3,980,404
Electricity & Utilities	267,523	237,311	248,210	-	-	248,210	253,174	258,237	263,401	268,669
Operating Supplies & Promotion	368,899	383,043	401,380	-	-	401,380	409,408	417,592	425,942	434,461
Maintenance and Repairs	199,863	203,429	208,615	-	-	208,615	212,788	217,044	221,383	225,812
Standard Overhead Allocation	200,858	200,858	233,490	-	-	233,490	240,495	245,305	250,211	255,215
Human Resources Allocation	100,462	100,462	123,363	-	-	123,363	138,866	151,159	154,569	158,424
Internal Allocations	1,758	1,758	1,850	-	10,812	12,662	12,717	1,963	2,022	2,082
Contract for Services	46,350	57,021	57,350	-	-	57,350	58,497	59,666	60,861	62,078
Vehicles and Travel	25,300	25,250	26,775	-	-	26,775	27,311	27,857	28,415	28,983
Operating - Other	89,326	73,683	80,047	-	-	80,047	81,648	83,280	84,947	86,644
Insurance Cost	32,570	32,570	48,360	-	-	48,360	53,196	58,518	64,370	70,807
TOTAL OPERATING COSTS	4,669,640	4,686,538	5,004,710	21,940	10,812	5,037,462	5,177,456	5,304,520	5,437,011	5,573,579
Percentage increase over prior year		0.4%	7.18%			7.88%	2.78%	2.5%	2.5%	2.5%
CAPITAL / TRANSFER RESERVES										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	355,000	412,609	362,100	-	-	362,100	369,342	376,729	384,264	391,949
Transfer to Equipment Replacement Fund	115,000	175,000	167,300	50,000	-	217,300	221,646	226,079	230,601	235,213
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	470,000	587,609	529,400	50,000	-	579,400	590,988	602,808	614,865	627,162
		25.0%	12.64%			23.28%	2.00%	2.0%	2.0%	2.0%
DEBT CHARGES	104,126	102,311	54,196	15,000	-	69,196	164,196	242,196	374,196	374,196
TOTAL COSTS	5,243,766	5,376,458	5,588,306	86,940	10,812	5,686,058	5,932,640	6,149,524	6,426,072	6,574,937
		2.53%	6.57%			8.43%	4.34%	3.66%	4.50%	2.32%
FUNDING SOURCES (REVENUE)										
Fee Income	(1,549,922)	(1,691,977)	(1,793,510)	-	-	(1,793,510)	(1,829,377)	(1,865,958)	(1,903,273)	(1,941,331)
Rental Income	(385,862)	(376,499)	(389,566)	-	-	(389,566)	(397,358)	(405,306)	(413,411)	(421,680)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(10,100)	(10,100)	(10,100)	-	-	(10,100)	(10,100)	(10,100)	(10,100)	(10,100)
TOTAL REVENUE	(1,945,884)	(2,078,576)	(2,193,176)	-	-	(2,193,176)	(2,236,835)	(2,281,364)	(2,326,784)	(2,373,111)
			12.71%			12.71%	1.99%	2.0%	2.0%	2.0%
REQUISITION	(3,297,882)	(3,297,882)	(3,395,130)	(86,940)	(10,812)	(3,492,882)	(3,695,805)	(3,868,160)	(4,099,288)	(4,201,826)
Percentage increase over prior year requisition			2.95%			5.91%	5.81%	4.66%	5.98%	2.50%
PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS:										
Salaried	20.10	20.10	20.10	0.50	-	20.60	20.60	20.60	20.60	20.60

SEAPARC - ALL SERVICE AREAS			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
<u>OPERATING COSTS</u>										
Arena	451,442	447,359	435,393	-	-	435,393	458,631	480,053	495,374	511,778
Golf Course	228,056	244,284	239,120	-	-	239,120	244,403	249,803	255,325	260,973
Community Recreation	378,965	448,054	350,957	-	-	350,957	358,679	366,573	374,648	382,904
Fitness Gym	151,479	158,079	189,379	-	-	189,379	193,698	198,118	202,641	207,270
Outdoor Facilities	24,001	17,113	20,950	-	-	20,950	21,369	21,796	22,231	22,676
Multi-Purpose Rooms	5,650	1,700	1,600	-	-	1,600	1,632	1,664	1,697	1,731
Concession	80,280	77,774	80,681	-	-	80,681	82,296	83,943	85,621	87,335
Pool	1,063,345	993,217	1,023,294	-	-	1,023,294	1,049,110	1,074,677	1,098,660	1,123,277
General ops	1,216,001	1,228,958	1,514,799	21,940	10,812	1,547,551	1,587,429	1,615,141	1,654,626	1,695,091
Maintenance	1,040,421	1,040,000	1,118,537	-	-	1,118,537	1,149,609	1,181,540	1,214,352	1,248,071
TOTAL OPERATION AND OVERHEAD COSTS	4,639,640	4,656,538	4,974,710	21,940	10,812	5,007,462	5,146,856	5,273,308	5,405,175	5,541,106
*Percentage increase over prior year		0.4%	7.22%			7.93%	2.78%	2.5%	2.5%	2.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	355,000	412,609	362,100	-	-	362,100	369,342	376,729	384,264	391,949
Transfer to Equipment Replacement Fund	115,000	175,000	167,300	50,000	-	217,300	221,646	226,079	230,601	235,213
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL/RESERVES	470,000	587,609	529,400	50,000	-	579,400	590,988	602,808	614,865	627,162
<u>DEBT CHARGES</u>										
Internal Interest	30,000	30,000	30,000	-	-	30,000	30,600	31,212	31,836	32,473
Fitness Gym	50,000	48,185	-	-	-	-	-	-	-	-
Golf Course	54,126	54,126	54,196	-	-	54,196	54,196	54,196	54,196	54,196
New Debt	-	-	-	15,000	-	15,000	110,000	188,000	320,000	320,000
TOTAL OPERATING, CAPITAL AND DEBT COSTS	5,243,766	5,376,458	5,588,306	86,940	10,812	5,686,058	5,932,640	6,149,524	6,426,072	6,574,937
<u>FUNDING SOURCES (REVENUE)</u>										
Arena	(386,960)	(390,651)	(406,243)	-	-	(406,243)	(414,364)	(422,648)	(431,096)	(439,712)
Golf Course	(263,612)	(270,736)	(289,353)	-	-	(289,353)	(295,140)	(301,042)	(307,063)	(313,204)
Community Recreation	(270,782)	(340,241)	(357,272)	-	-	(357,272)	(364,418)	(371,706)	(379,140)	(386,723)
Outdoor Facilities	(3,250)	(3,879)	(4,500)	-	-	(4,500)	(4,590)	(4,682)	(4,775)	(4,871)
Fitness Gym	(335,000)	(370,488)	(385,000)	-	-	(385,000)	(392,700)	(400,553)	(408,564)	(416,735)
Multi-Purpose Rooms	(21,000)	(10,000)	(10,430)	-	-	(10,430)	(10,639)	(10,852)	(11,069)	(11,290)
Concession	(91,680)	(105,973)	(110,278)	-	-	(110,278)	(112,484)	(114,733)	(117,028)	(119,368)
Pool	(563,500)	(576,508)	(620,000)	-	-	(620,000)	(632,400)	(645,048)	(657,949)	(671,108)
TOTAL REVENUE	(1,935,784)	(2,068,476)	(2,183,076)	-	-	(2,183,076)	(2,226,735)	(2,271,264)	(2,316,684)	(2,363,011)
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(10,100)	(10,100)	(10,100)	-	-	(10,100)	(10,100)	(10,100)	(10,100)	(10,100)
REQUISITION	(3,297,882)	(3,297,882)	(3,395,130)	(86,940)	(10,812)	(3,492,882)	(3,695,805)	(3,868,160)	(4,099,288)	(4,201,826)
*Percentage increase over prior year requisition		0.0%	2.95%			5.91%	5.81%	4.66%	5.98%	2.50%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaried	20.10	20.10	20.10	0.50	-	20.60	20.60	20.60	20.60	20.60

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>OPERATING COSTS - ARENA</u>										
Salaries and Wages	115,879	128,879	132,407	-	-	132,407	135,758	139,197	142,723	146,340
Utility	146,000	124,000	75,190	-	-	75,190	76,694	78,228	79,793	81,389
Other Internal Allocations & Insurance	110,176	110,176	142,596	-	-	142,596	159,275	173,987	182,444	191,826
Maintenance & Operating Supplies	79,387	84,304	85,200	-	-	85,200	86,904	88,641	90,414	92,223
Contingency	-	-	-	-	-	-	-	-	-	-
	451,442	447,359	435,393	-	-	435,393	458,631	480,053	495,374	511,778
<u>OPERATING COSTS - GOLF COURSE</u>										
Salaries and Wages	170,470	180,176	176,480	-	-	176,480	180,510	184,635	188,855	193,174
Utility	6,035	4,011	5,450	-	-	5,450	5,559	5,670	5,783	5,898
Maintenance & Supplies & Operating Cost	51,551	60,097	57,190	-	-	57,190	58,334	59,498	60,687	61,901
	228,056	244,284	239,120	-	-	239,120	244,403	249,803	255,325	260,973
<u>OPERATING COSTS - RECREATION PROGRAMS</u>										
Salaries and Wages	317,365	370,196	276,207	-	-	276,207	282,434	288,806	295,324	301,993
Operating Other	61,600	77,858	74,750	-	-	74,750	76,245	77,767	79,324	80,911
	378,965	448,054	350,957	-	-	350,957	358,679	366,573	374,648	382,904
<u>OPERATING COSTS - FITNESS GYM</u>										
Salaries and Wages	130,244	131,811	164,829	-	-	164,829	168,657	172,576	176,588	180,696
Operating Other	11,235	13,934	12,550	-	-	12,550	12,801	13,057	13,318	13,584
Instructional Services	10,000	12,334	12,000	-	-	12,000	12,240	12,485	12,735	12,990
	151,479	158,079	189,379	-	-	189,379	193,698	198,118	202,641	207,270

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>OUTDOOR FACILITIES</u>	24,001	17,113	20,950	-	-	20,950	21,369	21,796	22,231	22,676
<u>MULTI-PURPOSE ROOMS</u>	5,650	1,700	1,600	-	-	1,600	1,632	1,664	1,697	1,731
<u>CONCESSION</u>	80,280	77,774	80,681	-	-	80,681	82,296	83,943	85,621	87,335
TOTAL OPERATING COSTS	1,319,873	1,394,363	1,318,080	-	-	1,318,080	1,360,708	1,401,950	1,437,537	1,474,667
Percentage Increase		5.6%	-0.14%			-0.14%	3.2%	3.0%	2.5%	2.6%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	355,000	355,000	362,100	-	-	362,100	369,342	376,729	384,264	391,949
Transfer to Equipment Replacement Fund	115,000	115,000	167,300	50,000	-	217,300	221,646	226,079	230,601	235,213
TOTAL CAPITAL / RESERVES	470,000	470,000	529,400	50,000	-	579,400	590,988	602,808	614,865	627,162
Golf Debt	54,126	54,126	54,196	-	-	54,196	54,196	54,196	54,196	54,196
New Debt	-	-	-	15,000	-	15,000	110,000	188,000	320,000	320,000
Fitness Gym Debt	50,000	48,185	-	-	-	-	-	-	-	-
DEBT CHARGES	104,126	102,311	54,196	15,000	-	69,196	164,196	242,196	374,196	374,196
TOTAL COSTS RECREATION SERVICES	1,893,999	1,966,674	1,901,676	65,000	-	1,966,676	2,115,892	2,246,954	2,426,598	2,476,025
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	754,163	766,193	927,624	21,940	-	949,564	975,345	1,001,825	1,029,024	1,056,962
Internal Allocations	202,616	202,616	235,340	-	10,812	246,152	253,212	247,268	252,233	257,297
Internet Services & Telephone	42,000	35,000	37,000	-	-	37,000	37,740	38,495	39,265	40,050
Advertising	20,500	17,500	21,000	-	-	21,000	21,420	21,848	22,285	22,730
Travel, Training & Consultants	22,200	19,200	21,150	-	-	21,150	21,573	22,004	22,445	22,892
Operating - Other	174,522	188,449	272,685	-	-	272,685	278,139	283,701	289,374	295,160
TOTAL OPERATION AND OVERHEAD COSTS	1,216,001	1,228,958	1,514,799	21,940	10,812	1,547,551	1,587,429	1,615,141	1,654,626	1,695,091
<u>MAINTENANCE COSTS - SALARIES</u>	1,040,421	1,040,000	1,118,537	-	-	1,118,537	1,149,609	1,181,540	1,214,352	1,248,071
TOTAL OVERHEAD & MAINTENANCE COSTS	2,256,422	2,268,958	2,633,336	21,940	10,812	2,666,088	2,737,038	2,796,681	2,868,978	2,943,162
OPERATING COSTS LESS INTERNAL RECOVERIES	4,150,421	4,235,632	4,535,012	86,940	10,812	4,632,764	4,852,930	5,043,635	5,295,576	5,419,187

	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>FUNDING SOURCES (REVENUE)</u>										
Arena - Fee Charges	(77,960)	(81,942)	(87,360)	-	-	(87,360)	(89,103)	(90,881)	(92,694)	(94,542)
Arena - Rental Income	(309,000)	(308,709)	(318,883)	-	-	(318,883)	(325,261)	(331,767)	(338,402)	(345,170)
Golf Course - Fee Charges	(226,000)	(230,424)	(247,600)	-	-	(247,600)	(252,552)	(257,603)	(262,755)	(268,010)
Golf Course - Rental and Sales Income	(37,612)	(40,312)	(41,753)	-	-	(41,753)	(42,588)	(43,439)	(44,308)	(45,194)
Recreation - Fee Charges	(254,100)	(324,529)	(342,150)	-	-	(342,150)	(348,993)	(355,973)	(363,093)	(370,355)
Recreation - Other Misc Income	(16,682)	(15,712)	(15,122)	-	-	(15,122)	(15,425)	(15,733)	(16,047)	(16,368)
Fitness Gym - Fee Charges	(335,000)	(370,488)	(385,000)	-	-	(385,000)	(392,700)	(400,553)	(408,564)	(416,735)
Multi-Purpose Room - Rental Income	(21,000)	(10,000)	(10,430)	-	-	(10,430)	(10,639)	(10,852)	(11,069)	(11,290)
Concession - Sales and Commissions	(91,680)	(105,973)	(110,278)	-	-	(110,278)	(112,484)	(114,733)	(117,028)	(119,368)
Sport Box - Rental	(3,250)	(3,879)	(4,500)	-	-	(4,500)	(4,590)	(4,682)	(4,775)	(4,871)
TOTAL REVENUE	(1,372,284)	(1,491,968)	(1,563,076)	-	-	(1,563,076)	(1,594,335)	(1,626,216)	(1,658,735)	(1,691,903)
REQUISITION, PILT & PRIOR YEAR SURPLUS	(2,778,137)	(2,743,664)	(2,971,936)	(86,940)	(10,812)	(3,069,688)	(3,258,595)	(3,417,419)	(3,636,841)	(3,727,284)
Percentage Increase		-1.2%	6.98%			10.49%	6.2%	4.9%	6.4%	2.5%
PARTICIPANTS: District of Sooke, Portion of JDF AUTHORIZED POSITIONS: AUTHORIZED POSITIONS: Salaried	16.45	16.45	16.45	0.50	0.00	16.95	16.95	16.95	16.95	16.95

SEAPARC - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATION COSTS										
Salaries and Wages	787,589	735,000	763,357	-	-	763,357	780,897	798,851	817,226	836,034
Utility	114,500	108,500	93,220	-	-	93,220	95,084	96,986	98,926	100,905
Operating - Supplies	76,400	64,861	73,730	-	-	73,730	75,205	76,710	78,244	79,809
Other Internal Allocations & Insurance	22,856	22,856	29,127	-	-	29,127	32,787	35,690	36,495	37,405
Maintenance	62,000	62,000	63,860	-	-	63,860	65,137	66,440	67,769	69,124
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	1,063,345	993,217	1,023,294	-	-	1,023,294	1,049,110	1,074,677	1,098,660	1,123,277
*Percentage Increase		-6.6%	-3.77%			-3.77%				
TOTAL COSTS	1,063,345	993,217	1,023,294	-	-	1,023,294	1,049,110	1,074,677	1,098,660	1,123,277
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Fees	(525,000)	(554,758)	(597,500)	-	-	(597,500)	(609,450)	(621,639)	(634,072)	(646,753)
Other Income	(16,500)	-	-	-	-	-	-	-	-	-
Rental Income	(22,000)	(21,750)	(22,500)	-	-	(22,500)	(22,950)	(23,409)	(23,877)	(24,355)
TOTAL REVENUE	(563,500)	(576,508)	(620,000)	-	-	(620,000)	(632,400)	(645,048)	(657,949)	(671,108)
REQUISITION, PILT & PRIOR YEAR SURPLUS	(499,845)	(416,709)	(403,294)	-	-	(403,294)	(416,710)	(429,629)	(440,711)	(452,169)
Percentage Increase		-16.6%	-19.32%			-19.32%	3.3%	3.1%	2.6%	2.6%
PARTICIPANTS: District of Sooke, Portion of JDF AUTHORIZED POSITIONS: AUTHORIZED POSITIONS: Salaried	3.65	3.65	3.65	0.00	0.00	3.65	3.65	3.65	3.65	3.65

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.40X SEAPARC	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
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EXPENDITURE

Buildings	\$0	\$822,250	\$2,205,500	\$254,500	\$201,000	\$711,500	\$4,194,750	
Equipment	\$0	\$543,750	\$189,250	\$1,628,100	\$153,650	\$596,100	\$3,110,850	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$1,133,000	\$33,750	\$35,000	\$35,500	\$36,500	\$1,273,750	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		\$0	\$2,499,000	\$2,428,500	\$1,917,600	\$390,150	\$1,344,100	\$8,579,350

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Debenture Debt (New Debt Only)	\$0	\$1,300,000	\$1,850,000	\$0	\$45,000	\$426,000	\$3,621,000	
Equipment Replacement Fund	\$0	\$393,250	\$174,250	\$112,100	\$92,150	\$170,100	\$941,850	
Grants (Federal, Provincial)	\$0	\$79,000	\$175,000	\$1,500,000	\$0	\$0	\$1,754,000	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Reserve Fund	\$0	\$726,750	\$229,250	\$305,500	\$253,000	\$748,000	\$2,262,500	
		\$0	\$2,499,000	\$2,428,500	\$1,917,600	\$390,150	\$1,344,100	\$8,579,350

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.40X
Service Name: SEAPARC

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
20-09	Replacement	Domestic Hot Water Replacement	Replacement of hot water storage tanks and update system	\$ 100,000	E	Res		\$ 100,000					\$ 100,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$ 500,000	B	Res		\$ 250,000	\$ 85,000				\$ 335,000
22-04	Replacement	Pool Lectronator System	Replacement of lectronator cells	\$ 15,000	E	ERF		\$ 15,000					\$ 15,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$ 1,100,000	S	Debt		\$ 1,100,000					\$ 1,100,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal		S	Grant							\$ -
23-04	Renewal	Building Assessment and Renewal	Building assessment and repairs	\$ 250,000	B	Res		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
23-06	Replacement	Grounds Equipment - SEAPARC	Mower/Tractor Replacement	\$ 55,000	E	ERF		\$ 55,000					\$ 55,000
24-11	Replacement	Pool Valve Replacement	Replacement of valves for pool circulation system	\$ 17,500	E	ERF		\$ 7,000					\$ 7,000
24-13	Renewal	Arena Compressor Overhaul	Refrigeration plant compressor overhaul	\$ 48,000	E	Res		\$ 15,500		\$ 16,000	\$ 16,500		\$ 48,000
24-15	Replacement	IT Equipment Replacement	Replacement of IT equipment and computers	\$ 73,600	E	ERF		\$ 22,700	\$ 12,600	\$ 20,600	\$ 3,600	\$ 14,100	\$ 73,600
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system	\$ 2,200,000	B	Debt		\$ 200,000	\$ 1,850,000				\$ 2,050,000
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant		\$ 79,000					\$ 79,000
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant			\$ 150,000				\$ 150,000
25-02	Replacement	Ice resurfacers	Replacement of ice resurfacers	\$ 200,000	E	ERF		\$ 200,000					\$ 200,000
25-03	Renewal	Recoat Arena Purlins & Frames	Recoat Arena Purlins & Frames	\$ 40,000	B	Res				\$ 40,000			\$ 40,000
25-05	Replacement	Replace Sewage & Storm Pump System	Replace Sewage & Storm Pump System	\$ 10,000	B	ERF			\$ 10,000				\$ 10,000
25-07	Study	Thermal Evaluation of Electrical System	Thermal Evaluation of Electrical System	\$ 7,750	B	Res		\$ 3,750			\$ 4,000		\$ 7,750
25-09	New	Outdoor Activity Space Development	New outdoor activity space development	\$ 1,525,000	E	Grant			\$ 25,000	\$ 1,500,000			\$ 1,525,000
25-09	New	Outdoor Activity Space Development	New outdoor activity space development		E	Grant							\$ -
25-10	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 81,550	E	ERF		\$ 81,550					\$ 81,550
25-11	Renewal	Repaint Arena & Pool Exterior	Repaint Arena Metal Cladding & Pool Exterior Walls	\$ 120,000	B	Res		\$ 120,000					\$ 120,000
25-12	Replacement	Arena sound System	Replace Arena Sound System	\$ 12,000	E	ERF		\$ 12,000					\$ 12,000
25-13	Renewal	Lighting Controls	Renewal of lighting controls	\$ 45,000	B	Res		\$ 45,000					\$ 45,000
25-13	Renewal	Lighting Controls	Renewal of lighting controls		B	Grant							\$ -
25-14	Replacement	Arena Exhaust Fan Replacement	Replacement of arena exhaust fans	\$ 20,000	B	Res		\$ 20,000					\$ 20,000
25-15	Replacement	Pool feature replacement	Diving board replacement	\$ 17,000	B	Res		\$ 17,000					\$ 17,000
25-16	New	Fitness Equipment	New fitness equipment	\$ 35,000	E	Res		\$ 35,000					\$ 35,000
26-04	Renewal	Overhaul Cooling Tower - Arena	Overhaul Cooling Tower - Arena	\$ 38,000	B	Res		\$ -	\$ 38,000				\$ 38,000
26-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 131,900	E	ERF		\$ -	\$ 131,900				\$ 131,900
26-08	Renewal	Duct cleaning	Duct cleaning	\$ 31,000	B	Res			\$ 15,000			\$ 16,000	\$ 31,000
26-09	Replacement	Pool Lectronator System	Replacement of lectronator cells and components	\$ 85,000	E	ERF			\$ 19,750	\$ 20,750	\$ 21,750	\$ 22,750	\$ 85,000
27-01	Replacement	Replace Pool Circulation Pumps	Replace Pool Circulation Pumps	\$ 16,000	E	ERF				\$ 16,000			\$ 16,000
27-03	Renewal	Replace Arena Rubber Mat Flooring	Replace Arena Rubber Mat Flooring	\$ 150,000	B	Res				\$ 150,000			\$ 150,000
27-04	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 54,750	E	ERF				\$ 54,750			\$ 54,750

Service #: 1.40X
 Service Name: SEAPARC

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
28-01	Renewal	Recoat Arena Change Room & Pool Interior Roof	Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams	\$ 84,500	B	Res					\$ 84,500		\$ 84,500
28-02	Renewal	Repaint Pool Fitness Facility Exterior	Repaint Pool & Fitness Facility Exterior	\$ 25,000	B	Res					\$ 25,000		\$ 25,000
28-03	Renewal	Recoat Arena Metal Roof	Recoat Arena Metal Roof	\$ 720,000	B	Res					\$ 20,000	\$ 400,000	\$ 420,000
28-04	Renewal	Pool Change Room Renovation	Pool Change Room Renovation	\$ 170,000	B	Res					\$ 10,000	\$ 160,000	\$ 170,000
28-05	Replacement	Electrification of Pool Boilers	Design for replacement of secondary pool boilers (oil to electric)	\$ 471,000	E	Debt					\$ 45,000	\$ 426,000	\$ 471,000
28-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 66,800	E	ERF					\$ 66,800		\$ 66,800
29-01	Renewal	Sauna renewal	Renovate sauna room	\$ 30,000	B	Res						\$ 30,000	\$ 30,000
29-02	Study	Electrification of Arena Dehumidifier	Design and replacement of low-temperature dehumidifiers with heat recovery tie-in	\$ 30,000	B	Res						\$ 30,000	\$ 30,000
29-03	Renewal	Storm & Sewer repair allowance	Buried services repair allowance (storm & sanitary)	\$ 18,000	B	Res						\$ 18,000	\$ 18,000
29-04	Replacement	Grounds Equipment - golf course	Greens mower & aerator replacement	\$ 80,000	E	ERF						\$ 80,000	\$ 80,000
29-05	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 53,250	E	ERF						\$ 53,250	\$ 53,250
													\$ -
			Grand Total	\$ 8,975,850				\$ 2,499,000	\$ 2,428,500	\$ 1,917,600	\$ 390,150	\$ 1,344,100	\$ 8,579,350

Service: 1.40X SEAPARC

Project Number 20-09 Capital Project Title Domestic Hot Water Replacement Capital Project Description Replacement of hot water storage tanks and update system

Project Rationale Service life is ended for DHW storage tanks for the arena as well as for the pool/gym. This project will consider heat recovery implications in design and implementation.

Project Number 22-02 Capital Project Title Pool Roof Replacement Capital Project Description Pool Roof Replacement

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 condition and estimated remaining life. Continuing project to ensure integrity of building envelope. Replacement of areas 4 & 4A in 2024 with other areas as identified in 2025 & 2026.

Project Number 22-04 Capital Project Title Pool Lectronator System Capital Project Description Replacement of lectronator cells

Project Rationale Annual replacement of lectronator cells.

Project Number 23-03 Capital Project Title Skate Park Renewal Capital Project Description Replacement skate park renewal

Project Rationale Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear due to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation/replacement to ensure continued usage.

Service: 1.40X SEAPARC

Project Number 23-04 **Capital Project Title** Building Assessment and Renewal **Capital Project Description** Building assessment and repairs

Project Rationale Aging facilities. Arena built in 1975, Pool in 2000. Increasing issues with building envelope and finishings.

Project Number 23-06 **Capital Project Title** Grounds Equipment - SEAPARC **Capital Project Description** Mower/Tractor Replacement

Project Rationale Mower/Tractor Replacement at end of useful life

Project Number 23-07 **Capital Project Title** Parking Lot Renewal **Capital Project Description** Renewal parking lot

Project Rationale Regular repairs required to parking lot including paving, line painting and oil separator clean out.

Project Number 24-04 **Capital Project Title** Roof Repairs **Capital Project Description** General Roof Repairs

Project Rationale Annual roof repair allowance.

Project Number 24-05 **Capital Project Title** Recoat Pool Metal Roof **Capital Project Description** Recoat Pool Metal Roof - Area 6

Project Rationale Condition assessment indicates areas of roof at or nearing end of life. This project will recoat the pool metal roof to extend the lifespan of the roof.

Service: 1.40X SEAPARC

Project Number 24-06 Capital Project Title Replace Ventilation Fans Capital Project Description Replace Ventilation Fans
Project Rationale At or nearing end of life

Project Number 24-11 Capital Project Title Pool Valve Replacement Capital Project Description Replacement of valves for pool circulation system
Project Rationale Valves, gasket and seal replacement. Portion of work completed in 2024, final stage for 2025.

Project Number 24-13 Capital Project Title Arena Compressor Overhaul Capital Project Description Refrigeration plant compressor overhaul
Project Rationale Overhaul of arena compressor #1 to ensure continuity of service. Compressor 2 completed in 2024. Recommended maintenance by CIMCO.

Project Number 24-15 Capital Project Title IT Equipment Replacement Capital Project Description Replacement of IT equipment and computers
Project Rationale CRD IT's infrastructure renewal plan

Project Number 25-01 Capital Project Title Implement Heat Recovery System Phase 1 Capital Project Description Implementation of phase 1 of heat recovery system
Project Rationale A number of pool mechanical systems approaching end of life. Heat recovery system would address replacement of these systems and benefit with reduced GHG emissions to meet climate targets.

Project Number 25-02 Capital Project Title Ice resurfacer Capital Project Description Replacement of ice resurfacer
Project Rationale End of life.

Service: 1.40X SEAPARC

Project Number 25-03 **Capital Project Title** Recoat Arena Purlins & Frames **Capital Project Description** Recoat Arena Purlins & Frames
Project Rationale To prolong service life of roof supporting steel components in the arena.

Project Number 25-05 **Capital Project Title** Replace Sewage & Storm Pump System **Capital Project Description** Replace Sewage & Storm Pump System
Project Rationale Condition assessment indicates areas at or nearing end of life

Project Number 25-07 **Capital Project Title** Thermal Evaluation of Electrical System **Capital Project Description** Thermal Evaluation of Electrical System
Project Rationale Code requirement

Project Number 25-09 **Capital Project Title** Outdoor Activity Space Development **Capital Project Description** New outdoor activity space development
Project Rationale Service enhancement. Project pending strategic plan input for 2025-2035.

Project Number 25-10 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Equipment Replacement
Project Rationale Annual small equipment replacement schedule

Project Number 25-11 **Capital Project Title** Repaint Arena & Pool Exterior **Capital Project Description** Repaint Arena Metal Cladding & Pool Exterior Walls
Project Rationale Repaint arena metal cladding & pool exterior walls and replacement of seals around doors. Align colour scheme with new fitness facility exterior. Extend service life.

Service: 1.40X SEAPARC

Project Number 25-12 Capital Project Title Arena sound System Capital Project Description Replace Arena Sound System
Project Rationale Identified as end of life.

Project Number 25-13 Capital Project Title Lighting Controls Capital Project Description Renewal of lighting controls
Project Rationale System failure. Replacement will incorporate energy efficiency in collaboration with BC Hydro.

Project Number 25-14 Capital Project Title Arena Exhaust Fan Replacement Capital Project Description Replacement of arena exhaust fans
Project Rationale End of life.

Project Number 25-15 Capital Project Title Pool feature replacement Capital Project Description Diving board replacement
Project Rationale Diving board end of life.

Project Number 25-16 Capital Project Title Fitness Equipment Capital Project Description New fitness equipment
Project Rationale Add accessible cardio equipment (NUSTEP) and additional spin bikes to support revenue generation.

Service: 1.40X SEAPARC

Project Number 26-04 Capital Project Title Overhaul Cooling Tower - Arena Capital Project Description Overhaul Cooling Tower - Arena
Project Rationale End of life.

Project Number 26-06 Capital Project Title Equipment Replacement (pooled) Capital Project Description Equipment Replacement
Project Rationale Annual small equipment replacement schedule

Project Number 26-08 Capital Project Title Duct cleaning Capital Project Description Duct cleaning
Project Rationale Regular maintenance of duct system.

Project Number 26-09 Capital Project Title Pool Lectronator System Capital Project Description Replacement of lectronator cells and components
Project Rationale Annual replacement of lectronator system components.

Project Number 27-01 Capital Project Title Replace Pool Circulation Pumps Capital Project Description Replace Pool Circulation Pumps
Project Rationale End of life.

Project Number 27-03 Capital Project Title Replace Arena Rubber Mat Flooring Capital Project Description Replace Arena Rubber Mat Flooring
Project Rationale Flooring at end of life.

Service: 1.40X SEAPARC

Project Number 27-04 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Equipment Replacement
Project Rationale Annual small equipment replacement schedule

Project Number 28-01 **Capital Project Title** Recoat Arena Change Room & Pool Interior Roof **Capital Project Description** Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams
Project Rationale Recoating of swimming pool interior roof deck, purlins, beams as well as arena interior change room roof steel deck. Project to prolong service life of roof supporting structures.

Project Number 28-02 **Capital Project Title** Repaint Pool Fitness Facility Exterior **Capital Project Description** Repaint Pool & Fitness Facility Exterior
Project Rationale Maintain aesthetics and extend service life.

Project Number 28-03 **Capital Project Title** Recoat Arena Metal Roof **Capital Project Description** Recoat Arena Metal Roof
Project Rationale Extend roof service life.

Project Number 28-04 **Capital Project Title** Pool Change Room Renovation **Capital Project Description** Pool Change Room Renovation
Project Rationale

Project Number 28-05 **Capital Project Title** Electrification of Pool Boilers **Capital Project Description** Design for replacement of secondary pool boilers (oil to electric)
Project Rationale Oil tank for the secondary boiler is past end of life. Oil tank to be decommissioned and oil boiler replaced with electric boiler. Electrical upgrades required as part of this project.

Service: 1.40X SEAPARC

Project Number 28-06 Capital Project Title Equipment Replacement (pooled) Capital Project Description Equipment Replacement
Project Rationale Annual small equipment replacement.

Project Number 29-01 Capital Project Title Sauna renewal Capital Project Description Rennovate sauna room
Project Rationale End of life.

Project Number 29-02 Capital Project Title Electrification of Arena Dehumidifier Capital Project Description Design and replacement of low-temperature dehumidifiers with heat recovery tie-in
Project Rationale Design and replacement of low-temperature dehumidifiers with heat receovery tie in. 2 year project

Project Number 29-03 Capital Project Title Storm & Sewer repair allowance Capital Project Description Buried services repair allowance (storm & sanitary)
Project Rationale Regular repair allowance.

Project Number 29-04 Capital Project Title Grounds Equipment - golf course Capital Project Description Greens mower & aerator replacement
Project Rationale End of life - mower and aerator replacement.

Project Number 29-05 Capital Project Title Equipment Replacement (pooled) Capital Project Description Equipment Replacement
Project Rationale Annual small equipment replacement.

**1.40X SEAPARC Recreation Combined
 Asset and Reserve Summary Schedule
 2025 - 2029 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, skate park and various vehicles and equipment to support service delivery.

Summary

Reserve/Fund Summary Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Capital Reserve	991,331	656,681	796,771	868,001	999,261	643,210
Equipment Replacement Fund	220,208	45,758	92,587	206,566	345,017	410,130
Total projected year end balance	1,211,539	702,439	889,358	1,074,567	1,344,278	1,053,340

**1.40X SEAPARC Recreation Combined
Capital Reserve Fund Schedule
2025 - 2029 Financial Plan**

Capital Reserve Fund Schedule

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

Capital Reserve Fund	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,008,222	991,331	656,681	796,771	868,001	999,261
Planned Capital Expenditure (Based on Capital Plan)	(469,500)	(726,750)	(229,250)	(305,500)	(253,000)	(748,000)
Transfer from Operating Budget	412,609	362,100	369,340	376,730	384,260	391,949
Interest Income*	40,000	30,000				
Ending Balance \$	991,331	656,681	796,771	868,001	999,261	643,210

* 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)
 2025 - 2029 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	270,908	220,208	45,758	92,587	206,566	345,017
Planned Purchase (Based on Capital Plan)	(227,700)	(393,250)	(174,250)	(112,100)	(92,150)	(170,100)
Transfer from Operating Budget	175,000	217,300	221,079	226,079	230,601	235,213
Equipment Disposal	-					
Interest Income*	2,000	1,500				
Ending Balance \$	220,208	45,758	92,587	206,566	345,017	410,130

* 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
Operating Reserve Summary
2025 - 2029 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	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Operating Reserve	35,623	36,623	36,623	36,623	36,623	36,623
Operating Reserve - Legacy Fund	2,202	2,292	2,292	2,292	2,292	2,292
Total projected year end balance	37,825	38,915	38,915	38,915	38,915	38,915

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)
 Operating Reserve Summary
 2025 - 2029 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

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	34,223	35,623	36,623	36,623	36,623	36,623
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	1,400	1,000				
Total projected year end balance	35,623	36,623	36,623	36,623	36,623	36,623

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 Legacy Fund
Operating Reserve Summary
2025 - 2029 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

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	2,112	2,202	2,292	2,292	2,292	2,292
Planned Purchase						
Transfer from Ops Budget	-					
Interest Income*	90	90				
Total projected year end balance	2,202	2,292	2,292	2,292	2,292	2,292

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.



Making a difference...together

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, OCTOBER 08, 2024

SUBJECT **Staff Access Policy**

ISSUE SUMMARY

To update the policy regarding provision for staff to access SEAPARC drop-in activities at no cost.

BACKGROUND

Drop-in activity passes are extended to staff members as a means of encouraging participation in, observation of, and familiarization of SEAPARC recreation activities. This policy is also a means of supporting staff wellness.

The policy requires minor revisions to better identify the activities that staff can access with the pass, to update some of the language, and the policy format. This policy also must identify what the staff eligibility requirements are for obtaining an access pass.

The policy revisions include:

- Updating SEAPARC Recreation's name
- Inclusion of the specific service areas in which the policy applies, including the golf course
- Updates to the considerations for eligibility
- Update to format of the policy document

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendments of Policy No. P-700.03 Staff Access to Facilities and Programs.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Equity, Diversity & Inclusion

The proposed revised language is more inclusive.

Financial Implications

These policy revisions have no financial impact, however there is potential lost revenue from providing free drop-in access and discounts on membership purchases via this policy.

Service Delivery Implications

Staff will have a clear policy to manage staff access to drop-in activities that is fair and equitable. This policy should not impact the general public's access to SEAPARC services.

Social Implications

The policy provides staff with the opportunity to become familiar with core SEAPARC services and supports their wellness.

CONCLUSION

The policy revisions improve clarity for how supervisors apply the staff access policy and provide consideration for golf course access.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendments of Policy No. P-700.03 Staff Access to Facilities and Programs.

Submitted by:	Colleen Hoglund, Program Services Manager, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Manager, SEAPARC Recreation

ATTACHMENT(S)

Appendix A: Policy No. P-700.03 Staff Access to Facilities and Programs



Making a difference...together

CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	Personnel		
Title	STAFF ACCESS TO FACILITIES AND PROGRAMS		
Adopted Date	November 1, 2013	Policy Number	P-700.03
Last Amended	October 8, 2024		
Policy Owner	SEAPARC Recreation		

1. POLICY:

A policy to provide guidelines for recreation program access for SEAPARC staff.

2. PURPOSE:

The purpose of this policy is as follows:

1. To encourage participation in, observation of, and familiarization with the recreation services offered by the Commission
2. Support the health and well being of SEAPARC employees

3. SCOPE:

This policy applies to all SEAPARC regular and auxiliary employees working a regular shift.

4. DEFINITIONS:

Staff: For purpose of this policy, staff is considered anyone who is presently employed in a regular (full-time and part-time) or auxiliary position.

Family Members: For purpose of this policy, family members are considered as follows:

- The employee’s spouse/partner living in the same household
- The employee’s dependent children under the age of minority living in a home.

Probationary period: For purpose of this policy, the probationary period for staff is as follows:

- Regular employee – six (6) consecutive months from the date of hire.
- Auxiliary employee – equal in length of time to the hourly equivalent of a regular employee (1040 hours).

5. PROCEDURE:

Drop-in activity passes will be extended to staff as a means of encouraging participation in, observation of, and familiarization with recreation services offered by the Commission, including weight room, pool, arena, regular drop-in fitness and golf course access.

Consideration for Staff Pass Holders

1. The pass is valid for all regular drop-in activities scheduled by SEAPARC Recreation. Passes are to be used only during appropriate and scheduled times.

2. The pass is only to be used by the person to whom it is issued.
3. The pass is to be shown at the reception desk or to the golf course host each time it is used. Failure to present the pass will result in the expectation that the individual pays the appropriate admission fee.

Considerations

- The pass is a privilege, not a right. This courtesy is extended so that staff members are encouraged to enjoy various recreation opportunities as well as become familiar with the broad spectrum of recreation services offered by the Commission.
- Staff who are working on a limited basis and working less than 3 shifts per month can obtain a drop-in admission pass from their supervisor for each shift worked, unless otherwise approved by a Manager.
- When an individual leaves the service of the Commission, the pass will be cancelled, and they will no longer benefit from its associated privileges.

Consideration for Family Members

Membership passes are available to family members of staff at a discount of 50% once a staff member has completed their probation period. This discount does not apply to drop-in admission fees.

6. SCHEDULE:

7. AMENDMENT(S):

Adoption Date	Description:
November 1, 2013	<i>New policy to guide staff access to facilities and programs</i>
February 6, 2024	<i>Removal of Commission Member access from this policy</i>

8. REVIEW(S):

Review Date	Description:
October 8, 2024	<i>Updated SEAPARC facility name; added specific service areas that staff can access under the policy; updated staff eligibility requirements; remove pro shop discount; updated document format</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE: