

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, OCTOBER 07, 2025

SUBJECT **2026 Budget Review and Approval Process – Sooke & Electoral Area Parks and Recreation Commission**

ISSUE SUMMARY

This report presents the 2026-2030 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.

2026 Financial Plan Approach

The 2026 cycle plans the fourth and final year of the Board-approved CRD Corporate Plan, as well as plans for future years. The Corporate Plan specifies initiatives intended to enhance service delivery in alignment with the Board Priorities. It also includes initiatives that address core service mandates, regulatory requirements and the need to keep pace with population growth and maintain service levels.

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 14, 2025, the Board approved the 2026 Service and Financial Planning Guidelines. The guidelines supported financial management strategies related to revenue, reserves and debt management.

2026 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 and several debt funded projects, the capital reserve fund is maintained at an average of \$417,000. In order to proceed with minor capital associated with the regular preventative maintenance plan, support an aging facility and still be prepared for unexpected facility projects, the target for this fund is \$1.5 million.

The 2026 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 previous years. Limited space impacts revenue growth projections. Items such as wages and benefits, internal allocations, supplies, and utilities including electricity and fuel, are subject to inflationary changes that influence the cost-of-service delivery.

The 2026 one-time supplemental budget includes \$10,812 to recognize the cost to replace the SharePoint online file management system. The supplemental budget also includes debt charges starting in 2026 to reflect the borrowing costs for the skate park replacement and energy recovery project.

For the capital plan, a few emerging projects have been added for the 2026 budget year. For 2027-2030, there is still some uncertainty on some of the listed projects as they may be impacted by the recreation infrastructure growth plan that is proposed for 2026. There are currently two major projects planned to be funded by new debt: replacement of secondary pool boilers and replacement of the arena slab.

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, 2026-2030 SEAPARC Budget be approved as presented and form the basis of the Provisional 2026-2030 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, 2026-2030 SEAPARC Budget be approved as amended and form the basis of

the Final 2026-2030 Financial Plan.

IMPLICATIONS

Financial Implications

Operating Budget

The 2026 operating budget is approximately \$6 million and includes a requisition increase of \$259,745 or 7.44% over the 2025 budget. This reflects an increase of 4.98% to core budget plus \$75,000 in ongoing supplemental funding for debt charges and \$10,812 in one-time internal allocation charges to recognize the cost to replace the SharePoint online file management system.

While total operating costs (including transfers to reserves) are budgeted to increase 4.25%, revenues from user fees and rentals are expected to increase by 3.10%. Revenue projections have considered that space is a limiting factor in program expansion.

Capital Budget

The 2026 capital budget, informed by the SEAPARC 20-year capital plan, ensures that preventative maintenance, renewal and replacement is completed to maintain ongoing service to the community. The capital reserve fund is currently underfunded.

The attached 2026-2030 SEAPARC Budget in Appendix A, which includes operating and capital budgets, is provided for preliminary approval.

Operating Reserve

The SEAPARC operating reserve balance is \$36,815. This fund was established to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses and special one-time operating projects, as well as mitigate fluctuations in revenue. Corporate operating reserve guidelines indicate that this fund should be approximately \$170,000, however prioritization has been given to increasing the capital reserve fund.

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 2026-2030 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, 2026-2030 SEAPARC Budget be approved as presented and form the basis of the Provisional 2026-2030 Financial Plan.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC Recreation
Concurrence:	Glenn Harris, 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: 2026-2030 SEAPARC Budget

Appendix B: Presentation – 2026 SEAPARC Budget

CAPITAL REGIONAL DISTRICT

2026 BUDGET

SEAPARC

COMMITTEE OF THE WHOLE

October 2025

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 DeMamie Golf Course Acquisition), \$660,000 issued).

Bylaw No. 4634 - \$3,150,000 (for SEAPARC recreation upgrades), \$0 issued).

Change in Budget 2025 to 2026

Service: 1.40X SEAPARC

Total Expenditure

Comments

2025 Budget

5,711,058

Change in Wages & Benefits:

Base wages & benefits change	94,000	Inclusive of estimated collective agreement changes
Step increase/paygrade change	26,020	
Auxiliary wages	95,191	Increased program offering

Total Change in Wages & Benefits 215,211

Other Changes:

Standard Overhead Allocation	19,645	Increase in 2025 operating costs
Transfers to reserve	49,060	Reflects growth in assets and inflation
Debt Servicing	75,000	Borrowing for Skate Park and Heat Recovery projects
Other Costs	(30,296)	

Total Other Changes 113,409

2026 Budget

6,039,678

Summary of % Expense Increase

2026 Base salary and benefit change	1.6%
Step increase/paygrade change	0.5%
Auxiliary wages	1.7%
Standard Overhead Allocation	0.3%
Transfers to reserve	0.9%
Debt Servicing	1.3%
Other Costs	-0.5%
% expense increase from 2025:	5.8%

% Requisition increase from 2025 (if applicable): **7.4%** Requisition funding is (62)% of service revenue

Overall 2025 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$82,600 (1.4%) due mainly to saving in salaries and wages. This variance will be moved to Capital Reserve, which has an expected year end balance of \$640,000 before this transfer.

SEAPARC - ALL SERVICE AREAS	BUDGET REQUEST						FUTURE PROJECTIONS			
	2025 BOARD BUDGET	2025 ESTIMATED ACTUAL	2026 CORE BUDGET	2026 ONGOING	2026 ONE-TIME	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL	2030 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	3,597,210	3,503,243	3,812,421	-	-	3,812,421	3,909,878	4,009,854	4,099,825	4,191,768
Electricity & Utilities	248,210	243,050	259,190	-	-	259,190	264,360	269,640	275,030	280,530
Operating Supplies & Promotion	401,380	367,273	381,262	-	-	381,262	388,910	396,690	404,630	412,740
Maintenance and Repairs	208,615	209,965	200,300	-	-	200,300	204,310	208,400	212,570	216,810
Standard Overhead Allocation	233,490	233,490	253,135	-	-	253,135	257,691	262,845	268,102	273,464
Human Resources Allocation	123,363	123,363	126,146	-	-	126,146	147,588	154,532	148,769	150,211
Internal Allocations	12,662	12,662	1,907	-	10,812	12,719	1,964	2,023	2,084	2,146
Contract for Services	82,350	104,117	94,000	-	-	94,000	95,880	97,780	99,730	101,720
Vehicles and Travel	26,775	24,567	26,000	-	-	26,000	26,520	27,050	27,590	28,140
Operating - Other	80,047	99,675	92,541	-	-	92,541	94,380	96,240	98,130	100,060
Insurance Cost	48,360	48,360	46,740	-	-	46,740	49,078	51,532	54,110	56,816
TOTAL OPERATING COSTS	5,062,462	4,969,765	5,293,642	-	10,812	5,304,454	5,440,559	5,576,586	5,690,570	5,814,405
Percentage increase over prior year		-1.8%	4.57%			4.78%	2.57%	2.5%	2.0%	2.2%
<u>CAPITAL / TRANSFER RESERVES</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	362,100	384,698	369,342	-	-	369,342	376,730	384,260	391,950	399,790
Transfer to Equipment Replacement Fund	217,300	277,300	221,646	-	-	221,646	226,080	230,600	235,210	239,910
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	579,400	661,998	590,988	-	-	590,988	602,810	614,860	627,160	639,700
		14.3%	2.00%			2.00%	2.00%	2.0%	2.0%	2.0%
DEBT CHARGES	69,196	69,196	69,236	75,000	-	144,236	221,186	353,686	353,686	353,686
TOTAL COSTS	5,711,058	5,700,959	5,953,866	75,000	10,812	6,039,678	6,264,555	6,545,132	6,671,416	6,807,791
		-0.18%	4.25%			5.75%	3.72%	4.48%	1.93%	2.04%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/F from Prior to Current year	(25,000)	(25,000)	-	-	-	-	-	-	-	-
Fee Income	(1,793,510)	(1,743,893)	(1,829,390)	-	-	(1,829,390)	(1,865,970)	(1,903,270)	(1,941,350)	(1,980,170)
Rental Income	(389,566)	(429,084)	(447,561)	-	-	(447,561)	(456,520)	(465,650)	(474,970)	(484,460)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(10,155)	(10,155)	(10,155)	-	-	(10,155)	(10,155)	(10,155)	(10,155)	(10,155)
TOTAL REVENUE	(2,218,231)	(2,208,132)	(2,287,106)	-	-	(2,287,106)	(2,332,645)	(2,379,075)	(2,426,475)	(2,474,785)
			3.10%			3.10%	1.99%	2.0%	2.0%	2.0%
REQUISITION	(3,492,827)	(3,492,827)	(3,666,760)	(75,000)	(10,812)	(3,752,572)	(3,931,910)	(4,166,057)	(4,244,941)	(4,333,006)
Percentage increase over prior year requisition			4.98%			7.44%	4.78%	5.96%	1.89%	2.07%
PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS:										
Salaried	20.60	20.60	20.60	-	-	20.60	20.60	20.60	20.60	20.60

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	1.40X SEAPARC	Carry Forward from 2025	2026	2027	2028	2029	2030	TOTAL
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EXPENDITURE

Buildings	\$0	\$2,572,500	\$275,000	\$351,000	\$560,500	\$2,283,000	\$6,042,000
Equipment	\$0	\$332,250	\$132,700	\$188,850	\$533,500	\$265,430	\$1,452,730
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$35,750	\$35,000	\$36,800	\$36,500	\$38,500	\$182,550
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,940,500	\$442,700	\$576,650	\$1,130,500	\$2,586,930	\$7,677,280

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$1,910,000	\$0	\$45,000	\$426,000	\$1,850,000	\$4,231,000
Equipment Replacement Fund	\$0	\$252,250	\$116,700	\$127,350	\$107,500	\$248,430	\$852,230
Grants (Federal, Provincial)	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$628,250	\$326,000	\$404,300	\$597,000	\$488,500	\$2,444,050
	\$0	\$2,940,500	\$442,700	\$576,650	\$1,130,500	\$2,586,930	\$7,677,280

Definitions for the 5-year Capital Plan

Asset Class	Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150. L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment
Capital Expenditure Type	Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service. 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
Carryforward	Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.
Funding Source	Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility If there is more than one funding source, additional rows are shown for the project.

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2026 - 2030

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 2025	2026	2027	2028	2029	2030	5 - Year Total
20-09	Replacement	Domestic Hot Water Replacement	Replacement of hot water storage tanks and update system	\$ 100,000	E	Cap		\$ -					\$ -
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$ 500,000	B	Res		\$ 215,000					\$ 215,000
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
23-07	Renewal	Parking Lot Renewal	Renewal parking lot	\$ 173,750	S	Res		\$ 35,750	\$ 35,000	\$ 36,800	\$ 36,500	\$ 38,500	\$ 182,550
24-04	Renewal	Roof Repairs	General Roof Repairs	\$ 37,500	B	Res		\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 37,500
24-06	Renewal	Replace Ventilation Fans	Replace Ventilation Fans	\$ 7,000	B	Res			\$ 7,500				\$ 7,500
24-13	Renewal	Arena Compressor Overhaul	Refrigeration plant compressor overhaul	\$ 48,000	E	Res			\$ 16,000	\$ 16,500			\$ 32,500
24-15	Replacement	IT Equipment Replacement	Replacement of IT equipment and computers	\$ 73,600	E	ERF		\$ 13,600	\$ 34,600	\$ 3,600	\$ 14,100		\$ 65,900
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system	\$ 2,200,000	B	Debt		\$ 1,850,000					\$ 1,850,000
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant							\$ -
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant		\$ 150,000					\$ 150,000
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	\$ 20,000	B	ERF		\$ 20,000					\$ 20,000
25-07	Study	Thermal Evaluation of Electrical System	Thermal Evaluation of Electrical System	\$ 7,750	B	Res				\$ 4,000			\$ 4,000
25-13	Renewal	Lighting Controls	Renewal of lighting controls	\$ 80,000	B	Res		\$ 35,000					\$ 35,000
26-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 138,900	E	ERF		\$ 138,900					\$ 138,900
26-08	Renewal	Duct cleaning	Duct cleaning	\$ 37,000	B	Res		\$ 22,000			\$ 25,000		\$ 47,000
26-09	Replacement	Pool Lectorator System	Replacement of lectionator cells and components	\$ 85,000	E	ERF		\$ 19,750	\$ 21,000	\$ 21,750	\$ 22,750	\$ 24,000	\$ 109,250
26-10	Study	Infrastructure Growth Plan	Plan to guide new infrastructure needs	\$ 150,000	B	Res		\$ 150,000					\$ 150,000
26-10	Study	Infrastructure Growth Plan	Plan to guide new infrastructure needs		B	Grant							\$ -
26-11	Renewal	Irrigation allowance	Repair & replacement of irrigation components	\$ 25,000	E	ERF		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
26-12	New	Electric Key Entry System	Install electric key entry system	\$ 68,000	B	Res		\$ 48,000	\$ 20,000				\$ 68,000
26-13	New	Cellular Service Upgrade	Cellular Service Upgrade	\$ 40,000	E	Res		\$ 40,000					\$ 40,000
26-14	Study	Pool Change Room Renovation	Pool Change Room Renovation (design/scope)	\$ 25,000	B	Res		\$ 25,000					\$ 25,000
26-15	Replacement	Mower replacement - golf	Replace rough mower - golf course	\$ 35,000	E	ERF		\$ 35,000					\$ 35,000
26-16	Renewal	Pool Circulation Pump renewal	Pool Circulation Pump renewal (allowance)	\$ 100,000	E	ERF		\$ 20,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 108,000
26-17	Replacement	Turf aerator - golf	Replace greens aerator - golf	\$ 60	E	Debt		\$ 60,000					\$ 60,000
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	\$ 34,100	E	ERF			\$ 34,100				\$ 34,100
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 Fitness Facility Exterior	Repaint 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				\$ 160,000			\$ 160,000

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 2025	2026	2027	2028	2029	2030	5 - Year Total
28-05	Replacement	Electrification of Pool Boilers	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	\$ 75,000	E	ERF				\$ 75,000			\$ 75,000
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
29-05	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 53,250	E	ERF					\$ 43,650		\$ 43,650
30-01	Renewal	Replace Arena In-Slab Refrigeration	Replace Arena Ice Rink and In-Slab Refrigeration	\$ 1,850,000	B	Debt						\$ 1,850,000	\$ 1,850,000
30-02	Renewal	Arena Change Room Renovation	Renovation of original (1976) arena change rooms	\$ 150,000	B	Res						\$ 150,000	\$ 150,000
30-03	Renewal	Pool Window Wall Repair Allowance	Pool Window Wall Repair Allowance	\$ 7,500	B	Res						\$ 7,500	\$ 7,500
30-04	Replacement	Replace Arena Dehumidifier	Replace Arena Dehumidifier	\$ 110,000	B	Res						\$ 110,000	\$ 110,000
30-05	Replacement	Replace Ventilation Fans	Replace Ventilation Fans - allowance	\$ 8,000	B	Res						\$ 8,000	\$ 8,000
30-06	Study	Energy Recovery - phase 2	Technical design of energy recovery - phase 2	\$ 100,000	B	Res						\$ 100,000	\$ 100,000
30-07	Renewal	Arena Compressor Overhaul	Refrigeration plant compressor overhaul	\$ 17,000	E	Res						\$ 17,000	\$ 17,000
30-08	Replacement	Radio Replacements	Radio system replacement	\$ 40,000	E	ERF						\$ 40,000	\$ 40,000
30-09	Replacement	IT Equipment Replacement	Replacement of IT equipment and computers	\$ 13,480	E	ERF						\$ 13,480	\$ 13,480
30-10	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 143,950	E	ERF						\$ 143,950	\$ 143,950
			Grand Total	\$ 8,542,340			\$ -	\$ 2,940,500	\$ 442,700	\$ 676,650	\$ 1,130,500	\$ 2,586,930	\$ 7,677,280

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.

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 23-07

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.

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 24-13 **Capital Project Title** Arena Compressor Overhaul **Capital Project Description** Refrigeration plant compressor overhaul

Project Rationale Overhaul of arena compressors(alternating) to ensure continuity of service. 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 25-03 **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.

Service:

1.40X

SEAPARC

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 25-13

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 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.

Service:

1.40X

SEAPARC

Project Number 26-09

Capital Project Title Pool Lectorator System

Capital Project Description Replacement of lectionator cells and components

Project Rationale Annual replacement of lectionator system components.

Project Number 26-10

Capital Project Title Infrastructure Growth Plan

Capital Project Description Plan to guide new infrastructure needs

Project Rationale Action from Strategic plan to guide recreation infrastructure growth required by the community

Project Number 26-11

Capital Project Title Irrigation allowance

Capital Project Description Repair & replacement of irrigation components

Project Rationale Annual allowance for repairs

Project Number 26-12

Capital Project Title Electric Key Entry System

Capital Project Description Install electric key entry system

Project Rationale Improve facility security and access.

Project Number 26-13

Capital Project Title Cellular Service Upgrade

Capital Project Description Cellular Service Upgrade

Project Rationale For safety and patron convenience.

Service: 1.40X SEAPARC

Project Number 26-14

Capital Project Title Pool Change Room Renovation

Capital Project Description Pool Change Room Renovation (design/scope)

Project Rationale Determine scope and pricing for 2028 project

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.

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 Fitness Facility Exterior

Capital Project Description Repaint Fitness Facility Exterior

Project Rationale Maintain aesthetics and extend service life.

Service:

1.40X

SEAPARC

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

Supported via Strategic Plan

Project Number

28-05

Capital Project Title

Electrification of Pool Boilers

Capital Project Description

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.

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

Renovate 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 recovery tie in. 2 year project

Service: 1.40X SEAPARC			
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	29-05	Capital Project Title	Equipment Replacement (pooled)
Capital Project Description	Equipment Replacement		
Project Rationale	Annual small equipment replacement.		
Project Number	30-01	Capital Project Title	Replace Arena In-Slab Refrigeration
Capital Project Description	Replace Arena Ice Rink and In-Slab Refrigeration		
Project Rationale	End of life		
Project Number	30-02	Capital Project Title	Arena Change Room Renovation
Capital Project Description	Renovation of original (1976) arena change rooms		
Project Rationale	Asset management plan and strategic plan need.		
Project Number	30-03	Capital Project Title	Pool Window Wall Repair Allowance
Capital Project Description	Pool Window Wall Repair Allowance		
Project Rationale	Repairs due to leakage		
Project Number	30-04	Capital Project Title	Replace Arena Dehumidifier
Capital Project Description	Replace Arena Dehumidifier		
Project Rationale	End of life		

Service: 1.40X SEAPARC

Project Number 30-05 **Capital Project Title** Replace Ventilation Fans **Capital Project Description** Replace Ventilation Fans - allowance
Project Rationale End of life

Project Number 30-06 **Capital Project Title** Energy Recovery - phase 2 **Capital Project Description** Technical design of energy recovery - phase 2
Project Rationale To align with end of life for various mechanical components and climate goals

Project Number 30-07 **Capital Project Title** Arena Compressor Overhaul **Capital Project Description** Refrigeration plant compressor overhaul
Project Rationale Regular renewal schedule

Project Number 30-08 **Capital Project Title** Radio Replacements **Capital Project Description** Radio system replacement
Project Rationale End of life

Project Number 30-09 **Capital Project Title** IT Equipment Replacement **Capital Project Description** Replacement of IT equipment and computers
Project Rationale End of life

Project Number 30-10 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Equipment Replacement
Project Rationale Annual small equipment replacement.

1.40X SEAPARC
Operating Reserve Summary
2026 - 2030 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 Projected year end balance	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Operating Reserve	36,815	37,815	37,815	37,815	37,815	37,815
Operating Reserve - Legacy Fund	2,300	2,390	2,390	2,390	2,390	2,390
Total projected year end balance	39,115	40,205	40,205	40,205	40,205	40,205

See attached reserve schedules for projected annual cash flows.

1.40X SEAPARC
Operating Reserve Summary
2026 - 2030 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.

Operating Reserve Schedule - FC 105301

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	35,815	36,815	37,815	37,815	37,815	37,815
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-		-	-
Interest Income*	1,000	1,000				
Total projected year end balance	36,815	37,815	37,815	37,815	37,815	37,815

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
2026 - 2030 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				
	2025	2026	2027	2028	2029	2030
Beginning Balance	2,210	2,300	2,390	2,390	2,390	2,390
Planned Purchase						
Transfer from Ops Budget	-					
Interest Income*	90	90				
Total projected year end balance	2,300	2,390	2,390	2,390	2,390	2,390

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
2026 - 2030 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				
	2025	2026	2027	2028	2029	2030
Capital Reserve	727,145	488,237	538,967	518,927	313,877	225,167
Equipment Replacement Fund	96,090	66,236	175,616	278,866	406,576	398,056
Total projected year end balance	823,235	554,473	714,583	797,793	720,453	623,223

**1.40X SEAPARC Recreation Combined
Capital Reserve Fund Schedule
2026 - 2030 Financial Plan**

Capital Reserve Fund Schedule

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

Capital Reserve Fund	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	873,101	727,145	488,237	538,967	518,927	313,877
Planned Capital Expenditure (Based on Capital Plan)	(550,188)	(628,250)	(326,000)	(404,300)	(597,000)	(488,500)
Transfer from Operating Budget	374,232	369,342	376,730	384,260	391,950	399,790
Interest Income*	30,000	20,000				
Ending Balance \$	727,145	488,237	538,967	518,927	313,877	225,167

* 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)
2026 - 2030 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Est Actual	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	270,540	96,090	66,236	175,616	278,866	406,576
Planned Purchase (Based on Capital Plan)	(393,250)	(252,250)	(116,700)	(127,350)	(107,500)	(248,430)
Transfer from Operating Budget	217,300	221,646	226,080	230,600	235,210	239,910
Equipment Disposal						
Interest Income*	1,500	750				
Ending Balance \$	96,090	66,236	175,616	278,866	406,576	398,056

* 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.