

REPORT TO SOOKE AND ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JULY 28, 2020

SUBJECT 2020 Financial Plan Amendment

ISSUE SUMMARY

To seek approval from the Capital Regional District (CRD) Board to amend the 2020 Sooke and Electoral Area Parks and Recreation Commission (SEAPARC) financial plan for forecasted changes due to COVID-19.

BACKGROUND

At its June 12, 2020 meeting, the Commission approved the proposed phased reopening of facilities, programs and services. No financial deficit is forecast in the phased reopening of facilities, programs and services including the aquatic facility for 2020. The closure and phased re-opening is forecasted to reduce revenue in 2020 by \$753,940. This is balanced by a reduction in staff wages, utilities and other costs.

In alignment with Local Government Act Section 374 (5), the SEAPARC service is required to balance the change in the budget by ensuring proposed expenditures and transfers do not exceed the total proposed funding.

ALTERNATIVES

Alternative 1

The Sooke and Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:

That the 2020 Sooke and Electoral Area Parks and Recreation Commission financial plan be amended, as shown in Appendix A, for reduced services and programs with no anticipated deficit, as a result of the COVID-19 closures and phased re-opening plan.

Alternative 2

That the 2020 Sooke and Electoral Area Parks and Recreation Commission financial plan amendment be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

In an effort to mitigate costs and potential losses as a result of the facility closure, auxiliary staff were laid off on March 31, 2020. Regular staff (excluding maintenance staff), were placed on furlough and re-deployed to other CRD operations as of April 27. Most of the regular staff were subsequently recalled. In development of the phased re-opening plan, staff balanced mitigating costs and meeting the Commission's mission and goals of making available a wide range of

services and maximizing participation under the guidelines provided from the British Columbia Recreation and Parks Association, Island Health and WorkSafeBC.

SEAPARC will continue to monitor and respond to public demand. Should forecasted revenues or expenses materially change, staff will return to the Commission with an updated analysis in the fall. Looking forward to 2021, staff have not built any impacts of COVID-19 into the current 2020-2024 financial plan. This will be reviewed in October when service levels are considered and the provisional budget for 2021 to 2025 is presented.

CONCLUSION

As a result of the COVID-19 closures and phased re-opening of facilities, programs and services, an amendment is proposed to balance the 2020 budget. Appendix A shows the proposed amendment to the SEAPARC 2020-2024 Committee Summary.

RECOMMENDATION

The Sooke and Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:

That the 2020 Sooke and Electoral Area Parks and Recreation Commission financial plan be amended, as shown in Appendix A, for reduced services and programs with no anticipated deficit, as a result of the COVID-19 closures and phased re-opening plan.

Submitted by:	Steve Knoke, Manager
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Amended 2020-2024 SEAPARC Committee Summary