



REPORT

To: Chetwynd Civic Properties Pool Commission

From: Trish Morgan, General Manager of Community Services

Date: January 26, 2021

Subject: **2021 Chetwynd Leisure Centre (Pool) Draft Budgets & Scenarios**

RECOMMENDATION #1:

That the Chetwynd Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$37,500, to be paid for through requisition, to conduct a facility condition assessment and include it in the 2021 Chetwynd Leisure Centre Budget.

RECOMMENDATION #2:

That the Chetwynd Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$25,000, to be paid for through requisition, to retile the showers and include it in the Chetwynd Leisure Centre Budget.

RECOMMENDATION #3:

That the Chetwynd Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$15,000, to be paid for through requisition, to install a multi-stack heat recovery system and include it in the 2021 Chetwynd Leisure Centre Budget.

RECOMMENDATION #4:

That the Chetwynd Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$45,000, to be paid for through surplus, to upgrade the Chlorine room venting and include it in the 2021 Chetwynd Leisure Centre Budget.

RECOMMENDATION #5:

That the Chetwynd Civic Properties Commission recommend to the Regional Board to include Option 1 (as originally presented December 1, 2020 to the Commission) in the draft 2021 Chetwynd Leisure Centre budget in the 2021 Annual Financial Plan.

BACKGROUND/RATIONALE:

At the December 1, 2020 meeting of the Chetwynd Civic Properties Commission the following resolution was passed:

That the Civic Properties Commission recommends to the Peace River Regional District that the Chetwynd and District Rec Centre 2021 capital provisional budgets supplemental forms are approved as presented for Peace River Regional District final approval.

For certainty and to provide more detail to the Regional Board, PRRD staff are requesting that the Commission approve each supplemental request on an individual basis.

The Peace River Regional District received final (estimated) 2020 budget numbers on January 20, 2021 from the District of Chetwynd. This information was required in order to calculate the surplus/deficit from 2020. Below are the highlights of the PRRD budget for the Chetwynd Leisure Centre function.

Supplemental Request – Operational Projects:

Facility Condition Assessment - \$37,500 paid for through requisition

As a requirement of the asset management planning process (one of the Board's Strategic Initiatives), facility condition assessments must be completed for all PRRD owned facilities. This assessment will:

- document any major deficiencies of the facility and provide a correction plan and cost
- develop an understanding of the remaining useful life of the facility components(e.g., building envelope, mechanical system, electrical system, etc.)
- estimate the capital expenditures required to maximize the lifecycle expectations of a building
- provide a current estimated value of the facility and estimate a replacement value
- provide a preventative maintenance schedule and program for use by both the PRRD and the facility operator.

The condition assessment will be completed by a qualified professional following a public procurement process and PRRD and Chetwynd staff will work together to develop the scope of work, review proposals and select the successful proponent.

Supplemental Requests - Capital Projects:

(see attached supplemental request forms for details)

- 1) Retile Showers
 - \$25,000 to be paid for through requisition
- 2) Multi-stack heat recovery
 - \$15,000 to be paid for through requisition
- 3) Chlorine Room Venting
 - \$45,000 to be paid for through surplus

ALTERNATIVE OPTIONS:

1. That the Chetwynd Leisure Centre Commission provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
 - ☒ Develop a Corporate Asset Management Program
- ☒ Partnerships
 - ☒ Collaboration with Local and First Nations governments

FINANCIAL CONSIDERATION(S):**BUDGET HIGHLIGHTS**

Item	Option 1	Option 2
Requisition	\$1,091,115	\$1,094,427
Surplus	\$515,176 (\$470,176 allocated to operations, \$45,000 allocation to capital)	\$515,176 (\$470,176 allocated to operations, \$45,000 allocated to capital)
Chetwynd Operations Costs	\$1,198,214	\$1,226,488
PRRD Admin Costs	\$149,177 (incl \$58,212 for Chetwynd Admin Fee)	\$149,177 (incl \$58,212 for Chetwynd Admin Fee)
Transfers to Reserves (capital)	\$330,000	\$305,038
Transfers to Reserves (operations)	\$150,000	\$150,000
Capital	\$85,000	\$85,000
Total Ops & Capital <i>(does NOT equal sum of above – see attached budgets)</i>	\$1,927,391	\$1,903,703
Estimated Tax Rate	\$0.4251	\$0.4264

- For comparison, the 2020 budget can be viewed on each budget sheet that shows the proposed 2021 budgets

Capital Reserve	Option 1	Option 2
Opening Balance	\$2,483,985.76	\$2,483,985.76
2021 Transfer to Reserves	\$330,000.00	\$305,308
TOTAL	\$2,813,985.76	\$2,789,294.76

Operational Reserve	2021
Opening Balance	\$0
2021 Transfer to Reserves	\$150,000
TOTAL	\$150,000

Historic Tax Rates

Year	Rate
2021 proposed	\$0.4251 or \$0.4264
2020	\$0.4206
2019	\$0.4285
2018	\$0.4930
2017	\$0.4770
2016	\$0.5000
2015	\$0.5080

COMMUNICATIONS CONSIDERATION(S):

None

OTHER CONSIDERATION(S):**Combined Tax Rates**

	2020	2021 Option 1	2021 Option 2
Pool	\$0.4206	\$0.4251	\$0.4264
Arena	\$0.4787	\$0.4834	\$0.4834
TOTAL	\$0.8993	\$0.9085	\$0.9098

Attachments:

Option 1

- 1) PRRD Function Budget Option 1
- 2) PRRD Tax Rate Sheet
- 3) District of Chetwynd budget (Dec 1, 2020)

Option 2

- 1) PRRD Function Budget Option 2
- 2) PRRD Tax Rate Sheet
- 3) District of Chetwynd budget (January 26, 2021)

Supplemental Requests

- 1) Facility Condition Assessment
- 2) Retile Showers
- 3) Multi-stack heat recovery
- 4) Chlorine Room Venting

Peace River Regional District
Budget Report by Cost Centre



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General Operating Fund

240 Chetwynd Leisure Centre

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(1,094,427)	(1,094,427)	
01-1-0010-0015 Requisition			(1,051,115.00)
Total 1-0010 Requisition	(1,094,427)	(1,094,427)	(1,051,115.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(480,966)	(480,966)	(470,176.00)
Total 1-0020 Surplus/Deficit	(480,966)	(480,966)	(470,176.00)
1-0080 Miscellaneous			
01-1-0080-0085 Rec Facility Op Agreement	(202,097)		(321,100.00)
Total 1-0080 Miscellaneous	(202,097)		(321,100.00)
1-0130 Conditional Transfers			
01-1-0130-0130 Chetwynd		(321,100)	
Total 1-0130 Conditional Transfers		(321,100)	
TOTAL REVENUES	(1,777,490)	(1,896,493)	(1,842,391.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	6,597	6,705	6,778.00
01-2-1000-1030 Benefits	1,567	1,976	1,966.00
01-2-1000-2050 Miscellaneous		5,000	
01-2-1000-2055 Contingency		197	307.00
01-2-1000-2065 Insurance - Property	18,952	17,980	18,050.00
01-2-1000-2070 Insurance - Liability	2,953	2,938	3,800.00
01-2-1000-3100 Contract for Services			37,500.00
01-2-1000-4300 Municipal Admin Fees	57,071	57,071	58,212.00
01-2-1000-5140 Minor Capital		60,064	
01-2-1000-6010 Operations	1,015,500	1,540,152	1,198,214.00
Total 2-1000 General Expenditures	1,102,640	1,692,083	1,324,827.00
2-1150 Allocations			
01-2-1150-1160 Administration	14,025	14,025	22,564.00
01-2-1150-1190 PRRD Vehicles	385	385	
Total 2-1150 Allocations	14,410	14,410	22,564.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	175,000	175,000	330,000.00
01-2-8100-8120 Operating Reserve			150,000.00
01-2-8100-8130 Carbon "Green" Reserve	15,000	15,000	15,000.00
Total 2-8100 Transfers to Reserve	190,000	190,000	495,000.00
TOTAL EXPENDITURES	1,307,050	1,896,493	1,842,391.00
CAPITAL REVENUES			



General Operating Fund

240 Chetwynd Leisure Centre

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
7-0010 Requisition			
01-7-0010-0015 Requisition			(40,000.00)
Total 7-0010 Requisition			(40,000.00)
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(87,123)		(45,000.00)
Total 7-0020 Surplus/Deficit	(87,123)		(45,000.00)
TOTAL CAPITAL REVENUES	(87,123)		(85,000.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment			15,000.00
01-8-8500-8504 Building - Foundations	42,388		70,000.00
Total 8-8500 Transfer to General Capital Fund	42,388		85,000.00
TOTAL CAPITAL EXPENDITURES	42,388		85,000.00
Surplus / Deficit	(515,175)		

EXHIBIT 18

Chetwynd Leisure Centre
Defined Portion of Electoral Area E & District of Chetwynd

Category
[1-7130](#)

Basis of Apportionment: Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations:

Bylaw No. 727, 1991

Greater of \$ 620,000
Or, the product of \$ 2.50 per \$1,000 taxable value

Max. Product \$ 3,081,935

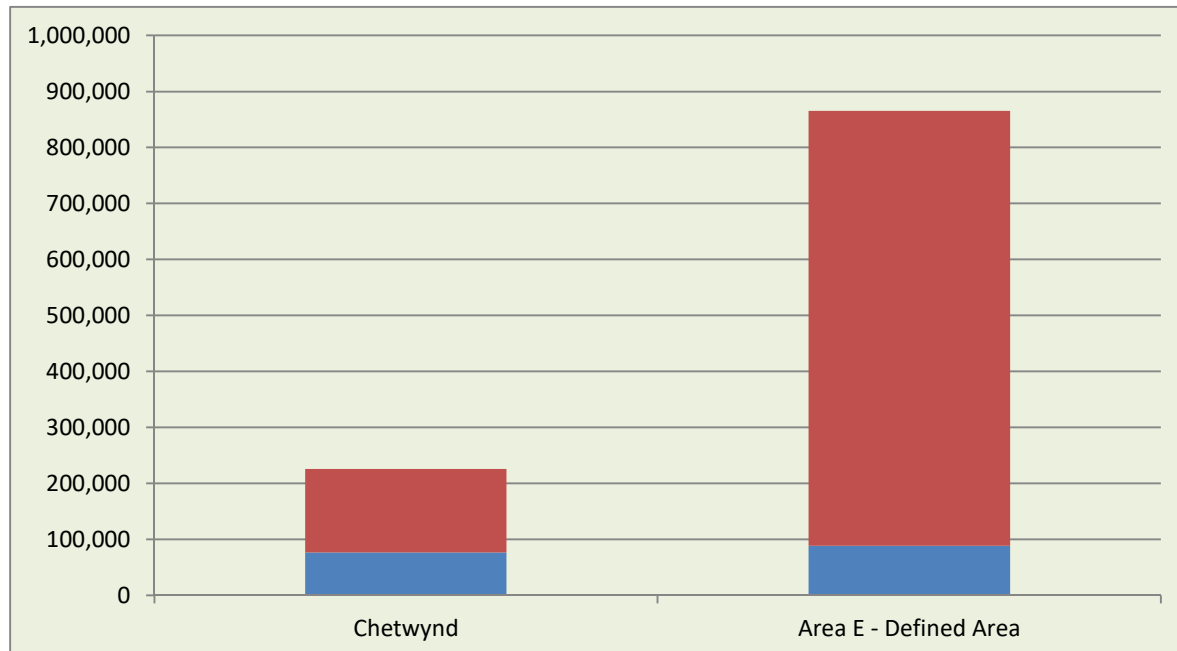
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Chetwynd	225,678	0.4251	53,090,220	20.68%	(278)	225,400
Area E - Defined Area	865,437	0.4251	203,591,904	79.32%	278	865,715
Total	1,091,115	0.4251	256,682,124	100.00%	0	1,091,115

Municipal Requisition:	225,400
Electoral Area Requisition:	865,715
Total Requisition:	1,091,115

[After Prior Year Adj](#)

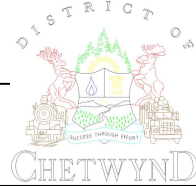
	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	1,094,427	-0.30%	(3,312)
Assessment	260,194,966	-1.35%	(3,512,842)
Tax Rate	0.4206	1.06%	0.0045

[Class 1 - Residential](#) [Total All Other Classes](#)



DISTRICT OF CHETWYND

Provisional Budget Report



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Fiscal Year : 2020

Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
41	Leisure Pool						
REVENUES							
Swim Revenue							
41-1-470-1001	Swim Public	7703	-70,139	-57,422	-26,570	-66,000	-66,000
41-1-470-1002	Swim Lessons Adult/Leade	7701	-2,204	-7,125	-5,531	-10,000	-10,000
41-1-470-1003	Swim Lessons 14 & Under	7103	-17,943	-21,620	-5,955	-25,000	-25,000
Total Swim Revenue			-90,286	-86,167	-38,056	-101,000	-101,000
Fitness Revenue							
41-1-471-1001	Fitness Programs	7133	-5,546	-3,672	-1,122	-6,000	-6,000
Total Fitness Revenue			-5,546	-3,672	-1,122	-6,000	-6,000
Passes							
41-1-472-1001	Rec Centre Pass		0	-314	0	0	0
41-1-472-1002	Non Revenue Passes & Gr		0	-135	0	0	0
Total Passes			0	-449	0	0	0
Rental Revenue							
41-1-473-1001	Rentals Private/Club		-18,678	-16,922	-6,140	-14,500	-14,500
41-1-473-1002	Rentals School		-5,064	-7,626	0	-8,000	-8,000
Total Rental Revenue			-23,742	-24,548	-6,140	-22,500	-22,500
Weight Room Revenue							
41-1-474-1001	Drop In Weight Room	7135	-250,138	-273,178	-121,986	-170,000	-170,000
Total Weight Room Revenue			-250,138	-273,178	-121,986	-170,000	-170,000
Other Revenue from own Sources							
41-1-475-1001	Rental Lockers		-3,871	-5,073	-1,527	-4,000	-4,000
41-1-475-1002	Rental Revenue - PFD suit	7703	-660	0	0	-600	-600
41-1-475-1003	Vending Machine	7703	-4	0	0	0	0
41-1-475-1004	Birthday Party	7706	-2,340	-2,468	-382	-2,000	-2,000
Total Other Revenue from own S			-6,875	-7,541	-1,909	-6,600	-6,600
Sale of Pool Accessories							
41-1-478-1001	Pool Swim Accessories		-4,768	-4,048	-731	-5,000	-5,000
Total Sale of Pool Accessories			-4,768	-4,048	-731	-5,000	-5,000
Miscellaneous Revenue							
41-1-479-1001	Miscellaneous		-9,827	-12,791	-9,968	-10,000	-10,000
Total Miscellaneous Revenue			-9,827	-12,791	-9,968	-10,000	-10,000

Fiscal Year : 2020

Account Code	Account Description	CC1	2018	2019	2020	2020	2021
			Actual Values	Actual Values	Actual Values	Budget Values	Provisional Budget
Pool Revenue							
41-1-811-1026	Grants - PRRD Requisition		-715,678	-760,976	-610,382	-1,362,551	-1,283,214
41-1-811-1027	PRRD Revenue		-14,373	0	0	0	0
Total Pool Revenue			-730,051	-760,976	-610,382	-1,362,551	-1,283,214
Total REVENUES			-1,121,233	-1,173,370	-790,294	-1,683,651	-1,604,314
EXPENSES							
Pool Administration							
41-2-730-2201	Salaries - Pool Administrati		123,827	109,318	27,341	119,412	83,686
41-2-730-2202	Employee Benefits		25,952	25,011	19,997	35,824	25,106
41-2-730-2210	Travel & Training	5519	1,770	1,181	3,313	7,000	7,000
41-2-730-2211	Personnel		75	0	0	0	0
41-2-730-2222	Legal & Contingency		296	0	0	1,000	1,000
41-2-730-2230	Contract Services	5417	10,173	4,161	0	5,500	5,500
41-2-730-2244	Permits		496	506	650	2,000	2,000
41-2-730-2256	Cash Short & Over		-1	-1	1	0	0
41-2-730-2257	VISA & Interac Charges		2,619	3,262	3,738	3,000	3,000
41-2-730-2264	Materials & Supplies		2,049	1,768	1,664	6,000	6,000
Total Pool Administration			167,256	145,206	56,704	179,736	133,292
Pool Office							
41-2-731-2201	Salaries - Pool Office	5999	115,560	144,318	148,251	111,717	111,771
41-2-731-2202	Employee Benefits		32,685	36,476	37,006	32,565	32,582
41-2-731-2210	Travel & Training	5526	564	0	4,974	0	0
41-2-731-2233	Special Events	7706	2,979	3,219	853	6,000	6,000
41-2-731-2234	Teaching Materials and Sup		666	3,301	2,873	4,300	4,300
41-2-731-2235	Admin Fees (District of Che		54,855	55,952	57,071	57,071	57,071
41-2-731-2270	Telephone & Alarm Service	5416	5,774	5,521	4,899	7,000	7,000
41-2-731-2280	Office Supplies		3,269	2,438	1,364	5,500	5,500
41-2-731-2281	Postage		0	0	17	200	200
41-2-731-2282	Memberships & Subscriptic		240	317	816	2,000	2,000
41-2-731-2284	Advertising & Promotion		3,533	2,042	11	5,500	5,500
41-2-731-2285	Candidate/Affiliate Fees		280	0	0	1,500	1,500
41-2-731-2299	Miscellaneous - Pool Office		140	0	12	0	0
Total Pool Office			220,545	253,584	258,147	233,353	233,424
Pool Operations							

DISTRICT OF CHETWYND

Provisional Budget Report



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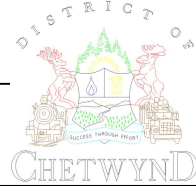
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Fiscal Year : 2020

Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
41-2-732-2201	Salaries - Aquatic Staff	5999	288,447	285,939	249,438	509,863	450,497
41-2-732-2202	Employee Benefits	5999	51,637	51,536	40,928	134,090	133,575
41-2-732-2210	Travel & Training	5526	3,960	7,567	7,570	7,500	7,500
41-2-732-2230	Contract Services		2,604	4,391	0	2,000	2,000
41-2-732-2263	Swim Accessories (for Ret		3,031	2,885	2,572	5,000	5,000
41-2-732-2264	Clothing & First Aid Supplie	7801	1,318	927	3,452	3,500	3,500
41-2-732-2268	Equipment Replacement		1,307	2,607	7,006	15,000	15,000
41-2-732-2271	HYDRO-ELECTRICITY		49,172	61,409	51,189	70,350	70,350
41-2-732-2272	GAS-HEAT		34,953	40,271	32,916	48,550	48,550
41-2-732-2275	Utilities W/S/G		15,487	11,838	9,707	17,000	17,000
41-2-732-2280	Freight	7709	2,841	2,383	758	4,200	4,200
41-2-732-2299	Carbon Offsets		7,500	7,500	7,500	7,500	7,500
Total Pool Operations			462,257	479,253	413,036	824,553	764,672
Pool Maintenance							
41-2-733-2201	Salaries - Pool Maintenance		142,403	140,913	106,163	179,478	203,412
41-2-733-2202	Employee Benefits		33,538	33,811	27,574	52,821	59,789
41-2-733-2230	Contract Services/Projects	7907	11,578	15,082	20,955	28,000	43,000
41-2-733-2264	Chemicals	7804	10,575	5,312	15,204	15,000	15,000
41-2-733-2265	Janitorial Supplies		6,601	14,259	10,348	20,000	20,000
41-2-733-2266	Maintance Supplies		23,299	15,665	17,667	20,000	33,000
41-2-733-2267	Weightroom Equipment		762	45	2,544	3,000	3,000
41-2-733-2272	Equipment Replacement		2,111	18,346	565	5,500	5,500
41-2-733-2283	Freight		0	72	0	0	0
41-2-733-2298	Rent Own Equipment		62	182	45	200	200
Total Pool Maintenance			230,929	243,687	201,065	323,999	382,901
Exterior Grounds							
41-2-734-2201	Salaries - Exterior Grounds		503	117	1,288	510	450
41-2-734-2202	Employee Benefits		40	19	184	0	75
41-2-734-2230	Contract Services		0	0	0	2,400	2,400
41-2-734-2264	Materials & Supplies		989	0	0	2,100	2,100
41-2-734-2298	Rent Own Equipment		16	46	521	0	0
Total Exterior Grounds			1,548	182	1,993	5,010	5,025
Buildings							
41-2-822-2230	Contracted services - Build	7914	17,213	17,656	0	0	0

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Fiscal Year : 2020

Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
41-2-822-2264	Capital Equipment - Buildin	9544	21,482	0	0	0	0
Total Buildings			38,695	17,656	0	0	0
Building Improvements							
41-2-823-2230	Contracted Services - Build	412101	0	33,805	0	50,000	60,000
Total Building Improvements			0	33,805	0	50,000	60,000
Machinery & Equipment							
41-2-825-2230	Contracted Services - Equip	411905	0	0	0	50,000	25,000
41-2-825-2264	Materials and Supplies - Ec	411908	0	0	0	17,000	0
Total Machinery & Equipment			0	0	0	67,000	25,000
Total EXPENSES			1,121,230	1,173,373	930,945	1,683,651	1,604,314
Total Leisure Pool			-3	3	140,651	0	0

Peace River Regional District
Budget Report by Cost Centre



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General Operating Fund

240 Chetwynd Leisure Centre

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			1. Provisional Budget
REVENUES			
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01-1-0010-0010 Electoral	(1,094,427)	(1,094,427)	
01-1-0010-0015 Requisition			(1,054,427.00)
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01-1-0020-0020 Surplus/Deficit	(480,966)	(480,966)	(470,176.00)
Total 1-0020 Surplus/Deficit	(480,966)	(480,966)	(470,176.00)
1-0080 Miscellaneous			
01-1-0080-0085 Rec Facility Op Agreement	(202,097)		(321,100.00)
Total 1-0080 Miscellaneous	(202,097)		(321,100.00)
1-0130 Conditional Transfers			
01-1-0130-0130 Chetwynd		(321,100)	
Total 1-0130 Conditional Transfers		(321,100)	
TOTAL REVENUES	(1,777,490)	(1,896,493)	(1,845,703.00)
EXPENDITURES			
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01-2-1000-2055 Contingency		197	307.00
01-2-1000-2065 Insurance - Property	18,952	17,980	18,050.00
01-2-1000-2070 Insurance - Liability	2,953	2,938	3,800.00
01-2-1000-3100 Contract for Services			37,500.00
01-2-1000-4300 Municipal Admin Fees	57,071	57,071	58,212.00
01-2-1000-5140 Minor Capital		60,064	
01-2-1000-6010 Operations	1,015,500	1,540,152	1,226,488.00
Total 2-1000 General Expenditures	1,102,640	1,692,083	1,353,101.00
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01-2-1150-1160 Administration	14,025	14,025	22,564.00
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Total 2-1150 Allocations	14,410	14,410	22,564.00
2-8100 Transfers to Reserve			
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01-2-8100-8120 Operating Reserve			150,000.00
01-2-8100-8130 Carbon "Green" Reserve	15,000	15,000	15,000.00
Total 2-8100 Transfers to Reserve	190,000	190,000	470,038.00
TOTAL EXPENDITURES	1,307,050	1,896,493	1,845,703.00
CAPITAL REVENUES			



General Operating Fund

240 Chetwynd Leisure Centre

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
7-0010 Requisition			
01-7-0010-0015 Requisition			(40,000.00)
Total 7-0010 Requisition			(40,000.00)
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(87,123)		(45,000.00)
Total 7-0020 Surplus/Deficit	(87,123)		(45,000.00)
TOTAL CAPITAL REVENUES	(87,123)		(85,000.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment			15,000.00
01-8-8500-8504 Building - Foundations	42,388		70,000.00
Total 8-8500 Transfer to General Capital Fund	42,388		85,000.00
TOTAL CAPITAL EXPENDITURES	42,388		85,000.00
Surplus / Deficit	(515,175)		

EXHIBIT 18

Chetwynd Leisure Centre
Defined Portion of Electoral Area E & District of Chetwynd

Category
[1-7130](#)

Basis of Apportionment: Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations:

Bylaw No. 727, 1991

Greater of \$ 620,000
Or, the product of \$ 2.50 per \$1,000 taxable value

Max. Product \$ 3,081,935

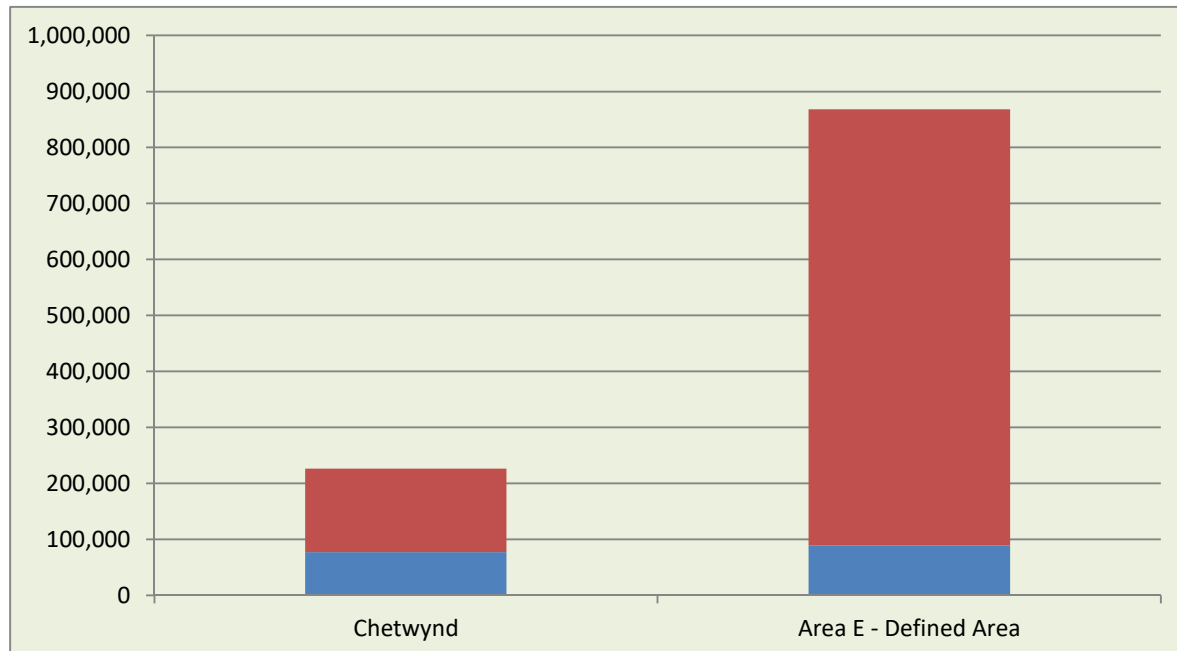
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Chetwynd	226,363	0.4264	53,090,220	20.68%	(278)	226,085
Area E - Defined Area	868,064	0.4264	203,591,904	79.32%	278	868,342
Total	1,094,427	0.4264	256,682,124	100.00%	0	1,094,427

Municipal Requisition:	226,085
Electoral Area Requisition:	868,342
Total Requisition:	1,094,427

After Prior Year Adj

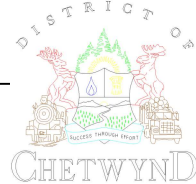
	Last Year	Change %	Change \$
Requisition	1,094,427		-
Assessment	260,194,966	-1.35%	(3,512,842)
Tax Rate	0.4206	1.37%	0.0058

Class 1 - Residential Total All Other Classes



DISTRICT OF CHETWYND

Provisional Budget Report



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Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
41	Leisure Pool						
REVENUES							
Swim Revenue							
41-1-470-1001	Swim Public	7703	-70,139	-57,422	-30,632	-66,000	-66,000
41-1-470-1002	Swim Lessons Adult/Leade	7701	-2,204	-7,125	-5,661	-10,000	-10,000
41-1-470-1003	Swim Lessons 14 & Under	7103	-17,943	-21,620	-6,316	-25,000	-25,000
Total Swim Revenue			-90,286	-86,167	-42,609	-101,000	-101,000
Fitness Revenue							
41-1-471-1001	Fitness Programs	7133	-5,546	-3,672	-1,196	-6,000	-6,000
Total Fitness Revenue			-5,546	-3,672	-1,196	-6,000	-6,000
Passes							
41-1-472-1001	Rec Centre Pass		0	-314	0	0	0
41-1-472-1002	Non Revenue Passes & Gr		0	-135	0	0	0
Total Passes			0	-449	0	0	0
Rental Revenue							
41-1-473-1001	Rentals Private/Club		-18,678	-16,922	-6,140	-14,500	-14,500
41-1-473-1002	Rentals School		-5,064	-7,626	0	-8,000	-8,000
Total Rental Revenue			-23,742	-24,548	-6,140	-22,500	-22,500
Weight Room Revenue							
41-1-474-1001	Drop In Weight Room	7135	-250,138	-273,178	-139,206	-170,000	-170,000
Total Weight Room Revenue			-250,138	-273,178	-139,206	-170,000	-170,000
Other Revenue from own Sources							
41-1-475-1001	Rental Lockers		-3,871	-5,073	-1,610	-4,000	-4,000
41-1-475-1002	Rental Revenue - PFD suit	7703	-660	0	0	-600	-600
41-1-475-1003	Vending Machine	7703	-4	0	0	0	0
41-1-475-1004	Birthday Party	7706	-2,340	-2,468	-382	-2,000	-2,000
Total Other Revenue from own S			-6,875	-7,541	-1,992	-6,600	-6,600
Sale of Pool Accessories							
41-1-478-1001	Pool Swim Accessories		-4,768	-4,048	-985	-5,000	-5,000
Total Sale of Pool Accessories			-4,768	-4,048	-985	-5,000	-5,000
Miscellaneous Revenue							
41-1-479-1001	Miscellaneous		-9,827	-12,791	-9,968	-10,000	-10,000
Total Miscellaneous Revenue			-9,827	-12,791	-9,968	-10,000	-10,000

Account Code	Account Description	CC1	2018	2019	2020	2020	2021
			Actual Values	Actual Values	Actual Values	Budget Values	Provisional Budget
Pool Revenue							
41-1-811-1026	Grants - PRRD Requisition		-715,678	-760,976	-610,382	-1,362,551	-1,311,488
41-1-811-1027	PRRD Revenue		-14,373	0	0	0	0
	Total Pool Revenue		-730,051	-760,976	-610,382	-1,362,551	-1,311,488
	Total REVENUES		-1,121,233	-1,173,370	-812,478	-1,683,651	-1,632,588

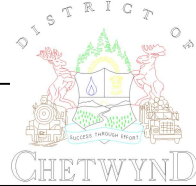
Pool Administration						
41-2-730-2201	Salaries - Pool Administrati		123,827	109,318	29,435	119,412
41-2-730-2202	Employee Benefits		25,952	25,011	21,857	35,824
41-2-730-2210	Travel & Training	5519	1,770	1,181	3,313	7,000
41-2-730-2211	Personnel		75	0	0	0
41-2-730-2222	Legal & Contingency		296	0	0	1,000
41-2-730-2230	Contract Services	5417	10,173	4,161	0	5,500
41-2-730-2244	Permits		496	506	650	2,000
41-2-730-2256	Cash Short & Over		-1	-1	1	0
41-2-730-2257	VISA & Interac Charges		2,619	3,262	3,883	3,000
41-2-730-2264	Materials & Supplies		2,049	1,768	2,183	6,000
Total Pool Administration			167,256	145,206	61,322	179,736

41-2-731-2201	Salaries - Pool Office	5999	115,560	144,318	175,338	111,717	111,771
41-2-731-2202	Employee Benefits		32,685	36,476	41,724	32,565	32,582
41-2-731-2210	Travel & Training	5526	564	0	5,476	0	0
41-2-731-2233	Special Events	7706	2,979	3,219	1,019	6,000	6,000
41-2-731-2234	Teaching Materials and Sup		666	3,301	4,156	4,300	4,300
41-2-731-2235	Admin Fees (District of Che		54,855	55,952	57,071	57,071	57,071
41-2-731-2270	Telephone & Alarm Service	5416	5,774	5,521	5,229	7,000	7,000
41-2-731-2280	Office Supplies		3,269	2,438	1,487	5,500	5,500
41-2-731-2281	Postage		0	0	17	200	200
41-2-731-2282	Memberships & Subscriptic		240	317	1,187	2,000	2,000
41-2-731-2284	Advertising & Promotion		3,533	2,042	11	5,500	5,500
41-2-731-2285	Candidate/Affiliate Fees		280	0	0	1,500	1,500
41-2-731-2299	Miscellaneous - Pool Office		140	0	12	0	0
	Total Pool Office		220,545	253,584	292,727	233,353	233,424

Pool Operations

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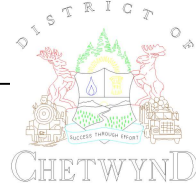
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Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
41-2-732-2201	Salaries - Aquatic Staff	5999	288,447	285,939	300,941	509,863	419,547
41-2-732-2202	Employee Benefits	5999	51,637	51,536	46,765	134,090	124,290
41-2-732-2210	Travel & Training	5526	3,960	7,567	7,570	7,500	7,500
41-2-732-2230	Contract Services		2,604	4,391	4,537	2,000	2,000
41-2-732-2263	Swim Accessories (for Retz		3,031	2,885	2,572	5,000	5,000
41-2-732-2264	Clothing & First Aid Supplie	7801	1,318	927	4,148	3,500	3,500
41-2-732-2268	Equipment Replacement		1,307	2,607	7,006	15,000	15,000
41-2-732-2271	HYDRO-ELECTRICITY		49,172	61,409	56,767	70,350	70,350
41-2-732-2272	GAS-HEAT		34,953	40,271	37,966	48,550	48,550
41-2-732-2275	Utilities W/S/G		15,487	11,838	12,034	17,000	17,000
41-2-732-2280	Freight	7709	2,841	2,383	868	4,200	4,200
41-2-732-2299	Carbon Offsets		7,500	7,500	7,500	7,500	7,500
Total Pool Operations			462,257	479,253	488,674	824,553	724,437
Pool Maintenance							
41-2-733-2201	Salaries - Pool Maintenance		142,403	140,913	123,897	179,478	206,308
41-2-733-2202	Employee Benefits		33,538	33,811	30,469	52,821	61,892
41-2-733-2230	Contract Services/Projects	7907	11,578	15,082	21,385	28,000	43,000
41-2-733-2232	Equipment Rental		0	0	69	0	0
41-2-733-2264	Chemicals	7804	10,575	5,312	15,314	15,000	15,000
41-2-733-2265	Janitorial Supplies		6,601	14,259	11,163	20,000	20,000
41-2-733-2266	Maintance Supplies		23,299	15,665	18,812	20,000	33,000
41-2-733-2267	Weightroom Equipment		762	45	2,544	3,000	3,000
41-2-733-2272	Equipment Replacement		2,111	18,346	4,149	5,500	5,500
41-2-733-2283	Freight		0	72	0	0	0
41-2-733-2298	Rent Own Equipment		62	182	64	200	200
Total Pool Maintenance			230,929	243,687	227,866	323,999	387,900
Exterior Grounds							
41-2-734-2201	Salaries - Exterior Grounds		503	117	1,288	510	450
41-2-734-2202	Employee Benefits		40	19	184	0	75
41-2-734-2230	Contract Services		0	0	0	2,400	2,400
41-2-734-2264	Materials & Supplies		989	0	0	2,100	2,100
41-2-734-2298	Rent Own Equipment		16	46	521	0	0
Total Exterior Grounds			1,548	182	1,993	5,010	5,025

Buildings

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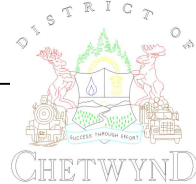
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Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
41-2-822-2230	Contracted services - Build	7914	17,213	17,656	0	0	0
41-2-822-2264	Capital Equipment - Buildin	9544	21,482	0	0	0	0
Total Buildings			38,695	17,656	0	0	0
Buildiing Improvements							
41-2-823-2230	Contracted Services - Build	412101	0	33,805	35,659	50,000	60,000
41-2-823-2264	Materials and Supplies - Bu	411908	0	0	6,729	0	0
Total Buildiing Improvements			0	33,805	42,388	50,000	60,000
Machinery & Equipment							
41-2-825-2230	Contracted Services - Equip	411905	0	0	0	50,000	25,000
41-2-825-2264	Materials and Supplies - Ec	411908	0	0	0	17,000	0
Total Machinery & Equipment			0	0	0	67,000	25,000
Total EXPENSES			1,121,230	1,173,373	1,114,970	1,683,651	1,632,588
Total Leisure Pool			-3	3	302,492	0	0
42 Recreation Centre							
REVENUES							
Ice Time							
42-1-470-1001	Senior Rec Hockey		-15,208	-14,494	-16,506	-12,500	-12,500
42-1-470-1002	Curling Contract/Recreation		-8,820	-8,820	-8,820	-8,820	-8,820
42-1-470-1003	Minor Hockey		-51,295	-41,356	-37,615	-39,946	-39,946
42-1-470-1005	Figure Skating		-25,424	-23,225	-23,024	-22,000	-22,000
42-1-470-1006	Recreation Skating	7703	-9,646	-5,445	-2,613	-6,000	-6,000
42-1-470-1007	Ice Rentals		-12,392	-14,230	-3,818	-13,000	-13,000
Total Ice Time			-122,785	-107,570	-92,396	-102,266	-102,266
Other Operations							
42-1-471-1001	Locker Rentals		-2,366	-1,958	-1,508	-1,500	-1,500
42-1-471-1002	Hall Rentals	7150	-65,006	-59,177	-31,580	-37,000	-37,000
42-1-471-1003	Miscellaneous		-9,328	-9,666	-9,799	-10,000	-10,000
42-1-471-1004	Vending Machine	7701	-15,736	-13,020	-7,116	-13,000	-13,000
42-1-471-1005	Concession Lease		-5,867	-20,000	-4,300	-20,287	-20,287
42-1-471-1007	Advertising Revenue	7124	-5,087	-6,475	-5,250	-10,000	-10,000
42-1-471-1010	Equipment Rental		-237	0	-38	0	0
42-1-471-1050	ATM service fees		-4,707	-4,341	-2,123	-4,000	-4,000

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Total Other Operations			-108,334	-114,637	-61,714	-95,787	-95,787
Recreation Programmes							
42-1-472-1001	Grants Rec Programs		0	0	0	-22,000	-22,000
42-1-472-1002	Program Reg 14 & Under		-15,615	-24,716	-2,292	-2,000	-2,000
42-1-472-1003	Fitness Programs		-488	0	-62	0	0
42-1-472-1007	Special Events	6719	-955	2,022	-516	-2,000	-2,000
42-1-472-1008	Adult Programs		-1,232	-2,334	-637	-1,000	-1,000
42-1-472-1010	Self Supporting Programs	6719	-14,819	-3,530	-1,953	-25,000	-25,000
42-1-472-1013	Squash / Raquetball Court		-2,682	-2,928	-1,640	-5,500	-5,500
42-1-472-1014	Climbing Wall	7703	-2,051	-3,247	-990	-2,500	-2,500
Total Recreation Programmes			-37,842	-34,733	-8,090	-60,000	-60,000
Miscellaneous Revenue							
42-1-599-0050	Recovered Costs		1,273	0	0	0	0
42-1-599-1022	Insurance premium recover		-7,737	-8,913	-2,236	-5,000	-5,000
Total Miscellaneous Revenue			-6,464	-8,913	-2,236	-5,000	-5,000
Grants - Regional							
42-1-811-1026	Grants PRRD Requisition		-1,232,364	-1,219,409	-1,237,141	-1,591,311	-1,536,649
42-1-811-1027	PRRD Revenue		-15,800	0	0	0	-10,000
Total Grants - Regional			-1,248,164	-1,219,409	-1,237,141	-1,591,311	-1,546,649
Total REVENUES			-1,523,589	-1,485,262	-1,401,577	-1,854,364	-1,809,702
EXPENSES							
Facilities Administration							
42-2-750-1012	Socan		0	185	209	200	200
42-2-750-2201	Salaries - Rec Centre Office	5999	188,078	135,300	203,212	201,136	197,271
42-2-750-2202	Employee Benefits		44,703	41,000	47,532	59,106	58,232
42-2-750-2210	Travel & Training	5526	8,734	7,308	1,148	11,500	11,500
42-2-750-2211	Personnel		300	0	0	1,000	1,000
42-2-750-2216	Safety	5518	331	310	1,100	0	0
42-2-750-2222	Legal & Contingency		327	0	343	2,500	2,500
42-2-750-2230	Contract Services	7124	12,699	13,065	14,554	10,000	10,000
42-2-750-2231	Computer		490	0	1,364	4,500	4,500
42-2-750-2235	Admin Fee (District of Chet		54,855	55,952	57,071	57,071	57,071
42-2-750-2237	Sport BC Insurance - Facili		0	0	2,000	0	0

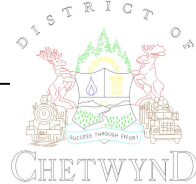
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Exterior Grounds

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Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
42-2-754-2201	Salaries - Exterior Grounds		127	920	3,376	4,000	4,000
42-2-754-2202	Employee Benefits		10	176	224	0	0
42-2-754-2230	Contract Services		11,241	4,139	5,109	25,000	25,000
42-2-754-2232	Equipment Rental		293	0	96	2,100	2,100
42-2-754-2264	Materials & Supplies		2,937	1,898	1,408	2,500	2,500
42-2-754-2298	Rent OwnEquipment		144	710	2,861	0	0
Total Exterior Grounds			14,752	7,843	13,074	33,600	33,600
Concession & Lounge							
42-2-755-2264	Materials & Supplies	9603	1,464	1,479	0	2,000	2,000
42-2-755-2294	Equipment Replacement		7,840	529	0	5,000	5,000
42-2-755-2295	Vending Supplies (Resale)		10,508	8,870	5,846	12,500	12,500
Total Concession & Lounge			19,812	10,878	5,846	19,500	19,500
Programmes - Administration							
42-2-756-2201	Salaries - Programs Admini		77,516	88,323	95,057	74,713	62,424
42-2-756-2202	Employee Benefits		17,773	20,724	18,652	22,414	18,727
42-2-756-2210	Travel & Training	5519	865	0	-265	0	0
Total Programmes - Administrat			96,154	109,047	113,444	97,127	81,151
Programmes							
42-2-757-2075	Self Supporting Programs		5,024	3,770	1,558	8,000	8,000
42-2-757-2201	Salaries - Programs	6717	57,261	63,458	34,041	62,304	50,804
42-2-757-2202	Employee Benefits	6717	2,892	5,190	1,463	6,230	5,080
42-2-757-2210	Travel & Training	7705	459	0	-232	1,500	1,500
42-2-757-2214	Volunteer Recognition		0	0	0	500	500
42-2-757-2233	Special Events	6717	1,008	59	1,396	5,000	5,000
42-2-757-2236	SOCAN - Programmes		194	0	0	0	0
42-2-757-2264	Materials & Supplies	6717	5,566	6,138	3,840	8,500	8,500
42-2-757-2284	Advertising - Self Supportin		226	0	45	0	0
Total Programmes			72,630	78,615	42,111	92,034	79,384
Land Improvements							
42-2-821-2230	Contracted Services - Land	421905	0	0	0	95,000	0
Total Land Improvements			0	0	0	95,000	0
Buildings							
42-2-822-2201	Salaries - Buildings	421904	0	15	0	0	0
42-2-822-2202	Benefits - Buildings	421904	0	3	0	0	0

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42-2-822-2230	Contracted Services - Build	9601	73,169	10,869	3,931	0	0
42-2-822-2264	Materials and Supplies - Bl	9944	53,006	207	0	0	0
Total Buildings			126,175	11,094	3,931	0	0
Building Improvements							
42-2-823-2230	Contracted Services - Build	422104	0	88,865	538,288	75,000	30,000
Total Building Improvements			0	88,865	538,288	75,000	30,000
Machinery and Equipment							
42-2-825-2230	Contracted Services - Equip	421909	0	0	0	60,000	0
42-2-825-2264	Materials and Supplies - Ec	422105	0	11,742	15,521	33,000	52,000
Total Machinery and Equipment			0	11,742	15,521	93,000	52,000
Total EXPENSES			1,523,588	1,485,263	1,957,332	1,854,364	1,809,702
Total Recreation Centre			-1	1	555,755	0	0
49 Recreation Centre/Pool Capital Expansion							
REVENUES							
Total REVENUES			0	0	0	0	0
EXPENSES							
Total EXPENSES			0	0	0	0	0
Total Recreation Centre/Pool Capital Exp			0	0	0	0	0

2021 Budget - Supplemental Item						
Title:			Department:			
Condition Assessment & Inventory			Community Services			
Division:			Function:			
Parks & Recreation			Chetwynd Leisure Centre (Pool)			
Type:			High			
Description						
Per the Regional Board's Strategic Plan to complete an asset management plan a facility condition assessment and inventory needs to be completed on the North Peace Leisure Pool to inventory the assets (e.g., equipment) and assessment the condition of the building (building envelop, structural, electrical, plumbing, etc.) and grounds to identify short, medium and long term needs, costs associated with repairs and estimated useful life						
Benefits						
The assessment and inventory will provide a full picture of the remaining useful life of the buidling and the probable cost of repairs.						
Risks						
If not completed the asset management plan will also be incomplete.						
Financial Information						
Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Requisition	37,500					37,500
Reserves						0
Grants						0
	37,500	0	0	0	0	37,500
Expenses						
condition assessment	37,500					37,500
						0
						0
						0
						0
						0
						0
						0
						0
	37,500	0	0	0	0	37,500
Administration						
Author:					Date Prepared	
Approval Date						

ORGANIZATION

Capital Projects

Project	0020 Retile Showers (Chetwynd Pool)		
Department	Chetwynd Leisure Centre		
Version	1. Provisional Budget	Year	2021

Description

Description

Re-tile pool shower and dressing room floors.

Benefits

Maintain existing infrastructure, health and safety of staff and patrons.

Risks

Required to maintain safety and health of patrons and staff. Tile and grout degrade under prolonged use and need replacement to protect the floor.

Budget

	Total	2021	2022	2023	2024	2025
Expenditures						
All Expenditures						
Building - Foundations	75,000	25,000		25,000		25,000
	75,000	25,000		25,000		25,000
Expenditures Total	75,000	25,000		25,000		25,000
Funding						
All Financing						
Requisition	75,000	25,000		25,000		25,000
	75,000	25,000		25,000		25,000
Funding Total	75,000	25,000		25,000		25,000

Attributes

Attribute	Value	Comment
Department	Chetwynd Leisure Centre	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

ORGANIZATION

Capital Projects

Project	0021 Multistack Heat Recovery (Chetwynd Pool)		
Department	Chetwynd Leisure Centre		
Version	1. Provisional Budget	Year	2021

Description

Description

Upgrade multi-stack heat recovery system.

Benefits

Maintain existing infrastructure, pool heating, and energy conservation.

Risks

Required to maintain heat recovery system at pool. Integral part of pool heating system, and needs upgrade and component replacement. Potential for unit failure.

Budget

	Total	2021	2022	2023	2024	2025
Expenditures						
All Expenditures						
Furniture, Fixtures, Equipment	15,000	15,000				
	15,000	15,000				
Expenditures Total	15,000	15,000				
Funding						
All Financing						
Requisition	15,000	15,000				
	15,000	15,000				
Funding Total	15,000	15,000				

Attributes

Attribute	Value	Comment
Department	Chetwynd Leisure Centre	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

ORGANIZATION

Capital Projects

Project	0029 Chlorine Room Venting (Chetwynd Pool)		
Department	Chetwynd Leisure Centre		
Version	1. Provisional Budget	Year	2021

Description

Description

Replace and upgrade venting for the Chlorine room at the pool

Benefits

Improved safety for area residents and staff, adherence to new upcoming regulatory requirements.

Risks

Technical Safety BC and Worksafe BC will require these changes in 2021

Budget

	Total	2021	2022	2023	2024	2025
Expenditures						
All Expenditures						
Building - Foundations	45,000	45,000				
	45,000	45,000				
Expenditures Total	45,000	45,000				
Funding						
All Financing						
Surplus/Deficit	45,000	45,000				
	45,000	45,000				
Funding Total	45,000	45,000				

Attributes

Attribute	Value	Comment
Department	Chetwynd Leisure Centre	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	