



2025 SERVICE PLAN

Function 240 – Chetwynd Leisure Centre

PURPOSE:

This Service Plan has been updated since first presented to the Chetwynd Civic Properties Commission on December 17, 2024.

This function provides operating and capital funds for the operation and maintenance of the Chetwynd Leisure Centre (pool). The facility is owned by the Peace River Regional District and operated by the District of Chetwynd with policy oversight provided by the Chetwynd Civic Properties Commission.

OVERALL FINANCIAL IMPACT:

The total operating budget decreased to \$1,885,402 and capital budget decreased to \$283,940 for this function, which is a total decrease of \$1,560,718 or -41.84% from 2024. This decrease is largely due to the completion of Phase 1 of the Parking Lot repaving project and the reduction of contributions to capital reserves to keep a modest tax rate increase.

Total requisition increased to \$1,427,238 in 2025 compared to \$1,375,000 in 2024, which is an increase of \$52,238 or 3.8% due to increase in costs of operation for the facility.

The estimated tax rate decreased to \$0.3888/\$1,000 in 2025 compared to \$0.3993/\$1,000 in 2024, which is a decrease of \$0.0105/\$1,000 or -2.63%.

In 2024 a surplus of \$272,403 was carried forward from 2023 in the Surplus/Deficit line item. In 2025 the estimated 2024 surplus of \$256,307 was carried forward into the Operating Maintenance Reserve line item instead of the Surplus/Deficit line.

The cost for liability insurance increased from \$6,000 in 2024 to \$6,600 in 2025.

A reduction in allocation to the capital reserve of \$92,210 was made to ensure only a modest tax rate increase.

SUPPLEMENTAL REQUESTS & CARRY FORWARD PROJECT(S):

Capital Projects

Project Description	Prior Budget	Prior Spent	2025 Budget
Retile Pool Areas			\$25,000
Replace Variable Frequency Drives			\$32,000
Heat Recovery Using Site Specific Heat Pump			\$176,940

Engineering for Energy Efficiency Program			\$50,000
Total Capital Budget			\$283,940

Per the recommendation of the Chetwynd Civic Properties Commission at its November 21, 2024, meeting, the Regional Board of the Peace River Regional District approved the following resolution authorizing pre-budget supplemental approval at the Chetwynd Leisure Centre:

MOVED, SECONDED and CARRIED,

That the Regional Board provide capital budget pre-approval for the 2025 supplemental request to install a Heat Recovery using a Site-Specific Heat Pump at a cost of not to exceed \$176,940 and authorize the inclusion of the expense in Function 240 – Chetwynd Leisure Centre in the draft 2025-2029 PRRD Financial Plan.

SIGNIFICANT ISSUES & TRENDS:

No issues or trends identified for 2025.

RESERVE SUMMARY:

Operating Maintenance Reserve: Balance on November 30, 2024 - \$168,387

Capital Reserve: Balance on November 30, 2024 - \$3,649,233*

*The capital reserve balance does not include the transfer from capital reserve of \$1,146,038 in 2024.

Capital reserve purpose: To establish a capital and major purchases reserve fund for the Chetwynd Leisure Centre service/function.



General Operating Fund

240 Chetwynd Leisure Centre

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
REVENUES					
1-0010 Requisition					
01-1-0010-0015 Requisition	(1,288,777.00)	(1,288,777.00)	(1,260,798.00)	27,979	(2.17%)
Total 1-0010 Requisition	(1,288,777.00)	(1,288,777.00)	(1,260,798.00)	27,979	(2.17%)
1-0020 Surplus/Deficit					
01-1-0020-0020 Surplus/Deficit	(272,403.00)	(272,403.00)		272,403	(100.00%)
Total 1-0020 Surplus/Deficit	(272,403.00)	(272,403.00)		272,403	(100.00%)
1-0030 Grants					
01-1-0030-0034 Municipal Grants-in-lieu					#DIV/0!
Total 1-0030 Grants					#DIV/0!
1-0070 Investment Income					
01-1-0070-0071 Interest on Reserves	(8,243.21)				#DIV/0!
Total 1-0070 Investment Income	(8,243.21)				#DIV/0!
1-0080 Miscellaneous					
01-1-0080-0085 Rec Facility Op Agreement	(362,785.37)	(356,380.00)	(368,297.00)	(11,917)	3.34%
Total 1-0080 Miscellaneous	(362,785.37)	(356,380.00)	(368,297.00)	(11,917)	3.34%
1-0140 Transfer from Reserves					
01-1-0140-0139 Operating Maintenance Reserve			(256,307.00)	(256,307)	#DIV/0!
01-1-0140-0140 Operating Reserve					#DIV/0!
Total 1-0140 Transfer from Reserves			(256,307.00)	(256,307)	#DIV/0!
TOTAL REVENUES	(1,932,208.58)	(1,917,560.00)	(1,885,402.00)	32,158	(1.68%)
EXPENDITURES					
2-1000 General Expenditures					
01-2-1000-1010 Wages - Full Time	13,450.00	15,440.00	13,961.00	(1,479)	(9.58%)
01-2-1000-1030 Benefits	3,161.30	4,632.00	4,188.00	(444)	(9.59%)
01-2-1000-1040 WCB	265.80	293.00	294.00	1	0.34%
01-2-1000-2065 Insurance - Property	41,500.00	41,500.00	43,000.00	1,500	3.61%
01-2-1000-2070 Insurance - Liability	5,926.30	6,000.00	6,600.00	600	10.00%
01-2-1000-3010 Travel		191.00	184.00	(7)	(3.66%)
01-2-1000-3020 Meals		127.00	128.00	1	0.79%
01-2-1000-3030 Training & Development		228.00	554.00	326	142.98%
01-2-1000-3040 Conferences & Seminars	93.81	217.00	209.00	(8)	(3.69%)
01-2-1000-3100 Contract for Services					#DIV/0!
01-2-1000-4300 Municipal Admin Fees	61,775.00	61,734.00	62,969.00	1,235	2.00%
01-2-1000-5030 Legal Services	3,545.99	10,000.00	5,000.00	(5,000)	(50.00%)
01-2-1000-6010 Operations	1,330,402.02	1,569,660.00	1,631,317.00	61,657	3.93%
Total 2-1000 General Expenditures	1,460,120.22	1,710,022.00	1,768,404.00	58,382	3.41%
2-1150 Allocations					
01-2-1150-1160 Indirect Cost Allocation	24,718.00	24,718.00	27,308.00	2,590	10.48%
01-2-1150-1190 PRRD Vehicles	920.00	920.00		(920)	(100.00%)
Total 2-1150 Allocations	25,638.00	25,638.00	27,308.00	1,670	6.51%
2-8100 Transfers to Reserve					
01-2-8100-8110 Capital Reserve	181,900.00	181,900.00	89,690.00	(92,210)	(50.69%)
01-2-8100-8115 Operating Maintenance Reserve					#DIV/0!
01-2-8100-8120 Operating Reserve					#DIV/0!
01-2-8100-8150 Interest on reserves	8,243.21				#DIV/0!
Total 2-8100 Transfers to Reserve	190,143.21	181,900.00	89,690.00	(92,210)	(50.69%)
TOTAL EXPENDITURES	1,675,901.43	1,917,560.00	1,885,402.00	(32,158)	(1.68%)
OPERATING SURPLUS/DEFICIT	(256,307.15)				#DIV/0!
CAPITAL REVENUES					
7-0010 Requisition					
01-7-0010-0015 Requisition	(86,223.00)	(86,223.00)	(166,440.00)	(80,217)	93.03%
Total 7-0010 Requisition	(86,223.00)	(86,223.00)	(166,440.00)	(80,217)	93.03%



General Operating Fund

240 Chetwynd Leisure Centre

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
7-0020 Surplus/Deficit					
01-7-0020-0020 Surplus/Deficit	(61,777.00)	(61,777.00)		61,777	(100.00%)
Total 7-0020 Surplus/Deficit	(61,777.00)	(61,777.00)		61,777	(100.00%)
7-0120 Transfer from Reserves					
01-7-0120-8110 Capital Reserve	(1,146,038.24)	(1,464,500.00)	(117,500.00)	1,347,000	(91.98%)
Total 7-0120 Transfer from Reserves	(1,146,038.24)	(1,464,500.00)	(117,500.00)	1,347,000	(91.98%)
7-0140 Transfers from Reserve					
01-7-0140-0145 PRA Reserve	(200,000.00)	(200,000.00)		200,000	(100.00%)
Total 7-0140 Transfers from Reserve	(200,000.00)	(200,000.00)		200,000	(100.00%)
TOTAL CAPITAL REVENUES	(1,494,038.24)	(1,812,500.00)	(283,940.00)	1,528,560	(84.33%)
CAPITAL EXPENDITURES					
8-8500 Capital Expenditures					
01-8-8500-8501 Furniture, Fixtures, Equipment	5,849.67	32,500.00	208,940.00	176,440	542.89%
01-8-8500-8502 Vehicles and Machinery					#DIV/0!
01-8-8500-8503 Infrastructure	1,488,188.57	1,780,000.00	50,000.00	(1,730,000)	(97.19%)
01-8-8500-8504 Building - Foundations			25,000.00	25,000	#DIV/0!
Total 8-8500 Capital Expenditures	1,494,038.24	1,812,500.00	283,940.00	(1,528,560)	(84.33%)
TOTAL CAPITAL EXPENDITURES	1,494,038.24	1,812,500.00	283,940.00	(1,528,560)	(84.33%)
CAPITAL SURPLUS/DEFICIT					#DIV/0!
SUMMARY					
OPERATING AND CAPITAL REQUISITION					
01-1-0010-0015 Requisition	(1,288,777.00)	(1,288,777.00)	(1,260,798.00)	27,979	(2.17%)
01-7-0010-0015 Requisition	(86,223.00)	(86,223.00)	(166,440.00)	(80,217)	93.03%
Total OPERATING AND CAPITAL REQUISITION	(1,375,000.00)	(1,375,000.00)	(1,427,238.00)	(52,238)	3.80%
TOTAL BUDGET	3,169,939.67	3,730,060.00	2,169,342.00	(1,560,718)	(41.84%)

Peace River Regional District - 2025 Tax Rate Sheet
EXHIBIT 240
Chetwynd Leisure Centre

Basis of Apportionment: Converted Hospital Assessments - Improvements ONLY

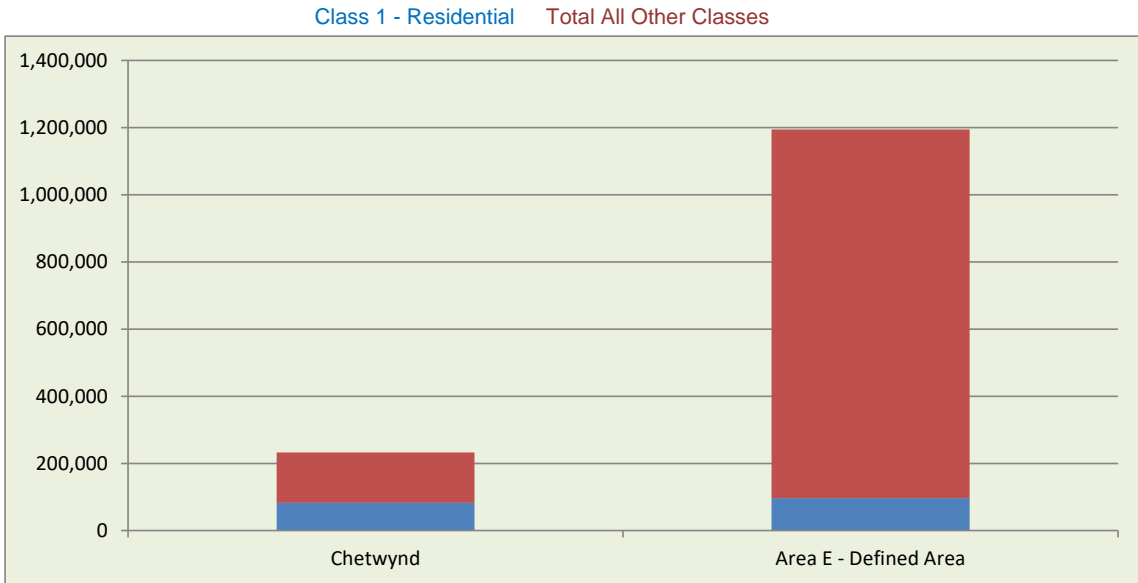
Defined Portion of Electoral Area E & District of Chetwynd

Tax Rate or Other Limitations: Greater of \$ 620,000
Bylaw No. 727, 1991 Or, the product of \$ 2.50 per \$1,000 taxable value *Max. Product \$ 4,102,715*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Chetwynd	232,801	0.3888	59,883,429	16.31%	-	232,801
Area E - Defined Area	1,194,437	0.3888	307,245,060	83.69%	-	1,194,437
Total	1,427,238	0.3888	367,128,489	100.00%	-	1,427,238

Municipal Requisition:	232,801	232,801
Electoral Area Requisition:	1,194,437	1,194,437
Total Requisition:	1,427,238	1,427,238

	2025	2024	Change \$	Change %
Total Operating Budget \$	1,885,402	1,917,560	(32,158)	-1.68%
Total Capital Budget \$	283,940	1,812,500	(1,528,560)	-84.33%
Total Budget \$	2,169,342	3,730,060	(1,560,718)	-41.84%
Total Requisition \$	1,427,238	1,375,000	52,238	3.80%
Total Assessment	367,128,489	344,347,443	22,781,046	6.62%
Tax Rate	0.3888	0.3993	-0.0105	-2.63%
Estimated tax on \$250,000 total assessment ** \$	58.32	59.90	(1.58)	-2.63%
Operating Maint Reserve at Nov 30 \$	-	168,387		
Capital Reserve at Nov 30 \$	-	3,649,233		



** The estimate is based on the assumption that the total assessment of \$250,000 consists of \$100,000 land value and \$150,000 improvement (buildings) value

2025 Budget - Supplemental Request

Retile Pool Areas

Department:	Community Services	Supplemental Type:	Capital - Replacement
Division:	Recreation	Priority:	Medium
Function	Chetwynd Leisure Centre - 240		

Description

Retiling Pool Areas is a capital project that is done to replace and repair sections of tile because of damage or end of life.

Financial Information

Capital

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
Requisition	25,000					25,000
						-
						-
	25,000	-	-	-	-	25,000

Expenses	2025	2026	2027	2028	2029	5 Year Total
Retile Pool Areas	25,000					25,000
						-
						-
	25,000	-	-	-	-	25,000

Operating

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
	-	-	-	-	-	-

Expenses	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
						-

2025 Budget - Supplemental Request

Replace Variable Frequency Drives

Department:	Community Services	Supplemental Type:	Capital - Replacement
Division:	Recreation	Priority:	Medium
Function:	Chetwynd Leisure Centre - 240		

Description

The replacement of four VFD's for the ventilation system in the pool was identified in the FCAPX Facility Audit Report to be replaced due to reaching manufacturer's recommendation for replacement.

Financial Information

Capital

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
Requisition	32,000					32,000
						-
						-
	32,000	-	-	-	-	32,000

Expenses	2025	2026	2027	2028	2029	5 Year Total
Replace Variable Frequency Drives	32,000					32,000
						-
						-
	32,000	-	-	-	-	32,000

Operating

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
	-	-	-	-	-	-

Expenses	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
						-

2025 Budget - Supplemental Request

Engineering for Energy Efficiency Program

Department:	Community Services	Supplemental Type:	Capital - New
Division:	Recreation	Priority:	Medium
Function	Chetwynd Leisure Centre - 240		

Description

The is the Engineering Cost for the three Capital Projects that Fortis BC will be funding. The Engineering costs include design services, tender completion, and construction administration.

Financial Information

Capital

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
Capital Reserve	50,000					50,000
						-
						-
	50,000	-	-	-	-	50,000

Expenses	2025	2026	2027	2028	2029	5 Year Total
Engineering for Energy Efficiency Program	50,000					50,000
						-
						-
						-
	50,000	-	-	-	-	50,000

Operating

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
	-	-	-	-	-	-

Expenses	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
						-

2025 Budget - Supplemental Request

HEAT RECOVERY USING SITE SPECIFIC HEAT PUMP (SSHP)

Department:	Community Services	Supplemental Type:	Capital - New
Division:	Recreation	Priority:	High
Function:	Chetwynd Leisure Centre - 240		

Description

This is one of the projects that was identified in the implementation Incentive Program through Fortis BC. This project will see the replacement of the aging multi-stack heat pump serving the pool with an industrial grade, low-GWP-site-specific heat pump of increased capacity and efficiency. This new system will also be integrated with the ice plant to recover additional free heat, further offsetting the load of natural gas boilers on site.

Financial Information

Capital

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
Requisition	109,440					109,440
Capital Reserve	67,500					67,500
						-
	176,940	-	-	-	-	176,940

Expenses

Expenses	2025	2026	2027	2028	2029	5 Year Total
Heat recovery using SS Heat Pump	176,940					176,940
						-
						-
						-
	176,940	-	-	-	-	176,940

Operating

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
	-	-	-	-	-	-

Expenses

Expenses	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
						-