



REPORT

To: Chair and Directors

Report Number: CS-BRD-058

From: Chetwynd Civic Properties Commission

Date: February 17, 2021

Subject: Function 240 Chetwynd Leisure Centre (Pool) Draft 2021 Budget

The following recommendations from the [January 26, 2021 Chetwynd Civic Properties Commission meeting](#) are being presented to the Regional Board for its consideration:

RECOMMENDATION #1: [Corporate Weighted]

That the Regional Board 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: [Corporate Weighted]

That the Regional Board approve the supplemental request for \$25,000, to be paid for through requisition, to retile the showers and include it in the 2021 Chetwynd Leisure Centre Budget.

RECOMMENDATION #3: [Corporate Weighted]

That the Regional Board 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: [Corporate Weighted]

That the Regional Board 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: [Corporate Weighted]

That the Regional Board include the draft 2021 Chetwynd Leisure Centre budget in the 2021 Annual Financial Plan.

BACKGROUND/RATIONALE:

Previous to the January 26, 2021 meeting of the Chetwynd Civic Properties Commission, the Commission approved on December 1, 2020 the following:

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 requested at the January 26, 2021 meeting that the Commission approve each supplemental request on an individual basis. Details of the background information provided to the Commission can be found in the [January 26, 2021 Commission meeting agenda](#).

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; and
- 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 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 Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
 - ☒ Develop a Corporate Asset Management Program

FINANCIAL CONSIDERATION(S):**Budget Highlights**

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

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

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

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 (Estimated)
Pool	\$0.4206	\$0.4251
Arena	\$0.4787	\$0.4834
TOTAL	\$.8993	\$0.9085

Attachments:

- 1) Function 240 Chetwynd Leisure Centre Draft 2021 Budget and Tax Rate.
- 2) District of Chetwynd Operating Budget (Dec 1, 2020).
- 3) F240 – Supplemental - Facility Condition Assessment
- 4) F240 – Supplemental - Rtile Showers.
- 5) F240 – Supplemental - Multi-stack Heat Recovery.
- 6) F240 – Supplemental - Chlorine Room Venting.