



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Sooke and Electoral Area Parks and Recreation Commission

Tuesday, May 3, 2022

6:30 PM

SEAPARC Board Room
2168 Phillips Road,
Sooke, BC V9Z 0Y3

Present in Board Room:

Commissioners: A. Beddows (Chair), D. Bishop (Vice-Chair), L. Hodge, J. Perkins, M. Tait

Staff: M. Alsdorf, Manager; C. Hoglund, Manager, Program Services; M. MacKeigan, Administrative Secretary (Recorder)

Public: 1

Present Electronically:

Commissioners: M. Hicks

Absent: D. Little

Chair Beddows called the meeting to order at 6:30 pm.
Commissioner Tait joined the meeting at 6:38pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Bishop.

CARRIED

3. ADOPTION OF MINUTES

Minutes of the April 5, 2022 Sooke and Electoral Area Parks and Recreation Commission.

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Perkins,
That the minutes of the Sooke and Electoral Area Parks and Recreation Commission
meeting of April 5, 2022 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

5. YOUTH MEMBER REPORT

Commissioner Hodge provided an update on the process to connect SEAPARC with the students of Edward Milne Community School (EMCS)

- The school theatre production was a success.

6. PRESENTATIONS/DELEGATIONS

6.1. Laura Hooper, District of Sooke, Manager of Parks and Environmental Services

L. Hooper provided an update on the 2022/2023 outdoor recreation projects for the District of Sooke including the Sports Box in Sunriver Estates, Basketball Hoops at Broomhill Park, Off Leash Dog Park, Little River Pedestrian Crossing connecting Sunriver Estates to Ecole Poirier Elementary School and Journey Middle School, and other future trail development.

The commission discussed the following topics:

- Acknowledging the successful communication efforts between the District of Sooke and neighbors of the Sports Box in Sunriver Estates during all phases of construction.
- The projects completed by the Juan de Fuca Electoral Area Recreation Advisory Commission including resurfacing of the Throup Rd Tennis and Pickleball Courts, construction of new Pickleball Courts in East Sooke and Port Renfrew, and the weekly cleaning of the sports field at Edward Milne Community School.
- The future development of community recreation assets will require community partners including the District of Sooke, Sooke Community Association, SEAPARC, JDF Electoral Area Recreation Advisory Commission, and the CRD.

7. COMMISSION BUSINESS

7.1. Asset Management Planning Program: Union of British Columbia Municipalities 2022

M. Alsdorf provided an overview of the report. The commission discussed the following topics:

- Completion of a facility/asset condition assessment for SEAPARC Leisure Complex will be beneficial for future grant opportunities.

MOVED by Commissioner Tait, **SECONDED** by Commissioner Perkins, That the Sooke and Electoral Area Parks and Recreation Commission recommends to the Capital Regional Board: That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Asset Management Planning Program for 2022 and direct staff to provide overall grant management.

CARRIED

7.2. Program Services, Administration and Operations Update

C. Hoglund provided an overview of the report.

7.3. First Quarter Financial Update

M. Alsdorf provided an update of the first quarter financials:

- Admission revenue is slightly under projections but is offset by membership revenue which is slightly over projections to date.
- The bulk of program revenue is budgeted for summer programs and it is anticipated that revenue forecasts should be met.
- Wages and benefits are on pace to meet budget at this point.

- Utilities are looking to come in on budget but the pool gas boiler failure resulted in additional costs for heating oil.
- Hydro expenses are projected to be slightly under budget.
- The reserve funds will be depleted with capital items for various replacement and renewals including chlorination system replacement, pool pump replacements, heat exchanger, pool glazing and roofing repairs/replacement.

The commission discussed the following:

- Previous commission approved \$10,000 per year be allocated to roof repairs on the arena building instead of a full roof replacement.
- Warranty coverage for the boiler failure.

7.4. Pool Chlorination Project Update

M. Alsdorf provided an update on the pool chlorination project. The schedule is in confirmed with the project taking place during the annual pool shutdown June 12-July 3 with no additional impact to the public and within budget.

8. NEW BUSINESS:

9. ADJOURNMENT:

MOVED by Commissioner Tait, **SECONDED** by Commissioner Perkins,

That the May 3, 2022 meeting of the Sooke and Electoral Area Parks and Recreation Commission be adjourned at 7:40pm.

CARRIED

CHAIR

RECORDER