



## Notice of Meeting and Meeting Agenda

### Sooke & Electoral Area Parks and Recreation Commission

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Tuesday, January 3, 2023

6:30 PM

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

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A. Beddows, D. Bishop, D. Little, J. Perkins, M. Tait, A. Wickheim

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

#### 1. Territorial Acknowledgement

#### 2. Election of the Chair

#### 3. Election of the Co-Chair

#### 4. Approval of Agenda

#### 5. Adoption of Minutes of September 6, 2022

##### 5.1 Minutes of the September 6, 2022 Sooke & Electoral Area Parks and Recreation Commission

**Recommendation:** That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of September 6, 2022 be adopted as circulated.

**Attachments:** Minutes: September 6, 2022

#### 6. Report of the Chair

#### 7. Presentations/Delegations

#### 8. Commission Business

##### 8.1. 2023 Commission Meeting Schedule

**Recommendation:** That the Sooke & Electoral Area Parks and Recreation Commission approve the 2023 Commission Meeting Schedule as presented.

**Attachments:** Staff Report: 2023 Sooke & Electoral Area Parks and Recreation Commission Meeting Dates

##### 8.2. 2022 Operating Surplus

**Recommendation:** That the Sooke & Electoral Area Parks and Recreation Commission approve the transfer of 50% of the 2022 operating surplus to the capital reserve and 50% to the equipment replacement fund.

**Attachments:** Staff Report: 2022 Operating Surplus

### 8.3. Capital Project Update – Arena Chiller

**Recommendation:** That the Sooke & Electoral Area Parks & Recreation Commission receives this report for information.

**Attachments:** Staff Report: Capital Project Update – Arena Chiller

## 9. Correspondence

### 9.1. Washington Kids Foundation

## 10. Notice(s) of Motion

## 11. New Business

## 12. Adjournment

The next meeting is February 7, 2023.

To ensure quorum, please advise Megan MacKeigan at [mmackeigan@crd.bc.ca](mailto:mmackeigan@crd.bc.ca) if you cannot attend.



# Capital Regional District

625 Fisgard St.,  
Victoria, BC V8W 1R7

## Meeting Minutes

### Sooke & Electoral Area Parks and Recreation Commission

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Tuesday, September 6, 2022

6:30 PM

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

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#### Present in Board Room:

**Commissioners:** A. Beddows (Chair), D. Bishop (Vice-Chair), M. Hicks, D. Little, J. Perkins, M. Tait

**Staff:** M. Alsdorf, Manager; C. Hogle, Manager of Program Services; M. Medland, Senior Financial Advisor; M. MacKeigan, Administrative Secretary (Recorder)

**Public:** 1

Chair Beddows called the meeting to order at 6:31 pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

#### 2. APPROVAL OF THE AGENDA

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

**CARRIED**

#### 3. ADOPTION OF MINUTES

Minutes of the July 19, 2022 Sooke & Electoral Area Parks and Recreation Commission.

**MOVED** by Commissioner Hicks, **SECONDED** by Commissioner Little,  
That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting  
of July 19, 2022 be adopted as circulated.

**CARRIED**

#### 4. CHAIR'S REMARKS

With the municipal elections scheduled for October 15, the October commission meeting is cancelled.

#### 5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

#### 6. COMMISSION BUSINESS

##### 6.1. 2023 Budget Review

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

- Capital Reserve Funds and the Equipment Replacement Fund
- DeMamiel Creek Golf Course cost recovery and green fees
- SEAPARC 15 passenger van usage levels
- Increase revenue from user fees versus tax requisition
- Radio Replacement
- Skate Park Renewal
- Requisition for Juan de Fuca Electoral Area and the District of Sooke
- Arena Roof Replacement

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

That the Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional Board that the attached 2023-2027 budget be approved as presented.

**CARRIED**

## 6.2. Healthy Vending

C. Hoglund provided an overview of the report. The commission discussed the following topics:

- Concession food options

## 7. CORRESPONDENCE

### 8. NOTICE(S) of MOTION:

#### 8.1. Motion with Notice: Water Park (Commissioner Bishop)

**MOVED** by Commissioner Bishop, **SECONDED** by Commissioner Tait,  
That the Sooke & Electoral Area Parks and Recreation Commission investigate a water park for the kids on this particular property, somewhere.

Discussion ensued regarding:

- Safe, accessible play space
- 2015 Strategic Plan
- Capital Project Reserve Fund and Grant Funding

**CARRIED**

#### 8.1. Motion with Notice: Stan Jones Field Future Development (Commissioner Bishop)

**MOVED** by Commissioner Bishop, **SECONDED** by Commissioner Tait,  
That the Sooke & Electoral Area Parks and Recreation Commission investigate filling Stan Jones field with rock for future development.

Discussion ensued regarding:

- Provincial and regional restrictions due to riparian area
- Impact on exiting user groups of Stan Jones Field and Sooke Bike Park

- Survey of the area via drone, requirements include permission of the landowner
- 2015 Strategic Plan
- Feasibility Study
- Financial implications
- Community Needs Assessment

**MOVED** by Commissioner Bishop, **SECONDED** by Commissioner Beddows to postpone the question indefinitely.

**CARRIED**

**9. NEW BUSINESS:**

The commission discussed the following:

- SEAPARC Suggestion Box

**10. ADJOURNMENT:**

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

That the September 6, 2022 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 8:38pm.

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CHAIR

\_\_\_\_\_

RECORDER



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**REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF TUESDAY, JANUARY 03, 2023**

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**SUBJECT**    **2023 Sooke & Electoral Area Parks and Recreation Commission Meeting  
Dates**

**ISSUE SUMMARY**

This report is to provide the Commission with a proposed meeting schedule for 2023.

**BACKGROUND**

The Commission has traditionally met on the first Tuesday of each month at 6:30pm. Following this precedent, the following dates are proposed for 2023:

- January 3
- February 7
- March 7
- April 4
- May 2
- June 6
- July 4 – Call of the Chair
- August 1 – Call of the Chair
- September 5
- October 3
- November 7
- December 5 – Call of the Chair

**ALTERNATIVES**

*Alternative 1*

That the Commission approves the 2023 meeting schedule as presented.

*Alternative 2*

That the Commission approves the 2023 meeting schedule with amendments.

**RECOMMENDATION**

That the Sooke & Electoral Area Parks and Recreation Commission approves the 2023 meeting schedule as presented.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC
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## REPORT TO THE SOOKE & ELECTORIAL AREA PARKS & RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 03, 2023

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**SUBJECT**     2022 Operating Surplus

### **ISSUE SUMMARY**

To seek approval to transfer any 2022 operating surplus to the capital reserve fund to meet the February 7, 2023, deadline.

### **BACKGROUND**

For the past several years, SEAPARC has transferred the year-end operating surplus to the capital reserve fund to help fund capital infrastructure projects. It is anticipated there will be an operating surplus for 2022 but the exact figure will not be finalized until early February, as December revenues, payroll accruals, internal interest and other payables are yet to be determined.

There are over \$5.8 million in capital projects and equipment replacement planned for 2023 through 2026. Staff will continue to search for grant opportunities, but without a guarantee of these funds, the planned projects must be funded from reserves or debt borrowing. The balance of the capital and equipment replacement reserve funds are estimated to be \$1.29 million at December 31, 2022.

The balance in the reserve fund relies on contributions as budgeted and is supplemented by surpluses from sinking funds as debt issues expire and operating surpluses occur. Any injection of additional funds to the reserves will help to alleviate a potential capital infrastructure deficit.

### **ALTERNATIVES**

#### *Alternative 1*

That the Sooke & Electoral Area Parks and Recreation Commission approve the transfer of 50% of the 2022 operating surplus to the capital reserve and 50% of the operating surplus to the equipment replacement fund.

#### *Alternative 2*

That the Sooke & Electoral Area Parks and Recreation Commission not approve the transfer of the 2022 operating surplus to the capital reserve and the equipment replacement fund.

### **IMPLICATIONS**

#### *Financial & Service Delivery Implications*

Transferring operating surplus to the capital reserves helps to provide an additional source of funding to the reserve. Reserves are necessary to ensure the long-term sustainability of infrastructure, to help match grant funding for large capital projects and to be available in cases of unscheduled emergency replacement of major equipment or infrastructure.

Transferring operating surplus to the equipment replacement fund helps to provide an additional

source of funding to ensure the long-term sustainability of equipment replacements. We do not currently have enough planned funds in the equipment replacement fund to replace our ice resurfacer in 2025 as it reaches end of life.

Carrying forward operating surplus into the next year's operations, and reducing requisition by the same, causes fluctuations on tax requisition, takes away funds from the capital reserves and encourages spending of operating funds at year-end so as not to 'lose' the surplus.

Applying the surplus towards debt is not an option available for long-term debt, except in the event of early debt repayment that may occur at a rate reset date. Generally, a rate reset occurs at the 10-year mark of a loan. SEAPARC's long term debt for the DeMamiel Creek Golf Course is for \$750,000 for a 15 year term with the interest rate reset in 2027. Therefore, the current debt is not eligible for rate resets.

**CONCLUSION**

The practice of building capital, equipment and operating reserves for funding ongoing infrastructure renewal and to address the continuing uncertainty due to the pandemic is essential to ensuring the long-term sustainability of infrastructure dependent services such as the SEAPARC Leisure Complex. As with all capital reserve funds, the resources to build the proposed reserve funds can either be part of the respective service's budget or result from an operating surplus. It is common for operations with large capital assets to allocate operating surplus to their capital reserves. Historically, the Commission has followed this practice.

**RECOMMENDATION**

That the Sooke & Electoral Area Parks and Recreation Commission approve the transfer of 50% of the 2022 operating surplus to the capital reserve and 50% to the equipment replacement fund.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services





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## REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 03, 2023

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**SUBJECT** Capital Project Update – Arena Chiller

### **ISSUE SUMMARY**

This report is to inform the Commission of the estimated timeline for the arena chiller project.

### **BACKGROUND**

The arena chiller is 20 years old and is scheduled for replacement. The replacement project was approved in the 2022 SEAPARC budget as a capital item with a project cost of \$85,000.

As part of the 2023 budget process staff reviewed the chiller project and some additional considerations.

- Moving from a tube and shell chiller to a plate and frame chiller would result in a smaller ammonia charge in the facility as well as more workspace in the ammonia plant room for staff. Both of these advantages create a safer workspace for staff and safer facility for the public, however the cost of a plate and frame chiller is slightly higher than the originally budgeted tube and shell chiller.
- A recent risk assessment of the facility noted that there are ammonia lines that run through the Zamboni bay in the arena. It is recommended that these lines are rerouted to the roof of the facility to mitigate the current safety risk as an accidental impact from the Zamboni or earthquake would result in an uncontrolled ammonia leak within the arena.
- Costs for supplies and labour have increased significantly due to inflation and labour shortages.

With these considerations, the capital project for the chiller was adjusted to include the rerouting of the ammonia lines and is now estimated at \$175,000. The updated project was approved by the Commission for the 2023 capital budget and was given preliminary approval by the CRD Board.

The chiller is approaching end of life and is a priority for replacement. The current supply chain shortages currently estimate upwards of 30 weeks for delivery of a new chiller, which will strain the timeline to complete the work during our dryfloor season without disruption to the annual Sooke Fine Arts show. Capital projects do not typically start until after CRD Board final budget approval in March but given that the project was approved in the 2022 budget and that preliminary approval for the price increase is in place, staff are working to gather the required information and specifications to put together a scope of work for the tender documents to be published in January 2023. The award of tender is slated for February/March for a July installation (pending delivery). A quick turnaround for the design by the consultant is a requirement and will be part of the tender.

**IMPLICATIONS**

*Financial Implications*

This project will be funded by the capital reserves and is budgeted at \$175,000.

*Regulatory Implications*

Technical Safety BC oversees the design, construction, installation, and operation of refrigeration equipment throughout British Columbia. Since to the ammonia incident in Fernie, BC, there has been increased regulation of refrigeration plants and a focus on ensuring equipment is in good working order to ensure the safety of staff and public.

**CONCLUSION**

The arena chiller is due for replacement in 2023. Staff will be starting this project in January to make every effort to complete the project in the scheduled year.

**RECOMMENDATION**

That the Sooke & Electoral Area Parks and Recreation Commission receives this report for information.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC
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December 2, 2022

To the attention of the SEAPARC Recreation Commission,

Washington Kids Foundation is a registered charity that has been operating in the lower mainland for the past 10+ years. Our work targets at risk and vulnerable children and youth and provides them with opportunities and mentorship through a wide variety of tailored programming.

The foundation has recently expanded its operations to Vancouver Island and has been partnering with School District #62 and the Safe Schools Coalition to work with targeted youth. Many of the youth we are working with are currently not attending school or are facing challenges to being successful in a school environment.

Our program focus is to build positive connections between our coaches and youth, provide them with recreation opportunities, homework & learning support, as well as values that will help them re-integrate into school and the community.

As we currently don't have any grant funding specifically for our Island programs and initiatives we are asking for free access to work with targeted youth Monday to Friday until the end of the school year at SEAPARC. We currently have 4-6 youth in the program as we just started two weeks ago, but have the capacity to support up to 30 school referred youth.

We appreciate and our grateful for your consideration of our request.

Regards,

Mark Elke  
Victoria Manager



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Web: [www.thewkf.com](http://www.thewkf.com)

***We inspire youth to live with purpose, passion and commitment.***

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