



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, October 3, 2023

6:30 PM

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

Present:

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

Staff: M. Alsdorf, Manager, SEAPARC Recreation; C. Hoglund, Program Services Manager; M. Medland, Senior Financial Advisor; M. MacKeigan, Administrative Secretary (Recorder)

Chair Beddows called the meeting to order at 6:30 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Little, **SECONDED** by Commissioner Wickheim,

That the agenda for the October 3, 2023 session of the SEAPARC Commission be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Little, **SECONDED** by Commissioner Bishop,

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of September 5, 2023 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

There was no report.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

There were no delegations.

6. COMMISSION BUSINESS

6.1. Program Services Update

M. Alsdorf provided an overview of the report. There was no discussion.

There is no recommendation. This report is for information only.

6.2. Road Sign Renewal

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

- Funding covers full replacement of the LED signs and the facility signs on the same post.
- Review of the tender process.
- Light pollution, ability to dim the sign from dusk to dawn.

MOVED by Commissioner Tait, **SECONDED** by Commissioner Wickheim,

The Sooke & Electoral Area Parks and Recreation Commission recommends to the CRD Board: That the 2023 SEAPARC Capital Plan be amended to include \$45,000 for road sign replacement, funded by capital reserves.

CARRIED

6.3. 2024 Service Planning

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

- The role of the proposed Manager of Operations position.
- Organizational chart, current manager positions.
- Population growth and the increase demand on existing recreational facilities, while maintaining or improving facility standards.
- Increased demand in expanding amenities.
- Reliance on one staff member for the overall operation of the pool and arena.

MOVED by Commissioner Tait, **SECONDED** by Commissioner Little,

The Sooke & Electoral Area Parks and Recreation Commission recommend the Committee of the Whole recommends to the Capital Regional District Board: That Appendix A, Community Need Summary – Arts & Recreation, be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

CARRIED

Opposed: Bishop

6.4. 2024 Budget Review and Approval Process

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

- Auxiliary positions and scheduling.
- Tax requisitions to user pay ratio.
- Radio replacement, purchase, or lease.
- Capital Reserve Funds, proportion from tax requisitions.

MOVED by Commissioner Wickheim, **SECONDED** by Commissioner Little,

The Sooke & Electoral Area Parks and Recreation Commission recommend the Committee of the Whole recommends to the Capital Regional District Board: That Appendix A, 2024-2028 SEAPARC Budget be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan

CARRIED

6.5. Skate Park – Verbal Update

M. Alsdorf provided an overview of the skate park project, the two companies provided various preliminary budgets that can vary based on the design features of the park. The next step is to go to tender for community engagement and conceptual design. The commission discussed the following topics:

- Size of the skate park, comparison to other skate parks in Greater Victoria
- ALC approval for construction

7. CORRESPONDENCE:

There were no correspondence.

8. NOTICE(S) of MOTION:

There were no notices of motion.

9. NEW BUSINESS:

The commission discussed the following:

- School District 62 statistics on registration numbers for the 2023 school year.
- Location of AED's in the facility.
- Report of issues with the hot water in the arena dressing rooms.
- Sooke Minor Hockey Association rink board dividers, is there any risk or liability with SMHA members completing the set-up/takedown.

10. ADJOURNMENT:

MOVED by Commissioner Tait, **SECONDED** by Commissioner Little,

That the October 3, 2023 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 8:07 pm.

CHAIR

RECORDER