



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, January 2, 2024

6:30 PM

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

A. Beddows, N. Dowhy, M. Tait, J. Warner, A. Wickheim, N. Quint

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 Acknowledgment

2. Election of the Chair

3. Election of the Vice-Chair

4. Approval of Agenda

5. Adoption of Minutes

5.1. Minutes from the November 7, 2023 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation: That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of November 7, 2023 be adopted as circulated.

Attachments: Minutes: November 7, 2023

6. Chair's Remarks

7. Youth Report

8. Presentations/Delegations

9. Commission Business

9.1. 2024 Commission Meeting Schedule

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the 2024 Commission Meeting Schedule as presented.

Attachments: Staff Report: 2024 Sooke & Electoral Area Parks and Recreation Commission Meeting Dates

9.2. 2023 Operating Surplus

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the transfer of 50% of the 2023 operating surplus to the capital reserve and 50% to the equipment replacement fund.

Attachments: Staff Report: 2023 Operating Surplus

9.3. Commission Recognition Policy

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission rescind Policy No. C-300.16 and C-300.18, amend Policy 700.3, and approve Policy No. C-300.01.

Attachments: Staff Report: Commission Recognition Policies
Appendix A: Policy No. C-300.18 Commission Volunteer Recognition
Appendix B: Policy No. C-300.16 Recognition of Outgoing Commissioners
Appendix C: Policy No. P-700.03 Staff and Commission Access to Facilities
Appendix D: Policy No. C-300.01 Commission Recognition Policy

9.4. SEAPARC Facility Name

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission direct staff to change the name of SEAPARC Leisure Complex to SEAPARC Recreation Centre.

Attachments: Staff Report: SEAPARC Facility Name

9.5. Capital Project & Facility Update

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

Attachments: Staff Report: Capital Project & Facility Update

10. Correspondence

11. Notice(s) of Motion

12. New Business

13. Adjournment

14. Next Meeting: February 6, 2024



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, November 7, 2023

6:30 PM

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

Present:

Commissioners: A. Beddows (Chair), D. Bishop (Vice-Chair), J. Bateman, J. Perkins, A. Wickheim (EP)

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

Public: 1

Absent: D. Little, M. Tait

EP – Electronic Participation

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

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

That the agenda for the November 7, 2023 session of the SEAPARC Commission be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Wickheim, **SECONDED** by Commissioner Bishop,

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of October 3, 2023 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

The chair recognized the long-term service of Commissioner Bishop, 13 years, and Commissioner Perkins, 25 years, on the SEAPARC Commission.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

Matt Banner, community member; Re: Junior Hockey Team in Sooke

M. Banner presented the opportunity to bring a Junior B Hockey team to Sooke which requires daytime ice for practices and two evening game slots every two weeks.

The commission discussed the following topics:

- Number of teams currently in the league
- Advertising requirements
- Refer to staff for further discussion
- Great community initiative

5.2. Delegations

There were no delegations.

6. COMMISSION BUSINESS

6.1. Sooke Fine Arts Society 2024-2029 Rental Rates

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

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

That the Sooke & Electoral Area Parks and Recreation Commission approve the rate of 65% of the Complex – Dry Floor Non-Profit for arena rental for the Sooke Fine Arts Show, to be reevaluated in five years.

CARRIED

6.2. Third Quarter Financials

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

- Location opportunities for offsite programs

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

6.3. Facility Rental Policy Amendment

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

MOVED by Commissioner Bateman, **SECONDED** by Commissioner Bishop,

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment to Policy No. A-100.03 Facility Rental.

CARRIED

6.4. SEAPARC Road Sign Renewal – Verbal Update

M. Alsdorf provided a verbal update. The request for a budget amendment was approved at the October 25 meeting of the CRD Board. Three quotes were secured, and a vendor was selected. Delivery of the replacement road sign is estimated to be 6-8 weeks. The commission discussed the following topics:

- Notification to the public of the new sign
- Budget

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:

- Review of Manager of Facilities and Operations recruitment timeline
- Review of strategic plan timeline
- Report of issues with the hot water in the arena dressing rooms at the October meeting were addressed and the temperature has improved.
- Report of missing rubber matting in the arena home player’s bench

10. ADJOURNMENT:

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

That the November 7, 2023 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:12 pm.

CHAIR

RECORDER



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**REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, JANUARY 02, 2024**

SUBJECT **2024 Sooke & Electoral Area Parks and Recreation Commission Meeting
Dates**

ISSUE SUMMARY

This report is to provide the Commission with a proposed meeting schedule for 2024.

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 2024:

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

ALTERNATIVES

Alternative 1

That the Commission approves the 2024 meeting schedule as presented.

Alternative 2

That the Commission approves the 2024 meeting schedule with amendments.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approves the 2024 meeting schedule as presented.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC
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REPORT TO THE SOOKE & ELECTORAL AREA PARKS & RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 02, 2024

SUBJECT 2023 Operating Surplus

ISSUE SUMMARY

To seek approval to transfer any 2023 operating surplus to the capital reserve and equipment replacement funds to meet the February 6, 2024, 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 2023, 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 \$8 million in capital projects and equipment replacements planned for 2024 through 2027. Some of the planned projects cannot currently be funded through capital reserves and will require grant funding or debt borrowing to proceed. The balance of the capital and equipment replacement reserve funds are estimated to be only \$563,000 at December 31, 2024.

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 2023 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 2023 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.

Carrying forward operating surplus into the next year's operations, and reducing requisitions by the same, causes fluctuations on tax demand, and takes away funds from the capital reserves, increasing reliance on debt borrowing for future appropriations.

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 and equipment reserves for funding of ongoing infrastructure renewals, and to address the continuing uncertainty in today's economy 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 2023 operating surplus to the capital reserve and 50% to the equipment replacement fund.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC
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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 02, 2024

SUBJECT **Commission Recognition Policies**

ISSUE SUMMARY

To seek approval to rescind Policy No. C-300.16 Recognition of Outgoing Commission Members and Policy No. C-300.18 Commission Volunteer Recognition, to amend Policy No. P-700.3 Staff and Commission Access to Facilities Policy, and to adopt Policy No. C-300.01 Commission Recognition Policy.

BACKGROUND

A review of policies is required to ensure they still fit the current purpose and provide clear direction to staff. The Commission Volunteer Recognition policy was last reviewed in January 2019, the Staff and Commission Access to Facilities Policy was reviewed in November 2013, and the Recognition of Outgoing Commission Members policy last reviewed in February 2012.

Having three different policies reference Commission recognition creates confusion and duplication. Amending policy No. 700.3 by removing all references to the Commission, rescinding No. C-300.16 and C-300.18, and adopting one policy that reflects the Commission's access and recognition guidelines will streamline existing policies and provide clear direction.

The current three policies reference the following:

- Commission members receive a SEAPARC Active Pass
- Commission members receive a 20% discount on pro shop sale items
- Volunteer Commission members receive a \$100 gift certificate annually
- Commission family members receive an Active Pass during the term of service
- Outgoing members receive a letter and plaque of acknowledgement, and a one-year SEAPARC Active Pass.

The Active Pass is provided to Commission members during their term of service. This is part of the protocol that normally accompanies the Commission responsibilities as representative of their respective communities. This allows them to be directly familiar with the broad spectrum of services that SEAPARC offers. Providing a discount on pro shop sale items as well as providing Commission family members an Active Pass as an extension of the members' service, are not a benefit typically gifted to appointed or elected officials. Providing volunteer appointees an annual gift certificate is also not a typical process of a Commission.

Staff recommend that the new policy include a SEAPARC Active pass for each Commission member during their term of service. In addition, all outgoing members will receive a card of acknowledgment, and volunteer members will receive a gift certificate of up to a \$100 value at the end of their term. This will ensure Commission members are recognized for their service and it will provide staff with clear direction.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission rescind Policy No. C-300.16 and Policy C-300.18

Further, that the Sooke & Electoral Area Parks and Recreation Commission amend Policy No. P-700.03 Staff and Commission Access to Facilities policy

Further, that the Sooke & Electoral Area Parks and Recreation Commission adopt Policy No. C-300.01

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The recommendations to rescind and amend the referenced policies will have minimal financial impact and will provide consistent direction for annual expenditures for Commission recognition.

Service Delivery Implications

This amendment will ensure that hours of service continue to be recognized.

CONCLUSION

Creating one policy to acknowledge Commission members terms of service will provide staff with consistent direction and will streamline the existing policies.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission rescind Policy No. C-300.16 and Policy C-300.18

Further, that the Sooke & Electoral Area Parks and Recreation Commission amend Policy No. P-700.03 Staff and Commission Access to Facilities policy

Further, that the Sooke & Electoral Area Parks and Recreation Commission adopt Policy No. C-300.01

Submitted by:	Colleen Hogle, Program Services Manager, SEAPARC
Concurrence:	Melanie Alsdorf, Manager, SEAPARC

ATTACHMENT(S)

Appendix A: Policy No. C-300.18

Appendix B: Policy No. C-300.16
Appendix C: Policy No. P-700.03
Appendix D: Policy No. C-300.01

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SUBJECT: C - 300
POLICY NO.: C - 300.18

SUBJECT: COMMISSION – Commission Volunteer Recognition

1. To provide recognition for the many hours of volunteer service contributed by community volunteer appointees to the Commission.
2. A \$100 gift certificate to a local restaurant will be presented annually to each volunteer appointee to the Commission (non-elected).
3. Policy No. F-200.8 (Annual Dinner) providing funds for an annual dinner for Commission members will be rescinded.
4. The \$1,200 “Annual Dinner” budget will be reallocated to cover costs related to ~~both Employee Long Service Recognition and~~ Commission Volunteer Recognition (Policy P-700.4)

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SECTION: C-300
POLICY NO.: C-300.16

SUBJECT: COMMISSION – Recognition of Outgoing Commission Members

The Commission may choose to recognize outgoing members for their contributions to parks and recreation in the Sooke & Electoral Area.

1. Staff shall be responsible for drafting and issuing an acknowledgment letter signed by the Regional Directors.
2. Staff shall be responsible issuing a plaque of acknowledgement.
3. Subject to the restrictions of the Community Charter, staff shall be responsible for issuing a year swim pass.

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

SECTION: P -700
POLICY NO.: P - 700.3

SUBJECT: PERSONNEL – Staff ~~& Commission~~ Access to Facilities and Programs

Drop in activity passes will be extended to staff, ~~Commission, and Commission family~~ members as a means of encouraging participation in, observation of, and familiarization with leisure services offered by the Commission.

Consideration for ~~Commission~~/Staff Pass Holders

1. The pass is valid for all drop in activities scheduled at SEAPARC Leisure Complex. Passes are to be used only during appropriate and scheduled times.
2. The pass is only to be used by the person to whom it is issued.
3. The pass is to be shown at the Reception desk each time it is used. Failure to present the pass will result in the expectation that the individual pay the appropriate admission fee.

Considerations

- The pass is a privilege, not a right. This courtesy is extended so that staff and ~~Commission members~~ are encouraged to enjoy various recreation opportunities as well as become familiar with the broad spectrum of leisure services offered by the Commission.
- Passes shall be extended to staff, ~~Commission, and Commission family~~ members.
- When an individual leaves the service of the Commission, he or she will return the pass and will no longer benefit from its associated privileges.

Consideration for Family Members

Membership passes are available to family members of staff at a discount of 50% once a staff member has completed his or her probation period. This discount does not apply to drop-in admission fees.

Discounts: Pro Shop

Staff ~~and Commission members~~ are entitled to a 20% discount on all pro-shop sale items.

Authorized by Resolution

Effective Date: November 1, 2013

Revision Date: October 2, 2013

SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION

Definitions

Staff

For purpose of this policy, staff is considered anyone who is presently employed in a regular (full-time and part-time) or auxiliary position.

Family Members

For purpose of this policy, family members are considered as follows:

- The ~~Commissioner's~~/employee's spouse/partner living in the same household.
- The ~~Commissioner's~~/employee's dependant children under the age of majority living at home.

Probationary Period

For purpose of this policy, the probationary period for staff is as follows:

Regular employee – six (6) consecutive months from the date of hire.

Auxiliary employee – equal in length of time to the hourly equivalent of a regular employee (1040 hours).



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CAPITAL REGIONAL DISTRICT COMMISSION POLICY

Policy Type	Commission		
Section	SEAPARC		
Title	Commission Recognition Policy		
Adopted Date		Policy Number	C-300.01
Last Amended			
Policy Owner	SEAPARC		

1. POLICY:

A policy to recognize members for their contributions to the Sooke & Electoral Area Parks and Recreation Commission.

2. PURPOSE:

To provide staff direction and a consistent process for recognizing Commission members for their service.

3. SCOPE:

Staff shall administer Commission Recognition as outlined in the policy.

4. DEFINITIONS:

SEAPARC Commission: Sooke & Electoral Area Parks and Recreation Commission is comprised of elected and appointed representation from the areas of District of Sooke and Juan de Fuca Electoral Area and administrates services at the SEAPARC Leisure Complex and recreation programs for the District of Sooke and the western portion of the Juan de Fuca Electoral Area.

Members: Individuals appointed to terms of service to the Sooke & Electoral Area Parks and Recreation Commission by the District of Sooke Council and Juan de Fuca Electoral Area Director or CRD Board

Appointment Terms: Terms of service that are designated by the Sooke & Electoral Area Parks and Recreation Commission Bylaw No. 2788

5. PROCEDURE:

Staff will issue an Active Pass at the beginning of the Commission member's term of service. The pass will be cancelled at the end of the Commission member's term.

Staff will issue each Commission member a card of acknowledgement at the end of their term of service.

Staff will issue a gift certificate up to a \$100 value, to volunteer appointees to the Commission at the end of their term of service.

6. SCHEDULE:

Adoption Date	Description:
	<i>SEAPARC Commission</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

Amended: P- 700.3 Staff and Commission Access to Facilities Policy

Rescinded: C-300.16 Recognition of Outgoing Commission Members

Rescinded: C-300.18 Commission Volunteer Recognition



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 02, 2024

SUBJECT SEAPARC Facility Name

ISSUE SUMMARY

To consider a change for the facility name of the SEAPARC recreation facility, currently named SEAPARC Leisure Complex.

BACKGROUND

The original recreation facility located at 2168 Phillips Road was an arena built in 1976 and was named the Sooke Arena. In 2000, the aquatic facility was opened, and the site was renamed SEAPARC Leisure Complex. Several renovations and expansions have been completed with the facility remaining under the same name.

Over the past several years, staff have received feedback from other staff members and members of the public that the facility name is confusing, and they are not sure what to find at the facility.

While historically “leisure” was a term used interchangeably with recreation, that is no longer the case. University and college programs, as well as facilities offering pool, arena and fitness facilities have predominantly switched from “leisure” to the term “recreation”.

A review of recreation facilities on Vancouver Island found that apart from SEAPARC, all facilities that provide multiple services at one site are called recreation centres/complexes. The naming convention “recreation centre” is commonly used throughout BC and Canada and used by provincial and national associations, such as BC Recreation Parks Association and the Canada Parks and Recreation Association.

Replacement of the SEAPARC road sign this year presents an opportunity to revisit the facility name, to ensure that it meets current trends and expectations.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to change the name of SEAPARC Leisure Complex to SEAPARC Recreation Centre.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to maintain the facility name, SEAPARC Leisure Complex.

Alternative 3

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

There would be no additional cost to update the design of the backlit panel of the SEAPARC road sign as planned for this year. The reception signage is also scheduled to be replaced as part of the reception redesign project this year. The lawn sign panel would be replaced in 2024 for a cost of \$2,150 funded by operating budget. All other assets would be updated with existing staff resources.

Social Implications

A facility name change to SEAPARC Recreation Centre would help build more awareness and understanding of what SEAPARC has to offer the community, particularly for new or out of area residents who may not be familiar with the facility. This name change will also better align SEAPARC with common industry language used by provincial and national associations, such as BC Recreation Parks Association and the Canada Parks and Recreation Association.

CONCLUSION

The SEAPARC Leisure Complex name is out of date with current recreation facility naming conventions and is not resonating with some community members and staff. The road sign replacement project presents an opportunity to update the name.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to change the name of SEAPARC Leisure Complex to SEAPARC Recreation Centre.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC
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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 02, 2024

SUBJECT **Capital Project & Facility Update**

ISSUE SUMMARY

To provide an update on the capital and facility projects completed June through December 2023.

BACKGROUND

Arena Chiller Replacement

CIMCO Refrigeration completed the majority of this project in early September with minor items and deficiencies being addressed from September through December culminating with a CIMCO conducted orientation for CRD (Capital Regional District) and SEAPARC staff on December 1.

Within the project a plate and frame chiller and surge drum, a variable frequency drive, activated brine pump for the cold floor, and oil pot were installed. Outside of the scope of the original project it was deemed necessary to replace both the steel warm floor and cold floor brine lines from the plant room to the headers in the trench in the arena mechanical electrical room due to corrosion. The steel lines were replaced with pvc piping and isolation valves were installed so in the future the under-arena floor brine lines can be isolated rather than having to empty the lines of brine.

Back lighting to record brine levels and digital brine temperature displays were also installed to allow staff to be more efficient, more accurate and safer when recording plant readings. The new system has resulted in a 14% reduction in the amount of ammonia needed for refrigeration; there is now 300 pounds of ammonia in the system as opposed to 350 pounds in the previous system.

The efficiency of the plate and frame chiller has seen a rise in the ice set point from -7°C to -6°C and a rise in brine temperatures of approximately 4.0 C versus previous years; the reduced demand should result in future energy savings.

Staff are pleased with the quality and condition of the ice and the feedback from users has been excellent.

Pool Structural Columns

Island Metal Craft completed work on the corroded structural columns in the pool natatorium during the June pool shutdown. Additional tile work utilizing matching tiles will be completed during the 2024 pool shutdown to complete this project.

Pool Shutdown Projects

In addition to the pool structural column repair, the following projects were completed:

- Replaced underwater LED lights
- Replacement of four valves on pool circulation lines
- Frosting of two lowest levels of windows by the hot tub
- Replaced water circulation outlet in horseshoe area of the leisure pool
- Locker maintenance and repair

- Pool boiler, pump & lectranator cell maintenance
- Replaced filter sand

Other facility projects occurring during the pool shutdown included:

- Air handling duct cleaning and sanitization
- Clean out of parking lot oil separators
- Arena board cleaning
- Refinished flooring in multipurpose rooms

Replace Sauna Benches

During the pool shutdown it was determined that the existing sauna benches were beyond repair. Staff constructed new benches using the existing benches as a template.

Parking Lot Upgrades

Painting of directional markings, center line, dedicated drop-off and bus stop areas, crosswalks and curbs, and the installation of three new speed bumps to assist with safety in the parking lot were completed. Spot paving and curb remediation will be completed early in 2024.

Fencing – Ice-out Pit

Tower Fence replaced the weathered cedar fencing around the ice out-out pit. The new fencing, including 3 gates, provides a cleaner look and provides the necessary security around the pit.

Washroom Accessibility Upgrades

Upgrades to improve washroom/change room accessibility are complete. A baby change table was installed in the male washroom in the pool lobby.

Fencing – Pressure Release Valve Capture Bin

Tower fence installed cage fencing complete with an access gate around the bin that would capture any liquid ammonia released through any of the pressure relief valves in refrigeration system.

Arena Domestic Hot Water Circulation Line and Arena Boiler

Work has been completed on the main domestic hot water circulation line which has improved the scalding concern due to high water temperatures in the arena change rooms however the arena gas boiler now has a pinhole in the exchanger which causes water to spray on the burner. This in turn has caused some intermittent issues with cold water in the arena dressing room showers. A replacement heat exchanger will be installed in the arena boiler to remedy this issue.

IMPLICATIONS

Service Delivery Implications

Scheduled repairs, replacement and preventative maintenance ensure that facilities are available and in good working condition to provide programs and services for the public.

Financial Implications

Scheduled capital projects currently meet budget allocations.

Social Implications

Accessibility upgrades improve access to the facility for patrons to participate in programs and services. Regular and ongoing maintenance ensure that the facility remains safe and operational for public access.

CONCLUSION

Repairs and improvements are part of the capital and preventative maintenance plan and ensure that facilities are in good operating condition for service delivery to the public.

RECOMMENDATION

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

Submitted by:	Melanie Alsdorf, Manager, SEAPARC
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