



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, January 7, 2025

6:30 PM

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

A. Beddows (Chair), D. Little (Vice Chair), N. Dowhy, M. Tait, J. Warner, 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. Approval of Agenda

3. Adoption of Minutes

- 3.1. Minutes from the November 5, 2024 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation: That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of November 5, 2024 be adopted as circulated.

Attachments: Minutes: November 5, 2024

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1. 2025 SEAPARC Commission Meeting Schedule

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approves the 2025 meeting schedule as presented.

Attachments: Staff Report: 2025 Sooke & Electoral Area Parks and Recreation Commission Meeting Schedule

6.2. Operating Surplus

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the transfer of the 2024 operating surplus as follows: \$25,000 to operating reserve to support the strategic plan completion with the remaining to be split equally between the capital reserve and the equipment replacement fund.

Attachments: Staff Report: Operating Surplus Report 2024

6.3. Capital Projects & Facility Update

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

Attachments: Staff Report: Capital Projects & Facility Update

7. Correspondence

8. Notice(s) of Motion

9. New Business

10. Adjournment

11. Next Meeting: March 4, 2025



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, November 5, 2024

6:30 PM

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

Present:

Commissioners: A. Beddows (Chair), D. Little (Vice Chair), N. Dowhy, M. Tait, J. Warner, N. Quint

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

Absent: A. Wickheim

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

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

That the agenda for the November 5, 2024 session of the SEAPARC Commission be approved with the addition of item 7.3 Strategic Plan Update.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Little, **SECONDED** by Commissioner Warner,

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of October 8, 2024 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

- There were no chair remarks.

5. YOUTH REPORT

- N. Quint provided the commission with a list of signatures by youth in support of additional tennis courts. The commission accepted the list and will include the support gathered as part of the strategic plan community engagement.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

- There were no presentations.

6.2. Delegations

- There were no presentations.

7. COMMISSION BUSINESS

7.1. Quarterly Financial Report

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

- Funding for the Strategic Plan
- Closure date of the golf course

This report was provided for information only.

7.2. Code of Conduct Policy

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

- Facility signage
- Methods to inform users of the policy

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Little,

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendments of Policy No. A-100.06 Code of Conduct.

CARRIED

7.3. Strategic Plan Update

M. Alsdorf provided an update on the Strategic Plan Project:

- The contract with the consultant was terminated
- A contract with a new consultant to continue the work is underway
- Overview of proposed timeline and budget

8. CORRESPONDENCE:

- There was no correspondence.

9. NOTICE(S) of MOTION:

- There were no notices of motion.

10. NEW BUSINESS:

- There was no new business.

12. ADJOURNMENT:

MOVED by Commissioner Little, **SECONDED** by Commissioner Warner,

That the November 5, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 6:50 pm.

CHAIR

RECORDER



Making a difference...together

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 07, 2025

SUBJECT 2025 Sooke & Electoral Area Parks and Recreation Commission Meeting
Schedule

ISSUE SUMMARY

This report is to provide the Commission with a proposed meeting schedule for 2025.

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 2025:

- January 7
- March 4
- April 1
- May 6
- June 3
- July 8 – Call of the Chair
- August 5 – Call of the Chair
- September 2
- October 7
- November 4
- December 2 – Call of the Chair

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approves the 2025 meeting schedule as presented.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission approves the 2025 meeting schedule with amendments.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approves the 2025 meeting schedule as presented.

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 07, 2025

SUBJECT Operating Surplus Report 2024

ISSUE SUMMARY

To seek approval to transfer any 2024 operating surplus to the capital reserve and equipment replacement funds to meet the February 2025 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 2024, 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 2025 through 2029. Some of the planned projects, such as the skate park renewal and phase one of the heat recovery project, cannot currently be funded through capital reserves and require grant funding or debt borrowing to proceed. The balance of the capital and equipment replacement reserve funds are estimated to be \$702,439 on December 31, 2025.

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 the 2024 operating surplus as follows: \$25,000 to operating reserve to support the strategic plan completion with the remaining to be split equally between the capital reserve and the equipment replacement fund.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission not approve the transfer of the 2024 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 DeMamie 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 SEAPARC Recreation. 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 the 2024 operating surplus as follows: \$25,000 to operating reserve to support the strategic plan completion with the remaining to be split equally between the capital reserve and the equipment replacement fund.

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 07, 2025

SUBJECT Capital Projects & Facility Update

ISSUE SUMMARY

To provide an update on 2024 capital and facility projects at SEAPARC Recreation Centre.

BACKGROUND

Reception Redesign

The reception redesign project is nearing completion. The main outstanding task is the installation of the glass surround. Visionary Glass is scheduled to complete this installation in early January.

Arena Dehumidifier

A new desiccant wheel for the Arena dehumidifier has been ordered. We expect to receive it in early 2025 and plan to install it during the ice-out season.

Truck Replacement

This summer, we replaced the 2003 Ford F250 with a 2013 Ford F150, previously used by CRD Fleet. This replacement came in well below our budgeted amount.

DDC Control Upgrade

The DDC upgrade is now complete. The new web-based software allows us to monitor and control the system remotely.

Roof Replacements

The tender process for roof replacement will begin in the first quarter of 2025. This will address the replacement of portions of the original tar and gravel roof areas. Remaining areas will be addressed in subsequent years.

BC Hydro Lighting Study

SEAPARC staff is collaborating with CRD Climate Action to finalize the scope of work and select one of BC Hydro's preapproved vendors to complete this project.

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

Energy and lighting upgrades improve visual accessibility while reducing energy consumption within the facility and helps 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

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

Submitted by:	Matt Curtis, Manager of Operation, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation