



# Capital Regional District

625 Fisgard St.,  
Victoria, BC V8W 1R7

## Meeting Minutes

### Sooke & Electoral Area Parks and Recreation Commission

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Tuesday, May 6, 2025

6:30 PM

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

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**Present:**

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

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

**Absent:** N. Quint

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 May 6, 2025 session of the SEAPARC Commission be approved as circulated.

**CARRIED**

#### 3. ADOPTION OF MINUTES

**MOVED** by Commissioner Dowhy, **SECONDED** by Commissioner Warner,

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of March 4, 2025 be adopted as circulated.

**CARRIED**

#### 4. CHAIR'S REMARKS

There were no remarks.

#### 5. YOUTH REPORT

There were no remarks.

## 6. PRESENTATIONS/DELEGATIONS

### 6.1. Presentations

- There were no presentations.

### 6.2. Delegations

- There were no delegations.

## 7. COMMISSION BUSINESS

### 7.1. Swim Lesson Program Update

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

- Recruitment and retention
- Staffing levels

This report was received for information.

### 7.2. Capital Projects & Facility Update

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

- Financial implications of bridge replacement
- Bridge replacement and the pending Throup Rd. project
- Parking lot configuration at DeMamiel Creek Golf Course

This report was received for information.

### 7.3. Per-Visit Pass Expiry Date

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

- Financial implications of no expiry date

This report was received for information.

### 7.4. 2025 First Quarter Financial Report

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

This report was received for information.

### 7.5. 2025-2026 Fees and Charges – SEAPARC Recreation

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

- Golf season passes

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Dowhy,

That the Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board: That the proposed fees and charges be approved for inclusion in the 2025-2026 Fees and Charges Bylaw for SEAPARC Services.

**CARRIED**

**8. CORRESPONDENCE:**

There was no correspondence.

**9. NOTICE(S) of MOTION:**

There were no notices of motion.

**10. NEW BUSINESS:**

The commission shared the following:

- District of Sooke provided an update on the Ravens Ridge Park amenities and landscaping project, and the Little River Bridge project.

**11. ADJOURNMENT:**

**MOVED** by Commissioner Wickheim, **SECONDED** by Commissioner Dowhy,

That the May 6, 2025 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:35 pm.

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CHAIR

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RECORDER