



# Capital Regional District

625 Fisgard St.,  
Victoria, BC V8W 1R7

## Notice of Meeting and Meeting Agenda

### Sooke & Electoral Area Parks and Recreation Commission

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Tuesday, September 02, 2025

6:30 PM

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

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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 June 3, 2025 Sooke & Electoral Area Parks and Recreation Commission.

**Recommendation:** That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of June 3, 2025 be adopted as circulated.

**Attachments:** Minutes: June 3, 2025

#### 4. Chair's Remarks

#### 5. Presentations/Delegations

#### 6. Commission Business

##### 6.1. Quarterly Financial Report

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

**Attachments:** Staff Report: Financial Statement of Operations – Second Quarter of 2025  
Appendix A: Statement of Operations – Second Quarter of 2025

##### 6.2. Capital Projects & Facility Update

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

**Attachments:** only. Staff Report: Capital Projects & Facility Update

##### 6.3. Strategic Priorities Fund Grant Application

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

**Attachments:** Staff Report: Strategic Priorities Fund – Capacity Building Grant

##### 6.4. Skate Park Update – Verbal

**7. Correspondence**

7.1. Sooke & District Minor Hockey Association Re: First Shift Program Room Rental

**8. Notice(s) of Motion**

**9. New Business**

**10. Adjournment**

**11. Next Meeting:** October 7, 2025



# Capital Regional District

625 Fisgard St.,  
Victoria, BC V8W 1R7

## Meeting Minutes

### Sooke & Electoral Area Parks and Recreation Commission

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Tuesday, June 03, 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, A. Wickheim, N. Quint

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

**Absent:** J. Warner

Chair Beddows called the meeting to order at 6:24pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

#### 2. APPROVAL OF THE AGENDA

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

That the agenda for the June 3, 2025 session of the SEAPARC Commission be approved as circulated.

**CARRIED**

#### 3. ADOPTION OF MINUTES

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

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of May 6, 2025 be adopted as circulated.

**CARRIED**

#### 4. CHAIR'S REMARKS

Thank you to Commissioner Quint for her participation in the SEAPARC Commission for the past 18 months as the youth representative.

#### 5. YOUTH REPORT

The students at Edward Milne Community School continue to use the services at SEAPARC, in particular the weight room and pool.

## 6. PRESENTATIONS/DELEGATIONS

### 6.1. Presentations

- There were no presentations.

### 6.2. Delegations

- There were no delegations.

## 7. COMMISSION BUSINESS

### 7.1. January to April Programs and Services Report

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

- Overall financial comparison 2024 versus 2025

This report was received for information.

### 7.2. SEAPARC Strategic Plan

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

- Park use agreements
- School access
- Referendum

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

That the Sooke & Electoral Area Parks and Recreation Commission approve the SEAPARC 2025-2035 Strategic Plan as presented.

**CARRIED**

### 7.3. Photography & Recording Policy

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

- Public versus private spaces

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

That the Sooke & Electoral Area Parks and Recreation Commission approve policy No. A-100.06 Photography, Recording and Use of Electronic Devices by the Public.

**CARRIED**

### 7.4. Skate Park Update – Verbal

M. Alsdorf provided a verbal update on the skate park project:

- The Alternative Approval Process was successful, with only 7 valid votes against the project.

- The borrowing bylaw will be brought forward to the CRD Board at the June 11, 2025 meeting.
- The Request for Proposals for the Skate Park Technical Design and Construction will be posted June 4, 2025.
- The request to the Agricultural Land Commission is an approximate wait of 4-5 months.

There was no discussion.

This report was received for information.

#### **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: the park upgrades at Ravens Ridge Park have reached major completion with installation of the multi-sport court, bleachers, picnic tables, water fountain and trees; construction of the Little River bridge is underway; the 25<sup>th</sup> anniversary celebration of the District of Sooke is taking place June 7, 2025 at Woodside Farm with the SEAPARC children's zone.
- Juan de Fuca Electoral Area: potential impact of JDF Marine Trail closure and limited access to the West Coast Trail; capacity of SEAPARC to act as cooling centre during heatwaves.

#### **11. ADJOURNMENT:**

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

That the June 3, 2025 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:25 pm.

**CARRIED**

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CHAIR

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RECORDER

**REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION  
MEETING OF TUESDAY, SEPTEMBER 02, 2025**

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**SUBJECT      Financial Statement of Operations – Second Quarter of 2025**

**ISSUE SUMMARY**

To provide financial information to the Commission for the second quarter of 2025.

**BACKGROUND**

The second quarter financial results are now available for the period ended June 30, 2025.

As of the second quarter of 2025, admissions and membership pass revenue exceed 2024 results by 7%, primarily driven by an increase in membership sales. Program revenue is up 6% over the same time frame in 2024. Expenses are on budget.

After six months of operations, actual results should be at 50% of budget utilization.

- Overall contribution revenue was on target at 50% of budget utilization.
- Operating revenues remain on target, as strong community recreation revenue is expected through summer months and seasonal arena revenue will return in the fall.
- All program and operating expenses are closely monitored and continue to remain within forecasted values.

Second quarter statement of operations notable variances from 2024 to 2025 include:

- Increase in rental revenue due to a shift in process for a pool private provider. There is an associated increase in wages with this new process.
- Decrease in sponsorships, grants, donations revenue due to closure of licensed preschool and therefore elimination of Ministry funding.
- Increase in direct operating vehicle and travel costs due in part to Zamboni repairs and replacement blade.
- Increase in indirect contract for services expense, attributed to the strategic plan.
- Variation in direct and indirect wages and benefits are the result of the new operating manager position (commenced April 2024), and reallocation of the program manager wages and benefits to indirect costs. Additionally, there is an overall decrease in direct wages due to staff illness/leave.
- Decrease in indirect repairs and maintenance expense is due to timing of parking lot line painting.

**CONCLUSION**

Overall performance is currently on target with budget expectations for the second quarter of 2025.

**RECOMMENDATION**

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

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
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**ATTACHMENTS**

Appendix A: Statement of Operations (6 month ending – June 30, 2025)

# APPENDIX A

## SEAPARC

### STATEMENT OF OPERATIONS (6 MONTH ENDING - Jun 30, 2025)

50% percentage of budget @ 6 months		% of Budget Utilized	2025 BUDGET	2025 YTD Jun-30	2024 YTD Jun-30	Actual YTD Difference 2025 to 2024	
						Dollars	%
<b>DIRECT OPERATING REVENUES</b>							
Admissions & Membership passes		48%	994,000	474,404	439,404	35,000	7%
Programs		40%	652,550	262,187	246,469	15,718	6%
Rentals		44%	392,166	172,698	148,822	23,876	14%
Resale goods, concession		35%	85,778	30,414	29,852	562	2%
Advertising		70%	7,030	4,899	650	4,249	87%
Sponsorships, grants, donations		19%	15,122	2,824	13,034	10,210	-362%
Other (commissions, fees)		36%	36,200	13,084	14,977	1,893	-14%
<b>TOTAL OPERATING REVENUES</b>		<b>44%</b>	<b>2,182,846</b>	<b>960,510</b>	<b>893,208</b>	<b>67,302</b>	<b>7%</b>
<b>DIRECT OPERATING EXPENSES</b>							
Contract & instructional services		62%	70,450	44,024	35,584	8,440	19%
Operating supplies		46%	188,750	87,581	77,157	10,424	12%
Repairs & maintenance (pool, arena, f&w, golf, outdoor, vending)		58%	147,380	84,882	71,356	13,526	16%
Rentals		32%	6,500	2,075	-	2,075	
Vehicle & travel costs		64%	15,500	9,949	3,786	6,163	62%
Wages & benefits (Pool, CR, Arena, Golf, F&W)		44%	1,532,609	673,251	720,500	47,248	-7%
Other (staff training, licences, fees, grants in aid)		56%	13,127	7,335	613	6,722	92%
<b>TOTAL DIRECT OPERATING EXPENSES</b>		<b>46%</b>	<b>1,974,316</b>	<b>909,096</b>	<b>908,995</b>	<b>101</b>	<b>0%</b>
<b>CONTRIBUTION DIRECT OPERATIONS</b>							
		<b>25%</b>	<b>208,530</b>	<b>51,414</b>	<b>- 15,786</b>	<b>67,201</b>	<b>131%</b>
<b>INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE</b>							
Advertising & promotion		49%	21,500	10,467	7,534	2,933	28%
Contract for services & legal		114%	26,000	29,610	2,288	27,322	92%
CRD Charges (IT, HR, Ops, labour)		50%	371,165	187,404	155,038	32,366	17%
Insurance		100%	48,360	48,360	32,570	15,790	
Licences, fees and dues		83%	70,650	58,970	35,984	22,985	39%
Permit Fees		154%	2,500	3,848	-	3,848	
Repairs and maintenance		43%	60,235	26,169	43,565	17,396	-66%
Pest Control		85%	1,000	853	-	853	100%
Rentals		44%	2,700	1,199	918	281	23%
Supplies		55%	58,000	31,953	44,269	12,316	-39%
Utilities		48%	287,710	139,027	126,271	12,756	9%
Travel & vehicle costs		39%	11,275	4,435	8,104	3,669	-83%
Honoraria		0%	1,000	-	-	-	
Wages & benefits (Ops&Admin, Facilities)		45%	2,063,601	926,899	831,385	95,514	10%
Other (meetings, print costs, staff training, courier, postage, etc.)		38%	21,300	8,008	12,379	4,371	-55%
Contingency			-	-	-	-	
<b>TOTAL INDIRECT EXPENSES, ADMINISTRATION, MAINTENANCE</b>		<b>48%</b>	<b>3,046,996</b>	<b>1,477,202</b>	<b>1,300,304</b>	<b>176,898</b>	<b>12%</b>
<b>INDIRECT REVENUES</b>							
<b>TOTAL INDIRECT REVENUES</b>		<b>0%</b>	<b>230</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>NET CONTRIBUTIONS (DEFICIT)</b>							
		<b>50%</b>	<b>- 2,838,236</b>	<b>- 1,425,788</b>	<b>- 1,316,091</b>	<b>- 109,697</b>	<b>8%</b>
<b>TRANSFERS &amp; DEBT</b>							
Transfers to Capital Reserve Fund		0%	362,100	-	-	-	
Transfers to Equipment Replacement Fund		50%	217,300	108,650	57,500	51,150	47%
Transfers to Operating Reserve Fund			-	-	-	-	
Debt-interest payments		33%	74,630	24,612	25,588	975	-4%
Debt-principle payments		104%	35,486	36,812	57,863	21,052	-57%
M.F.A. Debt Reserve Fund - Arena other debt		0%	230	-	-	-	
<b>TOTAL TRANSFERS &amp; DEBT</b>		<b>25%</b>	<b>689,746</b>	<b>170,074</b>	<b>140,951</b>	<b>29,123</b>	<b>17%</b>
<b>NET BEFORE REQUISITION &amp; PRIOR YEAR SURPLUS</b>							
		<b>45%</b>	<b>- 3,527,982</b>	<b>- 1,595,862</b>	<b>- 1,457,042</b>	<b>- 138,820</b>	<b>9%</b>
Requisition & Payment in Lieu		0.29%	3,502,982	10,155	10,100	55	1%
Prior Year Surplus		100%	25,000	25,000	-	25,000	
<b>NET OPERATIONS</b>			<b>-</b>	<b>- 1,560,707</b>	<b>- 1,446,942</b>	<b>- 113,765</b>	<b>7%</b>



## **REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 02, 2025**

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### **SUBJECT     Capital Projects & Facility Update**

#### **ISSUE SUMMARY**

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

#### **BACKGROUND**

##### **Pool Shutdown projects**

A plan to replace all the key water flow control valves on the circulation systems for the three pools was initiated in 2022 and the remaining six valves were installed by Mr. Baker's Plumbing to complete this initiative. All main circulation pumps were overhauled.

The deck drains' piping which runs through the surge tank for the lap pool, along with the hangers for the piping, were replaced. Staff are awaiting the delivery of replacement lateral kits for the two filters associated with the leisure pool and will be installed once they are received.

It was determined that the large metal rondelle that hung on the far wall of the pool natatorium was starting to deteriorate beyond repair and posed a hazard so was removed. All the metal from the art piece was recycled.

##### **Pool Area Roof Replacements**

The roof replacement project has been awarded to Universal Sheet Metal Ltd., which will see the replacement of most of the pool and lobby roof areas. The work will begin this month with completion in early fall.

##### **Vending Machine Replacement**

SEAPARC owns and operates its own snack vending machines. One of the machines has been replaced with a larger unit which also accepts debit and credit card payments for ease of access.

##### **Arena Speakers & Sound System**

The arena sound system was replaced by Pacific Audio Works. This is a much needed and welcomed upgrade to the current system. New wiring, speakers, seismic mounts and amplifiers were installed. Programming, tuning, and commissioning is complete as of September 2.

##### **Ice Resurfacer**

A new Zamboni ice resurfacer has been ordered with anticipated delivery in early 2026.

### **Arena Compressor Overhaul**

In alignment with SEAPARC's preventative maintenance schedule, CIMCO Refrigeration completed a major overhaul on compressor #1 (C1). A full oil change was completed on compressor #2. This work was completed in April after the ice was removed.

### **Arena Dehumidifier Dessicant Wheel Replacement**

A new dessicant wheel was installed in the arena dehumidification system in April after the ice was removed.

### **Replacement of Refrigeration Plant Pressure Relief Valves**

In accordance with provincial regulations staff purchased 12 replacement ammonia pressure relief valves ahead of their mandated replacement in the spring of 2026.

### **Exterior Facility Painting**

The exterior painting project has been awarded to Oceanside Coatings. This project will entail surface preparation and cleaning of all exterior surfaces and repainting of all surfaces apart from the newer exterior walls associated with the weight room, fitness studio and the board room.

### **BC Hydro Lighting Study**

The facility lighting study was completed by Quantum Lighting. Staff are now working to secure a vendor for the lighting control upgrade and take advantage of available grant funding. This project also considered appropriate lighting levels and safety for the pool natatorium and has prompted an upgrade project for 2026.

### **Thermal Evaluation of Electrical Panels**

A thermographic scan of all electrical panels in the facility was performed by West Coast Circuits. This non-invasive scan utilizes a thermal camera to capture heat patterns and temperature differences in components such as cables, circuit breakers, and transformers to identify potential issues such as loose connections or high electrical resistance before they lead to failures or hazards. This proactive approach enhances safety and reliability in electrical systems. Currently staff are awaiting the written report from the electrical contractor.

## **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 help 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 Operations, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation

## REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, SEPTEMBER 02, 2025

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### **SUBJECT**     Strategic Priorities Fund – Capacity Building Grant

### **ISSUE SUMMARY**

To inform the Commission of intention to apply for the Strategic Priorities Fund Capacity Building Grant.

### **BACKGROUND**

In the 2025-2035 SEAPARC Recreation Strategic Plan, one of the short-term actions is to “Develop an infrastructure growth plan for recreation infrastructure needs” to determine how best to proceed with the community need for a second arena, large gymnasium and additional program space. This plan will consider: the condition and lifespan of existing infrastructure, climate implications, opportunities for collaboration with community partners, siting options and preliminary costing. By taking a strategic and forward-looking approach, this project will ensure that next steps are fiscally responsible and in alignment with existing infrastructure and plans.

This infrastructure growth plan will be added to the 2026-2030 capital plan for Commission approval in October 2025 with intended delivery in 2026.

The Union of BC Municipalities Strategic Priorities Fund has a capacity building stream which provides funding for long-term infrastructure planning. The fund is open for applications, closing September 12, 2025. Each Regional District is permitted four applications. The internal corporate process has selected SEAPARC’s recreation infrastructure growth plan for the capacity building stream application. Staff are currently working on the grant application with Board resolution anticipated at the meeting on September 10, 2025.

### **IMPLICATIONS**

#### *Alignment with Board & Corporate Priorities*

This project aligns with the Corporate Plan goal to provide affordable recreation opportunities that improve livability. The infrastructure growth plan will also consider climate goals and implications, aligning with Board priorities.

#### *Alignment with Existing Plans & Strategies*

The recreation infrastructure growth plan is an initiative from the 2025-2035 SEAPARC Recreation Strategic Plan.

#### *Environmental & Climate Action*

The recreation infrastructure growth plan will consider climate goals and implications.

*Financial Implications*

The anticipated cost to develop the infrastructure growth plan is \$150,000, funded by capital reserves. The Strategic Priorities Fund will cover 100% of eligible costs, if successful. It is anticipated that \$30,000 in staff time is required to support the project.

**CONCLUSION**

The SEAPARC Recreation infrastructure growth plan is a proactive and strategic response to the region's rapid population growth and evolving recreation needs, ensuring that future investments are both fiscally responsible and community driven. This project will be submitted to the Union of BC Municipalities Strategic Priorities Fund – Capacity Building Stream for grant funding, pending Board resolution.

**RECOMMENDATION**

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

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
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# SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383  
SOOKE, BC V9Z 1G1  
[www.sookeminorhockey.ca](http://www.sookeminorhockey.ca)

June 4, 2025

VIA EMAIL [seaparc@crd.bc.ca](mailto:seaparc@crd.bc.ca)

Sooke & Electoral Area Parks and Recreation Commission  
SEAPARC Leisure Complex  
2168 Phillips Road  
Sooke, BC V9Z 0Y3

## Request to Reserve SEAPARC Multi-Purpose Room for NHL/NHLPA First Shift Welcome Event - No Cost Request

Dear SEAPARC Commission,

The Sooke & District Minor Hockey Association (SDMHA) is pleased to announce that on May 2, 2025, our application to host the National Hockey League (NHL) and National Hockey League Player's Association (NHLPA) First Shift program in the Winter of 2026 was approved. This will be our fourth time hosting this fantastic initiative that introduces new families to hockey.

To support this program, SDMHA is required to provide an appropriate venue for the Welcome Event. This essential event allows Bauer representatives to conduct in-person fittings for participants and distribute hockey equipment. In previous years, the SEAPARC Multi-Purpose Room proved to be an ideal location for this.

**We are writing to respectfully request the Commission's endorsement to reserve the SEAPARC Multi-Purpose Room, at no cost, on Tuesday, February 10, 2026.** Based on information from our First Shift program representative, the room would ideally be reserved from **2:00 PM to 9:00 PM**. This timeframe allows for necessary staging and setup, volunteer training, the event itself, and thorough cleanup to return the venue to its original state.

SDMHA acknowledges that last year, we experienced a logistical issue due to a third-party shipping company where a large pallet of leftover items remained in the Multi-Purpose Room after the Welcome Event, which unfortunately caused some disruption. Please be assured that SDMHA has implemented new protocols to ensure the prompt removal of all items this year.

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## About the NHL/NHLPA First Shift Program

The First Shift program's mission is to inspire new families to join the hockey community by providing an accessible and positive introduction to the sport. It aims to ensure a welcoming experience for new-to-hockey families, helping them understand why so many Canadians love the game and stimulating continued participation.



## SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383  
SOOKE, BC V9Z 1G1  
[www.sookeminorhockey.ca](http://www.sookeminorhockey.ca)

A key focus of the NHL/NHLPA First Shift, along with partners Bauer, Hockey Canada, the NHL, and the NHLPA, is to increase girls' registrations. This aligns directly with SDMHA's goals as we actively seek opportunities to grow female registration and increase the number of female players and teams within our association.

This program significantly benefits our community by removing financial barriers related to equipment costs, providing a low-cost entry to hockey that is both memorable and fun for families.

In previous years, host associations received a small subsidy to offset ice rental costs. However, due to the increased number of programs being hosted, this subsidy is no longer provided. SDMHA is now responsible for covering the cost of ice rentals for the participants, who receive six on-ice sessions to become acquainted with their gear, play small games, and learn the basics of hockey. This increased expenditure is the primary reason SDMHA is requesting the Commission's endorsement to reserve the SEAPARC Multi-Purpose Room at no cost for this vital Welcome Event, which directly benefits the Sooke community.

Thank you for considering our request and for your continued support of youth hockey in Sooke. We are confident that with your assistance, we can make the 2026 First Shift program a great success.

Sincerely,

*Allen Johnston*

Allen Johnston  
Director Risk Management  
Sooke and District Minor Hockey Association  
[Risk@Sookeminorhockey.ca](mailto:Risk@Sookeminorhockey.ca)  
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