



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Special Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, January 20, 2026

6:30 PM

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

A. Beddows, R. Finlayson, M. Tait, 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. Election of the Chair

3. Election of the Vice-Chair

4. Approval of Agenda

5. Adoption of Minutes

5.1. Minutes from the November 4, 2025 Sooke & Electoral Area Parks and Recreation Commission.

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

Attachments: Minutes: November 4, 2025

6. Chair's Remarks

7. Youth Report

8. Presentations/Delegations

9. Commission Business

9.1. 2026 SEAPARC Commission Meeting Schedule

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approves the 2026 meeting schedule as presented.

Attachments: Staff Report: 2026 Sooke & Electoral Area Parks and Recreation Commission Meeting Schedule

9.2. Strategic Plan 2025-2035 Update

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

Attachments: Staff Report: SEAPARC Strategic Plan 2025-2035 Update
Appendix A: SEAPARC Strategic Plan Update #1

9.3. Equipment Replacement Fund Carryforward

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

Attachments: Staff Report: Equipment Replacement Fund Carryforward

9.4. Capital Project & Facility Update

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

Attachments: Staff Report: Capital Project & Facility Update

10. Correspondence

11. Notice(s) of Motion

12. New Business

13. Adjournment

14. Next Meeting: March 3, 2026



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, November 04, 2025

6:30 PM

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

Present:

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

Staff: M. Alsdorf, Senior Manager, SEAPARC Recreation; M. Curtis, Manager of Operations; G. Harris, General Manager, Parks, Recreation and Environmental Services; M. MacKeigan, Administrative Secretary (Recorder)

Chair Beddows called the meeting to order at 6:34pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

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

That the agenda for the November 4, 2025 session of the SEAPARC Commission be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

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

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of October 7, 2025 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

It is great to see a full parking lot and busy facilities this evening.

5. YOUTH REPORT

Youth expressed interest in a variety of recreational activities, such as access to basketball courts, bowling, arcades, and a bigger bike park.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

- There were no presentations.

6.2. Delegations

- There were no delegations.

7. COMMISSION BUSINESS

7.1. 3rd Quarter Financial Report

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

- Concession operation for the Sooke Fine Arts Show
- Loss of grant revenue
- Program offerings in East Sooke and Shirley
- CRD charges

This report was received for information.

7.2. Marketing Assistant Position – 2027 Planning

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

- Population growth in Sooke and JDF electoral area
- Grant opportunities
- Strategic plan goals
- Growth capacity

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

That the Sooke & Electoral Area Parks and Recreation Commission directs staff to submit an initiative business case seeking approval for a new regular part-time marketing assistant position for 2027.

CARRIED

7.3. Skate Park Verbal Update

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

- Received approval from the Agricultural Land Commission for use of the School District 62 land for the skate park
- Tentative construction start date is November 17
- Temporary skate park will be located in Ravens Ridge Park
- Ground breaking event is being planned

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:

- Thanks to Commissioner Little for serving 6 years on the SEAPARC Commission and to Commissioner Warner for 2 years of service
- District of Sooke: Little River Bridge Crossing is nearly complete, approximately 10 minutes to walk from the middle of Sunriver Estates to Poirier Elementary School; a private company has been approved to develop a bowling alley in Sooke; and future development in Sooke will include parkland and trails connected to the current trail network.
- JDF Electoral Area: Community centre improvements occurring in Otter Point and Port Renfrew

11. ADJOURNMENT:

MOVED by Commissioner Tait, **SECONDED** by Commissioner Warner,

That the November 4, 2025 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:15 pm.

CARRIED

CHAIR

RECORDER

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 20, 2026

SUBJECT 2026 Sooke & Electoral Area Parks and Recreation Commission Meeting Schedule

ISSUE SUMMARY

This report is to provide the Commission with a proposed meeting schedule for 2026.

BACKGROUND

The Commission has traditionally met on the first Tuesday of each month at 6:30pm. The proposed dates for 2026 account for the municipal elections held in October and the timing to appoint Commission members. The following dates are proposed for 2026:

- January 6 – Cancelled
- January 20 – Special Meeting
- February 3 – Cancelled
- March 3
- April 7 – Call of the Chair
- May 5
- June 2
- July 7 – Call of the Chair
- August 4 – Call of the Chair
- September 1
- October 6

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approves the 2026 meeting schedule as presented.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission approves the 2026 meeting schedule with amendments.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approves the 2026 meeting schedule as presented.

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
Concurrence:	Rory Tooke, Ph.D., Acting General Manager, Parks Recreation and Environmental Services

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 20, 2026

SUBJECT SEAPARC Strategic Plan 2025-2035 Update

ISSUE SUMMARY

To update the Commission on the progress on the SEAPARC Strategic Plan initiatives.

BACKGROUND

The SEAPARC 10-year strategic plan was approved by the Commission in 2025. The plan highlights three main goals: optimize service delivery, optimize existing infrastructure and invest in new recreation infrastructure. Each of these goals outlines further actions and steps, including required resources.

Appendix A outlines the actions taken and progress on the strategic plan in 2025. Highlights include:

- Enhancements to the Leisure Involvement for Everyone (LIFE) financial assistance program
- New pool features – inflatable obstacle course, basketball hoop, tot slide, water walkway
- Arena sound system and WIFI upgrades
- Enhanced program offerings and locations
- Budget approval for 2026 development of recreation infrastructure growth plan

IMPLICATIONS

Alignment with Board & Corporate Priorities

The SEAPARC Strategic Plan supports the CRD Corporate Priorities. Specifically, Goal 10c - 'Affordable recreation opportunities that improve livability' - includes the initiative to 'Develop and implement a long-term strategic plan for SEAPARC'.

Service Delivery Implications

The strategic plan focuses on improving service delivery. In 2025, staff achieved this by offering more programs, adding new program locations, and enhancing accessibility and features.

CONCLUSION

In the first year of implementation of the SEAPARC Recreation 2025-2035 Strategic Plan, notable progress has been achieved across all three strategic goals:

- Optimizing service delivery through enhancements to program offerings and LIFE program accessibility.
- Optimizing existing infrastructure with upgrades to pool amenities, arena sound systems, and user convenience features.
- Investing in new recreation infrastructure by securing budget approval and initiating

planning for a comprehensive infrastructure growth plan in 2026.

RECOMMENDATION

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

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
Concurrence:	Rory Tooke, Ph.D., Acting General Manager, Parks Recreation and Environmental Services

ATTACHMENT(S)

Appendix A: SEAPARC Strategic Plan Update #1

A photograph of a lifeguard with long blonde hair tied back, wearing a green tank top with 'LIFEGUARD' printed on it and dark swim trunks. They are standing in a swimming pool, facing away from the camera towards a beach area with green and white flags. The background is slightly blurred.

SEAPARC Recreation Strategic Plan 2025-2035

Semiannual
Progress Report
2025

January 20,
2026



Goal #1: Optimize Service Delivery

Recreation services are highly dynamic and continually evolving. As such, SEAPARC will need to continue identifying ways to meet emerging demands, communicate available opportunities, and ensure its programming and activity mix is aligned with resident and user group needs.

Initiatives	Status	Key deliverables as of December 31, 2025			
		25	26	27	28
1A Develop a new Communications and Marketing Strategy	●				<ul style="list-style-type: none"> • New facility digital displays ordered • Updated wall display for program and schedule information • Commission approval to develop a business case for a new marketing assistant position • Addition of Instagram account for marketing
1B Conduct a "State of External Spaces Review and Inventory"	●				<ul style="list-style-type: none"> • 2025 use of East Sooke Community Hall (Bellyfit & Zumba), Shirley Community Hall (Pilates) • In progress conversations with Knox Presbyterian Church, Beecher Bay Community Hall, T'Souke Nation Health Centre & Work Link • JDF Local Area Services Building is cost prohibitive
1C Continue to identify tactics to increase aquatic staff capacity	●				<ul style="list-style-type: none"> • Regular and sequential offerings of advanced aquatic courses to support training and new staff hiring • 119 registrations in advanced aquatic courses for 2025
1D Invest incremental resources in data collection, management, and analytics	○				<ul style="list-style-type: none"> • Longer term goal. Staffing resources required
1E Continue to promote the LIFE (Leisure Involvement for Everyone) program and other accessibility supports	●				<ul style="list-style-type: none"> • More fitness classes included in the active pass, such as spin and early morning yoga • LIFE program enhancements: two-year renewal, unlimited drop-in access • Information survey completed for LIFE passholders across the region



Goal #1: Optimize Service Delivery

Recreation services are highly dynamic and continually evolving. As such, SEAPARC will need to continue identifying ways to meet emerging demands, communicate available opportunities, and ensure its programming and activity mix is aligned with resident and user group needs.

Initiatives	Status	Key deliverables as of December 31, 2025
1F Develop a program evaluation framework	25 26 27 28	<ul style="list-style-type: none"> Medium term goal. Staffing resources required.
1G Continue to focus on identifying, developing, and sustaining program partnerships	●	<ul style="list-style-type: none"> Preliminary planning/conversations with Sooke Lions Club, Sooke Health Foundation & T'Souke Nation and Work Link.
1H Further investigate specific program demands and priorities for youth, older adults, arts and culture, and nature focused programs	●	<p>New program offerings:</p> <ul style="list-style-type: none"> Youth – Youth Fitness Challenge, Teen Weights for Girls Older Adults – TIME (stroke recovery) program, Zumba Gold Arts & Culture – Maker's craft program, Paint a Present Women's Hockey Drop-in
1I Identify (and potentially focus on) 'easy win' opportunities for new or expanded types of programming that doesn't require new infrastructure	●	<ul style="list-style-type: none"> New programs offered outside/no facility required: Learn to Run, Hike Club (free)



Goal #2: Optimize Existing Infrastructure

SEAPARC manages an inventory of indoor and outdoor assets with a replacement value in the hundreds of millions of dollars. While demands exist for new infrastructure, it will be critically important for SEAPARC to sustain existing infrastructure through sound asset management practices. Opportunities to better align existing amenities and spaces with best practice and increase the value they provide to facility users will also be explored where viable.

Initiatives	Status	Key deliverables as of December 31, 2025			
		25	26	27	28
2A Work with corporate asset management staff to establish and implement a preventative management program					<ul style="list-style-type: none"> Planned for 2027/2028. Software investigation underway.
2B Undertake pool amenity and system modernizations					<ul style="list-style-type: none"> Major feature replacement – new inflatable obstacle course Replace and refresh on-deck equipment – new basketball hoop, tot slide and water walkway Pool natatorium lighting assessed. Lighting replacement scheduled for 2026
2C Investigate modernizations to the existing arena					<ul style="list-style-type: none"> Arena sound system upgrade complete
2D Identify high value opportunities to enhance comfort and convenience amenities					<ul style="list-style-type: none"> WiFi improvements complete Vending machine replacement - new machine offers card payment option Cellular upgrade design complete for upgrade in 2026



Goal #3: Invest in New Recreation Infrastructure

SEAPARC and its partners will need to determine how to best use available resources to meet current and emerging needs, which may include the addition of new amenities. These decisions will be based on maximizing community benefit using the finite resources available (cost-benefit).

Initiatives	Status				Key deliverables as of December 31, 2025
	25	26	27	28	
3A Develop an infrastructure growth plan for infrastructure needs	●				<ul style="list-style-type: none"> Budget approved for 2026 consultant to complete the recreation infrastructure growth plan Completed grant application to Strategic Priorities Fund to support the infrastructure growth plan
3B Develop a new large span multi-purpose activity and program space	○				<ul style="list-style-type: none"> Pending infrastructure growth plan
3C Add a second arena	○				<ul style="list-style-type: none"> Pending infrastructure growth plan
3D Develop additional programming space	○				<ul style="list-style-type: none"> Pending infrastructure growth plan
3E Expand the pool	○				<ul style="list-style-type: none"> Metrics do not currently trigger investigation

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 20, 2026

SUBJECT Equipment Replacement Fund Carryforward

ISSUE SUMMARY

To inform the Commission on the carryforward of equipment replacement items from 2025 for inclusion in final 2026 budget.

BACKGROUND

The SEAPARC annual budget includes an equipment replacement fund to ensure funding for replacement of essential equipment. The intention is to complete replacement of equipment in the year that is planned in the budget; however that isn't always possible.

The following items will be carried forward from 2025 to the 2026 equipment replacement budget:

Item	Rationale
Ice resurfacer	Order placed in May 2025, delivery/payment expected March 2026
Rental house heating system	Delayed due to homeowner grant application, expected completion Q2 of 2026

IMPLICATIONS

Financial Implications

There is no impact on the capital/equipment replacement budget - only the timing of replacements has changed. However, maintenance costs for the aging ice resurfacer have affected the operating budget, which is projected to exceed by \$7,500.

Service Delivery Implications

There are no anticipated impacts to service delivery.

CONCLUSION

The carryforward of equipment replacement items from 2025 to 2026 ensures planned replacements remain funded, with no impact on the capital budget. While operating costs have increased due to maintenance of the aging ice resurfacer, service delivery is expected to remain unaffected.

RECOMMENDATION

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

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
Concurrence:	Rory Tooke, Ph.D., Acting General Manager, Parks Recreation and Environmental Services
Concurrence:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services / Deputy Chief Financial Officer

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, JANUARY 20, 2026

SUBJECT Capital Projects & Facility Update

ISSUE SUMMARY

To provide an update on 2025 capital and facility projects at SEAPARC Recreation.

BACKGROUND

The 2025 budget identifies several capital and equipment replacement projects to maintain /replace SEAPARC Recreation facilities and equipment for continued service delivery. These projects are informed by the SEAPARC 20-year capital plan.

The following provides updates on projects since the last report in September 2025:

Heat Recovery Design

A request for proposal for detailed design of the energy recovery system was posted to BC Bid with the support of the corporate climate action and capital projects departments. Bid submissions are currently set to close on December 18, 2025. Staff will review and score submissions prior to award.

Pool Roof Area Replacement

The pool roof area replacement project is nearing completion with minimal flashing work remaining. During this project we identified safety concerns with some of the overhead fixtures in the pool area. As a result, we replaced end of life emergency lights, rainwater leader collection systems within the pool area and installed safety chains on the main overhead lights. The final roof portions of this project are planned for 2026.

Exterior Painting Project

The exterior painting project was not completed prior to poor weather arriving for the season. The remaining work will be completed in the spring.

Golf Course Parking Lot

The golf course parking lot was expanded to hold nearly twice as many vehicles. This will reduce the parking challenges that occur at peak times and support the growing use of the golf course.

Lighting Upgrade

The lighting and controls upgrade design is complete. A new controls system that ties into the existing building controls, as well as new pool natatorium lights will be installed in 2026.

Ice Resurfacer Replacement

The new Zamboni 526 ice resurfacer has been ordered with an expected delivery date of March 2026.

Skate Park Replacement

This project commenced on November 17, 2025 and is now well underway. Demolition of the existing skate park is complete. The old concrete has been broken down for re-use as the base of the new skate park. The contractor continues to work on the next phases, including drainage.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The capital projects follow the SEAPARC 20-year capital plan and budget-approved 5-year capital plan.

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. Pool lighting improvements will improve safety and accessibility in the pool natatorium. There have been a few unanticipated pool closures relating to the pool roof replacement project to ensure safety of staff and patrons.

Financial Implications

Scheduled capital projects currently meet budget allocations.

Climate Implications

The SEAPARC energy recovery project is critical to reach the corporate target to reduce greenhouse gas emissions by 45% by 2030. The estimated GHG reduction is 120 T CO₂e and will reduce SEAPARC Recreation Centre emissions by almost 50%. This project will also significantly reduce domestic water use as it is currently required in the cooling process for the refrigeration plant. Additional climate implications include re-use of the existing concrete as a base for the new skate park, preventing disposal of the concrete at a landfill, and lighting control upgrades to reduce energy consumption at the SEAPARC facility.

CONCLUSION

Capital projects at SEAPARC Recreation are progressing as planned, with several nearing completion and others scheduled for 2026. These initiatives support long-term facility sustainability, improve safety and accessibility, and align with climate and financial objectives.

RECOMMENDATION

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

Submitted by:	Matt Curtis, Manager of Operation, SEAPARC Recreation
Concurrence:	Melanie Aldorf, Senior Manager, SEAPARC Recreation
Concurrence:	Rory Tooke, Ph.D., Acting General Manager, Parks Recreation and Environmental Services

ATTACHMENT(S)

Presentation