



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, March 03, 2026

6:30 PM

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

Present:

Commissioners: A. Beddows (Chair), N.Dowhy (Vice Chair), J.Bateman, M. Swinburnson, A. Wickheim,

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

Absent: R. Finlayson, L. Haug

M. Alsdorf called the meeting to order at 6:31pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. ELECTION OF THE CHAIR

The Chair called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2025/2026. Commissioner Beddows was nominated and accepted his nomination. The Chair called two times for further nominations and, as there was none, Commissioner Beddows was declared Chair by acclamation.

3. ELECTION OF THE VICE-CHAIR

The Chair called for nominations for the position of Vice-Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2026/2027. Commissioner Dowhy was nominated and accepted his nomination. The Chair called two times for further nominations and, as there was none, Commissioner Dowhy was declared Vice Chair by acclamation.

4. APPROVAL OF THE AGENDA

MOVED by Commissioner Swinburnson, **SECONDED** by Commissioner Bateman,

That the agenda for the March 3, 2026 session of the SEAPARC Commission be approved as circulated.

CARRIED

5. ADOPTION OF MINUTES

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

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

CARRIED

6. CHAIR'S REMARKS

It is great to be back after a long break. I would like to extend a warm welcome to our new Commission members—we are glad to have you join us. This is a wonderful team to work with, and I look forward to the year ahead.

7. YOUTH REPORT

There was no youth report.

8. PRESENTATIONS/DELEGATIONS

8.1. Presentations

- There were no presentations.

8.2. Delegations

- There were no delegations.

9. COMMISSION BUSINESS

9.1. 2026 SEAPARC Commission Meeting Schedule

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

- Virtual participation

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

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

CARRIED

9.2. Strategic Plan 2025-2035 Update

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

- Fee structure for facility rentals at the JDF Building and District of Sooke Parks
- Affordability of programs

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

9.3. Annual Programs & Services Update

C. Hoglund provided an overview of the report. A revised appendix was provided. The commission discussed the following:

- Statistics year over year
- Sport Box rentals
- Sport Box wayfinding signage

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

9.4. Capital Project & Facility Update

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

- Projected heat recovery
- Heating sources
- Graffiti versus non-graffiti skate parks
- Canadian products and suppliers
- Recognition of staff response to the rain leader replacement in the pool natatorium

There is no recommendation. This report was received for information.

9.5. LIFE Program Update

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

- Program access for seniors

There is no recommendation. This report was received for information.

9.6. Year End Financials

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

There is no recommendation. This report was received for information.

9.7. Equipment Replacement Fund Carryforward

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

- Zamboni disposition

There is no recommendation. This report was received for information.

9.8. Infrastructure Growth Plan

M. Alsdorf provided an update on the project:

- The Request for Proposals was posted in November and closed January 16
- The evaluation committee selected three firms to present their proposal
- One firm was selected and received the notice of award
- Contract development is underway
- Project kick-off is anticipated for mid-March with a site tour and review of reports

1. The project still qualifies for the grant which will be awarded in August 2026

The commission discussed the following:

- Community consultation

There is no recommendation. This report was received for information.

10. CORRESPONDENCE:

There was no correspondence.

11. NOTICE(S) of MOTION:

There were no notices of motion.

12. NEW BUSINESS:

There was no new business.

13. ADJOURNMENT:

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

That the March 3, 2026 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:45 pm.

CARRIED

CHAIR

RECORDER