



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Thursday, October 08,
2026

6:30 PM

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

A. Beddows (Chair), N. Dowhy (Vice Chair), L. Haug, M. Swinburnson, 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. Approval of Agenda

3. Adoption of Minutes

- 3.1. Minutes from the September 1, 2026 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation: That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of September 1, 2026 be adopted as circulated.

Attachments: Minutes: September 1, 2026

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1. Commission Remuneration

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:

1. That effective January 1, 2027, all Commissioners of the Sooke & Electoral Area Parks and Recreation Commission be eligible to receive per meeting payments pursuant to the CRD Board Remuneration and Travel Expense Reimbursement Policy.
2. That the 2027-2031 Financial Plan be updated to include an annual cost of \$17,808 for per meeting payments to Commissioners.

Attachments: Staff Report: Remuneration for Sooke & Electoral Area Parks and Recreation Commissioners
Appendix A: Staff Report to Board (June 10, 2026) – 2027-2030 CRD Board Remuneration and Travel Expense Reimbursement Policy Update

6.2. Commission Recognition Policy Update

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the revised Policy No. C-300.01.

Attachments: Staff Report: Amendment Policy No. C-300.01 and Renaming Commission Member Facility Access Policy
Appendix A: Policy No. C-300.01 Commission Recognition Policy – Redlined Version

6.3. Capital Projects & Facility Updates

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

Attachments: Staff Report: Capital Projects & Facility Update

6.4. May to August Programs and Service Report

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

Attachments: Staff Report: Programs and Services Report - May to August 2026
Appendix A: Programs & Services Highlights - May to August 2026

7. Correspondence

8. Notice(s) of Motion

9. New Business

10. Adjournment

11. Next Meeting: January 5, 2027



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, September 01, 2026

6:30 PM

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

Present:

Commissioners: A. Beddows (Chair), N. Dowhy (Vice Chair), R. L. Haug, M. Swinburnson, M. Tait, A. Wickheim

Staff: M. Alsdorf, Senior Manager, SEAPARC Recreation; M. Curtis, Manager of Operations; C. Hoglund, Program Services Manager; G. Harris, Acting General Manager Parks, Recreation and Environmental Services; M. Medland, Senior Financial Advisor; M. MacKeigan, Administrative Secretary (Recorder)

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Tait, **SECONDED** by Commissioner Swinburnson,

That the agenda for the September 1, 2026 session of the SEAPARC Commission be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

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

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of June 2, 2026 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

The Chair reported on a successful summer season, noting positive community feedback regarding SEAPARC's programs and services. The Chair also acknowledged the success of the 40th Anniversary of the Sooke Fine Arts Show and recognized SEAPARC's contribution as the host facility.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

- There were no presentations.

5.2. Delegations

- There were no delegations.

6. COMMISSION BUSINESS

6.1. 2nd Quarter Financial Update

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

- Cost savings for software licenses
- Ice utilization for August and attendance to public sessions

This report was received for information.

6.2. 2027 Budget

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

- Wage increments within the collective agreement
- Asset management
- Capital reserve funds

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

That the Sooke & Electoral Area Parks and Recreation Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, 2027-2031 SEAPARC Budget be approved as presented and form the basis of the Provisional 2027-2031 Financial Plan

CARRIED

6.3. Strategic Plan Update

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

- Community partnership opportunities

This report was received for information.

7. CORRESPONDENCE:

There was no correspondence.

8. NOTICE(S) of MOTION:

There were no notices of motion.

9. NEW BUSINESS:

The commission shared the following:

- District of Sooke Update: Discussion on the Throup Road connector project continues, with potential impacts to SEAPARC property. The Sooke RCMP is launching a new Community Youth Officer Program this fall.
- JDF Electoral Area Update: The Port Renfrew Community Centre is undergoing facility improvements. An increase in road cycling activity has been observed in the Otter Point and Shirley areas, along with growing participation in water-based activities such as kite surfing and hydrofoiling in the Jordan River area.

10. ADJOURNMENT:

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

That the September 1, 2026 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:28 pm.

CARRIED

CHAIR

RECORDER



Making a difference...together

REPORT TO SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF THURSDAY, OCTOBER 8, 2026

SUBJECT **Remuneration for Sooke & Electoral Area Parks and Recreation Commissioners**

ISSUE SUMMARY

The Capital Regional District Board (CRD) recently updated its remuneration policy for members of CRD Boards and Commissions. Pursuant to the new policy provisions, the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC) is required to determine whether Commissioners will be eligible to receive per-meeting remuneration beginning January 1, 2027.

BACKGROUND

The CRD Board Remuneration and Travel Expense Reimbursement Policy (Policy) was reviewed earlier this year using the external consulting firm of Western Compensation and Benefits Consultants, and changes to the Policy were adopted for implementation on January 1, 2027.

The amended Policy permits delegated commissions to determine whether per-meeting remuneration will be provided to Commissioners. Commissioners of delegated Commissions are eligible for per meeting remuneration payments, at a prescribed rate established in the Policy, where approved by the Commission and Regional Board.

On June 10, 2026, the CRD Board resolved the following:

1. *That the CRD Board remuneration philosophy be revised to remove the per meeting payments to CRD Directors appointed to local and sub-regional Commissions; and*
2. *That that the CRD Board remuneration philosophy be revised to authorize CRD Commissions to provide per meeting payments for all Commissioners as may be approved by the Commission and the CRD Board and paid at the per meeting rate from the Commission's service budget; and*
3. *That the CRD Board Remuneration and Travel Expense Policy be approved effective January 1, 2027, as attached.*
4. *That the review occurs in the final year of each Board term to take effect for the following Board term.*

As a result, the CRD Board is requesting that each delegated CRD Commission consider by resolution whether Commissioners receive per meeting payments, at the Board-approved per meeting rate of two hundred twelve dollars (\$212) per meeting, to be paid from the Commission's service budget.

Discussion

SEAPARC has historically recognized Commissioners through a family annual pass and, for volunteer Commissioners, a \$100 gift card upon completion of a two-year term. The amended CRD policy provides the option of per-meeting remuneration for all Commissioners. Adoption of remuneration would shift the Commission from a recognition model to a compensation model and

add approximately \$17,808 in annual costs to the service budget. The Commission may choose to participate in the remuneration framework or continue its current approach to recognizing Commissioner service.

ALTERNATIVES

Alternative 1

The Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:

1. That effective January 1, 2027, all Commissioners of the Sooke & Electoral Area Parks and Recreation Commission be eligible to receive per meeting payments pursuant to the CRD Board Remuneration and Travel Expense Reimbursement Policy.
2. That the 2027-2031 Financial Plan be updated to include an annual cost of \$17,808 for per meeting payments to Commissioners.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission recommend that Commissioners not receive per-meeting remuneration under the CRD Board Remuneration and Travel Expense Reimbursement Policy.

IMPLICATIONS

Alignment with Existing Plans & Strategies

Currently, per meeting payments for SEAPARC are limited to Commissioners who are Directors of the Regional Board. Effective January 1, 2027, Directors will no longer be eligible for per meeting payments under the updated Policy unless a resolution is passed to remunerate all Commissioners.

The Policy's amended Schedule 1 contains a new Section 15, for Commissioners where approved by the Board and Commission, to be eligible for per meeting payments of \$212 consisting of:

1. \$142 per meeting remuneration for attendance; and
2. Up to \$70 reimbursement per meeting for eligible expenses.

Financial Implications

The estimated annual cost of \$17,808 assumes twelve regular meetings and full attendance by seven Commissioners. Additional special meetings would increase this amount. The remuneration cost would be funded through the Commission's operating budget and ultimately borne by service taxpayers.

If approved, this request would increase the 2027 requisition by an additional 0.5%, raising the overall increase from 6.7% to 7.2%. The Commission approved a requisition of \$3,992,585 at its September 1, 2026 meeting. Approval of this amendment would increase the total requisition to \$4,010,393.

Commissioners currently receive a family annual pass and volunteer Commissioners receive a \$100 gift card upon completion of their two-year term for a total annual budget of \$300. These existing recognition measures would remain in place unless otherwise directed by the Commission.

CONCLUSION

The Capital Regional District (CRD) Board has requested that delegated Commissions determine whether Commissioners will be eligible to receive per-meeting remuneration under the updated CRD Board Remuneration and Travel Expense Reimbursement Policy. Should the Commission choose to authorize remuneration, the estimated annual budget impact would be \$17,808. Alternatively, the Commission may choose to continue its current recognition practice.

RECOMMENDATION

The Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:

1. That effective January 1, 2027, all Commissioners of the Sooke & Electoral Area Parks and Recreation Commission be eligible to receive per meeting payments pursuant to the CRD Board Remuneration and Travel Expense Reimbursement Policy.
2. That the 2027-2031 Financial Plan be updated to include an annual cost of \$17,808 for per meeting payments to Commissioners.

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
Concurrence:	Glenn Harris, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Staff Report to Board (June 10, 2026) – 2027-2030 CRD Board Remuneration and Travel Expense Reimbursement Policy Update

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 10, 2026**

SUBJECT **2027-2030 CRD Board Remuneration and Travel Expense Reimbursement Policy Update**

ISSUE SUMMARY

To provide the updated CRD Board Remuneration and Travel Expense Reimbursement Policy, effective the 2027-2030 CRD Board term.

BACKGROUND

The CRD Board has approved a CRD Board Remuneration and Travel Expense Reimbursement Policy ("Policy"). This Policy applies to CRD Board Directors, Commission members, First Nations Members, and certain Board appointees to external Boards. The Policy was initially established in 2016 and is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. As a foundation of the Policy, the remuneration philosophy established by the CRD Board is as follows:

1. a base Director annual stipend as the average (applied as median) paid to CRD member councillors, which recognizes attendance at all CRD Board meetings and Committee of the Whole meetings plus two Standing Committee commitments;
2. an additional annual stipend to Electoral Area Directors to provide overall remuneration consistent with the average (median) paid to CRD member mayors, which recognizes all additional Electoral Area work including Electoral Area Commission commitments;
3. an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees;
4. additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Regional Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair; CRD Directors who are involved on more than two Standing Committees; and Commissioners of the Salt Spring Island Local Community Commission;
5. per meeting payments to Alternate Directors consistent with payments made by other Regional Districts, and to CRD Directors appointed to local and sub-regional Commissions and external Boards except where remuneration is already paid and/or not eligible; and
6. that the annual cost of living adjustment based on the Victoria Consumer Price Index (CPI) continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.

Capital Regional District Board – June 10, 2026
2027-2030 CRD Board Remuneration and Travel Expense Reimbursement Policy Update 2

The regular review of the Policy was undertaken in early 2026 and the results of that review were presented to the CRD Board on May 13, 2026 (Appendix B). At that Board meeting, the Board moved:

That with the information and recommendations as provided by the consultants at the meeting of May 13, 2026, that staff be directed to update the CRD Board Remuneration and Travel Expense Policy for CRD Board consideration.

Staff have updated the Policy with the information from the consultants to be effective starting the 2027-2030 CRD Board term (Appendix A).

In the Policy update starting in January 2027, staff are recommending that the remuneration philosophy be amended to remove the additional stipend paid the CRD Directors appointed to local and sub-regional Commissions, and rather enable Commissions to consider payment to all Commissioners from service budgets at the per meeting rate should they elect to do so and where approved by the CRD Board.

ALTERNATIVES

Alternative 1

1. That the CRD Board remuneration philosophy be revised to remove the per meeting payments to CRD Directors appointed to local and sub-regional Commissions; and
2. That that the CRD Board remuneration philosophy be revised to authorize CRD Commissions to provide per meeting payments for all Commissioners as may be approved by the Commission and the CRD Board and paid at the per meeting rate from the Commission's service budget; and
3. That the CRD Board Remuneration and Travel Expense Policy be approved effective January 1, 2027, as attached.

Alternative 2

1. That that the CRD Board remuneration philosophy be revised to authorize CRD Commissions to provide per meeting payments for all Commissioners as may be approved by the Commission and the CRD Board and paid at the per meeting rate from the Commission's service budget; and
2. That the CRD Board Remuneration and Travel Expense Policy be approved effective January 1, 2027, as attached, amended to continue to include per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external Boards except where remuneration is already paid and/or not eligible.

Alternative 3

The Capital Regional District Board approve that the CRD Board Remuneration and Travel Expense Policy be approved effective January 1, 2027, as attached, amended to continue to include per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external Boards except where remuneration is already paid and/or not eligible.

Alternative 4

That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The CRD Board established a comprehensive remuneration Policy. The Policy ensures relative market consistency based on the overall remuneration philosophy. On May 13, 2026 the CRD Board approved the consultant's recommendations for remuneration effective January 1, 2027, requiring updates to the Policy.

Since the Policy was implemented, several CRD Commissions have expressed desire in considering per meeting payments recognizing the significant commitment and expectations of many Commissioners. Currently payments to commissions are permitted as follows: the Regional Water Supply Commissioners receive per meeting payments; CRD Board Directors appointed to a local or sub-regional Commission are eligible for per meeting payments; and the elected Salt Spring Island Local Community Commissioners receive annual stipends. Concern from some Commissions have been raised that this model of payment has created inconsistency.

Financial Implications

The approved implementation date for remuneration adjustments would be for the new Board term 2027-2030, starting in January 2027. Based on current level of effort, total 2027 remuneration aligned with Policy would be adjusted by approximately: \$140,000 for the Board expenditure service; \$50,000 for Electoral Areas; and \$25,000 for the Regional Water Supply. Remuneration for the calendar years 2028-2030 would be adjusted based on the year end Victoria Consumer Price Index in accordance with Policy. Mileage and related allowances are updated annually and will continue to be incorporated into the Policy once these are determined by the Government of Canada.

Should meeting payments for Commissioners be approved, the per meeting costs at the per meeting rate would be budgeted within service budgets, with actual costs subject to the numbers of Commissioners, the number of annual meetings, and attendance.

CONCLUSION

The CRD Board has established a CRD Board Remuneration and Travel Expense Reimbursement Policy. The Policy is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. In a review of the comparable organizations, it has been determined that adjustments to remuneration are required and that the Policy be updated accordingly to be commensurate with the 2027-2030 Board term. Staff have updated the Policy based on the direction of the CRD Board.

RECOMMENDATION

1. That the CRD Board remuneration philosophy be revised to remove the per meeting payments to CRD Directors appointed to local and sub-regional Commissions; and
2. That that the CRD Board remuneration philosophy be revised to authorize CRD Commissions to provide per meeting payments for all Commissioners as may be approved by the Commission and the CRD Board and paid at the per meeting rate from the Commission's service budget; and
3. That the CRD Board Remuneration and Travel Expense Policy be approved effective January 1, 2027, as attached.

Capital Regional District Board – June 10, 2026
2027-2030 CRD Board Remuneration and Travel Expense Reimbursement Policy Update 4

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager, People, Safety and Culture
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Board Remuneration and Travel Expense Reimbursement Policy (effective January 1, 2027) (redlined)

Appendix B: CRD Board Remuneration and Travel Expense Report, Western Compensation and Benefits Consultants, April 23, 2026



CAPITAL REGIONAL DISTRICT BOARD POLICY

Policy Type	<i>Board</i>		
Section	<i>Executive Services, People, Safety & Culture (PS&C)</i>		
Title	BOARD REMUNERATION AND TRAVEL EXPENSE REIMBURSEMENT		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	January 20 <u>TBD</u> , 2026	Amended By	PS&C <u>Board</u>
Policy Owner	People, Safety & Culture (PS&C)		

1. POLICY:

Board of Directors Remuneration and Travel Expense Policy.

2. PURPOSE:

To outline the Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

3. SCOPE:

The policy applies to all CRD Board Directors, Commission members, First Nations Members and certain Board appointees to external Boards.

4. DEFINITIONS:

“Board Remuneration”: means any compensation paid to Board Directors, certain Commission members, First Nations Members and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

5. PROCEDURE:

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

- a) All Board Directors, certain Commission members, Municipal Councillors, First Nations Members and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.
- b) Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.

- c) The remuneration amounts will be adjusted annually, by Financial Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.
- d) The remuneration structure will be reviewed periodically as directed by the Board.

6. SCHEDULES:

- 1. CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY
- 2. REMUNERATION ELIGIBILITY TABLE
- 3. CRD BOARD REMUNERATION PHILOSOPHY

7. AMENDMENTS:

Adoption Date	Description
September 9, 2015 (Revised April 18, 2016)	<i>Approved by the Board</i>
April 12, 2017 (eff. January 1, 2017)	<i>Amendment 1, approved by the Board</i>
May 9, 2018 (eff. January 1, 2019)	<i>Amendment 2, approved by the Board</i>
February 10, 2020 (Schedule 1 and 2 updates)	<i>Amendment 3, approved by Human Resources (eff Jan.2020 Schedule 1; Dec.2019 Schedule 2)</i>
January 13, 2021 (Schedule 2 update)	<i>Amendment 4, approved by the Board</i>
February 2, 2021 (Schedule 1 update)	<i>Amendment 5, approved by Human Resources (eff. Jan.2021)</i>
January 24, 2022 (Schedule 1 update)	<i>Amendment 6, approved by Human Resources (eff. Jan.2022)</i>
January 20, 2023 (Schedule 1 update)	<i>Amendment 7, approved by Human Resources (eff. Jan.2023)</i>
June 2023	<i>Amendment 8, approved by the Board (eff. June 2023)</i>
January 19, 2024 (Schedule 1 update)	<i>Amendment 9, approved by Human Resources (eff. Jan.2024)</i>
December 11, 2024	<i>Amendment 10, approved by the Board (eff. Jan.1, 2025 - Schedule 1: SSI Electoral Area Director, Local Community Commission Commissioner)</i>
January 22, 2025 (Schedule 1 update)	<i>Amendment 11, approved by Human Resources (eff.Jan. 2025)</i>

January 20, 2026 (Schedule 1 update)	<i>Amendment 12, approved by People, Safety & Culture (eff. Jan. 2026)</i>
<u>TBD, 2026</u> <u>(Schedule 1 update;</u> <u>Schedule 2 update;</u> <u>Schedule 3 update)</u>	<u><i>Amendment 13, approved the the Board (eff. Jan. 2027)</i></u>

8. REVIEWS:

Review Date	Description:
Annually	<i>Review annually for schedule(s) update</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

- *Bylaw No. 3828, "Board Procedures Bylaw, 2012"*

SCHEDULE 1

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

*Effective January 1, 2026
(E&OE)*

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
ANNUAL STIPENDS			
Paid periodically throughout the year (currently, biweekly)			
CRD / CRHD Board Directors	16,347 <u>18,845</u>	8,174 <u>9,105</u>	24,521 <u>27,590</u>
<i>Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments *where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair</i>			
Electoral Area Directors (additional)			
- JDF Electoral Area; SGI Electoral Area	31,512 <u>39,729</u>	15,756 <u>19,567</u>	47,268 <u>59,295</u>
- SSI Electoral Area	24,692 <u>32,874</u>	12,346 <u>16,191</u>	37,038 <u>49,065</u>
CRD Board Chair (additional)	24,042 <u>21,120</u>	12,021 <u>11,880</u>	36,063 <u>36,000</u>
CRD Board Vice-Chair (additional)	4,807 <u>5,113</u>	2,404 <u>2,518</u>	7,211 <u>7,631</u>
CRHD Board Chair (additional)	5,113 <u>4,807</u>	2,518 <u>2,404</u>	7,631 <u>7,211</u>
<i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>			
Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair (additional) (when appointed by CRD Board Chair)	2,405 <u>2,773</u>	1,202 <u>1,366</u>	3,607 <u>4,139</u>
Additional Board Standing Committee(s) (additional)	5,113 <u>4,807</u>	2,518 <u>2,404</u>	7,631 <u>7,211</u>
<i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>			
Salt Spring Island Local Community Commissioner	8,954 <u>10,167</u>	4,477 <u>5,008</u>	13,431 <u>15,175</u>
<i>(Payable to all elected LCC commissioners, except the Electoral Area Director)</i>			
PER MEETING PAYMENTS			
Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance (see Footnote 2 – Eligibility Verification)			
Alternate CRD/CRHD Board Director and Acting Standing Committee Chair	73 <u>142</u>	37 <u>70</u>	110 <u>212</u>
CRD Board Directors—Local & Sub-Regional Commission/Committee Meetings	73	37	110
Does not apply when:			
i. Commission /Committee within the responsibilities of the Electoral Area Director			
ii. Remuneration is already paid by the Commission			
iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other			

11 10	First Nation Member appointees to eligible CRD Committee	14273	7037	110212
12 11	CRD Board Directors – appointed by CRD to External Board	14273	7037	110212
	Does not apply when:			
	i. External Board falls within the responsibilities of the Electoral Area Director			
	ii. Remuneration is already paid by the External Board			
	iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other			
13 12	CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area	14273	7037	110212
	Applies only when:			
	a. Attendance at a JDFA land use committee meeting of which the director is a member			
	b. Attendance at any land use public hearing of the JDFA regarding an area where the director is eligible to vote on decisions at the CRD Board			
	Does not apply to the Electoral Area Director			
14 13	Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director	14273	7037	110212
15 14	All Commissioners - Regional Water Supply Commission	14273	7037	110212
15 15	<u>Commissioners – where approved by the Board and Commission</u>	142	70	212
16 16	Forum of Councils – First Nations, Municipal Councilors and Directors	14273	7037	110212

TRAVEL EXPENSES

(see Footnote 3 regarding claim process)

17	All Director, LCC Commissioner, or First Nation Member Travel - to and from meetings where the Director, LCC Commissioner or First Nation Member is a member	\$0.67	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees
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DIRECTOR TRAVEL

Within Capital Region/Vancouver Island and Lower Mainland

18	Travel by Personal Automobile	\$0.67	Per kilometre
19	Travel by Bus, Train, Ferry, Air (economy class)	Actual expense	Payable upon receipt

DIRECTOR TRAVEL

Outside Capital Region/Vancouver Island and Lower Mainland

20	Travel by Personal Automobile	\$0.67	Per kilometre
21	Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)	Actual expense	Payable upon receipt

22	Electoral Area Director Travel - within Electoral Area	\$0.67	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business
23	CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs	\$0.67	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
MEALS			
24	For Travel Requiring Greater-Than 24 Hours from Place of Residence	\$84.00	Per diem allowance for meals, gratuities, parking, local calls
	For Travel Requiring Less-than 24 Hours from Place of Residence		
25	- Breakfast	\$18.00	See Footnote 1
26	- Lunch	\$24.00	See Footnote 1
27	- Dinner	\$42.00	See Footnote 1
OTHER			
28	Seminars, Courses, Conferences, Meetings	Actual Cost	Registration Fees paid for single participation (Receipt required)
29	Accommodation	Actual Cost	Based on single occupancy
30	Taxi Expenses	Actual Cost	Receipts are required
31	Long Distance Telephone Calls	Actual Cost	Receipts are required

FOOTNOTES

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

(2) Eligibility Verification:

For attendance at meetings, seminars, courses, conferences and/or meetings outside of CRD facilities, claimants will confirm their attendance on the CRD Travel Expense Report Claim form and eligibility of expense claims will be approved by Legislative Services.

(3) Travel Expense Claims Process:

Claims for travel expenses are submitted to *Legislative Services* for approval on the CRD Travel Expense Report Claim form within thirty (30) *calendar days* of the period in which the expenses were incurred.

SCHEDULE 2

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

CRD Director Remuneration Eligibility Table (E&OE)

Regional Board and Standing Committees	See Footnote
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2, 8
Environmental Services Committee	1, 2, 8
Finance Committee	1, 2, 8
Governance and First Nations Relations Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7
Transportation Committee	1, 2, 8

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw, or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*
8. *Payments to be made to respective First Nations Governments on behalf of First Nation Member appointees following attendance at the meeting. Payments for attendance and expenses shall not exceed \$8,250 per year per First Nation. Note that First Nation participation is only permitted where the specific Committee Terms of Reference allow.*

Director Appointments to Local & Subregional Commissions**See
Footnote**

Accessibility Advisory Committee	7
Arts Advisory Council	7
Arts Commission	4,6
Beddis Water Service Commission	4
Cedar Lane Water Service Commission	4
Cedars of Tuam Water Service Commission	4
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Fernwood and Highland Water Local Service Commission	4
Fulford Water Service Commission	4
Galiano Island Parks and Recreation Commission	4
Ganges Sewer Local Services Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Malahat Advisory Planning Commission	4
Malahat Fire Protection and Emergency Response Service Commission	4
Maliview Sewer Local Service Commission	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw, or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Director Appointments to Local & Subregional Commissions (con't)	See Footnote
Peninsula Recreation Commission	36
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Transportation Advisory Committee	7
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	36
Saanich Peninsula Water Commission	36
Salt Spring Island Local Community Commission	1,4
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3,4,6
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Victoria Family Court and Youth Justice Committee	6
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Advisory Planning Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw, or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Regional Board Appointments to External Boards	See Footnote
Capital Region Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	3,5
Greater Victoria Labour Relations Association	3
ICET – Island Costal Economic Trust Central South Island Regional Advisory Committee	6
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
South Island Reconciliation Advisory Committee	3
Royal and McPherson Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Sooke Historical Society	4
Vancouver Island and Costal Communities Climate Leadership Plan Steering Committee	6
Vancouver Island Regional Library Board	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw, or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

SCHEDULE 3

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

CRD Board Remuneration Philosophy

(Effective January 1, ~~2016~~2027)

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair ~~amended effective January 1, 2017~~; and CRD Directors who are involved on more than two Standing Committees; and
- an annual stipend to Commissioners of the Salt Spring Island Local Community Commission as a percentage of the base CRD Director annual stipend and which recognizes all responsibilities of a Commissioner; and
- per meeting payments to CRD Directors appointed to ~~local and sub-regional Commissions~~ and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.

April 23, 2026

Mr. Chris Neilson
Senior Manager - People, Safety & Culture
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

Via E-Mail [cneilson@crd.bc.ca]

Dear Chris:

We are pleased to present our conclusions, informed by the Capital Regional District's ("CRD") Board Remuneration Philosophy and based on the results of the market survey regarding remuneration for members of the CRD Board of Directors.

Background

The CRD is a regional government which serves approximately 440,000 residents from three electoral areas and 13 municipal governments throughout the Capital Region. The CRD is governed by a 24-member Board of Directors, who also serve as members of the Regional Hospital Board and the Capital Region Housing Corporation Board. The CRD Board is comprised of Municipal Directors who are appointed by their respective municipal councils, along with Directors from the electoral areas. CRD governance also includes Commissioners for a significant number of sub-regional and local area services.

The CRD Board Remuneration and Travel Expense Policy ("Policy") applies to CRD Directors and Alternates, certain Commissioners and other elected or appointed officials. The Policy specifies a review will be undertaken every three to five years to ensure remuneration remains comparable. Western Compensation & Benefits Consultants ("WCBC") was retained by the CRD to conduct the market comparison review in 2026 and ensure appropriate alignment with the philosophy statements in the Policy.

Western Compensation & Benefits Consultants

WCBC is a Canadian consulting firm founded in Vancouver over 40 years ago, serving clients across Canada and internationally. The firm provides advice on all aspects of compensation and benefits, as well as related human resources matters. WCBC's professional staff hold relevant degrees and recognized designations in areas such as human resources, compensation, group benefits, accounting, economics, and management consulting. The firm has extensive experience working with organizations in the public, private, and not-for-profit sectors, supporting the development of practical, evidence-based compensation programs. WCBC has successfully provided compensation consulting assistance to a wide range of BC regional districts, municipalities and related entities.

Work Completed

To assess whether the remuneration provided for the CRD Board of Directors aligns with the CRD Board Remuneration Philosophy, WCBC completed the following tasks.

Discussions With CRD

At the outset of the project, WCBC had discussions with CRD's Senior Manager, People, Safety & Culture. WCBC obtained and reviewed background information and documentation on CRD's current board remuneration and travel expense policy and discussed appropriate comparison organizations.

Conducted Market Survey

WCBC prepared survey materials and subsequently contacted and included the following seven regional districts and 13 member municipalities in the market survey.

Regional District	Municipality
♦ Comox Valley Regional District	♦ City of Colwood
♦ Fraser Valley Regional District	♦ City of Langford
♦ Regional District of Fraser-Fort George	♦ City of Victoria
♦ Regional District of Nanaimo	♦ District of Central Saanich
♦ Regional District of North Okanagan	♦ District of Highlands
♦ Regional District of Okanagan-Similkameen	♦ District of Metchosin
♦ Sunshine Coast Regional District	♦ District of North Saanich
	♦ District of Oak Bay
	♦ District of Sooke
	♦ District of the Corporation of Saanich
	♦ Town of Sidney
	♦ Township of Esquimalt
	♦ View Royal

Completed Analysis and Prepared Report

WCBC compared the CRD's current remuneration, expense reimbursement, and related practices to those of the survey organizations. Following a discussion with the Senior Manager, People, Safety & Culture, WCBC developed the conclusions set out herein to support alignment with the CRD Board Remuneration Philosophy.

Conclusions

The following conclusions are based on the CRD’s Board Remuneration Philosophy, as established by the CRD Board. In developing the conclusions, WCBC considered the results of the market survey, the extent to which current and proposed remuneration aligns with the stated Philosophy, and where appropriate, the existing relationships between roles to ensure internal consistency. Each component of remuneration is addressed below, with reference to the relevant Philosophy provisions supporting the conclusions.

Base Director

The CRD Board Remuneration Philosophy states that a base Director annual stipend should be the average (applied as median) paid to CRD member councillors, which recognizes attendance at all CRD Board meetings and Committee of the Whole meetings plus two Standing Committee commitments.

The results of the market survey and the resulting conclusions are set out below:

Median Paid to CRD Member Councillors	Annual Stipend Based on Philosophy		
	Remuneration	Expense Allowance	Total
\$27,590	\$18,845	\$9,105	\$27,590

CRD’s base Director’s annual stipend is currently \$24,521. However, in accordance with the Philosophy it should be \$27,590. Therefore, a base Director’s annual stipend should be increased by \$3,069.

Electoral Area Directors

The CRD Board Remuneration Philosophy states that an additional annual stipend for Electoral Area Directors should provide overall remuneration consistent with the average (applied as median) paid to CRD member mayors, which recognizes all additional Electoral Area work including Electoral Area Commission commitments.

The results of the market survey and the resulting conclusions are set out below:

Median Paid to CRD Member Mayors	Additional Annual Stipend Based on Philosophy		
	Remuneration	Expense Allowance	Total
\$59,295	\$39,729	\$19,567	\$59,295

CRD’s annual stipend for Electoral Directors (other than the SSI Electoral Area Director) is currently \$47,268 and therefore it should be increased by \$12,027.

CRD Board Chair

The CRD Board Remuneration Philosophy states that an additional annual stipend for the CRD Board Chair should be consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees.

The results of the market survey and the resulting conclusions are set out below:

Median Paid to Regional District Board Chairs	Additional Annual Stipend Based on Philosophy		
	Remuneration	Expense Allowance	Total
\$36,000	\$24,120	\$11,880	\$36,000

The CRD Board Chair's annual stipend is currently \$36,063 and therefore it should be decreased by \$63.

Other Additional Annual Stipends

The CRD Board Remuneration Philosophy states that additional annual stipends should recognize the additional commitments of the: CRD Board Vice-Chair; Capital Regional Hospital District Chair; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair; Standing Committee Chairs; CRD Directors who are involved on more than two Standing Committees; and Commissioners of the Salt Spring Island Local Community Commission.

Each additional annual stipend is discussed below.

CRD Board Vice-Chair

The results of the market survey and the resulting conclusions are set out below:

Median Paid to Regional District Board Vice-Chairs	Additional Annual Stipend Based on Philosophy		
	Remuneration	Expense Allowance	Total
\$7,631	\$5,113	\$2,518	\$7,631

The CRD Board Vice-Chair's annual stipend is currently \$7,211 and therefore it should be increased by \$420.

Capital Region Hospital District Chair

The CRD compensates the Capital Region Hospital District ("CRHD") Chair at the same level as the CRD Board Vice-Chair. Among the comparison regional districts, most compensate their Hospital District Chair at a level below that of the Vice-Chair, with one regional district providing higher remuneration for the role. If the median of the comparator group were used as the basis for determining remuneration, the CRHD Chair compensation would be approximately half of its current level. WCBC has considered the relationship between the

roles on the CRD Board of Directors and concluded that maintaining the remuneration provided for the CRHD Chair at the same level as the CRD Board Vice-Chair would be appropriate.

CRD Directors Appointed as Commission Chairs

The CRD provides an additional annual stipend to CRD Directors appointed as Commission Chairs when such Commission Chair appointment is made directly by the CRD Board Chair.

No direct comparisons for this role were identified among the regional districts surveyed. Accordingly, WCBC considered the existing relationship between the Commission Chairs additional annual stipend and the base Director annual stipend. At present, Commission Chairs receive an additional annual stipend that is approximately 15% lower than the base Director annual stipend.

Applying this same relationship, the resulting conclusions are set out below:

15% of Base Director Annual Stipend (based on conclusions)	Additional Annual Stipend Based on Philosophy		
	Remuneration	Expense Allowance	Total
\$4,139	\$2,773	\$1,366	\$4,139

CRD’s annual stipend for Commission Chairs is currently \$3,607 and therefore should be increased by \$532.

Standing Committee Chairs

As discussed earlier herein, the base Director stipend covers service on up to two Standing Committees. Where the CRD Board Chair appoints a Director as a Standing Committee Chair and the Director’s total committee commitments exceed two, an additional annual stipend is provided.

The CRD provides an additional stipend for Standing Committee Chairs, set at the same level as the Commission Chairs additional annual stipend, where applicable. Among the comparison regional districts, additional compensation for committee chair roles is uncommon, and where such compensation exists, it is in the form of a fee per meeting attended. If the comparison group were used as the basis for determining this additional stipend, the resulting amount would be significantly lower than the current level. WCBC has considered the relationship between roles on the CRD Board of Directors and concludes that maintaining the current approach where the Standing Committee Chair additional annual stipend aligns with the Commission Chair additional annual stipend would be appropriate.

CRD Directors Involved on More Than Two Standing Committees

Where a CRD Director’s membership exceeds two Standing Committees, an additional annual stipend is provided.

The CRD provides an additional annual stipend for Standing Committee Members, set at the same level as the CRD Board Vice-Chair stipend, where applicable. There are no comparisons for this among the regional districts. WCBC has considered the relationship

between roles at the CRD Board of Directors and concludes that maintaining the current approach where the Standing Committee Member additional annual stipend aligns with the CRD Board Vice-Chair additional annual stipend would be appropriate.

Commissioners of the Salt Spring Island Local Community Commission

The CRD provides an additional stipend to members of the Salt Spring Island Local Community Commission (“LCC”). This stipend is paid to all elected LCC Commissioners, excluding Electoral Area Directors.

No direct comparators for this role were identified among the regional districts included in the market survey. Accordingly, WCBC considered the existing relationship between the LCC Commissioner additional annual stipend and the base Director annual stipend. At present, LCC Commissioners receive an annual stipend that is approximately equal to 55% of the base Director amount.

Applying this same relationship, the resulting conclusions are set out below:

55% of Base Director Annual Stipend (based on conclusions)	Additional Annual Stipend Based on Philosophy		
	Remuneration	Expense Allowance	Total
\$15,175	\$10,167	\$5,008	\$15,175

CRD’s annual stipend for the Salt Spring Island Local Community Commissioners is currently \$13,431 and therefore it should be increased by \$1,744.

Alternate Directors

The CRD Board Remuneration Philosophy states that per meeting payments to Alternate Directors should be consistent with payments made by other Regional Districts, and to CRD Directors appointed to local and sub-regional Commissions and external Boards except where remuneration is already paid and/or not eligible.

The results of the market survey and the resulting conclusions are set out below:

Median Regional District Per Meeting Payments	Per Meeting Payment Based on Philosophy		
	Remuneration	Expense Allowance	Total
\$212	\$142	\$70	\$212

CRD’s per meeting fee for Alternate Directors is currently \$110 and therefore should be increased by \$102.

Annual Cost-of-Living Adjustments

The CRD Board Remuneration Philosophy states that stipends are to be adjusted annually based on the Victoria Consumer Price Index (CPI). This approach is a common practice among the comparison organizations. All regional districts apply annual increases linked to CPI, and most municipalities follow a similar approach, with only a few using alternative methodologies.

Recognizing its alignment with both the CRD's stated Philosophy and prevailing market practice, WCBC recommends that CRD continue to determine annual adjustments based on CPI.

Summary of Conclusions

The following table summarizes the above conclusions.

Annual Stipends			
	Remuneration	Expense Allowance	Total
CRD/CRHD Board Directors	\$18,845	\$9,105	\$27,590
Additional Stipends			
Electoral Area Directors	\$39,729	\$19,567	\$59,295
CRD Board Chair	\$24,120	\$11,880	\$36,000
CRD Board Vice-Chair	\$5,113	\$2,518	\$7,631
CRHD Board Chair	\$5,113	\$2,518	\$7,631
Commission Chairs	\$2,773	\$1,366	\$4,139
Board Standing Committee Chair	\$2,773	\$1,366	\$4,139
Additional Board Standing Committee(s)	\$5,113	\$2,518	\$7,631
Salt Spring Island Local Community Commissioner	\$10,167	\$5,008	\$15,175
Per Meeting Payments			
Alternate Directors	\$142	\$70	\$212

We would be pleased to discuss this report with you.

Yours sincerely,



Barry D. Cook



Linda M. Reid

**REPORT TO SOOKE & ELECTORAL AREA PARKS AND RECREATION
COMMISSION
MEETING OF THURSDAY, OCTOBER 8, 2026**

SUBJECT **Amendment Policy No. C-300.01 and Renaming to Commission Member Facility Access Policy**

ISSUE SUMMARY

The Capital Regional District (CRD) has introduced a framework that permits commissions to compensate members through per-meeting remuneration where approved by the respective commission and the CRD Board. Should the Sooke & Electoral Area Parks and Recreation Commission elect to participate in this framework, Policy C-300.01 should be amended to clarify that Commissioner facility access is provided to support governance responsibilities and familiarity with SEAPARC services, while member recognition and compensation are addressed through the CRD Remuneration and Travel Expense Reimbursement Policy.

BACKGROUND

The Commission adopted Commission Recognition Policy C-300.01 on February 6, 2024. The purpose of the policy is to provide a consistent process for recognizing Commission members for their service. The policy currently provides for:

- A Family Annual Active Pass to be issued at the beginning of a Commission member's term;
- A card of acknowledgement at the end of a Commission member's term;
- A gift certificate of up to \$100 for volunteer appointees at the end of their term.

The CRD Board recently amended its Remuneration and Travel Expense Reimbursement Policy to allow delegated commissions to provide per-meeting remuneration to Commissioners, subject to approval by both the Commission and the CRD Board. The approved rate is \$212 per meeting.

The Commissioner Active Pass provides Commission members with free drop-in access to SEAPARC programs and services during their term of service. This access enables members to develop a direct understanding of SEAPARC's programs, services, and operations, supporting informed decision-making and effective governance. The current policy also provides a Family Active Pass and a gift certificate for volunteer appointees as forms of service recognition. These provisions were established prior to the introduction of remuneration options for all Commission members through the CRD Remuneration and Travel Expense Reimbursement Policy at the CRD Board meeting on June 10, 2026. If the Commission elects to participate in the remuneration framework, recognition and compensation through this policy, additional service recognition benefits may no longer be necessary. Maintaining both remuneration and service recognition benefits could create duplication in the methods used to recognize Commission service.

Proposed amendments would:

- Rename Policy C-300.01 from *Commission Recognition Policy* to *Commission Member Facility Access Policy*;
- Remove the Family Active Pass provision;

- Remove the volunteer recognition gift certificate provision;
- Clarify that the Commissioner Active Pass is provided to support Commissioners' understanding of SEAPARC facilities, services, programs and operations; and
- State that recognition and remuneration for Commission service are governed through the CRD Remuneration and Travel Expense Reimbursement Policy.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve the revised Policy No. C-300.01.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission maintain the existing Commission Recognition Policy and continue providing recognition benefits in addition to any approved remuneration.

Alternative 3

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

Removing the Family Active Pass and volunteer recognition gift certificate would eliminate costs associated with these recognition benefits. If the Commission approves remuneration for Commissioners, service recognition would instead be provided through the CRD-approved compensation framework

CONCLUSION

If the Commission approves participation in the CRD remuneration program, staff recommend amending Policy No. C-300.01 to focus on providing facility access that supports Commissioners in carrying out their governance responsibilities. Renaming the policy to *Commission Member Facility Access Policy* and removing service recognition provisions would align the policy with the CRD Remuneration and Travel Expense Reimbursement Policy and provide greater clarity regarding the purpose of Commissioner facility access

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve the revised Policy No. C-300.01.

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
Concurrence:	Glenn Harris, Acting General Manager, Parks, Recreation & Environmental Services

ATTACHMENT

Appendix A: Policy No. C-300.01 Commission Recognition Policy – Redlined Version



Making a difference...together

CAPITAL REGIONAL DISTRICT COMMISSION POLICY

Policy Type	Commission		
Section	SEAPARC		
Title	Commission Recognition Member Facility-Access Policy		
Adopted Date	February 6, 2024	Policy Number	C-300.01
Last Amended			
Policy Owner	SEAPARC		

1. POLICY:

A policy to provide Commission members with access to SEAPARC facilities and services to support their understanding of recreation programs, operations, and service delivery in fulfilling their governance responsibilities.

~~A policy to recognize members for their contributions to the Sooke & Electoral Area Parks and Recreation Commission.~~

2. PURPOSE:

To provide staff direction and a consistent process for granting Commission members facility access that supports informed decision-making and effective governance of SEAPARC services and programs. Recognition and remuneration of Commission members are governed through the applicable CRD remuneration policies.

~~To provide staff direction and a consistent process for recognizing Commission members for their service.~~

3. SCOPE:

Staff shall administer Commission ~~access~~Recognition as outlined in the policy.

4. DEFINITIONS:

SEAPARC Commission: Sooke & Electoral Area Parks and Recreation Commission is comprised of elected and appointed representation from the areas of District of Sooke and Juan de Fuca Electoral Area and administers services at the SEAPARC ~~Leisure Complex~~Recreation Centre and recreation programs for the District of Sooke and the western portion of the Juan de Fuca Electoral Area.

Members: Individuals appointed to terms of service to the Sooke & Electoral Area Parks and Recreation Commission by the District of Sooke Council and Juan de Fuca Electoral Area Director or CRD Board

Appointment Terms: Terms of service that are designated by the Sooke & Electoral Area Parks and Recreation Commission Bylaw No. 2788

~~**Family:** For purposes of this policy, family consists of a spouse/partner and dependents living in the same household as the Commission member. Dependents are those under the age of majority.~~

5. PROCEDURE:

Staff will issue a Commissioner Active Pass to each Commission member at the beginning of their term of service.

The Commissioner Active Pass provides access to SEAPARC facilities and drop-in services for the purpose of increasing familiarity with the programs, services, facilities, and operations overseen by the Commission.

The Commissioner Active Pass will be cancelled at the end of the Commission member's term of service.

Recognition and remuneration for Commission service shall be administered in accordance with the Capital Regional District Remuneration and Travel Expense Reimbursement Policy and any other applicable CRD policies.

~~Staff will issue a Family Active Pass at the beginning of the Commission member's term of service. The pass will be cancelled at the end of the Commission member's term.~~

~~Staff will issue each Commission member a card of acknowledgement at the end of their term of service.~~

~~Staff will issue a gift certificate up to a \$100 value, to volunteer appointees to the Commission at the end of their term of service.~~

6. SCHEDULE:

Adoption Date	Description:
	<i>SEAPARC Commission</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

Amended: P- 700.3 Staff and Commission Access to Facilities Policy

Rescinded: C-300.16 Recognition of Outgoing Commission Members

Rescinded: C-300.18 Commission Volunteer Recognition

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF THURSDAY, OCTOBER 8, 2026

SUBJECT Capital Projects & Facility Update

ISSUE SUMMARY

To provide the Commission with an update on the status of 2026 capital and facility projects at SEAPARC Recreation Centre, including completed projects and ongoing initiatives.

BACKGROUND

The following projects are included in the approved financial plan and are currently progressing in alignment with capital planning to support continued service delivery.

1) Heat Recovery Design

Polar Engineering has completed the preliminary design drawings for the Heat Recovery Project, representing approximately 25% design completion. Staff are currently working with Polar Engineering to finalize key design decisions required to advance the project into subsequent design phases.

2) Pool Roof Area Replacement

Replacement of the final remaining tar and gravel roofing sections commenced in September. The project was awarded to Flynn Canada, with completion anticipated in October.

3) Exterior Painting Project

The exterior painting portion of the project has been completed. Delivery of the three replacement exterior windows has experienced several delays; however, installation is expected to proceed upon arrival on site. The community art initiative component of the project remains ongoing.

4) Lighting Upgrade

New lighting has been installed in the pool natatorium area. Post-installation lighting measurements confirm that illumination levels now meet or exceed Lifesaving Society standards.

Replacement of the remaining lighting control systems is scheduled for completion in the fourth quarter of 2026.

5) Ice Resurfacer Replacement

The new SEAPARC Zamboni was delivered to the facility in July and has been in operation since the start of the ice season. Staff have reported positive performance and reliability during its initial period of operation.

6) Cellular Infill

The cellular infill project has been completed, resulting in significant improvements to Rogers and Telus cellular coverage throughout public areas of the facility.

The wiring and equipment installation contract was awarded to ITI Powered, while system commissioning was completed by the CRD Technology & Digital Transformation Department.

IMPLICATIONS

Service Delivery Implications

Current capital projects continue to support the delivery of safe, reliable, and high-quality recreation services with minimal operational disruption. Completed projects, including the cellular infill project, exterior painting, natatorium lighting upgrades, and ice resurfacer replacement, have enhanced facility functionality, connectivity, safety, and user experience. Ongoing initiatives, including the heat recovery project and pool roof area replacement, will further improve facility sustainability, energy efficiency, and asset preservation while supporting the Commission's long-term operational objectives.

Financial Implications

Delivery of the identified projects remains aligned with approved budgets and established financial plans. Strategic investments in the heat recovery system and lighting upgrades are expected to reduce future operating costs through improved energy efficiency and asset performance.

Climate Implications

The projects outlined in this report contribute positively to climate and sustainability objectives through both direct and indirect measures. The heat recovery project represents the most significant impact, with an estimated reduction of approximately 120 t CO₂e annually by improving energy efficiency and integrating building systems. The lighting upgrade will further reduce energy consumption through modern, efficient fixtures and controls.

Social Implications

Improvements to the facility's exterior, along with the planned community art initiative, enhance the visual appeal of the site and foster a greater sense of community pride and connection. Upgrades such as improved lighting and cellular connectivity further enhance safety, accessibility, and overall user experience.

CONCLUSION

As the 2026 capital program progresses, several projects have been successfully completed while others continue to advance toward implementation. Improvements to lighting, cellular connectivity, facility infrastructure, and equipment replacement have already delivered measurable benefits to facility users and operations. Ongoing work, including the heat recovery project and roof replacement, will further enhance the facility's long-term performance and support the Commission's objectives for sustainability, service excellence, and asset management.

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
Concurrence:	Glenn Harris, Acting General Manager, Parks, Recreation & Environmental Services

ATTACHMENT

Presentation: Capital Projects & Facility Update (October 8, 2026)

REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF THURSDAY, OCTOBER 8, 2026

SUBJECT Programs and Services Report – May to August 2026

ISSUE SUMMARY

To provide an overview of SEAPARC May to August programs and services.

BACKGROUND

During the May to August reporting period, pass revenue, drop-in admission revenue, and overall facility visits increased compared to the same period in 2025. Total facility visits, including pass scans and drop-in admissions, increased 11%, from 44,653 in 2025 to 49,783 in 2026.

- Pass revenue increased 6% (\$147,184 2025; \$155,892 in 2026)
- Drop-in admission revenue increased 10% (\$58,916 in 2025; \$64,640 in 2026).
- Registered program revenue decreased 2% (\$283,365 in 2025; \$278,344 in 2026).

Registered program revenue decreased slightly compared to 2025. Contributing factors included lower participation in some community recreation programs and different selection of contracted programs and camps due to instructor availability. Fitness programming remained strong, while participation in many program areas remained comparable year over year

Appendix A provides a summary of May to August programs and services performance.

IMPLICATIONS

Social Implications

A diverse range of recreation opportunities supports community well-being and connection. Affordable initiatives such as summer youth promotional passes and the weekly \$2 youth swim program helped increase accessibility and participation opportunities for residents. Staff continue to adapt programs based on participation trends and community feedback, while off-site programming expands access to recreation opportunities throughout the service area.

Financial Implications

Although some service areas experienced revenue declines, overall performance remained stable. Growth in fitness programming, memberships, and drop-in attendance helped offset reductions in other program areas. Ongoing monitoring of program performance, participant demand, and staffing capacity remains important to support long-term financial sustainability.

Service Delivery Implication

Programs and services continue to evolve in response to the 2025 Strategic Plan, participation

trends, community needs, and staffing capacity. While overall revenue and participation remain generally stable, declines in specific program areas have required operational adjustments and program modifications.

CONCLUSION

Program performance from May to August 2026 remained stable overall, supported by growth in memberships, fitness programming, golf operations, and drop-in participation. While some program areas experienced declines, overall participation and revenue trends demonstrate continued community engagement and support for SEAPARC services

RECOMMENDATION

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

Submitted by:	Colleen Hoglund, Program Services Manager, SEAPARC Recreation
Concurrence:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
Concurrence:	Glenn Harris, Acting General Manager, Parks, Recreation & Environmental Services

ATTACHMENT

Appendix A: Programs and Services Highlights – May to August 2026



SEAPARC Recreation



2026

**May to August
Programs & Services Highlights**

The SEAPARC Recreation departments covered in this report include:

- ***Marketing & Events***
- ***Memberships & Sales***
- ***Aquatics***
 - *Advanced Aquatics*
- ***Community Recreation***
 - *Early Years*
 - *School Age*
 - *Youth*
 - *Adult*
 - *Arena*
- ***Fitness & Weights***
 - *Youth*
 - *Adult*
- ***DeMamiel Creek Golf Course***



Marketing & Events

- Youth summer promotional passes were revised to provide greater flexibility. A total of 21 Splash Passes (ages 7-15) and 43 Summer Active Passes (ages 13-18) were purchased, compared to 52 youth promotional passes sold in 2025.
- Summer camp staff represented SEAPARC at several community events, including the District of Sooke's Ravens Ridge Park celebration and All Sooke Day.
- A \$2 youth swim admission was offered every Tuesday throughout the summer to provide an affordable recreation option for local youth. A total of 142 admissions were redeemed through this promotion.
- A variety of activities were offered during Youth Week (May 1-7). The Youth Creative Craft Fair and the youth "Spin to Win" weight room promotion were well received. Additional activities were offered but experienced limited participation.
- A Move for Health Day \$2 swim promotion was held on May 10.
- The Sooke Skate Park Grand Opening was held on May 31.



Memberships & Sales*

**Excluding the golf course*

- Drop-in admission revenue increased 10% year over year (\$58,916 in 2025; \$64,640 in 2026).
- Membership revenue increased 6% year over year (\$147,184 in 2025; \$155,892 in 2026).
- Visits to access the facility (drop-in and pass scans) increased 11% (44,653 in 2025; 49,783 in 2026).



Aquatic Programs

- Total revenue is comparable year to year for this period (\$188,411 in 2025; \$187,170 in 2026).
- 13 Aqua Fit classes are offered every week and 3 Swim Fit classes. Participation remains steady, with peak numbers in the morning 9:00am class, which has reached up to 50 participants on a few days through the season.

Advanced Aquatics

- Additional advanced aquatic certification courses were offered, resulting in a 249% increase in revenue, from \$3,423 in 2025 to \$11,930 in 2026. Participation increased from 24 to 58 registrants.
- First Aid training was reintroduced, with three courses offered, generating \$2,348 in revenue and serving 16 participants.



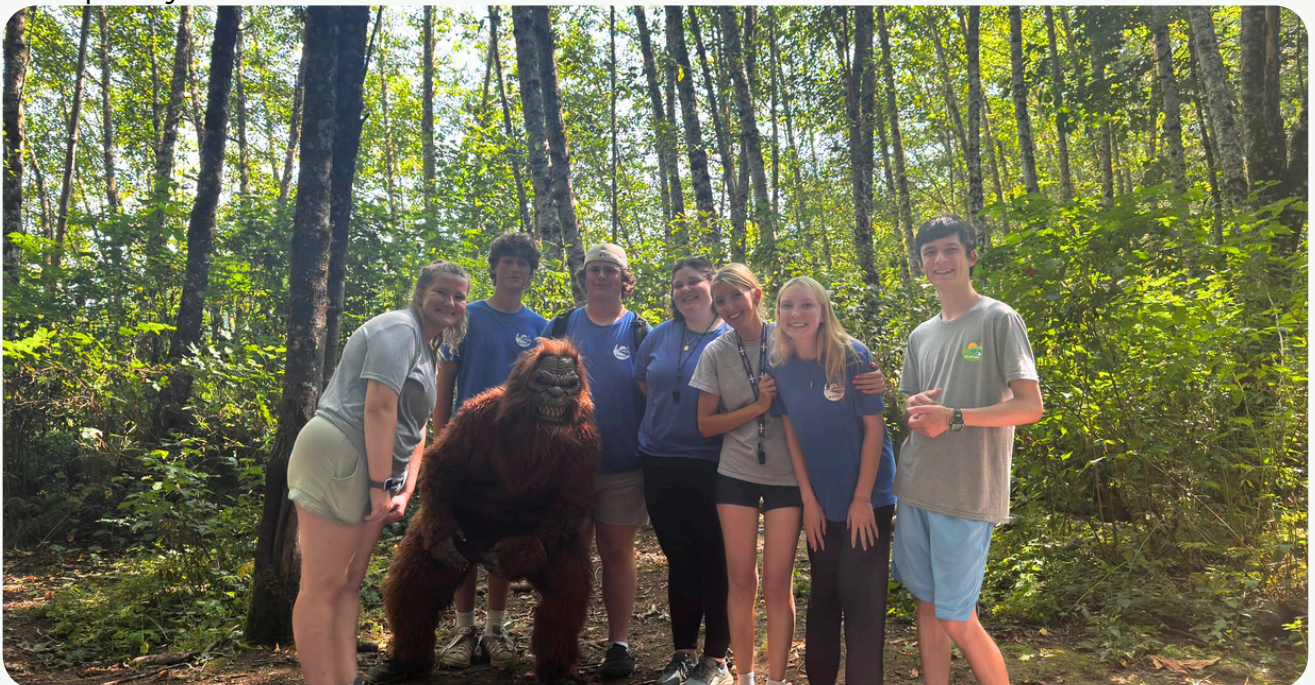
Community Recreation Programs

Early Years (Birth to 5 Years)

- Program revenue remained stable year over year, increasing slightly from \$15,644 in 2025 to \$15,757 in 2026.
- Kinder Prep and Play maintained consistent enrolment, with approximately 24 children participating each month during May and June.
- 8 Early Years summer camps were offered over four weeks, with an average enrolment of 14 children per camp.
- An Art Adventure camp and a multi-sport camp were also offered throughout the summer.

School Age (5-11 Years)

- Program revenue decreased 6% in comparison to 2025 (\$161,596 in 2025; \$152,292 in 2026). A different selection of contracted specialty camps were offered in 2026.
- A variety of contracted programs were offered throughout the spring and summer, including sports, science and engineering camps.
- SEAPARC Summer Adventure Camps operated for 10 weeks, serving an average of 38 children each week. Weekly activities included field trips throughout Sooke and the Greater Victoria region.
- Off-site outdoor camps were offered at Camp Barnard, including Boys Unplugged, For the Girls, and Off the Grid. All camps operated at full capacity.



Community Recreation Programs

Youth (12-18 Years)

- Youth program revenue decreased 59% (\$2,423 in 2025; \$1,071 in 2026). The cancellation of Junior Golf Clinics due to instructor availability significantly impacted this revenue stream.
- Dungeons & Dragons continues to maintain consistent participation, with 9 youth registered each week.

Adult (19+ Years)

- Adult program revenue increased 31% (\$4,246 in 2025; \$5,570 in 2026). This increase was primarily driven by the expansion of the annual golf tournament.
- The 4th Annual SEAPARC Two-Person Scotch Golf Tournament was held at DeMamie Golf Course and expanded to include three divisions. Participation included 10 youth players, 34 men, and 30 mixed-division players. A local food truck was on site during the event. Staff are exploring the addition of a women's division for 2027.
- New financial literacy workshops were introduced, including Net Worth for Women and Money for Parents.



Community Recreation Programs

Arena

- Arena drop-in and program revenue increased by 39% (\$967 in 2025; \$1,347 in 2026).
- Dry-floor programming was offered from April through June, including drop-in roller skating, pickleball, and ball hockey.
- The Sooke Pickleball Club hosted its second annual pickleball tournament on May 23-24, attracting approximately 200 participants and spectators.



Fitness & Weights

Youth

- A new wellness-focused children's summer camp was introduced, using movement-based activities to explore healthy lifestyle habits, including physical activity, sleep, nutrition, screen time, nature exposure, stress management, and social connection. Strong participation has led to plans to offer the program as a Pro-D Day camp this fall.

Adult

- Off-site fitness programming continues to perform well at East Sooke Community Hall and Becher Bay Marina. Classes met minimum registration requirements and will continue in fall 2026 based on participant feedback and instructor availability.
- The new low-cost Yoga in the Park program, supported by the District of Sooke, attracted 126 participants across eight classes offered in July and August. Weekly attendance ranged from 10 to 29 participants. The program provided an opportunity for residents to connect with local instructors and encouraged continued participation in SEAPARC programs.
- Weight room visits increased 12% (16,425 in 2025; 18,347 in 2026).
- Fitness and weight room program revenue increased 12% (\$33,599 in 2025; \$37,517 in 2026).
- Low-cost outdoor programs, including Learn to Run Clinics and the Hiking Club, were offered throughout the season and explored a variety of local trails and pathways.



DeMamiel Creek Golf Course

The golf course is staffed full-time during the hours of operation. Hours are adjusted through the season to reflect the changes in daylight hours.

- Golf course visits are comparable year to year (15,763 in 2025; 15,773 in 2026).
- Golf pass revenue increased 9% (\$55,486 in 2025; \$60,711 in 2026).
- Green fee admissions decreased 5% (\$118,374 in 2025; \$113,060 in 2026).

