

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Tuesday, July 28 at 5pm
Held at SEAPARC Leisure Complex Multi-Purpose Room A, Sooke, BC**

Mission Statement:

*“Sooke & Electoral Area Parks and Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area”
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: A. Beddows (Chair), J. Perkins (Vice-Chair), M. Hicks (Director), M. Tait (Director)
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager, S. Asdal, Recording Secretary
Absent: D. Bishop, D. Little, H. Johnson
Public/Press: 10

1. CALL TO ORDER

The Chair called the meeting to order at 5:01pm.

2. APPROVAL OF THE AGENDA

MOVED by Director Tait, **SECONDED** by Director Hicks,
That the agenda be approved.

CARRIED

3. ADOPTION OF THE MINUTES OF JUNE 12, 2020

MOVED by Commissioner Perkins, **SECONDED** by Director Tait,
That the minutes of the April 24 meeting be adopted.

CARRIED

4. CHAIR’S REPORT

The Chair advised that the District of Sooke was successful in its grant application to acquire funding for a multi-use sport box and will be seeking public input once the project moves to the conception stage.

5. DIRECTORS’ REPORT

Director Tait provided background information on the multi-use sport box project including how the project was initiated, how funding was acquired, the partnership process with SEAPARC and plans for public consultation going forward.

6. YOUTH MEMBER’S REPORT: There was none.

7. PRESENTATIONS/DELEGATIONS

a) Delegation: Megan McMath Re: Event Support

M. McMath advised that a group of community members are planning a recreational triathlon to be held in Sooke and are seeking permission to use SEAPARC’s lower field as the finish location. A COVID-19 safety plan will be developed to ensure all safety requirements are met.

The Commission agreed to discuss the request under New Business.

8. COMMISSION BUSINESS

a) 2020 Financial Plan Amendment Report

S. Knoke provided an overview of the report.

Discussion points included:

- the possible need to track expenses related to COVID-19
- status of auxiliary staff

MOVED by Director Tait, **SECONDED** by Commissioner Perkins,

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

That the 2020 Sooke and Electoral Area Parks and Recreation Commission financial plan be amended, as shown in Appendix A, for reduced services and programs with no anticipated deficit, as a result of the COVID-19 closures and phased re-opening plan.

CARRIED

b) Staff News Report

C. Hoglund and S. Knoke provided an overview of the report and expressed their thanks to SEAPARC staff for all their hard work in dealing with the many changes due to COVID-19.

Discussion points included:

- ice bookings for Sooke Minor Hockey
- impact on ice installation date if COVID-19 restrictions change

MOVED by Director Tait, **SECONDED** by Commissioner Perkins,
That the report be received for information.

CARRIED

c) Fitness Gym and Multi-Purpose Space Addition – Project Completion Report

S. Knoke provided an overview of the report and possible options for the anticipated \$200,000 surplus.

Discussion points included:

- loan payment for fitness equipment
- quote to pave SEAPARC parking lot

The Commission directed staff to report back on the current balance of the Capital Reserve Fund and to provide total costs to complete the paving of the parking lot.

MOVED by Director Tait, **SECONDED** by Director Hicks,
That the report be received for information.

CARRIED

9. NEW BUSINESS

a) Correspondence – Sooke Minor Hockey Request to Install Memorial Plaque in Arena

MOVED by Director Hicks, **SECONDED** by Director Tait,
That the request for Sooke Minor Hockey to install a memorial plaque in the SEAPARC arena be approved.

CARRIED

b) Multi-Use Sport Box Staff Report

S. Knoke requested direction from the Commission on preparing a staff report regarding the construction and operation of the multi-use sport box. The Commission discussed the process for the planning and construction phase.

MOVED by Director Tait, **SECONDED** by Commissioner Perkins,
That staff be directed to report back on preliminary construction and operating costs for the multi-purpose sport box.

CARRIED

The Commission confirmed that the consultation process for the sports box will be carried out by the District of Sooke and residents will have an opportunity to provide feedback at that time.

c) Request for Event Support for Triathlon

The Commission discussed safety requirements for the triathlon. S. Knoke confirmed that if the event goes ahead, a rental agreement will be completed requiring adherence to safety measures.

MOVED by Director Hicks, **SECONDED** by Commissioner Perkins,
That the request to use SEAPARC's lower field to host the triathlon be approved.

CARRIED

10. MOTION TO CLOSE MEETING

MOVED by Director Tait, **SECONDED** by Commissioner Perkins,

That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the Commission considers that disclosure could reasonably be expected to harm the interests of the Board.

CARRIED

- closed meeting started at 6:10pm and concluded at 6:23pm
- regular meeting reconvened at 6:23pm

11. ROUND TABLE: There was none.

12. ADJOURNMENT

MOVED by Director Tait, **SECONDED** by Director Hicks,
That the meeting be adjourned at 6:23pm.

CARRIED

Al Beddows, Chair

Shannon Asdal, Recorder