



**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a Regular meeting held Tuesday, September 7, 2021 at 6:30 pm  
Held at SEAPARC Multipurpose Room B, 2168 Phillips Road, Sooke, BC**

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**Present in Board Room:**

**Commissioners:** A. Beddows (Chair); D. Bishop (Vice Chair); M. Tait

**Staff:** L. Hutcheson, General Manager, Parks & Environmental Services,  
K. Bryde, Senior Manager, SEAPARC Recreation, C. Hoglund, Manager,  
Program Services; N. Kerk-Hecker (Recorder)

**Present Electronically:**

**Commissioners:** D. Little; M. Hicks; J. Perkins

**Absent:** C. Doucet

**Public:** M. Swinburson

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

**1. Approval of Agenda**

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Little,  
That the agenda be approved as amended with new item 5.2.

**CARRIED**

**2. Adoption of Minutes of June 22, 2021**

**MOVED** by Commissioner Little, **SECONDED** by Commissioner Perkins,  
That the minutes of the June 22, 2021 meeting be adopted.

**CARRIED**

Vice Chair Bishop joined the meeting at 6:35 pm.

**3. Chairs Report:** Chair Beddows acknowledged that the BC Restart Plan is still at Stage 3 and not expected to move to Stage 4 this year.

**4. Presentations/Delegations:**

**MOVED** by Commissioner Little, **SECONDED** by Commissioner Hicks,  
That the delegation presented by Margot Swinburson be heard.

**CARRIED**

Margot Swinburson discussed pool availability and hours and questioned if the low availability was due to the facility's current staffing shortage.

**5. Commission Business:**

**5.1 Staff News Report:** C Hoglund provided an overview of the report. The Commission discussed the following topics:

- Staffing – Recruitment of Lifeguards

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Little,  
That the information in the staff report be accepted.

**CARRIED**

**5.2 Sport box Update from Laura Hooper:** Vice Chair Bishop presented an email correspondence concerning the Sport box. The Commission discussed the following topics:

- Site status and preparation
- Toilet types and options

**MOVED** by Commissioner Hicks, **SECONDED** by Commissioner Tait,  
In favor of dual flush toilets being installed at the Sport box site.

**CARRIED**

**6. New Business:** Vice Chair discussed the need for strategic planning. The Commission discussed scheduling a strategic planning session for 2022.

**7. Round Table:** The Commission discussed the following topics:

- Sooke Roadwork.
- Welcome and introduction to the new Senior Manager, Kylah Bryde.
- September 18<sup>th</sup> Event at John Phillips Park.

**8. Adjournment**

That the meeting be adjourned at 7:28pm.

**CARRIED**

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CHAIR

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RECORDER