



**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Tuesday, January 26, 2021 at 3 pm
Held at SEAPARC Board Room, 2168 Phillips Road, Sooke, BC**

Present in Board Room:

Commissioners: A. Beddows, D. Bishop

Staff: S. Knoke, SEAPARC Manager; C. Hoglund, Program Services Manager;
S. Asdal (Recorder)

Present Electronically:

Commissioners: J. Bateman (for M. Tait), C. Doucet, D. Little

Staff: M. Medland, Senior Financial Advisor, CRD Financial Services

Absent: Commissioner Hicks, Commissioner Perkins

S. Knoke called the meeting to order at 3:04 pm.

1. Election of Chair

S. Knoke called for nominations for the position of Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2021

Alternate Commissioner Bateman nominated Commissioner Beddows. Commissioner Beddows accepted the nomination.

S. Knoke called for nominations a second time.

S. Knoke called for nominations a third and final time.

Hearing no further nominations, S. Knoke declared Commissioner Beddows Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2021 by acclamation.

2. Election of Vice Chair

Chair Beddows called for nominations for the position of Vice Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2021.

Alternate Commissioner Bateman nominated Commissioner Bishop. Commissioner Bishop accepted the nomination.

Chair Beddows called for nominations a second time.

Chair Beddows called for nominations a third and final time.

Hearing no further nominations, Chair Beddows declared Commissioner Bishop Vice Chair of the Sooke & Electoral Area Parks and Recreation Commission for 2021 by acclamation.

3. Approval of Agenda

MOVED by Vice Chair Bishop, **SECONDED** by Commissioner Little, that the agenda be approved.

CARRIED

4. Adoption of Minutes of October 13, 2020

MOVED by Commissioner Little, **SECONDED** by Vice Chair Bishop,
That the minutes of the October 13, 2020 meeting be adopted.

CARRIED

5. Chair's Report: Chair Beddows commented on the challenges brought on by the pandemic in organizing meetings and thanked staff for their flexibility in providing options for attending.

6. Presentations/Delegations: There were none.

7. Commission Business

a) Budget Update – Verbal Report: S. Knoke advised of the following:

- SEAPARC has a surplus of approximately \$150,000 for 2020
- revenues were stronger than expected
- expenses have been closely monitored
- savings of \$25,000 were seen in both contract services and utilities
- provincial health order continues to affect SEAPARC's ability to provide services but current levels are satisfying demand
- grant for summer staff was successful at approximately \$35,000

MOVED by Commissioner Little, **SECONDED** by Vice Chair Bishop,
That the 2020 surplus of approximately \$150,000 be transferred into the capital reserve.

CARRIED

b) Staff News Report: C. Hoglund and S. Knoke provided an overview of the report. The Commission discussed the provincial health order's impact on arena rentals.

MOVED by Commissioner Little, **SECONDED** by Vice Chair Bishop,
That the report be received for information.

CARRIED

c) Sport Box Update – Verbal Report: S. Knoke advised that SEAPARC is currently working with the District of Sooke and School District 62 on a concept design for construction. Box location, proposed access and parking are being discussed.

8. New Business

a) Commission Meeting Times: The Commission discussed possible meeting times that would work for the majority of commissioners and the public. It was decided that meetings would be held on Tuesdays at 6:30 pm with dates to be determined.

The Commission welcomed new youth member Connor Doucet.

Commissioners expressed their appreciation to SEAPARC staff for doing an excellent job of providing programs and services during challenging times.

9. Adjournment

MOVED by Commissioner Little, **SECONDED** by Vice Chair Bishop,
That the meeting be adjourned at 3:36 pm.

CARRIED

Al Beddows, Chair

Shannon Asdal, Recorder