



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, March 5, 2024

6:30 PM

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

Present:

Commissioners: A. Beddows (Chair), D. Little (Vice Chair), J. Bateman, N. Dowhy, J. Warner, A. Wickheim, N. Quint

Staff: M. Alsdorf, Manager, SEAPARC Recreation; C. Hoglund, Program Services Manager; M. MacKeigan, Administrative Secretary (Recorder)

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Warner, **SECONDED** by Commissioner Little,

That the agenda for the March 5, 2024 session of the SEAPARC Commission be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Little, **SECONDED** by Commissioner Dowhy,

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of February 6, 2024 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

The new digital road sign and facility signage looks great and interested in feedback from the community.

5. YOUTH REPORT

Bullying and mental health is an important topic among youth, the Erase Program includes an online tool to report concerns within the school community. Posters are available with a QR code to link to the reporting tool, these are best placed in private areas such as washroom stalls.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

- There were no presentation.

6.2. Delegations

- There were no delegations.

7. COMMISSION BUSINESS

7.1. Video Surveillance Policy Update

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

- Facility Signage and FOIPA requirements
- Camera Locations
- Image Quality
- Data Storage
- Use of the Video Surveillance

MOVED by Commissioner Dowhy, **SECONDED** by Commissioner Little,

That the Sooke & Electoral Area Parks and Recreation Commission approve the revision of Policy No. A-100.27 Video Surveillance.

CARRIED

7.2. Complimentary Passes, Donation & Promotion Policy

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

- Clarity around the reference to “Appearances at special events...”
- Facility access for newcomers to Canada

MOVED by Commissioner Warner, **SECONDED** by Commissioner Bateman,

That the Sooke & Electoral Area Parks and Recreation Commission approve Policy No. A-100.04 Complimentary Pass, Donation & Promotion.

CARRIED

7.3. 2023 Year End Financial Report

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

- Impact of increased facility usage on facility condition and repairs
- Replacement cost of the ice resurfacer
- Facility generator

This report was received for information.

8. CORRESPONDENCE:

There were no correspondence.

9. NOTICE(S) of MOTION:

There were no notices of motion.

10. NEW BUSINESS:

The commission shared the following:

- The Port Renfrew sewage treatment plant is expanding, and the current back-up generator will be replaced. The generator may be available for purchase.

11. ADJOURNMENT:

MOVED by Commissioner Bateman, **SECONDED** by Commissioner Dowhy,

That the March 5, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:02 pm.

CHAIR

RECORDER