



## Meeting Minutes

### Sooke & Electoral Area Parks and Recreation Commission

---

Tuesday, October 8, 2024

6:30 PM

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

---

**Present:**

**Commissioners:** A. Beddows (Chair), D. Little (Vice Chair), N. Dowhy, M. Tait, J. Warner,  
**Staff:** M. Alsdorf, Manager, SEAPARC Recreation; M. Curtis, Manager of Operations; M. MacKeigan, Administrative Secretary (Recorder)

**Absent:** A. Wickheim, N. Quint

Chair Beddows called the meeting to order at 6:33 pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

#### 2. APPROVAL OF THE AGENDA

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Little,

That the agenda for the October 8, 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 September 3, 2024 be adopted as circulated.

**CARRIED**

#### 4. CHAIR'S REMARKS

- There were no chair remarks.

#### 5. YOUTH REPORT

- There was no youth report.

## 6. PRESENTATIONS/DELEGATIONS

### 6.1. Presentations

- There were no presentations.

### 6.2. Delegations

- There were no presentations.

## 7. COMMISSION BUSINESS

### 7.1. 2024 May to August Programs and Services Report

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

- Roller skating equipment

This report was provided for information only.

### 7.2. 2025 Budget

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

- Arena advertising sales
- Property assessments and requisitions

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

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, 2025-2029 SEAPARC Budget be approved as presented and form the basis of the Provisional 2025-2029 Financial Plan.

**CARRIED**

### 7.3. Staff Access Policy

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

- Review of previous version for comparison

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

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendments of Policy No. P-700.03 Staff Access.

**CARRIED**

#### 7.4. SD62 Long Term Lease Agreement

- M. Alsdorf provided an update on the long-term lease agreement with SD62:
- A long-term lease agreement was negotiated for a 10-year term, with automatic rollover into a month-to-month lease until a new term is negotiated. The contract is currently in the signing process.
  - The next step is to apply to the Agricultural Land Commission to allow for recreational use of the property.

#### 7.5. Strategic Plan Update

- M. Alsdorf provided an update on the Strategic Plan Project:
- Community engagement with youth and SD62 staff was completed in September, this delayed the key engagement findings.
  - Staff and Commission workshops will be rescheduled after the key finding report is completed.
  - Staff are waiting for an updated project timeline from the consultant.

#### 8. CORRESPONDENCE:

- There was no correspondence.

#### 9. NOTICE(S) of MOTION:

- There were no notices of motion.

#### 10. NEW BUSINESS:

- Update from the District of Sooke: Second phase of Ravens Ridge Park development is in progress, improvements include landscaping, picnic tables, sport box seating, and a multisport court which includes basketball and soccer; Little River Bridge project connecting Sunriver Estates and Poirier Elementary School is in progress; received lots of great feedback on the early installation of the arena ice, great ice quality.

#### 11. Motion to Close the Meeting

**MOVED** by Commissioner Tait, **SECONDED** by Commissioner Little,

Motion to close the meeting 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 reasonable be expected to harm the interests of the CRD board.

**CARRIED**

#### 12. ADJOURNMENT:

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

That the October 8, 2024 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:45 pm.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER