Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Thursday, October 08, 2026 **6:30 PM** **SEAPARC Board Room
2168 Phillips Road,
Sooke, BC V9Z 0Y3**

Present:
Commissioners: N. Dowhy (Vice Chair), M. Swinburnson, M. Tait, A. Wickheim
Staff: M. Alsdorf, Senior Manager, SEAPARC Recreation; M. Curtis, Manager of Operations; C. Hoglund, Program Services Manager; G. Harris, General Manager, Parks, Recreation and Environmental Services; M. MacKeigan, Administrative Secretary (Recorder)
Absent: A. Beddows (Chair), L. Haug

Vice Chair Dowhy called the meeting to order at 7:00pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Tait, **SECONDED** by Commissioner Swinburnson,

That the agenda for the October 8, 2026 session of the SEAPARC Commission be amended to include 7.1 Edward Milne Community School Swim Club Re: Lane Rental.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Swinburnson, **SECONDED** by Commissioner Tait,

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of September 1, 2026 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

There were no Chair's remarks.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

– There were no presentations.

5.2. Delegations

– There were no delegations.

6. COMMISSION BUSINESS

6.1. Commission Remuneration

M. Alsdorf provided an overview of the report. The Commission discussed the following:
- Conflict with the District of Sooke remuneration policy
- Budget impacts
- Volunteer recruitment

MOVED by Commissioner Swinburnson, **SECONDED** by Commissioner Tait,

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

1. That effective January 1, 2027, all Commissioners of the Sooke & Electoral Area Parks and Recreation Commission be eligible to receive per meeting payments pursuant to the CRD Board Remuneration and Travel Expense Reimbursement Policy.
2. That the 2027-2031 Financial Plan be updated to include an annual cost of $17,808 for per meeting payments to Commissioners.

DEFEATED

MOVED by Commissioner Swinburnson, **SECONDED** by Commissioner Tait,

That the Sooke & Electoral Area Parks and Recreation Commission recommend that Commissioners not receive per-meeting remuneration under the CRD Board Remuneration and Travel Expense Reimbursement Policy.

CARRIED

6.2. Commission Recognition Policy

M. Alsdorf advised the Commission that, following the outcome of Item 6.1, Commission Remuneration, staff are no longer recommending amendments to Policy No. C-300.01, Commission Recognition Policy.

6.3. Capital Projects & Facility Updates

M. Curtis provided an overview of the report. The commission discussed the following:
- Requirements for hazardous material testing
- Snow melt pit

This report was received for information.

6.4. May to August Programs and Services Report

C. Hoglund provided an overview of the report.

There was no discussion.

This report was received for information.

7. CORRESPONDENCE:

7.1. Edward Milne Community School Swim Club

M. Alsdorf provided an overview of the request.

MOVED by Commissioner Tait, **SECONDED**, by Commissioner Swinburnson,

That the Sooke & Electoral Area Parks and Recreation Commission recommends that the Capital Regional District Board:
Exercise its power of assistance under section 263(1)(c) of the Local Government Act by waiving the fee associated with School District 62's request for the use of two lanes for the Edward Milne Community School Swim Club for the September to November swim seasons in 2026 and 2027.

CARRIED

8. NOTICE(S) of MOTION:

There were no notices of motion.

9. NEW BUSINESS:

The commission shared the following:

- Commission Wickheim thanked staff for adding wildlife signage along the Hike & Bike Connector Trail.
- Commissioner Tait thanked the Commission and staff for their hard work throughout her 12 years of service. She highlighted several key achievements during that time, including the development of the bike park, purchase of the golf course, creation of Raven's Ridge Park and the Sport Box, and the skate park redevelopment. She remarked that SEAPARC is a valued community hub and safe gathering place for all and wished everyone continued success in the future.

10. ADJOURNMENT:

MOVED by Commissioner Tait, **SECONDED** by Commissioner Swinburnson,

That the October 8, 2026 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 7:57 pm.

CARRIED

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CHAIR

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RECORDER