

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a meeting held Wednesday, November 5, 2014  
SEAPARC Leisure Complex Board Room, Sooke, BC**

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*Mission Statement:*

*“Sooke Parks & Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area”  
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: M. Hicks - Chair (JDF Director), B. Berger, D. Bishop,  
P. Grove, J. Perkins (Vice Chair), W. Milne (Sooke Director)  
Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,  
L. MacDonald, Recording Secretary  
Absent: 0  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:35 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Director Milne, **SECONDED** by Commissioner Berger that the agenda be approved. **CARRIED**

**3. APPROVAL OF THE MINUTES OF October 1, 2014**

**MOVED** by Commissioner Berger, **SECONDED** by Director Milne that the minutes of the October 1, 2014 meeting be adopted. **CARRIED**

**4. CHAIR'S REPORT**

The Chair presented Director Milne with a gift in recognition of his three years on the Commission. The Chair thanked Director Milne for his service to the community and wished him well in his retirement.

The Chair noted that the December, 2014 regular meeting has been cancelled. The first meeting of 2015 is scheduled for January 7.

**5. DIRECTOR'S REPORT**

**6. NEW BUSINESS**

**a) Healthy Kids Presentation**

The SEAPARC Manager shared highlights from a presentation entitled “The 2014 Active Healthy Kids Canada Report Card” which provides an assessment Canadian child and youth physical activity in comparison with 14 other countries. Canada’s overall grade was a D- with the highest grades scored in organized sports (C+), community & built environment (B+) and schools (C+) with lowest grades in active transportation (D), overall physical activity (D-) and sedentary behaviours (F). The Manager suggested that this report be referenced in any future planning for SEAPARC.

**7. STAFF REPORTS**

**a) Staff News**

The Program Services Manager reported on increased attendance in weekday adult fitness offerings with many classes reaching or exceeding the Multipurpose Room capacity.

The 2<sup>nd</sup> Annual Thanksgiving Skate was well attended with donations of food and cash (\$45.20) collected for the Sooke Food Bank.

b) Emergency Procedures Project Update

The SEAPARC Manager reported on the Emergency Procedures project being led by Jake Morris, Camosun College co-op student during his three month term of employment. Jake is working with staff to review current procedures and compile a facility wide emergency procedure. Drills will be held over an eight week period covering a variety of emergencies (ie. lockdown, earthquake, gas leak, etc.)

**8. ROUNDTABLE**

Commissioner Berger noted the excellent service provided by pool staff during a recent incident when a patron was struck by a puck while sitting in the arena bleachers.

General discussion on topics to be addressed by the Commission in 2015 including developing a long range strategic plan for the facility and formulating four year financial and service plans.

**9. ADJOURNMENT**

The regular meeting adjourned 7:35 p.m.

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Mike Hicks, Chair

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Lynn MacDonald, Recorder