



KERRY PARK RECREATION COMMISSION

Tuesday, January 24, 2012

5:15 pm - Regular Commission Meeting

Dinner served at 5:00 pm

Kerry Park- Social Lounge

AGENDA

1. **CALL TO ORDER:**
2. **ELECTION OF CHAIR:**
3. **ELECTION OF VICE CHAIR:**
4. **APPROVAL OF AGENDA:**
5. **ADOPTION OF MINUTES:**
A1 - Adoption of the Kerry Park Commission meeting minutes – November 21, 2011.
6. **BUSINESS ARISING FROM THE MINUTES:**
7. **DELEGATIONS:**
8. **DEPARTMENT REPORTS/CORRESPONDENCE:**
DR1- Manager's Report
DR2- Facility Coordinator's Report
DR3- Director's Update
10. **UNFINISHED BUSINESS:**
UB1- Figure Skating Harness
11. **NEW BUSINESS:**
NB1- Canada Day Grant
12. **QUESTION PERIOD:**
13. **NEXT MEETING:**
13. **ADJOURNMENT:**

Distribution:

Mike Walker,	Director Area A	Brian Harrison,	Appointee Area A
Bruce Fraser,	Director Area B	Heather Broughton,	Appointee Area B
Gerry Giles,	Director Area C	Michael Croft,	Appointee Area C
Lori Iannidinardo	Director Area D		
Kim Liddle,	Manager, South Cowichan Recreation		
Sheena Boyles,	Admin and Facility Bookings Coordinator, South Cowichan Recreation		
Tony Liddle	Facilities Coordinator, South Cowichan Recreation		
Ron Austen	General Manager, Parks Recreation and Culture Division		
Jim Wakeham,	Manager Facility, Fleet and Maintenance		

**COWICHAN VALLEY REGIONAL DISTRICT
KERRY PARK RECREATION CENTRE**

Minutes of the regular commission meeting of the Kerry Park Recreation Centre Commission, meeting held at Kerry Park Recreation Centre on Monday, November 21, 2011 at 5:20 pm.

PRESENT: Chairperson: Heather Broughton
Directors: Gerry Giles, Brian Harrison, Ken Cossey
Commissioners: Mike Croft, Doug Higginson, Leslie Heinio

ALSO

PRESENT: Kim Liddle, Manager, South Cowichan Recreation
Tony Liddle, S. C. Facility Operations Coordinator
Sheena Boyles, Recording Secretary
Ron Austen, GM Parks Rec & Culture
Jim Wakeham, Mgr Facility, Fleet, Transit Mgt

ABSENT: Director: Lori Iannidinardo

CALL TO ORDER

The meeting was called to order at 5:20 pm.

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be approved as presented, with the addition of NB 2 as per Brian Harrison.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded that the minutes from the October 25th, 2011 Kerry Park Recreation Commission meeting be adopted as presented.

MOTION CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

None

DELEGATIONS

None

**DEPARTMENT
REPORTS/
CORRESPONDENCE**

DR1. Facilities Coordinator – Shower/Water Heater Repair

The Facility Coordinator reported that we have been experiencing ongoing hot water problems for the showers in the facility; main mixing valves are being replaced and patrons are encouraged to report concerns to staff so we can continue to deal with any issues that arise. It was suggested that a suggestion box be made available to patrons wanting to leave information/complaints for staff. In addition the score clock should be received by the end of December 2011.

DR2. Food and Beverage Coordinator

Shawna Bradley, our temporary Food & Beverage Coordinator's term is done on December 2nd, Donna will be returning January 3rd. The commission wishes to thank Shawna for her huge commitment – she has done a fantastic job with all aspects and has made some huge cost savings to the department.

DR3. Director's Report

Nothing to report more discussion will happen in the new year.

**UNFINISHED
BUSINESS****UB1 Figure Skating Harness**

To be tabled to next meeting.

NEW BUSINESS**NB 1 - Budget Review**

Highlights include:

- Overall increase approximately 2% for 2012
- Significant savings within the food & beverage dept were noted due to improved staff scheduling and decrease in food waste
- No large minor capital items included fir 2012 resulting in lower general expenditures for next year
- Class software / consultants and referendum costs included for 2012 as well as \$80,000 transfer to reserve
- Supplemental items would increase overall budget by 1.1%
 - Curling ice scraper
 - Floor scrubber
 - Tandem dump trailer – composting/get supplies
- Above items are preliminary and final numbers dependent upon yearend figures

NB2. Thank You

As this is Brian, Ken and possibly Heathers last meeting, they wished to pass on a huge thank you to staff and fellow commission members.

MEETING DATE

The next meeting is scheduled for January 24th, 2012.

ADJOURNMENT

The meeting adjourned at 6:00 pm

Chairperson

Secretary

Dated



KPRC Commission Meeting January 24, 2012

DR 1 – MANAGER’S REPORT

Topics:

1. BC Senior Women’s Play downs- hosted Jan 20-22nd
2. Budget Process Update
3. KPMHA- Meeting updates

DR 2 – FACILITY COORDINATOR’S REPORT

Topics:

1. Asbestos Abatement
- 2.



STAFF REPORT

KERRY PARK RECREATION COMMISSION OF JANUARY 24, 2012

DATE: January 24, 2012

FILE NO:

FROM: Janine Layseca, Programmer SCR

BYLAW NO:

SUBJECT: Funding Application for "Celebrate Canada."

Recommendation/Action:

That the Kerry Park Recreation Commission support sending a recommendation to the Cowichan Valley Regional District Board to approve staff submitting a grant application to the Celebrate Canada Committee for British Columbia c/o Canadian Heritage for funds to host the Canada Day Celebration in the South Cowichan area

Relation to the Corporate Strategic Plan:

Promote individual and community wellness- increase participation in parks, recreation and culture programs, events and activities.

Financial Impact: (Reviewed by Finance Division: _____)

If funding is received, there will be no financial impact to the budget as the event will be funded 100%. If funding is turned down, the impact will be approximately \$500 (which would be funded through the programming department) as the majority of the event is funded through the Shawnigan Lake Community Association.

Background:

The Kerry Park Recreation Centre has been successful in securing the Grant Funding from Celebrate Canada for the past four years and would once again like to apply for funding. Financial assistance is available to support "Celebrate Canada" – Canada Day Activities through the Celebrate Canada Committee for British Columbia c/o Canadian Heritage.

The objectives of the Celebrate Canada program are to:

- Enhance appreciation of Canada's rich diversity of culture, ethnicity, language and geography by fostering contacts and connections among Canadians.
- Instill pride in Canada's heritage by giving Canadians an opportunity to share our experiences, our stories, our myths, and our symbols.
- Contribute to the development of the distinctive Canadian model of shared citizenship – a model where mutual accommodation, mutual respect, mutual responsibility and diversity are underlying values.

Submitted by,

A handwritten signature in blue ink, appearing to read "Janine Layseca".

Janine Layseca

Reviewed by:

Division Manager:

K. Liddle

Approved by:

General Manager:



STAFF REPORT

KERRY PARK RECREATION COMMISSION OF JANUARY 24, 2012

DATE: January 24, 2012

FILE NO:

FROM: Kim Liddle, Division Manager

BYLAW NO:

SUBJECT: Skate Harness Policy

Recommendation/Action:

To approve the attached Skate Harness Policy based on recommendations given by Steve Hurcombe, CVRD Budget Coordinator and implement for the start of the 2012/13 skating season.

Relation to the Corporate Strategic Plan:

Provide well maintained public facilities, establishing consistent quality and maintenance standards for CVRD facilities.

Financial Impact: *(Reviewed by Finance Division: _____)*

None if the attached policy is approved. The cost of inspection will be passed onto the individual skating club as they are the sole owners/users of this equipment. If the local Figure Skating Clubs (Kerry Park, Duncan and Lake Cowichan) coordinate their annual inspections, costs will be approximately \$500/club versus \$775 for a single inspection.

Background:

At the August 25, 2011 Kerry Park Recreation Commission Meeting, the Commission requested that Steve Hurcombe, CVRD Budget Coordinator, prepare a report for further discussion regarding insurance implications on the skate harness which was received and reviewed at the October 25, 2012 Commission meeting. Staff was directed to review options presented, determine who owns the harness and draft a recommendation based on summary of report.

The following questions were reviewed when preparing the attached draft policy:

1. Who owns the skate harness?
2. Which user groups use the equipment?
3. Who is providing adequate training and/or information as well as supervision on the usage of the equipment?
4. Who is responsible for the maintenance and inspection of the equipment?
5. What are the manufacturer's recommended procedures for such equipment?

In order to remove risk exposure associated with the equipment it is recommended that the attached policy be adopted and a draft agreement be prepared between the Kerry Park Recreation Centre and the Kerry Park Figure Skating Club to include the following clauses and/or conditions (based on recommendations by Steve Hurcombe)

- Specific assignment of the responsibility for maintenance and inspection
- Use of contractual indemnity and hold-harmless clauses to transfer responsibility
- Specific requirements to provide supervisors with adequate training and/or instruction in the use of the equipment
- Specific insurance requirements, including requirements for proof of insurance coverage

Submitted by,



Kim Liddle

Reviewed by:

Division Manager:

Approved by:

General Manager:
