



KERRY PARK RECREATION COMMISSION

Tuesday, August 27th, 2013

5:00 pm - Regular Commission Meeting
Kerry Park Recreation – Social Lounge

AGENDA

1. **APPROVAL OF AGENDA:**

2. **ADOPTION OF MINUTES:**

A1 - Adoption of the Kerry Park Commission meeting minutes – July 4th, 2013.

3. **BUSINESS ARISING FROM THE MINUTES:**

4. **DELEGATIONS:**

D1 – Sport Tourism Presentation, John Elzinga

D2 – Jr. B TV Presentation, Murray Bair-Speirs

5. **DEPARTMENT REPORTS/CORRESPONDENCE:**

DR1 - Manager's Report

DR2 - Facility Coordinator's Report

DR3 - Mid Year Budget Report

DR4 - Curling Rates

DR5 – Unlicensed Alcohol

Verbal Report

Verbal Report

Attached

To be distributed

Attached

6. **UNFINISHED BUSINESS:**

7. **NEW BUSINESS:**

8. **QUESTION PERIOD:**

9. **ADJOURNMENT:**

The next regularly scheduled commission meeting will be September 24th, 2013

Distribution:

Mike Walker,	Director Area A	Brian Harrison,	Appointee Area A
Bruce Fraser,	Director Area B	vacant	Appointee Area B
Frank Raimondo,	Alternate Director Area C	Michael Croft,	Appointee Area C
Lori Iannidinardo	Director Area D	Leslie Heino	Appointee 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 Department		
Jim Wakeham	Manager Facility, Fleet and Maintenance		
Allison Nelson	Executive Assistant, CVRD		

**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 Thursday July 4th, 2013 at 5:00 pm.

PRESENT: Chairperson: Mike Croft
Directors: Mike Walker, Bruce Fraser,
Gerry Giles, Lori Iannidinardo,
Commissioners: Brian Harrison, Frank Raimondo,
Leslie Heino,

ALSO

PRESENT: Warren Jones, CAO, CVRD
Kim Liddle, Manager, South Cowichan Recreation
Sheena Boyles, Recording Secretary
Tony Liddle, Facility Operations Coordinator

CALL TO ORDER: The meeting was called to order at 5:00 pm.

APPROVAL OF AGENDA: It was moved and seconded that the agenda as presented be approved.

MOTION CARRIED

ADOPTION OF MINUTES: It was moved and seconded that the minutes from the June 11th, 2013 Kerry Park Recreation Commission meeting be adopted as presented.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES: None

DELEGATIONS: None

**DEPARTMENT REPORTS/
CORRESPONDENCE:** None

UNFINISHED BUSINESS: **UB1. Kerry Park Upgrades**
The CVRD CAO, Warren Jones gave the commission an update on the status of the upgrades to Kerry Park. Discussion ensued and the following motions were passed.

MOTION:

That the following June 11, 2013 Commission motion be rescinded: "That the necessary bylaws, resolutions, documents and processes be prepared to enable a referendum in October/November 2013 which would establish a new service for the capital renovation of the Kerry Park Recreation Centre with the service partners being Electoral Areas A – Mil Bay/Malahat, B – Shawnigan Lake, and C – Cobble Hill; and to authorize the borrowing of up to \$14.4 million for the capital renovation."

MOTION CARRIED

That staff be directed to:

1. Initiate a facility retrofit plan for the Kerry Park Recreation Centre;
2. That the Plan be funded within the Kerry Park operational budget; and
3. That other funding opportunities be explored.

MOTION CARRIED

NEW BUSINESS: None

QUESTION PERIOD:

MEETING DATE: The next meeting is scheduled for August 27th, 2013.

ADJOURNMENT: The meeting adjourned at 5:45 pm

Chairperson

Secretary

Dated



STAFF REPORT

KERRY PARK RECREATION COMMISSION MEETING AUGUST 27, 2013 MEETING

DATE: August 22, 2013 **FILE NO:**

FROM: Kim Liddle-Division Manager, South Cowichan Recreation
Tony Liddle- Facility Operations Coordinator- South Cowichan Division

SUBJECT: Mid-Year Budget Status Report – Kerry Park Recreation

Recommendation/Action:

For information purposes only.

Relation to the Corporate Strategic Plan:

Our goal is to be an organization whose public and staff are proactively informed by supporting information flow between the Board, Commissions/Committees, front line staff and management.

Financial Impact: *(Reviewed by Finance Division: N/A)*

This report is submitted for information purposes only.

Background:

The purpose of this report is to provide the Kerry Park Recreation Commission with an interim 2013 report on the status of the budget pertaining to Kerry Park Recreation. The South Cowichan Recreation Division and the South Cowichan Facilities Division are working in conjunction within functions 411 to 416 to manage the budget for 2013 and the budget planning process for 2013 to outline the current status of the departmental budgets. The following is a brief outline of key aspects of the Kerry Park Recreation Centre.

Function 411 (Administration):

Revenues:

Revenue accounts within function 411 are on target and expected to fully meet the projected revenues for year end.

Expenditures:

Expense accounts within function 411 are on target and expected to fully meet the projected expenditures for year end with the exception of the following. It is anticipated that labour costs will be approximately \$10,000 less than budgeted; Referendum expense of \$30,000 will not be needed; Consulting costs will overrun by approximately \$20,000 in order to begin planning stages for facility upgrades in early 2014; and the contingency fund of \$7,162 will not be needed.

The projected surplus for Function 411 is approximately \$27,162.

Function 412 (Food and Beverage):

Revenues:

Revenue accounts within function 412 are on target and expected to fully meet the projected revenues for year end.

Expenditures:

Expense accounts within function 412 are on target and expected to fully meet the projected expenditures for year end.

The projected surplus for Function 412 is approximately \$7,000.

Function 413 (Curling Arena):

Revenues:

Revenue accounts within function 413 are on target and expected to fully meet the projected expenditures for year end.

Expenditures:

Expense accounts within function 413 are on target and expected to fully meet the projected expenditures for year end, will no need to utilize the contingency fund of \$9,000.

The projected surplus for Function 413 is approximately \$9,000 if revenues remain on target for the upcoming season.

Function 415 (Ice Arena):

Revenues:

Revenue accounts within function 415 are on target and expected to fully meet the projected revenues for year end.

Expenditures:

Expense accounts within function 415 are on target and expected to fully meet the projected expenditures for year end with the exception of the following. It is anticipated that labour costs will be approximately \$40,000 less than budgeted due to reduction in project work and increase efficiencies in scheduling; and the contingency funds of \$20,000 will not be needed

The projected surplus for Function 415 is approximately \$60,000 if revenues remain on target for the upcoming season.

Function 416 (Sports Field Complex):

Revenues:

Revenue accounts within function 416 are on target and expected to fully meet the projected revenues for year end.

Expenditures:

Expense accounts within function 416 are on target and expected to fully meet the projected expenditures for year end. It is anticipated that labour costs will be approximately \$10,000 less than budgeted, as well as no need to utilize the contingency fund of \$2,500.

Staff Report
Kerry Park Recreation

Date: August 27, 2013

The projected surplus for Function 416 is approximately \$12,500

Summary:

Staff continues to work towards finding efficiencies in the work place to reduce operating costs. The overall projected surplus is approximately \$115,662.

Submitted by,



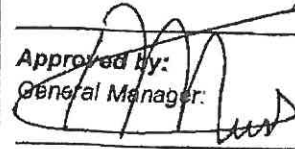
Kim Liddle
Division Manager
South Cowichan Recreation



Tony Liddle
Facility Operations Coordinator
South Cowichan Division

Reviewed by:
Division Manager

Approved by:
General Manager





STAFF REPORT

KERRY PARK RECREATION COMMISSION MEETING OF AUGUST 27, 2013

DATE: August 21, 2013

FROM: Kim Liddle
Manager South Cowichan Recreation

SUBJECT: Unlicensed Alcohol

Recommendation/Action:

1. That the Kerry Park Recreation Commission approve the following amendments to the Centre's Alcohol, Tobacco, and Drug Discipline Policy:

Step 1: First Offence

Written and verbal warning to the Licensee indicating that a subsequent infraction will result in the cancellation of a booking, and that the Licensee will still responsible for that booking's rental fee.

Step 2: Second Offence:

Written and verbal notification to the Licensee indicating that because of a second infraction, cancellation of their next booking has resulted and the licensee will be responsible for the rental fees of that booking.

Subsequent Offence:

Any subsequent offences will result in the Licensee automatically being suspended of any further bookings and the matter will be taken to the Kerry Park Commission to determine further action.

And that:

2. If the Liquor Control and Licensing Branch assess a fine to Kerry Park Recreation, because a user group, is in contravention of their rental contract and conditions of use, is in possession of unlicensed alcohol within the facility, that Kerry Park Recreation Commission:
 - Directs management to recoup the amount of the fine from the contravening user group.
 - Prohibits use of the facility by that user group, until all fines due to contravention of rental contract and conditions of use, for unlicensed alcohol possession at the facility are paid.

Relation to the Corporate Strategic Plan:

- Implement best practices throughout the organization wherever possible.
- Review organizational processes and streamline where appropriate, to improve efficiency and reduce costs

Financial Impact: (Reviewed by Finance Division: _____)

Having reduced warnings for unlicensed alcohol potentially lessens the chance that unlicensed alcohol consumption will cause the facility to be fined. The local liquor inspector has stated that a fine for unlicensed alcohol is \$7,500 per occurrence.

The facility should not suffer a loss of revenue due to unlicensed alcohol infractions, so the user group would still be responsible for the rental fee.

Background:

Recreation facilities in British Columbia have been trending toward the implementation of policies prohibiting unlicensed alcohol possession, especially targeting dressing rooms.

A copy of the KPR's existing Alcohol, Tobacco, and Drug Policy, and Alcohol, Tobacco, and Drug Discipline Policy, are provided for background. KPR has had a policy prohibiting unlicensed alcohol possession since 2006. However, there continue to be occasional reports of unlicensed alcohol within the facility. Management has notified offending user groups that unlicensed alcohol possession will result in suspension of rental privileges for the facility.

There has been increased enforcement by the Liquor Control and Licensing Branch on the issue of unlicensed alcohol in dressing rooms. In 2012, inspectors for the Liquor Control and Licensing Branch began to enforce regulations within the City of Nanaimo. It is my understanding that although the original fine was reduced, one particular infraction in Nanaimo caused the Liquor Branch to assess Nanaimo Parks and Recreation a \$40,000 fine and the cancellation of the next four licensed events. Then in early February, 2013, the local liquor inspector did conduct a surprise check of Island Savings Centre.

Since this time, the Island Savings Centre has licensed their dressing room and has a system in place where their staff is serving alcohol in the dressing rooms following game time. Management has reported that the Lacrosse season went smoothly and this will be their first trial run of the hockey season.

Staff representing Cowichan Lake Recreation, South Cowichan Recreation, North Cowichan Parks and Recreation, the Cowichan Sportsplex, CVRD Parks, and the Island Savings Centre have met to review existing unlicensed alcohol policies. Staff continues to recommend consistent policies across the region, resulting in similar staff reports being taken to respective commissions and committees.

A user group meeting will be scheduled to reiterate that policy on unlicensed alcohol and inform all groups of the amendments to the policy.

Submitted by,

Kim Liddle, Manager,
South Cowichan Recreation

Reviewed by:
Division Manager:

Approved by:
General Manager:

KERRY PARK RECREATION CENTRE

Policies & Procedures

Subject: Alcohol, Tobacco, & Drug Policy	
Approved: August 22, 2006	Revision:
Eligibility: Facility user groups	

PURPOSE:

The following document is in regards to alcohol, tobacco, and drug (ATD) consumption by licensees (ie. user groups) in unlicensed areas within Kerry Park Recreation Centre (KPRC) facility.

The use or consumption of Alcohol, Tobacco, or Drugs (ATD) is prohibited in all Kerry Park Recreation Centre facilities, unless specified with a posted valid B.C.L.C.B permit in accordance with the BC Liquor Control and Licensing Act.

Those who do not abide will be subject to disciplinary action by KPRC management and/or legal action.

Duties and Responsibilities

- The KPRC Alcohol, Tobacco, and Drug Consumption Policy and the Alcohol, Tobacco, and Drug Consumption Disciplinary Policy to be included in all KPRC licensee agreements, to be signed off by all user group representatives.
- User group contracts to specify that groups must clear facility dressing rooms within 45 minutes after completion of their rental agreement.
- Signage posted in the Arena Lobby and Dressing Rooms citing the following:

The use or consumption of Alcohol and Tobacco are prohibited in all unlicensed Kerry Park Recreation Centre facilities. Illicit drugs are not permitted in the facility or on the property.

*Dressing rooms are to be cleared within 45 minutes upon completion of your event. Those who do not abide will be subject to disciplinary action by Kerry Park Management and/or legal action.
Thank you for your cooperation.*

Subject: Alcohol, Tobacco, & Drug Discipline Policy	
Approved: August 22, 2006	Revision:
Eligibility: User Groups	

PURPOSE:

The purpose of the Alcohol, Tobacco, & Drug Discipline Policy is to provide direction in regards to discipline in the event that the Alcohol, Tobacco, & Drug Policy is breached.

Discipline Policy Steps

1. Step 1: First Offence:

Verbal warning/discussion with the licensee to be followed up with a letter of warning indicating that a subsequent infraction will result in the Licensee (user group) being placed on probation.

2. Step 2: Second Offence:

The Licensee is formally advised and placed on probation, which will result in cancellation of bookings if there are any further infractions. Being placed on probation could also affect the Licensee's future bookings.

3. Step 3: Third Offence:

The Licensee's booking is cancelled for up to five (5) sessions and the cancellation would double with subsequent offences. With the third cancellation, the Licensee would automatically be suspended for one calendar year. The Licensee would be advised and would have the right to appeal cancellations or suspensions to Kerry Park Management.