



COWICHAN LAKE RECREATION COMMISSION MEETING AGENDA

THURSDAY, APRIL 27, 2017
COWICHAN LAKE SPORTS ARENA MEETING ROOM
311 SOUTH SHORE ROAD, LAKE COWICHAN BC

7:00 PM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Cowichan Lake Recreation Commission meeting of February 23, 2017	1
Recommendation That the minutes of the Regular Cowichan Lake Recreation Commission meeting of February 23, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
7. <u>REPORTS</u>	
R1 Tanya Kaul, Programmer Verbal Report Re: Programming Update	
R2 Rob Frost, West Cowichan Facility Coordinator Verbal Report Re: Chiller Update	
R3 Report, Manager Cowichan Lake Recreation Re: Amended Skate Harness Policy	5
R4 Manager, Cowichan Lake Recreation Verbal Report Re: 2016 Budget Outcome; LEGEND update; National Aboriginal Hockey Championships; BC Hockey's U-18; Spring Ice; Lake to Lake Walk & Marathon	
R5 Directors I. Morrison and K. Kuhn Verbal Report Re: CVRD Board Update	
R6 Mayor R. Forrest Verbal Report Re: Town of Lake Cowichan Update	
8. <u>UNFINISHED BUSINESS</u>	

9. NEW BUSINESS

10. ADJOURNMENT

The next Cowichan Lake Recreation Commission Meeting will be held Thursday, May 25, 2017 at 7:00 PM, in the Cowichan Lake Sports Arena Meeting Room, 311 South Shore Road, Lake Cowichan, BC.

Commission Members

T. Gamble, Chairperson
L. Johnson, Vice-Chair
T. Akiyama

C. Bath
E. Fearon
Mayor R. Forrest, Town of Lake Cowichan

Director K. Kuhn
Director I. Morrison
T. Repstock

Minutes of the Cowichan Lake Recreation Commission Meeting held on Thursday, February 23, 2017 in the Cowichan Lake Sports Arena Meeting Room, 311 South Shore, Lake Cowichan BC at 7:04 PM.

PRESENT: Chair T. Gamble
Director K. Khun
Alternate Director D. Darling
Councillor B. Day, Town of Lake Cowichan
E. Fearon
C. Bath
T. Repstock
L. Johnson

ALSO PRESENT: L. Blatchford, Manager, Cowichan Lake Recreation
R. Frost, West Cowichan Facilities Coordinator
L. Bowery, Recording Secretary

ABSENT: Mayor R. Forrest
Director I. Morrison
T. Akiyama

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Cowichan Lake Recreation Commission meeting of January 26, 2017

It was moved and seconded that the minutes of the Regular Cowichan Lake Recreation meeting of January 26, 2017 be adopted.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

BA1 Election of Vice Chair

L. Johnson was elected to Vice Chair by acclamation.

CORRESPONDENCE

C1 Cowichan Lake District Figure Skating Club request

Director I. Morrison volunteered to speak at the CLD Skating Club Ice Show on March 3, 2017 as per their request.

REPORTS**R1** West Cowichan Facility Coordinator Verbal Report Re: Chiller Update

Staff have met with two contractors and we are now waiting for the tender to close. R. Frost will update the Commission on the price at that time.

R2 Manager, Cowichan Lake Recreation Verbal Report Re: Family Day Turnout; BC Hockey's U-18 Female Invitational Selection Camp; Spring Hockey; National Aboriginal Hockey Championships; LEGEND

Our Family Day programs saw 185 participants at the arena free skate and 150 participants out in Youbou for free bowling and free pickleball. The funding for these free programs was provided by two \$1000.00 grants awarded to our program section.

B.C. Hockey's U-18 Female Invitational Selection Camp press release was shared with the Commission.

The Monarchs are looking for spring ice in three arenas and may need office space for three months.

The Manager gave an overview of the game slots at the CLSA for the National Aboriginal Hockey Championships.

The LEGEND "Go Live" date has been changed from March 1, 2017 to May 4, 2017.

Plans are underway for the Cowichan Valley Trail Walk and Ultra Marathon scheduled for Saturday, September 9, 2017. It will model after The Great Lake Walk starting at West Shawnigan Lake Park and ending here at CLSA with rest stops in between.

R3 Directors I. Morrison and K. Kuhn Verbal Report Re: CVRD Board Update

Nothing to report.

R4 Councillor B. Day Verbal Report Re: Town of Lake Cowichan Update

Work on Centennial Park is underway again. The Town is looking to work with Cowichan Lake Recreation to promote and host soccer or ball tournaments on the two new ball fields and new soccer field.

Public works has a new foreman.

Tenders have gone out for the Town Hall project.

The CVRD would like input on the Watershed issues and encourages the public to go onto PlaceSpeak to make their opinions known.

Shaw Creek property has been sold and will be discussed at an upcoming public

meeting.

B.C. Assessments are in and the Town of Lake Cowichan is up by 8.6%.

Councillor B. Day noted the work of the Cowichan District Hospital Foundation in procuring a 1.8 million dollar CT scanner.

ADJOURNMENT

7:45 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 7:45 PM.

Chair

Recording Secretary

Dated: _____



CVRD

POLICIES & PROCEDURES

Title: SKATE HARNESS POLICY		
Classification: CVRD Parks, Recreation and Culture		Approved By: CLR Commission
Approval Date: February 2, 2012	Revision Date: April 27/17	Revision #: 1
<p><u>PURPOSE:</u></p> <p>To ensure the security and safety of the jump harness and outline clear guidelines regarding the use of equipment</p> <p><u>DEFINITIONS:</u></p> <p>Only skaters and professional coaches registered with Cowichan Lake District Skating Club (CLDSC) and are in good standing with Skate Canada are eligible to use the skate harness.</p> <p><u>POLICY:</u></p> <p>The harness is the property of the CLDSC. CLDSC must provide proof of liability insurance naming the CVRD as additional insured to use the harness. CLDSC will be required to sign a Usage Agreement prior to using the skate harness outlining they take full responsibility for the harness and indemnifying the Cowichan Valley Regional District in the event of a loss or injury involving the harness.</p> <p>The maintenance and inspection solely lies on the CLDSC at their own expense.</p> <p>Only professionally trained coaches are to use the skate harness.</p> <p>Coaches are responsible for ensuring the harness is properly attached to the skater at the start of their training session, and detached from the skater at the end of the training session and ensure it is put away and locked properly for safety reasons. The jump harness is only to be used during times when CLDSC has booked the arena and has a rental contract in place.</p> <p>The skate harness is only to be used following the guidelines set out in the Skate Harness Instruction Manual.</p> <p>The Usage Agreement will detail the procedures required to use the skate harness and must be followed. Failure to adhere to the Skate Harness policy and procedures set out will result in the cancellation of the usage agreement</p>		



STAFF REPORT TO SELECT

DATE OF REPORT April 11, 2017
MEETING TYPE & DATE Cowichan Lake Recreation Commission of April 27, 2017
FROM: Cowichan Lake Recreation Division
 Community Services Department
SUBJECT: Revised Skate Harness Policy
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to approve the revised skate harness policy.

RECOMMENDED RESOLUTION

That the revised skate harness policy be approved.

BACKGROUND

The Cowichan Lake Recreation Commission, at their regular meeting of February 2, 2012, approved the Skate Harness Policy based on recommendations by the Municipal Insurance Association (MIA).

This policy was adopted in order to remove risk exposure associated with equipment that is owned, maintained and used by the Cowichan Lake District Skating Club, but installed in a facility owned by the CVRD.

The policy includes clauses and/or conditions denoting the 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; and specific insurance requirements, including requirements for proof of insurance coverage.

ANALYSIS

As per a confirmation email sent by Lyle Smith, Assistant Manager, Finance Division, CVRD on January 13, 2017, MIA requires Cowichan Lake District Skating Club to sign an agreement agreeing to hold the CVRD harmless and indemnify it in the event of loss involving the harness. The CVRD is also added to the Skate Club's insurance policy as additional insured. The onus is on the skating club to make sure their equipment is functioning properly. We no longer have to take the extra step telling them how to maintain or inspect their equipment and we no longer require proof of how to maintain, inspect or use their equipment.

FINANCIAL CONSIDERATIONS

100% of the cost of maintaining and inspecting the Skate Harness is the responsibility of the Cowichan Lake District Skating Club.

COMMUNICATION CONSIDERATIONS

Once approved, a new Skate Harness Policy and Agreement will be sent to the Lake Cowichan District Figure Skating Club for signature prior to use during the 2017/18 ice season.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Provision of well-maintained public facilities as well as establishing consistent quality and

maintenance standards for CVRD facilities.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Linda Blatchford
Manager

Reviewed by:

Not Applicable
Not Applicable



Kim Liddle
A/General Manager

ATTACHMENTS:

Attachment A – Revised Skate Harness Policy

