



KERRY PARK RECREATION COMMISSION MEETING AGENDA

TUESDAY, JUNE 27, 2017
KERRY PARK RECREATION CENTRE LOUNGE
1035 SHAWNIGAN-MILL BAY ROAD, MILL BAY BC

5:15 PM

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1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Kerry Park Recreation Commission meeting of March 28, 2017	1
Recommendation That the minutes of the Regular Kerry Park Commission meeting of March 28, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
IN1 Introduction of Program Staff	
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8. <u>UNFINISHED BUSINESS</u>	
9. <u>NEW BUSINESS</u>	

10. **CLOSED SESSION**

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

11. **ADJOURNMENT**

The next Kerry Park Recreation Commission Meeting will be held Tuesday, July 25, 2017 at 5:30 PM, in the Kerry Park Recreation Centre Lounge, 1035 Shawnigan-Mill Bay Road, Mill Bay, BC.

Commission Members

B. Harrison, Chairperson
S. Evans, Vice-Chairperson
Director S. Acton

Director M. Clement
C. Collister
S. Cox

Director K. Davis
Director L. Iannidinardo

Minutes of the Kerry Park Recreation Commission Meeting held on Tuesday, March 28, 2017 in the Kerry Park Recreation Centre Lounge, 1035 Shawnigan-Mill Bay Road, Mill Bay BC at 5:30 PM.

PRESENT: Chair B. Harrison
Director K. Davis
Director M. Clement
Appointee S. Evans
Alternate S. Acton

ALSO PRESENT: Kim Liddle, Manager, South Cowichan Recreation
Tony Liddle, Facility Coordinator, South Cowichan Recreation
Sheena Boyles, Administration Coordinator/Recording Secretary

ABSENT: Director S. Furstenau
Director L. Iannidinardo
Appointee S. Cox
Appointee C. Collister

APPROVAL OF AGENDA

It was moved and seconded that the agenda be adopted.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Kerry Park Recreation Commission meeting of January 24, 2017

It was moved and seconded that the minutes of the January 24, 2017 Kerry Park Commission meeting be adopted.

MOTION CARRIED

INFORMATION

IN1 Calendar of Events

Kim Liddle, Manager, South Cowichan Recreation presented the South Cowichan Recreation Event Calendar that was produced by the Recreation Department. The document highlights newly created events as well as annual events including a short description of each.

The department is working with a number of community groups to create partnerships in order to host or co-host additional events in the coming year.

The department has just recently taken over the South Cowichan Youth Softball League, as they didn't have enough volunteers to continue to run it. Registration

numbers are steady so far, with positive feedback being received that we will be running it. Registration deadline is April 1st with teams being formed after that.

The department will be purchasing equipment to continue to host Movies in the Park, the department will determine logistics this year in order to offer other community groups the option of renting equipment in the future.

IN2**Capital Projects**

Tony Liddle, Operations Coordinator, South Cowichan Recreation gave a verbal update on the Capital projects planned for 2017.

Replacement of the chiller was tendered jointly with Lake Cowichan which resulted in economies of scale. The project was awarded to Fraser Valley Refrigeration and will be completed prior to the startup of ice for next season.

We are currently in the design phase of improving the domestic hot water storage, which would be completed this summer in time for ice start up. Following this project improvements to the HVAC system will be explored.

A joint tender with Shawnigan Lake Community Centre will go out for facility signage which will include materials for inside and outside.

Staff are exploring several possibilities around well drilling and storage options for our irrigation supply.

We are currently investigating products supplied from a number of suppliers and recommendations from other areas and departments that have installed outdoor fitness park stations.

Currently an RFP is being drafted for supply and installation of floor finishes on the curling side of the facility, this would include the office, hallway, lounge and Denis McLean room.

Staff are working with Wikkerink farms to trim trees which would increase visibility around the skateboard park. Additional ground clearing and shrub removal will take place shortly as well as graffiti removal. Surveying of the property and discussion with highways will also take place as we start the design portion of the proposed skateboard park expansion/rejuvenation project.

The final pieces of the building envelope project will be completed shortly; these remaining pieces include final painting and installation of a new insulated roll up door in the curling rink.

IN3**Legend Software Update**

Staff continue to work on the set up of the new software database. There have been a number of challenges in the set up and it is taking longer than anticipated, but the company is working very hard to accommodate our needs as quickly as possible. Anticipated 'go live' is still early May. There will be a new website launched called RecConnect which will tie the Cowichan Valley Regional District, North Cowichan,

and the Town of Ladysmith together for online program registration.

IN4 Skateboard Park Project Planning for 2018

Staff plan to create a steering committee with users, parents and directors in late spring 2017, followed by drafting plans for this phase of expansion/rejuvenation, using monies from 2017 for the preliminary design and site work. A budget will be defined based on the design phase.

REPORTS

R1 Managers Report

K. Liddle, Manager, South Cowichan Recreation, produced a verbal report and monthly update for information.

Cowichan Valley Regional District staff and many community partners continue to work on promotion of Physical Literacy in the Cowichan Valley. New branding will be rolled out shortly. Four staff will be attending the Physical Literacy Conference in Toronto which is held bi-annually and draws participants from all over the world. Our initiatives are considered industry leading so staff will be presenting at the Conference to share our successes and plans for the future.

The Cowichan Valley will be hosting a group on the April long weekend from Beijing where we will have the opportunity to promote hockey in our area.

Staff have been looking at program usage stats and are happy to report that since September 2016, 2032 new clients have been added to our database, which includes usage at Lake Cowichan, the Island Savings Centre, Shawnigan Lake Community Centre, and Kerry Park Recreation Centre; 693 of these are in the South Cowichan area. Staff believe contributing factors for this increased clientele include word of mouth regarding our quality and increased programming, and new people moving to our area.

R2 Facility Coordinators Report

T. Liddle, Facility Coordinator, South Cowichan Recreation, produced a verbal report and monthly update for information.

Both ice surfaces are now turned off; and the curling rink has again been set up for pickleball use. As soon as the arena ice is removed, preparation for the lacrosse season will begin with estimated use starting April 8.

In addition to the capital projects planned for this year, a number of other projects are planned which include the removal of the north east stairs in the arena to allow for more storage, general painting, building a new office in the kitchen for the food and beverage coordinator, re-configuring the upstairs office to accommodate more work stations, skate shop renovation/reconfiguration and continuation of landscaping around the building to match the front of the facility.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 6:41 pm

Chair

Recording Secretary

Dated: _____



POLICIES & PROCEDURES

Title: SKATE HARNESS POLICY		
Classification: CVRD Parks, Recreation and Culture		Approved By: KPR Commission
Approval Date: January 24, 2012	Revision Date: June 27, 2017	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 Kerry Park Skating Club (KPSC) 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 KPSC. KPSC must provide proof of liability insurance, naming the CVRD as additional insured to use the harness. KPSC will be required to sign a Usage Agreement prior to using the skate harness outlining they take full responsibility for the harness and indemnify the CVRD in the event of loss or injury involving the harness.</p> <p>The maintenance and inspection solely lies on the KPSC 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 KPSC 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 June 23, 2017

MEETING TYPE & DATE Kerry Park Recreation Centre Commission of June 27, 2017

FROM: South Cowichan 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 Kerry Park Recreation Centre Commission, at their regular meeting of January 24, 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 Kerry Park Skating Club (KPSC), 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

Cowichan Lake Recreation took a lead role in reviewing our existing CVRD policy at the request of the Cowichan Lake District Skating Club. Lyle Smith, Assistant Manager, Finance Division, CVRD, followed up with our insurer, MIA to determine requirements. It was advised that the skating club needs to sign a contract, agreeing to the following: agree to hold the CVRD harmless and indemnify it in the event of loss involving the harness; add the CVRD to the Skate Club's insurance policy as additional insured; and to notify the skating club that the onus is on them to ensure their equipment is maintained and utilized correctly. We are no longer required to state how they maintain or inspect their equipment.

FINANCIAL CONSIDERATIONS

100% of the cost of maintaining and inspecting the Skate Harness will still be the responsibility of the KPSC.

COMMUNICATION CONSIDERATIONS

Once approved, a new Skate Harness Policy and Agreement will be sent to KPSC for signature prior to use during the 2017/18 ice season.


STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

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:



Kim Liddle
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

Attachment A – Revised Skate Harness Policy

