



KERRY PARK RECREATION COMMISSION MEETING AGENDA

TUESDAY, MARCH 27, 2018
KERRY PARK RECREATION CENTRE LOUNGE
1035 SHAWNIGAN-MILL BAY ROAD, MILL BAY BC

5:30 PM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Kerry Park Recreation Commission meeting of January 16, 2018	1
Recommendation That the minutes of the Regular Kerry Park Recreation Centre Commission meeting of January 16, 2018 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
IN1 Ice Allocation Policy	5
IN2 Rental Rate Review	15
Recommendation That rental rates be increased by 2.5% on an annual basis for the next 3 years, beginning August 1, 2018, through to July 31, 2021.	
7. <u>REPORTS</u>	
R1 Managers Report	Verbal
R2 Facility Coordinators Report	Verbal
8. <u>UNFINISHED BUSINESS</u>	
9. <u>NEW BUSINESS</u>	
10. <u>CLOSED SESSION</u>	

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, April 24, 2018 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
Director K. Davis
Director L. Iannidinaro

K. Hale
Vacant

Minutes of the Kerry Park Recreation Commission Meeting held on Tuesday, January 16, 2018 in the Kerry Park Recreation Centre Lounge, 1035 Shawnigan-Mill Bay Road, Mill Bay BC at 5:30 PM.

PRESENT: Director K. Davis
Director S. Acton
Director M. Clement
Director L. Iannidinardo
Appointee B. Harrison
Appointee S. Evans

ALSO PRESENT: Kim Liddle, Manager, South Cowichan Recreation
Jim Wakeham, Manager, Transit, Fleet Management
Tony Liddle, Facility Coordinator, South Cowichan Recreation
Sheena Boyles, Administration Coordinator/Recording Secretary

ABSENT: None

CALL TO ORDER

The Facility Manager for South Cowichan Recreation called the meeting to order.

ELECTION

Nominations were requested by the Manager for the position of Chair of the Kerry Park Recreation Centre Commission for the year 2018. Appointee B. Harrison was nominated for the position. Nominations were declared closed.

There being no other nominations, B. Harrison was elected by acclamation to the position of Chair of the Kerry Park Recreation Centre Commission for the year 2018.

Nominations were requested by the Manager for the position of Vice Chair of the Kerry Park Recreation Centre Commission for the year 2018. Appointee S. Evans was nominated for the position. Nominations were declared closed.

There being no other nominations, S. Evans was elected by acclamation to the position of Vice Chair of the Kerry Park Recreation Centre Commission for the year 2018.

Appointee B. Harrison assumed the position of Chair.

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended by adding one Correspondence and one New Business Item

C1 Correspondence from Kerry Park Minor Hockey regarding ice allocation

NB 1 Commission meeting schedule
and that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

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

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

MOTION CARRIED

DELEGATIONS

D1 Tom Shadlock, Head of Hockey, Brentwood College. Re: Ice Allocation

It was moved and seconded that staff review the ice Allocation Policy and current scheduling and report back to the Commission.

MOTION CARRIED

CORRESPONDENCE

C1 Correspondence from Kerry Park Minor Hockey regarding ice allocation

It was moved and seconded that staff review the ice Allocation Policy, rates and current scheduling and report back to the Commission.

MOTION CARRIED

REPORTS

R1 2018 Budget Adjustments

K. Liddle, Manager, South Cowichan Recreation reviewed the 2018 Budget Amendments staff report for function 411, Kerry Park Recreation Centre and noted all adjustments are 2017 Capital projects that are in the process of being completed but were not finalize prior to Dec 31, 2017. No new funding has been added

6:13 pm Director L. Iannidinardo left the meeting at 6:13 pm.

It was moved and seconded to accept the recommended resolution That the 2018 Budget for Function 411 – be amended as follows:

- Increase Capital Furniture, Fixtures and Equipment by \$75,000
- Increase Capital Building Improvements by \$229,910
- Increase Capital Parks Infrastructure by \$40,000
- Increase Capital Land Improvements by \$46,200

- Increase Miscellaneous Equipment by \$13,000
- Increase Consultants by \$25,000
- Increase Repair and Maintenance by \$15,000
- Increase Contingency by \$30,000
- Increase Transfer from Capital Reserves by \$158,110
- Increase Transfer from Gas Tax Reserves by \$135,000
- Increase MFA Short Term Borrowing by \$98,000
- Increase Transfer from Operating Reserves by \$38,000

MOTION CARRIED

Staff to forward recommendations to the Cowichan Valley Regional District Board for approval.

R2 Managers Report

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

Staff met with representatives from PerfectMind Software for initial discovery meetings and are now working on planning stages of the set up process. Additional meetings and training will take place over the next few months with an anticipated go live date of late August or early September. Many municipalities on the Island and Lower Mainland have chosen PerfectMind as their service provider which will be helpful for networking in the future.

R3 Facility Coordinators Report

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

The well pump was replaced which seems to have resolved the low water issues.

Staff continue to work through a few issues with the new Chiller.

The flooring project is approximately 75% completed.

NEW BUSINESS

NB1 Commission meeting timing

The Commission discussed the timing of the Commission meetings and if dinner should continue to be served. Members felt that the timing was convenient for their schedules so will remain as is.

ADJOURNMENT

6:30 It was moved and seconded that the meeting be adjourned.

The meeting adjourned at 6:30 pm

MOTION CARRIED

Chair

Recording Secretary

Dated: _____

**Kerry Park Recreation Centre
Policies & Procedures**

IN1



Subject: Kerry Park Arena- Ice Allocation Policy	
Eligibility: User Groups	Approved By: Kerry Park Recreation Commission April 24, 2012

Purpose:

To provide a fair and consistent approach to allocating ice time at the Kerry Park Recreation Centre to ensure all interested parties are given fair and equitable treatment.

Rational:

The demand for ice time at the Kerry Park Recreation Centre exceeds the supply. It is necessary to provide an objective and consistent approach for allocation of ice to be established and adhered to. This will assist all parties in understanding the process of allocation.

Guidelines:

The policy and guidelines contained within this document will serve as a guide for the ice allocation process. The policies identified in this document establish and clarify staff responsibility for ice allocation and its commitment to:

- Fiscally responsible ice facility operations.
- Fair and equitable ice allocations.
- Processing of tournaments and special events.
- Assist in the sport and skill development for youth.
- Ensure that all people have access to quality recreation programs, events and activities.

Ice Allocation Responsibility:

The South Cowichan Recreation Division has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect population, registration, utilization and participation patterns.

Ice Facility Operations:

All rink assignments, scheduled and contracted, will be the decision of the South Cowichan Recreation Division to ensure optimum usage and programming to reflect commission directives, to maintain maintenance standards and minimize risk.

In consideration of the above, the following floods are required by user groups:

- 1-hour slot will be on the ice for 50 minutes with a 10 minute ice clean included.
- 1 ½ -hour slot will be on the ice for 80 minutes with a 10 minute ice clean included.
- Any booked slots of ice time that are more than 80 minutes in duration must discuss an ice cleaning schedule with the Arena Bookings Coordinator to ensure the minimum level of ice cleans are performed as noted above.

Lost ice time fees and appropriate repair costs may be assigned to any group that causes ice damage which the South Cowichan Facility Operations Coordinator or designate, deems to produce unsafe ice conditions for other user groups. If neccessary, ice time may be adjusted to end early in order to repair damages, prior to next user group.

South Cowichan Recreation Division reserves the right to curtail any group, game or practice to maintain the assigned schedule between user groups. It is the responsibility of each user group to ensure enough time is booked to complete their activity.

Ice Allocation and Distribution:

On an annual basis, prior to the upcoming season, South Cowichan Recreation staff will review and take into consideration the following items to ensure allocations best reflect the expressed needs of all users while maintaining this policy's directive and guidelines

- Consideration for optimal use of all spaces
- Maintaining maintenance standards
- Program Priorities
- Issues from the previous season
- Requests received from new local user groups
- Expressed needs from existing user groups
- Ice time available and distribution from the previous year

The Kerry Park Recreation Commission reserves the right to maintain a balance between all bookings undertaken, which allows the maintenance of sufficient revenue to the Centre, recognizing the degree of subsidization awarded to various groups.

All contracts are for the current season only. The South Cowichan Recreation Division reserves the right to reassign ice annually as required to satisfy fair and equitable requirements and emerging KPRC Commission directives.

User Scheduling Priorities

Ice will be allocated utilizing the following priority groups:

1. South Cowichan Recreation Programs
2. Local Minor Groups
3. Local Adult Groups
4. Local Private/Casual Rentals
5. Non-Local Rentals
6. Commercial Rentals

Priority Exceptions as follows:

- Kerry Park Junior B Hockey *(see definition for further information)*
- Events/Tournaments *(see definition for further information)*

Definition of Users

South Cowichan Recreation Programs

A variety of participatory leisure pursuits such as public skating, learn to skate, and introductory ice programs are operated by the South Cowichan Recreation Department. These programs provide low cost access to recreational skating opportunities for the benefit of the entire community.

Local Minor Groups

Any local community minor group which could include sport associations/schools, providing organized sport activities primarily for youth residing in Electoral Areas A, B, C and D; groups must be made up primarily of youth under 19 years of age.

Local Adult Groups

Any local adult group providing organized sport activities, primarily for adults residing in Electoral Areas A, B, C, and D; and where group members are primarily over the age of 18 years of age.

Local Private/Casual Rentals

Local private/casual renters who reside in Electoral Areas A, B, C and D will have priority to open ice available after the completion of the ice allocation process for each respective year. This ice time will be distributed on a first come/first serve basis.

Non-Local Rentals

Rental groups who are not contributing financially through property taxation towards the Kerry Park Recreation Centre. All ice time available after the completion of the ice allocation process for each respective year will be distributed on a first come/first serve basis.

Junior B Hockey

Junior B Hockey Team is made up of youth up to 20 years of age and is affiliated with the British Columbia Hockey League. Kerry Park Recreation has a contractual obligation to this club to provide game, practice and play-off ice and staff will determine where allocation for this team best fits based on scheduling needs.

Events/Tournaments

South Cowichan Recreation supports events and tournaments which provide revenue generating opportunities to both the organizers and the arena, as well has an economic spin-off to the community at large. South Cowichan Recreation reserves the right to change ice rental times to accommodate events/tournaments.

Weekly Hours of Entitlement and Distribution

The number of weekly hours allocated to each user group will be based on justified need. On an annual basis, registration data must be supplied to the Administration and Facility Bookings Coordinator along with ice requests. The South Cowichan Recreation Division will then apply the data to the determine the total number of weekly hours each user is entitled to and the distribution of those hours based on user scheduling priorities as listed above.

Definition of Seasons:

- Winter Ice September through April
- Dry Floor April through July
- Summer Ice July through August

Definition of Prime/Non-Prime Times (for fee purposes only):

Category	Days Applicable	Times Applicable
Prime Time Ice	7 days a week	8:00 am to Midnight
	Stat Holidays	6:00 am to Midnight
Non-Prime Time Ice	7 days a week <i>*excluding stat holidays</i>	Midnight to 8:00 am
Daytime Ice <i>* applies to school days only</i>	Monday-Friday <i>* does not include school holidays, stat holidays special events, tournaments, etc</i>	9:00 am to 3:00 pm

Requests and Booking Schedule:

The following time frames will be compulsory when making ice requests. All dates in the table below are prior to the beginning of each season. Requests must be received in writing by the South Cowichan Recreation, Administration and Facility Bookings Coordinator, along with registration data. South Cowichan Recreation is committed to responding to all applicants in writing. Applicants who have been allocated ice will have two weeks from the date they received their contract to confirm their booking as defined in the Contract and Payment Schedule section.

Request Type	Season		
	Winter Ice	Dry Floor	Summer Ice
Regular Season Request	April 1	January 1	February 1
Event/Tournament	April 1	January 1	February 1

Regular Season Scheduling

All rink assignments, scheduled and contracted, will be the decision of South Cowichan Recreation Division Administration. Annual Ice Allocation schedules will be based upon Ice Allocation and Distribution Guidelines.

Event/Tournament

All event/tournament requests must be submitted in writing within the time schedule noted above. All requests will be considered individually, in consideration of:

- Number of requests per season.
- The origin of the request.
- The community benefit of the request.

In an effort to maintain fair ice allocation, the user may be expected to give reciprocating ice to the displaced user group(s), in order to accommodate your request.

Contracts and Payment Schedule:

Contracts will be drawn up based upon requests and ice availability. The booking is not complete until the contract and Conditions of Use form is signed and returned to the Facility Bookings Coordinator and the applicable deposit or payment is received, as follows:

- Regular renters (any full season, minimum of two years previous rental history): payment is invoiced and due monthly according to the contract payment schedule.
- Occasional renters (non seasonal, one time or casual renters, with or without rental history): full payment at time of contract signing prior to use.
- All accounts must remain in good standing.

Cancellation

- In the event of a cancellation, an amendment will be generated. This amendment must be done via e-mail or in person with user signing amended contract and will be kept on file.
- Once facility rental contract is signed, all cancellations are subject to a 25% administration fee.
- Notice of cancellation of ice time must be received in writing a minimum of 7 days in advance of the time being cancelled; cancellations less than 7 days prior to the rental shall be subject to full charge.
- Notice of cancellation of tournaments/events must be received 45 days in advance of the first rental date.

- Cancellations by the Recreation Centre due to weather conditions or emergency operational requirements (i.e. power outage/mechanical breakdown) will not be charged.
- South Cowichan Recreation reserves the right to cancel or alter rentals or conditions of use should circumstances arise that necessitate scheduling changes including, but not limited to, Jr. B playoff games.

Appeal Process:

An appeal process for all ice user groups not satisfied with the ice allocation that they had received will be implemented. Those wishing to appeal their assigned ice times will submit their appeal in writing to the division manager of South Cowichan Recreation by September 15th of each year. The appeal committee will consist of the following:

The commission chair or their designate.

The Division Manager of South Cowichan Recreation.

The Coordinator of Administration and Facility Bookings, South Cowichan Recreation.

All appeals will be reviewed by the appeals committee and recommendations forwarded to the commission for final approval.

Insurance/Liability:

Signing of the contract for rental by the Renter certifies that all of the regulations and guidelines presented have been read and the Renter understands that the contract, once signed, is a release of liability. It is a legal document, and by signing, the Renter is giving up certain legal rights, including the right to sue should injury occur during the rental.

The condition of the ice is the responsibility of the Cowichan Valley Regional District and its staff to ensure not only the quality of the ice but the safety to all users. South Cowichan Recreation reserves the right to adjust scheduling as required in order to meet these standards.

Proof of Third Party Liability insurance in the amount of \$2 million dollars naming the Cowichan Valley Regional District as an additional insured is required by all user groups prior to your first session.

All user groups are responsible for any and all damage to any and all the areas used by the group, beyond normal wear. Should damage occur, repairs will be made by South Cowichan Recreation and the renter's account will be assessed for full payment.

Conditions of Use:

All renters will be required to sign the Conditions of Use form. The Conditions of Use certifies that all of the regulations and guidelines presented have been read and the Renter understands that the contract, once signed, is a release of liability. It is a legal document, and by signing, the Renter is giving up certain legal rights, including the right to sue should injury occur during the rental.

Alcohol, Drug and Tobacco Policy

The CVRD Parks, Recreation and Culture Department implemented an Alcohol, Drug and Tobacco Policy for all facilities operated by the Cowichan Valley Regional District. It is expected that all user groups using Kerry Park Recreation for any purpose abide by the policy. To help groups follow the Alcohol, Drug and Tobacco Policy, a copy will be sent to each rental group at the time of sending out contracts. It is the responsibility of all user groups to be familiar with the policy.

Supervision of Youth

All groups providing activities for youth under the age of 19 years of age must provide supervision for those participants both on and off the ice. This includes providing supervision until the dressing rooms are clear of all participants involved in that groups rental.

Use of Change Rooms

All groups will be allocated a dressing room in which an adult must sign out a dressing room key for and will be required to give their keys until the dressing room key is returned at the end of the rental. All groups will be allowed a maximum of 45 minutes prior to their scheduled ice time with the exception of rep hockey 60 minutes and Junior Hockey 90 minutes. All groups will be permitted a maximum of 45 minutes after their scheduled ice time to clear the dressing room. Those who do not abide may be subject to disciplinary action. Any damage or excessive cleaning required will be billed to the user group or individual responsible for the contract. A parent or coach is expected to be the last ones to leave the dressing room to ensure that it is clean and locked.

KERRY PARK ICE ALLOCATION REVIEW - 2017/18 Ice Season

Program Usage	Annual Prime Time Ice	Annual Non-Prime Time Ice	Total Ice Allocated	# of Registered Users in Electoral Areas							Total Reg. #'s	Total allocated ice per user	Adequate Hrs Allocated	Comments
				A	B	C	D	Other CV	Outside CV					
Recreation Program Usage														
Intro to Skating	2.25		2.25	1	4						5	0.45		
Learn to Skate	20		20	7	44	23	8	3	0		85	0.24		
Power Skating	20		20	3	5	15	4	2	0		29	0.69		
Private Lessons	4.75		4.75	1	2	3	1			7	0.68			
Drop in Adult Daytime Hockey		111	111					15.6		15.6	15.6	7.12		Total 1156 visits /74 session for average/session
Drop in Adult Evening Hockey	49.5		49.5					7.12		7.12	7.12	6.95		Total 235/33 sessions for average/session
Parent and Tot Daytime Session	31.25		31.25					4.75		4.75	4.75	6.58		Total 119/25 sessions for average/session
Public Skate Sessions	172.5		172.5					32		32	32	5.39		Total 4391 Visits / 156 sessions average 1.20 Monday night & 90 for Sundays
Local Minor Groups														
KP Minor Hockey Assn	729.25	156	885.25	47	95	77	27	2	0		248	3.57		User Feedback See attached memo
KP Figure Skating Club	268	0	268	20	33	34	5	6	1		99	2.71		Current ice allocation is adequate; ensure staff are promoting the Figure skating club as well as our own programs, especially if ours is full
KP Junior B Islanders	228.5	25.5	254	2	4	2	1	10	8		27	9.41		Would like a dedicated medical space
Brentwood School	104.5	11	115.5					13	52		65	1.78		looking for 12 hours per week between 2-5 (see commission minutes Jan 2018)
Evergreen	18	0	18	3	6	17	1	8	0		35	0.51		Skates are very much appreciated
Frances Kelsey Secondary	69	73	142					950	0		950	0.15		
Local Adult Groups														
Mill Bay Rec	64	15.5	79.5	2	19	6	5	18	7		57	1.39		User Feedback could use another slot on Sun/Wed between 4 pm to 9 pm
Old Islanders Hockey Group	33	0	33	5	5	1	1		3		15	2.20		
Mill Bay Bulldogs Hockey Team	14.5	8	22.5	1	3	4	1	6	0		15	1.50		no reply
Women's Lightning Hockey Team	30	0	30	1	0	4	1	6	6		18	1.67		no reply
Thunder Ladies Hockey	31.5	0	31.5	4	8	4	1	2	7		26	1.21		no reply

TYPICAL WEEKLY ICE SCHEDULE

December 2017							January 2018							
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
					1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	
25	26	27	28	29	30	31	29	30	31					

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	4	5	6	7	8	9	10
6 ^{PM}	Ice Skating 6:00-7:00	Adolescent 6:00-7:00 DR 1/5	Adolescent 6:00-7:00 DR 1/5	Adolescent 6:00-7:00 DR 1/5	Adolescent 6:00-7:00 DR 1/5		
7	Ice Skating 7:00-8:00	Ice Skating 7:00-8:00	Ice Skating 7:00-8:00	Ice Skating 7:00-8:00	Ice Skating 7:00-8:00	Ice Skating 7:00-8:00	Ice Skating 7:00-8:00
8						RPSC 8:00-10:45 DR 1 and lower flex/ice clean at 9:10-9:20/card table in warm room	Adolescent 8:00-9:00 DR 1/5
9							Adolescent 9:00-10:00 DR 1/5
10	DIH 9:30-10:50 DR 1/5 female 3	Parent & Tot 10:30-11:45 WR	Co-ed DIH 9:30-10:50 DR 1/5 Females 3		DIH 9:30-10:50 DR 1/5 female 3		Adolescent 10:00-11:00 DR 1/5
11	Stick & Puck 11:00-12:20 DR 2/4				Ice Skating 11:00-12:00	Adolescent 11:00-12:00 DR 1/5	Adolescent 11:00-12:00 DR 1/5
12 ^{PM}		P. lesson: 12:00	P. lesson: 12:00				Public Sk8 12:30-2:15 WR *clean at 1:25-1:35
1	Ice Skating 12:00-1:00		Public Sk8 1:00-2:15 WR	Ice Skating 1:00-2:00	Public Sk8 1:00-2:15 WR	Adolescent 1:00-2:00 DR 1/5	Adolescent 1:00-2:00 DR 1/5
2	Ice Skating 1:00-2:00			Adolescent 1:00-2:00 DR 1/5	Adolescent 1:00-2:00 DR 1/5	Adolescent 1:00-2:00 DR 1/5	Adolescent 1:00-2:00 DR 1/5
3	Ice Skating 2:00-3:00			Adolescent 2:00-3:00 DR 1/5	Adolescent 2:00-3:00 DR 1/5	Adolescent 2:00-3:00 DR 1/5	Adolescent 2:00-3:00 DR 1/5
4	Adolescent 3:00-4:00 DR 1/5	RPSC 4:15-7:15 DR 1 + lower flex/ice clean at 5:50-6:00/ Card Table in Warm Room	RPSC 4:10-8:00 DR 1 + lower flex + boys DR 2/ice cleans 5:20-5:30 & 6:15-6:25/card table in WR	Adolescent 3:00-4:00 DR 1/5	Initiation 4:00-4:30 DR 1/5	Adolescent 3:00-4:00 DR 1/5	Adolescent 3:00-4:00 DR 1/5
5	Adolescent 4:00-5:00 DR 1/5			Adolescent 4:00-5:00 DR 1/5	Adolescent 4:00-5:00 DR 1/5	Adolescent 4:00-5:00 DR 1/5	Adolescent 4:00-5:00 DR 1/5
6	Adolescent 5:00-6:00 DR 1/5			Adolescent 5:00-6:00 DR 1/5	Adolescent 5:00-6:00 DR 1/5	Adolescent 5:00-6:00 DR 1/5	Adolescent 5:00-6:00 DR 1/5
7	Adolescent 6:00-7:00 DR 1/5			Adolescent 6:00-7:00 DR 1/5	Friday Night Skate 7:00-8:15	Adolescent 6:00-7:00 DR 1/5	Adolescent 6:00-7:00 DR 1/5
8	Adolescent 7:00-8:00 DR 1/5			Adolescent 7:00-8:00 DR 1/5		Adolescent 7:00-8:00 DR 1/5	Adolescent 7:00-8:00 DR 1/5
9	Adolescent 8:00-9:00 DR 1/5	Jr. B practice 8:30-9:30	NRB 8:15-9:35 DR 5/8	Jr. B 9:30-9:45	Old Islanders 8:30-9:50 DR 1/5	Old Islanders 8:30-9:50 DR 1/5	NRB 9:00-10:20 DR 1/5
10				Old Islanders 9:30-10:50 DR 5/1	Adult DIH 10:00-11:20 DR 2/4	Challenge 10:00-11:20 DR 2/3	
11							
	5:30am - 6:00am A						



KERRY PARK MINOR HOCKEY ASSOCIATION

PO Box 56, Mill Bay V0R 2P0

February 14, 2018

Kim Liddle
 Manager
 South Cowichan Recreation Division

Dear Kim;

Thank you for providing Kerry Park Minor Hockey Association with the opportunity to give you feedback on our ice allocation needs. KPMHA has 248 registered players for the 2017/2018 season. The current breakdown of registrants by area is as follows;

Area A – Mill Bay 19%
 Area B – Shawnigan Lake 38%
 Area C – Cobble Hill 31%
 Area D – Cowichan Bay 11%
 Other within Cowichan Valley Area 1%

The current number of allocated ice hours at Kerry Park Arena, for the 2017/18 ice season has not been adequate for our programming needs. To meet our programming needs we would need the following hours;

Before 9 am Monday to Friday	6 hours
Monday thru Friday 4-9 pm	18 hours
Saturday and Sunday after 8 am	23 hours

Some challenges we have faced are as follows;

1. We have had to purchase ice at the Shawnigan Lake School Arena in order to meet our required needs. The cost difference between the two arenas is considerable. This expense increases our registration fees, which puts minor hockey out of the reach of some local families.
2. Early afternoon ice slots on weekdays have also been difficult in getting enough volunteers to coach and run practices. Minor hockey is run by volunteers, many of whom work in Victoria and or do not finish their work day until at least 4:00 pm.
3. We have run into several staffing issues at the Shawnigan Lake School Arena. Reliable ice times are critical to our program.
4. With our older players, mid-week practices times would allow their teenage bodies to recuperate after playing games on weekends.



KERRY PARK MINOR HOCKEY ASSOCIATION
PO Box 56, Mill Bay V0R 2P0

Other relevant comments;

- 1. New programs such as First shift and Can Skate (hockey pilot program):** Provided we are accepted, these programs are run in conjunction with the CVRD providing a service to our local families. These programs will require ice slots that are family friendly.
- 2. With Brentwood School looking for more ice times, we would ask you to consider** that the students and coaches work and live at the school. Therefore they can attend practices at any time and should be given daytime hours, not prime evening hours. They also have access to bussing systems so providing them ice at Lake Cowichan and or Fuller Lake should not be as problematic, then asking local families to drive an hour away for their child to play for fun.

Sincerely,

Michele Taron
Ice Scheduler
KPMHA



STAFF REPORT TO COMMISSION

DATE OF REPORT March 15, 2018
MEETING TYPE & DATE Kerry Park Recreation Centre Commission of March 27, 2018
FROM: South Cowichan Recreation Division
 Community Services Department
SUBJECT: Rental Rate Review 2018 - Kerry Park Recreation Centre
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to obtain direction on setting rental rates for Kerry Park Recreation Centre.

RECOMMENDED RESOLUTION

That rental rates be increased by 2.5% on an annual basis for the next 3 years, beginning August 1, 2018, through to July 31, 2021.

BACKGROUND

Rental rates have been reviewed on an annual basis at Kerry Park Recreation Centre. Over the past 5 years, the increases have been as follows:

2017 - 0% increase
 2016 - 2% arena up to 5% for curling/sports fields
 2015 - 2% arena up to 5% for curling/sports fields
 2014 - 1.25% arena up to 5% curling
 2013 - 3% for all areas

Over the past 5 years, operating costs have seen increases of 0.25% to 5.19% on an annual basis, resulting in an average of 2.97% per year. There have been a number of factors resulting in a higher increase in the past 2 years, including increased repair and maintenance costs due to breakdowns, staffing costs due to new software implementation, and utility costs with BC Hydro rates increasing by approximately 18% over the past 3 years.

In discussion with user groups, the annual increase they typically anticipate/plan for is between 2 to 3%. If rates were going to be set at a higher inflation rate, advanced notice of at least 1 year would be appreciated in order to allow for planning, budgeting, and increase to user fees. It is anticipated that any drastic increases would have an impact on registrations.

ANALYSIS

Staff have reviewed operating costs, rates at other facilities, and cost recovery rates for youth and adults and feel a 2.5% increase over the next 3 years keeps us competitive and in line with inflation rates. Staff felt it was important to look at other Cowichan Valley Regional District facilities and take into consideration increases at these facilities.

Island Savings Centre – staff determine rental rates. Typically rates are increased between 2 and 3% on an annual basis. When setting rates, local market conditions within neighbouring facilities as well as the annual Fees and Charges Survey for the Island are taken into consideration.

Cowichan Lake Recreation – staff present recommendations to the Cowichan Lake Recreation Commission. Typical increases vary up to 3% per year, taking into consideration market conditions, usage, and the annual Fees and Charges Survey for the Island.

Attached are documents that give you an overview of operating costs over the past 5 years, facility usage for 2017, and what a 2.5% increase would look like for user rates, as well as how we compare to other facilities.

Setting a consistent rate for the next 3 years allows user groups to prepare their budgets and make projections for long-term planning.

FINANCIAL CONSIDERATIONS

If rental rates are set at a 2.5% increase, revenues would increase approximately \$6800 per year for the next 3 years.

COMMUNICATION CONSIDERATIONS

N/A

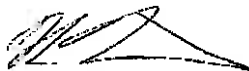
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

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, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



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Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

Attachment A - Kerry Park Recreation Operating – Rental Rate Review 2018
Attachment B - Proposed Facility Rental Rates August 1, 2018- July 31, 2021

Kerry Park Recreation Operating - Rental Rate Review 2018

2016 June 1 2016 to May 31 2017

BASED ON ACTUAL USAGE

FACILITY COST PER HOUR OVERVIEW

Commissioner Policy

To set Children's rates at 50% recovery of cost and Adult rates at 100% recovery of costs

Rate Structure	Arena - Ice	Arena - Dry Floor	Curling - Ice	Curling - Dry Floor	Room Rentals	Sport Fields
OPERATING COSTS 2017	597,877	84,848	337,567	84,848	424,239	139,420
Total hours of Program use for 2017	1,156.50	14.00	71.50	217.50	810.25	443.00
Total hours of Rental use for 2017	1,902.25	480.00	861.50	48.75	1,626.50	885.50
Total Hours Utilized 2017	3,058.75	494.00	933.00	266.25	2,436.75	1,328.50
Cost per hour current utilization	195.46	171.76	361.81	318.68	174.10	104.95
Total Available Hours	3,394.00	1,580.00	2,363.00	2,189.00	4,790.00	2,647.00
Cost per hour if fully booked	176.36	53.70	142.86	38.76	88.57	52.67
Recovery based on all hours booked	51%	2017 Rate 89.50	2017 Rate 77%	2017 Rate 41.25	2017 Rate 77%	2017 Rate 77%
Youth Recovery of Cost	92%	162.50	104%	55.75	NA	NA
Adult Recovery of Cost				106%	27%	22%
					27%	37%

*if all 4 sheets rented @ 2hrs per game

KERRY PARK FACILITY INFLATION OVERVIEW 2013-2017

Facility Expenses	2013 Actuals	2014	2014 plus/minus	%	2015	2015 plus/minus	%	2016	2016 plus/minus	%	2017	2017 plus/minus	%
Facility Wages/Benefits	1,339,876	1,365,352	25,476	1.87%	1,412,735	47,383	3.35%	1,475,894	63,159	4.28%	1,517,141	41,247	2.72%
Utilities - Electricity, Gas, Etc	160,496	114,426	-46,070	-40.26%	106,276	-8,150	-7.67%	120,167	13,891	11.56%	128,525	8,358	6.50%
Utilities - Phone, Internet, Garbage, etc.	23,188	22,968	-220	-0.96%	25,241	2,273	9.01%	26,788	3,599	13.44%	25,105	-2,156	-8.59%
Insurance - Building	31,840	36,527	4,687	12.83%	34,324	-2,203	-6.42%	31,204	-3,120	-10.00%	33,565	2,361	7.03%
CVRD Allocations - HR, IT, Liability, etc.	271,816	277,439	5,623	2.03%	280,883	3,444	1.23%	302,801	21,918	7.24%	310,387	7,586	2.44%
Licensing/Bank Charges	8,568	10,555	1,987	18.83%	10,556	1	0.01%	11,952	1,396	11.68%	10,676	-1,276	-11.95%
Supplies - Janitorial, Office, Uniforms, etc.	25,707	23,797	-1,910	-8.03%	24,925	1,128	4.53%	23,558	-1,367	-5.80%	24,218	660	2.73%
Training /Development	8,512	11,883	3,371	28.37%	6,213	-5,670	-91.26%	8,076	1,863	23.07%	6,535	-1,541	-23.58%
Misc. Costs - Software, Postage, Legal, etc.	18,651	15,614	-3,037	-19.45%	11,614	-4,000	-34.44%	16,058	4,444	27.67%	26,270	10,212	38.87%
General Building R&M	55,519	78,444	22,925	29.22%	58,303	-20,141	-34.55%	19,144	11,882	62.07%	38,774	19,630	50.63%
Arena R&M	33,556	33,076	-480	-1.45%	45,519	12,443	27.34%	24,063	-11,646	-48.40%	46,366	22,303	48.10%
Curling R&M	12,294	9,962	-2,332	-23.41%	23,471	13,509	57.56%	8,306	-15,165	-182.58%	19,388	11,082	57.16%
Sport Complex R&M	37,324	32,279	-5,045	-15.63%	31,730	-549	-1.73%	36,492	4,762	13.05%	33,360	-3,132	-9.39%
TOTAL	2,027,347	2,032,322	4,975	0.24%	2,071,790	39,468	1.91%	2,104,503	95,616	4.54%	2,220,310	115,807	5.19%

Above expenses represent fixed expenditures related to facility operations.; % change represents the difference over previous years expenses. Items not included - program expenses, consultants, contract/agreements, minor/major capital/debt repayment, food and beverage, transit

Proposed Kerry Park Recreation Facility Rates 2018-2021

	Current	2018/19	2019/20	2020/21
Denis McLean Room/Lounge		2.50%		2.50%
General Public - Meeting Room	24.26	0.61	24.87	0.62
Arena- Ice (regular season & summer)				
Adult- Prime Time	162.50	4.06	166.56	4.16
Youth- Prime Time	89.50	2.24	91.74	2.29
Arena- Dry Floor/Events				
Adult- Dry Floor Arena	55.75	1.39	57.14	1.43
Youth- Dry Floor Arena	41.25	1.03	42.28	1.06
Curling Arena - Ice				
Day - KP League	50.75	1.27	52.02	1.30
Evening - KP League	77.00	1.93	78.93	1.97
Youth - KP League	14.50	0.36	14.86	0.37
Seniors Bonspiel	47.50	1.19	48.69	1.22
Adult Bonspiel	56.50	1.41	57.91	1.45
Youth Bonspiel	30.25	0.76	31.01	0.78
Curling Arena - Dry Floor/Events				
Youth and Adult Dry Floor	41.25	0.00	41.25	1.03
South Cowichan Fields				
Adult - Field A, B, C	19.75	0.49	20.24	0.51
Youth - Field A, B, C	11.75	0.29	12.04	0.30

Vancouver Island Arena (Ice/dryfloor) Facility Comparison

Adult Ice

Oak Bay	\$	254.10	most expensive on the Island
Kerry Park	\$	162.50	
Fuller Lake	\$	160.73	
ISC	\$	154.50	
Cowichan Lake	\$	152.59	
Gold River	\$	111.35	least expensive on the Island
Average	\$	187.81	

Youth Ice

Sooke	\$	214.00	most expensive on the Island
ISC	\$	92.25	
Kerry Park	\$	89.50	
Cowichan Lake	\$	83.19	
Fuller Lake	\$	81.94	
Gold River	\$	57.96	least expensive on the Island
Average	\$	103.27	

Adult Dry Floor

Comox	\$	91.35	most expensive on the Island
ISC	\$	61.25	
Fuller Lake	\$	60.95	
Kerry Park	\$	55.75	
Cowichan Lake	\$	52.84	
Gold River	\$	43.79	least expensive on the Island
Average	\$	68.55	

Youth Dry Floor

Comox	\$	60.84	most expensive on the Island
Fuller Lake	\$	45.51	
ISC	\$	45.00	
Cowichan Lake	\$	42.03	
Kerry Park	\$	41.25	
Sooke	\$	36.90	least expensive on the Island
Average	\$	47.28	