



KERRY PARK RECREATION COMMISSION

Monday, September 23rd, 2013

5:15 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 – August 27th, 2013.
3. **BUSINESS ARISING FROM THE MINUTES:**
4. **DELEGATIONS:**
5. **DEPARTMENT REPORTS/CORRESPONDENCE:**
DR1 - Manager's Report Verbal report
DR2 - Facility Coordinator's Report Verbal report
6. **UNFINISHED BUSINESS:**
7. **NEW BUSINESS:**
NB1 – Facility Upgrades To be distributed
NB2 – South Cowichan 2013 Work plan Progress Report Attached
NB3 – 2014 Budget Planning Verbal discussion
8. **QUESTION PERIOD:**
9. **ADJOURNMENT:**

The next regularly scheduled commission meeting will be October 22nd, 2013

Distribution:

Mike Walker,	Director Area A	Brian Harrison,	Appointee Area A
Bruce Fraser,	Director Area B	Sandra Evans	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 Tuesday, August 27th, 2013 at 5:00 pm.

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

ALSO

PRESENT: Kim Liddle, Manager, South Cowichan Recreation
Ron Austen, GM, Parks, Recreation, & Culture
Sheena Boyles, Recording Secretary
Tony Liddle, Facility Operations Coordinator
John Elzinga, Manager, Island Savings Centre
Mark Osmond, Kerry Park Jr. B Islanders
Murray Blair-Speirs, Kerry Park Jr. B Islanders

ABSENT: Jim Wakeham, Manager, Facility, Fleet and Transit

CALL TO ORDER

The meeting was called to order at 5:15 pm.

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be amended with the addition of NB1 Water agreement with Willswikk Farms and that the agenda, as amended, be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded that the minutes from the July 4th, 2013 Kerry Park Recreation Commission meeting be adopted as presented.

MOTION CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

None

DELEGATIONS

D1. John Elzinga – Sport Tourism Presentation

Mr. Elzinga presented a package of information to the commission regarding Sport Tourism on Vancouver Island. Sport Tourism has been casually worked on by staff for many years but to date there is no policy or guidelines as to how the Regional District approaches events for the Valley. After discussion it was suggested that a subcommittee of Cowichan Valley Commission members and staff would be formed to look at this and come up with a potential framework to move forward.

D2. Murray Blair-Speirs and Mark Osmond – Jr. B Islanders Marketing Presentation

Mr. Speirs and Mr. Osmond gave a visual and verbal presentation to

the commission regarding installation of visual marketing (TV's) in the arena. The installation of these marketing tools will help to improve visual and overall experience of the game/our Centre, help promote advertisers and also to help promote Centre.

MOTION: It was moved and seconded that the Jr. B Islanders be granted permission to install the marketing tools as requested and work with staff regarding install.

MOTION CARRIED

DEPARTMENT REPORTS/ CORRESPONDENCE

DR1. Manager's Report

The manager reported that 3 major ball tournaments were hosted at Kerry Park over the summer, bringing in lots of participants and fans, which also supported the concession well. 4 Movies in the Park events were hosted this summer. The new Activity guide is out and registration has been very strong so far for fall programs. The building is busy with ice in and lots of programs going on but basically business as usual.

DR2. Facility Coordinator's Report

The facility coordinator will bring a full report to the September meeting regarding the future plans for the facility as per direction at the July 4th meeting. The ice arena install went well at the beginning of August and is being well used by hockey schools, public skating and user groups. The 2013 Summer Curling bonspiel went well, we have received lots of compliments on the ice.

DR3. Mid-Year Budget Report

The manager gave a brief summary report to the commission regarding projected revenues for 2013.

DR4. Curling Rates

The manager presented the commission with proposed ice rate changes as requested by the Kerry Park Curling Club executive. After discussion the request was declined for this year.

DR5. Unlicensed Alcohol

Discussion regarding change to the Unlicensed Alcohol Policy.

MOTION: It was moved and seconded to make 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 be 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 of that booking.

*Step 3: Subsequent Offence:**Any subsequent offences will result in the Licensee automatically being suspended of any further bookings.***AND THAT:***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.*
- Prohibits use of the facility by that user group, until all fines due to contravening of rental contract and conditions of use, for unlicensed alcohol possession at the facility are paid.*

MOTION CARRIED**UNFINISHED
BUSINESS**

None


NEW BUSINESS**NB1.** Water Agreement with Willswikk Farms Ltd

MOTION: It was moved and seconded that the agreement between the Cowichan Valley Regional District and Gerhardus and Harmina Wikkerink for the provision of irrigation water for the Sports Field Complex at the Kerry Park Recreation Centre be approved.

MOTION CARRIED**QUESTION PERIOD
MEETING DATE**The next meeting is scheduled for Monday, September 23rd, 2013.**ADJOURNMENT**

The meeting adjourned at 6:45 pm.

Chairperson_____
Secretary_____
Dated



South Cowichan Recreation

Proposed Division Work Plan

2013

Approved By:
Division Manager

SOUTH COWICHAN RECREATION DIVISION WORK PLAN

HIGH PRIORITY FOR 2013

- *Regular Business:* facility management, administration, programs, special events, staffing, marketing, food & beverage, rentals, administration, and long range development of recreation services and programs.
- Acquire the Elsie Miles School site.
- Upgrade the Elsie Miles School building and grounds.
- Undertake a public engagement process to assist with future planning for the Kerry Park Recreation Centre upgrade.

MEDIUM PRIORITY FOR 2013

- Expand programming for youth and seniors.
- Develop a single, updated policy and procedures manual for the South Cowichan Recreation Division.

LOW PRIORITY FOR 2013

- Develop a sports tourism strategy to attract sporting events.
- Develop a strategic plan for South Cowichan Recreation.

SOUTH COWICHAN RECREATION DIVISION WORK PLAN

STRATEGIC PLAN LINKAGE

Strategic Objective	Strategic Action	Success Indicator	2013 Target	Proposed Activities / 2013 Supplemental Budget cost
Promote Individual and Community Wellness	Increase participation in recreation programs, events and activities	Number of successful programs, events and activities	Develop a long range plan for seniors programs and services by identifying a dedicated space for target group within the upgraded Kerry Park facility and meet with senior groups to identify required services	Expand programming for youth and seniors (M)/core
		Total annual registered users of South Cowichan Recreation programs		
	Pursue sports, culture and events opportunities to take advantage of events like the North American Indigenous Games, the Olympic Torch relay, film festivals, etc	Number of larger scale sports events participated in annually	Create a draft strategy document	Develop a sports tourism strategy to attract sporting events (L)/core
		Participation with Vancouver Island Sports Tourism Council		
Provide Exceptional Parks, Recreation, Cultural Services	Develop a program expansion strategy to look at where programs take place and the number and type of programs offered	n/a	Finalize the purchase of the site by early spring	Acquire the Elsie Miles School site (H)/core
	Continually improve the quality of programs and services	n/a	Plan finalized and implemented	Develop a strategic plan for South Cowichan Recreation (L)/core
An efficient, high performance, Innovative organization	Review divisional processes and streamline where appropriate to improve efficiency and reduce costs	Completion	Draft completed by November	Develop a single, updated policy and procedures manual for the South Cowichan Recreation Division (M)/core
Well Maintained Public Facilities	Upgrade the Kerry Park Recreation Centre and Cowichan Lake Sports Arena	Successful public process supporting a building upgrade for KPRC	Hold community meetings, obtain feedback and determine long term community priorities	Undertake a public engagement process to assist with future planning for the Kerry Park Recreation Centre upgrade (H)/core
		Completion		Upgrade the Elsie Miles School building and grounds (H)/core