



KERRY PARK RECREATION COMMISSION

**Tuesday February 22nd, 2011
5:00 pm - Commission Meeting
Dinner at 6:00 pm
Cowichan Lake Recreation Centre**

AGENDA

1. CALL TO ORDER:

2. APPROVAL OF AGENDA:

3. ADOPTION OF MINUTES:

A1 Adoption of the Kerry Park Special Commission meeting minutes – February 11th, 2011

4. BUSINESS ARISING FROM THE MINUTES:

BA 1 Damage Policy

5. DELEGATIONS:

6. CORRESPONDENCE:

7. REPORTS:

R1 Managers Report
R2 Facilities Report

8. UNFINISHED BUSINESS:

UB1 Redevelopment Update

9. NEW BUSINESS:

NB1 2011 Budget

10. NEXT MEETING DATE:

11. ADJOURNMENT:

Distribution:

Brian Harrison	Director Area A	Doug Higginson,	Appointee Area A
Ken Cossey	Director Area B	Heather Broughton,	Appointee Area B
Gerry Giles,	Director Area C	Michael Croft,	Appointee Area C
Lori Iannidinardo	Director Area D	Leslie Heinio,	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, Transit Management		

Subject: Damage Policy	
Approved: DRAFT-January 2011	Revision:
Eligibility: Patrons	

POLICY:

The South Cowichan Recreation Division believes that in the interests of protecting the local taxpayers' investment, restitution should be sought to recover vandalism and/or damage expenses.

IMPLEMENTATION:

The following steps will be taken to ensure compliance with the *Damage Policy*:

- Policy to be included in all rental agreements
- Policy to be listed within facilities *Code of Conduct* so all patrons are aware of such policy

PROCEDURES:

1. When damage to the facility and/or equipment accidentally happens by a patron, the division manager shall assess the circumstances leading up to the damage and determine the amount, if any, deemed recoverable.

2. In cases of intentional/malicious damage to facility and/or equipment-

- Person(s) found responsible for said damages, will be required to pay all cost associated with repairs and any remediation.
- After assessment of intentional/malicious damages, the division manager at his or her discretion may wish to implement a facility suspension or ban to said patron for a set period of time.
- If restitution is not made voluntarily, the division manager may wish to pursue legal action to recover said costs.



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R1 - MANAGER'S REPORT

Major Topics:

- 1) Food and Beverage Dept
- 2) Upcoming Events

R2- FACILITY COORDINATOR'S REPORT

- 1) 2010 Capital Project Update
- 2) Water System