

**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 Monday, November 21, 2011 at 5:20 pm.

PRESENT: Chairperson: Heather Broughton
Directors: Gerry Giles, Brian Harrison, Ken Cossey
Commissioners: Mike Croft, Doug Higginson, Leslie Heinio

ALSO

PRESENT: Kim Liddle, Manager, South Cowichan Recreation
Tony Liddle, S. C. Facility Operations Coordinator
Sheena Boyles, Recording Secretary
Ron Austen, GM Parks Rec & Culture
Jim Wakeham, Mgr Facility, Fleet, Transit Mgt

ABSENT: Director: Lori Iannidinardo

CALL TO ORDER

The meeting was called to order at 5:20 pm.

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be approved as presented, with the addition of NB 2 as per Brian Harrison.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded that the minutes from the October 25th, 2011 Kerry Park Recreation Commission meeting be adopted as presented.

MOTION CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

None

DELEGATIONS

None

**DEPARTMENT
REPORTS/
CORRESPONDENCE**

DR1. Facilities Coordinator – Shower/Water Heater Repair

The Facility Coordinator reported that we have been experiencing ongoing hot water problems for the showers in the facility; main mixing valves are being replaced and patrons are encouraged to report concerns to staff so we can continue to deal with any issues that arise. It was suggested that a suggestion box be made available to patrons wanting to leave information/complaints for staff. In addition the score clock should be received by the end of December 2011.

DR2. Food and Beverage Coordinator

Shawna Bradley, our temporary Food & Beverage Coordinator's term is done on December 2nd, Donna will be returning January 3rd. The commission wishes to thank Shawna for her huge commitment – she has done a fantastic job with all aspects and has made some huge cost savings to the department.

DR3. Director’s Report

Nothing to report more discussion will happen in the new year.

UNFINISHED BUSINESS

UB1 Figure Skating Harness

To be tabled to next meeting.

NEW BUSINESS

NB 1 - Budget Review

Highlights include:

- Overall increase approximately 2% for 2012
- Significant savings within the food & beverage dept were noted due to improved staff scheduling and decrease in food waste
- No large minor capital items included for 2012 resulting in lower general expenditures for next year
- Class software / consultants and referendum costs included for 2012 as well as \$80,000 transfer to reserve
- Supplemental items would increase overall budget by 1.1%
 - Curling ice scraper
 - Floor scrubber
 - Tandem dump trailer – composting/get supplies
- Above items are preliminary and final numbers dependent upon yearend figures

NB2. Thank You

As this is Brian, Ken and possibly Heathers last meeting, they wished to pass on a huge thank you to staff and fellow commission members.

MEETING DATE

The next meeting is scheduled for January 24th, 2012.

ADJOURNMENT

The meeting adjourned at 6:00 pm

Chairperson

Secretary

Dated