



ISLAND SAVINGS CENTRE COMMISSION

Thursday, June 14, 2012
2:30 pm/ ISC Nitinat Room

AGENDA

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The next Regular Commission meeting will be held July 12, 2012 at 2:30 pm, in the ISC Board Room, 2687 James Street, Duncan BC.

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, May 10, 2012 at 2:30 pm.

PRESENT: A. Siebring, B. Lines, J. Woike
Alternates S. Jackson, L. Heinio, M. Lees

ALSO PRESENT: J. Elzinga, Island Savings Centre Manager
K. Schrader, Arts & Culture Manager
J. Wakeham, Facility, Fleet & Transit Manager
B. Coleman, North/Central Cowichan Facility Coordinator
A. Plunet, Recording Secretary

ABSENT: L. Iannidinardo, T. Duncan, P. Kent, L. Duncan

**APPROVAL OF
AGENDA
2012- 31**

It was moved and seconded that the agenda be approved as presented.

MOTION CARRIED

**ADOPTION OF
MINUTES
2012-32**

It was moved and seconded that the minutes of the April 12, 2012 regular meeting of the Island Savings Centre Commission be approved.

MOTION CARRIED

**BUSINESS
ARISING
BA1**

May 3, 2012 Staff Report by A. Plunet, ISC Administrative Assistant.

Four students from School District #79 have been chosen to receive awards annually given through the Cowichan and Chemainus Valley's Arts & Sports Scholarship Trust Fund, based on specified criteria and need.

A \$500 Arts Scholarship and a \$500 Sports Scholarship were both given to students at Cowichan Secondary School and Frances Kelsey Secondary School.

The award winning students will be informed of their scholarship at their respective school awards ceremonies. The Commission requested that following the announcement, a News Release be submitted to recognize the students for their achievement.

BA2

May 3, 2012 Staff Report by J. Elzinga, ISC Manager

Staff requested direction from the ISC Commission on methods to achieve greater public input into budget discussions for 2013 and the ISC staffing, Services and Capital Sustainability Plan.

The Commission requested increasing the level of public awareness of the Island Savings Centre' 9 year sustainability plan.

2012-33

It was moved and seconded that the Island Savings Centre Commission direct staff to produce a draft presentation plan for the Island Savings Centre Sustainability Plan for the fall of 2012, outlining the following marketing methods in order to achieve greater public input:

- Local newspapers
- Presentations to community groups
- Internet dialogue
- Within recreation program brochures
- Radio

And that staff return to the Commission with a report for approval.

MOTION CARRIED

The Commission members stated their agreement with listing their contact information as part of the presentation plan distribution.

Staff was also requested to find a mechanism to gather input from the presentation. It was suggested that a consultant could assist with the newspaper information. There was further discussion on the necessity of Social Media. It was suggested to staff to review Kelowna's Social Media policy. It was also suggested to obtain now the name of Island Savings Centre on Facebook and Twitter.

DELEGATIONS

No delegations

**DEPARTMENTAL
STAFF REPORTS:
SR1**

- B. Coleman, North/Central Cowichan Facility Coordinator, reported:
- Landscaping projects for 2012 are underway; doors are being replaced through the building and the old pool boiler is in the process of removal.
 - BC Hydro's online newsletter of May 7/12 recognized the Cowichan Arena for its energy savings initiatives.
 - Dates to work through the Cowichan Arena ceiling tender are being determined.

SR2

- K. Schrader, Arts & Culture Division Manager, reported:
- Arts & Culture staff will be taking over the management of the Theatre concession in June/12.
 - Initial discussions with the IATSE Union have begun as part of the negotiation process.

It was suggested that the Cowichan Theatre state their extension of service to the whole Cowichan Valley by adding to their webpage and

social media presence that the theatre services an area of over 80,000 people.

The Commission supported inviting the CVRD Human Resources Manager to meet in a Closed Session special meeting in May/12 to discuss the Commission's involvement in the IATSE negotiation process, to set out guidelines and gain an understanding of the processes of negotiations.

SR3

J. Elzinga, Island Savings Centre Manager, reported that:

- Discussions with staff are taking place to define a marketing and communications plan for a better fit at the recreation centre level.
- The application for gas tax grant funding for the environmentally friendly parking lot was approved on May 9/12 by the CVRD Board.

**UNFINISHED
BUSINESS**

No Unfinished Business

NEW BUSINESS

NB1

Staff Report of May 10, 2012 on BC Games.

The CVRD Board has requested Recreation Commissions determine the level of community support in hosting the BC summer Games in either 2016 or 2018. Five community meetings will be held by the Recreation Commissions in Ladysmith, North Cowichan, Cowichan Lake, South Cowichan and at the Island Savings Centre.

2012-34

It was moved and seconded that the Island Savings Centre Commission conduct a community meeting to gauge the level of community support in hosting the BC Summer Games in either 2016 or 2018 and

That the Island Savings Centre Commission report to the CVRD Board on the level of community support for hosting the BC summer games in either 2016 or 2018.

MOTION CARRIED

The community meeting at the Island Savings Centre will be held on May 31, 2012 at 6:30 pm. It was suggested that an invitation be sent to School District #79, sport groups, service groups, key volunteers and cultural groups.

B. Coleman left the meeting at 3:55 pm.

**QUESTION
PERIOD**

No questions were received.

J. Wakeham left the meeting at 4:00 pm.

**CLOSED
SESSION**

**RESOLVE INTO
CLOSED
SESSION
2012-35
4:05 p.m.**

It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Section Part 4, Division 3, Section 90, Subsection (1) (k) Negotiations.

MOTION CARRIED

**RISE FROM
CLOSED
SESSION
2012-37
4:42 p.m.**

It was moved and seconded that the Commission rise without Report.

MOTION CARRIED

**ADJOURNMENT
2012-38
4:43 p.m.**

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Certified Correct:

Chairperson

Secretary

Dated:

Minutes of the Special Meeting of the Island Savings Centre Commission held in the Centre Koksilah Room, 2687 James Street, Duncan, on Thursday, May 31, 2012 at 7:30 pm.

PRESENT: A. Siebring, B. Lines, J. Woike
Alternate L. Heinio

ALSO

PRESENT: J. Elzinga, Manager, Island Savings Centre
K. Schrader, Manager, Arts & Culture
J. Van Horne, Manager, Human Resources
A. Plunet, Recording Secretary

ABSENT: L. Iannidinardo, T. Duncan, P. Kent, L. Duncan

**APPROVAL OF
AGENDA
12- 39**

It was moved and seconded that the agenda be approved as presented.

MOTION CARRIED

**NEW BUSINESS
NB1**

Public input was received at a community meeting held May 31, as directed by the CVRD Board Resolution of May 9, 2012 to gauge the level of community support for hosting the BC Summer Games in 2016 or 2018.

12-40

It was moved and seconded that based on the level of community support for the 2016 or 2018 Summer Games, the Island Savings Centre Commission recommend that a bid submission be approved by the CVRD Board.

MOTION CARRIED

**REVOLVING INTO
CLOSED SESSION**

**12-41
7:40 pm**

It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Section Part 4, Division 3, Section 90, Subsection (1) (k) Negotiations.

MOTION CARRIED

**RISE FROM
CLOSED SESSION**

**12-43
8:10 pm**

It was moved and seconded that the Commission rise with a Report to Accept Proposal and return to the open portion of the Special Board meeting.

MOTION CARRIED

ADJOURNMENT

2012-44
8:11 pm

It was moved and seconded that the Special Commission meeting be adjourned.

MOTION CARRIED

The next Island Savings Centre Commission meeting will take place on June 14, 2012 at the Island Savings Centre.

Certified Correct:

Chairperson

Secretary

Dated:



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING
JUNE 14, 2012

DATE: June 7, 2012

FROM: John Elzinga, Manager

SUBJECT: VIU Culinary Arts Program Use of Heritage Hall Kitchen

Recommendation/Action:

To approve the use of the Heritage Hall Kitchen and a Classroom, by Vancouver Island University's culinary arts program; that a portion of the profits offset expected equipment repairs; and that facility rental costs to VIU could be offset by an equivalent value of facility rental in Vancouver Island University's Cowichan Campus or School District 79 facilities.

Relation to the Corporate Strategic Plan:

Develop a partnership strategy to ensure parks, recreation and culture planning and coordination occurs throughout the region.

Develop a program expansion strategy to look at where programs take place and the number and type of programs offered.

Financial Impact: (Reviewed by Finance Division: _____)

No exchange of funds is anticipated through this joint use.

Background:

Catering provision by the Island Savings Centre will end June 30th, 2012. This will also end the use of the Heritage Hall kitchen by Island Savings Centre staff, other than recreational cooking programs, that are provided on a break even basis.

Although we have already begun to rent the facility to Vancouver Island University for a continuing education contract culinary program, we are not yet ready to rent the Heritage Hall kitchen to the community on a regular basis. Consistent protocols have to be established for use of equipment, sanitation, and general expectations. Rental rates also have to be established on a formal basis.

The Heritage Hall Kitchen is expected to be available to the community to rent in July 2012.

Vancouver Island University has expressed an interest in re-positioning the VIU Culinary Arts program from Frances Kelsey Secondary to the Island Savings Centre. In partnership with School District 79, they aim to provide training opportunities and a lunch program for the Cowichan Secondary school audience.

The program would require the use of:

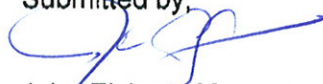
- a classroom from 8 – 9:30 a.m. Monday to Thursday, September to June (10 months)
- the Heritage Hall kitchen facility from 9:30 a.m. to 2:30 p.m. Monday to Thursday, September to June (10 months)

This is expected to still allow Heritage Hall kitchen rentals for evenings, weekend, and the summer.

Future development of this program could lead to:

- As requested by the Island Savings Centre or the community, the Culinary Arts Program providing for special events
- A restaurant / dining area.

Submitted by,



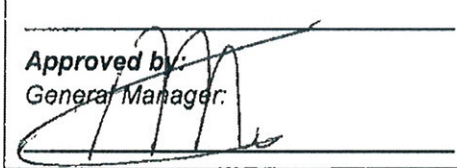
John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:

Approved by:

General Manager:





STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING
JUNE 14, 2012

DATE: June 7, 2012
FROM: John Elzinga, Manager
SUBJECT: Update for Food and Beverage

Recommendation/Action:

That staff explore a potential agreement for the Vancouver Island University Culinary Arts Program to provide a restaurant or dining area at the Island Savings Centre beginning fall 2013.

That staff explore a potential agreement with a local agency to showcase local agriculture at the Island Savings Centre beginning fall 2013.

Relation to the Corporate Strategic Plan:

Continually improve the quality of programs and services.

Support agriculture, through the the Cowichan Regional Area Agricultural Plan.

Financial Impact: (Reviewed by Finance Division: _____)

No financial impact at this time.


Background:

The Island Savings Centre will cease its own catering and concession operations (other than the Theatre concession, and the provision of licensed service) on June 30th, 2012.

The Island Savings Centre has approved an agreement with Tracey Lundahl to operate an arena concession until May 2013. At that time, staff will meet with Ms. Lundahl, and determine if either party wishes to pursue other opportunities, or extend the agreement.

The opportunities of a Vancouver Island University culinary arts program dining area, or a showcase of local agriculture have the potential of being opportunities for both the Island Savings Centre and the community.

Submitted by,


John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager:



NB /



**ISLAND SAVINGS CENTRE COMMISSION
OF JUNE 14, 2012**

DATE: June 5, 2012

FILE No:

FROM: Jim Wakeham, Manager Facility, Fleet & Transit Management

SUBJECT: Electric Vehicle Charging Station

Recommendation:

That the Island Savings Centre Commission approve, subject to CCI grant funding:

- 1. The installation of two level 2 public electric vehicle charging station at a priority parking stall located adjacent to the facility;**
- 2. The expenditure of 25% of the total purchase and installation cost of the charging stations, approximately \$2,000; and**
- 3. The annual expenditure to cover the cost of electricity provided to the public for the charging stations, approximately \$2,000.**

Relation to the Corporate Strategic Plan:

This initiative fits within the Healthy Environment, Service Excellence, and Sustainable Infrastructure components of the CVRD corporate strategic plan as it helps lead by example and contributes to a more sustainable community.

Financial Implications: (Reviewed by Finance Division *sed*)

CVRD staff is intending to apply in July 2012, subject to approval by each Recreation Commission in June 2012, to the Community Charging Infrastructure (CCI) Fund which provides 75% of the funding and up to \$4,000 for the installation of public electric vehicle charging stations. The CVRD is responsible for the remaining 25% of the purchase and installation cost, estimated to be approximately \$1,000 per unit and is to be covered under each recreation facility's operating budget. The CVRD is also responsible for the annual electricity consumption associated with the unit, estimated to be approximately \$1,000 per unit based on two full 4 hour charges a day. This cost will increase as usage for the unit increases. *Staff will discuss 2012 funding.*

Note, these costs are subject to Commission approval and success of the CCI grant application.

Background:

On May 31, 2012 the province announced \$2.7 million in Community Charging Infrastructure (CCI) Funding available to municipalities, regional districts, First Nations, businesses, and other organizations for the planning and installation of level 2 public electric vehicle charging stations, early application deadline June 27, 2012. The grant covers 75% and up to \$4,000 of the purchase and installation of the unit with the remaining 25% the responsibility of the applicant. Each applicant is also responsible for the electricity consumption costs associated with the public charging station.

There are no restrictions on the number of charging stations that an organization can apply for funding for. Staff has considered possible CVRD facilities where these stations could be installed and considering the main CVRD office in Duncan already has a level 2 charge station it seems logical to identify other high traffic CVRD facilities where a station could be used by both staff and the public. As such, 4 of the main CVRD recreation centres have been selected as suitable locations for charging station installations, Island Savings Centre, Kerry Park, Cowichan Lake Sports Arena, and the Shawnigan Lake Community Centre. The hope is that this will be a first phase of charging station installations with more to come.


BC is an ideal location for electric vehicles as the majority of our electricity comes from renewable resources, mostly hydro electric. According to a BC Hydro report, BC is expected to have between 25,000 – 30,000 electric vehicles on the road in the coming years. Moving ahead with this initiative will not only support the CVRD leading by example, but also help in establishing sustainable transportation infrastructure for the region and promote the use of electric vehicles.

Subject to CCI grant funding, it is recommended that the Island Savings Centre Commission approve the installation of two level 2 charging stations at priority or highly recognizable parking stall locations adjacent to the facility; cover the 25%, approximately \$2,000, of the grant not covered by the province for the purchase and installation of the charging unit, as well as covering the annual electricity consumption expense associated with the units, approximately \$2,000. Electricity consumption costs will increase as use of the changing station increases.

It is anticipated that over time policies around the use of the charging station will need to be reviewed. Specifically, policies regarding length of charging time and parking/charging fees may need to be considered. This will help ensure fair accessibility to the general public and ensure electricity consumption does not exceed reasonable levels.

In the event that the CVRD is unsuccessful with the CCI grant application for charging stations, staff will review the project and consider as a supplemental item for the 2013 budget.

Submitted by,

 for: Jim Wakeham

Jim Wakeham, Manager
Facility, Fleet, and Transit Management

Approved by:


Brian Dennison, General Manager,
Engineering and Environmental Services



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF JUNE 14TH, 2012

DATE: June 7th, 2012
FROM: John Elzinga, Manager
SUBJECT: Jobfest 2012

Recommendation/Action:

To consider the use of approximately 8500 sq ft of parking area for a 6 hour Ministry of Jobs, Tourism and Innovation event called JobFest.

To decline reserving an indoor location for inclement weather, because of the expected loss of rental revenue.

Relation to the Corporate Strategic Plan:

No apparent relation to the corporate strategic plan.

Financial Impact: *(Reviewed by Finance Division: _____)*

If the approval is for the parking area, the only expected incremental expense is the cost of an event supervisor, to ensure appropriate adherence to conditions of use. Cost not expected to exceed \$200.

Background:

Jobfest is an interactive 6 hour event. An event overview is attached. Visitors will engage with presenters, career tools and other interactive games. There will be a variety of entertainment, including local musicians and speakers.

The event is sponsored by the Ministry of Jobs, Tourism and Innovation, to get young people excited about their futures and educate them about careers and career resources available to them.

The event is turnkey. They require space to set up in. Their proposed date is Sunday, October 7th, 2012. They anticipate being in Victoria on Saturday, October 6th, and Nanaimo on Monday, October 8th.

They have requested indoor space be reserved in case of inclement weather.

There is no anticipation of rental fees.

Reasons to consider hosting the event would be:

1. The promotion of career choices
2. An opportunity for young people
3. The majority of the cost appears to be covered by the provincial ministry.

Concerns raised by staff with the event include:

1. There may be sound issues.
2. Removes some available parking.
3. Participants would access the Island Savings Centre and neighbouring facilities for washrooms.
4. Although the event is self contained, including generators, there remains the possibility of additional support needed (custodial, etc.)

Submitted by,



John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager:





EVENT OVERVIEW

JobFest is a rock concert themed mobile event that will travel to 50 communities throughout Northern and Southern B.C. from spring to fall 2012. The tour will get youth and young adults excited about their futures and teach them about career tools and resources.

JobFest will host an interactive and engaging event experience that will occur over a maximum six-hour period, with appropriate timing determined with the community. During this time visitors will be invited into the experience to engage with event presenters, the career tools and other interactive games. They'll also enjoy a variety of on-stage entertainment and receive JobFest giveaways. Throughout the day local speakers will share stories and provide inspiration. In addition, both headline and local talent unique to each community will be invited to provide onstage entertainment.

To help generate awareness, the events will be promoted via radio and newspaper advertising, as well as through other media such as community posters, transit shelters, transit interiors and transit kings (exterior bus ads).

The JobFest team will provide and set up all equipment and materials for the event. Equipment includes a mobile stage, two 20 ft x 20 ft inflatable tents with interactive activities, a 10 ft x 10 ft entrance tent and three team transport vehicles, including a branded 24 ft truck. Ideally JobFest requires an 85 ft x 100 ft level or paved area to set up; however, its flexibility allows it to be scaled to accommodate smaller footprints. Please see the attached layout documents for details.

For more details or to further discuss the benefits of having JobFest at your event or community please contact:

Cambrea Strubin
Account Executive, Inventa
604 687-0544 ext 229
cstrubin@inventaworld.com

COMMUNITY INVOLVEMENT

Community Speakers

To help tailor JobFest to each specific community, we are looking for recommendations on local community speakers to participate in our event. A potential speaker could be a local business owner, employee assistance service representative, MLA'S or inspirational youth. The idea is to engage with the youth and inspire/motivate them to take action. Specifically we are looking for career success stories within your community and/or specific industries to focus on.



Local Talent

Local talent will be incorporated into the event amongst a headliner band and community speakers. We would appreciate your recommendations on local talent within the community who may be interested in performing at JobFest. Examples of this could be a community dance group, solo artist, musician or local band. Artists will be able to apply online closer to the event and be selected to partake in JobFest.

Specific details surrounding the community talent process will be sent out at a later time. Recommendations on potential candidates can be sent directly to cstrubin@inventaworld.com.

PRODUCTION REQUIREMENTS

Site/Venue

- JobFest requires 8,500 square feet of level outdoor space
- Access to on-site garbage and recycling is much appreciated
- Parking for two King Cabs, a generator and one 24 ft. truck is required in close proximity
- JobFest requires approximately six hours for set-up time. Trucks will need to be parked and accessed during this time

Power

- JobFest will provide its own power source via generator
- JobFest crew will provide all necessary cables, fixtures, lighting and safety equipment

Staff and Crew

- There will be a total of nine staff on site during the event
- Staff will require access to washrooms on site
- JobFest staff will ensure the event site is in its original condition upon final cleanup. They will bag and deliver any waste and recycling to the on-site disposal area identified by the location contact

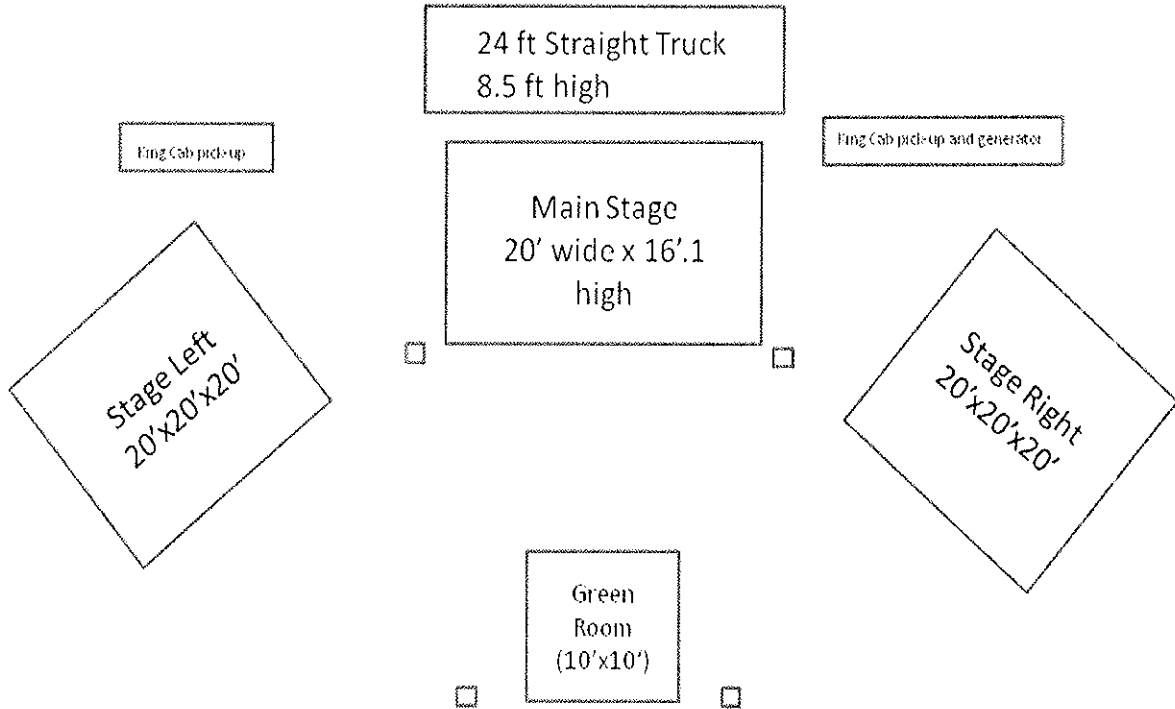
EVENT FOOTPRINT

The diagram below is of the complete (largest) JobFest setup. The event is flexible and can be scaled to accommodate most spaces/venues based on the locations available.



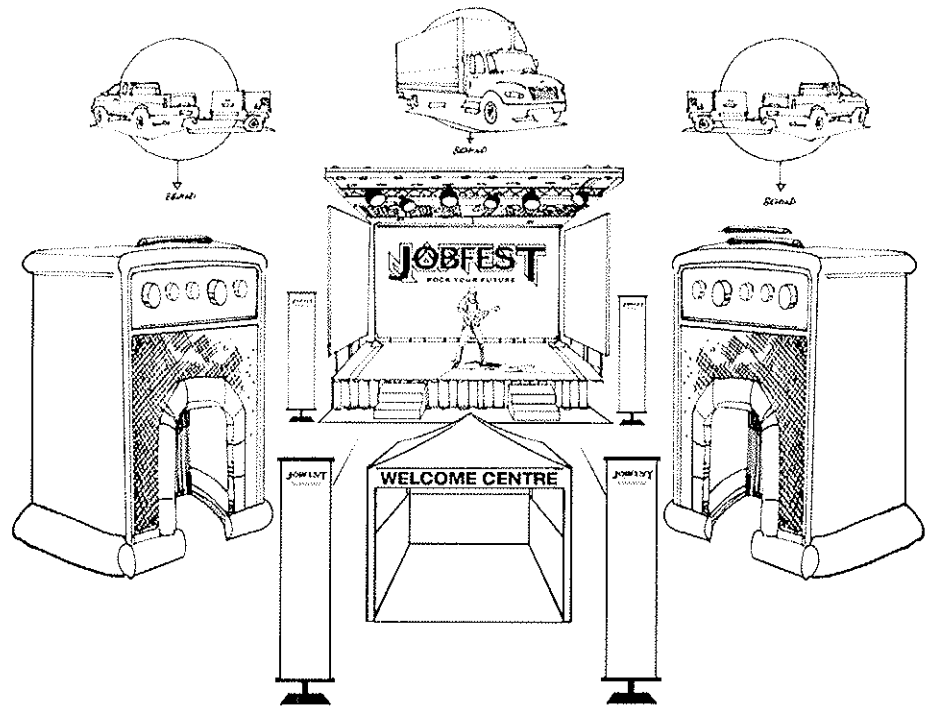
Event Set-up A

85' wide x 100' deep (8,500 sq ft)





EVENT SKETCH





STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF JUNE 14TH, 2012

DATE: June 4th, 2012
FROM: John Elzinga, Manager
SUBJECT: Skate Harness Policy

Recommendation/Action:

To approve the attached Skate Harness Policy, based on the policy approved this year by the Kerry Park Recreation Commission, and implement for the start of the 2012/13 skating season.

Relation to the Corporate Strategic Plan:

Provide well maintained public facilities, establishing consistent quality and maintenance standards for CVRD facilities.

Financial Impact: (Reviewed by Finance Division: _____)

None if the attached policy is approved. The cost of inspection will be passed onto the individual skating club as they are the sole owners/users of this equipment. If the local Figure Skating Clubs (Kerry Park, Duncan and Lake Cowichan) coordinate their annual inspections, costs will be approximately \$500/club versus \$775 for a single inspection.

Background:

At the August 25, 2011 Kerry Park Recreation Commission Meeting, the Commission requested that Steve Hurcombe, CVRD Budget Coordinator, prepare a report for further discussion regarding insurance implications on the skate harness. This report was received and reviewed at the October 25, 2011 KPR Commission meeting. Staff was directed to review options presented, determine who owns the harness and draft a recommendation based on the report.

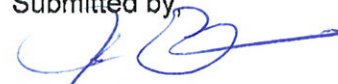
The following questions were reviewed when preparing the attached draft policy:

1. Who owns the skate harness?
2. Which user groups use the equipment?
3. Who is providing adequate training and/or information as well as supervision on the usage of the equipment?
4. Who is responsible for the maintenance and inspection of the equipment?
5. What are the manufacturer's recommended procedures for such equipment?

In order to remove risk exposure associated with the equipment it is recommended that the attached policy be adopted and a draft agreement be prepared between the Island Savings Centre and Duncan Skating Club, to include the following clauses and/or conditions (based on recommendations by Steve Hurcombe)

- 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
- Specific insurance requirements, including requirements for proof of insurance coverage

Submitted by,



John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager:





DRAFT POLICIES & PROCEDURES

SKATE HARNESS

PURPOSE:

To ensure the security and safety of the jump harness and outline clear guidelines regarding the use of equipment

DEFINITIONS:

Only skaters and professional coaches registered with the Duncan Skating Club (DSC) and are in good standing with Skate Canada are eligible to use the skate harness.

POLICY:

The harness is the property of the DSC and is only to be used by officially trained coaching staff. DSC must provide proof of liability insurance to use the harness. DSC will be required to sign a Usage Agreement prior to using the skate harness outlining they take full responsibility for the harness.

The maintenance and inspection solely lies on the DSC. The Club will be required to ensure maintenance is documented and an annual inspection is completed by an engineer or trained professional prior to the start of each season, and that proof of inspection be provided to the Island Savings Centre prior to use.

Only professionally trained coaches are to use the skate harness. Proper training on the safe use of the equipment and review of the Skate Harness Instruction Manual must be provided to all coaches. This needs to be documented to provide assurances that proper training has been completed.

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 DSC has booked the arena and has a rental contract in place.

The skate harness is only to be used following the guidelines set out in the Skate Harness Instruction Manual.

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.