



KERRY PARK RECREATION COMMISSION

Tuesday, February 26, 2013

5:30 pm - Regular Commission Meeting
Kerry Park- Social Lounge

AGENDA

1. **APPROVAL OF AGENDA:**
2. **ADOPTION OF MINUTES:**
A1 - Adoption of the Kerry Park Commission meeting minutes – January 22, 2013.
3. **BUSINESS ARISING FROM THE MINUTES:**
4. **DELEGATIONS:**
5. **DEPARTMENT REPORTS/CORRESPONDENCE:**
DR1 - User Rates (affects from HST to GST) *verbal report*
6. **UNFINISHED BUSINESS:**
UB1 - KPR Repair and Maintenance Costs *to be distributed*
UB2 – Recreation Assistance Program *attached*
7. **NEW BUSINESS:**
NB1 – Meeting Updates- Kim Van Bruggen *verbal report*
NB2- 2013 Budget *attached*
8. **QUESTION PERIOD:**
9. **ADJOURNMENT:**

The next regularly scheduled commission meeting will be March 26, 2013

Distribution:

Mike Walker,
Bruce Fraser,
Gerry Giles,
Lori Iannidinardo
Brian Harrison,
Vacant
Michael Croft,
Leslie Heino

Director Area A
Director Area B
Director Area C
Director Area D
Appointee Area A
Appointee Area B
Appointee Area C
Appointee Area D

Kim Liddle,
Sheena Boyles
Tony Liddle
Ron Austen
Jim Wakeham
Allison Nelson

Manager, South Cowichan Recreation
Admin & Facility Bookings Coordinator, South Cowichan Recreation
Facilities Coordinator, Facility, Fleet and Transit
General Manager, Parks Recreation and Culture Department
Manager Facility, Fleet and Transit
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, January 22, 2013 at 5:30 pm.

PRESENT: Chairperson: Mike Croft
Directors: Mike Walker, Bruce Fraser, Gerry Giles,
Lori Iannidinardo
Commissioners: Brian Harrison
Absent: Leslie Heinio

ALSO

PRESENT: Kim Liddle, Manager, South Cowichan Recreation
Tony Liddle, S. C. Facility Operations Coordinator
Ron Austen, Manager, PR&C
Kim Van Bruggen and Kelsey Singbeil, Acumen

CALL TO ORDER

The meeting was called to order at 5:32 pm.

ELECTION OF CHAIR

Division Manager called for nominations for the position of chairperson. Mike Croft was nominated. With there being no other nominations, nominations were closed. Mike Croft was declared the chairperson of Kerry Park Recreation Commission of the year 2013

**ELECTION OF VICE
CHAIR**

Division Manager called for nominations for the position of vice chairperson. Brian Harrison was nominated. With there being no other nominations, nominations were closed. Brian Harrison was declared the vice chairperson of Kerry Park Recreation Commission of the year 2013.

Division Manager passed the meeting over to the Chair to continue.

**APPROVAL OF
AGENDA**

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

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded that the minutes from the December 11, 2012 Kerry Park Recreation Commission meeting be adopted as presented.

MOTION CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

None

DELEGATIONS

None

**DEPARTMENT
REPORTS/
CORRESPONDENCE****DR 1 Manager's Report**

CLASS Database- Division Manager gave an update on the CLASS Database project noting that staff had put in countless hours to get everything up and running; we can now accept registration for all CVRD Recreation Facilities in the Cowichan Valley; have been receiving a lot of positive feedback from both the front end staff as well as customers.

Drop-In Hockey- Division Manager reported that staff have been experiencing complaints and the public challenging the age restrictions placed on the 55+ Drop-In Hockey; manager noted that the complaints are around not allowing teenagers to participate in the drop-in session time; manager also noted that inquiries were made with MIA in regards to allowing teens to participate in adult sessions and they did not recommend offering mixed age groups. Discussion took place regarding our programs and commission members felt it was important to take a stance on reinforcing the age/gender restrictions put in place as they are there for a reason and members felt strongly to uphold these for programs offered at KPRC.

It was moved and seconded that the Commission support this statement and that staff uphold the age restriction placed on the drop-in hockey.

MOTION CARRIED

Ipsos Reid Poll- Division Manager reported that there was an opportunity to participate in a CVRD Recreation Survey to poll the Cowichan Valley as a whole on generalized recreation questions. This survey would look at the region as a whole; Discussion took place and the commission agreed the survey would not provide any benefit or value to Kerry Park directly at this time.

DR 2 Facility Coordinator's Report no report

NEW BUSINESS**NB 1 – Consultant Timelines for 2013**

Kim Van Bruggen presented the Commission with a hand-out, giving an overview of timelines and engagement strategies for 2013; next steps is to organize smaller stakeholder meetings at the end of February to open up dialogue; stakeholders will be sent invitations and anyone will be welcome to participate in the meetings; commission is welcome to attend and participate. The purpose of these initial meetings is to determine what the community desire is for the future of Kerry Park. Kim Van Bruggen then discussed messaging around what we are doing to ensure clarity to the community. Discussion ensued around a spokesperson on behalf of the commission.

It was moved and seconded that the Chair, Mike Croft, be the spokesperson and the Vice Chair, Brian Harrison, fill in when the Chair is unavailable.

MOTION CARRIED

QUESTION PERIOD **None**

MEETING DATE The next meeting is scheduled for February 26, 2013 at 5:30 pm.

ADJOURNMENT The meeting adjourned at 6:50 pm

Chairperson

Secretary

Dated

Recreation Assistance Program



South Cowichan Recreation

South Cowichan Recreation is committed to providing accessible and affordable recreation programs. Families living in Mill Bay, Malahat, Shawnigan Lake, Cobble Hill and Cowichan Bay are eligible to apply for the Recreation Assistance Program if your combined family income is at or below the Statistics Canada Low Income Threshold.

Benefits of the South Cowichan Recreation Recreation Assistance Program:

1. A maximum \$125 Program Credit per person per year. This credit can be used towards registration or punch passes for programs in the South Cowichan Recreation Program Guide. Once approved, you pay the initial 25% of the program fee, and your credit will be used to pay the remainder.
2. Free Public Skating Passes. A maximum of 10 free skating passes per person, per year.



South Cowichan Recreation

Recreation Assistance Program

Who Is Eligible?

Families living in Mill Bay, Malahat, Shawnigan Lake, Cobble Hill and Cowichan Bay are eligible to apply for the Recreation Assistance Program if your combined family income is at or below the Statistics Canada Low Income Threshold.

You may apply once per calendar year. Requests are granted on a first come first serve basis with priority given to youth.

What is the Statistics Canada Low Income Threshold?

# in Family	1	2	3	4	5	6	7 or more
Income Under	\$ 18,246	\$22,714	\$27,924	\$33,905	\$38,454	43,370	52,770

To be eligible your combined gross household income (before tax) must be within/below the following income ranges:

How do I Apply?

Fill out application Form and remember to include:

- Proof of residency
- Proof of income or completed adjudicator declaration.
- Sign Applicants Declaration

What Happens Next?

Staff will review your application and contact you within 7 days of receiving your completed application. Once approved staff will assist you with your program registration.

Need more information?

For more information or assistance filling out your forms, please contact Janine Layseca, Recreation Programmer, at 250-743-5922.

Helpful Numbers

Canada Revenue Agency	1-800-959-8281
Service Canada	1-866-866-0800
South Cowichan Recreation	250-743-5922



South Cowichan Recreation

Recreation Assistance Program Application Form

South Cowichan Recreation is committed to providing accessible and affordable recreation programs. Families living in Mill Bay, Malahat, Shawnigan Lake, Cobble Hill and Cowichan Bay are eligible to apply for the Recreation Assistance Program if your combined family income is at or below the Statistics Canada Low Income Threshold. All of the information provided in this application will be used solely for evaluating eligibility for the Recreation Subsidy Program and will remain confidential unless the CVRD is required by Law to disclose it.

1. If you need assistance to fill out this form please contact South Cowichan Recreation at 250-743-5922.

Applicants Last Name: _____ First Name: _____

Address: _____ Postal Code: _____

Phone: _____ Cell: _____ # of people in household: _____

2. Please list all family members who you are applying for as well as the program or activity you would like to participate in.

	Name	Age	Birthdate	Program/Event (code-if applicable)
1				
2				
3				
4				
5				
6				

3. Please provide proof of residency. A photocopy of your drivers' license or BCID is required for each adult 18 and over, as well as a copy of a recent Hydro bill, cable or landline telephone bill.

Recreation Assistance Program Application Form

4. Please provide proof of household income by way of Tax Assessment (Line 150 on your Notice of Assessment) **or** proof of income by adjudicator declaration (see below).

Adjudicator Declaration:

An adjudicator must be familiar with the applicant's financial situation, as their signature verifies the need of the family. An adjudicator can be a social worker, a school principal or counselor, a healthcare professional, a priest/pastor, a lawyer or notary public. Adjudicators other than those listed above will be considered if written documentation outlining the financial need of the applicant is attached.

Name of Adjudicator: _____ Position: _____

Organization Name and Address: _____

Telephone: _____ Email: _____

I agree that the household income of this applicant is such that they require financial assistance in order to receive recreation opportunities.

Adjudicators signature

Date

Applicants Declaration:

I _____ (print name in full) hereby declare that all information provided in this application is true, complete and correct and that:

- a. I am 18 years or older;
- b. I am a permanent resident within one of the areas mentioned on page one.

Applicant's signature

Date

Completed applications and photocopies of documents can be dropped off in person or mailed to:

Kerry Park Recreation
1035 Shawnigan Mil Bay Rd.
PO Box 7
Mill Bay BC
V0R 2P0

Shawnigan Lake Community Centre
2804 Shawnigan Lake Rd
PO Box 37
Shawnigan Lake BC
V0R 2W0



STAFF REPORT

KERRY PARK RECREATION CENTRE COMMISSION OF FEBRUARY 26, 2013

DATE: February 18, 2013

FILE NO:

FROM: Kim Liddle- Division Manager, SCR

BYLAW No:

SUBJECT: Kerry Park Recreation- 2013 Annual Budget

Recommendation/Action:

That the Kerry Park Recreation Commission approve the proposed 2013 annual budget for Functions 411-417 with the following amendments for an overall 0% increase in requisition.

- Decrease Federal Gas Tax Funding in Function 411 by 5,366
- Decrease Transfer from Reserve in Function 411 by 1,900
- Decrease Engineering Structures in Function 411 by 2,266
- Increase Consultant Fees in Function 411 by 23,500
- Decrease Transfer to Reserve in Function 411 by 28,500

Relation to the Corporate Strategic Plan:

The following Objectives will be met with the proposed 2013 budget:

Financial Stability- maintains adequate capital/operating reserves to strengthen financial stability.

Provide exceptional recreational, cultural and parks services- Continually improve the quality of programs and services.

Well maintained public facilities-Upgrades to Kerry Park Recreation Centre. Proposed budget included consultant expenses to continue moving forward with a facility upgrade.

Financial Impact: (Reviewed by Finance Division: _____)

The 2013 budget as presented in the budget book represents a 0% increase in tax requisition resulting from a reduction in short term debt of \$306,034 and a combined overall surplus of \$368,557 in 2012. A total of \$100,000 was allocated to the Aquatic Centre function 417. The remaining surplus has been added to the 2013 Transfer to Reserve. As a result, the current Reserve fund of \$666,621 as of Dec 31, 2012 will have an anticipated total of \$1.06 million by the end of 2013.

The core budget is based on providing the same level of services as we have provided in 2012. At this time, staff has not made any recommendations for supplemental items to be considered for 2013, in order to get away clear direction from the community on direction for future repairs to Kerry Park.

Function 411:

- Yearend surplus of \$173,718. Surplus based on staff savings due to extended leave of absence, no costs incurred for referendum, and savings in consultant fees.
- The KPR Wastewater Upgrades Project is in progress and funds not spent in 2012 have been rolled into the 2013 budget. The remaining project for 2013 totals \$295,292 which will be funded through \$206,292 in Gas Tax Funding (Community Works) and \$84,000 Transfer from Reserve. An amendment to the 2013 budget is required as mentioned in the recommendation.

Function 412:

- Yearend surplus of \$61,405. Surplus based on overall adjustments to the Food and Beverage Department to increase efficiencies within the department. Some of these adjustments included reduction in staff hours, better use of staff time, and reduction in food waste. The Department also achieved an additional 2% savings in food costs of 2012.
- The Food and Beverage Coordinator will continue to examine areas of possible improvements and maintain accomplishments achieved over the last two years.

Function 413:

- Yearend surplus of \$18,728. Surplus based on savings in purchased equipment and overall general expenditure.

Function 415:

- Yearend surplus of \$26,032. Surplus based on savings in advertising, equipment and overall general expenditure savings.

Function 416:

- Yearend surplus of \$88,674. Surplus based on savings in staff wages, equipment purchases, minor capital projects not completed and overall general expenditure savings. The minor capital projects have been rolled over to the 2013 budget.

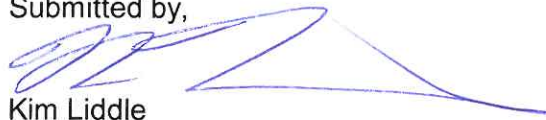
Function 417:

- Is a new function for the Aquatic Centre Service. This function is a separate function that Electoral Areas A, B and C fund. The requisition amount is \$100,000 which is paid to North Cowichan to allow equal access to the pool for South End Residents.

Background:

Attached is the overall 2013 requisition review based on initial budget discussions at the Kerry Park Recreation Commission Meeting held August 28, 2013. The draft 2013 budget currently has an increase in the requisition of 0%.

Submitted by,



Kim Liddle

Reviewed by:

Division Manager:

Approved by:

General Manager:

2013 Requisition Review

A) Core Budget (Existing Service Level)

Core Budget (Existing Service Level)						
	2011		2012		Proposed 2013	
	Tax Requisition	Tax Requisition	% Increase (Decrease)	Tax Requisition	% Increase (Decrease)	Cost per \$100,000
Core Budget	\$2,766,860	\$2,766,860	0.0%	\$2,766,860	\$0	\$0.00
Main Reasons for 2013 decrease:						
	Short Term Debt for Roof payments completed in 2012					
	2013 Surplus - difference from 2012					
	Addition of Aquatic Service					
	Reduction in Capital Projects and other minor adjustments					
	Increase in Consultant Fees					
	Increase to Transfer to Reserve Fund					
	Staff Wage/Benefit Increases					
					\$-306,034	(\$7.17)
					-\$14,666	(\$0.34)
					\$100,000	\$2.34
					-\$19,920	(\$0.58)
					\$23,500	(\$0.58)
					\$175,272	\$4.77
					\$41,848	\$0.98
				Subtotal	\$0	(\$0.58)

B) Supplemental Items

	Requested by Commission
i)	

	Requested by Commission		Anticipated Funding Method			
	Reserves	S.T. borrow	Operating	Impact on Requisition	% Increase	Cost per \$100k
1)					0.0%	\$0.00
2)					0.0%	\$0.00
3)					0.0%	\$0.00
4)					0.0%	\$0.00
5)					0.0%	\$0.00
	\$0	\$0	\$0	\$0	0.0%	\$0.00

ii) Recommended by

Corporate Leadership

Corporate Leadership Team	Reserves	S.T. borrow	Operating	Impact on Requisition	% Increase	Cost per \$100k
1)					0.0%	\$0.00
2)					0.0%	\$0.00
3)					0.0%	\$0.00
4)					0.0%	\$0.00
5)					0.0%	\$0.00
	\$0	\$0	\$0	\$0	0.0%	\$0.00

iii) Other items

iii)	Other items	Anticipated Funding Method					
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Impact on Requisition</u>	<u>% Increase</u>	<u>Cost per \$100k</u>
	1)					0.0%	\$0.00
	2)					0.0%	\$0.00
	3)					0.0%	\$0.00
	4)					0.0%	\$0.00
	5)					0.0%	\$0.00
		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		0.0%	\$0.00
	Total Impact			<u>\$0</u>	<u>\$0</u>	0.0%	\$0.00