

Minutes of the Kerry Park Recreation Commission Meeting held on Tuesday, June 27, 2017 in the Kerry Park Recreation Centre Lounge, 1035 Shawnigan-Mill Bay Road, Mill Bay BC at 5:30 PM.

**PRESENT:** Chair B. Harrison  
Director K. Davis  
Director S. Acton  
Director M. Clement  
Director L. Iannidinardo  
Appointee S. Evan  
Appointee S. Cox  
Appointee C. Collister

**ALSO PRESENT:** John Elzinga, General Manager, Community Services Division  
Kim Liddle, Manager, South Cowichan Recreation  
Tony Liddle, Facility Coordinator, South Cowichan Recreation  
Sheena Boyles, Administration Coordinator/Recording Secretary  
Janine Layseca, Recreation Program Coordinator, South Cowichan Recreation  
Britney Slade, Recreation Programmer, South Cowichan Recreation  
Kylee Lindner, Program Assistant, South Cowichan Recreation  
Harvey Fairfield, Operations Supervisor, South Cowichan Recreation

**ABSENT:**

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended by adding one New Business Item**

**NB 1 Installation of ATM**

**and that the agenda, as amended, be approved.**

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** [Regular Kerry Park Recreation Commission meeting of March 28, 2017](#)

**It was moved and seconded that the minutes of the March 28, 2017 Kerry Park Commission meeting be adopted.**

**MOTION CARRIED**

#### **INFORMATION**

**IN1** [Introduction of Program Staff](#)

Program and Operations staff were introduced prior to the meeting and Commission members had a chance to hear about and ask questions regarding current

programming, community events and facility projects.

**IN2**      [Outdoor Fitness Equipment](#)

T. Liddle, Operations Coordinator, South Cowichan Recreation reported that 3 quotes for outdoor fitness equipment have been obtained and 2 suitable locations have been chosen. Staff will work with 2 commission representatives to choose equipment. The project will be completed this fall.

**REPORTS**

**R1**      [Facility Rental Rates](#)

K. Liddle, Manager, South Cowichan Recreation recommended to the Commission that there be no increase to rental rates for the coming season.

**It was moved and seconded that there be no increase to the facility rates for Kerry Park Recreation Centre for the period of July 1, 2017 to March 31, 2018.**

**MOTION CARRIED**

**R2**      [Kerry Park Skate Club Harness Policy](#)

K. Liddle, Manager, South Cowichan Recreation reported that Cowichan Lake Recreation Manager, Linda Blatchford along with Lyle Smith, Assistant Manager, Finance Division reviewed the current policy and worked with the Municipal Insurance Association (MIA) to ensure that by updating the policy and requiring the Skating Clubs to sign an additional clause to their contracts they would no longer be required to have an engineer sign off on the use of the skate harness in our facility.

**It was moved and seconded that the revised skate harness policy be approved.**

**MOTION CARRIED**

**R3**      Managers Report

K. Liddle, Manager, South Cowichan Recreation, produced a verbal report and monthly update for information.

On May 25, we went live with Legend Software. Online registration has been down for about a month due to some coding issues but is expected to be available again shortly. Staff are working with Legend support staff to work through several modules where issues have been found. This is a joint venture with North Cowichan and the Town of Ladysmith and overall the public is excited for the convenience of registering for any programs at any of our local Centre's.

On July 1, Kerry Park in partnership with the Mill Bay Community League hosted a Canada Day Dance in the curling rink. A couple hundred people attended and had a great time listening to the Smiley Band.

Temporary signage was put up warning of a possible wildlife issue on the Mill Bay Community League Trail after a patron reported that his dog had been hurt by an unknown means on the trail. No further incidents have been reported.

**R4** Facility Coordinators Report

T. Liddle, Facility Coordinator, South Cowichan Recreation, produced a verbal report and monthly update for information.

The exterior cladding project has been completed and we are mid-stream on the chiller project with anticipated completion being mid to late July. The domestic hot water storage RFP has closed and will select a bid shortly. Work on this project is scheduled for July. Additional smaller projects still being worked on are the Skate Park plan for expansion and outdoor fitness park equipment. Annual facility maintenance is also taking place.

**NEW BUSINESS**

**NB1 Installation of ATM**

K. Liddle, Manager, South Cowichan Recreation recommended to the Commission that staff investigate logistics for installation of an ATM in the facility. There is to be no additional costs to the facility for having the machine and any damage that occurs to the machine would be the sole responsibility of company.

**It was moved and seconded that staff enter into an agreement for ATM services following staff investigating logistics and if deemed appropriate, enter into a contract for services.**

**MOTION CARRIED**

B. Harrison gave a brief update from the Regional Recreation Select Committee.

**ADJOURNMENT**

**It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 6:10 pm

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_