

Parks, Recreation & Culture Advisory Committee
Agenda for Meeting to be held on
Wednesday, January 17th, 2024 at 7:00pm
Frank Jameson Community Centre at 810 6th Avenue

The goal of the Parks, Recreation and Culture Advisory Committee is to provide advice and recommendations to Council regarding the establishment and implementation of Parks, Recreation and Culture priorities in the Town of Ladysmith.

1. Call to Order and Acknowledgement

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the unceded territory of the Stz'uminus First Nation.

2. Agenda Approval

3. Minutes

a) Minutes of the meeting held November 15th, 2023

4. New Business

a) Appropriate Behaviours – Code of Conduct – Recreation Facilities Update

5. Old Business

a) Rutti Park Plan Public Engagement – Draft Survey and Plan

6. PRC Updates

7. Adjournment

8. Next Meeting – February 21 at 7:00pm

Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, November 15, 2023 at 7:00pm
Frank Jameson Community Centre

COMMITTEE MEMBERS PRESENT:

Lynda Baker
Colleen Butcher
Geoff Dean
Gordon Filewych
Jacqueline Huard

Councillor Duck Paterson
Kim Nakahara
Jane Nettleton
Pamela Walker

STAFF PRESENT:

Chris Barfoot, Lead
Kim Cheang, Minute Taker
Mike Gregory, Guest

REGRETS:

Bruce Mason
Terri Merritt-Worden

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

The Chair called the meeting to order at 7:01pm and acknowledged with gratitude that the meeting was taking place on the unceded territory of the Stz'uminus First Nation.

AGENDA

2023-24:
That the Parks, Recreation & Culture Advisory Committee approve the agenda for the meeting as presented.
Motion Carried.

MINUTES

2023-25:
That the Parks, Recreation & Culture Advisory Committee approve the minutes of the September 20, 2023 meeting as presented.
Motion Carried

NEW BUSINESSLadysmith Skatepark Society Presentation

- The Ladysmith Skatepark Society made a presentation to the Committee.
- The Society has raised the profile of the skatepark usage, building a sense of community with a variety of ages and gender dynamics. They have also reclaimed the space within the last 1.5 years.
- The current goal is to raise money and rebuild the skatepark with an estimated cost of \$1 million+ . The design is pivotal in determining these costs. Staff will be submitting a 2024 Capital Request for a skatepark design for Council consideration. Once the design is complete, the community engagement and fundraising campaigns will begin, and the society has the target goal to fundraise the project costs.
- The Committee suggested the Society join the BC Cycling Coalition, as an organization. Members of the Coalition, receive free insurance for events and other initiatives.

Rutti Park – Public Engagement Plan timeline and next steps

The Committee approves the Rutti Park Plan Public Engagement timeline and next steps at the June 19, 2024 meeting, and will reconfirm the timeline.

Public Art Committee appointee

2023-26:

With the upcoming transition of the Public Art Committee in 2024, the Committee appointed L. Baker as a voting member, and G. Filewych as a non-voting member.

Motion Carried.

**PRC DEPARTMENT
UPDATE**

PRC Department Update

C. Barfoot provided an update on the department, as well as on the Practice Pitch and Forrest Field Phase 1 upgrades.

NEXT MEETING

7:00pm on Wednesday, December 20, 2023 at FJCC

ADJOURNMENT

2023-27:

That the Parks, Recreation & Culture Advisory Committee adjourn this meeting at 8:16pm.

Motion Carried

STAFF REPORT TO PRCAC

Report Prepared By: Chris Barfoot, Director Parks, Recreation & Culture
Meeting Date: January 17, 2024
File No:
Re: **Appropriate Behaviour Policy /Code of Conduct Updates**

RECOMMENDATION:

That the PRCAC recommend Council to endorse updates to the Town of Ladysmith Appropriate Behaviour – Code of Conduct – Recreation Facilities Policy as noted in the Staff Report.

EXECUTIVE SUMMARY:

On June 1, 2015, Council adopted the Appropriate Behaviour Policy/Code of Conduct for Recreation Facilities. This policy and facility signage have played valuable tools to supporting staff in managing difficult and challenging behaviours within the Town's recreation facilities. However, there are inconsistencies between the policy and applicable facility signage that have been identified as well as changes in the Town's recreation software and how it is used.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2015-209	2015-06-01	That Council adopt the "Appropriate Behaviour Policy/Code of Conduct" as recommended by the Parks, Recreation and Culture Commission.
CS 2015-138	2015-04-20	That Council refer the draft "Appropriate Behaviour Policy and Code of Conduct" to the Parks, Recreation and Culture Commission for review and comments.

INTRODUCTION/BACKGROUND:

The Appropriate Behaviour Policy and Code of Conduct also includes applicable recreation facility signage. The Policy including suggested updates can be seen in Attachment A. The Policy and Code of Conduct have been valuable tools and resources when dealing with inappropriate behaviours within the Town's recreation facilities. Incidents involving inappropriate behaviour are rare but when they do occur, having the policy and

accompanying facility signage helpful and something the patrons can be referred to. Examples of the signage are shown in Attachments B.

Upon a recent staff review of the policy and facility signage, and with support of the RCMP, it was noted that there are inconsistencies between the policy and signage as well as suggested updates needed to be made to the policy. Making these changes will provide the ability for staff to directly link all signage pertaining to facility rules, guidelines and expectations to the Appropriate Behaviour Policy and Code of Conduct for Town recreation facilities. In the rare occurrence a violation of the Code of Conduct results in the suspension of a patron, the current recreation software can be utilized to assist in the management and monitoring these situations. These changes are also included in the proposed updates for consideration.

ALTERNATIVES:

PRCAC can choose to:

1. Not support the suggested updates and continue using the existing policy.
2. Suggest further edits or changes to the policy.

FINANCIAL IMPLICATIONS:

There is no cost to these suggested changes.

LEGAL IMPLICATIONS:

There are no legal implications to these changes.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

These changes will bring the policy in alignment with the existing facility signage, making the ability for patrons to make a direct link between the two components of the Code of Conduct.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

ATTACHMENTS:

- A. Copy of the Appropriate Behaviour Policy with proposed amendments
- B. Existing Code of Conduct signage

TOPIC: APPROPRIATE BEHAVIOUR - CODE OF CONDUCT – RECREATION FACILITIES	
POLICY No: 15-7710-A	
APPROVED BY: Council	RESOLUTION No: CS 2015-209
DATE: 2015-06-01	
AMENDED:	

POLICY

Access to facilities or programs may be denied to ~~customers~~ **patrons** who violate facility rules, **guidelines, and expectations**, engage in inappropriate, abusive, undesirable, or dangerous behaviour, conduct solicitation for personal or business gain, contravene a Town of Ladysmith bylaw, or commit criminal acts on Town of Ladysmith property. Any such action shall be treated as “inappropriate behavior” under this policy.

RATIONALE

The **Appropriate Behaviour - Code of Conduct – Recreation Facilities** policy outlines the standards and expectations for patron behaviour and staff response in the Town of Ladysmith recreation facilities. The Town of Ladysmith values the safety and security of visitors and staff, and the protection of personal and public property at the Town of Ladysmith recreation facilities.

Town of Ladysmith staff and the RCMP work together to prevent, monitor, and respond to any potential risks. Inappropriate, abusive, undesirable, dangerous, or criminal behavior will not be tolerated. **Inappropriate behaviour also includes actions and behaviours outlined in the Child Protection Policy.** Anyone engaging in inappropriate behavior will be asked to leave the facility and may have facility privileges suspended indefinitely through the **Appropriate Behaviour - Code of Conduct - Recreation Facilities Policy**. Individuals may be charged by the RCMP under the Criminal Code of Canada.

PROCEDURE

1. When any inappropriate behaviour is displayed, staff (2 if possible) will ask the individual or group of individuals to cease the inappropriate behaviour. If the individual or group is disrespectful or continues or resumes the behaviour, staff will ask them to leave and escort them from the facility.
*No child(ren) nine (9) years of age or under will be asked to leave unless accompanied by their parent/guardian or police. If incidents involve youth ten (10) years of age or above, staff will attempt to contact the parents/guardian by phone. This attempt or contact will be recorded on the **Incident Report Form** for future reference.*
2. If the individual(s) is/are abusive or refuses to leave, staff will call the RCMP if warranted, and report the details. (i.e. causing a disturbance, intimidating staff/public).
3. An **Incident Report Form** is to be completed, dated, and signed by the staff member(s)

involved and submitted to the Director or designate.

4. If and where possible, designated staff will secure a photograph of the individual(s) for future reference. The law allows this if the individual(s) are not forced to have their picture taken. Photos from video surveillance, program software, or other sources such as social media may be used. All printed photos should be destroyed or stored at central administration in a secure location after the investigation.
5. Upon arrival, the RCMP may try to secure the identification of the individual(s) involved before asking them to leave. Failure to cooperate with the RCMP may result in the individual being charged under the Criminal Code of Canada.
6. In the case of persons suspected of current or previous incidents of inappropriate as identified in the Child Protection Policy, RCMP should be contacted to meet with the person. Upon confirmation of the facts, the Director or designate will refer to this Policy, inform the individual that they are not welcome, and ask them to leave the facility. The individual will be notified if access has been denied to all other Town of Ladysmith Parks, Recreation & Culture department facilities. (e.g. if the offence is of a violent or sexual nature).
7. Full notes of any incident will be made by staff and kept in a secure file at the central administration at FJCC. These notes should be dated and signed by any staff involved and the Director or designate.
8. Facility, reception, program, and maintenance staff ~~have the ability~~ can temporarily suspend access to an individual for up to 24 hours. Longer suspensions ~~should be authorized by~~ require authorization of the Director or designate. All suspensions must be circulated to PRC Supervisors for review.
9. If the suspension involves a period beyond 24 hours in total, ~~formal notice is hand-delivered or sent by registered mail to the individual's residence~~ formal notice may be hand-delivered where possible.
10. If it is known the suspended person has an account in the department program software, staff must enter an alert text in program registration such as: ***"Doe, John has received a facility suspension from a location for the period of date length. Staff initials and date. For further information please contact the Director of Parks, Recreation and Culture or designate."***
11. Copies of the Incident Report Forms must be forwarded to PRC Supervisors and the Director or designate.

12. Once the suspension has expired, the record of the suspension must be recorded in the secure folder on the suspension tracking form by the Director or designate for the removal of the alert in the recreation software.
13. Where the conduct may present a significant risk to public safety (e.g. violent or sexual misconduct) this information will be shared with the RCMP, who may advise to further notify the providers of municipal recreation services in the region.
14. Consideration of an appeal made by the offender should be directed to the Director of Parks, Recreation & Culture or designate.

CODE OF CONDUCT

1. I am responsible for and will control my behaviour.
2. I will interact with others in a safe, courteous, and respectful manner.
3. I will treat all facilities and equipment with respect.

Failure to comply at all times with code of conduct may result in limits on use of facilities and equipment and/or immediate suspension from facilities.

Parks, Recreation & Culture



Rutti Park Plan Community Engagement Survey

The Town of Ladysmith is collaborating with the community as together we create a park plan for Rutti Park.

The neighbourhood park located off Russel Road and is beloved for its natural features and family-friendly amenities.

The new parks plan represents an opportunity to identify the characteristic that the public values the most and create actionable objectives for making improvements to the space.

This brief survey will take you less than 5 minutes to complete and will help shape future engagements initiatives.

What is your primary mode of transportation for reaching Rutti Park?

- Walking
- Cycling
- Driving
- Rolling – scooter, skateboard.

How often do you visit Rutti Park?

- Daily
- Weekly
- Monthly

What are the features that currently enjoy when visiting Rutti Park?

- Naturalized areas, including fruit trees.
- Connectivity to surrounding neighbourhoods
- Open green space

What activities do you engage in within the Park?

Text Box for comments

What improvements, if any, would you like to see in the park?

Text box for comments

Is Rutti Park currently a destination or access point for trails and the surrounding neighbourhood? Select all that apply.

- Access Point
- Destination

- Both

Please rank the themes that are important to you in a new plan for Rutti Park:

- Natural Environment – Retaining green space and protecting natural environment through ecological restoration.
- Sustainability – Support sustainable infrastructure through planning and education.
- Education and Play - Learning through the natural and built environment. Improving the existing park amenities.
- Celebrate Culture – Celebrate the unique culture and heritage of Ladysmith and area.
- Connectivity – Create a more accessible park for everyone that is connected to existing trails and neighbourhoods.
- Other

What other neighbourhood parks do you frequent in South Ladysmith?

- Harbourview Park
- Davis Road School Playground and Ball Field
- Davis Road School Dog Park

PRC DEPARTMENT UPDATES

PROGRAM AREA SUMMARY

A total of 3,018 facility rental usage for 2023 includes special events, receptions, birthday parties, and meetings. Drop-in programs participation for 2023 was at an all-time high of 73,455 participants. The seasonal or quarterly break-down includes:

- Winter – 22,019
- Spring – 17,365
- Summer – 8,311
- Fall – 25,760

Programs and activities that fall under this category include usage in the following areas: Fitness Centre, drop-in fitness and sports classes/sessions, drop-in aquatic fitness classes, and swims.

Through registered programs, an additional 4,463 people attended 3,500 hours of instructional classes. This is not an exhaustive list but includes programs such as swim lessons, Bronze Medallion and Cross, babysitter training, Winter, Spring, and Summer Daycamps, pre-teen and youth zone, gardening, traffic awareness and cycling, spin, SteadyFeet, and yoga.

SPECIAL EVENTS, PROJECTS & COMMUNITY

PRC staff played considerable roles in the following Special Events, Projects, and Community:

- Nanaimo Ladysmith Public Schools - Healthy Start to Learning
- Family Day
- Pirate Swim
- Youth Week
- Move for Health Day
- Nanaimo Ladysmith Public Schools – Ready Set Learn
- GoByBike Week
- National Indigenous Peoples Day
- Longest Day of Play
- Canada Day
- Terry Fox Run
- Halloween Monster Bash
- PLAY Mentor Program
- Poverty Reduction
- Public Art

FACILITY MAINTENANCE

For 2023, we had in total 20 capital projects which 15 of those projects are 100% complete with the remaining projects still ongoing but close to completion. Some of the capital projects highlights are:

- FJCC Pool Assessment – assessment report mentions that all main pieces are sound and in good working order. The report did highlight a few minor items that can be replaced in phase in approach.
- Oasis Pool and Hot Tub Resurfacing - Our Oasis pool and hot tub received new finished surfaces.
- Surveillance Cameras - We upgraded our cameras at FJCC, including the monitoring hub.
- City Hall - The renovations and upgrades included a full roof replacement, repaired the faulty roof drains and storm piping, and brand-new energy efficient windows.
- Saddle Span Tent - Part of the Amphitheater enhancement funding, the Town purchased a saddle span tent to be use for special functions at the amphitheater.