
KERRISDALE COMMUNITY CENTRE SOCIETY (KCCS) PROGRAMS, RENTALS, ARENA & POOL COMMITTEE TERMS OF REFERENCE

1. PURPOSE

Board Committees of the Kerrisdale Community Centre Society (KCCS) are established by and report to the Board of Directors. Each operates in accordance with the Society's mission, goals, strategies, and policies.

They support the Board in fulfilling its governance responsibilities through oversight, advice, and recommendations within their defined mandates.

2. REPORTING AND BUDGETING

Committees submit an annual budget outlining proposed activities (and projected revenue, where applicable) through the Finance Committee for Board approval. They also provide regular progress reports to the Board through meeting minutes or as otherwise directed.

3. PROGRAM

3.1 Scope of Accountabilities

The Program supports the development and delivery of programs, activities, and events that:

- Meet community needs and encourage broad participation
- Maintain high standards of quality
- Align with the Society's mandate

3.2 Specific Responsibilities

The Program will:

- Recommend enhancements to existing programs and propose new initiatives
- Monitor program fees, policies, and instructor remuneration
- Review program evaluations and registration trends
- Provide feedback to staff on programs, instructors, and participant experience
- Liaise with the Seniors' Council and Youth Committee on program coordination
- Liaise with the Community Engagement Committee on new initiatives
- Promote inclusive, intergenerational programming
- Collaborate on marketing and promotional initiatives



- Review program content in brochures and website for accuracy and clarity
 - Support effective and efficient program delivery with staff
 - Ensure financially sustainable operations
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4. RENTALS

4.1 Scope of Accountabilities

The Rentals supports appropriate community use of KCCS facilities in accordance with the *Use of KCC Facilities by External Groups Policy*, while ensuring efficient and financially sustainable facility utilization.

4.2 Specific Responsibilities

The Rentals will:

- Monitor and recommend updates to rental policies and terms of use
 - Maximize use of facilities not required for KCCS programming
 - Ensure KCCS programs have priority in facility allocation
 - Review and approve long-term external rental requests
 - Review rental rates and recommend adjustments
 - Report annually to the Board on rental activity
 - Conduct service evaluations with external users
 - Review unmet rental requests and identify opportunities for improved access
 - Collaborate with staff on facility promotion
 - Review rental information for accuracy in publications and website
 - Support efficient rental processes with staff
 - Ensure financially sustainable operations
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5. ARENA AND POOL

5.1 Scope of Accountabilities

The Arena and Pool supports the development, coordination, and enhancement of aquatic, skating, Play Palace, and related programming for the Kerrisdale community.

5.2 Specific Responsibilities

The Arena and Pool will:

- Oversee Society skate lesson programming at the arena
 - Provide input to Park Board staff on community needs for arena and pool use, including special events
 - Liaise with the Park Board Allocation Committee regarding ice allocation programs
 - Monitor facility conditions and report concerns
 - Support preparation of annual budget proposals in consultation with staff
 - Review opportunities for new or improved programming
 - Promote intergenerational programming across all age groups
 - Ensure alignment with financially sustainable operations
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6. MEMBERSHIP

The committee is chaired by a member of the Executive Committee and shall have no fewer than four (4) additional members who are Directors of the Society, along with interested members of the Society. All members are appointed by the Board. One or more Centre staff will liaise with the Committee.

7. MEETING TIME

The committee meets on the **first Wednesday of each month at 6:30 p.m.**, unless otherwise determined.

8. APPROVAL AND VERSION CONTROL

Previously Approved:

- Program: April 2010
- Rentals: August 2016
- Arena and Pool: 2017

Board Approved Revisions:

- Program: October 2022
- Arena and Pool: January 2024
- Rentals: June 2024
- Society-wide revision: May 2026

Board Approved: May 2026

