

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held in the Curling Lounge, December 2, 2010. Called to order at approximately 8:30 a.m. with a tour of the new facility.

**PRESENT:** Members: S. McFarlane (Chairperson); R. Wise; I. Morrison (Area F Director); R. Forrest (Mayor – Town of Lake Cowichan); D. Darling; B. Peters; K. Kuhn (Area I Director).

**ABSENT:** none

**ALSO PRESENT:** L. Blatchford, Manager, Cowichan Lake Recreation; N. Olive, Capital Works Manager, CVRD; R. Frost, West Cowichan Facility Coordinator; J. Elzinga, Manager, Island Savings Centre.

**ADOPTION OF  
AGENDA**

It was moved and seconded:

**That the agenda be approved as amended with the addition of NB3 – Rental Fees for the new rentable spaces, NB4 - Eric Olson request and NB5 - Lumber.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES**

It was moved and seconded:

**That the minutes of the Cowichan Lake Recreation Commission meeting of October 28, 2010 be approved as presented.**

**MOTION CARRIED**

**BUSINESS ARISING  
FROM THE  
MINUTES**

**BA1-Arena Renovation Project:**

- 1. Project Schedule:** N. Olive informed the Commission that the substantial completion date is now Dec. 19, 2010. Staff feels that this is an optimistic date but the dressing rooms will be available for use on Dec. 20<sup>th</sup> for the Peewee Tournament. The cold wall should be coming down next week.
- 2. Construction Update:** N. Olive and J. Elzinga informed the commission that the project is still on budget. At this time there is approximately \$20,000 in contingency. Included in the budget, but not completed yet, is the North Plaza Work, an allowance for painting the sprinklers, arena lighting, parking lot lighting, furniture and paving of the parking lots around the arena and Centennial Hall.

Staff updated the Commission on the Gas Tax Funding stating

that approximately 4.3M has been given to the CVRD for regionally significant projects but that this money is for the CVRD as well as the member municipalities. A committee is working to determine what the projects will be so the Cowichan Lake Sports Arena Eco-friendly parking lot is back on the table for discussion.

Staff noted that the article in the local Gazette Wed. Dec. 1, 2010 contained incorrect information with respect to Gas Tax Funding. Cowichan Lake Recreation has put aside project funds to meet the criteria requirement to provide one third of the estimated costs and has put forward a request to receive Gas Tax funding for the other two thirds. Gas Tax Funding is not going toward the Cowichan Lake Sports Arena Complex but is being requested for parking lot upgrades noting that the parking lot is owned by the Town of Lake Cowichan.

The Commission had discussion on whether or not the heating ducts in the upper level of the new addition would be painted or not. The Commission agreed to have them painted so that they would be consistent with the ducts in the lower level.

3. **Grand Opening:** The Commission discussed the best time to hold the Grand Opening of the new facility noting current project timelines.

It was moved and seconded:

**To set a tentative date for early March for the grand opening of the new facility.**

**CARRIED**

#### **4. Closed Session:**

It was moved and seconded:

That the meeting be **Closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsections (1) (g).**

**CARRIED**

It was moved and seconded:

**That the Committee rise without report and return to the regular portion of the meeting.**

**CARRIED**

(Note that at during CLOSED SESSION at 9:55 a.m. Ross Forrest left the meeting).

10:02 a.m. J. Elzinga and N. Olive left the meeting

**BA2: Cowichan Lake District Skating Club**

It was moved and seconded:

**To deny the Cowichan Lake District Skating Club's request for a reduction of ice rental fees for the 2010/2011 season.**

**CARRIED**

**DELEGATIONS**                      **None**

**CORRESPONDENCE**                **None**

**INFORMATION**                    **None**

**NEW BUSINESS**                    **NB1 – CVRD Board News:** Director Morrison updated the Commission on the status of the requisition amount. In 2008, the referendum allowed for an increase in the maximum requisition limit. A staff report was presented to the Regional Services Committee meeting for consideration on October 12, 2010. This Committee passed a resolution “that it be recommended to the Board: 1. That the annual maximum requisition limit for the Cowichan Lake Sports Arena Service be increased from \$2,095,614 to \$2,619,255 and 2. That CVRD Bylaw No. 3410 – Cowichan Lake Sports Arena Service Amendment Bylaw, 2010” be forwarded to the Board for consideration of three readings and adoption”. Bylaw 3410 is set to appear on the Board Agenda on December 8, 2010.

**NB2 – CLSA possible name change:**

It was moved and seconded

**To not change the name of the Cowichan Lake Sports Arena at this time.**

**MOTION CARRIED**

**NB3 – Rental fees for new rentable spaces:**

The Manager initiated discussion with respect to facility rental fees for the newly created rentable spaces in the arena and discussed the desire to license the new multipurpose space for adult events. The

Commission requested that the Manager put together a report for the next meeting providing options for further Commission direction.

10:25 a.m. – R. Frost left the meeting

**NB4 – Eric Olson request:**

It was moved and seconded

**That the use of the Lower Centennial Hall and Kitchen be rented to Eric Olson at no charge on December 25<sup>th</sup>, 2010 for the community Christmas dinner.**

**MOTION CARRIED**

**NB5 – Lumber:** R. Wise initiated discussion with the Commission to get a feel for what they would like to see done with left over unused wood and decommissioned wood after the arena project is complete.

It was moved and seconded

**To follow the CVRD Asset Disposal Policy noting that they would like the wood to be sold once the West Cowichan Facility Coordinator has set aside wood needed for projects in Cowichan Lake Recreation facilities.**

**MOTION CARRIED**

**OLD BUSINESS**

**OB1 – Staff Report, Weekend Activity Arena Office:** As previously requested, the Manager presented a report to the Commission outlining the results of keeping a log noting the number of drop-in visitors and phone calls received by arena office staff on weekends.

It was moved and seconded

**That the Cowichan Lake Recreation Commission agrees to allow the arena office to be open on weekends to allow for the current and future needs of the public for services provided by Cowichan Lake Recreation.**

**MOTION CARRIED**

**WEST COWICHAN  
FACILITY  
COORDINATOR  
REPORT**

No report

**RECREATION  
MANAGER'S  
REPORT**

L. Blatchford gave a verbal report on the following:

- Winter Playbook coming out next week
- Update on Emergency Social Services and the invitation to take part in the "The Great British Columbia ShakeOut", the first annual Provincial-Wide Earthquake Drill scheduled for January 26, 2011 at 10 a.m.

**NEXT MEETING**

**Thursday December 16, 2010 at 7:00 p.m. in the Curling Lounge  
noting that dinner will be at 6 p.m.**

10:40 a.m.

It was moved and seconded

**To adjourn.**

**MOTION CARRIED**

\_\_\_\_\_  
Chairperson

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

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