

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held in the Curling Lounge, January 27, 2011. Called to order at approximately 7:04 p.m.

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); L. Johnson; D. Adams.

ABSENT: none

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

**ADOPTION OF
AGENDA**

It was moved and seconded:

That the agenda be approved as amended with moving BA1 – Vandalism to new dressing room, to be dealt with directly after the Approval of Agenda and before the Approval of Minutes of Dec. 16th and the addition of a tour of the new facility under BA1 and the addition of OB2 – Commission Binder Update and OB3 - Lumber.

MOTION CARRIED

BA1 – Vandalism to new Dressing Room: LCMHA Midget Team Player Ben Erikson came before the Commission tonight to publically apologize for writing on the bathroom wall of new dressing room #8. The Commission thanked him for coming and making an apology. Ben assured the Commission this would not ever happen again.

It was moved and seconded:

**ADOPTION OF
MINUTES**

That the minutes of the Cowichan Lake Recreation Commission meeting of December 16, 2010 be approved as presented.

MOTION CARRIED

Welcome to new Commission Members Dean Adams and Laurie Johnson.

Election of Chairperson and Vice Chairperson:

Sheila McFarlane was acclaimed as Chair and Dave Darling was acclaimed as Vice Chair.

BA1: Arena Renovation Project

BUSINESS ARISING FROM THE MINUTES

- **CLSA Schedule:** N. Olive explained that substantial completion and occupancy will occur between February 9th and February 14th.
- **Budget:** N. Olive explained that their budget compares with construction costs and the project is on schedule for being on budget. The longer the project goes on the more it costs for items such as fencing rentals, wages, trailers etc. No contingency left at this time other than what has already been allocated to the parking lot project (\$190,000) and the painting of the sprinklers (\$23,000). All other monies have been earmarked for jobs currently underway. No funding allocated at this time for Grand Opening Ceremony. J. Elzinga explained that the delay is at the mercy of the trades and that the expectation is that there will be a staff report coming forward at the next Commission meeting summarizing the entire project.
- **Handover:** should occur at the same time as substantial completion
- **Grand Opening:** Staff handed out draft versions of the itinerary for the Grand Opening Ceremony. J. Elzinga informed the Commission that the Grand Opening date has been confirmed as Saturday March 12, 2011.
- **Tour:** J. Elzinga led the Commission on a tour of the new facility.

DELEGATIONS

None

CORRESPONDENCE

None

INFORMATION

None

NEW BUSINESS

NB1 – CVRD Board News: Director Morrison updated the Commission Board related news. Transit Future Bus is coming to Country Grocer Feb. 6th from 1:30 – 3:30 p.m. to discuss the transit for the next 25 years. Invitation for all to attend and contribute thoughts and ideas.

The Gas Tax challenge with respect to the parking lot is looking positive. A report should be coming soon.

The appointment to the Cowichan Lake Recreation Commission for a term to expire November 30, 2011 was approved for Dean Adams, Laurie Johnson, Sheila McFarlane, Bill Peters. Dave Darling, Rocky Wise.

NB2 – Community Access Program:

It was moved and seconded

That approval be given for the CVRD Board to enter into a new agreement with Victoria Free-Net Association for funding and operation of the CAP Internet access site at the Youbou Community Hall and further, that should this be approved, the Chair and Corporate Secretary be authorized to enter into the funding agreement on behalf of the CVRD

MOTION CARRIED

OLD BUSINESS

OB1 – Staff Report – Fees For New Rentable Spaces:

L. Blatchford with the assistance of the maintenance department put together a report outlining various rentable spaces, their square footage and the current rental fee applicable to each space. Taking into account that the new room sizes are smaller than most hall spaces and the fact that these rooms are brand new and come with awesome features such as a great view; design; ability to access audio/visual hookup while realizing that these spaces come with some limitations for use and trying to remain consistent, staff presented the following recommendation:

a) To charge the following rates for the new spaces in the Cowichan Lake Sports Arena:

- **\$169** - CLSA multipurpose room
- **\$95** - CLSA Playschool Extension room
- **\$264** - CLSA multipurpose room + CLSA Playschool Extension Area
- **** Playschool Room not available for rent without staff supervision.**

(i.e. Birthday Party Packages could be held here but similar to Youbou Lanes, or Arena Ice Skating or Curling Birthday Parties, staff are present to supervise these parties and appropriate fees are charged to recover wage costs).

b) To keep the meeting rate (2 - 4hrs), the memorial tea rate (2 - 4 hrs), and the Youth/Theatre/Sports rate consistent with that of all other spaces.

It was moved and seconded

To accept the recommendation, as amended with the addition of “CLSA Multipurpose Room + Playschool Extension Area + Playschool Room for a rental fee of \$350”. This will be on a three month trial basis.

MOTION CARRIED

Direction was given to staff to honor these rates for any bookings that come in over the next three months even if the event dates are after this date. Staff to return to the Commission at the end of April with a follow-up report for further consideration.

OB2 – Update Commission Binders: L Blatchford gave the new Commission members an orientation binder and gave material to past

Commission Members so that they can update their binders.

OB3 – Lumber: R. Wise informed the Commission about the cost of requesting an extra bench in the warm room, new benches in each of the three old dressing rooms and replacement of the solid wood doors of the trophy case to doors with glass. To date \$137,890 was paid for millwork in the project but these are currently extra items. There is still donated wood left to build extra benches but concern was mentioned at the estimate received to complete this work.

Commission discussed that Rocky should get a price on preparing the wood for future use. A suggestion was made that Cowichan Lake Recreation staff could build the benches at a later date.

Commission members advised that Rocky should hold off on requesting additional millwork until they see the bottom line of the project.

R. Frost had some preliminary discussion regarding surplus applied to outstanding projects i.e. lighting project. R. Forrest gave an update on the savings experienced by Fuller Lake Arena using the same new lights.

**WEST COWICHAN
FACILITY
COORDINATOR
REPORT**

**RECREATION
MANAGER'S
REPORT**

L. Blatchford updated the Commission on the following items:

- Arlene: F&B Coordinator broke her left ankle and right knee while at work on December 30th. Jodi Hieta has temporarily stepped into Arlene's shoes.
- Men's Bonspiel was held Jan. 20th – 23rd, 2011. Great Success. Repstock Rink scored an eight ender against the Dellebuur Rink.
- Island Masters Playdowns for men and women in Cowichan Rocks Curling Facility January 28th – 30th, 2011.
- LCMHA held a very successful 40th Minor Hockey Jamboree at CLSA last weekend.
- Youbou Parks Commission member Wayne Palliser passed away. His memorial service will be held on Feb. 6th from 1 – 3 p.m. at Centennial Hall.

Thursday February 24th, 2011 at 7:00 p.m. in the Curling Lounge

Meeting adjourned at 9:25 p.m.

NEXT MEETING

Chairperson

Recording Secretary

Dated: _____