

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, May 26, 2011, in the Cowichan Lake Sports Arena Meeting Room, Lake Cowichan, BC.

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

**ABSENT:** I. Morrison; L. Johnson; R. Frost; D. Adams

**ALSO PRESENT:** L. Blatchford, Manager, Cowichan Lake Recreation; N. Olive, Capital Works Manager; D. Orman, President, Honeymoon Bay Community Society; J. Cummings, Programmer, Cowichan Lake Recreation; R. Piechnik, Recording Secretary

**Meeting called to order at 7:05 p.m.**

Introduction and welcome to J. Cummings and D. Orman.

**ADOPTION OF  
AGENDA**

It was moved and seconded:

**That the agenda be approved as amended with the addition under BA1 Other – Sports Wall of Fame and after New Business CLOSE D SESSION.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES**

It was moved and seconded:

**That the minutes of the Cowichan Lake Recreation Commission regular meeting of April 28, 2011 be adopted as presented.**

**MOTION CARRIED**

**BUSINESS ARISING  
FROM THE  
MINUTES**

**BA1: Arena Renovation Project: - Update/Norm**

- **Budget:** After all FF&E projects have been completed there should be \$30,000 left. It is suggested the remaining funds are applied toward the purchase of window coverings for the meeting room and office area. There is still some lighting changes needed outside the arena. **ACTION: L.Blatchford will do research around the cost of window coverings and have quotes prepared for next meeting.**
- **Deficiencies:** Should be completed by next week. There will be workers here on Thursday, June 2, 2011. Discussion about remaining parking lot deficiencies. Everything has been budgeted for.
- **Parking Lot/Gas Tax Update:** Tender is expected to be sent out on June 10, 2011. No update on UBCM.

- **Painting of Sprinkler System:** There is \$20,000 designated and set aside for the arena sprinkler painting project. Staff requests to put a hold on the project until we get bid amounts back from the tender for the parking lot and hear from UBCM, re: gas tax funding. Discussion on painting sprinkler system now or later. A point was raised about the possibility of higher cost for painting if the project is held too long.

It was moved and seconded:

**Wait until the next Commission Meeting to be held on Thursday, June 23, 2011 before making a decision on the painting of the sprinkler system.**

**MOTION CARRIED**

- **Other – Sports Wall Of Fame:** Mayor R. Forrest will unveil a sports wall of fame in arena foyer sometime after July 9 but before August 8, and in future years updates to this wall will occur a part of Heritage Days. It will be called The Heritage Sports Wall.

**N. Olive left the meeting at 7:37pm.**

None

**DELEGATIONS**

None at this time.

**CORRESPONDENCE**

**NB1 – CVRD Board Update – Director K. Kuhn (in I. Morrison’s absence):** No update at this time.

**NEW BUSINESS**

**NB2 – Honeymoon Bay Community Society yearly review (& Lawn Bowling):** L. Blatchford presented a Staff Report detailing the background, financial implications (value attached to facilities), and recommendations for providing free facility use to the Honeymoon Bay Community Society (HBCS) user group. D. Orman spoke on behalf of HBCS on the impact the society has in the community and outlying areas regarding recreation and community involvement. HBCS has gained permission from CVRD for the gazebo to be used by the Honeymoon Bay community. The gazebo will be built in Central Park. The existing shed will be turned over to the lawn bowling club. Lawn bowling green will be groomed for lawn bowling. Area F has donated \$3500 to help cover the cost of the fence for the lawn bowling area. L. Blatchford has finalized the order for 20 new 5ft. round tables to go to the Honeymoon Bay hall. D. Orman left the meeting at 8:10pm.

It was moved and seconded:

**That the Cowichan Lake Recreation Commission waive the rental**

fees for Honeymoon Bay Hall use (September 1, 2011 – August 31, 2012) by the Honeymoon Bay Community Society for the following:

- **Computer Program**
- **Monthly Board Meetings**
- **Monthly Community Nights**
- **Lawn Bowling Subcommittee meetings**
- **Up to 10 Community Events per calendar year**

**MOTION CARRIED**

**ACTION:** Staff will write a letter explaining the Commission's decision as well as to review with them our current policies around hall conditions of use, key use, equipment use and the requirement for third party liability insurance as per CVRD policy. Manager to bring this request back before the Commission prior to the 2012/2013 season.

**NB3 – Youth Drop-In Centre:** Discussion on use of Centennial Hall/C LSA for a Youth Drop-in Centre. L. Blatchford made reference to a Gazette News article identifying the Cowichan Lake Sports Arena complex as possibly having a space available. The Commission determined that CLR does not have any available space that can be committed to a youth drop-in centre every Friday night due to the multipurpose nature of the facilities in Lake Cowichan. It was suggested that Mesachie Lake hall could be perfect for a youth drop-in centre.

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.**

**CLOSED SESSION**

**MOTION CARRIED**

It was moved and seconded:

**To adopt the session minutes of the special Cowichan Lake Recreation Commission Meetings December, 2, 2010 and February, 23, 2011.**

**MOTION CARRIED**

It was moved and seconded:

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

**MOTION CARRIED**

None at this time.

**OLD BUSINESS**

**INFORMATION**

**INF1 – Public Question Period and Commissions:** Staff presented Bylaw #3459 – an amendment to Bylaw #2922 for commissions comprised of 50% or greater of Elected Officials. Staff recommended adding a question period to the agenda for Commission meetings to facilitate a voice for public inquiries. Benefits of this were discussed. Q

uestion Period will be added to the future agendas.

## **REPORT**

**R1 – Programmer Report:** J. Cummings reported on current youth, adult and senior programs. The total number of participants involved in current programming is 233. Summer programs will include summer day camps, swim lessons and special camps with the debut of Dance Discovery Camp and Movie Magic Specialty Camp. There is a Hiking Retreat planned at the CLEC center for July 7 and 8. Discussion on delivery of information and ways to reach community members. An E-Newsletter is being implemented. Sign-up list available. Specific goals and the implementation of new initiatives around sport oriented fitness and restructuring curling presentation at a Jr. level. John will attend Commission meetings quarterly to provide an update and keep information around programming fresh and updated.

**R2 – R. Frost** is on vacation. Returns to work on Tuesday, May 31, 2011.

## **WEST COWICHAN FACILITY COORDINATOR REPORT**

## **RECREATION MANAGER'S REPORT**

### **R3 – L. Backlund**

1. Lake Days Dance is on Saturday June 11, 2011. We have hired the Joint Chiefs for this event. This band includes local Jack Gunderson and local raised Paul Jutras. Production services will once again be provided by local raised Scott McPhee who now works for himself in a newly formed business called 10eighty - provides technical solutions.
2. Arena Office hours have changed to: ICE OUT HOURS - Monday – Friday 9:30 a.m. – 5:30 p.m. and Saturday 9:30 a.m. – 4:30 p.m. CLOSED Sundays and Stat holidays. ICE IN HOURS will be Monday – Friday 9:30 a.m. – 5:30 p.m. and Saturday and Sunday 9:30 a.m. – 4:30 p.m. CLOSED stat holidays. Reasons for this change include:
  - To provide a better opportunity for members of the public to access our services after their working hours.
  - To allow office staff the opportunity during the week for an “offsite” lunch break which will assist with promoting health and wellness for our staff and better fit with the CVRD’s goal of making this the best organization to work for.
  - To accommodate HR’s request for consistency amongst the hours worked by secretaries in the Regional District.
3. 2014 International Tankard Curling Event: Cowichan Lake Recreation in conjunction with the volunteers from Cowichan Rocks Curling Club has been awarded the 2014 International Tankard Curling Event.

4. We are currently working on a bid package for the 2012 Williams Moving and Storage BC Mixed Curling Championship event on March 15 – 18, 2012 or the BC Master Curling Championships March 1 – 4, 2012.
5. Cowichan Lake Recreation has agreed to hire the Lifesaving Society to do an Aquatic Safety Audit Program for Arbutus Park. This is a program designed to assist staff and management responsible for aquatic facility or waterfront operation to better understand the safety requirements of a specific setting. The objective is to maximize the safety of aquatic settings thereby reducing the likelihood of aquatic-related injury and drowning. The result of the audit will be a report containing a series of recommendations followed by rationale. The scope of this project will consist of analysis and recommendations including waterfront layout, signage, supervision, safety/rescue equipment, communication methods, policies and procedures as well as water quality components. The cost of this audit will be \$1500. Once Cowichan Lake Recreation receives this report, we will work closely with our Parks and Trails Division to see what we can do to implement recommendations but implementation will be based on internal factors such as budget and perceived priority.

Thursday, June 23, 2011 – 7pm. Arena Meeting Room

It was moved and seconded:  
**Meeting adjourned.**

**NEXT MEETING**

**MOTION CARRIED**

Meeting adjourned at 8:50 pm.

**MEETING  
 ADJOURNED**

\_\_\_\_\_  
 Chairperson

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

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