

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, July 7, 2011, in the Cowichan Lake Sports Arena Meeting Room, Lake Cowichan, BC.

PRESENT: Members: S. McFarlane (Chairperson); R. Wise; I. Morrison, (Area F Director) L. Johnson; Bob Day (alternate for R. Forrest, Mayor, Town of Lake Cowichan)

ABSENT: D. Adams; K. Kuhn (Area I Director); B. Peters; R. Forrest (Mayor, Town of Lake Cowichan); D. Darling.

ALSO PRESENT: R. Austen, General Manager, Parks, Recreation and Culture; L. Blatchford, Manager, Cowichan Lake Recreation; J. Ellis, Manager, Corporate Planning; R. Frost, West Cowichan Facility Coordinator; N. Olive, Capital Works Manager; R. Piechnik, Recording Secretary

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

**ADOPTION OF
AGENDA**

It was moved and seconded:

That the agenda be approved as amended with NB3 – Department Work Plan to be located on agenda before BA1; and the addition to the agenda of BA3 – Outside Sprinklers; and the addition of a letter from the Animal Rescue Society be included under Correspondence.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded:

That the minutes of the Cowichan Lake Recreation Commission regular meeting of May 26, 2011 be adopted as presented.

MOTION CARRIED

**NEW BUSINESS
(Agenda Amendment)**

NB3 – Department Work Plan

R. Austen and J. Ellis spoke about the Corporate Strategic Plan in place for the entire organization. The report included plans to be implemented around a safe and healthy community and achieving goals through the meeting of needs and priorities for community betterment. Discussion and brief presentation on the Proposed Work Plan 2011 from J. Ellis. L. Blatchford spoke on Cowichan Lake Recreation's goals achieved so far in 2011 and also updated the Commission on what has been completed with respect to the Proposed Division Work Plan 2011 for CLR. Setting new initiatives for 2012 will be a work in progress. Discussion around circulating a community survey for feedback to determine if there are areas of improvement and the general opinion of the community around

whether expectations are being met. The Facilities Division has a separate Proposed Work Plan 2011 and it is recognized that there is a partnership between the Parks and Recreation and Facility divisions. J. Ellis will come back and present the Facilities Work Plan to the Commission at a later date.

**BUSINESS ARISING
FROM THE
MINUTES**

BA1: Arena Renovation Project: - Update/Norm

- **Budget/Deficiencies:** Outstanding deficiencies include the screens on the roof and minor deficiencies to heat pump with some additional costs that have come in. Norm will work out the numbers (dollars) to see where the Commission stands. Concern was raised by R. Wise about the process of payment of invoices taking too long.

It was moved and seconded:

That a letter of apology be sent from the Commission to Dwayne Nicols for the delay of payment including a thank you for his patience.

MOTION CARRIED

- **Window Coverings:** Window coverings on administration offices and board room have been installed. There is still a need for window coverings on the outside windows in the New Multipurpose Room and Playroom Extension room. L. Blatchford has received a quote but is still waiting for one more.
- **Heritage Sports Wall of Fame update from Ross (date, etc):** B. Day reported on behalf of R. Forrest that the event has been scheduled for Friday, July 22, 2011 at 7:30 p.m. and has made a request to have the event booked into the Curling Lounge. Bob will contact L. Blatchford about details. Invitations were handed out personally to Commission members. R. Frost had some concerns about how to affix the honorary plaque to the wall without risk of damaging the plaque. B. Day will talk to the council about how to do this.
- **Screens on Roof:** After a look at the screens on the roof outside, the Commission unanimously decided the screens were unsightly and not what had been expected. Norm indicated the cost to have them taken down would be approximately \$1200.

It was moved and seconded:

To take the screens on the roof down and paint them the same color as the cedar and to not pay for the screens.

MOTION CARRIED

- **Gas Tax Funding update if any new:** UBCM has a meeting set for late in July. If Gas Tax Funding of \$367,000 is approved, Norm will be informed by Jacob immediately and the project can move forward. Norm will inform the Commission of the decision. A suggestion to have an emergency Commission meeting when J. Ellis gives the project go-ahead. Commission concurs.
- **Parking Lot Tender information:** There were two tenders for the Eco-Friendly Car Park. Palladian Development Inc. (\$515,000 + HST) and JBC-Johel Bros. Contracting Ltd. (\$610,000 + HST). There will also be some engineering fees on top of this as well as fees for supervision. Direction to staff to go over specifics of tender and come back Commission as soon as possible. R. Frost indicated a project of this size could easily take ten weeks to completion.

J. Ellis left the meeting at 7:42pm

BA2: Painting of Sprinklers in arena and curling rink:

It was moved and seconded:

To paint the arena sprinklers right away.

MOTION DEFEATED

Discussion on painting the sprinklers and trusses. A second quote of \$24,700 was received. Painting is determined to be a high priority due to already corrosive rust showing. Ice also goes in the beginning of August which may create problems painting.

It was moved and seconded:

To paint the arena sprinklers and trusses as soon as possible but not to exceed \$25,000.

MOTION CARRIED

BA3: Outside Sprinklers. R. Wise raised concern that outside sprinklers have been paid for but not painted. This is in VP's scope. Discussion around how to fix other deficiencies such as the leeching in the outside bricks and inside L. Blatchford's office. A suggestion was

made that Norm get in touch with the company and brick-layers that did the work to find out how to fix the problem and have the bricks sealed properly. This would be a recommendation to do after the paving project is completed.

R. Austen and N. Olive left the meeting at 8:50pm.

DELEGATIONS

None

CORRESPONDENCE

Letter from Lake Cowichan Animal Rescue Society (Marg Livingstone)

It was moved and seconded:

To waive the cancellation fees of the Centennial Hall rental.

MOTION CARRIED

NEW BUSINESS

NB1 – CVRD Board Update – Director Morrison

Report from I. Morrison. Klaus Kuhn has been reporting our reports to the Board. Discussion on back-yard burning policy – zero. A lobby to have Meade Creek Waste Disposal open 5-7 days a week to assist in the clean-up of area and decrease transport of refuse to Bing Creek. Garbage is lost out of vehicles on the way as well as people using the outlying areas, trails and recreation areas as dumping grounds. There will be a trail (Duncan-Ladysmith) opening celebration at the Chemainus Train Station on July 14, 2011 at 11am. UBCM meeting coming up.

It was moved and seconded:

That I. Morrison's report be received as presented.

MOTION CARRIED

NB2 – Code of Conduct: Discussion on having the code of conduct displayed in all buildings of Cowichan Lake Recreation. A sample of poster with the code written was presented.

It was moved and seconded:

That the identified Code of Conduct be adopted and endorsed by the Cowichan Lake Recreation Commission effective immediately.

MOTION CARRIED

OLD BUSINESS

None at this time.

**WEST COWICHAN
FACILITY
COORDINATOR
REPORT**

R1 – W.C. Cowichan Facility Coordinator, R. Frost:

All is good. Nothing to report at this time. Open to questions.

**RECREATION
MANAGER’S
REPORT**

R2 – Cowichan Lake Recreation Manager, L. Backlund:

1. A report on the Lake Days Dance expenses and cost recovery. Some discussion around areas that might be looked at for less expense. i.e: Sound and lighting. Discussion on the sound in the arena now that the Alumasorb ceiling has been removed. Staff will look into the cost of baffles and will continue to try to find better ways to market the event and lower the costs.
2. A brief report on upcoming summer events, curling bonspiels and Youbou Lanes 60th anniversary event scheduled for July 16th 2011 from 1 -4 p.m. The lanes originally opened on July 14, 1951.
3. Other items discussed were the Centennial Hall Management agreement which is now signed and valid for 20 years; the RFABC Bill Woycik Outstanding Facility Award and BC Hockey events for 2011 and 2012.

QUESTION PERIOD

Nothing at this time.

NEXT MEETING

Thursday, August 18, 2011 – 7pm. Arena Meeting Room unless an emergency meeting is called once we hear back from UBCM regarding Gas Tax Funding.

**MEETING
ADJOURNED**

It was moved and seconded:
Meeting adjourned.

MOTION CARRIED

Meeting adjourned at 9:30 pm.

Chairperson

Recording Secretary

Dated:_____