

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, November 24, 2011, in the Cowichan Lake Sports Arena Meeting Room, Lake Cowichan, BC.

**PRESENT:** Members: Acting Chairperson, D. Darling; R. Wise; L. Johnson; R. Forrest (Mayor – Town of Lake Cowichan); B. Peters; I. Morrison (Area F Director)

**ABSENT:** S. McFarlane; K. Kuhn, (Area I Director); D. Adams; R. Frost

**ALSO PRESENT:** L. Blatchford, Manager, Cowichan Lake Recreation; N. Olive, Capital Works Manager – CVRD; R. Piechnik, Recording Secretary

**PRESENT FOR DELEGATION:** Jackie Cummings, President – Lake Cowichan District Minor Hockey Association

#### **ADOPTION OF AGENDA**

**Meeting called to order at 7:03 p.m.**

It was moved and seconded:

**That the agenda be approved as amended with the addition of BA2: Green Parking Lot Media/Event, NB3: Eric Olson Christmas Request, NB4: LCMHA Request; CLOSED SESSION Community Charter Part 4, Division 3, Section 90, {Sub (1) (c)}**

#### **ADOPTION OF MINUTES**

**MOTION CARRIED**

It was moved and seconded:

**That the minutes of the Cowichan Lake Recreation Commission regular meeting of Thursday, October 27, 2011 be adopted as presented.**

**MOTION CARRIED**

#### **DELEGATIONS**

**Jackie Cummings, President - LCDMHA:** A request for policy change regarding user group usage of the New Meeting Room. Cummings requested that each division of the Minor Hockey Association be considered as individual user groups instead of only one under the LCDMHA name in order to facilitate more free meetings per month. There was discussion around the need for the meeting room to set up hockey tournaments and for disciplinary actions in addition to general executive and managerial meetings. Specific request: To be viewed as all teams being individual user groups – would like to request 5 free flexible meetings a month. The Commission advised they would add this to the current agenda for discussion and contact Cummings

with their decision.

**Jackie Cummings left the meeting at 7:21pm**

**BUSINESS ARISING  
FROM THE  
MINUTES**

**BA 1: Parking Lot Project Update - N. Olive:** The parking lot is substantially completed with a few deficiencies still to be done. Some of the deficiencies will have to wait until spring. The cost of the project came in under budget by approximately \$5000 to a cost of approximately \$594,000. One wish list item is directional signs at the bottom parking lot. This won't be done under the current project. Discussion on concern that passengers step out of the vehicle into the garden. This will be looked at and there was suggestions that gravel fill replace the existing landscaping. N. Olive obtained two quotes for the parking lot lighting. One for \$22,000 and the other for \$15,125. Four RFP's were sent out.

It was moved and seconded:

**To proceed with the lighting project for \$15,125.**

**MOTION CARRIED**

**ACTION:** L. Blatchford will draft a committee report.

**BA 2: Green Parking Lot Media/Event:** A suggestion that staff look into an educational informational all weather sign explaining the Green Parking Lot concept and design. Perhaps calling on the Green Team at LCSS to help with a promotional tour at the grand opening of the parking lot. Discussion toward a 90-minute media event. A Green Parking Lot Grand Opening Planning Committee has been formed with I. Morrison, R. Wise, L. Johnson and staff.

**ACTION:** Director Morrison to approach Kate Miller to see if they would like to participate as a funding partner in the educational component of the parking lot project.

**N. Olive left the meeting at 7:44pm**

**CORRESPONDENCE**

**C1: Me And You Nights Association** - Request by email for free use of Youbou Community Hall for 4 events. L. Blatchford submitted a staff report with the recommendation:

**That the Commission waives the rental fees for use of the Youbou Community Hall, not including set up or cleanup services provided by Cowichan Lake Recreation staff, for the four events (Jan 21, 2012 Robbie Burns Night; March 16, 2012 Kids Movie Night; April 21, 2012 International Dinner and June 16, 2012, Community Dance) listed in the email received from Lois Gage on November 16, 2011,**

**noting the following:**

- **Staff will meet with Me'nYou Nites Social Association contact person to review current policies around hall conditions of use, key use, equipment use and requirement for third party liability insurance as per CVRD policy.**
- **That if there is a chance for a revenue generating rental – staff would request that the Social Association choose another date for their event.**
- **That facility rental contracts will not be generated or finalized without official documentation of address and contact person changes with respect to Me and You Nites Social Association.**
- **That the Commission reviews this decision annually.**

It was moved and seconded:

**To accept the recommendation as written.**

**MOTION CARRIED**

## **NEW BUSINESS**

**NB1: CVRD Board Update - Director I. Morrison:** There will be at least one new member, Pat Weaver, to the Commission. Under the new Health and Fitness Initiative, Community Recreation 30m Grant Program, CVRD is putting 3 requests forward:

1. Bright Angel Park
2. Elsie Miles Centre
3. Arbutus Park, upgrades and additions

Town of Lake Cowichan is putting in for 1<sup>st</sup> phase of upgrades to Centennial Park.

**NB2: Express Hockey Team – Outstanding Fees –** Outstanding fees are paid in full now up to the end of October 2011. In future if the bill is not paid monthly, staff will be bringing the information to the Commission for possible action.

**NB3: Eric Olson Christmas Request:** E. Olson has requested the rent free use of the Centennial Hall to host a community dinner on Christmas Day.

It was moved and seconded:

**That Eric Olson be given the use of Lower Centennial Hall and Kitchen at no charge on Christmas Day for a community dinner.**

**MOTION CARRIED**

**NB4: LCDMHA – Delegation Request:** Discussion on proposed

policy change to accommodate flexible free meetings for LCMHA in the New Meeting Room.

It was moved and seconded:

**To continue to give LCDMHA 1 free meeting per month for regular executive board meetings and to add up to 3 more meetings prior to each tournament for planning purposes and to recommend use of LCDMHA room for disciplinary purposes.**

**MOTION CARRIED**

## **INFORMATION**

**IN1: Admin Support in Cowichan Valley Arenas – Staff Report:**  
Admin Support In Cowichan Valley Arenas.

It was moved and seconded:

**To receive and file and include in the agenda package for the newly constituted Commission in January.**

**MOTION CARRIED**

## **OLD BUSINESS**

**OB1: Fees for new rentable spaces - review:** Staff report presented.

It was moved and seconded:

**To keep fees for the new rentable spaces the same as what was outlined in the motion made by the Cowichan Lake Recreation Commission on January 27, 2010 noting that any future increases be part of the annual or biannual review of rental fees.**

**MOTION CARRIED**

It was moved and seconded:

**That CLOSED SESSION be moved to the end of the agenda.**

**MOTION CARRIED**

## **REPORTS**

### **WEST COWICHAN FACILITY COORDINATOR REPORTS**

**R1: West Cowichan Facility Coordinator - R. Frost:** Absent therefore no report.

**RECREATION  
MANAGER'S  
REPORT**

**R2 – Cowichan Lake Recreation Manager – L. Blatchford:**

- Elevator incident - The cost to rescue three boys that were stuck in the elevator due to horseplay was \$1000. Staff has been proactive in trying to stop children playing in the elevator. Staff has tried to contact parents of the three boys and been successful in contacting only one parent. Discussion on billing the boys' parents for the monetary damages. There was a suggestion that the boys come to the Commission to apologize for their actions and the cost to CLR.

It was moved and seconded:

**That staff explore signage for the elevator.**

**MOTION CARRIED**

- Update on recent job postings – Manager gave some update re: some major changes in staffing due to unforeseen circumstances. Several new postings have been filled and the team is well underway.
- Other - Garry McPhee Plaque/Benches – Two benches have been built (R. Wise; T. Croteau) and secured outside the main door to the Arena. The 12ft. bench will host a plaque in memory of Garry McPhee sponsored by RFABC. The wood was donated by Cowichan Lake Education Centre as well as a wooden bench featuring carvings of eagles. This will be placed in the foyer at the foot of the stairs. The T.V. monitor upstairs is now up and running with a 14 hour loop movie showing CLR facilities, programs, food and beverage and special events information.

It was moved and seconded:

**RESOLVING INTO  
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, {Sub (1) (c)}**

**MOTION CARRIED**

**R. Piechnik, Recording Secretary left the meeting.**

**RISE FROM  
CLOSED SESSION**

It was moved and seconded:

**To rise without report and return to regular meeting.**

**MOTION CARRIED**

**R. Piechnik, Recording Secretary returned to meeting at 9:20pm.**

**QUESTION PERIOD**      None

**NEXT MEETING**      Commission Dinner at 6pm, Thursday, December 15, 2011 with meeting to follow – 7pm. Curling Lounge

It was moved and seconded:

**MEETING  
ADJOURNED**

**Meeting adjourned.**

**MOTION CARRIED**

Meeting adjourned at 9:24pm.

\_\_\_\_\_  
Chairperson

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

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