

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held in the Curling Lounge, Wednesday, February 23, 2011. Called to order at approximately 9:05 p.m.

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

ABSENT: D. Adams; B. Peters.

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; R. Austen, General Manager, Parks, Recreation and Culture – CVRD; S. Hurcombe, Budget Coordinator Finance Division – CVRD; S. Moss, Manager, Finance Division – CVRD; M. Kueber, General Manager, Corporate Services - CVRD.

Welcome and Introductions.

**ADOPTION OF
AGENDA**

It was moved and seconded:

That the agenda be approved as amended with the addition of fundraising at the Grand Opening added under BA1.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded:

That the minutes of the Cowichan Lake Recreation Commission regular meeting of January 27th and Special Meeting of February 2, 2011 be approved as presented.

MOTION CARRIED

**BUSINESS ARISING
FROM THE
MINUTES**

BA1: Arena Renovation Project – Staff Report, J. Elzinga

A Preliminary final report titled “A Condensed History of the Cowichan Lake Sports Arena Upgrade” was presented by J. Elzinga. This report highlighted the process followed prior to 2005 all the way to the completion of the project in 2011. The purpose of the report is to provide the Commission with History of the upgrade in time for the grand opening on March 12, 2011. This report may also assist with future CVRD projects. S. McFarlane, Commission Chairperson, gave huge thanks to J. Elzinga, N. Olive and the staff of Cowichan Lake Recreation as well as to R. Wise for all his hard work obtaining donations of logs for this project. Mayor R. Forrest thanked everyone on behalf of the Town. Director Morrison thanked staff and past Commission member C. Bath for dedication and hard work. M. Kueber and R. Austen spoke to the Commission about the leadership role and commended the volunteers for the role their courage and dedication and

mentioned that this Commission should be very proud of themselves. J. Elzinga thanked the Finance department for the work behind the scenes.

Renovation update: N. Olive reported that there is still the car park to do and \$142,000 has been set aside for this project along with \$20,000 for painting the sprinklers. The car park design needs some work to scale down the cost. A list of deficiencies will be addressed.

Fundraising – Grand Opening: L. Johnson informed the Commission that she is in the process of creating the “Lakers Family Foundation.” Commission discussed the grand opening Appollos Hockey Game being an “entry by donation” event with the funds going to this foundation.

9:50 p.m.: J. Elzinga and N. Olive left the meeting. Due to the snowstorm, S. McFarlane moved the New Business agenda items around so that the budget could be dealt with first and CVRD staff could leave for Duncan.

DELEGATIONS

None

CORRESPONDENCE

None

INFORMATION

None

NEW BUSINESS

NB3 – Budget

It was moved and seconded:

To accept the recommendation as presented:

That the Cowichan Lake Recreation Commission accepts the 2011 Budget as presented with the following amendments (noting the 2010 operating surplus amount of \$134,685):

- **Increase the transfer to reserve amount (acc. #01-2-8241-0000-405) by \$16,331 to allow for a \$100,000 total transfer to reserve.**
- **Increase the amount allotted for Hydro (acc. #01-2-7020-5530-405) by \$20,000 to allow for a recently implemented new rate structure by BC Hydro.**
- **Ad an amount for potential legal services (acc. #01-2-7009-2320-405) of \$15,000**
- **Increase minor capital (acc. #01-2-7020-2480-405) by \$13,100 to allow for the following projects:**
 - **DDC controls upgrade - \$23,100**
- **Increase R&M Buildings General (acc. #01-2-7020-2410-405) by \$52,700 to allow for the following projects:**
 - **Youbou Oil Tank, ordered but did not arrive in 2010, cost = \$7500**
 - **Exterior wood painting Youbou. Cleaned in 2010 but**

- not painted due to weather, cost = \$6000
- Curling Lounge light fixtures and install, cost \$6200 (note: rebate approved)
- Mezzanine flooring arena. Project related damage, cost = \$15,000
- Light fixtures Lake Cowichan and Youbou. Not ordered, discussing with Hydro, cost = \$5000 (note: rebate approved)
- Installation of miscellaneous light fixtures, cost = \$8000
- Finishing of exterior storage not completed in 2010. Cost = \$5000
- Increase miscellaneous equipment (acc. # 01-2-7020-2475-405) by \$17,554 to supplement funds that may be set aside from the project for the purchase of furniture, fixtures and equipment for the new spaces in the Cowichan Lake Sports Arena and new chairs in the curling lounge.
- Based on the above recommendations, the General Capital Fund needs to be reduced by \$134,685 and will be listed as the following:
 - 01-2-8331-6112-405 - Buildings \$7,400,334
 - 01-2-8331-6113-405 - FF&E \$20,000
 - 01-2-8331-6114-405 – Land \$509,000
 - For a total of \$7,929,334

MOTION CARRIED

10:25 a.m.: S. Moss, M. Kueber and S. Hurcombe left the meeting.

NB2 – CVRD/Town of Lake Cowichan Centennial Hall Lease Agreement: R. Austen presented a copy of the new agreement.

It was moved and seconded

To approve the Facilities and Recreation Management Agreement between the Town of Lake Cowichan and the Cowichan Valley Regional District for the administration, management and operation of the Lake Cowichan Centennial Hall from January 1, 2011 – December 31, 2030, and to request that the Chair and Corporate Secretary be authorized to enter into the agreement on behalf of the CVRD.

MOTION CARRIED

NB1 - CVRD Board Update: D. Morrison informed the Commission that the CAP site recommendation went through so the Chair and Corporate Secretary will sign the new agreement.

None

OLD BUSINESS

**WEST COWICHAN
FACILITY
COORDINATOR
REPORT**

R. Frost discussed:

- The light fixture upgrade in Lake Cowichan, Youbou and Honeymoon Bay Community Halls.
- Youbou Hall oil tank has been removed and a new one purchased.
- He is working through the bugs in all the new systems
- Janitorial services may have to be revisited now that the new building is open.

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) (c).**

CLOSED SESSION

MOTION CARRIED

It was moved and seconded:

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

MOTION CARRIED

**RECREATION
MANAGER'S
REPORT**

L. Blatchford informed the Commission that:

- Cowichan Lake Recreation along with Cowichan Rocks Curling Club was hosting the Tim Hortons' Juvenile Provincial Curling Championship March 3 – 6, 2011.
- The regular part-time and casual on-call secretary clerk positions interviews had been done and pending reference checks the hiring process would soon be completed.

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

NEXT MEETING

Chairperson

Recording Secretary

Dated:_____