

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, October 25, 2012 in the Cowichan Lake Sports Arena Meeting Room, Lake Cowichan, BC.

**PRESENT:** Members: D. Darling (Chair); B. Day (Councilor, Town of Lake Cowichan); B. Peters; J. Rowley E. Fearon; L. Johnson; R. Wise

**ABSENT:** P. Weaver (Area I Director), I. Morrison (Area F Director); R. Forrest (Mayor, Town of Lake Cowichan); R. Piechnik – Recording Secretary.

**ALSO PRESENT:** L. Blatchford, (Manager, Cowichan Lake Recreation and acting recording secretary); R. Frost, (West Cowichan Facility Coordinator)

**ADOPTION OF AGENDA**

**Meeting called to order at 7:00 p.m.**

It was moved and seconded:

**That the agenda be approved as amended with the addition of Green Parking lot media event update under Manager's report and OB1 – Wood under Old Business.**

**MOTION CARRIED**

**ADOPTION OF MINUTES**

It was moved and seconded:

**That the minutes of the Cowichan Lake Recreation Commission regular meeting of Thursday, September 20, 2012 be adopted as presented.**

**MOTION CARRIED**

**DELEGATION**

**None at this time.**

**BUSINESS ARISING FROM THE MINUTES**

**BA1- Question from the Chair:** On September 20, 2012, D. Darling requested an update with respect to cost/\$100,000 of assessed value. Staff reported that for 2013, Principal and Interest on \$6.2 million dollars borrowed for the arena renovation project will be \$477,957. Based on the current assessed values (2012 Revised) this works out to \$28.77/\$100,000 of assessed value. It was also noted that in 2008 the public was told it could be as high as \$35.72/\$100,000.

**BA2: Paving Update:**

R. Frost reported that the cement work had been done along the front of the new building expanding the width of the parking stalls. The cost was less than expected and it seems to have addressed the risk management issue.

**BA3 – 60% cost recovery update:** (It was noted that the agenda should have read 40% cost recovery update). Previous Commission direction regarding a benchmark for recovery of cost was reviewed with

long standing Commission member B. Peters confirming that this benchmark was set prior to the formation of Cowichan Lake Recreation. Staff reported that a review was done comparing operating expenses to operating revenue for previous years back to 2004. Cowichan Lake Recreation function 405 began January 1, 2004. It was noted that on average the recovery of costs was 29.5% and was fairly consistent.

It was moved and seconded:

**That the benchmark be changed to 70%/30% with the hopes that operating revenues generated through services provided will cover at least 30% of the total operating costs each year.**

**MOTION CARRIED**

**CORRESPONDENCE**

None at this time.

**REPORTS**

**R1: Verbal Update CVRD Board:** Director Morrison and Director Weaver were absent from meeting. Councilor B. Day offered to give a report from the Town of Lake Cowichan and reported on the decision to create a function for the Cowichan Sportsplex, a grant in aid given to the Island Corridor Foundation, and \$30,000 approved for use toward the ISC and Kerry Park co-hosting a 2013 world hockey event.

**R2: West Cowichan Facility Coordinator - R. Frost reported verbally on the following items:**

- Garden maintenance: ongoing
- River Rock has been placed in the north area of the parking lot adjacent to the building and cost approximately \$1200. A donation of a tree and rhododendrons was accepted.
- Energy Analyst: is working with staff on the Community Works Fund grants.
- Arena sign has been repaired except for the lights. The cost to date is \$850.00. Efforts to recover these costs from the trucking company who hit the sign will be made.

**R3: Cowichan Lake Recreation Manager - L. Blatchford verbally presented:**

- **Commercial Special Event rental rates for Arena and Curling Dry Floor Spaces:**

It was moved and seconded:

**To charge the dry floor rates as outlined in the fees and charges schedule for the arena and the curling dry floor, noting that for 2012 the adult dry floor rate is \$50/hour and includes applicable**

**taxes.**

**MOTION CARRIED**

It was discussed that fees would only be applied to actual event hours and that the organizers would be allowed to set up and clean up at no extra charge unless a second revenue generating opportunity was presented. Staff to report back to the Chamber of Commerce with this information.

- **BC Assessment request for change of policy:** Current booking and cancellation policy states that "if a renter cancels with more than 30 days' notice, the renter shall receive 100% of the rental fee back, but will forfeit a \$20 administration fee. If the renter cancels with less than 30 days' notice, the renter shall receive 75% of the rental fee back, and will forfeit a \$20 administration fee. Service Canada requested a change in cancellation policy to 5 days or less.

It was moved and seconded:

**Not to change the booking and cancellation policy.**

**MOTION CARRIED**

- **Halloween:** Annual Family Halloween Party with haunted house, fireworks and costume prizes October 31, 2012 at the Youbou Hall.
- **Green Parking Lot Media Event:** Staff is working on getting the story board complete so the event can be held in the fall of this year.

It was moved and seconded:

**RESOLVED INTO  
CLOSED SESSION**

**That the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, {Sub (1) (g)}**

**MOTION CARRIED**

**RISE FROM CLOSED  
SESSION**

It was moved and seconded:

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

**MOTION CARRIED**

**NEW BUSINESS**

None

**INFORMATION**

No additional information at this time.

**OLD BUSINESS**

**OB1 – Wood:** R. Wise opened discussion around use of lumber left over from the arena renovation project. Minor Ball is building a batting cage and needs material. Commission gave direction that R. Wise

bring a list of what is needed for this project and R. Frost bring a list of what is considered expendable material for future discussion and consideration at the next meeting.

**QUESTION PERIOD**

No additional questions at this time.

**NEXT MEETING  
DATE**

**Thursday, November 22 , 2012 - 7:00pm CLSA Meeting Room**

**MEETING  
ADJOURNED**

**Meeting adjourned at 8:10 p.m.**

\_\_\_\_\_  
Chairperson

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

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