

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, January 24, 2013 in the Cowichan Lake Sports Arena Meeting Room, Lake Cowichan, BC.

PRESENT: Members: D. Darling; R. Forrest, (Mayor, Town of Lake Cowichan); B. Peters; E. Fearon; L. Johnson; R. Wise; I. Morrison (Director Area F); P. Weaver (Director Area I); J. Rowley

ALSO PRESENT: L. Blatchford, (Manager, Cowichan Lake Recreation); R. Frost, (West Cowichan Facility Coordinator); R. Piechnik (Recording Secretary)

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

Election of Chairperson and Vice Chairperson held.

Nominations were received from the floor for the position of Chair. Dave Darling let his name stand and was elected by acclamation.

Nominations were received from the floor for the position of Vice Chair. Bill Peters let his name stand and was elected by acclamation.

Congratulations to Chairperson Darling and Vice Chairperson B. Peters.

**ADOPTION OF
AGENDA**

It was moved and seconded:

That the agenda be approved as amended with the addition of NB 1: Skate Rentals and NB 2: Pepsi Contract.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded:

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

MOTION CARRIED

DELEGATION

None at this time.

**BUSINESS ARISING
FROM THE MINUTES**

BA1: Smoking Policy – L. Blatchford presented a staff report summarizing the “no smoking policies” of other recreation centres and requested direction from the Commission on whether or not to increase the distance that smoking is permitted from facility doors, windows or air intakes.

It was moved and seconded:

That there be a full smoking ban in facilities and on the grounds of facilities owned and operated by Cowichan Lake Recreation except in designated smoking areas whose locations are still to be determined.

MOTION CARRIED

ACTION: Staff to decide where to put the designated smoking areas.

CORRESPONDENCE

None at this time.

REPORTS

R1: CVRD Board - Director Morrison and Weaver - Verbal Report:

- Director Morrison spoke on a report created by Jacob Ellis and Mark Kueber entitled Regional District Budgets & Taxation.
- There will be a public presentation from Jerry Berry in Lake Cowichan on local government. Presentation will be held March 21, 2013 in the Multipurpose Room in Cowichan Lake Sports Arena.

R2: Town of Lake Cowichan - Mayor Forrest - Verbal Report:

- The new library should be in by October 2013
- The building of the round-a-bout at the junction of South Shore and North Shore Road will be started in March.
- Cross walks and sign painting to be completed by June.
- Discussion on the Cowichan Lake area becoming funding partners in the Cowichan Aquannis Centre.

E. Fearon left the meeting at 8:00 pm.

R3: West Cowichan Facility Coordinator - Verbal Report

- Lighting upgrades are completed for Lake Cowichan facilities and Youbou hall and bowling alley. There will be a 40% rebate from Hydro.

R4: Cowichan Lake Recreation Manager - Verbal Report:

- Hospital Auxiliary requested free storage of 10 to 12 totes in the Cowichan Lake Sports Arena complex and to have 1 to 2 meetings per month for approximately 4 months of the year.

It was moved and seconded:

That the request for free rent and storage be declined at this time.

MOTION CARRIED

ACTION: Staff will inform Hospital Auxiliary.

- Bad Debts:

It was moved and seconded:

- **That the debts of Brandie Arkell (\$4.25); Brandi Levesque (\$423.45); Cheryl Porter (\$193.50) and Julie Stammis (\$419.00) be written off.**

- That the Commission support staff putting an alert on the above accounts requesting collection of outstanding fees before processing future rentals of facilities or registrations for an Cowichan Lake Recreation programs for any family members.
- And further that the Commission support finance staff sending these outstanding amounts to a collection agency as part of a recovery process with the exclusion of Brandi Arkell (\$4.25) due to the amount being so low.

MOTION CARRIED

ACTION: Staff to look into the possibility of securing credit cards for payment for facility rentals. (Example: Hotels securing credit card to hold a room rental).

ACTION: Staff to look into a new policy re: “pay before you play” encompassing all programs (i.e. no exceptions like curling and bowling).

It was noted that year end Debt balances have been reduced significantly due to the firm application of the “pay before you play” policy.

- Upcoming Rentals: Manager reviewed a list of confirmed and non-confirmed ice rentals for the upcoming spring and summer season for hockey camps as well as dry floor use for a home show.
- Barb Knott Celebration Of Life: January 26, 2013 at 1:00pm in Centennial Upper Hall.

NEW BUSINESS

NB1: Skate Rentals - Oasis Oil Hockey team was charged for ice skate rentals for their family skating night. Apparently they had never been charged for skate rentals before.

It was moved and seconded:

That Cowichan Lake Recreation no longer give free skate rentals to groups who rent the ice for their own organized private family skating sessions and that skates be rented out for the skate rental fee as per the current fees and charges policy.

That the Manager do an account adjustment crediting the amount of \$172.75 to the Oasis Oil Hockey group managed by Brandon Wall.

That the Manager send out a letter to user groups advising them that for all future ice rentals whereby the group decides to hold their own private family skating session, skate rental fees will apply.

MOTION CARRIED

NB2: Pepsi Contract – Cowichan Lake Recreation staff have requested Commission support to enter into a new three year contract. There is no more rebate program but costs have been significantly reduced to make up for this.

It was moved and seconded:

That Cowichan Lake Recreation enter into an agreement with Pepsico Beverages Canada for the provision of beverages for the period of January 24, 2013 to January 24, 2016 and that the CVRD Corporate Secretary and Board Chair are authorized to sign the beverage agreement on behalf of the CVRD.

MOTION CARRIED

INFORMATION None at this time.

OLD BUSINESS None at this time.

QUESTION PERIOD None at this time.

NEXT MEETING DATE Thursday, February 21, 2013 at 7pm in the CLSA Meeting Room.
(Budget 2013 meeting)

MEETING ADJOURNED **It was moved and seconded:**
To adjourn meeting.

MOTION CARRIED

Meeting adjourned at 8:55 pm.

Chairperson

Recording Secretary

Dated:_____