

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, May 23, 2013 in the Cowichan Lake Sports Arena Playschool Extension Room, Lake Cowichan, BC.

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

**ABSENT:** I. Morrison (Director Area F); L. Johnson

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

**Meeting called to order at 7:01 p.m.**

It was moved and seconded:

**ADOPTION OF AGENDA**

**That the agenda be approved as amended with the addition of Chamber of Commerce Letter under correspondence; \$100 Donation-Archie White staff report and Bylaw #3699 under R2; Cancellation Policy - Dry Floor 2013 staff report under NB1; Smoking Policy Update under OB2.**

**MOTION CARRIED**

**ADOPTION OF MINUTES**

It was moved and seconded:

**That the minutes of the Cowichan Lake Recreation Commission regular meeting of Thursday, March 28, 2013 be adopted as presented.**

**MOTION CARRIED**

**(note: The April meeting was cancelled by the Chair due to lack of agenda items).**

**DELEGATION**

None at this time.

**BUSINESS ARISING FROM THE MINUTES**

**BA1: Budget information plan and staff report – Will be put on the agenda for the June 27, 2013 Commission meeting.**

**CORRESPONDENCE**

**C1: Chamber of Commerce Letter - Request to waive cancellation fees.**

It was moved and seconded:

**That the cancellation fees for the Chamber of Commerce Home Show for the June 1, 2013 booking be waived.**

**MOTION CARRIED**

**REPORTS**

**R1: West Cowichan Facility Coordinator - Verbal Report:**

- Hall heating system upgrades – RFP is complete and should be starting next week. Anticipating it will be completed by Sept 30.

- Youbou boiler shed asbestos abatement - Waiting on final update on paint test. Looks to be under budget at this time.
- Honeymoon Bay rainwater containment and dispersal – Discussion with Parks. There will be a meeting with a CVRD engineer next week.

**R2: Cowichan Lake Recreation Manager - written reports**

- Reserve Fund Bylaw -

It was moved and seconded:

**That a reserve fund expenditure bylaw be prepared authorizing the expenditure of no more than \$160,000 from “CVRD Bylaw No. 505 – Cowichan Lake Recreation Reserve Fund Establishment Bylaw, 1979” for the purposes of completing the following Community Works Fund (CWF) Projects: Community Hall heating upgrades; Honeymoon Bay Hall rainwater containment and dispersal; CLSA Wastewater Circulating Loop; Youbou Hall Boiler and Asbestos Abatement; and that the bylaw be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

- Commercial Hourly Room Rental Rate -

It was moved and seconded:

**That the Cowichan Lake Recreation Commission approves the following information regarding Commercial hourly use of halls and rooms for meetings, courses, fitness programs, local service.**

- **Commercial Hourly Rate without room setup (up to 2 hours/visit) - \$25/hr. plus applicable taxes**
- **If room setup is required fees will reflect a process of cost recovery**
- **Should the business wish to rent the facility for 2 – 4 hours/visit, the meeting rate will apply**
- **Should the business wish to rent the facility for longer than 4 hours, the full day rental fee will apply**

**MOTION CARRIED**

- Ice Fees 2013/2014 -

It was moved and seconded:

- **That the Commission approves a 7% increase in ice rental rates (before GST) for the 2013/2014 season effective August 1, 2013 with the exception of the Adult Primetime Rate.**

- **That the Commission approves a 3% increase in the Adult Primetime ice rental rate (before GST) for the 2013/2014 season effective August 1, 2013.**
- **That the Commission approves of adding the GST and then rounding the figure to the nearest dollar.**

**MOTION CARRIED**

- Other verbal updates - Lake Days Poster is now distributed around town. The U18 camp is in full swing notably with National Women's Hockey Coach and BC Women's Hockey Coaches in attendance.
- \$100 Donation in memory of the late Archie White –

It was moved and seconded:

**That the \$100 donation received by Cowichan Lake Recreation in memory of the late Archie White be put toward the Positive Ticket Program.**

**MOTION CARRIED**

- Bylaw #3699 – A printout of the updated Bylaw #3699 was given to Commission members to add to their binder.

**R3: CVRD Board - Directors Morrison and Weaver - Verbal**

**Report:** Director Weaver reported that the CVRD is still discussing the Smoking Bylaw.

**R4: Town of Lake Cowichan - Mayor Forrest - Verbal Report:**

- Mayor Forrest thanked the Commission and Cowichan Lake Recreation staff for their support in the successful and very well-attended Wall of Fame event. Discussion on a sign naming the wall.
- New washroom facility has been completed in Saywell Park. A floating dock will be built partnering with the Cowichan Lake River Stewardship Society doing the cleanup for site preparation.
- The roundabout is expected to start in June.
- The town Library project is ahead of schedule. Possible opening date in September.
- Town Meeting is scheduled for Monday, May 27, 2013 in the Cowichan Lake Sports Arena Curling Lounge.
- Town Hall improvements will start in the Fall.

**NEW BUSINESS**

**NB1: Cancellation Policy - Dry Floor 2013 - Staff Report:**

It was moved and seconded:

**That the Commission agrees to take the existing cancellation policy for halls, bowling alley, curling lounge, multipurpose room,**

**playschool room, playschool extension room and arena meeting room and extend it to arena and curling lounge dry floor space.**  
**MOTION CARRIED**

**INFORMATION**

None at this time.

**OLD BUSINESS**

**OB1: Facility Rental Rate Report - Staff Report:** Staff gathered and compiled rental rate data from several other recreation facilities. A Staff report and a copy of the chart was given to Commission for information purposes.

**OB2: Smoking Policy Update:**

It was moved and seconded:

**That Cowichan Lake Recreation waits to put up No Smoking signage for Cowichan Lake Sports Arena and Centennial Hall parking lots until after the Town of Lake Cowichan's meeting on May 28, 2013.**

**MOTION CARRIED**

**QUESTION PERIOD**

None at this time.

**NEXT MEETING DATE**

Thursday, June 27, 2013 at 7pm in the CLSA Curling Lounge.

**MEETING ADJOURNED**

It was moved and seconded:

**To adjourn meeting.**

**MOTION CARRIED**

Meeting adjourned at 8:25 pm.

\_\_\_\_\_  
Chairperson

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

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