

Minutes of the meeting of the Cowichan Lake Recreation Commission held at the Cowichan Lake Sports Arena Curling Lounge, Thursday February 19, 2009. Called to order at 7:00 p.m.

PRESENT: Members: S. McFarlane (chairperson), D. Darling, R. Wise, L. Olson, B. Peters, R. Forrest, C. Bath, I. Morrison

ABSENT: K. Kuhn

ALSO PRESENT:

J. Elzinga, Manager, Island Savings Centre, R. Austen, General Manager Parks, Recreation, R. Frost, West Cowichan Facility Coordinator, and L. Backlund, Manager Cowichan Lake Recreation.

**ADOPTION OF
AGENDA**

It was moved and seconded:

That the agenda be approved as presented.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded:

That the minutes of the January 22, 2009 Cowichan Lake Recreation Commission meeting be approved as presented.

MOTION CARRIED

**BUSINESS ARISING
FROM THE
MINUTES**

Director Morrison notified the Commission that their recommendation to approve the Canada Day Application had been passed onto the Board. The Paperwork has been completed and forwarded onto Heritage Canada.

Arena Renovation Project:

1. Delivery Method:

It was moved and seconded:

That staff are to proceed with the Construction Management Method as presented by CEI Architects on February 9, 2009.

MOTION CARRIED

2. Request For Proposals for Construction Management

It was moved and seconded:

That J. Elzinga is to issue a Request for Qualifications (RFQ) and bring the proposals forward to the next Commission meeting.

MOTION CARRIED

3. Architect Request for Proposals:

Commission discussed the fact that they had followed the tendering process when hiring “CEI Architecture Planning Interiors” to do the work that had been done to take the arena renovation project to referendum and that a lot of work had been done to date.

It was moved and seconded:

That Cowichan Lake Recreation Commission make the recommendation to go sole source and stay with “CEI Architecture Planning Interiors” for the rest of the Cowichan Lake Sports Arena Renovation Project.

MOTION CARRIED

The Commission then had a discussion on sub-consultants:

It was moved and seconded:

That J. Elzinga is to investigate a tendering process for Engineers.

MOTION CARRIED

4. Programming Date (estimated timeline):

J. Elzinga presented a proposed renovation timeline based on information known at this time. Commission has directed the Manager of Cowichan Lake Recreation to continue business as usual to the end of July and to add a disclaimer to rental contracts and programming information for anything scheduled after the end of July.

Spirit of BC Event:

The Manager of Cowichan Lake Recreation gave a quick update on the Spirit of BC Event scheduled in the Cowichan Lake Sports Arena for the no school day of Friday, Feb. 20th, 2009. She gave out schedules of events planned for the day along with 2010 Spirit of BC pins as well as an invitation to attend.

Prom letter with discussion on Grants in Aid:

This letter has been referred to the Grants in Aid Process.

CORRESPONDENCE

None at this time:

NEW BUSINESS

Budget 2009 revisited:

The 2009 Core Budget had been reviewed with the Board on Feb. 12, 2009. New items had been removed from the original budget to allow Directors the opportunity to put things back into the budget as needed. The Manager, and West Cowichan Facility Coordinator presented a recommendation to the Commission to add back the proposed Programmer I position, and some miscellaneous preventative maintenance improvements to facilities and/or equipment noting that if these items are added back into the 2009 Budget, the requisition will still be 2% lower than 2008.

It was moved and seconded:

To accept the staff recommendation as presented.

MOTION CARRIED

Hall Rental Rates 2009/2010:

The Manager asked the Commission what their wishes are for increasing the hall rental rates for the next season.

It was moved and seconded:

That Cowichan Lake Recreation freeze hall rental rates for the 2009/2010 season.

MOTION CARRIED

Honeymoon Bay Community Society Hall Use:

The Manager brought the Commission members up to date on the activities that the Honeymoon Bay Community Society (HBCS) does for the benefit of the Honeymoon Bay Community and how these

activities relate to hall use. Copies of a motion made at a Commission meeting in February 2005 were revisited. The Manager is asking for a portion of this motion to be revised as the use of the Honeymoon Bay Hall has increased over time.

It was decided to table this discussion until the next Commission meeting allowing the Manager to come back with a dollar figure equating to hall use with respect to community activities hosted by HBCS. It was also requested that the Manager invite G. Patten, the chair of the HBCS, to attend the next Commission meeting.

MANAGER'S REPORT

The Manager gave a quick update on programs and special events.

The Manager asked the Commission for clarification of how they would like to receive their meeting information packages for future meetings. The Commission has requested a phone call so they can stop by the arena and pick up their packages prior to meeting time.

NEXT MEETING

Thursday, March 26th, 2009 in the Curling Lounge, Cowichan Lake Sports Arena.

Meeting adjourned at 8:55 p.m.