

Minutes of the meeting of the Cowichan Lake Recreation Commission held at the Curling Lounge, Thursday September 24, 2009. Called to order at 7:09 p.m.

PRESENT: Members: S. McFarlane (Chairperson), L. Olson; K. Kuhn (Area I Director), R. Wise; D. Darling, I. Morrison (Area F Director), C. Bath, B. Peters; R. Forrest (Mayor of Town of Lake Cowichan),

ABSENT: None

ALSO PRESENT:

R. Austen, General Manager Parks, Recreation and Culture, L. Backlund, Manager, Cowichan Lake Recreation; N. Olive, Capital Works Manager CVRD; R. Frost, West Cowichan Facility Coordinator; M. Van Ek, Venture Pacific Construction Management. K. Tetlow, CEI Architecture; J. Elzinga, Manager, Island Savings Centre (entered meeting at 7:35 p.m.)

**ADOPTION OF
AGENDA**

It was moved and seconded:

That the agenda be approved with the following additions:

- **Propane Contract**
- **Zamboni**

Both to be added under the West Cowichan Facility Coordinator's Report

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded:

That the minutes of the August 25, 2009, Cowichan Lake Recreation Commission meeting be approved as presented

MOTION CARRIED

Note: Mayor Forrest requested that staff call Commission Members to let them know (or mark e-mails with "meeting change" in the subject line) about meeting dates that are changed.

**BUSINESS ARISING
FROM THE
MINUTES**

BA1: Arena Renovation Project:

- Building Submission: K. Tetlow will turn in the Building Permit Submission today to the Town of Lake Cowichan.

Temporary trailers are on site now.

- Cost Presentation by Venture Pacific: M. Van Ek reported that they have worked on the budget and have reduced costs by \$856,000 from the last estimate. With contingencies built in this is still approximately \$90,000 over where we want to be. More work will be done on this. The Contingency total at this time is \$785,000.
- Roof Presentation: The Commission discussed three roofing options noting concern over cost over-runs, timeline, and updates regarding Grants.

It was moved and seconded:

That the Commission accept Colony's proposal to install a new 24 gage standing seam metal roof pending sole source approval from the CVRD Board and subject to CEI Architecture review.

MOTION CARRIED

Opposed: Director K. Kuhn

- Final Review of Architectural Drawings: K. Tetlow outlined an idea to replace the concrete block in the second story with wood thus having cost savings benefits and noting that bi-yearly maintenance will have to be done to the wood stating that he would get all the details about the maintenance program to R. Frost.

It was moved and seconded:

To go ahead with exterior design as presented in image #1, 2, 3, September 24, 2009 – CLSA Wood Façade Recommendation.

MOTION CARRIED

- Car Parking: The parking lot plan was presented. This plan shows 198 stalls at 90 degrees in the North Parking lot and a similar configuration in the east parking lot, with Main Emergency and Delivery at the South Side Arena Doors. Landscaping in the East parking lot shows a tree to soften the look and keep traffic flowing correctly.
- Downstream Drainage: N. Olive reviewed the outcome of the meeting with Town staff and the Engineer's report discussing the drainage to the Centennial Ball Field from the Arena

Property. The water is not coming from where Town Staff thought it was. Town Staff are requesting approximately \$75,000 to contribute to the downstream drainage improvement project. Commission directed N. Olive to go back and discuss this issue further with the Town administrator.

- Grants and Start Construction: M. Van Ek noted that construction is about 4 weeks away. Direction was given to Venture Pacific to proceed with the demolition tender including a disclaimer that work will not proceed until approval is given (based on Grants).

CORRESPONDENCE None at this time

NEW BUSINESS None at this time

OLD BUSINESS None at this time

**WEST COWICHAN
FACILITY
COORDINATOR'S
REPORT**

- Mid-Year Budget Status Report – Facility/Operations Division Presented for information purposes only.
- Propane Contract: R. Frost presented a staff report outlining a recommendation to authorize a three year propane supply contract.

It was moved and seconded:

To accept staff recommendation to enter into a three year contract with a two year renewal option between the CVRD and Super Save Propane Enterprises Ltd for supply of propane to all the Cowichan Lake Recreation facilities.

MOTION CARRIED

- Zamboni: R. Frost noted that although the Commission had approved the purchase of a new Zamboni there was no discussion of where the funds should come from to pay for this purchase.

It was moved and seconded:

That the Zamboni be purchased out of reserve funds.

MOTION CARRIED

**MANAGER'S
REPORT**

- Mid-Year Budget Status Report – Cowichan Lake Recreation
Presented for information purposes only.
- Great Lake Walk verbal update given.

CLOSED SESSION

It was moved and seconded:

To Resolve into Closed Session under Labour Relations/Employee Relations {90(1)(c)} of the Act.

MOTION CARRIED

It was moved and seconded:

To Rise from Closed Session with no report

MOTION CARRIED

NEXT MEETING

Thursday October 15, 7:00 p.m. Curling Lounge.

Meeting adjourned at _____ p.m. (time not noted)