

Minutes of the meeting of the Cowichan Lake Recreation Commission held in the Curling Lounge, September 23, 2010. Called to order at approximately 7:00 p.m.

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

**ABSENT:** none

**ALSO PRESENT:** L. Blatchford, Manager, Cowichan Lake Recreation; N. Olive, Capital Works Manager, CVRD; R. Frost, West Cowichan Facility Coordinator; M. Kueber, General Manager, Corporate Services Department, CVRD; S. Hurcombe, Budget Coordinator, Finance Division, CVRD.

**ADOPTION OF  
AGENDA**

It was moved and seconded:

**That the agenda be approved as amended with the addition of the Curling Club letter, the Wall of Fame and Pre-completion VIP Tours all added under BA1 – Arena Renovation Project.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES**

It was moved and seconded:

**That the minutes of the August 30, 2010, Cowichan Lake Recreation Commission special meeting be approved as presented noting that under “Absent” it should have noted I. Morrison, Area F Director and that for the error noted in August 12, 2010 minutes Area F needed to say Area I (the names were recorded correctly).**

**MOTION CARRIED**

**BUSINESS ARISING  
FROM THE  
MINUTES**

**BA1-Arena Renovation Project:**

- 1. Project Schedule:** N. Olive informed the Commission that October 31, 2010 is still the target date for completion. Staff has concerns as to whether this date will be achievable.

It was moved and seconded:

**That N. Olive writes a letter expressing the Commission’s displeasure with the slow pace of construction.**

**MOTION CARRIED**

2. **Parking Lot Tender:** N. Olive informed the Commission that only one compliant bid came in during the tendering process and it was higher than expected. Due to the rainy season, it has been recommended that the upgrades to the parking lot be postponed until the spring of 2011 and that this project be re-tendered.
3. **Cowichan Rocks Curling Club:** S. McFarlane read a letter that she had received from Thor Repstock, acting Chairperson, Cowichan Rocks Curling Club. The letter outlined concerns that the Club has with parts of the renovation project specific to the curling rink.

It was moved and seconded:

**That staff send a letter to the Curling Club explaining that it is unaffordable to entertain the idea of re-doing the boards at this time and that they will look at insulating the wall along sheet four if the dollars are available.**

**MOTION CARRIED**

4. **Design Committee Recommendations:** N. Olive reviewed, with the Commission, J. Elzinga's staff report titled "Renovation Project Design Committee Recommendations", September 21, 2010. The Recommendations are as follows:

**That the Cowichan Lake Recreation Commission endorse the following direction:**

**That the approximate \$190,000 currently allocated to upgrade the upper parking lot be kept for parking lot improvements in 2011, and not spent on other project items.**

**If it is determined that contingency funding will be available, priority will be given to:**

1. **Necessary patching of paved areas in the upper parking lot to ensure safety.**
2. **Addressing the lower spine by only**
  - a) **Including the cost of labour to install new donated benches**
  - b) **Painting, (Other than the items already approved, new door to curling change room, sprinkler system installation, etc.)**

3. **Addressing the upper spine**
  - a) **By the removal of one office, one small meeting room, rerouting electrical conduit, and installing windows to allow arena viewing into the curling rink**
  - b) **Removing one wall to combine two smaller offices into one**
  - c) **Assigning existing rooms to become a staff lunch room and a maintenance office**
  
4. **All remaining funding will be allocated to address the curling envelope in 2011. The Commission will then decide on the appropriate option to address the envelope, which could include:**
  - a) **Leaving current metal cladding, installing spray foam insulation, drywall, and new plywood**
  - b) **Removing the bottom portion of the current metal cladding that is rusting away, installing new cladding in this bottom section, then spray foam insulation, drywall, and new plywood**
  - c) **Removing current metal cladding, installing insulated wall panels, and new plywood.**

It was moved and seconded:

**To accept the recommendations from the Renovation Project Design Committee meeting of September 21, 2010.**

**MOTION CARRIED**

5. **Wall of Fame:** Mayor Forrest gave the Commission an update on the Wall of Fame noting that a sample of the plaque is being created by Dynamic Laser and that, in the beginning, they are planning to induct six people.
  
6. **Pre-Completion Tour:** Commission directed staff to look into the possibility of hosting a pre-completion tour of the project inviting guests along with the media to attend.

**DELEGATIONS**

None

**CORRESPONDENCE**

**C1 - Letter from Me N' You-Nites Social Association:** L. Blatchford reviewed, with the Commission, a staff report titled "Me N' You-Nites Social Association Request September 21, 2010 containing the following recommendation:

**That the Commission waives the rental fees for use of the Youbou Community Hall for 7 events to be held between September 1, 2010**

and August 31, 2011.

**Noting that staff will meet with Me'n'You-Nites Social Association to review current policies around hall conditions of use, key use, equipment use and requirement for third party liability insurance as per CVRD policy. Also noting that if there is a chance for a revenue generating rental – staff would request that the Social Association choose another date for their event.**

**The Commission would like this decision reviewed annually.**

It was moved and seconded

**To accept the recommendation as presented.**

**MOTION CARRIED**

## **NEW BUSINESS**

**NB1 – 2011 Cowichan Lake Budget Discussion:** M. Kueber presented, to the Commission, a staff report titled “2011 Cowichan Lake Budget Discussion” August 26, 2010 and explained that he was seeking direction at the beginning of the 2011 budget process. The Commission directed staff to keep the requisition increase for 2011 as low as possible noting that a zero percent increase would be most favorable if possible.

M. Kueber and S. Hurcombe left the meeting. (The time was not noted).

**NB2 – Mid Year Budget 2010 Report:** L. Blatchford and R. Frost reviewed, with the Commission, a joint report titled “Mid-Year Budget Status Report – Cowichan Lake Recreation” September 15, 2010. This report was for information purposes only.

**NB3 – Mesachie Lake Post Office rent for 2011 and 2012:** L. Blatchford, reviewed with the Commission, a staff report titled “Mesachie Lake Post Office Rent for 2011 and 2012”, September 21, 2010 that contained the following recommendation:

**That the Commission considers no increase in rent for the Canada Post outlet located in the Mesachie Lake Community Hall for 2011 and 2012 and that the Tenant pay the sum of \$94.27/month plus applicable taxes noting that while HST is in effect the monthly rent would total \$105.60/month.**

It was moved and seconded

**To accept the recommendation as presented.**

**MOTION CARRIED**

Commission gave staff the direction to collect data regarding customer

use of the arena office on Saturdays and Sundays (i.e. number of visits and phone calls etc) and would like to know the financial implications of being closed on weekends and stat holidays.

**NB4 – School District #79 Joint Use Agreement Renewal:** L. Blatchford informed the Commission that the current Joint Facilities Use Agreement between CVRD – CLR and School District #79 expires on December 31, 2010.

It was moved and seconded

**For staff to proceed with amending and renewing the Joint Use Agreement with School District #79.**

**MOTION CARRIED**

**NB5 – Barb Knott retirement after 25 years of service:** L. Blatchford announced that Barb Knott will be retiring in October with her last day of work being October 16, 2010. Staff will be hosting a retirement gathering in the Curling Lounge on Friday, October 15<sup>th</sup> at 7 p.m. Everyone Welcome!

Director Morrison requested a short biography of Barb Knott’s career with the CVRD for his next Board meeting.

**OLD BUSINESS**

None at this time

**WEST COWICHAN  
FACILITY  
COORDINATOR  
REPORT**

None at this time

**RECREATION  
MANAGER’S  
REPORT**

L. Blatchford gave copies of her verbal report on the following:

- Annual Summer Bonspiel August 26<sup>th</sup> – 28<sup>th</sup>
- Great Lake Walk, September 18, 2010

**NEXT MEETING**

**Thursday October 28<sup>th</sup>, 2010 at 7:00 p.m. in the Curling Lounge at the Cowichan Lake Sports Arena.**

