

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held in the Curling Lounge, October 28, 2010. Called to order at approximately 7:06 p.m.

PRESENT: Members D. Darling (acting Chairperson); R. Wise; C. Bath, I. Morrison (Area F Director); R. Forrest (Mayor – Town of Lake Cowichan).

ABSENT: S. McFarlane; B. Peters; K. Kuhn (Area I Director).

ALSO PRESENT: L. Blatchford, Manager, Cowichan Lake Recreation; N. Olive, Capital Works Manager, CVRD; R. Frost, West Cowichan Facility Coordinator; J. Elzinga, Manager, Island Savings Centre; M. Van Ek, Principal, Venture Pacific Construction Management; J. Alders, CEI Architecture.

**ADOPTION OF
AGENDA**

It was moved and seconded:

That the agenda be approved as amended with the addition of a Closed Session under BA1 Arena Renovation Project and moving NB4 under this same Closed Session; Corey Bath letter under C2; Ron Austen Staff Report under Information and Playschool under NB5.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded:

That the minutes of the Cowichan Lake Recreation Commission meeting of September 23, 2010 be approved as presented.

MOTION CARRIED

**BUSINESS ARISING
FROM THE
MINUTES**

BA1-Arena Renovation Project:

- 1. Project Schedule:** N. Olive informed the Commission that the schedule is now on target for the end of November pending some late decisions and changes. M. Van Ek said that for the record, we are still on track.
- 2. Construction Update:** N. Olive and M. Van Ek informed the Commission that the project is moving forward and outlined what would be happening next. There is some concern from the Commission over the number of change orders and delays. Commission was informed that the application for Gas Tax Funding to do the parking lot should occur in January.

3. Letter from Staff to Venture Pacific and Response: The letter written on September 28, 2010 to Mr. Van Ek of Venture Pacific Construction Management Ltd as well as the response back to N. Olive dated November 30, 2010 was given to the Commission for information purposes only.

4. Closed Session:

It was moved and seconded:

That the meeting be **Closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsections (1) (e) and (g).**

CARRIED

It was moved and seconded:

That the Committee rise without report and return to the regular portion of the meeting.

CARRIED

DELEGATIONS

None

CORRESPONDENCE

C1 – Cowichan Lake District Skating Club

It was moved and seconded

To request financial statements from Cowichan Lake District Skating Club and a letter stating the specific amount of reduction in ice fees that the club is looking for.

MOTION CARRIED

C2 – Corey Bath Letter

It was moved and seconded

To accept Corey Bath's letter of resignation from the Cowichan Lake Recreation Commission and to send a letter of thanks to Corey for her hard work and dedication while serving as a volunteer on this Commission.

MOTION CARRIED

INFORMATION

I1: Ron Austen Staff Report on 15 passenger vans. Presented for information purposes only.

NEW BUSINESS

NB1 – CVRD Board News: Director Morrison mentioned to the Commission that he had let the Board know about Barb Knott's

retirement and that the Board had suggested that when the new office is open, we invite Barb back for the first part of the day in the new space. Director Morrison let the Commission know that the maximum allowable requisition amount will be raised to take into account the renovation project.

NB2 – Arena Office Secretary/Clerk Position: L. Blatchford presented a staff report outlining a reorganization of the admin support department of Cowichan Lake Recreation.

It was moved and seconded

To replace one full-time Arena Secretary-Clerk/Office Assistant position with one permanent part-time position while keeping two of the casual positions currently in place.

To direct staff to fill this permanent part-time position as soon as possible through a fair and competitive process.

MOTION CARRIED

NB3 – December Meeting Date - Thursday December 16, 2010: Commission direction given to have the Commission meeting on December 16, 2010 rather than on Thursday December 23, 2010.

NB4 - (moved to BA1 under Closed Session).

NB5 – Preschool: C. Bath discussed concerns with respect to Playschool.

OLD BUSINESS

None at this time

**WEST COWICHAN
FACILITY
COORDINATOR
REPORT**

R. Frost mentioned that the crew was getting lots done.

**RECREATION
MANAGER'S
REPORT**

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

- Preliminary Budget completed and going to Finance on Friday Oct. 29, 2010.

NEXT MEETING

Thursday November 25, 2010 at 7:00 p.m. in the Curling Lounge at the Cowichan Lake Sports Arena.

Chairperson

Recording Secretary

Dated: _____