

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, September 22, 2011, in the Cowichan Lake Sports Arena Meeting Room, Lake Cowichan, BC.

**PRESENT:** Members: Acting Chairperson, D. Darling R. Wise; K. Kuhn (Area I Director); L. Johnson; R. Forrest (Mayor – Town of Lake Cowichan); I. Morrison (Area F Director);

**ABSENT:** S. McFarlane; N. Olive; B. Peters; D. Adams

**ALSO PRESENT:** L. Blatchford, Manager, Cowichan Lake Recreation; R. Austen, General Manager, Parks, Recreation and Culture -CVRD; S. Hurcombe, Budget Coordinator-CVRD; R. Frost, West Cowichan Facility Coordinator; B. Day (Town of Lake Cowichan Alternate) ; R. Piechnik, Recording Secretary

**Meeting called to order at 6:00 p.m.**

Introduction and welcome to S. Hurcombe.

**ADOPTION OF  
AGENDA**

It was moved and seconded:

**That the agenda be approved as presented**

**MOTION CARRIED**

Note: It was the consensus of the Commission to put any decision making agenda items at the top of the meeting as some members had to leave early for another meeting.

**ADOPTION OF  
MINUTES**

It was moved and seconded:

**That the minutes of the Cowichan Lake Recreation Commission regular meeting of Thursday, August 11, 2011 be adopted as presented.**

**MOTION CARRIED**

**DELEGATIONS**

None

**CORRESPONDENCE**

A letter was submitted from Lake Cowichan District Minor Hockey Association requesting approval to have the 25% cancellation fee waived for ice cancelled due to the recent collapse of the Lakers Midget Team. There has been a recovery of lost revenue because staff was able to re-sell all but ½ hour on Wednesday of the cancelled ice time.

It was moved and seconded:

**To recover 25% only of the ½ hour on Wednesday cancelled ice time where Cowichan Lake Recreation has not recovered cost.**

**MOTION CARRIED**

**ACTION:** Staff will calculate the amount to be charged and submit the statement/letter to LCDMHA.

## **NEW BUSINESS**

**NB1 – CVRD Board Update – Director I. Morrison:** Area F and CLR are teaming up with cost share for paving at Mesachie Lake Hall. Paving will reduce cost of clean-up and maintenance. Estimated cost of paving is just under \$30,000. CLR has budgeted for \$20,000.

**NB2 – Mid Year Budget Status Report:** L. Blatchford submitted the report for information purposes only with relation to corporate strategic plan and financial impact. In summary the total of all expenditures within the Facility/Operations accounts are presently slightly below budget but an increase in service work in halls, and arena will be done over the next quarter and the totals should be on budget at year end. There have been a number of budget related items to date that have been unforeseen. Management will be monitoring revenue in the months ahead, and will be adjusting discretionary spending accordingly, in working toward a break-even-budget. Copies of report handed out to those in attendance.

**NB3 – 2012 – Cowichan Lake Budget Discussion:** S. Hurcombe lead the budget discussion and report to initiate the planning process for the Cowichan Lake Recreation Centre's 2012 budget and five year financial plan 2012 – 2016. Commission and staff were given opportunity to provide direction toward the planning of the budget. Discussion on budget increases. Copies of report handed out to those in attendance.

R. Forrest left the meeting at 6:29pm.

It was moved and seconded:

**To start out with a 2% increase in requisition for 2012.**

**MOTION CARRIED**

I. Morrison left the meeting at 6:41pm.

S. Hurcombe left the meeting at 6:45pm.

## **BUSINESS ARISING FROM THE MINUTES**

**BA 1: Arena Renovation Project Update – R. Frost (in lieu of N.Olive)** There is a new film covering the glass wall facing the foyer in the Multipurpose Room. This has been added due to privacy issues of

classes that are held in that facility. A look at structural defects will be taken also in the Multipurpose Room as there is one pane of glass cracked.

**BA 2: Parking Lot Project Update – R. Frost (in lieu of N.Olive)** A Staff Report was handed out to attendees of the meeting for informational purposes only. It was noted that the “\$90,000 from the CLR reserve fund” is supposed to read “allocation to the reserve fund.” Discussion on major schedule implications requiring a scope change to replace 45m of an existing 250mm reinforced concrete pipeline. The project completion date is at the end of November and is weather dependant. N. Olive is looking into the cost of a sidewalk leading from South Shore Road to the Centennial Hall.

**ACTION:** Commission directed staff to approach the Town of Lake Cowichan re: sharing cost of sidewalk replacement when the cost estimate is available.

**BA 3: MFA Funding and how it affects allocation to General Government – L. Blatchford:** As per an email from S. Hurcombe the 4% general government allocation is based on expenditures only, excluding debt payments and transfers to reserves. The amount held back by MFA is treated as revenue and is therefore not included in the amounts used to calculate the 4%.

**OLD BUSINESS**

None at this time.

**INFORMATION**

None at this time

**REPORTS**

**WEST COWICHAN FACILITY COORDINATOR REPORT**

**R1 – West Cowichan Facility Coordinator – R. Frost:** The application to BC Utilities Commission requesting a change in the baseline amount for metering has been accepted because it appears our usage is 30% higher with the new building. If approved, any potential rebate could be retroactive to July. The humidity problem is being addressed with engineers and consultants. There was discussion around the new arena ceiling being guaranteed to alleviate the problem; however that has not been the case so far. R. Frost is actively seeking a solution for the humidity problem.

Bill Peters arrived to the meeting at 7:05pm

**RECREATION MANAGER’S REPORT**

**R2 – Cowichan Lake Recreation Manager – L. Blatchford:** The new Fall Playbook is out. Facebook is being used as a tool for a social network marketing trial. Area I will be replacing the hut at Arbutus Park and has asked CLR to consider being a funding partner. The estimated cost of replacement would be approximately \$100,000. The

building would include washroom facilities, a lifeguard room and a storage area. The Commission has requested a formal resolution from the Area I Parks Commission and budget amount before any direction would be taken.

**ACTION:** K. Kuhn will share information with Parks.

**QUESTION PERIOD**

Discussion on the recent Town of Lake Cowichan camping policies that were imposed on the Curling Bonspiel. It was noted that revenues were down in direct relation to this policy. Several teams have announced they will not be back as a result of the expense of camping costs. The cost to the campers for no facilities, electricity or water and only parking, was at a premium rate of \$32 per night per unit.

It was moved and seconded:

**That staff prepare a letter to the Mayor and Town Council Members stating concerns and outcome of past decisions regarding camping policies and costs for the chair to sign.**

**MOTION CARRIED**

**ACTION:** L. Blatchford will compose the letter.

K. Kuhn left the meeting at 7:36pm

**NEXT MEETING**

Thursday, October 27, 2011 – 7pm. Arena Meeting Room

**MEETING  
ADJOURNED**

It was moved and seconded:

**Meeting adjourned.**

**MOTION CARRIED**

Meeting adjourned at 7:37 pm.

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Chairperson

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

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