

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, October 27, 2011, in the Cowichan Lake Sports Arena Meeting Room, Lake Cowichan, BC.

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

ABSENT: S. McFarlane

ALSO PRESENT: L. Blatchford, Manager, Cowichan Lake Recreation; R. Frost, West Cowichan Facility Coordinator; J. Cummings, Programmer, Cowichan Lake Recreation; N. Olive, Capital Works Manager – CVRD; R. Piechnik, Recording Secretary

Meeting called to order at 7:01 p.m.

**ADOPTION OF
AGENDA**

It was moved and seconded:

That the agenda be approved as presented.

MOTION CARRIED

It was moved and seconded:

To amend the agenda as follows: move Report 1 to top of BA after approval of minutes; add C2 - Email to share; OB1 - Budget 2012; BA3 Broken Window.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded:

That the minutes of the Cowichan Lake Recreation Commission Special meeting of Monday, October 3, 2011 be adopted as presented.

MOTION CARRIED

It was moved and seconded:

That the minutes of the Cowichan Lake Recreation Commission regular meeting on Thursday, October 27, 2011 be adopted as presented.

MOTION CARRIED

REPORT

R1 – Recreation Programmer; J. Cummings

J. Cummings presented a Quarterly Summer Report for CLR Programs conducted during July, August and September. He submitted a table with annual totals for the summer period from years 2009, 2010, and 2011 to show weaknesses and strengths of the different program areas.

A point of interest for Programs is the new Zumba course that has been introduced to the community. Cowichan Lake Recreation has the highest number of participant activity in the Cowichan Valley, having to split the original class into two to accommodate the amount of registrations received.

J. Cummings left the meeting at 7:18 pm and K. Kuhn entered the meeting shortly thereafter.

DELEGATIONS

NONE

BUSINESS ARISING FROM THE MINUTES

BA 1: Parking Lot Project update – N.Olive

Weather permitting the paving will be done Oct 28, 2011. The project is approximately 1 week behind schedule. The sidewalk and storm drains are done. The project is about \$30,000 over the contract price but is still \$15,000 - \$20,000 under the \$599,000 limit. There is about \$45,000 in contingency in which about \$30,000 has been used. N.Olive asked that the Commission consider approval for landscaping at front of building in the amount of \$4000. Discussion around the trip and fall accident Wednesday October 19, 2011. More lighting has been added to the parking lot. Discussion on the brightness of lights and possibility of complaints. The general consensus is safety first.

It was moved and seconded:

The funds for lighting in the parking lots to be taken out of the reserve fund up to a limit of \$20,000.

MOTION CARRIED

ACTION: N. Olive will get three estimates and anything over the amount of \$20,000 will have to come back to the Commission for approval.

Discussion on the need for landscaping. R. Frost suggested it would be cost effective to do landscaping while all the equipment was still at Cowichan Lake Recreation site. Some members felt it was not a necessary project at this time.

It was moved and seconded:

To wait on the landscaping until the paving project is done.

MOTION DEFEATED

It was moved and seconded:

Provided the funds are available in the existing budget, staff can be

directed to landscape up to an amount of \$4000.

MOTION CARRIED

BA2: Letter to Mayor and Town Council Members – R. Forrest, Mayor

R. Forrest addressed the Commission regarding a letter sent on behalf of the Cowichan Lake Recreation Commission about the camping policies of the Town of Lake Cowichan that were implemented at the time of the Annual Summer Curling Bonspiel. L. Blatchford suggested bringing in a guest speaker she had recently heard at a CVRD meeting, as it would give a clearer picture and support the economic importance and benefits to a small community through local sporting events.

N. Olive left the meeting at 7:54pm

L. Blatchford presented the possibility of the Sooke River Blue Grass Festival using one of Cowichan Lake Recreation's facilities as their new venue. This would have huge community benefit for the Cowichan Lake area.

BA3: Update On Broken Window

The broken window in the New Multipurpose Room has been fixed. The integrity of the other panes of glass and structure around them has been checked and found to be sound.

CORRESPONDENCE

C1: B. Lundberg – Vancouver Island District Evaluator email.

L. Blatchford read an email from B. Lundberg requesting a waiver of the 25% cancellation fee for BC Hockey ice due to cancellation of the U-17 District Camp. A U-15 one day camp will be held at CLSA the same weekend.

It was moved and seconded:

That the ice cancellation penalty of 25% will be waived for BC Hockey for the 2011 U-17 Camp.

MOTION CARRIED

C2: Email – FYI

Staff read an email that was sent to the Cowichan Lake Recreation office regarding the new parking lot. The letter commended CLR for the good work and the way the progress on the new parking lot is looking. A recommendation for speed bumps upon entering and exiting the upper parking lot was made in the email, as it has been noticed this is a quick turn-around area for vehicles. This has already been considered in the design of the parking lot.

NEW BUSINESS

NB1: CVRD Board Update – Director Morrison and Kuhn:

Director Morrison with input from Director Kuhn, gave a report on CVRD Board meeting info: CVRD Green Team; Regional Recreation initiatives; Budget; Chamber request; Facility Usage Report. It was suggested that CLR host a green public media ceremony launch.

NB2: Town's Seasonal Decorating Committee – L. Johnson

A suggestion to participate in decorating the town by putting lights on the outside trees. R. Frost will check this out and maybe Cowichan Lake Recreation will be able to do this. Request to not turn the lights on until December 2nd as part of the Town light-up.

NB3: December 22nd meeting – discussion re: moving meeting date

The December Commission dinner meeting date has been moved to Thursday, December 15, 2011.

INFORMATION

NONE

OLD BUSINESS

OB1: 2012 Budget – L. Blatchford

Staff revisited and reviewed the projected 2012 Budget for Cowichan Lake Recreation. Staff reviewed accounts that had gone up more than 2% and informed the Commission that without reducing the level of service the requisition increase for 2012 could not be brought down as low as 2% as per direction given at the September meeting. Staff requested more direction on whether to cut service or if there was an appetite to increase requisition by 5% in 2012.

It was moved and seconded:

To give a 5% increase in requisition for the 2012 Budget.

MOTION DEFEATED

It was moved and seconded:

To write a letter to the General Manager of Parks, Recreation & Culture requesting an explanation of the 5.9% overall increase in allocation accounts.

MOTION CARRIED

ACTION: D. Darling will write the letter to CVRD, General Manager of Parks, Recreation & Culture as mentioned in the motion.

Commission gave direction to L. Blatchford to keep the 2012 budget at 2% increase in requisition even if it meant cutting service. Staff are to keep a list of what had to be cut so that the Commission can decide whether to put it back into the budget or not when they meet in January.

**WEST COWICHAN
FACILITY
COORDINATOR
REPORT**

R2: West Coast Facility – R. Frost
No report.

**RECREATION
MANAGER’S
REPORT**

R3 – Cowichan Lake Recreation Manager – L. Blatchford
L. Blatchford gave a verbal report. The Haunted House for the special Halloween event in Youbou is spectacular. Many thanks to volunteers and staff. A quick discussion on the Recreation Facility Use Analysis Report and the concern around obtaining residential addresses in communities that use primarily post office boxes.

NEXT MEETING

Thursday, November 24, 2011 – 7pm. Cowichan Lake Sports Arena Meeting Room

**MEETING
ADJOURNED**

It was moved and seconded:
Meeting adjourned.

MOTION CARRIED

Meeting adjourned at 9.58 pm.

Chairperson

Recording Secretary

Dated: _____