

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, December 15, 2011, in the Curling Lounge, Cowichan Lake Sports Arena, Lake Cowichan, BC.

**PRESENT:** Members: D. Darling (Acting Chairperson); I. Morrison, (Area F Director); P. Weaver (Area I Director); B. Day (alternate for R. Forrest, Mayor); R. Wise; D. Adams; L. Johnson; B. Peters

**ABSENT:** S. McFarlane; R. Forrest (Mayor, Lake Cowichan)

**ALSO PRESENT:** R. Austen (General Manager, Parks, Recreation and Culture); J. Wakeham (Manager, Facility, Fleet and Transit Division); L. Blatchford (Manager, Cowichan Lake Recreation Division ); R. Frost (West Cowichan Facility Coordinator); N. Olive (Capital Works Manager); R. Piechnik (Recording Secretary)

Cowichan Lake Recreation Committee met prior to the meeting for the annual Christmas dinner at 6pm. Thank you to the Commission Members for all of their volunteer work in 2011.

**Meeting called to order at 7:15 p.m.**

Welcome from the chair to the new Area I Director, P. Weaver.

Introduction around the table of Commission members and people present. R. Austen gave accolades to Cowichan Lake Recreation Commission and Staff for an outstanding 2011.

**ADOPTION OF  
AGENDA**

It was moved and seconded:

**That the agenda be approved as presented.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES**

It was moved and seconded:

**That the regular minutes of the Cowichan Lake Recreation Commission meeting of November 24, 2011 be adopted as presented.**

**MOTION CARRIED**

**CLOSED SESSION  
MINUTES**

It was moved and seconded:

**That the closed session minutes of the Cowichan Lake Recreation Commission meeting November 24, 2011 be adopted as presented.**

**MOTION CARRIED**

**BUSINESS ARISING  
FROM THE  
MINUTES**

**BA1: Parking Lot Project Update - N. Olive:**

- The project is 99% completed.
- Project irrigation work to be completed in April.
- A walk through will also occur in April to check for deficiencies once the maintenance period is complete.
- 2<sup>nd</sup> phase for improved lighting; lights and poles are on order
- \$6000 over budget is the current estimate due to unforeseen expenses (i.e. poor conditions in lower lot; collapsed storm drain resulting in extra engineering and geotechnical costs; poor soil in retaining wall area and the sidewalk upgrade).

**BA2: Green Parking Lot Media Event Committee - Director Morrison, L. Blatchford:** The Committee has met and there is a plan in the works. The Committee is in agreement to have the event in the spring when weather is better and deficiencies and installation of lights are completed.

**BA3: Elevator Signage - L. Blatchford:** A custom sign displaying the Code Of Conduct will be posted in the elevator. A further subject clause will be included to explain that any cost incurred due to vandalism or deliberate misuse of the elevator will be charged to the person/s causing the damage.

**ACTION: L. Blatchford will order the signage from the sign co.**

**DELEGATION**

Elevator incident group. Invoices and letters were sent to the parents of the children involved in the elevator incident. Parents and children were invited to come to the Commission at tonight's meeting to apologize. None of the involved parents or children showed up.

**CORRESPONDENCE**

**C1: Congratulations And Job Well Done E-mail LCDMHA - Information Only - L. Blatchford:** An email was received commending Cowichan Lake Recreation on the top quality of the facility and staff. The email named and acknowledged one staff member in particular for his helpfulness and willingness to go above and beyond his regular duties during an event at CLSA.

**ACTION: L. Blatchford requested to include a copy of this email in named staff's HR file.**

**C2: Cowichan News Leader Article - Director Morrison:** An article in the newspaper entitled, "Lake Cowichan should be proud of its community jewel" was shared with Commission and staff.

**NEW BUSINESS**

**NB1: CVRD Board Update - Director Morrison:** R. Hutchins is the new Chairman and the new Vice Chairman is L. Iannidinardo. Nothing else to report at this time.

**NB2: Canada Day Grant Application Approval - L. Blatchford:**

It was moved and seconded:

**That the Commission supports the Application For Canada Day Funding through Celebrate Canada and that the CVRD Board Chair and Corporate Secretary be authorized to enter into the funding agreement on behalf of the CVRD.**

**MOTION CARRIED**

**INFORMATION**

None at this time.

**OLD BUSINESS**

None at this time.

**REPORTS**

**WEST COWICHAN  
FACILITY  
COORDINATOR**

**R1: West Cowichan Facility Coordinator - R. Frost:**

- Renovation heating system issues; The heat pump is not working properly but the contractor and staff are working together to correct the problem.
- Snow removal; Will cost more with the new parking lot but the contractor has a plan to keep the cost down as much as possible.
- BC Utilities Commission letter; The approval for the application has been received and BC Hydro has been directed to process the CLR claim It should be within 20 days. R. Frost will update at next meeting in January.
- Lighting upgrade; Most of the lighting was done in 2011. The rebate could be as much as \$14,000. R. Frost will give update.

**COWICHAN LAKE  
RECREATION  
MANAGER**

**R2: Cowichan Lake Recreation Manager - L. Blatchford:**

- BC Hockey Summer Officiating will be back August 6-11, 2012.
- Vancouver Island Recreation Challenge will be here April 13 and 14, 2012.
- Winter Wonderland Carnival is December 23, 2011.
- CLR staff is hosting the New Year's Eve Dance (December 31, 2011) in the Youbou Hall at 9pm. Canned music by V. Ordano.
- Cowichan Lake Sports Arena will be closed for the holidays on December 24, 25, 26 and 31. CLSA will also be closed on January 1, 2012.

**QUESTION PERIOD**

None at this time.

**Direction to staff to send a card and flowers from the Commission to S. MacFarlane (Chairperson).**

Various Commission members thanked staff and volunteers for their work and dedication in 2011.

Thursday, January 26, 2012 at 7pm, CLSA Meeting Room. (It was noted that the date on the agenda as presented was incorrect. The year should have read 2012 and not 2912.

**NEXT MEETING  
DATE**

It was moved and seconded:  
**Meeting adjourned.**

**MEETING  
ADJOURNED**

**MOTION CARRIED**

Meeting adjourned at 7:55 pm.

\_\_\_\_\_  
Chairperson

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

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