

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, March 28, 2013 in the Cowichan Lake Sports Arena Meeting Room, Lake Cowichan, BC.

PRESENT: Members: D. Darling (Chair); I. Morrison (Director Area F); P. Weaver (Director Area I); R. Forrest, (Mayor, Town of Lake Cowichan); B. Peters; L. Johnson, R. Wise

ALSO PRESENT: L. Blatchford, (Manager, Cowichan Lake Recreation); R. Austen (General Manager Parks, Recreation and Culture)

ABSENT: J. Rowley, E. Fearon, R. Frost and R. Piechnik

Meeting called to order at 7:02 p.m.

**ADOPTION OF
AGENDA**

It was moved and seconded:

That the agenda be approved as amended with the addition of HST under R2; CLOSED SESSION – Community Charter Part 4, Division 3, Section 90, Subsection (1) Part (c) after New Business and OB2 – Budget Process.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded:

That the minutes of the Cowichan Lake Recreation Commission regular meeting of Monday February 25, 2013 be adopted as presented.

MOTION CARRIED

DELEGATION

None at this time.

**BUSINESS ARISING
FROM THE MINUTES**

BA1: Unlicensed Alcohol – update from staff regarding a recent random visit by the liquor inspector to the ISC and an email from J. Elzinga, Manager, ISC confirming that as of March 25, 2013, the dressing rooms at the ISC are licensed. Further information will follow at a later date.

CORRESPONDENCE

None at this time.

REPORTS

R1: West Cowichan Facility Coordinator - Verbal Report presented by L. Blatchford in R. Frost's absence.

- Electric Vehicle Charging Station has been provisioned and signage is in place.
- The tender for the hall heating upgrades is being created and critical-path timelines are being established.
- Roger Hamilton will be retiring at the end of April 2013.

R2: Cowichan Lake Recreation Manager - Report

- Recreation Assistance Program – staff report was presented outlining a new Recreation Assistance Program for South

Cowichan Recreation.

- It was moved and seconded:

That the Cowichan Lake Recreation Commission implements a recreation assistance program similar to the one recently implemented at South Cowichan Recreation and one that is already in place at the Island Savings Centre.

MOTION CARRIED

- Pay Before you Play Policy – staff report was presented containing information regarding customers paying for a program at the time of registration.

It was moved and seconded:

- **That registrants “Pay before they Play” for all programs and special events managed by Cowichan Lake Recreation with the exception of curling bonspiels and summer hockey school.**
- **That requests for registration in a program not be accepted unless accompanied by full payment with the exception of curling bonspiels (in which case a \$50 deposit is paid at the time of registration and the balance paid prior to the first draw) and hockey school (in which case a \$50 deposit is paid at the time of registration and the balance paid prior to July 31st).**

MOTION CARRIED

It was moved and seconded:

That for “one off” ice rentals, Cowichan Lake Recreation collects 50% of the ice fee at the time of booking and the remaining 50% 1 week prior to the date.

MOTION CARRIED

- FREE Programs and Rentals Report 2013 – was presented by staff outlining all of the free programs and the free facility rental opportunities offered to the residents of the Cowichan Lake area at this time.

It was moved and seconded:

That Cowichan Lake Recreation continues to provide these free programs, special events and rental opportunities.

MOTION CARRIED

- Liquor License Extension Applications – agenda item not discussed
- HST – staff gave an update to the Commission on how the conversion from HST to a combination of GST and PST will be affecting programs and facility rentals provided by Cowichan Lake Recreation.
- BC Hockey U-18 Female Hockey Development Camp – staff shared a newspaper article with the Commission stating that BC Hockey announced this camp coming to the Lake May 22 – 26, 2013.

**OLD BUSINESS
(Temporary
unplanned changed
order of agenda
items)**

OB1 – No smoking Policy – Staff revisited this issue of the No smoking policy and presented a written report which included information on problems with locating designated smoking areas at each facility location.

It was moved and seconded:

That the Cowichan Lake Recreation Commission implements a full smoking ban where smoking is not permitted anywhere on the grounds or in the buildings owned and operated by Cowichan Lake Recreation.

MOTION CARRIED

OB2 – Budget Process – Mayor Forrest requested that more detailed information be given to Commission members prior to adopting the yearly budget. A suggestion was given to staff to hold a series of budget educational meetings or a workshop prior to finalizing the decision making process with respect to the budget.

It was moved and seconded:

That Staff prepare a budget information plan and staff report with a recommendation and bring back to the next Commission meeting.

MOTION CARRIED

**RETURN TO
REPORTS**

R3: CVRD Board - Director Morrison reported on the following items:

- Interim Treaty Agreement
- MFA Meeting
- Earthday April 20
- CVRD Budget 2013
- Assessments of Electoral Area F, I and the Town

- Communication position

R4: Town of Lake Cowichan - Mayor Forrest reported on the following items:

- Lake Cowichan Pitch In April 27 – town cleanup coordinated out of Country Grocer.
- Paving tender is out and closes April 10th
- Work on the roundabout should begin shortly after that.

NEW BUSINESS

None at this time.

**RESOLVED INTO
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, {Sub (2) (c)}

MOTION CARRIED

**RISE FROM CLOSED
SESSION**

It was moved and seconded:

To rise without report and return to regular meeting.

MOTION CARRIED

INFORMATION

None at this time.

NEXT MEETING

Thursday, April 25, 2013 at 7pm in the CLSA Meeting Room.

**MEETING
ADJOURNED**

**It was moved and seconded:
To adjourn meeting.**

MOTION CARRIED

Meeting adjourned (time not noted).

Chairperson

Recording Secretary

Dated: _____