

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, June 28, 2012 in the Cowichan Lake Sports Arena Multipurpose Room, Lake Cowichan, BC.

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

ABSENT: B. Peters

ALSO PRESENT: L. Blatchford, (Manager, Cowichan Lake Recreation); R. Frost, (West Cowichan Facility Coordinator); R. Piechnik, (Recording Secretary); P. Servos (RFABC Executive Director); J. Weicker (RFABC Island Zone Rep); T. Miles (Editor, Lake Cowichan Gazette); J. Elzinga (Manager, Island Savings Centre)

Meeting called to order at 7:14 p.m.

ADOPTION OF AGENDA

It was moved and seconded:

That the agenda be approved as amended with the addition of NB1- Letter from D. Adams.

MOTION CARRIED

ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Cowichan Lake Recreation Commission regular meeting of Thursday, May 24, 2012 be adopted as presented.

MOTION CARRIED

DELEGATION

Welcome and introduction to guests.

BUSINESS ARISING FROM THE MINUTES

BA1-RFABC Island Zone Representatives - J. Weicker gave a brief history of his involvement with the CVRD. A presentation was made to the Commission with (D. Darling, Chairperson, Cowichan Lake Recreation Commission) and Staff (L. Blatchford, Manager, of Cowichan Lake Recreation) accepting the award on behalf of the Commission. The plaque reads as follows:

Recreation Facilities
Association of British Columbia
BILL WOYCYK AWARD
for Outstanding Facility (new or redesign)
Awarded to
Cowichan Valley Regional District
Cowichan Lake Sports Arena
~2012~

J. Weicker stated that the Cowichan Lake Recreation building project exemplified all the criteria for the award displaying a keen sense of community involvement. T. Miles was there for media coverage.

NOTE: J. Weicker, P. Servos, T. Miles, J. Elzinga left the meeting at 7:38pm.

BA2: Bike Rack and CEI picture: A bike rack is now installed at the front of the Arena building. The CEI picture has been mounted above the foyer stairs.

CORRESPONDENCE

None at this time.

REPORTS

R1: Verbal Update CVRD Board:

Director Morrison -

- Gas Tax Funding has been identified for community projects in 2013/2014 such as: heating upgrades for Honeymoon Bay Hall; asbestos abatement for Youbou Hall Boiler Shed; paving for Honeymoon Bay Hall and water piping under Sutton Bridge. There will be more discussion on projects related to Cowichan Lake Recreation at budget time.

Director Weaver -

- Eco Depot report is out.

R2: West Coast Facility Coordinator - R. Frost:

- **L2 EV Charge Station Staff Report:** R. Frost presented a staff report on behalf of J. Wakeham.

It was moved and seconded:

That the Cowichan Lake Recreation Commission approve, subject to CVRD receiving Community Charging Infrastructure grant funding:

- 1. The installation of a level 2 public electric vehicle charging station at a priority parking stall located adjacent to the facility;**
- 2. The expenditure of 25% of the total purchase and installation cost of the charging station, estimated to be approximately \$1000; and**
- 3. The annual expenditure to cover the cost of electricity provided to the public for the charging station, estimated to be approximately \$1000.**

MOTION CARRIED

- **Parking lot lighting verbal update:** Lights have been received; poles haven't arrived yet. Installation will begin as soon as the poles arrive. A tree was purchased to replace the broken one at a cost of \$200. More information to come regarding the parking lot media event. Looking into some options for weeding and pruning of gardens and plants in the rain gardens.
- **Acoustic upgrade verbal update:** The acoustics are installed in the curling rink and partially done in the arena. The project is expected to be completed by the middle of July.
- **Compressors verbal update:** Work has begun regarding the installation of new compressors and expected to be complete on schedule by time ice needs to be reinstalled.
- **Heat Pump:** The heat pump is working now but could still kick out

at low temps. The warranty is being honored until the pump is working right. It appears there is a faulty sensor in all units of the same model #. The factory is working on a solution.

R3: Cowichan Lake Recreation Manager - L. Blatchford:

- **Lake Days Dance 2012 staff report presented:** Great positive public feedback from the event. The pipe and curtain around the arena made the sound significantly better than in 2011. Ticket sales were down this year but due to lower event costs, 100% of costs were recovered along with a small profit.
- **Fees and Charges halls and non-ice rentable spaces: L. Blatchford presented a staff report "Fees and Charges Halls/Rooms 2012/2013."**
Discussion and Commission input:
 - Leave options open
 - Limit use of space to no alcohol/playschool room.
 - Good idea to raise the damage deposit to \$200
 - Build into fees an amount for set up and break down
 - Would like some comparison numbers on other recreation facilities
 - Exit survey on trial basis
 - Acceptance of recommendation as presented in staff report with the removal of #5.

It was moved and seconded:

1. **That the Commission approves a 3% increase in hall/room rental rates for the 2012/2013 season effective September 1, 2012.**
2. **That it be mandatory for Cowichan Lake Recreation staff to set up and break down room rental equipment for all rentals in Cowichan Lake Sports Arena.**
3. **That an additional 20% be added to the fees of the new arena multipurpose room, playschool extension room, playschool room and curling lounge in order to recover some of the maintenance costs for set up and break down.**
4. **That the Commission approves of adding applicable taxes and then rounding the figure to the nearest dollar.**
5. **That the damage deposit for hall/room use be doubled to \$200 per rental.**

MOTION CARRIED

ACTION: Staff will research what the rental rates are in other recreation facilities.

ACTION: Staff will create an after rental survey to help determine customer satisfaction.

- **Positive Ticket Program:** In effect now. Tickets have been created and 500 were given to the RCMP for distribution as seen fit.
- **Arbutus Park Safety Audit Report:** Staff report distributed to the

Commission for information purposes only. A question as to any provision for damage to signage at the park. None at this time.

ACTION: Staff will look into cost for public education rack cards.

ACTION: L. Blatchford to share report with the media as a good news story and with the Area F Parks Commission.

- **Canada Day Funding update:** J. Cummings (Programmer, Cowichan Lake Recreation) applied for and received a \$1300 Grant under the Celebrate Canada Program.
- **Elevator Incident update:** Only one parent has stepped forward to make an attempt to pay back cost incurred when the elevator was damaged.
- **BC Summer Games update:** CVRD is moving forward with a bid to host either the 2016 or the 2018 BC Summer Games.

**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 (1) (g)}

MOTION CARRIED

**RISE FROM CLOSED
SESSION**

It was moved and seconded:

To rise without report and return to regular meeting.

MOTION CARRIED

NEW BUSINESS

NB1: Letter: L. Blatchford received and read a letter of resignation to the Commission from D. Adams. He will be moving from the area and regrettably must resign from the Commission.

It was moved and seconded:

That a letter of appreciation and thanks be drafted by staff and sent to D. Adams on behalf of the Cowichan Lake Recreation Commission.

MOTION CARRIED

INFORMATION

None at this time.

OLD BUSINESS

OB1: Paving, R. Wise: R. Wise addressed the angled parking in front of the arena building. He suggested taking out the gardens and pave there to increase better traffic flow and to mitigate potential risk management issue.

ACTION: R. Frost will talk to N. Olive about the feasibility and research some ideas of cost to move in that direction.

OB2: Timbers, R. Wise: R. Wise asked if the timbers that weren't used for the building were ever sold.

ACTION: R. Frost will talk to N. Olive and find out what the status is on the timber sales.

QUESTION PERIOD

None at this time.

**NEXT MEETING
DATE**

Thursday, July 26, 2012 - 7:00pm CLSA Meeting Room

**MEETING ADJOURNE
D**

It was moved and seconded:

Meeting adjourned.

MOTION CARRIED

Meeting adjourned at 10:01pm.

Chairperson

Recording Secretary

Dated: _____