



COWICHAN LAKE RECREATION COMMISSION MEETING AGENDA

THURSDAY, JULY 27, 2017
COWICHAN LAKE SPORTS ARENA CURLING LOUNGE
311 SOUTH SHORE ROAD, LAKE COWICHAN BC

7:00 PM

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| 1. <u>APPROVAL OF AGENDA</u> | |
| 2. <u>ADOPTION OF MINUTES</u> | |
| M1 Regular Cowichan Lake Recreation Commission meeting of June 22 2017 | 1 |
| Recommendation That the minutes of the Regular Cowichan Lake Recreation Commission meeting of June 22, 2017 be adopted | |
| 3. <u>BUSINESS ARISING FROM THE MINUTES</u> | |
| 4. <u>DELEGATIONS</u> | |
| 5. <u>CORRESPONDENCE</u> | |
| 6. <u>INFORMATION</u> | |
| 7. <u>REPORTS</u> | |
| 8. <u>UNFINISHED BUSINESS</u> | |
| 9. <u>NEW BUSINESS</u> | |
| NB1 Rob Frost, West Cowichan Facility Coordinator Verbal Report Re: Chiller update | |
| NB2 Report, Manager Cowichan Lake Recreation Re: Fees and Charges Staff Report along with the Survey Results | 5 |
| NB3 Report, Manager Cowichan Lake Recreation Re: Lake Days Dance 2017 Memo | |
| NB4 Manager, Cowichan Lake Recreation Verbal Report Re: Agenda Paper Hardcopies; August 24th Commission Meeting; Budget Meeting Date; Bay Days; Youbou Regatta; Trophy Cases | |

NB5 Directors I.Morrison and K.Kuhn Verbal Report Re: CVRD Board update

NB6 Mayor R. Forrest Verbal Report Re: Town of Lake Cowichan update

10. ADJOURNMENT

The next Cowichan Lake Recreation Commission Meeting will be held Thursday, August 24, 2017 at 7:00 PM, in the Cowichan Lake Sports Arena Meeting Room, 311 South Shore Road, Lake Cowichan, BC.

Commission Members

T. Gamble, Chairperson
L. Johnson, Vice-Chair
T. Akiyama

C. Bath
E. Fearon
Mayor R. Forrest, Town of Lake Cowichan

Director K. Kuhn
Director I. Morrison
T. Repstock

Minutes of the Cowichan Lake Recreation Commission Meeting held on Thursday, June 22, 2017 in the Cowichan Lake Sports Arena Meeting Room, 311 South Shore, Lake Cowichan BC and called to order at 7:03 PM.

PRESENT: Vice-Chair L. Johnson
Mayor R. Forrest
Director I. Morrison
Director K. Kuhn
T. Repstock

ALSO PRESENT: L. Blatchford, Manager, Cowichan Lake Recreation
R. Frost, West Cowichan Facilities Coordinator
L. Bowery, Recording Secretary

ABSENT: Chair T. Gamble
E. Fearon
C. Bath
T. Akiyama

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Cowichan Lake Recreation Commission meeting of May 25, 2017

It was moved and seconded that the minutes of the Regular Cowichan Lake Recreation meeting of May 25, 2017 be adopted.

MOTION CARRIED

REPORTS

R1 Report, Manager Cowichan Lake Recreation Re: First Lake Cowichan Scouts

That Cowichan Lake Recreation continue to rent the Mesachie Lake Hall to the Scouts for \$25/month (plus tax) September 1, 2017 to August 31, 2018.

MOTION CARRIED

R2 Report, Manager Cowichan Lake Recreation Re: Agreement with Canada Post for Mesachie Lake Hall

That it be recommended to the Board that the rental agreement with Canada Post for space in the foyer of the Mesachie Lake Hall be renewed for a term of five years commencing June 1, 2017 and expiring May 31, 2022 based on the following fee structure:

- \$120.11/month plus applicable taxes for the three month period from June 1, 2017 to August 31, 2017;
- Thereafter, a yearly rental increase equal to the annual change to the previous year's Consumer Price Index (Victoria) plus 2% plus applicable taxes.

MOTION CARRIED

R3

Report, Manager Cowichan Lake Recreation Re: Honeymoon Bay Community Society Free Use of Honeymoon Bay Hall

That the Commission waive the rental fees for HBCS for hall use from September 1, 2017 to August 31, 2018 for the following:

- 16 Board Meetings;
- 63 Walking Club Visits;
- 13 Movie Nights;
- 6 Community Events (Sr. Info Day; Craft Fair; Christmas Dinner; Volunteer Appreciation; Cabin Fever Event; and Canada Day).

Provided that:

- These events are available to residents of the whole Cowichan Lake area;
- They do not conflict with programs or special events run by Cowichan Lake Recreation;
- Should a revenue generating opportunity come available for Cowichan Lake Recreation that staff may request that the HBCS move the date of their meeting or event;
- Staff and HBCS executive review the current hall conditions of use policy; key use policy; equipment use information; and the requirement for third party liability insurance and outside agency licenses as per CVRD policy.

MOTION CARRIED

R4

Report, Manager Cowichan Lake Recreation Re: Youbou Community Society Free Use of Youbou Hall

That the Commission waive the rental fees for YCA for hall use from September 1, 2017 to August 31, 2018 for the following:

- 13 Board & 2 General Meetings;
- 8 Movie Nights;
- 2 Games Night & 1 Fun Night;
- 5 Community Events (Robbie Burns Night; Talent Night; St. Patricks Day; Clean up Supper and one still to be announced).

Provided that:

- These events are available to residents of the whole Cowichan Lake area;
- They don't conflict with programs or events run by Cowichan Lake Recreation;
- Should a revenue generating opportunity come available for Cowichan Lake Recreation that staff may request that the YCA move the date of their meeting or event;
- Staff and YCA executive review the current hall conditions of use policy; key use policy; equipment use information; and the requirement for third party liability insurance and outside agency licenses as per CVRD policy.

MOTION CARRIED

R5 Manager, Cowichan Lake Recreation Verbal Report Re: Updates on Special Events

CLR Canada Day Celebration is Saturday, July 1, 2017 from 6:00 PM – 8:00 PM at Mesachie Lake Hall & Ball Field.

Honeymoon Bay Days is Saturday, July 15, 2017 from 8:00 AM – 4:00 PM at Honeymoon Bay Hall.

Lake Cowichan's Still Standing episode to air August 1, 2017.

Arbutus Park upgrades for the washrooms only will begin after labor day in 2017. Parks will prepare a gravel pad for a Britco style trailer that will need to be rented to accommodate the First Aid/Lifeguard hut as well as provide storage for program supplies. Further budget requirements to come from the 2018 budget.

R6 Directors I. Morrison and K. Kuhn Verbal Report Re: CVRD Board Update

The Official Opening and Press Event for the joining of the Cowichan Valley portion of the Trans Canada Trail with the Galloping Goose portion will be held on June 23, 2017 at 11:00 AM.

The Honeymoon Bay Community Society will hold a Canada Day Celebration at the Honeymoon Bay Hall on July 1, 2017 at 11:00 am.

The Sewer System Upgrade public meeting will be held at the Mesachie Lake Hall on June 23, 2017 at 7:00 PM.

The volleyball net is down and the tennis/pickleball net is up at the Honeymoon Bay tennis courts.

R7 Mayor, R. Forrest Verbal Report Re: Town of Lake Cowichan Update

- TLC Canada Day Celebrations will be held at the Trans Canada Trail kiosk at 11:00 am July 1, 2017.
- Centennial Park is scheduled to be completed by August 2017.

- Two out of five water main upgrades have been completed.
- The foot bridge, Greendale Trestle and Greendale Rd will be closed for a time while water main upgrades are being done.
- Cowichan Ave paving is complete.
- The 9:00 PM public showing of the Lake Cowichan episode of Still Standing will take place at Lake Town Ranch on August 1, 2017 and the gates will open at 6:00 PM.

L. Johnson reported that the Lake Days Society had another very successful Lake Days. Their Duck Season fundraising brought in \$10,000.00 toward the renovations at the Duck Pond.

ADJOURNMENT

8:16 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 8:16 PM.

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMISSION

DATE OF REPORT July 12, 2017
MEETING TYPE & DATE Cowichan Lake Recreation Commission of July 27, 2017
FROM: Cowichan Lake Recreation Division
 Community Services Department
SUBJECT: Fees and Charges 2017/2018
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to receive direction from the Commission regarding 2017/2018 fees and charges for ice, halls, rooms and equipment.

RECOMMENDED RESOLUTION

That the Cowichan Lake Recreation Commission approves a 0% increase in fees for 2017/2018.

BACKGROUND

Looking back historically, the Commission approved the following ice rental increases:

- 0% increase for the 2009/2010 ice season
- 3% increase for each of the 2010/11, 2011/12 and 2012/13 ice seasons
- 0% increase for the 2013/14 ice season (net effect of 7% increase in ice fees and 7% decrease in applicable taxes due to changes regarding HST).
- 2% increase for the 2014/15 ice season
- 0% increase for the 2015/2016 ice season
- 3% increase for the 2016/2017 ice season

And the following hall and room rental increases:

- 3% increase in 2010, 2011 and 2012;
- 0% increase in 2013 (net effect of increasing user fees by 7% but decreasing the applicable tax amount by 7% due to changes regarding HST);
- 0% increase in 2014
- 0% increase in 2015
- 3% increase in 2016

In 2016, increases were also made to general ice admission fees which are fees charged for daytime skates, public skates, drop in hockey etc..

ANALYSIS

Attached to this report you will find a current copy of the "Survey of Fees & Charges, 2017". Included in this document is Section A – General Admissions, Section B – Arena Ice and Floor rentals and Section D – other fees and charges. This survey was recently generated through the CVRD's Community Services Department, Cowichan Lake Recreation (CLR) Division. All fees include taxes where applicable.

The report shows that out of 15 arenas that provided detail, CLR:

- Has the fourth lowest minor hockey prime rate;

- Has the third lowest adult prime time rate;
- Is competitively placed when it comes to general admission rates, skate rental and skate sharpening rates.

On May 25, 2017, Cowichan Lake Recreation along with the other CVRD recreation divisions, North Cowichan and the Town of Ladysmith went live with LEGEND, our new recreation software program. Since that time, we have been working out kinks in the new system and have been trying to master a rather steep learning curve. The configuration of this program was done using 2016 rates. It would be taxing on resources at this time, to have to change all of these rates so soon into this new adventure. It would benefit all if we could wait until 2018.

FINANCIAL CONSIDERATIONS

Rates for 2017/2018 would remain status quo so there would be a zero net effect on the budget.

COMMUNICATION CONSIDERATIONS

Notification will be forwarded to ice and regular hall user groups once a decision has been made.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This meets the objective of fiscal responsibility.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Linda Blatchford
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

Attachment A – Survey of Fees and Charges 2017