

Minutes of the meeting of the Cowichan Lake Recreation Commission held at the Curling Lounge, Thursday January 28, 2010. Called to order at 7:03 p.m.

PRESENT: Members: S. McFarlane (Chairperson), R. Wise; I. Morrison (Area F Director), C. Bath, R. Forrest (Mayor of Town of Lake Cowichan), D. Darling.

ABSENT: L. Olson; B. Peters; K. Kuhn (Area F Director)

ALSO PRESENT:

L. Backlund, Manager, Cowichan Lake Recreation; J. Wakeham, Manager, Facility, Fleet & Transit – CVRD; R. Frost, West Cowichan Facility Coordinator; J. Elzinga, Manager Island Savings Centre; N. Olive, Capital Works Manager-CVRD; M. Van Ek, Venture Pacific Construction Management; Bob Day (Town Council member and Alternate to Mayor Forrest)

7:04 p.m.

B. Peters entered the meeting

**ADOPTION OF
AGENDA**

It was moved and seconded:

That the agenda be approved with the following additions:

- **C3 - Commission election of Chair and Vice Chair for 2010**
- **NB3 – add Chainsaw Sally’s request**
- **NB4 – Canada Day Grant**

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded:

That the minutes of the December 10, 2009, Cowichan Lake Recreation Commission regular meeting and CLOSED session meeting, be approved as presented.

MOTION CARRIED

DELEGATIONS

None

**BUSINESS ARISING
FROM THE
MINUTES**

BA1 Arena Renovation Project:

- **Federal Grant Introduction:** J. Elzinga walked the Commission through a staff report he had written regarding the Recreation Infrastructure Canada Grant. This report provided the Commission on the background regarding the Recreation Infrastructure Canada Grant.

7:29 p.m.

K. Kuhn (Area I Director) entered the meeting

- **Construction Cost Update:** M. Van Ek reported to the Commission that the project was on budget at \$7,587,750 with the contingency holding fast at \$511,558 after the bid package closed on January 20th. N. Olive reported that the recent bid packages have been evaluated. They have now received firm prices on over 75% of the project and can confirm that they are now back on budget and have in reserve an additional \$400,000 contingency.
- **Construction Schedule and Process:** M. Van Ek reported that waiting for the news about the grant has caused a delay of about one month. Estimated completion date is now August 31, 2010. The curling rink, kitchen and second phase demolition still have to be tendered.
- **Roof Update and Approval:** Mark Van Ek and N. Olive reported to the Commission that the panel system (3” insulation sandwiched between 2 layers of steel) previously presented was the preferred option by CEI Architecture and the engineer. The cost of this product is approximately \$453,000. No seismic requirement needed with this roof. Manufacturer’s warranty is 10 years.

It was moved and seconded:

To approve the 3” insulated panel roof option.

MOTION CARRIED

It was moved and seconded:

That the Design Committee presents a list of “shoulder items” that could go back into the project if funds allow. This list is to be presented at the Commission meeting in February.

MOTION CARRIED

- **Allocation of project funding including Federal Grant:**

It was moved and seconded:

That the Commission continues to follow the original intent of the project which was to stay on budget and on time and to make this a 7.6 million dollar project.

MOTION CARRIED

It was noted that to date the Commission has requested to borrow 6.2M for the project but until November 15, 2013, this Commission has the authority, through referendum, to borrow 7.5 M.

The Commission discussed the promise to keep the public apprised of where the project is at regarding schedule and budget.

It was moved and seconded:

That staff will assist the chair with writing a “state of the project” update.

MOTION CARRIED

BA2: Budget 2010 update and review

The Manager reviewed her staff report on 2009 Surplus and 2010 Supplemental items. It was noted that the Commission needed to decide what supplemental items previously presented – if any, were to be added back to the core budget and how these items were to be funded. It was also noted that the Commission needed to decide how they wished to allocated the 2009 surplus funds.

J. Wakeham, Division Manager of Facility Fleet and Transit reviewed the supplemental items listed for Commission consideration. J. Wakeham asked the Commission to remove the previous request to consider adding \$100,000 to the core budget to re-surface the parking lot noting that this project can occur if gas tax funding is received.

It was moved and seconded:

To accept the staff recommendation to hire one full time maintenance person with an anticipated start date of May 1, 2010.

MOTION CARRIED

Note: Mayor R. Forrest requested that he be recorded as opposed.

It was moved and seconded:

To add the wages and benefits for the approved maintenance staff person to the 2010 requisition.

To take \$30,000 from the 2009 surplus funds to fund Minor Capital & repairs to community halls as presented on the supplemental list.

To take \$9300 from the 2009 surplus funds to fund items not completed in 2009 (snow guards on Honeymoon Bay Hall roof,

Youbou Hall Kitchen upgrade and to do modest repairs to upper spine of existing arena if required).

To transfer any remaining surplus from 2009 into the Reserve Fund.

MOTION CARRIED

CORRESPONDENCE

C1: Ministry of Transportation and Infrastructure: Manager read a letter received by J. Elzinga from Ministry of Transportation and Infrastructure regarding Project #26042 – Cowichan Lake Sports Arena Renovation Building Canada Fund – Communities Component (BCF-CC). This letter thanked us for our funding application and advised that our application was not approved.

C2: Commission Appointments 2010: The Manager checked to see that all Commission members received their Commission Appointment letters from the CVRD.

C3: Election of Commission Chair and Vice Chair 2010

An informal election was held whereby nominations were received from Commission members for the position of Chair and Vice Chair of the Cowichan Lake Recreation Commission for 2010. S. McFarlane was acclaimed as Chair while D. Darling was acclaimed as Vice Chair.

NEW BUSINESS

NB1: CVRD Board Meeting Review: Director Morrison reported that there had been some discussion as to where fines related to the project will go. Nothing decided at this time.

NB2: Bad Accounts:

It was moved and seconded:

That the debts of Coca Cola (\$2906.55), Donovan Smith (\$180.00), Dana Denman (\$190.00); Sandy Pike (\$64.20); Lake Cowichan Homes Ltd. – Brent Sato (\$105.00) and Dawn Williams (\$275.00) be written off.

That the Commission support staff putting an alert on these above accounts warning staff to collect outstanding fees before renting facilities or registering for any Cowichan Lake Recreation programs.

MOTION CARRIED

NB3 – Appollos Fundraiser/Chainsaw Sally's Fundraiser: The Manager read letters received from Ross Forrest – Appollos Hockey Club and Tammy Lloyd – Chainsaw Sally's Chop Shop and Wellness Centre requesting reduction of rental fees for fundraising events that

both are holding on March 6th. A motion written on January 4, 2000 states “That a 40% reduction in rental fees for groups be approved that provide a letter to the Manager demonstrating that the group will be fundraising for a charity or other legitimate needy group”. Concern was mentioned that the fundraisers were for an individual and not a group so further Commission direction was requested. The Commission asked the Manager to bring requests involving individuals back to the Commission for direction rather than changing the motion.

It was moved and seconded:

To allow the Appollos Hockey Team to use the ice at no charge for the fundraising game on March 6, 2010.

MOTION CARRIED

Re: Tammy Lloyd’s request: Commission direction was given to table this request until the February 25th meeting so that the Manager can find out more details about the rental.

NB4 – Canada Day Grant Application:

It was moved and seconded:

That the Cowichan Valley Regional District Board support the grant application to the Celebrate Canada Committee for British Columbia c/o Canadian Heritage for funds to host a Canada Day Celebration in the Cowichan Lake Area.

MOTION CARRIED

OLD BUSINESS

None at this time.

**WEST COWICHAN
FACILITY
COORDINATOR
REPORT**

Nothing more at this time.

**RECREATION
MANAGER’S
REPORT**

Manager reported that Arlene Savinkoff – our food and beverage coordinator, was successful in her grant application process to obtain \$7500 in funding through the “Healthy Food & Beverage Sales (Phase 4) Program.

NEXT MEETING

Thursday February 25, 2010, 7:00 p.m. Curling Lounge.

Meeting adjourned at 10:06 p.m.

