

Minutes of the Cowichan Lake Recreation Commission Meeting held on Thursday, January 25, 2018 in the Cowichan Lake Sports Arena Curling Lounge, 311 South Shore, Lake Cowichan BC at 7:00 PM.

**PRESENT:** Mayor R. Forrest  
Director I. Morrison  
Alternate J. Tatham  
L. Johnson  
E. Fearon  
T. Repstock  
T. Akiyama  
C. Convery  
D. Darling

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

**ABSENT:** Director K. Kuhn

**CALL TO ORDER** Cowichan Lake Recreation Manager L. Blatchford called the meeting to order.

#### **APPROVAL OF AGENDA**

**1** Welcome and introductions

**2** Elections for Chair and Vice Chair

L. Johnson was elected Chair by secret ballot.

D. Darling was elected Vice Chair by acclamation.

**It was moved and seconded that the agenda be approved with the addition of NB1 and NB2:**

**NB1 Youbou Hall floor;**

**NB2 Youbou Hall Heritage status; and**

**that the agenda, as amended, be approved.**

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Regular Cowichan Lake Recreation Commission meeting of December 21, 2017

**It was moved and seconded that the minutes of the Regular Cowichan Lake Recreation Commission meeting of December 21, 2017 be adopted.**

**MOTION CARRIED**

REPORTS

R1 R. Frost, West Cowichan Facility Coordinator Verbal Report Re: WorkSafe BC

CLSA had a 5 hour inspection on December 1, 2017 by WorkSafe BC and subsequently received an inspection report on December 28, 2017 listing six orders that require attention by February 2, 2018. They are improved documentation, updating of safety plans, implementation of an ammonia isolation lock out system, updating of training manuals, monthly testing of the ammonia sensors and alarms, adjustment of the ammonia room ventilation exhaust stack and to clarify the in-house response expectations and Fire Department roles when there is a power failure.

CLSA is a "Risk Assessed Plant" which operates under different requirements than Technical Safety BC's latest safety order and has been compliant since 2000.

R2 L. Blatchford, Manager, Cowichan Lake Recreation Verbal Report Re: Trophy Case items; Server issues and Capital cost; [REDACTED] use of Centennial Hall kitchen; and Parks program 2018

As the Commission and staff have been unsuccessful in their search for a Volunteer Display Case Curator for the new trophy case, a subcommittee has been formed consisting of T. Akiyama, R. Forrest, and E. Fearon. L. Blatchford will be extending an invitation to R. Wise to join the Subcommittee.

CLSA's server has died and needs to be replaced. An amendment to the 2018 Budget has been provided to the Board and approved. The Staff Report to the Board was handed out.

Use of the Centennial Hall kitchen by [REDACTED].

**It was moved and seconded to deny the request submitted by [REDACTED] to use the Centennial Hall kitchen for commercial use.**

**MOTION CARRIED**

Third party personal information (name) on the page is subject to the *Freedom of Information and Protection of Privacy Act* (the Act) and is withheld under section 22(1).

**It was moved and seconded to keep the Parks Program running the same as in 2017 and review it again in time for the 2019 Budget discussions.**

**MOTION CARRIED**

R3 Directors I. Morrison and K. Kuhn Verbal Report Re: CVRD Board update

D. Darling spoke on the MLVFD.

R4 Mayor R. Forrest Verbal Report Re: Town of Lake Cowichan update

The Town is working with a consultant to get the final touches to the ball fields finished by spring of this year. One of the ball fields has been named Dawn Coe Jones Field and they are working on a name for the second field.

The water main work on Greendale Rd. will be completed by February 12, 2018.

The water treatment plant is on time and on schedule.

Rivers Edge Memorial Garden is the name for the new columbarium located at the start of Greendale Rd. The columbarium should be completed by spring of this year.

8:53 PM Director I. Morrison arrived.

**UNFINISHED BUSINESS**

**UB1** Curling Rink Study: What’s next and Ideas for March – Sept 2018

This is in the hands of staff and will be brought back in February.

**Action Item: L. Blatchford to look into the cost of renting a climbing wall.**

**NEW BUSINESS**

**NB 1** Youbou hall floor

The floor has dead spots due to lifting tile which is both a playing and safety issue.

**Action item: Staff to look into the floor with the Sport Court representative.**

**NB 2** Heritage status

Youbou hall is listed as having a pending heritage status.

**ADJOURNMENT**

9:21 PM **It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 9:21 PM.

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Chair

Recording Secretary

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