



Bouchie Lake Recreation Commission

BLRC Meeting Minutes

August 31, 2020

Bouchie Lake Hall

Attendance: Dixie Carlson, Lars Carlson, Stephanie Hanes, Steven Loos, Ron Terlesky, Wendy Donald, Mark Parsey, Barbara Bachmeier – Area B Director

Regrets: Sarah Barber, Patty Croy, Ken Falloon

Minutes: Steven Loos, Wendy Donald

Guests: Cam Hadfield, Claudia Vogt

1. **Call to Order:** 6:02 pm

2. **Adoption of Agenda:**

Addition to Agenda: Under New Business, CO-VID Policy Update

Lars moved to accept the agenda as amended; Seconded by Ron; AIF, Motion Carried.

3. **Adoption of Previous Meeting Minutes:**

Steven moved to accept the July 20, 2020 BLRC Meeting Minutes; Seconded by Lars; AIF, Motion Carried.

4. **Guest Presentations:** No public presentations (COVID-19 restrictions)

5. **Correspondence:**

- i). **Bouchie-Milburn Community Planning – Recreation Poll**
- ii). **Kyle Russell – Furnace Replacement**



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- iii). **Darron Campbell – Water Testing & Water Licence**
- iv). **Bouchie-Milburn Community Planning – Poker Paddle & Tailgate Meeting Agenda**
- v). **Darron Campbell – Tree Removal**
- vi). **Darron Campbell – Community Works Funding for LED Lighting**
- vii). **Darron Campbell – BC Hydro / Pioneer Park**

Steven moved to receive correspondence, Seconded by Dixie; AIF, Motion carried.

6. Reports:

a. Director Report – Presented by Director Barb Bachmeier

- Will be meeting with Derek Kitmura (MoT Infrastructure) regarding Pioneer Park and path to Claymine Trails;
- Notices regarding unsightly properties on Milburn Lake Rd being pursued;
- MoT has identified a lot of slide zone issues – the Knickerbocker slide is the priority.

Dixie moved to accept the Director Report as presented; Seconded by Ron; AIF, Motion Carried.

b. Chair Report – Presented by Stephanie Hanes – No report

c. Financial Report – Prepared and presented by Ron Terlesky. Report attached.

Ron moved to accept the Financial Report as presented; Seconded by Lars; AIF, Motion Carried.

d. Interim Facility Manager Report – Prepared and presented by Wendy Donald. Report attached.

- LED lighting approved. Meeting with contractor tomorrow;
- discussed providing an advance payment to Endurance Electric for the LED upgrade, subject to receiving CRD approval to do so via Darron Campbell;



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Ron moved that the BLRC write a cheque to Endurance Electric for \$5000 with the prior condition that the contractor supplies WCB clearance certificate and liability insurance coverage and that Darron Campbell approves that the BLRC can proceed; Seconded by Dixie; AIF, Motion Carried.

- community drop-in program started today.

Steven moved to accept the Interim Facility Manager report as presented; Seconded by Lars; AIF, Motion Carried.

e. Maintenance Report – Prepared & presented by Mark Parsey. Report attached.

- grass mowing is started to slow down;
- horse events – damaged grass area due to wet weather;
- new door for announcer's booth installed – looks like a barn door;
- built a stand to mount a plaque containing the names of those who built the garden;
- preparing to install gate on the back road;
- wheel on the riding arena gate repaired.

Ron moved to accept the Maintenance Report as presented; Seconded by Lars; AIF, Motion Carried.

f. Custodial Report – Norm Jeff – No report

- Hall was cleaned & sanitized by Norman Jeff prior to and after events Aug 22 & 31, 2020.

g. Policy and Procedures Committee – Steven Loos – No report

h. Budget Committee – Ron Terlesky – No report

i. Claymine Trails Report – Stephanie Hanes

- Darron advised of receiving a couple complaints regarding damaging and/or removing valuable timber and disturbing the herons. The matter was investigated by the Province and closed with the recommendation to obtain authorization under Section 52 of the Forestry Act as a precaution against further complaints;
- Darron will be obtaining standing authorization (under Section 52) for the CRD to maintain the park as and when required, as recommended above;



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- no update on the planned fire management clean-up.

Steven moved to accept the Claymine Trails Report as presented; Seconded by Dixie; AIF, Motion Carried.

j. Bouchie/Milburn Community Park Report – Presented by Stephanie Hanes

- **Heritage Plaques:** Ken attended a Community Planning Team meeting on Aug. 15th to discuss this project;
- the Community Planning Team has created a subcommittee for the plaque program;
- Ken was authorized by the Commission to bring in volunteers to support the BLRC Bouchie/Milburn Community Park Committee (BLRC Pioneer Park Committee);
- a question to be considered is whether the BLRC wants to manage the plaque program or allow another community group to manage it on the BLRC's behalf;
- clarification from Ken is needed.

- **BC Hydro:** the existing meter across the Blackwater Rd from the park belongs to MoT;
- it is a high-voltage meter and is unsuitable for the uses needed at the park;
- the BLRC needs a motion to go forward with adding a hydro meter to the capital budget;
- need to determine the costs both to install and maintain a meter at the park.

Dixie moved that Wendy proceed with investigating the capital and operating costs associated with installing hydro power at the Pioneer Park; Seconded by Ron; AIF, Motion Carried.

7. Old Business:

a. Rink updates – Stephanie

- Received quotes from Heinzelman Construction;
- using treated plywood for 8" baseboard, materials \$2600 and labour \$4700;
- using untreated plywood for baseboard (painted), total cost \$8800.69;
- both quotes include replacing lag bolts.

2020 Basic (to get ready for this winter):

- The original yellow "puckboard" panels to be returned (Wendy to follow up);



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- the boards will be reinstalled without caulking as a temporary measure to carry over until the final project can be begun next year;
- a volunteer work party will be organized to reinstall boards.
- Suggestion given to contact West Fraser about donating plywood or providing plywood at reduced cost if the yellow puckboard won't work.

Dixie moved that the BLRC reinstall the yellow puckboard, if in satisfactory condition, otherwise approach plywood plant about donating plywood to project; Seconded by Steven; AIF, Motion Carried.

2021 Final Project:

Dixie moved to table to next meeting; Seconded by Ron; AIF, Motion Carried.

b. Furnace #2 – replaced July 23, 2020

- Both furnaces are brand new with air conditioning.

c. Water Testing & Operator Training – Darron Campbell email

- CRD to manage. Site visit expected soon;
- Water licence on file.

d. Security Cameras – Wendy

- Wendy to get quote from Telus Security.

e. Permanent Installation of a Steel Gate on Back Road – Mark

- See maintenance report.

f. Baseball Diamond Sprinkler System (follow up) – Mark

- Lots of steel sprinkler heads out there;
- Mark continuing to follow up on matter.

g. CRD Community Works Funding – Darron Campbell email

- LED Lighting has been approved for up to \$20,300.

h. Bouchie Lake Gymkhana Club – Donation to BLRC Equestrian Concession

- A letter of thanks has been sent.



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i. Door on Announcer's Booth – Mark

- See maintenance report.

j. Equestrian Concession Wall & New Lock – Mark

- Still pending. Waiting until after the riding events.

k. Questionnaire for Equestrian Groups - Stephanie

Dixie moved to table to next meeting; Seconded by Steven; AIF, Motion Carried.

l. Sprinkler System for Equestrian Arena – Mark/Barb

- Use directional sprinkler heads? Talk to the fire department? Forestry?
- Mark and Barb to investigate.

8. New Business:

a. Equestrian Area Buildings – Painted

- What can we add to identify them with the equestrian theme?
- Utilize forest green trim to match with the Hall;
- obtain feedback from horse groups to provide a unique horse theme to the buildings;
- Wendy will work on this over the winter – tie to the equestrian questionnaire?

b. Standing Dead Tree Removal – 2 Trees - Darron Campbell email

- Trees too large – faller certification required;
- There is Quesnel Tree Service, Karry Hermann (used before) and Rick.

Dixie moved that Wendy pursue a minimum of two quotes to have a professional remove the two dead trees and buck them into firewood; Seconded by Steven; AIF, Motion Carried.

- Firewood to be stored in the tractor shed.



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c. Did You Know – Set Parameters

- Sarah has agreed to be the coordinator for the program.

Ron moved that Sarah coordinate the Facebook postings for the Did You Know? program; Seconded by Lars; AIF, Motion Carried.

d. Plan for Halloween – Wendy

- Wendy is going to bring together a meeting of the BLRC, BLCA, PAC and the volunteer firefighters to discuss how to handle Halloween this year;
- Stephanie will represent the BLRC at this meeting;
- the Halloween fireworks have been happening for over 20 years.

e. Draft Invitation Letters for Legacy Events – Steven

- Barb suggested that the letters for all events be amended to read “to help offset some of the costs to deliver the event” in the last sentence of the second paragraph;
- the BLRC is seeking proposals in preparation for the future;
- events at the Hall are subject to CO-VID gathering restrictions this year.

Dixie moved to send the amended invitation letters for legacy events out to the respective groups; Seconded by Steven; AIF, Motion Carried.

f. Concession – Ventilation

- There are ventilation issues in the Equestrian Concession – it gets quite stifling and hot.

Dixie moved to table to next meeting; Seconded by Ron; AIF, Motion Carried.

g. Potential Events – None mentioned

h. COVID-19 Policy Update – Wendy

- Need to clarify that renters have to enforce the limit of 50 attendees;
- all renters/groups have to maintain a sign-in sheet;
- a copy of the sign-in sheet needs to be submitted to the Facility Manager at the end of the event.



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Next BLRC Meeting: September 21, 2020 @ 6:00 pm

Motion to Adjourn: Ron motioned to adjourn the regular meeting at 8:30PM; Seconded by Steven; AIF; Motion Carried.

10. Progress Update – Facility Manager RFP & Contractor Matters (in-camera)

a. Motion to go in-camera

Steven moved to go in camera to discuss contractor matters; Seconded by Dixie; AIF, Motion Carried.

b. Motion to come out of in-camera

Dixie moved to come out of in-camera; Seconded by Steven; AIF, Motion Carried.

Motion to Adjourn: Dixie motioned to adjourn the in-camera meeting at 9:07PM; Seconded by Steven; AIF; Motion Carried.

Stephanie Hanes, BLRC Chair

IMPORTANT NOTE: *The Bouchie Lake Recreation Commission is presently operating under COVID-19 restrictions for public meetings. To meet the requirements of Social Distancing, the number of people in attendance outside of the Commissioners must be restricted. Public presentations have been suspended at this time. Any person or group wishing to attend the meeting must give advance notice to the Facility Manager of no less than one day prior to the meeting. All groups will be restricted to ONE individual to represent them at the meeting. All members of the public will be there as observers only and must agree to stay two metres apart from everyone else in the room. Seating will be arranged in advance by the Facility Manager.*



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IMPORTANT NOTE

Supporting documents not attached.

The supporting documents for these minutes are available for viewing at the Bouchie Lake Hall. Please contact the Facility Manager to arrange a viewing time.