



## **Bouchie Lake Recreation Commission**

### **BLRC Meeting Minutes**

**October 17, 2018**

**Bouchie Lake Hall**

**NOTE TO READER: REGRETTABLY, THE NOTES RECORDED FOR MINUTES OF THE ABOVE MEETING WERE MISPLACED BEFORE THEY COULD BE TRANSCRIBED. WHAT FOLLOWS BELOW IS THE BLRC'S BEST EFFORT TO RECONSTRUCT WHAT WAS LOST, FROM OTHER NOTES. THE BLRC APOLOGIZES FOR ANY INCONVENIENCE THIS MIGHT CAUSE.**

**Present:** Ron Terlesky - Chair, Wendy Donald, Sarah Barber, Steven Loos, Carl Kolody, Mark Parsey, Melanie Bilodeau

**Regrets:** Jerry Bruce – Area B Director

**Guests:** Cam Hadfield, Angela Mezzatesta, Barbara Bachmeier

1. **Call to Order:** 7:00pm
2. **Adoption of Agenda:** Wendy moved to accept the agenda, seconded by Sarah, AIF, Motion Carried
3. **Adoption of Previous Minutes:** *Sarah moved that the Minutes from the BLRC meeting held Sept. 19, 2018 be accepted with the following amendments:*
  - change the spelling of “Claudia ?” to “Claudia Voight” and “Erin Reid” to “Erin Reed”;
  - that the **Facility Manager Report** is amended to “the QDRC’s concern was about noise from the Open Mic Nite interfering with the Dressage Clinic being held in the Upstairs Meeting Room on September 21 at the Hall,” instead of it “being an issue of double-booking”;
  - under **Claymine Road – Info from John/Darron**, that “road was in good condition & contractor graded” be changed to “road was in good condition & John graded”;
  - under **Claymine Road – Info from John/Darron**, that “a permit is needed to cut them down” be struck from the note about Danger Trees.

**Motion to accept the Minutes with the above amendments seconded by Wendy, AIF, Motion Carried**

4. **Guest Presentations:** None Recorded
5. **Correspondence:** None Recorded



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### **6. Reports:**

- a. **Financial Report** – See attached report – *Wendy moved to accept the financial report, seconded Carl, AIF, Motion Carried*
- b. **Facility Manager Report**
- working with Bob Michek to update website; maintaining FB, Hwy Signs & Poster Boards;
  - Director Bruce has requested that the Minutes be revised to reduce dialogue and correct the format of recording a Motion; slowing the pace of the meeting would also help with the accuracy of taking notes for the Minutes;
  - the hood fan over the stove in the kitchen had a part replaced – James & Sons;
  - indicated concern about the sound system being a valuable investment that needs proper care and storage – recommended that a policy for the care and use of the music equipment be developed;
  - suggested that a rental fee for the sound system also be considered;
  - suggested that speaker & microphone cords be run in protective tubing – not as unsightly and reduces risk to both equipment and users;
  - recommended that a cupboard be installed to store and protect the sound system equipment when not in use.
- c. **Maintenance Report – Mark Parsey** – water blown out of gutters; tractor serviced; bleachers complete.
- d. **Custodial Report** – Resigned 3 weeks ago. Presently hiring. Mark & Melanie handling in the interim.

### **7. Old Business:**

- b. **Claymine Road** – info from John/Darron - *follow-up from previous meeting - details not recorded*
- c. **Hwy Signage – Billie Bouchie Days** – still waiting for direction from CRD staff about signage policy, FoBMS notified of delay.
- d. **QDRC Equine/Evacuation Center Project** - community/public presentation tentatively set for Nov. 8<sup>th</sup>. May reschedule due to election.
- e. **Fortis Gas Line Update** - CRD Board approved the statutory right of way and signed the document, which is now on the way to Fortis. Fortis to provide schedule of work.
- f. **BCHBCNC Trail Kiosk** - *install at B/ML Park* - advised of the need to receive direction from CRD staff regarding policy for signage on CRD properties & that there may also be a need to speak with the Ministry of Transportation in this case.



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- g. **Snow Blower** - quote + sale old snow blower - *follow-up from previous meeting - details not recorded*
- h. **BLCA Request – Pickle Ball** - 3<sup>rd</sup> Party Sponsoring Agreement - approved & signed
- i. **Suggestion Box Submission** - quotes for an air conditioning system have not been obtained yet.
- j. **Hagar/Graydon** - *Telus purchase + quote for Vision camera system* - Facility Manager has not been able to follow-up on obtaining additional quotes yet.
- k. **All Candidates Forum October 1, 2018 7pm** - went well, an estimated 80 people attended

### **8. New Business:**

#### **a. Damage Deposit**

Discussion about lowering for Community Events, with scaled damage deposits depending on different levels of risk.

***Steven moved that damage deposits be changed to tiered amounts based on levels of risk: \$250 for Main Hall & Grounds; \$50 for low risk / meeting room; waived if the Facility Manager is present. The Facility Manager shall determine level of risk. Second Wendy, AIF, Motion Carried***

- b. **Sound Panels for Hall to Improve Acoustics** – *hall improvement committee* - preliminary discussion about a rental fee for sound system - need to look at options to improve acoustics
- c. **Up 6 Mile, Down 9 Mile – Hang Poster in Hall** - poster was accepted by Director Bruce – Commission suggested that it be hung in meeting room – acknowledge on Facebook
- d. **Why is the Facility Manager & Maintenance persons first responders to late emergencies?** – Mark brought concern forward
  - some discussion about safety concerns – should RCMP be first or Facility Manager?
  - should staff be coming to the hall to investigate or just relay concern to RCMP?
  - Angela volunteered to continue as an after-hours alarm contact – *offer was accepted*
  - *bulk of discussion not recorded*
- e. **QDRC Community Trail Update** – Sarah updated. West Fraser to install obstacles along trails. Intend to put up laminated *Use At Own Risk* signs. Hope to have project completed before end of Fall.
- f. **Program of Events for the Hall** – Sarah offered to assist with program of events for the Hall. Discussion about community events and utilizing a seasonal booklet or the Recreation Guide.



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**Next BLRC Meeting:** To be determined by new Regional Director. Date tentatively set for November 21<sup>st</sup>, 2018 @ 7:00PM

**Motion to adjourn:** Moved by Wendy, seconded by Carl, AIF, Motion Carried

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*Ron Terlesky, BLRC Chair*

**Bouchie Lake Recreation Commission**  
**Statement of Receipts and Disbursements**  
**January 1 to October 15, 2018**

		<b>ACTUAL</b>	<b>ANNUAL</b>	<b>BUDGET</b>
			<b>BUDGET *</b>	<b>BALANCE</b>
<b>RECEIPTS</b>				
	Rentals & Fees	7,999.68	7,500.00	499.68
	Reimbursements	16,910.47	-	16,910.47
	CRD – amount received for operating budget	42,270.56	66,000.00	- 23,729.44
		<b>67,180.71</b>	<b>73,500.00</b>	<b>- 6,319.29</b>
<b>DISBURSEMENTS</b>				
	Advertising and signage	675.39	900.00	- 224.61
	Alarm & security	249.50	300.00	- 50.50
	Appreciation & support events	351.12	500.00	- 148.88
	Contractor - Facility Manager	19,620.50	24,000.00	- 4,379.50
	Contractor - Custodian	2,293.50	3,600.00	- 1,306.50
	Contractor - Outside maintenance	12,600.00	18,000.00	- 5,400.00
	Contractor - Snowplowing/parking lot sweeping	1,841.96	2,500.00	- 658.04
	Contractor - Garbage collection	766.00	900.00	- 134.00
	Contractor - Fire and safety	354.00	800.00	- 446.00
	Other maintenance	6,552.10	6,500.00	52.10
	Telephone and website	1,511.33	2,000.00	- 488.67
	Electricity	3,303.33	3,600.00	- 296.67
	Natural Gas	1,533.71	2,000.00	- 466.29
	Supplies, maintenance, etc. Pioneer Park & Claymine trails	1,100.00	1,200.00	- 100.00
	Supplies, maintenance, etc. - Grounds	399.29	700.00	- 300.71
	Supplies, maintenance, etc. - Hall	5,087.48	4,600.00	487.48
	Supplies, maintenance, etc. - Office	698.04	1,400.00	- 701.96
	Kitchen renovation – unfunded by CRD	5,977.04	-	5,977.04
		<b>64,914.29</b>	<b>73,500.00</b>	<b>- 14,562.75</b>
<b>EXCESS OF RECEIPTS OVER DISBURSEMENTS</b>		<b>2,266.42</b>	<b>-</b>	<b>XXXXXXXX</b>

**BANK BALANCE - October 15, 2018 Is comprised of:**

<b>Included in the Bank balance - Damage, Key and other deposits</b>	<b>3,071.76</b>
<b>CRD Insurance</b>	<b>935.00</b>
<b>Included in the Bank balance - Donatons received for Halloween Fund</b>	<b>183.35</b>
<b>Fundraiser for Hall improvements</b>	<b>2,315.65</b>
<b>Bank Account balance - for BLRC operations</b>	<b>9,449.10</b>
<b>Bank account balance - combined</b>	<b>15,954.86</b>

**Accounts Receivable for 3rd quarter** **17,274.02**

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Treasurer