

**Bouchie Lake Rec Commission
Meeting Minute
Bouchie Lake Hall**

Sept 21, 2016 @ 7:00 PM

Present: Ron Terlesky (Alternate Area B Rep), Wendy Donald (Rec Commissioner), Tracy Parker (Rec Commissioner), Steven Loos (Rec Commissioner), David Law (Rec Commissioner), Jan Rivers (Rec Commissioner), Angela Mezzatesta (Facility Manager), Jerry Bruce (Area B Director)
Guest: Michael Furminger (left 7:30pm), Leslie Holland (left 8:30pm), Mark Parsey (Contractor)

Chair: Ron Terlesky – meeting called to order 7:01 pm
Scribe: Angela Mezzatesta

1) Review & Adoption of Agenda – with addition – Guest: Michael Furminger

Motion David – 2nd Steven AIF, carried.

Presenter/Delegation: Michael Furminger – Rep for Bouchie/Baker Network - organization formed to support local business which are owned/operate in area, North/East/South/West of the Hall and promote Economic Development. In process of becoming a non-profit, not yet registered due to backlog of applications. 28 members / 4 Board members, nominal fee to be member.

Request: use of Hall - Nov 18/19 with fee waived. Event is a networking opportunity & a Tradeshow – open to community. Quote provided to rent hall seen as a barrier, budget group is operating under is limited, to pay full cost may prohibit the event from going ahead. Motion Tracy to refer the matter to Policy & Procedure committee, those in attendance were informed that at this time no waiver of rental fees are being approved. 2nd David AF, carried

2) Review of previous meeting minutes – Motion to adopt Jan 2nd David - AIF, carried.

Regular Business

1. Financial Report – Total funds available \$20,355.19. 2nd quarter funds received from CRD in amount of \$10,669.76. Review of receipts/disbursements. Rental income showing a \$1000 increase (approx.) over the anticipated revenues for 2016! Motion to receive report Wendy, 2nd Jan AIF, carried.

2. Facility Agent report / recommendations

Correspondence – Resignation letter – Custodian, received Sept. 13/16. Accepted

Quote – Highway sign Ridge cap – quote rec'd from Sign Stop in amount of \$117.60, for materials & install. Recommended be installed to preserve life of sign. Motion Jan to spend the funds & have cap installed. 2nd Tracy, AIF carried.

September wedding – Flooding of building occurred during a rental. Wedding Reception was just beginning! Renters moved quickly to reduce any damage and worked with Manager. Discussion about compensating renters for disruption, Wendy motioned fees be returned for the cost of the Hall & kitchen rental, Facility Manager to consult renter's file and determine amount. Matter also referred to Policy & Procedures committee as no policy is in place for situations such as this. 2nd by Jan, AIF carried.

3. Community Garden – update

Community Futures (CF) grant was received favorably, there are a few conditions that need to be met to help it be successful. The GG committee is now working on them – they involve applying for other grant funding and earning funds through fundraising events. Committee is meeting with Greg (CF) to learn about other funding opportunities and pointers to strength our application. Site has now been cleared of trees/railroad ties, materials – soil/crusher fines/boulder can begin to be delivered so project can begin Spring 2017.

4. Policy & Procedure Committee update – Draft cleaning/sanitizing policy developed, categorizing of User Groups in development, tier structure is recommended. Rental rate review will be part of this next step. Next meeting Oct 12/16.

5. Area B Director Jerry Bruce report – Upcoming meeting on October 5/16 re: Milburn Lake – to address concerns about the boat launch/parking area & review roles of Stakeholders; CRD, Ministry of Highways, BL Community Association and Lynn Phinney (Contractor).

Director Bruce to attend UBCM this month, his plan is to meet with Minister of Environment and take concerns forward that lakeshore owners have shared regarding the condition of Bouchie/Milburn Lake. Educating the Minister on their condition and seek input about how to address the concerns will be priority.

Community planning exercise is underway by CRD/City in conjunction with UBC Community Planning Institute. Purpose is to gather data and bring key stakeholders and Community Reps together to complete short/long term forecasting regarding how the City/Rural areas will look/function in the future.

New Business

6. Drainage work – work has been completed – a crack in the sewer pipe was found, line was replaced with flex pipe/drainage rock, contract was awarded to Fresno Contracting. Discussion about the cost for repair, who is responsibility to cover the cost as item not in budget. ACTION: Draft a letter to NCJPC requesting the cost \$4620.00 be reimburse to BL Rec Commission as was unexpected, and a necessary repair but not budgeted as an expenditure for 2016. Facility Manager & Chair to draft, forward to NCJPC.

7. BL/ML Community Park /Pioneer Park development – Reminder provided Park is on Ministry of Highways (MOH) land, any further development to be done with their input and by approval.

8. Bylaw review – Commission Powers & Responsibilities – Discussion about who, when and process to obtain Insurance to cover events/activities in the Hall. All user groups, unless event authorized/approved by BLRC or a designate require Insurance. Organization can purchase it from CRD as set out in the schedule or can purchase it can be purchased by 3rd party from an Independent Broker. Discussion about activities which are 'Exempt' by All Sports coverage, even with own coverage, should activities such as: Food preservation – water bath/pressure canning, dehydration be allowed in the Hall. All present felt if activity wasn't eligible to be covered under CRD insurance they will not be eligible to be hosted at the Hall.

9. Roof # 1 – cleaning roof drains + investigating need for replacement – Motion Wendy to cover the cost of repair to drain as was deemed reason for flood. In conjunction with motion it was requested a letter be written to NCJPC to request that the fees paid for the repair be reimburses as was unexpected, and a necessary repair but not budgeted as an expenditure for 2016.

10. Custodial position – replacement / structure: Custodial position open, at this time – until January 2017, it is recommend our two existing Contractors divide the duties between them rather than it go out to tender. Both have provided coverage for the position are familiar with role and available, willing to add on the role. Expectation is a separate contract will be signed with each of them and their duties will be completed outside of their existing contracts. Rate of pay to remain as budgeted, parties to invoice for services on monthly basis & not to exceed amount set for 2016.

Meeting adjourned: 9:10pm. Motion David, 2nd Wendy – AIF, carried.

Next meeting: Oct 19/16 @ 7:00pm

Scribe/Chair

Date