



Bouchie Lake Recreation Commission

BLRC Meeting Minutes

July 14, 2021

Bouchie Lake Hall

Attendance: Sarah Barber, Dixie Carlson, Lars Carlson, Lauren Dillabough, Stephanie Hanes, Steven Loos, Elaine Ross, Wendy Donald

Regrets: Amanda Mero, Ron Terlesky, Mark Parsey, Barbara Bachmeier – Area B Director

Minutes: Steven Loos

Guests: Cam Hadfield

1. **Call to Order:** 6:05 pm

2. **Adoption of Agenda:**

Additions to Agenda: - Under New Business, "Hitching Posts"

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

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

Steven moved to accept the May 26, 2021 BLRC Meeting Minutes as presented; Seconded by Lauren; AIF, Motion Carried.

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

Restrictions to be removed for the next meeting.



Bouchie Lake Recreation Commission

5. Correspondence:

- i). **Gmail - Long & McQuade - Performance Warranty Expiry**
- ii). **FullSite1.jpg - website**
- iii). **Gmail - Mats**
- iv). **Gmail - FW_ 2020 - 2021 Rate Sheet All Sport User Group insurance**
- v). **Rink grant approval**
- vi). **Gmail - FW_ Claymine Trails fuel management**

Dixie moved to receive correspondence as circulated, Seconded by Lauren; AIF, Motion carried.

6. Reports:

- a. **Director Report** – Presented by Director Barb Bachmeier – no report
- b. **Chair Report** – Presented by Stephanie Hanes – no report
- c. **Financial Report** – Prepared & presented by Wendy Donald; reviewed by Ron Terlesky. Report attached.

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

- d. **Facility Manager Report** – Prepared and presented by Wendy Donald. Report attached.
 - Gas stove has been shut off for repairs.

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

- e. **Maintenance Report** – Prepared by Mark Parsey. Report attached.
 - Mark installed a vent in the kitchen door.



Bouchie Lake Recreation Commission

Stephanie moved to accept the Maintenance Report as submitted; Seconded by Dixie; AIF, Motion Carried.

- f. **Custodial Report** – *Norm Jeff* – No report
 - Norm comes in to clean every weekend.
- g. **Policy and Procedures Committee** – *Steven Loos* – No report
- h. **Budget Committee** – *Ron Terlesky* – presented by Wendy Donald
 - Soundproofing the Hall needs higher priority;
 - add sprinkler system for equestrian arena to 2023;
 - play centre in the equestrian area for 2025;
 - new sign out front for 2026;
 - Baseball concession for 2026.

Stephanie moved to proceed with the capital budget as proposed; Seconded by Dixie; AIF, Motion Carried.

- i. **Claymine Trails Report** – *Stephanie Hanes*
 - The birds are active;
 - the mobility trail has been groomed;
 - the fire mitigation plan will be going public shortly.
- j. **Multi-Use Trails Report** – *Sarah Barber* – no report
- k. **Rink Upgrade Project** – *Stephanie Hanes*
 - Outside boards have been painted – some boards will need to be replaced;
 - puck board to be installed in September;
 - next is to handle the concrete patching and the tractor ramp;
 - Kyle has been good – very responsive.
- l. **Arena Roof Feasibility Study** – *Sarah Barber* – no report



Bouchie Lake Recreation Commission

7. Old Business:

a. **Equestrian Arena & Area Questionnaire** – *Stephanie* – tabled to next meeting

b. **Announcer Booth – Closing In Building Openings**

- Will just board it up for the winter;
- long-term, the BLRC can look into shutters/doors.

c. **Arena Groomer – HCBC Grant** – *Sarah*

- Motion to ratify email decision of June 15, 2021 (see attached):

Stephanie moved that the BLRC assume the additional cost of \$265.26 and contribute a total of \$1,015.26 (\$750.00 + \$265.26) towards the new arena groomer valued at \$4,765.26; Seconded by Lauren; AIF, Motion Carried.

- Wendy advised that we can recover the GST of \$212.73 from this purchase. The claim has already been accepted;
- expecting reimbursement from the Gymkhana Club shortly;
- Steven recommended that Wendy send the Gymkhana Club a formal thank-you letter once we have received reimbursement.

d. **Web Page Improvement** – *Wendy*

- Wendy updated the BLRC on the progress and design plans to have Erica Lahoda revamp the Bouchie Lake Hall & Grounds website.

e. **Sound Proofing of Main Hall** – *Stephanie*

- Sound-proofing panels would need to be fabricated and installed, recommend the use of fire-rated fabric, the panel is a wooden frame wrapped in fabric;
- Stephanie volunteered to put together a proposal for the BLRC to review – might to a few months to complete, however;
- will need to find someone local to assemble and install the panels;
- will need to design it to blend in with the existing decor.

f. **Signatories on Bank Account** – *Stephanie* – done



Bouchie Lake Recreation Commission

g. Whoa Dust – Sarah

- Last Saturday afternoon, Mark harrowed, watered and applied the Whoa Dust – it is still getting worked into the surface;
- it won't eliminate all dust but will suppress most of it;
- Sarah suggested that 4 loads of washed sand to amend the footings would be ideal (estimated that the cost would be around \$1,000)
- it was suggested that it might be better to apply the sand just before the next application of Whoa Dust;
- Sarah to pursue the question of early application with the company that makes Whoa Dust.

h. Electronic Sign – Lars & Dixie – tabled to next meeting

i. Brush Piles Chipping – Wendy

- Wendy is still pursuing this matter.

j. Arena Concession Usage & Ventilation – Wendy

- Building assessment attached;
- Wendy will ask the extinguisher inspector to inspect the proximity of the breaker panel.

k. Review of Arena Rental Rates and Simplification – Wendy & Stephanie

- The renters usually supply their own water truck at Alex Fraser Park;
- Alex Fraser increases their rates by 5% each year.

8. New Business:

a. Sound Equipment Extended Warranty

- Motion to ratify email decision of June 10, 2021 (see attached):

Lauren moved that the BLRC authorize Wendy to purchase another year of extended warranty on the sound equipment; Seconded by Sarah; AIF, Motion Carried.



Bouchie Lake Recreation Commission

b. Hitching Posts

- The ones nearest the barn are badly in need of repair;
- have Mark remove the beam from the existing hitching post;
- Wendy to contact Kyle about quotes for a metal replacement.

9. Progress Update – Contractor Matters (in-camera)

a. Motion to go in-camera @ 8:17PM

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

b. Motion to come out of in-camera @ 8:46PM

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

10. Motion Released from In-Camera & Confirmed in Open Meeting

Lars moved to offer Mark Parsey a three-year contract paid in \$1,900.00 monthly instalments; Seconded by Lauren; AIF, Motion Carried.

Next BLRC Meeting: Wednesday, September 08, 2021 @ 6:00 pm

Motion to Adjourn: Stephanie motioned to adjourn the regular meeting at 8:50PM; Seconded by Steven; AIF; Motion Carried.

Stephanie Hanes, BLRC Chair



Bouchie Lake Recreation Commission

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.*