

Bouchie Lake Recreation Commission

BLRC Meeting Minutes

April 13, 2022

Bouchie Lake Hall

Attendance: Barbara Bachmeier-Area B Director, Lauren Dillabough, Elaine Ross, Wendy Donald

Regrets: Sarah Barber, Dixie Carlson, Lars Carlson

Minutes: Elaine Ross

Guests: Cam Hadfield

1. Call to Order: 7:05 pm

2. Adoption of Agenda: Add to agenda:

- x. Gmail Claymine trails
- xi. Gmail BLRC regarding contribution to water wagon,
- xii. Gmail arena rental.

Lauren Dillabough made a motion to accept the agenda as amended; Seconded by Elaine Ross AIF; Motion carried.

3. Adoption of Previous Meeting Minutes: Ratify the minutes approved via email.

Elaine Ross motioned to ratify the March 2, 2022 minutes, previously approved by email to allow the minutes to be given to Integris Credit Union; Seconded by Lauren Dillabough; AIF; Motion carried.

4. Guest Presentations: None

5. Correspondence

- i. Gmail-Bouchie Lake Website
- ii. Gmail-Email received from Sarah Barber
- iii. Gmail-Claymine Trails
- iv. Gmail-Claymine Trails response from Ian Van Leusden (Contracted Trail Coordinator)
- v. Gmail-Bouchie Lake rink
- vi. Gmail-Bouchie Lake rink, response from Kyle Russell

Barbara Bachmeier motioned to receive and file correspondence items i through vi; Seconded by Elaine Ross; AIF; Motion carried.

vii. Gmail-Fwd-Sign Quote

viii. Williams sign Quote

Barbara Bachmeier motioned to table until we receive second quote; Seconded by Lauren Dillabough; AIF; Motion carried.

- ix. Gmail-Fwd-Strategic Priorities Fund Intake; Annual Expenditure Reporting now available; Employment Opportunities; FireSmart BC Conference.
- x. Gmail-Claymine Trails
Elaine Ross motioned to receive and file correspondence items ix and x; Seconded by Lauren Dillabough; AIF; Motion carried.
- xi. Gmail- request for BLRC contribution to water wagon
It is noted there were not enough BLRC Directors available to make a decision. Not enough time had been allotted to reference policies. The Gymkhana Club should consult with Mark Parsey and a formal presentation would be beneficial. Wendy Donald will prepare a letter with our response and Elaine Ross will sign.
- xii. Gmail-Arena Rental
The BLRC has no control over who uses the arena for casual use. There will be no organized events because we can't groom the grounds. Mark Parsey will be instructed to not put locks on the gates to keep casual users out. Wendy Donald will send our response.

6. Reports

- a) Director Report-Barbara Bachmeier has forwarded comments about Claymine Trails to Darron Campbell and Ian van Leusden.
- b) Chair Report- none
- c) Financial Report-Lauren Dillabough.
Lauren Dillabough motioned to accept her report as presented; Seconded by Elaine Ross; AIF; Motion carried.
- d) Facility Manager Report-Wendy Donald
There will be a CRD Open House at the Bouchie Lake Hall on April 30, 2022 presenting the Bouchie -Milburn Neighbourhood Plan.
Lauren Dillabough motioned to accept the report as amended; Seconded by Elaine Ross; AIF; Motion carried.
- e) Maintenance Report- Mark Parsey
Lauren Dillabough motioned to accept Mark Parsey's report as received. Seconded by Elaine Ross; AIF; Motion Carried.
- f) Custodial Report- Candice Jeff comes in to clean at least once per week.
- g) Policy and Procedures Committee-draft policies
some changes were highlighted and will be amended within the draft.
Barbara Bachmeier motioned we accept General Policy and Fees for Main Hall 2017-003.6 as amended and ratify at the next BLRC Directors meeting; Seconded by Elaine Ross; AIF; Motion carried.

Barbara Bachmeier motioned we accept General Policy and Fees for Grounds 2017-005.5 as amended and ratify at the next BLRC Directors meeting; Seconded by Lauren Dillabough; AIF; Motion carried.

3h) Budget Committee- no report

i) Claymine Trails Report_ Barb Bachmeier has already covered

j) Multi-use Trails Committee-tabled to September 2022

k) Rink upgrade project- Wendy Donald

Wendy contacted Kyle Russell and has received his reply for the start of cement work

7. Old Business

a) Rental of Grounds-see letters attached

b) Wireless Security System- Quote attached

it was decided to go with wired smart cameras, but wait until we change to a better internet plan with improved data and upload speed, accept the quote contingent to changes to our Shaw plan. Wendy will call Telus and follow up with an email. Funding will come from CRD Covid Relief Funding.

c) Credit Card-Lauren Dillabough
credit card has been approved.

d) Website-Wendy
Website is now live

e) Electronic Sign-quote attached
tabled

f) Radon Test-Wendy
tabled

g) Equestrian Concession electrical-Wendy

Wendy to have Pivot Electrical come and replace lights, check why breakers keep blowing, install exhaust fan and install electrical outlets in storage side of concession, if required.

h) Man door in baseball dug out- Mark Parsey
tabled

i) Fire Department Access-Barb Bachmeier

Barb discussed safety concerns with having roads blocked by snow in the winter, the Fire Department needs access to building etc on the grounds.

Barb motioned to instruct Mark to keep access' open in the winter months. Seconded by Lauren; AIF; Motion carried.

- j) Fence Replacement- Wendy
tabled
- k) Alarm Contacts- Contact forms faxed to Telus to add Lauren Dillabough as a contact.
- l) Sound System's extended warranty due June 12, 2022
it was decided to forgo the warranty due to the age of the system
- m) Arena Roof feasibility study
tabled
- n) Concession usage and ventilation
see Old Business item g.
- o) Food Skills
nobody is putting on the course. Wendy will followup

8. New Business

- a) Picnic Tables- Barb
Wendy to get price for picnic tables for use by skating rink
- b) Internet-Data capacity-Lauren Dillabough
Lauren discussed the benefits of upgrading our data plan. There is a possibility of going to a residential plan.
- c) Telephone Line in kitchen-Wendy
Wendy to update phone set from discretionary fund. Wendy to cancel second phone line (778-465-1800)
- d) Gravel on main road and Pioneer Park-Wendy
Wendy will ask Emcon if they can grade the main road.
- e) Use of sign board
Wendy has responded to the Friends of Bouchie Milburn to allow them to use the sign board to promote their scholarship fund. It was noted the commission needs to develop a policy on this.
- f) Lights in the basement of main hall
Lauren Dillabough motions we ask Pivot Electrical to provide a quote for improved lighting in the basement of the main hall. Seconded by Elaine Ross; AIF; Motion carried.
- g) Equestrian Concession
Wendy will ask Sarah Barber to clear out stored items from the concession, it needs to be done to provide access for installation of electrical outlets.

Next BLRC Meeting-May 25, 2022 at 6:00 pm

Motion to Adjourn: Barb Bachmeier motioned to adjourn the meeting at 8:57 pm. Seconded by Lauren Dillabough; AIF; Motion carried