



## **Bouchie Lake Recreation Commission**

### **BLRC Meeting Minutes - AMENDED**

**November 02, 2020**

**Bouchie Lake Hall**

**Attendance:** Sarah Barber, Dixie Carlson, Lars Carlson, Lauren Dillabough, Stephanie Hanes, Steven Loos, Wendy Donald, Barbara Bachmeier – Area B Director

**Regrets:** Patty Croy, Ken Falloon, Ron Terlesky, Mark Parsey

**Minutes:** Sarah Barber, Steven Loos

**Guests:** Cam Hadfield, Lesley Holland, Elaine Ross

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

**2. Adoption of Agenda:**

Additions to Agenda: Under Correspondence:

- REVISED\_BMCPT\_Letter to CRD\_23\_09\_2020
- Email from CRD Grant Writer (Bouchie Lake Rink)
- Letter of Support from Bouchie Lake Elementary School

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

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

Amendments:

- Correct spelling of Don Patchett's last name
- Under Item 8a, that the wording be amended to read "Stephanie brought forward a proposal for the ice rink improvement project"

***Steven moved to accept the September 21, 2020 BLRC Meeting Minutes as amended; Seconded by Dixie; AIF, Motion Carried.***



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***Stephanie moved to amend the September 21, 2020 BLRC Meeting Minutes to add that the chair recommended tabling the topic, Heritage Family Plaque Proposal (Item 6); Seconded by Dixie; AIF, Motion Carried.***

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

**5. Correspondence:**

**i). Bouchie Lake Community Planning Team**

- BLRC Meeting - Sept. 21 Follow up (Heritage Family Plaque Proposal)
- Community Market Harvest - September 30th, 4-6 pm
- Open Letter to the Community - re\_ Recreation in Bouchie Lake \_ Milburn Lake
- HIGH PRIORITY\_ BLRC Sept. 21st Meeting (decisions made outside of a public meeting\_ unacceptable treatment of volunteers) \_ BLRC Bylaw conflicts with Official Community Plan – *ATTACHMENT: REVISED\_BMCPT\_Letter to CRD\_23\_09\_2020*
- Bouchie Lake Community Issues - Sec. 10.5 of the Cariboo Regional District Agenda
- October 13th - Community Meeting (FINAL ONE)
- The CRD's Vision Statement of Building Communities is not happening
- BM Community Planning Team FINAL Public Meeting Oct 13, 2020
- BMCPT Community Meeting – October 13, 2020
- TOWN HALL MEETING - November 4th, 6-7 pm at the Bouchie Lake Hall

**ii). BLCA Invitation to Submit Proposals**

**iii). Skating Rink**

- Bouchie Lake Rink Upgrade
- Rink upgrade estimate
- Letter of Support for the Rink – BLCA
- Letter of Support for the Rink - FoBMS
- Letter of Support from Bouchie Lake Elementary School
- Email from CRD Grant Writer (Bouchie Lake Rink)

**iv). Richard Gauthier - NCRP Rural Recreation Capital Plan**



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v). **Capital Budget 2021-2025**

vi). **Friends of Bouchie-Milburn Society (FoBMS)**

- Christmas Potluck at the Bouchie Lake Hall
- Friends of Bouchie-Milburn Membership Meeting - October 14th, 7 pm
- The Party Line Newsletter
- Xmas Hamper

vii). **Halloween – Fireworks Poster**

viii). **Email from Therese Galloway – Pickle Ball**

ix). **Stephanie Hanes – Letter to the CRD Board of Directors**

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

### **6. Reports:**

a. **Director Report** – *Presented by Director Barb Bachmeier*

- Ice rink proposal has been presented to the CRD Board and was referred to the Joint Planning Committee;
- the JPC is responsible for reviewing and recommending approval for items of this nature;
- the JPC will likely recommend approval and refer it back to the CRD Board for a letter of support to the NDI.

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

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

- Discussed the letter that was sent to the CRD Board in response to the BMCPT email and the reasons for sending it;
- Director Bachmeier noted that the CRD Board recently voted 14 to 0 in favour of a motion to support the management of Bouchie Lake recreation facilities as it currently stands, without changes;



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- From the CRD Board Minutes of Oct 02, 2020:

### **Bouchie Lake Community Issues**

*Moved Director Bachmeier*

*Seconded Director LeBourdais*

*That the agenda item summary from John M. MacLean, CAO, dated September 25, 2020, regarding correspondence received from the Bouchie Milburn Community Planning Team, be received. Further, that the Board confirm the current model of management of the recreation and cultural assets in Bouchie-Milburn and take no further action.*

**Carried Unanimously**

- discussed the difference in approach for motions between Robert's Rules (motion, seconded, discussion, vote) and the BLRC's approach (discussion, motion, seconded, vote); recommended continuing with current approach.

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

- c. **Financial Report** – Prepared by Ron Terlesky. Presented by Wendy Donald. Report attached.

***Steven 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.

- Alarm was set off by a renter. Wendy was contacted by Telus Security regarding the matter and advised that they were unable to attend because the Hall is "out of their jurisdiction". Wendy sent an email asking why the BLRC was not informed of this when the contract was signed for the Response Package. No response yet;
- Wendy will be requesting a FULL refund of Response Package fees from Dec 2019 to present date;
- discussed the quote for the installation of new electrical circuits/outlets for kitchen pass-through; to added to the agenda pending funding.

***Stephanie moved that the BLRC go ahead with installing the electrical outlets on the hall wall by the kitchen pass-through, pending available funding; Seconded by Dixie; AIF, Motion Carried.***



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

**e. Maintenance Report** – Prepared by Mark Parsey. Report attached.

- The Commissioners asked Wendy to contact wood chipping contractors;
- Mark was able to get a quote for new fire hose, which is under \$200; this is within the discretionary funds of the Facility Manager; Wendy to follow up.
- the quotes will be addressed at the next meeting.

***Dixie moved to accept the Maintenance Report as presented; Seconded by Lauren; AIF, Motion Carried.***

**f. Custodial Report** – *Norm Jeff* – No report

- Hall has been cleaned & sanitized by Norman Jeff every weekend.

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

**h. Budget Committee** – *Ron Terlesky* – Presented by Wendy Donald

- Proposed Capital Budget has been received;
- outdoor rink upgrades were bumped up by the NCRP administration staff to \$35,000;
- goes to the Joint Planning Committee for approval.

**i. Claymine Trails Report** – *Stephanie Hanes*

- Work has started; haven't received any information or updates.

**j. Bouchie/Milburn Community Park Report** – *Ken Falloon*

- No meeting as of yet; no contact from Ken about proceeding;
- Sarah & Stephanie to schedule a meeting and invite Ken and Director Bachmeier to attend; date yet to be determined.



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

#### **a. Heritage Family Plaque Proposal**

- MoTI and the CRD have an agreement for management of the Pioneer Park property via a permit;
- the CRD has delegated the responsibility of managing and maintaining the Pioneer Park to the BLRC; the BLRC cannot delegate that responsibility to a third party;

***Stephanie moved that the BLRC not accept the BMCPT proposal for the Heritage Family Plaque Project; Seconded by Dixie; AIF, Motion Carried.***

- the Facility Manager will send a response letter to the BMCPT informing them of the decision.

#### **b. FoBMS – Christmas Hampers**

- Topic moved from 8g on the agenda; see correspondence.

***Lauren moved to approve the FoBMS request regarding the Christmas Hamper and that the BLRC will be a supporter of the activity; Seconded by Dixie; AIF, Motion Carried.***

#### **c. Rink Updates – Stephanie**

- Met with Kyle to begin process;
- received an initial quote from Heinzelman Construction (see attached).

#### **d. Permanent Installation of a Steel Gate on Back Road – Mark – tabled to next meeting**

#### **e. Baseball Diamond Sprinkler System (follow up) – Mark – tabled to next meeting**

#### **f. Equestrian Concession Wall & New Lock – Mark – tabled to next meeting**

#### **g. Questionnaire for Equestrian Groups - Stephanie – tabled to next meeting**

#### **h. Sprinkler System for Equestrian Arena – Sarah**

- Spoke to Calvin with the Volunteer Fire Fighters and got an outline of what we might need; referred to a couple of possible sources



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- Looked at a package from a source in Alberta which should accomplish more than what is needed; priced in the neighbourhood of \$800;
- there is another source in Prince George;
- Sarah reminded the Commissioners that the Gymkhana Club has donated \$500 towards this project;
- Sarah is continuing to pursue this matter.

**i. Standing Dead Trees – Wendy**

- 4 trees removed; Cam Hadfield & Glenn Donald removed firewood as authorized.

**j. Plan for Halloween - Wendy**

- Meeting held Oct 15<sup>th</sup>; decision to have Fireworks only;
- Ratify motion made by email vote: *Stephanie moved that the BLRC contribute the usual \$300 plus an extra \$100 to the Halloween fireworks display on Oct 31, 2020. Lauren seconded. Seven (7) Commissioners voted in favour by email.*

***Stephanie moved that the BLRC ratify the email vote; Seconded by Steven; AIF, Motion Carried.***

**k. Invitation Letters for Legacy Events – responses in correspondence**

- Steven volunteered to handle the responses to questions in the correspondence;
- Steven noted that the legacy event proposal process could take anywhere from 2 to 5 months to finalize.

**l. Concession – Ventilation – Wendy – tabled to next meeting**

**8. New Business:**

**a. Brush Piles**

- Wendy is getting quotes from contractors and looking into the cost to rent a chipper to be done by Cam and Glenn.

**b. Locked Filing Cabinet For In-Camera Minutes**

***Steven moved that the BLRC ask the Facility Manager to purchase a locking filing cabinet; Seconded by Stephanie; AIF, Motion Carried.***



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c. **Pickle Ball – Correspondence / Paint Lines In The Main Hall** – Wendy

- Cam is willing to volunteer his time but requests that the BLRC cover the cost of the paint.

***Dixie moved that the BLRC accept Cam's offer to paint the pickle ball lines and that the BLRC spend up to \$300 on paint; Seconded by Lauren; AIF, Motion Carried.***

d. **Electrical / Lighting** – Equestrian Arena, Hall, Parking Lot

***Dixie moved to accept the quote from Endurance Electric to change the Equestrian Arena lighting over to a push-button timing relay; Seconded by Steven; AIF, Motion Carried.***

- See Item 6d (Interim Facility Manager Report) for decision regarding the Hall quote;
- there is an inactive lighting pole in the parking lot by the fire hall; Wendy is looking into who owns the pole.

e. **Equestrian Arena Discing** – tabled until March 2021

- Missed the opportunity to get this done for this fall; will need to do in the spring.

f. **Chairperson Position – Election?** – tabled until November 2021

***Dixie moved that the BLRC stay with the current chair and vice-chair, next election to be held next November; Seconded by Lauren; AIF, Motion Carried.***

g. **FoBMS – Christmas Hampers** – Moved forward. See Item 7b.

h. **Potential Events** – None mentioned

***NOTE: Sarah Barber left the meeting at 9:05pm. Quorum remained.***

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

a. **Motion to go in-camera @ 9:05PM**





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*Dixie moved to go in camera to discuss the Facility Manager RFP & contractor matters; Seconded by Lauren; AIF, Motion Carried.*

b. Motion to come out of in-camera @ 9:45PM

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

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

*Steven moved to extend the Interim Facility Manager contract to April 30, 2021; Seconded by Lars; AIF, Motion Carried.*

**Next BLRC Meeting:** November 23, 2020 @ 6:00 pm

**Motion to Adjourn:** Dixie motioned to adjourn the regular meeting at 9:46PM; Seconded by Lauren; AIF; Motion Carried.

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**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.**