



AGENDA

DATE: February 17, 2013; LOCATION: Bouchie Lake Hall, 7:00pm

POINTS TO NOTE:

As per Bylaw 4751, 2012,

Section 4(a) *The BLRC will be made up of the following members: (i) the Director of Electoral Area B of the CRD; (ii) a minimum of 6 members to a maximum of 10 members-at-large; of which 2/3rd must be residents of Area B living within the North Cariboo Recreation & Parks taxation boundary*

Section 4(d) *If a commission member is absent for 3 consecutive regularly scheduled commission meetings, without leave of the Chair, the member may be considered to have vacated his / her position as a member of the BLRC*

Section 6.c *A quorum shall be 50% of the Commission's current membership, or 4 members; whichever is greater*

Commissioners (total 7; 1 on leave):

Angela Mezzatesta (Chair), Lisa Collins (departed at 8:17 pm), Brenda Lebeck, Wendy Donald, Aimee Murray, Heloise Dixon-Warren (CRD Area B Director), Maria Dawson (on leave; to be re-visited in March)

In Attendance: Angela Mezzatesta, Wendy Donald, Lisa Collins, Brenda Lebeck, Aimee Murray, Heloise Dixon-Warren

Guests: Everyone Welcome!

Chair: Angela

Scribe: Heloise

1. **Roll call/ Introductions** – n/a; Welcome Aimee!
2. **Call to Order** – Adoption of Agenda; motioned by Brenda; seconded by Wendy; AIF
3. **Delegations:** n/a
4. **Contractor's Report** – *Facility Booking Agent / Custodian – vacated: temporarily filled by **Sue & Michael Furminger**; contract will be issued through direct award with the Furminger's for 3-6 months at which time, contract will likely be tendered; **Wayne** (Outside Maintenance) –notes less garbage & less vandalism; offered to step in where needed with custodian / facility booking position*
5. **Acceptance of Previous Minutes** – January 20, 2014; Heloise motions to accept; seconded by Brenda; AIF
 - (i) *Positions of Vice Chair, Secretary, still open – **seeking volunteer** to reduce burn out;*
 - (ii) *Lisa Collins requests a leave of absence effective at the end of this meeting for ~ 6 months;*
 - (iii) *Lisa Scott resigned from the BLRC*

Bouchie Lake Recreation Commission

c/o Bouchie Lake Hall, 1975 Centennial Road, Bouchie Lake (Quesnel), BC V2J 7G6

T: 250.249.5508

bouchielakerc@gmail.com



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Note: BLRC Minutes are emailed to bouchielakerc@gmail.com for back up on BLRC computer; copies must also be forwarded onto the CRD via Diane Rogers; copies of all BLRC Minutes available on www.bouchielakerec.ca

6. Financial Report – no financial report presented at this time (no income to date for 2014; only expenses);

7. Director’s Report - Heloise Dixon-Warren

- (i) **BC Healthy Communities workshops** – Workshop Co-ordinator hired on under contract; total value of contract: ~\$4800.00; contractor is Susan MacNeil; Parkland Recreation Commission operating as agent for CRD in terms of monies;
Stakeholder Workshop (at Bouchie Lake Hall) – March 1st, Saturday, 11 am - 3pm;
Parkland Open House: March 10th, 7-9pm
BL Open House: March 24, 7-9pm
- (ii) **BC Healthy Communities – Phase II: \$20,000 grant**; CRD approved BL and Parkland submitting an application for Phase II; innovative & collaborative projects focused on moving forward with results from phase 1 (workshops); suggestion: Community / Neighbourhood Plan with some “service delivery” to test ideas; deadline for grant: March 14, 2014; project to be completed by March, 2015
- (iii) **Rural Recreation Infrastructure Maintenance Discussion**: next Northern Rural Caucus (March) meeting; encourage commissioners / residents to attend to have input on the process
- (iv) **Leveraging Funds for Infrastructure Improvements / Increased Revenue**: Schedule A of Bylaw 4751 states the following: “It is understood that the intent of the funding agreement (between the CRD and BLRC) is not to cover the full cost of operating, maintaining and improving the Property. The Commission is encouraged to seek other sources of funds by way of donations, fundraising, or facility rentals to ensure that existing levels of service are maintained”.

With recent events at the BLRC, it is becoming more and more obvious that our rural facilities are aging and require some cash infusions to keep them in a state of good repair. Although BLRC receives some operating and capital funds through the NCRP function (taxation monies) to support the facilities they are not enough. There is only so much money to go around and all facilities within the NCRP function are competing for money from a single “pot”. As such, the BLRC must be innovative and come up with ways to generate revenue so the facilities are maintained and updated. One way of generating funds is to leverage our existing monies so grant funds can be accessed for capital projects. Another way is to develop a solid and healthy long-term relationship with a not for profit groups so particular funds can be accessed. This is particular important for programming.

- (v) **Quarterly Reporting**: As per Bylaw 4751, Section 8(a) vi “The BLRC may request mid-year operating and capital funding support for expenses made to date after June 30th. Fiscal year-end funding must be applied for by January 15th of the following year”. The CRD’s 2014 contribution to the operating budget for the BLRC is budgeted to be **\$53,765.00**. This means the BLRC has to retain approximately \$26,882 in the bank to cover operating expenses as it is reimbursed by the

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CRD only twice / year (January 1 to June 30th; July 1 to December 31st). *It is recommended that Bylaw 4751 be amended to include the provision for quarterly operating and capital funding support. This would enable the BLRC to reduce the amount of monies kept in reserve so they are available for other projects including leveraging funds. Action: Heloise*

Annual Operating Budget - 2014	\$53,765.00
Mid Year (6 months)	\$26,882.50
Quarterly (3 months)	\$13,441.25
Monthly	\$4,480.00

8. Correspondence – Angela

- (i) letter of resignation Leanna Richardson (on file); ***Lisa C. motions that \$50 be allocated to purchase a bouquet be sent to Leanna as a thank you; seconded by Angela; Lisa C. will pick up the bouquet and deliver it; will also ask Leanna if she is interested in meeting with BLRC;***
- (ii) SHAW correspondence
- (iii) North Cariboo Community Engagement Sessions: (budget meeting); Feb. 25th at Quesnel Council Chambers
- (iv) Newsletter from Cariboo North – MLA Coralee Oakes

OLD BUSINESS

GENERAL

9. Kiosk project – on hold;

10. HALL

- (i) Lighting Efficiency Upgrade – Completed
- (ii) Electrical upgrade – *in process*
- (iii) *Waterline rerouting – tabled, to Mar/April*
- (iv) *Signage – Installation Mar/April*
- (v) *Signage re: fires @ Ice arena – order: who*

11. RECREATION GROUNDS – Equestrian, Baseball, Skating Rink, etc

Timer installed – working when power on in ball concession; the BLRC has keys to the concession stand; 1 part of building the BLRC does not have keys to; re-keying needs to be done on all outside buildings on the SAME lock (master key)

12. COMMITTEE UPDATES

Contract Committee: (Angela, Heloise)

- (i) Contracts – Booking Agent/Custodian are available for viewing; Facility Booking Agent contract needs to be reviewed / revised to become a Facility Agent;
- (ii) Rental agreement review delayed to be completed by March, 2014.

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13. Budget Committee (Wendy, Angela, Heloise)

- (i) Wendy motions to accept the **2014 budget** as presented; seconded by Lisa C.; AIF;
- (ii) Brenda motions that the BLRC proceed with working with NDI to get Community Hall / Recreation Facility infrastructure grant funds; other grants available; seconded by Lisa C.; AIF;
- (iii) **Capital Projects for 2014** – as per the NDI application; includes the front step; hoping to work with BL Community Association; BLRC will need to get together prior to grant being submitted to determine funds to be allocated to project from reserve

14. Website Committee

- (i) Website updated to include information on upcoming events and programs (e.g. yoga, children's dance, lawnchair travel, etc.); updating the website will be responsibility of Facility Agent

15. Claymine Committee (Brenda)

- (i) Wheelchair trails – tabled to spring; no update
- (ii) Signage – installation, on hold; no update

16. Pioneer Park Committee (Maria)

- (i) on hold until spring; no developments at this time

17. Volunteer Appreciation Committee (Heloise, Aimee, Angela)

- (i) **Volunteer Appreciation Event 2014** – planning mtg early March; event during NVW / National Volunteer Week

18. Upstairs Renovation – pending NDI application

19. BLCA Report – Wendy; BLCA Directors meeting this evening; Wendy read out a letter from the BLCA; letter on file; Senior Luncheon will not be hosted this year; a meeting will be called for the BLCA once Directors Insurance is in place; Senior's Luncheon will be removed from the www.bouchielakerec.ca online calendar

20. Events hosted/sponsored - Angela

- (i) *Volley ball: turn out has fluctuated, there are nights with 3 - 12 players. Core group of 5/6 who attend regularly – ages vary 13 thru 50+; Badminton: same as above – is low impact who appeals to all ages/abilities; \$81.15 has been deposited thus far; \$41.40 profit*
- (ii) *Tack Swap/Funday – “Kick off event to riding season,” games/music/fun – late May/June (weather dependant) volunteers wanted; **Aimee will approach QDRC***
- (iii) *Lawnchair Travel – 5 weeks beginning Feb. 19th; “travel” to India, Africa, Papua New Guinea,*

21. Affiliate Fees / Rental – Angela motions that the annual Affiliate Fee be increased to \$75.00 / year; seconded by Aimee; AIF; Affiliate Fee Rental for Outdoor Grounds: increased to \$125.00 / season (3

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months) for Affiliates where all members have Recreation Passes; otherwise the rate is 25% more; motioned by Aimee; seconded by Angela; AIF

Other: Girl Guide program – Wendy

- (i) request to Commission for grp to use hall, free of charge; service projects focused on the BL Hall & Recreation Grounds;
- (ii) Policy: needs to be created for consistency between groups and use of facility; for low impact, youth based activities

Next Meeting: April 14, 2014

Adjournment: meeting adjourned 9:48 pm

Volunteers don't just do the work; they make it work ~ Carol Pettit

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