



Bouchie Lake Recreation Commission

AGENDA

Date: May 17, 2012

Location: Bouchie Lake Hall, 7:00 – 9:00 pm

Commissioners: Liz Montgomery-Smith, Lisa Scott, Brenda LeBeck, Lisa Collins, Jennifer Linegar-Johnston, Sybille Muschik, Bruce Johnston, Jeff LeFebvre, Maria Dawson, Carolyne Blanchet

In attendance: Jennifer Linegar-Johnston, Bruce Johnston, Liz Montgomery, Lisa Collins, Carolyne Blanchet, Brenda Lebeck, Heloise Dixon-Warren (Director)

Regrets: Sybille Muschik (not well), Maria Dawson (unavailable), Lisa Scott (unavailable - lacrosse)

Absent : Jeff Lefebvre

Guests: Bouchie Lake Horse Club (delegation), Leanna Richardson, Dorine Lamarche

Chair: Bruce / Scribe: Heloise

Treat: Blueberry Crumble Flan with ice cream (Thanks Jennifer!)

- 1. Call to Order – 7:10 pm**
- 2. Roll Call / Welcomes / Introductions (if necessary)**
- 3. Adoption of Agenda – *motion to adopt by Lisa C.; seconded by Liz; AIF***
- 4. Adoption of last meeting minutes (April 17, 2012): amendment: *Bruce motioned that Affiliate may rent any facility of commission for 50% of standard rental rate; Jennifer seconded; AIF*
*Liz motion to adopt today's agenda with amendment; seconded by Lisa C.; AIF***

5. Correspondence:

Letter emailed from QDRC to all commissioners dated May 1, 2012; will be included when Minutes are distributed

6. Treasurer's report- filed into the minutes

Operating: \$35,131.89; Capitol: \$6776.27; Report submitted to Secretary

7. DELEGATION – “Bouchie Lake Horse Club” (Alicia Paley);

Will not be called Bouchie lake Horse club

QCRD will take the group on under their insurance; will not be the Bouchie Lake Horse Club; all inclusive group; meeting 1 x/ week;

1 of QDRC's mission is to encourage Youth Groups; youth & family club;

Facility Rentals; 1 x/week through the summer; possibly sometime in the winter;

Currently not booking facility; only Casual use of warm up arena;

8. Director's Report:

*Memorandum of Understanding – BLRC & BLCA; **BLCA and BLRC will meet to negotiate the terms of the MOU;***

Report to North Cariboo Recreation & Parks Commission – concerns, comments, issues, etc.

Open House - North Cariboo Recreation & Parks service function proposed boundary expansion, May 24th, 5-8 pm



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Community Open House – June / Sept.??

Bulletin Board

9. Bouchie Lake Community Association Report – held a meeting today prior to BLRC; next meeting not yet scheduled

10. Committee Reports

i. Budget (Bruce, Heloise, Sybille, Liz)

*Review of Proposed Budget – 2012; **Carolyne motions to accept the proposed budget with the exception of Capital; seconded by Brenda; AIF***

BLRC is currently operating on funds approved for 2012;

ii. Discussion of Capital Expenditure (TABLED)

Grants – Lisa C. will meet Bruce

iii. Procedures, Policies and Affiliations (Liz, Lisa C., Lisa S., Jennifer J. Heloise)

Usage & Booking of Facilities – by affiliates vs. non-affiliates; organized usage of grounds without payment (garbage, conflicts)

Overview:

A baseball / softball tournament was held at the BL Grounds on the weekend; Heather Lefebvre contacted Wayne Andres re: the plans for baseball to utilize the grounds; the Baseball group is currently not an affiliate; nor did they “book” the grounds through the correct channels;

Equestrian grounds booked by QCRD for an equestrian jumping clinic

Carolyne (Volunteer Booking Agent) – last weekend, clinic with QDRC was booked (June 12th, Sat.); baseball tournament at the same time of clinic; baseball was not officially booked; parking area was full of campers; a baseball flew over new nets;

QDRC wants a refund; baseball not an affiliate and did not pay facility rental;

Baseball group camped on site

Following tournament, garbage was left on-site which Wayne had to clean up;

Baseball has access to the concession & they had another key cut; Baseball group also stores equipment in concession building;

Bruce motion to change the lock on the baseball concession; seconded by Liz; AIF;

Carolyne & Bruce motions that a letter be sent to Jeff with the following:

(i) The concession lock will be changed by Wednesday, May 23rd

(ii) The lock on the storage room will be removed by Wednesday, May 23rd unless their Affiliate fee and Rental is paid in full;

(iii) Reimbursement of rental to QDRC for facility

(iv) Expectation of commissioner responsibilities as per the Commissioner Expectation Policy

(v) Meet with some members of the BLRC regarding insurance, commissioner, etc.



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- Definition of an Affiliate – user group vs. umbrella insurance carrier (hours / week) (TABLED)*
Rotating Chair Policy (TABLED)
Camping on-site (on-site signage) / Campfires?? – (TABLED)
Outdoor Facility rules – garbage, fires, etc. (TABLED)
Usage of candles in hall (contract) – currently NO mention of the use of candles on contract; it was suggested that the BLRC have the same conditions as the Rec. Centre in terms of candles;
Carolyne motions that “No Open Flame” Addendum is added to the “Terms & Conditions” of the Facilities Rental Agreement (refer to Diane Roger’s email dated May 3, 2012; inserted at end of the Minutes); seconded by Liz; AIF
Heloise will contact renter who brought the issue of the candles to the attention of the BLRC
\$\$\$ Boxes / Envelopes (TABLED)
Expense Claim Form / Cheque Requisition (TABLED)
Damage Deposit – not returned (TABLED)
- iv. **Maintenance / Security**
Signage required for netting (TABLED)
- v. **Fundraising / Volunteer Recruitment (Jennifer, Lisa S., Brenda)**
Fundraising Thermometre – status (TABLED)
Contract Manager / Facility Booking (Sybille, Lisa S., Carolyne)
*Update on Facility Booking Agent position – **6 persons showed up for the site inspection & a tour; no proposals yet received; Carolyne will research the cost of hiring a commercial janitor***
Suggestion hire on a Janitorial contractor; another person as booking agent
Phyllis has resigned from “highway sign person”
- vi. **Promotion / Communication (Liz, Lisa C. Jennifer, Maria, Heloise) - (TABLED)**
Website, Business Cards, Brochure
- vii. **Outdoor Facilities (Liz, Lisa C., Carolyne B., Lisa S., Jeff)**
Lisa Collins was required to get ashtray quotes; concrete: 36” high pillars: \$450.00 / ea;
reallocate planters as ashtrays ;
Tap leaking for over 1 year; by the barn; Wayne purchased new taps but are not yet installed
Equestrian Concession tap leaks also
Running hot water needed in concession;
Wetland between riding arena & play area
- viii. **Claymine (Brenda, Maria)**
Tara Fookes would like to use Claymine Trails for a boot camp to be run through the Rec. Centre; is there a fee? There is no way we can police fees for casual use on the trails;
Wheelchair Accessible Trails – total value of project: \$15,000 (\$2000 from BLRC; \$13,000 from province)
Interpretive Trails (Quesnel Community Foundation)
- ix. **Strategic Planning (NEW!) - (TABLED)**



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x. Beautification (Sybille, Jennifer) - (TABLED)

Pruning / clean up out front

xi. Pioneer Park (Brenda, Bruce, Maria, Jeff) - (TABLED)

11. New Business:

Dorine Lamarche - proposal to run a Theatre Improv. Workshop for kids this coming summer at BL Hall;

2 x 1 week in August; Dorine would charge a fee

Looking for community support;

Proposal to Community Association – working for them;

12. Next Meeting – TO BE ANNOUNCED

13. Meeting adjourned – 9:40 pm

Excerpt of Email from Diane Rogers – re: candles

Hi everyone,

This is my opinion.

In regards to candles, the fire code has changed and now says “no open flame” . You could have candles that cause no “undue fire risk”. At the Arts and Recreation Centre we interpret this to mean that we can have candles in a container where the container is taller than the height of the candle. So an one inch “tea light “ in a glass container that is bigger than the candle is okay with us. Sand and water in the container is a plus. We (City/CRD) do not have a problem with candles as long as they are controlled by being in a container larger/ higher than the candle.

In regards to paper decorations, you can have them as well. As an example, a school classroom is restricted to no more than 20 % of the wall space can be covered by paper. Most people put up decorations that are probably not cover more than 1 or 2 % of a wall.

It appears the customer knows the act and It would be reasonable to adjust your contracts, however, it is your choice. This is totally up to the Recreation Commission. You can be more restrictive than the act but not less restrictive. I assume you would consider your customer service when making a decision. Most of this is common sense and just consider the term “undue fire risk” when making your decision. You could always talk to your fire department as well.

Diane