



AGENDA

DATE: June 27, 2013 / LOCATION: Bouchie Lake Hall, 7:00pm

Commissioners:

Angela Mezzatesta (Chair), Lisa Scott-Cooper, Lisa Collins, Phil Demers, Maria Dawson, Heloise Dixon-Warren (Area B Director), Brenda Lebeck, Wendy Donald

In Attendance: Wendy Donald, Angela Mezzatesta, Brenda Lebeck, Heloise Dixon-Warren, Maria Dawson (departed at 8:38 pm)

Regrets: Phil Demers, Lisa Collins

Absent: Lisa Scott-Cooper

Contractors: Leanna Richardson

Guests: n/a

Chair: Angela

Scribe: Heloise

1. **Roll call/ Introductions – Guests**
2. **Delegations:** *(Delegations need to be pre-set up by contacting the Chair)*
3. **Director's Report – see attached (i. CRD rep. on NCRP Commission; ii. Recreation Passes; iii Rural Facility Tour; iv. Delegation to Rural Caucus)**
4. **Call to Order – Adoption of Agenda;** called to order at 7:09 pm; Brenda motions to adopt Agenda; seconded by Maria; AIF
5. **Acceptance of Previous Minutes – June 9, 2013;** motion to adopt by Angela; seconded by Heloise; AIF

Note:

*(i) Positions of Vice Chair, Secretary still open; Heloise fine with Minute taking & providing other assistance but Secretary is needed to complete other tasks (e.g. letter writing, development of Agenda, etc.); **Brenda has offered to be Vice Chair***

6. **Financial Report – Wendy;** financials up to date as of June 26th; Bank Account: \$36,312.75; 2013 Hall Rentals: \$3133.00 (to date); *Wendy motions to accept financial report; seconded by Angela; AIF*
7. **Correspondence:**

OLD BUSINESS

8. GENERAL

- i. **MOU / Memorandum of Understanding – BLRC & BLCA;** not yet signed; existing MOU has expired (at the end of June); tabled; *it is requested that all BLRC members and BLCA Executive review the MOU for recommendations on how it can be simplified; to be reviewed over the summer;*
- ii. **Bouchie Lake Recreation Brochure – 1000 copies p/u;** distributed to Rocky's, Bouchie Lake Farm & Feed; CRD office (Quesnel); CRD Quesnel Office Clerk will also include a copy in all letters re: building permit sent to residents in BL; other ideas: (i) unaddressed admail;

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- (\$217.00 / 1400 (Bouchie Lake & Parkland); (ii) Welcome Wagon rep. (Sheila Beirwagon); (iii) Realtor Agents – Century 21, Remax, N. Cariboo Realty, Property Guys; link to BL Rec. website on all realtor websites; etc.
- iii. **Meeting with BLVFF Association** – June 20th (Angela & Heloise); Report attached
- iv. **Kiosk Project** – ~ \$12,000.00; Community Futures Grant Funds NOW available (up to \$50,000); recommendation that the BLRC partner with the BLCA to submit an Grant Application; can work with Grant Writers (CRD and /or QCEDC); BLRC can provide space (land) for kiosk and perhaps some financial support???. *Angela motions that the BLRC support the Kiosk project with a \$1000.00 contribution; seconded by Wendy; AIF*
- v. **BC Healthy Communities Grant Update:** *the BLRC will support the application through in-kind contributions: hwy. signage, website promotion; reduced rent; custodian fees, photocopying / office supplies; motioned by Angela; seconded by Brenda*

9. HALL

- i. **Electrical report** – Leanna R., finding & actions to be undertaken; *14 light bulbs in hall not working; James & Sons will at a rate of \$69.00 / hour to change bulbs without doing an upgrade if necessary; if ballast needs to be replaced, they will need to be upgraded (estimated to be 8 hours); Maria motions that the BLRC allocate up to \$1000.00 proceed with having a contractor come in an fix, repair and /or replace lights in main hall; Leanna will get 3 quotes; seconded by Angela; AIF; motion to have Leanna obtain quotes for electrical upgrade for BL Hall to access “Gas Tax Funds”*
- ii. **Oil tank – Phil/Angela** – quotes received; removal of underground storage tank; 2 quotes received from Terra West Environmental Inc. (\$6700.00 + GST) and Aurora Services (\$5810.00 + GST); 3rd company opted not to submit a quote; Darron Campbell suggests the BLRC hire on Aurora Services; \$6000.00 in 2013 Budget for Facility Audit which will be used to pay; if there is any need for soil remediation, the CRD will cover this through emergency expenditure with a budget amendment; *Wendy motions that the BLRC contract Aurora Services to address the oil tank issue; seconded by Maria; AIF; the contract will be set up through the CRD; Leanna needs to be contacted to co-ordinate time of removal; Angela will contact Darron at the CRd*
- iii. **Gas Stove Update:** pros / con list; Leanna has a list of list of pros and cons; Leanna recommends that the BLRC replace the gas stove with a commercial electric stove; existing gas stove used 4-5 times / year; *Maria motions that the BLRC replace the gas stove with an electric stove and that Leanna (i) research options for the a new electric stove and (ii) she contact Diane at Quesnel Leisure Services regarding this decision and the auctioning off of the gas stove; seconded by Wendy; Leanna will bring findings back to BLRC for Sept. meeting;*
- iv. **Cupboard Locks in kitchen** – Leanna will look after; in process
- v. **Inventory of kitchen**– Leanna will propose a Kitchen equipment rental system for implementation;
- iv. **Floor Buffer / Industrial Vacuum Cleaner / Wash & Wax Machine:** status of whether these work???. Leanna is investigating;

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

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Recommendation:

- (i) BLRC lawn mower - not working (service / replacement), contractor using own (BLRC could pay rental fee); the BLRC will set up a Landscaper Contractor (to include lawn mowing, gardening / weeding, etc.)
- (ii) Concerns reported re: equestrian arena: rail by the gate, concession side (white PVC pipe is coming off and the chain link fence is not attached to the rail) – fixed by BLGC; gate doesn't close properly, too much sand is left from dragging of harrows, request contractor seek options to remedy. Volume of people riding at the arena & frequency of harrowing cause for concern; 1 x per week (as believed) doesn't meet need & may lead to base being damaged; Wayne is harrowing 1-3 times / week; *User groups are to report any items or concern & /or needing attention to the BLRC;*
- (iii) Use of Equestrian Arena when footings are too wet (slurry) & damage could result; *Action: authorise Wayne to lock gates of equestrian arena and post signage until such time footing dries out; a sign needs to be installed stating that arena will be locked when footings are not suitable; warm up arena available; check www.bouchielakerec.ca for dates when arena is open / closed;*
- (iv) (Email from Lisa Collins, June 26th): recommends there be *an annual maintenance on the main arena as it is used by many people within the community. Money should be put in the annual budget for resurfacing the equestrian grounds. It needs to be pulled in from the edges and a grade put on the arena. There has not been any major ground work in over 6 years. The arena used to get wet but never a soup hole.*

COMMITTEE UPDATES

10. Contract Committee: (Angela, Lisa S., Heloise)

- (i) Facility Booking Agent (Office Administrator) / Custodian: Leanna – contract expires June 30/13. Extension to be negotiated. Casual contractor required when Leanna away – Julie Law will fill in when Leanna is away this summer;
- (ii) Outside Maintenance: Wayne Andres; contract renewal, expired May 2013

11. Budget Committee:

- (i) *Eligible expenses (operating and capital costs) for mid year (Jan. 1-June 30th) need to be compiled & submitted to Diane Rogers (Quesnel Leisure Services) for reimbursement*
- (ii) *YTD Budget Review – July to Dec, 2013; Capital Project 2013?*
- (iii) *Recommend the BLRC submit a Business Plan to CRD which outlines 2014 goals & supports Budget submittal; adopt template used by CRD for NCRP budget – see example below*
- (iv) *All committees are to determine their goals for 2014 & submit their budget requests to the BLRC Budget Committee by August 1, 2013 using the outline below. Funding sources could also include grants, BLRC rent, etc. Attach photos if of benefit.*
- (v) *Capital Project 2014?*



Excerpt from **2013 Business Plan North Cariboo Recreation and Parks (1554) - NCJPC Meeting October 9, 2012.** <https://quesnel.civicweb.net/Documents/DocumentList.aspx?ID=31740>

11. Goal: Equip the Parkland Community Hall for programs and community events.

Rationale: The new community hall requires office furniture, audio/visual equipment, tables and chairs, and signage to identify the hall in the community in order to maximize its potential.

Strategy: Project will be led by the Parkland Recreation Commission with support from Leisure Services and Regional District staff. Funding for equipment has been provided for in the capital budget.

12. Goal: Repair the roof of the change room facility for the ball park on the Barlow Creek grounds.

Rationale: The roof is in clear need of repair and is potentially a safety hazard.

Strategy: Project will be led by the Barlow Lake Recreation Commission with support from Leisure Services staff. Funding for the project has been included in the 2013 budget.

12. Website committee: (Angela, Heloise, Brenda, Leanna)

(i) Southill Graphics would like to meet with committee asap to do training; **Leanna and Brenda will set up a time /date with Bob for next week (Tues., Wed., Thurs.)**

13. Claymine Committee: Brenda

- (i) Kiosk Installation: kiosk installed – 50% paid through tourism / 50% to the trail project
- (ii) Wheelchair Accessible Trail update; \$15,000 total of which \$2000 BLRC was to come up with; \$2000 not included in the 2013 CRD BLRC budget; project due to be completed by 2015 (all monies spent); trail laid out; Dan Dobson will get quotes in August so works begin in Sept. on 600 metres of trail; Brenda would like project to be completed in Sept. 2013; project can include parking barriers, benches, etc.; Brenda will provide an update in Sept.
- (iii) Interpretive Signage Update: 4 signs to be installed in wheelchair section; 8 installed so far
- (iv) Hwy. Signage: 2 signs installed on the Nazko / Blackwater (east / west) by M. of Transportation & Hwys; no sign on Blackwater Rd. & Claymine Junction;
- (v) Bouchie Lake & Narcosli Schools toured Claymine with Conservation Officer
- (vi) Dirt Bike went on trails; ways to deter motorised vehicles being considered – e.g. kissing gate

14. Bouchie – Milburn Community Park Committee: Maria

- (i) Hawkweed Infestation – fertiliser / manure to address hawkweed
- (ii) Plan Follow up: people researching indigenous plants for plan
- (iii) BL School Weed Pull – school only did weed pull at garden;
- (iv) Lawn mowing has been done

15. Volunteer Appreciation Committee: Angela to report

- (i) National Volunteer Appreciation Week (Apr. 21-27th). Report submitted by Co-ordinator; Value of sponsorship / donations: \$3100.00 (CRD provided \$2000.00); Co-ordinator hired on by Bouchie Lake & Parkland; door prizes and thank you were provided; events in both communities; partnership with Skyfest; Recommendation: more lead time needed; more

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volunteers; a Volunteer Manual was not created as hoped; people were receptive; \$350.00 budget remaining; April 6-14, 2014;

(ii) Volunteer Appreciation Garden: Bruce & Jennifer Johnston have donated a plan for the garden / landscaping (dated January, 2013); plan incorporate some plants / features which are already there; garden needs to be FireSmart; walking / wheelchair friendly; Fundraising Ideas: dance / auction; oil tank needs to be removed prior to garden implementation

16. Upstairs Renovation Committee:

- (i) Plan created by Tamara Turner; budget committee will assess budget; tabled to Sept.*
- (ii) Next steps?*

NEW BUSINESS

- 17. Delegation to Northern Caucus:** date to be determined; next Northern Caucus Meeting: Sept. 10th
- 18. BLCA Report** – n/a
- 19.** Next Meeting: September 9, 2013 (please post on hwy. sign)
- 20.** Adjourned – 9:35pm

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RURAL RECREATION COMMISSION DIRECTOR'S REPORT

CRD Member-at-large: North Cariboo Recreation and Parks Commission

The CRD member-at-large has resigned from the NCRPC. The NCRPC is comprised of: 2 CRD Directors, 2 City of Quesnel councillors, 1 School District Trustee, 1 CRD member-at-large, 1 City of Quesnel member-at-large.

Opening for CRD member-at-large on the NCRPC. To have a CRD resident involved with Rural Recreation (e.g. a member of the Parkland Bouchie Lake or Barlow Creek Recreation Commission and /or Alex Fraser Park) would have great value.

The purpose of the Commission is to provide governance to the NCRP function (Est. Bylaw 3900, 2004) concerning delivery of Services and operations of the Facilities and to provide recommendations to the Board with respect to the annual financial plan and fees and charges related to the Function.

A copy of the Bylaw can be reviewed at

<https://quesnel.civicweb.net/Documents/DocumentList.aspx?ID=37414>

RECREATION PASSES = reduced rent for residents / user groups with a pass

Recommendation from North Cariboo Recreation & Parks Commission / NCRPC to North Cariboo Joint Planning Committee / NCJPC that a two tiered rent schedule be implemented for all facilities receiving taxation funding through the NCRP / North Cariboo Recreation & Parks service. This will include private rentals and facility rental by user groups.

Currently, the only facilities that have fully developed two tiered rental system for user groups is the Twin Arenas and Quesnel & District Arts and Recreation Centre. If a user group (e.g. minor hockey, lacrosse, skating, etc.) wish to rent the rinks for the reduced rate available to recreation pass holder, all members of the user group must provide their pass numbers to the staff at Twin Arenas.

Facilities within the NCRP service are subsidized by taxation. By implementing a two tiered rent for rentals (private and user groups), the contribution of taxpayers and non-taxpayers will be more equitable. Currently, a recreation passes are available at no charge to all residents who reside with the NCRP. For non-residents, pass can be purchased through Quesnel Leisure Services (Quesnel & District Arts & Recreation Centre) for \$77.00 / individual and \$128 / family. Information on the passes is available online at

<http://www.quesnel.ca/DocumentBank/recguide/Guide%20documents/kidsport.pdf> The NCRPC is

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recommending a single pass be phased in (for singles and families) over 3 years so by January 1, 2016, a recreation pass are available for **\$215.00**. This higher fee better represents what the average taxpayer contributes to NCRP. Copies of all the NCRP Minutes are available on the City of Quesnel website – Joint Planning Committee agendas

<https://quesnel.civicweb.net/Documents/DocumentList.aspx?ld=33774>

NOTE: Any recommendations approved by NCJPC have to be ratified by the Cariboo Regional District BOD. It is likely that these changes regarding rent structure be incorporated in to the Recreation Commissions bylaws.

RURAL FACILITY TOUR – NCRP COMMISSION (June 25th)

The NCRPC will be touring the following facilities / sites with the City of Quesnel / Leisure Services staff on June 25th. Tour includes Pioneer Park (on Dragon Lake), Alex Fraser Park, and Claymine Trails.