

Bouchie Lake Rec Commission  
Meeting Minute  
Bouchie Lake Hall

**Oct 19/16, 2016 @ 7:00 PM**

Present: Ron Terlesky (Alternate Area B Rep), Wendy Donald (Rec Commissioner), David Law (Rec Commissioner), Jan Rivers (Rec Commissioner), Tracy Parker (Rec Commissioner), Angela Mezzatesta (Facility Manager), Jerry Bruce (Area B Director)  
Guest: Lora Lebeck, Mark Parsey (Outside/Building Maintenance Contractor)  
Regrets: Steven Loos (Rec Commissioner)

Chair: Ron Terlesky – meeting called to order 7:00 pm  
Scribe: Angela Mezzatesta

**GUEST PRESENTATION:** Gary Stuart – City of Quesnel, Maintenance - Capital projects vs Operations/Maintenance

Gary attending the meeting to help clarify the difference between Capital and Operational/Maintenance costs/projects. Gary as well as Kyle Stuart are employed jointly by CRD/City, they provide support to those operating/managing properties owned under each.

Capital expenses are defined as expenses over \$5000 i.e. Roof and pump house replacement. Rationale for \$5000 threshold unknown. Director Bruce to follow up with Darron Campbell – CRD, then report back.

Operation/Maintenance is defined as anything under the \$5000 threshold those costs are to be covered by existing budget or another funding source available to those managing the sites.

### **Agenda**

Additions to the agenda

Adoption of Agenda – Motion Wendy Donald 2<sup>nd</sup> Jan Rivers - AIF, carried.

Adoption of previous minutes -\*\*\* with correction to Director Bruce's report point 5, replace existing with "Meeting to be held October 5/16 about Milburn Lake – specifically the boat launch/parking area, purpose is to review roles of Stakeholders: CRD, Ministry of Highways, BL Community Association and Lynn Phinney (Contractor)". Motion Jan Rivers 2<sup>nd</sup> Tracy Parker - AIF, carried.

**Correspondence:** Invite to P4HC/GNC Gifting ceremony. Motion to receive invite: Tracy Parker 2<sup>nd</sup> Jan Rivers – AIF, carried

### **Regular Business:**

#### **Reports**

1. Financial Report – April – June receipts submitted/approved, reimbursement \$10,669.76, not received as of this date. 3<sup>rd</sup> quarter submission being prepped for reimbursement. Director Bruce to follow up to determine if CRD has prepared/released cheque for 2<sup>nd</sup> quarter expenses. Motion to receive report Wendy, 2<sup>nd</sup> Tracy AIF, carried.

2. Facility Agent report / recommendations – lots of activities happening over fall/winter, see calendar. Roof repair, over office, to start this month, pump house rebuild in progress – support given by Kyle Russell (Facilities Maintenance Foreman) great, he's been available to answer questions, provide update re: scheduling and to address expectations with Contractors. Riding clubs have completed their season – other than the rain it was a good year for them. Recommend meeting with them/other User Groups prior to 2017 season starting to determine needs and learn how they want to develop their clubs/groups. Recommend leaving pantry accessible to Users groups / Renters however prior to change a plan/location needs to be determined to house the Projector, food items owned by specific Users. Hwy sign – current practice is to use it to promote activities / events hosted by BLRC, Community Association and renters/users of the facility. Discussion about 3<sup>rd</sup> party use i.e. Bouchie Lake PAC. Motion Jan Rivers that the sign will continue to be used as outlined, if the Bouchie Lake PAC requests

promotion of an event at the school and the sign is not being used by any of the groups previously listed it is available for their use, at no charge 2<sup>nd</sup> Tracy Parker - AIF, carried.

3. Area B Director Jerry Bruce report – Progress being seen – development of positive relationships has resulted in many projects, on this site, as well as others being completed. A review of Bylaws governing work of Commission was done, feedback collected has been positive – Commission on right track. Positive changes are happening, appointment of everyone into positions, process being used and actions happening are all valid.

Asset planning Audit – completed Fall 2015, Five year plan in development, Budget set to cover costs.

Capital – any item attached to building.

Operations/Management – funding provided from CRD to cover basic needs/expenses only additional funding needed to cover unexpected//necessary expenses can be requested however no process in place. North Cariboo Joint Planning Committee developing process to correct this & bring a little needed repairs/management to Rural Recreation properties.

Budget process – September 2016, deadline to submit Operation/Capital request to CRD Board of Directors for review. Over past year a strong, working relationship has been established between CRD/City staff. Projects are being completed collaboratively, each level of management is engaged and as a result many projects which were earmarked for 2016 have been completed by CRD/City.

4. P & P Committee update – Process moving along, clarity needed as to what role Bouchie Lake Community Association members are to play, to be addressed at next meeting. Recommendation from committee for the BLRC to continue with the current policy/practice of no waivers being given. Revenues are needed to cover expenses, facility is aging and funds received often falls short of what is required. The Committee recommends a reduced rent, rather than a waiver be offered to the BBN. Motion Wendy Donald to offer BBN a reduced rate and allow them continuous use of the hall for their back to back events. 2<sup>nd</sup> Tracy Parker. AIF, carried. Action: Facility Manager to contact BBN to advise of decision and determine if they want to go ahead with their proposed rental/event.

### **Old Business**

Letter NCJPC – request for reimbursement for funds allocated to fix drainage issue and repair septic line. Letter drafted, signed by chair awaiting pick up and a response.

Affiliate membership/fee increase – discussion, is this a category or a membership/partnership as reads? Clarity is required, does fee ensure costs incurred by BLRC are covered / equitable. Recommended this matter be reviewed by P & P Committee. Action: P & P Committee review rate, structure and benefits of Affiliates and bring recommendations back to BLRC about how to proceed or restructure this category.

Halloween Event – Annual Community Party at Hall/Grds set for Oct 31/16... volunteers in place for set up, hosting, fireworks display & clean up! Bouchie Lake Elementary PAC to run refreshment sales as Fundraiser. Cost of cake/prizes and food expenses to be covered and/or shared with BLCA. Motion Wendy Donald BLRC cover cost for food, prizes (approx. \$250) and fireworks (\$250.00), for the Halloween Party. 2<sup>nd</sup> Jan Rivers AIF carried.

Access to kitchen – BLCA recommend to BLRC a plan be made to allow access to the kitchen by ALL Users of the facility. BLCA will be recommending to their membership that they approve this plan at their November 2016 meeting. BLCA further request authorization to put a lock onto the cupboard in the pantry so they may store food items / supplies of value/belonging to their members. ACTION: Facility Manager to inform all User groups of this impending change so they can plan for items/supplies they may also be storing in the pantry.

Meeting adjourned: 9:25pm. Motion Wendy, 2<sup>nd</sup> Jan – AIF, carried.

Next meeting: Nov. 23/16 @ 7:00pm

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Scribe/Chair

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Date