



Bouchie Lake Recreation Commission

BLRC Meeting Minutes

July 20, 2020

Bouchie Lake Hall

Attendance: Sarah Barber, Dixie Carlson, Lars Carlson, Ken Falloon, Stephanie Hanes, Steven Loos, Ron Terlesky, Wendy Donald, Mark Parsey, Barbara Bachmeier – Area B Director

Regrets: Patty Croy

Minutes: Sarah Barber, Steven Loos

Guests: Cam Hadfield

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

2. **Tour of Bouchie Lake Hall Grounds:** The Commissioners were given a tour of the Bouchie Lake Hall Grounds at the beginning of the meeting, guided by Wendy Donald & Mark Parsey.

Review of agenda business began at 6:45 pm in the meeting room at the Hall.

3. **Adoption of Agenda:**

Addition to Agenda: Under Old Business, Door for Announcer's Booth
Under New Business, Sprinkler System for Equestrian Arena

Dixie moved to accept the additions to the agenda and adopt as amended; Seconded by Ron; AIF, Motion Carried.

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

Barb moved to amend the previous minutes to include the tour of Bouchie/Milburn Community Park (Pioneer Park) from 6:06pm to 6:36pm; Seconded by Dixie; AIF, Motion Carried.



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Barb moved to accept the June 29, 2020 BLRC Meeting Minutes as amended; Seconded by Dixie; AIF, Motion Carried.

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

6 Correspondence:

- i). Darron Campbell – Re-opening plans
- ii). Darron Campbell – sharps containers / water licence
- iii). Kyle Russell – 2020 Capital Projects
- iv). Food Skills for Families update
- v). Richard Gauthier – Covid plan
- vi). Richard Gauthier – sharps containers

Ron moved to receive correspondence, Seconded by Lars; AIF, Motion carried.

7. Reports:

a. Director Report – Presented by Director Barb Bachmeier

- Arranging a training session in the Fall for the 3 boards under her jurisdiction to cover governance, harrassment, Code of Conduct, and Conflict of Interest;
- Barb remains a Commissioner and counts towards quorum. However, she chooses not to vote and prefers to sit as an advisor, allowing the other Commissioners to make the decisions. She also will refrain from making motions, where possible.

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

b. Chair Report – Presented by Stephanie Hanes

- One goal is to work towards reducing the length of the meetings but this may take some time to achieve;



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- stated that we have a good group, that can achieve much, and that the facility is a gem;
- the key is to maintain respectful, professional and positive communication between everyone involved with the Commission.

Steven moved to accept the Chair Report as presented; Seconded by Lars; AIF, Motion Carried.

- c. **Financial Report** – Prepared and presented by Ron Terlesky. Report attached.

Ron 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.

- Wendy to get one sharps container using discretionary funds for Mark to put in the tractor shed;
- there was an alarm callout this month; Graydon did not attend; RCMP and Wendy did;
- so far, there has been no response from Graydon to Wendy's inquiry into matter.

Sarah moved to accept the Interim Facility Manager report as presented; Seconded by Ron; AIF, Motion Carried.

- e. **Maintenance Report** – Prepared & presented by Mark Parsey. Report attached.

- mowed a lot of grass;
- lawn mower broke and fixed;
- work on arena has started;
- suggested that with some additional improvements, the ball park might be able to double as an off-leash dog park. Commissioners were concerned about the combination of young ball players and dog droppings. Something to consider consulting the community about in the future.

Lars moved to accept the Maintenance Report as presented; Seconded by Ron; AIF, Motion Carried.

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



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g. Policy and Procedures Committee – Steven Loos

- Draft Policy 2020-019.1 – Legacy/Grandfathered Events Policy

- Developed from the ideas discussed at the all-hands policy & procedure discussion. The P&P Committee has also introduced a section that defines how the BLRC will go about inviting and accepting the submission of an event category proposal.
- Ken proposed an amendment to remove the line “even if all criteria has been met” in Section II (2), indicating that it was extraneous.

Steven moved to accept the proposed policy 2020-019.1 as amended; Seconded by Dixie; AIF, Motion Carried.

- Amendment to Rental Policy (2017-004.3)

- Section I (4) added to address renter exit times. Section I (5) adjusted to reflect music tariffs & licensing being handled by Entandem. Section II has been given a complete overhaul, to more properly represent the new approach developed at the all-hands policy & procedure discussion. Properly references other policies related to rentals. Section III was added to define in policy how the Commission itself may utilize the Hall and Grounds.
- Discussed the necessity of continuing to limit memorials to residents of more than 25 years. Decided to leave as it is.

Steven moved to accept amendments to the Rental Policy; Seconded by Lars; AIF, Motion Carried.

- Amendment to Special Event Rental Rates Policy (2017-006.5)

- The policy has been overhauled to reference, in more detail, the Memorial, Federal/Provincial/Local Government, and Youth Group or Youth Only Event categories described in Section II (4) of the Rental Policy.

Steven moved to accept amendments to the Special Event Rental Rates Policy; Seconded by Dixie; AIF, Motion Carried.

- Draft Policy 2020-020.1 – BLRC-Delivered Event Reporting Requirements

- Steven clarified that this policy was developed to aid in managing events delivered by the BLRC and its volunteers. It is not intended for use with activities delivered by community groups under the *Legacy/Grandfathered Events Policy*.



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- This policy is intended to aid the Commission in managing and overseeing events delivered by its volunteers (for example, the monthly *Open Mic Nite / Jam Sessions* activity). Relates to Section III of the Rental Policy.

Steven moved to accept the proposed policy 2020-020.1 as presented; Seconded by Dixie; AIF, Motion Carried.

h. **Budget Committee** – *Ron Terlesky* – no report

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

- The main trail has been cleared, detritus has been moved to the side;
- the parameter trails will be worked on in August;
- the big cleanup will be done in the Fall;
- The Herons appear to be happy and doing well;
- Ian is making arrangements to have the trail paths harrowed to take down any on-path overgrowth; being done by the same individual who did the paths in Costas Cove.

Stephanie moved to accept the Claymine Trails Report as presented; Seconded by Steven; AIF, Motion Carried.

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

- The plan is to put plaques on the back of the community park sign & the memorial post;
- Ken would like to see a plaque for Billie Bouchie in the middle of the community park sign with general plaques for the other early pioneer families around it (for example, the Armstrong family);
- if specific family units of those pioneer families or other residents wish to put up plaques, the plan is to set things up so that they can purchase specific plaques;
- will want a uniform, consistent look for all the plaques.
- Ken felt that the priority at this time is to get electrical power into the park, which would be of benefit for lighting the sign and for Christmas trees;
- the Commissioners discussed establishing a committee for the Community Park project

Ken moved that the BLRC form a committee to look after and plan the development of the Pioneer Park; Seconded by Dixie; AIF, Motion Carried.



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- Stephanie appointed Ken as the chair of the Bouchie/Milburn Community Park Committee;
- Sarah volunteered to join the Bouchie/Milburn Community Park Committee;
- Steven mentioned that there is also a need to pursue the transfer of ownership of Pioneer Park from the MoT to the CRD; Director Bachmeier and Ken Falloon to investigate with CRD Administration.

8. Old Business:

a. BLRC bank signing officers – Stephanie

- Stephanie drafted a letter and signed it as both a signing officer and the BLRC Chair;
- The CU accepted the letter and made the changes; apparently the letter does not have to come from all the current signing officers;
- Current bank signing officers are Stephanie, Ron and Patty.

b. Rink updates – Stephanie

- Need to have a direction – a final picture/product – in mind for the rink;
- Need to determine the minimum that needs to be done for the upcoming Winter season; the remaining work can be completed next year for the 2021/22 season;
- Stephanie will develop an “end product” plan for the development of the rink and bring it to the Commission for review;
- Cam went into the details of what he has learned from his work on the rink so far;
- the puckboard panels need to be replaced; the underlying plywood panels will need to be painted – some of them may need replacing;
- the handrails in the corners need to be replaced – they are currently made out of double-layered plywood – will absorb water – need to replace with custom-cut 2x12;
- the rubber moulding/base Cam suggested for the bottom would cost approximately \$350 total for 528 feet;
- UV-protected puckboard panels will run at \$83/sheet – we will need 56 sheets;
- in terms of paint, will need six 5 gallon pails of primer – at \$198 per pail;
- will need ten 5 gallon pails of multimaster paint – at \$305.68 per pail;
- Recommended a wheel attached to a horizontal arm to be attached to the snowblower to prevent it from scratching the sides of the rink;
- Mark feels that the rubber moulding will not hold up to snow removal & ice production;



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- Mark recommended an 8 inch strip of plywood to close the gap at the bottom;
- Discussed using sill gasket between the concrete and the plywood baseboard;
- the Commissioners decided to ask Heinzelman Construction, currently on site for other matters, for a quote on the plywood baseboard and options to seal it to the concrete.

Sarah moved to have Wendy request a quote from Heinzelman Construction to install plywood baseboard and provide options to seal it to the concrete; Seconded by Dixie; AIF, Motion Carried.

NOTE: Ron Terlesky left the meeting at 9:06pm. Quorum remained.

c. Replacement of 2nd furnace update

- Should be done this week or next.

d. Water Testing & Operator Training – Wendy

- Waiting for Ross from the City of Quesnel to inspect.

e. Security Cameras – Wendy/Stephanie – tabled to next meeting

NOTE: Ken Fallon left the meeting at 9:25pm. Quorum remained.

f. Quotes for Permanent Installation of a Steel Gate on Back Road – Mark

- About \$220 for materials and a couple hours of labour;
- Stephanie volunteered to auger the post holes with her tractor attachment.

g. Ball Diamond Sprinkler System (follow up) – Mark – tabled to next meeting

h. North Cariboo Draft Horse and Mule Association – Wendy – grounds are too wet

i. COVID-19 Policy for Hall – Wendy updated and submitted copy to CRD (Richard & Darron) – submitted

j. CRD Community Works Funding – Wendy

- Wendy indicated that commercial kitchen appliances are not energy efficiency rated;
- the warranty on domestic kitchen appliances is void if used in commercial environment;



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- Wendy recommended that we wait to purchase commercial appliances through the capital budget process.

Dixie moved to drop the kitchen appliances from the grant application; Seconded by Steven; AIF, Motion Carried.

k. Issue with Google Calendar link on BLRC website – Steven – Done

l. Bouchie Lake Gymkhana Club – Donation to BLRC Equestrian Concession – Sarah

- Sarah presented a letter from the Bouchie Lake Gymkhana Club offering to donate cooking equipment/utensils for use in the Equestrian Arena Concession Building.

Dixie moved to receive letter from the BL Gymkhana Club; Seconded by Steven; AIF, Motion Carried.

NOTE: Sarah recused herself from the discussion and left the meeting room, being a member of the BL Gymkhana Club. Quorum remained.

- Most items in the Equestrian Arena Concession already belong to the CRD;
- the BL Gymkhana Club is offering to donate small cooking appliances and utensils.

Dixie moved to accept cooking equipment / utensils donated from the Bouchie Lake Gymkhana Club; Seconded by Steven; AIF, Motion Carried.

m. Door for Announcer's Booth – Wendy

- Discussion was had at the June 2nd meeting but a motion was not put forward.

Steven moved that Mark put in a 1/2 door in the announcer's booth, Mark to bill BLRC for materials and labour; Seconded by Dixie; AIF, Motion Carried.

NOTE: Sarah was asked to return to the meeting.



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9. New Business:

a. Equestrian Concession

- Discussed options for separating the storage area from the concession area;
- the storage area is not being used for storage related to the concession area.

Dixie moved to have Mark wall in the door frame between the storage and concession areas and change the lock to the outside door of the storage area, Mark to bill BLRC for materials and labour; Seconded by Steven; AIF, Motion Carried.

b. Questionnaire for Equestrian Groups - Stephanie

- Rather than form a committee to interact with the local equestrian groups, Stephanie recommended utilizing a well-prepared questionnaire to be circulated to the groups;
- Stephanie will prepare something to present for discussion at the next meeting.

c. Potential Events

- Community Christmas Tree Decorating / Santa Parade.

d. Sprinkler System for Equestrian Arena – tabled to next meeting

Next BLRC Meeting: August 31, 2020 @ 6:00 pm

Motion to Adjourn: Steven motioned to adjourn the regular meeting at 10:23PM; Seconded by Dixie; AIF; Motion Carried.

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

a. Motion to go in-camera

Lars moved to go in camera to discuss contractor matters; Seconded by Steven; AIF, Motion Carried.



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b. Motion to come out of in-camera

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

Motion to Adjourn: Dixie motioned to adjourn the in-camera meeting at 10:51PM; Seconded by Sarah; AIF; Motion Carried.

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.