



Bouchie Lake Recreation Commission

BLRC Meeting Minutes - AMENDED

June 29, 2020

Bouchie Lake Hall

Attendance: Sarah Barber, Dixie Carlson, Patty Croy, Stephanie Hanes, Steven Loos, Ron Terlesky, Wendy Donald, Barbara Bachmeier – Area B Director (Acting Chair)

Regrets: Lars Carlson, Ken Falloon, Mark Parsey

Minutes: Patty Croy

Guests: Cam Hadfield

1. **Call to Order:** 6:06 pm

2. **Tour of Bouchie/Milburn Community Park:** The Commissioners were given a tour of the Bouchie/Milburn Community Park (Bouchie Lake Pioneer Park) at the beginning of the meeting, guided by Director Bachmeier.

Review of agenda business began at 6:36 pm in the meeting room at the Hall.

3. **Adoption of Agenda:**

Addition to Agenda: Equestrian Arena

Change to Agenda: The Chair report will be given before the Director's report

Stephanie moved to accept the addition and change to the agenda and adopt as amended; Seconded by Dixie; AIF, Motion Carried.

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

Ron moved to accept the June 02, 2020 BLRC Meeting Minutes; Seconded by Steven; AIF, Motion Carried.



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

6 **Correspondence:**

- i). **Darron Campbell – water testing**
- ii). **Darron Campbell – Community Works funding**
- iii). **Richard Gauthier – reopening plans (2 emails)**
- iv). **Friends of Bouchie-Milburn – BLRC support for legacy events**
- v). **Friends of Bouchie- Milburn – review of Minutes & Policies**

Patty moved to receive correspondence, Seconded by Steven; AIF, Motion carried.

7. **Reports:**

- a. **Final Acting Chair Report** – Prepared and presented by Barb Bachmeier. Report attached.

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

- b. **Director Report** – Prepared and presented by Director Barb Bachmeier. Report attached.

- Cariboo Regional District – Code of Conduct and Ethics
- BLRC User Group Improvements Policy
- Conflicts of Interest – Real or Perceived

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

- c. **Election of New BLRC Chair** – Since this was the last meeting that the Acting Chair would preside over, an election of a new Chair took place. Two Commissioners were nominated: Steven Loos and Stephanie Hanes. Both were asked if they would stand for



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the Chair position. Both accepted. ***After the count, Stephanie was declared the new Chair, and Steven, the Vice Chair.***

Stephanie requested that Barb Bachmeier continue as the Meeting Chair for remainder of this meeting.

The expectations for the Chair position will be prepared by the *Policy and Procedure Committee* from the document produced by the Commissioners on March 3rd. It was further requested that the roles of all BLRC officers – Chair, Vice Chair, Secretary and Treasurer – also be outlined in this document.

d. **Equestrian Arena** – Discussion ensued regarding the equestrian arena. The following are points from that discussion:

- Does the BLRC have a water license for the two wells on the property? *Wendy to follow up with CRD*
- Discing the Equestrian Arena is something that should probably be added to the annual maintenance schedule, should be approved by the BLRC before proceeding and should be supervised by the Maintenance Contractor
- Steven presented the results of a cost analysis of the current Harrowing & Watering procedure. The cost to perform the procedure is \$80, which exceeds the billable fee of \$56.25. The Commission would like to investigate the possibility of adding a fence-mounted sprinkler system into the process, thereby reducing the amount of time directly spend by the Maintenance Contractor on the procedure. It was decided to leave the Harrowing & Watering Fee at the present rate until such time as the investigation has been completed.
- It was decided that harrowing and watering the arena needs to be done a minimum of once per week. This will be considered to be part of the contractual duties of the Maintenance Contractor. Additional requests for harrowing and watering in a given week will be billed by the Maintenance Contractor to the BLRC at a rate of \$25/hr.

Steven moved that, as an interim measure, Mark's present contract includes one harrowing and watering per week, additional harrowing and watering beyond that are to be billed at \$25 per hour, effective immediately; Seconded by Stephanie; AIF, Motion Carried.

- Dianne Murray should be removing her materials and supplies from the Equestrian Concession after every event so that the concession can be made available to any user that rents the Equestrian Arena.



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

Ron moved to accept the Financial Report & the COVID-19 Survival Report as presented; Seconded by Patty; AIF, Motion Carried.

NOTE: Ron Terlesky left the meeting at 9:40pm. Quorum remained.

- f. **Interim Facility Manager Report** – Prepared and presented by Wendy Donald. Report attached.

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

- g. **Maintenance Report** – Prepared by Mark Parsey and presented by Barb Bachmeier. Report attached.

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

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

- i. **Policy and Procedures Committee** – Steven Loos – *Four draft policies tabled to next meeting*

- j. **Budget Committee** – Ron Terlesky – no report

- k. **Claymine Trails Report** – Stephanie Hanes

- The CRD contractors will be at Claymine on July 6th to clear the low mobility trail.
- The brush piles need to be removed before fire season starts.
- Danger trees must be removed by professionals. *Wendy to consult and arrange with Darron's approval.*
- The Heron chicks have hatched.

- l. **Bouchie Lake Community Park Report** – Ken Falloon – no report



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8. Old Business:

- a. **Support of FoBM events in 2020** – Response sent.
- b. **BLRC bank signing officers** – *Stephanie to take minutes into CU.*
 - The CU has changed its policy. A resolution in the minutes is no longer sufficient. A letter from current signing officers authorizing the change is required.
 - Stephanie to file requested documentation with CU to conclude matter.
- c. **Back Country Horseman North Cariboo Chapter (BCHNCC) Donation Letter**
 - Response sent.
- d. **Rink Updates** – *Cam Hadfield*
 - The puck boards have been removed; plywood to be cleaned and prepared for paint.
 - Cam to provide quote for paint and primer. He will paint the plywood once supplies are received. He will send an email to Wendy with quote. He will also pressure wash the plywood.
 - The old puck board was not suitable for outdoor use. The removed puck board will be donated to whoever wants it.
 - Cam also recommended that something should be attached to the snowblower to prevent it from scratching the replacement puck board.
 - *Thank you to Cam for all his hard work on the skating rink.*
- e. **Replacement of 2nd furnace update** – *Approved but not installed yet*
- f. **Water Testing & Operator Training** – *Wendy – See Darron Campbell's email*
 - As per Darron's email, the CRD water system supervisor will try to add the Hall to the systems under their certification with Northern Health.
- g. **Budget Meeting** – *no meeting due to COVID-19*
- h. **Security Cameras** – *Wendy/Stephanie – tabled to next meeting*
- i. **Sound System Warranty** – *purchased 1 year extended warranty*
- j. **Clean Outbuildings** – *Norm wasn't able to fit into his schedule. Wendy arranged for Neil Elston to do them.*



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- Neil Elston is doing a great job. Wendy received a report that there were needles/sharps on the grounds around the outhouses. Contractors are not to touch any needles or other paraphernalia with bare hands; Wendy to consult with Darron Campbell and Richard Gauthier for recommendations for handling matter; likely solution would be to install sharps container in the outhouses and other areas for the safe disposal of any needles found.

k. Quotes for Permanent Installation of a Steel Gate on Back Road – Wendy

- Refer to Mark to get quotes for gate and installation.

l. Sprinkler System (follow up) – Mark – tabled to next meeting

m. North Cariboo Draft Horse and Mule Association – *approved trial period use of the ball diamond ground to practice cart driving (follow up)*

- Wendy to follow up with association to find out if they will be proceeding.

9. New Business:

a. CRD Community Works Funding – Wendy

- Requested and received quotes to upgrade all outdoor lighting to LED (equestrian, ball field, rink, parking lot and hall building).
- Requested and received quotes to upgrade all kitchen appliances.
- Submitted **draft** request to Darron Campbell. See response email.
- Darron advised removal of electric stove from funding request.
- Wendy to look into the possibility of funding for a natural gas stove.

b. Reopening plan / COVID-19 Policy for Hall - Wendy

- Wendy to write a letter, on behalf of the Commission, to people who had bookings before COVID-19 that will reintroduce them to the Hall and the current COVID-19 rules.
- COVID-19 Policy – expand bullet one to include “no out of town renters, participants or guests” and a statement that everyone must follow guidelines.
- COVID-19 Policy - bullet three, change “all user groups to set up” to “all user groups to supply and set up”.



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- COVID-19 Policy - bullet four, in the first sentence replace “equestrian” with “any”; and in the second sentence remove “equestrian”. Change “all groups to set up” to “all groups to supply and set up”.

Sarah moved to accept COVID-19 Policy as amended; Seconded by Dixie; AIF, Motion Carried.

- The Hall will be officially opened after Wendy has completed the sanitization.
- There was some discussion about having an alternate custodian for when the primary custodian is not available.

Dixie moved that Neil Elston be utilized as an alternate custodian when Norm Jeff is not available; Seconded by Stephanie; AIF, Motion Carried.

c. Bouchie Lake Gymkhana Club – Donation of cooking equipment to BLRC, needed in Arena Concession Building, for use by any event booked/user group to use.

- Requested that the Gymkhana Club provide a letter outlining their offer.
- **Tabled to next meeting.**

d. Issue with Google Calendar link on BLRC website – not resolved

- Problem isolated. URL needs to be changed.
- Steven to assist Wendy in resolving the issue.

e. Potential Events – not discussed

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

a. Motion to go in-camera – No in-camera meeting

b. Motion to come out of in-camera – No in-camera meeting

Next BLRC Meeting: July 20, 2020 @ 6:00 pm. We will meet at the Equestrian Concession Building and tour the grounds.



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Motion to Adjourn: Stephanie motioned to adjourn meeting at 10:36PM; Seconded by Dixie; AIF; Motion Carried.

Barbara Bachmeier, Acting 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.