



## **Bouchie Lake Recreation Commission**

### **BLRC Meeting Minutes - AMENDED**

**September 21, 2020**

**Bouchie Lake Hall**

**Attendance:** Sarah Barber, Dixie Carlson, Lars Carlson, Lauren Dillabough, Ken Falloon, Stephanie Hanes, Steven Loos, Wendy Donald, Barbara Bachmeier – Area B Director

**Regrets:** Patty Croy, Ron Terlesky, Mark Parsey

**Minutes:** Steven Loos

**Guests:** Heloise Dixon-Warren, Cam Hadfield, Susan Phillips, Don Patchett

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

2. **Adoption of Agenda:**

Change to Agenda: Move *Heritage Family Plaque Proposal* from New Business to after Correspondence

***Steven moved to accept the agenda as amended; Seconded by Dixie; AIF, Motion Carried.***

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

***Dixie moved to accept the August 31, 2020 BLRC Meeting Minutes; Seconded by Steven; AIF, Motion Carried.***

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



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### **5. Correspondence:**

#### **i). Bouchie Lake Community Planning Team**

- Sub Committee Report
- Recreation Committee Update
- Bouchie-Milburn Heritage Family Plaque Project
- Heritage Family Plaque Proposal
- BMCPT Newsletter
- BMCPT Minutes – Sept 14, 2020

#### **ii). Endurance Electric**

- WCB Clearance Letter
- Liability Insurance

#### **iii). Darron Campbell – Hydro Meter**

#### **iv). Therese Galloway – Pickle Ball**

#### **v). Bouchie Lake Gymkhana – Volunteer Plaque**

#### **vi). Coralee Oakes – Volunteer Appreciation Plaque**

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

### **6. Heritage Family Plaque Proposal:**

- Stephanie recommended that we table the topic until more information and clarification can be obtained to consider the matter

*Sarah moved to table to next meeting, Seconded by Dixie; AIF, Motion carried.*

### **7. Reports:**

#### **a. Director Report – Presented by Director Barb Bachmeier**

- Telus will be running fibre optics to the new tower but not into the community.



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

b. **Chair Report** – Presented by Stephanie Hanes – No report

c. **Financial Report** – Prepared by Ron Terlesky. Presented by Wendy Donald. Report attached.

***Lars moved to accept the Financial Report as presented; Seconded by Lauren; AIF, Motion Carried.***

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

- Another alarm issue with meeting room door, Wendy to handle;
- LED upgrade installation work has begun;
- arranged for Kerry Herman to remove 4 trees in total (\$375) – the 2 that were approved and 2 more that were identified as danger trees;

***Lars moved that the BLRC approve the payment of \$375 for the removal of the four danger trees; Seconded by Lauren; AIF, Motion Carried.***

- the amount of firewood from the tree removal exceeds the Hall's storage capacity – Wendy suggested that Cam Hadfield & Glenn could be offered the excess firewood;

***Dixie moved that Cam and Glenn be allowed to take the excess firewood from three of the danger trees in recognition of their volunteer efforts for the Hall; Seconded by Ken; AIF, Motion Carried.***

- continued discussion regarding working with the community to deliver a Halloween event this year;

***Steven moved that the Volunteer Fire Fighters, PAC and community groups be invited to a meeting to discuss how to make Trunk or Treat and/or Fireworks happen this year under CO-VID restrictions; Seconded by Dixie; AIF, Motion Carried.***

- discussed security cameras quote from Telus (see topic under Old Business).

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



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e. **Maintenance Report** – Prepared by Mark Parsey. Report attached.

- The fire hose is leaking and needs to be replaced – Mark to get quote for next meeting;
- a large pile of limbs are building up – options are to rent a chipper or bring Kerry Herman back in to use his chipper – quote to be obtained;
- the quotes will be addressed at the next meeting.

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

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

- Will be asking Norm to come in more often now that Hall activity is starting to pick up.

g. **Policy and Procedures Committee** – Steven Loos – No report

h. **Budget Committee** – Ron Terlesky – Presented by Wendy Donald

- Received a letter from Richard Gauthier regarding our 2021 capital budget;
- discussed urgent adjustments to the 2021 capital budget to be forwarded to Richard;
- move Rink Slab Repairs from 2024 to 2021 and request \$15,000 for rink upgrade;
- move Replace Appliances from 2021 to 2023;
- move Upgrade Sound System from 2024 to 2023;
- move Soundproofing Hall from 2023 to 2022 as LED Lighting will be completed this year via a grant;
- need to add the Pioneer Park Hydro Pole and the security cameras into the capital budget as well;

***Lars moved to revise the 2021 capital budget as described and submit to Richard Gauthier by deadline; Seconded by Lauren; AIF, Motion Carried.***

- Wendy to advise Ron that a Budget Committee meeting is needed.

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

- The CRD has been authorized under Section 52 of the Forestry Act for five years;
- Ian will be authorizing the same crew to clear the parameter trails this week;



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- no update on the planned fuel management clean-up; Darren to follow up.

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

- Ken observed that the current thought process addresses the male side of the families but has forgotten the ladies side;
- a meeting is needed between the BLRC members of the Pioneer Park Committee (Ken, Sarah & Stephanie) before the BLRC can consider any outside proposals;
- the discussion was tabled to give the committee a chance to meet.

**8. Old Business:**

**a. Rink updates – Stephanie**

- Stephanie brought forward a proposal for the ice rink improvement project;
- see Bouchie Lake Hall Ice Improvement Project report.

***Dixie moved to accept the Ice Rink Improvement Project (with puckboard) and to pursue the details necessary to get things started; Seconded by Lauren; AIF, Motion Carried.***

**b. Security Cameras – Wendy**

- Telus recommended 5 cameras for complete coverage;
- Wendy recommended that we hold off for now to see if we can get a grant or put this under the capital budget.

**c. Permanent Installation of a Steel Gate on Back Road – See Maintenance Report**

- Gate post installed; Need to pick up the gate itself.

**d. Baseball Diamond Sprinkler System (follow up) – Mark – tabled to next meeting**

**e. Equestrian Concession Wall & New Lock – Mark – tabled to next meeting**

**f. Questionnaire for Equestrian Groups - Stephanie – tabled to next meeting**



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**g. Sprinkler System for Equestrian Arena – Barb / Mark**

- Could use forestry hose and directional sprinklers;
- costs are still being researched;
- Calvin with the Volunteer Fire Fighters also works for BC Forestry; he might be a good person to talk to;
- Sarah volunteered to pursue the research on this matter.

**h. Equestrian Area Buildings – Wendy**

- See maintenance report. Painting done.

**i. Standing Dead Trees - Wendy**

- Additional details under Interim Facility Manager Report;
- Noted that the trees surrounding the hydro pole will need to be removed.

**j. Plan for Halloween – Wendy**

- Discussed during Interim Facility Manager Report.

**k. Invitation Letters for Legacy Events – Steven**

- Letters have been sent to Bouchie Lake Community Association and Friends of Bouchie/Milburn Society;
- FoBMS will be reviewing our letter at the next meeting;
- BLCA has reviewed the letter and is preparing a response to indicate whether or not they will accept.

**l. Concession – Ventilation**

- Will need to talk to Northern Health
- Tabled to next meeting.

**m. COVID-19 Sign-in Sheet – Wendy**

- All groups are filling out the sign-in sheets;
- the community drop-in program is doing well.



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### **9. New Business:**

#### **a. Contractor Direction**

- Last year, the BLRC had authorized the Policy & Procedure Committee by motion to provide support, direction and guidance to the previous Facility Manager;
- Steven advised that the Interim Facility Manager is handling the role well and suggested that the need for official P&P Committee support is no longer necessary;

***Steven moved that the BLRC rescind the motion of March 29, 2019 that the Policy & Procedure Committee provide support, direction & guidance to the Facility Manager; Seconded by Sarah; AIF, Motion Carried.***

#### **b. Potential Events – None mentioned**

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

#### **a. Motion to go in-camera @ 7:50PM**

***Dixie moved to go in camera to discuss contracts and the RFP; Seconded by Sarah; AIF, Motion Carried.***

#### **b. Motion to come out of in-camera @ 8:56PM**

***Lars moved to come out of in-camera; Seconded by Steven; AIF, Motion Carried.***

### **11. Motion Resulting from In-Camera Discussion**

***Steven moved that Director Bachmeier will be the one to receive the RFP submissions, either by email at her CRD address or by hard copy submission through the Williams Lake office to her attention, and that Director Bachmeier will handle redacting the documents for the selection process; Seconded by Dixie; AIF, Motion Carried.***



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**Next BLRC Meeting:** November 02, 2020 @ 6:00 pm

**Motion to Adjourn:** Lars motioned to adjourn the regular meeting at 9:04PM; Seconded by Lauren; AIF; Motion Carried.

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***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.**