

# Courtenay Lawn Bowling Club – Executive Agenda and Minutes



## 1. Agenda & Minutes

1.1. Date	2022-03-02		Time	6:00 PM			
1.2. Attendance	April Gilchrist	Stephanie Walters	Dean Penny	Heather Divine	Dick Divine		
1.3. Absent	Michael Lynch	Tim McGiffin					
2. Agenda							
Motion to accept	The Agenda as presented						
	Motion By	Seconded by	For	Against	Abstained		
	April Gilchrist	Dean Penny	4	0			
3. Motion to accept	Minutes from the previous Executive Meeting of 2022-02-02						
Error or Admissions	None at this time.						
	Motion By	Seconded by	For	Against	Abstained		
	Steph Walters	Dean Penny	4	0			

## 4. Correspondence

Agenda Item	Description	Action	Responsible	Due	Status
4.1. Bowls Canada	Bowls Canada Survey re strategic planning.	Info	Dick Divine	2022-02-15	Complete
4.2. Bowls BC	Response from Harry Caruthers regarding Bowls BC fees.	Email Communication	Choose Name	Click or tap to enter a date.	Choose an item.
4.3. Bowls BC	Announcement of senior provincials hosting club for 2022	Report	Dean Penny	2022-03-02	Complete
4.4. Phone	City of Courtenay billed us for phone costs for 2021.	Email Communication	Dick Divine	Click or tap to enter a date.	Inprogress
4.5. Ads	Summer 2022 Parks Guide	Other	Dick Divine	2022-02-18	Complete
4.6. Covid	Covid Protocols Update	Info	Dick Divine	Click or tap to enter a date.	Choose an item.

## 5. Reports

Agenda Item	Description	Action	Responsible	Due	Status
5.1.	President Report	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
5.2.	Vice President Report	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
5.3.	Treasurer Report	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.

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5.4.	Greens Report	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
5.5.	Games Report	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.

### 6. Committees Reports

Agenda Item	Description	Action	Responsible	Due	Status
6.1.	Club Committee –	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
6.2.	Membership Committee -	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
6.3.	Fundraising Committee -	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
6.4.	Mentoring Program -  <i>Dick has a draft presentation outlining what is involved in being a mentor. Four members have said they would like to be mentors. As we get closer to the bowling season, a date can be set to meet with mentors.</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.

### 7. Initiative Reports

Agenda Item	Description	Action	Responsible	Due	Status
7.1.	Benches -  <i>Club members have now purchased 23 benches Parts have been ordered and should be here in the next few days, and then a date can be set to assemble them. The old benches will be removed by March 5 to 6</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
7.2.	Shelter Covers –  <i>As benches are installed, the additional shelter covers will be reinforced</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
7.3.	Garden –	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.

### 8. Business arising from the previous meeting minutes

Agenda Item	Description	Action	Responsible	Due	Status
8.1. Score Cards	<a href="#">Bowls BC Score Cards 2022</a> – order 250 scorecards	Other	Dick Divine	2022-02-16	Complete
8.2. Provincials	<i><a href="#">Bowls BC 2022 Provincials</a> – we will ask to host the ladies' senior triples. If unavailable, we would be happy to host the men's senior triples</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.

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8.3. Bowls BC	<p><a href="#">Bowls BC 2022 Membership Fees</a> – we are not happy with Bowls BC's plan to calculate the club's fees based on 2019 membership numbers. We have not seen a plan from Bowls BC.</p> <p>What is Bowls BC's plan to reduce their \$132,000 deficit? At this time, they have only indicated that the deficit will be passed onto the clubs. An email to Bowls BC indicates we do not support their proposed fee structure.</p> <p>It will cost our club \$10 more for each person.</p>	Other	Dick Divine	Click or tap to enter a date.	Choose an item.
8.4. Bowls BC	<p><a href="#">Bowls BC Dates for information to Bowls BC – Dean to meet with the District game chairs to establish which clubs are interested in hosting provincials at their club.</a></p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.5. Bowls BC	<p><a href="#">Bowls BC AGM Notice</a> – Courtenay LBC will not be attending the Bowls BC AGM in person as we feel it is irresponsible during the COVID 19 pandemic to host a meeting in a senior center.</p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.6. Club Calendar	<p>Calendar Input to date - Dick indicated that the calendar is on the website located on the website at <a href="#">Executive Calendar - COURTENAY LAWN BOWLING CLUB (courtenaylbc.com)</a></p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.7. Awards	<p>Awards further discussion (continue from the last meeting) – <i>The Executive discussed at length the type of awards and struggled over the present awards and their fit for the changing world of lawn bowling. The first step is to determine what we should be awarded and its role in retaining second and third-year bowlers—Dick to develop an outline of a possible award framework.</i></p> <p><i>The Executive has agreed to the awards structure as presented by Dick. See chart below item # 8.7.</i></p> <p><i>It will be a positive change to bring more members into the winner's circle. We need to work on criteria for classifying divisions 1 and 2. Criteria for awarding the awards at the different levels also need to be developed.</i></p>				
8.7.1 Motion to accept		The awards structure as presented for further development.			
	Motion By	Seconded by	For	Against	Abstained
	April Gilchrist	Stephanie Walters	4	0	
8.8. Covid-19	<p>Proof of vaccination for outdoor players 2022</p> <p><i>As of February 3, 2022, proof of vaccination is not required in BC. We will continue to monitor the situation.</i></p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.9. Governance 2022	<p>Please read the attached Proposed Governance Documents for the club.</p> <p><i>Item moved to the next meeting for discussion</i></p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
<b>9. New Business</b>					
Agenda Item	Description	Action	Responsible	Due	Status
9.1. Grant	Peninsula Co-op – A grant of \$25,000 to 150,000 available for non-profits.	Report	Dick Divine	2022-03-01	Complete

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	<i>Dick presented the funding proposal that outlined the changes we could make if we receive all or part of the grant. We have asked for \$37500 see drawings and budget below for 9.1</i>				
9.2. SAGM	<p>Date for SAGM</p> <p><i>The date has been set for April 9, 2022, at 4 pm in person</i></p> <p><i>All reports are due by March 20, 2022</i></p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
9.3. Summer Guide	<p>Summer Parks and Rec guide comes out May 11,</p> <p><i>I have agreed to place an ad Half page at the cost of \$140.</i></p>	Report	Dick Divine	2022-02-23	Complete
9.4. Covid	<p>The latest information from ViaSport indicates no requirement to wear a mask for outdoor competition. See correspondence item # 4.6</p> <p><i>We will wait to see what the recommendations from Bowls BC VisSports say before we make decisions</i></p>	Report	Dick Divine	2022-03-02	Complete
10. Discussions	<p><b>The question</b> was asked that suggested that the past president is not voted in by the membership and should not vote.</p> <p><b>Reply</b></p> <p><i>Our bylaws indicate an expectation that voted in president to take up past president's role automatically. We are reasonable in our position of the past president voting on motions etc., as the appointment is automatic from a voted-in position.</i></p> <p><i>If the president cannot take up the role of the past president for some reason, then the position will remain vacant.</i></p> <p><i>The club would then look to find a board member to hold the "board member at large" position to ensure that the board can continue to undertake board business.</i></p> <p><i>Presently the "member at large" position is not in our bylaws; this is not a problem as the board can appoint the position and person and then ratify the position and vote as a member at the next general meeting.</i></p> <ul style="list-style-type: none"> <li>● <i>Dean will be communicating with Rob to set up a marking course for CLBC members</i></li> <li>● <i>Dick reported that there is interest in Skip School for members interested in becoming a skip.</i></li> <li>● <i>Wick info requests. - ask any members who may have extra bowls home to take these home. Ask members to tidy up the cubicles in preparation for the 2022 season.</i></li> <li>● <i>Dean reported that the District hosts the Novice tournament and Parksville is responsible for the Tenderfoot tournament, and they may drop this yearly event</i></li> </ul>				
<b>11. Next Meeting</b>					
11.1. Next Meeting	2022-04-06				
11.2. Adjourned at	7:53 pm				



# MINUTES OF PREVIOUS MEETING

# Courtenay Lawn Bowling Club – Executive Agenda and Minutes



12. Agenda & Minutes							
12.1. Date	2022-02-02			Time	6:00 pm		
12.2. Attendance	April Gilchrist	Dean Penny	Dick Divine	Michael Lynch	Steph Walters	Tim McGiffin	Choose Name
12.3. Absent	Heather Divine	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
13. Agenda							
Motion to accept	The Agenda as presented						
	Motion By	Seconded by	For	Against	Abstained		
	Michael Lynch	Tim McGiffin	5	0			
14. Motion to accept	Minutes from the previous Executive Meeting of 2022-01-05						
Error or Admissions							
	Motion By	Seconded by	For	Against	Abstained		
	Steph Walters	Michael Lynch	5	0			
15. Correspondence							
Agenda Item	Description	Action	Responsible	Due	Status		
15.1.	<a href="#">ParticipAction Grant \$1,500.</a>	Choose an item.	Dick Divine	2022-01-19	Complete		
15.2.	<a href="#">Bowls BC Score Cards 2022 – order 250 scorecards</a>	Email Communication	Dick Divine	2022-01-10	Choose an item.		
15.3.	<a href="#">Bowls BC 2022 Provincials – we will ask to host the ladies' senior triples. If unavailable, we would be happy to host the men's senior triples</a>	Other	Dean Penny	2022-01-16	Choose an item.		
15.4.	<a href="#">Bowls BC 2022 Membership Fees – we are not happy with Bowls BC's plan to calculate clubs fees based on 2019 membership numbers. We have not seen a plan from Bowls BC as to how they will reduce their \$132,000 deficit. At this time, they have only indicated that the deficit will be passed onto the clubs. An email to be sent to Bowls BC indicating we do support their proposed fee structure.</a>	Email Communication	Dick Divine	2022-01-17	Complete		
4.4.1 Motion	To reject Bowls BC plan to base fees on our 2019 Membership numbers.						

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	Motion By	Seconded by	For	Against	Abstained	
	Michael Lynch	Steph Walters	5	0	0	
15.5.	<a href="#">Bowls BC Dates for information to Bowls BC – Dean to meet with the District game chairs to establish which clubs are interested in hosting provincials at their club.</a>		Input	Dean Penny	2022-02-14	Choose an item.
15.6.	<a href="#">Bowls BC AGM Notice – Courtenay LBC will not be attending the Bowls Bc AGM in person as we feel it is irresponsible during the COVID 19 pandemic to host a meeting in a senior center.</a>		Other	Choose Name	Click or tap to enter a date.	Choose an item.

### 16. Reports

Agenda Item	Description	Action	Responsible	Due	Status
16.1.	<a href="#">President Report</a>	No Action	Choose Name	Click or tap to enter a date.	Choose an item.
16.2.	<a href="#">Vice President Report</a>	No Action	Choose Name	Click or tap to enter a date.	Choose an item.
16.3.	<a href="#">Treasurer Report</a>	No Action	Choose Name	Click or tap to enter a date.	Choose an item.
16.4.	<a href="#">Greens Report</a>	No Action	Choose Name	Click or tap to enter a date.	Choose an item.
16.5.	<a href="#">Games Report</a>	No Action	Choose Name	Click or tap to enter a date.	Choose an item.

### 17. Committees Reports

Agenda Item	Description	Action	Responsible	Due	Status
17.1.	<a href="#">Club Committee – Dick reported that we have not received any volunteers for this committee.</a>	No Action	Dick Divine	Click or tap to enter a date.	Choose an item.
17.2.	<a href="#">Membership Committee - Dick reported that we have not received any volunteers for this committee.</a>	No Action	Dick Divine	Click or tap to enter a date.	Choose an item.
17.3.	<a href="#">Fundraising Committee - Dick reported that we have not received any volunteers for this committee.</a>	No Action	Dick Divine	Click or tap to enter a date.	Choose an item.
17.4.	<a href="#">Mentoring Program - Dick reported that we had received four volunteers for this program.</a>	Info	Dick Divine	Click or tap to enter a date.	Choose an item.

## Courtenay Lawn Bowling Club – Executive Agenda and Minutes



18. Initiative Reports					
Agenda Item	Description	Action	Responsible	Due	Status
18.1.	<b>Benches</b> - <i>Dick reported that we, the painting crew did a beautiful job on the first round of painting bench parts.</i>	Choose an item.	Dick Divine	Click or tap to enter a date.	Complete
18.2.	<b>Shelter Covers</b> – <i>The material for the shelter supports is on-site and will be painted later in February.</i>	Choose an item.	Dick Divine	Click or tap to enter a date.	Not Started
18.3.	<b>Garden</b> – <i>Michael suggested we send an email to the parks building maintenance and Carol Miller regarding the timing for the garden upgrade work.</i>	Choose an item.	Michael Lynch	Click or tap to enter a date.	Choose an item.

19. Business arising from the previous meeting minutes					
Agenda Item	Description	Action	Responsible	Due	Status
19.1.	Calendar Input to date - <i>Dick indicated that the calendar is on the website located on the website at <a href="http://ExecutiveCalendar-COURTENAYLAWNBOWLINGCLUB.courtenaylbc.com">Executive Calendar - COURTENAYLAWNBOWLINGCLUB (courtenaylbc.com)</a></i>	Input	Choose Name	Click or tap to enter a date.	Choose an item.
19.2.	<b>Awards further discussion (continue from the last meeting)</b> – <i>The Executive discussed at length the type of awards and struggled over the present awards and their fit for the changing world of lawn bowling. The first step is to determine what we should be awarding and its role in retaining second and third-year bowlers—Dick to develop an outline of a possible award framework.</i>	Report	Dick Divine	2022-02-23	Choose an item.
19.3.	<b>Modification to the Membership and Fundraising Committees TOR's</b>	Choose an item.	Dick Divine	Click or tap to enter a date.	Choose an item.

<b>19.3.1. Motion to accept</b>	<b>The change to the TOR for the Membership and Fundraising committees form a one-year commitment to a three-year commitment.</b>
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	Motion By	Seconded by	For	Against	Abstained
	Michael Lynch	Steph Walters	5	0	

20. New Business					
Agenda Item	Description	Action	Responsible	Due	Status



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20.1.	<b>Governance Part 2</b> <i>Moved to next meeting</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
20.2.	<b>Membership Fees</b> <i>The Executive is recommending that the 2022 annual fees be set at \$130 per person</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
20.3.	<b>Proof of vaccination for outdoor players 2022</b> <i>As of February 3, 2022, proof of vaccination is not required in BC. We will continue to monitor the situation.</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
20.4.	<b>Direction of play</b> <i>For 2022 the direction of play will continue to change daily, and a notice board will be set up at the player's entrance to advise the members of the daily direction.</i>	Choose an item.	Tim McGiffin	Click or tap to enter a date.	Choose an item.

### 21. Propose change to the Life Membership Protocol

Agenda Item	Description	Action	Responsible	Due	Status
10.1	<p><b>Process for Assessment of Applications:</b> change the following wording:</p> <p><i>The final list of endorsed nominations for the Award of Life Membership will be individually voted upon at the AGM (a 2/3 majority vote will be required for approval). Life Memberships will be awarded at the next Club Annual Awards presentation.</i></p> <p><i>Nominee/s will be announced at the fall AGM, complete with members' backgrounds as part of the pre-voting procedure.</i></p> <p><b>Revised wording:</b></p> <p>The final list of endorsed nominations for the Award of Life Membership will be individually voted upon at the <b>next General or Special Meeting</b> (a 2/3 majority vote will be required for approval). Life Memberships will be awarded at the next Club Annual Awards presentation.</p> <p>Nominee/s will be announced at the <b>next General or Special Meeting</b>, complete with</p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.

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	members' backgrounds as part of the pre-voting procedure.				
10.2 Motion to	Accept the change from AGM to the <b>next general or special meeting</b>				
	Motion By	Seconded by	For	Against	Abstained
	Michael Lynch	Dean Penny	5	0	
<b>22.Next Meeting</b>					
22.1. Next Meeting	2022-03-02				
22.2. Adjourned	7:40PM				



## Item 4.1

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**Fwd: Apply today for a ParticipACTION Community Better Challenge Grant**

1 message

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Administrator Bowls BC <administrator@bowlsbc.com>

Thu, January 20, 2022 at 4:38 pm

To: Dick Divine <president@courtenaylbc.com>

Hi Gang,

I trust everyone had a great Christmas and belated Happy New Year.

I have attached the Participation Grant which is now receiving applications.

Many clubs across the BC applied last year and received funding.

I urge all of you to apply.

If you have any questions please feel free to contact me...

Take care and stay safe.....

Lynn Chwartacki  
Director of Administration  
250-228-0851  
BOWLS **bc**

— Forwarded message —

From: Lynn Chwartacki <lynnchwartacki@gmail.com>

Date: wed, January 19, 2022 at 8:50 am

Subject: Fwd: Apply today for a ParticipACTION Community Better  
Challenge Grant To: Lynn Chwartacki 2  
<administrator@bowlsbc.com>

----- -- Forwarded message -----

From: info@participaction.com via SurveyMonkey  
<member@surveymonkeyuser.com> Date: Mon., January 17, 2022, 6:23  
am.

Subject: Apply today for a ParticipACTION Community Better  
Challenge Grant To: <lynnchwartacki@gmail.com>

Courtenay Lawn Bowling Club – Executive Agenda and Minutes  
Receive up to \$1 ,500 to get your community  
active



Item 4.1

Dear Sport, Physical Activity and Recreation Leader,

Happy New Year! We are here to help you achieve your resolution of getting your community more active in 2022! The ParticipACTION Community Better Challenge is returning from June 1 — 30, 2022. In 2021, Canadians across the country tracked more than 400 million minutes. Let's build on that success and work to get more Canadians involved and track even more minutes of physical activity.

To support you, ParticipACTION has created a micro-grant program. Apply between January 17 and February 21 to receive up to \$1 ,500 to support activities that get your community active. Read our grant guidelines here (<https://www.participaction.com/en-ca/programs/community-challenge>)

In addition to the regular grant pot, we are thrilled to announce that Sport Canada has provided an additional \$60,000 to support multi-sport projects that engage women and girls through the Gender Equity Fund.

[Apply Here](#)

Please do not forward this email as its survey link is unique to you. [Privacy](#) | [Unsubscribe](#)



Item 4.2

Dick Divine <dick@courtenaylbc.com>

Fwd: 2022 Bowls BC Score Cards

1 message

Administrator Bowls BC <administrator@bowlsbc.com>

sun, January 23, 2022 at 3:09 pm

To: Dick Divine <president@courtenaylbc.com>, Heather Divine <secretary@courtenaylbc.com>, Frances Tester <fctester@shaw.ca>, Shirley Philips

<shirley.phillips@shaw.ca>, Colleen Drain <parksvillepresident@gmail.ca>, Robin Forrest <robin.forrest@shaw.ca>, Shirley Steven <rssteven@shaw.ca>, Elaine

Marentette <emarentette3@gmail.com>, San Raubenheimer <justsan@me.com>, Lynn Chwartacki <president@qblbc.ca>, Darlene Opacic <secretary@qblbc.ca>

Hi to all,

Please respond directly to Harry Carruthers.

Thanks much,

Lynn Chwartacki

Director of Administration

250-228-0851

BOWLS BC

----- Forwarded message -----

From: Harry Carruthers <harry.carruthers@bowlsbc.com>

Date: sun, January 23, 2022 at 3:42 am

Subject: 2022 Bowls BC Score Cards

To: Debra Whitman <rep.bsi@bowlsbc.com>, Debra Whitman <ezzentry@shaw.ca>, Lynn Chwartacki <lynn.chwartacki@bowlsbc.com>, Lynn Chwartacki <administrator@bowlsbc.com>, Moe Ball <moebowls@gmail.com>

Cc: David Mathie <davidmathie@shaw.ca>, Harry Carruthers <hcarruthers@telus.net>, Sharon Cowie <vice.president@bowlsbc.com>, Vicki Parton <vicki.parton@bowlsbc.com>

District Directors: Would you please forward the below email to all your member clubs. Thank you.

Club Executives:

As usual, Bowls BC will be supplying two-sided bowls score cards to all our member clubs. In order to order/print the appropriate number, it would be helpful if each club could provide the following information:

1. Please identify your club name in the body of your email.
2. How many score cards do you presently have in your stock?
3. How many ADDITIONAL cards does your club REQUIRE for the 2022 season? Please only provide the number necessary for your 2022 summer and winter activities. Please do not hoard score cards. They are expensive to print. Please provide the above numbers [harry.carruthers@bowlsbc.com](mailto:harry.carruthers@bowlsbc.com).

Thank you. Score cards will be distributed at the upcoming AGM in March.

Harry Carruthers

President

-re: 604-985-2241



Item 4.3



Dick Divine <dick@courtenaylbc.com>

Fwd: 2022 Provincial Championships

1 message

Administrator Bowls BC <administrator@bowlsbc.com> sun, January 23, 2022 at 3:20 pm  
To: Dick Divine <president@courtenaylbc.com>, Heather Divine <secretary@courtenaylbc.com>, Frances Tester <fctester@shaw.ca>, Shirley Philips

<shirley.phillips@shaw.ca>, Elaine Marentette <emarentette3@gmail.com>, San Raubenheimer <justsan@me.com>, Colleen Drain <parksvillepresident@gmail.ca>, Darlene Opacic <secretary@qblbc.ca>, Robin Forrest <robin.forrest@shaw.ca>, Shirley Steven <rssteven@shaw.ca>, Lynn Chwartacki <president@qblbc.ca>, redguy@shaw.ca

Hi Again,

Busy day on the email front.

Bowls BC is ready to restart our Provincial Tournaments..

NIPR ahs been awarded the Senior Mens and Ladies Triples>

I am assuming we will require 2 greens, providing what the number of entries is.

Please respond directly to Harry Carruthers.

Thanks again..

Lynn Chwartacki

Director of Administration

250-228-0851

BOWLS BC

— Forwarded message —

From: Harry Carruthers <harry.carruthers@bowlsbc.com>

Date: sat, January 22, 2022 at 10:13 pm

Subject: 2022 Provincial Championships

To: Debra Whitman <rep.bsi@bowlsbc.com>, Debra Whitman <ezzentry@shaw.ca>, Lynn Chwartacki <lynn.chwartacki@bowlsbc.com>, Lynn Chwartacki <administrator@bowlsbc.com>, Moe Ball <moebowls@gmail.com>, <brooke.webber.51@gmail.com>

Cc: David Mathie <davidmathie@shaw.ca>, Harry Carruthers <hcarruthers@telus.net>, Sharon Cowie <vice.president@bowlsbc.com>, Vicki Parton <vicki.parton@bowlsbc.com>

District Directors & Brooke: Would you please forward the below email and attachment to your member clubs. Thank you.  
Club Executives:

Bowls BC has decided to conduct the Provincial Championships in 2022. This decision may be impacted by future PHO Orders concerning the conduct of tournaments, however, with the current lifting of restrictions, we consider that there is a very strong likelihood that Provincial Championship will be held as in past years.

Attached is a table showing the dates of the National Championships, the dates of the Provincial Championships, the latest date for Provincial Championship registration and the District in which the Provincial Championships will be held.

The locations (host clubs) of the Provincial Championships has not yet been determined.

Bowls BC is requesting all clubs to please consider hosting a Provincial Championship that is allocated to their District.

It is requested that any club volunteering to host a Provincial Championship in their District to notify Harry Carruthers, harry.carruthers@bowlsbc.com no later than April 30 2022. Please include in your email the following: Club name, Championship requested, number of available greens and the name of local a hotel that travelling bowlers could use.

Thank you for your consideration and volunteering. Without host clubs, Provincial Championships many not be able to be held this year.

Item 4.3

# Courtenay Lawn Bowling Club – Executive Agenda and Minutes



## PROPOSED 2022 CHAMPIONSHIPS

National Event	National Date	Provincial Event	Provincial Date (4 week lead)	Closing Date	District (as per 2020)	Location
Youth	July 31 – August 6	Youth	Jul 1-3	June 17	BSI	
Majors - Pairs	Aug 15 - 20	Pairs	Jul 15-17	July 1	BSI	
Majors - Fours	Aug 15 - 20	Fours	Jul 8-10	June 24	V&D	
Majors - Singles	Aug 21 - 25	Singles	Jul 22-24	July 8	V&D	
Senior Triples	Sep 21-25	Senior Triples	Aug 19-21	August 5	NIPR	
Mixed Pairs	Sep 14-18	Mixed Pairs	Aug 19-21	August 5	BSI	
Para Bowls	Sep 11-17	Para Bowls (?)				
		Triples	Aug 26-28	August 9	V&D	
		Pro-Am	Aug 5-7	July 22	V&D	
Indoor Singles (M)	Oct - TBD	Indoor Singles (M)	Mar OR Sept	Sept - TBD	PIBC	
Indoor Singles (F)	Oct - TBD	Indoor Singles (F)	Mar OR Sept	Sept - TBD	PIBC	
		Indoor Pairs	---	---		
		Indoor Triples	---	---		
		Indoor Mixed Pairs	---	---		



Item 4.4



Dick Divine <dick@courtenaylbc.com>

Fwd: 2022 Bowls BC Membership Fees for Clubs

1 message

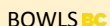
Administrator Bowls BC <administrator@bowlsbc.com>

sun, January 23, 2022 at 3:24 pm

To: Dick Divine <president@courtenaylbc.com>, Heather Divine <secretary@courtenaylbc.com>, Frances Tester <fctester@shaw.ca>, Shirley Philips <shirley.phillips@shaw.ca>, Colleen Drain <parksvillepresident@gmail.ca>, Robin Forrest <robin.forrest@shaw.ca>, Shirley Steven <rssteven@shaw.ca>, Elaine Marentette <emarentette3@gmail.com>, San Raubenheimer <justsan@me.com>, Darlene Opacic <secretary@qblbc.ca>, Lynn Chwartacki <president@qblbc.ca>

One more time,  
Please find attached the fees due by each club in our district.  
Probably clear as mud but I can provide clarity.  
If you have any questions please feel free to contact me.

Lynn Chwartacki  
Director of Administration  
250-228-0851



— Forwarded message - -----

From: H. Carruthers & Associates Inc. <hcarruthers@telus.net>

Date: sat, January 22, 2022 at 9:29 pm

Subject: 2022 Bowls BC Membership Fees for Clubs

To: Lynn Chwartacki 2 <administrator@bowlsbc.com>

Hi Lynn: On behalf of Bowls BC, would you please forward the below email and attachment to your member clubs. Thank you.  
Club Executives;

If you attended the information session some time ago presented by Anna Mees, Executive Director of Bowls Canada, you will be aware that Bowls Canada is no longer charging a member-based fee to Bowls BC, as was done in years past. Instead they are charging Bowls BC a fixed membership fee based on a provincial formula utilizing the provincial membership numbers from 2019. 2019 is considered the last year where club memberships were stable, indicative of years past and not affected by the large influx of club members as a result of COVID-19. Bowls BC will be utilizing the same concepts for charging clubs their membership fees for 2022 and beyond.

As you are aware in 2020 neither Bowls Canada nor Bowls BC charged clubs membership fees. In 2021 bowls Canada charged clubs a 50% membership fee and Bowls BC did not charge any membership fees. In 2022, both Bowls Canada and Bowls BC will be offering full servicing (such as competitions, training, grants and administration) which requires funding. Bowls BC has received the annual membership fee amount from Bowls Canada and we have prepared the Bowls BC operating budget for 2022 (which includes the Bowls Canada fee). In order to have a balanced budget, Bowls BC must receive \$132,400.00 from our member clubs.

In order to calculate each club membership fee amount the following procedure was applied.

- Each club provided the amount of fees they paid Bowls BC in 2019,
- Each club membership number was calculated using the fee information provided by each club,
- For each club, the percentage of club members compared to the total BC membership was calculated,
- Each club percentage was multiplied against the budget requirement in order to calculate each club's membership fee.

We understand that each club has gained or lost members in the last two years and that the 2019 membership numbers may not be an indication of current numbers. We also anticipate that, in the next year or two, club membership will stabilize and be closer to the 2019 numbers. We do not think it proper to calculate membership fee amounts based on current numbers as we



## Courtenay Lawn Bowling Club – Executive Agenda and Minutes



do not consider them to be a true reflection of the long-term membership numbers of the clubs. Once the COVID-19 pandemic no longer affects the club membership numbers, Bowls BC may recalculate the club membership percentages.

Attached is a District Excel file showing the District club membership fee calculation numbers and the 2022 Bowls BC membership fee for each club. Please use this amount in your financial planning for 2022. 2022 Membership Fees are to be aid to Bowls BC by June 15 2022.

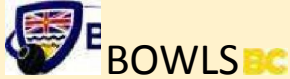
Please send cheques to: Bowls BC c/o Lynne

Chwartacki  
595 Belyea Road

Qualicum Beach, BC V9K 1143

### Item 4.4

Thank you.  
Harry Carruthers  
President  
Tel: 604-985-2241  
Cell: 604-916-1101



2022 CLUB MEMBERSHIP FEES VANC. ISLAND NORTH & POWELL RIVER CLUBS.xlsx

10K

### 2022 Club Membership Fees - Vanc. Island North & Powell River

	CLUB	2019 Payment (supplied by club)	2019 Membership Numbers	% OF BC TOTAL NUMBER	2022 MEMBERSHIP FEE
1	Courtenay	2,590	74	1.65	\$2,182
2	Nanaimo	3,880	111	2.47	\$3,268
3	Parksville	5,705	163	3.63	\$4,805
4	Pt. Alberni	1,225	35	0.78	\$1,032
				0.94	
5	Powell River	1,470	42		\$1,238
6	Qualicum Beach	4,114	118	2.62	\$3,465





## Item 4.5

Dick Divine <dick@courtenaylbc.com>

### Fwd: Dates for Information to Bowls BC

1 message

Administrator Bowls BC <administrator@bowlsbc.com>

Mon, January 24, 2022 at 12:30 pm

To: Dick Divine <president@courtenaylbc.com>, Heather Divine <secretary@courtenaylbc.com>, Frances Tester <fctester@shaw.ca>, Shirley Phillips

<shirley.phillips@shaw.ca>, Colleen Drain <parksvillepresident@gmail.ca>, Robin Forrest <robin.forrest@shaw.ca>, Shirley Steven <rssteven@shaw.ca>, Elaine

Marentette <emarentette3@gmail.com>, San Raubenheimer <justsan@me.com>, Darlene Opacic <secretary@qblbc.ca>, Lynn Chwartacki <president@qblbc.ca>

Good Afternoon All,

Notice in regards to the change in dates for submitting requests to host Provincial Tournament. Please respond to Harry Carruthers directly.

Have a great day..

Lynn Chwartacki

Director of Administration

250-228-0851

**BOWLS BC**

----- -- Forwarded message -----

From: Harry Carruthers <harry.carruthers@bowlsbc.com>

Date: Mon, January 24, 2022 at 12:57 am

Subject: Dates for Information to Bowls BC

To: Debra Whitman <rep.bsi@bowlsbc.com>, Debra Whitman <ezzentry@shaw.ca>, Lynn Chwartacki <lynn.chwartacki@bowlsbc.com>, Lynn Chwartacki <administrator@bowlsbc.com>, Moe Ball <moebowls@gmail.com>, <brooke.webber.51@gmail.com>

Cc: David Mathie <davidmathie@shaw.ca>, Harry Carruthers <hcarruthers@telus.net>, Sharon Cowie <vice.president@bowlsbc.com>, Vicki Parton <vicki.parton@bowlsbc.com>

District Directors and Brooke: Would you please forward the below email to your member clubs. Thank you.

Club Executives:

I apologize for more emails but I made an error and omission in two of my previous emails.

Error: In my email asking for clubs to express an interest in volunteering to host a Provincial Championship I asked that all submissions be sent to me no later than April 30 2022. THIS IS AN ERROR. Bowls BC must prepare the schedule and have posters prepared for distribution at our upcoming AGM on March 5<sup>th</sup> 2022. Therefore, all clubs that want to host a Provincial Championship must let me know NO LATER THAN FRIDAY FEBRUARY 18 2022. This will allow barely enough time to have the posters designed, printed and distributed on March 5 at the Bowls BC ACM.

Omission: In my email concerning the number of score cards on hand and required for the 2022 season, I forgot to mention the deadline for this information. Again, the deadline for this information is NO LATER THAN FRIDAY FEBRUARY 18 2022.

Again, I am sorry for any inconvenience that my previous emails have caused. This IS what happens when you send emails out in the middle of the night. Please forward all the above information to Harry Carruthers at [harry.carruthers@bowlsbc.com](mailto:harry.carruthers@bowlsbc.com).

Thank you very much.

Harry Carruthers

President

-re': 604-985-2241

Cell: 604-916-1101



## Item 4.6

Dick Divine <dick@courtenaylbc.com>

Fwd: March 5 2022 Bowls BC Annual General Meeting

1 message

Administrator Bowls BC <administrator@bowlsbc.com>

Fri, January 28, 2022 at 10:36 am

To: Dick Divine <president@courtenaylbc.com>, Heather Divine <secretary@courtenaylbc.com>, Frances Tester <fctester@shaw.ca>, Shirley Phillips <shirley.phillips@shaw.ca>, Elaine Marentette <emarentette3@gmail.com>, San Raubenheimer <justsan@me.com>, Darlene Opacic <secretary@qblbc.ca>, Robin Forrest <robin.forrest@shaw.ca>, Shirley Steven <rssteven@shaw.ca>, Lynn Chwartacki <president@qblbc.ca>, parksvillelbcpresident@gmail.com

Good morning,

FYI. please respond to Harry Carruthers directly.

Sincerely,

Lynn Chwartacki

Director of Administration

250-228-0851

**BOWLS BC**

----- -- Forwarded message -----

From: Harry Carruthers <harry.carruthers@bowlsbc.com>

Date: Fri, January 28, 2022 at 1:39 am

Subject: March 5 2022 Bowls BC Annual General Meeting

To: Debra Whitman <rep.bsi@bowlsbc.com>, Debra Whitman <ezzentry@shaw.ca>, Lynn Chwartacki <lynn.chwartacki@bowlsbc.com>, Lynn Chwartacki <administrator@bowlsbc.com>, Moe Ball <moebowls@gmail.com>, <brooke.webber.51@gmail.com>

Cc: David Mathie <davidmathie@shaw.ca>, Harry Carruthers <hcarruthers@telus.net>, Sharon Cowie <vice.president@bowlsbc.com>, Vicki Parton <vicki.parton@bowlsbc.com>

District Directors: Would you please forward the below email to your member clubs. Thank you.

Club Executives:

This is advance notice that Bowls BC will be holding their 2022 Annual General Meeting on Saturday March 5 2022. Start time is 11 am and the location is the Silver Harbour Seniors Centre at 144 East 22<sup>nd</sup> Street in North Vancouver (1/2 block east of the old North Vancouver LBC).

Agenda items include the 2022 Bowls BC budget, election of Board Directors, COVID attendance and tournament restrictions, Provincial Championships as well as the distribution of Score Cards and Bowls BC membership cards. The official meeting announcement, Agenda and supporting documents will be distributed to the clubs prior to the meeting.

In order to assist in the planning of the meeting would each club please, by 'Reply' email, confirm whether or not a representative of your club will be attending the meeting, and, if so, how many.

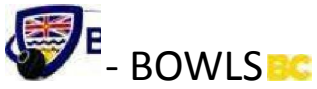
Kindly, please respond no later than February 10. We will only distribute score cards at this meeting if there are enough attendees to properly conduct the inperson meeting. Thank you.

Harry Carruthers

President

Tel: 604-985-2241

Cell: 604-916-1101



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## CORRESPONDANCE TO MARCH 2, 2022



Item 4.1

Hello Provincial Presidents and EDs,

At the last Presidents' Council meeting we identified that we would be needing your help to seek feedback on two important initiatives. This is the first one – feedback on the strategic planning process. We need your help in two ways:

1. Please complete the [survey](https://www.surveymonkey.com/r/BCBStratPlan) yourselves wearing your "Provincial Bowls Association" hat (<https://www.surveymonkey.com/r/BCBStratPlan>)
2. Please share the survey with your stakeholders (clubs and/or district chairs and/or regional chairs) by copying and pasting the email below. We are looking to limit input to one representative per club so please do not share the link on social media.

The time lines are very short – just one week! – so your urgent attention to this matter is very much appreciated. Please note that we will be promoting in tomorrow's This Week in Bowls e-newsletter that the survey link will be coming to clubs through their PSOs.

Thank you again for your help with this. Our strategic planning committee is really looking forward to using your input to help chart a successful course for the next three to five years!

All the best,  
Anna

\*\*\*\*\*

La version française suit

Hello!

Bowls Canada Boulingrin has begun to develop its next strategic plan and is seeking your feedback on its current strategic plan. Your input is critical to help Bowls Canada Boulingrin set the direction for the next three to five years. This survey is for representatives from Provincial Bowls Associations, Chairs of Regions/Districts and Clubs to complete. Please have only one representative from your respective group complete the survey.

<https://www.surveymonkey.com/r/BCBStratPlan>

The survey will be available until the end of day **February 18**. The survey will take between 20 and 30 minutes to complete, depending on the detail in your responses. Names will not be collected and your responses will remain anonymous. All data collected will be provided in a summary report to the BCB Strategic Planning Advisory Group. We appreciate your honest and constructive feedback and thank you in advance for your time. If you have questions about the survey or this process, please contact Anna Mees at [amees@bowlscanada.com](mailto:amees@bowlscanada.com).



Item 4.2

Fwd: 2022 Bowls BC Membership Fees for Clubs

Harry Carruthers	Sat, February 19, 2:43 pm (3 days ago)	
to me, Lynn		

Hi Dick:

I have received your email concerning the 2022 club fees and have the below comments.

I am unsure of what you are referencing when you comment on a Bowls BC 'deficit' in the 'statement of January '22. In the 2020 and 2021 playing years the Bowls BC Board decided not to charge any club membership fees. This decision was made due to the reduced membership numbers of the clubs and the subsequent loss of finances at the club level due to the COVID-19 pandemic. In the 2020 playing year Bowls Canada did not charge membership fees and in the 2021 playing year Bowls Canada charged a 50% membership fee. The Bowls Canada decisions were also based on the reduced club memberships and finances.

As you may recall, in both 2020 and 2021 neither Bowls Canada nor Bowls BC held Championships which, for Bowls BC, is the major yearly expense.

In both 2020 and 2021, Bowls BC absorbed all financial losses through their financial savings. There is no item in the 2022 budget that is a result of any financial shortcomings resulting from the 2020 and 2021 decisions.

The 2022 budget is solely a result of the membership fee that is required of Bowls BC to pay Bowls Canada for their 2022 membership as a Provincial Sports Organization (PSO) plus the moneys required for Bowls BC to run the Coaching Courses, Officiating Courses, Provincial Championships, send bowlers to the National Championships and administrative expenses. The 2022 Bowls BC budget is a 2022 balanced budget and does not contain any sums associated with 2020 or 2021 decisions.

The 2022 Bowls BC budget will be presented and discussed at the upcoming Bowls BC Annual General Meeting. Hopefully a representative of Courtenay LBC will be present to hear the financial discussions with respect to the elimination of individual member fees to both Bowls Canada and Bowls BC and to present any questions or concerns.

Harry Carruthers  
President

**Courtenay Lawn Bowling Club – Executive Agenda and Minutes**



Tel: 604-985-2241  
Cell: 604-916-1101





Item 4.3

Administrator Bowls BC

Sun, February 20, 5:11 pm (2 days ago)

to me

Hi All,

Port Alberni will be hosting the Provincial Ladies Senior Triples.

Qualicum Beach will be hosting the Provincial Mens Triples.

Thank you for agreeing to host a Provincial event.

Lynn Chwartacki

Director of Administration

250-228-0851



Item 4.4

INVOICE	IVC0000000009104
Date	12/31/2021
	1



City of Courtenay  
830 Cliffe Avenue  
Courtenay BC V9N 2J7

Purchase Order ID		Customer ID	Salesperson ID		
		COURT00092		DELIVERY	DUE ON RECEIPT
Quantity	Item Number	Description	U Of M	Unit Price	Ext. Price
1.00	1	LICENSING FEE	ach	\$ 1.00	\$ 1.00
1.00	1	ANNUAL USER FEE- BILL MOORE MEMORIAL PARK re: 2361 KILPATRICK AVE	ach	\$ 276.16	\$ 276.16
		TELEPHONE CHARGES - APR 1 - OCT 15, 2021 re: IN ACCORDANCE WITH PARAGRAPH 4 OF THE BILL MOORE PARK USER AGREEMENT, JULY 2009			
				Subtotal	\$ 277.16
				GST	\$ 13.81
				Total	\$ 290.97

Phone: (250) 334-4441 Fax: (250) 334-4241

CST No. 10698 39



Item 4.5

Gendron, Deanne

Fri, Feb 18, 11:29 AM (4 days ago)

to me, treasurer@courtenaylbc.com

Hi there,

Would you like to reserve space for the Lawn Bowling Club in the Summer Recreation Guide?

Dates are as follows:

Summer Guide published Wednesday May 11 (online May 10).

Ad copy due March 4.

Non-Profit ad rates as follows:

Quarter page - \$90 plus gst

Half page - \$140 plus gst

Please let me know if you would like to reserve space, and what size, by Wednesday February 23 .

Deanne Gendron

Courtenay Recreation Lewis Centre

---

Dick Divine <dick@courtenaylbc.com>

Fri, Feb 18, 8:23 PM (4 days ago)

Hi Deanne

Yes, we will place an ad in the Summer Guide. Please use the same ad from the Spring Guide.

Regards

dick

Dick Divine

---

Gendron, Deanne

9:23 am (3 hours ago)

to Dick Divine

Thank you. Your half page space is reserved and I will use the spring ad.

Thank you.

Deanne



Item 4.6

Return to Sport Restart 2.0



Where to show proof of vaccine (two doses):

	OUTDOOR SPORT	INDOOR SPORT
YOUTH SPORT (0-21 years)	<ul style="list-style-type: none"> <li>• Proof of vaccination is <b>NOT REQUIRED</b>:                             <ul style="list-style-type: none"> <li>◦ Youth (21 and younger) participating in sport events and programming</li> <li>◦ Supervisors* for youth sport events and programming</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Proof of vaccination is <b>NOT REQUIRED</b>:                             <ul style="list-style-type: none"> <li>◦ Youth (21 and younger) participating in sport events and programming</li> </ul> </li> <li>• Proof of vaccination is <b>REQUIRED</b>:                             <ul style="list-style-type: none"> <li>◦ Supervisors* (12+)** for youth sport events and programming</li> <li>◦ Youth (12+)** participating in sport programming and events primarily intended for adults</li> </ul> </li> </ul>
ADULT SPORT (22 years and older)	<ul style="list-style-type: none"> <li>• Proof of vaccination is <b>NOT REQUIRED</b>:                             <ul style="list-style-type: none"> <li>◦ Adults participating in outdoor sports, including for those who come indoors to use amenities such as change rooms and meeting rooms for groups under 51.****</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Proof of vaccination is <b>REQUIRED</b>:                             <ul style="list-style-type: none"> <li>◦ Adult participants and supervisors* of sport events and programming</li> <li>◦ Adults participating with youth (21 and younger) in sport events and programming</li> </ul> </li> </ul>
SPECTATORS (12 years and older)**	<ul style="list-style-type: none"> <li>• Proof of vaccination is <b>NOT REQUIRED</b></li> </ul>	<ul style="list-style-type: none"> <li>• Proof of vaccination is <b>REQUIRED</b> at all sport events and programs</li> </ul>

NOTES

\***Supervisor** refers to a person leading, supporting or assisting a sport activity, but who is not working as an employee. This includes parents required to be present at a child/youth program.

**Adult Sport** means organized individual or group sport activities for those aged 22 and older. Examples include, but are not limited to, adult league soccer, masters swim group, drop-in adult hockey, and adult badminton

**Pools:** proof of vaccination is required for adults accessing swimming pools. Non-employed supervisors must show proof of vaccination.

**Sport facilities and organizations** may implement stricter requirements at their discretion.

\*\* **For youth aged 12 only**, one dose of vaccine will be accepted.

\*\*\***Restaurants, food or liquor premises, and all other events and gatherings** must follow Proof of Vaccination requirements as outlined in the Order.

The interpretation of when proof of vaccination is required has been confirmed by the Office of the Provincial Health Officer.



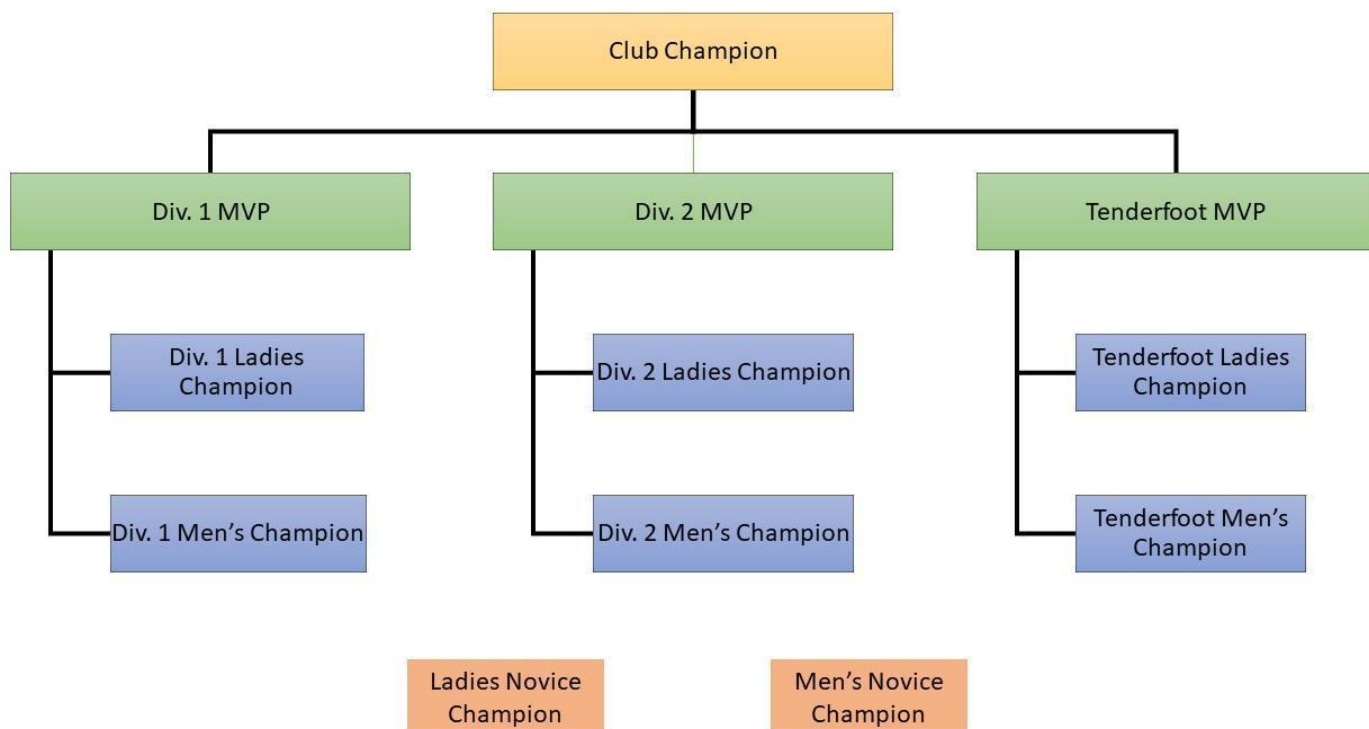
Item 8.6

This is a portion of the club calendar, please go to [Executive Calendar - COURTENAY LAWN BOWLING CLUB \(courtenaylbc.com\)](http://courtenaylbc.com) to review the calendar.

Month				☰	🔍												
<div style="display: flex; justify-content: space-between;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> <span>6</span> <span>7</span> <span>8</span> <span>9</span> <span>10</span> <span>11</span> <span>12</span> </div>																	
Count of MonID			↓↑														
Category	Item	Responsible		1	2	3	4	5	6	7	8	9	10	11	12		
Awards	Awards	Games											1				
Awards	Perfect Pin Ends	Secretary									1						
Bowls BC	Memberssip Fees	Treasurer								1							
Bowls BC	Insurance, Bowls BC	Treasurer											1				
Bowls BC	Bowls BC AGM	Executives			1												
Budget	Budget Development	Executives		1													
Budget	Membership	Executives		1													
Business	Insurance	Treasurer				1											
Business	Lease for Bowls Club	President								1							
Business	Goverance Part 1	President	1														
Business	Goverance Part 2	President		1													
Business	Goverance Part 3	President			1												
Business	Nomination Committee	Vice-President											1				
Business	Name Tags	President							1								
Business	Mail Box Fees	Treasurer								1							
BVINPR	BVINPR SAGM	President				1											
BVINPR	BVINPR AGM	President												1			
BVINPR	Tournaments	District	1														
CLBC	Awards	Executives												1			
CLBC	Opening Day	Executives				1											
District	BVINPR SAGM	President			1												
District	BVINPR AGM	President												1			
District	BVINPR	Secretary													1		
Events	National Day for Truth and Reconciliation	Vice-President										1					
Events	National Bowls Day - Canada	Executives						1									
Games	CLBC Outdoor Season	Games					1										
Games	CLBC Outdoor Season Ends	Games									1						
Games	Short Mat	President											1		1		



Item 8.7



## Criteria

1. All club and tournament game results (home and away) count towards an award.
2. As does the following:
  1. Volunteering. (hours spent working for the club count)
  2. Positive and friendly attitude win or lose.
  3. Good ambassador for the club both home and away.
  4. Level of influence on the outcome of a game/match (club league only).
  5. ETC
  6. ETC
  7. ETC
  - 8.



## Item 8.9

### What is not-for-profit governance?

Courtenay Lawn Bowling Club (CLBC) governance refers to the actions of the elected volunteer board of executives for the Lawn Bowling Club to establish and monitor the club's long-term direction. Planning, influencing, and conducting the policy and affairs are made to meet the Constitution and Bylaws of the club and BC Society Act.

### CLBC Governance Model

CLBC operates under a "collective management" governance model where responsibility is shared equally by the "collective management" and not by any individual. Decision-making is generally by consensus, and no individual has power over another.

### CLBC Executives

Position	Voting Privileges	Areas of responsibility	Elected By
<b>President</b>	None	To lead the club initiatives to meet the mission and vision of the club.	Membership
<b>Vice President</b>	Yes	Support for the president, disciplinary issues, work with committees.	Membership
<b>Treasurer</b>	Yes	Financial matters relating to the club, budgets,	Membership
<b>Secretary</b>	Yes	Communication, recording meeting minutes,	Membership
<b>Greens Chair</b>	Yes	To manage the maintenance and enhancement of the club green.	Membership
<b>Games Chair</b>	Yes	To manage all club social, league, tournament, and interclub games.	Membership
<b>Past President</b>	Yes	To guide the board, Chair the nominating committee, and other committees as required.	Automatic

### Governance Principles

#### Legitimacy and Voice

**Participation** – executives have an equal voice in decision-making directly through board participation, and all club members have a voice in decision-making directly through Annual, Semi-Annual, special meetings.

**Consensus orientation** – executive members mediate differing interests to reach a broad consensus on what is in the group's best interest and, where possible, on policies and procedures.



## Direction

## Item 8.9

**Strategic vision** – all executives have a broad and long-term perspective on good governance and human development, along with a sense of what is needed for such development. There is also an understanding of the respective's historical, cultural, and social complexities.

## Performance

**Responsiveness** – our decisions and processes serve all members and stakeholders.

**Effectiveness and efficiency** – processes produce results that meet needs while making the best use of resources.

## Accountability

**Accountability** – the Executive is accountable to the members and stakeholders.

**Transparency** – the Board of Executives carries out business functions with complete transparency to provide a free flow of information to the members. Processes and information are directly accessible to those concerned, and enough information is provided to understand and monitor them.

## Fairness

**Equity** – the Executive ensures all members have opportunities to be heard, participate, and improve or maintain members' well-being.

**Rule of Law** – the Executive ensures the club's operating frameworks are fair and enforced impartially and in the best interest of the club/members.

## Code of ethics

Adherence to the law provides a minimum standard for an organization's behaviour. CLBC Executives need to create or adopt a written code of ethics that outlines the values that the organization embraces. Specific policies and procedures should accompany this code of ethics that describe how they will be implemented and address violations. The practices and behaviours of its board/directors/Executives and volunteers are expected to follow, such as the confidentiality and respect for clients, members, donors, volunteers, board and staff members and the public.

## Conflicts of interest

CLBC will adopt and implement policies and procedures to ensure that all conflicts of interest (actual and potential), or the appearance thereof, within the organization and the governing board are appropriately managed through disclosure, recusal, or other means.

## Lead Strategically

Develop and communicate the organization's direction, goals, and plans to get there. Ensure a strategic plan is in place that articulates the organization's mission, role in society, and direction for the future.

Cut through the complexity of your non-profit's environment to assist organizational leadership in anticipating and navigating change.





Item 8.9

Ensure Financial Stability

Ensure the Executives understand the non-profit's financial reports, business model and financial aspects.

Develop strategies to fund your mission that are realistic and that support the club's business model.

Ensure financial reporting requirements are compliant with provincial regulations.

Be An Ambassador

Cultivate relationships that are beneficial to the organization's strategies.

We need to share our impact on the community and how the community supports us. Talk up the club, its members, and the opportunity to participate, learn and enjoy the game.

Ensure Healthy Governance

Review bylaws and maintain compliance.

Recruit and orientate new board members.

Plan for board succession and officer leadership.

Take responsibility for board business and create structures that align with getting the work done.

Regularly review your role and contribution to our governance model's support and growth.

I have read and had the opportunity to clarify the information presented and understand the CLBC Governance Principles and Summary

Name	Position	Date	Signature
Richard Divine	President		
April Gilchrist	Vice President		
Steph Walters	Treasurer		
Heather Divine	Secretary		
Dean Penny	Games		
Tim McGiffin	Greens		
Michael Lynch	Past President		



## Summary

## Item 8.9

### Legitimacy

It is grounded in constitutional documents and incorporation instruments, 'Rule of Law,' respect for traditions, and credibility with members and stakeholders who 'freely' consent to the governing body's authority.

*The Canadian Bill of Rights (1960) affirms that "men and institutions remain free only when freedom is founded upon respect for moral and spiritual values and the Rule of Law."*

### Participation

Is the involvement of the Executive, stakeholders, members in planning, decision processes and evaluation. Participation allows the club to obtain reliable information, serves as a reality check and watchdog, spurs operational efficiency and provides feedback by users of the service necessary for monitoring access to and the quality of services provided. It clearly defines the lines of accountability.

### Duty of care

It is the faithful exercise of the duties of due care, diligence, and loyalty in the efficient use of financial and human decisions to the purposes for which they were entrusted.

### Ethical conduct

Ethical conduct includes respect, honesty, openness, integrity, trustworthiness, and fairness in all interactions; commitment to the spirit and the letter of laws, rules, regulations, norms and traditions; service to the benefit of primary beneficiaries above services and leadership by example.

### Transparency

Transparency requires timely access by members to relevant and reliable information about finances, club competitions, tournaments, results and standings, conditions of play, management of resources, and decision processes. The clubs' transparent procedures may include but are not limited to:

- Open meetings.

- Accurate disclosure of financial and other critical performance indicators.

- Compliance with freedom of information legislation.

- The ready accessibility of annual reports and audited financial statements.

- The ready accessibility to activity results and standings.

### Predictability

Predictability refers to the conduct or actions of the club's executives. Predictability encompasses the notion of 'promise keeping' captured in the familiar words of Canadian poet Robert Service: "A promise made is a debt unpaid." Predictability results primarily from laws, regulations, and role definitions that are clear and known in advance; they are fair, uniform, and effectively enforced. It is essential to stakeholder confidence and public trust that stewardship and fiduciary responsibilities will be exercised appropriately, conducted ethically and that projected results are realistic.

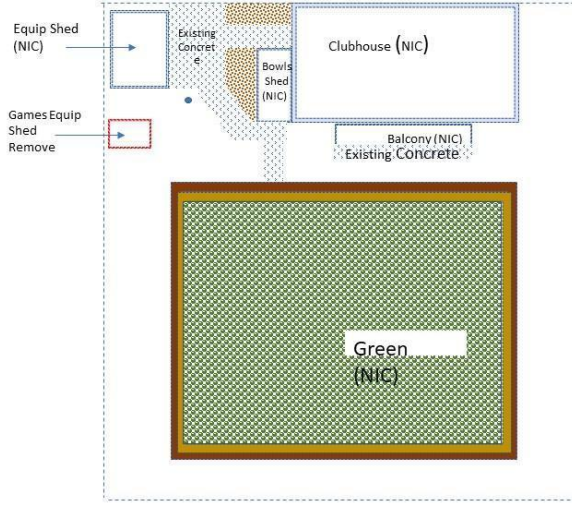
### Accountability

Members can call Executives to account for their actions. Effective accountability has two components: 'answerability' and 'consequences.' The first is the requirement to respond periodically to questions concerning one's Executives actions. The second is the need to acknowledge achievements or shortcomings. It is the right to praise a job well done and request an explanation when the results are not as expected.

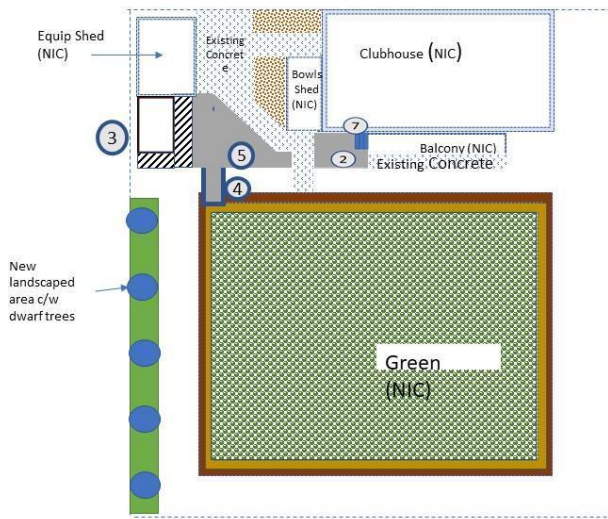


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Courtenay Lawn Bowling Club	Page #1
Existing Site Plan	
February 18, 2022	

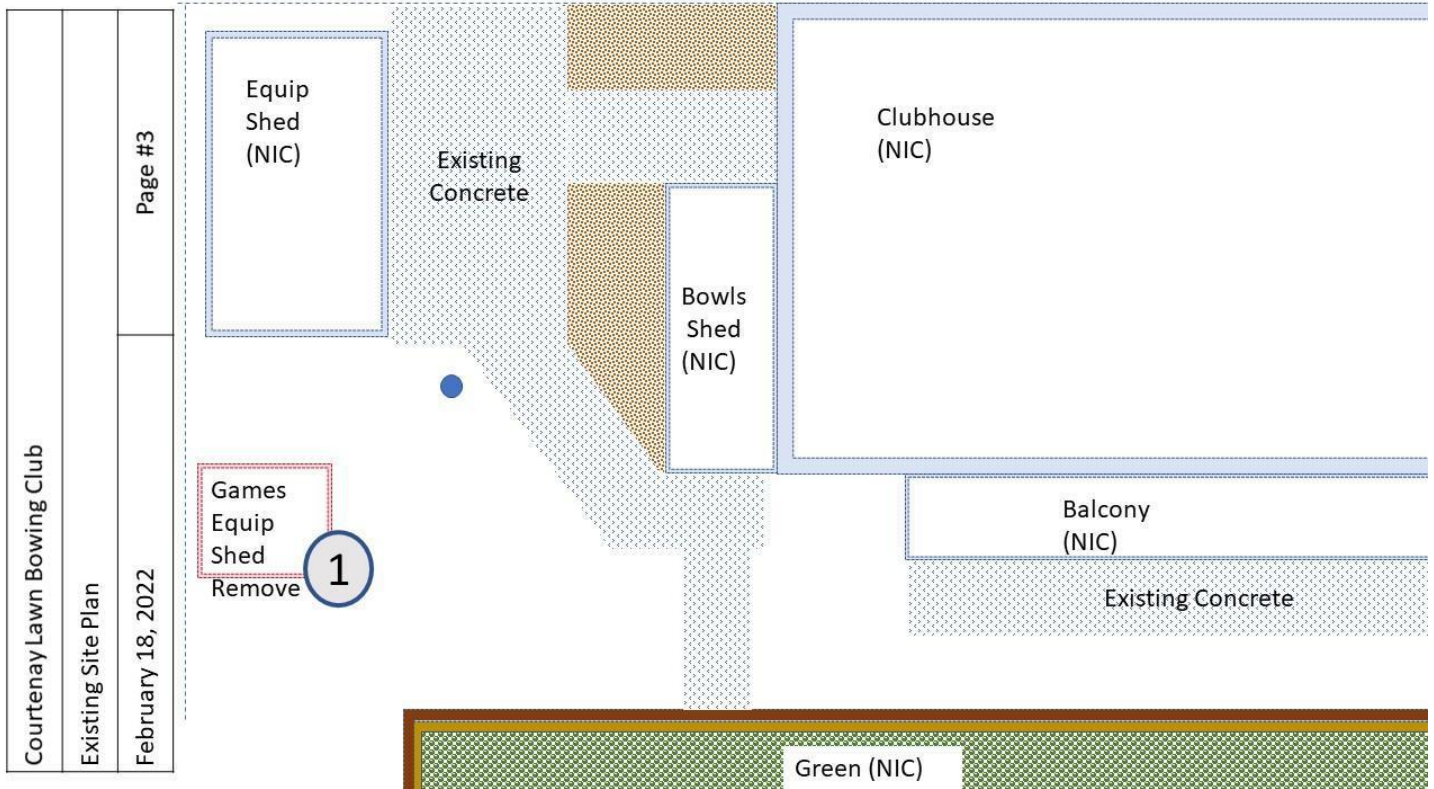


Courtenay Lawn Bowling Club	Page #2
Existing Site Landscape Upgrade Plan	
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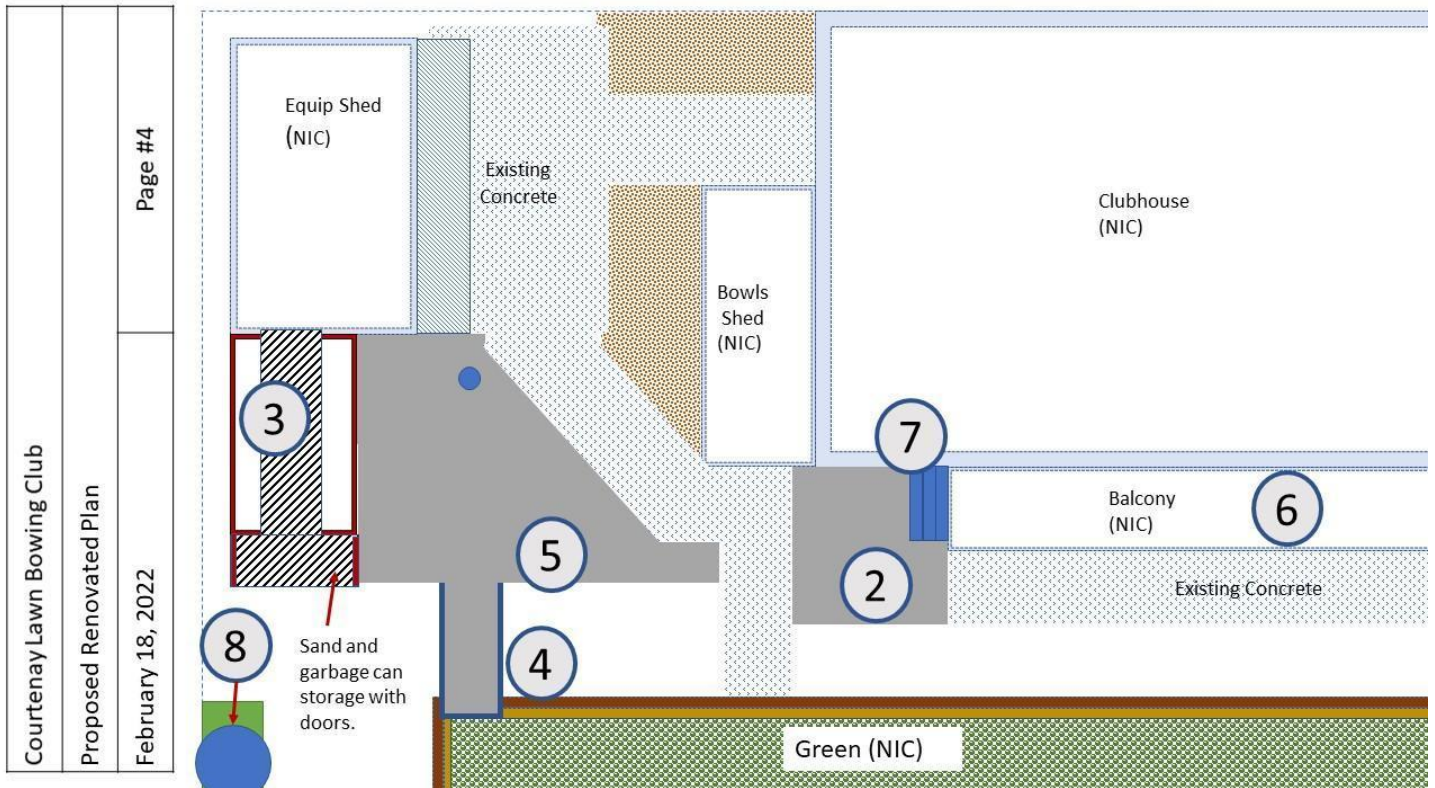


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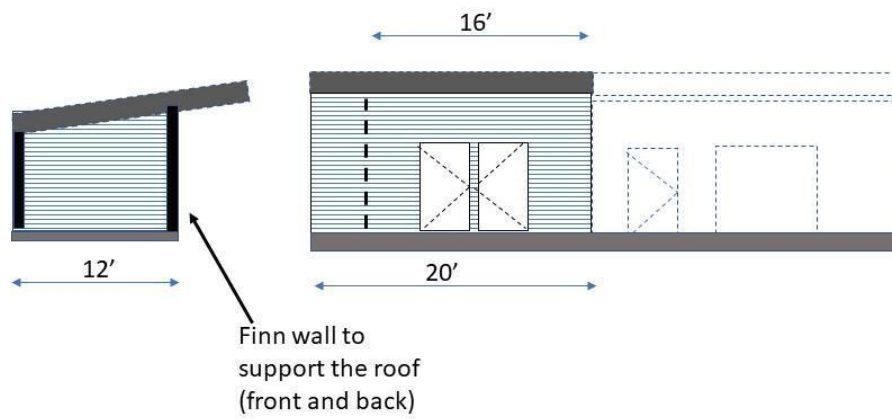
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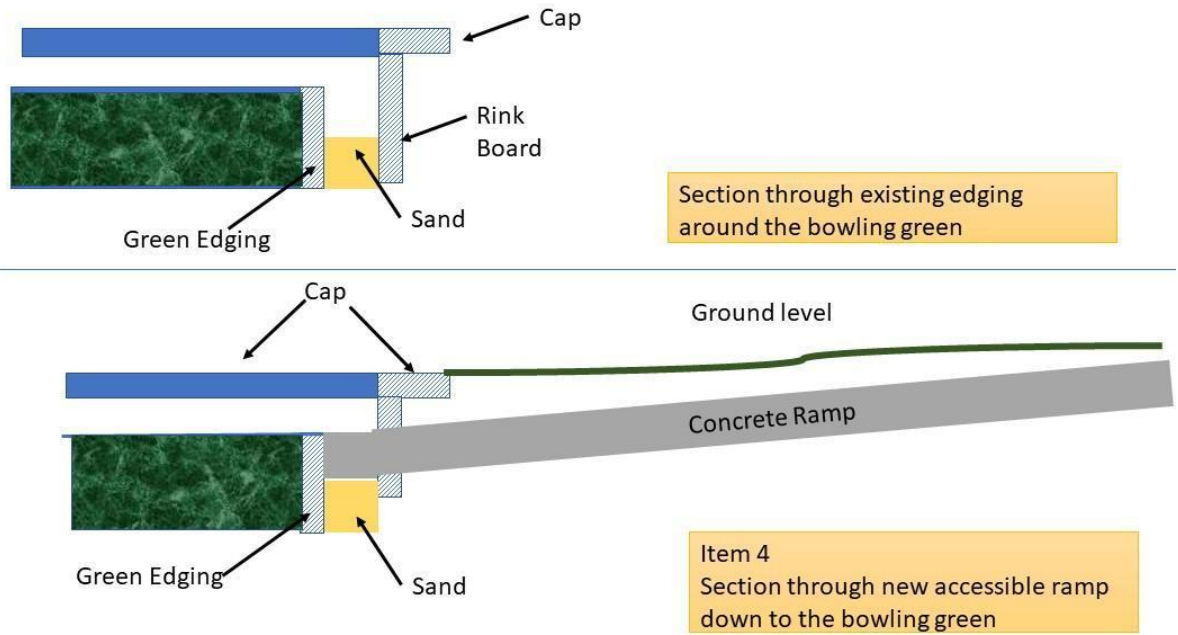
Courtenay Lawn Bowling Club	Page #5
Proposed Renovated Site Plan	
February 18, 2022	





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Courtenay Lawn Bowling Club	Proposed Renovated Site Plan – Ramp Details	Page #6
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Item 9.1

Proposed Renovations - Courtenay Lawn Bowling Club

Item #	Description	Budget
1	Remove and dispose of shed	\$ 500
2	Install concrete walkway and footing for new steps down from the balcony.	\$ 1,800
3	Install concrete pad and 16' long x 12' wide shed c/w overhang to match adjacent building and double entry doors open inwards. With power and led lighting feed from adjacent building. Exterior finish to siding to match existing adjacent building. Sand and garbage can storage accessible from the south side of the building.	\$ 16,000
4	Install accessible ramp complete with powder coated handrails and non-slip surface down to the green level.	\$ 2,700
5	Install concrete walkway to connect accessible ramp to entrance walkways	\$ 3,500
6	Install glass railing along front of the balcony	\$ 6,500
7	Install steps down from balcony c/e powder coated handrails	\$ 2,200
8	Install new landscaped area c/w 5 dwarf trees and ground cover and extend existing sprinkler system to new landscaped area	\$ 4,000
9	Storage shelving system inside new shed	\$ 1,600
10	Specialized equipment for the challengd bowlers. This includes reduced size bowls ranging from double to triple zero, specialized bowl delivery launchers.	\$ 2,500
11	Sub Total	\$ 41,300
12	Contingency	\$ 3,000
13	Tax	\$ 3,395
14	Grand Total	\$ 47,695
15	Labour contribution & purchasing power of the City of Courtenay	-\$ 6,195
16	CLBC contribution	-\$ 4,000



**Courtenay Lawn Bowling Club – Executive Agenda and Minutes**



17	Co-op Total	\$ 37,500
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