

Minutes of the Shawnigan Lake Community Centre Commission Meeting held on Monday, October 16, 2017 in the Multi-Purpose Room, 2804 Shawnigan Lake Road, Shawnigan Lake BC at 7:00 PM.

PRESENT: Chair N. Douglas
Director S. Acton
M. Davies
L. Treloar
S. Davies
J. Stevens

ALSO PRESENT: K. Liddle, Manager, South Cowichan Recreation
T. Liddle, Facilities Coordinator, South Cowichan Recreation

ABSENT: H. Goddard

APPROVAL OF AGENDA

It was moved and seconded that the agenda be adopted.

MOTION CARRIED

ADOPTION OF MINUTES

M1 [That the regular Shawnigan Lake Community Centre Commission meeting of September 18, 2017 be adopted.](#)

It was moved and seconded that the minutes from the September 18, 2017 meeting be adopted.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

K. Liddle, Manager, South Cowichan Recreation has contacted the Cowichan Valley Regional District Parks Department regarding the proposed changes to the Elsie Miles parking and is awaiting timelines. This information will be shared at the next Commission meeting.

DELEGATIONS

D1 [Duncan Show Room](#)

Longevity John, from the Duncan Showroom, discussed the letter sent to the Commission and reviewed at the Sept 18th meeting. A possible option being considered would be an in-kind trade of summer entertainments in the new pavilion for the two older Shawnigan Lake Community Centre buses.

Action – 2 Commission members to meet with John to work out a proposal

and report back to the commission for further discussion.

INFORMATION

IN1 [2018 Budget Review](#)

K. Liddle, Manager, South Cowichan Recreation presented and reviewed all items within the 2018 Budget Package. Discussion ensued around long term planning, future opportunities and next steps. The Commission determined that another planning workshop is required prior to making any decisions. It was requested that a change to the requisition bylaw take place.

It was moved and seconded that it be recommended to the Board that a bylaw be prepared to amend Bylaw No. 1355, "CVRD – Shawnigan Lake (Electoral Area "B") Local Service (Community Hall) Establishment Bylaw No. 4, 1991", to increase the maximum annual requisition by 24.99%.

MOTION CARRIED

REPORTS

R1 Managers Report

K. Liddle, Manager, South Cowichan Recreation, produced a verbal report and monthly update for information.

A brief update on the software replacement process was given with more information to be given at the next meeting.

R2 Facility Coordinators Report

T. Liddle, Facility Coordinator, South Cowichan Recreation, produced a verbal report and monthly update for information.

An update was given on the Condition Based Assessment Report for both Shawnigan Lake Community Centre and Elsie Miles; it was requested that the final versions be emailed out to Commission members.

Quotes have been received for both the sign and door replacement capital projects; it was requested that solar options be looked into for the sign replacement as well as the main building.

R3 Directors Report

Director Acton noted that she had appointed the two new commission members.

ADJOURNMENT

The Chair shared notes from the planning workshop that took place October 15, 2017 for information.

Next planning meeting scheduled for October 26, 8:00-10:00 am. The Manager to bring existing vision statement of Shawnigan Lake Community Centre as well as supplies to map out a timeline for future initiatives.

Next Commission meeting tentatively scheduled for Monday, November 20, 2017 7:00 pm. Date to be confirmed due to timelines for budget approval and ensure this date fits within given timeframe.

9:13 pm

It was moved and seconded that the meeting be adjourned.

The meeting was adjourned at 9:13 pm

MOTION CARRIED

Chair

Recording Secretary

Dated: _____