



SHAWNIGAN LAKE COMMUNITY CENTRE COMMISSION MEETING AGENDA

MONDAY, JANUARY 29, 2018

LOUNGE

2804 SHAWNIGAN LAKE ROAD, SHAWNIGAN LAKE, BC

7:00 PM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Shawnigan Lake Community Centre Commission meeting of November 20, 2018	1
Recommendation That the minutes of the Regular Shawnigan Lake Community Centre Commission meeting of November 20, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
IN1 Facility Signage	Verbal
IN2 2018 Capital Projects	Verbal
7. <u>REPORTS</u>	
R1 2018 Budget Adjustments	5
R2 Manager's Report	Verbal
R3 Facility Coordinators Report	Verbal
R4 Directors Report	Verbal
8. <u>UNFINISHED BUSINESS</u>	
9. <u>NEW BUSINESS</u>	

10. ADJOURNMENT

The next Shawnigan Lake Community Centre Commission Meeting will be held Not Scheduled at Not Scheduled, in the Multi-Purpose Room, 2804 Shawnigan Lake Road, Shawnigan Lake, BC.

Committee Members

N. Douglas, Chair
H. Goodard, Vice-Chair
Director S. Acton

M. Davies
S. Davies

J. Stevens
L. Treloar

Minutes of the Shawnigan Lake Community Centre Commission Meeting held on Monday, November 20, 2017 in the Multi-Purpose Room, 2804 Shawnigan Lake Road, Shawnigan Lake BC at 6:00 PM.

PRESENT: Director S. Acton
L. Treloar
J. Stevens
H. Goddard
N. Douglas

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

ABSENT: M. Davies
S. Davies

APPROVAL OF AGENDA

It was moved and seconded that the agenda be adopted as presented.
MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Shawnigan Lake Community Centre Commission meeting of October 16, 2017

It was moved and seconded that the minutes from the October 16, 2017 meeting be adopted.

MOTION CARRIED

INFORMATION

IN1 Future Planning

The Commission discussed items that were identified at the planning workshop held October 26, 2017. Items included relocation of the historical church located on Shawnigan Lake road. Preliminary costs were reviewed and it was determined there are not enough funds available at this time; other items included a deck on the back of Shawnigan Lake Community Centre, landscaping next to existing playground to create connectivity to the Elsie Miles building, and updating the lobby space to include a possible coffee shop.

REPORTS

R1 Managers Report

Kim Liddle, Manager, South Cowichan Recreation, provided a verbal report and monthly update for information.

The Manager updated the Commission on the software upgrades. Costs for 2017 are approximately \$3,000. Remaining funds will be rolled over to 2018 to implement Perfect Mind software as the CLASS replacement.

R2 Facility Coordinators Report

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

The Facility Coordinator reported that all exterior doors will be replaced by the end of 2017. As the project came in under budget the interior wall/door system will also be replaced. Several options were presented for the replacement of the read-o-graph sign. The sign will be ordered prior to the end of the year.

R3 Directors Report

No Report was given.

UNFINISHED BUSINESS**UB1 2018 Budget Review**

The Manager summarized the discussion from the Shawnigan Lake Community Centre Commission meeting held on October 16, 2017

It was moved and seconded:

- 1. That the 2018 Budget for Function 464 – SLCC be approved.**
- 2. That the Supplementary request for Elsie Miles Flooring be approved.**
- 3. That the Supplementary request for SLCC Flooring be approved.**

MOTION CARRIED

It was moved and seconded:

- 4. To add supplemental item for facility improvements in the amount of \$90,000 which would be funded 100% through gas tax funding. Projects include upgrading the lobby of Shawnigan Lake Community Centre, expanding the deck at the back of the facility and landscape improvements to connect Shawnigan Lake Community Centre and Elsie Miles entries.**

MOTION CARRIED

UB2 Duncan Show Room

J. Stevens gave an overview of the meeting held with representative from the Duncan Show Room. A Festival is being planned for the summer utilizing the new pavilion. Event planning and fundraising services would be provided by Duncan Show Room in exchange for the two old 22 passenger buses that have a value of

approximately \$1000 each.

It was moved and seconded that an agreement be prepared to enter into a trade with the Duncan Show Room in exchange of event planning and fundraising services (in-kind value of \$2000) in exchange for the ownership of the 1989 – 22 passenger bus at a value of \$1000 and the 1991 – 22 passenger bus at a value of \$1000; both vehicles in “as is” conditions.

MOTION CARRIED

ADJOURNMENT

8:18 pm It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 8:18 pm.

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMITTEE

DATE OF REPORT January 23, 2018

MEETING TYPE & DATE Shawnigan Lake Community Centre Commission of January 29, 2018

FROM: South Cowichan Recreation Division
Community Services Department

SUBJECT: 2018 Budget Amendments – Function 464 Shawnigan Lake
Community Centre

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget Amendments required for Shawnigan Lake Community Recreation Centre (SLCC).

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 464 – be amended as follows:
 - Increase Capital Furniture, Fixtures and Equipment by \$50,000
 - Increase Capital Building Improvements by \$55,000
 - Increase Land Improvements by \$21,675
 - Increase Transfer from Capital Reserves by \$80,000
 - Increase Transfer from Operating Reserves by \$25,000
 - Increase Transfer from Gas Tax Funding by \$21,675

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

The 2018 Budget was approved at the January 10, 2018 CVRD Board Meeting, with amendments to be made in April 2018. The following amendments are required prior to April in order to continue working on projects budgeted in 2017 that were not finalized.

ANALYSIS

The following adjustments will be required for the 2018 Capital Budget:

- Furniture, Fixtures and Equipment of \$50,000, funded through \$25,000 Tax Requisition and \$25,000 through Capital Reserve was included in the 2017 budget. The project consisted of replacing the exterior readograph sign. Quotations for purchase have been conducted and the signage permit has been applied for through the CVRD. Total budget of \$50,000 to be transferred to 2018, funded 50% through Capital Reserves and 50% through Operating Reserves (\$25,000 requisition is surplus from 2017).
- Building Improvements of \$55,000, funded 100% through Capital Reserves was included in the 2017 budget. The project consisted of replacing exterior/interior doors, door hardware and magnetic lock system. Total budget of \$55,000 to be transferred to 2018, funded 100% through Capital Reserves.
- Land Improvements of \$350,000 funded 100% through Gas Tax funding was included in the 2017 budget. The project consisted of upgrades to the parking lot at Shawnigan Lake Community Centre. During the budget process of 2017, the gas tax funding was reduced

to 50% for a total of \$175,000 resulting in a lack of funds available to complete the project in 2017. A total of \$325,000 was transferred over to the 2018 Budget (\$150,000 Gas Tax and \$175,000 Short Term Borrowing), anticipating that \$25,000 would be spent in 2017 towards design work. A total of only \$3,325 was spent in 2017, resulting in the remaining \$21,675 needing to be transferred to 2018, funded 100% through Gas Tax Funding. Total 2018 project budget is \$346,675.

FINANCIAL CONSIDERATIONS

Capital Items outlined in this report were included in the 2017 budget and funding is being transferred over to the 2018 budget. There is no new funds being allocated to fund these projects.

Operating Reserves are created through year end surpluses. The current Operating Reserve for Function 464 is \$72,781 as of December 31, 2016 and it is anticipated that an additional \$80,000 will be added from 2017 surplus.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

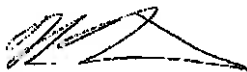
This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



Kim Liddle
Manager

Not Applicable
Not Applicable



John Elzinga
General Manager