



SHAWNIGAN LAKE COMMUNITY CENTRE COMMISSION MEETING AGENDA

MONDAY, FEBRUARY 19, 2018

LOUNGE

2804 SHAWNIGAN LAKE ROAD, SHAWNIGAN LAKE, BC

7:00 PM

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1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Shawnigan Lake Community Centre Commission meeting of January 29, 2018	1
Recommendation That the minutes of the Regular Shawnigan Lake Community Centre Commission meeting of January 29, 2018 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
BA1 2018 Capital Projects	Verbal
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
IN1 Electric Charge Station	Verbal
7. <u>REPORTS</u>	
R1 Managers Report	Verbal
R2 Facility Coordinators Report	Verbal
R3 Directors Report	Verbal
8. <u>UNFINISHED BUSINESS</u>	
9. <u>NEW BUSINESS</u>	
10. <u>ADJOURNMENT</u>	

The next Shawnigan Lake Community Centre Commission Meeting will be held Monday, March 26, 2018 at 7:00 PM, in the Lounge, 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, January 29, 2018 in the Lounge, 2804 Shawnigan Lake Road, Shawnigan Lake B.C. at 7:00 PM.

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

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

ABSENT: S. Davies

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended by correcting the date of the previous minutes to November 20, 2017

And that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Shawnigan Lake Community Centre Commission meeting of November 20, 2017

It was moved and seconded that the minutes from the November 20, 2017 meeting be adopted as presented.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

K. Liddle, Manager, South Cowichan Recreation reported that she is working with finance to determine process and agreement options to dispose of the buses with an in-kind trade to host a summer festival. J. Stevens and L. Treloar are working on Summer Festival options with Longevity John Faulkner to bring back to commission.

CORRESPONDENCE

C1 Proposal from Shawnigan Arts Guild for the Shawnigan Lake Community Centre - 2017-2018

The proposal was received for information.

INFORMATION**IN1 Facility Signage**

The Commission discussed signage replacement for read-o-graph board, permit process and possible future development in the area.

Action Item: staff to report back to Commission following signage permit approval prior to placing an order for replacement.

IN2 2018 Capital Projects

The Commission discussed proposed building improvements and parking lot upgrades.

Action Items:

1. Staff to proceed with design work for parking and bring back to the Commission prior to tender preparation;
2. Staff to discuss connectivity options between Elsie Miles and Shawnigan Lake Community Centre near the existing playground and costs to relocate electric charge station;
3. Staff to inquire what licensing requirements there are in order to add a coffeshop to the lobby
4. Staff to explore options to upgrade hand railing around exterior deck at back entrance of Shawnigan Lake Community Centre and bring back to the Commission for consideration.
5. Director Acton to contact possible community options for interior design work to assist with lobby upgrades.

REPORTS**R1 2018 Budget Adjustments**

K. Liddle, Manager, South Cowichan Recreation reviewed the staff report and noted all adjustments are 2017 Capital projects that are in the process of being completed but were not finalize prior to Dec 31, 2017. No new funding has been added

That it be recommended to the Board that:

1. 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 Surplus by \$25,000
- Increase Transfer from Gas Tax Funding by \$21,675

Motion Carried

2. That Function 464 – Shawnigan Lake Community Centre 2018 Budget Amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

Motion Carried

R2 Manager's Report

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

The manager informed the Commission that the process for software replacement has started. The region has selected PerfectMind as the new provider with the anticipated launch date of Sept, 2018.

The Commission discussed which Community meetings should have their rental rates waived; the following were identified

- Area Planning Committee
- Shawnigan Lake Parks Commission
- Shawnigan Lake Community Association
- Shawnigan Lake Research Group

The following dates have been set for the Shawnigan Lake Community Centre Commission meetings for 2018

February 19, 2018 7:00 pm

March 26, 2018 7:00 pm AGM

April to December – meeting the 3rd Monday of every month at 7:00 pm

R3 Facility Coordinators Report

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

Replacement of the exterior doors will be taking place during the month of February; door hardware is included in this process to replace the current magnetic locks which continue to fail.

Staff are in the planning stages of the floor replacement project with the goal to complete both buildings during the summer; summer programs and camps will need to be accommodated during construction.

Shawnigan Lake Community Centre and Elise Miles are connected to the Shawnigan Village Waterworks water system which has been undergoing upgrades. This has caused some disruption to the facility with water shutdowns; overall staff have kept programs running, bringing in porta potties during shut down as necessary.

The roof and gutters have recently been cleaned. Staff is in the process of getting quotes to add anchors on the roof for safety lines so that roof and gutter repairs that are required can be completed.

The Commission has been made aware of vandalism that has been happening on site; all incidents have been reported to the RCMP.

The Commission wanted to discuss electric charge station and usage; some feel local residents may be taking advantage of the charge station and using it beyond what it was intended for.

Action – add Electric Charge stations to next meeting agenda for further discussion

R4 Directors Report

No report

ADJOURNMENT

8:28 pm It was moved and seconded that the meeting be adjourned.

The meeting adjourned at 8:28 pm

MOTION CARRIED

Chair

Recording Secretary

Dated: _____