



Shawnigan Lake Community Centre Commission

Thursday, February 16, 2012

7:00 pm – Commission Meeting

Shawnigan Lake Community Centre

Dance Studio

AGENDA

1. CALL TO ORDER:
2. APPROVAL OF AGENDA:
3. ADOPTION OF MINUTES:
A1 Adoption of the Shawnigan Lake Commission meeting minutes – Sept 13, 2011
4. BUSINESS ARISING FROM THE MINUTES:
BA1-Bus Sponsorship Update
BA2- Elsie Miles Lease Agreement Update
5. DELEGATIONS:
6. DEPARTMENT REPORTS/CORRESPONDENCE:
DR1- Facility Coordinator's Report
DR2- Division Manager's Report
DR3- Director's Report
7. UNFINISHED BUSINESS:
8. NEW BUSINESS:
NB1- 2012 Budget Review
NB2- SLCC AGM
9. NEXT MEETING DATE:
10. ADJOURNMENT:

Distribution:

Commissionaires:

Kim Rowe, Barb Shultz, Marian Davies, Sharleen Impett, Sarah Malerby,

Area Director:

Fransje Carr

Staff:

Bruce Fraser

Kim Liddle, Tony Liddle, Ron Austen, Steve Hurcombe

COWICHAN VALLEY REGIONAL DISTRICT SHAWNIGAN LAKE COMMUNITY CENTRE

Minutes of the regular meeting of the Shawnigan Lake Community Centre Commission meeting held at Shawnigan Lake Community Centre on Tuesday, September 13, 2011 at 7:00 pm.

PRESENT: Commissioners: Fransje Carr, Marian Davies, Sarah Malerby
Director: Ken Cossey

ALSO PRESENT: Kim Liddle- Division Manager, S.C. Recreation Division
Tony Liddle- Facility Coordinator, S.C. Facilities Division
Ron Austen-General Manager, PR&C, CVRD
ABSENT: Commissioner: Kim Rowe, Shaileen Impett, Barb Schultz

CALL TO ORDER: Meeting called to order at 7:03 pm

APPROVAL OF AGENDA: It was moved and seconded that the agenda be adopted as presented

ADOPTION OF THE MINUTES: *MOTION CARRIED*
It was moved and seconded that minutes from the February 25, 2011 Shawnigan Lake Community Centre Commission be adopted with an amendment to correct the time of the meeting as 9:30 am

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES: None

DELEGATIONS: None

CORRESPONDENCE: None

UNFINISHED BUSINESS: None

DEPARTMENT REPORTS: DR1 – 2012 SLCC Budget Discussions

Kim Liddle gave an overview of the staff report written by Mark Kueber in regards to the 2012 Shawnigan Lake Budget Discussion; manager discussed the challenges Shawnigan Lake Community Centre have faced over the last few years working within such a tight budget and that an increase of approximately 7% to the core budget is required for 2012

DR2 – Mid-Year Budget Status Report

Kim Liddle gave an overview of the SLCC budget status report. The commission was provided an overview of the 2011 budget and areas that may not meet projected annual budget levels. It was noted staff are working towards a zero deficit for year end.

DR3- Facility Code of Conduct

Kim Liddle gave an overview of the staff report regarding a Facility

Code of Conduct for SLCC which is being incorporated within all recreation facilities of the CVRD. Commission reviewed the wording for signage as presented in the staff report.

That the identified Code of Conduct be adopted and endorsed by the Shawnigan Lake Community Centre Commission and that staff put signage in place effectively immediately.

MOTION CARRIED

DR4- Smoke-Free Policy

Kim Liddle gave an overview of the staff report regarding a smoke-free policy for SLCC. Discussion took place in regards to a South Cowichan Recreation Policy for both SLCC and KPR and that the Kerry Park Recreation Commission has adopted the Smoke-Free Policy as of July 1, 2011.

That Shawnigan Lake Community Centre Commission accepts the Smoke-Free Policy for South Cowichan Recreation to implement a smoke-free property for all facilities that fall within the Shawnigan Lake Community Centre Function.

MOTION CARRIED

DR 5- Facility Coordinator's Report

Tony Liddle gave an overview of bus repairs that were recently required for the 1991 22 passenger bus and the minimal life expectancy remaining for this vehicle. It was recommended that the commission plan to budget for a new vehicle in 2012 to replace this aging vehicle; review of facility maintenance was discussed and with budget constraints some projects may be rolled over into 2012. Lighting upgrades have been approved for a \$1200 BC Hydro rebate which will still be available next year if we postpone this project.

Action Item- staff to look into sponsorship options to help offset the cost of a new bus.

DR6- Division Manager's Report

Kim Liddle gave an overview of programs for the year and noted that there has been a decline in registration for youth programs and an overall decrease being seen throughout both recreation facilities. Many programs are running with low numbers where we typically see full classes at this time of year.

DR7- Director's Report

- The Shawnigan Lake Community Centre was awarded the Success by Six Award this year. The commission would like to congratulate staff on a job well done.
- OCP has been adopted for Areas A, B and C. This means new planning tools for developers and impact analysis to ensure consideration is being given to the community, fire, water, police and recreation impacts.
- A referendum is being held on Nov 19th in regards to the location of the South Cowichan Eco Depot. Wording of the question is going before the board on September 14, 2011

-
- and will include the address of the Cameron Tagert property.
 - Shawnigan Lake Parks and Recreation have been working on a database for the 74 road end access points around the lake. Once it has been determined which access points are important for us to have access, especially in regards to fire access, a MOU will be prepared for CVRD to take over.
 - Subaru Half Iron Man- currently looking at ways to incorporate the race into the village area of Shawnigan Lake for next year. A Shawnigan Lake Task Force is currently being put together to review this topic will include members of commissions, business district, chamber of commerce, etc. Commission suggested all Shawnigan Lake events be reviewed versus just the Half Iron Man.

NEW BUSINESS:**NB1- Elsie Miles Lease Update and Future Planning**

An update was given from School District 79 in regards to the long term lease agreement we have been working on. The School District is currently working to gather additional information as requested by the province and we hope to have the final lease approved by year end.

Gas Tax funding set aside for this project will be rolled over to 2012 and discussions will need to take place with both the SLCC Commission and the SL Parks Commission to discuss future planning for the site.

ADJOURNMENT:

It was moved and seconded that the meeting be adjourned at 8:12 pm

MOTION CARRIED

NEXT MEETING:

Tuesday, December 6th, 2011 at 7:00 pm
Tuesday, February 28th, 2012 at 7:30 pm

Certified Correct:

<u>Chairperson</u>	<u>Kim Liddle</u>
	Secretary

Dated: September 14, 2011



CVRD

STAFF REPORT

SHAWNIGAN LAKE COMMUNITY CENTRE COMMISSION OF FEBRUARY 16, 2012

DATE: February 16, 2012 FILE NO:

FROM: Kim Liddle- Division Manager, SCR BYLAW NO:

SUBJECT: Tony Liddle- Facilities Coordinator, SCR

Shawnigan Lake Community Centre- 2012 Annual Budget

Recommendation/Action:

That the Shawnigan Lake Community Centre Commission review the proposed 2012 annual budget for function 464 and determine final modifications to be forwarded to the board for approval.


Relation to the Corporate Strategic Plan:

The following Objectives will be met with the proposed 2012 budget:

Promote individual and community wellness-increase participation in parks, recreation and culture programs, events and activities. Continue to maintain the level of services offered to the community and work towards increased participation in existing services.

Provide exceptional recreational, cultural and parks services-Continually improve the quality of programs and services. Programming staff are continually reviewing new recommendations that come from BCRPA (British Columbia Recreation and Parks Assn) to ensure we are offering the highest standards possible.

Well maintained public facilities-establish consistent quality and maintenance standards for CVRD Facilities. Investment of 3.2 % increase for 2012 allows for increased maintenance standards the facility and grounds.

Financial Impact: (Reviewed by Finance Division: )

REVENUES:

Grants- are becoming more difficult to rely on as a revenue stream. The 2012 grant budget amount has been reduced by \$8,000 as this is not considered a reliable revenue source. Staff will continue to apply for grants to offset expenses.

Programs- actuals for 2011 experienced a decrease in program revenues in comparison to budget amounts. This was due to a number of factors including the loss of Kindergarten Care with the schools offering full day kindergarten, the loss of the swim lessons program, and an overall reduction in program registration. Past trends have seen classes running at 90-100% full whereas the past couple of year's classes have experienced a decline in registration with 2011 seeing programs running at 60-70% full. Projected program revenues for 2012 have been set to be on par with 2011 actuals.

EXPENSES:

Staff Wages- cost overruns occurred in staffing wages for 2011 due to long term absence from regular full time employees and vacation coverage. 2012 staff wages budget has been increased by 8.1%. The breakdown of the increase includes a 2.5% annual wage increase and a 5.6% increase in casual hours to ensure the budget covers expenses incurred for vacation time, medical leaves and coverage required to maintain the level of services being offered.

Rental Costs- cost overruns occurred in rental costs due to unexpected lease payments for Elsie Miles. The long term lease with School District #79 was not finalized early 2011 as anticipated resulting in an additional \$15,000 in lease payments that were not included in the 2011 budget. Staff is very close to finalizing the lease agreement which has been backdated to commence January 1, 2012. There is no lease payments included in the 2012 budget.

Vehicle Repairs- cost overruns occurred in vehicle repairs due to major body work required on our 1991 Microbird bus. These repairs resulted in a cost overrun of \$7,090. This vehicle is at the end of its lifecycle and needs to be replaced if the desire is to maintain the same level of service offered. A new 24 passenger Microbird Bus has been included as a supplementary item for your consideration.

Debt Repayment- some of the debt repayment reached maturity sooner than expected resulting in a savings of \$32,350 over anticipated 2011 expenses. The 2012 budget includes a reduction of \$37,521 in debt repayment with full maturity reached in 2014.

The Shawmigan Lake Community Centre (SLCC) budget has been based on revenues of 45% requisition and 55% participant revenues in the past. When the anticipated revenues do not meet projections, it can result in a deficit. Due to factors mentioned above, the 2011 budget ended with a \$68,444 deficit that will roll over into 2012. The commission has not had the ability to increase the tax requisition over the past few years due to statutory limitations. On March 9, 2011, the Cowichan Valley Regional District Board approved a recommendation to amend this bylaw to allow an increase of the statutory limit so the level of services offered at SLCC would not be affected in the future. The 2012 budget is based on 50% requisition and 50% participant revenues.

Background:

Attached is the overall 2012 requisition review based on initial budget discussions at the Shawmigan Lake Community Centre Commission Meeting held September 13, 2011. The draft 2012 budget currently has an increase in the requisition of 11.3%. Please note this does not include the supplemental request for the new bus.

Submitted by,

Kim Liddle

Reviewed by:
Division Manager:

Approved by:
General Manager:

2012 Requisition Review

A) Core Budget (Existing Service Level)

Requested by Commission

Requested by Commission

Anticipated Funding Method

Corporate Leadership

Anticipated Funding Method

1) 24 Passenger Microbird Bus

\$79,636	13.8%	\$3.42
----------	-------	--------