

**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 Thursday, Sept 13, 2012 at 7:00 pm.

PRESENT: Commissioners: Sarah Malerby, Barb Shultz, Marion Davies
Director: Bruce Fraser

ALSO PRESENT: Kim Liddle- Division Manager, S.C. Recreation Division
Tony Liddle- Facility Coordinator, S.C. Facilities Division
Kelly Musselwhite- Area B Alternate Director

ABSENT:

CALL TO ORDER: Meeting called to order at 7:05 pm

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

MOTION CARRIED

ADOPTION OF THE MINUTES: It was moved and seconded that minutes from the May 8, 2012 Shawnigan Lake Community Centre Commission be adopted.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES: None

DELEGATIONS: None

DEPARTMENT REPORTS: DR1 - Facility Coordinator's Report
School Bus- it was reported that the purchase of a new 24 passenger bus has been completed and delivered at the beginning of August, allowing staff to use for summer camp. The final purchase price was \$58,247

Sound System-it was reported that the KPRC Commission has approved the donation old sound system equipment to the Shawnigan Lake Community Centre; discussion took place around the pieces required to increase sound system capacity within the system and the missing pieces that would need to be purchased new in order to make everything work. The cost will be approximately \$2500

Action: Staff to move forward with installation of sound system in 2012 if there is capacity within the 2012 budget and if not include in 2013.

Risk Assessment- the Municipal Insurance Agency (MIA) performed a free risk assessment on a number of CVRD facilities

to assist with identifying possible high risk areas; SLCC was one of the selected facilities and overall the report was good; there was one area identified in regards to the outside steps at the back of the building that should have hand rails; staff have arranged for a company to come in and install a metal railing system similar to the existing one around the patio area.

DR2 - Electric Charging Station- the Facility Coordinator presented a staff report regarding funding available to install an Electric Charging Station for Electric vehicles; discussion took place around the increased awareness of being “green” and the likelihood that we will see an increase in electric vehicles in the next several years; commission members felt this was a good opportunity to have the installed with grant funding and this item should be included into the 2013 budget.

Motion- that approval be given to fund the following, subject to CCI grant funding:

1. **The installation of a 2-Plug, Level 2 public electric vehicle charging station at a priority parking stall located adjacent to the facility;**
2. **The expenditure of 25% of the total purchase and installation cost of the charging station, approximately \$1000/unit for a total of approx. \$2000; and**
3. **The annual expenditure to cover the cost of electricity provided to the public for the charging station, approximately \$1000.**

MOTION CARRIED

DR3 - Division Manager’s Report

BC Summer Games- Manager reported that the CVRD submitted a bid to host the 2016 or 2018 BC Summer Games; Kim participated as a Committee Member in the bid process an announcement will be made by the end of November as to whether or not we are successful.

Summer Camp Programs- Manager gave an overview of summer camp programs and registrations; it was reported that there was a slight decline overall in participants and staff made adjustments to reduce staffing during the slower weeks in order to reduce budget costs.

DR4- Director’s Report- Director Frazer gave an update on the Shawnigan Commons Project the community group has been working on and shared with the commission a few story boards, showing the vision that the group has been working on; overall the ideas were well received with a few concerns regarding road easements within the Village Core.

UNFINISHED BUSINESS: None

NEW BUSINESS:

NB1- Mid-Year Budget Review and NB2- 2013 Budget Preparation

Manager presented staff report giving an overview of projected year-end figures for 2012. Discussion took place around the services provided for the community and the commission felt it was important to maintain these services and preparing the 2013 budget accordingly. There was also discussion regarding Elsie Miles and future projects for 2013.

Motion: That staff prepares the 2013 budget based on core requirements to maintain existing services as well as to include the installation of the sound system, electric charge stations and the purchase of Elsie Miles.

MOTION CARRIED

ADJOURNMENT:

It was moved and seconded that the meeting be adjourned at 8:40 pm

MOTION CARRIED

NEXT MEETING:

To be Determined

Certified Correct:

Chairperson

Kim Liddle
Secretary

Dated: Sept 13, 2012