

**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, May 8, 2012 at 7:00 pm.

**PRESENT:** Commissioners: Sarah Malerby, Shelagh Bell-Irving, Barb Shultz  
Director: Bruce Fraser

**ALSO PRESENT:** Kim Liddle- Division Manager, S.C. Recreation Division  
Tony Liddle- Facility Coordinator, S.C. Facilities Division

**ABSENT:**

**CALL TO ORDER:** Meeting called to order at 7:15 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 February 16, 2012 Shawnigan Lake Community Centre Commission be amended to include the attendance of Barb Shultz; BA1 to read accessible versus assessable and approved as amended.

**MOTION CARRIED**

**ELECTIONS:** Motion was made to nominate Sarah Malerby as chair; Sarah accepted the nomination; no other nominations were received.  
Sarah Malerby appointed Chair by acclamation

**BUSINESS ARISING FROM THE MINUTES:** **BA 1- Bus Sponsorship**  
Staff has prepared a letter to circulate to different organizations in regards to hopefully getting some support for the bus purchase.

**DELEGATIONS:** None

**DEPARTMENT REPORTS:** **DR1 - Facility Coordinator's Report**  
Tony Liddle presented a staff report in regards to the possibility of purchasing old sound system equipment from Kerry Park to utilize within this facility; KPRC Commission is currently looking into the possibility of transferring capital assets for SLCC to utilize.

**DR2 - Division Manager's Report**  
Kim Liddle presented information regarding current fees and rates at SLCC. Discussion took place around the existing rates and the need to increase overall rental rates.

**Motion to eliminate the 3 hour rental rates effective September 1, 2012 and round off all other hourly rates to the nearest quarter.**

**MOTION CARRIED**

**DR3- Director's Report - nothing to report**

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**NB1- Bad Debts**

Manager presented staff report regarding outstanding debts owed to the Community Centre; it was discussed that final notices be sent to all parties and further action take place to try and collect.

***That the outstanding debts listed within the April 30, 2012 Staff Report be written off of the SLCC Accounts Receivable and forwarded to collections for further action.***

***MOTION CARRIED***

**NB2- Bus Purchase**

Facility Coordinator gave an update on options for the purchase of a new 24 passenger bus.

**That it be recommended to the Board, to approve short term borrowing up to a maximum of \$65,000 for the purchase of a bus for Shawnigan Lake Community Centre; to be paid back within 5 years under the Liabilities Under Agreement Section 175 of the Community Charter.**

**MOTION CARRIED**

**ADJOURNMENT:**

**It was moved and seconded that the meeting be adjourned at 8:00 pm**

***MOTION CARRIED***

**NEXT MEETING:**

To be Determined

Certified Correct:

\_\_\_\_\_  
Chairperson

Kim Liddle  
Secretary

Dated:

May 10, 2012