



SHAWNIGAN LAKE COMMUNITY CENTRE COMMISSION MEETING AGENDA

MONDAY, MARCH 26, 2018

LOUNGE

2804 SHAWNIGAN LAKE ROAD, SHAWNIGAN LAKE, BC

7:30 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 February 19, 2018	1
Recommendation That the minutes of the Regular Shawnigan Lake Community Centre Commission meeting of February 19, 2018 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
IN1 Lobby Space Update	Verbal
IN2 Short Term Borrowing Funding Approval	5
Recommendation That it be recommended to the Board that short term borrowing of up to \$175,000 be approved for parking lot improvements at Shawnigan Lake Community Centre, to be paid back over five years as per the Liabilities under Agreement Section of 175 of the <i>Community Charter</i> .	
IN3 Capital Project Update	Verbal
7. <u>REPORTS</u>	
R1 Manager's Report	Verbal

R2 Facility Coordinators Report

Verbal

R3 Directors Report

Verbal

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

The next Shawnigan Lake Community Centre Commission Meeting will be held Monday, April 16, 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, February 19, 2018 in the Elsie Miles Annex, 2804 Shawnigan Lake Road, Shawnigan Lake BC at 7:00 PM.

PRESENT: Chair N. Douglas
L. Treloar
H. Goddard
S. Davis
Alternate Director David Procter

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

ABSENT: Director S. Acton
M. Davies
J. Stevens

APPROVAL OF AGENDA

It was moved and seconded that the agenda be adopted.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Shawnigan Lake Community Centre Commission meeting of January 29, 2018

It was moved and seconded that the minutes from the January 29, 2018 meeting be adopted as presented.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

BA1 2018 Capital Projects

K. Liddle, Manager, South Cowichan Recreation informed the Commission that the proposed new road signage is larger than Cowichan Valley Regional District size specifications. Staff will be initiating the variance process which will allow the size required to be installed.

Action – staff to send out signage options to Commission members.

An update was given on the design process regarding the parking lot.

Discussion took place regarding the proposed building improvements to the lobby and options for Vancouver Island Health Authority licensed coffee shop. An update was given on the interior designer that has offered to volunteer services to assist

with design of the lobby space, and discussion regarding outdoor areas for a railing and deck system and park improvements for Shawnigan Lake Community Centre and Elsie Miles Connectivity.

Action- staff to scan and send floor plan of Shawnigan Lake Community Centre to Director Acton.

INFORMATION

IN1 Electric Charge Station

T. Liddle, Facility Coordinator, South Cowichan Recreation gave an overview of usage of the charge station. Commission members feel the charge station use is currently being used beyond its intended purpose.

That it be recommended to the Board that the policy around length of time/hours of charge stations be reviewed.

MOTION CARRIED

REPORTS

R1 Managers Report

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

The Commission was updated on Summer Music Festival in-kind trade options.

It was reported that another successful Family Day event was held in the Pavilion on the Elsie Miles field on February 12. Thank you's were extended for the wonderful volunteer work through the Shawnigan Lake Museum.

R2 Facility Coordinators Report

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

New exterior doors will be installed over spring break to work around user groups and programs; gutters around the facility will be repaired or replaced and roofing repairs will be underway in spring. Staff will be working on the floor replacement tender with work expected to be scheduled during the summer months to minimize disruption to programs and user groups.

R3 Directors Report

No report given.

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: _____



STAFF REPORT TO COMMITTEE

DATE OF REPORT March 15, 2018

MEETING TYPE & DATE Shawnigan Lake Community Centre Commission of March 26, 2018

FROM: South Cowichan Recreation Division
Community Services Department

SUBJECT: Short-Term Borrowing for Function 464 - Shawnigan Lake Community Centre 2018 Budget

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to obtain approval for short-term borrowing for capital expenditures as approved in Function 464 - Shawnigan Lake Community Centre 2018 Budget.

RECOMMENDED RESOLUTION

That is be recommended to the Board that short term borrowing of up to \$175,000 be approved for parking lot improvements at Shawnigan Lake Community Centre, to be paid back over five years as per the Liabilities under Agreement Section of 175 of the *Community Charter*.

BACKGROUND

Improvements to the parking lot at Shawnigan Lake Community Centre was approved as part of the 2018 Shawnigan Lake Community Centre Budget. A staff report discussing this and other capital projects was presented to the Shawnigan Lake Community Centre Commission on October as part of the 2018 budget preparation.

ANALYSIS

A motion is needed to proceed with short-term borrowing for planned 2018 capital expenditures.

FINANCIAL CONSIDERATIONS

Parking Lot Improvements for a maximum cost of \$346,675 to be funded through short-term borrowing of up to \$175,000 and gas tax funding of \$171,675 was approved in the 2018 Shawnigan Lake Community Centre Budget and 5 Year Financial Plan.

COMMUNICATION CONSIDERATIONS

Project will require preparation of Request for Quotation documents which will be posted to the website and on BC Bid.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

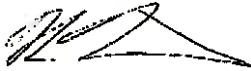
Referred to (upon completion):

- 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

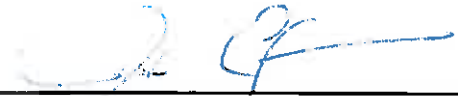
Prepared by:

Reviewed by:



Kim Liddle
Manager

Not Applicable
Not Applicable



John Elzinga
General Manager