



KERRY PARK RECREATION COMMISSION MEETING AGENDA

TUESDAY, OCTOBER 24, 2017
KERRY PARK RECREATION CENTRE LOUNGE
1035 SHAWNIGAN-MILL BAY ROAD, MILL BAY BC

5:30 PM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Kerry Park Recreation Commission meeting of October 3, 2017	1
Recommendation That the minutes of the regular Kerry Park Recreation Centre Commission meeting of October 3, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>PUBLIC INPUT PERIOD</u>	
5. <u>DELEGATIONS</u>	
6. <u>CORRESPONDENCE</u>	
7. <u>INFORMATION</u>	
IN1 2018 Budget Review	5
8. <u>REPORTS</u>	
R1 Managers Report	Verbal
R2 Facility Coordinators Report	Verbal
9. <u>UNFINISHED BUSINESS</u>	
10. <u>NEW BUSINESS</u>	
11. <u>CLOSED SESSION</u>	

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4,

Division 3, Section 90, subsections as noted in accordance with each agenda item.

12. ADJOURNMENT

The next Kerry Park Recreation Commission Meeting will be held Tuesday, November 28, 2017 at 5:30 PM, in the Kerry Park Recreation Centre Lounge, 1035 Shawnigan-Mill Bay Road, Mill Bay, BC.

Commission Members

B. Harrison, Chairperson
S. Evans, Vice-Chairperson
Director S. Acton

Director M. Clement
C. Collister
S. Cox

Director K. Davis
Director L. Iannidinaro

Minutes of the Kerry Park Recreation Commission Meeting held on Tuesday, October 3, 2017 in the Kerry Park Recreation Centre Lounge, 1035 Shawnigan-Mill Bay Road, Mill Bay BC at 5:30 PM.

PRESENT: Chair B. Harrison
 Director K. Davis
 Director S, Acton
 Director M. Clement
 Director L. Iannidinardo
 Appointee C. Collister

ALSO PRESENT: Kim Liddle, Manager, South Cowichan Recreation
 Tony Liddle, Facility Coordinator, South Cowichan Recreation
 John Elzinga, General Manager, Community Services
 Sheena Boyles, Administration Coordinator/Recording Secretary

ABSENT: Appointee S. Evans
 Appointee S. Cox

APPROVAL OF AGENDA

It was moved and seconded that the agenda be adopted.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Kerry Park Recreation Commission meeting of July 25, 2017

It was moved and seconded that the minutes of the July 25, 2017 Kerry Park Commission meeting be adopted with the note that S. Evans last name was missing the 's'.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

Staff still to complete the review of the camping policy and fees.

INFORMATION

IN1 Capital Project Update

K. Liddle, Manager, South Cowichan Recreation summarized the Operational Assessment and Capital Projects Update documents. This document was created at the request of the Commission to see major projects and initiatives being worked

on by staff and the status of each.

IN2 2018 Preliminary Budget Update

K. Liddle, Manager, South Cowichan Recreation reviewed the 2018 Year over Year Comparative Analysis. Staff have submitted a budget with core items totalling a 1.79% increase and supplemental items which would include a 1.82% increase for a total proposed budget of a 3.79% increase.

REPORTS

R1 Managers Report

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

The Cowichan Valley group transferred back to the Class bookings software as some of the challenges facing the public and staff were not able to be rectified in a reasonable amount of time. Staff are currently working on a replacement option as the current software is not supported after November 2017.

R2 Facility Coordinators Report

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

Both the curling and arena ice surfaces were installed on time but a few challenges arose with the new Chiller, these challenges were quickly rectified by the company and staff. Feed back from the bonspiel and league participants has been excellent so far.

UNFINISHED BUSINESS

J. Elzinga gave the Commission a brief update on the status of the Regional Recreation Select Committee. Data collection and tabulation is currently being done which will be followed by a public engagement portion and stake holder meetings. It is anticipated that recommendations will be forwarded to the Cowichan Valley Regional District Board at the beginning of 2018 with a possible referendum in November 2018.

ADJOURNMENT

6:27 **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 6:27 pm

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 12, 2017

MEETING TYPE & DATE Kerry Park Recreation Centre Commission of October 24, 2017

FROM: South Cowichan Recreation Division
Community Services Department

SUBJECT: 2018 Budget review – Function 411 Kerry Park Recreation Centre and
417 KPRC Aquatic Service

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budgets for Kerry Park Recreation Centre (KPRC).

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 411 - KPRC be approved.
2. That the 2018 Budget for Function 417 – KPRC Aquatic Service be approved.
3. That the Supplementary request for Exterior Door replacement at KPRC be approved.
4. That the Supplementary request for the Skateboard Park at KPRC be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for KPRC based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

ANALYSIS

Core Budget

Overall, the KPRC Requisition increased \$54,236 or 1.97% due to the following:

Salaries & Benefits increased \$118,521 (6.19%). Wages increased due to anticipated contract settlements and step increases. Benefits increased both as a result of higher salaries and also due to increased cost of benefits at 28% of salaries as opposed to 26% in 2017.

Allocations increased \$24,719 (7.89%) across multiple areas.

Overall miscellaneous expenditures increased \$17,283 (2.68%) across multiple areas.

Revenues have increased as a result of taking over the South Cowichan Softball League, resulting in \$17,251 (2.68%) additional revenues through user fees and sponsorships.

Miscellaneous Equipment, Minor Capital and various other accounts decreased \$51,349 (7.29%) across multiple areas.

Contingency account was decreased by \$37,687 (86.27%) due to funding for future contract settlements being moved to salaries account.

Surplus was decreased by \$24,500 (100%) due to funds no longer being available in 2018.

Prior Year, One-Time Items

Capital work to complete the building envelope that began in 2016, was finalized in 2017 at a budget cost of \$24,500.

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as a Tier 1 request:

1. Replacement of the exterior doors at KPRC, at a cost of \$75,000, funded \$25,000 through Capital Reserve Funds and \$50,000 through Requisition.

The following request was ranked as a Tier 3 request:

1. Improvements to the Skateboard Park at KPRC, at a cost of \$150,000, funded 100% through Capital Reserve Funds.

FINANCIAL CONSIDERATIONS

Requisition for the Core budget is proposed to increase \$54,236 (1.97%) which is an additional \$1.11 per \$100,000 household.

Uncommitted Capital Reserve balance - \$455,204 May 31, 2017.

Uncommitted Operating Reserve balance - \$106,230 May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

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

ATTACHMENTS:

- Attachment A – Vadim Budget Report
- Attachment B – 5 Year Plan
- Attachment C – Year over Year Comparative Analysis
- Attachment D – Supplementary Requests



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		411 - KPRC - ADMINISTRATION						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-987	-1,000	-1,177	-1,000	-1,000		
01-1-2000-2110	FEDERAL GRANT	0	-500	0	0	-500		
01-1-2000-2121	PROVINCIAL CONDITIONAL	-1,000	0	0	0	0		
01-1-2000-2150	FEDERAL WAGE SUBSIDIES	-6,566	0	0	-3,237	-3,500		
Total GRANTS		-8,553	-1,500	-1,177	-4,237	-5,000	0	0
4433 RECOVERY OF COSTS								
01-1-4433-0000	GENERAL	-38,975	-46,620	-5,514	-46,620	-48,120		
01-1-4433-1050	MBCL	-9,775	-8,200	-4,280	-9,700	-9,700		
Total RECOVERY OF COSTS		-48,749	-54,820	-9,794	-56,320	-57,820	0	0
4700 ADMISSIONS								
01-00-2711	ICE SKATE RENTALS	-4,628	-3,400	-2,205	-4,300	-4,500		
01-1-4700-2712	SKATE SHARPENING	-581	-1,000	-383	-900	-750		
01-1-4700-3310	PUBLIC ICE	-16,915	-14,600	-8,341	-15,000	-16,500		
Total ADMISSIONS		-22,125	-19,000	-10,928	-20,200	-21,750	0	0
4740 PROGRAM FEES								
01-1-4740-2715	TAXABLE	-58,696	-45,410	-36,813	-55,800	-58,800		
01-1-4740-2716	NON - TAXABLE	-100,490	-72,418	-110,014	-100,000	-108,200		
01-1-4740-2730	SUMMER	-34,118	-25,512	-30,837	-25,512	-24,165		
01-1-4740-3230	HOCKEY SCHOOL	-9,457	-12,500	-9,684	-8,900	-9,200		
Total PROGRAM FEES		-202,761	-155,840	-187,348	-190,212	-200,365	0	0
4748 TRANSIT								
01-1-4748-4001	TICKETS & DAY PASSES	-1,593	-2,000	-813	-2,000	-2,000		
01-1-4748-4002	MONTHLY PASSES	-1,980	-4,500	-1,244	-4,000	-2,100		
01-1-4748-4003	COMMISSIONS	-5,765	-4,800	-3,934	-6,000	-6,000		
01-1-4748-4007	MALAHAT PASSES	-88,352	-82,000	-56,856	-91,000	-88,000		
01-1-4748-4008	MALAHAT TICKETS	-22,536	-20,000	-14,544	-21,000	-21,000		
Total TRANSIT		-120,226	-113,300	-77,391	-124,000	-119,100	0	0
4763 BEVERAGE SALES								
01-1-4763-2705	SALES OTHER	-1,032	-1,400	-880	-1,400	-1,200		
01-1-4763-3050	CURLING LOUNGE	-25,619	-26,000	-14,993	-26,500	-26,500		
Total BEVERAGE SALES		-26,652	-27,400	-15,873	-27,900	-27,700	0	0
4764 FOOD SALES								
01-1-4764-2708	COMMISSIONS - VENDING MA	-449	-900	-765	-900	-900		



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		411 - KPRC - ADMINISTRATION						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-1-4764-2756	CONCESSION - COFFEE SHOF	-78,705	-67,500	-37,881	-75,200	-78,600		
01-1-4764-2757	CONCESSION - SPORTS FIELL	-30,014	-26,000	-28,876	-29,650	-30,135		
01-1-4764-2759	CONCESSION - ARENA	-52,227	-49,500	-29,198	-49,500	-51,000		
Total FOOD SALES		-161,395	-143,900	-96,719	-155,250	-160,635	0	0
5331 RENTAL INCOME								
01-1-5331-2612	BONSPIELS	-3,915	-4,000	0	-4,000	-4,200		
01-1-5331-2613	LEAGUE CURLING	-47,808	-42,000	-18,758	-43,775	-42,400		
01-1-5331-2617	LABOUR CHARGES	-6,879	-5,600	-4,725	-6,600	-6,600		
01-1-5331-2635	BOARD ADVERTISING	-6,084	-6,270	-4,714	-6,270	-6,270		
01-1-5331-3240	GENERAL ICE	-191,393	-204,000	-82,346	-200,000	-195,000		
01-1-5331-3243	CURLING RENTALS	-3,404	-1,000	-3,156	-2,250	-3,500		
01-1-5331-3266	HALL - ROOM GENERAL	-8,147	-8,300	-7,278	-8,300	-8,300		
01-1-5331-3287	FIELDS	-17,117	-16,300	-10,748	-14,775	-14,500		
Total RENTAL INCOME		-284,747	-287,470	-131,725	-285,970	-280,770	0	0
5900 MISCELLANEOUS								
01-1-5900-2700	GENERAL	-6,050	-1,550	-6,001	-1,850	-5,550		
01-1-5900-2737	SHAWNIGAN HILLS COMMISSI	-159	-190	0	-160	-160		
01-1-5900-5015	WCB RECOVERIES	-5,253	0	0	0	0		
Total MISCELLANEOUS		-11,463	-1,740	-6,001	-2,010	-5,710	0	0
5919 SPONSORSHIP								
01-1-5919-0000	SPONSORSHIP	-5,050	-5,350	-6,350	-5,350	-9,850		
Total SPONSORSHIP		-5,050	-5,350	-6,350	-5,350	-9,850	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-2,666,860	-2,666,860	-2,726,441	-2,726,441	-2,805,177		
Total REQUISITION		-2,666,860	-2,666,860	-2,726,441	-2,726,441	-2,805,177	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-64,071	-64,071	-24,500	-24,500	0		
Total SURPLUS/DEFICIT - CURF		-64,071	-64,071	-24,500	-24,500	0	0	0
Total OPERATING REV		-3,622,652	-3,541,251	-3,294,248	-3,622,390	-3,693,877		
OPERATING EXP								
3240 STREET LIGHTING EXPEND - KP								
01-2-3240-5530	STREET LIGHTING EXPEND - I	787	750	541	750	780		
Total STREET LIGHTING EXPEN		787	750	541	750	780	0	0
7100 TRANSIT EXPEND								



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		411 - KPRC - ADMINISTRATION						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7100-4001	TICKETS & DAY PASSES	3,408	2,000	1,943	2,000	2,000		
01-2-7100-4002	MONTHLY PASSES	2,064	4,500	1,236	4,000	2,000		
01-2-7100-4007	MALAHAT PASSES	87,816	82,000	61,816	91,000	88,000		
01-2-7100-4008	MALAHAT TICKETS	20,448	20,000	17,208	21,000	21,000		
Total TRANSIT EXPEND		113,736	108,500	82,203	118,000	113,000	0	0
7105 PROGRAM EXP								
01-2-7105-1101	SALARIES/FULL TIME REGULA	0	0	93,715	128,383	139,576		
01-2-7105-1202	WAGES - CUPE	141,078	140,432	24,418	22,448	23,980		
01-2-7105-1204	WAGES - HOURLY	37,705	33,615	29,575	33,615	44,206		
01-2-7105-1400	BENEFITS	44,894	42,328	33,410	44,711	46,966		
01-2-7105-1900	TERM EMPLOYEES	26,238	31,077	16,125	31,077	27,752		
01-2-7105-1905	CONTRACT LABOUR	25,526	16,155	25,468	21,220	29,805		
01-2-7105-2210	ADVERTISING	7,116	7,550	839	8,091	8,091		
01-2-7105-2464	R & M - SKATE SHOP	295	200	253	300	300		
01-2-7105-2610	RENTALS - BUILDING	4,125	2,700	2,480	2,700	3,700		
01-2-7105-5120	PROMOTION	1,319	700	991	1,500	1,500		
01-2-7105-5731	RECREATION PROGRAM - SUF	0	0	0	2,000	2,000		
01-2-7105-5943	SKATE REPLACEMENT	2,127	2,000	0	2,000	2,000		
01-2-7105-5951	SUPPLIES - RECREATION PRC	19,351	20,100	11,298	20,100	20,100		
Total PROGRAM EXP		309,774	296,857	238,572	318,145	349,976	0	0
7108 ADMIN EXPEND - K.P.R.								
01-2-7108-1101	SALARIES/FULL TIME REGULA	256,827	295,099	190,711	241,200	251,094		
01-2-7108-1202	WAGES - CUPE	139,613	110,519	102,314	151,377	154,346		
01-2-7108-1204	WAGES - HOURLY	30,047	15,221	34,329	27,767	37,598		
01-2-7108-1400	BENEFITS	116,186	106,983	95,994	104,547	108,797		
01-2-7108-2110	CONFERENCES & SEMINARS	2,648	4,700	5,244	7,825	7,825		
01-2-7108-2111	TRAVEL	2,671	2,400	787	2,400	2,400		
01-2-7108-2121	POSTAGE	451	600	278	600	600		
01-2-7108-2131	TELEPHONE	9,011	11,000	6,212	11,000	11,000		
01-2-7108-2210	ADVERTISING	3,408	1,700	1,331	1,700	1,700		
01-2-7108-2320	LEGAL SERVICES	0	2,500	0	2,500	2,500		
01-2-7108-2330	CONSULTANTS	3,189	2,500	2,189	2,500	2,500		
01-2-7108-2340	TRAINING & DEVELOPMENT	4,777	9,420	280	9,420	9,420		
01-2-7108-2370	INSURANCE - PROPERTY	31,204	32,320	0	32,320	31,204		
01-2-7108-2371	INSURANCE - CASUALTY	300	300	0	300	300		
01-2-7108-2372	INSURANCE DEDUCTIBLES	1,873	1,873	0	0	0		
01-2-7108-2375	INSURANCE CLAIMS	1,268	2,500	0	0	0		
01-2-7108-2395	MEMBERSHIPS	651	1,160	372	1,200	860		
01-2-7108-2475	MISCELLANEOUS EQUIPMENT	5,955	5,772	3,772	18,000	6,000		
01-2-7108-2532	COMPUTER SOFTWARE UPGF	5,056	30,000	2,913	30,900	24,400		



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		411 - KPRC - ADMINISTRATION							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-7108-2591	PURCHASED MTCE./COMPUTI	3,392	3,600	6,398	5,400	6,000			
01-2-7108-2675	INTERNET	2,312	2,500	1,639	3,000	2,500			
01-2-7108-3002	SOCAN	671	1,000	593	1,000	1,400			
01-2-7108-4100	ALLOC - GENERAL GOVERNMI	120,670	120,670	123,479	123,479	122,862			
01-2-7108-4520	ALLOC - GM COM SERVICES	31,515	31,515	35,074	35,074	44,038			
01-2-7108-4530	ALLOC - FACILITIES	28,434	28,434	28,688	28,688	34,268			
01-2-7108-4540	ALLOC - INFO TECHNOLOGY	37,205	37,205	41,664	41,664	59,828			
01-2-7108-4550	ALLOC - HUMAN RESOURCES	70,170	70,170	70,147	70,147	59,589			
01-2-7108-4560	ALLOC - LIABILITY INSURANCE	14,807	14,807	11,335	14,406	17,592			
01-2-7108-4654	DEPARTMENTAL INITIATIVES	0	0	0	3,000	3,000			
01-2-7108-4655	SPORTS TOURISM	0	1,000	2,000	0	0			
01-2-7108-5110	SUNDRY EXPENSES	5	500	1,925	0	500			
01-2-7108-5121	MEETING EXPENSES	1,075	1,800	160	1,800	1,800			
01-2-7108-5410	UNIFORMS	963	2,250	0	2,250	2,750			
01-2-7108-5915	SUPPLIES & RENTAL - PHOTO	2,737	1,900	2,525	3,000	3,000			
01-2-7108-5919	SAFETY SUPPLIES	3,757	4,100	2,926	4,100	4,820			
01-2-7108-5920	SUPPLIES - OFFICE	8,195	7,500	3,915	7,500	7,500			
01-2-7108-8150	BANK CHARGES	5	100	75	100	100			
01-2-7108-8151	ONLINE REGISTRATION SURC	1,144	800	633	1,000	1,000			
01-2-7108-8930	VISA DISCOUNT	8,478	5,400	5,340	7,500	7,500			
01-2-7108-9190	CASH SHORT & OVER	58	0	113	0	0			
01-2-7108-9910	CONTINGENCY	0	25,000	0	43,687	6,000			
Total ADMIN EXPEND - K.P.R.		950,729	996,819	785,353	1,042,351	1,038,591	0	0	
7148 VEHICLE EXPENSE									
01-2-7148-2373	INSURANCE/AUTOMOTIVE EQ	7,493	6,800	8,524	7,115	8,500			
01-2-7148-2451	R & M - VEHICLES	1,289	4,000	323	4,000	3,500			
01-2-7148-5310	FUEL & LUBRICANTS	2,752	3,500	2,782	2,500	2,750			
Total VEHICLE EXPENSE		11,534	14,300	11,629	13,615	14,750	0	0	
7163 SUMMER STUDENT PROGRAM - KP									
01-2-7163-1204	WAGES - HOURLY	56,891	58,686	43,174	58,686	59,296			
01-2-7163-1400	BENEFITS	5,155	4,927	4,184	4,927	5,201			
01-2-7163-5951	SUPPLIES - RECREATION PRC	5,539	6,500	4,111	6,500	6,500			
Total SUMMER STUDENT PROG		67,584	70,114	51,468	70,114	70,998	0	0	
7445 FOOD SERVICE EXPENDITURES									
01-2-7445-1101	SALARIES/FULL TIME REGULA	54,564	45,234	30,330	43,636	45,390			
01-2-7445-1400	BENEFITS	18,705	11,760	12,654	11,345	11,801			
01-2-7445-2397	LAUNDRY	2,557	2,750	2,149	2,400	2,500			
01-2-7445-2475	MISCELLANEOUS EQUIPMENT	167	2,500	583	2,500	1,000			
01-2-7445-2530	PURCHASED MTCE. - EQUIPM	2,356	1,200	-444	1,200	1,200			

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		411 - KPRC - ADMINISTRATION						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7445-7550	LICENCES & FEES	575	575	921	575	675		
01-2-7445-9190	CASH SHORT & OVER	214	0	437	0	0		
Total FOOD SERVICE EXPENDIT		79,137	64,018	46,630	61,657	62,567	0	0
7446 COFFEE SHOP EXPENDITURES								
01-2-7446-1204	WAGES - HOURLY	26,121	24,521	17,105	24,862	27,480		
01-2-7446-1400	BENEFITS	4,200	2,055	3,248	2,966	3,375		
01-2-7446-5100	FOOD PURCHASES	40,849	34,000	30,990	37,000	38,500		
01-2-7446-5104	PURCHASES - VENDOR SUPP	2,160	3,800	3,488	3,800	3,800		
Total COFFEE SHOP EXPENDIT		73,331	64,375	54,830	68,628	73,155	0	0
7447 SOCIAL LOUNGE EXPENDITURES								
01-2-7447-1204	WAGES HOURLY	11,716	10,921	6,905	11,043	11,487		
01-2-7447-1400	BENEFITS	1,472	975	1,017	1,318	1,356		
01-2-7447-5101	BEVERAGE PURCHASES	13,145	12,500	11,989	12,500	13,000		
01-2-7447-5104	PURCHASES - VENDOR SUPP	390	800	286	800	450		
01-2-7447-5106	PURCHASES - OTHER	553	1,100	585	1,100	600		
Total SOCIAL LOUNGE EXPEND		27,276	26,296	20,782	26,761	26,893	0	0
7448 SPORTSFIELD CONCESSION EXPENDITURES								
01-2-7448-1204	WAGES - HOURLY	14,107	11,711	13,136	12,114	12,603		
01-2-7448-1400	BENEFITS	1,568	1,046	1,427	1,382	1,437		
01-2-7448-5100	FOOD PURCHASES	18,765	12,400	17,154	15,000	16,000		
01-2-7448-5104	PURCHASES - VENDOR SUPP	1,127	750	1,364	750	750		
Total SPORTSFIELD CONCESSI		35,566	25,907	33,081	29,246	30,790	0	0
7449 ARENA CONCESSION EXPENDITURES								
01-2-7449-1204	WAGES - HOURLY	22,247	20,015	12,923	18,965	19,734		
01-2-7449-1400	BENEFITS	1,869	1,787	1,149	1,664	2,051		
01-2-7449-5100	FOOD PURCHASES	30,247	24,480	20,927	25,871	26,780		
01-2-7449-5104	PURCHASES - VENDOR SUPP	2,930	3,000	1,977	3,000	3,000		
Total ARENA CONCESSION EXP		57,293	49,282	36,976	49,500	51,565	0	0
7501 FACILITY GENERAL - KPR								
01-2-7501-2134	ALARM SYSTEM	1,655	1,200	1,183	1,200	1,650		
01-2-7501-2265	ASSET MANAGEMENT	0	0	10,290	6,500	0		
01-2-7501-2397	LAUNDRY	2,917	2,000	2,208	2,000	3,000		
01-2-7501-2410	R & M - BUILDINGS - GENERAL	60,585	50,000	38,289	50,000	50,000		
01-2-7501-2413	R & M - GROUNDS	8,956	5,700	27,549	5,700	8,700		
01-2-7501-2417	R & M - BUILDINGS - COMMUN	2,802	7,250	1,158	7,250	4,000		
01-2-7501-2475	MISCELLANEOUS EQUIPMENT	2,538	6,800	1,879	17,500	10,500		
01-2-7501-2480	MINOR CAPITAL	0	0	9,395	15,000	9,000		



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		411 - KPRC - ADMINISTRATION						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7501-2530	PURCHASED MTCE. - EQUIPM	6,862	11,150	6,056	11,150	12,000		
01-2-7501-2620	RENTALS/MACHINERY & EQUI	3,326	4,000	1,358	4,000	3,500		
01-2-7501-4803	SEWER USER FEE	12,733	14,060	13,261	14,060	14,480		
01-2-7501-5310	FUEL & LUBRICANTS	0	1,000	825	1,000	1,000		
01-2-7501-5512	FUEL	10,222	30,000	8,230	15,000	11,000		
01-2-7501-5530	ELECTRICITY	109,158	95,500	66,927	90,000	104,000		
01-2-7501-5550	GARBAGE DISPOSAL	12,548	9,900	7,592	9,900	11,000		
01-2-7501-5924	SUPPLIES - JANITORIAL	5,983	9,900	6,025	9,900	9,000		
01-2-7501-7550	LICENCES & FEES	1,654	1,850	1,627	1,850	2,300		
Total FACILITY GENERAL - KPR		241,940	250,310	203,851	262,010	255,130	0	0
7502 ICE ARENA - KPR								
01-2-7502-1202	WAGES - CUPE	447,332	462,901	353,109	465,094	490,803		
01-2-7502-1204	WAGES - HOURLY	85,942	62,335	67,196	62,632	65,162		
01-2-7502-1400	BENEFITS	132,978	125,823	119,254	126,400	139,810		
01-2-7502-2460	R & M - ZAMBONI	4,714	5,250	8,680	6,000	7,500		
01-2-7502-2462	R & M - ICE PLANT	12,845	15,000	15,547	15,000	15,000		
01-2-7502-2463	R & M - ICE SURFACE	8,440	11,700	6,364	11,700	9,200		
01-2-7502-5310	FUEL & LUBRICANTS	2,778	5,000	1,866	4,000	6,250		
Total ICE ARENA - KPR		695,029	688,009	572,016	690,826	733,726	0	0
7503 CURLING ARENA - KPR								
01-2-7503-1202	WAGES - CUPE	84,109	88,707	63,118	89,131	92,739		
01-2-7503-1400	BENEFITS	25,992	23,064	21,831	23,174	24,112		
01-2-7503-2462	R & M - ICE PLANT	5,391	8,900	5,091	8,900	8,900		
01-2-7503-2463	R & M - ICE SURFACE	2,915	5,200	5,559	4,600	4,400		
Total CURLING ARENA - KPR		118,406	125,871	95,598	125,805	130,151	0	0
7504 SPORTS FIELD COMPLEX - KPR								
01-2-7504-1202	WAGES - CUPE	115,477	110,746	60,816	111,298	115,796		
01-2-7504-1204	WAGES - HOURLY	4,713	8,242	5,374	8,530	8,875		
01-2-7504-1400	BENEFITS	36,678	29,517	21,515	29,608	31,013		
01-2-7504-2134	ALARM SYSTEM	397	700	298	700	400		
01-2-7504-2410	R & M - BUILDNGS - GENERAL	1,792	1,545	4,703	4,000	7,000		
01-2-7504-2413	R & M - GROUNDS	26,961	29,450	23,526	32,500	32,500		
01-2-7504-2450	R & M - MACHINERY & EQUIPM	5,826	4,000	2,995	4,000	5,000		
01-2-7504-2475	MISCELLANEOUS EQUIPMENT	445	2,500	1,195	2,500	2,500		
01-2-7504-2570	PURCHASED MAINTENANCE/\	120	1,000	105	1,000	1,000		
01-2-7504-2620	RENTALS/MACHINERY & EQUI	0	1,000	0	1,000	1,000		
01-2-7504-2637	LEASE - LAND	19,500	19,500	0	19,500	19,500		
01-2-7504-2657	WATER AGREEMENT	24,351	19,000	10,754	24,000	25,725		
01-2-7504-5310	FUEL & LUBRICANTS	1,793	2,350	1,596	2,350	2,350		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		411 - KPRC - ADMINISTRATION						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7504-5924	SUPPLIES - JANITORIAL	1,923	1,350	1,461	1,350	1,350		
	Total SPORTS FIELD COMPLEX	239,976	230,900	134,338	242,336	254,009	0	0
8115 SHORT TERM DEBT								
01-2-8115-8215	INTEREST	16,379	34,336	11,046	26,197	17,021		
01-2-8115-8216	PRINCIPAL	378,648	378,648	353,077	384,237	378,564		
	Total SHORT TERM DEBT	395,027	412,984	364,123	410,434	395,585	0	0
8123 INTEREST/MFA OWN DEBENTURES								
01-2-8123-8232	INTEREST (CVRD)	47,888	47,888	40,800	51,412	51,412		
	Total INTEREST/MFA OWN DEB	47,888	47,888	40,800	51,412	51,412	0	0
8133 PRINCIPAL/MFA OWN DEBENTURES								
01-2-8133-8332	PRINCIPAL (CVRD)	68,071	68,071	51,412	40,800	40,800		
14	Total PRINCIPAL/MFA OWN DEB	68,071	68,071	51,412	40,800	40,800	0	0
	Total OPERATING EXP	3,533,084	3,541,251	2,824,205	3,622,390	3,693,877		
CAPITAL REV								
7571 REQUISITION								
01-7-7571-0000	REQUISITION	0	0	-24,500	-24,500	0		
	Total REQUISITION	0	0	-24,500	-24,500	0	0	0
8250 M.F.A. FUNDING								
01-7-8250-0002	M.F.A. FUNDING - SHORT TERI	-260,000	-390,000	0	-105,000	0		
	Total M.F.A. FUNDING	-260,000	-390,000	0	-105,000	0	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
01-7-9009-0000	TSF FROM GAS TAX RESERVE	-191,000	-356,000	0	-165,000	0		
	Total TRANSFER FROM GAS TA	-191,000	-356,000	0	-165,000	0	0	0
9010 TRANSFER FROM CAPITAL RES								
01-7-9010-0000	TSF FROM CAPITAL RESERVE	-431,803	-595,000	-273,074	-675,250	0		
	Total TRANSFER FROM CAPITA	-431,803	-595,000	-273,074	-675,250	0	0	0
	Total CAPITAL REV	-882,803	-1,341,000	-297,574	-969,750	0		
CAPITAL EXP								
8331 TRANSFER/GENERAL CAP FUND-100% ITC								
01-8-8331-6111	ENGINEERING STRUCTURES	0	50,000	0	479,750	0		
01-8-8331-6112	BUILDINGS	0	0	333,561	0	0		
01-8-8331-6113	FURNITURE, FIXTURES, EQUII	0	55,000	0	75,000	0		



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		411 - KPRC - ADMINISTRATION						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-8-8331-6122	BUILDING IMPROVEMENTS	826,262	1,190,000	40,953	335,000	0		
01-8-8331-6123	PARKS INFRASTRUCTURE	0	30,000	0	80,000	0		
01-8-8331-6124	LAND IMPROVEMENTS	16,202	16,000	3,800	0	0		
01-8-8331-6126	VEHICLES & MACHINERY	40,540	0	0	0	0		
	Total TRANSFER/GENERAL CAF	883,004	1,341,000	378,315	969,750	0	0	0
	Total CAPITAL EXP	883,004	1,341,000	378,315	969,750	0		
	Surplus/Deficit	-89,366	0	-389,302	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-3,622,652	-3,541,251	-3,294,248	-3,622,390	-3,693,877
Summary Total Expenses	3,533,084	3,541,251	2,824,205	3,622,390	3,693,877
Summary Surplus/Deficit	-89,366	0	-389,302	0	0



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND 417 - KPRC - AQUATIC SERVICE						
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-0	0	0		
	Total GRANTS	0	0	-0	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-100,000	-100,000	-100,000	-100,000	-100,000		
	Total REQUISITION	-100,000	-100,000	-100,000	-100,000	-100,000	0	0
	Total OPERATING REV	-100,000	-100,000	-100,000	-100,000	-100,000		
OPERATING EXP								
7120 CENTRE SPONS/RECOVERIES								
01-2-7120-2338	CONTRACT FOR SERVICES	100,000	100,000	100,000	100,000	100,000		
17	Total CENTRE SPONS/RECOVE	100,000	100,000	100,000	100,000	100,000	0	0
	Total OPERATING EXP	100,000	100,000	100,000	100,000	100,000		
	Surplus/Deficit	0	0	-0	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-100,000	-100,000	-100,000	-100,000	-100,000
Summary Total Expenses	100,000	100,000	100,000	100,000	100,000
Summary Surplus/Deficit	0	0	-0	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018 - 2022 FINANCIAL EXPENDITURE PROGRAM

Service: Kerry Park Recreation Centre

Function: 411

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$3,119,744	\$3,206,080	\$3,245,785	\$3,310,700	\$3,376,915	\$3,444,455
Long Term Debt	92,212	92,212	92,212	92,212	92,212	92,212
Short Term Debt	410,434	395,585	395,585	67,878	263,221	243,815
Capital	969,750		215,000	1,550,000	515,000	18,000
Capital Projects						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$4,592,140	\$3,693,877	\$3,948,582	\$5,020,790	\$4,247,348	\$3,798,482
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	2,750,941	2,805,177	2,888,582	2,945,790	3,002,348	2,888,482
User Fee	805,542	836,300	840,000	845,000	850,000	855,000
Transfer from Capital Reserve	675,250		165,000			
Transfer from Gas Tax Reserve	165,000				340,000	
Other	65,907	52,400	55,000	55,000	55,000	55,000
Debt Proceeds	105,000			1,175,000		
Surplus/(Deficit)	24,500					
TOTAL SOURCE OF FUNDS	\$4,592,140	\$3,693,877	\$3,948,582	\$5,020,790	\$4,247,348	\$3,798,482

19

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Sports Fields	\$629,387	2023	\$92,212

Total \$92,212

2018 Debt Short Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Renovations	\$637,405	2019	\$327,706
HVAC	\$139,862	2020	\$48,472

Proposed	Amount	Maturity	Interest
Renovations	\$73,841	2021	\$19,407

Total \$395,585

COWICHAN VALLEY REGIONAL DISTRICT

2018- 2022 FINANCIAL EXPENDITURE PROGRAM

Service: KPRC - Aquatic Service

Function: 417

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Long Term Debt						
Short Term Debt						
Capital						
Capital Projects						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	100,000	100,000	100,000	100,000	\$100,000	\$100,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

2018 Year over Year Comparative Analysis

Function: 411 - KPRC Administration

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$2,750,941	\$2,805,177	\$54,236	1.97%
Explanation of increase/decrease:				
Increased Wage expense (2017 and 2018 increases)			94,644	3.44%
Increased benefit expense due to increase in wages			23,877	0.87%
Increased Allocations			24,719	0.90%
Increased Program Revenues, Sponsorships and User Fees			-17,251	-0.63%
Increased Misc Expenditures			17,283	0.63%
Decreased Minor Capital/Software Upgrades/Misc. Equipment			-36,500	-1.33%
Decreased Short Term Debt Payments			-14,849	-0.54%
Decreased Contingency			-37,687	-1.37%
Decreased surplus no longer available			24,500	0.89%
		Subtotal section A	\$78,736	2.86%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
Decreased Capital - Furniture, Fixtures & Equip		-24,500	-0.89%
	Subtotal section B	-\$24,500	-0.89%

Subtotal sections A + B \$54,236 1.97%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
1) Park Infrastructure				
Skateboard Park Improvements	Capital	150,000	0	0.00%
				0.00%
2) Building Improvements				
Replacement of Exterior Doors	Capital	\$75,000	\$50,000	1.82%
	Subtotal section C	\$225,000	\$50,000	1.82%

Subtotal sections A + B + C \$104,236 3.79%

Notes:

- 1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$106,230
- 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$455,204

2018 Budget - Supplemental Item													
Title		Skateboard Park Improvements											
Department		COMMUNITY SERVICES											
Division		FACILITIES & TRANSIT											
Function		411 - Kerry Park Recreation											
Type		Capital - Replacement											
Priority		1											
Description													
<p>The skateboard park has been in operation since 2006; facility is starting to require some upgrades to the site including driveway improvements, surrounding land improvements and clean up of the concrete areas. Basic improvements and a public consultation process was budgeted and included in the 2017 budget to determine the additional amenities that may be desired. 2018 funds will be utilized to add the new amenities that have been identified.</p>													
Benefits													
<p>The skateboard park is a popular park utilized by all ages. Expanding the park will allow for a variety of different levels within one park as well as increased space for usage.</p>													
Risks													
<p>Reduces the risks associated with having too many patrons on the park at one time as well as the overall wear and tear of the park needs to be up kept to ensure no safety issues arise in the future.</p>													
Financial Information													
Capital													
Funding Sources		2018		2019		2020		2021		2022		5 Year Total	
Reserve Funds		150,000										150,000	
		150,000										150,000	
Expenses		2018		2019		2020		2021		2022		5 Year Total	
New Equipment		50,000										50,000	
Site Prep		100,000										100,000	
		150,000										150,000	
Operating													
Funding Sources		2018		2019		2020		2021		2022		5 Year Total	
Expenses		2018		2019		2020		2021		2022		5 Year Total	
Administration													
Author		Tony Liddle											
Date Prepared		Aug 10, 2017											
Approval Date													

2018 Budget - Supplemental Item													
Title	KPRC - Exterior Door Replacement												
	Department	COMMUNITY SERVICES											
Division	Function	411 - Kerry Park Recreation											
Type	Priority	2											
Description													
<p>The majority of the exterior doors are original to this 40-year old facility. The funds would be utilized to replace all of the exterior doors that are original to the building (9 double doors and 5 single doors).</p>													
Benefits													
<p>Ensuring our facilities are well maintained for years to come, improve security with proper closing doors and increase the energy efficiencies of the building.</p>													
Risks													
Financial Information													
Capital													
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	2018	2019	2020	2021	2022	5 Year Total
Reserve Funds	25,000						25,000						-
Requisition	50,000						50,000						-
	75,000						75,000						-
Expenses													
Install/Materials	75,000						75,000						-
	75,000						75,000						-
Administration													
Author	Tony Liddle												
Approval Date	Date Prepared Aug 10, 2017												