



SHAWNIGAN LAKE COMMUNITY CENTRE COMMISSION MEETING AGENDA

MONDAY, OCTOBER 16, 2017

LOUNGE

2804 SHAWNIGAN LAKE ROAD, SHAWNIGAN LAKE, BC

7:00 PM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 That the regular Shawnigan Lake Community Centre Commission meeting of September 18, 2017 be adopted.	1
Recommendation That the minutes of the regular Shawnigan Lake Community Centre Commission meeting of November 14, 2016 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
D1 Duncan Show Room	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
IN1 2018 Budget Review	5
7. <u>REPORTS</u>	
R1 Managers Report	
R2 Facility Coordinators Report	
R3 Directors Report	
8. <u>UNFINISHED BUSINESS</u>	
9. <u>NEW BUSINESS</u>	

10. ADJOURNMENT

The next Shawnigan Lake Community Centre Commission Meeting will be held Not Scheduled at Not Scheduled, in the Multi-Purpose Room, 2804 Shawnigan Lake Road, Shawnigan Lake, BC.

Committee Members

VACANT, Chair
VACANT, Vice-Chair
Director S. Acton

M. Davies
S. Davies
N. Douglas

H. Goodard
J. Stevens
L. Treloar

Minutes of the Shawnigan Lake Community Centre Commission Meeting held on Monday, September 18, 2017 in the Multi-Purpose Room, 2804 Shawnigan Lake Road, Shawnigan Lake BC at 7:00 PM.

PRESENT: Director S. Acton
M. Davies
L. Treloar
S. Davies
J. Stevens
H. Goddard
N. Douglas

ALSO PRESENT: J. Elzinga, General Manager, Community Services Department
K. Liddle, Manager, South Cowichan Recreation
T. Liddle, Facilities Coordinator, South Cowichan Recreation

ABSENT:

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended by adding one Item under Unfinished Business

Parking at Elsie Miles

And that the agenda, as amended, be approved.

MOTION CARRIED

CALL TO ORDER

The facility Manager for South Cowichan Recreation called the meeting to order.

ELECTION

E1 Nominations for Chair & Vice Chair

Nominations were requested by the Manager for the position of Chair of the Shawnigan Lake Community Centre Commission. Appointee N. Douglas was nominated for the position; Nominations were declared closed.

There being no other nominations, N. Douglas was elected by acclamation to the position of Chair of the Shawnigan Lake Community Centre Commission for a one year term, expiring March 31, 2017.

Nominations were requested by the Manager for the position of Vice Chair of the Shawnigan Lake Community Centre Commission. Appointee H. Goddard was

nominated for the position. Nominations were declared closed.

There being no other nominations, H. Goddard was elected by acclamation to the position of Vice Chair of the Shawnigan Lake Community Centre Commission for a one year term, expiring March 31, 2017

Appointee N. Douglas assumed the position of Chair.

ADOPTION OF MINUTES

M1 Regular Shawnigan Lake Community Centre Commission meeting of November 14, 2016

It was moved and seconded that the minutes from the November 14, 2016 meeting be adopted as presented.

MOTION CARRIED

CORRESPONDENCE

C1 Letter from Longevity John Falkner of Duncan Show Room RE: Two Decommissioned prone fueled school buses.

The Commission reviewed the letter from the Duncan Show Room and as a result Longevity John Falkner is to be invited to the next Commission meeting to discuss further.

INFORMATION

IN1 Shawnigan Lake Community Centre Commission Orientation Manual

The orientation manual was distributed to the new Commission members.

IN2 2018 Preliminary Budget and Five Year Plan

K. Liddle, Manager, South Cowichan Recreation gave an overview of the preliminary budget for 2018 including planned Capital projects.

IN3 Future Planning

The Commission chose to hold a working group session to determine strategies for long term planning. Staff and Commission members to set a date in October to hold this session.

REPORTS

R1 Managers Report

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

An update was given regarding the recreation software replacement and next steps in the process of replacement.

It was reported that the 1st Annual Lake to Lake Walk hosted in partnership with Cowichan Lake Recreation was a huge success.

R2 Facility Coordinators Report

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

An update was given on the Condition Based Assessment and updates on the status of the Capital Projects for 2017. Both the exterior doors and signage will be completed by year end.

R3 Directors Report

Director Acton welcomed the new Commission members.

UNFINISHED BUSINESS

UB1 Parking at Elsie Miles

The Commission discussed the removal of the sign on the Elsie Miles building as it is no longer a school, as well as the possibility of the gate at Elsie Miles remaining open on evenings and weekends in order to allow more parking for the park and museum.

Action Item. The Manager to follow up with parks regarding boulders or fencing being added so that patrons' park in appropriate areas and no damage occurs to the grounds.

ADJOURNMENT

7:56 pm **It was moved and seconded that the meeting be adjourned.**

The meeting adjourned at 7:56 pm

MOTION CARRIED

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 10, 2017

MEETING TYPE & DATE Shawnigan Lake Community Centre Commission of October 16, 2017

FROM: South Cowichan Recreation Division
Community Services Department

SUBJECT: 2018 Budget review – Function 464 Shawnigan Lake Community
Centre

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Shawnigan Lake Community Centre (SLCC).

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 464 - SLCC be approved.
2. That the Supplementary request for Elsie Miles Flooring be approved.
3. That the Supplementary request for SLCC Flooring 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 Shawnigan Lake Community Centre 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 SLCC Requisition increased \$107 or 0.01% due to the following:

Salaries & Benefits increased \$49,953 (6.80%). 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 \$5,687 (0.77%) across multiple areas.

Contingency and various other accounts decreased \$50,358 (6.85%) across multiple areas.

Prior Year, One-Time Items

A capital purchase for signage replacement budgeted for \$25,000 (3.40%) in 2017 was removed for the 2018 budget as it is no longer needed.

Surplus revenue was decreased by \$11,500 (1.57%) due to funds no longer being required to

partially fund capital projects rolled over in 2017.

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 flooring in the Elsie Miles Building, at a cost of \$50,000, funded 100% through Capital Works Funds.

The following request was ranked as a Tier 2 request:

- 1. Replacement of flooring in the Shawnigan Lake Community Centre, at a cost of \$50,000, funded 50% through Capital Works Funds and 50% through Capital Reserve Funds.

FINANCIAL CONSIDERATIONS

Requisition for the Core budget is proposed to increase \$107 (0.01%) which is an additional \$0.01 per \$100,000 household.

Uncommitted Capital Reserve balance - \$71,321, May 31, 2017.

Uncommitted Operating Reserve balance - \$72,781, 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:



Kim Liddle
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

Attachment A – Vadim Budget

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						
		464 - RECREATION - SHAWNIGAN LAKE COM						
		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	-614	0	-562	0	0		
01-1-2000-2110	FEDERAL GRANT	-800	0	-800	0	0		
01-1-2000-2121	PROVINCIAL CONDITIONAL	-1,000	0	-1,000	-1,000	-1,000		
01-1-2000-2126	BC HYDRO	-13,913	0	0	0	0		
Total GRANTS		-16,327	0	-2,362	-1,000	-1,000	0	0
4433 RECOVERY OF COSTS								
01-1-4433-0000	GENERAL	-24,058	-13,900	-6,023	-20,000	-20,000		
Total RECOVERY OF COSTS		-24,058	-13,900	-6,023	-20,000	-20,000	0	0
4740 PROGRAM FEES								
01-1-4740-2714	LICENCED CARE	-364,208	-358,247	-240,945	-359,000	-366,400		
01-1-4740-2715	TAXABLE	-24,882	-22,300	-17,514	-24,900	-24,900		
01-1-4740-2716	NON - TAXABLE	-57,073	-72,203	-60,090	-65,616	-63,550		
Total PROGRAM FEES		-446,163	-452,750	-318,549	-449,516	-454,850	0	0
4748 TRANSIT								
01-1-4748-4001	TICKETS & DAY PASSES	-531	-950	-234	-500	-500		
01-1-4748-4002	MONTHLY PASSES	-840	-3,200	-1,080	-1,500	-1,500		
01-1-4748-4003	COMMISSIONS	-1,696	-1,870	-1,258	-1,760	-1,760		
01-1-4748-4007	MALAHAT PASSES	-25,520	-26,280	-20,448	-26,280	-26,280		
01-1-4748-4008	MALAHAT TICKETS	-7,632	-7,000	-6,264	-7,000	-7,000		
Total TRANSIT		-36,219	-39,300	-29,284	-37,040	-37,040	0	0
5331 RENTAL INCOME								
01-1-5331-3205	EQUIPMENT	-19	-100	-60	-50	-50		
01-1-5331-3266	HALL - ROOM GENERAL	-20,239	-28,580	-15,370	-24,780	-24,780		
Total RENTAL INCOME		-20,258	-28,680	-15,430	-24,830	-24,830	0	0
5900 MISCELLANEOUS								
01-1-5900-2700	GENERAL	-662	-600	-3,121	-600	-1,000		
Total MISCELLANEOUS		-662	-600	-3,121	-600	-1,000	0	0
5921 DONATIONS								
01-1-5921-2700	GENERAL	-75	-1,000	0	-250	-250		
Total DONATIONS		-75	-1,000	0	-250	-250	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-694,500	-694,500	-709,720	-709,720	-734,827		



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		464 - RECREATION - SHAWNIGAN LAKE COM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
Total REQUISITION		-694,500	-694,500	-709,720	-709,720	-734,827	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	-11,500	-11,500	0		
Total SURPLUS/DEFICIT - CURF		0	0	-11,500	-11,500	0	0	0
Total OPERATING REV		-1,238,262	-1,230,730	-1,095,989	-1,254,456	-1,273,797		
OPERATING EXP								
7100 TRANSIT EXPEND								
01-2-7100-4001	TICKETS & DAY PASSES	528	950	731	500	500		
01-2-7100-4002	MONTHLY PASSES	756	3,200	1,128	1,500	1,500		
01-2-7100-4007	MALAHAT PASSES	25,136	26,280	20,408	26,280	26,280		
01-2-7100-4008	MALAHAT TICKETS	7,632	7,000	5,184	7,000	7,000		
Total TRANSIT EXPEND		34,052	37,430	27,451	35,280	35,280	0	0
7105 PROGRAM EXP								
01-2-7105-1101	SALARIES/FULL TIME REGULA	50,960	51,983	39,714	52,657	59,313		
01-2-7105-1202	WAGES - CUPE	0	0	402	0	0		
01-2-7105-1204	WAGES - HOURLY	5,274	13,618	7,378	13,684	15,183		
01-2-7105-1400	BENEFITS	21,477	21,107	18,129	21,807	23,560		
01-2-7105-1900	TERM EMPLOYEES	30,854	33,960	22,499	33,960	31,760		
01-2-7105-1905	CONTRACT LABOUR	17,346	21,580	14,270	21,580	23,780		
01-2-7105-2210	ADVERTISING	6,459	6,350	828	6,350	6,350		
01-2-7105-5940	SUPPLIES - EQUIPMENT	3,235	4,565	1,008	5,000	5,000		
01-2-7105-5951	SUPPLIES - RECREATION PRC	3,905	8,000	2,514	7,500	7,500		
Total PROGRAM EXP		139,510	161,163	106,742	162,538	172,447	0	0
7106 CHILDCARE EXP - SL COM CENTRE								
01-2-7106-1101	SALARIES/FULL TIME REGULA	192,658	265,671	144,063	223,343	232,368		
01-2-7106-1204	WAGES - HOURLY	153,286	58,702	107,890	91,044	97,215		
01-2-7106-1400	BENEFITS	93,889	82,915	77,277	72,756	75,777		
01-2-7106-1900	TERM EMPLOYEES	0	0	331	0	0		
01-2-7106-5902	AFTER SCHOOL CARE	10,718	12,120	8,353	12,120	12,120		
Total CHILDCARE EXP - SL COM		450,552	419,407	337,914	399,263	417,480	0	0
7121 GENERAL RECREATION EXPEND								
01-2-7121-1101	SALARIES/FULL TIME REGULA	134,912	137,413	99,981	139,064	157,211		
01-2-7121-1204	WAGES - HOURLY	58,875	55,691	45,144	56,180	64,541		
01-2-7121-1400	BENEFITS	50,871	44,045	37,873	44,672	48,239		
01-2-7121-2110	CONFERENCES & SEMINARS	745	1,800	1,807	3,250	3,250		
01-2-7121-2111	TRAVEL	1,686	1,700	529	1,850	1,850		



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		GENERAL REVENUE FUND				
		464 - RECREATION - SHAWNIGAN LAKE COM				
		2016	2016	2017	2017	2018
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET
01-2-7121-2121	POSTAGE	103	300	44	300	300
01-2-7121-2131	TELEPHONE	6,710	6,000	4,151	6,000	6,000
01-2-7121-2134	ALARM SYSTEM	759	1,200	1,440	1,200	1,200
01-2-7121-2210	ADVERTISING	714	800	405	1,300	1,300
01-2-7121-2265	ASSET MANAGEMENT	0	0	6,049	3,500	0
01-2-7121-2320	LEGAL SERVICES	104	0	0	0	0
01-2-7121-2330	CONSULTANTS	1,936	500	8,831	500	2,500
01-2-7121-2338	CONTRACT FOR SERVICES	0	12,000	0	0	0
01-2-7121-2340	TRAINING & DEVELOPMENT	518	2,525	1,048	3,750	3,750
01-2-7121-2370	INSURANCE - PROPERTY	9,571	10,700	0	10,700	10,700
01-2-7121-2372	INSURANCE DEDUCTIBLES	700	700	0	0	0
01-2-7121-2373	INSURANCE/AUTOMOTIVE EQ	4,390	4,000	4,951	4,400	5,000
01-2-7121-2395	MEMBERSHIPS	176	280	75	280	280
01-2-7121-2410	R & M - BUILDINGS - GENERAL	27,293	52,752	8,266	52,800	47,500
01-2-7121-2414	R & M - BUILDINGS - GROUND	3,544	5,000	4,814	5,000	5,000
01-2-7121-2450	R & M - MACHINERY & EQUIPM	353	1,500	0	1,500	500
01-2-7121-2451	R & M - VEHICLES	1,683	5,000	2,046	5,000	4,000
01-2-7121-2475	MISCELLANEOUS EQUIPMENT	6,372	4,000	2,915	5,000	12,000
01-2-7121-2532	COMPUTER SOFTWARE UPGF	2,141	1,700	1,059	13,800	10,000
01-2-7121-2591	PURCHASED MTCE./COMPUTI	3,135	3,300	3,880	5,100	4,600
01-2-7121-2620	RENTALS/MACHINERY & EQUI	0	1,000	0	1,000	1,000
01-2-7121-4100	ALLOC - GENERAL GOVERNMI	45,133	45,133	50,550	50,550	46,302
01-2-7121-4520	ALLOC -GM COM SERVICES	12,606	12,606	14,074	14,074	17,671
01-2-7121-4530	ALLOC - FACILITIES	1,777	1,777	1,793	1,793	2,142
01-2-7121-4540	ALLOC - INFO TECHNOLOGY	13,529	13,529	15,150	15,150	17,094
01-2-7121-4550	ALLOC - HUMAN RESOURCES	38,009	38,009	30,499	30,499	33,396
01-2-7121-4560	ALLOC - LIABILITY INSURANC	5,712	5,712	4,329	5,558	6,706
01-2-7121-5110	SUNDRY EXPENSES	5	500	0	500	500
01-2-7121-5120	PROMOTION	130	0	0	0	0
01-2-7121-5310	FUEL & LUBRICANTS	4,303	4,500	3,261	4,500	4,500
01-2-7121-5510	WATER	1,038	1,300	948	1,300	1,560
01-2-7121-5512	FUEL	535	750	330	750	750
01-2-7121-5530	ELECTRICITY	17,096	25,875	12,310	27,250	26,900
01-2-7121-5550	GARBAGE DISPOSAL	4,860	4,500	3,552	4,500	4,800
01-2-7121-5920	SUPPLIES - OFFICE	5,487	4,500	3,448	4,800	4,800
01-2-7121-5924	SUPPLIES - JANITORIAL	6,987	6,000	5,020	7,500	7,500
01-2-7121-8150	BANK CHARGES	5	0	0	0	0
01-2-7121-8151	ONLINE REGISTRATION SURC	1,827	1,000	1,232	1,500	1,500
01-2-7121-8930	VISA DISCOUNT	6,621	5,500	4,269	5,500	5,500
01-2-7121-9190	CASH SHORT & OVER	193	0	415	0	0
01-2-7121-9910	CONTINGENCY	0	5,000	0	47,757	7,000



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		464 - RECREATION - SHAWNIGAN LAKE COM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
Total GENERAL RECREATION E		483,144	530,097	386,488	589,627	579,342	0	0
7164 SUMMER STUDENT PROGRAM - SLCC								
01-2-7164-1204	WAGES - HOURLY	1,445	2,075	1,736	2,315	2,409		
01-2-7164-1400	BENEFITS	127	210	154	231	215		
Total SUMMER STUDENT PROG		1,573	2,285	1,890	2,546	2,624	0	0
8115 SHORT TERM DEBT								
01-2-8115-8215	INTEREST	2,539	4,557	1,333	2,852	2,225		
01-2-8115-8216	PRINCIPAL	75,791	75,791	62,350	62,350	64,400		
Total SHORT TERM DEBT		78,330	80,348	63,683	65,202	66,625	0	0
Total OPERATING EXP		1,187,161	1,230,730	924,167	1,254,456	1,273,797		
CAPITAL REV								
7571 REQUISITION								
01-7-7571-0000	REQUISITION	0	0	-25,000	-25,000	0		
Total REQUISITION		0	0	-25,000	-25,000	0	0	0
8250 M.F.A. FUNDING								
01-7-8250-0002	M.F.A. FUNDING - SHORT TERI	0	0	0	0	-175,000		
Total M.F.A. FUNDING		0	0	0	0	-175,000	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
01-7-9009-0000	TSF FROM GAS TAX RESERVE	-19,804	-25,000	0	-350,000	-150,000		
Total TRANSFER FROM GAS TA		-19,804	-25,000	0	-350,000	-150,000	0	0
9010 TRANSFER FROM CAPITAL RES								
01-7-9010-0000	TSF FROM CAPITAL RESERVE	-19,804	-25,000	0	-80,000	0		
Total TRANSFER FROM CAPITA		-19,804	-25,000	0	-80,000	0	0	0
Total CAPITAL REV		-39,607	-50,000	-25,000	-455,000	-325,000		
CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL								
01-8-8221-6113	FURNITURE, FIXTURES, EQUIP	0	0	0	50,000	0		
01-8-8221-6122	BUILDING IMPROVEMENTS	39,607	50,000	0	55,000	0		
01-8-8221-6124	LAND IMPROVEMENTS	0	0	0	350,000	325,000		
Total TRANSFER/GENERAL CAF		39,607	50,000	0	455,000	325,000	0	0
Total CAPITAL EXP		39,607	50,000	0	455,000	325,000		



Account Code : - - - To : - - -

Function Type : Selective

	GENERAL REVENUE FUND				
	464 - RECREATION - SHAWNIGAN LAKE COM				
	2016	2016	2017	2017	2018
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET
Surplus/Deficit	-51,101	-0	-196,822	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	-1,238,262	-1,230,730	-1,095,989	-1,254,456	-1,273,797
Summary Total Expenses	1,187,161	1,230,730	924,167	1,254,456	1,273,797
Summary Surplus/Deficit	-51,101	-0	-196,822	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Shawnigan Lake Community Centre

Function: 464

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$1,189,254	\$1,207,172	\$1,220,760	\$1,232,970	\$1,245,300	\$1,257,760
Long Term Debt						
Short Term Debt	65,202	66,625	36,315	98,065	98,065	98,065
Capital	455,000	325,000	260,000	75,000	50,000	
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,709,456	\$1,598,797	\$1,517,075	\$1,406,035	\$1,393,365	\$1,355,825
SOURCES OF FUNDS						
Requisition/Parcel Tax	734,720	734,827	745,575	760,335	788,365	796,825
User Fee	511,986	517,970	522,500	525,700	530,000	535,000
Transfer from Capital Reserve	80,000					
Transfer from Gas Tax Reserve	350,000	150,000				
Other	21,250	21,000	24,000	120,000	75,000	24,000
Debt Proceeds		175,000	225,000			
Surplus/(Deficit)	11,500					
TOTAL SOURCE OF FUNDS	\$1,709,456	\$1,598,797	\$1,517,075	\$1,406,035	\$1,393,365	\$1,355,825

2018 Debt Short Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Elsie Miles	\$64,000	2018	\$65,125
Proposed	Amount	Maturity	Interest
Parking Upgrade	\$175,000	2023	\$1,500
Total			<u>\$66,625</u>

2018 Budget - Supplemental Item

Title Department
 Division Function
 Type Priority

Description

Due to the age of the Elsie Miles Annex, the floor is showing significant wear and is delaminating/chipping in some areas. The flooring has been tested in 2017 and does contain asbestos and with the current use as a childcare facility this project should be a priority for the CVRD. Quotes and options have been obtained to assist with finalizing a budget for 2018.

Benefits

Will revitalize the floor within the building to allow for continued use of the facility for years to come as well as decrease janitorial/maintenance time

Risks

Reduces the risks associated with asbestos materials given the current product is deteriorating.

Financial Information

Funding Sources	Total Funding	Capital					5 Year Total	Operating					5 Year Total							
		2018	2019	2020	2021	2022		2018	2019	2020	2021	2022								
CWF	50,000	50,000					50,000													
	50,000	50,000	-	-	-	-	50,000													
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses												
Abatement	25,000	25,000					25,000													
Flooring	25,000	25,000					25,000													
	50,000	50,000	-	-	-	-	50,000													

Administration

Author Date Prepared

Approval Date

2018 Budget - Supplemental Item

Title Department
 Division Function
 Type Priority

Description

The Shawnigan Lake Community Centre is 24 years old with some of the flooring being original to the facility. The project would allow for a phased approach in replacing the flooring surfaces with the highest priority being the Lounge as there are currently safety concerns with the existing floor. Current budget would allow for some but not all of the current spaces to be replaced in 2018.

Benefits

Will revitalize the floor within the building to allow for continued use of the facility for years to come as well as decrease time spent to repair/maintain.

Risks

Reduces the risks associated the materials breaking down and causing safety hazards such as tripping.

Financial Information

Funding Sources	Total Funding	Capital					Operating							
		2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
CWF	25,000	25,000					25,000							
Capital Reserves	25,000	25,000					25,000							
	50,000	50,000	-	-	-	-	50,000							
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Flooring	50,000	50,000					50,000							
	50,000	50,000	-	-	-	-	50,000							

Administration

Author Date Prepared
 Approval Date

