



## **Shawnigan Lake Community Centre Commission**

**Wednesday, Feb 6 2013**

**7:00 pm – Commission Meeting**

**Shawnigan Lake Community Centre**

**Elsie Miles School Classroom #2**

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### **AGENDA**

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- 1. CALL TO ORDER:**
- 2. APPROVAL OF AGENDA:**
- 3. ADOPTION OF MINUTES:**  
A1 -Adoption of the Shawnigan Lake Commission meeting minutes- Sept 13, 2012
- 4. BUSINESS ARISING FROM THE MINUTES:**
- 5. DELEGATIONS:**
- 6. DEPARTMENT REPORTS/CORRESPONDENCE:**  
DR1- Facility Coordinator's Report
  1. Electric Charge Station
  2. Building LocksDR2- Facility Manager's Report
  1. BC Summer Games Bid
  2. CLASS Database Update
  3. Sponsorship/Grant Funding
  4. Elsie Miles School PurchaseDR3- Director's Report
- 7. UNFINISHED BUSINESS:**
- 8. NEW BUSINESS:**  
NB1- 2013 Budget Review  
NB2- Youth Programming  
NB3- SLCC AGM
- 9. NEXT MEETING DATE:**
- 10. ADJOURNMENT:**

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#### **Distribution:**

Commissionaires:	Barb Shultz, Marian Davies, Sarah Malerby, Sheleigh Bell-Irving, Del Morgan
Area Director:	Bruce Fraser
Staff:	Kim Liddle, Tony Liddle, Ron Austen, Sheena Boyles, Allison Neilson



## CVRD

### STAFF REPORT

#### SHAWNIGAN LAKE COMMUNITY CENTRE COMMISSION OF FEBRUARY 6, 2013

**DATE:** February 6, 2013      **FILE NO:**

**FROM:** Kim Liddle- Division Manager, SCR      **BYLAW NO:**

**SUBJECT:** Tony Liddle- Facilities Coordinator, SCR  
Shawnigan Lake Community Centre- 2013 Annual Budget

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#### **Recommendation/Action:**

That the Shawnigan Lake Community Centre Commission review the proposed 2013 annual budget for function 464 and determine final modifications to be forwarded to the board for approval.

#### **Relation to the Corporate Strategic Plan:**

The following Objectives will be met with the proposed 2013 budget:

**Promote individual and community wellness-** increase participation in parks, recreation and culture programs, events and activities. Continue to maintain the level of services offered to the community and work towards increased participation in existing services.

**Provide exceptional recreational, cultural and parks services-** Continually improve the quality of programs and services. Programming staff are continually reviewing new recommendations that come from BCRPA (British Columbia Recreation and Parks Assn) to ensure we are offering the highest standards possible.

**Well maintained public facilities-** establish consistent quality and maintenance standards for CVRD Facilities.

**Financial Impact:** (Reviewed by Finance Division: \_\_\_\_\_)

#### **REVENUES:**

**Grants-** budget includes gas tax funding rolled over from the 2012 budget to fund facility upgrades for Eisie Miles. Also included is the possible funding applied for through the Community Infrastructure Improvement Funds. If successful in securing grant monies, SLCC will work together with CVRD Parks Department to upgrade the Eisie Miles grounds as well as additional improvements to the building.

**Programs-** actuals revenues for 2012 exceeded budget amounts by 3%. Revenues were up approximately \$13,000 over 2011 actuals. The 2013 budgeted amounts are based on 2012 actuals.

**Building-** rental revenues were down, resulting from a reduction in larger bookings in 2012. Rental rates were increased in September, 2012 as per commission recommendations which should result in an overall increase of 5%. Staff is working on promotional material to assist with increasing rental revenues.

February 6, 2013

**Short Term Borrowing-** the budget includes \$310,500 short term borrowing over 5 years for the purchase of Elsie Miles. The total purchase price of the property is \$750,000 of which CVRD Parks will be contributing \$439,500, funded through reserve funds and short term borrowing. The 2013 budget includes the interest only payments for borrowing, with the full debt repayment beginning in 2014 to coincide with the SLCC Long Term debt repayments reaching maturity.

**Transfer from Reserve-** the budget includes \$63,475 in revenues through reserve funds to be utilized for Capital projects which include upgrades to the SLCC heat pump system and office area as well as Elsie Miles building upgrades which are dependent upon approved grant funding.

**EXPENSES:**

**Staff Wages-** cost overruns occurred in 2012 due to a number of factors including long term absences and inadequate budget amounts to backfill staff for sick time and vacation coverage. The proposed 2013 budget includes a board approved 2.5% annual wage increase as well as an increase to the casual hours to ensure proper coverage during regular staff absences.

**Rental Costs-** cost overruns occurred in rental costs due to unexpected lease payments for Elsie Miles. As noted at the September 2012 Commission meeting, we will be purchasing the school site from School District #79 which will not be finalized until April 2013. This resulted in an additional \$15,000 in lease payments that was not included in the 2012 budget. An additional 6 months of lease payments has been built into the 2013 budget to cover payment through to the end of April as well as an additional contingency in case of delays with the purchase date.

**Capital Projects-** A total of \$651,481 is included in the 2013 budget. This includes the purchase of Elsie Miles as well as the upgrades to the property if the grant application is successful.

**Debt Repayment-** The 2013 budget includes a reduction of \$14,322 in long term debt repayment, which reaches full maturity in 2014. The total long term debt repayment for 2013 is \$33,743. Short term debt has increased by \$17,449 to include the debt repayment for the 24 passenger bus purchase in 2012, as well as interest only payments for the purchase of Elsie Miles. The total short term debt repayment for 2013 is \$21,244.

**Deficit-** the 2013 budget includes the 2012 deficit of \$9,522. There were a number of factors beyond our control that caused this including lease payments that were not budgeted for as well as bad debts written off in April, 2012 that were sent to collections. These two items totaled \$20,906 and staff made every effort to reduce spending in other areas to offset the deficit.

**Background:**

Attached is the overall 2013 requisition review based on initial budget discussions at the Shawwigan Lake Community Centre Commission Meeting held September 13, 2012. The draft 2013 budget currently has an increase in the requisition of 2%.

Submitted by:

Kim Liddle

Reviewed by:  
Division Manager:

Approved by:  
General Manager:

Function: 464 (SLCC)

## 2013 Requisition Review

## A) Core Budget (Existing Service Level)

	2011 <u>Tax Requisition</u>	2012 <u>Tax Requisition</u>	2012 % Increase (Decrease)	Proposed 2013 <u>Tax Requisition</u>	\$ Increase (Decrease)	% Increase (Decrease)	Cost per \$100,000
Core Budget	\$579,045	\$660,781	14.1%	\$673,996	\$13,215	2.0%	\$0.78
Main Reasons for 2013 increase:	difference between 2011/2012 deficit						
	increase in program revenues				-\$60,071	-9.1%	(\$3.55)
	increase to staff wages/benefits				-\$15,765	-2.4%	(\$0.93)
	increase to general expenditures				\$40,761	6.2%	\$2.41
	increase to contingency				\$19,499	3.0%	\$1.15
					\$28,791	4.4%	\$1.70
	Subtotal				\$13,215	2.0%	\$0.78

## B) Supplemental Items

i)	Requested by Commission	Anticipated Funding Method			Impact on		
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>	<u>% Increase</u>	<u>Cost per \$100k</u>
1)	Purchase of Elsie Miles <sup>1</sup>		\$310,500		\$66,680	10.1%	\$3.94
2)						0.0%	\$0.00
3)						0.0%	\$0.00
4)						0.0%	\$0.00
5)						0.0%	\$0.00
NOTE: Debt repayment does not begin until 2014 to coincide with long term debt reaching maturity. Impact for 2014 is 6.1% difference		\$0	\$310,500	\$0	\$66,680	10.1%	\$3.94

ii)	Recommended by	Anticipated Funding Method			Impact on		
	Corporate Leadership Team	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>	<u>% Increase</u>	<u>Cost per \$100k</u>
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
4)						0.0%	\$0.00
5)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

iii)	Other items	Anticipated Funding Method			Impact on		
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>	<u>% Increase</u>	<u>Cost per \$100k</u>
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
4)						0.0%	\$0.00
5)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

<b>Total Impact</b>					<b>\$79,895</b>	<b>12.1%</b>	<b>\$4.72</b>
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**COWICHAN VALLEY REGIONAL DISTRICT**

**2013-2017 FINANCIAL EXPENDITURE PROGRAM**

Dept Function: Shawnigan Lake Community Centre

FORM C-1

Function: 464

<b>TOTAL EXPENDITURE</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Operational Costs	\$1,160,942	\$1,168,516	\$1,191,886	\$1,215,725	\$1,240,000
Long Term Debt	33,743	9,228			
Short Term Debt	21,244	83,762	83,788	81,976	66,683
Capital	651,481	10,000	10,000	10,000	10,000
Transfer to Reserve					
<b>TOTAL APPLICATION OF FUNDS</b>	<b>\$1,867,410</b>	<b>\$1,271,506</b>	<b>\$1,285,674</b>	<b>\$1,307,701</b>	<b>\$1,316,683</b>
<b>SOURCES OF FUNDS</b>					
Requisition/Parcel Tax	673,996	722,628	731,319	747,816	751,213
User Fee	542,155	547,578	553,055	558,585	564,170
Transfer from Reserve Fund	63,475				
Other	286,806	1,300	1,300	1,300	1,300
Debt Proceeds	310,500				
Surplus/(Deficit)	(9,522)				
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$1,867,410</b>	<b>\$1,271,506</b>	<b>\$1,285,674</b>	<b>\$1,307,701</b>	<b>\$1,316,683</b>

**2013 Debt Long Term with Principle & Interest**

Borrowed	Outstanding	Maturity	P & I
Comm. Hall	\$25,754	2013	\$24,515
Comm. Hall	\$17,158	2014	\$9,228

**Total** \$33,743

**2013 Debt Short Term with Principle & Interest**

Borrowed	Outstanding	Maturity	P & I
Vehicle	\$5,150	2015	\$1,809
Bus	\$58,246	2016	\$15,295

Proposed  
 Elsie Miles \$310,500 2018 \$4,140  
**Total** \$21,244

Cowichan Valley Regional District  
**SHAWNIGAN LAKE C.C. - 464**



GL5090

Date : Jan 31, 2013

Page : 1  
 Time : 10:08 am

For Period Ending 31-Dec-2012

GENERAL REVENUE FUND	YEAR 2012 ACTUAL ACTIVITY	YEAR 2012 ANNUAL BUDGET	YEAR 2013 ANNUAL BUDGET	VARIANCE 2012/2013 ACTUAL TO BUDGET
<b>REVENUES</b>				
GRANTS	-4,557	-333,725	-286,806	-282,249
RECOVERY OF COSTS	-5,481	-3,000	-7,300	-1,809
PROGRAM FEES	-455,291	-441,850	-457,615	-2,324
OTHER REVENUE	-46,726	-43,575	-42,840	3,885
SALES	0	-100	-100	-100
RENTAL INCOME	-26,596	-32,200	-32,200	-5,604
MISCELLANEOUS	-631	-600	-600	31
DONATIONS	-2,125	-150	-1,500	625
REQUISITION	-660,781	-660,781	-673,996	-13,215
MFA FUNDING	-58,246	-65,000	-310,500	-252,254
TRANSFER FROM RESERVE	0	-63,475	-63,475	-63,475
SURPLUS	69,593	69,593	9,522	-60,071
<b>Total REVENUES</b>	<b>-1,190,851</b>	<b>-1,574,863</b>	<b>-1,867,410</b>	<b>-876,559</b>
<b>EXPENSES</b>				
TRANSIT EXPENDITURES	42,995	41,500	40,800	-2,195
PROGRAM EXPENSES	0	0	150,334	150,334
CHILDCARE EXPENSES	603,098	546,741	424,467	-178,630
GENERAL EXPENDITURES	434,044	465,502	538,654	104,609
SUMMER STUDENT PROGRAM	10,130	8,656	6,687	-3,443
SHORT TERM DEBT	3,795	3,500	21,244	17,449
INTEREST/MFA OWN DEBENTURES	34,395	34,395	20,073	-14,322
PRINCIPAL/MFA OWN DEBENTURES	13,670	13,670	13,670	0
TRANSFER/GENERAL CAPITAL FUND	58,247	460,900	651,481	593,234
<b>Total EXPENSES</b>	<b>1,200,373</b>	<b>1,574,863</b>	<b>1,867,410</b>	<b>667,037</b>
<b>Total GENERAL REVENUE FUND</b>	<b>9,522</b>	<b>0</b>	<b>0</b>	<b>-9,522</b>

SHAWNIGAN LAKE COMMUNITY CENTRE (464)

TOTAL REQUISITION

673,996

STATUTORY LIMITATION:

GREATER OF \$719,000 OR

0.46213 /1000 OF NET TAXABLE VALUE

719,751

BASIS OF APPORTIONMENT:

ASSESSMENTS TAXABLE FOR HOSPITAL PURPOSES FOR ALL AREAS

PARTICIPATING AREAS:	NET TAXABLE VALUE	FIGURES USED FOR APPORTIONMENT	MEMBERS SHARE	TOTAL
ELECTORAL AREA B	1,557,465,378	168,811,448	673,996	673,996
TOTAL	1,557,465,379	168,811,448	673,996	673,996

RESIDENTIAL TAX RATE:  
(PER \$1000 OF NET TAXABLE VALUE)

0.3993

COST PER \$100,000 HOUSEHOLD  
39.93