



**COWICHAN LAKE RECREATION COMMISSION MEETING**  
Thursday, July 25, 2013 7:00 p.m.  
Cowichan Lake Sports Arena Meeting Room, Lake Cowichan, BC

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**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES OF:** Meeting held on June 27, 2013

**DELEGATION:**

D1: none at this time

**BUSINESS ARISING FROM THE MINUTES:**

- BA1: Smoking Policy Update
- BA2: HBCS Additional Request – staff report

**CORRESPONDENCE:** None at this time.

**REPORTS:**

R1 – West Cowichan Facility Coordinator – Verbal Report presented by J. Wakeham.

- Propane Bleacher Heaters - update
- Hall heating systems project - update
- Youbou boiler shed asbestos abatement project - update
- Honeymoon Bay rainwater containment and dispersal project - update

R2 – Cowichan Lake Recreation Manager – Written Reports

- Alcohol, Tobacco and Drug discipline Policy
- Discussion regarding August Meeting (summer bonspiel conflict)

R3 - CVRD Board– Directors Morrison and Weaver – Verbal Report

R4 – Town of Lake Cowichan – Mayor Forrest – Verbal Report

**NEW BUSINESS:**

**INFORMATION:**

**OLD BUSINESS:**

OB1 – Budget Information Session

**NEXT MEETING DATE:** TBD – 7:00 p.m. CLSA Meeting Room

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, June 27, 2013 in the Cowichan Lake Sports Arena Curling Lounge, Lake Cowichan, BC.

**PRESENT:** D. Darling (Chair); R. Forrest, (Mayor, Town of Lake Cowichan); I. Morrison (Director Area F); P. Weaver (Director Area I); E. Fearon; L. Johnson; R. Wise; J. Rowley

**ABSENT:** B. Peters

**ALSO PRESENT:** L. Blatchford, (Manager, Cowichan Lake Recreation); R. Frost, (West Cowichan Facility Coordinator); R. Piechnik (Recording Secretary) J. Cummings (Programmer, Cowichan Lake Recreation); J. Elzinga (Manager, Island Savings Centre)

**Meeting called to order at 7:01 p.m.**

**ADOPTION OF  
AGENDA**

It was moved and seconded:

**That the agenda be approved as amended with the addition of R2 Staff Update; NB1 Lake Days Staff Report; Information Events List.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES**

It was moved and seconded:

**That the minutes of the Cowichan Lake Recreation Commission regular meeting of Thursday, May 23, 2013 be adopted as presented.**

**MOTION CARRIED**

**DELEGATION**

**D1 - J. Elzinga - Power Point presentation - Big Events, Sports Tourism.**

- What's the economic spin-off?
- What sports to grow?
- Is Sports Tourism a viable thing to pursue?

Will contact the Commission in September and request 2 volunteers to sit on a committee for further discussion on growing Sports Tourism in the Cowichan Valley Region.

J. Elzinga left the meeting at 7:47pm.

**D2 - Honeymoon Bay Society - D. Orman. No show.**

**BUSINESS ARISING  
FROM THE MINUTES**

**BA1: Staff Report - Budget Information** – Budget information will be presented at the July Commission meeting in order to explain what each line and category represents and to differentiate between accounts which the Commission and staff are already provided with the sum totals and the accounts which the Commission can direct staff to change in order to plan for future needs.

Chair gave 5 minute break.

**BA2: Staff Report - New Smoking Policy**

Based on recent information from the Town of Lake Cowichan, further direction on implementation of the new smoking policy was sought by staff.

It was moved and seconded:

**That the Commission Chair and appropriate CVRD staff representation attend a Town of Lake Cowichan Council meeting to share, for clarification, the view of the CVRD regarding the smoking policy that is being implemented and that following that meeting, signage and policy go into effect.**

**MOTION CARRIED**

**CORRESPONDENCE**

None at this time.

**REPORTS**

**R1 - J. Cummings - Programmer's Report - Power Point presentation.**

- Physical Literacy and the importance of understanding the value of recreation in a community.
- Update of current strategies to bring awareness of what recreation services are available to the community.

J. Cummings left the meeting at 8:28pm.

**R2: West Cowichan Facility Coordinator - Verbal Report:**

- **Propane heaters:** CVRD Senior Environmental Energy Analyst - Kuan Jian Foo, through a report to Rob Frost, West Cowichan Facility Coordinator and Linda Blatchford, Manager, Cowichan Lake Recreation, recommended that the propane fired stand heaters be considered for removal to reduce energy consumption and greenhouse emissions from the operation of the Cowichan Lake Sports Arena. The report was shared with the Commission.

It was moved and seconded:

**That the propane heaters in the arena be removed.**

**MOTION CARRIED**

- **Heating system:** RFP closed. Successful bid is \$171,000. Contract has been awarded and the project is going ahead.
- **Youbou boiler shed:** P.O has been written and the asbestos removal project going ahead.
- **Honeymoon Bay rainwater containment and dispersal:** Currently completing the design phase.
- **Staff updates.** Announcement of new Ice Maker II – Tony Croteau

**R3: Cowichan Lake Recreation Manager - Written reports:**

- **Honeymoon Bay Community Society Annual Review:**

It was moved and seconded:

**That the Cowichan Lake Recreation Commission waives the rental fees for Honeymoon Bay Hall use (September 1, 2013 - August 31, 2014) by the Honeymoon Bay Community Society for the following:**

- **Monthly board Meetings**
- **Walking Club**
- **Pie Baking**
- **Up to 12 Community Events per calendar year**
- **Monthly Movie Nights**

**And that staff review, with the Chairperson of the Honeymoon Bay Community Society, the current hall conditions of use policy, key use policy, equipment use information and the requirement for third party liability insurance as per CVRD policy. And furthermore that staff bring this request back to the Commission for review prior to the 2014-2015 hall rental season.**

**MOTION CARRIED**

- **Cowichan Lake Recreation and Facilities Work Plan Review:** Staff reports from Recreation and Facilities staff were presented outlining high, medium and low priorities for 2013.
- **Hall and Room Rental Fees and Charges:**

It was moved and seconded:

1. **That the Commission approves a 7% increase in hall/room rental rates for the 2013/2014 season effective September 1, 2013.**
2. **That the Commission approves of adding applicable taxes and then rounding the figure to the nearest dollar.**

**MOTION CARRIED**

- **Lake Cowichan District Minor Hockey numbers are up.** They have asked to host 5 tournaments and 2 jamborees in the upcoming hockey season.

**R4 - CVRD Board - Directors Morrison and Weaver - Verbal Report:**

- **After a recent Bing Creek asbestos incident, CVRD is looking into a safer way to dispose of asbestos related waste.**
- **Statement of Financial Information (SOFI) report has been released and is online for your information.**
- **HBCS providing a Sea Container unit for ESS totes.**

- Automated curbside rollout – delayed to September
- Biodiesel pump station system is opened for CVRD vehicles at Bing Creek. Public sales coming in future.
- The length of time that water is being held back in Cowichan Lake has been extended from July 9<sup>th</sup> to the end of July. This means more water on lakefront properties. Director Weaver reported there has been community concern raised about erosion and loss of beachfront due to this extension.

**R5 - Town Of Lake Cowichan - Mayor Forrest - Verbal Report:**

- Roundabout work in town is underway.
- Considering another alternative for health care in Lake Cowichan. There is an opportunity to discuss the concern for the need of health care in the community with VIHA (Vancouver Island Health Association) on July 10, 2013 in the Multipurpose Room of the Cowichan Lake Sports Arena at 6pm - 8pm. Looking at a Multi-integrated health care team. Possibly make Lake Cowichan the pilot project for VIHA.

**NEW BUSINESS**

**NB1: Lake Days Dance 2013 - Staff Report:** 100% of the 2013 costs were recovered as well as a net profit of \$3785. Discussion on surveillance cameras for next year.

**INFORMATION**

Cowichan Valley Citizen article Wed. June 19, 2013 and a current copy of the Events List were shared with the Commission.

**OLD BUSINESS**

None at this time.

**QUESTION PERIOD**

None at this time.

**NEXT MEETING  
DATE**

Thursday, July 25, 2013 at 7pm in the CLSA Meeting Room.

**MEETING  
ADJOURNED**

It was moved and seconded:

**To adjourn meeting.**

**MOTION CARRIED**

Meeting adjourned at 9:40 pm.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_



## STAFF REPORT

### COWICHAN LAKE RECREATION COMMISSION MEETING OF JULY 25, 2013

DATE: July 15, 2013

FILE NO:

FROM: Linda Blatchford

SUBJECT: REVISED REQUEST - Honeymoon Bay Community Society and Free use of Honeymoon Bay Hall

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**Recommendation/Action:** That the Cowichan Lake Recreation Commission add Painting Classes to the list of "free hall use" events hosted by Honeymoon Bay Community Society included in the motion made on June 27, 2013.

**Relation to the Corporate Strategic Plan:** Achieves excellence through community partnerships.

**Financial Impact:** none at this time

**Background:** At their regular meeting of June 27, 2013, the Commission passed the following motion:

That the Cowichan Lake Recreation Commission waives the rental fees for Honeymoon Bay Hall use (September 1, 2013 – August 31, 2014) by the Honeymoon Bay Community Society for the following:

- Monthly Board Meetings
- Walking Club
- Pie Baking
- Up to 12 Community Events per calendar year
- Monthly Movie Nights

And that staff review, with the chairperson of the Honeymoon Bay Community Society, the current hall conditions of use policy, key use policy, equipment use information and the requirement for third party liability insurance as per CVRD policy.

And furthermore that staff bring this request back to the Commission for review prior to the 2014 - 2015 hall rental season.

Since that meeting, the HBCS has notified staff that they forgot to include their painting classes which will run from September 9, 2013 to November 11, 2013 (10 weeks) and from January 6, 2014 to March 10, 2014 (10 weeks).

Reviewed by:

Division Manager

Approved by:

General Manager



## **STAFF REPORT**

**COWICHAN LAKE RECREATION COMMISSION MEETING of July 25, 2013**

**DATE:** July 15, 2013  
**FROM:** Linda Blatchford, Manager, Cowichan Lake Recreation  
**SUBJECT:** Alcohol, Tobacco, and Drug Discipline Policy

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### **Recommendation/Action:**

**That the Cowichan Lake Recreation Commission approves the following amendments to the Alcohol, Tobacco, and Drug Discipline Policy:**

### **Discipline Policy Steps**

#### **1. Step 1: First Offence:**

**Written warning to the user group indicating that a subsequent infraction will result in the cancellation of a booking, with the user group still responsible for that booking's rental fee.**

#### **2. Step 2: Second Offence:**

**Cancellation of a booking, with the user group still responsible for that booking's rental fee.**

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

Review organizational processes and streamline where appropriate, to improve efficiency and reduce costs.

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

Having reduced warnings for unlicensed alcohol potentially lessens the chance that unlicensed alcohol consumption will cause the facility to be fined a minimum of \$7,500 by the Liquor Control and Licensing Branch.

The facility should not suffer a loss of revenue due to unlicensed alcohol infractions, so the user group would still be responsible for the rental fee.

### **Background:**

At the regular meeting of the Cowichan Lake Recreation Commission held on June 22, 2006 – the Manager of Cowichan Lake Recreation reviewed draft policies on the Cowichan Community Centre's (Now called Island Savings Centre) Alcohol, Tobacco, & Drug Policy. The minutes of

this meeting states that "consensus of the Commission agreed that tobacco, and drugs should be prohibited, and alcohol prohibited from unlicensed areas. A concern was raised about losing ice rentals, but consensus of the commission felt that consistency among the recreation facilities should be achieved, which would put all facilities at the same level of service, and would minimize ice rental loss for any facility. The Commission felt that having a licensed option should be investigated for feasibility. The Commission felt that a transition period, where Operations staff warns user groups of the new policy, could be included. Management should investigate the RCMP having increased vigilance on parking lots. The commission did not recommend any changes to the draft policies, but recommended enforcement be left to management". The contents of the Alcohol, Tobacco and Drug Policy have since been incorporated into the Cowichan Lake Sports Arena conditions of ice use (see attached).

A copy of Cowichan Lake Recreation's current Alcohol, Tobacco, and Drug Policy, and Alcohol, Tobacco, and Drug Discipline Policy, are provided for background information.

There has been increased enforcement by the Liquor Control and Licensing Branch on the issue of unlicensed alcohol in dressing rooms.

Staff representing Cowichan Lake Recreation, South Cowichan Recreation, North Cowichan Parks and Recreation, the Cowichan Sportsplex, CVRD Parks, and the Island Savings Centre have met to review existing unlicensed alcohol policies. Staff continues to recommend consistent policies across the region. Moving from three steps of enforcement to two is recommended by the staff from all these areas, and a similar staff report is anticipated for their commissions and committees.

As well as the recommended reduction in the policy of three steps of enforcement to two, staff have recognized that even one empty can be deemed an offence, and that a warning can carry over to the following season.

Reviewed by:

Division Manager

Approved by:

General Manager



## COWICHAN LAKE SPORTS ARENA CONDITIONS OF ICE USE



The User Group will be responsible for and comply with the following requirements:

- a) The User Group may not sublet any portion of the space contracted for without the written permission of Cowichan Lake Recreation.
- b) The User Group will be responsible for all lost or damaged articles and the User Group will report said damages to the Manager, Cowichan Lake Recreation at 749-6742
- c) Cowichan Lake Recreation assumes no responsibility for damage or loss to the property of the User Group. The User Group is recommended to obtain property insurance for any articles or equipment left on site.
- d) All changes (additions/deletions/amendments) to bookings on facility rental contracts must be done through email so that copies can be attached to contracts. E-mail the Manager at [lblatchford@cvsrd.bc.ca](mailto:lblatchford@cvsrd.bc.ca). Changes will not be made until e-mail is received.
- e) Any cancellations made after your facility rental agreement has been signed or after further e-mail requests have been made and confirmed will be subject to a 25% administration fee, for cancellations made with more than one week's notice. Cancellation for tournament ice rentals will be up to 30 days prior to the event without financial penalty. The policy that there will be no refund on cancellations with less than one week's notice continues to exist, with the exception of cancellations due to weather.
- f) The User Group will provide evidence of liability insurance in the minimum amount of two million dollars (\$2,000,000) naming the Cowichan Valley Regional District as additionally insured. User groups must sign and return a copy of conditions of use form.
- g) User Groups booking 1 single ice slot or 1 weeks' worth of ice slots will be required to pay half the ice fees at the time of booking with the balance due one week prior to the date of the first ice slot. Seasonal user groups (i.e. minor hockey) with multiple bookings covering a number of weeks/months will be invoiced at the end of each month. Payment is due upon receipt of the invoice.
- h) Cowichan Lake Recreation reserves the right to cancel or alter rentals should conditions arise that necessitates scheduling changes.
- i) The User Group will not permit liquor anywhere on the premises unless a liquor license is in effect and a copy of the liquor license is presented and attached to this agreement prior to use of the facility. Unlicensed alcohol is not to be brought into the arena.
- j) The User Group will not permit the use of drugs or tobacco products, including chewing tobacco, in Cowichan Lake Recreation Facilities. There is no smoking at all on the property owned or leased by Cowichan Lake Recreation.
- k) The User Group agrees that in the event of any strike or lock out, the Cowichan Valley Regional District will not be held responsible or liable for providing the facility.
- l) The User Group is responsible for leaving the premises clean. Failure to do so may result in an additional fee levied for maintenance and/or extraordinary cleanup.
- m) User Groups must acknowledge that emergency drills may be conducted during their allotted time. Staff training is necessary to ensure public safety. Cowichan Lake Recreation will endeavour to minimize inconvenience during emergency drills.
- n) User Groups are to clear dressing rooms within 45 minutes of the completion of their allotted ice time.
- o) User Groups are not permitted to be in the player's benches, or on the ice, until the ice resurfer has completed the ice clean and the gate is closed.
- p) No Pucks on the ice until both end gates are closed and properly secured.
- q) Multiple Use User Groups are permitted to have one free meeting a month in our meeting room. Please book through office.

### WAIVER AND INDEMNITY CLAUSE

The User Group accepts and will use the Premises at its own risk and agrees that the CVRD has made no warranties or representations respecting the suitability or condition of the premises. The User Group further agrees that it will indemnify and save harmless the CVRD and its officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expense, costs, including legal or other fees, incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the granting of this agreement and use of the premises, except claims arising from the responsibility and/or negligence of the CVRD.

**User Group Signing Authority**

A handwritten signature in black ink, appearing to read "Linda Blatchford", is written over a horizontal line. Below the signature, the text "Cowichan Lake Sports Arena Management" is printed in a bold, sans-serif font.

Cowichan Lake Sports Arena Management

# COWICHAN LAKE RECREATION POLICIES & PROCEDURES

**Title: Alcohol, Tobacco, & Drug Policy**

**Approved: June 2006**

**Updated:**

## **Definition:**

The following document is in regards to alcohol, tobacco, and drug (ATD) consumption by user groups in unlicensed areas within facilities owned and operated by Cowichan Lake Recreation.

## **Policy:**

The use or consumption of Alcohol, Tobacco, or Drugs (ATD) is prohibited in all Cowichan Lake Recreation Facilities, unless specified with a posted valid B.C.L.C.B. permit in accordance with the BC Liquor control and Licensing Act.

Those who do not abide will be subject to disciplinary action by Cowichan Lake Recreation management and or legal action.

## **Duties and Responsibilities:**

- The Cowichan Lake Recreation Alcohol, Tobacco, and Drug Policy to be included in all Cowichan Sports Arena contracts to be signed off by all user group representatives. (ice conditions of use).
- User Group contracts to specify that groups must clear facility dressing rooms within 45 minutes after completion of their rental agreement.
- Signage posted in the arena dressing rooms citing the following:

*"The use or consumption of Alcohol, Tobacco or Drugs is prohibited in all unlicensed Cowichan Lake Recreation facilities. Those who do not abide will be subject to disciplinary and/or legal action. Dressing Rooms are to be cleared 45 minutes after completion of your event".*

- Work with other Cowichan Valley Regional District Recreation Commissions to implement similar policies.

# COWICHAN LAKE RECREATION POLICIES & PROCEDURES

**Title: Alcohol, Tobacco, & Drug Discipline Policy**

**Approved: 2006**

**Updated:**

## **Definition:**

The purpose of the Alcohol, Tobacco, & Drug Discipline Policy is to provide direction in regards to discipline in the event that the Alcohol, Tobacco, & Drug Policy is breached.

## **Discipline Policy Steps**

### **1. Step 1: First Offence:**

Verbal warning/discussion with the Licensee to be followed up with a letter of warning indicating that a subsequent infraction will result in the Licensee being placed on probation.

### **2. Step 2: Second Offence:**

The Licensee is formally advised and placed on probation, which will result in cancellation of bookings if there are any further infractions. Being placed on probation could also affect their future bookings.

### **3. Step 3: Third Offence:**

Cancellation of bookings.

# COWICHAN LAKE RECREATION POLICIES & PROCEDURES

**Title: Alcohol, Tobacco, & Drug Discipline Policy**

**Approved: July 25, 2013**

**Updated: July 25, 2013**

**DRAFT**

## **Definition:**

The purpose of the Alcohol, Tobacco, & Drug Discipline Policy is to provide direction in regards to discipline in the event that the Alcohol, Tobacco, & Drug Policy is breached.

## **Discipline Policy Steps**

### **1. Step 1: First Offence:**

**Written warning to the user group indicating that a subsequent infraction will result in the cancellation of a booking, with the user group still responsible for that booking's rental fee.**

### **2. Step 2: Second Offence:**

**Cancellation of a booking, with the user group still responsible for that booking's rental fee.**

**OWICHAN VALLEY REGIONAL DISTRICT**

**2013-2017 FINANCIAL EXPENDITURE PROGRAM**

FORM C-1

Dept Function: Cowichan Lake Recreation

Function: 405

<b>TOTAL EXPENDITURE</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Operational Costs	\$2,205,206	\$2,161,927	\$2,215,975	\$2,271,375	\$2,328,159
Long Term Debt	477,956	477,956	477,956	477,956	477,956
Short Term Debt	15,863	15,865	15,871	15,870	
Capital	377,100	65,000	190,000	145,000	125,000
Transfer to Reserve		50,000	50,000	50,000	50,000
<b>TOTAL APPLICATION OF FUNDS</b>	<b>\$3,076,125</b>	<b>\$2,770,748</b>	<b>\$2,949,802</b>	<b>\$2,960,201</b>	<b>\$2,981,115</b>
<b>SOURCES OF FUNDS</b>					
Requisition/Parcel Tax	2,211,012	2,266,287	2,322,944	2,381,018	2,440,543
User Fee	318,208	375,000	385,000	395,000	405,000
Transfer from Reserve Fund	160,000				
Other	437,456	129,461	241,858	184,183	135,572
Debt Proceeds					
Surplus/(Deficit)	(50,551)				
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$3,076,125</b>	<b>\$2,770,748</b>	<b>\$2,949,802</b>	<b>\$2,960,201</b>	<b>\$2,981,115</b>

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

Borrowed	Outstanding	Maturity	P & I
Expansion	\$2,237,928	2029	\$187,204
Expansion	\$3,446,525	2030	\$290,752
<b>Total</b>			<b>\$477,956</b>

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

Borrowed	Outstanding	Maturity	P & I
Acoustic Material	\$58,869	2016	\$15,863
<b>Total</b>			<b>\$15,863</b>

## COWICHAN LAKE RECREATION - 405

For Period Ending 31-Dec-2012



CVRD

GL5090

Date : Mar 01, 2013

Page : 1  
Time : 10:54 am

## GENERAL REVENUE FUND

YEAR 2012

YEAR 2012

YEAR 2013

VARIANCE  
2012/2013ACTUAL  
ACTIVITYANNUAL  
BUDGETANNUAL  
BUDGETACTUAL TO  
BUDGET

## REVENUES

## GRANTS

-12,070

-9,268

-284,285

-272,225

## RECOVERY OF COSTS

-4,584

-2,500

-3,500

1,084

## EVENT

-11,601

-35,690

-32,560

-20,959

## ADMISSIONS

-12,582

-14,550

-12,800

-18

## PROGRAMS

-80,103

-113,377

-110,700

-20,597

## TRANSIT

-478

-375

-460

18

## BEVERAGE SALES

-29,484

-48,800

-41,200

-11,706

## FOOD SALES

-75,185

-102,647

-100,701

-25,516

## RENTALS

-138,050

-147,661

-162,348

-24,288

## MISCELLANEOUS

-9,027

-7,300

-4,300

4,727

## DONATIONS

-43

-3,000

-3,000

-2,957

## REQUISITION

-2,127,661

-2,127,661

-2,211,012

-83,351

## M.F.A. FUNDING

-81,119

-100,000

0

81,119

## TRANSFER FROM RESERVE

-58,551

-70,000

-180,000

-101,449

## SURPLUS

39,665

39,665

50,551

10,886

## Total REVENUES

-2,610,883

-2,742,964

-3,076,125

-465,232

## EXPENSES

## ADMINISTRATION EXPENDITURES

686,441

684,236

725,820

58,379

## PROGRAMS

203,232

217,115

215,426

12,194

## EVENTS

7,783

15,150

11,150

3,367

## FACILITY EXPENSES

1,036,759

988,186

1,087,738

50,977

## FOOD SERVICES EXPENSES

122,257

114,529

108,805

-12,452

## BAR SERVICES EXPENSES

22,250

34,561

27,222

4,972

## VEHICLE EXPENSES

5,509

7,950

6,960

1,451

## TRANSIT

440

800

1,086

646

## SHORT TERM DEBT

22,872

22,700

16,863

-6,808

## INTEREST/MFA OWN DEBENTURES

268,750

268,750

268,750

-0

## PRINCIPAL/MFA OWN DEBENTURES

208,207

208,207

208,207

0

## TRANSFER TO RESERVE FUND

0

0

20,000

20,000

## TRANSFER/GENERAL CAPITAL FUND

96,144

170,000

377,100

280,956

**COWICHAN LAKE RECREATION - 405**

For Period Ending 31-Dec-2012



**CVRD**

GENERAL REVENUE FUND	YEAR 2012	YEAR 2012	YEAR 2013	VARIANCE
	ACTUAL ACTIVITY	ANNUAL BUDGET	ANNUAL BUDGET	2012/2013 ACTUAL TO BUDGET
Total EXPENSES	2,661,444	2,742,984	3,076,126	414,681
Total GENERAL REVENUE FUND	60,561	0	0	-60,561

## COWICHAN LAKE RECREATION - 405

For Period Ending 31-Dec-2012



GENERAL REVENUE FUND					
	YEAR 2012	YEAR 2012	YEAR 2013	VARIANCE	
	ACTUAL	ANNUAL	ANNUAL	2012/2013	
	ACTIVITY	BUDGET	BUDGET	ACTUAL TO	BUDGET
REVENUES					
GRANTS					
01-1-2000-2100 FEDERAL GRANTS IN LIEU	-881	-850	-895	-14	
01-1-2000-2109 FEDERAL GAS TAX FUNDING	0	0	-275,000	-275,000	
01-1-2000-2110 FEDERAL GRANT	-1,800	-1,500	-1,800	0	
01-1-2000-2120 FEDERAL CONDITIONAL	-3,708	-3,708	0	3,708	
01-1-2000-2121 PROVINCIAL CONDITIONAL	-3,814	-300	-3,800	14	
01-1-2000-2134 GREEN TEAM	-2,067	0	0	2,067	
01-1-2000-2150 FEDERAL WAGE SUBSIDIES	0	-2,910	-3,000	-3,000	
Total GRANTS	-12,070	-8,268	-284,295	-272,225	
RECOVERY OF COSTS					
01-1-4433-0000 RECOVERY OF COSTS	-4,594	-2,500	-3,500	1,094	
Total RECOVERY OF COSTS	-4,594	-2,500	-3,500	1,094	
EVENT					
01-1-4441-2814 MAJOR SPIELS	-4,754	-14,540	-15,460	-10,706	
01-1-4441-8115 OTHER- TAXABLE	-5,152	-16,000	-12,000	-6,948	
01-1-4441-8118 OTHER - NON - TAXABLE	-1,685	-5,150	-5,100	-3,405	
Total EVENT	-11,601	-35,690	-32,560	-20,859	
ADMISSIONS					
01-1-4700-2711 ICE SKATE RENTALS	-2,923	-2,150	-2,200	723	
01-1-4700-2712 SKATE SHARPENING	-1,130	-1,400	-1,400	-270	
01-1-4700-3310 PUBLIC ICE	-8,529	-11,000	-8,000	-471	
Total ADMISSIONS	-12,582	-14,550	-12,600	-18	
PROGRAMS					
01-1-4740-2813 LEAGUE CURLING	-8,698	-14,160	-15,000	-6,302	
01-1-4740-2715 TAXABLE	-21,873	-25,000	-25,000	-3,127	
01-1-4740-2716 NON - TAXABLE	-11,869	-21,425	-20,000	-8,331	
01-1-4740-2730 SUMMER	-8,018	-10,000	-7,000	-982	
01-1-4740-2732 BOWLING - TAXABLE	-7,081	-11,592	-11,700	-4,619	
01-1-4740-2733 BOWLING - NON TAXABLE	-6,482	-2,000	-2,000	4,482	
01-1-4740-2740 PLAY SCHOOL	-11,011	-12,000	-12,000	-989	
01-1-4740-2741 ACCESS TO COMPUTERS	-82	-200	0	82	
01-1-4740-3230 HOCKEY SCHOOL	-17,198	-17,000	-18,000	-803	
Total PROGRAMS	-90,103	-113,377	-110,700	-20,597	
TRANSIT					
01-1-4748-4001 TICKETS & DAY PASSES	-316	-200	-270	48	
01-1-4748-4002 MONTHLY PASSES	-134	-150	-185	-32	



## COWICHAN LAKE RECREATION - 405

For Period Ending 31-Dec-2012



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GENERAL REVENUE FUND					VARIANCE 2012/2013
	YEAR 2012 ACTUAL ACTIVITY	YEAR 2012 ANNUAL BUDGET	YEAR 2013 ANNUAL BUDGET	ACTUAL TO BUDGET	
01-1-4748-4003 COMMISSIONS	-29	-25	-25	4	
Total TRANSIT	-478	-375	-460	18	
BEVERAGE SALES					
01-1-4763-3050 CURLING LOUNGE	-22,151	-40,600	-32,700	-10,549	
01-1-4763-3051 YOUNGBOY LANS	-7,343	-8,000	-8,500	-1,157	
Total BEVERAGE SALES	-29,494	-48,600	-41,200	-11,706	
FOOD SALES					
01-1-4764-2703 BANQUET/CATERING REVENUE	-29,118	-32,247	-35,301	-6,183	
01-1-4764-2708 COMMISSIONS - VENDING MACHINES	-893	-2,400	-3,000	-2,107	
01-1-4764-2759 CONCESSION - ARENA	-39,888	-61,000	-55,200	-15,312	
01-1-4764-2761 YOUNGBOY LANS CONCESSION	-884	-3,200	-3,200	-2,316	
01-1-4764-3040 VENDING MACHINE SALES	-4,402	-3,800	-4,000	402	
Total FOOD SALES	-75,185	-102,647	-100,701	-25,516	
RENTALS					
01-1-5331-2817 LABOUR CHARGES	-1,499	-2,400	-1,500	-1	
01-1-5331-3051 YOUNGBOY LANS	0	-630	-3,150	-3,150	
01-1-5331-3240 GENERAL ICE	-111,521	-120,000	-130,000	-18,479	
01-1-5331-3243 CURLING RENTALS	-3,336	-500	-3,000	336	
01-1-5331-3286 HALL - ROOM GENERAL	-18,548	-21,000	-21,500	-2,952	
01-1-5331-3271 POST OFFICE	-3,147	-3,131	-3,198	-51	
Total RENTALS	-138,050	-147,661	-162,348	-24,298	
MISCELLANEOUS					
01-1-5900-2650 ADVERTISING	-5,521	-2,700	-2,700	2,821	
01-1-5900-2700 GENERAL	-489	-1,500	-1,500	-1,001	
01-1-5900-2754 TAXABLE MERCHANDISE SALES	-5	-100	-100	-95	
01-1-5900-5015 WCB RECOVERIES	-3,001	-3,000	0	3,001	
Total MISCELLANEOUS	-8,027	-7,300	-4,300	4,727	
DONATIONS					
01-1-5921-2700 GENERAL	-43	-3,000	-3,000	-2,957	
Total DONATIONS	-43	-3,000	-3,000	-2,957	
REQUISITION					
01-1-7571-0000 REQUISITION	-2,127,661	-2,127,661	-2,211,012	-83,351	
Total REQUISITION	-2,127,661	-2,127,661	-2,211,012	-83,351	
M.F.A. FUNDING					
01-1-8260-0002 M.F.A. FUNDING - SHORT TERM	-81,119	-100,000	0	81,119	

## COWICHAN LAKE RECREATION - 405

For Period Ending 31-Dec-2012



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## GENERAL REVENUE FUND

YEAR 2012	YEAR 2012	YEAR 2013	VARIANCE
ACTUAL	ANNUAL	ANNUAL	2012/2013
ACTIVITY	BUDGET	BUDGET	ACTUAL TO BUDGET

## Total M.F.A. FUNDING

## TRANSFER FROM RESERVE

01-1-9010-0000 TRANSFER FROM RESERVE

## Total TRANSFER FROM RESERVE

## SURPLUS

01-1-9110-0000 SURPLUS/DEFICIT

## Total SURPLUS

## Total REVENUES

## EXPENSES

## ADMINISTRATION EXPENDITURES

01-2-7009-1101 SALARIES/FULL TIME REGULAR

01-2-7009-1204 WAGES - HOURLY

01-2-7009-1400 BENEFITS

01-2-7009-2110 CONFERENCES &amp; SEMINARS

01-2-7009-2111 TRAVEL

01-2-7009-2131 TELEPHONE

01-2-7009-2210 ADVERTISING

01-2-7009-2320 LEGAL SERVICES

01-2-7009-2330 CONSULTANTS

01-2-7009-2340 TRAINING &amp; DEVELOPMENT

01-2-7009-2370 INSURANCE - PROPERTY

01-2-7009-2375 INSURANCE CLAIMS

01-2-7009-2395 MEMBERSHIPS

01-2-7009-2450 R &amp; M - MACHINERY &amp; EQUIPMENT

01-2-7009-2475 MISCELLANEOUS EQUIPMENT

01-2-7009-2532 COMPUTER SOFTWARE UPGRADE

01-2-7009-2675 INTERNET

01-2-7009-3002 SOCAN

01-2-7009-4100 ALLOC - GENERAL GOVERNMENT

01-2-7009-4520 ALLOC - PARKS, REC &amp; CULTURE

01-2-7009-4530 ALLOC - FACILITIES

01-2-7009-4540 ALLOC - INFO TECHNOLOGY

01-2-7009-4550 ALLOC - HUMAN RESOURCES

01-2-7009-4560 ALLOC - LIABILITY INSURANCE

01-2-7009-5120 PROMOTION

01-2-7009-5915 SUPPLIES &amp; RENTAL - PHOTOCOPY

01-2-7009-5920 SUPPLIES - OFFICE

01-2-7009-5957 SUPPLIES - RESALE

231,915	248,002	250,679	18,784
29,638	19,140	21,726	-7,912
57,048	66,365	67,360	10,301
2,206	2,480	2,480	274
6,454	6,000	7,200	746
14,650	14,000	13,000	-1,650
6,963	10,000	8,000	1,017
5,398	1,500	1,500	-3,898
9,440	10,212	5,000	-4,440
1,298	3,000	3,000	1,702
47,672	46,000	48,000	328
0	0	12,500	12,500
805	700	730	-75
0	400	500	500
4,284	4,000	11,000	6,716
7,632	8,940	11,200	3,568
3,007	4,000	3,100	93
927	1,000	1,000	73
82,815	82,815	86,164	8,349
26,148	26,148	26,335	187
22,283	22,283	26,047	5,764
26,615	30,209	26,636	21
50,047	53,645	53,476	3,428
13,854	13,854	12,840	-1,014
2,248	2,000	2,000	-248
1,822	1,800	1,650	-172
5,725	6,500	6,500	775
0	100	100	100

-2,610,893	-2,742,984	-3,076,125	-465,232
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39,665	39,665	50,551	10,886
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39,665	39,665	50,551	10,886
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-58,551	-70,000	-160,000	-101,449
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-81,119	-100,000	0	81,119
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## COWICHAN LAKE RECREATION - 405

For Period Ending 31-Dec-2012



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GENERAL REVENUE FUND		YEAR 2012	YEAR 2012	YEAR 2013	VARIANCE 2012/2013
		ACTUAL ACTIVITY	ANNUAL BUDGET	ANNUAL BUDGET	ACTUAL TO BUDGET
01-2-7009-7550 LICENCES & FEES		2,890	2,000	3,000	110
01-2-7009-8150 BANK CHARGES		2,916	2,500	2,976	60
01-2-7009-9190 CASH SHORT & OVER		-282	0	0	282
01-2-7009-9910 CONTINGENCY		0	4,613	5,129	5,129
Total ADMINISTRATION EXPENDITURES		666,441	694,236	725,820	59,379
PROGRAMS					
01-2-7010-1204 WAGES - HOURLY		141,100	143,758	142,478	1,378
01-2-7010-1400 BENEFITS		15,624	16,378	16,448	824
01-2-7010-1900 TERM EMPLOYEES		16,812	22,000	22,000	5,188
01-2-7010-1905 CONTRACT LABOUR		7,717	8,000	8,000	283
01-2-7010-2210 ADVERTISING		6,266	7,731	7,000	731
01-2-7010-5823 SUPPLIES		9,226	9,000	9,000	-226
01-2-7010-6634 SUPPLIES - HOCKEY SCHOOL		1,166	1,500	1,500	334
01-2-7010-6943 SKATE REPLACEMENT		0	750	1,000	1,000
01-2-7010-6969 SUPPLIES - LEAGUE & TOURNAMENT		5,319	8,000	8,000	2,681
Total PROGRAMS		203,232	217,115	215,428	12,194
EVENTS					
01-2-7015-4655 SPORTS TOURISM		172	1,000	1,000	828
01-2-7015-6115 OTHER - TAXABLE		3,574	11,000	7,000	3,426
01-2-7015-6116 OTHER - NON - TAXABLE		4,037	3,150	3,150	-887
Total EVENTS		7,783	15,150	11,150	3,367
FACILITY EXPENSES					
01-2-7020-1101 SALARIES/FULL TIME REGULAR		89,669	87,726	83,516	3,847
01-2-7020-1201 WAGES - USW		447,942	419,290	430,424	-17,518
01-2-7020-1204 WAGES - HOURLY		0	14,856	13,268	13,268
01-2-7020-1400 BENEFITS		124,844	117,509	121,846	-3,199
01-2-7020-2111 TRAVEL		2,606	4,500	4,000	1,392
01-2-7020-2131 TELEPHONE		1,553	3,400	2,000	447
01-2-7020-2134 ALARM SYSTEM		1,851	2,400	2,400	549
01-2-7020-2330 CONSULTANTS		5,601	8,000	6,000	399
01-2-7020-2340 TRAINING & DEVELOPMENT		5,443	6,100	6,000	557
01-2-7020-2375 INSURANCE CLAIMS		69	0	0	-69
01-2-7020-2410 R & M - BUILDINGS - GENERAL		52,144	86,141	86,000	33,856
01-2-7020-2413 R & M - GROUNDS		3,862	5,000	5,000	1,108
01-2-7020-2450 R & M - MACHINERY & EQUIPMENT		3,416	7,700	7,700	4,284
01-2-7020-2462 R & M - ICE PLANT		13,354	17,000	15,000	1,646
01-2-7020-2463 R & M - ICE SURFACE		6,235	8,000	8,000	1,765
01-2-7020-2475 MISCELLANEOUS EQUIPMENT		8,002	10,000	9,000	998
01-2-7020-2480 MINOR CAPITAL		51,366	13,144	94,783	33,417

## COWICHAN LAKE RECREATION - 405

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
01-2-7020-4803 SEWER USER FEE	3,560	2,000	3,000	-560
01-2-7020-5410 UNIFORMS	2,313	2,000	2,000	-313
01-2-7020-5510 WATER	4,386	4,000	4,000	-386
01-2-7020-5530 ELECTRICITY	110,581	98,000	88,000	-12,581
01-2-7020-5535 PROPANE	37,520	30,000	30,000	-7,520
01-2-7020-5540 OIL	42,327	25,000	35,000	-7,327
01-2-7020-5550 GARBAGE DISPOSAL	8,125	8,000	8,600	475
01-2-7020-6824 SUPPLIES - JANITORIAL	8,936	12,400	12,400	2,462
Total FACILITY EXPENSES	1,036,769	988,166	1,087,736	50,977
FOOD SERVICES EXPENSES				
01-2-7025-1204 WAGES - HOURLY	63,377	57,984	56,182	-7,185
01-2-7025-1400 BENEFITS	14,474	11,135	10,435	-4,039
01-2-7025-2450 R & M - MACHINERY & EQUIPMENT	851	1,000	1,000	149
01-2-7025-5100 FOOD PURCHASES	42,893	43,000	41,490	-1,403
01-2-7025-5110 SUNDRY EXPENSES	566	1,260	588	22
01-2-7025-6825 SUPPLIES - PAPER	95	150	100	5
Total FOOD SERVICES EXPENSES	122,257	114,529	109,805	-12,452
BAR SERVICES EXPENSES				
01-2-7027-1204 WAGES - HOURLY	8,000	11,329	7,951	-49
01-2-7027-1400 BENEFITS	532	1,133	636	104
01-2-7027-5101 BEVERAGE PURCHASES	11,711	19,500	16,928	5,217
01-2-7027-5114 BAR SUPPLIES	2,007	2,599	1,707	-300
Total BAR SERVICES EXPENSES	22,250	34,561	27,222	4,972
VEHICLE EXPENSES				
01-2-7035-2373 INSURANCE/AUTOMOTIVE EQUIPMENT	960	850	980	0
01-2-7035-2460 R & M ZAMBONI	2,664	3,500	3,500	846
01-2-7035-2570 PURCHASED MAINTENANCE/VEHICLES	0	1,000	0	0
01-2-7035-5310 FUEL & LUBRICANTS	1,894	2,500	2,500	606
Total VEHICLE EXPENSES	5,509	7,950	6,960	1,451
TRANSIT				
01-2-7100-4001 TICKETS & DAY PASSES	368	500	960	604
01-2-7100-4002 MONTHLY PASSES	84	100	126	42
Total TRANSIT	440	600	1,086	646
SHORT TERM DEBT				
01-2-8115-8215 INTEREST	422	2,000	1,208	786
01-2-8115-8216 PRINCIPAL	22,250	20,700	14,655	-7,585

Cowichan Regional District  
**COMWICHAN LAKE RECREATION - 405**

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
Total SHORT TERM DEBT	22,672	22,700	15,863	-6,809
INTEREST/MFA OWN DEBENTURES				
01-2-8123-8232 INTEREST (CVRD)	269,750	269,750	269,750	-0
Total INTEREST/MFA OWN DEBENTURES	269,750	269,750	269,750	-0
PRINCIPAL/MFA OWN DEBENTURES				
01-2-8133-8332 PRINCIPAL (CVRD)	208,207	208,207	208,207	0
Total PRINCIPAL/MFA OWN DEBENTURES	208,207	208,207	208,207	0
TRANSFER TO RESERVE FUND				
01-2-8241-0000 TRANSFER TO RESERVE FUND	0	0	20,000	20,000
Total TRANSFER TO RESERVE FUND	0	0	20,000	20,000
TRANSFER/GENERAL CAPITAL FUND				
01-2-8331-8111 ENGINEERING STRUCTURES	0	0	150,000	150,000
01-2-8331-8112 BUILDINGS	81,119	150,000	0	-81,119
01-2-8331-8122 BUILDING IMPROVEMENTS	0	0	227,100	227,100
01-2-8331-8124 LAND IMPROVEMENTS	15,025	20,000	0	-15,025
Total TRANSFER/GENERAL CAPITAL FUND	96,144	170,000	377,100	280,956
Total EXPENSES	2,661,444	2,742,964	3,076,125	414,681
Total GENERAL REVENUE FUND	50,551	0	0	-50,551