



ISLAND SAVINGS CENTRE COMMISSION

Thursday, November 8, 2012

2:30 pm/ ISC Board Room

AGENDA

Pages

- | | | |
|----|---|-------|
| 1. | <u>APPROVAL OF AGENDA:</u> | 1-2 |
| 2. | <u>ADOPTION OF MINUTES:</u> | |
| | M1 October 11, 2012 Minutes | 3-6 |
| 3. | <u>DELEGATION:</u> | |
| | D1 Cowichan Valley Wrestling Club | 7-8 |
| | - October 2, 2012 letter Cowichan Valley Wrestling | |
| 4. | <u>BUSINESS ARISING FROM THE MINUTES:</u> | |
| | BA1 ESS Plan | |
| | - Verbal Report, J. Elzinga | |
| | BA2 Liquor License Amendments | |
| | - Verbal Report, J. Elzinga | |
| | BA3 Vancouver Island Health Authority | |
| | - Verbal Report, J. Elzinga | |
| | BA4 World Junior A Hockey Challenge | |
| | - Verbal Report, J. Elzinga | |
| | BA5 Sport Tourism | |
| | - Verbal Report, J. Elzinga | |
| | BA6 Smoking Research and Report | 9-10 |
| | - J. Elzinga | |
| | BA7 Cowichan Valley Arts Council Proposal for Cowichan Suite | 11-14 |
| | - ISC Commission Minutes of July 12, 2012 | |
| | - CVAC Proposed Improvements of ISC Cowichan Suite | |
| | BA8 Sustainable Plan Public Communication | 15-16 |
| | - Schedule and Communities Report, J. Elzinga | |
| 5. | <u>DEPARTMENT STAFF REPORTS:</u> | |
| | SR1 Coordinator, Operations Division. B. Coleman, Verbal Report | |
| | SR2 Manager, Arts & Culture Division, K. Schrader, Verbal Report | |
| | SR3 Manager, Island Savings Centre Division, J. Elzinga, Verbal Report | |

6. **CORRESPONDENCE:**

7. **NEW BUSINESS:**

8. **QUESTION PERIOD:**

9. **CLOSED SESSION:**

10. **ADJOURNMENT:**

The next Regular Commission meeting will be held December 13, 2012

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, October 11, 2012 at 2:30 pm.

PRESENT: Alternate S. Jackson, B. Lines, L. Duncan, J. Woike,
L. Heinio

ALSO

PRESENT: J. Elzinga, Island Savings Centre Manager
K. Schrader, Arts & Culture Manager
B. Coleman, North/Central Cowichan Facility Coordinator
D. Williams, Youth Outreach Programmer
A. Plunet, Recording Secretary

ABSENT: A. Siebring, L. Iannidinardo, P. Kent, T. Duncan

Alternate Sharon Jackson was elected to the position as Temporary Chair.

**APPROVAL OF
AGENDA
2012- 70**

It was moved and seconded that the agenda be approved as presented.

MOTION CARRIED

**ADOPTION OF
MINUTES
2012-71**

It was moved and seconded that the minutes of the September 13, 2012 regular meeting of the Island Savings Centre Commission be approved.

MOTION CARRIED

**BUSINESS
ARISING
BA1**

A staff report of Sep. 13/12 presented 2013 Supplemental Budget Items based on a 2% requisition increase, anticipated 2014 expenses, and longer range 2015 – 2020 expenses.

If items not identified in the 2013 budget are deferred to 2014, they will be added to items currently identified for 2014 in the three phases of the Island Savings Centre Sustainability Plan:

- Phase one anticipates replacement of 2 staffing positions eliminated in 2009, and 2 Capital projects (repaving the parking lots and addressing the Aquannis Centre);
- Phase two (2015 – 2017) addresses an increase in staffing of 1 full time and 2 part time positions, plus a shared position among other recreation divisions; an increase to the Theatre presenting and advertising budget, and 4 capital projects. A transfer to reserves in 2015 is anticipated with an increase of \$234,000, plus an increase of \$234,000 in 2016. No increase is expected in 2017.

- Phase three (2018 – 2020) anticipates an increase of 5 staff positions, increased services to the Theatre presenting and advertising budget, and 11 Capital projects. No increase in transfer to reserve is anticipated between 2018 and 2020.

2012-72

It was moved and seconded that the Island Savings Centre Commission receive and file the 2013 Supplemental Items Budget Report.

MOTION CARRIED

BA2

It has been determined by staff that holding community meetings in individual areas throughout the month of November would be the best form of communication to inform the public on details of the Island Savings Centre Sustainability Plan.

2012-73

It was moved and seconded that the Island Savings Centre Commission direct staff to present the Island Savings Centre Sustainability Plan at community meetings in Area D (Cowichan Bay), Area E (Cowichan Station/ Sahtlam/ Glenora), the City of Duncan, and Municipality of North Cowichan in November, 2012.

MOTION CARRIED

The Island Savings Centre Manager will schedule community meetings in late November, and report back to the Commission for direction. Director L. Duncan stated that he did not agree with the increase submitted in the Sustainability Plan, and intended to hold community meetings in Area E in addition to those arranged through the ISC Manager.

D1

No Delegation

**DEPARTMENTAL
STAFF REPORTS:
SR1**

D. Williams, Youth Outreach Programmer, reported:

- In recognition of Homeless Action Week, a tour has been planned to view Drop-In Overnight Centres in Victoria. Meetings are also being attended with municipal programmers in Victoria to discuss possible programs that could be held in the Cowichan Valley.
- Strategies for applicable first aid are being learned as tools when handling mental health issues.
- There is an obvious need for continued funding with the actively participated programs Jumpstart and Kidsport.

2012-74

It was moved and seconded to accept the Youth Outreach report.

MOTION CARRIED

SR2

B. Coleman, North/Central Cowichan Facility Coordinator, reported:

- The aging Cowichan Arena fire system and critical alarms require updating.
- The CVRD energy manager will be putting forward a report in conjunction with BC Hydro, with recommendations for ways to create energy savings for the ISC.

2012-75

It was moved and seconded to accept the Facility Coordinator's report.

MOTION CARRIED

D. Williams left the meeting at 3:15 pm.

SR3

K. Schrader, Arts & Culture Manager reported:

- Theatre seat sales are going very well, with November scheduled to be a very busy month. Exciting new possibilities are being considered through the presenting budget, and a profitable year is projected.
- A partnership is being considered for the spring with a top promoter in Western Canada, on a revenue sharing basis that would make costs more affordable to the general public.
- The Cowichan Theatre website is in the process of being redesigned to ensure easier navigation with appealing imagery; ticket purchasing and a simpler, more effective design.
- There is a possibility of obtaining a matching fund grant that would enable the purchase of theatre equipment over the next few years.
- Improvement to the catering service process has included an upgrade of cash registers and the addition of a larger fridge, which has improved the lineup concerns in the Theatre Lobby.

2012-76

It was moved and seconded to accept the Arts & Culture Manager's Report.

MOTION CARRIED

J. Elzinga, ISC Manager, reported:

- VIHA continues to pursue the direction of a partnership with health care in the old Aquannis Centre space.
- No Smoking policies are being gathered from similar recreation facilities to determine the average distance being maintained from open doorways, and if designated smoking areas are being offered to the public.
- Larger, more regionalized Sports Tourism events are being researched such as the World Jr. A Hockey Challenge in November 2013 and a mid-Island event in 2015, the Female U-18/ CDN Hockey Championships.
- The CVRD Parks, Recreation & Culture Department plans to submit a supplemental request to propose an Events & Marketing Manager position.

2012-77 It was moved and seconded to accept the ISC Manager's report.

MOTION CARRIED

**UNFINISHED
BUSINESS** No Unfinished Business

CORRESPONDENCE No correspondence

NEW BUSINESS

NB1

User groups have requested the opportunity to open a concession during their events as a supplement to the existing arena concession.

By allowing special events and user groups to open additional concessions, the existing concession could be negatively impacted over time. It was suggested that the CV Capitals only be permitted to operate a concession to supplement the arena concession menu, and that special event user groups and general user groups be permitted to operate a concession only in partnership with the existing arena concession owner, or when the existing concession owner does not operate a concession.

2012-78

It was moved and seconded that the existing arena concession owner be given exclusive rights to operate concession(s), except under the following conditions:

- a) **The CV Capitals will be permitted to operate concession(s) in addition to the arena concession in the Arena/Heritage Hall during home games;**
- b) **Special event user groups will be permitted to operate a concession if the existing arena concession is not open for business at the time of their event;**
- c) **User groups could operate a concession in partnership and consultation with the existing arena concession owner.**

MOTION CARRIED

ADJOURNMENT

2012-79

4:04 p.m.

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Certified Correct:

Chairperson

Secretary

Dated:



October 21, 2012

Dear John Elzinga,

General Manager, Island Savings Centre

Re: BC High School Wrestling Championships. Facility Cost Reduction Request

As you are aware, the Cowichan Valley Wrestling Club is hosting the BC High School Championships on March 1st and 2nd, 2013 and we are expecting over 600-700 athletes to compete at this event. We have been helped by your Events Coordinator, Jamie Rigby in securing the Arena, Multi-purpose and Heritage Hall. Jamie has also provided us with a quote of \$6720.84 for the total cost of the rentals, wood floor setup, meeting rooms, kitchen, etc required.

The Alberni Wrestling Club is helping us plan this event and within the facility cost budget for their 2012 tournament, their facility fees were approximately 50% of the above noted quote. The Alberni Multiplex was able to do this by waiving the majority of the rental fees and charging only for staffing and utilities fees. Their club also received facility credits for providing volunteers to the concession.

We are faced with the significant issue (and cost) of heating the Arena to competition temperature. We are working with the Alberni multiplex with respect to the rental of their 'Boom Air Unit' as well as other suppliers.

We are actively fundraising but are finding that it is more difficult in the current financial climate to get the needed contributions.

When we 1st met with Jamie there was a suggestion that we could have our own concession during the event. Having our own concession would have helped us a great deal financially. Since that initial meeting we understand that Island Savings Center has contracted out the concession and does not allow other groups to have their own concession but will allow partnerships with the current concession contractor. We contacted the concession contractor to begin discussions in that regard but were discouraged when the concession contractor did not entertain any discussion at all and denied us any chance of a partnership.

D. 1

This event is a high school tournament in which athletes from all across BC will come to our community to compete. It is a chance to showcase our facility and our beautiful Cowichan Valley. We are a small group of parents trying to put this on. We are volunteers putting in hundreds of hours to host this event. We are doing it for our kids and our community.

We respectfully request that the ISC Board grant us a reduction of the above quoted fees.

We would be more than happy to attend a board meeting as a delegation.

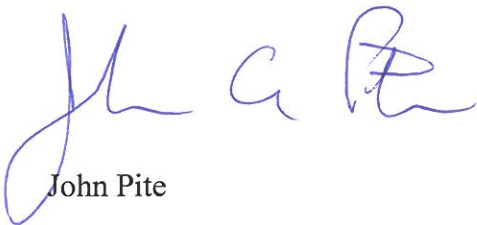
Thank you for taking the time to consider our request.

Sincerely,



Nick Zuback,

Head Coach, CVWC / Tournament Chair, 250-746-4056



John Pite

President, CVWC, 250-748-1096



Tracey Morrison

Treasurer, CVWC, 250-709-2888



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF NOVEMBER 8, 2012

DATE: November 5, 2012
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: No Smoking Policy

Recommendation/Action:

That the Island Savings Centre Commission give direction whether or not to increase the distance smoking is permitted from windows and doorways.

Relation to the Corporate Strategic Plan:

Under the goal of a safe and healthy community, and the objective of providing exceptional recreation, cultural and park services, and the strategic action of continually improving the quality of programs and services.

Financial Impact: (Reviewed by Finance Division: _____)

No financial impact anticipated.

Background:

At the September 13th, 2012, Island Savings Centre Commission meeting, a delegation from Mr. Keith Williams discussed the issue of smoking on the Island Savings Centre property.

The Commission had previously discussed the issue at the meeting of March 24, 2011, and the consensus was to remain with the provincial standard, of 3 meters from openings.

Commission has now directed staff to research the policies of other recreation facilities and report back to the Commission on the findings.

Alana Plunet on behalf of the Island Savings Centre obtained information from a number of other recreation facilities, as well as Vancouver Island University. The survey is attached.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager:

A handwritten signature in black ink, appearing to be "John Elzinga", is written over the "Approved by:" line.

Recreation Facilities: Distance from doors and windows: Designated smoking area:

Island Savings Centre	3 metres	No
Cowichan Aquatic Centre	3 metres	No
Cowichan Lake Sports Arena	3 metres	No
Alberni Valley Multiplex	3 metres	No
Gordon Head Recreation Centre	3 metres	No
Juan de Fuca Recreation Centre	3 metres	Only for events
Saanich Commonwealth Place	3 metres	No

Ladysmith Frank Jameson Community Centre	7 metres	No
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Ravensong Aquatic Centre	10 metres (currently considering full smoking ban on property)	No
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Strathcona Gardens Campbell River	20 metres	No
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Kerry Park Recreation Centre	Full smoking ban on property	No
Shawnigan Lake Community Centre	Full smoking ban on property	No
Panorama Recreation Centre	Full smoking ban on property	No

VIU Cowichan Campus	10 metres	Yes Designated areas to smoke
VIU Nanaimo Campus	10 metres	Yes Designated areas to smoke

Nanaimo Ice Centre	Full smoking ban on property	Yes Designated areas to smoke
Nanaimo Aquatic Centre	Full smoking ban on property	Yes Designated areas to smoke
Beban Park Nanaimo	Full smoking ban on property	Yes Designated areas to smoke

It was moved and seconded that the Island Savings Centre Commission direct staff to negotiate rental space with Irene Borecky CAT(C), Certified Athletic Therapist of Canada and Consultant for an on- site injury rehabilitation clinic at the Island Savings Centre.

MOTION DEFEATED

It was suggested the motion could be premature without first holding discussions with Vancouver Health Authority to determine if there is a degree of need for a physiotherapy centre at the Island Savings Centre.

2012-57

It was moved and seconded that Island Savings Centre staff research on the need and opportunity for a health & wellness centre, and that staff prepare a report for a joint partnership in a wellness centre with North Cowichan and the Aquatic Centre.

MOTION CARRIED

Opposing vote registered by T. Duncan

The Island Savings Centre Manager stated his preference to identify functional need as a primary step followed by availability of rental space.

L. Heinio left the meeting at 4:03 pm.

NB5

The recent incidents of unlicensed alcohol consumption resulting in a fine and loss of alcohol privileges in Nanaimo, was brought to the Commission's attention. Island Savings Centre staff are exercising due diligence, but a similar incident here may be possible. Staff continue to push for licensing.

NB6

The CV Arts Council requested consideration of their request to have lighting installed and the Arbutus Gallery tailor-painted within the Island Savings Centre's Cowichan Suite, with an estimated cost of \$10,000. The work would be necessary prior to renting the facility for its 2013, 43rd annual Fine Arts Show. As grants could be researched for funding of this improvement, the Commission approved funding of up to half the improvement costs.

2012-58

It was moved and seconded that the Island Savings Centre Commission approve funding of up to 50% of improvement costs to the Cowichan Suite, up to a maximum of \$5000.

MOTION CARRIED

It was suggested that the Arts & Culture Division partner in fundraising efforts with the CV Arts Council for projects where proceeds could go towards this specific improvement, and that the Arts Council be offered the Arbutus Gallery in the Cowichan Suite for their annual Fine Arts Show for multiple years.

COPY



Cowichan Valley Arts Council (CVAC)
 2687 James St.,
 Duncan, B.C. V9L 2X5
 cvartscouncil@shaw.ca
 (250) 746-1633

Ms. Judy Brayden
 CVAC President 2012/13

October 15, 2012

The Chairperson of the Island Savings Centre Commission
 2687 James Street,
 Duncan, B.C. V9L 2X5

Regarding proposed improvements the ISC Cowichan Suite

As always the Cowichan Valley Arts Council (CVAC) is extremely appreciative of the Island Savings Centre commission and staff for their unbridled support for *PORTALS – The CVAC Centre of Arts, Culture and Heritage*. CVAC continues to feel a genuine sense of inclusion in the family that is the ISC. Further to our letter of July 6, 2012, in which CVAC proposed paint and lighting improvements to the ISC Cowichan Suite, and which in our opinion would truly enhance the appeal of the suite for rental by many interested groups who do not now rent the space, the CVAC Board is proposing the following colour scheme, lighting plan and budget.

Further to the suggestion by the ISC Commissioners that CVAC jointly fund the building improvements, we are now able to dedicate \$1000. cash towards the total cost of improvements; to specify a professional "art-friendly" colour scheme for the existing walls and woodwork and a professional lighting plan (in kind value of the latter two items is \$800.). CVAC does this without prejudice and as a token of our appreciation to the support that we have received since 2011.

The following proposal supports these goals:

- Goal 1: To respect concern for a conservative and fiscally responsible improvements budget, by suggesting a phased plan, the first portion of which involves painting the entire Cowichan Suite and improving the lighting in the Arbutus Gallery only. The CVAC Board has invested a cumulative total of 40 volunteer hours researching and fine-tuning this request and preparing the final drawings. We feel that these estimates are sound.
- Goal 2: To support the prudent recommendations of the ISC Facility Staff to keep the number of paint colours within the entire building to a very limited palette, so that routine touch-ups to damaged walls can be efficiently dealt with and to use high efficiency LED lamps in all track lighting heads. This would be accomplished by using the very attractive colour scheme and lighting systems recently employed in the Cowichan Theatre Lobby.
- Goal 3: To make the Cowichan Suite much more attractive to all users who are seeking a "sophisticated" venue to display visual works, craft, charts and other display materials.
- Goal 4: To allow the Cowichan Valley Arts Council to confidently rent the suite as the home of its annual fine art show (7 days each spring, 2013 being the 43rd annual show). Note: After hearing the suggested venue improvements, CVAC members polled were excited about the

idea of locating their large and iconic, annual show in their community centre. *The ISC is where arts and culture belongs!*

- Goal 5: To encourage CVAC members and other community members the possibility of the rental option of the Cowichan Suite used in conjunction with the PORTALS space, in order to create what will in fact be the *only gallery space of that size and with sufficient lighting to enhance a professional show or display in the central CVRD.*

Phase One Schedule of Proposed improvements completed before March 31, 2013:

- 1.) Paint all walls and woodwork in the Cowichan Suite (Arbutus gallery, Koksilah Room and Mesachie Room)
 - Using Benjamin Moore "ultimate" paint all drywall walls
 - Using Benjamin Moore "Moore Spec" acrylic trim paint paint all wood work (hanging structure on walls)
 - Using Benjamin Moore "Moore Spec" acrylic trim paint paint all wood work (doors and window mouldings)

Based on the recent improvement made to the Cowichan Theatre, materials and labour cost is estimated at: \$4000.

- 2.) Using the presently unused additional breaker panel which services the Cowichan Suite, install the following into the Arbutus Gallery only.
 - Install 9 @ \$250 - 8 foot tracks (each to include 3 track heads and 3 LED high efficiency lamps); \$2250.
 - Install 4 @ \$200 - 6 foot tracks (each to include 3 track heads and 3 LED high efficiency lamps); \$800.
 - and install 6 @ \$175 - 4 foot tracks (each to include 2 track heads and 2 LED high efficiency lamps); \$1050.

Based on estimates by the ISC Facilities Manager the total electrical materials and installation cost is estimated at: \$4150.

Total cost for Phase One Improvements is estimated at: \$8150.

Phase Two Schedule of Proposed improvements completed before March 31, 2014:

- 3.) Using the presently unused additional breaker panel which services the Cowichan Suite, install the following into the Koksilah room only.
 - install 5 @ \$250 - 8 foot tracks (each to include 3 track heads and 3 LED high efficiency lamps); \$1250.

Total cost for Phase Two Improvements is estimated at: \$1250.

Total cost for all suggested improvements is estimated at: \$9400.

Please do not hesitate to call and ask for further clarification on our request. As always, CVAC is a friend of the ISC and appreciates the time and thought that the commissioners dedicate to issues of arts and culture.

Sincerely,

Judy Brayden

On behalf of the CVAC Board of Directors 2012/13







**NOTICE OF AREA "D", AREA "E", THE CITY OF
DUNCAN AND THE DISTRICT OF
NORTH COWICHAN COMMUNITY MEETINGS**

DATE: Thurs. Nov. 22, 2012
PLACE: Oceanfront Resort Ballroom,
 1681 Cowichan Bay Road, Cowichan Bay
TIME: 6:30 pm

DATE: Thurs. Nov. 29, 2012
PLACE: Island Savings Centre, Mesachie Room
 2687 James Street, Duncan
TIME: 6:30 pm

DATE: Thurs. December 6, 2012
PLACE: The Hub (Annex)
 2375 Koksilah Road, Cowichan Station
TIME: 6:30 pm

In 2012 the Island Savings Centre Commission recommended saving up to replace the aging Island Savings Centre by phasing in payments with tax increments over a 5 year plan.

Residents of Electoral Areas "D" – Cowichan Bay, Electoral Area "E" – Cowichan Station/Sahtlam/Glenora, the City of Duncan and the District of North Cowichan, are invited to attend the above noted Community Meetings to discuss a long term Financial Management Plan for the Island Savings Centre.

For further information, please contact John Elzinga, Island Savings Centre Manager, by telephone at 250-746-0400, or by email at jelzinga@cvrd.bc.ca or at the Island Savings Centre located at 2687 James Street, Duncan BC.



COWICHAN VALLEY
REGIONAL DISTRICT
175 Ingram Street
Duncan BC V9L 1N8

Phone: (250) 746-2500
 Fax: (250) 748-0054
 Email: cvrd@cvrd.bc.ca
 Web: <http://www.cvrd.bc.ca>

Potential Schedule for Community Meetings on the Island Savings Centre Sustainability Plan

Beginning the week of November 19th

Monday	November	19th	Duncan	Council		
Tuesday	November	20th	North Cowichan	Agriculture Advisory	CVRD	Electoral Area Services
Wednesday	November	21st	North Cowichan	Council		
Thursday	November	22nd	PROPOSED COMMUNITY MEETING			

Monday	November	26th	North Cowichan	Parks and Rec		
Tuesday	November	27th	North Cowichan	Council		
Wednesday	November	28th	CVRD	Eng. And Environ.	CVRD	Regional Services
Thursday	November	29th	PROPOSED COMMUNITY MEETING			

Monday	December	3rd	Duncan	Special Meeting		
Tuesday	December	4th	North Cowichan	Protective Services	CVRD	Electoral Area Services
Wednesday	December	5th	North Cowichan	Council		
Thursday	December	6th	PROPOSED COMMUNITY MEETING			