



ISLAND SAVINGS CENTRE COMMISSION MEETING AGENDA

THURSDAY, FEBRUARY 9, 2017
ISLAND SAVINGS CENTRE BOARD ROOM
2687 JAMES STREET, DUNCAN, BC

2:30 PM

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1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Island Savings Centre Commission meeting of January 12, 2017	1
Recommendation That the Regular Island Savings Centre Commission meeting minutes of January 12, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
7. <u>REPORTS</u>	
R1 Report from the Manager, Island Savings Centre Division Re: Multi Purpose Hall Flooring Donation Response	5
Recommendation That the Island Savings Centre respectfully decline the offer of a donation to cover the cost of replacing the current Multi-Purpose Hall floor with a wood sport floor.	
R2 Report from the Manager, Island Savings Centre Division Re: 2017 Budget Amendment	9
Recommendation That it be recommended to the Board that the 2017 Island Savings Centre Budget be	

amended as follows:

Function 420:

1. Decrease Federal Conditional Grants revenue by \$50,000
2. Increase Sponsorship revenue by \$75,000
3. Increase Recovery of Costs by \$10,000
4. Decrease Consultants expense by \$20,000
5. Increase Security expense by \$35,000
6. Increase Capital Building Improvements expense by \$20,000

Function 423:

1. Decrease Federal Conditional Grants revenue by \$91,875
2. Decrease Sponsorship revenue by \$75,434
3. Decrease Capital Building Improvements expense by \$202,095
4. Increase Security expense by \$34,786

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|----|--|---------------|
| R3 | Report from the Coordinator, North / Central Cowichan Facility | Verbal Report |
| R4 | Report from the Manager, Arts and Culture Division | Verbal Report |
| R5 | Report from the Manager, Island Savings Centre Division | Verbal Report |

8. **UNFINISHED BUSINESS**

9. **NEW BUSINESS**

10. **QUESTION PERIOD**

11. **CLOSED SESSION**

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

12. **ADJOURNMENT**

The next Island Savings Centre Commission Meeting will be held Thursday, March 9, 2017 at 2:30 PM, in the Island Savings Centre Board Room, 2687 James Street, Duncan, BC.

Commission Members

Councillor A. Siebring, Chairperson
Councillor, S. Jackson, Vice-Chairperson
Councillor T. Duncan
Mayor J. Lefebure

Director L. Iannidinaro
Director A. Nicholson
Councillor T. Walker

Minutes of the Island Savings Centre Commission Meeting held on Thursday, January 12, 2017 in the Island Savings Centre Board Room, 2687 James Street, Duncan BC at 2:30 PM.

PRESENT: Mayor J. Lefebure
Councillor A. Siebring
Director S. Jackson
Director T. Duncan
Director L. Iannidinardo
Director A. Nicholson

ALSO PRESENT: J. Elzinga, General Manager, Community Services
K. Schrader, Manager, Arts and Culture
T. Askham, Manager, Island Savings Centre
B. Coleman, Coordinator, North/Central Cowichan Facility
A. MacFarlane, Recording Secretary

ABSENT: Councillor T. Walker

CALL TO ORDER:

2:30 PM The Manager of the Island Savings Centre called the meeting to order.

ELECTION

E1 The Manager called for nominations from the floor for the office of Chair of the Island Savings Centre Commission for the year 2017. Councillor Siebring was nominated for the position of Chair and accepted the nomination.

Nominations were called on twice more. Hearing no further nominations from the floor, nominations were declared closed.

Councillor Siebring was declared elected by acclamation to the position of Chair of the Island Savings Centre Commission for the year 2017.

The Manager called for nominations from the floor for the office of Vice Chair of the Island Savings Centre Commission for the year 2017. Director Jackson was nominated for the position of Vice Chair and accepted the nomination.

Nominations were called on twice more. Hearing no further nominations from the floor, nominations were declared closed.

Director S. Jackson was declared elected by acclamation to the position of Vice Chair of the Island Savings Centre Commission for the year 2017.

Councillor Siebring assumed the Chair.

APPROVAL OF AGENDA

It was moved and seconded to amend the agenda to move R4 into Closed Session under Section 90 Sub {1}(d)}, and to approve the agenda as amended.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Island Savings Centre Commission Meeting of December 8, 2016

It was moved and seconded that the minutes of the Regular Island Savings Centre Commission meeting of December 8, 2016 be approved.

MOTION CARRIED

J. Elzinga arrived at 2:35 PM.
L.lannidinardo arrived at 2:36 PM.

REPORTS

R1 Report from the Coordinator, North / Central Cowichan Facility

The Coordinator of North / Central Cowichan Facility reported that some equipment controls have been impacted due to the harsh weather conditions experienced over the last month. The solar powered Cowichan Performing Arts Centre exterior sign, and the cladding and snow-pit shell projects have been completed.

R2 Report from the Manager, Arts and Culture Division

The Manager of the Arts and Culture Division reported that the 2017 winter / spring brochure will be available in the following week.

R3 Report from the Manager, Island Savings Centre Manager

The Manager of the Island Savings Centre Division reported on a successful New Years' Eve family event, and spoke of upcoming events. Those who have expressed interest in the old Aquannis Centre space have been advised that the first step will be a community consultation process. A new recreation software will be put in place in early March, with a shared database between Ladysmith, the Municipality of North Cowichan and the Cowichan Valley Regional District. Since January 1, 2017, the new Fast Charge EV station has seen 40 charging sessions at a cost to the drivers of \$98.

B. Blouin will no longer be attending the Commission meetings as representative of the Duncan Jr. Council. The Commission members voiced appreciation for her time spent at the table over the past year.

It was moved and seconded to receive the reports.

MOTION CARRIED

CLOSED SESSION

2:51 PM It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, Sub {(1)(d)} Security of Property.

MOTION CARRIED

RISE FROM CLOSED SESSION

3:58 PM It was moved and seconded that the Commission rise without report and return to the Open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

3:58 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 3:58 PM.

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMISSION

DATE OF REPORT February 3, 2017

MEETING TYPE & DATE Island Savings Centre Commission of February 9, 2017

FROM: Island Savings Centre Division
Community Services Department

SUBJECT: Donation for Multi-Purpose Hall Wood Floor

FILE: N/A

PURPOSE/INTRODUCTION

The purpose of this report is to inform the Commission about the information gathered in consideration of a donation to replace the current floor with a wood sport floor in the Multi-Purpose Hall and to seek support for the subsequent recommendation.

RECOMMENDED RESOLUTION

That the Island Savings Centre respectfully decline the offer of a donation to cover the cost of replacing the current multi-purpose hall floor with a wood sport floor.

BACKGROUND

In the fall of 2016 a local citizen approached the Island Savings Centre with an offer to make a donation to cover the cost of replacing the current multi-sport court flooring in the Multi-Purpose Hall (MPH) with a wood sport floor. Over the past couple of months, staff conducted research on the implications of accepting the offer, and present that information in this report to support the recommendation.

The potential donor disclosed an interest in providing a high quality surface for high school level basketball. The donor suggested that the ISC may also attract basketball tournaments if such a high quality facility were available.

ANALYSIS

While the existing multi-use floor requires periodic repair, the current long range capital plan recommends replacement in 2022.

The MPH is currently used for a wide range of sport and special event purposes. Sport groups that would benefit from a wood floor include: basketball, volleyball, pickleball, and badminton along with many activities carried out through the high school's use of the space for their physical education classes.

Sport groups that currently use the facility that would be of concern due to the wear and tear these activities place on a wood floor include: indoor field hockey, lacrosse, baseball and ball hockey.

Due to what we've learned about the wear and tear caused by street shoes, there would be concern about any event where the public come into the space in street shoes. As a result, annual events that would be of concern include: Christmas Chaos, the Home Show, the Parents Unite Garage Sale, the Grad Banquet and the New Year's Eve event.

As part of the investigation regarding the level of maintenance required to keep the floor in good condition, we visited Duncan Christian School (DCS), where a wood sport floor, very similar to the one suggested by the donor was installed in the high school gym in 2008. When first installed

the school didn't allow outside shoes on the floor because small gravel and dirt damages the floor. They found it difficult to monitor and control this regulation, and have relaxed this rule somewhat, which has had a negative impact on the floor's condition and maintenance needs. The school doesn't allow any stick sports on the floor. They have another gymnasium in the elementary school and all sports that would damage the wood floor occur in the other gym. The school hosts basketball tournaments on the wood floor, including those at the provincial high school level.

We also consulted the Director of Operations for the Cowichan Valley School District. The school is a major user of the MPH for sports and physical education classes as well as exams and the annual graduation dinner. We are aware the District is advancing its proposal to replace the existing high school with a new high school on their land on the north side of the Island Savings Centre adjacent to VIU. The Operations Director reported that the new high school would include a gymnasium to meet school sport and education needs. It is anticipated that in Spring 2017, the Province will announce the capital plan for the next eight years. At that time, we will know if Cowichan Secondary will be on the list for replacement within the next decade.

It has been made clear that best practices for the care and maintenance of a wood sport floor prohibit many of the multi-uses that the community has come to rely on this facility being able to accommodate. In many situations where a wood sport floor is maintained at a high quality for limited sports and tournaments, there is an alternate, multi-use space available. For some of the Centre's current users who would be displaced by a wood floor, alternative facilities are limited or do not exist in the community. The nearby DCS does maintain a high quality wood floor along with the bleachers and equipment to host basketball tournaments up to the provincial high school level.

As a result of these consultations, along with a review of manufacturers recommendations for allowable uses and maintenance requirements, staff have concluded that a wood sport floor for the MPH is not in the best interests of the Centre, nor the community, over the long term for the following reasons:

- Maintenance costs would increase to keep the floor in good condition and prolong its life.
- Existing sport groups and particularly special events would very likely be displaced.
- Cowichan Secondary has plans to accommodate their competitive basketball and physical education class needs in the new school.
- There is a tournament-ready basketball facility nearby.
- Once the high school is replaced it will be more even important that the Centre offer a multi-use surface to the community to broaden, rather than narrow, the scope of sports, activities and events that are able to utilize the facility.

FINANCIAL CONSIDERATIONS

Declining this offer will result in continued periodic repair of the existing floor, which will ultimately be recommended for replacement in approximately five years.

The 2017 Budget includes \$25,000 which was earmarked for equipment replacement in the event the floor was replaced. It is recommended this \$25,000 remain for the intended purpose for equipment at or near end of life and requiring replacement in the near future (i.e. sound system components, shot clocks, score clock, backboards).

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

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*)
- Engineering Services** (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services** (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services**

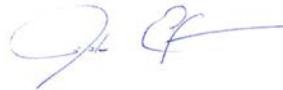
Prepared by:

Reviewed by:



Terri Askham
Manager

Not Applicable
Not Applicable



John Elzinga
General Manager



STAFF REPORT TO COMMISSION

DATE OF REPORT February 3, 2017
MEETING TYPE & DATE Island Savings Centre Commission of February 9, 2017
FROM: Island Savings Centre Division
 Community Services Department
SUBJECT: Budget Amendment
FILE: N/A

PURPOSE/INTRODUCTION

The purpose of this report is to seek authorization to amend the 2017 Budget.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the 2017 Island Savings Centre Budget be amended as follows:

Function 420:

1. Decrease Federal Conditional Grants revenue by \$50,000
2. Increase Sponsorship revenue by \$75,000
3. Increase Recovery of Costs by \$10,000
4. Decrease Consultants expense by \$20,000
5. Increase Security expense by \$35,000
6. Increase Capital Building Improvements expense by \$20,000

Function 423:

1. Decrease Federal Conditional Grants revenue by \$91,875
2. Decrease Sponsorship revenue by \$75,434
3. Decrease Capital Building Improvements expense by \$202,095
4. Increase Security expense by \$34,786

BACKGROUND

Following the Commission's approval of the 2017 Budget, information regarding two grant applications has been received, prompting an opportunity to revise the 2017 Budget to meet emerging security needs and refocus sponsorship funds.

The Commission is able to submit Budget amendments to the Board for amendment without increasing the requisition.

ANALYSIS

Following 2017 Budget approval, it was learned that two federal grant applications for capital projects were unsuccessful. The first was a bundled chiller replacement application for Canada 150 funds to replace the chillers at the Island Savings Centre, Cowichan Lake Sports Arena and Kerry Park Recreation Centre. Without the grant it had been agreed that the project would not be a priority for 2017. This enables redistribution of Island Savings Credit Union sponsorship funds of \$75,000 and requisition funds of \$34,786 that were allocated to the project to address more urgent needs of the lobby washroom renovation project, and increased security services. The chiller replacement will be moved to 2020 in the five year capital plan.

The second unsuccessful grant was for \$50,000 for the lobby washroom renovation project. This project is considered a priority for 2017 and therefore it is recommended that the Island Savings Credit Union Sponsorship funds allocated to the chiller project be reallocated to the Lobby Washroom project. This will increase the available funds for the project from \$100,000 to \$120,000. Any unused sponsorship funds are held for project completion, should the work run past year end, or for future capital uses should the full amount not be required. Because these two projects are in different functions, budget amendments are required.

In addition, a decrease in the required consultant funds for planning for the old Aquannis Centre space due to the Commission's preferred process, allows for \$20,000 in planned Consultant expenses in Function 420 to be reallocated to Security expenses in the same function. To increase funds available for security services for 2017, it is recommended that \$10,000 be moved from available hardship funds through the Recovery of Costs line item.

These transfers will enable the lobby washroom project to proceed in 2017 as planned, and provide for security services to meet emerging needs without increasing the requisition.

FINANCIAL CONSIDERATIONS

The recommended Budget amendments maintain the 2017 requisition and reflect the requirement that Island Savings Centre Sponsorship funds support capital projects.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

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*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

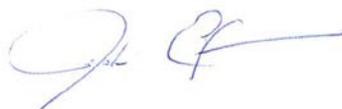
Prepared by:



Terri Askham
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager