



ISLAND SAVINGS CENTRE COMMISSION

Thursday, June 13, 2013

ISC Board Room 2:30 PM

AGENDA

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10. **QUESTION PERIOD**

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12. **ADJOURNMENT**

Committee Members

Chair Councillor Siebring
Vice Chair Councillor Jackson
Councillor Lines

Councillor Woike
Director L Duncan
Councillor T Duncan

Director Iannidinardo

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, May 9, 2013 at 2:30 pm.

PRESENT: A. Siebring, B. Lines, S. Jackson, T. Duncan, J. Woike

ALSO

PRESENT: W. Jones, CAO
R. Austen, General Manager, Parks Recreation & Culture
J. Elzinga, Manager, Island Savings Centre
J. Wakeham, Manager, Facility, Fleet and Transit
B. Coleman, Coordinator, North/Central Cowichan Facility
D. Williams, Programmer, Youth Outreach
A. Plunet, Recording Secretary

ABSENT: K. Schrader, L. Duncan, L. Iannidinardo

The order of the meeting was adjusted to address D1 Delegation first on the agenda, and to move up in order: R1 Staff Report; NB4 Operations Work Plan; and R2 Youth Outreach Staff Report.

**APPROVAL OF
AGENDA
2013-27**

It was moved and seconded to approve the agenda as presented.

MOTION CARRIED

**ADOPTION OF
MINUTES
2013-28**

It was moved and seconded that the minutes of the March 14, 2013 regular meeting of the Island Savings Centre Commission be approved.

MOTION CARRIED

D1

Val Nicol of Cowichan Division of Family Practice spoke on the overlap of goals and objectives between VIHA, Island Savings Centre and the Cowichan Valley Division of Family Practice. Although VIHA has not identified a sustainable plan for this Division past March 31, 2015, Commission support was given to continue to pursue the concept of possible partnership opportunities with this community service. It was suggested that a meeting be called for further discussion.

2013-29

It was moved and seconded that the Island Savings Centre coordinate a meeting to discuss the Primary Health Care Facility at the Island Savings Centre, with invitations sent to the Cowichan Division of Family Practice, the Cowichan Community Health Network, the Cowichan Valley Regional Hospital District, and VIHA.

MOTION CARRIED

R1 B. Coleman, North/Central Cowichan Facility Coordinator, gave a verbal staff report on ongoing projects at the Island Savings Centre, including site development of fast charge and secondary charge stations, arena roof tender, improving the loading dock area, repainting of Portals and Cowichan Suite, replacement of emergency generator, arena door replacement, developing of a roundabout on University Way, compressor replacement and working with the CVRD recreation centres, to improve air quality for user groups in the arenas through an upgrade for gas detection.

NB4 The Manager of Facility, Fleet and Transit submitted the Operations Division Work Plan for 2013, identifying high, medium and low priorities. Security cameras were identified among the list of priorities to help address the increase in security issues at the Island Savings Centre.

J. Wakeham and B. Coleman left the meeting at 3:50 p.m.

BUSINESS ARISING

BA1 The Island Savings Centre Manager reported with a power point presentation on Sport Tourism potential in the Cowichan Valley, for present discussion and budget discussion at a future date. General support was given for establishing a framework of how to consider sport tourism initiatives. Although Manager Elzinga's presentation was specific to Sports Tourism, Councillor Jackson stated that the same community benefits as presented in the Sports Tourism concept, could also be applied to Cultural Tourism. The Manager was directed to present his report to other recreation commissions to gauge if there is support to establish a sport tourism strategy.

2013-30 **It was moved and seconded that the Sport Tourism presentation be taken to other Recreation Centre Commissions to establish if there is a level of support to pursue a Sport Tourism strategy.**

MOTION CARRIED

BA2 J. Elzinga reviewed for Commission information, the liquor inspector visit during an Old timers' hockey game, and the Commission approved initiative to begin serving alcohol in the dressing rooms in a three way partnership between the Island Savings Centre, the user group and the Liquor Licensing Branch.

BA3 At the Commission's request, a historical background of the Arts and Culture Division was provided by W. Jones, CAO. Although Commission support was expressed for the Theatre and arts and culture activities benefiting the contributing partners, concerns raised about funding work outside of the Cowichan Theatre and the nine funding partner jurisdictions.

Support was voiced for the development of an arts and culture plan and function that would serve the entire region and would be funded regionally.

BA4

J. Woike offered to Chair, and B. Lines and S. Jackson to be on a Food and Beverage Sub Committee to review food and beverage in the Island Savings Centre.

CORRESPONDENCE

C1

An April 11, 2013 email from Darrin St. Amand requested clarity regarding the decision to deny funding relief to a local hockey tournament. As the Island Savings Centre is already highly subsidized, staff was directed to contact Mr. St. Amand to explain the Commission decision not to fund.

INFORMATION

IN1

Councillor S. Jackson gave notice of motion that she will be bringing forward a resolution at the June 13, 2013 Island Savings Centre Regular Commission meeting:

"In light of recent emails widely broadcast as a result of the on line discussion of our previous minutes, that the ISC Commission request that the CVRD staff review The CVRD Harassment Policy and make recommendations to the Board including but not limited to:

- i. updating the language and
- ii. consequences of harassment by staff or elected representatives".

DEPARTMENT REPORTS

R2

D. Williams, Youth Outreach Programmer reported: Youth Outreach continues to work with community agencies. Recent outreach activities include Youth Week, Spring Break workshop and activities with Cowichan Tribes, and cultural diversity discussions at a BCRPA conference. Rebalancing of work duties now includes developing children's programs.

D. Williams left the meeting at 4:10 p.m.

BA3

In K. Schrader's absence, J. Elzinga reported for the Arts & Culture Division on her plans to write a Cultural Spaces Grant with bundling of projects for maximum benefit. Should the grant be approved, a 50% savings could be obtained. If a washroom at stage level was included in the bundle, and the grant was approved, the cost for the capital projects would still be less than the approved 2013 Budget.

2013-31

It was moved and seconded to approve a Cowichan Theatre washroom at stage level subject to the inclusion of it in the Cultural Spaces Grant proposal, and subsequent approval of the grant.

MOTION CARRIED

R4 J. Elzinga, reported on significant events at the Island Savings Centre, including the U16 Female Cup, Provincial wrestling event, and potential arena cross motor event. The Aquannis Centre Management agreement will require some clarification before being brought forward for Commission information. Discussion is underway with the School District regarding provision of additional parking.

W. Jones and R. Austen left the meeting at 5:15 p.m.

NEW BUSINESS

NB1 Four successful recipients of the 2013 Cowichan Valley Arts and Sports Scholarships awards have been chosen. Chair Siebring and Councillor Duncan will present the awards at the school's upcoming graduation ceremonies.

NB2 It was suggested that the Island Savings Centre and Arts & Culture Divisional Work Plans be tabled for discussion to the next Commission meeting.

2013-32 **It was moved and seconded to table discussion on the Island Savings Centre and Arts & Culture Division Work Plans for further discussion at the June 13, 2013 Commission meeting.**

MOTION CARRIED

**RESOLVE INTO
CLOSED
SESSION
2013-33
5:23 p.m.**

It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Section Part 4, Division 3, Section 90, Subsection (1) (k) Negotiations.

MOTION CARRIED

**RISE FROM
CLOSED
SESSION
2012-36
5:38 p.m.**

It was moved and seconded that the Commission rise without Report.

MOTION CARRIED

**ADJOURNMENT
2012-37
5:38 p.m.**

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Certified Correct:

Chairperson

Secretary

Dated:



ARTS & CULTURE DIVISION WORK PLAN

HIGH PRIORITY FOR 2013

- *Regular Business:* long range arts & cultural planning, liaising with community stakeholders, representing arts and culture on committees, advocating for arts and heritage, media relations, representing the CVRD & Cowichan Theatre on a local, provincial and national level, facility management, administration, supervising staff, performance programming, client services, marketing and promotions, ticket sales, front of house management, technical production, rentals, food and beverage services, event planning, media relations, nurturing artists' careers, building relationships with national and international promoters.
- Implement year two of the *ISC Staffing, Services & Sustainability Plan*.
- Establish a CVRD Arts & Culture Standing Committee.
- Work with local governments and community stakeholder groups to plan for a regional arts, culture & heritage service function.
- Partner with the Cowichan Valley Arts Council to undertake phase two of the cultural mapping project.
- Launch the new Cowichan Theatre webpages.
- Increase the Cowichan Theatre's online presence through various social media portals.

MEDIUM PRIORITY FOR 2013

- Partner with the Cowichan Valley Arts Council, Ladysmith Arts Council and Chemainus Art and Cultural Society to further develop arts and culture region-wide.
- Update, improve and maintain the newly created Cowichan Culture website as an online informational hub for arts, culture and heritage event information and increase online marketing opportunities for artists and local groups.
- In Partnership with the *Newsleader Pictorial*, produce the fall edition of the Regional Arts and Culture Guide, including a new online component.
- Participate in the third annual "Culture Days" event and hold seat on the BC Task Force
- In partnership with Cowichan Women Against Violence (CWAV), produce the third annual fundraising event to benefit CWAV.
- License dressing rooms and work with the liquor board to review the existing license.
- Partner with local entertainment promoters and businesses to sponsor a new performance series at the Cowichan Theatre.
- Organize and host Vancouver Island regional theatre meetings.
- Review the Arts & Culture Division staffing levels in relation to workload, review job descriptions, encourage active participation in CVRD Employee Wellness Programs.



ARTS & CULTURE DIVISION WORK PLAN

LOW PRIORITY FOR 2013

- Promote and facilitate region wide participation in the BC Cultural Crawl and BC Arts and Culture Week.
- Implement the 5 year Cowichan Theatre marketing plan, and evaluate its effectiveness.
- Participate in the Cowichan place partnership.
- Participate in the provincial 2013 Arts Summit to work with cultural organizations to develop a comprehensive cultural policy for BC.
- Increase participation in various cultural advocacy organizations such as BC Touring Council, CAPACOA, Americans for the Arts, Alliance for Arts and Culture, and others.



FACILITIES, FLEET & TRANSIT MGMT DIVISION WORK PLAN

FACILITIES

HIGH PRIORITY FOR 2013

- *Regular Business* public and other organization inquiries; budget development, tenders, capital purchases, staff training and HR issues, commission meetings, team development, recreation centre facility maintenance & operations and recreation commissions staff support.
- Inventory and label all CVRD maintenance equipment and tools at recreation facilities.
- Create the "General operating and preventative maintenance best practice standards" manual to standardize facility maintenance and operation procedures at recreation facilities.
- Obtain MIA funding and install gas (carbon monoxide and nitrogen dioxide) monitoring detection equipment at the 3 arenas, as well as installing ice alert signage at the recreation facilities.
- Tender the supply of janitorial products at the recreation facilities and CVRD head office.
- Assist the Parks, Recreation & Culture Department to evaluate a full no smoking policy at recreation facilities and grounds.
- Tender the replacement of the ISC north end ice plant room roof.
- Secure BC Hydro grant funding and replace the 2 ISC refrigeration compressors.
- Renovate and upgrade the ISC loading dock.
- Tender the replacement of the ISC emergency generator.
- Secure grant funding and install electric vehicle charging stations at Kerry Park, Cowichan Lake arena, ISC and SLCC.
- Secure grant funding and install DC fast charge electric vehicle charging station at ISC.

MEDIUM PRIORITY FOR 2013

- Renovate the office space for the Theatre division at ISC.
- Remove asbestos from the old pool area at the ISC.
- Working with the CVRD Solid Waste division, improve recycling opportunities and add composting at the recreation facilities.
- Continue to work with the CVRD energy manager to identify possible energy savings initiatives at the recreation facilities and CVRD office building.
- As funding permits, undertake low cost energy saving upgrades to recreation facilities and the CVRD office building such as; installing weather stripping, replacing old windows, installing insulation, replacing old mechanical equipment, etc.



FACILITIES, FLEET & TRANSIT MGMT DIVISION WORK PLAN

LOW PRIORITY FOR 2013

- Review options to upgrade or add cameras at the CVRD building and the recreation facilities.
- Install new dressing room allocation monitors at ISC.



ISLAND SAVINGS CENTRE DIVISION WORK PLAN

HIGH PRIORITY FOR 2013

- *Regular Business:* facility management, administration, programs, special events, staffing, marketing, food & beverage, rentals, Cowichan Place partnership and long range development of recreation services and programs.
- Establish a partnership with the Vancouver Island Health Authority, which may include the creation of a primary health care facility in the Aquannis Centre's former change rooms and lobby, as well as partnering on health related programming.
- Create a marketing plan for the Island Savings Centre division, including signage.
- Create a programming plan for the Island Savings Centre division.
- Incorporate national trends of "sport for life," "physical literacy," and "long term athlete development" into the ISC programming plan.

MEDIUM PRIORITY FOR 2013

- Fully implement licensed service in dressing rooms.
- Implement year two of the sustainability plan for the Island Savings Centre.
- Assist Public Safety in completing the Emergency Social Services Primary Reception Centre Plan.

LOW PRIORITY FOR 2013

- Review and amend the food and beverage plan for the Island Savings Centre.
- Promote the world's largest hockey stick and puck.
- Develop a sports tourism strategy to attract sporting events.



June 12, 2013

Via email to jelzinga@cvrd.bc.ca

Cowichan Valley Regional District
Island Savings Centre
2687 James Street
Duncan BC V9L 2X5

Attention: Mr. John Elzinga

Dear Mr. Elzinga,

Thank you for taking the time to meet with us to discuss the School District's usage of facilities within the Island Savings Centre.

With the District's restructuring, we believe we will have some additional gym time we can use for our students at Cowichan Secondary School. We also have dance space we can use at the Quamichan Campus.

As a consequence, the School District will not be using the dance space in the Genoa Room after June 30, 2013 so this is the School District's notice that it is cancelling the Rental Agreement dated September 1, 2010 effective June 30, 2013.

The School District will be using the Multi-Purpose Hall in the Island Savings Centre half time starting September 3, 2013. I ask you to make connection with Charlie Coleman, the Principal of Cowichan Secondary School to work out the scheduling details.

Thank you for your cooperation as we go through this transition, which is part of our restructuring efforts.

Yours truly,

Robert A. Harper, CGA
Secretary-Treasurer

cc Charlie Coleman, Principal CSS
Jason Sandquist, Assistant Secretary-Treasurer



The Creative Economy Event

**An initiative to support growth and innovation
in Surrey's Arts & Culture industry**

The Surrey Board of Trade and the City of Surrey are pleased to announce a new partnership focused on recognizing the economic and social value of fostering a thriving cultural industry in Surrey.

WHEN: Tuesday, June 11, 2013
TIME: 7:30am Registration
 8:00am-10:30am Program
 (includes Q & A)
WHERE: Surrey Arts Centre
 13750 88th Ave, Surrey BC
ADMISSION: Free

Register online at www.businessinsurrey.com
 For more information call 604-581-7130

THIS EVENT WILL FEATURE:

Master of Ceremonies: Councillor Judy Villeneuve, City of Surrey

Howard Jang, Executive Director, Arts Club Theatre

Topic: The importance of, and impact on, arts and culture to business and the economy

Dr. Alan Davis, President, Kwantlen Polytechnic University

Topic: The academic perspective on arts/culture and business

Jordan Strom, Curator of Exhibition and Collections, Surrey Art Gallery

Topic: Arts and Culture as a revitalizing force

Rowland Lorimer, Director of Publishing Programs, Canadian Centre for Studies in Publishing at Simon Fraser University

Topic: Creativity/Innovation Strategy

Dr. Catherine Murray, Simon Fraser University

Topic: "Challenger" creative city strategies in edge cities



RESOLUTION

ISC COMMISSION MEETING OF June 13, 2013

DATE: June 13, 2013

FROM: Sharon Jackson, Councillor, City of Duncan

SUBJECT: CVRD Harassment Policy

As submitted under a Notice of Motion on May 9, 2013:

"In light of recent emails widely broadcast as a result of the on line discussion of our previous minutes, that the ISC Commission request that the CVRD staff review the CVRD Harassment Policy and make recommendations including but not limited to:

- i. Updating the language and
- ii. Consequences of harassment by staff or elected representatives to the Board."

This Agreement dated and made effective this _____ day of _____,

BETWEEN

The Corporation of the District of North Cowichan
7030 Trans Canada Highway, Box 278
Duncan, B.C. V9L 3X4

AND

The Corporation of the City of Duncan
200 Craig Street, Box 820
Duncan, B.C. V9L 1W3

(hereinafter called "the Owners")

AND

The Cowichan Valley Regional District
175 Ingram Street
Duncan, B.C. V9L 1N8

(hereinafter called "the CVRD")

WHEREAS the Owners desire the CVRD to enter into an agreement whereby the CVRD will exercise management and control of the space formerly known as the Aquannis Centre, and referred to herein as the "Centre";

AND WHEREAS the Board of the CVRD agrees to exercise said management and control of the Centre:

NOW THEREFORE in consideration of the payment of \$1.00 to the Owners, the receipt and sufficiency of which is acknowledged, and for other good and valuable consideration, this Agreement witnesses that the CVRD will assume management and control of the Centre on the following terms and conditions:

1. The Centre will retain its name as the Aquannis Centre, but it must be included henceforth as part of the Island Savings Centre, and where the Island Savings Centre is referred to, such reference will include the Aquannis Centre, except where specifically excluded;
2. The Island Savings Centre Commission, established by CVRD Bylaw No. 431 - Cowichan Centre Commission Establishment Bylaw, 1979, as amended (attached as Schedule "A"), will from, and after, the date of this Agreement be that the body of the CVRD responsible for management and control of the Centre and will be empowered, with respect to the Centre, to act in accordance with the procedures, powers, responsibilities and general provisions of the said establishment bylaw;
3. Ownership of the Centre in law and equity must remain with the Owners;

4. The Owners agree to pay to the CVRD budget approved operating expenses and administrative charges for the Centre;
5. The costs of any additional or replacement capital items pertaining to the building structure and fixtures of the Centre will be the responsibility of the Owners;
6. Payment of any legal expenses incurred by the Owners, with respect to the Centre, which resulted from actions initiated, or taken, prior to the date of this Agreement must continue to be the sole responsibility of the Owners. The payment of legal expenses incurred subsequent to the date of this Agreement must be by the Island Savings Centre Commission;
7. The CVRD, at its cost, shall obtain and maintain throughout the Term, public liability insurance with respect to the Centre. The public liability insurance shall be for an amount not less than \$2,000,000 in respect of any one occurrence, and must name the Owners as additionally insured;
8. The Corporation of the District of North Cowichan, paid from the revenues of the property, shall obtain and maintain throughout the Term, for the joint benefit of the Owners and the CVRD, property damage insurance with respect to the Centre and the appurtenances and amenities located therein;
9. This Agreement may be terminated by either party providing the other with three (3) months' notice in writing provided that this Agreement will terminate in any event on August 31st, 2014.

Release and Indemnity

10. The CVRD hereby releases and agrees to indemnify and hold harmless the Owners, jointly and severally, from and against any and all actions, causes of action, claims or demands whatsoever that may arise directly or indirectly from exercise by the CVRD of its rights and responsibilities under this Agreement, and the indemnity herein must extend to payment of any legal fees incurred by the Owners, jointly and severally, that pertain to such actions, causes of action, claims or demands.

Time

11. Time is of the essence of this Agreement.

Notice

12. Any notice required or permitted to be given under this Agreement is sufficiently given if delivered personally, or if sent by prepaid registered mail, to the Owners or to the CVRD at their respective addresses as set out above, provided that either party is entitled to designate another address by giving notice of it to the other party in accordance with the terms of this Agreement. Any notice mailed is deemed received, except during a period of interruption of normal postal service, on the fourth business day following the date of mailing.

Further Assurances

13. Each of the parties must execute and deliver such further documents and do such further acts and things as the other party may reasonably request from time to time to give full effect to this Agreement.

Assignment

14. Neither party must assign any of its rights or obligations under this Agreement, to the extent they are assignable, without the consent in writing of the other party.

Binding Effect

15. This Agreement enures to the benefit of and is binding on the parties, their respective heirs, executors, administrators and other legal representatives and, to the extent permitted in this Agreement, their respective successors and assigns.

Applicable Law

16. This Agreement must be interpreted in accordance with the laws of the province of British Columbia.

Entire Agreement

17. This Agreement constitutes the entire agreement between the parties and contains all of the representations, warranties, covenants and agreements between the parties, and may not be amended or modified except by an instrument in writing executed by all parties. This Agreement supersedes all prior agreements, memoranda, and negotiations between the parties.

The Corporate Seal of the District of North Cowichan was affixed in the presence of:

The Corporate Seal of the City of Duncan was affixed in the presence of:

The Corporate Seal of the Cowichan Valley Regional District was affixed in the presence of:



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF JUNE 13, 2013

DATE: June 11, 2013
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Recent Island Savings Centre Budget Implications

Recommendation/Action(s):

Provided for information.

Relation to the Corporate Strategic Plan:

Increase accountability with regular performance reporting.

Financial Impact: (Reviewed by Finance Division: SEN)

Property insurance for 2013 is \$41,141 over budget, and \$42,251 over last year's expense, equating to a 42.7% increase.

The School District intends to rent half of the previous amount of time in the Multi-purpose hall next fall, equating to an approximate \$13,600 shortfall in projected revenue this year.

Total impact of these two items on the 2013 Island Savings Centre budget is very approximately \$55,000.

Background:

Property Insurance:

Property insurance for the Island Savings Centre was paid as follows:

2009	\$94,510.
2010	\$95,822
2011	\$97,607
2012	\$98,890
2013	\$141,141

The Cowichan Valley Regional District appraised its "premises of value" in early 2012. The appraisal affected the property insurance necessary for each premise. The amount of property insurance required was not known until spring of 2013. This insurance, based on the appraised value, provides sufficient coverage to reproduce as new, not the depreciated value.

School District:

School District 79 through recent restructure aimed to reduce facility related expenses. This includes rental charges at the Island Savings Centre.

The Multi-purpose hall has been almost exclusively used by the School District in the Monday to Friday, 7:45 a.m. to 3:00 pm, "when school is in session" timeframe. The budgeted amount for their use in the Multi-purpose hall in 2013 is \$54,517.

The School District has advised that in the 2013 – 2014 school year, they will rent the Multi-purpose hall approximately half the time used previously. As this is occurring just over halfway through our 2013 budget year, we'll be receiving approximately 75% of the 2013 budgeted revenue.

Staff will be attempting to fill the space with rentals and programs to fill this gap.

The School District also advised that for the 2013 – 2014 school year they will no longer be using the Genoa Room.

For Commission's information, the Genoa room agreement took effect in 2010. So that the room could be used by both the School District and the Island Savings Centre, and since the Island Savings Centre did not have available capital funding to renovate the space, the School District contributed \$31,323 up front for the installation of the sprung floor. The School District was acknowledged as having prepaid rental charges for their use. This prepaid rent was used up as of April 17, 2013. As of April 18th, the School District began paying a "non-prime time rate" of \$10 plus applicable taxes per hour for this space. Since we have not been collecting rent for an almost three year period, it does not create the same impact on the Island Savings Centre budget. It did however create a space that is available for community programs, and now, even more so.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager:

