



## ISLAND SAVINGS CENTRE COMMISSION MEETING AGENDA

THURSDAY, APRIL 13, 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 March 9, 2017	1
<b>Recommendation</b> That the Regular Island Savings Centre Commission meeting of March 9, 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 Re: Skate Harness Policy 2017 Revision	5
<b>Recommendation</b> That the skate harness policy be revised as presented.	
R2 Report from the Manager, Island Savings Centre Re: Cowichan Suite Revenue and Usage Information	9
<b>Recommendation</b> That a decision regarding the request from Cowichan Valley Arts Council for larger space be postponed until such time as the future use of the former Aquannis Centre is considered and with awareness of viable potential interest in the building from	

additional other parties.

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

8. **UNFINISHED BUSINESS**

UB1 Mr. Neil Dirom Re: Citizen Proposal for a Commemorative Plaque

**Recommendation** For Information.

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.

CS M1 - Closed Session Minutes of the January 12, 2017 Island Savings Centre Commission

CS R1 - Report from the Manager, Island Savings Centre Re: Security of Property {Sub (1) (d)}

12. **ADJOURNMENT**

The next Island Savings Centre Commission Meeting will be held Thursday, May 11, 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, March 9, 2017 in the Island Savings Centre Board Room, 2687 James Street, Duncan BC at 2:30 PM.

**PRESENT:** Councillor A. Siebring, Chair  
Councillor T. Walker  
Mayor J. Lefebure  
Director T. Duncan  
Director A. Nicholson

**ALSO PRESENT:** T. Askham, Manager, Island Savings Centre  
B. Coleman, Coordinator, North/Central Cowichan Facility  
A. MacFarlane, Recording Secretary

**ABSENT:** Director L. Iannidinardo  
Director S. Jackson

**APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Island Savings Centre Commission meeting of February 9, 2017

**It was moved and seconded that the minutes of the February 9, 2017 Regular Island Savings Centre Commission meeting be adopted.**

**MOTION CARRIED**

**DELEGATIONS**

**D1** J. Braydon, President, and R. Riordan, Treasurer, Cowichan Valley Arts Council (CVAC) Re: The Status of the CVAC at the Island Savings Centre

Judy Braydon and Richard Riordan provided an update on the Cowichan Valley Arts Council's (CVAC) strategic plans for the future. Additional space is required to provide the arts and culture, music and dance programs and services that are being requested by the community. The CVAC members would be interested in collaborating with Island Savings Centre staff, to integrate their arts and culture events with the Island Savings Centre sports and recreation programs and events that are planned for the future.

A. Nicholson arrived at 2:45 PM.

**It was moved and seconded that a report be prepared on the current uses and revenues with respect to the Cowichan Suite.**

**MOTION CARRIED**

**REPORTS**

**R1** Report from the Manager, Island Savings Centre Division Re: Licence of Use Agreement

**That a Licence of Use Agreement with Duncan Dynamics Gymnastics Club at the Island Savings Centre from September 1, 2017 to August 31, 2019, be approved.**

**MOTION CARRIED**

**R2** Report from the Manager, Island Savings Centre Division Re: Citizen Proposal to Install Commemorative Plaque

**It was moved and seconded that the citizen proposal for a commemorative plaque be tabled until after the Call to Artists' Request for Proposal deadline of March 17, 2017.**

**MOTION CARRIED**

**It was moved and seconded that Mr. Neil Dirom be invited to appear before the Island Savings Centre Commission at a future meeting.**

**MOTION CARRIED**

**R3** North / Central Cowichan Facility Coordinator Report

B. Coleman, Coordinator of the North / Central Cowichan Facility provided a verbal report and update on operations at the Island Savings Centre.

**R4** Island Savings Centre Manager Report

T. Askham, Manager of the Island Savings Centre Division, provided a verbal report and update on programs and administration at the Island Savings Centre. Directors Lefebure and Nicholson will review the Arts and Sports Scholarship applications and bring to the May meeting the names of the four winning recipients of the two arts and two sports scholarships, valued at \$500 each.

**NEW BUSINESS**

**NB1** Report from the Manager, Island Savings Centre Re: 2017 Budget Amendment

**It was moved and seconded that it be recommended to the Board:**

- 1. That the 2017 budget for Function 420 Island Savings Centre Events and Services be amended to:**
  - 1. Reduce surplus by \$7,837; and**
  - 2. Reduce expenses for Furniture, Fixtures & Equipment by \$7,837.**
- 2. That the 2017 budget for Function 426 Cowichan Performing Arts Centre be amended to:**

1. Increase deficit by \$2,507; and
2. Increase revenue for Admissions–Co-Productions - Taxable by \$2,507.

MOTION CARRIED

**ADJOURNMENT**

3:28 PM

It was moved and seconded that the meeting be adjourned.

The meeting was adjourned at 3:28 PM.

\_\_\_\_\_

Chair

\_\_\_\_\_

Recording Secretary

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





# STAFF REPORT TO COMMISSION

**DATE OF REPORT** March 31, 2017  
**MEETING TYPE & DATE** Island Savings Centre Commission of April 13, 2017  
**FROM:** Island Savings Centre Division  
 Community Services Department  
**SUBJECT:** Skate Harness Policy Revision  
**FILE:** N/A

## PURPOSE/INTRODUCTION

The purpose of this report is to seek approval for a revision to the skate harness policy.

## RECOMMENDED RESOLUTION

That the skate harness policy be revised as presented.

## BACKGROUND

The existing skate harness policy requires Duncan Skating Club to present proof of maintenance and inspection of their skate harness annually in conjunction with their rental agreement.

The Skate Harness Policy is a department-wide policy, therefore each of the three Recreation Commissions is being asked to approve this revision.

## ANALYSIS

In consultation with the Municipal Insurance Association, it has been recommended that the skate harness policy be amended to place full responsibility on the user group for maintenance and inspection of the skate harness. This amendment removes the requirement to present proof of maintenance and inspection and instead to declare that maintenance and inspection has occurred and that the Club takes full responsibility for the use of the harness in the Island Savings Centre.

## FINANCIAL CONSIDERATIONS

N/A

## COMMUNICATION CONSIDERATIONS

Communication with affected user groups will be undertaken by staff.

## 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

**ATTACHMENTS:**

Attachment A – Skate Harness Policy






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**POLICIES & PROCEDURES**


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<b>Title: SKATE HARNESS POLICY</b>		
<b>Classification:</b> CVRD Community Services		<b>Approved By:</b> Island Savings Centre Commission
<b>Approval Date:</b> June 14, 2012	<b>Revision Date:</b> April 13, 2017	<b>Revision #:</b> 1
<p><b><u>PURPOSE:</u></b></p> <p>To ensure the security and safety of the jump harness and outline clear guidelines regarding the use of equipment</p> <p><b><u>DEFINITIONS:</u></b></p> <p>Only skaters and professional coaches registered with Duncan Skating Club and are in good standing with Skate Canada are eligible to use the skate harness.</p> <p><b><u>POLICY:</u></b></p> <p>The harness is the property of the Duncan Skating Club and is only to be used by officially trained coaching staff. Duncan Skating Club must provide proof of liability insurance naming the CVRD as additional insured to use the harness. Duncan Skating Club will be required to sign a Usage Agreement prior to using the skate harness, outlining that they take full responsibility for the harness and indemnifying the Cowichan Valley Regional District in the event of a loss or injury involving the harness.</p> <p>The maintenance and inspection solely lies on the Duncan Skating Club at their own expense.</p> <p>Only professionally trained coaches are to use the skate harness.</p> <p>Coaches are responsible for ensuring the harness is properly attached to the skater at the start of their training session, and detached from the skater at the end of the training session and ensure it is put away and locked properly for safety reasons. The jump harness is only to be used during times when Duncan Skating Club has booked the arena and has a rental contract in place.</p> <p>The skate harness is only to be used following the guidelines set out in the Skate Harness Instruction Manual.</p> <p>The Usage Agreement will detail the procedures required to use the skate harness and must be followed. Failure to adhere to the Skate Harness policy and procedures set out will result in the cancellation of the usage agreement.</p>		





# STAFF REPORT TO COMMISSION

**DATE OF REPORT** March 31, 2017

**MEETING TYPE & DATE** Island Savings Centre Commission of April 13, 2017

**FROM:** Island Savings Centre Division  
Community Services Department

**SUBJECT:** Cowichan Suite Revenue and Usage Information

**FILE:** N/A

## PURPOSE/INTRODUCTION

The purpose of this report is to provide information to the Commission with respect to the Cowichan Suite revenue and usage as directed following a presentation by the Cowichan Valley Arts Council (CVAC) at the March 9, 2017 meeting.

## RECOMMENDED RESOLUTION

That a decision regarding the request from Cowichan Valley Arts Council for larger space be postponed until such time as the future use of the former Aquannis Centre is considered and with awareness of viable potential interest in the building from additional other parties.

## BACKGROUND

At the Island Savings Centre Commission meeting March 9, 2017 a delegation from Cowichan Valley Arts Council asked the Commission to consider offering the Council full time use of the space known as the Cowichan Suite for Portals Art Space, which currently occupies an area adjacent to the Cowichan Suite off the main lobby. The Commission directed staff to bring back information about the current uses and revenues associated with the Cowichan Suite.

The Cowichan Suite is comprised of the Koksilah and Mesachie meeting rooms and a large foyer known as the Arbutus Gallery.

## ANALYSIS

A review was conducted of the revenue and uses of the Cowichan Suite in 2015 and 2016 along with data available to date for 2017. In the table below, "Rentals" includes all revenue producing direct rentals, "Programs & Events" are planned and delivered through ISC and produce revenue in the program area, and "Internal Meetings" do not produce revenue but demonstrate the need for meeting space.

For 2017, programs and events to date include all planned recreation programs and events to August 31, 2017 along with Christmas Chaos craft fair. While rentals are often booked well in advance, additional rentals along with recreation programs for September through December, will increase the hours of use across all three categories, indicating that we are likely to meet or exceed 2016 usage and revenue.

Additional statistics confirm that we are realizing a shift in these spaces from primarily rental use to program and event use. While there is a decline in rental revenue in these spaces, there is a corresponding increase in program revenue.

Not reflected in these figures is the potential use of these spaces for Emergency Management. Traditionally, the Cowichan Suite is used when the building is activated as an Emergency Reception Centre and/or Emergency Group Lodging facilities.

Category	2015		2016		2017 to date	
	Hours of Use	Revenue	Hours of Use	Revenue	Hours of Use	Revenue
<b>Rentals</b>	1013	\$17,385	727	\$12,307	397	\$9,878
<b>Programs &amp; Events</b>	180	Indirect	632	Indirect	575	Indirect
<b>Internal Meetings</b>	128	N/A	41	N/A	19	N/A
<b>Total</b>	<b>1321</b>	<b>\$17,385</b>	<b>1400</b>	<b>\$12,307</b>	<b>1011</b>	<b>\$9,878</b>

While alternative spaces could be used for many of the recreation and rental activities that take place in the Cowichan Suite, the facility doesn't currently have an ability to accommodate all uses at suitable times without displacing other users, programs or events. Additionally, the facility is beginning a process for determining the future of the former Aquannis Centre, the results of which may impact available space for ISC programs and events both in that area and elsewhere in the building. It is suggested that it would be premature to make a decision on increasing space for CVAC at this time. It is therefore recommended that the Commission postpone any decision regarding repurposing the Cowichan Suite and/or providing additional permanent space to CVAC until such time as the future use of the former Aquannis Centre is considered and with awareness of viable potential interest from additional other parties in the building.

#### FINANCIAL CONSIDERATIONS

Direct rental revenue from these spaces is indicated in the table above. Revenue from the specific programs and events delivered in the Cowichan Suite would require more complex and time-consuming analysis.

#### 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

