



## ISLAND SAVINGS CENTRE COMMISSION MEETING AGENDA

THURSDAY, JULY 13, 2017  
ISLAND SAVINGS CENTRE BOARD ROOM  
2687 JAMES STREET, DUNCAN, BC

2:30 PM

---

	<u>PAGE</u>
<b>1. <u>APPROVAL OF AGENDA</u></b>	
<b>2. <u>ADOPTION OF MINUTES</u></b>	
M1 Regular Island Savings Centre Commission meeting of May 11, 2017	1
<b>Recommendation</b> That the Regular Island Savings Centre Commission meeting minutes of May 8, 2017 be adopted.	
<b>3. <u>BUSINESS ARISING FROM THE MINUTES</u></b>	
<b>4. <u>DELEGATIONS</u></b>	
<b>5. <u>CORRESPONDENCE</u></b>	
C1 Cowichan Secondary School Students' Scholarship Appreciation Cards	To Be Distributed
<b>Recommendation</b> For Information	
<b>6. <u>INFORMATION</u></b>	
<b>7. <u>REPORTS</u></b>	
R1 Report from the Manager, Facilities and Transit Division Re: Island Savings Centre Front Lobby Washroom Project	5
<b>Recommendation</b> 1) That the Commission approves the conceptual design #A10 provided by Stellar Architectural Consulting for the front lobby washroom project as presented on July 13, 2017. 2) That due to the significant estimated project construction costs, this project be	

delayed and put forth again as a 2018 budget item with additional funding options.

- R2 Report from the Manager, Island Savings Centre Division Re: Commemorative Plaque 13

**Recommendation** That a plaque honouring the Evans brothers as proposed by Mr. Neil Dirom at the Commission meeting of April 13, 2017 be installed in a suitable location in the landscape on the West side of Island Savings Centre at a cost of no more than \$750.

- R3 Report from the Coordinator, North / Central Cowichan Facility, Facilities and Transit Division Verbal Report
- R4 Report from the General Manager, Community Services Department Re: Update to Regional Recreation Project 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.

CS M1 - Closed Session Minutes of the May 11, 2017 Island Savings Centre Commission

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

12. **ADJOURNMENT**

The next Island Savings Centre Commission Meeting will be held Thursday, September 14, 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, May 11, 2017 in the Island Savings Centre Board Room, 2687 James Street, Duncan BC at 2:30 PM.

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

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

**ABSENT:**

**APPROVAL OF AGENDA**

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

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**M1** Regular Island Savings Centre Commission of April 13, 2017

**It was moved and seconded that the minutes of the April 13, 2017 Regular Island Savings Centre Commission meeting be adopted.**

**MOTION CARRIED**

**REPORTS**

**R1** Report from J. Cullington, Consultant Re: Aquannis Centre Consultation Contractor

J. Cullington of Judith Cullington and Associates, reported on the community consultation engagement process being developed to help plan for the future of the Island Savings Centre and the services and facilities it should provide, and to gather ideas on changes and improvements that could be implemented over the next few years. Community workshops will take place on Thursday, June 8 at 3:00 PM, and Monday, June 12, 2017 at 7:00 PM.

J. Cullington left the meeting at 3:55 PM.

**R2** Report from A. MacFarlane, Administrative Assistant Re: Arts and Sports Scholarship Application Results

A. MacFarlane advised that five students were chosen from Cowichan Secondary School to be awarded \$500 each from the Cowichan and Chemainus Valleys' Arts and Sports Scholarship Fund. As two students received a tie vote in second place for an Arts Scholarship, it was suggested that an award be issued to both students, using funds issued but not claimed from previous years.

Director L. Iannidinardo will present the award letters to the students at their school award ceremonies.

**It was moved and seconded that a third award of \$500 be issued in the arts category for 2017, using unclaimed scholarship award funds.**

**MOTION CARRIED**

**R3** Report from the Coordinator, North / Central Cowichan Facility Re: Operations Update

B. Coleman, Coordinator of North / Central Cowichan Facility, provided a verbal report and update on operations at the Island Savings Centre; the 2107 lobby washroom project; and decline in security incidents.

**R4** Report from the Manager, Arts and Culture Division Re: Division Update

K. Schrader, Manager of the Arts and Culture Division, provided a verbal report and update on events and programs at the Arts and Culture Division and the success of students who have recently completed a directed study course.

**R5** Report from the Manager, Island Savings Centre Division Re: Division Update

T. Askham, Manager of the Island Savings Centre Division, provided a verbal report and update on programs and administration at the Island Savings Centre, and the upcoming 2018 budget reporting process.

A Special extra meeting will be booked in the fall of 2017 for a budget review.

#### **CLOSED SESSION**

**3: 33 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 (1)(j) Freedom of Information and Protection of Privacy Act*; and the Closed Session Island Savings Centre Commission minutes of April 13, 2017.

#### **RISE FROM CLOSED SESSION**

**3:24 PM** It was moved and seconded that the Commission rise with report and return to the Open portion of the meeting.

**MOTION CARRIED**

**CSR1**

Staff Report from the Manager, Island Savings Centre Re: Results of Maple Art Project Selection

**It was moved and seconded that the report regarding the selected artist for the Maple Art project be received and filed as information.**

**MOTION CARRIED**

**ADJOURNMENT**

**3:25 PM**

**It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting was adjourned at 3:25 PM.

\_\_\_\_\_  
Chair

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

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





# STAFF REPORT TO COMMISSION

**DATE OF REPORT** July 10, 2017

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

**FROM:** Facilities & Transit Division  
Community Services Department

**SUBJECT:** Island Savings Centre Front Lobby Washroom Project Update

**FILE:**

## PURPOSE/INTRODUCTION

The purpose of this report is to update the Island Savings Centre Commission on the status of the front lobby washroom project.

## RECOMMENDED RESOLUTION

- 1) That the Commission approves the conceptual design #A10 provided by Stellar Architectural Consulting for the front lobby washroom project as presented on July 13, 2017.
- 2) That due to the significant estimated project construction costs, this project be delayed and put forth again as a 2018 budget item with additional funding options.

## BACKGROUND

For several years, the first floor lobby washrooms and surrounding hallways have caused issues and challenges in several ways for both the staff and patrons. The existing washrooms are very small, out dated, have poor lighting and décor, and the surrounding space and hallways are not well designed for easy access to the theatre dressing rooms and the janitors room, as it is located inside the women's washroom. In addition, the current configuration of the washrooms and hallway has lead to safety concerns with inappropriate behaviour by some individuals. This space needs a renovation that will improve safety concerns, allow for a better use of space, easier access to the men and women's washrooms (with no entry doors required), better access to the theatre dressing rooms, and relocate the janitor's room into a new joint maintenance and custodial room.

The washrooms need to be enlarged to add more facilities for both men and women and a larger universal use washroom. The new design will take into consideration today's gender identity sensitivities and access to the appropriate washrooms. In addition, since the exterior of the washroom walls will be seen in the lobby, the architect has designed the exterior of the walls with a wooden finish to tie in nicely with the new maple art display that will also be located in that area.

## ANALYSIS

Staff met many times with the architect from Stellar Architectural Consulting, reviewing originally 4 designs and concluding with 10 different drawings and versions that would best meet the Island Savings Centre lobby washroom needs. After reviewing all the options and taking into account the current condition and use of the space, public concerns and complaints, and various space needs, management approved design option #A10. It was felt this design best met the needs of most aspects, including doubling the facilities in the men's washroom from 1 urinal and 1 stall to 2 urinals and 2 stalls, and increasing the women's from 2 stalls to 3 stalls. The men's and women's washrooms do not include specific handicap facilities as the universal use washroom provides for this. The design also takes into account the relocation of the pay phone and the

proposed new maple art display. The following aspects were considered in the final design:

- Patron / Staff safety (i.e. inappropriate behaviour, drug use and loitering challenges)
- Access including gender differences and disability challenges
- Maintenance and janitorial requirements
- Child changing challenges
- Access to theatre backstage rooms (equipment access)
- Congestion of users: washrooms and payphone users create a bottleneck in existing space
- Existing washrooms are inadequate for current demand
- Esthetic updates required in the interior and exterior of the washrooms and hallways.
- Incorporating space allocation for maple art project

In addition to working with the architect on design plans, North West Environmental was contracted to complete a Hazardous Materials Assessment of the existing lobby washroom area. The report identified several hazardous materials with the main concern being asbestos in the floor tiles (and most likely on some plumbing pipe and joints), and lead in various paint locations. Due to the significant amount of lead found in the paint, North West Environmental was also asked to provide a toxicity characteristic leachate procedure test on the paint, and a safe work removal plan for the hazardous material that would need to be provided to the construction contractor.

#### **FINANCIAL CONSIDERATIONS**

A capital budget of \$120,000 is included in Function 420 of the ISC's 2017 budget. The estimated cost for consulting services for: architecture design and project management, quantity surveyor and a hazardous material review and removal plan is \$20,000, leaving a construction budget of \$100,000.

The original budget for the project is based on the Island Savings Centre's sponsorship amount of \$100,000 plus \$20,000 rolled over from 2016. The budget was not based on an approved design with a current detailed project cost estimate.

Staff felt that costs for construction work has increased significantly in the past year and prior to requesting formal bids it was prudent to seek the services of a quantity surveyor company to provide a class D cost estimate to better determine the anticipated cost for the project. Advicas Professional Quantity Surveyor Consultants was hired to provide the project estimate. The CVRD received the class D estimate on July 10 for the project, with an estimated cost of \$370,000. See attached report. Staff will meet again with the architect to review the cost items and see if there is any possible project cost reductions that could be considered if the item(s) are not deemed a necessity.

Staff feel this is a very important and badly needed facility improvement and are recommending including this project with the 2018 budget, along with providing funding options.

#### **COMMUNICATION CONSIDERATIONS**

Proper notification will be required to inform the Island Savings Centre's tenants of the project construction time-lines and possible inconveniences such as a heightened construction noise level.

#### **STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

NA



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

Prepared by:



Brad Coleman  
North/Central Cowichan Facility Coordinator

Reviewed by:



Jim Wakeham  
Manager



John Elzinga  
General Manager

**ATTACHMENTS:**

- Attachment A: Stellar Architectural Consulting - Diagram A00 (current layout)**
- Attachment B: Stellar Architectural Consulting - Diagram A10 (proposed design)**
- Attachment C: Stellar Architectural Consulting - Product Finishes for design A10**
- Attachment D: Advicas Professional Quantity Surveyors - Project Cost Estimate July 10, 2017**

**Attachment A**

PROJECT:  
ISLAND SAVINGS  
CENTRE WASHROOM  
UPGRADES

CLIENT:  
COWICHAN VALLEY  
REGIONAL DISTRICT

**STELLER**  
ARCHITECTURAL CONSULTING  
250 294 8076 info@stellerconsulting.com  
215, 4352 Commerce Circle, Victoria BC V8Z 4M2 http://stellerconsulting.com/

	DATE:
LAYOUT	06/26/2017

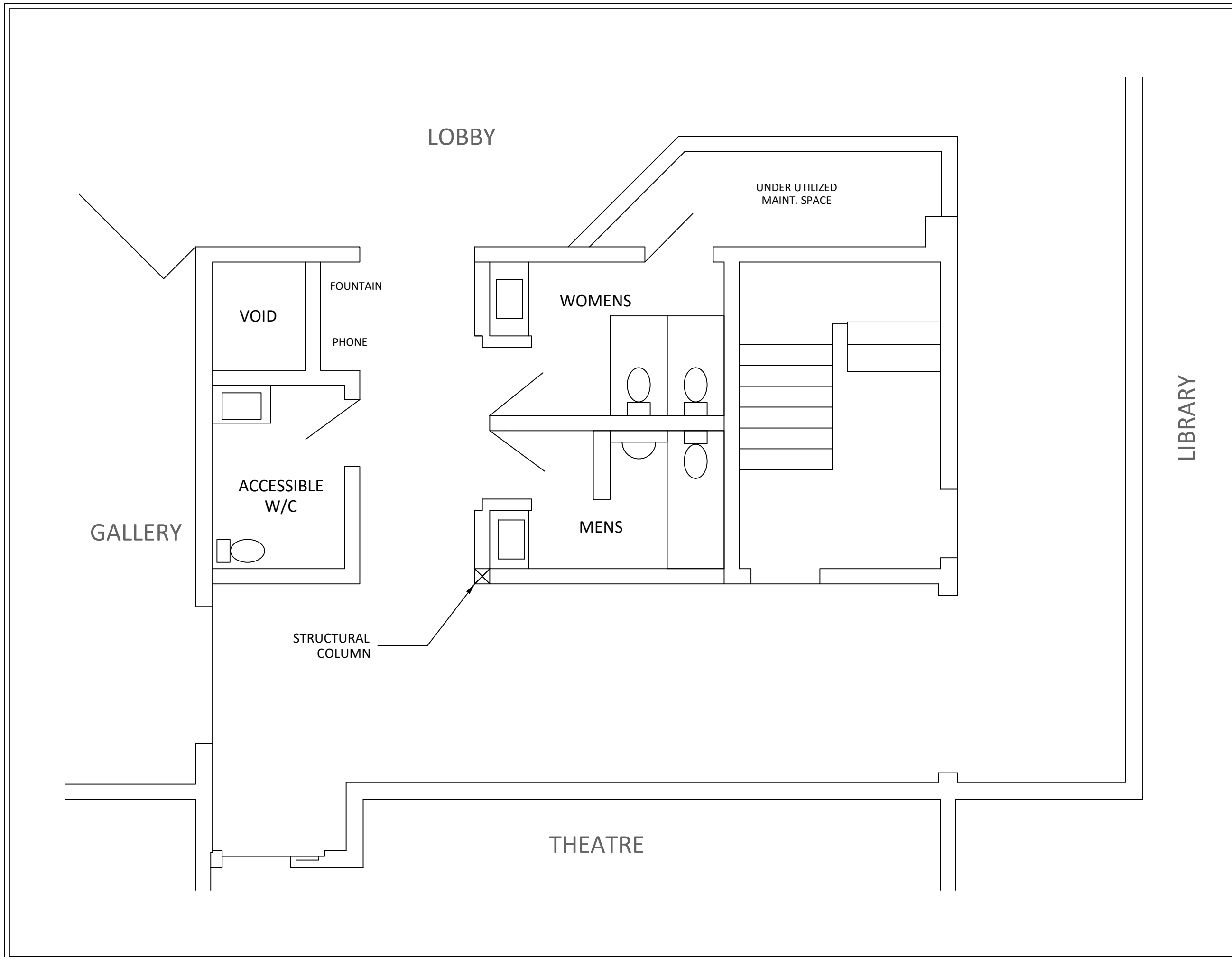
drawn by: RK

scale: 1/4" = 1'-0"

**CURRENT  
LAYOUT**

**A00**

**R1**



8

LIBRARY

**Attachment B**

PROJECT:  
**ISLAND SAVINGS  
 CENTRE WASHROOM  
 UPGRADES**

CLIENT:  
**COWICHAN VALLEY  
 REGIONAL DISTRICT**

**STELLER**  
 ARCHITECTURAL CONSULTING  
250 294 8076 info@stellerconsulting.com  
 215, 4352 Commerce Circle, Victoria BC V8Z 4M2 http://stellerconsulting.com/

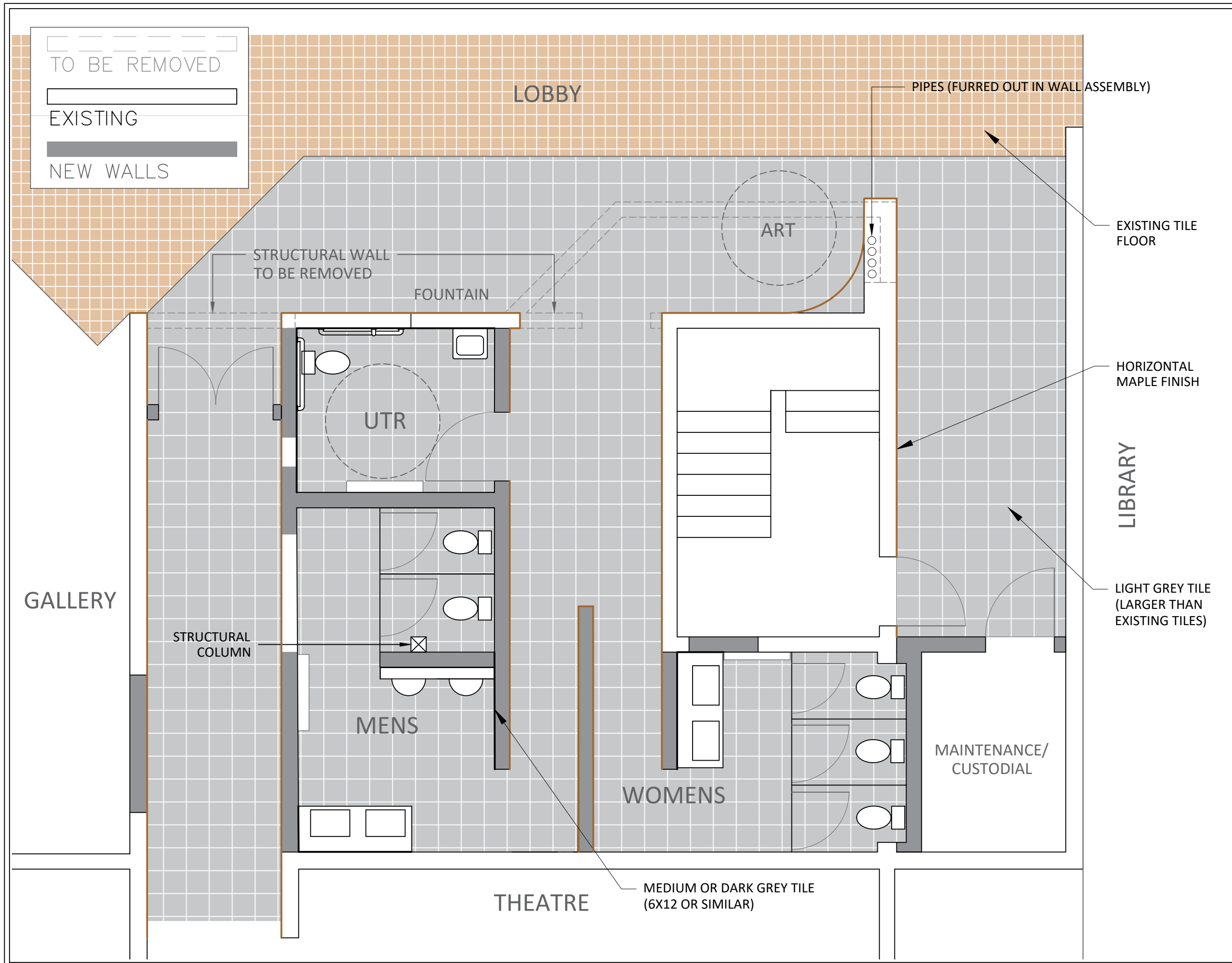
	DATE:
LAYOUT	06/26/2017

Drawn by: **RK**

Scale: **1/4" = 1'-0"**

**CONCEPT 10**

**A10 R1**





10



SOME OPTIONS FOR FINISHES

- ORIGINAL TILE FLOORING IN THE MAIN LOBBY
- LIGHT GREY TILE IN:
  - WASHROOMS
  - HALLWAYS TO WASHROOMS AND THEATRE
- HORIZONTAL LIGHT MAPLE SIDING TO COMPLIMENT THE ART INSTALLATION
- MATCH PAINT ON ALL GWB SURFACES
- USE MEDIUM TO DARK GREY TILE ON WALL SURFACES NEAR SINKS AND URINALS
- WHITE CORIAN COUNTERTOPS
- COMPOSITE TOILET PARTITION (COLOUR TO COMPLIMENT OTHER CHOICES)
- NEW DOORS TO THE THEATRE DRESSING ROOMS
- NEW WATER FOUNTAIN w/FILLING STATION
- PAY-PHONE RELOCATED

STELLER 

ARCHITECTURAL CONSULTING

250 294 8076  
210, 4252 Commerce Circle, Victoria BC V8Z 4M2

info@stellerconsulting.com  
http://stellerconsulting.com/

R1



## CLASS D ESTIMATE

### ISLAND SAVINGS CENTRE WASHROOM UPGRADES, COWICHAN VALLEY REGIONAL DISTRICT.

July 10, 2017

**Prepared by  
Advicas Group Consultants Inc.**

#100-31 Bastion Square  
Victoria, BC V8W 1J1 Canada

Office: 250.383.1008  
Toll Free: 888.383.1008  
Fax: 250.383.1005

**TABLE OF CONTENTS**

<b>SECTION</b>	<b>PAGE</b>
<b>INTRODUCTION .....</b>	<b>1</b>
Project Description .....	1
Gross Floor Area.....	1
<b>ESTIMATE COSTS .....</b>	<b>1</b>
Escalation .....	1
<b>BASIS OF THE ESTIMATE .....</b>	<b>2</b>
Contingency Reserves.....	2
Taxes.....	2
Exclusions.....	3
Documentation.....	3

**APPENDICES**

A ESTIMATE BREAKDOWN

per: Advicas Group Consultants Inc.

Prepared by Waseem Moorad, BSc PD, HONS QS  
Junior Quantity Surveyor

Reviewed by John Granger, PQS, LEED AP  
Principal



## INTRODUCTION

This report sets out the estimate of capital construction cost at Schematic Design stage for the proposed Island Savings Centre Washroom Upgrades in Duncan, BC.

### Project Description

The project comprises of demolishing the washrooms and creating a new washroom layout.

### Gross Floor Area

The gross floor area is 106 m<sup>2</sup>.

## ESTIMATE COSTS

The estimate costs have been developed in current (July, 2017) dollars. The estimated capital construction cost is as follows:

Demolition		\$33,000	\$314.15/m <sup>2</sup>
Architectural		\$110,600	\$1,043.40/m <sup>2</sup>
Mechanical		\$82,800	\$775.47/m <sup>2</sup>
Electrical		\$27,900	\$263.21/m <sup>2</sup>
Site Overheads	15%	\$38,100	
Office Overheads & Profit	10%	\$29,210	
Design Contingency	15%	\$48,697	
GST		Excluded	
Escalation		Excluded	
<b>TOTAL</b>		<b>\$370,000</b>	<b>\$3,490.57/m<sup>2</sup></b>

A breakdown of the estimate is included in Appendix A.

### Escalation

The estimate is priced at current market price levels.

It is common knowledge that Vancouver Island was not immune to the major market downturn and saw a major correction in market price levels during the latter part of 2008 and early 2009. A further downward correction occurred in Spring 2010 driven by pressure on pricing levels from mainland contractors pursuing work on the Island.

Since the downturn of 2008/2009 Duncan has seen a slow recovery, culminating in 2015, to a return to the Island historical escalation norm of 3 to 4% per annum. Since early 2016 the Duncan market has undergone a further major change. Construction activity has accelerated with numerous major projects under construction, bringing with it an inherent labour shortage, and an upward pressure on market price levels.

This is a new evolving market condition; industry is reporting increases as high as 10% in some trades. This is partly offset by trades holding to more modest increases, often through competition from offshore trade bids. We recommend the Client make provision for the following increases through to 2019:

- Aug – Dec 2017 – 4%
- 2018 – 5.0%
- 2019 – 4.0%

## **BASIS OF THE ESTIMATE**

We have assumed that the work will be tendered competitively in one contract.

In all cases the estimates are based upon our assessment of fair value for the work to be carried out. We define fair value as the amount a prudent contractor, taking into account all aspects of the project, would quote for the work. We expect our estimate to be in the middle of the bid range to ensure that funding for the work remains adequate for the duration of the project.

It should be noted that Advicas Group Consultants Inc. does not have control over the cost of labour, materials, or equipment, over the Contractor's methods of determining bid prices, or over competitive market conditions. We define competitive conditions in the project as attracting a minimum of four general contractors' bids with a minimum of two sub-trade tenders within each of the sub-trade categories. Accordingly, Advicas Group Consultants Inc. cannot and does not warrant or represent that bids will not vary from the estimate.

## **Contingency Reserves**

Contingency is an allowance specifically identified within our elemental cost analysis to meet unforeseen circumstances, and represents an assessment of the financial risk relating to this project. As detailed design information becomes available, this risk will diminish and the contingency allowances will accordingly reduce.

Design contingency is introduced into the estimated cost at the earliest estimate stage and is a measurement of the amount and detail of the design information available. As the design develops and systems and material selections are fixed, the amount of the contingency allowance is reduced and is absorbed into the measured elements. On completion of contract documents, at tender stage, the allowance is normally reduced to zero.

Our determination of this risk level and the amount of the contingency allowance is the result of many years of cost planning, on over 4,000 construction projects, and of monitoring the increasing design information that occurs during the design phase. The design contingency is not a discretionary cost element.

A design contingency allowance has been included, calculated at 15% of the construction costs, to provide for unforeseen items arising during the design phase.

No allowance has been made for construction contingency. This typically provides for unforeseen items arising during the construction period – such as field conditions, coordination discrepancies – which will result in change orders and extra costs to the contract, other than changes in scope.

No allowance has been made for project contingency. This is a contingency, held by the Client, to be used at his discretion to fund specific Client driven changes to the project scope, conditions, etc.

## **Taxes**

GST is excluded from the estimate.



PST at 7% is included in the estimate.

### Exclusions

The following items are excluded from the capital construction cost:

- Loose furniture, fittings, and equipment
- Removal and relocation of loose furniture, fittings, and equipment from the construction zone prior to construction work commencing
- Relocation and reinstallation of loose furniture, fittings, and equipment upon completion of construction work
- Costs associated with temporary relocation, i.e., decanting and relocating staff from the construction zone
- Storage costs
- Separate prices
- Client Administration costs
- Clerk of Works
- Client Project Manager
- Offsite costs
- Material testing
- Financing costs
- Legal fees
- Client Insurances costs
- Development cost charges
- Development permit fees
- Phasing of the work
- Out of hours working
- Consultants' fees and expenses
- Construction contingency
- Project contingency
- Escalation
- GST

### Documentation

The estimate is based on the following:

- Steller Architectural Consulting  
– Drawings: A1, A10 Received July 4, 2017
- North West Environmental Group  
– Limited Hazardous Materials Assessment Received July 6, 2017
- Emails and telephone discussions with the design team during the preparation of the estimate

**APPENDIX A**  
**ESTIMATE BREAKDOWN**

	QUANTITY	UNIT	RATE	COST
<b>SUMMARY</b>	<b>106</b>	<b>m<sup>2</sup></b>	<b>\$3,490.57</b>	<b>\$370,000</b>
Demolition				\$33,300
Architectural				\$110,600
Mechanical				\$82,200
Electrical				\$27,900
Site Overheads		15%		\$38,100
Office Overheads & Profit		10%		\$29,210
Design Contingency		15%		\$48,697
GST				Excluded
Escalation				Excluded
<b>Demolition</b>	<b>106</b>	<b>m<sup>2</sup></b>	<b>\$314.15</b>	<b>\$33,300</b>
Demolish existing CMU wall	75	m <sup>2</sup>	\$80.00	\$6,000
Premium on demolition for removing single door and frame	3	lvs.	\$25.00	\$75
Form opening in existing CMU wall for new single door and frame	1	sum	\$850.00	\$850
Saw cut existing concrete slab on grade	30	m	\$50.00	\$1,500
Break out existing slab on grade	35	m <sup>2</sup>	\$25.00	\$875
Demolish existing structural concrete wall	14	m <sup>2</sup>	\$815.00	\$11,410
Remove existing single door and frame	1	lvs.	\$135.00	\$135
Remove existing double door and frame	1	prs.	\$200.00	\$200
Take up existing tile flooring and base, prepare surface for new	106	m <sup>2</sup>	\$35.00	\$3,710
Demolish existing gypsum board ceiling	106	m <sup>2</sup>	\$35.00	\$3,710
Remove existing pay phone, store for reinstallation	1	sum	\$300.00	\$300
Demolish existing fixtures and fittings - Allowance	1	sum	\$1,000.00	\$1,000
Hazardous Materials Abatement	1	sum	\$3,500.00	\$3,500
<b>Architectural</b>	<b>106</b>	<b>m<sup>2</sup></b>	<b>\$1,043.40</b>	<b>\$110,600</b>
Steel stud partitions, insulation and gypsum board on both sides	96	m <sup>2</sup>	\$110.00	\$10,560
Tie in new partitions to existing	24	m	\$10.00	\$240
Single door and frame including hardware and finish	2	lvs.	\$1,200.00	\$2,400
Single door and frame including hardware and finish - Fire Rated	1	lvs.	\$1,500.00	\$1,500
Double door and frame including hardware and finish	1	prs.	\$2,200.00	\$2,200
Make good existing slab on grade	35	m <sup>2</sup>	\$200.00	\$7,000
Tile flooring including base	95	m <sup>2</sup>	\$125.00	\$11,875
Concrete sealer	6	m <sup>2</sup>	\$20.00	\$120
Tie in/make good new floor into existing	15	m	\$50.00	\$750
Make good floors where partitions removed	25	m	\$50.00	\$1,250
Gypsum board ceilings including paint	95	m <sup>2</sup>	\$100.00	\$9,500
Bulkheads - Allowance	1	sum	\$1,000.00	\$1,000
Horizontal maple wall panelling	140	m <sup>2</sup>	\$200.00	\$28,000
Wall tiles	103	m <sup>2</sup>	\$100.00	\$10,300
Paint finish	46	m <sup>2</sup>	\$15.00	\$690
Make good walls where partitions removed	15	m	\$30.00	\$450
Washroom Accessories:				
Stainless steel upper open shelving	3	m	\$250.00	\$750
Mop holder and shelf	1	no.	\$300.00	\$300
Stainless steel sink counter	3	m	\$950.00	\$2,850
Stainless Steel baby change station	3	no.	\$950.00	\$2,850
Mirror	3	no.	\$250.00	\$750
Soap dispenser, surface mounted	5	no.	\$120.00	\$600
Paper towel dispenser/disposal	3	no.	\$550.00	\$1,650
Toilet roll holder	6	no.	\$100.00	\$600
Sanitary napkin dispenser	2	no.	\$350.00	\$700
Sanitary towel disposal	4	no.	\$100.00	\$400
Grab bar set	1	no.	\$350.00	\$350
Stainless Steel washroom cubicles	5	no.	\$950.00	\$4,750
Urinal screens	1	no.	\$375.00	\$375
Sharps disposal	3	no.	\$250.00	\$750

	QUANTITY	UNIT	RATE	COST
Infill existing opening with steel stud partition system where single doors removed	1	no.	\$350.00	\$350
Infill existing opening with steel stud partition system where double doors removed	1	no.	\$650.00	\$650
Reinstall existing pay phone in new location	1	sum	\$600.00	\$600
Signage - Allowance	1	sum	\$1,000.00	\$1,000
Builder's work in connection with Mechanical and Electrical	1	sum	\$2,500.00	\$2,500
<b>Mechanical</b>	<b>106</b>	<b>m<sup>2</sup></b>	<b>\$775.47</b>	<b>\$82,200</b>
Remove existing sanitary fixtures	1	sum	\$2,750.00	\$2,750
New sanitary fixtures	15	no.	\$4,000.00	\$60,000
New floor drains	1	sum	\$2,400.00	\$2,400
Minor modifications of sprinkler heads (assume building is sprinklered)	1	sum	\$4,000.00	\$4,000
Remove existing exhaust fans	1	sum	\$500.00	\$500
New exhaust fans	1	sum	\$4,000.00	\$4,000
New baseboard electric heaters and thermostats	1	sum	\$2,000.00	\$2,000
Mechanical contractor's general condition	1	sum	\$6,500.00	\$6,500
<b>Electrical</b>	<b>106</b>	<b>m<sup>2</sup></b>	<b>\$263.21</b>	<b>\$27,900</b>
Service and Distribution:				
work to area panels	1	sum	\$2,500.00	\$2,500
Mechanical Connections:				
EF-1, 2, 3 connections	3	no.	\$190.00	\$570
disconnects	3	no.	\$525.00	\$1,575
starter	3	no.	\$595.00	\$1,785
Feeder/Conduit:				
2#12 21mm	38	m	\$24.35	\$913
allowance for terminations, splicing etc.	1	sum	\$91.30	\$91
allowance for corners, couplings etc.	1	sum	\$100.40	\$100
Lighting:				
fixtures, conduit and wire	1	sum	\$9,800.00	\$9,800
Switching:				
devices, conduit and wire	1	sum	\$2,380.00	\$2,380
Receptacles:				
devices, conduit and wire	1	sum	\$2,380.00	\$2,380
General Conditions:				
testing and commissioning of above systems	1	sum	\$2,209.40	\$2,209
general conditions for Electrical Contractor - demobilization - permits/working drawings - early design	1	sum	\$3,645.51	\$3,646



# STAFF REPORT TO COMMISSION

**DATE OF REPORT** July 6, 2017

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

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

**SUBJECT:** Proposed Commemorative Plaque

**FILE:** N/A

## PURPOSE/INTRODUCTION

The purpose of this report is to provide additional information and seek approval to proceed with the installation of a commemorative plaque honouring the Evans brothers.

## RECOMMENDED RESOLUTION

That a plaque honouring the Evans brothers as proposed by Mr. Neil Dirom at the Commission meeting of April 13, 2017 be installed in a suitable location in the landscape on the West side of Island Savings Centre at a cost of no more than \$750.

## BACKGROUND

In March 2017, a proposal was brought to the Commission from local historian, Mr. Neil Dirom, to install a commemorative plaque on the property at Island Savings Centre acknowledging Cowichan Pioneers, the Evans family. The Island Savings Centre is situated on a parcel of what was 160 acres acquired through a Crown Grant in 1884 for farm and home by Mr. James Evans and subsequently his descendants.

At the May 2017 Commission meeting, Mr. Dirom presented historical information about Mr. James Evans and his three brothers: David, John and Henry, all pioneers in the Cowichan Valley.

The Commission asked staff to report back on how the land was transferred to the City of Duncan and the Municipality of North Cowichan.

A cost estimate of \$850 for the purchase of a memorial plaque was received from a monument works firm in Victoria BC. It was suggested that a local burial firm be approached to seek a donation of, or lower cost for, manufacture of the plaque.

## ANALYSIS

A search of local municipal records reveals the following land transfers on the property:

1884: Crown Grant issued to James Evans for 160 acres which includes the parcel on which the Island Savings Centre currently sits at a price of \$160 USD.

1951: Parcel transferred from "Hattie" Vianne Evans Kier to the Cowichan Community Centre Association. Mrs. Kier was one of James Evans' ten children. No official covenant could be located, but in all newspaper reports going forward the parcel is always referred to as being for recreational purposes only. No price is recorded for this transfer.

1952: Parcel transferred from Cowichan Community Centre Association to the Cowichan Cooperative Curling Association (CCCA) for \$1,000 (the assessed value at the time). The CCCA proceeded to spend close to \$100,000 to build and equip a curling club, which also hosted public

skating for some years.

1965: Parcel transferred from CCCA to Duncan Recreations Ltd. for \$46,000. Duncan Recreations Ltd. was owned by two members of the CCCA, Mr. Karm Singh and Mr. Robert (Bert) Evans, and possibly other associates. Mr. Bert Evans was a grandson of James' brother David. Duncan Recreations continued to operate the centre for skating and other recreation purposes when Duncan Curling Club moved to their new home on Sherman Road in the mid-late 1960s.

1973: Parcel which included the existing curling club (land, building and assets) transferred from Duncan Recreations Ltd. to the City of Duncan and the Municipality of North Cowichan equally, for \$70,000. This parcel appears to have included the land on which the Aquannis Centre pool sat, which was already under construction at the date of the land transfer.

The Aquannis Centre pool opened 1973 and a successful referendum was held in 1975 to borrow funds to build the Cowichan Community Centre and Cowichan Theatre attached to the pool in partnership with the School District and with funding from the Province. The surrounding centre opened December 9, 1978.

While ownership of the property changed hands between the last Evans family member owner and being acquired by the municipalities, it is not clear if Mrs. (Evans) Kier received compensation for the original transfer. No sale price was recorded on the municipal document, which was out of sync with the practice at the time. Because that transfer was to a Community Centre Association and considered ever after to be only used for recreation purposes it may be implied that her intention was for continuing community benefit, with little or no compensation.

#### **FINANCIAL CONSIDERATIONS**

Mr. Dirom has offered to assist in seeking a donation for the manufacture of the plaque. Installation can be carried out by Island Savings Centre staff at no additional cost.

#### **COMMUNICATION CONSIDERATIONS**

A news release will be issued in conjunction with the unveiling of the plaque.

#### **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, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use 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

