



C·V·R·D

ISLAND SAVINGS CENTRE COMMISSION

THURSDAY, December 8, 2011

2:30 pm/ ISC Board Room

AGENDA

- | | | Pages |
|----|--|----------------------|
| 1. | <u>APPROVAL OF AGENDA:</u> | 1-2 |
| 2. | <u>ADOPTION OF MINUTES:</u> | |
| | M1 November 10, 2011 Minutes | 3- 6 |
| 3. | <u>BUSINESS ARISING FROM THE MINUTES:</u> | |
| | - No Business Arising | |
| 4. | <u>DELEGATIONS:</u> | |
| | - No Delegations | |
| 5. | <u>DEPARTMENT REPORTS:</u> | |
| | DR1 PROGRAMMER, YOUTH OUTREACH: | |
| | - Verbal Report | |
| | DR2 COORDINATOR, OPERATIONS DIVISION: | |
| | - Verbal Report | |
| | DR3 MANAGER, ARTS & CULTURE DIVISION: | |
| | - Verbal Report | |
| | DR4 MANAGER, ISLAND SAVINGS CENTRE DIVISION: | |
| | - Verbal Report | |
| 6. | <u>CORRESPONDENCE:</u> | |
| | - No correspondence | |
| 7. | <u>UNFINISHED BUSINESS:</u> | |
| | UB1 Aquannis Centre | |
| | a) Report from Kilo Design | 7-27 |
| | b) Lease/ Ownership | - Staff Report 28-30 |
| | c) Childcare | - Staff Report 31-33 |
| | d) Re-Development | - Staff Report 34-35 |
| | UB2 Welcome Signage | - Staff Report 36-37 |

8. NEW BUSINESS:

NB1 Confirmation of Dates and Times for ISC Commission Meetings, with inclusion of Budget Meetings.

NB2 Recognition of Service of Commission members

9. QUESTION PERIOD:

10. CLOSED SESSION:

11. NEXT MEETING:

- Next Regular Meeting proposed for January 26, 2012.

12. ADJOURNMENT:

DISTRIBUTION:

Director L. Duncan

Director B. Fraser

Director G. Giles

Director L. Iannidinardo

Director M. Walker

Mayor R. Hutchins

Mr. R. Austen, General Manager, Parks, Recreation & Culture, CVRD

Mr. J. Elzinga, Manager, Island Savings Centre

Ms K. Schrader, Manager, Arts & Culture, CVRD

Mr. J. Wakeham, Manager, Facility, Fleet and Transit, CVRD

Mr. B. Coleman, Operations Coordinator, CVRD

Ms D. Williams, Youth Outreach Programmers, ISC

Mr. W. Jones, Chief Administrative Officer, CVRD

Mr. T. Ireland, Administrator, City of Duncan

Ms T. Mayea, Office Assistant, City of Duncan

Mr. D. Devana, Administrator, District of North Cowichan

Mr. M. Ruttan, Corporate Officer, Municipality of North Cowichan

Ms. MB MacKenzie, Deputy Municipal Clerk, Municipality of North Cowichan

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, November 10, 2011 at 2:30 pm.

PRESENT: Councillors: A. Siebring, D. Haywood, T. Duncan,
Director L. Duncan, Alternate Director L. Heinio

ALSO

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

CALL TO ORDER

The Island Savings Centre Commission Chair called the meeting to order at 2:42 p.m.

**APPROVAL OF
AGENDA
11-44**

It was moved and seconded that the agenda be amended with the addition of:

C2 - October 28, 2011 Cowichan Valley Arts Council,

And further that the agenda, as amended, be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES
11-45**

It was moved and seconded that minutes of the Island Savings Centre Commission regular meeting of October 13, 2011 be approved.

MOTION CARRIED

**BUSINESS
ARISING OUT OF
MINUTES
BA1**

15 Passenger Van

In a Staff Report submitted November 10/11 by B. Coleman, direction was requested from the Commission on the disposal of the capital asset described as 2004 BMC Savana G3500 15 Passenger Van. As the existing van was taken off the road in May, 2011 for perceived safety concerns, staff suggested that the current vehicle could be traded for a 2006 – 2008 7 passenger minivan.

Discussion ensued. Although the purchase of a minivan would answer the

identified need for transportation for those in child care programs, the limited number of seats could restrict the extent of programs offered. It was suggested that a line item be included in next year's budget process to support the purchase of a larger van.

11-46

It was moved and seconded that the Island Savings Centre Commission approve the disposal of the Centre's 2004 GMC Savana G3500 15 Passenger Van, and that approval be given to purchase a smaller mini-van at a cost not to exceed the sale of the 15 Passenger Van.

MOTION CARRIED

An opposing vote was cast by Director L. Duncan.

BA2

Aquannis Centre Redevelopment update

An Aquannis Centre information update was provided in an October 27, 2011 Staff Report, as directed by the Island Savings Centre Commission in May/11.

A design planning exercise to redefine the Aquannis Centre space with the inclusion of child care is scheduled for November 23/11, and general cost estimates are anticipated to be presented to the Commission for input at the December/11 Commission meeting.

Until a potential change in ownership of the Aquannis Centre has been established, discussion on the redevelopment project will be from a research perspective only.

A discussion ensued, with questions raised regarding the provision of funds to cover the costs associated with childcare, and the need to establish the School District's future direction of early learning principles. The Island Savings Centre Manager will provide a report and will address these questions at the December Commission meeting.

DELEGATIONS

None

**DEPARTMENT
REPORTS**

**DR1
YOUTH OUTREACH
REPORT**

Island Savings Centre Youth Outreach Programmer D. Begley stated that spring programs are currently being developed with the inclusion of partnering with North Cowichan.

**DR2
OPERATION
REPORT**

Report submitted by North/Central Cowichan Facility Coordinator B. Coleman:

- Directional signage will be installed around the facility by year end.
- The storm pump repair project is currently underway.
- The Multi Purpose Hall doors have been repaired, and hinges

replaced on the main lobby glass doors.

- Mirrors have been installed in the Genoa Room to be used by the School District's drama class.

**DR3
COWICHAN
THEATRE REPORT**

Report submitted by Arts & Culture, Manager, K. Schrader:

- A recent conference to attend the Canadian Arts Presents Alliance in Toronto was highly informative; the need to network with other Theatres was stressed in an attempt to build professional bridges.
- In order to bring down booking costs, group bookings are being coordinated with other theatres around BC.

**DR4
ISLAND SAVINGS
CENTRE MANAGER
REPORT**

Report submitted by Island Savings Centre Manager J. Elzinga:

- Working with the Vancouver Island Sports Tourism Council initiative to provide opportunities for large events in the future.
- On November 26/11 the ISC will host a one day seminar by 'Success by Six' as an information session for parents.
- Working on the development of small to large welcome signage for the facility, with a report expected to follow for the Commission in December.

Discussion ensued regarding the use of digital way-finding signage for the Cowichan Place partners, with concern raised should drivers be distracted by the digital scrolling.

CORRESPONDENCE

**C1
C2**

Correspondence from October 25, 2011 Kidsport Cowichan, and October 28, 2011 CVAC were considered.

11-47

It was moved and seconded that:

- 1. The letter sent October 25, 2011 from Kidsport Cowichan in gratitude to the Island Saving Centre for a donation towards their recent Silent Auction Oct. 15/11 be received and filed.**
- 2. The letter sent October 28, 2011, from Cowichan Valley Arts Council stating recent success for local artists be received and filed.**

MOTION CARRIED

**UNFINISHED
BUSINESS**

No Unfinished Business

Alternate Director L. Heinio and D. Begley left the meeting at 3:40 pm.

NEW BUSINESS

NB1

In order to provide the Commission with a visual explanation of the area between University Way Extension and the North side of the Island Savings Centre, a walking tour was conducted of the North Side of Island Savings Centre/University Way.

The meeting resumed at 4:55 pm.

NB2

North Side of Island Savings Centre Parking Agreement

A Staff Report November 3, 2011 requested that the Island Savings Centre Commission approve in principle an agreement with the School District 79 for the Island Savings Centre's use of an approximate 7.5m x 60m strip of land on School District property between the north side for the Island Savings Centre, and the extension of University Way currently under construction.

The Island Savings Centre and School District staff have acknowledged the potential for using this strip of land to provide additional parking for the Island Savings Centre. As the School District does not anticipate a need for this section of land, it is proposed that the Island Savings Centre 2011 budget pay for any costs to alter the design and construction of this section of land, to allow for parking, at costs currently estimated at \$10,000.

11-48

It was moved and seconded that the Island Savings Centre Commission approve in principle an agreement with the School District 79 and the Island Savings Centre for use of approximately 7.5m x 60m of School District property between the north side for the Island Savings Centre, and the extension of University Way, for the purpose of additional parking.

MOTION CARRIED

A discussion took place regarding the sustainability model for the ISC as presented to the Island Savings Centre Commission in recent months. Further discussion is anticipated during review of the budget in the new year.

QUESTION PERIOD:

CLOSED SESSION

No Closed Session

ADJOURNMENT

The meeting adjourned at 4:00 p.m.

The next regular Island Savings Centre Commission Meeting will be held December 8, 2011, or at the call of the Chair.

Certified Correct:

Chairperson

Secretary

Dated:



KILO Design Inc.

Aquannis Centre Design Charette Summary and Report

Prepared for: John Elzinga, Manager, Island Savings Centre

Prepared by: Keith Tetlow, BA, MArch, MAIBC

November 29, 2011

Project Number: K-1111





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Aquannis Design Charette Summary and Report

Objective

On November 23, 2011, current and potential future stakeholders and users of the Aquannis Centre met for a 4 hour design Charette to discuss potential improvements to the Aquannis Centre which has been partially left derelict since the opening of the new Cowichan Aquatic Centre in 2008. Objectives of the design effort were fourfold:

1. To improve the entrance to Duncan Dynamics Gymnastics,
2. To provide a space for a Teaching / Learning Centre in partnership with Vancouver Island University,
3. To increase the size and functionality of the Teen Drop in Centre,
4. To provide an area for maintenance and operation staff use.

The Budget was set at \$500,000 due to potential Infrastructure Grant monies available for this work.

Challenges / Constraints

Two days after the charette, on November 25th, John Elzinga announced to the charette group by email that this project was NOT voted as one of the projects forwarded to receive provincial grant funding. Despite this announcement, this Report was completed on the basis of a \$500,000 project, with the understanding that this plan represents the preferred plan for the area, which will now be looking for funding to move forward, perhaps in multiple phases. See Costing and Next Steps sections at the end of this report for further commentary.

A second challenge was that no Structural or Architectural record drawings were available for the use of the owner or design team for the charette. A complete Architectural and Structural survey needs be completed prior to any further planning or design work being done to avoid further inefficiencies and inaccuracies. Instead of record plans, the Owner furnished KILO Design Inc. with field measurements which were drafted by KILO resulting in the Appendix A2 and A3 plans attached. These plans formed the basis of the planning during the charette.

A third challenge became evident upon the drafting of the existing base plans; there was more area than budget to renovate. The potential project area was over 6300 s.f. and at \$150/s.f. average cost to renovate this area could easily double the \$500,000 target budget. This resulted in some discussion of reducing scope, and removing some objectives from the scope of the Project.



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The fourth challenge could arguably be the inherent unpredictability of renovating the existing 1970's building which in some aspects does not conform to today's building code. Creation of a decent contingency fund (15%) is advised and full cooperation with the North Cowichan Building Department will be required in order to proceed without triggering seismic and fire separation upgrades which could potentially imply a large financial burden to the Project.

Solution Finding

1. Gym Entrance Investigation

Because of its impact on Emergency Exiting and general circulation, options for improving the Gym Entrance for Duncan Gymnastics were examined first. Several options for the entrance on the West side were investigated. Largely because of grade differences, all these West Entrance options involved significant cost, and interference with an existing, potentially non-conforming exiting of the Gymnasium which was deemed to be outside the reach of the project under the \$500,000 budget.

It became apparent that building a new entrance to the Gym could best be accommodated utilizing the existing Main Entrance, and creating a *buffer zone* between the Teen Centre and the Gymnastics Club; a condition that was preventing the full use of this entrance in the first place.

To that end, the entrance to Duncan Gymnastics was kept to James St. with the following efforts:

1. Improved Monitoring and separation between Teen Drop-In Centre, and Duncan Gymnastics
2. Rebuilt washroom and change facilities for Gymnastics.

To achieve an increase in size of the Washrooms, the Gym Office was relocated to an unused portion of corridor to the North of the Teen Drop in Centre. See plan in Appendix C. This is a large office space of 280 s.f., which could be partitioned to provide further changing facilities or storage. Further discussion with Duncan Gymnastics regarding the optimal function of this room and the entrance in relation to the viewing area is recommended as a next step action item.

2. Teaching / Learning Centre Planning

The next issue of discussion was the requirements of the Teaching / Learning Centre (TLC) from Vancouver Island University (VIU). Similar to Duncan Gymnastics, a *buffer* or *overflow space* between the TLC and the Teen Drop In Centre was seen to be advantageous by all members of the charette. The number of children anticipated to be accommodated was set at no more than 20, which necessitates 2 water closets by code. The proposed plan shows two fully accessible water closets for maximum flexibility and future proofing. The total area requested for was 1500 s.f. based on comparison with Cowichan Lake Sports Arena childcare space. An Office, Storage Room, and a Meeting Room for 8-12, together with a "larger than residential" Kitchen was also requested. This Kitchen, together with the Meeting Room was seen as a potentially shared space.



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The best location for the TLC was seen to be on the North West side, with the Teen Centre occupying its current location in the SE corner of the Project Area, with a buffer of shared or common space in the form of a Multi-Purpose Room (MPR) and the Kitchen between them. There was a further advantage of potentially utilizing the landscaped area to the West of the Aquannis Centre as an exterior fenced in play area, budget permitting.

The division between the MPR and the TLC was recommended to be a sliding or removable partition system. The location of this room divider needs to be coordinated with beams that will likely be required as shown in Appendix C along the South wall of the proposed Kitchen. Again, a structural analysis of the Centre needs to be conducted to refine the location of the beam under which the sliding partition should be mounted.

3. Increase Size and Functionality of Teen Drop In Centre

The Teen Drop In Centre, currently 880 s.f. was requested to be enlarged and improved. Also, there was a communicated need to monitor the Teens and control their unmonitored access to the hall to the East of the Teen Drop In Centre, together with the desire to have access to a kitchen and their own washroom facilities. See Appendix C for the proposed solutions to these requirements.

The washroom is fully a accessible unisex washroom, located on the East wall adjacent to existing plumbing facilities for easy tie-in.

It should be noted that during the charette, the wall between the Lobby and the Teen Centre was located down the middle of the existing Lobby (see Appendix B - Charette Plan). However, it would make better sense to utilize the existing beam to the East of the current reception counter as the top of that wall. This location for the wall would still provide a dedicated entrance door to the Teen Drop In Centre, while providing enough area outside the MPR as a crush space, greater emphasis to the Entrance for both the Gymnastics and the TLC as well as the public washrooms.

4. Increased Maintenance Area for Operations

Location of the Maintenance Area for Operations was discussed and the existing decommissioned Pool Mechanical Room was seen as the best location for it. However, early in the charette, after it was clear that we would have issues affording the program areas within our budget, the Island Saving Centre Staff withdrew its request for further operations space as part of this Project.

Emerging Design Themes

As the charette progressed, a few common themes emerged. The first was to create as open a floor plan as possible by concentrating a Service Core (Kitchens, Washrooms, Storage, Meeting Rooms) in the middle of the Project Area, leaving an open and flexible plan around the perimeter. This was seen as the best way of using the space from a User's point of view as well as "future-proofing" the design effort from an Owner point of view.

The second design theme that emerged was the creation of *buffer zones of shared facilities* such as Meeting Rooms and Kitchens not only provided the required spatial separation, but also increased efficiency by reducing redundancy.



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A third design decision that came out of the charette relates to both of the above themes was the inclusion of the existing Gym washroom facilities into the scope of the Project. Although washrooms are expensive areas, renovating these WCs was seen as the most efficient way to utilize existing plumbing and reinvigorate the existing facilities which are much in need of repair, as well as keeping with the theme #2 above of keeping an open and flexible plan around the perimeter.

Preliminary Construction Cost Estimate

Although this design effort was executed on the basis of a \$500,000 construction budget, this number became somewhat academic upon the announcement of the removal of potential grant monies. However, during the charette and after during the creation of the plan for this report, much attention and effort was given to gain maximum efficiencies in the plan so that it would still serve as an effective guideline to renovating the area. Instead of working to a hard \$500,000 maximum budget, attention was put toward providing as much costing information as possible to facilitate future decision making which may be phased.

From the money supply side, it should be noted that the numbers included in Appendix D are construction costs only. Soft costs amounting to approximately 20% for professional fees, permits and testing need be applied above this amount, plus a 15% construction contingency to deal with unforeseen conditions that usually arise during renovations of older facilities. Taxes are also not factored into these estimates.

Finally, as a disclaimer, it must be understood that these values are educated guesses informed by recent nearby experience, but that accuracy cannot be guaranteed, especially at this early stage in the design. Some of the elements can be costed at this point in time, and others cannot as further design work must be undertaken first.

Area Take-off Estimate

Based on experience with similar projects with a "good" level of detail and finishing expected to last at least 25 years, and assuming a moderate level of structural upgrading, adjustment (not replacement) of the existing sprinkler system, integration of existing mechanical systems; a rough square foot budget cost of \$150/s.f. could be applied to the project for work of this sort. Over an area of 5435 s.f. this would result in a cost of roughly \$815,250 for the Interior portion of work alone. If the \$500K budget is to be adhered to, we must look for aggressive savings in some areas. The obvious areas to concentrate on saving money on a square footage basis would be all existing areas that do not involve removal of walls or structural intervention; the Teen Centre, the Gym Office and the Teen Admin Office; i.e. the blue areas plus the Lobby in the Report Plan. These areas will not require demolition or structural intervention and with a cosmetic addition of partitions and a minimal finish improvement such as a sand-blast of the wood ceilings and painting of the existing walls w/ new carpet tile flooring could bring their cost down to \$50 /s.f. When this analysis is carried out, we end up with a preliminary cost estimate of \$577,250 for the building and \$42,500 for the Site resulting in a total preliminary construction cost estimate of \$619,750. See Appendix D1 for further breakdown of this estimate.



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Elemental Cost Estimate

Another method of proceeding to determine an estimated cost of construction would be add up the elements of the design. This Elemental Cost method is usually reserved until the final design is known, however in this case knowing some of the specific costs of items early on could help decision making process. Using this method, the costs of the elements of the design have been tabulated. The result of this analysis is shown in Appendix D2. This method results in a construction budget totaling \$529,178 *not including Demolition, Structural intervention, Soft Costs or Contingencies*; a number that is consistent with the area take-off estimate.

Commentary on Cost Analysis

The attached design shown on Appendix D appears to cost more than \$600,000 as a base Construction Cost, which means that after a 20% markup for soft costs results in a project cost of \$720,000 plus applicable taxes. A few key items to be noted:

1. Experience has shown that in the current hungry construction market it is better to be slightly over the project budget going in as traditional estimates have been conservative. Although unpredictable, up to 20% savings have been realized at time of Tender.
2. It must be noted that the quality of the construction of this estimate is "good". This would result in a minimum 25 year life expectancy, and be consistent in feel with typical new recreation centre finishes.
3. At this early stage in the design process, various strategies could be easily employed to bring the cost of construction down. For example, \$100K is devoted to lighting, which is consistent with "good" quality facility. This may be brought down as low as \$40K-\$50K if the quality of lighting and fixtures is reduced.
4. Having said the above, it is important from an Owner's point of view to not underfund a project as quality control and legal issues often arise with underfunded projects.

Next Steps

One primary objective of this Report is to provide the Project management team the tools required to make informed decisions on how or even whether to move forward with this project. With that in mind, here is a brief list of items that are recommended to be undertaken next by the Owner before the Design and Construction Team for the Project are hired to start the construction process.

1. Accurate building (Arch and Structural) surveys of the existing facility in lieu of As-Built plans.
2. Further refinement of the Program documents involving discussion with User Groups; e.g. Duncan Gymnastics regarding entrance, changing, and parent viewing locations. Ideally, Room Data Sheets would be generated to give to the Design team at startup.
3. Discussion of Exiting and other building code issues with Building Officials at the Authority Having Jurisdiction. The District of North Cowichan Building Department is an important partner in this project, and communication with them regarding these plans should be undertaken as soon as possible in an effort to reduce significant uncertainty and exposure regarding exiting, fire protection, and seismic upgrade requirements that may be applicable to this Project.



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That concludes the Report of the Aquannis Centre Design Charette. I trust that this document fully summarizes the day's design effort of the Aquannis Design Charette, and helps in the decision making regarding moving forward with this much needed project.

Please feel free to contact me to discuss this document or it's contents or errata, or for any matter concerning the future implementation of this exciting project, and I will be glad to discuss.

Finally, thank you to all who gave their time to participate in this charette. The number and quality of attendees truly indicates the need and want for the revitalization of the Aquannis Centre.

Regards,

A handwritten signature in black ink, appearing to read "Keith Tetlow", with a long horizontal line extending to the right.

Keith Tetlow BA, MArch, MAIBC
Architect
KILO Design Inc.
ktetlow@shaw.ca
1(778) 679 4934



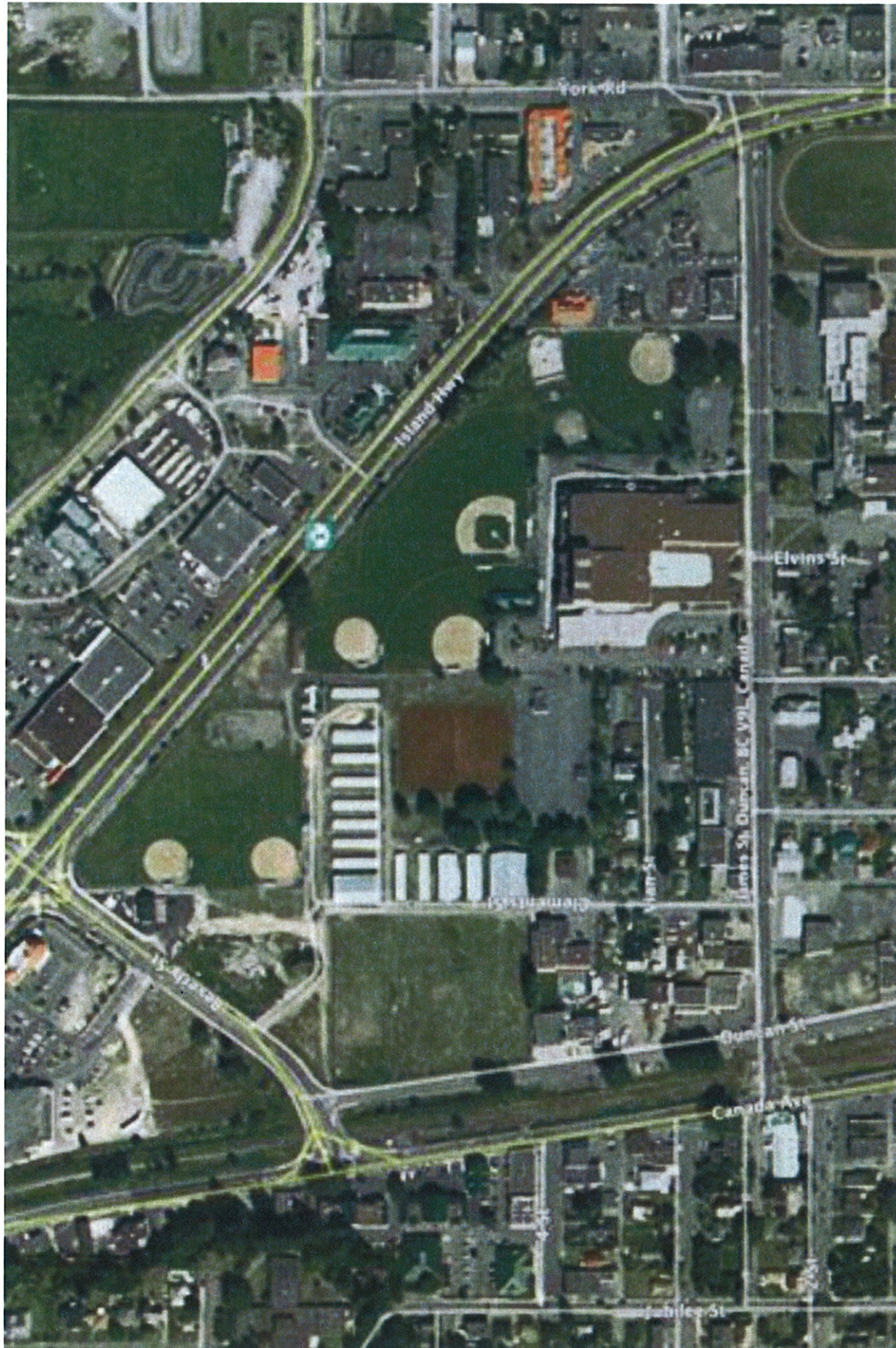
KILO Design Inc.

Appendix A: Existing Plans

A1: Site Plan

A2: Facility Plan - Overall

A3: Facility Plan - Enlarged



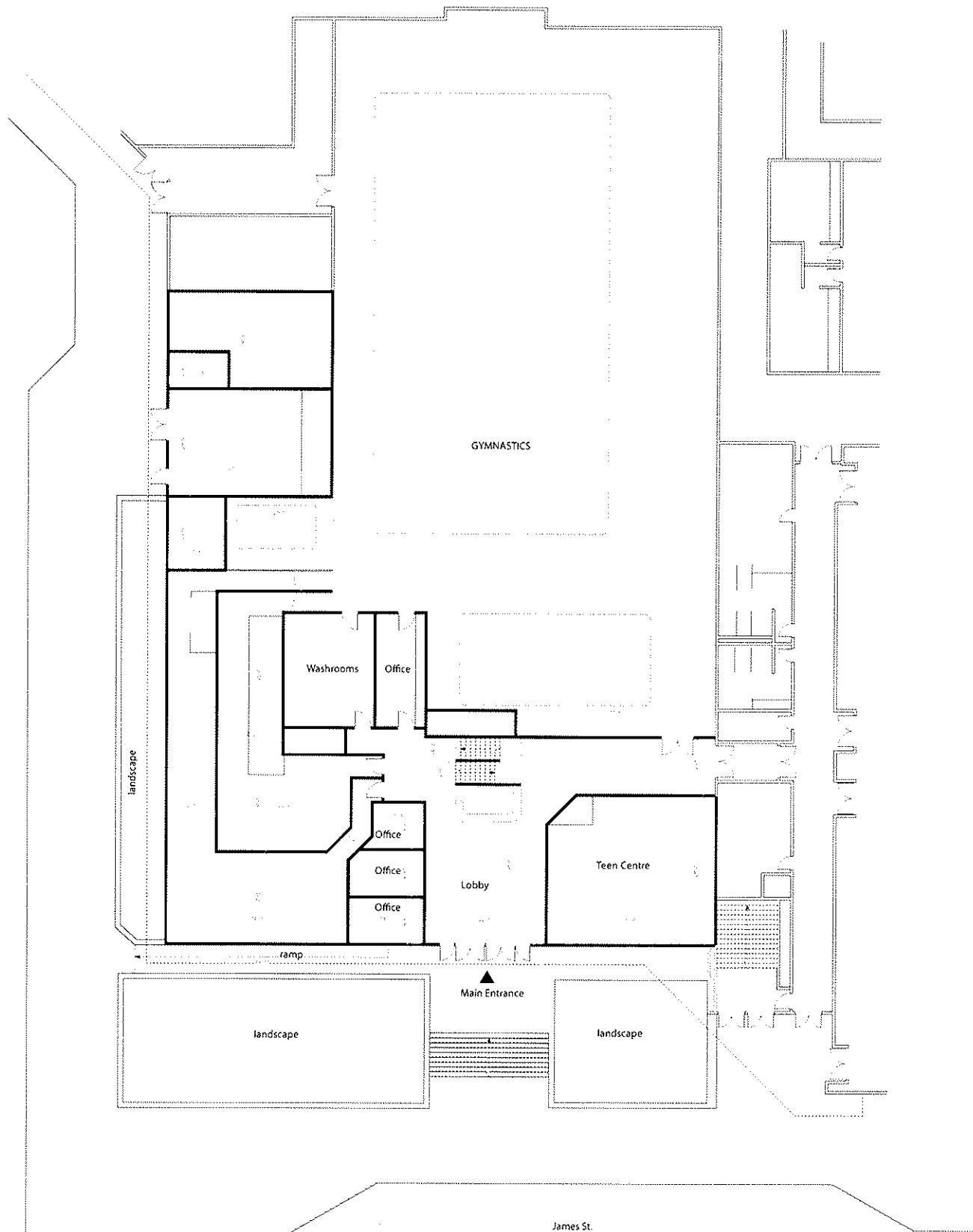
not to scale 2011-11-23

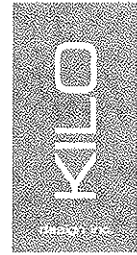
Satellite Image (2004)

Aquannis Centre Design Charette



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Appendix B: Charette Plan

The preferred plan generated at the charette.



Aquannis Centre Design Charette Existing Plan

Scale 1/4" = 1'-0" 2011-11-23



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Appendix C: Report Plan

A refined plan based on Charette Plan




LEGEND

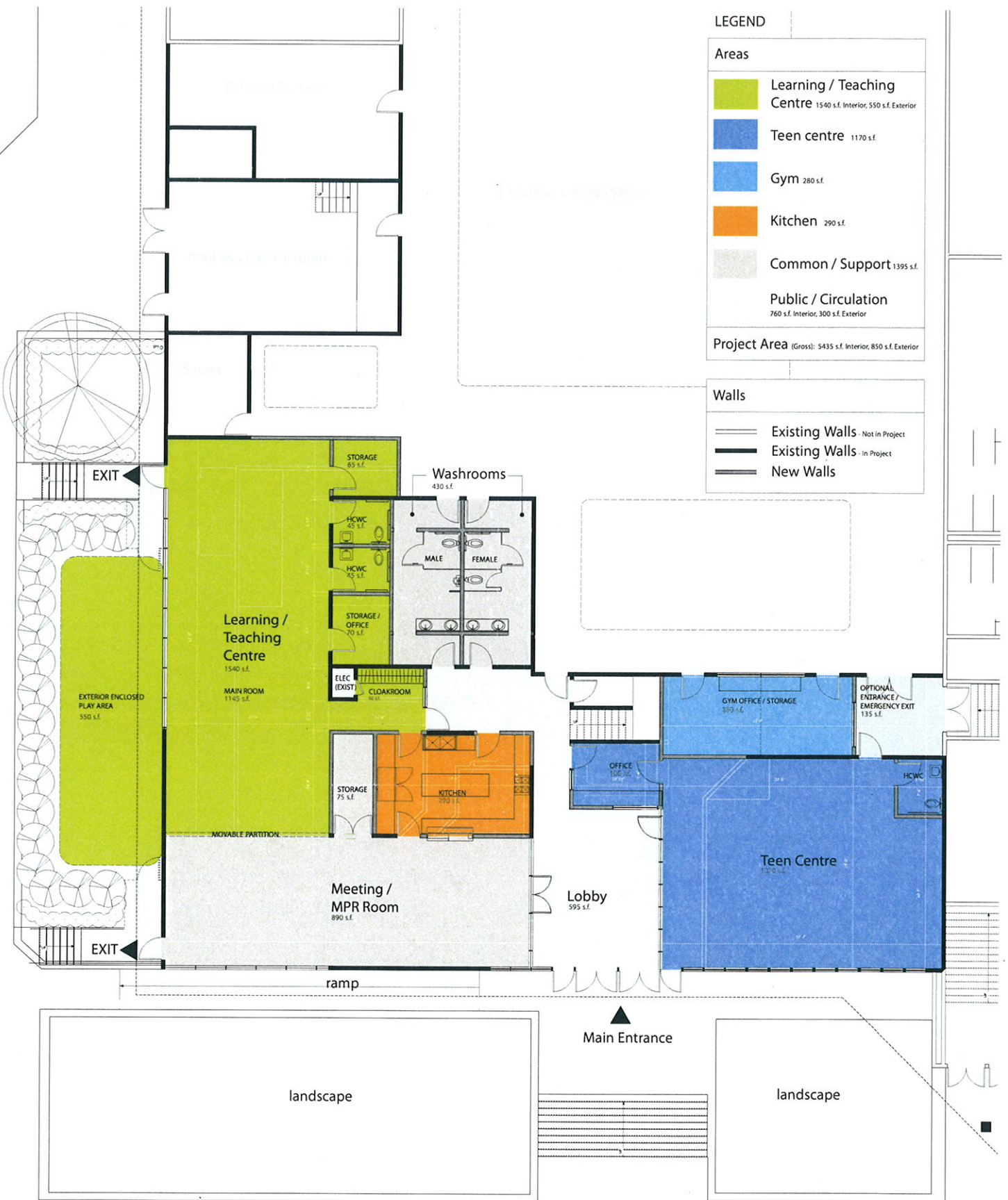
Areas

	Learning / Teaching Centre 1540 s.f. Interior, 550 s.f. Exterior
	Teen centre 1170 s.f.
	Gym 280 s.f.
	Kitchen 290 s.f.
	Common / Support 1395 s.f.
	Public / Circulation 760 s.f. Interior, 300 s.f. Exterior

Project Area (Gross): 5435 s.f. Interior, 850 s.f. Exterior

Walls

	Existing Walls - Not in Project
	Existing Walls - In Project
	New Walls



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Aquannis Centre Design Charette Proposed Plan

Scale 1/4" = 1'-0" 2011-11-29





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Appendix D: Cost Estimates

D1: by Area

D2: by Element

Costing by Area

Aquannis Centre Design Charette

Space	Description	Gross Area ft2	Per s.f. costing m2	Cost for Area
1 Teaching / Learning Centre				
1.1 Classroom	incl. cloakroom	1280	118.92	150 192,000
1.2 Child WC	2 HCWC	90	8.36	150 13,500
1.3 Food Prep area	stove, sink, microwave	see Common / Support		
1.4 Storage		70	6.50	50 3,500
1.7 "Parent space"		see Common / Support		
1.8 Office		100	9.29	50 5,000
1.9 Exterior Play area (Site dev cost)		550	51.10	50 27,500
	subtotal building	1540	143.07	150 214,000
	subtotal site	550	51.10	27,500
2 Expanded Youth Outreach				
2.1 Youth Room	"somewhat" (25%) larger than existing, including HCWC	1070	99.41	50 53,500
2.2 Food Prep area	Stove, sink, fridge, microwave	see Common / Support		
2.3 Office space		100	9.29	50 5,000
	subtotal	1170	108.70	58,500
3 Improved access to Gymnastics				
	New Office Area	280	26.01	
	subtotal	280	26.01	50 14,000
4 Maintenance / custostodi removed from Project		0	0.00	
5 Public / Circulation				

	Lobby,		625	58.06			
	Gym / Youth Exit		135	12.54			
		subtotal	760	70.61	50	38,000	
	Site circulation		300	27.87	50	15,000	
6 Common / Support							
6.1	MPR						
6.2	Washrooms						
6.3	Kitchen						
	Multi Purpose Room + Storage		965	89.65	150	144,750	
	Washrooms		430	39.95	150	64,500	
			290	26.94	150	43,500	
		subtotal	1,685	156.54		252,750	
	Total Building		5435	504.93		577,250	
	Total Site		850	78.97		42,500	
	Total Project					619,750	

Preliminary Elemental Costing

Aquannis Centre Design Charette

11-Nov-29

	Area or #	cost per	cost	comments
Walls				
Exterior Glass Walls	385	90	34,650	
Interior Glass Walls	400	60	24,000	
New Walls	3,840	10	38,400	
Repair Existing Walls	1,600	5	8,000	
Tile Walls in WC	1,740	15	26,100	
Movable Partition	180	90	16,200	
Baseboard	1	2,500	2,500	
Doors				
Interior Doors	22	1,000	22,000	
Exterior Doors	2	2,500	5,000	
Interior Glazing	120	55	6,600	
Ceilings				
Repair, Sandblast and Seal	5,435	7.5	40,763	
Floors				
Floor Levelling	2,500	5	12,500	
Sprung Floor	2,035	20	40,700	



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Appendix E: Charette Invitees / **Attendees** / Contacts

Architect:

Keith Tetlow, KILO Design Inc. <kilo-design@shaw.ca>

Island Savings Centre Commission:

Al Siebring <alsiebring@shaw.ca>

School District:

Joe Rhodes <jrhodes@sd79.bc.ca>

City of Duncan:

Peter De Verteuil <peter@duncan.ca>

District of North Cowichan:

Ernie Mansueti <MANSUETI@northcowichan.ca>

CVRD:

John Elzinga <jelzinga@cvrd.bc.ca>

Denise Begley <dbegley@cvrd.bc.ca>

Brad Coleman <bcoleman@cvrd.bc.ca>

Jim Wakeham <jwakeham@cvrd.bc.ca>

Kim Liddle <kliddle@cvrd.bc.ca>

Duncan Dynamics Gymnastics Club:

Howard Barnes <duncandynamics@shaw.ca>

Vancouver Island University:

Linda McDonell <Linda.McDonell@viu.ca>

Keith Chicquen <Keith.Chicquen@viu.ca>

Lorna McCrae <Lorna.McCrae@viu.ca>

Manjeet Uppal <manjeet.uppal@viu.ca>



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING DECEMBER 8, 2011

DATE: November 30, 2011
FROM: John Elzinga, Manager
SUBJECT: Aquannis Centre Lease / Transfer of Ownership

Recommendation/Action:

That the Commission provide direction on next steps in the creation of a lease, or a transfer of ownership, with the Aquannis Centre.

Relation to the Corporate Strategic Plan:

Develop a partnership strategy to ensure parks, recreation and culture planning and coordination occurs throughout the region.

Financial Impact: *(Reviewed by Finance Division: _____)*

Dependent on provision of services, and expectation of expenditures on capital and operating.

Background:

In 2009, Duncan Dynamics gymnastics signed a five year license of occupation with North Cowichan and Duncan for the use of the tank portion of the old Aquannis Centre.

In 2009, the Island Savings Centre signed a five year license of occupation with North Cowichan and Duncan for the use of the old fitness studio for a youth drop in centre.

The lobby, changerooms, and mechanical areas of the Aquannis Centre have been left as is for the past three years.

In April 2011 both North Cowichan and Duncan Councils approved in principle the redevelopment of the Aquannis Centre.

In May 2011 the Island Savings Centre Commission asked staff to create a conceptual design and a recommendation for the best options for child care in the Aquannis Centre space.

The Commission in May 2011 also discussed ownership of the Aquannis Centre and whether electoral areas D and E would be involved, and agreed that any proposal to redefine ownership of the space should be addressed after the November election.

The timeline was accelerated by the announcement of the Community Recreation Program Grant. Regional District staff reviewed potential projects for this funding. The Aquannis Centre was recommended as one of the three top projects, if there could be a long term lease or transfer of ownership to the Regional District.

Regional District staff met with staff from North Cowichan and Duncan, who brought the issue to their respective councils.

North Cowichan passed the following motion:

"that Council approve, in principle, and in conjunction with the Duncan City Council, the following:

1. application by the Cowichan Valley Regional District (CVRD) for a provincial grant to redevelop the former Aquannis Centre in accordance with the conceptual design currently underway to redevelop the Centre;
2. replacement of the CVRD's current licence of occupation with a fee simple transfer (or a 30-year lease), and
3. transfer of the Aquannis Centre reserve fund to the CVRD to use towards the ultimate redevelopment of the facility."

Duncan passed the following motion:

"that Council approve, in principle, and in conjunction with the District of North Cowichan Council and subject to the approval of the Cowichan Valley Regional District (CVRD), the following:

1. application by the CVRD for a provincial grant to redevelop the former Aquannis Centre in accordance with the conceptual design currently underway to redevelop the Centre;
2. replacement of the CVRD's current licence of occupation with a 20-year lease, and
3. transfer of the Aquannis Centre reserve fund to the CVRD to use towards the ultimate redevelopment of the facility.

City of Duncan staff were advised that having a 20 year lease from the City of Duncan may not be enough to convince CVRD electoral area directors that the Aquannis Centre should be one of the three projects to be able to apply for Community Recreation Program funding. City of Duncan staff contacted Duncan councilors through the afternoon of November 23rd, to change the motion. The Island Savings Centre manager understands that 5 of 7 Duncan councilors approved a change to a 30 year lease term.

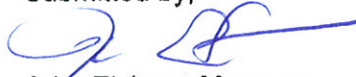
At Electoral Area Services Committee meeting of November 23rd, four electoral area directors voted for the Aquannis Centre being one of the three projects able to apply for funding, while four other directors voted against. The motion was defeated, and CVRD staff will be applying for funding for other projects under the Community Recreation Program grant program, not for the Aquannis Centre.

Staff now request direction from the Commission on preferred ownership and management of the Aquannis Centre. Any transfer or lease is assumed that the CVRD will take on Duncan Dynamics gymnastics current license of occupation.

Options:

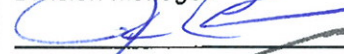
1. Pursue a complete transfer of ownership of the Aquannis Centre from the current owners of North Cowichan and Duncan, to the Cowichan Valley Regional District.
 - a. The funding partners would become the Municipality of North Cowichan, the City of Duncan, Electoral area D (Cowichan Bay), and Electoral area E (Cowichan Station, Sahtlam, Glenora).
 - b. The funding partners would become the Municipality of North Cowichan, the City of Duncan, and Electoral area E.
 - c. Other.
2. Pursue a 30 year lease of the Aquannis Centre from the current owners of North Cowichan and Duncan, to the Cowichan Valley Regional District. Decide on the funding partners as listed in option 1.
3. Pursue a lease of a term other than 30 years.
4. Do not pursue a transfer of ownership. Establish an operating agreement where the Island Savings Centre staff manage the facility for the two current owners for a fee, similar to when the Aquannis Centre was in operation as an aquatic facility. Capital improvements will be recommended to the current owners for funding.
5. Do not pursue a transfer of ownership. Maintain the current license of occupation for the youth drop in centre only. Request North Cowichan and Duncan staff provide maintenance to areas not under a license of occupation, at least to the level of safety standards, annual inspections, etc.
6. Other.

Submitted by,


John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:



Approved by:

General Manager:





STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING DECEMBER 8, 2011

DATE: November 30, 2011
FROM: John Elzinga, Manager
SUBJECT: Child care

Recommendation/Action:

That the Commission approve further investigation of the benefits and costs of a "teaching / learning centre" partnership with Vancouver Island University.

Relation to the Corporate Strategic Plan:

Develop a partnership strategy to ensure parks, recreation and culture planning and coordination occurs throughout the region.

Financial Impact: *(Reviewed by Finance Division: _____)*

Financial impact would require further investigation. It is anticipated that Vancouver Island University would participate in funding operating costs for a teaching / learning centre, either through direct rental of the facilities, or a long term agreement.

There remains the potential for the Island Savings Centre to offer child care programming, either as well as, or instead of, a partnership with Vancouver Island University. For reference, the current budget for the child care programming at the Shawnigan Lake Community Centre is presented as Appendix A to this staff report.

Please note that maintenance / custodial costs are not included in the Shawnigan Lake Community Centre budget. For the teaching / learning centre, it is expected that VIU will participate in the custodial and maintenance expenditures to the level they use the facility. In other words, if they use the facility for their programming 60% of the time, it will be expected that they pay 60% of the maintenance and custodial costs, either through direct rental fees, or a formal agreement to invoice.

Operations has based an estimate of costs on the following:

Custodial products and staff = 1 Janitor @ 24.39/hr (1.5hr/day) x 5 days = 182.93/wk + 80.00/wk supplies

$$= \$ 262.93 / \text{wk} \\ = \$ 12,620.64 / \text{yr}$$

Maintenance labour and repairs = 1 OA @ 26.72/hr (.5hr/day) x 5 days = 66.80/wk + 20.00/wk supplies

$$= \$ 86.80 / \text{wk} \\ = \$ 4,166.40 / \text{yr}$$

Since there is already heat and light in the space, it is difficult to estimate any incremental amounts for these services. We would like to add contingency of \$3,000 per year.

Therefore, we estimate that total costs should not exceed \$20,000 annually.

Background:

Since May, 2011, Island Savings Centre staff have actively investigated a partnership with Vancouver Island University on a child care space to be housed in the Aquannis Centre.

We have requested VIU staff express a "vision" of this partnership and facility. In the words of VIU's dean of health and human services, VIU sees the potential of:


"...a partnership which would create a Family and Community Learning Center, whereby young people, young children and families from the Duncan area would be able to receive services in a clinic/center multiservice format. Some of these might be user pay services, and others might be free or sliding scale. The key is that the role would be to provide a place for students to engage in learning about the professional services that could be available in the community. The center would provide evidence informed leading-edge service provision under the guidance of faculty-but with the understanding that the students are learning, as well as implementing the service.

We discussed examples such as

- a drop-in daycare service, which could be accessed by community and/ or VIU students on a pay as needed basis
- learning centers for young children, as well as youth, which might be an extension of local school district activities
- services for families that support them either through respite or active intervention, parent support, etc.
- additional youth programming..."

Island Savings Centre staff would like to further investigate this vision, including in the potential partnership the need to reduce the barrier to accessing recreation programs with the current lack of a childcare service.


Submitted by:


John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager 

Approved by:

General Manager 

COWICHAN VALLEY REGIONAL DISTRICT

Dept Function: Shawnigan Lake Community Centre

2006-2010 FINANCIAL EXPENDITURE PROGRAM

Prepared By: Kim Liddle

CHILDCARE BUDGET EXPENSES 2011

Function: 464

TOTAL EXPENDITURE										
Staffing Costs- Childcare Workers (including Benefits)	\$	61,627	\$	22,500	\$	12,750	\$	147,250	\$	244,127
Staffing Costs- Childcare Coordinator (including benefits)	\$	9,600	\$	7,500	\$	6,000	\$	49,725	\$	72,825
Supply Costs (including summer outtrips)	\$	1,300	\$	1,050	\$	670	\$	9,100	\$	12,120
Utilities (including phone/hydro/heat/water/alarm)	\$	1,850	\$	1,850	\$	1,850	\$	5,800	\$	11,350
Bus- Repair and Maintenance for 2- 22 passenger buses							\$	6,000	\$	6,000
Bus- Fuel and Lubricant for 2 buses			\$	250	\$	200	\$	4,050	\$	4,500
Insurance x 2 buses							\$	3,100	\$	3,100
TOTAL EXPENDITURES										
	\$	74,377		\$33,150		\$21,470		\$225,025		\$354,022
SOURCES OF FUNDS										
Requisition/Parcel Tax	\$	-								
User Fee	\$	63,600	\$	31,000	\$	19,000	\$	199,500	\$	313,100
Summer Student Wage Grants							\$	2,600	\$	2,600
Childcare Operation Funding Program Grant	\$	10,800	\$	3,480	\$	2,490	\$	15,930	\$	32,700
Debt Proceeds									\$	-
Surplus/(Deficit)									\$	-
TOTAL REVENUES										
	\$	74,400	\$	34,480	\$	21,490	\$	223,652	\$	354,022

"Total application of funds" must equal "Total Source of Funds"



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING DECEMBER 8, 2011

DATE: November 30, 2011
FROM: John Elzinga, Manager
SUBJECT: Aquannis Centre Redevelopment

Recommendation/Action:

That the redevelopment of the south and west sides of the Aquannis Centre be further discussed as part of the 2012 Island Savings Centre budget.

Relation to the Corporate Strategic Plan:

Continually improve the quality of programs and services.

Develop a long term recreation funding strategy for the region.

Financial Impact: (Reviewed by Finance Division: _____)

Investigation at this time.

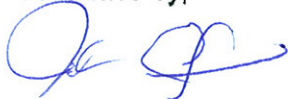
Background:

Island Savings Centre staff have recently been involved in planning toward a redevelopment of the currently unoccupied south and west sides of the Aquannis Centre. A potential funding source for this redevelopment, the Community Recreation Program grant, will not be able to be accessed.

Staff recommends that this area still be considered a priority for redevelopment. However, staff recommends that the Commission examine other factors that may warrant whether or not to consider a larger redevelopment.

1. Duncan Dynamics Gymnastics has a five year license of occupation, expiring in 2014. There was no public process to allocate the space in 2009 – it was deemed that gymnastics was a “good fit.” They remain a good fit, but staff will be seeking direction whether their license of occupation should be extended, or if a public allocation process for the space will be conducted in 2014. Therefore, it should be considered if the south and west sides of the Aquannis Centre are developed independently of either a continuing gymnastics program, or some other use solely in the tank / main part of the old pool space, or if the tank / main part and south and west sides are combined into a larger redevelopment.
2. Previous reports for redevelopment at the Island Savings Centre. For example, some existing reports emphasize another sheet of ice, or a theatre lobby expansion should be considered. Staff request direction whether major expansions like these should be planned or discarded.
3. Survey. Results are currently being tabulated, with a report expected in January, 2012. Questions within the survey address facility “wants”.
4. The development of Cowichan Place. It can be argued that the “back” of the building is now the front of the building. Previous discussion included an entrance created at the north end of the building. Staff request direction whether the current entrances are satisfactory.
5. Recreation facility analysis. North Cowichan hired a consultant in 2009 to identify recreation facility needs for the municipality. A similar facility needs analysis / master plan could be considered for the core subregion.
6. The Island Savings Centre Sustainability plan. The repair and replacement of existing infrastructure remains a critical priority.

Submitted by,



John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:

Approved by:

General Manager:



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF DECEMBER 8, 2011

DATE: November 30, 2011
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Welcome Signage Follow up

Recommendation/Action(s):

That the Island Savings Centre Commission direct staff to research the cost of replacing the existing arch over the west entrance with a public art project incorporating welcome language.

Relation to the Corporate Strategic Plan:

To strengthen relationships between the CVRD and First Nations (and other cultures)

Financial Impact: *(Reviewed by Finance Division: n/a for researching costs)*

Background:

At the October 13th Island Savings Centre Commission meeting, the Commission discussed languages for welcoming signage to the Island Savings Centre. The following motion was carried:

It was moved and seconded that the Island Savings Centre explore signage that reflects a welcome to the Hul'qum!num community, and that staff investigate the expertise of staff who speak other languages.

Staff are beginning to consider the extent of this signage. One potential option is to change the design of the west entrance to the building. The existing arch over the west entrance is a relatively simple concrete pillar with cross piece design. It has questionable aesthetic value, and creates maintenance issues, as the angled cover directs snow and rain right at the main doors. Staff suggest that the Commission consider replacing this concrete pillar with more welcoming signage, noting that the Island Savings Centre logo would have to be included.

Further, staff would like to investigate that this option include a public art project. With the World's Largest Hockey Stick on the "sports" side of the building, a public art project on the west side could draw attention to the "arts" side of the building. This project could set the tone for a CVRD policy on public art.

The Arts and Culture Division would like to investigate the costs of this option, and bring the results to a future Island Savings Centre Commission meeting. The Arts and Culture Division would also discuss the process for the establishment of a public art project, including setting the criteria for size, use of materials, incorporation of themes, language, etc, and how a jury would decide on the appropriate proposal received.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Reviewed by: Division Manager:
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Approved by: General Manager:
