



ISLAND SAVINGS CENTRE COMMISSION

Thursday, March 8, 2012
2:30 pm/ ISC Board Room

AGENDA

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| 1. <u>APPROVAL OF AGENDA:</u> | 1 |
| 2. <u>ADOPTION OF MINUTES:</u> | |
| M1 February 20, 2012 Minutes | 2-3 |
| 3. <u>BUSINESS ARISING FROM THE MINUTES:</u> | |
| 4. <u>DELEGATIONS:</u> | |
| 5. <u>DEPARTMENT STAFF REPORTS:</u> | |
| SR1 Coordinator, Operations Division. B. Coleman, Verbal Report | |
| SR2 Youth Outreach Programmer, D. Williams, Verbal Report | |
| SR3 Manager, Arts & Culture Division, K. Schrader, Verbal Report | |
| SR4 Manager, Island Savings Centre Division, J. Elzinga, Verbal Report | |
| 6. <u>UNFINISHED BUSINESS:</u> | |
| 7. <u>NEW BUSINESS:</u> | |
| NB1 Cowichan Place Terms of Reference | 4-6 |
| NB2 Public Approval Process | 7 |
| NB3 Food and Beverage | 8 |
| 8. <u>QUESTION PERIOD:</u> | |
| 9. <u>CLOSED SESSION:</u> | |
| Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsection d(1) (c) Labour Relations. | |
| CSM1 Adoption of Closed Session Minutes of February 2, 2012. | 1-2 |
| CSR1 Labour Relations {Sub (1) (c)} | |
| 10. <u>ADJOURNMENT:</u> | |
| The next Regular Commission meeting will be held April 12, 2012 at 2:30 pm, in the ISC Board Room, 2687 James Street, Duncan BC. | |

Minutes of the Special Meeting of the Island Savings Centre Commission held in the Mesachie Room, 2687 James Street, Duncan, on Monday, February 20, 2012 at 3:00 pm.

PRESENT: L. Iannidinardo, P. Kent, A. Siebring, J. Woike,
T. Duncan, L. Duncan

ALSO

PRESENT: R. Austen, General Manager, Parks, Recreation & Culture,
J. Elzinga, Manager, Island Savings Centre
K. Schrader, Manager, Arts & Culture
J. Ellis, Manager, Corporate Planning
M. Kueber, General Manager, Corporate Services
S. Moss, Manager, Finance
S. Hurcombe, Budget Coordinator
J. Wakeham, Manager, Facility, Fleet & Transit
B. Coleman, Facility Coordinator, North/Central Cowichan
A. Spalding, Admin & Facility Booking Coordinator Island Savings Centre
A. Plunet, Recording Secretary Island Savings Centre

ABSENT: B. Lines

**APPROVAL OF
AGENDA**

12- 13

It was moved and seconded that the agenda be amended to include:
- SR2 Feb. 20, 2012 Memorandum – Island Savings Centre
5 Year Plan 2012 – 2016

and that the agenda, as amended, be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES**

12-14

It was moved and seconded that the minutes of the February 14, 2012 Island Savings Centre Commission be adopted.

MOTION CARRIED

L. Iannidinardo arrived at 3:05 pm.

STAFF REPORTS:

SR1

A February 15, 2012 Staff Report by Manager J. Elzinga addressed the 2012 Budget with the revision of supplemental items as listed in order of priority.

SR2

A February 20, 2012 Staff memorandum by Manager J. Elzinga stated that amendments to the 2012 budget would have a financial impact on the 2013 budget within the five year financial plan.

The amended supplemental items were considered.

12-15

It was moved and seconded to accept the following supplemental items listed in the provided Staff Report:

The Assistant Technical Director position; the Lead Hand position; the increase to the Theatre Presenting budget; repair of furniture and fixtures; repair of Multi Purpose Hall ceiling and Arena ceiling; upgrades to the multi-media switching equipment; and reduction to the transfer to reserve of \$158,965.00

Opposed: L. Duncan and L. Iannidinardo

MOTION CARRIED

**QUESTION
PERIOD**

No questions were received.

ADJOURNMENT

12-16

3:52 pm

It was moved and seconded that the Special Commission meeting be adjourned

MOTION CARRIED

The meeting adjourned at 3:52 pm

Certified Correct:

Chairperson

Secretary

Dated:

Cowichan Place Terms of Reference for Staff

Name

Cowichan Place Committee

Partners

1. Vancouver Island University
2. School District 79
3. Municipality of North Cowichan
4. City of Duncan
5. Cowichan Valley Regional District

Rationale

There have been community investments in education, recreation, literacy, and culture. It is the responsibility of the Cowichan Place partners to seek efficiencies in operations, and work collectively for increased services to the community.

Cowichan Place is defined as the collective sites of Vancouver Island University's Cowichan Campus, the Island Savings Centre (including the Vancouver Island Regional Library's Cowichan Branch), the Cowichan Aquatic Centre, and the designated location of the future new Cowichan Secondary School.

Membership

Each partner will provide two members to the Committee. It is the intent that each partner be represented by a manager of education/ recreation, as well as a manager of operations. These assignments will be continuous.

Annually, the members will appoint a chair and secretary position. It is expected that all members of the committee will be responsible for moving initiatives forward.

Goals

1. Promote Cowichan Place as an educational, recreational, and cultural centre, by creating a consistent image through branding, marketing, and signage
2. Look for efficiencies by jointly managing common services
3. Reduce infrastructure costs through the sharing of facilities

Some deliverables

1. Create marketing materials, using a consistent brand, identifying Cowichan Place as an educational, recreational, cultural hub, including printed and electronic
2. Install consistent signage throughout the site
3. Have contractors provide services to multiple facilities for a discounted price, wherever appropriate, respecting collective agreements
4. Utilize common areas and multiple facilities for a wide range of cultural and sport activities
5. Integrate secondary school learning with hands on experiences in areas of sport, arts, and advanced education
6. A transportation demand management study, including determining the need for public transit, and a reciprocal parking agreement, noting peak demands in all facilities.

Authority

The authority of the committee will be to:

1. Create a Cowichan Place identity
2. Sign maintenance agreements for multiple partners that do not conflict with collective agreements
3. Allow for a single partner to be responsible for a service for multiple facilities
4. Initiate grants to benefit multiple partners
5. Purchase and dispose of joint equipment
6. Attract private investment of benefit to multiple partners, wherever appropriate or feasible
7. Develop awareness of other partner's policies and develop consistency wherever appropriate.

Note that the committee will not be authorized to:

1. Spend unbudgeted funds.
2. Sign agreements longer than five years in duration.
3. Contravene signed collective agreements
4. Commit to policies that are not in accordance with those of individual partners

Resources / budget

1. Funding for initiatives would come from contributions from individual partner budgets
2. The Committee would develop a five year financial plan.

Governance

1. Decision making by consensus, not majority vote
2. A quorum would exist when at least one member representing each partner is in attendance
3. The chair would be responsible for the schedule of meetings. It is expected that there would be five to six meetings annually.
4. A partner could choose not to participate in an initiative, including financially.

Communication

1. Minutes of meetings will be recorded
2. Each partner would be responsible for forwarding minutes to their appropriate commissions, committees, councils and boards.



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING FEBRUARY 2, 2012

DATE: March 6, 2012
FROM: John Elzinga, Manager
SUBJECT: Long Term Funding for the Island Savings Centre

Recommendation/Action:

That the Island Savings Centre Commission direct staff to make a presentation at the April Commission meeting on the potential of holding a public approval process in the fall of 2012, to address capital requirements and the increasing transfer to reserve. The presentation would include the expense of the public approval process, the components, and a proposed timeline.

Relation to the Corporate Strategic Plan:

Develop a long term recreation funding strategy for the region.

Financial Impact: (Reviewed by Finance Division: N/A.)

This report provided for information only. Decisions to incur cost would be made at the April Commission meeting.

Background:

The Island Savings Centre Sustainability Plan notes needed significant requisition increases over a nine year period.

Comments from Commission members with the recent budget process included that there has not been a formal mandate from the public to incur these requisition increases. Staff are proposing that a public approval process would give the public the opportunity to give that mandate.

The Commission could receive information on the process, and decide at the April meeting if moving forward with some form of public approval process is appropriate.

Submitted by:


John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager:

Expression of Interest

Food and Beverage Opportunity, Island Savings Centre

The Cowichan Valley Regional District invites expressions of interest from established Restaurateurs, Food & Beverage Operators and/or Caterer Operators in participating in an exciting project that provides the opportunity to enter into a lease agreement based on the following criteria:

An approximate 1,000 square foot space within the Island Savings Centre exists for food services, immediately adjacent to the arena lobby and the multi-purpose hall (gymnasium). The Island Savings Centre consists of a 1400 seat arena, a 12,000 square foot multi-purpose hall, a 731 seat theatre, a 3500 square foot Heritage Hall, the Cowichan Branch of the Vancouver Island Regional Library, two dance studios, a gymnastics facility, a youth drop in centre, and multiple additional meeting, staff and support spaces.

Proponents must have the capacity to complete tenant upgrades within the Island Savings Centre at their sole expense and their response should address the following:

- 1) The name of the proponent and a list of principals or directors.
- 2) A list and description of current operations / developments / restaurants currently operated by the proponent and the number of years of operation of each, the number of projects completed by the proponent in the last five years (with name, location and reference) and the number of projects currently under development.
- 3) A description of the proposed project including a brief statement about each of the following:
 - a. Description of the business concept
 - b. The target market for the service
 - c. Proposed approximate operating hours
 - d. Menu itemizing the range and breadth of food and beverage offering
 - e. Potential inclusion of local agriculture
 - f. Preliminary conceptual design
 - g. Lease term or term of License of Occupation
- 4) A description of business terms and conditions that the proponent would expect to see in an agreement with the Cowichan Valley Regional District.
- 5) Any other issues of particular importance to the proponent.

A site tour along with a question and answer session for all interested proponents is scheduled for _____ at the Island Savings Centre at 2687 James Street.

Responses must be in writing and shall be addressed to:

John Elzinga, Manager
 Island Savings Centre
 Cowichan Valley Regional District
 2687 James Street, Duncan BC V9L 2X5
 Telephone (250) 748-7529 Facsimile (250) 748-0054

To ensure consideration, the Expression of Interest must be received by 2:00pm on Monday, April 30, 2012.