



ISLAND SAVINGS CENTRE COMMISSION

Thursday, February 14, 2013
ISC Board Room
2:30 PM

AGENDA

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9. **QUESTION PERIOD:**

10. **CLOSED SESSION:**

11. **ADJOURNMENT:**

The next ISC Commission Meeting will be held Thursday, March 14, 2013, at 2:30 PM in the Board Room, 2687 James Street, Duncan, BC.

Committee Members

Councillor A. Siebring, Chair
Councillor Tom Duncan
Councillor B. Lines

Councillor J. Wolke
Councillor S. Jackson
Director L. Duncan

Director L. Iannidinardo

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, January 24, 2013 at 2:30 pm.

PRESENT: A. Siebring, L. Duncan, B. Lines, J. Woike,
Alternate L. Heinio

ALSO PRESENT: R. Austen, General Manager, Parks, Recreation & Culture
J. Wakeham, Manager, Facility, Fleet & Transit
J. Elzinga, Manager, Island Savings Centre
B. Coleman, Coordinator, North/Central Cowichan Facility
A. Plunet, Recording Secretary

ABSENT: K. Schrader, S. Jackson, T. Duncan, L. Iannidinardo

CALL TO ORDER
2:31 pm

The Manager of the Island Savings Centre called the meeting to order.

ELECTION OF CHAIR

Nominations were requested by the Manager for the office of Chair of the Island Savings Centre Commission for the year 2013.

A. Siebring was nominated for the position of Chair. A. Siebring accepted the nomination.

DECLARATION OF CHAIR FOR 2013

There being no further nominations, nominations were declared closed and A. Siebring was declared elected by acclamation to the position of Chair of the Island Savings Centre Commission for the year 2013.

ELECTION OF VICE-CHAIR

Nominations were requested by the Manager for the office of Vice Chair of the Island Savings Centre Commission for the year 2013.

B. Lines was nominated for the position of Vice Chair.

B. Lines declined the nomination.

In the absence of other Commission members, nominations for the position of Vice Chair were deferred by acclamation for the next meeting.

2013-01

It was moved and seconded that nominations for the position of Vice Chair be deferred until the February meeting.

MOTION CARRIED

ASSUMPTION OF CHAIR

A. Siebring assumed the position of Chair.

**APPROVAL OF
AGENDA
2013- 02**

It was moved and seconded that the agenda be amended to include:
NB2 Arts & Culture Division Funding;

and that it be approved in the order as presented.

MOTION CARRIED

**ADOPTION OF
MINUTES
2013-03**

It was moved and seconded that the minutes of the Dec. 8, 2012 regular meeting of the Island Savings Centre Commission be approved.

MOTION CARRIED

**BUSINESS
ARISING
BA1**

Sustainable Plan Meetings Update – As directed by the Commission, community groups have been targeted to provide additional feedback on the Island Savings Centre Sustainable Plan. Presentations will be given to the Kinsmen Service Group and the local Chamber of Commerce prior to the Feb. 14 Commission meeting. It was discussed that the presentations will be shortened to meet the time frames of the groups, with a focus on transfer to reserve for the long term building replacement. Commission members requested to see the shortened version and have the opportunity to comment prior to the presentations.

**DEPARTMENTAL
STAFF REPORTS:**

B. Coleman, North/Central Cowichan Facility Coordinator, reported:

- 2012 projects have been mostly completed. The painting project is underway to upgrade CVAC Portals and the Cowichan Suite.
- Assistance with covering the ice surface has been coordinated with the schools for the Provincial school wrestling championships.
- Work on the fast track electric car charger station is targeted for completion by the end of March. Costs to repair the sidewalk area around the charging station will be covered by grant funding.
- Electrical updates are needed to update wiring of the Big Stick light sockets. Staff are researching grants and subsidies to assist with funding of this project.

Reporting for K. Schrader, Manager of Arts & Culture, J. Elzinga stated:

- N. Nilsson, long time programmer, has retired. Kirsten will be discussing other recent changes with staffing at the February Commission meeting.

J. Elzinga, Island Savings Centre Division Manager stated:

- Kuan, energy manager for CVRD, will be addressing a vision of shared efficiencies among facilities of the Cowichan Place Partners, including bio mass usage and geo thermal opportunities.

- CV Capitals Jr. Hockey Team has been sold to an out of town group, with announcement of new owners to be made at season's end.
- ISC has been awarded the BC Hockey U-16 Female BC Cup April 4/13.
- Discussions are underway for Cowichan Arena usage during a Russian Hockey goodwill tour that will take place on Vancouver Island in April/13. Further information on tour expenses will be brought forward to the Commission at the next meeting.

**UNFINISHED
BUSINESS**

No unfinished business

**CORRESPONDENCE
C1**

A letter December 20, 2012 from the CV Performing Arts Foundation, requested a reduction on studio rental fees for a dance workshop at the ISC.

C2

A letter January 15, 2013 from Volunteer Cowichan requested support through complementary use of the Heritage Hall for a youth volunteer recognition program 'The Leaders of Tomorrow'.

Although the ISC has a youth related fund that targets special needs and requests of youth, support for activities such as the Leaders of Tomorrow Awards Program and event ceremony are typically outside of funds given by the ISC. Requests for support have increased over time, and staff requested a clear direction from the Commission.

As the Centre is already highly subsidized, the Commission stated that rental fees would remain enforced, and application for funding was denied.

2013-04

It was moved and seconded that the request for funding by Volunteer Cowichan for the Leaders of Tomorrow Awards Program be denied.

MOTION CARRIED

C3

An email, January 9, 2013 from the CV Football Association inquired on the possibility of installing a trophy case at the ISC to represent the Cowichan Bulldogs community football program.

The ISC currently displays hockey, skating and box lacrosse trophies/pictures/banners primarily because it is their venue of participation. Expansion to include groups beyond those stated could cause difficulty with general space requirements of the facility.

2013-05

It was moved and seconded to deny the request of CV Football Association to install a trophy case at the Island Savings Centre.

MOTION CARRIED

NB1

The ISC Manager has represented Cowichan on the VI Sport Tourism Council, a mid-island group targeting bringing larger sporting events to mid Vancouver Island. The ISC Manager requested direction from the Commission in the area of connecting sports with tourism for large scale events.

Discussion ensued. It was generally agreed that although recreation centre facilities are essential to the big picture of Sports & Cultural Tourism, staff should work closely with the Economic Development Commission for a broader, more regional tax base when developing large community events.

Some concern was voiced should staff spend too many hours in their involvement with large scale events. It was noted that although ISC staff are involved with staff from North Cowichan on a large sports event bid, the potential large scale community event would be based on a volunteer model, and the staff hours would reflect that.

It was suggested that the Cowichan Valley Region look at supporting application for potentially large events, and that Sports, Recreation & Culture staff be encouraged to be involved as per their mandate, with development of the events.

2013-06

It was moved and seconded that the staff write a report recommending a course of action to raise the profile of Sport Tourism awareness in the Cowichan Valley.

MOTION CARRIED

Staff will bring the report back for further discussion at the March Commission meeting.

It was suggested that staff and members of the Commission request delegation status at the next Economic Development Commission meeting to discuss Sports Tourism, and that staff from North Cowichan Parks & Recreation be invited to attend.

NB2

Commission members requested clarification from the Regional District on the historical background and origins of the Arts & Culture Division, for a proper understanding and definition of the funding and position of the Arts & Culture Manager.

The General Manager added context with a brief historical account dating back to the 2008 study and recommendation to the Regional Board that an Arts & Culture Division be created with a mandate to bring awareness of Arts & Culture region wide, and to specifically program within the tax base of the Cowichan Theatre, Areas A, B, C, D, E, City of Duncan, Municipality of North Cowichan and Ladysmith.

2013-07

It was moved and seconded that the Island Savings Centre Commission direct the Corporate Secretary of the CVRD to prepare a report on the history and origins of the CVRD Arts & Culture Division, and that the report include options for funding of that Division.

MOTION CARRIED

An opposing vote was registered by J. Woike.

ADJOURNMENT

2013-08

4:00 p.m.

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Certified Correct:

Chairperson

Secretary

Dated:

Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Administration provided
By UBCM

Funding provided by:
Government of Canada

Canada

In partnership with:
The Province of BC



Gas Tax Program Services

Local Government House
525 Government St
Victoria BC V8V 0A8

Phone: 250 356-5134
Fax: 250 356-5119

Website:

www.ubcm.ca
under
Funding Programs

Gas Tax Fund, Gas Tax
Agreement

January 26, 2013

Warren Jones
Chief Administrative Officer
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Dear Mr. Jones:

Re: GAS TAX GENERAL STRATEGIC PRIORITIES FUND AND INNOVATIONS FUND APPLICATIONS

Thank you for submitting your 2012 General Strategic Priorities Fund (GSPF)/ Innovations Fund (IF) application for funding under the Gas Tax Program. We have now completed approvals and unfortunately your applications for the following projects were not approved for funding:

- Eco-Friendly Parking Lot, Island Savings Centre; and
- Shawnigan Lake North Water Treatment and Quality Enhancement

In total, 53 projects have been approved totaling over \$53 million in GSPF and IF funding for capital and capacity building projects. These approvals, along with the approvals made under the 2011 intake, fully commit the GSPF and IF allocation for the 2010-2014 Gas Tax extension funding. Consequently, there is no further funding available under these programs.

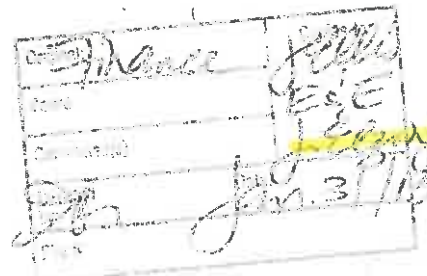
The 2012 intake was oversubscribed by a considerable margin, with over 200 applications received totaling over \$440 million in grant funding requested, outweighing available funds by almost 8:1. This did not allow for all worthy applications to be funded.

A list of successful projects will be available on our website at (<http://www.ubcm.ca/EN/main/funding/gas-tax-fund.html>) after all of the media events and announcements have been made.

We wish to thank you for taking the time to develop and forward your application.

Sincerely,

Gary MacIsaac, Chair
Management Committee



Cowichan Valley Regional District | 2013

Regional District Budgets & Taxation

Public Education Session



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Background

Budget Basics

Local (Property) Taxation

Canadian Taxation

Background

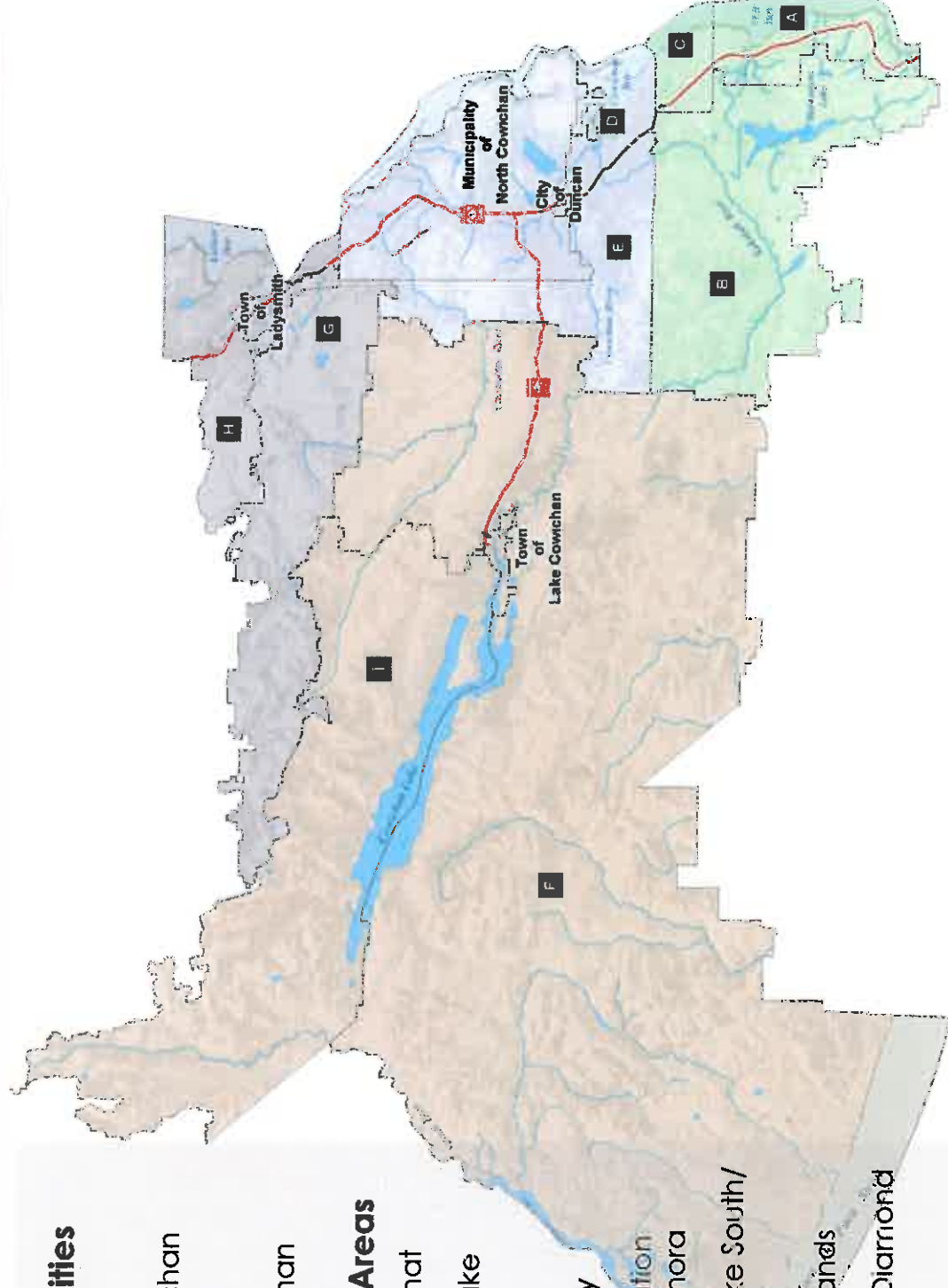
The Cowichan Region

Four Municipalities

1. Duncan
2. North Cowichan
3. Ladysmith
4. Lake Cowichan

Nine Electoral Areas

- A. Mill Bay/Malahat
- B. Shawnigan Lake
- C. Cobble Hill
- D. Cowichan Bay
- E. Cowichan Station /Sahltam/Glenora
- F. Cowichan Lake South/ Skutz Falls
- G. Saltair/Gulf Islands
- H. North Oyster/Diamond
- I. Youbou



General Government; **Vancouver Island Regional Library**; HR/IT/ML/AG/S; Commuter Transit; **Central 911**;

Grants-in-Aid; **Economic Development**; Regional Tourism; Electoral Feasibility Studies;

Environmental Initiatives; Municipalities - M.F.A. Debt; Parks, Recreation, Culture & Facilities; Administration Building; **Emergency Planning**; **Community Parks**; Electoral Area Services; **Parks & Trails**; Social Planning; South Cowichan Community Policing; Cowichan **Community Policing**; Engineering Services - Administration; Engineering Services **Utilities**; Thetis Island Boat Launch; ; **Cobble Hill Historical Society**; Cobble Hill Hall; Shawnigan Lake Historical Society; Cowichan Station Area Assoc. Area E; **Kerry Park Recreation**

Regional Control; **Enforcement & Inspections**; **Community**

Parks; Malahat Fire Protection; Bright Angel Park; **Senior**

Centre Grant; South Cowichan **Community** **Fire Protection**; **Mesachie Lake** Fire Protection; **Lake Cowichan** **Fire Protection**; **Saltair** Fire Protection; **Kaatza Society**; Mill

Theatre **Parks** **Solid Waste & Recycling**; Curbside

Collection; **Victim Services**; Recreation Glenora **Regional Parkland Acquisition**; Recreation Bay/Malahat Historical

Saltair; West; Cowichan Lake Activity Centre; **Victim Services**; Recreation N. Oyster; Cowichan Wooden Boat Society; **Shawnigan Lake Community Centre**; Conventional Transit

Cowichan Station Association Area B; **Nature and Habitat** - Area I; **Thetis Island Wharf**; **Island**

Savings Centre; Island Savings Centre Theatre Loan; Theatre Grant - Area A;

Theatre Grant - Area B; Theatre Grant - Area C; **Theatre Grant North Cowichan**; Cowichan Lake Recreation; Grant - Ladysmith; Recreation Mill Bay; Safer Futures; Frank Jameson Centre

SERVICES

(163 Functions)

2013 Cost Drivers

1. **Assessment growth slow; service demands high**

- In the last 4 years, (2009-12) the net taxable value of the region grew 8.90%. Inflation was 6.84% during that time.
- In the 4 years prior (2005-08) the net taxable value of the region grew 76.51%. Inflation was 8.88% during that time.

2. **Senior Government Downloading**

- Social services, diking, watershed management & protection, public safety.
- Reductions in grant funding: emergency planning, community recovery, *Fisheries Act*.

3. **New services being offered**

- Community and regional parks, various environmental initiatives.

2013 Cost Drivers

4. Offering more of the same service

- Taking on new utilities & increasing utilization of GIS,
- Transit improvements,
- Parkland acquisition and increasing park operations funding as the number of parks grow.

5. Increasing regulatory standards

- Shawnigan Lake north water system,
- Solid waste,
- Financial accounting, and more.

6. Aging infrastructure and renewal

- Recreation: ISC, Kerry Park Recreation Centre,
- Utilities: Saltair water system, numerous waste utilities,
- Firehalls: North Oyster, other aging halls,
- Public Works: Diking system improvements,
- Solid Waste: Peerless Road Recycling Centre upgrades.

2013 Cost Drivers

7. Inflation

- CPI up 1.10% overall for 2012.

8. Action needed to invest in the future

- Contaminated soils,
- Water management planning for Cowichan basin & south Cowichan,
- Island Corridor Foundation grant.

9. Improving service where the public has asked for it

- Handydart,
- Conventional transit,
- Mobile MRI,
- Water and wastewater systems.

* Inflation rates based on information provided by StatsBC for Victoria.

2013 Cost Drivers

10. Increasing population

- (2006 census: 76,929 - 2011 census: 80,332).

11. Legal services

- Enforcing bylaws,
- Developing new bylaws for emerging issues,
- Defending lawsuits.

12. Hospital replacement

- High priority, CVRHD saving for the CVRDs share.

13. Increasing expectations

- Solid waste diversion,
- Backyard burning,
- Drainage,
- Sidewalks,
- Demands for no tax increases.

Budget Basics

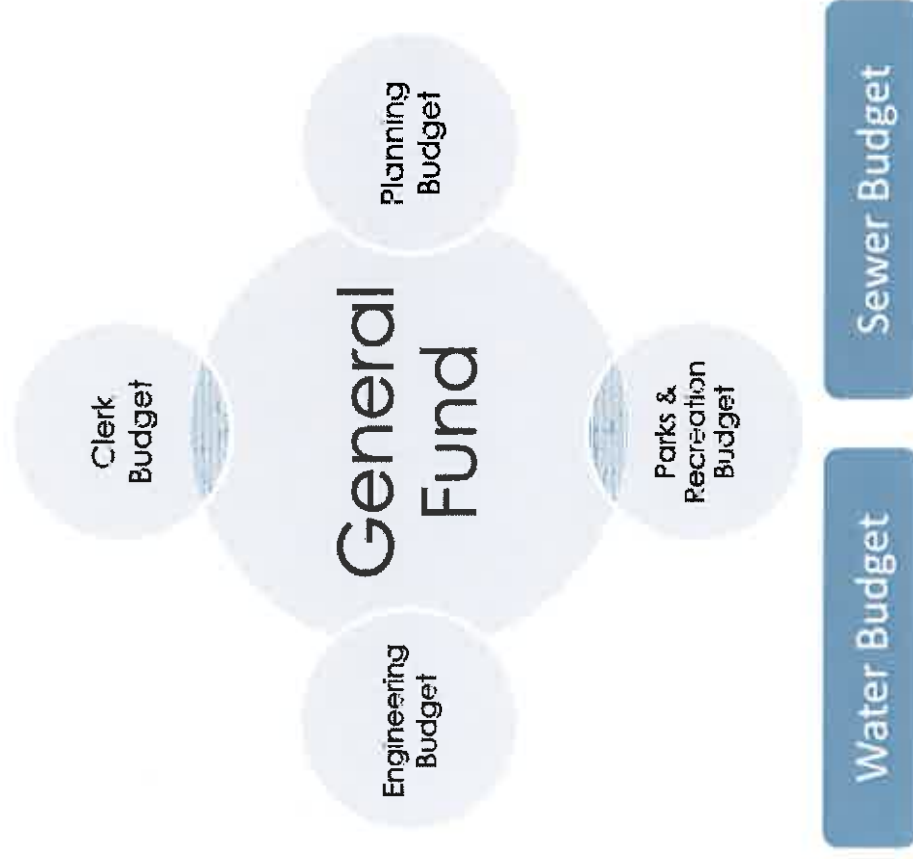
10

Budgeting QuickFacts

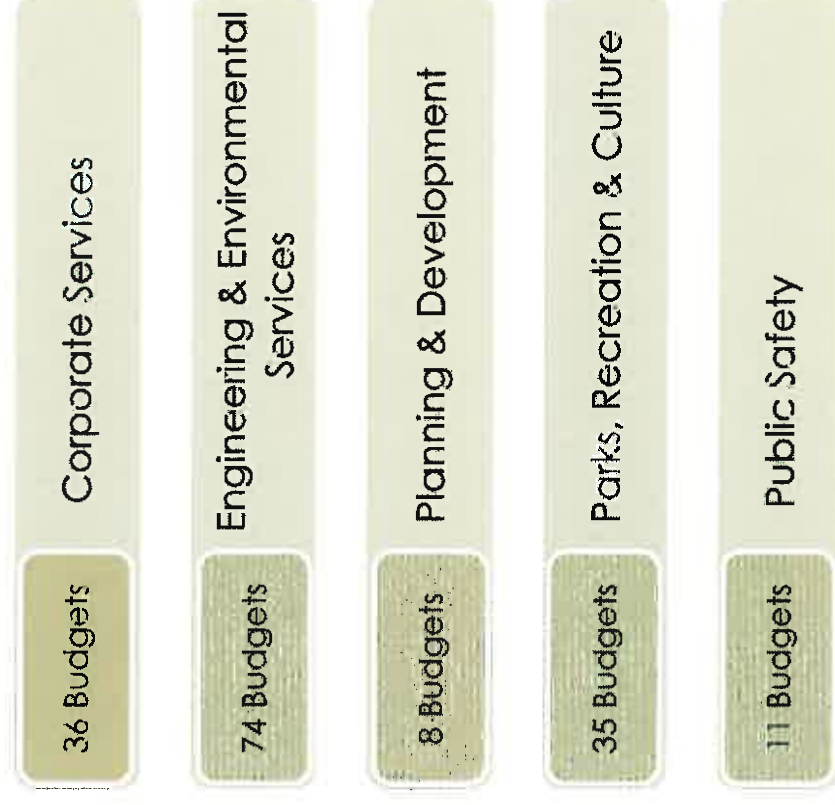
- Under the *Local Government Act*, Regional Districts must have their budget adopted by **March 31** of each year.
- Officially, the CVRD “budget” is actually called the **“5 year financial plan.”**
- Not only are regional districts required to have their annual budget adopted by March 31, they must adopt a 5 year financial plan that outlines **spending for the next 5 years.**
- The 5 year financial plan **must be amended** if new spending is proposed during the year that was not included previously.

Function Based Budgets

Municipal Budget



Regional District Budget



Regional District Basics

- Under the *Local Government Act*, costs must be charged to the recipient of the service.

Example: Costs for Electoral Area utilities cannot be charged to City of Duncan residents.

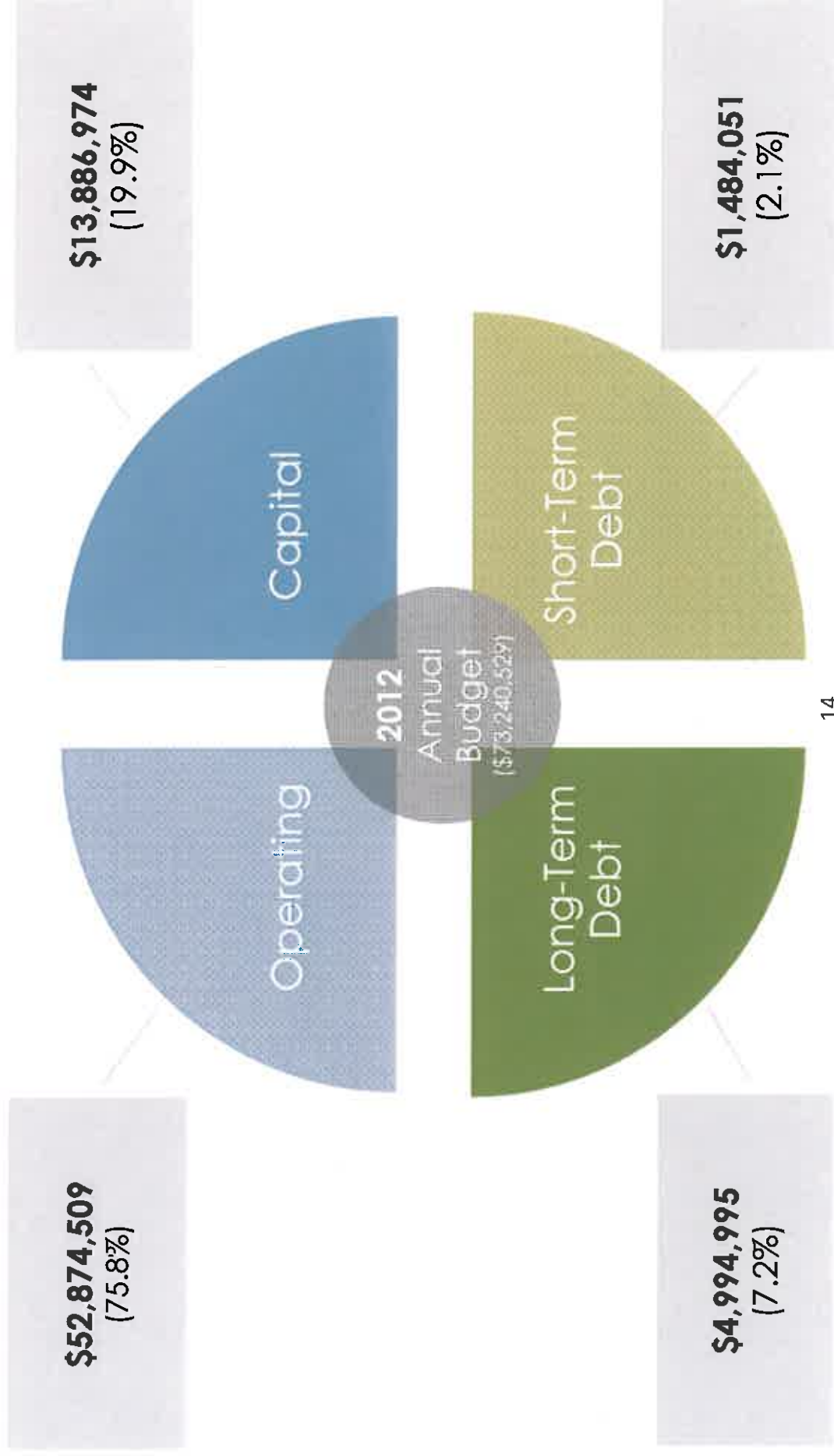
- Funds raised in a function stay in that function and cannot leave.

Example: The capital reserves fund for Eagle Heights sewer system in Area E cannot be used to fix a problem with the Lambourn sewer system in Cowichan Bay.

- Areas only pay for services that the area is eligible to benefit from.

Example: Ladysmith pays for 13 services; Shawnigan Lake 34.

Basic Budget Components



Budget Book Overview

Functions 100-860

There are currently 163 functions



CVRD

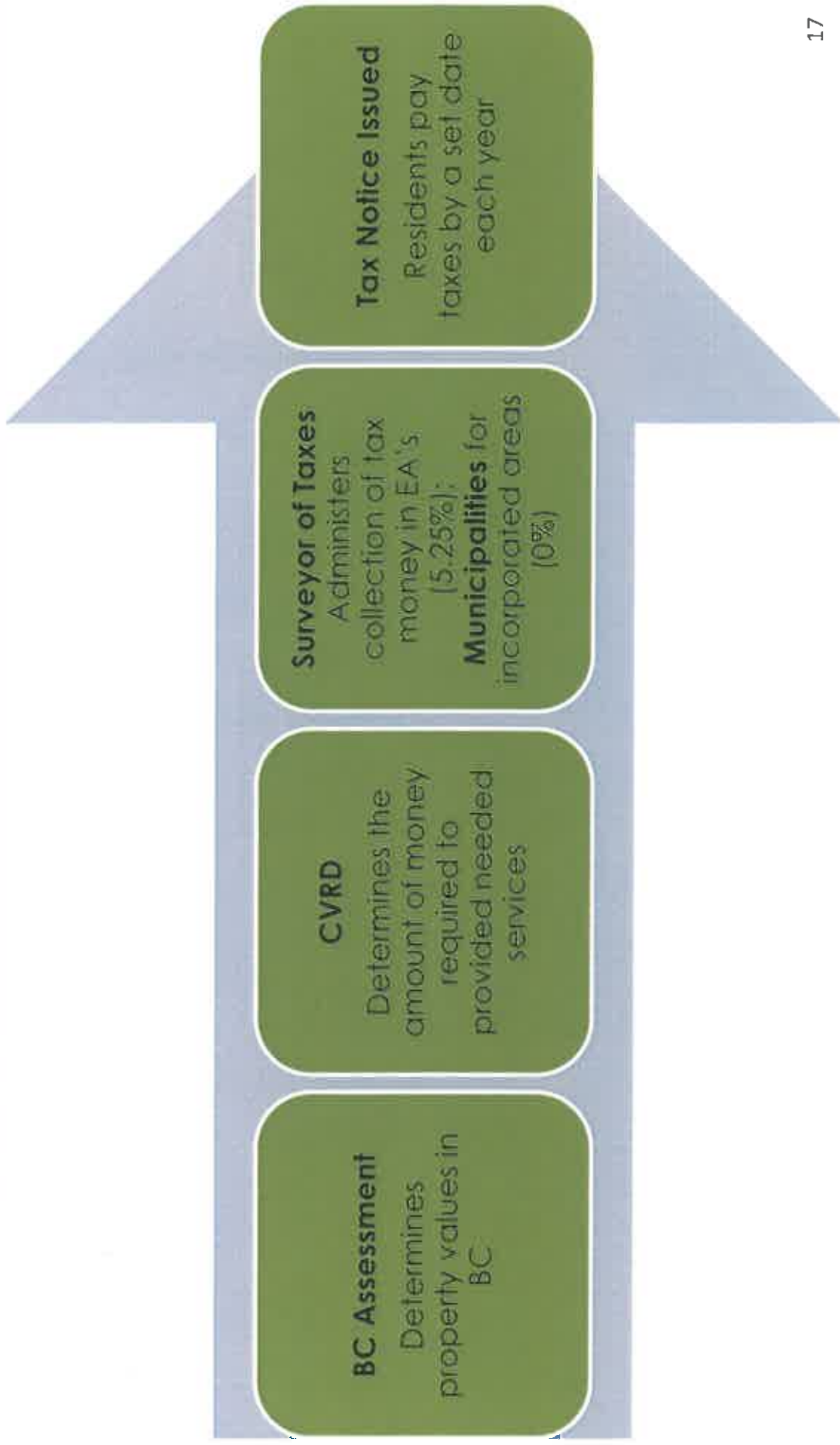
Cowichan Valley Regional District 2013 Annual Budget INDEX

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Local Taxation

16

How Taxes are Collected



Types of Revenue

Assessment based taxes

(based on value of the property)

Parcel taxes

(Flat cost based on # of parcels e.g. sewer, water)

Fees

(Users pay to go use a service e.g. ice skating, swimming, etc.)

Charges

(Based on the amount of service received e.g. water used)

Grants

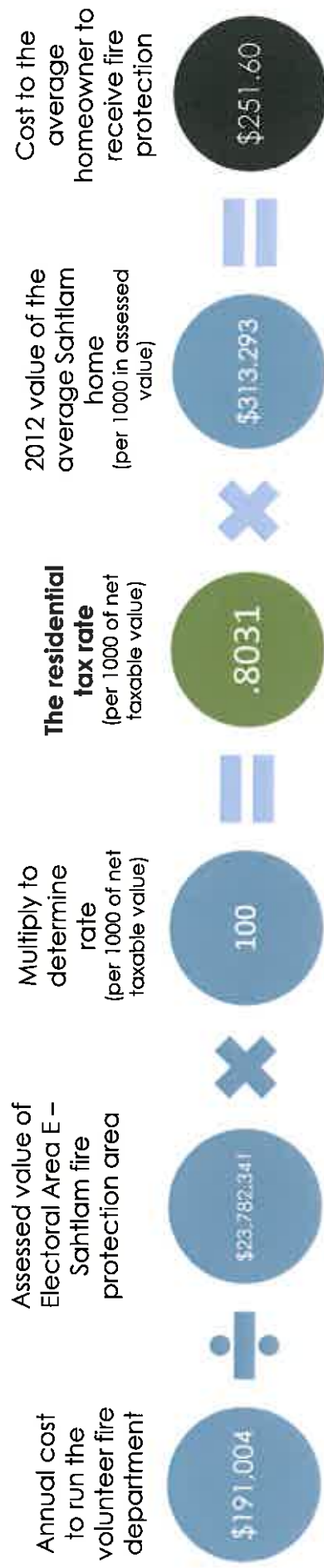
(Transfers from senior levels of government)

The Residential Tax “Rate”



How does the Tax “Rate” work?

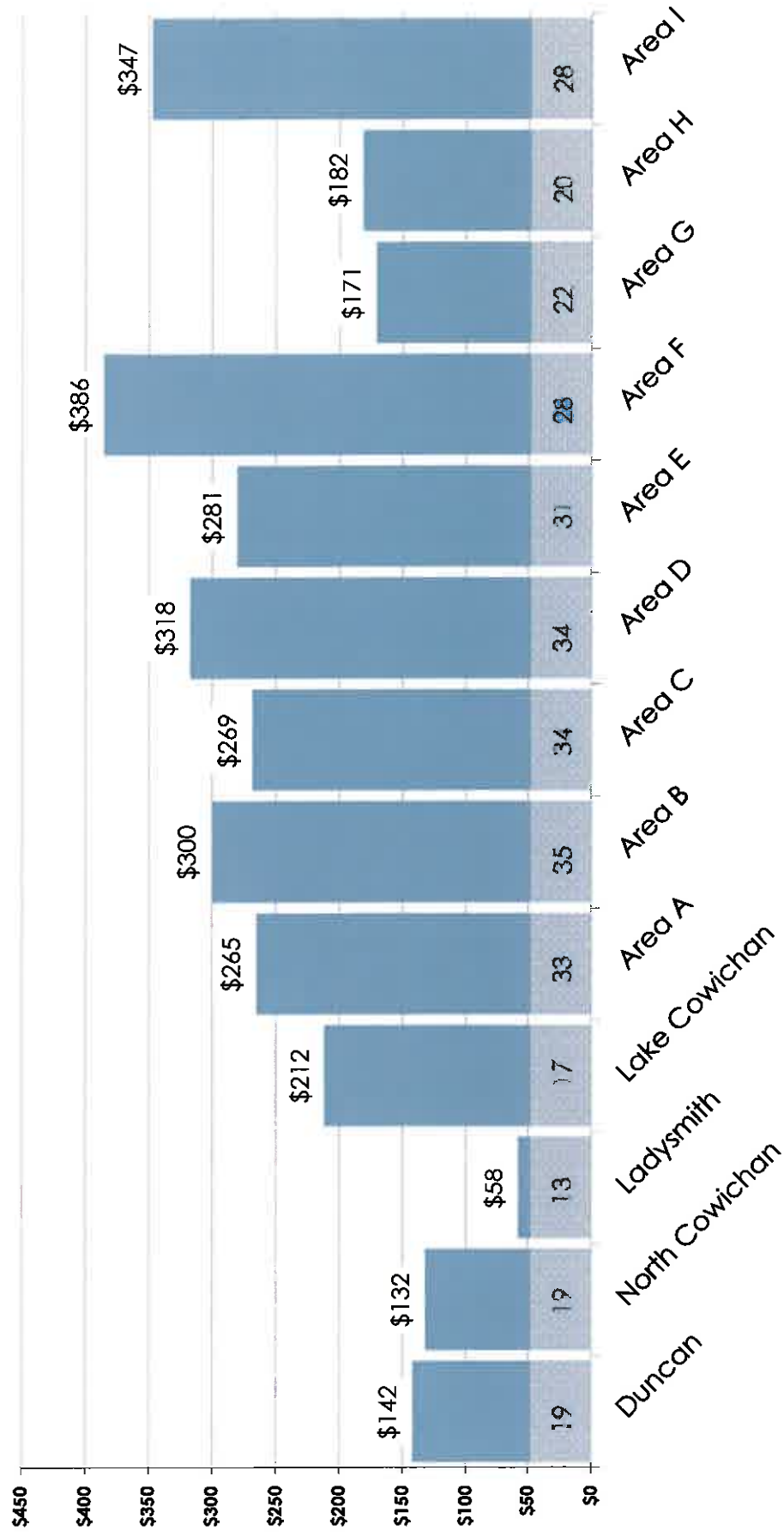
Example: The cost of supporting the Sahtlam Volunteer Fire Department in 2012



So... the average home owner in Sahtlam paid **\$251.60** for fire protection in 2012.

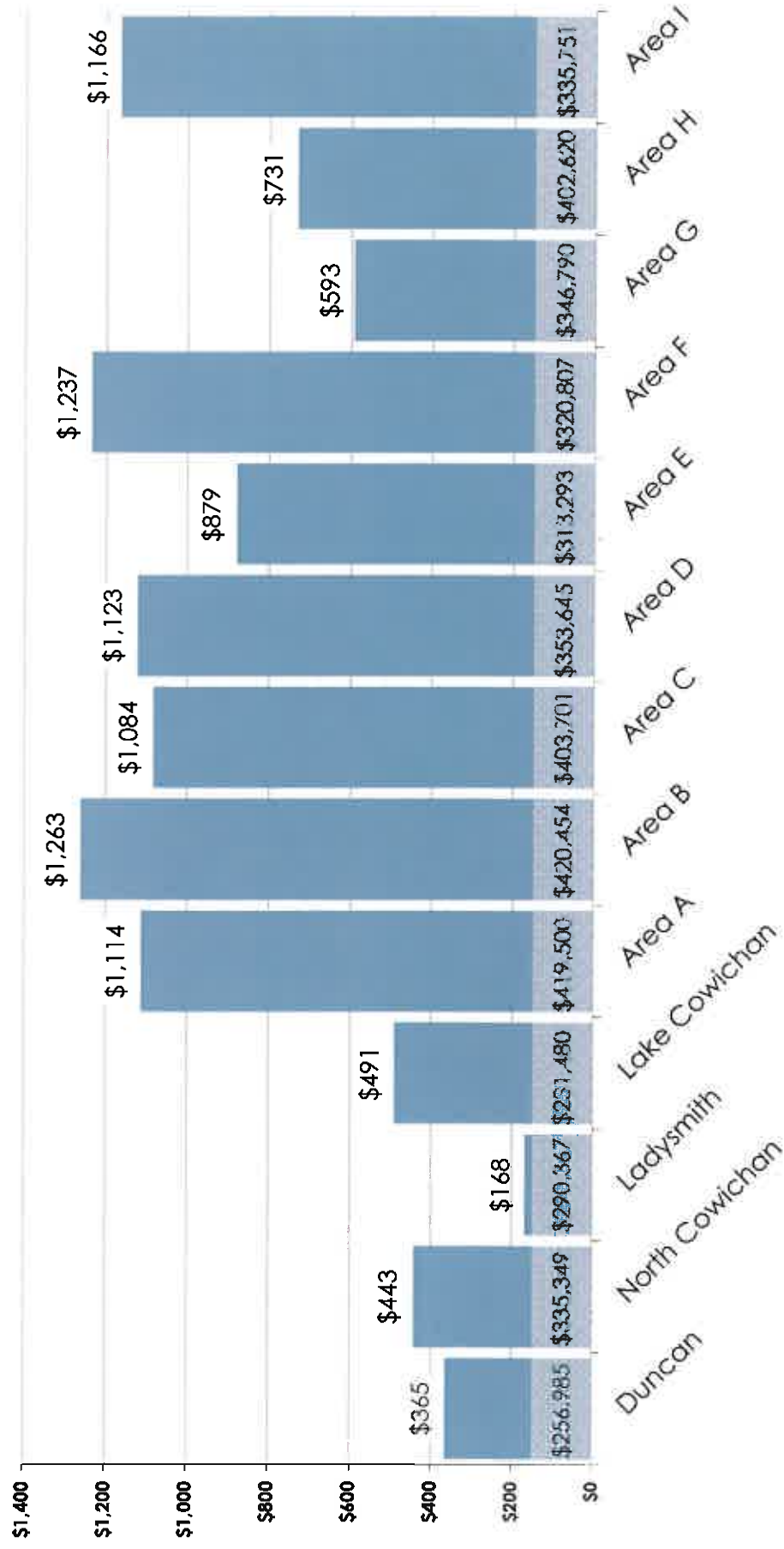
CVRD Tax Burden

(Per \$100,000 in Assessed Value in 2012)



CVRD Tax Burden

(For the **Average Home** in Each Jurisdiction in 2012)



Monthly CVRD Tax Burden vs. Common Household Spending

(for the Average \$353,645 Home in Cowichan Bay Paying an Average of \$1,123 Per Year, or \$94 per Month)



Auto insurance for a 10 year old sedan
with good driving record

\$81.40

Tim Hortons

Single cup of coffee per day for a month

\$52.50



the future is friendly™

Cheapest TV(30), Internet(30),
Phone(20.73) bundle + tax

\$94.90



C.V.R.D

\$94



Monthly family share plan for
two phones from Rogers not
including activation and one
time fees

\$110



Monthly cost of house insurance on a
home within 300 meters of hydrant.

\$76.59

- General Government
- **Library**
- Commuter Transit
- **Transit**
- Emergency 911
- Grants-In-aid
- Economic Development
- Regional Tourism
- Electoral Area Feasibility Studies
- Environmental Initiatives
- **Emergency Planning**
- **Community Parks**
- Electoral Area Services
- Regional Parks
- Sub-Regional Parks
- South End Parks
- Kinsol Trestle
- **Regional Parkland**
- **Acquisition**
- Animal Control
- Building Inspection
- Parks & Trails
- Planning
- **Kerry Park**
- **Island Savings Centre**
- Theatre Loan
- Victim Services
- Cowichan Wooden Boat Society
- Cowichan Community Policing
- **Critical Street Lighting**
- South Cowichan Water Study
- Safer Futures
- Social Planning
- **Solid Waste Complex**

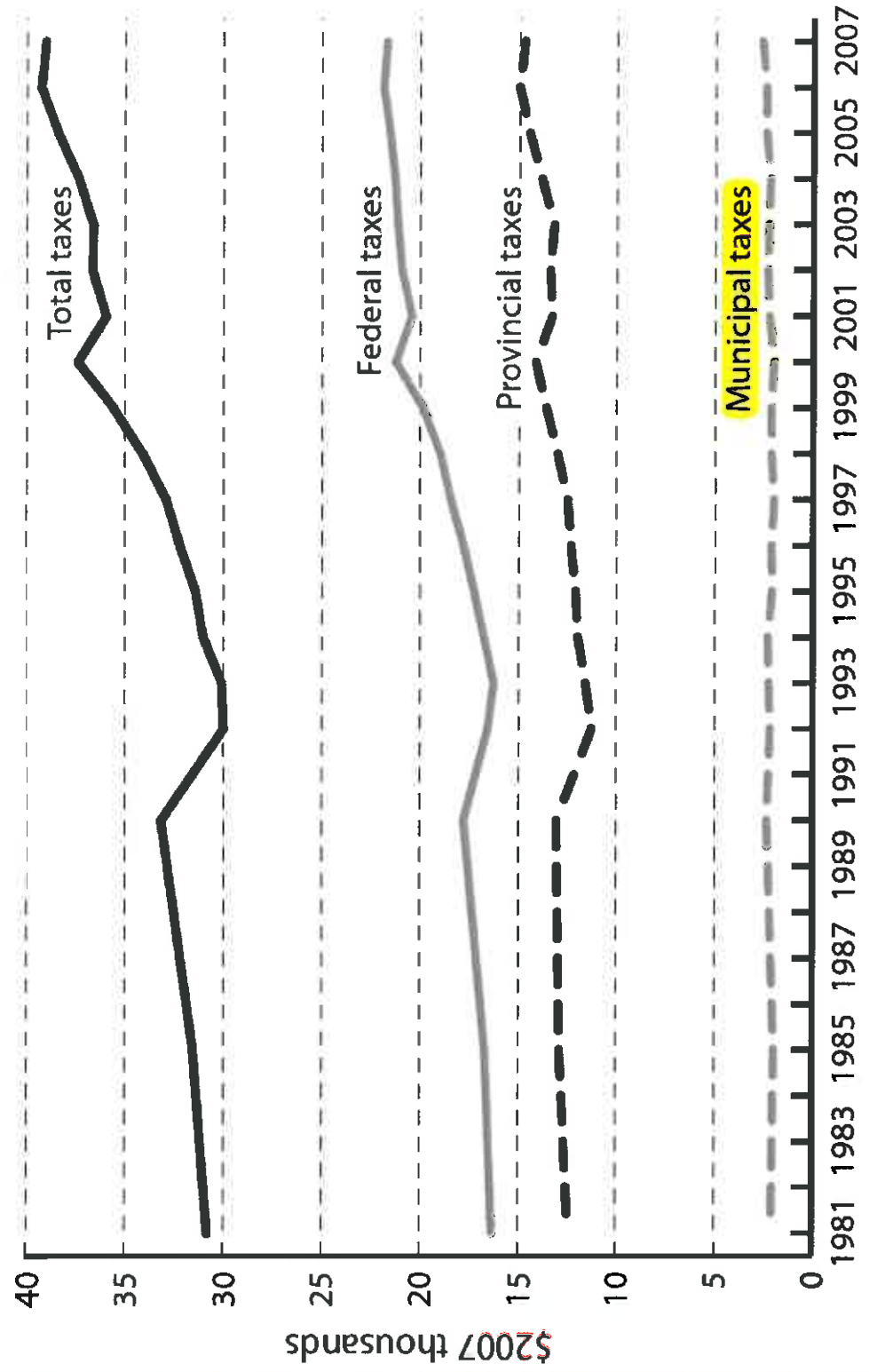
Includes Area D fire protection costs of \$147 annually.

Canadian Taxation

24

Federal, Provincial and Municipal Taxes

Figure 1.1: Federal, provincial, and municipal taxes collected from the average Canadian family, 1981–2007 (\$2007)

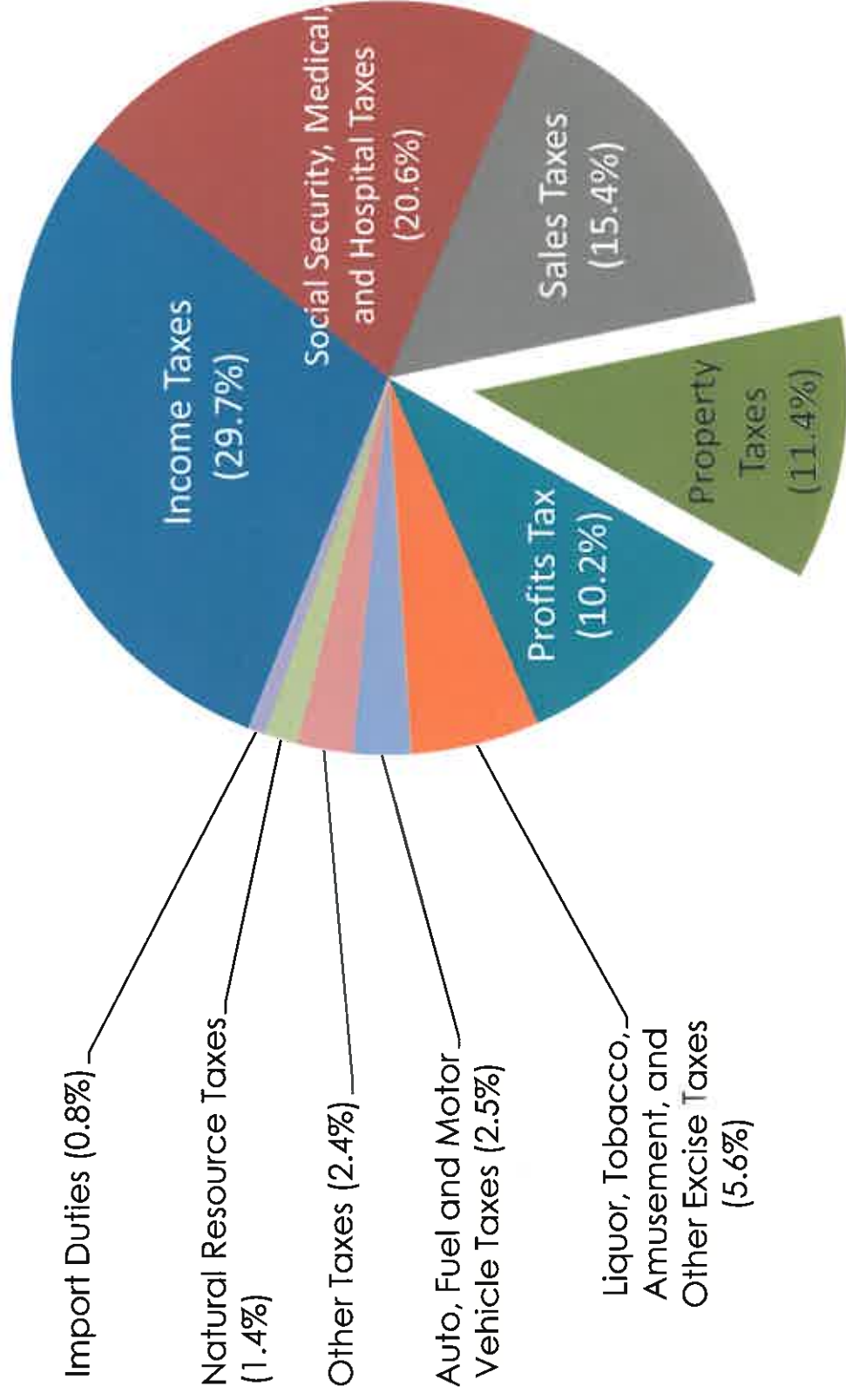


Overall Tax Bill: 1961 vs. 2006

Table 1.1: Taxes paid and percentage of total taxes, 1961 and 2006

| | 1961 | | 2006 | |
|------------------------------------|------------|---------|------------|---------|
| | \$millions | percent | \$millions | percent |
| Personal income taxes | 2,099 | 22.7 | 180,757 | 34.7 |
| General sales taxes | 1,351 | 14.6 | 68,538 | 13.1 |
| Health & social insurance levies | 663 | 7.2 | 87,354 | 16.8 |
| Property & related taxes | 1,435 | 15.5 | 51,417 | 9.9 |
| Corporate income taxes | 1,199 | 13.0 | 57,859 | 11.1 |
| Liquor, tobacco, & amusement taxes | 837 | 9.1 | 20,039 | 3.8 |
| Motive fuel taxes | 525 | 5.7 | 13,252 | 2.5 |
| Miscellaneous taxes | 55 | 0.6 | 5,192 | 1.0 |
| Natural resource taxes & royalties | 266 | 2.9 | 21,256 | 4.1 |
| Privileges, licenses & permits | 190 | 2.1 | 3,394 | 0.7 |
| Customs duties | 438 | 4.7 | 3,606 | 0.7 |
| Other consumption taxes | 173 | 1.9 | 1,864 | 0.4 |
| Non-resident taxes | — | — | 6,907 | 1.3 |
| Total | 9,231 | | 521,435 | 26 |

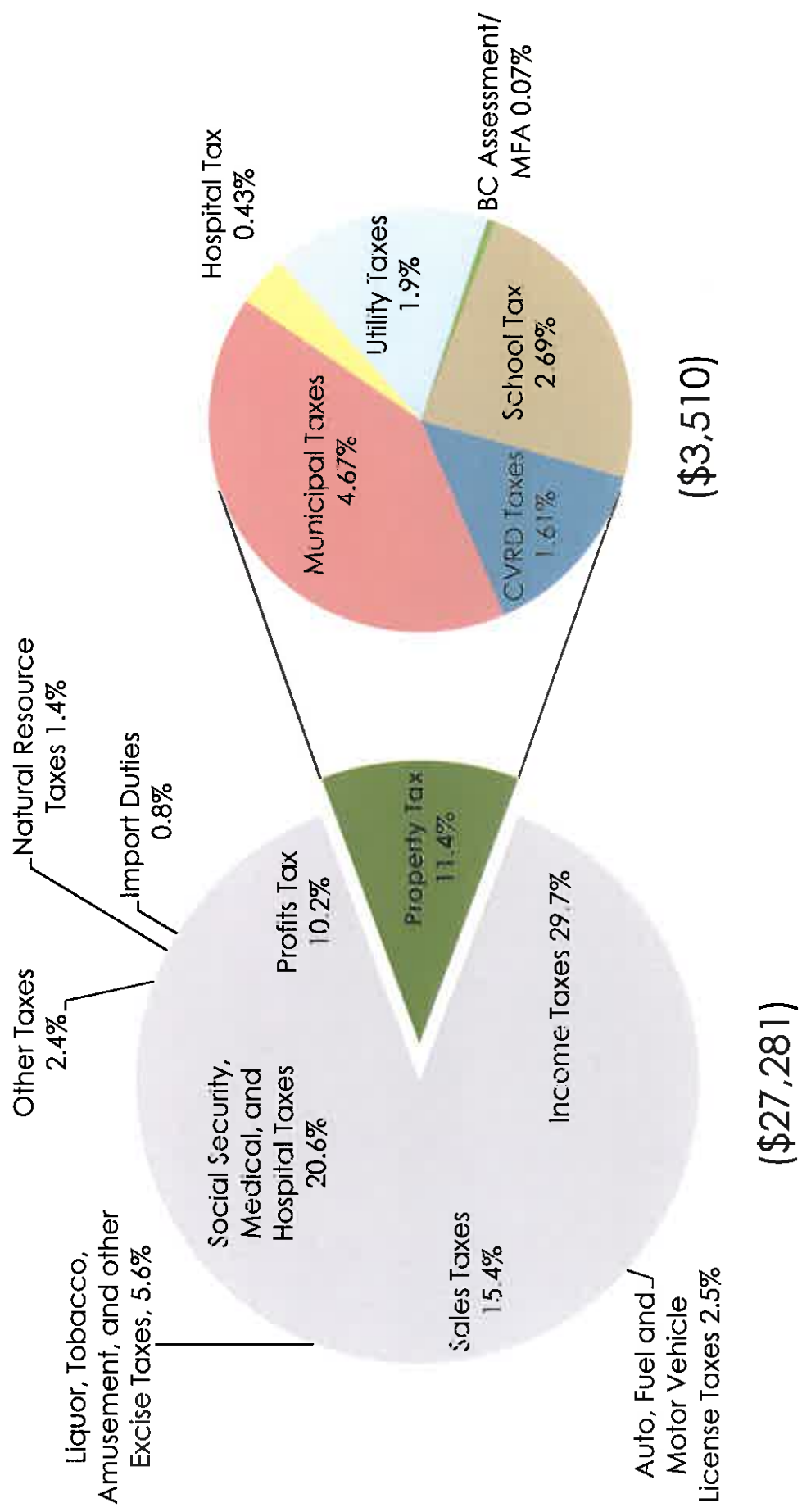
Tax Bill of the Average Canadian Family: \$30,792



Based on the average 2011 family cash income of \$74,233

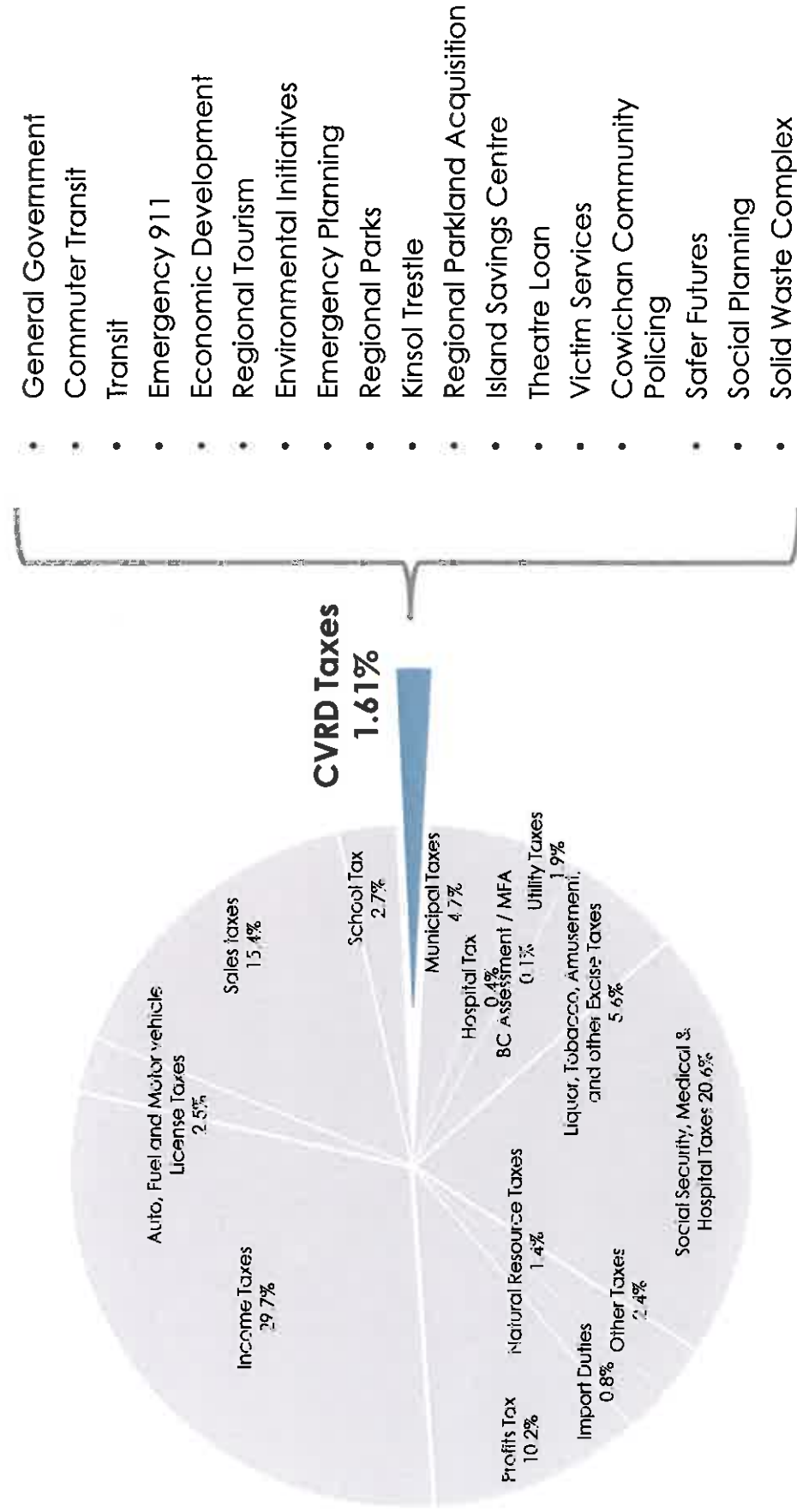
Source: The Fraser Institute

Local Property Tax Portion of the Tax Bill



CVRD Portion of the Tax Bill

(Based on a North Cowichan Home)

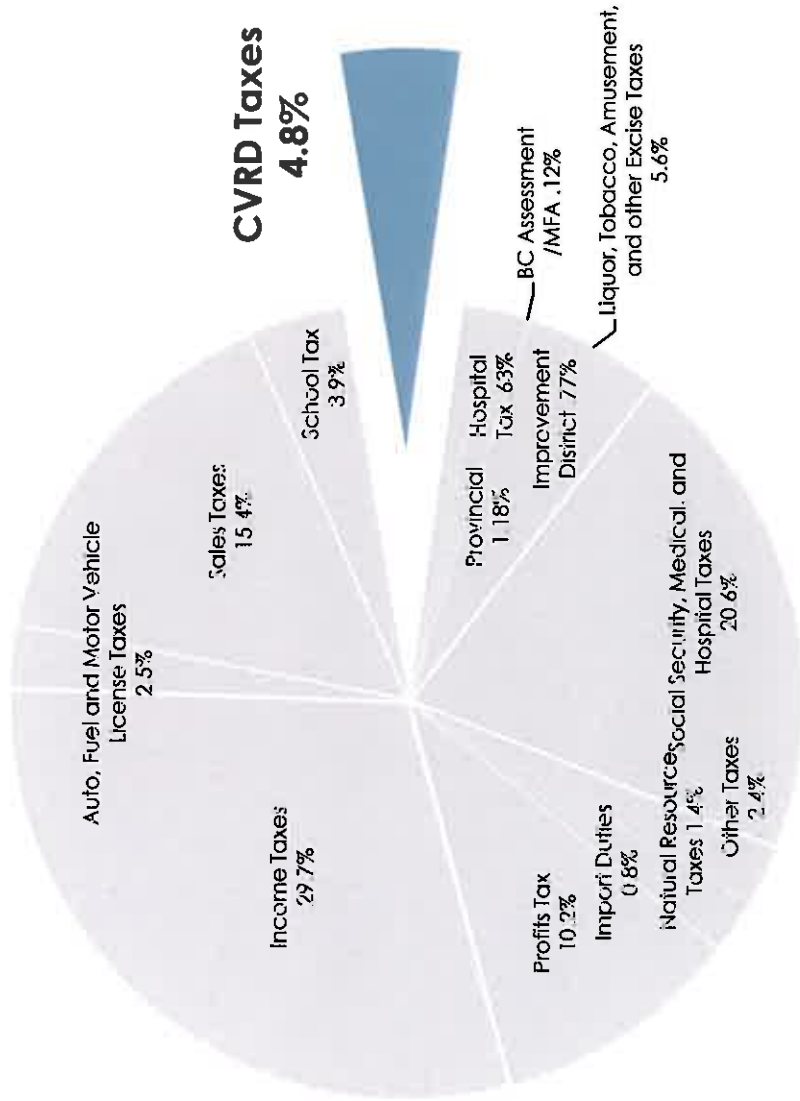


(\$30,189)

(\$604)

CVRD Portion of the Tax Bill

(Based on a Area B - Shawnigan Lake Home)



(\$29,314)

Based on the average 2011 family cash income of \$74,233

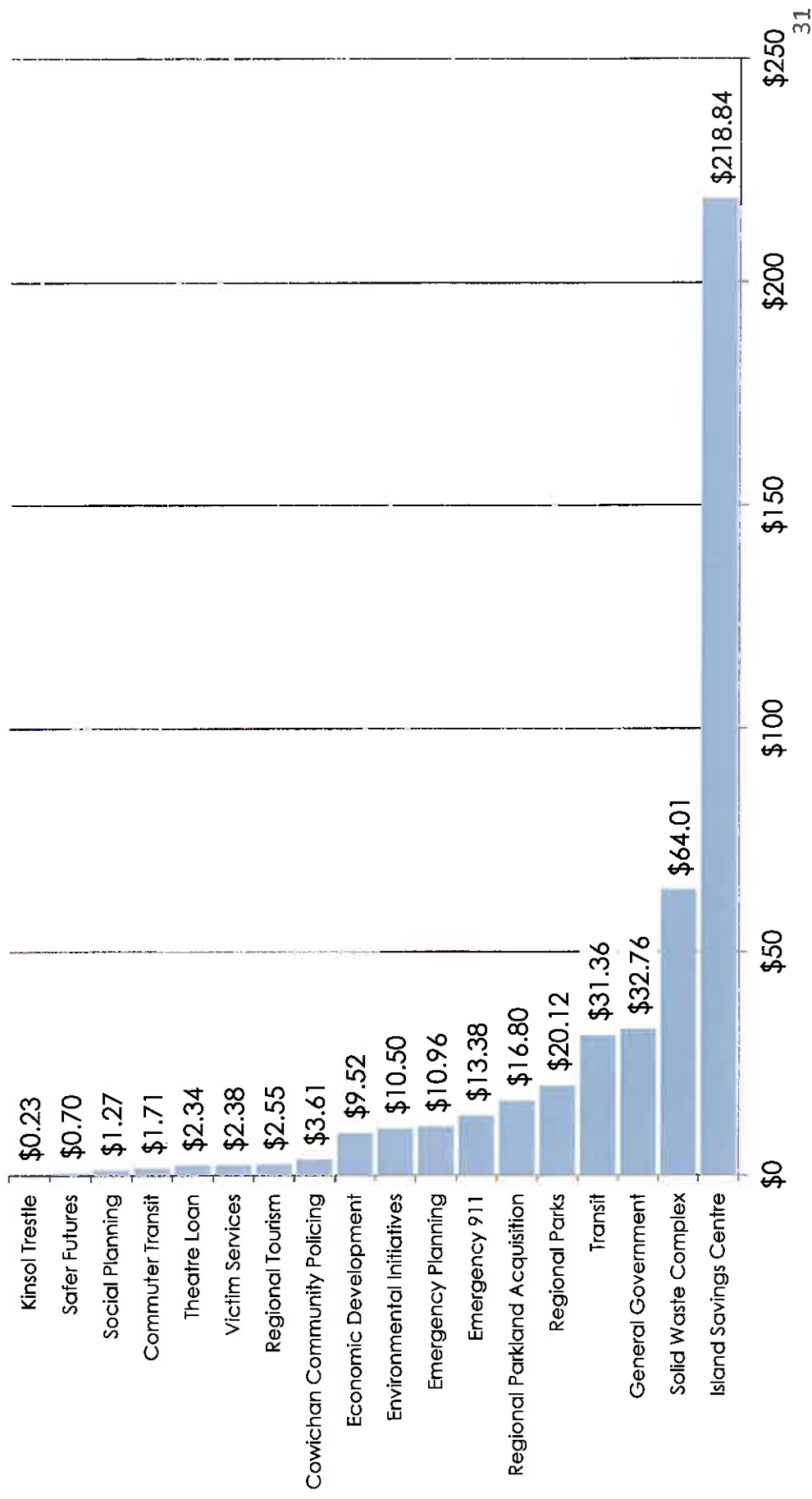
- General Government
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- **Regional Parkland Acquisition**
- Animal Control
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- **Kerry Park**
- **Shawnigan Lake Community Centre**
- Theatre
- Victim Services
- Shawnigan Lake Historical Society
- Cowichan Community Policing
- **Critical Street Lighting**
- South Cowichan Water Study
- Safer Futures
- Social Planning
- **Solid Waste Complex**

(\$1,478)

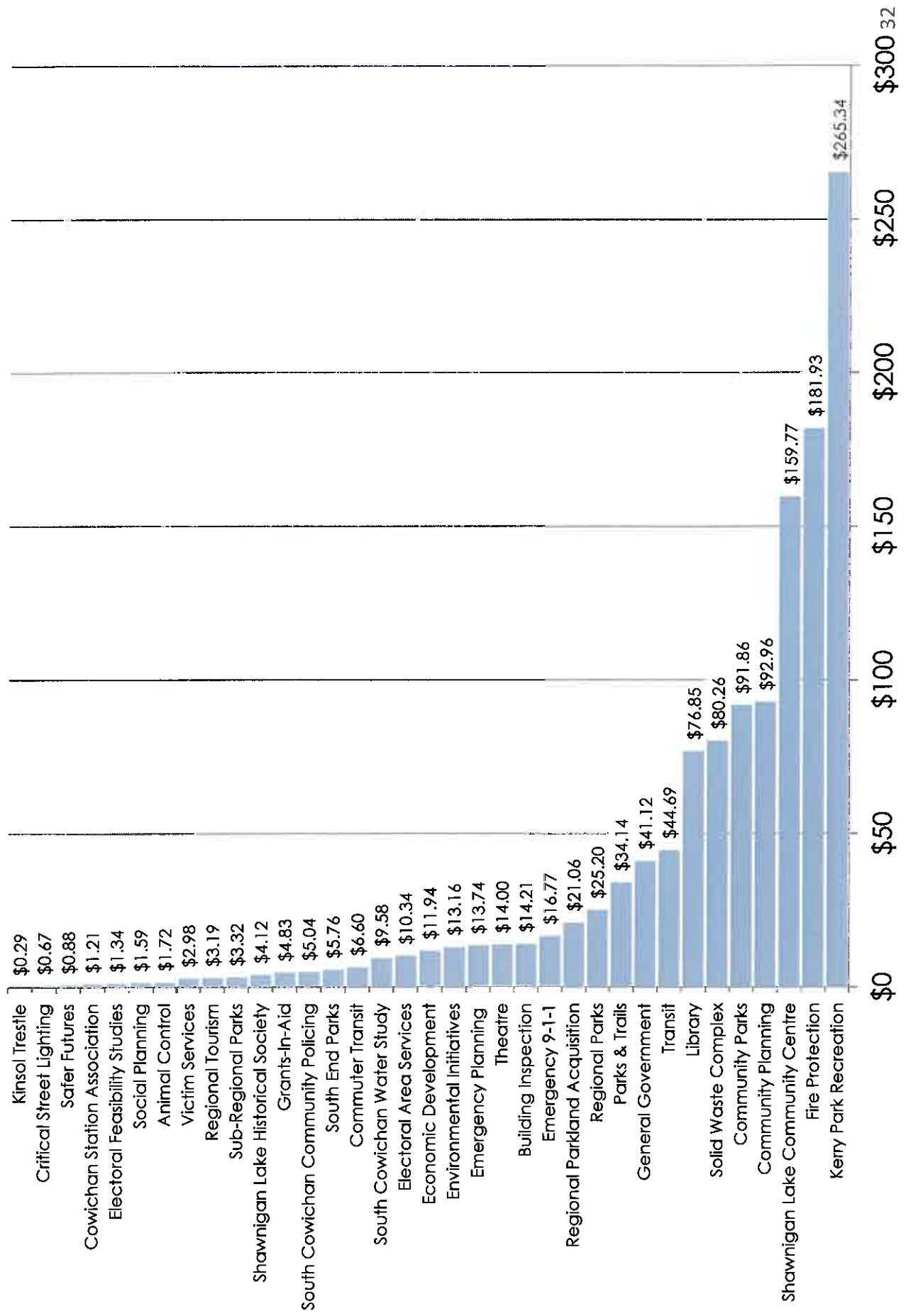
The average \$420,454 home paid \$1,080 for these services in 2012

Breakdown of (2012) Residential CVRD Property Tax Bill

Cost for the average North Cowichan Home (\$335,000) = \$443.10

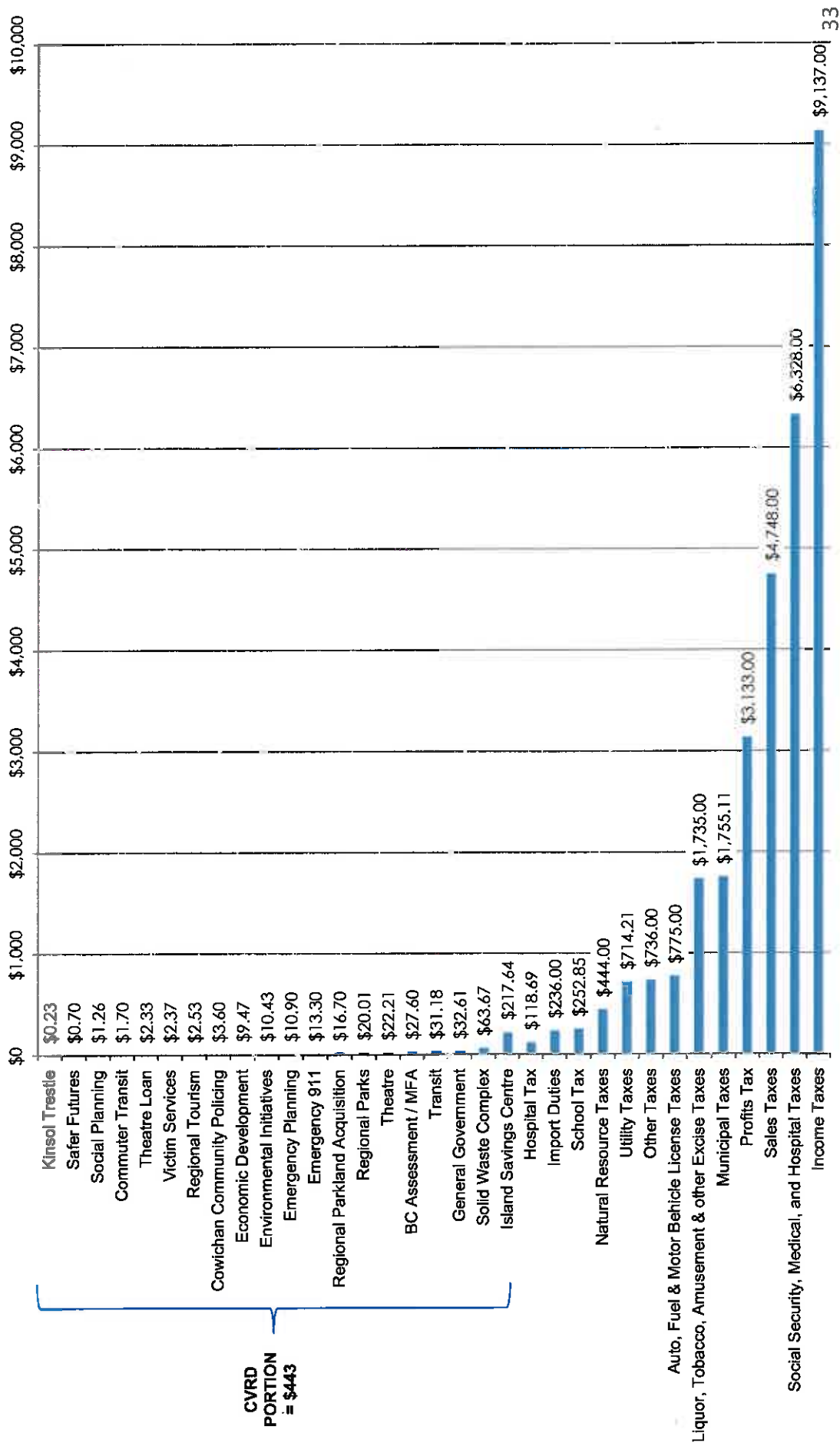


Cost for the average *Electoral Area B* Home (\$420,454) = \$1,263



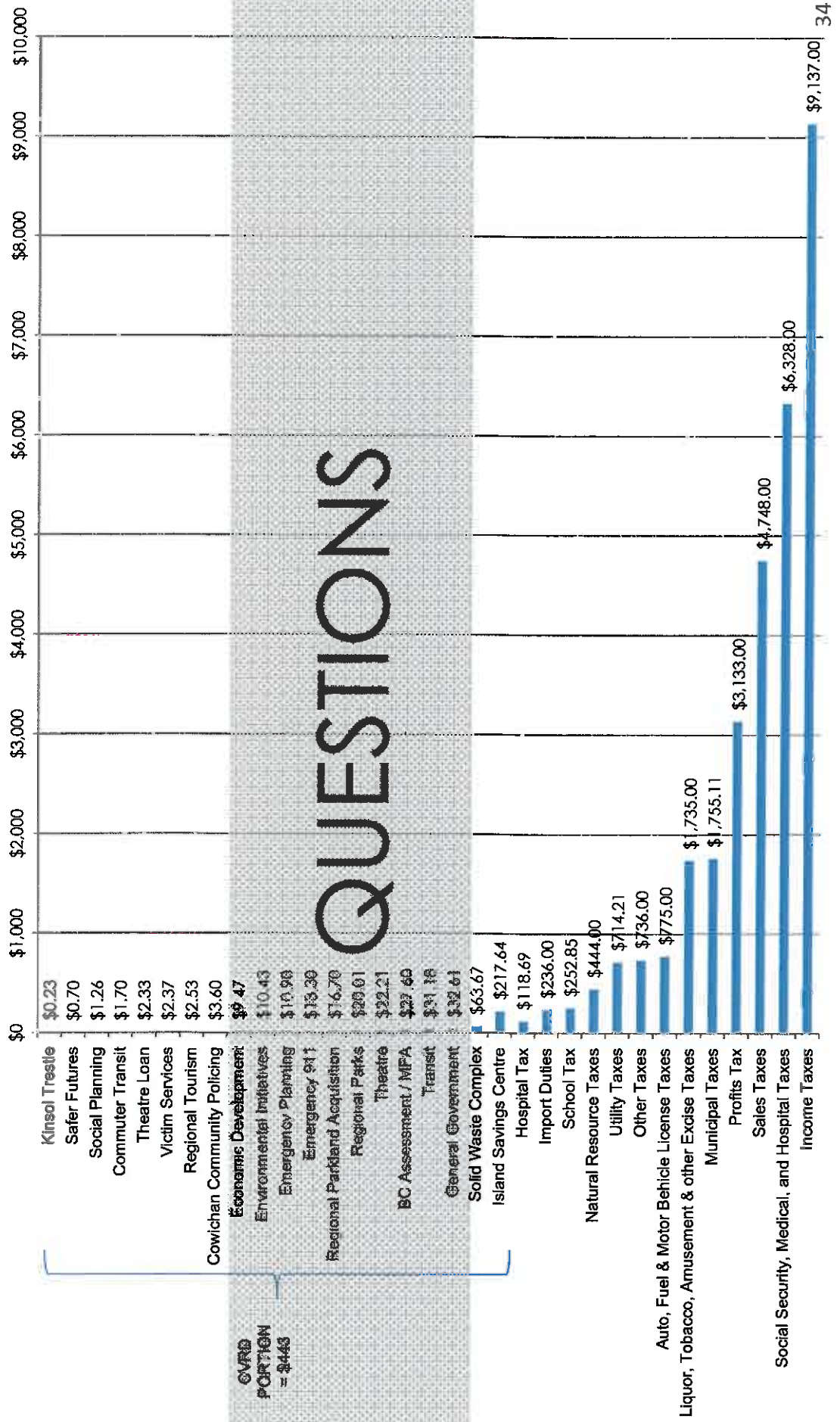
Breakdown of Total Tax Bill

(Based on an average North Cowichan \$335,000 home and an average family cash income of \$74,233)



Breakdown of Total Tax Bill

(Based on an average North Cowichan \$335,000 home and an average family cash income of \$74,233)





Island Savings Centre Budget 2013

- Staff Report January 30, 2013 Re: Budget 2013

- Appendix 1: Staff Report September 18, 2012
Re: Supplemental Items Budget 2013

- Appendix 2: ISC Sustainability Plan Community Consultation Results
Consultation Sessions:

| | |
|--------------------|--|
| November 22, 2012: | Area D – Cowichan Bay |
| November 29, 2012: | Duncan/North Cowichan |
| December 6, 2012: | Area E – Cowichan Station/ Sahtlam/ Glenora |

- Appendix 3: ISC Sustainability Plan Community Consultation Results
Consultation Sessions:

| | |
|-------------------|--|
| February 5, 2013: | Kinsmen Consultation Session |
| February 7, 2013: | Duncan/North Cowichan Chamber of Commerce |

- Appendix 4: Year End Surplus, 2012

- Appendix 5: Staffing, Cowichan Theatre



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF FEBRUARY 14, 2013

DATE: January 30, 2013
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Budget 2013

Recommendation/Action:

That the Island Savings Centre Commission provide direction on staffing, services, capital improvements, and transfer to reserve for the 2013 Budget.

Relation to the Corporate Strategic Plan:

Under the goal of service excellence, and the objective of financial stability, and the strategic action to continue to improve the annual budget process.

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

Direction on staffing, services, capital improvements, and transfer to reserve will all have financial impact on the Island Savings Centre for 2013.

Background:

Fall 2012 Budget Direction

In September 2012, the Island Savings Centre Commission directed staff to prepare the budget for 2013 with a 2% requisition increase. Staff were also directed to inform the Commission on anticipated 2014 expenses, and longer range 2015 – 2020 expenses.

In October 2012, staff presented the staff report listed here as appendix 1.

Staff input the 2013 budget in the fall of 2012 to include:

- The core services the Centre provided in 2012
- The additional staff position of an arena / sports programmer
- The additional capital improvements of replacing the ice plant roof (\$80,000) and fly system improvements for the Cowichan Theatre (\$60,000)
- The same \$234,000 transfer to reserve as 2012 (not \$468,000 as identified in the sustainable plan)
- A 2% overall requisition increase.

(Loading dock could not be included as originally presented as requisition increase would have exceeded 2%).

Year End 2012

There is a significant surplus, with reasons as listed in appendix 4. Surplus has been identified to address:

- a one-time web page expense for the Theatre in 2013
- a one-time staffing overlap for the Theatre in 2013
- increased general government allocation primarily because we now pay 4.5% based on the previous year's operational expenses instead of 4%.
- the majority of the remainder of surplus be used to fund one time capital.

Year-end adjustments reduced requisition to a 1.44% increase.

Retirement of short term debt of \$76,630 at this point has been added to our transfer to reserve.

Changes to Priority

1. The Arts and Culture Division Manager feels that additional resources for marketing should be included in the 2013 budget, to assist with promotion of the Cowichan Theatre. Staff now recommend this as priority item #3 as an additional expense.

It should be noted that the Island Savings Centre division manager has also identified marketing as a "need" for the rest of the Centre. However, we are attempting to shift responsibilities within existing positions. This is not possible within the Cowichan Theatre staffing framework.

Cowichan Theatre staffing, and needs for additional service, are highlighted in appendix 5.

2. Replacement of arena compressors. Operations did not originally see this as a priority, but it was brought to our attention by the CVRD's energy manager that:
 - The capital cost of a new compressor is \$42,500
 - BC Hydro will provide an incentive of \$14,000 per compressor
 - We expect to save \$8,500 per compressor in yearly maintenance costs in at least the short term
 - We estimate saving \$3000 in yearly energy consumption per compressor

This would equate to a "cost" of \$17,000 per compressor, with a payback of two to three years. Because of this payback, staff now recommend replacing both compressors as priority item #4.

Currently Recommended Additional Services (with a requisition increase of 2%)

Maintain core services, and include:

1. Replacement of the ice plant roof (\$80,000)
2. Arena/sports programmer position (full time position, ½ year wages, \$35,652)
3. Theatre publicist position (part time position, ½ year wages, \$16,950)
4. Arena compressors replacement (\$34,000)
5. Fly system upgrade (\$60,000)
6. Loading dock upgrade (\$60,000)
7. Additional Cowichan Theatre signage (\$30,000)
8. Emergency generator replacement (\$80,000)
9. Transfer to reserve of \$322,802 (maintaining 2012 transfer of \$234,000, include debt retirement of \$76,630, and include \$12,172 of surplus, where the other \$180,936 of surplus is used for the above noted capital).

Sustainable Plan Presentations

Through November and December 2012, the Sustainable Plan was brought to community meetings. The results of those meetings are listed here in appendix 2.

The consolidated report highlights:

- That the attendees supported cost increases for programs and services, in recreation programs (64%), Cowichan Theatre (72%), maintenance (68%), and janitorial (66%).
- That the attendees supported one-time increases in building improvements, in internal building improvements (68%), external improvements (63%), service specific equipment (67%), roof replacement (84%), and repaving parking lots (59%).
- 72% of attendees support a partnership with another agency to renovate the Aquannis Centre.
- 68% of attendees support transferring funds into long term capital reserves
- 50% of attendees support at least an annual cost increase of \$4 to fund the long term capital reserves
- When assessing what percentage of the total cost should come from reserve funds when the time comes to replace or substantially renovate the Island Savings Centre, 35% of the attendees said 100%, 21% of the attendees said 75%, 20% of the attendees said 50%, and 20% of the attendees said 25%.
- When balancing taxation and services, 71% of attendees said that taxes should be increased to maintain or enhance current service levels.

In January 2013, the Sustainable Plan was presented to targeted community groups (Kinsmen – 13 attendees, and the Chamber of Commerce – 7 attendees). The results of those meetings are listed here in appendix 3.

The meetings highlight:

- 79% of attendees support transferring funds into long term capital reserves
- 63% of attendees support at least an annual cost increase of \$4 to fund the long term capital reserves
- When assessing what percentage of the total cost should come from reserve funds when the time comes to replace or substantially renovate the Island Savings Centre, 40% of the attendees said 75%, while 30% said 100%, and 20% said 50%.
- When balancing taxation and services, 85% of attendees said that taxes should be increased to maintain or enhance current service levels.

**Additional Services Identified as 2013 Items in Sustainable Plan
Would Further Increase Requisition Beyond 2%**

1. Next lift of transfer to reserve

Option A: viewing debt retirement as a bonus, and increasing requisition by an additional \$234,000 (6.38%) increase, bringing the requisition increase to 8.38%.

Option B: viewing debt retirement as a sustainable option to decrease the amount needed to achieve the next lift. \$157,370 would be required, resulting in a 4.29% increase, bringing the total requisition increase to 6.29%.

Option C: using debt retirement and above noted \$12,172 of surplus to achieve the next lift. \$145,198 would be required, resulting in a 3.96% increase, bringing the total requisition increase to 5.96%.

2. North wall cladding

Requires \$55,000 (a 1.50% requisition increase)

3. Washroom at stage level in Cowichan Theatre

Requires \$50,000 (a 1.36% requisition increase)

Anticipated Items Affecting 2014 Budget:

Any of the above items that get deferred to consideration to the 2014 budget will be added to anticipated 2014 items, including:

1. The second ½ year of programmer wages (\$36,000)
2. The second ½ year of theatre publicist wages (\$16,950)
3. Moving the theatre publicist from part time to full time (\$22,146)
4. Part time operations assistant position (\$17,232)
5. Repaving parking lots (\$600,000)
6. Any Aquannis Centre expenses (unknown)
7. The next increment of transfer to reserve (\$234,000)


Final Notes:

We submitted two major grant applications in 2012. We have recently been informed that the application for the eco-friendly parking lot has been declined. Our other application for partial funding of the ice plant roof, fly system, loading dock upgrade, north wall cladding and theatre seats remains undetermined. We have no indication that we're likely to be successful.

The anticipated second program position identified in the sustainable plan for 2014 is now recommended to be removed from consideration. With the programmer position identified in the 2013 budget, and a realignment of duties in existing positions, the programming needs should be addressed for the immediate future.

I look forward to the discussion.

Submitted by,


John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:



Approved by:

General Manager:



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF OCTOBER 11, 2012

DATE: September 18, 2012
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Supplemental Items Budget 2013

Recommendation/Action:

Provided for information.

Relation to the Corporate Strategic Plan:

Under the goal of service excellence, and the objective of having an efficient, high performance, innovative organization, and the strategic action to increase accountability with regular performance reporting to the Board (in this case, the Island Savings Centre Commission).

Financial Impact: (Reviewed by Finance Division: _____)

Financial update only.

Background:

The Island Savings Centre Commission directed staff to present the budget for 2013 with a 2% requisition increase. Staff were also directed to inform the Commission on anticipated 2014 expenses, and longer range 2015 – 2020 expenses.

Staff have identified a supplemental item list for 2013 that has a 2% increase over one-time supplemental items in 2012. This list is presented now, and will be re-presented in February for the Commission. The supplemental list in February could be changed by the following:

- a) If core expenses are higher or lower than a 2% increase after our fall review. If core expenses are higher than 2%, less supplemental items could be included.
- b) If there is a deficit at year end, less supplemental items could be included (if there is a surplus, it will be transferred into the reserve fund).
- c) Review of any possible change of priorities. For instance, to date there has been no direction on next steps with the Aquannis Centre, whether with child care or the recent proposal from VIHA.
- d) Further inclusion of recognized needed supplemental items not included at this time.
- e) The success of our grant applications

Starting point for 2013 supplemental items:

2012 one-time supplemental items, with cost no longer required

| | |
|---------------------------------|------------------|
| Arena Ceiling | \$ 80,000 |
| Multi Purpose Hall Ceiling | \$ 60,000 |
| Theatre Speaker Replacement | \$140,000 |
| Multi Media Switching Equipment | <u>\$ 27,000</u> |

| | |
|-------|-----------|
| Total | \$307,000 |
|-------|-----------|

| | |
|-------------|----------|
| 2% increase | \$ 6,000 |
|-------------|----------|

| | |
|-------|-----------|
| Total | \$313,000 |
|-------|-----------|

Reduced by second half wages of
Technical director / lead hand (\$77,000)

Available funding for supplemental items with a 2% requisition increase: \$236,000

2013 Supplemental Items included in budget:

Staffing:

- | | |
|---|----------|
| 1. Programmer position as proposed in 2012, with half wages included in 2013 budget based on July 1 st hiring, and other half of wages added in 2014 | \$36,000 |
|---|----------|

Capital:

- | | |
|--|----------|
| 1. Repair of roof over ice plant | \$80,000 |
| 2. Upgrade to fly system in Cowichan Theatre | \$60,000 |
| 3. Loading dock upgrade | \$60,000 |

| | |
|-------|-----------|
| Total | \$236,000 |
|-------|-----------|

Not in 2013 Budget, in priority order, with effect on requisition, and cumulative total:

- | | | | |
|--|-----------|-------|--------|
| 1. Cowichan Theatre sign on fly tower | \$30,000 | 0.82% | 2.82% |
| 2. Increase transfer to reserve to \$468,000 | \$234,000 | 6.38% | 9.20% |
| 3. Emergency generator replacement | \$80,000 | 2.18% | 11.38% |
| 4. Completion of north wall cladding | \$55,000 | 1.50% | 12.88% |
| 5. Washroom built at stage level in Theatre | \$50,000 | 1.36% | 14.24% |

If items are deferred to 2014, they will be added to items currently identified as 2014 in the Island Savings Centre Sustainability Plan. They include:

Anticipated 2014 Supplemental Items**Staffing:**

- | | | |
|--|----------|-------|
| 1. Replacing a second program position eliminated in 2009. Could have extra program management duties to assist with program outreach. Half year's wages included in budget. | \$48,438 | 1.32% |
| 2. Replace part time operations assistant eliminated in 2009. | \$17,232 | 0.47% |
| 3. Part time marketing / sponsorship development position for Cowichan Theatre (this has been moved up in priority) | \$25,000 | 0.68% |

Capital:

- | | | |
|------------------------|------------------------|----------------|
| 1. Repave parking lots | \$200,000 to \$650,000 | 5.46 to 17.73% |
| 2. Aquannis Centre | Unknown | Unknown |

| | | |
|---------------------------|-----------|-------|
| Transfer to Reserve Fund: | \$234,000 | 6.38% |
|---------------------------|-----------|-------|

2014 supplemental totals without any deferred items from 2013 expected to be requested: **\$524,670 to \$974,670** depending on grant for paving, and excluding any contribution for Aquannis Centre.

After 2014 - Phase Two (2015 – 2017, in no particular order)**Staffing:**

- | | |
|--|----------|
| 1. Full time operations attendant added to staff | \$69,472 |
| 2. Increase part time marketing position for Theatre to full time | \$25,000 |
| 3. Part time ticket centre cashier | \$35,000 |
| 4. Electrician position to be shared with other recreation divisions | \$27,551 |

Services:

- | | |
|--|----------|
| 1. Increase to Theatre presenting budget to competitive levels | \$10,000 |
| 2. Increase to Theatre advertising budget | \$ 5,000 |

Capital:

- | | |
|---|----------|
| 1. Theatre first floor flooring replacement | \$40,000 |
| 2. Snow melt pit for Zamboni | \$35,000 |
| 3. HVAC improvements in TV studio | \$20,000 |
| 4. Arena seat replacement shared with Junior A team | \$50,000 |

Transfer to Reserve:

- | | |
|---|-----------|
| 1. Increase by \$234,000 in 2015 | \$234,000 |
| 2. Increase by additional \$234,000 in 2016 | \$234,000 |
| 3. No increase in 2017 | |

Phase Three (2018 – 2020, in no particular order)**Staffing:**

| | |
|---|----------|
| 1. Full Time Janitor | \$50,731 |
| 2. Part Time Ticket Centre Cashier | \$37,000 |
| 3. Part Time Operations Assistant | \$17,232 |
| 4. Part Time Front of House Supervisor | \$25,000 |
| 5. Increase part time assistant technical director to full time | \$35,527 |
| 6. Another part time assistant technical director hired | \$35,527 |

Services:

| | |
|--|-----------|
| 1. Increase to Theatre presenting budget to competitive levels | \$15,000 |
| 2. Increase to Theatre advertising budget | \$ 10,000 |

Capital (Estimates for these projects are not ready for the October Commission meeting, and this report will be updated for February 2013).

1. Janitorial auto scrubbers
2. Ice plant compressors and equipment
3. Hot water tank
4. Boiler system and pipe joints
5. Orchestra pit
6. Orchestra shell
7. Carpeting
8. Roof replacement over three years
9. Theatre Seats
10. Moving light replacement, lighting board for Theatre
11. Monitors and monitor desk for Theatre

No increases to transfer to reserve anticipated between 2018 and 2020.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager:



ISLAND SAVINGS CENTRE

Sustainability Plan Community Consultation Results



ISC 8 Year Sustainability Plan

| | Phase 1 (2013-14) | Phase 2 (2015-17) | Phase 3 (2018-20) | Cost |
|---|---|--|---|---|
| Programs & Services | <ul style="list-style-type: none"> • PT Theatre Marketing Position • FT Recreation Programmer • FT Operations Assistant | <ul style="list-style-type: none"> • FT Electrician (1/3 share of cost to ISC) • FT Operations Attendant • PT Ticket Centre Clerk • PT Assistant Technical Director • Theatre Presenting Budget Increase to competitive • Theatre Advertising Budget Increase to competitive level | <ul style="list-style-type: none"> • FT Janitor • PT Operations assistant • FT Ticket Centre Clerk • PT Front of House Supervisor position • Assistant Technical Director to FT • Theatre Presenting Budget Increase to competitive • Theatre Advertising Budget Increase to competitive level | \$8 92 |
| Capital Improvements & Repairs | <ul style="list-style-type: none"> • Generator • Ice plant roof* • Fly Completion* • Loading Dock • Washroom on stage level • Sign on Fly Tower • Old Aquannis Centre renovations • North wall cladding completion* • Repave North and West parking lot* | <ul style="list-style-type: none"> • Moving Lights Replacement/lighting board • Monitors and monitor desk • Theatre first floor flooring replacement • HVAC system • Snow melt water recovery pit for Zamboni • Arena seat replacement | <ul style="list-style-type: none"> • Ice plant compressors & equipment • Hot water tank • Boiler system and pipe joints • Orchestra Pit Hydraulics • Orchestra Acoustics Shell • Carpeting • HVAC • Roof Replacement • Theatre Seats * | \$88 66 |
| Long Term Capital Reserve | <ul style="list-style-type: none"> • Capital Reserve Fund | <ul style="list-style-type: none"> • Capital Reserve Fund Phased Increases | <ul style="list-style-type: none"> • Capital Reserve Fund Phased Increases | \$29 69 |
| Total Costs | One Time Costs: \$22 47 (\$1,280,000) Ongoing Costs: \$10 44 (\$594,732) Total Cumulative Ongoing Cost: \$10.44 | Total One Time Costs: \$14 66 (\$835,000) Total Ongoing Costs: \$15 16 (\$863,387) Total Cumulative Ongoing Cost: \$25.60 | Total One Time Costs: \$51 53 (\$2,935,000) Total Ongoing Phase 3 Costs: \$13 01 (\$742,110) Total Cumulative Ongoing Cost: \$38.61 | Average 18 year one time cost: \$11.08 Average 18 year ongoing annual increase: \$4.82 |

* A grant has been applied for to reduce the costs of this project. Other grants may be applied for in the future as well.

Community Consultation Results

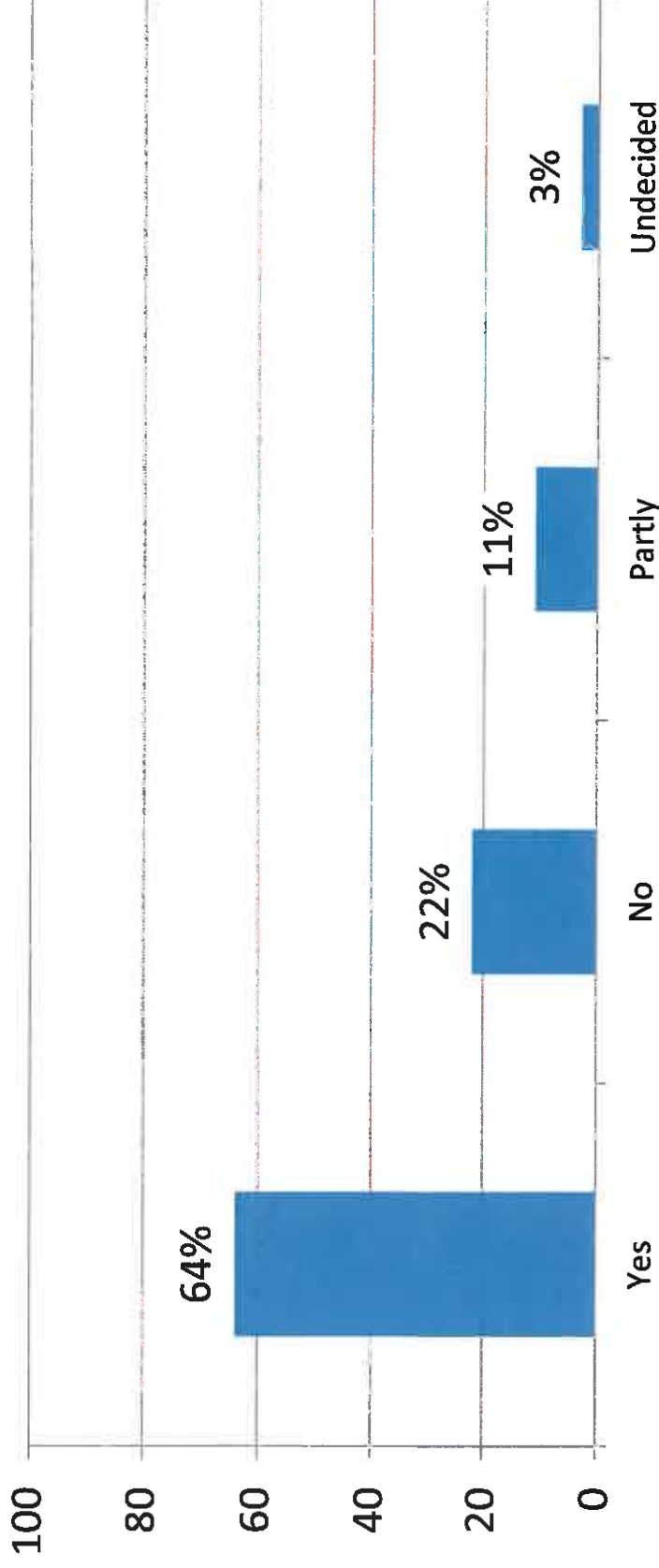
- The following slides show the results of the Community Consultation sessions held November 22, 29 and December 6, 2012.
- Participants were asked to answer a series of questions regarding there support for:
 - Programs & Services,
 - Capital Improvements & Repairs
 - Long Term Capital Reserve Funds
- All costs are represented in “per \$100,000 in assessed value” format

PART ONE

Programs & Services

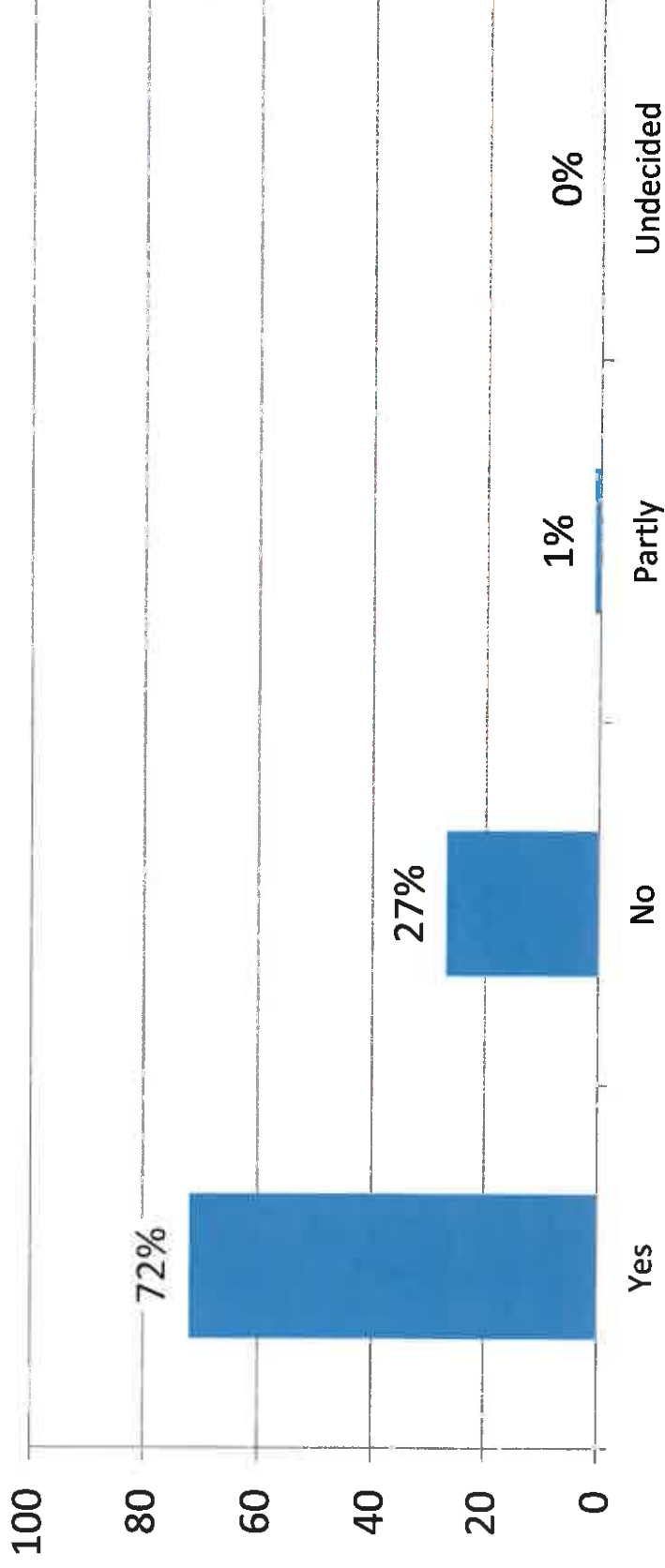
Programs & Services

Question 1: Do you support a total cost increase of \$1.26 for recreation programs?



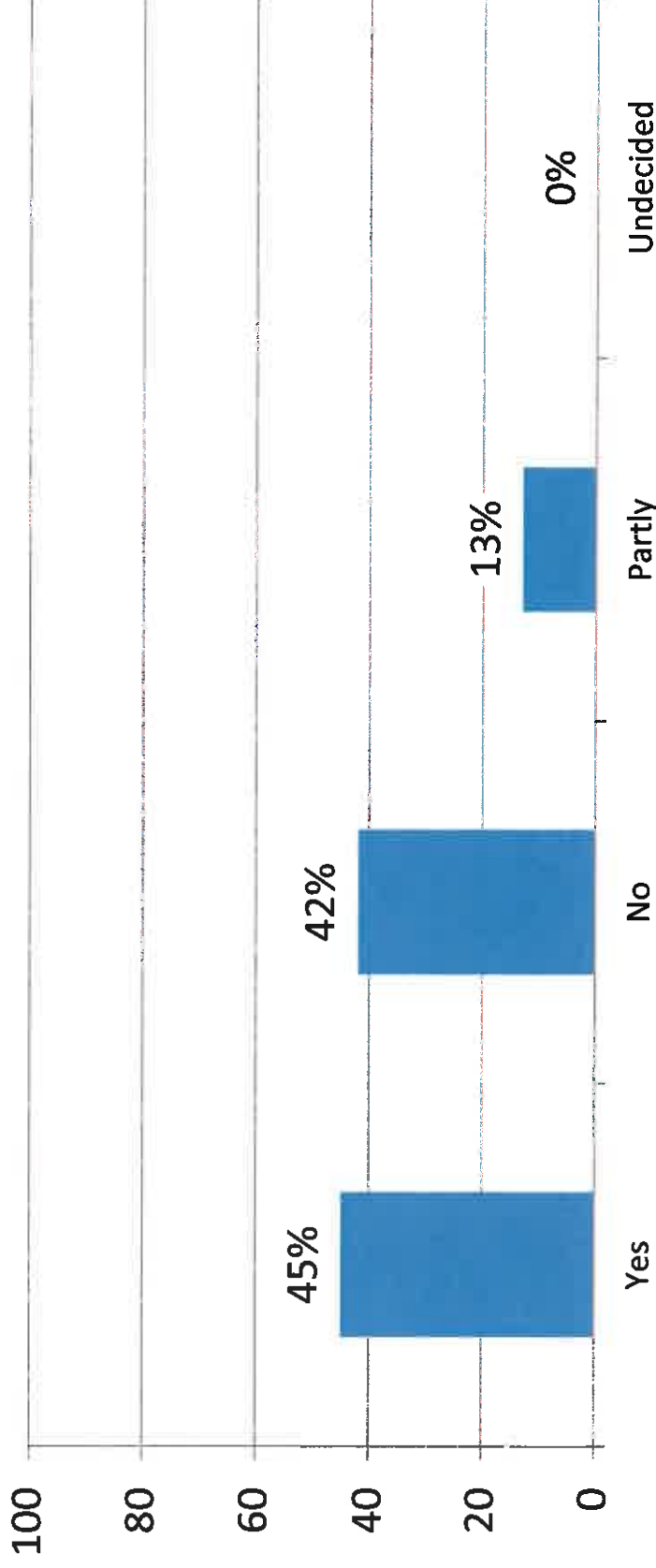
Programs & Services

Question 2: Do you support a total cost increase of \$3.22 for Cowichan Theatre services?



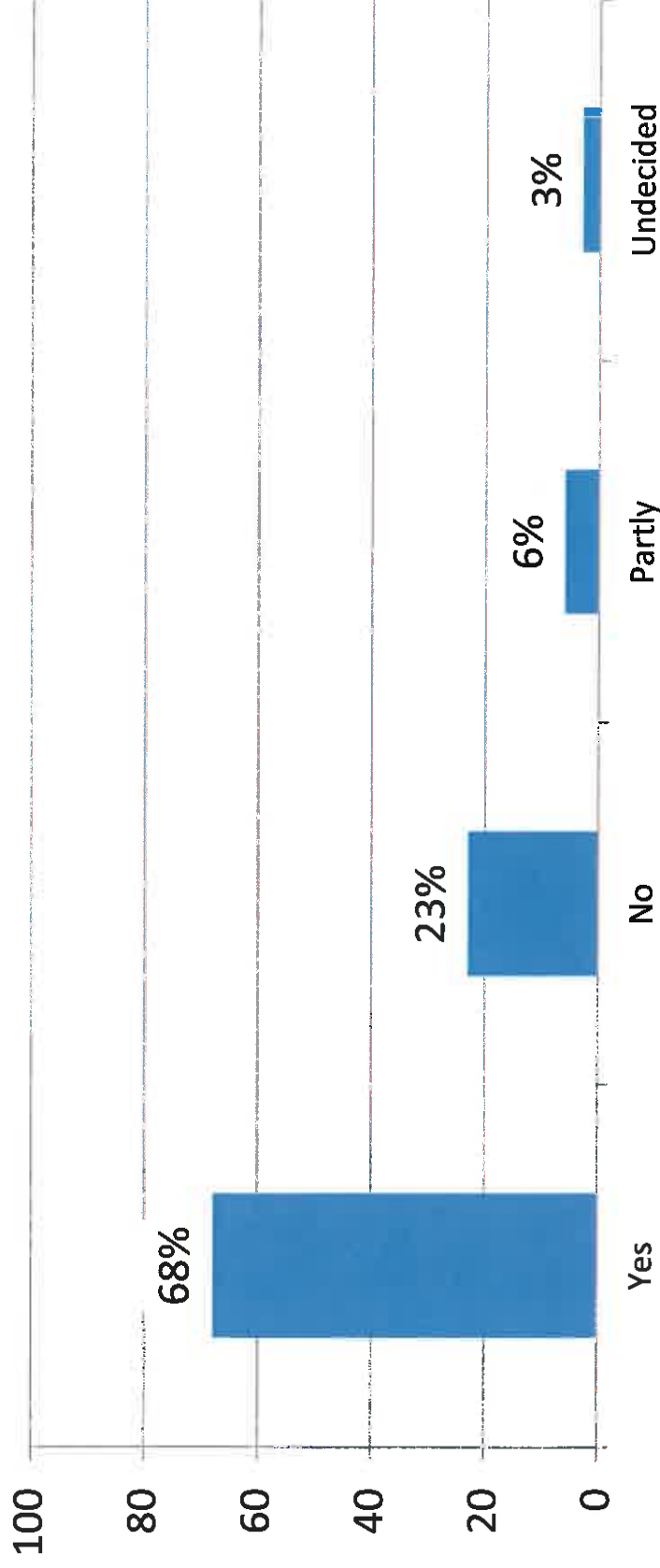
Programs & Services

Question 3: Do you support a total cost increase of \$1.26 for Cowichan Ticket Centre reception services?



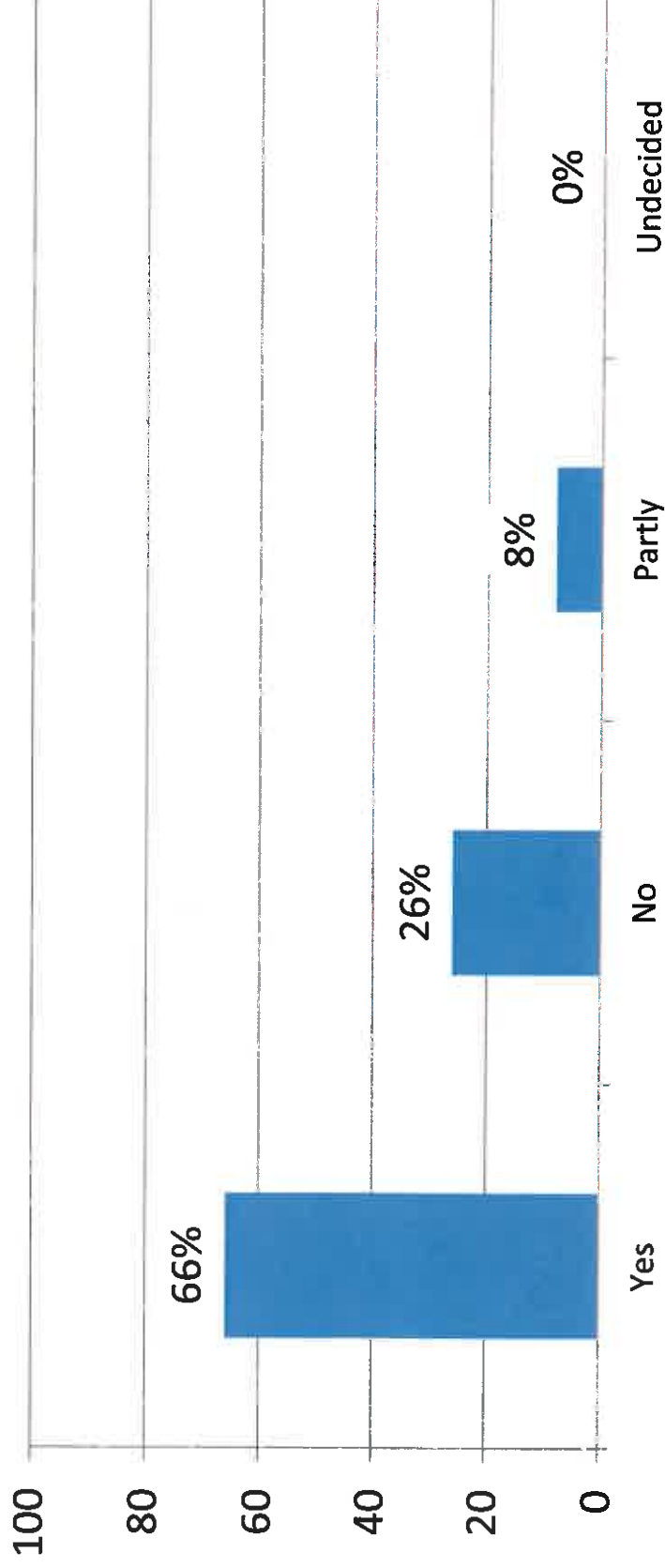
Programs & Services

Question 4: Do you support a total cost increase of \$2.31 for maintenance services?



Programs & Services

Question 5: Do you support a total cost increase of \$0.89 for janitorial services?

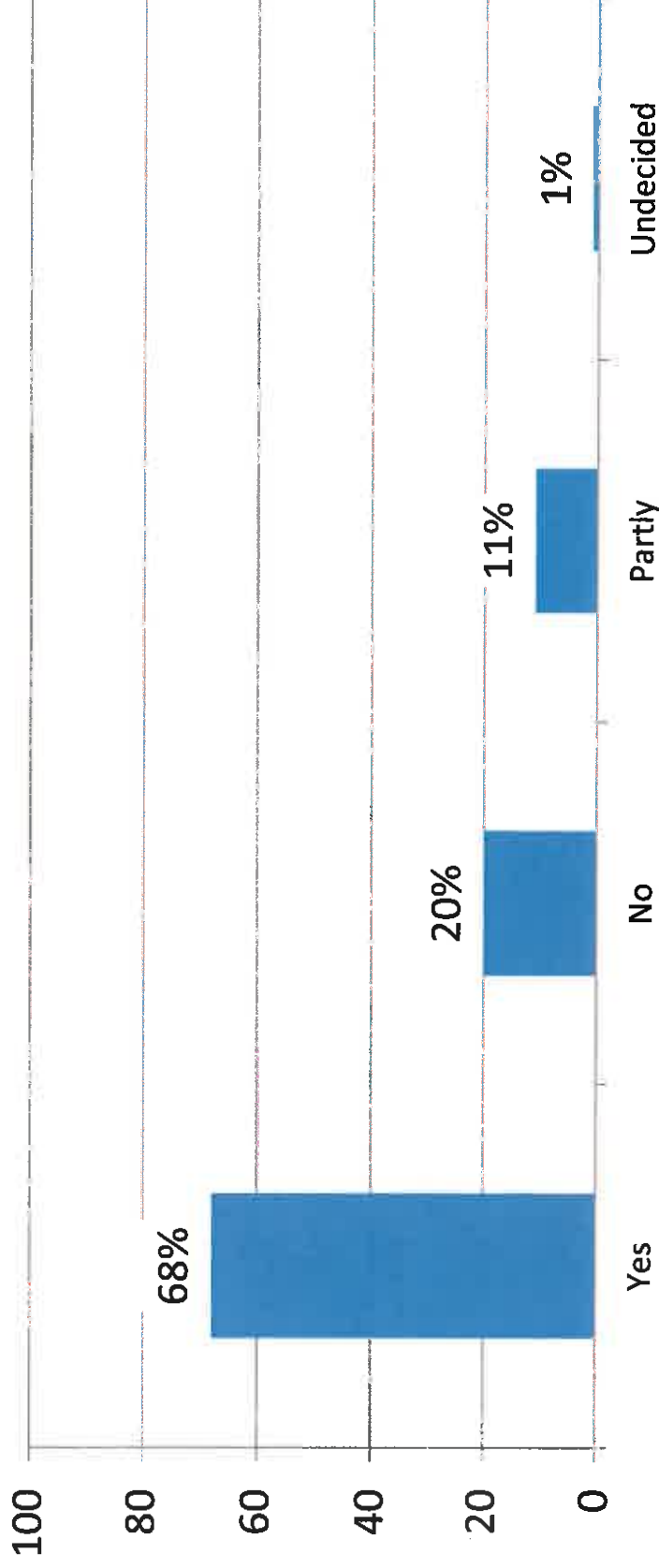


PART TWO

Building Improvement & Repair

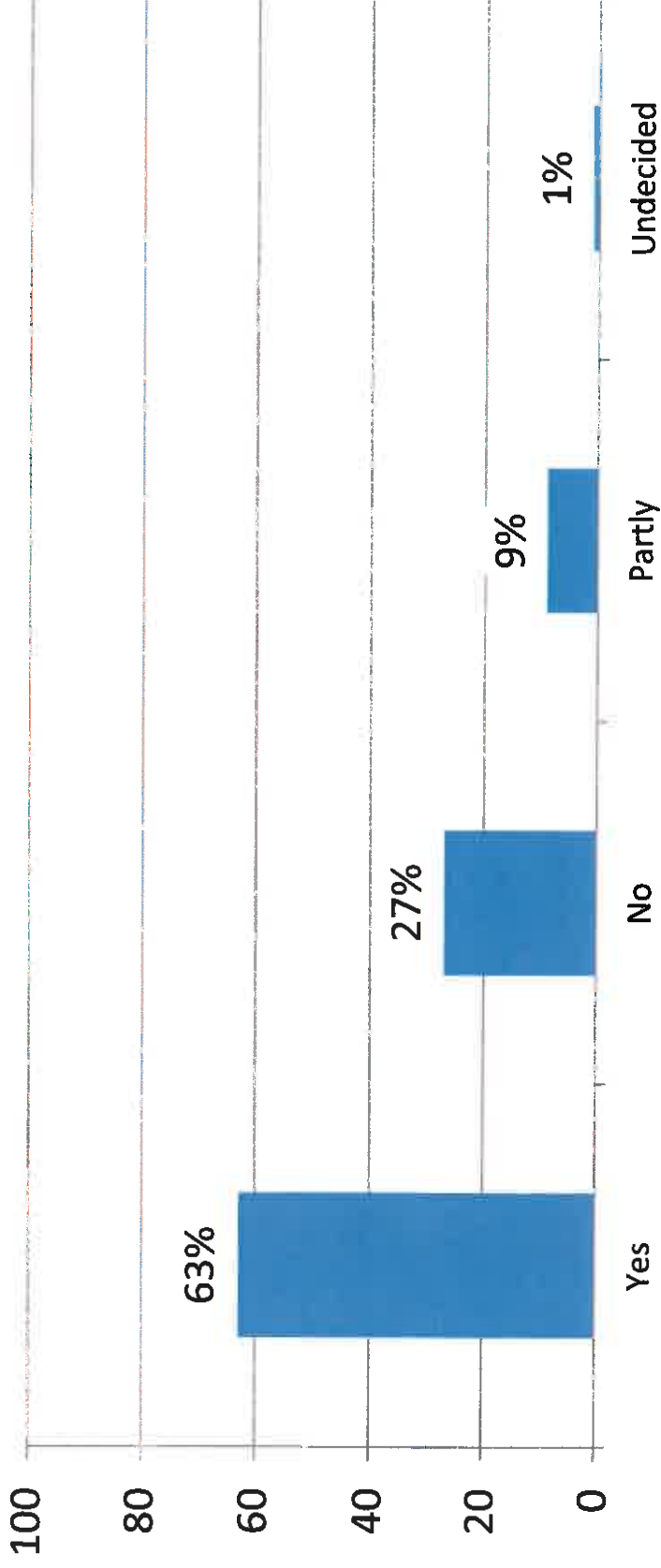
Building Improvement & Repair

Question 6: Do you support a one-time increase of \$5.71 (\$45.73 total) for the next 8 years for internal building improvements?



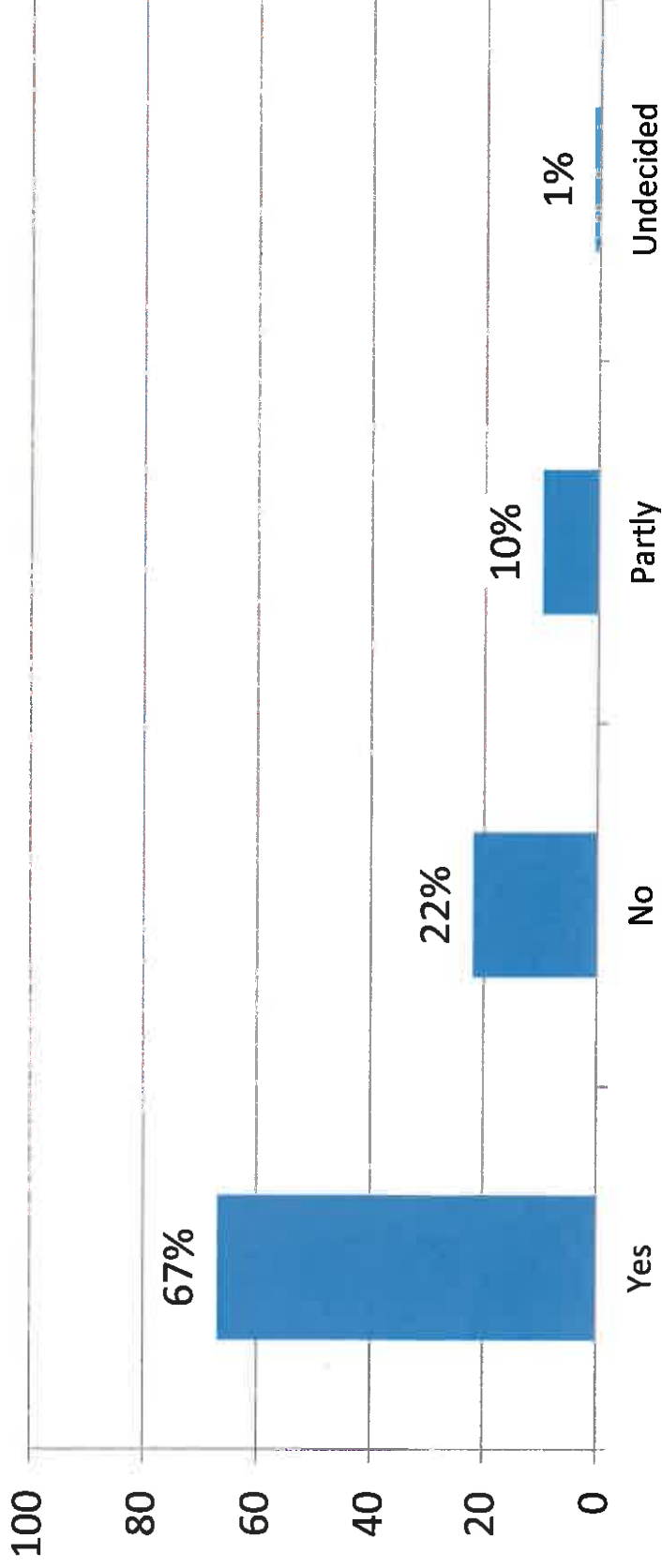
Building Improvement & Repair

Question 7: Do you support a one-time increase of \$0.43 (\$3.42 total) for the next 8 years for exterior improvements?



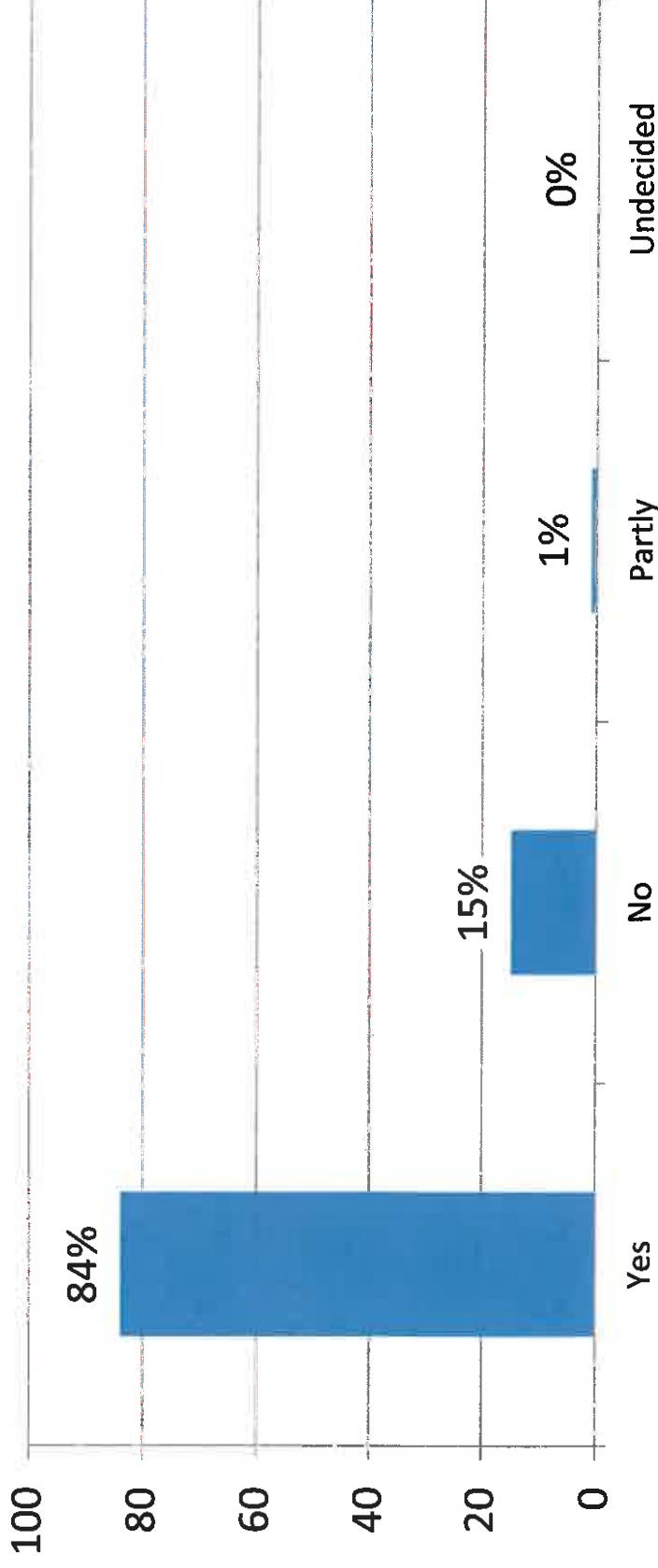
Building Improvement & Repair

Question 8: Do you support a one-time increase of \$1.87 (\$14.93 total) for the next 8 years for service specific equipment?



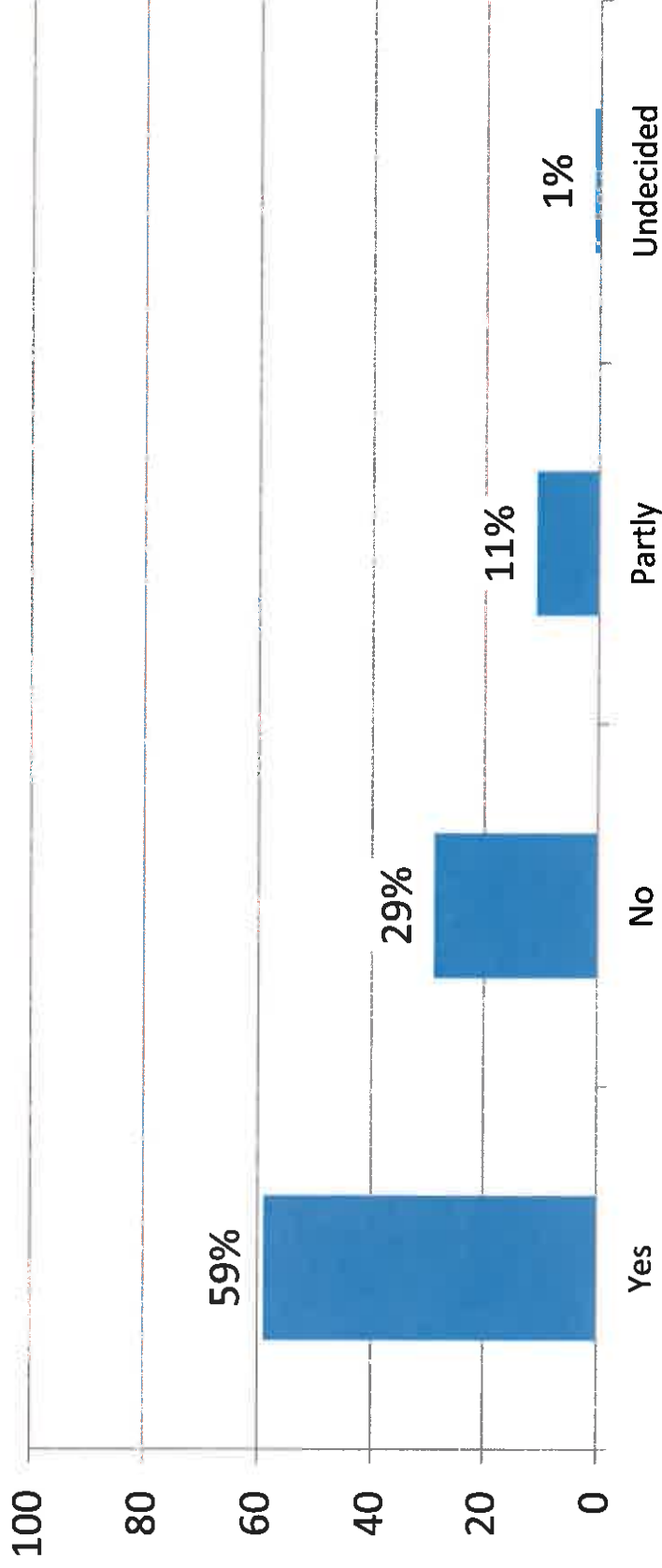
Building Improvement & Repair

Question 9: Do you support a one-time increase of \$1.65 (\$13.17 total) for the next 8 years for roof replacement?



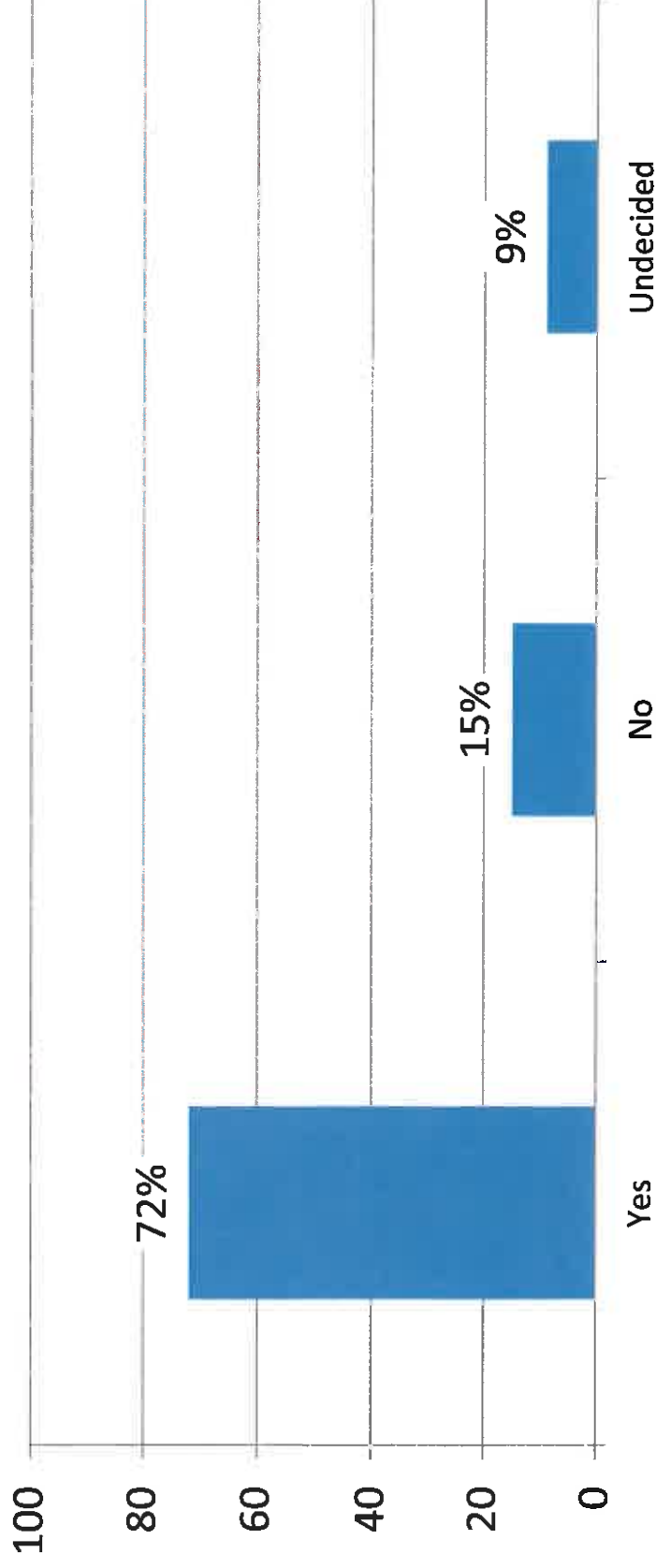
Building Improvement & Repair

Question 10: Do you support a one-time increase of \$1.43 (\$11.41 total) for the next 8 years to repave the parking lots?



Old Aquannis Centre

Question 11: Should the ISC Commission consider a partnership with another agency to renovate this space

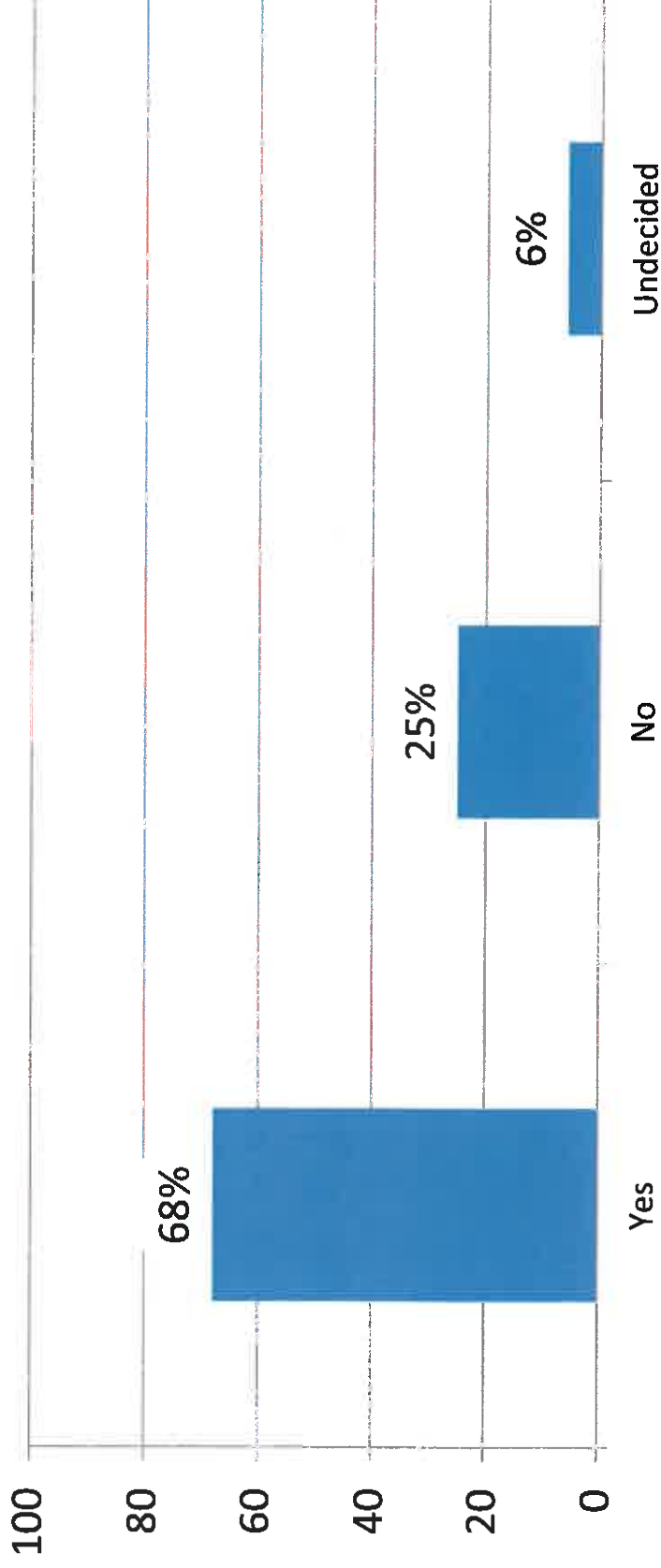


PART THREE

Long-Term Capital Reserves

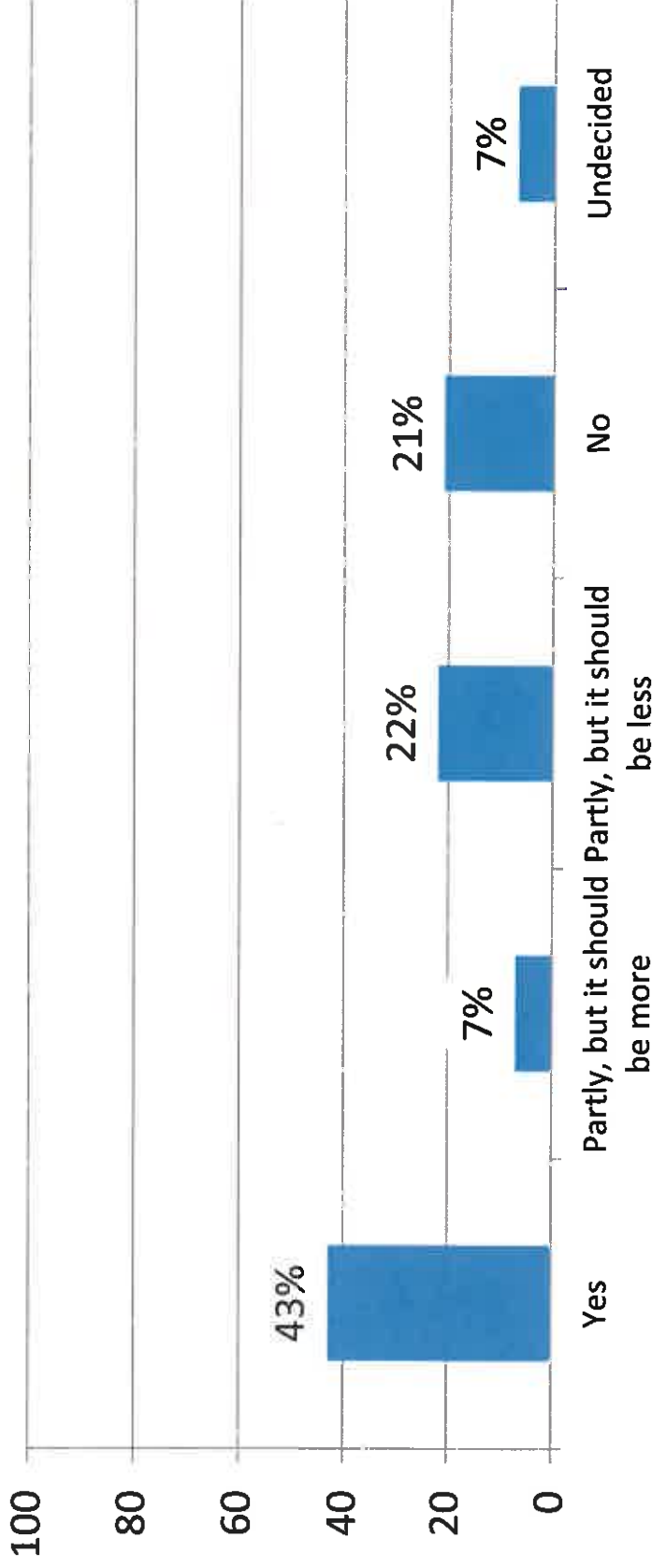
Building Improvement & Repair

Question 12: Should money be transferred into a long term capital reserve fund for building replacement /renovation?



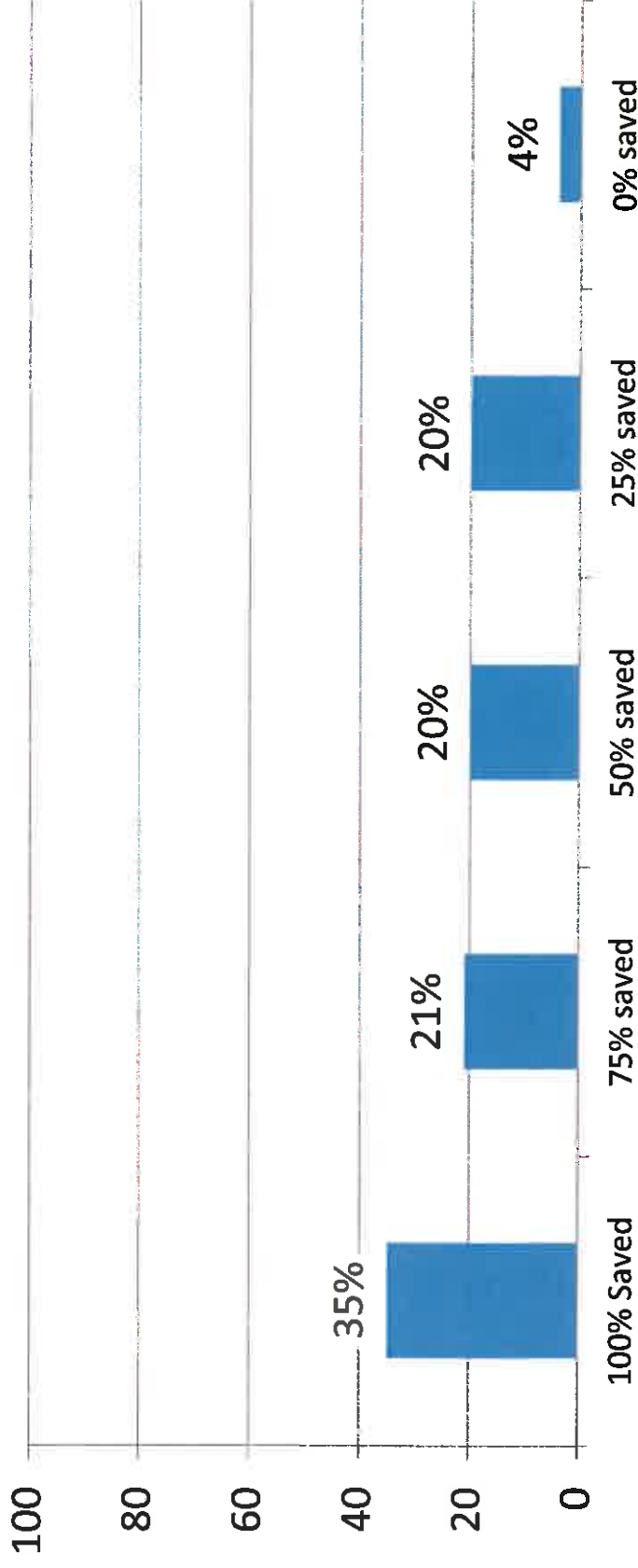
Building Improvement & Repair

Question 13: Do you support an annual cost increase of \$4.00 for the next 8 years to fund the long term capital reserve fund?



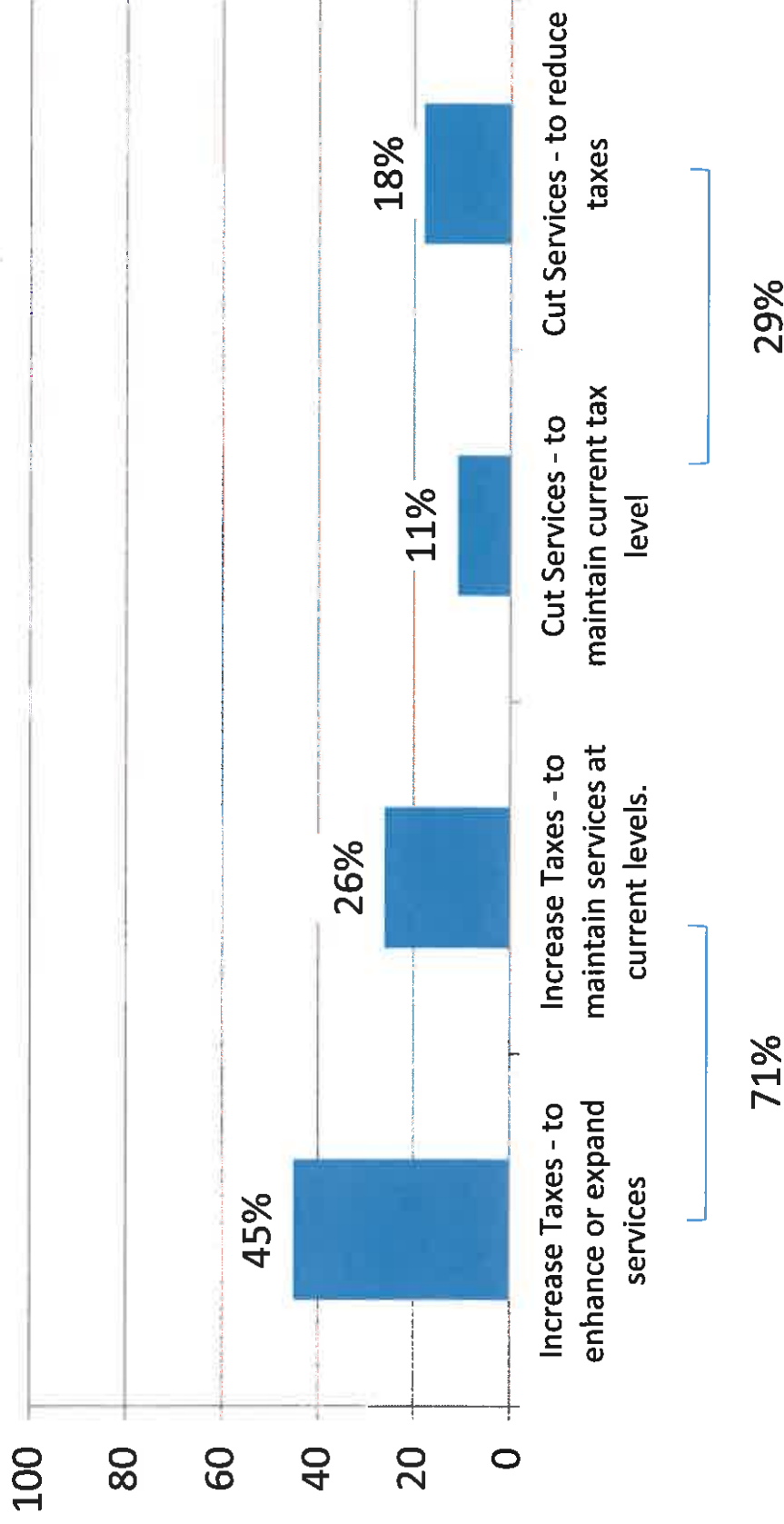
Long Term Capital Reserves

Question 14: When the time comes to replace or substantially renovate the ISC, what percentage of the total cost should be set aside in the capital reserve fund?



General Sentiment

Question 15: Taxes are the primary way to pay for the services provided by the Island Savings Centre. The ISC Commission must balance taxation and service delivery levels. Generally speaking, which of the following four options would you most like the Commission to pursue?

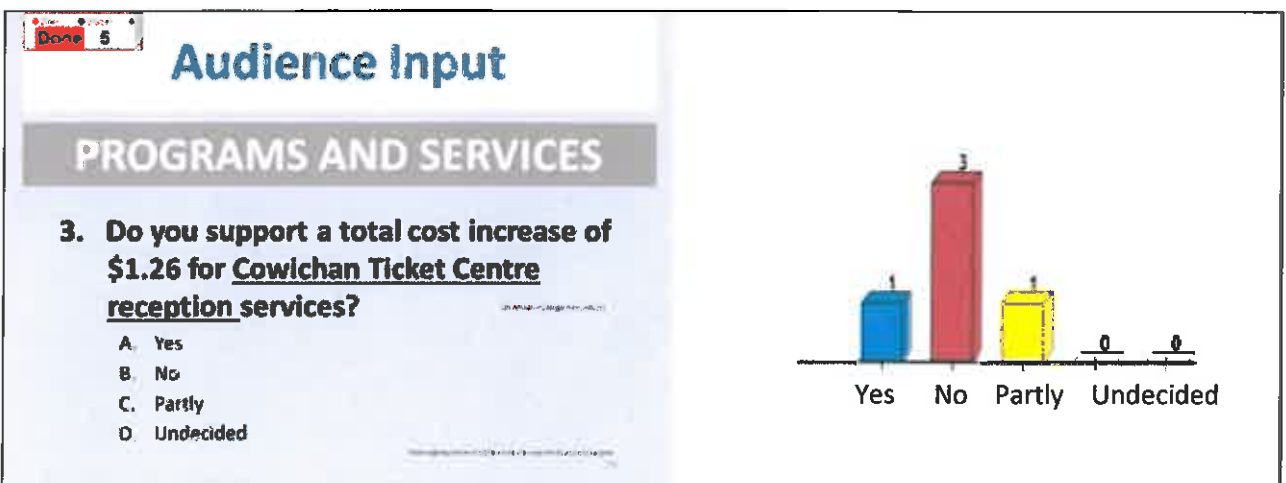
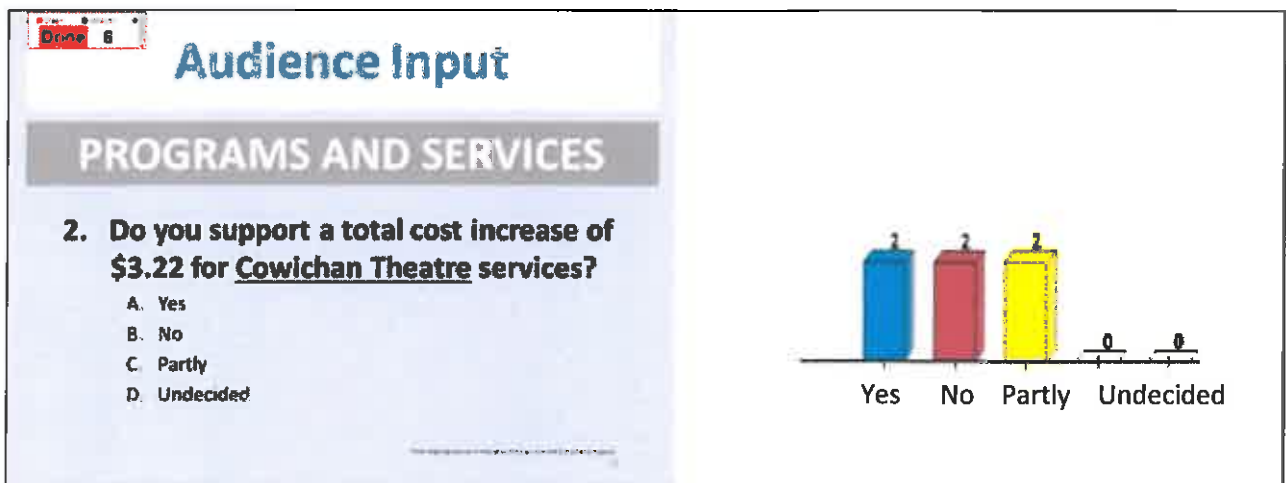
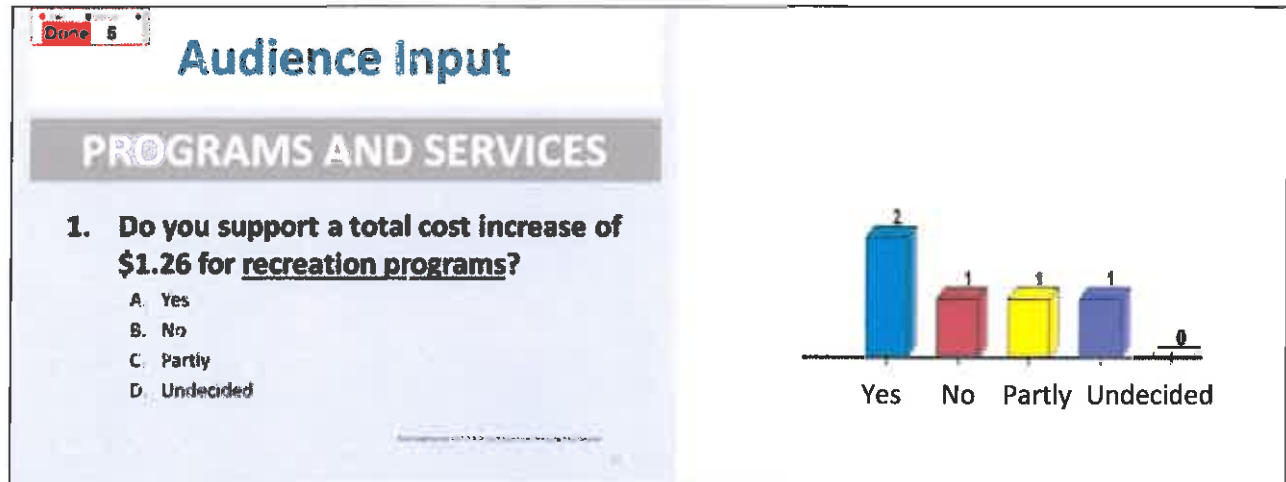


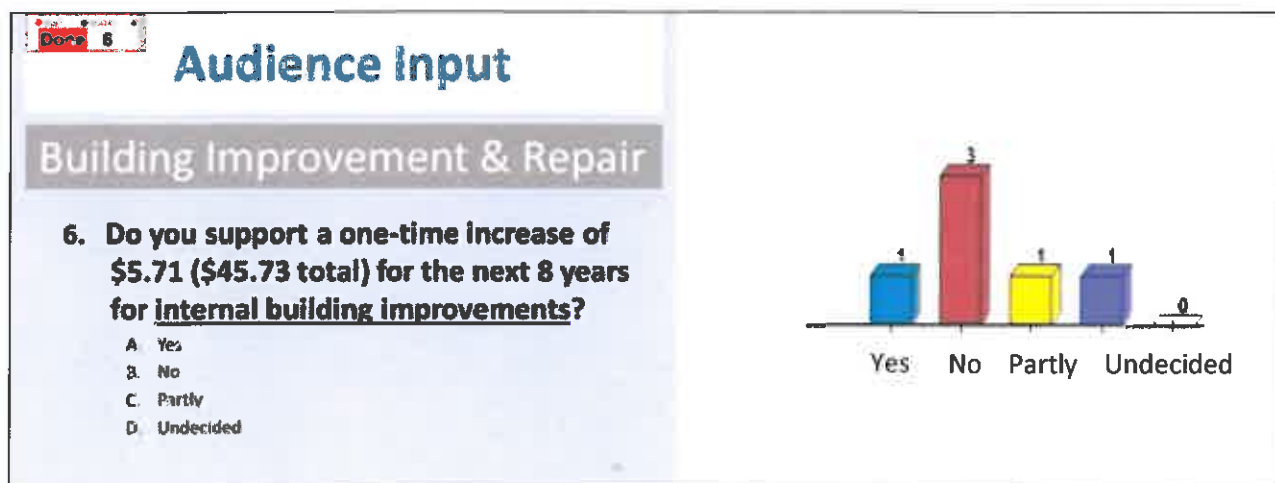
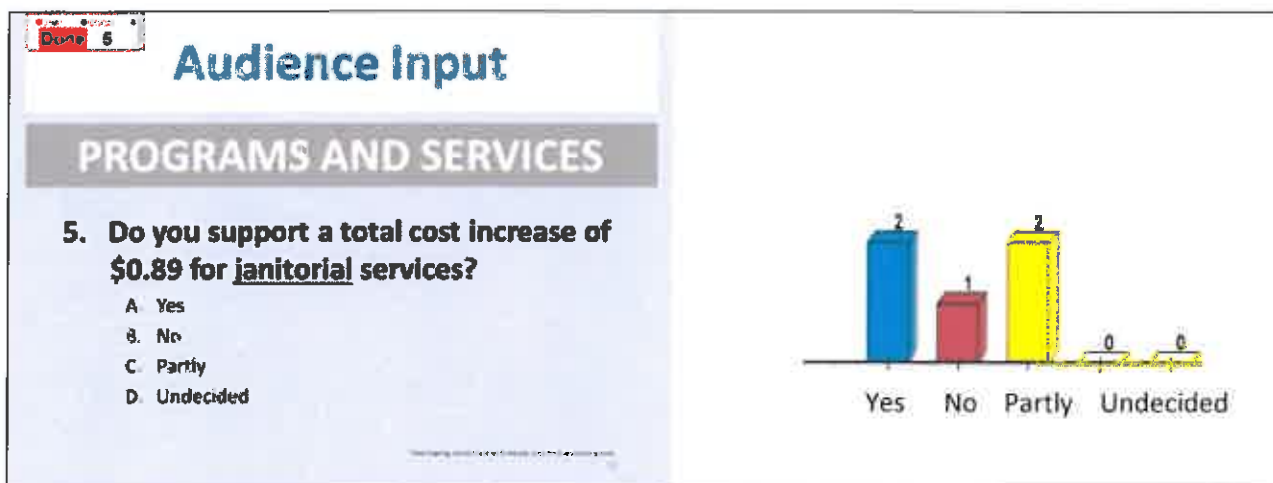
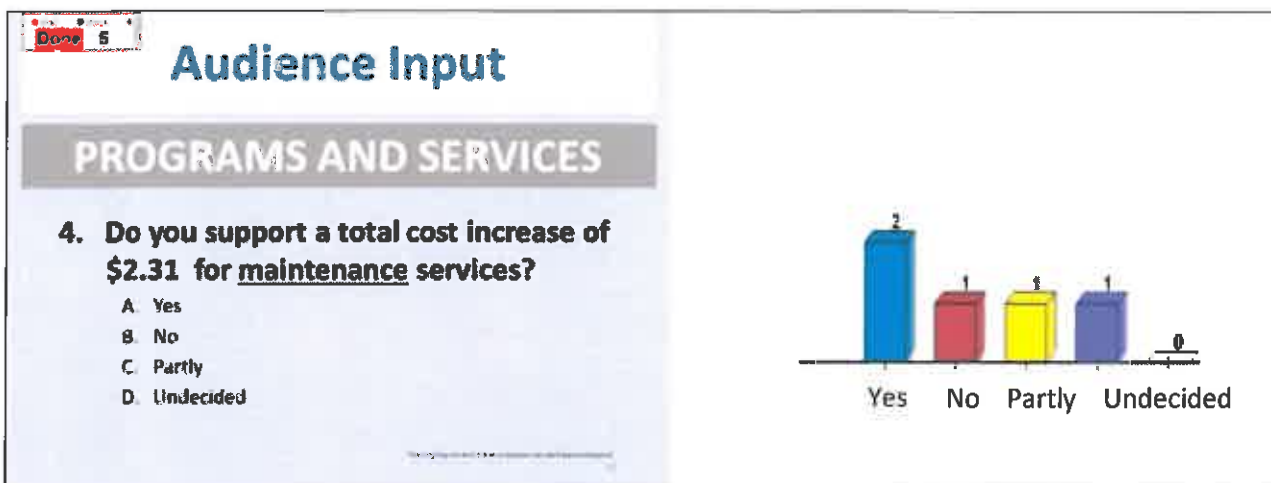


Questions



Area D – Cowichan Bay Consultation Session November 22, 2012



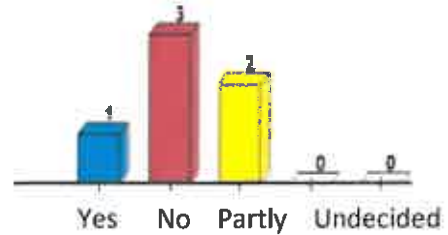


Audience Input

Building Improvement & Repair

7. Do you support a one-time increase of \$0.43 (\$3.42 total) for the next 8 years for exterior improvements?

- A. Yes
- B. No
- C. Partly
- D. Undecided

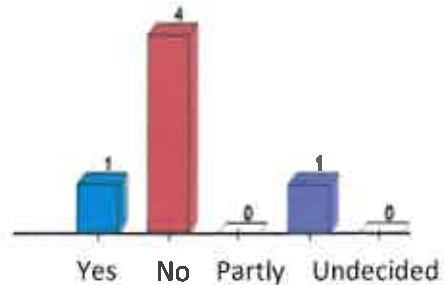


Audience Input

Building Improvement & Repair

8. Do you support a one-time increase of \$1.87 (\$14.93 total) for the next 8 years for service specific equipment?

- A. Yes
- B. No
- C. Partly
- D. Undecided

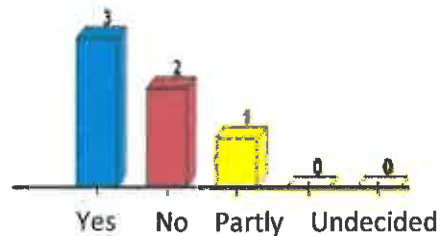


Audience Input

Building Improvement & Repair

9. Do you support a one-time increase of \$1.65 (\$13.17 total) for the next 8 years for roof replacement?

- A. Yes
- B. No
- C. Partly
- D. Undecided



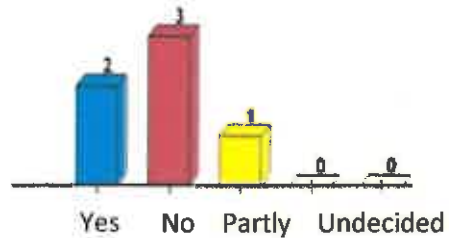
Done 6

Audience Input

Building Improvement & Repair

10. Do you support a one-time increase of \$1.43 (\$11.41 total) for the next 8 years to repave the parking lots?

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- B. No
- C. Partly
- D. Undecided



Done 6

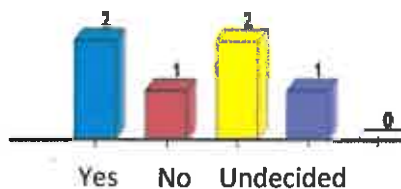
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OLD AQUANNIS CENTRE SPACE

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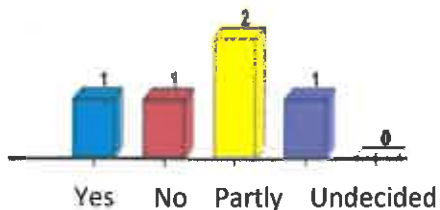
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Audience Input

LONG-TERM RESERVES

12. Should money be transferred into a long term capital reserve fund for building replacement /renovation?

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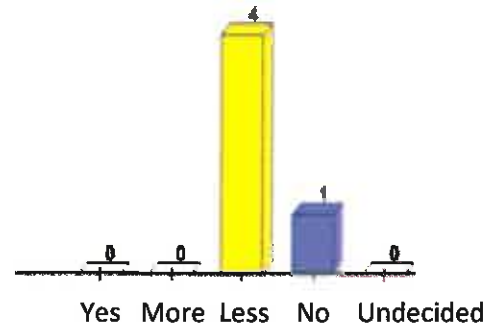
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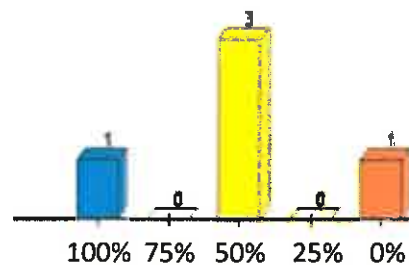
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Audience Input

LONG-TERM RESERVES

14. When the time comes to replace or substantially renovate the ISC, what percentage of the total cost should be set aside in the capital reserve fund?

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| A. | 100% | \$6.1M | \$11.66 per year |
| B. | 75% | \$4,575M | \$8.75 per year |
| C. | 50% | \$3,050M | \$5.84 per year |
| D. | 25% | \$1,525M | \$2.92 per year |
| E. | 0% | \$0 | \$0 |



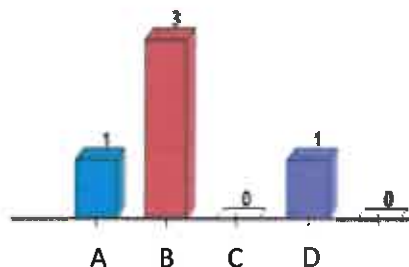
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Audience Input

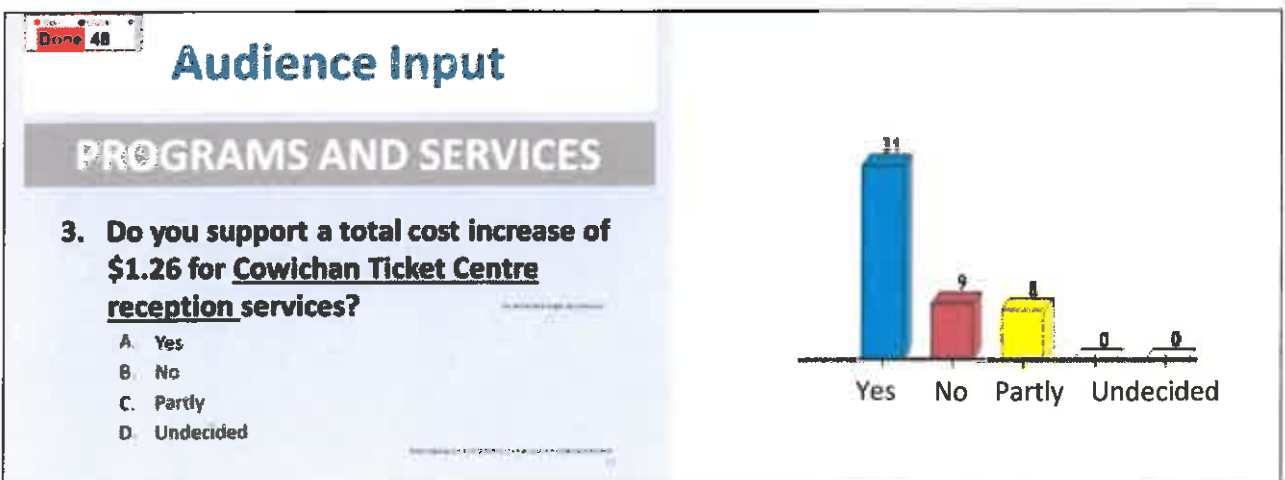
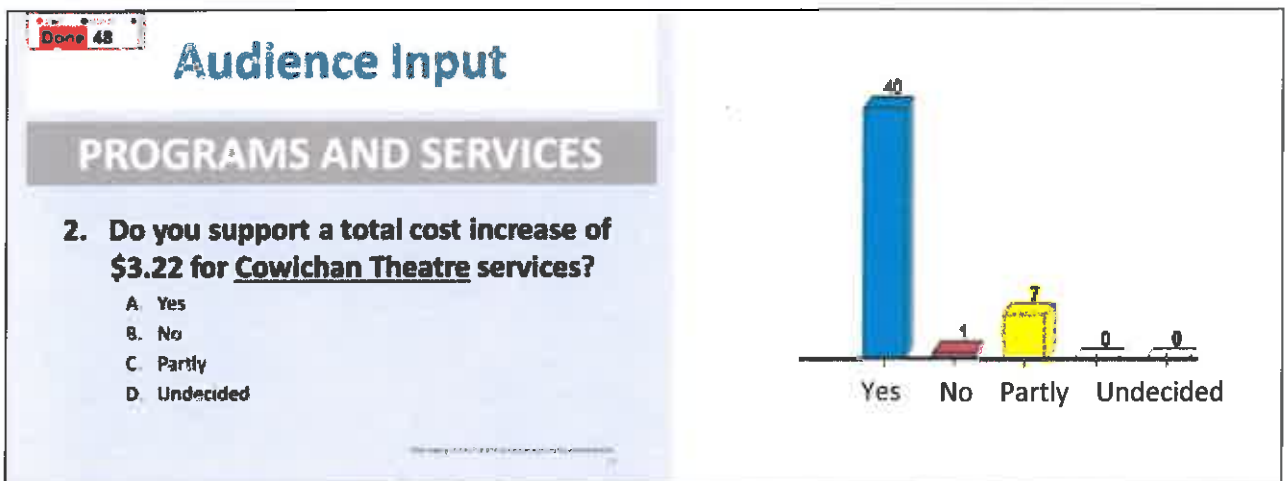
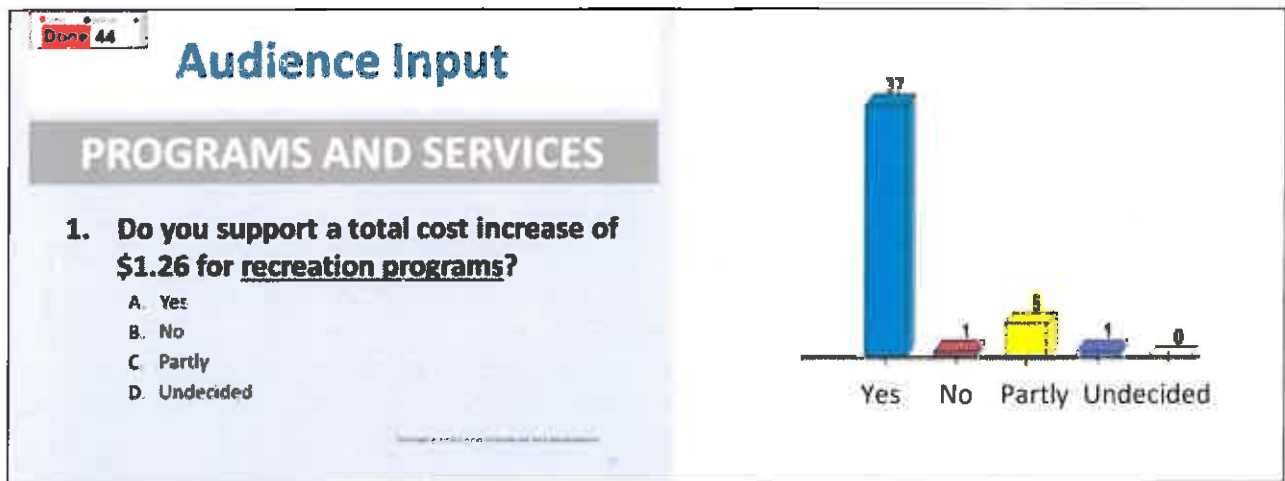
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**Duncan/North Cowichan Consultation Session
November 29, 2012**



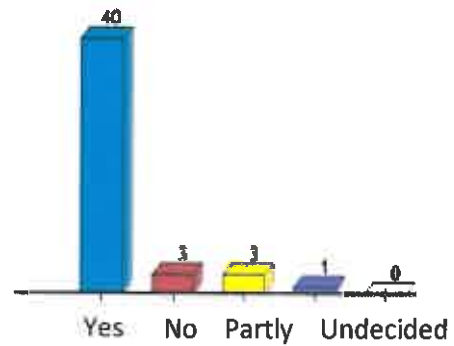
Done 47

Audience Input

PROGRAMS AND SERVICES

4. Do you support a total cost increase of \$2.31 for maintenance services?

- A. Yes
- B. No
- C. Partly
- D. Undecided



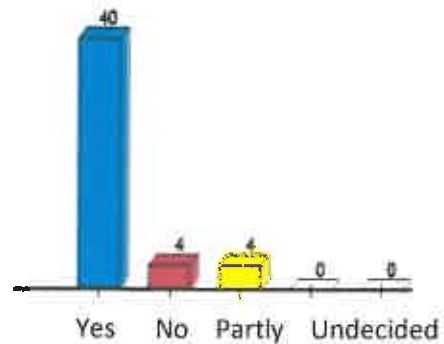
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Audience Input

PROGRAMS AND SERVICES

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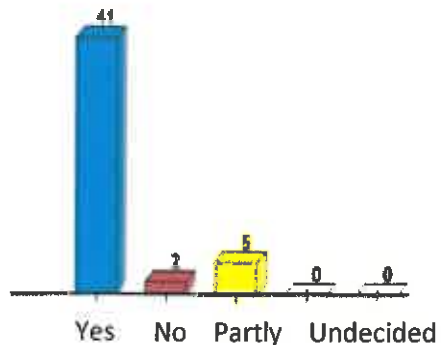
Done 48

Audience Input

Building Improvement & Repair

6. Do you support a one-time increase of \$5.71 (\$45.73 total) for the next 8 years for internal building improvements?

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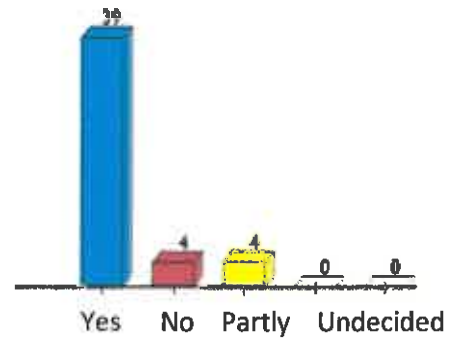
Done 47

Audience Input

Building Improvement & Repair

7. Do you support a one-time increase of \$0.43 (\$3.42 total) for the next 8 years for exterior improvements?

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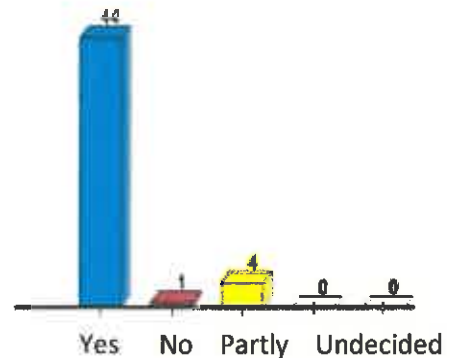
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Audience Input

Building Improvement & Repair

8. Do you support a one-time increase of \$1.87 (\$14.93 total) for the next 8 years for service specific equipment?

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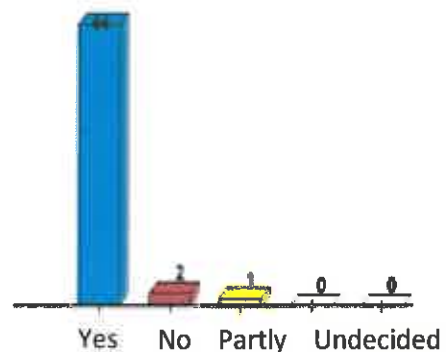
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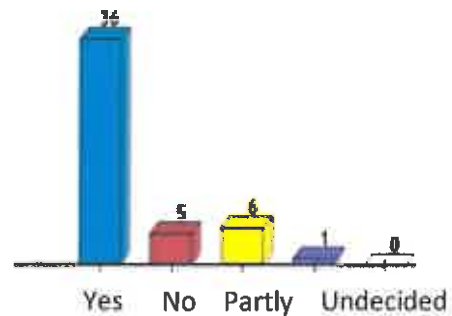
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Audience Input

Building Improvement & Repair

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Done 44

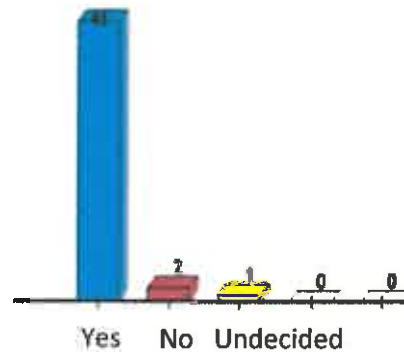
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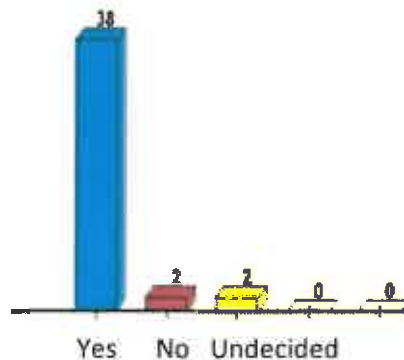
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Audience Input

LONG-TERM RESERVES

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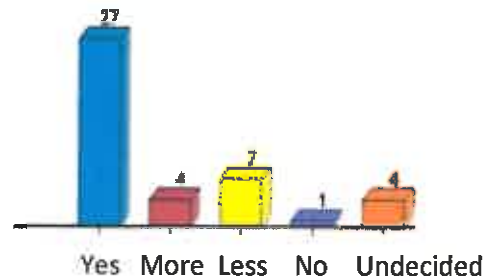
Done 43

Audience Input

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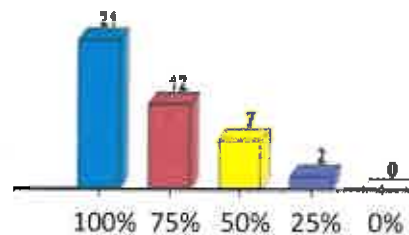
Done 42

Audience Input

LONG-TERM RESERVES

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| | Percentage | Total Cost | Per \$100,000 in assessed value |
|----|------------|------------|---------------------------------|
| A. | 100% | \$4.1M | \$4.40 (per year) |
| B. | 75% | \$3.075M | \$3.23 (per year) |
| C. | 50% | \$2.05M | \$2.15 (per year) |
| D. | 25% | \$1.025M | \$1.08 (per year) |
| E. | 0% | \$0 | \$0 |



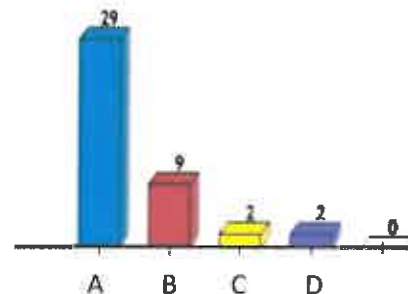
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Audience Input

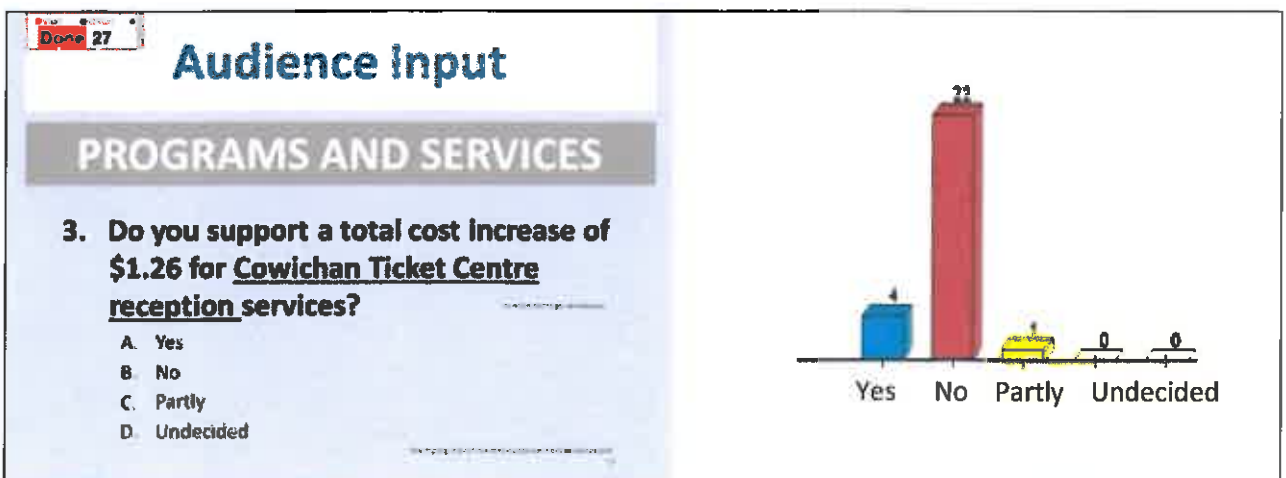
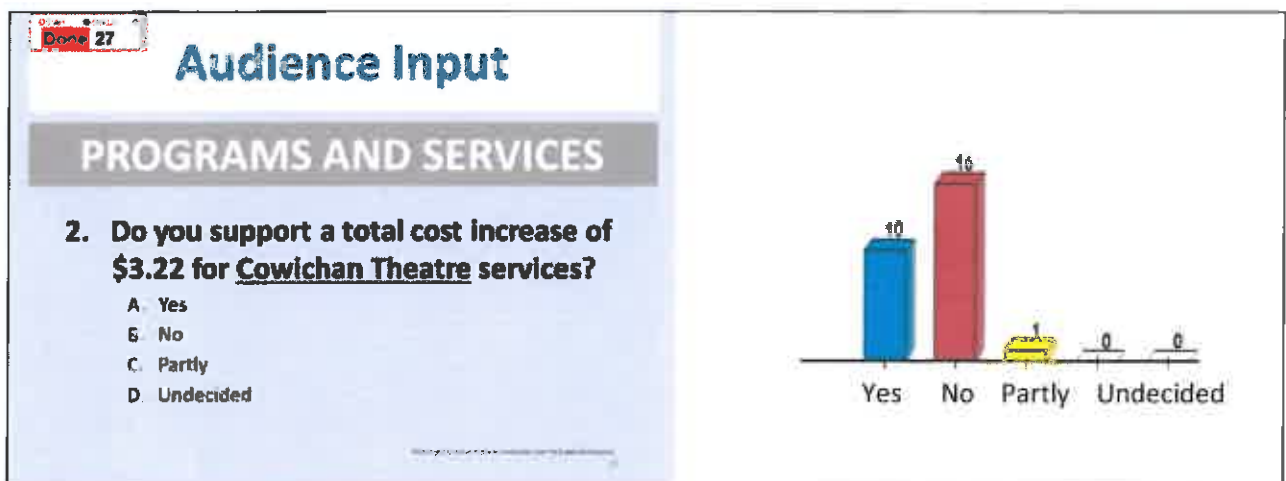
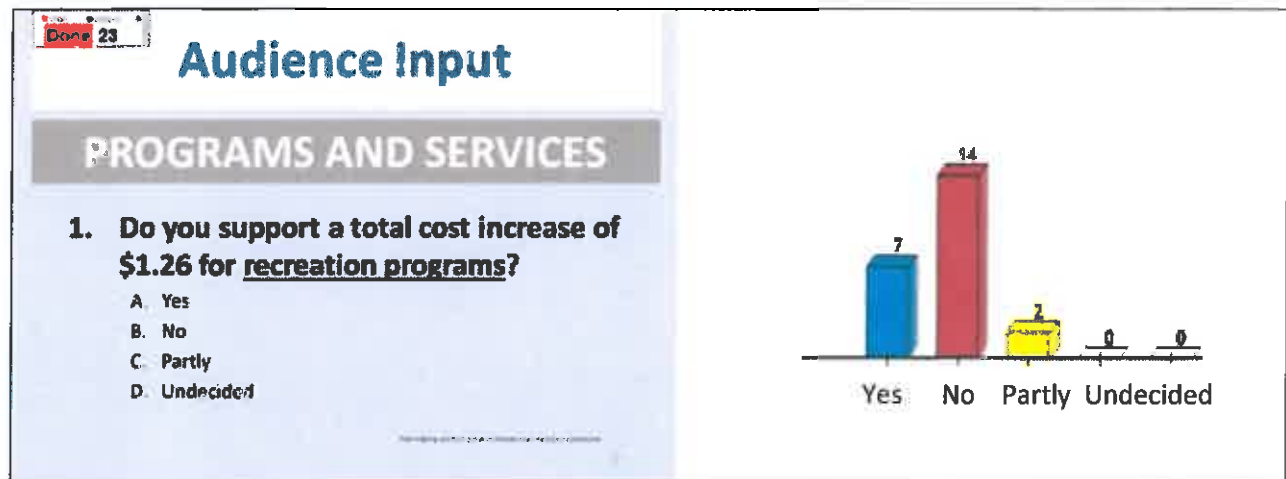
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Area E – Cowichan Station/Sahtlam/Glenora Consultation Session December 6, 2012



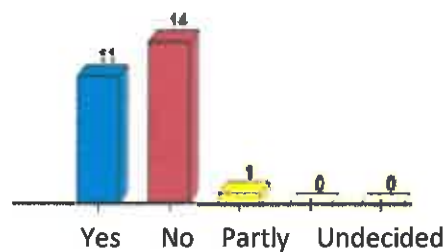
Done 26

Audience Input

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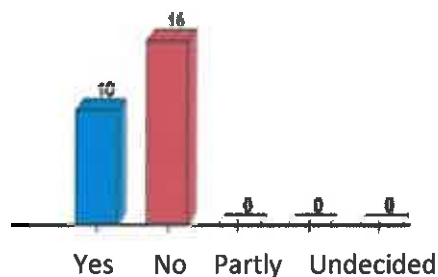
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Audience Input

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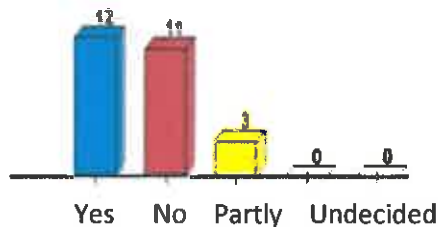
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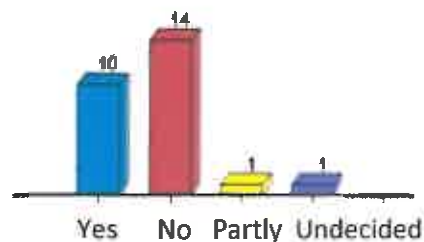
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Building Improvement & Repair

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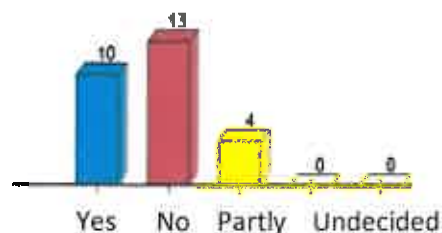
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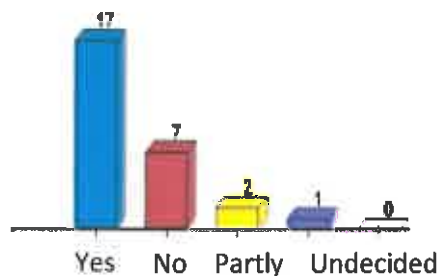
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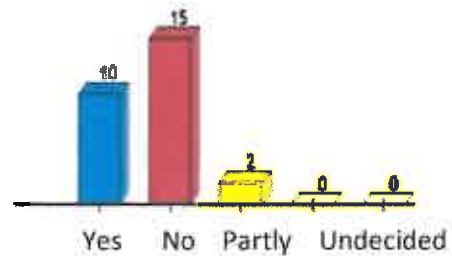


Audience Input

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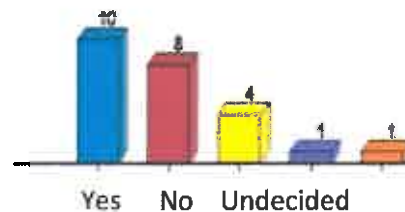
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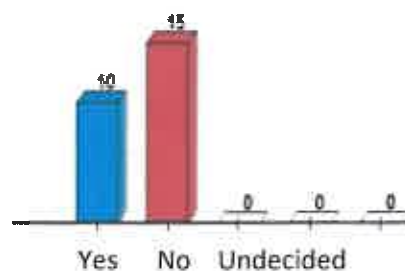


Audience Input

LONG-TERM RESERVES

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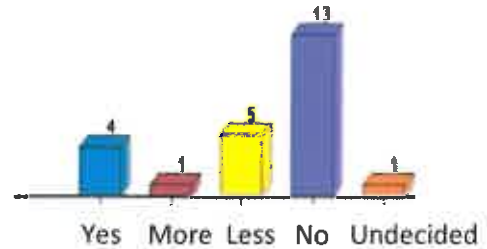


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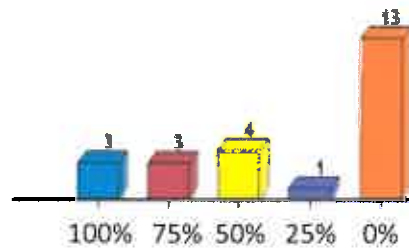


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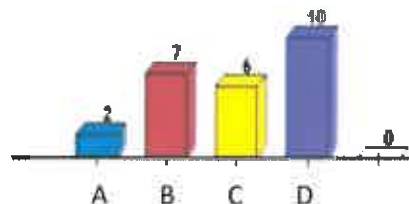


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Cowichan Valley Regional District | 2013

ISLAND SAVINGS CENTRE

Sustainability Plan Community Consultation Results

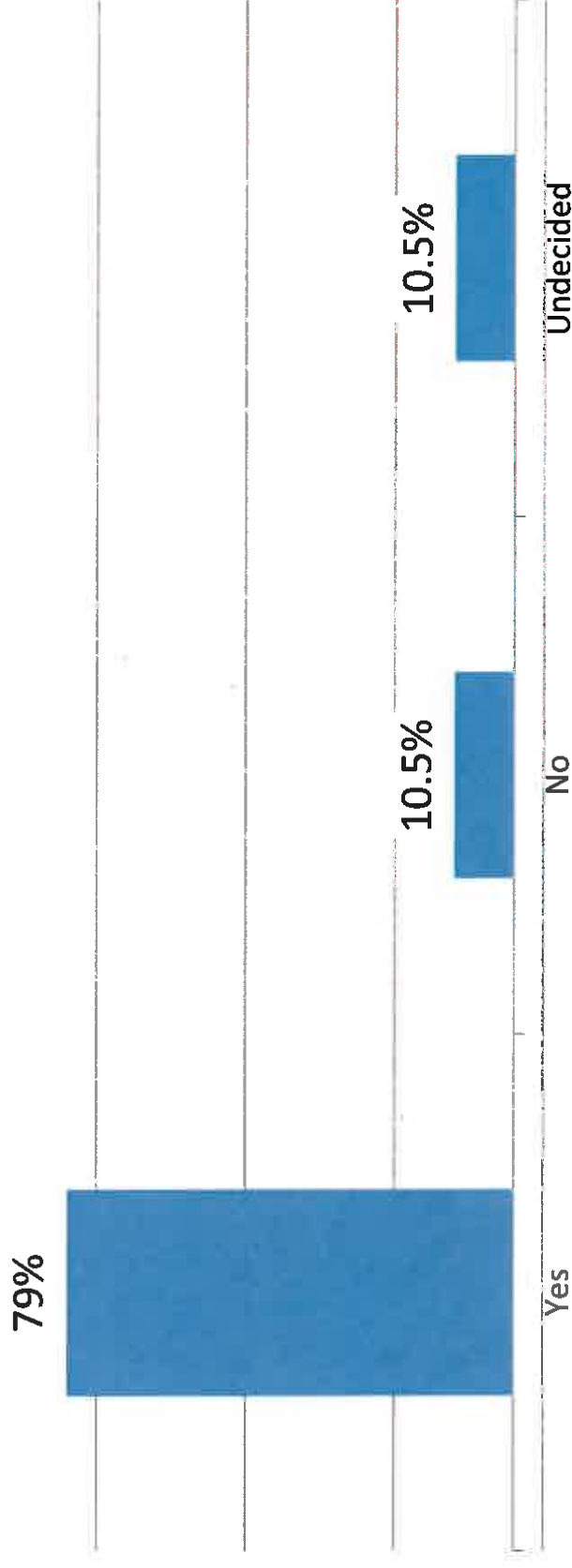


Community Consultation Results

- The following slides show the results of Consultation sessions held February 5 and 7, 2013 with the Kinsmen and Duncan/North Cowichan Chamber of Commerce.
- Participants were asked to answer a series of questions regarding their support for cost increases for the ISC Long Term Capital Reserve Fund.
- All costs are represented in “per \$100,000 in assessed value” format

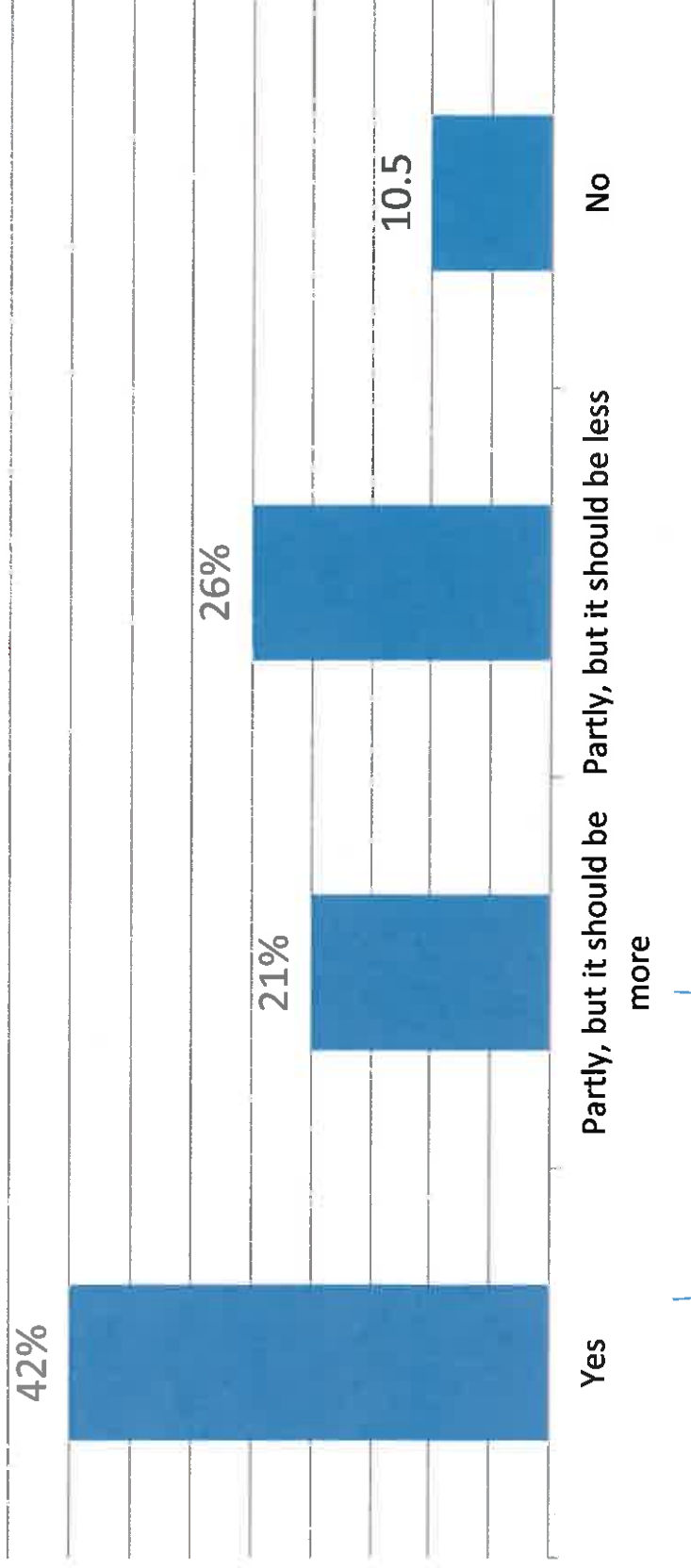
Long Term Capital Reserves

Question 1 (#12): Should money be transferred into a long term capital reserve fund for building replacement /renovation?



Building Improvement & Repair

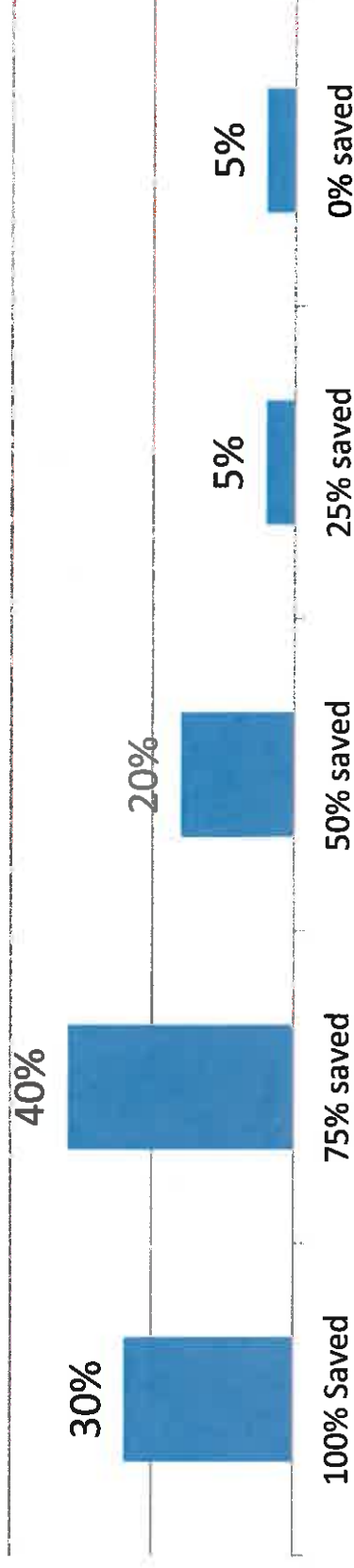
Question 2 (#13): Do you support an annual cost increase of \$4.00 for the next 8 years to fund the long term capital reserve fund?



63% support
at least \$4

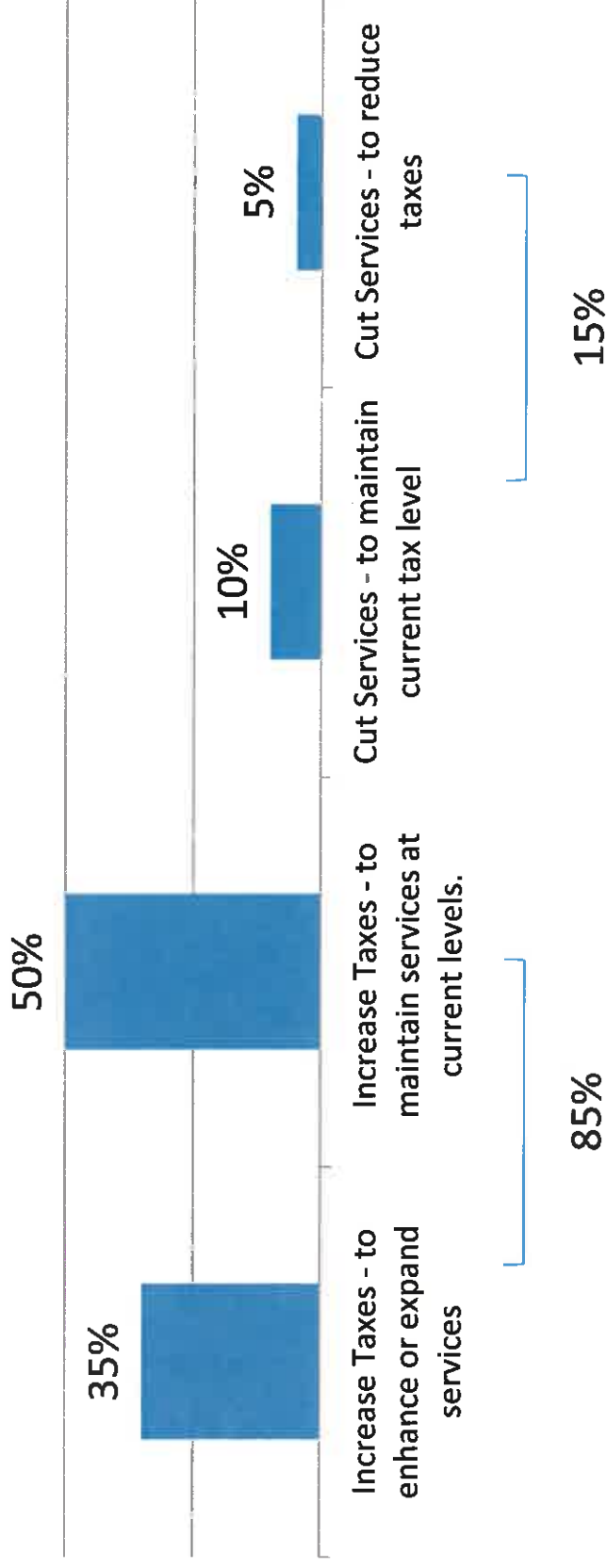
Long Term Capital Reserves

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General Sentiment

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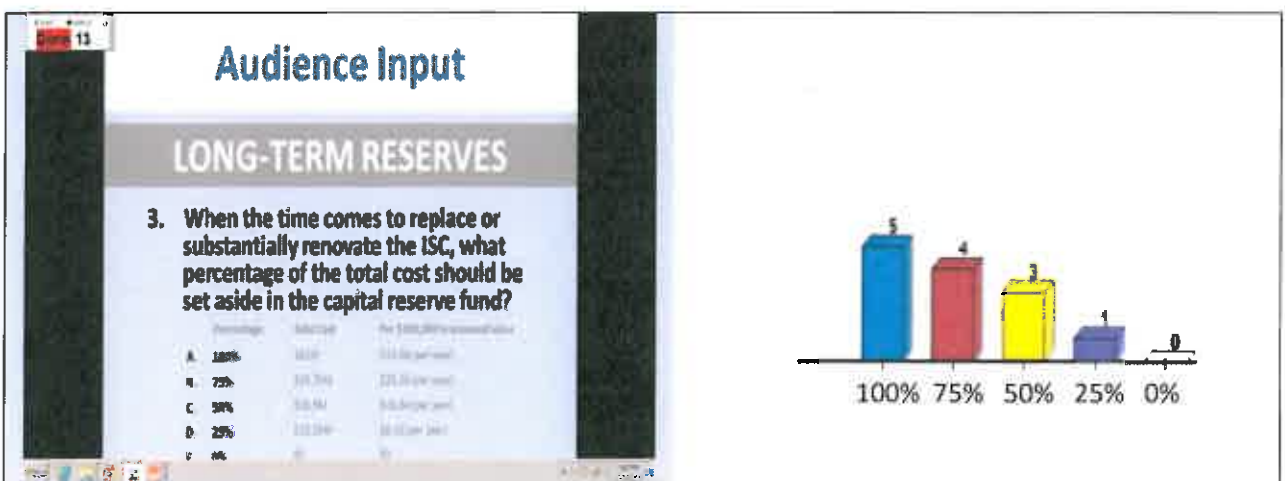
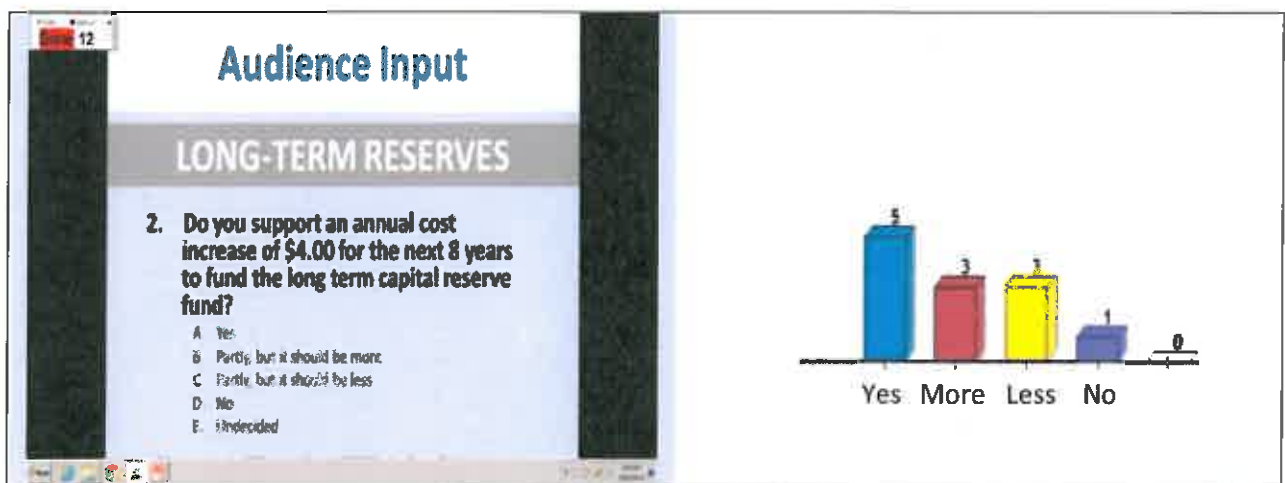
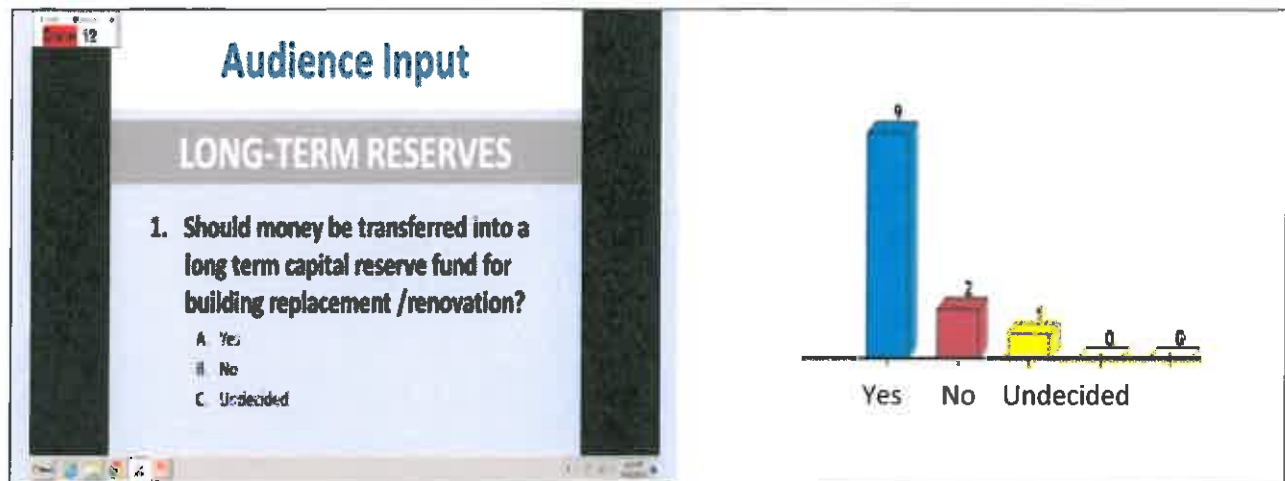




Questions

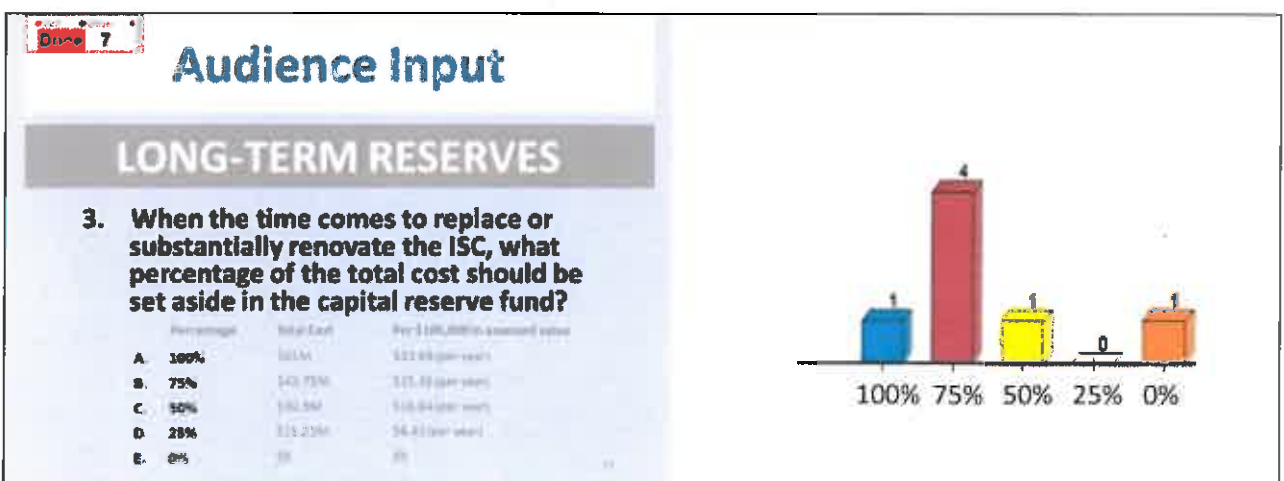
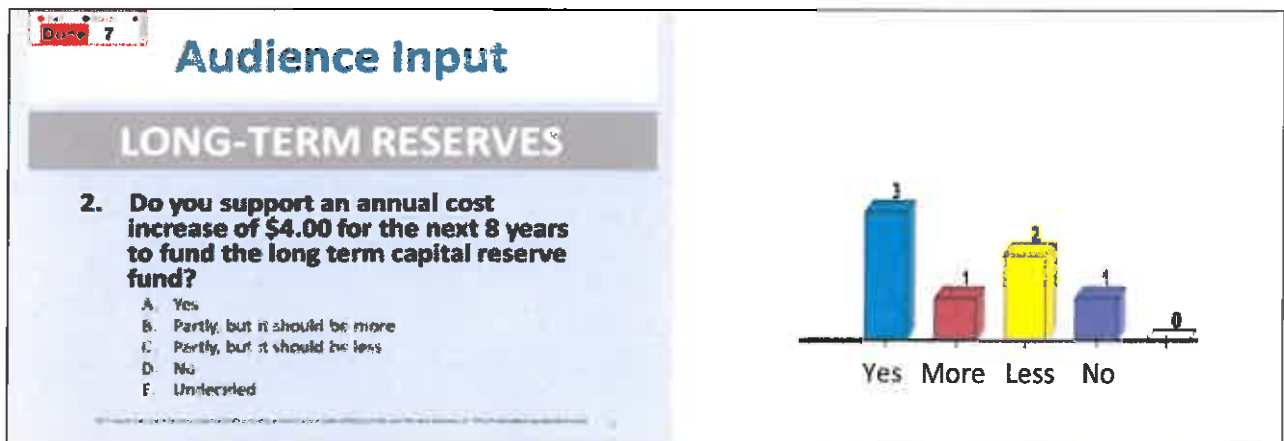
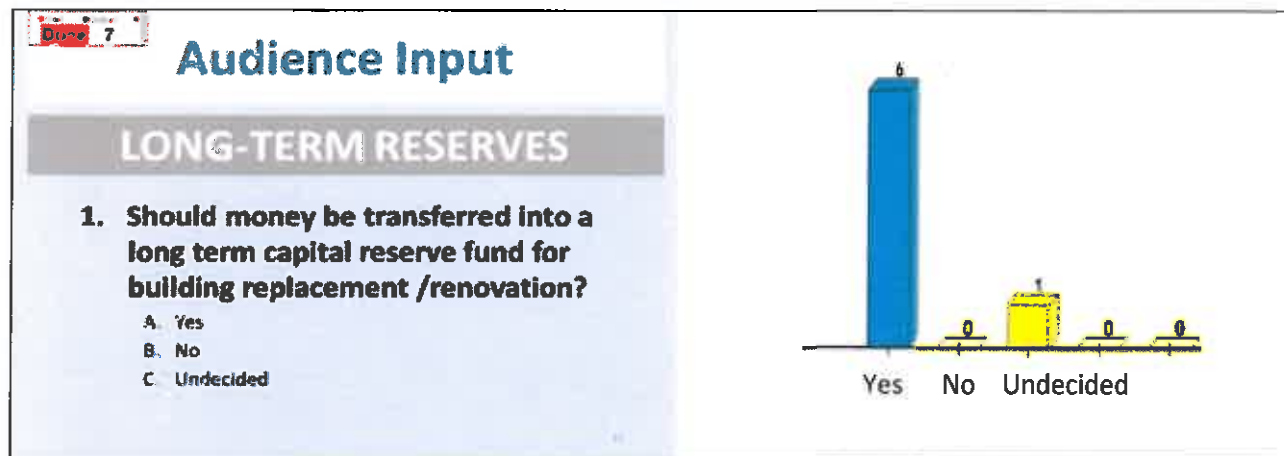


Kinsmen Consultation Session February 5, 2013





Duncan/North Cowichan Chamber of Commerce Consultation Session February 7, 2013

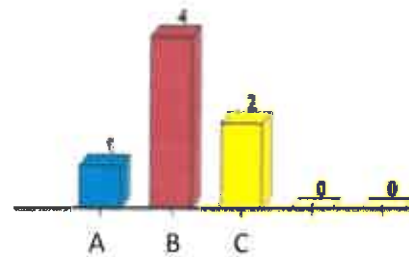


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Appendix 4

Year End Surplus, 2012

420 – Events and Services

Overall surplus: **\$114,498**

Primary reasons:

1. \$12,000 more provincial and federal grants than expected
2. \$6,000 more rental revenue than expected
3. \$15,000 in recovery from WCB
4. \$14,000 less administration expenses than expected
5. \$16,000 less hydro than expected
6. \$21,000 less spent on MPH ceiling than expected
7. \$31,000 less spent on other operations than expected

Current destination: Reserve fund

423 – Arena

Overall surplus: **\$35,670**

Primary reasons:

1. \$8,000 more rental revenue than expected
2. \$4,000 less administration expenses than expected
3. \$12,000 less program and event related expenses than expected
4. \$12,000 less spent on arena ceiling than expected

Current destination: Reserve fund

426 – Theatre

Overall surplus: **\$102,210**

Primary reasons:

1. \$276,000 more ticket sales than expected
2. \$13,000 less ticket user fees than expected
3. \$8,000 more miscellaneous revenue
4. \$18,000 more donations
5. \$3,000 surplus on food and beverage
6. \$13,000 more corresponding administration expenses
7. \$116,000 more corresponding program expenses
8. \$96,000 more corresponding performance expenses
9. \$10,000 less maintenance expenses than expected
10. \$25,000 less spent on capital purchases (speakers, multi-media)

Current destination: \$10,000 to a one time web page expense not incurred in 2013
\$25,000 to address a one-time staffing overlap anticipated in 2013
\$77,210 to Reserve Fund

427 – Library

Overall surplus: **\$286**

Primary reason: Less operations expenses than required

Current destination: Reserve Fund

Total Amount Identified as Transfer to Reserve Fund prior to adjustments made for general government allocation: **\$227,664**

General government allocation increase for Island Savings Centre Events and Services, Arena, and Library: **\$4,276**

General government allocation increase for Cowichan Theatre: **\$10,280**

Total amount of surplus available, currently identified as transfer to reserve in the 2013 Budget: **\$213,108**

Appendix 5

Staffing, Cowichan Theatre

As described by Kirsten Schrader, Manager, Arts and Culture Division, Cowichan Valley Regional District:

The Cowichan Theatre is going through another staffing transition.

Nikki Nilsson, Acting Theatre Programmer since 2010, has taken early retirement expressing concerns for her health due to the continued high stress of this position.

Dustin Weibelzahl, who is the permanent Theatre Programmer, has been off on long term disability due to health concerns exacerbated by stress since 2010. He returned to the Theatre Programmer position on February 4th, 2013 on a 10 week graduated return.

Patricia Greenwell is a casual employee job sharing the Theatre Programmer position with Dustin until he is able to return to full time status.

The Cowichan Theatre has a staffing shortage that has been at a crisis level for a number of years. There is a cycle of burn out amongst staff due to increasing workload.

Therefore, the Theatre is making the part-time Publicist a high priority for 2013. Bringing the Publicist position up to full time status in 2014 will finally bring the Cowichan Theatre back to 1998 staffing levels, and will hopefully stop the cycle of staff burn out and stress leaves.

**STAFF REPORT****ISLAND SAVINGS CENTRE COMMISSION MEETING
OF FEBRUARY 14, 2013**

DATE: February 7, 2013
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Ipsos Reid Survey

Recommendation/Action:

That the Commission direct staff to pursue an Ipsos Reid survey, including the children's activity, and arts and culture modules, and to share the costs of the survey with other areas.

Relation to the Corporate Strategic Plan:

Develop a comprehensive external communications plan.

Financial Impact: (Reviewed by Finance Division: _____)

\$6,000 for the base recreation module, \$1,500 for the children's activity module, and \$1,500 for the Arts and Culture module, with costs potentially shared with other recreation divisions within the region.

Background:

Ipsos Reid, a credible research company previously utilized by the Cowichan Valley Regional District, has developed modules for researching recreation and arts and culture specifically.

The CVRD Parks, Recreation, and Culture divisions are requesting direction from Commissions if this initiative is worth pursuing.

Recreation questions for the base module (at a cost of \$6,000) would include:

1. Respondent's age / gender / location / annual income
2. Respondent's assessment of level of physical fitness, and effort at physical activity
3. Frequency and types of physical activity
4. Why respondent would participate, or barriers to participation
5. How the Regional District could assist the respondent with becoming physically active
6. Satisfaction with facilities, programs and services
7. Support for user fees for programs and services.

If the recreation module is purchased, an optional children's physical activity module could be purchased (for \$1,500).

Questions would include:

1. How many children do you have
2. Child's frequency in participation in at least moderate physical activity
3. Types of physical activity
4. How do you assist your child to obtain physical activity (encourage / participate with them / transport / watch)
5. What types of facilities do they use
6. How much do they use television / video games
7. Satisfaction with programs / services, including price, variety, quality, location
8. What type of programs / services they'd like to see more of

If the recreation module is purchased, an optional arts and culture module could be purchased (for \$1,500).

Questions would include:

1. Frequency of participation in cultural or creative interests
2. Types of cultural or creative activities
3. Reasons to participate, and barriers to participation
4. Satisfaction with opportunities to participate
5. Satisfaction with opportunities to participate for different age groups

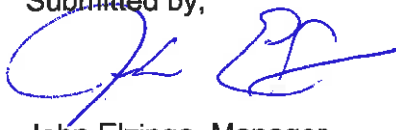
For the Island Savings Centre Commission's consideration:

- The Kerry Park and Cowichan Lake Recreation Commissions are being asked as well if they a) want to participate, and b) if they do, do they want to share costs but have the survey more regional in nature.
- The Kerry Park Recreation Commission is not interested
- The Cowichan Lake Recreation Commission is interested, but would like to share costs five ways, between South Cowichan, Cowichan Lake, the Island Savings Centre, North Cowichan, and Ladysmith.

Direction to staff could include:

1. Whether the Commission is interested in incurring any costs for the survey
2. Whether the Commission would like to share results across the region at a reduced cost
3. Whether the optional Children's activity, or Arts and Culture models should be included.

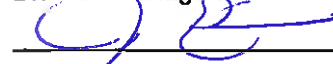
Submitted by,



John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:



Approved by:

General Manager:



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF FEBRUARY 14, 2013

DATE: February 6, 2013
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Russian Hockey Goodwill Tour

Recommendation/Action:

That the Island Savings Centre waive rental fees for a hockey game on the evening of April 7th, 2013, between a team representing the Russian Hockey Federation, and a team of local celebrities, as a fundraiser primarily targeting the local chapter of Kidsport.

Relation to the Corporate Strategic Plan:

To pursue sport and culture tourism opportunities.

Financial Impact: (Reviewed by Finance Division: _____)

Two and one half hours of ice (adult prime time), valued at a total of \$372.40 (tax incl.)

Background:

The 2009 Under 17 World Hockey Championships established a relationship between international ice hockey federations, and Vancouver Island communities.

Port Alberni was approached by a representative of the Russian hockey federation to discuss if a Russian team visited the Island, and covered their own transportation to the Island, accommodation and meals, could Port Alberni / other Island communities provide opponents / ice / Island transportation once they arrived.

Port Alberni welcomed the idea, and has invited other Island communities to participate on this "Russian hockey goodwill tour." The Russian team is expected to play April 5th in Parksville, April 6th in Port Alberni, April 7th in Cowichan, April 9th in Campbell River.

A press conference to announce the tour is expected to be held February 19th in Port Alberni.

The Russian team ranges in age from 23 to 52. Ability and hockey experience are still unclear. At least one "name" is anticipated to come with the tour – Alexander Yakushev, one of the stars of the 72 Summit Series. Mr Yakushev is not anticipated to play.

Discussions with other Island communities saw this not only as a high profile event, but as a potential fundraiser for organizations like Kidsport.

Discussion locally has led to the Cowichan Valley Capitals offering to take a leadership role on the project. The Capitals will take on responsibility for transportation to and from our community, forming a team of opponents, and game day operations, including selling tickets.

Revenue collected will pay back expenses to the Capitals, with all profits donated to Kidsport.

Submitted by,



John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:



Approved by:

General Manager:



CVRD

STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING
OF FEBRUARY 14, 2013

DATE: February 7, 2013

FROM: John Elzinga, Manager, Island Savings Centre

SUBJECT: Genoa Room Liquor Licensing

Recommendation/Action:

That the Island Savings Centre Commission approve submitting a structural change application to the Liquor Control and Licensing Branch, to cancel the Food Primary License currently in effect for half the Genoa Room, and extend the Liquor Primary License currently in effect for half the Genoa Room to cover the entire Genoa Room.

Relation to the Corporate Strategic Plan:

Implement best practices throughout the organization wherever possible.

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

\$440 application fee.

Background:

In 2010, the Social Lounge was converted into a dance studio called the Genoa Room. Furniture and partitions were removed.

The liquor licensing for that room did not change at that time. Half the room was (and remains) under a Food Primary License, while the other half was (and remains) under a Liquor Primary License.

It was brought to management's attention on Tuesday, February 5th, 2013, by our local liquor inspector that without partitions, we were in contravention of the Liquor Control and Licensing Act. Further, without a "green lined" Liquor Primary License in effect for the entire room, at no time should minors be in that area. This would affect our ability to provide recreation programming.

This can be fixed with an application to have a Liquor Primary License for that space.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:

Approved by:

General Manager:

**STAFF REPORT****ISLAND SAVINGS CENTRE COMMISSION MEETING
OF FEBRUARY 14, 2013**

DATE: February 7, 2013
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Unlicensed Alcohol

Recommendation/Action:

If the Liquor Control and Licensing Branch assesses a fine to the Island Savings Centre, because a user group, in contravention of their rental contract and conditions of use, is in possession of unlicensed alcohol within the facility, that the Island Savings Centre Commission:

1. Directs management to recoup the amount of the fine from the contravening user group.
2. Prohibits use of the facility by that user group, until all fines due to contravention of rental contract and conditions of use, for unlicensed alcohol possession at the facility are paid.

Relation to the Corporate Strategic Plan:

Implement best practices throughout the organization wherever possible.

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

The local liquor inspector has stated that a fine for unlicensed alcohol at the Island Savings Centre is \$7,500 per occurrence.

Background:

Recreation facilities in British Columbia have been trending toward the implementation of policies prohibiting unlicensed alcohol possession, especially targeting dressing rooms.

The Island Savings Centre has had a policy prohibiting unlicensed alcohol possession since 2006. However, there continue to be occasional reports of unlicensed alcohol within the facility. Management has notified offending user groups that unlicensed alcohol possession will result in suspension of rental privileges for the facility.

In 2012, inspectors for the Liquor Control and Licensing Branch began to enforce regulations within the City of Nanaimo. It is my understanding that although the original fine was reduced, one particular infraction in Nanaimo caused the Liquor Branch to assess Nanaimo Parks and Recreation a \$40,000 fine and the cancellation of the next four licensed events.

On Tuesday, February 5th, 2013, the local liquor inspector met with me, to let me know that she was informed that there were occurrences of unlicensed alcohol at the Island Savings Centre. Further, that she would be conducting surprise checks of Island Savings Centre dressing rooms and storage areas. Any occurrence of unlicensed alcohol would result in a \$7,500 fine to the Island Savings Centre.

It should be noted that this situation of alcohol being brought into the facility by users is not affected by dressing rooms being licensed or not. We are continuing to pursue licensed dressing rooms so that alcoholic beverages can be provided, and there is no excuse for user groups to bring in their own. It will also provide additional supervision over any rental contract conditions of use contraventions. I've been informed by the Liquor Control and Licensing Branch that we should have an "approval in principle" for licensed dressing rooms in two to three weeks.

Submitted by,



John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:



Approved by:

General Manager: