



ISLAND SAVINGS CENTRE COMMISSION

Thursday, December 12, 2013

ISC Board Room 2:30 PM

AGENDA

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12. **ADJOURNMENT**

Committee Members

Chair Councillor Siebring
Vice Chair Councillor Jackson
Councillor Lines

Councillor Wolke
Director L Duncan
Councillor T Duncan

Director Iannidinardo

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, September 12, 2013 at 2:30 p.m.

PRESENT: Councillor S. Jackson <arrived at 2:40>
Councillor T. Duncan
Councillor J. Woike
Councillor B. Lines
Alternate Director L. Heinio

ALSO Ron Austen, General Manager, Parks Recreation &
Culture

PRESENT: Jim Wakeham, Facility, Fleet & Transit
John Elzinga, Manager, Island Savings Centre
Kirsten Schrader, Manager, Arts & Culture
Brad Coleman, Coordinator, North/Central Cowichan

Facility

Denise Williams, Child & Youth Programmer
Alana Plunet, Recording Secretary

ABSENT: Councillor A. Siebring
Director L. Iannidinardo
Director L. Duncan

In the absence of the Chair and Vice Chair, Councillor Woike was nominated to assume the position of Chair.

**APPROVAL OF
AGENDA
2013-50**

It was moved and seconded to amend the agenda to include NB6 Concession Operations, and that the agenda be approved with amendment.

MOTION CARRIED

**ADOPTION OF
MINUTES
2013-51**

It was moved and seconded that the Regular Minutes of the Island Savings Centre Commission, held July 11, 2013, be adopted.

MOTION CARRIED

**BUSINESS ARISING
BA1**

A Staff Report of September 6, 2013 requested Commission approval for amendments to the Island Savings Centre Alcohol, Tobacco and Drug Discipline Policy.

Staff requested that the Discipline Policy for ongoing user groups be amended to reduce the number of offences from three down to two, before disciplinary action is taken.

As Theatre bookings consist of one-night rentals as well as ongoing user groups, the Cowichan Theatre has added a clause to all rental contracts stating that any alcohol consumed outside of designated licensed areas is subject to a \$7500 fine.

2013-52 It was moved and seconded to approve the amendments to the Island Savings Centre Alcohol, Tobacco and Drug Discipline Policy and to receive and file the September 6, 2013, Staff Report.

MOTION CARRIED

BA2 Discussion on the CVRD Harassment Policy was tabled until the member who made the recommendation was in attendance.

CORRESPONDENCE No correspondence

Councillor S. Jackson arrived at 2:40 pm, and assumed the position of Chair.

2013-53 It was moved and seconded to raise back to the table a discussion on the Harassment Policy.

MOTION CARRIED

A Staff Report of August 30, 2013 reviewed the June 2013 Commission recommendation that CVRD staff review the Harassment Policy to update the language and consequences of harassment by staff or elected representatives to the Board. Upon the HR Manager's review of the Workplace policy, it was recommended that the current Harassment in the Workplace Policy not be altered.

As the current Code of Conduct is employee driven and does not pertain to elected officials, it was suggested that Commission members could benefit from a "Code of Conduct" similar to those in place for patrons at various recreation facilities.

2013-54 It was moved and seconded that a request be taken to the CVRD Board of Directors to undertake a discussion on the development of a Code of Conduct for elected or appointed officials.

MOTION CARRIED

INFORMATION

IN1 A Staff Report of September 3, 2013 was submitted for information on a collaborated Sports and Tourism opportunity for 2015, the National Women's Under 18 Hockey Championship 2015 Bid.

STAFF DEPARTMENT REPORTS

SR1 D. Williams, Child and Youth Programmer, reported on summer and children's programs, and the successful collaboration with the Cowichan Aquatic Centre for before and after summer camps.

SR2 B. Coleman, Facility Coordinator, reported on completed projects, noting that the newly installed electric car charging station has already been put to use. Preliminary plans include relocating the generator to the outside of the facility for setup at ground level.
Discussion took place on potential flood damage around the Centre

during a major earthquake. Staff was directed to document the equipment that would be critical to the organization during an emergency and assess the risk factor including cost and time estimates associated with elevating the critical equipment above potential flood water levels. It was also suggested that staff well document electrical routing should the generator come into use.

SR3

K. Schrader, Arts & Culture Manager will be hosting a Vancouver Island Theatre Managers meeting in the Fall to promote the Cowichan Regional Theatre. The fly system installation has now been completed. After a successful 2012 / 2013 season, the Cowichan Theatre is now working with a full complement of permanent staff.

SR4

J. Elzinga, Island Savings Centre Manager reported that the licensed dressing room initiative is going well, with security issues being addressed in the dressing rooms. The building Host Program begins September 30, 2013.

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

NB1

A Staff Report of September 3, 2013 requested that the Commission Chair and the Island Savings Centre Manager represent the Commission as a delegation to the Collaborative Services Committee meeting in December 2013, to discuss options for a primary care facility within the Aquannis Centre.

2013-55

It was moved and seconded the Island Savings Centre Commission Chair and the Island Savings Centre Manager represent the Commission to the December 2013 Collaborative Services Committee meeting to discuss with Vancouver Island Health Authority and the Cowichan Valley Division of Family Practice potential business case options for a primary care facility within the Aquannis Centre.

MOTION CARRIED

NB2

A letter of September 4, 2013 from the Municipality of North Cowichan stated their intent to relocate the Sports Wall of Fame currently on display at the Cowichan Aquatic Centre, to the hallway located at the east end of the Island Savings Centre. The move will be contingent on budget and approvals by the Island Savings Centre Commission.

2013-56

It was moved and seconded that the east end hallway of the Island Savings Centre be made available to relocate the North Cowichan / Duncan Sports Wall of Fame.

MOTION CARRIED

NB3

Marketing of the World's Largest Hockey Stick was discussed in a Staff Report of September 6, 2013. It was recommended that the

primary goal should be the appropriate marketing of a community asset, rather than a goal of being marketed as a fundraiser for another organization. Although the West Coast Men's Support Society has expressed interest in marketing the asset, staff recommended that the Island Savings Centre maintain control of marketing the World's Largest Hockey Stick and Puck.

2013-57

It was moved and seconded that the Island Savings Centre maintain control of marketing the World's Largest Hockey Stick and Puck.

MOTION CARRIED

A Staff Report of September 3, 2013 recommended options to market the World's Largest Hockey Stick and Puck, incorporating expenses related to promotion or increased display of the icon, such as obtaining a trademark and web address, a social media presence and upgraded historical photo display, as well as expenses for the purchase of promotional items for re-sale.

Councillor Woike requested that promotion of the World's Largest Hockey Stick also include a display at the Visitors' Centre.

2013-58

It was moved and seconded that:

- 1. The Island Savings Centre Commission allocate up to \$4,500 in the 2014 budget for increased promotion and display of the World's Largest Hockey Stick and Puck, and that**
- 2. The Island Savings Centre Commission allocate up to \$4,500 in the 2014 budget for promotional items, for the purposes of re-sale through the Cowichan Ticket Centre.**

MOTION CARRIED

NB5

A Staff Report of August 29, 2013 was submitted for information requesting preliminary direction on staffing, services, capital improvements, and transfer to reserve for the 2014 Budget.

2013-59

It was moved and seconded to direct staff to submit a budget for 2014 based on a 2% tax requisition increase.

MOTION CARRIED

As a preliminary to budget discussion, background information was given on: Expenses incurred in 2013 that are no longer necessary in 2014; increases for 2014 already approved by the Commission; remaining items of the Island Savings Centre sustainability plan; replacement and upgrading of sound equipment; and an increase to full time hours for the Cowichan Theatre administrative secretary position.

Staff discussed potential options for direction in Budget Preparation:

1. The completion of phase 1 of the Island Savings Centre Sustainability Plan;
2. Defer the cost of a major re-paving project to 2015, to reduce requisition in 2014;
3. Defer the cost of paving, and do not increase the transfer to reserve as outlined in the sustainability plan;
4. Inclusion of incomplete division work plan initiatives for 2014.
 - Island Savings Centre: Potential partnership with VIHA for a primary care facility in the Aquannis Centre; new proposal for arena concession and use of vending machines; promotion of the World's Largest Hockey Stick.
 - Arts and Culture Division: Renovation of an existing room to create a staff room for Theatre technical crew; completion of Theatre staff office renovations.
 - Facilities, Fleet and Transit Division: Continue to identify possible energy savings initiatives.
5. Inclusion of Parks, Recreation and Culture department initiatives for 2014, including a sport tourism strategy; a Cowichan Valley parks, recreation and culture master plan; the establishment of an arts and culture function and region wide marketing, including social media.

Staff was directed to produce options for costs and expenses for the paving project using a staged approach.

It was suggested that an employee incentive program could be initiated to encourage employees to implement cost saving ideas for the organization. As a complement to the anticipated Wall of Fame displays, the Arts and Culture Division could also produce a Wall of Fame display.

NB6

Staff and Commission members were invited to submit information and direction to the arena concession sub-committee. It was suggested that a short survey be handed out to hockey patrons for comments and suggestions regarding the concession and quality of product.

A draft Request for Proposal will be presented in the Fall for a concession provider for 2014 / 2015.

ADJOURNMENT
2013-60
4:15 p.m.

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Chair

Recording Secretary

Dated:



STAFF REPORT
COWICHAN VALLEY REGIONAL DISTRICT
ISLAND SAVINGS CENTRE COMMISSION MEETING

OF DECEMBER 12, 2013

DATE: December 9, 2013
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Regional Sport Tourism Committee

Recommendation/Action:

That the Commissions / Committees of the Island Savings Centre, Kerry Park Recreation, Cowichan Lake Recreation, North Cowichan Parks and Recreation, Ladysmith Parks and Recreation, and the Cowichan Valley Regional District Economic Development Commission, designate a member by January 31, 2014 to a region wide sport tourism committee, to make recommendations on appropriate levels of sport tourism for the Cowichan Valley.

The names of these members will be submitted to the Cowichan Valley Regional District Board for the February, 2014 Board meeting, with a request to the Board to create a select committee with these members.

Relation to the Corporate Strategic Plan:

Pursue large scale Parks, Recreation, and Culture event tourism opportunities that provide both social and economic benefits to the Region.

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

There is no financial impact to forming a regional committee.

Background:

The Government of Canada in 2003 established a sport hosting policy for international events, recognizing their potential. The province of British Columbia has established resources to assist communities in hosting events. And communities like Kamloops (the Tournament Capital of Canada), Abbotsford (Sport Town Canada), and Prince George (home of the 2015 Canada Winter Games), have recognized the value of sport tourism initiatives.

Staff are unclear where the Cowichan Valley is in this framework. We've hosted three major multi-sport events (1991 BC Winter Games, 2005 BC Seniors Games, 2008 North American Indigenous Games), and we're currently planning toward the 2018 BC Summer Games. Yet, there are many other sport hosting opportunities of which we are unaware, or if we are aware, are unsure whether to pursue.

We do not have a strategy for sport tourism. In the 2010-2015 Cowichan Region Tourism plan, sport tourism is recognized as one of the five pillars, but there are insufficient resources to move the recommendations forward. An advanced sport tourism workshop was held in 2011, but the recommendations have not been acted upon. We don't have any coordinated marketing of our facilities for sport tourism, or hosting packages to provide to tournament participants to advise of other Cowichan amenities, or to extend their stay. When we do have an event, we are unclear on what impact it had.

The Cowichan Valley Regional District Board has been in the position of deciding support for events on a case by case basis. Recent decisions include:

- A \$30,000 grant plus a \$30,000 guarantee against event deficit for the World Junior A Hockey Challenge
- \$95,000 in cash and in-kind donations for the 2018 BC Summer Games
- \$250,000 per year over a 2 year period (\$500,000 total) for the 2008 North American Indigenous Games

All of these initiatives have relied on staff time, and some resources within existing budgets.

Staff are also currently discussing bringing large events to the mid Island region with other Island communities.

Questions staff are currently asking include:

- Should the CVRD make sport tourism a priority?
- Should the community have more, less, or the same amount of large events?
- Should additional resources be allocated to sport tourism?
- Which entity should lead region wide sport tourism?
- Can we establish a sport tourism strategy?

Staff have made presentations on this topic to the Island Savings Centre Commission, Kerry Park Recreation Commission, Cowichan Lake Recreation Commission, North Cowichan Parks and Recreation Committee, and the Ladysmith Parks and Recreation Committee. Staff recognize that these questions should be addressed by commission members across the region. Staff are requesting that one member from each of the aforementioned Commissions, and one member from the Economic Development Commission, come together on a regional committee, with the purpose of providing direction on regional sport tourism.

Staff will be developing a report with options on sport tourism in the fall of 2013, and presenting the report to this committee early in 2014. It is the intent at this time for this regional committee to have potentially three to four meetings, and make a recommendation to the Cowichan Valley Regional District Board on the appropriate levels of resourcing of regional sport tourism.

Submitted by,



John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:



Approved by:

General Manager:



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Place your votes at: www.aviva.com/munityfund.org
(Register and then search for Mt. Prevost) OR



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STAFF REPORT
COWICHAN VALLEY REGIONAL DISTRICT
ISLAND SAVINGS CENTRE COMMISSION MEETING
OF DECEMBER 12 , 2013

DATE: December 9, 2013
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: AED in Cowichan Arena

Recommendation/Action:

That the current AED in the Cowichan Arena remain positioned between the player's benches.

That 3 AEDs in the Island Savings Centre are deemed sufficient, with no recommendation to purchase additional AEDs.

That additional signage for the location of the building AEDs be placed in the Cowichan Arena.

Relation to the Corporate Strategic Plan:

Promote community involvement in identifying hazards and effective measures to prevent or reduce their impacts.

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

There is no recommendation to purchase another AED. Minimal expense for signage can be incurred within existing operating budgets.

Background:

With the recent passing of Caleb Kroffat at the Cowichan Arena, there has been a review of the appropriate number of Automated External Defibrillators in the Island Savings Centre. Currently there are three owned by the CVRD, located:

1. Beside the elevator in the main lobby on the first floor.
2. Just outside the theatre entrance on the third floor.
3. Between the players' benches in the Cowichan Arena.

There is also an AED within the Capitals office at the Island Savings Centre, and one located at the Cowichan Aquatic Centre.

Our local paramedic chief has suggested that having an AED near the main arena entrance would be a benefit. He further suggested that the Heart and Stroke foundation has an AED donation program.

In follow up with the Heart and Stroke foundation, they have a limited amount of AEDs to donate. Their rule of thumb is that an AED should be available within a 3 minute round trip run of an incident. As the Island Savings Centre meets this criteria for all spaces, the Heart and Stroke foundation would not be donating an AED.

Staff discussed whether it was necessary to purchase another AED to increase coverage. As we meet the Heart and Stroke's recommended distances, staff do not recommend purchasing another AED, with an approximate cost of \$2,000.

Further, because many user groups are currently aware of AED locations, staff do not recommend moving the equipment. Additional signage could be installed to bring awareness to users of these locations.

Submitted by,



John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:



Approved by:

General Manager:





STAFF REPORT
COWICHAN VALLEY REGIONAL DISTRICT
ISLAND SAVINGS CENTRE COMMISSION MEETING
OF DECEMBER 12, 2013

DATE: December 9, 2013
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Gravel Parking Lot extension

Recommendation/Action:

That the Island Savings Centre contribute 1/3 of the cost of extending the gravel parking lot adjacent to the skate park, to a maximum of \$5,000 of the estimated \$15,000 cost, with the expense within the 2014 operating budget.

Relation to the Corporate Strategic Plan:

Partner with member municipalities and community based organizations.

Financial Impact: (Reviewed by Finance Division: _____)

Maximum of \$5,000 from current operating expense.

Background:

There is limited parking for patrons of the Cowichan Aquatic Centre, Cowichan Secondary School and the Island Savings Centre, leading to numerous public complaints.

Staff have identified that to extend the gravel parking lot adjacent to the skate park to create additional parking is an approximate \$15,000 expense. Since it would benefit all parties, a cost sharing of this expense is recommended. It is estimated that this expansion would allow for between 20 and 30 additional parking spaces.

Submitted by,

A handwritten signature in blue ink, appearing to be "John Elzinga", written over a horizontal line.

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager

A handwritten signature in blue ink, written over a horizontal line.

Approved by:
General Manager:

A handwritten signature in blue ink, written over a horizontal line.



Islandsavings CENTRE

STANDARDS GUIDELINES

Wordmark

In the development of the wordmark for Island Savings Centre, we have utilized the existing typeface treatment for the logo, in combination with The Sans Small-Caps for the word 'centre'. This design allows for maximum brand design recognition and the styling ties in well with the treatment used for, "The Islands' Most Recommended Banking Experience"

The tagline (Recreation, Sports Culture) has been set using The Sans Small-Caps Bold

IslandSavings CENTRE

RECREATION. SPORTS. CULTURE.

Horizontal Wordmark (horizontal – tag)

This version should be used on any display signage or collateral where a horizontal version is applicable and the tagline is needed as an identifier

Application could include, but not be limited to, all exterior directional signage

IslandSavings **CENTRE**
RECREATION. SPORTS. CULTURE.

Horizontal Wordmark (horizontal – no tag)

This version should be used on any display signage or collateral where a horizontal version is applicable

Application could include, but not be limited to, interior directional signage

The logo for IslandSavings CENTRE. 'IslandSavings' is in a dark blue, sans-serif font, and 'CENTRE' is in a yellow, sans-serif font. The text is centered within a light blue rectangular background that has a subtle, larger-scale pattern of the same 'IslandSavings' text.

Vertical Wordmark (vertical – with tag)

This version should be used on any display signage or collateral where a vertical version is applicable and the tagline is needed as an identifier

Application could include, but not be limited to, exterior building signage or rackcards, etc

Islandsavings
CENTRE

RECREATION. SPORTS. CULTURE.

Vertical Wordmark (vertical – no tag)

This version should be used on any display signage or collateral where a vertical version is applicable

Application could include, but not be limited to, large exterior building signage

IslandSavings CENTRE

Logo Variations

For greater versatility, the logo has been designed in 3 variations to meet the needs of most common applications

- 1) **Full Colour** - this is the preferred version and should be used in all applications where full colour printing is available
- 2) **Grayscale** - this is the preferred version when full colour printing is not available
- 3) **Reversed** - this is the preferred version where a dark background doesn't allow for the use of the colour or grayscale versions

IslandSavings
CENTRE

RECREATION. SPORTS. CULTURE.

IslandSavings
CENTRE

RECREATION. SPORTS. CULTURE.



Bounding Area

To preserve its design integrity, the Island Savings Centre wordmark must not be positioned in close proximity to other graphic elements. The minimum space allocation and bounding area is set at no less than the x-height of the Island Savings logo wordmark.







Horizontal File Formats

The horizontal version of the logo is available in the following file formats
The individual file names are displayed in magenta

IslandSavings CENTRE

ISC-Logo-Hor-4C.eps

IslandSavings CENTRE

RECREATION. SPORTS. CULTURE.

ISC-Logo-Hor-Tag-4C.eps

IslandSavings CENTRE

ISC-Logo-Hor-BW.eps

IslandSavings CENTRE

RECREATION. SPORTS. CULTURE.

ISC-Logo-Hor-Tag-BW.eps

IslandSavings CENTRE

ISC-Logo-Hor-BW.jpg

IslandSavings CENTRE

RECREATION. SPORTS. CULTURE.

ISC-Logo-Hor-Tag-BW.jpg

IslandSavings CENTRE

IslandSavings CENTRE

RECREATION. SPORTS. CULTURE.

ISC-Logo-Hor-REV.eps

ISC-Logo-Hor-Tag-REV.eps

IslandSavings CENTRE

ISC-Logo-Hor-RGB.jpg

IslandSavings CENTRE

RECREATION. SPORTS. CULTURE.

ISC-Logo-Hor-Tag-RGB.jpg

Vertical File Formats

The vertical version of the logo is available in the following file formats
The individual file names are displayed in magenta

IslandSavings

CENTRE

ISC-Logo-Vert-4C.eps

IslandSavings

CENTRE

RECREATION. SPORTS. CULTURE.

ISC-Logo-Vert-Tag-4C.eps

IslandSavings

CENTRE

ISC-Logo-Vert-BW.eps

IslandSavings

CENTRE

RECREATION. SPORTS. CULTURE.

ISC-Logo-Vert-Tag-BW.eps

IslandSavings

CENTRE

ISC-Logo-Vert-BW.jpg

IslandSavings

CENTRE

RECREATION. SPORTS. CULTURE.

ISC-Logo-Vert-Tag-BW.jpg

IslandSavings

CENTRE

ISC-Logo-Vert-REV.eps

IslandSavings

CENTRE

RECREATION. SPORTS. CULTURE.

ISC-Logo-Vert-Tag-REV.eps

IslandSavings

CENTRE

ISC-Logo-Vert-RGB.jpg

IslandSavings

CENTRE

RECREATION. SPORTS. CULTURE.

ISC-Logo-Vert-Tag-RGB.jpg



NB7

STAFF REPORT
COWICHAN VALLEY REGIONAL DISTRICT
ISLAND SAVINGS CENTRE COMMISSION MEETING
OF DECEMBER 12, 2013

DATE: December 9, 2013
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Bad Debt

Recommendation/Action:

That the Island Savings Centre Commission write off a \$160 bad debt from March 11, 2011, and send the debt to a collection service.

Relation to the Corporate Strategic Plan:

Increase accountability.

Financial Impact: (Reviewed by Finance Division: _____)

Currently have an uncollectable debt of \$160.

Background:

In March 2011, the Brandt family submitted a cheque for a birthday party rental in the amount of \$160. After bank notice of insufficient funds, multiple conversations were had with each parent. A payment plan was agreed to, but payments were never made.

Staff recommend that this debt be written off the Island Savings Centre books, and be sent to a collection service.

Submitted by,

A handwritten signature in blue ink, appearing to be "J. Elzinga", written over a horizontal line.

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Two handwritten signatures in blue ink, one above the other, written over a horizontal line.

Approved by:
General Manager:

A handwritten signature in blue ink, appearing to be "M. [unclear]", written over a horizontal line.