



## ISLAND SAVINGS CENTRE COMMISSION

Thursday, January 9, 2014

ISC Board Room 2:30 PM

### AGENDA

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3. **BUSINESS ARISING FROM THE MINUTES**  
BA1 AED  
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R1 Staff report from Child and Youth Programmer  
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R2 Staff Report from North/Central Cowichan Facility Coordinator  
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8. **UNFINISHED BUSINESS**
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NB1 Canadian Heritage Grant Update  
- Verbal Report, K. Schrader

- 
- NB2 Strategic Planning Timeline  
- Verbal Discussion, Councillor S. Jackson

NB3 Acknowledgement of General Manager's Retirement

10. **QUESTION PERIOD**

11. **CLOSED SESSION**

12. **ADJOURNMENT**

**Committee Members**

Chair Councillor Siebring  
Vice Chair Councillor Jackson  
Councillor Lines

Councillor Woike  
Director L Duncan  
Councillor T Duncan

Director Iannidinardo

**IslandSavings CENTRE**

RECREATION. SPORTS. CULTURE.

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

**PRESENT:** Councillor A. Siebring  
Councillor S. Jackson  
Councillor T. Duncan  
Councillor J. Woike  
Director L. Iannidinaro

**ALSO PRESENT:** John Elzinga, Manager, Island Savings Centre  
Brad Coleman, Coordinator, North/Central Cowichan  
Alana Plunet, Recording Secretary

**ABSENT:** Councillor B. Lines  
Director L. Duncan  
Kirsten Schrader, Manager, Arts & Culture

**APPROVAL OF  
AGENDA  
2013--61**

It was moved and seconded to move NB7 Account Write-Off for discussion in Closed Session as CS1; to address NB8 before entering into Closed Session; and to amend the agenda with the inclusion of CS2 Food and Beverage, and that the agenda be approved with amendments.

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
2013-62**

It was moved and seconded that the Regular Minutes of the Island Savings Centre Commission, held September 12, 2013, be adopted.

**MOTION CARRIED**

**BUSINESS ARISING  
BA1**

The most recent proposal with Vancouver Island Health Authority for a primary health care facility in the Aquannis Centre will not be moving forward at this point. Additional community interest has been expressed for use of the facility for the provision of early childhood education with a teaching / learning component.

**BA2**

A Staff Report of December 9, 2013, requested that a Commission member be designated by January 31, 2014 to sit on a region wide sport tourism committee, to make recommendations on appropriate levels of Sport Tourism for the Cowichan Valley.

Councillor Woike volunteered to represent the Island Savings Centre Commission on a Regional Sport Tourism Sub Committee.

**2013-63**

It was moved and seconded to appoint Councillor Woike to represent the Island Saving Centre Commission on the Sport Tourism Committee.

**MOTION CARRIED**

**CORRESPONDENCE** No correspondence

**INFORMATION**

**STAFF DEPARTMENT REPORTS**

**SR1** B. Coleman, Facility Coordinator, reported on construction progress of the loading dock; the switch over in janitorial contract to ACME; and new technology being used in Zamboni ice cleans. Four stream recycle bins will be implemented in the new year.

**SR2** J. Elzinga, Island Savings Centre Manager reported for K. Schrader, Arts and Culture Manager on meetings held recently with local Arts and Culture organizations for their input into the creation of a Regional Arts & Culture structure for the CVRD.

A joint bid committee for the Sport Tourism event Under 18 Female Hockey Championships has delayed the submitting a bid for a year, in order to apply with a much stronger bid for the event in 2016.

**UNFINISHED BUSINESS** No unfinished business

**NEW BUSINESS**

**NB1** The Island Savings Centre, worked alongside the Cowichan Valley Capitals to assist Ecole Mt. Prevost with their on-line campaign through Aviva Insurance to vote for a community playground project.

**NB2** The Island Savings Centre has available for public use three AEDs with two others at close proximity belonging to the Cowichan Valley Capitals and the Cowichan Aquatic Centre. Staff requested the Heart and Stroke Foundation donate a fourth AED to the Centre. With that request unlikely to be granted, staff recommend additional signage for the three existing AEDs.

**2013-64** **It was moved and seconded that the Island Savings Centre re-request a donation for an AED from the Heart and Stroke Foundation and that if denied, a fourth AED be purchased.**

**MOTION CARRIED**

Councillor Siebring and Director Iannidinardo cast opposing votes.

**NB3** A Memorial Policy has been suggested to create consistency among recreation centres. As the Parks and Trails Division is currently developing a policy to address Memorials, it was suggested that the City of Duncan's Memorial Policy be passed on to the Parks Division Manager for consideration and policy review.

**NB4** Commission direction was requested on whether to accept an offer of a memorial bench before a Memorial Policy has been resolved. It was suggested that an additional AED could be suggested to the

family with an identifying memorial plaque rather than have staff accept the memorial bench.

**NB5**

A proposal has been made to Cowichan Secondary School and the Cowichan Aquatic Centre to share in the expense of extending the parking lot adjacent to the skate park to create additional parking, for a total approximate expense of \$15,000.

**2013-65**

**It was moved and seconded that the Island Savings Centre contribute one third of the cost of extending the gravel parking lot adjacent to the skate park to a maximum of \$5000 of the estimated \$15,000 cost, with the expense within the 2014 operating budget.**

**MOTION CARRIED**

It was suggested that parking bumpers be built into the new parking lot.

**NB6**

The Island Savings Centre has received a new logo and standard guidelines. External signage will be provided by the Island Savings Credit Union in 2014, with minimal cost for internal signage provided by the Island Savings Centre.

**NB8**

Voting in the 2014 Election of Officers will be suspended until the February meeting, as some Commission members will be sending their alternates to attend the January 9, 2014 meeting.

**RESOLVE INTO  
CLOSED SESSION  
2013-66  
3:40 p.m.**

**It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Section Part 4, Division 3, Section 90, Subsections (1) (j) Protection of Privacy; (1) (k) Negotiations.**

**MOTION CARRIED**

**RISE FROM CLOSED  
SESSION  
2013-70  
4:00 p.m.**

**It was moved and seconded that the Commission rise without report.**

**MOTION CARRIED**

**ADJOURNMENT  
2013-71  
4:01 p.m.**

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

**MOTION CARRIED**

\_\_\_\_\_  
Chair

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

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





## STAFF REPORT

### ISLAND SAVING CENTRE COMMISSION MEETING OF JANUARY 9, 2014

**DATE:** January 6, 2014

**FILE NO:**

**FROM:** Jim Wakeham, Manager of Facilities, Fleet and Transit

**SUBJECT:** 2014 Island Saving Centre Energy Savings Capital Improvement Project

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#### Recommendation:

That the Island Savings Centre Commission (ISC) recommends to the CVRD board as follows:

1. That approval be given to proceed on the energy savings capital improvements to Island Savings Centre, up to a maximum of \$383,500 prior to the 2014 final Budget approval and,
2. That up to a maximum of \$335,000 in short term borrowing for the 12 energy savings capital items listed under 2013 ISC Energy Audit Conservation Measures report be approved, and that the loan be paid back over five years under the Liability Under Agreement Section of 175 of the Community Charter.

#### Relation to the Corporate Strategic Plan:

The ISC Energy savings capital improvement project is a key component of the CVRD Strategic Energy Management Plan and supports Lead by Example and Well Maintained Public Facilities objectives of the Corporate Strategic Plan.

#### Financial Impact: (Reviewed by Finance Division: SEN)

As per the recent ISC Energy Audit performed by Prism Engineering Ltd., the estimated total capital cost including the CVRD Capital Project fee for the ISC Energy Conservation Capital Improvement initiative project is \$383,500, before incentive grants.

Staff conservatively estimated the incentive grants from BC Hydro and Fortis BC to be 13% or \$48,500 based on preliminary discussions with both organizations. It is our expectation that the total amount of the grants will be in excess of this amount once the documentation is filed. If the grant amount received is greater than budgeted, it will reduce the amount of funding to be borrowed. Based on total capital cost of \$383,500 less the incentives grants of \$48,500, the amount to be borrowed short-term is \$335,000. If approval is granted for the project, which consists of 12 energy savings measures, in addition to the grants, the ISC operating budget will benefit by a \$10,000 maintenance repair savings that will not be required.

Staff Report  
2014 ISC Energy Savings Capital Improvement Project

January 9, 2014

The estimated annual finance cost for the project based on a borrow rate of 2.25% and a 3 year amortization period is \$116,800 per year.

As outlined in the audit report if all recommended measures are implemented, the annual cost savings would be \$119,530 providing a simple payback of approximately 2.9 years. Over the approximate 15 years lifespan of these measures, the ISC would save over \$1.8M in operating costs.

**Background:**

In the spring of 2013, BC Hydro agreed to co-fund an engineering analysis of the mechanical systems of the building. This audit identifies key energy conservation measures that provide the best return on investment and improve the comfort, operation, reliability and ongoing success of the facility.

A staff report by the CVRD Energy Manager Kuan-Juan Foo, dated November 6, 2013, was to be presented at the November 14, 2013, ISC Commission meeting. However there was not enough members to form a quorum, and due to the time sensitiveness of the report, on November 18 John Elzinga emailed the members the information and requested their approval in principal to allow staff to move forward with the submission of the project to BC Hydro and Fortis BC to obtain incentive grant funding.

The staff report outlined the bundling of 12 energy saving initiatives that would produce the greatest energy savings and best potential for incentive grants were recommended as a result of the energy audit performed by Prism Engineering Ltd. The project items, capital budget costs, energy savings amounts and estimated finance costs were reviewed. Also some recent energy saving project initiatives that have produced significant energy cost savings were reviewed along with a forecast of future energy costs.

The new energy savings items translate into a total potential energy cost saving of \$119,530 per year, a 40% reduction from the 2012 energy expenditure for this building. Also the environmental impact of these initiatives would reduce greenhouse gas (GHG) emissions by 245 tonnes annually, or 46% of the building's 2012 emissions.

This report is a continuation of the November 6<sup>th</sup> staff report and November 18<sup>th</sup> email sent out to the ISC members. Based on the responses received, staff was approved to move forward and submit the grant applications to both Fortis BC and BC Hydro for the 12 outlined energy conservation measures.

Upon further review of the timelines required to get the design, drawings and specs completed for the RFP, and product delivery and install completed while the ice plant is off during the summer, the project is unfortunately not able to wait for further review at the February ISC Commission meeting and the 2014 CVRD budget approval in late March. Consequently staff is requiring approval from the Board to move forward with the ISC energy savings conservation capital improvements as listed in the 2013 ISC Energy Audit Energy Conservation Measures report, prior to the 2014 final budget approval, as well as approval to fund up to \$335,000 in short term borrowing.

You will note the total amount for the capital project estimated at \$383,500 is higher by \$13,500 than the November 6 report, due to including the CVRD capital projects fee of 5% on costs in excess of \$100,000. And the total of the projected short term borrowing at \$335,000 has also increased by \$24,357 to also take into account the capital cost fee, plus \$10,000 that was not

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identified in the report to be included in the borrowing, but this amount will be offset and saved by reducing the 2014 ice plant maintenance repair budget. Staff are optimistic that the grants will be higher than we have projected and once the actual amounts are known (approximately mid February 2014), the length of the finance period can be determined, but the amount of annual energy cost savings after the project implementation is expected to be greater than the yearly cost of the short term financing.

The Island Savings Centre has a Sustainability Plan that outlines a timeline for projected equipment and capital projects over the next nine years. Many of the recommended items from this report are covered broadly as recommended HVAC equipment/capital projects in phase 2 and 3 of the plan (2016-2020).

Given that this project offers significant annual energy savings, by waiting till later phases of the sustainability plan, at minimum the ISC will be foregoing \$125,655 in annual savings (based on today's rates). Furthermore, implementing this project sooner than later avoids significant maintenance and service costs as well as potential costly repairs on equipment that is nearing the end of its life cycle. As such, given the information now available on the energy, environmental, and financial opportunities provided by these projects, staff recommend that approval to proceed with these projects be considered as a high priority for 2014.

Next Steps

If the ISC Commission approves the above recommendations, they will be submitted to the CVRD Board for approval by February 12, 2014. Since time is of an essence, in the meantime staff will prepare an RFP document that will include the design and installation requirements for the 12 recommended energy saving measures. It is estimated that the physical work for this project can be completed in 3-6 months and have little to no impact on facility operation.

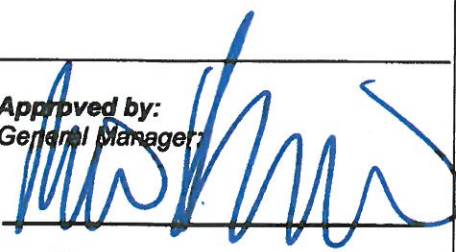
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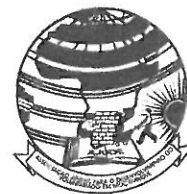
Jim Wakeham

Approved by:  
Division Manager:

Approved by:  
General Manager:







December 18, 2013

**Dear Marcel Aubin:**

As you are aware, Canada World Youth (CWY) is a Canadian non-profit, non-governmental organization that provides exceptional non-formal learning opportunities to youth and communities in Canada and in countries in Asia, Africa, Latin America, the Caribbean and Central and Eastern Europe. These programs enable youth to develop knowledge, skills and attitudes necessary to enhance their employment opportunities, to become active and productive leaders in their communities, and to work both internationally and cross-culturally in an effective and ethical way.

On behalf of Canada World Youth and our Mozambiquan partner organisation, AJUDE, Narcia and I would like to thank you and the Cowichan Valley Regional District Sports and Recreation Department for providing our Youth Volunteers with an excellent opportunity for engagement, learning and making a positive impact in the area of sports and recreation programming. We received very positive feedback from the Youth Volunteers that this work placement meant a lot to them both in terms of what they took away with them (knowledge and skills), and what they left behind (a positive impact in the Island Savings Centre and at community events).

We would also like to acknowledge the very positive contribution the CVRD made in allowing the CWY Team to utilize the Youth Corner space for workshops and meetings throughout the 10 week Program.

From a CWY perspective, this is an ideal combination of assets in a work placement and we just wanted to take the time to acknowledge that the time and energy that you invested in our youth volunteers really made an impact in their lives, their learning and the development of their interests and future goals. If the CWY Program returns to the Cowichan Valley, we sincerely hope we can continue partnering with the Cowichan Valley Regional District Sports and Recreation Department to provide an exceptional learning opportunity in the area of sports and recreation programming.

In Appreciation,

A handwritten signature in cursive script that reads "Heather Fisher".

Heather Fisher  
Project Supervisor  
Canada World Youth  
250-885-2776