



ISLAND SAVINGS CENTER COMMISSION MEETING AGENDA

THURSDAY, FEBRUARY 13, 2014
ISLAND SAVINGS CENTRE BOARD ROOM
2687 JAMES STREET DUNCAN BC

2:30 PM

	PAGE
1. <u>APPROVAL OF AGENDA</u>	1
2. <u>ELECTIONS</u>	
1 Election of Chair	
2 Election of Vice Chair	
3. <u>ADOPTION OF MINUTES</u>	
M1 Regular Island Savings Centre Commission meeting of January 9, 2014	3
5. <u>BUSINESS ARISING FROM THE MINUTES</u>	
BA1 Regional Sport Tourism Update	7
6. <u>DELEGATION</u>	
7. <u>CORRESPONDENCE</u>	
C1 February 01, 2014 Cowichan Aboriginal Festival of Film & Art	11
8. <u>INFORMATION</u>	
9. <u>REPORTS</u>	
R1 North/Central Cowichan Facility Coordinator Report	
R2 Arts & Culture Division Manager Report	
R3 Island Savings Centre Division Manager Report	
10. <u>UNFINISHED BUSINESS</u>	
11. <u>NEW BUSINESS</u>	
NB1 Cowichan and Chemainus Valleys Arts & Sports Scholarship Nominating Committee	12

NB2	Department Work Plan	
1	Arts & Culture	14
2	Facilities, Fleet & Transit	16
3	Island Savings Centre	17
NB3	Budget Report	18
12.	<u>QUESTION PERIOD</u>	
13.	<u>CLOSED SESSION</u>	
14.	<u>ADJOURNMENT</u>	

The next Island Savings Centre Commission meeting will be held Thursday, March 13, 2014, at 2:30 PM in the Island Savings Centre Board Room, 2687 James Street, Duncan BC.

Committee Members

Chair Councillor Siebring
Vice Chair Councillor Jackson
Councillor Lines

Councillor Woike
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, January 9, 2014 at 2:30 p.m.

PRESENT: Councillor A. Siebring
Councillor S. Jackson
Councillor B. Lines
Alternate Director L. Heinio

ALSO PRESENT: Ron Austen, General Manager, Parks Recreation & Culture
Jim Wakeham, Facility, Fleet & Transit
John Elzinga, Manager, Island Savings Centre
Kirsten Schrader, Manager, Arts & Culture
Kuan-Juan Foo, Manager, Energy
Brad Coleman, Coordinator, North/Central Cowichan
Denise Williams, Child & Youth Programmer
Alana Plunet, Recording Secretary

ABSENT: Councillor T. Duncan
Director L. Duncan
Councillor J. Woike
Director L. Iannidinardo

**APPROVAL OF
AGENDA
2014-01**

**It was moved and seconded that the agenda be amended to include
NB3 Walk of Nations
NB4 Encroachment Agreement
and that the agenda be approved with amendments.**

MOTION CARRIED

**ADOPTION OF
MINUTES
2014-02**

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

MOTION CARRIED

**BUSINESS ARISING
BA1**

The Heart and Stroke Foundation has agreed to donate an AED to the Island Savings Centre. It is anticipated to arrive in time for the Feb. 28, 2014 Caleb Kroffat night at the Cowichan Capitals event in the Cowichan Arena.

BA2

A Staff Report of January 6, 2014 on the ISC Energy Savings Capital Improvement Project stated that the CVRD will need to move forward now for grant applications to both Fortis BC and BC Hydro for the 12 suggested energy conservation measures, in order to ensure completion of the project while the ice plant is off during the summer.

Staff require 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 for up to \$335,000 in short term borrowing.

2014-03

It was moved and seconded that:

1. 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 repaid over five years under the Liability Under Agreement Section of 175 of the Community Charter.

MOTION CARRIED

Kuan-Juan Foo left the meeting at 2:47 p.m.

CORRESPONDENCE

C1

December 18, 2013 letter from Canada World Youth acknowledged the positive contribution made by the CVRD by allowing youth access to the Island Savings Centre Youth Corner space for workshops and meetings. Gratitude was expressed to the Sports and Recreation Department for providing the Canada World Youth volunteers with an opportunity for learning through work placement.

2014-04

It was moved and seconded to receive and file the December 18, 2013 letter from Canada World Youth.

MOTION CARRIED

STAFF DEPARTMENT REPORTS

SR1

D. Williams, Child and Youth Programmer, reported on an increase in numbers of youth attendance over the lunch hour. Plans for Spring Break and Youth Week are underway, ensuring that programming is inclusive of all age groups. The Jump Start program anticipates having another successful season.

SR2

B. Coleman, Facility Coordinator stated that the ice-making Vortex equipment has now been installed in the Cowichan Arena; arrival of the new generator is anticipated shortly; long term employee T. Turner was recently recognized by the CVRD Board for over 35 years of service; RFPs for the compressors are anticipated by the Spring.

Staff acknowledged Bradshaw Construction for their exceptional work on completion of the loading dock project. It was suggested that staff publicly acknowledge them through social media measures.

SR3

K. Schrader, Arts and Culture Manager reported on the ongoing Green Room renovations and upcoming Theatre events.

SR4

J. Elzinga, Island Savings Centre Manager reported that the joint Female Under 18 bid for 2015 has been held off until 2016; some community interest has been expressed for use of the Aquannis Centre for a potential day care /

child and youth resource centre. The Food and Beverage committee has directed staff to provide healthy options in the Island Savings Centre vending machines. The CVRD Communications Plan is now being implemented, with discussions underway to develop a social media strategy.

**UNFINISHED
BUSINESS**

No unfinished business.

NEW BUSINESS

NB1

The Canadian Heritage Grant for .50 matching dollars for Cowichan Theatre capital projects has been approved, and will be applied to designated projects of the Theatre fly system, loading dock and creation of a washroom at the stage.

NB2

A strategic planning meeting was requested for the Island Savings Centre, including high priority capital projects, trends in recreation, and updates on Sports Tourism. It was suggested that a separate meeting be called in March after the February Budget process, to discuss long term plans.

NB3

Social Planning Cowichan has requested support for the Walk of Nations Proposed School Engagement taking place May 30, 2014, to encourage students to participate in the celebration of multi-cultural diversity through the themes of sport, arts and music / dance.

2014-05

It was moved and seconded that a letter be written to endorse the Walk of Nations proposed school engagement on May 30, 2014.

MOTION CARRIED

NB4

An Encroachment Agreement between the Municipality of North Cowichan and the CVRD has been requested to grant staff permission to install an emergency generator in the University Way road right-of-way adjacent to the Island Savings Centre.

2014-06

It was moved and seconded that the CVRD approve the encroachment agreement with the District of North Cowichan regarding the installation of the ISC 's emergency generator in the University Way Road, right of way adjacent to the Island Savings Centre,

and that the Corporate Secretary and CVRD Board Chair be authorized to sign the agreement.

MOTION CARRIED

NB5

In recognition of his upcoming retirement, the General Manager was acknowledged for his many years of leadership with the Island Savings Centre.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

2014-07

3:09 p.m.

MOTION CARRIED

Chair

Recording Secretary

Dated:



STAFF REPORT
BOARD MEETING
OF FEBRUARY 12, 2014

DATE: February 3, 2014
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Regional Sport Tourism Select Committee

Recommendation/Action:

That a Regional Sport Tourism Select Committee be established to investigate regional sport tourism; that the following individuals be appointed to the committee:

Jennifer Woike (Island Savings Centre Commission),
Sandra Evans (Kerry Park Recreation Commission),
Rocky Wise (Cowichan Lake Recreation Commission),
Deb Savory Wright (North Cowichan Parks and Recreation Committee),
John Perry (Ladysmith Parks, Recreation and Culture Committee),
Dana Thorne (Economic Development Commission),
Director _____ (Board);

And that the Committee report back to the Board with a final report and recommendations by September 2014.

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: SEM)

Minor meeting expenses and staff resources to be covered by the facility hosting the meeting.

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 fits 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 regional grant in aid of \$10,000, plus a guarantee against event deficit of \$6,000 as part of the mid Vancouver Island bid for the 2016 Female Under 18 National Hockey Championships
- 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

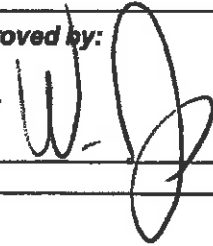
All of these initiatives have relied on staff time, and some resources within existing budgets.

Staff are looking for direction on the level of priority of sport tourism.

At the request of the Island Savings Centre Commission, the Island Savings Centre manager has made presentations to other commissions / committees in the region. These included the Kerry Park Recreation Commission, the Cowichan Lake Recreation Commission, the North Cowichan Parks and Recreation Committee, the Ladysmith Parks, Recreation and Culture Committee, and the Economic Development Commission. The consensus result was that each commission should have representation on a regional committee, to make recommendations to the CVRD Board on the level of sport tourism. Each of these commissions / committees have recommended a member for this regional committee.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Approved by:
CAO: 



Regional Sport Tourism Select Committee Terms of Reference

Purpose:

The purpose of the Committee is to make recommendations to the Cowichan Valley Regional District Board on regional sport tourism, including but not limited to:

- Who should be responsible for developing sport tourism in the Cowichan region
- The appropriate level of resources to develop sport tourism
- Support for community organizations that are bidding on events
- The type(s) of events to target

Committee Responsibilities:

The Committee will be responsible for a regional perspective on sport tourism. Key responsibilities will include:

- A review of sport tourism in other BC communities
- A review of funding opportunities
- A review of past Cowichan regional events, including each event's recommendations
- An analysis of the Cowichan region's strengths, weaknesses, and opportunities with hosting regional events
- A review of existing organizational structure, and responsibility for regional events
- Based on the review and analysis, make recommendations to the Regional District Board.

Committee Composition:

- 1 representative from the following “-recreation-” commissions / committees:
 - Island Savings Centre Commission
 - Kerry Park Recreation Commission
 - Cowichan Lake Recreation Commission
 - North Cowichan Parks and Recreation Committee
 - Ladysmith Parks, Recreation and Culture Committee
- 1 representative from the Economic Development Commission
- 1 Cowichan Valley Regional District Board Director.

**Meetings:**

To be held in accordance with an agreed schedule, or at the call of the chairperson.

Committee Structure and Operating Guidelines:

A chairperson will be elected by the committee from amongst the membership. A vice-chairperson will also be elected to act in the chairperson's absence.

The CVRD Director on the committee will present recommendations to the Board.

Support:

Identified staff support will include:

- Manager, Island Savings Centre
- Director, North Cowichan Parks and Recreation
- Director, Ladysmith Parks, Recreation and Culture
- Manager, South Cowichan Recreation
- Manager, Economic Development
- An administrative support person.



C.1

Cowichan Aboriginal Festival of Film & Art

February 01, 2014

Island Savings Centre Commission
Cowichan Theatre
2687 James Street
Duncan, BC
V9L 2X5

Dear Chair of Island Savings Centre Commission,

The Cowichan Aboriginal Festival of Film and Art will be returning to the Cowichan Theatre for its annual festival event taking place, from April 23 – 26, 2014. As you are well aware, this inspiring event was created in 2004 to showcase the voices of Aboriginal Filmmakers throughout the world. Over the years, the Festival has shifted and expanded, moving beyond film to provide an exquisitely woven tapestry of art forms. We have developed innovative youth programs for the region that foster creativity and collaboration with a focus on developing skills and career opportunities in performance, film & media arts. The unforgettable combination of story, song, dance, performance and ceremony, along with the energy of youth and the guidance of the local Coast Salish Culture, has profoundly impacted all who participate in the Festival.

It is with gratitude that we recognize the contribution that the Cowichan Theatre has made to the success of the Cowichan Aboriginal Festival of Film and Art since 2004. This year we will be celebrating our 10th anniversary. We are in a period where the festival and the programs we offer have been seriously affected by arts funding cutbacks, but we have made the decision to move ahead and hold this important cultural event with the support of the community. As a part of our 10th anniversary celebrations, we are working extensively with local organizations to create an event that will really highlight our diverse community. Support from the community comes in many ways, from inkind to cash contributions. Specifically from the Cowichan Theatre we are asking if you could waive the rental cost and the technical fees for use of the Cowichan Theatre. In recognition of this support we would include the CVRD logo as a community sponsor on our posters and programs, website and other promotional materials. We will be setting up a month long art show in the lobby of the Theatre as part of the festival, which we will be promoting extensively within the region and beyond. We anticipate that the Theatre will also benefit from the percentage of sales from the artwork during that period of time.

We thank you for your careful consideration of this request and we appreciate any contribution you are able to make to the success of the 10th Anniversary of the Cowichan Aboriginal Festival of Film and Art. Please contact Louise McMurray at 250-746-7930, or aff@cowichan.net for more information.

Sincerely,

Louise McMurray
Festival Director

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Cowichan and Chemainus Valley's Arts Scholarship Form

NB1

Sponsored by:

- City of Duncan
- The Corp. of the District of North Cowichan
- BC Hydro Cowichan and Chemainus Valley's Commonwealth
- Games Power Smart Sports and Culture Tour (1994)

ARTS SCHOLARSHIP 2014 APPLICATION FORM

In 1987, a grant of \$70,000 was presented to the City of Duncan and the Municipality of North Cowichan by the Province of British Columbia as a Legacy of Appreciation for hosting the British Columbia Festival of the Arts. The two municipalities deemed it appropriate to establish a perpetual Arts Scholarship Trust Fund by investing \$20,000 of the Legacy Funds.

In 1994 an additional \$7,800 was donated to the Arts and Sports Scholarship Trust Fund by the BC Hydro Cowichan and Chemainus Valley's Commonwealth Games Power Smart Sport and Culture Tour Committee.

Interest earned in this combined trust fund is used to produce annual Arts Scholarships to qualifying local visual, literary, and/or performing arts students.

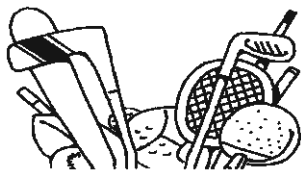
In 2014, two \$500. Arts Scholarships will be awarded to qualified candidates during the first full week of June. Arts Students wishing to compete for one of these awards must meet the following criteria:

1. Applicants must reside year round within School Districts No. 79 boundaries;
2. Applicants must at present be actively engaged in studying visual, literary and/or performing arts;
3. Scholarship money must be applied by June 30, 2016 in an arts related course, school, lesson or instructor fees;
4. Preference shall be given to school age student applicants.

Arts Scholarship Applications require the following inclusions:

1. Photocopy of scholastic results;
2. Resume of achievements, scholastic, extracurricular, community service, working experience, hobbies, interests, skills, awards; (academic or other)
3. Three letters of reference reflecting the best of #2;
4. A formal letter of application explaining in your own words your reasons for applying for the arts scholarship, why you think you qualify for an award and your goals for the future.

Please do not include personal data such as Social Insurance Number, Drivers' Licence Number or Student ID Number. Arts students who have met the above criteria wishing to apply for a Cowichan and Chemainus Valley's Arts Scholarship Fund must complete and submit this Arts Scholarship 2014 Application Form. Additional forms are available at the Island Savings Centre Administration Office. Applications must be received by the Island Savings Centre Administration Office no later than 4:00 pm Friday, April 25, 2014.



Cowichan and Chemainus Valley's Sports Scholarship Form

NB.1

Sponsored by:

- City of Duncan
- The Corp. of the District of North Cowichan
- BC Hydro Cowichan and Chemainus Valley's Commonwealth Games Power Smart Sports and Culture Tour (1994)

SPORTS SCHOLARSHIP 2014 APPLICATION FORM

In 1992, the City of Duncan and the Municipality of North Cowichan established the BC Winter Games (1991) Legacy Sports Scholarship Program by investing the sum of \$20,000 from the 1991 BC Winter Games Legacy into an interest earning fund. In 1994, an additional \$7,800 was donated to the Arts and Sports Scholarship Trust Fund by the BC Hydro Cowichan and Chemainus Valley's Commonwealth Games Power Smart Sport and Culture Tour Committee.

Interest earned in this combined trust fund is used to produce annual Sports Scholarships to deserving local amateur athletes, coaches and officials.

In 2014, two \$500. Sports Scholarships will be awarded to qualified candidates during the first week of June.

The following criteria has been established for applicants who wish to compete for one of the two sports scholarships:

1. Applicants must reside year round within the School Districts #79 boundaries;
2. Applicants must have been actively engaged in an organized local sports organization during a portion of 2013/2014 in the Cowichan Chemainus Valleys, either as an athlete or sports official; (ie referee, coach, trainer or manager)
3. Scholarship money must be applied by June 30, 2016 in either a sports related course, school, lessons or instructors fees (Cannot be used for a sport season registration fee; Team applications not accepted);
4. Preference shall be given to school age student applicants.

Sports Scholarship Applications require the following inclusions:

1. Photocopy of scholastic results;
2. Resume of achievements, scholastic, extra- curricular, community service, work experience, hobbies, interests, skills, awards; (academic or other)
3. Three letters of reference reflecting the best of #2.
4. A formal letter of application explaining in your own words your reasons for applying for the sports scholarship, why you think you qualify for an award and your goals for the future.

Please do not include personal data such as Social Insurance Number, Drivers' Licence Number or Student ID Number.

Local amateur athletes, coaches or officials who have met the above criteria and who wish to apply for a Cowichan and Chemainus Valley's Sports Scholarship Fund must complete and submit this Sports Scholarship 2014 Application Form. Additional forms are available at the Island Savings Centre Administration Office. Applications must be received by the Island Savings Centre Office, no later than 4:00 pm Friday, April 25, 2014.



Arts and Culture Division Work Plan

2014

HIGH PRIORITY FOR 2014

- *Regular Business:* long range arts & cultural planning, liaising with community stakeholders, representing arts and culture on committees, advocating for arts and heritage, media relations, representing the CVRD & Cowichan Theatre on a local, provincial and national level, facility management, administration, supervising staff, performance programming, client services, marketing and promotions, increase Theatre visibility through social media and contesting, ticket sales, front of house management, technical production, rentals, food and beverage services, event planning, media relations, nurturing artists' careers, building relationships with national and international promoters. Maintaining good communication with IATSE union executive and negotiating new contract.
- Implement year three of the *ISC Staffing, Services & Sustainability Plan*.
- Partner with local entertainment promoters and businesses to sponsor a new "on stage" performance series at the Cowichan Theatre.
- Organize and host Vancouver Island regional theatre manager meetings.
- Work with cultural stakeholder groups on a proposed CVRD Arts & Culture Committee.
- Assist Arts and Culture Committee with a series of public information meetings to address arts and culture concerns throughout the region.
- Design and Installation of neon signage for Cowichan Theatre on exterior of building.
- Work with the community to establish a regional arts and culture awards program, wall of fame to be located in the Island Savings Centre, and an annual showcase at the Cowichan Theatre.

MEDIUM PRIORITY FOR 2013

- Partner with the Cowichan Valley Arts Council to promote and maintain the regional cultural map and events calendar at www.cowichanculture.ca; and increase online marketing opportunities for artists and local groups.
- Examine the existing partnership with the *Newsleader Pictorial* to produce the edition of the Fall Arts and Culture Guide to assess its viability.
- Participate in the fourth annual "Culture Days" event and hold seat on the BC Task Force.
- In partnership with Cowichan Women Against Violence (CWAV), produce the fourth annual fundraising event to benefit CWAV.
- Work with CWAV to raise awareness of ending teen dating violence in the schools by using the performing arts to promote the message.
- Hold a seat on the BC Touring Council executive and/or working committees.

- Research new grant opportunities for the Cowichan Theatre for capital projects including new seats (original to the building from 1978), an orchestra shell and improving the acoustics of the Theatre.
- Refresh marketing brand for the Cowichan Theatre in all materials including the website.
- Complete the creation of new Cowichan Theatre website.
- Collaborate with Kate Miller, Manager, Environmental Initiatives Division and the Cowichan Valley Arts Council to explore the use of the arts in sustainability planning.

LOW PRIORITY FOR 2013

- Promote and facilitate region wide participation in the BC Cultural Crawl and BC Arts and Culture Week.
- Meet regularly and share best practices with provincial cultural staff, specifically with cultural staff from Vancouver Island regions.
- Implement the 5 year Cowichan Theatre marketing plan, and evaluate its effectiveness.
- Partner with the Cowichan Valley Arts Council, Ladysmith Arts Council, Inspire Shawnigan and Chemainus Art and Cultural Society to further develop arts and culture region-wide.
- Participate in the provincial 2014 Arts Summit to work with cultural organizations to develop a comprehensive cultural policy for BC.
- Increase participation in various cultural advocacy organizations such as BC Touring Council, CAPACOA, Americans for the Arts, Alliance for Arts and Culture, and others.
- Continue to review the Arts & Culture Division staffing levels in relation to workload, review job descriptions, encourage active participation in CVRD Employee Wellness Programs.
- Complete renovation of Arts and Culture Division offices for new staff.
- Renovate old generator room into a break room for Cowichan Theatre technicians.
- Work with the Cowichan Symphony Society on planning a legacy project for their Jubilee year in 2015/2016.
- Invite school groups to come to the Cowichan Theatre to attend the Morning Musicales intimate classical concert series and engage personally with musicians. Also take the series to the seniors' facilities through extra performances.
- Complete renovation of the Theatre green room.
- Expand the promotions and community outreach for the artist exhibitions in the Cowichan Theatre lobby gallery.
- Continue to support the programming and operational stability of the Cowichan Valley Arts Council and their arts centre Portals.



Island Savings Centre

HIGH PRIORITY FOR 2014

- *Regular Business:* public and other organization inquiries; budget development and monitoring, procurement administration (POs, invoices, RFP/tenders, capital purchases), staff training, team development and HR issues, commission meetings, recreation centre facility maintenance and operations, and recreation commissions staff support.
- Inventory and label all ISC maintenance equipment and tools at recreation facilities.
- Create the "general operating and preventative maintenance best practice standards" manual, to standardize facility maintenance and operation procedures at recreation facilities.
- Monitor the operation and usage of electric vehicle charging stations at CVRD building, Kerry Park, Cowichan Lake arena, ISC and SLCC, and develop a fee schedule.
- Work with Fortis BC and the CVRD energy manager to evaluate the energy savings *Real Ice Technology* pilot project for flooding the ice surface at Kerry Park and ISC; if successful, support utilizing the new technology in the future.
- Do electrical tests at recreation centre reception centres, to see what electrical sources are backed up to the generator, including labelling the outlets and providing ESS with a report of
- Secure BC Hydro grant and tender the replacement of the 2 ISC refrigeration compressors.
- Complete replacement of the ISC emergency generator.
- Undertake energy conservation upgrades at ISC and work with CVRD energy manager to secure energy savings grants to assist funding the project.
- Reinstate PT operations assistant position.

MEDIUM PRIORITY FOR 2014

- Review the recycling and waste removal service provider agreements and consider options for CVRD's Solid Waste division to service, or a joint tender for the recreation facilities.
- Review options to upgrade the snow melt pit and provide a safer operation at the ISC.
- Construct a washroom on the backstage of the theatre.
- Work with the energy manager to secure BC Hydro grant incentives to upgrade fluorescent lighting (T12s) with motion sensors at Elsie Miles, Cowichan Lake recreation halls and the ISC.
- Secure funding from Heart and Stroke grant program for installation of an AED for Kerry Park Sports field, Youbou Bowling alley and the ISC.

LOW PRIORITY FOR 2014

- Review the options for, and costs associated with, installing patron counters at recreation facilities.
- Review the option to tender the service of propane supply for Zambonis to the 3 arenas.
- Review options to upgrade the ISC front concrete sign



ISLAND SAVINGS CENTRE DIVISION WORK PLAN

ISLAND SAVINGS CENTRE DIVISION WORK PLAN 2014

HIGH PRIORITY

- **Regular business:** facility management, administration, programs, special events, staffing, marketing, food and beverage, rentals, and long range development of recreation services and programs.
- Establish a partnership with the Vancouver Island Health Authority, which may include the creation of a primary health care facility in the Aquannis Centre's former changerooms and lobby, as well as partnering on health related programming.
- Incorporate national trends of "sport for life", "physical literacy", and "long term athlete development", into programming plan.

MEDIUM PRIORITY

- Continue sustainability plan for the Island Savings Centre.
- Promote the world's largest hockey stick and puck.
- Develop a sports tourism strategy to attract sporting events.
- Review and amend the food and beverage plan for the Island Savings Centre.

LOW PRIORITY

- Create a marketing plan for the Island Savings Centre.



CVRD

STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING
OF FEBRUARY 13, 2014

DATE: February 6, 2014
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Budget 2014

Recommendation/Action:

To approve the Island Savings Centre 2014 Budget with a 2% requisition increase, and amend the five year financial plan accordingly.

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: )

The recommendations included in this report impact the Island Savings Centre's 2014 budget.

1. The Island Savings Centre Commission in September 2013, provided direction that the 2014 Island Savings Centre budget should reflect an overall maximum of 2% tax requisition increase.
2. At 2013 year-end, the Island Savings Centre had a surplus in all four functions.

420	Administration	\$165,733
423	Arena	\$ 69,699
426	Theatre	\$109,583
427	Library	\$ 1,554

For a combined total surplus of \$346,569. Some reasons for this include:

- Majority of the generator project not completed
- Loading dock project not completed
- Special event, program and rental revenue significantly over projections
- Hydro expense less than expected
- Maintenance projects under budget
- Theatre revenue exceeded expectations
- Generally, expenses within budget.

3. Other year-end adjustments were made. Notable is that a refinancing of interest on library debt will save \$11,749.
4. The Island Savings Centre, like many other CVRD functions, is currently presented in budget information as having a 0% requisition increase.
5. As noted at the January 2014 Island Savings Centre Commission meeting, the Cowichan Theatre was successful in obtaining a grant from Heritage Canada for the projects of fly system upgrade, loading dock upgrade, and a washroom at stage level. Since the majority of the work on the fly system and loading dock were completed in 2013, further adjustments were made to reflect \$41,756 of the grant in 2013. This created additional surplus. The remainder of the grant revenue (\$37,439) is anticipated in the 2014 budget to:
 - a. Complete the loading dock project
 - b. Have a small upgrade to the fly system project
 - c. Build the washroom at stage level with a \$36,000 budget, increased from \$20,000.
6. The draft budget for the Island Savings Centre with a 0% requisition increase for the Island Savings Centre in 2014, currently includes the following:
 - A full year's wages for the theatre publicist (position approved and hired half way through 2013 – additional cost to 2014 budget is \$30,500)
 - A full year's wages for the sport programmer (position approved and hired half way through 2013 – additional cost to 2014 budget is \$36,000)
 - A partial year's wages to reinstate a part time operations assistant position identified as a high priority in the Sustainability Plan - \$12,000
 - The theatre administrative secretary with one additional day per week - \$13,000
 - The compressor replacement project deferred from 2013, including hydro grant, expected reduction in hydro usage, expected reduction in maintenance - \$44,000
 - Sound equipment upgrades in Genoa room, Heritage Hall, Multi-Purpose Hall, and Arena - \$30,000
 - Cowichan Theatre building signage - \$30,000
 - World's largest hockey stick promotion (displays, resale items) - \$4,500 net cost after sale revenue
 - Reduced vending machine sales by \$8,000 – healthier alternatives expected to reduce sales
 - 12 energy efficiency projects approved in January 2014, including expense, anticipated hydro saving, and short term loan costs, calculated at budget neutral.


7. Staff recommend adjusting the budget to include:

- Increasing the budget for the washroom at stage level from \$20,000 to \$36,000.
 - The generator project deferred from 2013 at a cost of \$90,000.
 - The north wall cladding project identified in the Sustainability Plan, at a cost of \$55,000
 - A one-time web page expense for the Cowichan Theatre, at a cost of \$5,000
 - Adjusting the transfer to long term reserve to \$468,000
 - The creation of a new operating reserve of \$36,291. This will allow for saving toward an anticipated paving project in 2015, or other projects.
8. Staff further recommends that the Island Savings Centre Commission confirm the direction of a 2% requisition increase. This will allow the newly created operating reserve to be increased to \$113,879, which would put the Island Savings Centre in a better position to address a 2015 paving project.
9. Included with this report are budget summary sheets, and a five year plan for the functions of 420, 423, 426, 427. Additional detailed budget information can be provided for any Commission member requesting it.
10. It is important to note that within the Island Savings Centre Sustainability Plan phase one (2012 – 2014):
- a. All staffing requirements are addressed
 - b. The only capital items not addressed are paving (\$600,000 to 1.2M), and Aquannis Centre upgrades (unknown)
 - c. The next lift of transfer to reserve, to \$702,000, is not addressed. An increase in a transfer to reserve from \$468,000 to \$702,000 would increase requisition from 2% to 8.03%.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Approved by:
CAO:



COWICHAN VALLEY REGIONAL DISTRICT

2014-2018 FINANCIAL EXPENDITURE PROGRAM

FORM C-1

Dept Function: ISC - Events and Services

Function: 420

TOTAL EXPENDITURE	2014	2015	2016	2017	2018
Operational Costs	\$2,371,147	\$2,228,862	\$2,265,663	\$2,298,517	\$2,488,703
Long Term Debt					
Short Term Debt	35,001	105,835	105,782	105,924	
Capital	403,500	55,000		1,200,000	150,000
Transfer to Reserve	863,261	385,300	460,300	310,300	310,300
TOTAL APPLICATION OF FUNDS	\$3,472,909	\$2,774,997	\$2,831,745	\$3,914,741	\$2,949,003
SOURCES OF FUNDS					
Requisition/Parcel Tax	2,419,380	2,272,467	2,317,916	2,364,274	2,411,559
User Fee	365,660	376,630	387,929	399,567	411,544
Transfer from Reserve Fund				225,000	
Other	174,400	125,900	125,900	925,900	125,900
Debt Proceeds	335,000				
Surplus/(Deficit)	178,469				
TOTAL SOURCE OF FUNDS	\$3,472,909	\$2,774,997	\$2,831,745	\$3,914,741	\$2,949,003

2014 Debt Short Term with Principle & Interest

Proposed	Outstanding	Maturity	P & I
Energy Project	\$335,000	2017	\$35,001
Total			\$35,001

ISC - EVENTS AND SERVICES - 420

For Period Ending 31-Dec-2013



CVRD

GENERAL REVENUE FUND	YEAR 2013 ACTUAL ACTIVITY	YEAR 2013 ANNUAL BUDGET	YEAR 2014 ANNUAL BUDGET	VARIANCE 2013/14 ACTUAL TO BUDGET
REVENUES				
GRANTS	-34,271	-19,062	-65,900	-46,848.00
RECOVERY OF COSTS	-26,868	-3,500	-3,500	0.00
EVENT REVENUE	-28,867	-26,900	-28,800	-1,900.00
PROGRAM FEES	-108,516	-92,909	-97,910	-5,001.00
TRANSIT	-74,481	-3,000	-4,000	-1,000.00
TICKET USER FEE	-126	-100	-100	0.00
SALES	-28,810	-37,800	-41,850	-4,050.00
RENTAL INCOME	-213,953	-186,800	-174,000	11,800.00
MISCELLANEOUS	-15,751	-17,000	-15,500	1,500.00
SPONSORSHIP	-107,250	-108,500	-108,500	0.00
DONATIONS	-3,876	0	0	0.00
REQUISITION	-2,256,918	-2,256,918	-2,419,380	-162,464.00
M.F.A. FUNDING	0	0	-335,000	-335,000.00
SURPLUS	-119,175	-119,175	-178,469	-59,294.00
Total REVENUES	-3,017,449	-2,870,652	-3,472,909	-602,257.00
EXPENSES				
TRANSIT EXPENDITURES	70,869	0	0	0.00
GENERAL EXPENDITURES	1,006,661	974,795	1,050,092	75,297.00
PROGRAMS	144,325	149,329	149,656	527.00
SPECIAL EVENTS	130,349	122,827	136,868	13,031.00
FOOD SERVICES	35,265	32,124	25,633	-6,481.00
OPERATING & MAINTENANCE	859,362	855,815	860,119	4,304.00
YOUTH OUTREACH	124,102	127,725	149,589	21,864.00
SHORT TERM DEBT	0	0	35,001	35,001.00
TRANSFER TO RESERVE	468,037	468,037	663,261	195,224.00
TRANSFER/GENERAL CAPITAL FUND	0	140,000	403,500	263,500.00
Total EXPENSES	2,838,980	2,870,652	3,472,909	602,257.00
Total GENERAL REVENUE FUND	-178,469	0	0	0.00

COWICHAN VALLEY REGIONAL DISTRICT

2014-2018 FINANCIAL EXPENDITURE PROGRAM

FORM C-1

Dept Function: ISC - Arena

Function: 423

TOTAL EXPENDITURE	2014	2015	2016	2017	2018
Operational Costs	\$1,029,614	\$1,108,601	\$1,134,152	\$1,160,315	\$1,187,107
Long Term Debt					
Short Term Debt					
Capital	95,000				
Transfer to Reserve					
TOTAL APPLICATION OF FUNDS	\$1,124,614	\$1,108,601	\$1,134,152	\$1,160,315	\$1,187,107
SOURCES OF FUNDS					
Requisition/Parcel Tax	669,850	770,694	786,108	801,830	817,867
User Fee	328,065	337,907	348,044	358,485	369,240
Transfer from Reserve Fund					
Other	57,000				
Debt Proceeds					
Surplus/(Deficit)	69,699				
TOTAL SOURCE OF FUNDS	\$1,124,614	\$1,108,601	\$1,134,152	\$1,160,315	\$1,187,107

Cowlitz Valley Regional District

ISC - ARENA - 423

For Period Ending 31-Dec-2013



CVRD

GL5090

Date : Feb 12, 2014

Page : 1
Time : 11:56 am

GENERAL REVENUE FUND	YEAR 2013 ACTUAL ACTIVITY	YEAR 2013 ANNUAL BUDGET	YEAR 2014 ANNUAL BUDGET	VARIANCE 2013/2014 ACTUAL TO BUDGET
REVENUES				
GRANTS	0	-28,000	-57,000	-57,000
RECOVERY OF COSTS	-274	0	0	274
EVENT REVENUE	0	-1,400	-178	-176
ADMISSIONS	-23,903	-31,241	-29,130	-5,227
JUNIOR 'A' HOCKEY	-54,566	-107,500	-57,500	-2,942
PROGRAM FEES	-8,185	-7,342	-9,930	-735
TICKET USER FEE	-88	-75	-75	-7
SKATE SHOP REVENUE	-14,488	-12,423	-11,204	3,284
RENTAL INCOME	-207,130	-223,475	-220,050	-12,920
MISCELLANEOUS	-341	-500	0	341
REQUISITION	-742,988	-742,988	-689,850	73,138
SURPLUS	-39,567	-39,567	-69,889	-30,132
Total REVENUES	-1,082,512	-1,194,511	-1,124,614	-32,102
EXPENSES				
GENERAL EXPENDITURES	110,539	114,865	121,177	10,638
PROGRAM EXPENDITURES	100,075	102,819	102,605	2,530
SPECIAL EVENTS	69,248	77,156	86,541	16,293
JUNIOR 'A' HOCKEY	47,072	100,800	50,800	3,728
OPERATING & MAINTENANCE EXPENDITURES	814,505	634,071	669,491	54,986
TRANSFER/GENERAL CAPITAL FUND	81,373	165,000	96,000	13,627
Total EXPENSES	1,022,812	1,194,511	1,124,614	101,802
Total GENERAL REVENUE FUND	-69,699	0	0	69,699

COWICHAN VALLEY REGIONAL DISTRICT

2014-2018 FINANCIAL EXPENDITURE PROGRAM

Dept Function: ISC - Theatre

FORM C-1

Function: 426

TOTAL EXPENDITURE	2014	2015	2016	2017	2018
Operational Costs	\$1,728,253	\$1,773,203	\$1,806,826	\$1,841,271	\$1,876,559
Long Term Debt					
Short Term Debt					
Capital					
Transfer to Reserve					
TOTAL APPLICATION OF FUNDS	\$1,728,253	\$1,773,203	\$1,806,826	\$1,841,271	\$1,876,559
SOURCES OF FUNDS					
Requisition/Parcel Tax	775,891	933,374	952,041	971,082	990,504
User Fee	484,000	498,520	513,476	528,880	544,746
Transfer from Reserve Fund					
Other	329,759	341,309	341,309	341,309	341,309
Debt Proceeds					
Surplus/(Deficit)	138,603				
TOTAL SOURCE OF FUNDS	\$1,728,253	\$1,773,203	\$1,806,826	\$1,841,271	\$1,876,559

Cowlchan Valley Regional District

ISC - THEATRE - 426

For Period Ending 31-Dec-2013



C.V.R.D.

GLE090

Date : Feb 12, 2014

Page : 1
Time : 11:58 am

GENERAL REVENUE FUND	YEAR 2013	YEAR 2013	YEAR 2014	VARIANCE 2013/2014
ACTUAL ACTIVITY	ANNUAL BUDGET	ANNUAL BUDGET	ACTUAL TO BUDGET	
REVENUES				
GRANTS	-34,861	-9,100	-10,000	24,661
RECOVERY OF COSTS	-199	0	0	199
ADMISSIONS	-531,345	-361,835	-383,000	148,345
TICKET USER FEE	-38,383	-31,800	-33,000	5,383
SALES	-20,253	-19,500	-17,000	3,253
RENTAL INCOME	-51,409	-46,000	-46,000	5,409
MISCELLANEOUS	-14,986	-5,000	-5,000	9,986
SALE OF ASSETS	-4,018	0	0	4,018
REQUISITION	-814,776	-814,776	-775,891	38,885
CONTRIBUTIONS FROM OTHER AREAS	-334,844	-331,309	-318,759	15,185
SURPLUS/DEFICIT	-104,810	-104,810	-138,803	-33,793
Total REVENUES				
	-1,949,784	-1,723,130	-1,728,253	221,531
EXPENSES				
GENERAL EXPENDITURES	614,768	610,502	626,139	10,371
PROGRAM EXPENDITURES	710,871	748,836	787,383	76,513
PERFORMANCE CONTRACTS	6,167	12,500	9,500	3,343
PERFORMANCE CONTRACTS/RECOVERIES	-103,750	-152,357	-122,009	-18,259
CENTRE SPONSORED/PERFORMANCES	210,057	83,500	91,000	-119,057
CENTRE SPONS/RECOVERIES	-1,232	-1,500	-1,500	-268
FOOD SERVICES	13,766	15,040	13,000	-768
OPERATING & MAINTENANCE EXPENDITURES	302,504	346,609	325,740	23,236
TRANSFER/GENERAL CAPITAL FUND	58,039	60,000	0	-58,039
Total EXPENSES				
	1,811,182	1,723,130	1,728,253	-82,929
Total GENERAL REVENUE FUND				
	-138,603	0	0	138,603

COWICHAN VALLEY REGIONAL DISTRICT

2014-2018 FINANCIAL EXPENDITURE PROGRAM

FORM C-1

Dept Function: ISC - Library

Function: 427

TOTAL EXPENDITURE	2014	2015	2016	2017	2017
Operational Costs	\$100,741	\$101,955	\$103,146	\$104,361	\$105,600
Long Term Debt	154,562	135,606	135,606	135,606	135,606
Short Term Debt					
Capital					
Transfer to Reserve		61,500	61,500	61,500	61,500
TOTAL APPLICATION OF FUNDS	\$255,303	\$299,061	\$300,252	\$301,467	\$302,706
SOURCES OF FUNDS					
Requisition/Parcel Tax	14,241	59,553	60,744	61,959	63,198
User Fee	239,508	239,508	239,508	239,508	239,508
Transfer from Reserve Fund					
Other					
Debt Proceeds					
Surplus/(Deficit)	1,554				
TOTAL SOURCE OF FUNDS	\$255,303	\$299,061	\$300,252	\$301,467	\$302,706

2014 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Library & Rens	\$1,686,320	2024	\$154,562
Total			\$154,562

Cowichan Valley Regional District

ISC - LIBRARY - 427

For Period Ending 31-Dec-2013



C.V.R.D

GL5090

Date : Feb 12, 2014

Page : 1
Time : 12:02 pm

GENERAL REVENUE FUND	YEAR 2013 ACTUAL ACTIVITY	YEAR 2013 ANNUAL BUDGET	YEAR 2014 ANNUAL BUDGET	VARIANCE 2013/2014 ACTUAL TO BUDGET
REVENUES				
GRANTS	-527	0	0	527
RENTAL INCOME	-233,109	-233,109	-239,508	-6,399
REQUISITION	-64,682	-64,682	-14,241	50,441
SURPLUS	-286	-286	-1,554	-1,268
Total REVENUES	-298,604	-298,077	-255,303	43,301
EXPENSES				
GENERAL EXPENDITURES	4,259	4,259	4,595	436
OPERATING & MAINTENANCE EXPENDITURES	95,685	96,712	96,046	361
INTEREST (CVRD)	121,500	121,500	78,956	-42,544
PRINCIPAL (CVRD)	75,806	75,806	75,806	-0
Total EXPENSES	297,050	298,077	255,303	-41,747
Total GENERAL REVENUE FUND	-1,554	0	0	1,554