

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, July 28 at 2:00 pm.

**PRESENT:** Councillors: A. Siebring, D. Haywood, G. Seymour  
Alternate Director L. Heinio

**ALSO**

**PRESENT:** R. Austen, General Manager, Parks, Recreation & Culture  
J. Elzinga, Manager, ISC  
K. Schrader, Manager, Arts & Culture, CVRD  
J. Ellis, Manager, Corporate Planning, CVRD  
A. Plunet, Recording Secretary

**CALL TO ORDER**

The Island Savings Centre Commission Chair called the meeting to order at 2:35 p.m.

**APPROVAL OF  
AGENDA  
11-23**

**It was moved and seconded to change the wording of agenda item New Business 2 “Licensing of Arena Dressing Rooms” to read:  
NB2 “Licensing of the Cowichan Theatre House and Dressing Rooms”,**

**And further, to approve the agenda as amended.**

**MOTION CARRIED**

It was noted that while a quorum was not met at the June 9, 2011 Commission meeting, the meeting was held as an information session. J. Barry, Corporate Secretary of the Legislative Services Division of the Corporate Services Department of the CVRD advised staff of the CVRD procedure not to record notes when a meeting does not have a quorum. If there is no quorum of the Committee present within fifteen (15) minutes of the scheduled time for the Committee meeting, the Recording Secretary must record the names of the members present, and the Committee shall stand adjourned until the next meeting date or until another meeting is called in accordance with this bylaw.

As the City of Duncan has not had representation at the Commission level for the previous two meetings, it was suggested that the ISC Manager request an alternate member to represent the City of Duncan when necessary, at future ISC Commission meetings.

**ADOPTION OF  
MINUTES  
11-24**

**It was moved and seconded that the minutes of the May 12, 2011 Meeting of the Island Savings Centre Commission be approved.**

**MOTION CARRIED**

**BUSINESS  
ARISING OUT OF  
MINUTES  
BA1**

Staff reported on the progress of the Island Savings Centre survey. Several options were posed to the Commission in a July 15/11 staff report by A. Plunet, offering alternative approaches to the production and delivery cost of the Island Savings Centre Survey. Three options were proposed:

Option #1 Cowichan Press:

- Cost to produce 17,000 booklets, black on white paper with distribution via Canada Post as unaddressed Ad Mail.
- Total cost before HST tax \$7090.

Option #2 Cowichan News Leader Newspaper:

- Cost to produce 17,000 newspaper flyer inserts, colour print on ebrate paper, with cost of delivery at \$35 per thousand
- Total cost before HST tax \$2995

Option #3 Cowichan Valley Citizen Newspaper

- Cost to produce 17,000 newspaper inserts tabloid format, process colour print on ebrate paper, with circulation costs of \$27.50 per thousand
- Total cost before HST tax \$2221.50

The decision was made to accept Option #3, offering the Cowichan Valley Citizen Newspaper the contract to produce and distribute the survey to the public.

11-25

**It was moved and seconded that the Cowichan Valley Citizen Newspaper be given the contract of production and delivery of the Island Savings Centre Survey.**

**MOTION CARRIED**

The Commission requested that the survey results be on the Agenda for the January 2012 Commission meeting.

**BA2**

Parks, Recreation & Culture Department Work Plan 2011

A July 20/11 Staff Report recommended that the CVRD Parks, Recreation and Culture Department and respective Divisions' 2011 Work Plans be received by the Commission for information purposes. Staff invited input from the Commission regarding the 2011 work plan, and offered the members the opportunity to revisit long term goals, establish annual priorities and offer input on work plan initiatives.

J. Ellis, Manager of Corporate Planning, provided an overview of the Work Plan, identifying high, medium and low priorities for 2011. Recognizing that the template is an attempt by staff to begin the process for the Commission to use in the future, it was noted that the report statements produced by staff are not necessarily the opinion of the Commission. The Work Plan was identified as being a Draft version. Once the Work Plans have been developed, the report will become a Commission Document Report.

K. Schrader, Arts & Culture Manager, spoke on the opportunities to develop both the Cowichan Theatre and the Arts and Culture Division. High on the priority list is the regional cultural mapping project, tabled until recently, and the proposal of a new regional Arts and Culture Advisory Committee reporting to the CVRD Board. The creation of a marketing plan for the Theatre is also high priority for 2011 and includes rebranding, social media, ongoing website maintenance, building and street signage. Analyzing existing food and beverage services could see local wineries and foods brought in for specific Theatre events, with the possibility of extending a restricted liquor license for the Theatre house and dressing rooms.

J. Elzinga, ISC Manager, identified high priority items for 2011: Implementation of the long term food and beverage plan for the ISC; examination of the feasibility of licensing the ISC dressing rooms; development of the Aquannis Centre for uses including childcare; creating branding and a vision for Cowichan Place, and completing a survey to identify needed facilities, programs and services. Medium priorities include a sustainability plan for the ISC and creation of a marketing plan.

**DELEGATIONS**

No Delegation

**CORRESPONDENCE**  
**C1**

Arts & Sports Scholarship Recipient Appreciation Cards were received from students awarded scholarships.

**DEPARTMENT**  
**REPORTS**  
**DR1**  
**YOUTH OUTREACH**  
**REPORT**

No Report

**DR2**  
**OPERATION**  
**REPORT**

Report submitted by North/Central Cowichan Facility Coordinator B. Coleman:

- A renovation project is nearing completion by the Duncan Dynamics Gymnastics group.
- Upgrading of the electrical services to the Cowichan Arena are now complete
- The exterior walls at the North End of the ISC have been repaired and repainted.
- DDC energy management project is now complete, finishing out

Gas Tax monies.

**DR3  
COWICHAN  
THEATRE REPORT**

Manager, Arts & Culture, CVRD K. Schrader stated in addition to her report in the aforementioned Work Plan that the Cowichan Theatre brochure is nearing completion. The well loved Live at the Met series will return for the upcoming year.

**DR4  
ISLAND SAVINGS  
CENTRE MANAGER  
REPORT**

Island Savings Centre Manager J. Elzinga stated in addition to his report in the aforementioned Work Plan, that discussion on development of the Aquannis Centre remains a high priority, recognizing that future governance structure will need to be identified. The Centre's 15 passenger van is in the process of being sold.

**UNFINISHED  
BUSINESS  
UB1**

Further discussion on the Capital Improvement Fee Research Report to resume at the September 8/11 Commission meeting.

**UB2**

Further discussion on a Review of Food and Beverage Numbers to resume at the September 8/11 Commission meeting.

**UB3**

Further discussion on the status of Food and Beverage to resume at the September 8/11 Commission meeting.

**NEW BUSINESS**

**NB1**

A Code of Conduct for the ISC was discussed. The current code of conduct used by North Cowichan and currently in use at the Aquatic Centre was recommended for use in the ISC by Manager J. Elzinga in a staff report. Citing that adoption of the same wording as the Aquatic Centre would ensure consistency in all areas of the Centre, it was suggested that the identified Code of Conduct be adopted and endorsed by the Island Savings Centre Commission, effective immediately.

**11-26**

**It was moved and seconded that the identified Code of Conduct be adopted and endorsed by the Island Savings Centre Commission effective immediately.**

**MOTION CARRIED**

**NB2**

Licensing of the Cowichan Theatre House and Dressing Rooms was discussed. The Arts & Culture Manager recommended in a July 22/11 Staff Report that the ISC Commission approve the application to extend the existing Cowichan Theatre liquor license to include the theatre house and theatre dressing rooms. The theatre house will only permit alcohol to be consumed inside the theatre for designated shows when appropriate.

Providing alcohol in the dressing rooms to performers who have requested it on a theatre rider is consistent within the industry; however, an ISC policy states that no alcohol can be consumed in unlicensed areas. As the Liquor Control and Licensing Act places the onus of responsibility for dealing with unlicensed drinking on facility staff, an extension of the existing liquor license is requested in order to comply.

**It was moved and seconded that the Island Savings Centre Commission approve application to extend the existing Cowichan Theatre Lobby liquor license to include the theatre house and theatre dressing rooms.**

Discussion ensued. It was suggested that covered safe container options be considered for the public while carrying liquid into the theatre house, and that the existing policy be continued, disallowing food or drink into the theatre house throughout the regular season.

The motion was amended to read:

11-27

**It was moved and seconded that the Island Savings Centre Commission make application to the Liquor Board for approval of an extension of the existing Cowichan Theatre Lobby liquor license to include the theatre house and theatre dressing rooms.**

**MOTION CARRIED**

**QUESTION PERIOD:**

**CLOSED SESSION**

No Closed Session

**ADJOURNMENT**

The meeting adjourned at 3:58 p.m.

The next regular Island Savings Centre Commission Meeting will be held September 8, 2011, or at the call of the Chair.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

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