

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, July 11, 2013 at 2:30 p.m.

**PRESENT:** A. Siebring, T. Duncan, J. Woike, L. Iannidinardo,  
L. Heinio

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

**ABSENT:** S. Jackson, B. Lines, L. Duncan

**APPROVAL OF  
AGENDA  
2013-44**

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
2013-45**

**It was moved and seconded that the Regular Minutes of the Island Savings Centre Commission, held June 13, 2013, be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING  
BA1**

Budget Coordinator S. Hurcombe submitted in a Staff Report of June 26, 2013, that following the Municipal Insurance Association of BC's expected announcement of a reduction in cost for property insurance and a more suitable insurance plan for municipal members, an assessment will be made of the proposed plan and whether to join the MIA property insurance program or tender insurance brokerage services for 2014.

**2013-46**

**It was moved and seconded to receive and file the June 26, 2013, CVRD Property Insurance Staff Report.**

**MOTION CARRIED**

**BA2**

The Cowichan Valley Capitals requested permission to expand and enhance their dressing room, with construction to be completed at no cost to the Island Savings Centre. The improvements could enhance the facility and return a sixth dressing room back to the Centre.

The Capitals requested:

1. A lease on the expanded space for a 5 year period at a cost of \$1;
2. That the front office space currently occupied rent free (in return for bearing construction cost) be leased to the Capitals at no cost for a further 5 year period.

It was suggested that the space in the arena corridor currently used as the Capitals office and storage space be returned to the Centre for their use.

Concern over soundproofing of the requested dressing room space has been expressed to the Capitals management, as shared space includes the floor of the Theatre House, walls of the Rehearsal Hall and hallways used by performers, and noise spillage would be inevitable. It was determined that approval for the renovation would be contingent upon the proviso of a sound proofed dressing room with zero sound transference.

**2013-46**

**It was moved and seconded to accept the recommendation:**

1. **That the CV Capitals be granted permission to expand and enhance their dressing room with a lease on the expanded space for a 5 year period at a cost of \$1 with a proviso of zero sound transference to all bordering Theatre spaces;**
2. **That the front office space currently occupied by the CV Capitals be leased to them at no cost for a further 5 year period;**
3. **That the hallway office space used by the Capitals be transferred back to the Island Savings Centre.**

**MOTION CARRIED**

**BA3**

A Staff Report of July 8, 2013 reviewed amendments to the Island Savings Centre expenditure plan. It was suggested that capital items be reprioritized to address the increased costs in property insurance, the decrease in revenue from School District rentals, and the cost to initiate a security safety program including cameras and hiring of personnel to address ongoing security concerns.

The increased expenses to the budget could be offset by deferring some approved capital expenditure items.

A Staff Report of June 9, 2013 was submitted.

Due to a delay in obtaining grant approval from BC Hydro, not enough of the off-ice season remains to complete the approved arena refrigeration compressor project as planned. It was recommended that the compressor replacement project be deferred to the 2014 budget; that the CVRD Chair be authorized to sign the BC Hydro agreement in order to obtain the grant; and the expense included in the 2014 budget.

2013-47

It was moved and seconded to recommend that the CVRD Board approve:

1. The deferral of the arena refrigeration compressor replacement project from summer 2013 to summer 2014;
2. The CVRD authorize the CVRD Chair and Corporate Secretary to sign the BC Hydro Powersmart Incentive Fund Agreement #BHC-00686 prior to September 4, 2013 for a BC Hydro Incentive Grant of a maximum \$28,233 towards the Island Savings Centre Arena Compressor replacement project that will take place in 2014;
3. The total expenditure of the arena compressor replacement project of approximately \$82,000 less the BC Hydro incentive grant, and reinstate the required funds in the 2014 budget.

**MOTION CARRIED**

**CORRESPONDENCE**     No correspondence

**INFORMATION**         No information

**STAFF DEPARTMENT REPORTS**

- SR1**                     D. Williams, Child and Youth Programmer, reported on the successfully completed Leaders In Training program with North Cowichan; plans for fall programs; and provision of a \$5000 grant from Peninsula Coop, some of which will be used for after school programs.
- SR2**                     B. Coleman, Facility Coordinator, reported on completed projects; the fast track charging station; installation of bike racks; ice plant roof replacement project; ordering of new arena air quality sensor and deferral of compressor project to 2014.
- SR3**                     K. Schrader, Arts & Culture Manager, submitted that the Cowichan Theatre is dark through the summer to allow staff time for maintenance; and September will see newly hired staff, a new website and brochure.
- SR4**                     J. Elzinga, Island Savings Centre Manager reported that: Fundraiser room rental fees to assist the local food bank will be paid by Area E (Cowichan Station/ Sahtlam/ Glenora) through a Grant-in-Aid; the CVRD Harassment Policy has been deferred to Human Resources and will be discussed at the September meeting; and staff are assisting with policing the new CVRD logo and communications plan through the Parks Recreation & Culture Division.

Potential partnerships between Health and Recreation will be discussed at a joint workshop with VIHA. On behalf of Sport Tourism, a joint bid has been entered for a National Girls' Hockey Championships event in 2015.

A parent's letter of acknowledgement was read, recognizing D. Williams for her level of support and guidance in working with youth.

**UNFINISHED  
BUSINESS**

No unfinished business

**NEW BUSINESS**

**NB1**

A Staff Report of June 25, 2013 reviewed the Island Savings Centre's 2006 Unlicensed Alcohol, Tobacco and Drug Policy and Discipline Policy. It was suggested that the original policy which identified disciplinary steps following three levels of offence, be reduced to two offences, for a written warning followed by a suspension.

As the discipline policy would also affect offences that occur in the areas of the Cowichan Theatre, it was suggested that further discussion on the policy be tabled for the September meeting.

**2013-48**

**It was moved and seconded to table the Alcohol, Tobacco and Drug Discipline Policy for discussion in September, 2013.**

**MOTION CARRIED**

**NB2**

The West Coast Men's Support Society submitted a Social Enterprise Proposal for Commission evaluation to develop a sales and marketing plan for the World's Largest Hockey Stick. As staff are currently researching possibilities of marketing promotion of the iconic image, further discussion was tabled for discussion in September.

**ADJOURNMENT  
2013-49**

3:55 p.m.

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

**MOTION CARRIED**

The meeting was adjourned at 3:55 p.m.

\_\_\_\_\_  
Chair

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

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