

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, January 14, 2010 at 2:30 pm.

**PRESENT:** Councillors J. Winfrey, T. Duncan, G. Seymour,  
A. Siebring, Alternate Director L. Heinio

**ALSO**

**PRESENT** J. Elzinga, Manager, ISC  
D. Weibelzahl, Acting Manager, Arts & Culture  
B. Coleman, Operations Coordinator  
D. Begley, Youth Outreach Programmer  
L. Rogerson, Youth Outreach Programmer  
A. Plunet, Recording Secretary

**CALL TO  
ORDER**

The Island Savings Centre Commission Chair called the meeting to order.

**ELECTION OF  
CHAIR**

Nominations were requested by the Manager for the office of Chair of the Island Savings Centre Commission for the year 2010.

Councillor Winfrey was nominated for the position of Chair.

**DECLARATION  
OF CHAIR FOR  
2010**

There being no further nominations, nominations were declared closed and Councillor Winfrey was declared elected by acclamation Chair of the Island Savings Centre Commission for the year 2010.

**ELECTION OF  
VICE-CHAIR**

Nominations were requested by the Manager for the office of Vice Chair of the Island Savings Centre Commission for the year 2010.

Councillors Seymour and Siebring were nominated for the position of Vice-Chair. Councillor Seymour declined the nomination.

**DECLARATION  
OF VICE CHAIR  
FOR 2010**

There being no further nominations, nominations were declared closed and Councillor Siebring was declared elected by acclamation for the position of Vice Chair of the Island Savings Centre Commission for the year 2010.

**ASSUMPTION  
OF CHAIR**

Chair Winfrey assumed the Chair.

**APPROVAL OF  
AGENDA  
10- 01**

It was moved and seconded that the agenda be approved with amendments and changes in order as presented.

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
10-02**

It was moved and seconded that the minutes of the Dec. 10, 2009 regular meeting of the Island Savings Centre Commission be approved.

**MOTION CARRIED**

**10-03**

It was moved and seconded that the closed session minutes of the December 10, 2009 meeting of the Island Savings Centre Commission be approved.

**MOTION CARRIED**

**YOUTH  
OUTREACH  
REPORT  
R1**

Programmer L. Rogerson stated:

The Youth Outreach program continues to be involved in a recycling program, with the youth creatively researching programs funded through their recycling efforts. A new drop-in program has been initiated at the Crofton Elementary School gym. Internal and external funding sources are currently under review.

Funding sources from the Olympic Torch Relay event determined that some of the surplus budget would be turned into a legacy fund, which will be allocated to the Youth Outreach Program.

**OPERATION  
REPORT  
R2**

North/Central Cowichan Facility Coordinator B. Coleman stated:

Lighting rebates are expected after the completion of the Phase II of the Hydro energy saving lighting project. The new zamboni is projected to arrive in September, 2010.

**ARTS &  
CULTURE  
REPORT  
R3**

Arts & Culture Division Acting Manager D. Weibelzahl stated:

Projects taken on in the temporary position of Acting Manager of the Arts & Culture Division are being finalized prior to the arrival of newly appointed Arts and Culture Manager Ms. Kirsten Schrader.

The current Cowichan Theatre Centre Stage brochure will be available mid February.

**BUSINESS  
ARISING FROM  
THE MINUTES  
BA1**

ISC staff presented four options for the provision of digital signage depicting service, costs of equipment and levels of ISC control:

Option One: A company offers equipment, software and service at no cost to the ISC, enabling staff to input daily content into a static display in exchange for revenue through advertising.

Option Two: A company provides a turn-key service, providing equipment and software, turning over daily production of software to ISC Staff, for a cost of approximately \$30,300. ISC staff would have the opportunity to generate revenue through advertising.

Option Three: CVRD Arts & Culture Division coordinates the purchase of equipment, software and installation and maintains the display for a cost to the ISC of \$6500, using existing software. ISC staff would produce the daily content in a static ad display, with the opportunity to generate revenue.

Option Four: Arts & Culture Division coordinates the purchase and installation of equipment; an alternate company builds interactive software with dynamic features for a more advanced video motion display; ISC staff would update screen daily with the option to produce revenue through advertising, for a cost to the ISC of \$6500 for equipment, \$1600 for software setup and approximately \$3600 for yearly maintenance.

Discussion ensued. Although installation costs could be recouped through ongoing advertising, it was agreed that the primary focus for digital signage should be for the public's benefit, by offering a means of way - finding, while keeping in mind the option for growth in the future.

Staff were directed to proceed with Option One, with the stipulation that ad content reflect a certain agreed upon standard, for a trial period of up to six months.

- 10-03**                      **It was moved and seconded that Island Savings Centre staff proceed with a request for proposal for the provision of digital signage at no cost, noting that a trial period and some control of advertising are to be included in the proposal.**

**MOTION CARRIED**

**NEW BUSINESS**

- NB1**                      Recreation Programmer R Williams has accepted the opportunity to join the Engineering Division of the CVRD as an Environmental Technologist. Recognizing budgetary concerns and as a cost savings measure, ISC management will not immediately fill the position of Recreation Programmer. The resulting reduction in services will be monitored by staff.
- NB2**                      Three applications for separate mixed martial arts events in the Cowichan Valley have been brought to the attention of the ISC Manager. It was noted that groups often have exclusive contracts. Staff will continue to inform the Commission of potential mixed martial arts at the Island Savings Centre .
- NB3**                      Nov. 30, 2009 letter to the Commission was received from the Cowichan Music Festival's President Ms L. Sjoberg.
- As hosts for the Provincial finals of Performing Arts BC during the Provincial Music Festival taking place May 23 to May 27, 2010, the local non-profit organization will require rental space at the ISC of the Multi Purpose Hall, the Cowichan Theatre and the main floor offices of the Cowichan Suite. Citing 61 years of providing performing arts opportunities for youth in the Cowichan Valley without sustainable governmental funding or grants, the Cowichan Music Festival requested that rentals on these venues be waived during the specified dates.
- The ISC Manager looked to the Commission for direction identifying level of support.
- Discussion ensued. As the Provincial Music Festival is an annual event, the ISC Commission directed Acting Manager of Arts & Culture Division D. Weibelzahl to research precedents that might have been set previously by other Performing Arts Centres regarding the waiving of rental fees for this event.
- It was recommended that consideration of the request to waive fees be tabled until after the annual Budget has been confirmed.

- 10-04**                      **It was moved and seconded to table the request by Cowichan Music Festival to waive facility rental fees for the 2010 Provincial Music Festival until after finalization of the Island Savings Centre Budget.**

**MOTION DEFEATED**

Discussion continued on the waiving of rental fees. As costs including revenue sources have been identified in a preliminary budget of expenses presented by the Cowichan Music Festival, it was recommended that the request to waive facility rental fees be denied. Staff was directed to continue to offer the subsidized facility rate designated for not for profit community groups, and no longer research precedents set by the Performing Arts Centres.

- 10-05**                      **It was moved and seconded that the request by Cowichan Music Festival to have facility rental fees waived during the 2010 Provincial Music Festival be denied, and that the subsidized community rate be applied.**

**MOTION CARRIED**

An opposing vote was registered by Councillor Seymour.

- NB4**                      An ongoing concern with ventilation and air movement has prompted a small upgrade to air ventilation, paint and flooring in the ISC Administration Office. Funds for the upgrade were previously allocated in the 2009 Budget and identified in the 2009 Gas Tax Grant.

- NB5**                      The ISC Manager spoke on the benefits of attending Recreation Facilities Association of BC (RFABC) Commissioners' Workshops, where relevant issues such as Fees and Charges allocations, Strategic Planning and Policy Development for public sector agencies, future trends and implications are discussed.

Commission members were invited to join key ISC staff to attend an workshop coming to the area with details to be disclosed in the upcoming month.

**ADJOURNMENT**

**10-06**

**It was moved and seconded that the Regular meeting of the Island Savings Centre Commission adjourn.**

**MOTION CARRIED**

The meeting adjourned at 4:00 pm

A Special Budget Meeting Date will be held February 4, 2010.

The next regular Island Savings Centre Commission Meeting will be held February 11, 2010, at 2:30 pm, or at the call of the Chair.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

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