

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, June 9th at 2:30 pm.

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

ALSO

PRESENT: J. Elzinga, Manager, ISC
B. Coleman, Coordinator, North/Central Cowichan Facility
D. Begley, Programmer, Youth Outreach
K. Schrader, Manager, Arts & Culture, CVRD
J. Wakeham, Manager, Facility, Fleet & Transit, CVRD
P. Greenwell, Recording Secretary

CALL TO ORDER

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

Quorum not met; therefore no motions presented or carried. All present agreed to continue with an informal meeting. These are notes from that meeting.

INFORMATION

John Elzinga reported on the CVRD presentation of the Canucks Stanley Cup play-off games in the Cowichan Theatre. The opening of Rogers Arena to broadcasting away games and the NHL announcement of the playoff schedule prompted a check of Cowichan Theatre availability. Kirsten Schrader embraced the idea and with six of the seven days available to broadcast the games on the Theatre's 19 by 40 foot screen, the project moved forward. Approval for broadcast came from the CBC and NHL. Admission by donation with proceeds to Cowichan Kidsport and Cowichan Valley Food Basket Society. Coincidentally Kraft Foods is matching donations to the Food Basket at this time, doubling the benefit to the Society.

Because of the publicized scheduling conflict with Adagé Dance Company, the presentation of game four was moved from the Theatre to the Arena.

Question asked about sponsorships to offset cost of the presentation. One of the conditions of broadcast by the CBC was no sponsorships allowed. Kirsten reported approximate cost per game was \$730. CVRD is presenting and picking up the costs.

**BUSINESS
ARISING OUT OF
MINUTES**

Release of Island Savings Centre Recreation 2011 Survey will be postponed until next meeting. Commission was asked for input on the questions before final survey printed. John Elzinga recapped the reason for the survey is to provide a resource for the Commission to better target budgets based on user feedback. Survey to be sent out in August and completed surveys to be returned in September to allow input into the next budget.

Feedback at the meeting proposed specifying the electoral areas by their alpha title as well as name; and should there more area specific questions for the Theatre and the Arena? Kirsten Schrader responded that to be of real benefit to the Theatre, the survey would need to change quite a bit and possibly Theatre would need to do their own survey. As requested by the Commission, Kirsten Schrader had prepared a report from her research on capital improvement fees implemented by other theatres across the province. This report will be tabled for the July meeting since there was no quorum.

DELEGATIONS

No Delegation

**CORRESPONDENCE
C1**

June 6, 2011 letter from Elder College stating it is thriving with 560 members this year. It also recapped the purpose of their programs and suggestions for enhancing its usage by their members. Letter duly noted with the provision to be discussed during budget considerations in the fall.

**DEPARTMENT
REPORTS
DR1
YOUTH OUTREACH
REPORT**

Youth Outreach Programmer D. Begley stated:

- End of school year means less kids around the Centre.
- Plans underway for summer partnering with N. Cowichan.
- Helping the Cairnsmore Neighbourhood Working Group with their newsletter, summer BBQ and providing other resources.
- Hiring process will begin at the end of the summer to replace staff.
- Fall planning underway.
- Renting a van for out trips.
- Youth outreach is no longer permitted to use the van, so they are looking into disposing of this asset.

**DR2
OPERATION
REPORT**

North/Central Cowichan Facility Coordinator B. Coleman stated:

- Installation of the transformer is complete and it is up and running. The 10 p.m. to 6 a.m. shut down went well. 14 to 15 people on site. After Brad's report, Jim Wakeham commended Brad for his efforts on this project.
- An electrical inspection prompted a regulation update regarding electrical tie-ins. Equipment already purchased and will be installed. Will make setting up special events easier.
- Regarding capital projects: exit door quotes are coming in.
- Pump station to be completed.

**DR3
COWICHAN
THEATRE REPORT**

Manager, Arts & Culture, CVRD K. Schrader stated:

- The temporary position of Administrative Secretary is being shared by Helen Tudway-Cains and Patricia Greenwell. Patricia used to be the Theatre Publicist.
- 2011-2012 season brochure is being finalized with production due out by the end of August.
- First usage of Spirit Stage this weekend at Lake Days. Please pass the word around to possible users about availability of the stage. Non-profits renting the stage are being subsidized by a CVRD Regional grant in this initial year.

**DR4
ISLAND SAVINGS
CENTRE MANAGER
REPORT**

Island Savings Centre Manager J. Elzinga stated:

- Reported on the ongoing concern about parking at the new Cowichan Place when VIU begins this fall. It has been confirmed students will not be paying for parking, but there will be paid staff parking. This arrangement is in effect for the first year of operation at the new location and will be reviewed after that.
- Looking at partnering with Cowichan Place on signage to give a consistent look to whatever is required for directional signage, transit, snow removal and buildings.
- ISC may need to look at designating staff parking spots at this time and report needed on what this would look like.
- Number of wheelchair parking spots by the main doors may be reduced due to lack of usage and to make more regular parking stalls available.
- CVRD strategic plan to be brought forward at next meeting.
- Two new AED (Automatic External Defibrillators) thanks to donations from the Cowichan Valley Hustlers (\$1800) and the Masons (\$2200).
- Denise Begley and John following up on Aquannis Centre child care and potential VIU partnership.
- Councillor Al Siebring awarded the sports and arts scholarship at the Cowichan High commencement. Mentioned that Island Savings should now be part of the scholarship title. Concern raised about quality of this year's applications and whether or not the scholarships should be awarded if suitable recipients not found.

**UNFINISHED
BUSINESS**

Research report

- Capital Improvement Fee for Cowichan Theatre deferred to next Commission meeting.

**NEW BUSINESS
NB1**

Code of Conduct for ISC discussed. Manager J. Elzinga prepared a staff report citing the current code used by North Cowichan and currently in use at the Aquatic Centre. Posting a C of C gives both staff and the public guidelines on what is and what is not acceptable behavior at the ISC. Report recommends adopting the same wording as the Aquatic Centre and ensuring consistency in all areas of the Centre. Motion to adopt deferred to next Commission meeting.

NB2 Question period—no questions arising.

CLOSED SESSION No Closed Session

ADJOURNMENT

The meeting adjourned at 4:00 p.m.

The next regular Island Savings Centre Commission Meeting will be held July 28th 2011, or at the call of the Chair. **Please note change of time to 2:00 p.m.**

Certified Correct:

Chairperson

Secretary

Dated: