

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, October 13, 2011 at 2:30 pm.

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

**ALSO**

**PRESENT:** R. Austen, General Manager, Parks, Rec & Culture  
J. Ellis, Manager, Corporate Planning  
M. Kueber, General Manager, Corporate Services  
J. Wakeham, Manager, Facility Fleet & Transit  
J. Elzinga, Manager, Island Savings Centre  
K. Schrader, Manager, Arts & Culture  
A. Plunet, Recording Secretary

**CALL TO ORDER**

The Island Savings Centre Commission Chair called the meeting to order at 2:30 p.m.

Members of the Friends of the Cowichan Theatre Society were welcomed and invited to listen to the proceedings of the meeting.

**APPROVAL OF  
AGENDA  
11-35**

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

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
11-36**

**It was moved and seconded that minutes of the Island Savings Centre Commission regular meeting of September 8, 2011 be approved.**

**MOTION CARRIED**

**DELEGATION**

No Delegation

**DEPARTMENT  
REPORTS**

**DR1**

**YOUTH OUTREACH  
REPORT**

No Youth Outreach Report.

**DR2**

**OPERATION  
REPORT**

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

- The Hydro Box graffiti wrap project has been completed.
- Although additional damage was discovered to the storm drains,

- the cost of repairs has come in under the allotted budget.
- New additions to the door replacement project will include push buttons opening for the handicapped.
- The HVAC system has begun to show wear due to the age of the equipment.

**DR3**  
**COWICHAN**  
**THEATRE REPORT**

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

- Times Colonist newspaper article October 8, 2011 comments on “The case for more arts funding” with stats on the arts as a significant revenue generator for the CRD based on a recent report.
- The new Arts & Culture Guide was advertised as an insert in the Cowichan News Leader and was received positively by the public; future editions including a second spring addition have been discussed, with production costs to be carried by the newspaper.
- The Arts & Culture presentation was given recently to the Retired Government Workers Association.

The act of balancing the scheduling of adding more live broadcasts such as the Bolshoi Ballet while considering the potential of over-programming and reaching a saturation level for shows was voiced as a concern requiring consideration.

**DR4**  
**ISLAND SAVINGS**  
**CENTRE MANAGER**  
**REPORT**

Island Savings Centre Manager J. Elzinga stated:

- The Island Savings Centre survey elicited 315 responses from the public, through electronic survey and hand written response. Final statistics will be presented to the Commission as part of the budget process.
- University Way road work has begun with pre-work development anticipated by mid November.
- Cowichan Theatre Technical Director M. Schaefer was commended for his recent work to upgrade the Cowichan Arena sound system.
- Oct. 20 the ISC will participate in the ShakeOut BC earthquake drill, with sounds projected to the hallways by the Technical Director.
- The Sport Wall of Fame in the Cowichan Aquatic Centre has outgrown its space. Discussion has taken place to potentially move the display to the ISC Multi Purpose Hall hallway.

**CORRESPONDENCE**

**C1**

In a September 28, 2011 letter, Ms Letty Roberts spoke on problems associated with the lack of available parking spaces in the ISC Parking Lot, due in part to student use, and suggested reallocation of dedicated spaces.

In response, highschool students have been informed that they are not to take up the parking spaces, and additional time restricted parking spots have been designated.

The letter was received and filed.

**UNFINISHED  
BUSINESS**

**UB1**

A September 23, 2011 letter from the City of Duncan, advised that Councillor Sharon Jackson will be the City's alternate representative to the Commission. The appointment of an alternate with the Municipality of North Cowichan will be discussed following the November election of Officers.

**UB2**

Jacob Ellis, Manager of Corporate Planning, presented a Staff Report on ISC Staffing, Services & Capital Sustainability Plan – Year One.

The proposed plan, if implemented, would in part achieve strategic actions for the ISC facility. The financial impacts of the proposed plan would depend on the implementation timetable, and what portions are eventually approved for implementation. Phase one (years 1-3) costs of the Plan are estimated at \$26.08 per \$100,000 in assessed value for total onetime costs, with an additional \$14.67 per \$100,000 in assessed value in ongoing costs.

Three available implementation options were identified and submitted to the Commission for direction:

Option #1 Needs Based Approach.

- Those projects deemed critical would be funded first, with less critical projects coming in years two and three.

Option #2 Proactive Approach

- Implementation of phase one (years 1-3) costs start with the greatest increase in year one, a reduced increase in year two and a further reduced increase in year three.

Option #3 Balanced Approach

- Total costs of phase one (years 1-3) divided evenly over the three year period to ensure an even set of increases annually.

It was recommended that direction be provided regarding the preferred 3 year funding approach for year one implementation of the proposed ISC staffing, services and capital sustainability plan. Upon receiving Commission direction, an implementation plan report will be prepared to accurately detail the potential requisition impacts of the plan in 2012.

Discussion ensued. Direction was given by the Commission to recommend Option #3, a balanced approach, to set a tentative direction for a newly elected Commission in 2012.

11-37

**It was moved and seconded that the Island Savings Centre Commission recommend the balanced approach of Option #3 of the Island Savings Centre Staffing, Services and Capital Sustainability Plan; and that**

**The Commission endorse the report in principle for the entire 9 year Sustainability Plan.**

**MOTION CARRIED**

As Option #3 will be the first phase of a 9 year phase, the report will be made available to the public once all the information has been received.

**UB3**

Oct. 5, 2011 Staff Report on Historical Requisition Figures

Provided for information purposes, historical requisition figures for the Island Savings Centre were submitted from 1977 to 2011, showing an average requisition increase of 4,92%, with significantly less spent on services and infrastructure than all other areas of the CVRD.

It is the opinion of management that the best practice to maintain the infrastructure is to fund annual capital with requisition or sponsorship funds as well as to put funds into the reserves annually. As no funds are currently being put aside to fund long term capital expansion or replacement, the existing capital equity is being used up to fund day to day capital upkeep.

**UB4**

Licensing in Dressing Rooms Report

An October 3, 2011 Staff Report followed up on the discussion at the Island Savings Centre Commission meeting of September 8, 2011, in which management reported the difficulties in implementing the Alcohol, Tobacco and Drug policy instituted in 2006, which put the onus of reporting the consumption directly on operations staff.

The two options discussed at the September Commission meeting included Maintaining the status quo, and Licensing the dressing rooms. Two significant areas of that discussion included liability and budget.

It is management's belief that moving to license the dressing rooms and provide beverage service could control the risk and thereby lessen liability. The other issue for discussion was whether the service would break even, or if there was intent of profit, which could potentially be a worse situation than the current one.

Management does not recommend an intent for profit scenario, and recommended direction from the Island Savings Centre Commission regarding application for the licensing of arena dressing rooms, with service provided on a break-even basis.

11-38

**It was moved and seconded that the Island Savings Centre Commission approve an application for the licensing of Arena dressing rooms, with service to be provided on a break even basis.**

**MOTION CARRIED**

**NEW BUSINESS  
NB1**

**Recreation Infrastructure Grant Announcement**

A Provincial News Release announced \$30 million in recreational infrastructure funding available in order to offer BC families greater access to recreation facilities. Applications will be considered for project approval with the limit of one application per community. Regional Districts will have the opportunity to submit more than one application.

**NB2**

**Welcome Signage**

Management requested direction from the Commission regarding the provision of welcoming signage in languages in addition to English, in an attempt to strengthen relationships between the CVRD and the local First Nations community and to attempt to make all residents of the Cowichan Valley feel welcome.

Statistics shared by the Intercultural Society described the various languages spoken in the Cowichan Valley. As the local aboriginal population is approximately twice the provincial average, and the visible minorities are approximately half the provincial average, management proposed three options:

Option #1 Welcome signage in English

Option #2 Welcome signage in English and Hul'qumi'num

Option #3 Welcome signage in multiple languages.

Discussion ensued. It was suggested that staff explore if second languages are spoken by internal staff, to assist with communication with the public.

11-39

**It was moved and seconded that the Island Savings Centre explore signage that reflects a welcome to the Hul'qumi'num community, and that staff investigate the expertise of staff who speak other languages.**

**MOTION CARRIED**

Mark Kueber, Jacob Ellis and the delegation of the Friends of the Cowichan Theatre left the meeting at 3:05 pm.

**CLOSED SESSION**  
**11-40**  
3:10 pm

**Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsection d(1) (c) Labour Relations.**

**CSM1**

Adoption of Closed Session Minutes of March 24, 2011.

**CSR1**

Labour Relations {Sub (1) (c)}

**CSR1**  
**Labour Relations**  
**{Sub (1) (c)}**  
**11-42**

**It was moved and seconded that the Commission rise without report, and return to the Open Session of the meeting.**

**MOTION CARRIED**

**ADJOURNMENT**

**11-43**  
4:40 pm

**It was moved and seconded that the October 13, 2011 Commission meeting be adjourned.**

**MOTION CARRIED**

The next regular Island Savings Centre Commission Meeting will be held November 10, 2011, or at the call of the Chair.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

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