

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, October 11, 2012 at 2:30 pm.

PRESENT: Alternate S. Jackson, B. Lines, L. Duncan, J. Woike, L. Heinio,

ALSO

PRESENT: J. Elzinga, Island Savings Centre Manager
K. Schrader, Arts & Culture Manager
B. Coleman, North/Central Cowichan Facility Coordinator
D. Williams, Youth Outreach Programmer
A. Plunet, Recording Secretary

ABSENT: A. Siebring, L. Iannidinardo, P. Kent, , T. Duncan

Alternate Sharon Jackson was elected to the position as Temporary Chair.

**APPROVAL OF
AGENDA
2012- 70**

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

MOTION CARRIED

**ADOPTION OF
MINUTES
2012-71**

It was moved and seconded that the minutes of the September 13, 2012 regular meeting of the Island Savings Centre Commission be approved.

MOTION CARRIED

**BUSINESS
ARISING
BA1**

A staff report of Sep. 13/12 presented 2013 Supplemental Budget Items based on a 2% requisition increase, anticipated 2014 expenses, and longer range 2015 - 2020 expenses.

If items not identified in the 2013 budget are deferred to 2014, they will be added to items currently identified for 2014 in the three phases of the Island Savings Centre Sustainability Plan:

- Phase one anticipates replacement of 2 staffing positions eliminated in 2009, and 2 Capital projects (repaving the parking lots and addressing the Aquannis Centre);
- Phase two (2015 - 2017) addresses an increase in staffing of 1 full time and 2 part time positions, plus a shared position among other recreation divisions; an increase to the Theatre presenting and advertising budget, and 4 capital projects. A transfer to reserves in 2015 is anticipated with an increase of \$234,000, plus an increase of \$234,000 in 2016. No increase is expected in 2017.
- Phase three (2018 - 2020) anticipates an increase of 5 staff

positions, increased services to the Theatre presenting and advertising budget, and 11 Capital projects. No increase in transfer to reserve is anticipated between 2018 and 2020.

2012-72 **It was moved and seconded that the Island Savings Centre Commission receive and file the 2013 Supplemental Items Budget Report.**

MOTION CARRIED

BA2 It has been determined by staff that holding community meetings in individual areas throughout the month of November would be the best form of communication to inform the public on details of the Island Savings Centre Sustainability Plan.

2012-73 **It was moved and seconded that the Island Savings Centre Commission direct staff to present the Island Savings Centre Sustainability Plan at community meetings in Area D (Cowichan Bay), Area E (Cowichan Station/ Sahtlam/ Glenora), the City of Duncan, and Municipality of North Cowichan in November, 2012.**

MOTION CARRIED

The Island Savings Centre Manager will schedule community meetings in late November, and report back to the Commission for direction. Director L. Duncan stated that he did not agree with the increase submitted in the Sustainability Plan, and intended to hold community meetings in Area E in addition to those arranged through the ISC Manager.

D1 No Delegation

**DEPARTMENTAL
STAFF REPORTS:
SR1**

D. Williams, Youth Outreach Programmer, reported:

- In recognition of Homeless Action Week, a tour has been planned to view Drop-In Overnight Centres in Victoria. Meetings are also being attended with municipal programmers in Victoria to discuss possible programs that could be held in the Cowichan Valley.
- Strategies for applicable first aid are being learned as tools when handling mental health issues.
- There is an obvious need for continued funding with the actively participated programs Jumpstart and Kidsport.

2012-74 **It was moved and seconded to accept the Youth Outreach report.**

MOTION CARRIED

SR2 B. Coleman, North/Central Cowichan Facility Coordinator, reported:

- The aging Cowichan Arena fire system and critical alarms require updating.

- The CVRD energy manager will be putting forward a report in conjunction with BC Hydro, with recommendations for ways to create energy savings for the ISC.

2012-75

It was moved and seconded to accept the Facility Coordinator's report.

MOTION CARRIED

D. Williams left the meeting at 3:15 pm.

SR3

K. Schrader, Arts & Culture Manager reported:

- Theatre seat sales are going very well, with November scheduled to be a very busy month. Exciting new possibilities are being considered through the presenting budget, and a profitable year is projected.
- A partnership is being considered for the spring with a top promoter in Western Canada, on a revenue sharing basis that would make costs more affordable to the general public.
- The Cowichan Theatre website is in the process of being redesigned to ensure easier navigation with appealing imagery; ticket purchasing and a simpler, more effective design.
- There is a possibility of obtaining a matching fund grant that would enable the purchase of theatre equipment over the next few years.
- Improvement to the catering service process has included an upgrade of cash registers and the addition of a larger fridge, which has improved the lineup concerns in the Theatre Lobby.

2012-76

It was moved and seconded to accept the Arts & Culture Manager's Report.

MOTION CARRIED

J. Elzinga, ISC Manager, reported:

- VIHA continues to pursue the direction of a partnership with health care in the old Aquannis Centre space.
- No Smoking policies are being gathered from similar recreation facilities to determine the average distance being maintained from open doorways, and if designated smoking areas are being offered to the public.
- Larger, more regionalized Sports Tourism events are being researched such as the World Jr. A Hockey Challenge in November 2013 and a mid-Island event in 2015, the Female U-18/ CDN Hockey Championships.
- The CVRD Parks, Recreation & Culture Department plans to submit a supplemental request to propose an Events & Marketing Manager position.

2012-77

It was moved and seconded to accept the ISC Manager's report.

MOTION CARRIED

UNFINISHED

I
No Unfinished Business

BUSINESS

CORRESPONDENCE No correspondence

NEW BUSINESS

NB1

User groups have requested the opportunity to open a concession during their events as a supplement to the existing arena concession.

By allowing special events and user groups to open additional concessions, the existing concession could be negatively impacted over time. It was suggested that the CV Capitals only be permitted to operate a concession to supplement the arena concession menu, and that special event user groups and general user groups be permitted to operate a concession only in partnership with the existing arena concession owner, or when the existing concession owner does not operate a concession.

2012-78

It was moved and seconded that the existing arena concession owner be given exclusive rights to operate concession(s), except under the following conditions:

- a) The CV Capitals will be permitted to operate concession(s) in addition to the arena concession in the Arena/Heritage Hall during home games;**
- b) Special event user groups will be permitted to operate a concession if the existing arena concession is not open for business at the time of their event;**
- c) User groups could operate a concession in partnership and consultation with the existing arena concession owner.**

MOTION CARRIED

ADJOURNMENT

2012-79

4:04 p.m.

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Certified Correct:

Chairperson

Secretary

Dated: