

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, September 8, 2011 at 2:30 pm.

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

ALSO

PRESENT: R. Austen, General Manager, Parks, Rec & Culture
J. Ellis, Manager, Corporate Planning
M. Kueber, General Manager, Corporate Services
S. Hurcombe, Budget Coordinator
J. Wakeham, Manager, Facility Fleet & Transit
J. Elzinga, Manager, Island Savings Centre
K. Schrader, Manager, Arts & Culture
M. Schaefer, Technical Director, Arts & Culture
A. Spalding, Administration & Facilities Booking
Coordinator.
D. Begley, Youth Outreach Programmer
A. Plunet, Recording Secretary

CALL TO ORDER

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

In order to accommodate meeting schedules, the New Business Budget Items NB1, NB2 and NB3 were moved up in Agenda for discussion after the Delegation.

**APPROVAL OF
AGENDA
11-28**

It was moved and seconded that the order of the agenda be amended to move New Business items:

NB1 “Mid Year Budget Reports”

NB2 “ Long Term Funding”

NB3 “2012 Island Savings Centre Budget Discussion”

for discussion after the delegation presentation, and that the agenda, as amended, be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES
11-29**

It was moved and seconded that minutes of the Island Savings Centre Commission regular meeting of July 28, 2011 be approved.

MOTION CARRIED

DELEGATION

Cowichan Valley Arts Council President J. Brayden thanked the Commission and ISC staff for their commitment to the arts, stating that without their cooperation, Portals would not be in existence today. A progress report of the Portals facility was presented.

As the ISC Ticket Centre, Vancouver Island Regional Library and Portals facility all open at the same time in the morning, permission was requested to extend the mutually agreed upon open hours of operation so that patrons may have a viewing opportunity of the arts while waiting for the other services to become available.

The ISC food services policy was discussed. As the minimum catering order of \$80 outweighs the limited number of volunteers who staff the show space and teaser gallery, it was requested that alternate food options be made available to CVAC volunteers.

NEW BUSINESS
NB1

ISC Manager J. Elzinga provided an interim 2011 report on the status of the budget pertaining to the Island Savings Centre:

With an expected deficit in food and beverage now at \$30,000, it is reasonable to estimate that unless facility revenue is higher than expected, this deficit could be at \$60,000 at year end. Management will be monitoring revenue in the months ahead, and will be adjusting discretionary spending accordingly to work towards a break-even budget.

Arts & Culture Manager K. Schrader provided an interim 2011 report on the status of the budget pertaining to the Arts and Culture Division:

General expenditures including salaries, benefits, and office operations are on target. Revenues are also on target and ticket sales are on the increase with the launch of the 2011/2012 season in September. A break-even budget is projected this year.

NB2

Corporate Planning Manager J. Ellis offered a starting point for discussion with the proposal of an ISC Staffing, Services and Capital Sustainability Plan. Jacob further went on to discuss that the ISC Sustainability Plan arose from looking at the Corporate Strategic Plan.

The Corporate Strategic Plan was developed through community surveys and staff input as requested by the CVRD Board. The Corporate Strategic Plan identified specific organizational priorities, in order to ensure well maintained public facilities; increase participation in parks, recreation and culture programs, continually improve the quality of programs and services; develop a program expansion strategy, ensure departments are sufficiently resourced, develop a long term financial management plan and develop a long term funding strategy including a capital reserve funding policy for maintaining and replacing infrastructure assets.

A budgetary implementation timetable was suggested in order to offer sustainable levels of staffing, services, and equipment, short term capital funding for repair, replacement and building upgrade components, and long term capital funding to undertake major capital repairs, upgrades or facility replacement in a cost effective and timely manner.

The ISC Manager identified a shortfall of two recreation staff positions needed in order to provide appropriate levels of programs and services within the facility.

The Arts & Culture Manager compared the much lower staffing levels of the Cowichan Theatre facility with facilities of similar size and mandates, stating the correlation between a continued increase in the number of shows being presented at the Cowichan Theatre with too few staff, resulting in a history of staff burnout and stress related illnesses. The Cowichan Theatre has 9.8 shows per full-time staff person versus the average of 3.59 shows per full-time staff person at other similar theatres.

It was suggested that, as the Cowichan Theatre has had a continued increase in requested service without an increase in staff since service cuts in 1998, staffing levels be reinstated as well as increased, in order to maintain existing service levels. The Theatre is also requesting reinstatement of the presenting budget and advertising budget to 2009 levels.

In further discussion about services, the ISC Manager stressed the importance of reinstating budget for program and office equipment.

Facility, Fleet and Transit Manager J. Wakeham reported that with an increase in events/programs and patron traffic as well as an aging facility requiring more complex repairs, these have made it very challenging to provide quality preventative maintenance with a limited staff contingent.

The high volume of patrons utilizing the entire complex and the expectation that it will continue to increase due to converting old lounge to a more useable space, high demand for facility programs and building rentals, increased traffic to Theatre, opening of Portals, increased traffic due connection with VIU, new tenant and revitalization of old Aquannis Centre area, all have presented a challenge to provide the required maintenance with aging infrastructure.

J. Wakeham also echoed the Arts and Culture Manager's statement regarding concern for staff absenteeism and stress related illnesses and limited opportunity for employee training and supervision due to the limited staff. It is suggested that additional staffing dollars are required for reinstatement of a position reduced due to budget constraints and that additional positions are needed to ensure that the complex has the adequate staffing level required to properly maintain the facilities as well as provide for training and supervision.

An overall building assessment was provided with a 9 year Capital Needs evaluation. With the current Capital Reserves reduced to \$49,352, discussion ensued on the merits of building short term and long term capital reserves. Long term capital addresses the replacement value of the aging Island Savings Centre, including the Cowichan Theatre.

Up to 3 Implementation phases were recommended to address Staffing/Services, Equipment & Short Term Capital, and Long Term Capital requirements.

Director L. Duncan requested that a report be brought back to the Commission outlining tax base proportionality figures comparing the Cowichan Theatre with other public Theatre facilities, and that total requisition numbers be provided from 1998 to present day, in order to monitor historical patterns.

Director G. Giles left the meeting at 3:40 pm.

11-30

It was moved and seconded that staff be directed to prepare a report for consideration by the Commission in the 2012 budget process, that details the recommended resources required for year one implementation of the proposed ISC Staffing, Services and Capital Sustainability Plan;

And that historical numbers from the Cowichan Theatre also be included for consideration.

MOTION CARRIED

It was suggested that funding dollars for the Cowichan Theatre be kept separate from other areas while building up the capital reserve fund.

NB3

Based on the direction provided by the Commission, M. Kueber, General Manager of Corporate Services, suggested that the recommendations in his Staff Report to the Commission be withheld for future discussion.

11-31

It was moved and seconded that, as per the provided direction on the Island Savings Centre Staffing, Services and Capital Sustainability Plan, supplemental items be provided for the 2012 budget and that staff provide in addition, core budget figures for Commission consideration.

MOTION CARRIED

**BUSINESS
ARISING OUT OF
MINUTES**

BA1 Bylaw No. 431 was presented for discussion. The Chair requested direction from the Commission to write letters to the City of Duncan and District of North Cowichan on the appointment of alternates for representation.

Discussion ensued, with the consensus that the Island Savings Centre Chair be authorized to write to the City of Duncan, District of North Cowichan and CVRD funding partners of Area D (Cowichan Bay) and Area E, (Sahtlam/Glenora/Cowichan Station), requesting that representatives appoint their alternates to attend the Commission meeting when they are unable to attend themselves.

**DEPARTMENT
REPORTS**

**DR1
YOUTH OUTREACH
REPORT**

Island Savings Centre Youth Outreach Programmer D. Begley stated:

- Youth Corner opened for the new season to a waiting group of teens
- Programs and youth dances are starting up. As the schools will not be endorsing the youth dances, staff will assess the program.
- The YOP will be partnering up with other youth centered agencies.

**DR2
OPERATION
REPORT**

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

- The new transformer has been approved by BC Hydro to be wrapped with an anti-graffiti design.
- The North Facility Exterior has been refurbished to match the rest of the facility.
- The Heritage Hall has been repainted.
- Digital signage cabinets have been completed for the 11 display screens.

**DR3
COWICHAN
THEATRE REPORT**

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

- The 2011/12 fall season brochure is now out.
- As part of the national arts awareness campaign called Culture Days, the Manager has negotiated a new annual Fall Arts and Culture Guide with event listings from across the region and editorial content due out on September 28/11 in the News Leader Pictorial.
- The Spirit Stage will be in use for the Cowichan Exhibition and Our Eco Village. Mike Schaefer is working with local contractors on a design for a new roof for the Stage.

**DR4
ISLAND SAVINGS
CENTRE MANAGER
REPORT**

Island Savings Centre Manager J. Elzinga stated:

- User groups have been invited for training of use on the AEDs.
- ISC Survey goes out to the public on September 9/11.
- Digital signage screens project is complete.
- Thanks to D. Begley for participating in discussion with Vancouver Island University on childcare and anticipated next steps.
- Extension of the University Way exit is expected over the next few months.

**UNFINISHED
BUSINESS**

No Unfinished Business

NEW BUSINESS

NB4

Staff Report by ISC Manager recommended that the Island Savings Centre Commission approve the donation of the Olympic banners, previously purchased for \$120, but with an uncertain value a year and a half later, to the Kidsport program to assist them with fundraising efforts.

11-32

It was moved and seconded that Island Savings Centre Commission approve the donation of Olympic banners hanging at the Island Savings Centre to Kidsport as a fundraising opportunity.

MOTION CARRIED

NB5

As the ISC facility name and facilities have changed over time, changes have been necessary to update the wording of the existing Parking Lot Lease Agreement signed June 2, 1986 between the Cowichan Valley Regional District, the District of the City of Duncan and the Corporation of the District of North Cowichan. Staff requested approval to renew the lease with appropriate changes noted.

11-33

It was moved and seconded to approve the renewal of the Parking Lot Agreement between the Cowichan Valley Regional District, the Corporation of the City of Duncan and the Corporation of the District of North Cowichan, with appropriate changes noted.

MOTION CARRIED

NB6

The history of alcohol use in Arena Dressing Rooms has produced a long standing challenge within the recreation industry, prompting discussions with user groups, staff and management. The Cowichan Arena currently does not allow alcohol in the dressing rooms, contrary to what users want.

The current policy prohibits use or consumption of alcohol, tobacco or drugs in all facilities, and those who do not abide will be subject to a disciplinary action or legal action. As alcohol consumption currently occurs in arena dressing rooms, and is a service that user groups want, in consideration of the Liquor Control and Licensing act, ISC management has met with the regional liquor inspector to resolve this dilemma. Three options have been suggested for the Commission's consideration in resolving this issue:

Option #1

Return to pre-2006 and remove existing policy

Option #2

Keep policy as current

Option #3

Apply to license and serve alcohol in arena dressing rooms.

Based on the recommendation by the Liquor Inspector to apply for liquor licensing to provide this service, ISC Management recommends that the Island Savings Centre Commission approve an application for the licensing of arena dressing rooms,

Discussion ensued, with a simple budget for provision of services presented.

11-34

It was moved and seconded that Island Savings Centre Manager bring back to the next Commission meeting a revised proposal for licensing the Cowichan Arena dressings rooms to include a revised budget with an appropriate surcharge to ensure that the program at least breaks even.

MOTION CARRIED

QUESTION PERIOD:

CLOSED SESSION

No Closed Session

ADJOURNMENT

The meeting adjourned at 5:05 p.m.

The next regular Island Savings Centre Commission Meeting will be held October 13, 2011, or at the call of the Chair.

Certified Correct:

Chairperson

Secretary

Dated: