



ISLAND SAVINGS CENTRE COMMISSION

Thursday, May 10, 2012
2:30 pm/ ISC Board Room

AGENDA

- | | | Pages |
|----|--|-------|
| 1. | <u>APPROVAL OF AGENDA:</u> | 1-2 |
| 2. | <u>ADOPTION OF MINUTES:</u> | |
| | M1 April 12, 2012 Minutes | 3-5 |
| 3. | <u>BUSINESS ARISING FROM THE MINUTES:</u> | |
| | BA1 Cowichan and Chemainus Valleys' Arts & Sports Scholarships Update
- Staff Report, A. Plunet, Administrative Assistant | 6-7 |
| | BA2 CVRD Regional Sustainability Plan
- Staff Report, J. Elzinga, ISC Manager | 8-9 |
| 4. | <u>DELEGATIONS:</u> | |
| 5. | <u>DEPARTMENT STAFF REPORTS:</u> | |
| | SR1 Coordinator, Operations Division. B. Coleman, Verbal Report | |
| | SR2 Manager, Arts & Culture Division, K. Schrader, Verbal Report | |
| | SR3 Manager, Island Savings Centre Division, J. Elzinga, Verbal Report | |
| 6. | <u>UNFINISHED BUSINESS:</u> | |
| 7. | <u>NEW BUSINESS:</u> | |
| | NB1 BC Games
- Information To Be Distributed | |
| 8. | <u>QUESTION PERIOD:</u> | |
| 9. | <u>CLOSED SESSION:</u> | |

Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, Subsection (1) (k) Negotiations

CSM1 Adoption of Closed Session Minutes of March 8, 2012.

CSM1 Adoption of Closed Session Minutes of March 8, 2012.

CSR1 Negotiations {Sub (1) (k)}

10. ADJOURNMENT:

The next Regular Commission meeting will be held June 14, 2012 at 2:30 pm,
in the ISC Board Room, 2687 James Street, Duncan BC.

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, April 12, 2012 at 2:30 pm.

PRESENT: A. Siebring, J. Woike, T. Duncan,
Alternates S. Jackson, L. Heinio, M. Lees

ALSO PRESENT: J. Elzinga, Island Savings Centre Manager
K. Schrader, Arts & Culture Manager
J. Wakeham, Facility, Fleet & Transit Manager
B. Coleman, North/Central Cowichan Facility Coordinator
A. Plunet, Recording Secretary

ABSENT: L. Iannidinardo, P. Kent, B. Lines, L. Duncan

**APPROVAL OF
AGENDA
2012- 26**

**It was moved and seconded that the agenda be amended to include
NB1 a) Environmentally friendly Parking Lot**

And that the agenda be approved as amended.

MOTION CARRIED

**ADOPTION OF
MINUTES
2012-27**

**It was moved and seconded that the minutes of the March 8, 2012
regular meeting of the Island Savings Centre Commission be
approved.**

MOTION CARRIED

**BUSINESS
ARISING**

April 4, 2012 Staff Report from J. Elzinga, Island Savings Centre Manager, stated that the Legislative Services Division will conduct a comprehensive corporate governance review and develop recommendations to improve the current Commission/ Committee governance structure.

DELEGATIONS

**DEPARTMENTAL
STAFF REPORTS:
SR1**

- B. Coleman, North/Central Cowichan Facility Coordinator, reported:
- The installation of consistent signage through the Island Savings Centre facility is nearing completion.
 - Parking lot pot holes at the ISC have been filled in as a temporary measure pending a parking lot upgrade.

- SR2** Reporting for D. Williams, J. Elzinga stated that the Youth Outreach Programmer will be working to provide occasional entertainment off of the main lobby, while not disrupting the work environment of the Ticket Centre and Regional Library.
- SR3** K. Schrader, Arts & Culture Division Manager, reported on positive contacts made through her attendance at the annual provincial theatre conference, Pacific Contact. A recent policy review for theatre user staff was successfully conducted through the CVRD Human Resources Manager to define roles and policies.
- SR4** J. Elzinga, Island Savings Centre Manager, reported that:
- A review of marketing has become a high priority for staff, who hope to initiate a social media presence in conjunction with a Communications Plan currently being developed by CVRD staff.
 - Licensing of the arena dressing rooms continues to be on hold pending further review by the Liquor Control Branch.
 - April 30 is the deadline for acceptance of proposals for the space currently used as a concession.
 - Vancouver Island Sports Tourism Council is working with mid-island partners to bring national and international sport events to the Island. An upcoming meeting with organizational leaders of major sport events will provide an opportunity to advance this goal.

**UNFINISHED
BUSINESS**

No Unfinished Business

NEW BUSINESS

NB1

An April 4, 2012 Staff Report recommended application for a grant to develop an environmentally friendly parking lot for the Island Savings Centre. Application would be made to Gas Tax Funding, the general strategic priorities fund and the innovations fund. It was noted that the Island Savings Centre would contribute up to 1/3 (\$400,000) of the estimated \$1.2 M project cost. Staff requested Commission support for the project, including an estimated cost for drawings of \$3500, and additional \$1000 for cost consultant fees.

2012-28

It was moved and seconded that the Island Savings Centre Commission support an application to Gas Tax funding, the general strategic priorities fund and the innovations fund, for the development of an environmentally friendly parking lot for the Island Savings Centre; and that

Support be given for the expenditure of \$4500 for drawings and cost consultant fees to support the application to Gas Tax funding, and further, that other expenditures within the 2012 Island Savings Centre budget be reduced to fund this expenditure.

MOTION CARRIED

Mr. N. Olive, the Renovation Project Manager on the Cowichan Lake Arena renovation project, will assist the Island Savings Centre staff with the writing of a grant application for this current Island Savings Centre proposal. Further discussion with the Commission is anticipated in the Fall of 2012 on development of the project in 2013 or 2014.

NB2

J. Woike and T. Duncan agreed to review applications for the Cowichan and Chemainus Valley's Arts and Sports Scholarships. The two \$500 Sports and two \$500 Arts based scholarships will be presented at the individual school awards ceremonies. To ensure that the awards distributed are well earned, the Commission agreed to support distribution of the funds based on a defined criterion.

2012-29

It was moved and seconded that Arts and Sports Scholarship monies be distributed conditionally based on the quality of applications and at the discretion of the Island Savings Centre Commission.

MOTION CARRIED

**QUESTION
PERIOD**

No questions were received.

**CLOSED
SESSION**

**ADJOURNMENT
2012-30
3:17 p.m.**

It was moved and seconded that the meeting be adjourned at 3:17 p.m.

MOTION CARRIED

Certified Correct:

Chairperson

Secretary

Dated:



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION OF MAY 10, 2012

DATE: May 3, 2012
FROM: Alana Plunet, Administrative Assistant
SUBJECT: Cowichan and Chemainus Valley's 2012 Arts & Sports Scholarship Awards

Recommendation/Action:

That (four) \$500 scholarships be awarded from the Cowichan and Chemainus Valley's 2012 Arts and Sports Scholarship Fund to 2012 graduating students: Ms Jordanne Jasman-Brooks, Ms Talietha Massey Sangha, Mr. Jonathan Dax Parlee and Mr. Colin Knight.

Relation to the Corporate Strategic Plan:

To promote individual and community wellness

Financial Impact: *(Reviewed by Finance Division: _____)*

\$2000 to be taken from a Trust Account, done annually for this purpose

Background:

Each year, \$2000 in monies are allocated from an interest earning trust fund (established by the BC Winter Games (1991) Legacy Sports Scholarship Program and the BC Hydro Cowichan and Chemainus Valley's Commonwealth Games Power Smart Sport and Culture Tour Committee) to award scholarships to students from the School District #79 boundaries, based on specified criteria and need.

Members from the Island Savings Centre Commission have recently awarded scholarships from the trust fund to four students from the 2012 graduating classes of School District #79:

- \$500 Arts Scholarship -- Ms Jordanne Jasman-Brooks, Cowichan Secondary School
- \$500 Arts Scholarship -- Ms Talietha Sangha, Frances Kelsey Secondary School
- \$500 Sports Scholarship -- Mr. Jonathan Dax Parlee, Cowichan Secondary School
- \$500 Sports Scholarship -- Mr. Colin Knight, Frances Kelsey Secondary School

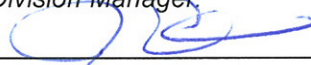

A letter has been sent to Cowichan Secondary and Frances Kelsey Secondary schools identifying the students who will receive awards in 2012. An email to Chemainus Secondary and Cowichan Lake Secondary schools has informed them that no awards will be given out this year to their graduating students. An internal memo to A. Spalding, ISC Administration & Facility Booking Coordinator, has informed her of the recipients' names, for budgetary allocation.

Staff Report
Island Savings Centre Commission
Meeting of May 10, 2012

Commission members Jennifer Woike and Tom Duncan will present a letter of recognition to the Cowichan Secondary School students at their awards ceremonies on June 6, 2012, and to the students from Frances Kelsey Secondary at their June 13 awards ceremonies. Students are informed in their letter of recognition that they have two years from date of their graduation to claim their scholarship funds, once proof of registration and acceptance has been provided from their chosen post-secondary school.

Submitted by,

Alana Plunet

Reviewed by: Division Manager: 
Approved by: General Manager:  For...

RON AUSTEN



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING MAY 10, 2012

DATE: May 3, 2012
FROM: John Elzinga, Manager
SUBJECT: Public Input for Island Savings Centre Staffing, Services, and Capital Sustainability Plan

Recommendation/Action:

That the Island Savings Centre Commission provide further direction to staff on methods to achieve greater public input into budget discussions for 2013, and the Island Savings Centre Staffing, Services, and Capital Sustainability Plan.

Relation to the Corporate Strategic Plan:

Develop a long term recreation funding strategy for the region.

Financial Impact: (Reviewed by Finance Division: N/A.)

This report provided for information only. Decisions to incur cost would be made at the June 2012 Commission meeting.

Background:

At the March 8th, 2012 Island Savings Centre Commission meeting, staff were directed to investigate a "public approval" process in the fall of 2012. The reason for the process is to provide the public with a greater opportunity to give a mandate concerning the increased staffing, service, capital and transfer to reserve requirements for the Island Savings Centre identified over a nine year period.

As presented in the Island Savings Centre Staffing, Services, and Capital Sustainability Plan, this does not include borrowing for these requirements. There is no anticipated requirement for a formal approval process such as a referendum or alternative approval process.

However, there are significant recommended requisition increases over the nine year period. A core value of the organization is accountability, to exercise prudence in the use of public funds, and to produce responsible, transparent results.

Other known methods of getting public opinion include:

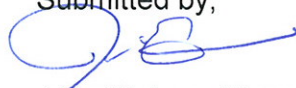
- Scientific survey
- Written questionnaires
- Focus groups
- On the street interviews
- Presentations to community groups
- Open house
- Internet dialogue
- Having a newspaper story, and gather response
- A formal opinion referendum

When considering these methods to get public opinion, please note:

1. Scientific survey – the CVRD currently has general information from the recent Ipsos Reid poll. Conducting a specific scientific survey for the Island Savings Centre using a professional survey company would carry significant cost.
2. The Island Savings Centre in 2011 conducted a “non-scientific survey” / written questionnaire, organized by staff. Results are available.
3. The organizing of focus groups, on the street interviews, presentations to community groups and open houses would require significant staff time, but relatively little extra cost. Parameters would have to be discussed on locations, frequency, etc.
4. The Island Savings Centre is not currently well positioned to have an internet dialogue, or use social media. It is anticipated that this initiative will be advanced in the near future.
5. Response from a newspaper story may not be indicative of the opinion of all residents.
6. A formal opinion referendum will require polling stations in each area of North Cowichan, Duncan, Electoral area D and Electoral area E. In a non-election year, with no other opportunity to share costs, a very ballpark estimated expense for this type of opinion referendum is \$35,000 – \$50,000.
7. CVRD budget meetings, including the Island Savings Centre are advertised through local newspapers, and are open to the public.

From this direction, staff will identify costs and timeline for discussion at the next Island Savings Centre Commission meeting.

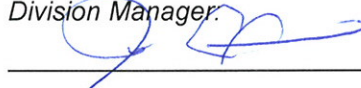
Submitted by,



John Elzinga, Manager,
Island Savings Centre.

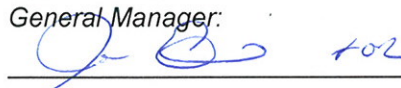
Reviewed by:

Division Manager:



Approved by:

General Manager:



ROD AUSTEN