



ISLAND SAVINGS CENTRE COMMISSION

Thursday, October 11, 2012

2:30 pm/ ISC Board Room

AGENDA

Pages

1. **APPROVAL OF AGENDA:** 1
2. **ADOPTION OF MINUTES:**
M1 September 13, 2012 Minutes 2-6
3. **BUSINESS ARISING FROM THE MINUTES:**
BA1 Supplemental Items Budget 2013 7-10
BA2 Sustainable Plan Public Communication 11-12
4. **DELEGATION:**
5. **DEPARTMENT STAFF REPORTS:**
SR1 Youth Outreach Programmer, D. Williams, Verbal Report
SR2 Coordinator, Operations Division. B. Coleman, Verbal Report
SR3 Manager, Arts & Culture Division, K. Schrader, Verbal Report
SR4 Manager, Island Savings Centre Division, J. Elzinga, Verbal Report
6. **CORRESPONDENCE:**
7. **NEW BUSINESS:**
NB1 User Group Concessions, Verbal Report
8. **QUESTION PERIOD:**
9. **ADJOURNMENT:**

The next Regular Commission meeting will be held November 8, 2012

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, September 13, 2012 at 2:30 pm.

PRESENT: A. Siebring, B. Lines, T. Duncan, L. Duncan,
Alternate S. Jackson, L. Heinio

ALSO PRESENT: R. Austen, General Manager, PRC
M. Kueber, General Manager, Corporate Services
E. Mansueti, North Cowichan Parks & Rec Director
J. Elzinga, Island Savings Centre Manager
K. Schrader, Arts & Culture Manager
J. Wakeham, Manager, Facility, Fleet & Transit
B. Coleman, North/Central Cowichan Facility Coordinator
D. Williams, Youth Outreach Programmer
A. Plunet, Recording Secretary

ABSENT: L. Iannidinardo, P. Kent, J. Woike

**APPROVAL OF
AGENDA
2012- 62**

It was moved and seconded that the agenda be amended to include

CS1 Labour Relations

And that the agenda be approved with changes as presented.

MOTION CARRIED

**ADOPTION OF
MINUTES
2012-63**

It was moved and seconded that the minutes of the July 12, 2012 regular meeting of the Island Savings Centre Commission be approved.

MOTION CARRIED

**BUSINESS
ARISING**

No business arising

**DELEGATION
D1**

Mr. Keith Williams addressed smoking on the grounds of the Island Savings Centre, and the limitation at the Island Savings Centre of allowing smoking 3 metres away from public entrances. As a 3 metre distance does not restrict smoke from affecting non-smokers, suggested changes included implementation of a full ban; strictly enforced signage combined with a designated smoking area; increasing the length of metres acceptable for smoking away from public entrances.

Staff was directed to research and report back to the Commission whether other recreation centres support a no smoking ban around their premises or have policies allowing smoking in designated areas.

Mr. Williams left at 2:47 pm

D2

Tara Pollock of VIHA and Valerie Nicol, Executive Director of Cowichan Valley Division of Family Practice (CVDFP), presented a vision of addressing current gaps in primary care by providing an optimum of health care in the community for those with complex care needs, with a potential partnership between the Island Savings Centre, VIHA and CVDFP.

Dialogue was presented to identify if there is a level of support from the Commission. Discussion included the amount of space required; possible use of Aquannis Centre; funding opportunities; competition with private practices; childcare availability; and strong connections with the community.

Staff were encouraged to pursue further discussion in the direction of a partnership with health care in the old Aquannis Centre space, and to return with a joint proposal for presentation to the Commission.

The delegation left at 3:40 pm.

**DEPARTMENTAL
STAFF REPORTS:
SR1**

D. Williams, Youth Outreach Programmer, reported:

- The newly proposed child care program has been cancelled; the program will be offered again to families next season.
- The Youth Outreach Program received a \$5000 grant from Peninsula Co-op to assist with program needs.

SR2

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

- Painting project of the Arena and Multi-Purpose Hall ceilings has been completed. Repainting of the Cowichan Theatre lobby is underway. Renovation of the Arena concession is complete.
- The new Operations Lead Hand position has been filled.
- The ice plant roof repair previously identified on the Capital list, now requires immediate attention.
- Directional parking lot signage is being updated.

SR3

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

- The Cowichan Theatre facility will soon be identified on the James Street exterior signage.
- The new season's brochure has been distributed. The second annual fall Arts & Culture guide will be available at the end of September, listing cultural events throughout the valley.
- Continuing to work on redesigning a plan for a new Theatre website to retain a consistent standard with other theatres.

SR4

J. Elzinga, Island Savings Centre Manager, reported:

- The Liquor Control Branch has permitted a liquor license in the arena dressing rooms.
- The BC Games bid for 2016 or 2018 games has been submitted to the Society. Notification of the bid success is expected by late November.

**UNFINISHED
BUSINESS**

No Unfinished Business

CORRESPONDENCE

C1

An e-mail July 25, 2012 from CVRD Legislative Services requested a Commission representative should a matter comes forward for Board approval.

2012-64

It was moved and seconded that the Island Savings Centre Commission elect Councillor Barb Lines as formal representative to the CVRD Board.

MOTION CARRIED

C2

A letter August 1, 2012 requested sponsorship to raise a totem pole at the Warmland House. As information was lacking regarding the quality of the pole; the budget required; and name and experience of the carver, it was suggested that the request be tabled until the answers became available.

It was moved that the request for sponsorship to raise a totem pole at the Warmland House be tabled until further information has been received.

The Chair agreed to contact the applicant for more information, and to suggest that his request might be best served through a CVRD Regional Grant in Aid, than through a Commission letter of support.

The motion was withdrawn.

NEW BUSINESS

NB1

A September 11, 2012 Staff Report proposed as a Sport Tourism initiative the World Junior A Hockey Challenge, with a proposed preliminary budget of \$25,000 for Island Savings Centre rent and facility related expenses. No financial risk is expected to the Island Savings Centre.

2012-65

It was moved and seconded that the Island Savings Centre Commission support the bid to host the November 2013 World Junior A Challenge.

MOTION CARRIED

E. Mansueti left the meeting at 4:04 pm.

NB2

A Mid-Year Budget Report was submitted by J. Elzinga, Manager, with an interim 2012 report on the status of the budget pertaining to the Island Savings Centre Division. A very slight surplus situation existed by the end of July. With ceiling projects completed under budget, contingency is anticipated at year end.

Denise Williams and Leslie Heinio left the meeting at 4:15 pm.

NB3

A Mid-Year Budget Report was submitted by K. Schrader, Manager, with an interim 2012 report on the status of the budget pertaining to the Arts & Culture Division. All expenditures are at normal levels, and a break even budget is projected.

NB4

The 2013 proposed supplemental items that were identified in the ISC Staffing, Services and Capital Sustainability Plan were submitted for review. A requisition increase of 17.63% over 2012 is projected if supplemental items presented are approved, and all core expenses remain the same.

Staff was directed to prepare a report for discussion at the October meeting with a prioritized list of supplemental items; a sustainability plan for the Island Savings Centre; and a proposal for obtaining feedback through community meetings.

2012-66

It was moved and seconded that the Island Savings Centre Commission direct staff to prepare the Island Savings Centre budget for 2013 at a 2% increase and to prepare a prioritized list that is not within the increase, to be brought back to the Commission for further discussion.

MOTION CARRIED

**RESOLVE INTO
CLOSED
SESSION
2012-67
4:46 p.m.**

It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Section Part 4, Division 3, Section 90, Subsection (1) (c) Labour Relations.

MOTION CARRIED

**RISE FROM
CLOSED
SESSION
2012-68
4:47 p.m.**

It was moved and seconded that the Commission rise without Report.

MOTION CARRIED

ADJOURNMENT

2012-69

4:48 p.m.

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Certified Correct:

Chairperson

Secretary

Dated:



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF OCTOBER 11, 2012

DATE: September 18, 2012
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Supplemental Items Budget 2013

Recommendation/Action:

Provided for information.

Relation to the Corporate Strategic Plan:

Under the goal of service excellence, and the objective of having an efficient, high performance, innovative organization, and the strategic action to increase accountability with regular performance reporting to the Board (in this case, the Island Savings Centre Commission).

Financial Impact: (Reviewed by Finance Division: _____)

Financial update only.

Background:

The Island Savings Centre Commission directed staff to present the budget for 2013 with a 2% requisition increase. Staff were also directed to inform the Commission on anticipated 2014 expenses, and longer range 2015 – 2020 expenses.

Staff have identified a supplemental item list for 2013 that has a 2% increase over one-time supplemental items in 2012. This list is presented now, and will be re-presented in February for the Commission. The supplemental list in February could be changed by the following:

- a) If core expenses are higher or lower than a 2% increase after our fall review. If core expenses are higher than 2%, less supplemental items could be included.
- b) If there is a deficit at year end, less supplemental items could be included (if there is a surplus, it will be transferred into the reserve fund).
- c) Review of any possible change of priorities. For instance, to date there has been no direction on next steps with the Aquannis Centre, whether with child care or the recent proposal from VIHA.
- d) Further inclusion of recognized needed supplemental items not included at this time.
- e) The success of our grant applications

Starting point for 2013 supplemental items:

2012 one-time supplemental items, with cost no longer required

Arena Ceiling	\$ 80,000
Multi Purpose Hall Ceiling	\$ 60,000
Theatre Speaker Replacement	\$140,000
Multi Media Switching Equipment	\$ 27,000

Total	\$307,000
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2% increase	\$ 6,000
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Total	\$313,000
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Reduced by second half wages of
Technical director / lead hand (\$77,000)

Available funding for supplemental items with a 2% requisition increase: \$236,000

2013 Supplemental Items included in budget:

Staffing:

- | | |
|---|----------|
| 1. Programmer position as proposed in 2012, with half wages included in 2013 budget based on July 1 st hiring, and other half of wages added in 2014 | \$36,000 |
|---|----------|

Capital:

- | | |
|--|----------|
| 1. Repair of roof over ice plant | \$80,000 |
| 2. Upgrade to fly system in Cowichan Theatre | \$60,000 |
| 3. Loading dock upgrade | \$60,000 |

Total	\$236,000
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Not in 2013 Budget, in priority order, with effect on requisition, and cumulative total:

- | | | | |
|--|-----------|-------|--------|
| 1. Cowichan Theatre sign on fly tower | \$30,000 | 0.82% | 2.82% |
| 2. Increase transfer to reserve to \$468,000 | \$234,000 | 6.38% | 9.20% |
| 3. Emergency generator replacement | \$80,000 | 2.18% | 11.38% |
| 4. Completion of north wall cladding | \$55,000 | 1.50% | 12.88% |
| 5. Washroom built at stage level in Theatre | \$50,000 | 1.36% | 14.24% |

If items are deferred to 2014, they will be added to items currently identified as 2014 in the Island Savings Centre Sustainability Plan. They include:

Anticipated 2014 Supplemental Items

Staffing:

- | | | |
|--|----------|-------|
| 1. Replacing a second program position eliminated in 2009. Could have extra program management duties to assist with program outreach. Half year's wages included in budget. | \$48,438 | 1.32% |
| 2. Replace part time operations assistant eliminated in 2009. | \$17,232 | 0.47% |
| 3. Part time marketing / sponsorship development position for Cowichan Theatre (this has been moved up in priority) | \$25,000 | 0.68% |

Capital:

- | | | |
|------------------------|------------------------|----------------|
| 1. Repave parking lots | \$200,000 to \$650,000 | 5.46 to 17.73% |
| 2. Aquannis Centre | Unknown | Unknown |

Transfer to Reserve Fund:	\$234,000	6.38%
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2014 supplemental totals without any deferred items from 2013 expected to be requested: **\$524,670 to \$974,670** depending on grant for paving, and excluding any contribution for Aquannis Centre.

After 2014 - Phase Two (2015 – 2017, in no particular order)

Staffing:

- | | |
|--|----------|
| 1. Full time operations attendant added to staff | \$69,472 |
| 2. Increase part time marketing position for Theatre to full time | \$25,000 |
| 3. Part time ticket centre cashier | \$35,000 |
| 4. Electrician position to be shared with other recreation divisions | \$27,551 |

Services:

- | | |
|--|----------|
| 1. Increase to Theatre presenting budget to competitive levels | \$10,000 |
| 2. Increase to Theatre advertising budget | \$ 5,000 |

Capital:

- | | |
|---|----------|
| 1. Theatre first floor flooring replacement | \$40,000 |
| 2. Snow melt pit for Zamboni | \$35,000 |
| 3. HVAC improvements in TV studio | \$20,000 |
| 4. Arena seat replacement shared with Junior A team | \$50,000 |

Transfer to Reserve:

- | | |
|---|-----------|
| 1. Increase by \$234,000 in 2015 | \$234,000 |
| 2. Increase by additional \$234,000 in 2016 | \$234,000 |
| 3. No increase in 2017 | |

Phase Three (2018 – 2020, in no particular order)**Staffing:**

1. Full Time Janitor	\$50,731
2. Part Time Ticket Centre Cashier	\$37,000
3. Part Time Operations Assistant	\$17,232
4. Part Time Front of House Supervisor	\$25,000
5. Increase part time assistant technical director to full time	\$35,527
6. Another part time assistant technical director hired	\$35,527

Services:

1. Increase to Theatre presenting budget to competitive levels	\$15,000
2. Increase to Theatre advertising budget	\$ 10,000

Capital (Estimates for these projects are not ready for the October Commission meeting, and this report will be updated for February 2013).

1. Janitorial auto scrubbers
2. Ice plant compressors and equipment
3. Hot water tank
4. Boiler system and pipe joints
5. Orchestra pit
6. Orchestra shell
7. Carpeting
8. Roof replacement over three years
9. Theatre Seats
10. Moving light replacement, lighting board for Theatre
11. Monitors and monitor desk for Theatre

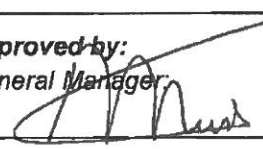
No increases to transfer to reserve anticipated between 2018 and 2020.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager:





STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF OCTOBER 11, 2012

DATE: October 5, 2012
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Sustainable Plan Public Communication

Recommendation/Action:

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 the Municipality of North Cowichan in November, 2012.

Relation to the Corporate Strategic Plan:

Under the goal of sustainable infrastructure, and the objective of well maintained public facilities, and the objective to develop a long-term funding strategy including a capital reserve fund policy for maintaining infrastructure assets.

Financial Impact: (Reviewed by Finance Division: _____)

No direct financial impact anticipated. Requesting public input into long term financial plan for the Island Savings Centre.

Background:

The Commission has directed staff to produce a draft presentation plan for the Island Savings Centre Sustainability Plan for the fall of 2012. It was discussed that the public could be informed on the Sustainability Plan through local newspapers, internet dialogue, within recreation brochures, on radio and in presentations to community groups.

Staff have reviewed this directive, and offer the following comments:

1. The information to date has been created in a format where staff have explained the data. There is a concern that there may be misunderstanding of the intent of the presentation without an opportunity to ask questions or get immediate feedback.
2. The cost of providing information through newspapers and radio has not been budgeted. A one-time four page insert in one newspaper is approximately \$3,500. The cost to create the insert is unknown.

3. The Cowichan Valley Regional District as a whole, and the Island Savings Centre as a function, are not currently engaged in social media.
4. There is a concern with meetings with individual groups, that:
 - a. The groups may not want to have their meetings focused on this Island Savings Centre issue.
 - b. We won't be able to get to all groups, and which groups should we target?

Staff advise instead a series of community meetings using the Iclick system to gain feedback. Those meetings should be held in individual areas. Therefore, one meeting in area D, one meeting in area E, one meeting in North Cowichan, one meeting in Duncan, and potentially a fifth meeting at the Island Savings Centre. All meetings will be advertised in newspapers, on radio, and on the CVRD's website.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager:

