

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, February 14, 2013 at 2:30 pm.

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

**ALSO**

**PRESENT:** M. Kueber, Corporate Services General Manager  
S. Hurcombe, Budget Coordinator  
J. Wakeham, Facility, Fleet & Transit Manager  
J. Elzinga, Island Savings Centre Manager  
K. Schrader, Arts & Culture Manager  
B. Coleman, North/Central Cowichan Facility Coordinator  
A. Spalding, Facility Booking Coordinator  
A. Plunet, Recording Secretary

**ABSENT:** L. Duncan, L. Iannidinardo

**CALL TO ORDER**  
2:30 pm

The Island Savings Centre Chair called the meeting to order.

**APPROVAL OF  
AGENDA  
2013- 09**

**It was moved and seconded to amend the agenda to include  
NB7 Concessions  
And that the agenda be approved with changes as presented.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
2013-10**

**It was moved and seconded that the minutes of the January 24,  
2013 regular meeting of the Island Savings Centre Commission be  
approved.**

**MOTION CARRIED**

**BUSINESS  
ARISING**

No Business Arising

**REPORTS:  
R1**

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

- Long term employee S. Norie is retiring, leaving an opening for a full time janitor position. Position posting is up.
- Dressing Room allocation is working well in part due to the new TV monitor system of displaying teams per room.
- The Arts & Culture office renovation and expansion is nearing completion.

**R2**

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

- The Theatre office renovations have been designed for both privacy and soundproofing, and to assist with reduction of stress in the work environment.
- The fundraiser, "Vagina Monologues" is being brought to the

Cowichan Theatre for the third year to raise awareness about violence against women.

- A letter has been received and forwarded to staff in Operations regarding the lack of accessibility for the disabled in several areas of the facility. It was suggested that staff contact Cowichan Independent Living as an alternative information resource.
- N. Nilsson, Acting Theatre Programmer, has retired. D. Weibelzahl has returned on a graduated basis after more than two years absence.

**R3**

J. Elzinga, Island Savings Centre Division Manager stated:

- On Jan. 25/13 a public announcement at Cowichan Aquatic Centre confirmed that the Cowichan Valley has been awarded the rights to host the 2018 BC Summer Games.
- The Cowichan Valley was not awarded the World Jr. A Hockey Challenge.
- The No Smoking Policy will be developed in partnership with Cowichan Aquatic Centre and will be discussed further at the March Commission meeting.
- The report on Sport Tourism will be discussed at the March meeting.
- The Liquor Branch has approved in principle the serving of liquor in the dressing rooms, with a report expected to follow in the next few weeks.
- No Parking Fliers are being distributed for vehicles that are parked in Loading Zones by the Cowichan Aquatic Centre and Cowichan Arena. This blockage creates a potentially dangerous situation for children and adults who are then offloaded onto the roadway.

**CORRESPONDENCE**

**C1**

A January 26, 2013 letter stated that application for funding under the Gas Tax Program was not approved for the ISC Eco-Friendly Parking Lot project.

**2013-11**

**It was moved and seconded to receive and file the letter of January 26, 2013.**

**MOTION CARRIED**

**UNFINISHED  
BUSINESS**

Nominations were requested for the office of Vice Chair of the Island Savings Centre Commission for the year 2013.

**ELECTION OF  
VICE CHAIR**

S. Jackson was nominated for the position of Vice Chair.

**DECLARATION  
OF VICE CHAIR  
FOR 2013**

There being no further nominations, nominations were declared closed and S. Jackson was declared elected by acclamation for the position of Vice Chair of the Island Savings Centre Commission for the year 2013.

**RESOLVE INTO  
CLOSED  
SESSION  
2013-12  
2:52 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  
2013-12  
3:04 p.m.**

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

**MOTION CARRIED**

**NEW BUSINESS  
NB1**

A Public Education Session on Regional District Budgets & Taxation presented previously to the CVRD Board was submitted to the Commission for information. Members requested that copies be made available to the City of Duncan and to the District of North Cowichan.

**2013-13**

**It was moved and seconded to receive the Regional District Budgets & Taxation public education document, and send copies of the document to the City of Duncan and District of North Cowichan Councils.**

**MOTION CARRIED**

**NB2**

A Staff Report January 30, 2013 requested Commission direction on staffing, services, capital improvements and transfer to reserve for the 2013 Budget.

As directed in September 2012, ISC staff prepared a budget for 2013 with a 2% requisition increase. A 2012 year-end review showed a significant surplus at year end. The short term debt of \$76,630 has been retired. The Arts and Culture Division has increased the level of priority for additional marketing resources to assist with promotion of the Cowichan Theatre, and now recommends the inclusion in the 2013 budget. Operations now recommends the inclusion of refrigeration compressor replacement.

Staff presented that a requisition increase of 2% should include the following services:

1. Replacement of the ice plant roof
2. Arena/sports programmer full time position
3. Theatre publicist part time position
4. Arena refrigeration compressors replacement
5. Fly system upgrade
6. Loading dock upgrade
7. Additional Cowichan Theatre signage
8. Emergency generator replacement
9. Transfer to Reserve of \$322,802

It was noted that to achieve the transfer to reserve of \$468,000 identified in the Sustainability Plan, the requisition would need to be increased more than 2%. Three Options were presented for a lift of transfer to reserve:

- Option A: Viewing debt retirement as a bonus, and increasing requisition by an additional \$234,000 (6.38%) increase, for a requisition increase to 8.38%.
- Option B: Viewing debt retirement as a sustainable option to decrease the amount needed to achieve the next lift. \$157,270 would be required, resulting in a 4.29% increase, for a total requisition increase to 6.29%.
- Option C: Using debt retirement and \$12,172 of surplus to achieve the next lift. \$145,198 would be required, resulting in a 3.96% increase, for a total requisition increase to 5.96%.

Commission support was given for Option C, approving a total requisition increase to 5.96%.

2013-14

**It was moved and seconded that the Island Savings Centre Commission adopt Option C, and that a total requisition increase to 5.96% be approved.**

**MOTION CARRIED**

L. Heinio left the meeting at 3:32 p.m.

As the requisition increase will result in an increase in taxes, it was suggested that the public be informed by Press Release that the increases are in part based on the consultation results of the Island Savings Centre Sustainability Plan.

2013-15

**It was moved and seconded that the Island Savings Centre Commission direct staff to inform the public through a Press Release of the rationale behind the tax increase.**

**MOTION CARRIED**

NB3

The Ipsos Reid research company, used previously by the CVRD, has also developed scientific modules for researching recreation and arts and culture. Staff suggested interest in holding a scientific survey to obtain community input. The Arts & Culture Manager stated that direction would be welcome to determine community appetite and interest in art and culture, and to help with the shaping of the direction for the new Division.

Staff requested Commission direction on whether to pursue an Ipsos Reid survey, with costs of approximately \$9000, potentially shared with other recreation divisions within the region. It was suggested that financial assistance for the survey be requested through the CVRD Regional Feasibility Reserve Fund.

- 2013-16**                      **It was moved and seconded that the Island Savings Centre Commission direct staff to pursue an Ipsos Reid survey, including the children's activity and arts and culture modules, and that the survey costs be funded through the Regional Feasibility Reserve Fund.**

**MOTION CARRIED**

M. Kueber and S. Hurcombe left the meeting at 3:47 p.m.

- NB4**                      The Island Savings Centre will be hosting a hockey game on April 7, 2013, between a team representing the Russian Hockey Federation and local celebrities. Staff recommended that ice rental fees be waived, as the game will be promoted as a fundraiser, targeting the local chapter of Kidsport.

- 2013-17**                      **It was moved and seconded that the Island Savings Centre waive ice rental fees at a total of \$372.40 for a hockey game on April 7, 2013 between a team representing the Russian Hockey Federation and a team of local celebrities.**

**MOTION CARRIED**

- NB5**                      Structural changes to the Social Lounge over the past years have affected the Food Primary and Liquor Primary boundaries in what is now called the Genoa Room. Because there is no structural separation, there can only be one license. The Island Savings Centre is currently in contravention of the Liquor Control and Licensing Act, and requires submitting a structural change application, not only to fix the licensing, but to allow minors in the Genoa Room when the license is not in use.

- 2013-18**                      **It was moved and seconded that the Island Savings Centre Commission approve submitting a structural change application to the Liquor Control and Licensing Branch, to cancel the Food Primary License currently in effect for half the Genoa Room, and extend the Liquor Primary License currently in effect for half the Genoa Room to cover the entire Genoa Room.**

**MOTION CARRIED**

- NB6**                      Island Savings Centre user groups have been informed that if they contravene their rental contract and conditions of facility use by being in possession of unlicensed alcohol, a suspension of rental privileges for the facility would be enforced. Management has been informed that any occurrence of unlicensed alcohol would result in a minimum of \$7,500 fine to the Island Savings Centre by the Liquor Control and Licensing Branch, and would apply to all areas of the facility, including areas of the Cowichan Theatre.

2013-19

It was moved and seconded that if the Liquor Control and Licensing Branch assesses a fine to the Island Savings Centre because a user group in contravention of their rental contract and conditions of use, is in possession of unlicensed alcohol within the facility, that the Island Savings Centre Commission will:

1. Direct management to recoup the amount of the fine from the contravening user group;
2. Prohibit use of the facility by that user group until all fines due to contravention of rental contract and conditions of use for unlicensed alcohol possession at the facility are paid;
3. Apply the fines if applicable, to those using the Theatre facilities;

and that the clause prohibiting unlicensed alcohol be added to the Cowichan Theatre contracts.

**MOTION CARRIED**

**NB7**

A request was made for discussion at the March Commission meeting regarding the expiration of the current concession contract in May 2013.

**ADJOURNMENT**  
**2013-20**  
4:21 p.m.

It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

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