



ISLAND SAVINGS CENTRE COMMISSION
Thursday, April 11, 2013
ISC Board Room 2:30 PM

AGENDA

Pages

1. **APPROVAL OF AGENDA** 1

2. **ADOPTION OF MINUTES**
M1 March 14, 2013 Minutes 2-4

3. **BUSINESS ARISING FROM THE MINUTES**
BA1 Liquor License Inspection
BA2 Historical Background of Arts and Culture Division
 - R. Austen, General Manager, Parks, Recreation & Culture
BA3 Food and Beverage Sub Committee
BA4 Sport Tourism Report
 - Presentation, J. Elzinga, Manager, Island Savings Centre

4. **INFORMATION**

5. **REPORTS**
R1 Staff Report from North/Central Cowichan Facility Coordinator, B. Coleman –
 - Verbal Report
R2 Staff Report from Youth Outreach Programmer, D. Williams
 - Verbal Report
R3 Staff Report from Arts & Culture Division Manager, K. Schrader
 - Verbal Report
R4 Staff Report from Island Savings Centre Division Manager, J. Elzinga
 - Verbal Report

6. **NEW BUSINESS**
NB1 Cowichan Valley Arts & Sports Scholarship Program
NB2 CVRD Harassment Policy

7. **QUESTION PERIOD**

8. **CLOSED SESSION**

9. **ADJOURNMENT**

Committee Members

Councillor A. Siebring, Chair
Councillor Tom Duncan
Councillor B. Lines

Councillor J. Woike
Councillor S. Jackson
Director L. Duncan

Director L. Iannidinardo

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

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

ALSO

PRESENT: R. Austen, General Manager, Parks Recreation & Culture
J. Elzinga, Manager, Island Savings Centre
D. Williams, Programmer, Youth Outreach
A. Plunet, Recording Secretary

ABSENT: K. Schrader, B. Coleman, L. Duncan, L. Iannidinardo, J. Woike

**APPROVAL OF
AGENDA
2013-21**

**It was moved and seconded to amend the agenda to include:
NB1 ISC Budget Press Release
NB2 Cowichan Theatre Contributions**

And that the agenda be approved as amended.

MOTION CARRIED

**ADOPTION OF
MINUTES
2013-22**

It was moved and seconded that the minutes of the February 14, 2013 regular meeting of the Island Savings Centre Commission be approved.

MOTION CARRIED

**BUSINESS
ARISING
BA1**

A Feb. 28, 2013 Staff Report presented a request for a second, one-year agreement with T. Lundahl to provide arena concession services, with a suggested Request for Proposals to follow in the Fall 2013 for concession services for the following year.

It was moved and seconded:

- 1. That the Island Savings Centre negotiate a second, one-year agreement with Tracey Lundahl for concession services, for the 2013 – 2014 season.**
- 2. That the Island Savings Centre request proposals for concession services in the late fall of 2013, to begin summer of 2014.**
- 3. That if Tracey Lundahl is the successful proponent in the 2013 RFP process, a multi-year agreement can be negotiated.**

MOTION CARRIED

Discussion was tabled on the merits of developing a sub-committee until the April meeting to facilitate discussion on alternative food and beverage services for the future, with the inclusion of local agriculture.

CORRESPONDENCE

C1

A March 11, 2013 letter from G. Millar, Economic Development Commission, requested financial assistance in the rental charges for the Cowichan Theatre for the March 7, 2013 film premiere of 'Once upon a Day Cowichan and Once Upon a Year Cowichan'.

2013-23

It was moved and seconded that the request for financial assistance by the Economic Development Commission for the March 7, 2013 rental of the Cowichan Theatre be denied.

MOTION CARRIED

INFORMATION

IN1

J. Elzinga reported on the Implementation of the No Smoking Policy at the Island Savings Centre. The news release as well as signage will be applicable for both the ISC and the Cowichan Aquatic Centre.

IN2

J. Elzinga reported on a surprise visit by the Liquor Inspector in the ISC arena dressing rooms. Discussion ensued on alcohol related issues; rights of the Liquor Control and Licensing Branch to enforce provincial liquor policy; the licensing of dressing rooms, and the service of alcohol in dressing rooms as a potential solution to unlicensed alcohol consumption.

2013-24

It was moved and seconded to receive and file the March 1, 2013 Staff Report: No Smoking Policy Implementation and; the March 11, 2013 Staff Report: Liquor Inspection Visit.

MOTION CARRIED

REPORTS

R1

J. Elzinga, ISC Manager, reported for B. Coleman with an update on Operations at the ISC including: Installation of arena doors at players entrance; implementation and installation of new car charge station; asbestos removal from old aquatics centre; roofing tender for the ice-plant.

R2

No Cowichan Theatre report.

R3

J. Elzinga, ISC Manager reported: A Sport Tourism report will be drawn up by April as directed by the Commission; consistency is being sought in programming among recreation centres for funding assistance programs; CVRD Board approved Regional Feasibility Resource Funding will be accessed to fund Ipsos Reid survey on recreation.

R4 D. Williams, Youth Outreach Programmer reported on youth programs, activity at youth corner, and summer collaboration with Cowichan Aquatic Centre. Denise is becoming more involved in the development and upgrading of children's programs.

NEW BUSINESS

NB1 ISC budget press release on the rationale behind the 2013 Island Savings Centre budget was submitted for information, and will be released following Budget approval by the CVRD Board.

NB2 A Cowichan Theatre Contributions Report was brought to the Commission's attention due to Electoral Areas A & B deciding to reduce their contributions to the Cowichan Theatre in the 2013 budget.

The report also outlined that transfer to reserve should have been entirely identified within Function 420 and not partially through Function 426. The Electoral Areas A and B's reduction in contributions created a \$3,635 shortfall for the Theatre. Rather than increase requisition in that amount for the core partners, it was decided to adjust Theatre admission revenue.

2013-25 **It was moved and seconded to approve that staff increase revenue from theatre admissions by \$3,635 to offset the reduced contributions within the budget.**

MOTION CARRIED

ADJOURNMENT **It was moved and seconded that the meeting be adjourned.**

2013-26

3:28 p.m.

MOTION CARRIED

Certified Correct:

Chairperson

Secretary

Dated: