

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, September 12, 2013 at 2:30 p.m.

PRESENT: Councillor S. Jackson <arrived at 2:40>
Councillor T. Duncan
Councillor J. Woike
Councillor B. Lines
Alternate Director L. Heinio

ALSO PRESENT: Ron Austen, General Manager, Parks Recreation & Culture
Jim Wakeham, Facility, Fleet & Transit
John Elzinga, Manager, Island Savings Centre
Kirsten Schrader, Manager, Arts & Culture
Brad Coleman, Coordinator, North/Central Cowichan Facility
Denise Williams, Child & Youth Programmer
Alana Plunet, Recording Secretary

ABSENT: Councillor A. Siebring
Director L. Iannidinardo
Director L. Duncan

In the absence of the Chair and Vice Chair, Councillor Woike was nominated to assume the position of Chair.

**APPROVAL OF
AGENDA
2013-50**

It was moved and seconded to amend the agenda to include NB6 Concession Operations, and that the agenda be approved with amendment.

MOTION CARRIED

**ADOPTION OF
MINUTES
2013-51**

It was moved and seconded that the Regular Minutes of the Island Savings Centre Commission, held July 11, 2013, be adopted.

MOTION CARRIED

**BUSINESS ARISING
BA1**

A Staff Report of September 6, 2013 requested Commission approval for amendments to the Island Savings Centre Alcohol, Tobacco and Drug Discipline Policy.

Staff requested that the Discipline Policy for ongoing user groups be amended to reduce the number of offences from three down to two, before disciplinary action is taken.

As Theatre bookings consist of one-night rentals as well as ongoing user groups, the Cowichan Theatre has added a clause to all rental contracts stating that any alcohol consumed outside of designated licensed areas is subject to a \$7500 fine.

2013-52 **It was moved and seconded to approve the amendments to the Island Savings Centre Alcohol, Tobacco and Drug Discipline Policy and to receive and file the September 6, 2013, Staff Report.**

MOTION CARRIED

BA2 Discussion on the CVRD Harassment Policy was tabled until the member who made the recommendation was in attendance.

CORRESPONDENCE No correspondence

Councillor S. Jackson arrived at 2:40 pm, and assumed the position of Chair.

2013-53 **It was moved and seconded to raise back to the table a discussion on the Harassment Policy.**

MOTION CARRIED

A Staff Report of August 30, 2013 reviewed the June 2013 Commission recommendation that CVRD staff review the Harassment Policy to update the language and consequences of harassment by staff or elected representatives to the Board. Upon the HR Manager's review of the Workplace policy, it was recommended that the current Harassment in the Workplace Policy not be altered.

As the current Code of Conduct is employee driven and does not pertain to elected officials, it was suggested that Commission members could benefit from a "Code of Conduct" similar to those in place for patrons at various recreation facilities.

2013-54 **It was moved and seconded that a request be taken to the CVRD Board of Directors to undertake a discussion on the development of a Code of Conduct for elected or appointed officials.**

MOTION CARRIED

**INFORMATION
IN1**

A Staff Report of September 3, 2013 was submitted for information on a collaborated Sports and Tourism opportunity for 2015, the National Women's Under 18 Hockey Championship 2015 Bid.

STAFF DEPARTMENT REPORTS

SR1 D. Williams, Child and Youth Programmer, reported on summer and children's programs, and the successful collaboration with the Cowichan Aquatic Centre for before and after summer camps.

SR2 B. Coleman, Facility Coordinator, reported on completed projects, noting that the newly installed electric car charging station has already been put to use. Preliminary plans include relocating the generator to the outside of the facility for setup at ground level.

Discussion took place on potential flood damage around the Centre during a major earthquake. Staff was directed to document the equipment that would be critical to the organization during an emergency and assess the risk factor including cost and time estimates associated with elevating the critical equipment above potential flood water levels. It was also suggested that staff well document electrical routing should the generator come into use.

SR3

K. Schrader, Arts & Culture Manager will be hosting a Vancouver Island Theatre Managers meeting in the Fall to promote the Cowichan Regional Theatre. The fly system installation has now been completed. After a successful 2012 / 2013 season, the Cowichan Theatre is now working with a full complement of permanent staff.

SR4

J. Elzinga, Island Savings Centre Manager reported that the licensed dressing room initiative is going well, with security issues being addressed in the dressing rooms. The building Host Program begins September 30, 2013.

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS**NB1**

A Staff Report of September 3, 2013 requested that the Commission Chair and the Island Savings Centre Manager represent the Commission as a delegation to the Collaborative Services Committee meeting in December 2013, to discuss options for a primary care facility within the Aquannis Centre.

2013-55

It was moved and seconded the Island Savings Centre Commission Chair and the Island Savings Centre Manager represent the Commission to the December 2013 Collaborative Services Committee meeting to discuss with Vancouver Island Health Authority and the Cowichan Valley Division of Family Practice potential business case options for a primary care facility within the Aquannis Centre.

MOTION CARRIED

NB2

A letter of September 4, 2013 from the Municipality of North Cowichan stated their intent to relocate the Sports Wall of Fame currently on display at the Cowichan Aquatic Centre, to the hallway located at the east end of the Island Savings Centre. The move will be contingent on budget and approvals by the Island Savings Centre Commission.

2013-56

It was moved and seconded that the east end hallway of the Island Savings Centre be made available to relocate the North Cowichan / Duncan Sports Wall of Fame.

MOTION CARRIED

NB3 Marketing of the World's Largest Hockey Stick was discussed in a Staff Report of September 6, 2013. It was recommended that the primary goal should be the appropriate marketing of a community asset, rather than a goal of being marketed as a fundraiser for another organization. Although the West Coast Men's Support Society has expressed interest in marketing the asset, staff recommended that the Island Savings Centre maintain control of marketing the World's Largest Hockey Stick and Puck.

2013-57 **It was moved and seconded that the Island Savings Centre maintain control of marketing the World's Largest Hockey Stick and Puck.**

MOTION CARRIED

A Staff Report of September 3, 2013 recommended options to market the World's Largest Hockey Stick and Puck, incorporating expenses related to promotion or increased display of the icon, such as obtaining a trademark and web address, a social media presence and upgraded historical photo display, as well as expenses for the purchase of promotional items for re-sale.

Councillor Woike requested that promotion of the World's Largest Hockey Stick also include a display at the Visitors' Centre.

2013-58 **It was moved and seconded that:**

- 1. The Island Savings Centre Commission allocate up to \$4,500 in the 2014 budget for increased promotion and display of the World's Largest Hockey Stick and Puck, and that**
- 2. The Island Savings Centre Commission allocate up to \$4,500 in the 2014 budget for promotional items, for the purposes of re-sale through the Cowichan Ticket Centre.**

MOTION CARRIED

NB5 A Staff Report of August 29, 2013 was submitted for information requesting preliminary direction on staffing, services, capital improvements, and transfer to reserve for the 2014 Budget.

2013-59 **It was moved and seconded to direct staff to submit a budget for 2014 based on a 2% tax requisition increase.**

MOTION CARRIED

As a preliminary to budget discussion, background information was given on: Expenses incurred in 2013 that are no longer necessary in 2014; increases for 2014 already approved by the Commission; remaining items of the Island Savings Centre sustainability plan; replacement and upgrading of sound equipment; and an increase to full time hours for the Cowichan Theatre administrative secretary position.

Staff discussed potential options for direction in Budget Preparation:

1. The completion of phase 1 of the Island Savings Centre Sustainability Plan;
2. Defer the cost of a major re-paving project to 2015, to reduce requisition in 2014;
3. Defer the cost of paving, and do not increase the transfer to reserve as outlined in the sustainability plan;
4. Inclusion of incomplete division work plan initiatives for 2014.
 - Island Savings Centre: Potential partnership with VIHA for a primary care facility in the Aquannis Centre; new proposal for arena concession and use of vending machines; promotion of the World's Largest Hockey Stick.
 - Arts and Culture Division: Renovation of an existing room to create a staff room for Theatre technical crew; completion of Theatre staff office renovations.
 - Facilities, Fleet and Transit Division: Continue to identify possible energy savings initiatives.
5. Inclusion of Parks, Recreation and Culture department initiatives for 2014, including a sport tourism strategy; a Cowichan Valley parks, recreation and culture master plan; the establishment of an arts and culture function and region wide marketing, including social media.

Staff was directed to produce options for costs and expenses for the paving project using a staged approach.

It was suggested that an employee incentive program could be initiated to encourage employees to implement cost saving ideas for the organization.

As a complement to the anticipated Wall of Fame displays, the Arts and Culture Division could also produce a Wall of Fame display.

NB6

Staff and Commission members were invited to submit information and direction to the arena concession sub-committee. It was suggested that a short survey be handed out to hockey patrons for comments and suggestions regarding the concession and quality of product.

A draft Request for Proposal will be presented in the Fall for a concession provider for 2014 / 2015.

ADJOURNMENT
2013-60
4:15 p.m.

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Chair

Recording Secretary

Dated: