

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, February 13, 2014 at 2:30 p.m.

PRESENT: Councillor A. Siebring
Councillor B. Lines
Councillor J. Woike
Councillor S. Jackson
Councillor T. Duncan
Director L. Iannidinardo
Director L. Duncan

ALSO PRESENT: Mark Kueber, General Manager, Corporate Services
Steven Hurcombe, Budget Coordinator
John Elzinga, Manager, Island Savings Centre
Kirsten Schrader, Manager, Arts & Culture
Anne Spalding, Administrative & Facilities Booking Coordinator
Brad Coleman, Coordinator, North/Central Cowichan Facility Fleet and Transit
Alana Plunet, Recording Secretary

The Manager of the Island Savings Centre called the meeting to order.

ELECTION OF CHAIR

Nominations were requested by the Manager for the office of Chair of the Island Savings Centre Commission for the year 2014.

Councillors S. Jackson and T. Duncan were nominated for the position of Chair. T. Duncan declined the nomination. S. Jackson accepted the nomination.

DECLARATION OF CHAIR FOR 2014

There being no further nominations, nominations were declared closed and Councillor S. Jackson was declared elected by acclamation to the position of Chair of the Island Savings Centre Commission for the year 2014.

ELECTION OF VICE-CHAIR

Nominations were requested by the Manager for the office of Vice Chair of the Island Savings Centre Commission for the year 2014. Councillor J. Woike was nominated for the position of Vice Chair. Councillor Woike accepted the nomination.

DECLARATION OF VICE CHAIR FOR 2014

There being no further nominations, nominations were declared closed and Councillor J. Woike was declared elected by acclamation to the position of Vice Chair of the Island Savings Centre Commission for the year 2014.

ASSUMPTION OF CHAIR

Councillor S. Jackson assumed the position of Chair.

**APPROVAL OF AGENDA
2014- 08**

It was moved and seconded that the agenda be approved as presented.

MOTION CARRIED

**ADOPTION OF
MINUTES
2014-09**

It was moved and seconded that the minutes of the January 9, 2014 regular meeting of the Island Savings Centre Commission be approved.

MOTION CARRIED

**BUSINESS ARISING
BA1**

Director Giles and Director Hartmann were appointed by the Board to a Regional Sport Tourism Select Committee that will investigate regional sport tourism initiatives.

Councillor B. Lines and Director L. Iannidinardo arrived at 2:38 PM.

CORRESPONDENCE

C1

A February 1, 2014 letter from Festival Director Louise McMurray of the Cowichan Aboriginal Festival of Film and Art, requested that the Commission waive the rental cost of the Cowichan Theatre and the staff technical fees from April 23 to 26, 2014 as part of their 10 year anniversary celebrations.

K. Schrader stated that although facility rental costs or technical fees can be waived at the request of the Commission, a technical subsidy is in place to assist Not for Profit use, as technical fees are often insurmountable to many groups.

Staff was directed to bring theatre costs to the Commission as a starting point discussion for a later date.

2014-10

It was moved and seconded that the Cowichan Theatre rental fees be waived as a one-time rental for the Cowichan Aboriginal Festival of Film and Art event from April 23 to 26, 2014.

MOTION CARRIED

Opposed: Councillor S. Jackson, Councillor T. Duncan

M. Kueber arrived at 2:48 PM.

2014-11

It was moved and seconded to amend the agenda to bring forward NB3 2014 Budget Report for discussion.

MOTION CARRIED

A February 6, 2014 Staff Report to the Commission detailed recommendations by staff that would impact the 2014 budget. With 2013 showing a significant surplus at year end, staff recommended that the full amount not be transferred totally into reserve, but that some of the amount be used to complete additional projects in 2014. By decreasing to a transfer of \$468,000 to long term reserve and creating a new operating reserve of \$36,291, the Island Savings Centre would be in a better position to address a 2015 paving project.

Staff recommended that the 2014 Island Savings Centre budget be

increased from a 0% to a 2% requisition increase, and that the five year financial plan be amended to reflect the increase. This would allow increasing the new operating reserve to \$105,409, adding to the funding for the paving project.

It was moved and seconded to approve the Island Savings Centre 2014 Budget with an overall 2% requisition increase, and to amend the five year financial plan accordingly.

Councillor Duncan moved an amendment to the motion

It was moved and seconded to increase the transfer to long term reserve from \$468,000 to \$477,360 to reflect a 2% increase in that transfer, while decreasing the transfer to short term operating reserve from \$105,409 to \$96,049.

MOTION DEFEATED

The original motion was then voted on.

2014-12

It was moved and seconded to approve the Island Savings Centre 2014 Budget with an overall 2% requisition increase, and to amend the five year financial plan accordingly.

MOTION CARRIED

Opposed: Director L. Duncan

A. Spalding, M. Kueber and S. Hurcombe left at 3:30 PM.

The Division Work Plans were discussed in relation to the 2014 budget.

The Arts and Culture Division Manager K. Schrader identified high, medium and low priorities for 2014, including implementation of year three of the ISC Staffing, Services and Sustainability Plan; research of new grant opportunities; completion of the new Cowichan Theatre website; and complete renovation of the Theatre green room. Information currently being researched on arts and culture needs throughout the Cowichan Valley in partnership with Cowichan Valley Arts Council will be presented to the Board at a later date.

Director L. Duncan stated that while appreciating the work done to promote regional arts and culture, no structure has been created to support it and arts and culture work done by staff is not identified in the CVRD budget. He suggested that the Manager restrict her work outside of the Island Savings Centre and collaborate with the Cowichan Valley Arts Council "Portals" within the building, until regional dialogue has taken place.

K. Schrader reported that CVAC's and Portal's recent success in the past four years has been a team effort involving extensive support from her position. CVAC applied for regional funding through a grant in aid for the first time in their 40 year history at K. Schrader's suggestion and she

supported CVAC through the application process each year. She confirmed that her arts and culture work is within those areas that currently fund the Cowichan Theatre function, as directed.

Councillor B. Lines left at 3:47 PM.

The Facilities, Fleet and Transit Division Coordinator B. Coleman, identified high, medium and low priorities for 2014, including monitoring of the operation and usage of electric vehicle charging stations; evaluating energy savings of the *Real Ice Technology* pilot project; a review of options to upgrade the snow melt pit, and construction of a washroom backstage of the Cowichan Theatre.

The Island Savings Centre Division Manager J. Elzinga, identified high, medium and low priorities for 2014, including moving away from a healthcare driven partnership with Vancouver Island Health Authority and moving towards a child care based vision; incorporating programs based on the national movement “physical literacy”; continuing the sustainability plan for the Centre; promotion of the World’s Largest Hockey Stick; development of a sports tourism strategy and a review and amendment of the food and beverage plan for the Island Savings Centre.

Director L. Duncan suggested adding a future discussion to the strategic plan on placement of a playground around the University Village or the Island Savings Centre to connect basic play with adults and children.

2014-13

It was moved and seconded to receive and file the Managers’ Work Plans.

MOTION CARRIED

**STAFF DEPARTMENT
REPORTS**

SR1

B. Coleman, Facility Coordinator reported on installation of an air curtain as part of the loading dock upgrades.

SR2

K. Schrader, Arts and Culture Manager reported on the exceptional workmanship of the loading dock upgrades, and the Cowichan Theatre’s very busy schedule of presenting shows, music festival and school concerts.

SR3

J. Elzinga, Island Savings Centre Manager thanked staff for work completed after the recent opening of an Emergency Reception Centre to accommodate residents of the Dobson Street apartment fire. It was noted that the Primary Reception Centre Plan remains to be completed. Recent vandalizing of the Island Savings Centre cash machine has prompted discussion on the value of housing an ATM in the facility.

Councillor A.Siebring left at 4:26 PM.

NEW BUSINESS

NB1

Councillors J. Woike, S. Jackson and T. Duncan will evaluate the Cowichan

and Chemainus Valleys' Arts and Sports Scholarships for 2014 and nominate four recipients for 2014 awards of two \$500 arts scholarships, and two \$500 sports scholarships.

ADJOURNMENT
2014-14
4:30 PM

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Chair

Recording Secretary

Dated: