

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, May 13, 2010 at 2:30 pm.

**PRESENT:** Councillors J. Winfrey, G. Seymour, A. Siebring, T. Duncan, Alternate Director L. Heinio

**ALSO**

**PRESENT** R. Austen, General Manager, Parks, Recreation & Culture  
J. Elzinga, Manager, ISC  
K. Schrader, Manager, Arts & Culture  
B. Coleman, Operations Coordinator  
D. Begley, Youth Outreach Programmer  
A. Plunet, Recording Secretary

**CALL TO ORDER**

The Island Savings Centre Commission Chair called the meeting to order.

**APPROVAL OF AGENDA  
10-26**

**It was moved and seconded that the agenda be approved with amendments and changes in order as presented.**

**MOTION CARRIED**

**ADOPTION OF MINUTES  
10-27**

**It was moved and seconded to adopt the minutes of the March 11, 2010 regular meeting of the Island Savings Centre Commission.**

**MOTION CARRIED**

**DELEGATION**

Cowichan Station Area Association delegates presented a community project proposal with the inclusion of CVRD and School District 79, designed to draw together people of all ages for social, economic, health and environmental benefit. The Association's business plans include utilization of the now decommissioned Cowichan Station School as "The Hub" community centre, offering a gym, theatre and multipurpose rooms, as well as outdoor space available for sports and recreation, sustainable green space including community gardens and a children's playground.

Vision for the proposal could see programming in the gym and annex ready by January 2011, with Arts & Culture and Youth Outreach programming projected for 2012. Anticipating a partnership with the School District through a long term lease, the Association requested support from the Island Savings Centre Commission.

Discussion ensued. The Island Savings Centre Manager and the Arts & Culture Manager expressed support of the concept and the opportunity to pursue future programs throughout the region. As Cowichan Station falls within the of CVRD Electoral Area E boundaries, the Commission gave support for this endeavor.

10-28

**It was moved and seconded that the Island Savings Centre Commission support in principle the development of Youth, Arts, Recreation and Culture programming of the Cowichan Station Community Project Proposal.**

**MOTION CARRIED**

**STAFF  
REPORTS**

**ARTS &  
CULTURE  
REPORT**

Arts & Culture Division Manager K. Schrader reported:

Over the last few weeks the Arts and Culture Division has been experiencing one of their busiest seasons. Technical Director M. Schaefer has sourced a new digital sound board with an estimated longevity of 15 years and an estimated cost of \$55,000 plus tax. As funding previously set aside for the sound board had been redirected to purchase wireless microphones, and as the existing sound board required replacement, the request was made to allow funding set aside for 2011 to be redirected to purchase the sound board in 2010. Possible Grant money for 2011 would then be applied toward the purchase of other necessary equipment in 2011.

**It was moved and seconded that the Island Savings Centre proceed as recommended to withdraw up to a maximum of \$55,000 plus tax from the ISC Reserve Fund for the purchase of a new Cowichan Theatre sound board and that the purchase be made in a timely manner.**

The motion was amended to read:

10-29

**It was moved and seconded that the Island Savings Centre proceed as recommended to reduce by \$55,000 plus tax from the Island Savings Centre Reserve Fund for the purchase of a new Cowichan Theatre sound board and that the reserve fund be replenished in 2011 from the 2011 operating budget, and that the purchase be made in a timely manner.**

**MOTION CARRIED**

A historical background was requested to be included in the Staff Report to the Commission and submitted to the Board for approval, by Arts & Culture Manager K. Schrader.

K. Schrader continued her verbal report, stating that the Arts & Culture Division is currently in a difficult situation, with the Cowichan Theatre even more short staffed due to staff's sudden leave of absence due to illness. Administration systems are currently being re-assessed to increase communication flow within the Island Savings Centre; however, an increase in staffing levels is an urgent need in order to prevent staff burnout.

Expansion of regional Arts and Culture programming has gathered community support, and an increase in staffing levels will be necessary to maintain the estimated level of work that will be carried out in order for the Division to move forward with future cultural mapping.

The General Manager of Parks, Recreation and Culture, recommended that the Arts & Culture Manager develop plans for future growth into the arts community, and bring forward recommendations for a staffing plan to the Island Savings Centre Commission.

A legacy from NAIG has seen the Spirit Stage, originally used to house the Spirit Pole, shared in a joint ownership with the CVRD and Cowichan Tribes, and managed through the Arts & Culture Division. Equipment has been revamped, sound equipment added and safety rails installed. Funds of approximately \$10,000 will be necessary to retrofit the stage prior to renting it out or using it as a performance stage. The Stage will be gifted to the CVRD by NAIG at the June CVRD Board meeting.

**OPERATIONS  
REPORT**

Operations Coordinator B. Coleman reported:

Phase II of the Gas Tax upgrade has been completed, with the replacement of approximately 1200 fixtures going to tender to complete Phase III.

Repairs to the boiler have been completed, with a report sent out to BC Safety. Four lamp poles will be installed in the third parking lot for additional lighting. The space previously known as the Social Lounge is in the process of renovation for increased rental use.

**YOUTH  
OUTREACH  
REPORT**

Youth Outreach Programmers D. Begley reported:

Programming for summer has been completed, with information advertised in supplements and the joint brochure with North Cowichan. Bus out-trips planned for the youth at risk have been made possible through donations from Peninsula Coop and Hardship Fund donations. The Leaders in Training program will be offered through the summer months, and Youth Corner will remain open Mondays and Fridays throughout the summer, with mainstream programs for youth offered mid week.

**ISC MANAGER'S  
REPORT**

Island Savings Centre Manager J. Elzinga reported:

Staff has recently met to discuss involvement across the CVRD with BC Activity Reporter, a data collection process which programs demographics to view provincially at no cost to the CVRD. Registering with this program will allow staff access to regional statistics that could be used to track trends and increase programming.

Recent Cowichan Place meetings have held discussions on reciprocal agreement and evacuation plans. As of yet no parking lot agreement has been confirmed.

**BUSINESS  
ARISING  
BA1**

Facility Allocation

To remain consistent throughout the region, Island Savings Centre staff has developed a Cowichan Arena ice and dry floor allocation policy that will enable equitable distribution of the ice facility for the greatest community need and for use by user groups. Although user groups are aware of the upcoming allocations, no formal announcement has been issued to date.

After a brief discussion it was suggested by the Commission that endorsement of the policy be withheld until after public user groups have been invited to comment on the policy prior to its implementation over the next season.

**10-30**                                    **It was moved and seconded that the Island Savings Centre staff request user group input into the proposed facility allocation policy prior to consideration at the June 2010 Island Savings Centre Commission meeting.**

**MOTION CARRIED**

**BA2**

Aquannis Centre  
changerooms

Discussions have taken place on future vision development of space previously used as change rooms for the North Cowichan Aquannis Centre. With no budget in 2010 for this project, staff has been looking at a reconfiguration plan and some removal of existing wall and infrastructure in 2010. Any work would require the permission of the owners, the Municipality of North Cowichan and the City of Duncan. In terms of reconfiguration only, staff requested approval from both owners, North Cowichan and Island Savings Centre.

The decision was made to table the request for a future meeting so that staff could provide a more concrete plan and sketch before the idea is referred to North Cowichan and Duncan.

**BA3**

Kidsport

The purpose of the Cowichan Valley Kidsport Chapter is to help local children and youth overcome economic barriers which prevent or limit their participation in sport, through the distribution of grants for registration fees.

As an Island Savings Centre policy states no free rental space will be allocated to user groups, the Manager requested the ability to waive rental fees to Kidsport in order for the local chapter to allocate funds for the children.

**10-31**

**It was moved and seconded that the Island Savings Centre provide the Kidsport organization access to a meeting room at no charge for their monthly meetings.**

**MOTION CARRIED**

**BA4**

2010 Arts & Sports  
Scholarships

After reviewing applications for the Cowichan and Chemainus Valleys Arts and Sports Scholarships, Councillor Jesse Winfrey and Area D Alternate Leslie Heinio provided the winning applicant names of the four local students who will each be awarded \$500 Arts & Sports Scholarship

Awards for the year 2010: Ms Samantha Shields and Madison Sanchez-Tyler for the Arts Scholarships and Mr. Nicholas Stoochnoff and Steven Zoric for Sports Scholarships.

A Staff Report will be sent to Ms Sharon Moss, CVRD Manager, Finance Division, for preparation of four \$500 cheques to be made out to each of the above winners from the Island Savings Centre's Arts and Sports Scholarship Trust Fund.

In order to promote the scholarships throughout the school district, the use of website advertising was discussed. It was suggested that the forms be updated to identify which schools the students currently attend, and to caution students not to provide personal statistical information when filling out the forms.

**BA5**

Youth Outreach Art

Councillor Duncan discussed the opportunity for the Youth Outreach Program to receive funding for an art project through a program offered by the Cowichan Intercultural Society. Suggestions for artwork include creation of murals or construction of portable canvasses for the drop-in-centre, the opportunity to learn some metal working involving fabricating of decorative sculptures, theatrical and outdoor projects. Youth would be invited to express indication of participation prior to movement forward with the proposal.

**10-32**

**It was moved and seconded that the Island Savings Centre Commission support in principle the moving forward of the Youth Outreach Art Project, and that the project commence after completion of summer programming.**

**MOTION CARRIED**

**BA6**

Commissioner's  
Workshop

A well attended Commissioners Workshop held May 8/10 with PERC speaker Brian Johnston offered positive applications in a rationale for municipal / local government recreation services and fees and charges.

**INFORMATION**

**IN1**

Ryan Vending

Although an Island Savings Centre agreement with Ryan Vending has concluded, the current situation continues to be a profitable revenue source. At this time, it is anticipated that a Request For Proposal would lead to less commissions for the Island Savings Centre. The decision was

made to not solicit a RFP but to continue status quo the existing partnership with Ryan Vending, with existing commissions.

**IN2**

Food Equipment

Food equipment previously used in facilities that were maintained by the ISC Food and Beverage Department will be resold or disposed of. Staff requested that funds obtained through disbursement be returned to the Food and Beverage Department for alternate use.

**10-33**

**It was moved and seconded that Island Savings Centre Food and Beverage food equipment which is no longer in use be disposed of, and that funds received be returned to the facility from which it was taken.**

**MOTION CARRIED**

**IN3**

Citizen News

News article covered by the Cowichan Valley Citizen newspaper stated the decision made in budgetary discussion by School District 79 to buy back the program of rental use of the Island Savings Centre gym for Cowichan Secondary School students' gym use.

As an information note for the Commission, this non anticipated budget cut would have had significant impact into the Island Savings Centre budget.

**NEW BUSINESS**

**NB1**

2010 Survey

A 2010 Survey was presented for the Commission containing primarily South Cowichan information. Staff suggested that it might be prudent to present a similar community survey in the near future.

**NB2**

**10-34**  
**5:10 pm**

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

**MOTION CARRIED**

**CLOSED  
SESSION**

CSR1

Discussion Respective of Labour Relations or other employee relations  
{Sub 90, Subsections (1)(c)}

**RISING FROM  
CLOSED  
SESSION**

**10-36**  
5:40 pm

**It was moved that the Island Savings Centre Commission rise from the Closed Session without Report.**

**MOTION CARRIED**

**ADJOURNMENT**

The meeting adjourned at 5:45 pm

The next regular Island Savings Centre Commission Meeting will be held June 10, 2010, at 2:30 pm, or at the call of the Chair.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

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