

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, July 8, 2010 at 2:30 pm.

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

ALSO

PRESENT R. Austen, G. Manager, Parks, Recreation & Culture CVRD
J. Wakeham, Manager, Facility, Fleet & Transit, CVRD
J. Elzinga, Manager, ISC
B. Coleman, Operations Coordinator
L. Rogerson, Youth Outreach Programmer
A. Plunet, Recording Secretary

CALL TO ORDER

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

**APPROVAL OF AGENDA
10-47**

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

MOTION CARRIED

**ADOPTION OF MINUTES
10-48**

It was moved and seconded to amend the minutes to record the attendance of Councilor D. Haywood at the May 13, 2010 Island Savings Centre Commission meeting, and that the minutes as amended, be approved.

MOTION CARRIED

STAFF REPORTS

OPERATIONS REPORT

Operations Coordinator B. Coleman reported:

A secured entrance is being created for hockey players at the north end of the Arena to alleviate congestion in the Arena Lobby. Arena stair treads have been ordered, with installation projected for the end of July/10. A

recent loss of total electrical power at the Centre was a cause for concern, and generated the opportunity to clean electrical equipment as suggested in the electrical system update report. Renovations to the Genoa Room update are progressing on schedule. The newly purchased Zamboni is now on site, with staff to be trained regarding the new features. The Spirit Stage renovations are nearing completion; the portable stage will be unveiled on July 14/10.

As the new arena lighting project is larger than anticipated, the decision has been made to discontinue the RFP and hire a consultant for further review.

**YOUTH
OUTREACH
REPORT**

Youth Outreach Programmers L. Rogerson reported:

Summer activities include summer camp day-trips; activities both outside and inside of the Chemainus Fire Hall, partnering with Fuller Lake staff on out-trips; and a final Leadership Team trip to the West Coast of Vancouver Island. Youth Corner will remain open Mondays and Fridays to give youth the opportunity to connect with staff through the summer.

Ms Rogerson submitted her resignation as Youth Outreach Programmer as she will be continuing her formal education in September. The Commission noted that she had been instrumental in the program since its inception, and wished her well in her endeavour.

L. Rogerson left the meeting at 2:45 pm.

The Manager was directed to request that Ms Rogerson prepare a report for the Commission prior to her departure, outlining directional needs of the Youth Outreach program within the Island Savings Centre.

**BUSINESS
ARISING**

BA1
Zoning Regulations

Zoning regulations confirm that space previously held by the Café Central could be available in future for commercial use on the condition that the Island Savings Centre benefit. The Manager will discuss future options of this space with the Commission in September 2010.

BA2
Food & Beverage
RFP

Six proposals were received in response to the Request for Proposals to complete a study of food and beverage services at the Island Savings Centre. The company fsSTRATEGY. Inc. was chosen to provide consultation on catering no longer offered at the Island Savings Centre and to discuss ways to increase efficiency within the concessions and food outlets.

Meetings will be held with ISC staff and user groups for information and research gathering purposes. Commission members will also be given an opportunity to meet with the consultants. After attending a Jr. A Capitals Hockey Game in September to complete the study of an event, a proposal will be completed for presentation at the October 14 Commission meeting.

Commission members expressed concern on the potential for a third visit by the consultants, which would incur additional travel costs to the CVRD.

- 10-49** **It was moved and seconded that the company fsSTRATEGY Inc. be hired to provide Consulting Services for improvements to Food and Beverage Operations of the Island Savings Centre.**

MOTION CARRIED

- BA3**
Digital Signage
RFP

The Request for Proposal to provide Digital Signage at no cost to the Island Savings Centre was met with a single offer, in which Visual Sports Image would use 2/3 of the monitor screen to display flash commercials, versus 1/3 of the screen to display information and way-finding for the Island Savings Centre.

As the Commission directive was to provide digital signage as a means of providing information at no cost to the Centre, and as the presented proposal favoured advertising content over the provision of information, the Manager requested that the recommendation to pursue this level of digital advertising be rejected.

The Commission directed the Manager not to pursue the offer to provide Digital Signage, but to research the cost of setting up digital signage through the CVRD IT Department, with signage provided through the input of trained staff.

- 10-49** **It was moved and seconded to direct staff to research the associated costs of providing digital signage for the Island Savings Centre through the Cowichan Valley Regional District IT Department.**

MOTION CARRIED

It was noted that the display of advertising would not be necessary if in-house staff provided facility information digitally.

COMMUNICATION

C1
(06-14-10) The Cowichan Music Festival thanked the Commission in a letter of appreciation dated June 14, 2010 for the generous donation-in-kind towards the hosting of the Performing Arts BC Provincial Festival, stating that the Festival brought an economic boost to the community. Compliments were received regarding all venues in the community, with special regard for the Theatre and all Centre areas that were used for the dance, program, registration, office and concerts.

Members of the Commission suggested that provision of information would be welcomed detailing the fiscal success of the Festival as a follow through for the Commission's donation in kind.

C2 Email correspondence from Cowichan Kayak and Canoe club stated that although the club has rented meeting room space at the Centre for many years, the Centre's policy to no longer provide refreshments at their monthly meetings will cause the group to move their meetings to an alternate location in future.

INFORMATION

IN1
15 Passenger Vans Recent proposed changes to Motor Vehicle Safety Regulations were discussed in which vehicles with designated seating capacity of more than 10 and fewer than 17 persons will be restricted for transportation of students, unless in use as a prescribed vehicle. The 15 passenger van owned by the Island Savings Centre and used for the Youth Outreach and summer recreation programs would be affected by the proposed change.

As safety is an issue, and child care and Youth Outreach a concern, the Facility, Fleet and Transit Division and Parks, Recreation and Culture Division will research recommendations for future planning. It was suggested that due diligence be applied prior to making a decision. Island Savings Centre staff was directed to research options and review the current usage of the van, and return with a report to the Commission in September.

10-50 **It was moved and seconded that Island Savings Centre staff be directed to issue a report with a review of the usage of the Centre's 15 passenger van.**

MOTION CARRIED

NEW BUSINESS

NB1
School District 79

Staff Report dated July 5, 2010, proposed a potential agreement with School District 79 which would enable Cowichan Secondary School's Theatre and Dance programs to be housed in the Genoa Room of the Island Savings Centre.

Although the concrete floor of the Genoa Room severely limits its facility use, current upgrades for flooring remain an unbudgeted expense. The School District has expressed an interest in a long term agreement for facility rental space at the Centre, and is prepared to include payment in advance of approximately \$36,000 for installation of a sprung floor in lieu of an equivalent rental charge. This expenditure would not be incurred by the Island Savings Centre, and would allow a full range of programming and rental opportunities evenings and weekends beginning September 2010.

School District 79 staff officials are prepared to discuss a five year agreement based upon a new non prime rate of \$10 per hour plus applicable taxes for the Genoa Room, for a time period from 8:30 a.m. to 2:30 p.m. during annual days of instruction, excluding Pro-D days, statutory holidays and vacations. The monies paid in advance to supply flooring would be received as rental credit by the Island Savings Centre towards the facility rental.

10-51

It was moved and seconded that the Island Savings Centre Commission approve a five year facility rental agreement between the Island Savings Centre and School District 79 and that payment by the School District for flooring installation of the Genoa Room be applied as a credit towards rental of the facility space.

MOTION CARRIED

NB2
Strategic Planning

A Staff Report dated July 5, 2010, outlined details of strategic future planning by managers of the Parks, Recreation and Culture Department of the CVRD. The Island Savings Centre Manager outlined previous responsibilities and possible new initiatives in the area of recreation, and requested direction from the Commission towards implementation of these strategies.

After general discussion, the Commission offered direction to the Manager regarding future initiatives:

- Concentrate the provision of services within the Centre, rather than direct energies and resources outside of the facility;
- Clearly identify funding partners for initiatives outside of the Island Savings Centre facility;
- Project a zero to minor percentage increase in 2011 when developing initiatives;
- Postpone Sports Tourism discussion plans until a food and beverage structure has been implemented
- Facility expansion and land acquisition should not be pursued in the short term.

10-52

It was moved and seconded that the Island Savings Centre Manager pursue the planning initiatives as outlined.

There was discussion that until the expenditures of the initiatives were identified, it would be difficult to support the motion.

Councillor Seymour left the meeting at 4:40 pm.

The motion was withdrawn. The Island Savings Manager will prepare a report with additional financial details to be brought back to the Commission for budget review in the fall of 2010.

The meeting adjourned at 4:43 pm

The next regular Island Savings Centre Commission Meeting will be held September 9, 2010, at 2:30 pm, or at the call of the Chair.

Certified Correct:

Chairperson

Secretary

Dated: