



ISLAND SAVINGS CENTRE COMMISSION

Thursday, May 9, 2013
ISC Board Room 2:30 PM

AGENDA

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 - Presentation, J. Elzinga, Manager, Island Savings Centre
 - BA2 Liquor License Inspection
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 - BA4 Food and Beverage Sub Committee
4. **DELEGATION**
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 - Verbal Report
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 - 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
8. **UNFINISHED BUSINESS**
9. **NEW BUSINESS**
 - NB1 Cowichan Valley Arts & Sports Scholarship Program

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NB3 Arts & Culture Work Plan – To Be Distributed

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10. QUESTION PERIOD

11. CLOSED SESSION

Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

CSM1 Island Savings Centre Closed Session Minutes of May 31, 2012

CSR1 Negotiations {Sub (1) (k)}

12. 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 aquaniss 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
2013-26
3:28 p.m.**

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

Certified Correct:

Chairperson

Secretary

Dated:



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF MAY 9, 2013

DATE: May 8, 2013

FILE NO:

FROM: Chief Administrative Officer

BYLAW NO:

SUBJECT: CVRD Arts & Culture Division

Recommendation/Action:

For Information

Relation to the Corporate Strategic Plan:

The work of the Arts & Culture Division supports the Strategic Plan goal of continually improving the quality of arts and culture programs in the Cowichan Valley.

Financial Impact: *Reviewed by Finance Division: (n/a)*

Background:

The purpose of this report is to respond to questions asked by the Island Savings Commission in relation to the establishment of the Arts & Culture Division.

Since the CVRD Cowichan Theatre function was established in 1979 the Cowichan Community Centre (Island Savings Centre) Commission has made a number of attempts to regionalize the funding of the Theatre. The original funding partners for the Cowichan Theatre were the City of Duncan, southern portion of the Municipality of North Cowichan, School District No. 79 and Electoral Areas D and E. In 2001 the School District discontinued funding for the Cowichan Theatre. In an attempt to establish a broader funding base the Theatre partners proposed a concentric circle funding model to the non-tax paying CVRD communities. The proposal was eventually presented to the entire CVRD via a Counter Petition and was passed by voters in Electoral Areas A, B, C, the north end of North Cowichan and the Town of Ladysmith. This nine member sub-regional funding formula has been in place since 2002.

Like all recreation programs and facilities in the Region, who pays and who benefits are always a question. Currently, the Theatre is the closest example to a regionally funded leisure facility in the Region. There are no doubt people benefitting from and using the Theatre and arts and cultural activities that do not contribute through their taxes to the function.

In the past ten years CVRD staff have responded to the growing interest and demand respecting arts and culture. In the recreation world, arts and culture are no longer considered distinct and separate from recreation and leisure. They are one and the same and most local governments are now incorporating arts, culture, recreation, sport, theatre under the umbrella of leisure services programming.

.../2

There are a number of recent examples where the entire Region participated in arts and culture initiatives that were overseen by, or involved the Arts & Culture Division. In 2010 the Division was involved in the repair and rental of the Spirit Stage. The costs were shared by the entire Region. Management of the stage has since been transferred to the Cowichan Tribes.

In 2010, the CVRD began providing regional grants-in-aid to the three Cowichan Valley Arts Councils to assist them in their activities. The Arts & Culture Division plays an important liaison and facilitation role with the organizations.

In 2011 the CVRD budgeted \$25,000 to undertake a regional arts and culture inventory and mapping program. The Arts & Culture Division played an important role in working with the arts and culture community toward a successful project. A new website has been developed that provides opportunities for the arts community to share information and to inform visitors and others of opportunities that exist throughout the Cowichan Valley.

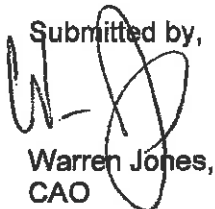
In 2011 the Island Savings Centre entered into an agreement to host the Cowichan Valley Arts Council in space that became available at the Centre and is now known as "Portals". This initiative was facilitated by Arts & Culture Division staff and has proven to be a great success.

In 2008 the CVRD undertook a comprehensive organizational review aimed at enhancing corporate effectiveness and structuring the organization to best respond to service demands and Board priorities. As part of the new structure a Parks Recreation and Culture Department was created. Within the Department an Arts & Culture Division was created in recognition of the need to more accurately reflect the work being undertaken and to recognize the growing importance of the arts and culture to the community and economy. Since its inception we have seen significant efficiencies and service enhancements in the CVRD's parks, recreation and cultural activities. Funding for the Arts & Culture Division remains with the same nine funding partners, however, as previously mentioned recently more regionally funded initiatives approved by the Board.

By far the majority of Arts & Culture Division resources are dedicated to operating the Theatre. Resources available to assist the arts community are limited to a small amount of staff time and the space provided free of charge to the Cowichan Valley Arts Council. From staff's perspective a Theatre and Arts & Culture function funded regionally would be desirable and could allow more resources to be dedicated to arts and cultural priorities and activities throughout the Region – not to CVRD staffing or programs, but to the arts and culture community itself.

In the past few years events and attendance at the Theatre have grown dramatically. The success is attributable to the staff, volunteers and the growing interest in the arts in general. In the opinion of staff broadening our engagement in the arts has had a direct positive impact on the Theatre. The response by the arts community to the recent assistance and engagement by staff, the Commission the Board has been very positive.

Submitted by,



Warren Jones,
CAO

John Elzinga

From: Al Siebring <alsiebring@shaw.ca>
Sent: Thursday, April 11, 2013 10:32 AM
To: Alana Plunet
Cc: John Elzinga
Subject: Fw: ISC ICE RENTAL

Alana..

Can you make copies of this? I will propose to add this to our agenda for this afternoon. (It just came in, as you can see from the time signature.)

ALS

From: Darrin St.Amand
Sent: Thursday, April 11, 2013 10:15 AM
To: alsiebring@gmail.com
Subject: ISC ICE RENTAL

Hello Mr Siebring

I am writing this email to make you aware of a situation that could have been handled differently that would have benefitted both sides. A hockey team in the Duncan Rec league was asked to run the annual year end tournament this year. After been given the ice time contract with the weekend that was booked by the previous team that ran the tournament and getting all the other costs determined they realized that the cost of the ice rental was a huge hurdle in running the tournament. The team asked for a reduction in fees from the commision and was denied. The team understands that the commision cant give deals to everyone. However, looking at the situation from another standpoint there must have been something that could have been done to make it possible. Our rental contract was for roughly \$5000. With other associated costs of a tournament, refs, insurance, time keepers, licenses, security etc the organizers would have been in a defecit of \$1000 before a puck had been dropped. They were already charging more than in previous years for entry fee per team for the tournament so it would be difficult to have an increase there. In years past the team that ran the tournament was charged \$118-\$120-\$122 per hour of ice up until last year when the cost went to full price \$135. It is not a wonder why they no longer wanted to run the tournament. There was potential to make the \$1000 deficit by beer sales but as you are more than aware with the recent situation at the ISC all it would have taken was for the liquor inspector to find 1 violation and they would have been shutdown and possibly fined with the special occassions license holder on the hook. My ultimate reason for this email was to ask you as commision chair how the ISC can pass up on \$5000 of revenue. That tournament would have started tonight and from what I can see on the ISC schedule is 6 ice slots. This league runs from Oct to Apr, 3 nights a week paying full price all year. Its a real shame there could not have been something worked out to satisfy both parties. I am sure taking all this into account something could have been worked out. I hope u take this into consideration for the future and let your fellow commision members know all the details about this particular situation. I know all the teams in the Duncan and Mill Bay leagues are curious as to why the CVRD ISC would pass up on \$5000 rather than give a small discount to enable this tournament to continue on being successful.

Thanks



NOTICE OF MOTION

ISLAND SAVINGS CENTRE COMMISSION MEETING OF MAY 9, 2013

DATE: May 1, 2013

FROM: Sharon Jackson, Director, City of Duncan

SUBJECT: **CVRD Harassment Policy**

In light of recent emails widely broadcast as a result of the on line discussion of our previous minutes, that the ISC Commission request that the CVRD staff review the CVRD Harassment Policy and make recommendations including but not limited to:

- i. Updating the language and
- ii. Consequences of harassment by staff or elected representatives to the Board.



ISLAND SAVINGS CENTRE DIVISION WORK PLAN

HIGH PRIORITY FOR 2013

- *Regular Business*: facility management, administration, programs, special events, staffing, marketing, food & beverage, rentals, Cowichan Place partnership and long range development of recreation services and programs.
- Establish a partnership with the Vancouver Island Health Authority, which may include the creation of a primary health care facility in the Aquannis Centre's former change rooms and lobby, as well as partnering on health related programming.
- Create a marketing plan for the Island Savings Centre division, including signage.
- Create a programming plan for the Island Savings Centre division.
- Incorporate national trends of "sport for life," "physical literacy," and "long term athlete development" into the ISC programming plan.

MEDIUM PRIORITY FOR 2013

- Fully implement licensed service in dressing rooms.
- Implement year two of the sustainability plan for the Island Savings Centre.
- Assist Public Safety in completing the Emergency Social Services Primary Reception Centre Plan.

LOW PRIORITY FOR 2013

- Review and amend the food and beverage plan for the Island Savings Centre.
- Promote the world's largest hockey stick and puck.
- Develop a sports tourism strategy to attract sporting events.

FACILITIES, FLEET & TRANSIT MGMT DIVISION WORK PLAN

FACILITIES

HIGH PRIORITY FOR 2013

- Regular Business public and other organization inquiries; budget development, tenders, capital purchases, staff training and HR issues, commission meetings, team development, recreation centre facility maintenance & operations and recreation commissions staff support.
- Inventory and label all CVRD maintenance equipment and tools at recreation facilities.
- Create the "General operating and preventative maintenance best practice standards" manual to standardize facility maintenance and operation procedures at recreation facilities.
- Obtain MIA funding and install gas (carbon monoxide and nitrogen dioxide) monitoring detection equipment at the 3 arenas, as well as installing ice alert signage at the recreation facilities.
- Tender the supply of janitorial products at the recreation facilities and CVRD head office.
- Assist the Parks, Recreation & Culture Department to evaluate a full no smoking policy at recreation facilities and grounds.
- Tender the replacement of the ISC north end ice plant room roof.
- Secure BC Hydro grant funding and replace the 2 ISC refrigeration compressors.
- Renovate and upgrade the ISC loading dock.
- Tender the replacement of the ISC emergency generator.
- Secure grant funding and install electric vehicle charging stations at Kerry Park, Cowichan Lake arena, ISC and SLCC.
- Secure grant funding and install DC fast charge electric vehicle charging station at ISC.

MEDIUM PRIORITY FOR 2013

- Renovate the office space for the Theatre division at ISC.
- Remove asbestos from the old pool area at the ISC.
- Working with the CVRD Solid Waste division, improve recycling opportunities and add composting at the recreation facilities.
- Continue to work with the CVRD energy manager to identify possible energy savings initiatives at the recreation facilities and CVRD office building.
- As funding permits, undertake low cost energy saving upgrades to recreation facilities and the CVRD office building such as; installing weather stripping, replacing old windows, installing insulation, replacing old mechanical equipment, etc.



FACILITIES, FLEET & TRANSIT MGMT DIVISION WORK PLAN

LOW PRIORITY FOR 2013

- Review options to upgrade or add cameras at the CVRD building and the recreation facilities.
- Install new dressing room allocation monitors at ISC.