



C·V·R·D

ISLAND SAVINGS CENTRE COMMISSION

THURSDAY, October 13, 2011

2:30 pm/ ISC Board Room

2687 James Street

AGENDA

1.	<u>APPROVAL OF AGENDA:</u>	Pages 1-2
2.	<u>ADOPTION OF MINUTES:</u>	
	M1 Sep 8, 2011 Minutes	3- 9
3.	<u>BUSINESS ARISING FROM THE MINUTES:</u>	
4.	<u>DELEGATIONS:</u>	
5.	<u>DEPARTMENT REPORTS:</u>	
	DR1 PROGRAMMER, YOUTH OUTREACH:	Verbal Report
	DR2 COORDINATOR, OPERATIONS DIVISION:	Verbal Report
	DR3 MANAGER, ARTS & CULTURE DIVISION:	Verbal Report
	DR4 MANAGER, ISLAND SAVINGS CENTRE DIVISION:	Verbal Report
6.	<u>CORRESPONDENCE:</u>	
	C1 September 28, 2011 letter, Letty Roberts - ISC Parking Lot	10-12
7.	<u>UNFINISHED BUSINESS:</u>	
	UB1 Alternate Appointments - Councillor Sharon Jackson, City of Duncan	13
	UB2 ISC Sustainability Plan -- Year One - Jacob Ellis	14-15
	UB3 Oct. 5, 2011 Staff Report – Historical Requisition Figures	16-18
	UB4 Licensing in Dressing Rooms Report	19-22

8. NEW BUSINESS:

NB1	Recreation Infrastructure Grant Announcement	23-24
NB2	Welcome Signage	25-26

9. QUESTION PERIOD:

10. CLOSED SESSION:

Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsection d(1) (c) Labour Relations.

CSM1 Adoption of Closed Session Minutes of March 24, 2011.

CSR1 Labour Relations {Sub (1) (c)}

11. NEXT MEETING:

The Next Regular Meeting will be held Nov. 10, 2011, in the ISC Board Room.

12. ADJOURNMENT:

DISTRIBUTION: Full Agenda Package:

Councillor A. Siebring	Director K. Cossey
Councillor J. Winfrey	Director L. Duncan
Councillor G. Seymour	Director G. Giles
Councillor T. Duncan	Director B. Harrison
Councillor D. Haywood	Director L. Iannidinardo
	Alternate Director L. Heinio
	Mayor R. Hutchins

AS WELL AS:

Mr. R. Austen, General Manager, Parks, Recreation & Culture, CVRD
Mr. M. Kueber, General Manager, Corporate Services Department, CVRD
Mr. J. Ellis, Manager, Corporate Planning, CVRD
Mr. J. Elzinga, Manager, Island Savings Centre
Ms K. Schrader, Manager, Arts & Culture, CVRD
Mr. J. Wakeham, Manager, Facility, Fleet and Transit, CVRD
Mr. B. Coleman, Operations Coordinator, CVRD
Ms D. Begley, Youth Outreach Programmers, ISC
Mr. W. Jones, Chief Administrative Officer, CVRD
Mr. D. Devana, Administrator, District of North Cowichan
Mr. T. Ireland, Administrator, City of Duncan

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, September 8, 2011 at 2:30 pm.

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

ALSO

PRESENT: R. Austen, General Manager, Parks, Rec & Culture
J. Ellis, Manager, Corporate Planning
M. Kueber, General Manager, Corporate Services
S. Hurcombe, Budget Coordinator
J. Wakeham, Manager, Facility Fleet & Transit
J. Elzinga, Manager, Island Savings Centre
K. Schrader, Manager, Arts & Culture
M. Schaefer, Technical Director, Arts & Culture
A. Spalding, Administration & Facilities Booking
Coordinator.
D. Begley, Youth Outreach Programmer
A. Plunet, Recording Secretary

CALL TO ORDER

The Island Savings Centre Commission Chair called the meeting to order at 2:30 p.m.

In order to accommodate meeting schedules, the New Business Budget Items NB1, NB2 and NB3 were moved up in Agenda for discussion after the Delegation.

**APPROVAL OF
AGENDA
11-28**

It was moved and seconded that the order of the agenda be amended to move New Business items:

NB1 "Mid Year Budget Reports"

NB2 " Long Term Funding"

NB3 "2012 Island Savings Centre Budget Discussion"

for discussion after the delegation presentation, and that the agenda, as amended, be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES
11-29**

It was moved and seconded that minutes of the Island Savings Centre Commission regular meeting of July 28, 2011 be approved.

MOTION CARRIED

DELEGATION

Cowichan Valley Arts Council President J. Brayden thanked the Commission and ISC staff for their commitment to the arts, stating that without their cooperation, Portals would not be in existence today. A progress report of the Portals facility was presented.

As the ISC Ticket Centre, Vancouver Island Regional Library and Portals facility all open at the same time in the morning, permission was requested to extend the mutually agreed upon open hours of operation so that patrons may have a viewing opportunity of the arts while waiting for the other services to become available.

The ISC food services policy was discussed. As the minimum catering order of \$80 outweighs the limited number of volunteers who staff the show space and teaser gallery, it was requested that alternate food options be made available to CVAC volunteers.

NEW BUSINESS

NB1

ISC Manager J. Elzinga provided an interim 2011 report on the status of the budget pertaining to the Island Savings Centre:

With an expected deficit in food and beverage now at \$30,000, it is reasonable to estimate that unless facility revenue is higher than expected, this deficit could be at \$60,000 at year end. Management will be monitoring revenue in the months ahead, and will be adjusting discretionary spending accordingly to work towards a break-even budget.

Arts & Culture Manager K. Schrader provided an interim 2011 report on the status of the budget pertaining to the Arts and Culture Division:

General expenditures including salaries, benefits, and office operations are on target. Revenues are also on target and ticket sales are on the increase with the launch of the 2011/2012 season in September. A break-even budget is projected this year.

NB2

Corporate Planning Manager J. Ellis offered a starting point for discussion with the proposal of an ISC Staffing, Services and Capital Sustainability Plan. Jacob further went on to discuss that the ISC Sustainability Plan arose from looking at the Corporate Strategic Plan.

The Corporate Strategic Plan was developed through community surveys and staff input as requested by the CVRD Board. The Corporate Strategic Plan identified specific organizational priorities, in order to ensure well maintained public facilities; increase participation in parks, recreation and culture programs, continually improve the quality of programs and services; develop a program expansion strategy, ensure departments are sufficiently resourced, develop a long term financial management plan and develop a long term funding strategy including a capital reserve funding policy for maintaining and replacing infrastructure assets.

A budgetary implementation timetable was suggested in order to offer sustainable levels of staffing, services, and equipment, short term capital funding for repair, replacement and building upgrade components, and long term capital funding to undertake major capital repairs, upgrades or facility replacement in a cost effective and timely manner.

The ISC Manager identified a shortfall of two recreation staff positions needed in order to provide appropriate levels of programs and services within the facility.

The Arts & Culture Manager compared the much lower staffing levels of the Cowichan Theatre facility with facilities of similar size and mandates, stating the correlation between a continued increase in the number of shows being presented at the Cowichan Theatre with too few staff, resulting in a history of staff burnout and stress related illnesses. The Cowichan Theatre has 9.8 shows per full-time staff person versus the average of 3.59 shows per full-time staff person at other similar theatres.

It was suggested that, as the Cowichan Theatre has had a continued increase in requested service without an increase in staff since service cuts in 1998, staffing levels be reinstated as well as increased, in order to maintain existing service levels. The Theatre is also requesting reinstatement of the presenting budget and advertising budget to 2009 levels.

In further discussion about services, the ISC Manager stressed the importance of reinstating budget for program and office equipment.

Facility, Fleet and Transit Manager J. Wakeham reported that with an increase in events/programs and patron traffic as well as an aging facility requiring more complex repairs, these have made it very challenging to provide quality preventative maintenance with a limited staff contingent.

The high volume of patrons utilizing the entire complex and the expectation that it will continue to increase due to converting old lounge to a more useable space, high demand for facility programs and building rentals, increased traffic to Theatre, opening of Portals, increased traffic due connection with VIU, new tenant and revitalization of old Aquannis Centre area, all have presented a challenge to provide the required maintenance with aging infrastructure.

J. Wakeham also echoed the Arts and Culture Manager's statement regarding concern for staff absenteeism and stress related illnesses and limited opportunity for employee training and supervision due to the limited staff. It is suggested that additional staffing dollars are required for reinstatement of a position reduced due to budget constraints and that additional positions are needed to ensure that the complex has the adequate staffing level required to properly maintain the facilities as well as provide for training and supervision.

An overall building assessment was provided with a 9 year Capital Needs evaluation. With the current Capital Reserves reduced to \$49,352, discussion ensued on the merits of building short term and long term capital reserves. Long term capital addresses the replacement value of the aging Island Savings Centre, including the Cowichan Theatre.

Up to 3 Implementation phases were recommended to address Staffing/Services, Equipment & Short Term Capital, and Long Term Capital requirements.

Director L. Duncan requested that a report be brought back to the Commission outlining tax base proportionality figures comparing the Cowichan Theatre with other public Theatre facilities, and that total requisition numbers be provided from 1998 to present day, in order to monitor historical patterns.

Director G. Giles left the meeting at 3:40 pm.

11-30

It was moved and seconded that staff be directed to prepare a report for consideration by the Commission in the 2012 budget process, that details the recommended resources required for year one implementation of the proposed ISC Staffing, Services and Capital Sustainability Plan;

And that historical numbers from the Cowichan Theatre also be included for consideration.

MOTION CARRIED

It was suggested that funding dollars for the Cowichan Theatre be kept separate from other areas while building up the capital reserve fund.

NB3

Based on the direction provided by the Commission, M. Kueber, General Manager of Corporate Services, suggested that the recommendations in his Staff Report to the Commission be withheld for future discussion.

11-31

It was moved and seconded that, as per the provided direction on the Island Savings Centre Staffing, Services and Capital Sustainability Plan, supplemental items be provided for the 2012 budget and that staff provide in addition, core budget figures for Commission consideration.

MOTION CARRIED

**BUSINESS
ARISING OUT OF
MINUTES**

BA1 Bylaw No. 431 was presented for discussion. The Chair requested direction from the Commission to write letters to the City of Duncan and District of North Cowichan on the appointment of alternates for representation.

Discussion ensued, with the consensus that the Island Savings Centre Chair be authorized to write to the City of Duncan, District of North Cowichan and CVRD funding partners of Area D (Cowichan Bay) and Area E, (Sahtlam/Glenora/Cowichan Station), requesting that representatives appoint their alternates to attend the Commission meeting when they are unable to attend themselves.

**DEPARTMENT
REPORTS**

**DR1
YOUTH OUTREACH
REPORT**

Island Savings Centre Youth Outreach Programmer D. Begley stated:

- Youth Corner opened for the new season to a waiting group of teens
- Programs and youth dances are starting up. As the schools will not be endorsing the youth dances, staff will assess the program.
- The YOP will be partnering up with other youth centered agencies.

**DR2
OPERATION
REPORT**

Report submitted by North/Central Cowichan Facility Coordinator B. Coleman:

- The new transformer has been approved by BC Hydro to be wrapped with an anti-graffiti design.
- The North Facility Exterior has been refurbished to match the rest of the facility.
- The Heritage Hall has been repainted.
- Digital signage cabinets have been completed for the 11 display screens.

**DR3
COWICHAN
THEATRE REPORT**

Manager, Arts & Culture, CVRD K. Schrader stated:

- The 2011/12 fall season brochure is now out.
- As part of the national arts awareness campaign called Culture Days, the Manager has negotiated a new annual Fall Arts and Culture Guide with event listings from across the region and editorial content due out on September 28/11 in the News Leader Pictorial.
- The Spirit Stage will be in use for the Cowichan Exhibition and Our Eco Village. Mike Schaefer is working with local contractors on a design for a new roof for the Stage.

**DR4
ISLAND SAVINGS
CENTRE MANAGER
REPORT**

Island Savings Centre Manager J. Elzinga stated:

- User groups have been invited for training of use on the AEDs.
- ISC Survey goes out to the public on September 9/11.
- Digital signage screens project is complete.
- Thanks to D. Begley for participating in discussion with Vancouver Island University on childcare and anticipated next steps.
- Extension of the University Way exit is expected over the next few months.

**UNFINISHED
BUSINESS**

No Unfinished Business

NEW BUSINESS

NB4

Staff Report by ISC Manager recommended that the Island Savings Centre Commission approve the donation of the Olympic banners, previously purchased for \$120, but with an uncertain value a year and a half later, to the Kidsport program to assist them with fundraising efforts.

11-32

It was moved and seconded that Island Savings Centre Commission approve the donation of Olympic banners hanging at the Island Savings Centre to Kidsport as a fundraising opportunity.

MOTION CARRIED

NB5

As the ISC facility name and facilities have changed over time, changes have been necessary to update the wording of the existing Parking Lot Lease Agreement signed June 2, 1986 between the Cowichan Valley Regional District, the District of the City of Duncan and the Corporation of the District of North Cowichan. Staff requested approval to renew the lease with appropriate changes noted.

11-33

It was moved and seconded to approve the renewal of the Parking Lot Agreement between the Cowichan Valley Regional District, the Corporation of the City of Duncan and the Corporation of the District of North Cowichan, with appropriate changes noted.

MOTION CARRIED

NB6

The history of alcohol use in Arena Dressing Rooms has produced a long standing challenge within the recreation industry, prompting discussions with user groups, staff and management. The Cowichan Arena currently does not allow alcohol in the dressing rooms, contrary to what users want.

The current policy prohibits use or consumption of alcohol, tobacco or drugs in all facilities, and those who do not abide will be subject to a disciplinary action or legal action. As alcohol consumption currently occurs in arena dressing rooms, and is a service that user groups want, in consideration of the Liquor Control and Licensing act, ISC management has met with the regional liquor inspector to resolve this dilemma. Three options have been suggested for the Commission's consideration in resolving this issue:

Option #1
Return to pre-2006 and remove existing policy

Option #2
Keep policy as current

Option #3
Apply to license and serve alcohol in arena dressing rooms.

Based on the recommendation by the Liquor Inspector to apply for liquor licensing to provide this service, ISC Management recommends that the Island Savings Centre Commission approve an application for the licensing of arena dressing rooms,

Discussion ensued, with a simple budget for provision of services presented.

11-34

It was moved and seconded that Island Savings Centre Manager bring back to the next Commission meeting a revised proposal for licensing the Cowichan Arena dressings rooms to include a revised budget with an appropriate surcharge to ensure that the program at least breaks even.

MOTION CARRIED

QUESTION PERIOD:

CLOSED SESSION

No Closed Session

ADJOURNMENT

The meeting adjourned at 5:05 p.m.

The next regular Island Savings Centre Commission Meeting will be held October 13, 2011, or at the call of the Chair.

Certified Correct:

Chairperson

Secretary

Dated:



Sept. 28th
250-715-0877

943, Arbutus Ave
Deccon
V9L 5X4

Mr Elzinga & Mr Austin can
tell you about our
conversations on the 14th & 15th
so I want bother you
with the details here.

Suffice to say that if
you are someone wanting
to use either the Box
Office, or library during
school hours, and are
either wheelchair or, as
in most cases, unable
to walk from the far
end of the overflow car
park, then you are well
out of luck. I find

CING



this totally unacceptable
Solution? Why not take
the 11 spaces currently
marked as 7 Invalid +
4 15 minutes only, and
reallocate them just for
Box Office + library
users. Yes, I know, the
anti-socials will take
no notice as usual, &
go on parking wherever,
so for the first few
days Patrol that section
& Tow, or better still
Clamp, the offending
vehicles. Word will very
soon get round, that
this time you mean
business.

©TNG



C-1

I would like to add,
that its very encouraging
that you are trying to
find a solution to
this long standing
problem.

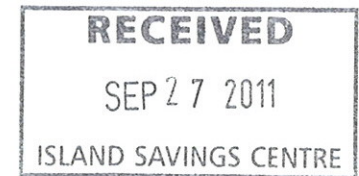
It would be so nice if
I, & my fellow Tasc
pages, could actually
use the library when it
suits us, & not have to
time our visits around
car driving children.

Sincerely
Letty Roberts
(LETTY ROBERTS)

©1980



CITY OF DUNCAN



September 23, 2011

Island Savings Centre Commission
2687 James Street
Duncan, B.C., V9L 2X5

Dear Members:

Please be advised that Councillor Sharon Jackson will be the City's alternate representatives on your Board, effective September 19, 2011

Councillor Jackson's address is 265 Third Street, Duncan, BC V9L 1S2; (Telephone: 250-746-9451; e-mail: jacksononcouncil@live.com).

Please contact the representative directly for all future meetings and functions. Thank you.

Sincerely

Lynn Ketch
Director of Corporate Services

PC: Councillor Jackson



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF OCTOBER 13, 2011

DATE: October 5, 2011
FROM: Jacob Ellis, Manager, Corporate Planning
SUBJECT: ISC Staffing, Services & Capital Sustainability Plan

Recommendation/Action:

That direction be provided regarding the preferred 3 year funding approach for year one implementation of the proposed ISC Staffing, Services & Capital Sustainability Plan.

Relation to the Corporate Strategic Plan:

The Corporate Strategic Plan specifically identifies the following priorities for the organization:

- Ensure well maintained public facilities,
- Increase participation in parks, recreation, and culture programs, events and activities,
- Continually improve the quality of programs and services,
- Develop a program expansion strategy,
- Ensure that each department is sufficiently resourced to accomplish its mandate,
- Develop a long term financial management plan that addresses lifecycle costs of CVRD assets and maintains adequate capital reserves to strengthen financial stability,
- Develop a long term funding strategy including a capital reserve funding policy for maintaining and replacing infrastructure assets.

The proposed ISC Staffing, Services & Capital Sustainability Plan (the Plan), if implemented, would in large part achieve these strategic actions for the ISC facility.

Financial Impact: *(Reviewed by Finance Division: N/A)*

The financial impacts of the proposed Plan depend on the implementation timetable and what portions of the Plan are eventually approved for implementation. Any recommended items will be forwarded for consideration during the 2012 budget process.

Background

At the September 2011 Island Savings Centre Commission meeting, a plan was presented that identified the personnel, services, and capital required for the ISC to ensure a sustainable level of service now and in the future. The presentation outlined the estimated costs of the Plan over the next 9 years, in three phases. The Commission then directed that staff prepare a report that would detail the recommended resources required for year one implementation of the proposed Plan.

Preparation of this report is underway. However, in order to develop an appropriate implementation approach, further direction is sought from the Commission.

Based on the information provided to the Commission on September 8, phase one (years 1-3) costs of the Plan are estimated at \$26.08 per \$100,000 in assessed value (\$1,527,000) for total onetime costs, with an additional \$14.67 per \$100,000 in assessed value (\$858,478) in ongoing costs. With these costs in mind, three available implementation options have been identified that the Commission may consider selecting.

1. Needs Based Approach

A needs based approach to implementing phase one (years 1-3) costs, would sequentially fund projects based on need. Those projects deemed critical would be funded first, with less critical projects coming in years two and three.

2. Proactive Approach

A proactive approach would implement phase one (years 1-3) costs starting with the greatest increase in year one, a reduced increase in year two, and a further reduced increase in year three. Recognizing that many items recommended for implementation are overdue, in an effort to address these deficiencies as quickly as possible, this approach would utilize the needs based ranking, but revise it to address more items in year one, which would allow for decreased requisition increases in years two and three.

3. Balanced Approach

A balanced approach would take the total costs of phase one (years 1-3) and divide those costs evenly over the three year period to ensure an even set of increases annually. To develop this implementation approach, the projects and costs in phase one, would be ranked according to need, and then list would be divided into three equal cost parts.

Once staff receive further Commission direction, an implementation plan report will be prepared that accurately details the potential requisition impacts of the plan in 2012. This report will also account for year-end surpluses and deficits, as well identify any opportunities to reduce requisition impacts through partnerships, grants, debt retirement, and short term borrowing.

Submitted by,



Jacob Ellis, Manager
Corporate Planning



STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF OCTOBER 13, 2011

DATE: October 5, 2011
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Historical Island Savings Centre Requisition Figures

Recommendation/Action(s):

Provided for information.

Relation to the Corporate Strategic Plan:

Ensure well maintained public facilities.
Ensure that each department is sufficiently resourced to accomplish its mandate.
Develop a long term financial management plan that addresses lifecycle costs of CVRD assets and maintains adequate capital reserves to strengthen financial stability.

Financial Impact: *(Reviewed by Finance Division: _____)*

Provided for information.

Background:

At the September 2011 Island Savings Centre Commission meeting, staff were requested to provide historical requisition numbers. Staff are providing numbers not only for the Cowichan Theatre, but for the Island Savings Centre as a whole.

For the Island Savings Centre requisition history:

	Amount	% Change
2011	3,225,222	9.93%
2010	2,933,940	4.13%
2009	2,817,459	3.49%
2008	2,722,498	7.55%
2007	2,531,445	4.71%
2006	2,417,478	5.67%
2005	2,287,681	6.10%
2004	2,156,173	6.79%
2003	2,019,134	2.92%
2002	1,961,884	-0.38%
2001	1,969,340	6.59%
2000	1,847,585	4.23%
1999	1,772,589	2.19%
1998	1,734,614	-0.16%
1997	1,737,414	3.46%
1996	1,679,249	0.40%
1995	1,672,636	1.56%
1994	1,646,982	-5.26%
1993	1,738,334	-0.53%
1992	1,747,656	8.03%
1991	1,617,737	8.74%
1990	1,487,779	1.06%
1989	1,472,240	9.37%
1988	1,346,069	1.65%
1987	1,324,260	-5.00%
1986	1,393,970	3.46%
1985	1,347,330	4.98%
1984	1,283,411	-0.14%
1983	1,285,269	-1.06%
1982	1,299,051	23.13%
1981	1,055,031	18.82%
1980	887,889	7.75%
1979	824,054	51.80%
1978	542,865	143.51%
1977	222,934	

Staff have considered these numbers and believe the following is an appropriate interpretation:

- By 1982, the service requirements of the operation had stabilized, and were probably close to today's services.
- From 1982 to 1998, the requisition increased 2.10% each year on average. Over this same period the average wage increase was 3% and the average rate of inflation was 4%, leaving few funds if any available for addressing capital improvements, as building and equipment were newer. Little direction to save for the long term.
- From 1998 to 2008, the requisition increased 5.18 % each year on average. Labour increases were covered, but the Commission had to really begin addressing building and equipment that were over two decades old. \$3 million was spent on annual capital needs in that period in order to maintain the facility. Funding of this \$3 million came from surplus from the ending of long term debt totaling \$1.2 million, along with another \$300,000 from reserves. Of the other \$1.5 million, just over \$500,000 came from then current requisition, with just under \$500,000 coming from sponsorship, and just under \$500,000 coming from the installation of new debt. Essentially no funding went to long term building or equipment replacement.
- In 2009 and 2010, there were realistically no reserves, no long term debt surplus, no annual operating surplus to call on. The Commission chose to keep requisition increases below the previous 10 year average of increases. To accomplish this, capital improvements were limited to whatever sponsorship and grants could provide. Services and staffing were cut. No allocation to reserves.
- In 2011, to keep the level of reduced community services, and address hydro increases, and a \$29,000 transfer to reserve, the requisition increase was over 9%. This did not reinstate staffing or services, and capital was again funded by sponsorship and grants.

Final notes

From 1998 to 2011, on average, the Cowichan Valley Regional District as a whole had a 7.58% requisition increase, Cowichan Lake Arena had a 9.48% requisition increase, and Kerry Park Recreation had a 12.75% increase. The Island Savings Centre average increase over that period was 4.92%. With this comparison, the Island Savings Centre has spent less on services and infrastructure than other areas of the CVRD.

In management's opinion, to maintain the infrastructure the best practice is to fund annual capital with requisition or sponsorship funds as well as to put funds in to the reserves annually. Then for large capital replacement or expansion, reserve funds or/and debt should be used. What the numbers tell us is that what is happening is no funds are being put aside to fund long term capital expansion or replacement. While we use reserve funds (from surplus of past debt) and debt to fund day to day capital up keep, we are using up the capital equity.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:

Division Manager:

Approved by:

General Manager





STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF OCTOBER 13, 2011

DATE: October 3, 2011
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Licensing of Arena Dressing Rooms

Recommendation/Action(s):

That the Island Savings Centre Commission approve an application for the licensing of arena dressing rooms, with service on a break-even basis.

Relation to the Corporate Strategic Plan:

The objective falls under the provision of exceptional recreation, cultural and park services.

Financial Impact: (Reviewed by Finance Division: _____)

The impact of licensing the dressing rooms will be to legally allow beverages into these areas. The one-time cost (currently unbudgeted) to apply for the license is expected to be \$440 for the events and services function of 420. There is not expected to be an annual license renewal fee, as this will be an extension of the existing license.

Background:

This report follows up on the discussion at the Island Savings Centre Commission meeting of September 8, 2011.

Management reported to the Commission that the Alcohol, Tobacco, and Drug policy instituted in 2006 put the onus of reporting of consumption on operations staff. Because operations staff are infrequently in the dressing room area, and with reports only based on evidence of consumption, reporting becomes inconsistent. It is management's understanding that alcohol consumption continues in Island Savings Centre dressing rooms.

Discussion at the September Commission meeting centred on two options:

1. Maintaining the status quo. This would mean that we state that drinking is not permitted. Policy enforcement would be based on evidence of consumption.
2. Licensing the dressing rooms. This would recognize that this is a service the users want.

Commission discussion on option 2 included:

- a. This service could put pressure on other arenas to follow suit.
- b. There remains the possibility that users could consume alcohol they provide themselves, within either licensed or unlicensed areas.
- c. There remains a possibility to have greater expenditures than revenues.
- d. There was discussion on whether there should be an intent to profit. Further discussion led to a potential surcharge for the privilege of having the service.
- e. An application to license does not guarantee receiving a license.

Two significant areas of discussion included liability, and budget.

Liability

It is management's understanding that the Island Savings Centre significantly reduced liability in moving to the no tolerance policy in 2006.

It is management's belief that moving to licensing the dressing rooms and providing beverage service is improving the control of risk. Supervision and monitoring by staff included in the provision will be under Serving it Right principles, which will control consumption, and ultimately behavior and respect for the facility.

It is unclear whether this improves liability. With the provision of a service, the provider does expose itself to liability. The Island Savings Centre already accepts the liability for the provision of alcohol in licensed areas, and it could be argued that extra service in extra areas equates to extra liability. It could also be argued, however, that the extra control of risk through supervision and the control of consumption reduces liability.

Budget

The other issue for discussion is whether the service is to break even, or if there is an intent of profit.

Break-even scenario.

- Island Savings Centre and user groups are partners.
- Alcohol pricing is close to retail.
- Hassle free for users – do not have to supply their own.
- Within team enforcement – if a player brings own alcohol, other players may enforce the partnership – “if you do that, we’ll lose this service.”
- Reasonable to enforce discipline if players don’t follow the rules of a provided service.
- Break-even scenario is actually a “profit” scenario. The expenditures of staff for the call in will be included in the calculation, yet staff will be able to perform other duties, since the alcohol provision will only take part of their time. These other duties would normally cost the Centre.

Intent for profit scenario.

- User groups are customers of the Island Savings Centre for this service.
- Either alcohol pricing is increased, or a flat fee is placed on the teams for the service (surcharge).
- Increased pricing is incentive for users to consume own alcohol, with decreased purchasing of our alcohol provision. This directly leads back to current scenario, with unclear liability and control of risk.
- Flat fee may work for some user groups. These user groups may recognize that alcohol consumption in the dressing rooms is a privilege, and accept the flat fee. The risk, however, is that if a flat fee is rejected by a user group, and they continue to bring their own alcohol, and with no staff to patrol, will not only lead to the current scenario for this group, but will lead to inconsistent provision, and other groups saying that the offending group is able to consume. Could potentially be a worse situation than current.

Management does not recommend an intent for profit scenario, and would recommend the status quo of no tolerance instead if the Commission chooses not to pursue the break-even scenario.

Proposed Budget for the Program, with the recommendation of intent to break even

Expenditures

Typical fixed cost of 3 hour call in for Food and Beverage II position, to service typical back to back men's games.

3 hours @ \$14.92 (2012 rates)	\$44.77
Vacation pay	\$ 2.69
In lieu of benefits	\$ 3.58
Benefits received (CPP, etc)	\$ 5.10

Fixed cost total \$56.14

Variable cost 1.89 per beer

Variable cost 0.07 per beer for the cup

Revenue

Proposed sales of \$3.00 per beer

Minimum sales

0 revenue – fixed costs of \$56.14 = (56.14)

Maximum sales

Revenue of 4 teams x 15 players x 3 beers @ \$3.00 = \$540

Fixed costs of \$56.14

Variable costs of \$352.80

Profit of \$131.06

Break even sales

56 beers

Revenue of 56 beers - 4 teams x 7 players x 2 beer @\$3.00 = \$168

Fixed cost of \$56.14

Variable costs of 56 beers = \$109.76

Profit of \$2.10

Other budget considerations

Non alcoholic beverages could also be sold.

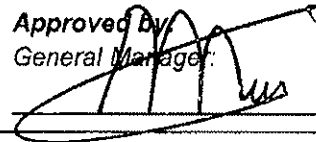
There would be opportunity for the employee to provide other services to the Centre during the call in, (i.e. stock inventory, equipment cleaning, etc) as this service would only be a portion of their time.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager:





NEWS RELEASE

For Immediate Release
2011PREM0122-001241
Sept. 30, 2011

Office of the Premier
Ministry of Community, Sport and Cultural Development

Province supports healthy communities with \$30M program

VANCOUVER – The Province will provide \$30 million in funding to communities to give B.C. families greater access to recreation facilities so they can enjoy the benefits of increased physical activity and community involvement, announced Premier Christy Clark at the Union of B.C. Municipalities convention today.

"We know that communities in B.C. face challenges when it comes to providing recreational infrastructure, particularly those in rural B.C.," said Premier Clark. "This program will help communities address these challenges by boosting the resources available at the local level. As we work to strengthen our families, it is important to understand the value of recreation – quite simply, getting together and having some recreational fun can reap huge rewards."

Eligible recreation projects will include sports facilities, community recreation spaces, fitness facilities, trails, bike paths, walkways, playgrounds and other indoor or outdoor recreational centres. Priority will be given to small communities, many of which lack the capacity to fund infrastructure.

"Not only will this program help families in smaller communities to have greater access to recreation, it will provide jobs and economic stimulus during the construction and operation of the facilities," said Ida Chong, Minister of Community, Sport and Cultural Development. "I look forward to seeing how communities can make the most out of this great opportunity to build upon their recreational infrastructure."

"I am thrilled with today's announcement", said Suzanne Allard Strutt, CEO of the BC Recreation and Parks Association. "This funding will go a long way to help address the pressing need across the province to replenish and renew our stock of recreation facilities. These facilities are the life blood of our communities. They are known to be one of the most cost-effective prescriptions for good health and engaged citizens. It's great to see such a significant investment in B.C. families. "

Applications submitted between Oct. 14 and Dec. 28, 2011 will be considered for project approval, with the limit of one application per community. Regional districts will have the opportunity to submit more than one application.

Announcements of successful applicants and funding will be made by March 31, 2012. Application packages will be posted on the ministry website at: <http://www.cscd.gov.bc.ca/lgd/finance/grants.htm>

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STAFF REPORT

ISLAND SAVINGS CENTRE COMMISSION MEETING OF OCTOBER 13, 2011

DATE: October 7, 2011
FROM: John Elzinga, Manager, Island Savings Centre
SUBJECT: Welcome Signage

Recommendation/Action(s):

That the Island Savings Centre Commission provide direction on the language(s) of welcome signage for the Island Savings Centre.

Relation to the Corporate Strategic Plan:

To strengthen relationships between the CVRD and First Nations.
To develop accessibility to ensure that all people have access to quality recreational and cultural services and facilities.

Financial Impact: *(Reviewed by Finance Division: _____)*

Background:

Management would like to continually improve service by making Cowichan Valley residents of all cultures feel welcome at the Island Savings Centre. Management would also like to build on the relationships developed through the recent 2008 NAIG Games.

Staff are currently upgrading signage at the Island Savings Centre, using funds allocated through the 2011 budget. Staff recognize a need for better welcoming signage. Staff are proposing that the welcome signage may have languages in addition to English.

The 2006 census has information on the conglomerrated area around Duncan, which may be appropriate for this discussion. Within a core population of 41,387, 4800 are aboriginal, and another 2,075 are visible minorities. Of the visible minorities, South Asian are 1,060, Chinese are 290, Filipino are 195, Southeast Asian are 115, Japanese are 100, with other visible minorities under a population of 100.

We are working with the Cowichan Valley Intercultural Society to see if we can retrieve more recent demographics.

Our aboriginal population is approximately twice the provincial average, while our visible minorities are approximately half the provincial average.

I'm proposing three options:

1. Welcome signage in English only as is done currently.
2. Welcome signage in English and Hul'qumi'num (we can discuss appropriate language with Cowichan Tribes)
3. Welcome signage in multiple languages. At this time, I'm suggesting English, French (because of our dual languages), Hul'qumi'num, Sikh/Punjabi, and Cantonese/Mandarin, with the potential of others. It would not be possible to accomplish the language of every resident. This signage will require the proper wording for each group, as well as wording to state that the Island Savings Centre welcomes all members of our community, no matter what the language.

Submitted by,

John Elzinga, Manager,
Island Savings Centre.

Reviewed by:
Division Manager:

Approved by:
General Manager

