



## ISLAND SAVINGS CENTRE COMMISSION

Thursday, September 13, 2012

2:30 pm/ ISC Board Room

### AGENDA

Pages

1. **APPROVAL OF AGENDA:** 1-2
2. **ADOPTION OF MINUTES:**  
M1 July 12, 2012 Minutes 3-7
3. **BUSINESS ARISING FROM THE MINUTES:**
4. **DELEGATION:**  
D1 Keith A. Williams Re: Cigarette Smoking on Island Savings Centre grounds  
D2 Tara Pollock and Peter Fahey, Vancouver Island Health Authority Re: VIHA's vision for care in the community with a potential partnership with the Island Savings Centre.
5. **DEPARTMENT STAFF REPORTS:**  
SR1 Youth Outreach Programmer, D. Williams, Verbal Report  
SR2 Coordinator, Operations Division. B. Coleman, Verbal Report  
SR3 Manager, Arts & Culture Division, K. Schrader, Verbal Report  
SR4 Manager, Island Savings Centre Division, J. Elzinga, Verbal Report
6. **CORRESPONDENCE:**  
C1 E-mail July 25, 2012 T. Daly, CVRD Legislative Services Division Re: Clarifying Commission Representative Spokesperson 8  
C2 Letter August 1, 2012, Canadian Mental Health Association Re: Request for sponsorship of the "Raising our Spirits" totem pole at Warmland House. 9-10
7. **NEW BUSINESS:**  
NB1 World Junior A Hockey Challenge  
- To be Distributed  
NB2 Mid-Year Budget Report – J. Elzinga, Manager, Island Savings Centre 11-12  
NB3 Mid-Year Budget Report – K. Schrader, Manager, Arts & Culture 13-14  
NB4 Budget 2013 Supplemental Items 15-17

8. **QUESTION PERIOD:**

9. **ADJOURNMENT:**

The next Regular Commission meeting will be held October 11, 2012

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, July 12, 2012 at 2:30 pm.

**PRESENT:** A. Siebring, P. Kent, B. Lines, J. Woike, T. Duncan  
L. Duncan, Alternate L. Heinio

**ALSO PRESENT:** R. Austen, General Manager, PRC  
J. Elzinga, Island Savings Centre Manager  
K. Schrader, Arts & Culture Manager  
B. Coleman, North/Central Cowichan Facility Coordinator  
D. Williams, Youth Outreach Programmer  
A. Plunet, Recording Secretary

**ABSENT:** L. Iannidinardo

**APPROVAL OF  
AGENDA  
2012- 54**

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

**NB9 Cowichan Valley Performing Arts Foundation**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
2012-55**

It was moved and seconded that the minutes of the June 14, 2012 regular meeting of the Island Savings Centre Commission be approved.

**MOTION CARRIED**

**BUSINESS  
ARISING  
BA1**

Gratitude letters were received and filed from CV Arts and Sports Scholarship recipients Talietha Sangha and Colin Knight.

**BA2**

Project costs to renovate the Arena and MPH Ceilings were received below what had been budgeted for, by a significant amount. This savings will be set aside in contingency until needed.

**BA3**

With support of North Cowichan and School District 79, a staff committee has been formed to complete the BC Summer Games application by the deadline of September 10, 2012.

**DEPARTMENTAL  
STAFF REPORTS:  
SR1**

D. Williams, Youth Outreach Programmer, reported:

- The Leaders in Training program has been revamped to include specific areas such as arena, aquatics and CR. Aquatics 1 is set for fall in conjunction with NC.

- Meet with ministry and RCMP on a monthly basis to discuss youth and kids who are falling through the cracks and to make each other aware. Information was shared about recent vandalism.
- In conjunction with the North Cowichan youth outreach programmer, a version of the Leaders In Training program will be offered for participants of the Cowichan Coast Salish Games taking place August 14-17.

**SR2**

B. Coleman, North/Central Cowichan Facility Coordinator, reported:

- Painting of the Arena ceiling is ahead of schedule.
- A newly purchased tractor with attachments is now in use.
- Chosen applicants for the lead hand position will be interviewed over the next few weeks. After job shadowing with the current lead hand, the second lead hand will begin the position in mid August.

**SR3**

K. Schrader, Arts & Culture Division Manager, reported:

- The new IATSE contract has been ratified by the CVRD Board, with the new Assistant Technical Director beginning his position on July 1/12.
- The high profile show 'Nazareth' ended the Cowichan Theatre season. Staff are preparing for the next season from programs to sponsorship, and completing the next season's brochure.
- IT staff have offered support with the redesigning of the current website to meet the Theatre needs.
- Daily contact is maintained as both advocate and liaison with the CV Arts Council.
- The Cowichan Culture Counts project is a work in progress, alongside the Community Infrastructure Improvement Fund.

Commission members suggested that the Cowichan Theatre be identified as a Cowichan Regional Theatre. The Arts & Culture Manager stated that the consultant's recommendations from the Cowichan Culture Counts project will be forwarded to the Board in the fall, with recommendation for a newly refreshed logo, and new profile.

**SR4**

J. Elzinga, Island Savings Centre Manager, reported:

- A draft presentation of the ISC Sustainability Plan will be presented to the Commission in the fall.
- Discussions to define a management agreement with the Aquannis Centre are ongoing.
- Dialogue continues with the Liquor Control Branch regarding the obtaining of a liquor license in the arena.
- A change in policy with minor hockey has increased the number of referees sharing one small room. A minor renovation will access additional space in an adjoining room.
- As an outcome of the floods of 2009, discussions have taken place with staff to create a rotational schedule for use within the 4 Primary Reception Centres, to assist during times of emergency. A Draft Plan is expected by the fall.

The 2012 RFABC Outstanding Facility Award was recently awarded to Cowichan Lake Sports Arena. The Commission acknowledged the Island Savings Centre manager's work on the arena project.

**UNFINISHED  
BUSINESS**

No Unfinished Business

**NEW BUSINESS**

**NB1**

Changes in methods of communication were discussed, including Commission members bringing IPADs to their meetings for convenience of reading and in the interest of saving paper. Although IPADs are a convenient tool, it was suggested that a paper agenda printout be made available for distribution at the meetings with the attachments available online, and full agenda packages printed for some members.

**NB2**

It was suggested that a letter be sent to the City of Duncan's Youth Council regarding their resolution to consider the possibility of establishing a youth entertainment activity centre.

Staff was directed to write a letter to Youth Council explaining the ongoing discussions to develop future youth services in the Aquannis Centre, and that a Theatre Volunteer Program and regional library program already exists for the youth. The Arts & Culture Manager offered to assist interested youth with shadowing and mentoring with Theatre staff.

**NB3**

The District of North Cowichan and the City of Duncan have drafted an agreement with the CVRD to grant a 5 year license to occupy the Island Savings Centre parking lot.

**2012-56**

**It was moved and seconded that the ISC Commission enter a 5 year License of Occupation agreement for the parking areas at the Island Savings Centre with the District of North Cowichan and the City of Duncan beginning July 1, 2012 and ending June 30, 2017, for a fee of \$1 per year.**

**MOTION CARRIED**

**NB4**

The ISC Manager presented an On Site Injury Rehabilitation Clinic proposal at ISC, and requested direction from the Commission. Although the Commission agreed that the clinic could be more appropriately housed at the Cowichan Aquatic Centre, it was suggested that due to a lack of space at the Aquatic Centre and possible available space at the Island Savings Centre, a business plan could encompass both facilities as a rental, and be a compliment to the Aquatic Centre.

Further direction by the Commission was requested to determine if the Island Savings Centre should use a portion of the facility to allocate toward health and wellness services.

**It was moved and seconded that the Island Savings Centre Commission direct staff to negotiate rental space with Irene Borecky CAT(C), Certified Athletic Therapist of Canada and Consultant for an on- site injury rehabilitation clinic at the Island Savings Centre.**

**MOTION DEFEATED**

It was suggested the motion could be premature without first holding discussions with Vancouver Health Authority to determine if there is a degree of need for a physiotherapy centre at the Island Savings Centre.

**2012-57**

**It was moved and seconded that Island Savings Centre staff research on the need and opportunity for a health & wellness centre, and that staff prepare a report for a joint partnership in a wellness centre with North Cowichan and the Aquatic Centre.**

**MOTION CARRIED**

**Opposing vote registered by T. Duncan**

The Island Savings Centre Manager stated his preference to identify functional need as a primary step followed by availability of rental space.

L. Heinio left the meeting at 4:03 pm.

**NB5**

The recent incidents of unlicensed alcohol consumption resulting in a fine and loss of alcohol privileges in Nanaimo, was brought to the Commission's attention. Island Savings Centre staff are exercising due diligence, but a similar incident here may be possible. Staff continue to push for licensing.

**NB6**

The CV Arts Council requested consideration of their request to have lighting installed and the Arbutus Gallery tailor-painted within the Island Savings Centre's Cowichan Suite, with an estimated cost of \$10,000. The work would be necessary prior to renting the facility for its 2013, 43<sup>rd</sup> annual Fine Arts Show. As grants could be researched for funding of this improvement, the Commission approved funding of up to half the improvement costs.

**2012-58**

**It was moved and seconded that the Island Savings Centre Commission approve funding of up to 50% of improvement costs to the Cowichan Suite, up to a maximum of \$5000.**

**MOTION CARRIED**

It was suggested that the Arts & Culture Division partner in fundraising efforts with the CV Arts Council for projects where proceeds could go towards this specific improvement, and that the Arts Council be offered the Arbutus Gallery in the Cowichan Suite for their annual Fine Arts Show for multiple years.

- NB7** ISC staff will be email marketing, a new initiative for the Island Savings Centre.
- NB8** A July 12/12 staff report highlights an opportunity to replace two infrastructure assets in the Island Savings Centre Sustainability Plan. Application for funds through the Community Infrastructure Improvement Fund could produce a savings of \$250,000 by bundling the project costs to replace seats in the Cowichan Theatre and a portion of the Cowichan Arena roof. Approval would imply an expenditure of \$280,000 from the Island Savings Centre for these capital projects in 2013.

**2012-59** **It was moved and seconded that the Island Savings Centre Commission approve an application to the Community Infrastructure Improvement Fund for \$250,000 for the projects of replacing Cowichan Theatre seats and replacing a portion of the Cowichan Arena roof;**

**And if in staff's opinion that there is a greater chance of success by either separating one application into two, or reducing the request to one project only, that staff be directed to do so.**

**MOTION CARRIED**

- NB9** A July 11, 2012 letter from Cowichan Valley Performing Arts Foundation Society requested funding assistance to underprivileged children and youth in the Cowichan Valley who wish to participate in Performing Arts activities.

Historically, funds have been raised through the Island Savings Centre vending machines program to assist children who could not afford to participate in Island Savings Centre programs. It was identified in 2010 that transferring \$1000 to Kidsport would create better access to these funds for sport. The same is now suggested for performing arts.

**2012-60** **It was moved and seconded that \$1000 be taken from the Island Savings Centre program access fund to support the Cowichan Valley Performing Arts Foundation.**

**MOTION CARRIED**

**ADJOURNMENT** **It was moved and seconded that the meeting be adjourned.**

**2012-61**  
4:35 p.m.

**MOTION CARRIED**

Certified Correct:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson

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

**Alana Plunet**

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**From:** Tara Daly  
**Sent:** Wednesday, July 25, 2012 1:04 PM  
**To:** Alana Plunet  
**Subject:** info please

Good afternoon Alana ~

I've been trying to find out which director would be responsible to report on ISC Commission (to the Board) – I have Loren, Lori, Barb, and Phil who attend the meetings. I've spoken with Ron who contacted John who I spoke with directly. I've spoken with Rob Hutchins who said to contact you – you have all the answers. Can you help me out?

Thanks!

*Tara*

Tara Daly  
Secretary 1  
Legislative Services Division  
Corporate Services Department  
Phone: 250.746.2503  
Toll Free: 1.800.665.3955  
Email: [tdaly@cvrd.bc.ca](mailto:tdaly@cvrd.bc.ca)





**CANADIAN MENTAL  
HEALTH ASSOCIATION**  
ASSOCIATION CANADIENNE  
POUR LA SANTÉ MENTALE  
**Cowichan Valley Branch**



Warmland House, 2579 Lewis Street  
Duncan, BC V9L 2Z2  
Phone: (250) 715-1132  
Fax: (250) 715-1135  
[www.cowichanvalley.cmha.bc.ca](http://www.cowichanvalley.cmha.bc.ca)

Hello,

The reason why we are writing is to inquire if you or someone you know might be interested in helping us bring to life our vision of a "Raising our Spirits" totem pole. The totem pole will stand as a symbol that Warmland House is a place of hope and healing, helping people move forward during a difficult time in their lives.

We are looking for sponsors to support our residents, volunteers, and community partners in coming together over the winter to carve this 20 foot, red cedar totem pole. When complete, together we will celebrate with a pole raising ceremony.

Your participation, support and encouragement of the "Raising our Spirits" pole at Warmland House symbolizes our mutual determination to carry on and strengthen the ties of community, co-operation and collaboration. It is a symbol of how, when working together, we can raise spirits and renew hope, in ourselves and our community, and realize a new vision of what we can become.

Once raised, the "Raising our Spirits" pole will continue to remind us of who we truly are, the path we've followed to get to where we are today, and to recognize the importance of working together to realize a different future. It will remind us that we are a part of something much bigger than ourselves, something that we may never have seen ourselves being a part of: change and personal growth. Our life need not be lives of despair and broken dreams; things can be different, there is hope.

Sincerely,

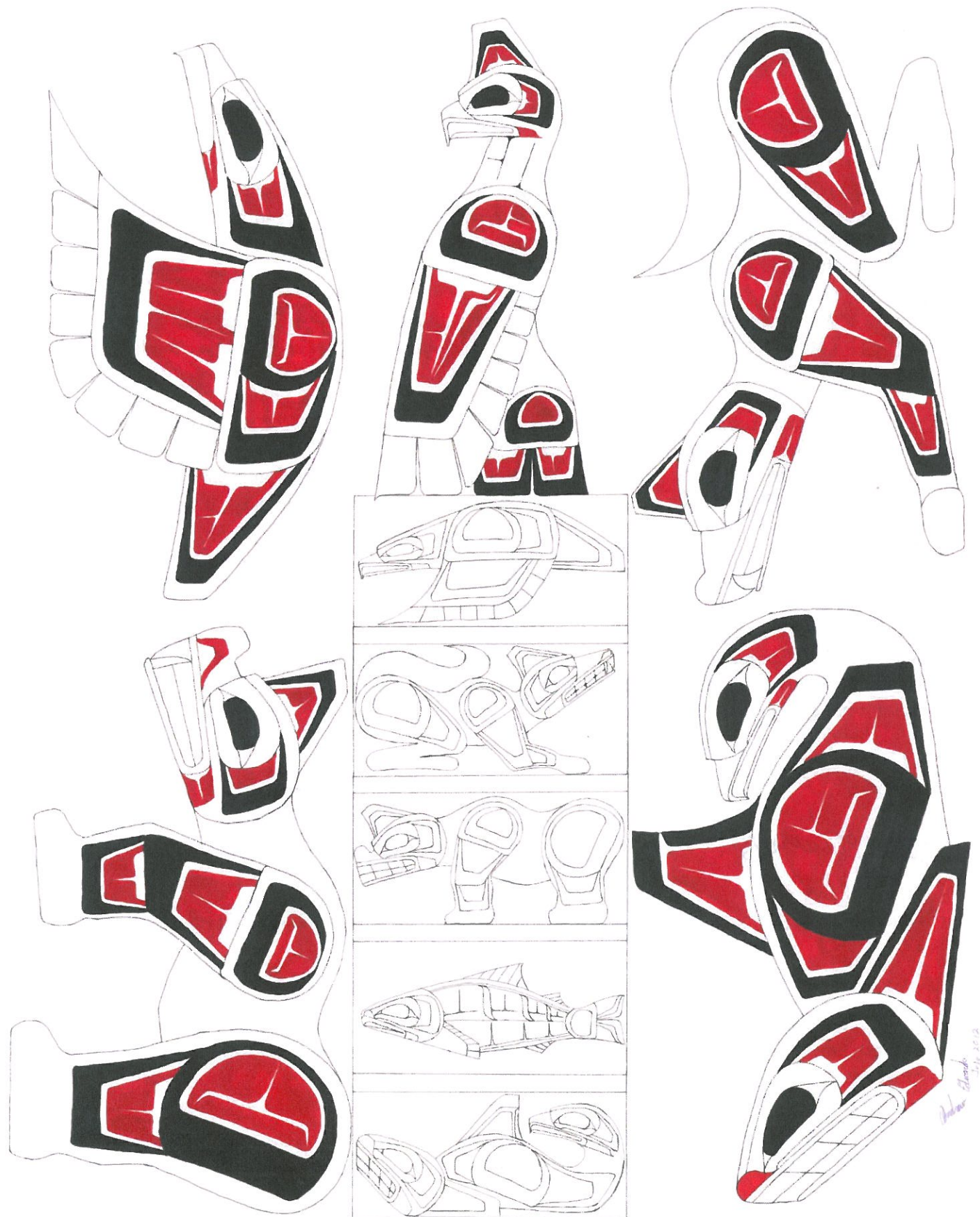
Andrew Edwards  
Artist, Project Designer

James Tousignant  
Housing Manager, Warmland House

PS. In appreciation of your consideration of our request, we've included a copy of Andrew's vision of Warmland's "Raising our Spirits" pole. A signed print of the drawing is available, with all proceeds going toward the project.

RECEIVED  
JULY 2012  
LAND SAVING TRUST

*"Raising Our Spirits"*





## STAFF REPORT

### ISLAND SAVINGS CENTRE COMMISSION MEETING OF SEPTEMBER 13, 2012


**DATE:** September 11, 2012  
**FROM:** John Elzinga, Manager, Island Savings Centre  
**SUBJECT:** Mid-Year Budget Status Report

#### **Recommendation/Action:**

For information purposes only.

#### **Relation to the Corporate Strategic Plan:**

Under the goal of service excellence, and the objective of having an efficient, high performance, innovative organization, and the strategic action to increase accountability with regular performance reporting to the Board (in this case, the Island Savings Centre Commission).

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

Financial update only.

#### **Background:**

The purpose of this report is to provide the Island Savings Centre Commission with an interim 2012 report on the status of the budget pertaining to the Island Savings Centre division. The following provides a brief outline of the Island Savings Centre Division functions, which includes both recreation and facilities, as of July 31, 2012

#### **420 – ISC Events and Services**

Program revenue is as expected  
Program expenditures currently slightly less than expected  
Food service revenue less than budgeted, food service expenditures more than budgeted, with deficit at \$35,000.  
Facility rental revenue is currently slightly more than expected  
Maintenance expenditures overall are slightly under budget  
Administration expenditures are as expected



**423 – ISC Arena**

Public skating, ice rentals as expected  
Dry floor rentals about 80% of expected  
Administration expenditures as expected  
Program expenditures as expected  
Special event expenditures currently under budget  
Maintenance expenditures as expected

**427 – Library**

Revenues and expenditures as expected

**Summary**

There is an expected deficit in food and beverage, as the Island Savings Centre continued to operate food services through the end of the 2011 / 2012 hockey season. That should be the end of our food and beverage deficit.

Current as of July 31, 2012, slightly higher program and rental revenue, and slightly lower operations and special event expenditures, have offset this deficit. We are as of July 31<sup>st</sup> in a very slight surplus situation.

One other factor has been the arena and multi purpose ceiling projects completed almost \$40,000 under budget. There will still be some remedial work associated with that project, including potentially sound baffling. It is anticipated though that there should be contingency left over.

Submitted by,



John Elzinga, Manager,  
Island Savings Centre.

**Reviewed by:**

Division Manager:

**Approved by:**

General Manager:



## STAFF REPORT

### ISLAND SAVINGS CENTRE COMMISSION MEETING OF SEPTEMBER 13, 2012

**DATE:** September 11, 2012  
**FROM:** Kirsten Schrader, Manager, Arts and Culture  
Division  
**SUBJECT:** Mid-Year Budget Status Report

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#### **Recommendation/Action:**

For information purposes only.

#### **Relation to the Corporate Strategic Plan:**

Under the goal of service excellence, and the objective of having an efficient, high performance, innovative organization, and the strategic action to increase accountability with regular performance reporting to the Board (in this case, the Island Savings Centre Commission).

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

Financial update only.

#### **Background:**

The purpose of this report is to provide the Island Savings Centre Commission with an interim 2012 report on the status of the budget pertaining to the Arts and Culture Division.

#### **Cowichan Theatre, Arts and Culture Division (426)**

##### **Expenditures:**

General expenditures including salaries, benefits, and office operations are on target for this time of year. Expenses are at normal levels, and will increase with the start of our 2012/2013 season.

##### **Revenues:**

Revenues are on target for this time of year and ticket sales will continue to increase with the launch of the 2012/2013 season in late September and early October.

**Summary**

With the unpredictability of ticket sales each season, we are projecting a break even budget this year.

Submitted by,

Kirsten Schrader, Manager,  
Arts and Culture Division

**Reviewed by:**  
Division Manager:

**Approved by:**  
General Manager:



## STAFF REPORT

### ISLAND SAVINGS CENTRE COMMISSION MEETING OF SEPTEMBER 13, 2012

DATE: September 11, 2012  
FROM: John Elzinga, Manager, Island Savings Centre  
SUBJECT: Preliminary Supplemental Items 2013

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#### Recommendation/Action:

For the Island Savings Centre Commission to direct staff to begin to prepare the 2013 Island Savings Centre budget with core expenses and the outlined supplemental items as identified in the Island Savings Centre Staffing, Services and Capital Sustainability Plan.

#### Relation to the Corporate Strategic Plan:

Under the goal of service excellence, and the objective of having an efficient, high performance, innovative organization, and the strategic action to increase accountability with regular performance reporting to the Board (in this case, the Island Savings Centre Commission).

Financial Impact: (Reviewed by Finance Division: SEN)

Financial update only.

#### Background:

The purpose of this report is to seek preliminary direction on the 2013 Island Savings Centre budget.

Completed as part of the first year of the plan, by requisition increase, Island Savings Credit Union sponsorship, and the budget surplus:

#### 2012:

#### Ongoing Expenses:

Staffing:

1. The hiring of a full time operations lead hand (note that only half the cost attributed to 2012 due to a July start, and the remainder of the increase comes in 2013).

NB.4

2. The reinstatement of an assistant technical director for the Cowichan Theatre (note that only half the cost attributed to 2012 due to a July start, and the remainder of the cost comes in 2013).

Services:

1. The restoration of the presenting budget for the Cowichan Theatre.
2. An increase to the repair and replacement of furniture and fixtures.
3. An increase to the replacement of office equipment, which in 2011 was used on a photocopier replacement.

Transfer to Reserve Fund:

1. \$234,000 – first step in the five year phased in option.

**2012 Expenses – one time:**

Capital:

- |   |                 |
|---|-----------------|
| 1. Replacement of Cowichan Theatre speakers.          | \$140,000       |
| 2. Replacement of multi-media switching equipment.    | \$27,000        |
| 3. Painting and repair of Cowichan arena ceiling.     | \$80,000        |
| 4. Painting and repair of multi-purpose hall ceiling. | <u>\$60,000</u> |

Total	<b>\$307,000</b>
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**2013 Proposed Supplemental Items:**

Staffing:

- |  |          |
|--|----------|
| 1. Programmer position as proposed in 2012 | \$72,416 |
|--|----------|

Capital:

- |   |           |
|---|-----------|
| 1. Emergency generator replacement                          | \$80,000  |
| 2. Repair of roof over ice plant                            | \$60,000  |
| 3. Upgrade to curtains / fly in Cowichan Theatre            | \$100,000 |
| 4. Loading dock upgrade                                     | \$60,000  |
| 5. Washroom construction at stage level in Cowichan Theatre | \$50,000  |
| 6. Cowichan Theatre sign on fly tower                       | \$30,000  |
| 7. Completion of north wall cladding                        | \$55,000  |

Transfer to Reserve Fund:

- |   |                  |
|---|------------------|
| 1. Increment of \$234,000 over 2012 (\$468,000 total) | <u>\$234,000</u> |
|---|------------------|

Total	<b>\$741,416</b>
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Difference from 2012 (including second half of cost of two positions hired this year: \$76,815)

<b><u>76,815 + 434,416 =</u></b>	<b><u>\$511,231</u></b>
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If all core expenses remained the same, \$511,231 would mean a 17.63% requisition increase over 2012.

**Other considerations: Grants**

The Island Savings Centre has two pending grant applications, and we should hear if they are successful this fall. One requests funding for parking lot paving, scheduled in the sustainability plan for 2014. The other requests funding for the ice plant roof, north wall cladding, curtains in the Cowichan Theatre, as well as seats in the Cowichan Theatre – note that three of these four projects are targeted for 2013. The success of these grants may alter capital priorities for 2013.

**Other considerations: Aquannis Centre**

The Aquannis Centre to date has been included in the Island Savings Centre Sustainability Plan as a capital item. \$200,000 was included as a renovation estimate, but depending on the eventual approved plan, the cost could well exceed \$1 M. Because of the uncertainty of the plan, and the amount of funding required, staff can't currently estimate a number for the 2013 budget, and it won't be included as a supplemental item at this time. This could be amended, like any other budget items, at final budget review in February, 2013.

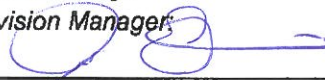
Submitted by,



John Elzinga, Manager,  
Island Savings Centre.

Reviewed by:

Division Manager



Approved by:

General Manager

