

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, February 10, 2011 at 2:30 pm.

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

**ALSO**

**PRESENT** R. Austen, General Manager, Parks, Recreation & Culture  
S. Moss, Manager, Finance Division  
S. Hurcombe, Budget Coordinator  
J. Wakeham, Manager, Facility, Fleet & Transit Division  
J. Elzinga, Manager, ISC  
K. Schrader, Manager, Arts & Culture Division  
B. Coleman, Operations Coordinator  
A. Spalding, Administration & Facility Booking Coordinator  
A. Plunet, Recording Secretary

**CALL TO ORDER** The Island Savings Centre Commission Chair called the meeting to order.

**ELECTION OF CHAIR** Nominations were requested by the Manager for the office of Chair of the Island Savings Centre Commission for the year 2011.

Councillors Winfrey and Siebring were nominated for the position of Chair. Councillor Siebring accepted the nomination. Councillor Winfrey declined the nomination.

**DECLARATION OF CHAIR FOR 2011** There being no further nominations, nominations were declared closed and Councillor Siebring was declared elected by acclamation Chair of the Island Savings Centre Commission for the year 2011.

**ELECTION OF VICE-CHAIR** Nominations were requested by the Manager for the office of Vice Chair of the Island Savings Centre Commission for the year 2011.

Councillor Winfrey was nominated for the position of Vice Chair. Councillor Winfrey accepted the nomination.

**DECLARATION OF VICE CHAIR FOR 2011** There being no further nominations, nominations were declared closed and Councillor Winfrey was declared elected by acclamation for the position of Vice Chair of the Island Savings Centre Commission for the year 2011.

Councillor Winfrey was acknowledged for his dedication over the past years as Chair of the Commission.

**ASSUMPTION OF CHAIR** Chair Siebring assumed the Chair.

**APPROVAL OF  
AGENDA  
11- 01**

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

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
11-02**

It was moved and seconded that the minutes of the Dec. 9, 2010 regular meeting of the Island Savings Centre Commission be approved.

**MOTION CARRIED**

**OPERATION  
REPORT  
R1**

North/Central Cowichan Facility Coordinator B. Coleman stated:

An agreement has been reached with BC Hydro, who will be supplying and managing the new electrical Kiosk, with installation designated through the Tender process. As the new transformer will be much smaller than the existing one, additional bicycle racks will be installed on the site. Oil Samples remain out for trend analysis. The lighting project upgrade is now complete, and renovations have been completed on the new Arts Council space.

**ARTS & CULTURE  
REPORT  
R2**

Arts & Culture Division Manager K. Schrader stated:

The Cowichan Theatre is currently wrapping up one of their busiest seasons. On January 15/11 an Arts & Culture presentation given to Shawnigan Lake Community Stakeholders, including Director K. Cossey, was received with favour, with members expressing interest in future follow-up presentations.

**ISLAND SAVINGS  
CENTRE REPORT  
R3**

Island Savings Centre Manager J. Elzinga stated:

Acknowledgement was given to S. Moss, S. Hurcombe and A. Spalding, the financiers present for clarification regarding the Island Savings Centre Budget. Acknowledgement was given to K. Schrader, Manager of the Arts & Culture Division, regarding the recent announcement of her title as the 2010 Arts Newsmaker of the Year.

The Manager noted Dick Drew's continuing efforts to have the World's Largest Hockey Stick placed in the Hockey Hall of Fame. It was suggested by R. Austen that a letter be supplied to D. Drew to support his efforts.

The Commission acknowledged D. Drew's efforts, and requested that a letter be written in support of his efforts to promote the World's Hockey Stick and Puck to the Hockey Hall of Fame.

- 11-03**                      **It was moved and seconded that staff create a formal letter of recommendation to Mr. Dick Drew in his promotion of the World's Largest Hockey Stick and Puck.**

**MOTION CARRIED**

**INFORMATION**

**IN1**

**Hockey Day in the Valley**

A Press Release issued by the Cowichan Valley Capitals Jr. "A" hockey club and the Kerry Park Islanders Jr. "B" hockey club announced the first "Columbia Fuels Hockey Day in the Valley" at the Island Savings Centre.

**IN2**

**Cowichan Valley Arts Council**

On February 2/11 the Cowichan Valley Arts Council held a Grand Opening of "Portals" their newly renovated space within the Island Savings Centre. A meeting was held between ISC staff and the Cowichan Valley Arts Council to discuss ways to expand communication.

**IN3**

**Tragedy at the Cowichan Arena**

Local newspapers articulated the Jan. 16/11 tragedy that occurred in the Cowichan Arena with the death of R. McLaren, Duncan Volunteer Fire Department's newly appointed Deputy Chief.

Questions were raised regarding placement of the Island Savings Centre AED, its proximity to the Cowichan Arena, and the possibility of purchasing an additional automated external defibrillator (AED) as an added tool in the fight to save lives.

**UNFINISHED BUSINESS**

**UB1**

**F&B Asset Disposal**

Equipment no longer in use by Food and Beverage Department was disposed of with the following monies received:  
Island Savings Centre equipment received a total of \$2,535.09  
Cowichan Theatre equipment received a total of \$2,312.

**UB2**

**Cowichan Place Update**

In a recent meeting between T. Walker, Mayor of the Municipality of North Cowichan, and Dr. R. Nilson, President of Vancouver Island University, Dr. Nilson recognized the issues regarding co-joining parking lots, and stated his intention to look into alternative solutions.

**NEW BUSINESS**

**NB1**

**ISC Budget 2011**

The Arts and Culture Manager and Island Savings Centre Manager presented a 2011 Budget Options Report for the Commission based on a 2% requisition increase as a starting point for discussion.

Both the Arts and Culture Division and Island Savings Centre Division are in a deficit position at the end of 2010, with a combined deficit of (\$35,618).

The main items contributing to a deficit include: Food and Beverage deficit of \$80,871; a different BC Hydro rate structure that resulted in a \$61,000 over budget cost; Fuel costs up \$30,000; and Arts and Culture staff medical leave and fixed staffing increases of \$17,600.

With hydro, fuel costs and garbage disposal expected to rise significantly over what was budgeted, the subtotal effect of an increased requisition would be 5.75%. Recommendations by Staff included the following Options:

1. 5.75% increase, which includes the reduction of core services to 2% with an additional 3.75% to address expected hydro, fuel, garbage and the deficit.
2. More than a 5.75% increase to address other needs.
3. Request staff again reduce the budget to a 2% requisition increase, while keeping the required increases for hydro, fuel, etc. This will mean a further cut to core services of 3.75% (\$109,867).
4. Any of the above options, with the inclusion of a transfer to Reserve to address that the Centre Reserve Fund is only at \$49,352.

The Commission was reminded of direction given previously to staff to replenish the Reserve Fund.

The Arts and Culture Division was directed to research what similar sized Theatres do as a standard practice to build up their Capital Reserves.

The Island Savings Centre staff were directed to define and bring back to a second Budget Meeting the following items:

1. More information regarding BC Hydro increases
2. Options on Reserve Fund allocations
3. A line by line CVRD Budget Review as related to the ISC
4. Provide details of 2010 year end figures of anything out by \$30,000 or more.

A Special Budget Meeting Date will be held February 24, 2010, at 1:30 pm, for further Budget discussion.

**ADJOURNMENT**  
11-03

**It was moved and seconded that the Regular meeting of the Island Savings Centre Commission adjourn.**

**MOTION CARRIED**

The meeting adjourned at 4:37 pm

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

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

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