

Minutes of the Special Meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Tuesday, February 14, 2012 at 2:30 pm.

PRESENT: L. Iannidinaldo, P. Kent, A. Siebring, B. Lines, J. Woike, L. Duncan, Alternate S. Jackson

ALSO

PRESENT: J. Elzinga, Manager, ISC/ CVRD
K. Schrader, Manager, Arts & Culture CVRD
J. Ellis, Manager, Corporate Planning CVRD
M. Kueber, General Manager, Corporate Services CVRD
S. Moss, Manager, Finance CVRD
S. Hurcombe, Budget Coordinator CVRD
J. Wakeham, Manager, Facility, Fleet & Transit CVRD
B. Coleman, Facility Coordinator, North/Central Cowichan CVRD
J. Lefebure, Mayor, District of North Cowichan
E. Mansueti, Director, North Cowichan Parks & Recreation
A. Spalding, Admin & Facility Booking Coordinator ISC/ CVRD
A. Plunet, Recording Secretary ISC/ CVRD

CALL TO ORDER
2:31 pm

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

The Agenda was corrected to read Tuesday, February 14, 2012 in the Mesachie Room, with the adoption of February 2, 2012 minutes.

**APPROVAL OF
AGENDA**
12- 08

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

MOTION CARRIED

**ADOPTION OF
MINUTES**
12-09

It was moved and seconded that the minutes of the February 2, 2012 Island Savings Centre Commission be approved.

MOTION CARRIED

**STAFF REPORTS:
SR1**

February 8, 2012 Staff Report by Manager J. Elzinga reported on recent changes to Food and Beverage Services at the Island Savings Centre.

Beginning March 1, 2012, facility users will be permitted to bring in their own food and non-alcoholic beverages. The theatre concession will continue to be run by staff, but with more Arts & Culture involvement. The Centre will continue to cater events up to June 30, 2012, after which the ISC will no longer offer catering as a service. After June 30, 2012, the

arena concession will no longer be operated by the Island Savings Centre. A request for proposals for the redevelopment of the arena concession space is expected to be released as of March 1, 2012. A new model of food and beverage services is expected by September 2012.

**UNFINISHED
BUSINESS**

UB1

Manager J. Elzinga recognized J. Ellis for his time spent developing the Sustainable Plan for the Island Savings Centre, and the Corporate Services team for their time spent preparing for the presentation of the ISC Budget 2012.

The Manager presented a Staff Report to discuss the 2012 budget with appendices of a five year consolidated plan; the Staff Report from the Manager of Corporate Planning outlining the Sustainable Plan; and recommended implementation phases over the next 9 years.

The Island Savings Centre Manager reported that in a review of the budget booklet, it was discovered that Island Savings Credit Union sponsorship funds were being used to pay for operating expenses instead of the required capital. Correcting this error would produce a total shortfall of \$69,896.

A February 09, 2012 Staff Report recommended that:

- 1) The capital budget be increased by \$69,896 and the requisition be increased to cover these additional expenditures;
- 2) The current core 2012 budget be amended by the inclusion of the listed supplemental items;
- 3) The 5 year plan for the Island Savings Centre be approved, including the 2012 budget as amended.

It was noted that a fourth recommendation was necessary, as a debt for short term borrowing will expire in August 2012, sooner than expected. The manager recommends that the savings of \$18,471 be transferred to reserve.

Commission members requested that the recommended items be addressed one at a time.

12-10

It was moved and seconded that the Capital Budget be increased by \$69,896 and the requisition be increased to cover these additional expenditures.

MOTION CARRIED

It was noted that within this amended budget:

- A \$56,564 surplus from 2011 was transferred to reserve;
- The increased sponsorship revenue of \$180,393 would be spent on \$15,000 for a photocopier, \$140,000 for theatre speakers and \$31,393 for exit doors;
- The budget is at a 1.29% requisition increase before any of the supplemental items are considered.

The presented supplemental items were considered.

There was discussion that the recommended transfer to reserve could be reduced by the 2011 surplus and noted short term debt retirement savings to approximately \$160,000.

It was moved and seconded to accept the following supplemental items listed in the 2012 Budget: The Assistant Technical Director position; the Lead Hand position; the increase to the Theatre Presenting budget; repair of furniture and fixtures; repair of Multi-Purpose Hall ceiling and Arena ceiling; upgrades to the multi-media switching equipment; and reduction to the reserve fund to approximately \$160,000.

3 votes in favour
4 votes opposed

Motion Defeated

It was stated in the ensuing discussion that the Commission required more information on the supplemental items. Staff were directed to prioritize the supplemental items, submit a breakdown of costs for each item, and the impact and investment these items could translate to the Centre.

The decision was made to postpone acceptance of a motion until costs could be identified by staff.

12-11

It was moved and seconded that staff report back to the Commission with clarification of costs of the items listed in the defeated motion, with priority levels set from staff.

Motion Carried

NEW BUSINESS

NB1

The ISC Manager relayed for information purposes, that School District 79 Board of Education has expressed an interest in meeting with Commission members to discuss a potential Joint Use Agreement with the Island Savings Centre.

QUESTION PERIOD

No questions were received.

ADJOURNMENT
12-12
4:12 p.m.

It was moved and seconded that the meeting be adjourned at 4:12 p.m.

MOTION CARRIED

NEXT MEETING

A follow up meeting to discuss the Budget of the Island Savings Centre will be held Monday, February 20, 2012, at 3:00 pm or at the call of the Chair.

Certified Correct:

Chairperson

Secretary

Dated: