

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

**PRESENT:** A. Siebring, J. Woike, T. Duncan,  
Alternates S. Jackson, L. Heinio, M. Lees

**ALSO PRESENT:** J. Elzinga, Island Savings Centre Manager  
K. Schrader, Arts & Culture Manager  
J. Wakeham, Facility, Fleet & Transit Manager  
B. Coleman, North/Central Cowichan Facility Coordinator  
A. Plunet, Recording Secretary

**ABSENT:** L. Iannidinardo, P. Kent, B. Lines, L. Duncan

**APPROVAL OF  
AGENDA  
2012- 26**

**It was moved and seconded that the agenda be amended to include  
NB1 a) Environmentally friendly Parking Lot**

**And that the agenda be approved as amended.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
2012-27**

**It was moved and seconded that the minutes of the March 8, 2012  
regular meeting of the Island Savings Centre Commission be  
approved.**

**MOTION CARRIED**

**BUSINESS  
ARISING**

April 4, 2012 Staff Report from J. Elzinga, Island Savings Centre Manager, stated that the Legislative Services Division will conduct a comprehensive corporate governance review and develop recommendations to improve the current Commission/ Committee governance structure.

**DELEGATIONS**

**DEPARTMENTAL  
STAFF REPORTS:  
SR1**

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

- The installation of consistent signage through the Island Savings Centre facility is nearing completion.
- Parking lot pot holes at the ISC have been filled in as a temporary measure pending a parking lot upgrade.

- SR2** Reporting for D. Williams, J. Elzinga stated that the Youth Outreach Programmer will be working to provide occasional entertainment off of the main lobby, while not disrupting the work environment of the Ticket Centre and Regional Library.
- SR3** K. Schrader, Arts & Culture Division Manager, reported on positive contacts made through her attendance at the annual provincial theatre conference, Pacific Contact. A recent policy review for theatre user staff was successfully conducted through the CVRD Human Resources Manager to define roles and policies.
- SR4** J. Elzinga, Island Savings Centre Manager, reported that:
- A review of marketing has become a high priority for staff, who hope to initiate a social media presence in conjunction with a Communications Plan currently being developed by CVRD staff.
  - Licensing of the arena dressing rooms continues to be on hold pending further review by the Liquor Control Branch.
  - April 30 is the deadline for acceptance of proposals for the space currently used as a concession.
  - Vancouver Island Sports Tourism Council is working with mid-island partners to bring national and international sport events to the Island. An upcoming meeting with organizational leaders of major sport events will provide an opportunity to advance this goal.

**UNFINISHED BUSINESS**

No Unfinished Business

**NEW BUSINESS**

**NB1**

An April 4, 2012 Staff Report recommended application for a grant to develop an environmentally friendly parking lot for the Island Savings Centre. Application would be made to Gas Tax Funding, the general strategic priorities fund and the innovations fund. It was noted that the Island Savings Centre would contribute up to 1/3 (\$400,000) of the estimated \$1.2 M project cost. Staff requested Commission support for the project, including an estimated cost for drawings of \$3500, and additional \$1000 for cost consultant fees.

**2012-28**

**It was moved and seconded that the Island Savings Centre Commission support an application to Gas Tax funding, the general strategic priorities fund and the innovations fund, for the development of an environmentally friendly parking lot for the Island Savings Centre; and that**

**Support be given for the expenditure of \$4500 for drawings and cost consultant fees to support the application to Gas Tax funding, and further, that other expenditures within the 2012 Island Savings Centre budget be reduced to fund this expenditure.**

**MOTION CARRIED**

Mr. N. Olive, the Renovation Project Manager on the Cowichan Lake Arena renovation project, will assist the Island Savings Centre staff with the writing of a grant application for this current Island Savings Centre proposal. Further discussion with the Commission is anticipated in the Fall of 2012 on development of the project in 2013 or 2014.

**NB2**

J. Woike and T. Duncan agreed to review applications for the Cowichan and Chemainus Valley's Arts and Sports Scholarships. The two \$500 Sports and two \$500 Arts based scholarships will be presented at the individual school awards ceremonies. To ensure that the awards distributed are well earned, the Commission agreed to support distribution of the funds based on a defined criterion.

**2012-29**

**It was moved and seconded that Arts and Sports Scholarship monies be distributed conditionally based on the quality of applications and at the discretion of the Island Savings Centre Commission.**

**MOTION CARRIED**

**QUESTION PERIOD**

No questions were received.

**CLOSED SESSION**

**ADJOURNMENT  
2012-30  
3:17 p.m.**

**It was moved and seconded that the meeting be adjourned at 3:17 p.m.**

**MOTION CARRIED**

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

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