

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, January 9, 2014 at 2:30 p.m.

PRESENT: Councillor A. Siebring
Councillor S. Jackson
Councillor B. Lines
Alternate Director L. Heinio

ALSO PRESENT: Ron Austen, General Manager, Parks Recreation & Culture
Jim Wakeham, Facility, Fleet & Transit
John Elzinga, Manager, Island Savings Centre
Kirsten Schrader, Manager, Arts & Culture
Kuan-Juan Foo, Manager, Energy
Brad Coleman, Coordinator, North/Central Cowichan
Denise Williams, Child & Youth Programmer
Alana Plunet, Recording Secretary

ABSENT: Councillor T. Duncan
Director L. Duncan
Councillor J. Woike
Director L. Iannidinardo

**APPROVAL OF
AGENDA
2014-01**

**It was moved and seconded that the agenda be amended to include
NB3 Walk of Nations
NB4 Encroachment Agreement
and that the agenda be approved with amendments.**

MOTION CARRIED

**ADOPTION OF
MINUTES
2014-02**

It was moved and seconded that the Regular Minutes of the Island Savings Centre Commission, held December 12, 2013, be adopted.

MOTION CARRIED

**BUSINESS ARISING
BA1**

The Heart and Stroke Foundation has agreed to donate an AED to the Island Savings Centre. It is anticipated to arrive in time for the Feb. 28, 2014 Caleb Kroffat night at the Cowichan Capitals event in the Cowichan Arena.

BA2

A Staff Report of January 6, 2014 on the ISC Energy Savings Capital Improvement Project stated that the CVRD will need to move forward now for grant applications to both Fortis BC and BC Hydro for the 12 suggested energy conservation measures, in order to ensure completion of the project while the ice plant is off during the summer.

Staff require approval from the Board to move forward with the ISC energy savings conservation capital improvements as listed in the 2013 ISC Energy Audit Energy Conservation Measures report prior to the 2014 final budget approval, as well as approval for up to \$335,000 in short term borrowing.

2014-03

It was moved and seconded that:

1. Approval be given to proceed on the energy savings capital improvements to Island Savings Centre up to a maximum of \$383,500 prior to the 2014 final Budget approval and,
2. That up to a maximum of \$335, 000 in short term borrowing for the 12 energy savings capital items listed under 2013 ISC Energy Audit Conservation Measures report be approved, and that the loan be repaid over five years under the Liability Under Agreement Section of 175 of the Community Charter.

MOTION CARRIED

Kuan-Juan Foo left the meeting at 2:47 p.m.

CORRESPONDENCE

C1

December 18, 2013 letter from Canada World Youth acknowledged the positive contribution made by the CVRD by allowing youth access to the Island Savings Centre Youth Corner space for workshops and meetings. Gratitude was expressed to the Sports and Recreation Department for providing the Canada World Youth volunteers with an opportunity for learning through work placement.

2014-04

It was moved and seconded to receive and file the December 18, 2013 letter from Canada World Youth.

MOTION CARRIED

STAFF DEPARTMENT REPORTS

SR1

D. Williams, Child and Youth Programmer, reported on an increase in numbers of youth attendance over the lunch hour. Plans for Spring Break and Youth Week are underway, ensuring that programming is inclusive of all age groups. The Jump Start program anticipates having another successful season.

SR2

B. Coleman, Facility Coordinator stated that the ice-making Vortex equipment has now been installed in the Cowichan Arena; arrival of the new generator is anticipated shortly; long term employee T. Turner was recently recognized by the CVRD Board for over 35 years of service; RFPs for the compressors are anticipated by the Spring.

Staff acknowledged Bradshaw Construction for their exceptional work on completion of the loading dock project. It was suggested that staff publicly acknowledge them through social media measures.

SR3

K. Schrader, Arts and Culture Manager reported on the ongoing Green Room renovations and upcoming Theatre events.

SR4

J. Elzinga, Island Savings Centre Manager reported that the joint Female Under 18 bid for 2015 has been held off until 2016; some community interest has been expressed for use of the Aquannis Centre for a potential day care /

child and youth resource centre. The Food and Beverage committee has directed staff to provide healthy options in the Island Savings Centre vending machines. The CVRD Communications Plan is now being implemented, with discussions underway to develop a social media strategy.

**UNFINISHED
BUSINESS**

No unfinished business.

NEW BUSINESS

NB1

The Canadian Heritage Grant for .50 matching dollars for Cowichan Theatre capital projects has been approved, and will be applied to designated projects of the Theatre fly system, loading dock and creation of a washroom at the stage.

NB2

A strategic planning meeting was requested for the Island Savings Centre, including high priority capital projects, trends in recreation, and updates on Sports Tourism. It was suggested that a separate meeting be called in March after the February Budget process, to discuss long term plans.

NB3

Social Planning Cowichan has requested support for the Walk of Nations Proposed School Engagement taking place May 30, 2014, to encourage students to participate in the celebration of multi-cultural diversity through the themes of sport, arts and music / dance.

2014-05

It was moved and seconded that a letter be written to endorse the Walk of Nations proposed school engagement on May 30, 2014.

MOTION CARRIED

NB4

An Encroachment Agreement between the Municipality of North Cowichan and the CVRD has been requested to grant staff permission to install an emergency generator in the University Way road right-of-way adjacent to the Island Savings Centre.

2014-06

It was moved and seconded that the CVRD approve the encroachment agreement with the District of North Cowichan regarding the installation of the ISC 's emergency generator in the University Way Road, right of way adjacent to the Island Savings Centre,

and that the Corporate Secretary and CVRD Board Chair be authorized to sign the agreement.

MOTION CARRIED

NB5

In recognition of his upcoming retirement, the General Manager was acknowledged for his many years of leadership with the Island Savings Centre.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

2014-07

3:09 p.m.

MOTION CARRIED

Chair

Recording Secretary

Dated: