

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, December 9, 2010 at 2:30 pm.

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

**ALSO**

**PRESENT** J. Wakeham, Manager, Facility, Fleet & Transit  
J. Elzinga, Manager, ISC  
B. Coleman, Facility Coordinator  
A. Plunet, Recording Secretary

**CALL TO  
ORDER  
2:35 pm**

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

**APPROVAL OF  
AGENDA  
10-83**

**It was moved and seconded that the agenda be approved as presented.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
10-84**

**It was moved and seconded to adopt the minutes of the November 18, 2010 regular meeting of the Island Savings Centre Commission.**

**MOTION CARRIED**

**STAFF  
REPORTS**

**CR1**

Facility  
Coordinator Staff  
Report

North/Central Cowichan Facility Coordinator B. Coleman reported:

- As one of the three substation transformers are at a critical level, a facility shutdown has been scheduled to top up oil levels in the defective Transformer. Additional quotes for replacement are being sought and alternative options discussed, including addition of rate fees should BC Hydro own and maintain a replacement transformer. Terra West will be taking oil samples for comparison with original samples to determine if a trend in deterioration exists.

- Lighting fixtures are now being replaced with new energy efficient ones.

**CR2**  
ISC Manager Staff  
Report

Island Savings Centre Manager J. Elzinga reported:

- A series of four public surveys are being formulated by staff relating to Centre marketing, facility and program needs, to assist staff in developing a future long term direction for the Island Savings Centre.
- A food and beverage equipment disposal sale will be advertised for public viewing and sealed bids.
- The Cowichan Valley Arts Council plans to move into the space previously used as Café space by mid January 2011.

**BUSINESS  
ARISING OUT  
OF MINUTES**

**BA1**  
CVAC  
contributions

The Cowichan Valley Arts Council will not be sending a representative to meet with supporting Area Directors to request financial aid with costs relating to the newly acquired space at the Centre. A discussion took place on the approximate annual costs of \$3700 for upkeep of the facility, and Commission members agreed to absorb the costs for maintenance out of the Island Savings Centre's General Budget.

**NEW BUSINESS**

**NB1**  
Cowichan Place  
Parking

Staff of the Cowichan Place Partners met recently to discuss issues, including that of paid parking. In a move towards sustainability, an operational decision was made by Vancouver Island University to install paid parking to encourage a decrease in single vehicle occupancy, and encourage transit and bike transportation.

Ensuing discussion among Commission members included the following points:

- An operational decision was made by VIU without public consultation;
- VIU tuition currently subsidizes parking;
- Most recreation centres do not have paid parking;
- Most universities do have paid parking;
- Partners should sit down at a table and discuss issues with the other partners involved, and senior management should be involved in those discussions;
- In order to work together cohesively, partners should co manage on joint decisions such as directional signage, ice removal machinery, etc.

Commission members agreed that the discussion points were a good starting point in addressing the Campus versus the Community needs. It was identified that spillage would be inevitable into the parking lots of the additional partners of Cowichan Place, as well as into adjacent city and municipal streets. As the shared area will affect patrons of all surrounding facilities it was agreed in general that a discussion involving senior management at the operational level was necessary and should take place prior to the next meeting with Cowichan Place partners on January 27, 2011.

It was suggested that ISC Manager J. Elzinga bring comments from the Commission to the next meeting of Staff of Cowichan Place Partners. The Commission could then be informed of the comments from other Cowichan Place Partners at the February 2011 Commission meeting.

**NB2**  
Arts and Sports  
Scholarships

It was suggested that changes be made to the Cowichan and Chemainus Valley's Arts and Sports Scholarship forms in order to improve the application process and ensuing disbursement of funds. ISC staff will make the appropriate changes to the forms, and suggest to the schools that students take more care in filling out the application forms.

As some former scholarship recipients have found difficulty in meeting the required deadline, it was suggested that the timeframe be extended to allow students up to two full years after date of high school graduation on which to provide proof of acceptance into post graduation classes.

**10-85**

**It was moved and seconded that recipients of the Arts and Sports Scholarship awards be provided up to two full years after the date of high school graduation in which to provide proof of acceptance into a post secondary institution.**

**MOTION CARRIED**

**ADJOURNMENT**  
**10-86**  
3:58 pm

It was moved and seconded that the Regular Meeting of the Commission be adjourned.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

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