

Minutes of the Special Budget Meeting of the Island Savings Centre Commission held in the Centre Board, 2687 James Street, Duncan, on Tuesday, March 3, 2009 at 3:00 pm.

**PRESENT:** Councillors J. Winfrey, Al Siebring, G. Seymour,  
T. Duncan, Director L. Heinio

**ALSO**

**PRESENT:** M. Kueber, GM, Corporate Services, CVRD  
R. Austen, GM, Parks, Recreation & Culture, CVRD  
J. Elzinga, Manager, ISC  
T. Hamilton, Manager, Arts & Culture, CVRD  
B. Coleman, Operations Coordinator, CVRD  
A. Spalding, Administrative and Facility Bookings  
Coordinator, ISC  
A. Plunet, Recording Secretary

**APPROVAL OF  
AGENDA  
09-15**

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

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
09-16**

**It was moved and seconded that the February 19/09 Special Minutes of the Island Savings Centre Commission be approved.**

**MOTION CARRIED**

**ISLAND SAVINGS  
CENTRE 2009  
BUDGET**

In response to the Commission's directive to reduce the 2009 budget tax increase from 12.14% to 3.5%, the Manager of the Island Savings Centre presented a revision to the previously presented Budget Report.

In an attempt to reduce the budget by the required \$235,279, decisions were made to make changes to the projected revenues, reduce general expenditures, and reduce staff related expenditures.

A decision was made in 2008 to increase the programming department on a temporary basis to meet customer needs. As funding for the restructure in 2009 would be above the "core budget", the decision was made to terminate the restructure. This incurred an unbudgeted expense including wages and benefits of \$22,811 for the first three months of 2009.

By reviewing projected revenues for 2009, management made changes to reflect a reasonable expectation of revenue attainment in the core budget. General expenditures were carefully examined and reduced. Staff related expenditures were reduced through a reduction in operating hours in the Ticket Centre; reduction in staff wages and benefits through reducing a Theatre crew chief position from part time to casual position; reducing budgeted hours for food and beverage term employees; reducing Arena program casual wages and Arena Special Events workers; Reducing Multi Purpose Hall program casual wages; and eliminating non profitable services in the Food and Beverage Department.

By making changes to the projected revenues for a total increase of \$50,643; reducing general expenditures by \$116,040; and reducing staff related expenditures by \$91,733, Management met the required 3.5% increase, and presented the Island Savings Centre 2009 Budget to the Commission.

Discussion took place over the continued deficit in the Food and Beverage Department. Staff were advised to research and consider changes to the Department prior to the fall season of 2009. Staff were recognized for their diligent efforts to reduce costs without reducing services too deeply, while minimizing the budgetary impact on staff.

**09-17**

**It was moved and seconded that the Island Savings Centre Commission express gratitude to Island Savings Centre staff and recognize their work efforts in meeting the required reductions for the 2009 Budget.**

**MOTION CARRIED**

**09-18**

**It was moved and seconded that the Island Savings Centre Commission accept the revised 2009 Budget; and further,**

**that it be recommended that the Board accept the revised 2009 Island Savings Centre Budget that reflects a Budget reduction of \$258,090 and that the amendment be included in the 2009 Budget.**

**MOTION CARRIED**

**ADJOURNMENT**

**09-19**

**It was moved and seconded that the Special Budget Meeting of the Island Savings Centre Commission adjourn.**

**MOTION CARRIED**

**The meeting was adjourned at 4:40 pm.**

The next regular Island Savings Centre Commission Meeting will be held March 12, 2009, at 2:30 pm, or at the call of the Chair.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

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