

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, June 10, 2010 at 2:30 pm.

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

**ALSO**

**PRESENT** J. Elzinga, Manager, ISC  
K. Schrader, Manager, Arts & Culture  
B. Coleman, Operations Coordinator  
D. Begley, Youth Outreach Programmer  
L. Rogerson, Youth Outreach Programmer  
A. Plunet, Recording Secretary

**CALL TO ORDER**

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

Addenda items  
IN1 Chesterfield Sportsplex Society  
NB3 Joint Use Agreement

**APPROVAL OF AGENDA  
10-37**

**It was moved and seconded that the agenda be amended with the addition of New Business items:**

**IN1 Chesterfield Sportsplex Society  
NB3 Joint Use Agreement  
CSNB1 Labour Relations**

**and that the agenda, as amended, be approved**

**MOTION CARRIED**

**ADOPTION OF MINUTES  
10-38**

**It was moved and seconded to adopt the minutes of the May 13, 2010 regular meeting of the Island Savings Centre Commission.**

**MOTION CARRIED**

**STAFF  
REPORTS**

**ARTS &  
CULTURE  
REPORT**

Arts & Culture Division Manager K. Schrader reported:

Programming for 2010/ 2011 is nearing completion, with many ideas developing for the 2011/2012 season. The Centre Stage brochure will be produced twice annually, with supplementary issues produced as needed. As the Cowichan Theatre Programmer continues to be on a leave of absence, the position has been temporarily backfilled by IATSE staff N. Nilsson. A new fire-door has been installed at the Cowichan Theatre, and wireless microphones purchased. The Chemainus Theatre will be partnering with the Arts & Culture Division in offering a Children's Theatre series through the summer.

In order to define the variety of needs through the diverse region, staff is researching additional funds that may be accessed through a matching funds grant with Legacy 2010, offered until the end of 2010.

Youth Outreach Programmer L. Rogerson left the meeting at 2:57 pm

**OPERATIONS  
REPORT**

Operations Coordinator B. Coleman reported:

Capital projects are in the process of completion, with replacement of the compressor and HVAC system estimated to be completed by September. A mandatory site meeting will take place June 15 to facilitate the lighting upgrade. To prevent injury on the workplace due to unskilled labour, Houle Electric will be submitting a maintenance cost package for provision of an electrician on a weekly basis in order to perform electrical maintenance at the Island Savings Centre.

**YOUTH  
OUTREACH  
REPORT**

Youth Outreach Programmers D. Begley reported:

As the summer approaches and attendance of youth diminishes at the drop-in centre, programming becomes more difficult. The Youth Outreach Program continues to partner with other agencies through the summer, to provide maximum program availability.

**BUSINESS  
ARISING  
BA1**

Digital Signage  
RFP

A Request for Proposals has been advertised for the provision of Digital Signage, with submission date by June 28, 2010. Interested firms have been asked to provide proposals for the provision of digital signage at no cost to the Island Savings Centre in exchange for the opportunity to generate advertising revenue.

**BA2**

Food & Beverage  
RFP

A Request for Proposals has been advertised for interested firms to complete a study of food and beverage services at the Island Savings Centre, and provide recommendations to the Island Savings Centre Commission on improvements to food and beverage.

Staff requested direction from the Commission regarding the evaluating process of the Food & Beverage proposals, which will be based on improvements to both revenue and expenses, and not on any other basis. As the Request for Proposals was listed on both Civic and CVRD websites, staff was given approval to evaluate the proposals and chose a consultant. Once the consultant has submitted a report, it will be brought back to the Commission for a conclusion.

**BA3**

Facility Allocation

The proposed Facility Allocation Policy was developed by Island Savings Centre staff to include a clause stating 30 day cancellation without penalty for tournaments, in the Cancellation Policy. The policy was distributed to all user groups for their input prior to acceptance of the policy, and to date, no comments have been received.

**10-39**

**It was confirmed that 30 day cancellation without penalty for tournaments was included in the Cancellation Policy, and it was moved and seconded that the Island Savings Centre Facility Allocation Policies be approved as presented.**

**MOTION CARRIED**

**INFORMATION**

**IN1**

(06-07-10)

Thank you letter was received from Chesterfield Sportsplex Society to the Olympic Torch Relay Task Force members, in recognition of the receipt of an honorarium of \$200 for their participation in the 2010 Olympic Torch Relay celebration.

**NEW BUSINESS**

**NB1**

Café Space

An inquiry has been received from the community for use of the rental space previously used to house the Café Central. Although no firm proposals have been made, staff requested direction from the Commission regarding appropriate rentals for this and other unused space within the Centre.

Discussion ensued on guidelines for acceptable uses of facility space. Although over time a variety of uses have been discussed, no obvious guidelines appear to exist which would restrict the public's use of space within the Centre.

**10-40**

**It was moved and seconded that Island Savings Centre staff shall confirm vacant facility space in the Centre and research if regulations restrict its use.**

**MOTION CARRIED**

**NB2**

Social Lounge

With the removal of catering equipment from the facility, the Social Lounge no longer operates as a lounge. Staff suggested renaming the Social Lounge the Genoa Room, a name previously given to a meeting room on the second floor which has since been renamed.

**10-41**

**It was moved and seconded that the facility previously named the Social Lounge be renamed the Genoa Room.**

**MOTION CARRIED**

**NB3**

Joint Use  
Agreement

A historical overview was given for review of the partnership agreement between the Cowichan Valley Regional District and the School District, dating from 1987 and 1997 for use of facilities within the Island Savings Centre (previously known as the Cowichan Community Centre).

In a time of declining enrollment and budgetary constraints, the School Board has explored the possibility of examining a joint use agreement, focusing on the possibility of an exchange of space between the CVRD Parks, Recreation and Culture Department and the School District 79 with no rental fees involved.

Discussion ensued. The Commission could not justify many of the costs and obstacles they saw occurring through this agreement. The consensus of the Commission was that a joint use agreement was not appropriate at this time, as they perceived that the value received by the School District through this proposal would significantly outweigh the value to the Cowichan Valley Regional District.

Staff was directed to inform the School District that a joint use agreement with the Island Savings Centre, with no financial compensation, was not a viable option at this time.

Facilities Coordinator B. Coleman and Youth Outreach Programmer D. Begley left the meeting at 4:20 pm.

**RESOLVE INTO  
CLOSED  
SESSION**

**10-42**  
4:20 pm

**It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Section Part 4, Division 3, Section 90, Subsection (1) (c).**

**MOTION CARRIED**

**RISE FROM  
CLOSED  
SESSION**

**10-46**  
5:05 pm

**It was moved and seconded that the Board rise without Report and return to the Regular portion of the meeting.**

**MOTION CARRIED**

The meeting adjourned at 5:07 pm

The next regular Island Savings Centre Commission Meeting will be held July 8, 2010, at 2:30 pm, or at the call of the Chair.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

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