

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

**PRESENT:** Councillors J. Winfrey, T. Duncan, G. Seymour,  
D. Haywood,  
Directors L. Iannidinardo, L. Duncan

**ALSO**

**PRESENT** R. Austen, G. Manager, Parks, Recreation & Culture CVRD  
M. Kueber, G. Manager, Corporate Services, CVRD  
S. Hurcombe, Corporate Services, CVRD  
J. Wakeham, Manager, Facility, Fleet & Transit, CVRD  
J. Elzinga, Manager, ISC  
K. Schrader, Manager, Arts & Culture, CVRD  
B. Coleman, Facility Coordinator  
A. Plunet, Recording Secretary

**CALL TO  
ORDER**

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

**APPROVAL OF  
AGENDA  
10-53**

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

**NB1** Sept. 3/10 letter re: Recycling at the ISC  
**NB2** Arts and Culture Mid Year Budget Staff Report  
**CSNB1** Closed Session Minutes of June 10, 2010  
**CSNB2** Proposed Provision of a Municipal Service {Sub (1)(k)}

**and further that the agenda as presented be approved.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
10-54**

**It was moved and seconded to adopt the minutes of the July 8, 2010 regular meeting of the Island Savings Centre Commission.**

**MOTION CARRIED**

**STAFF  
REPORTS**

**CR1** Arts & Culture Manager's Report:

The 2010 Cowichan Theatre Fall Brochure has been distributed to residences and local businesses, with a second brochure to be distributed in December; productions to the Cowichan Valley include the Live at the Met Opera and National Theatre Live series; the new electronics have been installed in the Cowichan Theatre including the new digital soundboard, wireless microphone system, satellite and projector. The old stage flooring and old lighting equipment have been sold to local community groups; the Arts and Culture Division has been working closely with the Cowichan Valley Arts Council on their strategic planning process and new mandate and mission statement; the Arts and Culture Division will present a five year cultural plan at the October 14, 2010 Commission meeting.

**CR2** Facility Coordinator's Report:

Renovations to the Genoa Room are nearing completion with the inclusion of new flooring; stair treads and landings to the second and third floors have been replaced; the newly developed Players' Entrance into the Arena has been completed; the air compressor is expected to arrive by month's end. The Island Savings Centre will be closed to the public on Monday, September 13/10 for part of the day, due to an electrical shutdown to replace faulty transformer equipment.

**CR3** Youth Outreach Programmer's Report:

Representing the Youth Outreach Department, the Island Savings Centre Manager stated that the Municipality of North Cowichan will resume management of the Youth Outreach program in Crofton and Chemainus.

**CR4** Island Savings Centre Manager's Report:

The Manager complimented Operations staff for an excellent job of maintaining the Island Savings Centre facility. The ISC and North Cowichan jointly produced Fall Program brochure has been distributed to the public; discussions are underway to pursue the opportunity of joint registration at the Cowichan Aquatic Centre and the ISC.

**BUSINESS  
ARISING OUT  
OF MINUTES**

**BA1** The Cowichan Valley Arts Council has requested Delegation status at the October Commission meeting to put forward a proposal of use for the space previously used as the Café Central.

## COMMUNICATION

**C1**  
(08-18-10) A letter from the Cowichan Valley Minor Hockey Association suggested that savings could be returned to the organization through redirection of funds obtained by the CVRD through collection of the Harmonized Sales Tax.

Staff was directed to write a letter to Minor Hockey outlining that all HST collected in revenue must be forwarded to the Federal Government, with the CVRD not receiving any funding, and therefore not able to share any 'savings' with user groups.

The General Manager of Corporate Services suggested that there may be avenues for groups like Minor Hockey to save some HST, and that they should consult an accounting firm for advice.

**C2**  
(09-03-10) A letter from S. Saunderson requested that improved recycling be in order at the ISC. Staff from the CVRD Facilities division will respond to the letter. Although a recycling program does exist at the ISC and improvements can always be made, staff will provide the Commission with a report at budget time, outlining the costs associated with various levels of improvements throughout the Centre.

## INFORMATION

**IN1** The Food and Beverage consultant representing the company *fsSTRATEGY* will be on site at the ISC September 22 – 24, 2010 to view events and meet with both community and user groups. A Draft Report is anticipated in October.

**IN2** Installation of wooden flooring in the Genoa Room is nearing completion; the facility is expected to be in use mid September by high school dance and theatre classes, and user groups.

**IN3** CVRD staff are currently researching options for alternative means of transporting passengers in consideration of nationwide concern regarding the safety of 15 Passenger Vans. A staff report is anticipated at the October Commission meeting.

## NEW BUSINESS

**NB1** The Staff Report from the Manager, Island Savings Centre dated September 2, 2010 re: Mid-Year Budget Status Report was considered.

**NB2** The Staff Report from the Manager, Arts and Culture Department dated September 9, 2010 re: Mid-Year Budget Status Report was considered.

NB3

The Staff Report from the General Manager, Corporate Services Department dated August 26, 2010 re: 20100 Island Savings Budgets Discussion was considered.

Councillor Haywood discussed the new Cowichan Exhibition site and that rentals previously held at the Island Savings Centre may now be held at the Exhibition site. Staff was directed to provide a report on the financial impact.

As Regional Board approval was given for a 2% requisition increase for the Regional Budget, it was recommended that the Commission give direction to ISC staff at the beginning of the 2011 ISC Budget planning to facilitate the process.

10-55  
4:11 pm

**It was moved and seconded that Island Savings Centre staff project a preliminary 2% increase in Budget Requisition in the development of the 2011 Budget.**

#### **MOTION CARRIED**

As a starting point in the Budget process, it was suggested that the ISC Manager and Arts and Culture Manager provide the Commission with a report depicting the reduction of services necessary in order to accommodate the anticipated 3.5% labour increase, and meet the suggested 2% requisition increase.

Corporate Services Manager M. Kueber and S. Hurcombe left the meeting at 4:13 pm.

NB4

A delegation representing Prime Engineering Consulting and HP Electric reported to the Commission on the physical status of the main transformer for the Island Savings Centre. A formal report was left with staff to review. A recent analysis of the transformer indicated that there was a small amount of oil leaking and that it should be contained with the scheduled repair on September 13. It appears that over the age of the transformer (33+ years) a minor amount has leaked into the soil. As the transformer is years older than the industry standard life expectancy, three options for replacement were suggested:

1. Installation of a new sub-station on the existing pad, with complete removal of the existing equipment for approximately \$80,000 plus labour, permit/drawings and taxes;
2. Re-use of the existing enclosure, retrofitting an indoor transformer and switch for approximately \$85,000 plus labour, permit/drawings and taxes;
3. Retrofit of an outdoor transformer into the existing structure for approximately \$124,000 plus labour, permit/drawings and taxes.

Labour is expected to cost approximately \$60,000 for all 3 options.

Staff suggested that Option #1 would provide the least disruption of services to the Centre at a greater cost savings. The concern reflects when to replace the equipment, as it will require a shutdown of the facility.

**10-56**  
4:25 pm

**It was moved and seconded to direct Island Savings Centre staff to prepare a written report to the Commission with findings and recommendations including the environmental impact of the faulty transformer, and that the report be completed in a timely manner.**

**MOTION CARRIED**

Discussion ensued. Staff was directed to research regulations regarding the environmental impact as a result of soil contamination. The Manager of Facility, Fleet and Transit requested that the report also include costs to replace the equipment during evening hours, to alleviate the impact in services rendered to the Facility.

The delegation left the meeting at 4:55 pm.

**RESOLVE INTO  
CLOSED  
SESSION  
10-57  
4:57 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) (k) Proposed Provision of a Municipal Service.**

**MOTION CARRIED**

**RISE FROM  
CLOSED  
SESSION  
10-59  
5:27 pm**

**It was moved and seconded that the Commission rise with Report on the decision made to not host non sanctioned or non regulated amateur combative sports events, and return to the Regular portion of the meeting.**

**MOTION CARRIED**

**ADJOURNMENT  
10-61  
5:28 pm**

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

Certified Correct:

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Chairperson

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Secretary

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Dated: