

Minutes of the Special Meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Thursday, October 28, 2010 at 2:30 pm.

PRESENT: Councillors A. Siebring, T. Duncan, D. Haywood,
Directors L. Iannidinardo, L. Duncan, Alternate Director J. Krug

ALSO

PRESENT J. Wakeham, Manager, Facility, Fleet & Transit, CVRD
J. Elzinga, Manager, ISC
K. Schrader, Manager, Arts & Culture, CVRD
B. Coleman, Facility Coordinator
J. Rigby, Events, Food & Beverage Coordinator
A. Plunet, Recording Secretary

**CALL TO
ORDER**

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

**APPROVAL OF
AGENDA
10-69**

It was moved and seconded that the agenda be amended to include:

**NB2 Staff Report Re: Extension of ISC Lighting Upgrade Project
NB3 Request to rescind Oct. 14/10 Motion 10-67**

and that the agenda be approved as amended.

MOTION CARRIED

**SPECIAL
REPORT:**

J. Dover, *fs*STRATEGY Consultant, submitted a Project Report in regards to the Island Savings Centre Food Service Strategy. The Consultant recommended that changes could be made to adjust the high costs of sales and labour expenses to ensure the success of the Food & Beverage Department.

Discussion ensued. The Island Savings Centre Manager stated his primary objective in 2011 of implementing a Food and Beverage business plan. Staff was directed to develop a business plan and report back to the Commission, compile a list of the recommendations made in the report, and follow through with addressing the changes.

COMMUNICATION:

C1 Sept. 29/10 Letter from Mrs. J. Miller stated concern regarding the lack of catering facilities at the Island Savings Centre, and requested that the Commission address this concern.

Director L. Duncan has replied to the correspondence.

**NEW
BUSINESS**

NB1 On behalf of the Cowichan Valley Arts Council, and at the request of the Commission, an Oct. 26/10 Staff Report detailed an indication of maintenance and janitorial expenses to maintain the Café space.

With the changing nature of the Café space to accommodate the needs of the Cowichan Valley Arts Council, an earlier report estimating direct costs for daily maintenance and janitorial costs of \$750 a month for the old Café space was amended to suggest only twice a week custodial service which reduced the total maintenance and janitorial to \$310 per month. Options for the Commission to consider included:

1. Charge the Arts Council \$310 per month for direct costs.
2. Waive the rent for this space;
3. Request a regional grant in aid from the CVRD Board.

As the Arts Council promotes community, it was generally agreed upon to offer space at no charge within the Island Savings Centre to the Cowichan Valley Arts Council in an effort to strengthen Arts and Culture.

It was moved and seconded:

“That the Island Savings Centre enter into an agreement with the Cowichan Valley Arts Council for use of the Café Central space, and that the rental fees for the Café space be waived for a period of one year.”

Stating the prudence of discussing the subject in greater detail, Councillor Haywood opposed the Motion.

Discussion ensued. It was suggested that a lengthier rental agreement of up to five years be offered the Arts Council to allow time for the Society to develop a successful business plan.

One dissenting vote to the amendment was registered by A. Siebring.

10-70

The motion was amended to read:

“That the Island Savings Centre enter into an agreement with the Cowichan Valley Arts Council for use of the Café Central space, and that the rental fees for the Café space be waived for an extended period of five years.”

MOTION CARRIED

Members of the Cowichan Valley Arts Council stated the Society’s inability to pay towards the custodial costs while using the Café space. It was suggested that the funding partners for the Cowichan Theatre be approached in the interest of receiving assistance towards these costs.

10-71

It was moved and seconded:

“That the Cowichan Theatre contributing partners for Areas A(Mill Bay/Malahat), B(Shawnigan), C(Cobble Hill) and Ladysmith be approached for a Grant in Aid to assist the Cowichan Valley Arts Council with maintenance and janitorial costs associated with renting space at the Island Savings Centre.”

MOTION CARRIED

Director L. Iannidinardo left the meeting at 4:37 pm.

NB2

October 21, 2010 Staff Report from J. Wakeham, Manager of Facilities, Fleet and Transit, stated that the UBCM Gas Tax Agreement regarding the Island Savings Centre Lighting Upgrade Project, has a project completion date of December 31, 2010 which causes staff concern and has requested an extension to March 15, 2011 which UBCM has accepted but requires a CVRD board resolution supporting the requested extension.

10-72

It was moved and seconded:

“That the Island Savings Centre Commission request that the CVRD Board approve an amendment to extend the UBCM Regionally Significant Project, Tier 1 and 2 Strategic Priorities Fund and/or Innovations Fund Funding Agreement under the agreement on the Transfer of Federal Gas Tax Revenues project completion date from December 31, 2010 to March 15, 2011 and to extend the expiry date of this agreement from June 30, 2012 to September 15, 2012 and that the CVRD Chair and Corporate Secretary be authorized to sign the amendment”.

MOTION CARRIED

NB3 To assist with the Capital Project Reserve Fund Expenditure Bylaw process regarding purchase of a new Electrical Sub Station, staff requested that the Island Savings Centre Commission rescind Motion 10-67 and submit a motion detailing the desired process for withdrawal of funds.

10-73 It was moved and seconded to rescind Motion 10-67.

MOTION CARRIED

10-74 It was moved and seconded:

1. That the purchase of a new Electrical Sub Station and required infrastructure in 2010 be approved;
2. That a capital project reserve fund expenditure bylaw be prepared for withdrawal of funds not to exceed \$105,000 from the *Cowichan Community Centre Capital Project Reserve Fund* (Bylaw No. 755), to finance the purchase of the Electrical Sub Station and required infrastructure; and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.
3. That installation costs of approximately \$60,000 be funded from the 2011 Budget or designated ISC Corporate Sponsorship Funds in 2011;
4. Should a Sub Station failure occur in 2010, that the installation costs of approximately \$60,000 be funded through a short term loan purchase.

MOTION CARRIED

ADJOURNMENT It was moved and seconded that the Regular Meeting of the Commission
10-75 be adjourned.

4:45 pm

Certified Correct:

Chairperson

Secretary

Dated: