



ECONOMIC DEVELOPMENT COMMISSION
THURSDAY, SEPTEMBER 20, 2012
COMMUNITY FUTURES BOARDROOM, 7:30 AM
135 THIRD STREET, DUNCAN BC

AGENDA

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4.	<u>BUSINESS ARISING FROM THE MINUTES</u>	
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6.	<u>CORRESPONDENCE</u>	
7.	<u>UNFINISHED BUSINESS</u>	
	UB1 Jane Worton – State of the Economy (conference call) followed by EDC discussion	verbal
8.	<u>NEW BUSINESS</u>	
9.	<u>CLOSED SESSION</u>	
	Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.	
10.	<u>ADJOURNMENT</u>	

NOTE: A copy of the full agenda package is available at the CVRD website www.cvrld.bc.ca

Marsha Stanley, Chair
Director Kent
Director Fraser
Darin George

George Robbins
Michael Kelly
Jane Worton

Roger Hart
Keith Chicquen
Sandra Goth

Blair Herbert
Russ Jenkins
Robert Radford

DISTRIBUTION:

Full Agenda Package:

DIRECTOR HUTCHINS, CVRD CHAIR
DIRECTOR MORRISON
WARREN JONES, CHIEF ADMINISTRATIVE OFFICER
TOM ANDERSON, GENERAL MANAGER, PLANNING & DEVELOPMENT
GEOFF MILLAR, MANAGER, ECONOMIC DEVELOPMENT
KATHY LACHMAN, EDC BUSINESS DEVELOPMENT OFFICER

Agenda:

DIRECTOR LEFEBURE	DIRECTOR GILES
DIRECTOR HARTMANN	DIRECTOR IANNIDINARDO
DIRECTOR LINES	DIRECTOR DUNCAN
DIRECTOR MCGONIGLE	DIRECTOR DOREY
DIRECTOR WALKER	DIRECTOR MARCOTTE
DIRECTOR WEAVER	

MARK KUEBER, GENERAL MANAGER, CORPORATE SERVICES
FELICITY ADAMS, MANAGER, DEVELOPMENT SERVICES, TOWN OF LADYSMITH
RUTH MALLI, CITY MANAGER, TOWN OF LADYSMITH
DAVE DEVANA, ADMINISTRATOR, DISTRICT OF NORTH COWICHAN
JOHN KOURY, EDC CHAIR, DISTRICT OF NORTH COWICHAN
JOSEPH FERNANDEZ, ADMINISTRATOR, TOWN OF LAKE COWICHAN
TOM IRELAND, ADMINISTRATOR, CITY OF DUNCAN
CATHY ROBERTSON, MANAGER, COMMUNITY FUTURES COWICHAN

Minutes of the Regular Economic Development Commission Meeting held on Thursday, May 17, 2012, at 7:30 am in the Community Futures Boardroom, 135 Third Street, Duncan, BC.

PRESENT

Marsha Stanley, Chair
Director B. Fraser
George Robbins, Mike Kelly, Roger Hart and Jane Worton

ALSO PRESENT

Keith Chicquen, Instructional Director, VIU Cowichan Campus
Dr. Sally Carpentier, Professor, VIU Nanaimo Campus
Jenny Horn, Grants Facilitator & Research, VIU Nanaimo Campus
Chuck Brook, Founder, Brook Pooni Associates Inc
Cathy Mailhot, Tourism Cowichan Marketing Coordinator
Director L. Iannidinardo
Tom Anderson, General Manager, Planning & Development
Geoff Millar, Manager, Economic Development
Kathy Lachman, EDC Business Development Officer
Judy Mills, Recording Secretary

ABSENT

Director P. Kent and Jenn George

**APPROVAL OF
AGENDA**

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

NB1 Shawnigan Lake Triathlon;

NB2 Invitations to Sectors;

and the addition of Information items as follows:

IN1 Cowichan Bay Spot Prawn Festival

IN2 Cowichan Community Kitchens

IN3 VIU Appointment

and the order of the agenda be adjusted to move UB1 prior to Reports and R2, R3 and IN3 prior to R1;

and that the agenda, as amended, be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded that the minutes of the Economic Development Commission meeting, held April 19, 2012 be adopted.

MOTION CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

Not applicable.

DELEGATIONS

**D1 – VIU Cowichan
Innovation Lab**

Dr. Sally Carpentier, Professor at Vancouver Island University, Nanaimo Campus presented a power point presentation on the VIU @ Cowichan Innovation Lab. It is an opportunity for students to stay in the region and work closely with trades to provide stronger infrastructure. Please contact her if you have any questions at Sally.Carpentier@viu.ca.

Discussion took place.

Members were invited to attend a lecture by Dr. Lynne Siemens on Creative Industrial Clusters sponsored by the Innovation Lab on May 24, 2012 from 4:30 to 7 pm at the Cowichan campus.

D2 – Oceanfront Suites

Chuck Brook, Planning Consultant with Brook Pooni Associates, a leading urban planning and land development consultancy in Vancouver, discussed the future of the Oceanfront Suites Resort in context of draft Area D Cowichan Bay official community plan. Given the hotel's history there is an opportunity to re-purpose the building. Consideration is being given to re-zone and convert to full time residences. Mr. Brook is interested to know if the EDC supports this concept and is looking for input as to what they should be doing with this space.

Director Iannidinardo reported there is positive feedback from the community and it works well with the age demographic. Mr. Brook explained key component that came out of community session was improving public access to shoreline.

Discussion took place. It was noted that conferencing is an asset and community is constrained with these facilities. Suggestion for Brook Pooni to hold a meeting with Cowichan Bay business leaders and the EDC on site for feedback. EDC is willing to assist with set up.

All delegates left the meeting.

UNFINISHED BUSINESS

UB1 – Success Indicators

Jane Worton distributed a handout outlining three new products proposed to provide greater information on economic issues in the CVRD along with an overview of the proposed purpose and content of each report. It was requested that members and EDC staff review and provide feedback to Jane. Next she will be providing a report on indicators.

Discussion took place. Keith Chicquen left the meeting.

REPORTS

R2 – Co-op Connections Update

Roger Hart reported sponsorships have been received from Island Savings Credit Union and Vancouver Island University for eight more sessions. The next event will be on May 25, 2012 with Dr. Ian MacPherson. Roger Hart will be meeting with Coastal Community Credit Union and Peninsula Co-op regarding the opportunity for two more sessions. Two co-ops on film and solar power are close to being incorporated.

R3 – Joint Environment and EDC Workshop

Roger Hart reported Jane Worton, Director Kent, Tyler Innes, Janna Jorgensen and himself met twice. Dyan Freer will send out information to schedule another meeting.

Director Fraser circulated a handout titled "*Sustainability or What?*" for member consideration.

Roger Hart left the meeting.

INFORMATION

**IN3 – VIU
Appointment**

Geoff Millar informed the members that Maria Lauridsen is no longer with Vancouver Island University. Keith Chicquen has advised that he is willing to represent VIU on the Economic Development Commission.

It was moved and seconded to recommend to the Board to appoint Keith Chicquen as the Vancouver Island University representative on the Economic Development Commission for a term to expire December 31, 2013.

MOTION CARRIED

REPORTS

**R1 – Tourism
Cowichan Report**

The report was circulated to members in the agenda package. Cathy Mailhot reported the May 9, 2012 Cowichan Fam Tour was a great success with 20 attendees. There is a need to focus on tourists coming to Victoria and getting them to Cowichan. Start with educating front line ambassadors.

**R4 – Young
Entrepreneurs Fair**

Item was tabled due to audio visual trouble. It was decided to re-circulate the link; <http://www.powerplay4success.com>

NEW BUSINESS

**NB1 – Shawnigan
Lake Triathlon**

Director Fraser discussed the Shawnigan Lake Triathlon and the need for more attention from the EDC and Tourism. The event is making more effort to capitalize on the influx of attendees in the area by moving the registration into the village. Could be an opportunity for a marketing booth.

**NB2 – Invitations to
Sectors**

Director Fraser proposed that the Commission move forward with Sector invitations. Where is investment occurring?

INFORMATION

**IN1 – Cowichan Bay
Spot Prawn Festival**

Director Iannidinardo reported the Cowichan Bay Spot Prawn Festival was very successful. First time the festival was held over three days.

**IN2 – Cowichan
Community Kitchens**

Director Iannidinardo handed out invitations to the Cowichan Community Kitchens 20th year anniversary celebration on June 16, 2012 at Centennial Park.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 9:24 am.

Chair

Recording Secretary

Minutes of the Regular Economic Development Commission Meeting held on Thursday, June 21, 2012, at 7:30 am in the Community Futures Boardroom, 135 Third Street, Duncan, BC.

PRESENT

Marsha Stanley, Chair
George Robbins, Mike Kelly, Jane Worton, Roger Hart and Keith Chicquen

ALSO PRESENT

Ann Kjerulf, Planner III, Planning & Development
Richenda Woods, GIS Technician, IT Department
Jenn George, Project Manager, Cowichan Tribes
Tom Anderson, General Manager, Planning & Development
Geoff Millar, Manager, Economic Development
Kathy Lachman, EDC Business Development Officer
Judy Mills, Recording Secretary

ABSENT

Directors P. Kent and B. Fraser

ADJOURNMENT

After fifteen minutes, no quorum was present, therefore, at 7:45 am the Commission stood adjourned as per Bylaw #2497; 5 (c) a quorum is five members, one of whom must be a Director of the Board.

Chair

Recording Secretary

R 1

Judy Mills

From: Roger Hart [roger@island.net]
Sent: Tuesday, July 31, 2012 12:17 PM
To: Geoff Millar; Marsha Stanley
Cc: Bruce Fraser; Cathy Mailhot; George Robbins; Judy Mills; jworton@queenswoodconsulting.com; Kathy Lachman; Keith.Chicquen@viu.ca; marsha.stanley@mnp.ca; External Phil Kent; gpBike1001@gmail.com; External Ian Morrison; rhutchins@ladysmith.ca; Tom Anderson; Warren Jones
Subject: Economic Development Commission

Dear Marsha, Geoff, and fellow members of the Commission:

On the evening of Wednesday, October 17, Bob Williams the former Chair of VanCity Credit Union will be speaking in Duncan to celebrate International Credit Union Day. Bob is still a distinguished member of the VanCity Board where he was instrumental in the founding of two subsidiaries - Vancity Capital Corporation, which provides mezzanine financing to small- and medium-sized businesses, and Vancity Enterprises as well as steering VanCity to be the largest and arguably the most dynamic credit union in the county..

Bob's recent work and research on Economic Development is particularly germane to the Cowichan Region and he has indicated that he would be willing to speak to the Economic Development Commission on this subject on the morning of Thursday, October 18.

I recall that, at our informal meeting, George Robbins indicated that he would like us to spend some time in the fall discussing the role of the Commission and, based on my reading of Bob's recent papers, I think that a presentation from him would be an excellent way to set the stage for such a discussion.

R 2



SIRE Records Management Software Implementation Bulletin #4 August 2012

This bulletin provides a long-range overview of the implementation of the SIRE software, based on conversations with Project Manager Randall Warner during and since his July 2012 onsite visit. SIRE staff will use the information Randall gathered to configure the system for CVRD Board and Committee meetings.

Timeline

August & September	Configuration and testing of the system.
October 2-5, 2012	Training for agendas, minutes, and video for Board and Regional Services Committee support staff (3 days). Attendees: Joe, Kathleen, Shannon, Tara, Andrea Training for software maintenance and application administration (1 day). Attendees: Chris, Andrea, Joe, Shannon, Kathleen
October 2012	Loading of Legislative Services filelists.
October 24, 2012	SIRE launch date for Regional Services Committee meetings (agendas, minutes, and video).
October 29 - November 1, 2012	Training for workflow management (2 days). Attendees: IT (TBD) Training for records management (1-2 days). Attendees: Andrea, Tammy, Penny, Bonnie, Dawn, Deb, Alana, Sheena Question and answer for agendas, minutes, and video (0.5 - 1 day). Attendees: Joe, Kathleen, Shannon, Tara, Andrea
November 14, 2012	SIRE launch date for Board meetings (agendas, minutes, and video).
January 2013	Training for agenda, minutes, and video modules for other committee & commission support staff. Attendees: Cathy Allen, Joanne Bath, MaryAnne McAdam, Jennifer Hughes, Judy Mills, Dyan Freer, Alana Plunet, and any other applicable staff.
February 2013	Aim for SIRE launch of agenda and minutes modules for committees and commissions. Aim for SIRE launch of video module for committee and commission meetings held in the Board Room.

If you have any questions regarding the details in this Implementation Bulletin, contact Andrea Kross at 250-746-2505 or akross@cvr.bc.ca.