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**REPORT TO SPECIAL ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, 28 MARCH, 2012**

**SUBJECT COMMUNITY ECONOMIC DEVELOPMENT COMMISSION FOR THE
SOUTHERN GULF ISLANDS**

ISSUE

Request to establish a community economic development commission for the Southern Gulf Islands in the Southern Gulf Islands (SGI) Electoral Area.

BACKGROUND

The Capital Regional District (CRD) has the authority to establish economic development commissions through the following:

- Supplementary Letters Patent dated the 7th day of June 1979;
- Bylaw No. 1824 cited as "Economic Development Commission Establishing Bylaw No. 1, 1980.

With this authority, the CRD has established community economic development commissions for the Juan de Fuca (JDF) and Salt Spring Island (SSI) electoral areas. Typically, these commissions are established to accomplish the following goals:

- Develop a comprehensive profile of business activity;
- Prepare an economic development strategy;
- Coordinate economic development activities within the service area including the development of a marketing program for the stimulating investment;
- Liaise with other levels of government, the private sector and the news media regarding economic development within the service area.

At the request of the SGI Electoral Area Director, a bylaw for establishment of a community economic development commission for the Southern Gulf Islands is proposed.

ALTERNATIVES

- That Bylaw No. 3803, "Southern Gulf Islands Community Economic Development Commission Bylaw No. 1, 2012" be introduced and read a first and second time, read a third time and adopted.
- That a community economic development commission not be established for the Southern Gulf Islands.

IMPLICATIONS

Financial Implications

A budget of \$30,000 (\$4.39 per average household) is required to fund the proposed Southern Gulf Islands Community Economic Development Commission. According to the 1979 Letters Patent, the maximum requisition for this service is \$.063 per \$1,000 of taxable assessments. This translates into approximately \$174,200 (\$25.27 per average household), based on 2012 Southern Gulf Islands assessed values.


CONCLUSION

The CRD has the authority to establish a community economic development commission for the Southern Gulf Islands. At the request of the SGI Electoral Area Director, a bylaw for the establishment of this commission is proposed. The budget for this commission is well within the requisition limit specified in Bylaw 1824 that governs establishment of economic development commissions in the CRD.

RECOMMENDATION

That the Electoral Area Services Committee recommends to the CRD Board:

- That Bylaw No. 3803, "Southern Gulf Islands Community Economic Development Commission Bylaw No. 1, 2012" be introduced and read a first and second time, read a third time and adopted.



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**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3803**

**A BYLAW TO ESTABLISH A COMMUNITY ECONOMIC DEVELOPMENT
COMMISSION FOR THE SOUTHERN GULF ISLANDS ELECTORAL AREA**

WHEREAS:

- A. Supplementary Letters Patent dated the 7th day of June 1979 and Bylaw No. 1824 cited as the "Economic Development Commission Establishing Bylaw No. 1, 1990" provides that the Regional Board, may, by bylaw, establish an economic development commission;
- B. The Southern Gulf Islands Electoral Area Director wishes to establish a Community Economic Development Commission for the Southern Gulf Islands;
- C. The Commission may wish to work cooperatively with adjacent local governments on economic development projects;
- D. Section 774.2 of the *Local Government Act* provides the Capital Regional District with the authority to continue to offer an economic development service.

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. COMMISSION OBJECTIVES

- (a) The Commission will work toward achieving a resilient and sustainable local economy that improves and maintains the Southern Gulf Islands' economic prosperity, social equity, and environmental quality;
- (b) The Commission will assist in preserving and strengthening existing business, attracting new business, and coordinating local economic development initiatives that contribute to economic prosperity, social equity, and environmental quality.

2. DUTIES

- (a) The preparation of an economic development strategy to achieve a triple bottom line sustainable local economy; this includes tasks such as:
 - i. Analyzing the current economic base by profiling the commercial, industrial and other business activity on the Southern Gulf Islands;
 - ii. Assessing the Southern Gulf Islands' advantages and opportunities for current and prospective residents to establish viable businesses;
 - iii. Identifying resilient and year-round business opportunities that diversify the range of locally available products and services;

- iv. Supporting training and technical assistance to existing and potential local businesses, including but not necessarily limited to: apprenticeship, mentoring and entrepreneurial programs;
 - v. Exploring and explaining the potential for Social Enterprise approaches for existing business and potential for establishment of new Social Enterprises that provide meaningful employment while meeting social and environmental needs of the islands.
- (b) Coordinating economic development activities within the service area including consideration of an active marketing program to encourage support for local businesses and attract new businesses to the islands;
 - (c) Collaborating with the CRD on liaison with other levels of government, community leaders, and other stakeholders in respect of economic development within the service area.

3. **COMPOSITION**

- (a) The Commission shall consist of five (5) members, including:
 - i. The Director representing the Southern Gulf Islands Electoral Area;
 - ii. Four (4) other individuals: one each representing Galiano Island, Mayne Island, Saturna Island, and the Pender Islands.
- (b) Advisory groups may be established for each of Galiano Island, Mayne Island, Saturna Island, and the Pender Islands. These groups will work in collaboration with their respective Commission member to help deliver the Commission's mandate.

4. **ELIGIBILITY FOR APPOINTMENT**

- (a) All persons appointed to the Commission must represent the interests of the Southern Gulf Islands.

5. **TERM OF OFFICE**

- (a) The terms of office of Commission members other than the Southern Gulf Islands Electoral Area Director shall be for a two-year period as follows:
 - i. Two of the appointees shall hold office from the date of appointment until the 1st day of January 2013;
 - ii. Two of the appointees shall hold office from the date of appointment until the 1st day of January 2014;
- (b) Appointments made after the 1st day of January shall expire on the 31st day of December of the second year of appointment;
- (c) No appointee may serve more than three (3) consecutive terms.

6. NEW APPOINTMENTS

- (a) Commission vacancies will be advertised by the 1st day of October. Applications must be submitted to the CRD Corporate Officer by the 1st day of November. Applications will be reviewed by the Southern Gulf Islands Electoral Area Director.
- (b) On the recommendation of the Southern Gulf Islands Electoral Area Director, the Capital Regional Board may appoint individuals to fill Commission vacancies, and shall re-appoint members, on or before the 31st day of December, whose term is to expire.

7. COMMENCEMENT OF TERM

- (a) The term of office for each member, other than those members appointed in the year 2012, will commence on the 1st day of January following the member's appointment.

8. DEATH, RESIGNATION, DISQUALIFICATION AND TERMINATION

- (a) In the event of the death, resignation, termination or disqualification of a member of the Commission, the Capital Regional Board will appoint a successor for the remainder of the term as outlined in Section 5 of this bylaw;
- (b) The Capital Regional Board may, upon the recommendation of the Southern Gulf Islands Electoral Area Director, terminate the appointment of any member of the Commission;
- (c) Without limiting the intent of Section 7 of this bylaw, if any member of the Commission is absent from three (3) consecutive meetings of the Commission without the Commission's approval, the Capital Regional Board may, upon the recommendation of the Southern Gulf Islands Electoral Area Director, terminate the appointment of such member thereby creating a vacancy on the Commission.

9. QUORUM

- (a) A majority of members of the Commission constitutes a quorum.

10. MEETINGS SCHEDULE AND PROCEDURES

- (a) The Commission must hold at least four meetings per year to conduct their business, which must be open to the public;
- (b) The Commission Chair, or in their absence the Vice Chair, must follow the CRD Procedural Bylaw when conducting a Commission meeting;
- (c) For the conduct of business each member of a Commission shall have one vote.

11. BUDGET

- (a) The Commission budget must be submitted to the Southern Gulf Islands Electoral Area Director and to the Capital Regional District's Financial Officer by September 1st of each year;
- (b) This budget may be amended, modified or adopted as the Capital Regional Board requires, based upon input received from the Southern Gulf Islands Electoral Area Director.

12. ELECTION OF CHAIR OR VICE CHAIR

- (a) The Chair and Vice Chair must be elected for a one-year term. The election for these positions must take place during the first meeting of the year.

13. CITATION

- (a) This Bylaw may be cited for all purposes as the "Southern Gulf Islands Community Economic Development Commission Bylaw No. 1, 2012".

READ A FIRST TIME THIS	th	day of	2012
READ A SECOND TIME THIS	th	day of	2012
READ A THIRD TIME THIS	th	day of	2012
ADOPTED THIS	th	day of	2012

CHAIR

CORPORATE OFFICER