

**Salt Spring Island Community Economic Development Commission**  
Wednesday October 19, 2011 5-7pm  
School Board Office

**Minutes**

**Attending:** Chair Wiltzen, Treasurer Grove, Commissioners Kerr, Muldoon, Scott, Mainprize, Director Hendren, Assistant Clark

**Regrets:** Vice Chair McIntyre

**Call to order:** 5:03pm

**1. Approval of agenda**

**MOVED** by Commissioner Mainprize, **SECONDED** by Director Hendren the agenda be approved with the following additions:

-3.1 Meeting with John Tyee, 3.3 Economic statistics update, 3.4 Driftwood article

**CARRIED.**

**2. Adoption of the minutes of the meeting held September 22, 2011**

**MOVED** by Director Hendren, **SECONDED** by Commissioner Mainprize the minutes be adopted as prepared.

**CARRIED.**

**3. Old business**

**3.1. Meeting with John Tyee**

Chair Wiltzen and Director Hendren discussed their meeting with Mr. Tyee regarding potential assistance with the Commission.

- Mr. Tyee has extensive experience with strategic planning and economic development
- Need to determine status quo from community, i.e. existing assets/gaps and where do we want to go; then formulate strategy and take back to community
- Mr. Tyee is willing to assist the Commission with process and next steps

**Action:** Chair Wiltzen to invite Mr. Tyee to attend the regular November meeting as a guest.

**3.2 Next steps**

Commissioners discussed the potential next steps in completing a community economic development strategy.

- Need significant community involvement, tough for Commissioners to do off the sides of their desks
- Need outside contractor to lead the Commission in developing an overall strategy including community input, stakeholder meetings, etc.; will need a request for proposal to select a contractor
- Useful to hold a workshop to develop the RFP; good to have a facilitator to run the workshop

**MOVED** by Chair Wiltzen, **SECONDED** by Director Hendren the Commission hold a one day workshop to develop a request for proposal to assist the Commission in preparing a community economic development strategy.  
**CARRIED.**

**MOVED** by Commissioner Mainprize, **SECONDED** by Commissioner Muldoon the Commission members forward names of potential RFP workshop facilitators to Chair Wiltzen.

- Resumes to be received by Chair Wiltzen by October 26
- Circulated to the Commission by October 27
- Each Commissioner submit a ranking of the resumes to the Chair by the end of the day October 28
- Asking for “A facilitator to lead a workshop for the Commission to define the parameters of a request for proposal for development of a community economic development strategy for Salt Spring Island.”

**CARRIED.**

**Action:** Chair Wiltzen to contact Ellie Parks and Pat Gordon directly; Director Hendren to contact John Tyee.

### **3.3 Economic statistics update**

Commissioner Kerr presented updated economic indicator statistics.

- 2006 numbers indicate tourism accounted for 14% of employment and 5% of income shares attributable to basic sectors
- Number of building permits issued on SSI peaked in 2006 and has declined since; topping out at 350 total (residential and non-residential) in 2006 and decreasing to 205 total in 2010
- Values of building permits peaked in 2008 at \$29.9 million total and decreased to \$19.4 million total in 2010

### **3.4 Driftwood article**

Commissioner discussed errors contained in the October 5 Driftwood article regarding the Commission, which listed incorrect statistics in the tourism industry.

- Articles states the tourism industry accounts for \$18 million and 22% of total employment; correct figures are \$12 million and closer to 14%

**Action:** Chair Wiltzen to contact Sean McIntyre to relay correct figures and reinforce that Chair Wiltzen is the point of contact for the Commission.

## **4. Action item list update**

Commissioners discussed progress to date on assigned action items.

**Action:** Change point of contact on ISEA study to Margery Moore.

## **5. New business - none**

**6. Next meeting date**

Next regular meeting will be held Thursday November 17 from 5-7pm at the school board meeting room.

**Action:** Commissioners to contact Chair Wiltzen if they are unable to attend the meeting.

**7. Adjourn meeting**

**MOVED** by Commissioner Muldoon, **SECONDED** by Commissioner Mainprize the meeting be adjourned at 6:48pm.

**CARRIED.**