

**Salt Spring Island Community Economic Development Commission**  
**Thursday March 15, 2012 4-6pm**  
**School Board Meeting Room**

**Minutes**

**Attending:** Commissioners Kerr, Smith, and Bull, Chair Wiltzen, Director McIntyre, SSI Senior Manager Kees Ruurs, Assistant Clark

**Regrets:** Commissioners Mainprize and Wallace, Vice Chair Scott, Treasurer Muldoon

**Call to order:** 4:07pm

**1. Approval of agenda**

**MOVED** by Commissioner Kerr, **SECONDED** by Commissioner Smith the agenda be approved.

**CARRIED**

**2. Adoption of the minutes of the meeting held February 16, 2012**

**MOVED** by Commissioner Kerr, **SECONDED** by Commissioner Smith the minutes be adopted with the following change:

- in 4.1 strike the reference to the water working group

**CARRIED**

**3. Old business**

**3.1 RFP status**

Commissioners discussed status and next steps in the RFP process.

- Commission has prepared a draft RFP
- CRD in process of updating official RFP template; Sr. Manager Ruurs to try and expedite approval of the RFP as is

**MOVED** by Commissioner Smith, **SECONDED** by Commissioner Bull that the Commission approve the content of the draft RFP for the purposes of transcribing into the template, and issuing when it is approved by the CRD.

**CARRIED**

**MOVED** by Commissioner Smith, **SECONDED** by Commissioner Kerr that, for the purposes of clarifying the required tendering process in accordance with CRD procurement policies, the Commission is willing to spend \$35,000 or more on the strategy development consultant.

**CARRIED**

**MOVED** by Commissioner Bull, **SECONDED** by Commissioner Smith that the Commission allow a 6 week period for responses to the RFP.

**CARRIED**

**3.2 Stakeholder group**

Commissioners discussed the definition of stakeholders, and potential additions to the developed lists of stakeholders.

- consultant may want to be part of engagement process with stakeholders
- at this point Commission will work on further developing the list in advance of hiring the consultant

**Action:**

Chair Wiltzen: refine partners and stakeholders list, add financial institutions

All: send potential additions to Chair Wiltzen

**3.3 Action item list**

Chair Wiltzen briefly discussed the action item list.

**4. New Business**

**4.1 CRD administration reorganization**

Manager Ruurs updated the Commission on organizational changes.

- Kees Ruurs has been promoted to Senior Manager for SSI
- in the process of hiring new PARC Manager, and Engineering Manager
- tasked with bringing consistency to administration of the various Commissions
- existing PARC staff will take over additional administrative duties, including consolidating administration/assistant roles for the Commissions

**4.2 Director's update**

Director McIntyre updated the Commission on CRD business.

- positive meeting with Minister Ida Chong re incorporation study
- Director McIntyre to sit on water working group

**Action:** Director McIntyre - investigate the status of business recycling on the island

**5. Next meeting date**

Next regular meeting Thursday April 19, 2012 from 4-6pm in the school board office.

**6. Adjourn meeting**

**MOVED** by Commissioner Scott, **SECONDED** by Director McIntyre the meeting be adjourned at 5:20pm.

**CARRIED**