



Making a difference...together

SALT SPRING ISLAND COMMUNITY ECONOMIC DEVELOPMENT COMMISSION

Notice of Meeting on **Thursday, December 10, 2015 at 4:00PM**
Salt Spring Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Wayne McIntyre
Janice Harkley

Darryl Martin
John Wellingham

Christine Grimes

Randy Cunningham

AGENDA

1. **Approval of Agenda**
2. **Adoption of Minutes of September 29, 2015**
3. **Delegation/Presentation**
4. **Director, Chair and Commissioner Reports**
5. **Outstanding Business *(Items 5.1 thru 5.4 deferred from previous meeting)***
 - 5.1 **Website with Southern Gulf Islands (Action Plan Priority 6.13-Community dialogue)**
 - 5.2 **Tourism Plan Update (Action Plan Priority 1.3 Tourism, partnerships with Chamber Activities)**
 - 5.3 **Salt Spring Island Community Economic Development Commission Operating Budget 2016**

That the Salt Spring Island Economic Development Commission recommend to the Capital Regional District Board approval of the 2016 Operating budget for the Salt Spring Island Community Economic Development Commission as presented.
 - 5.4 **Experience the Gulf Islands-Update**
6. **New Business**
 - 6.1 **Sunday Long Weekend Markets**
 - 6.2 **Community Economic Development Coordinator**
7. **Next Meeting – Discussion of meeting dates for 2016**
8. **Adjournment**

To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Community Economic Development Commission
Held September 29, 2015, in the Public Library Small Meeting Room, 129 McPhillips
Avenue, Salt Spring Island, BC**

DRAFT

Present: **Director:** Wayne McIntyre
Commission Members: Darryl Martin (Chair), Janice Harkley, John Wellingham,
Randy Cunningham, Christine Grimes
Staff: Karla Campbell, Senior Manager, Erin Jory, Recording Secretary
Absent: Amber Quiring

Chair Martin called the meeting to order at 4:04 pm.

1. Approval of Agenda

MOVED by Commissioner Harkley, **SECONDED** by Commissioner Cunningham,
That the Salt Spring Island Community Economic Development Commission agenda of
September 29,, 2015 be approved.

CARRIED

2. Adoption of Minutes of July 9, 2015

MOVED by Commissioner Wellingham, **SECONDED** by Commissioner Harkley,
That the Salt Spring Island Community Economic Development Commission minutes of
July 9, 2015 be approved.

CARRIED

3. Delegation/Presentation

**3.1. Russ Smith, CRD Senior Manager Environmental Resource Management RE:
Referral of Islands Trust Industrial Land Use Bylaw-Update Proposal for
Reconfiguration of Land Use Zoning at Mouat Park**
No presentation made.

3.2. Joe Akerman – Aboriginal Culture Project

- Presented Xwaaqw'um Traditional Use Project overview.
- Project is to continue and bolster traditional activities in traditional areas on Salt Spring, in order to provide culture and language for aboriginal youth. . Koeye Village in Bella Bella runs camps from 9-18 year olds, learning traditional ways and leadership. Working with Cowichan 101 with Social Planning in Duncan.
- Project will offer tourists a destination to participate in traditional education/events (i.e. ride in war canoe, learn use of traditional plants, salmon barbeque, drum making, carving, all ways of life). Potentially an interpretive cultural center to display historical artifacts presently in storage. BC Parks could be involved in heritage restoration projects.
- Ask: information presentation to provide background and future endeavours, and requesting a letter of support to BC Parks.
- Will provide feasibility study at a future meeting.

3.3. Elizabeth FitzZaland of Green City Builders – Ganges Improvements

- Elizabeth FitzZaland, a professional planner (downtown design and strategies) and Michael Howell, local landscape designer, working pro bono on beautification project for downtown Ganges.
- Landscaping is relatively inexpensive and more easily transformable than architecture, a common technique in urban design. Scaled base map required to start planning process.
- Ask: require an exact base map of Ganges both paper and digital (CAD referenced). Staff can check into existing surveys/documents that will support creation of map.
- Director suggested that Peter Grove's support would be beneficial, as Islands Trust should be leader, with collaboration of CRD.

MOVED by Chair Martin, **SECONDED** by Commissioner Cunningham,
That the Salt Spring Island Community Economic Development Commission agrees to draft a letter of support for Elizabeth FitzZaland and Michael Howell to acquire data for a base map as the first step towards Ganges beautification project.

CARRIED

4. Reports

4.1. Director

- Canada 150 Grant application discussed at SSITC meeting with conceptual drawings
- Governance Study: cost study draft ed and will be made public in the near future. Website: www.ssiincorporationstudy.com
- Met with Chair Martin and Peter Grove at SGI and San Juan Islands joint meeting; saw many pro-active economic development presentations.
- Whale Trail positioned on land-base on Saturna Island – prevents boats disturbing habitat.

4.2. Chair

- SGI/San Juan Islands meeting: both simple and complex projects presented. Many common problems (data is the key to project management).
- SGI Active Pass Festival April 22-24, 2016
- Accompanied Director to Electoral Area Service Committee meeting; observed CRD meeting procedures.

Commissioner Grimes left the meeting at 4:51 pm and returned at 4:53 pm.

5. Outstanding Business

5.1. CEDC Expenses – John Tylee travel to Gabriola Island

MOVED by Director McIntyre, **SECONDED** by Commissioner Cunningham,
That the Salt Spring Island Community Economic Development Commission approach the Islands Trust to pay for travel expenses of John Tylee to the Gabriola Island Community Economic Development meeting, totalling \$296.17.

CARRIED

5.2. ETGI Update

MOVED by Director McIntyre, **SECONDED** by Commissioner Cunningham,
That the Salt Spring Island Community Economic Development Commission requests a status update on the Experience the Gulf Islands project.

5.3. Walking Festival

- Team leader required to put together overview plan and hire a manager so that walking tour can be arranged for the shoulder season.
- Chair and staff will prepare wording for Expression of Interest for walking tour.
- Li Read will provide information from next Chamber meeting.

5.4. Tour des Iles – next steps

- Director suggests George _____ attend via skype at next meeting. Chair suggests also inviting member of the SGI Community Economic Development Commission.

Commissioner Grimes left the meeting at 5:33 pm.

6. New Business

6.1. Desalination Project

- Discussion on desalination processes.
- On Galiano, desalination of wells creates aquifer exhaustion and introduces salt to drinking water.
- Chair proposes a contract for service with Devesh Bharadwaj for up to \$1,000 for a micro-feasibility study on desalination data.

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Wellingham,
That the Salt Spring Island Community Economic Development Commission requests Devesh Bharadwaj to execute a micro-plan, recognizing support from the Chamber of Commerce, looking at desalination possibilities and wastewater recycling, at a cost of up to \$1,000.

CARRIED

The following agenda items were not considered due to lack of time, and will be brought forward at the next meeting:

6.2 New Business - Website with Southern Gulf Islands(Action Plan Priority 6.13 - Community dialogue)

6.3 New Business - Tourism Plan Update (Action Plan Priority 1.3 Tourism, partnerships with Chamber Activities)

6.4 New Business - CEDC Budget 2016

7.1 Information - 2015 State of the Island Economic Summit

8. **Next Meeting:** October 15, 2015, from 4:00 to 6:00 pm, location to be announced.
9. **Adjournment**
The meeting was adjourned at 5:58 pm.

CHAIR

SENIOR MANAGER

**REPORT TO SALT SPRING ISLAND COMMUNITY ECONOMIC DEVELOPMENT
COMMISSION MEETING OF MONDAY, OCTOBER 15, 2015**

Item 5.3

**SUBJECT 2016 SALT SPRING ISLAND COMMUNITY ECONOMIC DEVELOPMENT
OPERATING BUDGET**

ISSUE

This report provides the estimated actual for the 2015 budget and a synopsis of the 2016-2020 budget, highlighting significant operational and capital expenditures, and revenues.

BACKGROUND

2015 Estimated to Actual Revenue and Operating Expenditures:

The Economic Development budget is expected to be **\$45,220 under budget** due to the following:

- Lower than budgeted wages (\$11,640) and projects (\$35,170)
- Higher than budgeted operating expenses (\$1,590)

As of September 30 expenses (\$22,849) to date are as follows:

- Wages (\$1,384)
- Contract for Services (\$6,250) for the Salt Spring National Arts Prize (\$5,000), Salt Spring in the City (\$2,500)
- Legal Services (\$668)
- Insurance (\$207)
- Program Development (\$4,172) for preparing and printing the strategic plan (\$2,540), and the Canada 150 Grant application concept plan (\$1,632)
- Meeting expenses (\$753), advertising (\$144), printing (\$776), and supplies (\$185)
- Allocations (\$8,310)

2016 - 2020 Operating and Revenue Budget

The five year revenue and operating budget anticipates a **\$45,200 carry forward surplus** which will be used to offset operating costs in 2016 which have been **reduced by \$11,290**. The budget review this year was based on zero-based budgeting exercise that examined all annual expenditures on a line by line basis. All costs associated with providing the 13 Electoral Area (EA) functions with operating and management support have been transferred to the EA administration budget and redistributed as an EA Allocation to each service function budget. This resulted in a **\$19,880 reduction** in the combined auxiliary and allocation costs.

- \$56,940 for project costs some of which was balanced by the carry forward surplus
- \$4,950 Allocations costs include finance and corporate services (\$1,700) and EA (\$3,250).
- \$700 Operating costs include insurance (\$200), advertising (\$500), commission expenses (\$1,800), and meeting expenses (\$1,350).

The annual tax requisition remains stable at \$20,000 with a planned increase in 2017 (\$30,000) and 2018 - 2020 (\$35,000).

RECOMMENDATION

That the Salt Spring Island Economic Development Commission recommend to the Capital Regional District Board approval of the 2016 Operating budget for the Salt Spring Island Community Economic Development Commission as presented.



Karla Campbell, Senior Manager, Salt Spring
Island Electoral Area

KC:ts

Attachment: 2016-2020 Operating Budget

CAPITAL REGIONAL DISTRICT

2016 Budget

SSI Economic Development

Committee Review

Compiled and Presented by CRD Finance

October 2015

Service: 1.124	SSI Economic Development	Committee: Electoral Area Services
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DEFINITION:

Economic Development Commission Establishing Bylaw No. 3727, with authority to offer an economic development service under Section 774.2 of the Local Government Act.

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

No limit

COMMISSION:

Not less than 7 and no more than 9 members.

FUNDING:

Requisition

SSI ECONOMIC DEVELOPMENT	2015		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD	ESTIMATED	2016 CORE BUDGET	2016 SUPPLEMENTARIES	TOTAL 2016		2017	2018	2019	2020
OPERATING COSTS:	13,750	2,110	-	-	-		-	-	-	-
	-	-	-	-	-		-	-	-	-
	51,500	16,330	56,940	-	56,940		22,170	27,070	26,960	26,850
	11,080	11,080	4,950	-	4,950		5,050	5,150	5,260	5,370
	700	2,290	3,850	-	3,850		3,310	3,320	3,330	3,340
TOTAL OPERATING COSTS	77,030	31,810	65,740	-	65,740		30,530	35,540	35,550	35,560
*Percentage Increase					-14.7%		-53.6%	16.4%	0.0%	0.0%
FUNDING SOURCES (REVENUE)	-	45,220	(45,220)	-	(45,220)		-	-	-	-
	(56,510)	(56,510)	-	-	-		-	-	-	-
	(20)	(20)	(20)	-	(20)		(20)	(20)	(20)	(20)
	(500)	(500)	(500)	-	(500)		(510)	(520)	(530)	(540)
	(57,030)	(11,810)	(45,740)	-	(45,740)		(530)	(540)	(550)	(560)
TOTAL REVENUE	(20,000)	(20,000)	(20,000)	-	(20,000)		(30,000)	(35,000)	(35,000)	(35,000)
REQUISITION							50.0%	16.7%	0.0%	0.0%
*Percentage increase over prior year requisition					0.0%					

From: Larisa Hutcheson
Sent: Tuesday, October 13, 2015 3:58 PM
To: directorssi
Cc: Karla Campbell; Mike Macintyre
Subject: RE: CEDC Agenda for Oct 15, 2015 meeting-Library 4-6 pm

Hi Wayne, here is a status report from Parks staff on an update for Experience the Gulf Islands trail planning for SSI:

- The Experience the Southern Gulf Islands Cycling and Pedestrian Trail Plan information will be finalized, with particular focus on updating the mapping component based on comments received through the public participation process and based on regional interests. Scoping and initiation of this task will occur over the next three months.
- Scoping of the Salt Spring Island trail planning project, including development of a project charter and outline of a public participation process, will be undertaken by Regional Parks, Regional Planning and the Salt Spring Island Electoral Area over the next three months.
- A public participation process is envisioned to take place in the first half of 2016. This will include contact with the Salt Spring Island Parks and Recreation Commission, the Salt Spring Island Economic Development Commission, First Nations, BC Ferries, BC Parks, Ministry of Transportation, Islands Trust and residents and key local groups on Salt Spring Island.
- Once the Salt Spring Island trail planning process is completed the information from both planning processes will be incorporated into a combined regional trail plan. It is expected that the combined regional trail plan will be presented to the Regional Parks Committee in the third quarter of 2016.

We will be updating the Regional Parks Committee on the entire project next month. For your information, this project has not been linked to the Trans Canada Trail project, which is anticipated to be constructed for a 2017 opening. Please let me know if you want to follow-up.

Larisa

**Salt Spring Island Parks and Recreation Commission Minutes
November 16, 2015**

Item 6.1

3

5.5 Maracaibo Lane Subdivision Update- 5% Cash in Lieu

The anticipated amount of cash in lieu benefit from this subdivision will add almost two hundred thousand dollars into the parkland acquisition fund. With this additional amount PARC now has enough money in this fund to purchase the 181 Brinkworthy property without shifting allocations from other reserve accounts.

6. New Business

6.1 Christmas on Salt Spring 2015

Staff reported that additional lights will be installed in Centennial Park as part of the annual light up celebration and chili cook off held on December 5, 2015.

6.2 Sunday Long Weekend Markets

Commissioner Webster excused himself due to conflict of interest at 5:57 pm

The Commission expressed disappointment that the Sunday Markets did not generate enough interest to justify continuing.

MOVED by K. Ruurs, **SECONDED** by G. Hendren,

That the Salt Spring Island Parks and Recreation Commission not continue the Sunday Long Weekend Markets in 2016.

CARRIED

Commissioner Webster returned to the table 6:06 pm

6.3 Trails Forum

Report received for information. It was noted that the funding that would have been used for the Sunday Market coordination will now be put forward to fund the trails forum.

6.4 2016 Public Meeting Dates and Commission Reports Schedule

MOVED by G. Hendren, **SECONDED** by K. Ruurs,

That the Salt Spring Island Parks and Recreation Commission approve the 2016 Public Meeting dates and Commission Reports Schedule as per agenda item 6.4.

CARRIED

7. Next meeting January 18, 2015, from 5-7 pm at the Portlock Park Meeting Room.

8. Adjournment

The meeting adjourned at 6:10 pm.

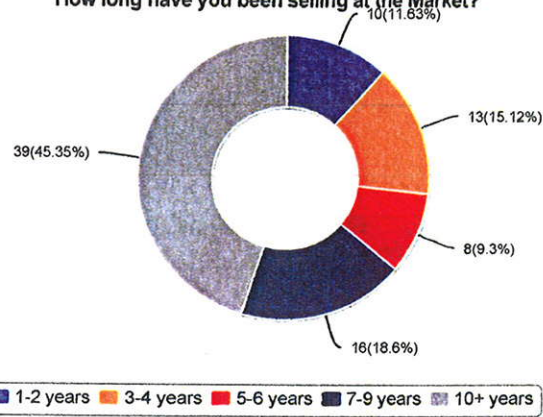
CHAIR

SENIOR MANAGER



Capital Regional District

How long have you been selling at the Market?

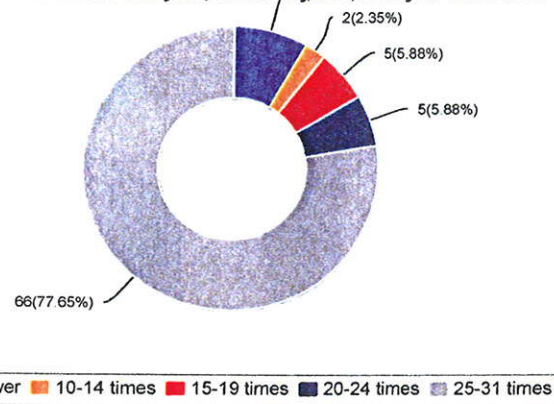


Total Response Count

86

Answer	Count	Percent
1-2 years	10	11.63%
3-4 years	13	15.12%
5-6 years	8	9.30%
7-9 years	16	18.60%
10+ years	39	45.35%

Out of a total of 31 weeks this year, how many times did you vend at...t?

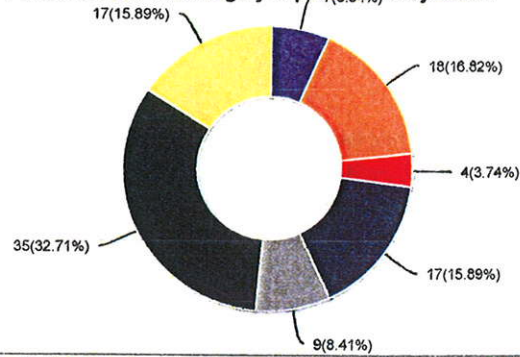


Total Response Count

85

Answer	Count	Percent
9 times or fewer	7	8.24%
10-14 times	2	2.35%
15-19 times	5	5.88%
20-24 times	5	5.88%
25-31 times	66	77.65%

Please indicate the category of products that you sell:



■ Fresh vegetables and fruit
 ■ Food products (cheese, baking, coffee, fish, etc.)
 ■ Flowers and plants
 ■ Jewelry
 ■ Clothes
 ■ Other crafts
 ■ Other

Total Response Count

Answer

Fresh vegetables and fruit

Food products (cheese, baking, coffee, fish, etc.)

Flowers and plants

Jewelry

Clothes

Other crafts

Other

Count

7

18

4

17

9

35

17

87

Percent

6.54%

16.82%

3.74%

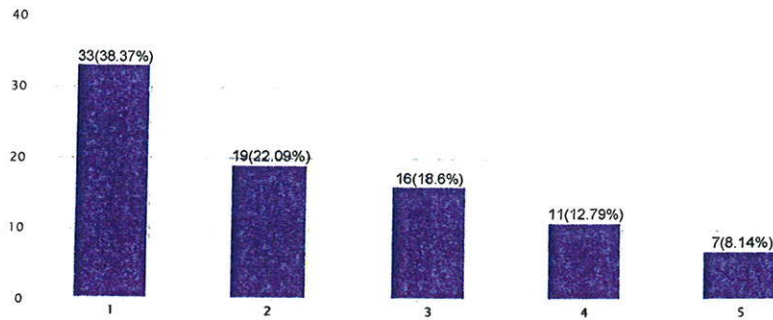
15.89%

8.41%

32.71%

15.89%

How satisfied did you feel with the Market this past year?



Total Response Count

Answer

1

2

3

4

5

Count

33

19

16

11

7

86

Percent

38.37%

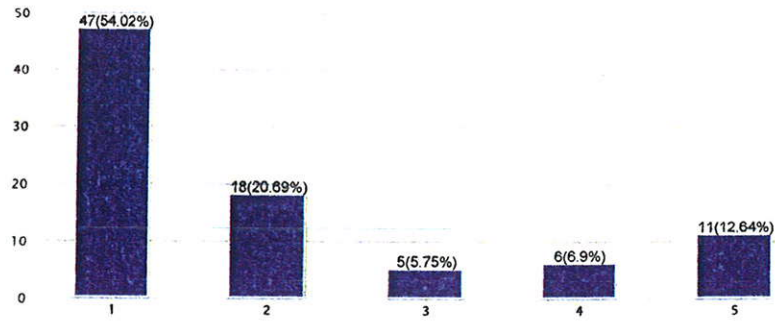
22.09%

18.60%

12.79%

8.14%

How satisfied are you with the cleanliness of the Market area?



Total Response Count

Answer

1

2

3

4

5

Count

47

18

5

6

11

87

Percent

54.02%

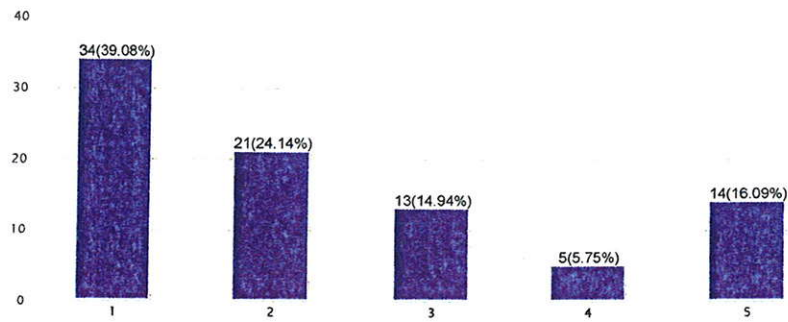
20.69%

5.75%

6.90%

12.64%

How satisfied are you with the administration of the Make it, Bake...y?



Total Response Count

Answer

1

2

3

4

5

Count

34

21

13

5

14

87

Percent

39.08%

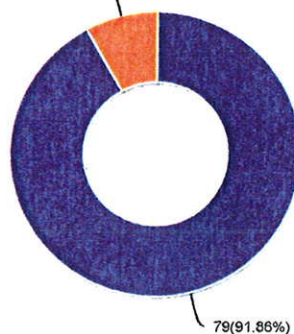
24.14%

14.94%

5.75%

16.09%

Do you think that buskers should continue to be included in the...a?



■ Yes ■ No

Total Response Count

Answer

Yes

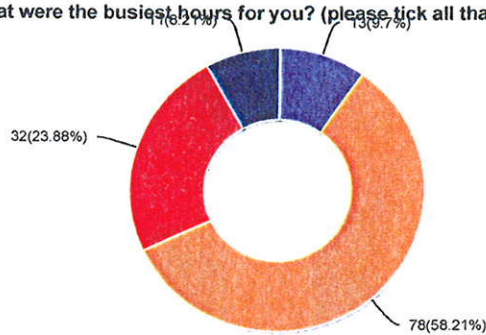
No

Count
79
7

Percent
91.86%
8.14%

86

What were the busiest hours for you? (please tick all that apply)



■ Before 10am ■ 10am - 12pm ■ 12pm - 2pm ■ After 2pm

Total Response Count

Answer

Before 10am

10am - 12pm

12pm - 2pm

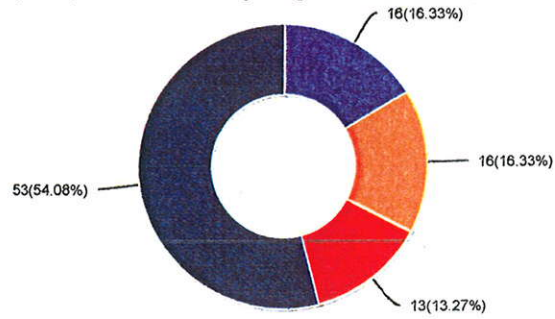
After 2pm

Count
13
78
32
11

Percent
9.70%
58.21%
23.88%
8.21%

86

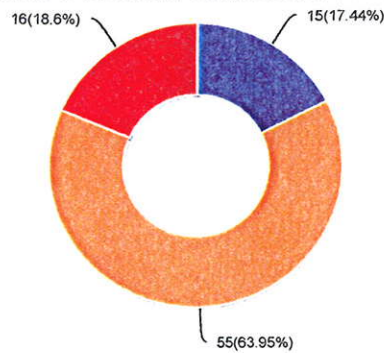
If you participated in the Sunday Long Weekend Markets, which...e?



July 5 August 2 September 6 I did not participate

Total Response Count		74
Answer	Count	Percent
July 5	16	16.33%
August 2	16	16.33%
September 6	13	13.27%
I did not participate	53	54.08%

Would you participate in the Sunday Long Weekend Markets if they...6?



Yes No No Preference

Total Response Count		86
Answer	Count	Percent
Yes	15	17.44%
No	55	63.95%
No Preference	16	18.60%

Salt Spring Island Community Economic Development Commission (CEDC)

COMMUNITY ECONOMIC DEVELOPMENT COORDINATOR

Job Description (draft)

Position Purpose

The primary purpose of this position is to work in partnership with the CEDC Commissioners to support, promote and help realize the mission of the Salt Spring Island Community Economic Development Commission (CEDC) as outlined in the 2014 Report & 2015 Action Plan – *Collaboration for Sustainability*.

Scope

The Community Economic Development Coordinator reports to CEDC .

In partnership and consultation with the CEDC Commissioners, the Coordinator is responsible for facilitating community and economic development planning, identifying and fostering community economic development opportunities locally and regionally; securing funding for economic development activities and programs; assisting local organizations, businesses and individuals with establishing economic development plans and projects; and promoting the Salt Spring Island community in order to expand local economic development opportunities.

Primary Duties

1. Community and Economic Development Planning
 - a. Research, analyze, develop, recommend and help implement economic development plans and projects
 - b. Ensure that all economic development and strategic plans respect the Official SSI-CEDC 2014 Plan

- c. Identify opportunities for joint ventures; assist with project management
- d. Maintain current profile of SSI community including economic statistics and indicators, local commerce, community organizations, services

2. Advocacy

- a. Serve as an advocate for local economic development initiatives
- b. Liaison with local business, Chamber of Commerce, Agricultural Alliance and related organization on a regular basis to promote coordinated economic development activities
- c. Liaise with regional, provincial and other Economic Development personnel and professional organizations with respect to information sharing and collaboration

3. Finance and Budget

- a. Prepare and manage project budgets
- b. Identify funding opportunities and prepare grant applications

4. Communication and Information

- a. Establish a regular method for information sharing and communication with the CEDC Chairperson and Commissioners
- b. Provide economic and business development information to interest groups, other levels of government and business development proponents
- c. Prepare CEDC status reports; maintain CEDC files and reports

5. Marketing Communications and Public Relations

- a. Develop a sustainable communication strategy and plan
- b. Manage the CEDC website
- c. Engage media, online and print resources required to support, implement and manage

Required Abilities

1. Competency in Community Economic Development theory and practices
2. Proven creative leadership and team building skills
3. Effectively work with volunteers and entrepreneurs
4. Excellent writing, communication and group facilitation skills
5. Experience engaging with green business
6. Proven problem solving, conflict management and consensus building skills
7. Broad knowledge of business and government as it related to rural and island communities
8. Ability to manage multiple projects on time and on budget
9. Proficient in writing and responding to Grant opportunities
10. Has an understanding of relevant governmental legislation, policies and procedures
11. Has an understanding of the Salt Spring Island and Gulf Island economic, cultural and political environment
12. Demonstrates sound personal judgment, discretion and credibility

Education-Training

1. College/University degree in Commerce, Economic or related field or certification as a Professional Economic Developer (EcD)
2. Minimum of 3 years working in economic development with proven PR-marketing success
3. Proficient in the use of current information technologies
4. Valid BC drivers licence

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

●: 2 ●: 9 ○: 16 ○: 23 ○: 31

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

●: 8 ○: 15 ○: 22

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

○: 1 ●: 8 ○: 15 ○: 23 ○: 31

April

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

●: 7 ○: 14 ○: 22 ○: 29

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

●: 6 ○: 13 ○: 21 ○: 29

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

●: 4 ○: 12 ○: 20 ○: 27

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

●: 4 ○: 11 ○: 19 ○: 26

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

●: 2 ○: 10 ○: 18 ○: 24

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

●: 1 ○: 9 ○: 16 ○: 23 ●: 30

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

○: 9 ○: 16 ○: 22 ●: 30

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

○: 7 ○: 14 ○: 21 ●: 29

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

○: 7 ○: 13 ○: 20 ●: 29

Holidays are listed on the following page.