



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Community Economic Development Commission
Held Thursday October 20, 2016, in the Portlock Park Meeting Room, 145 Vesuvius Bay
Road, Salt Spring Island, BC**

Present: **CRD Director:** Wayne McIntyre
Commission Members: Darryl Martin (Chair), Randy Cunningham, Holly MacDonald, Francine Carlin, Janice Harkley.
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Recording Secretary Tracey Shaver.
Absent: Curt Firestone, Bruce Cameron

Chair Martin called the meeting to order at 4:05 pm.

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Martin,
That the Salt Spring Island Economic Development Commission agenda of October 20,
2016 be amended and approved by adding item 6.2 Website Committee.

CARRIED

2. Adoption of Minutes of September 15, 2016 and September 28, 2016

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner MacDonald,
That the Salt Spring Island Economic Development Commission Minutes of September 15,
2016 and September 28, 2016 be approved.

CARRIED

3. Delegation/Presentation

3.1 Sue Hallat, CRD Manager, Aboriginal Initiatives

The Capital Regional District (CRD) is working to collaborate with First Nations partners in the decision making processes of regional governance and service delivery. The capital region spans the Traditional Territory of approximately 22 First Nations. The Aboriginal Initiatives department is available to facilitate relationships and assist the EDC Commission in local projects.

The EDC Commission identified product development under the Rural Accelerator Program as a potential economic generator for the Tsawout Tribe with additional local opportunities through the Experience the Gulf Islands tourism plans.

4. Director, Chair and Commissioner Reports

4.1 Director Martin

Director Martin briefly reported on the following items:

- Treehouse Cafe-invite owner to next meeting for direct perspective.
- ETGI-Concept plan almost completed.
 - concern that input from several different SSI groups was not included (i.e. Arts, performance and accommodation groups)

MOVED by Commissioner Carlin, **SECONDED** by Commissioner Martin,
That the Salt Spring Island Community Economic Development Commission is to convene a working group by next Thursday (Oct 27, 2016), to gather informal input and give a voice to the Salt Spring Island sectors which were not included in the ECO-Plan consultants draft work and to provide feedback to the consultant by October 31, 2016.

CARRIED

- Transportation Study- a consultant has been hired to lead a Charrette on inter island “passenger only” ferry service which is scheduled for November 17, 2016.
- Trails and Pathways- Coordination of regional area trails and recreation services. PARC holding a Trails Forum.
- BC Destination Development – attended a stakeholder meeting for South Central Island planning area.
- Southern Gulf Islands and Salt Spring Island have been approved to apply for future rural divided programs regardless of urban designation.
- Southern Gulf Islands Community Economic Sustainability Commission has invited the Commission to attend one of their meetings. The Commission would like to reciprocate.

4.2 Director’s Report

Director McIntyre briefly reported on the following:

- At the UBMC- the Municipalities voted 100% to support a letter of encouragement directed to the Ministry to change the designation of the Electoral Areas under the Capital Regional District to “Rural” from “Urban”.
- Local CRD Staff prepared and presented a well-organized service plan and budget review for the SSI Electoral Area services.
- Director McIntyre is on the selection committee to recommend appointments to the BC Ferry Board.
- Director McIntyre is also part of the CRD Transportation Select Committee; He will be promoting inter island water transport and protecting the autonomy of our local bus system.
- Incorporation Study- final report to be released; CRD’s CAO will participate in three open houses.

4.3 Commissioner MacDonald

Commissioner MacDonald provided a written report and highlight the following:

- November 29, 2016 will be the role out date for the Rural Accelerator Program. A Meet and Greet event will be organized with key stakeholders.

4.4 Commissioner Carlin

Commissioner Carlin provided a brief report on the status of the CEDC Website

- Website to be hosted by Telus.
- Domain holder will be Rebel.ca
- CRD branding and regulations being followed
- Website structure almost ready to populate with content; demonstration on Nov 17, 2016
- www.opportunitysaltspring.ca

5. Outstanding Business

5.1 Salt Spring Accommodation Group Booking Engine proposal

The accommodation group is now registered as a non-profit. A staff report is to be brought forward at the next meeting outlining the process of establishing a new service.

5.2 CEDC Rural Accelerator Project Management Proposal dated October 18, 2016

Brigitte Hayes was introduced as the Project Manager for the Rural Accelerator Program. The Commission reviewed the work outlined, associated costs and timelines provided in the proposal and suggest a need for flexibility as the Rural Accelerator Program is new and will evolve with experience.

MOVED by Commissioner Martin, **SECONDED** by Commissioner MacDonald,
That the Salt Spring Island Community Economic Development Commission direct staff to enter into a contract with Brigitte Hayes in the amount of \$21,700 for the services of Project Management as outlined in the proposal dated October 18, 2016 in association with the Rural Accelerator Program.

CARRIED

6. New Business

6.1 Staff Report-Sept 14, 2016, Email Exchanges Between CRD Directors and the role of the Commission

Staff reviewed the model of open governance and how it applies to all CRD business. The role of the Commission was further discussed to give a clear understanding around clarity of roles and expectations. The Commission is responsible for setting the goals and strategic objectives within their established mandate. Staff implement the direction of the Commission by providing an understanding of what the organization's resources are; the environment it is operating in; and what opportunities are in front of the Commission. The Commission has one staff person, the Senior Manager, who is the conduit for communication and manage the workload and resources of staff and contractors. The Commissioners generate ideas through their expertise and that staff will provide the guidance and structure to implement the workload.

6.2 Website Committee

Chair Martin requested that the ad hoc Communications Committee change the named and purpose to the Website Committee with a focus on social media.

7. Next meeting

November 17, 2016 at Portlock Park Meeting Room at 4 pm.

8. Adjournment

MOVED By Commissioner Cunningham, **SECONDED** by Commissioner MacDonald,
That the meeting adjourn at 6:55 pm

CHAIR

SENIOR MANAGER