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**Minutes of the Regular Meeting of the
Salt Spring Island Community Economic Development Commission
Held Tuesday November 27, 2018, in the Public Library 129 McPhillips Ave, Salt Spring
Island, BC**

DRAFT

Present: **CRD Director:** Gary Holman
Commission Members: Francine Carlin, Holly MacDonald, Janice Harkley,
Darryl Martin, Randy Cunningham, Jason Griffin
Staff: Dan Ovington, Manager, Parks and Recreation; Recording Secretary
Tracey Shaver.
Absent:
Participants: Li Read, SSI Chamber; Laura Patrick, Islands Trust;

Chair Carlin called the meeting to order at 4:00pm

1. Approval of Agenda

MOVED by Commissioner MacDonald, **SECONDED** by Commissioner Cunningham,
That the Salt Spring Island Community Economic Development Commission agenda of
November 27, 2018 be amended and approved by adding Item 6.9 CEDC Terms and
advertisements and item 6.10 Investing in BC.

CARRIED

2. Adoption of Minutes of October 18, 2018

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Martin,
That the Salt Spring Island Community Economic Development Commission minutes of the
October 18, 2018 meeting be approved.

CARRIED

3. Delegation/Presentation

3.1 Ron Crawford, Director - Salt Spring National Art Prize (SSNAP 2017) Final Report

Mr. Crawford briefly reported on the outcomes from the 2017 SSNAP event. A detailed written report was submitted with the agenda package.

4. Director, Chair and Commissioner Reports

4.1 Director Holman – Briefly reported on a list of CRD interests he is catching up on as his term has just started. Impressed with CEDC accomplishments.

4.2 Chair Carlin – Briefly reported on some recent activities to be discussed later in agenda.

4.3 Commissioner Cunningham – provided a brief update on the progress of the Southern Gulf Islands Tourism Partnership initiative.

- Continuing information sessions with accommodation and tourism sectors.
- Continuing to gain support from all of the islands
- Reviewing strategic plan and searching for board members
- Working on legal status for society

4.4 Commissioner MacDonald – briefly provided information from attendance at the Vancouver Island Economic Alliance Summit.

- Good focus on Vancouver Island regional products and associations
- Cannabis product development and growth
- “Island good” brands in stores; strong regional marketing

4.5 Digital Communication & Media Outreach October–Mid-November Report
Written report received for information

5. Outstanding Business

5.1 Salt Spring National Art Prize (SSNAP 2017)

- Well attended event; good data collection great for shoulder season economy

MOVED by Commissioner Carlin, **SECONDED** by Commissioner Martin,
That the Salt Spring Island Community Economic Development Commission receives the final report on the Salt Spring National Art Prize (SSNAP 2017) fee for service contract and directs staff to release the 25% holdback to complete contracted services.

CARRIED

5.2 Digital Communication and Media Outreach Contract Renewal

- Procurement policy followed
- Lowest bid and local knowledge
- Third year for contract award

MOVED by Commissioner Carlin, **SECONDED** by Commissioner MacDonald,
That the Salt Spring Island Community Economic Development Commission recommends the Capital Regional District direct award a sum of \$11,100.00 for *CEDC Digital Communication, Website Maintenance and Media Relations* be awarded to C Me Communications, effective January 1, 2019 to December 31, 2019.

CARRIED

6. New Business

6.1 CEDC 2019 Operating Budget

- Staff briefly reviewed report
- Transitional budget with changes coming under DMMO
- Director Holman supports CEDC budget as planned but reserves right to further review all budgets and make changes.

MOVED by Commissioner Carlin, **SECONDED** by Commissioner Harkley,
That the Salt Spring Island Community Economic Development Commission recommend that the Electoral Area Services Committee approve the 2019 Operating Budget and five year financial plan as presented; and that the 2018 actual surplus be balanced on the 2018 transfer to the operating reserve.

CARRIED

6.2 Salt Spring Island and Southern Gulf Islands Electoral Areas Municipal and Regional District Tax Application and Destination Management and Marketing Organization Funding

MOVED by Commissioner Carlin, **SECONDED** by Commissioner Cunningham,
That the Salt Spring Island Community Economic Development Commission receives for information the November 19, 2018 Capital Regional District Board staff report regarding Accommodation Tax Southern Gulf Islands and Salt Spring Island.

CARRIED

6.3 Alternative Economic Development Service Delivery Model

(a) Governance and SSI Economic Profile Overview Presentation- Chair Carlin

Power point presentation – document to be added to website under agenda item

(b) Staff Report: Alternate Economic Development Service Delivery Models

MOVED by Commissioner Carlin, **SECONDED** by Commissioner Martin,
That the Salt Spring Island Community Economic Development Commission receives for information the August 27, 2018 Staff Report to the Southern Gulf Islands Community Economic Sustainability Commission regarding Alternate Economic Development Service Delivery Models.

CARRIED

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner MacDonald,
That the Salt Spring Island Community Economic Development Commission (CEDC) supports preparing an application for the Capital Regional District to consider a governance change for the CEDC from a Commission Administration to an arm's length society or corporate administration of the economic development service.

CARRIED

Commissioner Martin Opposed

Due to time constraints the following items will be deferred to the January Meeting- 6.6, 6.8

6.4 Shared Business Services Report

The Salt Spring Island Community Economic Development Commission received the reports for information.

6.5 Green Business Program Draft Work-Plan

MOVED by Commissioner MacDonald, **SECONDED** by Commissioner Cunningham, Whereas the Salt Spring Island Community Economic Development Commission (CEDC) has secured approval from the Rural Dividend Fund to use the remaining grant funds from the Rural Business Accelerator project to establish a Green Business Learning Lab; The CEDC approves proposal and work plan to expend the remaining funds to hire a consultant to manage the pilot of the Green Business Learning Lab.

CARRIED

6.6 Joint CEDC-CESC Meetings- Item Deferred

6.7 Gabriola Joint Tourism Grant Opportunity

Information was received that the interested parties are no longer pursuing this grant opportunity.

6.8 CEDC Terms and Advertisements- Item Deferred

6.9 Investing in BC- Commissioner Harkley

Commissioner Harkley to investigate and report back on foreign investing.

7. Next Meetings Proposed Schedule for 2019

MOVED by Commissioner MacDonald, **SECONDED** by Commissioner Cunningham, That the Salt Spring Island Community Economic Development Commission accepts the following meeting dates in 2019 for public meetings Jan 14, March 11, May 13, Sept 9, Nov 4.

CARRIED

8. Adjournment

MOVED By Commissioner MacDonald, **SECONDED** by Director Holman, That the meeting adjourn at 6:10 pm.

CHAIR

SENIOR MANAGER