



Making a difference...together

SALT SPRING ISLAND COMMUNITY ECONOMIC DEVELOPMENT COMMISSION

Notice of Meeting on **Monday, October 19, 2020 at 3:00 PM**

**** Electronic Meeting**

Gary Holman

Francine Carlin

Holly MacDonald

Jason Griffin

Randy Cunningham

Janice Harkley

Daniel Wood

(r) regrets

AGENDA

1. Territorial Acknowledgement/Call Meeting to Order

2. ELECTRONIC MEETING RESOLUTION

That this resolution applies to the Salt Spring Island Community Economic Development Commission (SSICEDC) for the meetings being held on October 19, 2020, and that the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the SSICEDC, because:

- a. The available meeting facilities cannot accommodate more than (12) people in person, including members of the SSICEDC and staff, and
- b. There are no other facilities presently available that will allow physical attendance of the SSICEDC and the public in sufficient numbers; and

That the SSICEDC is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting

3. Approval of Agenda

4. Presentation: CMe Communications- Deirdre Rowland re: Communications and Digital Media

5. Adoption of Minutes of June 25, 2020

6. Director, Chair and Commissioner Reports

7. Outstanding Business

7.1 Action to operationalize UBCM resolution confirming BC Rural Property Tax relief for SSI-SGI Electoral Areas

7.2 Status: Advocacy – Community Futures and Island Coastal Economic Trust

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

8. New Business

8.1 Community Liaison Updates:

8.1.1 Li Read / Jessica Harkema - Chamber of Commerce

8.1.2 Laura Patrick – Island Trustee

8.1.3 Brian Young / Darlene Gage – Transition Salt Spring

8.2 2021 Salt Spring Island Community Economic Development Operating Budget

That the Salt Spring Island Community Economic Development Commission approve the 2021 Operating budget and five year financial plan (2021-2025) for the Salt Spring Island Community Economic Development Commission as presented; and recommend the 2020 actual surplus be balanced on the 2020 transfer to the operating reserve.

8.3 CRD-CEDC Contract with Rural Island Economic Partnership (RIEP) to operationalize Shared Business Services Model

8.4 Research Associate – Progress Report

8.5 CEDC 2021 Proposed Program Initiatives

a. Green Business Best Practices Workbook and Digital Guide

b. Regulatory Roadmap – Phase 2

8.6 Seeking New Commissioner Appointments to replace outgoing Commissioners

9. Next Meetings - TO BE CONFIRMED

Monday - January 18, 2021

10. Adjournment



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**Minutes of the Regular Meeting of the
Salt Spring Island Community Economic Development Commission
Held Thursday June 25, 2020, at the Lions Hall on 103 Bonnett Avenue, Salt Spring
Island, BC**

DRAFT

Present: **CRD Director:** Gary Holman
Commission Members: Francine Carlin, Holly MacDonald, Randy Cunningham,
Jason Griffin, Daniel Wood
Staff: Karla Campbell, Senior Manager; Tracey Shaver, Recording Secretary.
Absent: Janice Harkley
Present: Chamber Members: Darryl Martin, Jessica Harkema; Laura Patrick,
Elizabeth Nolan, Anne Parkinson

Chair Carlin called the meeting to order at 12:05 pm

1. Approval of Agenda

MOVED by Commissioner MacDonald, **SECONDED** by Commissioner Cunningham,
That the Salt Spring Island Economic Development Commission agenda of June 25,
2020 be approved and amended with the addition of item 4.3 SGI Regional Round Table.

CARRIED

2. Adoption of Minutes of January 27, 2020 and June 16, 2020

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Cunningham,
That the Salt Spring Island Economic Development Commission Minutes of January 27,
2020 and June 16, 2020 be approved.

CARRIED

3. Outstanding Business

**3.1 Southern Gulf Islands Shared Services Society – Rural Economic Dividend
Grant – Next Steps**

Chair Carlin opened the discussion with background information, provided
opportunity for each commission member to address the topic and then requested
direction from Director Holman.

Three options were presented as ways to move forward with an entity to receive the
Rural Dividend Grant and to run the Shared Business Services as a pilot program:

- New society (regionally focus)
- Chamber (membership based)
- Rural Islands Economic Partnership (existing NPO with regional focus)

MOVED by Commissioner Carlin, **SECONDED** by Commissioner MacDonald, That the Salt Spring Island Community Economic Development Commission recommends that the Capital Regional District contract with the Rural Islands Economic Partnership as the not for profit entity to receive the Rural Dividend Grant and deliver a regional Shared Business Services pilot program.

CARRIED

3.2 Update: CRD Board Follow up on Community Futures and Island Coastal Economic Trust

Request made for Director Holman to ask the CRD Board to take more initiative in the plight to change the Electoral Areas from Urban to Rural status.

Letters previously sent ended up with a Ministry not involved with Community Futures and need to be redirected with additional follow-up.

This change to Rural would allow the island communities under the CRD to be eligible for grant funds and business assistance opportunities which other rural communities have through Community futures and Island Coastal Economic Trust.

3.3 Update: Home Owner Grant Program in Electoral Areas

A CRD Board motion to recognize Salt Spring Island as “Rural” has been submitted to the Union of British Columbia Municipalities (UBCM) this fall for consideration. If the motion is past, then UBCM would make a recommendation to the province to allow electoral areas within the CRD to be eligible for the additional “rural” home owner grant as all other “rural” designated property tax areas are (outside the CRD which is considered urban).

3.4 Letter dated May 13, 2020 re: Integrated Transportation

CRD Board requested that the Province develop an integrated Transportation Plan including the Southern Gulfs Island which links all forms of public transportation and improves solutions for low carbon and active transportation.

4. New Business

4.1 CEDC Expense Request

Expense reimbursement approved for collaborative luncheon with South Island Prosperity Partnership

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner MacDonald, That the Salt Spring Island Community Economic Development Commission approves the request from Commissioner Carlin to be reimbursement in the amount of \$119.70 to cover the expense of a collaborative meeting with South Island Prosperity Partnership.

CARRIED

4.2 Letter of Support for the Farm Land Trust Application for a Job Creation Participation Grant

MOVED by Commissioner MacDonald, **SECONDED** by Commissioner Carlin,
That the Salt Spring Island Community Economic Development Commission
approves the draft letter of support for the application by the SSI Farmland Trust for
a Job Creation Partnership grant.

CARRIED

4.3 SGI Regional Round Table

Plans are underway for a regional round table to learn from Covid-19.
Current date is July 7th 9:30 am.

5. Next Meetings -

July 13, 2020 at 3:00 to 5:00 pm – SSI Public Library is to be **Cancelled**

October 19, 2020 at 3:00 to 5:00 pm – SSI Public Library –to be confirmed

6. Adjournment

MOVED By Commissioner Cunningham, **SECONDED** by Commissioner Carlin,
That the meeting adjourn at 1:30 pm.

CHAIR

SENIOR MANAGER



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**REPORT TO SALT SPRING ISLAND COMMUNITY ECONOMIC DEVELOPMENT
COMMISSION
MEETING OF MONDAY, OCTOBER 19, 2020**

**SUBJECT 2021 SALT SPRING ISLAND COMMUNITY ECONOMIC DEVELOPMENT
OPERATING BUDGET**

ISSUE

In accordance with Bylaw No. 3727 the committee must submit an annual budget to the Capital Regional District (CRD).

BACKGROUND

The CRD is required by legislation under the *Local Government Act* (LGA) to prepare a 5-year financial plan including operating budgets and capital expenditure plans on an annual basis. CRD staff have therefore, prepared the financial plan shown in Appendix A to this report for the Salt Spring Island Community Economic Development service.

The operating budget includes the regular annual costs to operate the service.

In preparing the Operating Budget, CRD staff took into account:

1. Actual expenditures incurred between 2018 and 2020
2. Anticipated changes in level of service (if any)
3. Prior year tax requisition
4. Annual impact on the overall Salt Spring Island requisition or cost per average household

The preliminary operating budget (financial plan) for the service has been presented to the Electoral Area Services Committee on October 14, 2020 and will be considered by the CRD Board on October 28, 2020. Adjustments for surpluses or deficits from 2020 may be made in January 2021. The CRD Board will give final approval to the budget and financial plan in March 2021.

The Financial Plan for the years 2021 – 2025 may be changed in future years.

BUDGET OVERVIEW

2020 Operating Budget

It is anticipated that operating expenses in 2020 will be under budget due to unspent funds in the project costs and other operating expenses. \$42,250 is anticipated to be expended in 2020 to accomplish the following project work:

1. Southern Gulf Island Tourism Partnership (SGITP) annual contribution: \$20,000
2. Rural Island Economic Partnership dues: \$6,000
3. Research Associate: \$15,000
4. Salt Spring Island Chamber of Commerce outstanding balance for the CEDC contribution towards the Experience the Southern Gulf Islands: \$1,250

CRD staff recommend that the projected \$9,849 surplus be transferred to the operating reserve which was established by bylaw in 2018 to help accumulate resources for future economic development initiatives. The reserve enables the service to set aside operating funds into a reserve and mitigate fluctuations in the operating revenue from one-time special projects.

2021 Operating Budget

The 2021 operating budget proposes a 0% increase to the annual tax requisition. This budget maintains current funding to support the annual contract for website maintenance, internal allocation cost, and operating expenses (advertising, membership dues).

The proposed 2021 budget includes costs for the following

Operating Costs	2021		
	Core	One-time	Total
Contract for Services	15,000 ¹		15,000
Website Maintenance	15,000 ²		15,000
Project Costs	30,286 ^{3,6}	20,000 ⁴	50,286
Operating - Other	4,750 ^{5,7}		4,750

1. \$15,000 to conduct research in 2021
2. \$15,000 to maintain opportunitysaltspring.ca
3. \$20,000 for the annual SGITP contribution
4. \$20,000 onetime supplementary to be offset from a transfer from the operating reserve to fund Phase 2 – Regulatory Road Map
5. \$3,000 Rural Island Economic Forum 2021 program support and commission attendance (\$600 per commissioner)
6. \$5,000 for Rural Island Partnership program support
7. \$650 for annual membership to the BC Economic Development Association

Operating Reserve

\$10,000 was expended from the operating reserve in 2020 to fund the Island Comeback program. The operating reserve balance at the end of 2020 is projected to be approximately \$31,553.

RECOMMENDATION

That the Salt Spring Island Community Economic Development Commission approve the 2021 Operating budget and five year financial plan (2021-2025) for the Salt Spring Island Community Economic Development Commission as presented; and recommend the 2020 actual surplus be balanced on the 2020 transfer to the operating reserve.

Submitted by:	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
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KC/kc:ts

Attachment: 2021 Salt Spring Island Community Economic Development Budget

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Economic Development Commission

EAC Review

Service: 1.124 SSI Economic Development

Committee: Electoral Area

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:

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$294,443.

COMMISSION:

Not less than 7 and no more than 9 members.

FUNDING:

Requisition

1.124 - SSI Economic Development Commission

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	10,000	10,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Website Maintenance	15,000	15,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Project Costs	49,000	42,250	30,286	-	20,000	50,286	30,490	30,700	30,910	31,130
Internal Allocations	9,059	9,059	9,992	-	-	9,992	10,649	10,865	11,086	11,314
Operating - Other	4,540	1,441	4,750	-	-	4,750	4,840	4,930	5,020	5,110
TOTAL OPERATING COSTS	87,599	77,750	75,028	-	20,000	95,028	76,579	77,715	78,856	80,034
*Percentage Increase over prior year						8.5%	-19.4%	1.5%	1.5%	1.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	9,849	2,560	-	-	2,560	2,561	3,005	3,474	3,936
TOTAL COSTS	87,599	87,599	77,588	-	20,000	97,588	79,140	80,720	82,330	83,970
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(10,000)	(10,000)	-	-	(20,000)	(20,000)	-	-	-	-
Grants in Lieu of Taxes	(61)	(61)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Other Income	(510)	(510)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
TOTAL REVENUE	(10,571)	(10,571)	(560)	-	(20,000)	(20,560)	(570)	(580)	(590)	(600)
REQUISITION	(77,028)	(77,028)	(77,028)	-	-	(77,028)	(78,570)	(80,140)	(81,740)	(83,370)
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

Reserve Schedule

Reserve Fund: 1.124 SSI Economic Development - Operating Reserve Fund - Bylaw 4243

To help offset fluctuations in operating revenues, special projects, and cover operational expenditures as required

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105534	2020	2021	2022	2023	2024	2025
Beginning Balance		31,284	31,553	14,113	16,674	19,679	23,153
Transfer from Ops Budget		9,849	2,560	2,561	3,005	3,474	3,936
Planned Purchase		(10,000)	(20,000)	-	-	-	-
Planned Maintenance Activity		Island Comeback	Phase 2: Regulatory Road Map				
Interest Income		420	-	-	-	-	-
Ending Balance \$		31,553	14,113	16,674	19,679	23,153	27,089

Assumptions/Background: