Minutes of the Regular Economic Development Commission Meeting held on Thursday, April 19, 2012, at 4 pm in the CVRD Boardroom, 175 Ingram Street, Duncan, BC.

PRESENT

Marsha Stanley, Chair
Director B. Fraser
Jenn George, Roger Hart, Jane Worton and Mike Kelly

ALSO PRESENT

Keith Chicquen, Instructional Director, VIU Cowichan Campus
Directors I. Morrison & R. Hutchins
Tom Anderson, General Manager, Planning & Development
Geoff Millar, Manager, Economic Development
Kathy Lachman, EDC Business Development Officer
Judy Mills, Recording Secretary

ABSENT

Director P. Kent and George Robbins

APPROVAL OF AGENDA

Two New Business items were added. Reports 1 and 2 were deferred to the joint Environment and Economic Development Commission meeting to follow.

It was moved and seconded the amended agenda be accepted.

MOTION CARRIED

ADOPTION OF MINUTES

It was moved and seconded that the minutes of the Economic Development Commission meeting, held March 15, 2012 be adopted.

MOTION CARRIED

UNFINISHED BUSINESS

UB1 – SUCCESS INDICATORS

Geoff Millar met with Jane Worton to discuss success indicators and noted Jane has offered her services to complete this detailed work. Jane Worton reported that Director Kent, John Morris and herself began this work for the EDC and CVRD to have a better understanding of what is happening with the economy. Success indicators provide an economic report card as well as social and environmental indicators. Jane will prepare a list to provide a quarterly or annual synopsis as well as site indicators regarding potential business. It is a long list to refine. Census data will be included. Plan to bring draft to next EDC meeting.

Geoff Millar thanked Jane Worton for her contribution and commitment to this project.

Director Hutchins arrived at 4:16 pm.

Discussion took place.

REPORTS

R1 – CVRD Integrated Regional Sustainability Plan

Tom Anderson presented the Integrated Regional Sustainability Plan report at the joint Environment and Economic Development Commission meeting on April 19, 2012. He requested both Commissions review the Draft Terms of Reference and provide comments and support.

Discussion took place. It was clarified that the request is for specific ideas/recommendations regarding framework.

R2 – CVRD Climate Action Plan	Tom Anderson presented the CVRD Climate Action Plan report at the joint Environment and Economic Development Commission meeting on April 19, 2012. He requested both Commissions review the Draft Terms of Reference and provide comments and support.
	Discussion took place. It was clarified that the request is for specific ideas/recommendations regarding framework.
	The Environment Commission Chair, Justin Straker, suggested the two Commissions collaborate to provide one report in response to the request. He formed a sub-committee of Roger Hart, Director Kent, Tyler Innes and Janna Jorgennsen with the assistance of CVRD staff to organize both Commissions with their structure for feedback on both plans.
R3 – Industrial Land Inventory	Kathy Lachman reported the project was initiated by Tom Anderson and funded by the Planning & Development Department budget. Richenda Woods was hired for nine weeks to develop a tool to track, search and create reports which can be PDF'd and emailed. The tool will be used for enquiries.
	Discussion took place.

INFORMATION

IN1 – U.N. International Year of Co-operatives Event	Roger Hart reported the VIU event exceeded expectations. There will be a meeting with Island Savings Credit Union to see how they can support another event. Topics included social care co-ops, food distribution and processing co-ops. B.C. Co-operative Association has received a grant for community initiatives and they hope that some of that will be available to support initiatives in the CVRD.

NEW BUSINESS

NB1 – Sector Dialogues as a Development Strategy	Director Fraser discussed the idea of sector dialogues as a development strategy. For example availability of processing plants is a barrier and affects the Agriculture sector. Similar issues arise in each sector. He suggested the commission start a series of meetings with leaders in the sectors to discuss opportunities that the CVRD and EDC can develop to remove barriers. It is difficult for commission members to make an impact and this would be timely with increasing the commission membership. Suggested the commission initiate a program to invite leaders from the industrial and agriculture areas in the valley to the EDC meetings.
	Discussion took place. It was noted that Nanaimo is going through a similar process. Community Futures Cowichan and TD Canada Trust have small business advisors that could be invited as delegates to EDC meetings to discuss lending and state of economy.
	The Chair summed up there is a positive interest to move forward with this suggestion. The Chair, Geoff Millar and Director Fraser will meet to come up with various groups to target and tie in with Jane Worton's work with success indicators and measurements.
NB2 – Business Licence Program	Director Morrison reported the CVRD does not have a business license program. Electoral areas do not require business licenses however there are requirements in the municipalities and multi-jurisdictional areas.

Discussion took place.

Tom Anderson reported as of recently electoral areas now have the right to issue licenses. It is worth pursuing and EDC could provide a report. Director Hutchins reported the Town of Ladysmith puts 80% of the business license fees towards the Chamber of Commerce. Jenn George reported Cowichan Tribes collects business license fees.

It was moved and seconded to recommend that EDC staff provide a report for current jurisdictional business license and potential benefits for electoral areas.

MOTION CARRIED

Further discussion ensued.

NEXT MEETING   The next meeting of the Economic Development Commission is scheduled for Thursday, May 17, 2012 at 7:30 am in the Community Futures Boardroom.

ADJOURNMENT   **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 5:06 pm.

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Chair   Recording Secretary