



ECONOMIC DEVELOPMENT COMMISSION
THURSDAY, JUNE 21, 2012
COMMUNITY FUTURES BOARDROOM – 7:30 AM
135 THIRD STREET, DUNCAN BC

AGENDA

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2.	<u>ADOPTION OF MINUTES</u>	
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3.	<u>BUSINESS ARISING FROM THE MINUTES</u>	
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	R1 Kathy Lachman, EDC Business Development Officer, power point presentation regarding mobile business licenses	verbal
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5.	<u>CORRESPONDENCE</u>	
	C1 Ann Kjerulf, Planner III, regarding Bylaw referral form dated May 25, 2012 and CVRD Bylaw No. 3605, Electoral Area D, Cowichan Bay, Official Community Plan (full copy of draft bylaw on CVRD website)	9-10
6.	<u>UNFINISHED BUSINESS</u>	
	UB1 Geoff Millar, Manager, Economic Development, regarding EDC appointments and Vice Chairperson	
	UB2 Jane Worton regarding success indicators	
7.	<u>NEW BUSINESS</u>	
8.	<u>CLOSED SESSION</u>	
	Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.	
9.	<u>ADJOURNMENT</u>	

NOTE: A copy of the full agenda package is available at the CVRD website www.cvrld.bc.ca

Marsha Stanley, Chair
Director Kent
Director Fraser

George Robbins
Michael Kelly
Jane Worton

Roger Hart
Keith Chicquen

DISTRIBUTION:

Full Agenda Package:

DIRECTOR HUTCHINS, CVRD CHAIR
DIRECTOR MORRISON
WARREN JONES, CHIEF ADMINISTRATIVE OFFICER
TOM ANDERSON, GENERAL MANAGER, PLANNING & DEVELOPMENT
GEOFF MILLAR, MANAGER, ECONOMIC DEVELOPMENT
KATHY LACHMAN, EDC BUSINESS DEVELOPMENT OFFICER

Agenda:

DIRECTOR LEFEBURE
DIRECTOR HARTMANN
DIRECTOR LINES
DIRECTOR MCGONIGLE
DIRECTOR WALKER
DIRECTOR WEAVER

DIRECTOR GILES
DIRECTOR IANNIDINARDO
DIRECTOR DUNCAN
DIRECTOR DOREY
DIRECTOR MARCOTTE

MARK KUEBER, GENERAL MANAGER, CORPORATE SERVICES
FELICITY ADAMS, MANAGER, DEVELOPMENT SERVICES, TOWN OF LADYSMITH
RUTH MALLI, CITY MANAGER, TOWN OF LADYSMITH
DAVE DEVANA, ADMINISTRATOR, DISTRICT OF NORTH COWICHAN
JOHN KOURY, EDC CHAIR, DISTRICT OF NORTH COWICHAN
JOSEPH FERNANDEZ, ADMINISTRATOR, TOWN OF LAKE COWICHAN
TOM IRELAND, ADMINISTRATOR, CITY OF DUNCAN
CATHY ROBERTSON, MANAGER, COMMUNITY FUTURES COWICHAN

Minutes of the Regular Economic Development Commission Meeting held on Thursday, May 17, 2012, at 7:30 am in the Community Futures Boardroom, 135 Third Street, Duncan, BC.

PRESENT

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

ALSO PRESENT

Keith Chicquen, Instructional Director, VIU Cowichan Campus
Dr. Sally Carpentier, Professor, VIU Nanaimo Campus
Jenny Horn, Grants Facilitator & Research, VIU Nanaimo Campus
Chuck Brook, Founder, Brook Pooni Associates Inc
Cathy Mailhot, Tourism Cowichan Marketing Coordinator
Director L. Iannidinardo
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 Jenn George

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be amended with the addition of New Business items as follows:

NB1 Shawnigan Lake Triathlon;

NB2 Invitations to Sectors;

and the addition of Information items as follows:

IN1 Cowichan Bay Spot Prawn Festival

IN2 Cowichan Community Kitchens

IN3 VIU Appointment

and the order of the agenda be adjusted to move UB1 prior to Reports and R2, R3 and IN3 prior to R1;

and that the agenda, as amended, be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded that the minutes of the Economic Development Commission meeting, held April 19, 2012 be adopted.

MOTION CARRIED

**BUSINESS ARISING
FROM THE MINUTES**

Not applicable.

DELEGATIONS

**D1 – VIU Cowichan
Innovation Lab**

Dr. Sally Carpentier, Professor at Vancouver Island University, Nanaimo Campus presented a power point presentation on the VIU @ Cowichan Innovation Lab. It is an opportunity for students to stay in the region and work closely with trades to provide stronger infrastructure. Please contact her if you have any questions at Sally.Carpentier@viu.ca.

Discussion took place.

Members were invited to attend a lecture by Dr. Lynne Siemens on Creative Industrial Clusters sponsored by the Innovation Lab on May 24, 2012 from 4:30 to 7 pm at the Cowichan campus.

D2 – Oceanfront Suites

Chuck Brook, Planning Consultant with Brook Pooni Associates, a leading urban planning and land development consultancy in Vancouver, discussed the future of the Oceanfront Suites Resort in context of draft Area D Cowichan Bay official community plan. Given the hotel's history there is an opportunity to re-purpose the building. Consideration is being given to re-zone and convert to full time residences. Mr. Brook is interested to know if the EDC supports this concept and is looking for input as to what they should be doing with this space.

Director Iannidinardo reported there is positive feedback from the community and it works well with the age demographic. Mr. Brook explained key component that came out of community session was improving public access to shoreline.

Discussion took place. It was noted that conferencing is an asset and community is constrained with these facilities. Suggestion for Brook Pooni to hold a meeting with Cowichan Bay business leaders and the EDC on site for feedback. EDC is willing to assist with set up.

All delegates left the meeting.

UNFINISHED BUSINESS

UB1 – Success Indicators

Jane Worton distributed a handout outlining three new products proposed to provide greater information on economic issues in the CVRD along with an overview of the proposed purpose and content of each report. It was requested that members and EDC staff review and provide feedback to Jane. Next she will be providing a report on indicators.

Discussion took place. Keith Chicquen left the meeting.

REPORTS

R2 – Co-op Connections Update

Roger Hart reported sponsorships have been received from Island Savings Credit Union and Vancouver Island University for eight more sessions. The next event will be on May 25, 2012 with Dr. Ian MacPherson. Roger Hart will be meeting with Coastal Community Credit Union and Peninsula Co-op regarding the opportunity for two more sessions. Two co-ops on film and solar power are close to being incorporated.

R3 – Joint Environment and EDC Workshop

Roger Hart reported Jane Worton, Director Kent, Tyler Innes, Janna Jorgensen and himself met twice. Dyan Freer will send out information to schedule another meeting.

Director Fraser circulated a handout titled "*Sustainability or What?*" for member consideration.

Roger Hart left the meeting.

INFORMATION

**IN3 – VIU
Appointment**

Geoff Millar informed the members that Maria Lauridsen is no longer with Vancouver Island University. Keith Chicquen has advised that he is willing to represent VIU on the Economic Development Commission.

It was moved and seconded to recommend to the Board to appoint Keith Chicquen as the Vancouver Island University representative on the Economic Development Commission for a term to expire December 31, 2013.

MOTION CARRIED

REPORTS

**R1 – Tourism
Cowichan Report**

The report was circulated to members in the agenda package. Cathy Mailhot reported the May 9, 2012 Cowichan Fam Tour was a great success with 20 attendees. There is a need to focus on tourists coming to Victoria and getting them to Cowichan. Start with educating front line ambassadors.

**R4 – Young
Entrepreneurs Fair**

Item was tabled due to audio visual trouble. It was decided to re-circulate the link; <http://www.powerplay4success.com>

NEW BUSINESS

**NB1 – Shawnigan
Lake Triathlon**

Director Fraser discussed the Shawnigan Lake Triathlon and the need for more attention from the EDC and Tourism. The event is making more effort to capitalize on the influx of attendees in the area by moving the registration into the village. Could be an opportunity for a marketing booth.

**NB2 – Invitations to
Sectors**

Director Fraser proposed that the Commission move forward with Sector invitations. Where is investment occurring?

INFORMATION

**IN1 – Cowichan Bay
Spot Prawn Festival**

Director Iannidinardo reported the Cowichan Bay Spot Prawn Festival was very successful. First time the festival was held over three days.

**IN2 – Cowichan
Community Kitchens**

Director Iannidinardo handed out invitations to the Cowichan Community Kitchens 20th year anniversary celebration on June 16, 2012 at Centennial Park.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 9:24 am.

Chair

Recording Secretary



R2

JOINT WORKING GROUP REPORT

ECONOMIC DEVELOPMENT AND ENVIRONMENT COMMISSIONS
JUNE 21, 2012

DATE: June 14, 2012
FROM: Director Phil Kent and Roger Hart on behalf of
the Joint Working Group
SUBJECT: Integrated Regional Sustainability Plan and
Climate Action Plan Terms of Reference

Recommendations:

- That the process for proceeding with the two plans be as outlined verbally to the two Commissions by Tom Anderson be followed and the draft documents be referred to as "Calls for Expression of Interest", with the actual "Terms of Reference" developed as part of the formal contractual arrangements with the successfully proponents.
- That the points raised at the informal meeting of the two Commissions on April 30, 2012 and discussed in Appendix A be incorporated in the revised "Calls for Expression of Interest".
- That a facilitated workshop to discuss the questions listed in Appendix B be incorporated as part of the planning process.
- That maximum synergies be enjoined between the Regional Environmental Strategic Plan, the Integrated Regional Sustainability Plan, and the Climate Action Plan.
- That one or more members of both the Economic Development and Environment Commissions be appointed to serve on the Steering Committee(s) of the Integrated Regional Sustainability Plan and the Climate Action Plan.

Background:

- The Economic Development and Environment Commissions held a joint meeting on April 19, 2012 where they were asked to provide feedback on the draft Terms of Reference for Integrated Regional Sustainability Plan and a Climate Action Plan. A Joint Working Group was formed which has met several times and an informal meeting was called on April 30 that was attended by 13 members of the two Commissions and staff. A facilitated workshop was also planned, but was not held due to scheduling difficulties.

Financial Implications:

- None – budget for developing the plans has already been approved and the recommendations have no impact on that budget.

Submitted by,

Director Phil Kent and Roger Hart on behalf of the Joint Working Group



APPENDIX A

INFORMAL MEETING REPORT

ECONOMIC DEVELOPMENT AND ENVIRONMENT COMMISSIONS
APRIL 30, 2012

Members Attending:

Mayor Phil Kent – Environment Commission and Economic Development Commission
Director Bruce Fraser - Economic Development Commission
Larry George – Environment Commission
Roger Hart – Environment Commission and Economic Development Commission
Tyler Innes – Environment Commission
Janna Jorgensen – Environment Commission
Mike Kelly - Economic Development Commission
Sophie Roberge – Environment Commission
George Robbins - Economic Development Commission
Roger Wiles – Environment Commission
Jane Worton - Economic Development Commission
Kate Miller – Environmental Policy Division
Emily Doyle Yamaguchi – Environmental Policy Division

Potential Topics to Add to Draft Call for Expression of Interest

Communications Process

- Long-term Educational communication component
- How to inform, engage and educate in simple terms
- Cultural and social lens
- Accommodate gaps, priorities and tensions
- Message needs to be positive to reflect on *Visions 2020* objectives

Process of Identifying Consultants

- Balance between Priorities: Draconian Consultant approach and Community Reflection
- Consultant will need to have strong skill set to address Modelling Approaches and Resource Gaps
- Are there reasonable resources to accomplish objectives?

Behaviour Change

- Energy, Consumption, and Food Import Challenges to be sustainable
- Modelling Energy and sustainability components can be presented as scenarios
- Enhancement/restoration actions in broad sense.



APPENDIX B

QUESTIONS FOR FACILITATED WORKSHOP

ECONOMIC DEVELOPMENT AND ENVIRONMENT COMMISSIONS

June 21, 2012

The workshop will explore the questions below, and identify next steps for providing feedback for the Integrated Regional Sustainability Plan:

1. In selecting the consultant(s) for the IRSP, what are the important high-level components of, or approaches to, sustainability that we would like the respondents to articulate? What else is it important for respondents to keep in mind?
2. How would we like to see respondents approach community engagement on issues that could be considered "controversial" or "difficult" (e.g. 'restoration' versus 'enhancement'; 'need' versus 'want'; 'required' versus 'acceptable,' etc.)?
3. In selecting the consultant(s) for the IRSP, what are the important skill sets, competencies, and/or other criteria we would like to see considered?
4. What is still missing from the picture so far? What are we not seeing? Where do we need more clarity?"

CVRD

COWICHAN VALLEY REGIONAL DISTRICT
175 Ingram Street, Duncan, B.C. V9L 1N8
Tel: (250) 746-2620 Fax: (250) 746-2621

C1
MAY 28 2012

BYLAW REFERRAL FORM

Date: May 25, 2012

CVRD Bylaw No. 3605 – Electoral Area D –
Cowichan Bay – Official Community Plan

→ Please refer to the attached memorandum from CVRD Planner, Ann Kjerulf.

General Property Location: Electoral Area D – Cowichan Bay

You are requested to comment on this proposal for potential effect on your agency's interests. **We would appreciate your response by Monday, July 16, 2012.** If no response is received within that time, it will be assumed that your interests are unaffected. If you require further clarification, please contact **Ann Kjerulf MCIP, Planner III, Community and Regional Planning Division**, at (250) 746-2629 or by e-mailing akjerulf@cprd.bc.ca

Comments:

- | | |
|---|--|
| <input type="checkbox"/> Approval recommended | <input type="checkbox"/> Interests unaffected |
| <input type="checkbox"/> Approval recommended subject to the attached conditions. | <input type="checkbox"/> Approval not recommended (see attached reasons) |

Name: _____ Title _____ Your File # _____
(sign & print) (print)

Date: _____

This referral has been sent to the following agencies:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Agricultural Land Commission | <input checked="" type="checkbox"/> Islands Trust (Victoria) | <input checked="" type="checkbox"/> Hul'qumi'num Treaty Group |
| <input checked="" type="checkbox"/> Ministry of Agriculture, Fisheries and Food (Duncan) | <input checked="" type="checkbox"/> School District 79 (Cowichan) | <input type="checkbox"/> Halalt First Nation |
| <input checked="" type="checkbox"/> Ministry of Community, Sport & Cultural Development (Victoria) | <input checked="" type="checkbox"/> Social Planning Cowichan | <input checked="" type="checkbox"/> Lake Cowichan First Nation |
| <input checked="" type="checkbox"/> Ministry Forests Lands & Natural Resource Operations – Crown Lands and Resources | <input checked="" type="checkbox"/> Urban Development Institute (Victoria) | <input checked="" type="checkbox"/> Lyackson First Nation |
| <input checked="" type="checkbox"/> Ministry Forests Lands & Natural Resource Operations – Ecosystems Section | <input checked="" type="checkbox"/> Bird Studies Canada (Delta) | <input checked="" type="checkbox"/> Pauquachin First Nation |
| <input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure (Approving Officer-Nanaimo) | <input checked="" type="checkbox"/> CVRD Engineering and Environmental Services Department (2 copies) | <input checked="" type="checkbox"/> Penelakut Tribe |
| <input checked="" type="checkbox"/> Fisheries and Oceans Canada – Fisheries Branch (Nanaimo) | <input checked="" type="checkbox"/> CVRD Economic Development Commission | <input checked="" type="checkbox"/> Semiahmoo First Nation |
| <input checked="" type="checkbox"/> Fisheries and Oceans Canada – Small Craft Harbours Branch (Vancouver) | <input checked="" type="checkbox"/> CVRD Public Safety Department | <input checked="" type="checkbox"/> Snuneymuxw First Nation |
| <input checked="" type="checkbox"/> RCMP – Duncan Detachment | <input checked="" type="checkbox"/> CVRD Parks Department | <input checked="" type="checkbox"/> Stz'uminus First Nation |
| <input checked="" type="checkbox"/> Vancouver Island Health Authority | <input checked="" type="checkbox"/> District of North Cowichan | <input checked="" type="checkbox"/> Tsawwassen First Nation |
| <input checked="" type="checkbox"/> Cowichan Bay Improvement District | <input checked="" type="checkbox"/> City of Duncan | |
| <input checked="" type="checkbox"/> Cowichan Bay Waterworks | <input checked="" type="checkbox"/> Malahat First Nation | |
| | <input checked="" type="checkbox"/> Cowichan Tribes | |
| | <input checked="" type="checkbox"/> Tseycum First Nation | |
| | <input checked="" type="checkbox"/> Tsawout First Nation | |
| | <input checked="" type="checkbox"/> Tsartlip First Nation | |



MEMORANDUM

DATE: May 25, 2012 BYLAW NO: 3605
TO: All Referral Agencies
FROM: Ann Kjerulf, MCIP, Planner III, Community and Regional Planning Division
Planning and Development Department
SUBJECT: Electoral Area D – Cowichan Bay Official Community Plan (OCP)

The Cowichan Valley Regional District (CVRD) has prepared a draft Official Community Plan (OCP) for Electoral Area D – Cowichan Bay. Following adoption of CVRD Bylaw 3605, a bylaw to adopt the Electoral Area D – Cowichan Bay OCP, a new zoning bylaw will be developed in order to implement OCP policies. The new OCP is intended to guide land use planning and management in Electoral Area D – Cowichan Bay – for a period of five to ten years.

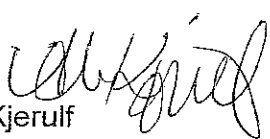
The draft OCP and associated map schedules are available on the CVRD website (for quick access copy <http://www.cvrld.bc.ca/index.aspx?nid=1476> onto your internet browser bar). The draft OCP affects both lands and water surfaces within Electoral Area D – Cowichan Bay. The extent of the Plan Area boundaries is shown on the map schedules, available on the CVRD website. Please note that the draft OCP contains two parts: Part 1 – Policies, and Part 2 – Development Guidelines.

Your agency has been identified as having a potential interest in the Plan Area. As such, the CVRD is seeking your agency's feedback on the draft OCP, including any concerns regarding proposed OCP policies, development permit area guidelines or map schedules. Should you have comments, please attach them to the enclosed Bylaw Referral form and forward them to the attention of the undersigned by **Monday, July 16, 2012**, at the e-mail address below or mail to the CVRD Planning and Development Department, 175 Ingram Street, Duncan, BC, V9L1N8. If we do not receive comments from your agency by July 16, 2012, we will assume that you have no concerns or comments regarding the draft Official Community Plan.

CVRD Planning and Development staff expect that a report will be brought forward to the Electoral Area Services Committee on July 31, 2012, and that the CVRD Board of Directors will consider first reading of CVRD Bylaw 3605 (the OCP bylaw) on August 1, 2012. A public hearing will be scheduled and held following first reading of CVRD Bylaw 3605.

If you have any questions, require clarification or would like to arrange an in-person presentation and discussion of the proposed OCP, please do not hesitate to contact me by telephone at 250-746-2629, or by e-mail at akjerulf@cvrd.bc.ca.

Sincerely,


Ann Kjerulf

AK/mca
Enclosure

cc: Director L. Iannidinardo, Electoral Area D – Cowichan Bay