



**ECONOMIC DEVELOPMENT COMMISSION**  
**THURSDAY, OCTOBER 18, 2012**  
**CVRD BOARDROOM, 7:30 AM**  
**175 INGRAM STREET, DUNCAN BC**

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**AGENDA**

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2.	<b><u>ADOPTION OF MINUTES</u></b>	
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3.	<b><u>BUSINESS ARISING FROM THE MINUTES</u></b>	
	BA1 Geoff Millar, Manager, Economic Development, regarding EDC Bylaw #2497	verbal
4.	<b><u>REPORTS</u></b>	
	R1 Geoff Millar, Manager, Economic Development, regarding potential Economic Development Commission budget	verbal
	R2 Geoff Millar, Manager, Economic Development, regarding 2013 Hockey Canada World Junior A Challenge	to be distributed
	R3 Mike Kelly regarding PowerPlay Young Entrepreneurs	verbal
5.	<b><u>CORRESPONDENCE</u></b>	
6.	<b><u>UNFINISHED BUSINESS</u></b>	
	UB1 Jane Worton regarding draft 2012 State of Economy Report	to be distributed
7.	<b><u>NEW BUSINESS</u></b>	
8.	<b><u>CLOSED SESSION</u></b>	
	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.	<b><u>ADJOURNMENT</u></b>	

**NOTE: A copy of the full agenda package is available at the CVRD website [www.cvrld.bc.ca](http://www.cvrld.bc.ca)**

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Marsha Stanley, Chair  
Director Kent  
Director Fraser  
Darin George

George Robbins  
Michael Kelly  
Jane Worton

Roger Hart  
Keith Chicquen  
Sandra Goth

Blair Herbert  
Russ Jenkins  
Robert Radford

**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 GILES
DIRECTOR HARTMANN	DIRECTOR IANNIDINARDO
DIRECTOR LINES	DIRECTOR DUNCAN
DIRECTOR MCGONIGLE	DIRECTOR DOREY
DIRECTOR WALKER	DIRECTOR MARCOTTE
DIRECTOR WEAVER	

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, September 20, 2012, at 7:30 am in the Community Futures Boardroom, 135 Third Street, Duncan, BC.

**PRESENT**

George Robbins, Acting Chair  
Directors B. Fraser and R. Hutchins  
Mike Kelly, Roger Hart, Keith Chicquen, Sandra Goth, Russ Jenkins, Robert Radford and Jane Worton (via conference call)

**ALSO PRESENT**

John Elzinga, Manager, Island Savings Centre  
Kim Liddle, Manager, South Cowichan Recreation  
Rob Grant, GIS Supervisor, Information Technology  
Tom Anderson, General Manager, Planning & Development  
Director I. Morrison  
Geoff Millar, Manager, Economic Development  
Kathy Lachman, EDC Business Development Officer  
Judy Mills, Recording Secretary

**ABSENT**

Director P. Kent, Marsha Stanley, Darin George and Blair Herbert

**WELCOME & INTRODUCTIONS**

In the absence of Marsha Stanley interim Chair Robbins welcomed the new EDC members and each member introduced themselves.

**APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of Business Arising from the Minutes items as follows:**

**BA1 VIU Innovation Lab;**

**BA2 Oceanfront Suites;**

**and the addition of New Business items as follows:**

**NB1 2013 Hockey Canada World Junior A Challenge**

**NB2 EDC Bylaw #2497**

**and the order of the agenda be adjusted to move NB1 prior to Reports and UB1 prior to R2;**

**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 May 17, 2012 be adopted.**

**MOTION CARRIED**

**It was moved and seconded that the minutes of the Economic Development Commission meeting, held June 21, 2012 be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

**BA1 – VIU Innovation Lab**

Keith Chicquen provided an update. Duncan-Cowichan Chamber of Commerce is hosting a September 26, 2012 Luncheon Speakers series featuring the Innovation Lab coming to Cowichan Campus of Vancouver Island University. VIU is working with the Chamber to provide leadership and desire to integrate with community. Currently the new regional visitor centre is utilizing the interior design department to assist with building design. VIU is also exploring partnerships with Pacific Energy and Providence Farm.

**BA2 – Oceanfront Suites**

Roger Hart reported the July 13, 2012 workshop was interesting and left him to question the role of the Economic Development Commission. Geoff Millar reported there were 30 participants and the decisions are still in the hands of the consultants and they are continuing to look forward to their direction.

**NEW BUSINESS**

**NB1 – 2013 Hockey Canada World Junior A Challenge**

Geoff Millar introduced John Elzinga, Manager, Island Savings Centre and Kim Liddle, Manager, South Cowichan Recreation and reported on September 12, 2012 Board action item 12-420;

*“That the South Cowichan Chamber Bid Committee’s request for assistance in hosting the 2013 Hockey Canada World Junior A Challenge be referred to staff for a report reviewing proposed financial and logistical implications; and further, that staff obtain Economic Development Commission input and advice.”*

Geoff Millar distributed staff report dated, September 19, 2012 regarding World Junior A Challenge with a recommendation that the Economic Development Commission support in principle, the bid to host the November 2013 World Junior A Hockey Challenge with funding to come from a CVRD Regional Grant-in-Aid.

Rob Grant & Tom Anderson arrived at 7:48 am.

Discussion took place.

**It was moved and seconded a small subcommittee be formed to review this proposal and report back at the October 18, 2012 EDC meeting.**

**MOTION CARRIED**

Subcommittee volunteers are Roger Hart, Robert Radford, Rob Grant (non-commission volunteer), John Elzinga and Geoff Millar. Further discussion took place and it was noted it is important to include all players on the subcommittee including the South Cowichan Chamber Manager. Also, consider how we can bring forward future events. Geoff Millar will set up a subcommittee meeting.

John Elzinga and Kim Liddle left the meeting.

**REPORTS**

**R1 – Bob Williams**

Roger Hart reviewed Bob Williams background and confirmed he is available to discuss his recent work and research on Economic Development which is particularly germane to the Cowichan Region. Discussion took place.

It was moved and seconded to accept Bob Williams invitation to speak on October 18, 2012 between 9 and 10 am following the regular EDC meeting and that the EDC meeting be held in the CVRD Boardroom.

MOTION CARRIED

**UNFINISHED BUSINESS**

**UB1 – State of Economy**

Geoff Millar handed out sample map and draft 2012 State of Economy report.

At 8:40 am Jane Worton called in for a conference call with members regarding the draft 2012 State of Economy report. EDC discussion followed. Director Hutchins noted it is important to include “total taxation” not just “municipal taxation”. Director Morrison noted preliminary data will be available for water use to populate in benchmarks. Volunteers will continue to work on report. Send comments to Geoff Millar, Kathy Lachman and Jane Worton to collaborate. Conference call ended 9:08 am.

Rob reviewed how GIS worked with Jane Worton and the State of Economy Report, and discussed correlation between residential areas and number of registered businesses in central Cowichan. Business registry data (size and location of businesses around the valley) can be reflected on maps. Rob noted GIS is able to assist with compiling detailed information into map form to use visual tool to make informed decisions around strategy.

**REPORTS**

**R2 – SIRE**

Geoff Millar reported SIRE Records Management Software is being implemented. CVRD is moving towards electronic agendas for the Directors. Paper agendas will be available for volunteer members. Plan to video all committee meetings held in the CVRD boardroom for public record. It is possible EDC will be asked to meet at the boardroom to utilize this technology.

Roger Hart noted that scanned documents cannot be searched.

**CORRESPONDENCE**

Not applicable.

**NEW BUSINESS**

**NB2 – EDC Bylaw #2497**

Geoff Millar reported on September 12, 2012 Board action item #12-422; *“that the Economic Development Commission bylaw be referred to the Regional Services Committee for review of its mandate and function.”*

Item #6 (c) (i) *“matters which may legally or financially bind or commit the Board”* was brought to attention by general population. Discussion will take place at the Regional Services Committee on October 24, 2012.

Mike Kelly noted EDC members need to make economic development recommendations for the region and not be concerned with operational issues.

Kathy Lachman and Director Fraser left the meeting.

Director Hutchins, Joe Barry and Warren Jones will collaborate with report to RSC and recommendations will be sent to EDC. Geoff Millar will report back at the October 18, 2012 EDC meeting.

**CLOSED SESSION**

Not applicable.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 9:26 am.

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Chair

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Recording Secretary