CVRD

ECONOMIC DEVELOPMENT COMMISSION

THURSDAY, SEPTEMBER 12, 2013
COMMUNITY FUTURES BOARDROOM, 7:30 AM
135 THIRD STREET, DUNCAN BC

AGENDA

			PAGES
1.	**APPROVAL OF AGENDA**		1-2
2.	**ADOPTION OF MINUTES**		
	M1	Regular EDC meeting minutes of July 18, 2013	3-5
3.	**BUSINESS ARISING FROM THE MINUTES**		
4.	**REPORTS**		
	R1	Geoff Millar, Economic Development Manager regarding response to the City of Duncan, 2013 Junior Council	6
	R2	Blair Herbert regarding Subcommittee Report	7
	R3	Geoff Millar, Economic Development Manager regarding updates from Commission Members on Agriculture, Tourism, Environment, Cowichan Tribes and VIU	8
	R4	Geoff Millar, Economic Development Manager regarding Round Table discussion	9
5.	**CORRESPONDENCE**		
6.	**UNFINISHED BUSINESS**		
7.	**NEW BUSINESS**		

8. CLOSED SESSION

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. ADJOURNMENT

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

George Robbins, Chair	Marsha Stanley	Roger Hart	Blair Herbert
Director Kent	Michael Kelly	Warren Weir	Russ Jenkins
Director Morrison	Dana Thorne	Sandra Goth	

DISTRIBUTION:

ROB HUTCHINS, CVRD CHAIR
WARREN JONES, CHIEF ADMINISTRATIVE OFFICER
MARK KUEBER, GENERAL MANAGER, CORPORATE SERVICES
TOM ANDERSON, GENERAL MANAGER, PLANNING & DEVELOPMENT
GEOFF MILLAR, MANAGER, ECONOMIC DEVELOPMENT
KATHY LACHMAN, EDC BUSINESS DEVELOPMENT OFFICER

DIRECTOR LEFEBURE
DIRECTOR HARTMANN
DIRECTOR LINES
DIRECTOR MCGONIGLE
DIRECTOR WALKER
DIRECTOR WEAVER
DIRECTOR GILES
DIRECTOR IANNIDINARDO
DIRECTOR DUNCAN
DIRECTOR DOREY
DIRECTOR MARCOTTE
DIRECTOR FRASER

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
PETER DE VERTEUIL, ADMINISTRATOR, CITY OF DUNCAN
CATHY ROBERTSON, MANAGER, COMMUNITY FUTURES COWICHAN

Minutes of the Regular Economic Development Commission Meeting held on Thursday, July 18, 2013 at 7:30 am in the Community Futures Boardroom, 135 Third Street, Duncan, BC.

PRESENT

George Robbins, Chair
Directors P. Kent and I. Morrison
Sandra Goth, Russ Jenkins, Robert Radford, Blair Herbert, Michael Kelly, Marsha Stanley, Dana Thorne, Roger Hart and Warren Weir

ALSO PRESENT

John Koury, EDC Chair, District of North Cowichan (7:45 am)
Tom Anderson, General Manager, Planning & Development
Geoff Millar, Manager, Economic Development
Kathy Lachman, EDC Business Development Officer
Judy Mills, Recording Secretary

ABSENT

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the addition of the following items:

NB1 Reports

NB2 Association of BC Forest Professionals (ABCFP)

NB3 Farmstay update

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 16, 2013 be adopted.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

Not applicable.

REPORTS

R1 – Delegations

Bylaw No 2922 was reviewed. Updates were given on Wine Island Grower's Association and Cittaslow Cowichan Bay Society delegations.

R2 – Consultant's Report

It was moved and seconded that the Economic Development Commission receive the Consultant's report from Clemens Rettich and further that the Commission form a subcommittee and agree to meet at a date and time to be determined to review and discuss the report and the accompanying recommendations.

MOTION CARRIED

Chair Robbins formed a subcommittee with Roger Hart, Marsha Stanley, Russ Jenkins, Sandra Goth, Dana Thorne and appointed Blair Herbert as Chair. Blair Herbert defined terms of reference; to review Consultant's report from Clemens Rettich and make recommendations to the Commission at the September meeting.

It was moved and seconded to accept Blair Herbert terms of reference and have the subcommittee report back at the September meeting.

MOTION CARRIED

R3 – Award

Geoff Millar reported that Economic Development Cowichan was awarded the Economic Development Marketing Award 2012-2013 for the Once Upon a Day Cowichan film at the Economic Development Association of BC Conference in June. The marketing award was for communities over 20,000. Next we will be submitting an application for the Tourism Vancouver Island Marketing Awards in September.

R4 – August Meeting

It was moved and seconded to not have an Economic Development Commission meeting in August 2013.

MOTION CARRIED

Due to the Union of BC Municipalities Conference the next Economic Development Commission meeting was moved to Thursday, September 12, 2013.

8:20 A.M.

Director Morrison left the meeting.

CORRESPONDENCE

C1 – City of Duncan

It was decided that Geoff Millar will meet with the Duncan Caprice Theatre owners and connect with one or two big chain theatre companies and respond to the 2013 Junior Council.

It was moved and seconded to direct staff and let the 2013 Junior Council c/o the City of Duncan know what we will do and plans to respond.

MOTION CARRIED

UNFINISHED BUSINESS

UB1 – Green Building Policies

Geoff Millar reported Rachelle Rondeau will be moving forward with the Green Building policies and there is not a lot of time left for feedback. Notes were made from the May EDC meeting.

Discussion regarding tabled motion took place and it was noted builder incentive is principle related and if market is there fixed costs may not be an issue. Roger Hart agreed with member comments about zoning being an effective tool.

NEW BUSINESS

NB1 – Reports

Geoff Millar suggested including regular updates at the EDC meetings for Environment, Agriculture, Tourism and Economic Development to improve communication.

Kathy Lachman gave an update on the progress of the Area Agricultural Plan. Total of 79 action items; 28 are complete; 14 items are in progress, 31 items are yet to be addressed and 6 are duplicate items. Will be putting forward 2014 supplemental budget items in order to complete. Brochure has been developed entitled "So you want to move to the countryside...what you can expect". It is

racked in the CVRD lobby and on the website and looking at other distribution channels.

NB2 – ABCFP

Chair Robbins circulated an application for the Association of BC Forest Professionals seeking governing councillors. Deadline is August 2, 2013. Opportunity to participate and offer feedback to and from the Commission regarding the Forest sector.

NB3 - Farmstays

Tom Anderson reported the Economic Development Commission and the Regional Agricultural Advisory Commission presented opposing recommendations to the Electoral Area Services Committee. Motion was carried to not proceed with farmstays. Land Owners do have option to go through public re-zoning process. Resolution was communicated to delegate, Rick Pipes, via Planning and Development and Geoff Millar.

CLOSED SESSION

Not applicable.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 9:08 am.

Chair

Recording Secretary

R1

C·V·R·D

July 29, 2013

File No: EDCG

2013 Junior Council
c/o the City of Duncan
PO Box 820
Duncan BC V9L 3Y2

Dear Junior Council Members:

Re: Movie Theatre

The CVRD Economic Development Commission has received the letter from the City of Duncan, dated May 27, 2013 asking us to respond to the Junior Council motion that a new location for a movie theatre is examined, and that various movie theatre companies be contacted and asked whether they would consider locating to the City of Duncan. The matter was discussed at the July 18, 2013 meeting of the CVRD Economic Development Commission. (The Commission did not meet in formal session in the month of June).

The outcome of the discussion is that Economic Development Manager, Geoff Millar, will meet with the management of Caprice Theatre and connect with several chain movie theatre companies and ask for responses to the Junior Council motion. Two of the primary objectives within Economic Development are Business Retention and Expansion and Business/Investment Attraction, and this project certainly falls within these areas.

Our plan is to gather the answers to your questions and we will respond to Junior Council at that time. We hope to see this completed within 60 days. Thank you for your deliberation on this topic and your interest in the on-going economic wellbeing of downtown Duncan.

Yours truly,

Geoff Millar, Manager
Economic Development Division

GM:jm

pc: George Robbins, Chair, Economic Development Commission

Cowichan Valley Regional District
175 Ingram Street
Duncan, British Columbia V9L 1N8

Toll Free: 1.800.665.3955
Tel: 250.746.2500
Fax: 250.746.2513

cowichan
www.cvrd.bc.ca

20 August 2013

R2

To: Economic Development Commission

From: Blair Herbert, member, Economic Development Commission

I had been asked by the chairman of the EDC to form a subcommittee of members to look at and make recommendations coming out of the Rettich Report. The members of the Subcommittee were Sandra Goth, Russ Jenkins, Dana Thorne, Roger Hart, Marsha Stanley and myself. There was to be a meeting on August 20 with a cast much larger than the members of the subcommittee to discuss the Rettich Report. The members of the subcommittee decided to meet separately on August 8th so we could get our thoughts clear without outside influence. That meeting did take place with all members of the subcommittee except Marsha as she had a prior commitment. The following came out of that meeting.

The Subcommittee is concerned with the ineffectiveness of the Economic Development Commission in its present state and this was reflected in Rettichs report. There appears to be no sense of accomplishment within the group and a sense that we have no control over agenda. Our meetings have little purpose. To address the issues put forward in the report the following was suggested:

- The EDC Chair and Vice Chair will define the agenda;
- Delegations are accepted to a max of 2 per meeting and adhere to a strict time limit of 10 minutes as per CVRD Delegation By-Law;
- Written follow up from delegations to be prepared by staff go out from the Commission
- Time is allowed on each agenda for follow up of all active files i.e. farm stay, theatre initiative;
- If required, To Do lists be created for the staff and next steps be listed in the minutes;
- Circulate delegation submissions to Commission members two weeks ahead of time;
- Time is allowed for reports from ED Commission members appointed to or employed by the Environment Commission, the Regional Agricultural Advisory Commission, Vancouver Island University and Cowichan Tribes;
- Time is allowed on each agenda for big picture thinking;
- A Vice Chair be appointed by the CVRD Board Chair;
- For clarity, refer to operational staff as EDC and the Commission as the Economic Development Commission.

The responsibilities of the Commission outlined by the CVRD in the EDC Establishment By-Law include the following – "Support and promote economic development efforts within the Cowichan Valley Regional District." As the other responsibilities to develop and implement a community economic development strategy require funding and the Commission does not have a budget, our concentration will be on the first responsibility. All of the suggestions in this report support this responsibility.

Blair Herbert, member Economic Development Commission
Owner/Broker
Royal Lepage Duncan Realty
1-800-933-3156
250-746-3070

R 3

CVRD

STAFF REPORT

ECONOMIC DEVELOPMENT COMMISSION MEETING OF SEPTEMBER 12, 2013

DATE: September 4, 2013 **FILE NO:** EDCGen

FROM: Geoff Millar, Manager, Economic Development Division **BYLAW NO:**

SUBJECT: Commission Member Reports

Recommendation/Action:
That Commission members appointed from or employed by specific agencies/organizations report on their agency/organization activities in an alloted time of no more than five minutes unless otherwise requested.

Relation to the Corporate Strategic Plan: N/A.

Financial Impact: *(Reviewed by Finance Division: N/A)*

Background:
The Economic Development Sub-Committee examining the Clemens Rettich consultant report recommended that time is allowed at each Economic Development Commission meeting for reports from Commission members appointed to or employed by specific agencies/organizations.

Commission members to report:
1. Regional Agricultural Advisory Commission - Marsha Stanley
2. Regional Tourism Advisory Group - Mike Kelly
3. CVRD Environment Commission - Roger Hart
4. Cowichan Tribes - Dana Thorne
5. Vancouver Island University - Warren Weir

Submitted by,

Geoff Millar
Economic Development Division
Planning & Development Department

Approved by:
General Manager:

GM/jm

R4

CVRD

STAFF REPORT

ECONOMIC DEVELOPMENT COMMISSION MEETING OF SEPTEMBER 12, 2013

DATE: September 4, 2013 **FILE NO:** EDCGen

FROM: Geoff Millar, Manager, Economic Development Division **BYLAW NO:**

SUBJECT: Round Table Topics for Discussion

Recommendation/Action:
That Commission members allocate thirty minutes for discussion of items relevant to the regional economy using a 'Round Table' format.

Relation to the Corporate Strategic Plan: N/A.

Financial Impact: *(Reviewed by Finance Division: N/A)*

Background:
The Economic Development Sub-Committee examining the Clemens Rettich consultant report recommended that time is allocated at each Economic Development Commission meeting for 'Big Picture' thinking. This subject has come up for discussion at other Commission meetings in the past.

At each Commission meeting each member may bring forward an item relevant to or impacting the regional economy for further discussion or for information purposes. Time allocated for this Round table discussion will be thirty minutes.

Submitted by,

Geoff Millar
Economic Development Division
Planning & Development Department

GM/jm

Approved by:
General Manager