

Minutes of the Regular meeting of the Economic Development Commission held on Friday, February 17, 2012 at 7:30 am in the CVRD Boardroom, 175 Ingram Street, Duncan, BC

**PRESENT:** Marsha Stanley, Chair  
Director Kent  
Director Fraser  
Roger Hart  
George Robbins  
Jane Worton (7:40 am)  
Mike Kelly (8:08 am)

**ALSO  
PRESENT:** Director Morrison  
Cathy Robertson, Manager, Community Futures  
Tom Anderson, GM, Planning & Development  
Geoff Millar, Manager, Economic Development  
Kathy Lachman, Business Development Officer  
Judy Mills, Recording Secretary

**ABSENT:** Pat Foster  
John Morris  
Jenn George  
Maria Lauridsen

**APPROVAL OF  
AGENDA**

Two items were added to Correspondence and one item was added to Business Arising.

**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 Regular Economic Development Commission meeting held January 19, 2012 be adopted.**

**MOTION CARRIED**

**CORRESPONDENCE**

**C1  
CITY OF DUNCAN**

The Economic Development Manager received a letter of invitation from the City of Duncan to their 100<sup>th</sup> anniversary on March 4, 2012.

**C2  
John Morris &  
Pat Foster**

John Morris sent an email to the Economic Development Manager stating he will not be standing for reappointment. Pat Foster submitted a letter to the Economic Development Commission stating she will not be standing for reappointment. Both terms expire March 31, 2012.

**BUSINESS ARISING  
FROM THE MINUTES**

**BA1  
QUORUM UPDATE**

The Economic Development Manager confirmed there was a quorum at the January 19, 2012 EDC meeting. The EDC Bylaw states a quorum is five members, one of whom must be a Director of the Board. A meeting booklet containing the Bylaws will be brought to future EDC meetings for reference. Roger Hart requested copies of the EDC & CVRD Commission Bylaws be sent out to all members.

**BA2  
GOVERNANCE &  
MEMBER  
RECRUITMENT**

Chair Stanley handed out an EDC member skill assessment sheet. Currently there is low membership with terminations. An in depth discussion took place regarding member recruitment.

**The Chair formed a sub-committee to provide direction for recruitment criteria; George Robbins, Directors Kent and Fraser. Kathy Lachman is willing to assist with research.**

Further discussion ensued regarding the role of the Economic Development Commission.

The Sustainable Economic Development Strategy has set priorities. The sub-committee (Jane Worton, Director Kent and John Morris) still need to finish work updating success indicators and attach to strategy. Then the EDC can pick the best indicators. It was noted that in depth census data is not current.

**The Economic Development Manager will communicate with Jane Worton regarding census information required and report back to Chair in April.**

**BA3  
RECOMMENDATION  
TO THE BOARD**

The Economic Development Manager reported that at the February 8, 2012 Board meeting the EDC recommendation regarding Tourism Cowichan was amended and carried to create a Tourism Cowichan Restructure Committee.

**BA4  
BUDGET PROCESS**

The Economic Development Manager handed out a staff report that will be presented at the Regional Services Committee meeting on February 22, 2012 and provided a brief summary report for members.

Members commented.

**UNFINISHED  
BUSINESS**

**UB1  
SUCCESS  
INDICATORS**

Discussed under Business Arising item # 2.

**REPORTS**

**R1  
TERM EXPIRATIONS**

John Morris and Pat Foster's term expirations were handled under Correspondence item #2. Mike Kelly's term will also expire March 31, 2012.

The EDC member contact list which includes member expiry terms was attached for information purposes.

**R2  
MARKETING  
COORDINATOR**

Tabled due to time constraints.

**R3  
ISLANDS  
AGRICULTURE SHOW**

Kathy Lachman provided a power point presentation outlining the success of the first ever Islands Agriculture Show held February 3-4, 2012 at Cowichan Exhibition Park. Highlights include:

- 148 delegates, 800 tradeshow attendees
- 25 volunteers, over 400 school kids
- 55 exhibitors took 65 booths
- 4 pieces of large equipment sold

The steering committee is developing a report for the Investment Agriculture Foundation that can be used for future shows and provide a template for other communities. They are considering forming a non-profit society to administer future shows.

Members commented. Suggestion to have an evaluation form for Cowichan region exhibitors regarding positive impact on their business. Important to measure economic impact after the show. Accommodation follow up is one tool that can be used.

George Robbins submitted a written note of congratulations to the Economic Development Manager and his team for a job well done.

**NEXT MEETING**

The Chair led member discussion for future meetings. It was agreed to set the meeting schedule for the third Thursday of each month at 7:30 am. Next meeting will be Thursday, March 15, 2012 at the Community Futures Boardroom.

**ADJOURNMENT**

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

**MOTION CARRIED**

The meeting adjourned at 9:25 am.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_