

Cortes Local Economic Action Plan Steering Committee Minutes

Weds 22nd Feb, 2017

Present: Mary Lavalley, Mark Lombard, Fred Savage, Eric Hargrave, Terri Story, Colin Funk, Noba Anderson (via speaker phone), Bill Dougan, Adam Schick, Heather McKenzie, Romina Wendell, Helen Hall, Dan Hilton, Rose Hansen

1. Introductions – everyone present introduced themselves highlighting the sector they were representing and their motivation for sitting on the group.

2. Review of project history – Colin explained that the Cortes Island Business and Tourism Association (CIBATA) was formed 2012. It initially had a tourism focus, but two years ago started to develop more of a community development/economic development focus. After the Cortes Economic Development Forum hosted by Noba in 2015, CIBATA was encouraged to apply for funding to develop a Local Economic Development Plan (LEAP) for Cortes.

The project start date is Jan this year, end date is Feb 2018. Funding has come from ICET and Grant in aid - the overall budget is \$25,000. Helen Hall has been appointed by CIBATA as the LEAP coordinator, working one day per week.

Noba highlighted that other municipalities use taxation to support economic development, and that various models exist elsewhere that Cortes could use to enable future development of the initiative.

3. Terms of Reference (ToR) - The steering committee is a sub-committee of CIBATA. The ToR have been approved by CIBATA, but the steering committee can review and amend them if they feel the need. The ToR aim to represent the different business sectors present on the island.

4. Brief overview of the year ahead – Colin explained a key objective was to engage the community in producing the LEAP document. The project aims to capture community input and ideas through different means eg conversation cafes, focus groups, surveys and blogs.

As part of the LEAP plan, there is a proposed forum meeting in Sept to engage community, and some pilot projects to test out ideas, which will feed into the report. The project will also include a review of key island and regional trends

Colin explained the timeline, which includes appointing a consultant who will be leading the process and producing the report. He also outlined the idea of identifying and supporting potential “pilot programs” as part of the LEAP plan.

Bill suggested doing the pilots in the summer when more people are around. Noba indicated that there could be a larger pilot project if the committee feels the need.

Dan asked whether group appointees were on committee as individuals or representing their sector. Bill felt it was important that people were there to support the process. Colin explained that having sectors present allowed people to engage wider constituencies from their individual sectors, but that people were also there to support the process.

Colin feels the committee is in effect an 'ideas bank' ie that it would be collecting ideas from the community and capturing them. Noba highlighted that this initiative could lead to the development of an economic development organization supporting the development of new business ideas and initiatives on the island in future.

5. Review of Expressions of Interest - After a brief discussion it was agreed that everyone should read and assess the EOI's, and that a smaller working group should select the consultant – this may involve interviews / asking for examples of their work. It was agreed that:

- Group has 3 days to review and rate the consultants using the ranking sheets, and that these should be submitted to Helen
- The subgroup would meet asap to review and decide the next steps
- The sub-group will make a recommendation on who to hire to the steering group, and to CIBATA, which need to give approval for the hiring

Agreed Fred, Terri and Romina and Adam will form sub group. Helen to be present to give a view and coordinate, but as the coordinator will not be involved in making the decision. **Action: All**

Agreed that group need to be conscious of budget. Currently only one consultant is under \$15,000. CIBATA is keen that anyone appointed is tuned into the island culture, and will make the process engaging for the community.

6. Review of Steering committee composition - Currently 12 members present. Some sectors not present on the committee eg arts and culture, so the steering committee needs to be mindful of including these missing sectors in the process.

Colin has an arts and culture background and can bring that to the board. The harbour authority indicated they have an interest, and asked for Dave Nikleva to be on the committee. The committee agreed. **Action: Eric to invite the Harbour Authority to join the steering committee.**

7. Appointment of Committee Chair

Chair - Noba nominated Adam as chair and Adam accepted. All in favour.

Vice-chair – Mark proposed Eric as Vice Chair and Eric accepted. All in favour.

8. Dates of Future meetings – the meetings will take place monthly on the last Weds of the month 4pm in the pioneer room. **Action: Helen to send out dates for the year.**