

Cortes Local Economic Action Plan Steering Committee Minutes

3:00 pm Wednesday December 20th, 2017

Pioneer Room, Mansons Hall

Present: Colin Funk, Eric Hargrave, Romina Wendell, Fred Savage, Adam Schick,

Apologies: Noba Anderson, Dave Nikleva, Helen Hall

Public Gallery:

1) Review/Update of Nov 27th Steering Committee Meeting

Review of minutes of the November 27th meeting and business arising. *Motion to approve the minutes Adam/Colin*

2) Timeline/Work plan Review

Review of the current timeline for project completion.

3) External Consultant Support

Discussion on External Consultant support for assisting the committee with completing the LEAP report. CIBATA has been in contact with Dan Wilson & Cheeying Ho for the Centre for Sustainability Whister. The Centre for Sustainability was one of the 3 firms that responded to our original RFP for LEAP. They scored very high in our review of their proposal. The group has been reviewing our Report Template and identified a number of report elements that they can responsible for writing to complete the report.

The committee reviewed the revised Report Template (with CSW deliverables).

Motion to recommend to the CIBATA board to hire CSW to assist with the final phase of the LEAP report writing process. Adam/Fred

4) LEAP Community Forum Design

Discussion on confirming the Community Forum for February. Saturday the 24th of February has been identified as the ideal date, pending confirmation from Klahoose for use of the Multipurpose room. No confirmation yet.

Action: Adam will contact Klahoose to confirm availability for February 24th from 10:00 to 4:00 pm.

It was recommended that a small working group of Steering Committee members be formed to advance the Forum Design. Colin, Fred and Noba to take the lead on the initial design of the Community Forum.

5) Communications/Social Media Update

Discussion on refreshing & updating the LEAP website. The website has not been updated for 2-3 months. Immediate update should include posting meeting minutes, upcoming meeting notice, posting of the summer survey and promotion of the February Forum. Due to budget limitations, we will not be able to hire Braden Blackmon (Web support) to assist us. Colin/Helen to do website updates going forward. Colin has the site login password information.

6) LEAP Future – Post Report

Brief discussion on how to advance economic development initiatives after LEAP report. What type of organizational structure is needed? Important to make sure that we are able to dedicate some meaningful time and energy to explore this issue with the community at the LEAP Forum in February.

7) Building Knowledge and Capacity For Affordable Housing in Small Communities

(December 9th Workshop)

Discussion on the December 9th Affordable Housing workshop in Comox. Noba was able to attend. Cheeying Ho was the lead facilitator. Workshop report was circulated. Report may be useful reference to LEAP report. Suggestion to have link on the LEAP website to the report.

8) Destination Development Program – Destination BC

Discussion on a Destination BC program to help community create Economic Development strategies for communities. This program would not assist LEAP with funding of our current project, however could be valuable for the community or CIBATA explore after the LEAP report.

9) Other Business

No other business to discuss.

10) LEAP Report Development

Discussion on setting up a report working session to be held before the new year if possible. December 29th – 30th?

Next Steering Committee Meeting: Wednesday January 24th – 3:00 pm – 6:00 pm Pioneer Room, Mansons Hall