

**Revelstoke and Area
Minutes of the Economic Development Commission
Wednesday, September 4, 2019 at 4:00 p.m.
in the Revelstoke Business Information Centre,
301 Victoria Road West**

PRESENT: Members Roberta Bobicki, Brett Renaud, Erin Kerwin, Nathan Weston,
Craig Tennock, Alex Cooper, Steve Cross(late), Mark Baron,
Shaun Aquiline, David Brooks-Hill
Staff Ingrid Bron, Director, Community Economic Development
Brooke Burke, Recording Secretary
Guest Lynda LaFleur, Columbia Basin Trust
Gary Sulz, Mayor of Revelstoke
ABSENT: Lisa Longinotto, Ken Norrie, Tracey Buckley

1. CALL TO ORDER

Meeting was called to order by chair, Roberta Bobicki at 4:00 pm. Introductions were made of the commission members around the table.

2. ADOPTION OF AGENDA

Moved by Mark Baron

Seconded by Brett Renaud

THAT agenda be adopted as presented.

CARRIED

3. PRESENTATION

3.1 Lynda LaFleur – Columbia Basin Trust (CBT)

Lynda gave the members a brief background on her experience and her role with the CBT. Touched on new programs and the variety of organizations that operate with their assistance. High level review on how funds are approved. She touched on the new relationship with Okanagan College and the mobile lab project they have supported. Her presentation included a new performance report of 1700 new programs this past year in the Basin. She let Commission members know her door is always open and to contact her if we need assistance with direction within the organization. General discussion with questions asked by members.

4. ADOPTION OF THE MINUTES

Moved by Brett Renaud

Seconded by Craig Tennock

THAT the minutes from June 12, 2019 be adopted as presented.

CARRIED

Business from last meeting:

- City staff will be meeting with Ministry of Transportation about Wayfinding signage and the Highway 1 bridge.
- The proposed letter to Council regarding the importance of the hiring process for the CAO was deferred as per the Chair's meeting with City staff re interim CAO position and the necessity to provide stability in the interim as many departments go through staffing changes. Mayor Sulz responded to the interest and concerns of the Committee by reviewing the hiring process the City is currently following and relaying Council's confidence in the Interim position.

5. ACTIVITY REPORT

5.1 August 2019 Activity Report

Report was reviewed by commission and the following was discussed:

- Tech 2.0 grant will help to secure a tech coordinator to implement the tech strategy, develop the FAB Lab, and assist with the expansion of space across hall from CED offices.
- New Wayfinding Strategy is under development and plans to finalize and implement will be shared with the Commission in future.
- Recently met with Y2Y group, and referred members to the background documents provided on the formation and objectives of a Research Advisory Committee conducting a study on alternative economic opportunities in the Columbia headwaters region. This initiative is sponsored by Y2Y to support Caribou Recovery efforts. CED Director has agreed to participate on the Committee to provide input into the study, and to lead the formation of a broad-based stakeholder group to meet to discuss caribou recovery efforts and impacts ahead of the herd planning process.
- In discussions with BC Transit to conduct a service review, which could result in the transit service being combined with the Ski Shuttle service. In the interim RMI funds designated for new shuttle bus purchases will be diverted to leasing one for the upcoming winter

season. Service Review process could take up to two years but the hope is that some changes can be implemented sooner.

- Emergency shelter project will schedule an open house to hear feedback from the community and businesses.

Action: Invite Marianne Wade to give an update on development services and the various affordable housing projects going on in the community.

6. OLD BUSINESS

None.

7. NEW BUSINESS

7.1 CED Workplan

Ingrid reviewed the workplan with Commission members developed in alignment with strategic priorities created by the new City Council. Would also like to align priorities to CSRD Area B priorities. Members reviewed document and question was asked why social development and environmental issues fall under the CED office, as the office is quite stretched already. Ingrid feels the current portfolio of work is a good fit and sees 3 main areas that seem to overlap each other, including Economic Development, Social Development, and Tourism. Reference was made to increasing staffing levels to better support implementation of various projects and business and investor resources. Would like more input from the CSRD to align better with CED.

Any feedback on workplan or the priorities to contact Ingrid in the next 10 days.

7.2 CSRD – Economic Opportunity Funding

Ingrid is working on the renewal of the contract for EOF funds (the 20% PILT mandated allocation to support economic opportunities in Revelstoke and CSRD Area B), which expired in December 2018. The previous 5-year contract was \$77,000 per year, which originally provided one third of the CED administration budget. The CED budget has increased, along with the PILT allocation to Revelstoke and CSRD Area B, such that approximately \$500,000 is allocated annually on activities that require approval by both Council and Board. By 2018 the portion allocated to the CED department had been reduced to only 20% of admin expenses, with another \$30,000 to support one Rural dividend-funded project (FAB Lab). She noted that Golden and CSRD Area A

recently received approval for \$150,000 in annual funding for 3 years to support the administration of an Economic and Social Development role.

Ingrid has reviewed the funding provisions over the years for both CED administration and ec dev project support, and will be requesting a budget increase to maintain the one third portion of the admin budget in addition to project funds to support key economic development projects including the FAB Lab, Tech Strategy, Food Production and Security, data collection, Indigenous consultations, and Recreation sites and trails in the CSRD Area B.

The request will be brought to the Commission for review, before being submitted to Council and CSRD for approval. General discussion held.

8. FOR INFORMATION

8.1 Stats

Information was not discussed, there for members information.

8.2 Correspondence

Information was not discussed, was there for members information only.

8.3 Upcoming Events

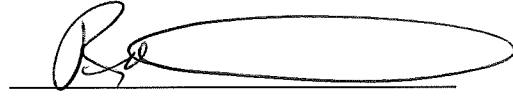
- Ingrid noted she had recently attended an Imagine Kootenay conference.
- Woodstoke event is this weekend.

8.4 Roundtable

- grant application for upgrades to the lagoon was not approved; City has reached out to find out the reasoning why grant was not approved, have not heard back.
- working on getting up to date business stats such as licenses and permits.
- interviews continue for new building inspectors.
- CSRD in Salmon Arm economic development person retired and CSRD is not sure if they will rehire or contract out the position.
- Business Continuity Planning workshop will be held on Oct. 9th; help businesses prepare for disasters in the community.
- recent issues with the landfill and the notice for non-compliance; where is this at?

9. ADJOURNMENT

Erin Kerwin moved to adjourn meeting at 6:02 pm.

A handwritten signature in black ink, appearing to be 'R. Bobicki', is written over a horizontal line. The signature is enclosed within a large, hand-drawn oval.

Roberta Bobicki, Chair