

**MINUTES**  
**SPECIAL ECONOMIC DEVELOPMENT TASK FORCE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE**  
**411 DUNSMUIR STREET, NANAIMO, BC**  
**WEDNESDAY, 2020-JUL-15, AT 12:30 P.M.**

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Present: Councillor J. Turley, Chair  
Councillor Z. Maartman  
D. Backhouse, At Large Member (joined electronically)  
C. Beaton, At Large Member (joined electronically)  
C. Carlile, At Large Member (joined electronically)  
D. Devana, Nanaimo Airport (joined electronically at 12:58 p.m.)  
J. Green, Community Futures (joined electronically at 12:46 p.m.)  
J. Michell, Nanaimo Port Authority Alternate  
B. Moss, At Large Member  
K. Smythe, Nanaimo Chamber of Commerce (joined electronically)  
A. Sullivan, At Large Member (joined electronically)

Absent: D. Saucier, Vancouver Island University  
E. Thomas, Snuneymuxw First Nation

Staff: J. Rudolph, Chief Administration Officer  
B. Corsan, Director, Community Development  
A. Manhas, Economic Development Officer (joined electronically)  
K. Robertson, Deputy Corporate Officer  
A. Bandurka, Recording Secretary

1. CALL THE SPECIAL ECONOMIC DEVELOPMENT TASK FORCE MEETING TO ORDER:

The Special Economic Development Task Force Meeting was called to order at 12:31 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted, as circulated. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special Open Meeting of the Economic Development Task Force held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Monday, 2020-JUN-23 at 1:00 p.m. be adopted. The motion carried unanimously.

4. REPORTS:

(a) Nanaimo Prosperity Agency Draft Charter

Introduced by Bill Corsan, Director, Community Development.

Presentation:

1. Allan Neilson, Principal, Neilson Strategies, facilitated a discussion on the Nanaimo Prosperity Agency Draft Charter. He noted the following:

- Feedback from the 2020-JUN-23 Task Force meeting was incorporated into the revised Draft Charter
- It was previously suggested that the business retention and expansion function could be added to the mandate of the external Agency and recommended that business retention and expansion be a function for the City of Nanaimo, in partnership with other agencies in the Region that provide those services
- The revised Charter retains the shared ownership model for two reasons:
  - strong support during stakeholder interviews as part of the Economic Development Function Service Review; and
  - to achieve buy-in and to provide protection/sustainability for the Agency, should the City decide to change course or back out
- The word 'Members' was changed to 'Shareholders'
- The only distinction between Class A and B shares is that the owners of Class A shares would have authorization to borrow funds
- The ability for the City to dissolve the Agency was removed from the revised Draft Charter
- The Board of Directors for the Agency would be a decision making body and have considerable authority
- Under the Draft Charter, it is proposed that the voting member from the City would be a senior staff member and the Council member would be as a non-voting member. The City should clarify this arrangement prior to finalizing the Charter
- A dispute resolution process was added for shareholders
- A clause was added that stated there would need to be a commitment from Shareholders to the Agency for an initial five-year period
- Base funding for destination marketing would be removed from the next version

Task Force discussion took place as follows:

- The proposed owners need the opportunity to have discussions with their perspective Boards to obtain approval to fund and participate in the new agency

J. Green joined the meeting electronically at 12:46 p.m.

- The importance of including a broad range of other organizations to sit on committees of the Agency
- Agreement by the Task Force that at this point in time, it should be public agencies only. Over time the number of shareholders or types of shareholders could evolve
- Shareholders would determine the restructuring of the Board should more shareholders or voting directors be added
- Expansion of the Agency to include other municipalities in the future
- The need to look at the exit clause. Six month's notice may not be enough.

D. Devana joined the meeting electronically at 12:58 p.m.

- Concerns about a limited number of partners (simple quorum) making decisions regarding the mandate of the organization. It was suggested that a higher threshold (i.e. two thirds) could be required for major decisions.
- The proposed owners need an opportunity to review the Draft Charter prior to taking it to Council for final approval.
- Once the Economic Development Strategy and work plans are completed for the Agency, there will be a better idea of the budget required
- Suggestion for changes to the revised Draft Charter:
  - the intent of shared ownership
  - Specifics of costs
- Structure the Class B shares with a fixed amount for the five-year term to give some certainty to those shareholders
- Have an initial base amount with a clause for inflation over the five-year term

J. Rudolph entered the Boardroom at 1:30 p.m.

- The need for a detailed proposal to be given to the proposed owners

A discussion then ensued about the best way to move the document forward as Council would need to see the Draft Charter but the proposed owners also need an opportunity to review the document with their respective Boards and have the ability to provide feedback.

It was moved and seconded that the Economic Development Task Force recommend that Council support, in principle, the Nanaimo Prosperity Agency Draft Charter and direct staff to refer the Draft Charter to the proposed owners for feedback prior to final consideration.

It was moved and seconded that the motion be amended to replace the words “support, in principle” and replace them with “receive for information”. The vote on the amendment carried unanimously.

The vote was then taken on the main motion, as amended, which read as follows:

That the Economic Development Task Force recommend that Council receive for information the Nanaimo Prosperity Agency Draft Charter and direct staff to refer the Draft Charter to the proposed owners for feedback prior to final consideration. The motion carried unanimously.

Bill Corsan, Director of Community Development provided the following update to the Task Force:

- Economic Development Strategy work continuing with Lions Gate Consulting
- The business survey will close 2020-JUL-17
- There will be a work shop in early September with the Task Force to start drafting the economic development strategy and the actions, with the goal of wrapping up in October

5. ADJOURNMENT:

It was moved and seconded at 1:52 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER