

MINUTES
SPECIAL ECONOMIC DEVELOPMENT TASK FORCE MEETING
BOARDROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2020-JAN-06, AT 1:00 P.M.

Present: Councillor Z. Maartman, Chair
Councillor J. Turley
Douglas Backhouse
Cathy Carlile
Jolynn Green
Mike Hooper
Ian Marr
Bob Moss
Andre Sullivan
Erralynn Thomas (arrived 1:08 p.m.)

Absent: Chris Beaton
Kim Smythe
Deborah Saucier

Staff: J. Rudolph, Chief Administrative Officer
B. Corsan, Director, Community Development
S. Snelgrove, Deputy Corporate Officer
A. Bandurka, Recording Secretary

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

The Special Economic Development Task Force Meeting was called to order at 1:01 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 7(a) – Review Draft Request for Proposals Add – Revised Terms of Reference of Draft Request of Proposals
- (b) Agenda Item 8(a) – Interim 2020 Funding for Mid-Island Business Initiative Add – Letter from Mid-Island Business Initiative

3. ADOPTION OF AGENDA:

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

4. 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 HR Training Room, 455 Wallace Street,

Nanaimo, BC, on Monday, 2020-JAN-06 at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

(a) Review Draft Request for Proposals

Introduced by Bill Corsan, Director, Community Development.

Bill Corsan, Director, Community Development, provided task force members with an overview of the draft request for proposals (RFP) for an Economic Development Strategy:

- The purpose of reviewing the RFP today is to gain feedback from Task Force and achieve consensus on any changes required prior to issuing the RFP

E. Thomas entered the Boardroom at 1:08 p.m.

- Timeline: feedback at today's meeting, issue RFP on January 15, deadline for submissions will be February 14, submissions reviewed by Evaluation Committee by February 28, consultant will start by early March and the assignment will be completed by the end of August or early September

Task Force discussion took place regarding:

- A revised Section 5 of the RFP was received by the Task Force to consider.
- Discussion took place on the amendments to Section 5.
- The group was in general agreement with the changes, and asked that Section 5.2.2(1) include Petroglyph Development Group Strategic Plan and Nanaimo Economic Development Corporation (NEDC) Corporate Retreat documents; in Section 5.2.2(6) remove items B and E
- The Task Force asked for more discussion on the indigenous component of the RFP.
- Last year the Regional District of Nanaimo (RDN) worked on a review of their economic development function. This was completed roughly the same time as the City's service review. It will be important for the RDN to be aware of the work of the City's economic development strategy. There may also be opportunities for joint studies.
- The airport was involved in the RDN and the Cowichan Valley Regional District (CVRD) economic development strategy process and it would be wise to tie together and come up with a comprehensive plan at a regional or multi-regional level
- The RFP will be distributed via general City purchasing standards
- Having a strategy will help the external agency fall into place
- The chosen consultant should rely on previously prepared documents and Task Force experience.

It was moved and seconded that the Economic Development Task Force adopt the scope and deliverables in principle; Bill Corsan, Director, Community Development will make edits and the final draft will be distributed by email for final comments. The motion carried unanimously.

(b) Appointment of Request for Proposals Evaluation Committee Members

Introduced by Bill Corsan, Director, Community Development.

Bill Corsan, Director, Community Development, provided task force members with a presentation regarding the appointment of evaluation committee members.

It was moved and seconded that the Economic Development Task Force appoint three members to the Evaluation Committee for the Economic Development Strategy Request for Proposals. The motion carried unanimously.

Committee discussion took place regarding the number of members appointed to the Evaluation Committee.

It was moved and seconded that the Economic Development Task Force appoint four members to the Evaluation Committee for the Economic Development Strategy Request for Proposals. The motion carried unanimously.

It was moved and seconded that the Economic Development Task Force appoint Councillor Turley, Doug Backhouse, Bob Moss and Cathy Carlile to the Evaluation Committee for the Economic Development Strategy Request for Proposals. The motion carried unanimously.

(c) External Agency Format

Introduced by Bill Corsan, Director, Community Development

Bill Corsan, Director, Community Development, facilitated a discussion on the information needed by the Task Force to develop a blueprint for the establishment of the City-owned external agency.

Task Force discussion took place regarding:

- The need to not reinvent the wheel and the opportunity to learn from other communities on external agency models.
- The external agency could be the focal point for private business needs
- The opportunity to invite Allan Neilson from Neilson Strategies to attend an upcoming task force meeting to facilitate a discussion on the models and provide more detail on how the external agency will operate and what the best practices might look like
- Discussion around external agency could take sometime, starting sooner rather than later would be good
- Staff can prepare an evaluation criteria on different models for the agency (timeliness of reporting, responsibility of board, financial reporting)

(d) Economic Development Task Force Tentative Work Plan and Schedule

Introduced by Bill Corsan, Director, Community Development.

Bill Corsan, Director, Community Development, provided task force members with the tentative work plan and schedule, which included monthly meeting topics.

(e) Economic Development Background Documents

Introduced by Bill Corsan, Director, Community Development.

Bill Corsan, Director, Community Development, provided task force members with background documents on the history of Economic Development in the City of Nanaimo.

(f) Future Meeting Schedule

Introduced by Sky Snelgrove, Deputy Corporate Officer, Legislative Services.

By unanimous consent the Task Force committee determined the next meeting will take place on February 10, 2020 at 10 a.m. - 12 p.m.

6. OTHER BUSINESS:

(a) Interim 2020 Funding for Mid-Island Business Initiative

Bob Moss provided the Task Force members with a letter dated 2020-JAN-06 from the Mid-Island Business Initiative (MIBI) regarding interim funding.

Task Force discussion took place:

- MIBI is looking for bridge funding until the external agency is set up
- Task force extends appreciation to Bob Moss and the group behind MIBI as there was a void to fill when NEDC closed
- It will be up to the members of MIBI if it will continue its work if funding is denied by Council
- The Task Force recommended that MIBI should prepare a letter addressed to the Finance and Audit Committee for Council's consideration.

It was moved and seconded that the Task Force receive for information the letter from Mid-Island Business Initiative, dated 2020-JAN-06. The motion carried unanimously.

7. QUESTION PERIOD

There were no members of the public in attendance who wished to ask questions.

8. ADJOURNMENT:

It was moved and seconded at 2:41p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER