

DISTRICT OF SOOKE

Sooke Economic Development Commission

Meeting 39, September 09, 2009
7:00 p.m. Municipal Meeting Room

Committee Members Present:

Councillor Sheila Beech
Bryan Mooney
Jeannette Wilford
Scott Gertsma
Councillor Herb Haldane
Alexander Chandler

Staff: Evan Parliament, Chief Administrative Officer
Lisa Urlacher, Council Clerk
John Zaremba (Sooke Harbour Chamber of Commerce)

1. **Approval of Agenda**

MOVED and seconded to approve the agenda with the following addition and changes:

- Kiosk Discussion
- item 6 be discussed after item 7

CARRIED

2. **Adoption of Minutes:**

MOVED and seconded that the minutes of July 8, 2009 and August 12, 2009 be adopted as circulated.

CARRIED

3. **Business arising from minutes:**

Mr. Zaremba reported that he is arranging joint meeting with the Juan de Fuca Economic Development Commission. He anticipated that the meeting will be held in October.

4. **Sooke Harbour Chamber of Commerce Monthly Report:**

John Zaremba read and submitted his report for the month of September.

5. **EDABC Conference:**

The commission members were asked if there was an interest to attend and Mr. Chandler and Councillor Haldane will confirm if they are available for the dates of September 19-22 to attend the conference.

6. **Discussion:** Kiosk

The commission discussed the information Kiosk located at the Town Pole. After discussion the commission agree to the following:

MOVED and seconded to direct the Chamber of Commerce to explore revenue opportunities through advertising.

John

CARRIED

District staff will forward the signage company information to John.

Lisa

7. **Discussion:** Action List and Measurables

The Committee discussed and updated the action item spreadsheet. As a result of discussions the following additional actions were agreed to:

- Bring forward SEDC brochure for discussion
- Invite Neil Flynn, SERTA Chair to an upcoming meeting

October Meeting

8. **Recommendation to Council:**

Draft Terms of Reference

The Committee discussed the Draft terms of reference after discussion the commission agreed to the following recommendation:

MOVED and seconded to recommend that Council amend the Sooke Economic Development Commission Terms of Reference as follows:

Members: Seven (7) persons comprised of members from the public at large, the majority of which must come from a local community/business group or operate a business within the District of Sooke

Chairperson: To be selected by the Committee

Term: One-year; members to be appointed or re-appointed in December of each year.

Council Representative: None

Electoral Area Liaison: A member of the Juan de Fuca Electoral Area Economic Development Commission must be invited to act as a liaison to the Commission and to attend meetings.

Sooke Harbour Chamber of Commerce Liaison

AND THAT the Commission will oversee the economic development functions provided by the Sooke Harbour Chamber of Commerce on behalf of the District in accordance with the "Fee for Service Agreement – Economic Development Services".

CARRIED

The Commission discussed potential applicants and agreed that the requirement to reside in Sooke or operate a business in Sooke could be relaxed when qualified or skilled applicants apply.

Mr. Mooney suggested that the Sooke Economic Development Commission investigate hosting a weekend course for Small Business.

9. **Next Meeting**

Wednesday, October 14, 2009 at 7:00 p.m.

Meeting adjourned at 8:52 p.m.

Certified by:

Scott Gertsma
Chair

Evan Parliament
Chief Administrative Officer