



South Island Indigenous Business Directory

Memorandum of Understanding

The Memorandum of Understanding (MOU) sets out the terms and understanding between the Capital Regional District (CRD), the City of Victoria, the Greater Victoria Harbour Authority (GVHA), the Greater Victoria Chamber of Commerce (The Chamber) and the South Island Prosperity Partnership (SIPP), hereinafter referred collectively as the “Parties”, for the administration, development, and promotion of the South Island Indigenous Business Directory.

WHEREAS the Parties desire to enter into an MOU to set out the business arrangements that the Parties agree will support the South Island Indigenous Business Directory.

1. Background

In 2019, the GVHA developed an Indigenous Business Directory and met with over 20 Indigenous businesses to learn more about the work they do and services they provide. Over the next three years, the Directory grew with a listing of over 50 Indigenous businesses, and the CRD, the City of Victoria, the Chamber, and SIPP expressed an interest in further expanding the Directory and supporting its growth with joint resources and support.

In 2022, the Parties joined together to create the South Island Indigenous Business Directory, a listing of Indigenous businesses located in the southern region of Vancouver Island. These businesses are varied, offering services from graphic design and catering to engineering and project management.

2. Vision

The South Island Indigenous Business Directory was developed to help the Parties learn more about Indigenous businesses in the region and to find opportunities to procure more goods and services from Indigenous businesses. The Parties are committed to Indigenous economic reconciliation and see Indigenous procurement as a key element of this important work.

3. Purpose

The purpose of this MOU is to provide the scope of work of the Parties, which includes the administration, development, promotion, budget, and terms and conditions associated with the South Island Indigenous Business Directory.

4. Pilot

The Parties agree to piloting the South Island Indigenous Business directory for the first year, making changes to the Directory and amendments to the MOU, as required.

5. Scope of Work

The Parties will support the ongoing administration, development, and promotion.

5.1 Administration

GVHA will be the Administrator of the South Island Indigenous Business Directory. This includes, but is not limited to, registering and maintaining the domain name, managing the website, meeting with Indigenous businesses, updating the directory with newly identified Indigenous businesses, and responding to questions.



The Administrator will seek input and guidance from the Parties, as required.

The Administrator's time will be provided in-kind and is expected to be approximately 8 hours per month.

The assignment, role, and responsibilities of Administrator will be reviewed annually by the Parties.

The Administrator may change to another Party as agreed upon by Parties at anytime.

5.2 Development

The Parties will actively contribute to the development and maintenance of the of the South Island Indigenous Business Directory by sharing information regarding new Indigenous businesses and updates to existing Indigenous businesses to the Administrator.

5.3 Promotion

The Parties commit to promoting the South Island Indigenous Business Directory through regular communications, business meetings and social media posts in alignment with the Parties' individual communication plans.

5.4 Operations

Businesses in the South Island Indigenous Business Directory have self-identified as Indigenous. Each Party is responsible for their own use of this Directory, including adherence to respective procurement policies, contractual obligations, and vetting processes.

5.5 Data Management

The South Island Indigenous Business Directory data is co-owned by the Parties. At anytime, a Party can request a copy of the data, an xlsx file, for their purposes.

6. Budget

The Parties commit to having available up to \$1,000/year to support this South Island Indigenous Business Directory to cover expenses including, but not limited to, administration, web design services, graphic design services, advertisements, promotion, and hosting.

Annually, the Administrator will prepare and present a budget to the Parties for review and approval.

7. Communications

The Parties agree to create a Steering Committee, made up of representatives from each Party will meet quarterly to review the South Island Business Directory, unless otherwise decided by the Parties.

Annually, the Administrator will prepare a report to the Steering Committee, documenting changes to the Indigenous Business Directory, budget expenses, usage data, and any other metrics agreed upon by the Parties.

8. Terms and Conditions

This MOU is effective on the date of execution and remains in effect for five (5) years and may be modified, including extended, by agreement in writing signed by the Participants.

This MOU may be terminated by either of the Parties by giving one month (30 calendar days) prior notice in writing.



In the event the Parties agree to terminate the agreement, and the Directory, the data will be shared with each Party for their records and use.

In the event one Party terminates the agreement, the MOU will stay in effect for the other Parties.

Signed on April 3, 2023

Capital Regional District

City of Victoria

Greater Victoria Harbour Authority

South Island Prosperity Partnership

The Greater Victoria Chamber of Commerce