



City of Maple Ridge
Economic Development Advisory Committee
AGENDA – REGULAR MEETING
Thursday, February 10, 2022 at 4:00 pm
Held via Zoom teleconference

Meeting Access Information

Due to the COVID-19 pandemic we will be holding the Economic Development Advisory Committee (EDC) meeting via Zoom teleconference. Members of the EDC and the public are asked to join the meeting using the following access information:

Join the meeting from your computer, tablet or smartphone

<https://mapleridge-ca.zoom.us/j/88655871918?pwd=UIRVNWkwZitleHYzTDIQWGHuODVMQT09>

Or join the meeting using your phone

Dial: 1-778-907-2071 Meeting ID: **886 5587 1918** Passcode: **240364**

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – October 28, 2021
4. **DELEGATIONS**
 - 4.1 Lougheed Transit Corridor Area Plan – Amelia Bowden, Planner 2
 - 4.2 Tourism Update – Wendy Dupley, Director of Economic Development
5. **NEW AND UNFINISHED BUSINESS**
 - 5.1 Welcome/Member Introductions
 - 5.2 Committee Orientation
 - 5.3 2022 Meeting Schedule
 - 5.4 Chair and Vice Chair Selection
 - 5.5 2022 Work Plan
6. **LIAISON UPDATES**
 - 6.1 Staff Liaison
 - 6.2 Council Liaison
7. **TASK FORCE UPDATES**
8. **QUESTION PERIOD**
9. **ROUNDTABLE**
10. **ADJOURNMENT**

Next Regular Meeting: May 5, 2022

Agenda Items Submission Deadline: April 21, 2022

QUESTION PERIOD

Question Period provides the public with the opportunity to ask questions or make comments on subjects that are of concern to them. Each person will be given 2 minutes to speak. Up to ten minutes in total is allotted for Question Period.

The Minutes of the Meeting of the Economic Development Advisory Committee (EDC)
held via Zoom teleconference on October 28, 2021 at 4:00 pm.

COMMITTEE MEMBERS PRESENT

Councillor Ahmed Yousef, Chair	Council Liaison
Chrislana Gregory	Member at Large
Dominic Kotarski	Member at Large
Camilla Brown	Member at Large
Donna Telep	Business Improvement Association Representative
Al Hogarth	Chamber of Commerce Representative

STAFF PRESENT

Wendy Dupley	Director of Economic Development
Bruce Livingstone	Business Retention and Expansion Officer
Mike McLean	Committee Clerk

ABSENT

Mehdi Vezvaei, Vice Chair	Member at Large
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1. CALL TO ORDER – 4:01 pm

2. APPROVAL OF THE AGENDA

R/2021-019

It was moved and seconded

That the October 28, 2021 Economic Development Committee meeting agenda be approved as circulated.

CARRIED UNANIMOUSLY

3. ADOPTION OF THE MINUTES

R/2021-020

It was moved and seconded

That the minutes of the Economic Development Committee meeting dated September 16, 2021 be adopted.

CARRIED UNANIMOUSLY

4. DELEGATIONS - NIL

5. NEW AND UNFINISHED BUSINESS

5.1 Introduction of new Committee Clerk

The new Committee Clerk was introduced and provided an update on the recruitment of new Committee members and the selection process.

5.2 Annual Council Presentation

The Staff Liaison discussed the Annual Council Presentation and noted the contributions of Committee members.

6. LIAISON UPDATES

6.1 Staff Liaison

The Staff Liaison provided an update on the following:

- A new Chief Administrative Officer starts on November 1, 2021
- Continued support for GLOW and the long-term development of the initiative
- Review of the patio program, including engagement with stakeholder groups and feedback from the Chamber of Commerce and Business Improvement Association

6.2 Council Liaison

Councillor Yousef provided an update on the following:

- Celebrate the Night event
- Measures to improve safety of the downtown core

7. QUESTION PERIOD FOR THE PUBLIC – NIL

8. ROUNDTABLE

9. ADJOURNMENT - 4:56 p.m.

The next regular meeting of the Economic Development Committee will be held on Thursday, February 10, 2021 at 4:00 pm.

Councillor A. Yousef, Chair

Economic Development Committee Terms of Reference

Mandate

To advise Council on matters relating to the long term economic health of the community.

The Economic Development Committee (EDC) is focused on the retention and expansion of existing business and attracting new industrial and commercial investment to create high value, local jobs. In coordination with the Economic Development Office, the Economic Development Committee may:

1. advise Council on matters related to strengthening our economy;
2. provide strategic input for consideration of Council; and
3. act as an ambassador, profiling economic opportunities in Maple Ridge.

Membership Composition

The Committee will be comprised of the following 7 voting members:

- One Council Liaison (or alternate)
- One member representing the Maple Ridge Pitt Meadows Chamber of Commerce Board
- One member representing the Downtown Maple Ridge Business Improvement Association Board
- Four Members at Large appointed by Council, with a goal of having representation from the youth, senior and business communities, and interest and/or expertise in the development of the local economy

Members at Large must be a resident of Maple Ridge and/or own or manage a property or business in Maple Ridge.

Quorum

- Majority of voting members (4)

Meetings

- Meetings are held at City Hall, 11995 Haney Place, Maple Ridge on a quarterly basis

Subcommittees

- N/A

Tentative Meeting Dates - 4:00 pm via Zoom (subject to change)

Wednesday, February 10, 2022
 Wednesday, May 5, 2022

Wednesday, September 15, 2022
 Wednesday, October 27, 2022

January						
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February						
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March						
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July						
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September						
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November						
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25	26 B	27 R	28 E	29 A	30 K	31

TO: Committee Members

MEETING: February 10, 2022

FROM: Committee Clerk

SUBJECT: Chair and Vice Chair Selection

BACKGROUND:

The goal of the Chairperson is to ensure that the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed, and that effective decisions are made and carried out.

There are three main spheres that the Chairperson has to manage:

- Assisting with the planning of meetings
- Running the meetings
- Ensuring that the Committee is achieving its goals

The previous Chair or Council Liaison will chair the meeting as the Acting Chair until a new Chair is appointed or for the duration of the meeting. During the meeting, the floor will be opened for Committee members to nominate fellow members for the position of Chair and Vice Chair. In order for their name to stand, an individual must accept the nomination.

If there are multiple nominations (and nominees are willing to serve), voting will be done virtually via Zoom. Each member will send a private Zoom chat message to the Committee Clerk with their vote. The Committee Clerk will compile all the votes and submit the results to the Acting Chair.

The Acting Chair will then ask if any member would like to put forward a motion that the selected individual be appointed as Chair or Vice Chair for 2022. Once the Chair and Vice Chair have been appointed, the meeting can be turned over or the previous Chair or Council Liaison can continue as the Acting Chair for the remainder of the meeting with approval from the newly elected Chair.

RECOMMENDATION(S):

That _____ be appointed as Chair of the Economic Development Advisory Committee for 2022.

That _____ be appointed as Vice Chair of the Economic Development Advisory Committee for 2022.

2022 Economic Development Committee Work Plan

Committee Overview

To advise Council on matters relating to the long term economic health of the community. The Economic Development Committee (EDC) is focused on the retention and expansion of existing business and attracting new industrial and commercial investment to create high value, local jobs. In coordination with the Economic Development Office, the Economic Development Committee may:

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Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Determine next steps in recruiting a new hotel once the Hotel Feasibility Study is updated	This work is a result of the Hotel Feasibility Study.	Business Plan Deliverable Growth	Complete 100%
Create Task Force to support development of the Economic Development Strategy	Input from different sectors is required to ensure the Economic Development Strategy fits our city.	Business Plan Deliverable Growth	Complete 100%
Develop a Business Friendly Task Force	Task force wants to ensure the local businesses and customers to City Hall have a voice with regard to making recommendations that will improve business friendliness.	Business Plan Deliverable Relations	Complete 100%
Restart Business Walks	To promote connectivity with the business community Businesses may be more responsive to members of the committee as fellow business owners. Due to COVID, this item was delayed.	Business Plan Deliverable Relations	Delayed 0%
Policies, Strategies and New Programs	Advice from committee is invaluable to ensure the perspective of the local businesspeople is included.	Business Plan Deliverable Growth	Complete 100%
Investigate Blue Clay	Maple Ridge could be a leader in extraction of blue clay which could be prosperous for new developments rather than costly.	Business Plan Deliverable Environment	Not Started 0%
Attended seminars and information sessions related to the creation of the Economic Development Strategic Plan	The Economic Development Strategic Plan completed at the end of October and recommendations were presented to Council.	Business Plan Found Milestone Growth	Complete 100%

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Advise implementation tactics of new Economic Development Strategic Plan	Growth	Q4 2022
Support the development of the updated Tourism Strategy	Pride	Q2 2022
Provide advice on policies, strategies and new programs that promote or relate to economic development	Relations	Q4 2022