

City of Maple Ridge
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
AGENDA – REGULAR MEETING
Wednesday, March 9, 2023 at 4:00 pm

Meeting Access Information

Economic Development Advisory Committee (EDC) meetings are held in a hybrid format. Members of the EDC and the public are asked to join the meeting in-person in the Blaney Room at Maple Ridge City Hall or remotely using the following access information:

Join the meeting from your computer, tablet or smartphone

<https://mapleridge-ca.zoom.us/j/83498852993>

Or join the meeting using your phone

Dial: 1-778-907-2071 Meeting ID: **834 9885 2993**

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES – October 6, 2022**
4. **DELEGATIONS – NIL**
5. **NEW AND UNFINISHED BUSINESS**
 - 5.1 Welcome/Member Introductions
 - 5.2 Advisory Committee Overview
 - 5.3 Chair and Vice Chair Selection
 - 5.4 2023 Meeting Schedule
 - 5.5 2023 Draft EDC 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 31, 2023

Agenda Items Submission Deadline: May 17, 2023

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.

City of Maple Ridge
Economic Development Advisory Committee Meeting Minutes

October 6, 2022

The Minutes of the Regular Economic Development Advisory Committee Meeting held via Zoom teleconference and hosted in the Blaney Room at Maple Ridge City Hall on October 6, 2022 at 4:00 pm.

COMMITTEE MEMBERS PRESENT

Councillor Ahmed Yousef
Mehdi Vezvaei, Chair
Lilian Kan
Craig Fewer
Donna Telep
Al Hogarth

Council Liaison
Member at Large
Member at Large
Member at Large
Business Improvement Association Representative
Camber of Commerce Representative

STAFF MEMBERS PRESENT

Tyler Westover
Karen Hansen
Arsh Dhillon

Director of Economic Development & Staff Liaison
Administrative Assistant – Economic Development
Committee Clerk

ABSENT

Elliot Markillie, Vice Chair

Member at Large

1. **CALL TO ORDER – 4:08 pm**

2. **APPROVAL OF THE AGENDA**

R/2022-EDC-008

It was moved and seconded

That the October 6, 2022 Economic Development Advisory Committee agenda be approved as circulated.

CARRIED UNANIMOUSLY

3. **ADOPTION OF THE MINUTES – NIL**

4. **DELEGATIONS – NIL**

5. **NEW AND UNFINISHED BUSINESS**

5.1. Welcome/Staff Introductions

Committee members and City staff introduced themselves to the group.

5.2. Committee Membership Review

A. Dhillon, Committee Clerk, provided an update on the Economic Development Advisory Committee recruitment process and progress.

Note: A. Hogarth joined the meeting at 4:26 pm.

5.3. 2023 Work Plan

T. Westover, Staff Liaison, facilitated a discussion on the draft 2023 Work Plan. Committee members provided their recommendations and feedback. A revised copy of the 2023 Work Plan will be provided at the next Economic Development Advisory Committee regular meeting.

5.4. October 27, 2022 EDC Meeting Rescheduling

City staff suggested rescheduling the October 27, 2022 Economic Development Advisory Committee regular meeting. A. Dhillon, Committee Clerk, will provide Committee members alternative meeting dates via email.

6. LIAISON UPDATES

6.1. Staff Liaison

T. Westover provided an update on the following:

- Economic Strategy for the City of Maple Ridge

6.2. Council Liaison

Councillor Yousef provided an update on the following:

- Last meeting with the Economic Development Advisory Committee as the Council Liaison for 2022
- 2022 Municipal Election

Note: L. Kan left the meeting at 5:19 pm.

7. TASK FORCE UPDATES – NIL

8. QUESTION PERIOD FOR THE PUBLIC – NIL

9. ROUNDTABLE

Committee members shared relevant information about activities and events related to economic development.

10. ADJOURNMENT – 5:34 pm

The next regular meeting of the Economic Development Advisory Committee is to be determined.

Mehdi Vezvaei, Chair

/ad

TO: Committee Members
FROM: Committee Clerk
SUBJECT: Chair and Vice Chair Selection

MEETING: March 9, 2023

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 Committee Clerk 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 willing to serve, voting will be done through ballots. If a Committee member is participating virtually, voting will be done virtually via Zoom. The Committee member will send a private Zoom chat message to the Committee Clerk with their vote. The Committee Clerk will compile all the votes and provide the results to the Committee.

The Committee Clerk 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 2023. Once the Chair and Vice Chair have been appointed, the meeting can be turned over to the appointed Chair or the Committee Clerk 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 2023.

That _____ be appointed as Vice Chair of the Economic Development Advisory Committee for 2023.



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MEMBERSHIP RECRUITMENT						
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CALL FOR VOLUNTEERS						
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Committee:

 Economic Develop Advisory Committee (EDC)

Meeting Time/ Location:

4:00 pm - Zoom OR Blaney Room, Maple Ridge City Hall

Meeting Schedule:

Thursday, March 9, 2023 at 4:00 PM

Wednesday, May 31, 2023 at 4:00 PM

Thursday, September 14, 2023 at 4:00 PM

Thursday, November 30, 2023 at 4:00 PM

TO: Committee Members
FROM: Staff Liaison
SUBJECT: EDC Draft 2023 Work Plan

MEETING: March 9, 2023

Overview:

To advise council on matters relating to the long term economic path of the community. The Economic Development Committee (EDC) is focused on the retention and expansion of existing businesses 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.

2023 Topics/focus areas:

1. **Broadband as an enabler** - determine actions that can be taken to ensure there is an opportunity to expand/extend/bolster broadband in Maple Ridge –
 - a. Timeframe: Begin Q3 2023; target Q3 2023 (Multiyear project)
 - b. Outcome: Resolution/Motion in Minutes noting the position of the Committee. overall administrative measures may include: Increased access to competitive upload and download speeds for internet; Establishing baseline data required for action in future years
2. **Film Cluster Development** –
 - a. Timeframe: Work to begin Q2 2023 - Target Q4 2023 (May include support from PRC)
 - b. Outcome: Resolution / Motion in Minutes noting support and opportunity for Cluster Development in Maple Ridge for Film. Administrative measures may include: Awareness of Maple Ridge as a viable location for feature film production (create baseline), increased creative arts industry investment (create baseline and track ongoing).
3. Create opportunities for **labour attraction, workforce development** and connection to local businesses needing skilled or specialized labour.
 - a. Timeframe: Begin work Q 3 2023 - Q4 2023 (May include support from Comms and Strategic Development)
 - b. Outcome: Resolution/motion in Minutes supporting post-secondary expansion into Maple Ridge to meet the needs of the local business community. Administrative measures may include: Local businesses are aware of the skills within the community and can readily access staff / labour within reason. Work BC and Maple Ridge provide information consistently and increase the awareness of employment opportunities and challenges with the Province of British Columbia

Note: Removal of Investigation into Blue Clay; Business Walks – refocus of committee priority and admin functions respectively.