

Notice is hereby given of the following meeting:

## **Economic Development Advisory Committee**

**Friday, June 7, 2019 – 8:00 a.m.**  
**City Hall, Committee Room #2**

### **AGENDA**

#### **1.0 ADDITIONS / DELETIONS TO THE AGENDA**

#### **2.0 ADOPTION OF MINUTES**

##### **2.1 Adoption of the Minutes of March 1, 2019**

#### **3.0 PRESENTATIONS**

#### **4.0 UNFINISHED BUSINESS**

#### **5.0 NEW BUSINESS**

##### **5.1 General Economic Development Office Update**

##### **5.2 Parking Issues and Economic Development**

##### **5.3 Economic Development Metrics – Presentation and Discussion**

#### **6.0 REPORTS**

#### **7.0 CORRESPONDENCE**

#### **8.0 NEXT MEETING**

**Friday, September 6, 2019 at 8:00 a.m. in Committee Room #2**

#### **9.0 ADJOURNMENT**



## **Economic Development Advisory Committee**

**Friday, March 1, 2019 – 8:00 a.m.**  
**City Hall, Committee Room #2**

### **MINUTES**

#### **MEMBERS PRESENT:**

Councillor Mary Trentadue	- Chair, City Council Member
Councillor Chinu Das	- City Council Representative
Alejandro Diaz	- Community Representative from Commercial Area
Jolene Foreman	- Sectoral Representative from Local Business Community
Jorden Foss	- Community Representative from Commercial Area
Jonathan Graves	- Community Representative from Commercial Area
Kendra Johnston	- Downtown New Westminster Business Improvement Association Representative
Vera Kobalia	- Sectoral Representative from Local Business Community
Richard Patterson	- Uptown Business Association Representative
Quinn Waddington	- New Westminster Chamber of Commerce Representative
Catherine Williams	- Sectoral Representative from Local Business Community

#### **MEMBER REGRETS:**

Mark Evans	- Sectoral Representative from Local Business Community
Paul Romein	- Sectoral Representative from Local Business Community

#### **STAFF PRESENT:**

Jen Arbo	- Innovation Week Coordinator (Arrived at 9:00 am)
Carolyn Armanini	- Economic Development Coordinator
Blair Fryer	- Manager of Communications & Economic Development
Heather Corbett	- Committee Clerk

The meeting was called to order at 8:00 a.m.

### **1.0 HOUSEKEEPING**

#### **1.1 2019 Committee Orientation and Oaths of Office**

Heather Corbett, Committee Clerk, provided a PowerPoint orientation presentation, and reviewed the following documents:

- EDAC Terms of Reference;
- Committee Rules of Conduct;
- City of New Westminster Respectful Workplace Policy;

- City of New Westminster Social Media Policy; and,
- Freedom of Information Permission Forms.

Ms. Corbett administered the Oath of Office to all members of the Committee present.

## **2.0 ADDITIONS / DELETIONS TO THE AGENDA**

### **2.1 Additions to the Agenda**

#### **MOVED and SECONDED**

*THAT the agenda of the March 1, 2019 Economic Development Advisory Committee (EDAC) meeting be amended as follows:*

- *Add Item 6.3: Appointment of EDAC Alternate Chair*

**CARRIED.**

All members of the Committee present voted in favor of the motion.

## **3.0 ADOPTION OF MINUTES**

### **3.1 Adoption of the Minutes of September 7, 2018**

#### **MOVED AND SECONDED**

*THAT the Minutes of the September 7, 2018 Economic Development Advisory Committee meeting be adopted as circulated.*

**CARRIED.**

All members of the Committee present voted in favor of the motion.

## **4.0 PRESENTATIONS**

There were no items.

## **5.0 UNFINISHED BUSINESS**

### **5.1 Overview of Future Forward Economic Development Plan**

Blair Fryer, Manager of Communications and Economic Development, provided a PowerPoint presentation and overview of the Future Forward Economic Development Plan, including details on the purpose, strategies and associated actions within the plan.

In response to a question from the Committee, Mr. Fryer noted that the next step in the process is for the Economic Development Plan to be discussed at the newly formed Mayor's Task Force on the Local Economy, where adjustments would be made to staff workplans and all City departments would give input;

The Committee made the following comments:

- It would be important to ensure that the strategy percolates down into the business community so that it is well understood how the actions will be activated; and,
- It would be of interest to understand how the issue of parking fits in with the Economic Development strategy, as it continues to be a significant issue for business owners in the City.

### **MOVED AND SECONDED**

*THAT staff from the Transportation department be invited to the June 2019 EDAC meeting to discuss parking issues.*

**CARRIED.**

All members of the Committee present voted in favor of the motion.

## **5.2 Innovation Week 2019**

Jen Arbo, Innovation Week Coordinator, provided a Powerpoint presentation about the Innovation Week 2019 events, including information on the sponsors, events and details on the speakers.

In response to questions from the Committee, Ms. Arbo provided the following information:

- The format of the March 6 Innovation Forum includes presentations about government funding programs in the morning, followed by an afternoon keynote speaker and a café-style business mentoring session; and,
- Other than the STEAM event and Transportation Forum, all events are free.

## **6.0 NEW BUSINESS**

### **6.1 BCIT Student Project**

Blair Fryer, Manager of Communications and Economic Development, discussed a project in partnership with the BCIT Business Management Program in which two final year students would be participating in a “customer journey” through City Hall, for their practicum. This would involve conversations and interviews with staff to understand the current processes, and pinch points, with analysis and recommendations to be provided back to staff for use in the future development of a “How to establish business” guide.

In response to a question from the Committee, Mr. Fryer noted that the method used for the analysis could include “mystery shopper” techniques, to ensure that the experience is authentic and that staff have limited warning of the process.

The Committee commented that the World Bank’s Doing Business Index may be a good resource in the context of this project.

## 6.2 New Business Update

Carolyn Armanini, Economic Development Coordinator, provided the following update on new businesses opening in the City:

- Rocky Point Ice Cream and Re-Up BBQ are opening new locations in Uptown;
- El Santo is opening a sister vegan restaurant at River Market;
- Head Start Medical, which prints 3D medical helmets for children, is growing and looking for new employees;
- Panago's head office will be located in Anvil Centre;
- Epic Story Interactive, a video game software developer, is locating Downtown;
- ABC Brewing, located in Braid Industrial Park, is nearing final inspection and will be open soon; and,
- Electro Mechanical, also located in Braid Industrial, has opened a second location and is gaining a big profile in the media.

In response to a question from the Committee, Ms. Armanini noted that re-development of the Uptown Tower, at Sixth Street and Seventh Avenue, was on hold, but is currently going through Development Services' processes for re-zoning.

## 6.3 Appointment of EDAC Alternate Chair

### **MOVED and SECONDED**

*THAT Catherine Williams be appointed as the Alternate Chair of the Economic Development Advisory Committee for the 2019 term.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

## **7.0 REPORTS**

There were no items.

## **8.0 CORRESPONDENCE**

There were no items.

## 9.0 NEXT MEETING

The next meeting is scheduled for Friday, June 7, 2019 at 8:00 a.m. in Committee Room #2.

### **MOVED and SECONDED**

*THAT the BridgeNet utilities team be invited to the September 6, 2019 EDAC meeting to discuss the following topics:*

- *Background on BridgeNet; and,*
- *Future growth or change in ISP structure*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

## 10.0 ADJOURNMENT

**ON MOTION**, the meeting was adjourned at 9:48 a.m.

Certified Correct,

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**Councillor Mary Trentadue**  
Chair

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**Heather Corbett**  
Committee Clerk