



# City of Port Moody

## Agenda

### Economic Development and Tourism Committee

June 7, 2023

7:00 pm

Electronic Webinar via Zoom

Pages

#### 1. Call to Order

*You can register as a Zoom Video Webinar participant at this [link](#).*

*You can view the meeting in the Brovold Room, City Hall, 100 Newport Drive, Port Moody.*

#### 2. Territorial Land Acknowledgement

The City of Port Moody carries out our business on the ancestral and unceded homelands of the k<sup>w</sup>ik<sup>w</sup>əł'əm (Kwikwetlem), səliłwətał (Tsleil-Waututh), x<sup>w</sup>məθk<sup>w</sup>əy'əm (Musqueam), Sk<sup>w</sup>xwú7mesh (Squamish), qíçəy' (Katzie), q'wa:n' ł'ən' (Kwantlen), qiqéyt (Qayqayt), and Stó:lō (Sto:lo) Peoples, and extends appreciation for the opportunity to work on this territory.

#### 3. Adoption of the Agenda

##### 3.1 Agenda

Recommendation(s):

THAT the agenda of the June 7, 2023, Economic Development and Tourism Committee be adopted as circulated.

#### 4. Adoption of Minutes

##### 4.1 Minutes

3

Recommendation(s):

THAT the minutes of the Economic Development and Tourism Committee meeting held on May 10, 2023, be adopted.

#### 5. Unfinished Business

- 6. **New Business**
  - 6.1 **Terms of Reference Overview** 5
    - Procedure – Legislative Services Coordinator
    - Purpose – Manager of Economic Development
  - 6.2 **Introduction of Draft Work Plan** 7
    - Verbal Report: Manager of Economic Development
- 7. **Information**
  - 7.1 **Chair Updates**
  - 7.2 **Staff Updates**
- 8. **Adjournment**



# City of Port Moody

## Minutes

### Economic Development and Tourism Committee

Minutes of the meeting of the Economic Development and Tourism Committee held on Wednesday, May 10, 2023, via Zoom.

#### **Present**

Councillor Diana Dilworth, Chair  
 Lisa Beecroft (arrived at 7:02pm)  
 Nigel Brownlow  
 Dustin Chelen (arrived at 7:01pm)  
 Leslie Courchesne  
 Aaron Demes (arrived at 7:06pm)  
 Heidi Hughes  
 Sean Ogilvie  
 Kevin Pearce  
 Michael Scarcella  
 Robert Simons

#### **Absent**

Robert Chorner (Regrets)

#### **In Attendance**

Mayor Meghan Lahti  
 Councillor Samantha Agtarap, Vice-Chair  
 Joji Kumagai – Manager of Economic Development  
 Jennifer Mills – Legislative Services Advisor  
 Marta Taylor – Corporate Planning Advisor  
 Vanessa Washington – Legislative Services Coordinator

#### **1. Call to Order**

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#### **Call to Order and Territorial Acknowledgement**

- 1.1 The Chair called the meeting to order at 7:01pm and provided the territorial acknowledgement.

Mayor Lahti provided an introduction and welcomed members to the Committee.

The Committee members and staff introduced themselves and provided a brief overview of their experience.

2. Adoption of Minutes

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**Minutes**

2.1 EDTC23/001

Moved, seconded, and CARRIED

**THAT the minutes of the following meetings be adopted:**

- **Tourism Committee meeting of October 26, 2022;**  
**and**
- **Economic Development Committee meeting of November 2, 2022.**

3. Unfinished Business

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4. New Business

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**Committee  
Orientation**

4.1 Order of Business:

1. Mayor's Introduction
2. 2023-2026 Council Strategic Plan
3. Council Committee Systems Policy and Terms of Reference

The Corporate Planning Advisor gave a presentation entitled "2023-2026 Council Strategic Plan" and referred to slides contained in the agenda package.

The Legislative Services Coordinator gave a presentation entitled "2023 Committee Orientation" and referred to slides contained in the on-table package.

Staff answered questions regarding alternate committee member representatives and hybrid meetings.

5. Information

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**Staff Updates**

5.1 There were no staff updates at this time.

6. Adjournment

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The Chair adjourned the meeting at 8:02pm.

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Councillor Diana Dilworth,  
Chair

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Vanessa Washington,  
Legislative Services  
Coordinator



# City of Port Moody

## Council Committee Terms of Reference

Date: February 03, 2023 File No.  
 Type: Select  
 Committee Name: Economic Development and Tourism Committee

### Approvals/Reviews/Amendments

Approval date: February 21, 2023

## 1. Committee Purpose

To provide Council with advice and recommendations on strategic economic and tourism development directions and related matters within the terms of the Council Committee System Policy and the Council Strategic Plan.

## 2. Duties

- 2.1 The committee will provide advice and recommendations in the following areas:
- short, medium and long term goals and objectives for economic development and tourism;
  - local, regional and national economic and geographic trends and spotting related opportunities and threats that may affect the City's economy;
  - best practices for success in local economic development from other municipalities;
  - the relationship between planned and potential growth in an effort to identify what will be needed from new developments for the local economy to flourish;
  - retention and support of local businesses;
  - tourism development objectives;
  - efficiency of the City's tourism, advertising and marketing programs;
  - other areas identified by the committee with approval from the Council.
- 2.2 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters pertaining to the workplan provided and approved by Council.

### 3. Membership

- 3.1 Will be appointed in accordance with the Council Committee System Policy as such: in addition to two (2) Council representatives serving as Chair and Vice-Chair, the committee will be comprised of:
- One (1) representative from the Chamber of Commerce (voting)
  - up to ten (10) members-at-large;
- for a total of no more than 13 members.
- 3.2 Membership shall be two years from January to December, with half of the members appointed each year.
- 3.3 Council will endeavour to ensure that there is a broad and equitable representation of the community on the committee.

### 4. Operations of the Committee

#### 4.1 Meeting Schedule

At their first meeting the committee will be provided with their meeting schedule, which will identify the dates, time, and location for meetings. The committee will meet monthly, except for August and December, or at the call of the Chair.

#### 4.2 Annual Work Plans

On an annual basis, in January, the committee will receive and review their work plans, which will be provided by staff in accordance with Council's Strategic Plan. The committee may add items to the work plans if they are aligned with and support the Council Strategic Plan. Work plans will be submitted, and additional items highlighted, for Council approval.

#### 4.3 Annual Reports

On an annual basis, in November, the committee will approve a report for submission to Council that summarizes their activities and recommendations over the past year and how these activities are aligned with the Council Strategic Plan.

#### 4.4 Rules of Procedure

Meetings will be conducted in accordance with the rules and procedures set out in the Council Procedure Bylaw and Council Committee System Policy.

## Committee Workplan – Economic Development and Tourism

<b>Year:</b>	2023	<b>Chair:</b>	Diana Dilworth
<b>Staff Liaison:</b>	Joji Kumagai	<b>Vice-Chair:</b>	Samantha Agtarap

<b>Focus Areas:</b>	<ul style="list-style-type: none"> <li>• Prioritize implementation of the Economic Development Master Plan (CSP)</li> <li>• Focus on growth of priority business areas (CSP); attract office-based employment including tech (EDMP)</li> <li>• Provide support and communications to businesses in redevelopment areas (CSP)</li> <li>• Support business retention and expansion (EDMP)</li> <li>• Encourage growth of tourism (EDMP, Tourism Strategic Plan)</li> </ul>
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Strategic Priority Area – Resilient Natural Environment														
Committee Action	CSP Goal Alignment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	CF?
Shoreline House Post Project/In the Presence of Ancestors update	Enhance and expand parkland and open space							X						<input type="checkbox"/>
Rocky Point Park Master Plan update	Enhance and expand parkland and open space									X				<input type="checkbox"/>

Strategic Priority Area – Vibrant and Prosperous Community														
Committee Action	CSP Goal Alignment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	CF?
Review of economic development microsite and phase 2 opportunities	Improve local business climate							X		X		X		<input checked="" type="checkbox"/>
Support attraction of office-based employment	Improve local business climate									X	X			<input checked="" type="checkbox"/>
Oversee Spike Business Awards (nominations, shortlisting finalists, gala)	Improve local business climate							X		X	X	X		<input type="checkbox"/>
Develop business outreach program/business retention	Improve local business climate							X		X		X		<input checked="" type="checkbox"/>

Support implementation of Industrial Land Strategy/ Support brownfield strategy	Improve local business climate										X			<input checked="" type="checkbox"/>
Review of 2023 BC Ale Trail campaign and 2024 opportunities	Improve local business climate							X				X		<input checked="" type="checkbox"/>
Review Discover Port Moody microsite	Improve local business climate									X	X	X		<input checked="" type="checkbox"/>
Receive report back on Mayor's Arts and Business Coalition Task Force	Improve local business climate											X		<input checked="" type="checkbox"/>
Discuss/review economic impact of events e.g. Golden Spike Days 6/30-7/3; Ribfest 7/21-23	Improve local business climate							X		X				<input type="checkbox"/>