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City of Maple Ridge  
Economic Development Committee  
MEETING MINUTES

The Minutes of the Regular Meeting of the Economic Development Committee (EDC)  
held via Zoom teleconference on April 8, 2021 at 4:01 pm.

**COMMITTEE MEMBERS PRESENT**

|                         |                                    |
|-------------------------|------------------------------------|
| Councillor Ahmed Yousef | Council Liaison                    |
| Al Hogarth              | Chamber of Commerce Representative |
| Camilla Brown           | Member at Large                    |
| Dominic Kotarski        | Member at Large                    |
| Christlana Gregory      | Member at Large                    |
| Mehdi Vezvaei           | Member at Large                    |

**STAFF PRESENT**

|                   |  |
|-------------------|--|
| Wendy Dupley      | Director of Economic Development         |
| Bruce Livingstone | Business Retention and Expansion Officer |
| Sabina Chand      | Committee Clerk                          |

**ABSENT**

|           |   |
|-----------|---|
| Tom Meier | Business Improvement Association Representative |
|-----------|---|

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

R/2021-008

It was moved and seconded

That the April 8, 2021 Economic Development Committee meeting Agenda be approved as circulated.

CARRIED

**3. ADOPTION OF THE MINUTES**

R/2021-009

It was moved and seconded

That the minutes of the Maple Ridge Economic Development Committee meeting dated February 11, 2021 be adopted.

CARRIED

**4. DELEGATIONS**

**4.1 Community Social Safety Initiatives –  
Chad Cowles, Licenses and Bylaws**

Chad Cowles provided an overview of his role/background, involvement with the Community Social Safety Initiative and highlighted programs related to Economic Development. C. Cowles answered questions and comments from the Committee and spoke about the efforts being made by community partners that meet quarterly to review the action plan.

Note: C. Cowles left at 4:30 pm

**4.2 Introduction to the Municipal Advisory Committee on Accessibility and Inclusiveness (MACAI)  
Petra Frederick, Recreation and Community Engagement**

Petra Frederick provided an introductory presentation on one of Council's Advisory Committees MACAI and highlighted current achievements, 2021 Work Plan deliverables and opportunities to collaborate with other committees of Council on specific projects.

Note: P. Frederick left at 4:47 pm

**5. QUESTION PERIOD – NIL**

**6. NEW AND UNFINISHED BUSINESS**

**6.1 Anti-Discrimination Policy**

The Staff Liaison noted that the Anti-Discrimination HR policy applies to all employees and volunteers working for the City of Maple Ridge and is to be reviewed and acknowledged by the Committee.

**6.2 Respectful Workplace Policy**

The Staff Liaison noted that the Respectful Workplace HR policy applies to all employees and volunteers working for the City of Maple Ridge and is to be reviewed and acknowledged by the Committee.

**7. LIAISON UPDATES**

**7.1 Staff Liaison**

The Staff Liaison provided an update on the following items:

- Permit Application Guide update – online guide to submit application for a building project;
- Building department review – consultant reviewing best practices and interviewing staff and the final report will go to Council in the fall;
- Shared video on Intelligent Community - Smart21 Communities of 2021;
- Economic development strategy consultant starting research;
- Dog friendly program received positive feedback;
- New investment inquiries increased in Maple Ridge;
- Current patio program update;
- Hotel feasibility study will be sent to the Committee shortly;
- Working with BIA creating a shop local campaign for downtown businesses.

**7.2 Council Liaison - NIL**

8. TASK FORCE UPDATES

8.1 2021 EDC Work Plan

The 2021 Work Plan draft was circulated via email for the Committee's review. Discussion followed on current deliverables and the Chair advised that *Policy 3.11- Committees of Council* is under review and a pause has been implemented on the creation of new task forces for all advisory committees until further notice.

R/2021-010

It was moved and seconded

That the Economic Development Committee 2021 Work Plan be adopted as presented.

CARRIED

8.2 EDC Task Force

Camilla Brown summarized the report that was circulated to the committee and highlighted the following:

- Background and purpose of Task Force was to explore solutions for those starting new businesses in Maple Ridge to help improve interactions with the City and gather feedback;
- 9 local businesses participated in the questionnaire and provided personal experiences;
- Overall experience for setting up a business in Maple Ridge was below average;
- Challenges and obstacles with operations including timeline, communication and customer service.

R/2021-011

It was moved and seconded

That Economic Development Committee receive the final report of the EDC Task Force for conclusion; and further

That the Economic Development Committee submit a request for a special closed meeting with Mayor/Council to present the report and recommendations.

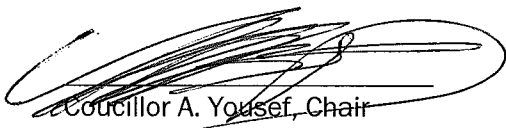
CARRIED

9. ROUNDTABLE - NIL

10. ADJOURNMENT

There being no further business, the meeting adjourned at 5:50 p.m.

The next regular meeting of the Economic Development Committee will be held on Thursday, June 3, 2021 at 4:00 pm.



Councillor A. Yousef, Chair