

THE CORPORATION OF THE CITY OF PORT COQUITLAM

ECONOMIC DEVELOPMENT COMMITTEE

A regular meeting of the Economic Development Committee was held in the Planning Department on: Thursday, February 14th at 12 noon p.m.

In attendance were:

Alderman R. Talbot, Chairman

Also in attendance were:

Carlos Felip, Director of Planning

Donna Vyse, Junior Planner

Larry Wheeler, Parks & Recreation Committee

CONFIRMATION OF MINUTES:

Recommended:

That the minutes of the meeting of the Economic Development Committee held on Thursday, January 31, 1991 be taken as read and adopted.

Carried.

No one voted against.

DEVELOPMENT PROPOSALS:

1. Director of Planning, February 13, 1991
Home & Trade Fair

Recommended:

That the Home & Trade Fair be held on May 24, 25, 26, 1991.

Carried.


No one voted against.

Recommended:

That no political or action groups be authorized to participate in the Home & Trade Fair.

Carried.

No one voted against.


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2. Home & Trade Fair Review:

Discussion regarding the Home and Trade Fair:

a. Advertising

Donna advised the various ads had been scheduled for the Tri-City News and the Now newspapers. There will also be a pull-out advertising section on May 22 in the Tri-City News with the passport, as was in 1990.

b. Banners

Larry Wheeler will look into the costs of creating a special banner for posts around the city, perhaps Wilson Avenue.

c. Arena Security

Larry Wheeler will look into sending a tender out for security services.

d. Food service area ceiling

We are going to do a banner type of ceiling and perhaps carpet the area with turf to create a garden effect for the tea garden. We also discussed special lighting for the staging area and the food service area. The Committee felt that the opening ceremonies could be held in the food service area this year.

e. Registration

Registrations will be mailed on Monday, February 18. After hours message will go on the City Hall message to call Donna at 941-2589.

f. Trophies

There will be trophies for the 1991 Best Booth and other categories and we will have small keeper trophies this year.

g. Signage


The Committee concurred that the City's sign policy be relaxed for the duration of the Home and Trade Fair to advertise the Trade Fair. The Director of Planning will meet with Larry Wheeler to discuss signage around the City.

h. Press Releases

Press releases will be prepared for Council meetings and also be sent to the Chamber of Commerce.

i. B.C. Hydro's Energy Program

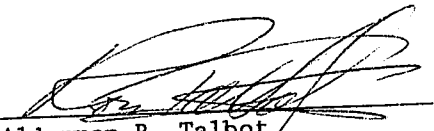
Donna will contact B.C. Hydro to see if they can put a booth in the Trade Fair or do a seminar regarding their energy program.


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The Committee concurred that Alma Stewart be approached to ask her assistance with the Trade Fair, and Carlos and Donna will meet with Alma in the near future.


ADJOURNMENT:

At 1:10 p.m. the meeting adjourned.



Alderman R. Talbot
Chairman

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THE CORPORATION OF THE
CITY OF PORT COQUI M

MEMORANDUM

TO: Economic Development Committee February 13, 1991

FROM: Carlos Felip
Director of Planning

RE: Home & Trade Fair
Economic Development Committee - February 14, 1991

RECOMMENDATION:

That the Home & Trade Fair be held on May 24, 25, 26, 1991.

HOME & TRADE FAIR:

- The following are the key dates for Home & Trade Fair 1991:
Date of the Fair: May 24, 25, 26, 1991
- Registration dates: February 15-28, 1991 - 1990 exhibitors
March 1-20, 1991 - new exhibitors
- Newspaper Ads: March 3, 1991 Exhibitors
March 17, 1991 Public attendance
April 28, 1991 Update inviting public
May 12, 1991 Advertising section
May 19, 1991 Invitation to attend
May 22, 1991


BACKGROUND:

The Home & Trade Fair is being organized under the Economic Development Committee by Planning and Parks & Rec. Contacts have already been made with last year's exhibitors and the local newspapers, and the overall organization is well within schedule.

It is anticipated that the Home & Trade Fair 1991 will be as successful as in previous years.

Carlos Felip, M. Arch., M.C.I.P.
Registered Planner, Director of Planning

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