



ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING

Tuesday, December 2, 2025, 7 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

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1.	<u>CALL TO ORDER</u>		
2.	<u>AGENDA</u>		
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8. CLOSED SESSION

- 8.1 Spruce Grove City Centre Revitalization Incentives - Dave Walker, Jodi
Wrap-Up Report and Next Steps Fulford
Section 29; Advice from officials

- 8.2 Return to Open Session - December 2, 2025

9. BUSINESS ARISING FROM CLOSED SESSION

10. ADJOURNMENT

- 10.1 Adjournment - Economic Development Advisory Committee - December 2,
2025

55



REQUEST FOR DECISION

MEETING DATE: December 2, 2025

TITLE: Adoption of the Agenda - Economic Development Advisory Committee - December 2, 2025

DIVISION: Strategic and Communication Services

SUMMARY:

Committee members are provided the opportunity to add items they would like to discuss during the meeting, remove items, or change the order of proceedings.

PROPOSED MOTION:

THAT the agenda be adopted as presented.

BACKGROUND / ANALYSIS:

The agenda sets the course of action for the meeting. This ensures the business of the day is followed through and completed as required.

The agenda is approved by a motion of the Committee and must be passed by a majority of the members present. Once the agenda is approved, no further changes may be made unless approved by the majority of the Committee members present.

OPTIONS / ALTERNATIVES:

THAT the agenda be adopted as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: December 2, 2025

TITLE: Minutes - Economic Development Advisory Committee - September 18, 2025

DIVISION: Strategic and Communication Services

SUMMARY:

The minutes of the previous Economic Development Advisory Committee meeting are placed on the agenda for approval.

PROPOSED MOTION:

THAT the September 18, 2025 Economic Development Advisory Committee meeting minutes be approved as presented.

BACKGROUND / ANALYSIS:

The Economic Development Advisory Committee meeting minutes are the official written record of the actions that took place during the meeting; a snapshot of the decisions that the Committee made and the outcome of the vote.

The minutes are written without notes or transcribing of discussions that may have taken place during an agenda item.

Committee members review the minutes prior to the meeting to review for any changes that may need to be made. A motion for an amendment is required if an error has been noted. If there are no amendments to the minutes, a motion to approve the minutes as presented is made by a member of the Committee. The minutes are signed by the Chair and the Recording Secretary.

A copy of the minutes will be included in a future Regular Council Meeting agenda package.

OPTIONS / ALTERNATIVES:

THAT the September 18, 2025 Economic Development Advisory Committee meeting minutes be approved as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



THE CITY OF SPRUCE GROVE

Minutes of Economic Development Advisory Committee

September 18, 2025, 7 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

- Members Present:**
- Councillor Carter, Chair
 - Councillor Houston, Vice-Chair
 - Councillor Oldham
 - Bruce Mullett, Commercial Sector Representative
 - Charlene Bell, Public-at-Large
 - Teresa Bateman, Public-at-Large
 - Tyler Perozni, Commercial Sector Representative
 - Victor Moroz, City Centre Business Association Representative
(attended virtually)
- Members Absent:**
- Don Cooper, Industrial Sector Representative
 - Kelly John Rose, Greater Parkland Regional Chamber Representative
- Also in Attendance:**
- Anika Gutowski, Economic Development Marketing Advisor
 - Monique Pelletier, Economic Development Specialist - Business Development
 - Dave Walker, Administrative Liaison

Jodi Fulford, Economic Development Specialist - Commercial
Karla Daniels, Economic Development Specialist - Industrial
Nicole Hitchens, Recording Secretary

1. CALL TO ORDER

Councillor Oldham called the meeting to order at 7:03 p.m.

Councillor Carter joined the meeting at 7:04 p.m.

2. AGENDA

**2.1 Adoption of the Agenda - Economic Development Advisory Committee -
September 18, 2025**

Resolution: EDAC-015-25

Moved by: Tyler Perozni

THAT the agenda be adopted as presented.

Unanimously Carried

3. MINUTES

**3.1 Approval of Minutes - Economic Development Advisory Committee - June 24,
2025**

Resolution: EDAC-016-25

Moved by: Charlene Bell

THAT the June 24, 2025 Economic Development Advisory Committee meeting minutes be approved as presented.

Unanimously Carried

4. CLOSED SESSION

Resolution: EDAC-017-25

Moved by: Teresa Bateman

THAT the Economic Development Advisory Committee go into Closed Session at 7:05 p.m. under the following section(s) of the *Access to Information Act*:

Item 4.1 Spruce Grove City Centre Incentives - Presentation of Draft Report

Section 29; Advice from officials

Item 4.2 Spruce Grove Event Tourism Strategy - Presentation of Draft Strategy

Section 29; Advice from officials

Unanimously Carried

Councillor Oldham relinquished the Chair, and Councillor Carter resumed as Chair, of the Economic Development Advisory Committee meeting at 7:06 p.m.

4.1 Spruce Grove City Centre Incentives - Presentation of Draft Report

The following persons were also in Closed Session to provide information or administrative support for item 4.1 Spruce Grove City Centre Incentives - Presentation of Draft Report:

Dave Walker, Jodi Fulford, Karla Daniels, Monique Pelletier, Anika Gutowski, Nicole Hitchens, and Andrew Fayn, Senior Vice-President, MXD Development Strategies Ltd.

4.2 Spruce Grove Event Tourism Strategy - Presentation of Draft Strategy

The following persons were also in Closed Session to provide information or administrative support for item 4.2 Event Tourism Strategy - Presentation of Draft Strategy:

Dave Walker, Jodi Fulford, Karla Daniels, Monique Pelletier, Anika Gutowski, Nicole Hitchens, and Meaghan Carey, Partner, RC Strategies.

4.3 Return to Open Session - September 18, 2025

Resolution: EDAC-018-25

Moved by: Tyler Perozni

THAT Committee return to Open Session at 8:28 p.m.

Unanimously Carried

5. **BUSINESS ARISING FROM CLOSED SESSION**

There was no Business Arising from Closed Session.

6. **DELEGATIONS**

There were no Delegations on the agenda.

7. **ADMINISTRATIVE UPDATES**

7.1 **Industrial Land Incentives Program Update**

Dave Walker, Administrative Liaison, provided a presentation on the Industrial Land Incentive Program.

Committee thanked Dave Walker for the presentation.

7.2 **Early-Stage Business Support Program Update**

Monique Pelletier, Economic Development Specialist - Business Development, provided a presentation on the Early-Stage Support Program.

Committee thanked Monique Pelletier for the presentation.

8. **BUSINESS ITEMS**

8.1 **Economic Development Advisory Committee 2025 Meeting Schedule Amendment**

Dave Walker, Administrative Liaison, provided a presentation on the Economic Development Advisory Committee 2025 Meeting Schedule Amendment.

Committee thanked Dave Walker for the presentation.

Resolution: EDAC-019-25

Moved by: Charlene Bell

THAT the Economic Development Advisory Committee 2025 Meeting Schedule be amended by scheduling an additional meeting on December 2, 2025.

Unanimously Carried

9. **INFORMATION ITEMS**

There were no Information Items on the agenda.

10. **ADJOURNMENT**

10.1 **Adjournment - Economic Development Advisory Committee - September 18, 2025**

Resolution: EDAC-020-25

Moved by: Tyler Perozni

THAT the Economic Development Advisory Committee meeting adjourn at 8:48 p.m.

Unanimously Carried

Danielle Carter, Chair

Nicole Hitchens, Recording Secretary

Date Signed



REQUEST FOR DECISION

MEETING DATE: December 2, 2025

TITLE: City of Spruce Grove Wayfinding Project

DIVISION: City Manager's Office

SUMMARY:

The City of Spruce Grove is improving its signage system for roads, parks, trails, and the City Centre, creating a unified, accessible, and safe wayfinding system with a distinct sub-brand for downtown. Cygnus Design Group will audit current signs, engage the community, and design new signs. The project includes a strategic plan for implementation and maintenance and runs from late 2025 to mid-2026.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The City's wayfinding project is a full redesign of how people navigate Spruce Grove through roads, parks and trails and the City Centre. It creates one unified system of signs that is clear, accessible, safe, and easy for residents and visitors to follow. It also gives the City Centre its own distinct sub-brand so downtown stands out as a unique district while still fitting within the larger city system.

The work includes a full signage audit, design concepts, and a strategic plan for implementation and long-term maintenance. It supports storytelling, placemaking, and local business visibility while improving how people move through the community. Overall, it's about helping people connect with Spruce Grove in a more welcoming and intuitive way.

The consultant working on the project is Cygnus Design Group. They are helping to rebuild all of the City's signage so people can move around Spruce Grove more easily. They will look at

everything we have now, talk to the community, and determine what needs to be fixed or added. Then they will design a full set of new signs for parks, trails, and the City Centre which will include a unique look for downtown that still fits with the rest of the city.

A key part of the project is to engage with the members of the City's Economic Development Advisory Committee to obtain feedback and perspective on the project goals and what elements should be considered in the final wayfinding design and standards.

The consultant will provide the following deliverables for the project:

- a report on what needs to change
- early design ideas
- detailed drawings of every sign
- a final guide that tells us how to build and install everything

The full project runs from late 2025 to mid-2026.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

City of Spruce Grove Civic Wayfinding Initiative

**Economic Development Advisory Committee Workshop
2 December 2025**

Cygnus

www.cygnus.group

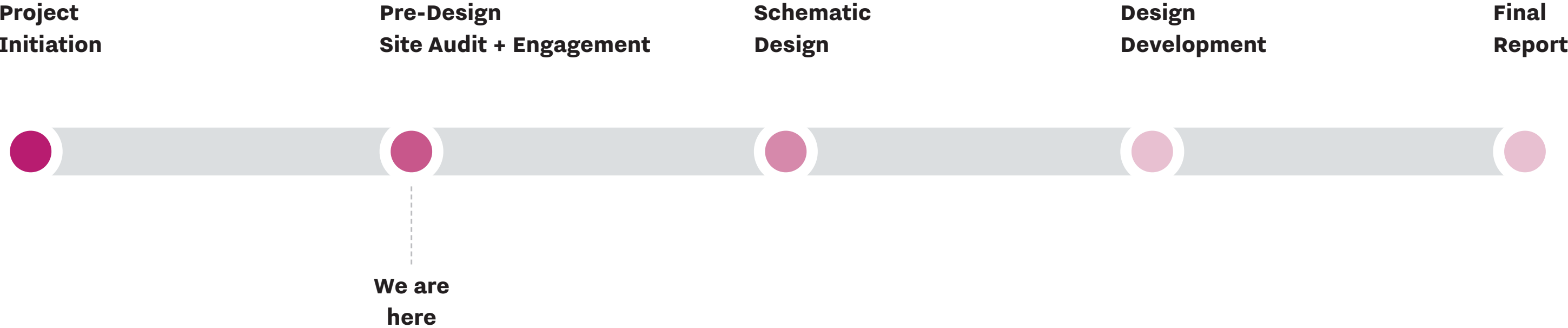
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Section 1

Introduction



To provide our expertise alongside City of Spruce Grove stakeholders to develop a city-wide wayfinding strategy.



Section 2

Wayfinding

Why Wayfinding Matters to You

Residents

- Makes it easier to explain your city to guests.
- Encourages walking, biking, and transit.
- Fosters pride and belonging.
- Reinforces Spruce Groves identity and sense of place.
- Improves everyday convenience.

Tourists & Visitors
(Business Owners)

- Helps people explore confidently and independently.
- Builds a positive first impression of Spruce Grove.
- Connects visitors to cultural and natural destinations.
- Keeps people engaged longer in your community.
- Brings more foot traffic.

City Staff

- Reduces repeat questions and confusion.
- Aligns with accessibility and inclusion goals.
- Supports customer service and operations.
- Strengthens the City’s brand and identity.
- Integrates with broader strategies (parks, tourism)



Spruce Grove is a growing and connected city with a strong sense of community. Its expanding downtown, network of parks and trails, and focus on accessibility support a welcoming environment for residents, businesses, and visitors alike.



Objective 1 - Create a User-Friendly & Cohesive Wayfinding System

Unify signage across the city for a consistent and intuitive navigation experience.

Support multi-modal travel (walking, cycling, and driving).

Objective 2 - Improve Navigation & Connectivity

Clarify routes and key destinations to reduce confusion.

Strengthen connections between downtown, neighborhoods, and parks.



Objective 3 - Ensure Accessibility & Inclusivity

Design signage that supports navigation for all ages and abilities, including people with disabilities, newcomers, and diverse users.

Ensure the system is inclusive, welcoming, and easy to understand.

Objective 4 - Support Economic & Cultural Identity

Enhance tourism, local business visibility, and community engagement.

Align signage with branding and heritage. Highlight iconic places, natural features, and historic or commemorative sites that define Spruce Grove.



Objective 5 - Integrate Digital & Physical Wayfinding

Leverage digital maps, apps, and real-time navigation tools.

Ensure physical signage aligns with online wayfinding resources.

Objective 6 - Provide a Cost-Effective & Sustainable Strategy

Balance affordability with durability for long-term maintenance.

Use sustainable materials and future-proof design solutions.



Section 3

Wayfinding Precedents

WAYFINDING PRECEDENTS

Case Study - Town of Vegreville

Client

Town of Vegreville

Location

Vegreville, AB

Population

6,100

Completed

2018–ongoing

Design Firm

Cygnus Design Group

Overview

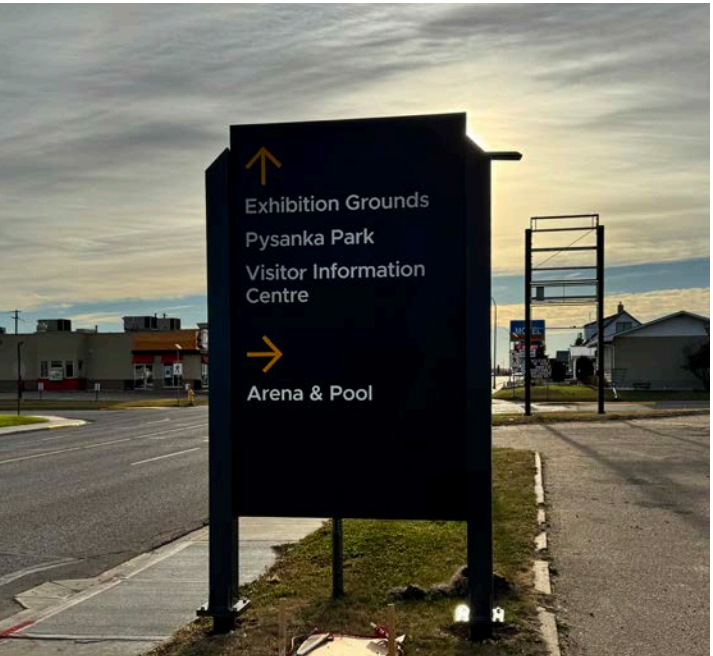
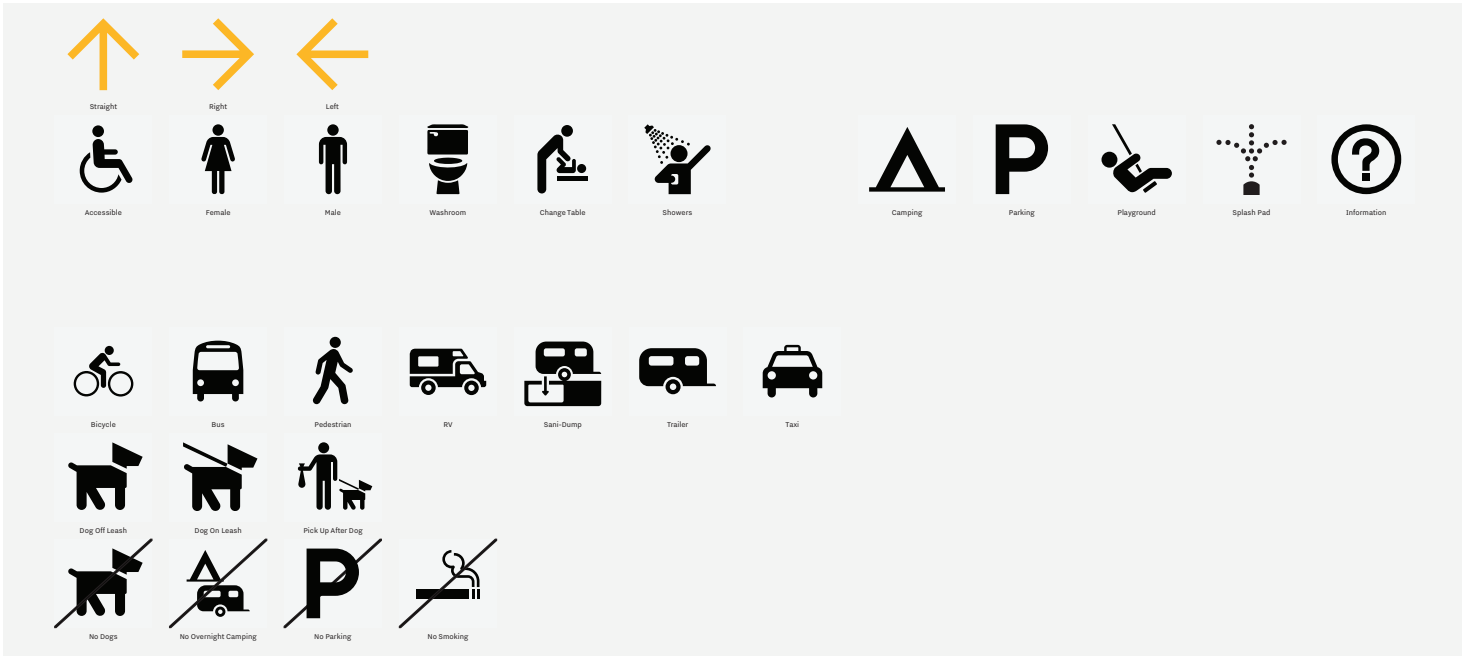
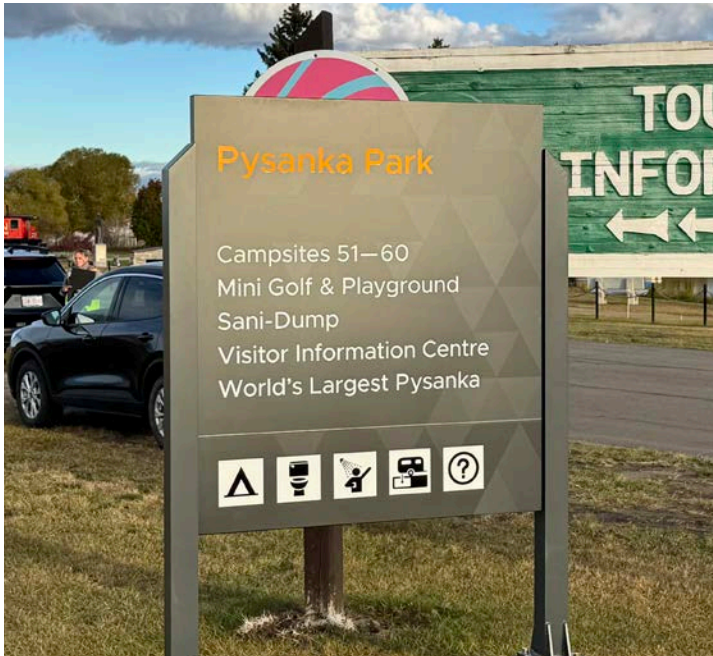
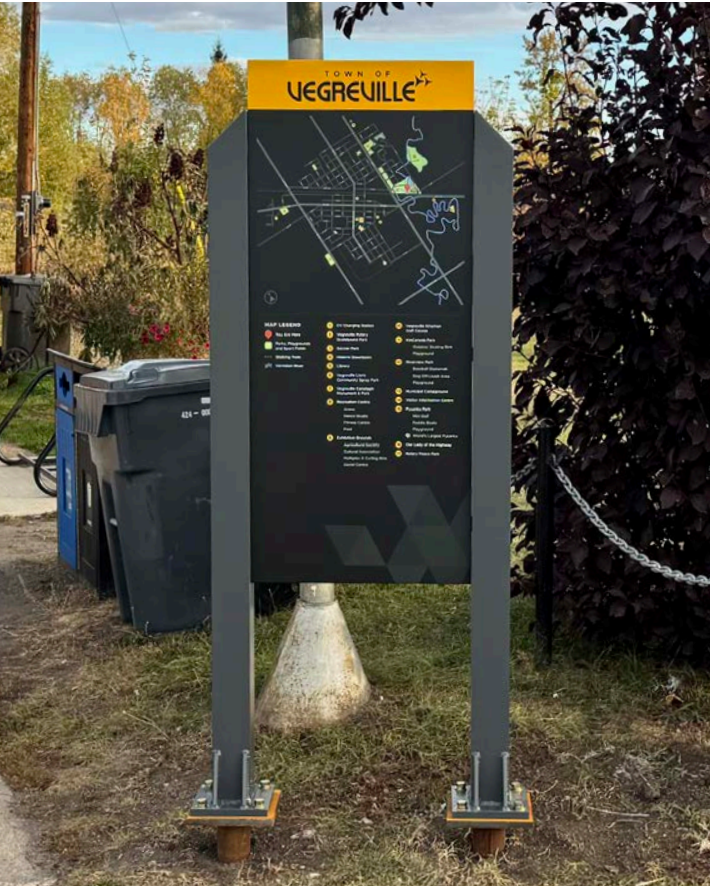
In 2023, the Town of Vegreville, a community of approximately 5,700 people in central Alberta, recognized an opportunity to enhance both the resident and visitor experience through the development of a new signage program. The Town collaborated with Cygnus to create a unified and contemporary presence across the municipality. The comprehensive project’s primary goals were to increase civic pride among residents and elevate the overall visitor experience by ensuring a cohesive look and feel. Cygnus initiated the revitalization with a thorough wayfinding audit of existing signage and destinations.

Following the audit, they developed new signage standards that successfully integrated the Town’s updated logo and branding. To guarantee consistent implementation and streamline future execution across Vegreville, the program included the creation of an online ordering platform for all municipal signage.



WAYFINDING PRECEDENTS

Case Study - Town of Vegreville



WAYFINDING PRECEDENTS

Case Study - Town of Okotoks

Client
Town of Okotoks

Location
Okotoks, AB

Population
33,000

Completed
2023

Design Firm
Cygnus Design Group

Overview
The Town of Okotoks, a dynamic community near Calgary known for its natural beauty and commitment to sustainable development, initiated a town-wide wayfinding project to strengthen its distinct local identity and draw residents and visitors back to its historic downtown core. After recent suburban expansion, the town sought to position itself as a unique community—not merely a suburb—while embodying a balance of progress and tradition. The project began with extensive engagement workshops involving both municipal staff and the public, as well as a site audit of existing signage and destinations. This process confirmed the town’s core value of balancing economic growth with heritage preservation. The outcome is a clean, modern sign system that effectively guides people to key destinations via all modes of transportation, successfully bringing the town into the modern era while instilling a renewed sense of civic pride and preserving its core community values.



WAYFINDING PRECEDENTS

Case Study - Town of Okotoks



WAYFINDING PRECEDENTS

Case Study - City of Revelstoke

Client
City of Revelstoke

Location
Revelstoke, BC

Population
8,200

Completed
2019–2023

Design Firm
Cygnus Design Group

Overview
Located in the heart of the Selkirk Mountains, the City of Revelstoke launched a comprehensive, fully integrated signage and wayfinding initiative to enhance visitor experience and civic pride, building upon a 2019 tourism rebrand. The project’s central goal was to connect locals and travelers to Revelstoke’s diverse natural and cultural assets, encouraging exploration beyond the highway and into the vibrant downtown and recreation areas.

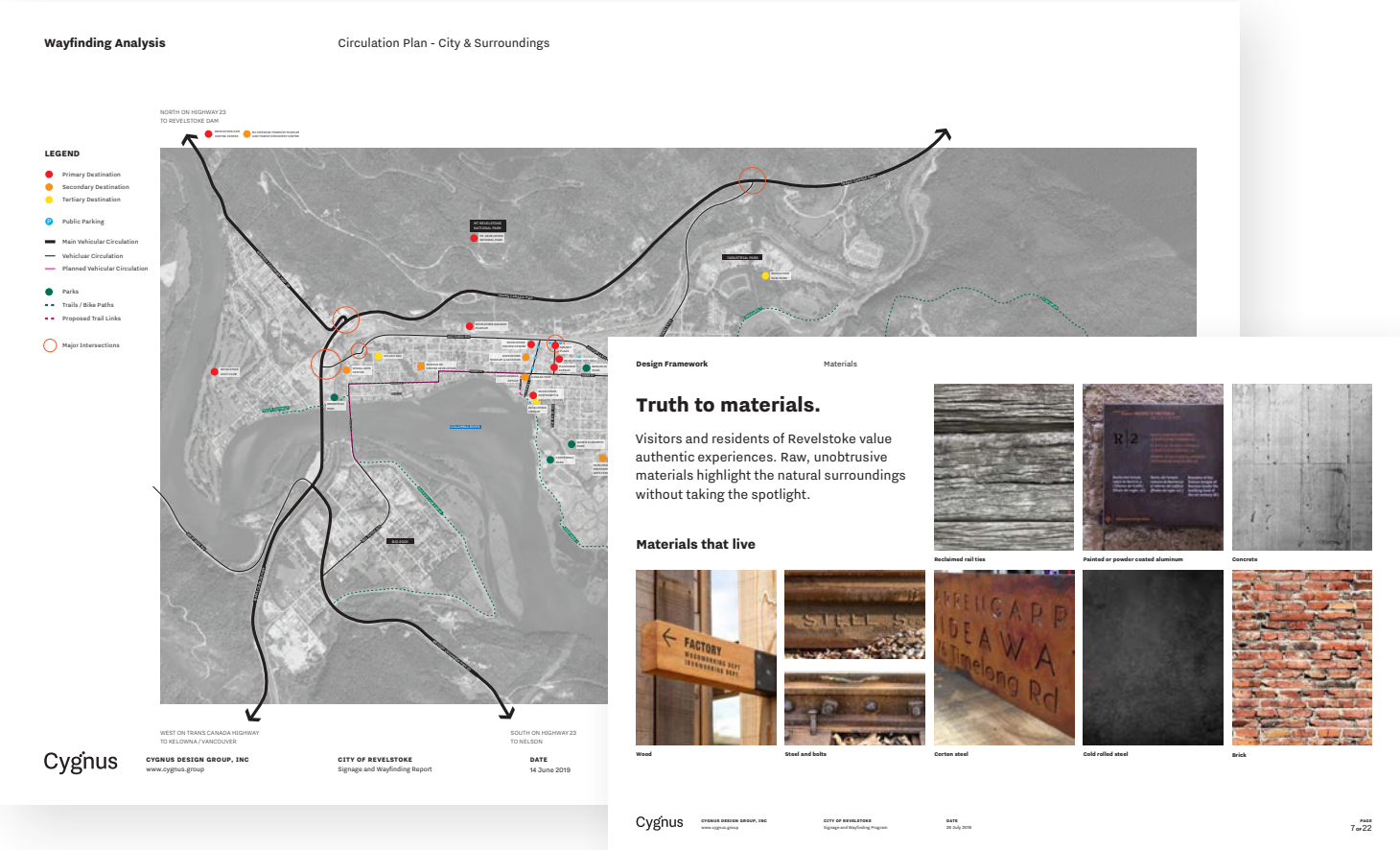
To craft this citywide strategy, Cygnus conducted extensive stakeholder engagement and research. These valuable insights informed a detailed Recommendations Report outlining materials, zoning strategies, and a phased implementation plan for sustainability.

The resulting signage family beautifully reflects the city’s natural beauty and heritage. Designs feature earthy tones and corten steel textures, drawing inspiration from Mount Begbie’s silhouette. The new system unifies navigation across the city, prioritizing sustainability and cost-efficiency by reusing many existing sign structures. Complementary placemaking strategies like community art banners and photo-frame installations further celebrate Revelstoke’s unique identity.



WAYFINDING PRECEDENTS

Case Study - City of Revelstoke



Section 4

Workshop Questions

Question 1

Question 1

How can improvements to signage in the City Centre help support the city’s economic goals?

Goals such as: Attracting investment, improving business vitality and strengthening district’s identity

Question 2

Question 2

From your perspective, what types of gateways, cultural markers or district-defining elements would most effectively signal the City Centre as a unique and desirable destination?

Question 3

Question 3

Looking ahead, how would you define success for this wayfinding program?

What would make you feel it’s working well for your community?

Question 4

Question 4

Are there policy, development, or regulatory considerations we should be aware of that could support or constrain implementing new wayfinding signage?



REQUEST FOR DECISION

MEETING DATE: December 2, 2025

TITLE: Early-Stage Business Support Program Update and Next Steps

DIVISION: City Manager's Office

SUMMARY:

The presentation will provide an update of the Early-Stage Business Support Program (EBSP). The EBSP is designed to foster entrepreneurship growth and support early-stage businesses in Spruce Grove. This presentation will provide an update on the progress of the EBSP, including the SMARTstart program, and other efforts.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The EBSP aims to enhance the local economic ecosystem by supporting small businesses and startups, as outlined in the City's Strategic Plan 2022 - 2025 (Goals 10 and 13).

The EBSP includes several initiatives including the SMARTstart program, a partnership with Community Futures Centre West. The SMARTstart program, which launched on February 3, 2025, is a foundational component in supporting early-stage businesses by providing entrepreneurial support through online learning, in-person / virtual workshops, and mentorship.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

On May 8, 2025, a Welcome Launch Kick-off was held to bring together the entrepreneurs, mentors, and program supporters. This evening included a speed connecting session between the entrepreneurs and the mentors, that served as part of the matching process.

The inaugural 2025 SMARTstart cohort was formed with seventeen entrepreneurs and seventeen mentors.

On May 28, 2025, the entrepreneurs participated in their first workshop, “Monsters Under the Bed - Identifying Your Fears”, and have since completed 12 of 12 workshops.

Workshops include topics on Business and Strategic Planning, Legal Matters, Insurance, Cyber Security, Financial Tools and Reports, Financing, Taxation, Branding, Marketing, AI, and Networking.

Entrepreneurs and mentors also gathered over two peer-to-peer sessions, to inspire participants through a panel discussion and a roundtable discussion with insights from local entrepreneurs at different stages of their business evolution.

The SMARTstart program will wrap up with a Celebration Event on December 11, 2025. To recognize the success of the entrepreneurs’ hard work throughout the program and celebrate with all the mentors, facilitators, and supporters of the program.

IMPLEMENTATION / COMMUNICATION:

Ongoing collaborations with organizations such as Community Futures, Business Link, Edmonton Regional Innovation Network (ERIN), and Technology Alberta. The coalition of organizations in the Edmonton region that support innovation startups and enterprises. They provide support services aimed at assisting innovation companies to improve market readiness to increase profitability and longevity.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

An approved budget of \$15,000 for the first year of the program was approved and is part of the Economic and Business Development operating budget.

Early-Stage Business Support Program

Economic & Business Development Department
Presentation to EDAC – December 02, 2025

Early-Stage Business Support Program

Agenda

- Summary
- Updates
- Next steps



Early-Stage Business Support Program

Summary:

Launched the **SMARTstart** program on February 03, 2025



- An award winning & successful entrepreneurial training program
- 50-to-60-hour program over 8 months, in cohorts of up to 20 entrepreneurs and 20 mentors
- That provides:
 - **Online training** – through Masterclass at Work and the GoForth Institute
 - **Workshops** – 12 workshops, delivered aprox. twice per month facilitated by local experts
 - **Mentorship** - established business owners from the community paired with entrepreneurs
 - **Entrepreneurs** – complete the program with a business, feasibility study, or strategic plan for their business or business idea

Early-Stage Business Support Program

Updates:

- 2025 SMARTstart cohort has 17 entrepreneurs and 17 mentors
- Entrepreneurs have completed 12 of the 12 workshops:
 - Identifying Fears
 - Business & Strategic Planning
 - Legal Matters
 - Insurance for Small Business
 - Cyber Security
 - Financial Tools & Reports
 - Financing
 - Taxation
 - Branding
 - Marketing
 - Artificial Intelligence
 - Networking

Early-Stage Business Support Program

Updates:

- Entrepreneurs & Mentors gathered over two Peer-to-Peer sessions, to inspire participants through a panel discussion and roundtable discussions and with insights from entrepreneurs at different stages of their business evolution.
- Entrepreneurs are working on their business, feasibility, or strategic plan, with support from their mentors.
- Entrepreneurs complete online learning throughout the program
- Entrepreneurs will receive a Certificate of Completion at the end of the program
- SMARTstart will wrap up with a Celebration Event on Dec 11th

Early-Stage Business Support Program 2025 SMARTstart Cohort



Early-Stage Business Support Program

Next steps:

1. SMARTstart will launch again Feb 2026 for a new cohort, and will run from March – November
2. Once successful implementation of the **SMARTstart** program, we will consider secondary programing, potentially to support a broader range of entrepreneurs outside of SMARTstart.

The **Early-Stage Business Support Program** will increase the chances of business success rate and will adapt and change over time to meet the needs of Small Businesses in our community.

Thank you!

Economic & Business Development



REQUEST FOR DECISION

MEETING DATE: December 2, 2025

TITLE: Spruce Grove Event Hosting Strategy - Project Update

DIVISION: City Manager's Office

SUMMARY:

The Event Hosting Strategy Project Update will be presented to the Economic Development Advisory Committee for information.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

As identified in EDAC's 2025 work plan, "Tourism Attraction" remains a key focus area for promoting Spruce Grove as a destination for events that drive economic benefit.

The City retained RC Strategies to develop an Event Hosting Strategy aimed at enhancing the City's ability to attract and support sporting, cultural, and business events.

The intent of the presentation is to provide an update on the project including key objectives and next steps.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

EVENT HOSTING STRATEGY: PROJECT UPDATE

Presented December 2, 2025
Department of Economic & Business Development

THE OPPORTUNITY: AMPLIFY SPRUCE GROVE

- Strong history of hosting major events with solid community and facility support
- Clear potential to grow event tourism through better coordination and marketing
- Chance to build signature events that reflect Spruce Grove's identity
- A structured strategy strengthens partnerships, planning, and investment
- Events drive real economic impact through visitor spending and local business activity

PROJECT OVERVIEW

- Project completed and final report received
- Study explored Spruce Grove's current and future capacity for event hosting and tourism development
- Key objectives:
 - Identify opportunities to grow event tourism
 - Assess local and regional market potential
 - Recommend a clear framework for implementation and partnerships

KEY FINDINGS



- Spruce Grove has a proven track record of hosting successful events, has strong community assets and regional appeal
- Growing recognition that strategic event hosting can generate economic activity
- Opportunity to celebrate the City's identity, tell our unique story and build civic pride
- Identified gaps: coordination, marketing, and event support structure

RECOMMENDATIONS FROM THE REPORT



- Establish a Tourism & Event Hosting Steering Committee to coordinate planning, partnerships and accountability
- Use of evaluation criteria for future event selection and investment decisions to support securing 1 to 2 A-level events
- Leverage partnerships (regional tourism, Explore Edmonton, local organizers) & invest in promotion and marketing tools to strengthen regional visibility

NEXT STEPS

- Briefing with Administration
- Council presentation
- Return to EDAC in Q1 2026
- Steering Committee setup in Q2/3 2026



REQUEST FOR DECISION

MEETING DATE: December 2, 2025

TITLE: 2026 Economic Development Advisory Committee Meeting Dates

DIVISION: City Manager's Office

SUMMARY:

The Economic Development Advisory Committee (EDAC) establishes an annual meeting schedule. In preparation of bringing forward the proposed 2026 Meeting Schedule, the intent of this Request for Decision is to gather current member availability, meeting preferences, and general feedback to consider.

Administration proposes that EDAC members hold Tuesday, January 20, 2026 in their calendar for the 2026 Organizational Meeting until the new EDAC members are appointed by Council on December 8, 2025. After the new EDAC members are appointed, Administration will confirm their availability and finalize the date of the Organizational Meeting with all EDAC members.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The Economic Development Advisory Committee Bylaw directs the Committee to establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings, and meet on a quarterly basis.

EDAC has historically met from 7 - 9 p.m. but, for 2026, Administration proposes changing the meeting time to 6 - 8 p.m. Meetings will continue to be held in the Poplar Room at City Hall.

The purpose of this Request for Decision is to:

1. Tentatively schedule the Committee's 2026 Organizational Meeting, and
2. discuss availability and meeting preferences of the members to help establish the 2026 Meeting Schedule.

Based on feedback from committee members, a final 2026 Meeting Schedule will be brought forward for consideration and approval at the organizational meeting in early 2026.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: December 2, 2025

TITLE: Adjournment - Economic Development Advisory Committee -
December 2, 2025

DIVISION: Strategic and Communication Services

SUMMARY:

Adjournment indicates the end of the meeting and the completion of the agenda items.

PROPOSED MOTION:

THAT the Economic Development Advisory Committee meeting adjourn at TIME p.m.

BACKGROUND / ANALYSIS:

The Chair shall ask for a motion from the Committee. Once the motion has been made and the members vote, the meeting is now complete.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a