

THE CORPORATION OF THE CITY OF PORT COQUITLAM

ECONOMIC DEVELOPMENT COMMITTEE

A regular meeting of the Economic Development Committee was held in the 2 Floor Meeting Room on: Thursday, March 28, 1991 at 4:30 p.m.

In attendance were:

Alderman R. Talbot, Chairman
Alderman M. Thompson, Co-Chairman

Also in attendance were:

Mr. C. Felip, Director of Community Planning
Donna Vyse, Junior Planner
Elma Stewart

Sub Committee: Ann Pynenburg - Entertainment
Valerie Harvey - Opening Ceremonies

CONFIRMATION OF MINUTES:

Recommended:

That the minutes of the meeting of the Economic Development Committee held on Thursday, March 21, 1991 be taken as read and adopted.

Carried.

1. Home and Trade Fair

Opening Ceremonies

Discussion was held on preparation for the Opening Ceremonies. Valerie Harvey is coordinating the arrangements. The Opening Ceremonies will be held from 5:00 p.m. to 6:30 p.m.

Entertainment

Ann Pynenburg reviewed the list of participants in the entertainment area, she is awaiting confirmations from Maz and Me's and the barbershop quartet.

Master of Ceremonies: no report

Tea Garden

Discussion was held on the Tea Garden, and Carlos advised that the Tea Garden is cancelled. We will use the expanded food service and entertainment to serve in its place.

Arena

Booth Tenders:

The booth tender has been received and the company will be awarded in the next few days.

Security Tenders:

The security tender will be going out shortly.

Signage:

Further study will be carried out on the signage.

Antique Cars

Ike DeBoer and Bill Ledlin are making arrangements to have antique cars on exhibit in the arena during the Trade Fair.

Food Service Area

Ceiling:

The Ceiling preparations - Bev Irvine and Larry Wheeler are looking into this.

Registrations:

Registrations paid and including those that we are expecting now stands at 105.

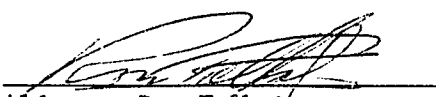
2. Small Business Guide to Regional and Economic Development

Discussion was held. A resolution was passed that a letter be sent to the Honorable Bud Smith regarding home based businesses in Port Coquitlam and inquiring to what assistance would be available to the City.

Carried


ADJOURNMENT:

At 5:45 p.m. the meeting adjourned.


Alderman Ron Talbot
Chairman

DV/k11

ID453-49/50


MAR 28 1991



Province of
British Columbia

OFFICE OF THE
MINISTER

Ministry of
Regional and
Economic Development

Parliament Buildings
Victoria
British Columbia
V8V 1X4

March 1991

His Worship Mayor Len Traboulay
Mayor of the City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, BC
V3C 2A8

Dear Mayor Traboulay:

Operating a business, particularly in tough economic times, is both challenging and rewarding. As Minister of Regional and Economic Development, I want to ensure that the rewards far outweigh the challenges.

To that end, I have made a commitment to work with the business community to help keep taxes down, to cut red tape and to reduce the burden of paperwork.

The Ministry of Regional and Economic Development has a mandate to promote diversification and sustainable economic growth in all regions of the Province. We are especially committed to fostering the growth of small and medium sized businesses and businesses involved in value-added manufacturing.

Like the private sector, the Ministry of Regional and Economic Development is dedicated to meeting the needs of our clients. As part of that commitment, I am pleased to provide you with a copy of "The Small Business Person's Guide to the Ministry of Regional and Economic Development."

I am also enclosing information on the Job Protection Commission - one of the key components of the Provincial government's recently announced Taxpayer Protection Plan.

My Ministry staff and I are here to work with businesses to create economic opportunities in all regions of the Province. Working together, we can protect jobs, paycheques, businesses, communities and the quality of life in British Columbia.

If you would like more information on the Ministry of Regional and Economic Development and the programs and services we provide, please complete the enclosed reply card and return it to me in the self-addressed envelope. I look forward to hearing from you.

Sincerely,

Bud Smith, Q.C.
Minister

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CREATING A CLIMATE FOR GROWTH



Bud Smith, Q.C.
Minister of Regional and
Economic Development

MESSAGE FROM THE MINISTER

Small businesses are the backbone of British Columbia's economy. They create 95 per cent of all new jobs in the province and annually generate \$37 billion in gross operating revenues.

The men and women who operate small businesses in British Columbia are leading the province's economy into the 90s. This vital and thriving sector provides the greatest opportunities for sustainable development, economic diversification and value-added production.

Creating a climate for growth of small business is one of the cornerstones of the economic development strategy of the Government of British Columbia. The Ministry of Regional and Economic Development offers a number of

programs and services which encourage entrepreneurship and foster small business development. Programs and services range from financial and equity incentives to business advice and strategic support.

We work in partnership with small business people in all regions of the province; from the home-based business in the Peace River to the manufacturer of advanced technology products on Vancouver Island.

This edition of *British Columbia Talks Business* highlights small business and the important contribution that small business operators make to the province's economy.




THE SMALL BUSINESS PERSON'S GUIDE TO THE MINISTRY OF REGIONAL AND ECONOMIC DEVELOPMENT

The Ministry of Regional and Economic Development offers a wide range of programs and services specifically designed for the small business person. We can help you with everything from start up to expansion to marketing. We can provide guidelines for business plans, loan guarantees to help you get started, and seminars and conferences to help you stay on top of the latest business trends and developments.

Programs To Help You With Your Business

The **HOME-BASED BUSINESS (HBB)** Program is designed to help you successfully start and manage a business in your own home. Our comprehensive services include a self-study how-to manual and a telephone hotline to answer your HBB questions. The HBB program conducts two regular workshops on tested

business practices. Workshop 1 teaches you how to do a market survey, write a business plan and set up your business at minimal cost. Workshop 2 will teach you how to market, scale-up production and manage your business. The Ministry also arranges a regular **B.C. Creative Arts Show** to help home-based businesses market their products at the wholesale level. **Contact 1-800-663-3444, or in Vancouver call 660-3900.**


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The BUSINESS START UP Program promotes success for new businesses by providing access to funding through loan guarantees. This program is designed to make it easier for entrepreneurs with viable, well-researched business proposals to get the financing they need to succeed. If you're eligible, you can obtain a personal loan of up to \$15,000 from a participating financial institution - and it's guaranteed by the Government of British Columbia.
Contact 1-800-663-2787, or in Victoria call 387-0320.

It is the mission of the Ministry of Regional and Economic Development to promote environmentally sound economic growth and diversification, and to ensure access to government services, in all regions of the province.

The SMALL BUSINESS ASSISTANCE Program helps your small to medium-sized business establish, modernize or expand through direct access to loans. We'll also help you with easier access to working capital by providing loan guarantees. This program is for businesses involved in manufacturing, value-added processing and the high technology industry. For direct loans you must be engaged, or about to be engaged in the manufacturing or processing of products with export potential, products that increase the use of domestic resources or high technology products. Low interest loans of up to 50 per cent of eligible capital costs, for a maximum of \$500,000 are available to qualified businesses.
Contact 1-800-663-3444. In Victoria call 387-0315, or in Vancouver call 660-4169.

The BUSINESS EXPANSION Program has been developed to ensure that you can receive adequate financing for medium to large-scale projects in the province. If your business engages in manufacturing or value-added processing, introduces a new product to the province, develops high technology products or if you're about to modernize your plant using state-of-the-art technology, you may qualify for a direct loan or loans guaranteed by the Government of B.C. Loans of up to 30 per cent of eligible capital costs (not less than \$2 million) will be considered, increasing to 50 per cent for projects located outside the Greater Vancouver Regional District. Loan guarantees of up to 75 per cent of the total loan (85 per cent outside the GVRD) will be provided to qualified businesses.
Contact 1-800-663-3444. In Victoria call 387-0315, or in Vancouver call 660-4169.

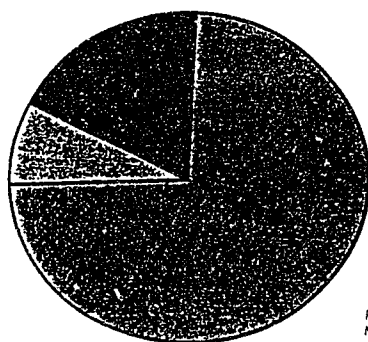
The EQUITY CAPITAL Program (formerly the Small Business Venture Capital Program) is designed to encourage British Columbia residents and corporations to make equity capital investments in British Columbia businesses. Businesses that diversify the

economy (value-added activities), export out of the province or displace imports of goods and services can benefit from the Equity Capital Program. The program encourages Venture Capital Corporations to invest in B.C. businesses by providing tax credits of up to 30 per cent of their investments. The refundable tax credit is used to offset income tax otherwise payable and any excess is refunded directly to the investor.
Contact 1-800-665-6597, or in Victoria call 387-0225.

"It was only two days before I won approval for the start-up help (under the Provincial Government's Business Start Up Program). - Michael Golchuk, founder, Dreamworks Software Development Inc., Williams Lake.

The EMPLOYEE INVESTMENT Program is designed to assist employees to invest directly in the company for which they work (Employee Share Ownership Plan). The program assists with indirect investment in eligible business by pooling investment funds of employee groups and labour organizations (Employee Venture Capital Corporations). A

BRITISH COLUMBIA NUMBER OF FIRMS BY EMPLOYMENT SIZE, ALL INDUSTRIES 1988



Total: 123,132 Businesses

Prepared by the Planning & Statistics Division
Ministry of Finance & Corporate Relations

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TRADE SHOWS AND EVENTS FOR THE SMALL BUSINESS PERSON

Globe 90 was held in co-operation with a number of ministries to bring together business and environmentalists from around the world to focus on practical solutions to environmental issues while promoting sustainable economic development. The next conference will be held in 1992.

- **Market Discovery** is co-sponsored with the B.C. Purchasing Commission and focuses on bringing buyers and sellers together to view British Columbia goods and services.
- **BOYD Conferences** are held throughout the year and are intended to identify local business opportunities in every region of the province.
- **Home Based Business Seminars** are also held throughout the year and

help home-based business people with business and marketing skills.

- **Small Business Week** held in October each year, features a series of seminars and events designed to highlight the variety of small business programs and services.
- **Women in Business Conferences** are held throughout the year and co-produced with the Ministry of Government Management Services and Women's Programs. They focus on management, finance and marketing skills for women in small business.
- **The B.C. Creative Arts Shows** are held in the spring and summer and are an opportunity for home-based artisans to make their products available to a large number of buyers.

you're an entrepreneur and would like to expand or diversify your existing business, if you're already a business owner and would like to learn about trends and prospects or, if you're a banker, investor or consultant who would like to assess prospects for new and existing businesses. In Victoria, contact 356-7009, or any of the Regional Offices.

"We were helped in three ways - the goodwill of the Provincial Government in helping us win approval as a Venture Capital Company, by the local securities people who cleared our memorandums and by B.C. Film which participated financially in the production of Xtro II." - Lloyd Simandl, President, Excalibur Pictures Inc., Vancouver.

provincial tax credit of 20 per cent up to a maximum of \$2,000 in any one year is available to participating individuals. **Contact 1-800-665-5457, or in Vancouver call 660-4080.**

The **INVESTMENT MATCHING** Program provides basic information to match investors with entrepreneurs needing investment capital, to identify regional/community investment opportunities, and to identify companies seeking joint venture partners, licensing/royalty agreements, and technology transfer opportunities. Information about investment opportunities is listed on a computerized data base called VentureNet. If you're interested in a British Columbia business venture, but not certain what is available, VentureNet will provide you with a comprehensive listing that saves you the time and cost of searching out the right opportunity.

VentureNet is one of many

government programs and business opportunities available on the British Columbia Business Network (BCBN).

The BCBN provides public access via personal computer to a variety of government, business and electronic databases. Users can obtain company information, facts and figures, calendars and small business profiles, and lists of business opportunities.

For more on VentureNet: Contact 1-800-665-5457, or in Vancouver call 660-4080.

The **BUSINESS OPPORTUNITIES at YOUR DOORSTEP** (BOYD) conferences are of particular interest if you'd like to get into business but haven't yet found the right business opportunity. Regular conferences are held throughout the development regions in B.C. and they'll help you identify growth industries and potential opportunities. BOYD conferences will be of particular interest if

SMALL BUSINESS TASK FORCE

In January, 1990, the Ministry released the report of the Task Force on Small Business Programs and Services. The task force was the result of input and analysis from a variety of community leaders and business associations throughout the province. The report outlines the challenges for small and medium-sized enterprises. The task force submitted recommendations on improving access to capital, improving access to business information and advisory services, and creating and maintaining a favourable climate for small business. The recommendations are now being acted upon. For a copy of the Task Force Report call 1-800-663-3444.

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SERVICES TO HELP YOU WITH YOUR BUSINESS

The **BUSINESS INFORMATION CENTRES (BICs)** are set up to supply you with basic business information as well as a first point of access to the various programs and services available from government agencies. Located in Chamber of Commerce offices throughout the province, the BICs have various publications and business education materials, training videos as well as access to the British Columbia Business Network data bases. **Contact your local Chamber of Commerce.**

The Ministry of Regional and Economic Development **LIBRARY**, located at the Ministry offices at **712 Yates Street in Victoria** is a valuable information source of market studies, business publications, BCBN access, newspaper clippings, Ministry publications, annual reports and relevant audio-visual material. Yes, we are open to the public. **In Victoria, contact 387-0341 -0343 or -0344.**

"Our turning point came when the Ministry of Regional and Economic Development encouraged me to participate in a B.C. Creative Arts Show in Vancouver. My income tripled soon after." - Janis Cliffe, Cradle Crafts Ltd., Kamloops.

The **GOVERNMENT AGENTS** provide a wide variety of services to the small business person via 60 field offices throughout the province. Government Agents will provide you with direct information about all the programs mentioned here as well as performing a variety of permit, licensing and collection functions for the province. Your Government Agent also has a considerable

amount of published information pertaining to starting up, assisting and expanding your business. **Contact the local Government Agent in your area.**

The **REGIONAL DEVELOPMENT LIAISON OFFICERS (RDLOs)**, located throughout the province, are the key facilitators between regional groups and senior government officials. Regional Advisory Groups

examine specific initiatives on economic and business development including topics such as health care, tourism, agriculture, native concerns and energy conversion opportunities. RDLOs are located in the eight regions which are: Vancouver Island/Coast, Mainland/Southwest, Thompson-Okanagan, Kootenay, Cariboo, North Coast, Nechako and Northeast. **Contact the RDLO in your region.**

PUBLICATIONS FOR THE SMALL BUSINESS PERSON

The Ministry of Regional and Economic Development has a number of publications designed to help your business. They may be obtained through your local Chamber of Commerce Business Information Centre (BIC), Government Agent or by contacting the Ministry Distribution Centre, Tel: 660-3922, Fax: 660-3986. Publications that have a charge can be purchased from: Crown Publications, Inc., 745 Yates Street, Victoria, B.C. V8W 1K3 Tel: 386-4686 or Fax: 386-0221.

PROGRAM INFORMATION

- Home-Based Business Program
- Creating a Climate for Growth (brochures)
 - Business Start Up
 - Small Business Assistance
 - Business Expansion
 - Equity Capital
 - Employee Investment
 - Investment Matching

BUSINESS INFORMATION

- Home-Based Business Manual: Starting Your Home-Based Business
- Home-Based Business Exhibitor's Handbook
- Independent Business Handbook*
- Operating An Independent Manufacturing Business*
- Operating An Independent Retail Business*
- Operating An Independent

Service Business*

- Exploring Business Opportunities
- Licensing And Regulations for B.C. Business
- Preparing A Business Plan
- Preparing A Cash Flow
- Small Business in B.C. 1979-1989: A Decade of Change

OTHER PUBLICATIONS

- B.C. Talks Business Magazine
- The Regional Working Together Newsletters
- The British Columbia Major Projects Inventory
- The B.C. Manufacturers' Directory* (in co-operation with the Ministry of Finance and Corporate Relations)
- The British Columbia Regional Index* (in co-operation with the Ministry of Finance and Corporate Relations)

Also available at all BICs are a large variety of publications, video tapes, journals, directories and other materials to assist in your business planning. Each BIC will provide access to the computerized BC Business Network. This database has current information on marketing and investment opportunities, government tender opportunities, financial incentive programs, international contacts and other key research information.

*AVAILABLE FROM CROWN PUBLICATIONS.

Recycled paper



Regional and Economic Development

Honourable Bud Smith, Q.C., Minister

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COMMUNITIES

The B.C. Government has a number of existing programs to assist workers, small businesses and communities affected by layoffs and plant closures. In some cases, the cost of these programs is shared among federal, provincial and local governments and the business involved. Such assistance includes:

- establishing community information and support networks
- career, personal and family counselling
- worker retraining
- worker relocation
- income support for older workers to provide transition between expiry of UIC benefits and the start of pension benefits
- small business counselling
- preparation of community-based economic strategies
- transition funding for distressed community budgets
- acceleration of public works

Such programs may be particularly helpful for single-industry communities facing the closure of their mainstay industry, and special JPC Commissioners may be appointed for the purpose of coordinating these programs.

SUNSET CLAUSE

The B.C. Job Protection Commission is patterned after its predecessor, the Critical Industries Commission, which was instrumental in preserving thousands of jobs in British Columbia during the recession of the mid-1980s. When its job was done, the Critical Industries Commission closed its doors.

The Job Protection Commission comes with a 'sunset clause' built in. At the end of two years the JPC ceases operation.

During its tenure, the Job Protection Commission will consist of a full-time Commissioner and a small staff, supplemented as required by outside professional support on a contract basis. Special Commissioners may be appointed to deal with specific businesses, industries or regions.

The Commission is required to submit an annual report to the B.C. Legislature.

For further information, write:

B.C. Job Protection Commission,
Parliament Buildings, Victoria, BC V8V 1X4

Telephone: (604) 660-3028

Outside Vancouver — Toll Free Hotline 1-800-665-4605

Queen's Printer for British Columbia

Victoria 991



TAXPAYER *Protection plan*

B.C. **JOB PROTECTION** **COMMISSION**

GOVERNMENT OF
BRITISH COLUMBIA

MAR 28 1991

JPC ON THE JOB

With an Eastern-based recession moving westward, there is increased pressure on the British Columbia economy. This is most pronounced in the cyclical, resource-based industries that are the economic mainstay of many communities outside Greater Vancouver.

The Government of British Columbia is taking action to keep such operations running and to protect the jobs they provide.

It has established the B.C. Job Protection Commission (JPC). Its mandate: to prevent or reduce the impact of plant closures. Its philosophy: to provide short-term assistance for businesses which, in the long term, can stand on their own. Its purpose: to keep paycheques coming in for British Columbians.

COMMISSIONER

Named as Commissioner of the JPC is Douglas A. Kerley, recently retired from a senior position with the Federal Business Development Bank. As Commissioner, he has the power to authorize various arrangements or concessions that will keep businesses operating. However, he cannot compel employers, unions or other affected parties to join in. Participation of all parties is voluntary.

ELIGIBILITY

In order to qualify for assistance from the JPC, a business must face difficulties which threaten its continued existence but have good prospects for long-term viability. Special emphasis is given to preventing business closures and job losses in the Interior and the North. Therefore, businesses in Greater Vancouver will have more stringent eligibility requirements than those in other parts of the province.

AFFECTED PARTIES

The Commission will seek the cooperation of affected parties, which may include shareholders, managers, union and non-union employees, suppliers, customers, creditors, utilities and governments.

HOW IT WORKS

When a business intends to lay off a significant number of employees, the Job Protection Commission must receive advance notice. If the business is eligible, the JPC may offer three kinds of assistance:

- **Counseling:** The Commission will assist with the cost of professional advisors who identify possible courses of action that would enable the business to survive.
 - **Mediation:** The Commissioner may become directly involved in mediating a plan to prevent the closure of a plant or to reduce the impact of such a closure. Such a plan may call for debt restructuring, employee share ownership, or other share arrangements. Direct mediation is undertaken only if a reasonable solution is possible and if all affected parties support the Commissioner's efforts.
 - **Economic Plan:** This form of assistance applies only to 'strategic industries' - those businesses whose operations are deemed significant to local or regional economies. In negotiating an Economic Plan for such an industry, the Commissioner may authorize various voluntary concessions from governments or utilities. Such concessions may involve taxes, royalties, fees, regulations, or prices.
- The Province may assist further through existing programs that provide loans or loan guarantees for plant modernization and expansion, and grants or tax credits for employees acquiring shares in the businesses which employ them.