



CITY OF WEST KELOWNA

MINUTES OF THE ECONOMIC DEVELOPMENT COMMITTEE HELD AT THE CITY OF WEST KELOWNA COMMITTEE ROOM, AUGUST 1, 2017

PRESENT:

Members: Gord Milsom, Chair
Stephen Johnston, Vice Chair
Gary Schlenker
Dan LaCasse
Cheryl Doll
Robert Ryan

Absent: Steve Wandler
Tony Mize

Representative: Krista Mallory, COEDC

Staff: Dan Broderick, Summer Student
John Perrott, Economic Development Officer
Darin Schaal, Planner

1. CALL TO ORDER:

The meeting was called to order at 7:32 am

2. INTRODUCTION OF LATE ITEMS:

The following items were added to the agenda:
7.5 EDC Terms of Reference Review
7.6 Business License Review

3. ADOPTION OF AGENDA:

It was moved and seconded:

THAT the agenda be adopted as amended.

The motion was carried unanimously.

4. **ADOPTION OF MINUTES:**

It was moved and seconded:

THAT the minutes from the Economic Development Committee meeting held March 28, 2017 be adopted.

The motion carried unanimously.

5. **PRESENTATIONS:**

6. **DELEGATIONS:**

7. **REFERRALS:**

7.1 Economic Development Activity Update (Verbal Report)

- The Economic Development Officer reviewed the work of summer student Dan Brodrick:
 - Community and neighbourhood statistical breakdown
 - Economic research and background regarding sports fields;
- The first annual business experience expo was reviewed:
 - In early September, there will be a roundtable discussion of various options and issues concerning the expo;
- An update on the Mt. Boucherie School student discount cards was provided;
- Some of the recent business inquiries, specifically noting a brewery and some wineries, were reviewed.

7.2 Building Activity Update (Verbal Update)

- An update on recent development applications was provided:
 - Old Cattle Country site/now referred to as Otter Co-op gas station, building permit issued,
 - Mt. Boucherie Winery non-farm use application is anticipated to go before Council in September,
 - Lakeview Village multiple residential CD zoning application is under review;
- Building permits:
 - 2nd quarter 2017 = 179 BP issued
 - 2nd quarter 2016 = 210 BP issued
 - YTD 2017 = 327 BP issued
 - YTD 2016 = 297 BP issued
 - Construction value YTD 2017 = \$73.5 M
 - Construction value YTD 2016 = \$48.2 M
 - Inspections 2nd quarter 2017 = 944 inspections conducted
 - Inspections 2nd quarter 2016 = 723 inspections conducted

- Inspections 2nd quarter 2015 = 636 inspections conducted
- Time to BP issuance for SFDs spring 2017 = ~ 1 to 3 weeks
- Time to BP issuance for SFDs spring 2016 = ~ 8 to 9 weeks
- There have been efforts to improve business support, specifically concerning tenant improvement building permits.

7.3 Review of Economic Development Strategy Document

- The five focus areas were reviewed;
- The EDC asked whether the City has had any discussion of joining or partnering with Tourism Kelowna:
 - The issue will likely emerge again as a new leader comes online with Tourism Kelowna,
 - The EDC noted that it would be beneficial for CWK,
 - A Council decision to find the funding to contribute would be needed,
 - The EDC noted it would be a good task for the committee to look at in the future and discuss the opportunities;
- The EDC noted general concerns about the CWK website;
 - The front page particularly should be consistent,
 - Other issues concerned: general content organization, updates, historical files, URLs, web name, etc.;
- There was some discussion of the reference to Front Counter BC, West Kelowna is a city now and may meet the requirements;
- The EDC made comments/edits on the section concerning WFN partnership.

It was moved and seconded:

THAT the EDC support the Economic Development Strategy in principle.

The motion carried unanimously.

7.4 Overview of Next Steps for Implementation of Economic Development Strategy

- The document will be presented to Council in the next six weeks;
- The document will be used to guide the Economic Development Officer's work plan for next year.

7.5 EDC Terms of Reference Review

- The Economic Development Officer requested that the EDC review the Terms of Reference for the next meeting;
- Questions to consider when reviewing the documents include:
 - Is the EDO on the right track?
 - Has the EDO hit on everything?
 - Should the size of the EDC be increased, e.g. from 7/8 members to 11?

- Consider any and all recommendations to change the EDC and recommendations will go to Council when the current EDC term ends at the end of 2017.

7.6 Business Licence Review

- Questions on whether the current process can be improved;
- The EDC noted that the business licence fees and inspections should be considered against the size and type of operation;
- Consider changing the fees for businesses that aren't getting a fire inspection, e.g. B&Bs pay the same fee but don't get a fire inspection;
- AirBnB issues and concerns were discussed:
 - The EDC asked how the City deals with fines, ticketing, permitting, etc.
 - It was noted that consumers are choosing AirBnB
 - What form of security or oversight is there?
 - Issues with land uses, business licenses, and bylaw enforcement were noted.

8. **CORRESPONDENCE AND INFORMATION ITEMS:**

9. **NOTICE OF MOTION:**

10. **OTHER BUSINESS:**

11. **ADJOURNMENT OF MEETING:**

The meeting adjourned at 8:54 am with the next Economic Development Committee meeting to be held **September 26, 2017** at 7:30 am in the City of West Kelowna Committee Room, 2760, Cameron Road.

CERTIFIED CORRECT

Chair

Recording Secretary