Minutes
Economic Development & Tourism Committee Meeting

10150 Bottom Wood Lake Road
Lake Country, British Columbia V4V 2M1
Ph: 250-756-5650 Fax: 250-766-0116

Date: Wednesday, September 22, 2021
Time: 5:00 p.m.
Place: Teams Meeting
Committee Members Present: Timothy Lynch (Chair)
Councillor Gambell
Councillor Reed
Berry Van De Snepscheut
Chris Lewis
Dan Effa
Janice Larson
Jean-Marc Lacasse

Absent: Anne Leistner
Jeff Schall
Mike Romei

Staff: Ruth Sulentich, Economic Development Specialist
Donna Buterman, Recording Secretary

The Chair called the meeting to order at 5:11 p.m.

1. Adoption of the Economic Development & Tourism Committee Meeting Agenda of September 22, 2021

It was moved and seconded THAT the Economic Development & Tourism Committee Meeting Agenda for September 22, 2021 be adopted.
Carried.
2. **Adoption of the Economic Development & Tourism Committee Meeting Minutes of March 31, 2021**

   *It was moved and seconded*
   
   THAT the Economic Development & Tourism Committee Meeting Minutes for March 31, 2021 be adopted.
   
   Carried.

3. **Presentation by Council Representative on the Council’s Overall Priorities for the Final Year of its Term and the Items that this Committee can Expect to Address to Aid the Council in Achieving these Priorities**

   Council Representative (Councillor Reed) gave a presentation on Council’s 2021/2022 Strategic Priorities. Acknowledging that Council will be meeting in October to confirm priorities moving forward. The group was provided with an overview of how Council sets priorities each year with the assistance of staff and how decisions are guided by the Integrated Community Sustainability Plan and the Official Community Plan.

   Committee discussed items from the Council presentation. Items of concern and interest included: forest and vegetation management plan, economic development strategy committee review prior to being completed, Glenmore industrial area plan, non-complying short term rentals, agri-tourism, Agricultural Master Plan, circular economy, lack of suitable commercial space and development of main street vacant land.

   Group discussion also included what value a business licence has for a business and how to better promote the benefits of having a business licence.

   Tourism - what type of tourist are attracted to Lake Country and what should they do or where should they go when they are here. What is in place to support tourist experience and how are local businesses to continue to benefit? Better promote agri-tourism.

   Are supports required for existing businesses and if so what is required. Businesses likely require support during the shoulder season October – May according to Tourism Kelowna data.

   Survey results from the October 19th business walk, organized by the Central Okanagan Economic Development Corp, will provide a pulse check on what is required moving forward.

4. **Update from Staff on Economic Development Presentation to Council**

   The Economic Development Specialist discussed the presentation to Council at the July 8th strategy session *(video)*. At a subsequent meeting Council directed staff that short term rentals
is a priority and brought into compliance. Group discussed how short-term rentals are
important to the community and can eventually be marketed to visitors similar to a hotel as
they provide revenue and benefits to local businesses. The group discussed the possibility of
providing training by way of workshops and information sessions to short term rental
providers/host to ensure they are successful.

Tourism Kelowna who is the District’s Destination Marketing agency will be making a
presentation to Council as a delegation in October. Chris Lewis spoke to Tourism Kelowna
markets and shared with the group that the five target markets in 2021 are: Wine & Food
Lover, Urban Adventurer, Golf Enthusiast, Outdoor Family, Meeting & Event Planners.

Councillor Reed and Councillor Gamble thanked the group for their insights and ideas and will
bring the discussion points from the meeting to the next strategic planning session for Council
to consider when setting 2022 priorities.

5. **Next Meeting**

The next meeting will be scheduled in November 2021 – date tba.

6. **Adjournment**

The Chair adjourned the meeting at 7:05 p.m.

__________________________  _______________________
Timothy Lynch                Donna Buterman
Chair                         Recording Secretary
WELCOME

It's my great pleasure to welcome your business to the City of New Westminster.

New Westminster is centrally and conveniently located at the centre of Metro Vancouver, making it an ideal and vibrant location for businesses of all sizes. Like many other cities, New Westminster businesses have struggled financially over the past year during the COVID-19 pandemic. During this time, I have been proud to witness residents and the business community support local businesses, encouraging and lifting each other up through this challenging and uncertain time. I believe that our small community mindset mixed with our urban environment work to help businesses thrive.

The New Westminster Chamber of Commerce, the Downtown New Westminster Business Improvement Association, the Uptown New Westminster Business Improvement Association, Sapperton Business Association, West End Business Association, the Arts Council of New Westminster, and Tourism New West, are local resources you'll want to consider connecting with as you grow your business and depending upon where you're located.

At City Hall, we're working hard to support a business environment focused on creativity, collaboration and innovation and we're here to serve you. During the COVID-19 pandemic, we have been committed to equipping businesses with education and resources to help them through this difficult time. Information, resources and data on local demographics and trends that can help you position your business for success are available at newwestcity.ca/EDO.

Thank you for investing in New Westminster. I look forward to working with you in the years to come.

Jonathan X. Coté
MAYOR
ABOUT NEW WESTMINSTER

The City of New Westminster is conveniently located along the Fraser River in the heart of Metro Vancouver, which has access to a workforce one million strong. It is an accessible and affordable solution for businesses that require intellectual assets and access to world markets. The US border and the region's international airport are both only 30 minutes away and New Westminster can offer strong virtual connections to the world through the civic-owned fibre broadband network, BridgeNet.

New Westminster's characteristics have shifted over the past 25 years in numerous ways. There has been substantial growth around the city, such as in the Downtown, Uptown and, more recently, Sapperton neighbourhoods. New Westminster's strengths can partly be attributed to its history and importance of the Fraser River, centrality in the region, five SkyTrain stations, and the contributions made by institutions located here, such as post-secondary schools and the hospital.

The City of New Westminster encourages business growth through a supportive business environment. The City is focused on promoting opportunities in several sectors such as health, education, and the knowledge-based and creative industries while recognizing the important role retail, arts and culture play on business growth.

New Westminster has a diverse offering of office space, from heritage office and retail, to Class A commercial space that is cost-effective and close to transit and amenities.

Finally, the City offers business intelligence tools and resources, and continues to engage directly through active outreach to existing and potential businesses to cultivate a culturally diverse economy.

While the success of local entrepreneurs and businesses is credited to hard work, perseverance, and customer service, City Hall can play a vital role in the economic health of a community by fostering an environment that meets the needs of both existing and new business while enabling continued economic growth.

The link between cultural diversity and economic diversity must also be acknowledged. When our community is diverse, so is our economy. New Westminster is a great the place to start, grow, and expand your business – welcome to New Westminster!
THE CITY AT A GLANCE

Our community's economic health is influenced by a number of indicators that we measure and track year over year. You can see more here: infogram.com/invest-new-west-edl-2020-1h0n25yyin1pdl6p

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<tr>
<td>78,995</td>
<td>27,100</td>
<td>69.5% of residents aged 25-64 have completed post-secondary education</td>
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<td>$92,560</td>
<td>$36,630</td>
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<tr>
<th>Business licences (2020)</th>
<th>Office vacancy rates</th>
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<tr>
<td>3,539</td>
<td>Q3 2019: 3.6%</td>
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New Westminster Maps
A full range of maps are available for you to view and download on our website.
newwestcity.ca/discover-new-west/city-maps
CITY RESOURCES

Whether you are just starting out or this is your 40th location, we welcome you to New Westminster and we are here for you. Many resources you might need are in this package, and if you can’t find what you need, please get in touch.

Stay Informed

Our Economic Development Office offers a bi-weekly newsletter to help you stay informed. It contains information and opportunities for all New Westminster businesses.

Sign up for the newsletter:
newwestcity.ca/ecdevsignup

citypage.newwestcity.ca

The City of New Westminster also maintains a weekly newsletter called Citypage with events, happenings, and information about public hearings.

Business Licence Renewals

Renew online
You can pay your business licence renewal online, quickly and easily. Head to newwestcity.ca and click on the 'I want to...' icon in the centre at the top. In the left column of the menu that appears, choose 'Business Licence Renewal' and follow the steps. You will need your account number to complete the renewal online, which is located on the top right of your renewal notice.

Renew your licence:
newwestcity.ca
Click on this icon in the top banner:
I want to...

Get notified with MyCity
Reduce your carbon footprint and sign up for MyCity to receive next year’s business licence renewal via email. Signing up is fast and your information is protected by private access codes.

MyCity
Sign up for MyCity:
newwestcity.ca/services/my-city
CITY RESOURCES

Business Licensing

Business Licensing promotes safe and legitimate business premises and operations within New Westminster. Its primary functions are to provide initial advice for new businesses, to process business licence applications within the context of New Westminster’s regulatory requirements, and to maintain an up-to-date database on existing businesses in the city.

Every business in New Westminster is required to have a valid business licence before beginning operation. This includes home-based businesses, commercial and industrial operations, and owners of apartment rental properties. Business licences are also required for companies that are not located in the city, but do work within New Westminster (e.g., contractors).

Business Licensing renews approximately 4,000 business licences each year and also issues licences for liquor establishments.

Renovations and Alterations Permits

Renovations and alterations, both interior and exterior, may require a building, demolition, plumbing, electrical or other kind of permit. Please contact the Building Division to discuss your scenario and what permits you may be required to obtain.

For questions and info:

- 604-527-4565
- businesslicences@newwestcity.ca
- newwestcity.ca/business licences

Building division:

- 604-527-4580
- inspections@newwestcity.ca
- newwestcity.ca/commercial-tenant-improvements
CITY RESOURCES

Sign Permits

If you are considering putting up new signage, or changing the existing signage for your business you will need to obtain a sign permit. The Sign Bylaw (7867, 2017) regulates the installation, alteration, maintenance and removal of signs, advertisements, sign boards and structures within the City of New Westminster. Each zoning district has requirements for the types and size of signs allowed. Chat with us to assess your needs before you commit to ordering any new signs..

Doing Business with the City

Did you know there are opportunities for local businesses to bid on contracts with the City? The City of New Westminster's procurement policy stipulates that all contracts over $75,000 must go to public tender. All Requests for Proposals are available on BC Bids, and the City's website.

Intelligent New West

The City of New Westminster believes introducing new concepts or ideas to create positive change and value is essential to developing a culture of innovation. Fostering that innovation among residents, businesses, and institutions is essential to the interconnected economy. New Westminster is committed to pursuing innovation through many means and has been recognized as a Smart21 community. The City now focuses its work in intelligent economy, community living, and digital government, as well as the continued development of a dark fibre infrastructure, BridgeNet.
CITY RESOURCES

Filming in New Westminster

Filming in New Westminster is made easy with beautiful locations, 1890s heritage homes, tree-lined streetscapes, campus-like park settings, and institutional buildings. Downtown is lined with heritage buildings, gritty street scenes, and majestic riverfront locations, all within a 10 block radius. The Filming Office provides personalized location and permit assistance for filming in New Westminster with a one-stop-shop service to make your filming experience smooth and enjoyable. Contact the Filming Coordinator for more information.

Filming office:
☎ 604-527-4613
✉ tcave@newwestcity.ca
🌐 newwestcity.ca/filming

Filming FAQ:
🌐 newwestcity.ca/business-and-economy/filming-in-new-westminster/bia

Special Events

Events add to the vibrancy of the community and are a great way to promote your business. If you are interested in planning an event, check out the City’s Host an Event page and don’t forget to add your event listing to the free community event calendar.

Event planning info and permits:
☎ 604-525-7388
✉ specialevents@newwestcity.ca
🌐 newwestcity.ca/be-involved/host-an-event

Free event listing:
🌐 newwestcity.ca/events

SeeClickFix

SeeClickFix is an app you can use to report non-emergency issues to the City related to maintenance. Download the app from the App Store or Google Play or create an account online.

SeeClickFix:
🌐 seeclickfix.com
**KNOW YOUR RESPONSIBILITIES**

**TAKE PRIDE IN YOUR COMMERCIAL STREETSCAPE**

- Clear drainage grates of leaves and debris.
- Do not push rubbish, including leaves, onto the street.
- No commercial waste in street receptacles.
- Clean rubbish on all sides of storefront, including curb let-downs and bus stops.

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**Streetscape Responsibilities**

The City of New Westminster takes pride in our many beautiful parks and landscaping features, and manages waste in a number of disposal receptacles around the city. Property owners have responsibilities as well, including seasonal attention to leaves or snow/ice, as well as ensuring waste is properly taken care of. You can report items that fall under the City’s responsibility using SeeClickFix.
CITY RESOURCES

Parking

New Westminster actively regulates the limited parking supply in the city to make sure there is appropriate turnover for business patrons and visitors. The City operates three parkades in the Downtown area: Carnarvon, Front Street, and at Anvil Centre. Hourly parking is available at Front Street and Anvil Centre. Additionally, there are many private parking lots throughout the city operated by independent owners.

Did you know:
- You can pay by cash, credit card and the Passport Canada mobile application
- City parkades offer electric vehicle charging stations for an additional fee
- Front Street parkade offers a number of spaces reserved for the Evo car share program

On-Street Parking:
The City offers variable rate zones in the community with time limits ranging up to 120 minutes. When paying at a paystation, you need to know your licence plate number to process payment.

Modo and Evo car sharing programs pay for a number of dedicated on-street parking spaces throughout the city and are marked.

Parking services and info:
- 604-519-2010
- parking@newwestcity.ca
- newwestcity.ca/parking
CITY RESOURCES

Electric Vehicle (EV) Charging Stations

In working towards a zero carbon future, the City set a target for 50% of all kilometres driven by New Westminster registered vehicle owners to be by zero emissions vehicles by 2030. To support this step, the City will continue to provide and expand public electric vehicle (EV) charging infrastructure for residents who rely on it, such as those who do not have access to home charging or public charging infrastructure.

The City now owns and operates 28 electric vehicle charging stations and is reviewing opportunities to expand. In order to encourage turnover at the public stations, and to enable the City to recover the cost of owning and maintaining the infrastructure, the City has implemented a small user fee on an hourly basis, similar to that of paid parking. Note that if you are parked in a designated pay parking space, you will also need to pay for parking in addition to the EV charging fee.

Registering with our network providers:
Instructions on how to set up accounts with Flo and SemaConnect (our current network providers) can be found on their respective websites:
Flo: flo.com/en-CA/drivers/network
SemaConnect: semaconnect.com/for-ev-drivers/semacconnect-mobile-app

If you have issues at a charging station:
Most of the station displays have instructions that can help you, and they have customer support phone numbers for the network provider. You can also use the numbers listed here:
Flo: 1-888-356-8911
SemaConnect: 1-800-663-5633

For questions and info:
- climateaction@newwestcity.ca
- newwestcity.ca/ev

Map of all charging stations in New West:
- plugshare.com

Note that some of these stations are not owned by the City, but they are all publicly accessible.
Energy Save New West

Energy Save New West is a community energy program designed to improve the energy efficiency and reduce greenhouse gas emissions in homes and businesses in New Westminster.

Our program is designed and mobilized by the City of New Westminster's Electrical Utility and works closely with a network of program partners and supporters including BC Hydro, FortisBC and the Province of BC.

We provide local residents and businesses access to energy assessments, energy upgrades and utility/government incentives. Our focus is to deliver a better experience that makes it easier for you to improve the energy performance of your home or business.

For many businesses, opportunities exist to reduce energy costs by replacing or upgrading equipment. So whether you're looking into new lighting or boiler replacement, Energy Save New West is here to help.

More info:
- rcoleman@newwestcity.ca
- energysavenewwest.ca/sign-up-for-e-news
DIRECTORY

We're here to help you. Don't see what you need on this list? Don't be afraid to call and ask the general inquiry number and we can connect you to the right person.

**Economic Development Office**
- **Phone:** 604-527-4536
- **Email:** info@investnewwest.ca
- **Website:** newwestcity.ca/EDO

**Police (non-emergency)** 604-525-5411

**Fire (non-emergency)** 604-519-1000

**Emergency** 911

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**Frequently Called Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>General Inquiries</td>
<td>604-521-3711</td>
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<tr>
<td>Animal Services</td>
<td>604-519-2008</td>
</tr>
<tr>
<td>Building and Plumbing</td>
<td>604-527-4580</td>
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<tr>
<td>Business Licensing</td>
<td>604-527-4565</td>
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<tr>
<td>Bylaw Enforcement</td>
<td>604-527-4657</td>
</tr>
<tr>
<td>Parking Patrol</td>
<td>604-519-2010</td>
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<tr>
<td>Economic Development</td>
<td>604-527-4536</td>
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<tr>
<td>Electrical</td>
<td>604-526-8875</td>
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<tr>
<td>Report an Outage</td>
<td>604-239-6100</td>
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<tr>
<td>Engineering</td>
<td>604-527-4592</td>
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<tr>
<td>Engineering (after hours)</td>
<td>604-526-4691</td>
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<tr>
<td>Filming Inquiries</td>
<td>604-527-4567</td>
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<tr>
<td>Parks and Recreation</td>
<td>604-527-4567</td>
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<tr>
<td>Planning and Zoning</td>
<td>604-527-4532</td>
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<tr>
<td>Property Tax Inquiries</td>
<td>604-527-4550</td>
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<tr>
<td>Solid Waste/Recycling</td>
<td>604-526-4691</td>
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<tr>
<td>Utility Inquiries</td>
<td>604-527-4555</td>
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**Stay Connected**

- [Facebook](facebook.com/newwestminster)
- [Instagram](instagram.com/new_westminster)
- [Twitter](twitter.com/new_westminster)
- [YouTube](youtube.com/user/NewWestCity)
OTHER RESOURCES

We aren't the only ones who love New West and want to help you succeed. You can connect with a number of business organizations to help you.

**New Westminster Chamber of Commerce**
The New West Chamber is a membership-based city-wide business advocacy group also offering a group benefits plan and networking opportunities. [newwestchamber.com](http://newwestchamber.com)

**Downtown New West BIA**
Originally formed in 1989, the Downtown New West BIA provides many benefits for its members, enabling more than 650 property owners and businesses to work together on an ongoing basis to assist in the revitalization and promotion of Downtown New West. [downtownnewwest.ca](http://downtownnewwest.ca)

**Uptown Business Association**
The UBA is a non-profit organization incorporated in September 2014. It represents all businesses and property owners in the designated uptown area and is funded through a property tax levy. The key purpose of the UBA is to develop, encourage, and promote business in Uptown New Westminster and to generate revitalization and improvement in the region. [myuptown.ca](http://myuptown.ca)

**Sapperton Business Association**
The Sapperton Business Association is a volunteer driven association of local merchants, serving the Sapperton area. [shopsapperton.com](http://shopsapperton.com)

**West End Business Association**
WEBA serves the merchants along 12th Street, offering advocacy and placemaking support for this growing area. [arts council of new westminster](http://arts council of new westminster)

**Arts Council of New Westminster**
Founded in 1967, The Arts Council of New Westminster is a community arts organization built by artists and arts groups who share an interest in visual, performing, and literary arts. The Arts Council's role in the community is to advocate for the arts and foster support for those engaging in artistic and cultural endeavours. [arts council of new westminster](http://arts council of new westminster)

**Tourism New West**
Tourism New West's focus is to lead, develop and promote New Westminster in a way that will attract visitors to enjoy the opportunities in New Westminster as a destination. [newwestchamber.com](http://newwestchamber.com)
COVID-19 RESOURCES

The City of New Westminster has maintained a list of business resources since the beginning of the pandemic. You can access it at newwestcity.ca/covid19business.

Business Emergency Preparedness Toolkit
The City of New Westminster recommends all businesses take the time to ensure they are ready in the event of an emergency. To help, we have developed an Emergency Preparedness Toolkit, which includes business continuity planning workbook and a pandemic checklist.

Download the Business Emergency Preparedness Toolkit:
newwestcity.ca/businesscontinuityworkbook

More business continuity preparedness info:
newwestcity.ca/covid19business#business-continuity-planning
City of New Westminster
Business Licence Holder Resource Guide

Economic Development Office

Phone: 604-527-4536
Email: info@investnewwest.ca
Website: newwestcity.ca/EDO
VISION
Lake Country, Living the Okanagan Way. Embracing our Histories and Nurturing our Future

MISSION STATEMENT
To nurture a healthy natural environment, strong rural character and urban core, sustainable infrastructure, economic opportunities, an inclusive community with involved citizens, through respectful, transparent government, focused on balanced strategic decision-making.

THE 5 PILLARS OF OUR VISION AND MISSION STATEMENT
ENVIRONMENT: Maintaining a healthy and natural environment through responsible use, protection, and sustainable practices.

INFRASTRUCTURE: Well maintained infrastructure and facilities that meet community needs and allow growth and development for prosperity.

ECONOMY: Building a strong and vibrant community by attracting, supporting and retaining businesses and residents.

SOCIAL: Building Social Capital and engaging citizens and partners to improve the well-being and diversity of the community.

GOVERNANCE: Fiscally sustainable government focused on strategic decision-making, transparency and inclusiveness.
<table>
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<tr>
<th>Key Documents</th>
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<tr>
<td>Official Community Plan (OCP)</td>
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<tr>
<td>+ Integrated Community Sustainability Plan (ICSP)</td>
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<tr>
<td>Strategies &amp; Plans</td>
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<tr>
<td>• Bylaws, Policies &amp; Programs</td>
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<tr>
<td>• Zoning Bylaw</td>
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<td>• Servicing &amp; Subdivision Bylaw</td>
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<td>• Road Condition Assessment &amp; Renewal Program</td>
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<tr>
<td>• Lake Stone Master Plan 2022</td>
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<tr>
<td>• Housing Needs Assessment 2018</td>
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<tr>
<td>• Foretored Vegetation Strategy</td>
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<tr>
<td>• Parks and Recreation Master Plan 2018</td>
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<tr>
<td>• Agricultural Plan 2020</td>
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<td>• Economic Development &amp; Tourism Strategy</td>
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OCP Goals for Agriculture, Commercial & Industrial

- Support the creation of well-paying jobs for residents.
- Expand the non-residential tax base in the District.
- Develop an economically sustainable community.
- Encourage the creation of a vibrant commercial and industrial sector.
- Increase the proportion of Lake Country residents working within the District.
- Protect and enhance the agricultural sector within the District of Lake Country.
- Grow businesses on Main Street to create a vibrant and thriving Town Centre.
- Support agriculture in Lake Country by providing opportunities to market products.
- Development in Industrial areas should not impact upon the rural character of Lake Country.
- Subject to appropriate zoning, future uses could include business parks, light manufacturing and other forms of clean industry.
An Official Community Plan is a statement of objectives and policies to guide all decisions on planning and land use management within the area covered by the plan.
2021 Strategic Priorities
Strategic Priority Process
ECONOMIC DEVELOPMENT STRATEGY
Cont'd

ZONING BYLAW REVIEW & UPDATE
Cont'd

OCP REVIEW?

Glenmore Industrial Strategy?

Tourism?

2022 Strategic Priorities
Things to tie up?

What is coming down the pipeline?
COUNCIL PRIORITIES

NOW
1. WASTEWATER MASTER PLAN – Borrowing Bylaw to Council (Awaiting completion of alternate approval process with public)
2. WATER MASTER PLAN – Considering water sustainability plan (reporting back to steering committee and Water Advisory Committee)
3. FOREST AND VEGETATION STRATEGY – Draft to Council (Oct)
4. ZONING BYLAW UPDATES – Scheduled Amendments (Ongoing)
5. ECONOMIC DEVELOPMENT STRATEGY – To be reviewed by the EDTC

NEXT
ICSP UPDATE – Review at strategic priorities session in October
OCP AMENDMENTS – Review at strategic priorities session

ORGANIZATIONAL EXCELLENCE
1. Reports and Information Flow to Council – Update (Jun)
   • Staff Mental Health

ADVOCACY
• Glenmore Interchange
• BC Housing
• Wastewater Master Plan Funding

DEPARTMENTAL STRATEGIC INITIATIVES

Chief Administrative Officer & Deputy CAO
1. ICSP UPDATE – review at Strategic Priority Session in October
2. OCP AMENDMENTS – review at Strategic Priority Session in October

Finance/IT/Corporate (T. James)
1. Public Engagement Strategy – Complete
2. ECONOMIC DEVELOPMENT STRATEGY – Review by the EDTC before return to Council
   • Sponsorship Policy Feasibility
   • Investment Policy

Planning and Development (J. McEwan)
1. FOREST & VEGETATION STRATEGY – Draft to Council (Oct)
2. ZONING BYLAW REVIEW & UPDATE – Amendments (ongoing)
3. Development Approvals Procedure Bylaw – 2nd/3rd readings (Complete)
   • Agricultural Plan Implementation – Operational
   • Social Plan – Budget request (2022)

Protective Services (S. Windsor)
1. Fire Prevention Bylaw review – Draft (Sept)
2. Mutual aid agreement (RDNO) – Strategy Session (July)
3. Infrastructure Review – Carr’s & Oyama fire halls – Draft (Sep)
   • Review of BC building code response time review
   • Fire Department long term needs assessment

Utilities (G. Buchholz)
1. WASTEWATER MASTER PLAN – (Awaiting completion of alternate approval process with public)
2. WATER MASTER PLAN – (reporting back to steering committee and Water Advisory Committee)
3. Septage Receiving Facility Contract Renewal – TOR (Jun)
   • Carr’s Landing Local Service Area

Engineering and Environmental Services (M. Salmon)
1. Highways and Traffic Regulation Bylaw – Strategy Session (Nov)
2. Road Condition Assessment & Renewal Program – Complete
3. Drainage Strategy (Budget 2022)
   • Public Works Review (complete)

Parks, Recreation & Culture (M. Vader)
1. Cultural Centre – OKIB Consultation – Update (Sep)
2. Lake Country/OKIB/ Kelowna Relations – Update (Oct)
3. Parks Bylaw Update – Strategy Session (Nov)

CODES: BOLD CAPITALS = Council NOW Priorities; CAPITALS = Council NEXT Priorities; Regular font bold = Organizational Excellence; and regular font = Departmental Strategic Initiatives