



The **Agenda** of the **Economic Development Select Committee** meeting to be held in the **Conference Room** of the Welton Common Building at 7337 Welton Street, Mission, British Columbia on Wednesday, November 13, 2019 at 8:00 am.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES FOR APPROVAL

(a) Minutes of the Economic Development Select Committee meeting held on Wednesday, October 9, 2019. Page 2

(b) Confidential Minutes of the Economic Development Select Committee closed meeting held on Wednesday, October 9, 2019.

(to be distributed at the meeting)

4. OLD BUSINESS

(a) Development Liaison Committee Update – D. Sommer

(b) DRAFT Operational Plan – S. Crawford

5. NEW BUSINES

(a) Employment Lands Strategy Project– S. Crawford Page 5

(b) EDSC Working Groups: Transportation Improvements & Employment Lands

(c) Special Council meeting with EDSC on February 12, 2019 EDSC

(d) Year-to-Date Building Report – D. Sommer Page 7

6. CONSENT AGENDA

(a) Approved Minutes of the Tourism Committee meeting held on July 2, 2019. Page 8

7. ROUNDTABLE (time permitting)

Opportunity to speak about your business, the local economy, opportunities, or ideas. Please keep brief to allow time for others.

8. CLOSING REMARKS – Ed Sarfeld

9. NEXT MEETING

Wednesday, December 11, 2019 in the Conference Room of the Welton Common Building at 7337 Welton Street, Mission, BC.

10. ADJOURNMENT



The **Minutes** of the **Economic Development Select Committee** meeting held in **Conference Room 2** of the Welton Common Building at 7337 Welton Street, Mission, British Columbia on Wednesday, October 9, 2019 commencing at 8:00 am.

Members Present: Edgar Sarfeld, Vinegar Hill Consulting, Chair
 Rocky Blondin, Blondin Enterprises
 Chris Hartman, Polygon Homes Ltd.
 Allan Main, Community Futures North Fraser
 Sean Melia, MRCC & Prospera Credit Union
 Wade Peary, Riverside College
 Dan Schubert, Schubert Plumbing & Heating Ltd.
 Beverly Toews, Fraser Pacific Enterprises & Sumas Transport Inc.
 Craig Toews, University of the Fraser Valley

Members Absent: Lesa Lacey, Lacey Developments
 Raymond Szabada, Sumas Regional Consortium for High Tech

Council
 Representative: Mayor Pam Alexis

Others Present: Stacey Crawford, Economic Development Officer
 Sandra Johannson, Administrative Assistant

1. **CALL TO ORDER**

The Chair called the meeting to order. Introductions were made around the table.

2. **ADOPTION OF AGENDA**

Moved and seconded,

That the agenda of the Economic Development Select Committee meeting held on October 9, 2019 be approved as circulated.

CARRIED

3. **MINUTES FOR APPROVAL**

Moved and seconded,

That the minutes of the September 11, 2019 meeting of the Economic Development Select Committee be approved.

CARRIED

4. **OLD BUSINESS**

(a) Development Services Update – Commercial and Industrial Development Activity Data Tracking

A written data report for commercial and industrial building permit activity was provided by the Director of Development Services. Discussion ensued regarding the amount of time it takes to process building permits and how more information is needed to better interpret the information, including trends and benchmarking with other municipalities. The EDSC will continue to focus on commercial, industrial and institutional data, however, there was a recommendation to address the residential wait times for permits as well, with the suggestion that this be managed via the Development Liaison Committee and shared with EDSC.

The Economic Development Officer noted that the Director of Development Services continues to improve upon the report and will be providing a more visually descriptive report for the Committee at an upcoming Committee meeting. In preparation for this report, Committee members should submit any additional questions well in advance of the November meeting.

Action Item: Sandra Johannson will send the Committee a hyperlink to the Development Services Department's statistical information on the District of Mission's website, as well as a link to the Planning Division Applications Tracking page.

Action Item: Development Services to clarify the wait times between each building permit category and their relationship to one another. Trending analysis to also be provided for this report covering the current year and the past three years. The approved projects for the current year covering industrial, commercial and institutional to also be listed on this report. Benchmarking providing data from neighbouring municipalities to also be provided (i.e., Abbotsford, Maple Ridge).

5. RESOLUTION TO EXCLUDE PUBLIC AND IMMEDIATELY CONVENE INTO CLOSED SESSION

Moved, seconded, and

RESOLVED:

1. That, pursuant to Sections 90(1)(e) and 90(1)(k) of the Community Charter, this Regular Meeting of the EDSC be closed to the public as the subject matter being considered relates to the following:
 - Section 90(1)(e) of the Community Charter – the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
 - Section 90(1)(k) of the Community Charter – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
2. That the public portion of this meeting be recessed until all closed items of business are dispensed with; and
3. That the Committee immediately resolve into the closed portion of their meeting.

CARRIED

The meeting recessed at 8:23 am.

6. RECONVENE

The Chair reconvened the meeting at 9:33 am.

7. ROUNDTABLE

Due to time constraints, roundtable discussions were not conducted.

8. NEXT MEETING

Wednesday, November 13, 2019 at 8:00 am in the Conference Room at the Welton Common Building.

9. ADJOURNMENT

Moved and seconded,

That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:33 am.



Memo

To: Economic Development Select Committee (EDSC)
From: Economic Development Officer
Date: November 13, 2019
Subject: Employment Lands Strategy Project

Overview

In response to Council's Strategic Plan and, specifically, Priority Action 3.2: Prepare an Industrial Land and Economic Development Strategy, in addition to direction from the EDSC on October 9, 2019 to accelerate this initiative, a brief summary of the proposed scope of work specific to the Industrial Lands Strategy follows. Hereafter, Council's Industrial Land Strategy will be referred to as the Employment Lands Strategy (ELS).

The following is draft outline of the scope of work and is provided to the EDSC to solicit input on the scope to make sure it captures the intent and desired outcomes of the Employment Lands Strategy. The ELS will be undertaken by a consultant working directly with the Economic Development Department and the EDSC Employment Lands Sub-Committee to determine the following:

Definition: What are Employment Lands?

Employment lands refers to privately and publicly owned properties that support institutional, industrial, commercial, office and other land uses that employ people in a variety of jobs and a diversity of sectors (e.g. manufacturing, sales and service, research, etc.).

Scope of Work

In 2019, Council directed staff to develop an Employment Lands Strategy (ELS). This strategy will provide direction for economic and land use planning decisions and will be based on an analysis of Mission's economic context, sector analysis and growth industry analysis.

- baseline data on existing and future employment land base
- current and future employment demand
- diversification of the tax base
- scenarios for assessing future land needs and calculating future local job requirements
- a determination of regional industrial land demand and identification of industry attraction opportunities specific to Mission
- recommendations and action plan for achieving employment, land base and tax diversity targets

Principles, Goals and Objectives

The reasons for developing an ELS are also important to understand and will build on the following:

Principles - what is important to Mission?

- a) To meet existing and future employment needs by maximizing the use of land
- b) To provide opportunities for Mission's labour force to work in Mission
- c) To diversify the tax base in Mission

- d) To use our finite waterfront and valley bottom land resources in the best and most appropriate way for the long-term health of Mission

Goals – what action is required to achieve the principles?

Objectives – when, where and how much action is needed to meet identified targets?

Economic Base Analysis

Research and information gathering on the following subjects will inform the ELS and help with data analysis, planning and recommendations.

Background

- Population and Trends
- Work force including Skills and Education

Land base for the following categories: Industrial, Commercial, Institutional and Agricultural

- What land do we have?
- How intensely is it used?
- Are there areas identified but not used due to unsuitable characteristics for employment use?
- Where are additional areas with potential for employment land use?
- What is the land area gap based on the target?

Work Force and Jobs

- Current job to work force ratio
- Demand for jobs based on population projection and sector
- Future job potential based on available land areas identified, best fit to labour force skills and education, and expanding industrial sectors
- Job to work force gap based on target

Tax Base Diversification

- Current employment use tax base based on BC Assessment
- Future tax base for proposed employment land area and intensification targets
- What incentives are available to increase the intensity of land use?
- What attractors and disincentives affect business attraction and retention?
- What is the gap between the current, future and target residential to employment land ratio?

Finding and Analysis

How can the gaps be narrowed and preferred targets met?

Recommendations

TBD

The information provided above is in draft form; however, it provides a rough outline for the Employment Lands Strategy and the information needed to develop it. The findings, assumptions and recommended actions will be presented at a Joint EDSC/Council workshop on February 12, 2020.

Stacey Crawford
Economic Development Officer

DISTRICT OF MISSION BUILDING REPORT							
COMPARISON OF TOTAL PERMITS FOR MONTH OF OCTOBER 2015-2019							
MONTH OF OCTOBER	2015	2016	2017	2018	2018 VALUE	2019	2019 VALUE
Residential Units	25	7	11	8	\$1,022,016.98	6	\$3,433,673.00
Duplex Units	0	0	0	0	\$0.00	0	\$0.00
Multi-Family Units	0	0	1	1	\$6,561,979.00	1	\$150,000.00
Mobile	0	0	0	0	\$0.00	0	\$0.00
TOTAL RESIDENTIAL UNITS	25	7	12	9	\$7,583,995.98	7	\$3,583,673.00
Res. Additions & Alterations	2	3	4	10	\$229,921.00	3	\$110,854.00
Institutional	0	0	0	4	\$280,000.00	1	\$46,000.00
Commercial	3	3	1	4	\$602,000.00	6	\$147,390.00
Industrial	0	0	0	0	\$0.00	0	\$0.00
Miscellaneous	5	2	8	4	\$55,889.00	5	\$289,000.00
Demolitions	2	0	6	2		2	
TOTAL PERMITS FOR MONTH	37	15	31	33	\$8,751,805.98	24	\$4,176,917.00
COMPARISON OF TOTAL PERMITS FOR YEAR TO DATE 2015-2019							
YEAR TO DATE	2015	2016	2017	2018	2018 VALUE	2019	2019 VALUE
Residential Dwellings	134	121	130	110	\$19,294,449.73	96	\$39,215,328.00
Duplex Units	0	0	0	1	\$297,582.00	2	\$500,000.00
Multi-Family Units	5	2	1	3	\$8,963,126.01	3	\$2,177,234.00
Mobile	2	0	0	4	\$385,628.00	2	\$63,632.00
TOTAL RESIDENTIAL TO DATE	140	123	131	118	\$28,940,785.74	102	\$41,956,194.00
Res. Additions & Alterations	19	39	35	53	\$2,248,260.07	41	\$1,320,862.20
Institutional	6	6	4	11	\$1,264,200.00	4	\$140,265.00
Commercial	26	25	21	41	\$10,557,271.00	43	\$13,924,280.00
Industrial	1	3	3	3	\$2,173,065.00	0	\$0.00
Miscellaneous	33	45	50	70	\$1,944,363.00	32	\$1,657,278.00
Demolitions	12	19	32	30		22	
TOTAL YEAR TO DATE PERMITS	237	260	276	326	\$47,127,944.81	244	\$58,998,879.20
Completions to date	67	83	85	93		61	



The **Minutes** of the **Tourism Committee** meeting held in the **Economic Development Boardroom** of Welton Common, at 7337 Welton Street, Mission, British Columbia on Tuesday, July 2, 2019 commencing at 7:30 a.m.

Members Present: Val Billesberger, Archivist and Operations Manager, Mission District Historical Society,
Rocky Blondin, Economic Development Select Committee Representative,
Michelle Demers Shaevitz, Festival Director, Mission Folk Music Festival,
Ron Smith, CEO, Leq'á:mel Development Corporation
Katt Stearns, Owner, Katt Stearns Consulting

Members Absent: Paula Kent, Member at Large

Others Present: Stephanie Key, Deputy Director of Parks, Recreation & Culture, District of Mission,
Clare Seeley, Manager of Tourism, District of Mission

1. CALL TO ORDER

In the absence of a Chair R. Blondin, the Economic Development Select Committee (EDSC) representative chaired the meeting and called the meeting to order.

2. ADOPTION OF AGENDA

Moved and seconded,

That the agenda of the Tourism Committee meeting held on July 2, 2019 be approved as circulated.

CARRIED

3. INTRODUCTIONS

Members introduced themselves and gave an overview of their background and why they were interested in joining the Tourism Committee.

4. NEW BUSINESS

(a) Review the Term of Reference

The Terms of Reference (TOR) were approved with the following amendments:

The regular meeting schedule will move to the second Tuesday of the month.

P. Kent had expressed an interest in chairing the meetings, if she accepts, she will be the Administrative Chair, with M. Demers Shaevitz as Vice-Chair.

The meeting Chair may rotate among the members, as different subject matter is addressed.

Action: C. Seeley to update the TOR.

(b) Tourism Orientation

The Manager of Tourism gave an overview of the Tourism Business Plan for 2018/19 and updated the group on what has been achieved to date and remaining items to be complete.

The group discussed future direction and determined that the following should be considered as new items moving into 2019:

- An automated solution for data collection that may utilize Google data points.

Action: R. Blondin to investigate as a potential business solution.

- Special Events Strategy
- Educational component
- Interpretation

(c) Roundtable Discussions

The landing page for the tourism website was discussed with the consensus that there need to be changes to ensure this encapsulates Mission. It was decided that a Tourism Committee branding session would be beneficial to determine interim branding and direction.

Action: C. Seeley to determine prices and fix a date.

Action: K. Stearns to check availability of her contacts.

Action: C. Seeley to establish a date in August on a Tuesday or Wednesday evening.

5. NEXT MEETING

Regular meeting: Tuesday, September 11, 2019 at 7:30a.m. in the Economic Development Boardroom, now known as the Welton Conference Room 2, at Welton Common.

An additional branding meeting will be held in August, date to be determined.

6. ADJOURNMENT

Moved and seconded,

That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:10 a.m.