



**CENTRAL
OKANAGAN**
ECONOMIC
DEVELOPMENT
COMMISSION



Central Okanagan Business Services Guide & Directory

This guide can be found online at
www.investkelowna.com/resources

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Introduction

Whether you already own or operate a business in the Central Okanagan, or plan to do so in the future, this publication is for you. This guide has been prepared to provide the user with an introduction and contact source when doing business in the Central Okanagan. The guide lists major areas of interest and includes a list of Central Okanagan business services, associations and other useful information available through the Economic Development Commission.

The information obtained within this publication has been compiled from sources deemed to be reliable and while every effort has been made to ensure the accuracy of the information, it is not guaranteed. Readers should be aware that any information stated herein may change at any time and without notice. This publication is intended as an information source and does not imply endorsement of any service, association or organization herein. To help us serve you better, should you find any errors, inaccuracies or omissions, please notify the COEDC and we will tend to any concerns immediately.

For further information on regional economic development opportunities, please contact:

Central Okanagan Economic Development Commission
1450 K.L.O. Road
Kelowna, BC V1W 3Z4
Tel: 1-877-332-2673 or (250) 469-6280
Email: info@investkelowna.com
Web: www.investkelowna.com

The Central Okanagan Economic Development Commission (COEDC) is a department of the Regional District of Central Okanagan, which exists to facilitate a healthy and dynamic economy for the region.

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CENTRAL OKANAGAN

ECONOMIC
DEVELOPMENT
COMMISSION

Serving the Communities of



www.investkelowna.com

info@investkelowna.com



Invest Kelowna



Invest_Kelowna

How do I export to China?

I want to start my own business. What should I do to get started?

I've just graduated, what professional opportunities are there for me?

I need help recruiting employees.

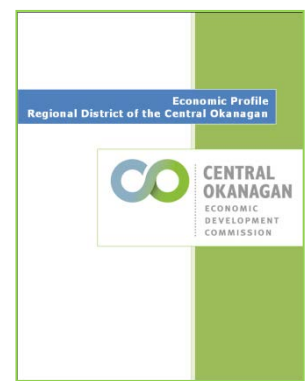
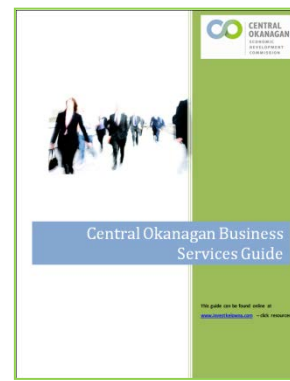
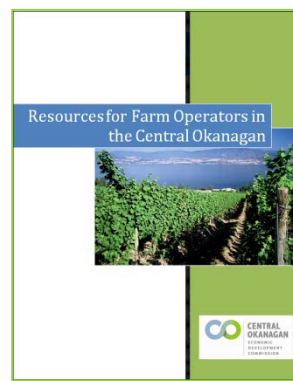
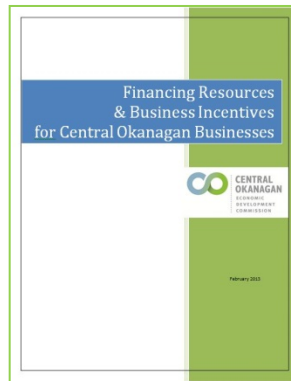


The Economic Development Commission is the Region's primary business resource. We facilitate economic growth by supporting local businesses, and attracting new people, companies and investment to the Region.

Fostering growth and expansion of new and existing businesses through the following services:

- Site visitation
- Referral assistance
- Site selection
- Business climate statistics
- Economic analysis
- Workforce development programs
- Export development
- Agricultural Support Program
- Okanagan Young Professionals Collective
- Foreign Skilled Worker & BC PNP Entrepreneur assistance
- Foreign Direct Investment programs
- Business Planning & Start up guidance
- Business Sector and Educational Workshops

Central Okanagan EDC Programs



Agri Tourism Project provides mentorship and individualized business planning assistance to new or early-stage agri-tourism operators in the Central Okanagan Region.

Site Visitation Providing direct assistance & specialized business planning expertise to businesses to facilitate connections, resources and information aimed at achieving healthy growth.

Business Walks A program aimed to connect one-on-one with businesses to capture the state of the business community and identify companies who require support.

Export Program provides one-on-one expertise to companies in the Central Okanagan to assess export readiness and capitalize on international markets.

Business Beyond Borders A series of seminars and workshops designed to diversify your business by looking beyond traditional markets.

The Okanagan Young Professionals Collective mission is to retain and attract young professionals to the Region. It is building a better, stronger and more engaged Okanagan by connecting individuals to the Okanagan economy through social, sports, arts, cultural activities & facilitation of professional development opportunities.

www.oypcollective.com

Foreign Skilled Worker Program & BC PNP Assistance provides information to Central Okanagan employers on how to hire foreign workers, assists foreign entrepreneurs with the BC Provincial Nominee Program and is the liaison with post-secondary international students in the Central Okanagan to facilitate opportunities to retain a skilled workforce in the Region.

Foreign Direct Investment Program provides assistance and resources to companies seeking investment as well as providing assistance to companies looking to locate to the Central Okanagan.

Central Okanagan Economic Development Commission
 1450 KLO Road, Kelowna, BC 1W 3Z4
info@investkelowna.com www.investkelowna.com
 (250) 469-6280 or toll free 1-877-332-2673

Government

Local Government Offices

City of Kelowna

1435 Water Street
Kelowna BC, V1Y 1J4
Contact: Ron Mattiussi, City Manager
Website: www.kelowna.ca

Tel: (250) 469-8500
Fax: (250) 861-7412

District of West Kelowna

Mount Boucherie Municipal Facility
2760 Cameron Road
West Kelowna, BC V1Z 2T6
Contact: Jason Johnson, CAO
Website: www.districtofwestkelowna.ca

Tel: (778) 797-1000
Fax: (778) 797-1001

The Corporation of the District of Peachland

5806 Beach Avenue
Peachland BC, V0H 1X0
Contact: Elsie Lemke, Administrator
Website: www.peachland.ca

Tel: (250) 767-2647
Fax: (250) 767-3433

The District of Lake Country

10150 Bottom Wood Lake Road
Lake Country BC, V4V 2M1
Contact: Alberto de Feo, CAO
Website: www.lakecountry.bc.ca

Tel: (250) 766-5650
Fax: (250) 766-0116

Westbank First Nation

301 – 515 Hwy 97 South
Kelowna BC, V1Z 3J2
E-mail: mail@wfn.ca
Website: www.wfn.ca

Tel: (250) 769-4999
Fax: (250) 769-4377

Regional District of Central Okanagan

1450 KLO Road
Kelowna BC, V1W 3Z4
Contact: Brian Reardon, CAO
Website: www.regionaldistrict.com

Tel: (250) 763-4918
Fax: (250) 763-0606

Bid & Business Opportunities

British Columbia Government - BC Bid	http://www.bcbid.gov.bc.ca/open.dll/
City of Kelowna	http://www.kelowna.ca/CM/Page103.aspx
Civic Info BC	www.civicinfo.bc.ca
Lake Country	http://www.okanaganway.ca/tenders/
MERX – Canadian & US Public Tenders, Federal, Provincial & Municipal	www.merx.com
Peachland	http://www.peachland.ca/cms.asp?wpID=209
West Kelowna	http://www.districtofwestside.ca/index.aspx?page=22
Regional District of Central Okanagan	http://www.regionaldistrict.com/services/finance-services/bid-opportunities-purchasing.aspx
Westbank First Nation - Engineering, Utilities & Public Works (250) 707-3332 or	www.wfn.ca

Development Projects & Permits

City of Kelowna	http://www.kelowna.ca/CM/Page904.aspx
Lake Country	http://www.okanaganway.ca/municipal/building-development/
Peachland	http://www.peachland.ca/cms.asp?wpID=203
RDCO	http://www.regionaldistrict.com/services/planning-section.aspx
Westbank First Nation	http://www.wfn.ca/commplan.asp
West Kelowna	http://www.districtofwestside.ca/index.aspx?page=656

Economic Development Offices

Economic Development Offices are available to assist businesses in establishment and expansion and offer helpful advice for start-up and operation.

Central Okanagan Economic Development Commission (COEDC)

Service Area: Peachland, West Kelowna, Kelowna, Lake Country
Director: Robert Fine
1450 KLO Road
Kelowna, BC V1W 3Z4
Phone: (250) 469-6280
Email: info@investkelowna.com
Web: www.investkelowna.com

Westbank First Nation

Economic Development Officer: Mandi Carroll
301-515 Hwy 97 South
Kelowna, BC V1Z 3J2
Phone: (250) 769-4999
Email: mcarrroll@wfn.ca
Web : <http://www.wfn.ca/ecdev.asp>

City of Kelowna

Business Development Office
Executive Director of Business Development:
Jim Paterson
1435 Water Street
Kelowna, V1Y 1J4
Phone: (250) 469-8628
Email: jpaterson@kelowna.ca
Web: www.kelowna.ca

District of Lake Country

Economic Development Manager: Ryan Roycroft
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
Phone: (250) 766-5650
Email: rroycroft@lakecountry.bc.ca
Web: <http://www.okanaganway.ca/municipal/municipal-services/economic-development/>

District of West Kelowna

Business Development Officer: John Perrott
2760 Cameron Road
West Kelowna, BC V1Z 2T6
Phone: (778) 797-2215
Email: john.perrott@districtofwestkelowna.ca
Web: www.districtofwestside.ca

Peachland Economic Development Committee

Rob Campbell: rcampbell@dominiongrand.com
Chris Byrd: cbyrd@shaw.ca
Barrie Hewer: Barrie@Hewer.com
Web: www.peachlandedc.ca

Ministry of Jobs, Tourism and Skills Training

As a regional contact for investors, local business, and government, the ministry works closely with other provincial and federal agencies at a local and regional level to assist businesses, community organizations, and local government access services, resources, and program funding information related to economic development. They actively support local and regional economic development initiatives, including international investment attraction.

Regional Manager, Thompson-Okanagan Region: Myles Bruns
Suite 250 - 455 Columbia Street
Kamloops, BC, V2C 6K4
Phone: (250) 371-3931
Mobile: (250) 318-5150
Toll-Free Enquiry BC 1-800-663-7867
Email: Myles.Bruns@gov.bc.ca
Web: <http://www.gov.bc.ca/jtst/>

Okanagan Valley Economic Developers Society (OVEDS)

The Okanagan Valley Economic Development Society is the Okanagan Valley's association of economic development practitioners dedicated to providing activities, profile and a forum for its member communities and their collective economic development goals. Registered as a not-for-profit society since 2005, OVEDS' facilitates activities aimed at regional investment attraction goals for Westbank First Nation and the North, Central and Okanagan-Similkameen Region Districts. For a list of OVEDS member communities and contact information visit www.investokanagan.com.

Property & Tax Assessment

City of Kelowna	http://www.kelowna.ca/iProperty_Tax_Information/Scripts/pti001.cfm
District of Lake Country	http://www.lakecountry.bc.ca/siteengine/activepage.asp?PageID=129
District of Peachland	http://www.peachland.ca/cms.asp?wpID=205
District of West Kelowna	http://www.districtofwestside.ca/index.aspx?page=139
Regional District of Central Okanagan	http://www.regionaldistrict.com/departments/finance/finance_propertytax.aspx
Westbank First Nation	http://www.wfn.ca/taxation.asp

Provincial & Federal Tax Information

BC International Trade & Investment	https://trade.britishcolumbia.ca/Pages/Home.aspx
BC Provincial Sales Tax	http://www2.gov.bc.ca/gov/topic.page?id=589542DDDB6347F7A7C80C1783F4BA6D
BC Tax Environment	https://trade.britishcolumbia.ca/Invest/Documents/BC_Tax_Envmt0503_2010.pdf
BC Corporate Tax Incentives	http://www.ifcbc.com/ifb-international-financial-business.htm
Canada Revenue Agency	http://www.cra-arc.gc.ca/tx/bsnss/menu-eng.html
Canada Revenue Agency Guide for Canadian Small Business	http://www.cra-arc.gc.ca/E/pub/tg/rc4070/README.html
Goods and Services Tax (GST)	http://www2.gov.bc.ca/gov/topic.page?id=589542DDDB6347F7A7C80C1783F4BA6D
Trade & Invest BC Tax Credits	https://tools.britishcolumbia.ca/Invest/Pages/BusinessIncentives.aspx

Regional Tax Incentives

Kelowna

Kelowna City Council recently approved tax incentives to stimulate mixed-use developments within specific areas of the Downtown and Rutland Urban Centres. These incentives will provide a moratorium on taxes for new development projects that meet the terms of Bylaw 9561 - [Revitalization Tax Exemption](#).

In addition, Council approved recommendations for additional Parking Credits that would relax parking requirements for projects in Kelowna's Downtown core.

District of Lake Country

The [District of Lake Country](#) offers a [Revitalization Tax Exemption Program](#) to encourage the construction of New Buildings and additions to existing buildings within the Main Street Incentive Area by providing property tax relief to property owners who undertake eligible construction.

Company Formation & Registration

Municipal Business Licenses

Any person owning or operating a business within the Central Okanagan must obtain an annual Business License. When preparing to do business in the Central Okanagan you will need to contact the municipality in which you will be conducting business. If you will be setting up your business in an unincorporated area (Joe Rich-Ellison, Central Okanagan West), contact the Regional District. Reserve 9 and 10 (IR9 & 10) are administered through the Westbank First Nation. Licenses are not required for the Duck Lake Reserve; however, permission is required for business operation and is administered through Okanagan Indian Band.

City of Kelowna

In Person: 1435 Water Street

Phone: (250) 469-8960

Online:

<http://www.kelowna.ca/CM/Page1253.aspx>

District of Lake Country

In Person: 10150 Bottom Wood Lake Road

Phone: 250-766-5650

Online:

<http://www.okanaganway.ca/municipal/municipal-services/business-licences/>

District of Peachland

In Person: 5806 Beach Avenue

Phone: (250) 767-2647

Online:

<http://www.peachland.ca/cms.asp?wpID=61>

District of West Kelowna

In Person: 2760 Cameron Road

Phone: (778) 797-8820

Online:

<http://www.districtofwestkelowna.ca/index.aspx?page=224>

Okanagan Indian Band

In Person: 12420 Westside Rd, Vernon, BC

Phone: (250) 542-4328

Online: <http://www.okib.ca>

Regional District of Central Okanagan

In Person: 1450 KLO Road, Kelowna

Phone: (250) 469-6211

Online:

<http://www.regionaldistrict.com/services/inspection-section/business-licensing.aspx>

Westbank First Nation

In Person: 301-515 Hwy 97 South

Phone: (250) 769-4999

Online: <http://www.wfn.ca/commplan.asp>

OPTIONAL Inter-Community Business License Program – Kelowna, West Kelowna, Peachland, Lake Country and the Regional District of Central Okanagan participate in the Inter-Community Business License Program designed to simplify business licensing and reduce costs. Companies doing business in more than one community (with only one fixed location) may now purchase a Mobile Business License for an annual fee of \$150 in addition to the municipal fee.

Provincial License Requirements

There are a variety of specific provincial acts containing licensing regulations and requirements which may affect your business. Before you begin operation of your business, you are advised to contact the provincial ministry having jurisdiction over the types of business activities you will be conducting to ensure that you are fully licensed and obeying current regulations. You may contact the BC government through their toll free telephone service or through their web site as follows:

Enquiry BC: 1-800-663-7867

Web: <http://www.gov.bc.ca>

Federal License Requirements

There are many specific federal licensing requirements. For more information, contact the federal department or agency which oversees the area applicable to your business. You may contact the federal government through their toll-free number or web site as follows:

General Inquiries: 1 800 O-Canada (1-800-622-6232)

Web: <http://www.Canada.gc.ca>

BizPal

www.bizpal.ca

This online service provides a customized list of permits and licences from all levels of government that you may require for your business.

One Stop Business Registration (OSBR)

www.onestopbc.ca

OSBR is available to register your business with Canada Customs and Revenue Agency (HST, payroll, income tax, import/export accounts), register your business name, register with the Province for PST, and the Worker's Compensation Board.

Buying or Selling a Business

Business Brokers

Exit This Way Consulting

Neil Thomson

17 – 3800 Pinnacle Way

Kelowna, BC V1W 3Z8

Phone: (250) 860-9094

Email: neil@ExitThisWay.ca

Web: www.exithisway.net

Business Finders Canada

Steve Harvey

1652 Pandosy Street

Kelowna, BC V1Y 1P7

Phone: (250) 491-1111

Email: steve@businessfinderscanada.com

Web: www.businessfinders.canada.com

Opportunities BC

Are you a business owner looking to attract investment, sell or lease your business? Submit your opportunity to OpportunitiesBC to enable domestic and international representatives to promote your opportunity across their network.

http://www.canadabusiness.ca/eng/program/4233/?utm_source=rss_global&utm_medium=social&utm_content=programs&utm_campaign=rss

Succession Planning

Canada Business Network Succession Plan Info-Guide <http://www.canadabusiness.ca/eng/guide/2654/>

Small Business BC - How to Exit Your Business <http://www.smallbusinessbc.ca/exiting-a-business/legal-requirements>

Venture Connect

www.ventureconnect.ca

Chambers of Commerce & Business Associations

Kelowna Chamber of Commerce

544 Harvey Avenue
Kelowna, BC V1Y 6C9
Phone: (250) 861-3627
Email: info@kelownachamber.org
Web: www.kelownachamber.org

Peachland Chamber of Commerce

5812 Beach Avenue
Peachland BC, V0H 1X7
Phone: 250-767-2455
Email: peachlandchamber@shawcable.com
Web: www.peachlandchamber.bc.ca

Uptown Rutland Business Association (URBA)

200-160 Dougall Road South
Kelowna, BC V1X 3J4
Phone: 250-451-9861 Cell: 250-470-8236
Email: info@uptownrutland.com
Web: www.uptownrutland.com

Glenmore Business Association

Meetings held once monthly
Contact Dennis Campbell for meeting info
250-717-1884
Email: dennis@regencyresorts.ca
Web: <https://www.facebook.com/pages/Glenmore-Business-Association/273839712711391>

Westbank & District Chamber of Commerce

2372 Dobbin Road
Westbank, BC, V4T 2H9
Phone: 250-768-3378 Toll Free: 1-866-768-3378
email: admin@westbankchamber.com
Web: www.westbankchamber.com

Lake Country Chamber of Commerce

#40-9522 Main Street,
Lake Country, BC V4V 2L9
Phone 250-766-5670 Toll Free 1-888 766 5670
E-mail admin@lakecountrychamber.com
Web: www.lakecountrychamber.com

Downtown Kelowna Association

#200 - 287 Bernard Avenue
Kelowna, BC V1Y 6N2
Phone: (250) 862-3515
E-mail: info@downtownkelowna.com
Web: www.downtownkelowna.com

Statistics and Resources

Regional Economic Profile

The Economic Profile covers the member communities throughout the Okanagan and includes a wide range of demographic information pertinent to the local economy including information on population, infrastructure, housing, education, labour force, industry and resources related to investing and living in the Okanagan. The Profile is a valuable tool for market research with a wide range of users from potential investors, business students, and trade & investment representatives to individuals researching the marketplace prior to starting a business. Access the Okanagan Valley Economic Profile at www.investkelowna.com/resources.

Site Selection Guide

The site selection guide makes site selection easier by helping you explore infrastructure, location advantages and workforce statistics. Access the Site Selection Guide at www.investkelowna.com/resources.

Statistical & Research Websites

BC Stats	www.bcstats.gov.bc.ca
DataBC	www.data.gov.bc.ca
BC Government Open Information	www.openinfo.gov.bc.ca
BC Labour Market Outlook 2010-2020	http://www.workbc.ca/docs/BCLMOutlook.pdf
Insolvency Name Search	https://strategis.ic.gc.ca/sc_mrksv/bankruptcy/search/engdoc/
Statistics Canada	http://www.statcan.gc.ca/start-debut-eng.html
BC Major Projects Inventory	http://www.gov.bc.ca/jti/major_projects_inventory.html
US Federal Statistics	www.fedstats.gov
Wages & Salary	http://www.workingincanada.gc.ca/content_pieces-eng.do?lang=eng&cid=1
Regional Employment Projections	http://www.bcstats.gov.bc.ca/StatisticsBySubject/LabourIncome/OtherData/RegionalEmploymentProjections.aspx
Kelowna CMA Housing Stats	www.cmhc.ca
Small Business Profile	http://www.resourcecentre.gov.bc.ca/publications.html
Small Business Reports by BC Stats (Small Business Profile)	http://www.bcstats.gov.bc.ca/StatisticsBySubject/BusinessIndustry/SmallBusiness.aspx#sbp

Small Business Research & Stats from Industry Canada <http://www.ic.gc.ca/eic/site/061.nsf/eng/Home>

- Small Business Quarterly
- Key small business statistics
- Research Reports
- Statistical Tables
- Venture Capital Monitor

Labour and Employment

What Does A Job Pay?

http://www.workingincanada.gc.ca/occupation_search-eng.do?lang=eng

Find available jobs, wages (low, median, and high range listed for a specific job), outlooks, and job requirements specific to an occupation and location.

BC Employment Standards

<http://www.labour.gov.bc.ca/esb/>

The main purpose of the Employment Standards Act is to make sure that British Columbia Workers receive at least minimum standards of wages and terms of employment.

BC Human Resources Management Association

www.bchrma.org

BC Human Resources Management Association (BC HRMA) is your source for Human Resources information and services in the province. BC HRMA is committed to providing leadership in HR excellence and is the foremost professional association for those involved in the business of people. It is also certifying body of the Certified Human Resources Professional (CHRP) designation in BC.

Canada Federal Labour Standards

http://www.labour.gc.ca/eng/standards_equity/st/index.shtml

The Canada Labour Code covers industrial relations, occupational safety and health, and labour standards for industries under federal jurisdiction.

Human Resources Development Canada

<http://www.hrsdc.gc.ca/eng/home.shtml>

Learn about funding opportunities (grants and contributions), pensions, disability programs, senior programs, child and family programs, and community programs that are offered by Human Resources and Skills Development Canada (HRSDC), the Labour Program and Service Canada.

Labour Market Navigator

<http://www.workbc.ca/navigator/>

The Labour Market Navigator from WorkBC allows users to explore the latest trends in over 500 occupations and is a great tool for local businesses – providing a number of practical and valuable tools. Great for employers and job seekers alike, the Labour Market Navigator will answer your job specific questions related to: training and education requirements, average salary, unemployment rate, estimated number of job openings, top regions for related occupations, and other interesting demographics and trends.

Career Opportunities with Local Government

BC Assessment	http://www.bcassessment.ca/careers/Pages/default.aspx
BC Government	www.employment.gov.bc.ca
BC Hydro	www.bchydro.com/careers
Interior Health	www.roomtogrowbc.com
School District 23	http://www.sd23.bc.ca/DistrictInfo/Employment/Pages/default.aspx
City of Kelowna	http://www.kelowna.ca/CM/page62.aspx
Dist. Lake Country	http://www.okanaganway.ca/municipal/employment/
District of Peachland	www.peachland.ca
District of West Kelowna	http://www.districtofwestside.ca/index.aspx?page=211
Regional District of Central Okanagan	http://www.regionaldistrict.com/services/human-resources/employment-opportunities.aspx
Westbank First Nation	http://www.wfn.ca/jobpost.asp

Career Opportunities with Private Companies:

Accelerate Okanagan Job Board	http://www.accelerateokanagan.com/jobboard/
Disney Online (Club Penguin)	http://www.disneycareers.com/en/default/
FortisBC	www.fortisbc.com/careers
Okanagan College	www.employmentopportunities.okanagan.bc.ca
University of British Columbia	http://www.ubc.ca/okanagan/welcome.html

CO-OP Students Available for Hire

Okanagan College	www.okanagan.bc.ca/coop
University of British Columbia Okanagan	www.ubc.ca/okanagan/students/careers

Foreign Entrepreneurs and Workers

The Central Okanagan Economic Development Commission **Foreign Skilled Worker Coordinator, Woody Cross**, assists temporary foreign workers, provincial nominees, students, investors, and business owners to navigate the several programs available that allow them to work and reside permanently in BC and actively promotes the Region to young families as a place to move, live, work and invest.

Woody Cross

Email: wcross@investkelowna.com

Tel: (250) 826-3997

Web: <http://www.investkelowna.com/immigration.html>

Training Programs & Subsidies

Get Youth Working Program	www.getyouthworking.ca
Human Resources and Social Development Canada (HRSDC) funding programs	http://www.hrsdc.gc.ca/eng/funding_programs/index.shtml
Labour Market Partnerships	http://www.labourmarketservices.gov.bc.ca/employers/labour_market_partnerships.html
Self-Employment Training– Community Futures	www.cfdcco.bc.ca
Service Canada	http://www.servicecanada.gc.ca/eng/audiences/employers/index.shtml
S.T.E.P. (Skilled Trades Employment Program)	http://www.stepbc.ca/
T.R.A.D.E.S.	http://tradesbc.org
Training Tax Credit	http://www.sbr.gov.bc.ca/business/income_taxes/ttc/default.htm
Wage Subsidies for Employers	http://www.labourmarketservices.gov.bc.ca/employers/targeted_wage_subsidies.html
Work Sharing Program for Employers	http://www.servicecanada.gc.ca/eng/work_sharing/index.shtml

Helpful Links for Local Employers

Regulations, Obligations and General Resources

[British Columbia Training Tax Credit](#)

The federal government provides a credit to employers based on the wages paid to an apprentice for the first 24 months of a Red Seal or non-Red Seal program, and when an apprentice completes level three or higher of either a Red Seal or non-Red Seal program.

[Canada Revenue Agency](#)

Information and links for business regarding obligations and entitlements

[Canadian Human Rights Commission](#)

Employer guide to screening and selection in Employment

[Go2 – Resource for people in Tourism](#)

Learn innovative ways of managing your employees including tips that will improve your bottom line and help inspire your people. Read success stories of businesses just like yours to find out what works

[Job Creation Partnerships for Community Organizations](#)

[Ministry of Labour and Citizen’s Service: Employment Standards Branch](#)

The Employment Standards Branch administers the Employment Standards Act and Regulations, which see minimum standards of wages and working conditions in most workplaces

[Office of the Information and Privacy Commission for BC](#) The Personal Information Protection Act (PIPA)

sets out how B.C. organizations, including corporations, sole-proprietorships, partnerships and non-profit organizations, may collect, use and disclose personal information about individuals

[Service Canada – HR for Employers](#)

HR Information for Employers from Government and Non-Government Sources

[Wage Subsidy Program](#)

The Wage Subsidy Program assists employers in offsetting the cost associated with hiring new employees and developing their skills in order to create long-term employment opportunities

[Workplace Training for Innovation Pilot Program](#) The Ministry of Advanced Education and Labour Market Development has established a new program initiative, Workplace Training for Innovation Program, through the Strategic Training and Transition Fund. The program is designed to provide eligible employers with funding for employee training.

[Worksafe BC](#) WorkSafeBC is dedicated to promoting workplace health and safety for the workers and employers of British Columbia

WorkSafe BC

www.worksafebc.com

If you are hiring employees or if your business is incorporated, register with the WorkSafe BC before commencement of business.

Immigration Resources:

Temporary Workers	<u>http://www.cic.gc.ca/english/work/index.asp</u>
International Students	<u>http://www.welcomebc.ca/wbc/immigration/come/students/index.page</u>
Skilled Workers & Professionals	<u>http://www.welcomebc.ca/wbc/immigration/come/work/about/index.page?WT.svl=LeftNav</u>
Investors & Business Owners	<u>http://www.cic.gc.ca/english/immigrate/business/index.asp</u>
Family Members	<u>http://www.cic.gc.ca/english/immigrate/sponsor/index.asp</u>
Immigration Employment Council of BC	<u>http://www.tapintotalent.ca/about/about-iec-bc</u>
Kelowna Community Resources	<u>http://www.kcr.ca/</u>
Central Okanagan Immigrant Employment Services	<u>http://www.vdiss.com/Employment%20Kelowna.html</u>

Labour Market Research Websites

Alliance of Sector Councils	<u>http://www.councils.org/en/</u>
BC Jobs Plan	<u>http://www.bcjobsplan.ca</u>
BC Job Trend Tracker	<u>http://www.bcjobtrendtracker.ca/lmf/</u>
BC Labour Market Outlook 2010 – 2020	<u>http://www.workbc.ca/Statistics/Labour-Market/Pages/Labour-Market.aspx</u>
BC Work Futures	<u>http://www.workfutures.bc.ca/</u>
British Columbia Labour Market Outlook 2010 – 2020	<u>http://www.workbc.ca/Statistics/Labour-Market/Pages/Labour-Market-Outlook.aspx</u>
Build a Career	<u>http://www.buildacareer.ca</u>

Career Explorers	http://www.careerexplorers.ca
Labour Force Characteristics	http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/lfs04k-eng.htm
Labour Market Information Gateway	http://www.bcstats.gov.bc.ca/data/lss/lmi_gate.asp
Regional Employment Projections	http://www.bcstats.gov.bc.ca/data/lss/repm.asp
Service Canada – Jobs	http://www.workingincanada.gc.ca/home-eng.do?lang=eng
Service Canada – Wages report	http://www.workingincanada.gc.ca/content_pieces-eng.do?cid=2682

Job Search Sites

www.castanet.net	www.jobskelowna.com	www.wowjobs.ca
www.eluta.ca	www.jobsearch.ca	www.bcclassifieds.com
www.bcjobs.ca	www.monster.ca	http://kelowna.kijiji.ca
www.workopolis.ca	www.simplyhired.ca	http://kelowna.craigslist.ca
www.skilledworkers.com	www.working.com	http://www.okanaganjobs.com/
www.canadajobs.com	www.kelownajobs.com	www.keepsys.com/canadajobsearchsites.html
www.jobapplications.ca	www.indeed.ca	
http://www.careerowl.ca/GenericPages/JobBrowser.aspx?posteddate=48h&country=CA		

Work Search Strategies, Career Planning & Placement Services

Aboriginal Learning Centre Services (Ki-Low-Na Friendship Society)	www.kfs.bc.ca
Accelerate Okanagan (Technology Positions)	http://www.accelerateokanagan.com/jobs/
Aspire Recruitment Solutions	www.aspirehiring.ca
Bowman Employment Services	www.bowmanemployment.com
Brandt HR Consulting	www.brantconsulting.com
Central Okanagan Immigrant Employment Service	www.vdiss.com
Excel Personnel Inc	www.excel.bc.ca
Express Employment Services	http://www.expresspros.com/locations/ca/British-Columbia/
Kelowna Human Resources Consulting	www.kelownahr.com
Labour Unlimited Temporary Services	www.labourunlimited.com
L.P. Kurach & Associates	www.lpkurach.com
WorkBC Maximus Canada Employment Services Inc.	www.maximusworkbc.ca
Le Centre francophone de services a l'emploi de l'Okanagan	http://cfseo.ca
Okanagan Educational Centre	www.okagananeducationalcentre.com
Okanagan Staffing Services	www.okagananstaffing.com/
Physicians	http://www.betterhere.ca/default.htm
Platinum Personnel	www.platinumpersonnel.ca
T.I.E.R. Support Services for people with developmental disabilities	http://www.tier.ca/
YMCA-YWCA of the Central Okanagan	http://www.ymca-ywca.com/employment_services/

Export Resources

The Central Okanagan Economic Development Commission Export Program

This program provides one-on-one expertise to companies in the Central Okanagan to assess export readiness and capitalize on international markets.

Contact Richard Takai at rtakai@investkelowna.com or (250) 801-9020

Trade Related Resources:

Export British Columbia	https://trade.britishcolumbia.ca/Export/Pages/default.aspx
Trade British Columbia	http://www.britishcolumbia.ca/
International Trade Administration	http://www.ita.doc.gov/
Canadian Manufacturers & Exporters	http://www.cme-mec.ca/
Canadian Trade Commissioner	http://www.tradecommissioner.gc.ca/
Enterprise Europe Network Canada	www.een-canada.ca
Export Development Canada - home	http://www.edc.ca/english/index.htm
Export Development Canada – export, market and industry guides /publications	http://www.edc.ca/EN/Knowledge-Centre/Publications/Pages/default.aspx
Export Finance Guide	https://www.edc.ca/english/tools_12185.htm
Export Related Guides and Publications	https://www.edc.ca/english/publications_brochures.htm
Importing Goods to Canada	http://www.smallbusinessbc.ca/sbbcfles/files/How_to_Import_Goods_into_Canada.pdf
Exporting Goods from Canada	http://www.smallbusinessbc.ca/products-and-services/free-resources/guide-registering-your-business-export
Register Your Business for Import	http://www.smallbusinessbc.ca/products-and-services/free-resources/guide-registering-your-business-import
Register Your Business for Export	http://www.smallbusinessbc.ca/products-and-services/free-resources/guide-registering-your-business-export
Strategis - Trade Data Online	http://www.ic.gc.ca/eic/site/tdo-dcd.nsf/eng/Home
TradeStart	www.tradestart.ca
UK Trade & Investment	http://www.ukti.gov.uk/export.html?guid=none

Protecting Your Intellectual Property:

Canadian Intellectual Property Office

<http://www.cipo.ic.gc.ca/eic/site/cipointernetinternetopic.nsf/eng/wr03073.html?open&fromICMHemail=yes>

IP Panorama

<http://www.wipo.int/sme/en/multimedia/>

Patent Agents list for BC

<http://www.ic.gc.ca/cipo/pa-br/agents.nsf/pprovince-eng?readform&prov=BRITISH%20COLUMBIA>

Secrets of Intellectual Property: A Guide for Small and Medium-sized Exporters

http://www.wipo.int/sme/en/documents/guides/secrets_ip.html

Trade Mark Agents for BC

<http://www.ic.gc.ca/cipo/mc-tm/agents.nsf/tmcentre-eng?readform&prov=Vancouver>

World Intellectual Property Organization

http://www.wipo.int/portal/en/resources_businesses.html

Funding & Business Incentives

See the COEDC Funding and Business Incentives Guide at:

www.investkelowna.com/resources

Business Services

Meeting Rooms, Corporate Event Rentals

If you will be using music for your event, ensure that you have the rights to play it by contacting [SOCAN](#). SOCAN is the Canadian copyright collective for music and administers the performing rights, collects the licence fees in Canada and pays the royalties to the creators and publishers of the musical works performed in Canada and around the world.

Peachland

Peachland Community Centre	4450 6th St RR 6 Peachland, BC V0H 1X6 (250) 767-2133	rec_clerk@peachland.ca www.peachland.ca
50+ Activity Centre	4450 6th St RR 6 Peachland, BC V0H 1X6 (250) 767-9133	50plus@telus.net www.peachland.ca
Peachland Little School House	1898 Brandon Lane Peachland, BC V0H 1X6 (250) 575-8226	school1898@gmail.com www.peachland.ca
Peachland Elementary	5486 Clements Crescent Peachland, BC V0H 1X5 (250) 860-8888	sryan@sd23.bc.ca http://www.ple.sd23.bc.ca/
4 th Street Place	4485 4th Street Peachland, BC V0H 1X5 (250) 767-2133	rec_clerk@peachland.ca www.peachland.ca

West Kelowna

Cove Lakeside Resort	4205 Gellatly Road West Kelowna, BC V4T 2k2 (250) 707-1800	www.covelakeside.com
Holiday Inn	2569 Dobbin Rd (Hwy 97) Westbank, BC V4T 2J6 1-877-660-8550	www.holidayinn.com
Lake Okanagan Resort	2751 Westside Rd N Kelowna, BC V1Z 3T5 (250) 769-3511	www.lakeokanagan.com
Mission Hill Family Estate Winery	1730 Mission Hill Road West Kelowna, BC V4T 2E4 (250) 768-6423	www.missionhillwinery.com
Okanagan Regional Library	Westridge Mall #31 - 2484 Main St. (Hwy 97 S) West Kelowna, B.C. V4T 2G2 (250) 768-4369	http://www.orl.bc.ca/branches/westbank
Quails Gate Winery	3303 Boucherie Road Kelowna, BC V1Z 2H3 (250) 769-4451	www.quailsgate.com

Kelowna

Best Western Plus Kelowna Hotel & Suites	2402 Hwy 97 N Kelowna, BC (250) 860-1212	www.bestwesternkelowna.com
Bo.tegga Farm Inn & Retreat Centre	4485 Sallows Rd Kelowna, BC V1W 4C2 (778) 477-5771	www.bo.tegga.com
City of Kelowna Park & Facility Rentals	(250) 469-8800	http://www.kelowna.ca/CM/Page256.aspx
Coast Capri Hotel	1171 Harvey Avenue Kelowna, BC (250) 860-6060	www.coastcapri.com
Delta Grand Okanagan Resort & Conference Centre	1310 Water Street Kelowna, BC V1Y 9P3 (250) 763-4500	http://www.deltahotels.com/en/hotels/british-columbia/delta-grand-okanagan-resort/
Hotel Eldorado	500 Cook Road Kelowna, BC V1W 3G9 (866) 608-7500	www.hoteleldoradokelowna.com

Lake City Casino – Gateway 21 Banquet Room (up to 190 people)	1300 Water Street Kelowna, BC V1Y 9P3 (250) 860-9467	mcasey@lakecitycasinos.com www.lakecitycasinos.com
Laurel Packinghouse	1304 Ellis Street Kelowna, BC V1Y 1Z8 (778) 478-0325	http://kelownamuseums.ca/laurel-packinghouse/contact.html E: bookings@kelownamuseums.ca
Marriott Fairfield Inn & Suites	1655 Powick Road Corner of Hwys 97 & 33 Kelowna, BC V1X 4L1 (250) 980-7019	www.marriott-fairfield.com
Holiday Inn Express Kelowna Hotel & Conference Centre	2429 Hwy 97 North Kelowna, BC V1X 4J2 (250) 763-0500	www.kelownabc.hiexpress.com
Kelowna Banquet and Conference Centre	1685 Pandosy St. Kelowna, BC V1Y 1R1 (250) 863-4809	www.kbcckelowna.ca
Manteo Resort	3766 Lakeshore Road Kelowna, BC V1W 3L4 (250) 860-1031	www.manteo.com
Okanagan College	1000 KLO Road Kelowna, BC V1Y 4X8 (250) 762-5445 ext 4590 Sarah Cherrey	www.okanagan.bc.ca Email: scherrey@okanagan.bc.ca
Okanagan Regional Library Kelowna Branch	1380 Ellis St. Kelowna, B.C. V1Y 2A2 (250) 762-2800	http://www.orl.bc.ca/branches/kelowna
Penticton Trade & Convention Centre	273 Power Street Penticton BC V2A7K9 (250) 490-2460 Paul O'Beirn or Brannigan Boyd	http://www.pentictonconventioncentre.com/about/index.html E: Paul.Obeirn@penticton.ca E: brannigan.boyd@penticton.ca
Prestige Hotel	1675 Abbott Street Kelowna, BC V1Y 8S3 (250) 860-7900	www.prestigehotelsandresorts.com
Prospera Place	1223 Water Street Kelowna, BC V1Y 9V1 Phone: 250-979-0888 Email: info@prosperaplace.com	http://prosperaplace.com/venue-equipmentinfo.html

Ramada Hotel & Conference Centre	2170 Harvey Avenue Kelowna (250) 250-860-9711	www.rpbhotels.com
Rotary Centre for the Arts	421 Cawston Avenue Kelowna, BC V1Y 6Z1 (250) 717-5304	www.rotarycentreforthearts.com
The Royal Anne Hotel	348 Bernard Avenue Kelowna BC V1Y 6N5 (250) 763-2277	www.royalannehotel.com
Tourism Kelowna Meeting Planner	http://www.tourismkelowna.com/meeting-planner	
University of British Columbia – Okanagan Campus	Conferences & Accommodation 1290 International Mews, Kelowna, BC V1V 1V8 Phone: 250-807-8050	http://okanagan.ubconferences.com/ Email: conferences.ubco@ubc.ca reservations.ubco@ubc.ca

Lake Country

Aspen Grove Golf & Banquet Facility (for up to 200)	10303 Bottom Wood Lake Road Winfield, BC V4V 1T9 250- 766-3933	www.aspengrovegolf.ca/banquets/
Boys & Girls Club	3130 Berry Road Winfield, BC 250-766-5277	
Chamber of Commerce	#40-9522 Main Street, Lake Country, BC V4V 2L9 250-766-5670	www.lakecountrychamber.com admin@lakecountrychamber.com
Community Complex (George Elliot School)	10241 Bottom Wood Lake Road Winfield, BC V4V 1Y7 250-766-1485	www.ges.sd23.bc.ca
Creekside Theatre	10241 Bottom Wood Lake Road Winfield, BC V4V 1Y7 250-766-5669	www.creeksidetheatre.com
Gray Monk Winery	1055 Camp Road Okanagan Centre, BC V4V 2H4 (250) 766-3168	www.graymonk.com
Gatzke Orchards	15686 Hwy 97 Oyama, BC, V4V 2J2 (250) 548-3444	www.gatzkefarmmarkets.com

Municipal Office	10150 Bottom Wood Lake Road Lake Country BC, V4V 2M1 250-766-5650	www.lakecountry.bc.ca
Oceola Fish & Game Club	11888 McGowan Rd. Lake Country, BC V4V 1J2 250-317-3017	www.oceola.ca
Okanagan Centre Hall	11099 Maddock Avenue Okanagan Centre, BC, V4V 2J4 250 766 5345	www.okanagacentre.net/ info@okanagacentre.net
Oyama Community Hall	15710 Oyama Rd Oyama, BC V4V 2E1 250-548-3204	www.oyamacommunityhall.ca
Winfield Arena	9830 Bottom Wood Lake Road Winfield, BC V4V 1T1 250-766-5650	
Winfield Curling Club	9830 Bottom Wood Lake Rd Winfield, BC V4V 1S7 250-766-3318	www.winfieldcurlingclub.com winfieldcurlingclub@shaw.ca
Winfield Memorial Hall	10130 Bottom Wood Lake Rd Winfield, BC V4V 1Y7 250-766-4131	www.winfieldmemorialhall.com
Winfield Seniors Centre	9832 Bottom Wood Lake Rd 250-766 4220	

Connect with Local Business

Canadian Company Capabilities	https://strategis.ic.gc.ca//app/scr/imbs/ccc/rgstrtn/lgn.pub?lang=eng
Kelowna Vendors	www.kelownavendors.com
Manta	http://www.manta.com/coms2/page_about_manta
Our Okanagan Business Directory	www.ourokanagan.ca
Rapid Time Networks	www.rapidtimenetworks.com
Tech Trade Canada	www.tectrade.ca
Trade Exchange Canada	www.tradeexchangeCanada.com

Corporate Retreats

Bo.Tegga	www.bo.ttega.com
Crescendo (Big White)	http://skicrescendo.com/
Delta Grand Okanagan Resort	http://www.deltahotels.com/en/hotels/british-columbia/delta-grand-okanagan-resort/
Hotel Eldorado	www.hoteleldoradokelowna.com
Lake Okanagan Resort	www.lakeokanagan.com
Manteo Resort	www.manteo.com
Predator Ridge Resort	www.predatorridge.com
Sparkling Hill Resort	www.sparklinghill.com
The Cove Lakeside Resort	www.covelakeside.com
Total Events - Full Service Event & Conference Management Company	www.totalevents.ca
Tourism Kelowna meeting planner	http://www.tourismkelowna.com/meeting-planners/services/

Interpreters/Language Services

Accurate Translations Ltd

Phone: (250) 212-8590

Web: www.accuratetranslations.ca

Email: info@accuratetranslations.ca

Thorsten Wehrmann

German Language Assistance

Cell: 250-863-1750

Office: 250-860-1100

Toll Free: 800-421-3214

Email: thorsten@royalpage.ca

Interculture Society of the Central Okanagan

<http://gordongrisenthwaite.com/isco/index.php>

Email: info@interculturalkelowna.com

Virtual Translations

Phone: (250) 766-2969

Office Space for Short Term Rent

BMM Office Solutions

Office rental (by the hour, day, week, month), virtual office, secretarial service, brochures, internet, phone jacks, photo copier, staff kitchen, board room, friendly tenants, waiting room, security alarm system.

Suite 200-1789 Harvey Ave

Kelowna, BC V1Y 6G4

Phone: 250-860-6688

Email: bmm@shawbiz.ca

GDK Solutions Inc.

Monthly office rentals, virtual office, boardroom facilities with internet access, reception and secretarial services.

www.gdksolutions.com

Suite 230, 1855 Kirschner Ave

Kelowna, BC V1Y 4N7

Phone: (250) 717-5777

Netropolis Business Centre

Full service business centre offering: Office rental, Canada post, shipping, packing, courier drop off, bill payment, conference centre, have your business meeting, cyber café, business cards, business cheques, letter heads, printing services.

125 Hwy 33 E, Unit 104

Rutland Plaza Mall

Kelowna, BC V1X2A1

(250) 491-0151

Okanagan Computer Lab

Available for software and computer training, seminars, video conferencing and corporate presentations.

<http://www.okanagancomputerlab.com/index.htm>

Vintage View Centre

203-3500 Carrington Road

Westbank, BC V4T 3C1

Phone: (250) 707-0000

Email: shannon.taylor@microsurvey.com

The Pod

A 1500 sq/ft co-working space located at 1334 St. Paul Street in downtown Kelowna offering a full service co-working environment for innovative start-up and early stage companies and

entrepreneurs. Consisting of seventeen work spaces, The Pod is available to companies and individuals on a monthly rental basis.

<http://www.accelerateokanagan.com/office-space/>

1334 St. Paul Street

Kelowna, BC V1Y 2E4

Phone: (250) 870-9028

Email: contact@accelerateokanagan.com

Professional Image Office Centre

Full service office centre - boardroom and meeting room rentals , complete online internet services , personalized telephone answering service, mail and parcel handling, desktop publishing, word processing and data entry, digital photocopying and printing, transcriptions from micro-tapes, fax and email services, OCR document scanning.

<http://www.proimageofficecentre.com/services.html>

347 Leon Avenue, Suite #210

Kelowna, BC V1Y 8C7

Phone: (250) 861-4266

Email: info@proimageofficecentre.com

Queensway Business Centre

Meeting and conference rental, business services, admin services, documents, monthly shared office space.

<http://queenswaybc.com/offices.html>

200-369 Queensway Avenue

Kelowna, BC V1Y 8E6

Phone: (250) 861-5078

Regus Business Centre

Full service centre with 57 offices available for use on a flexible basis lasting as little as one hour or as long as 18 months. The offices include furniture, utilities, reception, a common area kitchen, and a business lounge. Individual work pods.

<http://www.regus.ca/locations/business-centre/british-columbia-kelowna-landmark>

1631 Dickson Avenue, Suite 1100

Kelowna, BC V1Y 0B1

Phone: 1-800-OFFICES

Spall Business Centre Ltd

Executive offices for lease, full service business centre.

1873 Spall Road

Kelowna, BC V1Y 4R2

Phone: (250) 860-0408

Networking, Events, Seminars & Event Listings

BNI Canada	http://www.bnicanada.ca/About.asp
Downtown Kelowna Association	http://www.downtownkelowna.com
Invest Kelowna Event Listings	http://www.investkelowna.com/events/month
Kelowna Chamber of Commerce	http://www.kelownachamber.org
Kelowna Women in Business	www.kwib.org
Lake Country Chamber of Commerce	http://www.lakecountrychamber.com
Okanagan NRG	http://www.okanagannrg.ca
Peachland Chamber of Commerce	http://www.peachlandchamber.bc.ca
Rapid Time Networks	www.rapidtimenetworks.com
Trade Exchange	www.tectrade.ca
Uptown Rutland Business Improvement Area	http://www.uptownrutland.com
Westbank & District Chamber of Commerce	http://www.westbankchamber.com

Video Conference Facilities

Community Futures of the Central Okanagan

#210, 1726 Dolphin Avenue
Kelowna, BC Canada V1Y 9R9
Phone: (250) 868-2132
E-Mail: info@cfdccco.bc.ca

University of British Columbia Okanagan

Centre for Teaching and Learning
Patricia Wohlgemuth
Phone: (250) 807-9293
E-mail: patricia.wohlgemuth@ubc.ca

Women's Enterprise Centre

Suite 201, 1726 Dolphin Avenue
Kelowna, BC, V1Y 9R9
Phone: (250) 868-3454
Email: inquiry@womensenterprise.ca

Okanagan Computer Lab

203-3500 Carrington Road
Westbank, BC, V4T 3C1
Toll Free: 1-800-668-3312
Phone: (250) 707-0000
Email: shannon.taylor@microsurvey.com

Holiday Inn Express Kelowna Conference Centre

2429 Highway 97 North
Kelowna, BC V1X 4J2
Phone: (250) 763-0500

Education, Training & Coaching

Academic Earth – free online business courses	http://academicearth.org/online-college-courses/business/
BC Micro Business Training (for chamber members)	www.BCMicroBusiness.com/Apply
Certified International Trade Professional Training	http://www.fitt.ca/home.htm
Focal Point	http://www.kevinfrigon.com/home
Industry Training	http://www.aved.gov.bc.ca/industrytraining/
Trades Training BC	http://www.tradetrainingbc.ca/

Small Business Planning

Resource Links

BC Ministry of Jobs – Guides & Publications	http://www.resourcecentre.gov.bc.ca/publications.html
Canadian Intellectual Property Office (Trademarks)	www.cipo.gc.ca
Creating an Age-Friendly Business in BC	http://www.seniorsbc.ca/news/agefriendly_business.html
Digital Accelerator for Innovation and Research for high tech businesses	http://www.canadabusiness.ca/eng/program/4190/
Farm Operators Resource Guide	http://www.investkelowna.com/resources
Incorporating a Business	http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/home
Industry Canada	http://www.ic.gc.ca/eic/site/ic1.nsf/eng/home
Industry Reports and Profiles	http://www.smallbusinessbc.ca/products-and-services/free-resources/first-research-database#more
Project Management Templates	http://www.egovernment.tas.gov.au/project_management/supporting_resources/templates
Small Business Accelerator	http://www.sba-bc.ca/about/program-overview
Small Business BC Free Business Planning Resources	http://www.smallbusinessbc.ca/products-and-services/free-resources
Starting A Small BC Business Guide	http://www.resourcecentre.gov.bc.ca/pdf/Start_SmlBusiness.pdf

Business Plan Guides

Small Business BC	http://www.smallbusinessbc.ca/starting-a-business/how-write-a-business-plan
Canada Business	http://www.canadabusiness.ca/eng/page/2753/
TD Canada Trust	http://www.tdcanadatrust.com/smallbusiness/pdf/SBBPlanner.pdf
BC Stats	http://www.bcstats.gov.bc.ca/StatisticsBySubject/BusinessIndustry/BusinessGateway.aspx
BizPlanIt	http://www.bizplanit.com/virtual-business-plan/
Business Plan Checklist	http://www.smallbusinessbc.ca/products-and-services/free-resources/business-plan-checklist

Business Plan Templates/Samples

Scotia Bank <http://www.scotiabank.com/ca/en/0,,588,00.html>
Canadian Youth Business Foundation http://www.cybf.ca/cybf_resources/starting-my-business-plan/business-plan-writer/
Business Development Bank of Canada http://www.bdc.ca/en/advice_centre/tools/business_plan/Pages/default.aspx
Reference for Business <http://www.referenceforbusiness.com/business-plans/>
Bplans.com <http://www.bplans.com/>

Support Organizations

Accelerate Okanagan

www.accelerateokanagan.com

Focus is on helping entrepreneurs to start and grow technology companies in the Okanagan. They have a number of programs available:

- **Venture Acceleration Program** - Hands on program that helps high potential technology companies accelerate their growth and maximize their opportunity. The program combines the KIC:Start Program (above), with needs assessment, hands on coaching, mentorship, business clinics, access to world class expertise and connections provincially, nationally and internationally.
- **BCIC Mentorship Program** - We offer access to the BCIC Mentor program that matches early stage technology CEOs and founders, identified by Accelerate Okanagan, with mentors of strong professional reputation, qualification and experience in the tech industry
- **ACETECH Market Validation Program** - For founders/ CEOs of new or growing technology companies who are wondering how to validate your product in the market. The ACETECH Market Validation Program is a go-to-market “boot camp” for technology entrepreneurs. The program provides a structured process and one-on-one mentoring from an experienced technology CEO to help you get to market faster and with less risk.
- **The Jump:Start Challenge** is an “investor-ready” pitch competition that supports technology companies and entrepreneurs seeking to raise investment to finance their growth.
- **Traction Program** – get an Executive In Residence working with you in your office one day a week.
- **The Pod** - a 1500 sq/ft co-working space located offering a full service co-working environment for innovative start-up and early stage companies and entrepreneurs. Consisting of seventeen work spaces, The Pod is available to companies and individuals on a monthly rental basis.

Business Development Bank of Canada

http://www.bdc.ca/en/business_solutions/financial_services/default.htm

BDC is a financial institution wholly owned by the government of Canada. BDC plays a leadership role in delivering financial, investment and consulting services to Canadian small and medium-sized businesses. These services complement those of private sector financial institutions. An example of BDC's consulting products is the [ICT - Information and Communication Technology Program](#) for businesses needing a proper strategy for use of their online technology.

CAFÉ Okanagan

www.cafecanada.ca/okanagan/

The Canadian Association of Family Enterprise (CAFE) is a non-profit organization dedicated to the well-being of the family in business. It was founded in 1983 by 14 entrepreneurs on the premise that family businesses share unique experiences not necessarily found in non-family

businesses. They provide support through programming, resources and tools that have been designed to help facilitate communication, growth and successful succession of the business to another generation.

Canada Business Network

www.canadabusiness.ca

Canada Business promotes entrepreneurship and innovation, and provides assistance through an organized network of service centres across Canada. They strive to:

- reduce the complexity of dealing with multiple levels of government
- consolidate business information in one convenient service
- enable you to make well-informed business decisions in a global economy
- contribute to your success through sound business planning, market research and the use of strategic business information

Canada Business is a collaborative arrangement among federal departments and agencies, provincial and territorial governments and not-for-profit entities.

Canadian Council for Small Business & Entrepreneurship

www.ccsbe.org/links.htm

CCSBE is the only national membership-based organization in Canada whose goals are to promote and advance the development of small business and entrepreneurship through research, education and training, networking and dissemination of scholarly & policy-oriented information.

Canadian Federation of Independent Business

www.cfib-fcei.ca

The Canadian Federation of Independent Business (CFIB) is the big voice for small businesses. [Business Counsellors](#) understand the needs of members. Every province has knowledgeable counsellors who can provide answers to your business related questions and help troubleshoot a variety of issues affecting your company. *Privilege Programs* includes reduced-fee programs with affiliated partners for credit and debit card payment processing, banking, telecommunications and other services that can help you save time and money.

The Canadian Youth Business Foundation

www.cybf.ca

CYBF is a national charitable organization founded in 1996, provides start-up financing; a mentoring program and educational resources to enable Canadian entrepreneurs age 18 to 34 to create new business enterprises. They deliver these three core services in local communities across Canada through volunteer community organizations that have partnered with the Canadian Youth Business Foundation.

Canadian Technology Accelerators

<http://www.tradecommissioner.gc.ca/eng/document.jsp?did=141338>

Does your Canadian start-up offer technology products with a high growth potential? This program could temporarily incubate your business in New York, Boston, Denver or San Francisco and the Silicon Valley, and help you get exposure to strategic partners and customers, refine your business plans and raise venture capital. The CTAs make available free office space for three to six months where physical offices are located within existing business incubators. The CTAs help you to refine your business model, collect competitive intelligence, pursue key clients, access financing sources, and engage strategic partners.

Centre Francophone de Service A L'Emploi – Kelowna

www.cfseo.ca

Telephone: (250) 712-9213

Employment services for French speaking people or people whose preference is to receive services in French. Assistance with general job search, translation services as well as counselling to other services available.

Community Futures of the Central Okanagan

www.cfdcco.bc.ca

CFDCCO offers business development programs, counselling, planning assistance and funding to businesses which cannot access funding from traditional sources.

Downtown Kelowna Association

www.downtownkelowna.com

The Downtown Kelowna Association is a non-profit organization dedicated to ensuring that the downtown Business Improvement Area (BIA) is a safe and desirable place to conduct business, live, work, play and enjoy through the cooperative efforts of its members and government.

Export Development Canada

www.edc.ca

Not to be confused with Economic Development Corporation, EDC provides export *financing to the buyers of Canadian capital goods and services* in the form of direct loans, lines of credit and equity investments.

Jaycee's Downtown Youth Centre – Kelowna

Telephone: (250) 868-8541

Assistance with resume and cover letter preparation, interview skills and networking for individuals 16-29 years of age.

Okanagan Help 4 Biz

www.okanagahelp4biz.ca

A group of entrepreneurial business owners that provide access to legal & business experts from across North America. Offer workshops to raise awareness on challenges that business owners face, offer solutions and provide a welcoming networking environment to promote your business and improve your bottom line.

Okanagan Valley Entrepreneurs Society

www.ovesociety.ca

OVES was established to contribute to the development of "entrepreneurial leaders" in the Okanagan Valley region of British Columbia through the creation and offering of relevant programs, services and activities. OVES offers a place to network with other like-minded individuals, to build and grow friendships and alliances with other members, as well as being interested in joining an established network of professionals that are readily available to share information, ideas, experiences and successful journeys.

Okanagan Young Professionals Collective

www.oypcollective.com

The OYP Collective creates a dynamic, vibrant and engaged culture and community that attracts and retains talented professionals in their 20's and 30's to the Okanagan Valley by connecting them with each other and the community through a variety of volunteer, social, professional, sports, arts and cultural events and activities.

OpportunitiesBC

www.BritishColumbia.ca/!Opportunities

OpportunitiesBC is an online searchable database of business and project opportunities within British Columbia suitable for foreign investment. The database has three functions:

- to provide updated listings of possible opportunities across the province
- to serve as a portal for foreign visitors to explore opportunities in B.C. communities
- to connect opportunity representatives with potential foreign investors

Small Business BC

www.smallbusinessbc.ca

Small Business BC is an organization that will provide you with information on what steps to take once you have your business idea, how to launch and license your business, and provide support for existing business.

Soroptimist – Western Canada Region

www.wcsoroptimist.org

Soroptimist is an international organization for business and professional women who volunteer in their communities.

Strategis – Industry Canada

<http://www.strategis.ic.gc.ca/engdoc/main.html>

Strategis is a one stop site for business information including business and consumer information, Business Management Tools, Financing tools, E-Commerce Tools, Government services on the internet

Trade British Columbia – Canada’s Pacific Gateway



BUSINESS CONNECTIONS

Build strategic business relationships and expand your business networks at home and abroad. Join the B.C. Business Network

<https://trade.britishcolumbia.ca/Buy/BCBusinessNetwork/Pages/home.aspx>



INVESTOR SERVICES

Find comprehensive business location information and take advantage of customized services, including site-location reports, financial projections for your project, and hosted familiarization tours.

<https://trade.britishcolumbia.ca/Invest/Pages/Default.aspx>



EXPORT TOOLS, RESOURCES AND GUIDES

Export assistance for export-ready firms to access established and emerging markets. Learn more about entry into a new export market lately and check out Market Profiles.

<https://trade.britishcolumbia.ca/Export/About/Pages/ToolsToAssist.aspx>

<https://trade.britishcolumbia.ca/Export/Markets/Pages/default.aspx>



GLOBAL BUSINESS ACCELERATOR

Reduce the risk and cost for your company when entering new international markets. Read more about new business accelerators in Silicon Valley and San Francisco.

<https://trade.britishcolumbia.ca/Export/Pages/GBACalifornia.aspx>



VENTURE CAPITAL

Access the B.C. Capital Renaissance Capital Fund and find additional resources for equity and capital. Read more about new venture capital fund services coming on-stream. <http://www.tted.gov.bc.ca/TRI/Pages/default.aspx>

Uptown Rutland Business Association

www.uptownrutland.com

URBA provides a forum for members to share their vision for the community and ensures the voice of our business community is heard by municipal, provincial and federal governments. In addition to monthly business networking events like Uptown After Hours, URBA also organizes community events that bring people together in our community.

Westbank Community Access Program

www.westbankcap.com

The Community Access Program (CAP) is a Government of Canada initiative, administered by Industry Canada, which aims to provide Canadians with affordable public access to the Internet and the skills they need to use it effectively. They can assist business with creation of up to 5 page website, marketing, designing business cards and brochures, and set up Facebook and Twitter for Business.

Western Economic Diversification

www.wd.gc.ca

WED provides new and alternative sources of capital for small and medium-sized businesses through partnerships with financial institutions in the form of loan programs. These programs target industry sectors important to Western Canada, specifically advanced technology, information technology and telecommunications, agriculture value-added processing and general growth capital programs for companies in traditional industries.

Women in Science & Engineering (WISE)

<http://wise.ok.ubc.ca/>

The Women in Science and Engineering (WiSE) mentoring program at UBCO supports students who are finishing their degrees. Program organizers are looking to extend its reach beyond campus with female mentors that can make a difference for students looking to make connections with women working in careers related to science or engineering beyond the university.

Women's Enterprise Centre

www.womensenterprise.ca

WEC is BC's leading resource for women entrepreneurs, offering skills development, business loans, free business guidance, business resources, networking and events.