

1. June 24, 2019 - Council Agenda And Council Information

Documents:

[JUNE 24, 2019 - COUNCI AGENDA.PDF](#)

[JUNE 24, 2019 - COUNCIL INFORMATION.PDF](#)



# AGENDA

City of Salmon Arm  
Regular Council Meeting

Monday, June 24, 2019

1:30 p.m.

Room 100, City Hall

*[Public Session Begins at 2:30 p.m.]*

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	CONFIRMATION OF MINUTES
3 - 16	1.	Regular Council Meeting Minutes of June 10, 2019
	6.	COMMITTEE REPORTS
17 - 22	1.	Development and Planning Services Committee Meeting Minutes of June 17, 2019
23 - 26	2.	Community Heritage Commission Meeting Minutes of April 26, 2019
27 - 32	3.	Agricultural Advisory Committee Meeting Minutes of June 12, 2019
33 - 36	4.	Downtown Parking Commission Meeting Minutes of May 28, 2019
	7.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	8.	STAFF REPORTS
37 - 38	1.	Director of Corporate Services - 2018 Annual Report
39 - 42	2.	Director of Engineering and Public Works - Water Use Conservation Strategy 2019 - For Information
43 - 48	3.	Director of Development Services - Public Art Proposal - Lakeshore Drive & Alexander Avenue NE
49 - 52	4.	Committee to Approve Public Events - Licensing of Special Events - 2019
53 - 54	5.	Director of Development Services - Applications OCP4000-33 & ZON-1107 Columbia Shuswap Regional District Landfill and Landfill Expansion
	9.	INTRODUCTION OF BYLAWS
55 - 86	1.	City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340 (2019 Cemetery Rates) - First, Second and Third Readings

- 10. RECONSIDERATION OF BYLAWS**
- 11. CORRESPONDENCE**
  - 87 – 88 1. Informational Correspondence
  - 89 – 90 2. Y. McDonagh, Overdose Prevention Knowledge Coordinator, North Okanagan Mental Health & Substance Use, Integration and Strategic Services – email dated June 20, 2019 – Naloxone Presentation
  - 91 – 92 3. A. Slater, Executive Director, SILGA – email dated June 20, 2019 – SILGA Youth at UBCM
- 12. NEW BUSINESS**
- 13. PRESENTATIONS/ DELEGATIONS**
- 14. COUNCIL STATEMENTS**
- 15. SALMON ARM SECONDARY YOUTH COUNCIL**
- 16. NOTICE OF MOTION**
  - 93 – 94 1. Councillor Lavery – Transportation Parcel Tax
- 17. UNFINISHED BUSINESS AND DEFERRED/ TABLED ITEMS**
  - 95 – 98 1. D. MacQuarrie – letter received May 29, 2019 – Moving forward together initiative
- 18. OTHER BUSINESS**
- 19. QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>20.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>21.</b>	<b>HEARINGS</b>
99 – 108	1.	Development Variance Permit Application No. VP-498 [Varga, J.; 451 – 10 Avenue SE; Parcel Line Setbacks]
109 – 124	2.	Development Variance Permit Application No. VP-497 [The Wood Shop Millwork & Joinery Inc./ Bird, S. & Johnston, T.; 4921 Auto Road SE; Fire Hydrant Requirement]
	<b>22.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
	<b>23.</b>	<b>RECONSIDERATION OF BYLAWS</b>
	<b>24.</b>	<b>QUESTION AND ANSWER PERIOD</b>
125 – 126	<b>25.</b>	<b>ADJOURNMENT</b>

Item 2.

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



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Item 5.1

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of June 10, 2019, be adopted as circulated.

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced in Room 100 at 1:30 p.m. and reconvened in the Council Chamber at 2:32 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on **Monday, June 10, 2019.**

### PRESENT:

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor C. Eliason (left the meeting at 5:00 p.m.)  
 Councillor K. Flynn  
 Councillor T. Lavery  
 Councillor S. Lindgren  
 Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Chief Financial Officer C. Van de Cappelle  
 Recorder C. Simmons

### 1. CALL TO ORDER

Mayor A. Harrison called the meeting to order at 1:30 p.m.

### 2. IN-CAMERA SESSION

0318-2019

Moved: Councillor Flynn  
 Seconded: Councillor Lavery  
 THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
 Council returned to Regular Session at 2:28 p.m.

### 3. REVIEW OF AGENDA

Addition under item 11.2 Z. Naish – letter received June 7, 2019

Addition under item 21.1 C. Hamilton, Chief Administrative Officer, Columbia Shuswap Regional District – email dated June 6, 2019 – Proposed Amendment to Development Permit No. 419

### 4. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with item 21.1 as the applicant is a client of his firm.

5. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of May 27, 2019

0319-2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of May 27, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY

6. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of June 3, 2019

0320-2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of June 3, 2019 be received as information.

CARRIED UNANIMOUSLY

2. Traffic Safety Committee Meeting Minutes of May 16, 2019

0321-2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Traffic Safety Committee Meeting Minutes of May 16, 2019, be received as information.

CARRIED UNANIMOUSLY

3. Greenways Liaison Committee Meeting Minutes of May 9, 2019

0322-2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Greenways Liaison Committee Meeting Minutes of May 9, 2019, be received as information.

CARRIED UNANIMOUSLY

7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief - May, 2019

Received for information.

**8. STAFF REPORTS****1. Director of Engineering & Public Works - Downtown Parking Commission - Downtown Salmon Arm Appointment**

0323-2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council appoint Linda Nielson to serve on the Downtown Parking Commission as a Downtown Salmon Arm representative for the duration of the current term which is scheduled to end on February 28, 2020.

CARRIED UNANIMOUSLY

**2. Director of Corporate Services - Community Child Care Action Plan RFP Award**

0324-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Council award the Community Childcare Action Plan contract to Urban Matters CCC for the quoted price of \$24,770.00 plus applicable taxes.

CARRIED UNANIMOUSLY

**3. Director of Engineering & Public Works - Zone 4 Pump Station Budget Amendment - VFD Purchase Award**

0325-2019

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the 2019 Budget contained in the 2019 to 2023 Financial Plan be amended to reflect additional funding for replacement of Variable Frequency Drive (VFD) at the Zone 4 Pump Station in the amount of \$15,000.00 funded from Water Future Expenditure Reserves;

AND THAT: Council approve the award of purchase and installation of VFD to All Phase Electric Ltd. for the total quoted price of \$15,742.81 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of a new VFD for Zone 4 Booster Station to authorize sole sourcing of same to All Phase Electric Ltd.

CARRIED UNANIMOUSLY

**4. Director of Engineering & Public Works - TCH - Watermain and Sewer Upgrade (4 Street to 6 Street NE) Design Engineering Services Award**

0326-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the 2019 Budget contained in the 2019 to 2023 Financial Plan be amended to reflect additional funding for the TCH - Watermain and Sewer Upgrade (4 Street to 6 Street NE) in the amount of \$6,500.00 funded from the Zone 1 Generator Secured Shed Project;

AND THAT: Council approve the award of Design Engineering Services contract to Lawson Engineering & Development Services Ltd. for the total quoted price of \$16,315.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

**8. STAFF REPORTS – continued****5. Chief Financial Officer – 2020/2021 RCMP Funding (2020 Budget)**

0327-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the City of Salmon Arm approve in principle the 2020/2021 budget of \$3,910,698.00 under the Municipal Policing Contract of which the City is responsible for 90% thereof;

AND THAT: the City of Salmon Arm advise that it has not approved or authorized any increases to member strength.

CARRIED UNANIMOUSLY

**6. Director of Corporate Services – Seniors Resource Centre (Salmon Arm) Society Funding Agreement**

0328-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize the Mayor and Corporate Officer to execute the funding agreement with the Seniors Resource Centre (Salmon Arm) Society for the term January 1, 2020 to December 31, 2024. It is further recommended that funding be allocated as follows, based on the actual cost of rent which includes a 2% increase each year:

- 2020 - \$22,533.00;
- 2021 - \$22,984.00;
- 2022 - \$23,444.00;
- 2023 - \$23,913.00; and
- 2024 - \$24,391.00.

CARRIED UNANIMOUSLY

**7. Director of Engineering & Public Works – Oxid Aerator Pump – New Pump Purchase**

0329-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Council approve the purchase of a new 20hp Flygt Submersible Sewage Pump and Connections for Oxid Aeration from Electric Motors & Pump Service Ltd., (EMPS) for the quoted total price of \$28,240.80 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of a new 20hp Flygt Submersible Sewage Pump to authorize sole sourcing of same to EMPS.

CARRIED UNANIMOUSLY

**9. INTRODUCTION OF BYLAWS**

10. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297 - Final Reading

0330-2019

Moved: Mayor Harrison

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297 be read a final time.

Councillor Flynn left the meeting at 3:00 p.m. and returned at 3:02 p.m.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Curbside Collection Bylaw No. 4281 - Final Reading

0331-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Curbside Collection Bylaw No. 4281 be read a final time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Fee for Service Amendment (Curbside Collection) Bylaw No. 4339 - Final Reading

0332-2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4339 be read a final time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Council Procedure Amendment Bylaw No. 4333 - Final Reading

0333-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4333 be read a final time.

CARRIED UNANIMOUSLY

5. Official Community Plan Amendment Bylaw No. 4263 [OCP4000-33; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS] - Second Reading

0334-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4263 be read a second time;

AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered this OCP amendment after appropriate consultation with affected organizations and authorities;

10. RECONSIDERATION OF BYLAWS - continued5. Official Community Plan Amendment Bylaw No. 4263 [OCP4000-33; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS] - Second Reading - continued

AND THAT: Subsequent to First Reading and Prior to Second Reading, and Pursuant to Section 477 (3) (a) of the *Local Government Act*, Council has considered the proposed OCP amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm;
- 2) The Liquid Waste Management Plan of the City of Salmon Arm;
- 3) The City's Solid Waste Policies (OCP) and the Solid Waste Management Agreement between the City and the Columbia-Shuswap Regional District (CSRD);
- 4) The CSRD's amended 2018 Solid Waste Management Plan; and
- 5) Confirmation of any necessary approvals and/or Permits required by the Ministry of Environment relating to the CSRD's Solid Waste Management Plan Amendment, and any Contaminated Sites Regulation requirements.

Ben Van Nostrand, Team Leader, Environmental Health Services, Columbia Shuswap Regional District provided an overview of the proposal and was available to answer questions from Council.

Councillor Eliason left the meeting at 3:31 p.m.

CARRIED UNANIMOUSLY

Councillor Eliason returned to the meeting at 3:33 p.m.

The date of the Public Hearing is to be determined.

6. Zoning Amendment Bylaw No. 4264 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; P-2 to P-4] - Second Reading

0335-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4264 be read a second time.

CARRIED UNANIMOUSLY

7. Zoning Amendment Bylaw No. 4265 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4] - Second Reading

0336-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4265 be read a second time.

CARRIED UNANIMOUSLY



11. CORRESPONDENCE1. Informational Correspondence5. D. MacQuarrie - letter received May 29, 2019 - Moving forward together initiative

D. MacQuarrie outlined his request and was available to answer questions from Council.

4. S. Haines - letter dated May 27, 2019 - Request for approval of installation of billboards at the Al Boucher Memorial Playground

0337-2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council approve the installation of two alupanel billboards on the steel structure covering the Al Boucher Memorial playground, located at the Canoe ball diamonds at William Baker Park, as outlined in the letter dated May 27, 2019.

CARRIED UNANIMOUSLY

6. A. Worton, Sockeyes Meet Manager - email dated May 28, 2019 - Camping Request

0338-2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: Council approve camping for a maximum of twenty (20) self contained RV units at the north end of the SASCU Recreation Centre parking lot for the Salmon Arm Sockeyes Swim Club Annual Swim Meet from July 26 - 28, 2019, subject to the provision of adequate liability insurance, supervision and clean-up following the event.

CARRIED UNANIMOUSLY

8. L. Wong, Manager, Downtown Salmon Arm - letter dated May 29, 2019 - Salmon Arm Apple Fest

0339-2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: Council authorize the closure of the south end of the Ross Street parking lot from 7:00 a.m. to 5:00 p.m. on September 28, 2019 for the Salmon Arm Apple Fest, subject to receipt of adequate liability insurance.

CARRIED UNANIMOUSLY

18. J. Koster, Office Administrator, First United Church Salmon Arm - Letter dated June 5, 2019 - Fletcher Park Worship Service

0340-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Council approve the First United Church the use of Fletcher Park for a outdoor worship Service on June 16, 2019, subject to the provision of adequate liability insurance;

AND THAT: the public be authorized to attend.

DEFEATED

Councillor Cannon, Flynn, Lavery and Wallace Richmond Opposed

11. CORRESPONDENCE – continued1. Informational Correspondence – continued

7. B. Killick, Rotary Club of Salmon Arm – letter dated May 29, 2019 – Request for Celebration Barbeque at Marine Park

0341-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council approve the Rotary Club of Salmon Arm use of the Marine Peace Park for the Celebration Barbeque, subject to the provision of adequate liability insurance and securing a booking with Shuswap Recreation Society.

CARRIED UNANIMOUSLY13. PRESENTATIONS

1. Deborah Chapman and David Wood, Shuswap Community Foundation – 2018 Grants-in-Aid Summary

Deborah Chapman and David Wood of the Shuswap Community Foundation provided an overview of the 2018 Grants-in-Aid applications and allocations and were available to answer questions from Council.

11. CORRESPONDENCE – continued1. Informational Correspondence – continued

11. S. Crocker, Coordinator for TOTE 2019, Shuswap Theatre – letter dated May 31, 2019 – Theatre On The Edge, Request to close alley
12. K. Voth, Public Engagement Coordinator, The Wellspring Foundation for Education – email dated May 31, 2019 – Lake2Lake Ride for Rwanda – Salmon Arm Permit Request
14. M. Lewis, Dalton Gardens Church of Christ – Email dated June 4, 2019 – Blackburn Park Community Picnic

0342-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council approve the closure of the alley beside Shuswap Theatre at 41 Hudson Avenue NW to use as an extended patio for seating and entertainment and TOTE festival from and including July 19 - July 21, 2019, subject to the provision of adequate liability insurance;

AND THAT: Council approve the Wellspring Foundation for Education to hold the Lake2Lake Ride for Rwanda cycle event on September 14 and 15, 2019 as outlined in the email dated May 31, 2019, subject to the provision of adequate liability insurance.

AND THAT: Council approve the Salmon Arm Church of Christ to use Blackburn Park for a community picnic on August 24, 2019, subject to the provision of adequate liability insurance and securing a booking with Shuswap Recreation Society.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE - continued1. Informational Correspondence - continued

17. I. Hearder, Pregnancy Outreach Program Coordinator, Shuswap Family Centre - Email dated June 5, 2019 - Use of Marine Peace Park June 11, 2019

0343-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council approve the Shuswap Family Centre to use Marine Peace Park for a pregnancy outreach Zumba class on June 11, 2019, subject to the provision of adequate liability insurance and securing a booking with Shuswap Recreation Society.

CARRIED UNANIMOUSLY

15. C. Ondang, CCRP Program Coordinator/Family Support Worker, Shuswap Children's Association - email dated May 30, 2019 - We need your help!

0344-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council provide a letter of support to the Shuswap Children's Association to advocate for funding to have the Early Childhood Education Infant/Toddler Program offered at the Okanagan College Salmon Arm Campus.

CARRIED UNANIMOUSLY

3. R. Currie - letter dated May 25, 2019 - August 2019 Bus Passes

0345-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council permit R. Currie to utilize the August 2019 Bus Passes for another family in need.

CARRIED UNANIMOUSLY

13. M. Fowler, President, Royal Canadian Legion #62 - Letter received June 3, 2019 - Legion Week in Canada

0346-2019

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Council request the Royal Canadian Legion #62 lower the flag at the Cenotaph to half mast during the week of June 24 - 28, 2019 in recognition of past and current serving military personnel.

CARRIED UNANIMOUSLY

Councillor Louise Wallace Richmond left the meeting at 4:25 p.m. and returned at 4:27 p.m.

Councillor Eliason left the meeting at 4:36 p.m. and returned at 4:39 p.m.

11. CORRESPONDENCE – continued2. Salmon Arm Youth UBCM Representative – letters dated June 5, 2019 – Request for Recommendations

0347-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council endorse E. Brennan and Z. Naish's applications to attend the 2019 UBCM Convention as the City of Salmon Arm Youth Representatives;

AND THAT: Council provide letters of support to SILGA.

CARRIED UNANIMOUSLY12. NEW BUSINESS14. COUNCIL STATEMENTS

0348-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council send a letter to BC Housing and the Ministry of Housing and Social Development detailing the need for a Social Outreach Worker for Salmon Arm and surrounding area.

CARRIED UNANIMOUSLY15. SALMON ARM SECONDARY YOUTH COUNCIL16. NOTICE OF MOTION17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS1. T. Kutschker, Director/Curator, Shuswap District Arts Council – letter dated May 7, 2019 – Salmon Arm Arts Centre Requests City Council Representation

0277-2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council appoint Councillor Wallace Richmond as the City of Salmon Arm representative on the Shuswap District Arts Council.

CARRIED UNANIMOUSLY18. OTHER BUSINESS1. Mayor Harrison – Reusable Shopping Bags

0349-2019

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Council approve \$5,000.00 from Solid Waste/Recycling Reserve to cover the additional costs for purchasing 8,000 rPET bags from ASA, as outlined in the report dated June 3, 2019.

Councillor Eliason left the meeting at 5:00 p.m.

CARRIED UNANIMOUSLY

19. **QUESTION AND ANSWER PERIOD**

Council held a Question and Answer session with the members of the public present.

The Meeting recessed at 5:07 p.m.

The Meeting reconvened at 7:00 p.m.

**PRESENT:**

Mayor A. Harrison  
Councillor D. Cannon  
Councillor C. Eliason  
Councillor T. Lavery  
Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister  
Director of Corporate Services E. Jackson  
Director of Engineering and Public Works R. Niewenhuizen  
Director of Development Services K. Pearson  
Recorder C. Simmons

**ABSENT:**

Councillor K. Flynn  
Councillor S. Lindgren

20. **DISCLOSURE OF INTEREST**

21. **HEARINGS**

1. **Amendment to Development Permit Application DP-419 [1112031 BC Ltd.; 481 Harbourfront Drive NE; 2 Story Mixed Use Development]**

0350-2019

Moved: Councillor Eliason  
Seconded: Councillor Cannon  
THAT: Development Permit No. DP-419 be amended for that part of Lot D, Section 14, Township 20, Range 10, W6M, KDYD Plan KAP62328 in accordance with drawings received May 28, 2019 and revised site plan received June 3, 2019 attached as Appendix A to the staff report dated June 4, 2019.

The Director of Development Services explained the proposed Development Permit Amendment Application.

Submissions were called for at this time.

K. Vennard, the applicant, outlined the application and was available to answer questions from Council.

C. Hamilton, Chief Administrative Officer, Columbia Shuswap Regional District – email dated June 6, 2019 – Proposed Amendment to Development Permit No. 419

Enhancement of the eastern façade will occur.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:07 p.m. and the motion was:

**CARRIED UNANIMOUSLY**

**22. STATUTORY PUBLIC HEARINGS****1. Zoning Amendment Application No. ZON1148 [0695662 BC Ltd.; 1631 - 10 Street SE; A-2 to R-8]**

The Director of Development Services explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

G. Massier, the applicant, outlined the application and was available to answer questions from Council.

J. Derksen, 1021 15 Avenue SE, spoke regarding traffic concerns and decrease in property values.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:18 p.m.

**23. RECONSIDERATION OF BYLAWS****1. City of Salmon Arm Zoning Amendment Bylaw No. 4338 [ZON-1148; 0695662 BC Ltd.; 1631 - 10 Street SE; A-2 to R-8] - Third and Final Readings**

0351-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4338 be read a third and final time.

CARRIED UNANIMOUSLY

**24. QUESTION AND ANSWER PERIOD**

Council held a Question and Answer session with the members of the public present.

**25. ADJOURNMENT**

0352-2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of June 10, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:24 p.m.

CERTIFIED CORRECT:

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
MAYOR

Adopted by Council the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Item 6.1

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of June 17, 2019 be received as information.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, June 17, 2019.**

### **PRESENT:**

Mayor A. Harrison  
Councillor T. Lavery  
Councillor K. Flynn  
Councillor C. Eliason  
Councillor L. Wallace Richmond  
Councillor S. Lindgren

Chief Administrative Officer C. Bannister  
Director of Corporate Services E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Development Services K. Pearson  
City Engineer J. Wilson  
Fire Chief B. Shirley  
Recorder B. Puddifant

### **ABSENT:**

Councillor D. Cannon

#### **1. CALL TO ORDER**

Mayor Harrison called the meeting to order at 8:00 a.m.

#### **2. REVIEW OF THE AGENDA**

#### **3. DECLARATION OF INTEREST**

#### **4. PRESENTATIONS**

##### **1. B. Laird - Public Art Project at Alexander and Lakeshore**

Bill Laird, Shuswap Park Mall, provided an overview of the proposed Public Art Project and was available to answer questions from the Committee.

4. **PRESENTATIONS - continued**

1. **B. Laird – Public Art Project at Alexander and Lakeshore - continued**

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Council direct staff to prepare a report on the options for the proposed Public Art structure.

CARRIED UNANIMOUSLY

5. **REPORTS**

1. **Development Variance Permit Application No. VP-498 [Varga, J.; 451 - 10 Avenue SE; Parcel Line Setbacks]**

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-498 be authorized for issuance for Parcel A (Plan B5360) of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2985, Except Plan 5725, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 – R-1 Single Family Residential Zone – reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 2.5 m (8.2 ft) to allow for an existing single-family dwelling on the proposed western parcel, as shown in Schedule A to the Staff Report dated June 6, 2019; and
2. Section 6.10.1 – R-1 Single Family Residential Zone – reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 4.0 m (13.1 ft) to allow for a single-family dwelling on the proposed eastern parcel, as shown in Schedule A to the Staff Report dated June 6, 2019.

J. Varga, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 8:27 a.m.

2. **Development Variance Permit Application No. VP-497 [The Wood Shop Millwork & Joinery Inc./Bird, S. & Johnston, T.; 4921 Auto Road SE; Fire Hydrant requirement]**

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-497 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan 41074, which will vary Development and Servicing Bylaw No. 4163 as follows:

5. REPORTS - continued

2. Development Variance Permit Application No. VP-497 [The Wood Shop Millwork & Joinery Inc./Bird, S. & Johnston, T.; 4921 Auto Road SE; Fire Hydrant requirement] - continued

1. Waive the requirement to install a fire hydrant to the minimum 90 metre spacing.

S. Bird and T. Johnston, the applicants, outlined the application and were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 8:53 a.m.

3. Development Variance Permit Application No. VP-499 [0924020 BC Ltd./Bowman, T.; 5731 Auto Road SE; Fire Hydrant requirement]

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-499 be authorized for issuance for Lot A, Section 5, Township 20, Range 9, W6M, KDYD, Plan 28401, which will vary Development and Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a fire hydrant to the minimum 90 metre spacing.

DEFEATED

Mayor Harrison, Councillors Eliason, Flynn and Lavery Opposed

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEM

9. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee meeting of June 17, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:06 a.m.

Minutes received as information by Council  
at their Regular Meeting of , 2019.

---

Mayor Alan Harrison  
Chair

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Item 6.2

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Community Heritage Commission Meeting Minutes of April 26, 2019, be received as information.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

## **CITY OF SALMON ARM**

Minutes of the **Community Heritage Commission** Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Friday, April 26, 2019** at 2:00 p.m.

**PRESENT:**

Councillor Debbie Cannon, Chair  
 Cindy Malinowski, R.J. Haney Heritage & Museum  
 Linda Painchaud, R.J. Haney Heritage & Museum  
 Mary Landers  
 Kevin Pearson, Director of Development Services, Recorder

**ABSENT:**

Harry Welton  
 Pat Kassa, R.J. Haney Heritage & Museum  
 Deborah Chapman

**GUESTS:**

The meeting was called to order at 2:00 p.m.

1.     **Introductions**
2.     **Presentations**
3.     **Approval of Agenda and Additional Items**

Moved: Mary Landers  
 Seconded: Cindy Malinowski  
 THAT: the Community Heritage Commission Meeting Agenda of April 26, 2019, be approved as circulated.

**CARRIED UNANIMOUSLY**

4.     **Approval of Minutes of March 26, 2019, Community Heritage Commission Meeting**

Moved: Cindy Malinowski  
 Seconded: Linda Painchaud  
 THAT: the minutes of the Community Heritage Commission Meeting of March 26, 2019 be approved.

**CARRIED UNANIMOUSLY**

**5. Old Business /Arising from minutes**

- a) The design options for revised plaques with new wordmark was discussed.

Moved: Cindy Malinowski

Seconded: Linda Painchaud

THAT: that a press release be arranged for the unveiling of the plaques at the approved sites.

CARRIED UNANIMOUSLY

- b) Heritage Inventory

The existing heritage inventory was discussed. There are 46 new images, mostly residential, to be added to the inventory.

- c) Residential Plaques

An overview of heritage plaques from other communities was provided and the Committee will consider a working group with respect to the design concepts of residential plaques.

- d) Heritage Week Posters

The Committee is working toward Heritage Week in February, 2020 and there was a discussion of new ideas, such as a Recognition Certificate for preserved homes on the Heritage Inventory.

**6. New Business**

**7. Other Business &/or Roundtable Updates**

- a) Action Log Update

The Action Log prepared by Pat Kassa was reviewed and discussed. The Action Log will be further discussed at the next meeting of the Committee.

- b) The status of Dilkusha was discussed.

**8. Next meeting – Friday, May 31, 2019**



9. **Adjournment**

Moved: Linda Painchaud

Seconded: Cindy Malinowski

THAT: the Community Heritage Commission Meeting of April 26, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 3:10 p.m.

---

Debbie Cannon, Chair

Received for information by Council on the      day of      , 2019

Item 6.3

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of June 12, 2019, be received as information.

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

## CITY OF SALMON ARM

Minutes of the **Agricultural Advisory Committee** Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Wednesday, June 12, 2019** at 2:00 p.m.

**PRESENT:**

Councillor Tim Lavery, Chair  
 Ron Ganert  
 Don Syme  
 John McLeod  
 James Olafson  
 James Hanna  
 Kevin Pearson, Director Development Services- staff (non-voting)  
 Scott Beeching, Senior Planner/Recorder - staff (non-voting)  
 Lana Fitt, Economic Development Society (non-voting)

**ABSENT:**

John Schut

**GUESTS:** Gerry Brackhaus/Deborah McDonald/Shantel Nash (applicant Item 5.1)  
 Brenda Veerman (applicant Item 5.2)  
 Kathryn Weicker/John Rasmussen/Cornelia Rasmussen (applicant Item 5.3)

1. **Call to Order** - The meeting was called to order at 2:00 p.m.

2. **Approval of Agenda and Additional Items**

Moved: Don Syme  
 Seconded: James Hanna  
 THAT: the Agricultural Advisory Committee Meeting Agenda of June 12, 2019,  
 be approved as presented.

**CARRIED UNANIMOUSLY.**

3. **Approval of Minutes of December 12, 2018 Environmental Advisory Committee Meeting**

Moved: Ron Ganert  
 Seconded: John McLeod  
 THAT: the minutes of the Agricultural Advisory Committee Meeting of  
 December 12, 2018 be approved.

**CARRIED UNANIMOUSLY.**

#### 4. Old Business / Arising from minutes

1. ALC Information Bulletin No. 5 Residences in the ALR
2. Bill 52 – Agricultural Land Commission Amendment Act (Summary)

The Director Development Services provided the Committee an update on ALC Information Bulletin No. 5 and Bill 52 including: second dwellings, compassionate use, soil removal and fill placement, 500 m<sup>2</sup> limit on new residences and the application process.

#### 5. New Business

1. **Agricultural Land Reserve Application No. ALC-381 (Non-Adhering Residential Use – Additional Residence for Farm Use) – Owner: Brackhaus/McDonald/Nash – 4395 – 10 Avenue SE**

The Senior Planner provided a brief overview of the application including the OCP designation and zoning regulations, air photo and site plan. The applicants were given an opportunity to present information to the Committee stating that Brackhaus and McDonald intended to live in the second dwelling and farm the property in the future. The Nash family would continue to farm the property.

\* All applicants left the room and the Committee deliberated the application.

Moved: John McLeod

Seconded: Ron Ganert

THAT: The AAC recommends the application be forwarded to the ALC on the condition that the dwelling be sized to meet the Zoning Bylaw.

**CARRIED.**

\* All applicants returned to the room and the Committee delivered their recommendation.

\*Brackhaus, McDonald and Nash left the meeting.

2. **Agricultural Land Reserve Application No. ALC-383 (Non-Adhering Residential Use – Additional Residence for Farm Use) – Owner: Veerman – 6740 – 56 Street NE**

The Senior Planner provided a brief overview of the application including the OCP designation and zoning regulations, air photo and site plan. The applicant was given an opportunity to present information to the Committee stating that her family intended to live in the second dwelling and provide help to continue to farm the property.

\* All applicants left the room and the Committee deliberated the application.

Moved: John McLeod

Seconded: Ron Ganert

THAT: The AAC recommends the application be forwarded to the ALC.

**CARRIED.**

\* Veerman returned to the room and the Committee delivered their recommendation.

\* All applicants returned to the room.

**3. Agricultural Land Reserve Application No. ALC-384 (Boundary Adjustment)  
Owner: Weicker - 4850 - 40 Street NE - Owner: Rasmussen - 4951 - 50 Street NE**

The Senior Planner provided a brief overview of the application including the OCP designation and zoning regulations, air photo, subdivision plan, soil classes and topography. The applicant was given an opportunity to present information to the Committee stating that their intention was to adjust the boundary to be compatible with the topography.

\* All applicants left the room and the Committee deliberated the application.

Moved: James Olafsson

Seconded: John McLeod

THAT: The AAC recommends the application be forwarded to the ALC.

**CARRIED UNANIMOUSLY.**

\* Weicker, Rasmussen and Rasussen returned to the room and the Committee delivered their recommendation.

\*All applicants left the meeting.

**4. Food Hub Feasibility Study - Salmon Arm Economic Development Society, Lana Fitt**

Lana Fitt representing the Economic Development Society (EDS) spoke about a food hub model and resulting social and economic opportunities. The EDS would like to apply for funding for a feasibility study that could lead to a number of business development opportunities including: co-operative food processing facility, a community kitchen, shared storage and other shared economy ideas. The District of Saanich Agriculture and Food Security Plan was mentioned an example. The goal would be to present key findings in September to the City and Ministry of Agriculture.

John McLeod stated that he supported the ideas and stated that the City needs a Food and Agriculture Policy.

**5. Agricultural Advisory Committee Membership Update**

The Director of Development Services stated that the City was continuing to advertise for the open Committee positions.

**6. Terms of Reference - Voting Members Update**

The Chair reviewed the Terms of Reference and stated that the Committee would continue to follow the established procedures until otherwise directed by Council.

**6. Other Business & / or Roundtable Updates**

**7. Next meeting - July 17, 2019**

**8. Adjournment**

Moved: Don Syme

Seconded: John McLeod

THAT: the Agricultural Advisory Committee Meeting of June 12, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 4:18 p.m.

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Councillor Tim Lavery, Chair

Received for information by Council on the      day of      , 2019

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Item 6.4

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Downtown Parking Commission Meeting Minutes of May 28, 2019, be received as information.

### **Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



## CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, May 28, 2019.**

### **PRESENT:**

Chad Eliason	Councillor, City of Salmon Arm
Vic Hamilton	Member at Large, Chair
Regan Ready	Member at Large,
Bill Laird	Member at Large
Cathy Ingebrigston	Member at Large
Heather Finn	Downtown Salmon Arm Representative
Gerald Foreman	Downtown Salmon Arm Representative
June Stewart	Downtown Salmon Arm Representative
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works
Marcel Bedard	Resource Personnel, Bylaw Officer
Jenn Wilson	Resource Personnel, City Engineer

### **ABSENT:**

Jacquie Gaudreau	Downtown Salmon Arm Representative
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### **GUEST:**

The meeting was called to order at 8:00 a.m. by Chairperson Vic Hamilton.

1.     **INTRODUCTIONS AND WELCOME**
  
2.     **PRESENTATIONS**
  
3.     **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Addition under Item 7.1 - Kelowna Big Ideas  
 Addition under Item 7.2 - R.J. Haney Heritage Museum archive search

Moved: Gerald Foreman

Seconded: Bill Laird

THAT: the Downtown Parking Commission Meeting Agenda of May 28, 2019 be approved with additions.

CARRIED UNANIMOUSLY

4. **APPROVAL OF MINUTES FROM APRIL 16, 2019**

Moved: Vic Hamilton

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting Minutes of April 16, 2019 be adopted as circulated.

CARRIED UNANIMOUSLY

5. **OLD BUSINESS ARISING FROM MINUTES**

6. **NEW BUSINESS**

1) **DPC Vernon Review Gantt Chart**

Rob Niewenhuizen summarized the DPC Vernon Gantt Chart. Regan Ready spoke regarding future parking on the north side of the CPR tracks.

2) **Downtown Parking Plan Summary - Discussion**

The Downtown Parking Plan Summary was reviewed and discussed. City staff is working toward the engagement of a consultant to report on various technologies and cost benefit analysis.

3) **Laneway Closure Plan**

The proposed Laneway Closure Plan was reviewed and discussed. The option of a temporary loading zone is to be discussed at the next scheduled meeting of the Downtown Parking Commission.

3) **Salmon Arm Day Program - Handicap stall request**

A request for a designated handicap dropoff location on Lakeshore Road was discussed. After discussion, the request has been denied.

7. **OTHER BUSINESS**

1) **Kelowna Big Ideas**

Regan Ready requested that staff contact the City of Kelowna to discuss the changes to the downtown parking structure being implemented by the City of Kelowna. The proposed consultant referred to the Downtown Parking Plan Summary will provide input to the City on upcoming technologies and concepts.

2) **R.J. Haney Heritage Museum archive search**

Bill Laird provided parking information from 1924 - 1955 City Council. This information was obtained from the archives at R.J. Haney Heritage Village and Museum. Received for information.

8. NEXT MEETING - Tuesday, June 18, 2019

The next meeting of the Downtown Parking Commission will be Tuesday, June 18, 2019.

9. ADJOURNMENT

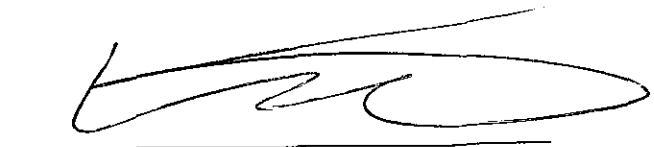
Moved: Vic Hamilton

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting of May 28, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:49 a.m.

A handwritten signature in black ink, appearing to read 'Marcel A. Bedard', written over a horizontal line.

Marcel A. Bedard  
Bylaw Officer

Minutes received as information by Council  
at their Regular Meeting of , 2019.

Item 8.1

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council receive the City of Salmon Arm 2018 Annual Report.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



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TO: Mayor Harrison and Members of Council

DATE: June 18, 2019

SUBJECT: 2018 Annual Report

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### RECOMMENDATION

THAT: Council receive the City of Salmon Arm 2018 Annual Report.

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The City of Salmon Arm 2018 Annual Report has been compiled pursuant to Section 98 of the *Community Charter*, which also requires that the report be made available for public inspection.

The report was released for viewing on the City's website on June 7, 2019 and hard copies will be made available at the front counter of City Hall on June 20, 2019.

In addition, a notice was published in the Salmon Arm Observer on June 12 and 19, 2019 to advise that Council will consider submissions from the public about the report at the June 24, 2019, Regular Council Meeting.

A copy of the 2018 Annual Report has been distributed to Mayor and Council under separate cover.

Respectfully,

A handwritten signature in blue ink, appearing to read "Erin Jackson".

Erin Jackson  
Director of Corporate Services

Item 8.2

## CITY OF SALMON ARM

Date: June 24, 2019

### Director of Engineering and Public Works Water Use Conservation Strategy 2019 - For Information

#### **Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

**CITY OF  
SALMON ARM**

File: 5600.12.01

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering & Public Works

DATE: June 25, 2018

SUBJECT: **Water Use Conservation Strategy 2019**

**FOR INFORMATION****BACKGROUND:**

Based on the current year's snowpack, timing of snowmelt and forecasted summer conditions staff anticipate a strong likelihood of drought conditions this summer resulting in low stream-flows and lake levels.

The latest report from the River Forecast center on June 1<sup>st</sup>, 2019 stated:

*"With diminished snowpacks and early melt this year, risks have shifted towards the increased likelihood of low flow conditions this summer in all areas of the province."*

Based on similar conditions in the summer of 2017, staff are concerned that elective water usage such as irrigation and recreational usage may inhibit the City's ability to keep up with necessary water usage including demand for drinking water, commercial and industrial use and fire flow storage.

During peak summer usage in 2017 (approximately 24,000 m<sup>3</sup>/day, triple that of average winter usage) the City's system was not able to keep up with the daytime demand; however, was able to refill the reservoirs during lower night time demand and thus kept up to overall water usage.

In order to minimize the impacts of elective water usage, staff are implementing an educational campaign through radio, newspaper and social media starting with the following Public Service Announcement:

*"City of Salmon Arm Water Conservation Request*

*Based on the current year's snowpack, timing of snowmelt, lack of precipitation and forecasted summer conditions we anticipate a strong likelihood that very dry conditions will result in low stream-flows and lake levels this year. The purpose of this advisory is to notify residents that in the event of another drought during the summer of 2019 the City may have to implement more stringent water restrictions and conservation measures to help ensure that the City's water delivery system can keep up with the demand for*



*drinking water, commercial and industrial use, while also being able to maintain water levels in the City's water reservoirs for future use and fire protection.*

*We appreciate your co-operation in adhering to the annual sprinkling restrictions which are in effect from May 15 to Sept. 15. Residents are encouraged to conserve water wherever possible and reminded that No irrigation/sprinkling is permitted on Monday's. Failure to comply with these restrictions may result in a fine of up to \$50 per instance."*

Additionally, bylaw enforcement will be increased and time allotted towards enforcement of the sprinkling regulations. Bylaw enforcement will have a zero-tolerance policy for enforcing the sprinkling prohibitions while drought conditions persist. Offenders will be issued a \$50 ticket as permitted under the Bylaw.

The 2019 sprinkling restriction advertisements were placed in the papers and on social media prior to May 15<sup>th</sup> (refer to attached).

Through a combined approach of education and enforcement, staff are confident that water demand can be managed appropriately ensuring that existing City infrastructure will be sufficient to supply both elective and necessary water uses throughout the summer of 2019.

Respectfully submitted



Robert Niewenhuizen, A.Sc.T  
Director of Engineering & Public Works

cc Chelsea Van De Chappelle, CFO





## SPRINKLING RESTRICTIONS

Annual sprinkling restrictions within the City of Salmon Arm are in effect from  
May 15 to September 15

### SPRINKLING HOURS ARE ALLOWED AS FOLLOWS:

The sprinkling regulations allow sprinkling two days per week based on the last two numbers of the house (business) street address between the hours of 7:00 a.m. and 11:00 a.m. and 7:00 p.m. and 11 p.m.

- No sprinkling on Monday
- 00 – 33 Tuesday and Friday only
- 34 – 66 Wednesday and Saturday only
- 67 – 99 Thursday and Sunday only

Customers with automatic underground irrigation systems will be allowed and encouraged to water lawns between 12:00 a.m. (midnight) and 7 a.m. on the appropriate days.

Your co-operation in adhering to these restrictions will be greatly appreciated. Residents are encouraged to conserve wherever possible.

Failure to comply with these restrictions may result in a fine, metered water rates, or a discontinuation of service.

For clarification in mobile home parks and strata developments, please call City Hall at 250-803-4000.

Engineering & Public Works Department

Item 8.3

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council approve the location and installation of the Public Art Structure proposed in Appendix 1 of the staff report dated June 18, 2019, subject to approval by a structural engineer of the construction design and installation.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: June 18, 2019

RE: Public Art Proposal - Lakeshore Drive & Alexander Avenue NE

## MOTION FOR CONSIDERATION

**THAT:** Council approve the location and installation of the Public Art structure proposed in APPENDIX 1 subject to approval by a structural engineer of the construction design and installation.

At the June 17, 2019 Development and Planning Services Committee meeting, W.L. Laird presented a concept design for public art ("the structure") to be sited on the north boulevard of Lakeshore Drive where it intersects with Alexander Street NE. The precise site being proposed is the same location as the former Askew's Grocery store freestanding sign where a new public mini-plaza is also planned.

The design concept for the structure, attached as APPENDIX 1, is of a large Treble Clef and musical note pattern which translates to the first bar to our national anthem ("Oh Canada"). Based on the presentation and design concept drawn to scale, the following is known:

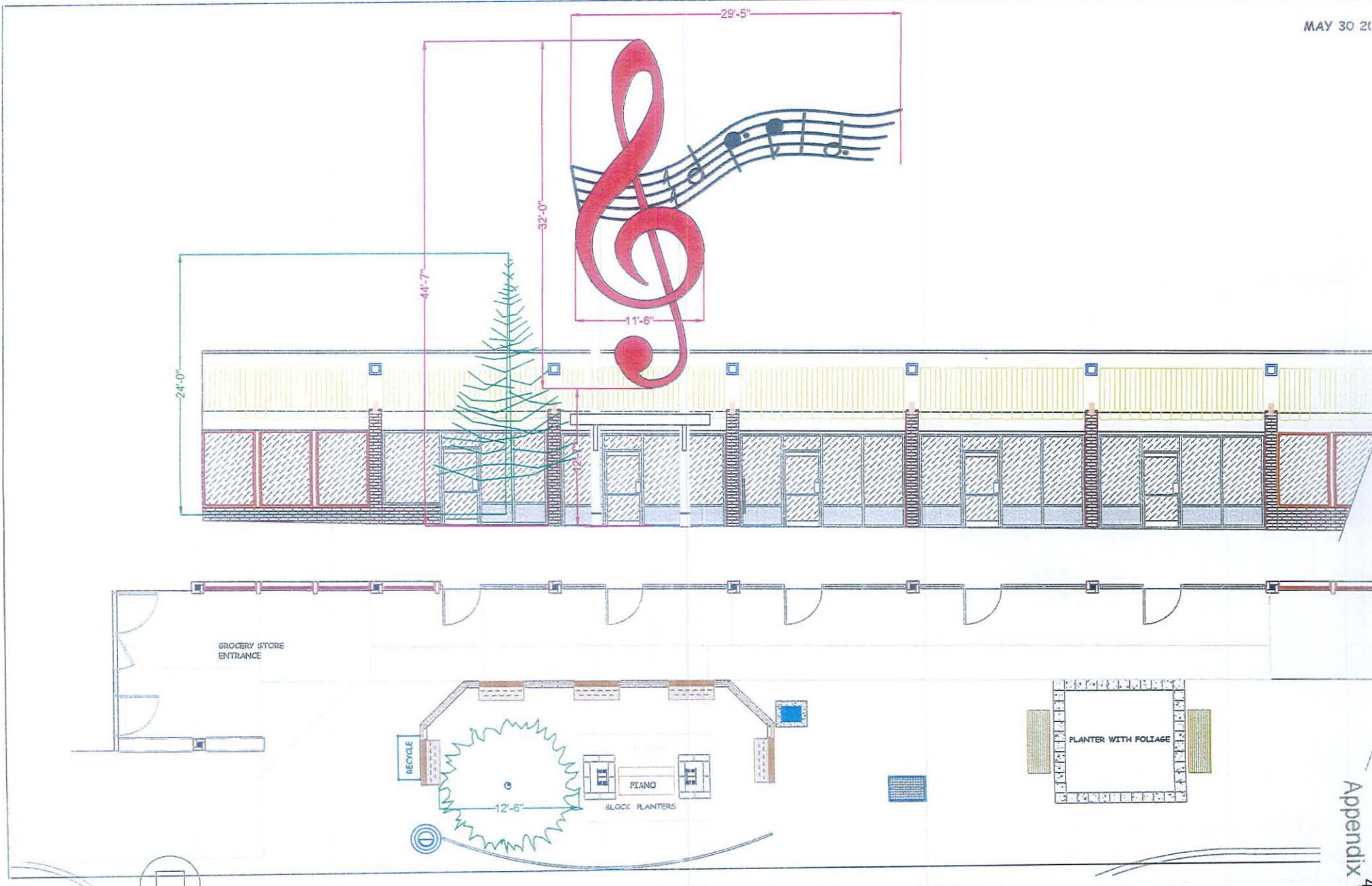
1. The ultimate height of the structure would be 44' - 7" from the grade of the boulevard;
2. The ultimate width of the structure would be 29' - 5";
3. The structure would be comprised of aluminum and secured by two pillars, more or less in the same locations as the supports for the former freestanding sign and have a weight of approximately 1,200 to 1,500 Lbs.;
4. The colouring of the structure would be consistent with the City's Word Mark;
5. A piano is proposed underneath the structure; and
6. The structure may be illuminated underneath by an arrangement lighting fixtures.

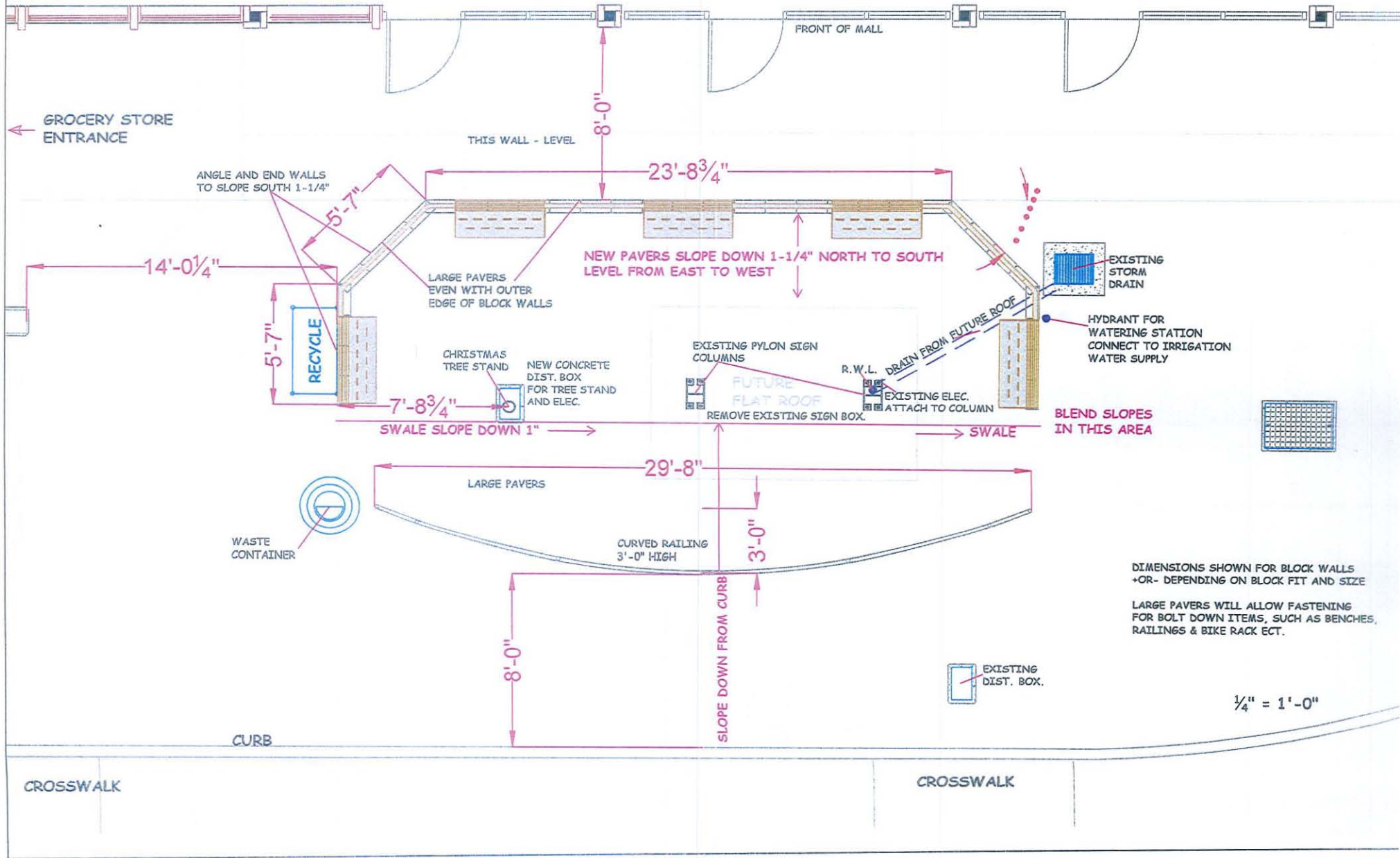
The structure falls outside the parameters of requiring a Sign Permit, Development Permit, Building Permit or Highway Use Permit. The design of the public art structure has support of Downtown Salmon Arm (see APPENDIX 2) and other organizations.

City staff's recommendation is that the design and installation be approved by a structural engineer. The City is not being asked to maintain the structure and there no other associated costs to the City anticipated at this time.

  
Prepared by: Kevin Pearson, MCIP, RPP  
Planning and Development Officer







DIMENSIONS SHOWN FOR BLOCK WALLS  
+OR- DEPENDING ON BLOCK FIT AND SIZE

LARGE PAVERS WILL ALLOW FASTENING  
FOR BOLT DOWN ITEMS, SUCH AS BENCHES,  
RAILINGS & BIKE RACK ECT.

1/4" = 1'-0"

**DOWNTOWN  
SALMON ARM**

City of Salmon Arm  
PO Box 40  
Salmon Arm, BC, V1E 4N2

June 12, 2019

To Rob Niewenhuizen

RE: Treble Clef at Shuswap Park Mall

The Salmon Arm Downtown Improvement Association Board of Directors, passed a motion on June 12, 2019 -

*'to support the giant treble clef design as presented by Bill Laird of W.H.Laird Holdings Ltd to be installed at Shuswap Park Mall, where the previous signage was located. Please see attachment'.*

The efforts of W.H.Laird Holdings Ltd, Askews Foods Downtown and other partners are greatly appreciated for their vision of revitalization for Shuswap Park Mall.

Thank you

Respectfully

Lindsay Wong  
Manager

DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9

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Item 8.4

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: the following Special Occasion Licenses be approved for 2019:

**1. 3<sup>rd</sup> Annual Al Boucher Memorial Tournament**

Location: Canoe Ball Diamonds – July 19 – 21, 2019

Hours of Operation:

- Friday, July 19 – 5:00pm to 10:00pm
- Saturday, July 20 – 11:00am to 11:00pm
- Sunday, July 21 – 11:00am to 8:00pm

**2. Salmon Arm Folk Music Society (Roots & Blues Festival)**

Location: Salmon Arm Fair Grounds – August 15 – 18, 2019

Main Beverage Garden & Summer Hill Wine Lounge (patron area)

- Thursday, August 15 – Not Open
- Friday, August 16 – 5:00pm to 11:30pm.
- Saturday, August 17 – 11:00am to 11:30pm
- Sunday, August 18 – 11:00am to 11:30pm

Canada Dry Stage and Beverage Garden (patron area)

- Thursday, August 15 – 7:00pm to 11:00pm
- Friday, August 16 – 5:00pm to 11:30pm
- Saturday, August 17 – 11:00am to 11:55pm
- Sunday, August 18 – 11:00am to 11:55pm

**2. Salmon Arm Folk Music Society (Roots & Blues Festival), Continued**Tasting Bar Lounge (patron area)

- Thursday, August 15 – Not Open
- Friday, August 16 – 6:00pm to 8:00pm
- Saturday, August 17 – 1:00pm to 6:00pm
- Sunday, August 18 – 1:00pm to 6:00pm

Backstage V.I.P. Lounge (private access area)

- Thursday, August 15 – 3:00pm to 8:00pm
- Friday, August 16 – 4:00pm to 11:45pm
- Saturday, August 17 – 10:30am to 11:45pm
- Sunday, August 18 – 10:30am to 11:45pm

Volunteer Party (private area)

- Sunday, August 18 – 8:00pm to 3:00am

**3. The Salmon Arm Fair**

Location: Salmon Arm Fair Grounds – Sept 5 – 8, 2019

Hours of Operation:

- Friday, September 6 – 7:00pm to 12:00am (Midnight)
- Saturday, September 7 – 7:00pm to 12:00am (Midnight)

**Vote Record**

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



*Memorandum from the Committee to Approve Public Events*

TO: Her Worship Mayor Cooper and Council

FROM: Committee to Approve Public Events

DATE: June 18, 2019

SUBJECT: Licensing of Special Events - 2019

**MOTION FOR CONSIDERATION:**

**THAT:** *the following Special Occasion Licenses be approved for 2019:*

1. **3<sup>rd</sup> Annual Al Boucher Memorial Tournament**  
Location: Canoe Ball Diamonds – July 19 – 21, 2019  
Hours of Operation:
  - Friday, July 19 – 5:00pm to 10:00pm
  - Saturday, July 20 – 11:00am to 11:00pm
  - Sunday, July 21 – 11:00am to 8:00pm
  
2. **Salmon Arm Folk Music Society (Roots & Blues Festival)**  
Location: Salmon Arm Fair Grounds – August 15 – 18, 2019

Main Beverage Garden & Summer Hill Wine Lounge (patron area)

- Thursday, August 15 – Not Open
- Friday, August 16 – 5:00pm to 11:30pm.
- Saturday, August 17 – 11:00am to 11:30pm
- Sunday, August 18 – 11:00am to 11:30pm

Canada Dry Stage and Beverage Garden (patron area)

- Thursday, August 15 – 7:00pm to 11:00pm
- Friday, August 16 – 5:00pm to 11:30pm
- Saturday, August 17 – 11:00am to 11:55pm
- Sunday, August 18 – 11:00am to 11:55pm

Tasting Bar Lounge (patron area)

- Thursday, August 15 – Not Open
- Friday, August 16 – 6:00pm to 8:00pm
- Saturday, August 17 – 1:00pm to 6:00pm
- Sunday, August 18 – 1:00pm to 6:00pm

Backstage V.I.P. Lounge (private access area)

- Thursday, August 15 – 3:00pm to 8:00pm
- Friday, August 16 – 4:00pm to 11:45pm
- Saturday, August 17 – 10:30am to 11:45pm
- Sunday, August 18 – 10:30am to 11:45pm

Volunteer Party (private area)

- Sunday, August 18 – 8:00pm to 3:00am

**3. The Salmon Arm Fair**

Location: Salmon Arm Fair Grounds – Sept 5 - 8, 2019

Hours of Operation:

- Friday, September 6 – 7:00pm to 12:00am (Midnight)
- Saturday, September 7 – 7:00pm to 12:00am (Midnight)

---

The three organizations above are requesting Special Occasion Licenses (SOL). A SOL is to license an event at which liquor is served or sold. If an organization plans to have an event on Local Government property, then the organization must obtain approval from that Local Government. The Committee to Approve Public Events (C.A.P.E) is responsible for coordinating, evaluating and recommending to Council the approval or disapproval of SOL's. The City of Salmon Arm's C.A.P.E. was established in 1990 and is comprised of Local Government Bylaw Officer, RCMP, Local LCLB representative and one member at large. Every year, two notices are placed in the Salmon Arm Observer inviting applications for Special Occasion Licenses. Once the applications are received, C.A.P.E reviews the applications and makes their recommendations in the form of a staff report. Written approval from Local Government is a requirement of the BCLCLB to obtain a SOL. The City of Salmon Arm submits a council resolution to BCLCLB to obtain approval.

This year, the invitation to make a request to the City for approval for a Special Occasion License was advertised in the Salmon Arm Observer April 3<sup>rd</sup>, April 10<sup>th</sup>, May 1<sup>st</sup> and May 8<sup>th</sup> issues, as well on Social Media. The deadline to submit an application was 4:00 p.m., Friday, May 10, 2019; and, the City received three applications, *see Appendices 1 - 3*.

The members of the C.A.P.E discussed the applications on May 17, 2019 and the Committee had no objections to the hours of operation for the three events.

The motion for consideration reflects the Committee's decisions with respect to each request.



Reviewed by: Maurice Roy, RBO CRBO  
Chief Licensing Officer

)

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Item 8.5

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council hold a Public Hearing and consider third reading at the August 12, 2019 Regular Council meeting for the following bylaws:

- Official Community Plan Amendment Bylaw No, 4263;
- Zoning Amendment Bylaw No. 4264; and
- Zoning Amendment Bylaw No. 4265.

### **Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

# **CITY OF SALMON ARM**

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: June 19, 2019

RE: Applications OCP4000-33 & ZON-1107  
Columbia Shuswap Regional District Landfill and Landfill Expansion

## **MOTION FOR CONSIDERATION**


**THAT: Council hold a Public Hearing and consider third reading at the August 12, 2019 Regular Council meeting for the following bylaws:**

**Official Community Plan Amendment Bylaw No. 4263  
Zoning Amendment Bylaw No. 4264; and  
Zoning Amendment Bylaw No. 4265.**

At the June 10, 2019 Regular Council meeting, Council granted second reading to the above noted bylaws. Consideration of second readings was contingent upon Ministry of Environment & Climate Change Strategy approval of the Columbia Shuswap Regional District's amendment to its solid waste management plan, among other things.

It is recommended that the statutory public hearings and consideration of third reading of each bylaw be scheduled for the August 12, 2019 Regular Council meeting, for the following reasons:

1. Section 477 (2) (a) of the Local Government Act states that each reading of an Official Community Plan bylaw must receive an affirmative vote of a majority of all council members. This means that at least four members of council must be present at a meeting, all voting affirmative, in order for the bylaw to proceed to final reading;
2. Scheduling over this summer suggests that there may not be the required attendance of council members until either the July 22, 2019 meeting or the August 12, 2019 meeting; and
3. The applicant is unable to attend the July 22, 2019 meeting but has committed to attend the August 12, 2019 meeting. CSRD representation at the public hearings is important.

  
Prepared by: Kevin Pearson, MCIP, RPP  
Planning and Development Officer

Item 9.1

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340 be read a first, second and third time.

[2019 Cemetery Rates]

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



# CITY OF SALMON ARM

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Date: June 7, 2019  
 To: Mayor Harrison and Members of Council  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: Cemetery Rates

---

## Recommendation:

THAT: Bylaw No. 4340 cited as the "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340" be given three readings.

## Background:

In 2018 Lees & Associates and staff undertook a Cemetery Price Study to provide a benchmark for pricing of the City's current and future cemetery products and services. This study was completed in late 2018 and has been attached for your reference (Appendix A).

The study compared the City's current pricing with both regional municipalities (Penticton, Vernon, Nelson and Kamloops) and with the national average. Presently, all of the City's cemetery fees are priced below the regional average and in the majority of cases below the national average as well.

As Council is aware, the City has increased the rates at Mt. Ida Cemetery for several years by the CPI in an effort to move closer to a self liquidating function. However, deficits will likely increase with fewer interments.

The study examined two (2) pricing strategies. One (1) proposed changes that would enable the Cemetery functions to be completely self-sustaining and another that would bring the City's pricing on par with comparable regional municipalities. To become self-sustaining, the City would need to increase its fees by 20% per year for the next six (6) years. However, this would place the City's rates 175% higher than the normal range of prices in the regional market. Further, most municipalities subsidize their cemetery system to some degree and very few operate a break-even cost model. Therefore, this strategy is not recommended.

The second pricing strategy proposes to increase the City's fees by 20% per year for the next four (4) years (2019 - 2022). This would place the City's rates on par with the projected regional rates assuming local municipalities increase their fees at the rate of inflation, historically 2 - 3%. Under this model, the City would continue to subsidize the cemetery function; however a phased approach such as this, allows the City to close the cost recovery gap while reducing the immediate impact on users. The study further recommends annual increases of 5% per year for seven (7) years (2023 - 2029) and increases at a minimum based on inflation thereafter.

Currently there are very few interment plots available at Mt. Ida Cemetery. In addition, Shuswap Memorial Cemetery offers a premium location, reservation capability, an increased capacity for interment and memorial options as well as a number of new products and offerings. As a result, staff recommend a third pricing strategy wherein the existing fee structure is increased 40% in 2019 and 40% in 2020. This will bring current offerings closer to the regional average, addresses part of the risk of significantly under-pricing while still softening the immediate impact on users. It is suggested that the rates be reviewed with consideration of potential new offerings, average regional prices and the rate of inflation in 2021 and thereafter.

The Cemetery Pricing Study also provided average pricing and market trends for new services to be offered at the Shuswap Memorial Cemetery, such as Family Vessels, Ossuary Interments, Memorial Wall Plaques, Scattering Garden Interments and Cremation Family Estate Lots. Staff have reviewed the recommendations and have incorporated these new products and services into the proposed bylaw with an increase in 2020 of 2.5% (2.72% - 2018 BC CPI) to address inflation.

Attached (Appendix B) is a fee forecast for both existing and new cemetery offerings as well as the associated required Care Fund contributions and impact on users. The bylaw (Appendix C) proposes rates for both Mt. Ida and Shuswap Memorial Cemetery for 2019 and 2020 based on the third pricing strategy.

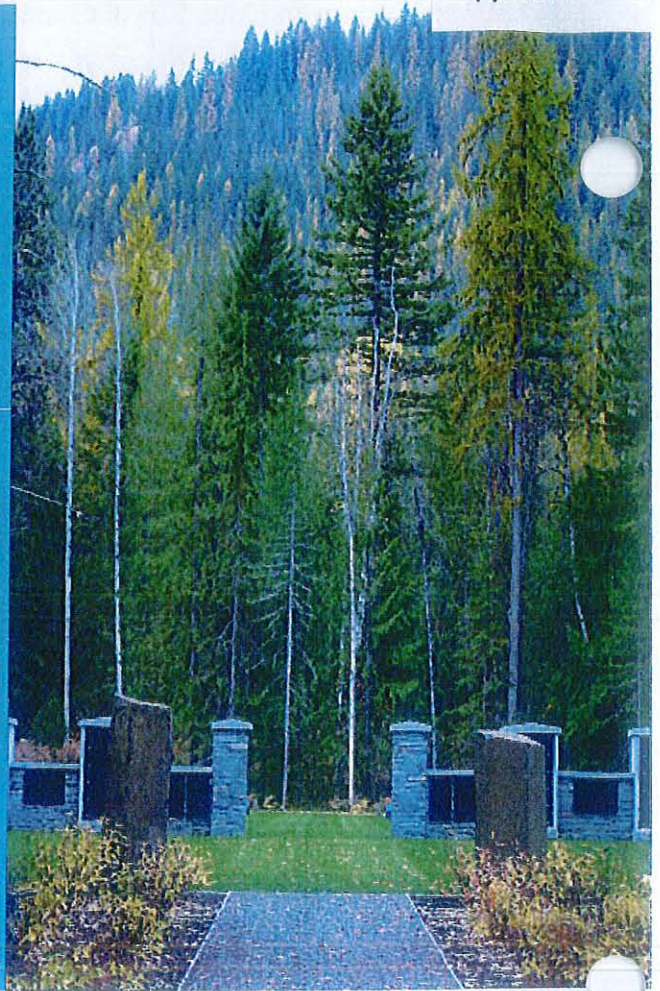
Respectfully Submitted,

  
\_\_\_\_\_  
Chelsea Van de Cappelle, CPA



# City of Salmon Arm

## Cemetery Price Benchmarking Study



LEES  
+  
ASSOCIATES

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Project: Cemetery Price Benchmarking Study

Date: November 30, 2018

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#### Contact Information:

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# TABLE OF CONTENTS

<b>1. Introduction.....</b>	<b>1</b>
1.1. City Cemetery Sites Overview .....	1
<b>2. Cemetery Products + Services Review.....</b>	<b>2</b>
2.1. Diversity of Current Offerings .....	2
2.2. New Offerings .....	2
<b>3. Cemetery Pricing Review.....</b>	<b>4</b>
3.1. Pricing of Current Offerings .....	5
3.2. Pricing of New Offerings .....	9
3.3. Key Findings .....	16
3.4. Recommendations.....	17
<b>4. Conclusion .....</b>	<b>18</b>
<b>5. Appendices .....</b>	<b>19</b>

# 1. INTRODUCTION

The City of Salmon Arm commissioned LEES+Associates to prepare a Cemetery Price Benchmarking Study. The primary objectives of this study are to inform the City of the current fair market value range of pricing for cemetery products and services in the region. It includes a recommended fee structure for its existing and new interment and memorialization options, as well as related services proposed for its new Shuswap Memorial Cemetery.

## 1.1. CITY CEMETERY SITES OVERVIEW

The City currently maintains two cemeteries: Baker (Canoe) and Mt. Ida Cemetery.

Baker (Canoe) Cemetery is located at 6670 TransCanada Highway NE, in Salmon Arm, BC. Baker Cemetery is no longer active and is located in North Canoe. Mt. Ida Cemetery, established in 1894, is approximately 110 acres of which only nine acres are suitable for cemetery development. Historically, there have been approximately 75 to 80 interments per year.

Mt. Ida Cemetery is located at the 2290 Foothill Road SW, in Salmon Arm, BC. Mount Ida Cemetery is approaching capacity prompting the City to acquire a third parcel of land located at 2700 – 20 Avenue SE, and develop a new site, as proposed by the 2012 City Cemetery Master Plan.

The new site, Shuswap Memorial Cemetery is located on a 10 hectare (24.7 acre) portion of a 32.7 hectare (80.8 acre) property. The proposed Phase 1 development of the new cemetery site is about 1.5 acres of traditional in-ground burial, and is expected to provide about 15 years of capacity to meet the anticipated community need.

This is expected to include:

- 128 upright marker in-ground traditional burial lots;
- 312 flat marker in-ground traditional burial lots;
- 270 in-ground cremation burial lots;
- 28 in-ground family estate cremation burial lots;
- 129 columbaria niches for cremated remains and
- 3 family vessels for cremated remains.



## 2. CEMETERY PRODUCTS + SERVICES REVIEW

This section of the report analyzes the diversity of offerings in the City of Salmon's Arm cemetery system compared with other municipal cemeteries in the region.

### 2.1. DIVERSITY OF CURRENT OFFERINGS

#### ORIGINAL SITES

The City cemetery system composed of Baker and Mt. Ida cemeteries, has offered in-ground burial lots and the interment services of caskets and cremated remains in graves designated for adults, child, infants, and in cremations-only areas. Lots can accommodate both flat and up-right markers.

The City cemetery system also offers columbaria niches for the inurnment of cremated remains.

The City allows one or more interments in a single niche or lot. In-ground lots that are prepared to accommodate double depth burials have the greatest interment capacity.

The City has also traditionally sold its residents grave liners and memorial markers for in-ground burial lots and columbaria niches.

### 2.2. NEW OFFERINGS

#### NEW OFFERINGS UNDER DEVELOPMENT

In addition to the offerings available at the original cemetery sites, there are new products and services the City plans to make available at Shuswap Memorial Cemetery now that the first phase of construction has been completed.

These include:

- Family vessels;
- Ossuary interments;
- Memorial wall plaques;
- Scattering garden interments, and
- Cremation lot family estates.



Figure 1: Shuswap Memorial Cemetery, Memorial Wall Plaques, Source: LEES+Associates.

### POTENTIAL FUTURE OPTIONS

There are also additional products and services not expected to be offered by the City cemetery system in the short term, but are available at other Canadian cemeteries.

These include:

- Green burial;
- Muslim burial;
- Veterans section;
- Family columbaria;
- Mausoleum crypts;
- Protective services section;
- Casket lot family estates, and
- Memorialization options, including: statuary, benches, wreathes, engraved boulders, flowers, vases, and photo frames.

Some of these options may be suitable at future stages of development at the Shuswap Memorial Cemetery, contingent on the guidance of a professional cemetery design team.



Figure 2: Shuswap Memorial Cemetery Columbaria, Source: LEES+Associates.



### 3. CEMETERY PRICING REVIEW

This section of the report analyzes the pricing of offerings in the City's cemetery system, as compared with other municipal cemeteries in the region and across Canada. It also proposes new fees for offerings not previously offered by previous cemetery sites.

#### MARKET TRENDS

Cemetery pricing in Canadian cemeteries generally follow consistent market trends. For example, large urban centres often have higher rates than small towns and rural communities due to the increased demand relative to local supply.

Cemeteries in large urban centres also tend to offer a greater diversity of offerings than small towns and rural communities. Families value a variety of interment options and are willing to pay a premium to accommodate their cultural, religious and personal preferences.

The following figure shows the pricing continuum for typical Canadian cemetery offerings:

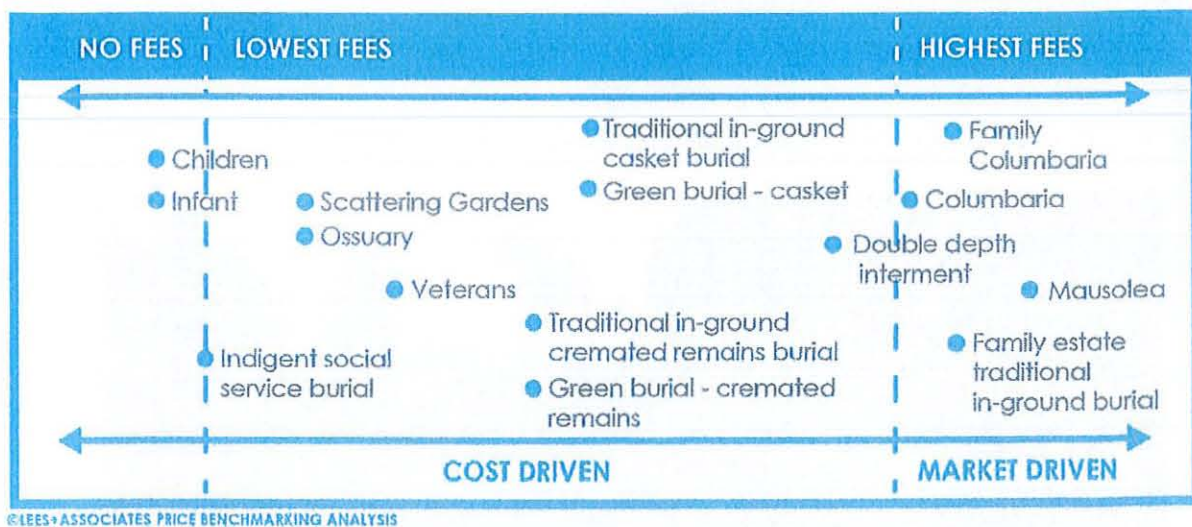


Figure 3: Pricing Continuum for Typical Canadian Cemetery Offerings, Source: LEES+Associates.

### 3.1. PRICING OF CURRENT OFFERINGS

#### RESIDENT PRICE BENCHMARKING

Best practices for cemetery pricing, entails annually comparing the rates of communities in the region with similar supply and demand. This involves examining the rates of other cemeteries with similar business models, population, ethnic and religious composition.

The price benchmarking study in this plan reviewed the City's current rates and compared them the national average at Canadian municipal cemeteries, as well as the regional average of a select group of cemeteries in southern British Columbia, including the communities of Penticton, Vernon, Nelson and Kamloops.

The following table summarizes the resident rates (including care fund fees) and findings for the primary cemetery offerings available for sale by the communities examined in this study.

Cemetery Offering	City Rate <sup>1</sup>	Regional Rate <sup>2</sup>	Canadian Rate <sup>3</sup>	City Price Comparison Findings
Adult Casket Burial Lot	\$554	\$1,018 to \$1,293	\$1,250 to \$2,500	Below the Regional Rate. Below the Canadian Rate.
Child Burial Lot	\$335	\$649	\$400 to \$1,000	Below the Regional Rate. Below the Canadian Rate.
Infant Burial Lot	\$335	\$411	\$250 to \$1,000	Below the Regional Rate. On par with Canadian Rate.
Cremation-Only Burial Lot	\$228	\$356 to \$474	\$500 to \$1000	Below the Regional Rate. Below the Canadian Rate.
Columbaria Niche	\$1,347	\$2,634 to \$2,838	\$1,250 to \$4,000	Below the Regional Rate. On par with Canadian Rate.
Opening + Closing Adult Interment	\$521	\$887	\$750 to \$1,250	Below the Regional Rate. Below the Canadian Rate.
Opening + Closing Child Interment	\$351	\$516	\$500 to \$1,000	Below the Regional Rate. Below the Canadian Rate.
Opening + Closing Infant Interment	\$351	\$367	\$250 to \$750	Below the Regional Rate. On par with Canadian Rate.
Opening + Closing Cremated Remains Burial	\$233	\$285	\$200 to \$500	Below the Regional Rate. On par with Canadian Rate.
Opening + Closing Cremated Remains Niche	\$157	\$246	\$100 to \$250	Below the Regional Rate. On par with Canadian Rate.

Table 1: City Cemetery Resident Fees Compared to Regional + National Rates, Source: LEES+Associates.

<sup>1</sup> Including the Perpetual Care Fund fee.

<sup>2</sup> The average of communities of comparable demographic profile as the City of Salmon Arm, within southern British Columbia.

<sup>3</sup> The average, resident rates for a spectrum of low to high quality offerings, found within LEES+Associates price analyses for the Cemetery Master Plans of public, private and religious cemeteries from 2012 to 2017.



Complete details of the resident pricing for the City of Salmon Arm and regional communities can be found in "Appendix A – Detailed Price Benchmarking Study."

## NON-RESIDENT PRICE BENCHMARKING

The City of Salmon Arm, along with the majority of Canadian municipal cemeteries, only charge a non-resident premium on lot and niche sales (right-of-interment license).

However, some communities in British Columbia also charge a non-resident premium on opening / closing services (interment fees). Examples of BC interior communities that do so include the Town of Creston and the City of Castlegar.

Typically, non-residents are charged a premium from 25% to 100% on cemetery lots and niches at Canadian municipal cemeteries. Depending on the offering, the City's non-resident premium ranges from 31% (columbaria niches) to 42% (infant + child lots).

The following table summarizes the non-resident rates (including care fund fees) and findings for the primary cemetery services offered in this study.

Cemetery Offering	City Rate <sup>4</sup>	Regional Rate <sup>5</sup>	Canadian Rate <sup>6</sup>	Price Comparison Findings
Adult Casket Burial Lot	\$731	\$1,333 to \$1,672	\$1,625 to \$3,250	Below the Regional Rate. Below the Canadian Rate.
Child Burial Lot	\$476	\$862	\$550 to \$1,300	Below the Regional Rate. Below the Canadian Rate.
Infant Burial Lot	\$476	\$595	\$325 to \$1,300	Below the Regional Rate. On par with Canadian Rate.
Cremation-Only Burial Lot	\$308	\$520 to \$655	\$650 to \$1,300	Below the Regional Rate. Below the Canadian Rate.
Columbaria Niche	\$1,762	\$3,345 to \$3,584	\$1,625 to \$5,200	Below the Regional Rate. On par with Canadian Rate.

Table 2: City Cemetery Non-Resident Fees Compared to Regional + National Rates,  
Source: LEES+Associates.

Complete details of the non-resident pricing for the City of Salmon Arm and regional communities, can be found in "Appendix A – Detailed Price Benchmarking Study."

<sup>4</sup> Including the Perpetual Care Fund fee.

<sup>5</sup> The average of communities of comparable demographic profile as the City of Salmon Arm, within southern British Columbia.

<sup>6</sup> The average, resident rates for a spectrum of low to high quality offerings, found within LEES+Associates price analyses for the Cemetery Master Plans of public, private and religious cemeteries from 2012 to 2017.

## STRATEGIC POSITIONING

The City's cemetery fees are more attractive than the average rate across Canada. These lower rates provide the City with a sales advantage, decreasing the risk of residents choosing interment at another cemetery, perhaps at a site in another community.

However, cemetery demand is relatively inelastic and there is usually little adverse resident response to price changes provided they are within the normal market range. Therefore, the City can expect to increase its rates incrementally without a loss in revenue, with little risk its residents will go elsewhere. This will help improve the cemetery's financial sustainability.

Cemeteries with a wider range of burial options are often perceived as being more attractive and as having a higher-quality, premium value. Hence they often charge higher rates than other sites.

## PRICE CHANGES

Best practice for North American cemeteries is to increase fees annually, by the rate of inflation at a minimum. This practice is increasingly the standard across Canada.

The Bank of Canada's Consumer Price Index reports that inflation has historically ranged from 2% to 3% over the past decade.

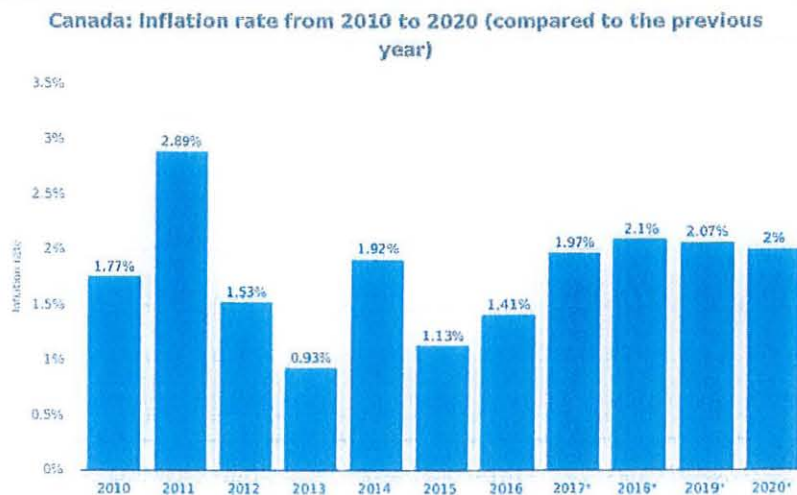


Figure 4: Canadian Inflation Rate from 2010 to 2020, Source: International Monetary Fund 2017.

Communities in British Columbia currently undertaking cost recovery initiatives to decrease the tax subsidy of their cemetery system have increased their rates on average from a minimum of 5% per year to a maximum of 25% per year over the past five years. For example, the City of Vernon (from the price benchmarking study) has been increasing rates 10% per year since 2014.

According to the City of Salmon Arm Cemetery Business Plan, the City would have to increase its projected operating revenue (\$72,459) by 500% in order to fund its cemetery system expenses (\$356,200) by lot sales and interment services alone in 2018.

There are many ways to close this cost recovery gap. The City could do a one-time large fee increase to enhance revenue and bring the City's fees more in line with the regional market. However, the larger the fee increase the greater local resident opposition tends to be.

The community is more likely to accept a smaller, cumulative, phased increase over the next 5 to 10 years. Cash flow projections find that if the City increased its prices by 20% per year for the next 6 years, the City could potentially entirely phase out its tax subsidy of its cemetery operations.

It should be remembered that almost all municipal cemeteries are run as a service to their communities. The philosophy of many Councils is to support the cemetery system with tax dollars to some degree. The City of Salmon Arm must decide exactly where it sits on this spectrum towards a cost recovery model. Very few municipal cemeteries operate a break-even cost recovery model. It is even more unusual for a municipal cemetery to operate a for profit model.

"Appendix B – Forecast Cemetery Rates" provides a projection of what the City cemetery system's rates would look like in six years if it were to increase its rates annually by 20%. It also includes a comparison to the projected regional rates, assuming all communities in the price benchmarking study were to increase their cemetery rates annually by the expected rate of inflation (2%).



## 3.2. PRICING OF NEW OFFERINGS

### INTERMENT SERVICES - FAMILY VESSELS

Family vessels are a new cremation option recently introduced to the Canadian cemetery market. Each vessel is made of granite and stands about 750 mm tall. They can accommodate eight 'soft' cremation urns nested within the vessel or ten commingled cremated remains. The vessels remain the property of the cemetery, and their business model is the same as it is for the right of interment within a columbaria niche.



Figure 5: Family Vessel at Shuswap Memorial Cemetery, Source: LEES+Associates.

Typically, the family pays for the right of interment. Included in this fee are the initial opening and closing and one bronze name plaque only when purchased at-need. For subsequent interments, the family is charged an additional opening and closing fee, and an additional fee for the supply and installation of a bronze name plaque. Cemetery operators are expected to approve the size, design, and content of the bronze plaques. Alternatively the vessel can be sand blasted with the family's name.

Family vessels are a premium cremation interment option. As such they are typically located within family estate lots, cremation gardens and other areas of the cemetery with a high quality "garden setting" experience. For these reasons, family vessels are offered at rates ranging from \$6,000 to \$13,000 each, depending on their size and quality of positioning within the cemetery. Services for placing a nested urn or comingling remains within the vessel are typically \$200 for each vessel interment. Two family vessels have been installed as part of the first phase of development at Shuswap Memorial Cemetery.

The following table summarizes precedent pricing for family vessels at Shuswap Memorial Cemetery:

Cemetery Offering	Kelowna	Victoria
Family Vessel Right of Interment	\$13,072	\$6,810
Family Vessel Opening and Closing Service	\$364	\$340

Table 3: Precedent Pricing for Family Vessels, Source: LEES+Associates.

### SCATTERING SERVICES AND MEMORIAL PLAQUES FOR OSSUARIES, GARDENS AND WATER FEATURES

An ossuary is a chest, box, building, well, or site made to serve as the final resting place for the co-mingled cremated remains of multiple decedents. They are frequently used where burial space is scarce. Above-ground vessels are one form of ossuary.

Scattering gardens are areas within a cemetery that provide an attractive natural or ornamental setting, dedicated to the scattering of cremated remains. Scattering gardens often include memorial walls. With increasingly mobile families and people choosing not to inter the cremated remains of their loved ones in a cemetery environment, there is a large market for the sale of plaques that will enable people to memorialize family members without interment, or whose remains are interred or scattered elsewhere.

Occasionally, cemeteries with concentrated Hindu and Sikh communities offer this scattering service in a water feature.



Figure 6: Scattering Garden and Ossuary, Lakeview Cemetery, Penticton BC.  
Source: LEES+Associates.

Canadian cemeteries typically offer the scattering service at a rate of \$100 to \$500. Municipal cemeteries in British Columbia usually charge between \$300 and \$400 for this service. This fee includes the 'opening and closing operation' by staff in the designated area.

Families are typically charged an additional fee for the supply and installation of a bronze name plaque. The family owns the plaque in the same way that they would own an upright or flat marker. Typically, the cemetery operator approves the size, design, and content of the plaques. The majority of cemeteries in British Columbia charge between \$250 and \$600 for the supply and installation of a bronze memorial plaque on a memorial wall, bench or statuary. This fee includes a contribution to the Perpetual Care Fund.

The following table summarizes precedent pricing for scattering services at Shuswap Memorial Cemetery:

New Cemetery Offering	Kelowna	Victoria	Vancouver
Scattering Cremated Remains	\$394	\$340	\$325
Bronze Memorial Plaque	\$259	\$290	\$295

Table 4: Precedent Pricing for Scattering Services and Memorial Plaques, Source: LEES+Associates.



## GREEN BURIAL SERVICES

Green burial is emerging as a type of full body interment that is attracting increasing interest across North America. Also known as “natural burial,” “country burial” or “woodland burial,” this type of interment is still relatively uncommon in Canada.

Green burial is defined as traditional earth burial with:

- No embalming;
- No use of burial lot liners or concrete vaults;
- A fully biodegradable casket or shroud;
- Some form of environmental improvement of the grave site such as native plant species, and
- A communal marker (no individual burial lot markers).

Religious groups that traditionally provide the most support for green burial, as they align with their traditional funeral practices, include those of Jewish, Muslim and the Bahá'í faiths.

Green burial addresses the three pillars of sustainability: Social; Economic, and Environmental.

Communities across Canada are experiencing an increase in demand for more environmentally sustainable products and services. Green Burial often appeals to those who would otherwise not choose to be interred in a conventional cemetery. It is gradually increasing in popularity as one option in the spectrum of burial options available.



Figure 7: Royal Oak Burial Park, Woodlands Natural Burial Area, Source: LEES+Associates.

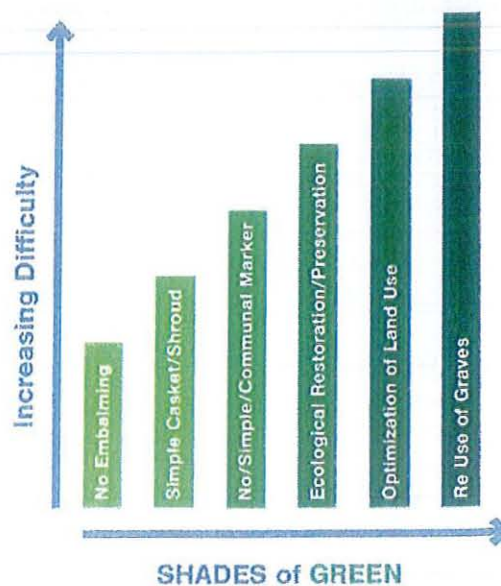


Figure 8: Shades of Green in Green Burial Practices, Source: LEES+Associates.

## Opportunities

There are a small but increasing number of cemeteries offering Green Burial services to families.

Most people have heard of green burial and are curious to learn more about it. The largest green burial area in a public cemetery in Canada is the "Woodlands" at Royal Oak Burial Park near Victoria, BC. This site opened in late 2008 and since then has sold over 70 at-need and 100 preneed lots.

There are a number of locations identified for Green Burial areas within the Shuswap Memorial Cemetery Master Plan. Offering green burial will provide the City with a significant marketing opportunity for its cemeteries. The traditional media and social network sites are very attuned to stories about green burial.

Stephen Olson, the former Executive Director of Royal Oak attests to the promotional value of green burial at that cemetery.<sup>7</sup> A cemetery that offers green burial is meeting best practices in terms of the service it is providing to its community and is also obtaining a competitive advantage over other cemeteries.

It is recommended that the City develops its first Green Burial area within the next 2-5 years.

## Certification

There is a new certification process for green burial in Canada as of the fall of 2018, introduced by the Green Burial Society of Canada (GBSC). The GBSC is the organization that sets the standard for green burial in Canada and offers a 'made in Canada' environmental certification program for green burial cemeteries. These certification standards are reviewed and vetted by qualified, independent, environmental professionals to guard against 'green-washing'<sup>8</sup>. The Green Burial Society of Canada<sup>9</sup> is expected to be the 'go to' resource for the Canadian public, death-care consumers and death-care services providers in the years to come.

## Pricing

Green burial lots and interment services are considered to have at least the same value as standard traditional in-ground burial lots.

The costs of development, opening and closing, and maintenance of green burial lots is similar to that of standard traditional in-ground burial lots. Green burial fees are often used to cover the cost of section signage, communal markers, mowing, reseeding, and other long term care needs.

For these reasons, the majority of municipal cemeteries price them the same as traditional in-ground burial lots.

<sup>7</sup> CTV News, 'More people opting for 'The Green Goodbye'', February 20, 2013 – <http://bc.ctvnews.ca/more-people-opting-for-the-green-goodbye-1.1158345>

<sup>8</sup> "Green washing" is the use of marketing to portray an organization's products, services, activities or policies as more environmentally responsible than they actually are.

<sup>9</sup> <http://www.greenburialcanada.ca/>



## FAMILY COLUMBARIA

Family columbaria vary significantly in size, price and design in cemeteries across Canada.

A family columbarium is essentially the same offering as a standard columbarium, except that only one family holds the right of interment to the niches and all memorialization is dedicated to members of that family.

Custom features can be added in order to meet personal family tastes, customs, and religious practices as well as accommodate cemetery standards. Personalized engraving can be added to the roof line, side walls and doors for added detail.

The right of interment for a family columbaria can cost as little as \$2,000 for a two niche capacity to as high as \$40,000 to \$50,000, for structures with capacities ranging from 10 to 20 interments, such as those offered by Mountain View Cemetery in Vancouver.



Figure 9: Heritage Pagoda Style Family Columbaria at Mountain View Cemetery,

Source: LEES+Associates.

## FAMILY ESTATE LOTS

Family estates vary in the number and type of interments permitted, and in size and features, between cemeteries across Canada.

The price of a family estate typically reflects the associated development costs and ongoing maintenance of features such as planting beds, benches, fences, and archways.

Traditional in-ground burial family estates typically permit the interment of cremated remains in addition to full body remains. Family estates are not commonly available in cemeteries across British Columbia. Kelowna Memorial Park Cemetery (KMPC) offers elaborate semi-private and private estates. These estates include:

- Two double depth lawn crypts, (4 traditional in-ground burials);
- Cremation lots (16 cremation interments);
- Marker foundation;
- Granite memorial bench;
- Planting beds, and
- Fencing, with an arched gate feature that includes bronze name plate.



Kelowna Memorial Park and Westbank Cemetery in the City of West Kelowna, also offer cremation-only family estates permitting the interment of up to six urns. Royal Oak Burial Park in Victoria offers large and elaborate cremation-only family estate lots. Some cremation-only family estate lots have the ability to accommodate four cremated remains with a flat marker, while others can accommodate up to eight cremated remains with an upright marker.

The following table summarizes precedent pricing for family estates:

New Cemetery Offering	Kelowna	Victoria	West Kelowna
Traditional In-ground Burial Family Estate Lots	\$48,547 to \$65,822	n/a	n/a
Cremation-only Family Estate Lot	\$1,362 - \$1,633	\$4,520-7,590	\$10,542

Table 5: Precedent Pricing for Family Estates, Source: LEES+Associates.

## MEMORIALIZATION OPTIONS

Memorialization and accessory options at Canadian municipal cemeteries includes memorial walls, engraved rock markers, statuary, vases, plaques, and wreathes.

The following table summarizes some of the memorialization options and their corresponding rates in the City of Calgary's cemetery system – a best practice example for the potential diverse range of memorialization at Canadian municipal cemeteries:

City of Calgary Cemetery Memorialization and Accessory Options	Prices
Memorial Wall or Memorial Rock, Bronze Plaques	\$403.47
New Memorial Tree (Tree, Plaque, Post, Planting + Installation)	\$2,100.13
Existing Memorial Tree (Plaque + Post)	\$852.69
Burial Plot Vase	\$25.00
Ceramic Photo with Bronze Frame	\$582.46
Bronze Vase for a Niche	\$323.79
Bronze Rose	\$68.81
Columbarium Granite Plaque Inscription	\$356.80
Christmas Wreathes (Floral)	\$60.00
Memorial Benches – via Parks Foundation. 10 Year Term	\$3,500.00

Table 6: Calgary Cemeteries Memorialization and Accessory Options,  
Source: The City of Calgary, 2016.

The purchase or lease price of a memorial bench typically ranges from \$1,000 to \$4,000, depending on the bench's age (new versus existing), the material and design, plaque size, and location selected.

Not all of these options may be appropriate for Shuswap Memorial Cemetery. It is recommended the City consult with professional cemetery consultants further prior to the introduction of any new memorialization options.

### **VETERANS, INDIGENT & SOCIAL SERVICES**

Canadian cemeteries often fully subsidize or offer lower rates to veterans and impoverished residents (indigent interments). Rates paid by qualifying residents and families for this classification are usually at least 50% of the normal standard cost for cemetery and funeral products and services.

### **ADDED-VALUE SERVICE FEES**

Canadian cemeteries often bill fees for additional complementary and support services. These include the following extraordinary fees in the City's current Cemetery Bylaw for Mount Ida:

- Transfer of permit;
- Grave liners and vaults;
- Memorial marker installation;
- Premium for extra-depth interment;
- Premium for interments on weekends, and
- Premium for interments on a Statutory Holiday.

Extraordinary rates charged by other cemeteries in Province of British Columbia, include:

- Late arrival;
- Memory lights;
- Chapel services;
- Bronze wreathes;
- Bronze date scrolls;
- Surrender/sell backs;
- Tent and chairs provision;
- Concrete slab for lanterns;
- Less-than-24 hours' notice;
- Pallbearer - assistant service;
- Interment premium for Winter;
- Flower loop and vase installation;
- Reservation Fee for Adjacent Lots;
- Concrete pillow for brass markers;
- Columbarium niche plate inscriptions;
- Removal and re-installation of a marker;
- Premium for interments after standard hours;
- Replacement certificate for right of interment, and
- Administration for services such as refunds or other unusual transactions.

### 3.3. KEY FINDINGS

This price benchmarking study finds that:

- The City offers less diversity in its cemetery offerings at Mount Ida Cemetery, compared with the regional and national cemetery market;
- The majority of the City's cemetery system's fees are below average compared with the regional and national markets for municipal cemeteries;
- If the City increases its fees, 20% per year for the next 6 years, the City could phase out the tax subsidy of its cemetery operations. However, by year six the City's rates would average 175% greater than the normal range of prices in regional market, and
- If the City increases its fees, 20% per year for the next 4 years, the City's rates would be on par with projected regional rates, assuming local communities increase their fees at the rate of inflation. Though the City would have to continue subsidizing its operations.

The following figure summarizes the possible cash flow scenario of a 20% annual cemetery rate increase for the next 6 years.

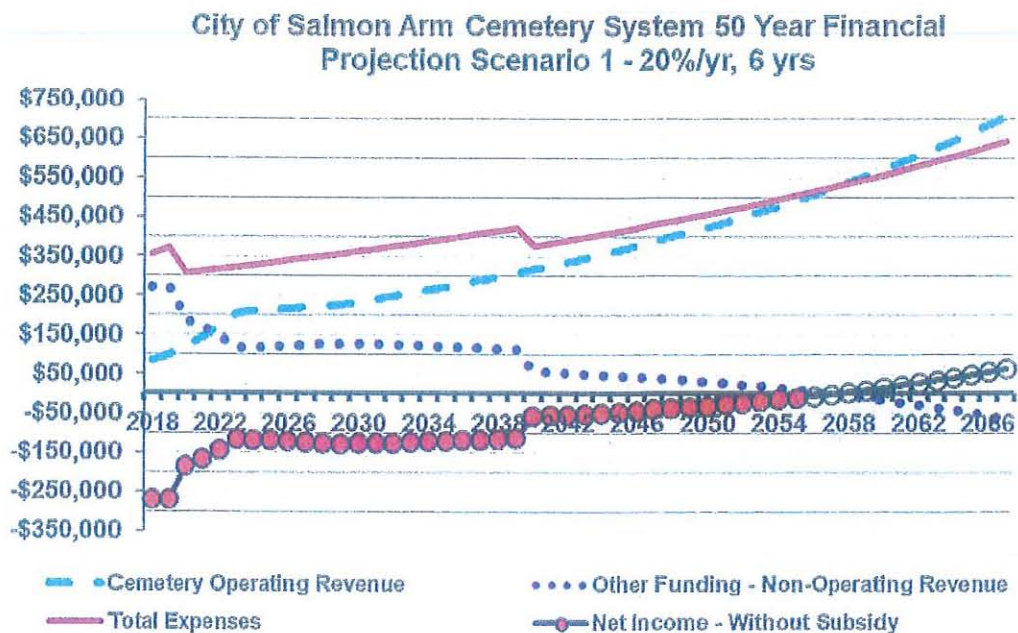


Figure 10: 50 Year Financial Projection, Scenario 1, assuming a 20% increase per Year for 6 years.  
Source: LEES+Associates.

### 3.4. RECOMMENDATIONS

It is recommended that the City cemetery system:

- Offer 50% discount rates to Veterans and Indigent citizens;
- Offer 25% discount rates to families interring Infants, relative to the City's rates for Children;
- Increase fees 20% per year for the next 4 years (from 2019 to 2022);
- Increase fees 5% per year for another 7 years (from 2023 to 2029). This is the maximum annual increase local residents would likely consider reasonable, once City's fees meet the regional average;
- From 2030 forward, increase its fees annually, at minimum, by the rate of inflation, approximately 2% per year, and
- Diversify revenue streams by introducing new interment and memorialization options, as well as added valued service fees (such as those proposed in this chapter).

The following figure summarizes the recommended cash flow scenario of a 20% annual cemetery rate increase for the next 4 years and a 5% annual increase for 7 more years after that.

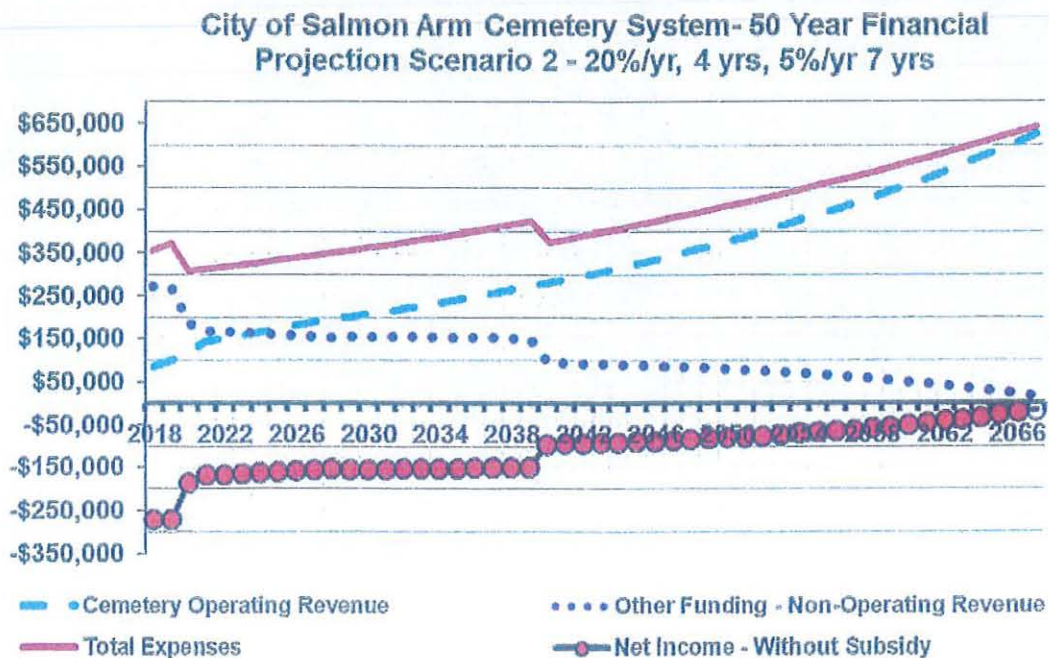


Figure 11 : 50 Year Financial Projection, Scenario 2, 20% per year for 4 years, then 5% per year for 7 years.  
Source: LEES+Associates.



## 4. CONCLUSION

This Cemetery Price Benchmarking study outlines a defensible, robust path towards long term financial sustainability of the City cemetery system, within the reasonable pricing parameters of the region.

This plan comprehensively reviewed the City cemetery rates compared with similar communities in the region. It will serve a guide to optimize pricing strategies for the City's cemetery system in the future.

This study will chart a path forward that will move this important service towards long term financial sustainability of its operation.

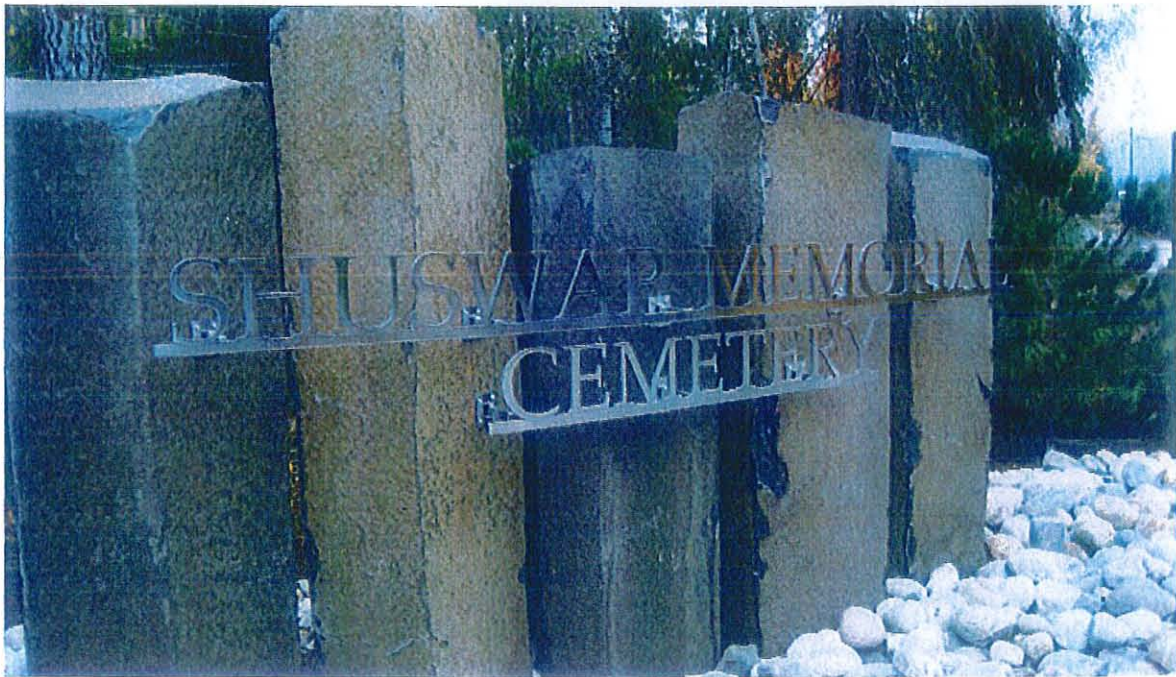


Figure 12: Shuswap Memorial Cemetery Entry Sign, Source: LEES+Associates.

## **5. APPENDICES**

### **APPENDIX A – DETAILED PRICE BENCHMARKING STUDY**

City of Salmon Arm - 2018 Rates Comparison												
Item	City of Salmon Arm - Resident	City of Salmon Arm - Non-Resident	City of Vernon Resident	City of Vernon Non-Resident	City of Penticton Resident	City of Penticton Non-Resident	City of Nelson Resident	City of Nelson Non-Resident	City of Kamloops Resident	City of Kamloops Non-Resident	Average Resident	Average Non-Resident
Population 2016		17,708		40,116		33,761		10,572		90,280		
Right of Interment for Plots and Niches												
Adult Casket Plot - MIN	\$ 554.00	\$ 731.00	\$ 1,420.00	\$ 1,874.00	\$ 1,352.00	\$ 1,791.00	\$ 387.00	\$ 579.50	\$ 1,377.00	\$ 1,691.00	\$1,018	\$1,333
Adult Casket Plot - MAX	\$ 554.00	\$ 731.00	\$ 1,420.00	\$ 1,874.00	\$ 1,352.00	\$ 1,791.00	\$ 387.00	\$ 579.50	\$ 2,754.00	\$ 3,382.11	\$1,293	\$1,672
Child Plot (>2 yrs)	\$ 335.00	\$ 476.00	\$ 688.00	\$ 1,010.00	\$ 1,352.00	\$ 1,791.00	\$ 130.00	\$ 130.00	\$ 738.00	\$ 904.00	\$649	\$862
Infant Plot (<2 yrs)	\$ 335.00	\$ 476.00	\$ 425.00	\$ 629.00	\$ 441.00	\$ 835.00	\$ 130.00	\$ 130.00	\$ 738.00	\$ 904.00	\$414	\$595
Cremation Plot - MIN	\$ 228.00	\$ 308.00	\$ 425.00	\$ 629.00	\$ 434.00	\$ 789.00	\$ 101.50	\$ 101.50	\$ 590.00	\$ 772.43	\$356	\$520
Cremation Plot - MAX	\$ 228.00	\$ 308.00	\$ 425.00	\$ 629.00	\$ 434.00	\$ 789.00	\$ 101.50	\$ 101.50	\$ 1,180.00	\$ 1,449.12	\$474	\$655
Columbaria Niche - MIN	\$ 1,347.00	\$ 1,762.00	n/a	n/a	\$ 3,334.00	\$ 4,384.00	\$ 650.00	\$ 842.50	\$ 5,204.00	\$ 6,390.88	\$2,834	\$3,345
Columbarium Niche - MAX	\$ 1,347.00	\$ 1,762.00	n/a	n/a	\$ 3,544.00	\$ 4,594.00	\$ 850.00	\$ 842.50	\$ 5,812.00	\$ 7,137.54	\$2,838	\$3,584
Ossuary	n/a	n/a	n/a	n/a	\$ 439.00	\$ 585.00	n/a	n/a	n/a	n/a	\$439	\$585
Memorialization + Other Fees												
Memorial + Marker - Installation Permit	\$ 73.00	\$ 73.00	\$ 146.00	\$ 146.00	\$ 272.00	\$ 272.00	\$ 125.00	\$ 375.00	\$ 79.00	\$ 79.00	\$139	\$189
Memorial + Marker - Reset Fee	n/a	n/a	n/a	n/a	\$ 184.00	\$ 184.00	n/a	n/a	\$ 88.00	\$ 88.00	\$136	\$136
Vault for Cremated Remains	\$ 127.00	\$ 127.00	\$ 198.00	\$ 198.00	\$ 207.00	\$ 207.00	n/a	n/a	\$ 186.00	\$ 186.00	\$180	\$180
Grave Liners (Standard)	\$ 483.00	\$ 483.00	\$ 776.00	\$ 776.00	\$ 490.00	\$ 490.00	n/a	n/a	\$ 1,476.00	\$ 1,476.00	\$806	\$806
Grave Liners (Small)	n/a	n/a	n/a	n/a	\$ 207.00	\$ 207.00	\$ 50.00	\$ 50.00	\$ 738.00	\$ 738.00	\$332	\$332
Plot/License Transfer Fee	\$ 48.00	\$ 48.00	\$ 110.00	\$ 110.00	n/a	n/a	n/a	n/a	\$ 98.00	\$ 98.00	\$85	\$85
Extra Depth, Open/Close (Regular Hours)	\$ 727.00	\$ 727.00	\$ 351.00	\$ 351.00	\$ 439.00	\$ 439.00	\$ 55.00	\$ 55.00	\$ 484.00	\$ 484.00	\$411	\$411
Holidays/Weekends Surcharge - Casket	\$ 265.00	\$ 265.00	\$ 1,025.00	\$ 1,025.00	\$ 424.00	\$ 424.00	\$ 300.00	\$ 500.00	\$ 1,082.00	\$ 1,082.00	\$619	\$659
Holidays/Weekends Surcharge - Cremation	\$ 137.00	\$ 137.00	\$ 431.00	\$ 431.00	\$ 424.00	\$ 424.00	\$ 300.00	\$ 500.00	\$ 1,082.00	\$ 1,082.00	\$475	\$515
After Standard Hours Surcharge - Casket	\$ -	\$ -	\$ 586.00	\$ 586.00	\$ 424.00	\$ 424.00	\$ 150.00	\$ 150.00	\$ 374.00	\$ 374.00	\$307	\$307
After Standard Hours Surcharge - Cremation	\$ -	\$ -	\$ 293.00	\$ 293.00	\$ 424.00	\$ 424.00	\$ 150.00	\$ 150.00	\$ 374.00	\$ 374.00	\$248	\$248
Base for Markers - MIN	n/a	n/a	\$ 204.00	\$ 204.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Base for Markers - MAX	n/a	n/a	\$ 220.00	\$ 220.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Flower Loop / Vase Installation	n/a	n/a	\$ 118.00	\$ 118.00	\$ 81.00	\$ 81.00	n/a	n/a	\$ 128.00	\$ 128.00	\$109	\$109



City of Salmon Arm - 2018 Rates Comparison												
Item	City of Salmon Arm - Resident	City of Salmon Arm - Non- Resident	City of Vernon Resident	City of Vernon Non- Resident	City of Penticton Resident	City of Penticton Non- Resident	City of Nelson Resident	City of Nelson Non- Resident	City of Kamloops - Resident	City of Kamloops - Non- Resident	Average Resident	Average Non- Resident
Population 2016		17,708		40,116		33,761		10,572		90,280		
Opening / Closing Services:												
Adult Burial - Single Depth	\$ 521.00	\$ 521.00	\$ 1,068.00	\$ 1,068.00	\$ 947.00	\$ 947.00	\$ 710.00	\$ 710.00	\$ 1,190.00	\$ 1,190.00	\$887	\$887
Adult Burial - Single Depth, After Standard Hours	\$ 521.00	\$ 521.00	\$ 1,654.00	\$ 1,654.00	\$ 1,371.00	\$ 1,371.00	\$ 860.00	\$ 860.00	\$ 2,380.00	\$ 2,380.00	\$1,357	\$1,357
Adult Burial - Single Depth, Weekends	\$ 786.00	\$ 786.00	\$ 2,093.00	\$ 2,093.00	\$ 1,371.00	\$ 1,371.00	\$ 1,010.00	\$ 1,010.00	\$ 2,272.00	\$ 2,272.00	\$1,506	\$1,506
Adult Burial - Single Depth, Holidays	\$ 786.00	\$ 786.00	\$ 2,093.00	\$ 2,093.00	\$ 1,371.00	\$ 1,371.00	\$ 1,210.00	\$ 1,210.00	\$ 2,272.00	\$ 2,272.00	\$1,546	\$1,546
Adult Burial - Double Depth / Second Level	\$ 1,248.00	\$ 1,248.00	\$ 1,419.00	\$ 1,419.00	\$ 1,386.00	\$ 1,386.00	\$ 765.00	\$ 765.00	\$ 1,674.00	\$ 1,674.00	\$1,298	\$1,298
Adult Burial - Double Depth, After Standard Hours	\$ 1,248.00	\$ 1,248.00	\$ 2,005.00	\$ 2,005.00	\$ 1,810.00	\$ 1,810.00	\$ 915.00	\$ 915.00	\$ 2,158.00	\$ 2,158.00	\$1,627	\$1,627
Adult Burial - Double Depth, Weekends	\$ 1,779.00	\$ 1,779.00	\$ 2,444.00	\$ 2,444.00	\$ 1,810.00	\$ 1,810.00	\$ 1,065.00	\$ 1,065.00	\$ 2,756.00	\$ 2,756.00	\$1,971	\$1,971
Adult Burial - Double Depth, Holidays	\$ 1,779.00	\$ 1,779.00	\$ 2,444.00	\$ 2,444.00	\$ 1,810.00	\$ 1,810.00	\$ 1,265.00	\$ 1,265.00	\$ 2,756.00	\$ 2,756.00	\$2,011	\$2,011
Child Burial (>2 yrs)	\$ 351.00	\$ 351.00	\$ 1,068.00	\$ 1,068.00	\$ 470.00	\$ 470.00	\$ 220.00	\$ 220.00	\$ 473.00	\$ 473.00	\$516	\$516
Child Burial - After Standard Hours	\$ 351.00	\$ 351.00	\$ 1,654.00	\$ 1,654.00	\$ 909.00	\$ 909.00	\$ 370.00	\$ 370.00	\$ 847.00	\$ 847.00	\$826	\$826
Child Burial - Weekends	\$ 616.00	\$ 616.00	\$ 2,093.00	\$ 2,093.00	\$ 909.00	\$ 909.00	\$ 520.00	\$ 520.00	\$ 1,015.00	\$ 1,015.00	\$1,031	\$1,031
Child Burial - Holidays	\$ 616.00	\$ 616.00	\$ 2,093.00	\$ 2,093.00	\$ 909.00	\$ 909.00	\$ 720.00	\$ 720.00	\$ 1,015.00	\$ 1,015.00	\$1,071	\$1,071
Infant Burial (<2 yrs)	\$ 351.00	\$ 351.00	\$ 322.00	\$ 322.00	\$ 470.00	\$ 470.00	\$ 220.00	\$ 220.00	\$ 473.00	\$ 473.00	\$367	\$367
Infant Burial - After Standard Hours	\$ 351.00	\$ 351.00	\$ 615.00	\$ 615.00	\$ 909.00	\$ 909.00	\$ 370.00	\$ 370.00	\$ 847.00	\$ 847.00	\$618	\$618
Infant Burial - Weekends	\$ 616.00	\$ 616.00	\$ 761.00	\$ 761.00	\$ 909.00	\$ 909.00	\$ 520.00	\$ 520.00	\$ 1,015.00	\$ 1,015.00	\$764	\$764
Infant Burial - Holidays	\$ 616.00	\$ 616.00	\$ 761.00	\$ 761.00	\$ 909.00	\$ 909.00	\$ 720.00	\$ 720.00	\$ 1,015.00	\$ 1,015.00	\$804	\$804
Cremated Remains Burial	\$ 233.00	\$ 233.00	\$ 322.00	\$ 322.00	\$ 294.00	\$ 294.00	\$ 210.00	\$ 210.00	\$ 364.00	\$ 364.00	\$285	\$285
Cremated Remains Burial - After Standard Hours	\$ 233.00	\$ 233.00	\$ 615.00	\$ 615.00	\$ 733.00	\$ 733.00	\$ 360.00	\$ 360.00	\$ 728.00	\$ 728.00	\$534	\$534
Cremated Remains Weekend Burial	\$ 370.00	\$ 370.00	\$ 761.00	\$ 761.00	\$ 733.00	\$ 733.00	\$ 510.00	\$ 510.00	\$ 906.00	\$ 906.00	\$656	\$656
Cremated Remains Holiday Burial	\$ 370.00	\$ 370.00	\$ 761.00	\$ 761.00	\$ 733.00	\$ 733.00	\$ 710.00	\$ 710.00	\$ 906.00	\$ 906.00	\$696	\$696
Columbaria Niche Inurnment	\$ 157.00	\$ 157.00	n/a	n/a	\$ 366.00	\$ 366.00	\$ 50.00	\$ 50.00	\$ 412.00	\$ 412.00	\$246	\$246
Columbaria Niche - After Standard Hours	\$ 157.00	\$ 157.00	n/a	n/a	\$ 805.00	\$ 805.00	\$ 200.00	\$ 200.00	\$ 786.00	\$ 786.00	\$487	\$487
Columbaria Niche Inurnment - Weekends	\$ 240.00	\$ 240.00	n/a	n/a	\$ 805.00	\$ 805.00	\$ 350.00	\$ 350.00	\$ 954.00	\$ 954.00	\$587	\$587
Columbaria Niche Inurnment - Holidays	\$ 240.00	\$ 240.00	n/a	n/a	\$ 805.00	\$ 805.00	\$ 550.00	\$ 550.00	\$ 954.00	\$ 954.00	\$637	\$637
Mausolea - Entombment	n/a	n/a	n/a	n/a	n/a	n/a	\$ 225.00	\$ 225.00	\$ 806.00	\$ 806.00	\$516	\$516
Cremation Garden - Scattering	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 109.00	\$ 133.86	\$109	\$134
Disinterment - Adult Casket	\$ 799.00	\$ 799.00	\$ 1,068.00	\$ 1,068.00	\$ 1,797.00	\$ 1,797.00	\$ 1,250.00	\$ 1,250.00	\$ 1,416.00	\$ 1,416.00	\$1,266	\$1,266
Disinterment - Child Casket	\$ 597.00	\$ 597.00	\$ 1,068.00	\$ 1,068.00	\$ 723.00	\$ 723.00	\$ 1,250.00	\$ 1,250.00	\$ 669.00	\$ 669.00	\$861	\$861
Disinterment - Infant Casket	\$ 597.00	\$ 597.00	\$ 322.00	\$ 322.00	\$ 723.00	\$ 723.00	\$ 1,250.00	\$ 1,250.00	\$ 669.00	\$ 669.00	\$712	\$712
Disinterment - Crypt Casket	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 1,289.00	\$ 1,289.00	\$1,289	\$1,289
Disinterment - Cremated Remains Plot	\$ 300.00	\$ 300.00	\$ 322.00	\$ 322.00	\$ 381.00	\$ 381.00	\$ 200.00	\$ 200.00	\$ 393.00	\$ 393.00	\$319	\$319
Disinterment - Cremated Remains Niche	\$ 300.00	\$ 300.00	n/a	n/a	\$ 322.00	\$ 322.00	\$ 200.00	\$ 200.00	\$ 412.00	\$ 412.00	\$309	\$309



## **APPENDIX B – FORECAST CEMETERY RATES**

The following projection assumes the City's cemetery rates increase at a rate of 20% per year for 6 years, and regional cemeteries will increase their fees at 2% per year, the estimated rate of inflation.

City of Salmon Arm - 2018 Rates Comparison																		
Item	Current Year		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Average Resident	Average Non-Resident	Average Resident	Average Non-Resident
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident				
	2018	2018	2019	2019	2020	2020	2021	2021	2022	2022	2023	2023	2024	2024				
Right of Interment for Lots and Niches																		
Adult Casket Lot - MIN	\$ 554.00	\$ 731.00	\$ 664.80	\$ 877.20	\$ 797.76	\$ 1,052.64	\$ 957.31	\$ 1,263.17	\$ 1,148.77	\$ 1,515.80	\$ 1,378.53	\$ 1,818.96	\$ 1,654.24	\$ 2,182.75	\$ 1,018	\$ 1,333	\$ 1,148	\$ 1,502
Adult Casket Lot - MAX	\$ 554.00	\$ 731.00	\$ 664.80	\$ 877.20	\$ 797.76	\$ 1,052.64	\$ 957.31	\$ 1,263.17	\$ 1,148.77	\$ 1,515.80	\$ 1,378.53	\$ 1,818.96	\$ 1,654.24	\$ 2,182.75	\$ 1,293	\$ 1,672	\$ 1,457	\$ 1,882
Child Lot (>2 yrs)	\$ 335.00	\$ 476.00	\$ 402.00	\$ 571.20	\$ 482.40	\$ 685.44	\$ 578.88	\$ 822.53	\$ 694.66	\$ 987.03	\$ 833.59	\$ 1,184.44	\$ 1,000.30	\$ 1,421.33	\$ 649	\$ 862	\$ 730	\$ 971
Infant Lot (<2 yrs)	\$ 335.00	\$ 476.00	\$ 402.00	\$ 571.20	\$ 482.40	\$ 685.44	\$ 578.88	\$ 822.53	\$ 694.66	\$ 987.03	\$ 833.59	\$ 1,184.44	\$ 1,000.30	\$ 1,421.33	\$ 649	\$ 862	\$ 730	\$ 971
Cremation Lot - MIN	\$ 228.00	\$ 308.00	\$ 273.60	\$ 369.60	\$ 328.32	\$ 443.52	\$ 393.98	\$ 532.22	\$ 472.78	\$ 638.67	\$ 567.34	\$ 766.40	\$ 680.80	\$ 919.68	\$ 355	\$ 520	\$ 401	\$ 586
Cremation Lot - MAX	\$ 228.00	\$ 308.00	\$ 273.60	\$ 369.60	\$ 328.32	\$ 443.52	\$ 393.98	\$ 532.22	\$ 472.78	\$ 638.67	\$ 567.34	\$ 766.40	\$ 680.80	\$ 919.68	\$ 474	\$ 655	\$ 533	\$ 738
Columbaria Niche - MIN	\$ 1,347.00	\$ 1,762.00	\$ 1,616.40	\$ 2,114.40	\$ 1,939.68	\$ 2,537.28	\$ 2,327.62	\$ 3,044.74	\$ 2,793.14	\$ 3,653.68	\$ 3,351.77	\$ 4,384.42	\$ 4,022.12	\$ 5,261.30	\$ 2,634	\$ 3,345	\$ 2,966	\$ 3,767
Columbarium Niche - MAX	\$ 1,347.00	\$ 1,762.00	\$ 1,616.40	\$ 2,114.40	\$ 1,939.68	\$ 2,537.28	\$ 2,327.62	\$ 3,044.74	\$ 2,793.14	\$ 3,653.68	\$ 3,351.77	\$ 4,384.42	\$ 4,022.12	\$ 5,261.30	\$ 2,838	\$ 3,584	\$ 3,196	\$ 4,036
Opening / Closing Services																		
Adult Burial - Single Depth	\$ 521.00	\$ 521.00	\$ 625.20	\$ 625.20	\$ 750.24	\$ 750.24	\$ 900.29	\$ 900.29	\$ 1,080.35	\$ 1,080.35	\$ 1,296.41	\$ 1,296.41	\$ 1,555.70	\$ 1,555.70	\$ 687	\$ 687	\$ 689	\$ 699
Adult Burial - Single Depth, Weekend/Holidays	\$ 788.00	\$ 788.00	\$ 943.20	\$ 943.20	\$ 1,131.84	\$ 1,131.84	\$ 1,358.21	\$ 1,358.21	\$ 1,629.85	\$ 1,629.85	\$ 1,955.82	\$ 1,955.82	\$ 2,346.98	\$ 2,346.98	\$ 1,508	\$ 1,508	\$ 1,499	\$ 1,698
Adult Burial - Double Depth/Second Level	\$ 1,248.00	\$ 1,248.00	\$ 1,497.60	\$ 1,497.60	\$ 1,797.12	\$ 1,797.12	\$ 2,156.54	\$ 2,156.54	\$ 2,587.85	\$ 2,587.85	\$ 3,105.42	\$ 3,105.42	\$ 3,726.51	\$ 3,726.51	\$ 2,298	\$ 2,298	\$ 1,462	\$ 1,462
Adult Burial - Double Depth, Weekend/Holidays	\$ 1,779.00	\$ 1,779.00	\$ 2,134.80	\$ 2,134.80	\$ 2,561.76	\$ 2,561.76	\$ 3,074.11	\$ 3,074.11	\$ 3,688.93	\$ 3,688.93	\$ 4,426.72	\$ 4,426.72	\$ 5,312.07	\$ 5,312.07	\$ 3,971	\$ 3,971	\$ 2,219	\$ 2,219
Child Burial (>2 yrs)	\$ 351.00	\$ 351.00	\$ 421.20	\$ 421.20	\$ 505.44	\$ 505.44	\$ 606.53	\$ 606.53	\$ 727.83	\$ 727.83	\$ 873.40	\$ 873.40	\$ 1,048.08	\$ 1,048.08	\$ 516	\$ 516	\$ 562	\$ 562
Child Burial - Weekend/Holidays	\$ 616.00	\$ 616.00	\$ 739.20	\$ 739.20	\$ 887.04	\$ 887.04	\$ 1,064.45	\$ 1,064.45	\$ 1,277.34	\$ 1,277.34	\$ 1,532.81	\$ 1,532.81	\$ 1,839.37	\$ 1,839.37	\$ 1,071	\$ 1,071	\$ 1,206	\$ 1,206
Infant Burial (<2 yrs)	\$ 351.00	\$ 351.00	\$ 421.20	\$ 421.20	\$ 505.44	\$ 505.44	\$ 606.53	\$ 606.53	\$ 727.83	\$ 727.83	\$ 873.40	\$ 873.40	\$ 1,048.08	\$ 1,048.08	\$ 507	\$ 507	\$ 414	\$ 414
Infant Burial - Weekend/Holidays	\$ 616.00	\$ 616.00	\$ 739.20	\$ 739.20	\$ 887.04	\$ 887.04	\$ 1,064.45	\$ 1,064.45	\$ 1,277.34	\$ 1,277.34	\$ 1,532.81	\$ 1,532.81	\$ 1,839.37	\$ 1,839.37	\$ 764	\$ 764	\$ 861	\$ 861
Cremated Remains Burial	\$ 233.00	\$ 233.00	\$ 279.60	\$ 279.60	\$ 335.52	\$ 335.52	\$ 402.62	\$ 402.62	\$ 483.15	\$ 483.15	\$ 579.78	\$ 579.78	\$ 695.73	\$ 695.73	\$ 285	\$ 285	\$ 331	\$ 331
Cremated Remains Burial, Weekend/Holidays	\$ 370.00	\$ 370.00	\$ 444.00	\$ 444.00	\$ 532.80	\$ 532.80	\$ 639.36	\$ 639.36	\$ 767.23	\$ 767.23	\$ 920.68	\$ 920.68	\$ 1,104.81	\$ 1,104.81	\$ 456	\$ 456	\$ 739	\$ 739
Columbaria Niche Interment	\$ 157.00	\$ 157.00	\$ 188.40	\$ 188.40	\$ 228.08	\$ 228.08	\$ 271.30	\$ 271.30	\$ 325.55	\$ 325.55	\$ 390.67	\$ 390.67	\$ 468.80	\$ 468.80	\$ 245	\$ 245	\$ 277	\$ 277
Columbaria Niche Interment - Weekend/Holidays	\$ 240.00	\$ 240.00	\$ 288.00	\$ 288.00	\$ 345.60	\$ 345.60	\$ 414.72	\$ 414.72	\$ 497.66	\$ 497.66	\$ 597.20	\$ 597.20	\$ 716.64	\$ 716.64	\$ 367	\$ 367	\$ 661	\$ 661
Disinterment - Adult Casket	\$ 799.00	\$ 799.00	\$ 958.80	\$ 958.80	\$ 1,150.56	\$ 1,150.56	\$ 1,380.67	\$ 1,380.67	\$ 1,656.61	\$ 1,656.61	\$ 1,988.17	\$ 1,988.17	\$ 2,385.80	\$ 2,385.80	\$ 1,266	\$ 1,266	\$ 1,426	\$ 1,426
Disinterment - Child/Infant Casket	\$ 597.00	\$ 597.00	\$ 716.40	\$ 716.40	\$ 859.68	\$ 859.68	\$ 1,031.62	\$ 1,031.62	\$ 1,237.94	\$ 1,237.94	\$ 1,485.53	\$ 1,485.53	\$ 1,782.63	\$ 1,782.63	\$ 861	\$ 861	\$ 970	\$ 970
Disinterment - Cremated Remains Lot/Niche	\$ 300.00	\$ 300.00	\$ 360.00	\$ 360.00	\$ 432.00	\$ 432.00	\$ 518.40	\$ 518.40	\$ 622.08	\$ 622.08	\$ 746.50	\$ 746.50	\$ 895.80	\$ 895.80	\$ 309	\$ 309	\$ 347	\$ 347



## Cemetery Rates

	2018 Cemetery Rates				2019 Cemetery Rates				\$ Change	2020 Cemetery Rates				\$ Change
	Net Rate	Care Fund	Total Rate	Care Fund %	Net Rate	Care Fund	Total Rate	Care Fund %		Net Rate	Care Fund	Total Rate	Care Fund %	
Proposed Rate Increase					40.00%					40.00%				
Estimated Inflationary Increase (BC CPI)					2.50%					2.50%				
<b>Grave Space</b>														
<b>Ground Burial</b>														
Adult Res	415.00	139.00	554.00	25.09%	581.00	194.00	775.00	25.03%	221.00	813.00	272.00	1,085.00	25.07%	310.00
Adult Non-Res	548.00	183.00	731.00	25.03%	767.00	256.00	1,023.00	25.02%	292.00	1,074.00	358.00	1,432.00	25.00%	409.00
Child/Infant Res	251.00	84.00	335.00	25.07%	351.00	117.00	468.00	25.00%	133.00	491.00	164.00	655.00	25.04%	187.00
Child/Infant Non-Res	357.00	119.00	476.00	25.00%	500.00	167.00	667.00	25.04%	191.00	700.00	234.00	934.00	25.05%	267.00
Cremation Res	171.00	57.00	228.00	25.00%	239.00	80.00	319.00	25.08%	91.00	335.00	112.00	447.00	25.06%	128.00
Cremation Non-Res	231.00	77.00	308.00	25.00%	323.00	108.00	431.00	25.06%	123.00	452.00	151.00	603.00	25.04%	172.00
Family Estate Res	NEW 1,200.00	400.00	1,600.00	25.00%	1,200.00	400.00	1,600.00	25.00%	-	1,230.00	410.00	1,640.00	25.00%	40.00
Family Estate Non-Res	NEW 1,560.00	520.00	2,080.00	25.00%	1,560.00	520.00	2,080.00	25.00%	-	1,599.00	533.00	2,132.00	25.00%	52.00
<b>Cremation</b>														
Columbarium Niche Res	1,010.00	337.00	1,347.00	25.02%	1,414.00	472.00	1,886.00	25.03%	539.00	1,980.00	661.00	2,641.00	25.03%	755.00
Columbarium Niche Non-Res	1,321.00	441.00	1,762.00	25.03%	1,849.00	617.00	2,466.00	25.02%	704.00	2,589.00	864.00	3,453.00	25.02%	987.00
Family Vessel Res	NEW 4,875.00	1,625.00	6,500.00	25.00%	4,875.00	1,625.00	6,500.00	25.00%	-	4,997.00	1,666.00	6,663.00	25.00%	163.00
Family Vessel Non-Res	NEW 6,337.00	2,113.00	8,450.00	25.01%	6,337.00	2,113.00	8,450.00	25.01%	-	6,495.00	2,166.00	8,661.00	25.01%	211.00
Ossuary Res	NEW 305.00	102.00	407.00	25.06%	305.00	102.00	407.00	25.06%	-	315.00	105.00	420.00	25.00%	13.00
Ossuary Non-Res	NEW 396.00	132.00	528.00	25.00%	396.00	132.00	528.00	25.00%	-	405.00	135.00	540.00	25.00%	12.00
Scattering Res	NEW 150.00	50.00	200.00	25.00%	150.00	50.00	200.00	25.00%	-	155.00	52.00	207.00	25.12%	7.00
Scattering Non-Res	NEW 195.00	65.00	260.00	25.00%	195.00	65.00	260.00	25.00%	-	200.00	67.00	267.00	25.09%	7.00
<b>Services</b>														
License Transfer Fee	48.00	-	48.00	0.00%	67.00	-	67.00	0.00%	19.00	94.00	-	94.00	0.00%	27.00
<b>Interment (Open/Close)</b>														
Adult	521.00	-	521.00	0.00%	729.00	-	729.00	0.00%	208.00	1,021.00	-	1,021.00	0.00%	292.00
Child/Infant	351.00	-	351.00	0.00%	491.00	-	491.00	0.00%	140.00	687.00	-	687.00	0.00%	196.00
Cremation/Family Estate	233.00	-	233.00	0.00%	326.00	-	326.00	0.00%	93.00	456.00	-	456.00	0.00%	130.00
Niche/Vessel/Ossuary	157.00	-	157.00	0.00%	220.00	-	220.00	0.00%	63.00	308.00	-	308.00	0.00%	88.00
Scattering	NEW 157.00	-	157.00	0.00%	220.00	-	220.00	0.00%	63.00	308.00	-	308.00	0.00%	88.00
Extra Depth	206.00	-	206.00	0.00%	288.00	-	288.00	0.00%	82.00	403.00	-	403.00	0.00%	113.00
<b>After 3:30pm/Weekends/Holidays</b>														
Adult	265.00	-	265.00	0.00%	371.00	-	371.00	0.00%	106.00	519.00	-	519.00	0.00%	148.00
Child/Infant	265.00	-	265.00	0.00%	371.00	-	371.00	0.00%	106.00	519.00	-	519.00	0.00%	148.00
Cremation/Family Estate	137.00	-	137.00	0.00%	192.00	-	192.00	0.00%	55.00	269.00	-	269.00	0.00%	77.00
Niche/Vessel/Ossuary	83.00	-	83.00	0.00%	116.00	-	116.00	0.00%	33.00	162.00	-	162.00	0.00%	46.00
Scattering	NEW 83.00	-	83.00	0.00%	116.00	-	116.00	0.00%	33.00	162.00	-	162.00	0.00%	46.00
<b>Disinterment (Open/Close)</b>														
Adult	799.00	-	799.00	0.00%	1,119.00	-	1,119.00	0.00%	320.00	1,567.00	-	1,567.00	0.00%	448.00
Child/Infant	597.00	-	597.00	0.00%	836.00	-	836.00	0.00%	239.00	1,170.00	-	1,170.00	0.00%	334.00
Cremation/Family Estate	300.00	-	300.00	0.00%	420.00	-	420.00	0.00%	120.00	588.00	-	588.00	0.00%	168.00
<b>After 3:30pm/Weekends/Holidays</b>														
Adult	265.00	-	265.00	0.00%	371.00	-	371.00	0.00%	106.00	519.00	-	519.00	0.00%	148.00
Child/Infant	266.00	-	266.00	0.00%	371.00	-	371.00	0.00%	105.00	519.00	-	519.00	0.00%	148.00
Cremation/Family Estate	135.00	-	135.00	0.00%	192.00	-	192.00	0.00%	57.00	269.00	-	269.00	0.00%	77.00
<b>Memorials</b>														
<b>Marker Installation Permit</b>														
Flat Marker Memorial	55.00	18.00	73.00	24.66%	75.00	25.00	100.00	25.00%	27.00	105.00	35.00	140.00	25.00%	40.00
Upright Monument Memorial	55.00	18.00	73.00	24.66%	75.00	25.00	100.00	25.00%	27.00	105.00	35.00	140.00	25.00%	40.00
Columbarium Niche Plate	55.00	18.00	73.00	24.66%	75.00	25.00	100.00	25.00%	27.00	105.00	35.00	140.00	25.00%	40.00
Memorial Wall Plaque	NEW 55.00	18.00	73.00	24.66%	75.00	25.00	100.00	25.00%	27.00	105.00	35.00	140.00	25.00%	40.00
Community Memorial Wall Plaque	NEW 55.00	18.00	73.00	24.66%	75.00	25.00	100.00	25.00%	27.00	105.00	35.00	140.00	25.00%	40.00
<b>Granite Memorial Wall Plaque</b>														
Individual/Family	NEW 225.00	75.00	300.00	25.00%	225.00	75.00	300.00	25.00%	-	231.00	77.00	308.00	25.00%	8.00
<b>Cemetery Products</b>														
<b>Grave Liners</b>														
Single	483.00	-	483.00	0.00%	495.00	-	495.00	0.00%	12.00	507.00	-	507.00	0.00%	12.00
Double	483.00	-	483.00	0.00%	495.00	-	495.00	0.00%	12.00	507.00	-	507.00	0.00%	12.00
Cremation Vault - Double	127.00	-	127.00	0.00%	130.00	-	130.00	0.00%	3.00	133.00	-	133.00	0.00%	3.00
	25,783.00	6,609.00	32,392.00		29,578.00	7,218.00	36,796.00		4,404.00	35,273.00	8,202.00	43,475.00		6,679.00

## Notes:

\* Recommendation to increase rates 20% per year from 2019 - 2022, to meet the regional average

\* Recommendation to increase rates 5% per year from 2023 - 2029

\* Recommendation to increase at minimum equal to inflation from 2030 onward

\* 2018 BC CPI per Stats Canada = 2.72%

## Assumptions:

\* New Products, which are available only at the Shuswap Memorial Cemetery, have been priced at current rates. Increases annual should be equivalent to inflation.

\* Scattering interment services have been priced equal to Niche/Vessel/Ossuary and increased based on 40% rather than 2.5% in 2019 and 2020 to keep the pricing equivalent.

\* All marker permits have been priced the same for both current and new offerings.

\* Cemetery products priced considering cost, increased based on inflation.

CITY OF SALMON ARM  
BYLAW NO. 4340

A bylaw to amend "City of Salmon Arm Cemetery Management Bylaw No. 4280"

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WHEREAS it is deemed desirable and expedient to amend the fees imposed by "Cemetery Management Bylaw No. 4280";

NOW THEREFORE the Council of the City of Salmon Arm, in open meeting assembled, enacts as follows:

1. Schedule "A" of Bylaw No. 4280 is hereby repealed in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

3. ENACTMENT

Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

4. EFFECTIVE DATE

This bylaw shall come into full force and effect on August 1, 2019.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340."

READ A FIRST TIME THIS	DAY OF	2019
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READ A SECOND TIME THIS	DAY OF	2019
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READ A THIRD TIME THIS	DAY OF	2019
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ADOPTED BY COUNCIL THIS	DAY OF	2019
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\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340

## SCHEDULE "A" CEMETERY FEES

GRAVE SPACE (RIGHT OF INTERMENT)	DESCRIPTION	2019			2020		
		RATE	CARE FUND	TOTAL	RATE	CARE FUND	TOTAL
<b><u>Ground Burial</u></b>							
Adult	Resident	\$ 582.00	\$ 194.00	\$ 776.00	\$ 813.00	\$ 272.00	\$ 1,085.00
	Non-Resident	767.00	256.00	1,023.00	1,074.00	358.00	1,432.00
Child/Infant	Resident	351.00	117.00	468.00	491.00	164.00	655.00
	Non-Resident	500.00	167.00	667.00	700.00	234.00	934.00
Cremation	Resident	239.00	80.00	319.00	335.00	112.00	447.00
	Non-Resident	323.00	108.00	431.00	452.00	151.00	603.00
Family Estate - Cremation	Resident	1,200.00	400.00	1,600.00	1,230.00	410.00	1,640.00
	Non-Resident	1,560.00	520.00	2,080.00	1,599.00	533.00	2,132.00
<b><u>Cremation</u></b>							
Columbarium Niche	Resident	1,414.00	472.00	1,886.00	1,980.00	661.00	2,641.00
	Non-Resident	1,849.00	617.00	2,466.00	2,589.00	864.00	3,453.00
Family Vessel	Resident	4,875.00	1,625.00	6,500.00	4,997.00	1,666.00	6,663.00
	Non-Resident	6,337.00	2,113.00	8,450.00	6,495.00	2,166.00	8,661.00
Ossuary	Resident	305.00	102.00	407.00	315.00	105.00	420.00
	Non-Resident	396.00	132.00	528.00	405.00	135.00	540.00
Scattering	Resident	150.00	50.00	200.00	155.00	52.00	207.00
	Non-Resident	195.00	65.00	260.00	200.00	67.00	267.00
<b><u>SERVICE FEES</u></b>							
Regular services rendered Monday to Friday 8:00am until 3:30pm.							
After 3:30pm on weekdays, weekends and statutory holidays are subject to an additional charge over the weekday interment fee.							
License Transfer Fee		67.00	-	67.00	94.00	-	94.00
<b><u>Interment (Open/Close)</u></b>							
Adult	Weekday	729.00	-	729.00	1,021.00	-	1,021.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Child/Infant	Weekday	491.00	-	491.00	687.00	-	687.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Cremation/Family Estate - Cremation	Weekday	326.00	-	326.00	456.00	-	456.00
	After Regular Hours	192.00	-	192.00	269.00	-	269.00
Columbarium Niche/Vessel/Ossuary	Weekday	220.00	-	220.00	308.00	-	308.00
	After Regular Hours	116.00	-	116.00	162.00	-	162.00
Scattering	Weekday	220.00	-	220.00	308.00	-	308.00
	After Regular Hours	116.00	-	116.00	162.00	-	162.00
Extra Depth		288.00	-	288.00	403.00	-	403.00
<b><u>Disinterment (Open/Close)</u></b>							
Adult	Weekday	1,119.00	-	1,119.00	1,567.00	-	1,567.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Child/Infant	Weekday	836.00	-	836.00	1,170.00	-	1,170.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Cremation/Family Estate - Cremation	Weekday	420.00	-	420.00	588.00	-	588.00
	After Regular Hours	192.00	-	192.00	269.00	-	269.00
<b><u>MEMORIALS</u></b>							
<b><u>Marker Installation Permit</u></b>							
Flat Marker Memorial		75.00	25.00	100.00	105.00	35.00	140.00
Upright Monument Memorial		75.00	25.00	100.00	105.00	35.00	140.00
Columbarium Niche Plate		75.00	25.00	100.00	105.00	35.00	140.00
* Memorial Wall Plaque		75.00	25.00	100.00	105.00	35.00	140.00
* Community Memorial Wall Plaque		75.00	25.00	100.00	105.00	35.00	140.00
<b><u>Granite Memorial Wall Plaques</u></b>							
* Individual/Family Plaque	Plaque/Installation	225.00	75.00	300.00	231.00	77.00	308.00
<b><u>CEMETERY PRODUCTS</u></b>							
Grave Liners	Single	495.00	-	495.00	507.00	-	507.00
	Double	495.00	-	495.00	507.00	-	507.00
Cremation Vault	Cremation	130.00	-	130.00	133.00	-	133.00

\* Only Available at the Shuswap Memorial Cemetery

All Cemetery Charges are Subject to GST at the Prescribed Rate

# INFORMATIONAL CORRESPONDENCE - JUNE 24, 2019

1. A. Harrison, Mayor – letter dated June 12, 2019 – Letter of support for outreach worker in Salmon Arm N
2. K. Pearson, Director of Development Services to D. Wood, J. MacLennan, J. & G. Beveridge, R. Watt – letter dated June 11, 2019 – 11 Avenue NE/Trans Canada Hwy. – South Side between 18 Street NE and 16 Street NE Official Community Plan & Zoning Matters N
3. M. Rollier, H. Bartsch, P. Pratt and B.J. Worobey, Council Members, Alcide Place (KAS 2657) – letter dated June 7, 2019 – Snow removal at Alcide Place Townhouses, 51- 8 Avenue SW A
4. S. and D. Tchir – letter received June 18, 2019 – Property Tax Increase
5. E. Vieira, Fraser Basin Council – email dated May 8, 2019 – Shuswap Watershed Council Annual Report and Other Updates N
6. S. Weaver, J. Beatty, N. Caves, Environmental Advisory Committee – letter dated May 27, 2019 – Report to Salmon Arm City Council on Town Hall for the Green New Deal N
7. L. Wong, Manager, Downtown Salmon Arm – letter dated June 12, 2019 – Street Solicitation Bylaw No. 4273 A
8. L. Wong, Manager, Downtown Salmon Arm – letter dated June 12, 2019 – Downtown Senior's Activity Centre A
9. L. Wong, Manager, Downtown Salmon Arm – letter dated June 11, 2019 – Community Outreach Worker for Salmon Arm N
10. S. Samaddar, Airport Director, Kelowna International Airport – letter – Celebrating 20 years of Ambassadors N
11. D. Albas, Member of Parliament, Central Okanagan – Simikameen-Nicola – letter dated June 10, 2019 –Criminal Code modernization regarding natural disasters and evacuation orders N
12. B. Schmidt, Director, Operations and Client Relations, Local Government Division/Ministry of Affairs and Housing – email dated June 11, 2019 – 2019 UBCM Convention – Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Government Staff A
13. B. Schmidt, Director, Operations and Client Relations, Local Government Division/Ministry of Affairs and Housing – email dated June 11, 2019 – 2019 UBCM – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers and the Minister of Municipal Affairs and Housing A

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 10.2

## CITY OF SALMON ARM

Date: June 24, 2019

Y. McDonagh, Overdose Prevention Knowledge Coordinator, North  
Okanagan Mental Health & Substance Use, Integration and Strategic  
Services – email dated June 20, 2019 – Naloxone Presentation

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



**Erin Jackson**

---

**Subject:** FW: Naloxone Presentation

---

**From:** Yvonne VonV  
**Sent:** Thursday, June 20, 2019 1:17 PM  
**To:** Erin Jackson  
**Subject:** Naloxone Presentation

Good Afternoon Erin

I am writing to you today to request the permission from the City of Salmon Arm to hold an informal "Overdose Prevention Knowledge Meeting", this meeting would take place if permission granted at the Canoe Beach picnic area (cover area).

Date July 23rd, 2019

Time: 6pm to 7 pm

Speaker:

Holly Vanjoff, BHKin, MScOT (T,W,TH)

Overdose Prevention Knowledge Coordinator

North Okanagan Mental Health & Substance Use

Integration and Strategic Services

Tel: 250-549-5772

This is a community event/meeting as many people in our community are interested in learning how to help those that need it, understand what this drug Fentanyl does to the brain, how it works, signs and symptoms of an overdose, and most of all how to help someone who has overdosed.

I am a registered Community Care-Aid with IH and live in Canoe, when I heard Holly speak at one of our meetings I was struck on how much I did not know about this drug and the overdosing problem. This information needs to be shared as life can be spared.

Thank you for your consideration and time.

Kind Regards,

Yvonne McDonagh

Item 10.3

## CITY OF SALMON ARM

Date: June 24, 2019

A. Slater, Executive Director, SILGA - email dated June 20, 2019 -  
SILGA Youth at UBCM

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

**From:** southern interior local government  
**Sent:** Thursday, June 20, 2019 1:29 PM  
**To:** Caylee Simmons; Graham Gomme;; Mayor; Maria Doyle; Alan Gee  
**Cc:** Lori Mindnich  
**Subject:** SILGA Youth at UBCM

Dear Vernon, Salmon Arm and Ashcroft councils,

SILGA received 4 excellent submissions for SILGA Youth at UBCM. At the June 19th board meeting the following motion was passed.

**Moved/Seconded that:**

SILGA offer each applicant up to \$2,000 towards their UBCM convention costs.

**CARRIED**

SILGA acknowledges that it may cost more than \$2,000 to attend the convention with the high hotel costs in downtown Vancouver. With that in mind, there are 3 females attending the convention - perhaps two can share a hotel room? SILGA will leave it up to the councils to decide if they would like to go that route. Please see the above emails for all other council contacts for coordination. SILGA will continue to require receipts for the \$2,000 allowance.

SILGA will also approach your respective MLA offices to see if there is any additional funding available.

While at UBCM, the youth will shadow their respective councils. However, SILGA will be requesting a meeting with the Premier to introduce this initiative to him and, if approved, SILGA would obviously like the students to attend this meeting and any other meetings SILGA also is granted. When registering the youth for the convention, please make sure they register for the SILGA luncheon. At the luncheon, SILGA asks that they help out with the registration - which is an excellent way to get introduced to the rest of the SILGA delegation.

I think that's it. If you have any questions, please do not hesitate to contact the SILGA office.

Thanks, Alison

--

Alison Slater  
 SILGA Executive Director  
 PO Box 27017 Cityview PO  
 Kamloops, BC V2E 0B2  
 250-851-6653  
[www.silga.ca](http://www.silga.ca)

Item 16.1

## CITY OF SALMON ARM

Date: June 24, 2019

### Notice of Motion

#### Councillor Lavery - Transportation Parcel Tax

WHEREAS the existing Transportation Parcel Tax funds important asphaltic maintenance and upgrading of our road systems;

AND WHEREAS there has not been a council review of taxation method options to fund this function, other than periodic increases to the parcel tax, since the inception of the Transportation Parcel Tax;

THEREFORE BE IT RESOLVED THAT Council ask staff to report back on taxation options to achieve the annual goals of maintaining and improving our road system;

AND THAT a public input session be held after that report is available;

AND FURTHER THAT Council review and decide on the taxation approach it wishes to pursue to maintain road networks in the 2020 budget and beyond.

[To be brought forward for consideration at the Monday, July 22, 2019 Regular Council Meeting]

#### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously
- Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

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Item 17.1

## CITY OF SALMON ARM

Date: June 24, 2019

WHEREAS hearing impairment affects a significant portion of the population in Canada;

AND WHEREAS hearing impairment is the only recognized disability not included in the Canadian Disabilities Act;

AND WHEREAS loss of hearing has been shown to contribute to memory loss, loss of mental acuity, dementia, isolation, depression and other mental health problems in the elderly leading to poor quality of life and significant health care costs;

AND WHEREAS nations around the world are leading the fight to ensure people with hearing impairment are able to fully participate in society and Canada is lagging behind;

AND WHEREAS equality is one of the principals our country is built on and currently our legislation discriminates against people with Hearing Impairment;

THEREFORE BE IT RESOLVED THAT the UBCM will support the inclusion of hearing impairment in the Canadian Disabilities Act with appropriate funding through the provincial health care plan and ensure that all local government buildings are equipped with the Auris Loop.

### **Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

Greetings UBCM Address :

Thanks to the UBCM members and for everything you do for your communities. I want to express how important it is for our communities to share with one another the initiatives which build a **more inclusive** Canada.

**Moving Forward Together** is an inspirational concept which we experienced first hand on June 13, as we cheered on the Toronto Raptors. Their organization is a prime example of what can happen when everyone works together as a team. Rather than using a hierarchical structure, they depend on circle thinking; working together as a team, all equal and working towards a common goal. When the Raptors changed the way they worked together, they changed their results and they arrived as the first Canadian team to ever win the NBA championship.

Five years ago, we at MacQuarrie Institute, accepted an invitation from former Mayor Nancy Cooper to explore the possibility of indigenous and non-indigenous communities working more closely together. We chose to work from a stand point that all individuals have something to bring to the table and that all members of the community are unique and valuable, building a stronger community together. We continue to work together to strengthen those relationships today.

So, what does this have to do with why we are here today? If we believe that all members of the community are valuable and bring their unique perspective to the table, then we must address what we consider to be a major challenge for our society, which is that we seniors are losing our hearing. We are no longer able to participate, or be a contributing member of our community. Without our unique voices the community is losing out. So we pondered what could we do?

We began by inviting the mayor and council to install an Auris Loop in the council chambers. Those people with the latest hearing aids can now continue to participate in what's going on locally because we can hear what is being discussed.

Then we held a public forum to inform the public of what technology has to offer. Several experts spoke about hearing loss and the benefits of staying actively involved as people age. Seventy eight people attended and learned how the Auris Loop works and how it can improve the lives of those with hearing loss.

We followed this up by addressing the issue of privacy for people with hearing loss. Speaking about personal or health issues is an area where we had lost our privacy since voices had to be raised in the pharmacy, at the doctor, etc. We installed a smaller Auris

Loop in a local pharmacy and at a bank so that voices no longer had to be raised in order to be heard.

Then we entered into a partnership with the school district. Working with their staff and senior students we will partner with the Youth Council this fall to raise awareness around hearing loss in our city. This will give the students an opportunity to practice what they have been learning at school while raising the profile of our initiatives.

So, in the three years that we have been working on raising awareness on hearing loss and the benefits of the Auris Loop, we have made great strides. There is much more work to be done both in our own city and around the province. Hearing loss is still not included in the federal or the provincial disabilities act, most public institutions have not installed the Auris Loop, and many people with hearing loss still do not have access to the hearing aides and other tools that would help them to hear. We ask that you would consider educating yourself and your community around these issues and that you would advocate for those with hearing loss by installing the Auris Loop in all public buildings in your own community. Feel free to check out our informational video on the MacQuarrie Institute website. Thank you for your attention to this important matter.

Peace, Dan



Dan MacQuarrie, facilitator  
*Peace/All My Relations, Dan*



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Item 21.1

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit Application No. VP-498 be authorized for issuance for Parcel A (Plan B5360) of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2985, Except Plan 5725, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 - R-1 Single Family Residential Zone - reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 2.5 m (8.2 ft) to allow for an existing single-family dwelling on the proposed western parcel, as shown in Schedule A of the Staff Report dated June 6, 2019; and
2. Section 6.10.1 - R-1 Single Family Residential Zone - reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 4.0 m (13.1 ft) to allow for a single-family dwelling on the proposed eastern parcel, as shown in Schedule A of the Staff Report dated June 6, 2019.

[VP-498; Varga, J.; 451 - 10 Avenue SE; Parcel Line Setbacks]

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

To: His Worship Mayor Harrison and Members of Council

Date: June 6, 2019

Subject: Development Variance Permit Application No. VP-498 (Parcel Line Setbacks)  
 Legal: Parcel A (Plan B5360) of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2985, Except Plan 5725  
 Civic: 451 – 10 Avenue SE  
 Owner / Applicant: Varga, J.

### MOTION FOR CONSIDERATION

**THAT:** Development Variance Permit No. VP-498 be authorized for issuance for Parcel A (Plan B5360) of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2985, Except Plan 5725, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 – R-1 Single-Family Residential Zone – reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 2.5 m (8.2 ft) to allow for an existing single-family dwelling on the proposed western parcel, as shown in Schedule A, and;
2. Section 6.10.1 – R-1 Single-Family Residential Zone – reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 4.0 m (13.1 ft) to allow for a single-family dwelling on the proposed eastern parcel, as shown in Schedule A.

### STAFF RECOMMENDATION

**THAT:** The motion for consideration be adopted.

### PROPOSAL

Schedule A referred to in the motion for consideration and attached as Appendix 1 is a site plan illustrating the requested variances. The subject property is a 944 square metre parcel located at 451 – 10 Avenue SE, on the corner of 10 Avenue and 5 Street SE, near the City Centre, and contains an existing non-conforming house. (see Appendix 2 and 3). A subdivision application (Sub-19.08) has been submitted to the City which proposes to create two parcels as shown in Schedule A, and a letter describing the applicant's intent is attached as Appendix 4, while site photos are attached as Appendix 5.

This application seeks to vary the required 6.0 m (19.7 ft) parcel setbacks from the south parcel line of both proposed parcels: to 2.5 m (8.2 ft) along the front / southern parcel line adjacent to 10 Avenue SE for the existing non-conforming house on the proposed western parcel, and additionally to 4.0 m (13.1 ft) along the southern parcel line adjacent to 10 Avenue SE for the development of a new house on the proposed eastern parcel.

### BACKGROUND

The subject property dates back to 1946, with City servicing records dating back to 1977. The existing home is currently considered to be non-conforming with respect to the front parcel line setback requirements of the zoning bylaw.

The subject parcel is designated as High Density in the Official Community Plan and is zoned R-1 in the Zoning Bylaw. For context, adjacent zoning and land uses include the following:

North:	R-1 (Single-Family Residential) Zone	single-family dwelling
East:	R-1 (Single-Family Residential) Zone	road, single-family dwelling
South:	R-1 (Single-Family Residential) Zone	road, fortis structure/single-family dwelling
West:	R-1 (Single-Family Residential) Zone	lane, single-family dwelling with suite

This lot is subject to standard setback requirements in the zoning bylaw which specify a 6.0 metre setback from both front and exterior parcel lines. The requested variances would support a dwelling on the proposed new parcel, as well as the existing dwelling.

#### COMMENTS

##### Engineering Department

No Engineering concerns. Detailed comments provided for SUB-19.08.

##### Fire Department

No Fire Department concerns.

##### Building Department

With respect to the permitted 1.5 m setback on the north property line, this may cause some concern with limiting distance. Only 8 % of the facing wall would be permitted as glazed openings. No other concerns.

##### Planning Department


Setback regulations on corner parcels enable adequate separation between buildings and streets for aesthetic, privacy, view preservation, and traffic safety reasons. While staff note that the subject property is within an area designated for high density residential development, as well as future road widening, the proposal would support a relatively minor existing non-conformity, and would not encroach further into the setback areas. In terms of neighbourhood design, the subject property is within an established residential neighbourhood and is consistent with neighbouring parcels. Staff note that the home has been at its present location for decades without significant concerns. The requested setback reductions will not impact City utilities, pose any BC Building Code concerns, or restrict future development on neighbouring lots.

Considering the conditions noted above, the variances requested in this proposal do not significantly concern staff and are viewed as reasonable.

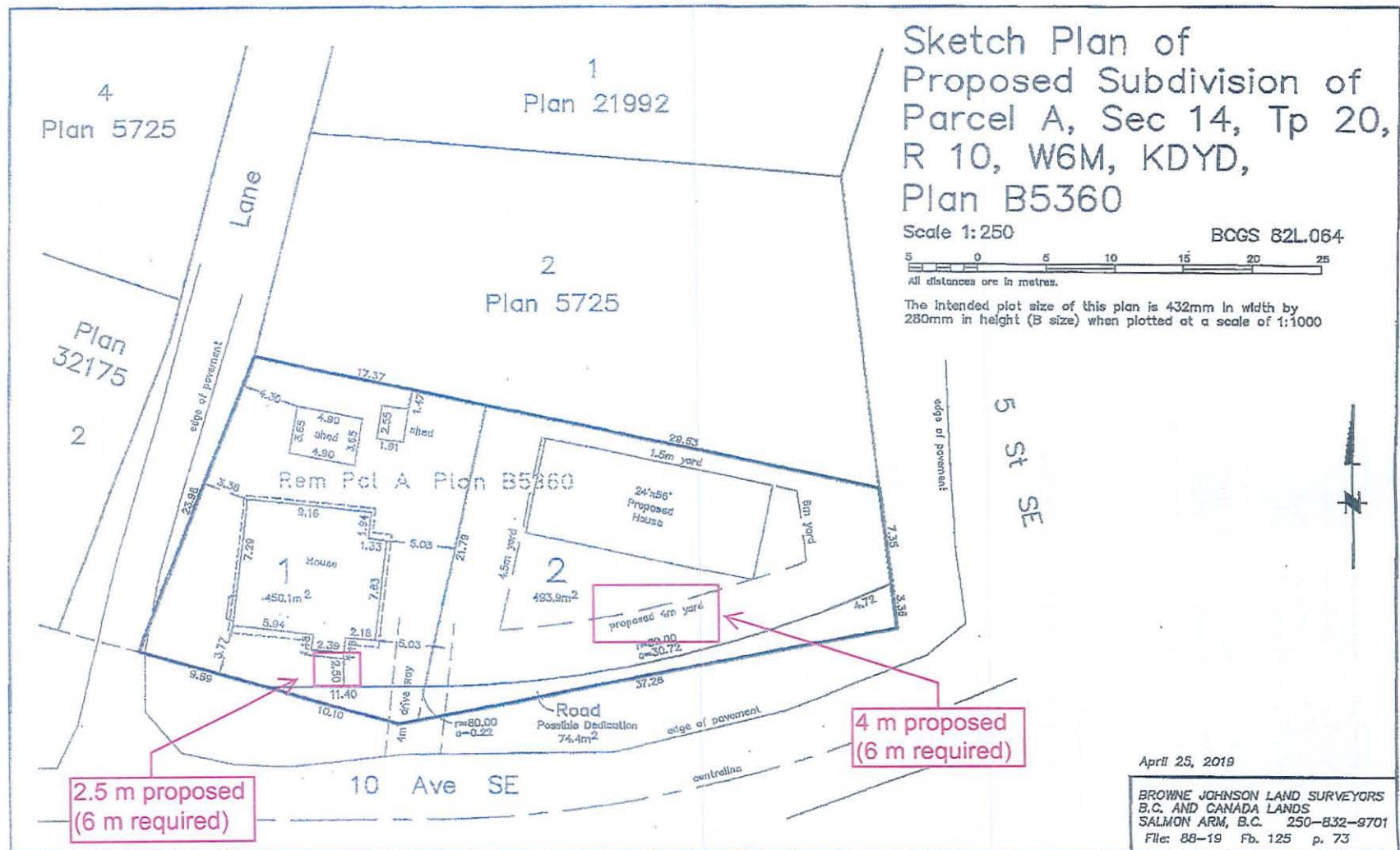
If approved, Development Variance Permit No. VP-498 will only be applicable as shown in Appendix 1: Schedule A.



Prepared by: Chris Larson, MCP  
Planner, Development Services



Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services





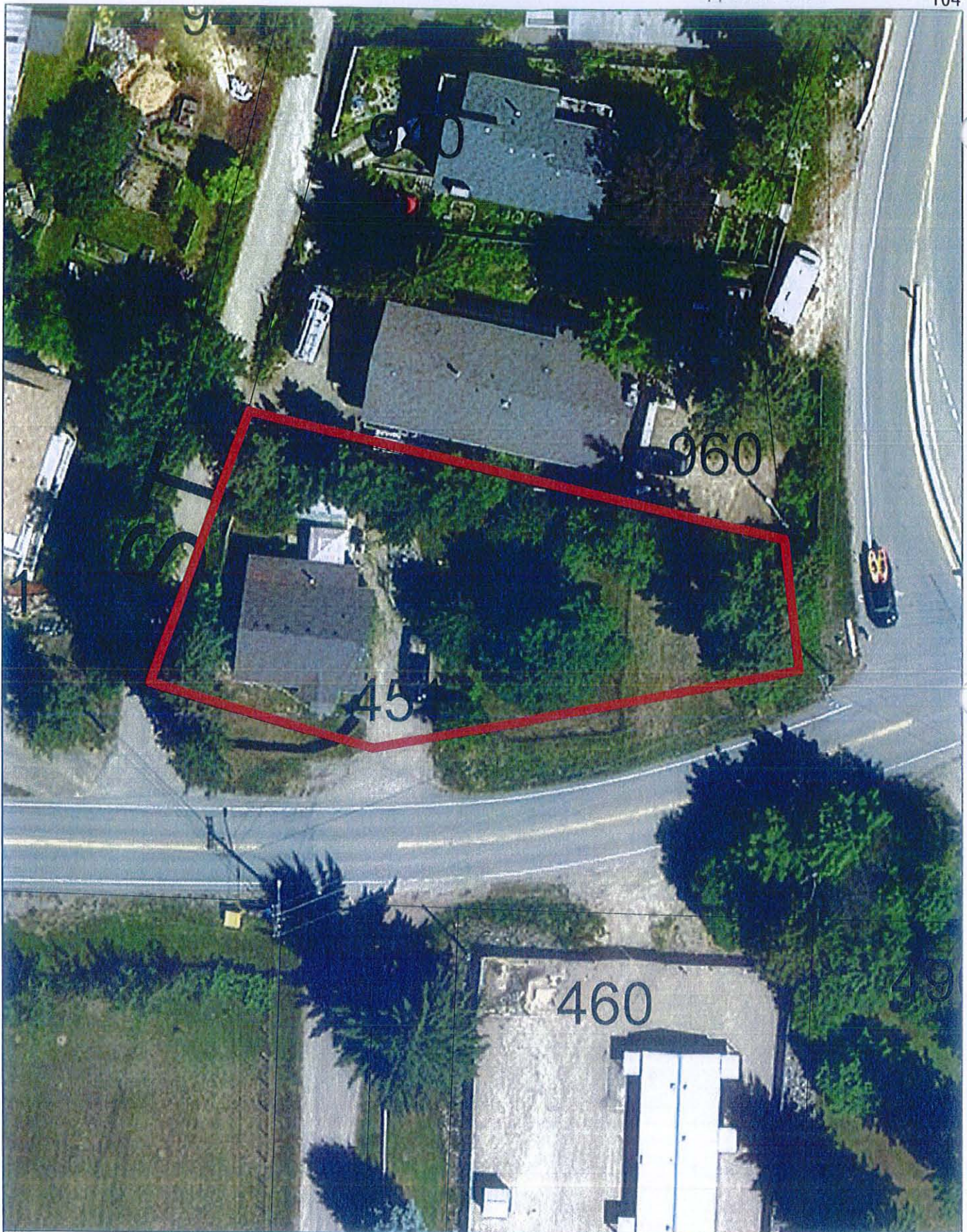


0 20 40 80 120 160 Meters



Subject Parcel





0 5 10 20 30 40 Meters



Subject Parcel



John Varga  
#2-250 Alexander St NE  
Salmon Arm BC  
V1E 4N3  
250-253-9976

Honourable Councillors,

I am writing today to give further detail for the reasons for my application for a variance on the subdivision application SUB-19.08. I am applying the subdivision and layout to build my permanent dream home in Salmon Arm. The property is sub-dividable as per the city bylaws; however, the building envelope is irregular in layout and size. This envelope results in a building placement that would within the sightlines of both the existing house on 451 10<sup>th</sup> Avenue SE and the rear neighbour. By allowing the variance, the house can be placed much closer to 5<sup>th</sup> St resulting in a much more efficient and aesthetically pleasing layout of the buildings preserving the views and privacy of the residents.

I am available for any questions or comments.

Sincerely,

John Varga

## Appendix 5: Site Photos

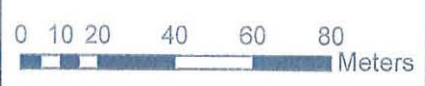
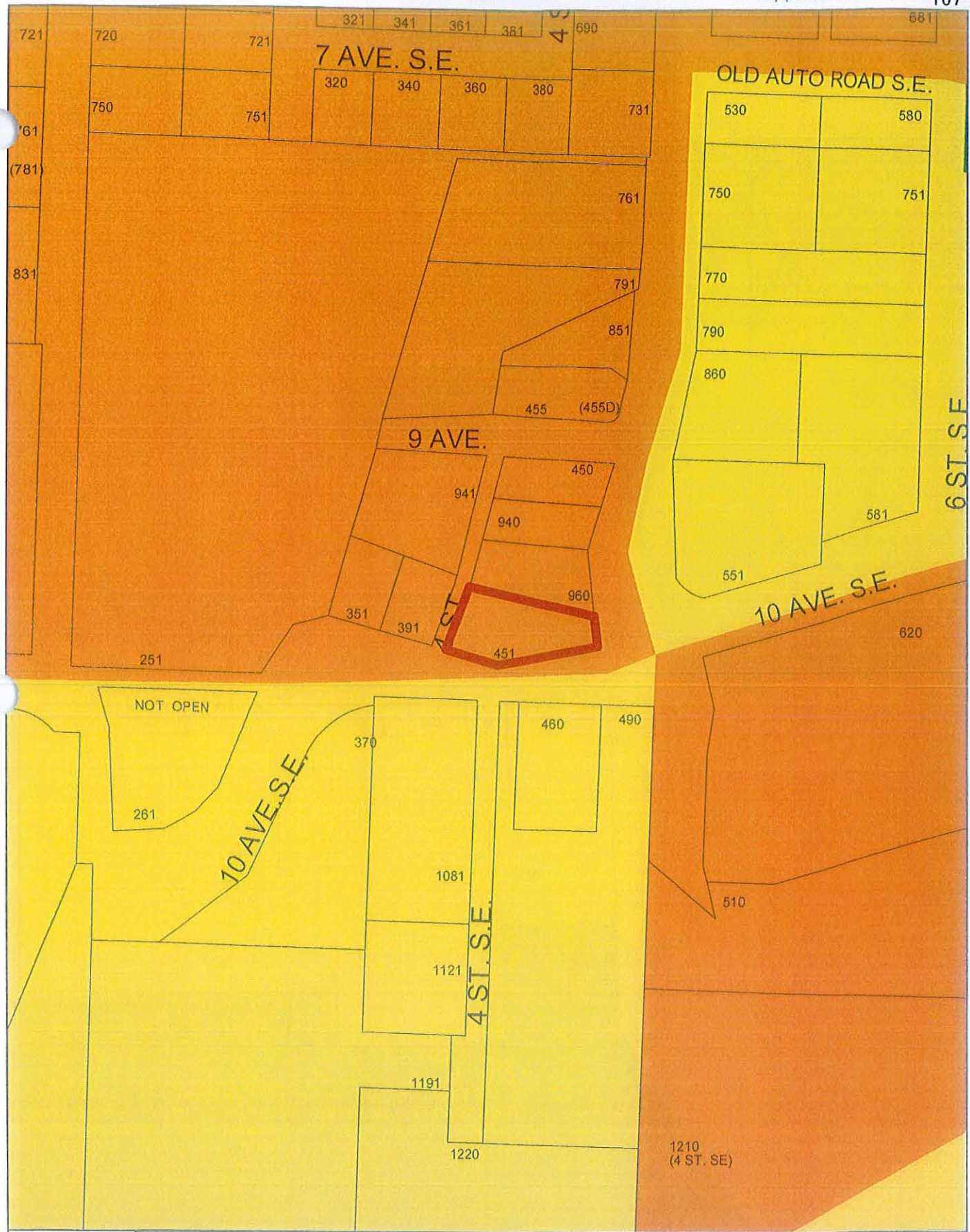


View north-east of subject property from 10 Avenue SE.




View north-west of subject property from 10 Avenue SE.



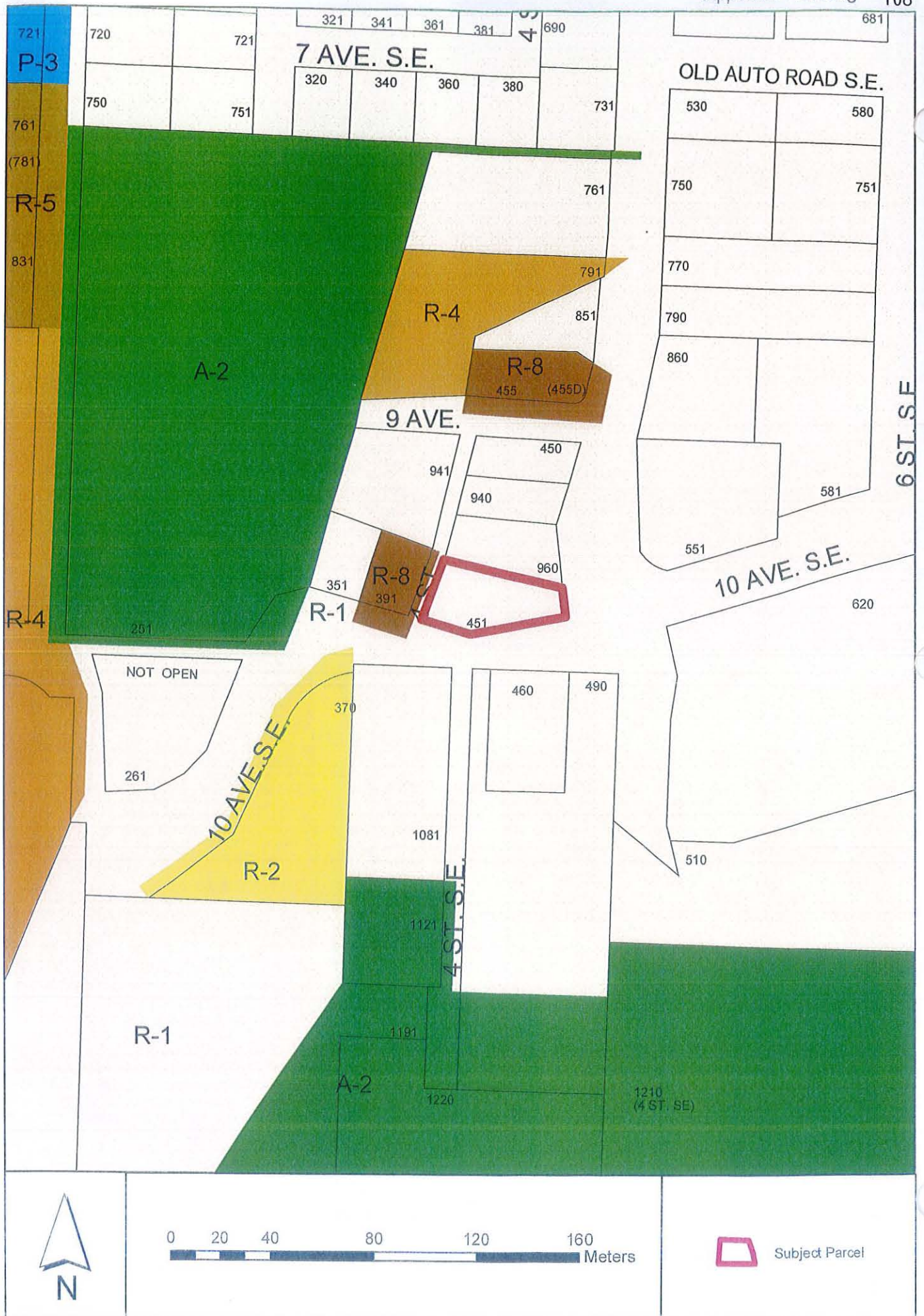


 High Density Residential

 Medium Density Residential

 Subject Parcel





Item 21.2

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit Application No. VP-497 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan 41074, which will vary Development and Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a fire hydrant to the minimum 90 metre spacing.

[VP-497; The Wood Shop Millwork & Joinery Inc./Bird, S. & Johnston, T.; 4921 Auto Road SE; Fire Hydrant requirement]

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: June 10, 2019

SUBJECT: Development Variance Permit Application No. VP-497  
 Legal: Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan 41074  
 Civic Address: 4921 Auto Road SE  
 Owner: The Wood Shop Millwork & Joinery Inc.  
 Applicant: Owners (S. Bird & T. Johnston)

## MOTION FOR CONSIDERATION

**THAT: Development Variance Permit No. VP-497 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan 41074, which will vary Development & Servicing Bylaw No. 4163 as follows:**

- 1. Waive the requirement to install a fire hydrant to the minimum 90 metre spacing.**

## STAFF RECOMMENDATION

THAT: The motion for consideration be defeated.

## PROPOSAL

The subject property is located in the Industrial Park at 4921 Auto Road SE (Appendix 1 & 2). The applicant is requesting to vary the provisions of the Subdivision and Servicing Bylaw No. 4163, by waiving the requirement to install a fire hydrant to meet the minimum spacing of 90 metres as specified for properties zoned industrial. The applicant has submitted a letter of rationale attached as Appendix 3, and site photos are attached as Appendix 4.

## BACKGROUND

The property is designated Industrial - General in the City's Official Community Plan (OCP) and is zoned M-1 General Industrial Zone in the City's Zoning Bylaw (Appendix 5 & 6). The owner/applicant operates a cabinetry business out of a 464 m<sup>2</sup> (5,000 ft<sup>2</sup>) building on the property. Building Permit No. 16050B was issued for a 189 m<sup>2</sup> (2,000 ft<sup>2</sup>) addition to the building with a declared value of construction of \$210,000. The fire hydrant is the only frontage improvement required. The estimated cost for the fire hydrant, including a standard 25% contingency is \$17,525.

There are two existing fire hydrants within proximity of the subject property along Auto Road. The building is within a 45 m radius to the closest fire hydrant. However, the frontage of the property extends outside of the allowable spacing; thus, a fire hydrant is required to meet the 90 metre spacing as specified in the Subdivision & Development Servicing Bylaw (Appendix 7).

## STAFF COMMENTS

### Fire Department

See attached referral comments (Appendix 8).

### Building Department

No BC Building Code concerns. Building does not have or require a fire sprinkler system.

### Engineering Department

See attached engineering report (Appendix 9).

### Planning Department

As per Subdivision & Development Servicing Bylaw No. 4163, all development which includes building permits, are subject to the minimum servicing levels as specified in Table 1: Service Levels for Subdivision & Development (Appendix 10). Fire hydrants are included in the water service level and are to be spaced every 90 metres in industrial areas.

Industrial properties are exempt from frontage improvements if the footprint of expansion is equal to or less than 50m<sup>2</sup> (538 ft<sup>2</sup>). The building permit is for a 189 m<sup>2</sup> (2000 ft<sup>2</sup>) addition to the building; therefore, it does not qualify for an exemption.

Currently there are six active building permits in the industrial area, and two out of the six, including this application, have a related variance application to waive the requirement to install fire hydrants (Appendix 11). This application and VP-499 have bonded for the required fire hydrant(s) as it is a condition to issuance of a building permit. Due to the fact, there are four other active building permits, there is potential (or an expectation) for four more fire hydrant variance requests to Council. In addition to the active building permits, there have been three recent preliminary development proposals northwest of the subject property. If any of these proposed development plans proceed, each proposed development would trigger a minimum of two to four hydrants per development to be installed.

Valid Manufacturing (G. Clancey) is a neighbouring property which had a building permit issued this year. A fire hydrant was required, and no variance was applied for.

## CONCLUSION

Although the Fire Department comments indicate no potential problem with fighting a fire on the subject property using the existing nearby hydrants; the engineering report strongly recommends that the requirement to waive the installation of a fire hydrant be denied.

Considering the potential for future development in the industrial park, the City's ongoing participation in the Fire Underwriters Survey (which has an impact on insurance rates); and, the servicing level requirements of the Subdivision & Development Servicing Bylaw No. 4163, it is recommended Council deny this variance request.



Denise Ackerman  
Planner, Development Services Department



Kevin Pearson, MCIP, RPP  
Director of Development Services





 Subject Parcel





4921

(4852)

(4854)



0 4.75 9.5 19 28.5 38 Meters



Subject Parcel



The Woodshop Millwork and Joinery Inc.  
4921 Auto Road SE  
Salmon Arm, B.C. V1E 1X1  
April 23, 2019



Attention Mayor and Council:

We own a small business in the Industrial Park. Our company, The Woodshop Millwork and Joinery, is a cabinetry and millwork shop that employs 9 full-time employees including ourselves. We operate out of a 5000sq ft. building.

We recently applied to the City of Salmon Arm for a building permit to construct a 2000sq ft. addition to our building. The proposed addition will allow for increased production capacity and additional future employees.

Following application, we were notified by the City's Engineering Department that, as per Subdivision and Development Services Bylaw 4163, we would be required to install a new fire hydrant in order to comply with the 90m spacing bylaw requirement. The estimated cost for installation is \$17,525.00, including a 25% contingency.

We strongly feel this bylaw requirement is an unnecessary hardship to our small business and limits our investment potential into our business and our employees. As such, we are seeking a variance for relief of this requirement.

There is currently an existing fire hydrant approximately 25m from our front door and another fire hydrant approximately 75m from our southeast property corner. The neighbouring businesses in our immediate area are fully serviced by these existing two hydrants.

We appreciate you taking the time to review and consider our variance application and hope that you continue to support small businesses and growth in the City of Salmon Arm.

Sincerely,

Stewart Bird

Travis Johnston



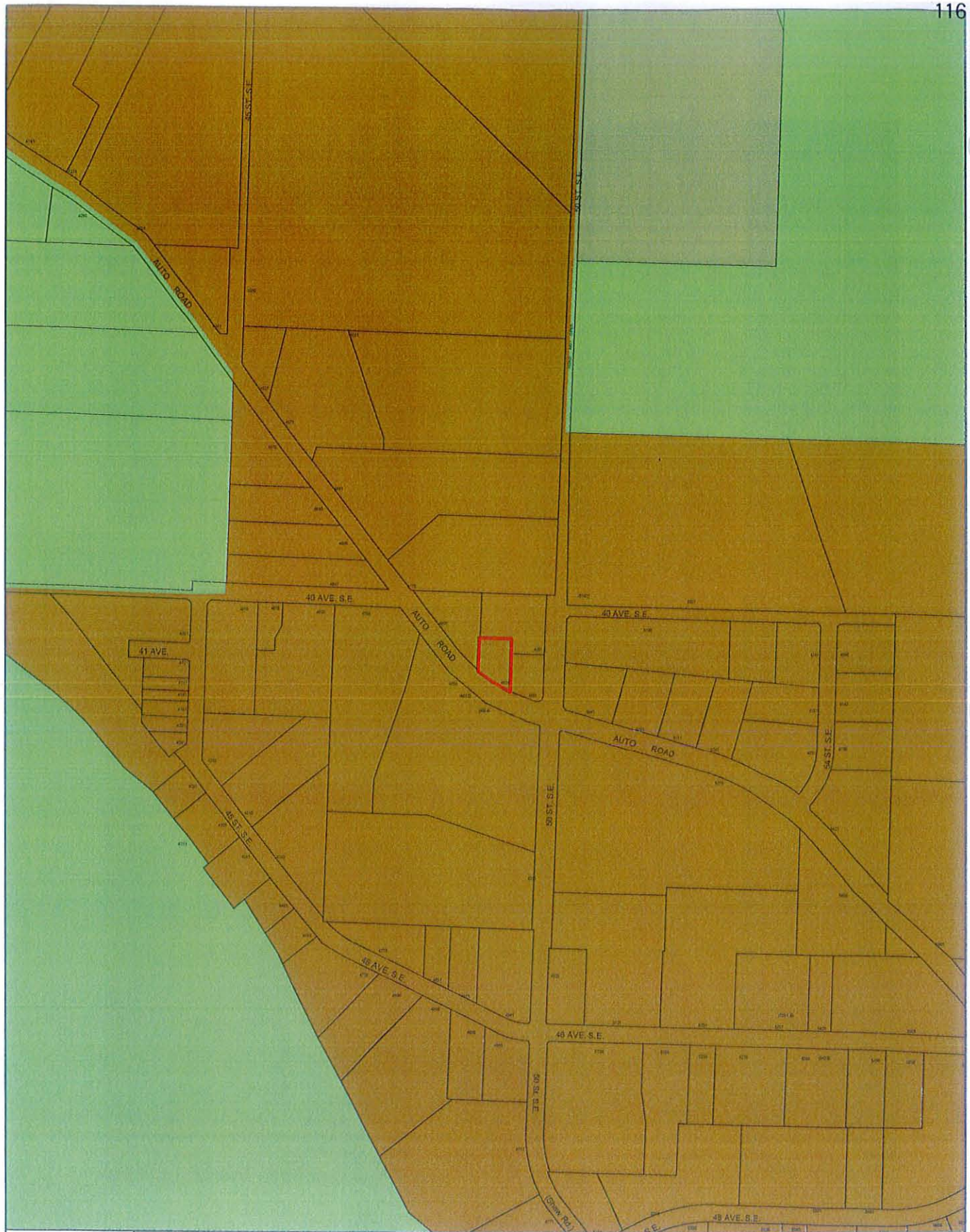


Front of Building; Facing North



Addition to Building





0 3060 120 180 240  
Meters



Acreage Reserve

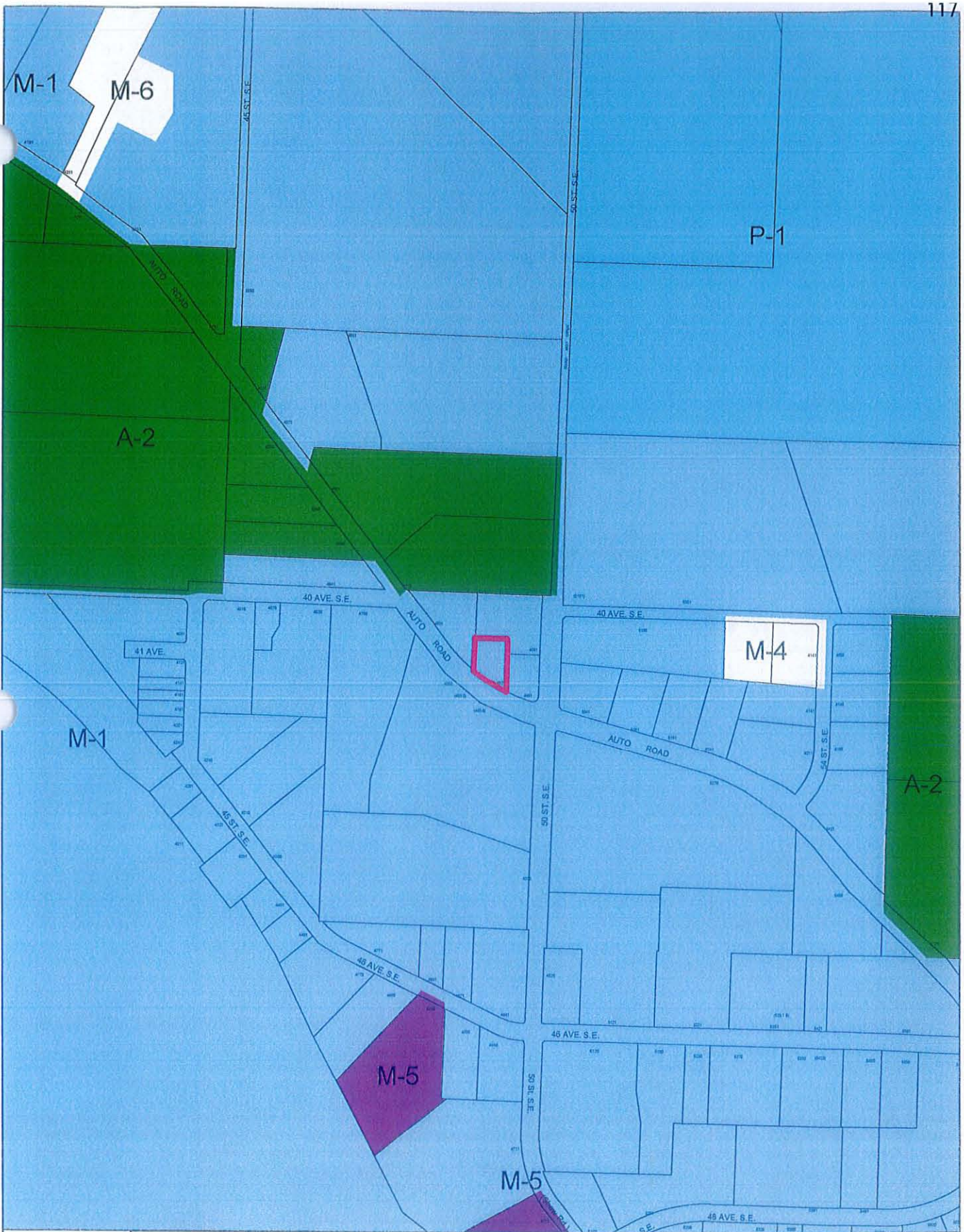
Industrial - General

Industrial - Airside



Subject Parcel





Subject Parcel



M-1 General Industrial Zone



A-2 Rural Holding Zone

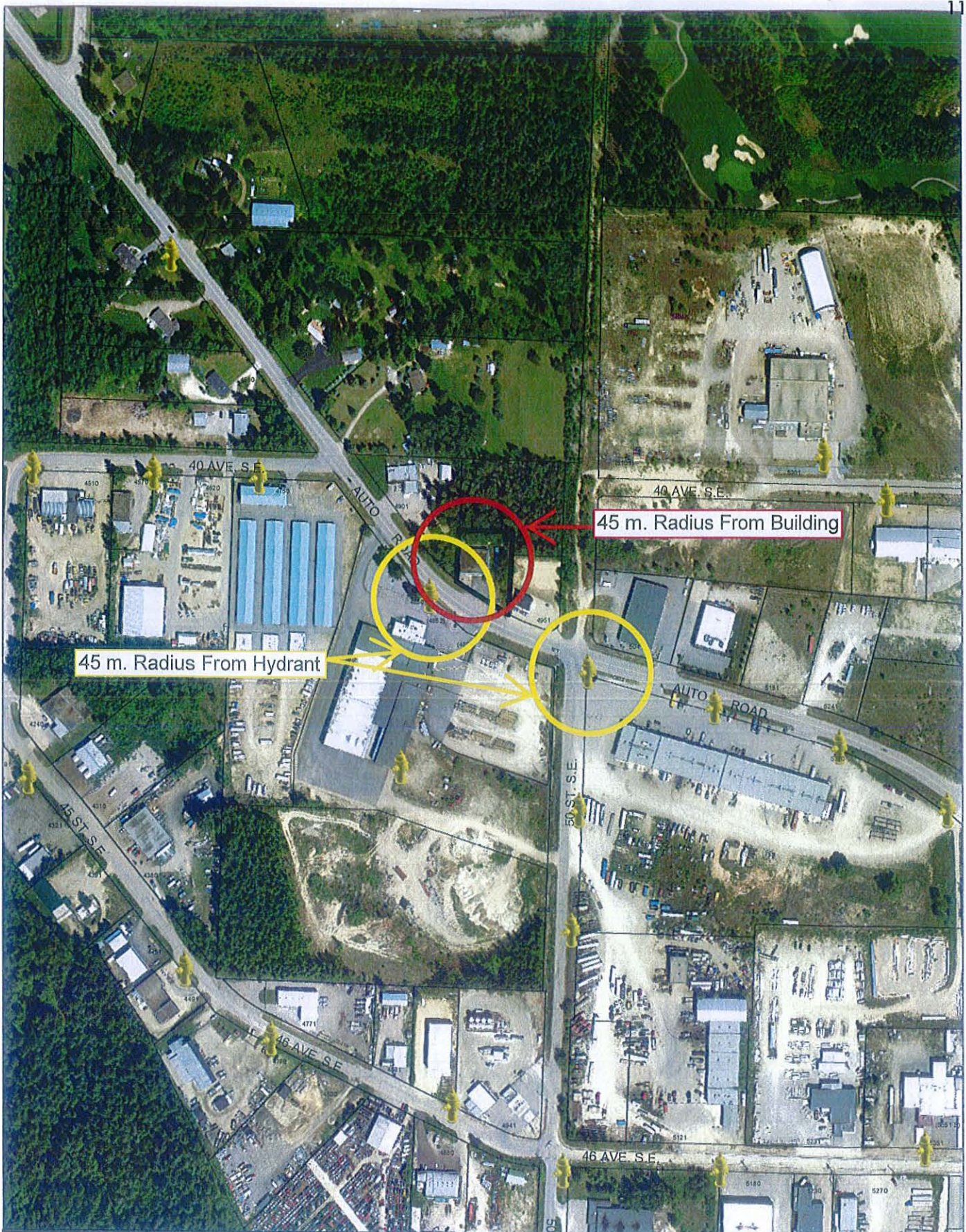


M-5 Auto Wrecking / Salvage Yard Zone



M-4 Abattoir Zone





0 37.5 75 150 225 300 Meters



Subject Parcel





SUBMIT FORM

PRINT

DEVELOPMENT SERVICES DEPARTMENT  
Box 40, 500 - 2nd Avenue NE, Salmon Arm, BC, V1E 4N2  
Phone: 250-803-4021 FAX: 250-803-4041

**TO:**

DIRECTOR OF DEVELOPMENT SERVICES (Kevin)  
PLANNING AND DEVELOPMENT OFFICER (Scott)  
PLANNING AND DEVELOPMENT OFFICER (Chris)  
PLANNING AND DEVELOPMENT OFFICER (Denise)  
MANAGER OF PERMITS & LICENSING (Maurice)  
FIRE DEPARTMENT (Brad)  
ENGINEERING & PUBLIC WORKS DEPARTMENT (Rob, Jenn W. & Shelly)  
BC HYDRO, via email utilities group  
FORTISBC, via email utilities group  
TELUS, via email utilities group  
SHAW CABLESYSTEMS, via email utilities group

**REFERRAL:**

DATE: May 2, 2019  
OWNER: Stewart Bird / Travis Johnston, 4921 Auto Road SE, Salmon Arm, BC V1E 1X1  
APPLICANT / AGENT: The WoodShop & Joinery Inc  
SUBJECT: DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-497  
LEGAL: Lot 1, Section 6, Township 20, Range 9, W6M KDYD, Plan 41074  
CIVIC: 4921 Auto Road SE  
ASSOCIATED: BP16050B [DPW-1995]  
PREVIOUS: n/a

Attached is an application and supporting documentation. The applicant is requesting a servicing variance to not install a fire hydrant.

Your comments are required A.S.A.P.

Thank you.

Denise Ackerman  
Planner

**COMMENTS for VP-497**

Further to my visit to the business located at 4921 auto road S.E, my opinion is the fire department would have no problems in combatting a fire and establishing a sufficient water supply from fire hydrants located adjacent to this property.

SIGNATURE: Brad Shirley

DATE:



# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

TO: Kevin Pearson, Director of Development Services  
 DATE: June 4, 2019  
 PREPARED BY: Jenn Wilson, City Engineer  
 OWNER: Stewart Bird / Travis Johnston, 4921 auto Road Se, Salmon Arm, BC V1E 1X1  
 APPLICANT: The WoodShop & Joinery Inc.  
 SUBJECT: **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-497**  
 LEGAL: Lot 1, Section 6, Township 20, Range 9, W6M KDYD, Plan 41074  
 CIVIC: **4921 Auto Road SE**  
 ASSOCIATED: BP16050B [DPW-1995]  
 PREVIOUS: N/A

Further to the request for variance dated May 2, 2019; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

## 1. Waive the requirement to install a fire hydrant.

Subdivisions and Developments are required to complete frontage improvements to meet the service levels required in the Subdivision and Development Services Bylaw 4163 (SDSB) unless they fall under one of several exemptions.

Industrial properties are exempt from frontage improvements if the footprint of expansion is equal to or lesser than 50m<sup>2</sup>. This exemption was changed from the previous SDSB which had a value based exemption of up to \$150,000 because this resulted in many developers artificially lowering their building permit values in order to fall under the exemption. This application has a value of \$210,000 and does not fall under any current exemptions

The SDSB states that fire hydrant spacing shall be approximately, and in all cases shall not exceed 150 meters in low density residential zones and 90 meters in medium and high density residential zones, commercial, industrial and institutional (ICI) zones and 300 meters in ALR/Rural zones. Although the main building is within a 45m radius of an existing fire hydrant, the frontage of the property extends outside of the allowable spacing and as such a fire hydrant is required. This is the only frontage improvement that the property is subject to through the SDSB.

**Fire Hydrant spacing recommendations are provided by the Fire Underwriters Survey** (formerly the Insurers' Advisory Organization and Canadian Underwriters Association), a national organization that provides data on public fire protection for fire insurance statistical work and underwriting purposes of subscribing insurance companies. Specifically, the Water Supply for Public Fire Protection (Fire Underwriters Survey – A service to insurers and municipalities, 1999) states:

## DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-497

Page 2

**"The maximum recommended spacing of hydrants in commercial, industrial, institutional and multi-family residential areas is 90 meters; in single family residential areas 180 metres is recommended."**

Staff reviewed over 25 other municipalities and found that the City of Salmon Arm's bylaw is very consistent with municipalities throughout BC and Canada.

We note that the cost of hydrant installation in ICI & high density areas can be quite high due to the size of the water mains (a significant portion of the cost is the hot-tap into the watermain). We also note that **the estimate that has been given to the applicants has significant contingency values added and it would be expected that the applicant will pay 75% of the estimate or less if no issues are encountered during installation.**

**Recommendation:**

**The Engineering Department strongly recommends that the requirement to waive the installation of a fire hydrant be denied.** Setting a precedent of waiving safety related requirements against the recommendation of FUS would likely cause liability issues for the City and creates a grey area for applicants on City requirements.

Although Engineering would not support such an initiative, if the hydrant spacing in the ICI & high density residential areas is deemed too onerous by Council the inherent risks of reduced coverage should be explored and the service level (SDSB hydrant spacing requirements) should be decreased to create a known requirement for applicants.

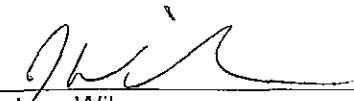
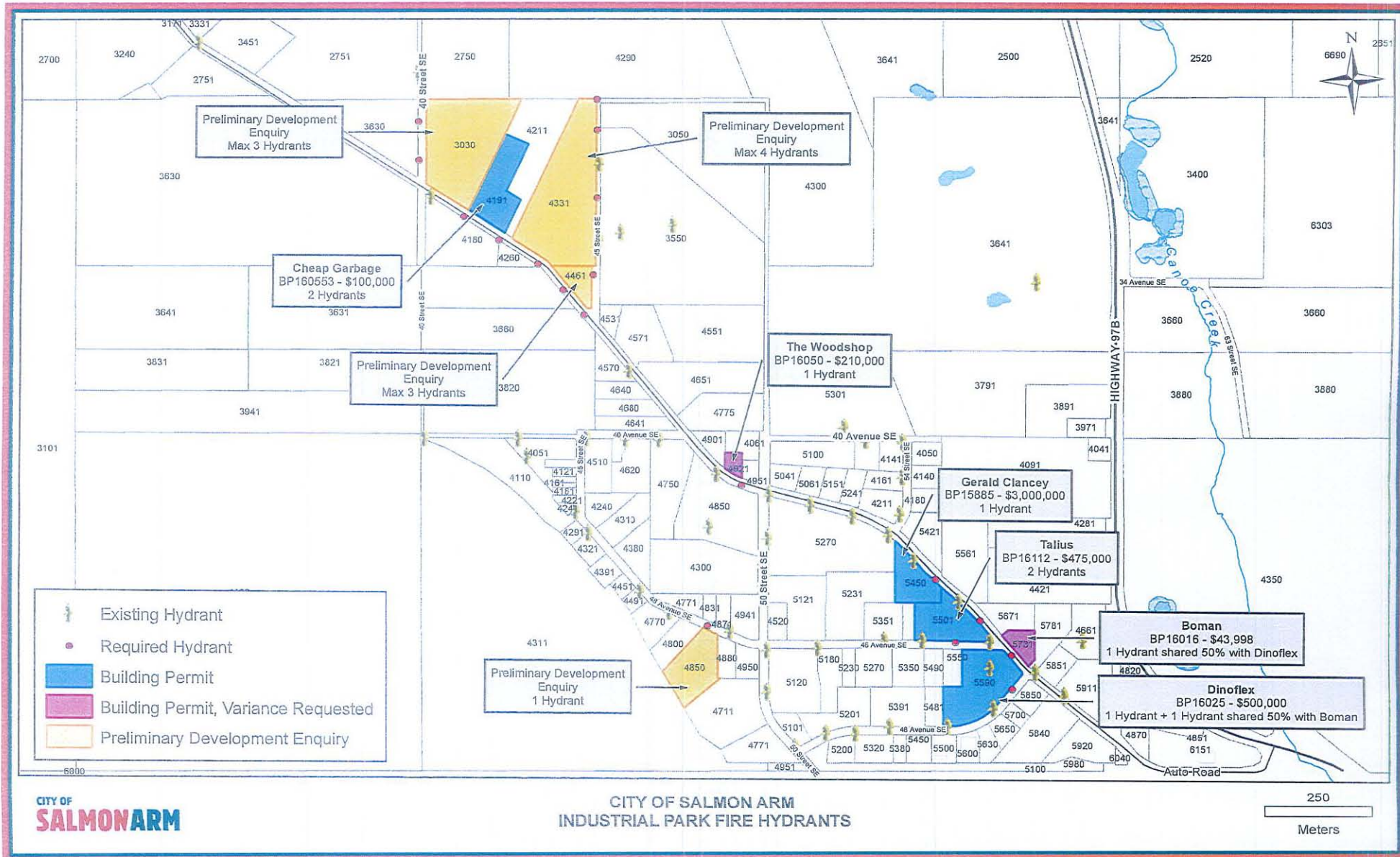
  
\_\_\_\_\_  
Jenn Wilson  
City Engineer

TABLE 1: Service Levels for Subdivision and Development (1)

SERVICE	SERVICE LEVEL	DEVELOPMENT AREA						
		Urban	Rural	Industrial	Light Industrial	City Centre	Urban Hillside	Rural Hillside
Highways:  Road Standards, including curb, gutter, paving, etc. shown on applicable specification drawing. Collector and Arterial Road Standards shall be applied where designated in the <i>Official Community Plan</i>	RD-1 - Urban Local (18m)	X					X	
	RD-2 - Urban Local (20m)	X					X	
	RD-3 - Urban Collector (20m)	X					X	
	RD-4 - Urban Arterial (25m)	X (7)					X (7)	
	RD-5 - Town Centre (Varies)	X				X		
	RD-6a - Industrial Area (20m)			X				
	RD-6b - Light Industrial (20m)				X			
	RD-7 - Rural Local (20m)		X					X
	RD-8 - Rural Collector (20m)		X	X				X
	RD-9 - Rural Arterial (25m)		X (7)	X (7)				X (7)
	RD-14 - Canoe Beach Drive (20m)	X						
	RD-15 - Urban Local Hillside (18m)						X	
	RD-16 - Rural Local Hillside (18m)							X
Road dedication	Based on applicable road cross-section (2)	X	X	X	X	X	X	X
Water	City Water System including fire hydrants	X	(8)	X	X	X	X	(8)
	Alternate Water Supply		X (6)					X (6)
Sanitary	City Sewer System	X		X (3)	X (3)	X	X	
	Sewage Disposal to Ground System		X	X	X			X
Storm	City Storm Sewer System	X		X	X	X	X	
	Open Channel System	X (10)	X	X	X		X (10)	X
	Ground Discharge	X (10)	X	X	X		X (10)	X
Hydro, Telecommunications (Civil Works Required)	Overhead Distribution to Property Line	(4)	X	X	X		(4)	X
	Underground Distribution to Property Line	X (5)				X (5)	X (5)	
	Overhead Service (within lot)	(4)	X	X	X		(4)	X
	Underground Service (within lot)	X				X	X	
Natural Gas (Optional)	Underground	X	X	X	X	X	X	X
Street Lighting	Schedule B, Part 1, Section 8.0	X	(9)	X	X	X	X	(9)
Sidewalk	One Side (Limited Local)	X		X	X		X	
	Two Sides (Collector/ Arterial or Medium to High Density Development)	X				X	X	
Street Tree & Boulevard Furnishings & Planting	Street Trees/Park Benches/Planters					X		
Trail and Roadside Corridors	CGS-7 to CGS-12	X	X	X	X	X	X	X

- 1 The applicable service level is indicated with an X.
- 2 Road dedication is capped at a 20 metre wide right-of-way and is not required for Development.
- 3 Required where the City system is within 100 metres and a gravity connection is possible.
- 4 Small Subdivisions and Developments do not require underground distribution where they are in an area of existing overhead distribution and the City Engineer in consultation with BC Hydro approves overhead works.
- 5 Three-phase BC Hydro distribution to be located underground only where a tri-party cost sharing agreement is in place between the Owner/Developer, BC Hydro and the City.
- 6 The Owner/Developer is required to grant a potable water treatment covenant in a form acceptable to the Approving Officer.
- 7 The Owner/Developer is to construct adjacent arterial road Frontage with one traffic lane (second lane funded by City if required).
- 8 Extension of municipal system into the rural area is permitted where supported by the OCP.
- 9 If street lighting is required for safety purposes. Rural Street lighting covered under Policy 5.5.
- 10 With specific approval from the City Engineer as part of an integrated stormwater management plan. Owner/Developer may be required to grant an Alternative Stormwater maintenance covenant in a form acceptable to the Approving Officer and the Director of Development Services.







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Item 25.

## CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of June 24, 2019, be adjourned.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

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## INFORMATIONAL CORRESPONDENCE – JUNE 24, 2019

- |     |  |   |
|-----|--|---|
| 1.  | A. Harrison, Mayor – letter dated June 12, 2019 – Letter of support for outreach worker in Salmon Arm  | N |
| 2.  | K. Pearson, Director of Development Services to D. Wood, J. MacLennan, J. & G. Beveridge, R. Watt – letter dated June 11, 2019 – 11 Avenue NE/Trans Canada Hwy. – South Side between 18 Street NE and 16 Street NE Official Community Plan & Zoning Matters                        | N |
| 3.  | M. Rollier, H. Bartsch, P. Pratt and B.J. Worobey, Council Members, Alcide Place (KAS 2657) – letter dated June 7, 2019 – Snow removal at Alcide Place Townhouses, 51- 8 Avenue SW   | A |
| 4.  | S. and D. Tchir – letter received June 18, 2019 – Property Tax Increase  |   |
| 5.  | E. Vieira, Fraser Basin Council – email dated May 8, 2019 – Shuswap Watershed Council Annual Report and Other Updates  | N |
| 6.  | S. Weaver, J. Beatty, N. Caves, Environmental Advisory Committee – letter dated May 27, 2019 – Report to Salmon Arm City Council on Town Hall for the Green New Deal   | N |
| 7.  | L. Wong, Manager, Downtown Salmon Arm – letter dated June 12, 2019 – Street Solicitation Bylaw No. 4273  | A |
| 8.  | L. Wong, Manager, Downtown Salmon Arm – letter dated June 12, 2019 – Downtown Senior’s Activity Centre   | A |
| 9.  | L. Wong, Manager, Downtown Salmon Arm – letter dated June 11, 2019 – Community Outreach Worker for Salmon Arm  | N |
| 10. | S. Samaddar, Airport Director, Kelowna International Airport – letter – Celebrating 20 years of Ambassadors  | N |
| 11. | D. Albas, Member of Parliament, Central Okanagan – Simikameen-Nicola – letter dated June 10, 2019 –Criminal Code modernization regarding natural disasters and evacuation orders   | N |
| 12. | B. Schmidt, Director, Operations and Client Relations, Local Government Division/Ministry of Affairs and Housing – email dated June 11, 2019 – 2019 UBCM Convention – Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Government Staff        | A |
| 13. | B. Schmidt, Director, Operations and Client Relations, Local Government Division/Ministry of Affairs and Housing – email dated June 11, 2019 – 2019 UBCM – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers and the Minister of Municipal Affairs and Housing | A |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



*From the Office of the Mayor*

June 12, 2019

BC Housing  
Suite 1701-4555 Kingsway  
Burnaby, BC V5H 4V8

Re: Request for Outreach Worker in Salmon Arm, BC

On behalf of Council for the City of Salmon Arm, I wish to request that a BC Housing Outreach Worker be hired to service the City of Salmon Arm and surrounding areas.

At the June 10, 2019 Regular Council Meeting Council passed the following resolution:

*THAT: Council send a letter to BC Housing and the Ministry of Housing and Social Development detailing the need for a Social Outreach Worker for Salmon Arm and surrounding area.*

The City of Salmon Arm, like many cities throughout British Columbia, is experiencing increased numbers of individuals whom are homeless or at risk of homelessness. However, unlike most other communities our City is not currently serviced by Outreach Worker.

We have previously expressed our communities' requirement for a Social Outreach Worker and the need for this essential service is growing. We understand the positive impact that Outreach Workers can provide and believe there are many individuals in our area that could benefit from these services.

If you require further comment, please contact Erin Jackson, Director of Corporate Services at 250 803-4029 or by email at [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca).

Regards,



Alan Harrison  
Mayor

cc: Ministry of Housing and Social Development  
Councillor Wallace Richmond

1



June 11, 2019

To: David Wood & Jean MacLennan, 1640 - 11 Avenue NE, Salmon Arm, BC V1E 2V1  
James & Gloria Beveridge, 1690 - 11 Avenue NE, Salmon Arm, BC V1E 2V2  
Robin Watt, 1710 - 11 Avenue NE, Salmon Arm, BC V1E 2T4

Re: **11 Avenue NE / Trans Canada Hwy. - South side between 18 Street NE and 16 Street NE**  
**Official Community Plan & Zoning Matters**

Thank you for your co-authored letter dated March 25, 2019. Your letter was discussed at the May 27, 2019 Regular Council meeting.

Your letter will be saved for consideration during the next Official Community Plan (OCP) Review process; however I do not anticipate that process to start for at least two years from now, and the review itself can take at least year or more before a new OCP Bylaw is considered by City Council.

In the mean time, you have an option to apply to amend the OCP land use designation of your properties. The application fee would be \$800 per lot + public notification signage costs.

Changing the OCP designation of each lot from "Highway Service / Tourist Commercial" to "Low Density Residential" to match the R-1 zoning of the properties would lower the future potential for commercial land use and development of the land, and be out of step with the City's growth management policies which encourage higher residential densities. Although City staff is unlikely to recommend support of such applications, City Council makes the decision whether or not to approve an OCP Amendment Bylaw through an application process.

BC Assessment Authority appears to consider an OCP's land use designation of property as a basis for its assessment (rather than just the current zoning), and I understand your concerns with respect to BCAA's methodology for property assessment and taxation.

Please contact me if you wish to discuss the above.

Yours truly,

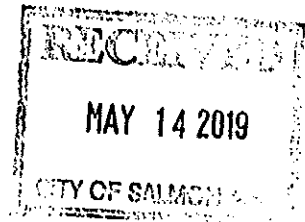
A handwritten signature in black ink that reads "Kevin Pearson". The signature is fluid and cursive, with the first name "Kevin" and last name "Pearson" clearly distinguishable.

Kevin Pearson, MCIP, RPP  
Director of Development Services  
250-803-4015  
[kpearson@salmonarm.ca](mailto:kpearson@salmonarm.ca)

cc: Mayor & Council

March 25, 2019

Mayor and Council  
City of Salmon Arm



Dear Mayor and Council

Re: Properties located at  
1640 11 Ave. NE  
1690 11 Ave. NE  
1710 11 Ave. NE

We, the owners of the properties (the "Properties") listed above, are writing to request that Salmon Arm Council reconsider the future "Service/Tourist Commercial" designation as defined in the Official Community Plan (the "OCP") for the Properties on the south side of 11<sup>th</sup> Avenue NE situated west of 18<sup>th</sup> Street NE to the intersection of 16<sup>th</sup> Street NE and return the future use of the Properties to R-1 zoning in the OCP when the OCP is opened for revision.

Section 9.3.18(c) of the OCP, in discussing the commercial corridor east of City Centre to 30 Street NE, states that "limited expansion of this area may be considered" and "may include convenience or small-scale food retail store, neighborhood pub, restaurant or cafe, commercial child care, office, personal service establishment, and upper floor residential." It is our contention that these needs are met by the current commercial establishments already in existence on 11 Ave NE east of 18<sup>th</sup> Street NE, including Askews' Uptown Store, Setters Pub, Home Restaurant, SASCU uptown facility which will include upper floor residential units, Comfort Inn, Super 8 Motel, MacDonald's Restaurant and the various stores and gas station in the small shopping centre on the upper south side of 11<sup>th</sup> Avenue NE. Given the level of commercial enterprises presently available in this area, we do not believe an argument can be made for more commercial enterprise to be developed on the Properties.

We make this request because we are currently being unfairly assessed under the Service/Tourist Commercial designation by the Assessor. The Assessor ruled that his assessment of the Properties is based on his opinion that the highest and best use of the Properties should reflect the Service/Tourist Commercial designation of the Properties under the Official Community Plan (the "OCP") of the city of Salmon Arm.

We have no interest in applying to rezone the Properties to Commercial, nor have we encountered any pressure to consider selling the Properties for commercial purposes. The Properties are rightfully presently zoned as R-1 by the City. The OCP future use should mirror this zoning and the Service/Tourist Commercial designation for the properties should be removed.

We are willing to appear before Council to discuss this request.

Regards,

A handwritten signature in dark ink, appearing to read "Wood".

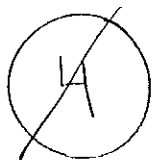
David Wood & Jean MacLennan  
1640 11 Ave NE, Salmon Arm

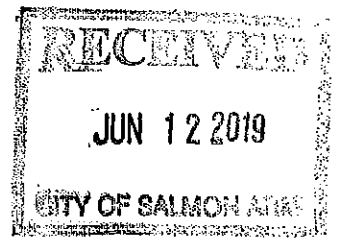
A handwritten signature in dark ink, appearing to read "Beveridge".

James and Gloria Beveridge  
1690 11 Ave NE Salmon Arm

A handwritten signature in dark ink, appearing to read "Watt".

Robin Watt  
1710 11 Ave NE Salmon Arm





June 7, 2019

City of Salmon Arm

Attention: Darren Gerow; Mayor Allan Harrison

Re: Snow removal at Alcide Place Townhouses, 51-8th Avenue SW

As a member of the Strata Council for Alcide Place (KAS 2657), I am writing in regard to snow removal issues that developed this past winter of 2018-19. Neptune Pools is contracted to do our snow removal. Alcide Place is a small 19 unit townhouse complex situated at the corner of Shuswap Street and 8th Avenue SW. We have no room anywhere within our complex to pile any snow and so for the past 16 winters Neptune Pools has always piled our snow on the boulevard in front of our Units 1 to 7 along 8th Avenue SW. The snow is never piled higher than our picket fences (4 feet high) and never on any part of 8th Ave including the turnaround area where 8th Ave dead ends into Florence Grove. These snow piles on the boulevard do not create any sight line issues, safety issues, etc. We also truck snow away if it will get higher than the fence line in a very snowy winter (like 2017-18). Therefore it came as a complete surprise when Neptune Pools was told in February 2019 that they could no longer pile snow on this boulevard and would be fined if they did so. Council person Mary Sinhuber spoke to Mayor Harrison March 8th about this and was told the city had a bylaw prohibiting putting snow on city property but will often "turn a blind eye" to enforcement unless a complaint has been received. I then went to City Hall and filled out the appropriate form to receive the wording of the complaint about our snow removal practices in hopes of better being able to resolve the issue. On March 20, 2019, I received an email from Barb Puddifant stating that there had been NO complaint made but that we were in contravention of Traffic Regulation Bylaw #1971 and in particular Part VI, 602 (4) and (5). Upon reading said Part VI, 602 (4) and (5) we cannot see where we are in contravention as these sections only state that nothing can be put onto a HIGHWAY. Our boulevard along 8th Avenue would not fall into this category since it is never used for "the passage of vehicles" (see the definition of HIGHWAY in the preamble to the Bylaws). Our Strata maintains this boulevard with grass cutting, etc. and in return would hope to be able to continue to pile snow there in the winter as has always been done since Alcide Place was built. We are a small complex of seniors and certainly cannot afford to have to pay to have snow trucked away with every snow removal. We do not understand why, after 16 winters, we can no longer pile snow on this boulevard. Could you please contact one of our Council members to arrange for a meeting regarding this issue?

Council members:

Mary Rollie

Henry Bartsch

Penny Pratt

BJ Worobey

Yours truly,

Penny Pratt



To Whom it may concern  
Land Tax Dept- City Salmon Arm

When we bought our house in 2012  
we would never imagine taxes  
going up \$3600<sup>00</sup>. Its just  
mediculous!

We have been told its the development  
on 20th Street.

No advantage to us on your part.  
The pavement is a muddy mess  
draining down our driveway every  
rain. Drainage ditches full of  
weeds completely eyesore. Lots full  
of weeds. Forests completely gone  
and more to come.

We didn't build a million dollar  
home at a 1977 house.

I guess our option is to pay  
\$70,000 in next 10 years or  
try and sell and get out of  
the crazy tax base in Salmon Arm.  
Ending our dream place we purchased  
7 years ago. Thank you very much.

Sincerely  
Shirley & Don Tchir  
3941- 20th Street NE

**From:** Erin Vieira

**Sent:** May 8, 2019 3:37 PM

**To:** Paul Demenok; Rene Talbot; Rhona Martin; Jay Simpson; Tim Lavery; Colleen Anderson; Ken Christian; Rod Crowe; Dave Nordquist; Steven Teed; Rick Fairbairn; Denis Delisle; Dennis Einarson; Laura Code; Lorne Hunter; Randy Wood; Sharon Bennett; Natalya Melnychuk

**Cc:** Mike Simpson; Erin Vieira

**Subject:** SWC Annual Report and a couple other updates

Hello Shuswap Watershed Council members,

I hope this finds all of you doing well and enjoying the great spring weather!

I've recently completed the Shuswap Watershed Council Annual Report for 2018-19, reporting the SWC's key activities and achievements for the year ending on March 31st 2019. The report is attached for your information. Over the next week or two, I'll be dropping these off at city halls and band offices and it will be posted online shortly.

With May long weekend just around the corner, this is the time of year we launch the safe boating and recreation program, as well as education and outreach for preventing an invasion of Zebra and Quagga Mussels. On the latter, I've sent out a media release and advertisements to local media. The most important prevention strategy we are promoting is for out-of-province travellers with watercraft to stop at watercraft inspection stations; this is because the risk of an invasion comes from out of BC.

I also want to let you know that SWC Chair Paul Demenok and I appeared as witnesses before the House of Commons Standing Committee on Fisheries and Oceans on Monday afternoon. The committee has been hearing testimonies from several individuals and organizations across the country about aquatic invasive species. They are hearing a lot of emphasis on zebra and quagga mussels from many of the witnesses – not just the SWC – and we are hopeful that the committee will recommend that the federal budget for aquatic invasive species include provisions for zebra and quagga mussel prevention in BC and Alberta.

Lastly, you received an invitation from me last week to a meeting of the Water Protection Advisory Committee next week, including a tour of the new wetland at Gardom Lake. If you're able to join the committee for lunch and a tour on May 15, please let me know by tomorrow.

Thank you. Let me know if you have any questions or would like more information about any of these.

~~

Erin Vieira  
Fraser Basin Council  
250 314-9660

# ANNUAL HIGHLIGHTS REPORT

Photo Credit: Darren Robinson Photography

APRIL  
2018  
—  
MARCH  
2019

## Who We Are

### About the Shuswap Watershed Council

The SWC was established in 2014 as a watershed-based partnership of several organizations to enhance water quality and safe recreation in the Shuswap. There are 17 members that represent three regional districts, two municipalities, the Secwepemc Nation, two provincial government agencies, and Shuswap communities. The SWC is a collaborative, non-regulatory group. It works alongside organizations that have regulatory roles in managing the Shuswap watershed, complimenting their work and carefully avoiding duplication.

### Staff

The Fraser Basin Council, a provincial non-government organization, provides staff services to the Shuswap Watershed Council.

### Our Vision

Enhanced water quality that supports human and ecosystem health and the local economy in the Shuswap watershed.

## What We Do

### Our Objectives

The SWC's primary objective is to maintain and enhance water quality in the Shuswap watershed by working with water quality monitors and advocating for good practices to prevent water quality degradation. Its other objectives are to coordinate and report on water quality in the Shuswap; to inform residents and visitors about water quality, and to encourage and promote safe boating and water-based recreation.

### The Work

The SWC's work is guided by its five-year plan.

2018 was the third year of program operations for the SWC. In this Annual Report you'll find the highlights of the SWC's work on water quality monitoring and protection, invasive mussel prevention, safe recreation, and a summary of expenditures.

shuswapwater.ca





## Message from the Chair

### Paul Demenok

Columbia Shuswap Regional District Area C—South Shuswap

The primary goal for the Shuswap Watershed Council is to ensure that the waters that make up this beautiful watershed remain pristine and free from contamination. We know that this is a key concern for residents of the Shuswap. Our approach to achieving this is to partner with all relevant agencies to obtain current information and advice and to utilize good science as the key driver in our decision-making.

This Annual Report provides you with a good overview of our activities and priorities in 2018. I feel honoured to be part of this Council, and would like to thank the Fraser Basin Council and all members of the SWC and Water Protection Advisory Committee for their dedication and contributions to the Shuswap watershed.



## Water Quality Program

The Shuswap Watershed Council serves as a convenor and facilitator for the **Shuswap Water Quality Monitoring Group**, which is made up of several organizations in the watershed that are responsible for monitoring. Regular meetings of the Monitoring Group enable dialogue, information sharing, and planning to ensure that the entire watershed—large lakes, small lakes, and rivers—is monitored.

This device is called a sonde. It has several probes on it for measuring temperature, dissolved oxygen, pH, and turbidity of water.

17

different organizations involved in water quality monitoring

900+

estimated water samples collected and analyzed in 2018



The SWC commenced the **third and final year of a research project with UBC–Okanagan** to better understand where and how nutrients are getting into the Shuswap River and Salmon River, and ultimately into Mara and Shuswap Lakes. **Since 2016, the SWC has invested \$135,000 in this research.**

The SWC also approved a second phase of research to be carried out in 2019. Researchers from UBC–O will analyze sediment to learn how nutrient-loading in the watershed has changed over time.

Nutrients have long been of interest in the Shuswap because of their importance to lake health and productivity, but also their ability to trigger an algae bloom. The SWC is committed to this research project because the results will help answer the following questions:



*Are there excess nutrients in the rivers that are not from the natural environment?*

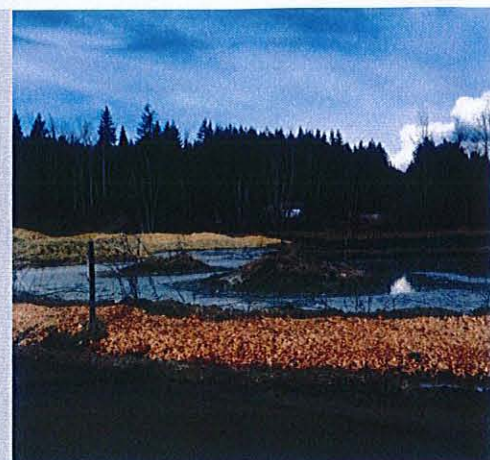
*If so, where are they coming from and how are they getting into the rivers?*

Having answers to these questions will help the SWC determine its role as a non-regulatory organization in protecting water quality from excessive nutrients.

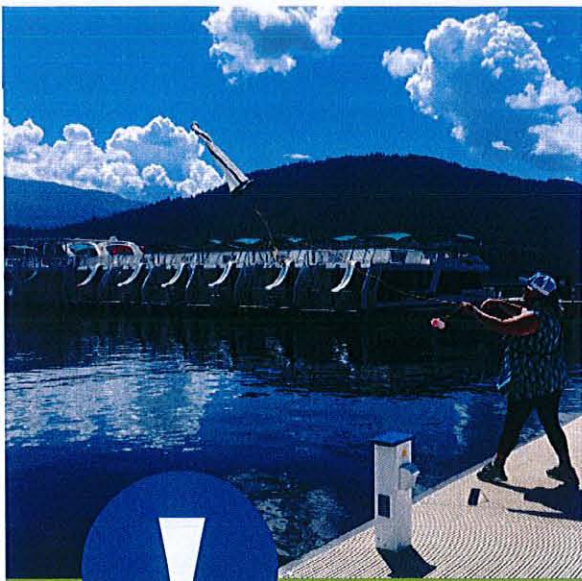
In 2018, the SWC set aside a dedicated fund for monitoring algae, if the need to do so arose. **Good news:** there were no significant algae blooms in 2018 and the funds weren't spent.

The SWC partnered with the Gardom Lake Stewardship Society on a wetland restoration near Gardom Lake, and provided a \$10,000 grant toward this. Wetlands are exceptional at improving water quality because they slow down a watercourse, and capture nutrients and sediment. They also provide valuable habitat for birds, amphibians and reptiles. As a result of this wetland, water flowing into Gardom Lake is cleaner.

The newly built wetland near Gardom Lake, still frozen at the time of preparing this report. In Spring 2019, the areas around the wetland will be mulched and seeded.  
Photo credit: Liz Winter, Gardom Lake Stewardship Society







The Shuswap—and all of British Columbia—remains invasive mussel-free. The SWC is helping to keep it that way!



## Invasive Zebra and Quagga Mussel Prevention

The SWC implemented a new program for Zebra and Quagga Mussel prevention in 2018. The SWC contributed over **\$25,000 cash and resources toward monitoring, education and outreach** for invasive mussels in the Shuswap; it also worked with the Columbia Shuswap Invasive Species Society (CSISS) to monitor the Shuswap watershed throughout boating season. The SWC also promoted **watercraft inspection and Clean-Drain-Dry** through news articles and print media, social media, and signage.

28

28 sites on 14 waterbodies were monitored for Zebra and Quagga Mussels

Media messaging reached

**55,000 & 27,000**

SUBSCRIBERS

SOCIAL MEDIA USERS

## Safe Recreation

The SWC is committed to helping keep the Shuswap safe for boaters and recreationists through raising awareness for unsafe practices, and **promoting safe practices** such as lifejacket use, cold water safety, drowning prevention, and sober boating. The SWC promoted “7 top tips” through a combination of articles, social media, signage, and advertising. The SWC is also pleased to work with the **Royal Canadian Marine Search & Rescue** to promote free lifejacket loans for children at several locations throughout the Shuswap.

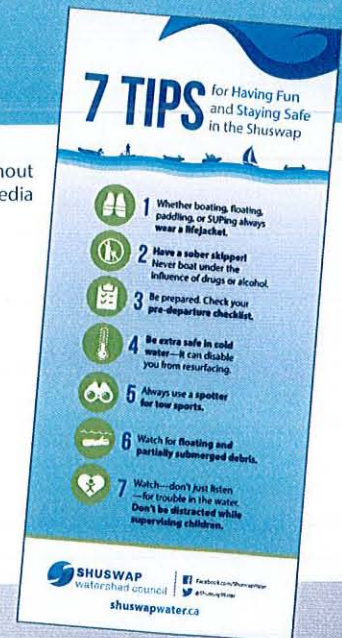
The SWC’s 7 top tips were distributed throughout the Shuswap, through various media

The SWC’s safety messaging reached

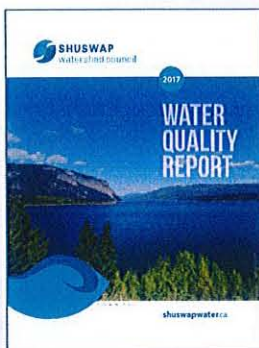
**100,000**

RESIDENTS AND VISITORS

through weekend media campaigns.



## Communications and Advocacy



The SWC is open and transparent about its program operations, expenditures, achievements and decisions. Some of its key communiqués include:

- SWC Meeting Highlights Reports
- Completion and distribution of the second annual water quality report, the **2017 Shuswap Water Quality Summary**
- Maintaining an **up-to-date website** and an active presence on **social media**
- Making all meeting summaries and financial reports available online
- Writing educational articles for the **SWC Blog**

The SWC focused its advocacy work in 2018 on Zebra and Quagga Mussels. The SWC corresponded with the provincial and federal governments regarding its concern for the risk of an invasion, and called for additional measures to protect BC from such an invasion.





## Interim Program Review

The SWC completed an interim review in 2018. The review was prescribed in the SWC's five-year plan, and was conducted by a committee of six people: four SWC members, one representing each of the funders, and two other members-at-large. The committee considered the SWC's program performance and achievements, financial management, and staff services; these were assessed against the SWC's objectives and performance indicators.

The results of the review were positive, and the committee recommended that the SWC stay the course and continue with its work on water quality and safe recreation.



## Administration and Governance

Four Council meetings were held throughout the year to approve projects and work plans, receive operational updates from staff, hear informative presentations from other groups, and discuss arising issues. These meetings were open to the public.

### 2018–19 Budget and Operational Expenses (April 1, 2018–March 31, 2019)

The SWC's work is supported by contributions from the following governments:

Contributor	Amount (\$)
2017–18 surplus (carried forward from March 31st, 2018)	136,978
Columbia Shuswap Regional District (Areas C, D, E, F and the District of Sicamous)	160,000
Thompson-Nicola Regional District	53,600
City of Salmon Arm	40,000
Adams Lake Indian Band	1,300
<b>Revenue for 2018–19</b>	<b>391,878</b>

### Operational Expenses

Program	Budgeted (\$)	Expenses (\$)	Variance (\$)
Water Quality Program: Monitoring Initiative	66,400	36,831	29,569
Water Quality Program: Protection Initiative	76,300	58,528	17,772
Zebra & Quagga Mussel Prevention	26,850	27,750	-900
Safe Recreation	12,200	11,849	351
Communications and Advocacy	37,850	33,754	4,096
Administration and Governance	40,750	36,271	4,479
Operating Reserve*	131,528	0	131,528
<b>Summary of operational expenses</b>	<b>391,878</b>	<b>204,982</b>	<b>186,896</b>

\*The SWC has established a dedicated \$20,000 water quality contingency fund that can be drawn from in case of arising water quality issues that require additional, unplanned monitoring or response. The Fund has not been drawn from to-date, and is held within the Operating Reserve.



## SWC Members

as at March 31st, 2019

**Paul Demenok—Chair**  
CSRD Area 'C'

**Jay Simpson—Vice Chair**  
CSRD Area 'F'

**Rene Talbot**  
CSRD Area 'D'

**Rhona Martin**  
CSRD Area 'E'

**Tim Lavery**  
City of Salmon Arm

**Rod Crowe**  
TNRD, City of Chase

**Ken Christian**  
TNRD, City of Kamloops

**Colleen Anderson**  
District of Sicamous

**Dave Nordquist**  
Secwepemc Nation,  
Adams Lake Indian Band

**Steven Teed**  
Secwepemc Nation,  
Adams Lake Indian Band

**Rick Fairbairn**  
RDNO, Area 'D'

**Denis Delisle**  
RDNO, Area 'F'

**Dennis Einarson**  
BC Ministry of Environment  
& Climate Change Strategy

**Laura Code**  
BC Ministry of Agriculture

**Lorne Hunter**  
Community Representative

**Ray Nadeau**  
Community Representative

**Randy Wood**  
Community Representative



Facebook.com/ShuswapWater



@ShuswapWater

**shuswapwater.ca**

## Report to Salmon Arm City Council on Town Hall for the Green New Deal, May 27 2019

This report has been prepared to provide a brief summary to Council on the results of the Town Hall held May 27, 2019. This event was pulled together in a very short timeframe (2 ½ weeks). Because of this, it unfortunately conflicted with a regular Council meeting which prevented Council members from attending.

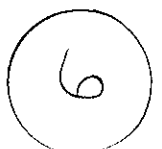
The Town Hall was one of over 200 similar meetings taking place across the country, all under the umbrella of the “Pact for a Green New Deal” (signed by a cross-section of over 80 organizations such as climate action, First Nations, and social justice groups). The Salmon Arm Town Hall was organized by three individuals; it was not sponsored by any group.

The attendance of over 115 people, on such short notice, reflects the concern that people in Salmon Arm feel about climate change, and the need for action.

Participants broke into thirteen groups to discuss what they wanted, and did not want, in a Green New Deal for Canada. They also engaged in a “dotmocracy” exercise to identify priorities. A number of themes emerged from the Town Hall. Those that are most relevant to municipal government are highlighted here:

- **Climate change is a priority.** All levels of government need to make dealing with climate change a top priority, as do institutions and citizens. There was a strong sentiment that we need to make rapid change; people are frustrated at a lot of talk without action.
- **Cost should not be a barrier** - “The cost of doing nothing will far outstrip the costs of acting now.”
- **Transitioning off fossil fuels.** As a society, and as a community, we need to wean ourselves off fossil fuel and transition to alternate forms of energy.
- **Support for local agriculture.** There is strong community support for strategies to support sustainable local agriculture.
- **Support for Indigenous rights, knowledge and values**
- **Climate action at the local level.** There is strong support for sustainable community planning for the local area that prioritizes climate action.
- **Local infrastructure policy** to support healthy communities, connectivity for active transportation; “climate focussed incentives to infrastructure at local scale” eg cycle lanes, E-bikes
- Incentives and regulations for **green innovation in construction** (new and retro-fitting old), and for **using housing stock more efficiently**
- **Review of priorities** in light of climate change, and community vulnerabilities to climate change (e.g. assessment of the need for a new pool versus reducing interface fire risk)
- **Environmental protection** - Strong support for protection of water and habitat
- **Protection of wild spaces**, native vegetation, green spaces
- **Encouragement of community gardens, edible landscaping**
- **Accurate, clear, respectful information dissemination** by government and news media
- **Reduction of quantity and toxicity of waste and emissions**

Report prepared by Town Hall Organizers:  
Sarah Weaver, Julia Beatty, Neil Caves





**DOWNTOWN**  
**SALMON ARM**

Mayor and Council  
City of Salmon Arm  
PO Box 40  
Salmon Arm, BC, V1E 4N2

June 12, 2019

To Mayor and Council

RE: Street Solicitation Bylaw No. 4273

The Salmon Arm Downtown Improvement Association Board of Directors, passed a motion on June 12, 2019 -

***'to make an amendment to the Street Solicitation Bylaw No. 4273 that would allow for the RCMP to ticket those who are in violation of the bylaw'.***

After further reflection on the bylaw, this enforcement detail is a needed tool that our RCMP should have access to.

Should you have any further questions, please don't hesitate to contact us.

Thank you

Respectfully

Lindsay Wong  
Manager

DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9

7



**DOWNTOWN**  
**SALMON ARM**

Mayor and Council  
City of Salmon Arm  
PO Box 40  
Salmon Arm, BC, V1E 4N2

June 12, 2019

To Mayor and Council

RE: Downtown Senior's Activity Centre

The Salmon Arm Downtown Improvement Association Board of Directors, passed a motion on June 12 2019 -

***'to ask the City of Salmon Arm to create a long-term plan for the Heritage building on the corner of Shuswap Street and Hudson Avenue, occupied by the Downtown Senior's Activity Centre'***

Every year (with the exception of 2018) we undertake a Spring Walk Around, which identifies areas that require maintenance, beautification, revitalization or are safety concerns. It was acknowledged in 2016 and again in 2019 that this building is in disrepair. The building's foundation has shifted and there is considerable work that needs to be done both structurally and esthetically to bring this building to a minimum standard of beautification.

We have concerns that without a plan for enhancement, improvements or remodelling, combined with the lease up for renewal Dec 31, 2019, that this building will continue to remain as is and destined to deteriorate even further.

Should you have any further questions, please don't hesitate to contact us.

Thank you



Respectfully

Lindsay Wong  
Manager

DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9

**DOWNTOWN**  
**SALMON ARM**

BC Housing  
Interior Region Office  
451 Winnipeg Street  
Penticton, BC V2A 5M6

June 11, 2019

To Ann Howard, Regional Director

RE: Community Outreach Worker for Salmon Arm

The Salmon Arm Downtown Improvement Association is advocating for a full-time fully funded Outreach Community Worker.

We are a non-profit organization that works on behalf of our downtown members to 'create a vibrant destination, where commerce thrives, community pride and collaborations are valued'. Our membership is approximately 300 that includes professional services, financial and banking, retail, commercial and service industries.

We are committed to working with partners to support the most vulnerable citizens of our community. Our collaborative work includes developing a giving project, titled Downtown Cares, to work alongside the newly implemented Street Solicitation Bylaw. A key component in supporting vulnerable citizens is having a Homeless Outreach Program come to Salmon Arm. Many vulnerable people are visible in the downtown core and we feel that additional support would be beneficial in assuring that these individuals are aware of different programs in our community.

Some of the services that we think would be invaluable are:

1. Referral and direction to an emergency shelter for a place to sleep, wash and eat
2. Assist with obtaining identification and applying for income assistance
3. Discuss housing options
4. Provide information in areas such as health care, counseling and addictions recovery
5. Just be an ear of someone who cares and is dedicated to helping

We applaud the work of our partner organizations and wish to support in any way we can for this community-led initiative.

Thank you for your consideration.

Respectfully

Lindsay Wong  
Manager



cc. Dawn Dunlop, Executive Director - CMHA  
Louise Wallace-Richmond, Councillor - City of Salmon Arm

DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9

9



## Celebrating 20 years of Ambassadors

In 1999, YlW launched the ambassador program with 42 airport retirees looking to stay active and involved in the industry they loved. This year, the program turns 20, and I would like to recognize and thank our Ambassadors for the great work they do each and every day.

The program has grown significantly over the years, and now has 100+ people volunteering at YlW, including junior ambassadors. We regularly receive kudos from passengers, highlighting the great work of our volunteers, from assisting people with disabilities to providing information on the community.

For those who don't know, our Ambassadors help our passengers seven days a week, 365 days a year—and it's no easy task. The airport is often the first and last experience for a visitor and because of our great people, we are able to leave a lasting positive impression.

YlW's Ambassador Program is highly regarded by other airports and is often used as a guide to develop similar programs across North America. Earlier this year, Ambassador Coordinator, Ken Dewerson travelled to Chicago to attend the Airports Council Customer Experience Conference to share highlights of the YlW program. Since then, Ken has helped other airports such as San Antonio, Edmonton, Victoria, Prince George and Comox improve their Ambassador programs.

With kind and helpful volunteers at YlW, we we're able to deliver great customer experiences to every person who steps through our doors.

If you see an Ambassador at the airport this week, please give them a wave and say thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Samaddar".

Sam Samaddar  
Airport Director





**DAN ALBAS, MP**

CENTRAL OKANAGAN-  
SIMILKAMEEN-NICOLA



**OTTAWA**

560 Valour Building  
151 Sparks Street  
Ottawa, ON  
K1A 0A6  
Phone: 613-995-1702  
Fax: 613-995-1154  
dan.albas@parl.gc.ca

**CONSTITUENCY**

2562B Main Street  
West Kelowna, BC  
V4T 2N5

1-800-665-8711  
dan.albas@parl.gc.ca

Mayor Alan Harrison  
City of Salmon Arm  
Box 40, 500 2<sup>nd</sup> Avenue NE  
Salmon Arm, BC V1E 4N2

June 10, 2019

Dear Mayor Harrison,

Thank you for your service and commitment to our great country.

Today I write to you to draw attention to proposed new legislation that will help modernize the Criminal Code in regard to natural disasters and evacuation orders.

Almost every province has had struggles with natural disasters- floods, fires, earthquakes and even tornadoes in recent years. We all know the very real impact these events have on our citizens in terms of their health, safety and to our local economies.

When these events occur, local, provincial and federal officials often must make tough decisions, such as evacuation orders to rapidly respond to these threats.

It is a testament to our strong commitment as Canadians, when our neighbours need help; we often rise to these challenges and support one another.

Unfortunately there are those who will take advantage of these public safety emergencies for their own gain by looting.

While it remains a fact of life that these challenges exist, we can act to address them.

I have recently tabled a private member's bill that proposes a simple amendment to the Criminal Code, creating an aggravating factor where a natural disaster or evacuation order is present.

This would indicate that Canadian society, through Parliament requires a Judge, upon sentencing to designate a stiffer penalty for those that break the law and loot during these challenging situations.

This legislation would help provide peace of mind for citizens under an evacuation order to comply, as they would know that the criminal justice system has their back.

As this is an issue that would complement local and provincial efforts in maintaining public order, I would like to ask if you consider supporting this legislation publicly.

11



It is my belief that with enough public support that Parliament could act quickly to make this Bill law.

I have enclosed along with this letter a copy of Bill C-447 and a template support letter for your purview.

If you have any questions or feedback, my office and I would be happy to discuss them with you. Should you choose to support this legislative initiative, we would greatly appreciate a letter of support.

Thank you for your consideration of this legislation and request. It is my hope that initiatives like this will us all to better serve our citizens.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Albas", with a stylized flourish extending from the end.

Dan Albas Member of Parliament  
Central Okanagan-Similkameen-Nicola

Encl. (2)

First Session, Forty-second Parliament,  
64-65-66-67-68 Elizabeth II, 2015-2016-2017-2018-2019

Première session, quarante-deuxième législature,  
64-65-66-67-68 Elizabeth II, 2015-2016-2017-2018-2019

HOUSE OF COMMONS OF CANADA

CHAMBRE DES COMMUNES DU CANADA

## BILL C-447

## PROJET DE LOI C-447

An Act to amend the Criminal Code  
(aggravating circumstance — evacuation  
order or emergency)

Loi modifiant le Code criminel (circonstance  
aggravante — ordre d'évacuation ou  
situation d'urgence)

---

FIRST READING, MAY 13, 2019

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PREMIÈRE LECTURE LE 13 MAI 2019

---

MR. ALBAS

M. ALBAS

---

## SUMMARY

This enactment amends the *Criminal Code* to provide that taking advantage of the fact that a place is under an evacuation order or is experiencing a natural disaster or emergency is to be considered an aggravating circumstance for sentencing purposes.

## SOMMAIRE

Le texte modifie le *Code criminel* afin de prévoir que, aux fins de la détermination de la peine, est considéré comme une circonstance aggravante le fait de tirer indûment parti du fait qu'un endroit est visé par un ordre d'évacuation ou est touché par une catastrophe naturelle ou une autre situation d'urgence.

## BILL C-447

An Act to amend the Criminal Code (aggravating circumstance — evacuation order or emergency)

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

R.S., c. C-46

### Criminal Code

**1 Paragraph 718.2(a) of the *Criminal Code* is amended by adding the following after subparagraph (iii.1):** 5

**(iii.2)** evidence that the offender, in committing the offence, took advantage of the fact that the place where the offence was committed was under a lawful evacuation order or was experiencing a natural disaster or other emergency, 10

## PROJET DE LOI C-447

Loi modifiant le Code criminel (circonstance aggravante — ordre d'évacuation ou situation d'urgence)

Sa Majesté, sur l'avis et avec le consentement du Sénat et de la Chambre des communes du Canada, édicte :

L.R., ch. C-46

### Code criminel

**1 L'alinéa 718.2a) du *Code criminel* est modifié par adjonction, après le sous-alinéa (iii.1), de ce qui suit :** 5

**(iii.2)** que l'infraction perpétrée par le délinquant a été commise à un endroit qui était visé par un ordre d'évacuation autorisé par la loi ou qui était touché par une catastrophe naturelle ou une autre situation d'urgence et que le délinquant en a indûment tiré parti, 10





**Office of the Mayor**

2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6

Tel (778) 797.2210 Fax (778) 797.1001

mayorandcouncil@westkelownacity.ca

May 22, 2019

Dan Albas, MP Central Okanagan – Similkameen – Nicola  
2562-B Main Street  
West Kelowna, BC  
V4T 2N5

Dear MP. Albas:

West Kelowna Council fully supports your proposed private members bill regarding action against looting in communities affected by emergency evacuation orders.

We stand with you in the belief that those who take advantage of emergency evacuations to engage in looting or vandalizing evacuated properties should be held accountable for these despicable acts to a much greater degree than is currently allowed in the Criminal Code.

Our community has experienced these atrocious crimes on multiple occasions as we have faced a variety of emergencies – from flooding to wildfire – that have prompted many of our neighbourhoods to be evacuated. Even though our emergency crews try to keep an eye on communities that have been evacuated, opportunistic criminals have found their way into these neighbourhoods and made off with valuables many times.

Media have covered these crimes, and the public outrage is clear, but it also serves to make people think twice about evacuating their priorities. We believe, like you, that people should not have to choose between protecting their property from shady characters and evacuating to a safe distance. Emergency responders should not have to spend valuable time convincing people to evacuate.

West Kelowna Council fully supports your Private Member's Bill C-447 and wishes you all the best in getting this important legislation passed.

Sincerely,

A handwritten signature in black ink that reads "Gord Milsom".

Mayor Gord Milsom

cc:

West Kelowna Council

**From:** 2019 MAH UBCM Meeting Requests MAH:EX [mailto:MAH.UBCM.MeetingRequests@gov.bc.ca]  
**Sent:** Tuesday, June 11, 2019 1:35 PM  
**To:** 2019 MAH UBCM Meeting Requests MAH:EX  
**Subject:** 2019 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Government Staff

This message is being sent to all UBCM Member Municipalities, Regional Districts and First Nations on behalf of the Ministry of Municipal Affairs and Housing.

**Subject:** 2019 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Government Staff

**Intended Recipient(s):** Mayors/Regional District Chairs/Islands Trust Chair/CAOs  
and cc: General Email  
Chiefs and Chief Councillors and  
cc: Secretaries and Alternates

**Attachments:** One (1) plus message below

If you have received this message in error, we ask that you forward it to the appropriate person in your office.

\*\*\*\*\*

MESSAGE:

**2019 UBCM Convention – Vancouver, September 23 – 27, 2019**

Further to Minister Robinson's June 10, 2019 letter regarding the 2019 UBCM Convention, I am pleased to attach the 2019 Provincial Appointment Book for your use in requesting meetings with provincial government staff (ministries, agencies, commissions and corporations – MACCs) available to meet with delegates at Convention.

To request a meeting, please complete the form located at: [Provincial Government Staff \[MACC\] Meetings](#).

The deadline for submitting online meeting requests is **Friday, August 23, 2019**. Meeting confirmation details will be sent to the contact identified on your meeting request form.

After August 23, 2019, requests for appointments can be made at the Provincial Appointments Desk, during Convention at the following locations:

**Monday, September 23, 2019 to Tuesday, September 24, 2019**

Vancouver Convention Centre, East Building - Lobby  
8:30 am – 4:00 pm

**Wednesday, September 25, 2019 to Thursday, September 26, 2019**

Vancouver Convention Centre, East Building – Exhibition Hall C

8:30 am – 4:00 pm

For information on requesting meetings with the Premier/Cabinet Ministers, and for the Honourable Selina Robinson, Minister of Municipal Affairs and Housing, please see the attached 2018 Provincial Appointment Book (page 2).

If you have any questions, please contact Laura Smith, by telephone at: 778 698-3263, or by email at: [MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca). Thank you.

Regards,

*B. Schmidt*

Birgit Schmidt (MAH UBCM Convention Coordinator)  
Director, Operations and Client Relations  
Local Government Division | Ministry of Municipal Affairs and Housing

# **2019 PROVINCIAL APPOINTMENT BOOK**

**Meeting Requests with  
Provincial Government Staff  
from Ministries, Agencies, Commissions and  
Corporations (MACC)  
at the**

## **2019 UBCM CONVENTION**

**September 23 – 27, 2019  
Vancouver Convention Centre  
Vancouver, British Columbia**





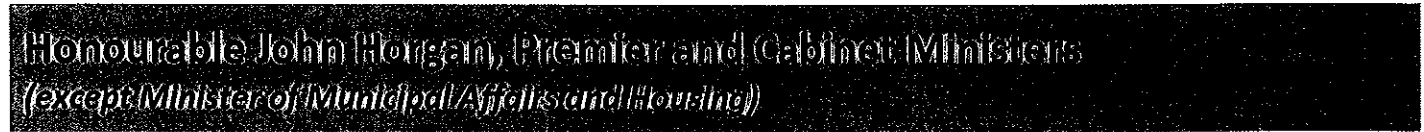
## Table of Contents

Introduction.....	2
Meeting Requests.....	2
Honourable John Horgan, Premier and Cabinet Ministers <i>(except Minister of Municipal Affairs and Housing)</i> .....	2
Honourable Selina Robinson, Minister of Municipal Affairs and Housing .....	2
Provincial Government Staff <i>Ministries, Agencies, Commissions and Corporations (MACC)</i> .....	2
Ministries, Agencies, Commissions and Corporations (MACC) Meeting Information .....	3
Ministry of Advanced Education, Skills and Training.....	4
Ministry of Agriculture.....	4
Ministry of Attorney General.....	5
Ministry of Attorney General Continued... ..	6
Ministry of Children and Family Development.....	7
Ministry of Children and Family Development Continued... ..	8
Ministry of Citizens' Services .....	9
Ministry of Education .....	10
Ministry of Energy, Mines and Petroleum Resources .....	10
Ministry of Energy, Mines and Petroleum Resources Continued.....	11
Ministry of Environment and Climate Change Strategy .....	12
Ministry of Finance .....	13
Ministry of Forests, Lands, Natural Resource Operations and Rural Development.....	13
Ministry of Health.....	14
Ministry of Indigenous Relations and Reconciliation .....	15
Ministry of Jobs, Trade and Technology .....	16
Ministry of Labour .....	17
Ministry of Mental Health and Addictions .....	18
Ministry of Municipal Affairs and Housing .....	18
Ministry of Municipal Affairs and Housing Continued.....	19
Ministry of Public Safety and Solicitor General .....	19
Ministry of Social Development and Poverty Reduction.....	20
Ministry of Tourism, Arts and Culture .....	20
Ministry of Transportation and Infrastructure .....	21
Provincial Agencies, Commissions and Corporations.....	22
Provincial Agencies, Commissions and Corporations Continued... ..	23

## Introduction

The Provincial Appointment Book is provided to help schedule meetings at the 2019 UBCM Convention. All Provincial Government Ministries, Agencies, Commissions and Corporations (MACC) with staff attending the Convention and available to meet with local government delegates, are listed. Links to meeting requests forms with the Premier and Cabinet Ministers, and the Minister of Municipal Affairs and Housing are also included.

## Meeting Requests



Click: <https://UBCMreg.gov.bc.ca>

Invitation Code: MeetingRequest2019 (*case sensitive*)

**Deadline: Wednesday, July 17, 2019**

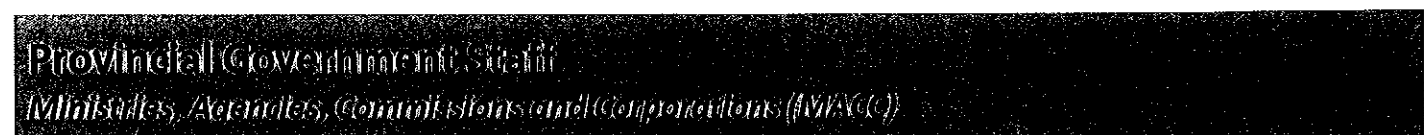
Questions: Contact the Premier's UBCM Meeting Request Coordinator, by email at: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca), or by telephone at: 250 213-3856.

## Honourable Selina Robinson, Minister of Municipal Affairs and Housing

Click: [Municipal Affairs and Housing Minister's Meeting Requests](#)

**Deadline: Wednesday, July 17, 2019**

Questions: Contact the Minister's UBCM Meeting Request Coordinator, Nicole Gibbings, by email at: [MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca), or by telephone at: 778 698-3203.



Click: [Provincial Staff \(MACC\) Meeting Requests](#)

**Deadline: Friday, August 23, 2019**

Questions: Contact the UBCM MACC Meeting Request Coordinator, Laura Smith, by email at [MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca), or by telephone at: 778 698-3263.

Once Provincial Government MACC Staff meetings are scheduled, confirmation will be sent to local governments **via email**.

## Ministries, Agencies, Commissions and Corporations (MACC) Meeting Information

### **ON-SITE PROVINCIAL APPOINTMENTS DESK**

Provincial Appointments Desk staff will be available to schedule meetings with Provincial Government MACC Staff at the following locations:

**Monday, September 23, 2019 to Tuesday, September 24, 2019**

Vancouver Convention Centre, East Building - Lobby

8:30 am – 4:00 pm

**Wednesday, September 25, 2019 – Thursday, September 26, 2019**

Vancouver Convention Centre, East Building – Exhibition Hall C

8:30 am – 4:00 pm

### **MEETING LOCATIONS WITH PROVINCIAL GOVERNMENT MACC STAFF AT CONVENTION:**

**Tuesday, September 24, 2019**

Pan Pacific Hotel, R Level – Cypress Suite

**Wednesday, September 25, 2019 to Thursday, September 26, 2019**

Vancouver Convention Centre, East Building – Exhibition Hall C

Questions: Contact the MACC UBCM Meeting Request Coordinator, Laura Smith, by email at [MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca), or by telephone at: 778 698-3263.

## Ministry of Advanced Education, Skills and Training

DIVISION/BRANCH	TOPIC
<b>Governance, Legislation and Corporate Planning Division</b>	Post-secondary governance, legislation, sector quality assurance, private career training regulation, data support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, and sector labour relations.
<b>Post-Secondary Policy and Programs and Division Responsible for Learner Supports</b>	25 public post-secondary institutions and their programs including skills and training, Aboriginal Education, Adult Basic Education, English Language Learning, strategic policy, StudentAid BC, Science, Technology, Engineering and Math (STEM), and medical and health.
<b>Finance, Technology and Management Services and Division Responsible for Student Housing</b>	Operating and capital grants to 25 public post-secondary institutions (PSIs), FTE and PSI financial health monitoring and reporting, Ministry's 10 year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.
<b>Workforce Innovation and Division Responsible for Skills Training</b>	Development and management of targeted labour market programs, policies, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs.

## Ministry of Agriculture

DIVISION/BRANCH	TOPIC
<b>Food Safety and Inspection Branch</b>	Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement.
<b>Corporate Governance, Policy and Legislation</b>	Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, Intergovernmental Relations, trade for agriculture and Seafood policy.
<b>Plant and Animal Health</b>	The Plant and Animal Health Branch supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.
<b>Innovation and Adaptation Service Branch</b>	Provides innovative solutions to the agriculture, food and seafood sectors as essential parts of the social and economic fabric of B.C.; facilitates competition, adaptation and innovation in response to economic, environmental, social influences and market change.



## Ministry of Attorney General

DIVISION/BRANCH	TOPIC
<b>Associate Deputy Minister's Office</b>	<p>Responsible for oversight of three Crown corporations (ICBC, BC Lottery Corporation and BC Liquor Distribution Branch) and two regulatory agencies (Gaming Policy and Enforcement Branch and Liquor &amp; Cannabis Regulation Branch):</p> <ul style="list-style-type: none"> <li>-ICBC provides universal auto insurance to B.C. drivers and is responsible for driver licensing and vehicle registration and licensing.</li> <li>-The BC LDB is one of two branches of government responsible for the beverage alcohol industry. It operates 197 BC Liquor Stores, 1 BC Cannabis Store (including its online portal), two Wholesale Customer Centres and four Distribution Centres; it is one of the largest retailers in B.C.</li> <li>-The BC Lottery Corporation conducts and manages gambling in a responsible manner while focusing on innovation, strategic partnerships and community outreach.</li> <li>-The Gaming Policy and Enforcement Branch regulates all gambling in B.C., including both commercial and charitable gambling</li> <li>- Liquor &amp; Cannabis Regulation Branch regulates BC's liquor industries and private retail non-medical cannabis industries. It issues liquor and non-medical cannabis licences and permits, and enforces legislative and regulatory conditions of these licences and permits.</li> </ul> <p>The ADMO is also the co-lead (with the Ministry of Public Safety and Solicitor General) for the current Traffic Fine Revenue Sharing agreement consultation.</p>
<b>BC Prosecution Service</b>	<p>Approving and conducting criminal and regulatory prosecutions.</p> <p>Initiating and responding to appeals.</p> <p>Providing criminal law advice to the government.</p> <p>Developing policies and procedures on the administration of criminal justice.</p> <p>Collaborating with partners and stakeholders on justice reform initiatives.</p>
<b>Justice Services Branch</b>	<p>Promoting access to justice through funding and oversight of legal aid programs, collaborative solutions to criminal justice problems through the integration of justice, health and social services, and overseeing the Province's commitment to federal/provincial/territorial criminal justice reform initiatives.</p> <p>Promoting access to justice through dispute resolution alternatives, procedural efficiencies and case management in civil courts, agencies, boards, commissions, tribunals, and government ministries.</p> <p>Facilitating resolution of family disputes and operating justice access centres, family justice centres and the Parenting After Separation program.</p> <p>Facilitating the successful payment of child and spousal support orders in the province through Maintenance Enforcement and Locate Services.</p> <p>Co-leading the partnership between the province and the BC Aboriginal Justice Council to collaboratively develop a future-focused Indigenous Justice Strategy and implement a portfolio of projects intended to realize the vision. The Indigenous Justice Strategy endeavours to reduce the overrepresentation of Indigenous people in the justice system as well as improve experiences within the justice system.</p> <p>Coordinating regular Justice Summits to consult with major justice participants and stakeholders.</p>

## Ministry of Attorney General Continued...

<b>Court Services Branch</b>	<p>Court Services Branch includes court administration, the BC Sheriff Service, and Headquarters. <u>Court Administration</u> includes court clerks and registry staff. Registry staff are responsible for accepting and processing court documents and forms filed in all three levels of court in the areas of criminal, civil, family, divorce, adoption, probate and bankruptcy law. Court clerks are responsible for accurately capturing detailed information for court appearances that occur in courtrooms province-wide, while managing the flow of cases in court and supporting the judiciary.</p> <p>The <u>BC Sheriff Service</u> (BCSS) is responsible for ensuring the safety and security of the public, the judiciary, crown counsel and CSB staff in courthouses and other court venues across the province. Duties include escorting accused persons, convicted persons and persons confined under the <i>Mental Health Act</i> between court locations and correctional institutions as well as escort to hospitals. BCSS oversees the jury administration and selection process for Supreme Court criminal and civil trials as well as Coroner's Inquests. They also conduct threat assessments for high-security/high-profile trials and individuals through the Integrated Threat Assessment Unit.</p> <p>CSB Headquarters supports day-to-day frontline service and undertakes financial management, data analytics, facilities planning, and human resource support as well as business and technology transformation, policy/ legislative development, and training.</p>
<b>Legal Services Branch</b>	<p>Responsible for advising the B.C. government, its ministers and officials on all matters of law. LSB provides legal and legislative services to government and supports the Attorney General in his role as official legal advisor to government.</p>

## Ministry of Children and Family Development

DIVISION/BRANCH	TOPIC
<b>Strategic Priorities / Strategic Initiatives</b>	<p>The Strategic Initiatives Branch is responsible for leadership, oversight and coordination of key ministry priorities and leads a variety of complex, large-scale and cross-divisional projects in collaboration across the ministry. The branch's current projects are:</p> <ul style="list-style-type: none"> <li>• reviewing funding provided to Family-Based Caregivers;</li> <li>• improving Youth Transitions;</li> <li>• supplementary youth-focused projects</li> </ul>
<b>Strategic Priorities/ Strategic Services Branch</b>	<p>The Strategic Services Branch consists: Strategic Planning &amp; Engagement, Project Management &amp; Lean Services, Implementation and Change Management, Intergovernmental Relations:</p> <p><b>Strategic Planning &amp; Engagement</b> directs planning, reporting, internal communications and staff engagement. This team provides strategic advice to executive; leads ministry-wide planning and assists divisions when required; reports on priority initiatives; directs internal engagement; and manages internal web services.</p> <p><b>Project Management &amp; Lean Services</b> supports the development of new projects and the continuous improvement of existing ministry services and programs. This team handles priority projects; promotes project management practice; helps divisions streamline processes; facilitates Lean and project management capacity building; and creates and provides resources for Lean improvement.</p> <p><b>Implementation &amp; Change Management</b> coordinates the rollout of new initiatives and plans for their human impact. This team develops the quarterly Implementation Schedule; manages implementation through the Implementation Table; communicates priorities ministry-wide; develops plans for engaging and supporting staff during change; supports leaders managing organizational transitions; offers training and online tools for change management; and measures impact of implementation and change activities.</p> <p><b>Intergovernmental Relations</b> supports the ministry's formal relations and executive engagements with other governments. This team provides leadership in intergovernmental collaborations; leverages opportunities to advance ministry priorities; contributes to the development of positions; manages contributions to national and international reporting; and shares developments in social sectors of other governments.</p>
<b>Strategic Priorities/ Strategic Integration Branch</b>	<p>The Strategic Integration Branch works collaboratively with senior leadership and subject matter experts across the ministry and within the division to enhance collaboration and integration across the four strategies of the Strategic Framework. The branch is responsible for: tracking, issues management and reporting of key Framework milestones and deliverables; ensuring the voice of Service Delivery Division and Practice is included in the development and implementation of the Framework; and oversight and coordination of consultations across the ministry on all major strategies and work plans.</p>

## Ministry of Children and Family Development Continued...

<b>Policy and Legislation</b>	<p>Child Welfare and Adoption Policy.  Child and Youth Mental Health Policy and school-based mental health (EASE program)  Legislation and Litigation.  Research, including the ministry's research approval process</p>
<b>Early Years and Inclusion</b>	<p>The Early Years and Inclusion Division leads the development and implementation of BC's Childcare BC plan, policy and provincially-delivered programs for the early years and children and youth with special needs.</p> <p>Childcare BC:</p> <ul style="list-style-type: none"> <li>• New Spaces Fund</li> <li>• Funding for UBCM Child Care New Spaces Grants</li> <li>• Funding for UBCM Child Care Planning Grants</li> <li>• BC Maintenance Fund</li> <li>• Start-up Grants</li> <li>• Child Care Fee Reduction Initiative</li> <li>• Affordable Child Care Benefit</li> <li>• Child Care Operating Funding</li> <li>• Early Childhood Educator (ECE) Wage Enhancement</li> <li>• Funding for ECE Bursaries</li> <li>• ECE Registry</li> </ul> <p>Early Years Policy and Programs:</p> <ul style="list-style-type: none"> <li>• Early Years Service Framework</li> <li>• Aboriginal Service Innovations – Early Years grants</li> <li>• Aboriginal Head Start</li> </ul> <p>Policy and Provincial Programs for Children and Youth with Special Needs (CYSN):</p> <ul style="list-style-type: none"> <li>• CYSN Service Framework</li> <li>• Autism Funding Program</li> <li>• Medical Benefits Program</li> <li>• Autism Information Services</li> </ul> <p>Provincial Deaf and Hard of Hearing Services</p>
<b>Service Delivery Division</b>	<p>Service Delivery Division is committed to providing children, youth and families across the province with an effective, integrated and coordinated service delivery system. The division is responsible for the delivery of community services, working closely with Delegated Aboriginal Agencies, foster caregivers and the community social service sector. Divisional staff also work in collaboration with other ministry divisions, social sector partners, schools, Health Authorities, and First Nations communities to implement ministry and government strategic initiatives.</p>



## Ministry of Citizens' Services

DIVISION/BRANCH	TOPIC
<b>Corporate Information and Records Management Office</b>	Provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security. Additional related responsibilities include the development of corporate information management strategies, legislation, policies, standards, training and compliance.
<b>Service BC (SBC)</b>	Service BC is government's chief provider of citizen and business centred services. The division enables the design and delivery of accessible, responsive and cost-effective services, making it easier for citizens and businesses to interact with government. Through a provincial network of 65 offices and the provincial contact center, SBC provides hundreds of services for more than 30 partner ministries and agencies. These services can range from improving citizens' experiences accessing income assistance services through partnership with Ministry of Social Development and Poverty Reduction to the renewal of a driver's licence on behalf of ICBC. Through BC Registries and Online Services, we register and maintain businesses, societies and personal property through BC online and other online services. SBC also delivers secure and privacy-enhancing identity services for citizens and businesses to support access to digital government services and information.
<b>Procurement and Supply</b>	The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
<b>Real Property</b>	The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the Province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.
<b>Office of Chief Information Officer</b>	The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the Province. The OCIO is responsible for the Province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations.
<b>Information, Communication and Technologies</b>	Provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the Province. The Division provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program. The Division further provides a leadership role in supporting government and broader public sector goals for economic development, health, education and public safety by enabling an innovative and digital government through maximizing value from IT investments and closing the digital divide for British Columbians.

## Ministry of Education

DIVISION/BRANCH	TOPIC
<b>Libraries Branch</b>	The Libraries Branch works together with public library boards, library staff and local government to improve and ensure the public's access to information, resources, and services under the <i>Library Act</i> . Responsible for areas covering legislation, provincial funding, digital infrastructure, provincial-wide services and provincial policies.
<b>Capital Division</b>	The Capital Division establishes and administers the Ministry of Education's Capital Program, estimated at \$550 million annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.
<b>Resource Management and Corporate Services Division</b>	The Resource Management and Corporate Services Division is responsible for the oversight and management of approximately \$6 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. In addition, the division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; correspondence; Freedom of Information requests; risk management; and planning/reporting.

## Ministry of Energy, Mines and Petroleum Resources

DIVISION/BRANCH	TOPIC
<b>Mines Competitiveness and Authorizations Division</b>	Public Geoscience, Policy and Competitiveness, Indigenous Engagement, Tenures Process, Fair, effective and transparent authorizations, Regional operations and Mineral Development.
<b>Electricity and Alternative Energy Division</b>	<p>The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency. The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors.</p> <p>The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.</p>
<b>Oil Infrastructure Group</b>	Responsible for facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects that benefit British Columbia through liaising with oil transmission pipeline proponents and providing the central point of contact on proposed interprovincial oil transmission pipelines to British Columbia's coast.

## Ministry of Energy, Mines and Petroleum Resources Continued...

<b>Oil and Gas Division</b>	<p>Responsible for management of the province's oil and gas resources, including disposing and administering subsurface oil and gas tenures, facilitating infrastructure development to improve access to oil and gas resources; developing and implementing policies and programs, including the province's royalty regime; consulting with First Nations and other stakeholders; and engaging in external relations and providing information to the public. Develops legislation and regulations for B.C.'s oil and gas industry and sets policy for the province's regulator, the BC Oil and Gas Commission.</p> <p>Also responsible for negotiating and implementing agreements with other governments, First Nations, and non-governmental organizations regarding the fiscal, regulatory, scientific, health, safety, environmental, socio-economic, and financial aspects of oil and gas development.</p> <p>Responsible for development of the province's liquefied natural gas (LNG) industry and other industries that add value to British Columbia's oil and gas resources to strengthen and further diversify the provincial economy, including engagement with proponents, joint venture and investment interests, and liquefied natural gas and value-added gas importing countries; project implementation; and the development of a value-added oil and gas industry.</p> <p>Supports engagement on cross-jurisdictional issues relating to liquefied natural gas and value-added oil and gas, including financial and economic analysis; and relationship building with stakeholders and participation in relevant conferences and forums.</p>
<b>Strategic and Indigenous Affairs Division</b>	<p>Responsible for leadership and support in strategic planning and reporting; marketing and outreach, budget estimates; risk framework; supporting Clean BC ; regulatory reform; managing Crown Corporation planning and reporting requirements; Provides leadership and support in cross ministry policy and intergovernmental relations; building investor confidence in mining through outreach; and positioning B.C.'s interests/objectives in the Canadian Energy Strategy and Energy and Mines Ministers' Conference.</p> <p>Also, responsible for the management of the ministry's Indigenous relations; contributing to reconciliation with Indigenous nations; support for Indigenous nations policy development relating to mining and other specific initiatives; support for Treaty Land Entitlement negotiations; UNDRIP implementation; and support for negotiations with Indigenous nations on specific issues.</p> <p>Leads implementation of the Environmental Stewardship Initiative (ESI), and also responsible for the management of the legislative and legal affairs of the ministry.</p>
<b>Woodfibre Implementation Group</b>	<p>Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.</p>

## Ministry of Environment and Climate Change Strategy

DIVISION/BRANCH	TOPIC
BC Parks	Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas.
Climate Change Strategy	Province-wide coordination and management with other ministries of systems to address and respond to climate change including CleanBC, CleanBC Communities Fund, adaptation planning and engagement, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Municipal Affairs and Housing, and Ministry of Energy, Mines and Petroleum Resources legislated short and long-term, province-wide greenhouse gas reduction targets, carbon tax, Carbon Neutral Government (Public Sector Organizations - schools, universities and colleges and hospitals), carbon offsets, Climate Solutions and Clean Growth Advisory Council and climate action pieces of legislation related to climate change including: <i>Greenhouse Gas Industrial Reporting and Control Act</i> , <i>Climate Change Action Accountability Act</i> (formerly called <i>Greenhouse Gas Reduction Targets Act</i> ), Carbon Tax, Greenhouse Gas Reduction (Emissions Standards), <i>Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements Act)</i> , <i>Greenhouse Gas Reduction (Vehicle Emissions Standards) Act</i> , and <i>Clean Energy Act</i> .
Conservation Officer Service	A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.
Environmental Assessment Office	Environmental assessment (EA) process. Federal EA Substitution and Equivalency. Relationship to federal environmental assessment and review processes, including National Energy Board (NEB). Compliance and enforcement of certified projects. Public consultation regarding EAs or EA certificate amendment applications. Environmental Assessment Revitalization and the new <i>Environmental Assessment Act</i> .
Environmental Protection Division	Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i> , contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i> , extended producer responsibility, recycling, zero waste, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.
Environmental Sustainability and Strategic Policy	Species at Risk policy and legislation development; conservation and sustainability of living resources; conservation science; fish and wildlife inventory, monitoring, and reporting; Conservation Data Centre; ecosystem data and information; terrestrial ecosystem mapping; habitat supply modelling. <i>Water Sustainability Act</i> : development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; BC Lake Stewardship and Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry) and library services. Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan. Professional Reliance Review coordination of government actions. Corporate Indigenous relations and partnership development.



## Ministry of Finance

DIVISION/BRANCH	TOPIC
Tax Policy Branch	Provincial tax policy, including: <ul style="list-style-type: none"> <li>• Provincial property taxes (school, rural, police)</li> <li>• Property Transfer Tax</li> <li>• Provincial Sales Tax</li> <li>• Carbon Tax</li> <li>• Motor Fuel Tax</li> <li>• Provincial Income Tax</li> <li>• Cannabis Tax</li> <li>• Indigenous Taxation</li> </ul>

## Ministry of Forests, Lands, Natural Resource Operations and Rural Development

DIVISION/BRANCH	TOPIC
BC Wildfire Service	Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative
Forest Policy and Indigenous Relations	Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations.
Integrated Resource Operations	Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails
Office of the Chief Forester	Forest Analysis & Inventory; Forest Improvement and Research Management Branch; Climate Change and Integrated Planning; Resource Practices and Innovation, Bio economy and Indigenous Opportunities.
Regional Operations	FrontCounter BC, resource management coordination, land use planning and implementation, Crown land and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire recovery.
Resource Stewardship	Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat. Includes resource practices, land-based investment planning, sustainable forest management, resource management objectives, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship.

## Ministry of Health

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b>Office of Indigenous Health</b>	Works in partnership with BC First Nations, Metis, Inuit and Health Canada, across provincial ministries, with regional health authorities, First Nations Health Authority, and Indigenous organizations, to ensure the implementation of Government key strategic directions and commitments regarding Indigenous health.
<b>Finance and Corporate Services</b>	Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. Services provided include Audit and Investigations, Capital Services Management, Health Authority Regional Grants Decision Support, and Finance and Decision Support.
<b>Health Human Resources and Labour Relations</b>	Responsible for workforce planning and development and operational delivery of beneficiary services that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.
<b>Population and Public Health</b>	Focuses on improving people's overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm; and ensuring particular focus on key groups including Indigenous peoples, women and children (Health Protection; Healthy Living and Health Promotion; Public Health Services).
<b>Primary Care</b>	Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs. The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.
<b>Provincial, Hospital and Laboratory Health Services</b>	Focuses on provincial health services, regional hospital services, pathology and laboratory, and precision medicine. The Division works closely with providers and stakeholders, provides strategic oversight, policy development and evaluation.
<b>Specialized Services</b>	Focuses on implementing specialized community and surgical services and programs. Community Care - Seniors services and Mental health and substance use services. Work on wait times - Surgical services; Colonoscopy services; Diagnostic services; Implementing waitlist policies and approaches in the specialized community services programs and other general health services.

## Ministry of Indigenous Relations and Reconciliation

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b>Negotiations and Regional Operations Division</b>	Leading provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.
<b>Reconciliation Transformation &amp; Strategies Division</b>	Leads the development of reconciliation policy and works with all governments on topics including governance, rights recognition, self-determination, capacity building, implementation of adoption of the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission Calls to Action, and the Tsilhqot'in Supreme Court decision. Responsible for developing a cross-government vision for reconciliation for the province in collaboration with Indigenous peoples.
<b>Implementation and Lands Services Branch</b>	Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> <li>• Provincial representative on treaty Implementation Committees;</li> <li>• Tri-partite treaty closing to reach Effective Date;</li> <li>• Research/advice and survey for crown land negotiations; and,</li> <li>• Implementation best practices to ensure agreement obligations met.</li> </ul>
<b>Socio-Economic Partnerships Branch</b>	Leads the development and implementation of key corporate indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous people in BC living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government.
<b>Community and Social Innovation Branch</b>	Leads the Ministry's efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities.
<b>Major Project and Cross Gov't Initiatives Branch</b>	Leads and/or supports initiatives and provides strategic advice to other Governmental departments, First Nations, and industry proponents in a variety of initiatives in the fields of environmental stewardship, resource development, and emerging economic opportunities. The Branch also holds Provincial accountability for strategic consultation and accommodation procedures and associated tools to support statutory decision makers.

## Ministry of Jobs, Trade and Technology

Division/Branch	Topic
<b>Strategic Investments Office Branch</b>	Works directly with prospective investors whose projects have the potential to provide significant economic and job creation benefits to British Columbia. The SIO provides client-focused and personalized business services to help major investors save time and money, minimize risk and maximize certainty as their project proposal moves through provincial government regulatory and approval processes. The SIO works with municipalities, Indigenous communities and government agencies to facilitate significant investment projects in BC.
<b>Small Business, Jobs and Workforce Division</b>	Small business initiatives, programs, resources and available supports including the Small Business Task Force; and Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians. Economic Policy and Support including Manufacturing sector support, including industries such as aerospace and marine; Provincial Economic Development Framework. Immigrations programs, settlement and integrations services; including Provincial Nominee Program, Entrepreneur Immigration Regional Pilot; foreign qualifications recognition, interprovincial labour mobility. BC Stats Information and Analysis.
<b>Planning and Innovation Branch</b>	Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives. The branch also provides expertise on BC's research strengths and leads the planning and coordination of provincial technology and innovation policy and programming.
<b>International Trade Division</b>	Overseas trade and investment representative (TIR) presence in US, Europe and Asia; Trade readiness and trade services programs including support to communities across the province including indigenous communities; Initiatives to attract and retain international investors and businesses, and align efforts with B.C. communities and federal programs; International and domestic trade negotiations and agreements; International strategy and research; Trade and Investment Missions; International marketing; International engagement
<b>Regional Programs and Engagement Branch</b>	Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness.



## Ministry of Labour

DIVISION/BRANCH	TOPIC
Labour Relations	Administration of the <i>Labour Relations Code</i> through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the <i>Fire and Police Services Collective Bargaining Act</i> .
Employment Standards	Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the new <i>Temporary Foreign Worker Protection Act</i> .
Workers' Compensation	Administration of the <i>Workers Compensation Act</i> and responsible for WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the <i>Occupational Health and Safety Regulation</i> . The Ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.

## Ministry of Mental Health and Addictions

DIVISION/BRANCH	TOPIC
Mental Health and Addictions	Leading the immediate response to the overdose public health emergency, including harm reduction, public awareness, treatment and recovery services and prevention initiatives; Setting strategic direction for provincial mental health and addictions services through research, policy development and evaluation, including in relation to designated facilities under the <i>Mental Health Act</i>

## Ministry of Municipal Affairs and Housing

DIVISION/BRANCH	TOPIC
<b>Community and Legislative Services Division</b>	
Community Gaming Grants	Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including; Arts & Culture, Sport, Public Safety, Environment, Human & Social Services and Parent Advisory Councils. Eligible not-for-profit can also apply for Capital Grants through the program.
Community Policy and Legislation	TransLink legislation and governance; Ministry liaison with Auditor General for Local Government; Coordination of Ministry-wide legislation, regulations and board appointments.
Property Assessment Services	Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, redevelopment lands and impacts on business and housing affordability.
<b>Local Government Division</b>	
Governance Structures Governance Services Governance Relations	Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services. Local government First Nations relations and Crown Grant/Nominal Rent Tenure sponsorships.
Local Government Finance	Local government finance, including: budgeting and financial plans; audited financial statements; unconditional grants; reserve funds; investments and municipal corporations; long-term liabilities; development financing (including Development Cost Charges); user-fees; and taxation (including tax sale).
Infrastructure and Engineering	Asset management, drinking water, wastewater, stormwater, solid waste, green energy and other capital grants, infrastructure planning grants and infrastructure programs (Investing in Canada Infrastructure Program, Clean Water and Wastewater Fund and Small Communities Fund).
Planning and Land Use Management Programs / Negotiations and Corporate Initiatives Local Government Climate Action Dispute Resolution Guidance	Local government planning and land use management framework, including: new legislation related to rental zoning, housing needs reports and TransLink development cost charges; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review. CleanBC, Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action. Dispute resolution guidance related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.
Local Government Policy, Research and Legislation	Overall responsibility for local government legislation development for <i>Community Charter</i> , <i>Local Government Act</i> , <i>Local Elections Campaign Financing Act</i> and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.

## Ministry of Municipal Affairs and Housing Continued...

<b>Office of Housing and Construction Standards</b>	
<b>Housing and Policy Branch</b>	Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as actions in the <i>Homes for BC: A 30-Point Plan For Housing Affordability</i> ; BC Housing.
<b>Building and Safety Standards Branch</b>	Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas elevator and energy codes, site specific and jurisdiction specific regulations (e.g., tall wood), safety standards for technical systems (e.g., refrigeration in arenas), homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing), and policy advice relating to the built environment, including climate leadership. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, and National Research Council.
<b>Residential Tenancy Branch</b>	The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.

## Ministry of Public Safety and Solicitor General

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b>Policing and Security Branch</b>	Police Services: provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. Security Programs: administration of the Protection Order Registry, the Criminal Records Review Program, and the regulation of the security industry in B.C.
<b>Community Safety and Crime Prevention Branch</b>	Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; and, Combating Trafficking in Persons.
<b>Corrections Branch</b>	Community Corrections: supervision and programs to reduce reoffending for offenders who live outside of correctional centres. Adult Custody: operation of correctional centres.
<b>RoadSafety BC</b>	Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.
<b>Emergency Management BC</b> **Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.	Emergency Management BC (EMBC) is the lead co-ordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer. EMBC works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness. Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.
<b>Cannabis Legalization and Regulation Secretariat</b>	The Secretariat is responsible for coordinating cannabis policy across the provincial government. Working with partner ministries and external stakeholders, the Secretariat seeks to advance Government's overarching cannabis policy goals, which include: public health and safety, protecting children and youth, reducing crime and the illegal market, addressing cannabis-impaired driving, and supporting economic development.

## Ministry of Social Development and Poverty Reduction

DIVISION/BRANCH	TOPIC
Research, Innovation and Policy Division	TogetherBC, British Columbia's first poverty reduction strategy, sets a path to reduce overall poverty in B.C. by 25% and child poverty by 50% by 2024. With investments from across Government, TogetherBC reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty and build a better B.C. for everyone. Built on the principles of Affordability, Opportunity, Reconciliation, and Social Inclusion, TogetherBC focuses on six priority action areas:
Service Delivery Division	<ul style="list-style-type: none"> <li>• More affordable housing for more people</li> <li>• Supporting families, children and youth</li> <li>• Expanding access to education and training</li> <li>• More opportunities, more jobs</li> <li>• Improving income supports</li> <li>• Investing in social inclusion</li> </ul> <p>Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C. Income and Disability Assistance - Income Assistance provides support and shelter payments to help low income singles and families while they are looking for work. Disability assistance provides support and shelter payments to people who are low-income with a severe disability and can't fully support themselves or gain independence. Income and Disability Assistance programs and services are delivered at 47 ministry office locations and 36 partnership Service BC offices around the province. Clients can also access services through the ministry's toll-free phone line or through the online client portal My Self-Serve.</p>
Employment and Labour Market Services Division	How to access employment supports through the Employment Program of BC and the 84 WorkBC Employment Service Centres located throughout the province. How to apply for project based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.

## Ministry of Tourism, Arts and Culture

DIVISION/BRANCH	TOPIC
BC Arts Council	Application and peer review adjudication process for programs of the BC Arts Council; responsibility for arts and cultural development in communities through grants to individual artists and organizations; funding for community arts organizations and regional arts organizations; support for Indigenous artists and arts organizations; support for youth and emerging practitioners through scholarships and early career development; support for touring.
Arts and Cultural Development	Research, analysis and policy and program development that aims to enrich communities, provide broad access to and increase participation in the arts and leverage partnerships for impactful and innovative programming in all corners of B.C. Provides oversight of the Royal BC Museum and the modernization project as well as establishing of a Chinese Canadian Museum
Sport	Sport policy issues; programs supporting the delivery of services through provincial sport organizations; sport event hosting.
BC Athletic Commission	Legislation and regulatory oversight of professional boxing and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration. .



<b>Tourism</b>	Policy development and strategic issues management to support BC's tourism sector; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with DestinationBC and Ministry of Finance.) Provides oversight of Destination BC (tourism marketing/development) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism strategy.
<b>Creative Sector</b>	Policy development, research and inter-government relations work in support of B.C.'s creative industries including, film, television, interactive digital media, music, and publishing. Provides oversight of Creative BC and the Knowledge Network.
<b>Multiculturalism</b>	Multiculturalism Community Grant program, Organizing Against Racism and Hate Program, Multicultural Advisory Council, Premier's Chinese Canadian Advisory Council Secretariat.

## Ministry of Transportation and Infrastructure

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b>Highway Operations</b>	The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways.
<b>Highway Services</b>	The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles.
<b>Major Projects, Infrastructure and Properties Department</b>	The Major Projects, Infrastructure and Properties Department is responsible for all aspects of strategic planning, programming, procurement and major projects delivery within the province including development and management of the provincial 10 year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation.
<b>Transportation Policy &amp; Programs Department</b>	The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy. This includes air, rail and marine modes, passenger transportation regulations and licensing, inter-governmental relations, cycling and airport grant programs, climate leadership, corporate planning, strategic initiatives and writing services as well as to maintain and optimize the delivery of transit services in participating communities throughout the province. The department also has provincial oversight of the inland and coastal ferry system in British Columbia.

## Provincial Agencies, Commissions and Corporations

ORGANIZATION	TOPIC
<b>Agricultural Commission</b> Land	Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
<b>Auditor General for Local Government</b>	The office of the Auditor General for Local Government conducts performance audits of local governments in order to provide them with objective information and relevant advice that will assist them in their accountability and the achievement of value for money in their operations. Our work emphasizes a collaborative approach in working with local governments and we would be pleased to meet and discuss areas of risk or concerns and how our office can assist in addressing these issues.
<b>BC Emergency Health Services (BCEHS)</b>	BCEHS governs the emergency medical services system in BC and provides pre-hospital emergency and inter-facility patient transfer services. Under the oversight of BCEHS, BC Ambulance Service (paramedics and emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air) for British Columbians. BCEHS also oversees the BC Patient Transfer Network (BCPTN), which coordinates the transfer of acute and critically ill patients to the appropriate level of care both within and outside of B.C.  Members of the BCEHS Executive will be in attendance and look forward to participating in productive and engaging sessions.
<b>BC Housing</b>	BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing.  Through the <i>Homeowner Protection Act</i> , BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.
<b>BC Hydro</b>	Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff will be present at the Convention and look forward to addressing any questions that you may have related to their operations.
<b>BC Oil and Gas Commission</b>	The BC Oil and Gas Commission regulates oil and gas activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.

## Provincial Agencies, Commissions and Corporations Continued...

<b>BC Transit</b>	From small towns to large urban centres outside of Metro Vancouver, BC Transit provides safe, effective, customer focused transportation solutions that connect people and communities to a more sustainable future. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.
<b>Insurance Corporation of British Columbia (ICBC)</b>	ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and also sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff present at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.
<b>Royal Canadian Mounted Police (RCMP)</b>	Various police issues.

**From:** 2019 MAH UBCM Meeting Requests MAH:EX [mailto:MAH.UBCM.MeetingRequests@gov.bc.ca]  
**Sent:** Tuesday, June 11, 2019 10:14 AM  
**To:** 2019 MAH UBCM Meeting Requests MAH:EX  
**Subject:** 2019 UBCM Convention – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers and the Minister of Municipal Affairs and Housing

This message is being sent by the Ministry of Municipal Affairs and Housing to all Union of BC Municipalities (UBCM) members and Regional Districts on behalf of the Honourable John Horgan, Premier, and the Honourable Selina Robinson, Minister of Municipal Affairs and Housing.

Subject: 2019 UBCM Convention – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers and the Minister of Municipal Affairs and Housing  
Intended Mayors/Regional District Chairs/Islands Trust Chair/CAOs and cc:  
Recipient(s): General Email  
Attachments: Two (2) plus message below

If you have received this message in error, we ask that you forward it to the appropriate person in your office.

\*\*\*\*\*

MESSAGE:

Please see the attached letters from Premier Horgan and Minister Robinson with regards to this year's UBCM Convention. These letters outline the process for requesting a meeting with the Premier and Cabinet Ministers.

For requesting meetings with the Premier and Cabinet Ministers (not including Minister of Municipal Affairs and Housing) please use the online form at:

<https://UBCMreg.gov.bc.ca>  
(invitation code: **MeetingRequest2019** is case sensitive)

If you have questions please contact the Premier's UBCM Meeting Request Coordinator by email at: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca), or by telephone: 250 213-3856.

Please note as in previous years, meetings with the Minister of Municipal Affairs and Housing (MAH) are scheduled directly with that Ministry.



For requesting meetings with the Minister of Municipal Affairs and Housing, please use the online meeting request form at:

[Minister of Municipal Affairs and Housing Meetings](#)

If you have questions, please contact the MAH UBCM Meeting Coordinator, Nicole Gibbings by email at: [MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca) or by phone at 778-698-3203.

Thank you.

\* Contact information is provided by CivicInfo BC. To ensure you receive all relevant communications please ensure the contact information for your organization is updated regularly.



June 10, 2019

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver from September 23-27.

*Resiliency and Change*, the theme for the 2019 Convention, is indeed an appropriate focus as communities throughout our province are experiencing change on issues ranging from the impacts of climate change to economic pressures. UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2019** and it is case sensitive. If you have any questions, please contact [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

A handwritten signature in blue ink that reads "John J. Horgan". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Horgan  
Premier



June 10, 2019

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me during the annual UBCM Convention taking place this year from September 23 to 27, 2019 in Vancouver, British Columbia.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 17, 2019**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful for you to provide as much detail as possible in the online form on the topic you wish to discuss. This will enable me to have a better understanding of your delegation's interests so that our discussions can be more productive.

Ministry staff will soon email you the Provincial Appointment Book. This lists all government, agency, commission, and corporation staff who are expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

This will be my third UBCM Convention as Minister responsible for local government, and I appreciate the collaboration and partnerships that we have built over these last several years. I look forward to hearing more about your challenges and accomplishments as we continue our work together to make life better for all British Columbians.

Sincerely,

Selina Robinson  
Minister

pc: Honourable John Horgan, Premier  
Arjun Singh, President, Union of British Columbia Municipalities