

AGENDA

Regular Council Meeting

Monday, July 9, 2018

1:30 p.m.

[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. | PRESENTATIONS / DELEGATIONS |
| 3 - 4 | 1. | L. Fitt, Manager, Salmon Arm Economic Development Society – SAEDS Update |
| | 6. | CONFIRMATION OF MINUTES |
| 5 - 18 | 1. | Regular Council Meeting Minutes of June 25, 2018 |
| | 7. | COMMITTEE REPORTS |
| 19 - 22 | 1. | Development and Planning Services Committee Meeting Minutes of July 3, 2018 |
| 23 - 26 | 2. | Housing Task Force Meeting Minutes of June 18, 2018 |
| | 8. | INTRODUCTION OF BYLAWS |
| | 9. | RECONSIDERATION OF BYLAWS |
| 27 - 38 | 1. | City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4275 – Final Reading |
| | 10. | CORRESPONDENCE |
| 39 - 40 | 1. | Informational Correspondence |

| | | | |
|---------|------------|---|---|
| | 11. | STAFF REPORTS | |
| 41 - 46 | 1. | Director of Engineering & Public Works - TCH Corridor Safety Improvements - Agreements |) |
| 47 - 50 | 2. | Fire Chief - All-Terrain Vehicle Capital Purchase | |
| 51 - 52 | 3. | Director of Corporate Services - Council Delegation - Ministry of Transportation and Infrastructure | |
| 53 - 56 | 4. | Chief Administrative Officer - Affordable Housing Reserve and 2018 - 2022 Financial Plan Amendment | |
| | 12. | NEW BUSINESS | |
| | 13. | COUNCIL STATEMENTS | |
| | 14. | COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE | |
| 57 - 64 | 1. | Board in Brief - June 2018 | |
| | 15. | NOTICE OF MOTION | |
| | 16. | UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS | |
| | 17. | OTHER BUSINESS | |
| 65 - 88 | 1. | UBCM Meetings/Delegations | |

7:00 p.m.

| Page # | Item # | Description |
|---------------|---------------|---|
| | 18. | DISCLOSURE OF INTEREST |
| | 19. | HEARINGS |
| 89 - 102 | 1. | Development Variance Permit No. VP-476 [Brautigam, K. & M./Lawson Engineering & Development Services Ltd.; 3820 - 20 Street NE; Servicing Variance] |
| 103 - 120 | 2. | Development Variance Permit No. VP-477 [Denter, A./Lawson Engineering & Development Services Ltd.; 1211 - 20 Avenue SW; Servicing Variance] |
| | 20. | STATUTORY PUBLIC HEARINGS |
| | 21. | RECONSIDERATION OF BYLAWS |
| | 22. | OTHER BUSINESS |
| 121 - 122 | 23. | ADJOURNMENT |

Item 2.

CITY OF SALMON ARM

Date: July 9, 2018

Moved: Councillor Harrison

Seconded: Councillor Lavery

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

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

THIS PAGE INTENTIONALLY LEFT BLANK

Item 5.1

CITY OF SALMON ARM

Date: July 9, 2018

PRESENTATION

Name: Lana Fitt, Manager, Salmon Arm Economic Development Society
SAEDS Update

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

THIS PAGE INTENTIONALLY LEFT BLANK

Item 6.1

CITY OF SALMON ARM

Date: July 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of June 25, 2018, be adopted as circulated.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, June 25, 2018.

PRESENT:

Mayor N. Cooper
Councillor C. Eliason (entered the meeting at 2:31 p.m.)
Councillor K. Flynn
Councillor K. Jamieson
Councillor L. Wallace Richmond (entered the meeting at 2:31 p.m.)
Councilor T. Lavery
Councillor A. Harrison

Chief Administrative Officer C. Bannister
Director of Corporate Services E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Chief Financial Officer C. Van de Cappelle
City Engineer J. Wilson
Recorder B. Puddifant

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0282-2018

Moved: Councillor Flynn
Seconded: Councillor Jamieson
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 2:29 p.m.
Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

Additions under Item 20.1 – letters from S. Amey and K. Amey dated June 21, 2018 – Lot 1, Plan KAP52591, 250 – 5 Avenue SW

Councillors Eliason and Wallace Richmond entered the meeting at 2:31 p.m.

4. DISCLOSURE OF INTEREST

5. PRESENTATIONS / DELEGATIONS**1. S. Brett, Technical Trail Specialist, Shuswap Trail Alliance and L. Thomas, Neskonlith Indian Band – Secwepemec Landmarks Proposal**

Sutra Brett, Technical Trail Specialist, Shuswap Trail Alliance and Louis Thomas, Neskonlith Indian Band presented information regarding the Secwepemec Landmarks Proposal and were available to answer questions from Council.

0283-2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: Council issue a letter of support for the Secwepemec Landmarks Proposal;

AND THAT: Council donate \$1,500.00 to the Secwepemec Landmarks Proposal to be funded from Council Initiatives;

AND FURTHER THAT: Council authorize the placement of a sculpture at Marine Peace Park at a location to be determined.

CARRIED UNANIMOUSLY

6. CONFIRMATION OF MINUTES**1. Regular Council Meeting Minutes of June 11, 2018**

0284-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of June 11, 2018, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS**1. Development and Planning Services Committee Meeting Minutes of June 18, 2018**

0285-2018

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee Meeting Minutes of June 18, 2018, be received as information.

CARRIED UNANIMOUSLY

2. Greenways Liaison Committee Meeting Minutes of June 7, 2018

0286-2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the Greenways Liaison Committee Meeting Minutes of June 7, 2018, be received as information.

CARRIED UNANIMOUSLY

7. **COMMITTEE REPORTS – continued**

3. **Housing Task Force Minutes of June 4, 2018**

0287-2018 Moved: Councillor Wallace Richmond
 Seconded: Councillor Lavery
 THAT: the Housing Task Force Meeting Minutes of June 4, 2018, be received as information.

CARRIED UNANIMOUSLY

4. **Downtown Parking Commission Meeting Minutes of May 15, 2018**

0288-2018 Moved: Councillor Eliason
 Seconded: Councillor Harrison
 THAT: the Downtown Parking Commission Meeting Minutes of May 15, 2018, be received as information.

CARRIED UNANIMOUSLY

5. **Excerpt for Community Heritage Commission Meeting Minutes of June 15, 2018**

0289-2018 Moved: Councillor Eliason
 Seconded: Councillor Wallace Richmond
 THAT: Council authorize payment of \$15,000.00 to the Shuswap District Arts Council for the purpose of constructing new steps at the Post Office (Art Gallery) in accordance with the design approved by the Community Heritage Commission to be funded from General Revenue subject to receipt of a written quotation and application for any necessary permits.

CARRIED UNANIMOUSLY

8. **INTRODUCTION OF BYLAWS**

1. **City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4275 – First, Second and Third Readings**

0290-2018 Moved: Councillor Jamieson
 Seconded: Councillor Harrison
 THAT: The bylaw entitled City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4275, be read a first, second and third time.

CARRIED UNANIMOUSLY

2. **Ross Street Underpass Loan Authorization Bylaw No. 4500 – 2018 General Municipal Election, Referendum (Assent Voting) & Suspension of Question and Answer Period**

0291-2018 Moved: Councillor Eliason
 Seconded: Councillor Wallace Richmond
 THAT: the bylaw entitled City of Salmon Arm Ross Street Underpass Loan Authorization Bylaw No. 4500, be read a first, second and third time;

8. INTRODUCTION OF BYLAWS – continued

2. Ross Street Underpass Loan Authorization Bylaw No. 4500 – 2018 General Municipal Election, Referendum (Assent Voting) & Suspension of Question and Answer Period - continued

AND THAT: Council authorize staff to conduct an Assent Vote in conjunction with the 2018 General Municipal Election, in order to obtain the approval of the electors required to adopt Loan Authorization Bylaw No. 4500;

AND THAT: the following related question be included on the ballot:

Are you in favour of Council for the City of Salmon Arm adopting Loan Authorization Bylaw No. 4500, which would authorize the City of Salmon Arm to borrow \$5,300,000.00 for the purpose of constructing the Ross Street Underpass and related works.

CARRIED UNANIMOUSLY

0292-2018

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council suspend Question and Answer period until October 22, 2018.

CARRIED UNANIMOUSLY

Councillor Jamieson left the meeting at 3:28 p.m.

9. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4248 – Final Reading

0293-2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4248 be read a final time.

CARRIED UNANIMOUSLY

Councillor Jamieson returned to the meeting at 3:30 p.m.

10. CORRESPONDENCE**1. Informational Correspondence****6. L. Wong, Manager, Downtown Salmon Arm - letter dated June 18, 2018 - Underpass**

0294-2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: Council appoint Councillor Wallace Richmond as a representative of the City of Salmon Arm to the Downtown Salmon Arm Underpass Public Art Committee.

CARRIED

Councillor Eliason Opposed

Councillor Flynn declared a conflict as Rocana Meats is a client of his firm and left the meeting at 3:45 p.m.

5. W. Huang, Director, Rocana Meats - Industrial Revitalization Tax Exemption Program

Received for discussion.

Councillor Flynn returned to the meeting at 3:49 p.m.

11. STAFF REPORTS**1. Director of Corporate Services - 2017 Annual Report**

0295-2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: Council receive the City of Salmon Arm 2017 Annual Report.

The Mayor called for submissions from the Public.

CARRIED UNANIMOUSLY**2. Chief Financial Officer - Property Taxes - Roll No. 08400.163 - Abandoned/Demolished Travel Trailer - Green Trees Mobile Home Park**

0296-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: Pursuant to Section 781 of the *Local Government Act*, Council make request to the Inspector of Municipalities to authorize the City of Salmon Arm to write off the following property taxes:

Roll No. 08400.163

Registered Owner: Brad Norman

Amount: \$993.98

AND THAT: The write off be forwarded to a Collection Agency for follow-up.

CARRIED UNANIMOUSLY

11. STAFF REPORTS - continued**3. Chief Financial Officer - Uncollectible Accounts Receivable**

0297-2018

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: The 2018 Budget in the 2018 to 2022 Financial Plan be amended to record the following accounts receivable as bad debts funded from the Reserve for Doubtful Accounts:

1. Triston Ferguson - \$525.00; and
2. Poschwatta Law Office - \$50.00.

AND THAT: Triston Ferguson's account be forwarded to a Collection Agency for follow-up.

CARRIED UNANIMOUSLY

4. Chief Financial Officer - Disposal of Surplus Equipment

0298-2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council donate the following equipment to the Salmon Arm Museum & Heritage Association on a "where is, as is" basis:

1. 1995 Ford 3930 Tractor; and
2. 2003 Ford F350 1 Ton with Dump Box and Plow; and Sander Insert.

AND THAT: the Salmon Arm Museum & Heritage Association will be responsible for the applicable transfer taxes.

CARRIED UNANIMOUSLY

Councillor Harrison left the meeting at 3:58 p.m.

5. Director of Engineering & Public Works - Budget Amendment and Project Award - Water Pollution Control Centre (WPCC) - Ultraviolet (UV) Light Disinfection System Upgrade

0299-2018

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect additional funding for the WPCC - Ultraviolet (UV) Light Disinfection System Upgrade in the amount of \$170,000.00 funded from the Sewer Development Cost Charge Reserve Fund;

AND THAT: Council award the WPCC - Ultraviolet (UV) Light Disinfection System Upgrade Contract to Carver Construction Ltd. in accordance with the terms of their proposal in the amount of \$347,532.00 plus applicable taxes.

Councillor Harrison returned to the meeting at 4:00 p.m.

CARRIED UNANIMOUSLY

11. STAFF REPORTS - continued**6. Director of Engineering & Public Works - Budget Amendment and Project Award - 10 Ave NW Culvert Replacement**

0300-2018

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect additional funding for the 10 Avenue NW Culvert project in the amount of \$60,000.00 reallocated from the Drainage Reserve;

AND THAT: Council award the 10 Avenue NW Culvert Replacement project to Landmark Solutions Ltd. in accordance with the terms of their proposal in the amount of \$398,513.61 plus applicable taxes.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 4:04 p.m. as one of the proponents is a client of his firm.

7. Director of Engineering & Public Works - Budget Amendment and Project Award - Pavement Management System Update

0301-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to increase the Roadway Pavement Management System Update allocation in the amount of \$15,000.00 funded from increased Business License Revenue of \$7,500.00 and increased Transportation Parcel Tax Revenue of \$7,500.00;

AND THAT: Council award the Roadway Pavement Management System Update to Lawson Engineering & Development Services Ltd. in accordance with the terms of their proposal for \$49,800.00 plus applicable taxes.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 4:09 p.m.

Councillor Flynn declared a conflict and left the meeting at 4:09 p.m. as SCV Contractors Corporation is a client of his firm.

8. Director of Engineering & Public Works - Curbside Collection Contract Award

0302-2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Council accept the proposal of SCV Contractors Corporation for the Curbside Collection Contract in accordance with the unit prices proposed in Option 2a of the proposal at \$7.78 per unit per month, plus applicable taxes, for the period of July 1, 2019 to June 30, 2024.

Councillor Jamieson left the meeting at 4:31 p.m. and returned at 4:33 p.m.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 4:44 p.m.

12. NEW BUSINESS

13. COUNCIL STATEMENTS

Councillor Eliason left the meeting at 4:45 p.m. and returned to the meeting at 4:46.

1. Committees of Council/Agency Representatives

Members of Council reported on the Committees and Agencies they represent.

Councillor Wallace Richmond left the meeting at 4:55 p.m. and returned at 4:56 p.m.

Councillor Wallace Richmond left the meeting at 5:06 p.m. and returned at 5:06 p.m.

0303-2018 Moved: Councillor Lavery
 Seconded: Councillor Harrison
 THAT: Council issue a letter to School District No. 83 and to the School Board in support of the Youth Council Initiative and recognizing its success;

 AND THAT: Graham Gomme be commended for his key role in the program

CARRIED UNANIMOUSLY

0304-2018 Moved: Councillor Lavery
 Seconded: Councillor Wallace Richmond
 THAT: Council authorize payment of up to \$250.00 for a presentation by Matt Thompson to Mayor and Council and the Housing Task Force on July 16, 2018, to be funded from Council Initiatives.

CARRIED UNANIMOUSLY

14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

15. NOTICE OF MOTION

16. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

17. OTHER BUSINESS

18. QUESTION AND ANSWER PERIOD

Question and Answer Period has been suspended to October 22, 2018.

The Meeting recessed at 5:12 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor N. Cooper
 Councillor C. Eliason
 Councillor K. Flynn
 Councillor T. Lavery
 Councillor K. Jamieson
 Councillor L. Wallace Richmond
 Councillor A. Harrison

Chief Administrative Officer C. Bannister
 Director of Corporate Services E. Jackson
 Director of Engineering & Public Works R. Niewenhuizen
 Planning and Development Officer C. Larson
 Recorder B. Puddifant

ABSENT:**19. DISCLOSURE OF INTEREST****20. HEARINGS****1. Development Permit Application No. DP-418 [Canzea Developments Ltd.; 250 - 5 Avenue SW; 97 unit - Multi-Family]**

0305-2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: Development Permit No. 418 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP52591 in accordance with the elevations, site and landscaping plan dated May 9, 2018 and attached as Appendix 5 to the staff report dated June 13, 2018;

AND THAT: The following variances to Zoning Bylaw No. 2303 be approved for Development Permit No. 418:

1. Section 10.4 - Maximum Height of Principal Building - increase the maximum height of a principal building from 15.0 m (49.2 ft) to 15.8 m (51.8 ft) for Buildings 1, 2 and 3 as shown in Appendix 5; and
2. Appendix 1 - Off-street Parking and Loading - Table A1-3 - decrease the minimum aisle width for 2-way traffic from 7.3 m (23.9 ft) to 6.0 m (19.6 ft) as shown in Appendix 5.

AND FURTHER THAT: Issuance of Development Permit No. DP-418 be withheld subject to the following:

1. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan; and
2. Registration of a 6 m wide statutory right-of-way and reference plan along the southern parcel boundary for the City's sanitary sewer main

20. HEARINGS - continued

1. Development Permit Application No. DP-418 [Canzea Developments Ltd.; 250 - 5 Avenue SW; 97 unit - Multi-Family - continued

to replace the existing 3 m wide statutory right-of-way referenced to Plan A13748).

The Planning and Development Officer explained the proposed Development Permit Application.

G. Richardson, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing for DP-418 was declared closed at 7:07 p.m. and the motion was:

CARRIED UNANIMOUSLY

2. Development Permit Application No. DP-419 [1112031 BC Ltd. / Exel Construction Ltd.; 481 Harbourfront Drive NE; 3 story - Mixed Use - Commercial / Residential]

0306-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Development Permit No. 419 be authorized for issuance for that part of Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328 (481 Harbourfront Drive NE) in accordance with the drawings dated May 4, 2018 and attached as Appendix 6 of the staff report dated June 12, 2018;

AND THAT: Issuance of Development Permit No. 419 be withheld subject to the following:

1. Registration of Section 219 *Land Title Act* covenant(s) on title ensuring the linkage of the subject parcel, 481 Harbourfront Drive NE, and 650 Marine Park Drive for the purpose of meeting the off-street parking requirements of the Zoning Bylaw;
2. Registration of a Section 219 *Land Title Act* covenant(s) on title to acknowledge the restrictions of Riparian Areas Regulation Assessment Report number 427 dated April 17, 2007;
3. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan; and
4. Written confirmation from a Qualified Environmental Professional (QEP) that the construction and riparian planting will be monitored by a QEP for compliance with the Riparian Areas Regulation Assessment Report number 427 dated April 17, 2007, and in accordance with the landscaping plan dated May 1, 2018 and attached in Appendix 6 of the staff report dated June 12, 2018.

The Planning and Development Officer explained the proposed Development Permit Application.

20. HEARINGS - continued

2. Development Permit Application No. DP-419 [1112031 BC Ltd. / Exel Construction Ltd.; 481 Harbourfront Drive NE; 3 story - Mixed Use - Commercial / Residential] - continued

M. Lamerton, architectural agent for the applicant, explained the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing for DP-419 was declared closed at 7:17p.m. and the motion was:

CARRIED UNANIMOUSLY

21. PUBLIC HEARING

1. Zoning Amendment Application No. ZON-1128 [Androlick, J. & Lowe, K.; 1081 - 1 Street SE; R-1 to R-4]

The Planning and Development Officer explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

J. Androlick, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4274 was declared closed at 7:23 p.m.

22. RECONSIDERATION OF BYLAWS

1. Zoning Amendment Bylaw No. 4274 [ZON-1128; Androlick, J. & Lowe, K.; 1081 - 1 Street SE; R-1 to R-4] - Third and Final Readings

0307-2018

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4274 be read a third and final time.

CARRIED UNANIMOUSLY

23. OTHER BUSINESS

1. Shuswap Watershed Council

0308-2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: Council appoint Councillor Jamieson to the Shuswap Watershed Council as an additional City of Salmon Arm Representative.

CARRIED UNANIMOUSLY

23. OTHER BUSINESS - continued

2. 2018 Shuswap Salmon Symposium

0309-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: Council provide a \$1,000.00 grant to the Shuswap Salmon Symposium to be funded from 2018 Council Initiatives;

AND THAT: Council authorize Mayor Cooper to attend the Shuswap Salmon Symposium to be held September 30 - October 1, 2018 at Quaaout Lodge and Tsutswew Provincial Park (Roderick Haig-Brown).

CARRIED UNANIMOUSLY

24. QUESTION AND ANSWER PERIOD

Question and Answer Period has been suspended to October 22, 2018.

25. ADJOURNMENT

0310-2018

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of June 25, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:29 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the day of 2018.

MAYOR

THIS PAGE INTENTIONALLY LEFT BLANK

Item 7.1

CITY OF SALMON ARM

Date: July 9, 2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee Meeting Minutes of July 3, 2018, be received as information.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ 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 Tuesday, July 3, 2018.

PRESENT:

Mayor N. Cooper
 Councillor K. Flynn
 Councillor T. Lavery
 Councillor C. Eliason
 Councillor A. Harrison
 Councillor L. Wallace Richmond
 Councillor K. Jamieson

Chief Administrative Officer C. Bannister
 Director of Corporate Services E. Jackson
 City Engineer J. Wilson
 Planning and Development Officer J. Turlock
 Planning and Development Officer C. Larson
 Recorder B. Puddifant

ABSENT:

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

1. **Development Variance Permit Application No. VP-476 [Brautigam, K. & M. Lawson Engineering & Development Services Ltd.; 3820 - 20 Street NE; Servicing Variance]**

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit VP-476 be authorized for issuance for Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan 3890 which will vary

5. REPORTS - continued

1. Development Variance Permit Application No. VP-476 [Brautigam, K. & M./Lawson Engineering & Development Services Ltd.; 3820 - 20 Street NE; Servicing Variance] - continued

the provisions of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Reduce the requirement to construct the 20 Street NE frontage to the full RD-2 Urban Local Road standard and instead allow a modified road design as shown in Appendix 6 of the staff report dated June 19, 2018.

B. Lawson, the applicant, explained the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-477 [Denter, A./Lawson Engineering & Development Services Ltd.; 1211 - 20 Avenue SW; Servicing Variance]

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit VP-477 be authorized for issuance for Lot A, Plan 6011, Section 10, Township 20, Range 10, W6M, KDYD to vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Section 3.0
 - i) Reduce the requirement to upgrade the north half of 20 Avenue SW frontage to the Urban Local standard to a modified design that excludes concrete sidewalk and ornamental street lighting.

B. Lawson, the applicant, explained the application and was available to answer questions from the Committee.

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: item 1.i) be deleted in its entirety and replaced as follows:

1. Section 3.0
 - i) Reduce the requirement to upgrade the north half of the 20 Avenue SW frontage to the Urban Local standard in accordance with City of Salmon Arm Policy 3.0 to a 50% cash in lieu contribution for a concrete sidewalk and one street light.

5. REPORTS - continued

2. Development Variance Permit Application No. VP-477 [Denter, A./Lawson Engineering & Development Services Ltd.; 1211 - 20 Avenue SW; Servicing Variance] - continued

B. Lawson, the applicant, explained the application and was available to answer questions from the Committee.

Motion as amended:

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEMS

9. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of July 3, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:28 a.m.

Minutes received as information by Council
at their Regular Meeting of _____, 2018.

Mayor Nancy Cooper
Chair

Item 7.2

CITY OF SALMON ARM

Date: July 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Housing Task Force Meeting Minutes of June 18, 2018, be received as information.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

HOUSING TASK FORCE

Housing Task Force meeting held **Monday, June 18, 2018**, at 11:00 a.m. in Meeting Room 100, City Hall, Salmon Arm, British Columbia.

PRESENT:

| | |
|------------------------------------|--|
| Councillor Tim Lavery | City of Salmon Arm, Co-Chair |
| Councillor Louise Wallace Richmond | City of Salmon Arm, Co-Chair |
| Councillor Alan Harrison | City of Salmon Arm |
| Page Hilland | Shuswap Area Family Emergency (SAFE) Society |
| Dawn Dunlop | Canadian Mental Health Association (CMHA) |
| Jeff Ragsdale | Member at Large |
| Barry Delaney | Salmon Arm Savings and Credit Union (SASCU) |
| Calvin Berger | Member at Large |
| Ian McDiarmid | McDiarmid Construction Ltd. |
| Erin Jackson | City of Salmon Arm staff |

ABSENT:

| | |
|--------------|--|
| Jane Shirley | Shuswap Area Family Emergency (SAFE) Society |
| Louis Thomas | Neskonlith Indian Band |
| Steven Teed | Adams Lake Indian Band |
| Lana Fitt | Salmon Arm Economic Development Society |

The meeting was called to order at 11:03 a.m.

1. Call to Order

2. Introductions

3. Presentations

- a) Brian Clifford, BCNPHA, Rental Housing Index Update – Reviewed updated index.

4. Approval/ Changes/ Additions to Agenda

Moved: Jeff Ragsdale

Seconded: Calvin Berger

THAT: the Housing Task Force Meeting Agenda of June 18, 2018 be approved as circulated.

CARRIED UNANIMOUSLY

8. New Business - continued

a) Updates - continued

- Councillor Lavery advised that Provincial Government funding is available for projects on Reserve lands. Dan Rogers stated that there are infrastructure challenges on Reserve lands.

b) Roles

c) What's on Deck

Councillor Lavery outlined that the meetings on July 30 and August 13 will be collating and identifying ideas between members for the purpose of establishing the recommendation to Council by the Housing Task Force. Lana Fitt suggested that the recommendation to Council would include a request for financial commitment from the City as well as for staff resources. The recommendation to Council could contain commitments from stakeholder groups in the community.

d) Housing Strategy recommendations

e) Federal Lands in the City of Salmon Arm

Dawn Dunlop raised the possibility of City staff providing information on Federal lands within the City of Salmon Arm. Jeff Ragsdale will make inquiries as to local federally owned lands.

Lana Fitt offered research assistance by way of the summer student employed by SAEDS.

Next Regular Meeting

The next Regular Meeting will be held on July 16, 2018 at 11:00 am.

8. Adjournment

MOVED: Jeff Ragsdale

SECONDED: Calvin Berger

THAT: the Housing Task Force Meeting of June 18, 2018 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 12:06 pm

Co-Chair

Co-Chair

Minutes received as information by Council at their Regular Meeting of 2018.

Item 9.1

CITY OF SALMON ARM

Date: July 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the bylaw entitled City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4275 be read a final time.

[2018 to 2022 Financial Plan Amendment]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: June 18, 2018
To: Mayor Cooper and Members of Council
Subject: 2018 Amended Budget

Recommendation

That: Bylaw No. 4275 cited as "City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4275" be given 3 readings.

Background

The 2018 Final Budget requires an amendment to reflect Council Resolutions and to redirect allocations between budget accounts.

General Fund

Revenue

| | |
|--|-------------|
| Special Assessments - Transportation Parcel Tax (To Reflect Actual - Redirected to Pavement Management Update) | \$ 7,500.00 |
| Other Revenue (Provision for Insurance Claim Recovery - Fraudulent Cheque \$10,000 and Civic Building Carpet \$5,000) | 15,000.00 |
| Building Permit Revenue (Provision to Reflect Anticipated Building Activity - Redirected to Property Acquisition) | 250,000.00 |
| Building License Revenue (To Reflect Actual - Redirected to Pavement Management Update) | 7,500.00 |
| Conditional Transfer - Other (2017 Flood - Anticipated PEP Recovery - Redirected to Property Acquisition) | 260,000.00 |
| Conditional Transfer - Other Government (Provision for BC Hydro Re-greening Grant - Downtown Tree Replacement) | 4,645.00 |
| Transfer from Reserve - Future Expenditure (Makers Space Contribution (Missed in Original Budget) \$25,000, Tree Removal - Ready's Forest Trail \$22,000, Civic Building - Blue Lights (Diabetes) \$1,000 and South Canoe Trail Latrine (O&M Missed in Original Budget) \$4,000) | 52,000.00 |
| Transfer from Reserve - Doubtful Accounts (Uncollectible Property Taxes and Accounts Receivable) | 1,600.00 |
| Transfer from Reserve - Wages and Benefits (As Resolved by Council - Organizational Restructuring \$42,700 and Employee Assistance \$15,000) | 57,700.00 |
| Transfer from Reserve - Website Upgrade (To Facilitate Website Update - Re-Branding) | 12,000.00 |
| Transfer from Reserve - Fire - Other (As Resolved by Council) | 105,915.00 |
| Transfer from Reserve - Transportation - Drainage (To Fund Weather and Emergency Flood Events) | 25,000.00 |
| Transfer from Reserve - Airport - Taxiway (Provision for Increased Costs - Wildlife Management System Update) | 7,500.00 |

| | |
|---|--------------|
| Transfer from Reserve – Recreation Centre - Operating (WCB Orders \$15,000 and Staff Labour Attributed to Setting up Scheduling Software \$5,000) | 20,000.00 |
| School Tax Requisition – Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2018 – Offsets With Expenditure for Same) | 385,000.00 |
| School Tax Requisition – Non-Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2018 – Offsets With Expenditure for Same) | (294,650.00) |

Expenses

| | |
|--|--------------|
| Civic Building – Materials (Provision for the Installation of Blue Lights - Diabetes Month) | \$ 1,000.00 |
| Wages and Benefits (As Resolved by Council – Organizational Restructuring and New Turf Maintenance Position Effective September 1, 2018 (Note: Full Allocation Will Be Required in 2019). Increases Related to Various Wages and Benefit Accounts. | 42,700.00 |
| Other Wages (As Resolved by Council) | 105,915.00 |
| Bad Debts (Provision for Bad Debts. Funded From Reserve) | 1,600.00 |
| Employee Assistance Plan (As Resolved by Council) | 15,000.00 |
| IT - Consulting (Provision For Website Upgrade. Funded From Reserve) | 12,000.00 |
| Fraudulent Cheque Loss (Provision for Possible Loss) | 10,000.00 |
| Grant – EDS – Makers Space Project (As Resolved by Council) | 25,000.00 |
| Grant – Community Yoga Event (As Resolved by Council) | 300.00 |
| Grant – BC Masters Championship (As Resolved by Council) | 500.00 |
| Grant – RCMP Musical Ride (As Resolved by Council) | 300.00 |
| Police Services – RCMP Force (Provision for Anticipated Surplus - Redirected to Property Acquisition) | (100,000.00) |
| Transportation – Flood Control (Attributed to Weather and Emergency Flood Events) | 25,000.00 |
| Transportation – Pavement Management Update (Provision for Increased Costs) | 15,000.00 |
| Airport – Wildlife Management System Update (Provision for Transport Canada Order) | 7,500.00 |
| Parks – Ready's Forest Trail (Provision for Dangerous Tree Removal. Funded From Reserve) | 22,000.00 |
| Parks – Central Business District Maintenance (Provision for Increased O&M Costs Attributed To the Jackson Revitalization Project) | 10,000.00 |
| Parks – Central Business District/Urban Street Tree Maintenance (Trees - BC Hydro Re-greening Grant) | 4,645.00 |
| Parks – South Canoe Trail – Outdoor Latrine (Provision for Ongoing O&M – Missed in Original Budget) | 4,000.00 |
| Parks – Cress Creek Upgrade (Number Reversal on Original Budget Preparation – See Below) | 10,000.00 |
| Parks – Hillcrest Subdivision Greenways (Number Reversal on Original Budget Preparation - See Above) | (10,000.00) |
| Parks – Jackson Revitalization (Redirected to Central Business District Maintenance) | (10,000.00) |
| Recreation Centre – Contracted Services (WCB Orders \$15,000 and Staff Labour Attributed to Setting Up Scheduling Software) | 20,000.00 |
| Council Initiatives (As Resolved by Council) | (1,100.00) |
| Transfer to Reserve – Carpet Replacement (Attributed to Council Chambers Carpet – Insurance Claim) | 5,000.00 |
| School Tax Requisition – Residential (Provision to Reflect Actual - Requisition Received After Final Budget Adoption in April/2018 – Offsets with Revenue for Same) | 385,000.00 |
| School Tax Requisition – Non-Residential (Provision to Reflect Actual - Requisition Received After Final Budget Adoption in April/2018 – Offsets with Revenue for Same) | (294,650.00) |

Capital

| | |
|---|---------------|
| General – Property Acquisition (As Resolved by Council) | \$ 720,000.00 |
| Information Technology – VOIP/Phone Equipment Upgrade (Due to Technical Issues Attributed to Old Equipment This Project Has Been Rescheduled for Fall of 2018. Funded From Reserve. No Budget Impact) | 90,000.00 |
| Transportation – Drainage – 10 Ave NW (Attributed to Increased costs. Funded From Reserve - No Budget Impact) | 60,000.00 |

| | |
|--|-------------|
| Transportation - Roads - 20 Ave Road Stability (Project Complete - No Budget Impact) | (10,795.00) |
| Transportation - Roads - Underpass Track Design (Attributed to Increased Costs. Funded From Reserve - No Budget Impact) | 15,000.00 |
| Transportation - Equipment - Sweeper Major Repairs - Unit No. 35 (Provision for Unanticipated Repairs i.e. Transmission and Injector Pack. Funded From Equipment Replacement Reserve Fund. No Budget Impact) | 25,000.00 |
| Transportation - Equipment - 1 Ton Dump/Plow Major Repairs - Unit No. 78 (Provision for Unanticipated Repairs i.e. Hydraulic System. Funded From Equipment Replacement Reserve Fund. No Budget Impact) | 10,000.00 |

Water Fund

Expenditures

| | |
|--|---------------|
| Interest on Long-Term Debt (To Reflect Reduction in Interest Rate) | (\$90,000.00) |
| Transfer to Reserve - Future Expenditure (To Reflect Reduction in Interest Rate on Long-Term Debt) | 90,000.00 |

Capital

| | |
|--|--------------|
| Large Portable Generator (As Resolved by Council, Redirected to Below) | \$ 10,000.00 |
| Transfer Switch Connection (As Resolved by Council, Redirected From Above) | (10,000.00) |

Sewer Fund

Capital

| | |
|--|---------------|
| WPCC - Ultraviolet (UV) Light Disinfection System Upgrade (Attributed to Increased Costs. Funded from Sewer DCC Reserve Fund - No Budget Impact) | \$ 170,000.00 |
|--|---------------|


Chelsea Van de Cappelle, CPA, BBA

CITY OF SALMON ARM

BYLAW NO. 4275

A bylaw to amend the 2018 to 2022 Financial Plan

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2018 to 2022;

AND WHEREAS it is deemed expedient to amend the Financial Plan;

NOW THEREFORE the Council of the City of Salmon Arm, in the Province of British Columbia, in an open meeting assembled, hereby enacts as follows:

1. "Schedule "A" of "City of Salmon Arm 2018 to 2022 Financial Plan Bylaw No. 4268 is hereby deleted 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 upon adoption of same.

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4275".

| | | | | |
|-------------------------|----|--------|------|------|
| READ A FIRST TIME THIS | 25 | DAY OF | June | 2018 |
| READ A SECOND TIME THIS | 25 | DAY OF | June | 2018 |
| READ A THIRD TIME THIS | 25 | DAY OF | June | 2018 |
| ADOPTED BY COUNCIL THIS | | DAY OF | | 2018 |

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4275

City of Salmon Arm

2018 - 2022 Financial Plan

| | 2018 Budget | 2019 Budget | 2020 Budget | 2021 Budget | 2022 Budget |
|--|---------------------|---------------------|----------------------|----------------------|----------------------|
| Consolidated Revenues | | | | | |
| Property and MRDT Taxes - Net | \$ 17,979,760 | \$ 18,339,355 | \$ 18,706,142 | \$ 19,080,265 | \$ 19,461,870 |
| Frontage & Parcel Taxes | 3,313,300 | 3,379,566 | 3,447,157 | 3,516,100 | 3,586,422 |
| Sales of Service | 7,784,768 | 7,940,463 | 8,099,273 | 8,261,258 | 8,426,483 |
| Revenue From Own Sources | 2,752,000 | 2,807,040 | 2,863,181 | 2,920,444 | 2,978,853 |
| Rentals | 778,350 | 793,917 | 809,795 | 825,991 | 842,511 |
| Federal Government Transfers | - | - | - | - | - |
| Provincial Government Transfers | 623,350 | 635,817 | 648,533 | 661,504 | 674,734 |
| Other Government Transfers | 215,940 | 220,259 | 224,664 | 229,157 | 233,740 |
| Transfer From Prior Year Surplus | 685,780 | 699,496 | 713,486 | 727,755 | 742,310 |
| Transfer From Reserve Accounts | 1,571,667 | 1,603,100 | 1,635,162 | 1,667,866 | 1,701,223 |
| Transfer From Reserve Funds | - | - | - | - | - |
| Total Consolidated Revenues | \$35,704,915 | \$36,419,013 | \$ 37,147,394 | \$ 37,890,341 | \$ 38,648,148 |
| Consolidated Expenditures | | | | | |
| General Government Services | \$ 3,876,890 | \$ 3,954,428 | \$ 4,033,516 | \$ 4,114,187 | \$ 4,196,471 |
| Protective Services | 5,212,725 | 5,316,980 | 5,423,319 | 5,531,785 | 5,642,421 |
| Transportation Services | 5,339,380 | 5,446,168 | 5,555,091 | 5,666,193 | 5,779,517 |
| Environmental Health Services | 67,777 | 69,133 | 70,515 | 71,925 | 73,364 |
| Environmental Development Service | 2,589,410 | 2,641,198 | 2,694,022 | 2,747,903 | 2,802,861 |
| Recreation and Cultural Services | 4,509,990 | 4,600,190 | 4,692,194 | 4,786,037 | 4,881,758 |
| Fiscal Services - Interest | 1,491,638 | 1,521,471 | 1,551,900 | 1,582,938 | 1,614,597 |
| Fiscal Services - Principal | 1,149,705 | 1,172,699 | 1,196,153 | 1,220,076 | 1,244,478 |
| Capital Expenditures | 3,465,825 | 2,799,154 | 3,021,834 | 2,943,280 | 2,332,092 |
| Transfer to Surplus | - | - | - | - | - |
| Transfer to Reserve Accounts | 2,706,130 | 3,611,240 | 3,399,468 | 3,606,448 | 4,348,629 |
| Transfer to Reserve Funds | 908,680 | 926,854 | 945,391 | 964,298 | 983,584 |
| Water Services | 2,325,015 | 2,371,515 | 2,418,946 | 2,467,325 | 2,516,671 |
| Sewer Services | 2,061,750 | 2,102,985 | 2,145,045 | 2,187,946 | 2,231,705 |
| Total Consolidated Expenditures | \$35,704,915 | \$36,534,013 | \$ 37,147,394 | \$ 37,890,341 | \$ 38,648,148 |

2018 - 2022 Financial Plan**City of Salmon Arm****Capital Projects****Finances Acquired**

| | 2018 Budget | 2019 Budget | 2020 Budget | 2021 Budget | 2022 Budget |
|------------------------------|----------------|----------------|----------------|----------------|----------------|
| General Operating Fund | \$ 2,541,835 | \$ 2,074,154 | \$ 1,896,834 | \$ 1,953,280 | \$ 1,305,092 |
| Water Operating Fund | 468,710 | 250,000 | 450,000 | 490,000 | 500,000 |
| Sewer Operating Fund | 455,280 | 475,000 | 675,000 | 500,000 | 527,000 |
| Federal Government Grants | 1,272,975 | 2,127,500 | - | - | - |
| Provincial Government Grants | 1,497,975 | 2,102,500 | - | - | - |
| Prior Year Surplus | 312,000 | - | - | 510,000 | - |
| Reserve Accounts | 3,553,850 | 3,099,450 | 530,000 | 690,000 | 15,000 |
| Reserve Funds | 2,837,500 | 1,920,750 | 323,500 | 2,808,750 | 710,000 |
| Development Cost Charges | 945,000 | 2,450,000 | 2,125,000 | 2,307,500 | 3,335,000 |
| Short Term Debt | 835,000 | - | - | - | - |
| Long Term Debt | - | 5,185,000 | - | - | - |
| Developer Contributions | 212,000 | 1,040,000 | 40,000 | 40,000 | 44,000 |

Total Funding Sources

| | | | | | |
|------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|
| Total Funding Sources | \$ 14,932,125 | \$ 20,724,354 | \$ 6,040,334 | \$ 9,299,530 | \$ 6,436,092 |
|------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|

Finances Applied

| | | | | | |
|-------------------------------|--------------|---------------|--------------|--------------|--------------|
| Transportation Infrastructure | \$ 6,362,420 | \$ 17,300,000 | \$ 3,979,500 | \$ 4,222,000 | \$ 3,622,000 |
| Buildings | 1,079,360 | 335,476 | 117,000 | 197,000 | 144,000 |
| Land | 720,000 | - | - | - | - |
| IT Infrastructure | 1,395,515 | 115,000 | 125,000 | 721,500 | 55,000 |
| Machinery and Equipment | 2,022,100 | 656,378 | 383,834 | 1,192,780 | 513,092 |
| Vehicles | 431,500 | - | 90,000 | 35,000 | - |
| Parks Infrastructure | 753,530 | 322,500 | 260,000 | 966,250 | 260,000 |
| Utility Infrastructure | 2,167,700 | 1,995,000 | 1,085,000 | 1,965,000 | 1,842,000 |

Total Capital Expense

| | | | | | |
|------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|
| Total Capital Expense | \$ 14,932,125 | \$ 20,724,354 | \$ 6,040,334 | \$ 9,299,530 | \$ 6,436,092 |
|------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|

Departmental Summary:

| | 2018 Budget | 2019 Budget | 2020 Budget | 2021 Budget | 2022 Budget |
|------------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|
| General Government Services | \$ 1,681,705 | \$ 108,500 | \$ 108,500 | \$ 193,500 | \$ 122,500 |
| Protective Services | 1,218,140 | 55,000 | 145,000 | 805,000 | 140,000 |
| Transportation Services | 7,863,170 | 17,483,000 | 4,276,000 | 4,523,500 | 3,918,500 |
| Environmental Health Services | 72,660 | - | 12,500 | 2,500 | 2,500 |
| Environmental Development Services | 45,000 | - | - | - | - |
| Recreation and Cultural Services | 889,470 | 1,012,854 | 333,334 | 1,235,030 | 335,592 |
| Water Services | 1,347,990 | 1,590,000 | 490,000 | 2,040,000 | 1,390,000 |
| Sewer Services | 1,813,990 | 475,000 | 675,000 | 500,000 | 527,000 |
| Total by Department | \$ 14,932,125 | \$ 20,724,354 | \$ 6,040,334 | \$ 9,299,530 | \$ 6,436,092 |

19/06/2018

2018-2022 FP Bylaw (Cap)

Schedule "B" – Bylaw #4275
2018 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2018. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

The City collects three (3) types of parcel tax; a water frontage tax; a sewer frontage tax and a transportation parcel tax. The water and sewer frontage tax rate is applied to each parcel of land taxable foot frontage. The frontage rate is comprised of a capital debt repayment component plus 10% of the water and sewer operation and maintenance budget for preventative maintenance of the utilities infrastructure. The City introduced a transportation parcel tax in 2003. The transportation parcel tax is collected to maintain the City's transportation network to an adequate level to minimize future reconstruction costs and ensure the network is safe from hazards and disrepair. To this end, the transportation parcel tax provides a stable and dedicated source of funding. The transportation parcel tax was specifically implemented on a "flat rate per parcel" rather than an "ad valorem tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also anticipates receiving a Municipal Regional District Tax (MRDT) which will be levied and collected by the Provincial Government on all daily accommodation rentals within the City. Under the direction and approval of the Accommodation Industry, the City has applied to the Provincial Government to levy a 2% MRDT which will be utilized on initiatives that will increase exposure/awareness of Salmon Arm as a tourism destination with emphasis on off-season event expansion.

The City endorses a 'user pay' philosophy in its collection of fees and charges. Such fees and charges (ie. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services) are reviewed annually to ensure adequate cost recovery for the provision of services. The policy of the City is to work towards full cost recovery for services provided. The objective in reviewing fees and charges periodically is to measure the cost of providing municipal services versus the cost recovery established through user fees and charges. Development Cost Charges are based on the City's Long Term Financial Plan. Included in this percentage is the City's investment income. The City exercises a stringent cash management plan to maximize investment and interest income.

Other sources of revenue provide funding for specific functions such as the Columbia Shuswap Regional District's contribution to the Shuswap Regional Airport, Recreation Centre, Sunwave Centre, Cemetery and Fire Training Centre.

The proceeds from borrowing and developer contributions fund capital projects pursuant to the City's Long Term Financial Plan.

Schedule "B" – Bylaw #4275
2018 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

| Revenue Source | Percentage to Total Revenue Includes Conditional Government Transfers | Percentage to Total Revenue Excludes Conditional Government Transfers |
|---|--|--|
| Property Taxes | 48.25% | 52.78% |
| Parcel Taxes | 8.89% | 9.73% |
| User Fees, Charges and Interest Income | 30.36% | 33.21% |
| Other Sources | 10.26% | 1.83% |
| Proceeds From Borrowing | 2.24% | 2.45% |
| | 100.00% | 100.00% |

2. Table Two (2) reflects the distribution of property tax between the different property classes. The objective of the City is to set tax rates in order to maintain tax stability while maintaining equality between the property classes. The policy of the City is to develop a tax rate which maintains the proportionate relationship between the property classes. Inflationary increases in assessments are reduced to reflect only the 'real' increase attributed to new construction for each property class. This allows the property owner to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year to year.

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

Assessment values fluctuate as market values change in one class or another. It is this market value change that may precipitate an amendment to the class multiple.

The Provincial Government has legislated a municipal taxation rate cap for the Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4275
2018 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

| Property Class | 2018 Tax Rate | Class Multiple | Percentage to Total Property Tax | Percentage to Total Property Assessment Value |
|-------------------------|---------------|----------------|----------------------------------|---|
| Residential | 4.0360 | 1.00:1 | 65.40% | 85.28% |
| Utilities | 26.3875 | 6.54:1 | 0.84% | 0.17% |
| Supportive Housing | 0.000 | 0:1 | 0.00% | 0.00% |
| Major Industry | 70.6999 | 17.52:1 | 3.02% | 0.22% |
| Light Industry | 11.3951 | 2.82:1 | 2.20% | 1.01% |
| Business | 11.3951 | 2.82:1 | 27.80% | 12.84% |
| Managed Forest Land | 8.7758 | 2.17:1 | 0.00% | 0.00% |
| Recreational/Non Profit | 2.9873 | 0.74:1 | 0.12% | 0.22% |
| Farm | 12.3901 | 3.07:1 | 0.62% | 0.26% |

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2013 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

Commencing in 1999, the City provided a three (3) year permissive tax exemption for each eligible organization. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

Table 3: Permissive Tax Exemptions

| Organization | General Municipal Tax Exemption | Other Government Tax Exemption | Total |
|----------------------|---------------------------------|--------------------------------|------------------------|
| Churches | \$ 45,969.00 | \$ 37,384.00 | \$ 83,353.00 |
| Non Profit Societies | 348,059.00 | 211,535.00 | 559,594.00 |
| Senior Centers | 18,097.00 | 10,110.00 | 28,207.00 |
| Other | 15,707.00 | 12,244.00 | 27,951.00 |
| Sports Clubs | 264,554.00 | 151,665.00 | 416,219.00 |
| Total | \$ 692,386.00 | \$ 422,938.00 | \$ 1,115,324.00 |

Schedule "B" – Bylaw #4275
2018 Revenue Policy Disclosure

4. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the downtown as a priority. As a result, in 2005, the City established a Downtown Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3471.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the downtown area (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the C-2, "Town Centre Commercial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3741 establishes property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$75,000.00 to encourage revitalization in the Revitalization Area.

Table 4: Revitalization Tax Exemptions

| Area | 2013 General Municipal Tax Exemption | 2014 General Municipal Tax Exemption | 2015 General Municipal Tax Exemption | 2016 General Municipal Tax Exemption | 2017 General Municipal Tax Exemption | 2018 General Municipal Tax Exemption |
|---|--|--|--|--|--|--|
| C-2 "Downtown Commercial Zone" | \$ 46,974.30 | \$ 47,032.50 | \$ 45,846.66 | \$ 34,828.47 | \$ 29,851.20 | \$ 24,304.74 |

5. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the "Industrial Zones" as a priority. As a result, in 2014, the City established an Industrial Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the "Industrial Zones" (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the "Industrial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020 establishes general municipal property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$300,000.00 to encourage revitalization in the Revitalization Area.

This bylaw shall have an expiration date of five (5) years from the date of adoption.

Schedule "B" – Bylaw #4275
2018 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

| Area | 2014 General Municipal Tax Exemption | 2015 General Municipal Tax Exemption | 2016 General Municipal Tax Exemption | 2017 General Municipal Tax Exemption | 2018 General Municipal Tax Exemption |
|-------------------|---|---|---|---|---|
| "Industrial Zone" | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 5,425.51 |

INFORMATIONAL CORRESPONDENCE - JULY 9, 2018

1. Building Department - Building Statistics - June 2018
2. Building Department - Building Permits - Yearly Statistics
3. A. Morris - email dated June 19, 2018 - Prohibition of Nuclear Weapons
4. D. Deboer - email dated June 25, 2018 - Council meeting June 25, 2018
5. C. Bryson - email dated June 28, 2018 - Plastic in Shuswap Lake
6. H. Davis, Secretary, Shuswap Minor Lacrosse Association - letter dated June 25, 2018 - 2018 Minor Box Lacrosse Provincial Championships
7. School District No. 83 - June 19, 2018 - North Okanagan-Shuswap Synopsis
8. School District No. 83 - June 20, 2018 - Newslite
9. B. Delaney, Chief Executive Officer, SASCU Financial Group - Media Release - SASCU Announces Intent to Purchase Shuswap Insurance Brokers
10. Fulton & Company LLP - Local Government News
11. Interior Health - June 22, 2018 - Vernon first community to pilot expanded MyHealthPortal content
12. L. Davies, Manager, Policy and Engagement & L. Galimberti, First Nations and Stakeholder Engagement specialist, BC Archaeology Branch - email dated June 21, 2018 - BC Archaeology Branch Newsletter
13. R. Dall'Antonia, President and CEO, FortisBC and C. Hyland, President and CEO, BC One Call - letter dated June 11, 2018 - Accidental Damage to Natural Gas System
14. Health Canada - email dated June 26, 2018 - Health Canada Recall - Home Hardware Stores Ltd. recalls Home Flexible Multi-Purpose Lighter
15. Health Canada - email dated June 28, 2018 - Health Canada Recall - Canadian Tire Corporation, Limited recalls MASTER Chef BBQ Igniter lighters
16. J. Brown, Mayor, Township of Spallumcheen - letter dated June 8, 2018 - Employer Health Tax Impact on Local Government
17. C. Peters - email dated June 26, 2018 - Present to UBCM; CST - Child Sex Trafficking in BC and how to stop it

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.1

CITY OF SALMON ARM

Date: July 9, 2018

TCH Corridor Safety Improvements - Agreements For Information

[TCH Corridor Safety Improvements]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

City of Salmon Arm Regular Council Meeting of October 10, 2017

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

2. Director of Engineering and Public Works - Trans Canada Highway Safety Study

0401-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: City Council approve the proposed Phase I Improvements as outlined in the staff report dated July 26, 2017 and as recommended in the Trans-Canada Highway Corridor Safety Study (2013) as prepared by ISL Engineering Ltd.

AND THAT: the City enter into a Letter of Agreement with the Ministry of Transportation and Infrastructure for the cost sharing of said improvements subject to the funding being reviewed during the 2018 budget discussions.

CARRIED

Councillors Harrison, Jamieson and Eliason Opposed



City of Salmon Arm
**Memorandum from the Engineering
 & Public Works Department**

File: ENG2018-51

TO: Her Worship Mayor Cooper and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering & Public Works

DATE: June 25, 2018

SUBJECT: TCH Corridor Safety Improvements - Agreements

FOR INFORMATION

BACKGROUND:

At the Regular Council meeting of October 10, 2017, City Council approved the proposed phase I improvements, outlined in the staff report dated July 26, 2017 as recommended in the Trans-Canada Highway (TCH) Corridor Safety Study (2013) prepared by ISL Engineering Ltd.

City Council's instructions to City staff were to enter into an agreement with the Ministry of Transportation and Infrastructure (MOTI) for the cost sharing of said improvements subject to the funding being reviewed during the 2018 budget discussions. The funding for this project was approved in the 2018 budget for a total of \$250,000.00. The City's portion being \$88,000.00, ICBC's contribution of \$75,000.00 and the remainder of the costs being funded by MOTI.

Staff have now received the funding agreements from both ICBC and MOTI and the intent is to have the documents executed so that the project can be initiated.

In speaking with the MOTI project engineer the intent is to complete the works this summer with much of the work being done during the evenings to limit the impact to the traffic flows along the TCH and into the downtown core.

Respectfully submitted

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

cc Chelsea Van De Chappelle, CFO



July 6th 2017

City of Salmon Arm Staff, Councillors and Mayor

We are writing you today regarding the proposed access changes along the Highway #1 corridor in downtown Salmon Arm. We have twice reviewed the plan with City staff in order to get the background reasons for the proposed changes as well as the full disclosure of the planned changes.

We have taken some time to review and discuss the changes and have come up with the following concerns:

Blocking of Highway #1 at Ross Street Intersection and Traffic Light Removal

- a) This prevents traffic easy access to downtown (Ross Street Parking). This lot, despite proposed future parkades and parking lots elsewhere in town will always provide the most convenient parking for patrons and staff of downtown businesses.
- b) The proposed underpass to the foreshore is at the end of Ross Street. The most convenient access to the underpass would be off the Highway and straight down Ross Street. Blocking the Highway to through traffic prevents convenient access for anyone coming from the South side of the highway.
- c) We were told that the median blocking access will have a letdown in order for emergency vehicles to cross – this leaves us wondering how many people will choose to do the same with their own vehicles which will actually increase the danger of accident

Proposed Traffic Light at 4th Street NE

- a) We too are concerned at the speed of current traffic coming into Salmon Arm – We feel that the light at the bottom of the hill at 4th street is a concern because trucks may not be able to stop. This will be made worse in winter with snow and ice, which will also cause trucks to have trouble pulling away from the light headed East up the hill.
- b) Traffic will increase on 4th street which already has problems with loading off highway traffic into Tim Hortons and to 7 Eleven.
- c) Will the increase in traffic stopped at the light to cross the highway block our entrance to our Jacobson Ford Service Department?

Overall Access Concerns

- a) We fear that the Jacobson Ford Sales and Service lots will become “frontage roads” for drivers wanting to sidestep proposed lights and barriers to Highway access. This is already been happening for many years – how is the new plan going to eliminate these dangerous “drive through’s” on both our lots? – We believe it will make them worse.
- b) Current traffic flow helps our business by slowing traffic down which allows drivers to see what businesses are along the highway corridor. Changing the lights and limiting access will hurt ours and other business along the highway
- c) Changes will inhibit access and egress for semi trucks delivering vehicles to our dealership. They will be forced to unload outside our dealership property.



We were informed that there have been several traffic studies and much planning has been done by outside parties in order to come up with the current changes. At no point during these studies were we, or any other business owner consulted to see what we thought of current traffic flow and accesses. Doesn't it make sense to ask those who live and work adjacent to the Highway voice their concerns that may have an impact on the planning?

In the end, the "easy" solution will always to limit access to Salmon Arm by putting up barriers to traffic and pedestrian flow. The best solution is to allow access where the public and local business demand – which is what we have right now. Simply slow traffic down before it enters the downtown core by way of "Your Speed Is" radar displays and place cameras at required intersections. These two deterrents will slow traffic down and are also probably the cheapest solution to the root problem.

Let's choose the common sense approach and allow current vehicle and pedestrian access to continue as is with the addition of effective deterrent and enforcement measures.

Sincerely,

Mike Vandermeer
Jacobson Ford Sales

Mark Schneider
Jacobson Ford Sales

Item 11.2

CITY OF SALMON ARM

Date: July 9, 2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Council authorize the purchase of a 2018 SX XC Kawasaki Mule all-terrain vehicle in the amount of \$10,295.00 plus taxes from Xcalibur Kawasaki Salmon Arm;

AND THAT: Council authorize the purchase of a 2018 John Deer 825M all-terrain vehicle in the amount of \$16,120.00 plus taxes from Prairie Coast Equipment Inc. Kamloops.

[All-Terrain Vehicle Capital Purchase]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Fire Department

Date: June 29, 2018

To: Mayor Nancy Cooper and Members of Council

Subject: All-Terrain Vehicle capital purchase

Recommendation

That council authorize the purchase of a 2018 SX XC Kawasaki Mule all-terrain vehicle in amount of \$10,295.00 plus taxes from Xcalibur Kawasaki Salmon Arm and:

Council authorize the purchase of a 2018 John Deer 825M all-terrain vehicle in the amount of \$16,120.00 plus taxes from Prairie Coast Equipment Inc. Kamloops

Background

In the 2018 budget, Council approved \$31,500.00 for the purchase of a all-terrain vehicle equipped with water tank, pump and hand tools to be utilized mainly for accessing bush\wildfires.

Various sizes of units were investigated including quads, mid size two seaters and larger 3 seater models.

Although the mid size two seater machine limits us on water supply and carrying capacity due to its 400 lb cargo bed capacity, it does allow access to smaller trails within the City parks.

The larger size machine provides a cargo bed capacity of 1000 lbs. allowing for a larger water tank and suppression capabilities, seats three personnel and increased speed and torque.

Purchasing these two units will allow the response to a variety of incidents in diverse locations and will keep us within the budgeted amount, with remaining funds allowing for related equipment and trailer.

As indicated below, three quotes for each size machine were obtained and the recommended suppliers both have the lowest bid.

Mid size two seater

| | | |
|-----------------|-------------|------------------------------|
| Kawasaki Mule | \$10,295.00 | Xcalibur Kawasaki Salmon Arm |
| Kawasskai Mule | \$10,318.00 | BDM Motorsports Vernon |
| Textron Prowler | \$11,544.00 | Shuswap Extreme Salmon Arm |

Larger 3 seater

| | | |
|------------------|-------------|----------------------------------|
| John Deer 825 M | \$16,120.00 | Prairie Coast Equipment Kamloops |
| Yamaha Viking | \$16,130.00 | Kelowna Yamaha |
| Textron Stampede | \$18,544.00 | Shuswap Extreme Salmon Arm |

Respectively submitted



Brad Shirley
Fire Chief

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.3

CITY OF SALMON ARM

Date: July 9, 2018

Council Delegation Ministry of Transportation and Infrastructure

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm
Memorandum from the Director of Corporate Services

TO: Mayor Cooper and Members of Council

DATE: July 3, 2018

SUBJECT: Council Delegation

BACKGROUND:

The Ministry of Transportation and Infrastructure's planned TCH 4 laning project is of vital importance to the City of Salmon Arm and, as such, Council has requested that staff arrange for a delegation to meet with Minister Claire Trevena to reiterate the urgency of the project and determine what, if any, role Council can play to help expedite the process.

While staff are presently attempting to arrange this, it is quite possible that the Minister's Office will ask Council to postpone the meeting until UBCM.

In order to prepare for the proposed trip to Victoria, a motion will be required to appoint the Council representatives and allocate up to \$4,000.00 from Council Initiatives to fund travel expenses.

Respectfully submitted,

Erin Jackson
Director of Corporate Services

Item 11.4

CITY OF SALMON ARM

Date: July 9, 2018

Affordable Housing Reserve and 2018 - 2022 Financial Plan Amendment

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm
Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council

DATE: July 4, 2018

SUBJECT: Affordable Housing Reserve and 2018 – 2022 Financial Plan Amendment

RECOMMENDATION:

THAT: The 2018 Budget contained in the 2018 – 2022 Financial Plan be amended as follows:

Property Acquisition - \$720,000.00, funded as follows:

| | |
|--------------------------------|----------------------|
| • PEP Recovery | 260,000.00 |
| • Building Permit Revenue | 50,000.00 |
| • RCMP Surplus | 100,000.00 |
| • General Capital Reserve Fund | <u>310,000.00</u> |
| Total | \$ 720,000.00 |

AND THAT: The 2018 Budget contained in the 2018 – 2022 Financial Plan be amended to direct \$200,000.00 to an Affordable Housing Reserve allocated from increased Building Permit Revenue.

BACKGROUND:

Despite the role that adequate housing plays in the health of a community, local governments are not directly responsible for building or operating affordable housing, nor is this feasible given the limited resources and multiple demands that they face. However, many BC municipalities are taking steps to utilize the tools and policies available to them to increase suitable housing options across the affordable housing continuum, such as:

- allowing for secondary suites;

- partnering with other levels of government and public and private groups to build affordable housing;
- banking land for non-market, entry level market and social housing projects;
- implementing revitalization tax exemptions;
- creating Affordable Housing Funds; and
- streamlining the development approval process.

In an effort to help address the affordable housing needs of the City, Council recently directed staff to investigate the establishment of an affordable housing reserve that could potentially be used to fund Development Cost Charges (DCCs) or off-site servicing costs or other aspects for bona-fide affordable housing initiatives and/or projects.

According to BC Housing, housing is considered affordable when 30% or less of a household's gross income goes towards paying for housing costs (not just rent). Based on 2016 Census data, the BC Non-Profit Housing Association estimates that 48% of households in Salmon Arm are spending over 30% on their housing and 20% are spending over 50%. For example, in 2015, the median total income for households in Salmon Arm was \$61,899, which means that in order to meet the threshold of affordability, these households cannot spend in excess of \$1,547 on all housing related expenses.

DCCs and off-site servicing costs were recently cited by the City's Housing Task Force as barriers to the development of affordable housing. The Task Force is comprised of key stakeholders from Economic Development, Social Services, First Nations, Finance, Business, Development and the community at large. Chaired by Councillors Wallace Richmond and Lavery, the Task Force plans to present recommendations on a Community Housing Strategy by the end of August 2018.

Council may be in a position to use the reserve to potentially assist a non-profit housing operator who would work in conjunction with a developer and/or BC Housing (or some other affordable housing project as determined by Council). The purpose of this memo is not to determine how and when to use or establish firm parameters for the reserve but to provide an alternative option to the City supplying land for such a project. This may allow the City to act in a supporting role for affordable housing in Salmon Arm and leverage City resources to achieve the most effective housing outcome, though this was not identified as a priority in the City's Corporate Strategic Plan. This methodology may be preferable to others which may see the City taking a more direct role. The most recent call for proposals from BC Housing focuses on subsidized non-market to entry level market rental housing.

The 2018 Amended Budget included \$720,000 for property acquisition, \$250,000 of which was to come from building permit revenue. The Motion for Consideration directs \$200,000 of the anticipated building permit revenue from property acquisition to support

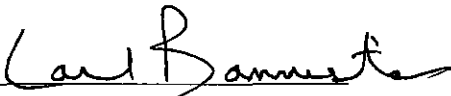
the establishment of an Affordable Housing Reserve. The property acquisition shortfall is expected to be replaced by anticipated road closure revenue.

If the funds are reallocated and the City plans to acquire land prior to receipt of anticipated road closure revenue (which could be into 2019), the acquisition may need to be partially funded by way of long term borrowing and potentially become a more cumbersome process. It should be noted that the Community Charter (s. 188, 2 (e)) dictates that road closure revenue must be placed to the credit of a reserve fund (i.e. General Capital Reserve Fund) and be used for the purpose of paying any debt remaining in relation to the property and for acquiring land, improvements and other assets of a capital nature; whereas building permit revenue is of a general nature and could immediately be used for the establishment of the proposed reserve. It should also be noted that care would need to be taken so as not to use the reserve for purposes that may be in contravention of the General Prohibition of Assistance to Business provision of the Community Charter (s. 25).

If PEP recovery, building permit revenue, RCMP Surplus and road closure revenue are realized, the City will have sufficient funds to both acquire targeted properties and establish an Affordable Housing Reserve and not be required to borrow. Though the reserve will start out at \$200,000, Council could choose to augment this Reserve in subsequent budget years. Council may also consider amendments to the Development Cost Charge Bylaw in the future in relation to Affordable Housing.

A subsequent Council Resolution would be required to expend any funds from the Affordable Housing Reserve.

Respectfully,


Carl Bannister, MCIP, RPP
Chief Administrative Officer

Item 14.1

CITY OF SALMON ARM

Date: July 9, 2018

Columbia Shuswap Regional District Board in Brief – June 2018

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



BOARD IN BRIEF

June 2018

[View web version](#)

HIGHLIGHTS

June 2018 Policy Session Update

The Board received a report from Charles Hamilton, Chief Administrative Officer, updating the Board on each department's policy work since October 2017. A more comprehensive policy session and review will be done as part of the new Board orientation in latter 2018/early 2019. [View report.](#)

Introduction of Marty Herbert, Team Leader, Building and Bylaw Services

The Chair welcomed Marty as the new Team Leader of Building and Bylaw Services.

SILGA (Southern Interior Local Government Association) Youth Representative

Gray Simms, Area D, CSR, has been selected to attend the 2018 UBCM Convention as the SILGA youth representative.

Voice of the Shuswap Broadcast Society

Dr. Warren Bell, President of the Voice of the Shuswap Community Radio, in attendance to provide the Board with information on the programming and how community radio serves the Shuswap. [View delegation request.](#)

Town of Golden

The Board received three letters from the Town of Golden regarding:

1. Commissioning an oversight committee associated with the management of the Golden Landfill. [View letter.](#)
2. Response the CSRD's letter regarding the Regional Feasibility Study, Golden Aquatic Centre. [View letter.](#)
3. The proposed Area A Core Facilities Contribution Agreement Establishment Bylaw No. 5777. [View letter.](#)

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

The Minister of Forests, Lands, Natural Resource Operations and Rural Development acknowledged Chair Martin's letter dated June 2, 2018 regarding a CSRD request for the Province to undertake a Back Country Recreation Plan for the City of Revelstoke and Area B. [View letter.](#) [View Chair Martin's letter.](#)

Ministry of Transportation

The Board received an email advising that the CSRD's BikeBC Grant application was successful and the CSRD will be receiving \$784,077 for the Salmon River Road Parallel Trail. [View news release.](#)

2018 UBCM Resolutions

The Board endorsed two resolutions to be submitted to UBCM at the 2018 convention in September:

Change to Class E Regulations to Allow Farm Gate Sales – to request that the Minister of Agriculture make an immediate change to the Class E licensing requirements to give farmers the ability to slaughter their livestock on farm premises and to offer and promote farm gate sales. [View resolution;](#) and

Recycle BC Stewardship Plan Update – this resolution is to address CSRD concerns with regard to the proposed changes to the Recycle BC stewardship plan. A meeting request will also sent to the Minister of Environment during the 2018 UBCM Convention. [View resolution.](#)

2017 Statement of Financial Information (SOFI) Report

Every year, all local governments must prepare and submit a SOFI report to the Ministry of Municipal Affairs by June 30. This report includes a Schedule of Board and Employee Remuneration, as well as a Schedule of Payments for the Provision of Goods and Services in accordance with the Financial Information Act. These Schedules must be approved by the Financial Officer and the Board prior to the deadline. [View Board report.](#) [View financial statements.](#)

Carbon Neutral Local Government

As a signatory to the British Columbia Climate Action Charter, the CSRD committed to becoming carbon neutral by 2012, measuring and reporting on GHG emissions and creating complete, compact, more energy efficient rural and urban communities. A report from the Team Leader of Environmental Health Services provided the Chair and Directors an overview of the CSRD's actions related to meeting these commitments. [View report.](#)

Proposed Cannabis Related Business Policy

The Board adopted Cannabis Related Business Policy (A-71) prepared by staff to address some key issues relating to the anticipated legalization of recreational cannabis in summer 2018. Staff will amend the Development Services Application Fees Bylaw No. 4000 to include fees for cannabis related business applications. [View report.](#) [View policy.](#)

Request for Support: Area A Labour Shortages

The Board supported Area A Director's request for a letter to be sent to the Minister of Immigration, Tourism, Community and Development asking for a review and reinstatement of the Temporary Foreign Worker Program to better support hospitality and tourism trades. [View request.](#) [View Letter.](#)

Request to Province for Land Use Planning on Crown Land for the City of Revelstoke/Area B

The Board supported a request from the Electoral Area B Director to send a letter to the Province to request a land use plan for Crown land in the City of Revelstoke and Electoral Area B, led by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development and that would involve all key agencies and stakeholders. [View request.](#)

CSRD Noise Regulation Service Bylaw No. 5771, CSRD Noise Bylaw No. 5754 and Bylaw Enforcement Policy A-69 Amendment to Address Proposed Noise Bylaw

A bylaw to establish a noise regulation service within Electoral Areas B, C, D, E and F was approved by the Inspector of Municipalities on May 18, 2018 and was adopted by the Board. Following that, the Board then adopted the CSRD Noise Bylaw No. 5754, the bylaw sets out the specific regulations pertaining to noise between the hours of 12:00 AM to 7:00 AM. [View Bylaw No. 5771.](#) [View Bylaw No. 5754.](#)

Further, the Board endorsed Bylaw Enforcement Policy A-69 in 2017 to establish clear procedures, expectations and standards for the Regional District's bylaw enforcement program. With the adoption of Noise Bylaw No. 5754 to regulate noise in Electoral Areas B, C, D, E and F, it is necessary to provide clarification in Policy A-69 that Bylaw No. 5754 will be enforced by the RCMP at its discretion. [View report.](#) [View policy.](#)

Sorrento Waterworks Service Area Amendment Bylaw No. 5778

The Board adopted this bylaw amendment to extend the boundary of the service area by adding one property as described in Schedule B attached to the bylaw. [View bylaw amendment.](#)

Amendment to Elections Procedures Bylaw – Mail Ballot Provisions

Corporate Administration Chief and Deputy Election Officers have reviewed past results for voter turnout in relation to Mail Ballot Voting for local government elections. This voter opportunity is underutilized and there is significant administrative work in providing mail ballot voting to the electorate. Therefore, staff were recommending an Amendment Bylaw

No. 5779 to remove Mail Ballots as a voting opportunity from the CSRD General Local Election and Other Voting. The Board did not agree with staff recommendation and defeated the bylaw amendment. Mail voting provisions will remain in place for the 2018 Local General Election. **View report.**

Financial Decisions

Asset Management Data Migration Project Sole Source

The Board authorized staff to enter into an agreement with WSP|Opus International Consultants to conduct an Asset Inventory Migration project for a total cost not to exceed \$50,000 plus applicable taxes. **View report.**

Grant in Aids:

The Board approved the following allocations from the 2018 electoral grant-in-aids. **View report.**

Area A

\$700 Gentlemens Leisure Club of Golden Society (Rec Plex Rental for Gear Swap)
 \$1,000 Golden Sikh Cultural Society (Nagar Kirtan event)
 \$1,000 Abbeyfield House Society (Landscaping)
 \$2,500 Golden Interact Club (Community Projects)

Area B

\$980 Burnham Road Water Users Society (Fire suppression equipment)

Area C

\$500 SAS Dry Grad (2018 Celebrations)
 \$2,500 Cedar Heights Community Association (Strategic Planning Project)
 \$5,500 Carlin Elementary Middle School PAC (Smart Boards)
 \$8,981.96 Sorrento Food Bank (Kitchen cabinets)
 \$14,212.93 Sorrento Elementary PAC (Playground equipment)
 \$16,000 Sunnybrae Seniors Society (Hall repairs and storage)
 \$25,000 South Shuswap Canada Day Society (Canada Day celebration)
 \$25,000 North & South Shuswap Community Resources Association (Operational funding, website development)

Area D

\$2,000 Falkland Firefighters Association (Halloween event)

Area E

\$3,000 Sicamous and District Seniors Centre Society (Repair decks)

Area F

\$250 Shuswap Lifeboat Society (Relocate lifejacket kiosk)
 \$1,000 SAS Dry Grad (2018 Celebrations)
 \$1,800 North Shuswap Health Centre Society (Great Scotch Creek Walk About)
 \$2,000 Scotch Creek/Lee Creek Community Hall (Halloween event)
 \$2,000 Scotch Creek/Lee Creek Fire Department (Halloween event)

Grant in Aid Request – Electoral Areas C, D, E and F

The Board authorized the expenditure of a maximum of \$1,500 from the Electoral Areas C, E, D, and F discretionary grant in aid funds to cover landfill tipping fees associated with the clean-up of beach debris and sand bags resulting from the high-water flooding in the Shuswap and Mara Lake system. **View report.**

Grant in Aid – Exception from policy

The Board agreed to waive the requirement of Policy F-30 Electoral Area Grant in Aids

with respect to the Post-application documentation required for the Seymour Arm Community Association grant in aid to allow this organization to make an additional 2018 application for a grant in aid while the post-application documentation for the grant approved in April 2018 remains outstanding. **View report.**

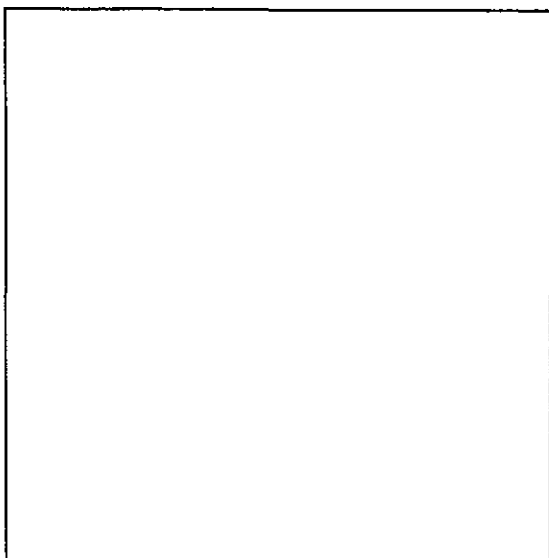
Area F

\$7,000 Seymour Arm Community Association (Maintain water pumper truck, purchase lake pump, construct Kids Don't Float Kiosk)

Community Works Fund – Areas C and D

In accordance with Policy F-3 "Electoral Area Community Works Fund – Expenditure of Monies", the Board approved access of up to \$10,709 plus applicable taxes from the Area C Community Works Fund for installing lighting at the Sorrento Memorial Hall and to the Area D Community Works Fund for up to \$17,792 plus applicable taxes for energy efficient upgrades at the Silver Creek Community Hall. **View Area C Report. View Area D report.**

■



■

LAND USE MATTERS

■

■

Agricultural Land Commission (ALC) Applications

Electoral Area A: Agricultural Land Commission (ALC) Application Section 20(3) –

■ Non-Farm Use LC2543A and LC2544A – 2581 Highway 95, Nicholson ■

The subject parcels are located in Nicholson in Electoral Area A and are non-farm use in the ALR applications. The ALC contacted the subject property owner indicating that some of the existing uses, including a commercial operation called "Columbia Wetlands Outpost" that operates tourist accommodation and up to 20 special non-farm use events on the property, the additional dwellings on one of the properties, and the "Columbia Wetlands Adventures" business operation are not permitted within the ALR and require a non-farm use application. The Board agreed with staff recommendation and the application will now be forwarded to the Agricultural Land Commission recommending approval of the application non-farm use status. **View LC2543A report. View LC2544A report.**

Development Variance Permits (DVP)

Electoral Area C: Development Variance Permit No. 701-80 (Miles) – 3401 Roncastle Road, MacArthur Heights

The subject property is located in the Reedman Point/MacArthur Heights area of Electoral Area C. The owner is proposing to construct a new single family dwelling and attached garage on the property. This project requires a variance to the maximum height of the single family dwelling from 10 m to 10.6 m. The Board approved issuance of the permit. **View report.**

Electoral Area F: Development Variance Permit No. 650-39 (Lakeview Community Centre Society) – 7703 Squilax-Anglemont Road, Anglemont

The Lakeview Community Centre Society is proposing to add a new covered steel staircase on the front side (facing Squilax-Anglemont Road) of the existing Lakeview Centre building. The location of the proposed new staircase, as well as the existing building does not conform with the side parcel boundary setback requirement and so the owner has applied to vary this setback. The Board approved issuance of the permit. **View report.**

Zoning and Official Community Plan Amendments

Electoral Area C: Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12 – 1885 Tappen Notch Hill Road, Carlin

The applicant has applied for an Official Community Plan (OCP) amendment to re-designate the subject properties. When the Electoral Area C OCP Bylaw No. 725 was adopted in March of 2014, it had designated the portion of the property where the existing Shuswap Country Estates development was located as SH – Small Holdings. Shuswap Country Estates is a manufactured home community consisting of 54 units, the SH designation allows for a maximum residential density of 1 unit per 4 ha. The applicant is seeking to expand the manufactured home community onto the property to the south and to further subdivide that property into 3 large rural lots. The Board gave the bylaw first reading at the March 29, 2018 regular meeting and directed staff to refer the bylaw to agencies and First Nations. The Board gave second reading to the proposed amendment and will now go to a public hearing. **View report.**

Electoral Area C: Electoral Area C Official Community Plan Amendment (Withdraw) Bylaw No. 725-13 and South Shuswap Zoning Amendment (Withdraw) Bylaw No. 701-92 – 2066 Eagle Bay Road, Blind Bay

The applicant has applied for an Official Community Plan amendment to re-designate the subject property located at 2066 Eagle Bay Road from RR2 – Rural Residential 2 to TC – Tourist Commercial and a rezoning amendment to the RR1 – Rural Residential 1 (0.4 ha) to allow the owner to develop tourist accommodation cabins. The owner plans to develop the subject property which currently has a single family dwelling and a cottage/garage in 2 separate phases. The first phase will see the construction of 2 new tourist accommodation cabins, together with conversion of the current cottage/garage into an additional tourist accommodation cabin. The second phase will see the construction of another 6 tourist accommodation cabin units, behind the existing single family dwelling, although the applicant has not provided a plan showing these additional units at this point. The Board

gave the amendment bylaws first readings and staff will now refer to the agencies listed in the report and relevant First Nations. **View report.**

Electoral Area C: South Shuswap Zoning Amendment (PK Chahal Holdings Ltd.)
Bylaw No. 701-91 - 1299 Trans-Canada Highway, Sorrento

The applicant has applied for a rezoning amendment to rezone the subject properties from C1 – Town Centre Commercial Zone to C5 – Tourist Commercial Zone. The proposed rezoning would allow a proposed boundary adjustment subdivision and result in 2 parcels consisting of 1.03 ha each. The southern property would be to support the existing motel, restaurant/pub, and ice cream stand, while the northern property would be re-developed into a campground consisting of 38 campsites.

The Board gave the bylaw first reading at the April 19, 2018 regular meeting and directed staff to refer the bylaw to agencies and First Nations, as well as the Sorrento and Area Community Association and South Shuswap Chamber of Commerce. With the referral comments considered, the Board defeated the bylaw at second reading. **View report.**

Electoral Area F: Electoral Area F Official Community Plan Amendment (CSRD)
Bylaw No. 830-19 and Lakes Zoning Amendment (CSRD) Bylaw No. 900-24 – 1946 Bristow Road, Celista

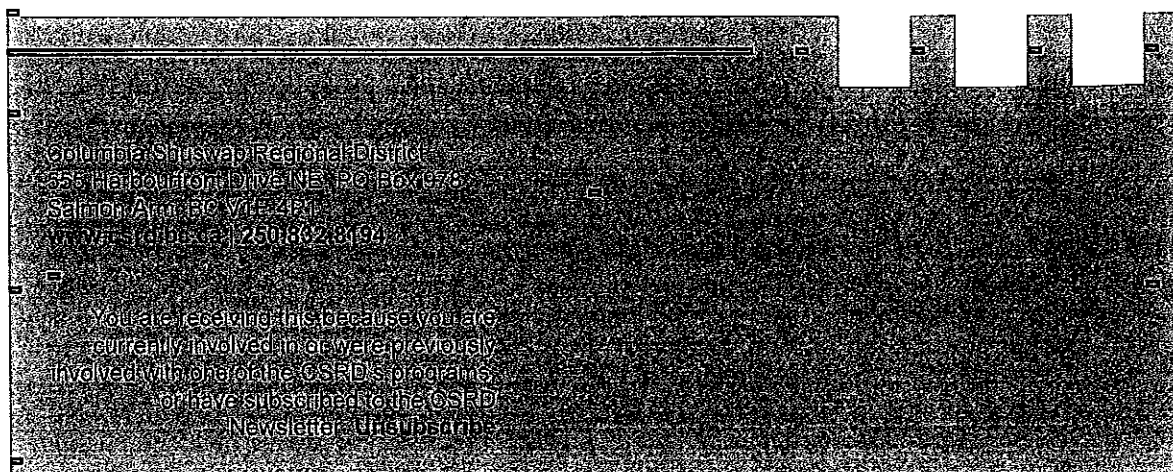
The CSRD recently acquired the subject properties located at 1946 Bristow Road in Celista and the Parks staff is preparing to construct a community boat launch and waterfront park at this location. The project includes an amendment to the Electoral Area F Official Community Plan to change the designation from SSA - Secondary Settlement Area to PK - Parks and Protected Areas, and an amendment to Lakes Zoning Bylaw No. 900 to rezone the foreshore from FR1 - Foreshore Residential 1 to FP - Foreshore Park. The Board gave first reading to Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19 and Lakes Zoning Amendment (CSRD) Bylaw No. 900-24 at their meeting held on March 29, 2018 and directed staff to refer the bylaws to applicable agencies and First Nations. The Board gave the bylaw amendments second readings has been delegated a public hearing to be chaired by the area director. **View report.**

NEXT BOARD MEETING

Thursday, July 19, 2018 at 9:30 AM

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm, BC

■



Item 17.1

CITY OF SALMON ARM

Date: July 9, 2018

UBCM Meetings/Delegations

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



June 11, 2018

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, or with provincial government, agency, commission and corporation staff, during the upcoming annual UBCM Convention taking place in Whistler, September 10 to 14, 2018.

You will also receive a 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 13, 2018**. Meeting arrangements will be confirmed by mid-August. 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 if you would fill out the online form with detailed topic information. By providing this information in advance of the meeting, I will have a better understanding of your delegation's interests and it will allow for discussions that are more productive.

Ministry staff will email the Provincial Appointment Book (PAB). This PAB lists all government, agency, commission and corporation staff expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

As I approach my second Convention as Minister responsible for local government, I look forward to hearing more about your communities, to identifying opportunities to work together with you in partnership, and to growing our relationships in the spirit of collaboration.

Sincerely,

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Wendy Booth, President, Union of British Columbia Municipalities



June 11, 2018

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 Whistler from September 10-14.

Communication, Collaboration, Cooperation, the theme for the 2018 Convention, is indeed an appropriate focus as we engage in dialogue around local, provincial, federal, and First Nations governments working together to build strong and vibrant communities throughout our province. We all have a part to play in finding solutions and developing ideas that will ensure our communities thrive, and UBCM provides us with a wonderful opportunity to listen to one another, share ideas, and work together 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 **MeetingRequest2018** and it is case sensitive. If you have any questions, please contact 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



Ministry of Municipal
Affairs and Housing

UBCM Convention
Coordination

MEMORANDUM

June 18, 2018

UBCM Members (sent via email only)

Re: Meetings with Provincial Government Staff

**2018 UBCM Convention – Theme: “Communication, Collaboration, Cooperation”
Whistler, September 10 – 14, 2018**

Further to Minister Robinson’s June 11, 2018 letter regarding the 2018 UBCM Convention, I am pleased to attach the 2018 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, July 27, 2018. Meeting confirmation details will be sent to the contact identified on your meeting request form.

After July 27, 2018, requests for appointments can be made at the Provincial Appointments Desk, during Convention at the following locations:

Monday, September 10

Grand Foyer, Whistler Conference Centre
8:30 am – 4:00 pm

Tuesday, September 11 - Thursday, September 13

Lobby, Cheakamus Room, Hilton Whistler Hotel
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) or click on the links above.

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. Thank you.

B. Schmidt

Birgit Schmidt
Director, Operations and Client Relations
Local Government Division

pc: Laura Smith, Provincial Staff-UBCM Meeting Coordinator
Nicole Gibbings, Minister of Municipal Affairs and Housing UBCM Meeting Coordinator

Attachment

2018 PROVINCIAL APPOINTMENT BOOK

**Meeting Requests with
Provincial Government Staff
from Ministries, Agencies, Commissions and
Corporations (MACC)**

at the

2018 UBCM CONVENTION

**September 10 – 14, 2018
Whistler Conference Centre
Whistler, 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 Citizens' Services | 8 |
| Ministry of Education | 9 |
| Ministry of Energy, Mines and Petroleum Resources | 9 |
| Ministry of Energy, Mines and Petroleum Resources Continued..... | 10 |
| Ministry of Environment and Climate Change Strategy | 11 |
| Ministry of Finance..... | 11 |
| Ministry of Forests, Lands, Natural Resource Operations and Rural Development..... | 12 |
| Ministry of Health..... | 13 |
| Ministry of Indigenous Relations and Reconciliation | 14 |
| Ministry of Jobs, Trade and Technology..... | 15 |
| Ministry of Labour | 15 |
| Ministry of Mental Health and Addictions | 16 |
| Ministry of Municipal Affairs and Housing | 16 |
| Ministry of Municipal Affairs and Housing Continued..... | 17 |
| Ministry of Public Safety and Solicitor General | 17 |
| Ministry of Social Development and Poverty Reduction..... | 18 |
| Ministry of Tourism, Arts and Culture | 18 |
| Ministry of Transportation and Infrastructure | 19 |
| Provincial Agencies, Commissions and Corporations..... | 20 |

Ministry of Advanced Education, Skills and Training

| DIVISION/BRANCH | TOPIC |
|---|--|
| Governance, Legislation and Corporate Planning Division | 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. |
| Post-Secondary Policy and Programs and Division Responsible for Learner Supports | 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. |
| Finance, Technology and Management Services and Division Responsible for Student Housing | 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. |
| Workforce Innovation and Division Responsible for Skills Training | 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 |
|---|---|
| Food Safety and Inspection Branch | Establish provincial and regulatory standards along the food system (processors, packers, distributors), assess industry food safety compliance, and support industry to adopt food safety standards. |
| Sector Development Branch | Builds (agricultural) industry capacity by supporting business development, First Nations agriculture, youth participation and succession, and agroforest and range use development; provides in-depth knowledge of the challenges and needs of various sectors, and emergency preparedness and coordination required for the Agrifood sector in B.C. |
| Business Risk Management Branch | Helps producers manage risks that cause income losses and lead to financial instability, including weather hazards, natural disasters, wildlife, diseases, pests and market declines. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - which offers insurance protection for agricultural crops against weather perils; Agri-Stability - which protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife. |
| Innovation and Adaptation Service Branch | 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 |
|---|--|
| Associate Deputy Minister's Office | <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 Control and Licensing Branch):</p> <ul style="list-style-type: none"> -ICBC provides universal auto insurance to B.C. drivers and is responsible for driver licensing and vehicle registration and licensing. -The BC LDB is one of two branches of government responsible for the beverage alcohol industry. It operates 195 BC Liquor Stores and is one of the largest retailers in B.C. -The BC Lottery Corporation conducts and manages gambling in a responsible manner while focusing on innovation, strategic partnerships and community outreach. -The Gaming Policy and Enforcement Branch regulates all gambling in B.C., including both commercial and charitable gambling -The Liquor Control and Licensing Branch regulates and monitors the liquor industry in B.C. by issuing licences for the manufacture and sale of liquor and supervising the service of liquor in licensed establishments. <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> |
| BC Prosecution Service | <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> |
| Justice Services Branch | <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...

| | |
|------------------------------|---|
| Court Services Branch | <p>Court Administration- delivering all court administration services, including:</p> <ul style="list-style-type: none"> -Filing court documents and forms in Provincial, Supreme and Court of Appeals matters, including the areas of criminal, civil, family, divorce, adoption, probate and bankruptcy law. -Processing bail applications, pardon applications, and waivers. -Accepting payments for fines, including traffic tickets, criminal and civil matters. -Filing traffic disputes and processing applications for traffic adjournments. -Providing pamphlets and blank documents for Provincial court forms and some Supreme Court forms. -Providing access to court files as required by policies set by the Court of Appeal, BC Supreme Court and the Provincial Court. -Public access to computers to search criminal and civil case tracking systems. -Public listening stations for digital audio recordings of court proceedings. <p>Sheriff Services- provide for the safety and security of the courts of BC and the participants in the judicial system, including:</p> <ul style="list-style-type: none"> -Providing security services to the Provincial, Supreme and Appeal Courts of BC, as well as planning for and staffing high security trials at all levels of court. -At the Supreme Court level, overseeing the jury administration and selection process for criminal and civil trials. -Supplying protection services and jury administration for Coroner's court inquiries in B.C. -Offers security services to other agencies, including public commissions or public hearings. -Escorting accused persons, convicted persons, and persons confined under the <i>Mental Health Act</i> from correctional institutions, as well as material witnesses, persons under hospital guard, individuals whose federal parole has been revoked and persons arrested in civil matters. -Returning accused persons from out-of-province on outstanding warrants under the Fugitive Return Program. |
| Legal Services Branch | <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 |
|--|--|
| Strategic Priorities / Strategic Initiatives | Strategic Initiatives Branch is responsible for the leadership, coordination and oversight of key ministry program and practice initiatives for the following priority portfolios: - Supports and Services in local communities to support youth transitioning out of care or for youth formerly in care including post-secondary supports, tuition waivers and agreement with young adults. - Caregiver training and family-based caregiver rates. -System of care future change. |
| Strategic Priorities/ Project & Support Services Branch | Projects & Support Services Branch is responsible for project management and project support to a portfolio of projects linked to the ministry Strategic Plan including monitoring an implementation schedule and change management activities affecting front line staff. It also coordinates the development of corporate plans such as the Service Plan and Strategic Plan. |
| Strategic Priorities/ Internal Communications Branch | Internal Communications Branch is responsible to plan, develop and deliver the ministry internal communications plan and the ministry's internet and intranet websites. |
| Policy and Legislation | Child Welfare and Adoption Policy. Child and Youth Mental Health Policy. Legislation and Litigation. Intergovernmental Relations. |
| Early Years and Inclusion | Child Care Policy and Programs. Early Years Policy and Programs. Policy and Provincial Programs for Children and Youth with Special Needs. |
| Service Delivery Division | 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. |

Ministry of Citizens' Services

| DIVISION/BRANCH | TOPIC |
|--|---|
| Corporate Information and Records Management Office | 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. |
| Service BC | Service BC Division is government's leading 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. The Division also has the mandate to deliver secure and privacy-enhancing identity services to support access to digital government services and information. Includes Service BC centres in 62 communities in British Columbia; the Service BC Contact Centre; BC Registries and Online Services; the Provincial Identity Information Management (IDIM) program for BC Services Card and BCeID authentication services; and, Lean BC. |
| Procurement and Supply | 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. |
| Real Property | The Real Property Division (RPD) 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 and hospitals), and for office space inventory, 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. |
| Office of Chief Information Officer | Leads strategy, policy and standards for information technology, IT security and the management of the Information Management/IT investment portfolio for the Province. Accountable for the operation of a broad government technology infrastructure as a key enabler of digital service delivery and business transformation for Government, Broader Public Sector organizations and through participation inter-jurisdictionally on initiatives to evolve technology and business. |
| Information, Communication and Technologies | Information, Communication and Technologies Division provides coordination, facilitation and support for the expansion of internet connectivity throughout the province. In addition, the Division provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments, administers the BC Broadband Satellite Initiative, and oversees the Connecting British Columbia program administered by the Northern Development Initiative Trust. The Division further provides a leadership role in supporting the government and the 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 in every corner of our province. |

Ministry of Education

| DIVISION/BRANCH | TOPIC |
|--|--|
| Libraries Branch | 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. |
| Capital Division | 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. |
| Resource Management and Corporate Services Division | 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 |
|--|--|
| Mines and Mineral Resources Division | Responsible for management and development of the province's mineral and coal resources (including sand and gravel), and regulating health and safety on all mine sites through exploration, development, production, reclamation, and closure; ensuring robust compliance and enforcement; and collecting fees associated with permits and tenures. |
| Electricity and Alternative Energy Division | <p>The Division is responsible for British Columbia's electricity and alternative energy sectors. 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.</p> <p>The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and coordination with utilities on programs to reduce energy use, greenhouse gas emissions, and power bills for residential, commercial and industrial ratepayers.</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> |
| Oil Infrastructure Group | 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...

| | |
|--|---|
| Oil and Gas Division | <p>Responsible for management of the province's oil and gas resources, including 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.</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> |
| Strategic and Indigenous Affairs Division | <p>Responsible for leadership and support in strategic planning and reporting; budget estimates; risk framework; Better BC plan; regulatory reform; managing Crown Corporation planning and reporting requirements; and the development of an Energy Roadmap for B.C.</p> <p>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 First Nations; support for First Nations policy development relating to mining and other specific initiatives; support for Treaty Land Entitlement negotiations; UNDRIP implementation; and support for negotiations with First 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> |
| Woodfibre Implementation Group | <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 climate policy, energy and the Climate Action Charter commitments in association with Ministry of Municipal Affairs and Housing, 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 Greenhouse Gas Industrial Reporting and Control, Climate Action Accountability (formerly called Greenhouse Gas Reduction Targets), Carbon Tax, Greenhouse Gas Reduction (Emissions Standards), Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements, Greenhouse Gas Reduction (Vehicle Emissions Standards), Green Communities, Utilities Commission 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 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; ecosystem stewardship; Conservation Data Centre; ecosystem data and information; terrestrial ecosystem mapping; habitat supply modelling; climate change adaptation strategies. <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; well registration and reporting; water governance framework; provincial water strategies, intergovernmental agreements; First Nations and stakeholder outreach on water legislation; policy for water conservation, source water protection, water quality monitoring, groundwater hydrology, groundwater protection; monitoring and network management for surface water and groundwater quantity and quality, snow survey, ambient air quality, water stewardship outreach, environmental and natural resource sector laboratory (analytical chemistry) and library services. Overarching policy and legislation, compliance planning, intergovernmental relations, State of Environment Reporting and Service Plan. Professional Reliance Review. |

Ministry of Finance

| DIVISION/BRANCH | TOPIC |
|-------------------|--|
| Tax Policy Branch | Provincial tax policy including: <ul style="list-style-type: none"> • Provincial property taxes (school, rural, police) • Property Transfer Tax • Provincial Sales Tax • Carbon Tax • Provincial Income Tax Indigenous Taxation |

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

| DIVISION/BRANCH | TOPIC |
|--|---|
| Integrated Resource Operations | Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails |
| 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. |
| Timber Operations, Pricing and First Nations | BC Timber Sales, Engineering, First Nations Relations, Resource Roads, Timber Pricing Includes resource worker safety, Softwood Lumber Agreement. |
| Office of the Chief Forester | Forest Analysis & Inventory; Forest Improvement and Research Management Branch; Climate Change and Integrated Planning; Resource Practices. |
| 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. |
| Rural Development, Lands and Innovation | LNG, Crown Land Opportunities and Restoration, Competitiveness & Innovation, Forest Tenures, Land Tenures, Compensation & Business Analysis, Rural Policy and Programs. |

Ministry of Health

| DIVISION/BRANCH | TOPIC |
|---|--|
| Clinical Integration, Regulation and Education | Education, Recruitment and Retention Initiatives for Health Professionals; Professional Regulation and Oversight, and Emergency Medical Assistant Licensing; Nursing Policy Secretariat |
| Hospital, Diagnostic and Clinical Services | Acute and Provincial Services (<i>Medical Assistance in Dying [MAiD]</i> , <i>Trans Care BC</i>); HealthLink BC; Laboratory, Diagnostics and Blood Services; Precision Medicine and Genetic Services; Virtual Care Strategy; Wait Time Strategy (<i>Colonoscopy Services, Surgical Services, MRI</i>) |
| Pharmaceutical Services | BC PharmaCare Program |
| Population and Public Health | Health Protection; Healthy Living and Health Promotion; Public Health Services |
| Primary and Community Care | Primary Care Access (<i>Improving access to primary care services for all of British Columbians, with a focus on those living in rural and remote areas and Indigenous peoples, access to Urgent Family Care Services</i>); Chronic Disease Management (<i>Chronic Pain services, Clinical Guidance for Physicians</i>); Home and Community Care Services (<i>includes assisted living and residential care</i>) for clients with complex medical conditions, including frailty and dementia, and those living with mental health and substance use; Mental Health and Substance Use: Provide stewardship for mental health and substance use services, such as adult mental health and substance use services, mental health and substance use services linked to Primary Care Networks, mental health and substance use crisis intervention services and adult mental health and substance use publicly funded residential care and treatment and recovery facilities. |
| Workforce Planning, Compensation and Beneficiary Services | Compensation Policy and Programs; Negotiations and Agreements; Publicly-funded Medical Services; Workforce Planning; MSP Beneficiary Policy and the Medical Services Commission |
| Finance and Corporate Services | Finance and Decision Support (<i>ministry budget and financial administration</i>); Regional Grants and Decision Support (<i>health authorities and other agencies</i>); Capital Services; Audit and Investigations; Business Transformation |
| Health Sector Information, Analysis and Reporting | Business Services and Transformation; Data Management and Stewardship; Integrated Analytics: Hospital, Diagnostic and Workforce/Community and Cross Sector; Performance Monitoring and Evaluation; Vital Statistics Agency; Strategic Initiatives |
| Health Sector Information Management/Information Technology | Business Management Office; Business Transformation Office; Health Information Privacy, Security and Legislation; Health Information Technology Strategy; Information Technology Services |
| Partnership and Innovation | Research and Technology; Legislation, Intergovernmental Relations and Knowledge Management |
| Health Sector Change and Transformation | Office of Indigenous Health (<i>policy support and partnership with BC First Nations and Health Canada</i>); Emergency Management (<i>policy leadership for emergency response preparation</i>); Performance and Issues Management (<i>in partnership with health authorities</i>) |

Ministry of Indigenous Relations and Reconciliation

| DIVISION/BRANCH | TOPIC |
|--|---|
| Negotiations and Regional Operations Division | 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. |
| Reconciliation Transformation & Strategies Division | 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. |
| Implementation and Lands Services | Leads key functions for the completion and implementation of agreements with First Nations in the province, including: <ul style="list-style-type: none"> • Provincial representative on treat Implementation Committees; • Tri-partite treaty closing to reach Effective Date; • Research/advice and survey for crown land negotiations; and, • Implementation best practices to ensure agreement obligations met. |
| Socio-Economic Initiatives | Leads and/or supports cross-government and community-based initiatives aimed at closing the socio-economic gap between Indigenous and non-Indigenous people by supporting Indigenous communities, urban Indigenous and Métis people, culture and languages, economic development, children and families, ending violence against women and girls, and closing gaps in health, housing, poverty, justice, education/skills training and employment. |
| Major Project and Cross Gov't Initiatives | Work in partnership across Government, with proponents, and First Nations to ensure aboriginal citizens participate in and benefits from major project development. Leads strategic engagement with other levels of Government and aboriginal organizations as well as leading the Ministry's Provincial-level stakeholder engagement in coordination with others in the Ministry and across Government. Provides leadership, guidance and support to government decision makers on consulting and accommodating First Nations. |

Ministry of Jobs, Trade and Technology

| Division/Branch | Topic |
|--|--|
| Workforce, Immigration and Major Investments | Provincial Nominee Program, immigration programs, settlement and integration services, foreign qualifications recognition, interprovincial labour mobility; Major Investments Office |
| Small Business, Regulatory & Service Improvement | Small business initiatives, programs, resources and available supports including the Small Business Task Force; Regulatory and Service Improvement |
| Technology & Innovation | Coordination and support of research, innovation, technology and commercialization across B.C.; Innovate BC; BC Knowledge Development Fund; B.C.'s Technology Strategy; #BCTECH Summit; Smart Communities |
| International Business Development | Overseas trade and investment representative (TIR) presence in US, Europe and Asia; International trade development programs including international trade missions, initiatives to attract and retain international investors and businesses, and align efforts with B.C. communities and federal programs |
| International Strategy & Competitiveness | International and domestic trade negotiations and agreements; International strategy, business intelligence and international marketing; Venture Capital tax credit program, BC Tech Fund and venture capital policy, Forest Innovation Investment, BC Renaissance Capital Fund, BC Immigrant Investment Fund |
| Economic Development | Provincial Economic Development Strategy; Emerging Economy Task Force; Manufacturing sector, including industries such as aerospace and marine; Indigenous economic development including Indigenous Business and Investment Council and Indigenous Business Listings; tools and resources to support local economic development including workshops, webinars, websites, Regional Economic Trusts and surveys |

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. |
| 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; Policy development, program evaluation and research in relation to mental health and addictions, including in relation to designated facilities within the meaning of the Mental Health Act; Provincial Mental Health and Addictions Strategy including e-Mental Health; Provincial Child and Youth Mental Health and Addictions Strategy |

Ministry of Municipal Affairs and Housing

| DIVISION/BRANCH | TOPIC |
|---|---|
| Community and Legislative Services Division | |
| 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. |
| Local Government Division | |
| 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; and Regional Growth Strategies (RGSs). 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...

| Office of Housing and Construction Standards | |
|---|--|
| Housing and Policy Branch | 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. |
| Building and Safety Standards Branch | Buildings, Construction, and Technical Systems: Governance of the regulatory system for buildings and technical systems, including development of building, plumbing, fire, electrical, gas elevator and energy codes, site 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. |
| Residential Tenancy Branch | The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; and, adjudication of landlord and tenant disputes. |

Ministry of Public Safety and Solicitor General

| DIVISION/BRANCH | TOPIC |
|---|--|
| Policing and Security Branch | 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. |
| Community Safety and Crime Prevention Branch | Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; and, Combating Trafficking in Persons. |
| Corrections Branch | Community Corrections: supervision and programs to reduce reoffending for offenders who live outside of correctional centres. Adult Custody: operation of correctional centres. |
| RoadSafety BC | 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. |
| Emergency Management BC **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. |

Ministry of Social Development and Poverty Reduction

| DIVISION/BRANCH | TOPIC |
|--|--|
| Research, Innovation and Policy Division | Poverty Reduction – Development of a Poverty Reduction plan through extensive consultations with the public, community groups, labour, business, First Nations, plus the federal and municipal governments. |
| Service Delivery Division | <p>Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C.</p> <p>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 | <p>How to access employment supports through the Employment Program of BC and the 84 WorkBC Employment Service Centres located throughout the province.</p> <p>How to apply for project based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.</p> |

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 the arts and leverage partnerships for impactful and innovative programming in all corners of B.C. Provides oversight of the Royal BC 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. |
| Tourism | 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. |
| Creative Sector | 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. |
| Multiculturalism | 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

| DIVISION/BRANCH | TOPIC |
|--|---|
| Highways Department | The Highways Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. 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. 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. |
| Infrastructure Department | The Infrastructure & Major Projects 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. |
| Partnership Department | The Partnerships Department is responsible for the development and delivery of plans and strategies that support the growth of integrated transportation infrastructure and trade in and through British Columbia; to maintain and optimize the delivery of transit services in participating communities throughout the province; and to provide oversight of provincial transportation property holdings. |
| Transportation Policy & Programs Department | 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. The department also has provincial oversight of the inland and coastal ferry system in British Columbia. |

Provincial Agencies, Commissions and Corporations

| ORGANIZATION | TOPIC |
|---|---|
| Agricultural Land Commission | 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. |
| Auditor General for Local Government | 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. |
| BC Emergency Health Services (BCEHS) | 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 (BCAS) is the primary provider of 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. |
| BC Hydro | 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. |
| BC Oil and Gas Commission | 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. |
| BC Transit | 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. |
| Insurance Corporation of British Columbia (ICBC) | 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. |
| Royal Canadian Mounted Police (RCMP) | Various police issues. |

THIS PAGE INTENTIONALLY LEFT BLANK

Item 19.1

CITY OF SALMON ARMDate: July 9, 2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. 476 be authorized for issuance for Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan 3890 which will vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Reduce the requirement to construct the 20 Street NE frontage to the full RD-2 Urban Local Road standard and instead allow a modified road design as shown in Appendix 6 of the staff report dated June 19, 2018.

[VP-476; Brautigam, K. & M./Lawson Engineering & Development Services Ltd.; 3820 – 20 Street NE; Servicing Variance]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: June 19, 2018

SUBJECT: Variance Permit Application No. VP-476 (Servicing)
 Legal: Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan 3890
 Civic Address: 3820 – 20 Street NE
 Owner: Brautigam, K. & M.
 Agent: Lawson Engineering and Development Services (Blake Lawson)

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-476 be authorized for issuance for Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan 3890, which will vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 as follows:

- 1. Reduce the requirement to construct the 20 Street NE frontage to the full RD-2 Urban Local Road standard and instead allow a modified road design as shown in Appendix 6 of this memorandum.**

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject property is located at 3820 - 20 Street NE (Appendix 1) and is under application for a 10 lot subdivision. The applicant is requesting that Council reduce works and services required for this subdivision by the Subdivision and Development Servicing Bylaw, as outlined above in the motion for consideration. The proposed subdivision plan is attached as Appendix 2 and a letter of proposal from the agent is attached as Appendix 3.

BACKGROUND

The property is 6.8 hectares in size and is currently designated "Acreage Reserve" in the City's Official Community Plan (OCP), zoned Rural Holding (A-2) in the Zoning Bylaw, and is entirely within the Agricultural Land Reserve (ALR). The owners have received conditional approval from the Agricultural Land Commission (ALC) to exclude a 1.78 ha portion of the parcel from the ALR. Applications OCP4000-35 and ZON-1125 to re-designate and rezone this western portion to accommodate the proposed subdivision are in process. A condition of these applications is for the applicant to construct a 172 m Type 2 trail within the 10 m wide linear park to be dedicated along the proposed new ALR boundary. Furthermore, the applicant has agreed to provide rights-of-ways at the north and south end of the subject property to create future greenway network connections.

The property is bounded by 20 Street NE along its west boundary. The works and services requirements of the Subdivision and Development Servicing Bylaw are applicable to the entire (approximately 172 m) frontage of 20 Street NE.

COMMENTS

Fire Department

No concerns.

Building Department

No concerns.

Engineering Department

The Engineering Department supports the request to construct a road standard as proposed. Comments are attached as Appendix 4.

Planning Department

The Subdivision and Development Servicing Bylaw requires all works and services to be provided by the owner/applicant along all property frontages to the full standards of that Bylaw. For the proposed subdivision, the east half of 20 Street NE is required to be constructed to the full Urban Local Road standard (Appendix 5). The applicant is requesting that Council vary this requirement to instead allow for a modified road design (Appendix 6). The reductions in design include no curb, gutter and sidewalk; a slight reduction in paved surface of the east half of 20 Street NE (4 m to 3.65 m); and inclusion of an asphalt walkway offset from the paved surface of 20 Street NE (within the road right-of-way). Other features of the Urban Local Road standard would be installed as outlined in the Bylaw.

City staff supports the proposed modifications to the Urban Local Road standard as requested by the applicant. This modified standard has already been approved and constructed for similar subdivisions along the east side of 20 Street NE to both the north and south. The proposed asphalt walkway is consistent with the Greenways Strategy's identification of a north-south Type 6 Roadside Corridor along this section of 20 Street NE.

The applicant's engineering consultant and agent has provided Class "D" preliminary cost estimates for the works and services required on 20 Street NE. This information is appreciated by staff. The estimates contained within Appendix 3 outline potential costs with and without variances for 20 Street NE. The 20 Street NE improvements without the variance is estimated to be \$189,420. With a variance to the modified road standard, the total estimate for 20 Street NE is \$148,650 for a reduction of \$40,770.

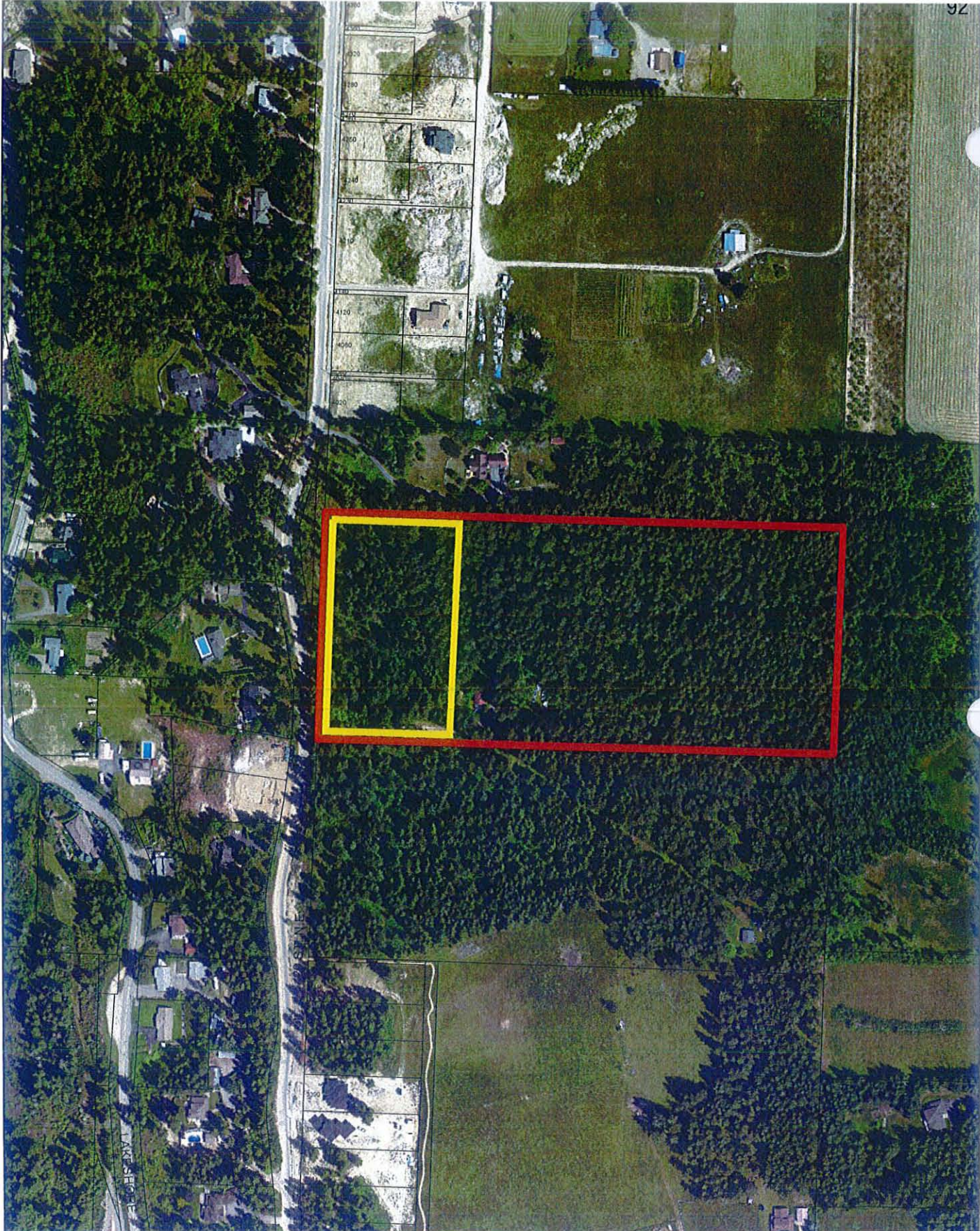
CONCLUSION

The requested variance to reduce the requirement to construct 20 Street NE to the full Urban Local Road standard to a modified road design is recommended for approval by Staff. This modified design has been approved for previous developments on 20 Street NE and it is reasonable, if not encouraged, to have a consistent standard for the entire length of street.



Prepared by: Chris Larson, MCP
Planning and Development Officer

Reviewed by: Carl Bannister, C.A.O.



0 37.5 75 150 225 300 Meters



Subject Parcel



825C Lakeshore Drive W
PO Box 106
Salmon Arm, BC V1E 4N2

Wednesday, May 02, 2018

Kevin Pearson, Approving Officer
City of Salmon Arm
Box 40 500 2nd Avenue NE
Salmon Arm, B.C. V1E 4N2

RE: Subdivision Variances – CoSA SUB 18.06

Dear Mr. Kevin Pearson:

Further to our request for variances dated May 2, 2018 and the variance application for the City of Salmon Arm Subdivision File No. 18.06, this letter is intended to provide insight into the variances Mr. Mike Brautigam and Mrs. Krista Brautigam have proposed regarding this application. The variances proposed are requested for the reasons stated below and to allow the developers to construct a financially feasible subdivision.

Lawson Engineering and Development Services Ltd. (LEDS) has prepared Class 'D' Cost Estimates for these frontage improvement requirements and attached them to this letter. The first estimate includes pricing to construct the frontage improvement as outlined in the City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4163. The second estimate includes pricing using the modified road standard proposed.

In summary, the cost to complete the frontage improvement requirements for this development without any variance is estimated at **\$189,420.00** and with the requested variance is estimated at **\$148,650.00**. These costs do not include further subdivision requirements including the servicing, latecomers, electrical and telecommunications, property cost, DCC's, trail building requirements, fencing requirements, BC Hydro contributions, legal and geotechnical requirements. Therefore, the following variances are requested:

1. *Revise the requirement to construct 20th Street NE to the full Urban Local Road (RD-2) standard to a modified Urban Local Road (RD-2 Modified) design.*

LEDS has designed a revised cross-section to be considered for the upgrading of 20th Street NE. This revised cross-section is a modified Urban Local Road cross-section based on the Urban Standard (RD-2). The revised cross-section is identical to the approved modified cross-section requested by two larger developments to the North and to the South of this proposed development.

This proposed modification includes the upgrading of the east side of 20th Street NE from the north to the south end of the proposed subdivision. The modifications to the urban standard proposed include eliminating the requirement for curb, gutter and sidewalk and replacing it with a more rural applicable Type 6 Roadside Corridor as outlined in the City of Salmon Arm Greenways Strategy. The proposed cross-section, as shown, will include the extension of the paved roadway on the east side to 3.65m. In place of the standard curb and gutter design, the modified cross-section will maintain the use of an upgraded ditch and drainage improvements throughout. In addition, the cross-section proposes inclusion of a separated walkway consistent with a rural setting, off-set from the roadway by approximately 2-3m depending on topography.

825C Lakeshore Drive W
PO Box 106
Salmon Arm, BC V1E 4N2

The main reason for this proposed modification is to allow the area to maintain its rural composition. Currently the road is constructed to a rural standard and borders the City of Salmon Arm Urban containment boundary. In addition, this modification provides the following benefits:

- The off-set walkway provides safety and a comfort benefit to pedestrians.
- Snow removal costs will benefit from additional room between the sidewalk and roadway to store snow and with the separated walkway allowing snow to be piled in different sections of the road cross-section.

Based on the information provided above, it is our recommendation that the City provide these variances to this subdivision to allow the developers to construct these unique and desirable lots.

If you have questions or concerns, please don't hesitate to call.

Best Regards,

Lawson Engineering and Development Services Ltd.

Blake Lawson, P.Eng
Project Engineer, Principal

Encl.

- Class D Opinion of Probable Costs – 20th Street with Variances
- Class D Opinion of Probable Costs – 20th Street without Variances
- Proposed 20th Street Cross-Section



3820 20TH STREET NE SUBDIVISION - FRONTAGE IMPROVEMENTS /w VARIANCE

2-May-18

CLASS 'D' OPINION OF PROBABLE COST FOR :

(*Denotes Nominal Quantity)

| ITEM NO. | DESCRIPTION OF WORK | UNIT | QUANTITY | UNIT PRICE | AMOUNT \$ |
|----------|---|------|----------|------------|-----------|
| A | MOBILIZATION/DEMOBILIZATION | LS | LS | 10,000.00 | 10,000.00 |
| 1.0 | ROADS AND EARTHWORKS | | | | |
| 1.1 | Supply & Install Asphalt (65mm) | m2 | 150 * | 32.00 | 4,800.00 |
| 1.2 | Supply & Place 75mm WGB Sub-Base Agg. | m3 | 230 * | 55.00 | 12,650.00 |
| 1.3 | Supply & Place 25mm WGB Base Aggregate | m3 | 60 * | 100.00 | 6,000.00 |
| 1.4 | Remove and Dispose of Existing Asphalt | m2 | 160 * | 14.00 | 2,240.00 |
| 1.5 | Common Excavation / Disposal | m3 | 1000 * | 18.00 | 18,000.00 |
| 1.6 | Remove and Pile Top Soil / Overburden | m3 | 320 * | 10.00 | 3,200.00 |
| 1.7 | Asphalt Milling - Key-in Joints | m | 100 * | 16.00 | 1,600.00 |
| 1.8 | Rock Hammering or Blasting (Allowance) | LS | LS * | 30,000.00 | 30,000.00 |
| 2.0 | STORM SEWER WORKS | | | | |
| 2.1 | Supply & Install Storm Manhole | ea | 1 * | 3,500.00 | 3,500.00 |
| 2.2 | Supply & Install Catch Basin c/w Lead | ea. | 0 * | 2,500.00 | - |
| 2.3 | Supply & Install Concrete Inlet Structure | ea. | 2 * | 3,500.00 | 7,000.00 |
| 3.0 | CONCRETE, CURB, GUTTERS & SIDEWALKS | | | | |
| 3.1 | Supply & Install Separated Asphalt Pathway | m2 | 320 * | 38.00 | 12,160.00 |
| 3.2 | Supply & Install Concrete Sidewalk | m2 | 0 * | 98.00 | - |
| 3.3 | Supply & Install Concrete Curb (CGS-1) | m | 0 * | 92.00 | - |
| 4.0 | HYDRO/TEL & LIGHTING | | | | |
| 4.1 | Supply & Install Ornamental LED Street Lighting c/w Conduit | ea. | 5 * | 7,500.00 | 37,500.00 |

SUMMARY

| | | |
|----------|-------------------------------------|---------------------|
| A | MOBILIZATION/DEMOBILIZATION | \$ 10,000.00 |
| 1.0 | ROADS & EARTHWORKS | \$ 78,490.00 |
| 2.0 | STORM SEWER WORKS | \$ 10,500.00 |
| 3.0 | CONCRETE, CURB, GUTTERS & SIDEWALKS | \$ 12,160.00 |
| 4.0 | HYDRO/TEL & LIGHTING | \$ 37,500.00 |

| | |
|------------------|----------------------|
| SUB TOTAL | \$ 148,650.00 |
|------------------|----------------------|

| | |
|-----------------|--------------------|
| GST (5%) | \$ 7,432.50 |
|-----------------|--------------------|

| | |
|--------------|----------------------|
| TOTAL | \$ 156,082.50 |
|--------------|----------------------|

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.

Prepared by: Alistair Waters

Reviewed by: Blake Lawson, P.Eng.



3820 20TH STREET NE SUBDIVISION - FRONTAGE IMPROVEMENTS w/o VARIANCE

2-May-18

CLASS 'D' OPINION OF PROBABLE COST FOR :

(*Denotes Nominal Quantity)

| ITEM NO. | DESCRIPTION OF WORK | UNIT | QUANTITY | UNIT PRICE | AMOUNT \$ |
|----------|---|------|----------|------------|-----------|
| A | MOBILIZATION/DEMOBILIZATION | LS | LS | 10,000.00 | 10,000.00 |
| 1.0 | ROADS AND EARTHWORKS | | | | |
| 1.1 | Supply & Install Asphalt (65mm) | m2 | 260 * | 32.00 | 8,320.00 |
| 1.2 | Supply & Place 75mm WGB Sub-Base Agg. | m3 | 280 * | 55.00 | 15,400.00 |
| 1.3 | Supply & Place 25mm WGB Base Aggregate | m3 | 70 * | 100.00 | 7,000.00 |
| 1.4 | Remove and Dispose of Existing Asphalt | m2 | 160 * | 14.00 | 2,240.00 |
| 1.5 | Common Excavation / Disposal | m3 | 1000 * | 18.00 | 18,000.00 |
| 1.6 | Remove and Pile Top Soil / Overburden | m3 | 320 * | 10.00 | 3,200.00 |
| 1.7 | Asphalt Milling - Key-in Joints | m | 175 * | 16.00 | 2,800.00 |
| 1.8 | Rock Hammering or Blasting (Allowance) | LS | LS * | 30,000.00 | 30,000.00 |
| 2.0 | STORM SEWER WORKS | | | | |
| 2.1 | Supply & Install Storm Manhole | ea | 0 * | 3,500.00 | - |
| 2.2 | Supply & Install Catch Basin c/w Lead | ea. | 3 * | 2,500.00 | 7,500.00 |
| 2.3 | Supply & Install Concrete Inlet Structure | ea. | 0 * | 3,500.00 | - |
| 3.0 | CONCRETE, CURB, GUTTERS & SIDEWALKS | | | | |
| 3.1 | Supply & Install Separated Asphalt Pathway | m2 | 0 * | 38.06 | - |
| 3.2 | Supply & Install Concrete Sidewalk | m2 | 320 * | 98.00 | 31,360.00 |
| 3.3 | Supply & Install Concrete Curb (CGS-1) | m | 175 * | 92.00 | 16,100.00 |
| 4.0 | HYDRO/TEL & LIGHTING | | | | |
| 4.1 | Supply & Install Ornamental LED Street Lighting c/w Conduit | ea. | 5 * | 7,500.00 | 37,500.00 |

SUMMARY

| | | |
|----------|-------------------------------------|----------------------|
| A | MOBILIZATION/DEMobilIZATION | \$ 10,000.00 |
| 1.0 | ROADS & EARTHWORKS | \$ 86,960.00 |
| 2.0 | STORM SEWER WORKS | \$ 7,500.00 |
| 3.0 | CONCRETE, CURB, GUTTERS & SIDEWALKS | \$ 47,460.00 |
| 4.0 | HYDRO/TEL & LIGHTING | \$ 37,500.00 |
| | SUB TOTAL | \$ 189,420.00 |
| | GST (5%) | \$ 9,471.00 |
| | TOTAL | \$ 198,891.00 |

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.

Prepared by: Alistair Waters

Reviewed by: Blake Lawson, P.Eng.



City of Salmon Arm
**Memorandum from the Engineering
 and Public Works Department**

TO: Kevin Pearson, Director of Development Services
 DATE: May 09, 2014
 PREPARED: Chris Moore, Engineering Assistant
 SUBJECT: **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-476**
 OWNER: Brautigam, K., 3820 – 20 Street NE, Salmon Arm, BC, V1E 2G9
 APPLICANT: Lawson Engineering, Box 106, Salmon Arm, BC V1E 1N2
 LEGAL: Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan 3890
 CIVIC: **3820 – 20 Street NE**
 ASSOCIATED: ALC-362, 18.06, OCP4000-35/ZON-1125

Further to the above referral dated 14 May 2018, the Engineering Department has thoroughly reviewed the site and offers the following comments and recommendations, relative to the variance requested.

The applicant is requesting the following variance to The Subdivision and Development Servicing Bylaw No.4163:

1. Reduce the requirement to construct 20 Street NE to the full Urban Local Road standard, to a modified Urban Local Road design that excludes curb, gutter and sidewalk and includes a ditch and asphalt walkway, as shown on the Lawson Engineering Modified Cross-Section.

20 Street NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road Standard is required by the Subdivision and Development Servicing Bylaw 4163, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and underground hydro and telecommunications.

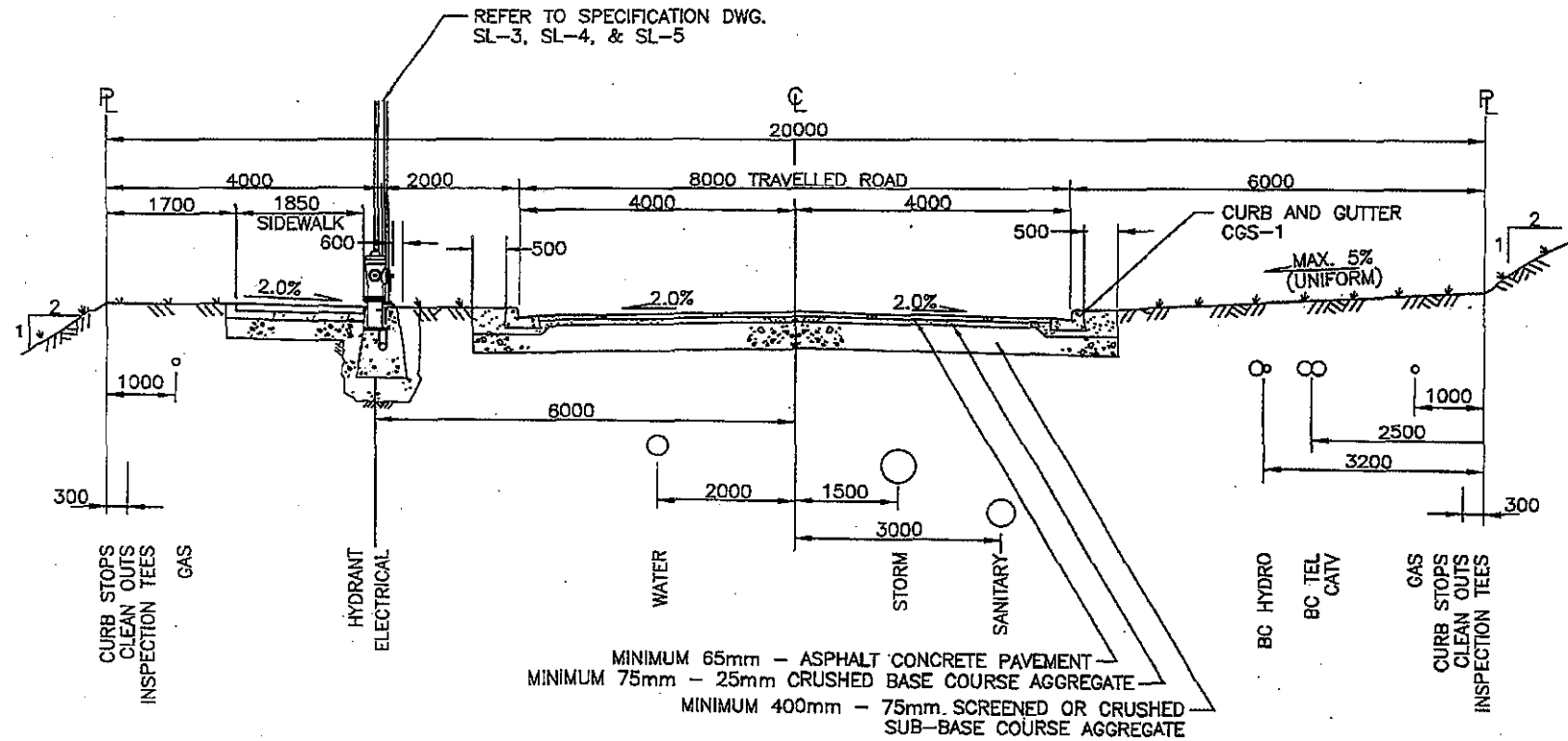
An Urban / Rural Transition Section was approved by Council for similar subdivision properties to the north and south of the subject property (**Laitinen and Green Emerald**) through Variance Permits. The modified urban standard requested would be consistent with these other developments and would ensure that the east side of 20 Street NE has a uniform appearance.

Recommendation:

In consideration of the characteristics and rural location and Councils previous approval the proposed modified section on the adjacent subdivision properties; **we recommend that the requirement to construct 20 Street NE to the full Urban Local Road standard be reduced a modified Urban Local Road standard in accordance with the Lawson Engineering Modified Cross-Section.**

Chris Moore
 Engineering Assistant

Jern Wilson, P.Eng., LEED® AP
 City Engineer



NOTES:

- 1) All utility appurtenances to be set to designed boulevard grade.
- 2) Boulevards to be graded towards the Roadway (Maximum 5% and Minimum 2%)
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.

| CITY OF SALMON ARM | | | 20m R/W Urban Local Road Cross-Section | | |
|--------------------|---------------------|----------|--|-------------------------------------|---------------------------|
| No. | Revision | Date | Date | Approved | SPECIFICATION DRAWING No. |
| A | ISSUED FOR APPROVAL | 07/14/16 | 10-11-2016 | <i>[Signature]</i> City Engineer | RD-2 |

Adopted by Council October 11, 2016

Item 19.2

CITY OF SALMON ARM

Date: July 9, 2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Development Variance Permit No. 477 be authorized for issuance for Lot A, Plan 6011, Section 10, Township 20, Range 10, W6M, KDYD to vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Section 3.0

- i) Reduce the requirement to upgrade the north half of the 20 Avenue SW frontage to the Urban Local standard to a modified design that excludes concrete sidewalk and ornamental street lighting.

[VP-477; Denter, A./Lawson Engineering & Development Services Ltd.; 1211 - 20 Avenue SW; Servicing Variance]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

Development & Planning Services Committee Meeting of July 3, 2018

5. REPORTS

2. Development Variance Permit Application No. VP-477 [Denter, A./Lawson Engineering & Development Services Ltd.; 1211 - 20 Avenue SW; Servicing Variance]

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit VP-477 be authorized for issuance for Lot A, Plan 6011, Section 10, Township 20, Range 10, W6M, KDYD to vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Section 3.0

- i) Reduce the requirement to upgrade the north half of 20 Avenue SW frontage to the Urban Local standard to a modified design that excludes concrete sidewalk and ornamental street lighting.

B. Lawson, the applicant, explained the application and was available to answer questions from the Committee.

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: item 1.i) be deleted in its entirety and replaced as follows:

1. Section 3.0

- i) Reduce the requirement to upgrade the north half of the 20 Avenue SW frontage to the Urban Local standard in accordance with City of Salmon Arm Policy 3.0 to a 50% cash in lieu contribution for a concrete sidewalk and one street light.

B. Lawson, the applicant, explained the application and was available to answer questions from the Committee.

Motion as amended:

CARRIED UNANIMOUSLY



City of Salmon Arm
Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Council

FROM: Development Services Department

DATE: June 26, 2018

SUBJECT: Development Variance Permit Application No. VP-477
Lot A, Plan 6011, Sec. 10, Tp. 20, R.10, W6M, KDYD
1211 - 20 Avenue SW
Owner: A. Denter
Agent: Lawson Engineering & Development Services Ltd. (Blake Lawson, P.Eng.)

Motion for Consideration

THAT: Development Variance Permit No. VP-477 be authorized for issuance for Lot A, Plan 6011, Sec. 10, Tp. 20, R.10, W6M, KDYD to vary the provisions of Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Section 3.0
 - i) Reduce the requirement to upgrade the north half of the 20 Avenue SW frontage to the Urban Local Road standard to a modified design that excludes concrete sidewalk and ornamental street lighting.

Staff Recommendation

THAT: The Motion for Consideration be defeated.

Proposal

The subject property is located at 1211 - 20 Avenue SW. The owner has applied to subdivide the property into three parcels and is requesting that the requirement to upgrade the north half of the 20 Avenue SW frontage be reduced to a modified standard that excludes installation of a sidewalk and ornamental street lighting. A location map, ortho photo, sketch plan of the proposed subdivision and a written submission from the applicant's agent together with engineering cost estimates are attached as Appendices 1 through 4.

Background

The property is located in Residential Development Area 'B' and is designated Medium Density Residential in the Official Community Plan. The property is zoned R-1 (Single Family Residential) and is approximately 0.4 hectare in size. The owner has received preliminary approval to subdivide the property into three parcels of approximately 0.3 hectare each with the owner's residence and accessory buildings located on the most western parcel.

As a condition of subdivision approval, the owner is required to upgrade the north half of the 20 Avenue SW frontage to the Urban Local Road standard in accordance with City of Salmon Arm Specification Drawing No. RD-2. A copy of Specification Drawing No. RD-2 is attached as Appendix 5. At this location, upgrading is limited to road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting and street drainage. The owner is requesting that the requirement for a sidewalk and street lighting be waived.

Discussion

Staff and affected agencies have reviewed the proposal and provide the following:

Fortis BC

No concerns.

BC Hydro

No concerns.

Telus

No concerns.

Building Department

No concerns.

Fire Department

No concerns.

Engineering Department


See Appendix 6.

Planning Department

The subject property and lands to the east and north are designated medium density residential and lands to the west and southwest are designated low density residential. Development in this area has been steadily increasing, especially along 10 Street SW, and there are a number of large properties to the west and southwest of the subject property that also have development potential.

20 Avenue SW currently does not have a sidewalk, however, a sidewalk from 20 Avenue SW to 10 Avenue SW is nearly complete along the west of 10 Street SW. As more properties come under development and as pedestrian traffic increases, pedestrian safety and the need for sidewalks becomes an increasing concern. Lighting along 20 Avenue SW is also below the City's standard and is currently limited to two lights on BC Hydro poles. Street lighting improves safety for both pedestrian and vehicular traffic and needs to be improved as development proceeds and traffic flows increase.

As new parcels are created, road improvements should be applied consistently and fairly with each development contributing an equitable share to the cost of the improvements. The creation of partially serviced parcels hinders the extension of City services and creates additional costs to the City when these works and services have to be extended across unserved properties.


Prepared by: Jon Turlock
Planning & Development Officer

Reviewed by: Carl Bannister
CAO

Appendices

1. Location map
2. Ortho photo
3. Sketch plan of proposed subdivision
4. Agent's letter and cost estimates
5. Specification Drawing No. RD-2
6. Engineering Dept. comments



Location Map



Ortho

LEGEND



shed

PLAN KAP6011

LOT A

house

REM LOT A
AREA = 0.35 ACRE

PROP LOT 1
AREA = 0.30 ACRE

PROP LOT 2
AREA = 0.30 ACRE

1211 20TH AVENUE SW

ROAD DEDICATION

NOTES:

D. CONTRACTOR TO VERIFY LOCATION OF ALL
EXISTING UTILITIES WITH ALL UTILITY COMPANIES
PRIOR TO DIGGING.

23 CONTRACTOR TO CO-ORDINATE UTILITY
RELOCATION WORK WITH UTILITY
COMPANIES AS REQUIRED.


ALL INFORMATION TO BE IN ACCORDANCE WITH CITY OF BURLINGHAM AND SUBORDINATE AND REGULATORY ORDINANCES RELAY

| | | | | |
|----|--------|------------------------|----|----|
| 0 | W/ 10' | SEARCH FOR APPLICANCES | AN | 2 |
| 16 | DATE | SCRIPTURE | 21 | AN |

REVIEWS

DRAFT

| | |
|--------|-----|
| DESIGN | ACT |
|--------|-----|

DRAWN 

DATE APR 20 1968

| | |
|--------|------|
| CHICKS | 2500 |
|--------|------|

PAGE

SCALEX

HERTZ = 1020

MENT - SEE MAMING



WEST LAKESHORE, ILL.
301 N.W. 4TH ST. SUITE 210

1211 20 AVENUE

PRELIMINARY
SUBDIVISION S:
PLAN

OPTION #1

| | |
|-------------|----|
| PROJECT No. | 45 |
|-------------|----|

| |
|----|
| AD |
| AD |

| | |
|---|---|
| 1 | 2 |
|---|---|

2075 Hqs. SK-1

ARTICULO 3



825C Lakeshore Road W
PO Box 106
Salmon Arm, BC V1E 4N2

Thursday, June 21, 2018

Kevin Pearson, Approving Officer
City of Salmon Arm
Box 40 500 2nd Avenue NE
Salmon Arm, B.C. V1E 4N2

RE: Proposed Subdivision of Lot A, Plan 6011, Sec 10, Tp20, R10, W6M, KDYD - Subdivision Variances

Dear Mr. Kevin Pearson:

Further to the variance permit application for subdivision application number 18.09 this letter is intended to provide insight into the variance the developers and Lawson Engineering and Development Services Ltd. (LEDS) have proposed. The variance proposed is requested for the reasons stated below and to allow the developer to maximize the development potential of the subdivision. In addition, the proposed subdivision is for just a 3-lot configuration, which does not qualify as "infill" and thus is not exempt from the full frontage improvement standard. LEDS and the developer feel the request below is an adequate compromise between what is required by our Subdivision and Servicing Bylaw for an urban subdivision, and what is financially feasible for the developer. LEDS and the developer also feel that the request below would leave the road frontage in a standard that is consistent within the neighborhood for now and moving forward in the future.

The proposed subdivision is located at 1211 20 Avenue SW, Salmon Arm, BC on a 1.00-acre parcel of land that is to be divided into 3 large City parcels, keeping them consistent with parcels in the surrounding area. The property is near the border of the urban containment boundary and sits in an area of Salmon Arm that is mixed within rural properties and agricultural lands.

Variance to the Subdivision & Development Servicing Bylaw No. 4163 (Schedule B, Part 1, Section 4.0):

- 1) Reduce the requirements to upgrade the North half of the road fronting the subject property from the full urban local standard (RD-2) to a modified standard. The modified standard would **exclude**:
 - Concrete Sidewalks;
 - Ornamental Street Lighting;

Based on the information provided above, it is our recommendation that the City provide this variance to this subdivision to allow the developers to construct these desirable lots. We feel that this variance will allow the owner to create this subdivision within an area of Salmon Arm that could be considered as infill. It brings both the urban and rural together contributing significantly to benefit of the City of Salmon Arm.

If you have questions or concerns, please don't hesitate to call or email.

Best Regards,

Lawson Engineering and Development Services Ltd.



Blake Lawson, P.Eng
Project Engineer
blake@lawsondevelopments.com

Attachments:

- Class C – Opinion of Probable Costs – without Variances
- Class C – Opinion of Probable Costs – with Variances

1211 20 Ave SW - Civil Construction
14/Apr/18
CLASS C OPC - URBAN LOCAL ROAD IMPROVEMENTS

SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES
 (*Denotes Nominal Quantity)

| Item No. | DESCRIPTION OF WORK | UNIT | QUANTITY | UNIT PRICE | AMOUNT \$ |
|------------|---|------|----------|------------|-----------|
| 1.0 | ROADS AND EARTHWORKS | | | | |
| | SECTION 1 | | | | |
| 1.1 | Remove & Dispose Asphalt | m2 | 80 * | 16.00 | 1,280.00 |
| 1.2 | Supply & Install Asphalt (65mm) | m2 | 65 * | 34.00 | 2,210.00 |
| 1.3 | Supply & Place 75mm WGB Sub-Base Agg. | m3 | 100 * | 45.00 | 4,500.00 |
| 1.4 | Supply & Place 25mm WGB Base Aggregate | m3 | 18 * | 80.00 | 1,440.00 |
| 1.5 | Common Excavation / Road Grading | m3 | 165 * | 18.00 | 2,970.00 |
| 1.6 | Import Backfill | m3 | 120 * | 36.00 | 4,320.00 |
| 1.7 | Boulevard Grading & Hydro-seed | LS | LS | 2,500.00 | 2,500.00 |
| 1.8 | Asphalt Milling - Key-in Joints | m | 70 | 8.00 | 560.00 |
| 2.0 | CONCRETE WORKS | | | | |
| | SECTION 2 | | | | |
| 2.1 | Supply & Install Concrete Sidewalk | m2 | 125 * | 94.00 | 11,750.00 |
| 2.2 | Supply & Install Concrete Curb & Gutter | m | 68 * | 86.00 | 5,848.00 |
| 3.0 | HYDRO, TEL & STREET LIGHTING | | | | |
| | SECTION 3 | | | | |
| 3.1 | Supply & Install Street Light c/w Conduit / Conductor | ea. | 2 * | 6,500.00 | 13,000.00 |
| 4.0 | STORM SEWER WORKS | | | | |
| | SECTION 4 | | | | |
| 4.1 | Supply & Install Catch-Basin c/w 200mm Lead | ea. | 1 * | 2,800.00 | 2,800.00 |
| 5.0 | SANITARY SEWER WORKS | | | | |
| | SECTION 5 | | | | |
| 5.1 | Supply & Install Sanitary Service c/w IC | ea. | 3 * | 1,600.00 | 4,800.00 |
| 6.0 | WATER DISTRIBUTION WORKS | | | | |
| | SECTION 6 | | | | |
| 6.1 | Supply & Install 25mm Water Services c/w CS | ea. | 3 * | 1,800.00 | 5,400.00 |

CLASS C OPC - URBAN LOCAL ROAD IMPROVEMENTS

Page 2

| Item No. | DESCRIPTION OF WORK | UNIT | QUANTITY | UNIT PRICE | AMOUNT \$ |
|----------|------------------------------|------|----------|------------|---------------------|
| | SUMMARY | | | | |
| 1.0 | ROADS & EARTHWORKS | | | | \$ 19,220.00 |
| 2.0 | CONCRETE WORKS | | | | \$ 17,598.00 |
| 3.0 | HYDRO, TEL & STREET LIGHTING | | | | \$ 13,000.00 |
| 4.0 | STORM SEWER WORKS | | | | \$ 2,800.00 |
| 5.0 | SANITARY SEWER WORKS | | | | \$ 4,800.00 |
| 6.0 | WATER DISTRIBUTION WORKS | | | | \$ 5,400.00 |
| | SUB TOTAL | | | | \$ 62,818.00 |
| | CONTINGENCY (10%) | | | | 6,281.80 |
| | ENGINEERING (10%) | | | | 6,281.80 |
| | GST (5%) | | | | \$ 3,140.90 |
| | TOTAL | | | | \$ <u>78,522.50</u> |



1211 20 Ave SW - Civil Construction
14/Apr/18
CLASS C OPC - MODIFIED URBAN LOCAL ROAD IMPROVEMENTS

SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES
(*Denotes Nominal Quantity)

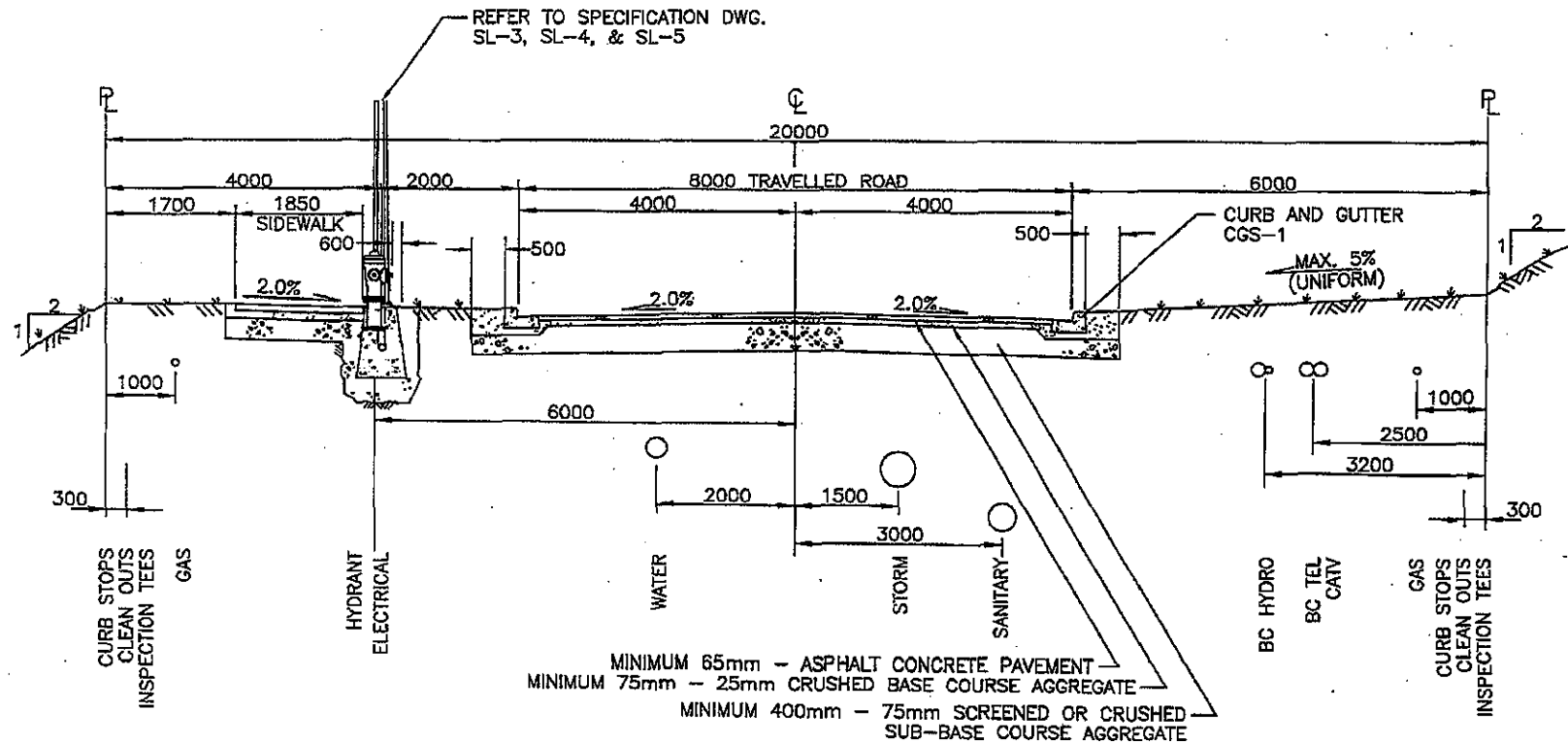
| Item No. | DESCRIPTION OF WORK | UNIT | QUANTITY | UNIT PRICE | AMOUNT \$ |
|------------|---|------|----------|------------|-----------|
| 1.0 | ROADS AND EARTHWORKS SECTION 1 | | | | |
| 1.1 | Remove & Dispose Asphalt | m2 | 80 * | 16.00 | 1,280.00 |
| 1.2 | Supply & Install Asphalt (65mm) | m2 | 65 * | 34.00 | 2,210.00 |
| 1.3 | Supply & Place 75mm WGB Sub-Base Agg. | m3 | 45 * | 45.00 | 2,025.00 |
| 1.4 | Supply & Place 25mm WGB Base Aggregate | m3 | 10 * | 80.00 | 800.00 |
| 1.5 | Common Excavation / Road Grading | m3 | 65 * | 18.00 | 1,170.00 |
| 1.6 | Import Backfill | m3 | 100 * | 36.00 | 3,600.00 |
| 1.7 | Boulevard Grading & Hydro-seed | LS | LS | 2,500.00 | 2,500.00 |
| 1.8 | Asphalt Milling - Key-in Joints | m | 70 | 8.00 | 560.00 |
| 2.0 | CONCRETE WORKS SECTION 2 | | | | |
| 2.1 | Supply & Install Concrete Sidewalk | m2 | 0 * | 94.00 | - |
| 2.2 | Supply & Install Concrete Curb & Gutter | m | 68 * | 86.00 | 5,848.00 |
| 3.0 | HYDRO, TEL & STREET LIGHTING SECTION 3 | | | | |
| 3.1 | Supply & Install Street Light c/w Conduit / Conductor | ea. | 0 * | - | - |
| 3.2 | Supply & Install Hydro Tel Underground Civil Works | LS | LS * | - | - |
| 4.0 | STORM SEWER WORKS SECTION 4 | | | | |
| 4.1 | Supply & Install Catch-Basin c/w 200mm Lead | ea. | 1 * | 2,800.00 | 2,800.00 |
| 5.0 | SANITARY SEWER WORKS SECTION 5 | | | | |
| 5.1 | Supply & Install Sanitary Service c/w IC | ea. | 3 * | 1,600.00 | 4,800.00 |
| 6.0 | WATER DISTRIBUTION WORKS SECTION 6 | | | | |
| 6.1 | Supply & Install 25mm Water Services c/w CS | ea. | 3 * | 1,800.00 | 5,400.00 |

CLASS C OPC - MODIFIED URBAN LOCAL ROAD IMPROVEMENTS

Page 2

| Item No. | DESCRIPTION OF WORK | UNIT | QUANTITY | UNIT PRICE | AMOUNT \$ |
|----------|------------------------------|------|----------|------------|--------------|
| | SUMMARY | | | | |
| 1.0 | ROADS & EARTHWORKS | | | | \$ 13,585.00 |
| 2.0 | CONCRETE WORKS | | | | \$ 5,848.00 |
| 3.0 | HYDRO, TEL & STREET LIGHTING | | | | \$ - |
| 4.0 | STORM SEWER WORKS | | | | \$ 2,800.00 |
| 5.0 | SANITARY SEWER WORKS | | | | \$ 4,800.00 |
| 6.0 | WATER DISTRIBUTION WORKS | | | | \$ 5,400.00 |
| | SUB TOTAL | | | | \$ 32,433.00 |
| | CONTINGENCY (10%) | | | | 3,243.30 |
| | ENGINEERING (10%) | | | | 3,243.30 |
| | GST (5%) | | | | \$ 1,945.98 |
| | TOTAL | | | | \$ 40,865.58 |





NOTES:

- 1) All utility appurtenances to be set to designed boulevard grade.
- 2) Boulevards to be graded towards the Roadway (Maximum 5% and Minimum 2%)
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.

| CITY OF SALMON ARM | | | 20m R/W Urban Local Road Cross-Section | | |
|--------------------|---------------------|----------|--|-------------------------------------|------------------------------|
| No. | Revision | Date | Date | Approved | SPECIFICATION DRAWING No. |
| A | ISSUED FOR APPROVAL | 07/14/16 | 10-11-2016 | <i>[Signature]</i> City Engineer | RD-2 |

Adopted by Council October 11, 2016



City of Salmon Arm
Memorandum from the Engineering
and Public Works Department

TO: Kevin Pearson, Director of Development Services
DATE: 14 June, 2018
PREPARED: Chris Moore, Engineering Assistant
OWNER: Denter, Ada, 1211 – 20 Avenue SW, Salmon Arm, BC V1E 1L6
APPLICANT: Lawson Engineering Ltd., Box 106, Salmon Arm, BC V1E 4N2
SUBJECT: **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-477**
LEGAL: Lot A, Section 10, Township 20, Range 10 W6M, KDYD, Plan 6011
CIVIC: **1211 – 20 Avenue SW**

Further to the above referral dated 29 May 2018, the Engineering Department has thoroughly reviewed the site and offers the following comments and recommendations, relative to the variance requested.

The applicant is requesting the following variance to The Subdivision and Development Servicing Bylaw No.4163:

1. Reduce the requirement to construct 20 Street SW to the full Urban Local Road standard, to a modified Urban Local Road design that excludes concrete sidewalk, ornamental street lighting.

20 Avenue SW is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road Standard is required by the Subdivision and Development Servicing Bylaw 4163, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting and street drainage.

20 Avenue SW currently has no sidewalk but is increasingly being used by pedestrians from "The Ridge" subdivision as a connector to 10 Street Sw. The sidewalk on 10 Street SW will by the end of this year be constructed across 90% of the frontages from 20 Avenue SW to 10 Avenue SW, encouraging a further increase in pedestrian traffic. Further potential subdivision properties may also add to the traffic on this road. The provision of a sidewalk on 20 Avenue SW will provide a safe route for pedestrians to 10 Street SW who are currently sharing the road with vehicles.

20 Avenue SW currently has only 2 street lights, mounted on the BC Hydro poles and is well below the current standard of lighting required by the bylaw. The appropriate level of street lighting is required to ensure the safety of both vehicular and pedestrian traffic and is increasingly important as traffic flows increase due to the development of surrounding properties.

DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-477

14 June 2018

Page 2

Recommendation:

In consideration of safe pedestrian movement along 20 Avenue SW; the Engineering Department recommends that the request to reduce the requirement to construct 20 Street SW to the full Urban Local Road standard, to a modified Urban Local Road design that excludes concrete sidewalk, ornamental street lighting be denied.



Chris Moore
Engineering Assistant



Jenn Wilson, P.Eng., LEED® AP
City Engineer

)

THIS PAGE INTENTIONALLY LEFT BLANK

Item 23.

CITY OF SALMON ARM

Date: July 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of July 9, 2018, be adjourned.

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

THIS PAGE INTENTIONALLY LEFT BLANK