

1. July 22, 2019 Council Agenda And Council Information

Documents:

[JULY 22, 2019 AGENDA.PDF](#)

[JULY 22, 2019 COUNCIL INFORMATION.PDF](#)

AGENDA

City of Salmon Arm
Regular Council Meeting

Monday, July 22, 2019

1:00 p.m.

Room 100, City Hall

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

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	CONFIRMATION OF MINUTES
3 – 10	1.	Regular Council Meeting Minutes of July 8, 2019
	6.	COMMITTEE REPORTS
11 – 14	1.	Development and Planning Services Committee Meeting Minutes of July 15, 2019
15 – 18	2.	Downtown Parking Commission Meeting Minutes of June 18, 2019
19 – 22	3.	Social Impact Advisory Committee Meeting Minutes of July 12, 2019
	7.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	8.	STAFF REPORTS
23 – 24	1.	Chief Financial Officer – Property Tax Collection – For Information
25 – 36	2.	Chief Administrative Officer Report dated June 10, 2016 – Canoe Beach Campsites – Rental Agreements, Original Motion and Background – For Information
37 – 40	3.	Chief Financial Officer – Annual Financial Audit Services – 2019, 2020 and 2021
41 – 44	4.	Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #86 – Rubber Backhoe
45 – 50	5.	Director of Development Services – Agricultural Advisory Committee Appointment
51 – 54	6.	Director of Corporate Services – Community Housing Strategy RFP Award

- 55 – 68 **9. INTRODUCTION OF BYLAWS**
1. City of Salmon Arm Zoning Amendment Bylaw No. 4346 [ZON-1151; Gagnon, G.R. & Morgan, K.; 741 – 2 Avenue NE; R-1 to R-8] – First and Second Readings
- 69 – 72 **10. RECONSIDERATION OF BYLAWS**
1. City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340 (2019/2020 Cemetery Rates) – Final Reading
- 73 – 78 2. City of Salmon Arm Municipal Ticket Information Amendment Bylaw No. 4342 - Street Solicitation – Final Reading
- 79 – 80 **11. CORRESPONDENCE**
- 81 – 84 1. Informational Correspondence
2. T. Piccini – letter dated July 18, 2019 – Request to hold Josh Hunter Memorial Skateboard Competition at Blackburn Skateboard Park, September 28, 2019
- 12. NEW BUSINESS**
- 85 – 88 **13. PRESENTATIONS / DELEGATIONS**
1. Presentation 4:00 – 4:15 p.m. (approximately)
Carson Carter, Canoe Beach Rental Lots
- 89 – 90 2. Presentation 4:15 – 4:30 p.m. (approximately)
Dale Unruh and Brooks Christensen, Salmon Arm Silverbacks
- 14. COUNCIL STATEMENTS**
- 15. SALMON ARM SECONDARY YOUTH COUNCIL**
- 16. NOTICE OF MOTION**
- 91 – 92 **17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
1. Councillor Lavery – Transportation Parcel Tax (Notice of Motion from June 24, 2019)
- 18. OTHER BUSINESS**
- 19. QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	20.	DISCLOSURE OF INTEREST

21. **HEARINGS**
22. **PUBLIC HEARINGS**
93 – 104 1. Fee for Service Amendment Bylaw No. 4343 – Development Services Fees
23. **STATUTORY PUBLIC HEARINGS**
105 – 116 1. Zoning Amendment Application No. 1152 [Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8]
24. **RECONSIDERATION OF BYLAWS**
117 – 122 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 – Development Services Fees – Third and Final Readings
123 – 126 2. City of Salmon Arm Zoning Amendment Bylaw No. 4341 [ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8] – Third Reading
25. **QUESTION AND ANSWER PERIOD**
- 127 – 128 26. **ADJOURNMENT**

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Item 2.

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Lavery

Seconded: Councillor Eliason

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

Vote Record

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

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

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Item 5.1

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of July 8, 2019, be adopted as circulated.

Vote Record

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

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced in Room 100 at 1:30 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia on Monday, July 8, 2019.

PRESENT:

Deputy Mayor K. Flynn
Councillor D. Cannon
Councillor S. Lindgren
Councillor L. Wallace Richmond

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

ABSENT:

Mayor A. Harrison
Councillor C. Eliason
Councillor T. Lavery

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0372-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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 1:36 p.m.

Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

4. DISCLOSURE OF INTEREST

5. CONFIRMATION OF MINUTES**1. Regular Council Meeting Minutes of June 24, 2019**

0373-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of June 24, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY**6. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of July 2, 2019**

0374-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of July 2, 2019 be received as information.

CARRIED UNANIMOUSLY**2. Social Impact Advisory Committee Meeting Minutes of June 14, 2019**

0375-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Social Impact Advisory Committee Meeting Minutes of June 14, 2019, be received as information.

CARRIED UNANIMOUSLY**3. Shuswap Regional Airport Operations Committee Meeting Minutes of June 19, 2019**

0376-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of June 19, 2019, be received as information.

CARRIED UNANIMOUSLY**4. Environmental Advisory Committee Meeting Minutes of June 6, 2019**

0377-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Environmental Advisory Committee Meeting Minutes of June 6, 2019, be received as information.

CARRIED UNANIMOUSLY**7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE****1. Board in Brief - June, 2019**

Received for information.

8. STAFF REPORTS

1. Director of Development Services - Agricultural Land Commission Application No. ALC-381 [Brackhaus, G. / McDonald, D. / Nash, J. & S.; 4395 - 10 Avenue SE; Non-Adhering Residential Use - Additional Residence for Farm Use]

0378-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Agricultural Land Commission Application No. ALC-381 be authorized for submission to the Agricultural Land Commission.

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

CARRIED UNANIMOUSLY

2. Director of Development Services - Agricultural Land Commission Application No. ALC-383 [Veerman, R. & B.; 6740 - 56 Street NE; Non-Adhering Residential Use - Additional Residence for Farm Use]

0379-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Agricultural Land Commission Application No. ALC-383 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

3. Director of Development Services - Agricultural Land Commission Application No. ALC-384 [Rasmussen, C. & J. / Weicker, K. & C.; 4850 - 40 Street NE and 4951 - 50 Street NE; Boundary Adjustment - Subdivision in the ALR]

0380-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Agricultural Land Commission Application No. ALC-384 be authorized for submission to the Agricultural Land Commission.

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

CARRIED UNANIMOUSLY

4. Director of Engineering & Public Works - WPCC Expansion Planning - Site Selection Study

0381-2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of the Engineering Services relative to Project No. ENG 2018-62 to authorize the sole sourcing of same to WSP Canada Inc.;

AND THAT: Council award the Engineering Services contract for the WPCC Expansion Site Selection Study to WSP Canada Inc. in accordance with the terms of their proposal dated June 20, 2019, for an estimated cost of \$85,540.00 plus applicable taxes.

CARRIED UNANIMOUSLY

8. STAFF REPORTS - continued**5. Director of Engineering & Public Works - Blackburn Park Picnic Structure Construction Budget Amendment**

0382-2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the 2019 Budget contained in the 2019 - 2023 Financial Plan Bylaw be amended to reflect additional funding for the "Blackburn Park Picnic Structure Construction" budget to cover additional unforeseen expenses in the amount of \$25,000.00, reallocated from Blackburn Park Reserve.

CARRIED UNANIMOUSLY**6. Director of Corporate Services - Cultural Master Plan RFP Award**

0383-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council award the Cultural Master Plan contract to Patricia Huntsman Culture + Communication for the quoted price of \$19,999.00, including applicable taxes.

CARRIED UNANIMOUSLY**9. INTRODUCTION OF BYLAWS****1. City of Salmon Arm Zoning Amendment Bylaw No. 4341 [ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8] - First and Second Readings**

0384-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4341 be read a first and second time;

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

CARRIED UNANIMOUSLY**2. City of Salmon Arm Municipal Ticket Information Amendment Bylaw No. 4342 - Street Solicitation - First, Second and Third Readings**

0385-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4342 be read a first, second and third time.

CARRIED

Councillor Lindgren Opposed

9. INTRODUCTION OF BYLAWS - continued

3. City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 - Development Services Fees - First and Second Readings

0386-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 be read a first and second time;

AND THAT: a Public Hearing be held at the Regular Council Meeting on July 22, 2019 at 7:00 p.m.

CARRIED UNANIMOUSLY

10. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4306 [ZON-1136; Lawson Engineering & Development Services Ltd./Lawson, B./Hillcrest Mews Inc.; 2520 10 Avenue SE; R-1 to CD-19] - Final Reading

0387-2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4306 be read a final time.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE

1. Informational Correspondence

2. Salmon Arm Tennis Club ITC Report - June 21, 2019

W. Pain, Salmon Arm Tennis Club outlined the letter dated June 21, 2019 and was available to answer questions from Council.

0388-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council agree to provide a grace period of 2 years, beginning September 2019, for repayment of the Loan Agreement between the City of Salmon Arm and the Salmon Arm Tennis Club dated May 1, 2018, as outlined in the Salmon Arm Tennis Club letter dated June 21, 2019.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

The Meeting recessed at 3:38 p.m.

The Meeting reconvened at 3:45 p.m.

13. PRESENTATIONS

1. Brad Bennett - Woodlands Manager, Interfor Corporation Adams Lake Division - Forest tenure (Canfor Vavenby operation)

Brad Bennett, Woodlands Manager, and Erik Kok from Interfor Corporation Adams Lake Division provided an overview of the forest tenure situation and were available to answer questions from Council.

0389-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council send a letter to Minister Doug Donaldson supporting the transfer of the Canfor Vavenby timber licenses to Interfor to provide ongoing timber supply support to the Adams Lake operation and the associated jobs the facility provides to the regional economy and copied to Gorman Brothers and Canoe Forest Products.

CARRIED UNANIMOUSLY

0390-2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council request a meeting with Minister Doug Donaldson at UBCM to discuss the forest industry transition items.

CARRIED UNANIMOUSLY

2. Amy Vallarino, Environmental Advisory Committee - Climate Leadership in Salmon Arm

Amy Vallarino, Environmental Advisory Committee Member at Large, provided a presentation on Climate Leadership in Salmon Arm and was available to answer questions from Council.

14. COUNCIL STATEMENTS**15. SALMON ARM SECONDARY YOUTH COUNCIL****16. NOTICE OF MOTION****17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

1. A. Slater, Executive Director, SILGA - email dated June 20, 2019 - Deferred Motion 0366-2019 SILGA Youth at UBCM

0366-2019

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council authorize up to \$2,000.00 from 2019 Council Initiatives for E. Brennan and Z. Naish to attend the 2019 Union of British Columbia Municipalities Convention.

The Chief Administrative Officer reported that there is \$2,500.00 in the 2019 Annual Budget to assist the youth in attending the 2019 UBCM Convention.

DEFEATED UNANIMOUSLY

18. OTHER BUSINESS

19. QUESTION AND ANSWER PERIOD

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

20. ADJOURNMENT

0391-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of July 8, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:48 p.m.

CERTIFIED CORRECT:

Adopted by Council the day of , 2019.

CORPORATE OFFICER

MAYOR

Item 6.1

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of July 15, 2019 be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, July 15, 2019.**

PRESENT:

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

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

ABSENT:

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

1. Zoning Amendment Application No. ZON-1151 [Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8]

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

5. REPORTS - continued

1. Zoning Amendment Application No. ZON-1151 [Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8] - continued

AND THAT: Final reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEM

9. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee meeting of July 15, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:02 a.m.

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

Mayor Alan Harrison
Chair

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Item 6.2

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Downtown Parking Commission Meeting Minutes of June 18, 2019, be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, June 18, 2019.**

PRESENT:

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

ABSENT:

Jacque Gaudreau	Downtown Salmon Arm Representative
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GUEST:

The meeting was called to order at 8:00 a.m. by Chairperson Chad Eliason.

1. INTRODUCTIONS AND WELCOME

2. PRESENTATIONS

3. APPROVAL / CHANGES / ADDITIONS TO AGENDA

Addition to Item 6.6 – letter from L. Wong, Downtown Salmon Arm dated June 12, 2019 – Street Parking

Addition to Item 6.6 – Letter from S. Robinson, President, Salmon Arm & District Chamber of Commerce – Downtown Street Parking

Moved: Cathy Ingebrigston

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting Agenda of June 17, 2019 be approved with additions.

CARRIED UNANIMOUSLY

4. APPROVAL OF MINUTES FROM MAY 28, 2019

Moved: Gerald Foreman

Seconded: Regan Ready

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

CARRIED UNANIMOUSLY

5. OLD BUSINESS ARISING FROM MINUTES**6. NEW BUSINESS****1) Downtown Parking Plan Summary – comments or questions**

The Downtown Parking Plan Summary was reviewed and discussed.

2) DSA Membership update

Heather Finn will be resigning as at July 1, 2019. Downtown Salmon Arm has recommended the appointment of Linda Nielson and this recommendation has been approved by Council.

3) City Web Page - Update

A review of the new City of Salmon web page was provided and the accessibility of the site as it relates to parking information was discussed. A link from the website to Google Maps was discussed.

4) Hudson Street Revite – Post Office Parking

The work will be completed shortly and the parking meters will remain the same.

5) Salmon Arm Chamber of Commerce – Membership Request

Susan Robinson, President of Salmon Arm & District Chamber of Commerce has requested that the Downtown Parking Commission's members include a representative from the Chamber of Commerce. The Downtown Parking Commission Bylaw does not provide for inclusion of a member from the Chamber of Commerce and the possibility of having a member from the Chamber on Downtown Salmon Arm was discussed.

6) Street parking in Downtown Salmon Arm: should it be limited to one hour or two? (Salmon Arm Observer)

The Article in the May 10, 2019 Salmon Arm Observer was reviewed and discussed. Correspondence from L. Wong, Manager, Downtown Salmon Arm, and

6. NEW BUSINESS – continued6) **Street parking in Downtown Salmon Arm: should it be limited to one hour or two? (Salmon Arm Observer) - continued**

correspondence from Susan Robinson, President, Salmon Arm & District Chamber of Commerce, in support of 2 hour street parking was discussed.

Moved: Heather Finn

Seconded: Bill Laird

THAT: One (1) hour parking remaining in effect on Hudson Avenue and two (2) hour parking in all other areas will be revisited in the spring of 2020.

CARRIED

Gerald Foreman Opposed

7. OTHER BUSINESS8. NEXT MEETING – Tuesday, July 16, 2019

The next meeting of the Downtown Parking Commission will be Tuesday, July 16, 2019.

9. ADJOURNMENT

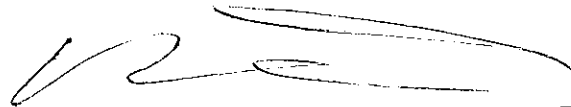
Moved: Gerald Foreman

Seconded: June Stewart

THAT: the Downtown Parking Commission Meeting of June 18, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:00 a.m.



Marcel A. Bedard
Bylaw Officer

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

Item 6.3

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of July 12, 2019, be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the **Social Impact Advisory Committee** meeting held in Room 101 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Friday, July 12, 2019**, at 8:00 a.m.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Dawn Dunlop	Canadian Mental Health Association (CMHA) (entered the meeting at 8:04 a.m.)
June Stewart	Shuswap Children's Association
Mehrnaz Kobari	Shuswap Immigrant Services Society
Colleen Making	Shuswap Area Family Emergency (SAFE) Society
Jo-Anne Crawford	Shuswap Association for Community Living (SACL)
Patricia Thurston	Shuswap Family Centre
Kim Sinclair	Aspiral Youth Partners
Neal Green	Interior Health Association-Mental Health
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Kristy Woodcock	Okanagan College Okanagan Regional Library
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GUEST:

Jennifer Broadwell	Downtown Salmon Arm
Gudrun Malmqvist	Shuswap Family Centre

The meeting was called to order at 8:00 a.m.

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

Moved: Patricia Thurston

Seconded: Jo-Anne Crawford

THAT: the Social Impact Advisory Committee Meeting Agenda of July 12, 2019, be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes of June 14, 2019 Social Impact Advisory Committee Meeting

Moved: Patricia Thurston

Seconded: Jo-Anne Crawford

THAT: the minutes of the Social Impact Advisory Committee Meeting of June 14, 2019 be approved as circulated.

CARRIED UNANIMOUSLY

Dawn Dunlop entered the meeting at 8:04 a.m.

5. Old Business/Arising from minutes

- 1) Outreach Worker - correspondence to BC Housing from Mayor Harrison and correspondence from Downtown Salmon Arm - for information. Gudrun Malmqvist updated the Committee on the current status of the provincially funded Community Integration Specialist.

6. New Business

- 1) Social Development Services - Potential Role of the City
Councillor Wallace Richmond reviewed the presentation to the Committee by City of Penticton bylaw enforcement. The Committee discussed the potential participation of the City of Salmon Arm in Social Development. Councillor Wallace Richmond outlined the Social Services Policies in the Official Community Plan and reviewed the City's current Corporate Strategic Plan together with the City's budget process. The presentation proposed by the Committee to Mayor and Council was discussed and will be further reviewed at the next meeting of the Committee.

7. Other Business &/or Roundtable Updates

8. Next meeting - August 23, 2019

9. Adjournment

Moved: Patricia Thurston

Seconded: Dawn Dunlop

THAT: the Social Impact Advisory Committee Meeting of July 12, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:00 a.m.

Councillor Louise Wallace Richmond, Chair

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

Item 8.1

CITY OF SALMON ARM

Date: July 22, 2019

Chief Financial Officer – Property Tax Collection For Information

Vote Record

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

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

CITY OF SALMON ARM

Date: July 4, 2019
 To: Mayor Harrison and Members of Council
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Property Tax Collection

FOR INFORMATION

Listed below are the current tax collection percentages and associated tax and penalty revenues for 2019 and 2018.

	<u>2019</u>	<u>2018</u>
Revenue	\$34,119,709.83	\$32,484,193.09
Collection to Due Date	<u>32,496,331.57</u>	<u>30,729,647.67</u>
Outstanding Balance	<u>\$ 1,623,378.26</u>	<u>\$ 1,754,545.42</u>
Percentage Collected	95.25%	94.59%
Penalty Revenue	\$ 162,338.04	\$ 175,455.04
Less: Penalty Reversal (Due to Deferment Applications)	<u>(31,991.89)</u>	<u>(26,690.89)</u>
Adjusted Penalty Revenue	<u>\$ 130,346.15</u>	<u>\$ 148,764.15</u>

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

Item 8.2

CITY OF SALMON ARM

Date: July 22, 2019

Chief Administrative Officer Report dated June 10, 2016 – Canoe Beach Campsites – Rental Agreements, Original Motion and Background – For Information

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council

DATE: June 10, 2016

SUBJECT: Canoe Beach Campsites – Rental Agreements

RECOMMENDATIONS

THAT: the Rental Agreements for the Canoe Beach Lots be offered for a final five year Rental (Licence for Use and Occupation) term commencing on November 1, 2016 and expiring on October 31, 2021, with no change to the associated fee;

AND THAT: all tenants be provided formal notice that this is the final term and that all structures (including underground) must be removed upon expiry, at the renters expense, as outlined in the Rental Agreement;

AND FURTHER THAT: a gate be installed at the entrance to the campsites that is closed/locked during the months of November through March inclusive.

BACKGROUND

Term/ Official Community Plan

The Canoe Beach Campsites have, in recent years, been offered on a three year rental term with the current term ending on October 31, 2016.

The following forms part of the current Rental Agreements:

2.02 The Tenant acknowledges that:

- (a) the Official Community Plan which has been adopted by the City of Salmon Arm designates that the Property is to be converted to park land at some future date;
- (b) this Rental Agreement is for a relatively short fixed term and it is without renewal rights; and
- (c) while the Tenant may apply to rent the Campsite for a further period upon the expiry of the Term, there is no assurance that this Rental Agreement will be rewritten, extended, or renewed by the Landlord upon the expiry of the Term.

The following excerpt is from the Official Community Plan:

11.3.7 Retain the Canoe Beach waterfront land leases until the year 2021. In the interim, Council may review and renew individual leases on an annual or longer basis to a maximum term of three years less one day. Eventually, as demand increases, the land will be developed with park facilities, including picnic areas, children's play equipment, and other beach-related uses as determined through public consultation.

The proposed 5 year term will align with this OCP Policy. Despite the above OCP reference, there is no legal requirement to continue to rent these areas until 2021, if Council should choose otherwise. The fact is that this date has been moved forward in successive OCP revisions, as much for political expediency as anything else (i.e. no desire to hold up adoption of a new OCP on this issue alone). Dating back 20 years, Official Community Plan Bylaw No. 2301 (1995) indicated that the Canoe Beach waterfront residential leases be retained to the year 2005 and this date has been moved forward ever since.

While this is admittedly a difficult issue for Council to deal with, and the present occupiers likely stand to lose the equity in their cabins / structures, they are located on prime waterfront land that is best suited for a park/public beach. It is preferable to deal with the issue now with clarity and conviction, rather than kick the proverbial can down the road again.

Rental Area Tenure

There are 28 rental lots in total (See Appendix 1). These are not surveyed and are not fee simple lots. Rather, they simply represent a portion of City owned Lot 1, Plan No. 4310 (see Appendix 2) and are defined by crude measurements referenced in the respective rental agreements and shown on a 1977 Plan (see Appendix 3). The gravel road which accesses these rental lots is not a dedicated city road, but simply part of Lot 1, Plan No. 4310.

The Shuswap Association for Rowing and Paddling (SARP) is on a 5 year Licence for Use and Occupation, ending December 31, 2017 and occupies the easternmost portion of Lot 1, Plan 4310, adjacent to the wharf.

Recent case law, *International Paper Industries Ltd. v. Top Line Industrial Inc.* (1996), provided that a person may not lease an un-subdivided lot of a legal parcel of land for a term of more than three years (leases of portions of a building are exempt). Legal Counsel has advised that the proposed 5 year Rental Agreement/Licence for Use and Occupation is permissible (although likely not registerable at the Land Title Office).

Fee/Rental Amount

While a slight increase may be justified due to market forces, staff are recommending no change to the fee/rental amount as this is contemplated as the final rental term.

Beach Area

The beach area at this location is seldom used by the public. The rental lot areas generally extend west of the cabins / structures to the natural boundary of Shuswap Lake (within City Lot 1, Plan 4310). The beach area(s) form part of the Rental Agreements, but the bed of Shuswap Lake is Crown Land. At this location, the lake is spotted with decks, buoys and boats, appears to be private and is generally not accessible to or used by the public.

Canoe Beach Master Plan

The Canoe Beach Master Plan, which has not yet been approved by Council, shows parking, a multi-use path, public beach and expansion of public amenities at this location (see Appendix 4). Although it has not emerged as a major issue, the culmination of this plan, which will ultimately be a refinement to the OCP, obviously requires an end to the Canoe Beach Rental Agreements and removal of all structures. A presentation to Council of the Canoe Beach Master Plan is scheduled for the July 4 Development and Planning Services Committee meeting.

City Resources

The Canoe Beach Rental Lots have become a major administrative burden to the City (not to mention the BC Assessment Authority). Over recent years staff have been embroiled in prolonged and protracted disputes and discussions on a multitude of issues:

- lease/rental rates;
- taxes;
- assessments;
- zoning;
- building code;
- rental area definition;
- flood construction levels and setbacks;
- Riparian Areas Regulation;
- demand for additions and redevelopment;
- third party rental use outside of defined rental period;
- maximum floor area ratios;
- parking/use of RV's by unauthorized third parties
- excessive noise;
- land ownership disputes;
- non-payment of rent;
- demolitions/removals; and
- legal challenges.

There have been numerous instances of unauthorized building / alteration of structures which has consumed a great deal of staff resources. During recent site visits to the area in preparation for sewer main reconstruction, it has come to the attention of staff that some tenants have expanded outside of the campsite area and at least one unauthorized septic system has been installed. The environmental implications of this are considerable and may further complicate the eventual demolition of the sites.

Insurance brokers are having increasing difficulty finding insurance for these sites and it is felt that the City will be left vulnerable if coverage is cancelled or denied. The structures are in varying degrees of dilapidation and, without the ability to quickly and easily remedy the issues, renters will likely continue to complete unauthorized alterations.

Should Council accept and follow the staff recommendation to only one more 5-year term, it is anticipated that some non-compliance will carry on for several more years, putting us well past the year 2021 referred to in the OCP. Many, if not most, of the renters will likely leave the structures for the City to deal with and this will be problematic.

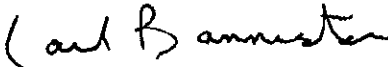
Revenue

The City derives approximately \$124,000/year in revenue from these rental lots and has established a reserve of \$278,000. It is anticipated that most, if not all, of this reserve fund will be consumed in the City's efforts to return this property to parkland.

Seasonal Restriction

The Agreements clearly state that occupancy is limited to the months of April through October; however, there is evidence to suggest that some of the tenants may be occupying the cabins on a year round basis. In an effort to further discourage entry to the area during the period of November through March, staff recommend installing a gate across the entrance to the campsites and locking it during those months.

Respectfully submitted,



Carl Bannister, MCIP, RPP

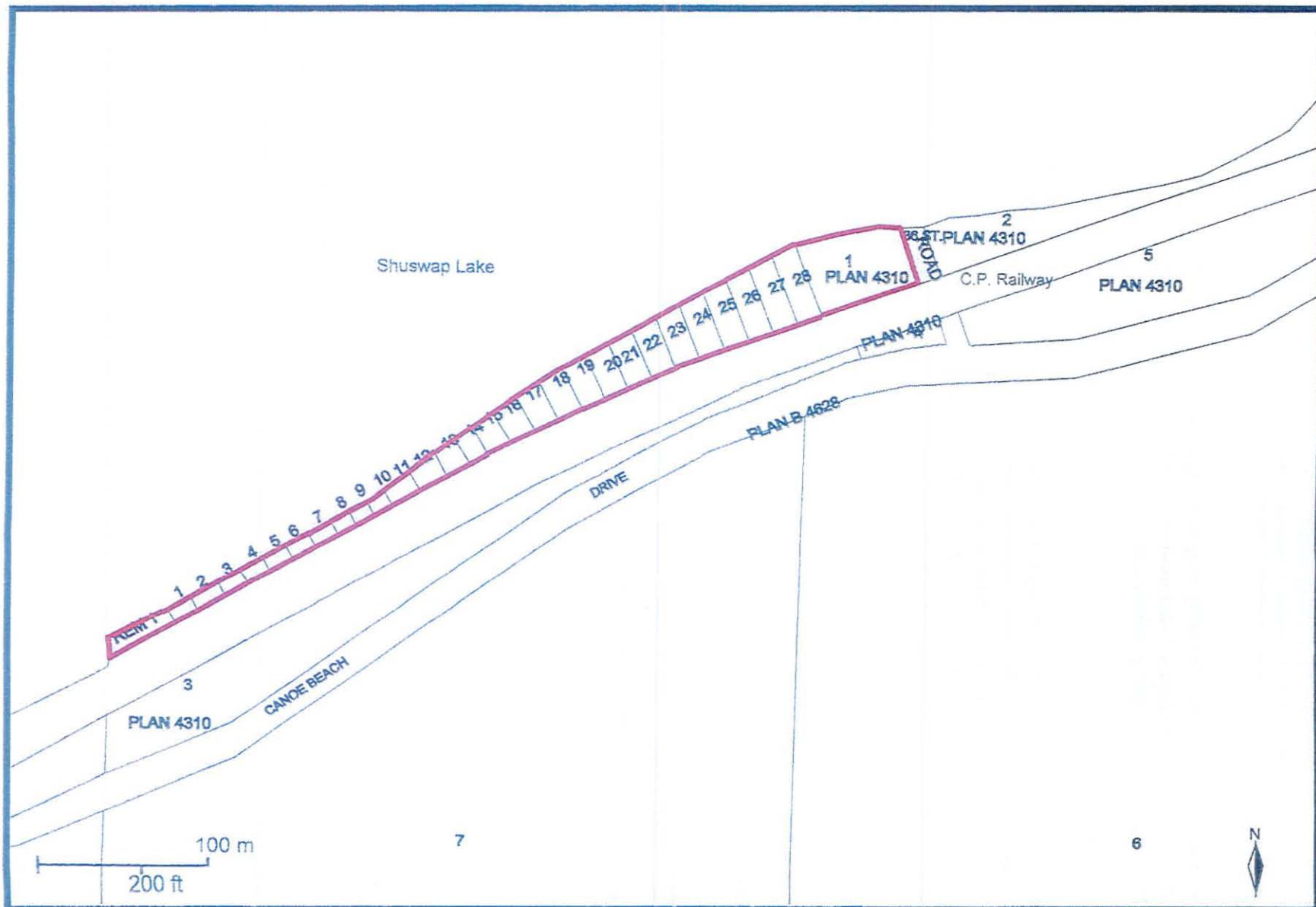
Appendices

Appendix 1: Subject Property

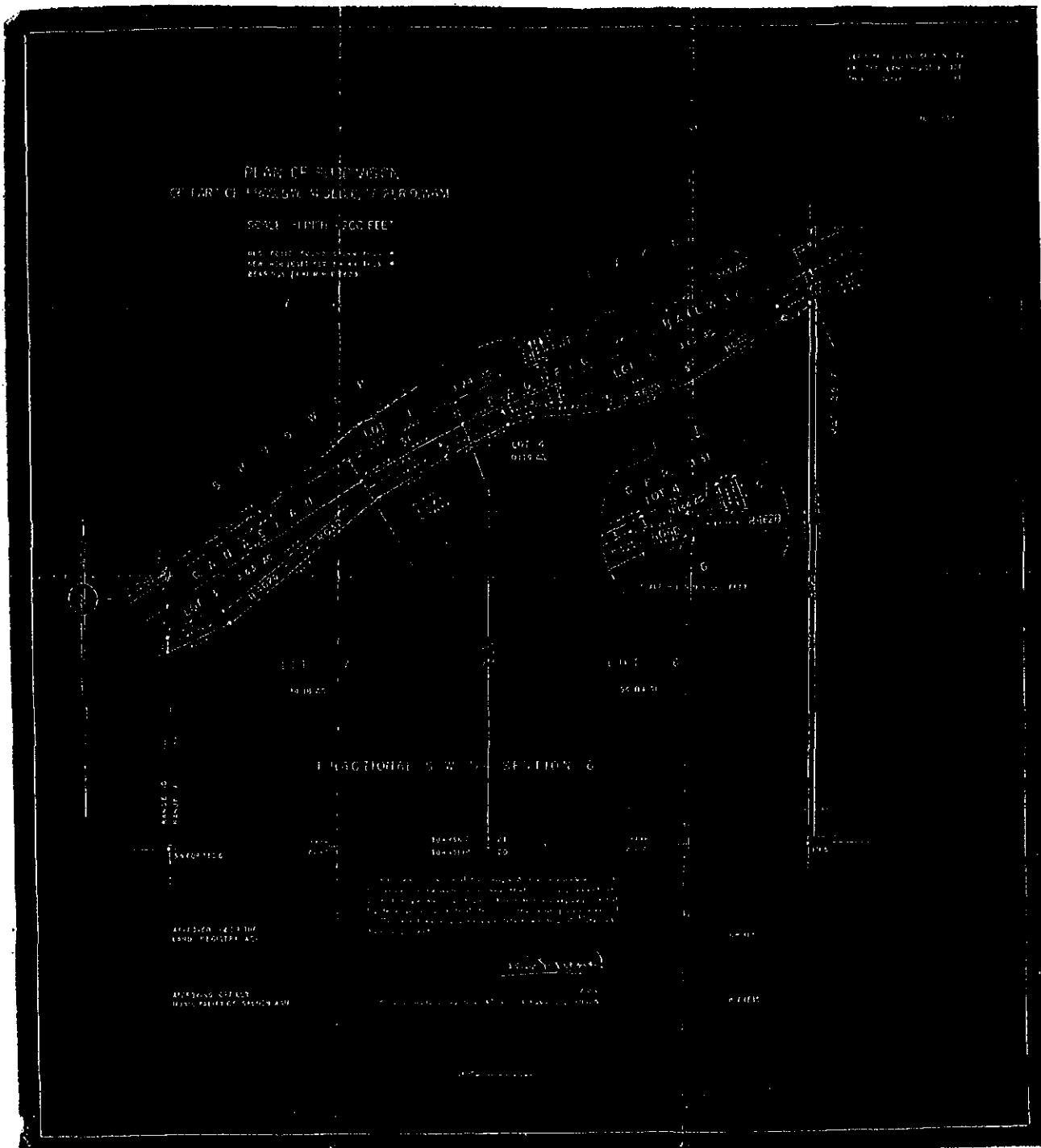
Appendix 2: Plan No. 4310

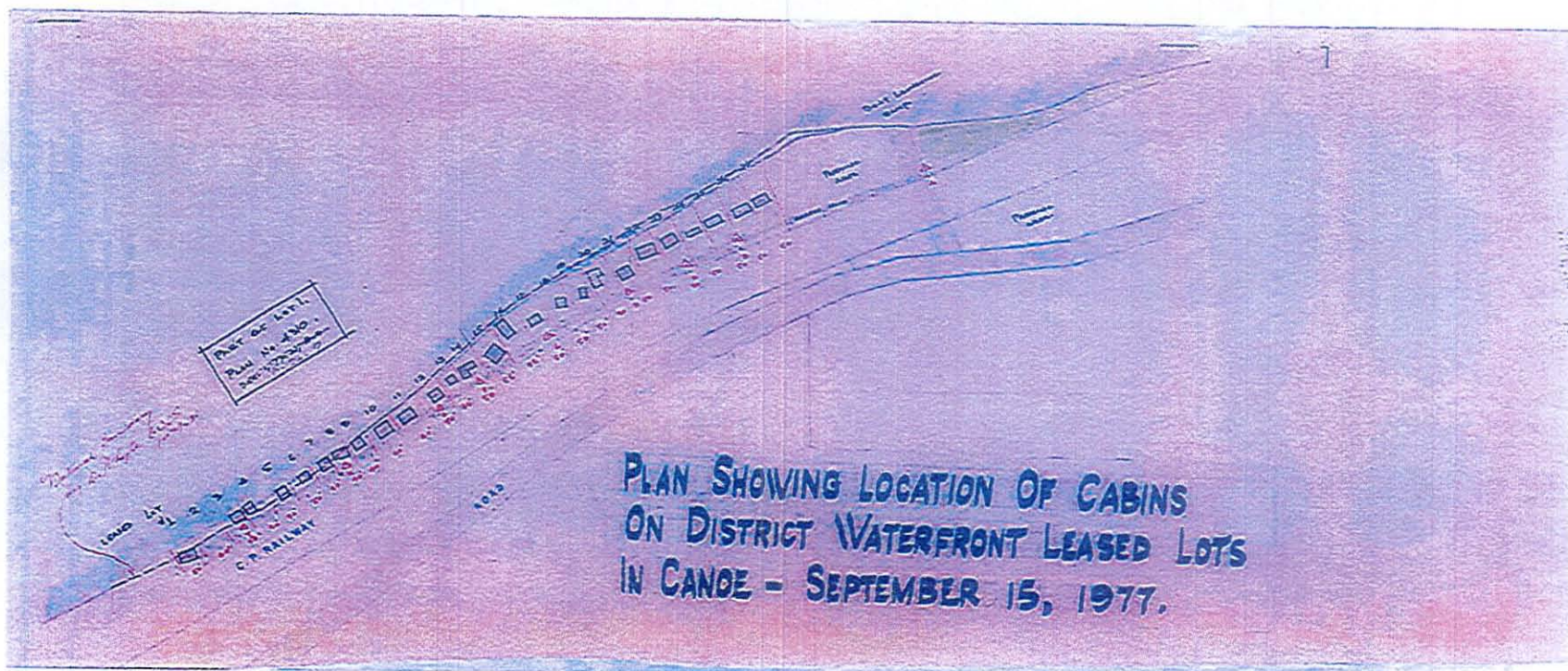
Appendix 3: 1977 Plan

Appendix 4: Canoe Beach Concept Plan



APPENDIX 2





CANOE BEACH PARK MASTER PLAN



URBAN
systems

11. STAFF REPORTS**1. Chief Administrative Officer - Canoe Beach Campsites Rental Agreement**

0276-2016

Moved: Councillor Flynn
Seconded: Councillor Lavery

THAT: the Rental Agreements for the Canoe Beach Lots be offered for a final five year Rental (Licence for Use and Occupation) term commencing November 1, 2016 and expiring on October 31, 2021, with no change to the associated fee;

AND THAT: all tenants be provided formal notice that this is the final term and that all structures (including underground) must be removed upon expiry, at the renters expense, as outlined in the Rental Agreement;

AND FURTHER THAT: a gate be installed at the entrance to the campsites that is closed/locked during the months of November through March inclusive.

CARRIED UNANIMOUSLY

City of Salmon Arm

500 - 2 Avenue NE

Mailing Address: Box 40

Salmon Arm, BC V1E 4N2

Tel: 250.803.4000 Fax: 250.803.4041

www.salmonarm.ca



Salmon Arm

July 12, 2016

Dear

Re: Canoe Beach Rental Agreement
Campsite No. - Roll No.

I wish to advise that at the July 11, 2016 Regular Meeting of Council for the City of Salmon Arm, Council resolved to enter into a five (5) year Licence of Use and Occupation for the Canoe Beach Campsites, subject to the following:

- that this shall be the final term and all improvements and personal belongings must be removed from the property at the expiry of the term;
- that the rental fee for each of the five (5) years (not including property taxes) remain unchanged from the 2016 amount;
- that there will be a gate installed and locked during the period of November 1 to March 31 of each year, in order to prohibit vehicular access to the sites; and
- that the sites are for the use and enjoyment of the tenants. Sub-letting and rental of the sites to third parties is not permitted.

Council's decision aligns with both the City of Salmon Arm Official Community Plan, which designates that this area will be returned to parkland and the Canoe Beach Master Plan, which envisions the area as an extension of the public beach.

Please note that pursuant to the Community Charter, Council's intent to allow use and occupation of this property will be advertised in the local newspaper.

The Agreement requires that you provide the City with a copy of your comprehensive general liability insurance in the amount of \$2,000,000.00 per occurrence naming the City of Salmon Arm as an additional insured.

Prior to the execution of the Agreement for the term of November 1, 2016 to October 30, 2021, the outstanding balance on your property tax account and 2016 rental fee must be paid in full and a copy of your liability insurance forwarded to the City.

Enclosed are two (2) copies of the Agreement, please sign both copies of and return to our office. Following execution by the City, one (1) copy will be returned to you for your records.

Should you have any questions, please contact the undersigned at 250-803-4029 or by e-mail at ejackson@salmonarm.ca.

Yours truly,

Erin Jackson
Corporate Officer

Item 8.3

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: BDO Canada LLP, Chartered Accountants, be appointed as the Municipal Auditors for the City of Salmon Arm for the three (3) year term of 2019 to 2021;

AND THAT: the fee for services provided be as follows:

- 2019 - \$19,100.00 (plus taxes);
- 2020 - \$19,600.00 (plus taxes); and
- 2021 - \$20,000.00 (plus taxes).

Vote Record

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

Opposed:

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

To: Mayor Harrison and Members of Council
 Date: July 17, 2019
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Annual Financial Audit Services – 2019, 2020 and 2021

Recommendation

That BDO Canada LLP, Chartered Accountants, be appointed as the Municipal Auditors for the City of Salmon Arm for the three (3) year term of 2019 to 2021;

And that the fee for services provided be as follows:

- 2019 - \$19,100.00 (plus taxes);
- 2020 - \$19,600.00 (plus taxes); and
- 2021 - \$20,000.00 (plus taxes).

Background

Pursuant to Section 169 of the *Community Charter*, the Municipal Auditors must be appointed by Council.

As required by Policy No. 7.6, an invitational Request For Proposal for the Annual Financial Audit Services was prepared and sent to Salmon Arm and local area Accounting firms with sufficient qualified staff to conduct the audit for the three (3) year term of 2019 to 2021 inclusive, with a City option to extend for an additional two (2) year period.

The City considered the following criteria and associated costs in evaluating the proposals:

Criteria	Maximum Rating
Understanding of the engagement/proposal	5
Experience with municipal audits	15
Technical experience of the firm and personnel	10
Audit implementation including audit plan, approach, methodology and City staff time	15
Availability of additional services	5
References	10
Cost of services	<u>40</u>
Total	100

The City received four (4) proposals, all of which met the mandatory submission criteria. The proposals were evaluated and rated in consideration of the above and a summary of the evaluations are presented in the table below.

Audit Firm	Ranking
BDO	1
MNP	2
KPMG	3
Grant Thornton	4

The table below reflects the proposed audit fees, inclusive of all disbursements, travel and administrative fees over the next five (5) years from each of the proponents.

Year	BDO	%	MNP	%	KPMG	%	Grant Thornton	%
2019	\$ 19,100.00	2.85%	\$ 16,800.00	(9.54%)	\$ 24,100.00	29.77%	\$ 27,500.00	48.08%
2020	19,600.00	2.62%	17,325.00	3.13%	24,600.00	2.07%	28,400.00	3.27%
2021	20,000.00	2.04%	17,850.00	3.03%	25,100.00	2.03%	29,400.00	2.52%
2022	20,500.00	2.50%	18,375.00	2.94%	25,600.00	1.99%	30,400.00	3.40%
2023	<u>21,000.00</u>	2.44%	<u>18,900.00</u>	2.86%	<u>26,100.00</u>	1.95%	<u>31,500.00</u>	3.62%
Total	\$100,200.00		\$89,250.00		\$125,500.00		\$147,200.00	

The proposed fees from MNP are lower as a result of a \$5,000.00 courtesy rate discount. None of the other submissions referenced a discount.

All four (4) proposals demonstrated the required technical experience and qualifications needed as well they all provide a wide range of additional services to address the City's needs. While MNP does propose the lowest cost, staff have concerns with MNP's proposed substantive audit approach and the implications of this on staff time. Further, the transitional costs of switching auditing firms are difficult to quantify, and could be either high or low.

BDO Canada LLP (BDO) has been the City's Municipal Auditor for thirty (30) years and has an excellent understanding of the City's structure, governance and processes. While their proposed fees are higher than that of MNP; the increase over 2018's fees are reasonable and consistent with inflation.

It should be noted that BDO's proposed fees are lower than that of the fees reflected in a survey of similar sized municipalities undertaken by staff in 2018.

Pitt Meadows - (Pop. 19,580)	\$20,475.00 (2017 rates)
Township of Esquimalt - (Pop. 16,899)	\$21,700.00 (2017 rates)
District of Oak Bay - (Pop. 18,717)	\$24,140.00 (2017 rates)

Overall, the City has enjoyed an excellent working relationship with BDO and they have provided numerous services to the City without charge.

It is recommended that BDO Canada LLP be awarded the Annual Financial Audit Services Contract for the three (3) years 2019, 2020 and 2021. The extension of the contract to 2022 and 2023 will be brought back to Council in early 2022.

Respectfully submitted,


Chelsea Van de Cappelle, CPA

Item 8.4

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council approve the purchase of the Unit #86 Rubber Tire backhoe replacement, from Brandt Tractor Ltd. for the quoted amount of \$183,338.40 including extended warranty and taxes.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

File: ENG2019- Equipment

TO: His Worship Mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: July 10, 2019

SUBJECT: **Purchase Recommendation for Replacement of Unit # 86 – Rubber Tire Backhoe**

RECOMMENDATION:

THAT: Council approves the purchase of the Unit #86 Rubber Tire backhoe replacement, from Brandt Tractor Ltd. for the quoted amount of \$183,338.40 including extended warranty and taxes.

BACKGROUND:

The City of Salmon Arm Public Works utilizes a Rubber Tire Backhoe for many different types of operations: from loading trucks, excavating trenches, preparing asphalt patches, clearing land, and snow removal. Almost every day of the year, you should be able to find a City backhoe operating somewhere within city limits. They can be utilized in many different aspects and are a necessity within our equipment fleet. We currently own two (2) 2009 Volvo BL70 backhoes, which are now ready to be replaced. We have approved funding to replace one (1) backhoe this year, and will be looking into options for replacement of our other next year.

A request for Quotation was advertised on BC Bid and City of Salmon Arm webpage on May 10, 2019 for the supply and delivery of a Rubber Tire Backhoe. Two (2) companies quoted, and were received on Thursday May 28, 2019, as follows:

Company	Model	Sub-Total Price	Trade In Value	Price Incl. Tax
Brandt Tractor Ltd.	2019 John Deere 310SL	\$ 174,600.00	\$ 20,000.00	\$ 173,152.00
		with 5 year/5000hr warranty		\$ 183,338.40
Inland Kenworth Ltd.	2019 Case 580SN	\$ 168,747.61	\$ 14,000.00	\$ 173,250.12
		with 5 year/5000hr warranty		\$ 187,124.68

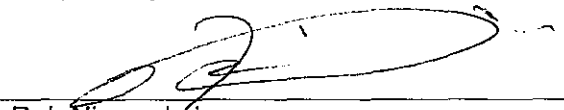
Both quotes submitted met a vast majority of specifications as set out in the RFQ with Brandt Tractor meeting slightly more specifications. Each supplier was kind enough to provide a demo of their equipment to the Public Works Yard for staff to try and operate. It was a consensus that the John Deere unit was more user friendly and easier to operate.

Warranty options were provided within the Request for Quotation. It is my recommendation that an extended warranty be added to the purchase which includes 5 year/5000 hour comprehensive warranty, in the amount of \$9,095.00. Warranty on this type of equipment can pay itself off with one major breakdown. The warranty that is included with the purchase is 2 year/200hr.

Brandt Tractor Ltd. is based out of Vernon, BC. The City of Salmon Arm owns multiple pieces of John Deere equipment such as Grader, Compact Excavator and Loader. All warranty work would be completed in Vernon.

The approved funding for this purchase is \$200,000.00 from the 2019 Machinery & Equipment Capital budget. We recommend that the purchase of Replacement Unit #86 Rubber Tire backhoe, be awarded to Brandt Tractor Ltd. for the quoted amount of \$183,338.40 including taxes.

Respectfully Submitted,



Rob Niewenhuizen
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

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Item 8.5

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council appoint the following two (2) people to the Agricultural Advisory Committee for the remainder of this Committees term (ending July 31, 2020):

- 1) Barrie Voth; and
- 2) Mike Schroeder.

Vote Record

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

Opposed:

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

**CITY OF
SALMON ARM**

To: His Worship Mayor Harrison and Members of Council

Date: July 16, 2019

Subject: Agricultural Advisory Committee Appointment

MOTION FOR CONSIDERATION

THAT: Council appoint the following two people to the Agricultural Advisory Committee for the remainder of this Committees term (ending July 31, 2020):

1. Barrie Voth
 2. Mike Schroeder
-

BACKGROUND

The Agricultural Advisory Committee (AAC) Terms of Reference allows for eight representatives from the agricultural community and has been operating with only six, leaving two positions vacant. The City advertised for new members and received two applications (attached as Appendix 1) from Barrie Voth and Mike Schroeder.

The Committee Terms of Reference also allows for a City Councillor, as a voting member, to act as Chair and three non-voting members, one from each of: City Staff, the Ministry of Agriculture, and the Salmon Arm Economic Development Society.

The motion for consideration is for Council to appoint both applicants to the AAC.



Scott Beeching, MCIP, RPP
Senior Planner

Barrie Voth

CITY OF SALMON ARM

Application for Appointment to the Agricultural Advisory Committee

The City of Salmon Arm is seeking applications for representatives of the agricultural community representing a diversity of commodity groups/producers to become members of the Agricultural Advisory Committee.

The Committee acts as an advisory body and resource group to City Council on agricultural matters including applications to the Agricultural Land Commission, proposed amendments to the Official Community Plan, major developments and water management issues impacting agriculture, input on submissions related to agricultural issues to other levels of government and reviewing initiatives to enhance the agricultural economy and promote agri-business and agri-tourism opportunities.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward this completed application form and resume to City Hall by June 28, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to ejackson@salmonarm.ca or dropped off at City Hall, 500 - 2 Avenue NE.

Name Barrie Voth Number of years living in Salmon Arm 5

Civic address 557 Salmon river rd. Salmon Arm V1E3E9

Mailing address (if different than above) _____

Email address [REDACTED]

Telephone Home [REDACTED] Work _____ Cell [REDACTED]

Occupation Commercial Dairy Goat farmer - owner & operator
- 20 years in the Agricultural sector.

Community Affiliations/Memberships Member of B.C. Goat association.

Participated in S.A. Launch-A-Promer program in 2014. Member of "CLRC,"
Canadian Livestock Records Corporation. Member of "IGA," International
Goat Association. Successful participant of the "Growing Forward," business
advisory program in 2018 & 2019. Member of the B.C. Young Agriarians.

Reasons for seeking Appointment I have a very keen interest
in seeing agriculture succeed in the local area in
and around Salmon Arm. I would like to see
the community and the agricultural sector be
united and not blame sides for past failures
But help one another succeed in community
and business moving forward. I would like to
be a part of the solution of healthy land
and healthy food for the community & future generations.

I, Barrie Voth, hereby signify that I am willing to
 accept an appointment to the Agricultural Advisory Committee.

June 27/2019
 Date

[Signature]
 Signature

The purpose of this form is to provide information which will assist City Council in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on June 28, 2019.

CITY OF SALMON ARM

Application for Appointment to the Agricultural Advisory Committee

The City of Salmon Arm is seeking applications for representatives of the agricultural community representing a diversity of commodity groups/producers to become members of the Agricultural Advisory Committee.

The Committee acts as an advisory body and resource group to City Council on agricultural matters including applications to the Agricultural Land Commission, proposed amendments to the Official Community Plan, major developments and water management issues impacting agriculture, input on submissions related to agricultural issues to other levels of government and reviewing initiatives to enhance the agricultural economy and promote agri-business and agri-tourism opportunities.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward this completed application form and resume to City Hall by June 28, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to ejackson@salmonarm.ca or dropped off at City Hall, 500 - 2 Avenue NE.

Name Mike Schroeder Number of years living in Salmon Arm 5
Civic address 5151 50th St SW Salmon Arm, V1E 3C2
Mailing address (if different than above) _____

Email address _____

Telephone Home _____

Work _____

Cell _____

Occupation Farmer, 30 acres of organic grains and
forage SW and NE of Salmon Arm
Also 4500 organic laying hens (eggs)

Community Affiliations/Memberships Interior Egg Producers Assoc.
Certified Organic Assoc. of BC, BC
Wildlife Federation

Reasons for seeking Appointment I am a primary producer
relatively new to Salmon Arm. I see great
opportunity for Agriculture in our community,
and I would like to help shape its future.
I would also like to have input on
current issues and be able to communicate
back to my agricultural community
on the actions and plans of the city
of Salmon Arm.

I, Mike Schroeder, hereby signify that I am willing to
 accept an appointment to the Agricultural Advisory Committee.

June 24, 2019
 Date


 Signature

The purpose of this form is to provide information which will assist City Council in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on June 28, 2019.

Item 8.6

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council award the Community Housing Strategy contract to Urban Matters CCC for the quoted price of \$59,000.00, excluding applicable taxes.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Council
DATE: July 17, 2019
SUBJECT: Community Housing Strategy RFP Award

MOTION FOR CONSIDERATION:

THAT: Council award the Community Housing Strategy contract to Urban Matters CCC for the quoted price of \$ 59,000.00, excluding applicable taxes.

BACKGROUND:

At the August 27, 2018 Regular Meeting, Council adopted the following Resolution:

WHEREAS: the primary goal of the Housing Task Force (HTF) is to provide information and recommendations to Council that will allow the City of Salmon Arm to position itself for potential Federal or Provincial funding opportunities geared toward the creation of non-profit housing for low and moderate income households, affordable rental housing and affordable homeownership.

AND WHEREAS: the HTF has presented its recommendations to Council;

THEREFORE BE IT RESOLVED THAT: Council direct Staff to include for consideration in the 2019 Budget, the allocation in the amount of \$60,000.00 to retain a consultant to develop and implement an achievable five (5) year community housing strategy;

AND THAT: the HTF continue to play an active role along with staff, council and consultants towards a measurable and sustainable outcome.

The \$60,000.00 was subsequently added to the 2020 Budget and staff worked with the Housing Task Force to develop a Request for Proposals to seek out a qualified and experienced consultant who could deliver a realistic and actionable Community Housing Strategy that includes:

- An assessment of current housing within the City;
- A needs analysis;
- Strategic options for the City to consider;
- Data collection;
- Public consultation; and
- Final Report.

The RFP was issued on May 31, 2019 and closed on June 28, 2019.

Six (6) proposals were received and evaluated by staff using the scoring matrix identified within the RFP package.

Criterion	Weight
A. METHODOLOGY	40
Descriptive narrative Explanation of how contract will be managed in accordance with key requirements	
B. PROPONENT PROFILE	40
Qualifications and experience References	
C. PRICE PROPOSAL	20
D. GRAND TOTAL = (A + B + C)	100

The City's Purchasing Policy recognizes that while price is important, other elements of value, including quality, ability to deliver on time and customer relations all factor into the total cost.

Each of the proposals met the minimum requirements identified in the mandatory criteria sections and were within the \$60,000.00 budget. Prices are as follows:

Proponent	Price (excluding GST)
Urbanics Consultants Inc.	\$43,093.00
Write On Services	\$55,000.00
Dillon Consulting Ltd.	\$56,701.00
Turner Drake & Partners Ltd.	\$57,138.00
ISL Engineering & Land Services	\$57,759.00
Urban Matters CCC	\$59,000.00

The six (6) submissions were shortlisted to three (3) proposals, which were then reviewed by the co-chairs of the Housing Task Force. Based on these reviews, it is agreed that the proposal that best demonstrates an understanding of the requirements set out in the RFP document, including relevant experience, is Urban Matters CCC.

Staff and the co-chairs shared the following comments regarding the Urban Matters CCC proposal:

- The project team has significant relevant experience providing similar reports for neighbouring municipalities including Kelowna, Kamloops and Vernon;
- Matt Thomson, the Project Lead, has extensive experience working with housing providers and all levels of government to develop community-based analyses and solutions

for housing challenges across the Province and has spoken on the issue at a number of Local Government conferences.

- Jen Casorso, the Engagement Lead, has an established relationship with the community (currently working on the City's Child Care Action Plan) and a solid understanding of the housing concerns in the region as she spent nine years on staff with the City of Kamloops;
- The engagement plan is inclusive and proposes to engage a diverse range of stakeholders in the process;
- The proposed timeline is suitable; and
- The proposal was concise and covered all elements identified in the RFP document.

It is recommended that Council award the Community Housing Strategy contract to Urban Matters CCC for the quoted price of \$59,000.00, plus applicable taxes.

Respectfully submitted,



Erin Jackson
Director of Corporate Services

cc. C. Van de Cappelle, Chief Financial Officer

Item 9.1

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4346 be read a first and second time;

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

[ZON-1151; Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: July 8, 2019

Subject: Zoning Bylaw Amendment Application No. 1151

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149

Civic: 741 – 2 Avenue NE

Owner/Applicant: G.R. Gagnon & K. Morgan

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 741 – 2 Avenue NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a *secondary suite* within a *single family dwelling*.

BACKGROUND

The subject parcel is designated High Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in a residential neighbourhood just bordering the commercial area along the Trans Canada Highway. There is presently one R-8 zoned parcel nearby and a number of R-4 (Medium Density Residential) zoned parcels within the vicinity of the subject parcel.

This property was created via a three lot subdivision in 2015 and parcel width variances were also issued to reduce the minimum parcel width from 14.0 m (45.9 ft) to 12.7 m (41.6 ft) for the three lots. The subject property is long and narrow, approximately 58 m (164 ft) long by 13 m (43 ft) wide with an area of approximately 0.18 acres. The subject parcel is currently vacant, see site photos in Appendix 5. The applicant wishes to build a house with a secondary suite on the lower floor. The suite is proposed to be 89 m² (964 ft²), see Appendix 6. The plans indicate a double car garage and a driveway width of 7.3 m (24 ft). The minimum dimensions of a parking space are 5.8 m (19 ft) x 2.6 m (8.5 ft); thus, the driveway can easily accommodate two cars, in addition to the garage parking. Overall, the subject parcel meets the specifications to permit a *secondary suite* within the proposed R-8 zone.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of *secondary suites* in High Density Residential designated areas subject to compliance with the Zoning Bylaw and the BC Building Code.

COMMENTSMinistry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Engineering Department

Only one 6 m wide access is permitted. Dedicated onsite parking for the *secondary suite* is required.

Building Department

BC Building Code will apply. No concerns with proposed zoning.

Fire Department

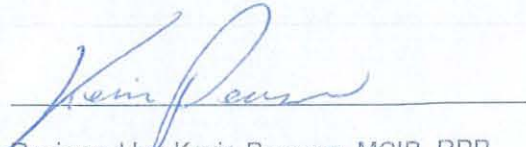
No concerns.

Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The site plan provided indicates that the R-8 Zone requirements can be met, including the provision of onsite parking. Any development of a *secondary suite* requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



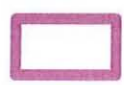
Prepared by: Denise Ackerman
Planner, Development Services



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



0 510 20 30 40
Meters



Subject Parcel



	<p>01.73.5 7 10.5 14</p>  <p>Meters</p>	 <p>Subject Parcel</p>
---	--	--



Subject Parcel

0 15 30 60 90 120
Meters

High Density Residential

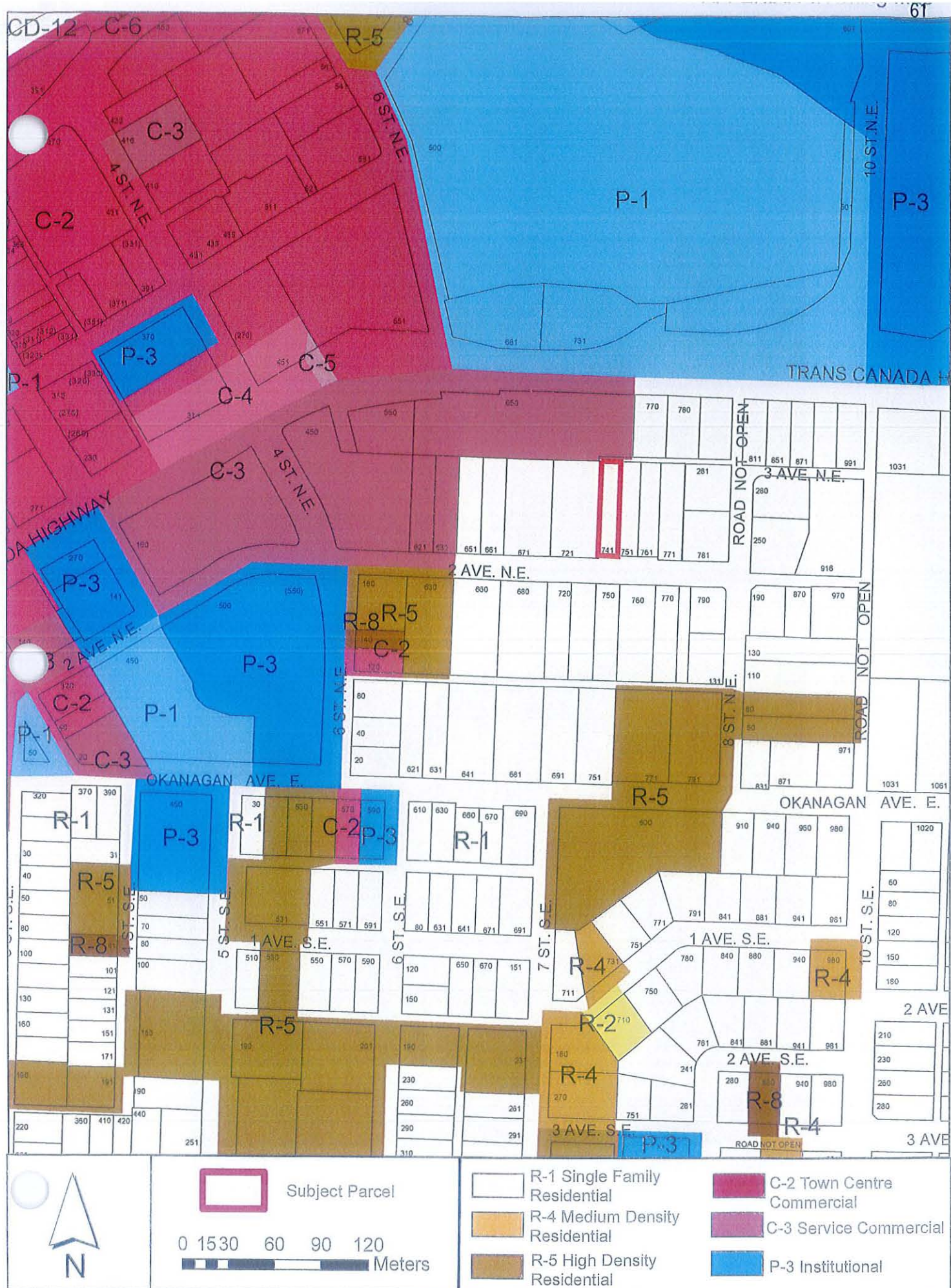
Medium Density Residential

Park

City Centre Commercial

Highway Service/
Tourist Commercial

Institutional

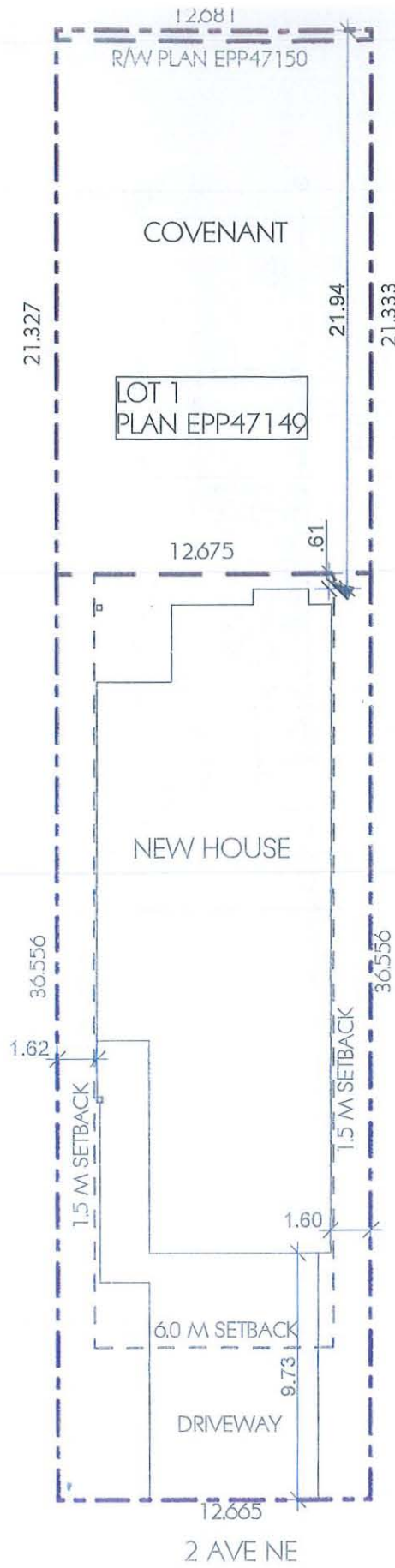




View facing north towards the rear parcel line.



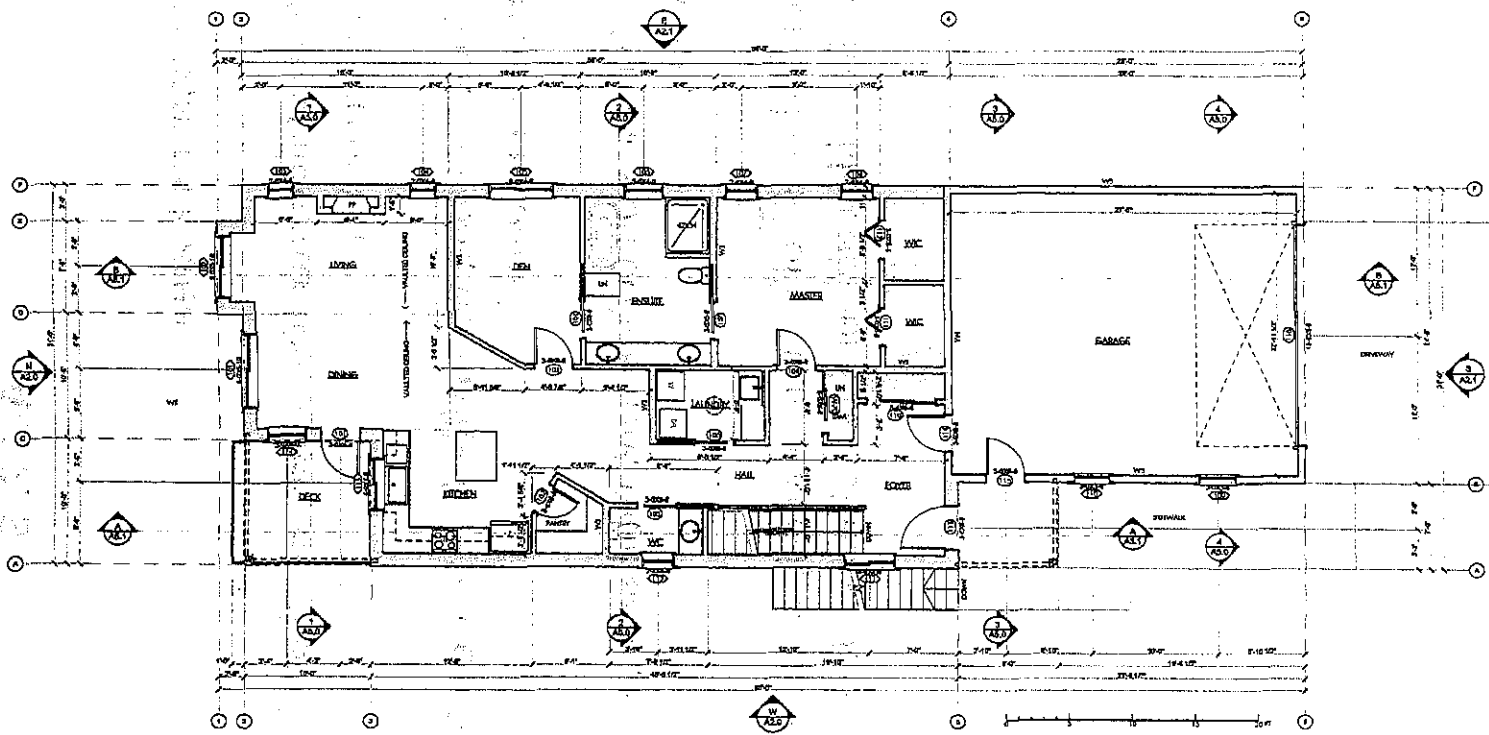
View facing south towards the front parcel line.



1

GAGNON SITE PLAN

SCALE: 1:250



1 MAIN FLOOR PLAN
SCALE 1/4" = 1'-0"

WALLNOTES

- WT TYPICAL INTERIOR WALLING -
1/2" CMU @ 8" OC
1/2" GW
- VO TYPICAL EXTERIOR WALL LIND -
20" x 8" OC
1/2" GW
- VS 1/2" GW
20" x 8" OC
1/2" GW
- VR BRICK TO ROOF
1/2" GW
20" x 8" OC W/ 8" GUT
1/2" GW
- VO 1/2" GW @ GARAGE
WALLS
1/2" GW
20" x 8" OC W/ 8" GUT
1/2" GW
- VS 1/2" GW
20" x 8" OC
1/2" GW

AREA SCHEDULE	
AREA NAME	SQFT
MAIN FLOOR	1,033
LAUNDRY	87
MASTER BED	110
MASTER BATH	25
LAUNDRY	261
DECK	204
COVERED PORCH	110
SCREENED PORCH	240
TOTAL	2,001

KHM DESIGN
1200 28 ST NE
SALMON ARMY, BC
V1E 1B7
TEL: (604) 517-7131
www.khmdesign.ca
khmdesign@khmdesign.ca

GAGNON RESIDENCE
741 2 AVE NE
SALMON ARMY, BC
V1E 1H2

MAIN FLOOR PLAN

DATE: 4/27/2010
DRAWN: KHM
JOB #

A1.0

① LOWER FLOOR PLAN
SCALE: 1/4" = 1'-0"

[illegible]

AREA SCHEDULE	
AREA NAME	SOFT
MAIN FLOOR	1.00
STAIRS	0.72
MAIN FLOOR DECK	1.10
MAIN FLOOR PORCH	.70
TOWARD FLOOR	.70
LOFT	.90
LOFT BALCONY	1.10
TRUCK DOCK	2.40
TOT	7.80

KHM DESIGN
3200 28 ST NE
SALMON ARM BC
V1E 3S7
TEL: (250) 517-7151
www.khmdesign.ca
info@khmdesign.ca

GAGNON RESIDENCE
741 2 AVE NE
SALMON ARM, BC
V1E 1H2

LOWER FLOOR PLAN

These designs and drawings are the exclusive property of K&N Design and may not be used or reproduced without consent.

DATE	4/27/2016
DRAWN	10-BA
JOB #	—

A1.1

CITY OF SALMON ARM

BYLAW NO. 4346

A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on , 2019 at the hour of p.m. was published in the and , 2019 issues of the Salmon Arm Observer;

AND WHEREAS the said Public Hearing was duly held at the time and place above mentioned;

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:

Rezone Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

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 as **"City of Salmon Arm Zoning Amendment Bylaw No. 4346"**

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2019

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 10.1

CITY OF SALMON ARMDate: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment
Bylaw No. 4340 be read a final time.

[2019/2020 Cemetery Rates]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM
BYLAW NO. 4340

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

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

READ A FIRST TIME THIS	24	DAY OF	June	2019
READ A SECOND TIME THIS	24	DAY OF	June	2019
READ A THIRD TIME THIS	24	DAY OF	June	2019
ADOPTED BY COUNCIL THIS		DAY OF		2019

MAYOR

CORPORATE OFFICER

City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340

SCHEDULE "A" CEMETERY FEES

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

* Only Available at the Shuswap Memorial Cemetery
All Cemetery Charges are Subject to GST at the Prescribed Rate

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Item 10.2

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Municipal Ticket Information Amendment Bylaw No. 4342 be read a final time.

[Street Solicitation]

Vote Record

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

Opposed:

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

CITY OF
SALMON ARM

TO: His Worship Mayor Harrison and Council

DATE: June 18, 2019

SUBJECT: Proposed amendment to Municipal Ticket Information Bylaw No. 2670

RECOMMENDATION:

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Municipal Ticket Information Bylaw 2670 to provide options for the enforcement of Street Solicitation Bylaw No. 4273;

AND THAT: Schedule 1 of Bylaw 2760 be amended with the addition of:

20. Street Solicitation Bylaw No. 4273

AND THAT: Schedule 21 of Bylaw 2760 be created as follows:

Bylaw No. 2670
Schedule 21

Bylaw	Section	Fine
Street Solicitation Bylaw No. 4273		
Solicit within 15 meters	4.1.(a) (b) (c) (d) (e) (f) (g)	\$50.00
Solicit motor vehicle occupant	4.2.(a) (b) (c)	\$50.00
Sit or lie on street	4.4	\$50.00
Public solicitation	4.5	\$50.00

BACKGROUND:

Street Solicitation Bylaw No. 4273 was adopted by City Council on the 27th of May 2019. It is recognized in the wording of the "purpose clause" of the bylaw that it is not the City's intention to use the Municipal Ticketing system as primary method of achieving compliance. The primary method of achieving compliance will be education followed by a request for compliance. If the offense continues the bylaw officer would then escalate to a verbal warning which could be followed by a written demand notification. City staff's last resort would be the issuance of a municipal ticket.

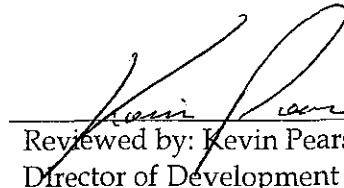
It is worth noting that the "Penalty" section of the bylaw, Clause 5.2 refers to a provision of a municipal ticketing option. The adoption of this proposal would be consistent with the wording of the bylaw and would provide the bylaw officer and the RCM Police with a valuable last resort when dealing with difficult clients.

SUMMARY:

Council can have every assurance from staff that the intent of the bylaw is well understood and every effort will be made to resolve compliance issues without the use of the Municipal Ticket Information system.



Prepared by: Maurice Roy, RBO CRBO
Manager of Permits & Licensing



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

mr:

CITY OF SALMON ARM

BYLAW NO. 4342

A Bylaw to amend City of Salmon Arm Ticket Information Utilization Bylaw No. 2760

WHEREAS Council may designate certain Bylaw offences, authorize the use of certain words or expressions, set certain fine amounts and designate persons as Bylaw Enforcement Officers;

AND WHEREAS the Council deems it expedient to authorize the use of the Municipal Ticket Information for the enforcement of the Bylaws listed in Schedule 3 of "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760";

AND WHEREAS the Council deems it expedient to amend "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760";

NOW THEREFORE the Council of the City of Salmon Arm, in open meeting assembled, ENACTS AS FOLLOWS:

1. Schedule 1 of Bylaw No. 2760 be amended with the addition of:

20. Street Solicitation Bylaw No. 4273 Member of RCM Police
Bylaw Enforcement Officer

2. Schedule 21 of Bylaw No. 2760 be created as follows:

Bylaw No. 2670 Schedule 21

BYLAW	SECTION	FINE
Street Solicitation Bylaw No. 4273		
Solicit with 15 meters	4.1. (a) (b) (c) (d) (e) (f) (g)	\$50.00
Solicit motor vehicle occupant	4.2 (a) (b) (c)	\$50.00
Sit or lie on street	4.4	\$50.00
Public solicitation	4.5	\$50.00

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 as **"City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4342"**.

READ A FIRST TIME THIS	8th	DAY OF	July	2019
READ A SECOND TIME THIS	8th	DAY OF	July	2019
READ A THIRD TIME THIS	8th	DAY OF	July	2019
ADOPTED BY COUNCIL THIS		DAY OF		2019

MAYOR

CORPORATE OFFICER

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INFORMATIONAL CORRESPONDENCE – JULY 22, 2019

- | | | |
|-----|---|---|
| 1. | D. Didow – letter dated May 21, 2019 – Intersection at 3 rd Street South West and 5 Avenue South West | A |
| 2. | A. Schalm – letter dated July 2, 2019 – Water Meter | A |
| 3. | B. Magnuson – letter dated July 10, 2019 – 39 th Annual Terry Fox Run, now proclaimed to be ‘Terry Fox Day’, Sunday, September 15, 2019 | R |
| 4. | R. Kneen – email dated July 12, 2019 – Panhandling Bylaw | A |
| 5. | B. Chobotar – letter dated July 3, 2019 – Latecomer Charge for Extender Service | A |
| 6. | Community Futures Shuswap – Agenda dated June 19, 2019 – Annual General Meeting | N |
| 7. | P. Wright, Co Chair, Salmon Arm Fair – letter dated July 16, 2019 – Request for permission to use the Safeway Field for parking during the Fair (September 6, 7 and 8, 2019) | R |
| 8. | BC Healthy Communities – email dated July 5, 2019 – Summer 2019 News | N |
| 9. | Interior Health – newsletter dated July 2019 – Healthy Communities | N |
| 10. | D. Hewitt, Peace Vigil Chair, GreenSpace – letter received June 2019 – Request for “Peach Vigil” September 21, 2019 at Marine Peace Park | R |
| 11. | N. Gibbings, Assistant Administrator, Board of Examiners – letter dated June 28, 2019 – Erin Jackson recipient of Jeff McKelvey Scholarship | N |
| 12. | D. Attfield, Chief Superintendent, Gold Commander, Community-Industry Response Group, ‘E’-Division, Criminal Operations – letter dated July 5, 2019 – Coastal Gaslink and Transmountain Pipelines – Injunction Order Enforcement | N |
| 13. | K. Conroy, Minister of Children and Family Development and K. Chen, Minister of State for Child Care – letter dated July 15, 2019 – Child Care BC New Spaces Fund | N |
| 14. | A. Stone, Mayor, Town of Ladysmith to the Honourable Rob Flemming, Minister of Education – letter dated June 27, 2019 – Provincial Support for Libraries | N |
| 15. | M. Lahti, Acting Mayor, City of Port Moody to the Honourable Selina Robinson, Minister of Municipal Affairs and Housing – letter dated June 27, 2019 – Request for Support for Property Assessed Clean Energy Enabling Legislation for BC | N |
| 16. | L. Hall, Mayor, City of Prince George – letter dated July 2, 2019 – UBCM Resolutions | N |
| 17. | S. Osei Acheampong, President, World Peace Volunteers – email dated July 3, 2019 – Courtesy Call: Establishment of Sister City | A |
| 18. | G. Lohbrunner, Director, Clean Technologies Section, Ministry of Environment – email dated July 15, 2019 – Organic Matter Recycling Regulation (OMRR): Summary of Public Input in Response to 2018 Intentions Paper Posted | N |

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

)

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Item 11.2

CITY OF SALMON ARM

Date: July 22, 2019

T. Piccini - letter dated July 18, 2019 - Request to hold Josh Hunter Memorial Skateboard Competition at Blackburn Skateboard Park, September 28, 2019

Vote Record

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

Opposed:

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

Trevor Piccini
 5010 France Court
 Kelowna, BC V1W 4M4
 250-718-3382
 trevorpiccini@hotmail.com
 2019-07-18

Dear Mayor and Council of Salmon Arm:

I am writing to request permission to hold the Josh Hunter Memorial Skateboard Competition at Blackburn Skateboard Park on September 28, 2019.

In August 2018, we all lost a very dear friend, brother, nephew, son and grandson. Josh Hunter was taken from us far too early, and the news shocked the Salmon Arm Skateboard Alumni. Many of us had grown up working towards building the first Salmon Arm Skateboard Park at Fletcher park, and we had spent countless hours, days, weeks and years making that space our second home. I remember meeting Josh around the Summer of 2001 at the old Fletcher park, and he was instantly absorbed into our brotherhood. Many fond memories and friendships were built and sustained around the framework of that park, and the skateboarding lifestyle in general.



Last September, we worked together and fundraised enough money to build the Josh Hunter Memorial Bench that was installed at the new Blackburn Skateboard Park. Approximately 150 people came to show their respects and honor the love and memories that Josh had gifted to us all. I could see our brotherly love in the new younger generation, and I had a strong feeling of pride and nostalgia.

It is our hope that we can continue to honor Josh's memory each year, while at the same time breath new life into the Skateboarding Scene and Culture of Salmon Arm, like we had done so many years before at Fletcher Park. It is also my hope that the new wave of Skateboarders can build the same bond and friendship with each other, as we all had with Josh.

Mayor and Council of Salmon Arm

2019-07-18

Page 2

The proposed Skateboard contest would likely follow the proposed timeline:

9:00am Begin setup of event tents, sound system, and bleachers

11:00am Setup of proposed food truck, Registration of Skateboarders for events: Beginner, Intermediate, Women, Advanced

12:00pm-4:00pm Skateboard Contest Activities

5:00pm-5:30pm Josh Hunter Memorial Ceremony and Speech

5:30pm-6:00pm Best Trick Contest

6:00pm-7:00pm Clean up

We currently have applied for insurance and are just waiting back on our quote. We plan to work with a local food truck vendor to ensure there are snacks, meals and refreshments on site. If we cannot secure a food truck vendor, the alternate plan will be to have a "By Donation" Barbeque. We will plan on using the bathroom facilities at Blackburn Park.

Please approve our request of permission to use the Blackburn Skateboard Park for this memorable cause.

Sincerely,

Trevor Piccini

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Item 13.1

CITY OF SALMON ARM

Date: July 22, 2019

Presentation 4:00 p.m.

NAME: Carson Carter

TOPIC: Canoe Beach Rental Lots

Vote Record

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

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

10960 Valley Ridge
Drive N.W.
Calgary, Alta
19 Sept 2019

City of Salmon Arm

Council Presentation - 22 Jul 2019 @
3:30 PM

Presenters:

a. Kendall Pritchard, Calgary,
daughter Carson & Jay Carter
Cabin 12

b. Dean Carter, Calgary,
son Carson & Jay Carter

Topic: Canoe Beach Cabin

Leases: re-evaluation, re-
consideration, compromise
respecting extension of
Noted Leases Beyond 2022

Presentation Content

a. Brief history of the reliable
majority lease holders: ranging
from 30 to 58 years

b. There have been 28 leased
sites: approximately four tenants
in the past five years have

Caused major - financial
grief to the City of Salmon
As the results being all
must suffer the consequences
of their actions

c. Financial loss to the
City after 2022.

d. Compromise - extension
whereby lease holders must
follow the terms of their
signed leases or leave.

e. Cost of Cabin removals
to the City

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Item 13.2

CITY OF SALMON ARM

Date: July 22, 2019

Presentation 4:15 p.m.

NAME: Dale Unruh and Brooks Christensen

TOPIC: Salmon Arm Silverbacks

Vote Record

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

Opposed:

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

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Item 17.1

CITY OF SALMON ARM

Date: July 22, 2019

Councillor Lavery - Transportation Parcel Tax (Notice of Motion from June 24, 2019)

Moved: Councillor Lavery

Seconded: Councillor

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

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

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

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

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

Vote Record

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

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

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NOTICE OF PUBLIC HEARING

Fee for Service Amendment Bylaw Development Services Fees

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers of City Hall, 500 - 2 Avenue NE on Monday, July 22, 2019 commencing at 7:00 p.m. to consider Fee for Service Amendment Bylaw No. 4343 which proposes to amend the Development Services Fees.

The City staff report and Bylaw can be viewed at the front counter at City Hall and at www.salmonarm.ca.

All persons who deem their interest to be affected by the proposed Bylaw will be afforded an opportunity to be heard in person, by a representative, or by written submission on all matters contained in the proposal at the above time and place.

For more information, please contact Kevin Pearson, Director of Development Services at 250.803.4015 or kpearson@salmonarm.ca.

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: June 24, 2019

SUBJECT: Development Services Application Fees

STAFF RECOMMENDATION

THAT a Bylaw be prepared to amend Fee for Service Bylaw No. 2498 by adjusting and adding to the Development Services Fee Schedule in accordance with the recommended fees described in Table 1.

TABLE 1 – Recommended Fees

Application Type	Current Application Fees	Proposed New Application Fees
OCP Bylaw Amendment	\$800	\$1,500
Zoning Bylaw Amendment	1) Secondary Suite (lot < 0.4 Ha) \$500 2) Regular \$800	1) Secondary Suite (lot < 0.4 Ha) \$800 2) Regular \$1,200
Combined OCP/Rezoning	\$1,200	\$2,000
Development Permit	\$350	\$1,000
Development Permit with Servicing Variances	\$350 No Additional Fee for Variances	\$1,200* Applicable for Servicing Variances
Development Variance Permit	\$600	\$1,000
Temporary Use Permit (TUP)	1) \$600	1) \$1,200
TUP Renewal	2) \$600	2) \$900*
Subdivision	1) Application Fee: \$200 + \$50 lot created	1) Application Fees Minor (< 3 additional lots) \$500

		Standard (>2 additional lots) \$1,000
	2) Final Approval Fees: \$50 + Engineering Inspection Fee: \$500 + \$200 / new lot created	2) Final Approval Fees: \$500 + Engineering Inspection Fee: \$300 / new lot created
PLR Extension*	3) No Fee	3) \$200*
Building Strata Subdivision	1) Building Conversion \$200 2) Phased Multi-Family: No Fee	1) Building Conversion \$200 2) Phased Multi-Family \$500
ALR Application** (City Processing Surcharge)	1) \$1,500 (\$1,200 to ALC & \$300 retained by CSA)	1) \$600* (+ \$300) Total Retained by CSA = \$900
ALR Exclusion Application (initiated by landowner with CSA as applicant)**		2) \$1,000 / lot***
Radio/Cellular Communication Referral**	Currently No Application or Fee Exists	1) Basic (Exempt) Consultation Report: \$500* 2) Non-Exempt Consultation Report: \$1,000*

* New application fee and GL Code Required

** New Application Form Required

*** Pursuant to Bill 17 - ALC Amendment Act 2019 - Re: ALR Exclusion Applications by Local Govt.
Only - New application Form and GL Code Required

BACKGROUND

Fees for applications involving official community plan (OCP) and zoning bylaw amendments, development permits, variances, temporary use permits, subdivisions, etc. ("planning applications") have remained mostly unchanged since 1998. Over that time the fees have become significantly lower than other small to mid-sized communities and compared to other nearby jurisdictions.

Ultimately a financial related bylaw, a review of planning application fees was not identified in the City's Corporate Strategic Plan (2013) as a priority project, nor has a review been formally directed by City Council. Near the end of 2014 the undersigned initiated a review, however, the project has been repeatedly sidelined due to increasing current planning work load along with various long-term planning work assigned by Council.

Like taxes, user fees and DCCs, raising application fees is not popular undertaking by a local government. There are various political reasons to keep any type of fee stagnant. One of the main ones, it could be argued, is the positive acknowledgment that comes with having the lowest fees from a number of organizations (often publicized in a report card format). What is often missing in this type of discussion is the fee for service model is meant to offset higher general taxation to pay for services. Technical rationale aside, the balance to be struck with municipal fees is a political decision.

Staff time, operational supply and demands, inflation, legislative requirements, the ratio of subsidy to cost recovery, fee comparisons with other local governments, reasonableness and ability to pay, are some of the key considerations in a fee for service review. Staff time is alluded to throughout this report. A general understanding of the work involved within a department is also important. For simplicity, the planning function of the City's Development Services Department follows two streams:

- 1) "Current planning", which is the processing of planning applications; and
- 2) "Long term planning" which entails official community plan (OCP) review, neighbourhood planning, bylaw reviews, special projects, committee work and policy development.

The majority of staff time over the past 3 years has been allocated to current planning with approximately 100 applications per year with 2/3 of those having had to go to Council for review/approval and 1/3 being subdivision applications, which are not reviewed by Council.

Application revenue accounts for a small percentage of the staff time cost attributed to current planning and is not attributable to long term planning work. The work involved in current planning is highly subsidized; in recent years, accounting for approximately 10% of the department's operating budget. Comparatively, the City's building permit fee structure finances a much higher proportion of the operating costs attributable to building inspection staff. There is typically 4 times the number of building permit applications per year compared to current planning applications.

Building permit fees were substantially increased in 2006. The fees for building permits today average \$7.50 per \$1,000 in construction value, meaning a standard new home with a construction value of \$300,000 would yield \$2,250 in fee revenue, or in the case of a new \$10 million hotel development, \$66,500 in revenue. Revenue for the planning applications involved for the same hotel netted \$1,150 for the Development Permit and Rezoning. Combined staff time involved for the building permit application is comparative to that for the related planning applications. The discrepancy between revenues is notable and varies annually, considering 2017 and 2018 as examples:

2017 Building Permit Revenue	\$524,888	No. of Applications	434
Average Application Fee = <u>\$1,200</u>			
2017 Planning Application Revenue	\$ 82,934	No. of Applications	105
Average Application Fee = <u>\$790</u>			
2018 Building Permit Revenue	\$544,900	No. of Applications	374
Average Application Fee = <u>\$1,450</u>			
2018 Planning Application Revenue	\$ 74,665	No. of Applications	93
Average Application Fee = <u>\$800</u>			

Planning application fees charged in the City are notably less than those charged in other municipalities in the region. Table 2 on the following page compares 2018 DSD fees to other jurisdictions in the southern interior area. Kelowna charges the highest fees in the southern interior while Salmon Arm has some of the lowest.

Table 2 – Local Government Comparisons (2018)

Application Type	Salmon Arm Pop. 19,000	Revelstoke Pop. 7,300	Lake Country Pop. 14,200	Vernon Pop. 41,700	Kelowna* Pop. 125,700	CSRD *** Pop. 20,200
OCP Bylaw Amendment	\$800	\$2,000*	\$1,930	\$1,700	\$1,855 - \$3,445	\$1,500
Zoning Bylaw Amendment	\$500 - \$800	\$2,000*	\$1,580	\$1,400	\$920 - \$3,445	\$1,500
Combined OCP / Rezoning	\$1,200	\$2,500*	\$2,500	No Combo Fee	No Combo Fee	\$2,500
Development Permit (to Council)	\$350	\$800	\$1,360	\$1,100	\$1,715 or \$945 (not to Council)	Range from \$350 (not to Council) - \$1,450
Development Permit with Variances	\$350	DVPs processed separately	\$1,600 + \$100 / additional variance	DVPs processed separately	DVPs processed separately	NA
Development Variance Permit	\$600	\$600	\$800 + \$100 / additional variance	\$1,100	\$1,510+\$105 / additional variance	\$800 - \$1,450
Temporary Use Permit	\$600	\$2,000	\$1,100	\$1,400	\$1,795	\$1,000
Conventional Subdivision	\$200 + \$50 / lot created + \$50 Final Approval Fee + \$500 or \$200 / lot for Engineering Dept. Inspection Fees**	\$200 + \$100 / lot created or \$500 + \$100 / lot created + \$50 Final Approval Fee	\$1,150 + \$100 / lot created + \$500 + \$100 / lot created for Final Approval Fee	\$330 + \$330 / lot created or \$2,885 + if number of lots > 11	\$2,080+\$105 / lot created + \$155 Final Approval Fee	\$300 + \$50 / lot created
PLA Extension	No Fee	?	\$200	No Fee	\$260	NA
Building Strata Conversion	\$200	\$1,000 - \$2,600	\$950 + \$100 / unit	\$500	\$1,040 + \$105 / unit	NA
ALC/ALR Application	\$1,500 (\$300 retained by CSA)	?	\$2,400 (\$1,200 retained by LC)	?	\$1,500 (\$300 retained by CK)	?

- * Kelowna's fee schedule bylaw was adopted on an escalating annual scale - figures shown are for 2019. In addition, Kelowna charges \$510 minimum for advertising costs as an administration fee.
- ** CSA Eng. Dept. Inspection Fees = Min. \$500 + \$200 / lot for each additional lot beyond 2 lots.
- *** CSRD's Development Permits are not Form & Character related; MoTI is the subdivision approving authority in regional districts.

ANALYSIS

In addition to the above local government comparisons, the analysis in this report considers the various roles of City staff / departments involved in each type of planning application, an account of the process involved, average staff time costs, CPI inflation, and other not so technical considerations, such as "reasonableness" with respect to planning application fees.

City Staff

There can be anywhere from 4 - 8 different staff members involved in a single planning application from various departments. Each of the following personnel assumes a role at varying degrees depending on the type and complexity of an application.

Planning Clerk & Administration Staff

The Planning Clerk coordinates all files, prepares referral forms for internal and outside agencies, writes the content of bylaws and public notices for administration staff, creates various Permits for filing and registration on titles, generates mail out lists, and interacts with applicants and related public enquiries (first point of contact). Administration staff prepares the formal bylaws, stator notifications and assembles the planning reports for the Development and Planning Services Committee and Council agendas.

Planners

Three City Planners are the primary personnel assigned to a planning application. The Planners interact with the applicant early on in the process through face to face meetings and with on-going communication throughout the process. Preparing staff reports and background materials is the most time consuming activity. For certain files, Planners and Engineering staff have been known to spend up to 10 hours meeting with developers, applicants and land owners over the course of a single application. As mentioned, current planning has dominated the Development Services time budget.

Engineering Assistant & City Engineer & Public Works

The City's two Engineering Assistants offer a critical role in the entire review process and generate detailed reports for most planning applications in the context of the Subdivision and Development Servicing Bylaw and Best Engineering Practices. The City Engineer adds a higher level review to these reports and offers recommendations. The reports typically consist of multi-page memorandums outlining the servicing requirements, mostly for Subdivision, Development Permit, and Rezoning applications. (Council reviews the latter two reports when they make it to a public agenda).

Engineering staff allocate considerable time working with owner/developers on Building Permit and Subdivision files, administering servicing agreements, collecting fees and bonds, reviewing / approving engineered drawings and submissions, and advising the Director of Development Services/Approving Officer with prudent recommendations.

It should be noted that approximately 24% (or \$160,000 in 2019) of the Development Services Department's annual operating budget is itemized and earmarked for Engineering Staff's wages / benefits. For subdivision applications, a substantial component of that fee's structure is collected on a per lot calculation for Engineering Inspections at the final approval stage

Fire & Building Officials

The Fire Chief and Manager of Permits & Licensing respond to application referrals usually with simple comments related to BC Building and Fire Code considerations.

Director of Development Services/Approving Officer

The Director / AO is involved all applications and periodically provides reports to Council for complicated applications that need to be fast tracked. Completed staff reports to Council and formal subdivision letters (Preliminary Layout Review) furnished by the Planners are reviewed and approved by this position. Reports are presented at Committee and Council meetings by the Director.

Staff Time Analysis

The amount of specific time involved by all of the above varies widely depending on the type of application. Based on the salaries of those staff members involved, a combined average of \$55 / hour is used in the application cost analysis.

Core Application Process/Cost Analysis*Zoning & Official Community Plan (OCP) Amendment Applications*

The fee for a rezoning application in Salmon Arm is typically \$800, of which approximately \$500 is needed for statutory public notification (i.e. two consecutive ads in the local newspaper). The remaining \$400 does not cover the staff time involved in an application. Rezoning applications for secondary suites (R-8) or text amendments have a fee of \$500 and these applications also require statutory notification. Processing R-8 applications, the most common and frequent, has become streamlined and routine over recent years with relatively quick and predictable timelines.

The OCP amendment application fee on its own is presently \$800 while a combined OCP / Rezoning application is \$1,200. OCP applications are, procedurally, longer drawn out and involve more planning and administration time compared to than rezoning applications because of statutory requirements for consultation prior to second reading.

Process: Create file / application referral and consultation
 Technical staff meeting
 Meetings with applicant (including pre-application meeting)
 Mapping and background preparation
 Staff reports prepared (Planning and Engineering)
 Bylaw preparation
 Planning Committee meeting
 Statutory notification (newspaper and mail out)
 2 - 4 Council meetings, including Statutory Public Hearing
 Consultation requirements prior to Second Reading of Bylaw (for OCP Bylaws)

Timeline: 2 - 6 Months (timeline can be longer if for example Provincial agencies need to approve bylaws)

Key Departments (Staff): Development Services, Engineering, Administration

Average Combined Staff Time: 10 - 24 Hours

Average Cost of Staff Time: \$935

Public Notification Cost: >\$500

Development Permit (DP) Applications

The fee for a DP application is currently \$350. Since that fee was set in the late 1990s, applications have become more complex with higher expectations for submissions in relation to DP design guidelines, the areas of DP have expanded to include Highway Commercial and Industrial lands, and the Design Review Panel's mandate to review all DPs. All of this has increased the review timeline and administrative work involved. For the same fee, one may also apply for variances to City bylaws with a DP application; in other words, a DVP application, which on its own has a fee of \$600, has frequently been wrapped in the DP application for only \$350.

Variance requests, in particular those involving the waiving or reduction in servicing requirements, involve additional time and analysis by staff. The additional fee recommended in Table 1 for a DP requesting servicing variance(s) is deemed by staff to be reasonable.

Process:	Create file / application referral Technical staff meeting Meetings with applicant (including pre-application meeting) Mapping and background preparation Design Review Panel meeting Staff report prepared (Planning and Engineering) Statutory notification (mail out only) Planning Committee meeting Council meeting/Hearing If approved, Notice of Permit registered on Title
Timeline:	2 - 3 Months
Key Departments (Staff):	Development Services, Engineering, Fire, Administration
Average Combined Staff Time:	12 - 16 Hours
Average Cost of Staff Time :	\$770
Public Notification Cost:	< \$100

Development Variance Permit (DVP) Applications

The fee for a DVP application is currently \$600. The process is similar to a DP except for there is no external review of applications by a committee or panel. At its simplest, these applications can involve a building height and/or setback variances. At the other extreme, one can apply to vary, waive or reduce tens of thousands of dollars in off-site servicing requirements, and these applications usually involve complicated cost analysis that sometimes fall on to staff to prepare. With the low application fee it makes simple business sense to apply to have as many servicing requirements waived as possible. There is no limit on the number of variances that can be applied for with a single application.

Process:	Create file / application referral Technical staff meeting Meetings with applicant (including pre-application meeting) Mapping and background preparation Staff reports prepared (Planning and Engineering) Statutory notification (mail out only) Planning Committee meeting Council meeting / Hearing If approved, Notice of Permit registered on Title
Timeline:	2 - 3 months

Key Departments (Staff): Development Services, Engineering, Fire, Administration
 Range of Combined Staff Time: 10 - 18 hours

Average Cost of Staff Time: \$770

Public Notification Cost: < \$100

Temporary Use Permit (TUP) Applications

The fee for a TUP application is currently \$600. The process is somewhat similar to a VP and DP application in terms of council's involvement and number of meetings. The main differences are with a TUP, there is typically a customization of land uses, and terms / conditions involved for site-specific circumstances, which is a time consuming component. There is also a statutory requirement to advertize public notification in one edition of the newspaper, which raises that portion of the costs to over \$300. When a TUP expires, in most cases after a 3 year maximum limit, some applicants apply for a renewal which essentially results in a new application process. In these instances if the land use is proposed to stay the same and terms and conditions do not change there is less staff time involved.

Process: Create file / application referral
 Technical staff meeting
 Meetings with applicant (including pre-application meeting)
 Staff reports prepared (Planning and Engineering)
 Statutory Notification (Newspaper and Mail out)
 Planning Committee meeting
 Council meeting (1), including Statutory Public Hearing
 If approved, Notice of Permit on Title

Timeline: 2 - 4 Months

Key Departments (Staff): Development Services, Engineering, Building/Fire, Administration

Range of Combined Staff Time: 8 - 18 Hours

Average Cost of Staff Time: \$700

Public Notification Cost: Typically <\$300

Subdivision Applications

Subdivision applications can be relatively simple to very technically complex. The process is independent from Council's review/approval and sometimes more than five different Provincial enactments need to be considered along with the same number of municipal bylaws. Ironically, the applications proposing fewer than 3 additional lots (i.e. those that qualify for the Infill Exemption) can be the most complicated for inexperienced applicants to navigate through to the end.

The infill applications require the highest amount of staff time relative to the number of lots created. There are a number of reasons for that. There are also various stages of the process including pre-application meetings and feasibility analysis (usually conducted by City staff) to determine if there is a reasonable possibility for preliminary layout approval. Staff time for pre-meetings is not accounted for in the existing or proposed fee, although it is noted that an increasing number of municipalities are charging a fee for pre-meetings.

The first stage of the subdivision process involves drafting a letter of "Preliminary Layout Review" (PLR). The benefit of the owner/applicant having their PLR is fairly significant in that they can legally market the lot as being "subdividable" and possibly add some value to the land prior to creating new parcels.

After the PLR is issued, approximately 1/2 of subdivision applications make their way to the final approval stage. It is at that stage where engineering/construction drawings, geotechnical and other reports are submitted reviewed; legal survey plans and documents are submitted; final fees and development cost charges are paid; and the AO signs the plans if all terms and conditions are completed. This stage can involve significant outlays of monies by applicants and dedicated time by staff must be available to administer the process. Each component of the subdivision application fee structure noted in Table 1 should be raised to more accurately reflect the staff time involved on each. There is also a \$200 fee recommended for a PLR extension.

Process: Create file / referral
 Technical staff meeting / detailed examination and analysis
 Meetings with applicant and stakeholders
 PLR prepared (Planning and Engineering)
 Review of final approval
 Plan and legal documentation review
 Engineering inspections
 Collections of DCCs and fees
 Final approval
 Administrative follow-up / closing file

Timeline: Minimum 2 months for PLR to be issued

Key Departments (Staff): Approving Officer, Development Services, Engineering, Building/Fire

Range of Combined Staff Time: 12 - 35 Hours

Average Cost of Staff Time: \$1,300

Agricultural Land Commission (ALC)

Most ALR applications are referred to the City from the Provincial ALC. They include: Subdivision in the ALR, Non-Farm Use and Non-Adhering Residential Use applications. These applications are filed electronically to the ALC and the process is designed such that the local government serves as the fee collection agent. City Planners are often asked to provide advice and opinions to potential applicants on the likelihood of success of an application in relation to OCP policies and zoning. This pre-screening of ALR applications has become more complicated and uncertain with on-going changes to ALC Regs., which can be interpreted differently by ALC staff.

Approximately four years ago, ALR application fees were raised by the Province from \$600 to \$1,500. With the latest fee arrangement, the local government is allowed to retain \$300 and then forwards the remaining \$1,200 to the ALC if the council or regional board approves the application to be forwarded to the Commission where a decision is made. If the local government denies forwarding the application to the ALC, the applicant receives a \$1,200 refund. Planning and Finance staff administers the collection and distribution of fees.

Administration of the City's Agricultural Advisory Committee is another example of an ALR application task that is simply not covered by the \$300 local government portion of the fee. Some municipalities such as Lake Country and Kelowna (see Table 2) charge additionally to the \$300 to better reflect the work involved by local government staff in an ALR application.

Process: Create File / Application referral
 Mapping and background preparation
 Technical staff meeting
 Meetings with applicant and stakeholders
 AAC Meeting
 Minutes and staff reports prepared (Planning)

Planning Committee meeting
Council meeting (1)
Follow-Up to ALC

Timeline: 2 - 3 months

Key Departments (Staff): Development Services, Administration, Finance

Average Combined Staff Time: 12 - 20 hours

Average Cost of Staff Time: \$880

ALR Exclusion

New ALC regulations pursuant to Bill 17 suggest that land owners will no longer have an ability to apply to exclude land from the ALR. Local governments will have the ability to make such applications. The details of the new regulation or how local governments will be involved are unknown (the regulation in questions has not received Royal Assent). If the new regulation come into force, the City should have an application fee in place should landowners petition the City to apply to the ALC on their behalf. The recommended fee of \$1,000 per lot would be consistent with the staff time involved in recent ALR exclusion applications.

Other Applications

Lastly is a description of two other types of applications, one of which has an established form, fee and process, while the other is absent of an application and fee.

Cannabis Retail Store (CRS)

CRS applications were established in the City in late 2018 and have a \$1,000 non-refundable fee. Similar to an ALR application, a CRS application starts by a referral from the Province's Liquor Cannabis Regulation Branch (the LCRB fee for the same retail store application is approximately \$9,000). The CRS fee was implemented in 2018 and it fairly represents the City staff time involved in an application (approximately \$500 - \$700) with the remainder intended to cover a single advertisement in the newspaper and a mail out.

Communication Antenna System Location

In 2014 the City adopted *Policy No. 3.18 - Communication Antenna System Location & Consultation*, which placed the City in a more paramount role and placed an additional demand on staff in dealing with cellular antenna proposals and process. No fee for service or related application has accompanied the policy. These types of antenna structures and equipment fall under Federal jurisdiction, however the legislation bolstered by the City's Policy No. 3.18 brings City staff and Council into the decision making process to some degree.

Essentially, planning staff is tasked to prepare a report to Council with a recommendation for concurrence or non-concurrence based on the federal notification requirements and City policy. The involvement by a Planner and the Director of Development Services, in terms of staff time, can be in the range of 10 - 15 hours, combined. The recommended application fees of \$500 (exempt from consultation) or \$1,000 (not exempt from consultation) in Table 1 for a Consultation Report to Council are consistent with the staff time involved for each scenario.

OTHER CONSIDERATIONS

Legislation

Section 194 of the *Community Charter* provides authority to Council to impose fees for services, including applications. The Charter along with best accounting practices requires the rationale for fee levels to be justifiable and transparent. Being a Charter bylaw, the procedure for adoption involves three readings by Council potentially at a single meeting and fourth reading/adoption at a subsequent meeting with no requirement for a statutory public hearing. This process is followed for most fee for service bylaw adjustments and annual fee increases (e.g. water, sewer, cemetery).

Bylaw Review Process

Although a public hearing is not required, staff will make this report known on the City's website and social media, send the report to SCIP and the EDS, and notify the public via newspaper advertisement of a date when a Hearing will be held followed by consideration of third reading.

Consumer Price Index

According to the Bank of Canada, the CPI increase over the past 20 years amounts to 46% (<https://www.bankofcanada.ca/rates/related/inflation-calculator>). If each planning application fee was to increase by 50% then the rates in Salmon Arm would be more in line with nearby communities.

Full Cost Recovery

Some of the larger municipalities in the province (Vancouver, Burnaby, Surrey, Coquitlam for example) seek high fee for service cost recoveries for current planning work; some charging in the range of \$10,000 to > \$20,000 for a single rezoning application depending on the scale of the development. The high application fees in those places are somewhat proportionate to the larger scale development projects in the Lower Mainland and the number of municipal staff professionals involved, but there is also more of an acceptance to a 'user pay' philosophy by those councils. The average citizen who wants to rezone a property is caught up in that high fee territory; while for the large developer it is another cost of doing business that is absorbed or passed on to the final consumer.

A full cost recovery fee level would simply not be acceptable in Salmon Arm, but it is interesting how population size, development pace and project scale can influence fee levels. Without the same intensity of development demand and staffing involved in smaller jurisdictions, local governments may be more in tune with a citizen's ability to pay along with a greater recognition that applications facilitating growth and development have positive spin-offs on the local tax base. In other words, there is a case to be made for the subsidization of current planning service.

CONCLUSION

This report has analyzed key components of the Development Services Department's application fees in comparison to other communities, rising inflation, staff time costs, and the professional services provided for each application. Although the increases are large based on a percentage calculation, staff believes the new fees are fair, reasonable and consistent with other similar sized communities.


 Kevin Pearson, MCIP, RPP
 Director of Development Services

cc Chief Financial Officer

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, July 22, 2019 at 7:00 p.m.**

1) Proposed Amendment to Zoning Bylaw No 2303:

Proposed Rezoning of Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone.

Civic Address: 1811 - 22 Street NE

Location: South of the intersection of
19 Avenue NE and 22 Street NE

Present Use: Vacant Land

Proposed Use: Single family dwelling with
a detached suite

Owner / Applicant: Bennett, K. & S.

Reference: ZON-1152/ Bylaw No. 4341



The files for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from July 9 to 22, 2019, both inclusive, in the office of the Director of Corporate Services at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: June 26, 2019

Subject: Zoning Bylaw Amendment Application No. 1152

Legal: Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048

Civic: 1811 22 Street NE

Owner/Applicant: Bennett, K. & S.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1811 22 Street NE (Appendix 1 and 2) and is currently under development. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a *secondary suite* within a single family dwelling.

BACKGROUND

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in the residential uptown area of the City, largely comprised of parcels containing single family dwellings and associated accessory buildings. There are presently 11 R-8 zoned parcels within the vicinity of the subject parcel.

The subject parcel is part of a four-lot subdivision approved in June 2017. The parcel is approximately 22.8 m wide by 57.7 m deep, with an area of approximately 0.133 ha. The subject parcel meets the conditions as specified to permit a secondary suite within the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *secondary suite* within the basement of the single family dwelling currently being built, as shown in the plans attached (Appendix 6).

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property has potential to meet the conditions for the development of a *secondary suite* (or a *detached suite*), including sufficient space for an additional off-street parking stall.

COMMENTSMinistry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Engineering Department

No engineering concerns.

Building Department

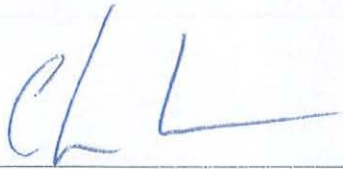
BC Building Code will apply. No concerns with proposed zoning.

Fire Department

No concerns.

Planning Department

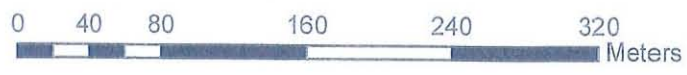
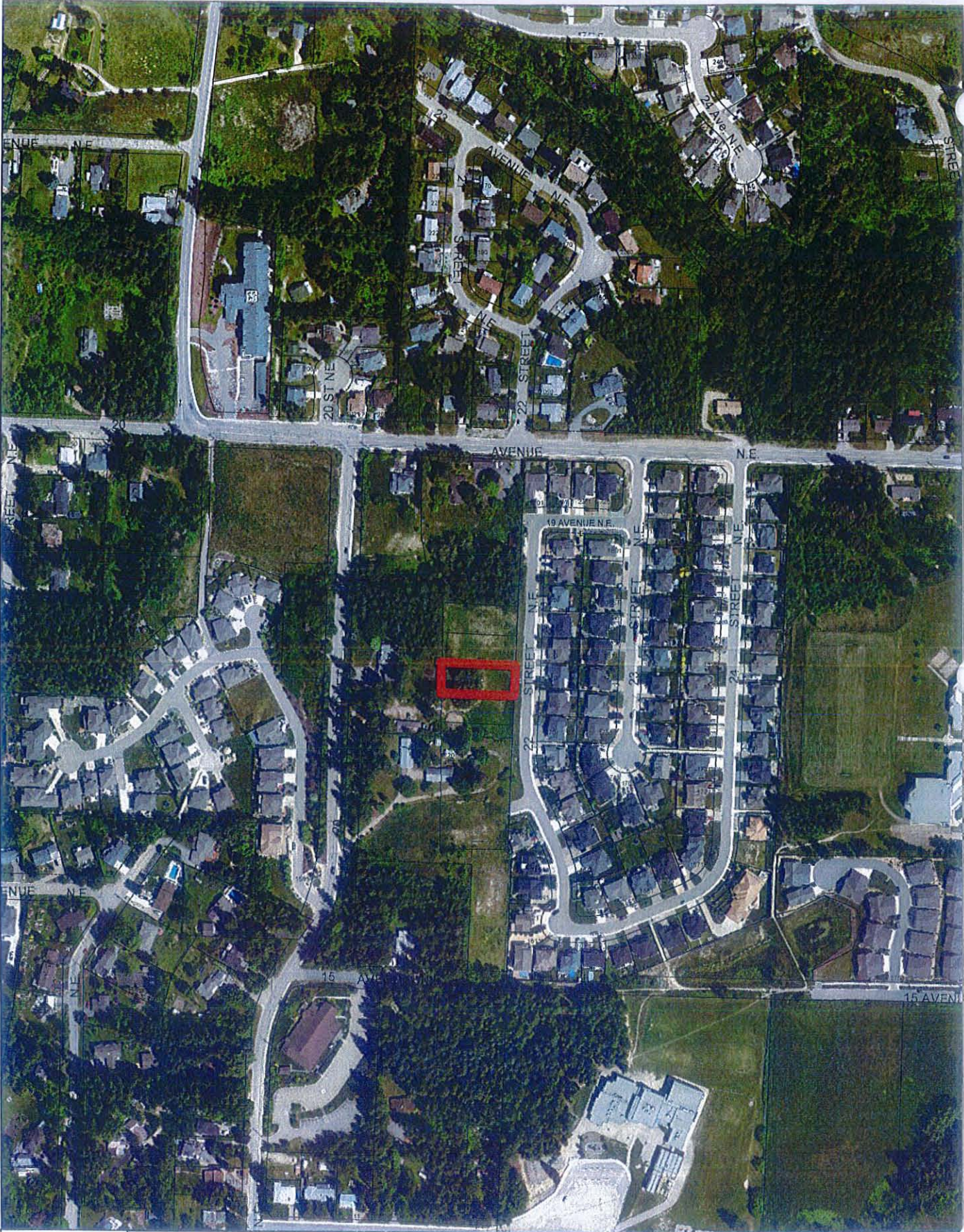
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The plans submitted indicate that all R-8 Zone requirements can be met, including the provision of onsite parking, and that the proposed building substantially aligns with development patterns in the area. Any development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCP
Planner, Development Services



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



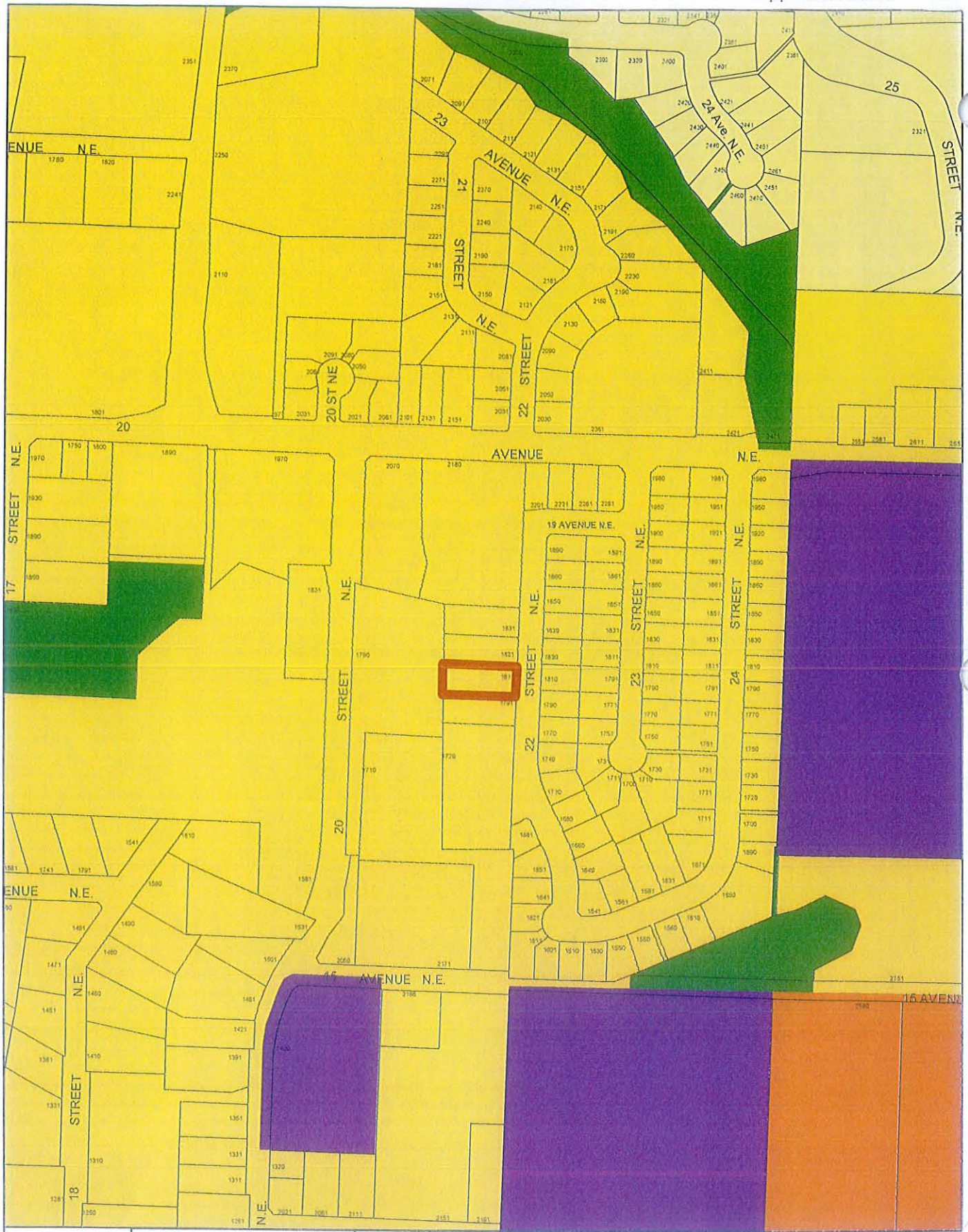
 Subject Parcel



0 5 10 20 30 40 Meters



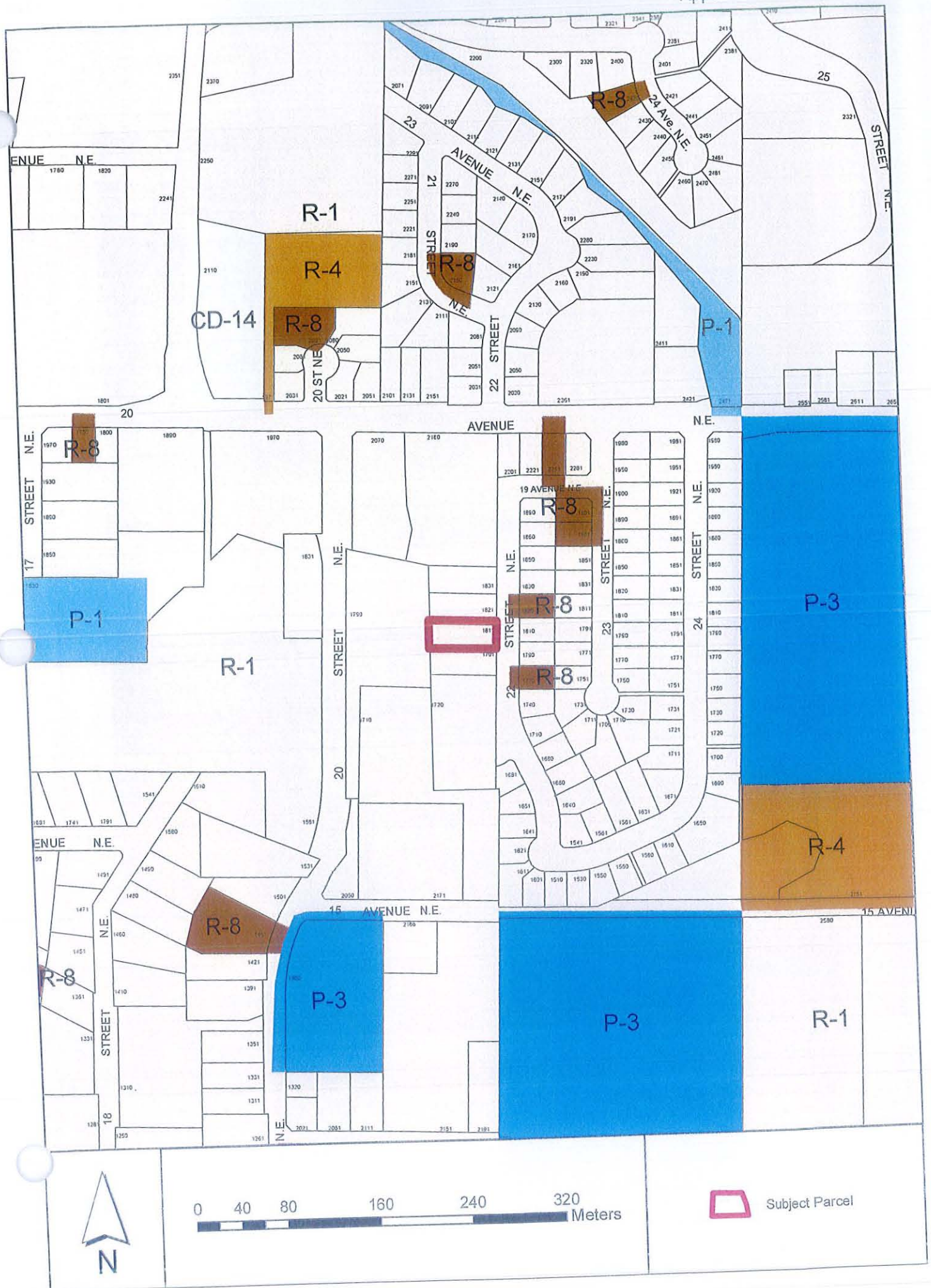
Subject Parcel



0 25 50 75 100
Meters

- High Density Residential
- Medium Density Residential
- Low Density Residential

- Park
- Institutional
- Subject Parcel



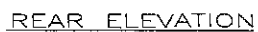
Appendix 5: Site Photos



View north from 22 Street NE.



View south-west from 22 Street NE.



BUILDING PERMIT
COPIES ONLY
THIS STAMP MUST APPEAR IN RED INK.
OTHER COPIES MUST BE INKIMAGED
ON THE FRONT OF THE PLAN OF CANADA

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201-152 COLONIAL AVE
BRIDGEVIEW, N.J. 07003
732/312-3346
201-152-4511

THE HOUSE DESIGN LIMITED



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POST OFFICE
STOCK

ENCLOSURE:
10

CHECKED
14

JAN '19

5 OF 7

PLAN NUMBER:
M2-3-127

8

9



FINISHED AREA = 801 SQ. FT.
SUITE AREA = 603 SQ. FT.
GARAGE AREA = 522 SQ. FT. (INCLUDING MECHANICAL)
9'-0 3/4" CEILING HEIGHT

NOTE:
HOME URAINS & UNITS MAY BE
REQUIRED TO BE ENGINEERED
DUE TO ROOF LOADS NOT COVERED
IN THE BUILDING CODE & IS THE
RESPONSIBILITY OF THE HOME OWNER
OR BUILDER TO SECURE.

HEAD OFFICE:
201-10TH COMMERCIAL AVE
KILGORE, B.C., V2Y 1A9
(250) 422-3348
TOLL FREE 1-800-445-0219

JENISH HOUSE DESIGN LIMITED



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REFERENCE: STOCK
DRAWN: TB
CHECKED: LJF
DATE: JAN '15
SCALE: 1/4"=1'-0"
SHEET: 2 OF 7
PLAN NUMBER: 1/2-3-157

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Item 24.1

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 be read a third and final time.

[Development Services Fees]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4343

A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"

WHEREAS, it is deemed desirable and expedient to alter the fees imposed by "District of Salmon Arm Fee for Service Bylaw No. 2498";

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

1. Section 5, Subdivision Application Fee, forming part of Schedule "A", be deleted in its entirety and replaced with Section 5, Subdivision Application Fee attached to and forming part of this bylaw as Appendix A.

Sections 1 - 18, Development Services, forming part of Schedule "B", be deleted in its entirety and replaced with Sections 1 - 23, Development Services attached to and forming part of this bylaw as Appendix B.

2. SEVERABILITY

If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

3. ENACTMENTS

Any enactments 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 upon adoption of the Bylaw.

5. CITATION

This Bylaw may be cited as the "City of Salmon Arm Fee for Service Amendment Bylaw No. 4343".

READ A FIRST TIME THIS 8th DAY OF July 2019

READ A SECOND TIME THIS 8th DAY OF July 2019

READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY THE COUNCIL DAY OF 2019

MAYOR

CORPORATE OFFICER

BYLAW NO. 2498

APPENDIX A

SCHEDULE "A"
STATUTORY FEE SCHEDULE

5.	Subdivision Application Fee (in accordance with the Subdivision and Development Servicing Bylaw) Where the Minister has not prescribed a fee as provided under Section 988(3) of the Local Government Act, the fee shall be as follows:	
	TYPE "A" Subdivision Application <input type="checkbox"/> Subdivision where less than 3 new lots would be created. <input type="checkbox"/> Boundary Adjustments. <input type="checkbox"/> Road Dedication/Exchange. <input type="checkbox"/> Lot Consolidation.	\$500.00
	TYPE "B" Subdivision Application <input type="checkbox"/> Subdivision where 3 or more new lots would be created.	\$1,000.00
	Preliminary Layout Review Extension	\$200.00
	Building Strata Subdivision <input type="checkbox"/> Building Conversion <input type="checkbox"/> Phased Multi-Family, Commercial, Industrial	 \$200.00 \$500.00

APPENDIX B

SCHEDULE "B"
APPENDIX 2

BYLAW NO. 2498

DEVELOPMENT SERVICES

1.	Final Subdivision Approval Fee					\$500.00
2.	Board of Variance Application					\$100.00
3.	Reports					
	• Business Licence Print-outs (complete)					\$50.00 & GST
4.	Photocopying					
	• Plot Plans					\$1.00 & GST
	• Other Miscellaneous (per standard page)					\$0.25 & GST
	• Oversize page (11" x 17"), per page					\$1.00 plus GST
5.	Maps					
		SCALE IN METRES	PRICE	PST	GST	TOTAL
	Section Maps - each	1:2500	\$6.00	\$0.45	\$0.42	\$6.87
	Section Maps - set	1:2500	\$210.00	\$15.75	\$14.70	\$240.45
	District Composite Maps (1"=5000')	1:1800	\$12.00	\$0.90	\$0.84	\$13.74
	Downtown Map - showing buildings with addresses	1:100	\$13.00	\$0.98	\$0.91	\$14.89
	Zoning Maps (11" x 17")	1:4000	\$1.00	\$0.08	\$0.07	\$1.15
	OCP Wall Maps	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	OCP Wall Map - Coloured		\$25.00	\$1.88	\$1.75	\$28.63
	Topographical Maps - each	1:2500	\$6.00	\$0.45	\$0.42	\$6.87
	• with overlay	1:2500	\$7.00	\$0.53	\$0.49	\$8.02
	Large Street Map - Tourist		\$9.00	\$0.68	\$0.63	\$10.31
	Utilities	1:2500	\$7.00	\$0.53	\$0.49	\$8.02
	Reduced Scale - each	1:5000	\$3.00	\$0.23	\$0.21	\$3.44
	• set		\$57.00	\$4.28	\$3.99	\$65.27
	DSA Owned Land	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Major Street Plan	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Consolidated Development Permit Areas	1:18000	\$9.00	\$0.63	\$0.63	\$10.31
	Flood Plain	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Agricultural Land Reserve	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Industrial Park	1:2500	N/C			
	Small Tourist Map	1:2500	N/C			
	Dedicated and Private Parks	1:18000	\$20.00	\$1.50	\$1.40	\$22.90
	Map Updating Service (annual fee)		\$42.00	\$3.15	\$2.94	\$48.09
	Copies of Engineering Drawings - per blue- print size page		\$5.00	\$0.38	\$0.35	\$5.73
	Subdivision Names Map		\$9.00	\$0.68	\$0.63	\$10.31
	Digital Data (per Mega Byte, not including medium)		\$50.00	\$3.75	\$3.50	\$57.25

SCHEDULE "B"
APPENDIX 2

BYLAW NO. 2498

DEVELOPMENT SERVICES

6.	Subdivision (Engineering) Inspection Fees	
	• Per lot	(plus GST) \$300.00
	GIS	
	GIS Custom Charge Out Rate (per hour)	\$100.00
7.	Final Subdivision Approval Fee	\$500.00
8.	Development Permit Application	\$1,000.00
9.	Development Variance Permit Application	\$1,000.00
	• 50% reduction for applications for variance under the Sign Bylaw	
10.	Development Variance Permit Application With Servicing Variances	\$1,200.00
11.	Zoning Amendment Application	\$800.00
	<input type="checkbox"/> Zoning Amendment Application R-1 "Single Family Residential Zone" to R-8 "Single Family//Secondary Suite Zone", where the parcel size is less than 0.4 ha (0.99), and Text Amendments	\$800.00
	<input type="checkbox"/> Regular	\$1,200.00
12.	Official Community Plan Amendment Application	\$1,500.00
13.	OCP/ Zoning Amendment Combined Application	\$2,000.00
14.	Agricultural Land Reserve Application (City Processing Surcharge)	\$600.00 (+\$300.00) Total retained by City = \$900.00
15.	Agricultural Land Reserve Exclusion Application (initiated by landowner with City as applicant)	\$1,000.00 per lot
16.	Radio/Cellular Communication Referral	
	<input type="checkbox"/> Basic Exempt Consultation Report	\$500.00
	<input type="checkbox"/> Non-Exempt Consultation Report	\$1,000.00
17.	Tree Cutting and Removal Permit Application	\$25.00
18.	Contaminated Sites Legislation – Site Profiles	\$100.00
19.	Campground Development Fee	
	<input type="checkbox"/> First 25 camping spaces	\$25.00
	<input type="checkbox"/> each additional camping space	\$2.00
20.	Sidewalk Vendor Sites (DIA Levy) each site licensed under Schedule "A" of the Sidewalk Vendor Bylaw as amended from time to time (per annum)	\$75.00
21.	Temporary Use Permit Application	\$1,200.00
	Temporary Use Permit Renewal	\$900.00
22.	Latecomer Agreement Processing Fee (Bylaw No. 3653)	
	Flat Rate Fee; plus	\$500.00
	Flat Rate Fee Per Parcel	\$100.00
23.	Park Vending Sites (DIA Levy) (Bylaw No. 3720)	\$75.00

Item 24.2

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4341 be read a third time.

[ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4341

A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on , 2019 at the hour of p.m. was published in the and , 2019 issues of the Salmon Arm Observer;

AND WHEREAS the said Public Hearing was duly held at the time and place above mentioned;

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:

Rezone Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048, from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

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.

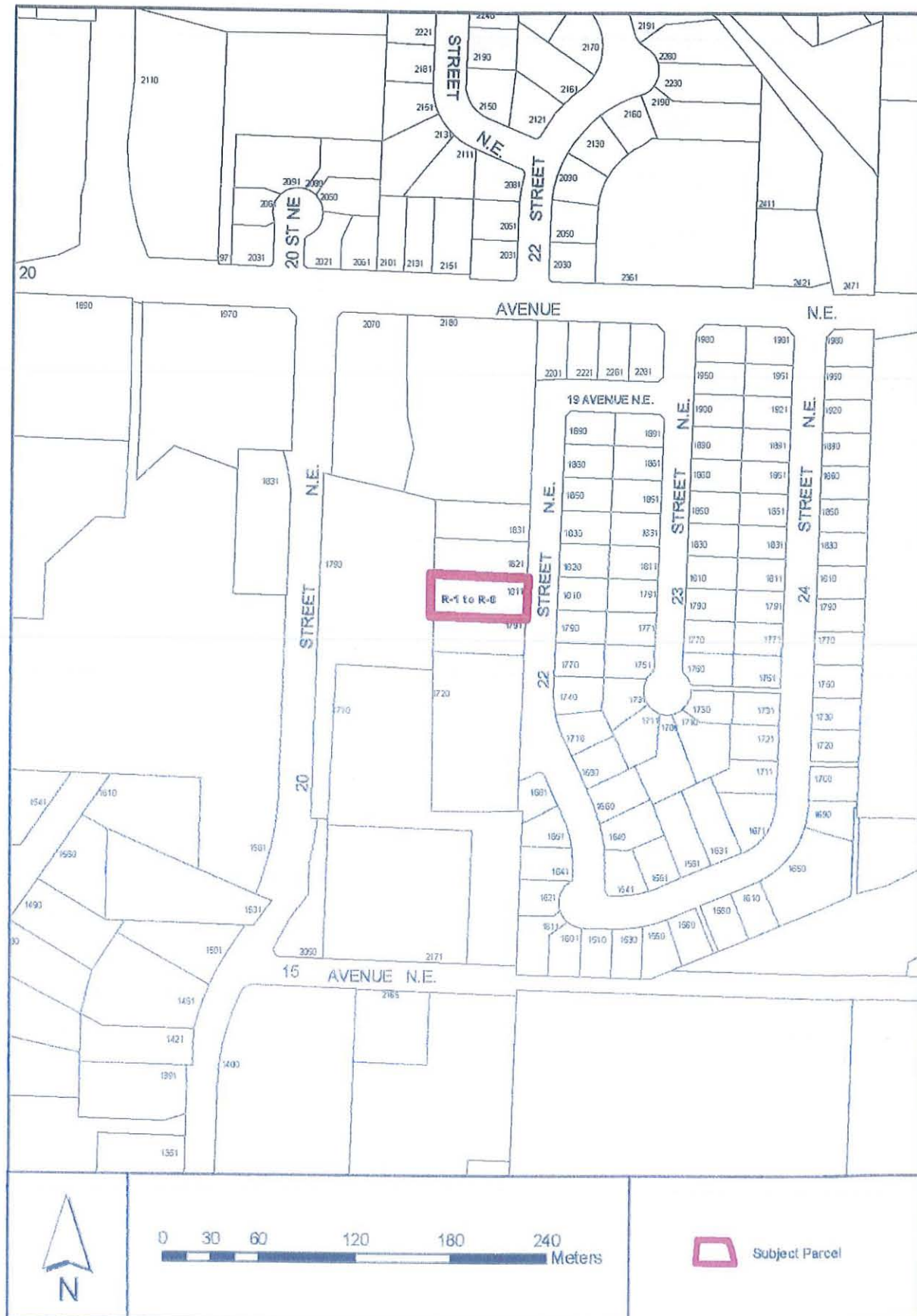
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4341"

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2019

ADOPTED BY COUNCIL THIS DAY OF 2019

CORPORATE OFFICER

SCHEDULE "A"



Item 26.

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of July 22, 2019, be adjourned.

Vote Record

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

Opposed:

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

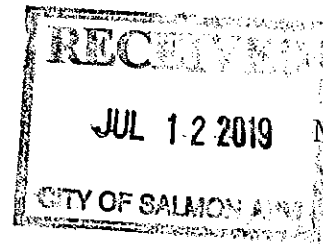
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INFORMATIONAL CORRESPONDENCE - JULY 22, 2019

1.	D. Didow – letter dated May 21, 2019 – Intersection at 3 rd Street South West and 5 Avenue South West	A
2.	A. Schalm – letter dated July 2, 2019 –Water Meter	A
3.	B. Magneson – letter dated July 10, 2019 – 39 th Annual Terry Fox Run, now proclaimed to be ‘Terry Fox Day’, Sunday, September 15, 2019	R
4.	R. Kneen – email dated July 12, 2019 – Panhandling Bylaw	A
5.	B. Chobotar – letter dated July 3, 2019 – Latecomer Charge for Extender Service	A
6.	Community Futures Shuswap – Agenda dated June 19, 2019 – Annual General Meeting	N
7.	P. Wright, Co Chair, Salmon Arm Fair – letter dated July 16, 2019 – Request for permission to use the Safeway Field for parking during the Fair (September 6, 7 and 8, 2019)	R
8.	BC Healthy Communities – email dated July 5, 2019 – Summer 2019 News	N
9.	Interior Health – newsletter dated July 2019 – Healthy Communities	N
10.	D. Hewitt, Peace Vigil Chair, GreenSpace – letter received June 2019 – Request for “Peach Vigil” September 21, 2019 at Marine Peace Park	R
11.	N. Gibbings, Assistant Administrator, Board of Examiners – letter dated June 28, 2019 – Erin Jackson recipient of Jeff McKelvey Scholarship	N
12.	D. Attfield, Chief Superintendent, Gold Commander, Community-Industry Response Group, ‘E’-Division, Criminal Operations – letter dated July 5, 2019 – Coastal Gaslink and Transmountain Pipelines – Injunction Order Enforcement	N
13.	K. Conroy, Minister of Children and Family Development and K. Chen, Minister of State for Child Care – letter dated July 15, 2019 – Child Care BC New Spaces Fund	N
14.	A. Stone, Mayor, Town of Ladysmith to the Honourable Rob Flemming, Minister of Education – letter dated June 27, 2019 – Provincial Support for Libraries	N
15.	M. Lahti, Acting Mayor, City of Port Moody to the Honourable Selina Robinson, Minister of Municipal Affairs and Housing – letter dated June 27, 2019 – Request for Support for Property Assessed Clean Energy Enabling Legislation for BC	N
16.	L. Hall, Mayor, City of Prince George – letter dated July 2, 2019 – UBCM Resolutions	N
17.	S. Osei Acheampong, President, World Peace Volunteers – email dated July 3, 2019 – Courtesy Call: Establishment of Sister City	A
18.	G. Lohbrunner, Director, Clean Technologies Section, Ministry of Environment – email dated July 15, 2019 – Organic Matter Recycling Regulation (OMRR): Summary of Public Input in Response to 2018 Intentions Paper Posted	N

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required



May.21, 2019

Dear Sirs

RE: Intersection at 3rd Street South West and 5th Avenue South West

The Cambridge Court complex has ninety four family units. There is one family at the east end of the alley that is on the south side of Cambridge Court, and the Rockwood apartment has eight units making a total of one hundred and three existing family units. The new development at 250-5th avenue S.W. will add 70 units plus 40 at a later date, housing seniors and people with disabilities making a total of two hundred thirteen family units using 5th ave and 3rd street on a daily basis.

The intersection in question has a visibility problem when making a left hand turn from the south entrance of the intersection. The topography obstructed by cars parked in front of the Roots and Blues building, thus hiding cars traveling East. These cars are hard to see. During winter months snow banks also cause visual problems.

This intersection has a off set road width. The road width on the east side of the intersection is at least one third wider than the road on the west side of the intersection. Cars approaching the intersection from the south need to encroach onto the wider road to get a better view west. Thus stopping beyond the hash mark at the stop sign, this is not a regular intersection.

There is another factor here, 60 to 70 percent using this intersection are seniors and with the proposed inhabitants of the new development the number of seniors will increase, with more slow moving walkers and electric scooters being used by seniors and disables with physical hearing and possible sight impairment. There has been a slow increase of scooters and walker units.

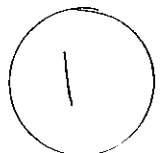
I have been using the intersection for fourteen years. There are two very busy routes in the south west section of the city. These are 5th ave. and 10th ave. because they run parallel to the Trans Canada Highway. These avenues will get busier. Cars leaving the stop signs on Shuswap and 5th ave gain speed until they approach the playground 30km zone. A good percentage of those cars are entering this playground zone at higher speed than what is posted. RCMP or city records will show that there were accidents at the 5th ave. and 3rd st. intersection.

I hereby am asking that the city consider making 5th ave. and 3rd st. a 4 way stop intersection.

Yours truly,

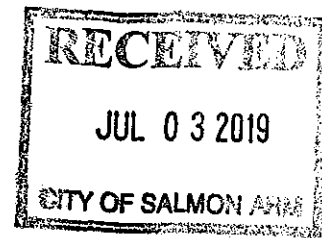
David Didow

#108 650 3rd street SW
Salmon Arm B.C.
V1E 1P6



July 2, 2019

781-16 St. SE
Salmon Arm



Salmon Arm City Council:

Greetings:

Most of you will have no difficulty recognizing the writer. I have made presentation previously to city Council wanting to have my water meter read. I think it is time to raise this issue once again.

With summer upon us we have the usual watering restrictions and limitations. The problem is, we all know that most residents pay no attention to these. The vast majority have automatic systems that are preset and just carry on.

It is time for this city council to get on board with our Prime Minister's plan to save the world. And that means charging a fee for utility usage as a way of reducing consumption. Of course, there is no proof that it works. But that is apparently irrelevant! At present it is the only way to make folks sit up and pay attention.

By now the vast majority of houses in Salmon Arm have water meters. As a way of making them useful, it is time to read them. It is not necessary to have meters installed in all older houses. Just keep charging them a basic fee as is done presently. Also, there is no need to increase city costs by having the meters read every month. Have them read annually by using students utilizing the Federal government's job funding program.

In order to encourage conservation, use BC Hydro's scheme of charging a basic fee for x number of liters, then increase the cost beyond that figure. No more need to set unenforced and unenforceable watering days.

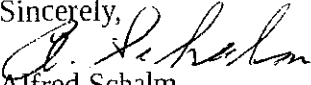
Interestingly, I learned that the city has required my neighbor, a former city employee, to install a water meter on his house. This house was built by him just a few years before I built ours. Obviously before meters were mandated, as was the case for us. It puzzles me (and him) why this requirement at this point in time.

I anticipate making an appearance before city Council, in the not too distant future, to have some response to this matter.

By the way, I commend Council for the decision to institute a composting program. As some Council members well know, I advocated for this a long time ago. Good to see that it has finally been instituted. This will go a long way to extending the life of the landfill. I am wondering if there will be an opportunity for residents to obtain garden compost such as is provided by the Kelowna program.

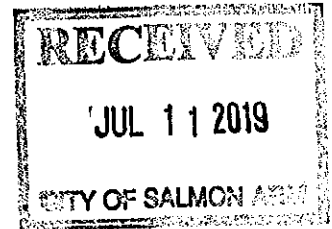
Thank you for continuing to serve the community by sitting on city Council.

Sincerely,


Alfred Schalm

2

Brady Magneson
2951 25th Street NE
Salmon Arm, BC V1E 2Z7



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

July 10, 2019

Dear Mayor and Council,

RE: 39th Annual Terry Fox Run, now proclaimed to be 'Terry Fox Day', Sunday September 15, 2019

The Terry Fox Run has been held in Salmon Arm for many years, thanks to the on-going commitment of run organizers and volunteers.

Please consider this letter to request booking of the Blackburn park for Sunday September 15, 2019 from 0700 to 1300 hrs.

The event is held at Blackburn Park, starting with registration, followed by announcements before the run begins. The park has been a great location for participants to gather and socialize during the event.

The Run attracts over 200 participants, raising over \$5000 for cancer research.

On behalf of the Terry Fox Run Organizers, I am also requesting that Mayor and Council please consider waiving the booking fee for Blackburn Park. Over the years, the run organizers have paid this fee. While nominal, the volunteers and their families already dedicate many hours to host this event, create awareness in the community and raise funds for cancer research.

The event will take place from approximately 8am – 1pm, with registration opening at 8:30am and the run starting at 10am.

Should you have further questions, please contact me 250-253-5761, email brady.magneson@interiorhealth.ca.

Thank you for your support for the Terry Fox Run and Research for Cancer.

Regards

Brady Magneson

On behalf of the Run Committee – Brady Magneson, Cliff, Fran Evans & Lindsay Wong

From: noreply@civicplus.com [<mailto:noreply@civicplus.com>]

Sent: Friday, July 12, 2019 8:28 AM

To: Alan Harrison; Chad Eliason; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Carl Bannister; Erin Jackson

Subject: Online Form Submittal: Mayor and Council

Mayor and Council

First Name Rebecca

Last Name Kneen

Address: 706 Elson Road, Sorrento BC V0E 2W1

Return email address:

Subject: panhandling bylaw

Body

Salmon Arm City Council Salmon Arm Downtown Improvement Association Salmon Arm Observer July 12, 2019 Re: Panhandling Bylaw The newly-passed bylaw on panhandling in Salmon Arm is a disgrace to the city and local businesses. The issue has been framed as nuisance management, following the lead of other cities in the province. There are so many problems with this it's hard to know where to start – but it's obvious where it needs to end up. This bylaw was driven by some downtown businesses that see panhandlers as a "danger" to their business. There are many ways to handle the perceived problem creatively and supportively. I have personally worked in downtown businesses in much larger cities where all these tactics worked. Talking to the people (panhandlers) involved is the first step, one which city council ignored completely. There's no reason for people who have no shelter to be prevented from using doorways overnight, and if the business is supportive of the individual, they'll keep it clean and not be there during business hours. Businesses can pay people for odd jobs, replacing the need to beg. Window-washing, garbage and recycling sorting and removal, sidewalk sweeping, carrying groceries for customers are all options. Alternatively, businesses can keep a tip jar for folks, and give it to their sponsored person daily. And here's an idea for a more appropriate bylaw: any business that objects to visible poverty should be fined or made to donate monthly to the food bank, women's transition house and shelters. Finally, to respond to

public statements by Councillors. Kevin Flynn: just because other cities are behaving irresponsibly does not mean that it is a good idea to follow suit – it only makes you look like a lemming. Louise Richmond Wallace is referenced as saying that "council doesn't want to criminalize poverty". The bylaw you just passed directly contradicts your statement. Denying it only makes you look foolish. Putting severe limits on locations (15 metres is further from businesses than the smoking ban!) and prohibiting sitting or lying down are both measures designed to make poverty both invisible and criminal. I beg you (whoops, don't fine me!), revoke this disgusting, heartless and counterproductive bylaw before Salmon Arm becomes a byword for cruelty. It's not how we think of this city, we trust that the better parts of local business and government will prevail. Sincerely, Rebecca Kneen Left Fields/Crannóg Ales Sorrento BC (part of the larger business community)

Would you like a response: Yes

Disclaimer

Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.

Email not displaying correctly? [View it in your browser.](#)

Brian Chobotar
16243 11A Avenue,
Surrey, B.C., V4A 7T8

July 3, 2019

City of Salmon Arm
500 – 2 Avenue NE,
Salmon Arm, B.C., V1E 4N2
Att: Jennifer Wilson

Re: Latecomer Charge for Extender Service

Please find enclosed a Royal Bank of Canada Draft in the amount of \$ 23,284.95. This draft represents the interest charged to Roll Number 01298.001 or 1040 Shuswap Street SE for a July 5, 2019 payout date. Please apply this payment to that account immediately as I would like to stop the interest accruing.

With this payment and letter, I would like to submit a formal complaint into the amount of interest paid to this account and the method in which it was charged. My complaint is in a number of points and I will explain each one below:

1. The work being done in front of 1040 Shuswap Street SE was done during the spring and summer of 2018. At no time during the construction was it told to me that a large fee would be charged to our property and registered to our title.
2. I received a letter dated May 3, 2019 (enclosed) stating that I was to pay a fee of \$ 22,225.84 for a Latecomer Charge for Extended Service. Through e-mails, I was told that interest would be accrued after September of 2019. I went to City Hall on July 2, 2019 to pay the \$ 22,225.84 only to be told that the amount mentioned in the letter was not the amount that had to be paid.
3. After discussing the situation with you, you agreed to send me an e-mail (enclosed) giving me the new amount that was owing and a brief explanation as to why it was more than what was stated in the May 3 letter. In that e-mail, it states that interest started accruing as of September 14, 2018 and there are two interest amounts that were added to the original amount:
 - a. The interest from September 14, 2018 to December 31, 2018 is \$ 385.21. This means that I was not told of owing any money at all to the City of Salmon Arm until May 3, 2019 but I was charged interest for 3 ½ months in 2018.

5

- b. The interest from January 1, 2019 to July 5, 2019 is \$ 673.90. So in 2019, even though I did not get a letter telling me about any money owed to the City of Salmon Arm until May 3, 2019, I was charged even more interest.

The letter I received in May does not explain in any context that I am accruing interest on the Latecomer Fee and if I do not pay immediately, I will be paying daily interest. I also understand that during our discussion at the front desk, the interest rate is 2% daily. That is outrageous! Especially when you are charging a taxpayer that rate when they do not even know that they owe that amount!

I ask that you register my complaint with the Council and Mayor for further consideration and review. I am requesting that I be reimbursed for all interest paid in the amount of \$ 1,059.11. I somewhat understand that I may be expected to pay interest on monies owed to the City of Salmon Arm after I received the May 3, 2019 letter but I do not agree with owing interest on money or fees I knew nothing about. If that is the case, please deduct the interest from May 3 to July 5 and reimburse me the rest.

Further communication can be done by e-mail or you can call me at 604-202-3964. Please use the e-mail address 2chobos@gmail.com, mentioned above.

Thank you,

Brian Chobotar

City of Salmon Arm

500 - 2 Avenue NE

Mailing Address: Box 40

Salmon Arm, BC V1E 4N2

Tel: 250.803.4000 Fax: 250.803.4041

www.salmonarm.ca



May 3, 2019

Brian & Lillian Chobotar
16243 11A Avenue
Surrey, BC V4A 7T8

Dear Mr. and Mrs. Chobotar:

Re: Civic Address: 1040 Shuswap Street SE
Legal Description: Lot 1, Plan 9916, Section 11, Township 20, Range 10, W6M, KDYD
PID: 009-634-118
Roll Number: 01298.001

Pursuant to the City of Salmon Arm Subdivision and Development Servicing Bylaw, a recently approved subdivision/development requires the Developer/Owner to install Excess or Extended Service which have been deemed by the City to provide a benefit to the above referenced parcel of land.

The cost of installing the Excess or Extended Service has been paid for by the Developer/Owner. However, should you choose to connect to or use the Excess or Extended Service on or before September 14, 2033, you will be required to pay a Latecomer Charge, plus interest as prescribed by the City's Excess or Extended Services and Latecomer Payment and Interest Rate Establishment Bylaw for this benefit at the time of connection to or use of the Excess or Extended Service.

The Latecomer Charge is the prorated share of the cost of the Excess or Extended Service, which the City has deemed will benefit the above referenced parcel. The Latecomer Charge that has been established as a result of this subdivision/development is as shown in the table below. This Latecomer Charge is in addition to any, which might have been established as a result of previous developments.

Latecomer Charges

Service	Latecomer Charge for Excess Service	Latecomer Charge for Extended Service	Total Latecomer Charges
Highways System:	-	-	-
Water System:	-	-	-
Sewage System:	-	\$22,225.84	\$22,225.84
Drainage System:	-	-	-

Brian & Lillian Chobotar
May 3, 2019

Page 2

A Notice of Excess or Extended Services Agreement has been placed on your title at the Land Title Office to advise any perspective purchasers of the pending Latecomer Charges.

Should you decide to connect to or use the Excess or Extended Service on or before September 14, 2033, the Latecomer Charge payable at the time of connection to or use of the Excess or Extended Service shall be the total Latecomer Charge shown above, plus interest as prescribed by the City's Excess or Extended Services and Latecomer Payment and Interest Rate Establishment Bylaw and calculated from the date of Substantial Completion (September 14, 2018). If you do not connect to or use the Excess or Extended Service you will not have to pay the Latecomer Charge.

In addition to the Latecomer Charge shown above, connection to the sewer, drainage or water system will require the payment of all other applicable connection charges and development cost charges, etc. to the City.

You should also be aware that the City levies an annual frontage tax for water and sewer for which your property may be subject to if these services exist on your frontage, whether or not you are connected to them. Once connected to either water or sewer, user fees will also be levied pursuant to applicable City Bylaws.

If you require further explanation of the contents of this letter, please do not hesitate to contact me at 250-803-4018 or email at jwilson@salmonarm.ca.

Yours truly,



Jennifer Wilson
City Engineer, P.Eng.

c.c. Property File



Annual General Meeting Agenda

Wednesday June 19, 2019 5:00 pm

Community Futures Development Corporation of
the Shuswap & Future Shuswap Holdings

1. Call to Order
2. Approval of Agenda
3. Minutes of AGM June 20, 2018
4. Business Arising from AGM Minutes of June 20, 2018
5. Welcoming Remarks – Eugene Casavant, Chair
6. Annual Financial Report – Angie Spencer, BDO
7. Annual Review – Rob Marshall, Executive Director
8. Nomination/Affirmation of Board of Directors – Eugene Casavant, Chair
9. Key Note: Entrepreneurship – A local perspective and new Opportunity
Carmen Massey, Owner at Outreach Marketing
Julie John – CEO/Founder/Owner at LIFE – Leading Indigenous Female Entrepreneurs
10. New Business
11. Adjournment



MINUTES OF THE ANNUAL GENERAL MEETING
COMMUNITY FUTURES DEVELOPMENT CORPORATION OF THE
SHUSWAP (CFDCS) & Future Shuswap Holdings Ltd. (FSHL)
Held on June 27, 2018 at Shuswap Hospice in Salmon Arm.

Present: Dorothy Argent, Chair
Eugene Casavant
Jeff Tarry
Marilyn Harford
Cookie Langenfeld
Paul Demenok
Ron Langridge
Julie John

Rob Marshall (Executive Director)
Tanja Carlson
Darlene Lincoln (Recording Secretary)
Angie Spencer BDO Dunwoody
Jessica War BDO Dunwoody
Barb Munro
Gail Evans
Andrew Klingel

Absent: Bonnie Thomas
Marilyn Harford
Paul Demenok

Chad Eliason

Members of the Community Futures Development Corporation of the Shuswap –

Members of the general public and staff -

1. Call to Order:

Chair Dorothy Argent called the Meeting to Order at 6:00 PM.

2. Approval of Agenda

Dorothy Argent introduced the agenda and asked for approval of the agenda.

Ron Langridge made the **MOTION** to approve the agenda as presented. Motion was seconded by Marilyn Harford. **CARRIED.**

3. Minutes of AGM June 27, 2017

Jeff Tarry made the **MOTION** the CFDCS and FSHL Minutes of June 27, 2017 be adopted as circulated. Motion was seconded by Cookie Langenfeld. **CARRIED.**

4. Business Arising from AGM Minutes of June 27, 2017

There was no business arising from the Minutes.

5. Welcoming Remarks – Dorothy Argent, Chair

Dorothy thanked everyone for attending the Community Futures Annual General Meeting. She announced that this is our thirty third year. Dorothy noted that it was another busy year for Community Futures Shuswap as the organization continued to support community economic development throughout the region. Since established in 1985 the focus has been to start and grow many successful businesses through a wide range of community development initiatives.

Dorothy honoured the board of directors. Community futures is supported by a board of directors that volunteers their time and knowledge. She noted that it has been wonderful to work with everyone during their time here. She is appreciative of their time and the skills they provide to the board.

Dorothy expressed her gratitude to the staff. Without them we would not be able to

6. Annual Financial Report – Angie Spencer, BDO

Angie Spencer with BDO presented the audited financial statements.

Marilyn Harford made the **MOTION** that the Audited Financial Statements for the Year Ended March 31, 2018 for Community Futures Development Corporation of the Shuswap be accepted as presented. The motion was seconded by Cookie Langenfeld. **CARRIED.**

7. Appointment of Auditor 2017/19 – Dorothy Argent, Chair

Dorothy advised that we have a three-year agreement with BDO to provide the Annual Financial Report for Community Futures. The upcoming year will be the third year of the agreement.

8. Annual Review – Rob Marshall, Executive Director

Rob welcomed everyone. Rob acknowledged that the partnerships and the collaborations with our other community partners contribute to a lot of the successes we have within the office.

The CEP – Community Partnership Program has been a great collaboration within the Shuswap region collectively.

The Shuswap Labour Market Project is one of the more interesting projects Community Futures has been involved in. This project originally began over a year ago after the completion of the Sicamous Labour Market Project. We are about halfway through this project with the completion date set for November. This project is currently in the interview and survey stage. This stage will end in July. The research will then be analyzed and put together before being sent back to the six communities involved. These

reports will be presented at the next community engagement meetings that will take place after the Labour Day Weekend

Rob commented that as we look back at the Sicamous Labour Market Project we realize that it has been the collaborative action meetings that have really made a difference for the project. These meetings have brought community members together. The members provided input that lead to the action plans. The action group is still meeting monthly.

Everyone is looking forward to the same results with the current project.

Launch-a-Preneur was very successful this year. This was the fourth season and the prize packages totalled \$36,000. The entrepreneurial teams were very diverse and kept the mentorship pool busy providing the requested advice.

Rob and Lana (from Salmon Arm Economic Development) were at the BCED Conference in Victoria. They were invited to enter The Launch-a-Preneur project into a competition and they won that category.

Community Futures is proud to support 4-H program through loans, sponsorship and prizes.

Rob advised that the small staff of three work well together. Community Futures has a strong Board of Directors that is appreciated.

Twenty new loans in the amount of \$980,000 were approved this year in the Shuswap office.

Rob welcomed Shuswap Community Foundation to our office. They are a welcome addition.

9. Affirmation of Board of Directors – Dorothy Argent, Chair

Dorothy introduced Eugene Casavant to provide the Election of the Board of Directors report.

Marilyn Harford made the **MOTION** to reaffirm the Board of Directors of Community Futures Shuswap. Motion was seconded by Ron Langridge. **CARRIED.**

10.Key Note: The Changing Trends of Business Ownership & Succession Andrew Klingel, Entrepreneur, Investor, Advisor and Professor

Rob introduced our keynote speaker Andrew Klingel. Andrew is an entrepreneur, investor and professor.

Andrew decided to take on a research project which deals with business transfers/business transitions. His plans were to explore the academic research that existed on this subject. Most of the research comes from Europe. None of it comes from the US. Some is available in Canada. There is a big wave coming. As of 2017 fifty four percent of businesses hope to retire within four to five years, thirteen percent hope to retire within twelve years and thirty-three percent within one to three years.

There will be an over abundance of businesses for sale between 2018 and 2025.

In Europe 450,000 businesses change hands per year. In the US seventy percent will retire in the next ten to fifteen years. If this happens ten trillion dollars worth of assets will change hands.

Research suggests between twenty and thirty percent of these businesses do not transfer, they just close.

Within the Canadian economy ninety percent of the private employment comes from small to medium size businesses. This is about fifty percent of GDP.

In BC ninety-eight percent of businesses are considered small to medium sized (50 employees or under). 2500 businesses were surveyed to see what their plans were. Of that twenty two percent will wind down and sell, twenty six percent plan to sell to family and fifty two percent plan to sell outside of family.

Andrew spoke to the challenges facing both buyers and sellers. Many of these challenges are the same but from a different perspective. Business valuations are complicated and expensive. They often disagree on the process as well as the final value of the business being sold. Financing is also a huge issue. It is difficult for new buyers to find financing and only twenty-two percent of sellers are willing to help finance the business they are selling. Legal costs as well as valuation costs are high. Often financial records are not maintained well enough to provide enough information for the buyer. Although there are many businesses for sale, many buyers are having a hard time finding the right business to buy. Sellers often hesitate to advertise that they want to sell.

Andrew wrapped up by advising that millennials are coming up to the age where they might be buying businesses, but they are looking for different choices than the past generation.

11. New Business

There was no new business.

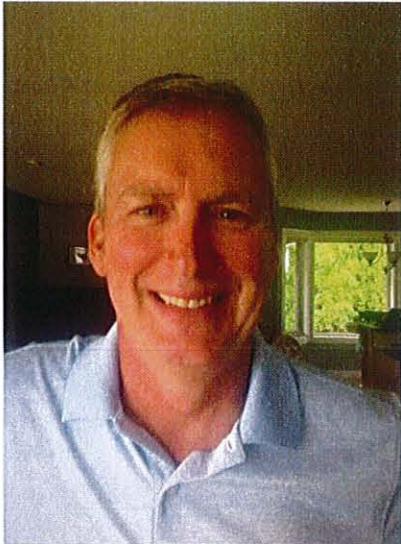
12. Adjournment

Marilyn Harford made the **MOTION** to adjourn the Annual General Meeting. The motion was seconded by Eugene Casavant. **CARRIED**. The meeting adjourned at 7:05 p.m.

Eugene Casavant, Chair

Date: _____

Doug Murray



Education

Graduated Honours BA University of Toronto
Various employment related lending, investment, and business analysis courses and programs through employment
Canadian Securities Course
Professional Financial Planning Course
Registered Retirement Planning Course
Registered Retirement Consultant designation from the Canadian Institute of Financial Planning

Employment

Corporal in Canadian Armed Forces Reserve - Full time with regular force 1980-1983

CIBC 1983 - 2019

- Various administrative and management positions
- Commercial and personal credit, investment, and investment planning roles since 1989
- Worked in Southern Ontario, Northern BC, Northern Ontario, and Salmon Arm
- Moved to Salmon Arm in 2004 to take over as Branch Manager and built a top performing branch
- Took over the role of General Manager for our Wealth Management team in South Okanagan Kootenay region in 2007 with a staff of 30 in 11 branches and loans and investment in excess of \$1B
- Assumed the role of Financial and Business Advisor in 2009 until retirement in February 2019

Volunteer Work

United Way Representative
Junior Achievement Instructor
Fort Nelson Golf Course President
Rotary Club of Salmon Arm and past President
Shuswap Hospital Foundation and past President

Strengths

Personal and Business financial planning and analysis

Strategic Planning

Human Resource Management

Sales

Marketing

Business and Customer Experience management

Leisure Activities

Curling, golf, travel, hiking/walking/fitness, motorcycling

Marie Gray



Marie was born and raised in Calgary, moving to Strathmore in 1980 with her husband Scott to raise their family. Scott was self-employed as a cattle broker for 33 years, which is how Marie's passion for small business originated.

Along with their two children, Marie and Scott spent many years vacationing in the Shuswap during the summer months, and knew they wanted to reside in the area one day.

In 2015 Marie had an opportunity to transfer to Salmon Arm as a relationship Business Account Manager with RBC, managing a client base in the immediate and surrounding areas.

After a fulfilling career for 35 years, Marie decided to retire in 2018 to enjoy the beauty of the Shuswap and activities she loves to do. Her hobbies include dragon boating, golf, swimming, curling, travelling, gardening and spending time with family and friends.

Marie is an active volunteer with RCM SAR and Treasurer for Eagle Valley Dragon Boat Society.

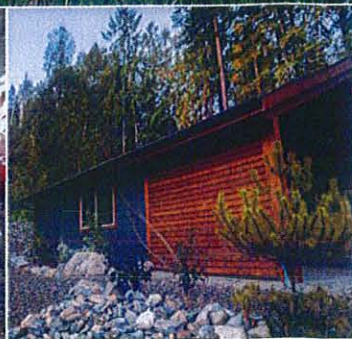
She looks forward to representing Sicamous and area to promote Small Business growth in our community

Community
Futures Shuswap



Small Business BIG IDEAS

2018/19
Annual Review Highlights



BeYourFuture.ca

executive director

ROB MARSHALL

Community Futures Shuswap continues to work collaboratively with our regional partners to leverage economic development programs and resources for the benefit of residents throughout the Shuswap. We have strong and valued relations with other economic development agencies within our service area and we share in several Community Economic Development projects through these partnerships.

This past year we have been successful in receiving approval for two BC Rural Dividend Fund applications: Secwepemc Lakes Tourism project and Secwepemc Labour Market and Entrepreneurship project. Each project will last for two years and have received funding support in the amount of \$100,000. Each project will serve to identify and strengthen skills training and employment opportunities within the local Indigenous communities, with a focus on youth.

We are fortunate to serve a region that is well represented with committed organizations, elected officials and private citizens who share a collective positive vision for the Shuswap. We were pleased this past year to have contributed to the Shuswap Salmon Symposium, Salmon Arm Branding Project, Sicamous Attainable Housing and the Shuswap Economic Development Strategy Implementation. Each of these programs serves to enhance economic development prospects for the Shuswap and create new jobs. Our funding support helped us leverage an additional \$385,920.

Launch-a-Preneur was another big success with Season 5. This bi-annual event is a great example of community organizations working well together to provide meaningful training opportunities for our residents along with a lot of fun and friendly competition. This season, 26 teams joined the multi week program to learn about starting a business and to develop their business plans. The Final Night Competition included 12 of the teams who competed before a sold-out audience and a panel of judges to compete for over \$40,000 in prizes.

None of this work could be achieved without much effort by our dedicated staff and board members. They provide diverse knowledge, skills and professionalism to their position at CF and they represent our organization proudly throughout the Shuswap and beyond.

2018/19 Highlights

1 Office

3 Staff
Members

11
Board Members

265
Board
Volunteer Hours

164

Clients Served

12 Loans

24
Jobs Supported

\$385,920
Funds Leveraged.

28

Community
Projects

\$476,725
Loans Approved

278

Training
Participants

VIKTORIA HAACK PHOTOGRAPHY

MISSION STATEMENT

Facilitating the on-going development of a sustainable and diversified economy by providing current business guidance and supports in communities across our region.

BOARD OF DIRECTORS

Eugene Casavant, **CHAIR**
Dorothy Argent, **PAST CHAIR**
Marilyn Harford, **TREASURER**
Kevin Flynn, **CITY OF SALMON ARM**
Paul Demenok, **CSRD AREA 'C' DIRECTOR**

Theresa Black
Jeff Tarry
Cookie Langenfeld
Ron Langridge
Julie John
Gail Evans

partnerships AND PROGRAMS

MENTORSHIP & CONSULTANTS NETWORK

In an effort to provide our clients and overall business community with access to timely and well regarded access to qualified business consultants and mentors, Community Futures Shuswap has established a Mentors and Consultants Network of local and regional specialists who are skilled in an array of business areas. From marketing to sales and on to general operations and strategic planning the network of vetted consultants and mentors continues to grow and respond to local business needs.

LAUNCH-A-PRENEUR

Launch-a-Preneur is a bi-annual Dragon's Den style business development competition designed by Community Futures Shuswap, Okanagan College Enactus and Salmon Arm Economic Development Society. The program assists individuals and teams to successfully plan for and launch their business in the Shuswap, while competing for prize packages in true 'Dragon's Den' fashion! The program is divided into two stages: training and competition. The first stage consists of a series of six evening workshops supplemented with resources and business mentorship support to assist participants in validating their business model and preparing a detailed business plan. The second stage is an optional Final Night Competition, where participating teams compete for thousands of dollars in prizes and in-kind donations designed to assist with business start-ups in the Shuswap.

FUTUREPRENEUR

Formerly Canadian Youth Business Foundation – a natural partnership with Futurepreneur was formalized with an eye to increase Community Futures Shuswap's ability to respond to the business and lending needs of youth (ages 18-39) in our region. As a full, active partner of Futurepreneur, Community Futures can coordinate loan application processes and support.

4H YOUTH LOANS PROGRAM

Building on the success of the 4H beef lending program, the CF Board of Directors expanded the youth lending program to also include swine as a viable product to take to market.

ATTRACTION VIDEOS

In partnership with six other community-based organizations, Community Futures Shuswap is pleased to present a five part video series that showcases and highlights the many competitive advantages our region has to offer both would-be residents and relocating businesses. The complete video series can be found online @ www.livinginsalmonarm.com

BUSINESS WALKS

In partnership with Salmon Arm Economic Development Society and CSRD, Community Futures is participating in ongoing business walks as part of our Business Retention and Expansion program. Local businesses are surveyed annually and their information is maintained in a database monitored for changes to business activity and for planning decisions looking forward.

MARKETING & AWARENESS

In an effort to create greater ease of access to information and resources, the Community Futures Shuswap website has undergone a refresh at www.beyourfuture.ca. As well, we have invested in new marketing materials to raise our profile at supported community events such as Salmon Arm Roots & Blues, Salmon Arm Fall Fair, regional job fairs and trade shows.

VENTURE CONNECT

Community Futures Shuswap has partnered with another CF office who has initiated a program addressing the growing needs concerning succession planning for businesses throughout BC. Venture Connect showcases current business opportunities that are available for sale across BC and also works with businesses that are looking at succession planning and valuations for their businesses.

The **Entrepreneurs with Disabilities Program** helped Althea Mongerson spin a long yarn into a success story.



*Althea Mongerson,
Owner of Intwined Fibre Arts*

The **Entrepreneurs with Disabilities Program (EDP)** provides flexible business loans and assistance to business owners who are managing ongoing health or disability issue. Can EDP help you?

Community Futures Shuswap

message from the chair

EUGENE CASAVANT

Community Futures Shuswap continues to actively promote economic development initiatives throughout our region. Since our establishment in 1985, we have focused our efforts on helping to start and grow successful businesses and, through a wide variety of community economic development initiatives, we have helped to develop stronger, more vibrant and sustainable communities in the Shuswap.

The Community Futures Network of Canada has continued to provide a national forum where we also get to share ideas and best practices for program delivery. The Community Futures Program has one of the largest footprints of any federal government program, including a network of 269 Community Futures Organizations touching virtually every community across Canada.

Each of the 34 offices in BC are supported by a local Board of Directors, who volunteer their time, knowledge and passion to guide a team of staff in providing a wide array of business and community economic development services. We offer a variety of services to strengthen and diversify local economies and tools to help entrepreneurs and small business owners thrive.

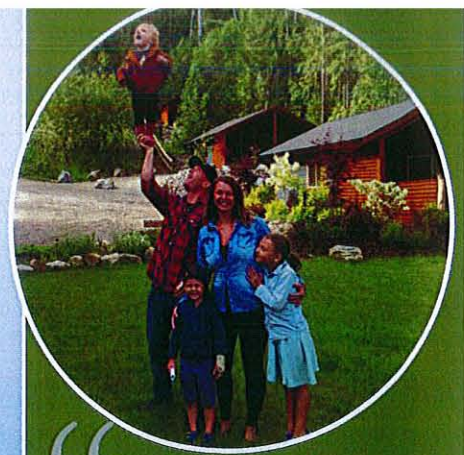
These services include:

- Business support services
- Business planning advice
- Self-employment assistance.
- Services targeted towards youth and entrepreneurs with disabilities
- Small business financing
- Community Economic Development

The CF Pan West Network also expanded the access to training opportunities to build the skills of our CF volunteers through the Community Futures Leadership Institute and our staff through the Staff Development program. The training is exceptional, not only benefiting our organization, but it has had a ripple effect with other organizations that our volunteers support within the Shuswap.

We would like to thank all of the volunteers involved for their continued hard work and dedication to the many entrepreneurs and small business owners who use the services of Community Futures Shuswap. We are equally appreciative of the work of our amazing staff and their commitment to CFS and our clients. Thanks also to WD, our primary funding partner, for their ongoing support.

We are extremely proud of our track record and accomplishments at CFS and we will continue to innovate, develop and grow business in the Shuswap. We look forward to an undoubtedly exciting year to come!



“Our dream of building cabins on our property became a reality through Community Futures' belief in our business plan. Their guidance while writing the business plan and any questions we had after the loan was approved has been so helpful. We are thankful for the opportunity and can't wait to see what the future holds with this endeavour.”

NATALIA & DAVID MATTSON

White Lake Cabins

www.whitelakecabins.com



“Community Futures stepped up when the banks wouldn't. Going into our third year of business, we need operating capital in order for us to expand our crews and purchase specialty equipment. We are so thankful for Community Futures believing in our business and affording us the ability to grow; We couldn't have done it without them.”

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The Salmon Arm and Shuswap Lake Agricultural Association

351 - 3rd Street SW, Salmon Arm BC V1E 1V4 Ph. 250-832-0442 www.salmonarmfair.com

July 16, 2019

Robert J. Niewenhuizen
Director of Engineering and Public Works
City of Salmon Arm
Box 40
500-2nd Ave NE
Salmon Arm, BC. V1E 4N2

Dear Sir

This is to request permission to use the Safeway Fields for parking during the Fair (September 6,7 and 8).

The parking will be organized with ribbons and stakes setting out entrance and exit lanes. The Girl Guides organization will be controlling the parking procedures.

Regards,

Phil Wright
Co chair Salmon Arm Fair

From: BC Healthy Communities [bchc=bchealthycommunities.ca@cmail20.com] on behalf of BC Healthy Communities [bchc@bchealthycommunities.ca]
Sent: Friday, July 05, 2019 8:35 AM
To: Caylee Simmons
Subject: Summer News: New upcoming webinar, Active Transportation Summit takeaways & more

No Images? [Click here](#)



BC Healthy Communities
People. Place. Potential.



Youths skim board in the waters near Delta, B.C. . Photograph by [Province of BC/Flickr](#)

Welcome to our Summer Issue. We've been hard at work on our recently-released PlanH Healthy Housing Action Guide, and we're excited to share that we're hosting a webinar next week as part of its release—more details below. We're also prepping the release of our upcoming PlanH Community Engagement Action Guide and gearing up for the UBCM Convention this September—see you there!

Healthy Housing Action Guide Released!

In June, we released our [Healthy Housing Action Guide](#), developed as part of our PlanH program. The guide features information, actions, community examples and funding resources designed to support local governments as they create resilient housing policies.

[Get the Action Guide](#)



Webinar: How can Health Authorities add



value to the Housing Needs Reports process?

Join us **Monday, July 8th at 10:30am PDT** to learn about new government regulations for Housing Needs Reports (HNRs), the UBCM HNR funding program, and some of the ways local governments, health authorities and community partners can integrate health and equity into housing processes in their communities.

Register for the Webinar



Funding opportunity: Sport for Social Development in Indigenous Communities

Applications for the second stream of the Sport for Social Development in Indigenous Communities (SSDIC) funding program are due July 19. Eligible Indigenous governments, communities and organizations can find more information on the Indigenous Sport, Physical Activity & Recreation Council (ISPARC) website.

Learn more



**RESILIENCY
+ CHANGE** UBCM 2019

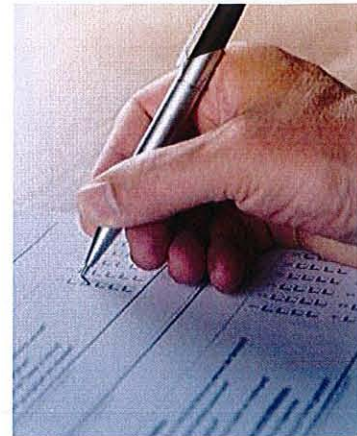
Will we see you at the UBCM Conference?

BCHC will be at the trade show of the 2019 UBCM Conference—drop by our booth and say hello! We'll have resources and information to share, as well as some prizes to give away. The theme of this year's conference is Resiliency & Change. Visit the UBCM website for the

[Visit the UBCM Conference page](#)

Seniors' Planning Table Survey

Are you a part of a group that works to give seniors a voice in planning and decision-making? The Senior Community Action Committee (SCAC) Provincial Working Group wants to hear from you! Representatives of seniors' planning tables, action committees, advisory tables and age-friendly councils can complete the 15-minute survey before August 15th. The SCAC is a part of the Community-Based Seniors Services Leadership Council, and aims to raise awareness of the value of seniors' planning tables in B.C.



[Take the Survey](#)



Welcome Claire & Kathryn

Our team continues to grow! We're excited to welcome Claire Sauvage-Mar (left) as our new Engagement Coordinator and Kathryn Johnson (right) as our Communications Coordinator. Claire holds a B.A. in Political Science and a M.Sc. in Kinesiology, while Kathryn holds a B.A.A. in Media Studies and a Diploma in Media Communications.

[Meet our Team](#)



articles & resources

Five take-home messages from B.C.'s first Active Transportation Summit

This June, New Westminster was host to B.C.'s first Active Transportation Summit, a two-day event exploring how to make active transportation an essential part of all communities across B.C. Missed the event? Check out our latest blog post for a summary of some of the key takeaways.

[Visit our Blog](#)



Looking out for tomorrow: Cranbrook plans for future age-friendly needs

As older adults are projected to make up 41% of Cranbrook's population by 2035, the city is working hard to ensure it remains a safe and welcoming place to live. The city's Age-Friendly Community Action Plan proactively outlines goals, objectives and action steps to create an accessible, affordable and age-friendly city.

[Read the Story](#)

Wells clears the way for older adults to stay involved in the community

With a population of just over 200, Wells understands the importance of keeping older adults in the community. That's why they set out to create a rigorous Age-Friendly Action Plan that will help adults age in place in the village. Two specific components of their plan are winter snow clearing to encourage older adults to get around town, and summer bench installation to ensure adequate resting areas.

[Read the Story](#)



Evaluating with an open mind and a



humble heart: Reflections from the Canadian Evaluation Society Conference

BC Healthy Communities' former Research and Evaluation Specialist Diana Gresku (left) attended the Canadian Evaluation Society Conference in late May. In this blog post, she reflects on her learnings about approaching evaluation with empathy and humility, and offers insight on what that may look like in practice.

[Read more](#)

Good news travels fast.

Articles that make you think, make a difference and make your day.

- [Why public spaces are critical social infrastructure \(Governing\)](#)
- [Self-care isn't enough. We need community care to thrive. \(Mashable\)](#)
- [You are doing something important when you aren't doing anything \(New York Times\)](#)
- [The City at Eye Level for Kids \(Bernard van Leer Foundation\)](#)
- [Can we design more trusting public spaces? \(Happy City\)](#)



BC Healthy Communities
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Healthy Communities

Monthly Newsletter



Interior Health
Every person matters

July 2019

Community Recognition

Council Chambers in Lake Country Now More Accessible

Council meetings are now more accessible to individuals with hearing loss. The District of Lake Country is pleased to announce the installation of the Auris Loop assistive listening system in the Municipal Hall Council Chambers. Read more about this new initiative [here](#). We also want to recognize the District of Lake Country for recently supporting [more regulations on vaping](#).

Enderby National Winner of ParticipACTION Community Challenge

By logging the most minutes of physical activity over the contest period, Enderby has been crowned 'Canada's Most Active Community' as the national winner for the ParticipACTION Community Challenge and awarded \$150,000. It is very exciting to see that a small BC community has come together to meet this challenge and be recognized on a national scale. Congratulations Enderby!



Cache Creek Seniors Housing Needs Assessment



One of the main issues identified through the Age-Friendly planning process (2018) in Cache Creek by participating seniors, was a lack of appropriate and affordable housing to allow older adults to age in place in the community. Their new Senior Housing Needs Assessment takes a more in-depth, on the ground approach to assessing seniors housing needs in Cache Creek by gathering concrete data that supports future grant acquisition for seniors housing feasibility studies and potential housing construction. Review the Senior Housing Needs Assessment [here](#).

Revelstoke Host to 'Top 100' Collective Impact Event



The ever increasing need to address Revelstoke's affordability challenges isn't new, but a 2-day event last month took a novel approach; people from across 4 main sectors – government, business, social services, and those with lived/living experience – met to discuss the impacts of affordability related to numerous issues, and make connections to facilitate learning and the development of solutions. Learn more [here](#).

Events & Learning Opportunities

2019 Provincial Summit on Aging

The second biennial Provincial Summit on Aging is being held in Vancouver, and will bring together Community-Based Seniors Services organizations, older adults, family and friend caregivers, academia and government representatives to discuss and collaborate on current issues and innovations on November 7 & 8th. **Registration deadline is August 15.** [Learn more and register here.](#)

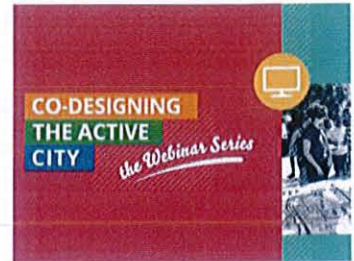
Co-Designing the Active City

The Active Neighbourhoods Canada (ANC) partnership is launching a webinar series that will provide professionals and decision-makers with key tools for planning and developing healthy communities across Canada. Registration for webinar 2 & 3 are not open yet, but will be available a few weeks before they broadcast on their project [website](#).

1st webinar: Participatory urban planning: an approach to foster the development of healthy built environments. Recorded Webinar can be found [here](#).

2nd webinar: How to put participatory urban planning into practice?
Wednesday, August 28, 2019, 1:00 PM (English).

3rd webinar: Public policies and development projects putting health equity at the forefront
Wednesday, November 6, 2019, 1:00 PM (English).



Ready, Set, Build! From BC Non-Profit Housing Association



Have you seen the need for more affordable housing options in your community? Do you have an idea, a building site and the commitment of your Board but not sure what's next or how to get started? This online course includes a face to face 1-day session that will be held in Kelowna on Friday, September 10 (9:30 am - 4:30 pm). Registration for the 1-day session opens July 22, as well as access to the online component. [All the information is here.](#)

Webinar Resources- Living Wage for Local Governments

As you know from our May e-newsletter, the Living Wages for 2019 have been released! To support municipalities in becoming living wage employers, you can now access slides from a recent webinar. Presenters explained what the living wage is and how it's calculated, what steps a local government needs to take to research and prepare a living wage plan, and what lessons you can learn from other local governments that are already Living Wage Employers. [View the slides here.](#)

Healthy Public Policy Resources

A Food Policy for Canada

After years of consultation, the long-awaited [Food Policy for Canada: Everyone at the Table](#) was released on June 17th, 2019. The vision for the Food Policy for Canada is *"all people in Canada are able to access a sufficient amount of safe, nutritious and culturally diverse food. Canada's food system is resilient and innovative, sustains our environment, and supports our economy."*

[Food Policy for Canada](#) initiatives aim to:

- help Canadian communities access healthy food;
- make Canadian food the top choice at home and abroad;
- support food security in Northern and Indigenous communities;
- and reduce food waste.



The Food Policy for Canada aligns with the objectives of initiatives across the Federal Government, such as the [Canadian Agricultural Partnership](#), the [Healthy Eating Strategy](#), and the [Poverty Reduction Strategy](#).

[Check out responses](#) to the Food Policy by Food Secure Canada and others interested in food systems & food security.

Move. Commute. Connect. BC's Active Transportation Strategy



Move. Commute. Connect. BC's Active Transportation Strategy has been released. [The Strategy](#) is part of the [CleanBC](#) plan and aims to protect the environment and work in partnership with communities to improve walking, cycling and other active networks.

The Strategy promises to support planning, design and infrastructure at the local level for both municipal governments and Indigenous communities to help double the percentage of active transportation trips by 2030. If you are an engineer or a planner, check out the comprehensive [design guide](#) as a companion to the Strategy.

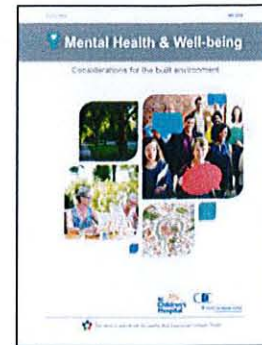
Focus on equity and health: Making the most of the Housing Needs Report process

Like we have shared in previous newsletters, the province recently introduced legislation to make [Housing Needs Reports](#) (HNRs) mandatory for local governments. These reports, intended to better support planning for housing affordability, will be required every five years.

In May, we also shared about the [funding available](#) to support local governments developing an assessment that looks at more than just the numbers, and instead prioritizing equity, health, diversity and engagement. Check out this [blog post](#) and [webinar](#) from BC Healthy Communities to learn how a health-focused assessment can make for a stronger and ultimately more useful assessment.

Mental Health & Well-Being: Considerations for the Built Environment

A new [companion document](#) to the [Healthy Built Environment Linkages Toolkit](#), this report focuses on how local planning and design can support positive mental health and well-being.



Updated Age-Specific Health Data

Looking for age-specific data? Recently updated, check out [Stats-Can](#) for Aging and Seniors statistics and the [Middle Years Development Instrument](#) (MDI) for a deeper understanding of children's health and well-being during middle childhood.

Toolkit for Community Acceptance of Non-Market Housing

BC Housing has developed [a Toolkit](#) to help non-profit housing providers, local governments and other stakeholder groups gain community acceptance of non-market housing developments, including projects that may face community resistance. This Toolkit addresses how and when to contact



community members and how to work toward community support for a development.

The Toolkit includes [a Guide](#) made specifically to support local governments through the development approval processes.

Ministry of Transportation and Infrastructure Wants Your Feedback

The Ministry of Transportation and Infrastructure is inviting people to share their experiences with the Province's highways and other services, to make travel better for everyone. Check out the [survey](#).

Funding News

BC Rural Dividend Program Announces Sixth Intake

Last Reminder Local governments, Indigenous communities and organizations, as well as not-for-profit organizations are eligible and encouraged to apply for funding in the sixth intake of the BC Rural Dividend program. This is the only application window for 2019-20. Applications due **Aug. 15th, 2019**. Find more information [here](#).

Health Canada Micro-Funding for Cannabis and Vaping



Government
of Canada

Health Canada is offering [micro-funding](#) for innovative projects that provide education and/or awareness about the health effects of cannabis and/or risks of vaping. Successful submissions will be eligible for up to \$1,000 of funding.

Funding applications will be accepted on a first come, first served basis, with consideration given to fair geographical and audience distribution.

Community Action Initiative (CAI) - Community Counselling Grant



In partnership with the Ministry of Health and Ministry of Mental Health & Addictions, CAI is offering community counselling grants to increase access to community-based counselling for improved mental health and substance use outcomes; and increase the quality of community-based counselling.

This funding opportunity focuses on community counselling for adults in relation to mental health and substance use, with the goal of reaching underserved or hard to reach populations that do not have access to counselling opportunities.

Non-government, not-for-profit, community-based organizations or First Nations, Métis or Urban Aboriginal organizations in British Columbia can apply for a grant up to **\$120,000** in annual funding, distributed over 3 years. Applications must be completed through the [CAI Online Grant System](#), and are due by **Friday, July 26, 2019**.

Sincerely,

Your Healthy Communities Team

Contact us at: healthycommunities@interiorhealth.ca

To subscribe, send a blank email with [Subscribe to Monthly e-newsletters](#) in the subject line.

To unsubscribe, send a blank email with [Unsubscribe to Monthly e-newsletters](#) in the subject line.

GreenSpace.Community

a home for ideas to grow

Debbie Hewitt
Peace Vigil Chair, GreenSpace
debaj@live.ca

Mayor and Council
City of Salmon Arm
500 2nd Avenue NE
Salmon Arm, BC

Dear Mayor Harrison and Councillors

I am writing on behalf of the GreenSpace Community, which is a community support initiative of First United Church, that supports individuals and non-profit societies that seek to make life in Salmon Arm better for all people. The mandate of GreenSpace is to share our resources with people and groups who wish to make a positive impact on our shared life as citizens of this City. Currently we assist 12 non-profit groups as they seek to fulfill their own mandates. The GreenSpace, while affiliated with the United Church, is a separate entity. It's sole purpose is to help good things happen in the City of Salmon Arm. We believe that people can achieve more for the common good by working together, than they can by working in isolation.

We do not promote any political or religious affiliation.

GreenSpace is a values centered initiative. We value inclusiveness, justice, peace, safety, and of course, we value the gift of community. Any person or group who shares in these values are welcome to become a part of the GreenSpace community.

Arising from the values we hold in common, we wish to hold a "Peace Vigil" on September 21, 2019 – which corresponds to the UN International Peace Day. It is our hope that City Council would give us permission to use the Marine Peace Park on that day. We would need the park from 3 pm to 5 pm.

Our planning team has met, and we will be expanding our membership to include people from the local Indigenous, Immigrant, and LGBTQ Communities. We also have plans to connect with local Rotary Clubs and other service organizations. It is our hope to have broad representation from the multi faceted community that is in Salmon Arm. Of course, it is our fervent hope that you, the elected officials of our City, would be in attendance as well.

10

The Vigil is meant to highlight the beauty and strength that comes to a community due to the diversity of our people. It is our hope to foster a sense of connection between, and among, all people who call Salmon Arm home. Indeed, we need one another if our community is to be a place of welcome and a place where good things happen. The invitation will be extended to all people in the area who wish to attend. It will be a family friendly event.

The Vigil itself would be a time of promoting the values of diversity within community. Aside from some brief introductions and official welcome to participants, there will be a symbolic action, perhaps peace ribbons woven together, as a sign of our intention to live in peace with all. While the final decision on the symbolic action awaits the meeting of our diverse planning group, I can assure the City that every step will be taken to ensure the integrity of the space, and that all items brought to the park for the purposes of the Vigil will be taken away at the end of our time there.

On behalf of GreenSpace members, I thank you for considering our request for hosting a Peace Vigil at Marine Peace Park on Saturday, September 21, 2019.

If you have any questions, or if permission is granted, you can reach me at debaj@live.ca , or contact GreenSpace staff person, Jenny Carter, at 250-267-1539, or nitrogirl@live.ca.

Thank you once again for considering this request.

Sincerely,

Debbie Hewitt

Debbie Hewitt, Peace Vigil Chairperson



BOARD OF EXAMINERS - Sent Via Email Only

June 28, 2019

Erin Jackson
Director of Corporate Services
City of Salmon Arm
500 2nd Ave NE PO Box 40
Salmon Arm BC V1E 4N2

Dear Erin,

At its last meeting the Board of Examiners reviewed your application for a scholarship to assist in the funding of your course PADM 112 at Camosun College. I am pleased to inform you that the Board has agreed to award you a Jeff McKelvey Scholarship in the amount of \$400 to assist with your tuition.

The dispersal policy for a Jeff McKelvey Scholarship requires that an applicant must provide proof of successful completion of the course for which the award is given *before the fiscal year end of May 31*. If you are unable to do so please contact me. Your award will be paid in full after documentation of proof of completion along with the attached form has been received. In the event that we do not receive the documentation from you by May 31, 2020, we will send you and your CAO a notification that the amount allocated to you is being returned to the scholarship fund and our records will show that you have declined the award.

The Board extends congratulations to you and wishes you every success in the pursuit of your studies.

Sincerely,

Nicole Gibbings
Assistant Administrator
Board of Examiners

pc: Carl Bannister CAO



Canadian Mounted Police



Gendarmerie royale du Canada

July 5th, 2019

Municipal Mayors and CAO's

Re: Coastal Gaslink and Transmountain Pipelines - Injunction Order Enforcement

Dear Mayors and Chief Administrative Officers,

Further to my letter of January 3rd, I am writing to provide you with an update on the RCMP's proactive policing efforts for the Coastal Gaslink-LNG Canada (CGL) projects and Transmountain Pipeline Expansion (TMX). The situation has evolved significantly and we are pleased to report that our response has, in cooperation with all stakeholders, has served to balance the rights of interested parties while maintaining the peace and upholding the requirements of applicable court injunctions.

Because of these efforts, the situation is no longer considered as a Special Event as defined in the Municipal Police Unit Agreement and transitioned to a specialized proactive patrol and liaison operation in the form of trained officers who are deployed to diffuse and manage situations before issues escalate. For these reasons, the number of officers needed has considerably lessened.

RCMP Approach

The RCMP is committed to facilitating the exercise of the right to lawful and peaceful protest and uses a measured response that emphasises prevention and de-escalation to ensure public safety and to keep the peace. As such, the RCMP will continue to proactively deploy members to engage, have dialogue and maintain community safety in these areas.

To effectively deploy officers on a small scale to these various sites across the Province, I have asked detachment commanders to brief you on the participation of municipal resources in the Quick Reaction Team (QRT) that has been formed for limited deployments regarding the above noted efforts. I have asked that they explain any projected impact to the municipal police unit and how that will be mitigated by the detachment commander to ensure that the needs of the local community are met.

The members who volunteer for such duties must request detachment commander support. They receive additional training in criminal and civil law, measured public order response, cultural awareness, and proactive engagement. These are transferable skills that when learned and practiced will be brought back into local communities for use in local detachments.

Any costs that are accrued for the deployment of the members will be the responsibility of the provincial business line and not costed back to municipalities.

In closing, I hope that the modest scale of the current and expected deployment, the developmental opportunities for your members, and the associated enhancement of skills in mitigating public order issues in your communities will assist in your consideration and discussions with detachment commanders.

Respectfully,

Dave ATTFIELD, Chief Superintendent

Gold Commander, Community-Industry Response Group, 'E'-Division, Criminal Operations.

Attachments: (1) Letter to Mayors dated of January 3rd; and (2) Minister's Letter of December 17th, 2018.

Royal Canadian Mounted Police



Gendarmerie royale du Canada

January 3rd, 2019

Municipal Mayors and CAO's

Re: Coastal Gaslink pipeline Injunction Order Enforcement

Dear Mayors and Chief Administrative Officers,

On October 2, 2018, LNG Canada announced plans for Coastal GasLink (CGL) to construct a natural gas liquefaction facility at Kitimat and an associated 620 km pipeline from Dawson Creek to supply the facility. During construction up to 2,500 people will be working in 11 construction camps along the pipeline route. While this project is approved by the Provincial Government and is supported by the elected First Nation governments along the pipeline route, there is opposition from some First Nations leaders and groups as well as some environmental advocacy organizations.

The geographic focus for opposition is the Unis'tot'en Camp located near the Morice River Bridge approximately 60 km west of Houston, BC. The Camp is supported by the Office of the Wet'suwet'en, the hereditary political organization of the Wet'suwet'en Nation. The Camp is expected to be the most active protest site and presently maintains a blockade to restrict access. The influx of construction workers combined with anti-LNG protests will impact the North District's ability to maintain core policing operations in effected areas.

On December 14, 2018, the BC Supreme Court in Prince George, BC made an interim order prohibiting interference with work being done on the pipeline which requires BC RCMP to enforce the order. At this time, the access remains blocked.

This constitutes a special event in British Columbia. The purpose of this letter is to formalize our communications on this matter and any impact it may have on the municipal policing unit.

Pursuant to Article 8.6(a) MPPA, part of your Municipal Police Service may be redeployed to provide additional police resources as is reasonably necessary to maintain law and order, keep the peace and protect the safety of persons, property or communities. The actual timing and number of resources will be left to the discretion of the designated commander. In accordance with Article 8.6(c) MPPA, the Province is responsible for paying the costs of any redeployment including salary, transportation and maintenance, at the applicable cost-sharing ratio set out in Article 11.1 MPPA.

Any deployment from your detachment will be in consultation with the District and Detachment Commander. While it is important to address special events such as this, it is also essential that your community continues to receive adequate policing. The District and Detachment Commander will ensure this balance is maintained and will continue to update and consult with you on any resourcing requests relating to this operation.

Respectfully,

Dave ATTFIELD, Chief Superintendent

Gold Commander, Community-Industry Response Group, 'E'-Division, Criminal Operations.



Royal Canadian Mounted Police Gendarmerie royale du Canada

Commanding Officer Commandant divisionnaire

December 17, 2018

The Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
Province of British Columbia
Room 232 Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Farnworth,

On October 2, 2018, LNG Canada announced plans for Coastal GasLink (CGL) to construct a natural gas liquefaction facility at Kitimat and associated 620 km pipeline from Dawson Creek to supply the facility. During construction up to 2,500 people will be working in 11 construction camps along the pipeline route. While this project is supported by the elected First Nation governments along the pipeline route, there is opposition from some hereditary leaders which will likely necessitate a police response.

The focus for opposition is the Unis'tot'en Camp located near the Morice River Bridge approximately 60 km west of Houston, BC. The Unis'tot'en camp is fully supported by the Office of the Wet'suwit'en (OW), the hereditary political organisation of the Wet'suet'en Nation. The Unis'tot'en Camp is expected to be the most active protest site and be a focal point for any court ordered injunction. The Camp presently maintains a blockade and controls access. The influx of construction workers combined with anti-LNG protests will impact the North District's (ND) ability to maintain core operations in those detachments along the pipeline route and throughout the District.

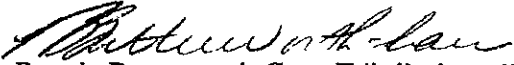
As per Article 9 of the Provincial Police Service Agreement (PPSA), this constitutes a special event in British Columbia. Pursuant to Sub-Article 9.7, I request your agreement with the internal redeployment of resources as per the operational plan as summarised in a 'Concept of Operations' document provided to Police Services Branch to the extent necessary to maintain law and order, and to ensure the safety of persons and property in the affected communities.

Further to Sub-Article 9.7 and as per sub-article 11.1 of the PSA the cost sharing ratio of 70% / 30% will be in effect. All costs associated to this special event will be accurately tracked and provided to the Province of British Columbia. An estimate of the policing costs (including salary, transportation, meals and accommodations), has been provided to Police Services Branch. Should there be a requirement to increase the provincial policing establishment from non-contract business lines or from resources outside the Division, Sub-Article 9.2 would be invoked and all costs associated to the incremental resources would be at 100%.

Canada

Should you have any questions or wish to discuss this further, please do not hesitate to contact myself or Nina Sahasrabuddhe, Executive Director of Operations Strategy Branch.

Sincerely,



Brenda Butterworth-Carr; Tr'injà shär njit dintlät
Deputy Commissioner
Commanding Officer, "E" Division

cc: Mr. Clayton Pecknold, Assistant Deputy Minister and Director of Police Services
Ms. Tonia Enger, Associate Director of Police Services
A/Commr. Eric Stubbs, Criminal Operations Officer, E Division Core Policing



July 15, 2019

VIA E-MAIL
Ref: 244242

Dear Mayor:

Since Childcare BC launched in 2018, we have taken great strides towards our vision of universal child care: a system that will provide parents with access to affordable, high-quality child care whenever and wherever they need it.

One of the key pillars of Childcare BC is accessibility. Under this pillar, the Childcare BC New Spaces Fund offers funding to create new licensed child care spaces for British Columbian families.

Today, we have good news to share. Public sector organizations, Indigenous Governments, and non-profit societies can now access more money through the Childcare BC New Spaces Fund to create spaces. Based on feedback from communities throughout British Columbia, we have tripled the funding maximums up to:

- **\$3 million per facility** (previously \$1 million) **for up to 100% of project costs** for public sector organizations and Indigenous Governments,
- **\$1.5 million per facility** (previously \$500,000) **for up to 100% of project costs** for Indigenous non-profit societies, and
- **\$1.5 million per facility** (previously \$500,000) **for up to 90% of project costs** for non-profit societies and Child Development Centres.

We are making this change to recognize that in many communities, high capital costs can be a barrier to creating child care spaces. Increasing funding maximums means that more communities can access the Childcare BC New Spaces Fund, and more families will benefit from access to licensed child care.

For a breakdown of applicant type, new funding maximums and provincial contribution levels, see attached table.

Looking ahead, the ministry is also creating a multi-project funding stream so that public sector organizations and established non-profit societies can submit a single proposal for multiple projects, or for large-scale projects that require more than the funding maximums. More information on this stream will be available in coming weeks.

.../2

Ministry of
Children and Family
Development

Office of the
Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Location:
Parliament Buildings
Victoria

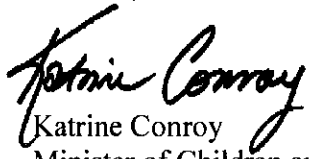
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We hope you share this information with your colleagues, partners and clients, and apply for funding if you are an eligible organization. By working together, we can make life better for British Columbia's families by improving access to child care.

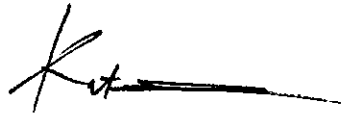
Childcare BC New Spaces Fund guidelines, application forms and FAQs are available at www.gov.bc.ca/childcare/newspacesfund. If you have any questions, you can contact the Childcare BC New Spaces Fund Program at MCF.CCCF@gov.bc.ca or 1 888 338-6622 (option 5).

Thank you.

Sincerely,



Katrine Conroy
Minister of Children and Family Development



Katrina Chen
Minister of State for Child Care

Appendix: Contribution Percentages and Funding Award Commitment by Applicant Type

Applicant Type	Required Organization Contribution	Provincial Contribution	Maximum Provincial Funding Amount*	Funding Award Commitment
Public sector organizations and Indigenous Governments	0%	100%	Up to \$3,000,000	Up to 15 years
Indigenous Non-Profit Societies	0%	100%	Up to \$1,500,000	Up to 15 years
Non-Profit Child Care Providers and Child Development Centres	10%	90%	Up to \$1,500,000	Up to 15 years
For-profit child care organizations (Businesses and Incorporated Companies).	25%	75%	Up to \$250,000	Up to 10 years
<i>*The maximum provincial funding amount applies to a single physical location. Projects occurring within the same physical location are considered as a single project.</i>				



NEWS RELEASE

For Immediate Release
2019CFD0082-001418
July 15, 2019

Ministry of Children and Family Development

Bringing child care closer to home for families through new incentives for publicly funded child care

VICTORIA – A significant increase in funding will help public sector and non-profit organizations create more publicly owned and operated child care spaces in their communities, bringing child care closer to home and making life more affordable for British Columbian families.

The maximum funding amount available from the Childcare BC New Spaces Fund to public sector organizations, such as local governments, school districts, tribal councils and First Nations governments, is increasing to \$3 million per project, up from \$1 million. Additionally, non-profit organizations – including Indigenous organizations – will be eligible for up to \$1.5 million per project, three times more than was previously available.

“Our government believes all families should have access to publicly supported child care just as they have access to public education – and the best way to make that happen is by working in partnership with public sector and non-profit organizations,” said Katrine Conroy, Minister of Children and Family Development. “By offering incentives to these sectors, we can strengthen communities and give families access to the services they need right on their doorstep, meaning they no longer have to give up valuable family time to get to their child care centre far from where they live – and we know that for families, that positive change can’t come soon enough.”

As well as the funding increase, the ministry is introducing a new process to allow experienced public-sector and non-profit organizations to apply for funding for multiple projects at once. More information on this process will be available in the coming weeks.

“Child care has the ability to be the common ground that brings families in communities together,” said Katrina Chen, Minister of State for Child Care. “We’ve seen the City of Vancouver and the School District of Victoria thinking outside the box to create hundreds of new licensed child care spaces, and we encourage other local governments and organizations, from large to small, to bring their ideas for solving the child care space shortage. Together, we will forge long-lasting partnerships to deliver publicly funded child care spaces that will be life-changing for families and communities for decades to come.”

Under the Childcare BC New Spaces Fund, child care providers can apply for funding to create new child care spaces at any time throughout the year under a continuous application process. It is part of the Province's Childcare BC plan, designed to give British Columbian families access to affordable, quality child care when they want or need it. Since July 2018, the Province has funded approximately 9,000 new licensed child care spaces throughout British Columbia. More new spaces will be announced as projects are approved.

Investing in child care and early childhood education is a shared priority between government and the BC Green Party caucus, and is part of the Confidence and Supply Agreement.

Learn More:

For more about Childcare BC, visit: www.gov.bc.ca/childcare

To learn more about the Childcare BC New Spaces Fund and to apply, visit:
www.gov.bc.ca/childcare/newspacesfund

To find child care in a community, view the online child care map:
<http://maps.gov.bc.ca/ess/hm/ccf/>

Child care factsheet: <https://news.gov.bc.ca/18430>

Contact:

Ministry of Children and Family Development
Government Communications and Public Engagement
(250) 356-2028

Connect with the Province of British Columbia at: news.gov.bc.ca/connect

June 27, 2019

File: 0400-20

Via email: EDUC.Minister@gov.bc.ca

The Honourable Rob Fleming
Minister of Education
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Fleming:


Re: Provincial Support for Libraries

At the Regular Council Meeting of June 17, 2019, Council of the Town of Ladysmith unanimously passed a resolution endorsing the City of Victoria's request for Provincial support for libraries.

Council respectfully requests the Province of British Columbia's support and consideration to increase support to restore provincial funding for libraries. In 2017, the Association of Vancouver Island and Coastal Communities endorsed a similar request brought forward by both the Town of Ladysmith and the City of Powell River.

The Town of Ladysmith values our libraries and believes they are critically important to a democratic and free society.

Sincerely,



Aaron Stone
Mayor

C: Premier John Horgan via email: premier@gov.bc.ca
MLA Doug Routley via email: douglas.routley.mla@leg.bc.ca
UBCM Member Municipalities via email



CITY OF PORT MOODY

OFFICE OF THE MAYOR

June 27, 2019

Selina Robinson, Minister of Municipal Affairs and Housing
PO Box 9056 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Honourable Selina Robinson,

At the Regular Council Meeting of June 25, 2019, the City of Port Moody passed the following resolution:

THAT a letter to the Ministry of Municipal Affairs and Housing be sent by the Office of the Mayor expressing Support for Property Assessed Clean Energy Enabling Legislation for BC indicating our concerns and requesting that a study of PACE best practices be undertaken with expert stakeholders, including UBCM and FCM staff, in order to guide changes to legislation to allow for PACE programs in BC as recommended in the report dated June 4, 2019 from Councillor Amy Lubik regarding Support for Property Assessed Clean Energy Enabling Legislation for BC;

AND THAT the following resolution regarding Support for Property Assessed Clean Energy Enabling Legislation for BC be endorsed by the City of Port Moody and forwarded for consideration at the 2019 UBCM convention and forwarded to other UBCM members for support:

*WHEREAS climate change is the greatest threat to our municipalities;
AND WHEREAS the pillars of the Clean BC program include better buildings, incentivizing retrofits and upgrading BC's stock of public housing so residents, many of whom are low-income families or seniors, can live in a more energy-efficient, healthier, and comfortable home;*

AND WHEREAS the cost of clean energy infrastructure is a major barrier for low and middle income earners, as well as small businesses and municipalities;

AND WHEREAS Property Assessed Clean Energy (PACE) legislation has proven to be effective in financing retrofits in other jurisdictions;

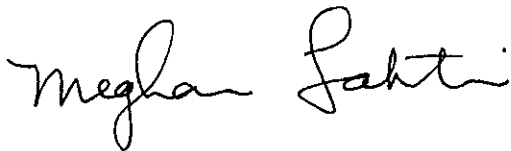
THEREFORE BE IT RESOLVED THAT the Province of British Columbia work with expert stakeholders with knowledge of Property Assessed Clean Energy (PACE) best practices, including UBCM and FCM, to study the application of PACE in BC and develop PACE enabling legislation for BC Municipalities.

Property Assessed Clean Energy (PACE) is a proven, common-sense financing tool that will allow the British Columbia Government to address the need to create transition jobs and address climate change, all without adding to the provincial debt. PACE is a powerful tool which, with the right legislative framework, could create a new clean energy ecosystem, bring new capital into the province, and significantly bolster the existing sustainability marketplace. The world is grappling with the tension between the carbon-based energy industry and a consensus that emissions are directly contributing to climate change. Currently, buildings account for 40% of GHG's. Through the development of a robust and thriving PACE ecosystem, BC can dramatically reduce its emissions by radically improving the energy efficiency of both its existing building stock and new builds.

The Federation of Canadian Municipalities is currently developing programs/grants for PACE; however these are not available in BC. It has been suggested that using limited municipal or foundation type funding instead of accessing private capital limits resources available for Property Assessed Clean Energy (PACE) projects. PACE delivers market certainty and turns sustainability measures into solid business case initiatives.

The City of Port Moody is asking that British Columbia develop enabling legislation for a strong and vibrant PACE program. An optimum solution could involve maximizing both government and private investments. A strong PACE program will deliver reductions in BC's municipal and provincial GHG emissions and make a significant contribution towards governments' ability to deliver on its GHG reduction commitments, to support reducing energy poverty, and to create Green Jobs. Such an initiative, if ultimately implemented in BC, would become one of the most significant steps municipalities could take to tackle climate change.

Sincerely

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

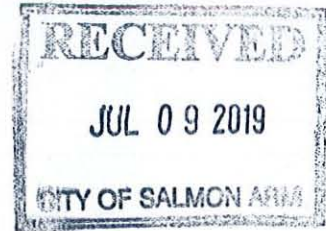
Meghan Lahti
Acting Mayor, City of Port Moody

CC: All UBCM Members



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca



July 2, 2019

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

Dear Mayor Harrison and Members of Council,

At the City of Prince George regular Council meeting held June 24, 2019, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Proceeds of Crime; and Clean-Up of Needles and Other Harm Reduction Paraphernalia. The following resolutions were approved for submission to the UBCM for consideration at the 2019 Convention.

1. Proceeds of Crime

WHEREAS the provision of police services places a significant financial burden on local government;

AND WHEREAS the Civil Forfeiture Crime Prevention and Crime Remediation Grant Program funds community crime reduction and crime prevention activities, but does not address local government policing costs, including expenditures related to investigations and police work that result in seizures of proceeds of crime;

THEREFORE BE IT RESOLVED that the Province share seizures of proceeds of crime with local governments to help address protective services costs.

2. Clean-Up of Needles and Other Harm Reduction Paraphernalia

WHEREAS the low barrier distribution of harm reduction supplies, including syringes and other safe injection supplies, in communities across BC poses a significant safety and cleanliness concern;

AND WHEREAS local governments, businesses and residents are bearing the escalating cost of cleaning up needles and drug paraphernalia in public spaces;

16

THEREFORE BE IT RESOLVED that UBCM request ongoing provincial funding to local governments to cover the cost of cleaning up needles and drug paraphernalia in their communities.

On behalf of Prince George City Council, your support of these resolutions at the 2019 UBCM Convention is appreciated.

If you have any questions or would like more information please feel free to contact my office at MayorAdmin@princegeorge.ca or 250-561-7691.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lyn Hall', with a stylized flourish at the end.

Mayor Lyn Hall
City of Prince George

From: World Peace Volunteers [<mailto:worldpeacevolunteers@yahoo.com>]
Sent: July-03-19 10:21 AM
To: Barb Puddifant
Subject: COURTESY CALL : ESTABLISHMENT OF SISTER CITY

Hon. Alan Harrison
Salmon Arm City Mayor
Office of the Mayor of Salmon Arm
British Columbia
Canada

Attn: Barb Puddifant

Your Honour,

COURTESY CALL

Our warmest salutation to you, Hon.,

We wish to congratulate you for your victory in the election to the office of the Honorary Mayor of the city of Salmon Arm and also to show our gratitude and appreciation for your outstanding and developed political career and policies through your divine capabilities and assiduous desire focused on creating the economic climate for new investments and job which will intend serve as a pathway for sustainable development in the city of Salmon Arm and the world at large.

The rapid progress and development of Salmon Arm as noticed by some Canadian communities and recommending same to the World Peace Volunteers, hence the need for this warmest salutation and to further this note to hold an audience with you in your respected City after we thoroughly and extensively read about you and the Salmon Arm city through viable websites. It's really encouraging all we have learnt from your activities and it's an honour and a privilege to write to you.

The World Peace Volunteers is a registered civil society organization aimed at promoting world peace through advocating human rights, rule of law consolidation, entrenching of democratic values and good governance through the observation of elections, conflicts resolution and arbitration activities, etc. in Ghana and the rest of world.

The organization has more than a decade now been actively involved in election observations in Ghana and rest of the world in countries such as Nigeria, South Africa, Romania, Malta, Hungary, Egypt, UK, USA, Bulgaria, etc. The organization has also been accredited by the UK Electoral Commission for a period of 3 years; from 2019 to 2021 observe all elections in the UK. Further, The World Peace Volunteers have thrived successfully in its activities on Sustainable development across globe and have therefore attained ECOSOC Special Consultative Status with the NGO Branch of DESA of the United Nations.

The Organisation is also registered with the Social Welfare Department of Ghana and has on some occasions embarked on a series of sustainable developmental missions, activities and exercises with some of the Ministries of the Government of Ghana; such as the Local Government Ministry, etc.

As part of our activities for 2019, our sponsors have concluded on sponsoring a number of delegates/ officials of the organization in collaboration with the Mayor of the Kumasi Metropolis – Honourable Osei Assibey Antwi, officials of the Kumasi Metropolitan Assembly and officials of the Local Government

Ministry of Ghana to embark on a mission/ visit/ Courtesy call to the city of Salmon Arm and to further discuss some objectives, activities and policy issues that probably would be of common interest to both the city of Salmon Arm, the World Peace Volunteers and the Kumasi Metropolis, as I believe that such joint inputs will be valuable. I take great pride in both our cities contributing so much to sustainable development on a global level and would like to create a relationship as sister cities, and take it further for shared developments.

The delegation would also include some business executives of our sponsoring corporations who would be interested in exploring and connecting some business opportunities between the two communities.

This mission is primarily aimed at establishing ties between the World Peace Volunteers, The Kumasi Metropolis, The Local Government Ministry of Ghana on the one part, and the City of Salmon Arm on the other part.

The organization is assuring your Authority of self-management and sponsorship within and with its Partners and corporations and therefore not requiring any form of financial assistance from your outfit.

Since we have extensively glanced through the profile, biography and activities of the Salmon Arm Honourable Mayor and the Salmon Arm city on their various websites, if interested, you could also look up for further information and activities of the World Peace Volunteers, The Mayor of Kumasi Metropolis, The Kumasi Metropolitan Assembly and the Ministry of Local Government respectively on the following websites:

www.worldpeacevolunteers.org

<http://citifmonline.com/2017/04/14/kumasi-mayor-osei-assibey-antwi-sworn-in/>

[https://www.ghanaweb.com/GhanaHomePage/NewsArchive/Profile-of-nominated-](https://www.ghanaweb.com/GhanaHomePage/NewsArchive/Profile-of-nominated-Kumasi-Mayor-517757)

[Kumasi-Mayor-517757](https://www.ghanaweb.com/GhanaHomePage/NewsArchive/Profile-of-nominated-Kumasi-Mayor-517757)

<http://ultimatefmonline.com/2017/03/11/profile-nominated-kumasi-mayor/>

www.kma.gov.gh

www.mlgrd.gov.gh

At your convenience, please let us know of your availability so that we can schedule a date and time for this call probably within the month of August or September 2019.

We have no alternative than to add our voice of thanks, and hope to hear from you soon at your earliest convenience.

Find documents of the World Peace Volunteers attached to this email for your perusal.

Respectfully yours,

Seth Osei Acheampong
President
World Peace Volunteers
Cell: 00233-244-266-480

www.worldpeacevolunteers.org

Noted:

The Mayor, Kumasi Metropolis

Administrative Staff, Kumasi Metropolitan Assembly

Administrative Staff, The Ministry of Local Government

The General Secretary, World Peace Volunteers

CG033092016

C0006595995



Old TIN

Old RGD Number

G-25,586

Incorporation Date

12/09/2008

Certificate of Incorporation

I hereby certify that

WORLD PEACE VOLUNTEERS

is this day incorporated under the Companies Act, 1963 (Act 179) and that the liability of its members is limited by guarantee.

Given under my hand and official seal at Accra, this 3rd day of June 2016.



For: Registrar of Companies

CG033092016

C0006595995



REPUBLIC OF GHANA

Old TIN

Old RGD Number

G-25,586

Old Commencement Date

15/09/2008

The Companies Act, 1963, Act 179

Certificate To Commence Business

I hereby certify that

WORLD PEACE VOLUNTEERS

having complied with the provisions of Sections 27 and 28 of the Companies Act, 1963, Act 179 is entitled to commence business with effect from **3rd** day of **June 2016**

Given under my hand and official seal at Accra, this 3rd day of June 2016



For: Registrar of Companies

ELECTORAL COMMISSION



Head Office, Accra.

My Ref. No. **C/EC/BR/105/SF.1**

Your Ref. No.

30TH December, 2015

Dear Sir/Madam,

REPORT FROM THE PANEL ON THE VOTER REGISTER

The Electoral Commission takes the opportunity to wish you the very best in the coming year. The Commission wishes to inform you that the Panel headed by His Lordship VCRAC Crabbe has submitted its report on the Voter Register to the Commission on 21st December 2015.

The Commission is pleased to present to you, the recommendations made by the Panel. The full report by the Panel would be placed on the Commission website by January 7, 2016. (www.ec.gov.gh)

The Commission takes the opportunity to thank you for your submission and your support to the Commission during this process.

Please be assured of our warm regards and consideration.

Very truly yours

CHRISTIAN OWUSU-PARRY
AG. DIRECTOR PUBLIC AFFAIRS
FOR: THE CHAIRPERSON

SETH OSEI ACHEAMPONG
WORLD PEACE VOLUNTEERS
ACCRA

TESTIMONIAL

WORLD PEACE VOLUNTEERS

The above mentioned Organization is a Non-Governmental Organization Registered in Ghana.

During the 7th December 2008 General Elections, the Organization participated in the Observation of the Presidential and Parliamentary Elections as their Contribution to Democratic Consolidation in Ghana.

Through the Training they received from the Electoral Commission of Ghana, they were able to Deploy 200 Observers to Observe the Polls in Seven (7) out of the 10 Regions in Ghana after which they submitted a Comprehensive report to the Commission.

In their Observation, they acted professionally, obeying all Election Observation Rules and Regulation laid down by the Electoral Commission.

I therefore have the pleasure to recommend them as credible and accredited Election Observers and have no doubt of their capacity to undertake such activity in Ghana and Abroad.



ALBERT KOFI ARHIN
(DIRECTOR, ELECTION)



Head of the
**NATIONAL ELECTION OFFICE
OF HUNGARY**

No: VAL-⁴⁶⁰...../2010.

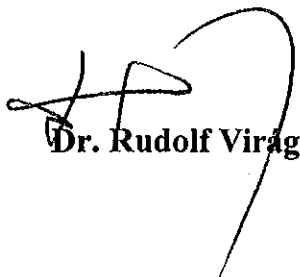
B u d a p e s t, the ²⁶.. of March 2010.

Letter of Invitation

Hereby I confirm that the National Election Office of Hungary is open to welcome the election observers appointed by World Peace Volunteers on the occasion of the parliamentary elections in Hungary.

The delegates of the World Peace Volunteers NGO may observe the election of the Members of Parliament in Hungary set for the 11th and 25th of April 2010. Complying with the requirements of independent monitoring of elections as stipulated by OSCE recommendations, the costs of the observation mission are to be covered by World Peace Volunteers.

Sincerely yours:


Dr. Rudolf Virág



NATIONAL ELECTION OFFICE
PRESIDENT

No.: NVI/242-1/2018.

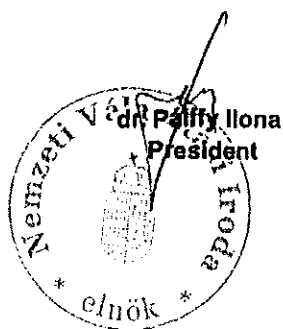
Budapest, the 13 of February 2018

Letter of Invitation

Hereby I confirm that the National Election Office of Hungary is open to welcome the election observers appointed by World Peace Volunteers on the occasion of the parliamentary elections in Hungary.

The delegates of the World Peace Volunteers NGO may observe the election of the Members of Parliament in Hungary set for the 8th of April 2018. Complying with the requirements of independent monitoring of elections as stipulated by OSCE recommendations, the costs of the observation mission are to be covered by World Peace Volunteers.

With regards



The Electoral Commission

World Peace Volunteers
PO Box AN 7442
Accra
North, Ghana

Attn: Seth Acheampong

12/02/2016

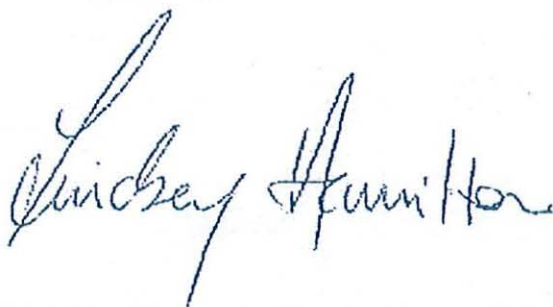
Dear Mr Acheampong

I am pleased to inform you that your application for accreditation as an Observer organisation has been successful.

Organisation accredited from 15 February 2016 to 14 February 2019

Please find enclosed the observer identification cards for your nominated observers, which must be worn by observers when attending proceedings and presented to electoral officials and other interested national authorities when requested.

Yours sincerely



Lindsey Hamilton
Business Support Officer
lhamilton@electoralcommission.org.uk
0131 225 0200

Enc

The Electoral Commission
Lothian Chambers
59-63 George IV Bridge
Edinburgh EH1 1RN

Tel: 0131 225 0200
Fax: 0131 225 0205
infoscotland@electoralcommission.org.uk

Putting voters first



Change Profile

Subject: Company Limited by Guarantee Profile

Part - I

Company Details

New Business Details

Old Business Details

Company Registration	:	CG033092016	
Company Type	:	Private	
Company Name	:	WORLD PEACE VOLUNTEERS	
TIN	:	C0006595995	
Date Of Incorporation	:	12-Sep-2008	
RGD Office	:	Accra	
Amount Guaranteed	:	700.00	
Date Of Commencement	:	15-Sep-2008	
PrincipalActivity	:	TO HELP BRING PEACE IN AFRICA AND THE WORLD, TO HELP IN TRAINING OF PEACE VOLUNTEERS, ORGANIZE PEACE TRAINING WORKSHOP AND SEMINARS,PROMOTE GENDER EQUALITY,PROMOTE PEACE ARTS AND CULTURE,PROTECT RIGHTS OF REFUGEES,ADR CONFLICT RESOLUTION, ELECTION OBSERVATION, ESTABLISHMENT OF SCHOOLS, HUMAN RIGHTS ADVOCACY, PEACE, CULTURAL FESTIVALS, TRAINING AND PRACTICE OF (ADR) SERVICES, ORGANIZE PEACE TRAINING, DEAL WITH PEACE RELATED	TO HELP BRING PEACE IN AFRICA AND THE WORLD, TO HELP IN TRAINING OF PEACE VOLUNTEERS, ORGANIZE PEACE TRAINING WORKSHOP AND SEMINARS,PROMOTE GENDER EQUALITY,PROMOTE PEACE ARTS AND CULTURE,PROTECT RIGHTS OF REFUGEES,ADR
Nature Of Business	:	TO HELP BRING PEACE IN AFRICA AND THE WORLD, TO HELP IN TRAINING OF PEACE VOLUNTEERS, ORGANIZE PEACE TRAINING WORKSHOP AND SEMINARS,PROMOTE GENDER EQUALITY,PROMOTE PEACE ARTS AND CULTURE,PROTECT RIGHTS OF REFUGEES,ADR CONFLICT RESOLUTION, ELECTION OBSERVATION, ESTABLISHMENT OF SCHOOLS, HUMAN RIGHTS ADVOCACY, PEACE, CULTURAL FESTIVALS, TRAINING AND PRACTICE OF (ADR) SERVICES, ORGANIZE PEACE TRAINING, DEAL WITH PEACE RELATED	TO HELP BRING PEACE IN AFRICA AND THE WORLD, TO HELP IN TRAINING OF PEACE VOLUNTEERS, ORGANIZE PEACE TRAINING WORKSHOP AND SEMINARS,PROMOTE GENDER EQUALITY,PROMOTE PEACE ARTS AND CULTURE,PROTECT RIGHTS OF REFUGEES,ADR

Part - II

Industrial Classification

New Details

ISIC Code	ISIC Description	Primary
9499	Activities of other membership organizations n.e.c.	Yes

United Nations



Nations Unies

NON-GOVERNMENTAL ORGANIZATIONS BRANCH
OFFICE FOR ECOSOC SUPPORT AND COORDINATION
25th Floor Secretariat Building, United Nations, New York, N.Y. 10017
Telephone: (212) 963-8652; Fax: (212) 963-9248
Website: www.un.org/ecosoc/ngo Contact: www.un.org/ecosoc/ngo/contact

27 April 2017

Dear NGO Representative,

Subject: Follow-up to the decision of the Economic and Social Council

I am pleased to inform you that the Economic and Social Council (ECOSOC) at its Coordination and management meeting of April 2017 adopted the recommendation of the Committee on Non-Governmental Organizations (NGOs) to grant **special** consultative status to your organization, **World Peace Volunteers**. On behalf of all staff of the Non-Governmental Organizations Branch/OESC/DESA, please accept our heartfelt congratulations.

Consultative status for an organization enables it to actively engage with ECOSOC and its subsidiary bodies, as well as with the United Nations Secretariat, programmes, funds and agencies in a number of ways. In order to better understand this relationship, we take this opportunity to provide some critical information about the **privileges** that consultative status with ECOSOC confers on your organization, as well as the **obligations** that your organization will be required to meet under this relationship. **We therefore urge you to take the time to carefully review the information provided below.**

A. Privileges and benefits of consultative status

1) ECOSOC Resolution 1996/31

- Arrangements for consultations with NGOs are regulated by ECOSOC resolution 1996/31, adopted by the Council on 25 July 1996. Please review the entire resolution at: <http://csonet.org/content/documents/199631.pdf> for detailed information. It provides information on ways to participate in the work of the Council, including opportunities to organizations such as yours to consult with Member States and the United Nations system at large, based on the nature and scope of work that your organization undertakes. Consultative relationship with NGOs also enables the Council or one of its bodies to seek expert information or advice from organizations with special competence in a subject matter;

World Peace Volunteers

Abossey Okai - Ogblogdo Road, Adjacent First Atlantic Bank,
Accra, 00233
Ghana

- Consultative status allows you to be informed about the provisional agenda of the Economic and Social Council;
- Organizations in general consultative status may request the Secretary-General, through the Committee on Non-Governmental Organizations, to place items of special interest in the provisional agenda of the Council.

2) Attendance at meetings and access to the United Nations

- Your status now entitles you to designate official representatives to the United Nations Headquarters in New York and the United Nations offices in Geneva and Vienna. Your representatives will be able to register for and participate in events, conferences and activities of the United Nations, and organizations in general and special consultative status may designate authorized representatives to sit as observers at public meetings of ECOSOC and its subsidiary bodies, General Assembly, Human Rights Council and other United Nations intergovernmental decision-making bodies. Those on the Roster may have representatives present at such meetings concerned with matters within their field of competence. These arrangements may be supplemented to include other means of participation. To ensure your participation, please use the username and password that have already been assigned to your organization and login to the NGO Branch website at: <http://csonet.org/index.php?menu=14> for more information.
- In order to obtain grounds passes, please use the same login and password information and follow the instructions carefully to designate your representatives for the current calendar year. Please note that representatives nominated by your organization are required to collect their grounds passes in person at designated locations in New York, Geneva and Vienna.
- Your login and password information should also be used to update your organizational profile and contact information at all times so that we can keep you informed of important communications from the United Nations in a timely manner. Please be aware that all communications from the United Nations Secretariat will be sent to the email address that your organization has provided in its organizational profile. It is the responsibility of the NGO to provide and update this information. Therefore, please set up your email address in such a way as to enable your organization to monitor incoming messages from the NGO Branch without interruption. **To this end, you are advised to check and update your organizational profile every six months at: <http://esango.un.org/civilsociety/login.do>. Failure to do so may cause you to miss critical information from our Office pertaining to your consultative status, or any other information that may prove invaluable to your work and/or your participation in the work of the United Nations.**

3) Written statements at ECOSOC

- Organizations in general and special consultative status are able to submit written statements relevant to the work of the Council on subjects in which these organizations have a special competence. These statements may be

circulated by the Secretary-General of the United Nations to the members of the Council.

- Requirements regarding the submission and circulation of written statements are elaborated in resolution 1996/31. They include, but are not limited to, the following:
 - (a) Written statements shall be submitted in one of the two working languages of the United Nations (English or French);
 - (b) They shall be submitted within the time period indicated prior to the Council's meeting each year in order to allow appropriate consultations between the Secretary-General and the organization before circulation;
 - (c) Written statements from organizations in general consultative status are limited to a maximum of 2,000 words;
 - (d) Written statements from organizations in special consultative status are limited to a maximum of 500 words;
 - (e) The Secretary-General, in consultation with the President of the Council, or the Council or its Committee on Non-Governmental Organizations, may invite organizations on the Roster to submit written statements. Provisions for these submissions, if approved, will be determined accordingly by the Council.

4) Oral presentations at ECOSOC

- Requirements for oral statements include, but are not limited to, the following:
 - (a) The ECOSOC Committee on Non-Governmental Organizations makes recommendations to the Council about which organizations in general and special consultative status should make an oral presentation to the Council, as well as the items on which they should be heard. Such organizations are entitled to make one statement to the Council, subject to the approval of the Council;
 - (b) Whenever the Council discusses the substance of an item proposed by an NGO in general consultative status and included in the agenda of the Council, such an organization shall be entitled to present orally to the Council, as appropriate.

5) Consultations with ECOSOC and its subsidiary bodies

- Commissions and other subsidiary bodies of ECOSOC may consult with NGOs in general and special status; and such consultations may be arranged at the request of the NGO. Organizations on the roster may also be heard by

these bodies on the recommendation of the Secretary-General and at the request of such commission or subsidiary body;

- A commission of ECOSOC may recommend that an NGO with special competence in a particular field undertake studies or investigations, or prepare papers for the commission;
- NGOs shall be able to consult officers of the appropriate offices of the Secretariat on matters of mutual interest or concern. Such consultation shall be at the request of the NGO or the Secretary-General;
- The Secretary-General may request organizations in general, special and roster status to carry out studies or prepare papers.

6) Use of United Nations facilities

The Secretary-General is authorized to offer United Nations facilities to NGOs in consultative status, including:

- accommodation for conferences or smaller meetings related to the work of ECOSOC;
- appropriate seating arrangements and facilities for obtaining documents during public meetings of the General Assembly that deal with matters in the economic and social and related fields;
- arrangement of informal discussions on matters of special interest to groups or organizations;
- access to United Nations press documentation services;
- prompt and efficient distribution of documents related to ECOSOC and its subsidiary bodies as the Secretary-General deems appropriate;
- use of United Nations libraries.

B. Responsibilities and obligations of NGOs in consultative status

1) Quadrennial reports

- Organizations in general and special consultative status are required to submit a report on the activities of their organizations in support of the work of ECOSOC and the United Nations **once every four years**, known as quadrennial reports, as per ECOSOC resolution 1996/31. This requirement is reinforced through ECOSOC resolution 2008/4 on "Measures to improve the quadrennial reporting procedures." In keeping with these requirements, **your organization will be required to submit its first report for the 2017-2020 period by no later than 1 June 2021** for review by the ECOSOC Committee on NGOs. Please download and carefully follow the guidelines for the

submission of these reports on the NGO Branch website at:
<http://csonet.org/?menu=85>

- In the intervening periods between the submission of quadrennial reports, organizations are advised to keep detailed records of participation in United Nations meetings and events, as well as cooperation with United Nations funds and agencies for inclusion in subsequent reports.

2) Suspension and withdrawal of consultative status

- As per resolution 2008/4, if an NGO fails to submit its quadrennial report by the due date of 1 June, following three reminders after the initial due date, the ECOSOC Committee on NGOs shall recommend immediate suspension of consultative status for the organization the following year for a period of one year.
- According to the same ECOSOC resolution 2008/4, NGOs whose consultative status has been suspended due to an outstanding quadrennial report will be required to submit the report within the period of suspension in order for the Committee on NGOs to consider, take note of the report and recommend reinstatement of consultative status.
- If, however, an NGO fails to submit the report within the stipulated period, the ECOSOC Committee on NGOs shall recommend to the Council the immediate withdrawal of consultative status. Once consultative status has been withdrawn by the Council, the NGO will no longer be entitled to the benefits and privileges of the relationship.
- The organization concerned will be entitled to re-apply for consultative status only after a period of three years, following the effective date of withdrawal of status.
- Additionally, consultative status of NGOs can be suspended for up to three years or withdrawn by the decision of the Economic and Social Council on the recommendation of its Committee on Non- Governmental Organizations in the following cases:
 - (a) If an organization, either directly or through its affiliates or representatives acting on its behalf, clearly abuses its status by engaging in a pattern of acts contrary to the purposes and principles of the Charter of the United Nations including unsubstantiated or politically motivated acts against Member States of the United Nations incompatible with those purposes and principles;
 - (b) If there exists substantiated evidence of influence from proceeds resulting from internationally recognized criminal activities such as the illicit drugs trade, money-laundering or the illegal arms trade;
 - (c) If, within the preceding three years, an organization did not make any positive or effective contribution to the work of the United Nations

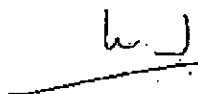
and, in particular, of the Council or its commissions or other subsidiary organs.

Strict prohibitions against misrepresentation of consultative status

- NGOs in consultative status are **NOT** considered part of the United Nations system. As such, they are not representatives or staff of the United Nations, nor are they authorized to enter into business arrangements on behalf of the United Nations, or misuse the United Nations' name or logo for endorsement of an organization's activities in any way. Furthermore, consultative status does not entitle NGOs any privileges such as tax exemptions, diplomatic passports, travel privileges, etc.
- NGOs in consultative status are forbidden to use the United Nations logo on their stationery, business cards, websites, meeting banners, cars, office buildings, etc. Misrepresentation of your consultative relationship can result in adverse consequences for your organization, including suspension or withdrawal of status.
- If you wish to display your status on your letterhead, you can include the following statement below the name of your organization: "*Organization in (Category of status) with the Economic and Social Council since (year status granted)*".

Please feel free to contact us if you have any questions. We welcome the opportunity to work with you and will be happy to facilitate your participation in the work of the United Nations, in particular ECOSOC and its subsidiary bodies, in the future.

Yours sincerely,



Marc-André Dorel
Acting Chief,
NGO Branch
Office for ECOSOC Support and Coordination
Department of Economic and Social Affairs
United Nations



ROYAL NORWEGIAN MINISTRY OF
LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT

World Peace Volunteers

Your ref

Our ref

Date:

13/1995-7

30.08.2013

Application for accreditation

We refer to your e-mail of 26 August 2013 where you requested to observe the Parliamentary- (Storting) and Sami Assembly Elections in September this year.

The Norwegian Ministry of Local and Regional Development is pleased to inform you that your application has been accepted.

The Norwegian Ministry of Local Government and Regional Development will issue an accreditation card to each observer. The accreditation cards are normally delivered to the organisation that has submitted the application. Handover takes place on the observers' arrival in Norway, and is agreed separately for the individual case.

Enclosed you will find a form letter that confirms that your organisation has been accredited.

The Ministry of Local Government and Regional Development has drawn up guidelines for election observation in Norway. The brochure contains both Norwegian and English language versions. It provides information about the procedure for applying for accreditation, what can be observed during elections, and the "Code of conduct for observers". Link to the guidelines: [Brochure with guidelines for election observers](#)

Postal address
PO Box 8112 Dep
NO-0032 Oslo
postmottak@krd.dep.no

Office address
Akersg. 59
<http://www.krd.dep.no/>

Telephone*
+47 22 24 90 90
Vat no.
972 417 858

The Department of Local
Government

Our officer
Nina Britt Berge
+47 22247255

On our website www.valg.no (available in English) you will find information about the electoral system in Norway.

Some foreign citizens require a visa to enter Norway. Information as to who need visas, the conditions for the different types of visas, and how to apply for them, are to be found on the website of the Norwegian Directorate of Immigration, www.udi.no. It is the organisation requesting accreditation that must ensure that visas are obtained in time. If visa is needed a personal visa application is required from each individual election observer, even if there is an organisation behind the request for accreditation.

Yours sincerely,

Hans Petter F. Gravdahl
Deputy Director General

Marianne Riise
Professional Director

This document is electronically approved and sent without signature

To Whom it May Concern:

World Peace Volunteers' accreditation as electoral observers

This is to confirm that World Peace Volunteers is an organisation that has been accredited by the Norwegian Ministry of Local Government and Regional Development as an observer organisation. The organisation's accreditation is valid from 2 September 2013 to 10 September 2013.

The following observers have been nominated and authorized:

Mr. Seth Osei Acheampong
Mr. Richard Ofori Boateng
Ms. Linda Ofori

Pursuant to Section 15-10 of the Election Act, public and private organisations and institutions - both national and international - may be accredited to observe elections. The Ministry of Local Government and Regional Development has the ultimate responsibility for the rules and regulations relating to elections and is also responsible for accreditation of election observers. Responsibility for the practical conduct of elections to the Storting and the Sami Assembly, as well as local government elections, rests with the individual municipality.

Even though the Ministry of Local Government and Regional Development accredit observers, these do not observe on behalf of the Ministry or receive any payment for their observation activities. The Ministry does not assume any financial responsibility for travel and stays in connection with election observation.

The Ministry of Local Government and Regional Development will maintain a register of persons who have been accredited as election observers. The information is available on the Ministry's website www.valg.no.

If you have any questions or need more information, please contact:
Ministry of Local Government and Regional Development
Department of Local Government
P.O. Box 8112 Dep
0032 Oslo

E-mail address: postmottak@krd.dep.no
Telephone: + 47 22 24 72 01

Yours sincerely

Hans Petter F. Gravdahl
Deputy Director General

Marianne Riise
Professional Director

9 October 2018

CSW63 invitation letter for NGOs in consultative status with the United Nations Economic and Social Council (ECOSOC)

Dear ECOSOC-accredited NGOs,

You are invited to participate in the sixty-third session of the Commission on the Status of Women, to be held from 11 to 22 March 2019 at United Nations Headquarters in New York. The priority theme is “Social protection systems, access to public services and sustainable infrastructure for gender equality and the empowerment of women and girls”. The Commission will also evaluate progress in the implementation of the agreed conclusions from its sixtieth session in 2016 on “Women’s empowerment and the link to sustainable development”.

As in previous sessions, we strongly encourage organizations to include youth members in their delegations whose voice and contribution is critical if no one is to be left behind.

Registration deadline: 27 January 2019

CSW63 registration for representatives of NGOs in consultative status with the Economic and Social Council (ECOSOC) is open from 9 October 2018 to 27 January 2019 online. Online registration is mandatory for all participants. We are not able to accept registrations by e-mail.

Last year, a new platform, “INDICO”, was introduced for NGO registration to meetings at United Nations Headquarters in New York. In INDICO, each participant registers herself/himself individually for CSW, and the Conference Focal Point in your organization will then be able to approve the registrations made under your organization. Once the registration has been approved by your organization, your representative will receive a confirmation letter via email that may be presented for visa applications.

Please ask your representatives to go to <http://www.unwomen.org/en/csw/ngo-participation/registration> to access the CSW63 registration link and step-by-step instructions on how to register.

Because of increasing demands on limited space, the numbers of attendees to CSW sessions should be kept to a minimum and should not exceed 20 representatives per organization. Please ask your representatives to register early, in order to allow sufficient time for your organization’s Conference Focal Point to approve your representatives’ registrations in INDICO before the registration deadline.

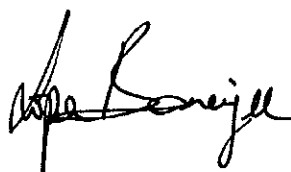
The United Nations will not facilitate arrangements, or pay for any costs, such as travel, visa or accommodation expenses, for participants. Such arrangements and costs are the exclusive responsibility of the participants. The United Nations does not charge fees for participation in the Commission on the Status of Women sessions.

Please note that participants are advised to submit their visa applications with the United States' authorities at least three (3) months in advance of the session to allow sufficient time for processing.

Additional information about the session, its organization of work, meetings and documentation, will be available at <http://www.unwomen.org/en/csw/csw63-2019> . More information on NGO participation in the session can be found on the CSW website at <http://www.unwomen.org/en/csw/ngo-participation> .

For information and services for participants with disabilities, please visit our website's section on accessibility at <http://www.unwomen.org/en/csw/ngo-participation/accessibility> . If you have any questions, please contact us at csw@unwomen.org . We encourage you to follow CSW on Twitter and Facebook for updates: https://twitter.com/UN_CSW and <https://facebook.com/UNCSW>

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lopa Banerjee', with a stylized, flowing script.

Lopa Banerjee
Director, Civil Society Division
UN Women

From: OMRR Reg Review ENV:EX [mailto:env.omrr.reg.reviews@gov.bc.ca]
Sent: Monday, July 15, 2019 1:23 PM
Subject: Organic Matter Recycling Regulation (OMRR): Summary of Public Input in Response to 2018 Intentions Paper Posted

Organic Matter Recycling Regulation (OMRR): Summary of Public Input in Response to 2018 Intentions Paper Posted

The ministry has released the report summarizing the public responses to its 2018 OMRR intentions paper. The intentions paper was released in fall of 2018 for the proposed amendments to the OMRR under the *Environmental Management Act* (EMA).

Enacted in 2002, the OMRR governs the construction and operation of composting facilities and the production, distribution, sale, storage, use, and land application of biosolids and compost. The OMRR was developed to facilitate the recycling of organic material while protecting human health and the environment.

The intentions paper for this regulation describes the ministry's objectives, the proposed changes to the current regulation, aspects concerning the protection of human health and the environment and other relevant information.

The consultation period closed November 2018, 60-days after the release of the intentions paper. All public comments and responses to the intentions paper have been carefully considered and summarized in the report, *Organic Matter Recycling Regulation, Summary of public input in response to the 2018 Intentions Paper, Final Report*.

PDF copies of both the 2018 Summary of Comments and the 2018 Intentions Paper are available on the ministry's web site: www2.gov.bc.ca/gov/content/environment/waste-management/food-and-organic-waste/regulations-guidelines

Please note that any comments you provide and information that identifies you as the source of those comments may be publicly available if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*. If you are an "association", please forward this correspondence and website address to your members.

If you have any questions regarding the 2018 Summary of Comments, please visit the ministry website at www2.gov.bc.ca/gov/content/environment/waste-management/food-and-organic-waste/regulations-guidelines or send an email to env.omrr.reg.reviews@gov.bc.ca.

Thank you for your time and consideration. We look forward to receiving your comments.

Sincerely,

Gwendolyn Lohbrunner, Director
Clean Technologies Section