

AGENDA

Special Council Meeting

**Friday, September 7, 2018
8:00 a.m.**

**Council Chamber of City Hall
500 – 2 Avenue NE**

Carl Bannister, Chief Administrative Officer

Page #	Item #	Description
	1.	CALL TO ORDER
	2.	ADOPTION OF AGENDA
	3.	DISCLOSURE OF INTEREST
	4.	CORRESPONDENCE
1 - 2	1.	R. McMahon, 2018 Salmon Arm Fair Coordinator – email dated August 29, 2018 – Request for Salmon Arm Fair Parking on Safeway Field
3 - 6	2.	J. Murray – email dated September 3, 2018 – Memorial Bench at Skatepark
	5.	STAFF REPORTS
7 - 10	1.	Chief Financial Officer – 2018 Budget Amendment
11 - 14	2.	Director of Corporate Services – Lease and Operating Agreement for the Memorial Arena Sports Complex: September 1, 2018 to March 31, 2020
	6.	OTHER BUSINESS
15 - 16	7.	IN-CAMERA SESSION
17 - 18	8.	ADJOURNMENT

THIS PAGE INTENTIONALLY LEFT BLANK

Item 4.1

CITY OF SALMON ARM

Date: September 7, 2018

R. McMahon, 2018 Salmon Arm Fair Coordinator

email dated August 29, 2018

Request for Salmon Arm Fair Parking on Safeway Field

Vote Record

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

Opposed:

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

From: Salmon Arm Fair Coordinator Ronnalee McMahon [<mailto:fair@salmonarmfair.com>]
Sent: August 29, 2018 9:17 PM
To: Rob Niewenhuizen
Subject: Parking Lot

Hello Rob,

Our board president, Phil Wright, was kind enough to pass along your name and coordinates.

For the past number of years, the fair has successfully secured permission to use the old high school field, east of the Memorial arena, on 3rd Street SW as a parking lot. The girl guides manage the lot on behalf of the fair, however the fair does not realize any money or profit but rather the girl guides use it as a fund raiser.

Please let me know if we may make the lot available to our fair visitors from September 6-9.
Thank you.

Ronnalee McMahon
2018 Salmon Arm Fair Coordinator
[250-832-0442](tel:250-832-0442)
www.salmonarmfair.com

Item 4.2

CITY OF SALMON ARM

Date: September 7, 2018

J. Murray – email dated September 3, 2018

Memorial Bench at Skatepark

Vote Record

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

Opposed:

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

From: Rob Niewenhuizen
Sent: September 3, 2018 3:16 PM
To: Jorden Murray; Darin Gerow
Cc: Jason Chernoff; Erin Jackson; Darin Gerow
Subject: Re: Memorial Bench at Skatepark

Hi Jorden

the City discontinued the memorial bench installation program quite a few years ago, it was replaced by the McGuire Lake Memorial pathway which is managed by the Shuswap Community Foundation.

As your request is rather unique it will have to be reviewed by City Council for thier approval. Unfortunately the next regular Council meeting is not until September 27th, but I will see what I can do and get back to you.

Best regards

Rob N.

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Jorden Murray <jordenleemurray@gmail.com>
Date: 2018-09-03 2:46 PM (GMT-08:00)
To: Darin Gerow <dgerow@salmonarm.ca>
Cc: Jason Chernoff <jchernoff@salmonarm.ca>, Rob Niewenhuizen <rniewenhuizen@salmonarm.ca>, Erin Jackson <ejackson@salmonarm.ca>
Subject: Re: Memorial Bench at Skatepark

Hi guys. Just wanted to touch base again regarding the memorial bench. Everything is in the works so I just wanna get the ball rolling. Thanks again !

Sent from my iPhone

Yes that's correct. I currently have a go fund me to pay for the cost of the bench. The bench is coming from Langley and it's coming from the same company that designed the park. (Newline Skateparks).

I've got a local construction company in salmon arm willing to donate their time to install the bench.

I just need to speak to someone regarding the legalities around this. I want to make sure it's a permanent part of the park. I'll attach a photo of the proposed position within the skateboard park where we wish to install.

Thanks for your time. The fella that passed away spent many years skateboarding at The old skatepark and this means a lot to a lot of people.

Look forward to hearing from you.

Best, Jorden.



Sent from my iPhone

On Aug 31, 2018, at 2:00 PM, Darin Gerow <dgerow@salmonarm.ca> wrote:

Hi Jorden,

We received your message regarding the memorial bench request at the skateboard park. I understand that you are requesting to have a memorial bench installed at the skateboard park prior to the end of September in memory of a friend that has passed away.

I am unfamiliar with this process. I have cc'd Rob Niewenhuizen and Erin Jackson who may be able to provide some further information.

Thank you,

Darin Gerow, AScT
Manager of Roads and Parks
City of Salmon Arm
Box 40, 100 - 30 Street SE
Salmon Arm, BC, V1E 4N2
Tel: 250 803 4088
Fax: 250 803 4041
email: dgerow@salmonarm.ca
website: www.salmonarm.ca



Please consider the environment when printing this email

Item 5.1

CITY OF SALMON ARMDate: September 7, 2018

Moved: Councillor

Seconded: Councillor

THAT: The 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to cancel the 10 Street NE (from Hospital to 9 Ave NE) Road project and redirect allocations between budget accounts as follows:

10 St SW Sidewalk Extension - \$160,000.00, funded as follows:

General – City Hall Facility (Project Complete – Funded From Unexpended Reserve)	\$ 100,000.00
Shuswap Street – East Side (Project Deferred – Funded From Community Works)	20,000.00
10 Street NE (From Hospital to 9 Ave NE) (Project Deferred – Funded From Community Works)	<u>40,000.00</u>
Total	\$ 160,000.00

AND THAT: The 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to cancel the 6 Ave NE and 10 Street NE Intersection Improvement project and redirect \$20,000.00 from the Unexpended Reserve to the Narcisse Street and Beatty Ave NE Intersection project;

AND FURTHER THAT: The 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to direct \$10,000.00 to Property Appraisals funded from the reduction and reallocation of the following:

Investigations - Interviews	\$ 5,000.00
Workplace Initiatives – Lunch & Learn Meetings	<u>5,000.00</u>
Total	\$ 10,000.00

Vote Record

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

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



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: August 29, 2018
 To: Mayor Cooper and Members of Council
 Subject: 2018 Budget Amendment

Recommendation

THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to cancel the 10 Street NE (from Hospital to 9 Ave NE) Road project and redirect allocations between budget accounts as follows:

10 St SW Sidewalk Extension - \$160,000.00, funded as follows:

General - City Hall Facility (Project Complete - Funded From Unexpended Reserve)	\$ 100,000.00
Shuswap Street - East Side (Project Deferred - Funded From Community Works)	20,000.00
10 Street NE (From Hospital to 9 Ave NE) (Project Deferred - Funded From Community Works)	<u>40,000.00</u>
Total	\$ 160,000.00

AND THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to cancel the 6 Ave NE and 10 Street NE Intersection Improvement project and redirect \$20,000.00 from the Unexpended Reserve to the Narcisse Street and Beatty Ave NE Intersection project;

AND
 FURTHER

THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to direct \$10,000.00 to Property Appraisals funded from the reduction and reallocation of the following:

Investigations - Interviews	\$ 5,000.00
Workplace Initiatives - Lunch & Learn Meetings	<u>5,000.00</u>
Total	\$ 10,000.00

Background

During the 2017 year-end reconciliation of carry-forward projects, two capital projects (10 Street SW Sidewalk Extension and Narcisse Street and Beatty Ave NE Intersection project) were inadvertently included as carry-forwards. As a result, the projects were included in the 2018 Budget as being funded from prior year sources in error (\$160,000.00 and \$20,000.00 respectively). Consequently, the funding sources are non-existent.

During the previous meeting of Council on August 27, 2018, Council Resolved to cancel the Shuswap Street – East Side Sidewalk project and award the 10 Street SW and 20 Avenue SE Sidewalk projects to Blackburn Excavating Ltd. Following this meeting, there was \$20,000.00 remaining within the Shuswap Street Sidewalk project that is available to reallocate. As the works in relation to the 10 Street SW Sidewalk project have been formally tendered and awarded, Staff recommend deferring the 10 Street NE (from Hospital to 9 Ave NE) Road project in order to proceed. By deferring this project, Council is able to redirect \$40,000.00 of \$50,000.00 in available funding to the 10 Street SW project.

Works have been initiated on the Narcisse Intersection project. In order to fund this project, Staff recommend deferring and re-budgeting the remaining work on the 6 Ave NE and 10 Street NE Intersection Improvement project and reallocating \$20,000.00 of the \$30,000.00 in available funding to the Narcisse Intersection project.

During the 2018 Budget deliberations it was envisioned that the City's current property insurer would include as part of its service, asset appraisals. As a result, the annual cost for asset appraisals was removed from the Budget. After the 2018 Budget was approved, it was determined that the asset appraisal service provided by the insurer would not be extensive enough for the City's purposes and as a result the contract with Universal Appraisal Co. Ltd. was extended in 2018 for one (1) additional year.

In order to fund the asset appraisal expenditure, Staff recommend reallocating \$5,000.00 from Investigations - Interviews and \$5,000.00 from Workplace Initiatives – Lunch & Learn Meetings. The remaining budget for future Investigations would be \$35,000.00, which Staff anticipates to be sufficient. There would not be any budget remaining for Lunch & Learn Meetings; however there are other budget allocations which could be utilized for Workplace Initiatives.



Chelsea Van de Cappelle, CPA, BBA

cc: Rob Niewenhuizen, Director of Engineering & Public Works

THIS PAGE INTENTIONALLY LEFT BLANK

Item 5.2

CITY OF SALMON ARM

Date: September 7, 2018

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute a Lease and Operating Agreement with the Shuswap Recreation Society for the Memorial Arena Sports Complex, for the period of September 1, 2018 to March 31, 2020, subject to Community Charter Advertising Requirements.

Vote Record

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

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



City of Salmon Arm

Memorandum from the Director of Corporate Services

Date: August 31, 2018
To: Mayor Cooper and Members of Council
Subject: Lease and Operating Agreement for the Memorial Arena Sports
Complex: September 1, 2018 to March 31, 2020

Recommendation

THAT: the Mayor and Corporate Officer be authorized to execute a Lease and Operating Agreement with the Shuswap Recreation Society for the Memorial Arena Sports Complex, for the period of September 1, 2018 to March 31, 2020, subject to Community Charter Advertising Requirements.

Background

The Shuswap Recreation Society (SRS) has been successfully managing and operating the SASCU Recreation Centre Facility, Shaw Centre Twin Sheet Arena Complex and SASCU Little Mountain Sports Complex Field House on behalf of the City of Salmon Arm (City) for many years in a professional and cost effective manner.

On August 8, 2018, the City took possession of the Memorial Arena Sports Complex. It is proposed that this complex also be operated and maintained by SRS.

Key features of the agreement are as follows:

- the Chief Administrative Officer (CAO), (or such other designate as is appointed by the CAO from time to time) will monitor and provide advice, approvals and suggestions for the management and operation of the facility;

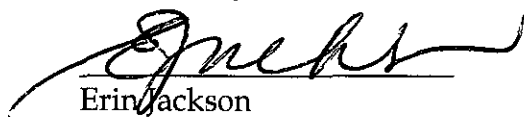
- the Society shall annually submit, for review and approval by the City, the proposed operating and capital budget and the resulting operating deficit (which shall be underwritten by the City); if applicable, Council may make amendments at its sole discretion;
- Council shall reserve the final right of approval with respect to the determination of user fees and rates for the facility;
- special event user rates and fees shall be evaluated and established by SRS after careful consideration of the costs associated with holding the special event, however, Council may veto such rates and fees as it deems appropriate;
- the Society shall obtain the approval of Council prior to entering into any sublease agreements; and
- the Society shall be responsible for regular maintenance and repair of the facility, while all major capital expenditures and major structural repairs shall be the responsibility of the City and are subject to approval prior to commencement.

The building is included on the City's property insurance policy and Shuswap Recreation Society is an Associate Member under the City's Liability Protection Agreement with the Municipal Insurance Association of BC.

It should also be noted that the Society's Board of Directors approved the new agreement at the August 28, 2018 Board Meeting.

Staff are satisfied that this agreement reflects the continued commitment of both parties to provide outstanding recreation services to the community and recommend that the Mayor and Corporate Officer be authorized to execute the agreement with SRS for lease and operation of the Memorial Arena Sports Complex from September 1, 2018 to March 31, 2020.

Respectfully submitted,



Erin Jackson
Director of Corporate Services

cc. Chelsea Van de Cappelle, Chief Financial Officer
Robert Niewenhuizen, Director of Engineering and Public Works

THIS PAGE INTENTIONALLY LEFT BLANK

Item 7.1

CITY OF SALMON ARM

Date: September 7, 2018

Moved: Councillor Harrison

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:

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

)

THIS PAGE INTENTIONALLY LEFT BLANK

Item 8.

CITY OF SALMON ARM

Date: September 7, 2018

Moved: Councillor Jamieson

Seconded: Councillor Harrison

THAT: the Special Council Meeting of September 7, 2018, be adjourned.

Vote Record

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

Opposed:

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

THIS PAGE INTENTIONALLY LEFT BLANK