

INFORMATIONAL CORRESPONDENCE - NOVEMBER 9, 2020

- | | | |
|-----|---|---|
| 1. | Building Department – Building Statistics – October 2020 | N |
| 2. | Building Department – Building Permits – Yearly Statistics | N |
| 3. | W. Spencer – email dated November 2, 2020 – Feedback on CEEP | N |
| 4. | M. Dentry – email dated October 20, 2020 – Salmon Arm Energy and Emissions Plan | N |
| 5. | M. Brock, Girl Guides of Canada, 2 nd Salmon Arm Pathfinders – letter received
November 3, 2020 – Use of Blackburn Park Gazebo | R |
| 6. | R. Huls – email dated October 21, 2020 – Shuswap housing | N |
| 7. | Storefront Alternate School, School District 83 – email dated November 4, 2020 – Art in
Little Mountain | A |
| 8. | M. Farnworth, Minister of Public Safety and Solicitor General – letter dated August 14,
2020 – Increase to RCMP Personnel Resources | N |
| 9. | M. Sieben, Deputy Solicitor General, Ministry of Public Safety and Solicitor General –
letter dated October 28, 2020 – UBCM Annual Convention Process | N |
| 10. | K. Jardin, Deputy Minister, Ministry of Environment and Climate Change Strategy –
email dated October 30, 2020 – 2020 UBCM Convention Meeting | N |
| 11. | C. Heavener, Provincial Director of Child Welfare – email dated November 2, 2020 –
Adoption Awareness Month | N |
| 12. | K. Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing – letter dated
November 2, 2020 – COVID-19 Safe Restart Grant for Local Governments | N |

N = No Action Required
A = Action Requested
C = Council Response Attached

S = Staff has Responded
R = Response Required

BUILDING PERMITS - YEARLY

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927		

Caylee Simmons

From: Wayne Spencer [REDACTED]
Sent: November-02-20 5:56 PM
To: Caylee Simmons
Subject: Feedback on CEEP

Dear Sirs, as an individual, I have done a partial review of the recently released CEEP Report, Appendix 2:

To illustrate my point, I reviewed one section of the Appendix 2, which is the heart of the action items or as I prefer to call them, Goals.

It seems to me that this part of the report does not follow a systematic understanding of goals and how they are achieved. Frankly, this Appendix 2 seems to be a mish mash of previous achievements, wishful thinking and possible actions.\ or longer term future goals.

I present below one suggestion to try and focus on what is truly important and to ensure that by having measurable objectives, goals can be achieved.

This process will require some funding and definitely a delegated point staff person at City Hall to lead the process where goals are clarified and differentiated from "Actions" past, present and future.

I think if someone goes through Appendix 2 with this focus the important and achievable goals can be determined and focussed on.

Anyway, attached below is a copy of my input for your consideration:

Sincerely,

Wayne Spencer

To ensure that the many worthwhile actions in Appendix 2 happen in any planning there are 5 components to ensure goals are attained, not just left on paper:

I think each Action should be judged by the following:

1. Specificity [is each Action or Goal specific?] Are they specific or too broad?
2. Measurable [how does the City know if each Action has been attained, how is it to be measured?]
3. Attainable: Is the Action [Goal] attainable?, i.e. is it realistic? Are Resources and staffing attached? Who in the volunteer or partner groups is responsible?
4. Relevant: Is each Action relevant to the climate emergency?
5. Time-bound: Is there a specific date for the Action [Goal] to be achieved? Is this a realistic date and timeline?

If one looks at the Appendix 2, look first at the columns:

1. Action: I think this could be called a Goal, but I suppose Action is ok if all know that this is what is to be achieved. I don't like the word "Action" as it seems to me this is more of what should be done to achieve the Goal, i.e. Goal is a target or an end result, an action to me is the means you get to the Goal
2. Year: Here, they need more specificity, i.e. what month in 2021/2022 [needs to be tied in with final column, mislabeled "Partners"] And who is responsible?
3. Barriers/Opportunities: What is "Discussion"?, Barriers/Opportunities? i.e. the specific Action or Goal needs actions or activities to ensure it happens, barriers and Opportunities are of course helpful, but they seem to have confused activities or actions to achieve the goal here. For eg, if we examine the first Action to Adopt zero emission vehicle ready building requirements [MURBS] there should be an action plan of activities, is it the Planning Dept who includes the "requirements", who is responsible, the Planner [see #4 below] Who [what person] includes in OCP, by when? What resources are necessary? Measured how?
4. Partners: This is fine, I suppose, but more importantly, you need a specific person or specific position in the City, who is responsible for achieving a specific goal [ACTION]
As there are lots of partners, just listing them, the Partners, does not ensure that the Action items are going to be achieved.

Are all of the "Partners" responsible for achieving the Action? Who ensures this? If you keep the Partners column, the CEEP needs a Person responsible for each ACTION [or goal as I prefer.]

Comments:

For Action #2:

-In progress - BC Hydro is working on this as a Regional approach So, who liaises with Hydro? What is the City doing? Who is responsible? If in progress, which City Dept and individual is in charge of meeting this goal in 2022? How is goal measured?

-BCH wants to manage now. Previously partnered with community for charging sites: What does this mean? What is the city to do? Who is responsible? BCH? City?

-Consider advertising campaign as tourism link to find local stations [example Accelerate Kootenays] What is this? It sounds like thinking out loud, if there is to be an advertising campaign, someone needs to specify what is being advertized, to who, by what means, and someone needs to be responsible. How will it be measured? By when? Resources to support?

-4 private groups in the process of installing fast chargers. This is a statement, what is the purpose of this in a goal setting document which should be specific, measureable, attainable, relevant, time-bound? It sounds measureable, at least by the private sector but what is the City doing in this regard? Who is doing it? And, when will it be done? Are the "Partners" responsible? BCH/CSA. I would suggest that specific people be identified to ensure this happens and that the City has some goal for their achievement. If BCH is doing part 1, then name a person there who is responsible and someone at the City to ensure it gets done by a specific date in 2022.

For Action #3.

If this is indeed "Done", i.e. City Hall parkade will be electrified, then remove it from this Appendix 2, perhaps a separate Appendix with goals achieved, but it has no place in this document in an Appendix of future Actions or Goals, as it is "Done", completed.

For Action #4

Public outreach campaign for electrifying passenger transportation.

This should read, if it is a true Goal, not an Action, something like this:
"Create a Public outreach campaign for electrifying passenger transportation"

Actions or Activities to achieve this need specificity, i.e. what will a "public outreach campaign look like? TV, Radio, Videos? Print? Newspapers? Media? Internet? Social Media? dates, person or persons responsible.

If you look at the "Barriers/Opportunities", there are 7 listed:

- i: who will include transportation planning in event planning? Who will contact R&B? Farmers markets etc? What is Ebus to do with this? what is "app"? Who will create ride share, coordinate carpools? by what date? what resources are required? How measured?
- ii: School District has already declared idle free zones at their schools, I believe But what about the City of Salmon Arm? What are they doing? Who will create these zones? How will they be enforced? How will public know? etc etc Does the SD 83 even know about this initiative from the City, if so, who? I was told that "Climate" at SD is on back burner at this time, due to staff changes and Covid related priorities.
- iii. Who will "consider downtown temporary no car/no parking/emission free zone? This needs a person or group? Council? There are 5 Partners mentioned, these could be included only if someone specific in each of these groups is working towards a specific part of the goal.
- iv Promote pedestrian movement? what does this mean? Who will promote this? By when? How? How is it measured? Who is responsible?
- v. Allow for deliveries at certain times: What does this mean? Who will do this? Is this private businesses or the City? should it even be here? How measured?
- vi. Idle Free Campaign: Same questions, a great idea but should read "Create an Idle free campaign, specify the nature of this campaign, by when?, who is responsible?. where will it be? How will it be measured? ***As a point, those who have been in Salmon Arm for any length of time will remember the time when a previous council declared Salmon Arm to be an "Idle Free City". A large banner proclaiming this was hung across the street at Alexander and Hudson. From what I know, nothing came of this worthy goal. No plan, no enforcement, no follow through, no funding to educate the community, and on and on. I think the idea just ended.*
- vii Need cultural shift, public relations, etc etc....It sounds like the EAC is responsible , what resources, who specifically is responsible, by when? How will we know there has been a "Cultural shift" Is this wistful thinking? How do we measure a "cultural shift"? By what date? Who is responsible?

Again, each goal has to be:

Specific, Measureable, Attainable, Relevant, Time-bound, specific people must be responsible, dates have to be realistic, timelines reasonable and doable, resources provided for each one.

I think you can go through the entire document, the Discussion: Barriers/Opportunities seems more like a mix of thinking with some actions, but nowhere do I see specific people responsible, measurements?

I think the CEEP is a good starting point, given the time and effort spent on it, but it needs much work to become a living and attainable document, again, the specifics of goal attainment for each Action [a very poor word], if one thinks of Goals, at least that is the end, the Action, to me is the means to the end, with the other variable considered for each goal:

To repeat: Specific/Measureable/Attainable/Relevant/Time-bound with specific deadlines

Wayne Spencer

[REDACTED]

Tappen,

British Columbia
Canada
V0E 2X1



From: Marcus D [REDACTED]
Sent: October-20-20 5:33 PM
To: Caylee Simmons [REDACTED]
Subject: Salmon Arm Energy and Emmissions Plan

Respected Council Members,

Thank you for your dedication and action with this plan to combat climate change and reduce emissions. I am happy to participate by providing my thoughts and some ideas towards this effort, for your consideration.

1. Fuel Consumption Score Card: I noted that the report makes the valid connection that the amount of petroleum fuel sold is an excellent guideline for regional emissions. Fuel has a shelf life, and so it's a safe bet that fuel purchased is fuel burned. I think it might be helpful to continue to advise the public of the connection; that the amount of fuel we purchase is almost exactly the amount of GHG emissions we can expect to produce. A pound of fuel burned is more than a pound of CO2 and water vapor produced (which is also a GHG vector). I propose healthy competition and positive recognition for whomever is consuming the least fuel (you know who you are). At some point, some guidelines as to what is a "sustainable amount" of fuel for a person to feel ok about burning needs to get out there.

2. Wood vs. concrete vs. steel construction: surprisingly, concrete is pound for pound a much higher source of CO2 emissions. There are pressurized wood technologies which allow for construction up to 10 stories or more. Maybe someone from a local mill can speak to this. This is a renewable resource, with plenty of data on life cycle which shows that environmentally, aesthetically, and responsibly, wood is just better. As long as it's not burned, wood is a carbon sink.

In terms of targets, my math says that if we were to use and regrow the entire boreal forest of Canada once every 30 years, we will have captured all of the man made CO2 ever, worldwide after 3 cycles. (so long as the wood is not burned, of course). I'm not proposing we cut down every tree, I'm just framing one outrageous solution where Canada solves this on our own.

3. Carbon Capture technologies: Everyone wants to scrub the atmosphere with fancy turbines and chemical processes in tailing ponds and the like, but let's not forget that trees or grass grown doesn't arise from dirt being sucked up from the ground, it is literally CO2 being turned into cellulose. Let the grass grow, and I recommend we don't burn wood and slag piles: let it compost into the next cycle of life. With Salmon Arm's climate, a pile of leaves and branches raked before winter is a pile of healthy dirt the following mid summer, as long as the rain can fall on it.

Thanks for reading, and I really appreciate and support all your efforts.

Marcus Dentrey
Salmon Arm



Wa'ya Spirit District

c/o Maryann Brock
2190 22nd Street NE
Salmon Arm, BC
V1E 3E5

To: Salmon Arm City Council

Hello everyone,

I am writing on behalf of Girl Guides in Salmon Arm.

With recent changes to the recommendations related to Covid 19, we find ourselves in a rather tricky situation.

Our National organization has very strict protocols in place to ensure that Guiding does not add to any potential infections, while at the same time supporting the mental & physical health of our girls.

At this precise moment, based on the Interior Health regions information, we are considered in "Indoor 1/Outdoor 2" on the Girl Guide chart of stages (attached), this is reviewed on an ongoing basis. However, the girls I work with would like to continue meeting outside if at all possible, and I strongly support this! We do have an indoor location secured for this group – but outdoor is preferable!

A week ago I had prepared my own yard to be used through the fall/winter for our weekly meetings. We had organized everything from a "camp style toilet" to pop-up shelters, lighting & tables to allow for shelter/physical distancing/personal needs/Covid precautions etc. With the most recent protocols issued by our Provincial Health Officer, we are no longer allowed to meet in personal yards. I totally understand and support this, the potential issues around "policing it" would be a nightmare! I am not arguing this situation – however, it makes life even more tricky when trying to offer safe, supportive, educational meetings for our girls (and the volunteer leaders also)!

We usually meet once a week, however we will often do other activities on weekends as well. So far this year our group of Pathfinders (13-15 year olds) have done anything from scavenger hunts, hiking, canoeing, pumpkin carving, to survival skills – where girls are each given a sheet of plastic, piece of rope, individual camp stove etc. & expected to set up a shelter and manage for the full day (all socially distanced with masks on, in the big outside world). A few pictures are attached 😊

At this time, we are requesting that the City of Salmon Arm permits us to use the shelter that is in Blackburn park for our weekly meetings. Tuesday evenings 6-8:30pm. This would mean we could continue to hold meetings, allowing the girls to continue their program (learning skills, developing a sense of social responsibility, providing community service etc.).

Without an appropriate outside place to hold meetings, we will be limited to choosing to hold our meetings indoors for now (as permitted). This is something I personally am not crazy about! I feel meeting outside/socially distanced is a much safer option. The only other option for us would be

cancelling in-person meetings and “going virtual” which means that we will “lose” the majority of our girls. We did meet virtually for the first 6 months following the original lock-down, we had less than 50% participation and that was because the girls were desperate for the social connection – however, if at all possible meeting in-person even if “at a distance” is much better for their health & well-being!

Obviously, as things change with the pandemic and as our PHO issues new directives we would immediately “fall in line”. If need be, cancelling our in person meetings and only returning to them again as permitted.

Guiding runs with the school year – we (like most others) have no idea what the future may hold, but we would like to “Be Prepared” (as is our motto). Therefore, we are asking that we be allowed to use the shelter each Tuesday evening from 6-8:30pm – as long as the health protocols permit it. We would not need any notification from the city as we watch the notices “by the day” and would immediately fall in line. We would not ask for washroom facilities as we will provide our own “camp toilet” which would be put up/taken down each week – being sanitized on an ongoing basis!

I am attaching a copy of the Girl Guides of Canada “stages” related to Covid 19 and our cleaning protocols. Obviously, any recommendations from our Provincial Health Officer supersede these.

Yours truly,

Maryann Brock

Girl Guides of Canada,

2nd Salmon Arm Pathfinders







Return to In-Person Guiding

Update October 5, 2020

The GGC Return to In-Person Guiding protocols were created to provide a framework for Guiders, girls, members and families to return to in-person activities

The following information was considered when drafting these guidelines:

- ★ Provincial return to school plans
- ★ Provincial day care and day camp guidelines
- ★ Ministries of Public Health
- ★ The Hospital for Sick Children (SickKids) [Updated COVID-19: Recommendations for School Reopening](#)
- ★ Other published scientific opinions, studies and reviews

These recommendations rely on current scientific and public health understanding that COVID-19 transmission is less likely to occur outdoors, and that masks and physical distancing are effective in decreasing the rate of transmission.

Regional Approach

Across the country COVID-19 restrictions and public risk tolerance vary widely. These protocols are intended to provide a flexible framework that can be implemented regardless of unit location.

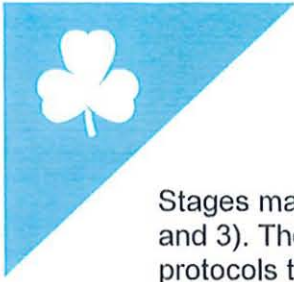


Although our GGC guidelines may be more restrictive than many national, provincial, or city recommendations, they are not meant to take the place of any local or federal government guidelines that may ask you to not gather in person. In these instances, GGC Requires strict compliance with regional restrictions and orders you may be subject to.

Stages

The Return to In-Person Guiding stages are grouped in broad categories, depending on the type of activities that are allowed in each stage.





Stages may be broken down into two or three different levels (for example, Outdoor 1, 2 and 3). These levels allow for different provinces or regions of the country to operate using protocols that are most in line with their public health guidelines.

Public Health guidelines will take precedence over Girl Guides of Canada protocols. No unit may operate activities that violate a public health order or guidelines for their location.

We anticipate that all provinces will be operating in the Outdoor Stage as of September 1.

Some provinces may be moved to the Indoor Stage during the fall if the COVID-19 situation allows. No province will move to the Indoor Stage prior to mid-October. Even when indoor activities are permitted, outdoor activities will be prioritized for the duration of the fall.

How Will I Know What Stage My Unit Is In?

The national office will make decisions about the stage that each province/region is in. These decisions will be communicated on an ongoing basis via two methods from the national office.

Online: each provincial/regional stage will be posted on [Member Zone](#) and [GirlGuides.ca](#), for both Guiders and families to see.

Email: an email will be sent to each unit's Contact Guider when or if a region's stage changes.

When possible, units will be given two weeks' notice of a change to their provincial/regional stage. This will allow units to prepare to run activities under new protocols.

In some circumstances a unit may have to move to a more restrictive stage quickly, for example if their province enters a lockdown period.

How and When Are These Guidelines Reviewed?

The stages that each province or region is operating under will be re-evaluated on an ongoing basis throughout the Guiding year. Provincial Commissioners and staff will provide input on changes on a quarterly basis. The protocols for each stage will be re-evaluated as the COVID-19 pandemic continues and more data becomes available.





What Do I Do If Someone Tests Positive or Is Told To Self-Isolate?

All girls, Guiders and/or adult volunteers MAY NOT attend in-person activities if:

- ★ They or a close contact test positive for COVID-19
- ★ They or a close contact is told to self-isolate by Public Health
- ★ They or a close contact are awaiting COVID-19 test results

An individual may return to in-person activities in accordance with the guidelines provided by their local Public Health Unit.

For up-to-date information on how to respond to common COVID-19 scenarios please refer to our [Member FAQs on Member Zone](#).

Additional Considerations for Vulnerable Populations

If girls or Guiders are part of a vulnerable population, they should be encouraged to speak with their health care provider about best practices for their individual health needs.

Units should implement any additional mitigation steps they deem necessary to support inclusion for girls and Guiders in the unit.

Virtual and anytime Guiding are great options for Guiders and girls who are isolating or who are unable to attend meetings.

Protocols Required in All Stages



Self-Assessment and Attendance

No one may attend an in-person activity if they are sick and/or present symptoms similar to COVID-19.

All girls, Guiders, volunteers and adult members attending activities are required to complete [GGC's COVID-19 self-assessment](#) prior to each in-person activity.

Guiders will confirm that the girl/family has completed the self-assessment prior to each in-person activity when the girl is dropped off. Anyone who has not completed the self-assessment or had the self-assessment indicate that they need to be tested or to self-isolate, WILL NOT be able to attend in-person activities.



Guiders will maintain an attendance list that will include completion of all self-assessments and which pod, if any, a girl was in from the previous meeting. Guiders will retain this sheet with the rest of their unit paperwork.

The [self-assessment checklist and attendance form are available on Member Zone.](#)

Hand Hygiene



All girls, Guiders, volunteers and families must be provided with information about proper hand hygiene. Handwashing or hand sanitizing must be available for the duration of the event/meeting. All participants must wash or sanitize their hands at minimum upon arrival at the unit meeting, prior to leaving the meeting, before and after eating or drinking, before and after touching their face and after using the washroom.

Guiders should make sure they are using a hand sanitizer that is on the [Government of Canada approved hand sanitizer list.](#)

A [hand hygiene resource is available on Member Zone.](#)

Cleaning



Commonly used hard surfaces such as light switches, tables, door handles etc. should be wiped down at the beginning and end of each in-person meeting. Guiders should make sure they are using a disinfectant that is on the [Government of Canada approved disinfectant list.](#) Shared equipment like markers or balls should also be wiped down before and after use.

In-Person Cookie Selling and Fundraising

In-person cookie selling and other in-person fundraising may take place as long as they meet the protocols for the Stage that the unit is in. For example, selling cookies in outdoor locations and door-to-door, is permitted in the Outdoor stage, while selling cookies in indoor locations is permitted in Indoor stage.

Detailed information about cookie selling will be released prior to the fall cookie campaign.



Stage Specific Protocols

Virtual & Anytime Guiding



Permitted Activities

Virtual and Anytime Guiding is permitted. No in-person activities are permitted.



Outdoor 1

Outdoor Day, Virtual & Anytime Guiding

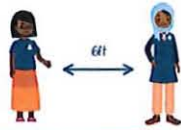


Permitted Activities

Only green and yellow activities are permitted.
No overnight activities or travel may take place. No singing is allowed.

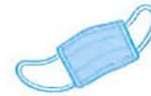
Physical Distancing

Everyone physically distances 2m.



Masks

Required for everyone.



Pods

Not required.



Gathering Size

Maximum 1 unit.



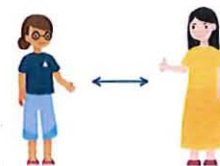
Meeting Spaces

Outdoors only. May include tent/picnic shelter with 2+ sides open for maximum ventilation. May be held in member yards or in shared outdoor spaces such as apartment/condo green spaces provided appropriate approval is obtained.



Drop Off & Pick Up

Must occur **outside**. Adults must physically distance from other adults. When possible only one adult from each household should drop off girls at a meeting and no extra people should attend drop off/pick up



Food and Drink

Sharing food is not permitted. Girls and Guiders can bring their own food and water to meetings. Guiders can provide individually-packaged, commercially packaged or store-bought food (for example, granola bars, Halloween candy, bags of chips/pretzels, etc.). Hands must be washed or sanitized before and after distributing food, and before and after eating or drinking.



Washrooms

Encourage families to use the washroom prior to activity. Limit capacity to washroom to allow for physical distancing. Recommendation: 1 person for every 2 toilets (exception made for girls who require support person to use washroom).





Outdoor 2

Outdoor Day, Virtual & Anytime Guiding



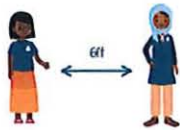
Permitted Activities

Only green and yellow activities are permitted.

No overnight activities or travel may take place. No singing is allowed.

Physical Distancing

Everyone physically distances.



Masks

Adults required to wear masks.
Girls may wear masks.



Pods

Not required.



Gathering Size

Maximum 1 unit.



Meeting Spaces

Outdoors only.

May include tent/picnic shelter with 2+ sides open for maximum ventilation.

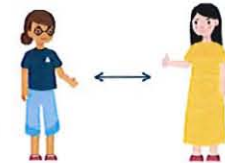


May be held in member yards or in shared outdoor spaces such as apartment/condo green spaces provided appropriate approval is obtained.

Drop Off & Pick Up

Must occur **outside**.

Adults must physically distance from other adults and girls.



When possible only one adult from each household should drop off girls at a meeting and no extra people should attend drop off/pick up.

Food and Drink

Sharing food is not permitted. Girls and Guiders can bring their own food and water to meetings. Guiders can provide individually-packaged, commercially packaged or store-bought food (for example, granola bars, Halloween candy, bags of chips/pretzels, etc.). Hands must be washed or sanitized before and after distributing food, and before and after eating or drinking.



Washrooms

Encourage families to use the washroom prior to activity. Limit capacity to washroom to allow for physical distancing.



Recommendation: 1 person for every 2 toilets (exception made for girls who require support person to use washroom).



Indoor 1

Indoor 1, Outdoor 2, Virtual & Anytime Guiding – Day Activities Only



Permitted Activities

Only green and yellow activities are permitted.

No overnight activities or travel may take place. No singing is allowed.

Physical Distancing

Everyone physically distances.



Masks

Everyone wears masks.



Pods

Not required.



Gathering Size

Maximum 1 unit.



Meeting Spaces

Outdoor meeting spaces are preferred.

Indoor meeting space must fall within provincial and regional health authorities' guidelines.

Larger meeting spaces with good ventilation such as the ability to open windows are preferred.

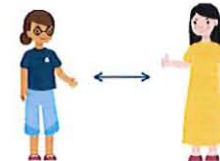


Drop Off & Pick Up

Must occur **outside**.

Adults must physically distance from other adults and girls.

When possible only one adult from each household should drop off girls at a meeting and no extra people should attend drop off/pick up.



Food and Drink

Sharing food is not permitted. Girls and Guiders can bring their own food and water to meetings. Guiders can provide individually-packaged, commercially packaged or store-bought food (for example, granola bars, Halloween candy, bags of chips/pretzels, etc.). Hands must be washed or sanitized before and after distributing food, and before and after eating or drinking.



Washrooms

Encourage families to use the washroom prior to activity. Limit capacity to washroom to allow for physical distancing.

Recommendation: 1 person for every 2 toilets (exception made for girls who require support person to use washroom).





Indoor 2

Indoor 2, Outdoor 2, Virtual & Anytime Guiding – Day Activities Only



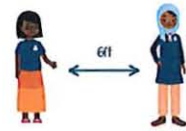
Permitted Activities

Only green and yellow activities are permitted.

No overnight activities or travel may take place. No singing is allowed.

Physical Distancing

Everyone physically distances, except within pods.



Masks

Adults required to wear masks.
Girls may wear masks.



Pods

Girls are in pods of 8 or less. Pods physically distance from each other.



Gathering Size

Maximum 1 unit.



Meeting Spaces

Outdoor meeting spaces are preferred.

Indoor meeting space must fall within provincial and regional health authorities' guidelines.

Larger meeting spaces with good ventilation such as the ability to open windows are preferred.

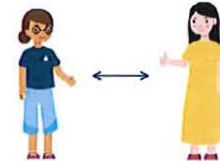


Drop Off & Pick Up

Must occur **outside**.

Adults must physically distance from other adults and girls.

When possible only one adult from each household should drop off girls at a meeting and no extra people should attend drop off/pick up.



Food and Drink

Sharing food is not permitted. Girls and Guiders can bring their own food and water to meetings. Guiders can provide individually-packaged, commercially packaged or store-bought food (for example, granola bars, Halloween candy, bags of chips/pretzels, etc.). Hands must be washed or sanitized before and after distributing food, and before and after eating or drinking.



Washrooms

Encourage families to use the washroom prior to activity. Limit capacity to washroom to allow for physical distancing.

Recommendation: 1 person for every 2 toilets (exception made for girls who require support person to use washroom).





COVID-19 Self-Assessment Check List

Please complete the following questions before every weekly unit meeting.

Name: _____

Unit Name: _____

Date: _____

Province: _____

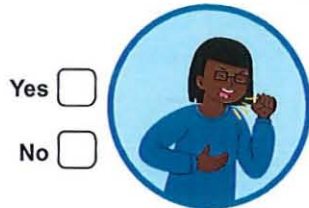
Do you have any of the following new or worsening symptoms?



Yes

No

Fever/Chills



Yes

No

Cough



Yes

No

Difficulty breathing/
Shortness of breath



Yes

No

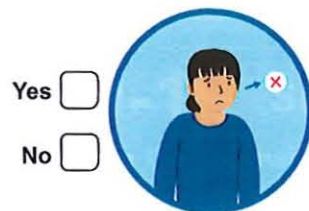
Sore throat/
Difficulty swallowing



Yes

No

Runny nose
(unrelated to
seasonal allergies)



Yes

No

Loss of taste
or smell



Yes

No

Not feeling well,
headache, unexplained
tiredness and muscle aches



Yes

No

Nausea, vomiting,
diarrhea,
abdominal pain



Yes

No

In the last 14 days, have you had close physical contact with a person who:
was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing)?
has returned from travel outside of Canada in the last 14 days?
was a confirmed or probable case of COVID-19?



Yes

No

In the last 14 days, have you travelled outside of Canada?



If you answered **YES** to any of these questions, **please self-isolate and do not come to your unit meeting.**

If you are feeling unwell, contact your health care provider, or visit the Government of Canada's COVID-19 website to learn more about testing and available resources.



COVID-19 Outil d'évaluation

Veillez répondre aux questions suivantes avant chaque réunion d'unité hebdomadaire:

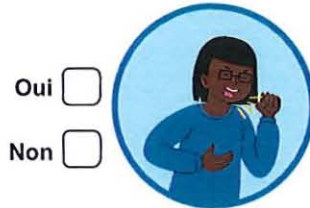
Nom: _____ Nom de l'unité: _____

Date: _____ Province: _____

Avez-vous constaté l'apparition ou l'aggravation de l'un des symptômes suivants?



Fièvre/Frissons



Toux



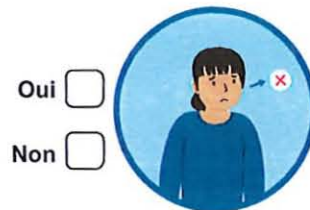
Difficulté à respirer/
Essoufflement



Mal de gorge/
Difficulté à avaler



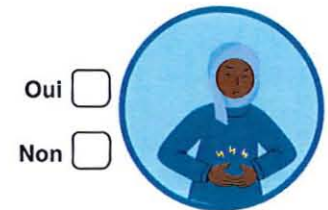
Nez qui coule
(sans lien avec des
allergies saisonnières)



Perte du goût
ou de l'odorat



Se sentir mal, maux de tête,
fatigue sans raison évidente
et douleurs musculaires



Nausées, vomissements,
diarrhée, maux de ventre



Oui

Non

Au cours des 14 derniers jours, avez-vous été en contact étroit avec une personne qui:
avait une maladie respiratoire (apparition ou aggravation de l'un des symptômes suivants – toux, fièvre ou difficulté à respirer)?
revenait d'un voyage à l'extérieur du Canada?
était un cas probable de COVID-19 ou était un cas confirmé de COVID-19?



Oui

Non

Au cours des 14 derniers jours, avez-vous voyagé à l'extérieur du Canada?



Si vous avez répondu **OUI** à une seule de ces questions, **nous vous demandons de ne pas vous présenter à votre réunion d'unité et de vous mettre en isolement.**

Si vous ne vous sentez pas bien, communiquez avec votre fournisseur de soins de santé ou consultez le site Web du gouvernement du Canada sur la COVID-19 pour en savoir plus sur les tests et les ressources disponibles.

Cleaning Protocols

Following proper cleaning protocols helps prevent the spread of COVID-19 and helps keep all of us safe.

What should I use for cleaning?

Guiders are required to wipe down commonly used hard surfaces before and after every in-person meeting. Shared equipment must be wiped down before and after each use. Check to make sure the disinfectants you're using are on the [Government of Canada's approved list](#).

What needs to be cleaned and how often?

Commonly used hard surfaces (also called high-touch surfaces) must be cleaned before and after every in-person meeting. Examples include:

- Door handles
- Tables and the backs of chairs
- Light switches
- Picnic tables and benches
- Fencepost beside entrance to park area

Shared equipment should be wiped down before and after every use. Examples include:

- Sports Equipment
- Art supplies

Can girls help with cleaning?

Absolutely! Ensure you are following the instructions of the product and following all its safety protocols, such as wearing gloves (if required).

Do I have to clean the washroom?

No, you are not required to clean washrooms. Ensure your unit is practicing good hand hygiene after using the washroom.

Budgeting for PPE & Cleaning Supplies

During this Guiding year, units should be prepared to budget unit funds to procure extra PPE and cleaning supplies.

Can I use unit funds to purchase masks?

Girls and guiders are required to supply their own masks for unit meetings. Unit funds may be used to purchase a small number of extra masks for girls who forget to bring a mask to meetings. Units should purchase a small number of disposable masks for use in First Aid kits.

How much cleaner/disinfectant should I purchase?

A typical unit will use approximately 1 bottle of disinfectant every 1-2 months. Check to make sure the disinfectants you're using are on the [Government of Canada's approved list](#).

How much hand sanitizer will my unit require?

Hand sanitizing is only recommended when hand washing facilities are not available. Everyone in your unit should be cleaning or sanitizing their hands roughly 2-4 times each meeting, including arrival and departure.

Public Health recommends using 3mL of hand sanitizer every time you sanitize your hands. If hand washing facilities are not available, the average girl and Guider will use 12mL of hand sanitizer per meeting. One 300mL bottle of hand sanitizer would be suitable for a meeting of 25 people. Hand sanitizer use can be reduced by using hand washing facilities when available.

Where can I purchase hand sanitizer?

Hand sanitizer is sold in local stores across Canada.

Ensure you are purchasing hand sanitizer that is on the [Government of Canada's approved list](#).

If you cannot find hand sanitizer in local stores you can purchase hand sanitizer online. Some online retailers who have consistently had hand sanitizer available are:

- [Canadian Safety Supplies](#)
- [First Aid Direct](#)
- [Uline.ca](#)
- [Canadian Tire](#)
- [London Drugs](#)
- [Walmart](#)
- [The Dental Market](#)
- [Staples Canada](#)
- [Well.ca](#)

Is there support if my unit does not have funds to purchase PPE and cleaning supplies?

If your unit does not have adequate funds to purchase PPE and cleaning supplies, please reach out to your Provincial Council for direction.



Caylee Simmons

From: Caylee Simmons
Sent: October-26-20 9:12 AM
To: Erin Jackson; Kevin Pearson
Subject: FW: Shuswap housing

Caylee Simmons

From: Richard Huls <richhulzy@gmail.com>
Sent: October-21-20 8:03 PM
To: Caylee Simmons <csimmons@salmonarm.ca>
Subject: Shuswap housing

Good
day,

As it seems inevitable that many people are bound to lose their homes in the next year or 2 as a result of Covid, a viable option for those having to downsize or for those starting out who want to own a home is to buy a tiny home or RV. Although initially affordable to many, the main hurdle will be where to park it.

I would suggest rezoning so those with ample land can have these on their property with a reasonable cap on what they can charge. The extra income could help land owners from having foreclosures and the extra taxes on that income would go back into the system.

More important is to take steps so we don't lose our homes. As an extreme (hopefully) example, if half the people lose their homes due to rocketing inflation, instead of putting into the system, they will be a draw from it instead and ironically the homelessness will increase the more homes become empty, so a cap on mortgage payments or making it easy to have in-home rental suites without the red tape but also with a price cap might be an idea, but of course that would be more of a provincial or federal issue.

As things may change very quickly, it would be good to have the ducks in a row in advance and simplified paperwork for those involved. It would be the worst of times to have red tape and delays as this could literally cost lives. I think we have to agree that things will most likely get quite worse and being prepared to provide as much as we can locally for housing, food, and merchandise will be crucial.

Richard Huls

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, November 04, 2020 12:05 PM
Subject: Online Form Submittal: Mayor and Council

Mayor and Council

First Name Storefront Alternate School

Last Name School District 83

Address:

Return email address:

Subject: Art in Little Mountain

Body Good day mayor and council,

Our school has worked closely with John Sayer, a local elder, to build relationships that will connect our kids to our community and one of the ways we do this is through a carving program with John. This has created an invaluable relationship that helps our students learn about their indigenous ancestry and culture. John has a number of small carvings which we would like to mount in Little Mountain Park on the trees in the trail system. Our students would do the work under the supervision of John and school staff. Installing these carvings would be a great way to bring some indigenous culture to the local trail system and would help our students build connections and ownership of their community which can help reduce shenanigans like vandalism. We hope you will support our request to access Little Mountain and install these beautiful pieces of artwork.

Storefront Staff

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.](#)



August 14, 2020

The Honourable Bill Blair, P.C., M.P.
Minister of Public Safety and Emergency Preparedness
House of Commons
Ottawa ON K1A 0A6

Dear Minister Blair:

Pursuant to subarticle 5.1 of the *Municipal Police Service Agreement*, I am writing to request an increase to the personnel resources, to be recorded in Annex "A", and to be assigned to the Municipal Police Service.

I request an increase of one (1) regular member assigned to the Municipal Police Unit for the City of Salmon Arm, so as to increase the total authorized strength from 19 to 20. As per the terms of the *Agreement*, this increase will take place as soon as practicable within one year of the federal government's receipt of this letter.

The City of Salmon Arm has confirmed their incremental financial commitment for the costs of the requested increase.

This letter and your reply will serve as an amendment to Annex "A". Thank you for your attention to this matter.

Sincerely,

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

Mike Farnworth
Minister of Public Safety
and Solicitor General

pc: Tracy Tulak, Acting Chief Financial Officer, City of Salmon Arm
C/Supt. Brad Haugli, District Commander, South East District
S/Sgt. Scott West, OIC, Salmon Arm Detachment
Maricar Bains, Regional Director, Financial Management, RCMP "E" Division
Hwan-Joo Park, Establishment Assistant, RCMP "E" Division
Melissa Yau, Research & Policy Analyst, Ministry of Public Safety and Solicitor General

Ministry of
Public Safety
and Solicitor General

Office of the Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Minister
of Public Safety
and Emergency Preparedness



Ministre
de la Sécurité publique
et de la Protection civile

Ottawa, Canada K1A 0P8

16 OCT. 2020

The Honourable Mike Farnworth, M.L.A.
Minister of Public Safety and Solicitor General
Parliament Buildings
Victoria, British Columbia V8V 1X4

Dear Minister:

Thank you for your correspondence of August 14, 2020, requesting an increase of one Royal Canadian Mounted Police (RCMP) Regular Member (RM) to the Municipal Police Service for Salmon Arm, British Columbia.

I appreciate that your request for the additional one RM was identified in the 2019 Multi-Year Financial Plan for Fiscal Year 2020-2021.

As stipulated in the Municipal Police Service Agreement, Canada has up to one year from a formal written request and confirmation of the corresponding financial commitment to fulfill a resource requirement. When the position is filled, the Commanding Officer of the RCMP in British Columbia will advise you accordingly.

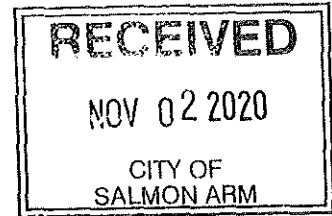
Thank you again for taking the time to write.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "W. Blair".

The Honourable Bill Blair, P.C., C.O.M., M.P.

c.c.: Commanding Officer - "E" Division
Royal Canadian Mounted Police



October 28, 2020

His Worship Alan Harrison
Mayor of the City of Salmon Arm
Box 40
Salmon Arm BC V1E 4N2

Dear Mayor Harrison:

On behalf of the Ministry of Public Safety and Solicitor General, I would like to thank your delegation from the City of Salmon Arm for meeting at this year's virtual Union of British Columbia Municipalities (UBCM) Annual Convention process. Due to the evolving COVID-19 pandemic, we have had to develop new approaches and adaptations to many aspects of our everyday life. I appreciate your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to meet.

As government is currently in a transition period due to the provincial general election, I am writing to follow up on your discussion with Minister Mike Farnworth regarding provincial RCMP resourcing.

I understand your concerns with respect to level of provincial resources at the integrated Salmon Arm RCMP Detachment. Government is aware of the front-line resourcing pressures on the BC Provincial Police Service (PPS). In 2019, the Province provided funding to the RCMP for an additional 30 Regular Members for the PPS. These were allocated to augment front-line resourcing at the highest risk, greatest need Provincial Detachment Units across the province, as identified by the RCMP based on a variety of police workload, crime statistics, and contextual factors. I am aware that the Salmon Arm Provincial Unit was not identified as part of this process; however, let me assure you that the ministry continues to work with the RCMP, and internally to government, to address front-line, uniformed provincial police resourcing.

You may be interested to know that this funding also included the creation of the Provincial Support Team (PST) to be a mobile, responsive unit supporting Provincial Detachment Units experiencing resourcing pressures. Should the Salmon Arm Provincial Unit be experiencing front-line resourcing pressures due to vacancies, absences, or emergencies, the PST is available upon request to assist front-line needs in the provincial jurisdiction.

.../2

His Worship Alan Harrison
Page 2

I value these important opportunities to exchange ideas and share information. Through continued collaboration, I am confident that we can work together to increase the safety and security of the City of Salmon Arm. All topics brought up in your meeting will be shared with the incoming Minister.

Thank you, again, to your delegation for the meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Sieben', with a stylized flourish at the end.

Mark Sieben
Deputy Solicitor General

pc: Brenda Butterworth-Carr, Assistant Deputy Minister

From: Deputy Minister ENV:EX
Sent: October 30, 2020 2:39 PM
To: Alan Harrison
Subject: 2020 UBCM Convention Meeting with Ministry of Environment and Climate Change Strategy

Reference: 361761

October 30, 2020

His Worship Mayor Alan Harrison
and Councillors
City of Salmon Arm
Email: aharrison@salmonarm.ca

Dear Mayor Harrison and Council:

I am writing to follow up on the meeting between the City of Salmon Arm and the Ministry of Environment and Climate Change Strategy at the 2020 Union of British Columbia Municipalities (UBCM) Convention. Although the COVID-19 pandemic prevented us from meeting in person, the Minister and I were pleased to have the opportunity to discuss issues of mutual importance. As a provincial election has been called, I am pleased to have the opportunity to respond.

Whether online or in person, the annual UBCM Convention offers an important opportunity for local governments to have conversations and outline priorities with the provincial government. These meetings help to inform ministries on issues that matter most to British Columbians. We hope that you continue to engage with the ministry on issues that matter to you and your community so that we can continue to move forward with our goal of building a strong, sustainable, innovative economy, a cleaner environment, and healthy communities that work for everyone.

We appreciated the opportunity to meet with you to discuss important issues and topics of shared interest. The ministry welcomes your input regarding potential products for inclusion in the Recycling Regulation and policy initiatives to minimize waste. We look forward to receiving your feedback on our Recycling Regulation Policy Intentions Paper. I appreciate that you also raised the issue of invasive clams in your local lake and I understand that work is underway between the Province (specifically, the Ministry of Environment and Climate Change Strategy and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development), the Columbia Shuswap Regional District and the Columbia Shuswap Invasive Species Society to assess the extent of infestation and control options.

Thank you again for taking the time to meet. We look forward to continuing to work closely with you in the future.

With best regards,
Kevin Jardine
Deputy Minister

cc: James Mack, Assistant Deputy Minister, Environmental Sustainability and Strategic Policy Division, Ministry of Environment and Climate Change Strategy
Laurel Nash, Assistant Deputy Minister, Environmental Protection Division, Ministry of Environment and Climate Change Strategy

Caylee Simmons

From: MCF Info MCF:EX [REDACTED]
Sent: November-02-20 9:14 AM
To: Caylee Simmons
Subject: E-mail from the Provincial Director of Child Welfare and the Provincial Director of Adoption

VIA E-MAIL

Ref: 254717

His Worship Mayor Alan Harrison
City of Salmon Arm
E-mail: cityhall@salmonarm.ca

Dear Mayor Harrison:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are honoured to once again acknowledge November as Adoption Awareness month. This month of recognition encourages us to reflect on those families in our province who have opened their hearts and lives through adoption. This November is like no other as we face the challenges of a global pandemic – however, the need for adoptive families for children and youth waiting in foster care remains and the work to find those families continues.

Our wish is that growing up in a permanent and loving home is a reality for all children and youth in British Columbia. Unfortunately, there are hundreds of children and youth in foster care still hoping to find a family to call their own. Adoption can provide some of the most vulnerable young people in our communities with families who will provide support and guidance to grow into adulthood and future citizens.

Celebrating November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. Even in these times of COVID-19 precautions, you can organize an online information session for prospective parents in your community or a virtual celebration for those who are already adoptive parents. You can explore the variety of virtual adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at MCF.AdoptionsBranch@gov.bc.ca.

An important resource for all those involved in adoptions in British Columbia is [The Adoptive Families Association of British Columbia](#), which has been a support for adoptive families in British Columbia for over forty years. You may wish to [connect with the association](#) to learn more about your community's involvement in virtual adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

[Adopt BC Kids](#) is an online portal that allows citizens of BC to complete an adoption application 24 hours a day, seven days a week. We encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.

On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth will find their forever homes.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare

Rena Bacy
Provincial Director of Adoption

Sent on behalf of the Provincial Directors by:



Client Relations Branch

Executive Operations

Ministry of Children and Family Development



November 2, 2020

Ref: 257671

Carl Bannister
Chief Administrative Officer
City of Salmon Arm
Box 40
Salmon Arm BC V1E 4N2

Dear Carl Bannister:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Salmon Arm** is the recipient of a **\$3,598,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an "adjusted per-capita" amount. The flat amount is \$169,000, and the "adjusted per-capita" amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **19,299** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Tracy Tulak, Chief Financial Officer, City of Salmon Arm

Attachment: Example Calculation for a Municipality with 43,000 People

City of Rockridge						
Population		43,000				
Adjusted Per Capita Funding		\$308.34 per adjusted population				
Flat Funding Amount		\$169,000				

Funding model						
A		B				
Population Range		C=B-A	D	E = C (up to 43,000)	F = E x D	F
From	to	Range	Adjustment Ratio	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				43,000		15,700 $G=\Sigma F$
					Per capita funding	\$308.34 H
					Funding per Adjusted Pop	4,840,938 $I=G \times H$
					Flat Funding Amount	169,000 J
					Total Funding Amount	5,009,938 $K=I+J$

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).
<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>