

AGENDA

Regular Council Meeting

Monday, January 14, 2019

1:30 p.m.

Room 100, City Hall

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

Council Chamber of City Hall

| Page # | Item # | Description |
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| | 1. | CALL TO ORDER |
| 1 - 2 | 2. | IN-CAMERA SESSION |
| | 3. | ADOPTION OF AGENDA |
| | 4. | DISCLOSURE OF INTEREST |
| | 5. | CONFIRMATION OF MINUTES |
| 3 - 14 | 1. | Regular Council Meeting Minutes of December 10, 2018 |
| 15 - 22 | 2. | Special Council Meeting Minutes of January 7, 2019 |
| | 6. | COMMITTEE REPORTS |
| 23 - 28 | 1. | Development and Planning Services Committee Meeting Minutes of January 7, 2019 |
| 29 - 32 | 2. | Housing Task Force Meeting Minutes of December 3, 2018 |
| 33 - 38 | 3. | Environmental Advisory Committee Meeting Minutes of December 6, 2018 |
| 39 - 42 | 4. | Greenways Liaison Committee Meeting Minutes of November 8, 2018 |
| 43 - 46 | 5. | Downtown Parking Commission Meeting Minutes of December 18, 2018 |
| 47 - 50 | 6. | Agricultural Advisory Committee Meeting Minutes of December 12, 2018 |
| 51 - 54 | 7. | Community Heritage Commission Meeting Minutes of December 14, 2018 |
| | 7. | COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE |
| 55 - 62 | 1. | Board in Brief - December, 2018 |

- 8. STAFF REPORTS**
- 63 - 66 1. Director of Engineering and Public Works - Purchase Recommendation for Replacement of Unit #63 - Tandem Axle Dump/Sander Truck
- 67 - 70 2. Director of Engineering and Public Works - Budget Amendment 10 Street SW & 20 Avenue SE Sidewalk Extensions
- 71 - 74 3. Director of Corporate Services - Shaw Cablesystems Facility Attachment Agreement - Request for Renewal
- 75 - 82 4. Chief Administrative Officer - Feasibility of installing green technology on a City owned facility
- 9. INTRODUCTION OF BYLAWS**
- 83 - 96 1. City of Salmon Arm Zoning Amendment Bylaw No. 4299 [ZON-1137; Arsenault, A.; 4080 - 20 Street NE; R-7 to R-8] - First and Second Readings
- 97 - 108 2. City of Salmon Arm Zoning Amendment Bylaw No. 4300 [ZON-1135; Stacer, J.; 61 - 21 Street NE; R-4 to R-8] - First and Second Readings
- 109 - 112 3. City of Salmon Arm 2019 Revenue Anticipation Bylaw No. 4301 - First, Second and Third Readings
- 113 - 124 4. City of Salmon Arm 2019 to 2023 Financial Plan Bylaw No. 4302- First, Second and Third Readings
- 10. RECONSIDERATION OF BYLAWS**
- 125 - 128 1. City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4295 (Remuneration) - Final Reading
- 129 - 132 2. City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4296 (Technology Allowance) - Final Reading
- 11. CORRESPONDENCE**
- 133 - 134 1. Informational Correspondence
- 135 - 162 2. L. Fitt, Economic Development Manager, Salmon Arm Economic Development Society - letter dated January 2, 2019 - Entrepreneur Immigration Regional Pilot Program
- 163 - 166 3. T. Smith, President, GM, Silvatech Consulting Ltd. - email dated December 19, 2018 - CRI-106: Neskonlith & Salmon Arm Wildfire Risk Mitigation
- 167 - 170 4. L. Fitt, Economic Development Manager - letter dated January 4, 2019 - Salmon Arm Brand Filing of Official Mark
- 12. NEW BUSINESS**

- 13. **PRESENTATIONS / DELEGATIONS**
 - 1. Presentation 4:00 - 4:15 p.m. (approximately)
171 - 182 M. Leung, BC Regional Radiation Specialist. Health Canada, L. Forsman-Phillips Project Manager, CAREX Canada and C. Wilson, Little Bear Engineering – Radon exposure in the Interior BC
- 14. **COUNCIL STATEMENTS**
- 15. **SALMON ARM SECONDARY YOUTH COUNCIL**
- 16. **NOTICE OF MOTION**
- 17. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
 - 1. Director of Engineering & Public Works – Investing in Canada
183 - 190 Infrastructure Grant 2019 Deferred Motion 0523-2018 West Bay Connector Project
- 18. **OTHER BUSINESS**
 - 1. Community Child Care Planning Program Grant Application
191 - 212
- 19. **QUESTION AND ANSWER PERIOD**

7:00 p.m.

| Page # | Item # | Description |
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| | 20. | DISCLOSURE OF INTEREST |
| 213 - 220 | 21. 1. | HEARINGS Development Variance Permit Application No. VP-487 [Cox, P. & V.; #6, 481 Highway 97B NE; Parcel Coverage Variance] |
| | 22. | STATUTORY PUBLIC HEARINGS |
| | 23. | RECONSIDERATION OF BYLAWS |
| | 24. | QUESTION AND ANSWER PERIOD |
| 221 - 222 | 25. | ADJOURNMENT |

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Item 2.

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

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: January 14, 2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of December 10, 2018, 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 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, December 10, 2018.**

PRESENT:

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

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

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:00 p.m.

2. IN-CAMERA SESSION

0509-2018

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.
 Council returned to Regular Session at 2:09 p.m.
 Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

Addition under item 11.2 - D. Rousselle, T. Chopick and T. Steward - letter received December 7, 2018 - February 9, 2019 Shuswap Snow Show Tentative Proposal

Addition under item 21.2 - S. Jordan, Owner, Curves Salmon Arm - email dated December 5, 2018 - Notice of Hearing

4. DISCLOSURE OF INTEREST

5. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of November 26, 2018

0510-2018

Moved: Councillor Lindgren
Seconded: Councillor Lavery
THAT: the Regular Council Meeting Minutes of November 26, 2018, be adopted as circulated.

CARRIED UNANIMOUSLY

6. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of December 3, 2018

0511-2018

Moved: Councillor Flynn
Seconded: Councillor Cannon
THAT: the Development and Planning Services Committee Meeting Minutes of December 3, 2018 be received as information.

CARRIED UNANIMOUSLY

2. Downtown Parking Commission Meeting Minutes of November 20, 2018

0512-2018

Moved: Councillor Eliason
Seconded: Councillor Wallace Richmond
THAT: the Downtown Parking Commission Meeting Minutes of November 20, 2018 be received as information.

CARRIED UNANIMOUSLY

3. Community Heritage Commission Meeting Minutes of November 16, 2018

0513-2018

Moved: Councillor Wallace Richmond
Seconded: Councillor Lindgren
THAT: the Community Heritage Commission Meeting Minutes of November 16, 2018 be received as information.

CARRIED UNANIMOUSLY

4. Shuswap Regional Airport (Salmon Arm) Commission Meeting Minutes of November 28, 2018

0514-2018

Moved: Councillor Flynn
Seconded: Councillor Lavery
THAT: the Shuswap Regional Airport (Salmon Arm) Commission Meeting Minutes of November 28, 2018 be received as information.

CARRIED UNANIMOUSLY

6. COMMITTEE REPORTS - continued

5. Traffic & Safety Committee Meeting Minutes of May 24, 2018

0515-2018

Moved: Councillor Eliason
Seconded: Councillor Cannon
THAT: The Traffic & Safety Committee Meeting Minutes of May 24, 2018 be received as information.

CARRIED UNANIMOUSLY

6. Traffic & Safety Committee Meeting Minutes of November 1, 2018

0516-2018

Moved: Councillor Wallace Richmond
Seconded: Councillor Lavery
THAT: the Traffic & Safety Committee Meeting Minutes of November 1, 2018 be received as information.

CARRIED UNANIMOUSLY

7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

8. STAFF REPORTS

1. Director of Corporate Services - Communications Strategy Increase in Service Options/Budget Increase

Received as information.

2. Director of Corporate Services - Airport Hangar Leases

0517-2018

Moved: Councillor Wallace Richmond
Seconded: Councillor Eliason
THAT: Council authorize the Mayor and Corporate Officer to execute leases at the Shuswap Regional Airport for a three (3) year period from January 1, 2019 to December 31, 2021 as follows:

- 1040180 BC Ltd. - \$3,932.10 (1,450 square metres)
- Bill and Barb Ohlson - \$1,540.52 (458.2 square metres)
- East West Transportation (2000) Corp. - \$4,911.30 (1,820 square metres)
- Gordon Newnes - \$1,540.52 (458.2 square metres)

AND THAT: the lease fees be increased by 2% annually in 2020 and 2021;

AND FURTHER THAT: the leases be advertised in accordance with section 94 of the Community Charter.

CARRIED
Councillor Flynn Opposed

8. STAFF REPORTS - continued3. Director of Corporate Services - Salmon Arm Arts Centre Fee for Service Agreement

0518-2018

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Salmon Arm Arts Centre for a three (3) year term from January 1, 2019 to December 31, 2021.

T. Kutschker, Director/Curator, Shuswap District Arts Council spoke regarding the request to increase the Wednesday on the Wharf budget and was available to answer questions from Council.

CARRIED UNANIMOUSLY4. Director of Engineering & Public Works - Budget Amendment - Unit #02 - Kubota Tractor Snow Tires & Rims

0519-2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect additional funding for the 'Tractor - Unit No. 61' budget to purchase appropriate snow tires and rims for the unit purchased in the amount of \$15,000.00, reallocated from funds remaining on the purchase of the Double Drum Roller.

CARRIED UNANIMOUSLY5. Director of Corporate Services - Downtown Street Cleaning Agreement - Downtown Salmon Arm

0520-2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council authorize the Mayor and Corporate Officer to execute an agreement with the Salmon Arm Downtown Improvement Association for the provision of downtown street cleaning from January 1, 2019 to December 31, 2021.

CARRIED UNANIMOUSLY6. Director of Engineering and Public Works - Budget Amendment - Metford Dam Toe Berm Construction

0521-2018

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: The 2018 Budget contained in the 2018-2022 Financial Plan Bylaw be amended to reflect additional funding for the Metford Dam Toe Berm project in the amount of \$75,000.00, reallocated from the following projects:

| | |
|---|--------------------|
| • Metford Dam Flood Inundation Study - Water Revenue | \$13,000.00 |
| • Large Portable Generator | \$17,000.00 |
| • Zone 2 Pump Station - Feasibility Study - Water Revenue | <u>\$45,000.00</u> |
| | \$75,000.00 |

CARRIED UNANIMOUSLY

8. **STAFF REPORTS - continued**

7. **Director of Engineering & Public Works - Investing in Canada Infrastructure Grant 2019**

0522-2018

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize submission of a grant application under the Canada-British Columbia Investing in Canada infrastructure Program - Rural and Northern Communities Infrastructure for the Shuswap Regional Airport Runway Paving Project, estimated cost of \$1,500,000.00 plus taxes.

CARRIED UNANIMOUSLY

0523-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council authorize submission of a grant application under the Canada-British Columbia Investing in Canada Infrastructure Program - Community, Culture and Recreation for the West Bay Connector Project, estimated cost of \$1,200,000.00 plus taxes.

0524-2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Motion 0523-2018 be deferred to the January 14, 2018 Regular Council Meeting.

CARRIED UNANIMOUSLY

0525-2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council authorize submission of a grant application under the Infrastructure Planning Grant Program for the Secondary City Water Supply - Preliminary Investigation, estimated cost \$30,000.00 plus taxes.

CARRIED UNANIMOUSLY

8. **Director of Engineering & Public Works - Sanitary Service to 1121, 1211, 1311, 1391 and 1451 Shuswap Street SW**

0526-2018

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Council authorize the extension of sanitary service into the Rural area for the properties located at 1121, 1211, 1311, 1391 and 1451 Shuswap Street SW;

AND THAT: authorization be subject to each of the property owners paying an equivalent Development Cost Charge for Sanitary Sewer of \$2,890.00.

CARRIED UNANIMOUSLY

9. **INTRODUCTION OF BYLAWS**

1. **City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4295 - First, Second and Third Readings**

0527-2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Council direct staff to prepare a Council Remuneration and Expense Amendment Bylaw to increase the Council Remuneration as outlined in the staff report dated November 15, 2018.

CARRIED

Councillor Lindgren Opposed

0528-2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Council direct staff to prepare an amendment to section 5 (d) of the Council Remuneration and Expense Amendment Bylaw to increase the purchase of a medium to view the Council agenda to \$2,500.00 for each term of office.

CARRIED UNANIMOUSLY

10. **RECONSIDERATION OF BYLAWS**

1. **City of Salmon Arm Zoning Amendment Bylaw No. 4292 - Final Reading**

0529-2018

Moved: Councillor Eliason

Seconded: Councilor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4292 be read a final time.

CARRIED UNANIMOUSLY

11. **CORRESPONDENCE**

1. **Informational Correspondence**

3. **L. Reimer - email dated November 21, 2018 - Dilkusha Garden & Gazebo**

Maureen Shaffer, Member of the Dilkusha Heritage Society of BC spoke regarding the letter and requested that during construction on the property a small garden or gazebo with the heritage and preserved bulbs be included to preserve the Dilkusha heritage.

7. **T. Peasgood, Race Coordinator and Co-owner of Skookum Cycle & Ski Ltd. - letter dated November 23, 2018 - Salty Dog 6 Hour Enduro Mountain Race May 12, 2018**

0530-2018

Moved: Councillor Eliason

Seconded: Councilor Cannon

THAT: Council authorize the use of the South Canoe Trails and lower Malibu Trail area to host the Salty Dog 6 Hour Enduro Mountain Bike Race on May 12, 2019 including the use of 10 Avenue and from 60 Street to 70 Street for the start of the race out of Klahani Park, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE - continued1. Informational Correspondence - continued

- 5.
- S. MacMillan, First United Church Community Refugee Sponsorship Group - letter dated November 29, 2018 - Bus Passes for Refugee Family

0531-2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council provide bus passes for January – December 2019, to the Quabor Family funded from 2018 Council Initiatives in the amount of \$1,580.00.

CARRIED UNANIMOUSLY

- 8.
- C. Langenfeld, Executive Director, Shuswap Hospice Society - letter dated November 27, 2018 - Marine Peace Park Sandcastle

0532-2018

Moved: Councillor Cannon

Seconded: Councilor Flynn

THAT: Council authorize the Shuswap Hospice Society to use Marine Peace Park in the summer of 2019 to host the sandcastle event subject to determination of the time frame in conjunction with staff and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

- 2.
- D. Rousselle, T. Chopick and T. Steward - letter received December 7, 2018 - February 9, 2019 Shuswap Snow Show Tentative Proposal

Tammy Chopick and Travis Steward outlined their proposal for the February 9, 2019 Shuswap Snow Show and were available to answer questions from Council.

Councillor Eliason left the meeting at 4:05 p.m. and returned at 4:06 p.m.

13. PRESENTATIONS

- 1.
- L. Wright - Reduction of Plastic Bags

LeeAnn Wright provided an overview regarding a proposed reduction of plastic bags and was available to answer questions from Council.

- 2.
- V. Olynik, Shuswap Branch Manager, BCSPCA - New Building Request

Victoria Olynik, Shuswap Branch Manager, and Tracey Westmorland, District Manager, BCSPCA outlined a request for a new building and was available to answer questions from Council.

12. NEW BUSINESS

- 1.
- Checkout Shopping Bag Regulations - Mayor Harrison

0533-2018

Moved: Mayor Harrison

Seconded: Councillor Eliason

WHEREAS the per capita usage rate of single-use plastic shopping bags in Canada is estimated to be 200 per year;

12. NEW BUSINESS - continued

1. Checkout Shopping Bag Regulations - Mayor Harrison - continued

AND WHEREAS many of these single-use plastic shopping bags end up in landfills or being littered;

AND WHEREAS there are alternatives to using single-use plastic shopping bags;

AND WHEREAS cities across North America are successfully curbing the use of single-use plastic shopping bags by passing regulations that prohibit their use;

BE IT RESOLVED THAT: Council direct staff to bring a report to Council that includes a draft bylaw, a recommended stakeholder engagement process and a draft communication plan;

AND THAT: The timeline for implementation of a bylaw coincides with the July 1, 2019 curbside organic pick-up.

CARRIED UNANIMOUSLY

2. Potential Transit Service Route Enhancements - Councillor Lavery

0534-2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

WHEREAS Salmon Arm Council received a BC Transit Service and Ridership Review in May 2017 that included options for service enhancements outlined in Table 4 - Service improvement recommendations of the report;

BE IT RESOLVED THAT: Council direct staff to work with BC Transit to update the 2017 review and report back to council in the spring of 2019 on the current estimated costs of service enhancement options, confirmation of BC Transit's share of funding those enhancements and the next steps required to develop a Service Plan Development Memorandum of Understanding for route enhancements;

AND THAT: Thirty-Five Thousand dollars be considered for allocation in the 2019 budget process for implementing potential cost-shared route enhancements with BC Transit in 2019.

CARRIED UNANIMOUSLY

14. COUNCIL STATEMENTS

0535-2018

Moved: Councillor Eliason

Seconded: Councilor Wallace Richmond

THAT: Council support Mayor Harrison applying for the position of Director for the Southern Interior Development Initiative Trust.

CARRIED UNANIMOUSLY

15. SALMON ARM SECONDARY YOUTH COUNCIL

Members of the Salmon Arm Secondary Youth Council spoke to Council regarding the impact on the new cannabis legislation.

16. NOTICE OF MOTION

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

18. OTHER BUSINESS

19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 5:07 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

- Chief Administrative Officer C. Bannister
- Director of Engineering & Public Works R. Niewenhuizen
- Director of Development Services K. Pearson
- Recorder B. Puddifant

20. DISCLOSURE OF INTEREST

21. HEARINGS

- 1. Provincial Cannabis Retail Store Licence Referral No. 1119 [1826900 Alberta Ltd.; 7390 50 Street NE; CRS-4]

0536-2018 Moved: Councillor Flynn
 Seconded: Councillor Lavery
 THAT: Council approve application CRS-4;

AND THAT: Council has considered its Resolution with respect to the following:

- 1. Provincial Cannabis Retail Store Licence Referral No. 1119;
- 2. City Zoning Bylaw No. 2303 and City Policy No. 3.20; and
- 3. Public notification followed by the holding of a Hearing at the Regular Council Meeting of December 10, 2018;

AND FURTHER THAT: Council has determined that there will be no greater impact on the community if this application is approved.

The Director of Development Services explained the proposed Provincial Cannabis Retail Store Licence Referral.

21. HEARINGS - continued1. Provincial Cannabis Retail Store Licence Referral No. 1119 [1826900 Alberta Ltd.; 7390 50 Street NE; CRS-4] - continued

Submissions were called for at this time.

J. Phillips, the applicant, explained the proposed application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:03 p.m. and the motion was:

CARRIED UNANIMOUSLY

2. Provincial Cannabis Retail Store Licence Referral No. 001554 [171-191 Shsuwap Street Operations Ltd.; 191 Shuswap Street NW; CRS-5]

0537-2018

Moved: Councillor Cannon
Seconded: Councillor Eliason
THAT: Council approve application CRS-5;

AND THAT: Council has considered its Resolution with respect to the following:

1. Provincial Cannabis Retail Store Licence Referral No. 001554;
2. City Zoning Bylaw No. 2303 and City Policy No. 3.20; and
3. Public notification followed by the holding of a Hearing at the Regular Council Meeting of December 10, 2018;

AND FURTHER THAT: Council has determined that there will be no greater impact on the community if this application is approved.

The Director of Development Services explained the proposed Provincial Cannabis Retail Store Licence Referral.

Submissions were called for at this time.

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

The email from S. Jordan dated December 5, 2018 was received for information.

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

CARRIED UNANIMOUSLY

3. Provincial Cannabis Retail Store Licence Referral No. 001524 [1171305 B.C. Ltd.; 81 Shuswap Street NW; CRS-6]

0538-2018

Moved: Councillor Wallace Richmond
Seconded: Councillor Lindgren
THAT: Council approve application CRS-6;

AND THAT: Council has considered its Resolution with respect to the following:

1. Provincial Cannabis Retail Store Licence Referral No. 001524;
2. City Zoning Bylaw No. 2303 and City Policy No. 3.20; and
3. Public notification followed by the holding of a Hearing at the Regular Council Meeting of December 10, 2018;

21. HEARINGS – continued

3. Provincial Cannabis Retail Store Licence Referral No. 001524 [1171305 B.C. Ltd.; 81 Shuswap Street NW; CRS-6] – continued

AND FURTHER THAT: Council has determined that there will be no greater impact on the community if this application is approved.

The Director of Development Services explained the proposed Provincial Cannabis Retail Store Licence Referral.

Submissions were called for at this time.

S. Dhaliwahl, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:09 p.m. and the motion was:

CARRIED UNANIMOUSLY

22. STATUTORY PUBLIC HEARING

23. RECONSIDERATION OF BYLAWS

24. QUESTION AND ANSWER PERIOD

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

25. ADJOURNMENT

0539-2018 Moved: Councillor Lavery
Seconded: Councillor Flynn
THAT: the Regular Council Meeting of December 10, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:11 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Item 5.2

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Special Council Meeting Minutes of January 7, 2019, be adopted as circulated.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

SPECIAL COUNCIL MEETING

Minutes of a Special Meeting of Council of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, January 7, 2019.

PRESENT:

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

Chief Administrative Officer C. Bannister
 Director of Corporate Services E. Jackson
 Director of Engineering & Public Works R. Niewenhuizen
 Director of Development Services K. Pearson
 Chief Financial Officer C. Van de Cappelle
 Manager of Financial Services T. Tulak
 Accountant B. Dewitt
 City Engineer J. Wilson
 Fire Chief B. Shirley
 Deputy Fire Chief G. Lebeter
 Manager of Roads and Parks D. Gerow
 Manager of Utilities G. Rasmuson
 Supervisor of Parks and Recreation J. Chernoff
 Supervisor of Roads and Transportation K. Graham
 Manager of Permits and Licensing, M. Roy
 Shuswap Recreation Society D. Berger
 Shuswap Recreation Society D. Boyd
 Staff Sergeant S. West
 Recorder C. Simmons

ABSENT:

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 9:00 a.m.

2. DECLARATION OF INTEREST

Councillor Flynn declared a conflict of interest with Specific Referral item L as Askews is a client of his firm.

3. PRESENTATIONS

4. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4295 (Remuneration) - First, Second and Third Readings

0001-2019 Moved: Councillor Eliason
 Seconded: Councillor Flynn
 THAT: the bylaw entitled City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4295 be read a first, second and third time.

CARRIED
 Councillor Lindgren Opposed

2. City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4296 (Technology Allowance) - First, Second and Third Readings

0002-2019 Moved: Councillor Wallace Richmond
 Seconded: Councillor Lindgren
 THAT: the bylaw entitled City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4296 be read a first, second and third time.

CARRIED UNANIMOUSLY

3. 2019 to 2023 Financial Plan Bylaw No. 4298 - First, Second and Third Readings

0003-2019 Moved: Councillor Eliason
 Seconded: Councillor Lavery
 THAT: the bylaw entitled 2019 to 2023 Financial Plan Bylaw No. 4298 be read a first, second and third time.

During discussion, the following amendments to the 2019 to 2023 Financial Plan Bylaw No. 4298 were considered:

0004-2019 Moved: Mayor Harrison
 Seconded: Councillor Wallace Richmond
 THAT: the amount of \$25,000.00 allocated to the Fire Buildings & Equipment Reserve be removed from the 2019 Budget.

DEFEATED
 Councillors Cannon, Eliason, Lavery and Lindgren Opposed

0005-2019 Moved: Councillor Lavery
 Seconded: Councillor Flynn
 THAT: the amount of \$45,000.00 allocated to the Building Department Hybrid SUV be removed from the 2019 Budget.

DEFERRED

0006-2019 Moved: Councillor Lavery
 Seconded: Councillor Wallace Richmond
 THAT: motion 0005-2019 be deferred to the January 14, 2019 Regular Council Meeting.

CARRIED
 Mayor Harrison, Councillors Cannon and Eliason Opposed

4. INTRODUCTION OF BYLAWS - continued

3. 2019 to 2023 Financial Plan Bylaw No. 4298 - First, Second and Third Readings - continued

0007-2019 Moved: Mayor Harrison
Seconded: Councillor Flynn
THAT: the amount of \$40,000.00 be added to Building Permit Revenue and \$2,000.00 be added to Plumbing Permit Revenue in the 2019 Budget.

CARRIED
Councillor Lavery Opposed

The Meeting recessed at 10:21 a.m.
The Meeting re-convened at 10:35 a.m.

0008-2019 Moved: Councillor Eliason
Seconded: Councillor Wallace Richmond
THAT: the amount of \$30,000.00 allocated to the TCH Corridor Safety Upgrades Project be removed from the 2019 Budget.

DEFEATED
Mayor Harrison, Councillors Cannon, Flynn, Lavery, Lindgren and Wallace Richmond Opposed

0009-2019 Moved: Councillor Lavery
Seconded: Councillor Flynn
THAT: the amount of \$45,000.00 allocated for Unit #62 - Hybrid SUV be funded in the 2019 Budget as follows:

- \$10,000.00 Climate Action Reserve; and
- \$35,000.00 Equipment Replacement Reserve.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict of interest and left the meeting at 11:26 p.m.

0010-2019 Moved: Mayor Harrison
Seconded: Councillor Lindgren
THAT: the amount of \$15,000.00 allocated to the Downtown Brick Crosswalks be removed from the 2019 Budget.

CARRIED
Councillor Lavery Opposed

Councillor Flynn returned to the meeting at 11:37 a.m.

The Meeting recessed at 11:57 a.m.
The Meeting re-convened at 12:31 p.m.

Councillor Wallace Richmond left the meeting at 1:07 p.m. and returned at 1:07 p.m.
Councillor Eliason left the meeting at 1:49 p.m. and returned at 1:51 p.m.

0011-2019 Moved: Councillor Flynn
Seconded: Councillor Cannon
THAT: the amount allocated to Planning Contracted Service - Consulting be reduced by \$10,000.00 in the 2019 Budget.

CARRIED
Councillors Eliason, Lavery and Wallace Richmond Opposed

4. INTRODUCTION OF BYLAWS - continued

3. 2019 to 2023 Financial Plan Bylaw No. 4298 - First, Second and Third Readings - continued

The Meeting recessed at 1:56 a.m.

The Meeting re-convened at 2:10 p.m.

0012-2019 Moved: Councillor Cannon
Seconded: Councillor Lindgren
THAT: the amount of \$31,000.00 be added to the Recreation Centre 2019 Budget for the conversion of part-time hours into a full-time Lifeguard position;

AND THAT: the new position will provide for potential increased operating hours.

CARRIED
Councillor Eliason Opposed

0013-2019 Moved: Mayor Harrison
Seconded: Councillor Cannon
THAT: the amount of \$30,000.00 allocated to the Recreation Major Maintenance Reserve be removed from the 2019 Budget;

AND THAT: the amount allocated to the Recreation Operating Reserve be increased by \$1,000.00 in the 2019 Budget.

Councillor Wallace Richmond left the meeting at 2:44 p.m. and returned at 2:45 p.m.

CARRIED UNANIMOUSLY

0014-2019 Moved: Councillor Flynn
Seconded: Councillor Lavery
THAT: the amount of \$13,000.00 for the Recreation Centre Access Door - Auditorium Project be funded from the Recreation Centre Major Maintenance Reserve in the 2019 Budget.

CARRIED UNANIMOUSLY

0015-2019 Moved: Mayor Harrison
Seconded: Councillor Wallace Richmond
THAT: the amount of \$90,000.00 for the Klahani Park Playground be funded from the Parks Development Reserve in the 2019 Budget.

CARRIED
Councillor Eliason Opposed

0016-2019 Moved: Councillor Lavery
Seconded: Councillor Lindgren
THAT: the amount of \$100.00 be allocated to the New Year's Baby in the 2019 Budget.

CARRIED UNANIMOUSLY

4. INTRODUCTION OF BYLAWS - continued

3. 2019 to 2023 Financial Plan Bylaw No. 4298 - First, Second and Third Readings - continued

Councillor Eliason left the meeting at 3:48 p.m. and returned at 3:50 p.m.

Councillor Flynn left the meeting at 3:55 p.m. and returned at 3:57 p.m.

Councillor Flynn declared a conflict of interest and left the meeting at 4:24 p.m.

0017-2019 Moved: Councillor Eliason
Seconded: Councillor Cannon
THAT: the amount of \$30,000.00 be allocated for the relocation of the transit stop from in front of Shuswap Park Mall and associated sidewalk bump outs in the 2019 Budget;

AND THAT: the annual operational Transit Shelter allocation be used to fund the construction of the transit shelter.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 4:50 p.m.

0018-2019 Moved: Councillor Lavery
Seconded: Councillor Lindgren
THAT: the amount of \$22,500.00 be allocated to a reserve for the installation of a sidewalk at the 50th Street NE Rail Crossing in the 2019 Budget.

DEFEATED

Mayor Harrison, Councillors Cannon, Eliason, Flynn, Lindgren, Wallace Richmond Opposed

Councillor Wallace Richmond left the meeting at 4:58 p.m.

0019-2019 Moved: Councillor Eliason
Seconded: Councillor Lindgren
THAT: the amount of \$10,000.00 be allocated for the improvement of the proposed 150 meter trail extension at Blackburn Park in the 2019 Budget.

Councillor Wallace Richmond returned at 5:00 p.m.

DEFEATED

Mayor Harrison, Councillors Flynn, Lavery and Wallace Richmond Opposed

0020-2019 Moved: Councillor Eliason
Seconded: Councillor Lindgren
THAT: the amount of \$5,000.00 be allocated for the improvement of the proposed 150 meter trail extension at Blackburn Park in the 2019 Budget.

CARRIED UNANIMOUSLY

0021-2019 Moved: Councillor Flynn
Seconded: Councillor Lavery
THAT: the amount of \$500.00 be allocated to the Downtown Improvement Association for the annual Community Clean-Up Day in the 2019 Budget.

CARRIED

Councillor Eliason Opposed

4. INTRODUCTION OF BYLAWS - continued**3. 2019 to 2023 Financial Plan Bylaw No. 4298 - First, Second and Third Readings - continued**

Councillor Cannon left the meeting at 5:09 p.m. and returned at 5:11 p.m.

0022-2019 Moved: Councillor Lavery
 Seconded: Councillor Lindgren
 THAT: the amount of \$2,000.00 allocated to a reserve for a picnic table pad at Canoe Beach Dog Park in the 2019 Budget.

DEFEATED

Mayor Harrison, Councillors Eliason, Flynn, Cannon and Wallace Richmond Opposed

0023-2019 Moved: Councillor Lindgren
 Seconded: Councillor Flynn
 THAT: the amount of \$5,000.00 be allocated from the Canoe Beach General Improvement Reserve for seating at Canoe Beach Dog Park in the 2019 Budget.

DEFEATED

Mayor Harrison, Councillor Cannon, Eliason and Lavery Opposed

Councillor Elision left the meeting at 5:24 p.m. and returned at 5:26 p.m.

0024-2019 Moved: Councillor Lindgren
 Seconded: Councillor Lavery
 THAT: the amount of \$10,000.00 be allocated to install a rock pit and catch basin in the back alley between 10 and 11 Street SE behind properties located at 151 11 Street SE and 121 11 Street SE in the 2019 Budget.

CARRIED

Councillors Cannon, Eliason and Wallace Richmond Opposed

0025-2019 Moved: Councillor Lavery
 Seconded: Councillor Lindgren
 THAT: Council provide bus passes for a seven month period (January - July 2019), to the Moussa Family funded from 2019 Council Initiatives in the amount of \$1,710.00.

CARRIED UNANIMOUSLY

0026-2019 Moved: Councillor Eliason
 Seconded: Councillor Cannon
 THAT: the amount of \$10,000.00 be reallocated from Salmon Arm and Shuswap Lake Agricultural Association to the Salmon Arm Folk Music Society for the Phase 1 - Main Power Source in the 2019 Budget.

CARRIED UNANIMOUSLY

0027-2019 Moved: Councillor Eliason
 Seconded: Councillor Cannon
 THAT: the amount of \$11,285.00 be allocated to the Salmon Arm Folk Music Society for the Phase 1 - Main Power Source in the 2019 Budget.

CARRIED UNANIMOUSLY

4. INTRODUCTION OF BYLAWS - continued

3. 2019 to 2023 Financial Plan Bylaw No. 4298 - First, Second and Third Readings - continued

Councillor Eliason Left the meeting at 5:41 p.m.

The question was called on the motion as amended and was:

CARRIED UNANIMOUSLY

5. ADJOURNMENT

0028-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Special Council Meeting of January 7, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 5:43 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of _____, 2019.

Item 6.1

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of January 7, 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, January 7, 2019.**

PRESENT:

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

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

ABSENT:

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 8:01 a.m.

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

1. Zoning Amendment Application No. ZON-1137 [Arsenault, A.; 4080 - 20 Street NE; R-7 to R-8]

Moved: Councillor Cannon
 Seconded: Councillor Flynn

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 13, Section 25, Township 20,

5. **REPORTS - continued**

1. **Zoning Amendment Application No. ZON-1137 [Arsenault, A.; 4080 - 20 Street NE; R-7 to R-8] - continued**

Range 10, W6M, KDYD, Plan EPP68403 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

2. **Development Variance Permit Application No. VP-492 [Stacer, J.; 661 - 21 Street NE; Parcel Width Variance**

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-492 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770 which will vary Zoning Bylaw No. 2303 as follows:

1. Section 13.10.1 Minimum Parcel Width - decrease the minimum parcel width from 14.0 m (45.9 ft) to 13.7 m (44.9 ft) for proposed Lots 1 and 2 as shown on Appendix 5 of the staff report dated December 20, 2018.

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

CARRIED UNANIMOUSLY

3. **Zoning Amendment Application No. ZON-1135 [Stacer, J.; 661 - 21 Street NE; R-4 to R-8]**

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

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 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770 from R-4 (Medium Family Residential Zone) to R-8 (Residential Suite Zone);

AND FURTHER THAT: final reading of the Bylaw be withheld subject to approval of the Bylaw by the Ministry of Transportation and Infrastructure.

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

CARRIED UNANIMOUSLY

5. REPORTS - continued4. Development Variance Permit Application No. VP-487 [Cox, P. & V.; #6, 481 Highway 97B NE; Parcel Coverage Variance]

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-487 be authorized for issuance for Strata Lot 21, Section 18, Township 20, Range 9, W6M, KDYD, Strata Plan EPS2062 which will vary Mobile Home Park Bylaw No. 1435 as follows:

1. Section 4.06 Site Coverage - Increase the maximum site coverage from 35% to 41.2%.

CARRIED UNANIMOUSLY

6. FOR INFORMATION1. Chief Administrative Officer - Feasibility of installing green technology on a City owned facility

Received for Information. This item has been referred to the Regular Council Meeting of January 14, 2019.

7. IN CAMERA

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Pursuant to Section 90 (1) of the Community Charter, the Development and Planning Services Committee move In-Camera.

CARRIED UNANIMOUSLY

The Committee moved In-Camera at 8:23 a.m.

The Committee returned to Regular Session at 8:45 a.m.

8. LATE ITEMS

9. ADJOURNMENT

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee meeting of January 7, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:45 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: January 14, 2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Housing Task Force Committee Meeting Minutes of December 3, 2018, 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 **Housing Task Force** Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, December 3, 2018**, at 11:00 a.m.

PRESENT:

| | |
|------------------------------------|--|
| Councillor Louise Wallace Richmond | City of Salmon Arm, Co-Chair |
| Councillor Tim Lavery | City of Salmon Arm, Co-Chair |
| Paige Hilland | Shuswap Area Family Emergency (SAFE) Society |
| Jeff Ragsdale | Member at Large |
| Dawn Dunlop | Canadian Mental Health Association (CMHA) |
| Steven Teed | Adams Lake Indian Band |
| Ian McDiarmid | McDiarmid Construction Ltd. |
| Calvin Berger | Member at Large |
| Dan Rogers | Neskonlith Indian Band |
| Barry Delaney | Salmon Arm Savings and Credit Union (SASCU) |
| Kevin Pearson | City of Salmon Arm staff |
| Erin Jackson | City of Salmon Arm staff, Recorder |

ABSENT:

| | |
|-----------|---|
| Lana Fitt | Salmon Arm Economic Development Society |
|-----------|---|

GUESTS:

| | |
|------------------|----------------|
| Marvin Kettering | Salvation Army |
|------------------|----------------|

The meeting was called to order at 11:00 a.m.

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

Moved: Jeff Ragsdale

Seconded: Dan Rogers

THAT: the Housing Task Force Meeting Agenda of December 3, 2018, be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes of September 24, 2018 Housing Task Force Meeting

Moved: Dawn Dunlop

Seconded: Jeff Ragsdale

THAT: the minutes of the Housing Task Force Meeting of September 24, 2018 be approved as circulated.

CARRIED UNANIMOUSLY

5. Old Business/Arising from Minutes

a) **Stakeholder Updates** - Councillor Lavery distributed and discussed BC HousingHub's Housing Continuum model and reviewed HousingHub Director R. Kwong's presentation on October 15, 2018.

- Dawn Dunlop spoke regarding CMHA's successful RFP application for a commitment of 71 units and a \$7.1 million dollar grant with the balance of the project cost to be funded by way of a mortgage with BC Housing. The units would be 20% deep subsidy, 50% rent geared to income and 30% for renters in the \$70,000 - \$100,000 family income range.

- Paige Hilland provided an update on SAFE Society's Expression of Interest to BC Housing for Transition Housing. SAFE's EOI met BC Housing's requirements and they are waiting to hear about next steps.

- Martin Kettering outlined BC Housing's proposal for the Lighthouse Shelter to become a year round, 16 bed, low barrier homeless shelter with 24/7 staffing which will require the construction of a commercial kitchen. BC Housing will support this shelter financially.

- Dan Rogers advised that the Neskonlith Indian Band is working with engineering firms regarding the infrastructure that would be required for housing to be developed. The Band is also meeting with developers and has been invited to learn about the Kamloops Native Housing Society's experience in developing a housing strategy with Urban Systems.

b) **Housing Task Force 2019 discussion -**

- Budget to be decided upon by Council in January 2019

- Housing Task Force has requested \$60,000.00 for Housing Strategy

Moved: Dawn Dunlop

Seconded: Jeff Ragsdale

THAT: the Housing Task Force will continue to advocate for a Housing Strategy to be approved in the 2019 Budget.

CARRIED UNANIMOUSLY

c) **Updates** - no updates

-
6. **New Business**
 7. **Other Business &/or Roundtable Updates**
 8. **Next meeting - February 4, 2019**
 9. **Adjournment**

Moved: Jeff Ragsdale

Seconded: Paige Hilland

THAT: the Housing Task Force Meeting of December 3, 2018 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:52 a.m.

Tim Lavery
Co-Chair

Louise Wallace Richmond
Co-Chair

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

Item 6.3

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: the Environmental Advisory Committee Meeting Minutes of December 6, 2018, 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 **Environmental Advisory Committee Meeting** held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Thursday, December 6, 2018** at 9:00 a.m.

PRESENT:

| | |
|----------------------------|--|
| Councillor Sylvia Lindgren | City of Salmon Arm, Chair |
| Sherry Bowlby | Citizen at Large |
| John McLeod | Salmon Arm Farmers Institute (SAFI) |
| Janet Pattinson | Shuswap Naturalist Club |
| Luke Gubbels | Canoe Forest Products |
| Ron Pederson | Salmon Arm Fish and Game Club |
| Sarah Weaver | Salmon Arm Bay Nature Enhancement Society |
| Gary Arsenault | Shuswap Pro Development Association |
| Gina Johnny | Councillor, Adams Lake Indian Band |
| Amy Vallarino | Citizen at Large |
| Pauline Waelti | Shuswap Environmental Action Society (SEAS) |
| Rob Niewenhuizen | City of Salmon Arm, Director of Engineering & Public Works |
| Kevin Pearson | City of Salmon Arm, Director of Development Services |
| Barb Puddifant | City of Salmon Arm, recorder |

ABSENT:

| | |
|--------------|---|
| Barry Wilson | Citizen at Large |
| Louis Thomas | Councillor, Neskonlith Indian Band |
| Warren Bell | WA:TER |
| Dan Smith | Shuswap Construction Industry Professionals |

GUEST:

| | |
|--------------|---------|
| Julia Beatty | Citizen |
|--------------|---------|

The meeting was called to order at 9:00 a.m.

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

Moved: Amy Vallarino

Seconded: Ron Pederson

THAT: the Environmental Advisory Committee Meeting Agenda of December 6, 2018, be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes of November 1, 2018 Environmental Advisory Committee Meeting

Moved: Sherry Bowlby

Seconded: Ron Pederson

THAT: the minutes of the Environmental Advisory Committee Meeting of November 1, 2018 be approved as circulated.

CARRIED

Gina Johnny Opposed

5. Old Business / Arising from minutes

- c) **Greenhouse Gas Emissions Reduction ideas** - Kevin Pearson provided an overview of the Climate Action Charter and the role of local governments. Rob Niewenhuizen provided an overview of efforts made by the City to reduce emissions at City facilities and the City vehicle fleet and the availability of Clean BC Initiative incentives and FCM grants to assist local governments with funding challenges. The City facilities rating was reviewed and there was discussion regarding the possible benefits of solar voltaic panels and electric vehicle charging stations. Kevin Pearson spoke regarding the Carbon Tax rebate. Rob Niewenhuizen and Kevin Pearson answered questions from the Committee.
- a) **Discussion on Drones** - Rob Niewenhuizen reviewed Transport Canada regulations restricting the use of commercial drones within a specified area of the airport. There are signs placed at the airport restricting use and SABNES and Shuswap Naturalist Clubs could make a request to Council to permit signage regarding drone use in specified areas.

Moved: Sherry Bowlby

Seconded: Ron Pederson

THAT: the Environmental Advisory Committee supports SABNES and Shuswap Naturalist Club's request to Council regarding the installation of signs restricting drone use in specified areas.

CARRIED

Gina Johnny Opposed

Kevin Pearson and Rob Niewenhuizen left the meeting at 9:33 a.m.

- b) **Invite Shuswap Watershed Council to EAC meeting (possible location Salmon Arm Secondary) early in the new year to review annual report, future initiatives and update initiatives - update** - Invitations to a meeting of the Committee on February 7, 2019 at Salmon Arm Secondary School will be issued to Graham Gomme and the Youth Council, Dave Ramsay and Barry Wilson of BC Tomorrow, the Agricultural Advisory Committee members and to Shuswap

5. Old Business /Arising from minutes - continued

- b) **Invite Shuswap Watershed Council to EAC meeting (possible location Salmon Arm Secondary) early in the new year to review annual report, future initiatives and update initiatives - update - continued**

Watershed Council. Confirmation of this meeting date and time will be discussed at the January meeting of the Committee.

6. New Business

- a) **Meeting dates and times** - Councillor Lindgren advised that the meeting date for the Committee would remain the 1st Thursday of each month at 9:00 a.m. - 10:30 a.m. with the exception of the January 2019 meeting which will be held January 10, 2019 at 9:00 a.m.
- b) **Bill 52 support** - Councillor Lindgren provided an overview of Bill 52 regulations and zoning amendments.
- c) **Accessibility of Committee information for Committee Members** - Councillor Lindgren suggested a training session on the use of Trello at one of the upcoming Committee meetings.
- d) **Climate Change** - Pauline Waelti recommended that Climate Change be a standing item on future Committee Agendas. Janet Pattinson suggested that the Committee form sub-groups with respect to specific issues. Councillor Lindgren will work with Warren Bell to determine areas of concern as previously discussed between Warren Bell and Councillor Lavery. Councillor Lindgren will provide information at a future meeting of a City Climate Action plan and/or a joint Task Force involving the Committee.

7. Other Business &/or Roundtable Updates**8. Next meeting - January 10, 2019**

9. Adjournment

Moved: Sarah Weaver

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee Meeting of December 6, 2018 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:30 a.m.

Councillor Sylvia Lindgren, Chair

Received for information by Council on the day of , 2018

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Item 6.4

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Greenways Liaison Committee Meeting Minutes of November 8, 2018, 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 Greenways Liaison Committee (GLC) Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on Thursday, November 8, 2018 at 3:00 p.m.

PRESENT:

Mayor Alan Harrison, Acting Chair
 Joe Johnson, Citizen at Large
 Rob Bickford, Citizen at Large
 Brian Browning, Shuswap Trail Alliance
 Joan Mitchell, Shuswap Trail Alliance
 Anita Ely, Interior Health

Phil McIntyre-Paul, Shuswap Trail Alliance (non-voting)
 Sutra Brett, Shuswap Trail Alliance (non-voting)
 Darin Gerow, City of Salmon Arm, Manager of Roads & Parks
 Rob Niewenhuizen, City of Salmon Arm, Director of Engineering & Public Works
 Chris Larson, City of Salmon Arm, Planning & Development Officer, Recorder

The meeting was called to order at 3:01 p.m.

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

Late item added to "Other Business & Updates" regarding the Canada Infrastructure Grant opportunity.

4. **Approval of Minutes of September 13, 2018 Greenways Liaison Committee Meeting**

Moved: Brian Browning

Seconded: Rob Bickford

THAT: the minutes of the Greenways Liaison Committee Meeting of September 13, 2018 be approved as circulated.

CARRIED UNANIMOUSLY

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

None

6. New Business**1) STA Update - Planning and Projects (Attachment 1)**

GLC members reviewed the STA Planning and Project summary lists provided. It was noted that significant in-kind work has been done, resulting in the completion of some projects without any expense. As well, planning has been completed for roughly 20 different trail projects for future development.

2) 2019 Budget (Attachment 2)

City Staff presented a potential 2019 Budget scenarios. It was noted that several projects will carry over from this year and are not reflected in this proposal. As a portion of this discussion, the **South Canoe Parking Expansion Concept (Attachment 3)** was referenced. As a significant portion of the potential budget, GLC members reviewed the South Canoe Parking Expansion Concept, noting the endorsements from the South Canoe Advisory Group and the Shuswap Cycling Society. This also presents an opportunity for related trails, as well as facility and gateway development at the entry. It was noted that roadside corridor upgrades to support active transportation along the length of 10 Ave considering the trail system and the newly opened South Canoe school may be of increasing importance, with potential to co-ordinate an effort with the schools.

Moved: Joe Johnson

Seconded: Joan Mitchell

THAT: the Greenways Liaison Committee supports the 2019 budget as proposed.

CARRIED UNANIMOUSLY

7. Other Business &/or Roundtable Updates**1) Ida View Trail**

Report provided for information. While approved roughly 10 years ago, this project connecting the South Canoe and Rubberhead trail networks was re-submitted to the province and re-approved. A significant bridge for creek crossing would be involved. Funding applications have been submitted. Stakeholders (watershed users) to be consulted.

2) Region Trails Roundtable Meeting November 21, 2018

Upcoming event noted for information.

- 3) **9 Avenue Connector Update**
Site photos provided for information. It was noted that the opening of this centrally located trail presents an opportunity for promotion to be discussed at a future GLC meeting.
- 4) **Park Hill Remembrance Day Trail Build Workshop November 11, 2018**
Upcoming event noted for information.
- 5) **Investing in Canada Infrastructure Program – Grant Opportunity**
Staff and STA presented a grant opportunity applicable to the West Bay Connector project to the GLC. It was noted that this is a significant project and would likely involve all levels of government.

Moved: Joe Johnson

Seconded: Brian Browning

THAT: the Greenways Liaison Committee supports the grant application submission proceeding to support the West Bay Connector project.

CARRIED UNANIMOUSLY

8. **Next meeting – Thursday, January 10, 2019, 3 pm**

Moved: Joan Mitchell

Seconded: Brian Browning

THAT: the Greenways Liaison Committee Meeting of November 8, 2018 be adjourned.

CARRIED UNANIMOUSLY

9. **The meeting adjourned at 4:35 p.m.**

Endorsed by Meeting Chair

Received for information by Council on the day of , 2018

Item 6.5

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Downtown Parking Commission Meeting Minutes of December 18, 2018, 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, December 18, 2018.**

PRESENT:

| | |
|--------------------|---|
| Regan Ready | Member at Large, Chair |
| Bill Laird | Member at Large |
| Cathy Ingebrigtsen | Member at Large |
| Vic Hamilton | Member at Large |
| Heather Finn | Downtown Salmon Arm Representative |
| Gerald Foreman | Downtown Salmon Arm Representative |
| Jacquie Gaudreau | Downtown Salmon Arm Representative |
| Jenn Wilson | Resource Personnel, City Engineer |
| Marcel Bedard | Resource Personnel, Bylaw Officer |
| Rob Niewenhuizen | Resource Personnel, Director of Engineering & Public Works |

ABSENT:

| | |
|--------------|--------------------------------|
| Chad Eliason | Councillor, City of Salmon Arm |
|--------------|--------------------------------|

GUEST:

The meeting was called to order at 8:00 a.m. by Chairperson Regan Ready.

1. **INTRODUCTIONS AND WELCOME**

2. **PRESENTATIONS**

3. **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Addition of Item 7.2, 140 and 170 Beatty Avenue NE potential parking lot and Item 7.3, Members at Large.

4. **APPROVAL OF MINUTES FROM NOVEMBER 20, 2018**

Moved: Bill Laird

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting Minutes of November 20, 2018 be adopted as circulated.

CARRIED UNANIMOUSLY

5. **OLD BUSINESS ARISING FROM MINUTES**

6. **NEW BUSINESS - Discussion**

- 1) **Gantt chart** - Gantt chart was reviewed and discussed.
- 2) **Downtown Parking Plan - Open Discussion / Review-** The option of taking over the parking north of the tracks and the additional enforcement manpower required was discussed. An open house with consultants available to help was also discussed.
- 3) **2019 Meeting Calendar** - The 2019 Meeting Calendar was reviewed.

7. **OTHER BUSINESS**

- 1) **Correspondence -**
 - a) **Loading Zone Request - Shuswap Laundry** - This request will be denied.
 - b) **Nelson Parking Ticket Amnesty (information)**
- 2) **140 and 170 Beatty Avenue NE potential parking lot** - Establishing a parking lot at 140 and 170 Beatty Avenue NE was discussed.
- 3) **Members at Large** - Cathy Ingebrigtsen, Regan Ready, Vic Hamilton and Bill Laird expressed their interest in remaining as Members at Large when their term expires on February 27, 2019.

8. **NEXT MEETING - Tuesday, January 15, 2019**

The next meeting of the Downtown Parking Commission will be Tuesday, January 15, 2019.

9. ADJOURNMENT

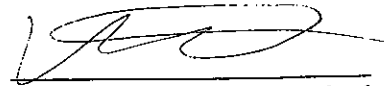
Moved: Gerald Foreman

Seconded: Heather Finn

THAT: the Downtown Parking Commission Meeting of December 18, 2018 be adjourned.

The meeting adjourned at 8:50 a.m.

CARRIED UNANIMOUSLY



Marcel A. Bedard
Bylaw Officer

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

Item 6.6

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Agricultural Advisory Committee Meeting Minutes of December 12, 2018, be received as information.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

Minutes of the Agricultural Advisory Committee (AAC) Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Wednesday, December 12, 2018** at 3:00 p.m.

PRESENT:

Councillor Tim Lavery, Chair
 James Olafson
 Don Syme
 Ron Ganert
 John McLeod
 James Hanna
 Joe Johnson, agent (Item 6.1)
 Jayme Franklin – agent (Item 6.1)
 Kevin Pearson, Director of Development Services – staff (non-voting)
 Wesley Miles, Planning & Development Officer – staff/recorder (non-voting)

ABSENT: Lana Fitt, John Schut

The meeting was called to order at 3:00 p.m.

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

Late item added to “New Business” to discuss food policy/security for the City.

4. **Approval of Minutes**
5. **Old Business / Arising from minutes**
6. **New Business**
 1. **Agricultural Land Reserve Applicant No. ALC-379 (Exclusion)**
 6691 Lakeshore Road NE
 Owner: Mark and Maureen Balen
 Applicant: Brown Johnson Land Surveyors Ltd.

Moved: James Hanna
 Seconded: Don Syme

THAT: the Agricultural Advisory Committee recommends to Council that it support the application for submission to the Agricultural Land Commission subject to straightening of the proposed boundary line.

DEFEATED

James Olafson, John McLeod, Ron Ganert Opposed

Staff provided a brief overview of the application. The agent described the exclusion and land swap proposal for the purpose of subdividing a 4 ha parcel from the subject property. The Committee discussed points including existing driveways, timing of driveway construction, general subdivision process, soil capability, reasons for not including an agrologist report, shape of the proposed ALR boundary, and OCP policies in regards to subdivision. In general, the Committee's opinion was split for the application with concerns of the overall merits of the process, exclusion/inclusion of ALR land and subdivision of the subject property.

2. Bill 52 - Agricultural Land Commission Amendment Act, 2018 - FOR DISCUSSION

Staff provided a general overview of the potential ramifications of Bill 52 and the changes to the ALC Act and Regulations.

3. Food Policy/Security

It was recommended by a Committee Member that a future agenda item involve food policy and security for the City of Salmon Arm. Items such as a committee task force and the City's previous agricultural plan were discussed.

7. **Other Business &/ or Roundtable Updates**
8. **Next Meeting - Wednesday, January 16, 2019**
9. **The meeting adjourned at 4:13 p.m.**

(Endorsed By Meeting Chair)

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Item 6.7

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of December 14, 2018, be received as information.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Friday, December 14, 2018** at 2:00 p.m.

PRESENT:

Councillor Debbie Cannon, Chair
 Pat Kassa, R.J. Haney Heritage & Museum
 Cindy Malinowski, R.J. Haney Heritage & Museum
 Linda Painchaud, R.J. Haney Heritage & Museum
 Deborah Chapman
 Mary Landers
 Jon Turlock, City of Salmon Arm, Planning & Development Officer, Recorder

ABSENT:

Harry Welton

GUEST:

n/a

The meeting was called to order at 2:02 p.m.

1. Introductions

Members welcomed Councillor Debbie Cannon to the Heritage Commission. Debbie outlined her experience as a City Councillor and her interests in being on the Commission.

2. Presentations

n/a

3. Approval of Agenda and Additional Items

Moved: Pat Kassa

Seconded: Mary Landers

THAT: the Community Heritage Commission Meeting Agenda of December 14, 2018, be amended by adding a discussion on the Commission's Heritage Inventory.

AND THAT: the Community Heritage Commission Meeting Agenda of December 14, 2018 as amended, be approved.

CARRIED UNANIMOUSLY

4. Approval of Minutes of November 16, 2018, Community Heritage Commission Meeting

Moved: Deborah Chapman

Seconded: Cindy Malinowski

THAT: the minutes of the Community Heritage Commission Meeting of November 16, 2018 be approved.

CARRIED UNANIMOUSLY

5. Old Business /Arising from minutes

1) Central School Statement of Significance and Heritage Plaque

Moved: Mary Landers

Seconded: Pat Kassa

THAT: the Heritage Commission accept the Central School Statement of Significance, as amended, and that it be forwarded to City Council for its consideration for inclusion into the City of Salmon Arm Community Heritage Register.

CARRIED UNANIMOUSLY

The Commission adopted a similar motion at its previous meeting on November 16, 2018 however, the item was not forwarded to Council at that time as additional amendments were identified following the meeting.

2) Heritage Week

The Commission agreed that it would use the current display boards for the next Heritage Week event at Piccadilly Mall in February. The Commission also agreed to discuss future Heritage Week displays at its meeting in April.

6. New Business

1) Dilkusha Group - Heritage Week and Park Proposal

The Commission discussed the Dilkusha Heritage Society of BC and its proposal to include a small park honoring the Dilkusha story in the City's new recreation complex. Mary Landers will contact the Dilkusha Society regarding its potential involvement with the Heritage Week event at Piccadilly Mall in February and staff will invite a delegation from the Dilkusha group to make a presentation at the Commission's next meeting in January.

2) City of Salmon Arm New Word Mark

The Commission discussed the City's new word mark and various options for incorporating it into the Heritage Plaques. Debbie Cannon will review potential redesigns with Councillor Louise Wallace-Richmond and bring their suggestions to the next meeting in January.

3) Heritage Inventory

Commission members agreed that completing the Heritage Inventory should be one of its priorities for 2019. Pat Kassa will begin a review of the inventory and identify entries requiring further information or clarification. The Commission will review Pat's results at its next meeting in January.

7. Other Business &/or Roundtable Updates

n/a

8. Next meeting - Friday, January 18, 2019

9. Adjournment

The meeting adjourned at 3:30 p.m.

Debbie Cannon, Chair

Received for information by Council on the day of , 2018

Item 7.1

CITY OF SALMON ARM

Date: January 14, 2019

Board in Brief – December, 2018

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



COLUMBIA SHUSWAP REGIONAL DISTRICT

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BOARD IN BRIEF

December 2018



Web version

HIGHLIGHTS

Potential Residential Curbside Collection Service - Electoral Area C

Curbside collection services for refuse and recycling are common place in most Municipalities and many Regional Districts in BC also provide these services to its residents. The CSR's 2016 Solid Waste Management Plan (SWMP) identified the establishment of a curbside collection program in Area C as a priority. Staff has engaged with a consultant to provide cost estimates and servicing



options for the entire electoral area as well as servicing option to the densified areas of the electoral area. The next step in this process is to engage with the residents of the electoral area to determine the level of support of the program. Upon Board approval, staff will distribute information, conduct open houses and distribute a survey. The information is anticipated to be collected by mid-summer 2019 and staff will then review and summarize the information and report back to the Board. The Electoral Area Director supports this initiative. **View report. View press release.**

Procedure to address Cannabis Retail and Production Referrals

The Board adopted Cannabis Related Business Referral Procedure (PR-32) which provides guidance for how referrals for cannabis retail sales and cannabis production are processed by the CSRD. **View report. View Procedure.**

Dog Control Update – Area C, D and F

The Board received a report from staff explaining that the contract between the CSRD and K9 Control to provide dog control services in Electoral Area C, the Rancho area of Electoral Area D and a dangerous dog control service to Electoral Area F expires on December 31, 2018. Although the contract contains an extension option for up to a two year term upon the request of the contractor, the contractor has provided notice to the CSRD that it does not wish to extend the contract. CSRD staff is currently exploring available options to provide dog control services including a possible collaboration with the City of Salmon Arm. It is likely that a contractor will not be in place before December 31, 2018 and the CSRD anticipates a temporary disruption in dog control service until a new contractor is obtained. **View report.**

Revelstoke and Area B Emergency Management Agreement

The Board endorsed staff recommendation to enter into an Agreement with the City of Revelstoke for the provision of emergency management services for the City of Revelstoke and Electoral Area B for a five year term commencing January 1, 2019 to December 31, 2023 with an option to extend the agreement for an additional five year term to December 31, 2028. Annual remuneration for the service will be based on the City of Revelstoke's submission of a proposed five year budget to provide the service on an annual basis for the Board's consideration in the deliberations and adoption of its annual Five Year Financial Plan. **View report.**

Road Rescue Feasibility Study

This report for forwarded to the Board from the Electoral Area Directors' Committee. The Board direct staff to work with existing road rescue service providers to determine strengths and weaknesses in the existing programs and work collectively towards finding solutions to servicing issues and provide a report to the Board at a future date on the process and steps necessary to establish road rescue service and the associated implications. **View report.**

2019 Appointments to Committees and other External Board/Agencies

Annual appointments are needed to internal CSRD Committees and to external Boards and other agencies. These appointments are recommended by Chair Martin or as required through applicable legislation. The Board endorsed the appointments list circulated with the Board report. **View report.**

Community Emergency Preparedness Fund Grant Application

The Board supported staff recommendation to apply for a Community Emergency Preparedness Fund Evacuation Route Planning grant in the amount of \$25,000 to complete evacuation route plans for the electoral areas encompassed within the Shuswap Emergency Program service area. **View report.**

Community Resiliency Investment Program

The Board supported staff recommendation to apply to the Community Resiliency Investment Program for a FireSmart Community Funding & Supports Program grant for the development and implementation of localized FireSmart educational activities and tools up to a maximum amount of \$100,000. **View report.**

Contribution Agreement between CSRD and Town of Golden

The Board endorsed a contribution agreement with the Town of Golden that specifies the payment contributions from Area A, CSRD, to the Town for use of four recreational facilities located within the Town of Golden by residents of Area A. The CSRD had previously agreed that, subject to a successful assent process in Area A conducted in October, 2018, that an agreement would be drawn up to detail the contributions and how the payment would be submitted to the Town.

Release of In-Camera Resolution – Property Acquisition Update

The Board authorized the release of an In Camera resolution and a report from Ben Van Nostrand, Team Leader, Environmental Health Services, dated November 20, 2018 in regards to an amended Purchase Agreement for the Mounce Property located adjacent to the Salmon Arm Landfill.

Financial Decisions

Grant in Aids

The Board approved the following allocations from the 2018 electoral grant-in-aids:

Area A

\$856 Golden Agricultural Society (Christmas Parade)

Area E

\$10,000 Eagle Valley Community Support Society (Operational funding)

\$7,500 Malakwa Playschool Society (Roof repair and operational funding)

\$2,000 Eagle Valley Senior Meals Society (Operational funding)

Area F

\$1,500 Seymour Arm Snowmobile Club (Snowmobile trail maintenance and development)

\$5,000 Imai Park Foundation (Dugout roofs and operational funding).

Purchase of Self-Contained Breathing Apparatus

The Board approved staff recommendation to acquire MSA G1 Self Contained Breathing Apparatus packs and cylinders for CSRD fire departments from Rocky Mountain Phoenix for a maximum cost of \$217,000 including applicable taxes in January 2019 in accordance with the 2018 Five Year Financial Plan. **View report.**

Golden/Area A EOF Application – Imagine Kootenay Program

With the concurrence of the Town of Golden and the Electoral Area A Director, the

Board approved funding from the Golden and Area A Economic Opportunity Fund to the Kicking Horse Country Chamber of Commerce in the amount of \$13,000 annually for three years, beginning January 2019, for the Imagine Kootenay program. **View report.**

Electoral Area C Community Works Fund - Sunnybrae Waterworks Acquisition and Upgrade

In accordance with CSRD Policy No. F-3 “Community Works Fund - Expenditure of Monies” the Board gave approval for access to the Area C Community Works Fund for up to \$50,000 plus applicable taxes for costs associated with the Sunnybrae Waterworks acquisition and upgrade project. **View report.**

2018 Five Year Financial Plan Amendment Bylaw No. 5792

The Sunnybrae Water System budget needed to be amended to reflect the higher upgrade costs and other higher operational costs. The funding for these expenditures is from a combination of capital and operating reserves and Gas Tax funds. The Electoral Area Director has been advised of the requirement for an amended budget. The Board adopted this amendment. **View report.**

Sorrento Waterworks Service Area Amendment Bylaw

The owners of the property located at 774 Armentieres Road have requested their property be connected to the Sorrento Water System. The Electoral Area C Director has been notified and a successful public assent process to include this property in the Sorrento Waterworks Service Area was completed on November 7, 2018. The Board gave the bylaw amendment first, second and third reading and it will now be scheduled for adoption in January 2019. **View report.**

MacArthur Heights/Reedman Heights Waterworks Service Amendment Bylaw No. 5793

Through the budget process, it has been determined that the MacArthur Heights/Reedman Heights Waterworks capital reserve account is seriously underfunded and even though the maximum parcel tax has been requisitioned each year, the amount going into the capital reserves is not adequate for a water system of this size and age. The current maximum parcel tax requisition limit is the lowest of all CSRD water systems. In order to maintain the ongoing sustainability of the water system, the maximum parcel tax requisition needs to be increased to allow for additional contributions to the capital reserve account. The bylaw amendment was given first, second and third readings and will now be forwarded to the Ministry of Municipal Affairs and Housing for approval. Upon receipt of approval it will be scheduled for adoption at a future Board meeting. **View report.**



LAND USE MATTERS

Temporary Use Permit (TUP)

Electoral Area B: Temporary Use Permit (TUP) No. 850-11 (Moore), 3108 Airport Way, South Revelstoke

Temporary Use Permit No. 850-11, for the temporary use of a 5 bedroom Bed and Breakfast operation within a single family dwelling proposed to be constructed on the property, was authorized for issuance, subject to the applicant providing documentation of an adequate sewer system for the proposed new development, water servicing documentation advising that the IHA has approved a small water system for the proposed development, and that the TUP stipulate that proposed construction complies with Obstacle Limitation Surfaces for safety requirements involving both the outer surface and the take-off/landing surface of the Revelstoke aerodrome. **View report.**

Zoning Amendments

Electoral Area B: Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14, Unsurveyed Crown land in the vicinity of Twin Butte, east of Revelstoke

The proposal is to rezone 0.07 hectares of Crown land from RSC - Rural Resource to RC2 - Resort Commercial 2; to permit an intensive use site for a tenured backcountry skiing operation, which will include a backcountry lodge and accessory structures. The bylaw was given first reading September 19, 2018. The Board gave the bylaw second reading and delegated a public hearing be held. **View report.**

Electoral Area B: Electoral Area B Zoning Amendment (Boulder Mountain Resort) Bylaw No. 851-13, 3069 Trans Canada Hwy, Revelstoke, BC

The proposal is to rezone 2.3 ha of Crown land, situated east and adjacent to the existing Boulder Mountain Resort property, from RSC - Rural Resource to HC - Highway Commercial; to permit tenting sites for the camping season. The proposal

also includes new tourist cabins on the resort property, ten in the form of park model buildings and three stick built. Two of the proposed stick built cabins are over the permitted floor area for a tourist cabin and a site specific regulation under the HC zone is proposed to allow for a maximum of two 150 m2 tourist cabins on the subject property. The bylaw proposes to amend the definition of a tourist cabin to include park model as a permitted building type; and amend the HC and RC1 - Resort Commercial 1 zones by removing camping spaces from the additional servicing and lot size density restriction and base this density restriction on tourist cabins alone. The bylaw has been amended at second reading to clearly list and outline the correct lettering in Section 5.12 (1), to reflect the addition of lodge and tourist cabin as principal uses. The bylaw amendment was given first reading on August 16, 2018. The Board gave the bylaw second reading, as amended, and will now be forwarded to a public hearing. [View report.](#)

NEXT BOARD MEETING

Thursday, January 10, 2019 at 9:30 AM

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



Columbia Shuswap Regional District
555 Harbourfront Drive NE, PO Box 978
Salmon Arm, BC V1E 4P1
www.csr.bc.ca | 250.832.8194

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Item 8.1

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council approve the purchase of the Unit #63 Tandem Axle Dump/Sander Truck replacement, from IRL International Truck Centre Ltd. for the quoted amount of \$286,722.50 including taxes.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

File: ENG2018- 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: January 3, 2019

SUBJECT: **Purchase Recommendation for Replacement of Unit # 63 – Tandem Axle Dump/Sander Truck**

RECOMMENDATION:

THAT: Council approve the purchase of the Unit #63 Tandem Axle Dump/Sander Truck replacement, from IRL International Truck Centre Ltd. for the quoted amount of \$286,722.50 including taxes.

BACKGROUND:

The City of Salmon Arm Public Works utilizes a tandem axle dump truck with combo box year round. The combo box allows for standard hauling of material, in addition acts as a sanding/salt unit within winter operations complete with an underbody plow. With a tandem axle the quantity of hauling significantly increases to over 13 cubic yards. This amount is beneficial for construction projects in summer and long snow plow/sand routes in the winter.

A request for Quotation was advertised on BC Bid October 26, 2018 for the supply of a Tandem Axle Dump/Sander Truck. Four (4) companies quoted, with Seven (7) different truck options, and were received on Thursday November 29, 2018, as follows:

| Company | Model | Sub-Total Price | Trade In Value | Price Incl. Tax |
|-------------------------------------|---|-----------------|----------------|-----------------|
| IRL International Truck Centre Ltd. | 2019/2020 International HV613 w/ Tenco Box from Fort Garry Industries | \$ 295,502.23 | \$ 39,500.00 | \$ 286,722.50* |
| | 2019/2020 International HV613 w/ Larochelle Box from Drive Products | \$ 298,895.00 | \$ 39,500.00 | \$ 290,522.40 |
| R.James Management Group | 2020 Freightliner 114SD w/ Larochelle Box from Drive Products | \$ 301,390.00 | \$ 10,000.00 | \$ 326,356.80 |
| Pacific Coast Truck Group | 2020 Volvo VHD w/ Del Box from GINCOR | \$ 318,910.00 | \$ 5,250.00 | \$ 351,299.00 |
| | 2020 MACK Granite w/ Del Box from GINCOR | \$ 328,138.00 | \$ 5,250.00 | \$ 361,635.00 |

Purchase Recommendation for Replacement of Unit # 63 – Tandem Axle Dump/Sander Truck
Page 2

| | | | | |
|--|---|---------------|-------------|---------------|
| | 2020 Volvo VHD w/ Larochelle Box from Drive Prodcuts | \$ 328,216.00 | \$ 5,250.00 | \$ 361,722.00 |
| | 2020 MACK Granite w/ Larochelle Box from Drive Prodcuts | \$ 337,444.00 | \$ 5,250.00 | \$ 372,057.00 |

*Inclusive of additions and removals in addition to submitted quote.

Staff had specified many certain aspects of the truck, which a vast majority had been met in all quote submissions. There was a requirement for the cab & chassis to be a new model Volvo VHD or Mack Granite, however as you can see from the quotes, specifically the trade in values, it is not feasible, nor, would be meet available budget if a Volvo or Mack truck was selected. These brands were specified due to the purchase of our new Mack Granite Vacuum/Flusher truck. We could have benefitted having the same brand; however, with a large price difference this benefit significantly reduces.

Our current tandem axle dump/sander unit is a 2007 International 7600, which has proved itself a valuable, reliable piece of equipment; however, within the last two years we have seen the maintenance costs of this unit increase significantly. We feel if the 10 year replacement period is met, maintenance costs on large piece of equipment should not affect our budgets.

A preliminary meeting with IRL was held on December 19, 2018 to clarify items within the quote and discuss some additional options. It should be noted that the quoted amount recommended for approval includes these changes. Changes include: installation of a coal chute, stainless steel hydraulic enclosure, removing the pre-wet system, adding an ergonomic dash and additional extended warranty.

IRL International Truck Centre Ltd. is based out of Vernon, BC and has supplied units to the City of Salmon Arm and other municipalities. All warranty work can be completed in Vernon.

The approved funding for this purchase is \$300,000.00 from the 2018 Machinery & Equipment Capital budget which has been carried forward to 2019. We recommend that the purchase of Unit #63 Tandem Axle Dump/Sander Truck replacement be awarded to IRL International Truck Centre Ltd. for the quoted amount of \$286,722.50 including taxes.

Respectfully Submitted,



Rob Niewenhuizen
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

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Item 8.2

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect additional funding for the 10 Street SW Sidewalk Extension project in the amount of \$8,800.00, reallocated from the Hudson Avenue Revitalization project, Community Works Fund;

AND THAT: the 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect additional funding for the 20 Avenue SE Sidewalk Extension project in the amount of \$10,800.00, reallocated from the Hudson Avenue Revitalization project, Community Works Fund.

Vote Record

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

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

CITY OF SALMON ARM

File: ENG2018-28&29

TO: His Worship Mayor Harrison and Members of Council
SUBMITTED BY: Rob Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Jenn Wilson, City Engineer
DATE: January 8, 2019
SUBJECT: **BUDGET AMENDMENT**
10 STREET SW AND 20 AVENUE SE SIDEWALK EXTENSIONS

STAFF RECOMMENDATION

THAT: The 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to reflect additional funding for the 10 Street SW Sidewalk Extension project in the amount of \$8,800.00, reallocated from the Hudson Avenue Revitalization project, Community Works Fund.

AND THAT: The 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to reflect additional funding for the 20 Avenue SE Sidewalk Extension project in the amount of \$10,800.00, reallocated from the Hudson Avenue Revitalization project, Community Works Fund.

BACKGROUND

The 10 Street SW and 20 Avenue SE sidewalk extension projects were approved in the 2018 capital budget. The projects were tendered together for economies of scale and were awarded to Blackburn Excavating Ltd..

During construction of the 10 Street SW sidewalk, extra gravels were required as well as several infrastructure adjustments (manhole, lawn basin, hydro pole). The majority of the items were unforeseeable and necessary field adjustments. The consulting engineer has thoroughly reviewed the contractor's claim for extras and has recommended payment of a portion of the claim in the amount of \$9,369.63 which exceeds the project budget by approximately \$8,800.00.

During construction of the 20 Avenue SE sidewalk the driveway tie-ins required significant extension requiring additional granular and asphalt. The necessity to extend the driveway tie-ins could reasonably have been foreseen during the design process. Regardless, the work was necessary and completed by the contractor. The consulting

engineer has thoroughly reviewed the contractor's claim for extras and has recommended payment of a portion of the claim in the amount of \$9,722.20 which exceeds the project budget by approximately \$10,800.00. The additional overage was due to additional materials testing.

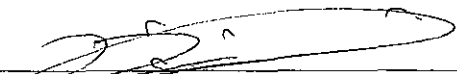
It is staffs opinion that the additional payments recommended by the consulting engineer are warranted and fair.

The Hudson Avenue Revitalization project is a downtown beautification project originally intended to span the south side of Hudson from Ross Street to 6 Street as well as along Ross Street, 4 Street NE and 6 Street NE from Hudson to the Trans Canada Highway. Due to property acquisition issues the scope of the project has been reduced to end approximately 40m west of 6 Street NE resulting in significant project savings.

All projects were funded in the majority by Gas Tax.

Further to the information above, it is recommended that additional funding totaling in the amount of \$8,800.00 for the 10 Street SW sidewalk extension project and \$10,800.00 for the 20 Avenue SE Sidewalk Extension project (totaling \$19,600.00) be funded by reallocating Community Works Fund monies from the Hudson Street Revitalization project.

Respectfully Submitted,



Rob Niewenhuizen, A.Sc.T.
Director of Engineering and Public
Works

cc Chelsea Van de Cappelle, Chief Financial Officer

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Item 8.3

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the five (5) year license agreement with Shaw Cablesystems Limited, dated October 14, 2019 allowing Wireless Fidelity (Wi-Fi) Access points in identified City parks and City facilities to extend free limited Wi-Fi hotspot services to all visitors and residents in exchange for location access;

AND THAT: all costs associated with the wireless communication facilities be borne by Shaw Cablesystems Limited.

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
FROM: Director of Corporate Services
DATE: January 6, 2018
SUBJECT: Shaw Cablesystems Facility Attachment Agreement- Request for Renewal

MOTION FOR CONSIDERATION:

THAT: the Mayor and Corporate Officer be authorized to execute the five (5) year license agreement with Shaw Cablesystems Limited, dated October 14, 2019 allowing Wireless Fidelity (Wi-Fi) Access points in identified City parks and City facilities to extend free limited Wi-Fi hotspot services to all visitors and residents in exchange for location access;

AND THAT: all costs associated with the wireless communication facilities be borne by Shaw Cablesystems Limited.

BACKGROUND:

In August 2014, Jeff Bray from Shaw Cablesystems Ltd (Shaw), presented to Council and offered / requested that the City enter into an agreement to allow Shaw the non-exclusive right to place Wi-Fi infrastructure in high traffic areas on public lands in exchange for free Wi-Fi access. The locations that Shaw proposed were:

- City Hall;
- Little Mountain Sports Complex;
- SASCU Indoor Sports Complex (Memorial Arena);
- SASCU Recreation Centre;
- Shaw Centre Arena;
- Blackburn Park;
- Fall Fair Grounds;
- Klahani Park; and
- Marine Peace Park.

At the October 14, 2014 Regular Meeting of Council the following Resolution was adopted:

THAT: Council authorize the Mayor and Corporate Officer to execute the five (5) year license agreement with Shaw Cablesystems Limited, dated October 14, 2014 allowing Wireless Fidelity (Wi-Fi) Access points in identified City parks and City facilities to extend free limited Wi-Fi hotspot services to all visitors and residents in exchange for location access;

AND THAT: all costs associated with the wireless communication facilities be borne by Shaw Cablesystems Limited.

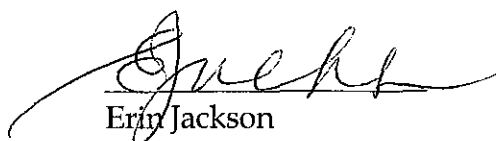
Councillors Harrison, Jamieson and Kentel were opposed to the original motion and an amendment was proposed. The amendment, which would remove City of Salmon Arm parks from the agreement, was defeated.

In the years since the agreement was executed, staff have received several complaints from persons expressing concerns with the safety of Wi-Fi. No other internet service providers have requested similar arrangements.

Staff have been in communication with Shelly Wiseman, Director, Municipal & SP Wi-Fi, regarding the potential issues of non-Shaw customers using the service and were advised that non-Shaw customers can sign on and use the Guest Access SSID which is branded ShawGuest. They must click on the SSID and accept the terms and conditions but are no longer required to provide any personal information. Non-customers have access to 500M of data in a 30 day period. If they use the data allotment before the 30 days is up they must wait to use the service again.

Staff have no concerns with renewing the agreement for a five (5) year term.

Respectfully Submitted,



Erin Jackson
Director of Corporate Services

cc. Rob Niewenhuizen, Director of Engineering and Public Works
Darby Boyd, General Manager, Shuswap Recreation Society

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Item 8.4

CITY OF SALMON ARM

Date: January 14, 2019

Feasibility of installing green technology on a City owned facility

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: December 17, 2018

SUBJECT: Feasibility of installing green technology on a City owned facility

BACKGROUND:

At the March 26, 2018 Regular Meeting of Council, the following Resolution was adopted:

WHEREAS: the City of Salmon Arm, as a signatory to the BC Climate Action Charter, acknowledges that climate change is a reality and has the goal to move towards carbon neutrality with respect to the City's operations;

AND WHEREAS: cities can take a leadership role in demonstrating alternative energy options,

THEREFORE BE IT RESOLVED THAT: the City consider initiating a grid-tied net metering Solar Photo Voltaic Pilot Project on a City property with all data and live metrics of the project to be readily shared with the public;

AND THAT: staff report back regarding:

- (a) potential viable sites;
- (b) the cost estimates including site audits, installation, grid connections and estimated annual maintenance of the recommended panel sizing and configuration;
- (c) estimates of energy generation and payback length; and
- (d) recommendations of how best to structure usage agreements where tenants of leased city properties currently pay for the electricity they use if that city building is a potentially viable site.

AND FURTHER THAT: the costs associated with this pilot project, including auditing of potential sites, installation, connections and three (3) years of annual maintenance be funded from the Climate Action Reserve.

Solar Energy is a renewable resource that uses the sun's rays to generate electricity. Solar Photo Voltaic (PV) cells harvest the sun's energy and convert it into electricity. PV systems are comprised mainly of solar panels, inverters, breakers and mounting equipment. A solar panel generates power by converting sunlight to direct current electricity. Inverters are then used to convert the direct current electricity to alternating current electricity to be used in homes or businesses (BC Hydro).

The amount of Solar energy that arrives at a specific area at a specific time is referred to as solar irradiance. Solar irradiance is only available during the day and it is affected by clouds, making it an intermittent source of energy. Furthermore, sunlight varies day to day, month to month, year to year but most importantly, it varies per location. For any solar installation, the savings are the avoided costs to the utility company moving forward. Therefore, the cost of electricity or gas has a direct effect in the solar system's economics

(https://sustain.ubc.ca/sites/sustain.ubc.ca/files/GCS/2016%20Project%20Reports/Solar%20Energy%20Feasibility%20Study%20at%20Park%20Board%20Buildings%20and%20Facilities_Medina%202016.pdf).

The data below represents averages for the years 1981 to 2010 (<https://www.currentresults.com/Weather/Canada/British-Columbia/sunshine-annual-average.php>).

Average sunlight in neighbouring communities:

| | | | |
|-----|-----------|----------|----------|
| 43% | Kamloops | 2080 hrs | 316 days |
| 40% | Kelowna | 1949 | 304 |
| 40% | Penticton | 1923 | 304 |
| 42% | Vernon | 2027 | 301 |

According to the British Columbia Sustainable Energy Association, Net Metering is the fastest growing use for solar electricity. Net Metering is a program whereby eligible building owners can reduce their net energy demand by supplying their building with solar electricity which exports surplus generated energy back onto grid for credit against the energy the building consumes from the grid (<https://www.bcsea.org/solar-photovoltaic-0>). Fortis BC is the supplier of electricity in Salmon Arm.

The FortisBC Net Metering program allows residential and commercial customers to offset part or all of their own annual requirements for electricity through generating their own clean energy. Customers are credited for the net energy they produce at their existing retail rate; however the program is not designed for customers

who generate electricity in excess of their annual requirements (<https://www.fortisbc.com/Electricity/CustomerService/NetMeteringProgram/Pages/default.aspx>).

Over the last ten years, the City has undertaken steps to identify and reduce energy and GHG emissions. Most notable are the following:

2008 Energy and Greenhouse Gas Emissions Study

In October of 2008 Council received the City of Salmon Arm Energy and Greenhouse Gas Emissions Study completed by Urban Systems, providing a description of initiatives that the City could undertake to reduce emissions and energy consumption and how the Climate Action Reserve may be best directed. Over time, the City has acted on several of these recommendations as guidance for initiatives funded by the Climate Action Reserve.

2010 Facility Reports

In June 2010, following the broad direction of the City of Salmon Arm Energy and Greenhouse Gas Emissions Study, four specific facility energy studies were completed by Golder and Associates to analyze the public works building, recreation centre, arena, and RCMP building, the City's largest producers of GHG emissions (the arena and rec centre produce roughly 40% of the City's emissions). The report recommended the installation of a Solar Domestic Hot Water Heating System at the Rec Centre, at an estimated cost of \$65,000 and 38 year payback.

In discussions with the District of Summerland's Sustainability/Alternative Energy Coordinator, City staff was advised that the best return on investment, in terms of energy cost savings while implementing methods to reduce GHG emissions from existing buildings, often involves improving building efficiencies with improved insulation, windows, materials and mechanical equipment. As far as PV technology is concerned, solar hot water and "solar walls" were cited as better options for GHG reduction. Furthermore, obtaining advice and expertise from a particular vendor versus an independent consultant carries risk. One BC municipality was referenced as having invested substantially in a particular solar project after which time the vendor went out of business and was unable to honor warranty work on equipment failure.

In the report entitled *Community Commitments to Renewable Energy in BC*, completed in 2015 by Avis Petersen and Dale Littlejohn of Community Energy Association for BC's Climate Action Secretariat and Ministry of Energy and Mines, an initial analysis of the most popular community renewable energy technologies in BC was undertaken (see table below). This analysis examines the return on investment in a number of technologies. Petersen and Littlejohn concluded that energy efficiency in local government buildings may provide the greatest short-term opportunity with limited funding availability (Community Commitments to Renewable Energy in BC, http://communityenergy.bc.ca/wp-content/uploads/dlm_uploads/2015/08/Community-Renewable-Energy-Commitments-20150716.pdf)

| Technology | Overall Appeal | Lead Time | Interest Level | Investment (low) | Investment (high) | # possible | GHG's | Energy potential |
|---------------------|---|-----------|----------------------------|------------------|-------------------|------------|-------|------------------|
| District Heating | Not many and often initially NG | 3-7 years | Not suited for low density | 0.5M | 26M | | | |
| Solar Hot Water | Not sure of current momentum | 1-3 years | SolarBC | 0.3M | 1M | | | |
| Biomass (Building) | Big opportunity in small communities & non-gas-grid | 2-5 years | Municipal Waste | 0.3M | 0.5M | | | |
| Geo-exchange | Typically new-build, lots of small opportunities | 1-2 years | Not as location specific | 37k | 4.5M | | | |
| Waste Heat Recovery | Fewer and some complexities (permanence,...) | 2-5 years | Sporting Complexes | 85k | 11M | | | |
| Photovoltaics | Emerging opportunity, but does it advance objectives? | 1-5 years | Easy installation | 30k | 3M | | | |

Legend:

Good opportunity – short term returns

Average opportunity – Best medium term effects

Poor opportunity – Long term or least beneficial returns

There are a number of examples throughout the province of solar projects but the available information is not consistent. While the offsets from Net Metering may be beneficial in the long-term, it would likely take many years to recoup the cost of a photo voltaic system, if ever. Such systems have an expected lifespan of 25 years and could cost anywhere from \$150,000.00 - \$300,000.00 to install, depending on the location. It should also be noted that various atmospheric and environmental factors (clouds, smoke, snow cover, dust/dirt etc) and interference from birds and wildlife may present challenges for such systems and result in greater than expected reliance on the grid; however, the technology has become more efficient over time and as a result the impact may not be significant.

Potential locations for the roof top solar panels could be:

At existing locations:

- Art Gallery (retrofit); or
- Shaw Centre (retrofit).

At proposed locations:

- Aquatic centre (new project); or
- Parkade at 4th Street (new project).

The design and orientation of a building are important factors to consider when deciding whether it is a good location for a solar project. Typically, retrofits are less effective than installations on new buildings. The existing roofing material and structural integrity of older buildings can pose a significant challenge when installing solar panels.

If Council wishes to pursue the feasibility of installing green technology / renewable energy system on a City owned facility, including obtaining cost estimates (as well as site audits, installation, grid connections and estimated annual maintenance of the recommended panel sizing and configuration); estimates of energy generation and payback length; and recommendations of how best to structure usage agreements, it is recommended that the City engage a consultant, for a cost of approximately \$10,000.00 (to look at feasibility of retrofitting an existing City building). At present, the balance of the Climate Action Reserve account is \$2,500.00.

While some local and regional companies offer no-cost / no-obligation estimates, it would be most productive to engage a consultant (as noted above) who could provide the following:

- Cost / benefit analysis;
- Site assessment;
- System design
- Long term operations and maintenance requirements;
- Permits; and
- Installation.

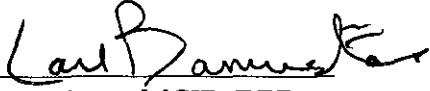
A structural engineering assessment for additional loading from the solar panel mounting structure onto the roof of an existing building will be necessary. Typically, building roofs have an additional capacity to support extra loads such as dead, live or environmental loads. However, a structural inspection or audit to determine the amount of that additional capacity compared to all loads being applied with the installation of panels is recommended. Ideally, the pilot project would be initiated on a new building (i.e. new parkade or aquatic facility) as it could be addressed in the design phase, thereby avoiding potential issues at the time of construction instead of having to work around them in a retrofit.

The Shuswap Recreation Society has investigated the installation of solar panels at Shaw Centre but it has proven difficult to ascertain what the benefit might be. PV systems are only capable of reducing the use of fossil fuels but not eliminating them in their entirety, making them ineffective to significantly reduce GHGs.

While the pursuit of green technology is important and shows leadership by Council, the economic benefits are often speculative at best. Take, for example, the Geothermal system at City Hall. While this is a sustainable and more environmentally friendly method than

utilizing conventional heating sources, the operating and maintenance costs routinely outweigh any energy savings.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Carl Bannister". The signature is written in a cursive style with a horizontal line underneath it.

Carl Bannister, MCIP, RPP
Chief Administrative Officer

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Item 9.1

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw cited as the City of Salmon Arm Zoning Amendment Bylaw No. 4299 be read a first and second time.

[ZON-1137; Arsenault, A.; 4080 - 20 Street NE; R-7 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: December 14, 2018

Subject: Zoning Bylaw Amendment Application No. 1137

Legal: Lot 13, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403

Civic: 4080 20 Street NE

Owner/Applicant: Arsenault, A.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 13, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 4080 20 Street NE (Appendix 1 and 2) and is currently under development. The proposal is to rezone the parcel from R-7 (Large Lot 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 Low Density Residential in the City's Official Community Plan (OCP) and zoned R-7 (Large Lot Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in Green Emerald Estates, which is within an area of the City largely comprised of larger parcels containing single family dwellings and associated accessory buildings. A covenant registered on the subject parcel requires a minimum parcel size of 1,330 m², and minimum parcel width of 25 m, which easily meets the minimum parcel specifications of the proposed R-8 zone. There are presently four R-8 zoned parcels within the vicinity of the subject parcel (a proposed subdivision just south of this parcel has not yet been finalized and could potentially add an additional 10 R-8 zoned parcels to the area).

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 as Appendix 6.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Low Density 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*, including sufficient space for an additional off-street parking stall.

Covenant

As previously mentioned, a covenant registered on the subject parcel restricts parcel size to no less than 1,330 m² and minimum parcel width to 25 m. While the R-8 zoning permits a smaller lot size, in this case the restrictive covenant alleviates potential subdivision concerns related to the proposed zoning amendment. The subject parcel easily meets the minimum parcel requirements under R-8 zoning to allow either a *detached suite* or a *secondary suite* (the intent is to develop a *secondary suite* in the basement of the single family dwelling presently under construction).

COMMENTS

Engineering Department

No objections to the proposed rezoning.

Building Department

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

Fire Department

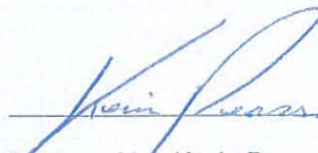
No concerns.

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 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
Planning and Development Officer



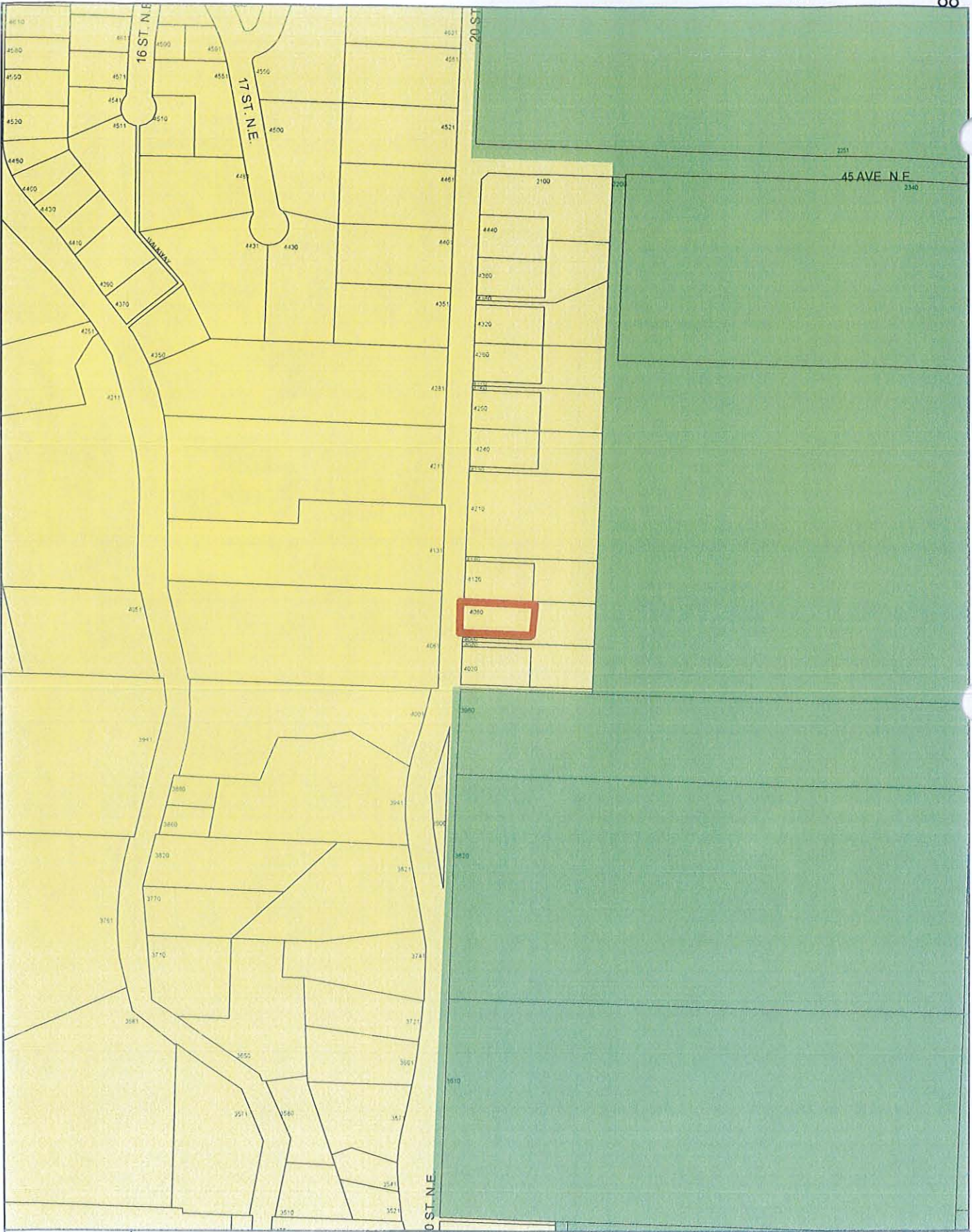
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



 Subject Parcel



 Subject Parcel



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Meters



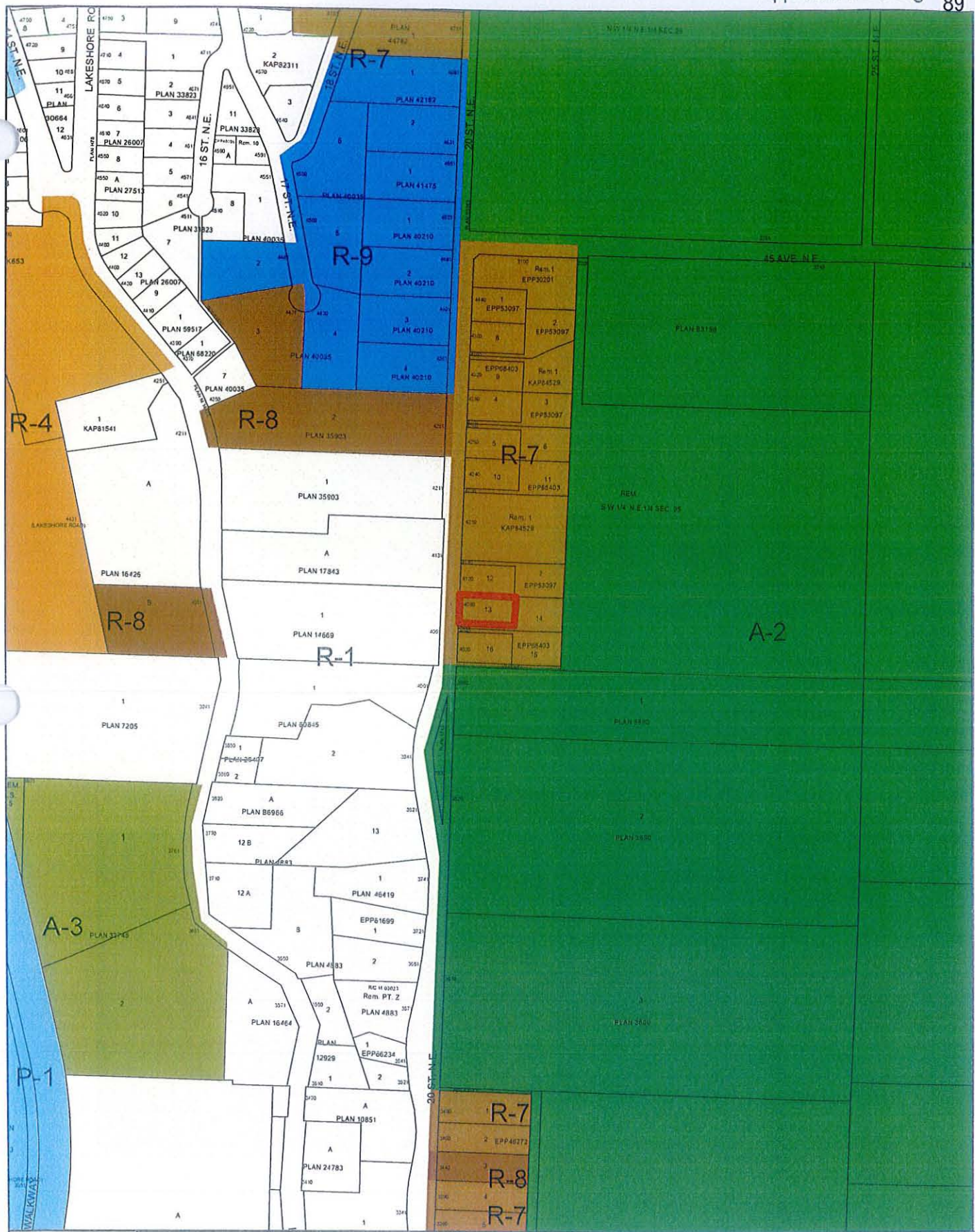
Subject Parcel



Low Density Residential



Acreage Reserve

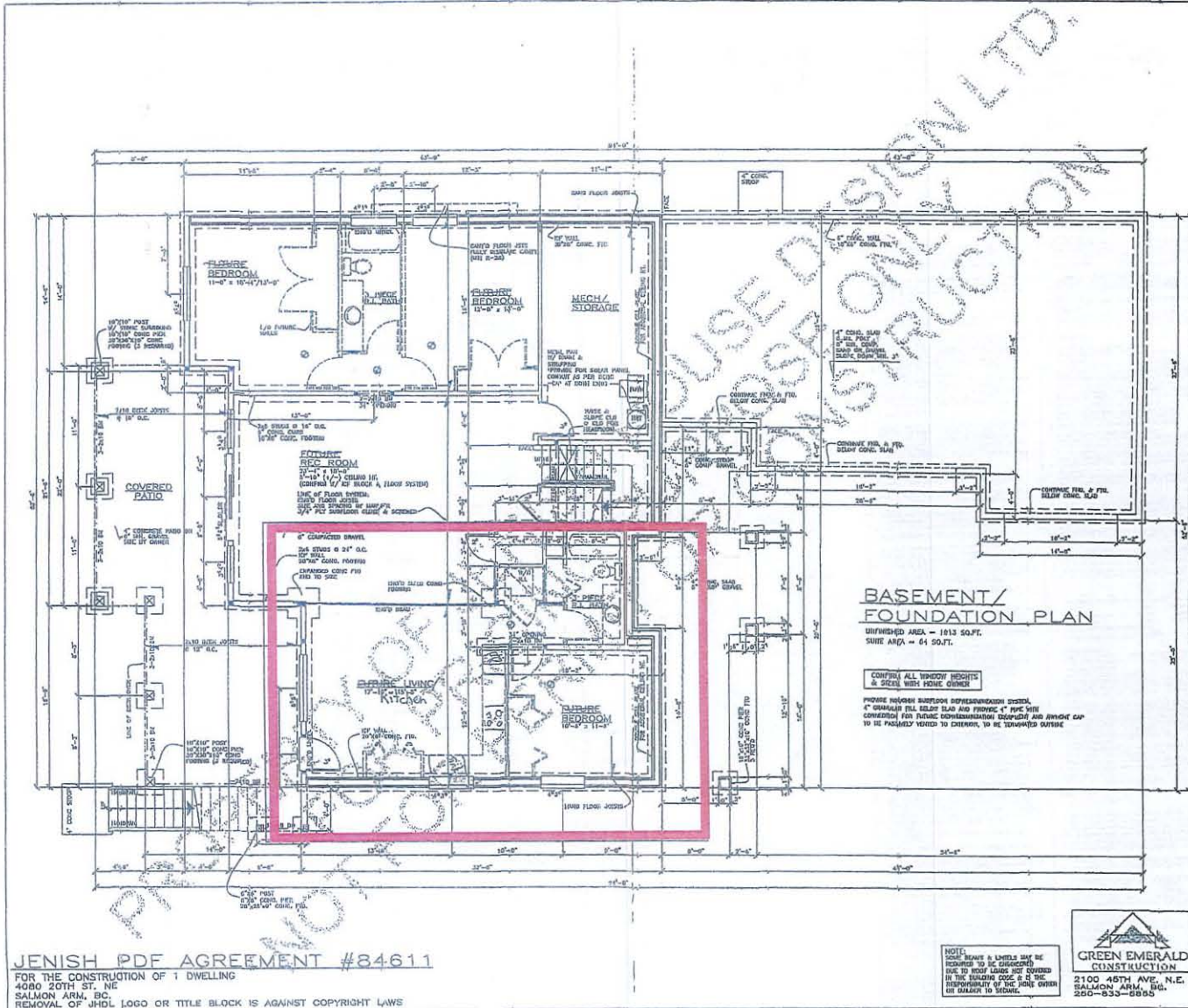




View south-east of subject parcel, showing adjacent development.



View north-east of subject parcel, showing adjacent development.



JENISH HOUSE DESIGN LIMITED

1000 WEST 10TH AVENUE, SUITE 100
 VANCOUVER, BC V6H 3G9
 TEL: 604-681-1111
 FAX: 604-681-1112

JENISH
 HOUSE DESIGN
 LIMITED

The drawing is the property of Jenish House Design Limited and shall remain the property of Jenish House Design Limited. It is not to be used for any other purpose without the written consent of Jenish House Design Limited.

REFERENCES:
 1-8-823

DRAWN:
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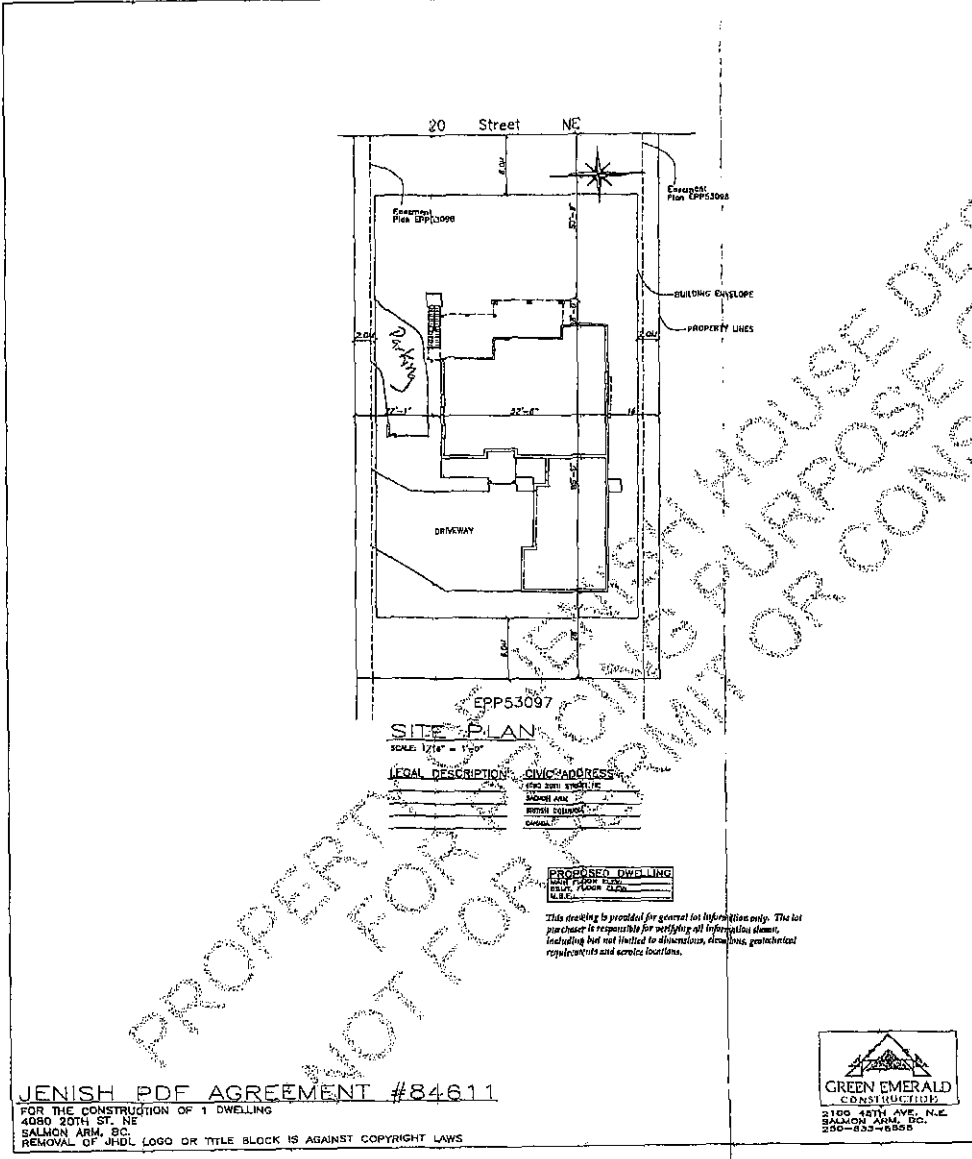
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DATE:
 APRIL 78

SCALE:
 1/8" = 1'-0"

SHEET:
 3 OF 1

PLAN NUMBER:
 H1-2-126



EPP53097
SITE PLAN
 SCALE 1/2" = 1'-0"
 LEGAL DESCRIPTION: QVW ADDRESS: 4080 20TH ST. NE
 PROJECT NO: 2001
 DESIGNER: GREEN EMERALD CONSTRUCTION

This drawing is provided for general information only. The lot purchaser is responsible for verifying all information shown, including but not limited to dimensions, easements, geological requirements and service locations.



JENISH PDF AGREEMENT #84611
 FOR THE CONSTRUCTION OF 1 DWELLING
 4080 20TH ST. NE
 SALMON ARM, B.C.
 REMOVAL OF JHDL LOGO OR TITLE BLOCK IS AGAINST COPYRIGHT LAWS

NOTE:
 DIMENSIONS AND/OR SECTIONAL DETAILS AND ANY SURVEYING DATA NOTED ON THIS DRAWING ARE SUBJECT TO REVISION ON LOCAL CONVICTION.

GENERAL NOTES

STANDARD NOTES
 1. THE DRAWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BRITISH COLUMBIA BUILDING ACT AND THE BRITISH COLUMBIA BUILDING REGULATIONS.
 2. THE DRAWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BRITISH COLUMBIA FIRE CODE.
 3. THE DRAWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BRITISH COLUMBIA ELECTRICAL CODE.
 4. THE DRAWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BRITISH COLUMBIA PLUMBING AND MECHANICAL CODE.
 5. THE DRAWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BRITISH COLUMBIA GAS CODE.
 6. THE DRAWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BRITISH COLUMBIA WIND LOAD CODE.
 7. THE DRAWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BRITISH COLUMBIA SEISMIC CODE.
 8. THE DRAWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BRITISH COLUMBIA SOUND ATTENUATION CODE.
 9. THE DRAWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BRITISH COLUMBIA ENERGY EFFICIENCY CODE.
 10. THE DRAWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BRITISH COLUMBIA ACCESSIBILITY CODE.

FOUNDATIONS
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LEGEND

| SYMBOL | DESCRIPTION | SYMBOL | DESCRIPTION |
|--------|-------------------|--------|-------------------|
| 1 | Proposed Dwelling | 1 | Proposed Dwelling |
| 2 | Proposed Dwelling | 2 | Proposed Dwelling |
| 3 | Proposed Dwelling | 3 | Proposed Dwelling |
| 4 | Proposed Dwelling | 4 | Proposed Dwelling |
| 5 | Proposed Dwelling | 5 | Proposed Dwelling |

JENISH HOUSE DESIGN LIMITED

1000 10th Street, Vancouver, BC V6A 1A1
 TEL: 604-681-1111

PROFESSIONAL DESIGNER
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 REGISTERED ENGINEER
 REGISTERED PLUMBER
 REGISTERED MECHANICAL ENGINEER
 REGISTERED ELECTRICAL ENGINEER
 REGISTERED GAS ENGINEER
 REGISTERED WIND ENGINEER
 REGISTERED SEISMIC ENGINEER
 REGISTERED SOUND ATTENUATION ENGINEER
 REGISTERED ENERGY EFFICIENCY ENGINEER
 REGISTERED ACCESSIBILITY ENGINEER

NO. 1000 10th Street, Vancouver, BC V6A 1A1
 TEL: 604-681-1111

REVISIONS
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DATE: 10/1/2014
 SCALE: 1/2" = 1'-0"
 SHEET: 1 OF 1
 PLAN NUMBER: 101-1-1014

CITY OF SALMON ARM

BYLAW NO. 4299

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 at the hour of 7:00 p.m. was published in the and 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 13, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403 from R-7 (Large Lot 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. 4299"**

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

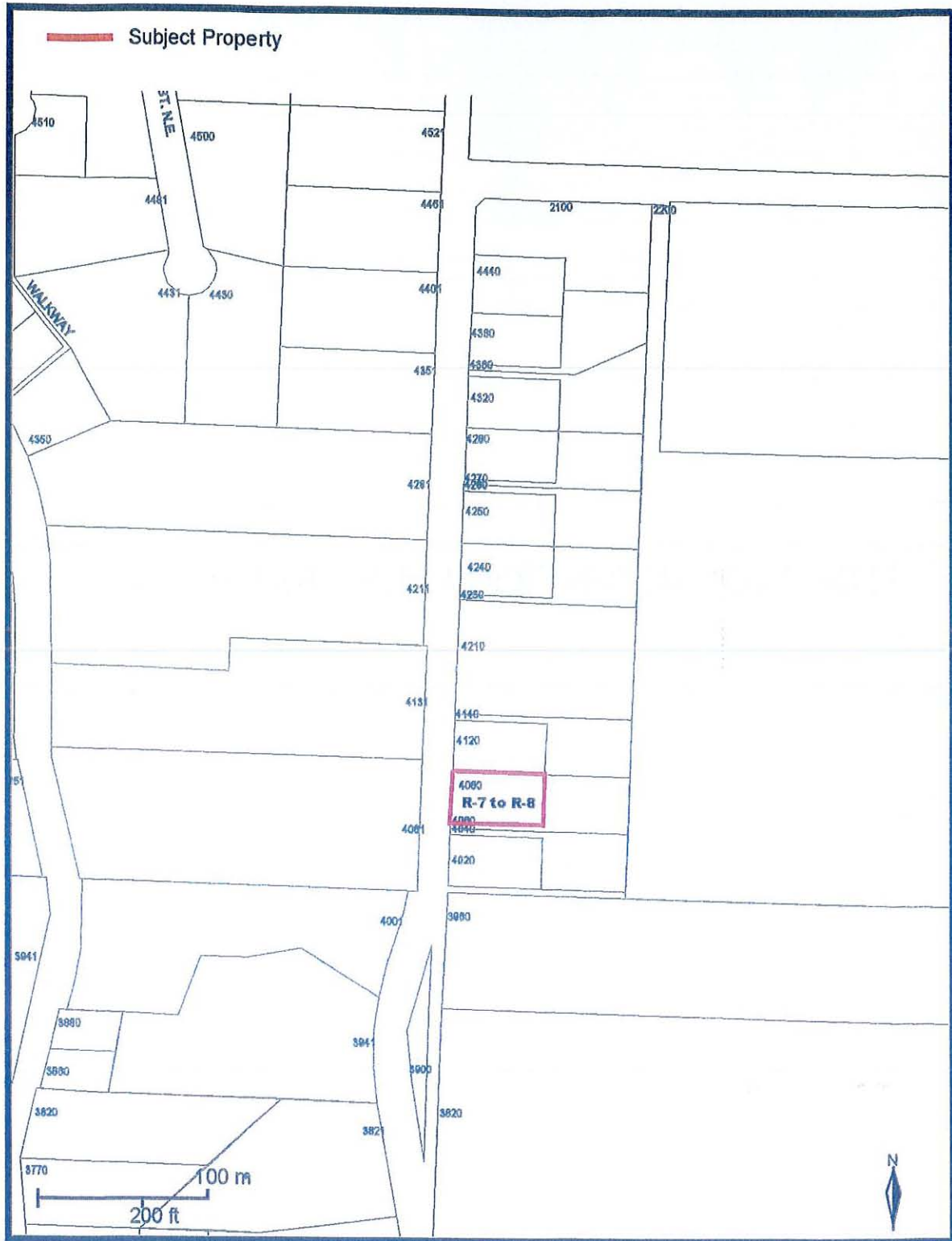
READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



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Item 9.2

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw cited as the City of Salmon Arm Zoning Amendment Bylaw No. 4300 be read a first and second time;

AND THAT: final reading of the Bylaw be withheld subject to approval of the Bylaw by the Ministry of Transportation and Infrastructure.

[ZON-1135; Stacer, J.; 61 - 21 Street NE; R-4 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: December 20, 2018

SUBJECT: Zoning Bylaw Amendment Application No. 1135 (R-4 to R-8)
Variance Permit Application No. 492 (Minimum Parcel Width)
Legal: Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770
Civic Address: 661 – 21 Street NE
Owner/Applicant: Jeff Stacer

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-492 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770 which will vary Zoning Bylaw No. 2303 as follows:

1. Section 13.10.1 Minimum Parcel Width – decrease the minimum parcel width from 14.0 m (45.9 ft) to 13.7 m (44.9 ft) for proposed Lots 1 and 2 as shown on Appendix 5.

AND THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770 from R-4 (Medium Family Residential Zone) to R-8 (Residential Suite Zone).

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 661 – 21 Street NE and is currently vacant (APPENDICES 1 and 2). The proposal is to rezone the parcel from R-4 (Medium Family Residential Zone) to R-8 (Residential Suite Zone) to accommodate a two lot subdivision. The applicant is also requesting a variance to reduce the minimum parcel width from 14.0 m to 13.7 m. The intent is to construct a single family dwelling with a suite on each of the two lots. The site plan is attached as APPENDIX 5.

SITE CONTEXT

The subject parcel has approximately 27.5 m on 21 Street NE and is 1,250 m² in size. The property is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned Medium Family Residential (R-4) in the Zoning Bylaw as shown in APPENDICES 3 and 4 respectively. A Preliminary Subdivision Review (18.24) was issued in November 2018 for a proposed two lot subdivision.

The adjacent land uses are described as follows:

- North: Single Family Residential (R-1)
- South: Medium Density Residential (R-4)
- East: 21 Street NE / Medium Density Residential (R-4)
- West: Medium Density Residential (R-4)

The subject property does have a Section 219 Land Title Act covenant (KP013969) registered on title from February 2000 restricting any further construction or development until approved by the Ministry of Transportation and Infrastructure. MOTI will have to approve the rezoning bylaw and has given preliminary approval.

COMMENTS

Ministry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Fire Department

No concerns.

Building Department

No concerns with rezoning application.

Engineering Department

Comments pending.

Planning Department

The applicant is requesting to rezone the subject property in addition to requesting a variance to the Zoning Bylaw.

Medium Density Residential (R-4) to Residential Suite (R-8)

The subject property is designated Medium Density Residential in the City's OCP and zoned R-4 in the Zoning Bylaw. Both the R-4 and R-8 zones are supported within the Medium Density designation. Therefore the current proposal is consistent with the OCP land use designation; however the reduction in density does not reflect the highest and best use of the land from a long term planning perspective. With the R-8 zoning and development, no off-site servicing is required by the City's Subdivision and Development Servicing Bylaw; with the R-4 zoning and development, works and services are required along 21 Street NE (sidewalk and boulevard). Similar to other recent down-zonings approved by Council, staff understands that development costs and market demand are vital considerations to builders and no minimum density policies exist in the City's OCP.

Based on the property's size of 1,250 m² / 0.125 ha the maximum density with the R-4 designation would be five units. If the proposal moved forward, and was supported by Council, the property would net two units each with attached suites (each lot would be too small for a detached suite). Given the size and scale of the property the loss in density is considered minimal by staff.

Variance - Minimum Parcel Width

The applicant is requesting a variance to the minimum parcel width from 14.0 m to 13.7 m to accommodate a two lot subdivision. Each lot would be 30 cm less than the minimum width prescribed for a lot zoned R-8. No impacts are anticipated. Other zones including the R-4 (Medium Density Residential)

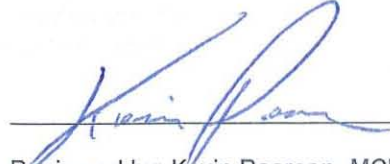
allow for a minimum 10 m parcel width in addition to some Comprehensive Development Zones which have been approved.

CONCLUSION

The requested zoning amendment to R-8 (Suite Residential) and the requested variance for minimum parcel width to accommodate a two lot subdivision is recommended for approval by staff for the above noted reasons.

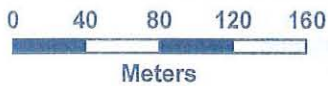
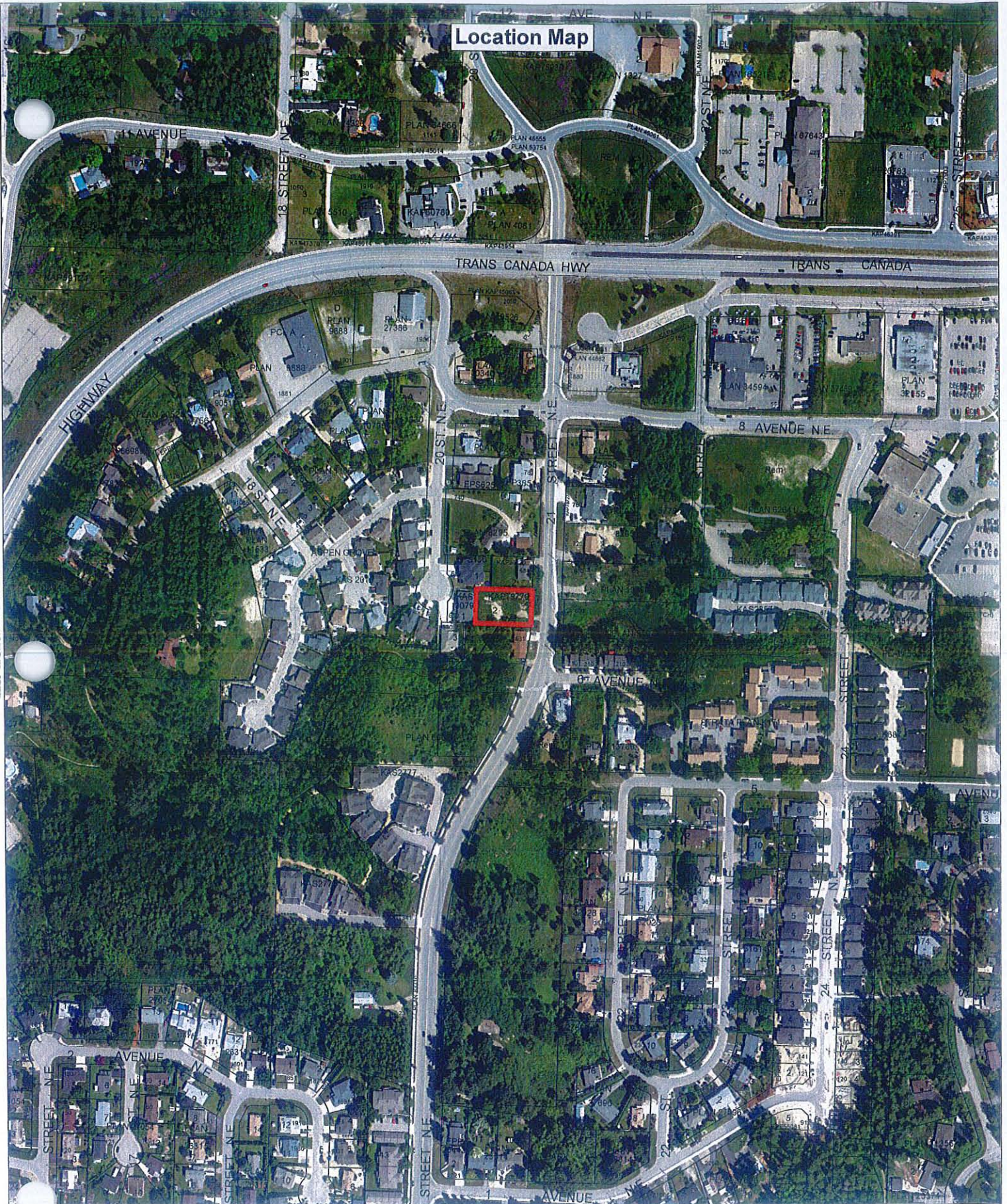


Prepared by: Wesley Miles, MCIP, RPP
Planning and Development Officer



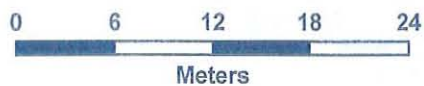
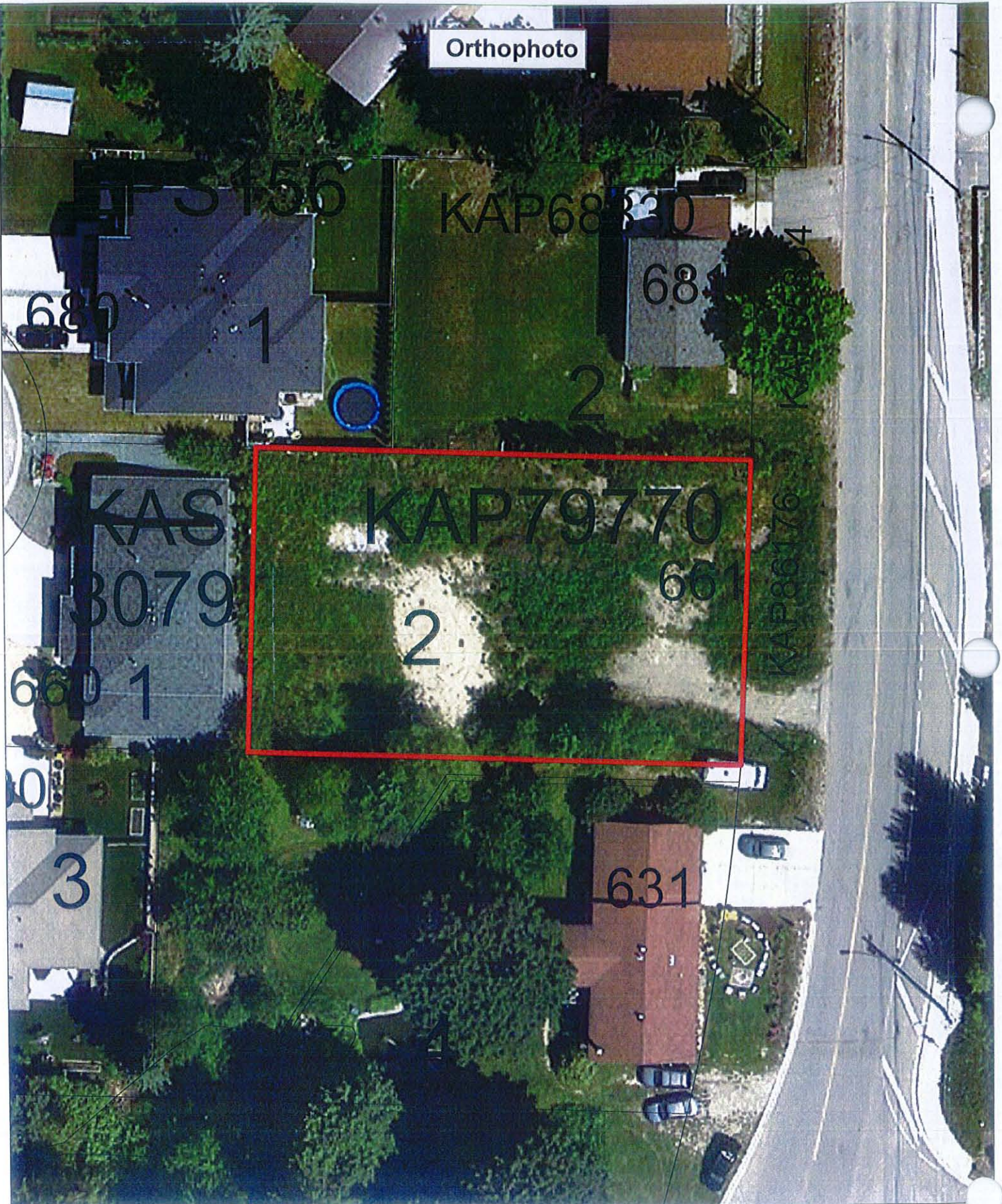
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Location Map



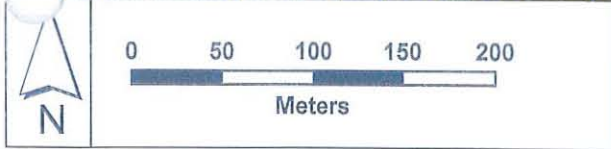
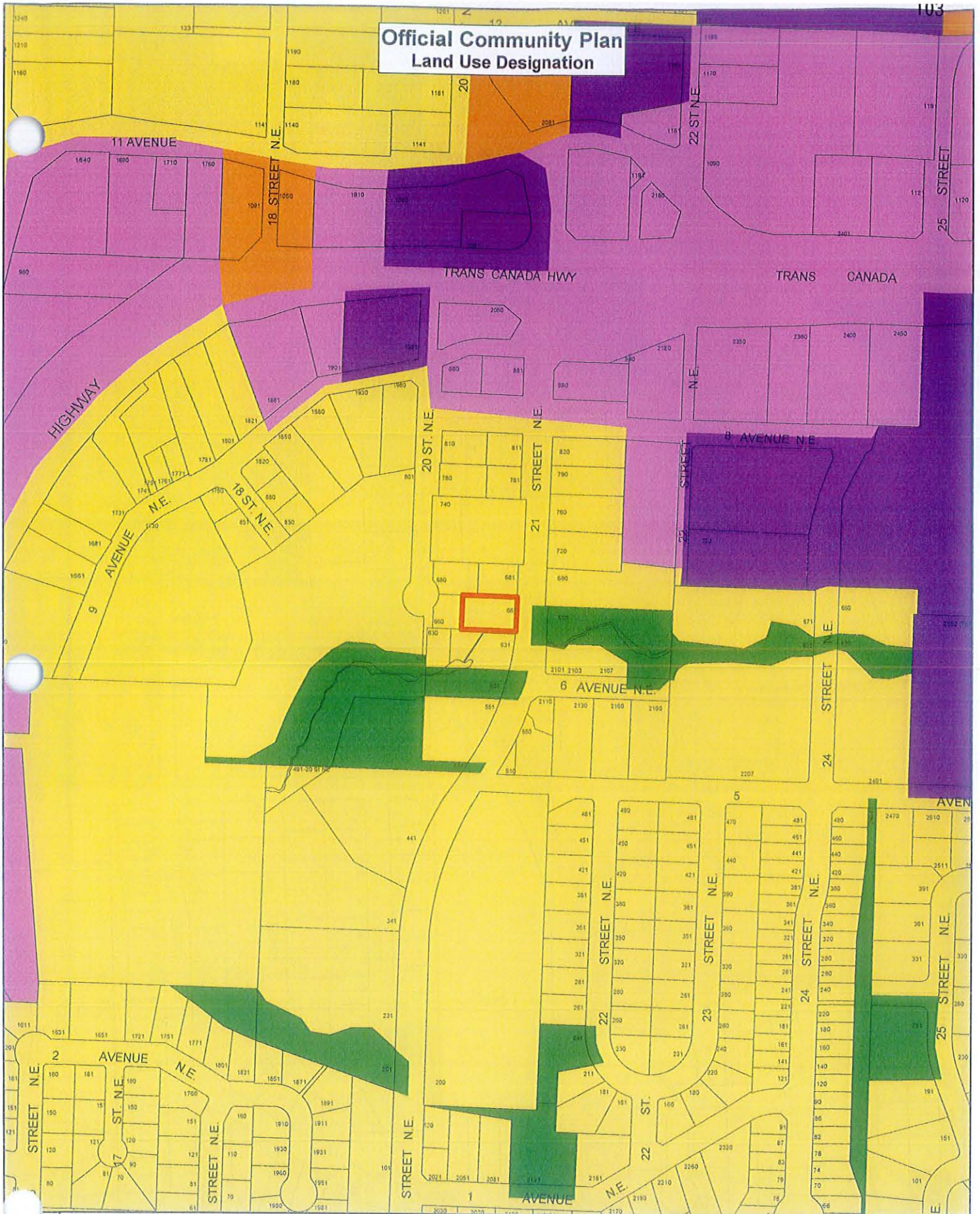
 Subject Parcel




Orthophoto



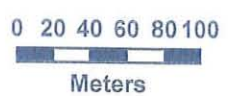
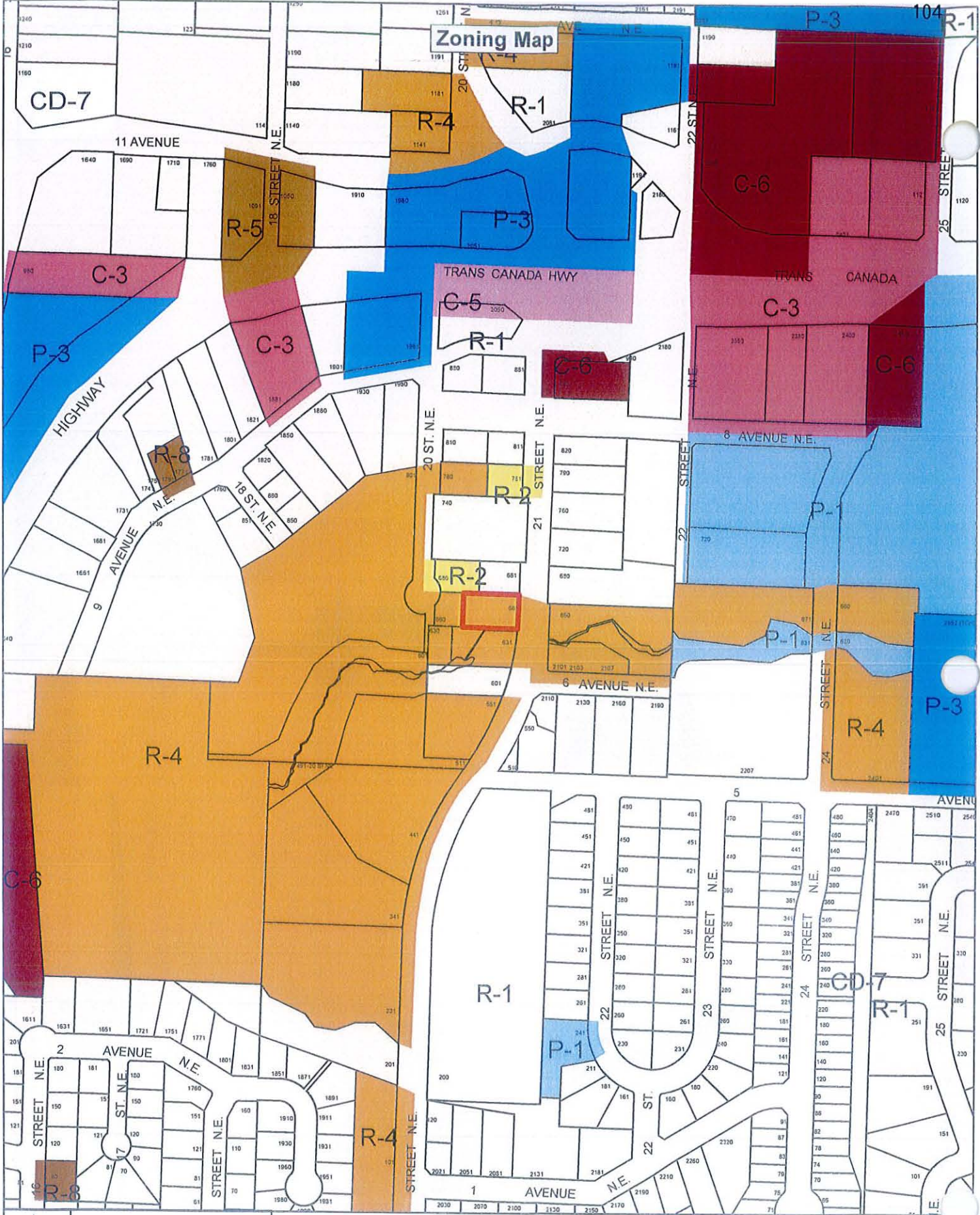
 Subject Parcel

Official Community Plan Land Use Designation

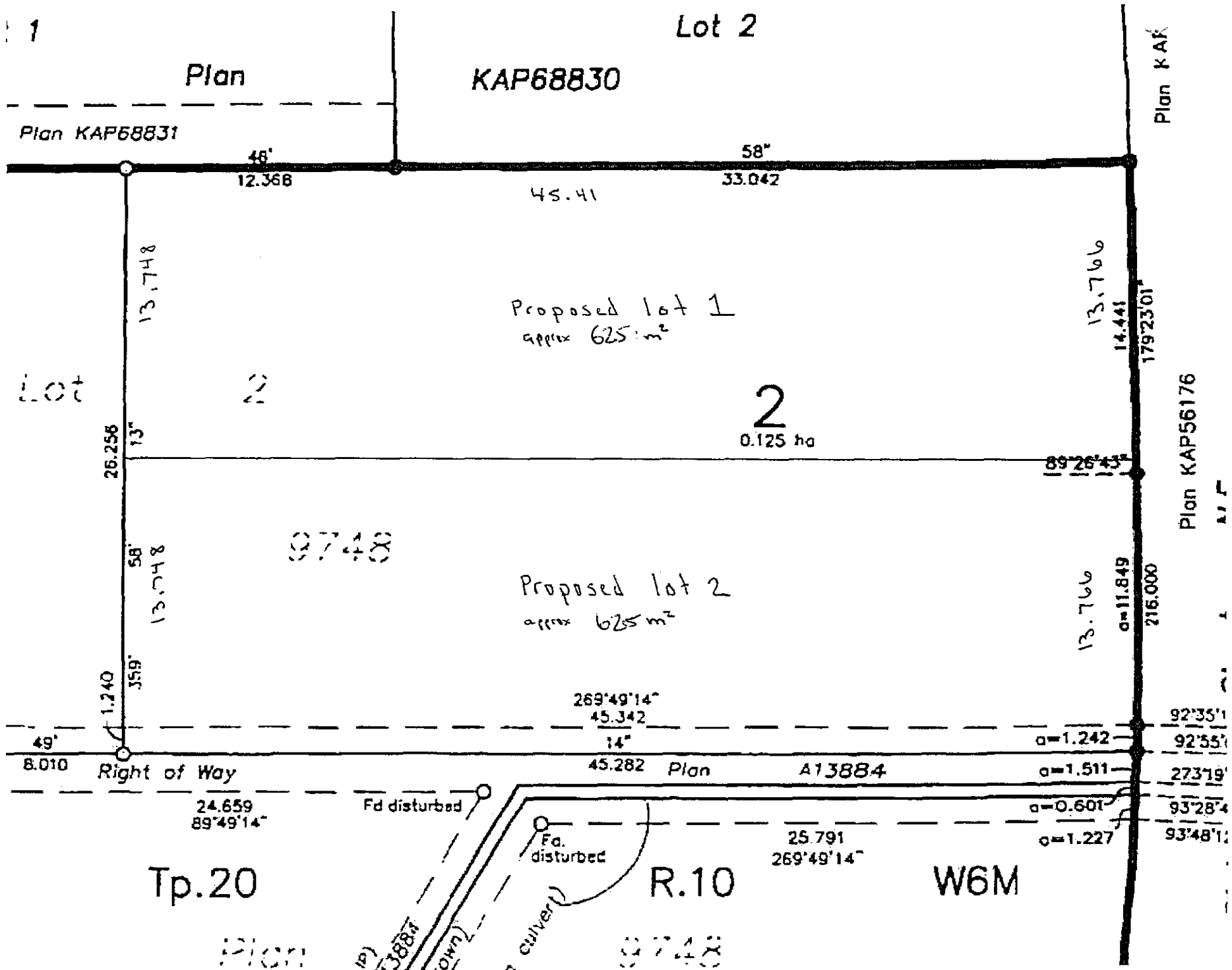


-  Subject Parcel
-  Park
-  Highway Service / Tourist
-  Residential Medium Density
-  Institutional

Zoning Map



-  Subject Parcel
-  Service Commercial
-  Park and Recreation
-  Single Family Residential
-  Medium Family Residential



CITY OF SALMON ARM

BYLAW NO. 4300

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 at the hour of 7:00 p.m. was published in the and 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 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770 from R-4 (Medium Density 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.

City of Salmon Arm
Zoning Amendment Bylaw No. 4300

5. CITATION

This bylaw may be cited as **“City of Salmon Arm Zoning Amendment Bylaw No. 4300”**

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 9.3

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw cited as the City of Salmon Arm Revenue Anticipation Bylaw No. 4301 be read a first, second and third time.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

Date: January 8, 2019
To: Mayor Harrison and Members of Council
From: The Chief Financial Officer
Subject: Revenue Anticipation Bylaw No. 4301

Recommendation

That Bylaw No. 4301 cited as the "City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4301", be given 3 readings;

And that the Mayor and Corporate Officer be authorized to execute any applicable agreements to facilitate same.

Background

As tax collection does not occur until July 2, 2019, it may be necessary to temporarily borrow funds to cover expenditures in the first six (6) months of 2019.

The aforementioned bylaw provides the City with the authority to undertake such borrowings.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

CITY OF SALMON ARM**BYLAW NO. 4301****A bylaw to provide for the borrowing of money in anticipation of revenue required to meet current lawful expenditures of the municipality in 2019**

WHEREAS the Council of the City of Salmon Arm may, by bylaw, in accordance with Section 177 of the Community Charter, without assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of money as may be necessary to meet current lawful expenditures of the municipality and to pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body;

AND WHEREAS the debt outstanding shall not exceed, at any time, the sum of the unpaid taxes for all purposes imposed during the current year and the money remaining due from other governments;

AND WHEREAS prior to the adoption of the Annual Property Tax Bylaw in any year, the taxes in that year are deemed to be 75% of all taxes imposed for all purposes in the preceding year;

AND WHEREAS the whole amount of taxes imposed in the immediate preceding year was \$31,807,110.37;

AND WHEREAS the sum of unpaid current taxes for all purposes imposed during the current year and the money remaining due from Other Governments totals \$23,855,332.78;

AND WHEREAS in order to meet the current lawful expenditures of the municipality it may be necessary to borrow up to the sum of \$1,000,000.00;

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of One Million Dollars (\$1,000,000.00).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Treasurer.

- 3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

SEVERABILITY

- 4. 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.

ENACTMENT

- 5. 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.

EFFECTIVE DATE

- 6. This bylaw shall come into full force and effect upon adoption.

CITATION

- 7. This bylaw may be cited as "City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4301".

| | | |
|-------------------------|--------|------|
| READ A FIRST TIME THIS | DAY OF | 2019 |
| READ A SECOND TIME THIS | DAY OF | 2019 |
| READ A THIRD TIME THIS | DAY OF | 2019 |
| ADOPTED BY COUNCIL THIS | DAY OF | 2019 |

MAYOR

CORPORATE OFFICER

Item 9.4

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw cited as the City of Salmon Arm 2019 to 2013 Financial Plan Bylaw No. 4302 be read a first, second and third time.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

Date: January 9, 2019
To: Mayor Harrison and Members of Council
From: The Chief Financial Officer
Subject: 2019 Budget

Recommendation:

THAT: Bylaw No. 4302 cited as "City of Salmon Arm 2019 to 2023 Financial Plan Bylaw No. 4302" be given 3 readings.

Background:

During the amendment and reconciliation process of the 2019 Budget following Council's directions given at the Budget Meeting of January 7, 2019; it was discovered that two departmental expense items were incorrectly brought forward into the General Budget and consequently accounted for twice (due to human error). As a result, expenditures were inadvertently overstated by \$167,200.

To correct this, the tax increase has been reduced to 3.30% as a result of these reduced expenditures.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

| Account Name | Carried | Defeated |
|---|------------------------|----------------------------------|
| Budget Changes: | | |
| Transfer To Reserve - Fire Buildings & Equipment | \$ - | \$ (25,000.00) Motion - Defeated |
| Building Permit Revenue | (40,000.00) | - Motion - Carried |
| Planning Permit Revenue | (2,000.00) | - Motion - Carried |
| Capital - Roads - TCH Corridor Safety Upgrades | - | (30,000.00) Motion - Defeated |
| Transfer To Reserve - Downtown Brick Crossings | (15,000.00) | - Motion - Carried |
| Contracted Service - Consulting (Planning) | (10,000.00) | - Motion - Carried |
| Recreation Centre - Labour (Additional FT Position) | 31,000.00 | - Motion - Carried |
| Transfer To Reserve - Recreation Reserve Major Maintenance Reserve | (30,000.00) | - Motion - Carried |
| Transfer To Reserve - Recreation Reserve Operating Reserve | 1,000.00 | - Motion - Carried |
| Capital - Access Door - Auditorium (Funded from Reserve - Recreation Major Maint) | (13,000.00) | - Motion - Carried |
| Capital - Klahani Park (Playground) (Funded from Parks Development Reserve) | (90,000.00) | - Motion - Carried |
| New Years Baby | 100.00 | - Motion - Carried |
| | <u>(167,900.00)</u> | |
| Specific Referrals: | | |
| L) Claire Askew - Relocation of Transit Service, Shelter & Bump Out | 30,000.00 | - Motion - Carried |
| Mc) S. Kershaw - Sidewalk Crossing at 50 St NE - Transfer to Reserve | - | 22,500.00 Motion - Defeated |
| N) Councillor Eliason - Blackburn Life Trail Extension | - | 10,000.00 Motion - Defeated |
| N) Councillor Eliason - Blackburn Life Trail Extension | 5,000.00 | - Motion - Carried |
| O) 1. Downtown Salmon Arm - Downtown Clean-Up Day | 500.00 | - Motion - Carried |
| U) 2. Salmon Arm Citizens on Patrol - Concrete Pad - Transfer to Reserve | - | 2,000.00 Motion - Defeated |
| U) 2. Salmon Arm Citizens on Patrol - Seating Canoe Beach Dog Park | - | 5,000.00 Motion - Defeated |
| X) Reta Moerike - Install Catch Basin and Rock Pit | 10,000.00 | - Motion - Carried |
| GG) SA Roots & Blues - Permanent Power Supply | 11,285.00 | - Motion - Carried |
| | <u>56,785.00</u> | |
| Reduced Expenses | (167,200.00) | |
| | <u>\$ (278,315.00)</u> | |
| Tax Increase/(Decrease) | (1.58) | |
| Existing Tax Rate Change | 4.88 | |
| Revised Tax Rate Change | <u>3.30</u> | 583,737.00 |
| Impact - Residential- \$100,000.00 of Assessment | | |
| Property Taxation Increase - Based on Above Revised Tax Rate Change | \$ 13.34 | Variable |
| | <u>13.34</u> | |
| | <u>\$ 13.34</u> | |

CITY OF SALMON ARM

BYLAW NO. 4302

A bylaw respecting the 2019 to 2023 Financial Plan

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council is required, by bylaw, to adopted a financial plan for the period of at least five years;

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

1. "Schedule "A" attached hereto, and forming part of the bylaw is hereby declared to be the 2019 to 2023 Financial Plan of the City of Salmon Arm.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

This bylaw shall come into full force and effect upon adoption of same.

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2019 to 2023 Financial Plan Bylaw No. 4302".

| | | |
|-------------------------|--------|------|
| READ A FIRST TIME THIS | DAY OF | 2019 |
| READ A SECOND TIME THIS | DAY OF | 2019 |
| READ A THIRD TIME THIS | DAY OF | 2019 |
| ADOPTED BY COUNCIL THIS | DAY OF | 2019 |

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4302

City of Salmon Arm

2019 - 2023 Financial Plan

| | 2019 Budget | 2020 Budget | 2021 Budget | 2022 Budget | 2023 Budget |
|--|---------------------|---------------------|----------------------|----------------------|----------------------|
| Consolidated Revenues | | | | | |
| Property and MRDT Taxes - Net | \$ 18,932,740 | \$ 19,311,395 | \$ 19,697,623 | \$ 20,091,575 | \$ 20,493,407 |
| Frontage & Parcel Taxes | 3,367,800 | 3,435,156 | 3,503,859 | 3,573,936 | 3,645,415 |
| Sales of Service | 8,100,130 | 8,262,133 | 8,427,376 | 8,595,924 | 8,767,842 |
| Revenue From Own Sources | 3,333,050 | 3,399,711 | 3,467,705 | 3,537,059 | 3,607,800 |
| Rentals | 779,545 | 795,136 | 811,039 | 827,260 | 843,805 |
| Federal Government Transfers | - | - | - | - | - |
| Provincial Government Transfers | 373,100 | 380,562 | 388,173 | 395,936 | 403,855 |
| Other Government Transfers | 226,333 | 230,860 | 235,477 | 240,187 | 244,991 |
| Transfer From Prior Year Surplus | 579,400 | 590,988 | 602,808 | 614,864 | 627,161 |
| Transfer From Reserve Accounts | 900,095 | 918,097 | 936,459 | 955,188 | 974,292 |
| Transfer From Reserve Funds | - | - | - | - | - |
| Total Consolidated Revenues | \$36,592,193 | \$37,324,038 | \$ 38,070,519 | \$ 38,831,929 | \$ 39,608,568 |
| Consolidated Expenditures | | | | | |
| General Government Services | 3,547,935 | \$ 3,618,894 | \$ 3,691,272 | \$ 3,765,097 | \$ 3,840,399 |
| Protective Services | 6,190,645 | 6,314,458 | 6,440,747 | 6,569,562 | 6,700,953 |
| Transportation Services | 5,431,330 | 5,539,957 | 5,650,756 | 5,763,771 | 5,879,046 |
| Environmental Health Services | 69,872 | 71,269 | 72,694 | 74,148 | 75,631 |
| Environmental Development Service | 3,153,645 | 3,216,718 | 3,281,052 | 3,346,673 | 3,413,606 |
| Recreation and Cultural Services | 4,469,185 | 4,558,569 | 4,649,740 | 4,742,735 | 4,837,590 |
| Fiscal Services - Interest | 1,346,843 | 1,373,780 | 1,401,256 | 1,429,281 | 1,457,867 |
| Fiscal Services - Principal | 1,316,705 | 1,343,039 | 1,369,900 | 1,397,298 | 1,425,244 |
| Capital Expenditures | 2,501,400 | 3,021,834 | 2,943,280 | 2,332,092 | 3,034,371 |
| Transfer to Surplus | - | - | - | - | - |
| Transfer to Reserve Accounts | 2,909,878 | 2,497,670 | 2,686,615 | 3,410,402 | 2,822,974 |
| Transfer to Reserve Funds | 1,111,855 | 1,134,092 | 1,156,774 | 1,179,909 | 1,203,507 |
| Water Services | 2,443,500 | 2,492,370 | 2,542,217 | 2,593,061 | 2,644,922 |
| Sewer Services | 2,099,400 | 2,141,388 | 2,184,216 | 2,227,900 | 2,272,458 |
| Total Consolidated Expenditures | \$36,592,193 | \$37,324,038 | \$ 38,070,519 | \$ 38,831,929 | \$ 39,608,568 |

Schedule "A" - Bylaw #4302

2019 - 2023 Financial Plan**City of Salmon Arm**

| | 2019 Budget | 2020 Budget | 2021 Budget | 2022 Budget | 2023 Budget |
|--|----------------|----------------|----------------|----------------|----------------|
|--|----------------|----------------|----------------|----------------|----------------|

Capital Projects**Finances Acquired**

| | | | | | |
|------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| General Operating Fund | \$ 1,646,400 | \$ 1,896,834 | \$ 1,953,280 | \$ 1,305,092 | \$ 1,959,371 |
| Water Operating Fund | 547,500 | 450,000 | 490,000 | 500,000 | 500,000 |
| Sewer Operating Fund | 307,500 | 675,000 | 500,000 | 527,000 | 575,000 |
| Federal Government Grants | 2,901,500 | - | - | - | - |
| Provincial Government Grants | 2,996,500 | - | - | - | - |
| Prior Year Surplus | 56,000 | - | 510,000 | - | - |
| Reserve Accounts | 5,412,895 | 530,000 | 690,000 | 15,000 | 340,000 |
| Reserve Funds | 2,655,000 | 323,500 | 2,808,750 | 710,000 | 550,000 |
| Development Cost Charges | 334,000 | 2,125,000 | 2,307,500 | 3,335,000 | 3,445,000 |
| Short Term Debt | 55,000 | - | - | - | - |
| Long Term Debt | 5,820,000 | - | - | - | - |
| Developer Contributions | 1,177,000 | 40,000 | 40,000 | 44,000 | 40,000 |
| Total Funding Sources | \$ 23,909,295 | \$ 6,040,334 | \$ 9,299,530 | \$ 6,436,092 | \$ 7,409,371 |

Finances Applied

| | | | | | |
|-------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| Transportation Infrastructure | \$ 17,420,195 | \$ 3,979,500 | \$ 4,222,000 | \$ 3,622,000 | \$ 3,619,500 |
| Buildings | 698,470 | 117,000 | 197,000 | 144,000 | 458,500 |
| Land | 720,000 | - | - | - | 300,000 |
| IT Infrastructure | 482,000 | 125,000 | 721,500 | 55,000 | 65,000 |
| Machinery and Equipment | 1,744,400 | 383,834 | 1,192,780 | 513,092 | 443,871 |
| Vehicles | 300,000 | 90,000 | 35,000 | - | - |
| Parks Infrastructure | 774,630 | 260,000 | 966,250 | 260,000 | 262,500 |
| Utility Infrastructure | 1,769,600 | 1,085,000 | 1,965,000 | 1,842,000 | 2,260,000 |
| Total Capital Expense | \$ 23,909,295 | \$ 6,040,334 | \$ 9,299,530 | \$ 6,436,092 | \$ 7,409,371 |

Departmental Summary:

| | 2019 Budget | 2020 Budget | 2021 Budget | 2022 Budget | 2023 Budget |
|------------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| General Government Services | \$ 875,970 | \$ 108,500 | \$ 193,500 | \$ 122,500 | \$ 138,500 |
| Protective Services | 509,000 | 145,000 | 805,000 | 140,000 | 55,000 |
| Transportation Services | 19,318,195 | 4,276,000 | 4,523,500 | 3,918,500 | 4,233,500 |
| Environmental Health Services | 73,660 | 12,500 | 2,500 | 2,500 | 327,500 |
| Environmental Development Services | - | - | - | - | - |
| Recreation and Cultural Services | 923,870 | 333,334 | 1,235,030 | 335,592 | 319,871 |
| Water Services | 1,003,100 | 490,000 | 2,040,000 | 1,390,000 | 1,760,000 |
| Sewer Services | 1,205,500 | 675,000 | 500,000 | 527,000 | 575,000 |
| Total by Department | \$ 23,909,295 | \$ 6,040,334 | \$ 9,299,530 | \$ 6,436,092 | \$ 7,409,371 |

10/01/2019

2019-2023 FP Bylaw (Cap)

Schedule "B" – Bylaw #4302
2019 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2019. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

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

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

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

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

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

Schedule "B" – Bylaw #4302
2019 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

| Revenue Source | Percentage to Total Revenue Includes Conditional Government Transfers | Percentage to Total Revenue Excludes Conditional Government Transfers |
|--|---|---|
| Property Taxes | 39.39% | 46.45% |
| Parcel Taxes | 7.01% | 8.26% |
| User Fees, Charges and Interest Income | 25.41% | 29.96% |
| Other Sources | 15.97% | 0.92% |
| Proceeds From Borrowing | 12.22% | 14.41% |
| | 100.00% | 100.00% |

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

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

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

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

Schedule "B" – Bylaw #4302
2019 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

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

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

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

Table 3: Permissive Tax Exemptions

| Organization | General Municipal Tax Exemption | Other Government Tax Exemption | Total |
|----------------------|---------------------------------|--------------------------------|------------------------|
| Churches | \$ 45,996.50 | \$ 37,726.50 | \$ 83,723.00 |
| Non Profit Societies | 409,140.00 | 243,030.00 | 652,170.00 |
| Senior Centers | 19,019.00 | 9,965.00 | 28,984.00 |
| Other | 15,104.00 | 11,523.00 | 26,627.00 |
| Sports Clubs | 271,559.00 | 146,616.00 | 418,175.00 |
| Total | \$ 760,818.50 | \$ 448,860.50 | \$ 1,209,679.00 |

Schedule "B" – Bylaw #4302
2019 Revenue Policy Disclosure

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

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

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

Table 4: Revitalization Tax Exemptions

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

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

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

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

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

Schedule "B" – Bylaw #4302
2019 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

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

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Item 10.1

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4295 be read a final time.

[Remuneration]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4295

A bylaw to provide for an amendment to the remuneration and expenses for members of Council

WHEREAS it is deemed expedient to amend the bylaw to provide for remuneration and expenses for members of Council;

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

1. "City of Salmon Arm Council Members Remuneration and Expense Bylaw No. 3834" is hereby amended as follows:

Section 1. Remuneration

1. There shall be paid to the Mayor, effective January 1, 2019, an annual remuneration of \$64,393.00, which shall be paid on a monthly basis and of which one-third shall be paid as an allowance for expenses incidental to the discharge of the duties of that office.
2. There shall be paid to the Deputy Mayor, effective January 1, 2019, an annual remuneration of \$26,210.00, which shall be paid on a monthly basis and of which one-third shall be paid as an allowance for expenses incidental to the discharge of the duties of that office.
3. There shall be paid to each Councillor effective January 1, 2019, an annual remuneration of \$25,504.00, which shall be paid on a monthly basis and of which one-third shall be paid as an allowance for expenses incidental to the discharge of the duties of that office.

2. SEVERABILITY

If any part, section, sub-section, clause, or sub-clause of this bylaw for any reason is held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision 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 January 1, 2019.

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4295".

| | | | | |
|-------------------------|-----|--------|---------|------|
| READ A FIRST TIME THIS | 7th | DAY OF | January | 2019 |
| READ A SECOND TIME THIS | 7th | DAY OF | January | 2019 |
| READ A THIRD TIME THIS | 7th | DAY OF | January | 2019 |
| ADOPTED BY COUNCIL THIS | | DAY OF | | 2019 |

MAYOR

CORPORATE OFFICER

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Item 10.2

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4296 be read a final time.

[Technology Allowance]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM**BYLAW NO. 4296****A bylaw to provide for an amendment to the remuneration and expenses for members of Council**

WHEREAS it is deemed expedient to amend the bylaw to provide for remuneration and expenses for members of Council;

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

1. "City of Salmon Arm Council Members Remuneration and Expense Bylaw No. 3834" is hereby amended as follows:

Section 5. Other

- d) Each Council Member, when requested, shall be provided with a lump sum technology allowance of up to \$2,500.00 during each term of office.

2. SEVERABILITY

If any part, section, sub-section, clause, or sub-clause of this bylaw for any reason is held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision 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 January 1, 2019.

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm Council
Members Remuneration and Expense Amendment Bylaw No. 4296".

| | | | | |
|-------------------------|-----|--------|---------|------|
| READ A FIRST TIME THIS | 7th | DAY OF | January | 2019 |
| READ A SECOND TIME THIS | 7th | DAY OF | January | 2019 |
| READ A THIRD TIME THIS | 7th | DAY OF | January | 2019 |
| ADOPTED BY COUNCIL THIS | | DAY OF | | 2019 |

MAYOR

CORPORATE OFFICER

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INFORMATIONAL CORRESPONDENCE - JANUARY 14, 2019

- | | | |
|-----|--|---|
| 1. | Building Department – Building Statistics – December 2018 | N |
| 2. | Building Department – Building Permits – Yearly Statistics | N |
| 3. | Mayor Harrison – letter to Mountain Pacific Environmental Consultants Limited dated January 8, 2019 – Salmon River Delta Project Application Support | N |
| 4. | D. Wood – letter dated November 30, 2018 – Request for hidden driveway sign | N |
| 5. | K. and D. Rolin – letter dated December 3, 2018 – Four way stop 10 Avenue and Shuswap Street | N |
| 6. | L. Hansen – letter received December 7, 2018 – Bus Transportation | N |
| 7. | M. Shoule – email dated December 31, 2018 – Lack of snow removal the weekend of Christmas | R |
| 8. | K. McIntyre-Paul – email dated January 1, 2019 – Winter sidewalks | R |
| 9. | J. & J. Hauser – email dated January 2, 2019 – Snow Removal in Raven Subdivision | R |
| 10. | D. Hadley – letter dated December 13, 2018 – Theft at SASCU Recreation Centre and Shaw Centre | A |
| 11. | M. Mactavish – email dated January 8, 2019 – Budget and city transit | N |
| 12. | Salmon Arm Bay Nature Enhancement Society – Newsletter dated Fall 2018 – Nature Bay News | N |
| 13. | S. Caner, President, Shuswap Food Action Society – letter dated December 18, 2018 – Downtown Farmer’s Market | A |
| 14. | Interior Health – Newsletter dated December 2018 – Healthy Communities | N |
| 15. | P. Thurston, Executive Director, The Shuswap Family Centre – letter dated November 30, 2018 – Property Taxes exemption for 681 Marine Park Drive NE | A |
| 16. | E. Vardal, Intensive Family Preservation Program, Shuswap Family Resource & Referral Society – letter received December 7, 2018 – SNAP Program | A |
| 17. | K. Leinweber, Director, The Lewiston Ultra – email received December 7, 2018 – City Council Approval for the Lewiston Ultra 2019 | A |
| 18. | A. Slater, Executive Director, SILGA – email received December 10, 2018 – SILGA Community Excellence Awards | N |
| 19. | Shuswap Local and Secwépemc Governments – document received December 17, 2018 – Communications Agreement | N |
| 20. | Salmon Arm Early Childhood Development Committee – Early Years Fair January 28, 2019 4:30 – 6:30 p.m., Salmon Arm West Elementary | N |
| 21. | A. Singh, UBCM President – letter dated December 10, 2018 – Gas Tax Agreement Community Works Fund Payment | N |
| 22. | D. Eby, Attorney General and M. Farnworth, Minister of Public Safety and Solicitor General – letter dated November 22, 2018 – Licences for the Retail Sale of Non-medical Cannabis | N |
| 23. | K. Conroy, Minister of Children and Family Development and K. Chen, Minister of State for Child Care – Email dated January 4, 2019 – UBCM Child Car Resolution | N |
| 24. | T. Bélair, Office of Ginette Petitpas Taylor, Minister of Health – New Release dated December 5, 2018 – Health Canada Assessment Suggests that Talc May be Harmful to Human Health | N |
| 25. | Ministry of Transportation and Infrastructure – email dated December 12, 2018 – BikeBC Program – 2019/20 Application Intake Open | N |

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

- | | | |
|-----|--|---|
| 26. | B. Ma, MLA (North Vancouver-Lonsdale), Chair and S. Cadieux, MLA (Surrey South), Deputy Chair - email dated December 18, 2018 - Call for Written Submissions - Select Standing Committee on Crown Corporations | N |
| 27. | D. Stout, VP, Market Development & External Relations, Fortis BC - letter dated November 30, 2018 - 2018 Municipal Election | N |
| 28. | O. Gruter-Andrew, President and CEO, C-Comm, Emergency Communications for British Columbia Incorporated - letter dated November 30, 2018 - 2018 Municipal Election | N |
| 29. | S. Chalmers, Administrator, Community Energy Association - email dated December 17, 2018 - BCMCLC Workshop at SILGA EOS (January 25, 2019) | N |
| 30. | M. Rosen, President, Tree Canada - letter dated November 28, 2018 - BC Hydro Project URBN - 2018 - BCH- 47 Salmon Arm | N |
| 31. | Thompson Rivers University - Fraser Watershed Restoration Conference April 24-25, 2019 | N |
| 32. | Conservation Planning Unit, Canadian Wildlife Service/Pacific Region - email dated January 3, 2019 - Public Comment Period: Amendments to Schedule 1 of the Species at Risk Act | N |

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

Item 11.2

CITY OF SALMON ARM

Date: January 14, 2019

L. Fitt, Economic Development Manager, Salmon Arm Economic
Development Society
Letter dated January 2, 2019
Entrepreneur Immigration Regional Pilot Program

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

SALMON ARM

ECONOMIC DEVELOPMENT SOCIETY

January 2, 2019

Mayor Harrison and Council
City of Salmon Arm
PO Box 40
Salmon Arm BC V1E4N2

Re: *Entrepreneur Immigration Regional Pilot Program*

Dear Mayor Harrison and Council,

The Provincial Government has recently launched a new pilot program under the Provincial Nominee Program (PNP) specifically targeting communities under 75,000 population to assist in the attraction and sustainability of entrepreneurs immigrating to smaller BC cities. This new program provides small communities with the opportunity to target foreign investors within their priority sectors. It also provides provincial support via a dedicated concierge position and a staff training program, which will be offered in January. Further, the pilot program offers applicants reduced requirements for minimum personal net worth and minimum business investment. It also offers applicants accelerated processing times compared to the existing PNP program. Further information on this program is included below and attached in *The Entrepreneur Immigration Regional Pilot Community Guide*.

Following a review and discussion of this opportunity with the Salmon Arm Economic Development Society Board of Directors, the following motion was passed:

“that the SAEDS Board supports registering Salmon Arm as an eligible community under the new *Entrepreneur Immigration Regional Pilot Program*. Further, SAEDS staff will act as the designated contact for this program, working in partnership with other community organizations to support the attraction of entrepreneurs immigrating to Salmon Arm.”
All in favor.

In order to enroll our community in the new EI Regional Pilot Program, an enrolment form must be submitted and signed by an authorized signing officer for the City of Salmon Arm prior to January 18, 2019. Within the enrolment application, the City can designate SAEDS as the official community contact for the program. SAEDS is requesting Council’s consideration to supporting the enrolment process.

Below is summarized information provided by the Province of BC, related to the *Entrepreneur Immigration Regional Pilot Program*:

Why a Regional Pilot?

The EI Regional Pilot is a partnership between communities and the province, focused on attracting motivated entrepreneurs from around the world to establish new businesses in regional communities to meet the community's specific needs. These new businesses will create jobs in priority sectors creating exciting new opportunities that keep people in the community.

As each community has the best knowledge of their local business environment, they are perfectly situated to identify the business opportunities and settlement support services that are available to the newly arrived entrepreneurs, therefore giving them a good start in their journey to building successful businesses and grow the local economy.

The EI Regional Pilot is designed to attract and support entrepreneurs with a desire to start a new business and settle in regional communities. Thus, the personal net worth and investment criteria have been reduced. This is reflective of the lower costs to start a business and settle in communities with less dense populations and the intent of capturing a new, more inclusive market segment not currently targeted by the Entrepreneur Immigration category of the program.

In addition, the requirements for community support ensure that immigrant entrepreneurs can flourish and succeed in the communities where they reside and establish their businesses.

What does the EI Regional Pilot look like?

Key features of the EI Regional Pilot:

- **Active community role** – participating communities will have a key role in the process. They will be actively involved in attracting the foreign entrepreneur for their community. Working with their local partners, they will also use their community network to support the settlement of the foreign entrepreneur in the community.
- **BC PNP referrals** - participating communities can refer foreign entrepreneurs to the BC PNP. The foreign entrepreneur must have visited the community and their proposed business is aligned with the economic priorities and provides significant economic benefit to the community.
- **Community concierge** – participating communities can contact the program to access the services of a dedicated community concierge who can support communities with their immigration needs.
- **Invitations & prioritization** – foreign entrepreneurs who are referred by a participating community can register in a separate pool for the pilot. Registrations are scored and if invited, applications are prioritized. Invitations are issued at least monthly.

Community eligibility

To be eligible for the EI Regional Pilot, communities must have a population of fewer than

75,000, be located beyond 30 km of a municipality of more than 75,000, and demonstrate their capacity to support foreign entrepreneurs through an established network of settlement and business support agencies.

This initiative is intended to maximize the economic benefits of immigration to B.C. to support shared prosperity across the province.

Immigration and pilot-specific training will be offered to community representatives and must be completed before confirming the enrollment. Communities will then be in a position to host exploratory visits and issue referrals for potential applicants.

Applicant criteria

The criteria targets entrepreneurs with a desire to start a business and settle in regional communities (populations of fewer than 75,000):

- exploratory community visit
- minimum of \$100,000 in eligible business investments
- minimum personal net worth of \$300,000
- minimum of 51% ownership
- minimum of 1 new job created

As part of the exploratory visit, the foreign entrepreneur will present their business idea to the community's designated contact person. The contact person will prepare a referral form for submission as part of the applicant's BC PNP registration.

The Regional Pilot is intended for entrepreneurs who are starting a new business. Entrepreneurs wishing to purchase existing businesses are able to register/apply under the pre-existing Entrepreneur Immigration category of the program.

Salmon Arm Economic Development Society is seeking Council's consideration to supporting the registration of Salmon Arm as an eligible community under the new *Entrepreneur Immigration Regional Pilot Program*. We would be pleased to provide further information as required.

Sincerely,



Lana Fitt, Ec.D
Economic Development Manager



BRITISH
COLUMBIA

Entrepreneur Immigration Regional Pilot Community Guide

BC Provincial Nominee Program

Immigration Programs Branch

Ministry of Jobs, Trade and Technology

The information in this guide is effective December 6, 2018.

BC Provincial Nominee Program (BC PNP) Entrepreneur Immigration

Contents

- Community Requirements
- Applicant Requirements
- Criteria for Prospective Applicants
- Registration Information
- General Process
- Immigration Representatives

The BC PNP Entrepreneur Immigration stream offers a pathway to permanent residence for foreign entrepreneurs who create and manage new businesses in B.C. by making investments and creating jobs for Canadians.

The **Entrepreneur Immigration – Regional Pilot** is designed for entrepreneurs who will establish new businesses in regional communities in British Columbia away from large population centres.

The pilot is collaboration between the province and communities who will have a pivotal role not only in attracting entrepreneurs to their communities but also supporting them to establish, integrate and settle into their new life in B.C.

The contents of the **Entrepreneur Immigration – Regional Pilot: Community Guide** may change due to the pilot nature of the program. Enrolled communities will be kept up-to-date on any changes that may arise.

Community Requirements

In order to participate in the Entrepreneur Immigration – Regional Pilot, your community must:

1. Meet the minimum eligibility requirements:

- Have a population of less than 75,000 people (based on December 2017 figures), and
- Be at least 30 kilometres away from a community with a population of more than 75,000 people

2. Enrol with the BC PNP

- Identify up to three economic development priorities
- Have capacity to assist new foreign entrepreneurs in business establishment, and family settlement into the community
- Enrol in the BC PNP Regional Pilot
- Participate in a BC PNP-facilitated training session about the Regional Pilot
- Promote your community on the BC PNP website

3. Make Referrals

- Provide information about your community to visiting foreign entrepreneurs on exploratory visits
- "Refer" prospective foreign entrepreneurs to the BC PNP whose business proposals correspond to your community's priority economic development objectives and priorities.

The BC PNP offers concierge services to community representatives providing prompt, clear, and personalized information to support your community needs. For more information, please contact PNPConcierge@gov.bc.ca.

Applicant Requirements

In order to be a foreign entrepreneur to participate in the Entrepreneur Immigration – Regional Pilot, applicants must:

- Meet minimum eligibility criteria of the Regional Pilot, including experience, personal net worth, language proficiency, investment, and job creation.
- Select an enrolled community listed on the BC PNP website and contact the community representative
- Develop a business proposal to establish a new business in the community related to one of the community's priority economic development industry subsectors
- Conduct an exploratory visit to the community to obtain more information about the local market, available services (i.e. hospitals, schools, etc.), and/or meet with the local economic development officer(s) to gain insight about doing business in the community
- Meet with the designated community representative from the community to discuss their business proposal
- Requests a referral from the community based on the information gained during their exploratory visit
- Submit a complete registration to the BC PNP along with a copy of their referral form

Criteria for Prospective Applicants

Community Referral: obtain a referral from the enrolled community in order to register.

Experience: within the last 5 years applicants need at least one of the following: 3+ years of experience as an active business owner-manager, 4+ years of experience as a senior manager, or a combination of 1+ year of experience as an active business owner-manager and 2+ years of experience as a senior manager.

Education: the applicant must have either a post-secondary credential, OR, experience as an active business owner-manager with 100% ownership of the business for at least 3 of the past 5 years.

Minimum net worth: the applicant must have a minimum personal net worth of \$300,000. The applicant must make a complete declaration of their net worth and source of funds to the BC PNP at the time of their full application, if invited.

Language: the applicant must demonstrate they possess minimum English or French language proficiency (equivalent to the [Canadian Language Benchmark level 4](#) or higher). The applicant must submit a copy of a valid English or French language proficiency test result from [CELPIP](#), [IELTS](#) or [TEF](#) in order to register.

Criteria for Prospective Applicants (Continued)

Business proposal: Eligibility: the prospective applicant must provide a plan to establish a new, eligible business in B.C. that aligns with one of the community's identified economic development priorities,

The business must be operated for the primary purpose of earning profits by providing products and/or services. Additionally, the business must have strong potential for sustained commercial success.

Certain business types are not eligible to the BC PNP, such as bed and breakfasts, hobby farms and home-based businesses, real estate development/brokerage, insurance or business brokerage. For a complete list, refer to the Regional Pilot Program Guide available at WelcomeBC.ca/PNP.

The BC PNP does not pre-approve or endorse any business proposal.

Business ownership: the prospective applicant must own at least 51% of the proposed business in B.C. Community officials cannot have any vested interest or conflict of interest on the part of in any proposed business referred to the BC PNP.

Eligible Investment: the prospective applicant must make a minimum eligible investment of \$100,000 into the proposed business in your community.

Eligible investments include business-related expenses such as equipment, leasehold improvements, furniture and office supplies, marketing and advertising, etc. The BC PNP will also consider regular operating expenses such as wages, rent, utilities, and ongoing marketing for up to six months for establishing a new business or three months for establishing a new franchise location. The BC PNP will consider investments towards start-up inventory for no more than three months.

The BC PNP does not consider as eligible investments such as cash, working capital, wage payments to the applicant or the applicant's family members, business co-owners, or real estate. The BC PNP will not consider as eligible any investments made prior to the date the applicant receives an "invitation to apply".

Job creation: the prospective applicant must create at least 1 full-time equivalent job for a Canadian citizen or permanent resident of Canada.

Active management: in order to be approved for nomination, the prospective applicant must actively manage their business in B.C. Active management means the applicant is accountable for the day-to-day operations of the business. Active management must occur at the place of business in B.C.

Residence: in order to be approved for nomination, the prospective applicant must reside within the community of the proposed business in B.C., and that they have lived in B.C. for at least 75% of the time while on a work permit.

Registration Information

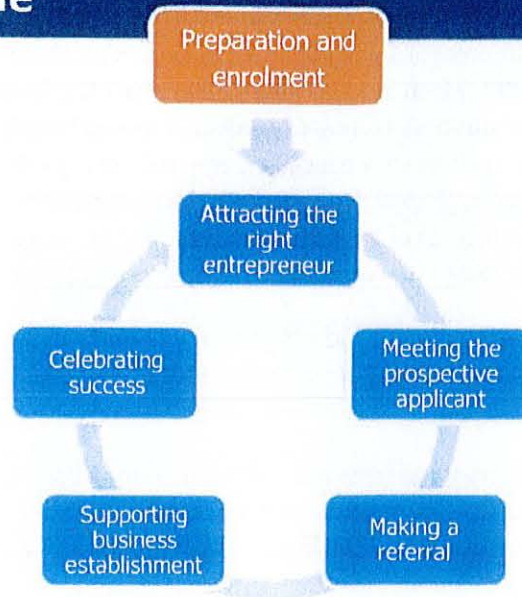
In order to qualify under the Entrepreneur Immigration – Regional Pilot, the foreign entrepreneur must submit a registration to the BC PNP, which includes information about the foreign entrepreneur’s background and experience, their business proposal including proposed investments and job creation, and their “human capital factors” such as their education, age, etc., along with a copy of their community referral. The higher the registrant’s reported education, experience, etc., the more points the registration will receive. A full breakdown of the points gradients will be available when the Regional Pilot Program Guide becomes available in January 2019 at WelcomeBC.ca/PNP.

The BC PNP will verify the self-declared score and assign points to the business concept. The highest-scoring registrants will receive invitations to apply to the BC PNP Entrepreneur Immigration - Regional Pilot.

The table below identifies the factors to be assessed and the maximum points available for each factor. Certain factors have minimum score requirements, such as Experience, Personal Net Worth, Investment, Job creation, Minimum language proficiency, Eligible personal investment, Ownership percentage, and Jobs assessment.

| Scoring Factors | Max Points |
|--|------------|
| Self-declared | |
| Business owner-manager or senior manager experience | 22 |
| Business ownership (100%) | 2 |
| Declared personal net worth | 6 |
| Total personal investment | 10 |
| Total jobs created and/or maintained | 15 |
| Location: Population size of community of proposed business | 6 |
| Location: Regional district of community of proposed business | 12 |
| Adaptability: Language proficiency | 23 |
| Adaptability: Education level | 16 |
| Adaptability: Age | 16 |
| Adaptability: Family in community of proposed business | 4 |
| Adaptability: Work, business, or studies in Canada | 8 |
| Self-declared subtotal score | 140 |
| Business concept | |
| Commercial Viability: Business model | 12 |
| Commercial Viability: Market and products/services | 4 |
| Commercial Viability: Eligible personal investment | 4 |
| Commercial Viability: Assessment of proposed investment | 8 |
| Commercial Viability: Ownership percentage | 2 |
| Transferability of Skills | 15 |
| Economic Benefits: Key sector and/or significant economic benefits | 5 |
| Economic Benefits: Jobs assessment | 10 |
| Business concept subtotal score | 60 |
| TOTAL POINTS AVAILABLE | 200 |

Community Role



Preparation and enrolment: Your community enrolls with the BC PNP and attends orientation/training sessions. You have prepared and connected with local partners who can provide information and support services to prospective entrepreneur immigrants in your community.

Attracting the right entrepreneur: Your community has prepared a plan to attract foreign entrepreneurs. This may be passive (such as simply having your community information on the BC PNP website) to active (such as conducting overseas marketing). Your community will be promoted on the BC PNP website.

Meeting the prospective applicant: Promote, organize and facilitate exploratory visits from foreign entrepreneurs interested in your community. You will be expected to provide information about your community to the prospective applicant. You may request validating information from the prospective applicant to gain more information before you meet with them.

Making a Referral: The referral allows a foreign entrepreneur to be able to submit a registration the BC PNP. Your community may issue a referral based on the information the foreign entrepreneur provides you about their background, business proposal, and due diligence.

Supporting business establishment: Support business establishment and family settlement in the community for applicants. This may be performed by local business and/or settlement support service providers as well as any other community partners.

Celebrating success: Leverage the success of entrepreneur immigrants to your community to further promote the Regional Pilot and your community's business opportunities.

BC PNP Entrepreneur Immigration: The BC PNP will answer any questions you may have through our concierge service: PNPConcierge@gov.bc.ca. The BC PNP can help your community with information about the program, including guidance and training, and promotion of your community.

Applicant Process



Preparation: The prospective applicant must:

- Complete an English language proficiency exam
- Conduct an exploratory visit to the enrolled community to gain information
- Develop a business proposal based on one of the community's priority economic development industry subsectors
- Complete the "self-declared" portion of the online registration and provide the community representative the results of their score (OPTIONAL – UPON COMMUNITY REQUEST)

Referral: The prospective applicant must:

- Meet with the designated community representative to discuss details of their business proposal and the community
- Request a referral from the community to be able to register with the BC PNP

Registration to the BC PNP: The prospective applicant must create a profile and submit an online registration to the BC PNP Entrepreneur Immigration – Regional Pilot category. The registration includes details about their work and/or business experience, education, language ability, net worth, and information about their proposed business in British Columbia. After the registration is scored, the BC PNP will invite the highest-scoring registrants in the Regional Pilot category to submit full applications to the BC PNP. Registrations are typically scored within six weeks. Registrants have four months to submit an application.

Application to the BC PNP: The applicant submits a full application to the BC PNP. The applicant may be invited to attend an in-person interview in Vancouver to discuss details of their application. Applications are typically assessed within four months. If the application is approved, the applicant must sign a Performance Agreement that outlines all of the requirements they must meet in order to be nominated.

Work Permit period: The applicant must arrive in the community with a work permit so they can begin to implement their business plan, make the required investments, and create jobs. The applicant's spouse or common-law partner is eligible for an open work permit for the same duration. The applicant is expected to contact the community representative to obtain information about business and/or settlement support services.

Nomination: After the applicant meets the terms and conditions of their Performance Agreement, they must submit a final report (i.e. application for nomination) to the BC PNP. If the BC PNP determines they have met all of the criteria from their Performance Agreement, the applicant, and their accompanying family members will be nominated for permanent residence. Final reports are typically assessed within three months.

Application for permanent residence: The applicant may then apply to Immigration, Refugees and Citizenship Canada (IRCC) to become a permanent resident of Canada under the Provincial Nominee class.

Immigration Representatives

The BC PNP is designed so that applicants can go through the BC PNP immigration process on their own. However, applicants may choose to use the services of a representative, such as an immigration consultant or lawyer, to provide advice or help with the process. A representative is authorized to act on the applicant's behalf with the BC PNP.

We assess all applications equally. Using a representative will not give the applicant special attention or faster processing, and does not guarantee a better outcome.

If the applicant pays someone to act as a representative, they must meet the requirements for authorized representatives.

Authorized Paid Representatives

In selecting a paid representative, the BC PNP recommends to applicants that they confirm that the representative is in good standing with their professional organization.

Paid representatives must be:

- immigration consultants who are full members in good standing of the [Immigration Consultants of Canada Regulatory Council](#), or
- lawyers who are members in good standing of the [Law Society of British Columbia](#) or another Canadian Law Society, the Nova Scotia Barristers' Society, or the *Chambre des notaires du Quebec*.

Unpaid Representatives

The applicant may use the services of an unpaid representative to act on their behalf. Unpaid representatives may include immigration consultants or lawyers (see above), family members, friends and members of a non-governmental or religious organization.

Unpaid representatives do not charge fees or receive any other compensation or benefit for providing immigration advice or related services.

We strongly recommend that communities do not engage with immigration intermediaries until you have completed the mandatory BC PNP training session.

As a community you have direct access to the BC PNP through our concierge service to ask questions and receive clarity on anything related to this pilot. We're here to help and support you at: PNPConcierge@gov.bc.ca



Ministry of
Jobs, Trade
and Technology

COMMUNITY ENROLMENT FORM

[Reset Form](#)

Send your completed form & attachments to:
PNPConcierge@gov.bc.ca

Important Information

The BC Provincial Nominee Program (BC PNP) Entrepreneur Immigration - Regional Pilot enables communities to have an active role in the attraction and retention of foreign entrepreneurs to support local economic development.

- This form is to be completed and signed by a community's Authorized Signing Officer (i.e. an individual who has the authority to act on behalf of the community, such as Mayor, Chief Administrative Officer, Regional District Chair, etc.)
- If you represent multiple communities, you must submit a separate Community Enrolment Form for each community.
- For full details, including entrepreneur eligibility criteria and a description of the full process, please see the Regional Pilot information on our website, WelcomeBC.ca/PNP.

Questions?

Email us: PNPConcierge@gov.bc.ca. BC PNP program staff can provide tailored immigration information.

A. COMMUNITY INFORMATION

| | | |
|------------------|--------------|----------|
| LEGAL NAME: | | |
| MAILING ADDRESS: | | |
| CITY/TOWN: | POSTAL CODE: | WEBSITE: |

B. COMMUNITY ELIGIBILITY

- To be eligible, the enrolling community must:
 - have a population of less than 75,000 people (as of December 2017); and,
 - be at least 30 kilometers away from any community that has a population of 75,000 or more.

| | | |
|--|------------------------------|-----------------------------|
| Does your community have a population of less than 75,000 people? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is your community at least 30km away from any community that has a population of 75,000 or more? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

C. PRIORITY ECONOMIC DEVELOPMENT INDUSTRY SUBSECTORS IN YOUR COMMUNITY

- Foreign entrepreneurs who intend to establish themselves in your community must submit applications to the BC PNP that propose a business start-up in an industry consistent with the economic development priorities of your community.
- Industry subsectors are classified using the [North American Industry Classification System \(NAICS\)](#).

Identify up to three industry subsectors that will contribute to your community's economic development priorities. The subsectors you select will be confirmed after the orientation/training session.

1. --- Select ---
2. --- Select ---
3. --- Select ---

D. DESIGNATED CONTACT PERSON FOR THE BC PNP

- The designated contact person must be an employee of the municipality, regional district or an organization with the delegated authority to represent the community.
- The designated contact person may be the same person as the Authorized Signing Officer

| | | |
|--------------------|---------------|------------|
| FIRST NAME: | LAST NAME: | JOB TITLE: |
| ORGANIZATION NAME: | PHONE NUMBER: | EMAIL: |

E. COMMUNITY CAPACITY

- It is important for the community to demonstrate sufficient capacity to support foreign entrepreneurs and family settlement in the community.

Name and describe how your community's local economic development organizations could assist foreign entrepreneurs in establishing successful businesses in your community (e.g. chambers of commerce, business improvement associations, entrepreneur networks, etc.):

Name and describe how your local settlement and service organizations could provide support to foreign entrepreneurs to integrate in your community (e.g. immigrant settlement organizations, community groups, etc.):

F. AUTHORIZED SIGNING OFFICER DECLARATION

| | |
|---|---------------------------------------|
| By submitting this Community Enrolment Form, your community is expected to: | |
| • Participate in BC PNP orientation/training sessions | I understand <input type="checkbox"/> |
| • Prepare information for, and meet with, prospective foreign entrepreneurs interested in establishing new businesses in your community | I understand <input type="checkbox"/> |
| • Submit referral forms for foreign entrepreneurs your community has selected. Submitting a referral for a foreign entrepreneur does not guarantee invitation to apply | I understand <input type="checkbox"/> |
| • Establish or use existing networks in your community that provide assistance/information for foreign entrepreneurs. This may include: <ul style="list-style-type: none"> ○ Business supports (facilitating connections to local chamber of commerce, other entrepreneurs, etc.) ○ Family settlement needs (introductions to settlement organizations, community groups, etc.) | I understand <input type="checkbox"/> |
| The BC PNP has sole discretion and responsibility to assess a BC PNP application. | I understand <input type="checkbox"/> |
| I cannot have any vested interest in or other conflict of interest in any proposed businesses referred to the BC PNP | I understand <input type="checkbox"/> |
| My immediate family members cannot have any vested interest, or other real or perceived conflict of interest, in any proposed businesses referred to the BC PNP | I understand <input type="checkbox"/> |
| I represent and declare that I am authorized to act on the community's behalf in submitting this enrolment form | I understand <input type="checkbox"/> |
| NAME OF AUTHORIZED SIGNING OFFICER: | JOB TITLE: |
| PHONE NUMBER: | EMAIL: |
| SIGNATURE: | DATE: |

)

British Columbia Provincial Nominee Program

Regional Pilot Community Enrolment

This module is a companion document to the BC PNP Regional Pilot Community Enrolment phase



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- 2. Preparing for Enrolment**
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- 4. Community Training/Orientation Session**

NEXT STEPS: ENROLMENT FORM SUBMISSION AND TRAINING SESSION

1. Goals and Key Features of the Regional Pilot

The B.C. Provincial Nominee Program (BC PNP) offers an immigration pathway for people with skills in high-demand occupations and foreign entrepreneurs who will contribute to B.C.'s economic development to apply for permanent residency for themselves and their dependants.

A new Regional Pilot under the Entrepreneur Immigration Stream has been introduced to attract foreign entrepreneurs with a desire to start a business in a regional community outside of a major population centre.

The pilot will contribute to regional economic growth and support diverse and strong communities through immigration. The Regional Pilot is expected to:

- support regional communities to achieve their economic development priorities;
- attract investment to our regional communities and create jobs for British Columbians; and
- leverage local resources and expertise so that immigrant entrepreneurs can flourish and succeed in the communities where they reside and establish their business.

Community support is critical to the successful establishment, settlement and integration of international entrepreneur talent. This Pilot builds on the “communities know best” approach. The pilot is collaboration between the province and communities who will have a pivotal role not only in attracting entrepreneurs to their communities but also supporting them to establish, integrate and settle into their new life in B.C.

The Regional Pilot is premised on four key features:

1. **Active community role** – participating communities will have a key role in the process. They will be actively involved in attracting the foreign entrepreneur for their community. Working with their local partners, they will also use their community network to support the settlement of the foreign entrepreneur in the community.
2. **BC PNP referrals** - participating communities can refer foreign entrepreneurs to the BC PNP. The foreign entrepreneur must have visited the community and their proposed business is aligned with the economic priorities and provides significant economic benefit to the community.
3. **Community concierge** – participating communities can contact the program to access the services of a dedicated community concierge who can support communities with their immigration needs (PNPConcierge@gov.bc.ca).
4. **Invitations & prioritization** – foreign entrepreneurs who are referred by a participating community can register in a separate pool for the pilot. Registrations are scored and if invited, applications are prioritized. Invitations are issued at least monthly.

The pilot will be delivered for a two-year period and will be assessed to determine whether it should be concluded, extended or become a permanent category.

More information, including an Entrepreneur Immigration – Regional Pilot Pocket Guide, is available on the WelcomeBC.ca/PNP website. Please refer to this guide for general information about program requirements and processes. This is a good reference as you explore your community's interest and preparation for enrolment.

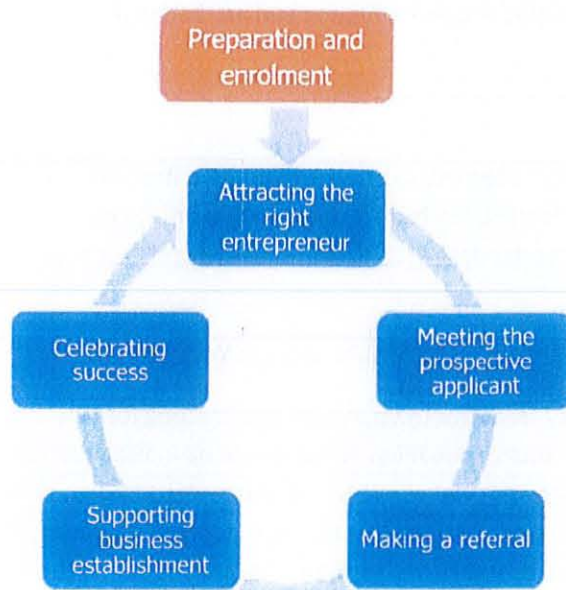
A BC PNP training/orientation session will be offered in late January 2019 to communities who have indicated their interest. This session will focus on the attraction of foreign entrepreneurs, hosting exploratory visits and making referrals to the BC PNP.

A detailed Entrepreneur Immigration Regional Pilot Program Guide will be available at WelcomeBC.ca/PNP in early 2019. The Program Guide will provide complete and comprehensive information about program eligibility requirements.

2. Preparing for Enrolment

The BC PNP offers concierge services to community representatives providing prompt, clear, and personalized information to support your community needs.
For assistance, please contact PNPConcierge@gov.bc.ca

The community's role is summarized in this graphic:



Communities are currently at the preparation and enrolment phase. Further training will be offered on the next phases. The Regional Pilot Community Guide provides more information on the community role.

The Regional Pilot is a community-driven initiative: communities self-select as participants. Community representatives are encouraged to engage their local elected officials and stakeholder groups prior to enrolment. Communities should be able to demonstrate an ability to support foreign entrepreneurs and family settlement in the community.

The pilot is designed to help grow the local economy and aligned with economic development priorities.

The Community Enrolment Form must be completed and signed by an Authorized Signing Officer of the community. This individual has the authority to act on behalf of the community, such as Mayor, Chief Administrative Officer, Regional District Chair, etc. If you represent multiple communities, a separate Community Enrolment Form is required for each community. We encourage communities to collaborate regionally. The Enrolment Form is available from BC PNP Concierge Services by contacting PNPConcierge@gov.bc.ca

Section A: Community Information

Provide the legal name and official mailing address of the community. This will be the community name that will appear on official documentation and marketing materials related to the Regional Pilot.

Section B: Community Eligibility

This section confirms your community's eligibility to enrol, as per the criteria (less than 75,000 as of December 2017 and located at least 30 km from a community with a population of over 75,000). The authorized signing officer declares that the community meets the eligibility criteria.

Section C: Priority Economic Development Industry Subsectors in Your Community

Three economic development priority areas, for the purposes of attracting foreign entrepreneurs, must be declared for your community. These should be industry subsectors that you view as gaps in your local economy that you would benefit from recruitment of foreign entrepreneurs to start up new businesses. Communities may wish to refer to existing economic development plans or initiate discussions locally prior to finalizing this section of the enrolment form.

The industry subsectors are determined by the 3 digit North American Industry Classification System code (NAICS). To assist with this, the form is designed with a drop-down menu which lists all codes.

Foreign entrepreneurs who intend to establish in your community must propose business start-ups in an industry that is consistent with these priorities.

Some flexibility exists to refer an entrepreneur that is proposing a business that is not within one of your three declared priorities; however a business case must be made at the time of community referral to provide a rationale for your support of this entrepreneur and proposal.

Section D: Designated Contact Person for the BC PNP

The designated contact person named on the form must be an employee of the municipality, regional district or an organization with the delegated authority to represent the community.

This person will be the community representative for the BC PNP. The designated contact person may be the same person as the Authorized Signing Officer. The designated contact person may or may not be the main contact for potential applicants. Ways to determine the best way for applicants or representatives to contact the community will be discussed during the BC PNP training/orientation session.

Section E: Community Capacity

It is important for the community to demonstrate sufficient capacity to support foreign entrepreneurs and family settlement in the community.

The form requests descriptions of your community's:

- local economic development organizations that could assist foreign entrepreneurs in establishing successful businesses in your community (e.g. chambers of commerce, business improvement associations, entrepreneur networks, etc.); and
- settlement or service organizations could provide support to foreign entrepreneurs to integrate in your community (e.g. immigrant settlement organizations, community groups, etc.)

If you feel that you do not currently have these supports in place, take the time to connect with your local stakeholders. We want you to be prepared to host exploratory visits and assist with the integration of foreign entrepreneurs in your community.

Section F: Declarations and Signature

As part of the signature block, the authorized signing officer confirms confirmation of no conflict of interest and authorization to act on community's behalf.

Conflict of Interest

Be aware that community officials should avoid all appearances of a conflict of interest. They must not be involved in the business ownership nor receive personal or financial benefits as a result of the approval of a foreign entrepreneur's application to the BC PNP.

Immigration Advice

Please refrain from engaging in or providing immigration advice to potential applicants. More information will be provided on this topic during the community orientation/training session.

The BC Provincial Nominee Program (BC PNP) is designed so that an applicant can submit a registration or application on their own. However, an applicant may choose to use a representative, such as an immigration consultant or lawyer, to provide advice or help with the process. A representative is authorized to act on their behalf with the BC PNP.

The BC PNP assesses all applications equally. Using a representative will not give an applicant special attention or faster processing, and does not guarantee a better outcome.

Prior to engaging in any discussions with representative, you should confirm that he/she is in good standing with their professional organization.

Paid representatives must be:

- immigration consultants who are full members in good standing of the Immigration Consultants of Canada Regulatory Council; or
- lawyers who are members in good standing of the Law Society of BC or another Canadian Law Society, the Nova Scotia Barristers' Society, or the *Chambre des notaires du Quebec*.

Unpaid Representatives:

The applicant may use the services of an unpaid representative to act on their behalf. Unpaid representatives may include immigration consultants or lawyers (see above), family members, friends and members of a non-governmental or religious organization. Unpaid representatives do not charge fees or receive any other compensation or benefit for providing immigration advice or related services.

3. Case Study and Activity

i. Case Study: Sunrise Valley, BC

Sunrise Valley is a community of 7,200 located in one of the Thompson/Okanagan region.

Its main industry is logging and there is also a paper mill within the community boundaries. The nearest large population centre is about 42 km to the south of town.

Mayor Tom Jones asked Paula Rivers who is the economic development officer of Sunrise Valley for a quick meeting to assess where they are at in regards to participating in the new regional pilot program of the BC PNP Entrepreneur Immigration program.

It's been a week since both Tom and Paula attended the pre-enrollment informational webinar hosted by the BC PNP. Since then, Tom has discussed the topic with city council members and they were all very positive about enrolling in the program. In the meantime, Paula reviewed the long-term strategic economic development plan of the city that was drafted and supported by both the province and the city. In the plan the city's top three priority sectors for development are identified as 1. Tourism 2. Manufacturing (or otherwise value-add) of wood products and 3. Warehousing/logistics.

Tom and Paula went over the Community Enrolment Form together item by item and successfully completed some parts such as community eligibility (population as of December 2017 and not close to large towns/cities); signing authority and designated person information and identified three priority economic sectors. Tom had expressed what would be an ideal business/entrepreneur would be for Sunrise Valley.

In order to respond to the Community Capacity questions, Tom thought it would be a good idea to invite other community stakeholders such as the Chamber of Commerce, immigrant settlement agency, school district, as well as residents of Sunrise Valley to inform, discuss and pull ideas and resources together. During the course of such discussion Paula contacted PNP Concierge service for assistance and clarification of some terms and definitions.

Both Tom and Paula made separate appointments with different organizations for open discussion about the potential benefits of participating in the pilot program and what is expected of Sunrise Valley as a community to make it a success. This was followed by a town hall meeting with residents so they could voice their views.

With feedback and support from business organizations, existing businesses and the community as a whole, Tom and Paula completed the Community Enrolment Form which Tom signed and sent to BC PNP office via the PNP Concierge service (PNPConcierge@gov.bc.ca)

Overall the process took two weeks from pre-enrollment information webinar to submittal of completed enrollment form. Both Tom and Paula are confident that Sunrise Valley enrollment will be smooth and are looking forward to the upcoming BC PNP training session, which will provide information and advice on hosting an exploratory visit and completing referrals of foreign entrepreneurs. They are considering inviting representatives from their community stakeholder organizations to join.

ii. Discussion Questions to Help in Your Planning

1. Do you think Tom should have called a town hall meeting? What alternatives could have been pursued to bring together stakeholders and receive local input?
2. What is the main supporting network (organizations) that should be considered in all the communities? If there are deficiencies, how could they be resolved?
3. Do you see possibility of interest clash in implementing /enrolling in the program? If so, what could be the issues and how can they be effectively be addressed?
4. Do you think Sunrise Valley is ready to participate in the pilot?

iii. Module Activity: Complete your Community Enrolment Form

Now that you have completed the information session and reviewed this module, you are prepared to consider participating in the Regional Pilot.

You are ready to prepare, connect with local partners, delegate a contact person, determine priority sectors and submit your Community Enrolment Form to the BC PNP.

Please note that the case study presented is for illustrative purposes only. The level of effort, extent of local and regional consultations and involvement of stakeholders are based on the practices of your community. Each community is unique and may wish to pursue enrolment and participation in this Regional Pilot in their own way.

4. Community Training/Orientation Session

Communities who have enrolled in the Regional Pilot will be invited to attend a training/orientation session in late January 2019. The time and location within a region will be confirmed once the first enrolment period is closed on January 18, 2019.

Topics to be covered include: hosting exploratory visits, providing referrals under this pilot, marketing, managing demand, roles and expectations, applicant and community criteria.

Registrations/applications from interested entrepreneurs for the pilot will only be accepted after communities have enrolled and referrals issued.

Communities can contact BC PNP's dedicated service line for the pilot for further information and assistance for the pilot program: PNPConcierge@gov.bc.ca

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Item 11.3

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor

Seconded: Councillor

THAT: the City of Salmon Arm agrees to co-apply with the Neskonlith Indian Band (NIB) by way of Regional Community Resiliency Investment and Forest Enhancement Society BC grant applications for FireSmart and Wildfire Fuel Management grants;

AND THAT: Council agrees to have the Neskonlith Indian Band act as the primary applicant to apply for, receive and manage the grant(s) funding on behalf of the City of Salmon Arm.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

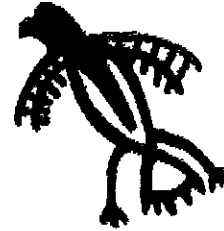
Opposed:

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



Neskonlith Indian Band

Skat'sin te Secwepemc Chief & Council
 737 Chief Neskonlith Drive
 Box 318, Chase, BC V0E 1M0
 T: 250.679.3295 F: 250.679.3294
www.neskonlith.net



October 5, 2018

City of Salmon Arm Mayor and Council
 Box 40
 500 2nd Ave NE
 Salmon Arm, BC
 V1E 4N2

Dear Mayor Cooper, Council Members and Staff:

Following discussions with Mr. Kevin Pearson and Councillor Tim Lavery in October of 2017, follow-up Council meetings and our recent October 4, 2018 meeting with the Salmon Arm District Staff and Council members we are submitting a synopsis of a wildfire protection proposal for Salmon Arm and local First Nations lands.

The Neskonlith Indian Band is proposing a government to government partnership with the City of Salmon Arm in pursuing provincial fire hazard risk reduction funding through the UBCM Community Resiliency Investment (CRI) program (formerly SWIPI) and the Forest Enhancement Society (FES) Wildfire Risk Reduction program. The Salmon Arm/Shuswap area is a particularly vulnerable community for wildfire risk because of forest types that result in heavy fuel loading in the adjacent forests, forests that extend down to the valley bottoms, and a relatively high incidence of lightning in the Shuswap area. Given the global incidents of wildfire devastation in 2017 and 2018, Salmon Arm's past history with wildfire close-calls and the current provincial funding available for wildfire fuel management; it appears to be a good time to consider taking advantage of existing provincial funding sources.

Our objective in this proposal is two-fold: 1. to develop a plan and implement treatment activities to protect Salmon Arm and First Nations lands from the ravages of wildfire, and 2. to provide employment opportunities for local First Nations forestry workers and others. Additional objectives would be to reduce greenhouse gasses through utilization of the biomass produced from the treatments, rather than open burning.

The CRI program consists of funding multiple FireSmart activities. We propose that Salmon Arm and Neskonlith each apply for CRI funding to increase the total funding amount available and to meet separate needs within their respective boundaries. At this point we are proposing for Salmon Arm, the development of a Community Wildfire Protection Plan, training and education of citizens and businesses of Salmon Arm in implementing FireSmart activities, and in carrying out some fuel management treatment activities within the City of Salmon Arm boundaries. The CRI program application for Neskonlith would be for updating the Neskonlith CWPP and promotion of FireSmart activities on-reserve, and for the implementation of fuel management activities on FN lands. The CRI program provides 100% funding for these activities within the city or reserve boundaries.

We propose that the FES Wildfire Risk Reduction application would be joint application between the City of Salmon Arm and the Neskonlith Indian Band (we will also be seeking written support from the Adams Lake Indian Band for the proposal). This application would be for the planning, development of prescriptions and implementation of forest treatments outside of the City and IR boundaries on Crown

Land. FES provides 100% funding and the program has no maximum funding amount, however it is expected to be reasonable and defensible. We are proposing that we consider requesting funding for a 15-18 person crew for 3 years through FES in order to make significant progress in reducing community wildfire threats in as short a time period as possible.

The Neskonlith Indian Band will be bringing trained forestry workers into these programs; an offer of professional forestry services in helping with funding applications, planning, prescriptions and management of the program(s), through the band's FN corporation (Sk'atsin-Silvatech LLP); and First Nations partnership support. We would require point of contact, information support as well as communications and access assistance from the City of Salmon Arm in implementing this proposed wildfire protection program.

As there is a short timeframe to meet submission deadlines (November 30 FES, and Dec 7th CRI) we respectfully request your prompt attention to this proposal.

We look forward to meeting with you in the near future regarding this matter.

Best Regards,


Chief Judy Wilson

Councillor Art Anthony

Councillor Joan Manuel


Councillor Duane Manuel


Councillor Louis Thomas


Councillor Fay Ginther

City of Salmon Arm Regular Council Meeting of October 22, 2018

18. OTHER BUSINESS

1. Wildfire Protection (Community Resiliency Investment Program and Forest Enhancement Society Wildfire Risk Reduction Program)

Councillor Lavery spoke regarding the Wildfire Protection (Community Resiliency Investment Program and Forest Enhancement Society Wildfire Risk Reduction Program).

0458-2018

Moved: Councillor Lavery

Seconded: Councillor Jamieson

WHEREAS the City of Salmon Arm and neighbouring lands have been and are vulnerable to the threat of wildfire;

AND WHEREAS Council recognizes the importance of mitigating these effects where possible;

AND WHEREAS Local Governments and First Nations are increasingly working together to address common interests, challenges and mutual opportunities for their communities;

AND WHEREAS at the May 14, 2018 Regular Meeting of Council, Council Resolved to proceed with an application for Provincial funding for wildfire risk reduction and prevention, in a joint application with the Neskonlith Indian Band as follows:

THAT: Council direct staff to move forward with option 1, as outlined in the staff report dated May 1, 2018;

AND THAT: associated costs of data collection and/or preparation of an application for Provincial funding be shared with the Neskonlith Indian Band;

AND FURTHER THAT: Council authorize the sole sourcing of these works and services to Silvatech Consulting Ltd.;

AND WHEREAS such a model / partnership may lead to partnerships with other First Nations and neighbouring communities;

THEREFORE BE IT RESOLVED THAT Council accept the proposal from Neskonlith Indian Band (NIB) to prepare, pro-bono, an application under the Community Resiliency Investment Program (CRI) on behalf of the City of Salmon Arm and the NIB that will serve as the first step in a community to community approach to addressing wildfire risks in the area;

AND THAT Council authorize the use of \$15,000.00, which was allocated in the 2018 Budget for the purpose of undertaking a wildfire mitigation initiative, to cover any necessary expenses related to a CRI and/or Forest Enhancement Society of BC (FESBC) application and any next steps that may be required from either the CRI or FESBC programs;

AND FURTHER THAT any resulting work or contract(s) which may arise from a successful CRI or FESBC application (other than which is considered community to community) will be administered /awarded in accordance with the City's procurement process and program guidelines, if applicable.

CARRIED UNANIMOUSLY

Item 11.4

CITY OF SALMON ARM

Date: January 14, 2019

L. Fitt, Economic Development Manager - letter dated January 4, 2019 -
Salmon Arm Brand Filing of Official Mark

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

January 4, 2019

Mayor Harrison and Council
City of Salmon Arm
PO Box 40
Salmon Arm BC V1E4N2

Re: Salmon Arm Brand – Filing of Official Mark

Dear Mayor Harrison and Council,

As part of the process to implement Salmon Arm's new community brand, Salmon Arm Economic Development Society (SAEDS) has been researching the best method of protecting the brand usage. Although we encourage the use of the brand by community organizations, businesses and residents in alignment with the brand usage guidelines, it is equally as important to protect the brand from inappropriate use.

When conducting research on this process, including consulting legal advice and communicating with City of Salmon Arm staff, the preferred method of brand protection is filing an official mark notice under the Trade-marks Act. An official mark offers several advantages over a trade-mark including the cost and timeline associated with filing, brand protection, and longevity (an official mark has an endless lifespan). An official mark can only be filed by a public authority (including local governments) and the Trade-marks Act prohibits others from using an official mark without prior consent.

As SAEDS is not considered a public authority, we are asking Council to consider undertaking the process of filing an official mark for Salmon Arm's new community brand. SAEDS will continue to oversee the brand usage approvals and implement the related community marketing strategy in partnership with other community organizations as previously planned, removing concern that this would become the responsibility of the City. In communication with City staff, it is recommended that a service agreement be prepared which would see the City of Salmon Arm assigning brand oversight to SAEDS. Further, SAEDS has a budget allocated for brand protection costs and will commit to covering the associated costs of filing an official mark and assigning brand oversight.

Registering an official mark appears to offer the most effective and efficient solution to protecting the community's new brand. We appreciate Council's consideration to this request and are pleased to provide any further information required.

Sincerely,



Lana Fitt, Ec.D
Economic Development Manager

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Item 13.1

CITY OF SALMON ARM

Date: January 14, 2019

Presentation 4:00 p.m.

NAME: Micky Leung, BC Regional Radiation Specialist. Health Canada, Lindsay Forsman-Phillips Project Manager, CAREX Canada and Chantal Wilson, Little Bear Engineering

TOPIC: Radon exposure in the Interior of BC

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

Radon Exposure in the Interior Region of BC

Presenter's names:

Micky Leung, Regional Radiation Specialist, Health Canada
 Lindsay Forsman-Phillips, Project Manager, CAREX Canada
 Chantal Wilson, Owner, Little Bear Engineering

Title of Presentation:

Radon exposure in the Interior Region of BC

Other Details:

Key messages

- Radon is a tasteless, colourless, odourless radioactive gas
- Radon is produced from the breakdown of uranium, which is naturally found in rock and soil in Canada
- Health effects of radon exposure: radon causes lung cancer – 2nd leading cause of lung cancer (radon is attributed to 16% of lung cancer deaths)
- Radon exposure is preventable, but testing is needed to know if it's in homes, schools and other buildings
- High radon levels can be fixed. The cost associated to radon mitigation is similar to the cost of other home maintenance, such as installing a new furnace or central air conditioner

Radon is a tasteless, colourless, and odourless gas produced by the decay of uranium naturally present in rock and soil in Canada. Outdoors, radon levels are generally low; however, radon can enter buildings and homes through cracks and openings in foundations, making levels indoors much higher, especially in basements and lower floors. Radon gas emits alpha radiation, which damages cells in the lungs when inhaled.¹

Radon is known to cause lung cancer in humans,² as recognized by agencies including Health Canada, the International Agency for Research on Cancer (IARC), the World Health Organization (WHO), among others. CAREX Canada's risk estimates for environmental carcinogens prioritize radon as the most significant indoor air exposure for cancer.³ After smoking, Health Canada lists radon as the second leading cause of lung cancer, and the first for non-smokers; it is responsible for approximately 16% of lung cancer deaths in Canada.⁴

Lung cancer from radon is preventable as there are ways to remove radon from – or prevent entry into – indoor air environments (i.e. homes, schools, buildings). However, the only way to know if radon is present is to test. Many safe and reliable options exist for testing, including purchasing low-cost kits or hiring certified professionals through Canadian - National Radon Proficiency Program (C-NRPP).⁵

1. ATSDR. Toxicological Profile for Radon (2015) (PDF)
2. International Agency for Research Cancer. IARC monograph summary, Volume 78 (2001) (PDF)
3. Setton E. et al. "Risk-based indicators of Canadians' exposures to environmental carcinogens." *Environ Health* 2013;12(1):15.
4. Health Canada. What are the health effects of radon? (2012)
5. Canadian – National Radon Proficiency Program. C-NRPP (2017)

Radon exposure: Interior Region of BC



Lindsay Forsman-Phillips, BKin
Project Manager, CAREX Canada

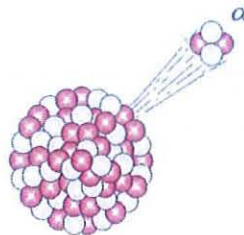
Micky Leung, C.P.H.I. (C)
Regional Radiation Specialist, Health Canada

Chantal Wilson, P.Eng
Owner, Little Bear Engineering



What is radon?

- Invisible, odourless, colourless **radioactive** gas
- Natural decay product of uranium in rocks and soil
 - Canada is a uranium rich country
- Gas phase (important for mobility through soil)
- Radon breaks down:
 - Particles
 - Radiation

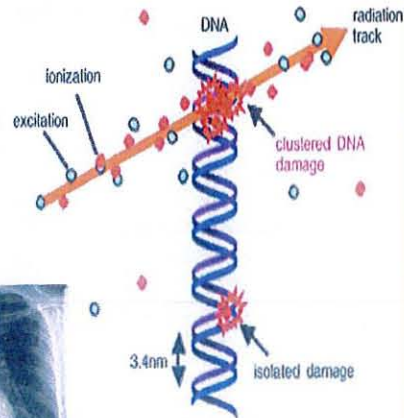


| URANIUM 238 (U238) RADIOACTIVE DECAY | | |
|---|------------------|--------------------------------|
| type of radiation | nuclide | half-life |
| | uranium—238 | 4.5 x 10 ⁹ years |
| α | thorium—234 | 24.5 days |
| β | protactinium—234 | 1.14 minutes |
| β | uranium—234 | 2.33 x 10 ⁵ years |
| α | thorium—230 | 8.3 x 10 ⁴ years |
| α | radium—226 | 1590 years |
| α | radon—222 | 3.825 days |
| α | polonium—218 | 3.05 minutes |
| α | lead—214 | 26.8 minutes |
| β | bismuth—214 | 19.7 minutes |
| β | polonium—214 | 1.6 x 10 ⁻⁴ seconds |
| α | lead—210 | 22 years |
| β | bismuth—210 | 5 days |
| β | polonium—210 | 140 days |
| α | lead—206 | stable |



Radiation and DNA damage

- Alpha radiation is powerful, but over a short distance
- In the lung and respiratory track, the alpha radiation "rips through" DNA bonds
- This type of clustered damage is more difficult to repair properly than other forms of DNA damage



↑ DNA damage = ↑ error =
genetic mutation = cancer



Radon can cause lung cancer

- Radon is the leading cause of lung cancer in non-smokers
- Radon is the 2nd leading cause of lung cancer in Canada (16%)
- Lung cancer is one of the most commonly diagnosed cancer (28,600 new cases in 2017)
- Lung cancer is the leading cause of cancer death in Canada
 - Health Canada estimates radon causes 3,200 lung cancer deaths

Nearly **1 in 2 Canadians** will be diagnosed with cancer

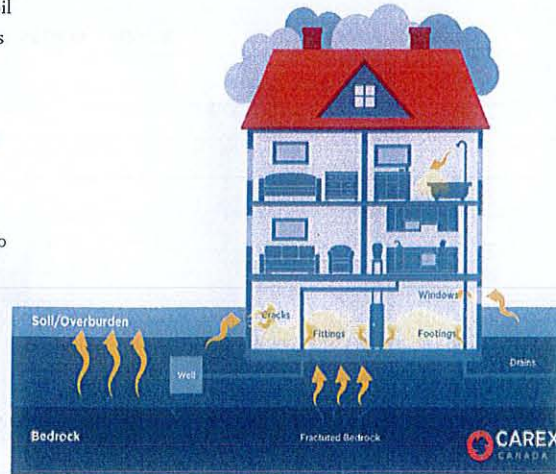


About **1 in 4 Canadians** is expected to die from cancer



How are people exposed to radon?

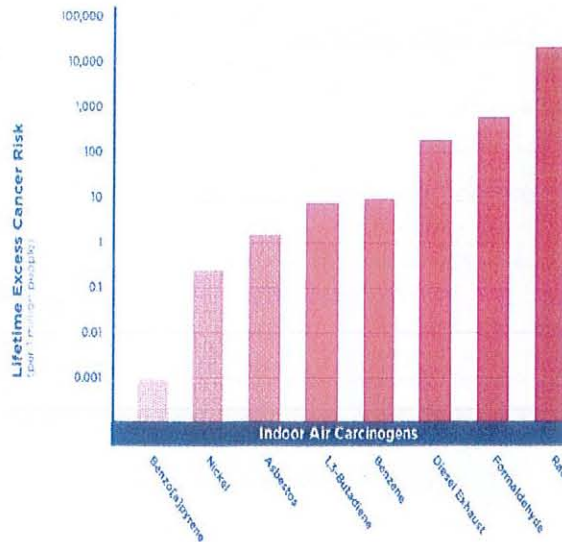
- Radon can easily move through soil and enter buildings through cracks and openings in the building's foundation
- It is drawn into buildings through pressure differential between the ground and indoors
- Once inside radon can build up to dangerous levels



CAREX Indoor Air Exposure Assessment

Radon identified as the highest priority exposure for cancer prevention

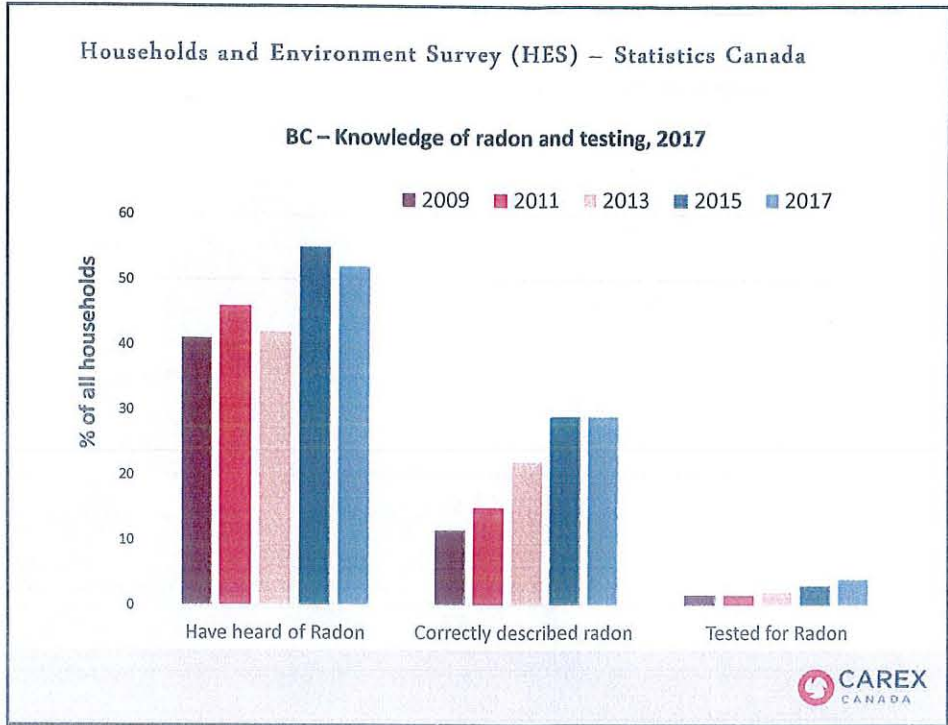
Excess of ~12,000 cancer cases per million exposed over a lifetime



CAREX Canada risk estimates for indoor air carcinogens show that radon gas is the highest priority exposure in Canadian settings.

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Federal radon guidelines


Revised guideline introduced in 2007:

“Remedial measures should be undertaken in a dwelling whenever the average annual radon concentration exceeds 200 Bq/m³ in the normal occupancy area”

- “dwelling” = homes, buildings with a high public occupancy rate, such as schools, hospitals, long-term care residences, and correctional facilities
- Normal occupancy = occupied for greater than 4 hours per day

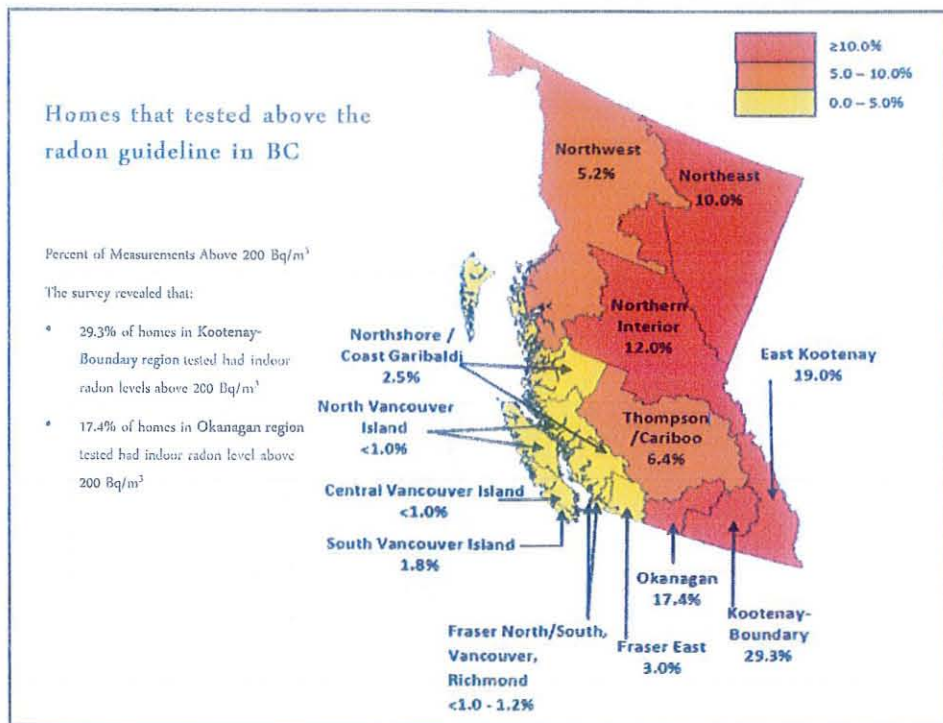
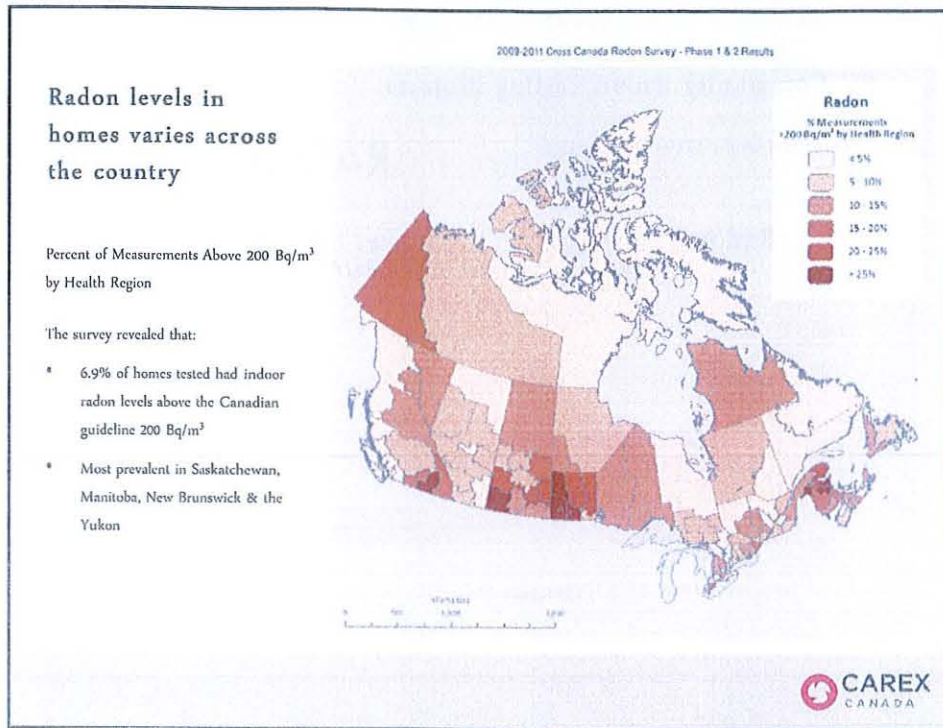


200 - 600 Bq/m³
fix your home
within 2 years



Above 600 Bq/m³
fix your home
within 1 year

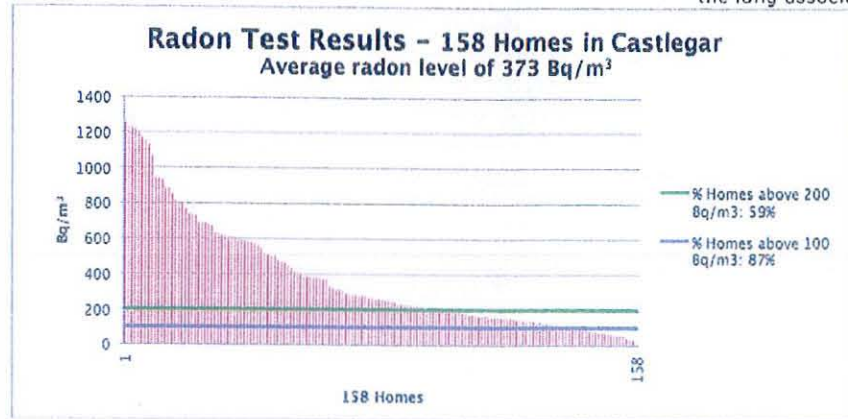
CAREX CANADA



BC Community Radon Testing Projects

Chart 1 - Radon Test Results: All Homes in Castlegar

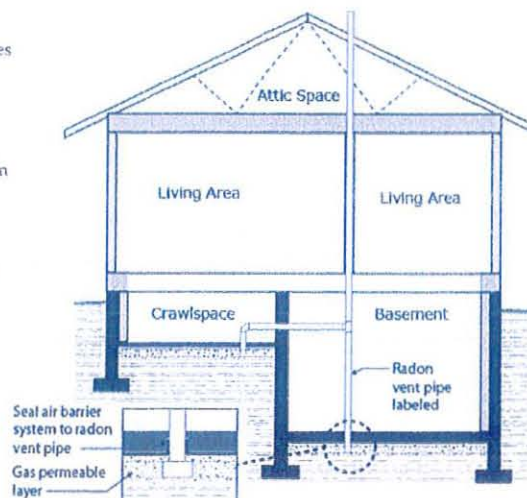
RADON AWARE
the lung association



CAREX
CANADA

BC Building Code Changes 2018

- Part 9 of BC Building Code requires some buildings to have a radon rough-in for a subfloor depressurization system, in some locations in the province outlined in [Bulletin B14-07](#)
- Building Inspectors play a role in supporting the enforcement of the BC Building Code



CAREX
CANADA

Radon in Columbia-Shuswap region

- High uranium content in the soil increases the risk of finding high levels of radon in homes and buildings in the region
- High radon can be found in all types of buildings:
 - Residences, schools, workplaces
 - Buildings with no basements or crawlspaces
 - Old drafty buildings and new well sealed buildings
- In Revelstoke over 35% of residences are testing above 200 Bq/m³
 - Some Revelstoke homes have measured radon levels more than 20 times the Federal Radon Guideline



Radon Mitigation: How to reduce radon levels

- All buildings can be effectively mitigated
- Minimally invasive techniques
- Almost immediate results



Take Action on Radon

- Take Action on Radon is a national initiative to bring together stakeholders and raise awareness on radon across Canada
 - www.takeactiononradon.ca
- The advisory team includes (CARST), Canadian Cancer Society and CAREX Canada
- Many activities happening across Canada
 - [100 Radon Test Kit Challenge](#)



Questions?

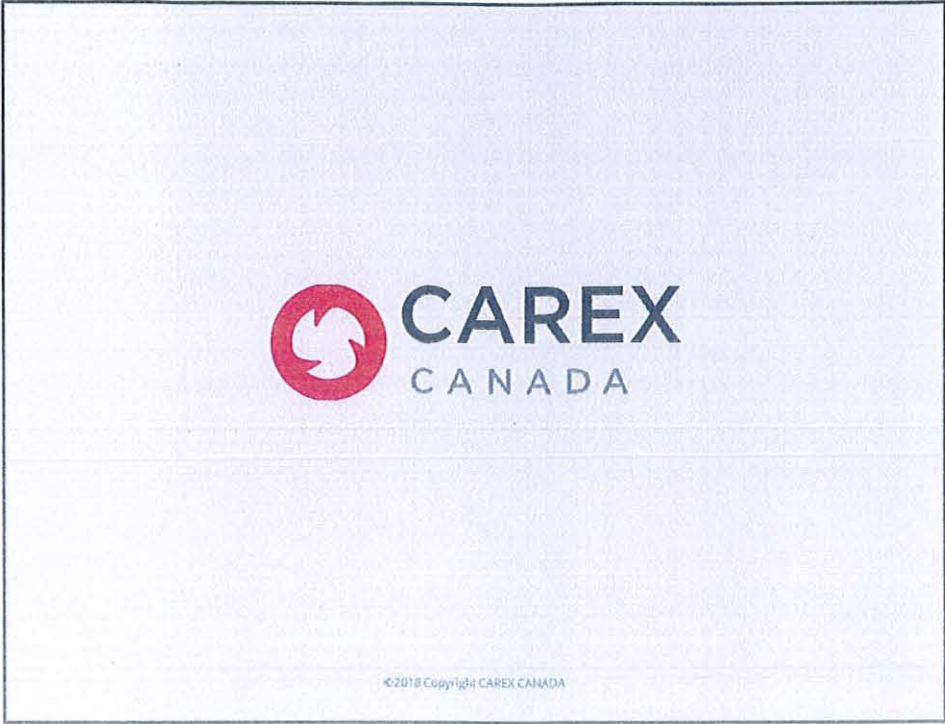


Lindsay Forsman-Phillips
lindsay@carexcanada.ca
www.carexcanada.ca

Micky Leung
Micky.leung@canada.ca
www.canada.ca/radon

Chantal Wilson
cwilson@lbeng.ca
www.littlebearengineering.ca





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Item 17.1

CITY OF SALMON ARM

Date: January 14, 2019

Director of Engineering & Public Works
Investing in Canada Infrastructure Grant 2019

Deferred Motion 0523-2018 West Bay Connector Project from the
December 10, 2018 Regular Council Meeting

Vote Record

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

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

8. **STAFF REPORTS**7. **Director of Engineering & Public Works - Investing in Canada Infrastructure Grant 2019**

0523-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council authorize submission of a grant application under the Canada-British Columbia Investing in Canada Infrastructure Program - Community, Culture and Recreation for the West Bay Connector Project, estimated cost of \$1,200,000.00 plus taxes.

0524-2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Motion 0523-2018 be deferred to the January 14, 2018 Regular Council Meeting.

CARRIED UNANIMOUSLY

TO: His Worship Mayor Harrison and Members of Council
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works
 DATE: November 23, 2018
 SUBJECT: Investing in Canada Infrastructure Grant 2019

RECOMMENDATION:

THAT: Council authorize submission of a grant application under the Canada-British Columbia Investing in Canada Infrastructure Program - Rural and Northern Communities Infrastructure for the Shuswap Regional Airport Runway Paving Project, estimated cost \$1,500,000.00 plus taxes;

AND THAT: Council authorize submission of a grant application under the Canada-British Columbia Investing in Canada Infrastructure Program - Community, Culture and Recreation for the West Bay Connector Project, estimated cost \$1,200,000.00 plus taxes;

AND FURTHER THAT: Council authorize submission of a grant application under the Infrastructure Planning Grant Program for the Secondary City Water Supply - Preliminary Investigation, estimated cost \$30,000.00 plus taxes;

BACKGROUND:

The Government of Canada and Province of BC have recently announced a new intake for applications for the 2019 Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure (RNC), the 2019 Canada British Columbia Investing in Canada Infrastructure Program - Community, Culture and Recreation (CCR) and the Infrastructure Planning Grant Program (IPGP).

Each eligible Local Government may submit one (1) application each of the above noted programs.

RURAL AND NORTHERN COMMUNITIES INFRASTRUCTURE (RNC)

The core outcomes specific to the RNC program are: Improved food security; Improved and/or more reliable road, air and/or marine infrastructure; Improved broadband connectivity; More efficient and/or reliable energy; Improved education and/or health facilities (specific to Truth and Reconciliation Commission Calls to Action).

A RNC grant can fund up to 90% of eligible costs of an eligible project.

The application deadline for grant applications is **January 23, 2019**. All applications for funding require a resolution of Council supporting the application.

The following projects have been sourced from the City's short term infrastructure priority list and the Corporate Strategic Plan and meet the grant criteria:

RNC Option 1: Shuswap Regional Airport Runway Repaving

The runway at the Shuswap Regional Airport was last paved in 1981 and is in need of resurfacing. The extent of works would include pulverizing, grading, compacting and repaving approximately 30,000 m² of asphalt.

The City is investing a large amount of capital in the airport over the next few years through Taxiway Charlie construction and tree clearing and the runway paving cannot be delayed much longer without operational consequences.

RNC project category eligibility: improved and/or more reliable air infrastructure.

RNC Option 2: Ross Street Underpass

Staff considered the Ross Street Underpass as a potential project under this grant opportunity; however, projects are ineligible if tendered prior to a signed grant agreement and due to the time sensitive nature of some aspects of the underpass project staff do not feel it would be in the best interest to delay this project while waiting for approval/denial of the grant.

RNC project category eligibility: improved and/or more reliable road infrastructure.

COMMUNITY, CULTURE AND RECREATION (CCR)

Projects under the CCR grant are reviewed for their ability to meet the following outcomes: Improved access to Community, Culture and Recreation infrastructure for Canadians, including Indigenous people and vulnerable populations and/or increased quality of Community, Culture and Recreation infrastructure for Canadians, including Indigenous people and vulnerable populations.

A CCR grant can fund up to 73.33% of eligible costs of an eligible project.

The application deadline for grant applications is **January 23, 2019**. All applications for funding require a resolution of Council supporting the application.

The following projects have been sourced from the City's short term infrastructure priority list and the Corporate Strategic Plan and meet the grant criteria:

West Bay Connector Nature Walkway

The West Bay Connector Nature Walkway is the next phase of the foreshore walkway, connecting the existing boardwalk to Peter Jannick Park and would complete the portion of the trail within City jurisdiction. The detailed design of the walkway has not been completed; however the project has been identified in the City's Long Term Financial Plan. Please note that there are many details and approvals which would be required to have this project realized.

The Trail alliance is in support of the City applying for a grant for this project and is currently in discussions with the neighboring First Nations regarding a potential parallel or joint grant application for the portion of the West Bay trail fronting band land.

CCR project category eligibility: Increased access and quality of recreation infrastructure.

Salmon Arm Recreation Centre

The Salmon Arm Recreation Centre Redevelopment Plan is in the process of being completed and will include several options for redevelopment. Levying grant funding could potentially allow the City to provide expanded services for the new Recreation Centre. However, staff feel that a grant application is premature at this time and would likely be unsuccessful as the redevelopment plan is not complete.

CCR project category eligibility: increased quality of Community and Recreation infrastructure.

INFRASTRUCTURE PLANNING GRANT PROGRAM (IPGP)

The IPGP is a grant of up to \$10,000 to help develop or improve long-term comprehensive plans including and not limited to Asset Management Plans; Integrated Stormwater Management Plans; Water Master Plans and Liquid Waste Management Plans. Grants can be used for a range of activities related to assessing the technical, environmental and/or economic feasibility of municipal infrastructure projects.

The grant will fund the 100% of the first \$5,000 and 50% of the next \$10,000.

The application deadline for grant applications is **January 16, 2019**. All applications for funding require a resolution of Council supporting the application.

The following projects were identified through conversations with Interior Health Authority and in keeping with good risk management/asset management practices.

IPGP 1 - Water System Risk Evaluation Study

The City of Salmon Arm has an efficient drinking water treatment and supply system; however, in recent years it has become apparent that there is room for improvement in the reliability of the City system in 'worst case' scenarios. Assessing the areas of highest risk to the reliability of a system is an integral part of a robust Asset Management Plan and would be an excellent tool to help guide infrastructure project priorities.

IPGP 2 - Secondary Water Source Study

In keeping with the good risk management practices identified in the previous project, the Interior Health Authority has been encouraging municipalities to review their water source risk management and specifically to review options for a secondary water source in case of a catastrophic incident to the primary water source. Although Salmon Arm has Metford Dam as a secondary water supply, the source is not reliable as flows do not meet City demand and are at times over the turbidity limit. The proposed study would review potential locations for a reliable secondary water source.

Summary

Based on the above, staff recommend that grant applications for the following projects be submitted through the 2019 Investing in Canada Infrastructure program

1. Shuswap Regional Airport Runway Paving Project, estimated cost \$1,500,000.00 plus taxes;
2. West Bay Connector Project, estimated cost \$1,200,000.00 plus taxes; and
3. Secondary City Water Supply - Preliminary Investigation, estimated cost \$30,000.00 plus taxes

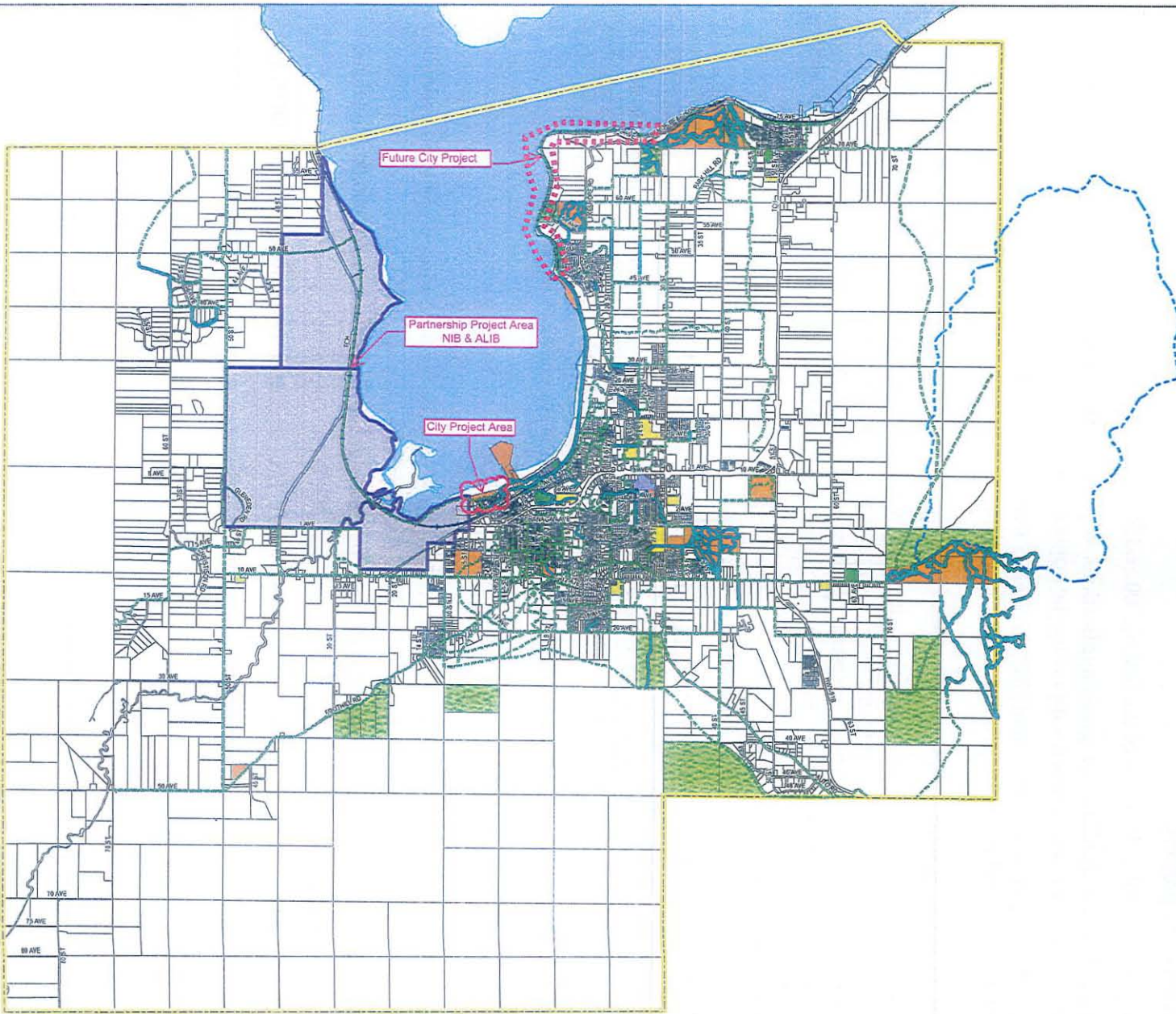
Respectfully submitted,



Robert Niewenhuizen
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

Map 11.2
Existing and Proposed
Greenways



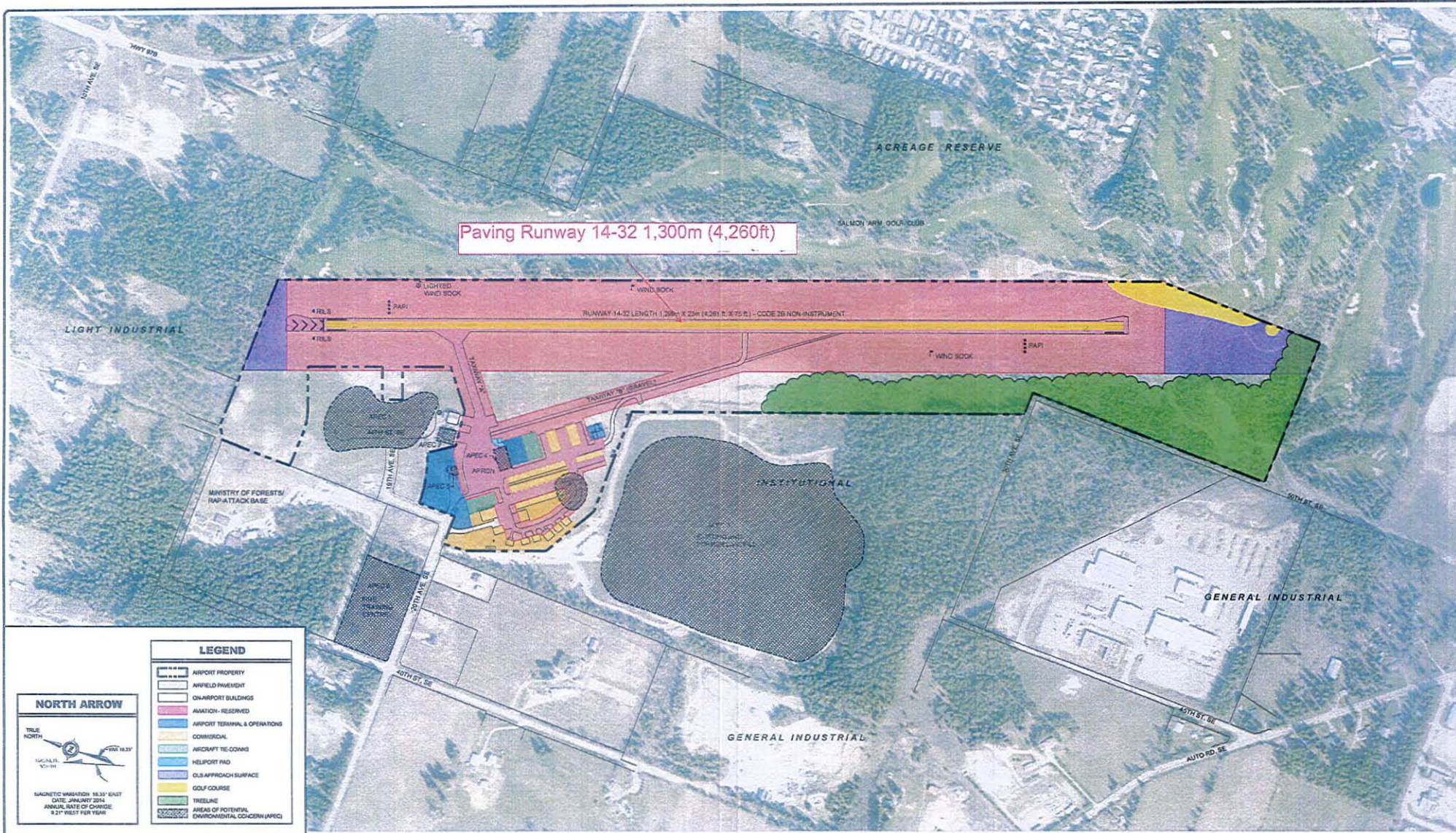
- Legend**
-  Existing Greenways
 -  Proposed Greenways
 -  Community Park
 -  Neighbourhood Park
 -  Open Space
 -  Indoor Recreation Facilities
 -  Schools
 -  City Boundary
 -  Indian Reserves
 -  East Canoe Creek Watershed Boundary
 -  Parcels

Note:
 For Type and Priority of each existing and propose greenway refer to Greenways Strategy.

Key Map



Plot Date: October 28th, 2011



NORTH ARROW

TRUE NORTH

MAGNETIC VARIATION: 18.33° EAST
 DATE: JANUARY 2014
 ANNUAL RATE OF CHANGE:
 0.2" WEST PER YEAR

LEGEND

| | |
|--|---|
| | AIRPORT PROPERTY |
| | AIRFIELD PAVEMENT |
| | ON-AIRPORT BUILDINGS |
| | AVIATION - RESERVED |
| | AIRPORT TERMINAL & OPERATIONS |
| | COMMERCIAL |
| | AIRCRAFT TIE-DOWNS |
| | HELIPORT PAD |
| | CLS APPROACH SURFACE |
| | GOLF COURSE |
| | TREELINE |
| | AREAS OF POTENTIAL ENVIRONMENTAL CONCERN (APEC) |

| NO. | DATE | DESCRIPTION | BY | CHKD |
|------------------|------------|-------------|-----|------|
| 1 | 28/10/2015 | FINAL | JPL | |
| 2 | 03/02/2015 | DRAFT | JPL | |
| REVISION / ISSUE | | | | |

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Notes

- THIS DRAWING TO BE USED FOR PLANNING PURPOSES ONLY
- AIRCROOME STANDARDS AND RECOMMENDED PRACTICES PER TP012 4TH EDITION, 1993 REVISED 2005.
- AERIAL PHOTOGRAPHY DATED 04/13/2010, EXTRACTED FROM GOOGLE (GWIN PROJ 2014)
- LAND USE AROUND THE AIRPORT IDENTIFIED PER CITY OF SALMON ARM OFFICIAL COMMUNITY PLAN MAP A-1 LAND USE.
- AREAS OF POTENTIAL ENVIRONMENTAL CONCERN (APEC) PER STAGE 1 PRELIMINARY SITE INVESTIGATION REPORT BY SIA, OCTOBER 2010

Consultant

Client

Scale

Scale 1:3000

SCALE BASED ON SHEET SIZE 22" X 34"

SALMON ARM, BRITISH COLUMBIA

Project: SHUSWAP REGIONAL AIRPORT (CZAM)

Title: AIRPORT DEVELOPMENT PLAN EXISTING DEVELOPMENT AND SITE CONSTRAINTS

Project No. 141-21519-00

EXHIBIT 2 OF 5

File Path: \\141-21519-00\Shared\Airport\Airport Development Plan\Map\141-21519-00-02-0001.dwg
 Date: 14/01/2015 10:11:00 AM

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Item 18.1

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the submission of an application in Partnership with the Shuswap Children's Association to the Union of British Columbia Municipalities for the Community Child Care Planning Program;

AND THAT: the City of Salmon Arm provide overall grant management, including procurement of services.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

Community Child Care Planning Program

2019 Program & Application Guide

1. Introduction

In order to better meet the child care needs of families, the Province of British Columbia recently announced expanded investment in the child care sector totalling \$1 billion over three years. This includes \$237 million to improve access to child care, including funding the creation of 22,000 new licensed child care spaces. Strong planning at the community level will ensure that this investment creates child care spaces in areas with the greatest need.

The BC Ministry of Children and Family Development is earmarking \$2.85 million for the Community Child Care Planning Program. Under the program, eligible projects can receive up to \$25,000. The program is administered by the Union of BC Municipalities (UBCM).

In addition to the provincial investments outlined above, the Community Child Care Space Creation Program, funded under the Canada-British Columbia Early Learning and Child Care Agreement and administered by UBCM, will provide approximately \$13 million to fund the creation of new licensed child care spaces in local government-owned facilities. Please see the Community Child Care Space Creation Program guide for details.

Community Child Care Planning Program

The Community Child Care Planning Program will provide funding for local governments to engage in child care planning activities in order to develop a community child care space creation action plan.

Through partnerships and engagement, all funded projects will collect information regarding the child care needs of the community; create an inventory of existing child care spaces; identify space creation targets over the next 10 years; and identify actions that can be taken to meet those space creation targets.

The information gathered through these plans will be shared with the BC Ministry of Children and Family Development, and may inform future investments in child care space creation that the Government of British Columbia may provide your community through programs such as the Child Care BC New Spaces Fund. Please note that completion of a community child care space creation action plan does not guarantee future space creation funding.

2. Eligible Applicants

Local governments, including municipalities and regional districts, in BC are eligible to apply. Eligible applicants can submit one application per intake, including collaborative projects.

3. Collaborative Projects Among Multiple Local Governments

Funding requests from two or more eligible applicants for collaborative projects may be submitted as a single application for eligible projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application.

The primary applicant submitting the application for a collaborative project is required to submit a resolution as outlined in Section 8 of this guide. All partnering applicants are required to submit a Council or Board resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

4. Eligible Projects & Guiding Principles

Eligible projects include the completion of a community child care space inventory (using the required Excel template) and the development of a community child care space creation action plan. These planning activities should result in local governments collecting information regarding the child care needs of the community and identifying short-term, medium-term, and long-term actions that can be taken to improve access to child care in the community through the creation of new child care spaces.

Eligible projects will demonstrate a commitment to the following guiding principles:

- **Community Driven** — Community solutions are based on local priorities and plans, and address the unique needs of the community
- **Catalysts for Action** — Funded activities enable local governments and community partners to create new child care spaces and improve access to affordable, quality child care in their community
- **Coordinated** — Activities of different levels of government (including local governments, school districts, Métis Nation BC, and neighbouring First Nations) and community partners (including organizations providing child care to underserved communities) encourage collaboration, avoid duplication among programs and projects, and facilitate the co-location of child care services with other child and family services
- **Sustainable Results** — Will result in an actionable plan, supported with sufficient resources, that will improve access to affordable, quality child care over time

In addition, to qualify for funding, projects must be:

- A new project or new project component (applications for retroactive projects are not eligible to receive funding under this program)
- Capable of completion by the applicant within one year from the date of grant approval

5. Requirements for Funding

As part of the approval agreement, all approved applicants are required to adhere to the following requirements:

- Comply with all applicable privacy legislation

Updated September 2018

- Recipients of the Community Child Care Planning Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference. To ensure that personal information is not inadvertently collected, funding recipients must ensure any information collected cannot be used to identify individuals. For instance, when collecting information from stakeholders, any information that is collected and distributed should be composed of aggregate/ summative data collected from a sufficiently large sample to ensure no individual(s) can be identified. In these cases, the information should be collected and presented in a manner such that a person should not be able to extrapolate or guess who the information is concerning.

| |
|--|
| Refer to Appendix 1 for important information on all requirements for funding. |
|--|

6. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the Community Child Care Planning Grant program, eligible activities must be cost-effective and may include:

- Completion of a community child care space inventory (using the required Excel template)
- Development/update of a community child care space creation action plan, including the required content outlined in Appendix 2
- Data collection (e.g. research, community consultations, workshops) and analysis
- Community engagement activities

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs (e.g. meetings related to the project, translation costs)

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Capital projects, including renovations or upgrades to buildings

- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities providing child care
- Ongoing or regular planning activities
- Regular maintenance, operational or administrative expenses, as well as overhead costs such as rent, office supplies, and communications services such as telephone and the internet
- Fundraising, lobbying, or sponsorship campaigns
- Legal, audit, or interest fees
- Project components already completed

7. Grant Maximum

The Community Child Care Planning Program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$25,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

8. Application Requirements & Process

Application Deadline

The application deadline is January 18, 2019.

Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Detailed budget that indicates the proposed expenditures and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
- For collaborative projects only: Each partnering applicant must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive and manage the grant funding on their behalf.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure that the required application elements (identified above) have been submitted and basic eligibility criteria have been met. Only complete application packages will be considered for funding.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee, which will include representatives from the Ministry of Children and Family Development. Scoring considerations and criteria include the following:

- Alignment with the objectives and guiding principles of the Community Child Care Planning Program
- Organizational capacity
- Anticipated results
- Partnerships and demonstrated community support
- Engagement and inclusivity
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will also consider the location of each application in order to ensure a balanced representation of projects across the province, and funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC

9. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Grants are awarded in two payments: 75% at the approval of the project and 25% when the project is complete and UBCM has received the required final report and a financial summary.

Changes to Approved Projects

Approved grants are specific to the project identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- A revised application package, including an updated, signed application form and an updated Council or Board resolution
- Written rationale for the proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

10. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report package, including the following:

- Completed Final Report Form
- Completed community child care space inventory (using the required Excel template)
- Completed community child care space creation action plan, including the required content outlined in Appendix 2
- Financial summary
- Optional: photos of the project, media clippings and or any reports or documents developed or amended with grant funding.

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Final Reports

UBCM will review final reports to ensure that all of the required report elements (identified above) have been submitted.

Following this, all complete final reports and deliverables will be submitted to the Ministry of Children and Family Development for review before final payment of the grant is issued.

All final report materials will be shared with the Province of BC

The Community Child Care Planning Program is funded by the Province of BC. Under Section 85 of the *Financial Administration Act*, all information collected by UBCM on behalf of the Province in relation to disbursement of the funding is provided to the Province. All information will be stored and retained in accordance with Ministry of Children and Family Development records management policies and procedures. This information could be subject to Freedom of Information requests.

11. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca

Phone: (250) 952-9177

In addition, the following resources are available:

- Regional Health Authorities are responsible for child care licensing in BC, and for the health and safety inspection of licensed facilities. For more information, please contact your regional Health Authority.
- For information on the child care spaces licensed by your regional health authority, you may consult the following resources:
 - Fraser Health Authority
 - Vancouver Island Health Authority
 - Vancouver Coastal Health Authority
 - Interior Health Authority
 - Northern Health Authority
- BC School Districts are responsible for K-12 capital planning in their districts.
- BC Child Care Resource and Referral Centres (CCRRs): CCRRs offer quality child care and community referrals, resources and support to child care providers and families in every community across the Province of British Columbia.

Appendix 1: Requirements of Funding

As outlined in Section 5, approved applicants are required to develop, undertake and complete their approved project in accordance with the following requirements:

1. The funding is to be used solely for the purpose of the approved project and for the expenses itemized in the project budget
2. Any unused funds or funds expended on ineligible costs and activities must be returned to UBCM within 30 days following the project end date
3. All expenditures must meet eligibility requirements as defined in the Community Child Care Planning Program & Application Guide
4. All project activities may commence on the date that the application was submitted and must be completed within one year of project approval
5. The final report is required to be submitted to UBCM within 30 days of project completion
6. The approved applicants are required to comply with all applicable privacy legislation. Without limiting the foregoing, the approved applicant and their child care operator(s) must ensure that any personal information they collect, use or disclose about an identifiable individual as part of the approved project is disclosed only in Canada and only in accordance with the following legislation, as applicable: *Freedom of Information and Protection of Privacy Act*, the *Child Family and Community Service Act*, the *Community Care and Assisted Living Act*, the *Personal Information Protection Act* or other applicable legislation.

Appendix 2: Required Content for Community Child Care Space Creation Action Plans

In order to be eligible for funding, community child care space creation action plans **must** include the required process elements and required content outlined below.

The information gathered through these plans will be shared with the BC Ministry of Children and Family Development, and may inform future investments in child care space creation that the Government of British Columbia may provide your community through programs such as the Child Care BC New Spaces Fund. Please note that completion of a community child care space creation action plan does not guarantee future space creation funding.

Updated September 2018

Recipients of the Community Child Care Planning Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference. To ensure that personal information is not inadvertently collected, funding recipients must ensure any information collected cannot be used to identify individuals. For instance, when collecting information from stakeholders, any information that is collected and distributed should be composed of aggregate/summative data collected from a sufficiently large sample to ensure no individual(s) can be identified. In these cases, the information should be collected and presented in a manner such that a person should not be able to extrapolate or guess who the information is concerning.

Required Process

The completion of the action plan requires (but is not limited to) the following:

- Completing the required community child care space inventory (using the required Excel template) to record details regarding the child care facilities and spaces in your plan area. Recommended resources include:
 - The following resources from BC Stats:
 - Sub-provincial Population Estimates: Population estimates sorted by region, year, sex, and age.
 - Population Estimates for Municipalities, Regional Districts, and Development Regions, 2011-2017
 - P.E.O.P.L.E. household projections: Each year BC Stats prepares an updated set of sub-provincial household projections after the population projection for the current year has been created using P.E.O.P.L.E. (Population Extrapolation for Organization Planning with Less Error).
 - Custom detailed regional population projections by age are available for purchase. For details please contact the demographic analysis section: 250-216-2291
 - Statistics Canada Age (in Single Years) data tables
 - Regional Health Authorities are responsible for child care licensing in BC. For information on licensed child care facilities in your area, please consult your Health Authority.

- The Ministry of Children and Family Development collects data on the licensed child care facilities that receive ministry operating funding. To review this data, you may:
 - Refer to the [BC Child Care Map](#); or,
 - Download child care facility location data from the [BC Data Catalogue](#) (search “Child Care Map”).
 - Note that “Multi-Age Child Care Programs” may be separated as “Family Multi-Age” and “Group Multi-Age” in these sources of data; simply combine these two categories for a full list of Multi-Age Child Care Programs.
 - Note that the Child Care Map and child care facility location data do not provide complete lists of licensed child care facilities in BC, as they only detail licensed child care facilities in receipt of government operating funding. Cross-reference any information with information from your Health Authority to gather a complete list of all child care facilities
- Engaging with local child care stakeholders, particularly parents and child care providers (including Indigenous providers).
 - Recipients are also encouraged to engage with their local school district(s), other local governments, local First Nations, Métis Nation BC, and local Indigenous organizations.
 - Community engagement activities must include at least one of the following:
 - A survey targeting child care providers in the community
 - A survey targeting parents in the community and/or parents from a neighbouring community accessing child care in the plan area;
 - A community town hall or open house on child care issues
 - Visits to local child care centres
 - Community engagement activities must gather information regarding the needs of under-served populations in child care—including children with extra support needs, Indigenous children and families, low-income children and families, young parents under the age of 25, children and families from minority culture and language groups, immigrant and refugee children and families, and francophone children and families.
- Developing (or updating) an action plan, including the required content outlined below

Required Content for the Action Plan

Using the results of the inventory and community engagement process, the completion of the action plan requires (but is not necessarily limited to) the following content:

Current State of Child Care in Community

- The child care space utilization rate in your [Service Delivery Area](#)¹. Information on utilization rates is available from the [Ministry of Children and Family Development](#).

¹ Utilization rates are an indicator of the degree to which families may be able to access a child care space. Generally, higher utilization rates correlate with lower accessibility. Utilization rates above 80 percent indicate

- Child care utilization patterns and concerns that stakeholders indicate regarding:
 - How many families use child care in your community, and how many use licensed versus license-not-required care;
 - Whether there is a sufficient number of spaces to meet demand;
 - Whether spaces are in convenient locations for families, including whether these spaces are located close to parents' home, work, or school;
 - Whether enough spaces are co-located with organizations offering other services benefiting children and families (such as those offered through schools, post-secondary institutions, libraries, recreation facilities, and family support programs) and/or facilitating a seamless transition for children between such programs, and what kinds of services families would like child care to be co-located with; and
 - Whether child care is offered at convenient times for families, including whether there is a sufficient number of "flexible" child care spaces offered outside of regular business hours.
- Information on the programs and services that currently exist in your community to meet the child care needs of underserved populations and/or provide additional support services as required.
 - Underserved populations include, but may not be limited to, children who have extra support needs, Indigenous (First Nations, Métis, or Inuit) children and families, low-income families, young parents under the age of 25, children and families from minority cultures and language groups, immigrant and refugee children and families, and francophone families.
 - In completing this required content, you may wish to consider whether there are any of the following organizations, programs, or services in your community:
 - Supported Child Development Programs;
 - Aboriginal Supported Child Development Programs;
 - Cultural safety training for child care staff;
 - Child care offered by Indigenous providers;
 - Child care offering minority language and/or culture programming;
 - Child care offering Francophone programming;
 - Programs to assist low-income families with child care fees;
 - Young Parent Programs; and/or
 - Social "wrap-around" supports for children and families offered in conjunction with child care (such as meal assistance, health supports, housing supports, counselling, transportation supports, and referrals).

difficulty finding a child care space and utilization rates of approximately 90 percent would indicate that a region has poor accessibility where provider waitlists are likely commonplace.

While lower utilization rates indicate improved accessibility, local conditions may differ to that in the region overall; families may still encounter challenges finding care to meet their individual preferences and needs. It is important to engage with community stakeholders to learn more about some of the factors influencing the utilization rate in your area.

- Description of the programs and services that are most needed in your community to meet the child care needs of underserved populations and/or provide additional support services as required.

Interpreting Trends

- Identification and interpretation of trends related to the number, location, and care types of licensed child care facilities and spaces in your community, including:
 - Whether the number and type of licensed spaces in your community is sufficient to meet the needs of your ages 0-12 population, and what age groups are in most need of more child care spaces;
 - Whether licensed facilities are located in areas of high need, including high density areas and areas where parents attend work and school;
 - What locations in your community present the highest unmet demand for licensed child care spaces;
 - Whether there are a sufficient number of “flexible” licensed child care spaces offered outside of regular business hours;
 - Whether there are a sufficient number of licensed child care spaces and services providing child care for underserved populations; and
 - Whether there are a sufficient number of care facilities that are co-located with other organizations offering services benefiting children and families to meet the community’s needs.

Plan, Bylaw, and Policy Review

- Review of local plans, policies, and bylaws. This review may include only your local government’s documents, but it is recommended that it extend to other local governments as well (e.g. a review of policies in a municipality’s regional district and/or in adjacent municipalities).
- Analysis of local plans, policies, and bylaws to identify any aspects that may create barriers to the creation of licensed child care spaces in your community, and what actions can be taken to eliminate these barriers and encourage the creation of child care spaces and growth of services

Action Plan Targets and Goals

- Identify short-term (one to two years), medium-term (two to five years), and long-term (five to ten years) space creation targets that will meet the licensed child care space needs identified above. Considerations must include, but are not limited to:
 - The number of licensed child care spaces that are required to meet the identified need.
 - The child care age groups and license types that are most in demand, and how many licensed spaces in each age group and license type are needed to meet this demand.
 - Where new spaces need to be located to best meet families’ needs. Consider any opportunities for co-locating child care facilities with organizations offering other

services and programs benefiting children and their families, such as schools, post-secondary institutions, libraries, recreation facilities, and family support programs. If possible, include an estimate of the number of spaces that can be co-located with each type of facility.

- The number of new spaces that need to be flexible (i.e. offered outside of regular business hours).
- The number of spaces that can be created using public assets.
- Identify short-term (one to two years), medium-term (two to five years), and long-term (five to ten years) actions that the local government and community will take to meet licensed space creation targets and improve access to child care services within the community. Considerations must include, but are not limited to:
 - What actions your local government will take to meet the targets identified above. Please be specific; you may wish to categorize what actions will be taken in each neighbourhood.
 - Specifically, how your local government will meet the targets identified for flexible child care.
 - Specifically, how your local government will ensure that the new child care spaces in your community meet the needs of underserved populations in child care, including children who have extra support needs, Indigenous (First Nations, Métis, or Inuit) children and families, low-income families, young parents under the age of 25, children and families from minority cultures and language groups, immigrant and refugee children and families, and francophone families.
 - Which organization(s) will be responsible for leading the creation of which child care spaces in which years.
 - Which public assets can be leveraged to expand publically-owned child care in your community.
 - What community partners your local government will work with to meet the identified targets.
 - How your local government will increase the number of child care spaces co-located with organizations offering other services benefiting children and their families, and which community partners will you work with to increase the number of co-located spaces.
 - What plans, policies, and bylaws your local government will amend or create to reduce barriers to child care space creation.
 - What internal resources and capacity your local government will require in order to implement this plan (e.g. staff resources, funding, time, etc.).
 - What supports your local government will require from external organizations, including the BC Government, to achieve your space creation targets.
 - How your local government will continue to engage with stakeholders, including parents and child care providers, in meeting your space creation targets.

Optional Considerations for Further Planning

Please note that recipients of the Community Child Care Planning Grant are encouraged but not required to identify the following in their child care planning:

- Child care human resources available in the community (i.e. number of early childhood educators and other child care facility staff).
- How your community may help to increase the number of early childhood educators and child care facility staff serving the community in coming years
- Trends related to the affordability of child care in your community
- Trends related to the quality of child care in your community
- Existing children and family services in your community, in addition to child care and how these services can be expanded in the coming years.



January 2, 2019

Local Government Program Services, Union of BC Municipalities
525 Government Street
Victoria, B.C. V8V 0A8

Re: Community Child Care Planning Program

Shuswap Day Care Society is supportive of the City of Salmon Arm's application for a Community Child Care Planning Program grant to undertake community child care planning activities for our community.

Our Society has been providing quality and affordable childcare for families in our community for over 45 years. Over the years we have watched the need increase and the length of our waitlist continue to grow. The waitlist does not move fast at all as our families are very content with the care received and often we have the child attend until they no longer requiring childcare at the age of 12.

We have families who contact our centre once they have confirmation they are expecting to be placed on the waitlist and still after being on the list for over two years we cannot guarantee a space. In Salmon Arm there are only three group facilities including ours that offer infant & toddler care which only totals 36 licensed spaces for children under the age of three, this is not nearly enough for our growing community.

All our programs that we offer are running at capacity and we cannot expand or create any more spaces as we do not have the capacity to do so. Another concern for our Society is finding qualified, dedicated Early Childhood Educators. Qualified staff is required and an essential component to offering quality daycare. The province of BC recognizes the need and shortage and is introducing funds that individuals can apply for to assist in completing their education.

We see and hear from struggling families daily who need to find child care and encourage the development of strategies to meet the needs of our rapidly growing area. The strategy will be an important tool in guiding Salmon Arm's future growth and actions. To assist the project, we are able to offer stats and data from our waitlist, assist in offering guidance or feedback that is relevant to the childcare field, offer input into expansion ideas or creating new spaces, advocate for the families struggling to find quality and affordable care for their children, and share our years of expertise and successful operations.

STREET ADDRESS: 90 - 5th Avenue, SE, Salmon Arm, BC

MAILING ADDRESS: PO Box 2105, Salmon Arm, BC Y1E 4R1

TEL/FAX 250.832.6192

EMAIL shuswapdaycare@telus.net

www.shuswapdaycare.ca



We endorse the City of Salmon Arm's initiative in applying for a grant and hope you will view it favourably.

Yours truly,



Karen Bubola
Manger Shuswap Day Care Society



December 21, 2018

Local Government Program Services, Union of BC Municipalities
525 Government Street
Victoria, BC V8V 0A8

Re: Community Child Care Planning Program

The Salmon Arm Economic Development Society (SAEDS) Board of Directors is pleased to provide this letter in support of the City of Salmon Arm's application for a Community Child Care Planning Program grant to facilitate community child care planning activities for our community.

Between 2016 and 2017, Salmon Arm, with a growth rate of 9.3%, was one of the fastest growing municipalities in the province of British Columbia. Many of the newcomers to our city were young families who rely on access to child care services to ensure they are able to secure and maintain employment. Given the growing demand on our community's child care services, SAEDS is very supportive of initiatives that will serve to guide future growth and decision-making around such services. To assist the project, SAEDS is happy to provide meeting space and staff expertise, as available.

Once again, SAEDS fully endorses the City of Salmon Arm's initiative in applying and look forward to hearing of their success. If you require anything further, please feel free to contact me at 250-833-0608 or email me at edo@saeds.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lana Fiit".

Lana Fiit
Economic Development Manager
Salmon Arm Economic Development Society

PO Box 130
20 Hudson Avenue NE
Salmon Arm, BC V1E 4N2
Tel: 250 833.0608
Fax: 250 833.0609
www.saeds.ca

it's happening
here



December 27, 2018

Local Government Program Services, Union of BC Municipalities
525 Government Street
Victoria, B.C. V8V 0A8

Re: Community Child Care Planning Program

We are supportive of the City of Salmon Arm's application for a Community Child Care Planning Program grant to undertake community child care planning activities for our community.

We see families struggling to find child care and encourage the development of strategies to meet the needs of our rapidly growing area. The strategy will be an important tool in guiding our future growth and actions. To assist the project, we are able to offer data connecting poverty, literacy, employment and healthy communities. We are also happy to help with plain language communication in order to simplify written information for the general public.

We endorse the City of Salmon Arm's initiative in applying and hope you will view it favourably.

Yours truly,

Darcy Calkins

Darcy Calkins
Literacy Outreach Coordinator

Literacy Alliance of the Shuswap Society

358 Alexander St. NE P.O. Box 54 Salmon Arm, BC V1E 4N2

250-463-4555 www.shuswapliteracy.ca



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

341 Shuswap Street SW, Box 129, Salmon Arm, BC, V1E 4N2
Phone: (250) 832 2157 Fax: (250) 832 9428

December 18, 2018

Mayor Alan Harrison
City of Salmon Arm
PO Box 40
500 2nd Avenue NE
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison,

Re: Community Child Care Space Creation Program – Planning Grant Application

This letter is being written in support of the City of Salmon Arm's planning grant application to the Union of BC Municipalities (UBCM) Community Child Care Space Creation Program. This matter was discussed and approved by the Board at the December 18, 2018 Public Meeting.

You will see from the following motion that the Board would also like to advise the City that we would be pleased to participate in the assessment process for site locations, if requested.

The Board Motion at the December 18, 2018 Public Meeting was as follows:

"That the Board of Education write a letter to the City of Salmon Arm in support of its application of a Community Child Care Planning Grant, and further that, the Board of Education advise the City of Salmon Arm that, if requested, we would be pleased to participate in the assessment process for site locations."

Please accept the best wishes of the Board for the success of your application.

Sincerely,

Marianne VanBuskirk
Board Chair

MVB:vd

cc: P. Jory, Superintendent/CEO
B. Hunt, Acting Secretary-Treasurer



December 13, 2018

Local Government Program Services, Union of BC Municipalities
525 Government Street
Victoria, B.C. V8V 0A8

Dear Sir/Madam:

Re: Community Child Care Planning Program

The Salmon Arm & District Chamber of Commerce is very pleased to provide this letter of support on behalf of the City of Salmon Arm's application for a Community Child Care Planning Program grant to undertake community child care planning activities for our community.

The Chamber of Commerce is a membership-driven organization that is comprised primarily of business organizations, both for-profit and not-for-profit enterprises. We have been supporting and assisting our members in their business and community endeavours since 1908.

Through our association we have heard many times, and on multiple levels, where families have struggled to find child care as well as support programs for their children. These issues have created challenges for the business community in their efforts to recruit and retain employees with families. Our community has identified young families as key target market and child care needs are essential to our ability to successfully relocate and maintain families in our city.

This funding will provide the City of Salmon Arm with the ability to identify the needs of our community and create strategies that will allow us to successfully create the tools and resources needed to support families that reside in our community.

The Salmon Arm Chamber of Commerce has absolutely no reservations in endorsing the City of Salmon Arm in their application.

Yours truly,

Corryn Grayston,
Executive Director,
Salmon Arm Chamber of Commerce.

December 14, 2018



Local Government Program Services, Union of BC Municipalities
525 Government Street
Victoria, B.C. V8V 0A8

Re: Community Child Care Planning Program

We are a child development centre providing services for children with special needs in the Shuswap and are very supportive of the City of Salmon Arm's application for a Community Child Care Planning Program grant. We are pleased to be partnering with them on this project.

Availability of child care spaces is an ongoing challenge in our area. We have seen the loss of two licensed facilities due to health concerns, three long term centres close due to retirement, and we know of one more planning to move away in the next year. Add to that, Salmon Arm is experiencing strong growth, being named the fastest growing community with a population over 5,000 in 2017. We see families struggling to find child care and encourage the development of strategies to meet the needs of our rapidly growing area, including inclusion considerations for children with special needs. The strategies will be an important tool in guiding our future growth and actions and could also be a valuable tool in guiding our child development centre future plans.

To assist the project, we are able to offer meeting space for small meetings, Child Care Resource and Referral staff time to assist with logistics and publicity to prepare for public consultations, being on hand to assist with the actual meetings or other data gathering tactics, facilitating connections with both day care providers and parents, and offering other expertise staff may have to offer. Staff from our centre are also able and willing to participate in a Child Care Committee to help guide and oversee the project.

We wholeheartedly endorse the City of Salmon Arm's initiative in applying and trust you will view it favourably.

Yours truly,

A handwritten signature in black ink, appearing to read "June Stewart".

June Stewart
Executive Director

Item 21.1

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-487 be authorized for issuance for Strata Lot 21, Section 18, Township 20, Range 9, W6M, KDYD, Strata Plan EPS2062 which will vary Mobile Home Park Bylaw No. 1435 as follows:

1. Section 4.06 Site Coverage - Increase the maximum site coverage from 35% to 41.2%.

[Cox, P. & V.; #6 -481 Highway 97B NE; Parcel Coverage Variance]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: January 7, 2019

SUBJECT: Variance Permit Application No. VP-487 (Parcel Coverage)
 Legal: Strata Lot 21, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPS2062
 Civic Address: 21-481 Hwy 97B NE (Carriage Lane)
 Owner/Applicant: Paul & Virginia Cox

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-487 be authorized for issuance for Strata Lot 21, Section 18, Township 20, Range 9, W6M, KDYD, Strata Plan EPS2062 which will vary Mobile Home Park Bylaw No. 1435 as follows:

1. **Section 4.06 Site Coverage** – Increase the maximum site coverage from 35% to 41.2%.
-

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject property is located at 21-481 97B NE in the Carriage Lane bare-land strata development (APPENDICES 1 and 2). The property is under permit for a modular home with attached garage. The applicants are requesting that the maximum site coverage be increased from 35% to 41.2% as outlined in the motion for consideration.

The site plan and proposed building layout are shown in APPENDIX 3 and a rationale letter attached as APPENDIX 4.

BACKGROUND

The property is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-6 (Mobile Home Park) in the City's Zoning Bylaw. The property is completely within the ALR but within the Urban Containment Boundary. Carriage Lane is a phased bare-land strata development consisting of 30 bare-land strata lots. Adjacent land uses include the following:

North: Forest - Haney Park (P-1)
 South: Access Route / Mobile Home Park Residential (R-6)
 East: Mobile Home Park Residential (R-6)
 West: Mobile Home Park Residential (R-6)

COMMENTSFire Department

No concerns.

Building Department

No concerns.

Engineering Department

No concerns.

Planning Department

The R-6 zoning of the property dates back to 1977 and coincided with the Agricultural Land Commission's Non-Farm Use approval in 1979 for a mobile home park on the western portion of the original parcel at that time. The subject property is approximately 505 m² in area which is over the minimum lot size of 450 m² for a double wide modular home. The R-1 Single Family Residential Zone has the same minimum lot size requirement however allows for 45% parcel coverage. A previous variance (VP-210) was granted in 2002 for the Crystal Springs bare-land strata mobile home park development for lots 1 through 15. It permitted an increase in site coverage from 35% to 45%. Other similar variances have been granted for the Uplands and Willow Cove subdivisions and most recently (VP-438 & VP-471) for Lots 19 & 9 of Carriage Lane were granted in 2016 and 2018 to allow for increased lot coverage. The R-6 Zone itself does not have a maximum parcel coverage or minimum setback regulation; it defers to the Mobile Home Park Bylaw for those requirements. The Mobile Home Park Bylaw is old and when it is adopted, it did not contemplate double wide modular homes which essentially resemble single family dwellings. Single wide mobile homes within the older mobile home parks did not need high parcel coverage.

The requested variance is not anticipated to have any significant impact on the surrounding properties as all the required setbacks are being met and the site coverage is within the comparable provisions of the R-1 zone. In addition, it is consistent with previous approvals and with less than 45% total site coverage.

CONCLUSION

The requested variance to increase the maximum site coverage from 35% to 41.2% to accommodate the construction of a modular home with attached garage is recommended for approval by staff for the reasons noted above.

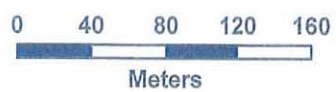


Prepared by: Wesley Miles, MCIP, RPP
Planning and Development Officer



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

Location Map

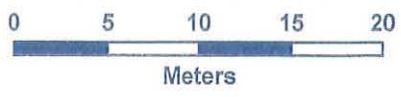


 Subject Parcel

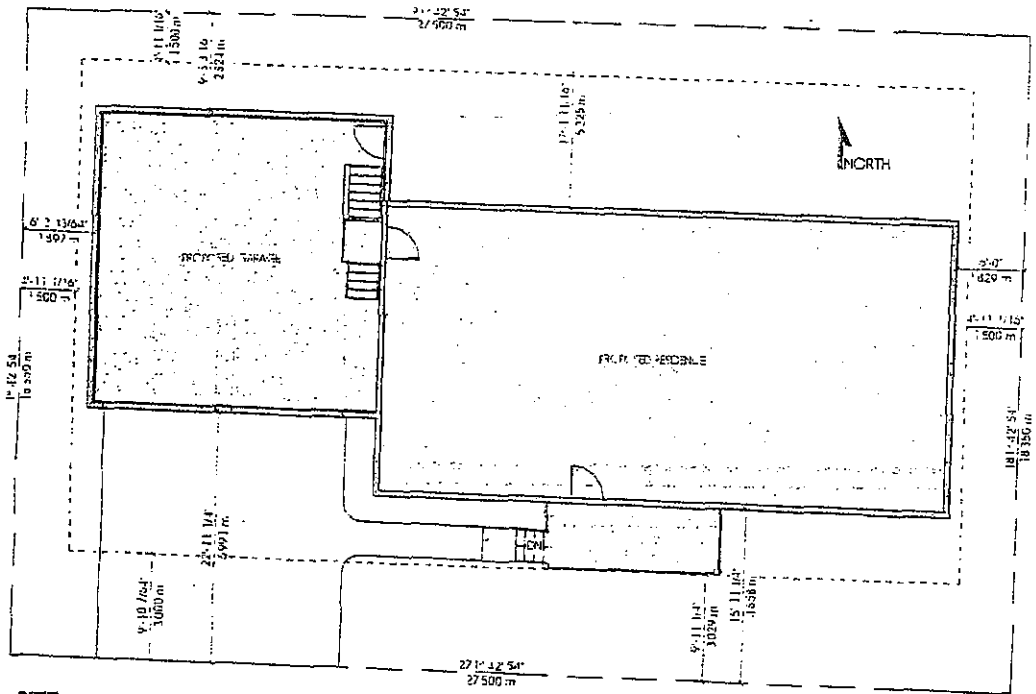
Orthophoto



EPP5053



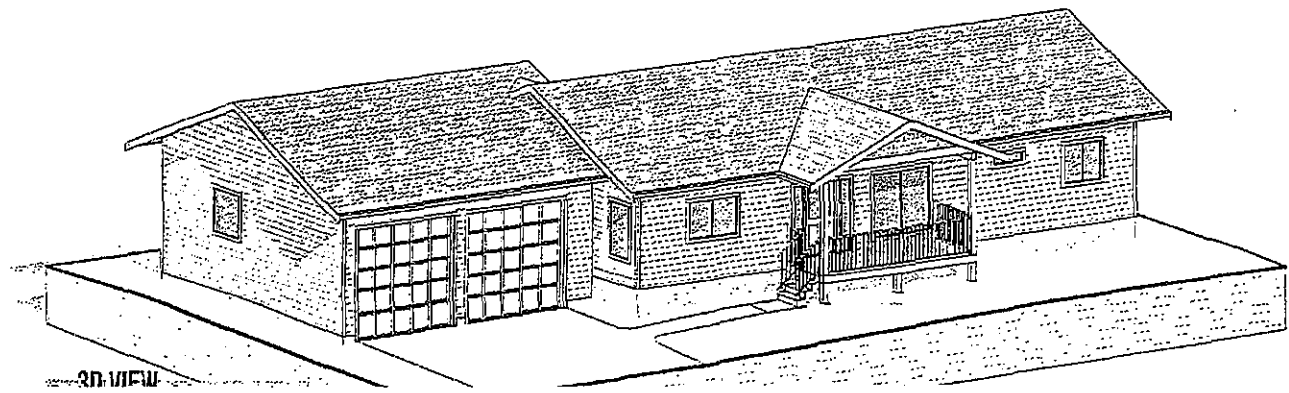
 Subject Parcel



2 SITE
1:100 COMMON ACCESS

PROPOSED RESIDENCE
LOT 6 (SL 21, PHASE 9)
CARRIAGE LANE
SALMON ARM B.C.

LOT COVERAGE
LOT AREA 5046 M²
BUILDING AREA 308 M² INCLUDES
DECK, ENTRANCED
RATIO 6.1%



3D VIEW

745 Garden Lake Rd,
Enderby, BC
V0E 1V3

Nov 2, 2018

Rationale for Variance.

We are at a stage in our lives where we want a large enough home for us & our children when they visit.

We like the idea of having less area to landscape.

We want a garage big enough to house our small motorhome.

Thank you for this consideration.

Regards,

Virginia & Paul Cox

U Cox.

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Item 25.

CITY OF SALMON ARM

Date: January 14, 2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of January 14, 2019, be adjourned.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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