

1. January 14, 2019 Council Agenda And Correspondence

Documents:

[JANUARY 14, 2019 CORRESPONDENCE.PDF](#)
[JANUARY 14, 2019 AGENDA.PDF](#)

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 Required

S = Staff has Responded
R = Response Required

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| 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 |

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REVISED JAN 3/19



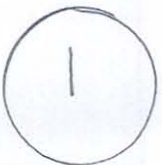
**CITY OF SALMON ARM
BUILDING DEPARTMENT REPORT
DECEMBER 2018**

**LAST YEAR (2017)
CURRENT MONTH YEAR-TO-DATE**

**CURRENT YEAR (2018)
CURRENT MONTH YEAR-TO-DATE**

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	3	806,000	130	39,054,825	6	1,596,000	120	38,652,999
2	Misc. Additions etc. to SFD's	13	340,200	138	4,913,952	6	83,178	117	3,980,690
3	New Modulars/MH's (Factory Built)	-	-	17	2,863,700	-	-	8	1,600,000
4	Misc. Additions etc. to Modulars/MH's	-	-	15	166,435	-	-	8	88,755
5	MFD's (# Units)	-	-	4 (16)	3,418,000	-	-	10 (36)	7,150,000
6	Misc. Additions etc. to MFD's	-	-	2	21,000	1	6,000	3	37,500
7	New Commercial	-	-	7	1,241,000	-	-	2	10,745,000
8	Misc. Additions etc. to Commercial	-	-	23	1,094,900	2	35,000	22	1,347,423
9	New Industrial	-	-	5	560,433	-	-	7	617,000
10	Misc. Additions etc. to Industrial	-	-	3	44,500	-	-	4	2,067,000
11	New Institutional	-	-	2	10,900,000	-	-	1	100,000
12	Misc. Additions etc. to Institutional	-	-	5	35,200	-	-	6	167,000
13	Signs	5	97,155	40	211,096	2	40,463	31	155,805
14	Swimming Pools, Pool Buildings	1	65,000	3	150,000	1	48,400	2	88,400
15	Demolitions	1	-	18	-	1	-	12	-
16	Temporary Trailers, A & B Permits	-	-	2	-	-	-	5	-
17	Misc. Special Inspections, etc.	-	-	20	-	1	-	17	-
	TOTAL PERMITS ISSUED	23	1,308,355	434	64,675,041	20	1,809,041	374	66,797,572

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)
Farm building values not included



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

CITY OF SALMON ARM

From the Office of the Mayor

January 8, 2019

Mountain Pacific Environmental Consultants Limited
82 Homer Crescent
Vernon, BC V1H 2E3

Attention: Brian Arquilla, Principal Consultant and Senior Ecologist

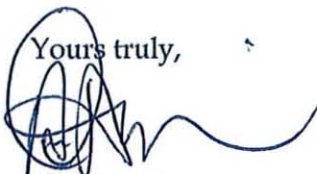
Dear Mr. Arquilla,

Re: Salmon River Delta Project Application Support

On behalf of Council for the City of Salmon Arm, I am pleased to provide this letter of support, in principal, for the Salmon River Delta project which aims to deliver protection strategies to the Salmon River Delta (465.95 ha) through conservation management, riparian and wetland habitat restoration and cultural heritage education.

This exciting project will undoubtedly provide meaningful ecological and social benefits to our local Indigenous communities by protecting and strengthening the cultural resources provided by the Salmon River Delta.

Yours truly,



Alan Harrison
Mayor

From: Brian Arquilla [<mailto:brian@mtn-pac.com>]
Sent: January 4, 2019 7:14 AM
To: Rob Niewenhuizen
Subject: RE: Salmon River Restoration - Canada Nature Fund

Hi Robert,

Good to chat with you yesterday regarding the Salmon River Delta project.

Basically, the project objective is to deliver protection strategies to the Salmon River Delta (465.95 ha) through conservation management, riparian and wetland habitat restoration and cultural heritage education. The sponsoring agent, Environment and Climate Change Canada's "Canada Nature Fund", specifically encourages projects that provide both ecological and social benefits to local Indigenous communities.

<https://www.canada.ca/en/environment-climate-change/services/nature-legacy/fund.html>

We're compiling a broad team of stakeholders towards providing simple contributions of support (i.e. Sk'atsin Resources LLP, DFO, Ducks Unlimited Canada, Secwépemc Fisheries Commission, Switxmaplh Cultural Society). It's easiest on all the team if contributing parties provide support that best fits their respective abilities and expertise. From Salmon Arm, we recognize the value you provide regarding advisory services regarding trial development, land use planning and foreshore protection. Existing mapping and GIS services may also prove useful. That's all. Though straightforward, these services can be assigned specific dollar values which goes towards the Canada Nature Fund's overall project goal of 20% in-kind support. This target is well within reach given the assessed land value and in-kind efforts of the aggregate project team.

We hope Salmon Arm can join us this exciting project and together help protect the wonderful ecological and cultural resources the Salmon River Delta provides. We look forward to further speaking with you regarding this noble effort.

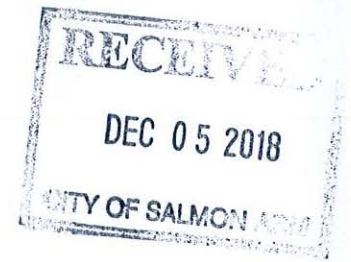
Finally, we've provided a corporate profile to give you a better idea of who we are and what we do. We used to be the Golders and Stantecs of the world. Now, we've re-emerged to form our own group and better align our values.

Best,
Brian Arquilla MSc RPBio
Principal Consultant and Senior Ecologist



82 Homer Crescent
Vernon, BC V1H 2E3
T: 250.540.4623
F: 250.558.0652
Email: brian@mtn-pac.com

November 30, 2018



Mayor and City Council

City of Salmon Arm

Box 40 500 2 Ave. NE

Salmon Arm, BC

V1E 4N2

Dear Mayor and Councillors:

I live at 1640 11 Ave NE which is at the southeast corner of 16th St. NE and 11th Ave. I am very concerned that my wife and I are in danger of being in a collision with another vehicle coming from the south on 16th and going around the corner onto 11th Ave. as we exit our driveway on 11th Ave.

There has been a significant increase in traffic over the years especially since the 20th St underpass was put on place. There has also been a big increase in near misses as either my wife or I exit our driveway. In my opinion, these near misses are the result of vehicles speeding around the corner giving us little time to get onto the road without being hit. In some cases, I believe drivers have actually accelerated when they see us crossing the road.

I would request that council approve a "hidden driveway" sign at a position below my driveway at the corner of 16th St and 11th Ave. in order to warn drivers that they should slow down coming around the corner. I have spoken to Mayor Harrison regarding this issue and am writing this letter at his suggestion.

Thank you for your attention to this matter.

Regards

A handwritten signature in blue ink, appearing to read 'David Wood'. The signature is fluid and cursive.

David Wood

1640 11 Ave NE

Salmon Arm BC V1E 2V1

December 3, 2018

RE- Four Way STOP 10th Ave. & Shuswap St.

To Mayor Harrison, Councillors and Road Planning Staff of the City of Salmon Arm:

Planning in theory does not always work in practice.

I refer to the four way STOP at the bottom of Shuswap St. and 10th Ave. S.W. Having lived on Foothill Rd. for 40 years we have experienced both near misses at this intersection and winter conditions that haunt the hill.

Whoever thought this plan would work has never slid down or spun their way up the slippery slope of Shuswap hill in the winter time.

Come winter and icy roads we will now have the challenge and safety hazard of trying to stop at the bottom of the hill at the four-way STOP. Locking our brakes at the top of the hill and sliding down to a designated stop line while negotiating the uphill traffic fish-tailing their way up will no doubt create more accidents than ever before. Think about the school buses and large construction vehicles that also use that route.

Presently, the four-way stop may have alerted those drivers who frequent the route east to west and vice versa that they must stop, but unfortunately many don't.

The new 27 home subdivision at the top of Shuswap/Foothill Rd. is only going to create more traffic problems as the population increases, just as "The Ridge" subdivision has done down both 10th St. S.W. and Foothill Rd.

Using the alternate 10th St. S.W. is already becoming congested with all the new housing developments and construction vehicles there. And in winter, the icy approach to the STOP at 10th & 10th is honed to skating rink status.

Perhaps removing tree and brush from driver site lines, adding speed bumps on the east to west approaches to the stop signs, and a flashing red light would be more effective.

A four-way STOP is not the answer to the problem at the bottom of Shuswap St. and 10th Ave. S.W.

Thank you,

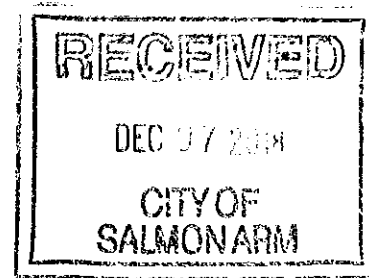
Concerned and worried citizens who drive this route sometimes twice a day.

Ken Rolin. Dorothy Rolin

Ken and Dorothy Rolin, 750 Foothill Rd. SW.

Phone 250-832-3537 dkrolin@shaw.ca

Salmon Arm City Hall



Re: Small City, Big Ideas

Here is an idea....how about Transportation.... Without Greyhound there is no way to get to the Kelowna Airport, or the Vancouver International Airport... no chance whatsoever to visit family or friends that live elsewhere.

A bus to Kamloops would help to some extent to avail the use of the E-Bus travelling twice daily from Kamloops to Vancouver.

I hope this idea comes to a quick solution,

L.Hansen

*Mailing address:
#206-831 2nd St SE
V1E 1S6*

6

From: Madeline [<mailto:madshoule@hotmail.com>]
Sent: December 31, 2018 8:27 AM
To: Carl Bannister
Subject: lack of snow removal the weekend of christmas

I would like to express my opinions on how the snow which fell on Friday 21 was not removed from the sidewalks or from the sides of the roads and the intersections. We had a hugh mess for the weekend where many seniors could not get outside to walk (and it was a lovely warm weekend). The sidewalk around mcguire lake is used every day for people with mobility scooters and seniors trying to get some exercise.

The sidewalks in town were cleared where there were businesses involved and then the rest were left untouched by the city. There was ice and snow left all over town. The intersections had slush and icy snow at every corner. I wonder if you realize it snows on weekends not just on week days.

I fell once on Saturday and then once of Sunday. Unfortunately I didn't have my cell phone to record the conditions in which I fell. You can be sure the next time I will have it on me. I am thinking arranging for staff to work on this off hours would be much cheaper than lawsuits.

Why do you think it is okay to make rules for homeowners and businesses to be responsible to remove snow in front of there places and the city can ignore it all over town.

This morning the plows are going around trying to clean snow off the sides of the road that now has frozen solid. What about the sidewalks. There will be a layer of ice under that snow that will be treacherous.

The other thing – every year there has been a wreath with a nice light all around mcguire lake. This year nothing. Apart from the beautiful xmas tree in the ross street parking lot the town looked absolutely devoid of any xmas decorations. The onus was put on business to put up xmas trees with a few decorations and the first wind that came along took away most of this efforts.

From: Kathy McIntyre-Paul [kmcintyrepaul@gmail.com]
Sent: January 1, 2019 11:27 AM
To: Alan Harrison
Subject: winter sidewalks

Dear Alan,

I have had a ongoing concern with the sidewalks in Salmon Arm for many years. Salmon Arm does many things well but sidewalk maintenance in the winter is not one of them. This past weekend was a good example of some of the problems I have observed. After the snowfall Friday night the trucks were out Saturday morning plowing, sanding and salting the roads so that by Sunday morning the roads were down to bare pavement. The sidewalks, on the other hand, were untouched until Monday morning. This is not an unusual occurrence. The sidewalks were not only covered with the snow that fell Friday night but also with all the snow the plows had removed from the road. They were unusable.

On Sunday we were headed out to Sorrento for dinner with friends. On our way out we saw five young boys walking on 30th street near the middle school, on the road as the sidewalks were not useable. When we came back around 10 pm we saw 2 adults walking on 10 ave near Blackburn Park, again on the road. sidewalks unusable. This is a significant safety issue. Both groups were wearing dark clothing and walking in the direction of traffic.

I rarely use the sidewalks in winter. They are either unplowed or if they are they have no sand or salt placed on them. With the typical cycles of cooling and warming in our region, ice is inevitable. I've fallen more than once on them. I take my chances on the roads. As a friend in his 80's who regularly walks told me a few years ago, "I never use the sidewalks - they are far too dangerous". He walks on the roads in the winter. A neighbour in her 60's gives up her regular walking routine in the winter because she is afraid of a fall. The low income clients I work with often comment about how house bound they feel in the winter because they are afraid of falling on the sidewalks.

While I know that sidewalks aren't going to be perfect - it also seems to be the city could be doing a lot more to make them safe and usable. I work in Sicamous once a week and if I go for a walk during a break I am rarely concerned about slipping. The sidewalks and bike paths are generally clear, well sanded and have a liquid ice melt applied. When I lived in Edmonton, similarly, the sidewalks were cleared and sanded. I believe Salmon Arm can do better, it's really a question of budget priorities.

Phil has told me that you and Tim are interested in active transportation. The implicit messaging from the city currently seems to be if you don't have car - stay home. I don't think this is the intent but it does seem to be the result. I believe our sidewalks should be plowed more regularly, including weekends and sand and an ice melt of some kind applied. This would ensure our sidewalks are safer and more likely to be used by citizens both for necessity and recreation.

Thank you for considering my letter.
Sincerely,
Kathy McIntyre-Paul

-----Original Message-----

From: Alan Harrison
Sent: January 4, 2019 2:24 PM
To: Jessica
Cc: Rob Niewenhuizen; Carl Bannister
Subject: RE: Snow Removal in Raven Subdivision

Hello Jessica,

Thank you for your email, detailing concerns regarding snow removal in Lower Raven subdivision.

I am forwarding your letter to the Director of Operations, and will add it to our Council agenda (informational correspondence), so that Council will be able to read your concerns.

We appreciate you taking the time to communicate with us.

Sincerely,

Alan Harrison

Mayor City of Salmon Arm

From: Jessica [jessh22@telus.net]
Sent: January 2, 2019 1:18 PM
To: Alan Harrison
Cc: celiason@salmonarm.ca; tlavery@salmonarm.ca; slindgren@salmonarm.ca; kjamieson@salmonarm.ca; llwallacerichmond@salmonarm.ca; dcannon@salmonarm.ca
Subject: Snow Removal in Raven Subdivision

While living in Raven Subdivision over the years, I have noticed on driving past former Mayor Mayes development and Emerald Estates development i.e. 20th Street NE,

that they are a priority for snow removal after a snowfall. We live in Lower Raven and we are not a priority for snow removal! In fact, after our first significant snowfall

this year, our road was ploughed 2 to 3 days after the snowfall, at which time, it had melted to pavement. After the snowfall of Fri 28th Dec, Emerald Estates i.e. 20th Avenue NE was ploughed next morning. We in Lower Raven, waited 3 1/2 days, at which time, the road was an ice-slick. It was unsafe to even get the mail.

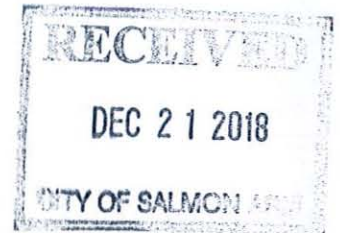
Snow removal in Lower Raven has been getting worse these past years, i.e. 2-3 days after snow falls. Lower Raven has a higher density than 20th Ave NE, more hills and, like 20th Avenue NE, has 2 roads that empty onto Lakeshore. We feel our area should be as much a priority as the Emerald Estates, particularly during school days, as there are several dozen children who catch school buses in this area.

Sincerely,

Jim and Jess Hauser
5081 14 Street NE

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630 – 27th Street SE
Salmon Arm, B.C.
V1E 1C8



December 13, 2018

Ms. Erin Jackson
Director of Corporate Services
City of Salmon Arm
Box 40
Salmon Arm, B.C.
V1E 4N2

Dear Ms. Jackson,

I am following up our conversation this afternoon with this letter that I would like you to take to the Mayor and Council. As I told you I am concerned about several recent incidents of theft in both the SASCU recreation centre and in the parking lots serving that facility and the Shaw Centre.

On November 16th two locked lockers in the swimming pool change room were forced open. I personally had my pants stolen with a watch, cell phone and key fob in the pockets. I spoke to Darby Boyd on December 5th about thefts and security. He informed me that a vehicle had been broken into in the parking lot that morning and again December 12th another vehicle was broken into. When I asked about what the security camera in the pool lobby might have picked up Mr. Boyd informed me that any security cameras on public property cannot save images recorded. You further explained this situation in our conversation this afternoon.

As the cost of sufficient staff/RCMP to patrol parking lots and facilities is prohibitive and beyond budgetary considerations I am requesting the Council revisit the use of security cameras that record and save images in public facilities under its jurisdiction. I believe that the users of public facilities need to feel reasonably safe in leaving their personal items in locked lockers and locked vehicles. Cameras placed in the common areas of the building and overlooking the parking lot to the East of the pool facilities might serve as some deterrent to those of nefarious intent. According to the RCMP officers I spoke to, in Vernon and Salmon Arm, security cameras that record images are used in public facilities elsewhere.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Hadley".

David Hadley
Phone: 250-832-4872
CC. Darby Boyd

10

Caylee Simmons

From: Marina Mactavish [mdmactavish@shaw.ca]
Sent: Tuesday, January 08, 2019 9:31 AM
To: Caylee Simmons; Alan Harrison; Chad Eliason; Kevin Flynn; Tim Lavery; Sylvia Lindgren; Louise Wallace-Richmond
Subject: Budget and city transit

Good morning to all,

If you recall, I made a presentation to City Council last November 13, 2018, concerning the transit service. At that time, I was using information provided through a City feasibility and development presentation on May 23, 2017, appropriately called Salmon Arm Council Presentation 05232017. That presentation made several suggestions to improve transit service, including Industrial Park service and extended routes and hours.

I am now reiterating some of the reasons why we need improved service, as follows:

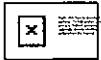
- Salmon Arm is growing, at a rate of at least 3% per year. One source suggested it is 9%. At any rate, transit needs to expand. I hope that the City Council will see fit to include the development of city transit in its upcoming budget.
- Cost per passenger is given as roughly \$12 per, but at present, the service is poor, and more people would be using city transit if the service was actually available; which would at least keep the cost stable, and perhaps lessen that \$12 estimate.
- Many people don't drive, for various reasons, including affordability, and sometimes this includes health reasons. They need accommodation. The cost of gas and vehicle maintenance is rising, and transit is a more affordable means of travel.
- Students need to get to school. On one morning I was taking the bus to work and there were two of us waiting at the bus stop. The bus arrived and the driver said there was only one seat. The choice was either he went to school, or I went to work. He gave up his seat for me. Two other people were left at their stops along the way because the bus was full.
- Shoppers presently cannot shop on Sundays, which is detrimental to businesses who need customers. Employers such as Winners and Walmart, Piccadilly Mall, Centenoka, and other shopping areas would have better success in retaining employees if buses were available on Sundays.
- Commuting to and from work, to appointments, to and from school, and leisure activities such as going to see a movie all require transportation, and only a small proportion of the population have vehicles to do this easily.
- The carbon footprint is lessened.
- In the 05232017 study, the conclusion was that improvements should be made to improve the service to include the Industrial Park, extend the hours, and extend the routes to include more areas of the city. The timeline of 18 months was given, to implement the suggestions by the fall of 2018.



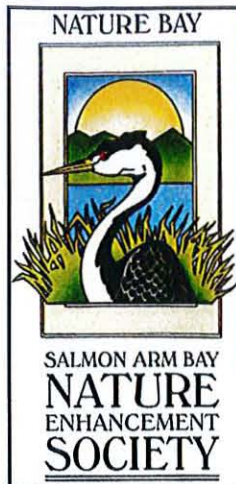
Council decided to not adopt the suggestions. I am requesting that the City revisit that study and the presentation's suggestions, work with BC Transit to develop a viable plan, and improve our transit. I must add, though some of you may not like hearing this, but if the city can afford to borrow \$5 million to fund an underpass on Ross Street, surely we can fund a bus service to be used throughout the city by more people.

Thank you for your time and consideration.

Marina Mactavish
840 17 St SE
Salmon Arm
778-489-5355



Virus-free. www.avast.com



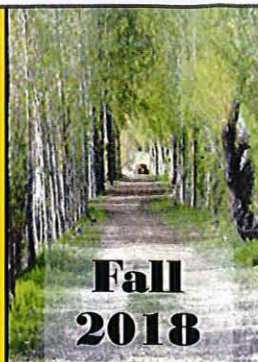
NATURE BAY NEWS

Newsletter of the **Salmon Arm Bay Nature Enhancement Society**

PO Box 27, Salmon Arm, B.C. Canada V1E 4N2

Email: sabnes.org@gmail.com

Website: www.sabnes.org



SABNES is 30 Years Young!



The Community **PULLED** TogetherWeeds, that is!

Our waterfowl, including the **Western Grebe**, depend on the **cattails** for protection, for building nests and for brood rearing cover. Cattails also provide feeding surfaces for ducks and fish, and prevent erosion of dams and pond banks. The invasive **Woody Nightshade** plant strangles the cattails and anything else in its path. It is essential to keep the Woody Nightshade at bay (i.e. out of the Bay!), in order to maintain a healthy wetland on our foreshore.



Woody Nightshade grows quickly along reed beds as well as on trees. It consists of a mass of stems connecting red berries

SABNES, with the help of the **Shuswap Naturalists**, the **Shuswap Trail Alliance** and the **Columbia Shuswap Invasive Species Society (CSISS)** organized a community weed pull on October 27th. We had about 20 hard working volunteers participating and together removed 57 garbage bags full of the Nightshade. Many thanks to our volunteers for the help. We were fortunate to be able to continue this effort into the following week, when we hired some staff from Trail Alliance and CSISS to do a concentrated pull. **SABNES** and the **Shuswap Naturalist Club** thank the **City of Salmon Arm** who donated \$2,000 to this cause, and the **Salmar Community Association** which donated \$1,000. These additional dollars made it possible to remove an additional 200+ bags of this invasive species.



We appreciate the ongoing support of the **Shuswap Trail Alliance** which donated a truck for our use, many man-hours of effort and helped with publicity. **CSISS** provided basic training and manpower to lead our efforts.

Janet Aitken



The deck of our Nature Centre received a welcome face lift with a fresh coat of paint thanks to **Gary Lomax**. From June 11 to August 29 the Nature Centre was staffed by two able students, **Emilyn Sim** and **Morgan La Pointe**. By combining forces midweek, they were able to continue the **WWW Summer Kids' program** ([Wednesdays With the Wild](#)), which was inaugurated last year. The objective of this program is to engage school-aged children in the natural world, including wildlife and habitat conservation.

SABNES maintains the buoys and the signage that requests that boaters keep out of nesting areas around the periphery of the Bay. **Ken Stengler** and **Doug MacKay** attached a couple of small signs to two buoys near the wharf and replaced the large sign at the entrance to the boat launch area.



Thanks Ken—Welcome Sylvia!

Erstwhile Councillor Ken Jamieson has been the appointed Representative of the City of Salmon Arm on the SABNES Board for the last ten years. He has worked hard for SABNES and for the City, and we thank him and wish him well. Councillor Sylvia Lindgren is the new face on the Council this year and we welcome her onto the SABNES Board as the new appointee.



For 275 years now, our Canada Jay's name has been compromised. In 1743 it began as Whisker Jack; then in 1831, became the Whiskey Jack, its name derived from various First Nations interpretations. More recently, for the past 185 years, Canadian ornithologists have called it the Canada Jay, and others, the **Grey Jay**, presumably after its many shades of grey. Once the Americans got hold of the name, however, they called it the Gray Jay, using the American spelling. This irked Canada's current leading authority on the species, Dan Strickland, who set out to challenge the name by delving into the Smithsonian archives. The Americanization of the bird's name had been in print for 60 years!

In 2017 Mr. Strickland got to work to set the record straight in his article in *Ontario Birds*. Exactly a year ago, he proposed to the North American Classification Committee of the American Ornithological Society that the name Canada Jay be restored. The proposal proved successful to the delight of many, including a group called Team Canada Jay! (seriously!) TCJ lobbied our Federal government to make the Canada Jay an official symbol. They are still working on this.

Despite the government's stalling on this issue, the rest of us Canadian birders are confident that our history with the Canada Jay, along with our efforts to restore it to its well-deserved name, will be just fine for now. In the meantime, we can call this grey beauty a camp robber or robber jay or anything else. We don't care, as long as it continues to reign within our Canadian borders.

DID YOU KNOW.....

Unlike other corvids, Canada Jays haven't readily adapted to human activities, but they do find more remote picnic areas and parking lots, such as the one at Lake Louise, to seek tidbits. They have learned that the smoke of campfires and the sound of wood being chopped translate into potential food handouts.

Like other corvids but to a lesser degree, Canada Jays have benefited from development that has left an edge environment, ie, between forests and open space.

If you're lucky enough to find Canada Jays in your neighbourhood, you can lure them to your feeders by offering bananas, cookie and cracker crumbs and grapes.

Refs.

David Bird (of course), "Canada Jay,eh?" Canada Wildlife Magazine. Thanks to Bill Eaton and Tom Brighthouse for passing the article along to the SABNES Newsletter crew.

Lacopi, Robert, publisher, *The Birds Around Us*, 1986.

National Geographic Society, *Reference Atlas to the Birds of North America*, 2003.



Black-necked Stilt

Birding in the Bay—2018

This has been a good year for birds and birders in the Bay. Two hundred species were recorded in the 11 months starting in January. Although none were new to add to our total of 282, we highlight several rarities. Numerous Swallows arrived before the end of March and quickly settled into the new nesting boxes scattered along the shoreline. During the third week of May, one month earlier than usual,



Hudsonian Godwit

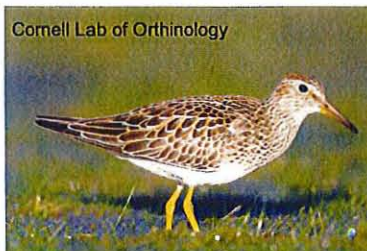
several were washed out by early high water but were reused after the water subsided. There were no noticeable effects on the swallow population from the long, hot and smoky summer. Under the end of the wharf, **Barn Swallows** built 25-30 nests in which they successfully fledged young. As usual, **Canada Geese** occupied the **Osprey** nests before the Ospreys arrived. As soon as the goose eggs hatched, the Ospreys reused the nests. It seems to be a trend for several Osprey nests along the Bay close to town to remain unused. As the foreshore becomes more built up, the Ospreys are nesting elsewhere. The two American **Bald Eagle** nests close to town, however, were once again occupied and fledged young.

Western Grebes nested all around the Bay. Di Wittner did a monthly count and on July 17 saw 201 adults and 94 young, her highest count for the year. Over the Summer I and several others saw at least one pair of **Clark's Grebes** in the Bay. In August and September I saw 400-500 Grebes regularly in the Bay between Sandy Point and Raven. Many of these may have been early migrants from the prairies.

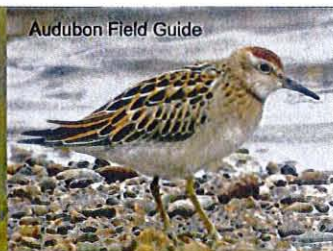
Thirty-nine species of Waterfowl were counted in the Bay this year. As viewed from the Wharf, the usual resident nesters appeared to do well, leading their young close by. Unusual this year were high numbers of Snow Geese, one of which stayed all Summer (and is still here on Dec 11 as Sarah Weaver observes). For a few weeks in early November, record numbers of 25-100 were seen feeding and resting west of Peter Jannink Nature Park and at the Shuswap River mouth. In contrast, fewer **Greater White-fronted Geese** were spotted.



Greater White-fronted Goose



Pectoral Sandpiper



Sharp-tailed Sandpiper

Thirty species of shore birds fed extensively on our rich mud flats. For a few weeks, from the middle of April, a **rarely seen Black-necked Stilt** fed west of the wharf. For three weeks in September, a **Hudsonian Godwit** fed alongside the Wharf, where it attracted birders from far and wide. On September 6th, a **Sharp-tailed Sandpiper** fed with its close relatives, the **Pectoral Sandpipers**. The former nests in Siberia and win-

ters in Western Australia, so it was a long way from home. At the end of August, **Short-billed Dowitchers** fed near the Wharf and on September 4, a **Ruddy Turnstone** rested on the spit of land just west of the Wharf. During the summer, **Black, Common and Forster's Terns** flew near the wharf and along the foreshore. There were no sightings, however, of the **Caspian Tern**, usually our most common. The **Common Nighthawk** is another species which is becoming rarer, perhaps indicating the decrease in its food supply due to pesticides. An increasingly common successful colonizer is the **Eurasian-collared Dove**. Twenty-five to thirty dwell in and near Peter Jannink Nature Park. Backyard birders are finding them driving other birds away from feeders.



Common Nighthawk

Cornell Lab of Ornithology

Happy Birding!

Ted Hillary, Shuswap Naturalists

SABNES BOARD OF DIRECTORS

Elected Directors

Janet Aitken, President.
Geoff Benson, Treasurer and Newsletter Editor.
Mona Broad, Hanne MacKay, Gary Lomax, Sid Visser, Sarah Weaver, Di Wittner.

Appointed Directors

Councillor Sylvia Lindgren, **City of Salmon Arm;**
Fish and Game Club and **Downtown Salmon Arm Improvement Association:** No appointed representatives.

Non-voting Directors

Georgia McLeod, Secretary
Tom Brighthouse, Advisor

We greatly appreciate the financial and service support from the following companies:

LIFE CORPORATE MEMBERS

Askews Foods
Royal Bank

CORPORATE MEMBERS

Browne Johnson Land Surveyors
Dr Lyle A Martin
Gentech Engineering Inc.
Hub International Barton Insurance
Dr Chris Parfitt
Bowers Funeral Services Ltd.
Shuswap Acupuncture and Laser Therapy Clinic
Trent Sismey Inc.
Prestige Harbourfront Resort and Convention Centre

GRANTING AGENCIES

City of Salmon Arm
Salmon Arm Rotary Club
Shuswap Community Foundation
Habitat Conservation Trust Fund

Annual Membership Fees *

Individual.....	\$15
Family.....	\$25
Sustaining Individual....	\$50
Sustaining Family.....	\$100
Life Membership.....	\$500
Corporate or Organization	
1-4 Employees.....	\$50
5-10 Employees.....	\$100
+ 10 Employees.....	\$150
Life Membership.....	\$2,500

* All but \$5 is tax-deductible

Membership Form

(If you have already given us information, enter only new information)

Name: _____

Address: _____

Phone: _____

E-Mail Address _____

Amount Paid: _____ Date : _____

I would like to give SABNES my time :
to help staff the nature centre
(June, July and August)

Please check

☐

to help with trail clean-up and maintenance

☐

Nature Bay Society (SABNES) is a Charitable Organization.
Most of the Annual Fee is tax-deductible.
Receipts for Income Tax purposes will be issued.

Nature Bay Society, P.O. Box 27, Salmon Arm, BC V1E 4N2

website : www.sabnes.org
Email: sabnes.org@gmail.com



Funding for our Nature Centre

This year the Nature Centre operating expenses were **\$10,238**. We are grateful for grants of **\$4,000** from the **City of Salmon Arm** and **\$3,411** from the **Fed. Govt. Canada Summer Jobs (CSJ) Program**. **The \$2,827 shortfall was made up by SABNES from memberships and generous donations.** Please help us increase our memberships by sharing this newsletter with friends and relations.

A Way of making an Everlasting contribution to SABNES

As the year draws to a close, please consider making a donation to **SABNES** via the **Shuswap Community Foundation (c/o SABNES Endowment Fund)**. Your donation will remain in perpetuity in the fund, and generate income which will be used to help keep the **SABNES** lands in their natural state for the foreseeable future. Please send your cheque payable to **Shuswap Community Foundation, PO Box #624, 450 Lakeshore Drive, Salmon Arm, BC V1E 4N7**. Please mark on your cheque that you wish to place the donation in the **SABNES ENDOWMENT FUND**. The **Shuswap Community Foundation** will send you a tax receipt.

Red-tailed Hawk



Clive Bryson



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

December 18th, 2018

Re: Downtown Farmer's Market

Shuswap Food Action Society is requesting permission to host a Farmer's Market at Ross Street Plaza (and a portion of the Ross Street Parking Lot) on Saturdays starting June 22-Sept 21, 2019 from 8-1pm.

The purpose of the Downtown Farmer's Market is to increase access to fresh, local food; provide new farmers and food producers a place to sell their products; build community around local food; and promote the transition to a more resilient and sustainable food system. We believe a cohesive weekend Farmer's Market could become a community hub, where families can congregate and linger, increasing the vibrancy of our downtown core. Increased pedestrian traffic downtown will also benefit neighbouring businesses. In 2012, direct sales at Farmer's markets in BC netted \$113.7 million dollars, with an additional \$53.2 million dollars spent at neighbouring businesses (Connell, 2012). Finally, Farmer's markets provide a platform for educating the public on where their food comes from, how it is grown, how to prepare it, and meeting the people who grow it.

Ways that the City can support a farmer's market include: supportive policy in plans, goals and strategies, secure tenure in central locations (with room to grow!), allowing permanent signage and street closures (if this becomes necessary) and helping with promotion of the market.

We believe that local government support is critical to a successful market. We have received support from Downtown Salmon Arm, Shuswap Tourism, Salmon Arm Economic Development and the Salmon Arm Chamber of Commerce.

Farmer's markets support local farms, help to retain our regional food supply, enhance community resilience and provide a gathering place for both community members and tourists. Thank you for your consideration. If you have any questions, please do not hesitate to contact.

A handwritten signature in black ink, appearing to read "Serena Caner".

Serena Caner
President
Shuswap Food Action Society
canerserena@gmail.com

downtown SALMON ARM

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

January 3, 2019

Dear Mayor and Council

Re: Farmer's Market Downtown Summer 2019

The Salmon Arm Downtown Improvement Association supports the submission by Serena Caner, President of the Shuswap Food Action Co-Op.

We have been working closely with Serena in the vision of a unified Farmer's Market for Salmon Arm and surrounding area. We feel that Ross Street Plaza and a portion of the parking lot would be the ideal location for this 'pilot' market. The public washrooms, running water, power and stage, plus parking, flat surfaces, foot traffic and easy access makes this location suitable for all.

Please accept this letter as confirmation of our support for a downtown Farmer's Market.

We congratulate them on their commitment and passion and hope that this initiative grows into a destination market where the community can interact with local farmers and producers, meet with their friends and families, enjoy live music and food sampling, learn, try something new and simply connect with others.

Should you have further questions, please don't hesitate to contact me.

Thank you

Regards

Lindsay Wong
Manager

cc. Serena Caner

DOWNTOWN SALMON ARM
250 SHUSWAP STREET, PO BOX 1928
SALMON ARM, BRITISH COLUMBIA V1E 4P9

Healthy Communities

Monthly Newsletter



December 2018



Community Recognition

District of Lake Country Partners to Create Child Care Spaces

Municipalities and local governments have been encouraged to take advantage of both federal and provincial funding to create new child care spaces for their communities. Lake Country has risen to the task! Early childhood development is a key determinant of health, and providing positive early childhood development is something all sectors must work on together. Visit this [website](#) to read the press release in full.

District of Sparwood goes Smoke Free

Way to go Sparwood! The District of Sparwood council passed their Clean Air Bylaw to prohibit smoking, vaping, and cannabis in public places. Check out this [article](#) that has a link to the Bylaw as well as educational material around the health benefits of quitting smoking!

Events & Learning Opportunities

NCCDH - Health and Housing Resources



National Collaborating Centre
for Determinants of Health
Centre de collaboration nationale
des déterminants de la santé

Healthy housing is a fundamental determinant of health & well-being. Taking action on housing requires inter-sectoral collaboration and can contribute to reducing health inequities. The National Collaborating Centre for Determinants of Health (NCCDH) has created a series to highlight the link between housing and our health as well as illuminate opportunities for action. For more information, visit this [webpage](#).

NCCEH Healthy Built Environment in Canada Online Discussion Forum is now live!

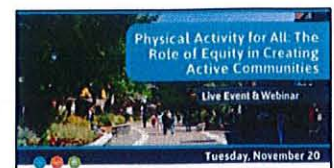


National Collaborating Centre
for Environmental Health
Centre de collaboration nationale
en santé environnementale

The national Healthy Built Environment (HBE) discussion forum provides an online platform to engage in broad information & resource sharing, practice questions & discussions, and connections with others doing similar work across Canada. It is open to anyone and intended to promote cross-sectoral dialogue between design professions, health professionals, local governments, health researchers and non-profit organizations. [Here](#) is the link to the online forum!

Recorded Webinar: Equity in Physical Activity

On November 20, 2018, BC Healthy Communities hosted a webinar about how communities could use planning and policy approaches to create better health as well as more physical activity. Local governments and their staff were invited to this event. For a recording of the webinar, check out this [website](#).



Healthy Public Policy Resources

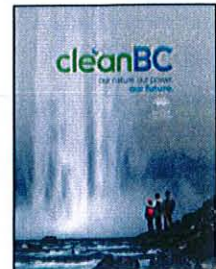


2018 B.C. Child Poverty Report Card

Learn about the current reality of child poverty in BC on a variety of themes from the rate of child poverty to working poverty to income inequality. Sadly, the rate of child poverty has not changed in over 20 years and is still one in every five children. The [BC Child Poverty Report Card](#) includes a list of recommendations that would make a real difference to the size and depth of BC's child and family poverty.

Clean BC: our nature. our power. our future.

The CleanBC plan was developed as a pathway to achieve the Province's legislated climate targets of reducing greenhouse gas (GHG) emissions by 40% by the year 2030, based on 2007 levels. The plan describes and quantifies measures that will eliminate 18.9 megatonnes (Mt) of its 2030 target. Remaining reduction initiatives will be quantified over the next 18 to 24 months. Read all [about it here](#).



Community Wellbeing: A Framework for the Design Professions



The Conference Board of Canada and DIALOG Design have released a framework that measures how design impacts community well-being. The group broke down five 'domains' of community well-being into 18 indicators—everything from mobility and integration to local economy. Check [it out here](#).

Equity & Inclusion Lens Handbook

Equity and inclusion are key components of a healthy community. By applying an equity & inclusion lens when developing and implementing municipal planning, policy, and environmental design, local governments can view their planning and program development and delivery activities to ensure they are inclusive of the full diversity of residents. A handbook was developed in partnership with the City for All Women Initiative, the City of Ottawa and Status of Women Canada to support the work of City staff, management and Council. Read all [about it here](#).

3 New Policy Papers from the Canadian Institute for Planners

If you haven't yet had a look at these new policy papers, we recommend you take some time. The relationship between how our communities are designed and the health status of Canadians is ever more important, as social and environmental stressors contribute to growing physical and mental health problems in Canada. There is [Policy on Healthy Communities Planning](#), [Policy on Climate Change Planning](#), and [Planning Practice and Reconciliation](#) (still in draft).



Funding News

LAST REMINDER -Investing in Canada Infrastructure Program - British Columbia



The Federal government is investing money into BC's infrastructure over the next 10 years and there are two new funding opportunities currently available: 1) [Community, Culture and Recreation Infrastructure](#) 2) [Rural and Northern Communities Infrastructure](#). The deadline for both grant applications is **January 23, 2019**. For more information, please visit the above links.

Government of Canada - New Horizons for Seniors Program

The Government of Canada is accepting applications from organizations interested in funding from the pan-Canadian stream of the [New Horizons for Seniors Program \(NHSP\)](#). Eligible organizations can apply for \$500,000 to \$5 million for a project consisting of a 3 to 5 year [collective impact initiative](#). Applications are due **January 21, 2019**.

Physical Literacy for Communities Funding

The [Physical Literacy for Communities](#) grant provides up to three years of funding as well as leadership, resources, and support for a community to develop physical literacy. The purpose of the initiative is to improve the development of physical literacy, which leads to increased physical activity positively impacting health and well-being. This initiative provides targeted funding of up to \$50,000 over a two-year period, along with mentorship and support toward the collaborative design and multi-sector development of physical literacy. Applications must be submitted by **January 15, 2019**.

Together for Safer Roads (TSR) - Safer Roads Challenge



The *Safer Roads Challenge* is bringing together the private and public sectors to diagnose road safety challenges and deliver measurable solutions using combined expertise and resources. If selected, your community will receive support from subject matter experts from TSR member companies to tap into their knowledge, data, technology, and global networks to inform strategic interventions. Apply [here](#) before **February 2019**.

Take Action on Radon - 100 Radon Test Kit Challenge



Radon gas is a tasteless, odourless, and colourless gas that comes from the natural breakdown of rocks and soil and can accumulate in our homes. Radon gas is the second leading cause of lung cancer after smoking. The only way to know if you have a radon problem is to test! Supported by Health Canada, the [100 Radon Test Kit Challenge](#) provides 100 free radon test kits to communities interested in testing homes, especially in areas with elevated radon levels. Municipal staff, public health practitioners or non-profit groups can apply to access kits for their region.



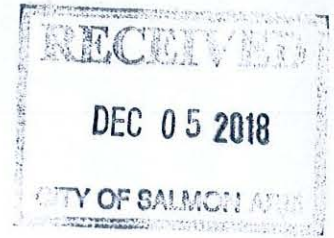
Sincerely,

Your Healthy Communities Team

Contact us at: healthycommunities@interiorhealth.ca

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

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



November 30, 2018

City of Salmon Arm

Box 40

500-2ave NE

V1E 4N2

The Shuswap Family Centre

Executive Director

681 – Marine Park Dr. NE

Salmon Arm, BC

V1W 2W7

Dear Mayor and Council,

As the Executive Director of the Shuswap Family Centre I am writing this letter in regards to the property taxes we have incurred purchasing our new building at 681-Marine Park Dr. NE. In the past we have been approved to be exempt from the property taxes and City Council has approved this exemption for the up coming tax year 2019. Thank you very much, this supports our community in receiving programming and services.

Our purchase timing for 681 Marine Park Dr. NE has created a six-month tax bill for approximately \$14,000.00. This as you are all aware is substantial dollars for a Not for profit agency providing services to the community as a whole. As the Shuswap Family Centre is fully inclusive with programming and services for everyone in our community.

Our first contact in the process of alleviating this financial hardship was with the City of Salmon Arm and we were redirected to BC Assessment who in turn redirected us back to the City of Salmon Arm. The City of Salmon Arm provided us the application form for a Property Improvement tax exemption. I gathered the information requested for the application and it was determined we are not eligible as we are not in the zone in which is receipt of the tax exemption.

My ask from City Council is; for the 6 months owed taxes to be waived or at minimum decreased. This will allow us to provide the services to our community without financial hardship.

Thank you for considering The Shuswap Family Centre for this exemption as we have provided \$500,000.00 improvements to 681 – Marine Park Drive NE which in turn is providing our community with accessible services for a healthy community.

Sincerely,

Patricia Thurston


Executive Director

From: Chelsea Van de Cappelle
Sent: December-04-18 11:06 AM
To: Patricia Thurston
Cc: Carl Bannister; Louise Wallace-Richmond; Chelsea Van de Cappelle
Subject: Question - Family Resource Centre - Tax exemption

Hi Patricia,

My apologies on my previous email, I pressed send by mistake.

Unfortunately the Family Resources Centre's new location (681 Marine Park Drive) does not fall within the designated Revitalization Tax Exemption Area as identified in the Bylaw and is therefore not eligible to apply for this program. If the location had been in the designated area, you would have needed to apply at the time the building permit was taken out, improvements undertaken prior to an application are not eligible for consideration.

Your previous locations (151 and 181 TCH NE) were granted permissive tax exemptions for 2017, 2018 and 2019, however were sold December 14, 2017 to a for-profit entity. In 2017 the Centre paid frontage parcel taxes only on these properties.

A Permissive Tax Exemption application would have been due July 31, 2017, approved by Council and received by BC Assessment Authority (BCAA) by October 31, 2017 to be applicable for the 2018 tax year. October 31st is BCAA's deadline. As a result, you were not eligible for an exemption from the 2018 taxes on your new location. Council did however approve an exemption for 2019 in October of this year.

Other than these two programs, I do not think that there are any other avenues that can be perused in regards to tax exemptions. While I am sympathetic to your request, the City is unable to grant forgiveness of taxes.

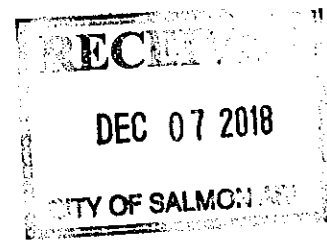
Please feel free to contact me if you have any further questions.

Regards,

Chelsea Van de Cappelle, CPA, BBA
Chief Financial Officer
City of Salmon Arm
cvandecappelle@salmonarm.ca

500 2nd Avenue NE
Box 40 Salmon Arm, BC V1E 4N2
Tel: (250) 803-4032 Fax: (250) 803-4041





SNAP Program

SNAP stands for Stop Now and Plan. "The primary goal of the program is to keep high-risk boys and girls in school and out of trouble".

The SNAP program is an evidence based cognitive behavior, family-focused model, provides a framework for teaching children and their parents emotional regulation, self-control and problem solving skills. SNAP is grounded in the following principles: Scientist-Practitioner, Client Centered, Gender-Sensitive, Ecosystemic, Strength and Skill Based, Continuing Services, Collaborative, Community-Responsive and Accountable Service Excellence.

The program is focused on children with serious levels of disruptive behaviours as assessed by specialized measures. Both child and parent/caregiver participate in SNAP services that include group, family and individual counselling.

SNAP will:

- Increase emotion-regulation, self-control skills and problem-solving for children, their parents and siblings
- Reduce aggression, bullying and antisocial behavior
- Increase social competency
- Improve academic success by decreasing behavioural issues at school
- Engage high-risk children and their families in service
- Increase effective parent management skills
- Connect children and parents to community-based resources
- Prevent delinquency

The Family Resource Centre will begin implementing the SNAP program to provide supports to six to eleven year olds who have been identified to be at high risk. This is a prevention program with the goal of reaching hard to connect individuals. This is a priority program for our community and we hope that your agency is open to working collaboratively and that you can become not only a referral agency for this program but also engaged with the Family Resource Centre ongoing.

We are asking your agency to please take some time to draft a support letter if you can imagine referring to this program and also how you see this being an important program in our community.

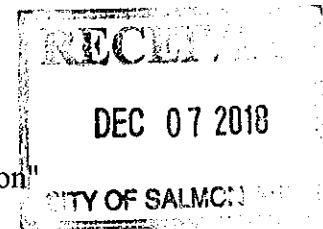
Thanks,

Ebony Vardal, BA, BSW

Intensive Family Preservation Program

Shuswap Family Resource & Referral Society

From: "Kara Leinweber" <kara@thelewistonultra.com>
To: "Rob Niewenhuizen" <rniewenhuizen@salmonarm.ca>, "Erin Jackson" <ejackson@salmonarm.ca>
Subject: City Council Approval - The Lewiston Ultra 2019



Good morning Rob, Good morning Erin,

I am forwarding Letter of Request to Mayor & Council of Salmon Arm for City Council Approval for The Lewiston Ultra 2019 trail race event. I understand City Council meeting will not take place until the New Year.

The first annual Lewiston Ultra event was held on September 29, 2018 and was an enormous success for community, runners, volunteers, etc. Thank you to The City of Salmon Arm for generous use of Klahani Park and for supporting the inaugural event!

In 2019, I would like to host the event on Saturday, September 28 and will be reversing the course to start at Klahani Park and finish at Hyde Mountain Golf Resort.

I have maintained consistent and positive communication with all stakeholders as well as Shuswap Tourism/Economic Development, Salmon Arm Economic Development, Salmon Arm Chamber of Commerce, Sicamous District Chamber of Commerce & Downtown Salmon Arm, Shuswap Trail Alliance, Splatsin First Nation, etc. Most recently, the South Canoe Outdoor School reached out as they would love to be included in the start line as a form of fundraising for the school. I am 100% committed to seeing what the race can do for this wonderful learning centre and including them.

The Lewiston Ultra is a 60km solo and relay (2 & 3 person relay) and I am permitting for Saturday, September 28, 2019 with a start time of 8am at Klahani Park. The Lewiston Ultra is capped at 300 racers and includes cut off times. Everyone would be off course by 7-8pm. I believe the shoulder season dates would work well with other community events and promote the Shuswap area when the hustle and bustle of summer is over.

I am hoping to have similar set up at Klahani Park for 2019 as we did in 2018, minus vendors and BBQ. Porta potties (2 or 3) would be delivered early morning or the night before by Trigs Septic. I have approached the Ministry of Transportation (MOT) for use of the gravel pit again in 2019 as this allowed us more than enough room without displacing area residents and other users of the park. Racers, volunteers, etc would begin arriving at the park for 7am and majority of people will be cleared by 9am. Racers, volunteers, crews, family, etc will be coming and going through out the day as the shuttle company, Noble Adventures, will be bringing runners back to their vehicles, etc. There will be 3-4 volunteers on site all day to ensure the park is clean, clear and free of garbage. I will also be there and will ensure it is left as found, if not better. All race garbage will be removed when we clear the area at the end of the day.

In 2018 we also requested the bathrooms be unlocked earlier and field light be turned on for the event. For 2019, I would like to request bathrooms to be unlocked for 6:30am and remain unlocked until 10pm. I will ensure the bathroom is left clear, clean and free of garbage before we leave the area.

I am also hoping a few days before the race to get a key for the South Canoe gate (emergency use) as well as approximately 20 'no parking' signs. I understand there are some residents in the area that do not appreciate on street parking and I would absolutely

like to maintain an excellent relationship and respect these requests. The signs would remain in place, on the side of the road from the gravel pit to Klahani Park for the day. They would be returned the Monday following the event.

I reside in Calgary and am active with the Calgary, Edmonton & Lethbridge Trail Runners. I am an ambassador with Lululemon, 5 Peaks Trail Series, Skratch Energy Labs and am a Director for the Moose Mountain Trail Races in Kananaskis country. I support and encourage community involvement and giving back. I compete in several ultra marathons a year and spend my training days exploring mountains and back country. My family purchased a summer home in Sicamous in 2015 and I spend time in the winter snowshoeing and then running in the summer. I have attended a few community events in Salmon Arm, Sicamous, Enderby, etc and what an amazing group of people to connect with! I would love the opportunity to give back and be an active part of the community and trail alliance. I am extremely fortunate to have the support of community, etc to help put this race vision into action with financial support and manpower.

The Lewiston Ultra is named after a baby boy, Lewiston James Olstad. Lewiston lost his battle with SMA Type 1 this past December, just shy of his six month birthday. The Olstad family is active in the Calgary and surrounding area fitness community and support many community events. My heart aches for them and this genetic disease that does not have the funding or resources for equipment and research. The Calgary fitness community and beyond has pulled together to support them financially, emotionally and provide awareness on this terminal disease. I have attended several fundraisers for www.loveforlewiston.ca and for all of these reasons, The Lewiston Ultra, will be special, unique, mindful and will give back to community. Lewiston's birthday is May 25 so a race date of May 26, 2018 would be perfect to celebrate coming together, pushing ones self and supporting each other and community. To learn more of Lewiston and this incredible movement visit www.loveforlewiston.ca

Shuswap Search & Rescue (Luke Gubbels) is on board for the 2019 event and local first responder services would be aware of the event.

I have connected with Dana Lee at Front Counter BC and have submitted permitting for the next 5 years:

September 28, 2019
September 26, 2020
September 25, 2021
September 24, 2022
September 30, 2023

I have attached signed letter from the supportive Shuswap community, waiver, parking map, PDF of course map and FSR access.

Insurance will be maintained for 2019 and documents will be forwarded prior to the event.

The Lewiston Ultra is on social media:

Instagram - TheLewistonUltra
Facebook - The Lewiston Ultra
www.thelewistonultra.com

It is an absolute honour to host this event in your backyard.

I look forward to hearing from you and please let me know if more information is needed, etc.

I can be reached on cell, 587-899-7125.

Thank you,

Kara Kay Leinweber
Lululemon Ambassador
5 Peaks Trail Running Series Ambassador
Skratch Energy Labs Taste Agent
Moose Mountain Trail Races, Director
The Lewiston Ultra, Director
www.thelewistonultra.com

November 11, 2018

To whom it may concern,

Re: *The Lewiston Ultra Event*

The following community organizations are pleased to express our support for the Lewiston Ultra event. The event was hosted in the Shuswap Region on September 29, 2018 and proved to be an amazing success with positive reviews and leveraged significant positive economic impact for the area.

The Shuswap region community organizations include **Salmon Arm Economic Development Society, Shuswap Trail Alliance, Shuswap Tourism, Salmon Arm Chamber of Commerce, Downtown Salmon Arm and Sicamous Chamber of Commerce.**

As a planned annual event, *The Lewiston Ultra* has the potential to become an anchor tourism event in the Shuswap, attracting racers and their families, as well as a multitude of general spectators for multi-day stays. It is anticipated that this exciting event will provide a significant economic contribution back to our region and province in the form of visitor spending. This initiative aligns with a diversity of community tourism goals including those within the Shuswap Tourism Strategy and Salmon Arm's Municipal & Regional District Tax (MRDT) Business Plan of increasing sport tourism events – particularly in the off/shoulder seasons.

In addition to the all-important SMA charity component, other benefits of this event include the opportunity to:

- Showcase our well-established and well-maintained trail system;
- Market the Shuswap Region for return tourist visits;
- Attract new residents and businesses;
- Support existing businesses through sports tourism revenue;
- Add to the regions vibrancy through expanded activities for residents.

Collaboratively, we look forward to working with the Lewiston Ultra team through the planning, marketing and implementation stages to ensure it is a well supported event and very excited to host again in 2019 and for many years to come.

Sincerely,




Salmon Arm Economic Development Society



Salmon Arm Chamber of Commerce




Sicamous Chamber of Commerce



Shuswap Tourism



Shuswap Trail Alliance



Downtown Salmon Arm



THE LEWISTON ULTRA WAIVER FORM

REGISTERED FOR: THE LEWISTON ULTRA 2018: _____ SOLOIST _____ RELAY TEAM _____ VOLUNTEER

NAME

AGE ON RACE DAY

ADDRESS

MALE/FEMALE

CITY, PROVINCE/STATE

POSTAL/ZIP CODE

EMAIL

PHONE

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND ASSUMPTION OF RISKS. BY ACCEPTING A RACE NUMBER YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE. PLEASE READ CAREFULLY.

I have read the conditions of entry for The Lewiston Ultra and I understand and agree to be bound by them. I know that participating in a trail race is a potentially hazardous activity and that I should not participate unless I am medically able and properly trained. I also understand that although traffic control will be provided, there may be traffic on the course. I assume any and all risks associated with participating in the race, including but not limited to falls, injury, contact with other participants, vehicles, traffic, animals or persons, the effects of the weather including high heat or extreme cold, and the condition of the racing surfaces. Knowing these risks and in consideration of the acceptance of my entry in this race, I hereby remise, release, indemnify, forever discharge and hold harmless The Lewiston Ultra Inc., District of Sicamous, City of Salmon Arm, Splat'sin First Nation, Columbia Shuswap Regional District, Ministry of Transport, Noble Adventures, Shuswap Economic Development, Saucony Canada, Hyde Mountain Golf Course, Larch Hills Nordic Society, Shuswap Tourism, Recreational Sites and Trails BC, BC Parks, Shuswap Outdoors, Shuswap Cycling Club, South Canoe Trail Advisory, Shuswap Trail Alliance, Canoe Forest Products, Tolko, South Canoe Woodlot & Larch Hills Woodlot, Larch Hills Range, Rick Charleston, Robert Charleston, Margo Westaway, Larch Hills Winery, Love for Lewiston Foundation, Shuswap Coffee Company, Lululemon, Secure Energy Services, and any and all participating race sponsors and supporters and directors, officers, employees, volunteers, and agents of such parties from and against any and all existing and future claims, actions, costs, suits, demands and/or liability (including reasonable solicitor fees and legal costs) for loss, harm, damages, cost or expense, including without limitation costs, injuries, accidents, losses and damages related to personal injuries, death, damage to, loss or destruction of property, rights of publicity or privacy, defamation, or portrayal in a false light, or from any and all claims of third parties without limitation, which I, my participating child, my heirs, executors, administrators, personal representatives, successors or assigns, now have, or may hereafter have, arising out of the negligence of the Releasees, and/or the use broadcast, distribution, exhibition or exploitation of any recordings, photographs, videotapes of me or other record of this event and/or my participation in this event or related events. The Releasees shall not be responsible for any of my actions while I am participating in The Lewiston Ultra or in any related events, and I hereby assume all risk of injury, illness, disease or death or other damage which may arise in connection therewith. I further hereby grant full permission to The Lewiston Ultra and/or agents authorized by them, to use my name and/or likeness, and/or photographs, videotapes, motion pictures, recordings, or any other record of this event, of me, for any legitimate purpose related to The Lewiston Ultra, without any compensation to me. I HEREBY ACKNOWLEDGE HAVING READ THIS RELEASE AND WAIVER AND BY AGREEING BELOW I UNDERSTAND AND ACCEPT ITS TERMS.

SIGNATURE

DATE

EMERGENCY CONTACT NAME

EMERGENCY CONTACT PHONE

344000 346000 348000 350000 352000 354000 356000 358000 360000

West Trailhead: Salmon Arm

500 m

We recommend this map be used with the Shuswap Trail Guide, which can be found at local visitor centres or online at: www.ShuswapTourism.ca
For detailed information about these trails, or to report trail issues visit: www.ShuswapTrails.com

Old Sicamous Hwy

Check in/Aid #4

Hyde Mtn Golf Resort - FINISH

Check in/Aid #3

Klahani Park - START
(Check In/Aid #1)

Check in/Aid #2

Larch Hills FSR

East Trailhead: Sicamous

500 m

Larch Hills Traverse



West TH: 11U 344355E 5617964N
East TH: 11U 358952E 5632985N
Distance: 40 km (one way)

Recreation Points

- West Trailhead
- East Trailhead
- Chalet / Cabin
- Shelter
- Campsite
- Toilet
- Point of Interest
- Viewpoint
- Parking

System Trails (difficulty)

- White (Easiest)
- Green Circle
- Blue Square
- Black Diamond
- DbI Black (Expert)
- Bail Outs
- Other Trails

Transportation

- Highway
- Paved Road
- Gravel Road
- Railroad

Water

- Stream
- Lake / River
- Wetland

Other Data

- Park / Rec Site
- 20 m Contour

Scale: 1:90,000
NAD83UTM11N
Published: 11/24/2017



The extensive network of parks and trails in the Shuswap Region have been made possible through the collaborative efforts of many land managers and trail stewards working together.

Please refer to the Shuswap Trail Guide for details of the organizations involved in creating these trail experiences in the Shuswap.

This map was created by the CSRD GIS Department. No representation or warranty is made to the accuracy of the information. Do not rely solely on this map for navigation. Use of these trails is at your own risk. Always be prepared and plan accordingly.

Caylee Simmons

From: southern interior local government [yoursilga@gmail.com]
Sent: Monday, December 10, 2018 2:17 PM
To: Carole Fraser; Carolyn Black; Caylee Simmons; Christy Malden; City Of Armstrong; City Of Enderby; City Of Kamloops; City Of Kelowna; City Of Merritt; City of Penticton; City Of Revelstoke; Caylee Simmons; City of Vernon; CSRD; District Of Barriere; District Of Clearwater; District Of Coldstream; District of Lake Country ...; District Of Lillooet; District Of Logan Lake; District Of Peachland; District of Sicamous; District of Summerland; District Of West Kelowna; Jan Johnston; kelly bennett; Maria Doyle; mary jane drouin; Melinda Stickney; polly palmer; RDCO; RDNO; RDOS; Rebecca Narinesingh; SLRD; Sun Peaks Resort Municipality; Tasha Buchanan; TNRD; Tom Kadla; Town Of Oliver; Town Of Osoyoos; Town Of Princeton; Township Of Spallumcheen; Trevor Seibel; Village Of Ashcroft; Village Of Cache Creek; Village Of Chase; Village Of Clinton; Village Of Keremeos; Village Of Lumby; Village Of Lytton
Subject: SILGA Community Excellence Awards
Attachments: Community excellence awards Nov 2018.docx

Good morning,

I have attached the nomination information for the SILGA Community Excellence Awards that should be forwarded to your council's or board's attention.

We received excellent nominations in 2018 and are looking forward to reading the submissions this year. Deadline for submissions is February 1, 2019.

Thanks, Alison

--

Alison Slater
SILGA Executive Director
PO Box 27017 Cityview PO
Kamloops, BC V2E 0B2
250-851-6653
www.silga.ca

SILGA

Community

Excellence Awards

Are you proud of your community or regional area's accomplishments? Would you like it to be recognized at our convention and more broadly through social media and the news?

To promote the environmental, social, and economic wellbeing of our member communities and to share ideas and best practices throughout the SILGA area, we have created awards to showcase a community in each of these categories.

To nominate your local government, simply provide a brief letter describing a fantastic project, event, or activity that you are proud of. A winner will be chosen in each category and presented an award during our AGM. We are intentionally making this process as easy and seamless as possible. If your community or area has excelled in any of the following categories, let us know:

- **Environmental Sustainability**
- **Social Responsibility**
- **Economic Development**

The Rules:

Nominations must come in the form of a letter to the SILGA Executive Director (no requirements as to length, and letters should be emailed).

1. Nomination Letters must be received by February 1st, 2019.
2. Letters must clearly state which award the nomination is for.
3. Nominations should be one page in length and should succinctly describe the project and itemize the beneficial outcomes. SILGA wants to share best practices in our region with the hope that every local government can learn from the winning submissions. In that regard, please provide contact information for the key individual(s) who worked on the projects/events.
4. These awards are for local governments, not individuals. Recipients must be SILGA members in good standing.
5. Nomination letters can come from anyone representing a local government, and there is no limit on the amount of nominations per community. An official resolution is not required.
6. Submissions from previous years may be reused.

What you get if your local government wins:

1. Your local government will be publicly recognized at the upcoming AGM.
2. A representative from your local government will have an opportunity to speak (5 minutes) to all assembled delegates about the project or event.
3. Your local government will receive a beautiful plaque to permanently display at your government office.
4. Award recipients will have their achievements highlighted more broadly through our social media channels, newsletter and via press release to the entire SILGA media network.

These awards are an opportunity for us to share best practices, to get others from local governments thinking outside the box, and to promote knowledge sharing amongst our members. It is our firm belief that our SILGA local governments continue to implement remarkable, unique projects that make their communities a better place to live time and time again. We want to make sure we share our successes as much as possible, so others might benefit.

Shuswap Local and Secwépemc Governments Communications Agreement

Purpose of the Communications Agreement

To i) establish and maintain a long-term, cooperative government-to-government relationship and open communication across the Shuswap watershed portion of Secwépemc'ulecw¹, ii) complement existing local protocols, and iii) support the development of local agreements where none exist².

Guiding Principles of Communication

1. A relationship is the foundation of communication.
2. Trust, mutual respect and recognition of each other as legitimate governments, and that this carries over beyond election cycles and political terms.
3. Openness, transparency and "no surprises" from neighbouring governments.
4. Acknowledgement of the existence of Secwépemc title and rights, and that they were never surrendered.

Goals

1. Integrate local government and Secwépemc communities on areas of mutual interest through regular communication and working together on joint initiatives³.
2. Provide a collective voice to the governments of BC and Canada on common issues.
3. Raise awareness of Secwépemc'ulecw and Secwépemc traditions.
4. Deliver joint education opportunities⁴ for elected officials, staff and residents, members and constituents.

Therefore the signatories of this communications agreement will:

1. Communicate in many formats (e.g., letters, emails, phone calls), but recognize that in-person meetings are most desirable from a relationship-building perspective.
2. Meet with each other at least once per year in a formal setting of elected officials at a mutually beneficial time with respect to elections (e.g., joint council/board meetings, delegations to each other's meetings, annual community to community forum).
3. Meet and communicate with each other informally (e.g., coffee, share a meal, text)
4. Encourage and direct staff to communicate with staff in similar roles in neighbouring governments.
5. Collaborate to work together on initiatives of joint benefit to local and Secwépemc governments.
6. Develop a more detailed, formal agreement⁵ in a smaller geographic area as needed, or where a consultation process needs to be established.
7. Raise awareness of this agreement and its content with their residents, members and constituents.

Term, Amendments and Opt-out Clause

This agreement is intended to be long-term, and is proposed to have no term. It may be reviewed periodically at joint meetings (#2 above) and amended with the agreement of all parties as needed. If a signatory wants to opt-out of this agreement, it shall be discussed at a joint meeting (#2 above); an amendment to this agreement shall be proposed and discussed.

Signatories – signed Joan Arnouse 2018 at Sept 28

JOAN ARNOUSE
LITTLE SHUSWAP INDIAN BAND
COMMISSIONER FOR TAKING OATHS
IN THE PROVINCE OF BC
MY APPT EXPIRES: MARCH 31, 2019
No. 2013-0381

Cliff Arnouse Skwax (Adams Lake Indian Band)
Joan Arnouse Skwax (Little Shuswap Lake Indian Band)
Joan Arnouse Skwax (Neskonlith Indian Band)
Joan Arnouse Skwax (Splatshin)
Joan Arnouse On Behalf of Elders

Joan Arnouse Columbia Shuswap Regional District
Joan Arnouse Regional District of North Okanagan
Joan Arnouse Village of Chase
Joan Arnouse City of Salmon Arm

Joan Arnouse City of Enderby
Joan Arnouse Village of Lumby
Joan Arnouse District of Sicamous

¹ Territory of the Secwépemc people

² Protocols are known to exist between Chase and Neskonlith, Chase and Adams Lake Indian Band, Enderby and Splatshin, Lumby and Splatshin, and Sicamous and Splatshin.

³ Topics to be discussed may include, but are not limited to: annual priorities; land use and development; environmental protection; water, infrastructure and cost-sharing approaches; emergency management and response; health, healing, local foods and wilderness camps; skills training and education.

⁴ Joint education opportunities may include, but are not limited to: clarification of which order of government makes decisions on different topics; sharing and supporting information about Secwépemc history and traditions; and sharing information about how Secwépemc governments, regional districts and municipalities operate, generate revenue, make decisions, their jurisdiction and decision making authority

⁵ Agreement could be a communications agreement, a memorandum of understanding, or a letter of intent

Early Years Fair

January 28, 2019
4:30-6:30pm

Salmon Arm West Elementary
4750 - 10 Ave SW
Salmon Arm

Find out about early
learning programs
and services available
for children 0-6 in the
Salmon Arm area.

All the fun
is FREE!



Kiki the Eco Elf will be
Presenting

Join us for chili and bannock!



December 10, 2018

Mayor Alan Harrison
City of Salmon Arm
Box 40
Salmon Arm, BC V1E 4N2



Dear Mayor Alan Harrison:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$413,393.53 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

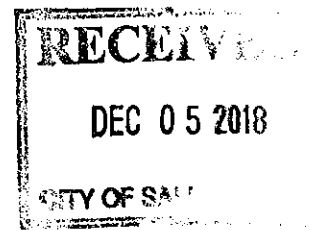
Very best,

A handwritten signature in black ink, appearing to read "Arjun Singh".

Arjun Singh
UBCM President

Pc: Chelsea Van de Cappelle, Chief Financial Officer

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November 22, 2018

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

Dear Mayor Harrison and Council:

The Province has started issuing licences for the retail sale of non-medical cannabis, and we are currently in the process of assessing the applications that have been submitted to us.

Our previous consultations with local governments before the recent municipal elections indicated local governments wanted to ensure that the needs of your communities were considered as part of the licensing process. We would like to take this opportunity to explain the important role local governments have in cannabis licensing.

It is up to each municipality to determine if and where non-medical cannabis can be sold, and whether it is sold in private or government stores, or a mixture of both.

Once an application is received by the provincial government and it is deemed to contain the required information, the Province will notify the respective local government of the area where the proposed store is located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the Province cannot issue a licence unless the local government gives a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence.

If the local government makes a recommendation to deny the application then the Province may not issue the licence, and if a recommendation in favour of the application is made, then the Province has discretion whether or not to issue the licence, but must consider the local government's recommendation in the decision whether to issue a licence.

.../2

Mayor and Council
Page 2

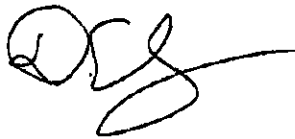
The Province will notify local governments about applications in the order that they are confirmed as complete. This ensures that you will have all the information you need to begin your process of making a recommendation.

We would also like to remind local governments that they may delegate the recommendation decision to staff.

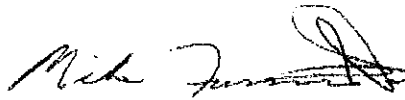
We invite you to review the enclosed Local Government's Role in Licensing Cannabis Retail Stores for detailed information that will help you navigate the recommendation process. If after reviewing this information you have any questions, please contact Joshua Huska, Licensing Manager, by email at Joshua.Huska@gov.bc.ca.

Thank you for your consideration in this important new process.

Yours truly,

A handwritten signature in black ink, appearing to be 'DE' followed by a stylized flourish.

David Eby, QC
Attorney General

A handwritten signature in black ink, appearing to be 'Mike Farnworth' with a stylized flourish.

Mike Farnworth
Minister of Public Safety
and Solicitor General

Enclosure

pc: Chief Administrative Officer

Health Canada Assessment Suggests that Talc May be Harmful to Human Health

From: Health Canada

News release

Health Canada considering measures to prohibit or restrict the use of talc in certain cosmetics, natural health products and non-prescription drugs

December 5, 2018 - Ottawa, ON - Health Canada

The Government of Canada is committed to protecting the health of Canadians and the environment. Through the Chemicals Management Plan, the Government assesses chemicals used in Canada, and takes action on those found to be harmful to human health or the environment.

Under the Chemicals Management Plan, Health Canada and Environment and Climate Change Canada have completed a draft screening assessment of talc, a mineral used in many consumer products.

Most uses of talc (such as in paper, plastics, paint, ceramics, putties, food, as well as many cosmetics, natural health products and non-prescription drugs) are not a concern to human health. However, based on the latest science and the draft screening assessment, the Government of Canada proposes that inhaling loose talc powders and using certain products containing talc in the female genital area may be harmful to human health. As a result, the Government is considering measures that would prohibit or restrict the use of talc in a limited number of product types, such as certain cosmetics, natural health products and non-prescription drugs.

The draft screening assessment will be published in the *Canada Gazette*, Part I, and will be open for public comment for 60 days, until February 6, 2019. The Risk Management Scope, which outlines the possible measures to manage the risks identified in the draft screening assessment, will also be open for public comment for the same 60-day period. The final screening assessment and risk management approach will take into consideration any comments and new evidence received during the consultation period.

In Canada, cosmetics, natural health products and non-prescription drugs all require disclosure of the ingredients (medicinal and non-medicinal) on product labels. Canadians concerned about their exposure to talc can check the ingredient list on product labels, and avoid using loose talc powders that may be inhaled and products that contain talc in the female genital area.

Contacts

Thierry Bélair
Office of Ginette Petitpas Taylor
Minister of Health
613-957-0200

From: MCF Info MCF:EX [MCF.Info@gov.bc.ca]
Sent: Friday, January 04, 2019 3:23 PM
To: Caylee Simmons
Subject: Letter from the Honourable Katrine Conroy and the Honourable Katrina Chen

VIA E-MAIL

Ref: 241210

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

Dear Mayor Harrison and Council:

As we enter a new year, we would like to thank local governments for the important work you do to support communities and families throughout British Columbia. Many families across the province are looking for access to affordable, quality child care, and currently too many are struggling to find the care they need.

To support the expansion of affordable, quality and accessible child care throughout British Columbia, the province has partnered with the Union of British Columbia Municipalities (UBCM) to offer two funding programs for local governments to help create more licensed child care spaces:

- The **Community Child Care Space Creation Program**, established with \$13.7 million in funding under the Canada-British Columbia Early Learning and Child Care Agreement, will award up to \$1 million to local governments creating new licensed child care spaces within their own facilities for children aged five and under, with a focus on spaces for infants and toddlers.
- The **Community Child Care Planning Program** will provide up to \$25,000 in funding for local governments to engage in child care planning activities in order to develop a community child care space creation action plan. Local governments who work together on applications will be eligible for up to \$25,000 per local government. For example, three local governments applying together for one project may be eligible to receive up to \$75,000.

The deadline for both programs is approaching quickly—be sure to submit your application to UBCM no later than January 18, 2019.

UBCM is administering both programs. These partnerships ensure that planning for child care spaces is done at the community level and that child care spaces are created where they are most needed; after all, local governments know their communities best. We encourage you to consider how you can take advantage of these programs to help meet the child care needs of families in your communities.

We understand that assembling a strong application takes time and would like to highlight that the Community Child Care Planning Program requires only a budget and council/board resolution in addition to the application form. To assist you in meeting the application deadline for these programs, we have enclosed a sample resolution to bring to your council or board.

If you do not have a project ready to meet the UBCM application deadline for the Community Child Care Space Creation Program, please also consider the Childcare BC New Spaces Fund, which has no deadline to apply. This fund offers up to \$1 million per facility for public sector partnerships with non-profit child care providers (as well as school boards and band or tribal councils or First Nations

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governments directly operating child care programs), and up to \$250,000 or \$500,000 per facility for all other types of organizations.

For more information about the community child care programs, visit [UBCM's Web site](#) or contact Local Government Program Services at 250 952-9177 or lgps@ubcm.ca.

As always, please feel free to contact the office of the Minister of State for Child Care with any questions at CC.Minister@gov.bc.ca, and visit [Childcare BC](#) for more information about the province's investments in child care.

Thank you again for the outstanding work you do for families in your community.

Sincerely,

ORIGINAL SIGNED BY

Katrine Conroy
Minister of Children and
Family Development

ORIGINAL SIGNED BY

Katrina Chen
Minister of State for Child Care

pc: Sasha Pryn, Programs Officer
Local Government Program Services, UBCM

Encl (below): Council or Board Community Child Care Resolution (SAMPLE)

Council or Board Community Child Care Resolution (SAMPLE)

WHEREAS there is a need for child care in the *[LOCAL GOVERNMENT NAME]*;

WHEREAS the *[LOCAL GOVERNMENT NAME]* support the creation of quality, affordable, child care spaces to help provide employment, relief for working parents and support a strong economy;

WHEREAS there are unprecedented funding programs now offered by the Union of British Columbia Municipalities (UBCM) and the Province of BC to help local government plan and build new child care spaces;

BE IT RESOLVED That the *[LOCAL GOVERNMENT NAME COUNCIL OR BOARD]* direct staff to apply for the UBCM Community Child Care Planning program to do a child care needs assessment and manage any funds received through this program,

Or

For collaborative projects only: BE IT RESOLVED That the *[LOCAL GOVERNMENT NAME COUNCIL OR BOARD]* support the *[LOCAL GOVERNMENT NAME COUNCIL OR BOARD]* primary applicant to apply for, receive and manage the grant funding on our behalf.

BE IT FURTHER RESOLVED That the *[LOCAL GOVERNMENT NAME COUNCIL OR BOARD]* direct staff to investigate potential opportunities for use of the Community Child Care Space Creation Programs, and the Childcare BC New Spaces Fund, and come back to Council with a recommendation of ways to avail ourselves of this new funding opportunity to create child care spaces.

From: MoT CYCLING TRAN:EX [mailto:MoTCYCLING@gov.bc.ca]
Sent: Wednesday, December 12, 2018 3:46 PM
Subject: BikeBC Program – 2019/20 Application Intake Open

This notification is being sent using bcc to local governments and First Nations who may be eligible to apply for cycling infrastructure funding through the BikeBC program.

The BikeBC application intake for the 2019/20 fiscal year is now open and submissions will be accepted until February 18, 2019 at 11:59pm.

Following the program renewal last year, the following revisions have been made:

- Cost-shareable project items have been expanded to include cycling end-of-trip facilities/amenities and upgrade projects.
- It is now a requirement to submit a Cycling Network Plan as part of the application.
- Communities with populations of less than 15,000 that do not have a Cycling Network Plan are eligible to apply for cost-sharing of up to 50% (capped at \$50,000) towards the cost of developing one.
- Applicants with projects applied for in the 2016/17 fiscal year or earlier that have not completed construction and submitted final claims to the Province prior to February 18, 2019 are not eligible to apply to the BikeBC program for funding during this intake period.
- A Community Consultation Summary is now required in place of Letter(s) of Endorsement.

Please carefully review the program guidelines prior to completing the revised application form(s). Details on the program including the 2019/20 application form(s) can be found at [BikeBC](#).

If you have any questions, please do not hesitate to contact the program at MoTCYCLING@gov.bc.ca or by telephone at 778-974-5469.

From: info@civicinfo.bc.ca
Sent: Tuesday, December 18, 2018 10:34 AM
To: info@civicinfo.bc.ca
Subject: Message from the Legislative Assembly of British Columbia

This message is being sent by CivicInfo BC to all BC Local Governments on behalf of the Legislative Assembly of British Columbia.

Subject: Call for Written Submissions - Select Standing Committee on Crown Corporations
Intended Recipient(s): Mayors/Chairs/Chief Administrative Officers
Attachments: None. See message below.

MESSAGE:

Dear Mayor and Council / Chair and Board,

On November 27, 2018, the Legislative Assembly of British Columbia authorized the all-party Select Standing Committee on Crown Corporations to conduct an inquiry into transportation network services (ride hailing services).

The Committee's Terms of Reference specifies that the Committee may only consider input on four areas of regulation. As part of its work, the Committee would like to invite you to provide a written submission focused on any or all of the following four topics:

- What criteria should be considered when establishing boundaries?
- How should regulations balance the supply of service with consumer demand, including the application of the Passenger Transportation Board's current public convenience and necessity regime as it pertains to transportation network services?
- What criteria should be considered when establishing price and fare regimes that balance affordability with reasonable business rates of return for service providers?
- What class of drivers' licence should be required for ride-hailing drivers to ensure a robust safety regime without creating an undue barrier for drivers?

Should you wish to participate, would you kindly provide a written submission in pdf or word format to CrownCorporationsCommittee@leg.bc.ca by **Friday, February 1, 2019**. Written submissions may be 500 words in length, with an additional 1000 words to answer each of the questions above for a maximum of 4500 words.

Submissions to parliamentary committees are considered public documents and may be published on the Committee's website or made available to interested parties upon request following the release of the Committee's report.

Further information on the work of the Committee, including a list of Members and the Committee's Terms of Reference, is available online at: <https://www.leg.bc.ca/cmt/cc>

If you have any questions about the work of the Committee, please contact the Parliamentary Committees Office at 250-356-2933 or CrownCorporationsCommittee@leg.bc.ca.

On behalf of the Committee, thank you for your consideration of this invitation. We look forward to your participation.

Sincerely,

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Bowinn Ma, MLA (North Vancouver-Lonsdale), Chair
Stephanie Cadieux, MLA (Surrey South), Deputy Chair

cc: Susan Sourial, Clerk to the Committee

Select Standing Committee on Crown Corporations
c/o Parliamentary Committees Office
Room 224, Parliament Buildings, Victoria, BC V8V 1X4

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CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.



Douglas Stout
Vice President
Market Development & External Relations

FortisBC
16705 Fraser Highway
Surrey, BC
V4N 0E8
douglas.stout@fortisbc.com
www.fortisbc.com

November 30th, 2018

Mayor Alan Harrison
Box 40
Salmon Arm, BC V1E 4N2

Dear Mayor Alan Harrison,

On behalf of FortisBC, I would like to offer my sincere congratulations to you and your council on your recent election. Your commitment and dedication to your community and its residents is commendable.

FortisBC has natural gas and electrical infrastructure located throughout the province and we are committed to continuing to build on the relationship we have been developing with your community.

We appreciate the ongoing efforts by your staff and community members to conserve consumption of natural gas in response to the Enbridge-owned natural gas transmission pipeline rupture on October 9th. Natural gas supplies are anticipated to be limited and fluctuate throughout the winter months up to a maximum of 85 percent of normal levels, which means conservation efforts need to continue. We appreciate your efforts in reducing consumption in all municipal buildings and ongoing support to remind customers to reduce their natural gas use and conserve energy wherever possible. We're all in this together, and every little bit counts.

FortisBC values being a part of the communities where we live and work. Should you wish to meet in the near future to discuss the ongoing supply disruption or any of our strategic initiatives and activities in your community, please do not hesitate to contact us directly.

Again, congratulations on your election and we look forward to working with you.

Sincerely,

A handwritten signature in dark ink, appearing to read "Doug Stout", written in a cursive style.

Doug Stout
VP, Market Development &
External Relations

November 30, 2018

His Worship Mayor Alan Harrison and Council
City of Salmon Arm
PO Box 40, 500 2nd Avenue NE
Salmon Arm, BC
V1E 4N2



Dear Mayor and Council:

Congratulations on your October 20, 2018 election. Thank you for offering your dedication, skills, expertise and ideas to serve the citizens in your community.

E-Comm enjoys a strong public safety relationship with the City of Salmon Arm. We are your Public Safety Answer Point – the first point of contact – for people in your community when they call 9-1-1 to get help from police, fire or ambulance.

If you are visiting Vancouver, I would like to invite you for a tour of our E-Comm facility, at your convenience, so you can see call takers in action as they handle more than 4,000 9-1-1 calls per day from communities around our province.

Further, E-Comm and all 9-1-1 network and service providers across Canada are working diligently to modernize 9-1-1 infrastructure as we prepare for an initiative known as Next Generation 9-1-1. We are setting the stage for future changes in the way people contact 9-1-1 including text messaging when a phone call is simply not possible.

To that end, we have spent much of 2018 working with our Board of Directors, staff and public safety stakeholders to develop a new strategic plan – the roadmap that will help guide E-Comm as we continue to help save lives and protect property in British Columbia.

I look forward to sharing this plan with you in the future. In the meantime, I invite you to visit our website at www.ecomm911.ca for more information about our services.

Once again, congratulations on being elected to serve the people in your community.

Respectfully,

Oliver Grüter-Andrew
President and CEO
E-Comm, Emergency Communications for British Columbia Incorporated
604.215.5002
oliver.gruter-andrew@ecomm911.ca

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From: Susan Chalmers [schalmers@communityenergy.bc.ca]
Sent: Monday, December 17, 2018 4:48 PM
To: Caylee Simmons
Subject: Request to Include BCMCLC Workshop at SILGA EOS (Jan. 25, 2019) as Info Item on Next Council Meeting Agenda

Good afternoon,

The BC Municipal Climate Leadership Council and Community Energy Association are hosting a workshop related to climate action planning after the SILGA Elected Official Seminar at the Delta Grand Okanagan Resort in Kelowna on January 25, 2019. We would appreciate it if you could include the details of the workshop as an information item on your next council meeting agenda OR directly email the details of this event to your Mayor and Councillors (see below).

How can you support climate action and clean growth in your community?

Join the BC Municipal Climate Leadership Council (BCMCLC) and the Community Energy Association for an interactive workshop on the topic of climate action immediately following the SILGA Elected Official Seminar. The workshop will be held from 2:45-4:45 pm on January 25 in the Columbia Room at the Delta Grand Okanagan Resort.

Who is it for? This workshop is for newly elected officials to learn about the roles of local governments in climate and energy planning as well as project and program implementation. It is also for returning elected officials to receive a refresher and updates on federal and provincial government initiatives and emerging opportunities for local governments to take action on climate change.

Learn about:

- the roles of local and senior governments;
- the foundations of community energy planning;
- key actions for the building, transportation, waste and energy sectors; and
- reporting and recognition for local government climate action.

Get inspired by case studies from leaders in your region and discuss strategies with your peers in small breakout group sessions.

To register for this workshop, visit <https://climate101silgaeos.eventbrite.ca>.

For further information about this event, please contact Maya Chorobik at 604-628-7076 (ext. 709) or mchorobik@communityenergy.bc.ca.

Kind Regards,
Susan

Susan Chalmers, Administrator



Facilitators of the BC Municipal Climate Leadership Council

Office: (604) 628-7076 ext. 707 | Mobile: (778) 871-2711

TreeCanada



ArbresCanada

RECEIVED

DEC 19 2018

CITY OF SALMON ARM

November 28, 2018

Jason Chernoff
City of Salmon Arm
500 2 Avenue NE
Box 40
Salmon Arm, BC
V1E 4N2

SUBJECT: BC Hydro Project URBN- 2018-BCH-47 Salmon Arm

Dear Jason,

Thank you for your participation in the *BC Hydro Community ReGreening Grant program*. On behalf of Tree Canada, we appreciate your cooperation.

Please consider writing to BC Hydro thanking them for their support, and urge them to continue to support our programs. The letter can be sent to:

Duncan Isberg: duncan.isberg@bchydro.com

We encourage you to link treecanada.ca to **your municipality website, and LIKE US and share on Facebook and Twitter**, to encourage your community to support us.

Please do not hesitate to contact our office should you have any questions.

Yours truly,

Michael Rosen, R.P.F.
President

cc Alan Harrison, Mayor
cc Christian Walli, Community Advisor

*Growing better places to live
Des environnements plus sains prennent racine*

Board of Directors/
Conseil d'Administration

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City of Winnipeg
Winnipeg, MB

Léo Duguay
Vice-Chair/Vice-Président
Rothwell Group Inc.
Ottawa, ON

Jim Schedler
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Staples Inc.
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Dorothy Dobbie
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Sean Finn
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William (Bill) Knight
Corporate Director/ Directeur
d'Entreprise
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Lawrence Lewis
OneFeather Mobile
Technologies
Victoria, B.C./C.-B.

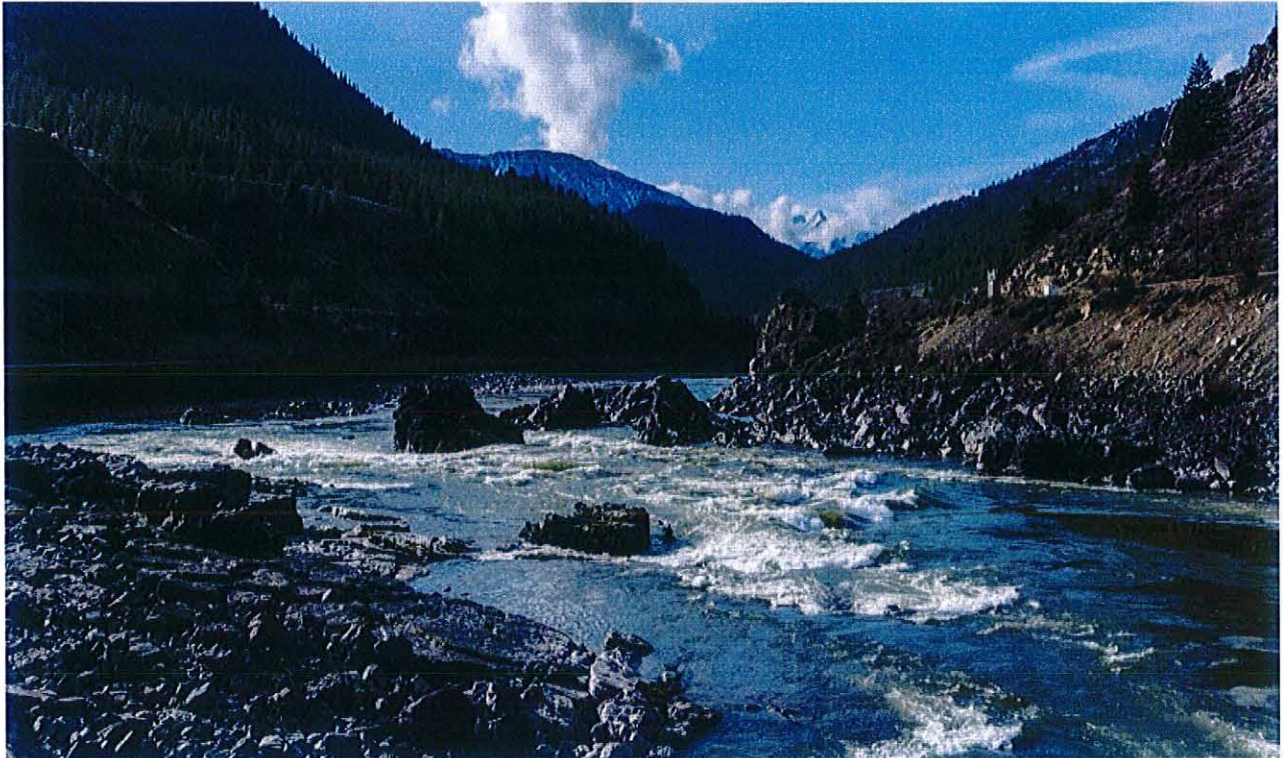
Timo Makinen
Consultant
Vancouver, B.C./C.-B.

Sandy Smith
University of Toronto
Toronto, ON

FRASER WATERSHED RESTORATION CONFERENCE 2019

ADVANCING RECONCILIATION, THE ENVIRONMENT AND THE ECONOMY

- First Nations - Salmon - Communities - Climate Change - Wildlife - Forest Industry - Jobs -



The Fraser River

The Fraser River is the longest river in BC. It rises at the Fraser Pass near Blackrock Mountain in the Rocky Mountains and flows for 1,375 kilometres, into the Strait of Georgia in Vancouver, BC.

Thompson Rivers University

Conference Centre

Kamloops, BC

April 24-25, 2019

www.restorationconference2019.com

CONFERENCE SUMMARY

The **Fraser Watershed Restoration Conference 2019** is a 2-day event aimed at bringing together, Indigenous leaders, industry experts, government representatives, academics, community officials and conservationists from British Columbia and across North America, who are interested in advancing watershed restoration and reconciliation. The conference has been designed with First Nations participation and insight to ensure that traditional knowledge and Indigenous rights are integrated into all focus areas.

There is an ecological and economic crisis across the watershed, precipitated by the cumulative effects of historic development, including the managed depletion of forest resources known as “fall-down,” the dramatic climate change-related impacts of the mountain pine beetle epidemic and recent catastrophic forest fires. These and other ecological impacts are exacerbating the stresses on salmon and a myriad of terrestrial and riverine species, leading to a decline in natural resources and employment opportunities.

Presentations and panel discussions with **Premier John Horgan, Hon. John Wilkinson** (Minister of Fisheries, Oceans & The Canadian Coast Guard) and a host of other experts will outline the current and complex issues, along with several strategically designed large 'landscape-scale' restoration projects that offer the potential to:

- advance Indigenous reconciliation,
- provide short term employment relief,
- develop mid and long term sustainable employment strategies,
- aid in the recovery of forests and habitats at risk, **including salmon, steelhead, and caribou.**
- “fire harden” at risk forest communities,
- contribute to climate change adaptation and mitigation, and
- enable a sustainable forest industry.

The conference will be held on April 24 - 25, 2019 and will be centrally located at Thompson Rivers University (TRU) Conference Centre in Kamloops, BC. This state of the art facility has played host to many important events and is furnished with the latest technology. View the list of confirmed speakers at www.restorationconference2019.com.

“Restoration is reconciliation.”

-Bev Sellers, former Councillor and Chief of the Xat'sull (Soda Creek) First Nation, Williams Lake, BC

CONFERENCE FOCUS

The conference will provide attendees with an integrated look at 6 restoration related themes:

1. First Nations and restoration
2. Salmon habitat and restoration
3. Wildlife and species at risk restoration
4. Climate change adaptation and restoration
5. Wildfires and restoration
6. Jobs and restoration



LOCATION

Thompson Rivers University (TRU)
Conference Centre
Located on the Secwepemc Territory
950 McGill Rd, Kamloops, BC V2C 0E1
250-828-5000 www.tru.ca



REGISTRATION

Onsite registration for the **Fraser Watershed Restoration Conference 2019** will commence at 7:30 AM on Tuesday April 24, 2019. Registration tables will be setup in the main hallway outside the BC Centre. Morning snacks, organic tea and coffee, full plated lunch and afternoon snacks are also included in the registration fees.

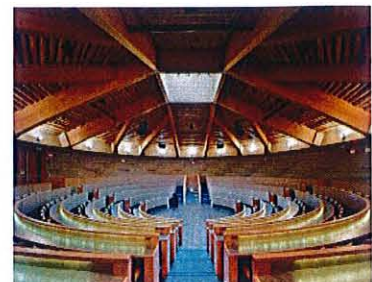


REASONS TO ATTEND

1. Gain access to the latest science and traditional knowledge of forest restoration as well as cutting edge reviews of new regulations and policies.
2. Learn about upcoming Land Use Planning (LUP) opportunities.
3. Gather directly applicable information relating to salmon, wildlife and other species at risk.
4. Analyze BC's forest fire devastation and discuss progressive solutions to keep BC forests healthy and our forest communities safe.
5. Network with key Indigenous and other government leaders, NGO and industry champions.
6. Be a part of the discussion to help shape future plans and strategies across the Fraser Watershed.
7. Discover innovative employment opportunities, funding options and long-term business opportunities.
8. Discuss the decline of salmon stocks and learn about advanced collaborative habitat restoration solutions combining modern scientific approaches with proven First Nations historical knowledge and techniques.

TICKETS

TICKET TYPE	EARLY BIRD PRICE (Before December 31, 2018)	REGULAR PRICE
Regular*	400.00	\$450.00
NGO*	N/A	\$350.00
Student*	N/A	\$200.00



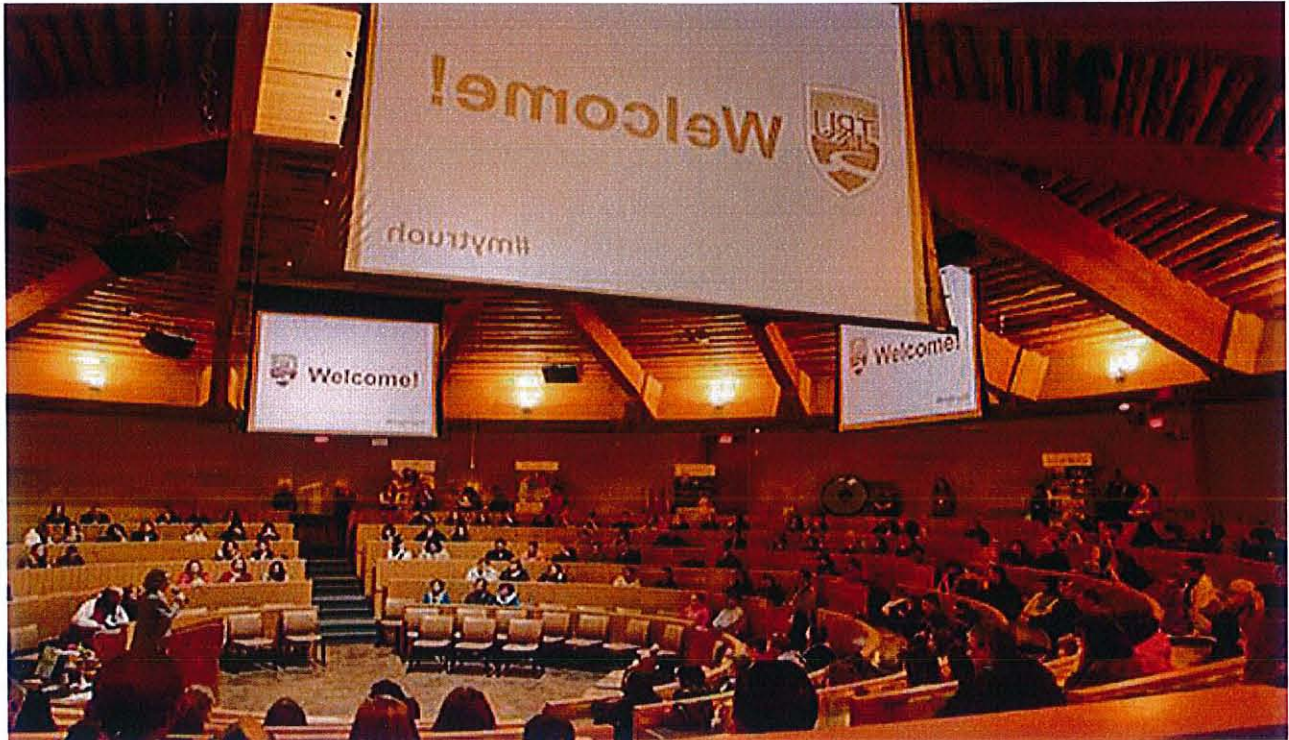
*All prices are in Canadian dollars. 5% GST and ticketing fees will be added. Tickets include full access to all keynote speeches and breakout sessions.

To purchase tickets please visit www.restorationconference2019.com for complete details. Please bring your registration confirmation form, and a piece of photo identification to receive your pass at the conference.

FRASER WATERSHED RESTORATION CONFERENCE 2019

ADVANCING RECONCILIATION, THE ENVIRONMENT AND THE ECONOMY

- First Nations - Salmon - Communities - Climate Change - Wildlife - Forest Industry - Jobs -



- The BC Center at Thompson Rivers University in Kamloops, British Columbia

BECOME THE SOLUTION

Come and join in BC's premier restoration event with Indigenous, Federal, Provincial and Municipal Government leaders, conservation and industry experts, along with many other community champions to explore the opportunities presented by restoring British Columbia's rivers, watersheds, and interior forests, while advancing reconciliation, creating meaningful employment and inspiring everyone to conserve and protect our environment and economy so that it can be productive for generations to come.

-The Fraser Watershed Initiative

Produced by:

The Fraser Watershed Initiative
#614 - 1500 Ostler Court
North Vancouver, BC V7G 2S2

From: EP.RPY / SAR.PYR (EC) [ec.ep.rpy-sar.pyr.ec@canada.ca]
Sent: Thursday, January 03, 2019 2:24 PM
To: EP.RPY / SAR.PYR (EC)
Subject: Public Comment Period: Amendments to Schedule 1 of the Species at Risk Act

Hello,

On Saturday, December 29, 2018, a proposal to amend Schedule 1 of the *Species at Risk Act* (SARA) for nine migratory bird species was published in part I of the *Canada Gazette*. The proposal and related background information can be found at: https://wildlife-species.canada.ca/species-risk-registry/document/default_e.cfm?documentID=3395.

This marks the beginning of a 45-day public comment period during which you can share your comments on the proposal either by writing to ec.LEPreglementations-SARAregrulations.ec@canada.ca or calling 1 800 668-6767. The public comment period will end on **Wednesday, February 12, 2019**.

The Minister of the Environment will take into consideration comments and any additional information received following this publication and make a listing recommendation for each species to the Governor in Council. After species are listed, recovery strategies must be published within one year for endangered species and within two years for extirpated and threatened species.

Species found in British Columbia that are included in the proposal are the following:

Legal Population Name	Scientific Name	Current Status	Proposed Status	Range
Species proposed for addition to Schedule 1 of SARA				
Black Swift	<i>Cypseloides niger</i>	None	Endangered	British Columbia, Alberta
Cassin's Auklet	<i>Ptychoramphus aleuticus</i>	None	Special concern	British Columbia, Pacific Ocean
Evening Grosbeak	<i>Coccothraustes vespertinus</i>	None	Special concern	Everywhere in Canada except Nunavut
Red-necked Phalarope	<i>Phalaropus lobatus</i>	None	Special concern	Everywhere in Canada
Species proposed for reclassification on Schedule 1 of SARA				
Pink-footed Shearwater	<i>Ardenna creatopus</i>	Threatened	Endangered	British Columbia, Pacific Ocean

Respectfully,

Conservation Planning Unit
Canadian Wildlife Service / Pacific Region
Environment and Climate Change Canada / Government of Canada
5421 Robertson Road, Delta, BC, V4K 3N2

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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
	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**
 171 – 182 1. Presentation 4:00 - 4:15 p.m. (approximately)
 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**
 183 – 190 1. Director of Engineering & Public Works – Investing in Canada Infrastructure Grant 2019 Deferred Motion 0523-2018 West Bay Connector Project
18. **OTHER BUSINESS**
 191 – 212 1. Community Child Care Planning Program Grant Application
19. **QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	20.	DISCLOSURE OF INTEREST
213 – 220	21.	HEARINGS
	1.	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 – continued**

3. **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 UNANIMOUSLY

4. **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 UNANIMOUSLY

5. **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 UNANIMOUSLY

6. **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 - continued

1. 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 - continued

1. 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 Shuswap 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;

Item 5.2

CITY OF SALMON ARMDate: 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 - continued**

4. **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 INFORMATION**

1. **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
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GUESTS:

Marvin Kettering	Salvation Army
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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
Sherry Bowlby
John McLeod
Janet Pattinson
Luke Gubbels
Ron Pederson
Sarah Weaver
Gary Arsenault
Gina Johnny
Amy Vallarino
Pauline Waelti
Rob Niewenhuizen

Kevin Pearson
Barb Puddifant

City of Salmon Arm, Chair
Citizen at Large
Salmon Arm Farmers Institute (SAFI)
Shuswap Naturalist Club
Canoe Forest Products
Salmon Arm Fish and Game Club
Salmon Arm Bay Nature Enhancement Society
Shuswap Pro Development Association
Councillor, Adams Lake Indian Band
Citizen at Large
Shuswap Environmental Action Society (SEAS)
City of Salmon Arm, Director of Engineering & Public Works
City of Salmon Arm, Director of Development Services
City of Salmon Arm, recorder

ABSENT:

Barry Wilson
Louis Thomas
Warren Bell
Dan Smith

Citizen at Large
Councillor, Neskonlith Indian Band
WA:TER
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
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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

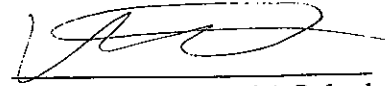
Moved: Gerald Foreman

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 Ranchero 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



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 Nieuwenhuizen
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



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.

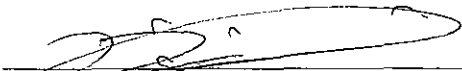
It is staffs opinion that the additional payments recommended by the consulting engineer are warranted and fair.

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



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.

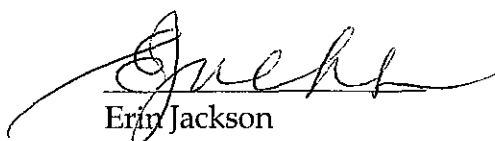
Councillors Harrison, Jamieson and Kentel were opposed to the original motion and an amendment was proposed. The amendment, which would remove City of Salmon Arm parks from the agreement, was defeated.

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.

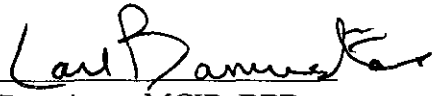
A structural engineering assessment for additional loading from the solar panel mounting structure onto the roof of an existing building will be necessary. Typically, building roofs have an additional capacity to support extra loads such as dead, live or environmental loads. However, a structural inspection 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,



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

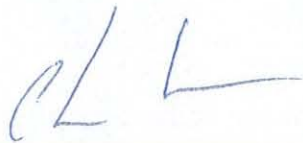
BC Building Code will apply. No concerns with proposed zoning.

Fire Department

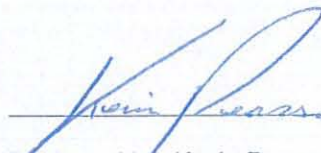
No concerns.

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



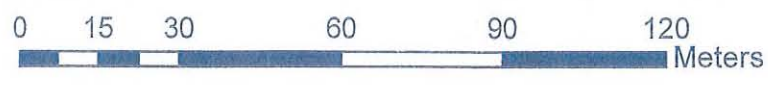
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

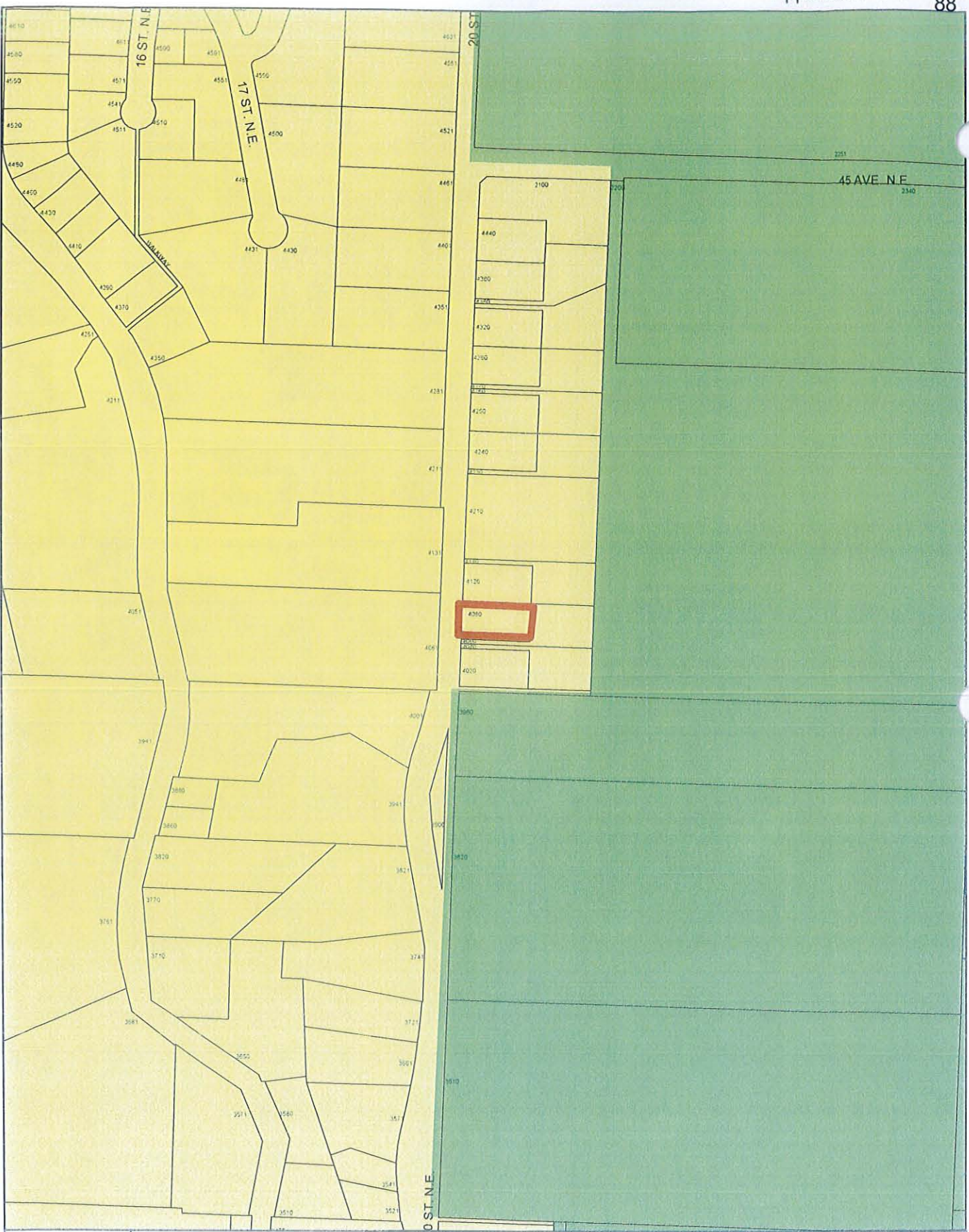


0 55 110 220 330 440 Meters



Subject Parcel





0 1530 60 90 120
Meters



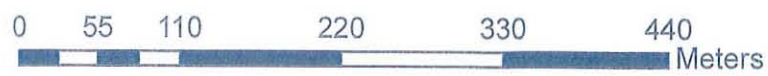
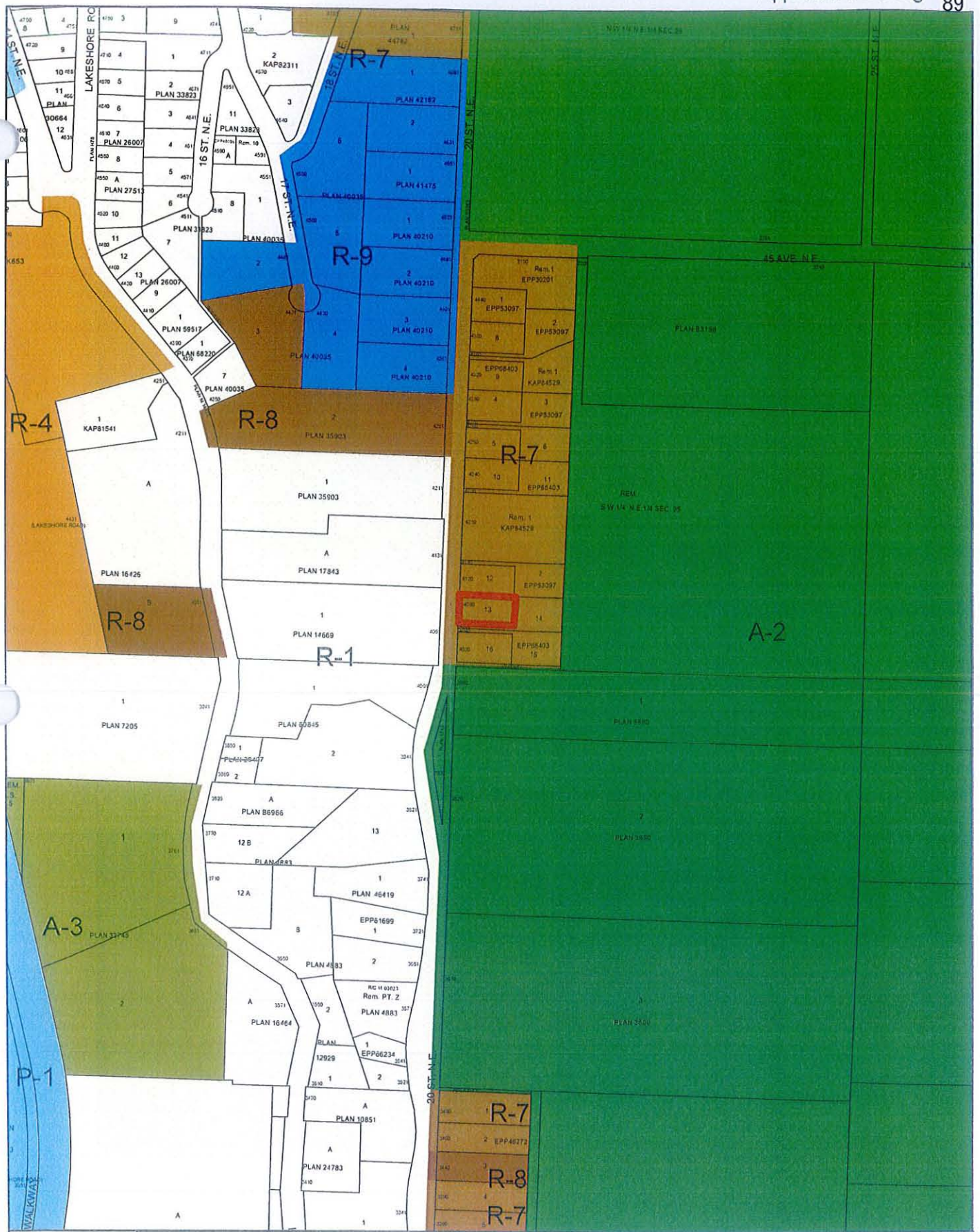
Subject Parcel



Low Density Residential



Acreage Reserve

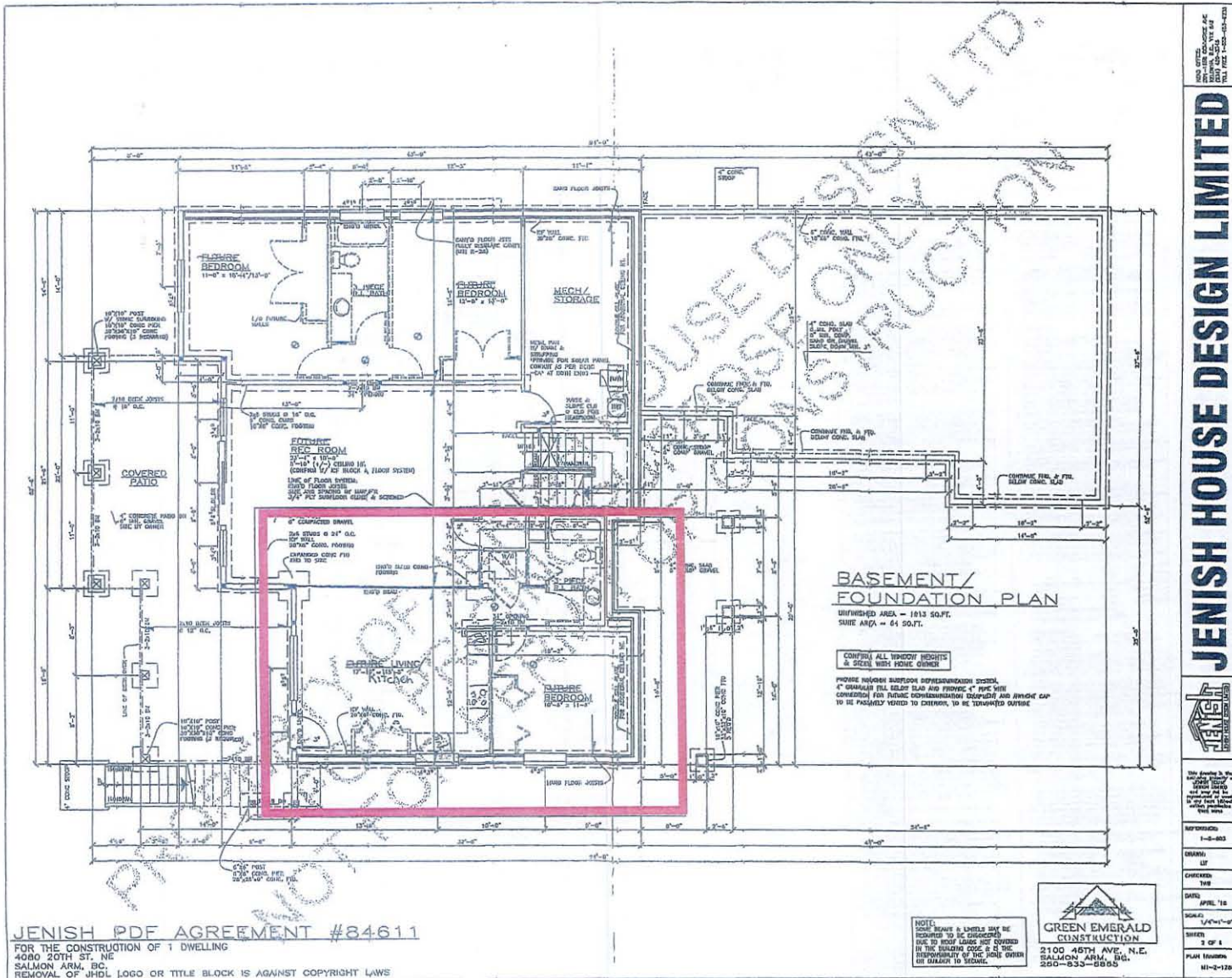




View south-east of subject parcel, showing adjacent development.



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



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

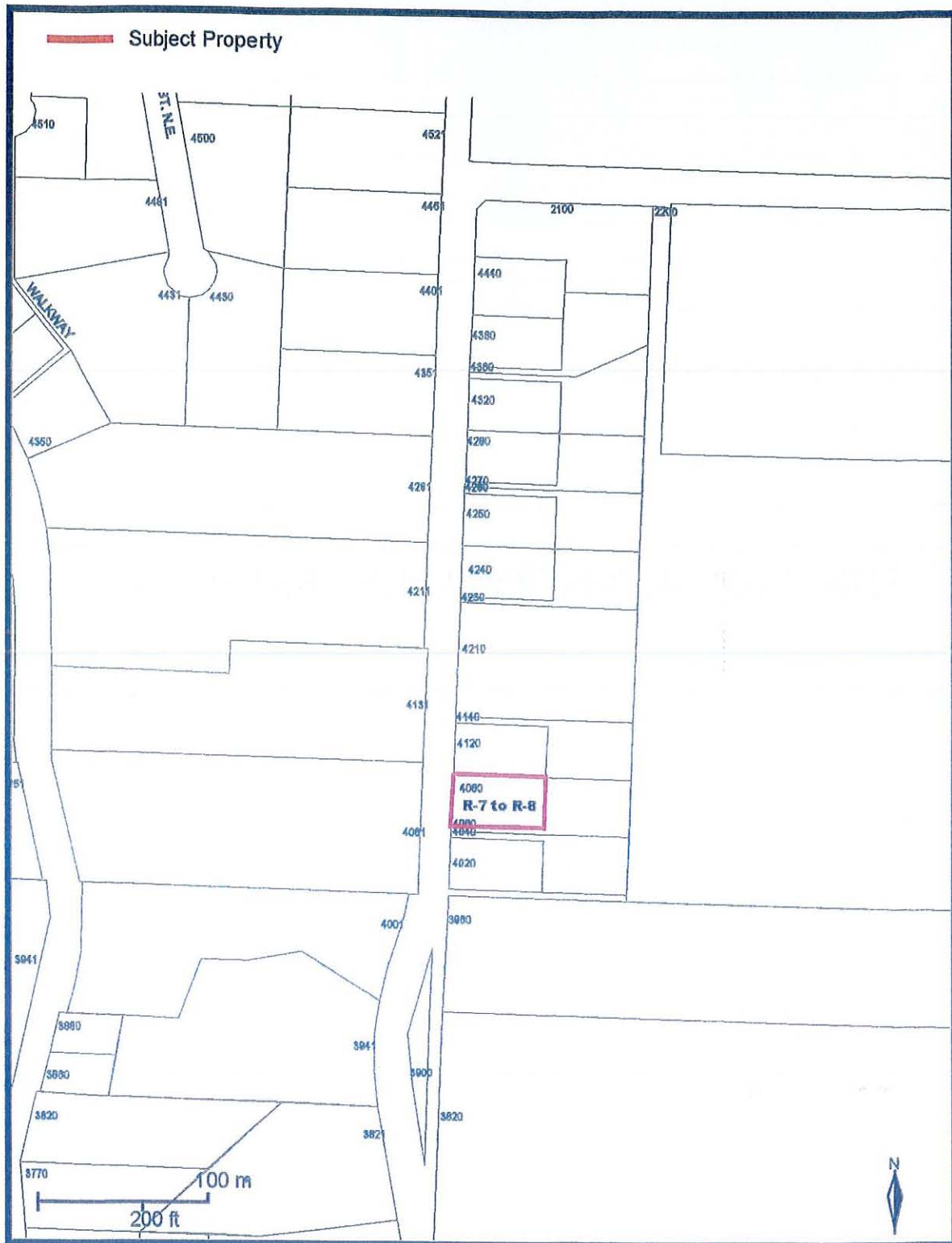
READ A THIRD TIME THIS DAY OF 2019

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)

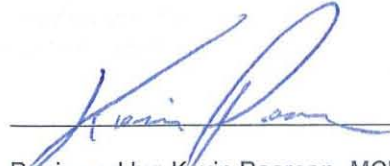
allow for a minimum 10 m parcel width in addition to some Comprehensive Development Zones which have been approved.

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.



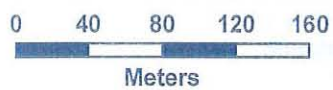
Prepared by: Wesley Miles, MCIP, RPP
Planning and Development Officer



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



Location Map



 Subject Parcel

Orthophoto



0 6 12 18 24
Meters



Subject Parcel

**Official Community Plan
Land Use Designation**

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20 STREET N.E.
22 STREET N.E.
25 STREET

TRANS CANADA HWY
TRANS CANADA

HIGHWAY
9 AVENUE N.E.
18 ST. N.E.
20 ST. N.E.
21 STREET N.E.
22 STREET N.E.
23 STREET N.E.
24 STREET N.E.
25 STREET N.E.

6 AVENUE N.E.

17 ST. N.E.
2 STREET N.E.
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18 ST. N.E.
19 ST. N.E.
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25 STREET N.E.

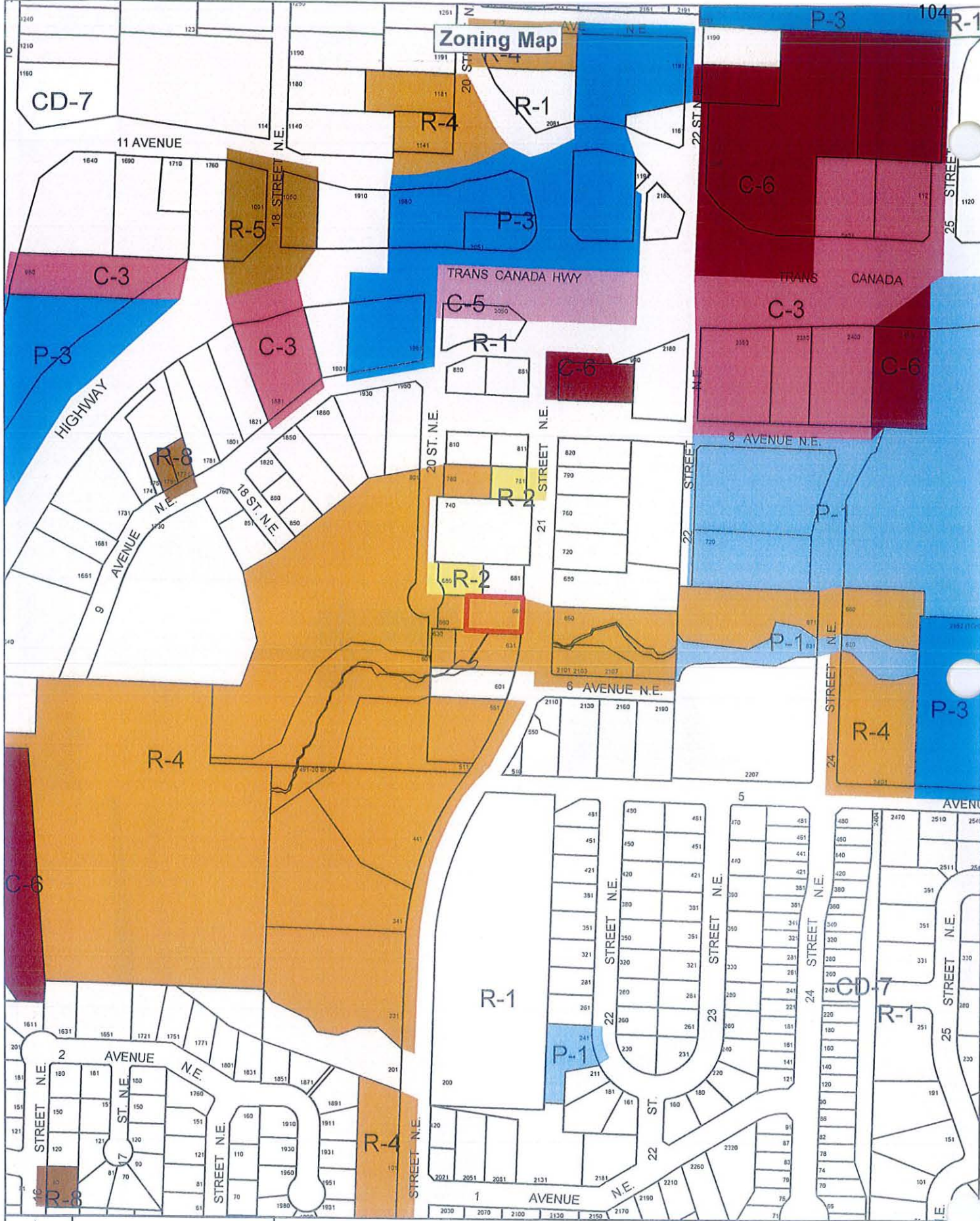
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 Residential Medium Density

 Institutional

Zoning Map



Subject Parcel



Service Commercial



Single Family Residential



Park and Recreation



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
<u>Budget Changes:</u>		
Transfer To Reserve - Fire Buildings & Equipment	\$ -	\$ (25,000.00) Motion - Defeated
Bu') 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 Resesrve	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>	
<u>Specific Referrals:</u>		
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
<u>Impact - Residential- \$100,000.00 of Assessment</u>		
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 adopt 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

City of Salmon Arm**2019 - 2023 Financial Plan****Capital Projects****Finances Acquired**

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
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

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 valorem tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to its sustainability equally. This method directed tax dollars away from business and industry to residential.

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

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

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

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

Schedule "B" – Bylaw #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%

- 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
- Request 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-approved 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

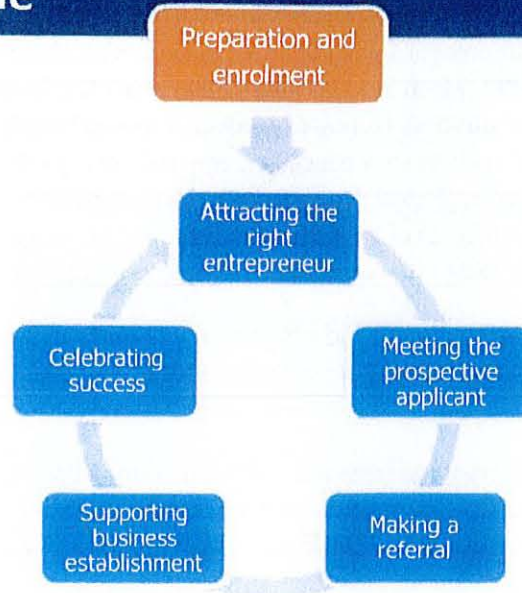
In order to qualify under the Entrepreneur Immigration – Regional Pilot, the foreign entrepreneur must submit a registration to the BC PNP, which includes information about the foreign entrepreneur's background and experience, their business proposal including proposed investments and job creation, and 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:

- (a) Complete an English language proficiency exam
- (b) Conduct an exploratory visit to the enrolled community to gain information
- (c) Develop a business proposal based on one of the community's priority economic development industry subsectors
- (d) 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:

- (a) Meet with the designated community representative to discuss details of their business proposal and the community
- (b) 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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- 1. Goals and Key Features of the Pilot**
- 2. Preparing for Enrolment**
- 3. Module Case Study and Activity**
 - i. Case Study: Sunrise Valley, BC**
 - ii. Discussion Question**
 - iii. Activity: Complete your Community Enrolment Form**
- 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.

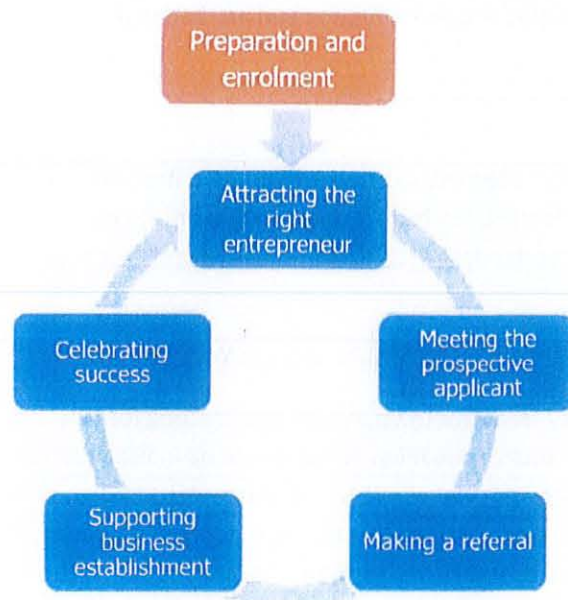
A BC PNP training/orientation session will be offered in late January 2019 to communities who have indicated their interest. This session will focus on the attraction of foreign entrepreneurs, hosting exploratory visits and making referrals to the BC PNP.

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

Councilor Art Anthony

Councilor Joan Manuel



Councilor Duane Manuel



Councilor Louis Thomas



Councilor Fay Ginther

18. OTHER BUSINESS1. 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

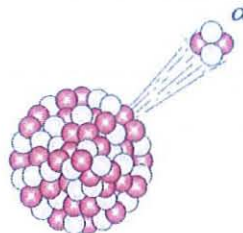
Micky Leung, C.P.H.I. (C)
Regional Radiation Specialist, Health Canada

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



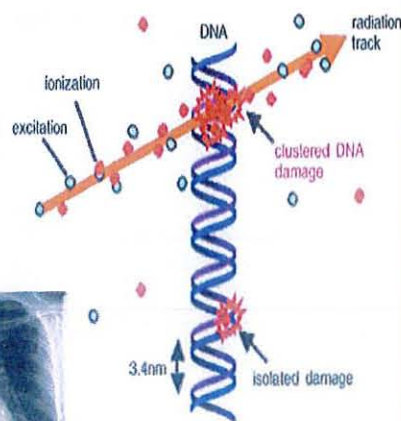
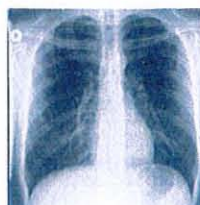
Type of radiation	Nuclide	Half-life
α	uranium—238	4.5 x 10 ⁹ years
α	thorium—234	24.5 days
β	protactinium—234	1.14 minutes
β	uranium—234	2.33 x 10 ⁵ years
α	thorium—230	8.3 x 10 ⁴ years
α	radium—226	1590 years
α	radon—222	3.825 days
α	polonium—218	3.05 minutes
α	lead—214	26.8 minutes
β	bismuth—214	19.7 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



CAREX
CANADA

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



Canadian Cancer Society

CAREX
CANADA

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

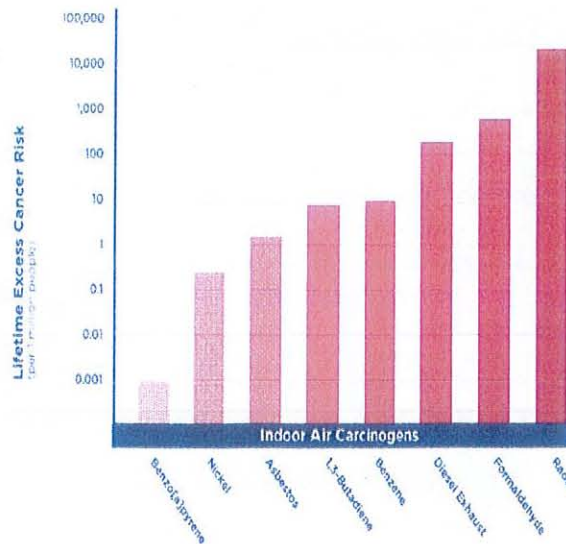


CAREX
CANADA

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



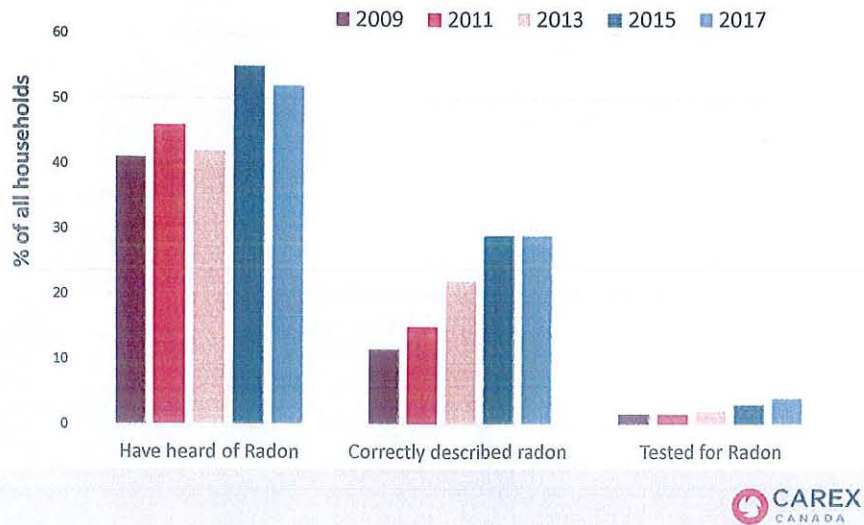
CAREX Canada risk estimates for indoor air carcinogens show that radon gas is the highest priority exposure in Canadian settings.

CAREX Canada. 2018. Indoor Air Carcinogens: Exposure to Environmental Carcinogens. Ottawa: CAREX Canada. 2018-01-15.

CAREX
CANADA

Households and Environment Survey (HES) – Statistics Canada

BC – Knowledge of radon and testing, 2017



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"

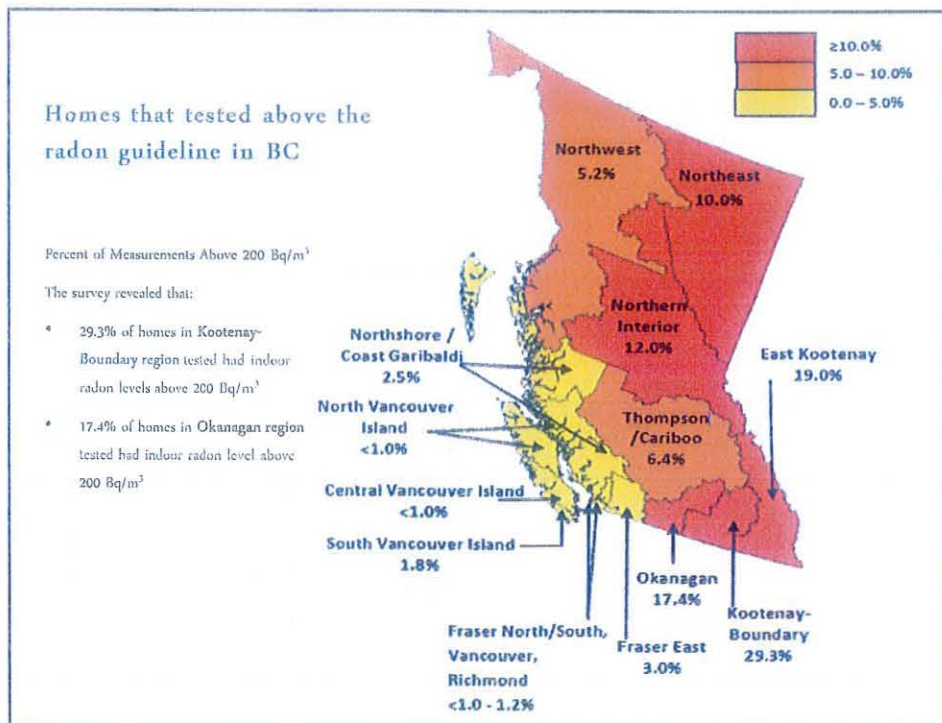
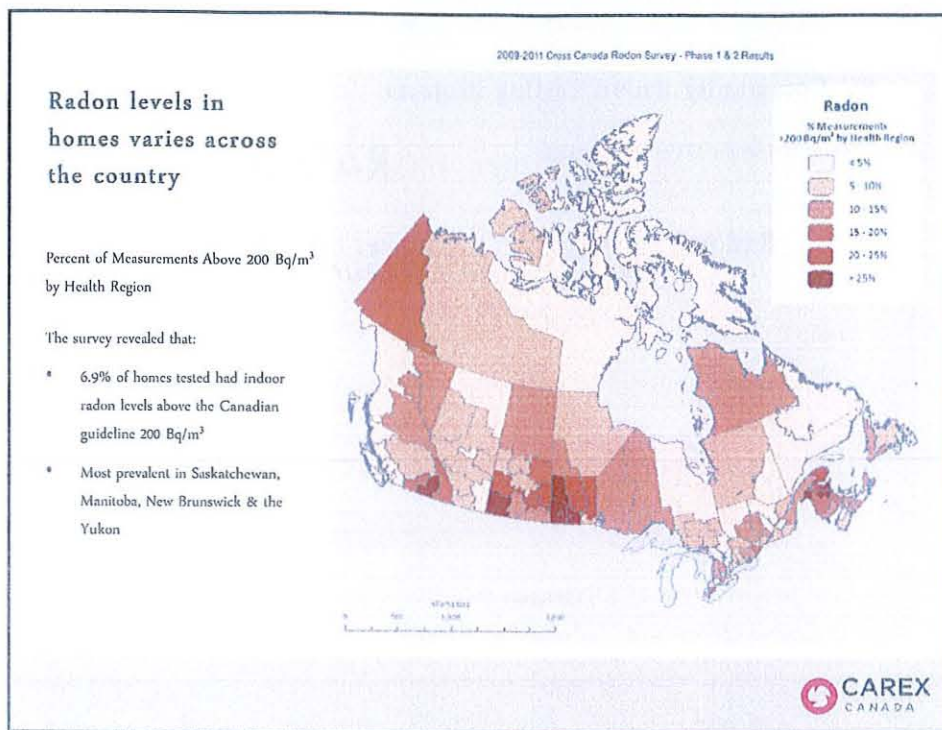
- "dwelling" = homes, buildings with a high public occupancy rate, such as schools, hospitals, long-term care residences, and correctional facilities
- Normal occupancy = occupied for greater than 4 hours per day



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



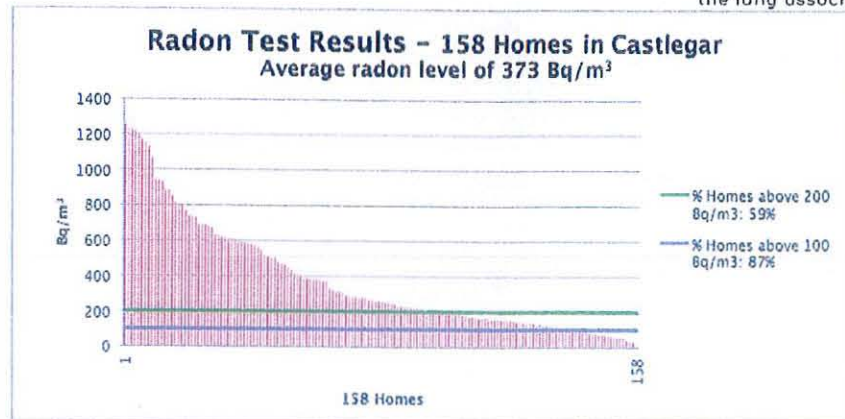
Above 600 Bq/m³
fix your home
within 1 year



BC Community Radon Testing Projects

Chart 1 - Radon Test Results: All Homes in Castlegar

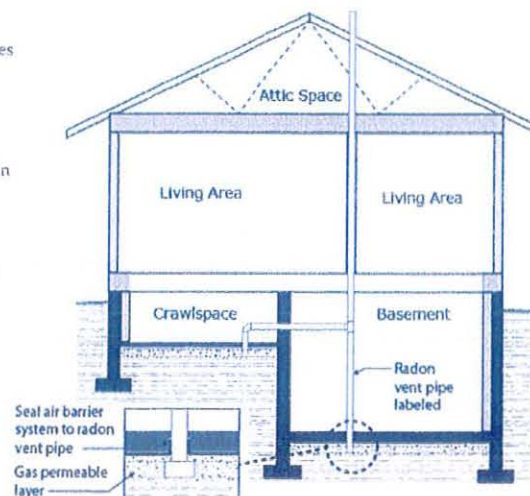
RADON AWARE
the lung association



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?



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www.carexcanada.ca

Micky Leung
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Chantal Wilson
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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

File: 2019-99

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

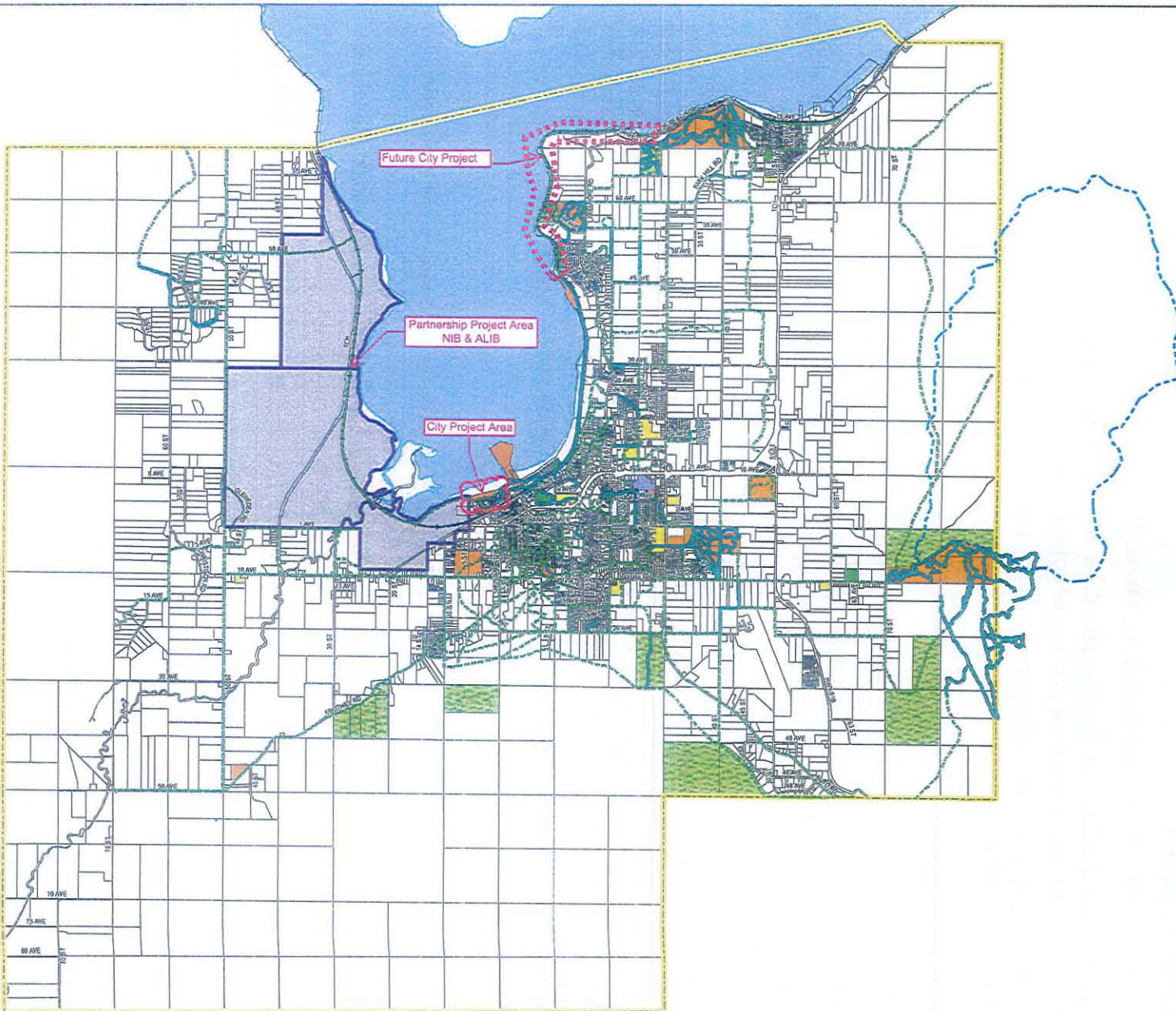
1. Shuswap Regional Airport Runway Paving Project, estimated cost \$1,500,000.00 plus taxes;
2. West Bay Connector Project, estimated cost \$1,200,000.00 plus taxes; and
3. Secondary City Water Supply - Preliminary Investigation, estimated cost \$30,000.00 plus taxes

Respectfully submitted,


 Robert Niewenhuizen
 Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

Map 11.2 Existing and Proposed Greenways



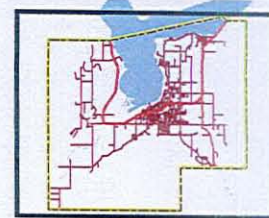
Legend

-  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 proposed greenway refer to Greenways Strategy.

Key Map



Metres
0 400 800

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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 Area¹. 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 V1E 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,

A handwritten signature in black ink, appearing to read 'K. Bubola', written over the printed name.

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: 250 833.0600
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."

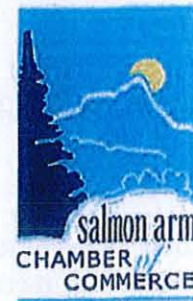
Please accept the best wishes of the Board for the success of your application.

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,

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



TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: Januray 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



0 40 80 120 160
Meters

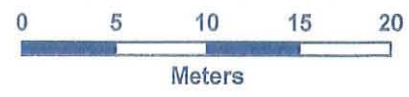


Subject Parcel

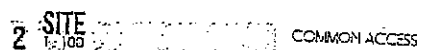
Orthophoto



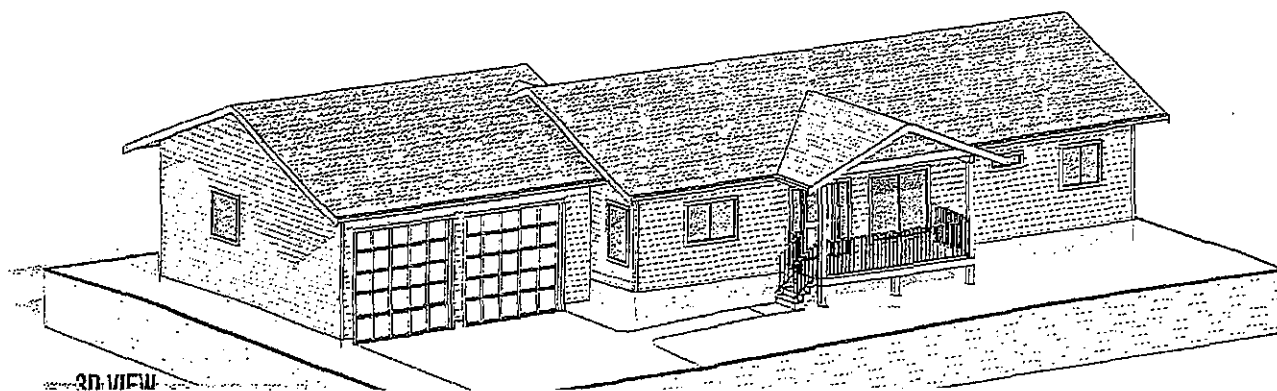
EPP5053



 Subject Parcel



LOT COVERAGE
LOT AREA 5046 SQ. FT.
BUILDING AREA 2051 SQ. FT. INCLUDES
DECK, ENTRANCE
RATIO 41.2%



745 Gardom Lake Rd,

Enderby, BC

VOE 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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