



AGENDA

Regular Council Meeting

Monday, February 26, 2018

1:30 p.m.

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

Council Chamber of City Hall

500 – 2 Avenue NE

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	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	PRESENTATIONS / DELEGATIONS
3 - 4	1.	Troy Mick, General Manager, Salmon Arm Silverbacks Hockey Club - Ticket Sales Initiative
5 - 6	2.	Lindsay Wong, Manager, Downtown Salmon Arm - Downtown Salmon Arm Update
	6.	CONFIRMATION OF MINUTES
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- 55 - 66 2. Zoning Amendment Bylaw No. 4246 [ZON-1120; Butler, L.; 1370 Auto Road SE; R-1 to R-8] - First and Second Readings
- 67 - 72 3. Fee for Service Amendment Bylaw No. 4249 [Airport Terminal Building Rental] - First, Second and Third Readings
9. **RECONSIDERATION OF BYLAWS**
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- 103 - 120 7. Director of Development Services - Panhandling (Soliciting) in Public Spaces - For Information
- 121 - 134 8. Chief Financial Officer - Business Improvement Area - 2018 Annual Budget - 2017 Revenue & Expense Statement
- 135 - 140 9. Corporate Officer - Housing Task Force Update - Councillors Lavery and Wallace Richmond
12. **NEW BUSINESS**
- 141 - 142 1. BC Strategic Wildfire Prevention Initiative - Community Wildfire Protection Plan - Councillor Lavery
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- 143 - 144 2018 Budget - Salmon Arm Tax Requisition - For Information
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16. **NOTICE OF MOTION**

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

18. OTHER BUSINESS

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19. QUESTION AND ANSWER PERIOD

147 - 148 20. **ADJOURNMENT**

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Item 2.

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

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

Vote Record

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

Opposed:

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

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Item 5.1

CITY OF SALMON ARM

Date: February 26, 2018

PRESENTATION

Name: Troy Mick
General Manager, Salmon Arm Silverbacks Hockey Club
Ticket Sales Initiative

Vote Record

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

Opposed:

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



Salmon Arm
SILVERBACKS

2018-2019 SEASON TICKETS

COMMUNITY WINS = SILVERBACKS WIN

*If Salmon Arm Silverbacks sell 1,500
Season tickets by August 31st 2018,
the Silverbacks will donate \$40,000.00
to the **Shuswap Hospital Foundation**
<http://www.shuswaphospitalfoundation.org/>

Super Early Bird or Early Bird



BENEFITS FOR HAVING SEASONS TICKETS

1. Same great seats for all 28 regular season home games
2. 1st right of refusal for your seats for all play-off games and the following season
3. Ticket Exchange Program: for 5 games selected by Silverbacks
4. 15% discount on Souvenirs
5. 3 - 2 for 1 vouchers to bring a friend or family member
6. Free Exhibition game tickets




**SEASON
TICKET HOLDERS**

If paid in Full by Feb. 26, 2018
you are automatically entered to win!

First Prize:
Twin Anchors House Boat Vacation

Second Prize:
Win your season ticket for the following year

Third Prize:
Autographed Team Jersey

www.sasilverbacks.com

2018-2019 SEASON TICKETS

Paid in full by Feb. 26, 2018

SUPER EARLY BIRD PRICES

Category	Price	Per Game	Walk Up
Adult	\$275.00	\$9.82	\$16.00
Senior (61+)	\$255.00	\$9.10	\$14.00
Student (13-18)	\$199.00	\$7.10	\$10.00
Children (6-12)	\$ 99.00	\$3.53	\$10.00
5 Under	Free	Free	Free

Paid in full by Mar. 31, 2018

EARLY BIRD PRICES

Category	Price	Per Game	Walk Up
Adult	\$330.00	\$11.78	\$16.00
Senior (61+)	\$295.00	\$10.53	\$14.00
Student (13-18)	\$225.00	\$8.03	\$10.00
Children (6-12)	\$ 99.00	\$3.53	\$10.00
5 Under	Free	Free	Free

Payment Terms

SUPER Early Bird Feb. 1 to 26

\$275.00 Terms:
50% down and the rest paid by Feb.
26, 2018 – if final payment not received
by due date you automatically bump
to \$330.00 (Senior \$255.00 bumps to
\$295.00)

Early Bird Mar. 1 to 31

\$330.00 Terms:
50% down and the rest paid by Mar.
31, 2018 – if final payment not received
by due date you automatically bump
to \$448.00. (Senior \$295.00 bumps to
\$392.00)

CONTACT

Item 5.2

CITY OF SALMON ARM

Date: February 26, 2018

PRESENTATION

Name: Lindsay Wong, Manager, Downtown Salmon Arm
Downtown Salmon Arm - Update

Vote Record

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

Opposed:

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

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Item 6.1

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of February 13, 2018, be adopted as circulated.

Vote Record

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

Opposed:

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

REGULAR COUNCIL

Minutes of a Regular 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 **Tuesday, February 13, 2018.**

PRESENT:

Mayor N. Cooper
 Councillor K. Flynn
 Councillor T. Lavery
 Councillor L. Wallace Richmond
 Councillor A. Harrison
 Councillor C. Eliason
 Councillor K. Jamieson (entered the meeting at 4:01p.m.)

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

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0049-2018 Moved: Councillor Flynn
 Seconded: Councillor Lavery
 THAT: Pursuant to Section 90 (1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

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

3. REVIEW OF AGENDA

Addition under Item 10.1.19 - J. Dyson, Chair, Minister's Advisory Committee - email dated February 8, 2018 - Kelowna - ALR and ALC Revitalization Stakeholder Invitation.

Addition under Item 11.3 - Council Chambers Sound, Video and Control Systems RFP Award.

4. DISCLOSURE OF INTEREST

Councillor Wallace Richmond declared a conflict with item 11.1 as her firm has a business relationship with School District No. 83.

5. PRESENTATIONS / DELEGATIONS**1. G. Johnson - Magnetic Resonance Imaging Machine - Shuswap Lake General Hospital**

Gary Johnson presented an excerpt from a video entitled "What to Expect during your MRI" and was available to answer questions from Council.

2. Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report - September 1 - December 31, 2017

Staff Sergeant West of the Salmon Arm RCMP detachment provided an overview of the quarterly report and was available to answer questions from Council.

3. B. Delaney, Chief Executive Officer, and K. Hawrys, Vice President of Operations and Strategy, Salmon Arm Savings and Credit Union - Annual Report

Councillor Wallace Richmond left the meeting at 3:08 p.m.

Councillor Wallace Richmond returned to the meeting at 3:13 p.m.

Barry Delaney, Chief Executive Officer and Ken Hawrys, Vice President of Operations and Strategy, Salmon Arm Savings and Credit Union presented the Annual Report and were available to answer questions from Council.

6. CONFIRMATION OF MINUTES**1. Regular Council Meeting Minutes of January 29, 2018**

0050-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the Regular Council Meeting Minutes of January 29, 2018, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS**1. Development and Planning Services Committee Meeting Minutes of February 5, 2018**

0051-2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of February 5, 2018, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

2. Agricultural Advisory Committee Meeting Minutes of January 17, 2018

0052-2018 Moved: Councillor Flynn
 Seconded: Councillor Harrison
 THAT: the Agricultural Advisory Committee Meeting Minutes of January 17, 2018, be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

9. RECONSIDERATION OF BYLAWS

1. Zoning Amendment Bylaw No. 4239 [ZON-1113; Lawson, S., Barnard, K. and Barnard, A./Lawson Engineering & Development Services Ltd.; 3310 - 16 Avenue NE; R-1 to R-8] - Final Reading

0053-2018 Moved: Councillor Eliason
 Seconded: Councillor Harrison
 THAT: the bylaw entitled Zoning Amendment Bylaw No. 4239 be read a final time.

CARRIED UNANIMOUSLY

2. Highway Closure Bylaw No. 4230 - Portion of 7 Street SE -Final Reading

0054-2018 Moved: Councillor Flynn
 Seconded: Councillor Lavery
 THAT: the bylaw entitled City of Salmon Arm Highway Closure Bylaw No. 4230 be read a final time.

Prior to calling the question, Mayor Cooper called for input from the public.

CARRIED UNANIMOUSLY

10. CORRESPONDENCE

1. Informational Correspondence

5. T. Peasgood, Salty Street Festival Organizing Committee - letter dated January 31, 2018 - 2018 Salty Dog Street Festival, May 12th, 2018, Street Closure 7 am to 5 pm

0055-2018 Moved: Councillor Eliason
 Seconded: Councillor Lavery
 THAT: Council authorize the use and closure of the 100 and 200 Block of Hudson Avenue, between Shuswap Street and Alexander Street, including the portion of McLeod Street from Hudson Avenue to the alley south, for the Salty Dog Street

10. CORRESPONDENCE - continued1. Informational Correspondence - continued

5. T. Peasgood, Salty Street Festival Organizing Committee - letter dated January 31, 2018 - 2018 Salty Dog Street Festival, May 12th, 2018, Street Closure 7 am to 5 pm - continued

Festival on May 12, 2018, as outlined in the letter dated January 31, 2018, subject to provision of adequate liability insurance.

CARRIED UNANIMOUSLY

13. G. Paget, Chair, Board of Examiners - letter dated January 30, 2018 - Certificate in Local Government Executive Management - Professional Development Endorsement

C. Bannister, Chief Administrative Officer was recognized by Council for his accomplishments.

Councillor Wallace Richmond declared a conflict and left the meeting at 3:33 p.m.

11. STAFF REPORTS

1. Director of Development Services - Agricultural Land Commission Application No. ALC-374 [The Board of Education of School District No. 83 (North Okanagan-Shuswap); 5970 - 10 Avenue SE; Non-Farm Use]

0056-2018 Moved: Councillor Eliason
 Seconded: Councillor Flynn
 THAT: Agricultural Land Commission Application No. ALC-374 be authorized for submission to the Agricultural Land Commission.

Amendment:

0057-2018 Moved: Councillor Harrison
 Seconded: Councillor Flynn
 THAT: Council strongly support Agricultural Land Commission Application No. ALC-374 at this location for the following reasons:

1. the property was used as a School from 1956 - 2003;
2. the proposed use of the property will be an outdoor learning centre;
3. the program at the school will include an agricultural component including gardening and food production; and
4. the school would provide significant value to the community.

Motion as amended:

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 3:41 p.m.

11. STAFF REPORTS - continued

2. Chief Financial Officer – Court of Revision - 2018

0058-2018

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: Council be appointed as members of the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll Review Panel for 2018;

AND THAT: the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday, March 12, 2018 at 7:00 p.m.

CARRIED UNANIMOUSLY

3. Corporate Officer – Council Chambers Sound, Video and Control Systems RFP

Councillor Eliason left the meeting at 3:43 p.m.

0059-2018

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: Council award the Council Chamber Sound, Video and Control Systems contract to Houle Electric Limited for the quoted price of \$ 138,577.20 plus applicable taxes.

CARRIED UNANIMOUSLY

Councillor Eliason returned to the meeting at 3:45 p.m.

12. NEW BUSINESS

Councillor Jamieson entered the meeting at 4:01 p.m.

13. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

Board in Brief – January 2018 – Received for information.

14. COUNCIL STATEMENTS

1. Committees of Council/Agency Representatives

Members of Council reported on the Committees and Agencies they represent.

15. SALMON ARM SECONDARY YOUTH COUNCIL

Ava Wutke and Katrina Weicker, students from the Politics 12 class, addressed Council.

16. NOTICE OF MOTION**1. Councillor Lavery – BC Strategic Wildfire Prevention Initiative – Community Wildfire Protection Plan**

Moved: Councillor Lavery

THAT: Council direct staff to prepare a report regarding an application to the UBCM administered Strategic Wildfire Prevention Initiative (SWPI) Fuel Management Prescription Program, to include:

- a) the current status of the Community Wildfire Prevention Plan funding stream;
- b) a recommended RFP process to proceed with a first phase of fuel management prescriptions;
- c) the anticipated budgetary implications and staff resource requirements; and
- d) potential collaboration with neighbouring First Nations.

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**1. Director of Development Services – Sanitary Sewer Main Extension to Elks Hall Property [3960 – 30 Street NE]**

0060-2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: Council adopt the Agricultural Land Commission recommendations for an alternate configuration as outlined in Resolution #25/2018 of the ALC File 56561, Reasons for Decision of the Okanagan Panel dated January 22, 2018.

CARRIED

Councillor Lavery Opposed

18. OTHER BUSINESS**1. Open for Business Awards Ceremony – February 23, 2018**

0061-2018

Moved: Councillor Harrison

Seconded: Councillor Jamieson

THAT: Council authorize the Mayor to attend the Small Business BC Awards Gala to be held February 23, 2018 at the Vancouver Convention Centre.

CARRIED UNANIMOUSLY

19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:21 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor Cooper
Councillor K. Flynn
Councillor A. Harrison
Councillor T. Lavery
Councillor C. Eliason
Councillor L. Wallace Richmond

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

ABSENT:

Councillor K. Jamieson

20. DISCLOSURE OF INTEREST

21. HEARINGS

22. PUBLIC HEARING

1. Zoning Amendment Application No. ZON-1114 [0703904 BC Ltd. / Lawson Engineering & Development Services Ltd.; 821 - 17 Street SE; P-3 to R-8]

The Director of Development Services explained the proposed Zoning Amendment Application.

Submissions were called for at this time

B. Lawson, the applicant, was available to answer questions from Council.

B. Hall, 691 - 17 Street SE, expressed concerns regarding ground slumping, utility lines and right of way issues, secondary suite size and further subdivision.

The Director of Development Services addressed the concerns regarding ground slumping, etc. and stated a geotechnical report is not required at this stage.

The Director of Engineering & Public Works answered questions regarding utility lines and rights of way.

B. Lawson, the applicant spoke regarding the size and location of residential suites.

22. PUBLIC HEARING - continued

1. Zoning Amendment Application No. ZON-1114 [0703904 BC Ltd. / Lawson Engineering & Development Services Ltd.; 821 - 17 Street SE; P-3 to R-8] - continued

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4243 was declared closed at 7:14 p.m.

23. RECONSIDERATION OF BYLAWS

1. Zoning Amendment Bylaw No. 4243 [ZON-1114; 0703904 BC Ltd.; / Lawson Engineering & Development Services Ltd.; 821 - 17 Street SE; P-3 to R-8] - Third and Final Readings

0062-2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4243 be read a third and final time.

CARRIED UNANIMOUSLY

24. OTHER BUSINESS**24. QUESTION AND ANSWER PERIOD**

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

25. ADJOURNMENT

0063-2018

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of February 13, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:24 p.m.

CERTIFIED CORRECT:

Adopted by Council the day of 2018.

CORPORATE OFFICER

MAYOR

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Item 7.1

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of February 19, 2018, be received as information.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ 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 the Council Chambers of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, February 19, 2018.

PRESENT:

Mayor N. Cooper
 Councillor K. Flynn
 Councillor L. Wallace Richmond
 Councillor T. Lavery
 Councillor A. Harrison
 Councillor K. Jamieson
 Councillor C. Eliason

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

ABSENT:

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

1. Zoning Amendment Application No. ZON-1119 [Chang, J. & P.; 1370 - 47 Avenue NE; R-1 to R-8]

Moved: Councillor Jamieson

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 12, Section 25, Township 20, Range 10, W6M, KDYD, Plan

5. REPORTS - continued

1. Zoning Amendment Application No. ZON-1119 [Chang, J. & P.; 1370 - 47 Avenue NE; R-1 to R-8] - continued

29590, Except Plan KAP62642 (1370 - 47 Avenue NE) from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

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

CARRIED UNANIMOUSLY

2. Zoning Amendment Application No. ZON-1120 [Butler, L.; 1370 Auto Road SE; R-1 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 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 42698 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEMS

No Items.

9. ADJOURNMENT

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee meeting of February 19, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:09 a.m.

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

Mayor Nancy Cooper
Chair

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Item 7.2

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Environmental Advisory Committee Meeting Minutes of February 1, 2018, be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the Environmental Advisory Committee Meeting held in Council Chambers of City Hall, 500 - 2 Avenue NE on **Thursday, February 1, 2018** at 9:00 a.m.

PRESENT:

Councillor Tim Lavery
Amy Vallarino
Warren Bell
Sherry Bowlby
Luke Gubbels
Gary Arsenault
Ron Pederson
John McLeod
Judith Benson
Louis Thomas
Erin Jackson

City of Salmon Arm, Chair
Citizen at Large
WA:TER
Citizen at Large
Canoe Forest Products
Shuswap Pro Development Association
Salmon Arm Fish & Game
Salmon Arm Farmers Institute (SAFI)
Salmon Arm Bay Nature Enhancement Society
Neskonlith Indian Band
City of Salmon Arm, Recorder

ABSENT:

Iva Jules
Hugh Tyson
Janet Pattinson
Barry Wilson
Vacant

Adams Lake Indian Band
Shuswap Environmental Action Society (SEAS)
Shuswap Naturalist Club
Citizen at Large
Shuswap Construction Industry Professionals

GUEST:

Ben Van Nostrand
Chris Guiver

Columbia Shuswap Regional District

The meeting was called to order at 9:01 a.m.

1. Introductions

2. Presentations

1) B. Van Nostrand, Team Leader, Environmental Health Services Operations Management, CSRD - Solid Waste Management

Ben presented regarding Solid Waste Management and Recycling and was available to answer questions from the Committee.

3. Approval of Agenda and Additional Items

Moved: Warren Bell

Seconded: Gary Arsenault

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

CARRIED UNANIMOUSLY

4. Approval of Minutes of January 4, 2018 Environmental Advisory Committee Meeting

Moved: Warren Bell

Seconded: John McLeod

THAT: the minutes of the Environmental Advisory Committee Meeting of January 4, 2018 be approved as circulated.

CARRIED UNANIMOUSLY

5. Old Business /Arising from minutes

- 1) **Terms of Reference** - Councillor Lavery advised that the EAC ToR had been amended by Council to remove two (2) organizations, bringing the requirement for quorum to eight (8). He also notified the Committee that Tim Dunne had resigned as the SCIP representative. Another member will be appointed by that organization in due course.
- 2) **Community Sustainability Fund** - Warren Bell explained that a Community Sustainability Fund generates ongoing funding for sustainability projects in the community. An example is the Green Fund in Gibsons. Further information will be shared with the Committee with a view to discuss at a future meeting.
- 3) **City boulevard usage discussion** - Rob Niewenhuizen and Kevin Pearson from the City of Salmon Arm attended the meeting and explained the use of City boulevards. They were available to answer questions from the Committee.

6. New Business

- 1) Dark Sky Policy (to be discussed in April / May)
- 2) Canoe Beach Campsite Cabin Removal & Shoreline Restoration Report - distributed for information.
- 3) March Meeting Presentation by Paul Demenok - Shuswap Watershed Council Annual Water Quality Report

7. Other Business &/or Roundtable Updates

8. **Next meeting – Thursday, March 1, 2018**

Moved: Amy Vallarino

Seconded: Gary Arsenault

THAT: the Environmental Advisory Committee Meeting of February 1, 2018 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:34 a.m.

Councillor Tim Lavery, Chair

Received for information by Council on the th day of , 2018

Item 7.3

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of December 15, 2017, be received as information.

Vote Record

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

Opposed:

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

COMMUNITY HERITAGE COMMISSION

Minutes of the Community Heritage Commission Meeting held on Friday, December 15, 2017
at 3:00 p.m. in Meeting Room 100, City Hall, Salmon Arm, British Columbia.

PRESENT:

Councillor Louise Wallace-Richmond
Cindy Malinowski
Harry Welton
Deborah Chapman
Anne Kirkpatrick
Pat Kassa

REGRETS:

Mary Landers

GUESTS:

Dorothy Rolin

STAFF:

Jon Turlock, Planning & Development Officer

1. Call to Order

The meeting was called to order at 3:04 p.m.

2. Presentations

n/a

3. Confirmation of Minutes

3.1 Community Heritage Commission Meeting of November 17, 2017.

Moved: Cindy Malinowski/Seconded: Deborah Chapman

THAT: the Minutes of the Meeting of November 17, 2017 be approved.

CARRIED UNANIMOUSLY

4. Items

4.1 Heritage Inventory/Evaluation Table

The Commission reviewed updates to the Heritage Inventory/Evaluation Table prepared by Pat Kassa and established a filing system for the associated photographs. Pat Kassa offered to organize the photographs and City staff will prepare the table in its final format.

5. Late items

n/a

6. Date of Next Meeting

The next regular CHC meeting is scheduled for Friday, January 19, 2018 at 3:00 pm in Meeting Room 100 at City Hall.

7. Adjournment

The meeting adjourned at 3:51 p. m.



Louise Wallace Richmond, Chair
Community Heritage Commission

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Item 7.4

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the Community Heritage Commission Meeting Minutes of January 19, 2018, be received as information.

Vote Record

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

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

COMMUNITY HERITAGE COMMISSION

Minutes of the Community Heritage Commission Meeting held on Friday, January 19, 2018 at 3:00 p.m. in Meeting Room 100, City Hall, Salmon Arm, British Columbia.

PRESENT:

Councillor Louise Wallace-Richmond
Cindy Malinowski
Harry Welton
Anne Kirkpatrick
Pat Kassa

REGRETS:

Mary Landers
Deborah Chapman

STAFF:

Jon Turlock, Planning & Development Officer

1. Call to Order

The meeting was called to order at 3:02 p.m.

2. Presentations

n/a

3. Confirmation of Minutes

3.1 Community Heritage Commission Meeting of December 15, 2017.

Moved: Harry Welton/Seconded: Anne Kirkpatrick

THAT: the Minutes of the Meeting of December 15, 2017 be approved.

CARRIED UNANIMOUSLY

4. Items

4.1 2018 Heritage Week

The Commission discussed preparations for this years Heritage Week which begins on February 19th. It was agreed that Commisison members and City staff would update the Heritage Display Boards and that distribution of the Heritage Commission's brochures would be discontinued.

4.2 Heritage Award Program

Moved: Pat Kassa / Seconded: Anne Kirkpatrick

THAT: the Commission make a concerted effort to recognize community members who have undertaken work to preserve buildings having historical significance and send letters of recognition to the property owners.

CARRIED UNANIMOUSLY

The Commission agreed that rather than proceeding with a Heritage Preservation Award Program at this time, property owners who renovate and maintain buildings having historical significance be issued letters of recognition. The Commission also agreed to begin work on expanding the Heritage Plaque Program into residential areas.

4.3 Heritage Inventory Table

Commission members agreed that the criteria for inclusion on the Heritage Inventory Table should be flexible and allow for a wide range of historical sites warranting for further consideration. The Commission also noted that sites in the Heritage Inventory would only be considered for inclusion in the Heritage Registry if they meet the criteria for a Statement of Significance.

5. Late items

5.1 Carlin House

Cindy Malinowski advised the Commission that the Carlin House in Tappen may be demolished in conjunction with the highway improvement project west of Salmon Arm.

6. Date of Next Meeting

The next regular CHC meeting is scheduled for Friday, February 16, 2018 at 3:00 pm in Meeting Room 100 at City Hall.

7. **Adjournment**

The meeting adjourned at 4:04 p. m.



Louise Wallace Richmond, Chair
Community Heritage Commission

Item 7.5

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Downtown Parking Commission Meeting Minutes of January 16, 2018, be received as information.

Vote Record

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

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



DOWNTOWN PARKING COMMISSION

Tuesday, January 16, 2018

TIME: 8:00 A.M.

MEETING ROOM 100 - CITY HALL

Minutes of the Downtown Parking Commission Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Tuesday, January 16, 2018 at 8:00 a.m.

Present:

City of Salmon Arm
Representatives:

Bill Laird
Vic Hamilton
Cathy Ingebrigtsen

Downtown Improvement Association
Representatives:

Jacquie Gaudreau
Heather Finn
Gerald Foreman

Resource Personnel:

Robert Niewenhuizen, Director of Engineering &
Public Works
Jenn Wilson, City Engineer
Marcel Bedard, Bylaw Officer
Chad Eliason, Councilor

Absent:

Regan Ready

The meeting was called to order at 8:00 am by Chairperson Councilor Eliason

1. Gantt Chart

- Reviewed & Discussed items for inclusion
- Item #7 (Enforcement Technologies & Education) & Item #11 (Metering Infrastructure & Technologies) to be combined
- Each topic will be reviewed in more detail over the coming year

**Motion: B.Laird / G. Forman
Carried Unanimously**

2. Correspondence

- DSA Parking Research
 - To use as a tool with future tasks

Received As Information

Minutes – Downtown Parking Commission
Page 2

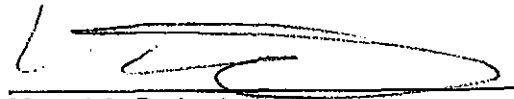
3. Any Other Business

- Inquiry into how to deal with people giving out information pamphlets downtown and taking up benches in Ross Street Plaza. Bylaw advised there is no bylaw infraction to deal with, and benches are for public use.

4. Adjournment

- Meeting Adjourned at 8:42 am

Certified Correct



Marcel A. Bedard
Bylaw Enforcement Officer

Minutes received as information by Council on the day of , 2017

cc: Downtown Salmon Arm
 Kevin Pearson, Director of Development Services
 Council Correspondence

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Item 7.6

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Social Impact Advisory Committee Meeting Minutes of November 28, 2017, be received as information.

Vote Record

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

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

CITY OF SALMON ARM - SOCIAL IMPACT ADVISORY COMMITTEE

Social Impact Advisory Committee meeting held **Tuesday, November 28, 2017**, at 8:00 a.m. in Meeting Room 101, City Hall, Salmon Arm, British Columbia.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
June Stewart	Shuswap Children's Association
Gudrun Malmqvist	Shuswap Settlement Services
Patricia Thurston	Shuswap Family Resource & Referral Centre
James Laitinen	Okanagan Regional Library
Colleen Making	Shuswap Area Family Emergency (SAFE) Society
Susan Cawsey	Okanagan College
Dawn Dunlop	Canadian Mental Health Association (CMHA)
Kim Sinclair	Aspiral Youth Partners
Erin Jackson	City of Salmon Arm, Recorder

ABSENT:

David Parmenter	Interior Health Association- Mental Health
Jo-Anne Crawford	Shuswap Association for Community Living (SACL)

The meeting was called to order at 8:01 a.m.

1. Call to Order
2. Introductions
3. Presentations
4. Approval/ Changes/ Additions to Agenda
5. Approval of Minutes of October 24, 2017

MOVED: Susan Cawsey

SECONDED: Patricia Thurston

THAT: The minutes of the Social Impact Advisory Committee meeting of October 24, 2017, be approved as circulated.

CARRIED UNANIMOUSLY

6. Old Business/Arising from Minutes

a) **Housing Needs Assessment from members' perspective**

Councillor Wallace Richmond asked the members how many units they have available to the community, how many they serve, their mandate and stake in housing, recognizing that some might directly provide accommodation and some may serve clients that require it.

- **Shuswap Settlement Services:** Non-profit referral and support agency that has been in Salmon Arm for 9 years. It is federally and provincially funded. Serves clients from the Salmon Arm and CSRD area who are newcomers and immigrants. Provides settlement services, assists clients to maintain immigration status, sponsorship and gain citizenship. Serving 200 new clients per year. No housing units
- **Okanagan College:** College with 200 students (full/part time), majority of which are already living in the community. Have had several students 'camping' due to lack of housing. Housing is on the horizon but currently no units. OC website has a housing board.
- **Okanagan regional Library:** Regional library serving anyone who resides or owns property in the CSRD area, and can prove their residency through personal identification and proof of address. Also have an Access Card program for people with a transient status (e.g. living in a shelter or are currently homeless) where we can issue a library card, with certain restrictions. 2,700 visits weekly. In terms of housing, they do get people coming into the library looking for accommodation. Provide them with a list of websites listing places for rent. For those unable or uncomfortable using a computer, staff can assist.
- **Aspiral Youth Partners:** Aspiral Youth Partners operates Downtown Activity Centre, working with young people and moving them toward independence. During the winter they occasionally have people looking for a warm place to be. There is some drug use in the building and issues during cold weather. The young people they work with are just moving to independence. They are often first time home renters with limited resources. No housing units but Aspiral has a strong relationship with the local landlord community. Serving 60-70 clients aged 12 - 24+.
- **Canadian Mental Health Association (CMHA):** CMHA operates Salmon Arm Independent Living Association (SILA). 140 units of housing including mental health housing (case management). Also produces the Survival Guide and Housing Handbook. Forming a coalition to end homelessness in the Shuswap, working together toward an Affordable Housing Strategy.
- **Shuswap Area Family Emergency (SAFE) Society:** The SAFE Society offers a continuum of services to Salmon Arm and the Shuswap Regional District with the mission to "end violence in the Shuswap." Each of the eight programs have unique mandates that help support all community members who have been impacted by violence and trauma. The Society supports hundreds of families annually with the help of 22 trained staff and 4 volunteers. They offer programs in schools, educational workshops and other preventative programs. Services include the Transition House, Police Victim Services,

Community Victim Services, Stopping the Violence Counselling programs, Outreach Program, Children/Youth Programming and In school Programs. SAFE is committed to continuing to partner on committees such as the Integrated Case Assessment Team for high risk domestic violence, Shuswap Co-ordinating Committee Against Violence, Sexual Assault Committee and the Community Response Network Committee.

The SAFE Society is researching and hoping to implement several new projects which include supportive housing for those families/ individuals who are leaving abuse and a PET SAFE Shelter project which is a program that helps provides space for pets so that families can leave unsafe situations and not have to worry about the safety of their animal.

- **Shuswap Children's Association:** The Salmon Arm Early Childhood Committee is made up of broad range of people involved in the early years, such as public health nurses, dental health, speech language pathologist, librarian, literacy, daycare worker, schools, parents, and service providers from agencies working with young children (0-6). There is some funding for a paid co-ordinator to help achieve the committee's goals. Participation in the committee is open and voluntary. The vision is to have a Community and a region that recognizes the importance of the early childhood years, shares responsibility for investing in young children, and supports their families in order to have the best possible future. The overall goal of the committee is to develop a model of coordinated delivery of accessible and sustainable services. The Association does this through community partnerships and collaboration which meet the needs of families, particularly those most vulnerable due to poverty and other circumstances relating to social health.
- **Shuswap Family Resource & Referral Centre:** Offering 22 programs and food. No units of housing. Has observed that finding accommodation is quite dependent on who you know in the community. Our catchment area is from Revelstoke to Enderby to Chase and small area of the North Shuswap. The last stats in 2015 was 12,000 people received services from SFRRC.
- **Shuswap Association for Community Living:** Creates opportunities and provides support to optimize the potential of Persons Supported with intellectual disabilities. Service area is presently Armstrong, Enderby, Malakwa, Sicamous, Canoe, Salmon Arm, Sorrento and Chase. Serve 160 individuals. Operate a tri-plex that is a "Cluster Living" program - this can house up to 6 individuals and is staffed during the night. Also have a two story house that has a lower apartment for an individual with severe disabilities and the upper suite has one individual living in it that is semi-independent and is staffed during the night. Starting the process of looking into what all is involved in a project with BC Housing. No land for this project - so if the agency decided to go this route -would have to purchase. Have limited resources and right now their top priority is finding/building something that would house all of the present programs. If they did build a unit within Salmon Arm, would most likely look at something like a four-plex OR purchase a small apartment building.

b) National Strategy announced

c) Next steps for Housing Strategy approach

The members discussed how the City can lead the conversation about affordable housing in the community.

MOVED: Patricia Thurston

SECONDED: Gudrun Malmqvist

WHEREAS housing is a key component of a healthy community;

AND WHEREAS it is widely recognized that affordable housing is at a critical point;

AND WHEREAS there may be a window of opportunity for support from the Federal and Provincial Governments;

THEREFORE BE IT RESOLVED THAT the Social Impact Advisory Committee recommends to Council that a Housing Task Force be established to engage more people in this important discussion and in doing so identify and prepare for opportunities;

d) Next steps for Housing Strategy approach - continued

AND THAT: the Task Force have a clear Terms of Reference, short mandate and include representation from the following groups:

- Developers
- Landlords
- Salmon Arm Economic Development Society
- Bankers
- Mortgage Brokers
- Social Service Agencies

CARRIED UNANIMOUSLY

7. New Business

Next Regular Meeting

The next Regular Meeting will be held on January 24, 2017 at 8:00 am.

8. Adjournment

MOVED: James Laitinen

SECONDED: June Stewart

THAT: the Social Impact Advisory Committee meeting of November 28, 2017 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:58 a.m.

Councillor Louise Wallace Richmond, Chair

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

Item 8.1

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4245 be read a first and second time.

[ZON-1119; Chang, P. & J.; 1370 – 47 Avenue NE; R-1 to R-8]

Vote Record

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

Opposed:

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



City of Salmon Arm
Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: February 7, 2018

Subject: Zoning Bylaw Amendment Application No. 1119

Legal: Lot 12, Section 25, Township 20, Range 10, W6M, KDYD, Plan 29590
Except Plan KAP62642

Civic: 1370 47 Avenue NE

Owner: Chang, J. & P.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 12, Section 25, Township 20, Range 10, W6M, KDYD, Plan 29590 Except Plan KAP62642 from R-1 (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 1370 47 Avenue NE and currently contains a single-family dwelling (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-8 (Residential Suite) in order to develop a *detached suite* in the form of a garage (contractor space) with suite above. Additionally, an application to subdivide has been submitted (SUB17-33) which would create the potential for a new residential lot to be developed including one single family dwelling with a *secondary suite*.

BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 and 4). The subject parcel is located in the Raven subdivision, a residential area largely comprised of R-1, R-4, and R-8 zoned parcels. There are currently 8 R-8 zoned parcels within close proximity of the subject parcel.

The large subject parcel is just under 0.5 acres in area and meets the conditions of minimum parcel area and minimum parcel width as specified by the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to subdivide the parcel (concept attached as Appendix 6), which would allow for the creation of one new parcel of approximately 650 square metres and the future construction of a new single family dwelling potentially containing a *secondary suite* (in the proposed subdivision configuration, the lots proposed would both meet the R-8 Zoning Bylaw requirements, however while the parcel with the existing home would be large enough to permit a *detached suite*, the new lot proposed would not permit a *detached suite* based on area).

Any development of a single family dwelling, *secondary suite* or *detached suite* would require a building permit and will be subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges.

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 the parcel area, the lot as it presently exists has potential for the development of either a *secondary suite* or a *detached suite*, including sufficient parking to serve the suite.

COMMENTSEngineering Department

No objections. Onsite parking to be provided. Owner required to install water metre at time of building permit.

Building Department

No Concerns. Recommendation to consider any future setbacks related to proposed new lot. A secondary suite is subject to BC Building Code requirements.

Fire Department

No concerns.

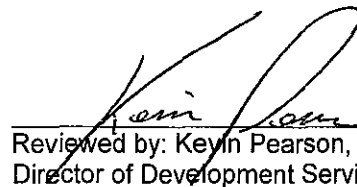
Planning Department

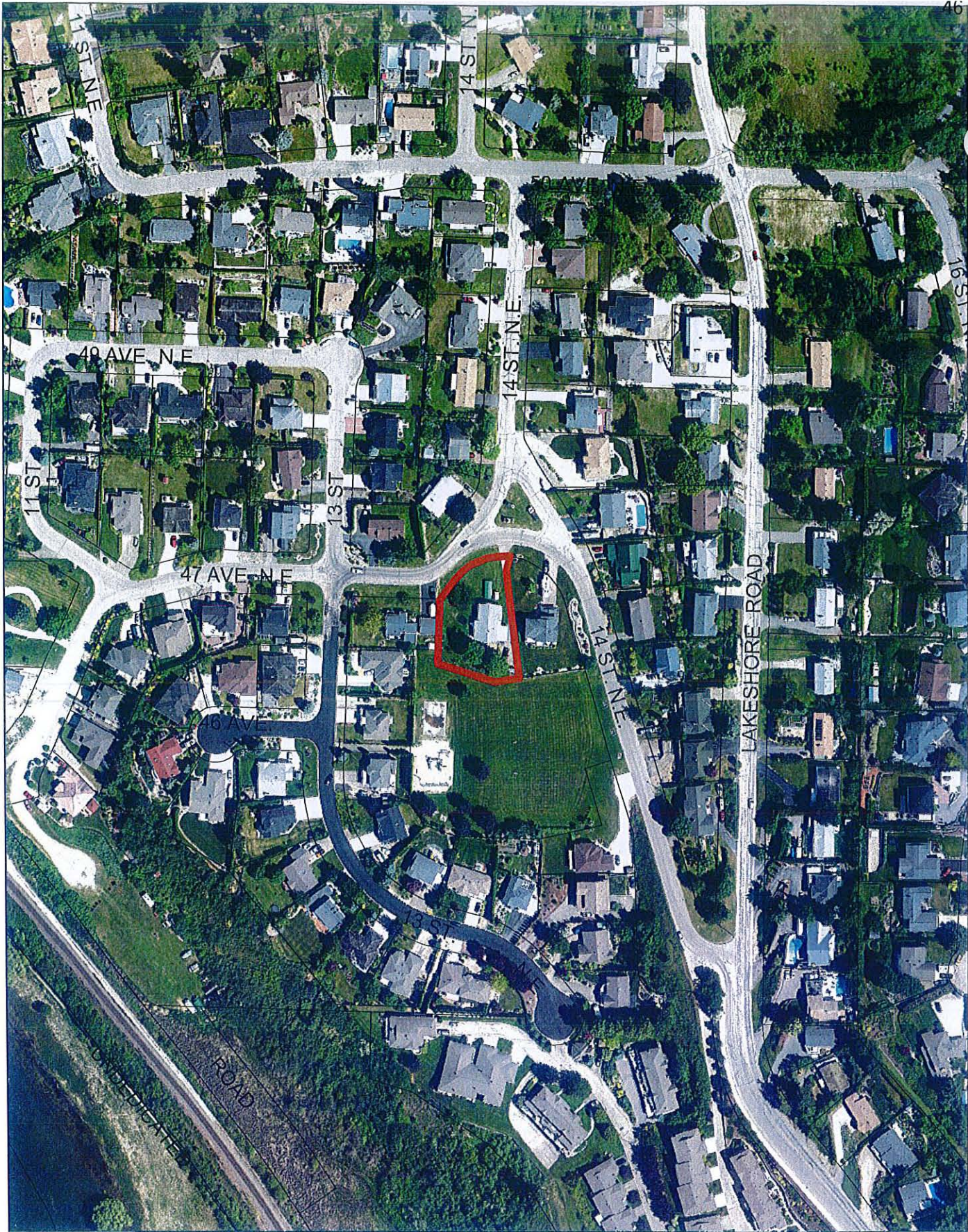
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any development of a single family dwelling, a *secondary suite* or *detached suite* will require a building permit and will be subject to meeting Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges.

The proposed subdivision which would result in one new lot should the applicant proceed, substantially aligns with existing development patterns in the area.



Prepared by: Chris Larson
Planning and Development Officer

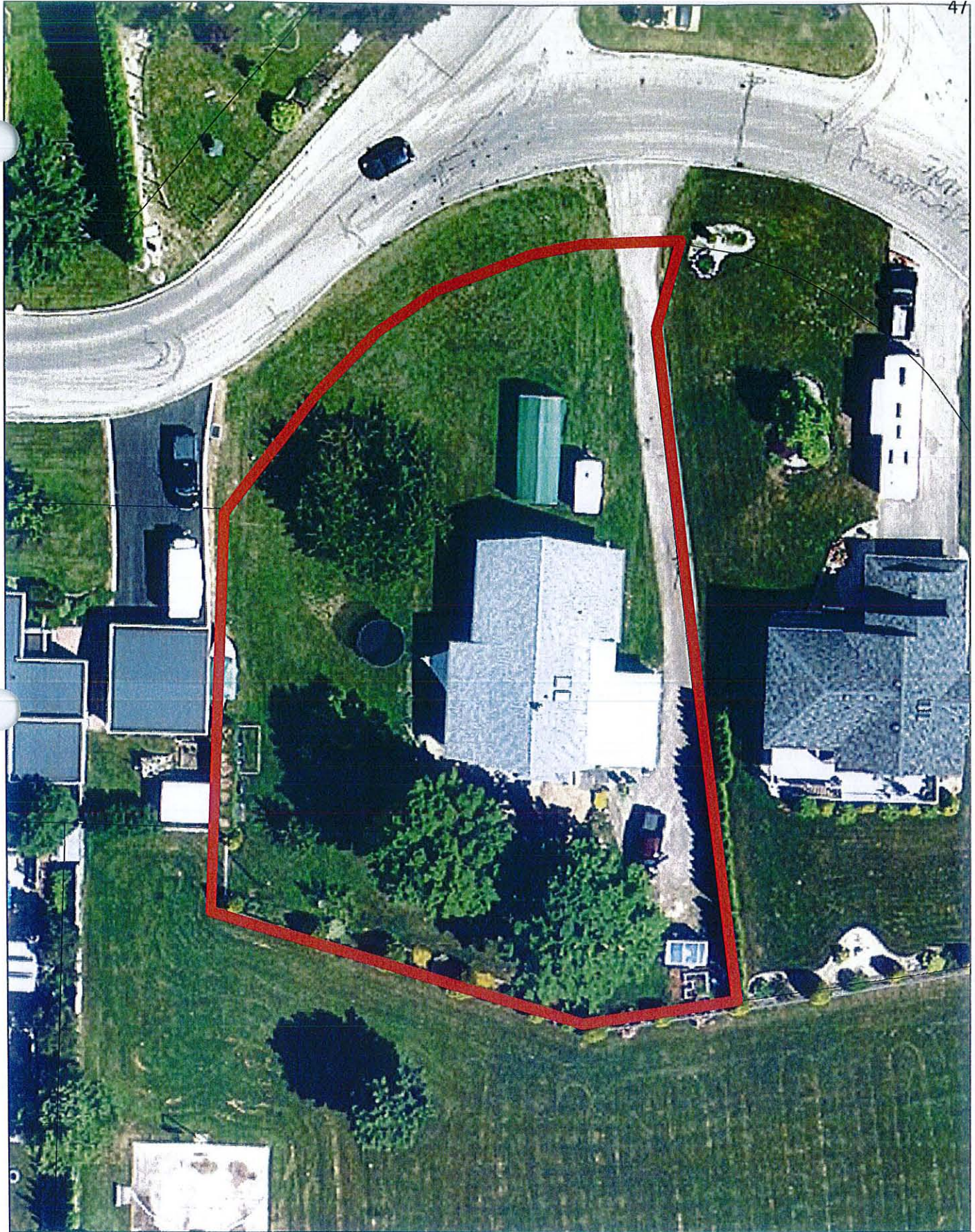

Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



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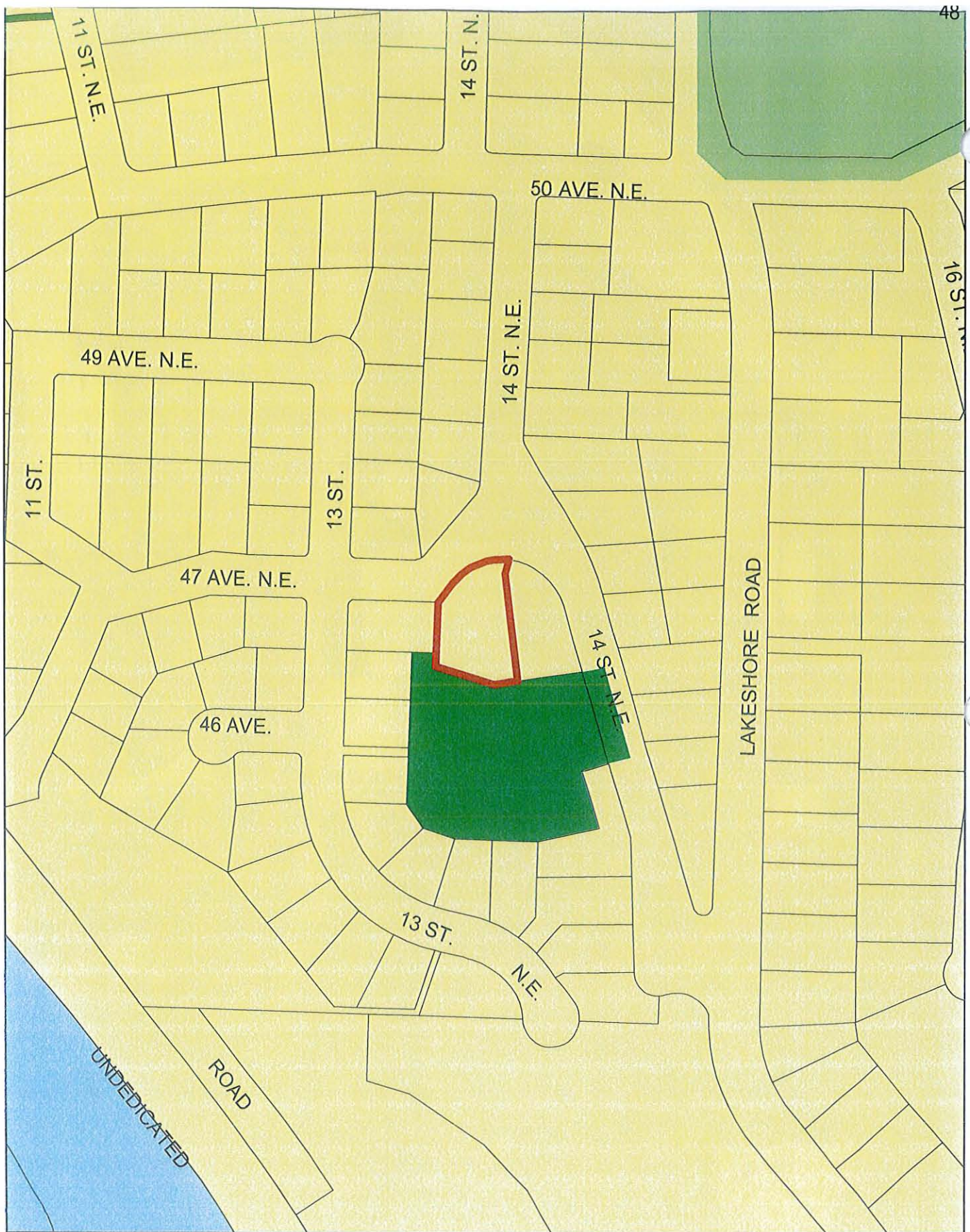
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Subject Parcel



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Subject Parcel



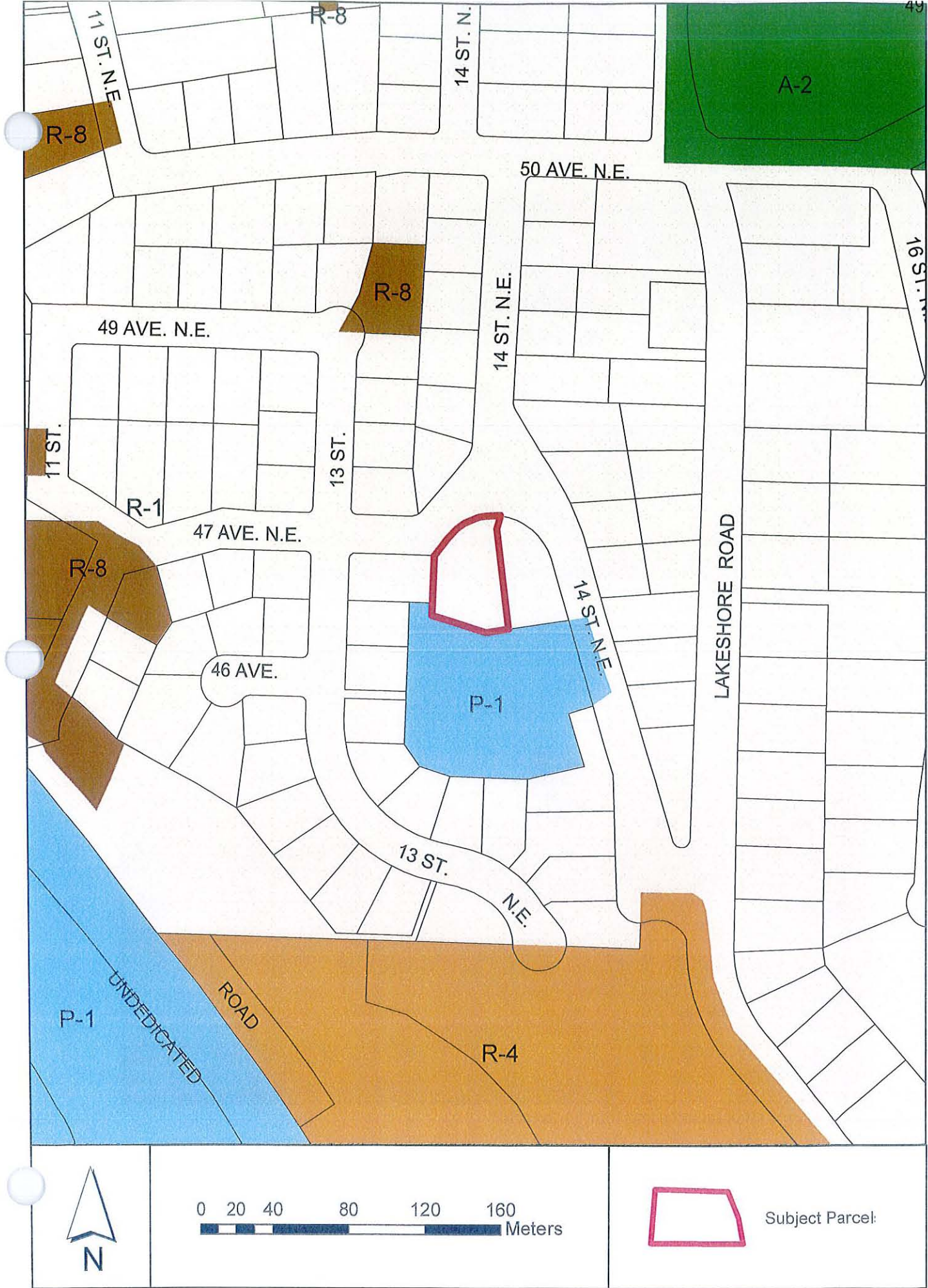
Low Density
Residential

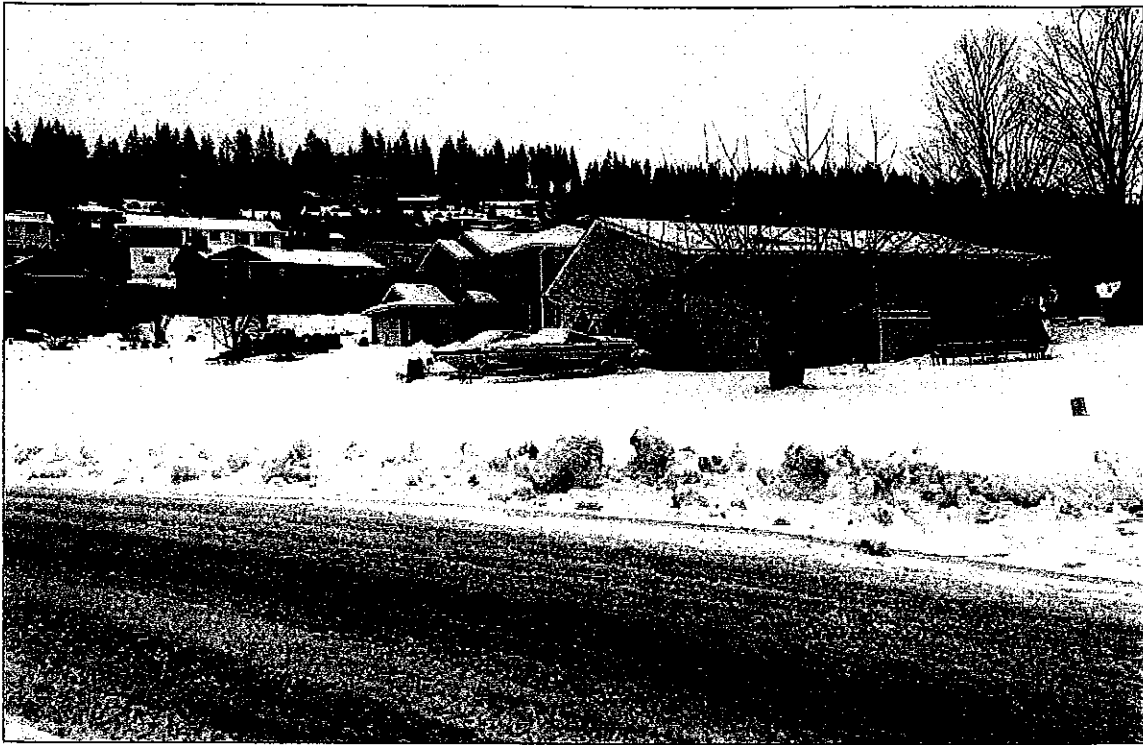


Park



Acreage Reserve

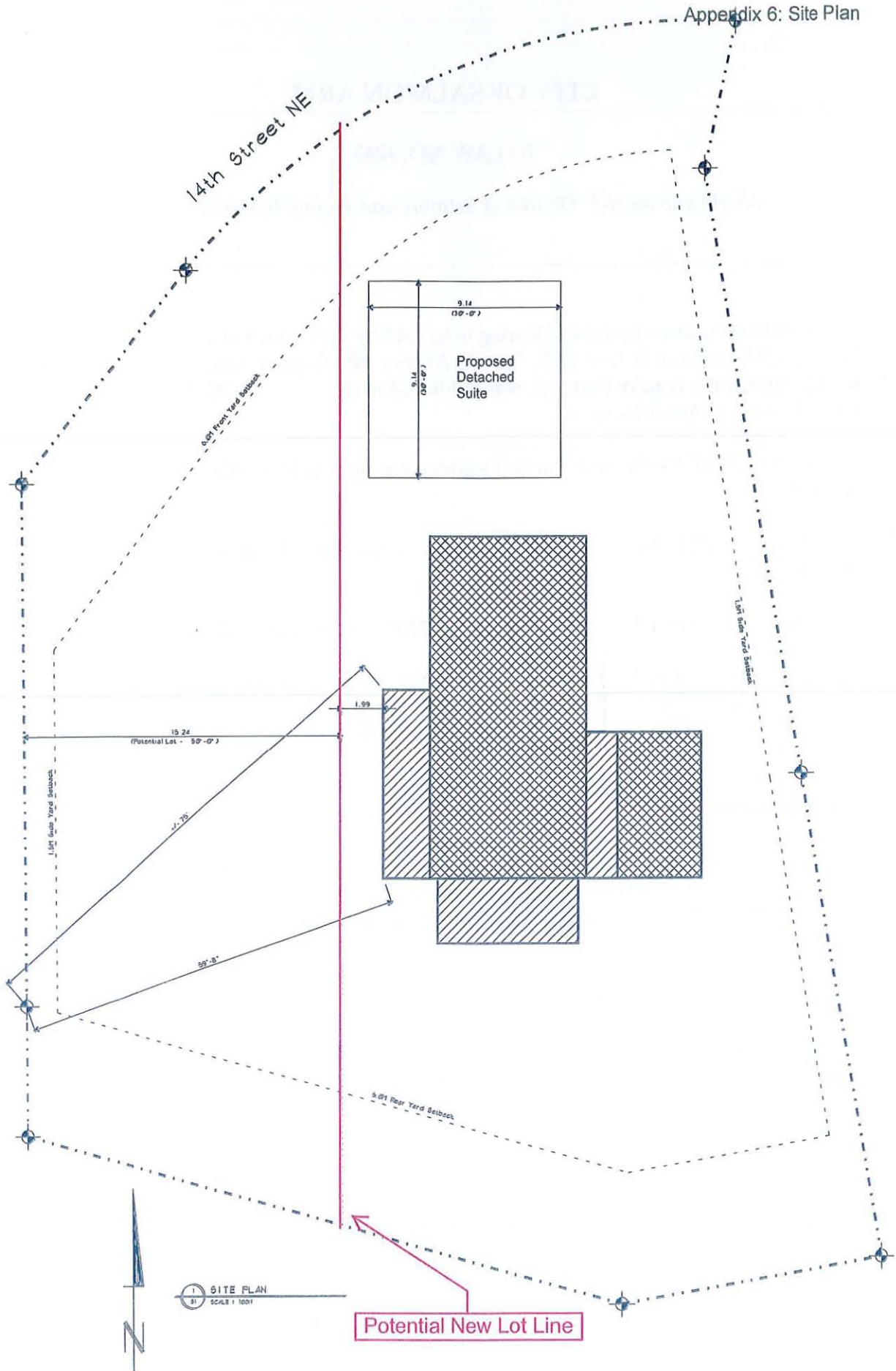




View east of subject parcel from 47 Avenue NE.



View south-west of subject parcel from 14 Street NE.



CITY OF SALMON ARM

BYLAW NO. 4245

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 at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on March 12, 2018 at the hour of 7:00 p.m. was published in the _____, 2018 and _____, 2018 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 12, Section 25, Township 20, Range 10, W6M, KDYD, Plan 29590, Except Plan KAP62642 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4245**"

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

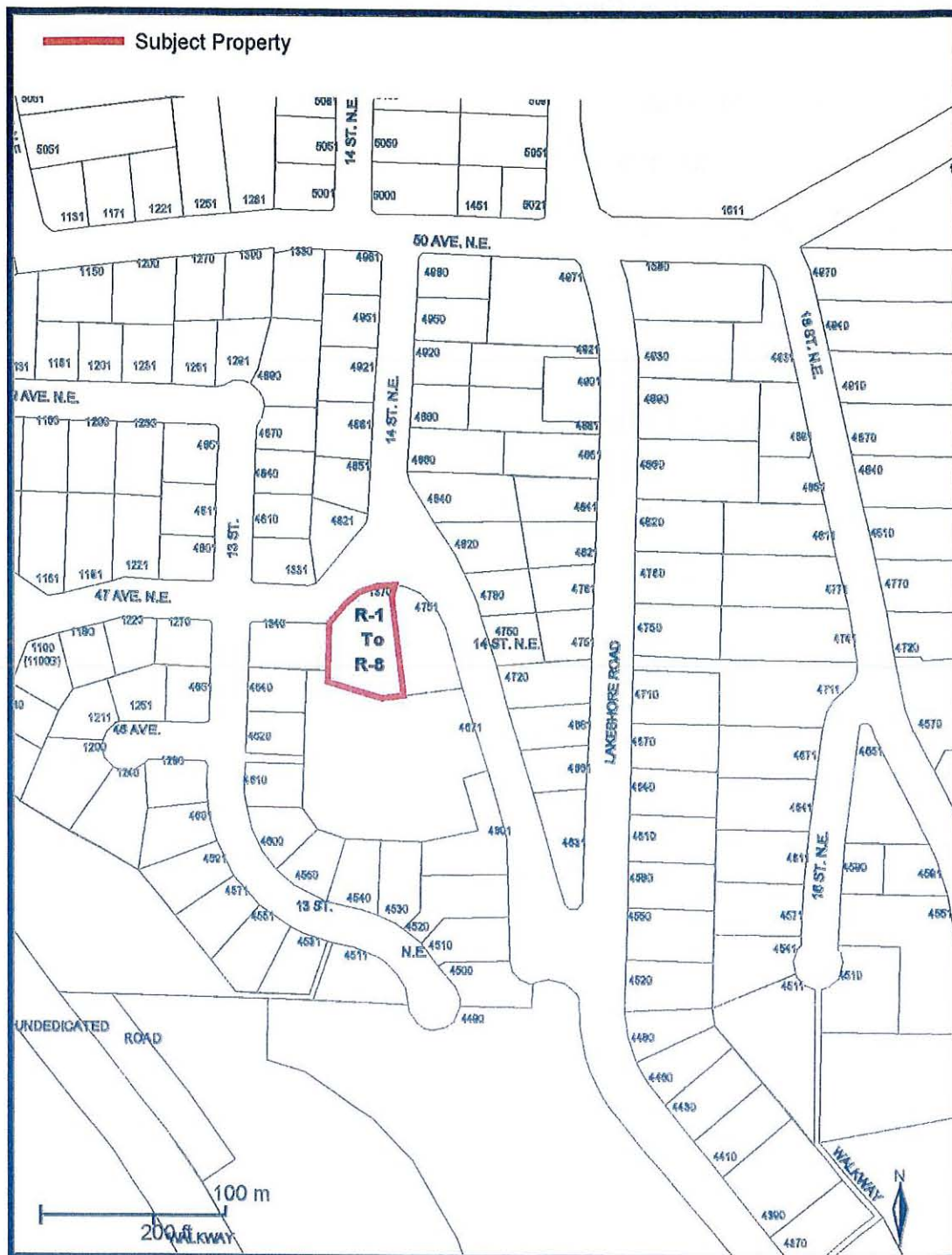
READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF , 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 8.2

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4246 be read a first and second time.

[ZON-1120; Butler, L.; 1370 Auto Road SE; R-1 to R-8]

Vote Record

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

Opposed:

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



To: Her Worship Mayor Cooper and Members of Council

Date: February 9, 2018

Subject: Zoning Bylaw Amendment Application No. 1120

Legal: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 42698

Civic: 1370 Auto Road SE

Owner: Butler, L

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 42698 from R-1 (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 1370 Auto Road SE and currently contains a single-family dwelling (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-8 (Residential Suite) in order to permit development of a *detached suite* (form to be determined). Additionally, an application to subdivide has been submitted (SUB18-01). The applicant intends to potentially build a *detached suite*, and to create the potential for a new residential lot to be developed including one single family dwelling with either a *secondary suite* or *detached suite*.

BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 and 4). The subject parcel is located in the Hillcrest area which is largely comprised of a mix of residential (R-1, R-4, R-7 and R-8) zoned parcels. There are currently 12 R-8 zoned parcels within close proximity of the subject parcel.

The large subject parcel is just under 0.7 acres in area and meets the conditions of minimum parcel area and minimum parcel width as specified by the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to subdivide the parcel (concept attached as Appendix 6), which would allow for the creation of one new parcel of approximately 950 square metres and the future construction of a new single family dwelling potentially containing a *secondary suite* or a *detached suite*.

As shown in the conceptual site plan, the subject parcel is affected by a road reserve covenant for a future road to provide access to a portion of the subject parcel, as well as to lands beyond. This remains in place to support future development.

Any development of a single family dwelling, *secondary suite* or *detached suite* would require a building permit and will be subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges.

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 the parcel area, the lot as it presently exists has potential for the development of either a *secondary suite* or a *detached suite*, including sufficient parking to serve the suite.

COMMENTSEngineering Department

No concerns. Full comments provided with associated subdivision application. Owner required to install water metre(s) at time of building permit

Building Department

No Concerns with rezoning. With no site plan provided to illustrate proposal, unable to determine setbacks or limiting distance.

Recommendation to consider any future setbacks related to proposed new lot. A secondary suite is subject to BC Building Code requirements.

Fire Department

No concerns.

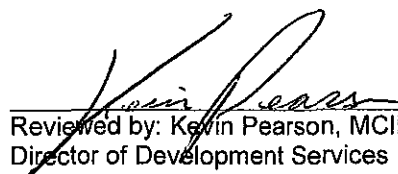
Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any development of a single family dwelling, a *secondary suite* or *detached suite* will require a building permit and will be subject to meeting Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges.

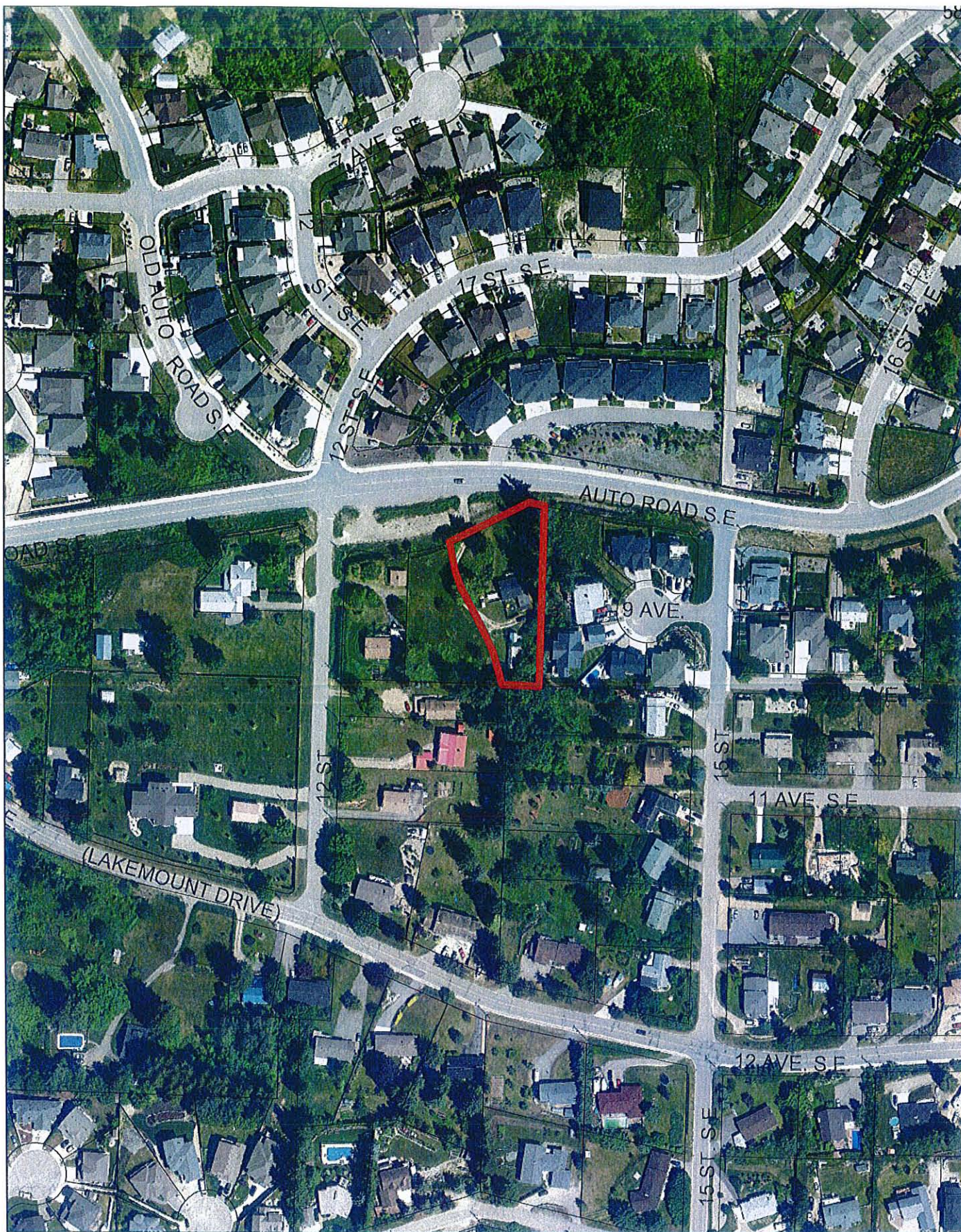
The large parcel is well-suited to R-8 development from the perspective of staff. The proposed subdivision which would result in a new lot should the applicant proceed, substantially aligns with existing development patterns in the area.



Prepared by: Chris Larson
Planning and Development Officer



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

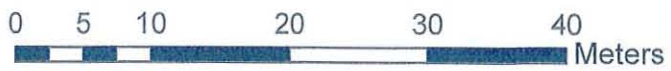


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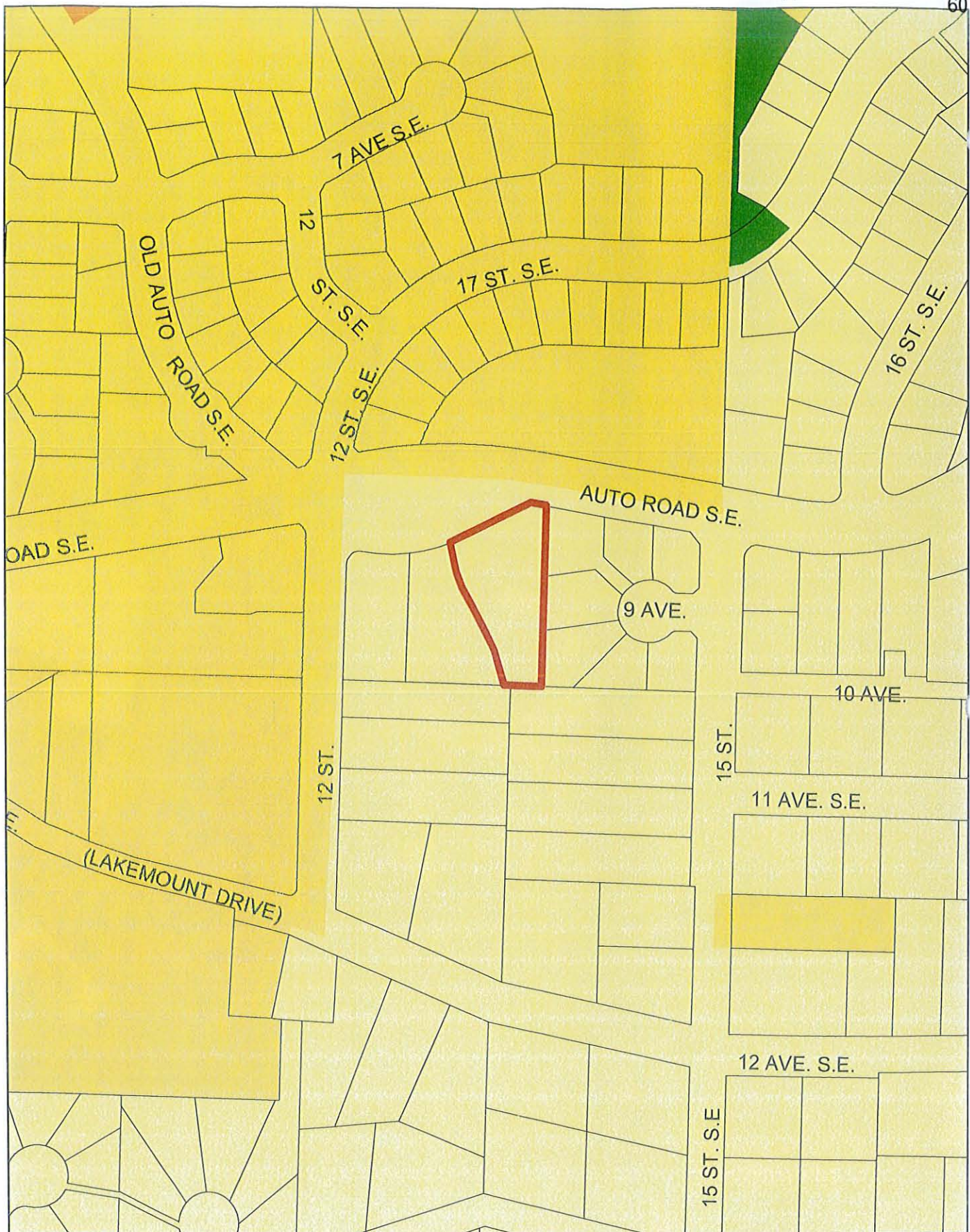


Subject Parcel

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Subject Parcel



Subject Parcel



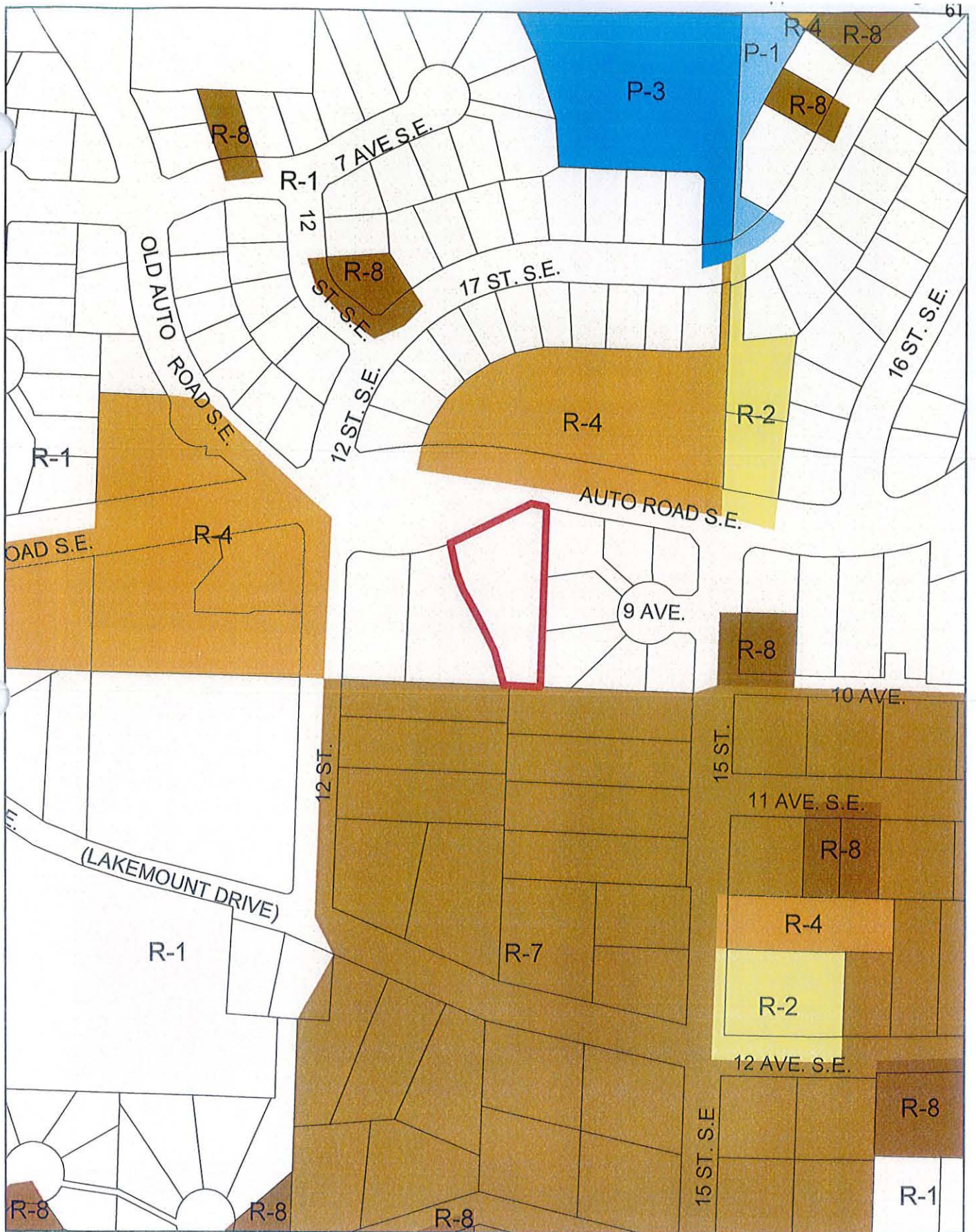
Park



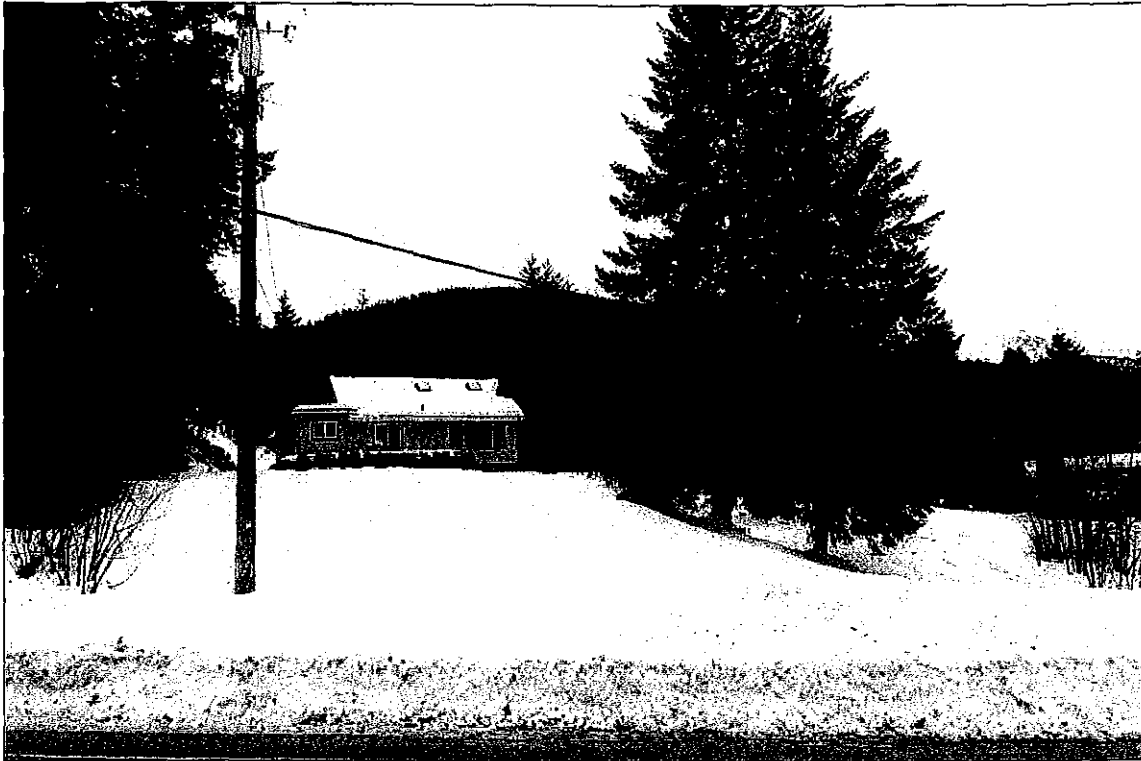
Low Density
Residential



Medium Density
Residential



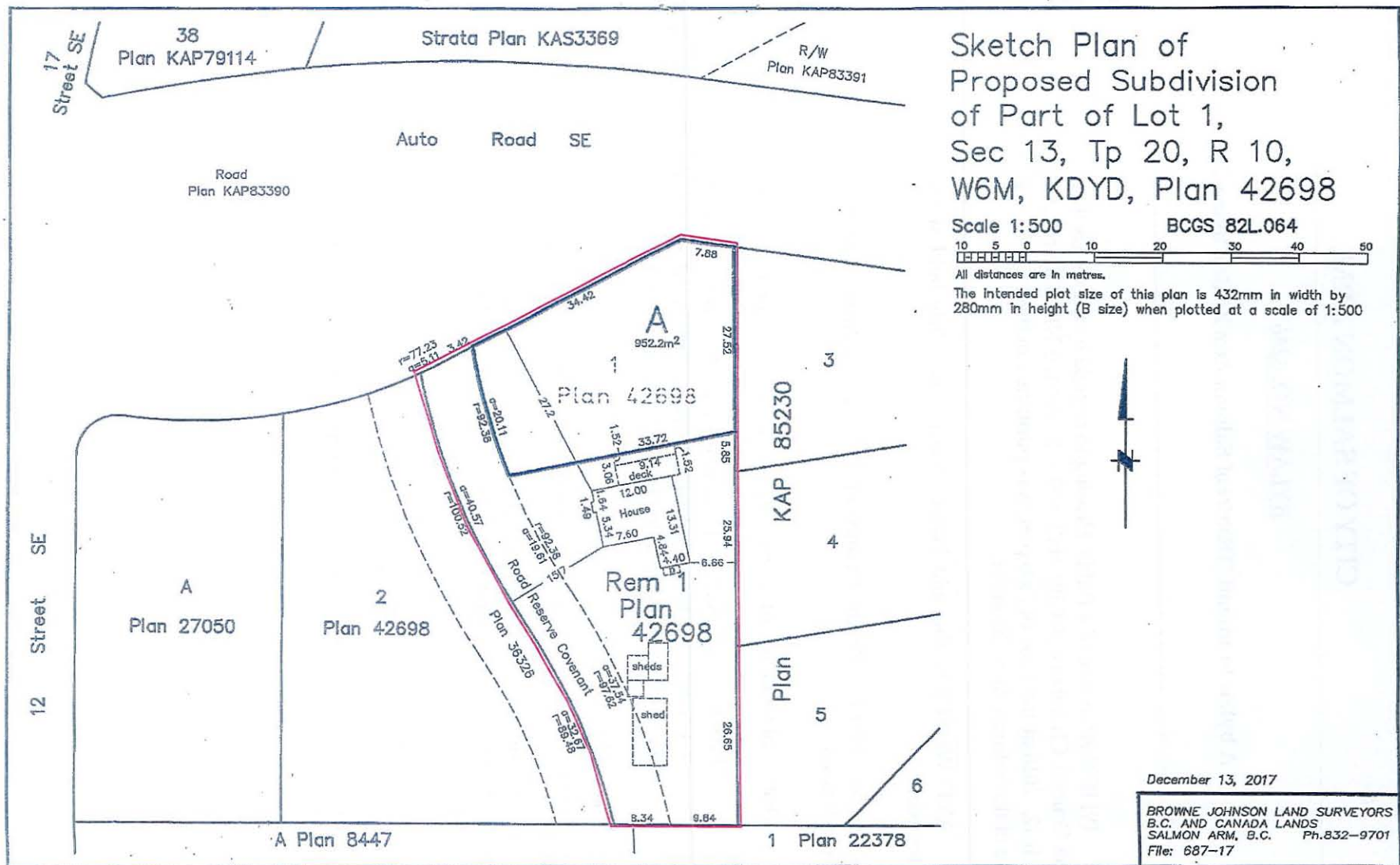
Subject Parcel



View of subject parcel south from Auto Road.



View of subject parcel south-east from Auto Road.



CITY OF SALMON ARM

BYLAW NO. 4246

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 at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on March 12, 2018 at the hour of 7:00 p.m. was published in the , 2018 and , 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 42698 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4246"**

READ A FIRST TIME THIS DAY OF 2018

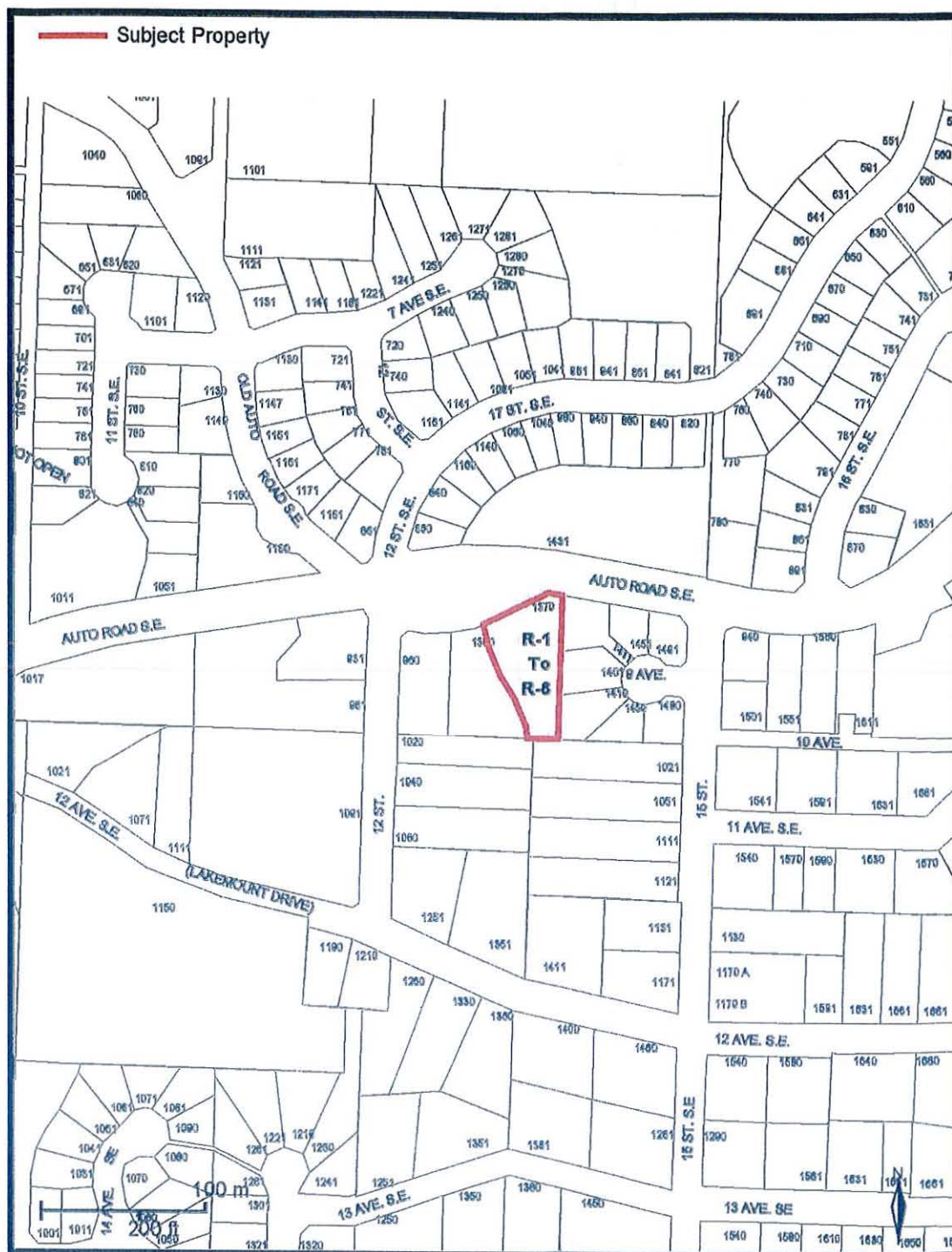
READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF , 2018

MAYOR

CORPORATE OFFICER



Item 8.3

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4249 be read a first, second and third time;

AND THAT: Council authorize the Mayor and Corporate Officer to execute a one (1) year lease agreement (April 1, 2018 to October 31, 2018) with Rick Scott dba North Okanagan Vertical Adventures for the use of 67.6 square meters of floor space in the Shuswap Regional Airport (Salmon Arm) terminal building for a monthly rent of \$600.00 plus GST for the main floor area and \$600.00 plus GST for the basement floor area subject to *Community Charter* notification requirements and adoption of Salmon Arm Fee for Service Amendment Bylaw No. 4249.

[Airport Terminal Building Rental]

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Corporate Officer

TO: Her Worship Mayor Cooper and Council

DATE: February 20, 2018

SUBJECT: Fee for Service Amendment Bylaw No. 4249
and Lease Agreement for Shuswap Regional Airport Terminal Building

MOTION FOR CONSIDERATION:

THAT: Bylaw No. 4249, cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4249" be read a first, second and third time.

AND THAT: Council authorize the Mayor and Corporate Officer to execute a one (1) year lease agreement (April 1, 2018 to October 31, 2018) with Rick Scott dba North Okanagan Vertical Adventures for the use of 67.6 square meters of floor space in the Shuswap Regional Airport (Salmon Arm) terminal building for a monthly rent of \$600.00 plus GST for the main floor area and \$600.00 plus GST for the basement floor area subject to *Community Charter* notification requirements and adoption of Salmon Arm Fee for Service Amendment Bylaw No. 4249.


BACKGROUND

Rick Scott (North Okanagan Vertical Adventures) has been operating a sky diving business at the Shuswap Regional (Salmon Arm) Airport since 2013. He has requested to rent the Terminal Building for a final term (April 1 to October 31, 2018).

Fee for Service Amendment Bylaw No. 4249 (attached as Appendix A) will increase the fees for 2018 to \$600.00 plus GST for office space on the main floor and \$600.00 plus GST for storage space in the basement from \$575.00 plus GST for each space in the previous year.

Once Fee for Service Amendment Bylaw No. 4249 has been adopted, staff will advertise in accordance with Community Charter requirements and a new agreement will be executed with NOVA.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Erin Jackson', with a long horizontal flourish extending to the left.

Erin Jackson
Corporate Officer

Appendix A- City of Salmon Arm Fee for Service Amendment Bylaw No. 4249

CITY OF SALMON ARM

BYLAW NO. 4249**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

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

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

1. Appendix 1 Schedule "B" - Airport User Fees of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Appendix 1 Schedule "B" - Airport User Fees, attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

This bylaw shall come into full force effective upon adoption.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4249".

READ A FIRST TIME THIS	DAY OF	2018
READ A SECOND TIME THIS	DAY OF	2018
READ A THIRD TIME THIS	DAY OF	2018
ADOPTED BY COUNCIL THIS	DAY OF	2018

MAYOR

CORPORATE OFFICER

MISCELLANEOUS FEE SCHEDULE - PUBLIC WORKS

All fees on this appendix, except Outside and Overnight Ground Rental Fees, are GST exempt

1. Airport User Fees		
Ground Rental Fees (Parking) All Aircraft 0 - 5,700 kg		
· per day	\$10.00	plus GST
· per month	\$100.00	plus GST
· per year (less 10% discount if paid prior to Feb 15)	\$625.00	plus GST
Ground Rental Fees (Parking) All Aircraft > 5,700 kg		
· per day	\$20.00	plus GST
· per month	\$150.00	plus GST
· per year (less 10% discount if paid prior to Feb 15)	\$1,500.00	plus GST
Landing Fee Each		
· 2,000 - 5,700 kg per year	\$35.00	plus GST
· 5,701 - 8,000 kg per year	\$75.00	plus GST
· > 8,000 kg per year	\$125.00	plus GST
Hangar Fees Regular, Non-Commercial		
· per square metre, per year	\$4.55/sq. m	
· per square foot, per year	\$0.424/sq. ft	
· Minimum, per year	\$575.00	
· (less 10% discount if paid in full prior to Feb 15)		
NOTE: if rental is for less than one month GST applies		
Commercial/Industrial/Non-Airport		
· per square metre, per year	\$7.70/sq. m	
· per square foot, per year	\$0.714/sq. ft	
· Minimum, per year	\$1,437.50	
· (less 10% discount if paid in full prior to Feb 15)		
NOTE: if rental is for less than one month GST applies		
City of Salmon Arm Hangar		
· per month	\$168.75	
· per year (less 10% discount if paid prior to Feb 15)		
· NOTE: if rental is for less than one month GST applies		
Terminal Building (Bylaw No. 4249)		
· per month (1 office space) Triple Net (utilities/taxes/maintenance)	\$600.00	plus GST
· per month Basement Storage Area Triple Net (utilities/taxes/maintenance)	\$600.00	plus GST
Equipment/Maintenance Building		
· per day	\$112.50	plus GST
Seat Tax		
· per passenger (less 10% collection fee)	\$7.50	
Gas Price Markup (per litre)		
(\$0.02 increase is for marketing and promotion)	Avgas / Mogas Jet A	\$0.22 \$0.37
		plus GST and Carbon Tax
Gate Activation Card (one time fee)	\$31.25	plus GST
Gate Activation Replacement Card	\$62.50	plus GST
Trailer Pad (per month)	\$300.00	plus BC CPI (calculated as at January 1 each year)

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INFORMATIONAL CORRESPONDENCE - FEBRUARY 26, 2018

1. P. Peach - letter dated February 13, 2018 - November Diabetes Month
2. B. Grier - email dated February 5, 2018 - Coal Dust Pollution
3. B. & M. Savoie - letter received February 15, 2018 - Friendship Day Soap Box Derby
4. S. Amey - email dated January 30, 2018 - Road and sidewalk conditions
5. D. Schipfel - email dated February 15, 2018 - Street Light Question
6. K. Bosch - email dated January 29, 2018 - City piling snow on crosswalk
7. C. VanBuskirk, Terratech Consulting Ltd. - email dated December 22, 2017 - City of Vancouver and the TRC
8. L. Wong, Manager, Downtown Salmon Arm - letter dated February 5, 2018 - 38th Annual Terry Fox Run, now proclaimed to be "Terry Fox Day", Sunday September 16, 2018
9. L. Wong, Manager, Downtown Salmon Arm - letter dated February 5, 2018 - 38th Annual Terry Fox Run, now proclaimed to be "Terry Fox Day", Sunday September 16, 2018
10. R.J. Haney Heritage Village & Museum - letter dated February 7, 2018 - continued support
11. S. Husband, Franklin Engineering and R. Meise, Uptown Ventures Ltd. - letter dated February 14, 2018 - Uptown Village at 1810 15 Avenue NE - Site Clearing
12. H. O'Hara, Executive Director, BC Association of Farmers' Markets and W. Bystedt, President, BC Association of Farmers' Markets - letter dated January 31, 2018 - BC Farmers' Market Nutrition Coupon Program in Salmon Arm for 2017
13. P. Demenok, Chair, Shuswap Watershed Council - letter dated February 2, 2018 - Invasive Mussel prevention in 2018
14. Interior Health - November, 2017 - Healthy Communities Update
15. M. Willis, Coordinator, Industry Programs and H. Boyd, Manager, Industry Programs, Municipal and Regional District Tax Program - email dated February 9, 2018 - City of Salmon Arm 2018 Tactical Plan
16. J. Richardson, Policy Analyst, Local Government Finance - CARIP and Carbon Neutral Reporting Webinar
17. Member Relations Team, FCM - email dated February 6, 2018 - Thank you for being a member of FCM
18. L. Helps, Mayor, City of Victoria - letter dated February 8, 2018 - Affordable housing
19. H. Dysarsz - email dated January 31, 2018 - Better Prehospital critical care for rural BC
20. R. Berrigan, Mayor, Village of Chase - letter dated January 18, 2018 - Revenue from Cannabis Sales - Equitable share between Province and Local Governments
21. Adams Lake Indian Band - Invitation - Welcome to Chief and Council

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Item 11.1

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with W.H. Laird Holdings Ltd. for the City to use Lots 16 (part) and 17, Section 14, Township 20, Range 10, W6M, KDYD, District Plan 304, except Plan 15141 (130 Hudson Avenue NE) for the term of March 1, 2018 to February 29, 2020 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

Vote Record

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

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



City of Salmon Arm
Memorandum from the Corporate Officer

TO: Her Worship Mayor Cooper and Council
DATE: February 20, 2018
SUBJECT: Avon Parking Lot Agreement

Motion for Consideration:

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with W.H. Laird Holdings Ltd. for the City to use Lots 16 (part) and 17, Section 14, Township 20, Range 10, W6M KDYD, District Plan 304, except Plan 15141 (130 Hudson Avenue NE) for the term of March 1, 2018 to February 29, 2020 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

Background:

The City of Salmon Arm has been leasing the Avon Parking Lot since 2007 and operating it as a Downtown Parking Commission parking lot. The revenue is shared 50/50 with the owner, WH Laird Holdings Ltd. Mr. Laird has agreed to continue with this arrangement for a further two (2) year period. Effective July 1, 2018 all 18 of the parking stalls at this lot will be rented for \$35 per month.

Staff recommend that the Motion for Consideration be adopted.

Respectfully Submitted,



Erin Jackson
Corporate Officer

This Agreement dated for reference the ____ day of _____, 2018

BETWEEN: CITY OF SALMON ARM
P.O. Box 40
Salmon Arm, BC V1E 4N2
(hereinafter called the "Lessee")

AND: WH LAIRD HOLDINGS LTD.
Box 1022
Salmon Arm, BC V1E 4P2
(hereinafter called the "Lessor")

WHEREAS the Lessor is the Owner of the following lands:

Lots 16 and 17, Section 14, Township 20, Range 10, West of the 6th Meridian, KDYD,
District Plan 304, except Plan 15141

(130 Hudson Avenue NE, Salmon Arm BC)

WITNESS that in consideration of the rents, covenants and agreements hereafter reserved and contained on the part of the parties, the Lessor hereby leases to the Lessee the following lands, premises and improvements thereon:

Lots 16 (part) and 17, Section 14, Township 20, Range 10, West of the 6th Meridian, KDYD,
District Plan 304, except Plan 15141, (being ±6700 square feet) shown outlined on
Appendix 1 attached hereto;

(hereinafter called the "Lands")

Location: 130 Hudson Avenue NE, Salmon Arm BC (Avon Lot)

for a term of two (2) years; said term to commence on the 1st day of March, 2018 and to end on the 29th day of February, 2020 for the purposes of a "Temporary Gravel Parking Lot".

1. Mutual Covenants:

- a) The Lessor shall pay all frontage and property taxes and other levies.
- b) The Lessee will pay annual operating and maintenance costs and may rent vehicle parking stalls to the general public.
- c) The Lessee will share revenue 50/50 with the Lessor and remit same to the Lessor annually in January of the subsequent year.
- d) The Lessee shall keep and maintain the said Lands in a clean and tidy condition.

Provided always, and it is agreed between the Parties as follows:

- a) If the Lessee remains in possession after the expiration of this lease, it shall be deemed to be a tenant from month to month and otherwise the provisions of this lease shall continue to apply; however, in any case, the Lessor will give the Lessee six (6) months prior written notice before the Lessor terminates this Agreement, while it continues on a month to month basis.
- b) Each party to the Agreement shall be responsible for providing adequate liability and property insurance coverage.
- c) The Lessee and Lessor shall each indemnify and save harmless each other from and against all claims, demands, losses, costs, damages, actions, suits, proceeding fines or assessments by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributed to the breach of any provisions of the Agreement to be performed by each other and its servants, employees, members, agents and contractors. This covenant shall survive the termination of this Agreement.
- d) Any notice or delivery to be given or made hereunder shall be sufficiently given or made if given in person or mailed to the Parties at their respective addresses shown above and in the case of prepaid mail shall be deemed to have been received the day following the posting of same.
- e) This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement on this ____ day of _____, 2018.

THE CORPORATE SEAL OF THE
CITY OF SALMON ARM was
hereunto affixed in the presence of its
duly authorized signatories:

Nancy Cooper
Mayor

Witness

Erin Jackson
Corporate Officer

SIGNED, SEALED AND
DELIVERED on behalf of the WH
Laird Holdings Ltd. duly authorized
representatives in the presence of:

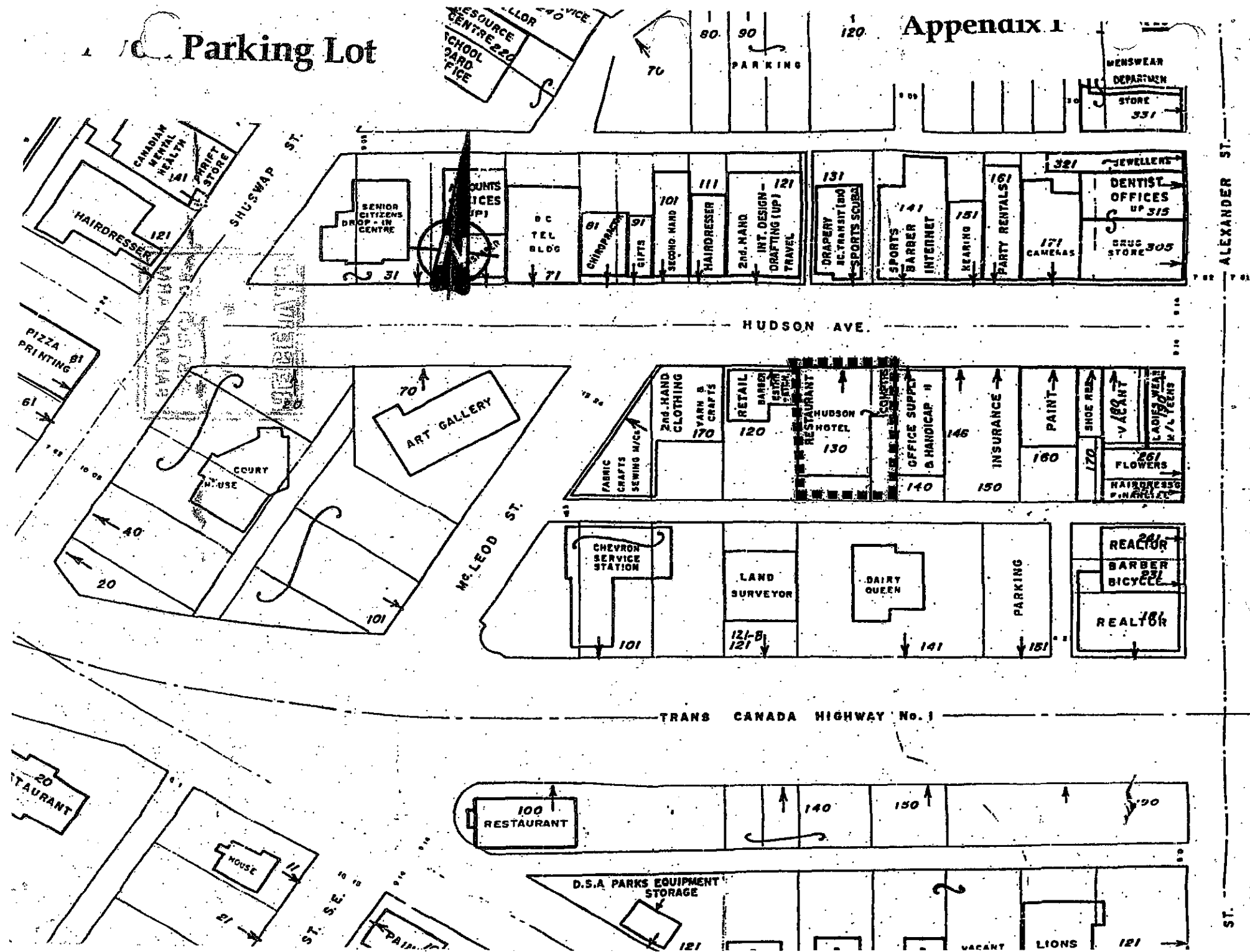
Print Name

Witness

Print Name

Parking Lot

Appendix 1



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Item 11.2

CITY OF SALMON ARM

Date: February 26, 2018

Shuswap Regional Airport Commission Appointments

Vote Record

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

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



City of Salmon Arm

Memorandum from the Corporate Officer

Date: February 20, 2018
 To: Mayor Cooper and Members of Council
 Subject: Shuswap Regional Airport Commission Appointments

Recommendation:

That the following individuals be appointed, as the City of Salmon Arm representatives, to the Shuswap Regional Airport Commission for a two (2) year term expiring December 31, 2019:

- Councillor Alan Harrison, City of Salmon Arm;
- Monica Dalziel, Chief Financial Officer;
- Robert Niewenhuizen, Director of Engineering and Public Works; and
- Tim Auger, Salmon Arm Flying Club.

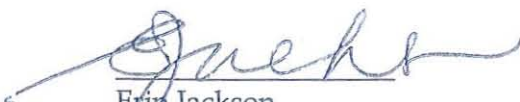
Background:

Pursuant to the City of Salmon Arm Shuswap Regional Airport Commission Establishment Bylaw No. 2152, Council must appoint all members to the Shuswap Regional Airport Commission (Airport Commission) by resolution. The bylaw specifies that all appointments, except those to fill interim vacancies, shall be for a two (2) year term based on the calendar year, however, the first term of Council appointees shall be one (1) year. As this is the second term of Council appointees, the appointment shall be for a two (2) year period. The Salmon Arm Flying Club, which can be included in either the City of Salmon Arm (City) or the Columbia Shuswap Regional District (CSRD) nominations, has designated their President Tim Auger, as representative.

The following individuals, who were appointed as the CSRD representatives to the Shuswap Regional Airport Commission, will continue to serve until their two (2) year term expires on December 31, 2018:

- Terry Rysz, District of Sicamous;
- Paul Demenok, CSRD - Area C;
- Rene Talbot, CSRD - Area D; and
- Rhona Martin, CSRD - Area E.

Respectfully submitted,


 Erin Jackson
 Corporate Officer

Item 11.3

CITY OF SALMON ARM

Date: February 26, 2018

Summary of Recommendations from Grade Crossing Assessments - For Information

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Engineering and
Public Works Department

File: ENG2017-69

TO: Her Worship Mayor Nancy Cooper and Members of Council
 FROM: Rob Niewenhuizen, Director of Engineering and Public Works
 PREPARED BY: Jenn Wilson
 DATE: February 9, 2018
 SUBJECT: **Summary of Recommendations from Grade Crossing Assessments**

FOR INFORMATION:

BACKGROUND:

Transport Canada released new Grade Crossing Regulations (Regulations) in 2014 which are intended to address gaps in the previously existing voluntary standards and regulations to improve safety performance at grade crossings on all federally regulated railroads and reduce fatalities, injuries, property damage and environmental damage at crossings. Transport Canada required that all applicable grade crossings comply with the regulations within seven years (2021). The roll-out of the new Regulations is happening in three (3) distinct phases. Phase 1 was the information sharing stage where both the railroad and the municipality gathered information on each at-grade crossing and posted it to an information sharing platform. Associated Engineering (BC) Ltd. (AE) completed Phase 1 in November of 2016.

The City of Salmon Arm hired AE to determine the compliance of our grade crossings to the Transport Canada's (TC) Grade Crossing Regulations. These reviews are Phase 2 of the mandatory requirements under the new TC Regulations and must be completed by spring of 2018. Any deficiencies of the grade crossings are to be rectified by 2021 (Phase 3).

AE completed the Grade Crossing Assessments in January of 2018. The deficiencies and associated recommendations are mostly minor in nature (signage, line markings, pavement patching). The remediation cost for these recommendations is estimated at \$37,000. AE noted some further monitoring activities that the City should undertake in order to ensure that the assumptions made in the report regarding summer traffic loads are correct (traffic counts were collected in the winter and 'bumped up' to account for summer traffic). Should the actual traffic loads be significantly different than the assumed values, the scope and cost of improvements may change.

There are two (2) major upgrades identified in the report at the Narcisse and Marine Park Crossings. Both the Marine Park and Narcisse intersections are located extremely close to adjacent intersections (new intersections would be required to be set back a minimum of 30m) causing significant safety concerns. At both locations longer southbound vehicles such as

Summary of Recommendations from Grade Crossing Assessments
Page 2

transport trucks or vehicles with boat trailers encroach onto the railway while stopped behind the stop bar. The recommended remediation work for each intersection is full signalization with pre-emption phasing. Pre-emption links the signals to the railway, changing the signals when a train is coming in order to allow the southbound queue to clear completely of the railroad tracks.


AE noted that although the intersections still will not comply with the Regulations the City should be commended for the amount of work that has been put into making the Marine Park crossing as safe as possible.

The cost for the signalization of each intersection with pre-emptive phasing is estimated at \$500,000 (\$1,000,000 in total).

AE provided comment that should the Ross Street Underpass project proceed, the improvements for pre-emptive signalization at Narcisse would not be required if appropriate truck and large vehicle route signage was installed, directing people to the underpass.

In summary, approximately \$1,037,000 worth of improvements are anticipated over the City's five (5) at-grade railway crossings in order to meet the new Transport Canada Regulations. More improvements may be necessary if assumed summer traffic loadings were not correct. Should the Ross Street Underpass project be completed, the required improvements are significantly reduced and estimated at \$37,000.

Respectfully submitted,



Robert Niewenhuizen
Director of Engineering and Public Works

cc Monica Dalziel, CFO



Figure 1-1 – Railway Crossing Locations



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

Sheet 2

Geographic Location of Grade Crossing

NOTE: All references to direction in this safety review are keyed to this diagram.

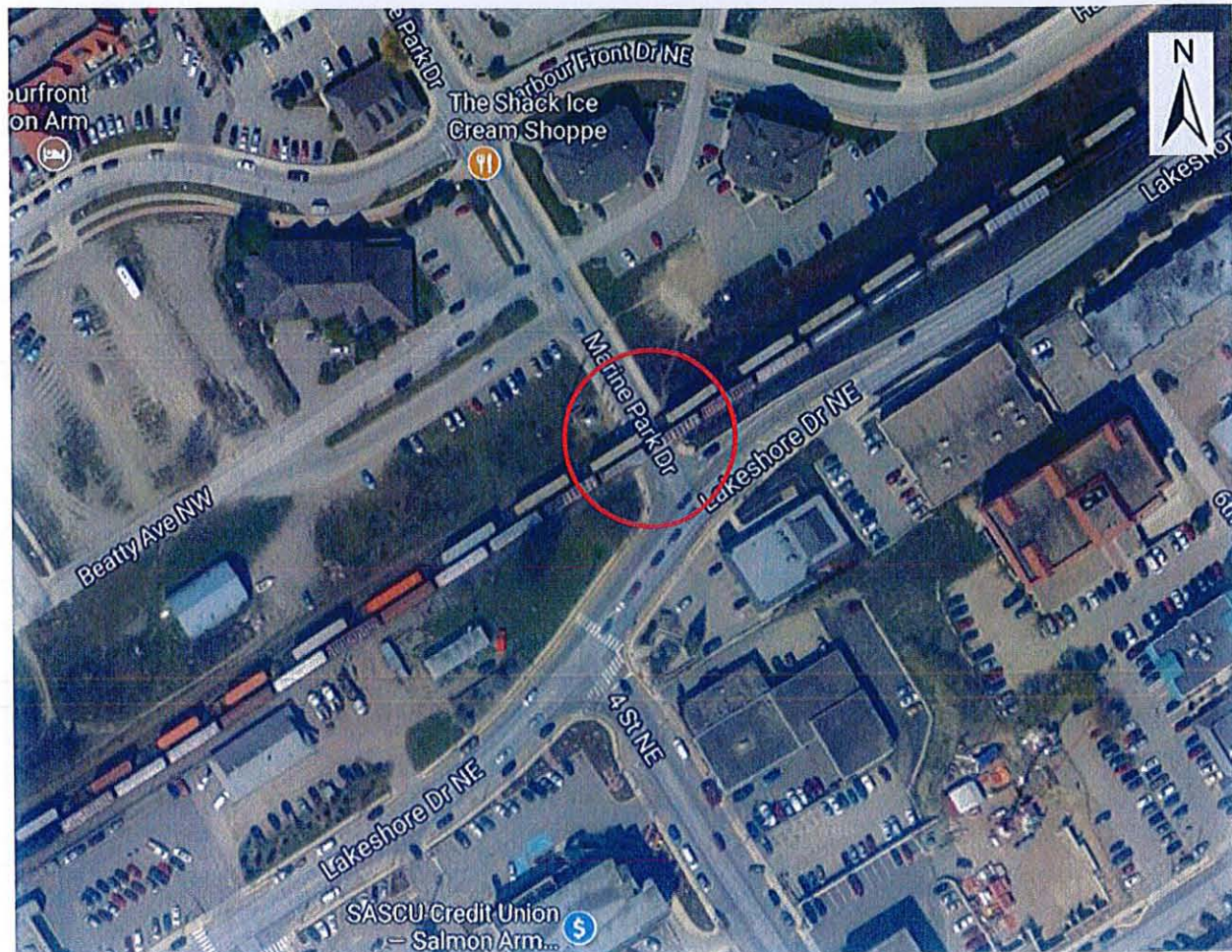


Figure 1-7
AERIAL VIEW OF CROSSING

Scene Photographs



Figure 1-1
Approach from North



Figure 1-2
Approach from South



Figure 1-3
Sightlines from North to the Left

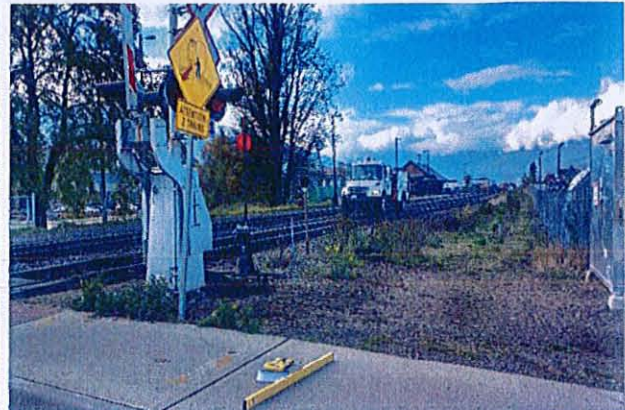


Figure 1-4
Sightlines from North to the Right



Figure 1-5
Sightlines from South to the Left



Figure 1-6
Sightlines from South to the Right

Sheet 2

Geographic Location of Grade Crossing

NOTE: All references to direction in this safety review are keyed to this diagram.

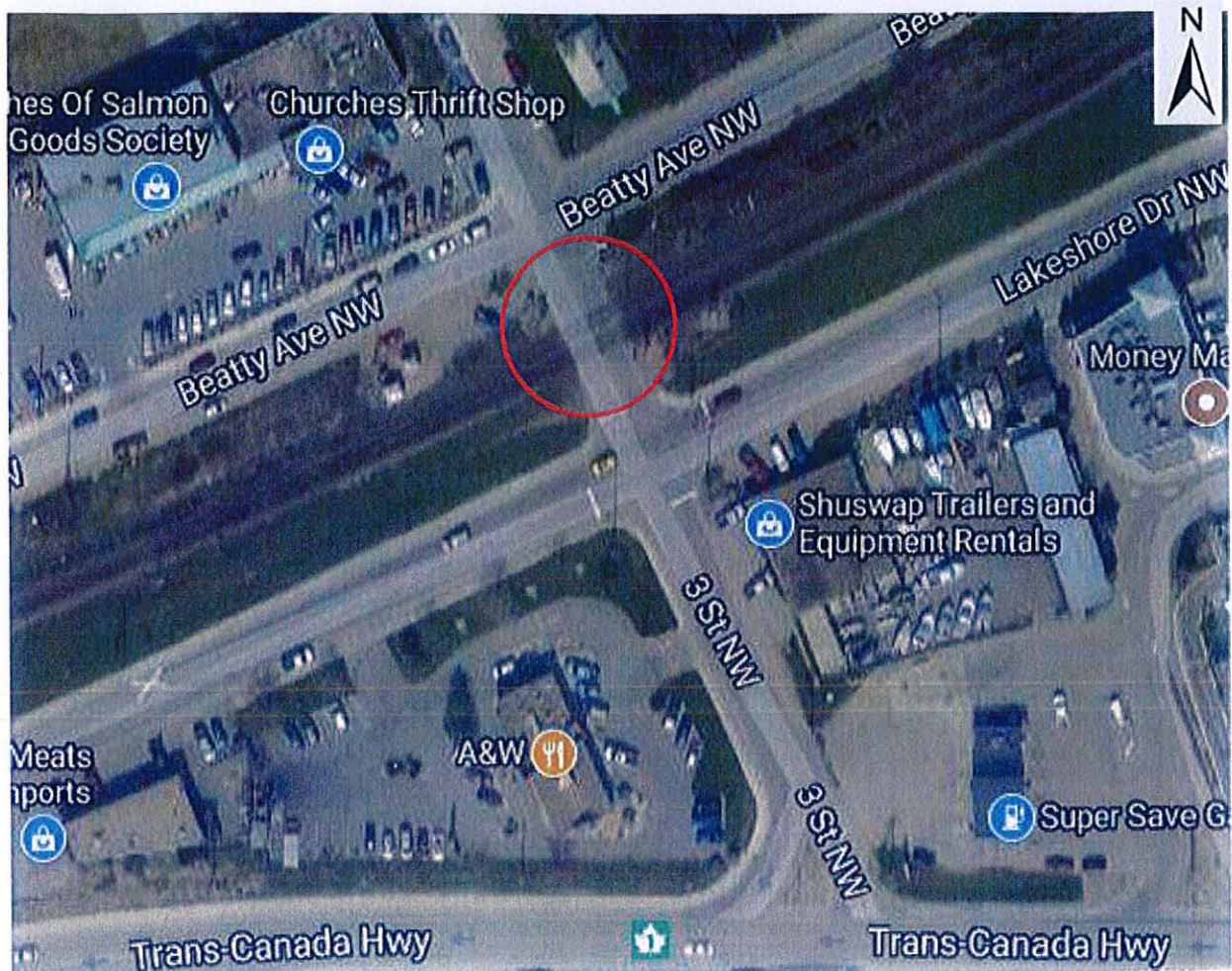


Figure 1-7
AERIAL VIEW OF CROSSING

Scene Photographs



Figure 1-1
Approach from North



Figure 1-2
Approach from South



Figure 1-3
Sightlines from North to the Left



Figure 1-4
Sightlines from North to the Right



Figure 1-5
Sightlines from South to the Left



Figure 1-6
Sightlines from South to the Right

Item 11.4

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: The 30 Street & 9 Avenue NE Intersection Options Development be awarded to Opus International Consultants (Canada) Limited, in accordance with the February 6, 2018 proposal for an estimated cost of \$18,710.00 plus taxes as applicable.

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Engineering and
Public Works Department

File: ENG.2018-21

TO: Her Worship Mayor Cooper and Members of Council

SUBMITTED BY: Rob Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: February 14, 2018

SUBJECT: **30 Street NE & 9 Avenue NE Intersection – Award of Intersection Options Development**

RECOMMENDATION:

THAT: The 30 Street & 9 Avenue NE Intersection Options Development be awarded to Opus International Consultants (Canada) Limited, in accordance with the February 6, 2018 proposal for an estimated cost of \$18,710.00 plus taxes as applicable;

BACKGROUND:

A Request for Proposal (RFP) for the 30 Street NE & 11 Avenue NE & 9 Avenue NE Traffic Operations and Safety Study was sent out in September of 2013 and awarded to R.F. Binnie & Associates Ltd (Binnie). The Binnie study reviewed the traffic operations and safety of four (4) different intersection configurations for each the 9 Avenue and 30 Street and 11 Avenue and 30 Street intersections: Right-in/Right-out, 4-way stop, signal lights and round-about. Of the four intersection configurations, only a round-about operated at an acceptable service level.

The City then issued a Request for Proposal for engineering services for the design of a roundabout at the intersection of 9 Avenue NE and 30 Street NE and awarded the design services to Opus International Consultants (Canada) Limited (Opus) in 2017.

During the detailed design phase, Opus identified several physical constraints that would hinder the development of a round-about in this location. Although the physical constraints are not insurmountable, they significantly raise the cost of the project and position the round-about in a location that is not operationally satisfactory.

Through discussions with the Ministry of Transportation and ICBC, staff decided to pull back from detailed design and budget for a review of potential intersection configurations outside of those considered in the original Binnie report.

Due to the excellent quality of their previous work and their recent in depth knowledge of the area and issues, staff requested a proposal from Opus to complete the higher level review of options for the intersection.

We are recommending award to Opus as they have essential background knowledge of the project from completing the detailed round-about design and have excellent experience with similar projects. Opus has successfully completed many similar projects in the past.

The approved budget for the 30 Street and 9 Avenue NE Intersection Design is \$40,000. This includes preliminary layouts and potentially detailed design of preferred option, complete with Class A cost estimates. We recommend that Opus be awarded the Engineering Services for the 30 Street and 9 Avenue NE Intersection Design at their quoted price of \$18,710.00 plus taxes as applicable. Opus has wide experience in the Salmon Arm area.

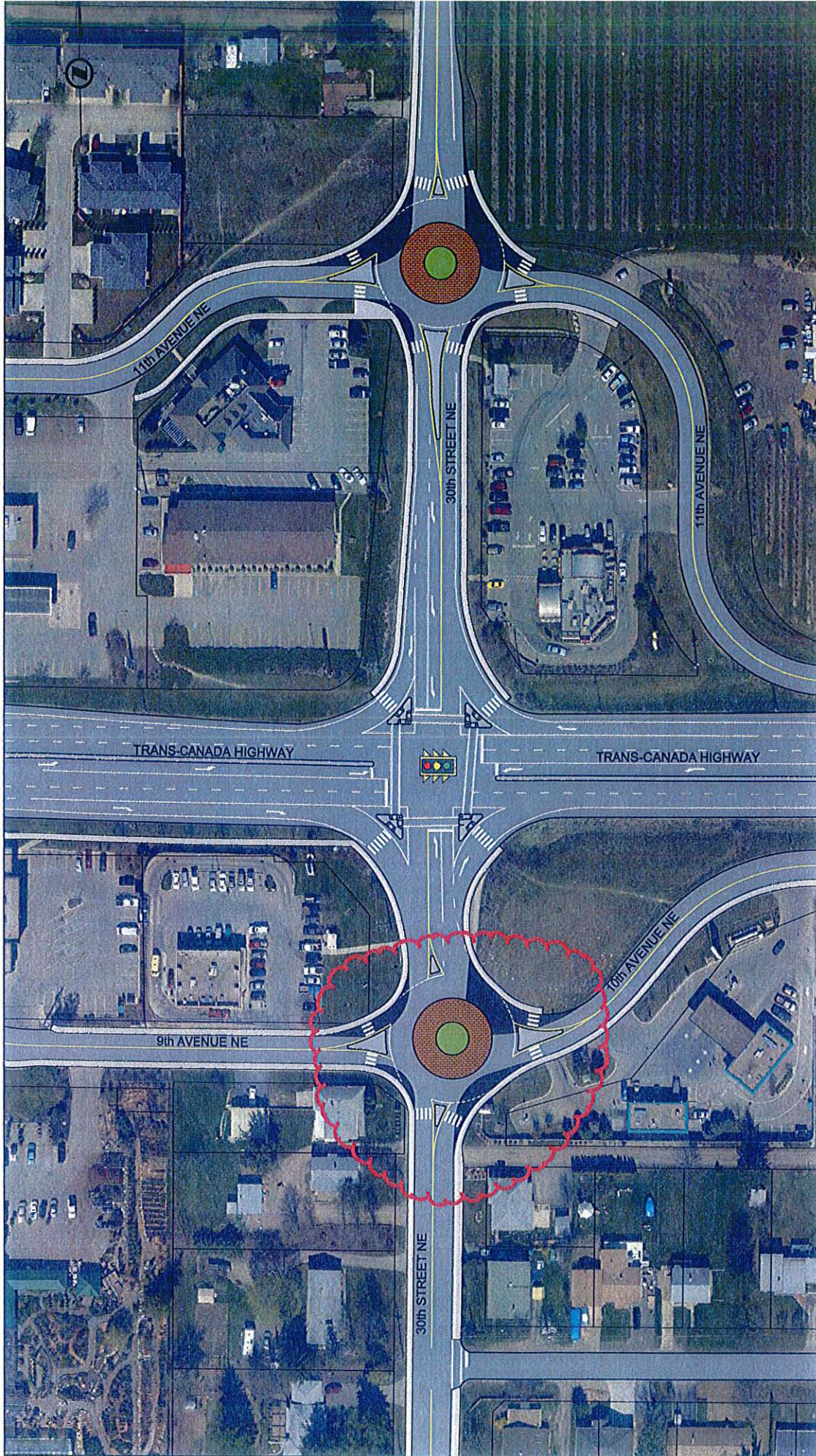
Submitted by:



Robert Niewenhuizen,
Director of Engineering & Public Works

cc Monica Dalziel, Chief Financial Officer

X:\Operations Dept\Engineering Services\5220 CAPITAL WORKS AND STUDIES\2018 Capital Works and Studies\2018-21 9 Avenue & 30 Street NE Intersection Design\HWM MEMO - Intersection Options Award - 30 Street NE & 9 Avenue NE Intersection.docx



BINNIE
 10000 10th Avenue NE
 Suite 1000
 Edmonton, Alberta T5A 1H6
 Tel: (780) 443-1111
 Fax: (780) 443-1112
 Email: info@binnie.ca
 Website: www.binnie.ca

SCALE: 0 1000 2000
 DATE: 10/05/2014
 DRAWN BY: []
 CHECKED BY: []
 APPROVED BY: []
 PROJECT NUMBER: 13-459

PLAN
 OPTION 4 - ROUNDABOUT
 30TH STREET NE FROM 11TH AVENUE NE TO 9TH AVENUE NE
 PROPOSED INTERSECTION IMPROVEMENTS

DESIGNED BY: []
 CHECKED BY: []
 APPROVED BY: []
 DATE: []
 PROJECT NUMBER: 13-459

CONCEPTUAL DESIGN - MAY 6, 2014

Item 11.5

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Tender, Construction and Record Engineering Services for the 10 Avenue SE Storm Main Extension project be awarded to Lawson Engineering and Development Services, in accordance with the February 7, 2018 proposal for an estimated cost of \$16,300.00 plus taxes as applicable.

Vote Record

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

Opposed:

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



*City of Salmon Arm
Memorandum from the Engineering and
Public Works Department*

File: ENG.2018-24

TO: Her Worship Mayor Cooper and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: February 14, 2018

SUBJECT: **10 Avenue SE Storm Main Extension – Award of Tender,
Construction and Record Engineering Services**

RECOMMENDATION:

THAT: The Tender, Construction and Record Engineering Services for the 10 Avenue SE Storm Main Extension project be awarded to Lawson Engineering and Development Services, in accordance with the February 7, 2018 proposal for an estimated cost of \$16,300.00 plus taxes as applicable.

BACKGROUND:

10 Avenue SE Storm Main Extension Design was completed by Omega Engineering in 2014. Since this time, Omega Engineering in Salmon Arm has amalgamated with Onsite Engineering. Currently we have approved Engineered Design Drawings and Class B cost estimate completed.

The 10 Avenue SE Storm Main Extension Project includes extension of the existing storm system from 20 Street towards 22 Street SE and upsizing a section of pipe on 20 Street SE to ensure the storm system is sized adequately to handle additional flows from the upstream developments. In addition, concrete curb & gutter and sidewalk will be placed along the north side of 10 Avenue SE (20 St – 22 St SE) complete with road drainage.

Staff are proposing to tender this project in conjunction with the Hudson Avenue NE Revitalization Project. The general feedback from contractors is that the majority of work for the Hudson Avenue Revite would be sub-contracted out, which does not make it worthwhile to take on such a high profile project. In the past two years, staff has completed two Tenders for the Hudson Avenue Revitalization unsuccessfully. We received only one Tender each time, both of which were over budget. By combining


these two projects we are adding more substantial work to the Hudson Avenue project, which should result in additional interest in the tender and more competitive pricing.

Lawson Engineering was awarded the tender and construction services for Hudson Avenue Revitalization, being the successful proponent from a Request for Proposal that was sent out in March of 2016. As the Hudson Avenue project is comprehensive and Lawson Engineering has been working on the project since 2016, we feel it is in the best interest to have Lawson Engineering complete the engineering services on 10 Avenue SE, while combining these two projects.

We are recommending award to Lawson Engineering as they have essential background knowledge of the Hudson Avenue Revitalization and exceptional experience coordinating similar projects. Lawson Engineering has completed many successful projects for the City of Salmon Arm and has indicated they are able to start the work after award has been issued.

The approved budget for 10 Avenue SE Storm Main Extension is \$400,000.00, which includes engineering, construction and record works. These funds are subject to council's approval on a borrowing bylaw. We recommend that Lawson Engineering and Development Services be awarded the Engineering Services for the 10 Avenue SE Storm Main Extension at their quoted price of \$16,300.00 plus taxes as applicable. This quote is approximately 4.0% of the total value of this project whereas, typically, Engineering Services are estimated at 10-15% of the total construction estimates; therefore, this is a reasonable quote comparable to other projects.

Submitted by:



Robert Niewenhuizen,
Director of Engineering & Public Works

cc Monica Dalziel, Chief Financial Officer

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Item 11.6

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: Council award the Airport Fuel Supply System Project No. ENG2017-57 to Aviation Ground Fueling Technologies Ltd., in accordance with their revised proposal dated February 13, 2018, for an estimated cost of \$286,310.00 plus taxes as applicable.

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Engineering and
Public Works Department

File: ENG2017-57

TO: Her Worship the Mayor and Members of Council
 FROM: Rob Niewenhuizen, Director of Engineering and Public Works
 PREPARED BY: Darin Gerow, Engineering Assistant
 DATE: February 19, 2018
 SUBJECT: **Airport Fuel Supply System - PROPOSAL AWARD**

RECOMMENDATION:

THAT: Council award the Airport Fuel Supply System Project No. ENG2017-57 to Aviation Ground Fueling Technologies Ltd., in accordance with their revised proposal dated February 13, 2018, for an estimated cost of \$286,310.00 plus taxes as applicable.

BACKGROUND:

A request for proposals was advertised on December 19, 2017 to supply, deliver and install an Airport Fuel Supply system at the Shuswap Regional Airport consisting of two (2) double walled fuel storage tanks and self servicing fueling terminals controlled by a single point of sale with a card lock EMV system.

At the April 4, 2016 regular council meeting, council authorized the submission of two (2) grant applications under the British Columbia Air Access Program for the Fuel System Upgrade and Airport Development Plan Phase I – Taxiway Charlie. City of Salmon Arm was successful in the Fuel System Upgrade application. The successful grant provides the City of Salmon Arm to a maximum \$225,000.00 or 75% of the total eligible project costs, whichever is less.

The Shuswap Regional Airport is currently using an out of date fuel dispensary system with underground fuel and av-gas tanks. Parts are difficult to acquire for maintenance and repairs. Currently Airport staff must be present to operate the system which means staff are on-call at all hours of the day. Additionally, the underground tanks are an environmental hazard. This upgrade will have the storage tanks above ground with a single point of sale, which will decrease fueling waits and meet the latest safety requirements.

The following proposals were received Thursday, January 25, 2018 and evaluated based on Project Methodology, Experience, Understanding of work, Material Selection and Price.

Proposal Results:

Evaluation		Contractor	Proposal	GST	Total
Proposal Rank	Cost Rank				
1	1	Aviation Ground Fueling Technologies Ltd.	\$286,310.00	\$14,315.50	\$300,625.50
2	2	Phoenix Petroleum Ltd.	\$463,000.00	\$23,150.00	\$486,150.00
2	3	Western Oil Services Ltd.	\$472,000.00	\$23,600.00	\$495,600.00

PROPOSAL AWARD FOR SHUSWAP REGIONAL AIRPORT FUEL SUPPLY SYSTEM

Page 2

The total budget available for this project is \$309,515.00. The project includes:


- Design & Supply of Skid Tank and Gravel Base,
- Supply & Install Two (2) Double Walled Above Ground Storage Tanks,
- Supply & Install Automatic Tank Level Gauging and Leak Detection,
- Supply & Install Self Serve Aviation Fueling Terminal,
- Supply & Install Fuel Dispensing Cabinets,
- Meter Proving to certify weights and measures accuracy.

Initially all proposals were over the available budget. Through discussions with the lowest price, highest evaluated bidder, Aviation Ground Fueling Technologies Ltd. we were able to reduce the price below the available budget. Proposed major contract changes are reducing the concrete pad to a gravel standard and providing a smaller, 30,000 litre tank for the av-gas.

Each of the proposals ranked very high in their knowledge of the project, experience, understanding of work and material selections. Aviation Ground Fueling Technologies Ltd. have completed very similar projects, within British Columbia.

We recommend that Aviation Ground Fuel Technologies Ltd. be awarded the project and that Council accept the proposal of Aviation Ground Fuel Technologies Ltd for the Shuswap Regional Airport Fuel Supply System Project in accordance with the proposal for an estimated cost of \$286,310.00 plus GST.

Respectfully submitted,



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

cc Monica Dalziel, Chief Financial Officer

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Item 11.7

CITY OF SALMON ARM

Date: February 26, 2018

Panhandling (Soliciting) in Public Spaces - For Information

Vote Record

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

Opposed:

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



Report from the Director of Development Services

TO: Her Worship Mayor Cooper and Members of Council

DATE: February 13, 2018

SUBJECT: Panhandling (Soliciting) in Public Spaces

FOR INFORMATION

At its January 15, 2018 meeting, Council requested a staff report on the topic of panhandling, and more specifically on how other municipalities are coping with the issue along with jurisdictional matters. This report considers the act of panhandling as having the same meaning as "solicit" defined in the *Provincial Safe Streets Act* (APPENDIX 1). The focus of this report does not include busking, street entertainment, or the act of displaying political, religious or other types of messaging or materials in public spaces.

Over the last two years, panhandling has become more noticeable in downtown of Salmon Arm and in particular on Alexander Street, Lakeshore Drive and Hudson Avenue. The number of people seen by City staff to be panhandling on these boulevards typically fluctuates from 0 - 4 depending on the time of day and season. Activity has also been seen occurring in several malls on which the private land is beyond the jurisdiction of the City as far as panhandling is concerned.

The issue was discussed last year by the Social Impact Advisory Committee (SIAC) after Downtown Salmon Arm (DSA) received complaints from several merchants who were concerned about panhandling in front of their businesses. Complaints fielded by DSA staff have included the following:

- "Person accosted on Alexander Street, panhandler originally asked for money, but when denied was sworn at with obscenities, and followed along the street;
- Panhandler found sleeping on the park bench outside a business, with pants down and exposing himself;
- Panhandlers spending all day on the same park bench, denying customers of the local businesses a chance to sit down; and
- Several businesses said the panhandlers make their customers uncomfortable".

City staff met with the SIAC, DSA staff and local RCMP members on several occasions to discuss the issue. General topics of discussion at those meetings included:

- Existing support services for the homeless, mentally ill and those in a perpetual state of poverty;
- Nature of complaints and strategies to deal with complaints lodged by merchants and the public;
- Legislation and bylaws in effect in the Province and municipalities to regulate panhandling;
- Pros and cons with the municipal bylaw approach; and
- Other alternatives to bylaws.

DISCUSSION

Panhandling has occurred in cultures and societies for thousands of years. People who panhandle may suffer from poverty, homelessness, unemployment, substance abuse / addictions, mental and physical illnesses. The underlying issues are complex and intertwined. In Salmon Arm, there are a multitude of agencies involved in assisting and counseling those with underlying problems. Local agencies include social services at the Provincial level, BC Housing, BC Non-Profit Housing Association, Interior Health, Canadian Mental Health Association, the Salvation Army and other various churches, to name a few.

Panhandling

Larger municipalities, such as Vancouver, Victoria, Kelowna and Kamloops have social planning or community outreach entities with trained municipal staff to work alongside Provincial and non-profit agencies with vulnerable populations. These larger cities also have contingencies of bylaw enforcement staff, some of who have specialized training to deal with aggressive panhandlers, but mostly who work in special street patrol units with local police. Panhandling activity continues in those cities.

Complaints about panhandling range from a mild nuisance, to solicitation in an aggressive manner, to harassment and public safety threats. The RCMP members in Salmon Arm are called to deal with and enforce matters involving violations of the Provincial *Safe Streets Act*. Just as is the case with municipal bylaw enforcement, the RCMP's ability to respond is dependent on resources and priorities. In attempt to address the nuisance complaints, some municipalities have adopted bylaws to augment the *Safe Street Act* with the primary effect of expanding the 5 m panhandling restrictive zone of that *Act*.

LEGISLATION

In terms of regulating panhandling, the first known laws in the Commonwealth date from 1381 Britain, just after the "Peasant's Revolt". Today, the *Vagrancy Act* of 1824, still in effect in England, was originally intended to remove panhandlers from the streets when "the vagrant population had swollen by homeless sailors, veterans of the Napoleonic war and persons displaced by the effects of the Industrial Revolution".ⁱ That Act has recently gathered media attention in advance of the Royal Wedding where there is a homeless population of over 460 living on the streets around Westminster in west London.

In Canada, there is no national legislation that uniformly addresses panhandling across the country. The *Criminal Code* of Canada, however, and according to the local RCMP, requires police to meet a "criminal standard on those persons exhibiting behaviors that have been associated with panhandling such as mischief (disturbing an unlawful enjoyment of property), uttering threats (causing fear for one's life and safety), or assault and unwanted touching".

At the Provincial level, several provinces including Ontario and BC have a *Safe Streets Act*. The *Act* in BC (attached) bans solicitation "in an aggressive manner" anywhere in the public realm and further bans panhandling, whether aggressive or not, within 5 m of an ATM. As a Provincial law, the RCMP is contacted from time to time to enforce the *Act*, which may involve merely asking a person who is soliciting to vacate out of a 5 m restriction zone. Provincial ticketing is an option for non-criminal infractions, and then potentially arrests and charges for associated criminal code offences.

The *Community Charter* of BC enables a municipality to regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community, including bylaws pertaining to nuisances and the carrying on of a noxious or offensive business activity (Sections 8 & 64). It is assumed that panhandling bylaws in BC have legitimacy under the Provincial *Community Charter*.

Also at the Federal level, the *Charter of Rights and Freedoms* (CRF) has been referenced by advocacy organizations such as the Pivot Legal Society to challenge *Safe Street Acts* and municipal panhandling bylaws. Ontario's *Safe Street Act* was unsuccessfully challenged in the context of the CRF, with the ruling citing "a justifiable infringement on individual rights in the interest of public safety".ⁱⁱ However, similar to bylaws that attempt to ban homeless people from public spaces, a bylaw with intentions to impose a community-wide ban on non-aggressive panhandling could be vulnerable to a CRF challenge.

MUNICIPAL BYLAWS

Salmon Arm does not have a panhandling bylaw. The idea of a bylaw was raised at last year's SIAC meeting and there was no unified support for one. However, the local RCMP who receives the bulk of panhandling complaints opines that such a bylaw could assist its officers and City Bylaw Enforcement staff in various ways, realizing the City's Bylaw Enforcement Officer (BEO) does not enforce the *Safe Streets Act*. More to the point, a municipal panhandling bylaw in Salmon Arm could expand enforcement options and capabilities beyond the *Safe Street Act*'s 5 m restrictive zone, and to locations other than ATMs, with an ability for the RCMP or the BEO to levy municipal tickets.

Panhandling bylaws adopted in various forms from Enderby, Kamloops, Kelowna, Vernon, Penticton were examined. Each appears to consider the *Safe Street Act* as a framework with modifications and additions, including expanded restricted areas from 5 m to 10 m and 15 m; adding more types of locations with restricted areas (e.g. liquor stores, movie theatres); prohibiting those who panhandle from sitting or laying down on a boulevard, or blocking access to pedestrian routes; and some with sunset to sunrise time restrictions. Some municipalities have "red zones" that place entire blocks off limits to panhandling. Enderby adopted panhandling bylaw provisions in 2013 for a single panhandler who eventually moved out from that community. Bylaws from Kelowna and Kamloops are attached as examples (APPENDIX 2).

ISSUES

Research suggests society's views and opinions on the topic range considerably. Some view panhandling as a public nuisance, while others do not. Some feel threatened by panhandlers, while others do not. Some who panhandle have been known to aggressively harass and threaten people. Various businesses in downtown Salmon Arm are frustrated with the consistent presence of panhandling near, on or within their entrances; their customers complain and they want the panhandlers out of their realm. The BC Chamber of Commerce is an advocate of the *Safe Streets Act* and in 2015 called on the Provincial Government to expand the reach of the legislation to additional locations, including sidewalk cafés and pay parking stations. The BC Chamber further "understands that enforcement of panhandling is difficult".ⁱⁱⁱ

Some argue that forcing panhandlers off the street is displacing the issue from one street or community to another, not solving the underlying issues, and is a guised attempt to criminalize poverty for the benefit of the wealthy.^{iv} Others view the presence and act of panhandling as degradation to the vitality and image of a business, street and community. Some suggest panhandlers choose to avoid social assistance and treatment, solicit as a preferred way of life, and profit from it more than most people would assume. Others say there is a lack of social services and resources available to assist people in need, which in turn forces people to the streets to panhandle.

The City's role and capability on the social services side of the equation is limited. If deterrence is deemed to be needed, having a panhandling bylaw in place could potentially serve as a message that certain locations in downtown Salmon Arm are not open to that form of solicitation. However, if a bylaw were to be considered by Council, there are complicated considerations, including the most common question: how can someone who panhandles be expected to pay one or more fine? From that, what happens if fines are not paid and court action is the next step? Is the City prepared to follow through with bylaw enforcement from the streets to the courts? (see article from Penticton - APPENDIX 3).

The City's BEO routinely deals with upset and angry people, but he does not have the training or expertise to engage with potentially volatile people. With a bylaw, a police presence would be needed for higher level risk situations. There is a possibility for the BEO to work cooperatively with Salmon Arm RCMP members if a panhandling bylaw was in effect, as is the situation with the City's Traffic Bylaw. Effective enforcement of these types of public nuisance bylaws usually comes down to priorities, resources, capabilities, and a will by a municipality to proceed to the prosecution level with repeat offenders. Even with that, as with the situation in Penticton, it is questionable if tickets would be paid and panhandling would cease.

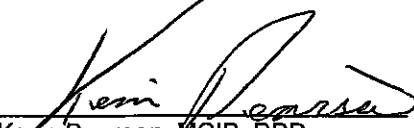
OTHER EFFORTS

Business Improvement Areas in other municipalities, and DSA here recently, have attempted to educate its members and the consumer public on the topic with suggestions and measures to deter panhandling (DSA's bulletin produced in 2018 is attached as APPENDIX 4). According to the DSA the number of complaints by its members over the past year has ended up being lower than expected, although certain business, banks in particular, continue to have panhandling issues on their doorsteps.

The City of Vernon's Community Safety Office has implemented an educational program similar to DSA's and has also installed "kindness meters" on some downtown streets, which are brightly coloured and decorated parking meters. The theory with a kindness meter is that with the public feeding those machines coins instead of to someone panhandling, the funds from the machine will go directly to local support service agencies who deal with the underlying problems.

CONCLUSION

This report discusses panhandling in a historical and modern day context; the complexity of the issue with different societal points of view; the situation in Salmon Arm and different agencies involved; what other municipalities do in attempt to regulate panhandling; and, the benefits and challenges of panhandling bylaws in terms of effectiveness, enforcement, resources, priorities and capabilities.



Kevin Pearson, MCIP, RPP
Director of Development Services

ⁱ Murdie A. "The History of the Vagrancy Act 1824". The Pavement. (June, 6 2010)

ⁱⁱ Jones A. "Legal clinic challenges Ontario panhandling law as unconstitutional". Canadian Press. (June 23, 2017)

ⁱⁱⁱ "Modernizing the Safe Streets Act", BC Chamber of Commerce (2015)

^{iv} Graser D. "Panhandling for Change in Canadian Law". Journal of Law and Social Policy. Osgood Hall Law School, York University. Volume 15, Article 2. (2000)

This Act is current to January 31, 2018

See the [Tables of Legislative Changes](#) for this Act's legislative history, including any changes not in force.

SAFE STREETS ACT

[SBC 2004] CHAPTER 75

Assented to October 26, 2004

Contents

- 1 Definition
- 2 Solicitation in aggressive manner prohibited
- 3 Solicitation of captive audience prohibited
- 4 Arrest without warrant
- 5 Consequential Amendment
- 6 Commencement

Definition

- 1 In this Act, "**solicit**" means to communicate, in person, using the spoken, written or printed word, a gesture or another means, for the purpose of receiving money or another thing of value, regardless of whether consideration is offered or provided in return.

Solicitation in aggressive manner prohibited

- 2 (1) A person commits an offence if the person solicits in a manner that would cause a reasonable person to be concerned for the solicited person's safety or security, including threatening the person solicited with physical harm, by word, gesture or other means.
- (2) A person commits an offence if the person engages, in a manner that would cause a reasonable person to be concerned for the solicited person's safety or security, in one or more of the following activities during a solicitation or after the solicited person responds or fails to respond to the solicitation:
 - (a) obstructing the path of the solicited person;
 - (b) using abusive language;
 - (c) proceeding behind or alongside or ahead of the solicited person;
 - (d) physically approaching, as a member of a group of 2 or more persons, the solicited person;
 - (e) continuing to solicit the person.

Solicitation of captive audience prohibited

3 (1) In this section:

"commercial passenger vehicle" means a motor vehicle operated on a roadway by or on behalf of a person who charges or collects compensation for the transportation of passengers in that motor vehicle, and includes a vehicle operated by or on behalf of the British Columbia Transit Authority or the South Coast British Columbia Transportation Authority to provide a regularly scheduled public passenger transportation service;

"roadway" means a highway, road, street, lane or right of way, including the shoulder of any of them, that is improved, designed or ordinarily used by the general public for the passage of vehicles;

"vehicle" includes non-motorized vehicles.

(2) Subject to subsection (3), a person commits an offence who does any of the following:

- (a) solicits a person who is using, waiting to use, or departing from a device commonly referred to as an automated teller machine;
- (b) solicits a person who is using, or waiting to use, a pay telephone or a public toilet facility;
- (c) solicits a person who is waiting at a place that is marked, by use of a sign or otherwise, as a place where a commercial passenger vehicle regularly stops to pick up or disembark passengers;
- (d) solicits a person who is in, on or disembarking from a commercial passenger vehicle;
- (e) solicits a person who is in the process of getting in, out of, on or off of a vehicle or who is in a parking lot.

(3) No offence is committed under subsection (2) if the person soliciting is 5 metres or more from the following:

- (a) in the case of subsection (2) (a) to (c), the automated teller machine, pay telephone, public toilet facility entrance or commercial passenger vehicle marker, as applicable;
- (b) in the case of subsection (2) (d) or (e), the commercial passenger vehicle or vehicle, as applicable.

(4) No offence is committed under subsection (2) (a) if the person soliciting

- (a) has express permission, given by the owner or occupier of the premises on which the automated teller machine is located, to solicit within 5 metres of the automated teller machine, and
- (b) solicits only on the premises.

(5) A person commits an offence if the person, while on a roadway, solicits a person who is in or on a stopped, standing or parked vehicle.

- 4 (1) In this section, "**peace officer**" means a peace officer described in paragraph (c) of the definition of "peace officer" in section 29 of the *Interpretation Act*.
- (2) A peace officer may arrest without warrant any person who the peace officer believes on reasonable and probable grounds is committing an offence under this Act.

Consequential Amendment

[Note: See Table of Legislative Changes for the status of this provision.]

Section(s)	Affected Act
5	<i>Motor Vehicle Act</i>

Commencement

- 6 This Act comes into force by regulation of the Lieutenant Governor in Council.

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CITY OF KELOWNA

BYLAW NO. 8214

CONSOLIDATED FOR CONVENIENCE TO INCLUDE BYLAW NO. 9851

A Bylaw to Regulate and Control Panhandling

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "Panhandling Bylaw No. 8214".
2. In this bylaw:

"**automated teller machine**" means a device linked to a financial institution's account records which is able to carry out transactions, including, but not limited to, account transfers, deposits, withdrawals, balance inquiries, and mortgage and loan payments;

"**bus stop**" means a section of street which is reserved for the loading and unloading of buses and where parking and stopping of all other vehicles is prohibited;

"**panhandle**" means to beg for, or, without consideration ask for, money, donations, goods or other things of value whether by spoken, written or printed word or bodily gesture for one's self or for any other person but does not include soliciting by a registered non-profit society holding a tag day/fundraising drive permit issued by the City of Kelowna;

"**street**" means any roadway, sidewalk, boulevard, place or way which the public is ordinarily entitled or permitted to use for the passage of vehicles or pedestrians and includes a structure located in any of those areas;

"**traffic control signal**" means a traffic control signal as defined in the *Motor Vehicle Act, R.S.B.C., 1996 c. 318*;

"**trust company**" means an office or branch of a trust company to which *The Trust and Loans Companies Act* (Canada) applies and in which deposit accounts are held.
3. No person shall panhandle within 10 metres of:
 - (a) an entrance to a bank, credit union or trust company;
 - (b) an automated teller machine;
 - (c) a bus stop;
 - (d) a bus shelter;
 - (e) the entrance to any liquor store; or
 - (f) the entrance to a movie theatre.
4. No person shall panhandle from an occupant of a motor vehicle which is:
 - (a) parked;
 - (b) stopped at a traffic control signal; or
 - (c) standing temporarily for the purpose of loading or unloading.
5. No person shall panhandle after sunset on any given day.

Consolidated Bylaw No. 8214 - Page 2.

6. No person shall sit or lie on a street for the purpose of panhandling.
7. No person shall continue to panhandle from a person, or follow a person, after that person has made a negative response.

BL9851 amended section 8:

8. Any person who does anything prohibited by this bylaw or fails to do anything required by this bylaw commits an offence and is liable on conviction to a fine of not more than \$2,000.00, or liable to a term of incarceration for a period of not more than 90 days or both.
9. Any enactment referred to herein is a reference to an enactment of Canada or British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein is a reference to an enactment of the Council of the City of Kelowna, as amended, revised, consolidated or replaced from time to time.
10. If any part, section, sentence, clause, phrase or word of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the bylaw had been adopted without the invalid portion.
11. This bylaw shall come in to full force and effect as and from the date of adoption.

Read a first, second and third time by the Municipal Council this 6th day of April, 1998.

Adopted by the Municipal Council of the City of Kelowna this 20th day of April, 1998.

"Walter Gray"

Mayor

"D.L. Shipclark"

City Clerk

CITY OF KAMLOOPS

BY-LAW NO. 24-38A BY-LAW TO REGULATE AND CONTROL PANHANDLING
IN THE CITY OF KAMLOOPS

The Municipal Council of the City of Kamloops, in open meeting assembled, enacts as follows:

1. This by-law may be cited as "Panhandling By-law No. 24-38, 2003".

2. Definitions

All words or phrases shall have their normal or common meaning except where this is changed, modified or expanded by the definitions set forth in this Division.

"Automated teller machine" means a device linked to a financial institution's account records which is able to carry out transactions including, but not limited to, account transfers, deposits, withdrawals, balance inquiries and mortgage and loan payments.

"Bus stop" means an area on a street for the stopping of buses only that:

- a) is delineated by two signs, or
- b) extends 36 m from and in the direction indicated on one sign, or
- c) is within 36 m of the approach side of a sign which identifies a location where buses stop to load or unload passengers.

"By-law Enforcement Officer" means the person appointed by the City and any person delegated to assist him/her in enforcing municipal by-laws and regulations as set out in the by-law.

"Panhandle" means to beg for or, without consideration, ask for money, donations, goods or other things of value whether by spoken, written or printed word or bodily gesture for oneself or for any other person, but does not include soliciting for charity by the holder of a licence for soliciting for charity under the provisions of the Charitable Donations By-law.

"Peace Officer" means any member of the Royal Canadian Mounted Police and any person delegated to assist him/her in carrying out his/her duties under the by-law."

"Street" includes a public road, highway, bridge, viaduct, lane and sidewalk, and any other way normally open to the use of the public, but does not include a private right-of-way on private property.

"Traffic control signal" means a traffic control signal as defined in the Motor Vehicle Act.

"Trust company" means an office or branch of a trust company to which the Trust and Loans Companies Act (Canada) applies and in which deposit accounts are held.

3. Authorities

Peace Officers and By-law Enforcement Officers are authorized and empowered to enforce all sections of this by-law.

4. No person shall panhandle on a street within 10 m of:

- a) an entrance to a bank, credit union or trust company,
- b) an automated teller machine,
- c) a bus stop,
- d) a bus shelter,

- e) the entrance to any liquor store,
 - f) the entrance to a movie theatre, or
 - g) the entrance to any church or place of worship.
5. No person shall panhandle from an occupant of a motor vehicle which is:
- a) parked,
 - b) stopped at a traffic signal, or
 - c) standing temporarily for the purpose of loading or unloading.
6. No person shall panhandle at any time during the period from sunset to sunrise.
7. No person shall sit or lie on a street for the purpose of panhandling.
8. No person shall continue to panhandle on a street from a person after that person has made a negative response.
9. Every person who offends against any provision of this by-law, or who suffers or permits any act or thing to be done in contravention of, or in violation of, any of the provisions of this by-law, or who neglects to do, or refrains from doing anything required to be done by any of the provisions of this by-law, or who does any act or thing which violates any of the provisions of this by-law, shall be deemed to be guilty of an infraction of this by-law, and shall be liable to the penalties hereby imposed.
10. Every person who commits an offence against this by-law is liable to a fine and penalty of not more than \$2,000 and not less than \$100 for each offence.
11. If any part, section, clause, phrase, or word of this by-law is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the by-law had been adopted without the invalid portion.
12. This by-law comes into force and takes effect on the date of its passing.

READ A FIRST TIME the 2nd day of December , 2003.

READ A SECOND TIME the 2nd day of December , 2003.

READ A THIRD TIME the 2nd day of December , 2003.

ADOPTED this 9th day of December , 2003.

"ORIGINAL SIGNED BY M. G. ROTHENBURGER"

 MAYOR

"ORIGINAL SIGNED BY C. W. VOLLRATH"

 CORPORATE ADMINISTRATOR

City of Penticton taking homeless man to court

City hall claims Paul Braun is obstructing a breezeway, he says there is plenty of room

DUSTIN GODFREY / Nov. 14, 2017 4:38 p.m. / LOCAL NEWS / NEWS

A well-known Penticton homeless man is being taken to court by city hall over eight violations of the city's Good Neighbour Bylaw.

Paul Braun is known downtown for his regular perch at the corner of a breezeway between Main Street and the alleyway and parking lots just east of the street in the 200 block. It's that particular spot that has created the contention between the two.

"I think city hall wants to give me silver bracelets for Christmas," Braun said. "I'm sitting here and they come here and they hand me the subpoena and right behind them is a meter they installed that's doing the same thing.

"Yes, that chokes me up."

Related: Kindness meter in operation

Braun's subpoena cites eight counts of contraventions of the City of Penticton's Bylaw 2012-5030, which says "No person shall panhandle in a manner to cause an obstruction."

Obstruction, according to the bylaw, includes panhandling within 10 metres of an entrance to a bank or trust company, an ATM, a bus stop or shelter; the entrance to a liquor store,

payphone, a public washroom or, in this case, an enclosed or covered pedestrian walkway.

"They come around the corner here, and hand me a ticket all folded up, premade, turned around and went back to city hall," Braun said. "And then they say they're not targeting me while there's people out there. They don't bother going to see them. But yet they tell me, 'why don't you go and sit in Nanaimo Square?' What, it's legal there, but not here?"

The issue from the city's perspective is the breezeway, which they claim Braun is obstructing, according to the bylaw. But Braun said he isn't obstructing anyone from his point of view.

Related: Homeless Penticton man receives multiple tickets

"I know I've got to lose some weight because they say I'm an obstruction, so I've got to get skinnier," he joked, pointing out that two people or a scooter could easily pass by him in the breezeway.

Part of the reason Braun is sour over the ticket is the "kindness meter" the city put up next to his spot over the summer, which he feels is targeted at him.

In an email statement, Siebert said the city has handed Braun eight tickets over the Good Neighbour Bylaw between July 18 and Oct. 29 this year.

"The evidence will show that Mr. Braun feels so entitled to 'his spot,' that he intimidated and scared off another person who wanted to sit on 'his spot,'" Siebert said, adding the city has handed him 19 tickets over three years.

The only way for the City of Fenton to obtain compliance with its bylaw is to move from ticket enforcement, which the city has repeatedly done, to an information prosecution where the court can make an order preventing further breaches.”

Related: LETTER: Not the right place for a kindness meter

The offence incurs a fine of over \$100, which Braun said he had no way of paying.

“Where am I supposed to get \$110 bucks from?” he asked.

“It’s pretty stupid giving me a \$110 ticket. It’s even dumber if they expect to get paid.”

Braun said he has seen plenty of others sitting in the spot without issue, including people in groups of two or three, along with dogs and backpacks.

“I don’t sit here with my blankets all spread out, three dogs, a cat and a chicken,” he said.

“I don’t say nothing to sh*t to nobody other than ‘hello,’ ‘goodbye,’ and ‘thank you.’ I’m doing about the same thing as that meter’s doing.”

Related: Council investigating fencing Gyro Park Bandshell

Nearby business operator Roz Campigotto said she has no issue with Braun where he is.

“We’ve been in business here, in this area for about 42 years, in this location for 30-something. And we’ve seen a lot of panhandlers, and he’s the most gentle of the lot,” she said.

He sits there, he doesn't ask you for money. He has a little sign, and if you give it to him, he's very thankful, very polite. And he doesn't litter."

Campigotto, too, feels the city is targeting one person in particular, when others who are more obstructive take up the same spot.

"He comes in and uses the washroom here, and if he needed some towels, so we just give him what we have," she said.

"We have to help each other. This is ridiculous. Honestly, why the city is doing this, I don't know, because they must have bigger issues than Paul sitting in the breezeway."

@dustinrgodfrey

dustin.godfrey@pentictonwesternnews.com

Like us on Facebook and follow us on Twitter.



The Problem of Panhandling

Using this Guide

This guide is designed to help you and your neighbours understand and address the panhandling problem affecting your business area and to help promote dialogue among retailers, police, and community stakeholders about these issues. Keep in mind that when implementing these strategies you should tailor your solution to the unique nature of your problem and business environment.

Addressing Panhandling in our downtown

With the recent rise in panhandling in the downtown area, downtown Salmon Arm is searching for ways to address this complex issue. Recognizing the many problems associated with panhandling; human rights, public safety, addiction, cleanliness, homelessness, mental health issues; we are seeking a response that reaffirms the welcoming nature of the downtown while ensuring that the downtown is accessible to all.

There is currently no bylaw in Salmon Arm that restricts panhandling, and research suggests that utilizing strictly enforcement strategies is a ineffective way to deal with these problems.

A combination of public education, situational responses and enforcement policies are the best tools to deal with panhandling.

downtown
SALMON ARM

Public Education

In all likelihood, if people stopped giving money to panhandlers, panhandling would cease. Discouraging customers and the general public from giving money to panhandlers, while encouraging them to give to charities that serve the needy, is the best approach to dealing with these issues. Public education will often focus on three key elements:

- 1) panhandlers usually use the money to buy alcohol and drugs, rather than goods and services that will improve their condition
- 2) giving panhandlers small amounts of money is insufficient to address the underlying circumstances that cause them to panhandle
- 3) there are social services available to meet panhandlers' food, clothing, shelter, health care and employment needs

Situational Responses

One of the most effective strategies to reduce panhandling is modifying the physical environment around businesses to discourage panhandlers from congregating in these areas. Storefronts that utilize the space in front of their business to display sales racks, seating areas for customers (not just for restaurants) or decorative installations such as planters enjoy lower incidence of panhandling.

A parallel strategy is encouraging community groups to utilize public places for legitimate reasons to displace panhandlers. The DSA is currently pursuing this strategy with our new busking program to help displace transient buskers and "take back the space".

Enforcement

Isolated incidents of passive panhandling are usually a low police priority. In most BC communities, panhandling is not even illegal. Even where it is illegal, police usually tolerate passive panhandling, for both legal and practical reasons. Panhandling becomes a higher police priority when it becomes aggressive or so pervasive that its cumulative effect, even when done passively, is to make passersby apprehensive. Panhandling is of greater concern to merchants who worry that their customers will be discouraged from patronizing their business. Merchants are most likely to call police when panhandling disrupts their commerce.

Panhandling is not the Answer

Everyone loses when panhandling goes unchecked. The giver loses because panhandlers often use donated money to support their addictions to alcohol and drugs. The panhandlers lose by continuing these destructive behaviors rather than seeking help. The more change that is given to panhandlers, the more their lives don't change.

Food, shelter and other support services are available for those in need. Supporting local organizations that provide these services is the best way to help. A donation, or volunteering your time to a support organization such as the Family Resource Centre, The Salvation Army, a Food Bank or numerous others that can provide services for someone in need, is a more long-term and effective solution.



Panhandling Targets

Panhandlers target individuals perceived to be sympathetic or generous, such as male-female couples, conventioners or tourists, college students, women and grocery shoppers.

Additional Enforcement Concerns

Police must also be concerned with the welfare of panhandlers who are vulnerable to physical and verbal assault by other panhandlers, street robbers or passersby who react violently to being panhandled. Panhandlers often claim certain spots as their own territory, and disputes and fights over territory are not uncommon.

downtown
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Item 11.8

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: Council approve the Business Improvement Area 2018 Budget and 2017 Revenue and Expense Statements as presented.

Vote Record

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

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



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: February 20, 2018
To: Mayor Cooper and Members of Council
Subject: Business Improvement Area - 2018 Annual Budget
- 2017 Revenue & Expense Statement

Recommendation

That Council approve the Business Improvement Area 2018 Budget and 2017 Financial Statements as presented.

Background

Pursuant to Bylaw No. 3787, the Downtown Improvement Association (DIA and also known as Downtown Salmon Arm) must submit to Council the Business Improvement Area budget for the upcoming year as well as an accounting of the previous year's operations.

Lindsay Wong will attend the Regular Council Meeting of February 26, 2018, to present the Business Improvement Area 2018 Budget and 2017 Financial Statements. Ms. Wong will address any questions Council may have with respect to the 2018 Business Plan.

Respectfully Submitted,

Monica R. Dalziel, CPA, CMA

downtown **SALMON ARM**

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

February 26, 2018

Dear Mayor and Council

Downtown Salmon Arm Highlights of 2017, Year End Presentation

Thank you for the opportunity to present what's been happening at Downtown Salmon Arm!

We hosted & co-hosted several events again, many repeat but a couple of new events & programming, plus expansion of one event. To date, all our events are free to the public for a variety of audiences. These types of events assist with the vitality and energy of downtown and give people another reason to visit.

- Askews Downtown Clean Up - April
- Bike Month/Salty Street Fest - May
- Farmers Market – July, August
- Outdoor Movie Night - July
- Downtown Live - Music at Ross Street Plaza – July, August
- Street Entertainment – Busking – July, August
- Salmon Arm Applefest - September
- Halloween Treat Trail - October
- Christmas Campaign – Sponsor a Tree Program, Santa and Reindeer on top of Ross Street Stage, Downtown Light Up, Breakfast with Santa, Dinner and A Movie, SASCU Elf, Winter Solstice Bonfire Night - December

Two projects we had started last year and are continuing into 2018 are:

- Recycling Receptacles, image wrapping
- Breezeway enhancement

Projects such as these are important to beautification and streetscape.

For our members, there are a series of ways we assist them with programs.

- Downtown Dollars, provided to Conference and Event Registrants to encourage shopping at participating merchants
- Dining Guide Map, updated annually
- Gallery Map, updated annually
- Gift Vouchers, available to purchase, used like cash

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SALMON ARM, BRITISH COLUMBIA V1E 3B8

downtown SALMON ARM

- Downtown Live, live music on the Ross Street Stage all summer long
- Spring Walk-around
- Grad Flower Program
- Graffiti Removal Program
- Familiarization Tour, offered to Front of House employees of our accommodations

Other Member focused programs include

- Street Cleaning
- Parking Task Force
- Downtown Parking Commission
- Grad Flower Bed
- Spring Walk-around
- Business Walk with SAEDS
- Salmon Arm Branding Project with partners
- School Tours
- State of Downtown
- MRDT Committee with partners
- Edible Food Waste Diversion Program with Second Harvest Food Bank, CSRD
- Social Media workshops
- Best Dressed Window Contest
- Panhandling Information Handouts
- Downtown Update – regular newsletters produced for members (public version available also)
- Leveraging our finances – on-going research of grant opportunities

Board of Directors focused

- Strategic Planning Session
- AGM

2018 Events

- Askews Downtown Clean Up - April
- Bike Month/Salty Street Fest - May
- Eats and Beats Fundraiser – May
- Multicultural Day – June
- Outdoor Movie Night and Fun in the Park - July
- Downtown Live – July, August
- Street Entertainment – July, August
- Salmon Arm Applefest - September
- Halloween Treat Trail - October
- Christmas Campaign - December

DOWNTOWN SALMON ARM
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downtown SALMON ARM

New

- ★ Bylaw Renewal Committee – review upcoming bylaw renewal with CSA
- ★ Marine Peace Park/Wharf Programming – promotion and utilization of this area
- ★ Website and branding updates – in conjunction with SA Branding Project
- ★ Marketing Strategy – in conjunction with SA Branding Project
- ★ Office Relocation – new location this Spring

Capital Projects

- ❖ Christmas decorations
- ❖ Pole Banners

Partners

- Chamber, SAEDS, Community Futures, Shuswap Tourism, Trail Alliance, Shuswap Cycling Club, SA Folk Music Society, SA Arts Centre, SA Fair, Family Resource Centre, Shuswap Theatre, Shuswap Association for Community Living, Second Harvest Food Bank, Shuswap Construction Industry Professionals, Shuswap Rowing and Paddling, Shuswap Food Action Co-Op, Shuswap Farm and Craft Market, Immigrant Services Shuswap, Salmon Arm Citizens Patrol, High School Leadership Class, High School Rugby Team, Girl Guides

We are proud to work and connect with so many organizations and groups.

The Board of Directors and Staff look forward to another exciting and fun year ahead!

Respectfully submitted,

Lindsay Wong
Manager

DOWNTOWN SALMON ARM
402 – 251 TRANSCANADA HIGHWAY NW
SALMON ARM, BRITISH COLUMBIA V1E 3B8

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION
BUDGET For the Year Ending: December 31, 2018

		BUDGET		
		OPERATIONAL	PARTNERSHIP	TOTAL
INCOME:				
Grant		\$ 179,045.00		
Total DIA Income				\$ 179,045.00
Street Cleaning			\$ 16,534.00	
Donations				
Misc Income				
Total Partnership Income				16,534.00
TOTAL INCOME				\$ 195,579.00
EXPENSES:				
OFFICE ADMINISTRATION				
Accounting & Legal		\$ 1,600.00		1,600.00
Bookkeeping		2,000.00		2,000.00
Insurance		2,000.00		2,000.00
Memberships		400.00		400.00
Communication (Tel. Cell. IT.)		3,600.00		3,600.00
Website		900.00		900.00
Office Maintenance		800.00		800.00
Office Supplies & Expense		3,500.00		3,500.00
Awards & Gifts		250.00		250.00
Professional Development		3,000.00		3,000.00
Rent Office		12,500.00		12,500.00
Storage Unit		-		-
Sponsorships		500.00		500.00
Wages		84,000.00		84,000.00
Benefits		10,500.00		10,500.00
CPP/EI/WCB Expense		6,200.00		6,200.00
TOTAL OFFICE ADMINISTRATION		\$ 131,750.00		\$ 131,750.00
PROJECT EXPENSES:				
AGM		595.00		595.00
Marketing & Advertising & Trade Shows		5,000.00		5,000.00
Street Cleaning			16,534.00	16,534.00
Banners		6,000.00		6,000.00
Gateway		2,000.00		2,000.00
Street Lights - Power		1,200.00		1,200.00
Seasonal Decorations		2,000.00		2,000.00
Graffiti Removal		500.00		500.00
Branding		5,000.00		5,000.00
Events		19,000.00		19,000.00
Applefest		250.00		250.00
Downtown Live		2,500.00		2,500.00
Halloween Treat Trail		500.00		500.00
Flower Bed		500.00		500.00
Christmas		7,000.00		7,000.00
Open House / Business Mixer		500.00		500.00
Membership Engagement		2,000.00		2,000.00
Convention Readiness		500.00		500.00
Bike Month / Salty Street Fest		250.00		250.00
Paddle Month		-		-
Farmers Market		750.00		750.00
Eats & Beats		750.00		750.00
Community Clean Up		500.00		500.00
Project Supplies		3,000.00		3,000.00
Gift Vouchers				-
TOTAL PROJECT EXPENSES:		\$ 41,295.00	\$ 16,534.00	\$ 57,829.00
GST Expense (50% payable)		2,000.00		2,000.00
Amortization Expense		4,000.00		4,000.00
TOTAL EXPENSES:		179,045.00	16,534.00	195,579.00
SURPLUS/DEFICIT				\$ -

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Financial Statements

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION
Index to Financial Statements
Year Ended December 31, 2017
(Unaudited - See Notice To Reader)

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Statement of Changes in Net Assets	4
Notes to Financial Statements	5
Project Expenses <i>(Schedule 1)</i>	6

DREW LEE-HAI

CHARTERED PROFESSIONAL ACCOUNTANTS & BUSINESS ADVISORS

PO Box 697, 541 6th Street, NE
 Salmon Arm, BC V1E 4N8
 TEL 250.832.7192 / 877.832.7192
 FAX 250.832.5377
 EMAIL info@drewleehai.ca

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Salmon Arm Downtown Improvement Association as at December 31, 2017 and the statements of operations and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

DREW LEE-HAI

Salmon Arm, BC
 February 1, 2018

CHARTERED PROFESSIONAL ACCOUNTANTS

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Statement of Operations

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

	2017	2016
REVENUE		
Grant	\$ 168,976	\$ 173,200
Street cleaning	16,354	16,176
Interest	1	1
	<u>185,331</u>	<u>189,377</u>
EXPENSES		
Accounting and legal	1,250	1,582
Amortization	3,576	4,444
Bookkeeping	1,980	2,000
Communications	3,190	3,376
Employee benefits	16,020	16,586
Insurance	1,868	1,905
Office	6,438	5,629
Office and equipment maintenance	750	713
Project expenses (Schedule 1)	48,055	97,025
Rental	11,905	14,942
Salaries and wages	82,659	86,146
Training	1,542	1,541
Unrecovered GST	1,167	2,600
Website	875	361
	<u>181,275</u>	<u>238,850</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ 4,056</u>	<u>\$ (49,473)</u>

See notes to financial statements

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Statement of Financial Position

December 31, 2017

(Unaudited - See Notice To Reader)

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 20,301	\$ 11,852
Accounts receivable	5,471	5,536
Prepaid expenses	3,569	1,089
	<u>29,341</u>	<u>18,477</u>
EQUIPMENT (Note 3)	<u>6,603</u>	<u>10,179</u>
	<u>\$ 35,944</u>	<u>\$ 28,656</u>
 LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 13,657	\$ 13,255
Deferred revenue	5,765	2,935
	<u>19,422</u>	<u>16,190</u>
NET ASSETS	<u>16,522</u>	<u>12,466</u>
	<u>\$ 35,944</u>	<u>\$ 28,656</u>

See notes to financial statements

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION
Statement of Changes in Net Assets
Year Ended December 31, 2017
(Unaudited - See Notice To Reader)

	2017	2016
NET ASSETS - BEGINNING OF YEAR	\$ 12,466	\$ 61,939
Excess of revenue over expenses	<u>4,056</u>	<u>(49,473)</u>
NET ASSETS - END OF YEAR	<u>\$ 16,522</u>	<u>\$ 12,466</u>

See notes to financial statements

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

1. DESCRIPTION OF BUSINESS

The business is incorporated under the British Columbia Societies Act. The operations consist of work for the improvement of the designated business area within the City of Salmon Arm.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICY

The preparation and presentation of these financial statements may not conform to Canadian accounting standards for not-for-profit organizations and therefore may not be appropriate for all readers' purposes.

3. EQUIPMENT

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Banners	\$ 61,250	\$ 60,605	\$ 645	\$ 1,076
Computer equipment	11,422	10,540	882	1,536
Computer software	934	924	10	14
Decorations	9,859	9,822	37	61
Leasehold improvements	8,000	7,200	800	2,400
Office equipment	26,128	22,719	3,409	4,067
Signage	3,475	2,655	820	1,025
	<u>\$ 121,068</u>	<u>\$ 114,465</u>	<u>\$ 6,603</u>	<u>\$ 10,179</u>

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Project Expenses

(Schedule 1)

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

	2017	2016
Annual General Meeting	\$ 688	\$ 692
Applefest	827	2,558
BC Hydro Boxes	-	2,211
Banner Project	2,220	3,687
Bike Racks	-	500
Breezeway	-	19,048
Christmas	10,628	15,796
Community Clean Up Day (recovery)	(40)	139
Convention Readiness	627	762
Downtown Live	2,802	3,925
Eco Fair	-	907
Farmers Market	519	1,229
Flower Bed	461	430
Gateway Sign	-	4,000
Graffiti Removal	928	50
Halloween Treat Trail	336	941
Marketing & Advertising	7,197	7,339
Membership Engagement	800	2,388
Photo Contest	-	300
Project Supplies	1,749	2,221
Pull-out Signage	-	4,074
Recycling Receptacles (recovery)	(75)	2,500
Roots & Blues	-	3,122
Seasonal Decorations	-	793
Shuswap Bike Month (recovery)	(1,829)	267
Signage	2,000	-
Sponsorships	125	907
Street Lights - Power	1,738	-
Street cleaning	16,354	16,176
Yoga Event	-	63
	<u>\$ 48,055</u>	<u>\$ 97,025</u>

See notes to financial statements

Item 11.9

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Housing Task Force membership be amended to include Neskonlith and Adams Lake Indian Band representation and two (2) Citizens at Large positions that will be advertised to the public;

AND THAT: Council will appoint all members of the Housing Task Force.

Vote Record

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

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



City of Salmon Arm
Memorandum from the Corporate Officer

TO: Her Worship Mayor Cooper and Council
 DATE: February 19, 2018
 SUBJECT: Housing Task Force Update

Motion for Consideration:

THAT: the Housing Task Force membership be amended to include Neskonlith and Adams Lake Indian Band representation and two (2) Citizens at Large positions that will be advertised to the public;

AND THAT: Council will appoint all members of the Housing Task Force.

Background:

At the January 15, 2018 Regular Meeting, Council adopted the Housing Task Force Terms of Reference (ToR) and requested that a preliminary report be provided by the end of February.

Since that time informal meetings have commenced, however, members have not yet been appointed. The original ToR identified the following membership that would be filled at the discretion of the co-chairs :

- Two (2) members from the housing / social services sector;
- Two (2) members from the development / financial sector; and
- One (1) member from Salmon Arm Economic Development Society.


Many community members have expressed an interest in participating in the Task Force, therefore it is recommended that the ToR be updated to include Neskonlith and Adams Lake Indian Band representation and two (2) Citizens at Large positions.

The Citizens at Large positions will be advertised and appointed by Council at the same time as the other appointments are made. Meetings will be open to the public but only appointed members will be permitted to vote.

Staff recommend the proposed changes to the ToR as it will provide additional opportunities for input and remove the onus on the co-chairs to make appointments to the Task Force.

Councillors Wallace Richmond and Lavery have prepared a slideshow to bring Council up to date regarding the informal meetings and information gathering that has occurred thus far.

Respectfully Submitted,



Erin Jackson
Corporate Officer

APPENDIX A - Housing Task Force Terms of Reference



Housing Task Force Terms of Reference

Mandate:

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

Scope:

- Examine the current and projected needs for housing within the boundaries of the City of Salmon Arm;
- Review selected lands within the City that may be appropriate for development of non-profit housing for low and moderate income households, affordable rental housing and/or affordable homeownership;
- Identify potential funding opportunities;
- Identify and engage potential private, non-profit and governmental partners to assist in the development of affordable housing;
- Clarify to potential partners the City's expectations, regulatory framework and procedures in existence for development proposals; and
- Make recommendations to Council regarding next steps.

Membership:

- Two (2) members of Council;
- Two (2) members from the housing / social services sector;
- Two (2) members from the development / financial sector; and
- One (1) member from Salmon Arm Economic Development Society.

The individual members shall be determined by the appointed members of Council.

Staff Support:

The Director of Development Services and the Corporate Officer will be appointed as the primary support staff; however, other staff resources may be utilized if/when appropriate.

Reporting and Timelines:

The Task Force will provide an interim report to Council by February 28, 2018. The report will include a needs assessment based on available data and a draft action plan that will identify both short and long term objectives.

A final report (not intended to be an Affordable Housing Strategy or similar type of comprehensive planning document) will be completed by December 31, 2018.

Quorum:

Fifty percent (50%) +1 shall constitute a quorum.

Reporting:

- Meeting minutes will be presented to Council for information purposes.
- All recommendations of the Task Force must be ratified by Council prior to being actioned.
- All media releases must be ratified by Council.

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CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Lavery

Seconded: Councillor

THAT: Council direct staff to prepare a report regarding an application to the UBCM administered Strategic Wildfire Prevention Initiative (SWPI) Fuel Management Prescription Program, to include:

- a) the current status of the Community Wildfire Prevention Plan funding stream;
- b) a recommended RFP process to proceed with a first phase of fuel management prescriptions;
- c) the anticipated budgetary implications and staff resource requirements; and
- d) potential collaboration with neighbouring First Nations.

Vote Record

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

Opposed:

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

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Item 14.1

CITY OF SALMON ARM

Date: February 26, 2018

Columbia Shuswap Regional District 2018 Budget – Salmon Arm Tax Requisition - For Information

Vote Record

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

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

SALMON ARM
2018 Budget - using 2018 COMPLETED ROLL
Tax Requisition

	2017	2018	Diff	% Inc	2017 rate/\$1000	2018 rate/\$1000	Diff	% Inc
General Government	\$ -	\$ -	\$0					
Admin Cost Allocation + IT	165,471	180,303	14,832					
Feasibility Reserve (Regional)	2,762	2,776	13					
Solid Waste - Recycling	282,184	283,393	1,209					
911 Emergency Telephone	44,506	45,199	693					
Total Regional	\$ 474,923	\$ 491,670	\$16,747	3.53%	\$ 0.1312	\$ 0.1217	(\$0.0095)	-7.21%
GIA-Shuswap Search and Rescue	41,782	42,263	481		0.0115	0.0105	(0.0011)	
Emergency Preparedness-Shuswap	108,656	110,136	1,480		0.0300	0.0273	(0.0027)	
Mitfol Control Program	104,226	114,162	9,936		0.0288	0.0283	(0.0005)	
Weed Control/Enforcement - Municipal	3,528	4,135	609		0.0010	0.0010	0.0000	
Tourism Shuswap	80,875	94,613	13,738		0.0223	0.0234	0.0011	
Film Commission	9,459	10,745	1,286		0.0026	0.0027	0.0000	
Rail Trail Corridor	-	66,077	66,077		0.0000	0.0164	0.0164	
Marine Noise Control	-	-	-		-	-	-	
Total Extended Services	\$ 348,624	\$ 442,131	\$93,507	26.86%	0.0953	0.1095	\$0.0132	13.70%
Prior Year Adjustment	1,141	0 x 43,000						
CSRD Tax Requisition	\$ 824,588	\$ 933,801	\$109,213	13.24%	0.2278	0.2312	\$0.0034	1.50%

Sterile Insect Control (Land-only)	\$ 54,230	\$ 54,881	\$451	0.0417	0.0421	\$0.0004
Parcel Tax - Sterile Insect Program	\$ 9,210	\$ 9,210	0			

Total Converted Assessed Values	\$ 382,023,365	\$ 403,929,230	11.6%
Total Residential Assessment	\$ 2,433,087,719	\$ 2,748,619,492	13.0%

Example:

	2017	2018	Increase	% Inc
Average Residential Assess.	\$ 335,874	\$ 371,988	\$36,115	10.8%
CSRD Property Tax	\$ 76.50	\$ 86.00	\$9.49	12.4%

1% Increase in Taxes = **\$4,400**

Rail Trail
70.6% of
our increase

MROT - Shuswap Tourism
Shuswap Tourism / Market Expansion
2018 \$40,000

27.8% Regional Functions
up 2.9%

Our share of Website & Audio Visual Equipment

Overall 7% increase

Wages/Equipment

General Government
 Admin Cost Allocation + IT
 Feasibility Reserve (Regional)
 Solid Waste - Recycling
 911 Emergency Telephone

Total Regional

GIA-Shuswap Search and Rescue
 Emergency Preparedness-Shuswap
 Mitfol Control Program
 Weed Control/Enforcement - Municipal
 Tourism Shuswap
 Film Commission
 Rail Trail Corridor
 Marine Noise Control

Total Extended Services

Prior Year Adjustment

CSRD Tax Requisition

what is this for?

9.9%
Allocated Assessment

Increased Service?

5.2%
without Rail Trail

Item 18.1

CITY OF SALMON ARM

Date: February 26, 2018

Southern Interior Local Government Association Councillor Lavery

Vote Record

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

Opposed:

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

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Item 20.

CITY OF SALMON ARM

Date: February 26, 2018

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Regular Council Meeting of February 26, 2018, be adjourned.

Vote Record

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

Opposed:

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

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