

1. June 8, 2020 Council Agenda And Correspondence

Documents:

[JUNE 8, 2020 INFORMATION CORRESPONDENCE.PDF](#)

[JUNE 8, 2020 - AGENDA.PDF](#)

[JUNE 8, 2020 CHILD CARE NEEDS ASSESSMENT AND ACTION PLAN  
REPORT.PDF](#)

**INFORMATIONAL CORRESPONDENCE - JUNE 8, 2020**

- |    |                                                                                                                         |   |
|----|-------------------------------------------------------------------------------------------------------------------------|---|
| 1. | Building Department - Building Statistics - April 2020                                                                  | N |
| 2. | Building Department - Building Permits - Yearly Statistics                                                              | N |
| 3. | H. Spencer - letter dated May 26, 2020 - Trees in Little Mountain Park                                                  | A |
| 4. | P. Cannon, Shuswap Children's Association - letter dated May 28, 2020 - StoryWalk                                       | R |
| 5. | T. Stephenson, Literacy Alliance of the Shuswap Society - email dated May 29, 2020 - Imagination Library                | A |
| 6. | D. Stanton, Vernon and Shuswap Regional Transit/First Transit - email dated June 2, 2020 - Kids ride free in Salmon Arm | A |
| 7. | Interior Health - Public Service Announcement dated June 1, 2020 - Drinking water precautions during and after flooding | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



**CITY OF SALMON ARM  
BUILDING DEPARTMENT REPORT  
MAY 2020**

LAST YEAR (2019)                      CURRENT YEAR (2020)  
 CURRENT MONTH    YEAR-TO-DATE                      CURRENT MONTH    YEAR-TO-DATE

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	7	2,030,000	16	4,925,000	5	1,640,000	16	6,254,000
2	Misc. Additions etc. to SFD's	14	516,675	29	1,399,300	11	347,458	35	1,667,553
3	New Single Family Dwellings with suites	-	-	5	2,058,000	-	-	2	755,000
4	New Secondary/Detached Suites	3	460,000	5	495,000	2	116,200	9	356,200
5	New Modulars/MH's (Factory Built)	-	-	4	1,040,000	3	633,600	10	1,918,600
6	Misc. Additions etc. to Modulars/MH's	2	6,800	4	20,800	-	-	2	19,200
7	MFD's (# Units)	1 (2)	500,000	1 (2)	500,000	1 (3)	750,000	1 (3)	750,000
8	Misc. Additions etc. to MFD's	1	36,000	4	106,000	-	-	4	59,855
9	New Commercial	-	-	2	6,460,000	-	-	1	120,960
10	Misc. Additions etc. to Commercial	4	75,200	9	234,553	-	-	6	257,000
11	New Industrial	-	-	3	3,343,998	-	-	1	100,000
12	Misc. Additions etc. to Industrial	1	500,000	2	810,000	-	-	2	505,000
13	New Institutional	-	-	2	586,033	-	-	-	-
14	Misc. Additions etc. to Institutional	-	-	2	26,000	-	-	1	5,000
15	Signs	9	21,005	21	145,839	1	10,000	5	17,950
16	Swimming Pools, Pool Buildings	-	-	1	70,000	1	105,000	1	105,000
17	Demolitions	5	-	9	-	1	-	7	-
18	Temporary Trailers, A & B Permits	1	-	2	-	-	-	-	-
19	Misc. Special Inspections, etc.	5	-	16	-	1	-	11	-
	<b>TOTAL PERMITS ISSUED</b>	<b>53</b>	<b>4,145,680</b>	<b>137</b>	<b>22,220,523</b>	<b>26</b>	<b>3,602,258</b>	<b>114</b>	<b>12,891,318</b>

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)

Farm building values not included

# BUILDING PERMITS - YEARLY

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,899,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318							

**May 26, 2020**

**Dear Mayor and Council:**

**Salmon Arm is blessed with so many outdoor amenities. Our trails, parks and playgrounds are real assets for our town and I am thankful that the City takes the time necessary to keep them clean and safe and so accessible. There is one problem, however, that some residents need for you to be aware of: the many tall – and unhealthy in some cases – trees that lie on the perimeter of Little Mountain Park and close to homes.**

**We live at the end of 37<sup>th</sup> Street SE in Salmon Arm. Our home backs on the steep slope beneath the Summit on Little Mountain trail. Above our property, and the properties of several neighbours, are tall trees that could do serious damage and injury if they fell during a storm. A few years ago, I know that high winds blew a tree onto a home at the end of 34<sup>th</sup> Street and 4<sup>th</sup> Avenue SE. Fortunately, no one was hurt, but the family's home was badly damaged.**

**Please, I am asking that you have a look at the problem. Our family regularly uses the trails in Little Mountain. It is a well – used park and maintained nicely. We really appreciate the good work crews do to keep the trails open and safe. I know that it is an ongoing challenge, as the forest in Little Mountain is not a healthy one. But to me, some trees that lie beside the homes on 37<sup>th</sup> Street SE do not look good and there is evidence that over the years many have fallen on the hazardous slope.**

**I would be pleased to speak further with you about this problem. I hope you can do something that will ease the concern about the safety of our families and homes. I look forward to your reply.**

**Sincerely,**

**Hannah Spencer**



May 28, 2020

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

Dear Mayor Harrison and City Councillors,

**RE: StoryWalk®**

Every summer the Okanagan Regional Library, in cooperation with the Shuswap Children's Association, brings the "Story Time in the Parks" event to parks across Salmon Arm. Unfortunately, this year is different, and due to Covid-19 pandemic, we will not be able to bring this popular event back this summer.

We see how difficult these days are for many families, so to cheer everyone up and to bring something new, we would like to organize a StoryWalk® instead. In a StoryWalk® the pages of a book are posted in series in a park, playground or along a trail. Children walk (or skip or run!) from page to page reading the story, or have it read to them by caregivers or siblings. It is a fun and engaging way to promote literacy, stimulate meaningful conversations, and encourage outdoor physical activity, all at once.

We would like to bring this event:

- on July 8 to Blackburn Park
- on July 15 to Kin Park (We have a permission from Teena Billey, manager of Discovery Kids Club)
- on July 22 to Jackson Park in Canoe

To prevent creating a crowd and to ensure social distancing, each mounted page will be at least 20 steps apart. The StoryWalk® will be available from 8am till 4pm so families will have the whole day to come and enjoy the story.

I am writing this request that you consider giving us permission to organize the StoryWalk® in the previously mentioned parks, so we can keep bringing joy to children and their parents/caregivers.

Thank you so much for your help.

Sincerely,

Pavlina Cannon  
Family Support Worker/Early Years Family Navigator  
Shuswap Children's Association

Shuswap Children's Association, PO Box 2579, 240 Shuswap Street, Salmon Arm, BC, V1E 4R5  
Tel: (778)824-0453, Fax: 250-833-0167, [pcannon@shuswapchildrens.ca](mailto:pcannon@shuswapchildrens.ca), [www.shuswapchildrens.ca](http://www.shuswapchildrens.ca)

## Literacy in the Environment (LITE): StoryWalk®

### Purpose of Project:

We know that everyday activities like talking, reading and singing can help boost a child's brain development and language skills.



The purpose of the *Literacy in the Environment* project is to support development of language and foundational literacy skills in young children by integrating words, stories and rhymes in the spaces they frequent. The words and images should be playful, spark a child's curiosity and stimulate collaborative talk with a parent or caregiver about what the words mean. The talk that is generated is a critical part of literacy development.



### What is a StoryWalk®?

In a StoryWalk® the pages of a book are posted in series in a park, playground or along a trail. Children walk (or skip or run!) from page to page reading the story, or have it read to them by caregivers or siblings. It is a fun and engaging way to promote literacy, stimulate meaningful conversations, and encourage outdoor physical activity, all at once.

This StoryWalk® features the book, Bear and Bee by Sergio Ruzzier. The book tells the story of a friendship and understanding that develops between a bear and a bee. Permission to use the book was obtained from the author.

### To create a StoryWalk®:

1. Use a new book you have purchased. Carefully separate the individual pages (use the full book, including covers) and laminate them to protect the pages from the elements. Many organizations in the U.S. and Canada have taken this approach. However, it is important to be aware of and respect copyright laws. For more information on this issue refer to the resources at the end.
2. Attach pages to wooden stakes with Velcro®. Or, mount them on more rigid coroplast backing which slides onto an aluminum U-frame sign holder. Wooden stakes are less expensive, but can snap when being hammered into the ground. U-frame sign holders are easier to push into hard, dry ground and are more durable.
3. Space mounted pages 10-20 steps apart or more. Display pages at a height appropriate for children.
4. Clearly mark the start, and number the pages to help guide users along the StoryWalk®.

### Sample Costs of a StoryWalk®:

#### Using Wooden Stakes:

Book Purchase (2-3 copies)	\$25-\$30
Lamination (30 pages @\$3-6 per page)	\$90-180
Commercial strength Velcro®	\$30
Wooden Stakes (30 @\$2)	\$60
<b>Total</b>	<b>\$205-300</b>

#### Using Coroplast Sheets & Aluminum U-Frame Stakes:

Book Purchase (2-3 copies)	\$25-\$30
Lamination (30 pages @\$3-6 per page)	\$90-180
Commercial strength Velcro®	\$30
Coroplast Backing (30 @\$2.25)	\$67.50
Aluminum U-Frame Stakes (30 @\$6)	\$180
<b>Total</b>	<b>\$392-488</b>

**To make a StoryWalk® even more fun and engaging:**

- Create your own simple story, illustrate it, and post it as a StoryWalk® for others to enjoy.
- Include children in the creation of a StoryWalk®: have them help write and illustrate a story.
- Add questions below the pages to prompt the use of literacy strategies and discussion about meaning.
- Add clues for where the next page is posted.



- Suggest a physical activity to do between the pages, such as "Skip to the next page."
- Label pages with both numerals and numbers spelled out to support numeracy recognition.
- Add words in a second language.



- Include a writing component by adding a dry-erase board, poster board or comment book at the end of the StoryWalk®.
- Provide free, age-appropriate books at the end of the StoryWalk® and let children pick one to take home as an incentive to continue the literacy experience.
- Use alligator clips and/or suction cups to host the StoryWalk® indoors.
- Build and share a collection of StoryWalk®s to use in different seasons and at various locations.

## Questions about Copyright:

- If using the trademarked name "StoryWalk®" the following statement must appear in all promotion: *"The StoryWalk® Project was originally created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Vermont Bicycle & Pedestrian Coalition and the Kellogg Hubbard Library."* Use of the StoryWalk® trademark must be limited to educational, non-commercial projects consistent with the StoryWalk® mission to promote literacy. You can also give your event a different name.
- Canadian Copyright Act Bill C-42 provides owners of original literary, dramatic, musical and artistic works with certain exclusive rights that apply whenever use of a protected work occurs. It also establishes user rights and allowable exceptions under "fair dealing", including research, private study, criticism, review and education. Section 29 allows education institutions some uses of a copyrighted work without first obtaining consent from copyright owners. However, in Canada, the concept of "fair dealing" is not defined in the Act, but rather has evolved through case law. Please refer to the resources below for more thorough discussions that may relate to your situation.



## List of Related Resources:

- Kellogg Hubbard Library <http://www.kellogghubbard.org/storywalk>
- Boston Children's Museum [http://www.bostonchildrensmuseum.org/sites/default/files/pdfs/rttt/storywalk/storywalk\\_v3web.pdf](http://www.bostonchildrensmuseum.org/sites/default/files/pdfs/rttt/storywalk/storywalk_v3web.pdf)
- Ottawa Parent Resource Centre [http://www.parentresource.ca/en/ottawaprc/Story\\_Walk\\_p4067.html](http://www.parentresource.ca/en/ottawaprc/Story_Walk_p4067.html)
- University of Toronto <https://onesearch.library.utoronto.ca/sites/default/files/copyright/Copyright%20FAQ.pdf>
- Ryerson University <http://library.ryerson.ca/copyright/resources/general-copyright-information/copyright-basics/>
- Canadian Copyright Act Bill C-42 <http://laws-lois.justice.gc.ca/eng/acts/C-42/page-4.html#h-3>

## Acknowledgements:

- This project was funded by the Early Years Council of the North Okanagan. Literacy outreach done through the Junction Literacy Centre is supported by Decoda Literacy Solutions with the financial support of the Province of British Columbia through the Ministry of Education.
- The concept and term, *Literacy in the Environment (LITE)*, were developed by Vi Hughes M.Ed. B.A. and Frances Warner M.Ed. B.Ed. <https://www.facebook.com/LiteracyInTheEnvironment?fref=ts>
- The StoryWalk® Project was originally created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Vermont Bicycle & Pedestrian Coalition and the Kellogg Hubbard Library. Please use the StoryWalk® trademark in all promotion. Use of the StoryWalk® trademark must be limited to educational, non-commercial projects consistent with the StoryWalk® mission to promote literacy.

For more information, or to borrow the **Bear and Bee StoryWalk®**, please contact:

Brigitt Johnson  
Project Coordinator  
Literacy in the Environment  
[brigittjohnson@shaw.ca](mailto:brigittjohnson@shaw.ca)

Wendy Aasen  
Executive Director  
Junction Literacy Centre  
[waasen@junctionliteracy.ca](mailto:waasen@junctionliteracy.ca)



**From:** childprograms@shuswapliteracy.ca  
**Sent:** May-29-20 10:09 AM  
**To:** Caylee Simmons  
**Subject:** Imagination Library

Hello,

My name is Terra Stephenson, and I'm the Children's Programs Coordinator for the Literacy Alliance of the Shuswap Society (LASS). As you know, we are living in unusual times, and our organization is more focused than ever on making sure that children in School District #83 receive support in developing their foundational literacy skills. As such, we are looking for funders for a new collaboration project with the Dolly Parton Imagination Library.

Each month, Dolly Parton's Imagination Library mails a high quality, age appropriate book to all registered children (ages 0-5), addressed to them, at no cost to the child's family. Countless parents have shared how excited their child is when their new book arrives each month. Many groups and individuals work hard behind the scenes to make that special moment possible for each child.

The Imagination Library provides the infrastructure of the core program including managing the secure central database for the Book Order System and coordinating book selections and wholesale purchasing. It also incurs the cost of the program's administrative expenses and coordinates the monthly mailings.

You can find more information about this initiative here: <https://imaginationlibrary.com/ca/>

LASS is hoping to take on a local administrative role, looking after enrollment, promotion, and other tasks involved with the program maintenance in our area. What we need is collaborators in the form of funders. I've attached a cost estimator, which shows the monthly and annual cost for the first 5 years, depending on the percentage of the population registered in the program. We're hoping that you might be interested in becoming a funder for this exciting initiative.

If you would like more information, or have any questions, please feel free to contact me.

Thank you,

Terra Stephenson  
Children's Programs Coordinator

Literacy Alliance of the Shuswap Society  
[childprograms@shuswapliteracy.ca](mailto:childprograms@shuswapliteracy.ca)



TOTAL ELIGIBLE  
POPULATION UNDER 5  
**1270**

BUDGETED POPULATION  
(60% OF ELIGIBLE)  
**762**

COST OF BOOKS AND MAILING  
PER CHILD  
**\$3.55**

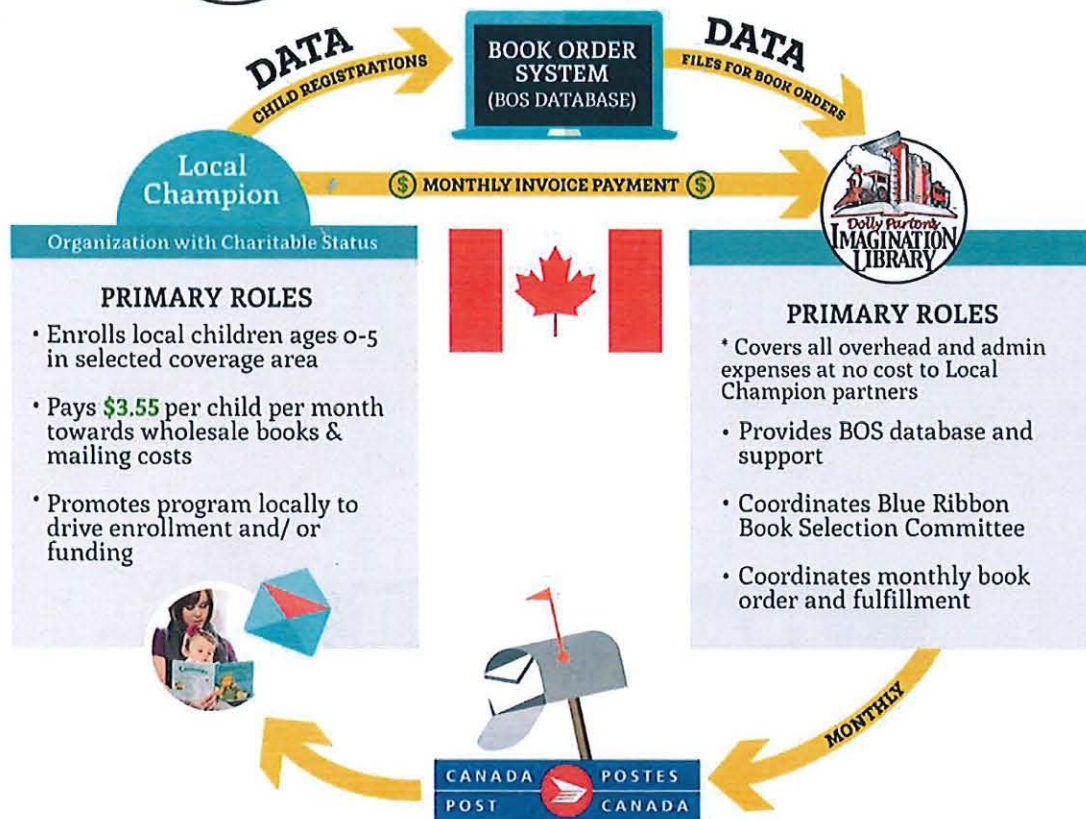
**THE EXPENSES BELOW REFLECT THE CORRESPONDING PERCENTAGE OF THE BUDGETED  
POPULATION**

	Registered Population	YEAR 1	Registered Population	YEAR 2	Registered Population	YEAR 3	Registered Population	YEAR 4	Registered Population	YEAR 5
Mth 1	5%	\$135	20%	\$541	40%	\$1,082	60%	\$1,623	80%	\$2,164
Mth 2	6%	\$172	22%	\$590	42%	\$1,131	62%	\$1,672	82%	\$2,213
Mth 3	8%	\$209	24%	\$639	44%	\$1,181	64%	\$1,722	84%	\$2,263
Mth 4	9%	\$246	25%	\$689	45%	\$1,230	65%	\$1,771	85%	\$2,312
Mth 5	10%	\$282	27%	\$738	47%	\$1,279	67%	\$1,820	87%	\$2,361
Mth 6	12%	\$319	29%	\$787	49%	\$1,328	69%	\$1,869	89%	\$2,410
Mth 7	13%	\$356	31%	\$836	51%	\$1,377	71%	\$1,918	91%	\$2,459
Mth 8	15%	\$393	33%	\$886	53%	\$1,427	73%	\$1,968	93%	\$2,509
Mth 9	16%	\$430	35%	\$935	55%	\$1,476	75%	\$2,017	95%	\$2,558
Mth 10	17%	\$466	36%	\$984	56%	\$1,525	76%	\$2,066	96%	\$2,607
Mth 11	19%	\$503	38%	\$1,033	58%	\$1,574	78%	\$2,115	98%	\$2,656
Mth 12	20%	\$540	40%	\$1,083	60%	\$1,624	80%	\$2,165	100%	\$2,706
		<b>\$4,051</b>		<b>\$9,741</b>		<b>\$16,234</b>		<b>\$22,726</b>		<b>\$29,218</b>



# How It Works

*At a Glance*



- > Books arrive at child's home with name on the mailing label
- > Program is free to families birth to age 5 children living in participating coverage areas



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

From: "Stanton,Doreen"

Date: 2020-06-02 5:05 PM (GMT-08:00)

To: Rob Niewenhuizen

Subject: Kids ride free in Salmon Arm

Hello Robert,

In light of the COVID restrictions for bus capacity ( 6 passengers) will the City of Salmon Arm be suspending the kids ride free program this summer?

Stay safe,

Doreen Stanton

General Manager

Vernon and Shuswap Regional Transit

First Transit

Office: 250.545.7286 ext 203 | 2400 43 Street, Vernon, BC V1T 6W8

Mobile: 250.540.6454 | [doreen.stanton@firstgroup.com](mailto:doreen.stanton@firstgroup.com)

[www.firsttransit.com](http://www.firsttransit.com)



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For Immediate Release | June 1, 2020

## Drinking water precautions during and after flooding

In areas throughout the Interior region, river levels have been high due to snowmelt and rainfall. The [River Forecast Centre](#) continues to monitor conditions. Part of being prepared includes being aware of water safety following local flooding.

Drinking water can be affected during and after floods. If you are unsure of the safety of your water following a flood, use an alternate source of water. Individuals with compromised immune systems and chronic illnesses, infants, or the elderly are at higher risk when the drinking water is affected. Floods may significantly increase risk to your health by introducing raw sewage, chemical contaminants, and debris into water sources.

It is important to remember the following when your drinking water is affected by floods:

- Do not drink or use any water that has been contaminated with flood waters. Do not swallow water while you are showering or bathing. Your drinking water sources may need to be treated and tested before consumption can resume.
- For cleaning of your dishes, rinse them for a minute in diluted bleach (one tablespoon of household bleach per gallon of tap water). If you are using a dishwasher, use the hot wash and dry cycle.
- Many disease causing microbial agents, such as E. coli may be present in water impacted by flooding. Wash your hands with soap after contact with flood waters or handling items that have come into contact with flood waters.

Public Water Supply System users	Private Water system users
<ul style="list-style-type: none"> <li>• Contact your supplier for information and pay attention to information shared by your local media such as community bulletins, newspapers, and local radio stations.</li> <li>• You can also visit your Regional District website to see if your drinking water is impacted by the flood.</li> <li>• Your water supplier may issue a Boil Water Notice or Do Not Consume advisory based on the health risks.</li> </ul> <p>A current list of water advisories and notices is available at: <a href="http://www.drinkingwaterforeveryone.ca/">www.drinkingwaterforeveryone.ca/</a>. (Open in Google Chrome, Safari, or Firefox.)</p>	<ul style="list-style-type: none"> <li>• Do not drink or use water that has been impacted by floods.</li> <li>• Your drinking water source needs to be tested and may require treatment before consumption can resume.</li> <li>• Even if you are not feeling sick, your water may be unsafe.</li> <li>• Some contaminants found in impacted water cannot be seen, tasted or smelled, but can be harmful to your health.</li> </ul> <p>For information on testing your water, refer to <a href="#">Well Water Testing</a> (this information is also applicable to surface water sources). For information on disinfecting your water system, refer to <a href="#">Disinfecting Drinking Water</a></p>

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For more flood information, please visit the [Interior Health website](#) or contact your nearest [Environmental Public Health office](#).

-30-



# AGENDA

## City of Salmon Arm Regular Council Meeting

Monday, June 8, 2020  
1:30 p.m.

*[Public Session Begins at 2:30 p.m.]*  
By Electronic means as  
Authorized by Ministerial Order M139

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3 - 16	1.	Regular Council Meeting Minutes of May 25, 2020
	7.	COMMITTEE REPORTS
17 - 20	1.	Development and Planning Services Committee Meeting Minutes of June 1, 2020
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
21 - 26	1.	Board in Brief - May 2020
	9.	STAFF REPORTS
27 - 46	1.	Acting Chief Financial Officer - Salmon Arm Folk Music Society Financial Information - For Information
47 - 54	2.	Manager of Permits & Licensing - Temporary Expanded Service Area Authorization
55 - 58	3.	Director of Development Services - Sidewalk Café/Patio Fees - For Information
59 - 64	4.	Chief Administrative Officer - Ross Street Underpass Financing & Project Update
65 - 66	5.	Director of Engineering and Public Works - 2020/2021 Annual Transit Operating Agreement
67 - 70	6.	Acting Chief Financial Officer - 2021/2022 RCMP Funding (2021 Budget)

10. **INTRODUCTION OF BYLAWS**
  - 71 – 88 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4393 [OCP4000-42; Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; CC to HR] – First Reading
  - 89 – 92 2. City of Salmon Arm Zoning Amendment Bylaw No. 4394 [ZON-1175; Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; C-2 to R-5] [*See item 10.1 for Staff Report*] – First Reading
11. **RECONSIDERATION OF BYLAWS**
  - 93 – 118 1. City of Salmon Arm Zoning Amendment Bylaw No. 4390 [ZON-1174; 508316 BC Ltd./Guenther, K.; 1141 18 Street NE; R-1 to R-4] – Final Reading
12. **CORRESPONDENCE**
  - 119 – 120 1. Informational Correspondence
13. **NEW BUSINESS**
14. **PRESENTATIONS / DELEGATIONS**
  - 121 – 124 1. Presentation 4:00 – 4:15 p.m. (approximately)  
Jen Casorso – Urban Matters – Child Care Needs Assessment & Action Plan [*Please see website for full report*]
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
19. **OTHER BUSINESS**
  - 125 – 126 1. Rainbow Crosswalk
20. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>HEARINGS</b>
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
127 - 136	1.	Zoning Amendment Application No. ZON-1176 [Micku, B. & V.; 3410 Lakeshore Road NE; R1 to R-8]
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
137 - 140	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4395 [ZON-1176; Micku, B. & V.; 3410 Lakeshore Road NE; R1 to R-8] - Third and Final Readings
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
141 - 142	<b>26.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor Lindgren

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:

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

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Item 6.1

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Regular Council Meeting Minutes of May 25, 2020, be adopted as circulated.

### Vote Record

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

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced by electronic means as authorized by Ministerial Order M139, at 1:00 p.m. on Monday, May 25, 2020.

### PRESENT:

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

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Acting Chief Financial Officer T. Tulak  
 Recorder C. Simmons

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0195-2020                      Moved: Councillor Cannon  
                                       Seconded: Councillor Lavery  
                                       THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:02 p.m.  
 Council returned to Regular Session at 2:07 p.m.  
 Council recessed until 2:34 p.m.

### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Mayor Harrison read the following statement: "We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together."

**4. REVIEW OF AGENDA**

Addition under item 22.1 M. Lamerton, Agent – email dated May 22, 2020 – Development Permit Application No. DP-424

Addition under item 22.1 T. Horsting, Applicant – letter dated May 24, 2020 – Variance to waive the requirement to upgrade the frontage and variance to waive to the requirement to provide had surfacing for parking

Addition under item 22.2 C. Hofferder – letter dated May 22, 2020 – Development Permit #425 – 241 Beatty Avenue

Addition under item 22.2 C. Close – letter dated May 23, 2020 – Development Permit No. DP-425

Addition under item 22.2 A. Butler – email dated May 23, 2020 – Development Permit No 425

Addition under item 22.3 D. Barnard and R. Roberts – letter received May 24, 2020 – DP-425 response from Caroline Grover

Addition under item 22.3 B. Ravignat – letter dated May 22, 2020 – DP-243, Motion for Consideration

Addition under item 23.1/24.1 G. and J. Armstrong – letter dated May 21, 2020 – ZON-1174 Proposed Rezoning of 1141 18 Street NE Proposed Trail

Addition under item 23.1/24.1 G. and J. Armstrong – letter dated May 24, 2020 – ZON-1174 Proposed Rezoning of 1141 18 Street NE Proposed Trail

Addition under item 23.1/24.1 D. Wood – email dated May 24, 2020 – Notice of hearing ZON-1174 Bylaw 4390

Addition under item 23.1/24.1 J. Ragsdale – letter dated May 25, 2020 – 1141 18St NE Rezoning Application

Addition under item 23.1/24.1 A. and C. Smith – email dated May 25, 2020 – Proposed Zoning Amendment Bylaw No. 4390 [ZON-1174]

**5. DISCLOSURE OF INTEREST**

Councillor Wallace Richmond declared a conflict of interest with item 14.1 as the Salmon Arm Economic Development Society is a client of her firm.

**6. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of May 11, 2020**

0196-2020

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Regular Council Meeting Minutes of May 11, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of May 19, 2020

0197-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of May 19, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Director of Corporate Services – Active Transportation Task Force Terms of Reference

0198-2020

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Active Transportation Task Force Terms of Reference, attached as Appendix A, to the staff report dated May 20, 2020, be adopted;

AND THAT: Council authorize staff to advertise for four (4) Citizens-at-Large positions, which will be selected by Council at the July 13, 2020 Regular Council Meeting;

AND FURTHER THAT: Mayor Harrison and Councillor Lavery be appointed as the City of Salmon Arm Council representatives.

CARRIED UNANIMOUSLY

2. Director of Corporate Services – Tourism Services Review – For Discussion

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Council close the Visitor Information Centre effective August 31, 2020 and provide 90 days notice to the Chamber of Commerce of the contract termination.

CARRIED UNANIMOUSLY

3. Director of Engineering and Public Works – Project Award – 23 Street NE Sidewalk Replacement

0199-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council approve the award of the 23 Street NE Sidewalk Replacement Project to Mounce Construction Ltd., in accordance with their quote, in the amount of \$49,250.58 plus taxes as applicable;

AND THAT: Council approve scope of work increase to include Sidewalk Replacement on 5 Avenue NE (approximately 100m from 23 Street to 24 Street) at the unit prices quoted for the 23 Street NE quote, estimated to be \$35,000.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

**9. STAFF REPORTS – continued****4. Director of Engineering and Public Works – Lawn Bowling Green Maintenance – Contract Award**

0200-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the remainder of the 2020 season for Lawn Bowling Green Maintenance in the amount of \$2,900.00 reallocated from:

1. Grounds, Parking Lot Maintenance (Arena/CC) \$1,000.00;
2. TCH West Maintenance \$1,000.00; and
3. Special Events Maintenance \$900.00;

AND THAT: Council accept the proposal received from Turfcat Enterprises Ltd., to undertake the Lawn Bowling Greens Maintenance for the three (3) year term commencing June 1, 2020 thru to May 31, 2023 in accordance with the unit prices quoted as follows:

- 2020/21 - \$2,000.00 per month plus taxes;
- 2021/22 - \$2,100.00 per month plus taxes; and
- 2022/23 - \$2,200.00 per month plus taxes.

CARRIED UNANIMOUSLY

**10. INTRODUCTION OF BYLAWS****1. City of Salmon Arm Zoning Amendment Bylaw No. 4395 [ZON-1176; Micku, B. & V.; 3410 Lakeshore Road NE; R1 to R-8] – First and Second Readings**

0201-2020

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4395 be read a first and second time.

CARRIED UNANIMOUSLY

**11. RECONSIDERATION OF BYLAWS****12. CORRESPONDENCE****1. Informational Correspondence****5. D. Mills, Shuswap Cycling Society – letter dated April 30, 2020 – 7<sup>th</sup> Annual Shuswap Cross, Cyclocross Race**

0202-2020

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize the Shuswap Cycling Society to use Klahani Park to host the 7<sup>th</sup> Annual Shuswap Cross, Cyclocross Race on October 4, 2020, subject to the provision of adequate liability insurance;

12. CORRESPONDENCE – continued

1. Informational Correspondence – continued

5. D. Mills, Shuswap Cycling Society – letter dated April 30, 2020 – 7<sup>th</sup> Annual Shuswap Cross, Cyclocross Race – continued

AND THAT: the race must be help in accordance with the Public Health Officer's guidelines in effect at the time of the event.

CARRIED UNANIMOUSLY

2. H. Brown – letter dated May 8, 2020 – Mt. Ida Cemetery – Bylaw 4280

0203-2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Council authorize cement bases to be installed for grave markers in the Mt. Ida Cemetery.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

The Meeting recessed at 3:56 p.m.

The Meeting reconvened at 4:00 p.m.

Councillor Wallace Richmond declared a conflict of interest and left the meeting at 4:00 p.m.

14. PRESENTATIONS

1. L. Fitt, Manager, Salmon Arm Economic Development Society – Shuswap Economic Recovery Plan

L. Fitt, Salmon Arm Economic Development Society provided an overview of the Shuswap Economic Recovery Plan. She was available to answer questions from Council.

Councillor Wallace Richmond returned to the meeting at 4:28 p.m.

15. COUNCIL STATEMENTS

Councillor Wallace Richmond left the meeting at 4:34 p.m.

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:40 p.m.

The Meeting reconvened at 7:02 p.m.

PRESENT:

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

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

4. REVIEW OF AGENDA – continued

Addition under item 23.1/24.1 R. Keetch – email dated May 25, 2020 – Rezoning 1141 18<sup>th</sup> Street

21. DISCLOSURE OF INTEREST

22. HEARINGS

1. Development Permit Application No. DP-424 [Horsting, T./Lamerton, M.; 480 30 Street SE]

0204-2020

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Development Permit No. DP-424 be authorized for issuance for Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 (480 30 Street SE) in accordance with the Development Permit drawings attached in Appendix 4 of the Staff Report dated May 7, 2020;

AND THAT: Development Permit No. DP-424 include the following variances to Zoning Bylaw No. 2303:

- 1) Appendix A, Section 1 – Required Offstreet Parking Requirement – reduce the number of required parking spaces from 11 to 9; and
- 2) Appendix A, Section 7 – waive the requirement to provide hard surfacing (i.e. asphalt, concrete or brick) for off-street parking areas;

22. HEARINGS – continued1. Development Permit Application No. DP-424 [Horsting, T./Lamerton, M.; 480 30 Street SE] – continued

AND THAT: Development Permit No. DP-424 include the following variances to Subdivision & Development Servicing Bylaw No. 4163:

- 1) Waive the requirement to upgrade the 30 Street SE frontage to the full Urban Arterial Standard (RD-4);

AND FURTHER THAT: issuance of Development Permit No. DP-424 be subject to the following:

- 1) Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of landscaping; and
- 2) Registration of an Easement in favour of Back to Nature Daycare (480 30 Street SE) to allow access over the city owned property (420 30 Street SE) to facilitate one-way entrance and exit on and off the subject property; with the owner responsible for all associated easement costs and providing compensation to the City of Salmon Arm in the amount of \$3,200.00, along with the costs to widen the existing access/egress to 8m.

The Director of Development Services explained the proposed Development Permit Application.

Submissions were called for at this time.

M. Lamerton, the agent – email dated May 22, 2020 – Development Permit Application No. DP-424

T. Horsting, the applicant – letter dated May 24, 2020 – Variance to waive the requirement to upgrade the frontage and variance to waive to the requirement to provide had surfacing for parking

M. Lamerton, the agent, outlined the application and was available to answer questions from Council.

T. Horsting, the applicant, outlined her letter dated May 24, 2020 and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:39 p.m.

The motion was split:

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Development Permit No. DP-424 include the following variances to Zoning Bylaw No. 2303:

- 1) Appendix A, Section 1 – Required Offstreet Parking Requirement – reduce the number of required parking spaces from 11 to 9.

CARRIED UNANIMOUSLY

22. HEARINGS – continued

1. Development Permit Application No. DP-424 [Horsting, T./Lamerton, M.; 480 30 Street SE] – continued

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Development Permit No. DP-424 include the following variances to Zoning Bylaw No. 2303:

- 2) Appendix A, Section 7 – waive the requirement to provide hard surfacing (i.e. asphalt, concrete or brick) for off-street parking areas.

CARRIED

Councillors Cannon, Eliason and Lavery Opposed

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Development Permit No. DP-424 include the following variances to Subdivision & Development Servicing Bylaw No. 4163:

- 1) Waive the requirement to upgrade the 30 Street SE frontage to the full Urban Arterial Standard (RD-4).

Amendment:

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the variance request to waive street lighting along 30 Street SE frontage to meet the Urban Arterial Standard (RD-4) be removed.

CARRIED UNANIMOUSLY

Amendment:

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the variance request to waive storm sewer along 30 Street SE frontage to meet the Urban Arterial Standard (RD-4) be removed.

CARRIED UNANIMOUSLY

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the applicant provide a 50% cash contribution for the remaining services to upgrade 30 Street SE frontage to meet the Urban Arterial Standard (RD-4).

DEFEATED

Mayor Harrison, Councillors Flynn, Lindgren and Wallace Richmond Opposed

Motion as Amended:

CARRIED

Councillors Cannon, Eliason and Lavery Opposed

22. HEARINGS – continued1. Development Permit Application No. DP-424 [Horsting, T./Lamerton, M.; 480 30 Street SE] – continued

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: issuance of Development Permit No. DP-424 be subject to the following:

- 1) Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of landscaping; and
- 2) Registration of an Easement in favour of Back to Nature Daycare (480 30 Street SE) to allow access over the city owned property (420 30 Street SE) to facilitate one-way entrance and exit on and off the subject property; with the owner responsible for all associated easement costs and providing compensation to the City of Salmon Arm in the amount of \$3,200.00, along with the costs to widen the existing access/egress to 8m.

CARRIED UNANIMOUSLY

2. Development Permit Application No. DP-425 [Goldwyn Construction Ltd./566562 BC Ltd./ Skjerpen, M.; 241 Beatty Avenue NW]

0205-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Development Permit No. DP-425 be authorized for issuance for Parcel A (Plan B5859) of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 3842 (241 Beatty Avenue NW) in accordance with the elevations and site plan attached in Appendix 5 of the Staff Report dated May 11, 2020;

AND THAT: Development Permit No. DP-425 include the following variances to Zoning Bylaw No. 2303:

- 1) Section 10.4 – increase the maximum height of a principal building from 15 metres to 16.9 metres; and
- 2) Section 10.9.3 – reduce the east interior side parcel line setback from 2.4 metres to 2.0 metres;

AND THAT: Development Permit No. DP-425 include the following variance to Subdivision and Development Services Bylaw No. 4163:

- 1) Reduce the requirement to fully upgrade the Beatty Avenue NW frontage to a 50% cash contribution in lieu of works and services;

AND FURTHER THAT: issuance of Development Permit No. DP-425 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of landscaping.

**22. HEARINGS – continued****2. Development Permit Application No. DP-425 [Goldwyn Construction Ltd./566562 BC Ltd./ Skjerpen, M.; 241 Beatty Avenue NW] – continued**

The Director of Development Services explained the proposed Development Permit Application.

Submissions were called for at this time.

C. Hofferd – letter dated May 22, 2020 – Development Permit #425 – 241 Beatty Avenue

C. Close – letter dated May 23, 2020 – Development Permit No. DP-425

A. Butler – email dated May 23, 2020 – Development Permit No 425

J. Gillman, the agent, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 8:28 p.m.

**Amendment:**

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Section 1) Reduce the requirement to fully upgrade the Beatty Avenue NW frontage to a 50% cash contribution in lieu of works and services be deleted.

CARRIED UNANIMOUSLY

**Motion as amended:**

CARRIED UNANIMOUSLY

**3. Development Permit Application No. DP-426 [Roberts, R. and Barnard, D.; 1120 Tenth Holdings Ltd.; 1120 10 Avenue SW]**

0206-2020

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Development Permit No. DP-426 be authorized for issuance for Lot 8, Section 10, Township 20, Range 10, W6M, KDYD, Plan 3991 Except Plan KAP76862 (1120 10 Avenue SW) in accordance with the Development Permit drawings attached as Appendix 1 to the Staff Report dated May 12, 2020;

AND THAT: Development Permit No. DP-426 include the following variance to Zoning Bylaw No. 2303:

- 1) Section 49.7.3 – reduce the minimum building setback adjacent to a residential zone from 3.0 metres to 1.7 metres as shown on Drawing A0-1 of the Staff Report dated May 12, 2020;

22. HEARINGS – continued3. Development Permit Application No. DP-426 [Roberts, R. and Barnard, D.; 1120 Tenth Holdings Ltd.; 1120 10 Avenue SW] – continued

AND FURTHER THAT: issuance of Development Permit No. DP-426 be withheld subject to:

- 1) Receipt of an Irrevocable Letter of Credit in the amount of \$22,300.00 (125% of the landscaper architect's estimate) for landscaping; and
- 2) Registration of a Section 219 Land Title Act Floodplain / Save Harmless Covenant with reference to the Geotechnical Report prepared by Interior Testing Services Ltd. dated April 29, 2020.

The Director of Development Services explained the proposed Development Permit Application.

Submissions were called for at this time.

D. Barnard and R. Roberts – letter received May 24, 2020 – DP-425 response from Caroline Grover

B. Ravignat – letter dated May 22, 2020 – DP-243, Motion for Consideration

M. Lamerton, the agent, outlined the application and was available to answer questions from Council.

D. Barnard and R. Roberts, the applicants outlined the application and the letter dated May 24, 2020. They were available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 8:57 p.m. and the motion was:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS1. Zoning Amendment Application No. ZON-1174 [508316 BC Ltd./Guenther, K.; 1141 18 Street NE; R-1 to R-4]

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

Submissions were called for at this time.

G. and J. Armstrong – letter dated May 21, 2020 – ZON-1174 Proposed Rezoning of 1141 18 Street NE Proposed Trail

G. and J. Armstrong – letter dated May 24, 2020 – ZON-1174 Proposed Rezoning of 1141 18 Street NE Proposed Trail

**23. STATUTORY PUBLIC HEARINGS – continued****1. Zoning Amendment Application No. ZON-1174 [508316 BC Ltd./Guenther, K.; 1141 18 Street NE; R-1 to R-4] – continued**

D. Wood – email dated May 24, 2020 – Notice of hearing ZON-1174 Bylaw 4390

J. Ragsdale – letter dated May 25, 2020 – 1141 18St NE Rezoning Application

A. and C. Smith – email dated May 25, 2020 – Proposed Zoning Amendment Bylaw No. 4390 [ZON-1174]

R. Keetch – email dated May 25, 2020 – Rezoning 1141 18<sup>th</sup> Street

K. Guenther, the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 9:13p.m.

**24. RECONSIDERATION OF BYLAWS****1. City of Salmon Arm Zoning Amendment Bylaw No. 4390 [ZON-1174; 508316 BC Ltd./Guenther, K.; 1141 18 Street NE; R-1 to R-4] – Third Reading**

0207-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4390 be read a third time.

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the requirement to negotiate a pedestrian ROW as a subject of final reading be removed.

CARRIED UNANIMOUSLY

Motion as Amended:

CARRIED UNANIMOUSLY

**25. QUESTION AND ANSWER PERIOD**

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

26. ADJOURNMENT

0208-2020

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of May 25, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:24 p.m.

CERTIFIED CORRECT:

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
MAYOR

Adopted by Council the day of \_\_\_\_\_, 2020.

Item 7.1

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of June 1, 2020, be received as information.

### Vote Record

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

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

## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held by electronic means, as authorized under Ministerial Order M139, on Monday, June 1, 2020.

### **PRESENT:**

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

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

### **ABSENT:**

#### **1. CALL TO ORDER**

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

#### **2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Mayor Harrison read the following statement: "We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together."

#### **3. REVIEW OF THE AGENDA**

#### **4. DISCLOSURE OF INTEREST**

**5. REPORTS****1. Official Community Plan Amendment Application No. OCP4000-42 [Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; CC to HR**

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 1, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392, Except Plan EPP88691 from CC (City Centre Commercial) to HR (High Density Residential).

K. Lowe, agent for the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

**2. Zoning Amendment Application No. ZON-1175 [Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; C-2 to R-5]**

Moved: Councillor Eliason

Seconded: Councillor Cannon

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, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 Except Plan EPP88691 from C-2 (Town Centre Commercial Zone) to R-5 (High Density Residential Zone);

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to:

- 1) Ministry of Transportation and Infrastructure approval;
- 2) Registration of a Section 219 Land Title Act restrictive covenant, restricting five residential dwelling units to rental units located on the subject property; and
- 3) Adoption of the associated Official Community Plan Amendment Bylaw

K. Lowe, agent for the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

**3. Manager of Permits & Licensing – Temporary Expanded Service Area Authorization**

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that a Resolution be adopted allowing structural changes to liquor licenses, without such changes coming to Council, as outlined as Option 1 of the May 22, 2020 email from the Liquor and Cannabis Regulation Branch (LCRB) attached to the staff report dated May 27, 2020.

CARRIED UNANIMOUSLY

6. PRESENTATIONS7. FOR INFORMATION8. IN CAMERA9. LATE ITEMS10. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of June 1, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:41 a.m.

---

Mayor Alan Harrison  
Chair

Minutes received as information by Council  
at their Regular Meeting of , 2020.

Item 8.1

## CITY OF SALMON ARM

Date: June 8, 2020

### Board in Brief – May 2020

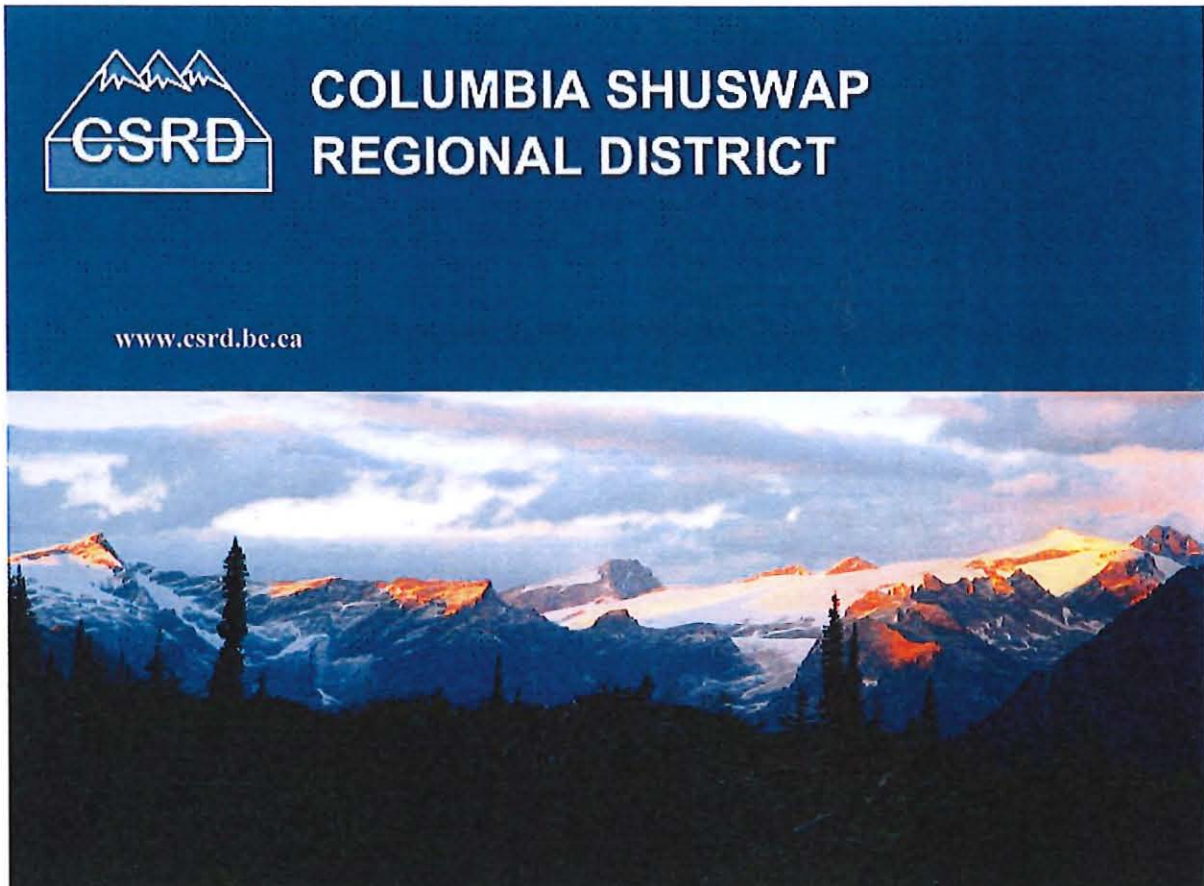
#### **Vote Record**

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

Opposed:

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

**From:** Columbia Shuswap Regional District <communications@csrd.bc.ca>  
**Sent:** May-26-20 10:19 AM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - May 2020



## #YourCSRD - May 2020

May 2020



[Web version](#)

## Highlights from the Regular Board Meeting

All non-essential meetings such as Advisory Planning Commission, Public Hearings, Parks Advisory Committee, Area A Local Advisory Committee, etc. and community meetings are cancelled until the June 18, 2020 Board meeting. The CSRD will re-evaluate any updates to the novel coronavirus (COVID-19) pandemic again at that time.

**Recycle BC Notice - Designated Hauler and Receiving Facility (May 5, 2020)**

The Board received a letter advising the CSRD that Green for Life Environmental (GFL) will become Recycle BC's designated post-collection service provider for the receiving, processing, and marketing of Recycle BC program material. **View letter.**

**Shuswap Watershed Council Service Establishment Amendment Bylaw No. 5817, 2020 (May 18, 2020))**

A letter was received from a private citizen regarding the Shuswap Watershed Council and upcoming plans to establish a permanent service in the Shuswap. The Board referred the letter to the Shuswap Watershed Council for a response. [View letter.](#)

## Delegations

## **Presentation of Phase I Emergency Response/Economic Recovery Plan - Shuswap Economic Development**

Kyle Dearing, Acting Manager, Shuswap Economic Development and Shuswap Tourism, attended the meeting remotely to review the first phase of a plan drafted by a collaboration of Shuswap Economic Development, Shuswap Tourism, Salmon Arm Economic Development Society, Community Futures Shuswap and the Tsuts'weye Women's Entrepreneur and Innovation Network. The goal of the plan is to identify and mobilize immediate support programs in response to the impacts of COVID-19, to assist businesses and organizations throughout the Shuswap communities.

**[View Phase 1 plan.](#)**

## Presentation of Revelstoke and Area Economic Recovery Plan

Ingrid Bron, Director of Community Economic Development, City of Revelstoke, attended remotely to present an overview of the Revelstoke and Area Economic Recovery Plan. A Task Force has been created to support Revelstoke and Electoral Area B in responding to the disruptions caused by the COVID-19 Pandemic. Revelstoke will also be working collaboratively with other regional economic development entities like the Shuswap and Golden Economic Development organizations on larger regional recovery efforts. [View report.](#)

## Business General & Business by Area

**Sole Source Contract Award - Shuswap Tourism Trails-Focused Recovery Marketing Campaign**

The Board authorized entering into an agreement with Destination Think for the Shuswap Tourism Trails-Focused Recovery Marketing Campaign 2020/2021 in the amount of \$80,000 plus applicable taxes. **View report.**

### Recruitment of Shuswap Economic Development Society Members - Update

The Board received an update from CAO Charles Hamilton about plans to recruit Directors for the Board of the new, non-profit, Shuswap Economic Development Society. The target is to have a Board in place by Fall 2020.

## Board and Committee Procedures Bylaw

As electronic participation in meetings is likely to be required for some time due to the COVID-19 pandemic, the Board decided it would not enforce a CSRD procedure that limited the remote attendance of Board Directors to two consecutive regularly scheduled committee meetings.

#### **Public Attendance at Meetings During the Office Closure**

Directors voted to allow public attendance at essential meetings beginning with the next scheduled Electoral Area Directors Committee meeting on Tuesday, May 26, 2020. This will include the next Regular Board Meeting set for June 18, 2020.

At this time, the main CSRD office will remain temporarily closed to the public while the CSRD develops and gets approvals for its Return to Work COVID-19 Recovery plan, which is required by legislation. The CSRD Boardroom will be the only part of the building accessible to the public during essential meetings. **View report. View press release.**

#### **Electronic Submissions for Alternative Approval Process Elector Response Forms Policy**

A majority of the Board voted in favour of a policy allowing for electronic submission of Elector Response Forms as part of any future Alternative Approval Process. **View report.**

#### **Waiver of Tipping Fees**

The Board agreed to waive tipping fees to allow for City of Salmon Arm to deliver clean soil for no cost to the Salmon Arm Landfill from the Ross Street Underpass Construction Project. **View report. View press release.**

#### **CSRD Policy F-35 Collection of Outstanding Debt**

The Board endorsed Policy No. F-35 "Collection of Outstanding Debt" and approved its inclusion into the CSRD Policy manual. **View report.**

#### **Board Direction re: Options for Elector Approval for extension to Shuswap Watershed Council service**

The Board Chair will be sending a letter to the Minister of Municipal Affairs and Housing asking for other options for electoral approval or an Order-in-Council granting a one-year extension of the Shuswap Watershed Council's service.

#### **Update: COVID-19 Task Force**

The CSRD has begun work on the Return to Work COVID-19 Recovery plan, which is required by legislation. The CSRD has been made aware that this plan must be approved by the Board before proceeding. The CSRD is heeding the guidance of Dr. Bonnie Henry in moving cautiously through this transition, with the support of the Province. At this time, the CSRD office remains closed to the public and staff continue to provide service by phone and email.

#### **Grant-in-Aid requests**

The Board approved the allocation of \$1,260 from the 2020 Electoral Area E Grant-in-Aids for the purpose of installing "Bear Aware" signage in the Cambie Solsqua area. **View report.**

#### **Golden/Area A EOF Application – Community Forest**

The Board approved funding from the Golden and Area A Economic Opportunity Fund to the Town of Golden in the amount of \$15,000 towards a feasibility study for a Community Forest. This was supported by the Town of Golden and Electoral Area A Director Karen Cathcart. **View report.**

#### **Electoral Area D Glenemma Trails Community Works Funds**

This item was deferred to the July 16, 2020 Regular Board Meeting.

#### **Saratoga Water System – Instrumentation Upgrades**

The Board approved entering into an agreement with Turn-Key Controls Ltd. to supply and install upgrades to connect the Copper Island RV Park to the Saratoga Water system for a total cost of \$71,100 plus applicable taxes. **View report.**

## **Administration Bylaws**

### **Shuswap Watershed Council Service Amendment**

The Board agreed to approve the first three readings of a bylaw to amend the Shuswap Watershed Council Service by establishing the service as a permanent one. It also includes withdrawal and review provisions. **View report.**

**CSRD Ticket Information Utilization Amendment Bylaw No. 5818, 2020**

The Board voted to adopt CSRD Ticket Information Utilization Amendment Bylaw No. 5818, 2020 to reflect new bylaw numbers, update section numbers, and reduce text in the "Offence Committed" descriptions. **View report.**



## LAND USE MATTERS

### **ALR Applications**

**Electoral Area D: Agricultural Land Commission (ALC) Application No. 2575 Section 20.1 (2)- Non adhering Residential use in the ALR (Honey Onyx Apiary)**

The owners of property at 3265 Highway 97 in Glenemma are applying to the Agricultural Land Commission (ALC) to permit a second dwelling on the subject property for seasonal workers for their apiary farm. The Board approved forwarding the application to the ALC. **View report.**

### **Development Permits (DPs), Temporary Use Permits (TUPs) & Development Variance Permits (DVPs)**

**Electoral Area C: Development Variance Permit No. 701-95 (Lachapelle)**

The subject property is located at 2489 Sunrise Boulevard, Blind Bay. The applicants are applying to reduce the exterior side parcel line setback from 4.5 m to 2.5 m in order to build an additional garage bay onto the existing single family dwelling. While reviewing the application, staff noted a small accessory building within 1.28 m of the front parcel line setback; and are including that building within this variance application. The Board approved issuance of the DVP. **View report**

**Electoral Area C: Development Variance Permit No. 701-98 (Walker)**

The subject property is located at 2306 Eagle Bay Road, Blind Bay. The applicants are proposing to demolish and reconstruct the two decks on the front of the single family dwelling within the areas of the existing deck footprints. Variances to the front and interior side parcel line setbacks are required. The applicants are also proposing to legalize the existing siting of the single family dwelling and second-floor deck at the rear of the dwelling. The Board approved issuance of the DVP. **View report.**

**Electoral Area D: Development Variance Permit No. 2500-20 (Shaw)**

The subject property is located at 5636 Highway 97 in Falkland and the owners would like to place a modular home (guest cottage) on the property for family to live in. The modular home would exceed the maximum gross floor area permitted for a guest cottage in Bylaw No. 2500 by 80 m<sup>2</sup>. The owners are requesting a variance to the maximum gross floor area of a guest cottage from 50 m<sup>2</sup> up to 130 m<sup>2</sup>. The Board approved issuance of the DVP subject to proof of installation of an adequate sewage disposal system for the guest cottage in accordance with Interior Health regulation. **View report.**

**Zoning, OCP and Land Use Amendments****Electoral Area C: South Shuswap Zoning Amendment (Webb) Bylaw No. 701-99**

The owners have applied for a site-specific bylaw amendment to rezone the subject parcel at 4400 Eagle Bay Road, Eagle Bay in order to convert a portion of their existing garage into a second single family dwelling for immediate family to live in. Current zoning does not permit a second single family dwelling to be located on the property and requires a site-specific bylaw amendment to permit this use. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. **View report.**

**Electoral Area F: Anglemont Zoning Bylaw Amendment (Huber-Hews) No. 650-15**

The subject property is located at 7636 Mountain Drive in Anglemont of Electoral Area F. The owners would like to build a single family dwelling with an attached upper floor dwelling unit on the subject property. Current zoning does not permit an upper floor dwelling unit to be located on the property and requires a site specific bylaw amendment to permit this use. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. **View report.**

**NEXT BOARD MEETING**

The Regular CSRD Board Meeting will be held Thursday, June 18, 2020 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Directors voted to allow public attendance at essential meetings including this Regular Board Meeting. Due to COVID-19 physical distancing provisions, only four members of the public will be allowed to be present.

At this time, the main CSRD office will remain temporarily closed to the public while the CSRD develops and gets approvals for its Return to Work COVID-19 Recovery plan, which is required by legislation.

The CSRD Boardroom will be the only part of the building accessible to the public during essential meetings and protocols to protect the health and well being of the public, staff and Directors will be in place.



Columbia Shuswap Regional District  
555 Harbourfront Drive NE, PO Box 978  
Salmon Arm, BC V1E 4P1  
[www.csrld.bc.ca](http://www.csrld.bc.ca) | 250.832.8194

You are receiving this because you are currently involved in or were previously involved with one of the CSRD's programs; or have subscribed to the CSRD Newsletter.

**Unsubscribe**

Item 9.1

## CITY OF SALMON ARM

Date: June 8, 2020

### Salmon Arm Folk Music Society Financial Information – For Information

#### **Vote Record**

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

Opposed:

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



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Date: June 1, 2020  
To: Mayor Harrison and Members of Council  
From: Tracy Tulak, Acting Chief Financial Officer  
Subject: Salmon Arm Folk Music Society Financial Information

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**FOR INFORMATION**

Pursuant to the City's contractual agreement with the Salmon Arm Folk Music Society, please find enclosed the financial statements for the year ended October 31, 2019, a letter for the intended purpose of surplus funds and the 2020 festival budget for your review.

Significant item to note are as follows:

- Increase in Provincial Funding of \$185,000.00.

If you have any questions in regards to the financial information, please contact David Gonella, Executive Director at (250) 833-4096 or email [davidg@rootsandblues.ca](mailto:davidg@rootsandblues.ca).

Respectfully Submitted,

A handwritten signature in blue ink that reads "Tulak".

---

Tracy Tulak, CPA, CMA

cc: Carl Bannister, Chief Administrative Officer  
Erin Jackson, Director of Corporate Services

March 11, 2020

Attn. Chelsea Van de Cappelle, CPA, BBA  
Chief Financial Officer  
City of Salmon Arm  
Box 40 500 2 Avenue NE  
Salmon Arm, BC V1E 4N2

Dear Chelsea,

Salmon Arm Folk Music Society is extremely grateful to the City of Salmon Arm for the continued support of the ROOTSandBLUES Festival. With generous support, we are able to continue to enrich our community in which we live and the Salmon Arm region by delivering an excellent presentation of culturally diverse music and related artistic experiences, engaging a multi-generational audience.

Pursuant to clause 5 of the annual funding agreement, the Society is submitting its Festival Budget. Included on this statement is a summary of the 2019 surplus.

I have also included an attached copy of our financial statements for your review.

Please let me know if you require any further information or have any questions.

Thank you,

Holly Ketter

Grant & Volunteer Coordinator

**Salmon Arm Folk Music Society  
Combined Festival, Raffle and Super Crawl  
ACTUAL (2019) / BUDGET (2020) REVENUES / EXPENSES <sup>[1]</sup>**

<b>As at October 31</b>	<b>2019 Actual</b>	<b>2020 Forecast</b>
<b>Revenues</b>		
Federal Funding (Canadian Heritage)	65,000	85,000
Provincial Funding (BC Arts & Destination BC)	34,250	28,000
Provincial Funding (DestinationBC)	173,750	122,150
Community Gaming Grant (BC Gaming)	45,000	45,000
Municipal Funding (City of Salmon Arm) <sup>[2]</sup>	51,360	52,540
Ticket Sales	673,213	643,434
Sponsorship	110,592	64,675
In-Kind Contributions	287,566	337,000
Vendors and Merchandise	284,739	264,210
Donations	7,979	6,157
Memberships	610	680
Other <sup>[3]</sup>	112,387	103,138
<b>Total</b>	<b>\$1,846,446</b>	<b>\$1,751,984</b>
<b>Expenses</b>		
Advertising and promotion	129,994	113,023
Venue and equipment costs <sup>[4]</sup>	362,064	386,149
Performers (inc. accommodation and local travel)	388,872	417,603
Payroll and contract wages	266,573	272,194
In-Kind Contributions	287,566	337,000
Event Expenses	88,064	87,282
Office	49,583	51,750
Merchandise and concessions	96,250	96,565
Festival development, travel and Board expense	14,870	12,331
Bank and Credit Card charges	26,348	26,301
Amortization of capital assets	18,249	13,809
Loss on disposal of assets	(129)	806
<b>Total</b>	<b>\$1,728,304</b>	<b>\$1,814,814</b>
<b>Surplus / Deficit of Revenues over Expenses</b>	<b>\$118,142</b>	<b>(\$62,830)</b>

**Note:**

**[1]** Pursuant to clause 5 of the annual funding agreement, the Society is submitting its annual Forecast to the City (its "Festival Budget").

**[2]** The annual BC CPI of 2.3% was obtained from the BC Government website at:

<https://www2.gov.bc.ca/gov/content/data/statistics/economy/consumer-price-index>

With noted source: Statistics Canada, Table 18-10-0005-01. Reported and disturbed on an "as is" basis with the permission of Statistics Canada. With the base year of 2002 = 100.

**[3]** Other includes camping, other onsite sales, raffle ticket sales and net 50/50 proceeds.

**[4]** Venue and Equipment includes \$21.4K for the Generator Reduction Program Project.

**Salmon Arm Folk Music Society  
Client Information Package  
For the Year Ended October 31, 2019**

**Contact Information**

**Angie Spencer, CPA, CA  
BDO Canada LLP  
Chartered Professional Accountants  
Ph: 250-832-7171 Fax: 250-832-2429  
Email: [aspencer@bdo.ca](mailto:aspencer@bdo.ca)**

**Salmon Arm Folk Music Society  
Financial Statements  
For the Year Ended October 31, 2019  
(Unaudited)**

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**Contents**

<b>Independent Practitioner's Review Engagement Report</b>	<b>1 - 2</b>
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Statement of Changes in Net Assets	4
Statement of Operations	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 14

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## Independent Practitioner's Review Engagement Report

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### To the members of Salmon Arm Folk Music Society

We have reviewed the accompanying financial statements of Salmon Arm Folk Music Society that comprise the statement of financial position as at October 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### Basis for Qualified Conclusion

In common with many not-for-profit organizations, Salmon Arm Folk Music Society derives revenue from fundraising activities, donations, and in-kind donations, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of Salmon Arm Folk Music Society. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, donations, in-kind donations, excess of revenues over expenses, and cash flows from operations for the years ended October 31, 2019 and 2018, current assets as at October 31, 2019 and 2018, and net assets as at November 1 and October 31 for both the 2019 and 2018 years. Our review conclusion on the financial statements for the year ended October 31, 2018 was modified accordingly because of the possible effects of this limitation in scope.

**Qualified Conclusion**

Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Salmon Arm Folk Music Society as at October 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

**Report on Other Legal and Regulatory Requirements**

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

*BDO Canada LLP*

Chartered Professional Accountants

Salmon Arm, British Columbia  
January 24, 2020

**Salmon Arm Folk Music Society  
Statement of Financial Position  
(Unaudited)**

October 31	General Fund	Gaming Fund	2019 Total	2018 Total
<b>Assets</b>				
<b>Current</b>				
Cash (Note 2)	\$ 180,964	\$ 903	\$ 181,867	\$ 81,406
Accounts receivable	22,047	-	22,047	8,387
Inventories	1,146	-	1,146	1,217
Prepaid expenses	6,746	-	6,746	2,824
Short term investments (Note 3)	127,400	-	127,400	-
	338,303	903	339,206	93,834
Long-term investments (Note 3)	-	-	-	125,000
Capital assets (Note 4)	159,037	-	159,037	186,124
	\$ 497,340	\$ 903	\$ 498,243	\$ 404,958
<b>Liabilities and Net Assets</b>				
<b>Current</b>				
Accounts payable and accrued liabilities (Note 5)	\$ 22,731	\$ -	\$ 22,731	\$ 22,831
Current portion of deferred capital contributions (Note 6)	15,400	-	15,400	71,400
	38,131	-	38,131	94,231
Deferred capital contributions (Note 6)	62,361	-	62,361	31,118
	100,492	-	100,492	125,349
<b>Net Assets</b>				
Invested in capital assets	81,276	-	81,276	83,606
Available	315,572	903	316,475	196,003
	396,848	903	397,751	279,609
	\$ 497,340	\$ 903	\$ 498,243	\$ 404,958

On behalf of the Board:

B. McEllan Treasurer

[Signature] Chairperson

The accompanying notes are an integral part of these financial statements.

**Salmon Arm Folk Music Society  
Statement of Changes in Net Assets  
(Unaudited)**

<b>For the yr ended October 31</b>	<b>Invested in Capital Assets</b>	<b>Available General Fund</b>	<b>Available Gaming Fund</b>	<b>2019 Total</b>	<b>2018 Total</b>
Balance, beginning of the year	\$ 83,606	\$ 194,787	\$ 1,216	\$ 279,609	\$ 280,996
Excess (deficiency) of revenues over expenses	-	118,455	(313)	118,142	(1,387)
Contributions received (Note 6)	(1,950)	1,950	-	-	-
Acquisition of capital assets	18,243	(18,243)	-	-	-
Amortization of deferred contributions (Note 6)	26,707	(26,707)	-	-	-
Disposal of capital assets	(374)	374	-	-	-
Amortization of capital assets	(44,956)	44,956	-	-	-
Balance, end of the year	\$ 81,276	\$ 315,572	\$ 903	\$ 397,751	\$ 279,609

The accompanying notes are an integral part of these financial statements.

**Salmon Arm Folk Music Society**  
**Statement of Operations**  
**(Unaudited)**

<b>For the year ended October 31</b>	<b>General Fund</b>	<b>Gaming Fund</b>	<b>2019 Total</b>	<b>2018 Total</b>
<b>Revenue</b>				
Amortization of deferred contributions (Note 6)	\$ 26,707	\$ -	\$ 26,707	\$ 80,161
Donations	7,979	-	7,979	3,528
Fundraising	1,001	9,372	10,373	15,495
Grants (Note 8)	343,450	45,000	388,450	189,411
In-kind contributions (Note 7)	287,566	-	287,566	329,136
Memberships	610	-	610	12,380
Other	112,903	-	112,903	84,061
Sponsors and advertising	110,592	-	110,592	109,443
Ticket sales	671,199	-	671,199	637,837
Vendors and merchandise	275,993	-	275,993	246,420
	<b>1,838,000</b>	<b>54,372</b>	<b>1,892,372</b>	<b>1,707,872</b>
<b>Expenses</b>				
Advertising and promotion	125,622	-	125,622	53,510
Amortization	44,956	-	44,956	92,457
Bank charges	26,328	22	26,350	25,229
Event	61,795	775	62,570	42,074
In-kind expenses (Note 7)	287,566	-	287,566	329,136
Merchandise and concessions	83,782	-	83,782	76,046
Office	49,583	-	49,583	48,800
Payroll	183,427	-	183,427	158,220
Performers	393,878	7,462	401,340	448,302
Research, training and networking	44,734	-	44,734	36,123
Subcontract	102,236	-	102,236	77,056
Venue and equipment	315,638	46,426	362,064	322,306
	<b>1,719,545</b>	<b>54,685</b>	<b>1,774,230</b>	<b>1,709,259</b>
<b>Excess (deficiency) of revenues over expenses</b>	<b>\$ 118,455</b>	<b>\$ (313)</b>	<b>\$ 118,142</b>	<b>\$ (1,387)</b>

The accompanying notes are an integral part of these financial statements.

**Salmon Arm Folk Music Society  
Statement of Cash Flows  
(Unaudited)**

<b>For the year ended October 31</b>	<b>2019</b>	<b>2018</b>
<b>Cash flows from operating activities</b>		
Cash receipts from grants, donations, fundraising and memberships	\$ 393,751	\$ 234,620
Cash receipts from music festival	1,170,558	1,077,761
Cash paid to suppliers and employees	(1,445,655)	(1,285,897)
	<u>118,654</u>	<u>26,484</u>
<b>Cash flows from investing activities</b>		
Purchase of investments	(2,400)	(125,000)
Proceeds on disposal of capital assets	500	-
Purchase of capital assets	(16,293)	(64,395)
	<u>(18,193)</u>	<u>(189,395)</u>
<b>Net increase (decrease) in cash</b>	<b>100,461</b>	<b>(162,911)</b>
<b>Cash, beginning of the year</b>	<u><b>81,406</b></u>	<u><b>244,317</b></u>
<b>Cash, end of the year</b>	<u><b>\$ 181,867</b></u>	<u><b>\$ 81,406</b></u>
<b>Represented by:</b>		
Unrestricted cash	\$ 180,964	\$ 79,440
Restricted cash	903	1,966
	<u><b>\$ 181,867</b></u>	<u><b>\$ 81,406</b></u>

The accompanying notes are an integral part of these financial statements.

---

**Salmon Arm Folk Music Society  
Notes to Financial Statements  
(Unaudited)**

**October 31, 2019**

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**1. Significant Accounting Policies**

<b>Nature and Purpose of Organization</b>	Salmon Arm Folk Music Society (the "Society") is a not-for-profit organization created to provide musical and cultural entertainment in the Shuswap, and is incorporated under the <i>Society Act</i> of British Columbia. Revenue is derived principally from ticket sales, bar and concession sales, donations and grants. The Society is a registered charity under the Income Tax Act.
<b>Basis of Accounting</b>	The financial statements have been prepared using Canadian accounting standards for not-for-profit organizations.
<b>Revenue Recognition</b>	<p>The Society follows the deferral method of accounting for contributions.</p> <p>Restricted contributions are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.</p>
<b>Fund Accounting</b>	<p>The Society follows the deferral method of accounting for contributions and uses fund accounting.</p> <p>Revenues and expenses related to providing musical and cultural entertainment and administrative activities are reported in the General Fund.</p> <p>Revenues and expenses related to raffles and restricted funding received from BC Gaming are reported in the Gaming Fund.</p> <p>The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Society's capital assets.</p>
<b>Inventories</b>	Inventories are valued at the lower of cost and net realizable value. Cost is determined on a first-in, first-out basis.
<b>Long-term Investments</b>	The Society accounts for its investments using the cost method.

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**Salmon Arm Folk Music Society  
Notes to Financial Statements  
(Unaudited)**

**October 31, 2019**

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**1. Significant Accounting Policies (continued)**

**Capital Assets**

Capital assets are stated at cost less accumulated amortization. Contributed tangible capital assets are recorded at fair value at the date of contribution and are amortized, unless fair value is not determinable in which case contributed tangible capital assets are recorded at nominal value at the date of contribution. Expenditures for repairs and maintenance are expensed as incurred. Betterments that extend the useful life of the tangible capital asset are capitalized.

Construction in progress is not amortized until the tangible capital asset is substantially complete and ready for use.

Amortization based on the estimated useful life of the asset is calculated as follows:

	<b>Method</b>	<b>Rate</b>
Buildings	Declining balance	10%
Computers	Straight-line	3 years
Furniture and equipment	Declining balance	20%
Gates and signs	Declining balance	20%
Tents	Declining balance	20%
Vehicles	Declining balance	30%
Leasehold improvements	Straight-line	5-6 years

Computers include computer hardware and software. Amortization expense is reported in the Capital Asset Fund.

When a tangible capital asset no longer has any long-term service potential to the Society, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations. Any unamortized deferred contribution amount related to the tangible capital asset is recognized in revenue in the statement of operations, provided that all restrictions have been complied with.

When a tangible capital asset is disposed of, the difference between the net proceeds on disposition and the net carrying amount is recognized in the statement of operations. Any unamortized deferred contribution amount related to the tangible capital asset disposed of is recognized in revenue in the statement of operations, provided that all restrictions have been complied with.

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**Salmon Arm Folk Music Society  
Notes to Financial Statements  
(Unaudited)**

**October 31, 2019**

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**1. Significant Accounting Policies (continued)**

<b>Deferred Contributions</b>	Deferred contributions related to capital assets are amortized to revenue on the same basis as the related capital assets. Deferred contributions for concerts and advertising services are amortized to revenue when the revenue recognition criteria are met.
<b>In-Kind Contributions</b>	Contributed assets, materials and services which are used in the normal course of the Society's operations and would otherwise have been purchased are recorded at their fair value at the date of contribution if fair value can be reasonably estimated.
<b>Foreign Currency Translations</b>	Foreign currency accounts are translated into Canadian dollars as follows: at the transaction date, each asset, liability, revenue and expense is translated into Canadian dollars by the use of the exchange rate in effect at that date. At the year end date, monetary assets and liabilities are translated into Canadian dollars by using the exchange rate in effect at that date. The resulting foreign exchange gains and losses are included as income in the current period.
<b>Financial Instruments</b>	<p>Financial Instruments are recorded at fair value at initial recognition.</p> <p>In subsequent periods, equities traded in an active market and derivatives are reported at fair value, with any change in fair value reported in income. All other financial instruments are reported at cost or amortized cost less impairment. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items measured at fair value and charged to the financial instrument for those measured at amortized cost.</p> <p>Financial assets are tested for impairment when indicators of impairment exist. When a significant change in the expected timing or amount of the future cash flows of the financial asset is identified, the carrying amount of the financial asset is reduced and the amount of the write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement, provided it is not greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously, and the amount of the reversal is recognized in net income.</p>
<b>Volunteer Services</b>	The Society's programs benefit substantially from services in the form of volunteer time. The value of these services is not recorded in these financial statements.

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**Salmon Arm Folk Music Society  
Notes to Financial Statements  
(Unaudited)**

**October 31, 2019**

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**1. Significant Accounting Policies (continued)**

**Use of Estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Significant estimates include valuation of accounts receivable, in-kind donations, amortization of capital assets and completeness of accounts payable and accrued liabilities.

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**2. Cash**

	2019	2018
Unrestricted	\$ 180,964	\$ 79,440
Externally restricted	903	1,966
	<u>\$ 181,867</u>	<u>\$ 81,406</u>

The Society has a revolving line of credit available to a maximum of \$ 30,000 and bearing interest at bank prime rate plus 2.0%. The bank's prime rate at year end was 3.95% (2018 - 3.95%). At year end, there was no outstanding balance (2018 - \$ Nil).

The Society's bank accounts include \$ 7,933 (2018 - \$ 3,329) in US dollar denominated funds.

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**3. Investments**

The carrying amounts of investments are comprised of the following:

	2019	2018
Salmon Arm Savings and Credit Union, term deposit, 2 years, 2.80%, maturing June 21, 2020	\$ 25,700	\$ 25,000
Salmon Arm Savings and Credit Union, term deposit, 18 months, 1.70%, maturing December 21, 2019	101,700	100,000
	<u>\$ 127,400</u>	<u>\$ 125,000</u>

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**Salmon Arm Folk Music Society  
Notes to Financial Statements  
(Unaudited)**

**October 31, 2019**

**4. Capital Assets**

	2019		2018	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Buildings	\$ 82,358	\$ 32,667	\$ 82,358	\$ 27,146
Computers	9,847	3,822	1,765	539
Furniture and equipment	14,029	12,922	20,029	17,261
Gate and signs	18,832	15,691	18,832	14,906
Tents	57,930	56,730	57,930	56,429
Vehicle	3,000	3,000	3,000	2,915
Leasehold improvements	265,602	167,729	255,441	134,035
	<u>\$ 451,598</u>	<u>\$ 292,561</u>	<u>\$ 439,355</u>	<u>\$ 253,231</u>
Net book value		<u>\$ 159,037</u>		<u>\$ 186,124</u>

Included in the \$ 265,602 of leasehold improvements are contributed assets of \$ 126,654. Included in the \$ 82,358 of buildings are contributed assets of \$ 1,449.

**5. Accounts Payable**

Included in accounts payable and accrued liabilities are government remittances payable of \$3,360 (2018 - \$3,190).

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**Salmon Arm Folk Music Society  
Notes to Financial Statements  
(Unaudited)**

**October 31, 2019**

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**6. Deferred Capital Contributions**

Deferred capital contributions represent restricted contributions with which the Society purchased tents, computers, leasehold improvements and other capital assets. The change in the deferred contributions balance for the year is as follows:

	<u>2019</u>	<u>2018</u>
Beginning balance	\$ 102,518	\$ 180,830
Less: amounts recognized as revenue in the year	(26,707)	(80,161)
Add: cash contributions received	-	-
in-kind contributions received	<u>1,950</u>	<u>1,849</u>
	<u>77,761</u>	<u>102,518</u>
Current portion	<u>15,400</u>	<u>71,400</u>
Long-term portion of deferred capital contributions	<u>\$ 62,361</u>	<u>\$ 31,118</u>

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**7. In-kind Contributions and Expenses**

The work of the Society is significantly dependent upon the donation of materials and services by supporters. Management has determined the value of contributions in-kind to be \$ 289,516 (2018 - \$ 330,985). Of this amount, \$ 287,566 (2018 - \$ 329,136) has been recorded as revenue and expenses in these financial statements, and \$ 1,950 (2018 - \$ 1,849) has been recorded as deferred capital contributions.

**8. Grants**

	<u>2019</u>	<u>2018</u>
Federal	\$ 82,090	\$ 73,411
Provincial	210,000	25,000
Municipal	51,360	50,000
Foundations	-	1,000
Gaming	<u>45,000</u>	<u>40,000</u>
	<u>\$ 388,450</u>	<u>\$ 189,411</u>

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**Salmon Arm Folk Music Society  
Notes to Financial Statements  
(Unaudited)**

**October 31, 2019**

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**9. Commitments**

- a) The Society has entered into a lease for office space with the City of Salmon Arm. The minimum annual payment is \$ 1, expiring January 2025.
- b) The Society has entered into a lease for office equipment. The minimum annual payments are \$ 1,860, expiring April 2021.
- c) The Society has entered into a lease for storage space with the City of Salmon Arm. The minimum annual payment \$ 1, expiring December 2021.
- d) The Society has entered into a lease for office equipment. The minimum annual payments are \$ 600, expiring February 2022.
- e) The Society has entered into a rental agreement for the use of land for a two week period during the Society's annual music festival. The minimum payments are \$ 16,922 for 2020, \$ 17,139 for 2021, and \$ 17,396 for 2022.

Total commitments over the next 3 years are as follows:

<u>Year</u>	<u>Amount</u>
2020	\$ 19,384
2021	18,671
2022	17,597
2023	1
2024	1
Thereafter	1
	<u>\$ 55,655</u>

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**Salmon Arm Folk Music Society  
Notes to Financial Statements  
(Unaudited)**

**October 31, 2019**

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**10. Financial Instruments**

**Credit risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Society's financial instruments that are exposed to concentrations of credit risk relate primarily to its accounts receivable.

**Liquidity risk**

Liquidity risk is the risk that the Society will encounter difficulty in meeting its obligations associated with financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Society will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value, which is less than what they are worth; or may be unable to settle or recover a financial asset. The Society is exposed to this risk mainly in respect of its accounts payable.

The Society's approach to managing liquidity is to ensure, as far as possible, that it will always have sufficient cash flows to fund its operations and to meet its liabilities when due, under both normal and stressed conditions. The Society maintains a portion of its invested assets in liquid securities.

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Item 9.2

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor

Seconded: Councillor

THAT: a Resolution be adopted allowing structural changes to liquor licenses, without such changes coming to Council, as outlined as Option 1 of the May 22, 2020 email from the Liquor and Cannabis Regulation Branch (LCRB) attached to the staff report dated May 27, 2020.

### Vote Record

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

Opposed:

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

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TO: His Worship Mayor Harrison and Members of Council

FROM: Maurice Roy, Manager of Permits and Licensing

DATE: May 27, 2020

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STAFF RECOMMENDATION

THAT: City Council pass a resolution allowing structural changes to liquor licenses, without such changes coming to Council, as outlined as option 1 of the May 22, 2020 email from the Liquor and Cannabis Regulation Branch (LCRB).

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BACKGROUND:

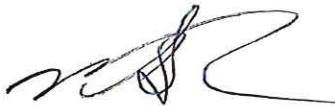
Due to the Covid 19 pandemic and the importance of physical distancing, the LCRB has issued Policy Directive 20-13 (attached as Appendix 1) to ease the restriction which physical distancing places on licensed establishments. Directive 20-13 is a temporary measure, which expires on October 13, 2020 and permits structural expansion of licensed areas while maintaining the same occupant load as listed on the original liquor license.

The current protocol requires that any structural change to a liquor license come before Council for review and Local Government authorization. The LCRB, in their email of May 22, 2020 and attached as Appendix 2, has provided an option for Local Government to waive such a requirement. With the almost certainty of every license holder participating in the program to keep their businesses viable, staff time to prepare separate reports for each application could prove extensive.

If structural expansion of a licensed area involves the creation of a patio on public property the owner of the business would first be required to obtain a Highway Use Permit from the City in accordance with Sidewalk Café Policy #1.13.

CONCLUSION:

Given there will be no increase in the occupant load and that this is a temporary measure with a definite expiration date, staff recommends that Council waive the review of such structural changes to liquor licenses falling within the scope of this Provincial initiative.



Prepared by: Maurice Roy, RBO CRBO  
Manager of Permits & Licensing



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

Appendix 1: LCRB Memo 20-13  
Appendix 2: LCRB e-mail



**Liquor and Cannabis Regulation Branch**  
**POLICY DIRECTIVE**  
**No: 20 - 13**

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Date: May 22, 2020

To: All LCRB Staff  
All Licensees  
All Industry Associations  
All local government, First Nations and police agencies

**Re: Temporary Expanded Service Area Authorization**

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### **General Manager Authority**

Under the Liquor Control and Licensing Regulation (LCLR), s. 109.1, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may issue a Temporary Expanded Service Area Authorization to food primary, liquor primary, and manufacturer licensees.

### **New Policy**

In response to the COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's March 2020 declaration of a public health emergency, the GM is putting in place time-limited measures to support the Provincial Health Officer's (PHO) direction and recommendations.

This new authorization permits a licensee to temporarily expand their service areas **until October 31, 2020**. The increased service area will allow licensees to serve patrons while complying with the PHO's guidelines regarding physical distancing.

Accordingly, food primary, liquor primary and manufacturer licensees (i.e., wineries, breweries, distilleries) may apply for a Temporary Expanded Service Area Authorization.

To meet the intent of this temporary authorization, licensees will not be permitted to increase or exceed their currently approved person/patron capacities or occupant loads. All means of access to the service area must also be supervised to the satisfaction of the GM. Finally, licensees must comply with all local bylaws and health and fire regulations.

An expedited online application will be available for licensees at no charge. Please check our website for a link to the application.

### **Explanation**

The new policy is provided in the context of the provincial state of emergency and public

health emergency related to the COVID-19 pandemic. Increasing the size of existing service areas is expected to support licensees in complying with requirements under the Provincial Health Orders and recommendations, in particular with respect to social/physical distancing.

**Further Information**

Further information regarding liquor and cannabis regulation and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

*Original signed by*

Mary Sue Maloughney  
Assistant Deputy Minister and General Manager  
Liquor and Cannabis Regulation Branch

## Maurice Roy

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**From:** Caylee Simmons  
**Sent:** May-22-20 9:49 AM  
**To:** Maurice Roy; Marcel Bedard  
**Subject:** FW: Policy Directive 20-13 – Temporary Expanded Service Area Authorization  
**Attachments:** 20-13 Temporary Expanded Service Area Authorization.pdf

Caylee Simmons

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**From:** LCRB Liquor Policy LCRB:EX <LCRBLiquorPolicy@gov.bc.ca>  
**Sent:** May-22-20 9:44 AM  
**To:** LCRB Liquor LCRB:EX <LCRBLiquor@gov.bc.ca>  
**Subject:** Policy Directive 20-13 – Temporary Expanded Service Area Authorization

Hello,

The Liquor Control and Regulation Branch (LCRB) is aware of the significant ramifications the pandemic has had on B.C.'s hospitality sector and we understand that with reopening efforts underway, it is critical that licensees are supported in their needs to adhere to Provincial Health Officer's (PHO) direction and recommendations as they aim to resume operations.

As such, the LCRB has announced [Policy Directive 20-13](#), that permits food primary, liquor primary and manufacturing licensees to temporarily expand their service area footprint **until October 31, 2020**.

Helping licensees increase their service area will allow them to decrease the density of patrons in their establishments and to continue to serve patrons while complying with PHO orders and guidelines regarding physical distancing.

To support this directive, we have implemented an expedited process for the authorization of temporary expansions to service areas. These temporary authorizations will be focused on expanding licensee service areas only and will not increase currently approved person/patron capacities or occupant loads. This will allow the LCRB to expedite approvals while mitigating any public safety risks or local government requirements. Licensees will still be subject to any PHO orders requiring reduced occupancy loads and must also comply with all local bylaws and health and fire regulations.

Licensees will be able to submit applications for **Temporary Expanded Service Area Authorizations** via our [online portal](#) at no charge. This user-friendly online system will ensure information is gathered from licensees efficiently and will enable faster processing times.

We understand that some local governments may want applications in their jurisdiction approved as soon as possible, while others may want an opportunity to review individual applications more extensively. Therefore, the LCRB is offering the following two options for local government input into the temporary authorization application process for liquor primary and manufacturer licensees:

1. Local governments may provide one pre-approval to cover all liquor primary and manufacturer establishments within their jurisdiction who may apply for an expanded service area.

#### Considerations:

- This will enable the fastest processing of applications in your jurisdiction.
- You will not have an opportunity to see individual requests before they are approved by the LCRB.

- Applicants will be required to disclose that they have met all local government requirements when applying.
- You will receive notice when the expanded service area is authorized by the LCRB.
- If you have wish to use this expedited process but have specific concerns, please contact the LCRB immediately.

*If you choose this option, please send confirmation directly to our local government liaison, Allan Lingwood, at [Allan.Lingwood@gov.bc.ca](mailto:Allan.Lingwood@gov.bc.ca) so that your pre-approval can be recorded in our system.*

2. Local governments may choose to review and approve all individual requests for liquor primary and manufacturer expansions prior to licensees submitting their applications to the LCRB.

**Considerations:**

- This will increase the time required for businesses to begin operating their expanded areas.
- You will have the ability to determine what information you require from applicants seeking your approval, and to withhold approval if you have concerns.
- If you approve the application, you will be asked to provide written approval directly to the applicant (email is sufficient). The applicant will be required to include this information with their application to the LCRB.
- You will receive notice when an expanded service area is authorized by the LCRB.

**Please note:** *This is the default process. You do not need to contact LCRB if you wish to follow this process.*

*Local governments who choose to review/approve all individual requests will be required to provide written approval to each applicant (via letter or email) prior to submission, with the following information:*

1. *Establishment name*
2. *Licence number*
3. *Establishment address*
4. *Local Government's confirmation of "no objection"*
5. *Permission to use publicly owned spaces, if applicable*
6. *Comments, if any.*

Since food primary establishments are not generally required to obtain prior local government approval to expand their service areas, the LCRB will continue to process food primary requests for expanded service areas without requiring local government approval. Food primary licensees are responsible for following all local bylaws and for obtaining any permits as required by their local government. You will receive notice when an expanded food primary service area is approved by the LCRB.

Finally, it's important to note that the LCRB will not require evidence from licensees ensuring they have appropriate permissions (including the use of publicly owned spaces like parking lots, sidewalks, etc.) from local governments, if their local government has selected the blanket-approval approach. It is the responsibility of the licensee to ensure they abide by all local bylaws and acquire any necessary permits. However, all applicants will be required to affirm through an online disclosure that they have met all local government requirements.

Please quickly decide your local governments approach and either communicate your decided administrative process to the LCRB, or the licensees and applicants that will be likely reaching out to you soon.

The LCRB will also continue with its end-to-end review of the existing permanent structural approval process, with the goal of streamlining and modernizing the process, making future applications more straightforward and aligned with today's business needs.

We look forward to continuing to work with you to ensure B.C. businesses have the support they need during this challenging time.

If you have any questions, please contact our local government liaison, Allan Lingwood, at [Allan.Lingwood@gov.bc.ca](mailto:Allan.Lingwood@gov.bc.ca).

Sincerely,

Mary Sue Maloughney  
Assistant Deputy Minister and General Manager  
Liquor and Cannabis Regulation Branch  
Ministry of Attorney General

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Item 9.3

## CITY OF SALMON ARM

Date: June 8, 2020

### Sidewalk Café/Patio Fees – For Information

#### **Vote Record**

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

Opposed:

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



June 1, 2020

To: His Worship Mayor Harrison and Members of Council

From: Director of Development Services

Subject: Sidewalk Café / Patio Fees

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## FOR INFORMATION

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### BACKGROUND

At the June 1, 2020 Development/Planning Services Committee Meeting, a report from staff was requested on the idea of waiving fees for Sidewalk Patios. The Sidewalk Café / Patio Policy (the Policy) was created in April 2014. Six years later, Hanoi 36 has been the first restaurant to request a sidewalk patio on the street. On April 14, 2020 the Policy came out of dormancy by a resolution of Council to address the Hanoi 36 request. Other downtown businesses have expressed an interest in having a similar patio on the street.

As a traffic and street matter, the Engineering Department created the Policy. Under the City's Traffic and Parks Bylaws, the Director of Engineering and Public Works has the delegated authority to permit activities, closures, construction and items on City streets, boulevards and parks. Many activities on our streets are typically dealt with through a Highway Use Permit – internally (not to City Council), which has the same \$25 application fee from the 1990s. Other matters such as road closures, installations of public art or festivities in our parks are brought to Council for approval.

When the new Policy was contemplated, a one-time Permit fee of \$300 was deemed to be fair and reflective of the staff time involved in an application. These applications are reviewed internally by Engineering staff and, if a structure is proposed (like the Hanoi patio), building inspection services are included in the \$300 fee to confirm if the structure is safe for public use on a street. There is also a \$500 refundable deposit to potentially cover damages to City property. In essence, the process of a Highway Use Permit and a Building Permit are combined for this fee for service. Once the application was in, drawings reviewed and fees paid, the Hanoi 36 application was processed in a matter of days.

Pursuant to the Community Charter, a municipality is supposed to levy a fair market charge for the private use of City lands, parks and streets. The \$150 annual 'land charge' for a sidewalk patio in Salmon Arm is well below the assessed value for equivalent downtown commercial properties. Council recently dealt with another situation for a requested easement over City property next to a proposed new daycare site with the land charge for that amounting to a one-time \$3,000. Both examples, either an easement or a patio over City land are legally considered a disposal of City land, even on a temporary basis.

Fees vary across the Province for Sidewalk Café / Patio Permits. In Nelson the fee is \$300 + a minimal seasonal fee of \$300 + an annual \$100 renewal fee. In Victoria, the fee for an on-street patio (like Hanoi 36) would be \$50 for the application fee + \$2,002 / Year for use of the road. Like in Salmon Arm, the permits and licencing fee process also requires the proponent to produce adequate Third Party Liability insurance to save the municipality harmless from claims and suits.

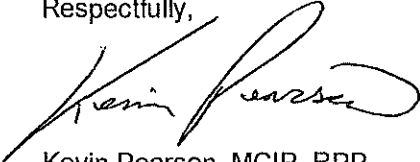
It is recognized that City Council is doing their best to help businesses recover from the COVID-19 downturn. While expanding patron areas into boulevards and waiving fees are popular strategies in some BC communities, having some checks / balances for public safety, liability and maintaining public passage on our boulevards remain to be important considerations. These applications do not take long to process.

## CONCLUSION

If Council wants to waive fees for structural Sidewalk Patios, the timeline for that should be made clear in a Resolution, and with that the Hanoi 36 application would be refunded \$300 from that specific GL Revenue Account.

As a disposition of City property, it is not recommended that the \$150 land charge be waived/refunded. The need for an application form to be filled out for our records, drawings to scale, proof of third party liability and the \$500 damage deposit remain important aspects of this process.

Respectfully,

A handwritten signature in black ink, appearing to read "Kevin Pearson", written over a horizontal line.

Kevin Pearson, MCIP, RPP  
Director of Development Services

cc      Director of Engineering & Public Works  
         Director of Finance

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Item 9.4

**CITY OF SALMON ARM**Date: June 8, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Ross Street Underpass Construction in the amount of \$3,569,912.20 funded from the following:

Grants	\$1,067,912.20
Underpass Reserve Account	525,000.00
Parking - General Parking Lot Reserve Account	1,570,000.00
TCH Intersections Reserve Account	157,000.00
20 Ave/20 St Intersection Realignment Reserve Account	250,000.00
	<u>\$3,569,912.20</u>

AND THAT: the Corporate Strategic Plan/Debt Strategy be amended to move the Downtown Parkade Project out by 5 years (i.e. 2028 vs. 2023).

**Vote Record**

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

Opposed:

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

# CITY OF SALMON ARM

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TO: His Worship Mayor Harrison & Members of Council  
 DATE: June 1, 2020  
 SUBJECT: Ross Street Underpass Financing & Project Update

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## RECOMMENDATION:

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Ross Street Underpass Construction in the amount of \$3,569,912.20 funded from the following:

Grants	\$1,067,912.20
Underpass Reserve Account	525,000.00
Parking – General Parking Lot Reserve Account	1,570,000.00
TCH Intersections Reserve Account	157,000.00
20 Ave/20 St Intersection Realignment Reserve Account	250,000.00
	<u>\$3,569,912.20</u>

AND THAT: the Corporate Strategic Plan/Debt Strategy be amended to move the Downtown Parkade Project out by 5 years (i.e. 2028 vs. 2023).

## BACKGROUND:

In October 2018, the City of Salmon Arm asked the electors of Salmon Arm the following question:

*Are you in favour of Council for the City of Salmon Arm adopting Loan Authorization Bylaw No. 4500, which would authorize the City of Salmon Arm to borrow \$5,300,000.00 for the purpose of constructing the Ross Street Underpass and related works?*

The strong results of the Referendum, which was held in conjunction with the 2018 General Local Election, demonstrate that the citizens of Salmon Arm support the completion of the project. While a healthy contingency of \$1,828,000.00 (20% of total project estimate) was included in the 2017 budget, several factors have brought the most recent Opinion of Probable Cost (OPC) Appendix B of the project up over the last three years, including additional engineering / geotechnical requirements and inflation of approximately 6%.

This report is provided to update Council on the anticipated increases and provide a recommendation for funding (which does not include additional borrowing or a tax increase). The Project Manager (Binnie & Associates) has just completed a new OPC which is still subject to change once the final engineering concerns are determined by CP Rail.

It goes without saying that this is a large and complex capital project and while staff and consultants have been working with the best information that is available at any given time, this has changed considerably since the Referendum. Increased geotechnical requirements from CP Rail (diversion track may need to be left in place for up to two years as a risk management measure due to settlement concerns and before going live on the new bridge structure – staff are currently negotiating with private property owners to accommodate this) and timeline delays (due to several factors including COVID-19) resulted in an anticipated increase of approximately \$3,569,912.20 or 28%, which can be funded through various grants and reserve accounts.

While it has not yet been finally determined, the CP Building may be demolished and/or moved by CP due to settlement concerns.

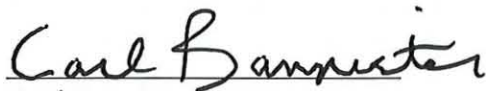
In order to cover the additional costs that will be required to complete the RSU Project, staff recommend utilizing \$1,570,000.00 from the General Parking Lot Reserve that was earmarked for the Downtown Parkade and moving that project out by 5 years. As the Parkade is included in the Corporate Strategic Plan, it will necessitate an amendment to the plan as well as a budget amendment. Staff are contemplating a major renewal of the Strategic Plan and Long Term Debt Strategy in the near future and recognize that a Downtown Parkade may no longer be a short-term priority given the movement toward active transportation.

The City received a double Gas Tax payment in 2019 (it is not known whether this will continue but recent Federal announcements are cause for some optimism) and this \$800,000.00 can be utilized for the project, as well as increased contributions from CP and from Water and Sewer. A full outline of the proposed funding strategy is attached as APPENDIX A.

As previously outlined, the true and final cost of the project will only be known once the tender process is complete.

As recently determined by Council, the project is, at long last, slated to go to tender (with six prequalified contractors) on July 15, 2020 with construction expected to begin in September. As fate would have it, this is similar timing to the Trans Canada Highway West Project.

Respectfully Submitted,



Carl Bannister

Chief Administrative Officer

APPENDIX A – Ross Street Underpass Revised Funding Strategy

APPENDIX B – Binnie OPC – June 2, 2020



Ross Street Underpass - Revised Funding Strategy  
May 28, 2020

Project Funding	Original	Staff Working Budget 2019/2020	Staff Proposed Revisions
Grants	\$ 3,200,000.00	\$ 4,000,000.00 *	\$ 4,192,912.20 *
CP Contribution	1,425,000.00	1,500,000.00 **	1,500,000.00 **
Water and Sewer Contribution	252,000.00	252,000.00	252,000.00
Reserves - Various			
- Underpass Reserve Account	1,660,000.00	1,875,000.00	1,875,000.00
- Drainage Reserve Account	235,000.00	235,000.00	235,000.00
- Parking - General Parking Lot Reserve Account	-	1,570,000.00 ***	1,570,000.00
- Surplus Reserve Account	202,000.00	202,000.00	202,000.00
- Debt Reserve - Shaw Centre (DRF Payout)	125,000.00	125,000.00	125,000.00
- TCH Intersections	-	157,000.00	157,000.00
- 20 Ave/20 St Intersection Realignment	-	250,000.00	250,000.00
Long Term Debt	5,300,000.00	5,300,000.00	5,300,000.00
DCC Reserve Fund	84,000.00	84,000.00	84,000.00
	<u>\$ 12,483,000.00</u>	<u>\$ 15,550,000.00</u>	<u>\$ 15,742,912.20</u>

\*An additional \$992,912.20 has been included in Grants from the Community Works Fund (Gas Tax)

- 2019 the City received an unanticipated additional payment of \$826,787, future payment amounts are yet to be determined

\*\*An additional \$75,000.00 has been included in Grants from the Transport Canada/CP Grant

\*\*\*General Parking Lot Reserve Account funds, are monies that the City set aside for the Downtown Parkade, these are not monies collected from the Specified Area Parking Levy

Project Costs	Original	Staff Working Budget 2019/2020	Binnie OPC - June 2, 2020
Civil Construction Cost	\$ 3,560,000.00	\$ 4,240,016.96	
Electrical	75,000.00	89,326.20	
Pump Station	630,000.00	750,340.08	
Rail	1,525,000.00	1,816,299.40	
Railway Bridge Structure and Walls	2,915,000.00	3,471,811.64	
Additional Works	-	750,000.00 ****	
Landscape Architecture	310,000.00	369,214.96	
BC Hydro - Ducts & Poles	50,000.00	148,877.00	
Telus - Ducts & Poles	25,000.00	-	
Gas	50,000.00	-	
Fiber Optic	-	200,000.00	
Engineering & Tender Services	1,400,000.00	1,520,102.00	
Financing Cost	115,000.00	53,000.00	
Legal Review	-	20,000.00	
	<u>\$ 10,655,000.00</u>	<u>\$ 13,428,988.24</u>	
Contingency	20% 1,828,000.00	19.5% 2,121,011.76	20%
	<u>\$ 12,483,000.00</u>	<u>\$ 15,550,000.00</u>	<u>\$ 15,742,912.20 *****</u>

\*\*\*\*Increased insurance, monitoring track setting, light weight backfill & other risk mitigation measures

\*\*\*\*\*This OPC is still tentative and subject to change. It will undoubtedly change as a result of the tender process.

2017 Estimate	Staff's Working Estimate	2020 Estimate	Comments	DRAFT Binnie 2020	Comments
Civil Construction	\$ 3,560,000.00	Civil Construction (6% Inflation - 3 yrs)	\$ 4,240,016.96	Estimated	
Electrical	\$ 75,000.00	Electrical (6% Inflation - 3 yrs)	\$ 89,326.20	Estimated	
Pump Station	\$ 630,000.00	Pump Station (6% Inflation - 3 yrs)	\$ 750,340.08	Estimated	
Rail	\$ 1,525,000.00	Rail (6% Inflation - 3 yrs)	\$ 1,816,299.40	Estimated	
Railway Bridge Structure & Walls	\$ 2,915,000.00	Railway Bridge Structure & Walls (6% Inflation - 3 yrs)	\$ 3,471,811.64	Estimated	
		Additional work (geotech related - 3 yrs)	\$ 750,000.00	Estimated - Includes: Increased insurance, monitoring, track setting, light weight backfill & other risk mitigation	
Landscape Architecture	\$ 310,000.00	Landscape Architecture (6% Inflation - 3 yrs)	\$ 369,214.96	Estimated	
Utilities (Hydro, Telus, Gas)	\$ 125,000.00	Utilities (Hydro, Telus, Gas) (6% Inflation - 3 yrs)	\$ 148,877.00	Estimated	
		Fiber optic relocation	\$ 200,000.00	Estimated	See June 2, 2020 DRAFT estimate (Binnie) \$ 11,709,000.00
Contingency (20%)	\$ 1,828,000.00	Contingency 15%	\$ 1,775,362.94	Contingency (20%)	\$ 2,341,800.00
Subtotal (Construction)	\$ 10,968,000.00	Subtotal (Construction)	\$ 13,611,269.18	Subtotal (Construction)	\$ 14,050,800.00
Engineering and Tender Services	\$ 1,400,000.00	Engineering and Tender Services	\$ 1,520,102.00	Engineering and Tender Services	\$ 1,672,112.20
		Phase 2.3b (100% Design - Part 1)	\$ 138,163.00	Actual	\$ 138,163.00 Actual
		Phase 2.4 (100% Design - Part 2)	\$ 247,955.00	Actual	\$ 247,955.00 Actual
		Phase 2.5 (100% Design - Additional Work)	\$ 133,984.00	Proposed	\$ 133,984.00 Proposed
		Phase 2.6 (Tender & Award)	\$ 50,000.00	Estimated	\$ 50,000.00 Estimated
		Phase 3 (Construction Services)	\$ 950,000.00	Estimated	\$ 950,000.00 Estimated
				Contingency (10%)	\$ 152,010.20
		Legal Review	\$ 20,000.00	Legal Review	\$ 20,000.00 Estimated
Total Project Cost	\$ 12,368,000.00	Total Project Cost	\$ 15,151,371.18	Total Project Cost*	\$ 15,742,912.20

\* The DRAFT Binnie 2020 estimate is based on the final tender ready drawings; however, includes several assumptions at this time due to some unknowns for third party utility relocations and CP geotechnical and risk mitigation measures. The contingency has been kept at 20% for these reasons. The final project estimate will be completed upon receipt of outstanding information from CP and in coordination with the final tender documents. Staff expect there will be adjustments to budget line items (water, sani, transportation) both upon completion of the final estimate and upon receipt of the tendered values; however anticipate that any change to the overall budget will be minor enough to cover through the annual budgeting process.

Item 9.5

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the 2020/2021 Annual Operating Agreement and the Transit Service Agreement between the City of Salmon Arm and BC Transit.

### Vote Record

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

Opposed:

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



File: 2240.20.11

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
DATE: June 3, 2020  
SUBJECT: **2020/2021 ANNUAL TRANSIT OPERATING AGREEMENT**

---

**RECOMMENDATION:**

**THAT: The Mayor and Corporate Officer be authorized to execute the 2020/2021 Annual Operating Agreement and the Transit Service Agreement between the City of Salmon Arm and BC Transit.**

**BACKGROUND:**

BC Transit has forwarded the 2020/2021 Draft Annual Operating Agreement (AOA) for the Shuswap Regional Transit system for approval.

The agreement is based on the Transit Service Agreement (2014-2023) which is the new principal overarching service agreement. Each year, the AOA confirms the budgeted service levels, revenue projections and cost structure for the transit system.

Shuswap Transit service levels will remain the same for this AOA; however, the operating agreement reflects services levels and revenue prior to any changes due to COVID-19. BC Transit continues to adjust to the fluid situation created by the COVID-19 pandemic. Due to this situation BC transit may need to amend the AOA to reflect service levels and revenue implications; they will apply all available operation reserves to assist in mitigating fare revenue shortfalls. The AOA will be the basis for monthly billing until the final amendment is completed.

Staff have reviewed the agreements along with the projected revenues and expenses associated with the 2020/2021 AOA, and they are within the budget allocations contained within the City's Approved 2020 Budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Robert Niewenhuizen", written over a horizontal line.

Robert Niewenhuizen,  
Director of Engineering and Public Works

cc Tracy Tulak, CFO (Acting)

Item 9.6

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor

Seconded: Councillor

THAT: the City of Salmon Arm approve in principle the 2021/2022 budget of \$4,192,833 under the Municipal Policing Contract which the City is responsible for 90% thereof;

AND THAT: the City of Salmon Arm advise that it has not approved or authorized any increases to member strength.

### Vote Record

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

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

---

To: Mayor Harrison and Members of Council  
Date: June 4, 2020  
From: Tracy Tulak, Acting Chief Financial Officer  
Subject: 2021/2022 RCMP Funding (2021 Budget)

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Recommendation

That the City of Salmon Arm approve in principle the 2021/2022 budget of \$4,192,833 under the Municipal Policing Contract of which the City is responsible for 90% thereof;

And that the City of Salmon Arm advise that it has not approved or authorized any increases to member strength.

Background - Federal Treasury Board Funding Process

RCMP Headquarters (Provincial level) has advised that this 'letter of approval in principle' regarding the 2021/2022 budget is required by the Ministry of Public Safety and Solicitor General to conform with Federal Treasury Board requirements.

This 'letter of approval in principle' does not mean that Council endorses the budget set for the City of Salmon Arm (City), but rather, it is a budget allocation/planning tool used by the Federal Treasury Board. The Federal Treasury Board must have this letter by mid June of each year for the following fiscal year in order to set aside sufficient financial resources to fund their share of the Municipal RCMP Contract costs. If the 'letter of approval in principle' is not received, services could be reduced to our community due to a shortfall in funding from the Federal level to the Provincial level.

The revised five (5) year forecast largely represents an increase in costs in each year as compared to the last five (5) year forecast received by the City. It has been noted that the 2021/2022 budget contains an increase of \$113,733.00 which is largely attributed to increases associated with wages and pensions, training, and software. The RCMP Multi Year Plan no longer includes a provision for severance accumulation, however the Province has agreed to pay the RCMP members' entitlement to accumulate severance pay as of March 31, 2012, as per the letter from Brenda Butterworth-Carr on May 14, 2020. It is recommended that any budget savings be set aside to address this non-budgeted cost.

It should also be noted that the RCMP retroactive wage increases have not been included in the current (2020/2021) budget and is estimated by E Division to be \$151,050.00 (\$7,950.00 per member in 2019). Essentially, if there is not a credit adjustment in April of 2021 (i.e. E Division's Policing Budget is not under budget for 2020/2021), the City will need to set aside a contingency to ensure it has funding in place to address this cost. The Police Operating Reserve (estimated balance of \$195,000.00, after severance obligation estimate) currently has sufficient funding to address retroactive pay for 2017, 2018 and 2019 based on E Division's estimates. It is recommended this issue be revisited during the 2020 yearend process with a view of allocating any policing cost savings and additional funding as available to reserve.

The E Division 2021/2022 forecast for the City's budget year 2021 equates to a 0.60% increase in taxes which is up from the forecast submitted and presented to Council in 2019 (0.54%). All future years reflect approximately a one half percent tax increase in each year.

Respectfully Submitted,



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Tracy Tulak, CPA, CMA

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Item 10.1

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4393 be read a first time.

[OCP4000-42; Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; CC to HR]

### Vote Record

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

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



TO: His Worship Mayor Harrison and Members of Council

DATE: May 25, 2020

SUBJECT: Official Community Plan Amendment Application No. OCP4000-42  
Zoning Amendment Application No. 1175

Legal: Lot 1, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392,  
Except Plan EPP88691  
Civic: 220 Okanagan Avenue SE  
Owner: Edelweiss Properties Inc.  
Applicant / Agent: Timberline Solutions / J. Baer

#### **MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 1, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392, Except Plan EPP88691 from CC (City Centre Commercial) to HR (High Density Residential);

**AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;

**AND THAT:** Pursuant to Section 476 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after required consultation with School District No. 83;

**AND THAT:** Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm; and
- 2) The Liquid Waste Management Plan of the City of Salmon Arm.

**AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392, Except Plan EPP88691 from C-2 (Town Centre Commercial Zone) to R-5 (High Density Residential Zone);

**AND FURTHER THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to:

- 1) Ministry of Transportation and Infrastructure approval;
- 2) Registration of a Section 219 Land Title Act restrictive covenant, restricting five residential dwelling units to rental units located on the subject property (220 Okanagan Avenue SE; and
- 3) Adoption of the associated Official Community Plan Amendment Bylaw.

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## STAFF RECOMMENDATION

The Motion for Consideration be adopted.

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## BACKGROUND

The civic address of the subject property is 220 Okanagan Avenue SE. The property is located at the corner of Okanagan Avenue SE and 2<sup>nd</sup> Street SE, near the Trans Canada Highway (Appendices 1 & 2). The owner and applicant wish to convert the lower floor of commercial space into 2 residential dwelling units. The applicant has submitted a site and a proposed lower floor plan (Appendix 3). Site photos are attached as Appendix 4. In 2018 a 2-storey building was constructed with 180 m<sup>2</sup> (1935 ft<sup>2</sup>) of commercial space on the lower floor and two residential units, approximately 75 – 85 m<sup>2</sup> (820 – 900 ft<sup>2</sup>) on the upper floor. Although the 3 upper floor dwelling units have been rented, the lower commercial space has been vacant since the building was constructed in 2018. Only upper or lower floor dwelling units, not both, are permitted in the C-2, Town Centre Commercial Zone. To convert the building to a residential building and eliminate commercial space on the lower floor, both an OCP and a zoning amendment are necessary. This application proposes to change the OCP designation from CC (Commercial City Centre) to HR (High Density Residential); and, a Zoning Amendment, to change the zoning from C-2, Town Centre Commercial Zone to R-5, High Density Residential Zone. OCP and zoning maps are attached as Appendices 4 & 5.

Land uses adjacent to the subject parcel include the following:

North: Okanagan Avenue SE, C-2, Town Centre Commercial  
South: Single family dwelling, C-2, Town Centre Commercial  
East: Laneway & multi-family residential, R-5, High Density Residential  
West: 2<sup>nd</sup> Street SE, C-2 Town Centre Commercial

Originally the subject property, along with the two adjacent properties to the south were designated as High Density Residential and zoned R-1, Single Family Residential. In 2012, OCP and Zoning Bylaw Amendments were adopted which changed the OCP designation and zoning to it's present state, Commercial City Centre and C-2 Town Centre Commercial Zone respectively. A Development Permit was approved for the existing 2-storey mixed use building for the subject property, subject to conditions in 2013 and the Development Permit was issued in 2018. There was no further development on the two adjacent properties to the south (20 & 30 – 2 Street SE) as the owner of the property changed their development plans.

## OCP POLICIES

This application proposes to reverse the OCP designation on the subject property back to its original designation of High Density Residential. This property borders the boundary between City Centre Commercial and High Density Residential. OCP Policy 8.3.19 supports high density residential developments in areas with good access to the following:

- transportation routes, including transit, trails and sidewalks, and roads;
- recreation, parks and open space;
- community services, e.g., commercial uses, schools.

## Section 475 & 476– Local Government Act

Pursuant to Section 475 and 476 of the Local Government Act (consultation during OCP development / amendments), the proposed OCP amendment was referred to the following external organizations:

Adams Lake Indian Band:	No response to date
Neskonlith Indian Band:	No response to date
Economic Development Society:	No response to date
School District No. 83:	No response to date

Section 477 – Local Government Act

Pursuant to Section 477 of the Local Government Act (adoption procedures for official community plan), after first reading, the OCP amendment bylaw must be considered in relation to the City's financial and waste management plans. In the opinion of staff, this proposed OCP amendment is largely consistent with both the City's financial and waste management plans.

COMMENTSEngineering Department

No Engineering Department concerns.

Building Department

No concerns from a building point of view. Architect required if there are 5 or more dwelling units in the building. Building plans were submitted by Marc Lamerton Architect for the existing building.

Fire Department

No Fire Department concerns.

Planning Department

The location of the property is just south of the Trans-Canada Highway and borders the downtown commercial area to the north and the residential area to the south. The property is centrally located and provides good access to amenities in the downtown core in a neighbourhood which ranges from low density, single family homes to higher density multi-family residential developments.

A covenant prohibiting some commercial uses that were considered non-compatible in this transitional area between the Town Centre commercial area and the residential area was a condition to rezoning the parcel to C-2 in 2013. Because the property is located in this transitional area, changing the designation and rezoning the property back to residential is supported based on its location.

The maximum density permitted in the R-5 zone is 100 dwelling units or 40.5 dwelling units per acre. With a density bonus the maximum density increases to 130 dwelling units per hectare or 52.6 dwelling units per acre. With R-5 zoning, the maximum density on this property would be 4 dwelling units or 5 units with a density bonus. To qualify for a density bonus, a special amenity of rental units is proposed to be provided and secured in perpetuity by a Section 219 Land Title Act Covenant. The owner of the property is agreeable to the requirement for a covenant, see Appendix 7.

Unfortunately, the setbacks are significantly different between commercial and residential zoned properties. Under the current zoning, C-2 Town Centre Commercial, the maximum parcel or site coverage can be 100% of the parcel or site area and no setbacks. Under the proposed R-5, High Density Residential zoning, the maximum parcel coverage is 55% of the parcel area for all buildings, 70% if there is underground parking which is not applicable in this situation. The specified setbacks for principal buildings in the R-5 zone are: 5.0 m for front, rear and exterior parcel lines; and, 2.4 m for interior parcel lines. The existing building does not meet any of the required R-5 setbacks, see attached survey attached as Appendix 8. Therefore, it should be noted that if the property is rezoned to R-5, the building will have the status of legal, non-conforming with respect to parcel coverage and setbacks and subject to Section 529, of the Local Government Act (Non-conforming structures: restrictions on maintenance, extension and alteration).

With respect to parking requirements, the existing 6 parking spaces will meet the parking requirements as specified in the Zoning Bylaw. In this scenario, fewer parking spaces are required with R-5 zoning as compared to C-2 zoning; 1.25 off-street parking spaces are required under R-5 zoning and under C-2 zoning the parking requirements are based on gross floor area and the commercial use. A parking

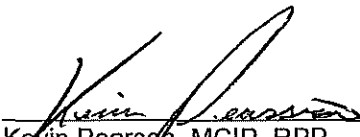
variance was not required with the original Development Permit for the building because the property was included in the Downtown Specified Parking Area (Bylaw No. 4007) and the parking requirements are further reduced from 1.25 parking spaces to 1 parking space per dwelling unit because the property is included in the Downtown Specified Parking Area. Therefore, the existing 6 parking spaces is sufficient for the proposed 5 dwelling units.

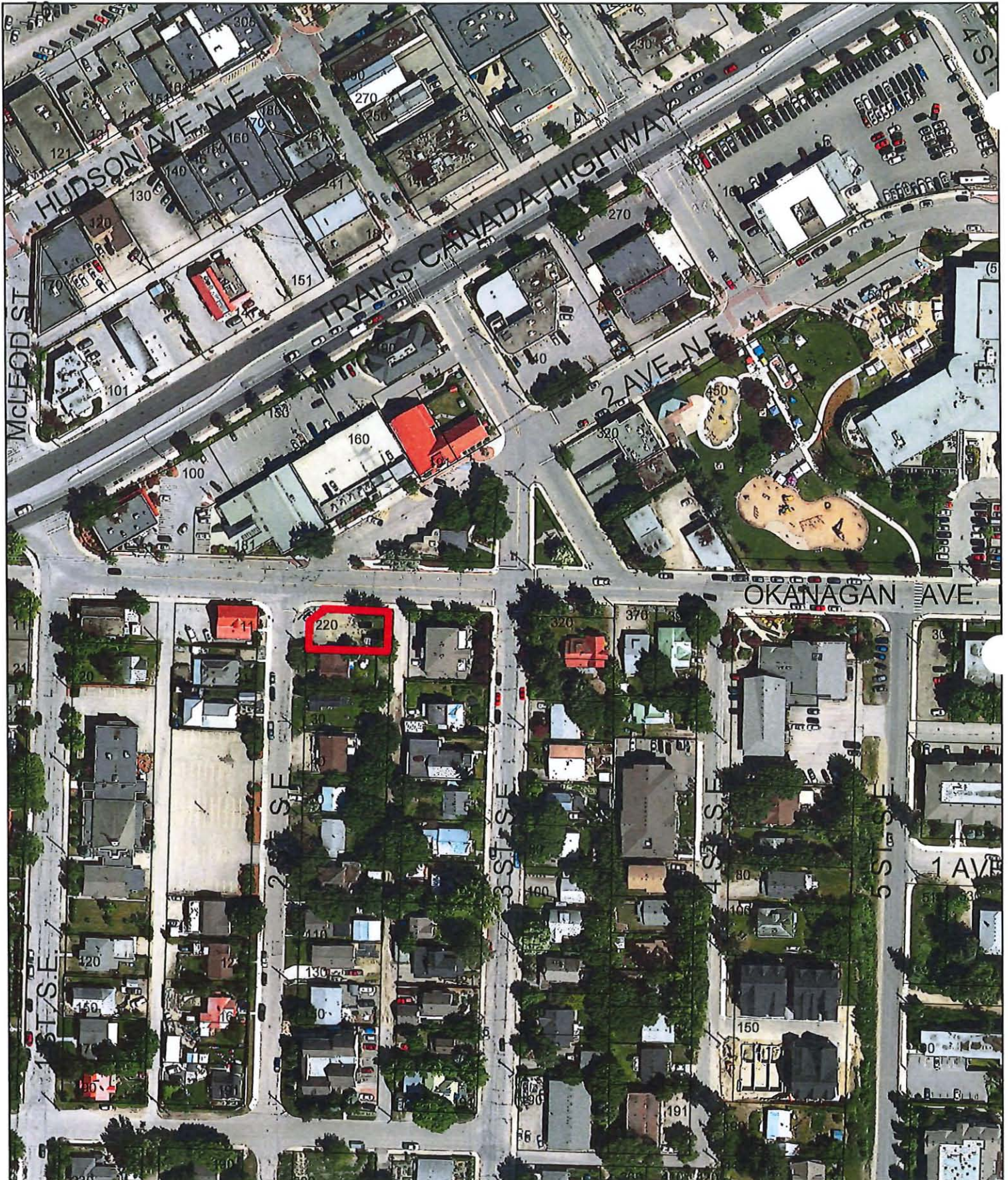
#### CONCLUSION

This OCP & zoning amendment application proposes to revert the subject property from commercial back to residential to facilitate the conversion of lower floor commercial space to 2 residential dwelling units. The primary reason for the proposal is because the owner has been unable to lease the commercial space.

The property is located in a transitional area bordering the downtown commercial area to the north and the high density residential area to the south. The location of the property is supportive of this proposal. In addition, the density and parking provisions of the R-5 zone can be achieved. However, there are some implications with regards to parcel coverage and setbacks that will leave the property with a legal, non-conforming status should the OCP and zoning amendments be adopted:

  
Denise Ackerman  
Planner, Development Services Department

  
Kevin Pearson, MCIP, RPP  
Director of Development Services



0 510 20 30 40  
Meters



Subject Parcel

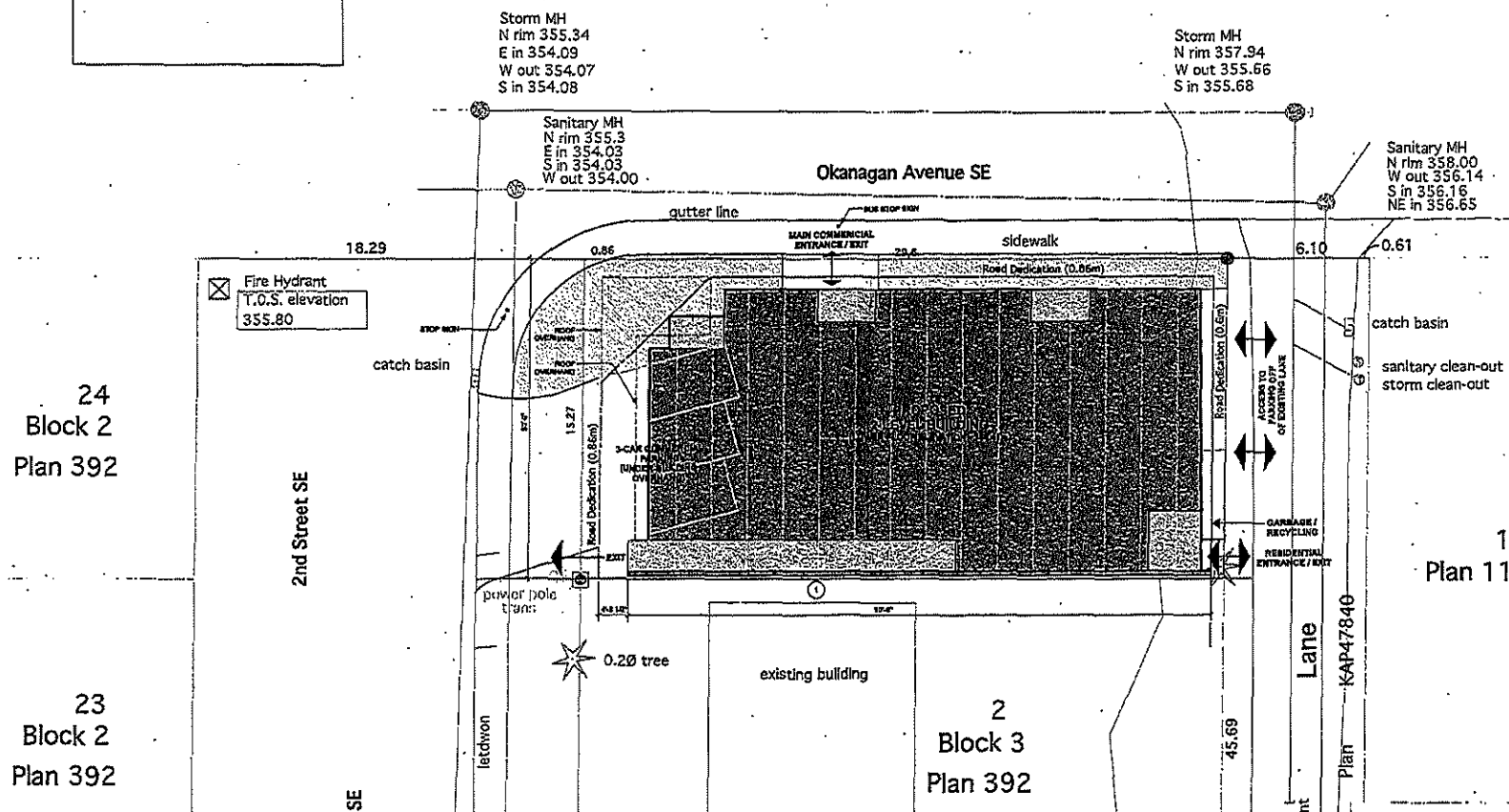


0 1.25 2.5 5 7.5 10  
Meters

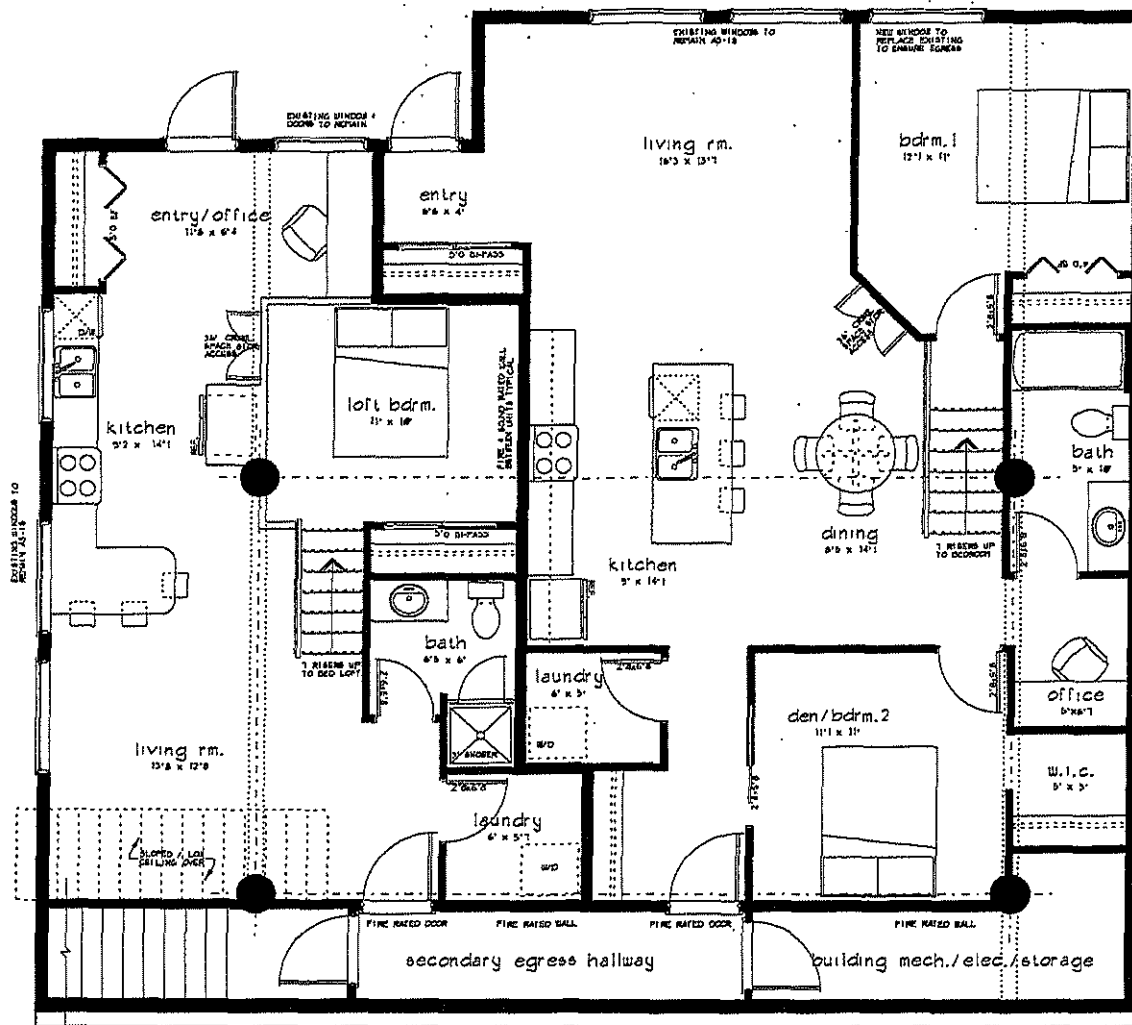


Subject Parcel

SITE PLAN NOTES	
1. Shading indicating right-of-way of 2nd Street SE.	
2. Existing building footprint shown for reference purposes only. Current Contractor to coordinate building services to be in City of Edmonds Area (see per Development Permit & Public Requirements).	
3. Landscaping to be provided as per Development Permit requirements.	



DATE	DATE
Revised	Revised
DRAWN BY: ME	
DATE: February 2017	
SCALE: 1/4" = 1'-0" (1/4")	
PROJECT: 220 Okanagan Ave. Mixed-Use Building Edmonds Properties Edmonds, WA, DC	
DRAWING TITLE: SITE PLAN	
DRAWING NO: A01	



660 sq.ft.

1060 sq.ft.

220 Okanagan Ave. Ground Floor  
SCALE 1/32" = 1'-0"



View of subject property looking east (from 2<sup>nd</sup> Street SE)



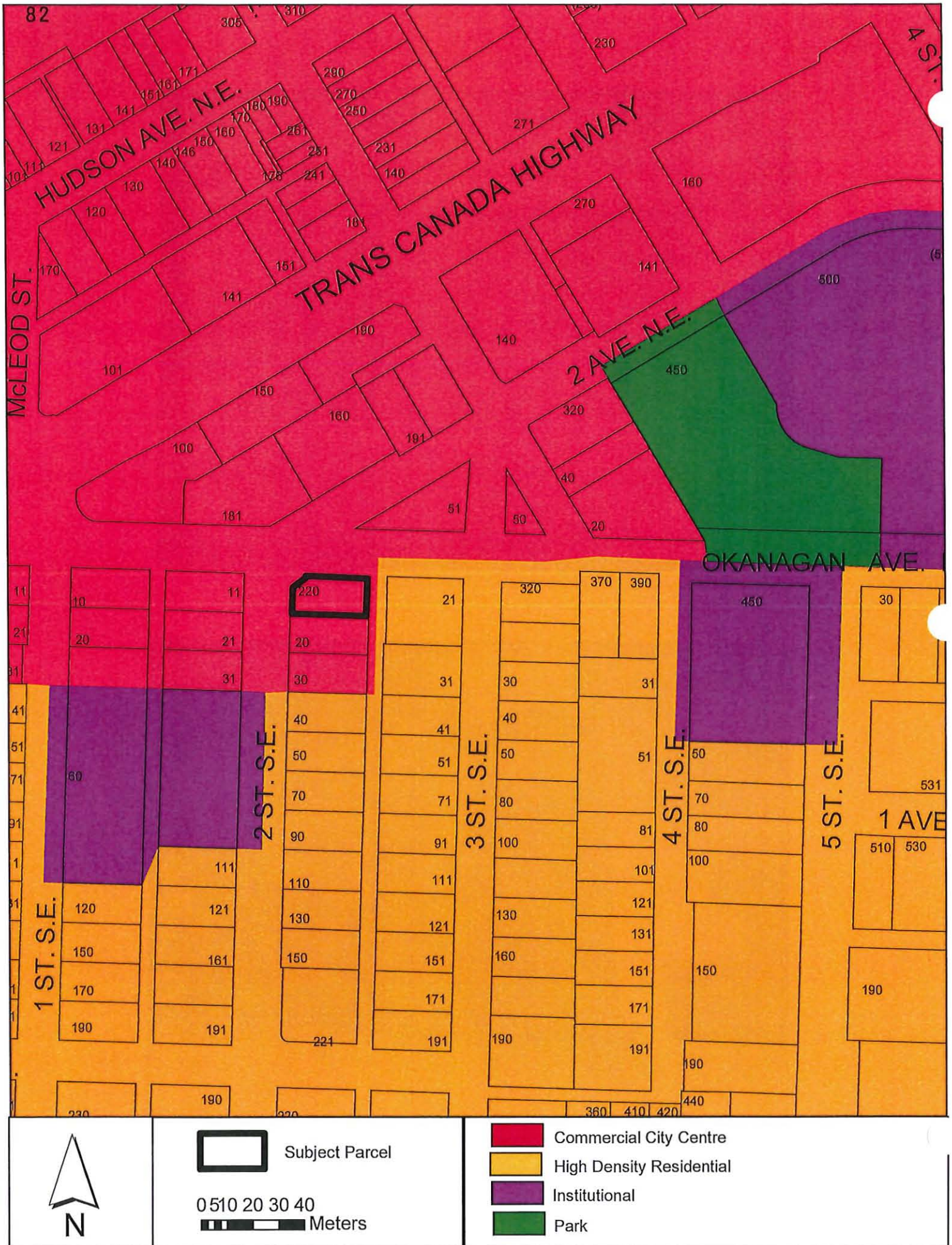
View of subject property looking west (from laneway)

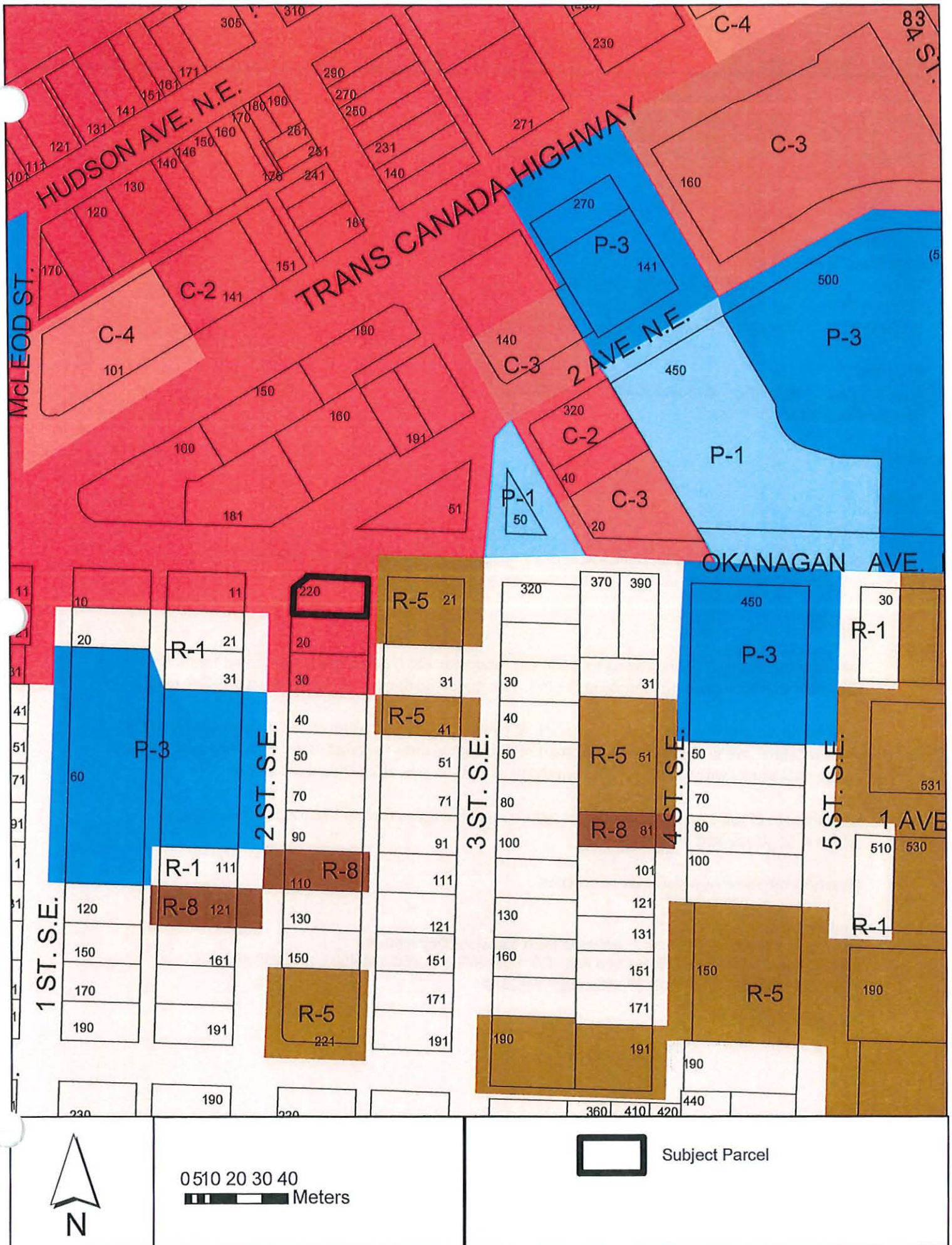


View of subject property looking south (from Okanagan Avenue SE)



View of subject property looking northwesterly (from laneway)





**Denise Ackerman**

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**From:** Denise Ackerman  
**Sent:** May-27-20 3:26 PM  
**To:** Denise Ackerman  
**Subject:** FW: 220 Okanagan Avenue SE

**From:** Jordan Baer  
**Sent:** May-15-20 2:37 PM  
**To:** Denise Ackerman <dackerman@salmonarm.ca>  
**Cc:** Kevin Pearson <kpearson@salmonarm.ca>  
**Subject:** Re: 220 Okanagan Avenue SE

Hi Denise  
Roger is good with signing a covenant to keep them rentals.  
Did I ever send you a DP letter?

Regards,

Jordan

On May 14, 2020, at 5:04 PM, Denise Ackerman <[dackerman@salmonarm.ca](mailto:dackerman@salmonarm.ca)> wrote:

Hi Jordan,

I am working on the OCP and zoning amendment report for 220 Okanagan Avenue SE and I wanted to let you know that the maximum density in the R-5 zone, based on the parcel size is only 4 dwelling units.

With bonus density you could get 5 units; but, to qualify for bonus density, all the units would be restricted to rental units. We would require a covenant restricting the units to rental units, meaning the units could not be strata units with individual titles which then could be sold as individual strata lots.

I am not sure of the owner's intention but before proceeding any further I wanted to pass along this information to you and the owner.

Please let me know how you wish to proceed.

Kind Regards,

**Denise Ackerman | Planner | Development Services Department**  
Box 40, 500-2nd Avenue NE, Salmon Arm, BC, V1E 4N2 | P 250.803.4021 | F 250.803.4041  
E [dackerman@salmonarm.ca](mailto:dackerman@salmonarm.ca) W [www.salmonarm.ca](http://www.salmonarm.ca)

<image001.png>

**BROWNE JOHNSON**  
Land Surveyors

BRITISH COLUMBIA AND CANADA LANDS  
Box 362, Salmon Arm, B.C. V1E 4N5  
250-832-9701 | office@brownejohnson.com

# BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE

To: Timberline Solutions  
c/o Dave Ogilvie  
Box 532  
Salmon Arm, BC, V1E 4N6  
  
Your File:

Re: Lot 1, Blk 3, Sec 14, Tp 20, R 10, W6M  
KOYD, Plan 392, Except Plan EPP88691  
  
Parcel Identifier (PID): 012-410-438  
CMC Address: 220 Okanagan Avenue, Salmon Arm

List of documents registered on title which may affect the location of improvements:

Covenant: CA2285491  
Covenant: CA6730394

Scale 1:125

All distances are in metres.  
Dimensions derived from Plan 392

Offsets from property line to building are measured from the sheathed eiding and foundation.

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.

This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 6th day of June, 2019.

Joseph Johnson  
LYSXJB

Digitally signed by Joseph Johnson LYSXJB  
Date: 2019.06.12 06:54:25 -07'00'

COPYRIGHT © BROWNE JOHNSON 2019 LAND SURVEYORS

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THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY or DIGITALLY SIGNED.

BCLS

Our File: 241-19

Fb: 241-19.row

## CITY OF SALMON ARM

### BYLAW NO. 4393

#### A bylaw to amend "City of Salmon Arm Official Community Plan Bylaw No. 4000"

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on , 2020, at the hour of 7:00 p.m. was published in the and , 2020 issue 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. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot 1, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 Except Plan EPP88691 from CC (City Centre Commercial) to HR (High Density Residential), 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 Official Community Plan Amendment Bylaw No. 4393**".

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

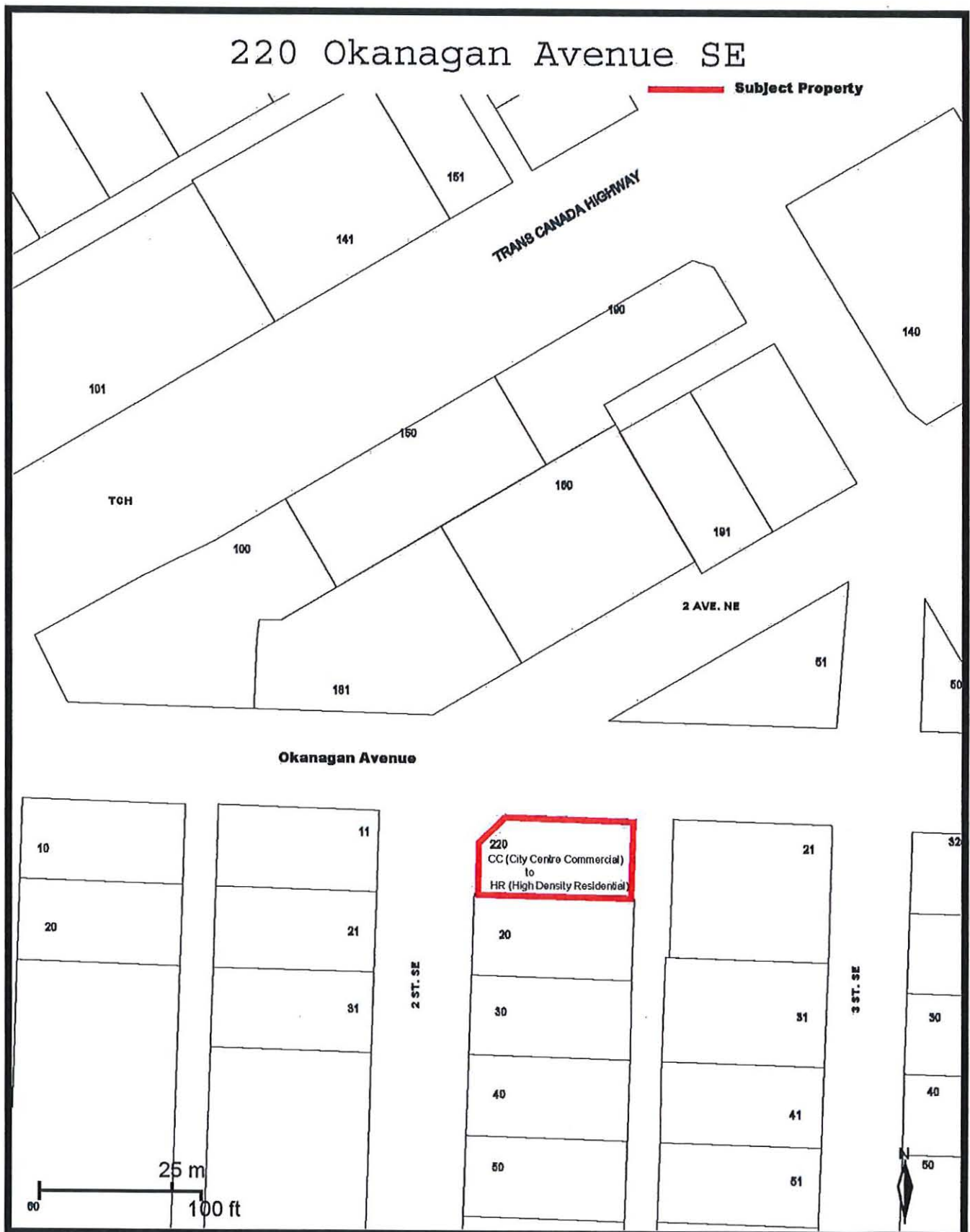
ADOPTED BY COUNCIL THIS DAY OF 2020

---

MAYOR

---

CORPORATE OFFICER



Item 10.2

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4394 be read a first time.

[ZON-1175; Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; C-2 to R-5]

### Vote Record

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

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

## CITY OF SALMON ARM

### BYLAW NO. 4394

#### A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on , 2020 at the hour of 7:00 p.m. was published in and , 2020 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, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 Except Plan EPP88691 from C-2 (Town Centre Commercial Zone) to R-5 (High Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4394"

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF 2020

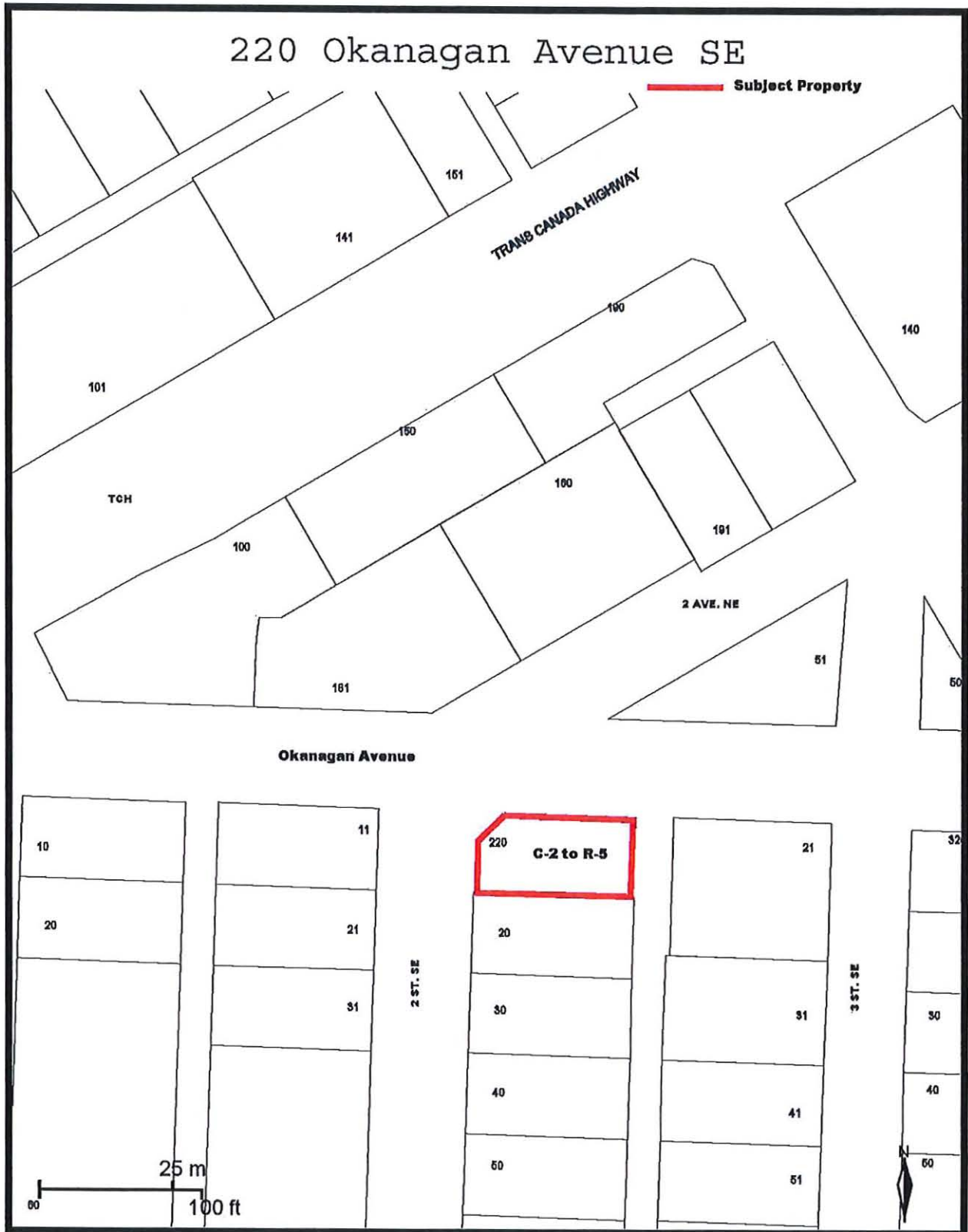
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## SCHEDULE "A"



Item 11.1

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4390 be read a final time.

[ZON-1174; 508316 BC Ltd./Guenther, K.; 1141 18 Street NE; R-1 to R-4]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

Date: April 27, 2020

Subject: Zoning Bylaw Amendment Application No. 1174

Legal: Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP54560  
 Civic: 1141 – 18 Street NE  
 Owner: 508316 BC Ltd.  
 Applicant: Guenther, K.

## MOTION FOR CONSIDERATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP54560 from R-1 (Single-Family Residential Zone) to R-4 (Medium Density Residential Zone);

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

## STAFF RECOMMENDATION

**THAT:** The motion for consideration be adopted.

## BACKGROUND

The subject parcel is located at 1141 – 18 Street NE, just west of the RCMP station and north of the Trans Canada Highway (Appendix 1 and 2), and has frontage on both 18 Street and 11 Avenue NE. The subject parcel is designated Medium 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). This area is generally residential with a mix of zones, predominantly Residential (R-1), Institutional (P-3) and Commercial zones, with some Medium Density Residential (R-4) zoned parcels also in the vicinity.

The subject parcel is approximately 1 hectare in area, measures approximately 67 metres by 128 metres, and currently contains a single family dwelling. Steep slopes are identified in the OCP on the northwest corner of the subject parcel (Appendix 3). Site photos are attached as Appendix 5.

The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1, R-4, R-5, and R-8), with Institutional zones and Commercial zones in the nearby area.

Land uses adjacent to the subject parcel include the following:

South: Road (11 Avenue NE), with residential beyond (zoned R-1 and R-5)  
 North: Single-Family Residential (R-1) parcels  
 East: Road (18 Street NE), with a Single-Family (R-1) and Medium Density R-4 parcels beyond  
 West: Single-Family Residential (R-1) and Residential Suite (CD-7) parcels

The proposal is to rezone the subject parcel to R-4 (Medium Density) to facilitate future medium density residential development. Although not technically required at this rezoning stage, a development concept showing 30 units has been provided (Appendix 6). Staff note that while the provision of the development concept illustrates some level of feasibility, the applicant is not required to follow the proposed concept.

If rezoned to R-4 as proposed, a multi-family development would require a Development Permit application, and such an application is expected to be forthcoming given the proposed development concept. A Development Permit application, if approved, would determine more precisely the form and character details of the proposed development concept, including a site plan, landscape plan, and building elevations. The development of one single-family dwelling would be exempt from a development permit application.

### OCP POLICY

The subject parcel is designated Medium Density Residential in the OCP which supports R-4 zoning, and is within Residential Development Area A, the highest priority area for development. The proposed density aligns well with OCP Policy 4.4.3, which encourages all growth to be sensitively integrated with neighbouring land uses. Furthermore, the proposed zoning aligns with the Urban Residential Objectives of Section 8.2 and Urban Residential Policies listed in Section 8.3, including providing a variety of housing types, providing housing options, and supporting compact communities. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing.

### COMMENTS

#### Ministry of Transportation and Infrastructure

It is recommended that final reading of the Bylaw be withheld subject to approval of the Bylaw by the Ministry of Transportation and Infrastructure. The Ministry has granted preliminary approval.

#### BC Hydro

BC Hydro requires a right-of-way at the subdivision/development stage.

#### Engineering Department

Comments attached as Appendix 7.

#### Building Department

No concerns with rezoning.

#### Fire Department

No Fire Department concerns.

#### Planning Department

The surrounding neighbourhood is characterized by a mix of older, single family housing and newer condominium, commercial and institutional development, most significantly the uptown SASCU / Askew's location and the 21 Street NE underpass. The subject parcel is located in an area well-suited for higher density residential development, being within close walking distance of the eastern commercial node, recreation centre, arena, schools including Okanagan College, and transit routes, with the City Centre and hospital approximately 1 km away.

The maximum residential density permitted under R-4 (Medium Density) zoning is 40 dwelling units per hectare of land. As the subject property is approximately 1 hectare in area, the maximum permitted density under R-4 would be 40 dwelling units assuming: 1) some form of strata development; 2) the present gross area of the subject parcel; and 3) no density bonus. The minimum parcel area for a single family dwelling is 300 square metres. The R-4 Zoning regulations are attached as Appendix 8.

This proposal involves a 30 unit multi-family development concept at this preliminary stage. Staff note that if rezoned to R-4, a number a development scenarios could present themselves, including single-family, duplex, triplex, and multi-family residential development scenarios, potentially at a higher density than 30 units and involving a Development Permit application to Council, subdivision and stratification.

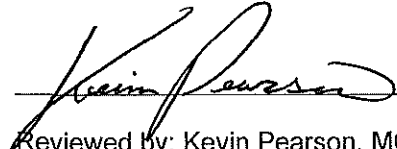
Frontage improvements as per the Subdivision and Servicing Bylaw would be required for any development with R-4 zoning. A Development Permit application would be required to address the form and character of the multi-family development concept submitted with this application.

#### CONCLUSION

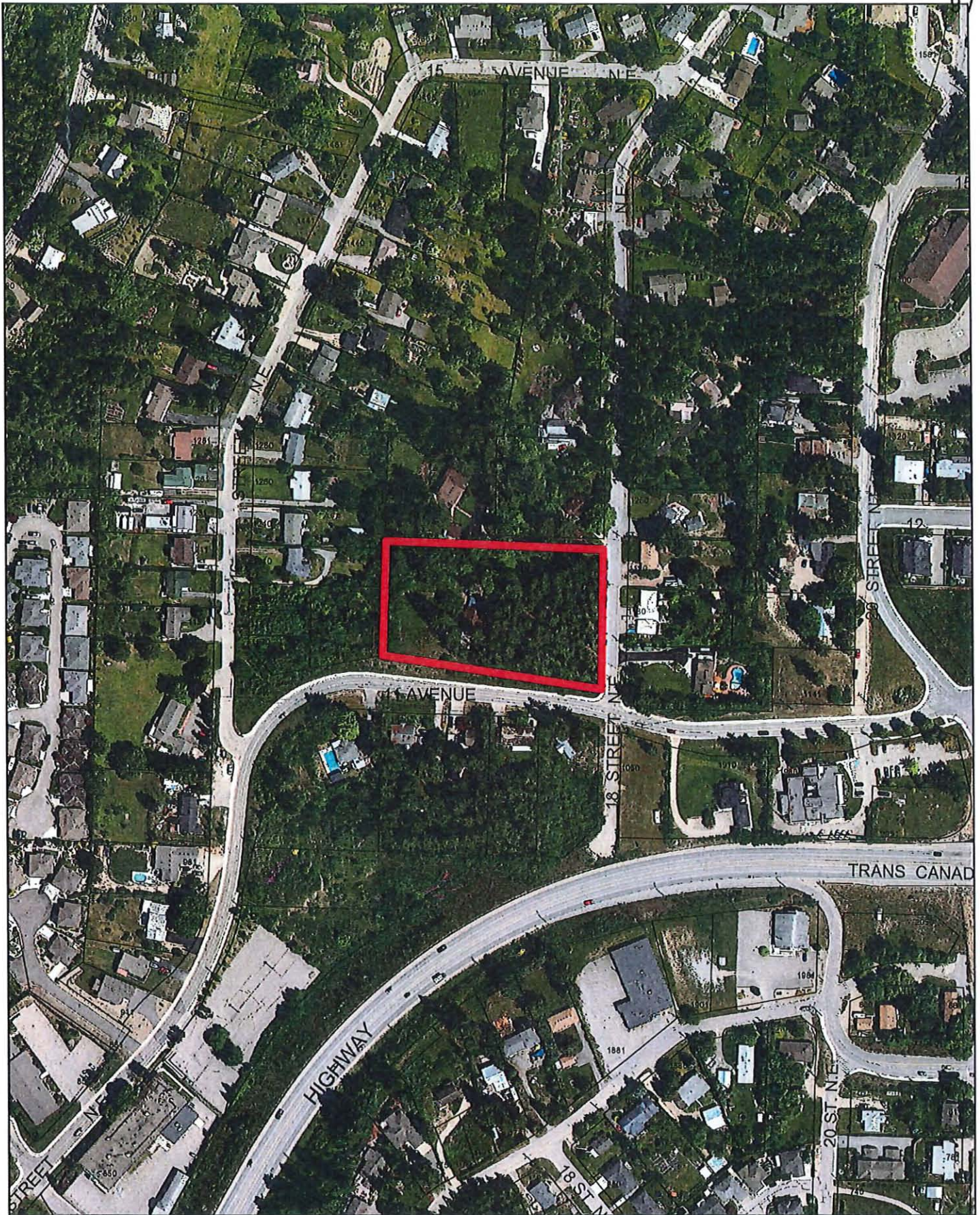
The proposed R-4 zoning of the subject property is supported by OCP policy and is therefore supported by staff.



Prepared by: Chris Larson, MCP  
Planning and Development Officer



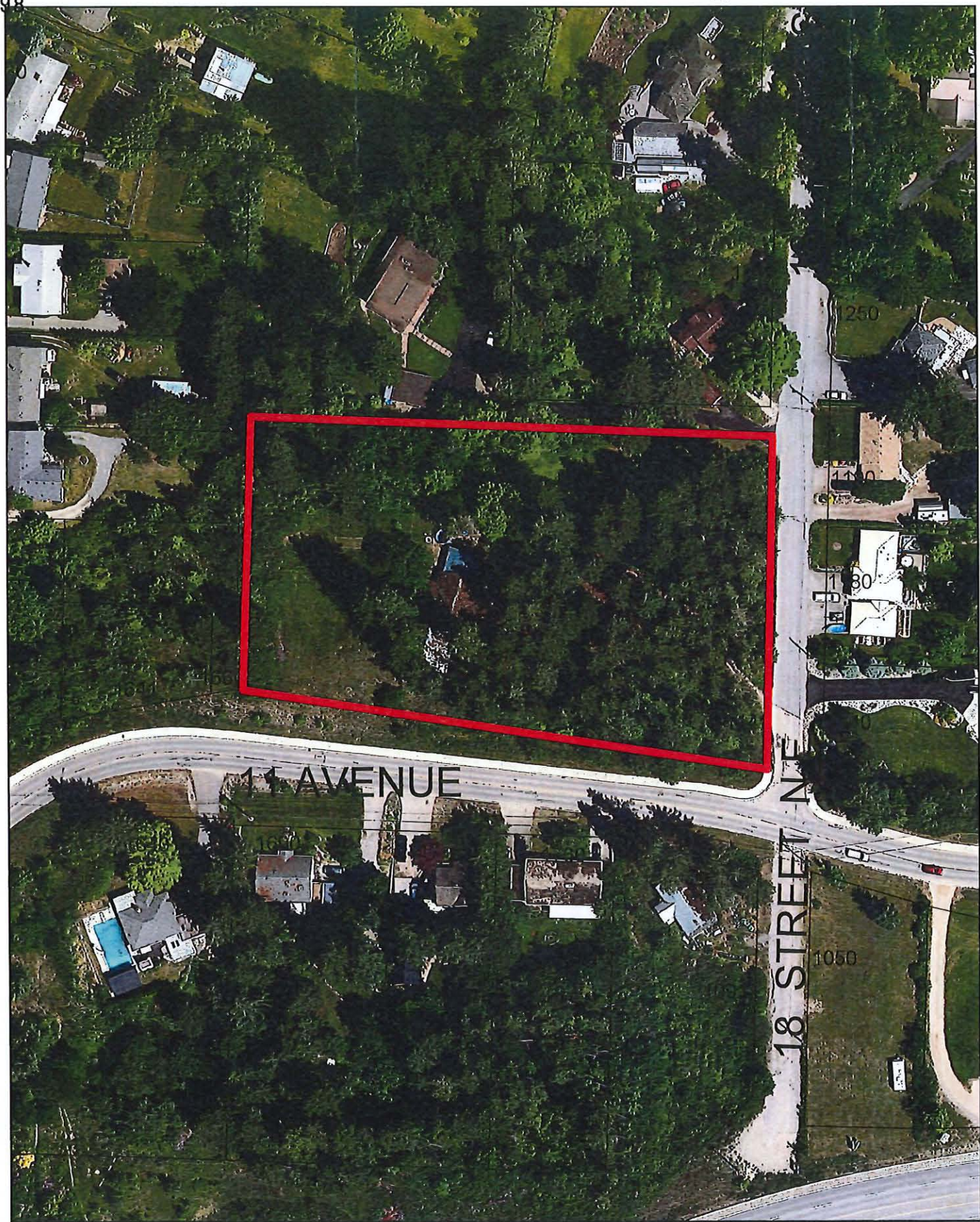
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



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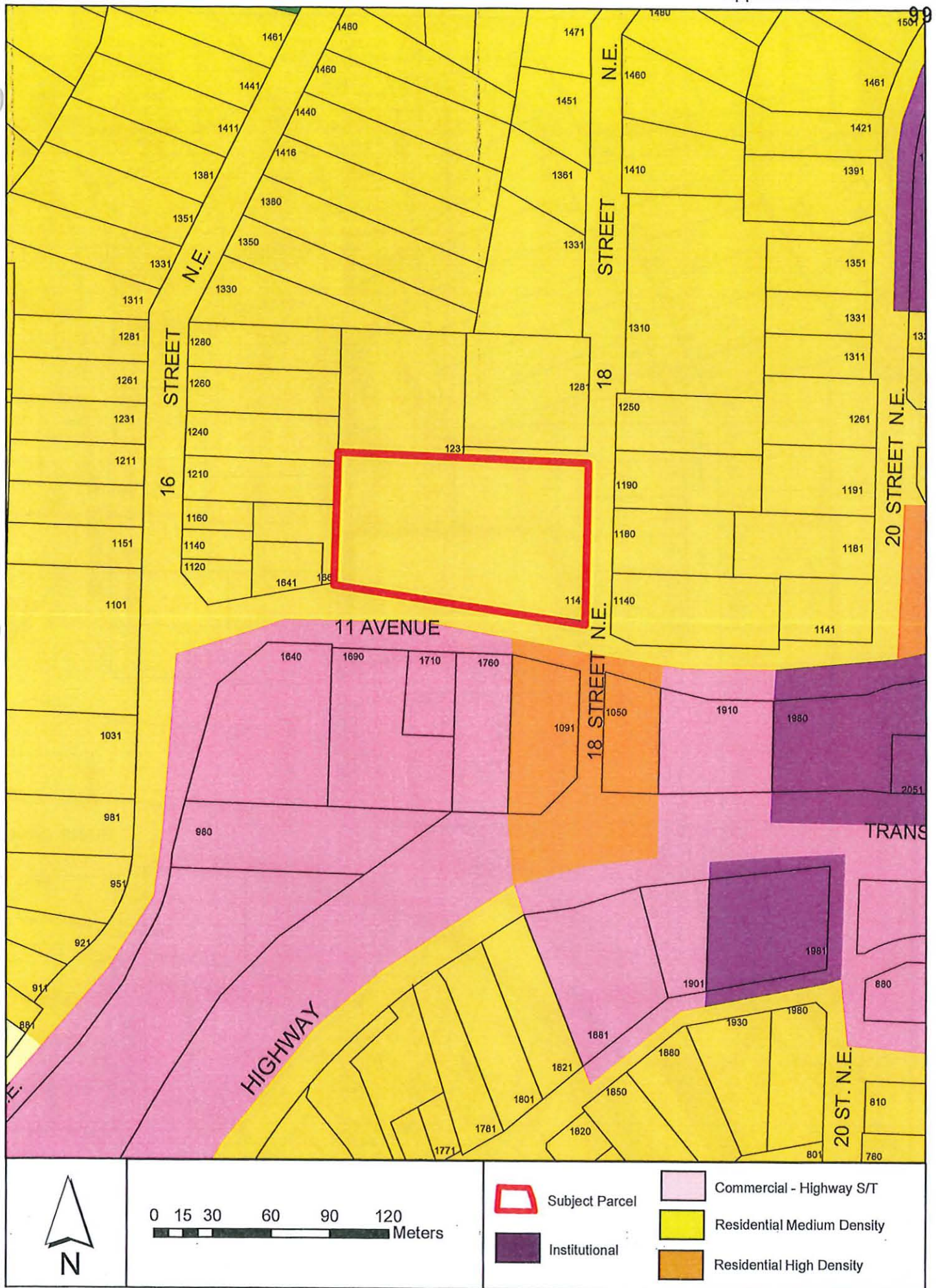
Subject Parcel

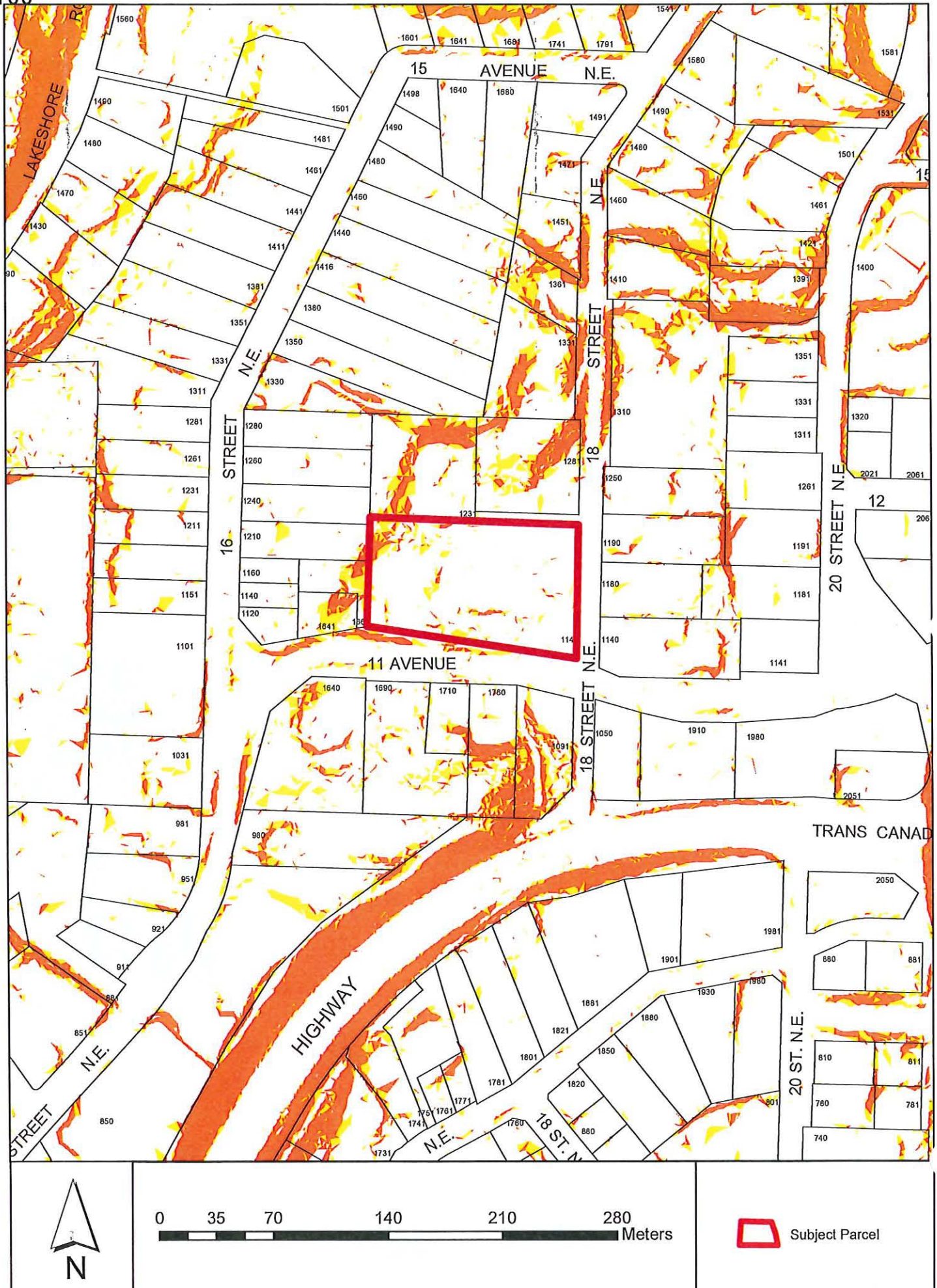


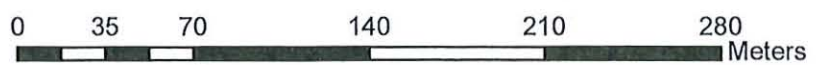
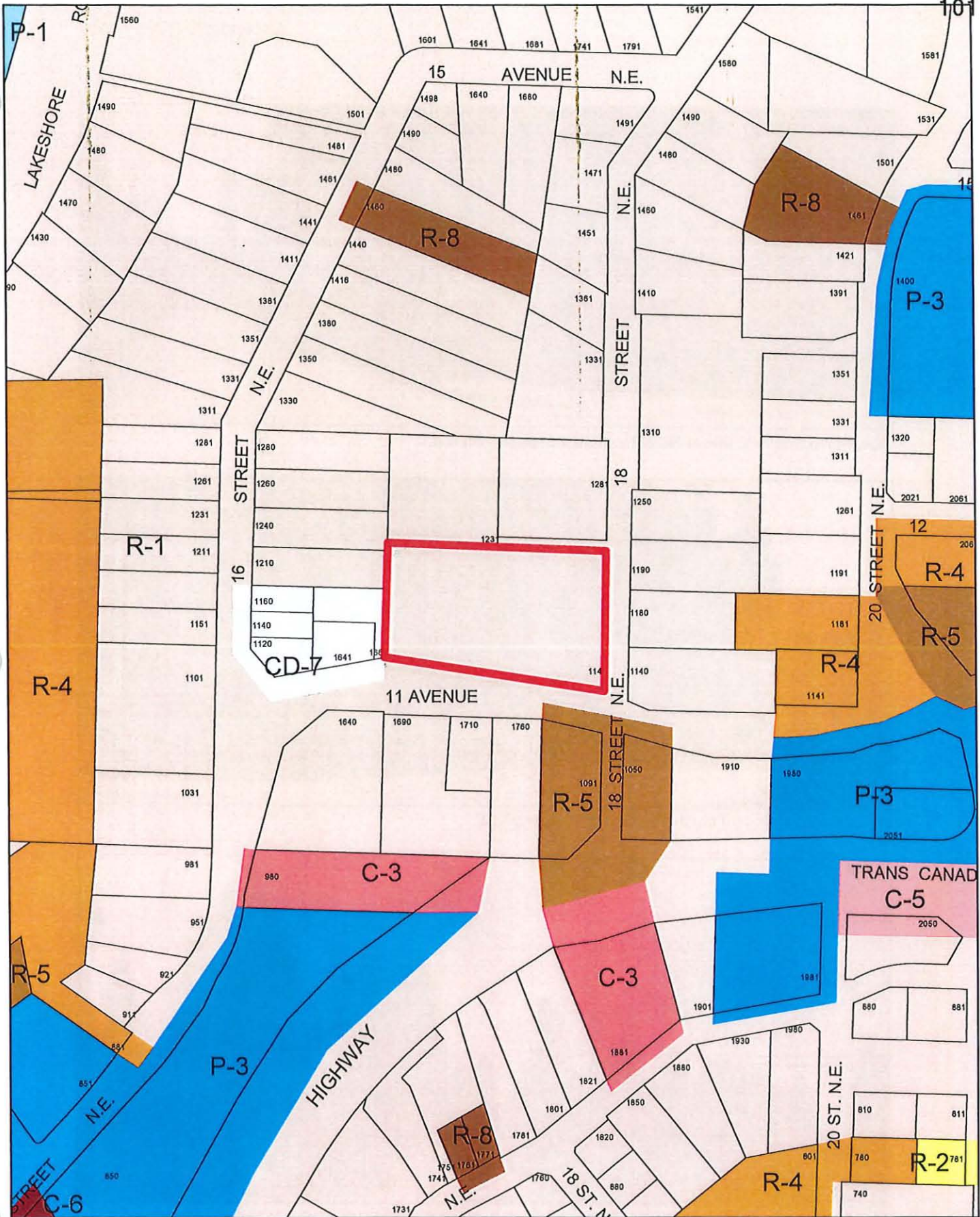
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Subject Parcel







 Subject Parcel



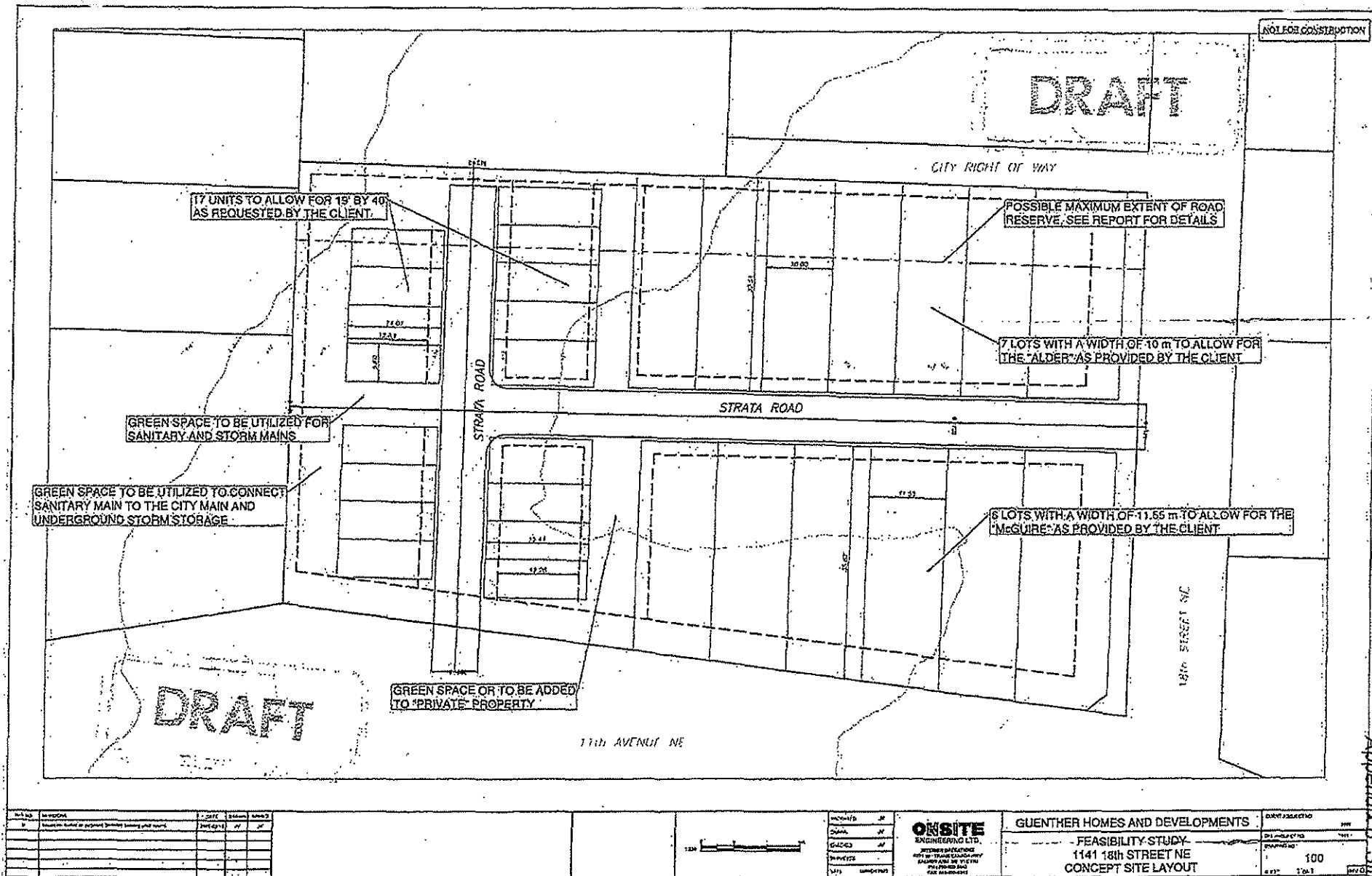
View north down 18 Street NE with subject property on left.



View of subject parcel northwest along 11 Avenue NE.



View northeast on 11 Avenue NE, showing adjacent development and existing dwelling at center.



# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

---

TO:	Kevin Pearson, Director of Development Services
DATE:	07 April 2020
PREPARED BY:	Chris Moore, Engineering Assistant
OWNER:	508316 BC Ltd., PO Box 39, Salmon Arm, BC V1E 4N2
APPLICANT:	Kelly Guenther, PO Box 906, Salmon Arm, BC V1E 4P1
SUBJECT:	ZONING AMENDMENT APPLICATION FILE NO. ZON-1174
LEGAL:	Lot 3, Section 24, Township 20, Range 10, W6M KDYD, Plan KAP54560
CIVIC:	1141 – 18 Street NE

---

Further to your referral dated 2 April 2020, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1174

07 April 2020

Page 2

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**Roads / Access:**

1. 11 Avenue NE, on the subject properties southern boundary, is designated as a Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 11 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, davit street lighting and fire hydrants. Owner / Developer is responsible for all associated costs.
3. 18 Street NE, on the subject properties eastern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 3.36m of additional road dedication is required (to be confirmed by a BCLS).
4. 18 Street NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
5. The Laneway on the subject properties northern boundary requires 10.0m road dedication. Available records indicate that 4.0m of additional road dedication is required (to be confirmed by a BCLS).
6. The Laneway is not constructed to any standard, however, since it is currently only being used as a private driveway, no further upgrades are required.
7. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
8. A 5.0m by 5.0m corner cut is required to be dedicated at the intersection of 11 Avenue NE and 18 Street NE.
9. As 11 Avenue NE will be designated a Collector Road in the future due to traffic volumes, access shall be restricted to 18 Street NE only and no access will be permitted onto 11 Avenue NE.
10. Internal roadways are to be a minimum of 7.3m measured from face of curb. Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1174

07 April 2020

Page 3

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**Water:**

1. The subject property fronts a 450mm diameter Zone 1 watermain on 11 Avenue NE and a 150mm diameter Zone 2 watermain on 18 Street NE. No upgrades will be required at this time.
2. The property shall be serviced by single metered water service connection (as per Specification Drawings No. W-11) adequately sized to satisfy the servicing requirements for the proposed use. Water meters will be provided by the City at time of Building Permit, at the owner/developers cost.
3. Bare Land Strata developments with ground oriented access have the option of a bulk water meter installed at property line at time of subdivision with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.
4. Records indicate that the existing property is serviced by a service of unknown size from the 150mm diameter watermain on 18 Street NE. This service is to be removed at the water main at the Owner / Developer's cost.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the medium density spacing requirements of 90 meters.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 11 Avenue NE and a 150mm diameter sanitary sewer on 18 Street NE. Since the 18 Street NE sewer terminates at the top of the hill and there are no further properties served, no upgrades will be required.
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1174  
07 April 2020  
Page 4

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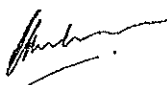
3. Records indicate that the existing property is serviced by a 150mm service from the sanitary sewer on 11 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 525mm diameter storm sewer on 11 Avenue NE. No upgrades will be required at this time, however extension of the Storm sewer up 18 Avenue NE may be required to collect road drainage.
2. Records indicate that the existing property is not connected to City storm. However, there is an inlet structure on the south boundary of the property which is connected to a culvert crossing 11 Avenue NE. The development of this property makes this culvert and inlet structure redundant and it shall be decommissioned. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The parcel shall be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.


**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design), Category B (Pavement Structural Design) is required.

  
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Chris Moore  
Engineering Assistant

  
Jenn Wilson P.Eng., LEED ® AP  
City Engineer

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## SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE

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### Purpose

- #2789 9.1 The purpose of the R-4 Zone is to provide for medium *density, multiple family* and small lot  
#3740 *single family* residential developments. New *multiple family* developments zoned R-4 shall  
be required to obtain a *Development Permit* as per the requirements of the *Official  
Community Plan*, and shall comply with the provisions of the *Fire Services Act, British  
Columbia Building Code*, and other applicable legislation.

### Regulations

- 9.2 On a *parcel zoned R-4*, no *building or structure* shall be constructed, located or altered and  
no plan of subdivision approved which contravenes the regulations set out in the *R-4 Zone* or  
those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 9.3 The following uses and no others are permitted in the *R-4 Zone*:
- .1 *bed and breakfast* in a *single family dwelling*, limited to two let rooms;
  - .2 *boarders*, limited to two;
  - #2739 .3 *boarding home*;
  - .4 *commercial daycare facility*;
  - .5 *duplexes*;
  - #3082 .6 *family childcare facility*;
  - #3081 .7 *group childcare*;
  - #2782 .8 *home occupation*;
  - .9 *multiple family dwellings*;
  - .10 *public use*;
  - .11 *public utility*;
  - .11 *single family dwelling*;
  - .12 *triplexes*;
  - .13 *accessory use*.

### Maximum Height of Principal Buildings

- 9.4 The maximum *height of a principal buildings* shall be 10.0 metres (32.8 feet). This may be  
increased to 13.0 metres (42.7 ft.), via the *Development Permit* process, if any of the special  
amenity(ies) in Table 2 are provided.

### Maximum Height of Accessory Buildings

- 9.5 The maximum *height of an accessory building* shall be 6.0 metres (19.7 feet).

---

## SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

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### Maximum Parcel Coverage

- #3311 9.6 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for *accessory buildings*.

### Minimum Parcel Area

- 9.7 .1 The minimum *parcel area* for a *single family dwelling* shall be 300.0 square metres (3,229.3 square feet).  
 .2 The minimum *parcel area* for a *duplex* shall be 600.0 square metres (6,458.6 square feet).  
 .3 The minimum *parcel area* for all other uses shall be 900.0 square metres (9,687.8 square feet).

### Minimum Parcel Width

- #3740 9.8 .1 The minimum *parcel width* shall be 30.0 metres (98.5 feet).  
 .2 Notwithstanding Section 9.8.1, the minimum *parcel width* for a *single family* lot shall be 10.0 metres (32.8 feet).  
 .3 Notwithstanding Section 9.8.1, the minimum *parcel width* for a stacked *duplex* lot shall be 14.0 metres (45.9 feet).  
 .4 Notwithstanding Section 9.8.1, the minimum *parcel width* for a side-by-side *duplex* lot shall be 20.0 metres (65.6 feet)).

### Minimum Setback of Principal Buildings

- #3475 9.9 The minimum *setback* of *principal buildings* from the:
- |    |                                                                                                                        |                        |
|----|------------------------------------------------------------------------------------------------------------------------|------------------------|
| .1 | <i>Front parcel line</i>                                                                                               |                        |
|    | - adjacent to a <i>highway</i> shall be                                                                                | 5.0 metres (16.4 feet) |
|    | - adjacent to an <i>access route</i> shall be                                                                          | 2.0 metres ( 6.6 feet) |
| .2 | <i>Rear parcel line</i>                                                                                                |                        |
|    | - adjacent to a <i>parcel zoned</i>                                                                                    |                        |
|    | R-4 shall be                                                                                                           | 3.0 metres ( 9.8 feet) |
|    | - all other cases shall be                                                                                             | 5.0 metres (16.4 feet) |
| .3 | <i>Interior side parcel line</i>                                                                                       |                        |
|    | - adjacent to a <i>parcel zoned</i>                                                                                    |                        |
|    | R-4 shall be                                                                                                           | 1.2 metres ( 3.9 feet) |
|    | - all other cases shall be                                                                                             | 1.8 metres ( 5.9 feet) |
| .4 | <i>Exterior side parcel line</i>                                                                                       |                        |
|    | - adjacent to a <i>highway</i> shall be                                                                                | 5.0 metres (16.4 feet) |
|    | - adjacent to an <i>access route</i> shall be                                                                          | 2.0 metres ( 6.6 feet) |
| .5 | Minimum separation between residential <i>buildings</i> on the same lot of not more than one storey in height shall be | 1.5 metres ( 4.9 feet) |
| .6 | Minimum separation between residential <i>buildings</i> on the same lot of more than one storey in height shall be     | 3.0 metres ( 9.8 feet) |

---

**SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED**


---

- .7 Notwithstanding Sections 9.9.2 and 9.9.3, a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and interior *side yards* shall be not less than 6.0 metres (19.7 feet).
- .8 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

#2811

**Minimum Setback of Accessory Buildings**

9.10 The minimum *setback* of accessory *buildings* from the:

- |    |                                                                                 |                        |
|----|---------------------------------------------------------------------------------|------------------------|
| .1 | <i>Front parcel line</i> shall be                                               | 5.0 metres (16.4 feet) |
| .2 | <i>Rear parcel line</i> shall be                                                | 1.0 metre (3.3 feet)   |
| .3 | <i>Interior side parcel line</i> shall be                                       | 0.6 metre (1.9 feet)   |
| .4 | <i>Exterior side parcel line</i> shall be                                       | 5.0 metres (16.4 feet) |
| .5 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. |                        |

#2811

**Maximum Density**

Note: The following *density* provisions are based on the *gross parcel area*. Parking requirements, *setback* requirements, road dedication, etc. have not been taken into consideration.

- 9.11 .1 The maximum *density* shall be a total of 40 *dwelling units* or *sleeping units* per hectare (16.2 *dwelling units* or *sleeping units* per acre).
- .2 Notwithstanding Section 9.11.1, the maximum *density* in the R-4 *Zone* may be increased to a maximum of 50 *dwelling units* per hectare (20.2 units per acre) in accordance with Table 2. In Table 2, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for the provision of each amenity.

#2789

## SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

TABLE 2

COLUMN I SPECIAL AMENITY TO BE PROVIDED	COLUMN II ADDED DENSITY
1. Provision of each dwelling unit which caters to the disabled (e.g. wheelchair access)	■ 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i>  7 - 10 children 11 - 15 children 16 or more children	■ 3 units per hectare (1.2 units per acre) ■ 4 units per hectare (1.6 units per acre) ■ 7 units per hectare (2.8 units per acre)
3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking	■ 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	■ 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under Section 904 (s218)	■ 5 units per hectare (2.0 units per acre)

Maximum Floor Area Ratio

9.12 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

Parking

9.13 Parking shall be required as per Appendix I.

**From:** Kevin Pearson  
**Sent:** May 5, 2020 2:59 PM  
**To:** Kelly Guenther  
**Cc:** Chris Larson; Jan van Lindert  
**Subject:** Trail Question  
**Attachments:** 20200505134730461.pdf

Hi Kelly,

In the event that Council makes a motion on Monday, May 11<sup>th</sup> to request a public trail connection through the property, can you please advise me if you would be amenable to this type of concept (attached) using the existing dedicated lane that needs to be widened by 2 m at subdivision and then secured by a 2 m wide right of way along the northern and southern edges and setback areas, or alternatively through the development.

This is just a very rough concept / idea. I don't know how conducive the topography is for this alignment along the edge / setback areas.

**Scenario:**

Assuming 370 m<sup>2</sup> of encumbrance for the trail and lane dedication, I could potentially discount that quantity from the gross lot area (1 Hectare), which may reduce the 5% cash in lieu of parkland contribution and Park DCCs, based on the 2020 Assessed Land Value of \$606,000

$\$60.60 / \text{m}^2 \times 370 = \$22,422$  (land value of trail)

1) Required 5% Contribution	\$ 30,300 ( $\$606,000 \times 0.05$ )
Less Trail	- \$ 22,422
Net 5% Contribution	\$ 7,878 (required to be paid at subdivision)
Park DCCs for 30 Units	\$ 23,054 ( $\$768.48 / \text{unit}$ )
Less Parkland Contribution	- \$ 7,878

Park DCCs with Additional Credit from Trail = \$15,176 for 30 units ( $\$505.86 / \text{unit}$ )

- The above measurements may not be entirely accurate and would be re-calculated at the subdivision stage, based on legal survey information and the actual trail area registered as a statutory right of way
- The trail amount needed could be less than 370 m<sup>2</sup>
- The above does not include Roads, Sanitary Sewer, Water and Drainage DCC which together amount to \$6,162 / unit for Medium Density Development (> 22 units)
- You would not need to build the trail – the City through its contributions to the Shuswap Trail Alliance would build it
- I am not saying you are not required to agree to this
- If you can let me know what you think by Monday, that would be great!
- If you are agreeable, some kind of condition or written agreement would be needed prior to final reading of the Rezoning Bylaw

**Kevin Pearson, RPP, MCIP**  
**Director of Development Services | Approving Officer**  
P 250.803.4015 | E [kpearson@salmonarm.ca](mailto:kpearson@salmonarm.ca) | W [www.salmonarm.ca](http://www.salmonarm.ca)



11 AVENUE

18 STREET N.E.

2 m wide Pedestrian  
Right of Way  
Approx. 240 m<sup>2</sup>  
*within 5m setback*

Steep Slope

2 m wide Dedication  
for Lane Widening  
Approx. 130 m<sup>2</sup>

1640

1690

1710

1760

1091

1050

1641

1661

1141

1140

1180

1190

1250

1281

18

1310

113

1231

### ***Parks and Greenways Acquisition and Development***

11.3.16 Acquire parks at the time of subdivision in accordance with the provisions of the *Local Government Act*, comprising five percent of the subdivided land or an equivalent cash in lieu. The decision between land or cash-in-lieu and criteria for selection of the parkland should include the following considerations, among others:

- a. Whether the subdivision is in proximity to an existing park and is suitable for expanding the park;
- b. Whether the subdivision is in proximity to a future park as indicated on Map 11.1 Existing and Proposed Parkland; and
- c. Whether the land dedicated as park is of a reasonable size and has characteristics suitable for park development.

11.3.17 Consider acquiring environmentally sensitive areas as parks, including ravines, bluffs, riparian areas, habitat corridors and steep slopes, as important natural areas that add to the biodiversity of a local ecosystem. These parks should not be part of the five percent of the subdivided land described in policy 11.3.16.

11.3.18 Require, at the discretion of City Council, land to be dedicated and paths, trails and roadside corridors to be constructed for greenways as a consideration for the approval of rezoning applications. Refer to Map 11.2 Existing and Proposed Greenways and the Greenways Strategy as a guide for determining the approximate locations for future greenways and the standards of greenway construction.

11.3.19 Require, at the discretion of the Approving Officer, land to be dedicated and paths, trails and roadside corridors to be constructed for greenways as a consideration for the approval of subdivision applications. Refer to Map 11.2 Existing and Proposed Greenways and the Greenways Strategy as a guide for determining the approximate locations for future greenways and the standards of greenway construction.

11.3.20 Continue to use Development Cost Charges to assist in paying capital costs arising from new growth, including the need to acquire and develop parks and greenways. Review the Development Cost Charge Bylaw on a regular basis to ensure the changes are appropriate and consistent with the Long Term Financial Plan.

11.3.21 Explore other methods for acquiring land for parks and greenways through the development process, such as density bonus, purchase, negotiation, donation and statutory right-of-way.

11.3.22 Seek corporate partnerships and encourage bequests to assist with the planning, acquisition, development, and stewardship of parks and greenways.

11.3.23 Explore methods of securing short and long term funding, such as a parcel tax, for the planning, acquisition, development and stewardship of parks and greenways.



23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1174 [508316 BC Ltd./Guenther, K.; 1141 18 Street NE; R-1 to R-4]

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

Submissions were called for at this time.

G. and J. Armstrong – letter dated May 21, 2020 – ZON-1174 Proposed Rezoning of 1141 18 Street NE Proposed Trail

G. and J. Armstrong – letter dated May 24, 2020 – ZON-1174 Proposed Rezoning of 1141 18 Street NE Proposed Trail

D. Wood – email dated May 24, 2020 – Notice of hearing ZON-1174 Bylaw 4390

J. Ragsdale – letter dated May 25, 2020 – 1141 18St NE Rezoning Application

A. and C. Smith – email dated May 25, 2020 – Proposed Zoning Amendment Bylaw No. 4390 [ZON-1174]

R. Keetch – email dated May 25, 2020 – Rezoning 1141 18<sup>th</sup> Street

K. Guenther, the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 9:13p.m.

## CITY OF SALMON ARM

### BYLAW NO. 4390

#### A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on May 25, 2020 at the hour of 7:00 p.m. was published in the May 13 and 20, 2020 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 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978 Except Plan KAP54560 from R-1 (Single Family Residential Zone) to R-4 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4390

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4390"

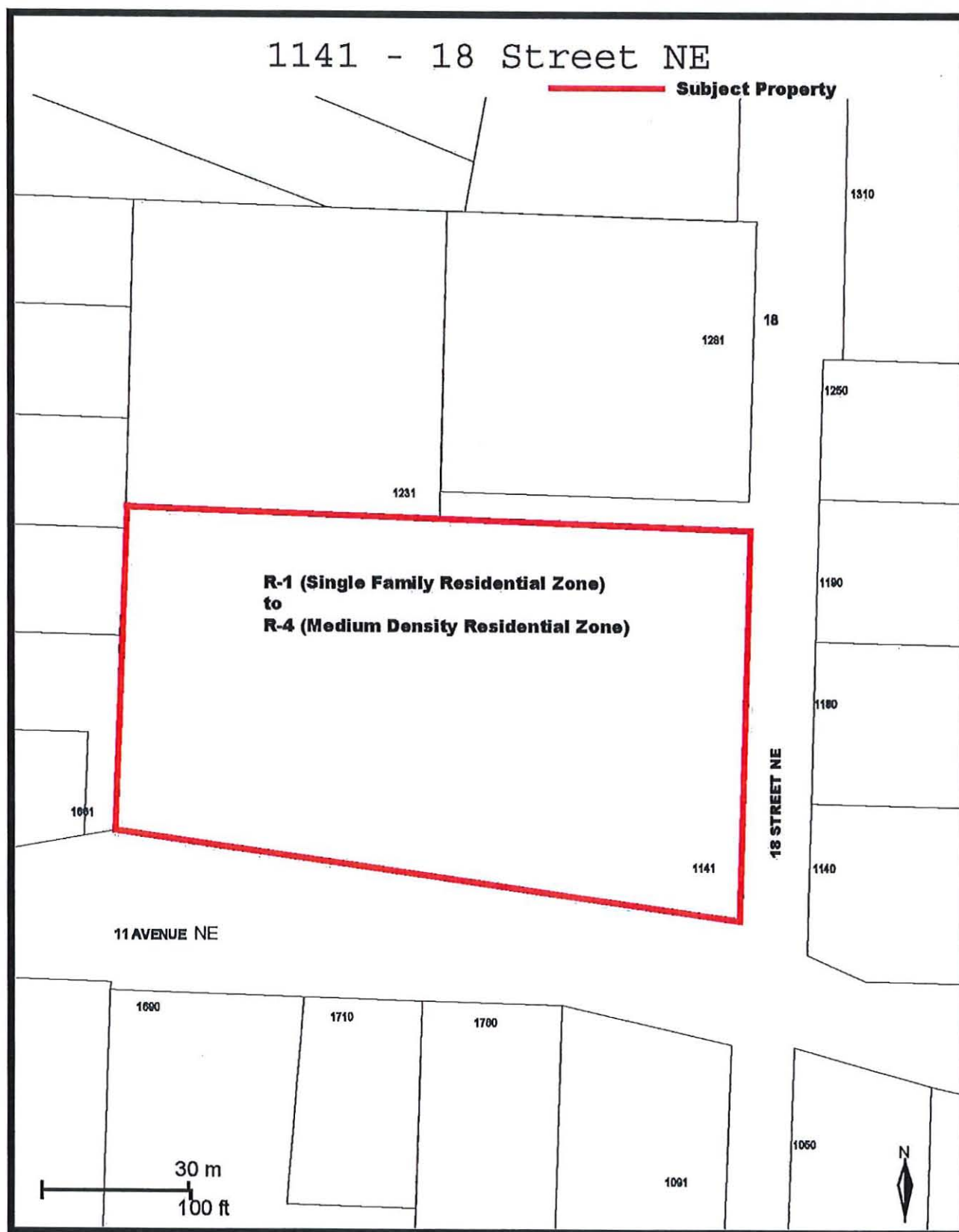
READ A FIRST TIME THIS	11th	DAY OF	May	2020
READ A SECOND TIME THIS	11th	DAY OF	May	2020
READ A THIRD TIME THIS	25th	DAY OF	May	2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 28th DAY OF May 2020

  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR  
  
\_\_\_\_\_  
CORPORATE OFFICER



### INFORMATIONAL CORRESPONDENCE - JUNE 8, 2020

- |    |                                                                                                                            |   |
|----|----------------------------------------------------------------------------------------------------------------------------|---|
| 1. | Building Department – Building Statistics – April 2020                                                                     | N |
| 2. | Building Department – Building Permits – Yearly Statistics                                                                 | N |
| 3. | H. Spencer – letter dated May 26, 2020 – Trees in Little Mountain Park                                                     | A |
| 4. | P. Cannon, Shuswap Children’s Association – letter dated May 28, 2020 – StoryWalk                                          | R |
| 5. | T. Stephenson, Literacy Alliance of the Shuswap Society – email dated May 29, 2020 –<br>Imagination Library                | A |
| 6. | D. Stanton, Vernon and Shuswap Regional Transit/First Transit – email dated June 2,<br>2020 – Kids ride free in Salmon Arm | A |
| 7. | Interior Health – Public Service Announcement dated June 1, 2020 – Drinking water<br>precautions during and after flooding | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 14.1

## CITY OF SALMON ARM

Date: June 8, 2020

### Presentation 4:00 p.m. (approximately)

**NAME:** Jen Casorso – Urban Matters

**TOPIC:** Child Care Needs Assessment & Action Plan

#### Vote Record

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

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

# EXECUTIVE SUMMARY

The **Salmon Arm Child Care Needs Assessment & Action Plan** was informed through a child care inventory that cataloged licensed and registered license-not-required child care in the City, a community profile to provide family and community context, background policy research, a community engagement process and guidance by the Child Care Planning Committee.

Although there are programs in place to support child care within Salmon Arm – be it in supported child development, family supports or supports for child care providers – and that 70% of parent survey respondents are satisfied with the care they receive, the community is still faced with many challenges, some of which include:

- » Unmet needs for licensed group child care for 0 to 18 months and flexible care (drop-in, weekend, part-time)
- » 0% immediate access to full-time care (licensed and registered licensed-not-required child care experiences 100% utilization)
- » 6 months to 2-year waitlist timeframe to be accepted into a program
- » Roughly 50% of parents accessing their top choice provider
- » Limited qualified staff, many of whom are leaving the field due to low wages, limited benefits, lack of recognition and burnout
- » Limited local training opportunities to encourage recruitment and retention and to increase the quality of care

This project catalogued a total of 514 licensed and registered licensed not-required child care spaces in Salmon Arm offered through 29 program locations:

**Total licensed and  
registered licensed-  
not-required child  
care spaces:**

**514**

	Group Child Care (birth – 36 months)	Group Child Care (30 months – school age)	Licensed Preschool	Group Child Care (school age)	Multi-Age Child Care	Family Child Care	In-Home Multi-Age Child Care	TOTAL Child Care Spaces
Child Care Spaces	68	119	80	183	48	16	0	514
Child Care Programs	6	5	4	7	4	3	0	29

Over a 10-year horizon with an ideal scenario of 30% coverage for non-school-aged children (0 – 5) and 80% coverage for school-aged children (6 – 12), the average annual space creation targets over the next ten years include:



To help reach these annual space creation targets, the follow report proposes several recommendations and actions that the community can consider improving the state of child care in Salmon Arm.

The main recommendations have been grouped under the following categories: Education & Training, Policy, Process, Partnerships and Advocacy.

- » **Education & Training:** Improve the accessibility of information or parents trying to access care and for providers looking to start-up or expand
- » **Policy:** Develop or refine local government plans and policies with child care in mind
- » **Process:** Improve or streamline municipal processes to ease the start-up and expansion experience
- » **Partnerships:** Leverage partnerships to access funding to “unlock” underutilized assets through multi-purposing or to develop new spaces
- » **Advocacy:** Advocate to higher levels of government for enhanced local funding



What follows is a narrative that describes the state of child care in Salmon Arm, a snapshot of the current inventory and future demand for child care based on child population projections and benchmark space creation targets provided by the Ministry of Children & Family Development.

Item 19.1

**CITY OF SALMON ARM**Date: June 8, 2020**Rainbow Crosswalk****Vote Record**

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

Opposed:

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

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Item 23.1

**CITY OF SALMON ARM**

Date: June 8, 2020

**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing by electronic means on Monday, June 8, 2020 at 7:00 p.m. Please see the information below on how to participate if you deem your interest to be affected by the proposed bylaw.

1) **Proposed Amendment to Zoning Bylaw No 2303:**

**Proposed Rezoning** of Lot A, Section 25, Township 20, Range 10, W6M, KDYD, Plan 24783 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone.

**Civic Address:** 3410 Lakeshore Road NE

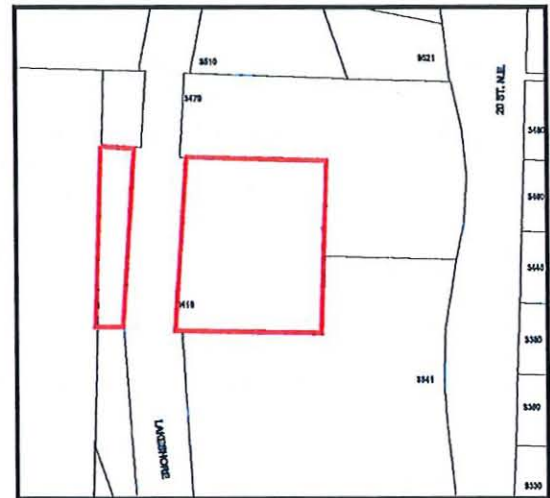
**Location:** East side of Lakeshore Road NE, North of 20 Street NE.

**Present Use:** Single Family Residential and bare land

**Proposed Use:** Single Family Dwelling with Suite

**Owner/Applicant:** Micku, B.

**Reference:** ZON-1176/Bylaw 4395



The file for the proposed bylaw is available for inspection on our website at [www.salmonarm.ca](http://www.salmonarm.ca).

Those who deem their interest affected by the proposed bylaw are urged to contact the Development Services Department by telephone at 250-803-4010 to obtain the facts of the proposal prior to the Public Hearing. Pursuant to Ministerial Order No. M139 made under the *Emergency Program Act*, R.S.B.C. 1996, C.111, S. 10, Council will not be allowing members of the public to attend this meeting. If you wish to provide input with respect to this Bylaw you may do so by email at [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

Erin Jackson, Director of Corporate Services

**Vote Record**

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

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

**CITY OF  
SALMON ARM**

To: His Worship Mayor Harrison and Members of Council

Date: May 12, 2020

Subject: Zoning Bylaw Amendment Application No. 1176

Legal: Lot A, Section 25, Township 20, Range 10, W6M, KDYD, Plan 24783

Civic: 3410 Lakeshore Road NE

Owner/Applicant: B. & V. Micku

---

**MOTION FOR CONSIDERATION**

**THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot A, Section 25, Township 20, Range 10, W6M, KDYD, Plan 24783 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 3410 Lakeshore Road NE (Appendix 1 & 2). The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone). A subdivision application, File No. 19.14 has been submitted to create one new lot, proposed sketch plan is attached as Appendix 3. The applicant's intention is to construct a new single family dwelling and a detached suite on proposed Lot 2 and to have the option of constructing a secondary suite in the existing single family dwelling on the remainder lot (proposed Lot 1)

**BACKGROUND**

The property is designated Low Density Residential in the City's Official Community Plan (OCP) and is zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 4 & 5). The property is located in an area largely comprised of R-1 (Single Family Residential Zone) and R-7 (Large Lot Single Family Residential Zone) zoned parcels. There are presently 5 properties zoned R-8 (Residential Suite Zone) in the vicinity. Recently (November 2019) the bordering property to the southeast was rezoned from R-1 to R-8.

The subject property is currently large and contains a single family dwelling, see site photos attached as Appendix 6. The property is legally hooked across Lakeshore Road and the total area is 4,492 m<sup>2</sup> (1.11 ac), with a parcel width of 67 m. Subdivision would create one new parcel of 3,368 m<sup>2</sup> (0.832 ac) leaving a remainder of 1,124 m<sup>2</sup> (0.28 ac) with the existing house. Due to the location of the property, there are significant servicing costs required for subdivision. This past February, a Development Variance Permit (VP-505) was issued for servicing variances.

The two proposed lots will meet the minimum parcel area and width as specified in the R-8 zoning regulations. Development of a secondary or a detached suite would require a building permit and be subject to meeting both Zoning Bylaw and BC Building Code requirements. At this time, the applicant plans to build a shop with a detached suite on the property. When the subdivision is complete, the applicant intends to build a new house on proposed Lot 2 and sell the remainder lot with the existing house.

If Council adopts the associated zoning amendment bylaw for this application and the subdivision is completed, the applicant will have 2 lots zoned R-8 with suite development potential.

### *Secondary Suites*

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all residential designated areas subject to compliance with the Zoning Bylaw and the BC Building Code.

Any development of a secondary suite or detached suite would require a Building Permit and be subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges (DCCs). DCCs are payable for a detached suite in the amount of \$6,064.31, and would be collected with the Building Permit application for an accessory building and suite, unless the application for a suite is filed later.

### COMMENTS

#### Engineering Department

No Engineering concerns with rezoning. Future building permit for detached / attached suite will require water service upgrade.

#### Building Department

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

#### Fire Department

No concerns.

#### Planning Department

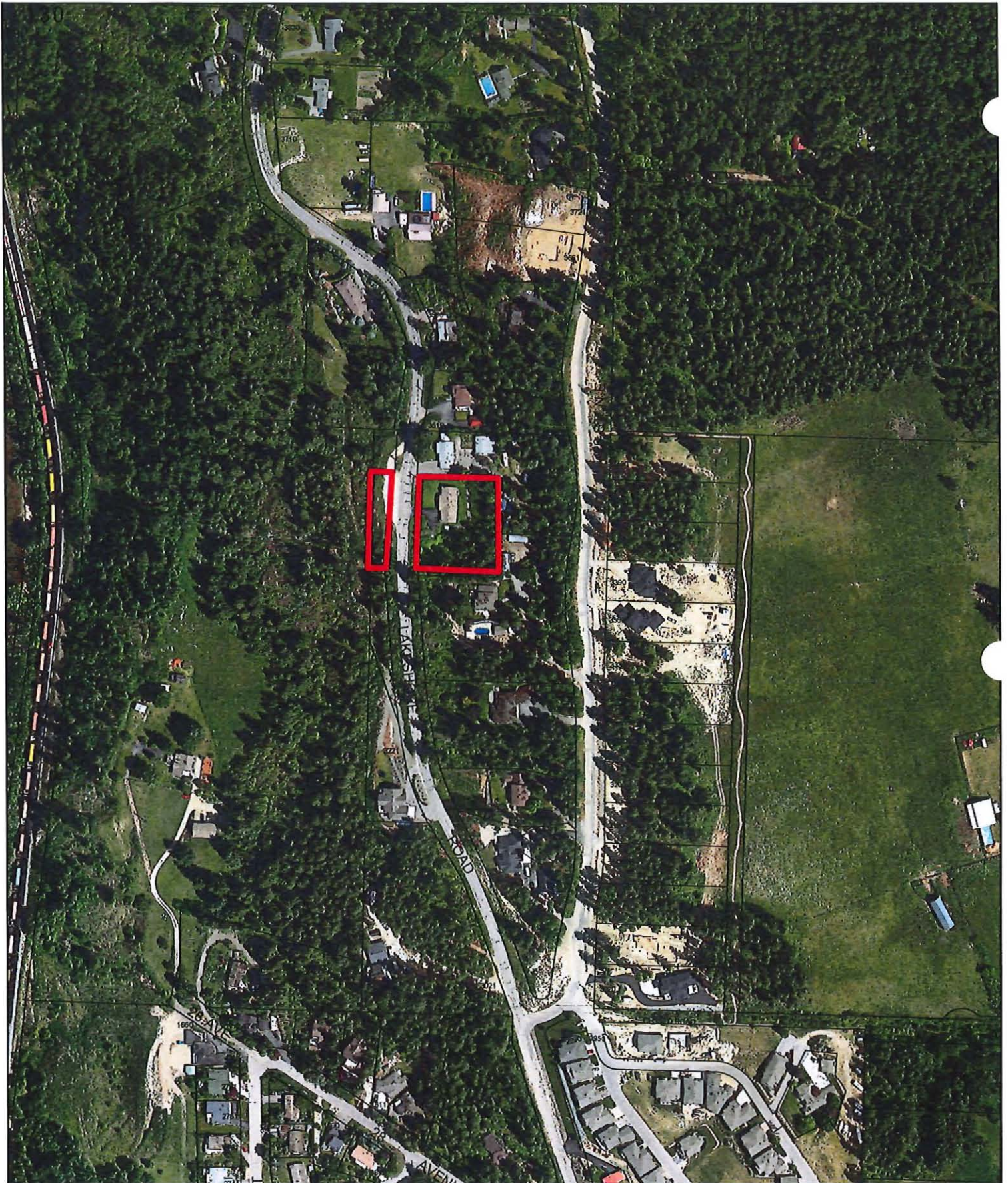
The proposed R-8 zoning is consistent with the OCP and if the subdivision is completed the two proposed lots could easily meet the R-8 zoning requirements based on parcel area and dimensions. Therefore, this application is supported by staff. Any development of a secondary or detached suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



Prepared by: Denise Ackerman  
Planner, Development Services



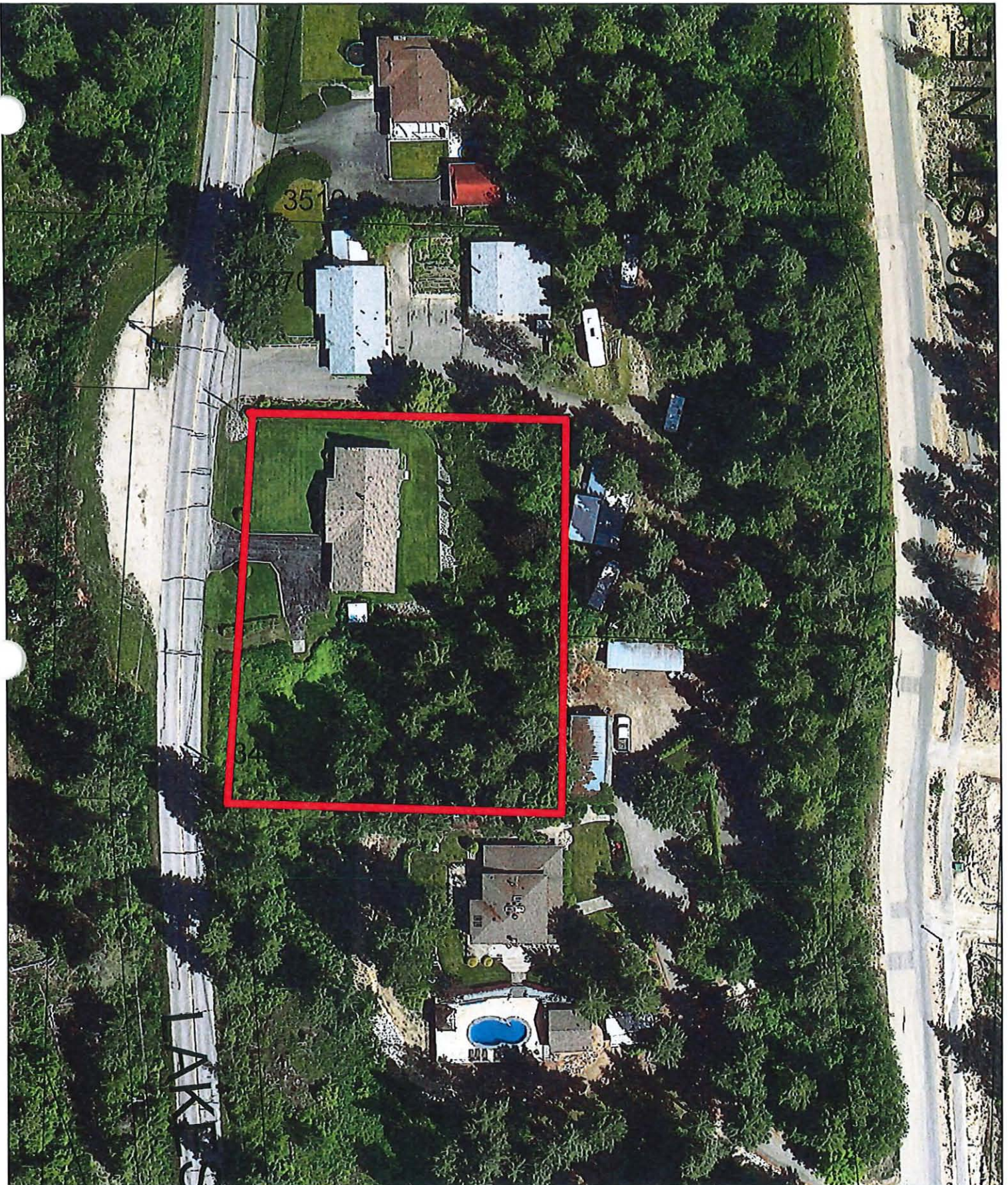
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



0 1530 60 90 120  
Meters



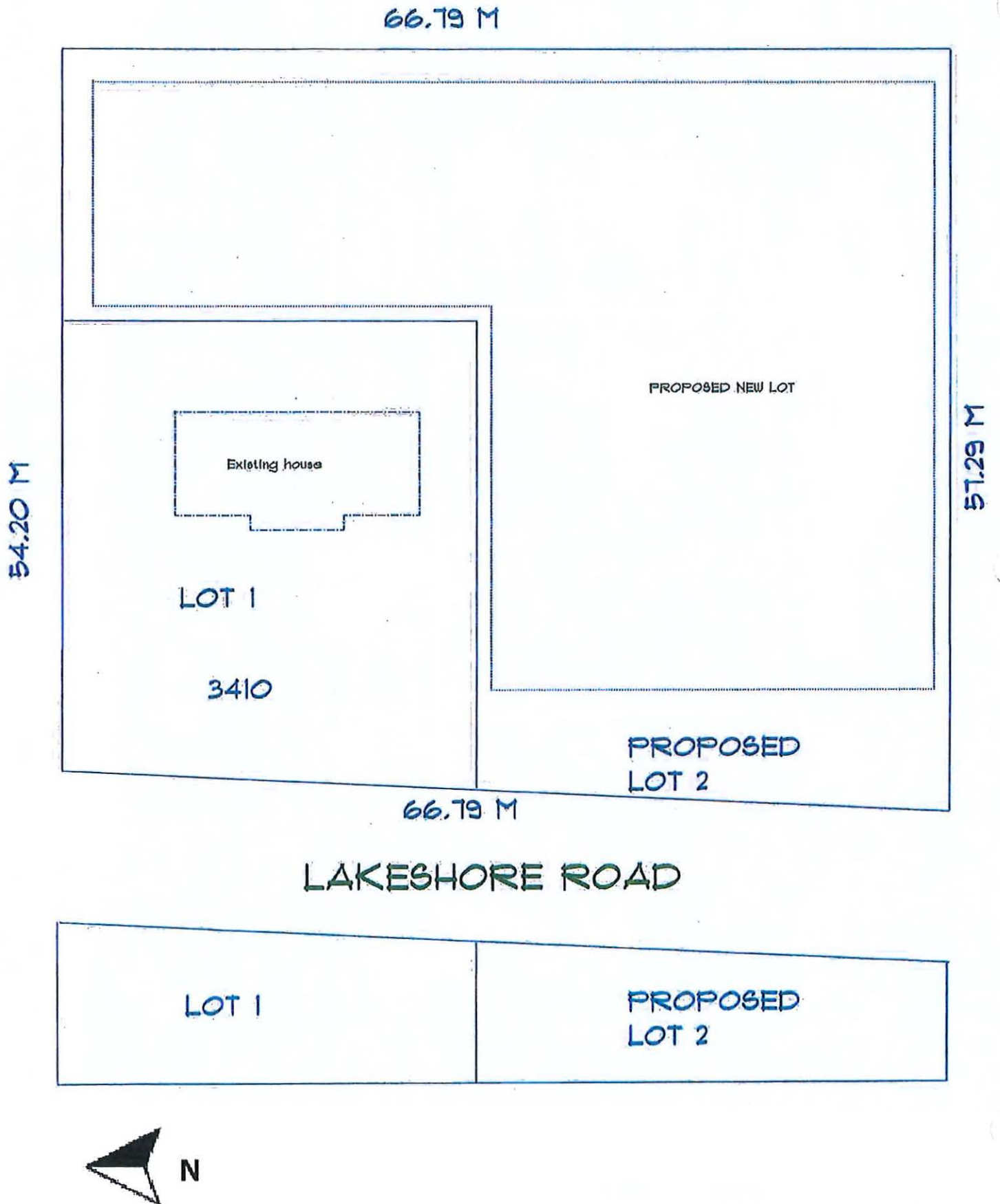
Subject Parcel



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Meters



Subject Parcel

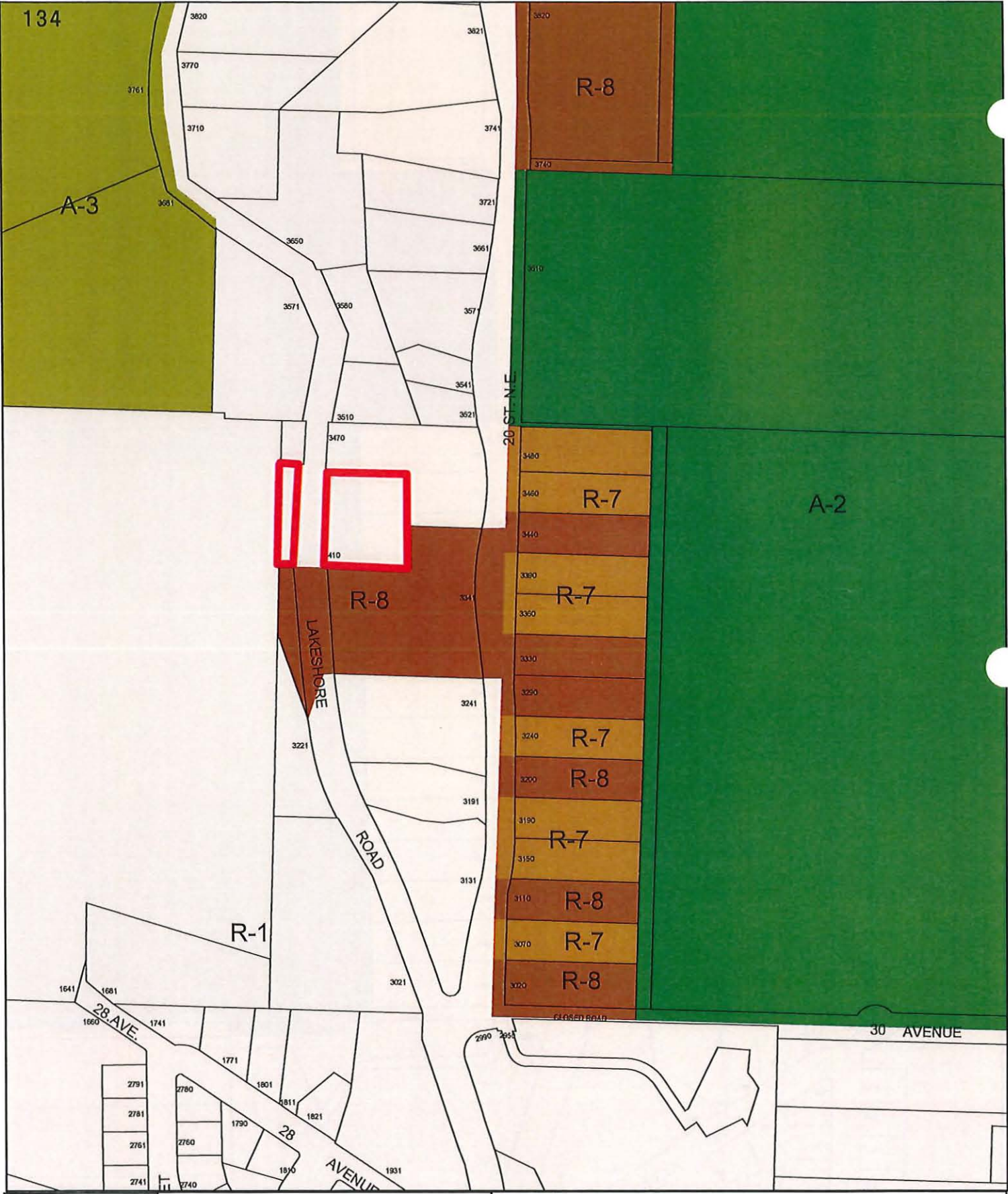





0 15 30 60 90 120  
Meters




AR - Acreage Reserve





Subject Parcel

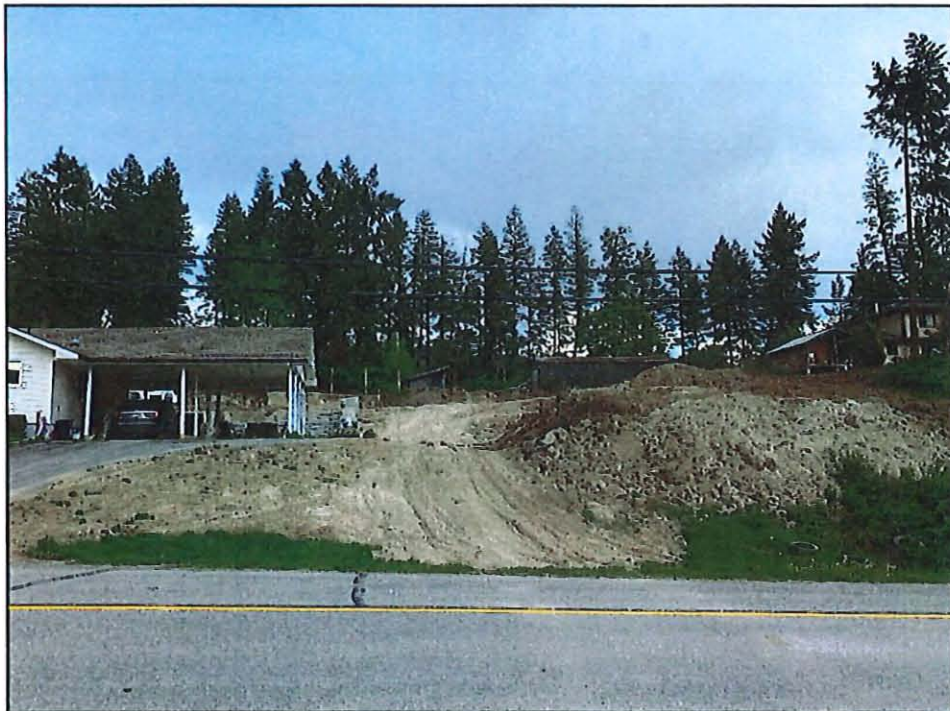
0 1530 60 90 120  


Meters

- R-1 Single Family Residential Zone
- R-8 Residential Suite Zone
- R-7 Large Lot Single Family Residential Zone
- A-2 Rural Holding Zone
- A-3 Small Holding Zone



Existing house on the property.



Proposed Lot 2 shown on the right.

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Item 24.1

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4395 be read a third and final time.

[ZON-1176; Micku, B. & V.; 3410 Lakeshore Road NE; R1 to R-8]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4395

#### A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 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 A, Section 25, Township 20, Range 10, W6M, KDYD, Plan 24783, from R-1 Single Family Residential Zone to R-8 Residential Suite Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

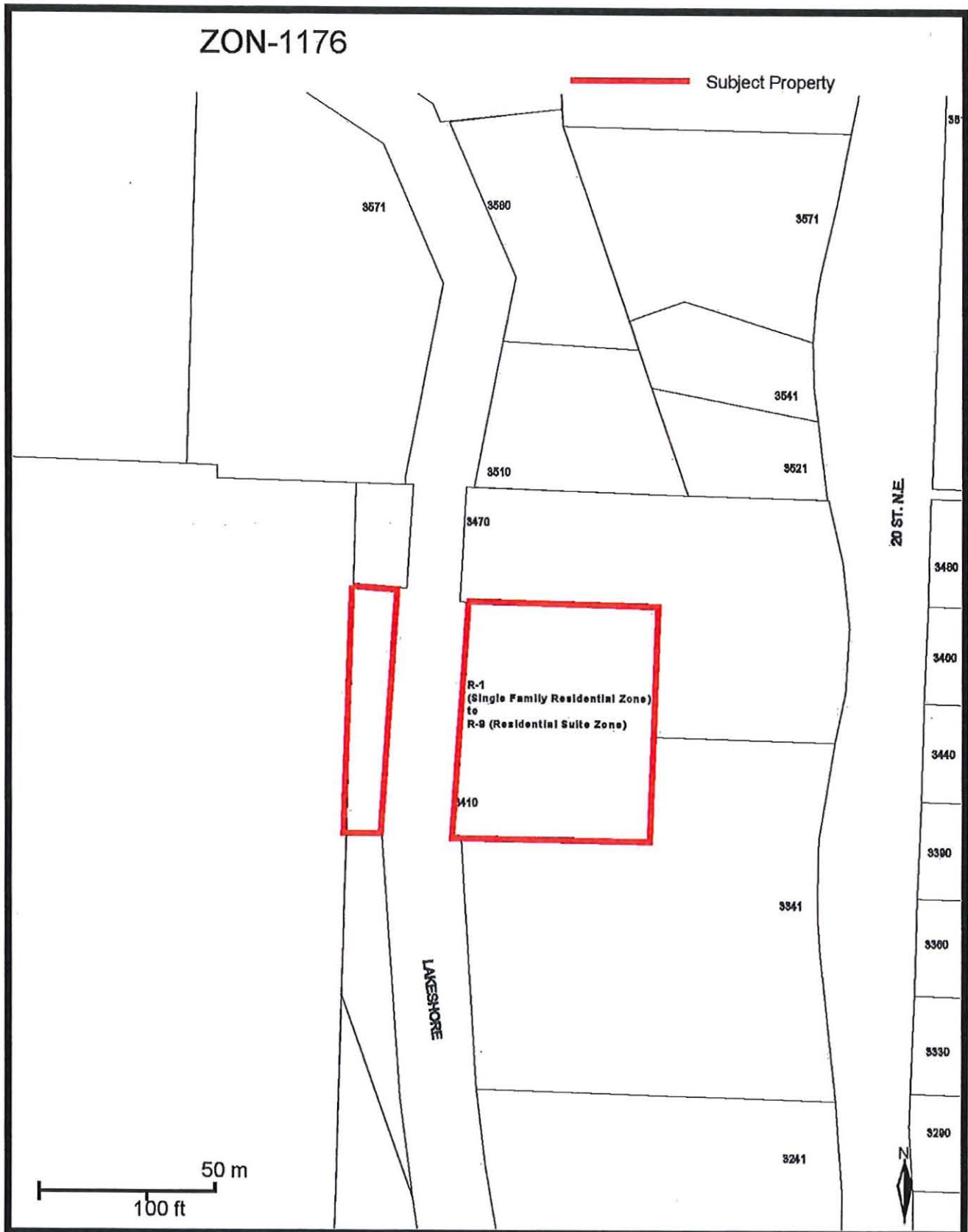
This bylaw may be cited as **“City of Salmon Arm Zoning Amendment Bylaw No. 4395”**

READ A FIRST TIME THIS	25	DAY OF	May	2020
READ A SECOND TIME THIS	25	DAY OF	May	2020
READ A THIRD TIME THIS		DAY OF		2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

SCHEDULE "A"



Item 26.

## CITY OF SALMON ARM

Date: June 8, 2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of June 8, 2020, be adjourned.

### Vote Record

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

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

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A photograph of the lower half of several children standing in a row. They are wearing various colored raincoats (pink, blue, green) and rubber boots (blue, green, red). The boots are covered in mud, suggesting they have been playing in the rain. The background is a soft, out-of-focus outdoor setting.

# CHILD CARE NEEDS ASSESSMENT & ACTION PLAN

CITY OF  
**SALMON ARM**

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A young boy with curly hair, wearing a blue Superman t-shirt, is running towards the camera. He is holding a green ribbon in his right hand. In the background, several other children and adults are visible, some also wearing green ribbons. They are in a grassy area with trees in the background.

## Acknowledgements

We acknowledge that we are gathering here on the traditional territory of the Secwépemc people, with whom we share these lands and where we live and work together.

The strength of this action plan is built on not only the information collected through engagement and available quantitative data but also from the Child Care Planning Committee. Their input throughout the process continued to provide context and perspective on the child care issues experienced in Salmon Arm amongst educators and families. This committee comprised the following members organizations:

**Shuswap Children's Association (Child Care Resource and Referral, Supported Child Development and staff)**  
**Shuswap Daycare Society**  
**Ladybug Landing Child Care Centre**  
**Okanagan College**  
**School District 83**  
**Interior Health**  
**City staff**

The City gratefully acknowledges the time and commitment provided by committee members as they demonstrated their passion and commitment to children and families in the community.

# EXECUTIVE SUMMARY

The **Salmon Arm Child Care Needs Assessment & Action Plan** was informed through a child care inventory that cataloged licensed and registered license-not-required child care in the City, a community profile to provide family and community context, background policy research, a community engagement process and guidance by the Child Care Planning Committee.

Although there are programs in place to support child care within Salmon Arm – be it in supported child development, family supports or supports for child care providers – and that 70% of parent survey respondents are satisfied with the care they receive, the community is still faced with many challenges, some of which include:

- » Unmet needs for licensed group child care for 0 to 18 months and flexible care (drop-in, weekend, part-time)
- » 0% immediate access to full-time care (licensed and registered licensed-not-required child care experiences 100% utilization)
- » 6 months to 2-year waitlist timeframe to be accepted into a program
- » Roughly 50% of parents accessing their top choice provider
- » Limited qualified staff, many of whom are leaving the field due to low wages, limited benefits, lack of recognition and burnout
- » Limited local training opportunities to encourage recruitment and retention and to increase the quality of care

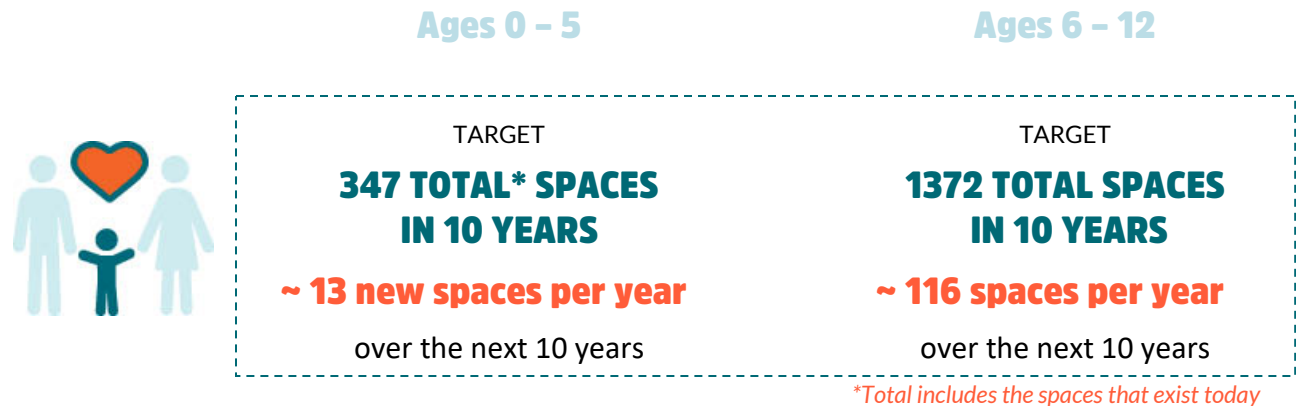
This project catalogued a total of 514 licensed and registered licensed not-required child care spaces in Salmon Arm offered through 29 program locations:

**Total licensed and registered licensed-not-required child care spaces:**

**514**

	Group Child Care (birth – 36 months)	Group Child Care (30 months – school age)	Licensed Preschool	Group Child Care (school age)	Multi-Age Child Care	Family Child Care	In-Home Multi-Age Child Care	TOTAL Child Care Spaces
Child Care Spaces	68	119	80	183	48	16	0	514
Child Care Programs	6	5	4	7	4	3	0	29

Over a 10-year horizon with an ideal scenario of 30% coverage for non-school-aged children (0 – 5) and 80% coverage for school-aged children (6 – 12), the average annual space creation targets over the next ten years include:



To help reach these annual space creation targets, the follow report proposes several recommendations and actions that the community can consider improving the state of child care in Salmon Arm.

The main recommendations have been grouped under the following categories: Education & Training, Policy, Process, Partnerships and Advocacy.

- » **Education & Training:** Improve the accessibility of information or parents trying to access care and for providers looking to start-up or expand
- » **Policy:** Develop or refine local government plans and policies with child care in mind
- » **Process:** Improve or streamline municipal processes to ease the start-up and expansion experience
- » **Partnerships:** Leverage partnerships to access funding to “unlock” underutilized assets through multi-purposing or to develop new spaces
- » **Advocacy:** Advocate to higher levels of government for enhanced local funding



What follows is a narrative that describes the state of child care in Salmon Arm, a snapshot of the current inventory and future demand for child care based on child population projections and benchmark space creation targets provided by the Ministry of Children & Family Development.



# INTRODUCTION

## THE SALMON ARM CHILD CARE NEEDS ASSESSMENT & ACTION PLAN

Access to affordable and available child care is one of several indicators of well-being in communities. To help understand the state of child care across British Columbia, the BC Ministry of Children and Family Development (MCFD) has introduced a space creation program to better understand specific community child care needs, which is administered through the Union of BC Municipalities (UBCM).

Child care in the City of Salmon Arm is a considerable concern for families and the agencies supporting families and children. As a result, the City submitted a successful application to the Community Child Care Planning Program to shed light on the child care situation in Salmon Arm and how the community can collectively move forward to increase space creation and advance the child care system at a local level.

This needs assessment and action plan identifies space creation targets over the next ten years and outlines recommendations and actions to meet space creation needs. The results of this study will be an important tool to advocate to the ministry for additional community investment through programs such as the Child Care BC New Spaces Fund and the Community Child Care Space Creation program.

*City staff have reviewed the report (plan) and recommendations. This plan is one of many currently underway by the City that identifies key recommendations for local government consideration. As a result, there will be additional staffing impacts to support implementation. It will be up to City Council and administration to decide on the allocation of resources to respond to these recommendations through separate staff reports and future partnership opportunities.*

*In terms of development, City staff can look proudly to a positive track record of supporting new child care facilities throughout the City with flexible Official Community Plan policies and zoning regulations, levying relatively low Development Cost Charges, and presenting City Council with options to lower servicing standards and costs.*



# GENERAL CHILD CARE CONTEXT

Child care is provincially-legislated under the Child Care BC Act, the Child Care Act, and Child Care Subsidy Regulation within the Ministry of Children and Family Development. Local government also plays a key role in space creation land use and development.

## PROVINCIAL GOVERNMENT

Child care is provincially-legislated under the Child Care BC Act, the Child Care Subsidy Act, and Child Care Subsidy Regulation within the Ministry of Children and Family Development. There are two types of recognized child care in British Columbia -- Licensed and Registered License-Not-Required. The following illustrates the difference in care types:

### Licensed Child Care

Licensed child care is monitored regularly and inspected by regional health authorities (Interior Health in Salmon Arm). Child care operators must meet specific requirements with regards to health and safety, staffing, programming and more. There are several child care licensing categories within licensed child care:

**Group Child Care:** Offered in a community-based facility or centre that services three different age categories:

- » Infant / Toddler Program (birth to 36 months)
- » 3 to 5-year-old Program (30 months to school age)
- » Before and After School Program (school age)

**Family Child Care:** Offered in the child care provider's own home and services a maximum of seven children from birth to age 12.

**Multi-Age Child Care:** Offered in a community-based facility and services a maximum of eight children from birth to age 12.

**In-Home Multi-Age Child Care:** Offered in the child care provider's own home and services a maximum of eight children from birth to age 12.

**Preschool:** Serves children from 30 months to school entry. Preschools are part-day programs, typically operating during the school year, September to June.

### Registered Licensed-Not-Required

These providers are unlicensed, but legally allowed to operate in British Columbia.

**Registered License-Not-Required (RLNR) Child Care:** This type of child care has been registered with a Child Care Resource and Referral Centre (CCRR). The registration process includes criminal record checks, references, a home-seeking review and first aid. Registered care providers have access to support, training, resources and group liability insurance. Families are eligible for a higher subsidy rate if they use RLNR care. Operators can care for up to two children (or a sibling group) who are not related to them.

*It should be noted that while this report focuses on licensed or registered licensed-not-required care, many families use license-not-required or unlicensed care arrangements.*

## Other Care Types

**License-Not-Required (LNR) Child Care:** Providers are not required to meet any standards for health or safety. LNR providers are not monitored or inspected. Parents and guardians are responsible for overseeing the care of their child in these arrangements. Legally, these child care providers can care for up to two children (or a sibling group) who are not related to them.

**In-child's-own-home care:** Unlicensed care when parents arrange for child care at home – for example, a nanny or a baby-sitter.

## LOCAL GOVERNMENT

Although child care is overseen provincially, municipalities play a key role in land use and development decisions with respect to child care. They can also play a role through plans and policies where local government can set child care as a priority for long-range community planning processes like Official Community Plans. To better understand the needs of child care from a local perspective, the Province of British Columbia has announced a number of funding programs for local governments:

### Through the Union of BC Municipalities:<sup>1</sup>

- » **Community Child Care Planning Program:** Provides funding for local government to develop a space creation action plan. This project falls under this funding stream.
- » **Community Child Care Space Creation Program:** Provides funding to local governments to create new licensed child care spaces, with a focus on infants and toddlers.

### Through the Ministry of Child and Family Development:<sup>2</sup>

- » **Childcare BC New Spaces Fund:** Provides funding to public sector organizations, Indigenous governments, non-profit societies and corporate companies to create, expand or relocate new licensed child care spaces.

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<sup>1</sup> Source: Child Care, Union of BC Municipalities: <https://www.ubcm.ca/EN/main/funding/lgps/child-care.html>

<sup>2</sup> Source: Childcare BC New Spaces Fund: Create New Spaces, Province of British Columbia: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/running-daycare-preschool/childcare-new-spaces-fund>



# METHODOLOGY

The Salmon Arm Child Care Needs Assessment & Action Plan was informed through a child care inventory, community profile analysis, policy analysis and an engagement process that included both quantitative and qualitative feedback. A complete 'What We Heard Report' from engagement can be found in Appendix A.

## INVENTORY

A number of sources were used to inform the inventory of child care spaces in the City of Salmon Arm. Baseline data was provided by MCFD and represented provincial child care provider information as of January 2019 and reflected those receiving Childcare Operating Funding (CCOF) support from the province. The inventory was cross-referenced with Interior Health's licensed data set, the BC Child Care Map available through MCFD and information provided through the CCRR. Providers were also contacted directly to verify information. An online Child Care Provider survey also helped to inform the inventory.

## COMMUNITY PROFILE ANALYSIS

To provide greater insight into the community and family makeup within the area, an analysis of population data was conducted for the City of Salmon Arm. Data was gathered from Statistics Canada and BC Stats. This data, combined with inventory data, helped to define the gap in access to care and to provide context surrounding the composition of families in the community and some of the additional basic needs impacting their well-being.

## BACKGROUND POLICY RESEARCH

Background research on relevant policies, plans and bylaws was conducted for the City of Salmon Arm. An analysis of Official Community Plans, Zoning Bylaws and Business Licensing identified municipal processes and policies that may impact the creation of licensed child care spaces in the City.

## COMMUNITY ENGAGEMENT

### Parent Survey

A parent survey was distributed throughout the community from September 4<sup>th</sup> to September 30<sup>th</sup>, 2019. A total of 123 parents responded, which provided insight into how child care is currently used, the challenges that families experience and opportunities for improvement.

### Child Care Provider Survey

An online child care provider survey was offered from October 7<sup>th</sup> to October 19<sup>th</sup>, 2019. A total of four providers completed the survey, which mostly helped to inform the inventory.

### Employee Survey

An online employee survey was offered from October 7<sup>th</sup> to October 19<sup>th</sup>, 2019. A total of 10 responses were received from individuals who work within child care in Salmon Arm.

## Focus Groups

Focus groups were organized to connect with parents of different social and economic backgrounds. They were coordinated around existing child-related activities to help increase the number of attendees. The project team dropped into the following programs:

- » Strong Start at the District Education Support Centre
- » Immigrant Parent Event at the Shuswap Immigrant Services Society
- » Healthiest Babies Group at the Shuswap Family Centre
- » Shuswap Children's Association Event at the District Education Support Centre

## One-on-One Interviews

To better understand the state of child care in Salmon Arm, one-on-one interviews were conducted with organizations who regularly work with children:

- » Shuswap Children's Association
- » School District 83
- » Shuswap Family Centre
- » WorkBC Committee Workshop

## Committee Workshop

To collaborate on actions to support this action plan, a joint committee workshop was held with the Child Care Planning Committee of Salmon Arm, a representative of the Sicamous Child Care Planning Committee (which was simultaneously carrying out a similar project) and key agency representatives from Interior Health licensing and School District 83.



# STATE OF CHILD CARE IN SALMON ARM

Project engagement and an inventory helped to shed light on the child care narrative within Salmon Arm from the perspective of providers, parents and community supports.

## CHILD CARE SPACES & PROGRAM LOCATIONS

As of March 2020, there were total of 514 licensed or registered licensed-not-required child care spaces in the City of Salmon Arm offered by 29 program locations (Table 1).

*It should be noted that other child care offerings exist within the City that are unlicensed or unregistered with the Child Care Resource & Referral. This may include, for example, care provided by a stay-at-home parent, nannies or family members providing care. These care types are difficult to quantify and are fluid. As such, they have not been accounted for in this inventory.*

**Table 1: Number of child care spaces and programs for each category of care in Salmon Arm**

	Group Child Care (birth – 36 months)	Group Child Care (30 months – school age)	Licensed Preschool	Group Child Care (school age)	Multi-Age Child Care	Family Child Care	In-Home Multi-Age Child Care	TOTAL Child Care Spaces
Child Care Spaces	68	119	80	183	48	16	0	514
Child Care Programs	6	5	4	7	4	3	0	29

- » There is one child care program location in Salmon Arm offering bilingual programming in Spanish.
- » There is currently no Francophone programming available in licensed daycares or preschools in Salmon Arm.
- » There is a child care centre opening in the Salmon Arm area, which will be run by the Neskonlith Indian Band and is set to offer Indigenous programming.

## ACCESS TO CARE

Ministry of Children and Family Development early years performance indicators show that City of Salmon Arm is an area with “Significant difficulty in finding care” for the infant / toddler age group and with “Some difficulty in finding care” for ages 3-5.<sup>3</sup>

Parent and provider survey data and engagement feedback support the MCFD’s findings and further illustrate that there is not enough space to meet demand. 58% of respondents indicated that they are looking for full-time care, while 84% indicated that they would like access to part-time care. Engagement feedback from focus groups also indicated that the largest unmet demand was for children under two years of age.

Parent survey respondents also indicated that the child care categories that have the largest unmet demand include (Figure 1):

- » Licensed group child care (0 – 18 months) (94%)
- » Licensed group child care (19 – 36 months) (73%)
- » Licensed multi-age child care (80%)
- » Registered licensed-not-required child care (60%)

In addition, parents are also looking for more options that address the following:

- » On-call care (76%)
- » Care on statutory holidays (84%)
- » Overnight care (91%)
- » Drop-in (97%) and weekend care (89%)
- » Care during school closures (78%)
- » Extended care before 6 am (91%) and after 7 pm (82%)
- » Pick-up (64%) and drop-off (78%)

**“It is nearly impossible to find child care in Salmon Arm.”**

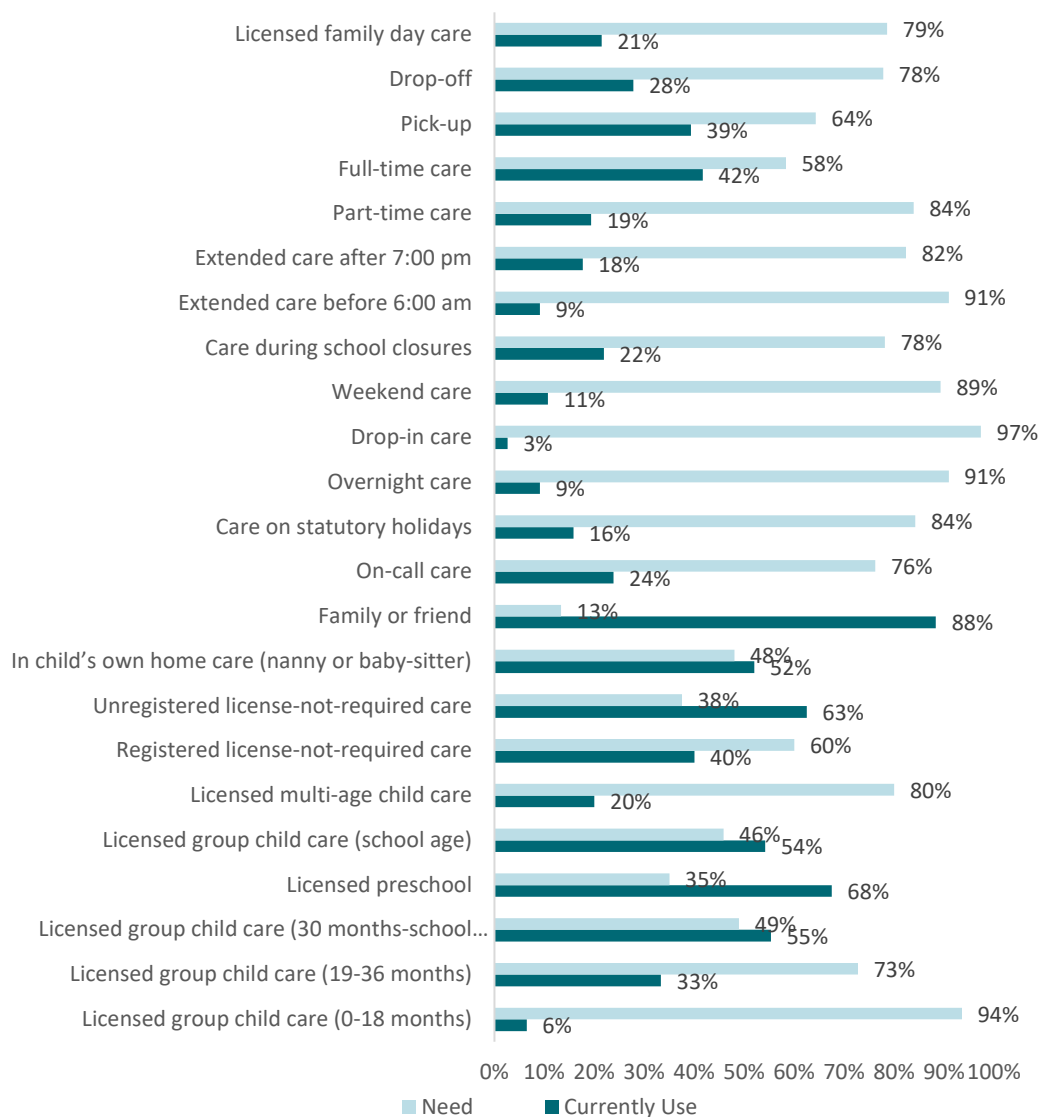
- **PARENT**

**“I called every single childcare center and private care, and everyone was full”**

- **PARENT**

<sup>3</sup> Source: Province of BC, Early Years Performance Indicators: <https://mcf.d.gov.bc.ca/reporting/services/early-years/performance-indicators>

Figure 1: What kind of child care service do you use / need? (from the Parent Survey)



## Accessing Care – Immigrant Families

Access to child care is necessary for immigrant families looking to do training or take language courses to gain employment within the community. Some parents have found part-time care at formal child care centres, while others have taken advantage of the low cost or free child care associated with the Shuswap Immigrant Services Centre. Demand appears to be more for part-time care to prepare young ones for kindergarten, help teach them English and to provide parents with extra time for courses.

## FINDING ALTERNATIVES

When families are unable to access care, they often look for solutions through family and friends; 88% of parent survey respondents indicated that they currently use a family or friend for care. Also, when regular child care is not available, parents will: take time off from work, use sick days to care for their child / children, make the decision for one parent to not work, bring their child / children to work or use a nanny service.

## PREFERRED CHILD CARE TYPES

56% of parent survey respondents indicated that they are receiving care from their first-choice facility. The top factors influencing child care preference include:

- » Education or certification of child care provider (87%)
- » Flexible operating hours (86%)
- » License or registration of child care provider (85%)
- » Accommodation of siblings (82%)
- » Convenience of location (79%)

### Level of Satisfaction

When looking at levels of satisfaction, 70% of parent respondents indicated that they are satisfied with the care they receive. Services to improve on could include: greater flexibility in operating hours (18% unsatisfied), access to subsidy or fee reduction (18% unsatisfied), specialized supports for children with behavioural, physical or developmental needs (13% unsatisfied) or education / certification of child care providers (13% unsatisfied).

**“When we first moved here, we were desperate for care of any sort. Our RLNR daycare turned out to be amazing, and even though spots opened up in licensed daycares we chose to stay with our RLNR.”**

**PARENT**

## HOURS & LOCATION

### Hours

There is a critical lack of child care with flexible hours in the City of Salmon Arm – especially for families who work shift work or 12-hour shifts. As a result of this lack of flexibility, some parents have had to turn down employment opportunities to care for their children (focus groups comment).

### Location

Through engagement feedback, parents indicated that their child care program locations were mostly close to home (61%), work (37%) or close to family or family-like support (26%). At present, child care is available in most areas of the city, although to a lesser extent in Canoe and in the Neskonlith Indian Band communities. In both of these communities, there are child care providers working through the application and licensing approval process. In Canoe, an application has been made to Interior Health for 20 new spaces and a separate child care is looking to provide flexible hours. Additionally, Neskonlith Indian Band is working to develop a new child care centre that will provide up to 39 new child care spaces.

## DISTANCE

38% of parent survey respondents indicated that they travel between 1 and 5 kilometers to their child care program location, followed by 22% who travel less than 1 km to access care. This demonstrates that care is either close to home or work but with relative ease of access due to the short distance required to travel.

## WAITLISTS

Licensed and registered licensed-not-required child care experience 100% utilization in Salmon Arm. According to the parent survey, waitlists are between six months and two years and almost half (48%) of parents put themselves on between 2 and 5 waitlists to secure care. Some families indicated that to secure a space, they put themselves on waitlists once they've realized they are expecting – something that they recommend other families to do as well.

A snapshot of the parent survey responses that helped to create the above narrative on the state of child care in Salmon Arm can be on the following page in Figure 2.

Figure 2: Snapshot of Parent Survey Results





# IMPACT ON THE COMMUNITY

How has a high demand child care system impacted child care providers, parents and children?

## CHILD CARE PROVIDER EXPERIENCE

Through engagement, we learned that child care providers enter the field because they are deeply passionate about children and child development. It is also an opportunity for educators to work with their own children in addition to caring for others. Despite the joy that this profession brings, 31% of respondents to the staff survey indicated that the lack of qualified staff is the major challenge facing the industry in Salmon Arm.

### Recruitment & Retention

One of the main issues facing Early Childhood Educators in the area is that they are often not well compensated for the important and demanding service they provide. In Salmon Arm, they often make between \$17 - \$20 per hour, which is not a livable wage for the area. As a result, many ECEs or caregivers are feeling burnt out and not being paid a high enough wage to compensate for this demanding line of work. 44% of respondents to the staff survey indicated that higher wages (44%) recognition (22%) and benefits (22%) would encourage them to stay within the field.

**“Children are wonderful, watching them grow, learn and discover new things is rewarding”**

- **CHILD CARE PROVIDER**

### Education & Training

There are several ways to enter the field of child care and to provide care across British Columbia. The following training types are offered across the province:

- » **Responsible Adult Training (RAT):** 20-hr training program
- » **Early Childhood Educator Assistant (ECEA):** Certification allows one to work with young children in an early childhood setting (ages birth to 5 years), under the supervision of a qualified Early Childhood Educator. Students must complete one of three courses approved by MCFD.
- » **Early Childhood Education (ECE) Certification:** 2-year training program with unpaid practicum
- » **Early Childhood Education – Infant Toddler Certification:** 2+ year training program with unpaid practicum that provides the highest level of certification to care for the infant toddler age category.

Tuition for the ECE program can be up to \$12,000, a high cost considering the level of pay an individual has once they have entered the workforce (although provincial bursaries have helped with education costs). There is an ECE and ECE – Infant Toddler Certificate program offered within Salmon Arm at Okanagan College and because of this, there is some incentive to complete the training and then continue working locally.

However, despite the local opportunity to become a certified ECE, providers indicated throughout engagement, their desire to have training and professional development opportunities offered within Salmon Arm instead of in larger city centres such as Kelowna or Vancouver. A more consistent offering of educational programs would help with local retention.

## **Unlicensed Care**

Through engagement, it was found that unlicensed providers feel there are no incentives for them to become licensed because child care is in high demand and the process for licensing is cumbersome. As a result, there are many unlicensed care operators providing care for the community. For some families, this may play a role in the quality of care that a child receives.

## **Government Support for ECE Training**

The province currently supports ECE students with a bursary for their training program. As of late 2019, that funding was fully allocated.

## **Perception of Child Care Providers**

Through feedback received from engagement, several child care providers indicated that they would have increased job satisfaction with more recognition of the profession; just as teachers are recognized for the service they provide, child care providers play a vital role in early childhood development

## **Impact of Sporadic, Local Training Opportunities on Space Creation**

While there are many points of entry into the child care field, local opportunities appear to be offered sporadically and often through a one time grant that has been offered to the community to deliver the training. The inconsistent opportunities to provide professional development and increase the capacity of the sector impacts the community's ability to increase the number of child care spaces; sporadic training opportunities leads to a lack of staff to provide, which prevents programs from expanding or starting up.

## IMPACT ON PARENTS

The well-being of parents directly influences family dynamics and the well-being of the children that they care for and love. Although 70% of those receiving care indicated that they are satisfied with their child care provider, there are several challenges that parents face that may influence the overall mental health of the family.

### Family Stressors

There are a several financial stressors that child care can bring to a family. The high cost of child care, particularly for those who have more than one child in care, can lead to families spending less on other essential items, such as food. As a result, there is increased demand at charitable food programs such as the food bank. In addition, for those who have not or cannot access care, families must often make the choice for one parent to stay home to care for their children, which puts strain on family resources. As an alternative, stress can be placed on a family who has had to make the decision to work opposite shifts as an alternative to finding care.

Due to the lack of space in Salmon Arm, child care programs are also able to limit their space offerings to full-time, year-round spots only. This means that parents are often paying for more care than they may need, and subsequently holding a space from another child who cannot access care.

Engagement feedback at focus groups also indicated that some parents are feeling pressure to attend a group child care setting or preschool to prepare their child for kindergarten. When there is difficulty accessing care, families may feel as though they are not providing the best experience for their child.

### Unique Concerns for Parents of Children with Additional Challenges

For parents who have children with additional challenges – be it behavioural, developmental or cognitive – several concerns surfaced through engagement. For those who have secured a space, there are some concerns about knowledge and awareness amongst all staff to support the needs of their child.

There is some concern that children with higher needs may not be able to maintain their space or not accepted initially to a program because of the increased effort required to care for their child. The lack of local child development supports may also prevent children from accessing child care in the community at all.

## IMPACT ON CHILDREN

The impacts of a high demand child care system can inevitably trickle-down to the children that this system serves. In addition to the parent stressors outlined above, which can impact how one may interact with their child, there are other examples identified through the focus groups that illustrate this trickle-down impact. Parents indicated that there are added pressures put on their children to reach milestones that they are not yet ready for (for example, developmental milestones such as potty training).

### High Demand for Child Support Programs, Too

In addition to the high demand for child care spaces in Salmon Arm, there is also a high demand for added classroom supports, in the form of a program assistant, for children with higher needs. Currently, the Shuswap Children's Association, who provides developmental supports to children in need, has a waitlist that exceeds 50 children.

Engagement with parents and organization representatives utilizing Supported Child Development Programming indicated that limited access to resources is due to funding limitations. Therefore, when children are unable to access the support they need, it may lead to undiagnosed behavioural challenges and the possibility of slipping through the cracks.



# **ROLE OF COMMUNITY IN CHILD CARE**

## Community Support Services in Salmon Arm

- » Shuswap Family Centre
- » Shuswap Children's Association
- » Shuswap Child Care Resource and Referral
- » School District No. 83 North Okanagan – Shuswap
- » Shuswap Food Action
- » Shuswap Immigrant Services Society
- » BC211.ca
- » S.A.F.E (Shuswap Family Emergency Society)
- » Splatsin Tsm7aksaltn Teaching Society
- » Canadian Mental Health Association
- » Okanagan Regional Library
- » Aspiral Youth Partners Association
- » Ministry of Children and Family Development
- » Second Harvest Food Bank
- » The Salvation Army – The Lighthouse Community Ministries
- » Interior Health



# ROLE OF GOVERNMENT IN CHILD CARE

All levels of government can play a key role in improving the state of child care in the City of Salmon Arm.

## PROVINCIAL GOVERNMENT

### Licensing

An important aspect of any licensed child care is to ensure compliance with the Community Care and Assisted Living Act Child Care Licensing Regulation. This ensures that child care providers meet provincial government requirements for:

- » Health and Safety
- » Staffing Qualifications
- » Staff-to-child ratios
- » Space and Equipment
- » Program Standards

The child care provider typically works with the provincial government licensing officer to ensure all conditions are met. In expanding or creating new space, it is recommended to work with the licensing officer and child care provider at the start of the project to support co-designing the necessary spaces.

Each age group that care is licensed for has separate requirements related to the categories identified above to ensure their safety. The [Child Care Licensing Regulation](#) should always be referred to and is only presented in this report for information purposes.

Table 2 outlines the requirements applicable to all child care facilities, while Table 3 provides a breakdown of regulations pertaining to each type of child care program.

Child care providers must apply for a license to operate through their local health authority, who will ensure that provincial requirements are met prior to granting the provider a license to operate. Interior Health has a [guide posted on their website](#) that outlines all of the necessary steps associated with applying for a child care licence within their jurisdiction.

It is strongly recommended that child care providers connect with their local health authority at the start of their planning to establish a relationship and ensure that they understand all the regulatory requirements needed to become a licensed child care facility.

**Table 2: Universal Child Care Facility Requirements in British Columbia**

<b>Usable Floor Area</b>	3.7 sq. m., excluding hallways, built in storage areas, bathrooms, and fixed appliances.
<b>Bathrooms</b>	One toilet and wash basin for every 10 children or less must be on the same floor of the child care facility.
<b>Diaper Change Stations</b>	Must be located outside of food preparation areas, next to: <ul style="list-style-type: none"> <li>» Covered container for soiled clothing</li> <li>» Wash basin</li> </ul>
<b>Sleeping Area</b>	Must be located away from any activity area
<b>Outdoor Area</b>	Must be enclosed to ensure that children are free of harm <ul style="list-style-type: none"> <li>» Must have 6 square meters of outdoor play area for each child, or if providing more than one type of care, an outdoor play area that meets the requirement of the various groups care is being provided for.</li> </ul>

*For information purposes only, refer to provincial Child Care Licensing Regulations for the most up to date and accurate regulation requirements.*

**Table 3: Provincial Regulations for Child Care Facilities in British Columbia by Type of Child Care**

Licensing	Child Care Type	Age	Maximum Group Size	Child-to-staff Ratio	Staff Qualifications	Setting
Yes	Under 3 years	From birth to 36 months	12 children	<ul style="list-style-type: none"> <li>» 4 children: 1 Infant Toddler Educator (ITE)</li> <li>» 5-8 children: 1 ITE, 1 Early Childhood Educator (ECE)</li> <li>» 9-12 children: 1 ITE, 1 ECE, 1 Early Childhood Educator Assistant (ECEA)</li> </ul>	<ul style="list-style-type: none"> <li>» ITE: 1300 hrs of training</li> <li>» ECE: 900 hrs of training</li> <li>» ECEA: completion of one ECE course</li> </ul>	Community-based facility or centre
	2.5 years to school age	From 30 months to Kindergarten age	25 children	<ul style="list-style-type: none"> <li>» 1-8 children: 1 ECE</li> <li>» 9-16 children: 1 ECE, ECEA</li> <li>» 17-25 children: 1 ECE, 2 ECEAs</li> </ul>	<ul style="list-style-type: none"> <li>» ECE: 900 hrs of training</li> <li>» ECEA: completion of one ECE course</li> </ul>	Community-based facility or centre
	School age (before- and after-school care)	Kindergarten age and up	24 children from K and G1 OR G2 and older with no K or G1 children	<ul style="list-style-type: none"> <li>» 1 adult for each 12 children from K and G1</li> <li>» 1 adult for each 15 children from G2 and older</li> </ul>	<ul style="list-style-type: none"> <li>» 20 hours of child care training</li> <li>» Relevant work experience</li> <li>» Valid first aid certificate</li> <li>» Clear criminal record check</li> </ul>	Community-based facility or centre
	Multi-age	From birth to 12 years	8 children	<ul style="list-style-type: none"> <li>» 1 ECE for 8 children</li> </ul>	ECE Certificate: 900 hrs of training	Community-based facility or centre
	In-home multi-age child care	From birth to 12 years	8 children	<ul style="list-style-type: none"> <li>» 1 ECE (who is also the licensee) for 8 children</li> </ul>	ECE Certificate: 900 hrs of training	In the provider's home
	Family child care	From birth to 12 years	7 children	<ul style="list-style-type: none"> <li>» 1 adult for 7 children</li> </ul>	<ul style="list-style-type: none"> <li>» 20 hours of child care training</li> <li>» Relevant work experience</li> <li>» Valid first aid certificate</li> </ul>	In the provider's home

					» Clear criminal record check	
	Preschool	From 2.5 years to school age	20 children	» 1-10 children: 1 ECE » 11-20 children: 1 ECE and 1 ECEA	» ECE Certificate: 900 hrs of training » ECEA: completion of one ECE course	Community-based facility or centre
	Occasional child care	18 months old and up	16 children (if there are children under 36 months) or 20 children (if no children under 36 months)	» Every 4 children (if children under 36 months are present): 1 adult » Every 8 children (if no children under 36 months are present): 1 adult	» 20 hours of child care training » Relevant work experience » Valid first aid certificate » Clear criminal record check	Community-based facility or centre
No	Registered License-Not-Required	From birth to age 12	Two children or a sibling group who are not related to them	Every 2 children: 1 adult	» 20 hours of child care training » Relevant work experience » Valid first aid certificate » Clear criminal record check	In the provider's home
	Unregistered	From birth to any age	Two children or a sibling group who are not related to them	Every 2 children: 1 adult	» No qualifications required	In the provider's home

*For information purposes only, refer to provincial Child Care Licensing Regulations for the most up to date and accurate regulation requirements.*

## Funding

The Province of British Columbia also plays a role in funding for child care providers and operators, support services and families in need.

The provincial government has recently developed programs to support ECE training (bursaries) in addition to several capital and operating grants, space creation grants, child care planning grants and more.

The province also provides funding supports for programs that support child development and financial support to families through the Affordable Child Care Benefit, the Fee Reduction Initiative, the Young Parent Program and Universal Prototype Sites offering low-cost quality child care.

### Provincial Government Funding Supports to Operate Licensed Child Care:

- » Child Care BC Maintenance Fund
- » Child Care BC New Spaces Fund
- » Child Care Operating Fund (includes the Child Care Fee Reduction Initiative)
- » Community Child Care Planning Program (UBCM)
- » Community Child Care Space Creation Program for Local Governments (UBCM)
- » Startup Grants
- » Early Childhood Educator Wage Enhancement

## LOCAL GOVERNMENT

The type and location of a child care facility in a municipality will depend on the permitted uses in a given zone. Before a child care facility is opened, it is important that the business owner determine if the property where they wish to open their facility allows such uses as per the municipal Zoning Bylaw. If the business owner finds that child care facilities are not listed as a permitted use under their property zoning, they will be required to undertake a Zoning Bylaw Amendment process to legally permit the child care facility on the property.

Undertaking these municipal application processes can sometimes be time-consuming and complex, especially if the applicant is not familiar with the processes. It is highly recommended that child care providers connect with their local government at the earliest point possible in their decision-making process to open a child care facility. The information presented here is for information purposes only and does not replace the City's regulation.

In the City of Salmon Arm, child care is addressed in the *Official Community Plan Bylaw No. 4000* (OCP), and to a lesser extent in *Zoning Bylaw No. 2303*.

## Official Community Plan & Child Care

In the OCP, there are three child care definitions. These are:

- » **COMMERCIAL DAYCARE FACILITY** means any type of facility that provides group daycare programs for eight or more children in accordance with the Provincial Child Care Facilities Regulations as amended from time to time. This type of care facility is permitted in the following zones:

R4 – Medium Density Residential  
R5 – High Density Residential

- » **FAMILY CHILDCARE FACILITY** means daycare facilities for a maximum of seven (7) children (including child family members) in accordance with the Provincial Child Care Facilities Regulations as amended from time to time and may include a maximum of three (3) employees. This type of care facility is permitted in the following zones:

R1 - Single Family Residential  
R2 - Single Family/Duplex Residential  
R4 - Medium Density Residential  
R6 - Mobile Home Park Residential

R7 - Large Lot Single Family Residential  
R8 - Residential Suite  
R9 - Estate Residential  
M6 - Industrial Holding  
A1 - Agriculture  
A2 - Rural Holding  
A3 - Small Holding

- » **GROUP CHILDCARE** means a child care facility for up to a maximum of eight (8) children, ages for which must be grouped from 0-3 years, 3-6 years and 6-12 years. The childcare provider does not have to reside in the home in which the group childcare is operated. This type of facility is permitted in the following zones:

R1 - Single Family Residential  
R2 - Single Family/Duplex Residential  
R4 - Medium Density Residential  
R6 - Mobile Home Park Residential

R7 - Large Lot Single Family Residential  
R8 - Residential Suite  
R9 - Estate Residential  
M6 - Industrial Holding  
A1 - Agriculture  
A2 - Rural Holding  
A3 - Small Holding

Additional policies in the OCP which impact child care are the following:

- » **8.3.9** High Density Residential areas may accommodate all forms of residential housing up to and including multiple family apartment buildings. High Density Residential developments may be permitted to a density of 100 units per hectare. Density may be increased to a maximum of 200 units per hectare for Assisted Living housing, or 130 units per hectare for multiple family housing, subject to the provision of special social or public amenities (e.g., commercial childcare facility, fully accessible dwelling units and suites, rental housing, affordable rental housing, below grade or parkade style parking, parkland, greenways or trails, green building and site design) in accordance with the Zoning Bylaw.
- » **8.3.11** Medium Density Residential areas may accommodate all forms of residential housing including small scale multiple family apartment buildings. Medium Density Residential areas may be permitted to a density of 40 units per hectare. Density may be increased to a maximum of 80 units per hectare for Assisted Living Housing, or 50 units per hectare for multiple family housing subject to the provision of special social and/or public amenities (e.g., commercial childcare facility, fully accessible dwelling units and suites, rental housing, affordable rental housing, below grade or parkade style parking, additional parkland, greenways or trails, green building and site design) in accordance with the Zoning Bylaw.
- » **9.3.19** New Neighbourhood Commercial areas may be located within High, Medium and Low Density Residential areas subject to the following:
  - a. the development is intended to service the local convenience shopping needs of the surrounding residential area; and
  - b. permitted uses may include but are not limited to:
    - convenience or small scale food retail store,
    - neighbourhood pub, restaurant or café,
    - commercial child care,
    - office,
    - personal service establishment, and
    - upper floor residential.
- » **15.3.22** d. Encourage and facilitate child care facilities and services, e.g., in new developments, places of employment, education and cultural facilities;
  - g. Work with regional partners, encourage social issues to be considered in new development proposals where appropriate, recognizing that social issues may include affordable and accessible housing; daycare; transit, access to schools, recreation and government services, healthy, safe and violence-free communities;

## **Zoning Bylaws & Child Care**

Zoning Bylaw regulations which would affect child care include:

- » One parking space is required for every 35 square metres of gross floor area
- » Business licensing fees for child care are \$135



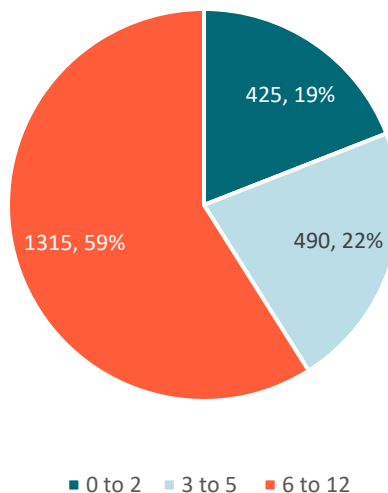
# COMMUNITY PROFILE

The community profile provides insight and context surrounding the population in Salmon Arm and the community characteristics that support the different types of child care that are needed in the community.

## Population<sup>4</sup>

The total population of the City of Salmon arm is 17,705. The total number of children from zero to 12 years old is 2,230. Within the zero to 12 age group, children between the ages of six and 12 account for 59%. Children between three and five years old, and up to two years account for 22% and 19% of the child population, respectively (**Figure 3**). These age categories best align with child care age regulations (e.g. infant-toddler, preschool age, school age).

**Figure 3: Child Population Age Breakdown (2016)**



## Households

In Salmon Arm, there are 5,145 census families, which are households with a minimum of two people forming a social and economic relationship. There is a total of 2,405 households comprised of either a couple (married or common-law) with children or a lone parent with children.

The greatest proportion of these households are couples with one and two children. Lone parents with one child account for the next greatest proportion of households. In total, lone parents with one, two or three children account for 705 (29%) of households with children in Salmon Arm.

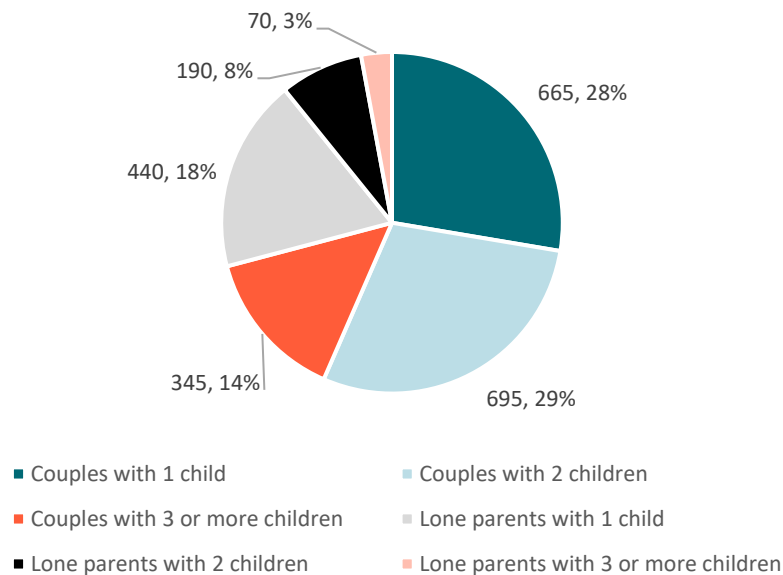
Lone parent households typically have much lower income than couple family households and rely on one income earner who, in most cases, has no choice but to work. This has considerable implications on the need for child care in Salmon Arm. It should be noted that “children,” according to the census, can be of any age as long as they live with the parents/caregivers and do not have their own child or spouse/partner.

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<sup>4</sup> All information in this section, unless otherwise stated, has been sourced from 2016 census data.

**Figure 4** indicates the households in Salmon Arm with children by couple status and number of children.

**Figure 4: Households with Children (2016)**



## Income

In Salmon Arm, the median pre-tax income is \$63,646. Couple families with children are typically high-earning households. In Salmon Arm, these households earn \$110,196, which is on par with their counterparts across B.C. Lone parent families earn \$49,920, which is close to the median amount for this household group in British Columbia.

## Early Development Index (EDI)

It is known that the quality of children's experiences and environments across every aspect of their lives influences their lifelong health and well-being. Decades of research reinforces the importance of investing more robustly in early development, such as quality child care.<sup>5</sup> This information provides further insight into the community context and illustrates the importance of accessible, affordable and quality child care for all ages and stages.

The **Early Development Index (EDI)** is administered provincially by the Human Early Learning partnership at UBC and is delivered through all school districts at the kindergarten level each year. The data provides insight into the social, emotional, physical health and well-being, communication, language and cognitive

<sup>5</sup> Human Early Learning Partnership. Early Development Instrument [EDI] report. Wave 7 Community Profile, 2019. North Okanagan - Shuswap School District (SD83): University of British Columbia, Faculty of Medicine, School of Population and Public Health; February 2020. Available from: [http://earlylearning.ubc.ca/media/edi\\_w7\\_communityprofiles/edi\\_w7\\_communityprofile\\_sd\\_83.pdf](http://earlylearning.ubc.ca/media/edi_w7_communityprofiles/edi_w7_communityprofile_sd_83.pdf)

development of children in B.C. and how they have changed over time. These insights support evidence-based decision making to improve investments in children and therefore improve early child development outcomes.

### EDI in Salmon Arm

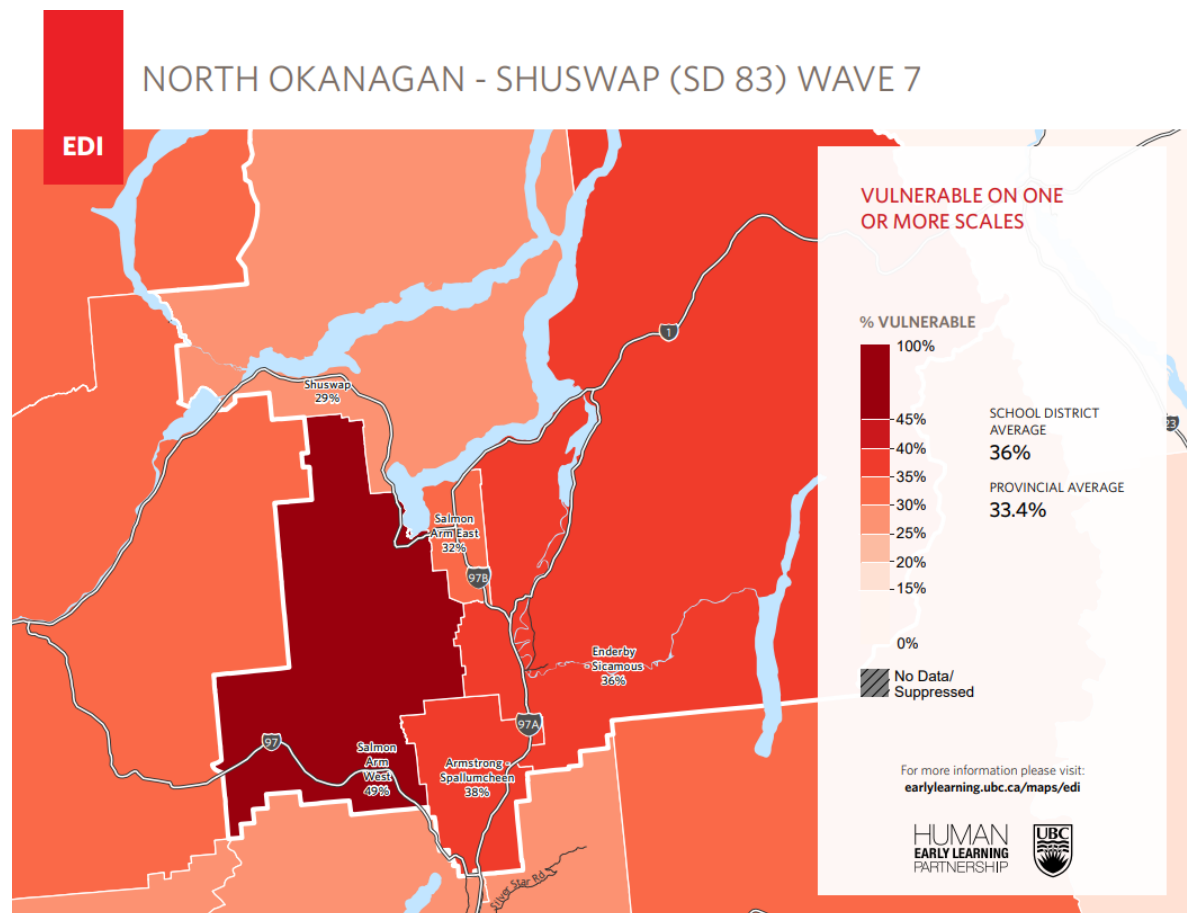
EDI data is available at the neighbourhood level for both Salmon Arm East and West. This data is part of the “Wave 7” EDI, which means that it is the seventh time frame that data has been collected since 2001 and represents data gathered from 2017 to 2019.

EDI data shows that there is a distinct difference for those children living in Salmon Arm West compared to Salmon Arm East. Forty-nine percent (49%) of children living in the West are vulnerable on one or more scales of the EDI. This is compared to 32% of children in Salmon Arm East (**Table 4**).

**Table 4: EDI Wave 7 Data for Salmon Arm East and Salmon Arm West Neighbourhoods (2017 - 2019)**

	% of children in Salmon Arm East	% of children in Salmon Arm West
<b>Vulnerable on one of more scale</b>	32%	49%
<b>Physical health and well-being</b>	13%	31%
<b>Social Competence</b>	13%	24%
<b>Emotional Maturity</b>	19%	23%
<b>Language and Cognitive Development</b>	5%	15%
<b>Communication Skills</b>	8%	15%

Figure 5: Children Vulnerable in one or more scales of the Wave 7 EDI (2017 - 2019) for School District 83



Across all EDI measures, children in Salmon Arm West are significantly more vulnerable than those in the East. The category of “vulnerable on one or more scales” is a summary measure that reports the percentage of children who are vulnerable on at least one or more of the five scales of the EDI. Children captured by this measure may be vulnerable on only one scale, or may be experiencing vulnerabilities on two, three, four or all five scales of the EDI. Vulnerable children are those who, without additional support and care, are more likely to experience future challenges in their school years and beyond.

As a comparison the overall percentage of children in B.C. who are vulnerable on one or more scale of the EDI is 33%.

These neighbourhood level disparities indicate that provisioning of high-quality child care may be particularly important in the Salmon Arm West neighbourhood as research shows that these types of supports can drastically improve outcomes for children in all areas outlined by the EDI. They also indicate the need for greater supports in the community to address child vulnerabilities.



# **CHILD CARE SUPPLY, DEMAND & TARGETS**

## CHILD CARE SUPPLY

As of March 2020, the City of Salmon Arm has 514 licensed and registered licensed-not-required child care spaces made available through 29 program locations (**Table 5**).

**Table 5: Child Care by Type**

Type of Child Care	Number of Programs	Number of Spaces
Group Child Care (Birth to 36 months)	6	68
Group Child Care (30 months to school age)	5	119
Licensed Preschool Spaces	4	80
Group Child Care (School Age) Spaces	7	183
Multi Age Child Care Spaces	4	48
Family Child Care Spaces	3	16
In-Home Multi Age Child Care Spaces	0	0
<b>Total</b>	<b>29</b>	<b>514</b>

In addition to these licensed and registered licensed-not-required child care programs, there are a large number of casual babysitters advertising on Facebook and unregistered or unlicensed child care programs that were not accounted for in this inventory.

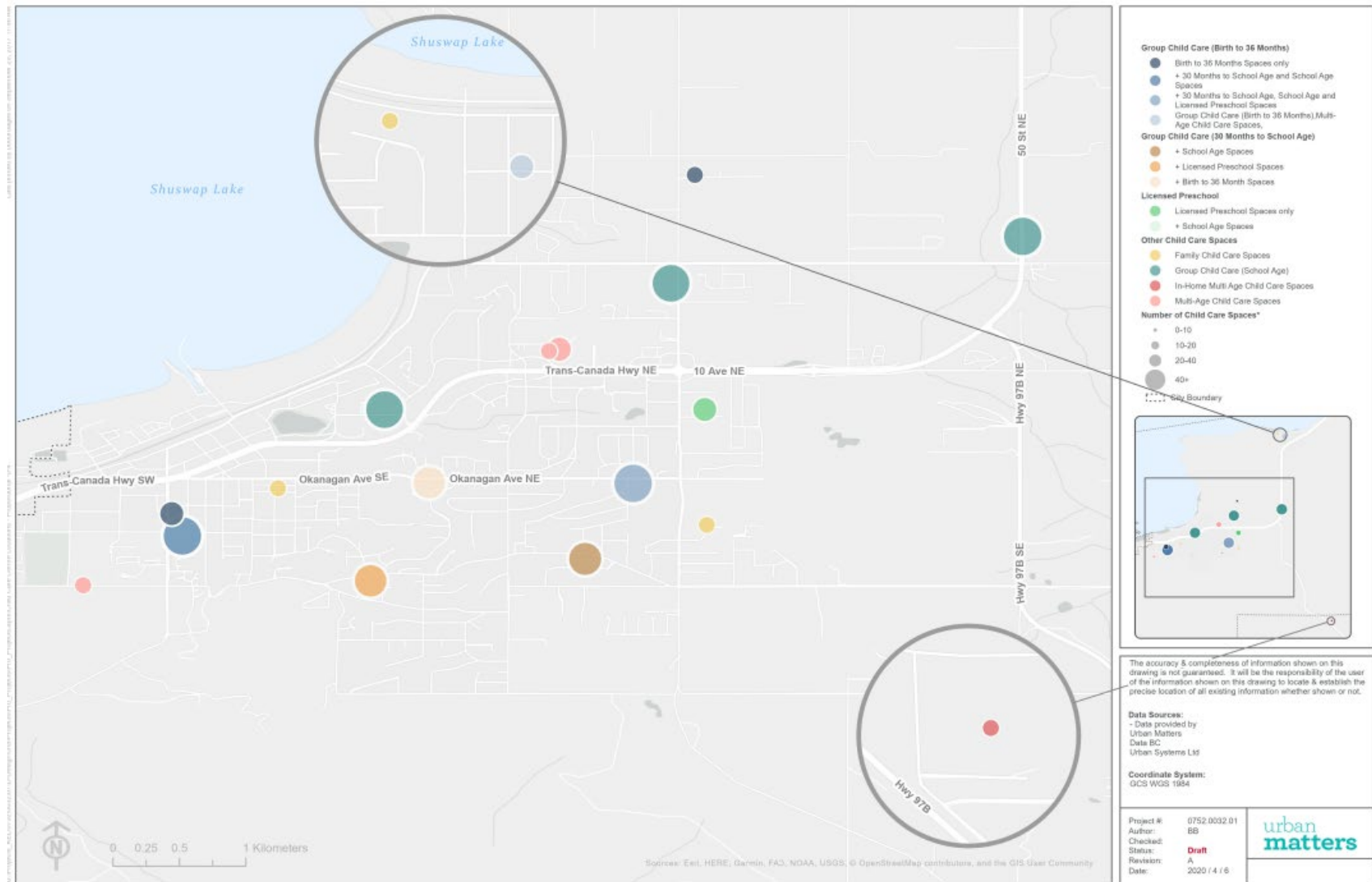
The following map shows the child care program location distribution for various categories of care.

### Pending Space Creation

There are several new spaces that will be opening soon within Salmon Arm and the surrounding area.

This space creation brings excitement to the community as additional program offerings are desperately needed. According to Interior Health licensing as of February 2020 there were:

- » 67 new spaces approved in the community
- » Applications for another 53 spaces in Salmon Arm awaiting approval



## CHILD CARE ACCESS RATE

The current child care access rate (number of spaces per 100 children) was determined from child population data from Statistics Canada (2016) and the number of spaces for a given age category as determined by the inventory (Table 6). Categories of care and age categories were grouped based on non-school-aged children (ages 0 – 5) and school-aged children (ages 6 – 12). Multi-age, in-home multi-age and family child care spaces were split evenly between the 0 – 5 and 6 – 12 age categories, respectfully. A full description of this methodology can be found in Appendix B.

**Table 6: Child population, spaces and access rate (Ages 0 – 5 and 6 – 12)**

Age Category	Child Population (current) <sup>6</sup>	Number of Spaces (2019)*	Access Rate (spaces per 100 children)
0 – 5 years	915	219	23.9
6 – 12 years	1,315	215	16.0

*\*A complete outline of the methodology for allocating inventory counts to each of the age categories can be found in Appendix B. Licensed preschool spaces were not used to determine access rates as programs are typically part-time and families may still require additional care to meet their needs.*

It should be noted that these access rates are impacted by out of town residents from the region also accessing care within Salmon Arm; anecdotally, parents in the region work in Salmon Arm and are securing care near their place of work.

## CHILD CARE DEMAND & SPACE CREATION TARGETS

City of Salmon Arm licensed space creation targets are based on population projections from BC Statistics<sup>7</sup> based on the Local Health Area (region 142, Salmon Arm) and the current child care inventory within this study (licensed and registered licensed-not-required child care spaces only). To align with census age data, targets have been separated into 0 – 5 and 6 – 12 age categories. For each age group, the following space creation targets were determined:

- » Total spaces needed to maintain a municipality's current **access rate**
- » Total spaces need to maintain a municipality's **target access rate**

Target access rates have been provided by MCFD and correspond to 30 (or 30% coverage) for ages 0 – 5 and 80 (or 80% coverage) for ages 6 – 12.

<sup>6</sup> Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016003

<sup>7</sup> Source: BC Stats P.E.O.P.L.E Population Projections : <https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-projections>

**Table 7** summarizes the average annual space creation targets for the City of Salmon Arm over a ten-year horizon. **Tables 8 and 9** show the number of spaces needed in 2020 (1 year), 2022 (2 years), 2025 (5 years) and 2030 (10 years) to meet current or target access rates. The complete methodology for calculating space creations targets can also be found in Appendix B. It should be noted that space creation is reliant on support and funding from the province.

**Table 7: Average Annual Space Creation Targets (2020 – 2030)**

	Ages 0 – 5	Ages 6 – 12
Salmon Arm	13	116

**Table 8: City of Salmon Arm Space Creation Targets - Ages 0 – 5**

Year	Projected Children	Total Spaces Needed to Maintain Current Access Rate (23.9)	Total Spaces Needed to Maintain Target Access Rate (30.0)
2019	915	219	275
2020	928	224	281
2022	909	217	273
2025	897	214	269
2030	1,157	276	347 <sup>8</sup>

*To meet a 30% access rate or a target of 347 spaces for children ages 0 – 5 by 2030, Salmon Arm will need an average of 13 new spaces per year over the next 10 years.*

**Table 9: City of Salmon Arm Space Creation Targets: Ages 6 – 12**

Year	Projected Children	Total Spaces Needed to Maintain Current Access Rate (16.0)	Total Spaces Needed to Maintain Target Access Rate (80.0)
2019	1,315	215	1,052
2020	1,267	203	1,013
2022	1,278	204	1,022
2025	1,749	280	1,399
2030	1,715	274	1,372*

*To meet a 80% access rate or a target of 1372 spaces for children ages 6 – 12 by 2030, Salmon Arm will need an average of 116 new spaces per year over the next 10 years.*

<sup>8</sup> This number reflects the total number of spaces in the community for this age category, which includes the current number of spaces that have been determined by the inventory. This also applies to Table 9.



# KEY RECOMMENDATIONS & ACTIONS

Given the complex nature of child care, a multi-faceted approach is required to support a systems change within the City of Salmon Arm. We have proposed five recommendation areas that will help the City move towards a more sustainable, community system:

- Education & Training
- Policy
- Process
- Partnerships
- Advocacy

The recommendations set out in this plan are grounded in the province's goal to move towards Universal Child Care, a model that encourages licensed child care that offers inclusive and culturally-appropriate programming and programming for children with diverse needs.

A more detailed action plan can be found in **Table 10**.

## EDUCATION & TRAINING

Providing educational opportunities for child care providers and operators in Salmon Arm – particularly around transitioning to or creating licensed child care programs – will lead to greater knowledge around high-quality space creation. Education is key to retaining ECEs locally and helping to understand how to navigate the system within Salmon Arm.

### Key recommendations related to education and training include:

- » Provide navigation supports and consultation services to encourage unlicensed providers to pursue licensing.
- » Provide navigation supports and consultation services to encourage those starting new child care programs to pursue licensed programming.
- » Provide professional development opportunities in the area of basic business training to support licensed child care operators with running their business.
- » Expand the level of service of licensed child care operators by providing local education and professional development opportunities.

**Table 10: Recommendations & Actions – Education & Training**

Recommendation	Actions	Lead	Timeline
<p>Provide navigation supports and consultation services to encourage unlicensed providers to pursue licensing.</p> <p>Provide navigation supports and consultation services to encourage those starting new child care programs to pursue licensed programming.</p>	Continue to hold child care start-up workshops for individuals interested in starting a child care program	CCRR/Okanagan College	1-2 years
	Secure local, ongoing and consistent training opportunities to support new child care providers entering the community and existing child care providers with professional development opportunities.	Okanagan College	1-2 years
	Create opportunities for mentorship or job shadowing for prospective child care providers	CCRR	1-2 years
	Hold workshops for unregistered/unlicensed child care providers interested in pursuing registration/licensing	Okanagan College/CCRR	3-5 years
	Revisit results of workshops and explore next steps, changes in strategy	Child Care Planning Committee	5-10 years
Provide professional development opportunities in the area of basic business training to support licensed child care operators.	Hold workshops or training for child care providers on business planning and systems/policy development	Okanagan College/CCRR	3-5 years
Expand the level of service of licensed child care operators by providing local education and professional development opportunities.	Seek to align educational opportunities with current community child care needs (i.e. flexible child care, infant toddler, school age care)	Okanagan College/CCRR	3-5 years
	Establish communication between licensing, Child Care Resource and Referral, and those providing education to ensure alignment with current needs	Child Care Planning Committee	1-2 years
	Reach out to Indigenous and immigrant organizations to help deliver cultural education and programming to child care providers	CCRR /Child Care Planning Committee	1-2 years

## POLICY

Improvements to municipal plans and policies related to child care is within the role of local government. It helps to ensure that child care is identified as a priority. Updating definitions, permitted land use zones, and strategic goals within municipal plans can facilitate additional investment in child care from the provincial government through supports and funding to both public and private entities. Additionally, clear policies and guidelines from local government assists the development community to provide opportunities for partnering with local child care organizations to create new spaces to meet the demand.

### Key recommendations related to policy include:

- » Review and update municipal plans and policies to incorporate child care space priorities as part of growth management, neighbourhood planning, and well-being priorities
- » Review existing child care definitions to ensure they are aligned with the province's definitions
- » Consider establishing municipal incentives for child care providers

**Table 11: Recommendations & Actions – Policy**

Recommendation	Actions	Lead	Timeline
Review and update municipal plans and policies to incorporate child care space priorities as part of growth management, neighbourhood planning, and well-being priorities.	Identify municipal plans and policies where child care can be incorporated	City of Salmon Arm Development Services	1-2 years
	Establish a schedule to update/amend municipal policies or plans to include child care priorities and guidance	City of Salmon Arm Development Services	1-2 years
	Prioritize and implement schedule as identified and expediate specific policy updates where appropriate to meet annual child care space needs	City of Salmon Arm Development Services	1-5 years
Review existing child care definitions to ensure they are in alignment with provincial government definitions.	Identify child care definitions within existing policies and update, where applicable, to meet provincial government definitions	City of Salmon Arm Development Services	1-2 years
Consider establishing municipal incentives to minimize the financial impacts of operating a licensed child care centre.	Amend Permissive Tax Exemption Policy No. 715 to include licensed, non-profit child care providers and licensed private child care operators	City of Salmon Arm Financial Services	3-5 years
	Provide incentives (e.g. first year free business license fees, site or neighbourhood specific property tax exemptions, etc.) to child care providers who start-up licensed child care in underserved neighbourhoods in the community	City of Salmon Arm Development Services	5-10 years

## PROCESS

Lowering the barrier to licensed space creation in Salmon Arm can be achieved by streamlining regulatory processes for child care start-up and expansion.

- » Streamline the municipal processes for child care provider space creation and ensure alignment with licensing procedures.
- » Pursue an expedited criminal record checks process for ECEs to speed the process of entering the workforce.

**Table 12: Recommendations & Actions – Process**

Recommendation	Actions	Lead	Timeline
Streamline the municipal process for child care provider space creation and ensure alignment with licensing procedures.	Create easy to follow checklist and/or infographic to assist prospective child care providers in navigating municipal government processes	City of Salmon Arm Development Services	1-2 years
	Establish partnership between the City of Salmon Arm Development Services and Interior Health licensing to support processing and approving child care applications in a coordinated and timely manner	City of Salmon Arm Development Services, Interior Health Community Care Licensing Division	1-2 years
Pursue an expedited criminal record checks for ECEs to speed the process of entering the workforce	Engage with the Ministry of Public Safety and Solicitor General to discuss delay issues and possible solutions.	CCRR	1-2 years

## PARTNERSHIPS

Child care is provided and supported by a number of organizations in Salmon Arm. Improving child care and adding spaces to the community will depend on enhancing existing partnerships and/or encouraging new ones. Building partnerships to create linkages to resources across the city will be key to finding solutions to meet the child care space demand in Salmon Arm.

Key recommendations related to partnerships include:

- » Consider joint-use agreements between public institutions to help facilitate the creation of additional child care spaces.
- » Consider opportunities to leverage public assets and underutilized space to facilitate child care space creation.
- » Continue to convene meetings of the Child Care Planning Committee to facilitate Child Care Action Plan implementation.
- » Meet with industry employers in community to consider in-house employee provided child care.

**Table 13: Recommendations & Actions – Partnerships**

Recommendation	Actions	Lead	Timeline
Consider joint use agreements between public institutions to help facilitate the creation of additional child care spaces.	Convene meetings between School District 83 and the City to discuss joint use opportunities for child care and ways to facilitate in current or new public facilities	City of Salmon Arm/School District 83	1-2 years
Consider opportunities to leverage public assets and underutilized space to facilitate child care space creation.	Create an inventory of public assets that are suitable for potential child care centres	City of Salmon Arm Development Services	5-10 years
	Share the inventory with the CCRR to distribute with the local child care and business community	City of Salmon Arm Development Services/CCRR/Economic Development Society	5-10 years
	Identify and consider other under-utilized spaces within the community that could be used for child care	City of Salmon Arm Development Services/CCRR/Economic Development Society	3-10 years
Continue to convene meetings of the Child Care Planning Committee to facilitate plan implementation.	Establish the Child Care Planning Committee as a Committee of City Council and convene twice a year to support and monitor implementation of Child Care Action Plan	City of Salmon Arm City Council, Child Care Planning Committee	Ongoing
Meet with industry employers in community to consider in-house employee provided child care.	Identify potential industry partners and meet to discuss community child care needs and workforce opportunities in support of in-house employee provided child care	Child Care Planning Committee, Economic Development Society	1-5 years

## ADVOCACY

The provincial government is key to providing funding for child care providers, supports for children with higher needs and families requiring financial relief. Therefore, advocating on behalf of communities and families in need of stable and affordable child care is critical to increasing child care spaces and improving the overall state of child care in Salmon Arm.

### Key recommendations related to advocacy include:

- » Advocate to provincial government through UBCM for enhanced funding to support child development programs.
- » Advocate to the Ministry for Children and Families for additional supports for ECEs (wage enhancements, bursaries, professional development opportunities and educational supports) to support recruitment and retention in Salmon Arm.
- » Ensure that the City of Salmon Arm (including Council and management) through the Child Care Planning Committee are aware of child care issues and opportunities to advocate on behalf of the City and local organizations.
- » Advocate to the Ministry of Children and Family Development, Ministry of Education and School District 83 for permanent child care spaces to be included in elementary schools, either as purpose built facilities or as classrooms in new school infrastructure.
- » Advocate to the Ministry of Children and Family Development, Ministry of Health, Interior Health, and Okanagan College to make child care space available at the location of any large public institution or government employer, such as at Shuswap Lake General Hospital or the Okanagan College Salmon Arm Campus.
- » Request through the Ministry for Children and Family Development the creation of a Universal Child Care Prototype Site in Salmon Arm.

**Table 14: Recommendations & Actions – Advocacy**

Recommendation	Actions	Lead	Timeline
Advocate to provincial government through UBCM for enhanced funding to support child development programs.	Engage with Ministry leaders at UBCM Convention requesting increased access to funding for child care supports	City of Salmon Arm City Council, Child Care Planning Committee (support)	1-5 years
Advocate to the MCFD for additional supports for ECEs (wage enhancements, bursaries, professional development opportunities and educational supports) to support recruitment and retention in Salmon Arm.	Engage with the Ministry of Children and Family Development on the importance of fair wages for child care employees to improve retention and quality of life for workers	City of Salmon Arm City Council, Child Care Planning Committee, Chamber of Commerce	1-5 years
Ensure that the City (including Council and management) through the Child Care Planning Committee are aware of child care issues and opportunities to advocate on behalf of the City and local organizations.	Host a special meeting of the Child Care Planning Committee ahead of UBCM Convention to support City staff and Council to understand current issues and opportunities for investment in child care	Child Care Planning Committee, City of Salmon Arm Corporate Services and City Council	1-2 years
Advocate to the Ministry of Education and SD83 for permanent child care spaces to be included in elementary schools, either as purpose built facilities or as classrooms in new school infrastructure.	Identify local space opportunities and meet with decision makers to assess the potential for child care in publicly owned buildings	City of Salmon Arm Development Services, Child Care Planning Committee, School District 83	1-5 years
Advocate to the MCFD to develop guidelines and policy change to support CCRRs in licensing recommendations to providers.	Convene conversations between licensing, the MCFD and the CCRR to determine a meaningful way the CCRR can better help child care providers in their licensing journey	CCRR	3-5 years

Advocate to the MCFD, Ministry of Health, Interior Health, and Okanagan College to make child care space available at any large public institution or government employer, such as at Shuswap Lake General Hospital or the Okanagan College Salmon Arm Campus.	Meet with public institution partners to identify the needs and establish partnership opportunities to plan and develop child care in public facilities to support employees and community	City of Salmon Arm City Council and Corporate Services, Okanagan College, Interior Health	5-10 years
Request through the MCFD the creation of a Universal Child Care Prototype Site in Salmon Arm.	Meet with the Ministry for Children and Family Development to request participation in the Universal Child Care Prototype program	Child Care Planning Committee	1-2 years

## **Appendix A: WHAT WE HEARD ENGAGEMENT SUMMARY**

See separate attachment for What We Heard Engagement Summary.

## Appendix B: METHODOLOGY FOR DETERMINING ACCESS RATES & TARGETS

### Determining Access Rates

To determine access rates, two numbers are required: 1) the child population values for a given year and; 2) the number of spaces for each age category.

#### Current Child Populations

Current child population data was sourced from 2016 census data:

**Table B1: Base child population values (Statistics Canada, 2016)**

	0 to 2 years	3 to 5 years	6 to 12 years	0 to 12 years
Salmon Arm	425	490	1315	2230

#### Projected Child Populations

For each age category, child population projection values were provided by BC Stats P.E.O.P.L.E Population Projections for the target years specified through the UBCM funding guidelines: 1 year, 2 years, 5 years and 10 years. The projection values are documented in **Tables 8** and **9** in the report and the percent change can be found in **Table B2**. A percent increase or decrease was calculated between each year category. These percent changes were then used for determining space creation targets.

**Table B2: Child population growth rates**

Population growth in Salmon Arm	Ages 0 – 5	Ages 6 – 12
2019	-	-
2020 (year 1)	2%	-4%
2022 (year 2)	-3%	1%
2025 (year 5)	-1%	37%
2030 (year 10)	29%	-2%

#### Number of Spaces

The number of spaces per age category of 0 to 5 years and 6 to 12 years were determined by allocating the number of spaces in each care type to the appropriate age category. In the case of multi-age or family child care, where the age of children is not specified, the sum of total spaces was divided by two whereby half were allocated to 0 to 5 years and half were allocated to 6 to 12 years. Licensed preschool was removed from the count as programs tend to be part-time and some other care arrangement is often still required.

Table B3: Number of child care spaces and allocation for space creation target calculations

	Group Child Care (birth – 36 months)	Group Child Care (30 months – school age)	Licensed Preschool	Group Child Care (school age)	Multi-Age Child Care	Family Child Care	In-Home Multi-Age Child Care	TOTAL Child Care Spaces
Child Care Spaces	68	119	80	183	48	16	0	514
Space Allocation	0 to 5 years	removed	6 to 12 years	32 spaces: 0 to 5 years 32 spaces: 6 to 12 years				-
				Sum = 64 / 2 = 32				

Table B4: Space allocation summary per age category

	0 to 5 years	6 to 12 years
Group Child Care (birth – 36 months)	68	0
Group Child Care (30 months – school age)	119	0
Licensed Preschool	0	0
Group Child Care (school age)	0	183
Multi-Age Child Care	24	24
Family Child Care	8	8
In-Home Multi-Age Child Care	0	0
TOTAL SPACE COUNT	219	215

#### Access Rate

Current access rates were then determined by taking the number of spaces in each age category, 219 and 215, and dividing it by 100.

## Determining Space Creation Targets

As outlined in **Table B2**, a percent increase or decrease was calculated between each year category. These percent changes were then applied to the current and target access rates for each time category.

**Table B5: Determining space creation targets**

Year	% child population growth (0 to 5 years)	Projected Children (population growth in brackets)	Total Spaces Needed to Maintain Current Access Rate (23.9)	Total Spaces Needed to Maintain Target Access Rate (30.0)
2019	-	915	219	275
2020	+2%	938	224	281
2022	-3%	909	217	273
2025	-1%	897	214	269
2030	+39%	1157	276	<b>347</b>

Therefore, as a result of these calculations, a total of 347 spaces are needed within the community by the year 2030. 219 spaces already exist; therefore 128 more spaces are required over a 10-year period. To determine the average number of spaces to be created each year over 10 years, 128 was divided by 10 and then rounded up. The same methodology was applied to children ages 6 to 12.