



## REGULAR COUNCIL MEETING AGENDA

Monday, May 25, 2015 - 7:00 PM  
Council Chambers  
Municipal Hall, 13211 Henry Ave.  
Summerland, BC

Page

**1. Call to Order**

**2. Adoption of Minutes**

5 - 22

**2.1 Adoption of Minutes**

Recommendation:

1. THAT the Committee of the Whole meeting minutes dated May 11th, 2015, be adopted.
2. THAT the Special Council meeting minutes dated May 11th, 2015, be adopted.
3. THAT the Regular Council meeting minutes dated May 11th, 2015, be adopted.
4. THAT the Special Council meeting minutes dated May 13th, 2015, be adopted.

**3. Resolution to Adopt the Agenda (as presented or as amended)**

**4. Public Comment Opportunity - 15 minutes maximum**

**(2 minutes per speaker)**

**Comments/Questions must pertain to Agenda items**

**\*agenda items that can be commented on by the public are highlighted**

**(exception:** no comments on any item with a statutory requirement, such as Zoning/OCP Amendments; DVP and TUP applications)

**5. Mayor's Report**

**6. CAO's Report**

**7. Unfinished Business**

23 - 40

**7.1 Rotary Proposal for a Sunday Market on Main Street**

Recommendation:

THAT council consider the request from the Summerland Rotary to hold a

Sunday market on Main Street and determine whether to approve the proposal, deny the proposal or require modifications to the original request before approval.

## 8. Correspondence

41 - 80 8.1 **Correspondence - Informational Items**  
Recommendation:  
  
THAT the following correspondence be received by Council for information.

81 - 89 8.2 **Correspondence - Committee/Commission Minutes**  
Recommendation:  
  
THAT the Cultural Task Force meeting minutes dated April 21st and May 1st, 2015, and the Heritage Commission meeting minutes dated April 15th, 2015, be received by Council.

## 9. Development Services Department Reports

90 - 93 9.1 Development Variance Permit for Lot A, DL 508, ODYD, Plan 42382 - 6807 Highway #97  
Mayor Waterman to ask for public comment.  
Recommendation:  
  
THAT a Development Variance Permit to vary Section 8.1.6(b) and 4.7.1 of Zoning Bylaw 2000-450 to allow a winery to be located in the existing building 9.75m from the front property line and 3.0m from the side property line on Lot A, DL 508, ODYD, Plan 42382, be approved.

## 10. Staff and Other Reports

94 - 99 10.1 **No-Post Barriers - Prairie Valley Road**  
Recommendation:  
  
THAT the no-post barriers installed along the north side of Prairie Valley Road from Saunders Crescent to Darke Road and from the west driveway edge at 11716 Prairie Valley Road to Cartwright Ave be removed and replaced with 4 inch asphalt painted curb and no-parking signage,  
  
AND THAT two speed bumps and additional speed limit signage be installed to reduce speed in the area of the Giants Head and Montessori Schools,  
  
AND FURTHER THAT a solar speed control device be purchased to collect vehicular data and assist in reducing speeds on Prairie Valley Road and other areas of Summerland where speed has historically been an issue.

100 - 122 10.2 **Stewardship Agreements for Rocky Mountain Ridged Mussel and Western**

Screech-Owl

Recommendation:

THAT Council enter into the 2015-2019 Stewardship Agreements for the Rocky Mountain Ridged Mussel and the Western Screech-Owl, as proposed by the Ministry of Forests, Lands and Natural Resource Operations,

AND THAT the Mayor be authorized to execute the 2015-2019 Stewardship Agreements for Rocky Mountain Ridged Mussel and Western Screech-Owl.

123 - 127

10.3 Simpson Road Railway Crossing

Recommendation:

THAT staff make the necessary changes to the Victoria Road Alignment to allow buses to stop on Simpson Road without obstructing the CN railway tracks;

AND THAT staff review the current signage and road markings to ensure they comply with applicable regulations and standards;

AND FURTHER THAT staff contact CN and Kettle Valley Railway to request the removal of fencing and brush that are affecting sight lines to the north of Simpson Road.

128 - 136

10.4 Climate Action Committee Pilot Projects

Recommendation:

THAT the following two Climate Action projects be approved:

1. The Reduce, Reuse, ReWine project at a cost of \$4,974.74, and
2. The Worm Composting project at Summerland Middle School at a cost of \$152.97 for three classes to a maximum of \$611.88 for twelve classes;

AND THAT solar power be referred to staff to investigate funding opportunities.

137 - 138

10.5 Annual Pricing Contract for Water Treatment Chemicals

Recommendation:

THAT Council receive this report as information.

139 - 141

10.6 Signage at Cartwright

Recommendation:

THAT staff be directed to erect signage at the access point to the College grounds off of Prairie Valley Road just east of Morrow, indicating that the trails ahead are closed to motorized vehicles.

142	10.7	<u>Request to Name an 'Unnamed Trail in Trout Creek' (Trout Creek Community Association)</u> Recommendation:  THAT council direct staff to prepare a Trail Naming policy for council consideration.
	<b>11.</b>	<b>New Business</b>
	<b>12.</b>	<b>Bylaws</b>
143 - 145	12.1	<u>Bylaw 2015-012 - Development Cost Charge (Roads) Reserve Fund Expenditure (Prairie Valley Road and Jubilee Road)</u> <u>Bylaw 2015-013 - Tax Sale Reserve Fund Expenditure (RCMP Building Generator)</u> Recommendation:  1. THAT Bylaw 2015-012 - Development Cost Charge (Roads) Reserve Fund Expenditure (Prairie Valley Rd and Jubilee Rd), be adopted. 2. THAT Bylaw 2015-013 - Tax Sale Reserve Fund Expenditure (RCMP Building Generator), be adopted.
146 - 157	12.2	<u>Bylaw 2015-015 - Amendment of Fees and Charges Bylaw No. 98-001 (Electric, Water and Sewer)</u> Recommendation:  THAT Bylaw 2015-016 - 'Amendment of Fees and Charges Bylaw No. 98-001 (Electric Fees and Charges, Water Fees - Charges, Rates and Fines, and Sewer Fees and Charges', be adopted.
158 - 162	12.3	<u>Bylaw 2015-017 - A Bylaw to add a Local Sanitary Sewer Service Area (Juniper, Miltimore, Willow and Tait)</u> Recommendation:  THAT Bylaw 2015-017 - A Bylaw to add a Local Sanitary Sewer Service Area (Juniper, Miltimore, Willow and Tait), be adopted.
	<b>13.</b>	<b>Councillor's Report</b>
	<b>14.</b>	<b>Public/Media Question Period</b> <u>*Public/Media Question Period - up to 15 minutes on any matter of Local Government Interest</u> <u>(2 minutes per speaker)</u>
	<b>15.</b>	<b>Adjourn</b>





MINUTES OF THE COMMITTEE OF THE WHOLE  
HELD AT DISTRICT OF SUMMERLAND  
COUNCIL CHAMBERS  
13211 HENRY AVENUE, SUMMERLAND, BC  
ON MONDAY, MAY 11<sup>th</sup>, 2015

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MEMBERS PRESENT:

Mayor Peter Waterman

Councillor Richard Barkwill  
Councillor Toni Boot  
Councillor Erin Carlson  
Councillor Doug Holmes  
Councillor Janet Peake  
Councillor Erin Trainer

Staff Present:

Linda Tynan, CAO

Lorrie Coates, Director of Finance  
Jeremy Denegar, Director of Corporate Services  
Maureen Fugeta, Corporate Officer  
Jim Holtjer, GIS Database Coordinator  
Ian McIntosh, Director of Development Services  
Glenn Noble, Fire Chief

1. CALL TO ORDER

Mayor Peter Waterman called the meeting to order at 8:30 a.m.

2. ADOPTION OF MINUTES

2.1 Adoption of Minutes

Moved and Seconded,

THAT the Committee of the Whole meeting minutes dated April 27th, 2015, be adopted.

Carried.

3. ADOPTION OF AGENDA

Moved and Seconded,

THAT the Committee of the Whole meeting agenda, be adopted.

Carried.

4. DELEGATION

4.1 Delegation: Summerland Chamber of Commerce - Presentation and 2015 Budget

*Christine Petkau, Executive Director*

Christine Petkau, Executive Director and Kelly Marshall, President of the Summerland Chamber of Commerce provided Council with a presentation on the Chamber's mission, business members, visitor guide, promotions and events.

Mayor Waterman called for a recess at 9:20 a.m.

Meeting reconvened at 9:27 a.m.

5. NEW BUSINESS

5.1 2015 Financial Plan Update and Property Taxes - Powerpoint Presentation

*Lorrie Coates, Director of Finance*

The Director of Finance provided a presentation on the 2015 Financial Plan Update and Property Taxes, which included the following:

- Financial Plan Process
- 2015 Tax Increases (comparison with neighbouring municipalities)
- Revenue
- Revenue – General Fund
- Core Expenses
- Discretionary Spending and Projects carried forward
- Tax Rates (assessed values in the Valley)
- Assessed values and comparisons

Members and staff discussed staffing budget, outside workers, maintaining service levels and tax increase.

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6. RESOLUTION TO MOVE INTO SPECIAL MEETING

Moved and Seconded,

THAT Council, by unanimous consent move into a Special Meeting of Council at 10:10 a.m.

Carried.

7. ADJOURN

The Committee of the Whole meeting adjourned at 10:11 a.m.

Certified Correct:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

/mf



MINUTES OF THE SPECIAL COUNCIL  
HELD AT DISTRICT OF SUMMERLAND  
COUNCIL CHAMBERS  
13211 HENRY AVENUE, SUMMERLAND, BC  
ON MONDAY, MAY 11<sup>TH</sup>, 2015

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MEMBERS PRESENT:

Mayor Peter Waterman

Councillor Richard Barkwill  
Councillor Toni Boot  
Councillor Erin Carlson  
Councillor Doug Holmes  
Councillor Janet Peake  
Councillor Erin Trainer

Staff Present:

Linda Tynan, CAO

Lorrie Coates, Director of Finance  
Jeremy Denegar, Director of Corporate Services  
Maureen Fugeta, Corporate Officer  
Jim Holtjer, GIS Database Coordinator  
Ian McIntosh, Director of Development Services  
Glenn Noble, Fire Chief

1. CALL TO ORDER

Mayor Peter Waterman called the meeting to order at 10:14 a.m.

2. ITEM 4.1 – PUBLIC HEARING BYLAW 2014-002 OFFICIAL COMMUNITY PLAN DISCUSSION

Members discussed the following:

- Cancellation of Public Hearing scheduled for tonight's Regular Meeting
- Refer back to Official Community Plan Bylaw Review Committee
- Further public consultation
- Clarification of options

Moved and Seconded,

'THAT Item 4.1 Public Hearing for Bylaw 2014-002 Summerland Official Community Plan (2014) scheduled for Monday, May 11<sup>th</sup>, 2014 at 7:00 p.m., be cancelled;

AND THAT this matter be referred back to the Official Community Plan Bylaw Review Committee, for review.'

Carried.

3. RESOLUTION TO CLOSE MEETING TO THE PUBLIC

3.1 Resolution to Close Meeting to the Public

Moved and Seconded,

THAT this meeting now be closed to the public pursuant to Section 90(1)(l) of the Community Charter for Council to discuss municipal objectives and strategic planning.

Carried.

Certified Correct:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

/mf



MINUTES OF THE REGULAR COUNCIL  
HELD AT DISTRICT OF SUMMERLAND  
COUNCIL CHAMBERS  
13211 HENRY AVENUE, SUMMERLAND, BC  
ON MONDAY, MAY 11, 2015

---

MEMBERS PRESENT:

Mayor Peter Waterman

Councillor Richard Barkwill  
Councillor Toni Boot  
Councillor Erin Carlson\*  
Councillor Doug Holmes  
Councillor Janet Peake  
Councillor Erin Trainer

Staff Present:

Linda Tynan, CAO

Lorrie Coates, Director of Finance  
Jeremy Denegar, Director of Corporate Services  
Maureen Fugeta, Corporate Officer  
Jim Holtjer, GIS Database Coordinator  
Ian McIntosh, Director of Development Services

(\*denotes partial attendance)

1. CALL TO ORDER

Mayor Peter Waterman called the meeting to order 7:00 p.m.

Mayor Waterman conducted a 'swearing in' ceremony with the 2015 Summerland Royalty presenting certificates to Erin Sorensen (Miss Summerland), Martha Headland (Princess), Emma Thomson (Princess) and Taylor Thurlin (Miss Congeniality).

Mayor Waterman and council members wished them well in their future endeavours as ambassadors to the District of Summerland.

2. ADOPTION OF MINUTES

2.1 Adoption of Minutes

Moved and Seconded,

THAT the Regular Council meeting minutes dated April 27th, 2015, be adopted.

Carried.

3. RESOLUTION TO AMEND THE AGENDA

3.1 The Corporate Officer advised there were a number of amendments to tonight's meeting Agenda, as follows:

1. Item 4.1 Public Hearing - Bylaw 2014-002 Official Community Plan, be cancelled,
2. Item 7.1 - Report to Council on Local Sanitary Sewer Service Area for Juniper, Miltimore, Willow and Tait,
3. Item 11.1 – Report to Council on BikeBC Cycling Grant application, and
4. Item 11.2 – replacement page 75 of the meeting Agenda re Financial Statement.

Moved and Seconded,

THAT the Regular Council meeting agenda, be adopted as amended.

Carried.

4. PUBLIC COMMENT OPPORTUNITY - 15 MINUTES MAXIMUM

**(2 minutes per speaker)**

**Comments/Questions must pertain to Agenda items**

**\*agenda items that can be commented on by the public are highlighted**

(exception: no comments on any item with a statutory requirement, such as Zoning/OCP Amendments; DVP and TUP applications)

Mayor Waterman invited members of the public to speak on any highlighted item on the Agenda. There were none.

5. MAYOR'S REPORT

Mayor Waterman attended a number of events and activities this past few weeks:

- SILGA conference April 29<sup>th</sup> to May 1<sup>st</sup>
- South Okanagan Boundary Labour Celebrations May 2<sup>nd</sup>
- 45<sup>th</sup> Annual Blossom Pageant
- Okanagan Basin Water Board monthly meeting
- Annual Health and Safety Breakfast
- RDOS board meeting
- NeighbourLink – Summerland Senior's Village
- Emergency Services workshop

6. CAO'S REPORT

- 'Sunday Market' discussions taking place with business owners on Main Street and organizers. Staff will be bringing a report to Council on May 25<sup>th</sup>, 2015
- Staff has been continuing discussions with FortisBC re Agreement. Staff will be bringing a report to Council on May 25<sup>th</sup>, 2015
- Building Inspector Robert Cook and Director of Corporate Services, Jeremy Denegar attended a liability conference last week, discussions with the Municipal Insurance Association (MIA). MIA is choosing the District of Summerland to undergo a project to update the core Building Bylaw.
- Myself and the Director of Development Services met with Jai Zachery (ElectroMotion) discussing possible 'grant' money; we were there to show District support of their project
- Attended the open house regarding the barricades on Prairie Valley Road; will be coming back to Council for further report and conclusion
- Staff is looking at procedures for council agenda(s) re correspondence; making some changes to the Agenda(s) and tracking outstanding activity; receipt of correspondence from the public and making sure that everything we do is recorded on the meeting Agenda
- Attended the Occupational Health and Safety breakfast at the Works and Utilities yard

7. UNFINISHED BUSINESS

7.1 Juniper/Miltimore/Willow/Tait Local Area Service

Members and staff discussed mandatory reading of Bylaw, petition process, capital funding and costs to home owners.

Moved and Seconded,

1. THAT Bylaw 2015-017 Local Sanitary Sewer Service Area (Juniper, Miltimore, Willow and Tait), be introduced and read a first, second and third time.
2. THAT properties in the local service area who do not wish to connect to the District sewer system be allowed to continue to use functioning on-site sewer systems up to December 31<sup>st</sup>, 2020; and for further certainty, these properties will be required (by legislation) to participate in the Local Service area and pay the established parcel tax but will not be required to pay the monthly fee for the contribution to the operating and maintenance of the sewer system.
3. THAT staff issue a tender for the construction of the sewer works necessary to provide sanitary sewer service to the Juniper, Miltimore, Willow and Tait local service area.

Carried.



8. CORRESPONDENCE

8.1. Correspondence

- Kettle Valley Steam Railway - Safety Presence/BC Safety Authority
- Monthly Planning and Subdivision Report (April 2015)
- Telus - High Speed Internet
- Community Foundation - 2015 Grant Disbursement
- Letter from Mary Trainer re Naming Trail (Trout Creek)

The CAO advised that staff is changing how we introduce correspondence, and that all 'correspondence' received, addressed to Mayor and Council will be attached to Regular meeting agenda(s), providing an action for each item, whether it is just to be received by Council or to provide staff direction.

Moved and Seconded,

THAT correspondence itemized on 'Correspondence – Informational Items' cover sheet dated May 11<sup>th</sup>, 2015, is received by Council.

Carried.

9. DEVELOPMENT SERVICES DEPARTMENT REPORTS

9.1 Temporary Use Permit (TUP) for 9114 Hoofbeat Street  
*Mayor Waterman to ask public for comment.*

The Director of Development Services introduced the 'application' for a Temporary Use Permit for 9114 Hoofbeat.

Mayor Waterman invited members of the public to speak on the application. There were none.

The CAO advised that a 'notice' had been delivered to the adjacent neighbours. Staff did not receive any correspondence in relation to the TUP application from the adjacent neighbours.

Members and staff discussed entranceway to the property, map layout, accessory buildings, access, hookups, work on site not matching the map, and Farm Practices' legislation.

Moved and Seconded,

THAT the application for a Temporary Use Permit to allow agri-tourism accommodation on Lot 7, DL 473, ODYD, Plan 147, located at 9114 Hoofbeat Street, be referred back to staff for additional information and updated map of the proposed permit area.

Carried.

9.2 Development Variance Permit - 14806 Biagioni Avenue  
*Mayor Waterman to ask public for comment.*

Mayor Waterman invited members of the public to speak on the application. There were none.

Moved and Seconded,

THAT a Development Variance Permit to vary Section 2, Table C.2.2 - Type and Extent of Servicing of the Subdivision and Development Servicing Bylaw to waive the requirement for connection to the District of Summerland Sanitary Sewer System as a condition of building permit, for Lot 3, Block 2, DL 473, ODYD, Plan 1005, located at 14806 Biagioni Avenue for the construction of a place of worship, be approved.

Carried.

10. STAFF AND OTHER REPORTS

10.1 2014 Annual Financial Statements/MNP Auditors - Audit Finding Report

The Director of Finance introduced the 2014 Annual Financial Statements.

Mr. Stewart Grant, Auditor for MNP provided an overview of their 'Audit Finding Report' for the District of Summerland.

Moved and Seconded,

THAT Council accept the unaudited 2014 Annual Financial Statements for the District of Summerland and receive the Audit Findings Report for the years ended December 31, 2014 authored by MNP LLP, Certified Professional Accountants (MNP).

Carried.

10.2 Expenditures from Statutory Reserve Funds

Moved and Seconded,

1. THAT Bylaw 2015-012 'Development Cost Charge (Roads) Reserve Fund Expenditure (Prairie Valley Road and Jubilee Road)', be introduced and read a first, second and third time.

2. THAT Bylaw 2015-013 'Tax Sale Reserve Fund Expenditure (RCMP Building Generator)', be introduced and read a first, second and third time.

Carried.

10.3 2015-2019 Financial Plan Bylaw

Moved and Seconded,

THAT the 'Five Year Financial Plan 2015-2019 Bylaw No. 2015-016', be introduced and read a first, second and third time.

Carried.

10.4 2015 Property Tax Rates

Moved and Seconded,

THAT Bylaw 2015 Tax Rates Bylaw No. 2015-014, be introduced and read a first, second and third time.

Carried.

10.5 Special Meeting of Council to adopt Financial and Tax Rate Bylaws

Moved and Seconded,

THAT a Special Meeting of Council be scheduled for Wednesday, May 13<sup>th</sup>, 2015 at 4:00pm to consider adoption of 'Tax Rates Bylaw No. 2015-014' and 'Five Year Financial Plan 2015-2019 Bylaw No. 2015-016'.

Carried.

10.6 Update to the Fees and Charges Bylaw

Moved and Seconded,

THAT Bylaw 2015-015 (Electric Fees and Charges - Schedule A; Water Fees, Charges Rates and Fines - Schedule B; Sewer Fees and Charges - Schedule O), pertaining to the Amendment of Fees and Charges Bylaw No. 98-001, be introduced and read a first, second and third time.

Carried.

10.7 Okanagan Similkameen Conservation Alliance (OSCA) 2015 Meadowlark Nature Festival Grant-in-Aid Request

Members discussed timely applications for Grant-in-Aid requests and made a friendly amendment to the proposed recommendation by staff.

Moved and Seconded,

THAT Council provide a Grant-in-Aid (2015) in the amount of \$1,000.00 to the Okanagan Similkameen Conservation Alliance (OSCA) for hosting of the 2015 Meadowlark Nature Festival.

Carried.

10.8 Water Leak Billing Adjustment Policy

Councillor Carlson declared a conflict of interest and left the room at 9:04 p.m. stating her parents are dealing with a 'water leak' issue at this time.

Moved and Seconded,

THAT Policy No. 200.8 - Water Leak Billing Adjustment be approved, adopted and implemented.

Carried.

Mayor Waterman called for a recess at 9:07 p.m.

Meeting reconvened at 9:15 p.m.

11. NEW BUSINESS

11.1 Dale Meadows Bike Trail

Members discussed the location of the proposed bike trail, the length of the trail and costs.

Moved and Seconded,

THAT Council authorize the construction of a cycling trail from the northwest corner of Dale Meadows parking lot to Sinclair Road;

AND THAT a grant application be submitted to the BikeBC cycling infrastructure grant program for 50% cost sharing.

Carried.

12. BYLAWS

12.1 Zoning/OCP Amendment Application for Lot 22, DL 488, Plan 310 (4816 Nixon Road)

- Bylaw 2015-007 - to amend OCP to change the designation of 4816 Nixon Road from Agricultural to Low Density, and

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- Bylaw 2015-010 - to amend Zoning Bylaw to rezone 4816 Nixon Road from A1-Agricultural Small Acreage to RSD2-Residential Large Lot.  
*OCP amendment requires a majority vote of full Council (4).*

Moved and Seconded,

1. THAT Bylaw No. 2015-007, Amendment of Official Community Plan Bylaw (2008) No. 2000-310 (4816 Nixon Road), be adopted, and
2. THAT Bylaw No. 2015-010, Amendment of Zoning Bylaw Number 2000-450 (4816 Nixon Road), be adopted.

Carried.

- 12.2 Bylaw 2015-008 Zoning Amendment Lot B, DL 488, Plan 26797 (2705 Johnson Street)

Moved and Seconded,

THAT Bylaw 2015-008 Amendment of Zoning Bylaw 2000-450 (CR1-Country Residential 1 - 2705 Johnson Street), be adopted.

Carried.

- 12.3 Bylaw 2015-009 Minor Text Amendments to Zoning Bylaw 2000-450

Moved and Seconded,

THAT Bylaw 2015-009 Amendment of Zoning Bylaw No. 2000-450 (Minor Text Amendments), be adopted.

Carried.

- 12.4 Bylaw 2015-003 Amendment of Zoning Bylaw No. 2000-450 (5815 Hwy 97)

Moved and Seconded,

THAT Bylaw 2015-003 Amendment of Zoning Bylaw No. 2000-450 (5815 Hwy 97), be adopted.

Carried.

### 13. COUNCILLOR'S REPORT

Councillor Trainer:

- ATV Club Meeting – discussing motorized vehicles on trail
- OBWB – ‘make water work campaign’ encourage saving water

- Taking part in Giants Head Grind on May long weekend; raising money for Cancer Society

Councillor Barkwill:

- Attended meeting with Canadian Labour Congress re increase in minimum wage to \$15.00 per hour
- South Okanagan Boundary Labour Celebrations May 2<sup>nd</sup>
- Gordon Hume Workshop
- Open House Prairie Valley Road barricade issue
- Opening of the Art Gallery

Councillor Boot:

- Attended a number of activities and events this past couple of weeks; thoroughly enjoyed the Shakespeare Festival Gala Celebration at Centre Stage

Councillor Carlson:

- Nothing to report

Councillor Holmes:

**Councillor Doug Holmes - Introduction of 'Notice of Motion' re Buskers Policy**

Moved and Seconded,

THAT Council direct staff to draft a Policy to provide the opportunity for buskers and street performers, such policy to include addressing the issue of permits, fees, conditions and guidelines.

Carried.

Councillor Peake:

- Attended a number of activities and events this past couple of weeks, including the Southern Interior Local Government Association conference in Kamloops

**14. PUBLIC/MEDIA QUESTION PERIOD**

**\*Public/Media Question Period - up to 15 minutes on any matter of Local Government Interest (2 minutes per speaker)**

Mayor Waterman invited members of the public and media in attendance should they have any questions in relation to any matter of Local Government interest.

A member of the media asked why 'Item 4.1 – Public Hearing for Bylaw 2014-002 Summerland Official Community Plan (2014), was cancelled.

Mayor Waterman advised that this matter has been referred back to the Official Community Plan Bylaw committee for further review and public consultation.

Regular Council Meeting Minutes  
May 11<sup>th</sup>, 2015

15. ADJOURN

The Regular Council meeting adjourned at 10:04 p.m.

Certified Correct:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

/mf



MINUTES OF THE SPECIAL COUNCIL  
HELD AT DISTRICT OF SUMMERLAND  
COUNCIL CHAMBERS  
13211 HENRY AVENUE, SUMMERLAND, BC  
ON WEDNESDAY, MAY 13<sup>TH</sup>, 2015

---

MEMBERS PRESENT:

Mayor Peter Waterman

Councillor Toni Boot  
Councillor Erin Carlson  
Councillor Janet Peake  
Councillor Erin Trainer

Members Absent:

Councillor Richard Barkwill  
Councillor Doug Holmes

Staff Present:

Linda Tynan, CAO

Lorrie Coates, Director of Finance  
Maureen Fugeta, Corporate Officer

1. CALL TO ORDER

Mayor Peter Waterman called the meeting to order at 4:05 p.m.

2. 2015-2019 FINANCIAL PLAN BYLAW

Moved and Seconded,

THAT the 'Five Year Financial Plan 2015-2019 Bylaw No. 2015-016', be adopted.

3. 2015 PROPERTY TAX RATES

Moved and Seconded,

THAT the '2015 Tax Rates Bylaw No. 2015-014', be adopted.



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May 13<sup>th</sup>, 2015

4. ADJOURNMENT

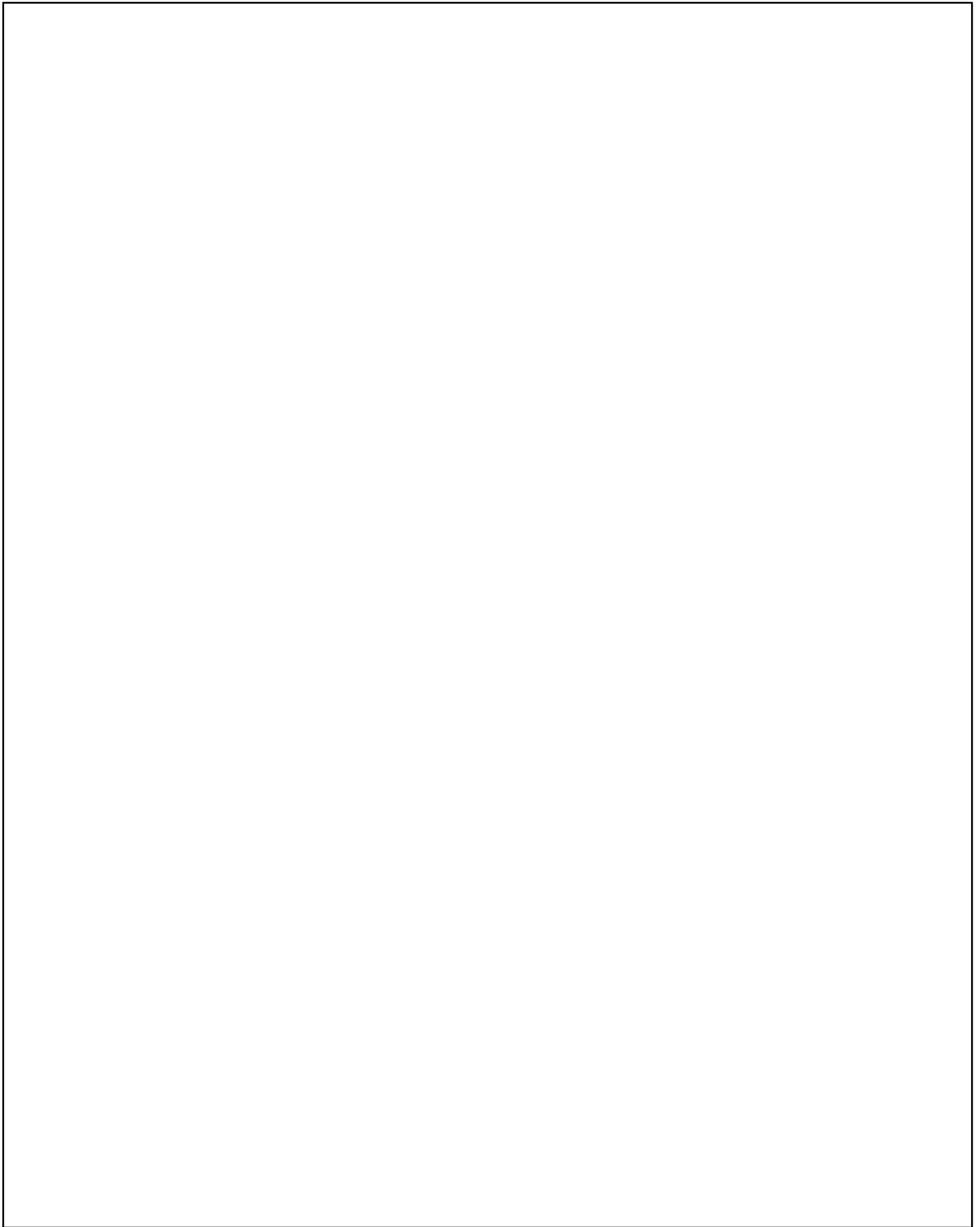
The Special Council meeting adjourned at 4:16 p.m.

Certified Correct:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

/mf





## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 20, 2015  
TO: Mayor and Council  
FROM: Linda Tynan, CAO  
SUBJECT: Rotary Proposal for a Sunday Market on Main Street

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### STAFF RECOMMENDATION:

THAT council consider the request from the Summerland Rotary to hold a Sunday market on Main Street and determine whether to approve the proposal, deny the proposal or require modifications to the original request before approval.

### PURPOSE:

To consider the request by the Summerland Rotary Club to hold a Sunday market on Main Street.

### BACKGROUND and DISCUSSION:

On Monday, April 27, 2015, the Summerland Rotary Club made a presentation to council requesting permission to hold a Sunday Market on Main Street. Their proposal (attached) is to hold the market on the two most westerly blocks of Main Street, a portion of Henry Ave. north of Main Street and the short Henry Ave block south of Main Street, between 10:00am-2:00 pm from June 21, 2015 – September 20, 2015. The street would be closed between 8 am – 3 pm on those days.

After hearing the presentation, council passed the following resolution:

***“THAT the requests from the Summerland Rotary Club for a proposed Sunday Market as outlined in their correspondence dated April 21<sup>st</sup>, 2015, be referred to staff.”***

At the council meeting, the representatives from the Summerland Rotary Club stated that they had received overwhelming support by business owners in the two Main Street blocks with the exception of the owner of Home Hardware who they had not yet heard from.

Subsequent to the council meeting, the CAO and Director of Corporate Services met with the potential market organizers to better understand the requests and to receive an update on support from the Main Street businesses. The outcomes of this discussion:

- Specific requests as outlined in Rotary's proposal (ie access to barricades, electrical outlets, etc:  
Upon discussion clarifying the requests, staff does not see any issue in incorporating the requests into an agreement should council agree to proceed with the market. The organizers have requested that District staff be available

should there be an issue (such as an electrical fault, washroom issue, etc), and this can be accommodated through summer students on regular shifts and on-call staff.

- Support from Main Street businesses:

At this meeting, Rotary representatives informed District staff that they had recently received correspondence from Shane Smith (Home Hardware) and that he was opposed to the market. Staff immediately suggested that a meeting be set up to discuss with Home Hardware.

May 6: Mr. Shane Smith dropped off a letter to the District (attached) stating that he was opposed to the market being held in his block on Main Street.

On Friday, May 8, 2015 a meeting was held between the owner of True Grain Bread (Todd Laidlaw), two Rotary representatives (Roch Fortin and Paul Barber), the owner of Home Hardware (Shane Smith) and a colleague of Mr. Smith's to determine whether the parties could come to resolution regarding the proposed Sunday market. Linda Tynan (CAO) and Jeremy Denegar (Director of Corporate Services) attended that meeting as well. At the meeting, Mr. Smith was under the impression that council had already approved the market and that the Rotary had not contacted him prior to the audience with council. Staff assured Mr. Smith that council had only passed a resolution that the request be reviewed by staff and that a final decision had not yet been made.

At this meeting, the Rotary Club introduced some ideas that they felt would assist in mitigating any negative impact that Home Hardware may experience with the absence of parking in front of the store. These included:

- In recognition that Home Hardware would lose access to the parking spots immediately in front of their store during the market; the Rotary representatives suggested that they could supply signage highlighting the rear access (and parking) for Home Hardware customers and provide additional signage at the back of Home Hardware ensuring that market-goers did not park in the spots that were available for Home Hardware;
- Additional space at the market (ie tables) fronting the store for Home Hardware's use during the market;
- Inclusion in Rotary's marketing material that "Home Hardware remains open and that parking is available in the rear for those customers who require close access for heavy items".

Also during this meeting, Home Hardware expressed their concerns. Mr. Smith's comments included (as also outlined in attached letters):

- Potential loss of business due to the lack of parking in front of the store (especially for those customers that purchase heavy items).
- When the car show was held on Main Street, Mr. Smith stated that his business was negatively affected.
- Mr. Smith suggested that he would support a market that was held one block up (ie. Not in Home Hardware block) or at the park.

- Mr. Smith feels that it was him that originally opened on Sundays and that it has taken a number of years to build up his Sunday business that he does not want to jeopardize.

#### Subsequent meetings:

District Staff then followed up the meeting with an additional meeting with Mr. Smith where he restated his concerns about the impact of his business with the Sunday market. Mr. Smith has contacted owners of other Home Hardware stores and they have advised him to resist the market in front of his store.

In subsequent meetings with Rotary, representatives affirmed that they were not interested in modifying their request to council (ie move the proposal to another block) because the business participation was a key component of this initiative.

#### For council's consideration:

- Markets held on main downtown streets are gaining popularity with many different municipalities and are often well attended by local residents and visitors.
- Rotary has predicted that the market would attract new business activity and in their initial contact with businesses, it appears that a number of the retailers on Main Street plan to be open (see attached correspondence) on Sundays during the market.
- It is more common now to require the market stalls (tents) to face the businesses forcing the flow of pedestrians onto the sidewalk rather than into the middle of the street creating exposure for the businesses.
- Home Hardware has stated that events such as the car show has negatively affected their business; to date, there has not been an event such as a Main Street market to determine whether the impact will be positive, negative, or neutral.
- It has been suggested that one alternative would be to move the market down one block but representatives from Rotary have suggested that the goal of the market is to have the presence in front of the retailers' stores and that the first block is imperative for that; by moving down one block – one of the blocks of the market would be situated in front of the library construction.
- Another alternative suggested was that the market be approved on a trial basis with the stipulation that the location be changed should it be proven that the location causes a negative impact on Home Hardware.

#### FINANCIAL IMPLICATIONS:

Minimal direct cost to the District of Summerland.

#### OPTIONS:

1. Approve the Sunday market proposal as presented by Rotary, direct staff to finalize a License to Occupy with the Rotary specifying the details, and further, authorize the Mayor and Corporate Officer to execute the Agreement.

2. Approve the market on a trial basis with the stipulation that the Rotary would be required to move locations should Home Hardware's business prove to be negatively affected by the location of the market.
3. Deny the request from the Rotary to hold a Sunday market on the two most westerly block of Main Street.
4. Approve the request by Rotary to hold a Sunday market subject to additional conditions as specified: \_\_\_\_\_.

CONCLUSION:

The Summerland Rotary has proposed the Sunday market because they believe that the initiative is a move towards a vibrant downtown. If approved, it is a significant undertaking by the Rotary for the business community in Summerland.

Alternatively, Home Hardware is a large Main Street business and they are adamantly opposed to the proposal believing that the market will cause them to suffer financial losses. Over the last few years, Home Hardware made an investment to be open on Sundays and slowly built a clientele of Sunday business.

Unfortunately attempts at coming up with a proposal which is satisfactory to both the representatives from the Rotary and from Home Hardware have been unsuccessful.

Respectfully Submitted



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*Chief Administrative Officer*

## Linda Tynan

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**From:** Todd Laidlaw <todd@truegrain.ca>  
**Sent:** May 21, 2015 8:30 AM  
**To:** Linda Tynan  
**Cc:** roch.fortin@gmail.com; paulandcharlotte.barbur@gmail.com; 'Laurel Burnham'  
**Subject:** RE: Summerland Sunday Market - Information/Sign-Up Sessions Mon/Tues May 11/12  
**Attachments:** 2015 - Main St Market Memo.docx

Hello Linda,

Thanks for your note. Please let me clarify the approach taken with downtown merchants. Paul, Roch, & I agreed I could add value by canvassing Main Street and talking with our business owners. Why? Because I know the majority of store owners personally and I have considerable market experience (previous market participant in Penticton, Naramata, Peachland, & Summerland). I also personally know our Market Manager (Laurel Burnham), and have great respect for her and what she has achieved (previous Penticton Community Market Manager). I personally approached **every business on Main Street on foot** starting in late March, and ending in mid April. **I spoke firsthand with most store owners, and left memos and/or emails with ALL other store owners who weren't present.** The conversations I had and the memos I left behind were **aimed at obtaining timely feedback that could help fuel the process** (see attached memo).

Shane's feedback doesn't frustrate me, but his approach does. Instead of responding to our time stamped April 2<sup>nd</sup> email clearly asking comments, concerns, and feedback be directed towards Paul and Roch, he chose to wait 5 weeks and go directly to the Municipality. This is creating friction in our business community and creating unnecessary and avoidable delays of an important downtown revitalization initiative that has the overwhelming support of business owners.

The facts are clear: Downtown markets work when executed well. We have a strong plan, and strong backing from our Rotary Club. And we have an experienced Market Manager and a community that is hungry for this. Shane is alone in his concern for street closure and customer parking. No other business owners have brought forth these concerns. In fact, no other business owner has verbalized any opposition for the Sunday Market (some shared comments that this or that might be a better option (see attached memo), but nobody said no to a Sunday market or Sunday street closure).

A summary of downtown merchant support follows:

**Every business on the 10100 has verbally communicated their support:**

- Johnston Meier Insurance (Bobbie) - will be closed
- Bad Robot (Robert) – will try to be open
- Carousel – support the idea, will try to be open
- True Grain Bread (Todd) – will open
- SASS (Susan) – will open
- 4 Seasons Boutique (Jeanna) – will open
- Rock Star District (Kari) – will open
- Summerland Physiotherapy & Sports Care (Wendy, Sherry) – will be closed
- Artisans of the Okanagan (Fran, Jeanette) – will open
- Cherry Tree Quilt Shop (Barb) – will open
- Main St Fitness & Yoga Studio (Jen) – will open
- Suburban Princess (Jennifer) – will open

**The following businesses on the 10100 block have verbally communicated their support:**

- CIBC - will be closed
- Silver Kettle Antiques (Darlene & Russ) – will be open
- Coco's (Karina) – will be open
- Art Centre (Karen) – supporter, but will take it to their board meeting
- Crazy Cat (Therese) – will be open
- BMO – closed on Sundays
- Manulife Securities – closed on Sundays
- Agur Lake Camp Society – closed on Sundays
- All You Need is One General Store – will be open
- Drew's Kitchen (Andrew) – as per Roch, I haven't connected with Drew yet

**The following businesses on the 101000 block all received the information, but did not respond with feedback:**

- Barber Bill's – closed on Sundays
- Hong Kong Garden
- Pharmasave
- Lordco
- Royal Lepage – closed on Sundays
- Tammy's Brush 2 Canvas
- Pearce, Taylor, Schneiderat Legal Services – closed on Sundays
- Edward Jones – closed on Sundays
- Just Delicious
- Kettle Valley Denture Clinic – closed on Sundays

My business mentor always said "the answer lies in the objective." It's important we revisit the primary objective of this effort → Downtown Revitalization. Moving the market to the park or down a block does not accomplish this goal. We need to drive congestion to the core. There are 23 parking spots behind Home Hardware. Subtract 7 for Quilt store, Suburban Princess, and Artisans of the Okanagan staff parking and that leaves 16 for Home Hardware. All within steps of a convenient rear entrance. That is our proposed solution.

Thanks, Linda, for taking the time to meet all stakeholders and understanding all the issues at play. I can be reached at 250-488-6760 if you should have any questions.

Thanks,

Todd



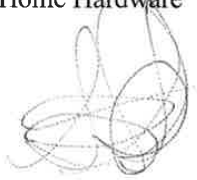
Linda  
calling

RECEIVED  
MAY 05 2015  
District of Columbia

To Mayor and Council;

I cant help but voice my displeasure and concerns at the recent decision of the closure of Main St. Not only do I feel that there seemed to be very little effort if any to notify me of this up coming decision but not once was I approached to ask me my thoughts on this closure. I applaud the efforts of the Rotary Club to try to improve commerce in the downtown core and if I had been approached and asked my opinion on the subject would have offered and alternate idea. I would have said that I feel that the park is a much better option to hold an event on Sundays in the summer. On a hot day wandering around under the shade of the trees is a beautiful setting for a market or a variety of different events for that matter, there is a readily available public washroom, a stage to use for entertainment, it may even if only for that day help clean out the park of some of the intruders and vagrants that hangout there in the summer. Finally but no less important it will preserve the limited parking Summerland has and that is important to my business. People from the community that come to shop my store usually have a specific job or project that they are working on that day whether it be gardening, painting, plumbing or whatever they maybe working on that day and the majority of shoppers want to come in get the supplies and go home to do the work. What they don't want is to have to park 2-3 blocks away walk to the store and then somehow think of how to get multiple bags of soil or peat moss or 5 gallons of paint back to their car. Given the history of the closures on Main ST. in the past my business suffers a 20-25% decrease in business compared to the same day of the week before and after the closure,I have voiced my concerns to the previous council about this and I cant help but wonder if that is the reason I was not included or notified of the closure. I don't know who signed up,again because I was not informed of this, but given that there is not a lot of business open downtown on Sundays if half the people who signed up are closed Sundays anyways what does it matter to them? I also don't know what vendors will be using the parking spots that will be taken away from my potential customers but I can assume that the majority don't live and pay taxes in Summerland why the city would punish an established business in the community to the benefit of an outside vendor is beyond me and I hope that is not how the following years will unfold.

Shane Smith  
Summerland Home Hardware




Shane Smith

Summerland  
Home  
Hardware  
10115 Main St.  
PO Box 929  
Summerland  
British Columbia  
V0H 1Z0

T 250 494 4663

F 250 494 1970  
summerlandhh@gmail.com

	<b>Shane Smith</b> Owner
Summerland Home Hardware 10115 Main St. PO Box 929 Summerland British Columbia V0H 1Z0	<b>T 250 494 4663</b> <b>F 250 494 1970</b> summerlandh@gmail.com
Store #5330-4	

Date *May 11/2015*

District of Summerland  
Attn: Linda Tynan, -C.A.O.

Thank you for your attendance at the meeting held on Friday May 8, 2015 to discuss the proposed Main Street Sunday Market.

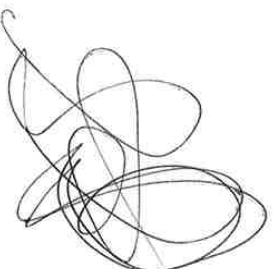
I wish to state that I and my family reside in Summerland and enjoy all it to offer. As such we are dedicated to the growth of our city both for opportunities for its citizens as well as for business expansion.

The Sunday Market project proposal as it currently designed puts me and my business in a very difficult position. As I explained at the meeting, I have a recorded history of losing a great deal of business when main street is closed; particularly on a weekend. The nature of my business on weekends is for local residents to have ready access to parking for ease of loading large or heavy items into vehicles or for being able to quickly dart into my store to purchase project supplies.

With this dilemma concerning my business and our dedication as citizens of Summerland, I wish you to understand why I must state that I oppose this project as presented.

I would support two alternatives discussed at that meeting; namely moving the market to the park or to the 9000 and/or 8000 block of Main Street.

RECEIVED  
MAY 11 2015  
District of Summerland



Item

**Karen Jones**

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**From:** john gordon <johnandkim.gordon@gmail.com>  
**Sent:** May 13, 2015 11:54 AM  
**To:** Council  
**Cc:** secretary@summerlandrotary.org  
**Subject:** Farmer's Market

Dear Mayor and Council,

We read with interest the recent announcement that the Rotary Club are proposing a Sunday farmers market in Summerland and write in support of this idea.

Now retired, we spent the past 15 years farming in Summerland and participating in markets in Vancouver, Naramata, Kelowna and Penticton. We encourage Council and Staff to insist that should it occur, the operation of such a market take place as a member of the non-profit BC Association of Farmers Markets (BCAFM). As well as providing many services for vendors and market customers, the BCAFMA maintains a focus on products that are grown, or made in BC by the vendors, and discourages or prohibits the sale of "chatchka" that usually has nothing to do with farming and food production. The BCFMA provides market promotion, recognized highway signage, vendor insurance, a coupon program and much more, that is missing from a non-BCFMA market which, unfortunately, Summerland now offers.

We believe Summerland deserves the best and we believe the BCFMA offers the best program possible for farmer vendors and customers alike. For more info, see this link: <http://www.bcfarmersmarket.org/markets/farmers-market-membership>

Yours truly,  
John Gordon and B. Kim Stansfield

John & Kim at  
Valentine Farm "Redux"  
8702 Milne Road, Summerland, B.C. V0H 1Z7  
250-494-7300  
email: [veggies@valentinefarm.com](mailto:veggies@valentinefarm.com)  
web: [www.valentinefarm.com](http://www.valentinefarm.com)  
blog: <http://vinegartart.com>

## **Linda Tynan**

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**From:** Laurel Burnham <laburnham@shaw.ca>  
**Sent:** May 21, 2015 10:35 AM  
**To:** Todd Laidlaw; Linda Tynan  
**Cc:** roch.fortin@gmail.com; paulandcharlotte.barbur@gmail.com  
**Subject:** Re: Summerland Sunday Market - Information/Sign-Up Sessions Mon/Tues May 11/12

Hello Linda:

I am happy to provide you with my feedback and observations about our proposed Sunday Market in Summerland.

I have had first hand experience right from the onset of the development of probably the most successful community market in a downtown core in B.C., the Community Market in Penticton. There was initial reluctance on the part of a couple of merchants in the primary block that we used. The main concerns were loss of parking, and hence loss of customers. As with any major changes to a downtown, there is a fear of change. The mandate of the community market was right from the outset a means of attracting people to the downtown core. The simple equation is...the more people you have on Main Street, the more money gets spent on Main Street.

The Community Market has become one of the major economic drivers in Penticton. This is a paraphrased quote from a recent Penticton Herald article, written by Mayor Jakubeit. Market days have become the most important business days to the downtown core, bar none. If you would like more direct corroboration of this, please do feel free to contact the Grooveyard, the business owned by Penticton Mayor Andrew Jakubeit and his wife Leanne, which is one of the businesses in the 200 block of Main Street.

The Community Market provides an opportunity for the Penticton residents themselves to get to know more about their downtown. You don't know what you have in your own downtown core, if all of your spending takes place in malls or in major shopping centres like Kelowna.

By contrast, I have had a business owner from Main Street in Summerland tell me that if this proposed market does NOT go ahead, she will be forced to close. There is not enough activity for her to continue. I am in conversation with other Summerland residents, who need the economic opportunity that this market will provide them, and they very much desire to support Summerland and to create the added income.

At this point, I am collecting the signatures of business owners on a formal petition that I will deliver to you Monday morning.

Everyone that I have spoken to, merchants, prospective vendors and community members at large is 100% behind this initiative. It is clear to me that Summerland desperately needs new initiatives, and a community market is the simplest and most direct way to stimulate traffic to the downtown. It is simple, easy to set up, and take down, and really only occupies the street for less than an entire business day. In my experience, organizing markets and events for over 20 years in the Okanagan, there is a very small window of increased economic and tourist activity in this region, and that extends for a period of about 14 weeks from mid June to mid September. It would be a great potential loss to Summerland and the region if we do not make the attempt to capitalize on this opportunity.

The Rotary Club is working hard to engage ALL of the Summerland business community in this process. All the fruit stands, the Bottleneck Drive Winery Association, all the local farmers and food producers are engaged in the discussions of this proposal. Musicians and performers, non profit organizations, independent wineries, Summerland small business and home based business folks are very keen to see this go ahead. Paul Richard, running the Tuesday Farmers market is also very supportive, hoping that our Sunday Market will collaborate on publicity and marketing initiatives with him, to drive more business to Tuesday mornings. The Manager of the highly successful Peachland market is very interested in collaborating on publicity and marketing with us, to increase business for every one. There is great good will for this community to succeed, which will be wasted if this proposal does not proceed.

I am very encouraged by the good will, the thoughtful enthusiasm and diligence, and positive, constructive efforts that Roch Fortin, Paul Barber and Todd Laidlaw have gone to to engage the community in this process. This is true community building at it's best. Summerland's Main Street is one of those wonderful human-scaled places that is waiting to be enjoyed by hundreds, if not thousands of happy people. I feel very confident in the ability of the Summerland Rotary, and this proposal to make it so.

Laurel Burnham  
Market Manager



April 21, 2015

RE: A Sunday Market, a proven way to boost Summerland's Downtown economy

Dear Mayor Waterman and District Councillors,

When investigating ideas that have helped to create vibrant downtowns in small rural communities, articles on the topic suggest that establishing regular public events that showcase downtown merchants, music, and food is a winning strategy. With that in mind, the Summerland Rotary Club wishes to start a Sunday market highlighting a variety of local farmers, artisans, restaurants, wineries, crafters, local businesses, youth entrepreneurship, not-for-profit fundraisers, local entertainment, and groups promoting Summerland's lifestyle, tourist opportunities, and special events.

We feel that this type of venture will attract new business activity, additional tourist visits and add to the quality of life experiences of Summerland residents. The favourable impression may also attract new development to Summerland.

The market will be advertised as a 10 am - 2 pm event running from June 21<sup>st</sup> until September 20<sup>th</sup>, 2015.

Our request is that we be able to use the two most westerly blocks of Main Street, a portion of Henry Ave. north of Main Street equal to the length of the CIBC building and the short Henry Ave block south of Main Street. We request street closures for these areas from 8 am until 3 pm. In addition, we request:

\* access to 4 road barricades.

\* access to electrical outlets at the corner of Main and Henry Avenues primarily for the use of electronic equipment needed for special events.

*Stage for Xmas light up*

*Temp Elec permit.*

\* the assistance of a District summer student for 8 hours each Sunday.

\* advertising space in the District's monthly newsletter.

\* signage space at the Rosedale roundabouts directing people to the market area.

\* the opportunity to have District signage on Highway #97 highlight the event and direct interested visitors to downtown.

A petition demonstrating overwhelming support by business owners in the two Main Street blocks in question is available and will be presented to the Mayor and Council on April 27<sup>th</sup>. The Market will not be charging fees for 1) merchants on Main Street, 2) not-for-profit groups, 3) groups advertising Summerland events, and 4) groups promoting Summerland. Attached is a fee schedule for other market vendors.

There is a small profit anticipated for the Summerland Rotary Club. As you may be aware, all our profits flow through our club in support of worthy projects such as SADI, various scholarships, bursaries and student leadership programs, Rotary Goodwill Shakespeare Festival, breakfast programs, and recent projects like the Summerland Development Centre. Rotary has also supported various park and waterfront projects as well.

In summary, the Rotary Club wishes to enhance the vibrancy of our downtown as well as showcase our whole community. We ask for your assistance and partnership in making the Summerland Sunday Market a reality.

Yours truly,

Paul Barber, Roch Fortin, Michael Weis, & John Bubb  
on behalf of the Summerland Rotary Club

250-494-1173



roch fortin <roch.fortin@gmail.com>

## Summary - Main Street Merchant Support for Sunday Market

1 message

Todd Laidlaw <todd@truegrain.ca>

Sun, Apr 26, 2015 at 5:33 PM

To: Paul B/ Charlotte B <paulandcharlotte.barbur@gmail.com>, roch.fortin@gmail.com, Laurel Burnham <laburnham@shaw.ca>

Hello Paul, Roch, & Laurel,

Good news! Overwhelming support from Main Street merchants!

### **10100 Block:**

The entire block, with the exception of Home Hardware, has personally voiced their enthusiasm and support! They are excited about the proposed Sunday market, and support the street closure. All vendors will open or try to open (see list) with the exception of Johnston Meier Insurance and Summerland Physiotherapy. No luck connecting in person with Shane at Home Hardware after multiple tries. He received all the information by email. No response yet.

### **MARKET SUPPORTERS:**

- Johnston Meier Insurance (Bobbie) - will be closed
- Bad Robot (Robert) – will try to be open
- Carousel – support the idea, may or may not open
- True Grain Bread (Todd) – will open
- SASS (Susan) – will open
- 4 Seasons Boutique (Jeanna) – will open
- Rock Star District (Kari) – will open
- Summerland Physiotherapy & Sports Care (Wendy, Sherry) – will be closed
- Artisans of the Okanagan (Fran, Jeanette) – will open
- Cherry Tree Quilt Shop (Barb) – will open
- Main St Fitness & Yoga Studio (Jen) – will open
- Suburban Princess (Jennifer) – will open

### **HAVE INFO, HAVE NOT COMMENTED:**

- Home Hardware

<https://mail.google.com/mail/u/0/?ui=2&ik=f472a6814e&view=pt&search=inbox&th=14...> 27/04/2015



**9900 Block:**

Strong support from those I spoke to one-on-one! Businesses I wasn't able to speak with directly have received the information by mail (drop-off) or email. I asked them to voice their concerns – nothing yet. Different make-up of businesses at this end, many of which are closed on Sundays – ie, banks, investment companies, real estate agents, and dental clinic.

**SUPPORTERS:**

- CIBC - will be closed
- Silver Kettle Antiques (Darlene & Russ) – will be open
- Coco's (Karina) – will be open
- Art Centre (Karen) – supporter, but will take it to their board meeting
- Crazy Cat (Therese) – will be open
- BMO – closed on Sundays
- Manulife Securities – closed on Sundays
- Agur Lake Camp Society – closed on Sundays
- All You Need is One General Store – will be open
- Drew's Kitchen (Andrew) – as per Roch, I haven't connected with Drew yet

**HAVE INFO, HAVE NOT COMMENTED:**

- Barber Bill's – closed on Sundays
- Hong Kong Garden
- Pharmasave
- Lordco
- Royal Lepage – closed on Sundays
- Tammy's Brush 2 Canvas
- Pearce. Taylor, Schneiderat Legal Services – closed on Sundays
- Edward Jones – closed on Sundays
- Just Delicious
- Kettle Valley Denture Clinic – closed on Sundays

All in all, encouragement, enthusiasm, and excitement for the Sunday Market! No show stoppers, we're good to go!

Good luck tomorrow!

12

## **FEE STRUCTURE**

### **SUNDAY MARKET IN SUMMERLAND**

**June 21<sup>st</sup> – September 20<sup>th</sup>, 2015**

14 week pass	\$200.00
Drop In	\$25.00/mkt.
Annual Membership fee	\$20.00/ year

#### **No fees for:**

- \* Summerland Main Street businesses
- \*Summerland based not-for-profit organizations
- \*groups promoting Summerland

#### **Vendor sign up:**

Memorial Park, Summerland, Sunday, May 3<sup>rd</sup> & 10<sup>th</sup>, 11 am – 1 pm.

All payments by cash or cheque (Summerland Rotary Club).

Market opening is from 10 am to 2 pm.

Vendor set-up will be available starting at 8 am. Streets must re-open to vehicle traffic by 3 pm.

Each vendor site will measure 10' X 10' unless other arrangements are negotiated in advance of Sunday.

#### **Market Manager:**

Laurel Burnham      laburnham@shaw.ca

250-460-0177

*cell / text*

**Local contacts:** Roch Fortin    778-462-0570    or    Paul Barber    250-494-1173

## SUMMERLAND SUNDAY MARKET

June 21st- Sept. 20, 2015  
Main St, Summerland, 10 am – 2 pm

### APPLICANT INFORMATION

Please complete application in full & submit with full payment to secure your space by June 14th

Business Name:	
Contact Name: First	Last
Current address:	
City:	Province:
E-Mail:	Business Phone:
Web Site:	Cell Phone:
	Fax:

### VENDOR DESCRIPTION

Crafter/Artisan:	Description:
Food Producer:	Description:
Farmer:	Description:
Other:	Description:

### BOOTH PACKAGE

All Summerland Main Street Merchants are entitled to one 10' x 10' booth space free of charge. Regular vendor fees will apply to a second space.

#### Select Booth Space

- |   |          |
|---|----------|
| <input type="checkbox"/> 10' x 10' booth space Full season pass | \$200.00 |
| <input type="checkbox"/> Drop in                                | \$ 25.00 |
| <input type="checkbox"/> Sidewalk space                         | \$ 10.00 |

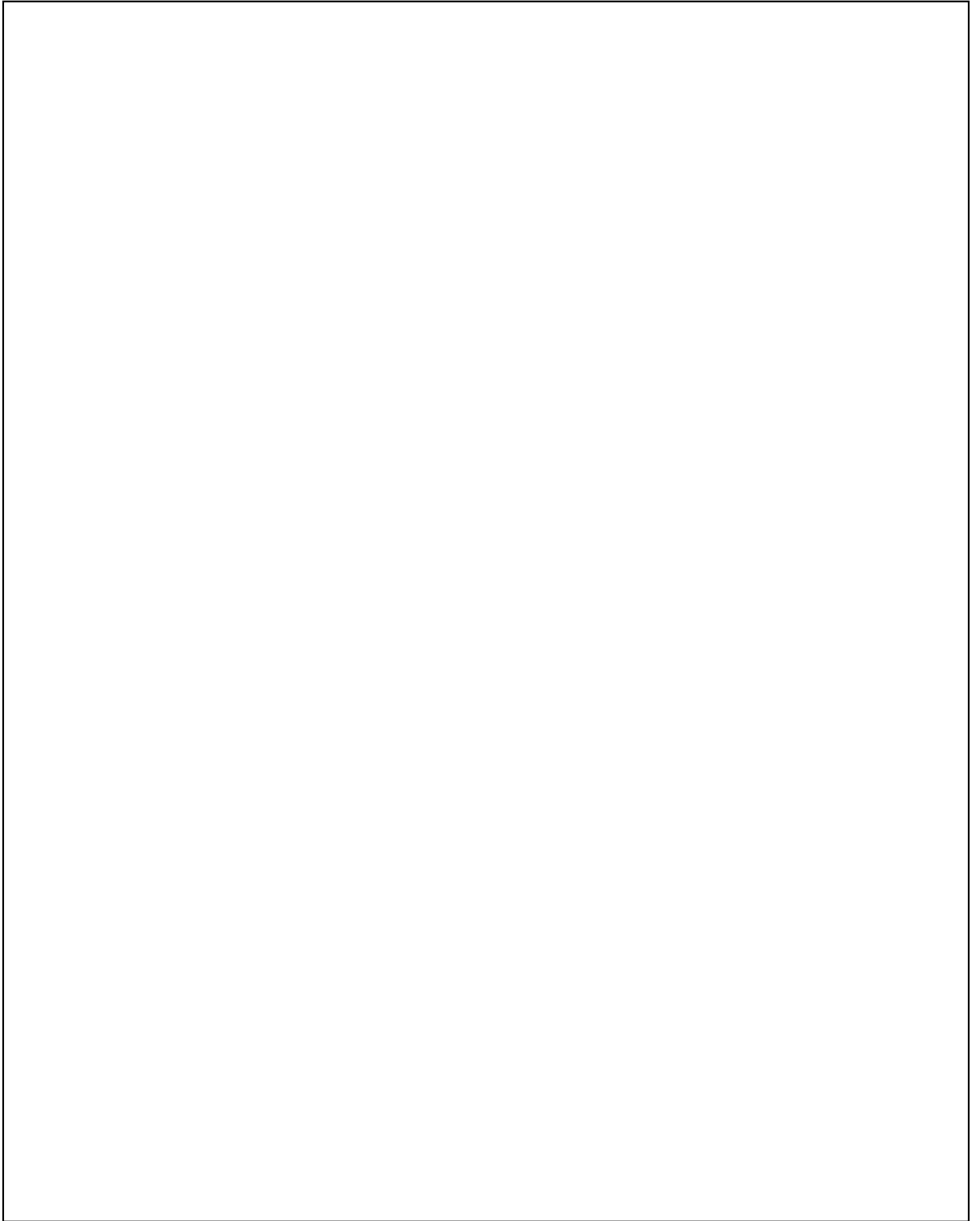
All vendors must supply their own tables, chairs, canopy tents, table coverings

- ✓ Please make all cheques payable to **Summerland Rotary Club**
- ✓ Credit card payment can be arranged.
- ✓ Please return completed application & payment by mail to: Laurel Burnham, 118 Bruce Court, Penticton V2A6C4
- ✓ For more information, please call 250.460.0177 or email laburnham@shaw.ca

Signature:	Print Name:
Date:	

Please indicate special requests in space provided: (i.e. do you require power?)

Thank You for Your Participation in This Great Market☺



## THE CORPORATION OF THE DISTRICT OF SUMMERLAND

### ITEM 8.1 - CORRESPONDENCE – INFORMATIONAL ITEMS

May 25<sup>th</sup>, 2015 – Regular Council Meeting

#### RECOMMENDATION:

THAT the following correspondence be received by Council for information.

#### ITEMS SUMMARY:

The following items of correspondence and interest have been received since the last meeting of Council.

#### CORRESPONDENCE

SENDER	SUBJECT	ACTION
1. Marian Rudisill	Copy of letter sent to Hon. Todd Stone re Highway Safety Issue near P.A.R.C.	Receive for information
2. John & Mary Chomlack	Fire safety concerns	Receive for information
3. Lorraine Harris	Critteraid pledge donation	Receive for information
4. School District 67	French Immersion Program	Receive for information
5. Telus	Sustainability Report available	Receive for information
6. Rotary Club	Thanks for support - Giant's Head Grind	Receive for information
7. Royal Canadian Mounted Police	Municipal Contract Policing Multi-Year-Plan 2016/17	Receive for information
8. David Gregory	Kraft Hockeyville 2015 minutes	Receive for information
9. Frank Flanagan	Pleased with second irrigation service	Receive for information

**PROCLAMATION REQUESTS** *As per Policy 100.5, Council does not issue official proclamations.*

10. World Oceans Week Canada – June 1 – June 8	Receive for information
11. Heart & Stroke Foundation – National Health and Fitness Day – June 6	Receive for information
12. Access Awareness Day – June 6	Receive for information

#### OUTSTANDING ITEMS

13. Outstanding resolutions	Report to follow
14. Outstanding tasks	Report to follow

Note: Unless items listed are dealt with specifically by Council, staff will respond to requests, referrals and issues where appropriate and as outlined by District Policy and as indicated on each item.

AUTHOR:



KAREN JONES, CONFIDENTIAL SECRETARY

REVIEWED BY:



LINDA TYNAN, CHIEF ADMINISTRATIVE OFFICER

Attention :  
Mayor Waterman

17014 Logie Road  
Summerland, BC  
V0H 1Z6  
May 7, 2015

Ministry of Transportation  
PO Box 9055  
Station Provincial Government  
Victoria, BC  
V8W 9E2

RECEIVED  
MAY 14 2015  
District of Summerland

Attention: Honourable Todd Stone

I am writing in regard to a highway safety issue in the community of Summerland. I have spoken to Corporal Bruce Haley at the local RCMP detachment and he suggested that I contact you. The RCMP is aware of this issue and I am assuming your department is as well. Corporal Haley said the area is "being studied". I am writing to urge you....don't wait too long!

The area that I am writing about is the junction where traffic comes down the hill from the Pacific Agriculture Research Centre and the Summerland Ornamental Gardens and then meets Highway 97. Across the highway, traffic from SunOka Provincial Park is also merging onto the highway. If one is traveling south from the PARC road, it is not difficult to get onto the highway safely. If however, one is planning to turn north, life gets more complicated! When I get to that intersection, I can feel my anxiety level rise and I am not the only one who finds this particular intersection problematic.

Last fall my partner, Pat Pattison, was involved in a traffic mishap at this same intersection where traffic comes down the hill from the Pacific Agriculture Research Centre and meets Highway 97. He was at the Ornamental Gardens for a meeting. We were traveling in two separate vehicles. I was five minutes ahead of him. When he didn't show up at home, I wondered where he was. Shortly thereafter I received a call saying that he had been in a traffic accident at that intersection. He had checked for traffic and seeing no one close by, he started his way across. And then came the crash! We are lucky. Pat and the driver of the other vehicle did not sustain serious life-threatening injuries, but one vehicle was written off and the other sustained over \$10,000 in damages. Pat was driving a half-ton truck. I wonder if he would have survived had he been in a small compact car.

At first I tried to reassure myself by saying, "Well, accidents happen." Then I began to wonder what I could do so this did not happen to anyone else. Every time I brought up the issue of safety at that intersection, everyone agreed...it could be much safer. I know this intersection comes up at PARC's occupational safety committee meetings. Some of them are concerned about it too.

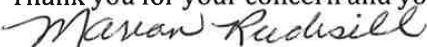
This intersection sees a lot of use. Over seventy people work at PARC from Monday to Friday. They all need to access the highway to get to and from work. In the summer, PARC also hires college students. These employees are younger, less experienced about the safety issues of the intersection, and perhaps, less patient as they wait their turn for a safe entry onto the highway. Visitors to the Ornamental Gardens will also use this same access route. Last year the traffic counter at the Gardens recorded more than 10,000 vehicles traveled to the Gardens. Some of these would be workers, but the majority would be to visitors to the Gardens. This is a frequently used route that needs some immediate attention.

Here is what I have observed: There is a stop sign on the road leading from the Research Centre and there is a flashing light at the highway. There is no traffic light. When the traffic flow on the highway is minimal, I agree you can access the highway and turn north in a safe manner. (I pray for one of those times whenever I am coming home from the Ornamental Gardens.) In the summer time the highway is rarely slow. During peak commute times most days, summer or winter, it can be a problematic intersection.

When you are turning and traveling north, there is no safe pull-out lane for you to be in as you wait to merge with the oncoming traffic. The sight line for traffic coming from the north is limited because of the curve right after Blossom Fruit Stand. Traffic coming north from Penticton should be traveling at 70 km per hour and reducing their speed to 60 all the way through the Trout Creek area. In my experience, that rarely happens. Since Pat's accident, I have closely monitored this. When I am travelling 70 in that designated area just south of Trout Creek, almost ALL vehicles are passing me! (Interestingly I was just talking to someone else, who has noticed the same thing...but she said, "They aren't just passing me, they ARE FLYING BY ME!")

Everyone has a story to tell about this section of road. If we wait long enough, there will be a story that includes a fatality. Let's not wait that long.

Thank you for your concern and your action.

  
Marian Rudisill

CC Summerland RCMP  
District of Summerland  
Summerland Ornamental Gardens

2.  
Glen has  
responded  
Agudo

**Karen Jones**

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**From:** John & Mary Chomlack <[redacted]>  
**Sent:** May 8, 2015 11:09 PM  
**To:** Fire Department  
**Subject:** firesmart info

Attention Municipal Council

Please insert our names to be concerned attendants of the changing fire possibilities in our area for May 26 meeting.

John and Mary Chomlack  
17817 Bentley Pl.

Due to the increased building of homes in the immediate area it has increased greater numbers of activities.  
Greater risk of road traffic causing possible fires.

Concerns of fire protection units having access to all properties adjoining the improved access roads.

Are there some future plans for this area that would alleviate some of these concerns?

We would be interested to hear what some of the plans are

Thank You

John and Mary Chomlack  
250-494-3716



[illegible]

**From:** lorraine avon <[lorraine.avon@ntn.com](mailto:lorraine.avon@ntn.com)>  
**Sent:** May 18, 2015 8:05 PM  
**To:** Mayor  
**Subject:** Critter aid donation

I have been involved with critteraid for the past 16 years, raising money in various ways.

The residents of Summerland have been very generous with their donations towards my pledge sheets.

I was thinking possibly some of you have adopted pets from critteraid and understand the need they have.

Our actionfest will be coming up on the 6th of June and we walk proudly with our animals. I am hoping at this time you and your council could dig deep into the budget and help us out with a donation.

I and my furry friends would be forever grateful.

Lorraine Harris

8511 Tomlin St.  
Summerland, BC  
V0H 1Z4



**BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

425 Jermyn Avenue  
Penticton, BC, Canada V2A 1Z4

Telephone: (250) 770-7700  
Fax: (250) 770-7722  
E-mail: [lvanalphen@summer.com](mailto:lvanalphen@summer.com)  
Website: [www.sd67.bc.ca](http://www.sd67.bc.ca)

Office of the Chairman of the Board

4.

Rcvd:	
File:	
Circulated:	Agenda 5125
Action:	J

May 13, 2015

Mayor and Council  
District of Summerland  
c/o Maureen Fugeta, Corporate Officer  
13211 Henry Avenue, Box 159  
Summerland, BC V0H 1Z0

Dear Mayor and Council:

Thank you for your letter addressed to Don MacIntyre, Director of Instruction, dated April 16, 2015 concerning the placement of a grade 6 French immersion class in Summerland. Due to its political nature, this letter was forwarded to the Board of Education to respond.

The Board of Education is a publicly elected board similar to a city council, but with a mandate that sets aside constituencies after election and requires all board members to act as a corporate whole to the benefit of all students within their district. Therefore, the board enacts policy to set the guidelines for their employees to perform their duties, with the intent to treat all students in a fair manner. And while we may sympathize with your concerns, policy No. 305 – Choice and Flexibility, specifically and clearly, sets out the guidelines for the placement of classes with regard to the French immersion program within the district and is performed with a fair and democratic procedure. It would be noted that your letter was received in the midst of this process and at the end of the process the fourth classroom for grade 6 French immersion was, in fact, placed at Summerland Middle School.

In future, it would be greatly appreciated if all correspondence could be addressed to the board, rather than employees. We are excited about continuing our great partnership with you and look forward to many more opportunities to enhance the success of all our students and community.

Respectfully,

Linda Van Alphen  
Chair

/BJR  
c: Wendy Hyer, Superintendent

Ref: U:\SBO-ST-Data\SECTR JULY 2014\00100-00999 Administration\00480 Governments Other\00480-20 District of Summerland\2015-05-14 Ltr to Summerland Council FI.docx

"Working Together for Student Success"

5

**Karen Jones**

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**From:** K. Grace Howard <Grace.Howard@TELUS.COM> on behalf of Maureen Kirkbride <Maureen.Kirkbride@TELUS.COM>  
**Sent:** May 13, 2015 1:56 PM  
**To:** Mayor; Toni Boot; Erin Trainer; Erin Carlson; Richard Barkwill; Janet Peake; Doug Holmes  
**Cc:** Linda Tynan; Steven Jenkins  
**Subject:** TELUS: Helping to create healthier, more sustainable communities

Dear Mayor Waterman and Council,

I am proud to share with you TELUS' newly-released **Sustainability Report**.

This Report measures and tracks our progress toward creating a more sustainable future and holds us publicly accountable for the outcome.

Key areas of focus include:

- Taking action to reduce our absolute energy consumption and GHG emissions
- Investing in and collaborating with our team and our communities
- Strengthening our governance, transparency and disclosure practices
- Expanding our network to improve reliability and accessibility for all customers, including remote communities
- Enhancing our efforts with respect to product stewardship.

If you are interested in our progress toward these goals – or are looking for ways to track your own community's sustainability journey – I would encourage you to take a moment to review this Report. And if you have any questions about TELUS' presence in your municipality, please don't hesitate to contact our local General Manager, Steve Jenkins, at (250) 861-2566 or [steve.jenkins@telus.com](mailto:steve.jenkins@telus.com).

Warm regards,

Maureen

**Maureen Kirkbride**

Director-Government Relations, TELUS  
2nd Floor-768 Seymour Street  
Vancouver, BC V6B 3K9

Phone: 604 697-8060 (o); 604 219-8014 (c)  
Email: [maureen.kirkbride@telus.com](mailto:maureen.kirkbride@telus.com)



**Rotary Club of Summerland  
Giants Head Grind –  
Christopher Walker Memorial Race  
May 16, 2015**



*Conrad  
aguirre*  
6.

Dear Mayor Peter Waterman and Summerland City Council,

The 2015 Giants Head Grind was an overwhelming success, and none of that would have been possible without the support and assistance from people, such as you, who generously contributed to the event.

On behalf of all of us who had a dream for an event that would bring awareness and funds to attack the serious topic of Colorectal Cancer we want to say a sincerely heartfelt "thank you" for your participation and support.

2014 was just the beginning – and what a great start it was with over 360 participants raising just over \$40,000. This year we saw the Giants Head Grind grow to over 400 participants, and we anticipate that once the final numbers are calculated, we will have reached our fundraising goal of \$50,000. Next year we hope to repeat and even improve on the 2015 race as we continue our fight against this dreadful disease through awareness, education, early testing, and diagnostics.

We hope you will consider joining us again in 2016 if you are able, as either a volunteer or participant. The race next year is Saturday May 21<sup>st</sup>, 2016 and we are looking forward to another very memorable occasion.

Kind Regards,

**Ellen Walker-Matthews**  
Giants Head Grind Race  
Chair and Rotarian

**Tom Matthews**

Giants Head Grind – Christopher Walker Memorial Race  
[www.giantsheadgrind.com](http://www.giantsheadgrind.com)  
#giantsheadgrind  
[info@giantsheadgrind](mailto:info@giantsheadgrind)





Royal  
Canadian  
Mounted  
Police

Gendarmerie  
royale  
du  
Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Unclassified

May 12, 2015

Tom Day  
Chief Administrative Officer  
District of Summerland  
13211 Henry Ave., P.O. Box 159  
Summerland, BC V0H 1Z0

RECEIVED  
MAY 19 2015  
District of Summerland

Your File Votre

Our File Notre  
E753-27-4

Dear Mr. Day:

**Re: Municipal Contract Policing Multi-Year Plan – (2016/17)**

In keeping with the *Municipal Police Service Agreement* of 2012, we are communicating with our Municipal Partners to establish projections of our human and financial resource needs in 2016/17.

We are asking that you meet with your Detachment Commander to discuss the police service needs of the community and the related human and financial resource requirements.

For this 5 year plan cycle, we have included the items listed in the attached schedule prepared by the Local Government Contract Management Committee (see Appendix A). It should be noted that this document will be updated as changes become known and is current as of May 7, 2015.

Many of these initiatives have been discussed at different meetings/forums such as the Government Finance Officers Association of BC's (GFOABC) annual budget meetings, Lower Mainland CAO/PPC meetings, and local presentations before Mayor and Council. The next GFOABC meeting is on May 28, 2015 in Penticton, BC. We hope to see you or your representative there. If you have questions, or would like a custom presentation on your 5 year municipal plan, please contact Brad Lanthier, Senior Financial Manager, at 778-290-2705.

Attached for your information are:

- a. Our five year budget for your RCMP Municipal Policing costs. This is a detailed listing of actual costs for fiscal year 2013/14, pre-final costs for 2014/15, a revised estimate for the current year (2015/16) and budget estimates for 2017 – 2021 inclusive (see schedules 1, 2 and 3 for 2016/17).
- b. Five year budget for Division Administration Costs (schedule 4);

c. 2014/15 Per Capita Analysis (schedule 5) and

d. Sample Response Letter (schedule 6)

A number of items remain under discussion between the Provincial and Federal Governments, including:

Division Administration costs associated to Green Timbers: While this item is currently still under discussion, the provisional amount of \$900 per member has been included in the Division Administration estimate.

Severance Liquidation: As of April 1, 2012, severance no longer accumulates for members who resign or retire, but will continue to accrue for lay-off, death, and disability. For budgeting purposes, an estimated amount of \$1,023 per full time equivalent (FTE) has been included. The payment amount and schedule for severance liquidation is currently being discussed between the Provincial and Federal Governments.

In addition, the RCMP's most recent salary agreement expired on December 31, 2014. An estimated pay increase of 2.5% per year has been included in the five year budget for RCMP members. An estimated pay increase of 0.5% per year has been included for federal public servants. These increases are reflected from 2016/17 onwards. This information is based on the best estimates currently available. The included pay raise amounts are not based on final negotiations and do not necessarily represent amounts requested or proposed. Once new agreements are reached, retroactive payments may be made in the 2015/16 fiscal year. A provision for this has not been included, but this does not preclude a municipality from setting aside contingencies for this possibility. (A sample scenario is attached in Appendix B.)

We recognize that your calendar year Budget Cycles are not synchronized with the Government of Canada's fiscal year, however, we are requesting that you provide information earlier than the Municipal Budget Cycle normally requires. This is to ensure that the Federal Treasury Board can secure their share of the Municipal Contract costs within the federal budget cycle time lines.

Please submit a "Letter of Approval in Principle" by **June 12, 2015**. The letter should address all increases for fiscal year 2016/17, including:

- Proposed establishment increase in regular and/or civilian members;
- Estimated Municipal Policing Budget at 100% costs;
- If applicable, estimates for Integrated Units, RTIC and Accommodation at 100% costs; and
- If applicable, approval in principle and basis of payments for any equipment costing \$150,000 or more per item.

We would like to emphasize that this "Letter of Approval in Principle" is for **planning purposes only** to address the Federal Government's Annual Reference Level Update

(ARLU) process. It is not a final commitment on your part for the additional personnel or for the increased financial budget indicated. A copy of a sample response is provided for your reference (schedule 6).

**First Reply Letter:**

**Approval in Principle Letter for 2016/17**

**Due: June 12, 2015**

A) Please address the letter to:

Mr. Clayton Pecknold  
**Assistant Deputy Minister and Director of Police Services**  
Ministry of Justice  
P.O. Box 9285 Stn Prov Govt.  
Victoria, BC V8W 9J7

B) Please forward a copy to the RCMP addressed to:

Mr. Max Xiao  
**Regional Director of Finance, RCMP "E" Division**  
Mailstop #908, 14200 Green Timbers Way  
Surrey, BC Canada V3T 6P3

**Second Reply Letter:**

**Final Confirmation Letter for 2016/17**

**Due: May 2, 2016**

By **May 2, 2016**, please forward a second letter to confirm the 2016/17 budget to:

**A) Assistant Deputy Minister and Director of Police Services**

**B) Regional Director of Finance, RCMP "E" Division**

**Third Reply Letter: Annex A Letter**

**Due on: Establishment Change**

When you decide to change human resources (establishment changes) to your detachment strength, please be advised that a third letter is required that outlines your request.

A) Please address the letter to:

The Honourable Suzanne Anton, Q.C.  
**Minister of Justice and Attorney General**  
Ministry of Justice  
P.O. Box 9044 Stn Prov Gov't.  
Victoria, BC V8W 9J7

B) Please forward a copy of the letter to:

**a) Regional Director of Finance, RCMP "E" Division**

**b) C/Supt. Frank Smart, District Commander, Southeast District**

If you have any questions regarding your municipal budget or your contractual obligations, please contact Bradley Lanthier, Sr. Manager Contract Policing at 778-290-2705.

Yours truly,



Robert H. Jorssen  
Executive Director,  
Corporate Management & Comptrollership Branch  
Royal Canadian Mounted Police, Pacific Region  
Mailstop # 906, 14200 Green Timbers Way  
Surrey, BC Canada V3T 6P3

Cc: Mayor Peter Waterman, District of Summerland  
C/Supt. Frank Smart, District Commander, Southeast District  
NCO i/c Summerland Detachment  
Max Xiao, Regional Director of Finance, RCMP "E" Division



RCMP E Division  
Finance Section, Mailstop #908  
14200 Green Timbers Way  
Surrey, BC Canada V3T 6P3



**List of Potential RCMP Policing Costs to RCMP "E" Division Municipalities  
As at May 7, 2015**

Item	Estimated Annual Incremental Cost/Savings per FTE OR per Item @100%	Notes/Status	Included in 5-year Plan?
Severance Liquidation	\$0	Status: Ongoing negotiations between Province and Canada. Federal initiative - termination of RCMP members' entitlement to accumulate Severance Pay for voluntary resignations and retirements as of March 31, 2012. MYP shows \$1,000/FTE per year, however, the latest figure for billing was \$1,023/FTE (slightly less than historical per year cost), with the assumption that total cost can be amortized over 20 years. In other words, Severance savings are not significant in the 1st 20 yrs but will yield approx. \$1K savings per member after Severance payout is concluded from Year 21 onward.	Yes.
Green Timbers - Div. Admin.	\$600	Status: Ongoing negotiations between Province and Canada - Div. Admin. impact to all RCMP municipalities. Based on the latest RCMP estimate, incremental cost is \$900/FTE less \$300/FTE prior to move = \$600/FTE.	Yes.
Green Timbers - LMD Integrated Teams' Occupancy (only applicable to LMD Integrated Teams' participating agencies)	\$9,400	Status: Ongoing negotiation between Province and Canada - impact on LMD Integrated Teams for occupying space in Green Timbers. Based on the latest RCMP estimate, incremental cost = \$15,000/FTE less \$5,600/FTE prior to move = \$9,400/FTE.	Yes.
Cadet Training/Recruiting	\$512	Status: Under Directed Review by external consultant. Current cost is \$3,500/FTE for 3 years from 2012/13 to 2014/15. 2015/16 rate of \$2,944/FTE for Cadet Training and \$1,068/FTE (April 2015 revised to \$1,024) for recruiting per 2014/15 Municipal 5 Year Plan. Estimated incremental cost = \$4,012/FTE (\$2,944 plus \$1,068) less \$3,500/FTE = \$512/FTE was included in the 5-year plan.	Yes. Next 5-year plan will have updated rates.
Police Dogs Service Training (only applicable to Municipalities with dogs)	\$27,624	Status: Under review by CMC's National Programs Standing Committee. 2015/16 rate is \$27,624/team per 2014/15 Municipal 5 Year Plan. A more recent National Programs MYP says the cost will be \$32K/team - upon examination by the Standing Committee, the per team cost is now projected at \$28,601 for 2015/16.	Yes. Next 5-year plan will have updated rates.
RCMP Members' Pay Increase		Compensation package expired Dec. 31, 2014; MYP placeholder of 2.5% per year pay raise. RCMP "E" Division will provide cost impact estimate when the new rates are settled.	Yes. Estimate of 2.5% per year included.
RCMP PSEs' Pay Increase (impact mainly through Div. Admin.)		Majority of PSEs are PSAC (Public Service Alliance of Canada) union members; collective agreement expired June 20, 2014. Impact to majority of RCMP municipalities on Div. Admin. Additional impact to munis that have PSEs. RCMP "E" Division will provide cost impact estimate when the new contract is settled.	Yes. Estimate of 0.5% per year included.
Pension Rate Increase		Pension Panel recommendation: Increase from 20.23% effective April 1, 2014 to 22.7% effective April 1, 2015 - cost impact estimate has been included in each individual municipality's MYP.	Yes.
Shared Services Canada		Includes telephones, pagers, computer comm., comm. equip. rentals - should equal what munis have been paying all along. Some costs are shifted from Div. Admin. to SSC ("E" Div. staff transferred to SSC). In the long run, it should generate savings through efficiencies, but effect is unknown at this time.	Yes. \$721 per FTE. Next year plan will have updated rates.

Item	Estimated Annual Incremental Cost/Savings per FTE OR per Item @100%	Notes/Status	Included in 5-year Plan?
Other Consolidated Services - internal within RCMP (already in place)		Accounting Ops and Members' Compensation Service centralized in 2012/13 in RCMP NHQ (Ottawa); have been charged within Div. Admin. based on 2011/12 Actuals. Act'g Ops' new rate of \$339.77 per FTE projected by RCMP NHQ for 2014/15, reduced to \$334.60 and \$326.51, and, Members' Compensation Service \$392.60 per FTE for 2014/15, reduced to \$376.44 and \$344.32 respectively, for the following 2 years. PTs have yet to agree to start paying actual vs. the 2011/12 rate. Impact should be zero or very minimal as contract partners have been paying for this service through Div. Admin. Employee Assistance Services (eff. April 1, 2013 all RCMP members & PSEs are supported by Health Canada; RCMP in-house program discontinued) is projected at \$42.80/FTE for 2014/15 and 2015/16 and, reduced to \$42.38 for 2016/17, and, NCO Promotions (centralized in Surrey in 2012/13) \$103.29/FTE for 2014/15, \$114.65 for 2015/16 and \$113.59 for 2016/17. PTs are looking for Div. Admin. offsets; it is not clear what the incremental costs are for these 2 programs.	Yes. Next 5-year plan will have updated rates.
Other Consolidated Services - internal within RCMP (pending action)		Disability Management Program (DMP) - modernized approach that will build on best practices including early intervention, case management and return-to-work planning. RCMP NHQ provided a projected per FTE cost of \$91.17 for 2015/16 and \$208.12 for 2016/17 to be included in the Div. Admin. rate, upon implementation. Awaiting details re: crosswalk of positions from the existing Return to Work Coordinators (RTWC) program (i.e. if any of the existing RTWC positions may be rolled over to DMP) and, RCMP is still exploring possibility of centralization in a few different locations cross jurisdictions which means the per FTE cost can be jurisdictional vs national. Subject to further discussions/approval by CMC; tentative implementation April 1, 2016. Meanwhile, RCMP NHQ indicated that this cost is a new cost with the assumption that no existing FTEs will be assigned to this Program, therefore, total cost = incremental cost. On the other hand, this Program is also included under Health Modernization Savings possibly because of the potential savings on OT, as members returning to work sooner.	No.
Other Consolidated Services - external (already in place)		PSEs' Compensation Service centralized in Miramichi, NB in Sept. 2013; have been charged within Div. Admin. based on 2011/12 Actuals. New rate of \$610.48/FTE for 2014/15, \$568.29 and \$492.70 respectively, for the following 2 years. Same as other Consolidated Services, PTs are looking for Div. Admin. offsets and it is not clear at this time what the incremental cost is for this service.	Yes. Next 5-year plan will have updated rates.
PRTC New Firing Range O&M Costs		Better training facilities for RCMP Members and, improved noise level for residents in vicinity. CBSA will also be using facility and sharing costs. Municipalities are not responsible for capital costs, O&M costs are expected to rise but most likely insignificant.	Insignificant and would be included in the training budget.
Soft Body Armour (SBA)		Status: Implementation of a new external SBA carrier. The 1st order arrived in June 2014 and was distributed to Members who were trained in patrol carbine. The larger order being finalized and will likely arrive by spring 2015. Pending cost estimate from RCMP NHQ.	No. Cost estimates are not available.
<b>Potential Costs in the more distant future (most cost impacts are unknown at this time):</b>			
Bluetooth in Police Cars	\$600	Status: Installation of Bluetooth (hands free) devices to comply with applicable provincial legislation.	No.
In car Video System (ICVS)	\$4,300+	Status: Continued research, and pending Privacy Impact Assessment. Possible added costs associated with mgmt. and retention of info.; \$4,300 is estimated cost of ICVS per police vehicle, exclusive of "back office solution" cost for data storage.	No.
Body Worn Video (BWV)		Status: Exploratory stage. Per CMC Tracking Matrix - eff. Sept 2014, 1 troop at Depot was equipped with BWV to wear during scenarios and some Police Defensive Tactics classes. Cost projections not yet available; ongoing work to identify possible storage solution, if BWV is implemented. Privacy Impact Assessment may be completed in 2015.	No.

Item	Estimated Annual Incremental Cost/Savings per FTE OR per Item @ 100%	Notes/Status	Included in 5-year Plan?
Relocation Procurement		Status: Exploratory stage. Per CMC Tracking Matrix - replacing the current 3rd party service provider with RCMP in-house service, and, Members' relocation benefits are also part of this review. Cost impact/savings mainly through Consolidated Services - Accounting Ops (in-house service), and on members' transfers/relocations within "E" Division.	No.
Travel Directive		Status: Ongoing monitoring of cost impact. CMC Tracking Matrix shows estimated \$600K per year with no cost breakdown by Division. This issue arose as a result of numerous grievances to pay retroactively to 2011-12-05, for private non-commercial accommodation allowance (\$50/night) to members on travel status in isolated locations who reside in Crown-owned dwelling akin to a private place of residence.	No.
eMCM - Major Case Mgmt. Software Update		Status: Planning stage - pending business case on most viable/cost effective solution. This system replaces the current E&R (Evidence and Reporting) System; new system may require additional staff for data input.	No.
<b>Savings:</b>			
Savings from Efficiencies Reviews		Under review by RCMP and CMC PT reps. Other savings shown in RCMP's presentation decks that are not already included in other areas in this Table: Operational Clothing Allowance (OCA; formerly Plain Clothes and Keep Upkeep) eff. Apr 1, 2013, Civilianization, IM/IT Mgmt., AFD Streamlining, Fleet Mgmt., Re-engineering of Procurement, Disability Mgmt. Program (potential earlier return to work; reduction of OT etc.), Travel, OT, maternal/parental leave backfill. Some estimated cost savings are shown with no breakdowns by jurisdiction/business line.	Yes. Ongoing savings reflected.
Health Modernization Savings	(\$1,755) for FY 2013/14	Basic healthcare of RCMP Regular Members now delivered by MSP. RCMP Cost Savings Measures Implementation Update presentation deck also shows savings in Supplemental Health Care. MYP shows \$1,500/FTE savings in 2013/14 and, \$500/FTE in 2014/15. RCMP "E" Div.'s latest analysis shows actual savings of 2013/14 was \$1,755/FTE.	Yes.

**Other Potential Costs/Savings:**

**Conversion of Civilian Members:** Bill C-42 is set to move RCMP Civilian Members (CMs) to Public Service Employees (PSEs). Some Indirect Costs such as Div. Admin. are currently allocated on a formula basis including regular and civilian members in the calculation. In addition, municipalities that have CMs will be paying for the converted CMs (deemed PSEs) @ 100%. PT's are currently working with PSC to find an acceptable (cost neutral) way of allocating these costs.

In addition, the *Economic Action Plan 2014 Act, No. 2* received Royal Assent in Dec. 2014. This included proposed changes to the public service pension plan in order to accommodate civilian members who will be deemed as public service employees. Division 31 of this Act allows the transfers of pensionable service from the *RCMP Superannuation Act* to the *Public Service Superannuation Act* - deemed date has yet to be determined. Currently RCMP is showing a small potential savings of \$325K (@ 100%) in total for "E" Div. municipalities due to the lower employer's pension contribution rate for PSEs. However, net savings cannot be ascertained until the Pension Panel examines the impact of the pension transfer and re-assesses the employer's pension contribution rate for RCMP Regular Members.

No. Treatment not yet finalized. Next 5-year plan will include salaries of deemed PSEs.

No. Not yet determined.

## Appendix B

### **Pay Raise Scenario**

The following estimates are based on the assumption of a 2.5% pay raise per year and are provided for planning purposes.

#### **Retro pay from January 1, 2015 to March 31, 2015:**

$$2.5\% * 84,000 * 0.25 = \$525 \text{ per member}$$

#### **The 2015/16 budget was based on a 1.5% pay raise. Impact of a 2.5% raise in 2015/16:**

$$1\% * 84,000 = \$840 \text{ per member}$$

#### **If the pay raise is not settled in 2015/16, the potential retro pay based on 2.5% raise in 2016/17:**

\$525 per member for final quarter of 2014/15

$$\$84,000 * 2.5\% = \$2,100 \text{ per member for 2015/16}$$

$$\$84,000 * 2.5\% * .25 = \$525 \text{ per member for January 2016 raise}$$

Total: \$3,150 per member retro in 2016/17

Note: Examples are based on the top rate of pay for a Constable

<b>Summerland</b>	
<b>FISCAL YEAR 2016 - 2017</b>	

Municipal  
Cost

<b>Contract Strength - FTE</b>	<b>9.00</b>
<b>Per Capita 100%</b>	<b>\$ 168,620</b>
<b>Contract Cost ( Excludes OT)</b>	<b>\$ 1,517,580</b>
<b>Overtime (includes Reservists)</b>	<b>\$ 129,190</b>
<b>Total Policing Cost 100% Per Capita &amp; Overtime</b>	<b>\$ 1,646,770</b>
<b>Total Policing Cost 70% Per Capita &amp; Overtime</b>	<b>\$ 1,152,739</b>
<b>Accommodation Estimate @ 100%</b>	<b>\$ -</b>
<b>Public Service Support Staff Estimate @ 100%</b>	<b>\$ -</b>
<b>Total Municipal Cost for 2016/17</b>	<b>\$ 1,152,739</b>



Total of All Detachments 2015-16 to 2019-20 Fiscal Estimates	MuniUnder 13/14 Final 423.95	MuniUnder 14/15 Pre Final 436.95	MuniUnder 15/16 Budget 440.95	MuniUnder 16/17 Estimates 443.95	MuniUnder 17/18 Estimates 450.95	MuniUnder 18/19 Estimates 458.95	MuniUnder 19/20 Estimates 459.95	MuniUnder 20/21 Estimates 464.95
CONTRACT STRENGTH UTILIZATION	387.64	388.29	440.95	443.95	450.95	458.95	459.95	464.95
COST ELEMENT GROUP (CEG)								
<b>STANDARD OBJ. 01 - PERSONNEL</b>								
CEG 10 - REGULAR PAY P/S	669,947	931,956	-	-	-	-	-	-
CEG 11 - OVERTIME P/S	4,045	14,258	-	-	-	-	-	-
CEG 13 - STUDENT PROGRAMS	-	-	-	-	-	-	-	-
CEG 14 - PAY P/S OTHER	17,183	7,387	-	-	-	-	-	-
CEG 20 - TEMP. CIVILIAN EMPLOYEES	96,272	40,665	65,327	65,500	67,636	69,828	92,074	94,376
CEG 21 - GUARDS & MATRONS	-	-	-	-	-	-	-	-
CEG 22 - INTELLIGENCE MONITORS	1,160	-	-	-	-	-	-	-
RCMP PAY CEG 30								
CE 500110 - REGULAR PAY	31,493,245	31,793,004	37,604,498	39,328,933	40,969,330	42,729,595	43,889,915	45,477,310
CE 500114 - SERVICE PAY	755,886	745,812	780,000	785,000	804,625	824,741	845,359	866,493
CE 500121 - PLAINCLOTHES	(469)	464	-	-	-	-	-	-
CE 500122 - KIT UPKEEP	43	-	-	-	-	-	-	-
CE 500163 - MARKET ADJUSTMENT	-	-	-	-	-	-	-	-
CE 500164 - SENIOR CST ALLOWANCE	316,672	461,078	370,000	420,250	430,756	441,525	452,563	463,877
CE 501198 - BILINGUAL BONUS	279	1,664	2,400	-	2,400	2,400	2,401	2,401
ALL OTHER CE's CEG 30	158,050	120,297	85,065	86,442	88,933	91,688	93,097	95,362
CEG 30 - TOTAL RCMP PAY	32,723,705	33,122,319	38,841,963	40,620,625	42,296,044	44,089,949	45,283,336	46,905,444
CEG 31 - OVERTIME - MEMBERS	2,076,764	2,858,893	3,181,470	3,276,403	3,377,742	3,494,199	3,581,460	3,686,070
CEG 32 - PAY - MEMBERS (POLICY CONTROLLED)	766,038	339,055	-	-	-	-	-	-
CEG 33 - RCMP PAY - OTHER								
CE 500112 - RETROACTIVE PAY	14,421	-	-	-	-	-	-	-
CE 500117 - SHIFT DIFFERENTIAL	713,125	639,429	700,000	649,673	669,163	689,238	709,915	731,213
CE 500119 - PERFORMANCE AWARD	-	-	-	-	-	-	-	-
CE 501127 - RETRO PAY - PRIOR YEAR	-	-	-	-	-	-	-	-
ALL OTHER CE's CEG 33	140,091	85,380	95,857	81,476	83,921	86,438	89,031	91,702
CEG 33 - RCMP PAY - OTHER	867,638	724,809	795,857	731,149	753,084	775,676	796,947	822,915
CEG 40 - TRANSFER ALLOWANCES - INTRA	239,435	299,331	-	-	-	-	-	-
CEG 41 - TRANSFER ALLOWANCES - INTER	24,511	54,534	-	-	-	-	-	-
CEG 45 - PERSONNEL - OPERATIONAL CONTINGENCY	-	-	-	-	-	-	-	-
TOTAL STANDARD OBJ. 01 - PERSONNEL	38,593,184	38,414,291	42,904,617	44,715,677	46,514,508	48,449,603	49,755,836	51,508,805
<b>STANDARD OBJ. 02 - TRANSPORT &amp; TELECOM</b>								
CEG 50 - TRAVEL	237,869	238,803	340,000	300,000	309,000	318,270	327,819	337,653
CEG 51 - TRAVEL ADVANCES	-	-	-	-	-	-	-	-
CEG 52 - TRAINING TRAVEL (DCCEG)	378,752	360,824	432,100	409,122	423,428	436,233	453,558	469,415
CEG 53 - TRAINING TRAVEL (POST)	95,751	65,666	95,000	96,425	99,318	102,297	105,368	108,527
CEG 54 - IPA & FSD TRAVEL	2,040	-	-	-	-	-	-	-
CEG 55 - CENTRALIZED TRAINING TRAVEL	756	-	-	-	-	-	-	-
CEG 60-66 TRANSFER COSTS	1,257,183	1,917,371	-	-	-	-	-	-
CEG 70 - FREIGHT, POSTAGE, ETC.	95,105	91,545	96,425	97,871	100,809	103,832	106,947	110,155
CEG 100 - TELEPHONE SERVICES (DCCEG)	409	-	-	-	-	-	-	-
CEG 101 - TELEPHONE SERVICES (POST)	38	-	-	-	-	-	-	-
CEG 140 - COMPUTER COMM SERVICES	-	-	-	-	-	-	-	-
TOTAL STANDARD OBJ. 02 - TRANSPORT & TELECOM	2,067,898	2,674,089	963,525	903,418	932,553	962,632	993,697	1,025,760
<b>STANDARD OBJ. 03 - INFORMATION</b>								
CEG 120 - ADVERTISING	1,262	1,969	2,250	2,284	2,362	2,423	2,498	2,570
CEG 130 - PUBLICATIONS SERVICES	2,514	2,590	2,750	2,791	2,875	2,961	3,050	3,142
TOTAL STANDARD OBJ. 03 - INFORMATION	3,776	4,559	5,000	5,075	5,237	5,384	5,548	5,712
<b>STANDARD OBJ. 04 - PROF &amp; SPEC SVCS</b>								
CEG 160 - LEGAL SERVICES	181,896	151,362	-	-	-	-	-	-
CEG 170 - CONTRACTED SERVICES	447,168	407,206	-	-	-	-	-	-
CEG 173 - CONTRACTED SERVICES	-	652	-	-	-	-	-	-
CEG 190 - TRAINING & SEMINARS (DCCEG)	568,394	503,460	508,200	536,504	555,250	574,652	594,731	615,513
CEG 191 - TRAINING & SEMINARS (POST)	22,547	12,397	25,375	25,758	26,528	27,324	28,144	28,988
CEG 192 - OFFICIAL LANGUAGE TRAINING	-	-	-	-	-	-	-	-
CEG 200 - HEALTH SERVICES MEMBERS	-	278	-	-	-	-	-	-
CEG 201 - HEALTH SERVICES - OTHERS	-	-	-	-	-	-	-	-
CEG 202 - HEALTH SERVICES - PRISONERS	-	-	-	-	-	-	-	-
CEG 210 - PROTECTION SERVICES	-	-	-	-	-	-	-	-
CEG 213 - CORPS OF COMMISSIONAIRES	-	-	-	-	-	-	-	-
CEG 218 - CONTAMINATED SITES	-	2,531	-	-	-	-	-	-
CEG 219 - PROFESSIONAL SERVICES	286,510	309,196	370,000	372,900	384,087	395,610	407,478	419,702
CEG 220 - OTHER SERVICES	23,781	25,133	35,525	36,058	37,140	38,254	39,401	40,583
CEG 221 - OTHER SERVICES IM/IT	208,779	116,751	139,243	133,000	127,630	127,765	127,903	128,103
CEG 223 - RADIO COMMUNICATION SYSTEMS	508,871	536,837	780,180	700,176	705,766	711,495	717,366	723,285,45
CEG 228 - CADIC SPENDING OF PROCEEDS	-	-	-	-	-	-	-	-
CEG 229 - CADIC ALLOCATED (Credit Item)	(51,063)	(34,748)	-	-	-	-	-	-
CEG 230 - DIV FUND TRANSFER	-	-	-	-	-	-	-	-
CEG 231 - DCM FUND TRANSFER	-	-	-	-	-	-	-	-
CEG 232 - O&M OPERATIONAL CONTINGENCY	-	-	-	-	-	-	-	-
CEG 233 - CORPORATE CONTINGENCY	-	-	-	-	-	-	-	-
TOTAL STANDARD OBJ. 04 - PROF & SPEC SVCS	2,196,882	2,031,045	1,858,523	1,804,384	1,836,401	1,875,109	1,916,023	1,956,175



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<b>CONTRACT STRENGTH UTILIZATION</b>								
<b>COST ELEMENT GROUP (CEG)</b>								
<b>STANDARD OBJ. 05 - RENTALS</b>								
CEG 240 - RENTAL LAND, BLDG & WORKS (DCCEG)	4,072	3,815	-	-	-	-	-	-
CEG 241 - RENTAL LAND, BLDG & WORKS (POST)	4,908	3,185	15,000	15,225	15,682	16,152	16,637	17,136
CEG 250 - RENTAL COMMS EQUIP (DCCEG)	-	-	67,980	70,019	72,120	74,284	76,512	78,652
CEG 251 - RENTAL COMMS, EQUIP (POST)	-	-	-	-	-	-	-	-
CEG 258 - RENTAL MOTORIZED VEHICLES	5,508	3,167	10,000	10,150	10,455	10,768	11,091	11,424
CEG 260 - RENTAL OF CONVEYANCE	5,925	-	-	-	-	-	-	-
CEG 261 - LEASING OF AIRCRAFT	-	-	-	-	-	-	-	-
CEG 265 - LEASED VEHICLES	-	-	-	-	-	-	-	-
CEG 280 - RENTAL COMPUTER EQUIP	-	4,436	-	6,544	6,843	7,048	7,260	7,478
CEG 290 - RENTAL - OTHER	30,844	33,555	60,000	42,900	44,187	45,513	46,878	48,284
<b>TOTAL STANDARD OBJ. 05 - RENTALS</b>	<b>51,055</b>	<b>48,157</b>	<b>152,980</b>	<b>144,838</b>	<b>149,285</b>	<b>153,765</b>	<b>158,378</b>	<b>160,834</b>
<b>STANDARD OBJ. 06 - PUR, REPAIR &amp; MAINTENANCE</b>								
CEG 310 - REPAIR OF BUILDINGS & WORKS	186,764	180,865	-	-	-	-	-	-
CEG 311 - REPAIR OF BUILDINGS & WORKS (POST)	941	1,856	-	-	-	-	-	-
CEG 350 - REPAIR SHIPS & BOATS	-	-	-	-	-	-	-	-
CEG 360 - REPAIR OF AIRCRAFT	-	-	-	-	-	-	-	-
CEG 370 - REPAIR OF VEHICLES	513,208	576,351	600,000	609,000	627,270	646,098	665,471	685,435
CEG 380 - REPAIR OF OFFICE & LAB EQUIP	4,159	1,151	10,000	10,150	10,455	10,768	11,091	11,424
CEG 390 - REPAIR OF MISC. EQUIP.	7,820	45,463	20,000	20,300	20,909	21,536	22,182	22,848
CEG 392 - REPAIR OF AFIS EQUIPMENT	-	-	-	-	-	-	-	-
CEG 393 - REPAIR OF EDP EQUIPMENT	-	3,280	-	-	-	-	-	-
<b>TOTAL STANDARD OBJ. 06 - PUR, REPAIR &amp; MAINTENANCE</b>	<b>712,893</b>	<b>808,967</b>	<b>630,000</b>	<b>639,450</b>	<b>658,634</b>	<b>678,393</b>	<b>698,744</b>	<b>719,707</b>
<b>STANDARD OBJ. 07 - UTILITIES, MATERIAL &amp; SUPPLIES</b>								
CEG 400 - UTILITIES	123,283	149,839	-	-	-	-	-	-
CEG 430 - FUEL	1,076,224	1,036,424	1,480,000	1,450,000	1,493,500	1,539,305	1,584,454	1,631,988
CEG 470 - PHOTOGRAPHIC GOODS	6,109	6,370	20,000	20,100	20,703	21,324	21,964	22,623
CEG 500 - STATIONERY	169,804	169,951	210,000	211,000	217,330	223,850	230,555	237,482
CEG 510 - CLOTHING & KIT	180,655	183,732	182,700	194,000	199,820	205,815	211,969	218,349
CEG 530 LAB SUPPLIES	197	240	1,000	1,015	1,045	1,077	1,109	1,142
CEG 540 - POST BUDGET EXPENDITURES	213,231	144,181	280,000	258,000	265,740	273,712	281,924	290,381
CEG 541 - ACQUISITION CREDIT CARDS	-	-	-	-	-	-	-	-
CEG 550 - HOUSE FURNISHINGS	-	-	-	-	-	-	-	-
CEG 630 - MESS PURCHASES	-	-	-	-	-	-	-	-
CEG 640 - MESS CREDITS	-	-	-	-	-	-	-	-
<b>TOTAL STANDARD OBJ. 07 - UTILITIES, MATERIAL &amp; SUPPLIES</b>	<b>1,769,563</b>	<b>1,690,746</b>	<b>2,173,700</b>	<b>2,134,115</b>	<b>2,198,138</b>	<b>2,264,083</b>	<b>2,332,005</b>	<b>2,401,955</b>
<b>TOTAL STANDARD OBJ. 08 - CONSTRUCTION/ACQ. OF BLDG &amp; WORK</b>								
<b>STANDARD OBJ. 09 - MACHINERY &amp; EQUIPMENT</b>								
CEG 440 - TRANSPORT SUPPLIES	27,505	45,474	40,000	48,000	49,440	50,923	52,451	54,024
CEG 441 - VEHICLE CHANGEOVERS	259,903	274,152	310,590	315,249	324,706	324,706	334,448	334,448
CEG 450 - COMMS PARTS & CONSUMABLES	63,516	34,756	40,250	40,300	40,350	40,400	40,450	40,500
CEG 480 - FIREARMS & AMMO	50,387	134,182	125,000	126,875	130,581	134,602	138,640	142,799
CEG 770 - COMMS. SYSTEMS (CAPITAL)	206,605	209,030	205,100	227,541	233,978	240,997	248,226.91	255,674
CEG 771 - COMMS. EQUIPMENT	5,706	6,403	7,400	7,674	7,904	8,141	8,385	8,636
CEG 810 - LAB EQUIP.	-	-	-	-	-	-	-	-
CEG 811 - SOFTWARE DEVELOPMENT - NON SALARY (CAPITAL)	-	-	-	-	-	-	-	-
CEG 812 - SOFTWARE DEVELOPMENT - SALARY (CAPITAL)	-	-	-	-	-	-	-	-
CEG 820 - PHOTOGRAPHIC EQUIP.	169	730	3,000	3,045	3,135	3,230	3,327	3,427
CEG 821 - AFIS EQUIPMENT (CAPITAL)	209,619	95,620	116,725	118,476	122,030	125,691	129,462	133,346
CEG 822 - IDENT EQUIP.	-	-	-	-	-	-	-	-
CEG 830 - FURNITURE & FIXTURES	-	-	-	-	-	-	-	-
CEG 840 - COMPUTER EQUIPMENT (CAPITAL)	-	-	-	-	-	-	-	-
CEG 841 - COMPUTER EQUIP.	303,833	195,335	317,400	326,922	336,730	346,832	357,236	357,236
CEG 842 - COMPUTER S/WARE INFORMATICS	20	5,773	-	-	-	-	-	-
CEG 845 - SPECIALIZED EQUIPMENT (CAPITAL)	-	-	-	-	-	-	-	-
CEG 850 - AUDIO VISUAL AIDS	2	66	4,060	4,100	4,223	4,350	4,480	4,615
CEG 860 - INVESTIGATIONAL EQUIP.	46,448	158,793	50,750	55,000	56,650	58,350	60,100	61,903
CEG 870 - SHIPS AND BOATS (CAPITAL)	-	-	-	-	-	-	-	-
CEG 871 - BOATS - TRAILERS & MOTORS	142	-	-	-	-	-	-	-
CEG 880 - AIRCRAFT (CAPITAL)	-	-	-	-	-	-	-	-
CEG 890 - VEHICLES (CAPITAL)	895,450	1,120,274	1,275,000	1,300,000	1,339,000	1,379,170	1,420,545	1,463,161
CEG 891 - MISC. VEHICLES	-	-	-	-	-	-	-	-
CEG 900 - OTHER EQUIP.	10,155	4,820	10,150	10,302	10,611	10,930	11,258	11,595
CEG 910 - OFFICE MACHINES	45,420	28,840	45,875	46,360	47,751	49,183	50,659	52,179
CEG 920 - SECURITY EQUIP.	427,310	63,054	300,000	304,500	313,635	323,044	332,735	342,717
<b>TOTAL STANDARD OBJ. 09 - MACHINERY &amp; EQUIPMENT</b>	<b>2,542,189</b>	<b>2,377,303</b>	<b>2,851,100</b>	<b>2,934,344</b>	<b>3,020,826</b>	<b>3,100,549</b>	<b>3,192,402</b>	<b>3,286,260</b>
<b>STANDARD OBJ. 12 - OTHER SUBSIDIES / PYMTS</b>								
CEG 570 - PRISONER EXPENSES	-	-	-	-	-	-	-	-
CEG 580 - SECRET EXPENSES	47,369	17,981	50,000	50,750	52,273	53,841	55,456	57,120
CEG 581 - SPECIAL "I" EXPENDITURES	-	-	-	-	-	-	-	-
CEG 590 - MISC EXPEND	988	872	3,045	3,091	3,183	3,279	3,377	3,479
CEG 591 - PAYMENTS FOR EARLY PAYMENT	-	-	-	-	-	-	-	-
CEG 592 - PAYMENT IN LIEU OF TAXES	120,025	118,805	-	-	-	-	-	-
CEG 600 - FOREIGN SERVICE	-	-	-	-	-	-	-	-
CEG 620 - EX-GRATIA COMP	662,560	469,008	-	-	-	-	-	-
CEG 650 - WRITE-OFF	-	-	-	-	-	-	-	-
<b>TOTAL STANDARD OBJ. 12 - OTHER SUBSIDIES / PYMTS</b>	<b>1,030,962</b>	<b>606,665</b>	<b>53,045</b>	<b>53,841</b>	<b>55,456</b>	<b>57,120</b>	<b>58,833</b>	<b>60,598</b>
<b>TOTAL DIRECT COSTS (Before Credits &amp; Adjustments)</b>	<b>48,968,401</b>	<b>48,555,837</b>	<b>51,592,490</b>	<b>53,335,162</b>	<b>55,371,029</b>	<b>57,546,627</b>	<b>59,110,455</b>	<b>61,105,807</b>



Total of All Detachments 2015-16 to 2019-20 Fiscal Estimates	MuniUnder 13/14 Final 423.95	MuniUnder 14/15 Pre Final 436.95	MuniUnder 15/16 Budget 440.95	MuniUnder 16/17 Estimates 443.95	MuniUnder 17/18 Estimates 450.95	MuniUnder 18/19 Estimates 458.95	MuniUnder 19/20 Estimates 459.95	MuniUnder 20/21 Estimates 464.95
<b>CONTRACT STRENGTH UTILIZATION</b>	387.64	388.29	440.95	443.95	450.95	458.95	459.95	464.95
<b>COST ELEMENT GROUP (CEG)</b>								
<b>LESS - YEAR TO DATE CREDITS</b>								
S.O. 01 - CEG 32 - Pay Members (Mat/Pat/Severance)	766,038	339,055	-	-	-	-	-	-
S.O. 01 - CEG's 40 & 41 - Transfer Allowances	263,946	353,865	-	-	-	-	-	-
S.O. 02 - CEG's 60-66 Transfer Cost	1,257,180	1,917,371	-	-	-	-	-	-
100% SHARED SERVICES CANADA - (Various CEGs)	446	-	-	-	-	-	-	-
S.O. 04 - CEG 160 - Legal Services	181,896	151,352	-	-	-	-	-	-
S.O. 04 - CEG's 200, 201 & 202 - Health Services	-	278	-	-	-	-	-	-
S.O. 04 - CEG 213 - Corp Of Commissionaires	-	-	-	-	-	-	-	-
S.O. 12 - CEG 592 Payment in Lieu of Taxes	-	-	-	-	-	-	-	-
S.O. 12 - CEG 620 - Compensation Claims/Ex-Gratia	862,580	469,008	-	-	-	-	-	-
ICBC Repairs to Police Vehicles Credit	-	-	-	-	-	-	-	-
Refund of Credits under CE 1691	3,212	4,115	-	-	-	-	-	-
<b>TOTAL CREDITS</b>	<b>3,335,297</b>	<b>3,235,043</b>						
<b>TOTAL DIRECT COSTS (After Credits &amp; Adjustments)</b>	<b>45,632,201</b>	<b>45,420,795</b>	<b>51,592,490</b>	<b>53,336,152</b>	<b>55,371,029</b>	<b>57,546,627</b>	<b>59,110,455</b>	<b>61,105,607</b>
<b>INDIRECT COSTS:</b>								
1) Cost of RM Pensions	5,076,042	6,676,215	8,797,816	9,201,260	9,581,014	9,987,605	10,258,184	10,625,888
2) Cost of RM CPP	920,075	947,086	1,099,019	1,135,069	1,181,791	1,232,827	1,266,399	1,312,168
3) Cost of Employer's Contr. to E.I. for R/M's	418,907	434,300	481,539	521,690	543,165	566,620	582,053	603,091
4) Cost of Division Administration (per cap x avg.# RM's)	6,339,687	8,884,889	10,362,325	10,965,565	11,409,035	11,886,805	12,188,675	12,800,145
5) Cost of Recruitment & Training	1,356,740	1,359,021	1,769,091	1,941,393	2,132,092	2,169,916	2,174,644	2,198,284
6) Cost of National Programs	545,952	586,658	1,118,390	1,122,630	1,141,494	1,162,943	1,167,155	1,181,094
7) Cost of Police Dog Service Training	-	-	8,287	8,336	7,766	7,766	7,766	7,766
8) Cost of TCE & IM for Pension, EI & Div Admin	4,413	1,713	3,534	3,573	3,662	3,753	3,885	4,082
<b>TOTAL INDIRECT COSTS - (REGULAR &amp; CIVILIAN MEMBERS)</b>	<b>16,661,816</b>	<b>18,889,883</b>	<b>23,640,003</b>	<b>24,899,518</b>	<b>26,000,019</b>	<b>27,018,235</b>	<b>27,644,761</b>	<b>28,532,518</b>
<b>TOTAL COSTS (Direct &amp; Indirect) 100%</b>	<b>62,860,172</b>	<b>64,310,677</b>	<b>75,232,492</b>	<b>78,234,667</b>	<b>81,371,049</b>	<b>84,564,862</b>	<b>86,759,216</b>	<b>89,638,325</b>
<b>FEDERAL COST - 30 %</b>	<b>18,858,052</b>	<b>19,293,203</b>	<b>22,569,748</b>	<b>23,470,400</b>	<b>24,411,315</b>	<b>25,369,459</b>	<b>26,027,765</b>	<b>26,891,498</b>
<b>MUNICIPAL COST - 70%</b>	<b>44,002,120</b>	<b>45,017,474</b>	<b>52,662,745</b>	<b>54,764,267</b>	<b>56,959,734</b>	<b>59,195,403</b>	<b>60,731,451</b>	<b>62,746,828</b>
<b>FTE - FULL TIME EQUIVALENTS (Net of adjustments / details listed below)</b>								
RM's/CM's	387.64	388.29	440.95	443.95	450.95	458.95	459.95	464.95
IM'S	0.020000	-	-	-	-	-	-	-
TCE'S	0.040000	-	-	-	-	-	-	-
RESERVISTS	1.060000	0.46	0.94	0.91	0.91	0.91	0.92	0.95
PSE'S	-	-	-	-	-	-	-	-
<b>INDIRECT COSTS - (REGULAR &amp; CIVILIAN MEMBERS)</b>								
1) Pensions (Total Pensionable Earnings)	32,580,502	33,001,558	38,756,898	40,534,183	42,207,111	43,998,261	45,190,238	46,810,081
Pension Rate	15.68%	20.23%	22.70%	22.70%	22.70%	22.70%	22.70%	22.70%
Total Cost of RM/CM Pension....	5,076,042	6,676,215	8,797,816	9,201,260	9,581,014	9,987,605	10,258,184	10,625,888
2) CPP (Pensionable Earnings) based on a Per Capita Cost of....	2,373,53	2,439,11	2,492,39	2,556,75	2,620,67	2,686,19	2,753,34	2,822,17
Total Cost of R/M CPP.....	920,075	947,086	1,099,019	1,135,069	1,181,791	1,232,827	1,266,399	1,312,168
3) Employer's Contr. to E.I. based on a Per Capita Cost of....	1,080.66	1,118.49	1,092.05	1,175.11	1,204.49	1,234.60	1,265.47	1,297.11
Total Cost of R/M E.I. Contributions.....	418,907	434,300	481,539	521,690	543,165	566,620	582,053	603,091
4) Division Administration based on a Per Capita Cost of....	21,514	22,882	23,500	24,700	25,300	25,900	26,500	27,100
Total Cost of Div. Administration.....	6,339,687	8,884,889	10,362,325	10,965,565	11,409,035	11,886,805	12,188,675	12,800,145
5) Cost of Recruitment & Training	3,500	3,500	1,068	1,181	1,279	1,279	1,279	1,279
Per Capita Cost of Recruitment....	-	-	2,944	3,192	3,449	3,449	3,449	3,449
Per Capita Cost of Cadet Training Program. (effec.from 2015/2016)...	-	-	-	-	-	-	-	-
Total Cost of Recruitment & Trng.: (Per Capita times FTE Utilization)	1,356,740	1,359,021	1,769,091	1,941,393	2,132,092	2,169,916	2,174,644	2,198,284
6) Cost of National Programs (See Addendum 'A')	1,408	1,511	2,536	2,529	2,531	2,534	2,538	2,540
Total Cost of National Programs	545,952	586,658	1,118,390	1,122,630	1,141,494	1,162,943	1,167,155	1,181,094
7) Police Dog Svc. Trng. based on a Per Cap. cost of (eff. F.Yr. 2015/16).	-	-	27,624	27,788	25,888	25,888	25,888	25,888
times the Avg. # of Police Dog Teams in F.Y	-	-	0.30	0.30	0.30	0.30	0.30	0.30
Total Cost of PDS.Trng.: (Per cap. times # of PD Teams in F.Y.)	-	-	8,287	8,336	7,766	7,766	7,766	7,766
<b>TOTAL INDIRECT COSTS - (RM's &amp; CM's):</b>	<b>16,657,404</b>	<b>18,888,169</b>	<b>23,636,469</b>	<b>24,895,943</b>	<b>25,996,357</b>	<b>27,014,481</b>	<b>27,644,676</b>	<b>28,528,437</b>
<b>INDIRECT COSTS - TCE's, IM's, RESERVIST's</b>								
a) Cost of TCEs/IMs Pension (Pensionable Items)	2,728	-	-	-	-	-	-	-
the Avg. # of TCE/IM in F.Y....	12.77%	12.70%	12.70%	11.80%	11.80%	11.80%	11.80%	11.80%
Total Cost of TCE/IM Pension....	348	-	-	-	-	-	-	-
b) CPP for TCE/IMs/Res. (Pens. Items) based on a Per cap cost of...	2,373.53	2,439.11	2,492.39	2,556.75	2,620.67	2,686.19	2,753.34	2,822.17
Total Cost of CPP: (Per Capita times FTE Utilization):	2,658	1,122	2,331	2,338	2,396	2,456	2,543	2,671
c) Employer's Contributions to E.I. based on a Per cap. cost of...	1,255.46	1,285.07	1,285.66	1,350.13	1,383.88	1,418.48	1,453.94	1,490.29
Total Cost of E.I. Contrib.: (Per Capita times FTE Utilization):	1,406	591	1,203	1,235	1,297	1,343	1,393	1,411
d) Div. Admin. on TCE's & IM's based on a Per cap. cost of...	21,511	24,700	23,500	24,700	25,300	25,900	26,500	27,100
Total Cost of Div. Admin.: (Per Capita times FTE Utilization):	-	-	-	-	-	-	-	-
<b>B) TOTAL INDIRECT COSTS - (TCE's, IM's &amp; RESERVISTS):</b>	<b>4,413</b>	<b>1,713</b>	<b>3,534</b>	<b>3,573</b>	<b>3,662</b>	<b>3,753</b>	<b>3,885</b>	<b>4,082</b>



Total of All Detachments 2015-16 to 2019-20 Fiscal Estimates	MuniUnder 13/14 Final	MuniUnder 14/15 Pre Final	MuniUnder 15/16 Budget	MuniUnder 16/17 Estimates	MuniUnder 17/18 Estimates	MuniUnder 18/19 Estimates	MuniUnder 19/20 Estimates	MuniUnder 20/21 Estimates
<b>CONTRACT STRENGTH UTILIZATION</b>	423.95	436.95	440.95	443.95	450.95	458.95	459.95	464.95
<b>COST ELEMENT GROUP (CEG)</b>	387.64	388.29	440.95	443.95	450.95	458.95	459.95	464.95
<b>DIRECT COSTS - PSEs (100% DIRECT RECOVERABLE)</b>								
CEG 010 - PAY (Public Service Employees)	869,947	931,956	-	-	-	-	-	-
CEG 011 - Overtime (Public Service Employees)	4,045	14,258	-	-	-	-	-	-
CEG 012 - Allowances (Public Service Employees)	6,456	21,275	-	-	-	-	-	-
CEG 013 - Student Programs (Public Service Employees)	-	-	-	-	-	-	-	-
CEG 014 - Other (Public Service Employees)	17,183	7,387	-	-	-	-	-	-
<b>TOTAL DIRECT COSTS - PSEs (100% DIRECT RECOVERABLE)</b>	<b>897,631</b>	<b>974,876</b>						
<b>INDIRECT COSTS - PSEs (100% Recoverable)</b>								
A) Cost of PS Pensions (pensionable items)	819,894	-	-	-	-	-	-	-
Pension Rate	12.77%	12.70%	12.70%	11.80%	11.80%	11.80%	11.80%	11.80%
Total Cost of PSE's Pension	104,701	-	-	-	-	-	-	-
B) Cost of PS CPP for PSEs as a Per Cap. Cost times the # of PSEs in F.Y.	2,373.53	2,432.00	2,492.39	2,556.75	2,620.67	2,686.19	2,753.34	2,822.17
Total Cost of PSE's CPP	-	-	-	-	-	-	-	-
C) Cost of Employer's Contr. to E.I. & SSC for PSE's as a Per Cap. Cost of... times the # of PSEs in F.Y.	1,223.71	1,254.30	1,285.66	1,350.13	1,383.88	1,418.48	1,453.94	1,490.29
Total Cost of PSE's E.I. Contributions	-	-	-	-	-	-	-	-
<b>TOTAL INDIRECT COSTS - PSEs (100% Recoverable)</b>	<b>104,701</b>							
<b>TOTAL DIRECT &amp; INDIRECT COSTS - PSEs (100% RECOVERABLE)</b>	<b>1,002,331</b>							

<b>TOTAL INDIRECT COSTS:</b>	<b>16,661,816</b>	<b>18,889,683</b>	<b>23,640,003</b>	<b>24,899,516</b>	<b>26,000,019</b>	<b>27,018,235</b>	<b>27,648,761</b>	<b>28,532,518</b>
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<b>ADDENDUM 'A' - National Programs, Other Indirects &amp; Consolidated Services</b>								
<b>NATIONAL PROGRAMS:</b>								
Cadet & Recruit Training (See Indirect Costs Item 5)	-	-	-	-	-	-	-	-
Police Dog Service Training (See Indirect Costs Item 7)	-	-	-	-	-	-	-	-
<b>OTHER INDIRECT COSTS:</b>								
Public Complaints Committee (PCC)	417.42	508.48	508.48	493.53	493.59	493.59	493.59	493.59
Legal Advisory Services	160.67	163.08	165.53	171.57	174.15	176.76	179.41	182.10
Enhanced Reporting & Accountability	118.31	118.31	118.31	119.57	119.57	119.57	119.57	119.57
Estimated Annual Severance	0.00	0.00	1023.00	1023.00	1023.00	1023.00	1024.00	1024.00
<b>CONSOLIDATED SERVICES:</b>								
SSC (Shared Services Canada)	712.00	721.00	721.00	721.00	721.00	721.00	721.00	721.00
<b>Total Cost</b>	<b>1408.40</b>	<b>1510.87</b>	<b>2536.32</b>	<b>2528.73</b>	<b>2531.31</b>	<b>2533.92</b>	<b>2537.57</b>	<b>2540.26</b>

<b>PER CAPITA CALCULATION</b>								
<b>DIRECT COSTS</b>	48,968,401	48,655,837	51,592,490	53,335,152	55,371,029	57,546,627	59,110,455	61,105,807
Less: PS CEG's 10 - 14	897,631	974,876	-	-	-	-	-	-
Less: CEG 21 & CEG 22 (TCE / Reservists)	97,432	40,565	85,327	85,500	87,638	88,828	92,074	94,376
Less: DT CEG 31	2,976,794	2,858,803	3,181,470	3,278,403	3,377,742	3,494,149	3,581,480	3,686,070
Less: Property CEG's	882,253	863,039	-	-	-	-	-	-
Less: Other Adjustments	131,173	63,319	-	-	-	-	-	-
<b>Total Direct Costs for Billing Purpose</b>	<b>43,963,119</b>	<b>43,855,236</b>	<b>48,325,693</b>	<b>49,971,249</b>	<b>51,905,650</b>	<b>53,982,649</b>	<b>55,436,901</b>	<b>57,325,361</b>
<b>Total Indirects for Billing Purposes</b>	<b>16,661,816</b>	<b>18,889,683</b>	<b>23,640,003</b>	<b>24,899,516</b>	<b>26,000,019</b>	<b>27,018,235</b>	<b>27,648,761</b>	<b>28,532,518</b>
Less: TCE, IM, Reservists, PDSTC	4,413	1,713	11,821	11,909	11,428	11,520	11,652	11,848
<b>Total Indirect Costs for Billing Purpose</b>	<b>16,657,404</b>	<b>18,887,969</b>	<b>23,628,181</b>	<b>24,887,607</b>	<b>25,988,581</b>	<b>27,006,715</b>	<b>27,637,110</b>	<b>28,520,670</b>
<b>Total Direct and Indirect Costs for Billing Purpose</b>	<b>60,620,522</b>	<b>62,743,205</b>	<b>71,953,874</b>	<b>74,858,855</b>	<b>77,894,241</b>	<b>80,989,364</b>	<b>83,074,010</b>	<b>85,846,031</b>
<b>CREDITS</b>	<b>3,335,297</b>	<b>3,235,043</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS FOR BILLING PURPOSE</b>	<b>57,285,225</b>	<b>59,508,163</b>	<b>71,953,874</b>	<b>74,858,855</b>	<b>77,894,241</b>	<b>80,989,364</b>	<b>83,074,010</b>	<b>85,846,031</b>
<b>PER CAPITA @ 100%</b>	<b>147,831</b>	<b>153,257</b>	<b>163,180</b>	<b>168,620</b>	<b>172,730</b>	<b>176,420</b>	<b>180,620</b>	<b>184,830</b>
<b>PER CAPITA @ 70%</b>	<b>103,481</b>	<b>107,280</b>	<b>114,226</b>	<b>118,034</b>	<b>120,911</b>	<b>123,494</b>	<b>126,434</b>	<b>129,241</b>

## COLOUR LEGEND

Red = Post Budget CEGs controlled by Unit Commander

Black = Division Controlled CEG (DCEG)

Blue lettering = Standard Object (SO)

Grey = Items not included in Per Capita Calculation

CEG's credited to Direct Costs

**NOTES & ASSUMPTIONS for 2016/17  
Municipal Contracts**

Our terminology for the grouping of General Accounts:

- Cost Element Group (CEG)
- Cost Element (CE)

**NOTES ON DIRECT COSTS**

**CEG 20 & 22 – Temporary Civilian Employees & Casuals and Intelligence Monitors**

Temporary Civilian Employees (TCE's) and Intelligence Monitors (IM's) categories of employees were eliminated effective June 2014. Some of these positions may have become Public Service Employees (PSE). Any amounts for 2015/16 onwards represent estimates for casual or term PSE employees. As per the MPSA, PSEs are billable to municipalities at 100%.

**CEG 30 - RCMP Members Pay**

**CE 110 - Regular Pay**

- 2.50% estimated salary increase for each future year
- The majority of IM costs are included in Member Pay, beginning in 2014/15, instead of IM pay. Indirects will be charged based on FTE equivalent at Member rates.
- The Civilian Member (CM) category of employee will be eliminated, as per Bill C-42. The timing and impacts of this change are uncertain, therefore CMs have been forecasted based on the status quo.

**CEG 221 – Other Services IMIT**

The forecast includes a more accurate method for allocating Central Transcription Unit (CTU) costs. CTU was formed in 2006 to provide 24/7 Helpdesk and Transcription services.

**DIRECT COST DEDUCTIONS**

These are deducted from the Total Direct Cost for each municipality.

Non-billable costs are deducted and covered by the Federal Government:

- CEGs 40 & 41 - Transfer Allowances.
- CEGs 60-66 – Relocation Costs.
- CEG 160 - Legal Services.
- CEG 620 - Claims and Compensation Settlements.

### SCHEDULE 3

These costs are deducted and included in Shared Services Canada (SSC) costs in the Indirect Costs:

- CEG 100 CE 0226 / 0228 / 0230 – Telephone Services.
- CEG 101 – Telephone Services.
- CEG 140 – Computer Communication Services.
- CEG221 CE 2451 – Other Services IMIT.
- CEG 251 – Rental of Communication Equipment.

These costs are deducted and included in the Division Administration Costs in the Indirect Costs:

- CEG 32 – Pay Members (Severance, Maternity and Parental allowances).
- CEGs 200-202 - Health Services.

### INDIRECT COSTS

With the exception of Member Pension, all costs listed below are charged on a per FTE basis for members.

- Member Pension – 22.70% of pensionable cost element items
- Member Canada Pension Plan - \$2,556.75
- Employment Insurance - \$1,175.11
- Division Administration - \$24,700 – (Please refer to attached schedule 4) - Includes an estimate for E Division HQ @ \$900 per FTE
- A separate calculation is listed for EI and CPP with respect to Reservists (if used).
- Temporary Civilian Employees (TCE's) and Intelligence Monitors (IM's) are being phased out and some positions may become Public Service Employees (PSE).
- Other Indirect Costs:
  - Civilian Review and Complaints Commission (formerly PCC) - \$493.59
  - Legal Advisory Services - \$171.57
  - Enhanced Reporting & Accountability - \$119.57
  - Estimated Annual Severance – Based on annual liability - \$1,023
- Shared Services Canada (SSC) - \$721 – SSC provides telecommunication and email services, networks, data centres, and servers to the RCMP.

Training & Recruiting: Forecasted as a national program starting in 2015/16. For 2016/17 rates are estimated at \$3,192 per FTE for the Cadet Training Program and \$1,181 per FTE for recruiting.

Police Dog Service Training: Forecasted as a national program starting 2015/16 based on established PDS teams in each contract jurisdiction. For 2016/17, the cost is estimated at \$27,788 per PDS team. For Lower Mainland District municipalities, this cost will be included in the Integrated Teams budget.

### SCHEDULE 3

#### **COSTS BILLABLE AT 100%**

The following are some of the items that are billable at 100% per the policing contract:

- Accommodation costs (including occupancy charge) for municipal units in federally owned buildings.
- PS Support staff costs (including backfills, overtime, severance, pension, CPP, etc.).
- Furniture and fixtures.
- House Furnishings
- Prisoner costs (including mattresses and blankets for cells).
- Kit and Clothing for auxiliaries.

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## RCMP - E Div - Divisional Administration

	Actuals 2013/14	Pre Final 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21
Administration & Overhead Costs	\$ 51,436,367	\$ 49,168,830	\$ 53,171,368	\$ 53,385,406	\$ 54,006,927	\$ 54,511,832	\$ 54,904,223	\$ 55,175,214
Special Leave Costs	\$ 62,958,325	\$ 69,642,786	\$ 72,566,419	\$ 74,381,945	\$ 76,249,270	\$ 78,170,083	\$ 80,146,137	\$ 82,179,240
Health Services Costs	\$ 19,801,472	\$ 21,162,771	\$ 22,220,909	\$ 23,331,955	\$ 24,498,553	\$ 25,723,480	\$ 27,009,654	\$ 28,360,137
<b>Total Costs</b>	<b>\$ 134,196,164</b>	<b>\$ 139,974,387</b>	<b>\$ 147,958,696</b>	<b>\$ 151,099,306</b>	<b>\$ 154,754,749</b>	<b>\$ 158,405,395</b>	<b>\$ 162,060,014</b>	<b>\$ 165,714,591</b>
Administration & Overhead Costs Per Capita Rate	\$ 8,246	\$ 8,001	\$ 8,653	\$ 8,688	\$ 8,789	\$ 8,871	\$ 8,935	\$ 8,979
Special Leave Costs Per Capita Rate	\$ 10,093	\$ 11,333	\$ 11,809	\$ 12,105	\$ 12,408	\$ 12,721	\$ 13,043	\$ 13,373
Health Services Costs Per Capita Rate	\$ 3,174	\$ 3,444	\$ 3,616	\$ 3,797	\$ 3,987	\$ 4,186	\$ 4,385	\$ 4,615
<b>Total Per Capita Rate</b>	<b>\$ 21,514</b>	<b>\$ 22,779</b>	<b>\$ 24,078</b>	<b>\$ 24,589</b>	<b>\$ 25,184</b>	<b>\$ 25,778</b>	<b>\$ 26,373</b>	<b>\$ 26,967</b>
Per Capita Rate YoY % Increase	-12%	6%	6%	2%	2%	2%	2%	2%
<b>Division Component</b>								
<b>Administrative:</b>								
Pay	29,176,794	26,514,363	29,380,272	30,279,982	30,711,226	31,023,105	31,221,716	31,292,162
O&M	7,014,773	5,239,119	6,221,269	6,343,911	6,468,908	6,596,304	6,726,141	6,856,463
<b>Total Pay and O&amp;M</b>	<b>36,191,567</b>	<b>31,753,482</b>	<b>35,601,541</b>	<b>36,623,893</b>	<b>37,180,134</b>	<b>37,619,409</b>	<b>37,945,857</b>	<b>38,150,625</b>
Vehicles&Other Capital	79,781	270,091	270,310	270,310	270,310	270,310	270,310	270,310
Accounting Operations - Note 1	1,753,286	2,510,550	2,472,349	2,412,572	2,412,572	2,412,572	2,412,572	2,412,572
RM Compensation - Note 1	2,730,242	2,447,137	2,346,409	2,146,200	2,146,200	2,146,200	2,146,200	2,146,200
PSE Compensation - Note 1	677,242	677,242	630,438	546,582	546,582	546,582	546,582	546,582
Shared Services Canada - Note 2	1,053,276	1,053,276	1,053,276	1,053,276	1,053,276	1,053,276	1,053,276	1,053,276
Employee Assistance Services - Note 3	316,248	316,248	316,248	313,144	313,144	313,144	313,144	313,144
NCO Promotion Unit - Note 3	643,823	704,522	698,008	698,008	698,008	698,008	698,008	698,008
Mat/Part	8,754,035	7,890,492	8,285,016	8,699,767	9,134,230	9,590,942	10,070,489	10,574,013
Pay in Lieu of leave upon retirement	3,236,203	3,223,680	3,285,496	3,348,150	3,411,598	3,475,789	3,540,656	3,606,124
Leave with/without Pay, Suspended from Duty	42,693,589	47,298,738	48,244,713	49,209,607	50,193,799	51,197,675	52,221,629	53,266,061
Health Services Costs	19,801,472	21,162,771	22,220,909	23,331,955	24,498,553	25,723,480	27,009,654	28,360,137
Members Pensions (including Mat/Meds)	9,521,622	12,838,584	14,606,873	15,006,247	15,416,944	15,839,291	16,273,620	16,720,284
Public Servants Pensions	2,659,071	2,423,925	2,464,784	2,507,760	2,551,532	2,596,114	2,641,521	2,687,771
Public Servants EI Contribution	628,085	691,749	709,042	726,767	744,937	763,559	782,651	802,220
Public Servants EI Contribution	319,849	309,352	317,086	325,013	333,138	341,467	350,003	358,754
<b>Total Administrative Costs</b>	<b>129,422,077</b>	<b>135,511,140</b>	<b>143,529,013</b>	<b>147,218,752</b>	<b>150,904,958</b>	<b>154,587,819</b>	<b>158,276,174</b>	<b>161,966,082</b>
<b>Less:</b>								
Legal Fees & Claims and Compensation Settlements	(132,106)	(380,702)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
Inter Divisional Transfers	(344,046)	(288,835)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
Refund of Prior Year	(15,110)							
<b>Total Non-Billable Items &amp; Credits</b>	<b>(491,262)</b>	<b>(669,537)</b>	<b>(700,000)</b>	<b>(700,000)</b>	<b>(700,000)</b>	<b>(700,000)</b>	<b>(700,000)</b>	<b>(700,000)</b>
E-Division HQ Accommodation - Note 4	5,265,349	5,265,349	5,265,349	5,265,349	5,265,349	5,265,349	5,265,349	5,265,349
<b>Total Divisional Component Costs</b>	<b>134,196,164</b>	<b>140,106,951</b>	<b>148,094,361</b>	<b>151,784,100</b>	<b>155,470,307</b>	<b>159,153,167</b>	<b>162,841,533</b>	<b>166,331,431</b>
<b>Divisional Component FTEs (RM / CM) - Note 5</b>								
	6,238	6,145	6,145	6,145	6,145	6,145	6,145	6,145
<b>Divisional Component of Per Capita Div Admin Rate</b>	<b>21,514</b>	<b>22,800</b>	<b>24,100</b>	<b>24,700</b>	<b>25,300</b>	<b>25,900</b>	<b>26,500</b>	<b>27,100</b>
<b>Estimated Annual Severance Liability</b>								
	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766
<b>Estimated Annual Severance Per Capita Rate - Note 6</b>	<b>1,023</b>	<b>1,023</b>	<b>1,023</b>	<b>1,023</b>	<b>1,023</b>	<b>1,023</b>	<b>1,023</b>	<b>1,024</b>

E Div - Divisional Administration



Variables (Growth)		15/16	16/17	18/19	19/20	20/21
Personnel		1.02	1.02	1.02	1.02	1.02
O&M		1.02	1.02	1.02	1.02	1.02
Mat/Pat		1.05	1.05	1.05	1.05	1.05
Leave with/without Pay, Suspended from Duty		1.02	1.02	1.02	1.02	1.02
Health Services Costs		1.05	1.05	1.05	1.05	1.05
Pay in Lieu of Leave		1.02	1.02	1.02	1.02	1.02

Note 1: Accounting Operations & Compensation was centralized in 2012/13. A per capita rate is used starting in 14/15.

Note 2: Shared Services Canada for Internal Services- the current estimate is based on 11/12 actuals and is included as a lumpsum amount for 14-15 onwards.

Note 3: Employee Assistance Services and NCO Promotion Unit are included as a per capita rate starting in 14/15 in Divisional Admin calculations.

Note 4: Forecast for 14/15 onwards includes E-Division Headquarters Building which is still under discussion. \$5.25M = \$15K x 350.5 (Internal Services Establishment)

Note 5: Divisional FTEs = Total Members (RM / CM) less Members on Leave (RM / CM) less Div Admin Members (RM / CM).

Note 6: Severance - For budgeting purposes, we are continuing to identify an annual estimate of the severance liability.

Note 7: Leave costs are increasing above projections. RCMP/CMC is working with the Province toward creating a disability management unit focused on reducing long term leave.

## 2014-15 Per Capita Analysis

	Original Budget	Pre-Final	Variance	Per Capita Original Budget	Pre-Final	Variance
FTE	436.95	388.29	49			49
Billed direct costs less credit items	46,955,400	40,620,194	6,335,206	107,462	104,613	2,849
Billed indirect costs less credit items	22,575,999	18,883,169	3,692,829	51,667	48,644	3,023
<b>Total (a)</b>	<b>69,531,399</b>	<b>59,503,363</b>	<b>10,028,036</b>	<b>159,129</b>	<b>153,257</b>	<b>5,872</b>

## 2014-15 Pre-Final Actual Costs to budget variances:

Key Cost Drivers for Variances	Original Budget	Pre-Final	Variance	Per Capita Original Budget	Pre-Final	Variance
PAY - SO 01 - Less OT, Reservists and Credit Items	38,466,400	33,783,808	4,682,592	88,034	87,006	1,028 a
SO 02 - TRANSPORT & TELECOM	970,000	756,728	213,272	2,220	1,949	271
SO 03 - INFORMATION	10,000	4,565	5,435	23	12	11
SO 04 - PROF & SPEC SVCS	1,805,000	1,471,557	333,443	4,131	3,790	341
SO 05 - RENTALS	85,000	44,342	40,658	195	114	80
SO 06 - PUR, REPAIR & MAINTENANCE	630,000	626,245	3,755	1,442	1,613	(171)
Other SO 07 - UTILITIES, MATERIAL & SUPPLIES	2,176,000	1,540,907	635,093	4,980	3,968	1,012 b
Other SO 09 - MACHINERY & EQUIPMENT	2,771,000	2,373,189	397,812	6,342	6,112	230
SO 12 - OTHER SUBSIDIES / PYMTS	42,000	18,853	23,147	96	49	48
RM Pensions	7,635,894	6,676,215	959,679	17,475	17,194	282
Div Admin	10,792,665	8,884,889	1,907,776	24,700	22,882	1,818 c
Other INDIRECTS	4,147,439	3,327,065	820,374	9,492	8,568	923 d
<b>Total</b>	<b>69,531,399</b>	<b>59,503,363</b>	<b>10,028,036</b>	<b>159,129</b>	<b>153,257</b>	<b>5,872</b>

## Original Per Capita 2014/15 ( May 22, 2013)

Billing Per Capita  
Pre Final 2014/15159,130  
159,130  
153,257

## Per Capita for 2015-16

Budgeted Per Capita for 2015-16

163,180

## Per Capita for 2016-17

Budgeted Per Capita for 2016-17

168,620

## 2014/2015 Notes:

- a) Average salary was lower than forecasted.  
b) Fuel costs lower than forecasted.  
c) Div admin has a favourable variance due to lower Admin costs for vacancies, lower FTEs on leave than budgeted, and lower EHO costs.  
d) Severance removed from Per Capita and billed separately.

## Schedule 6

City of XXXXXXX  
XXXXXX Ave.,  
XXXXXX, B.C.

### Municipality Under 15,000 Sample Response

June 12, 2015

Mr. Clayton Pecknold  
Assistant Deputy Minister and Director of Police Services  
Ministry of Justice  
P.O. Box 9285 Stn Prov Govt,  
Victoria, British Columbia  
V8W 9J7

Dear Sir:

Re : Municipal Contract Policing Resource Request – 2016 / 2017

This Letter of Approval in Principle is issued to conform to the Federal Treasury Board requirements to enable the Federal Government to set aside sufficient financial resources to cover their share of Municipal RCMP contract costs.

The City of XXXXXXX anticipates that we will require the addition of ### (#) members to our detachment strength of ## to bring the total detachment strength to ## (see Schedule 1) for the 2016/2017 fiscal year.

	@ 100 %	@ 70 %
Establishment FTE		
Per Capita	168,620	118,034
Contract Cost (excluding Overtime)		
Overtime (Includes Reservists)		
PDSTC -(if applicable)		
<b>Total Per Capita and OT 2016/17</b>		(A)

\* If applicable

	Municipal Cost
<b>Integrated Teams</b>	(B)
RTIC - Real Time Intelligence Centre	(C)

<b>Accommodation Billed @ 100 %</b>	(D)
-------------------------------------	-----

<b>PS Recovery Billed @ 100 %</b>	(E)
-----------------------------------	-----

**Total Municipal Budget Cap for 2016/17**

**Total (A+B+C+D+E)**

As outlined above, this letter provides an "approval in principle" and is issued for planning purposes only. It should not be taken as approval to add the anticipated ## of members to the detachment. City Council will be meeting on XXX, 2015 to confirm the 2016/2017 budget and the number of additional human resources. We will inform you of that decision once it is made.

If you have any questions, please call the undersigned at (604) 123-4567.  
Thank you.

Yours truly,

John Doe  
Treasurer/Deputy Administrator

cc: XXXXXXX RCMP Detachment  
Max Xiao, Regional Director, Financial Management & Accounting Operations



Major email 8

**Karen Jones**

---

**From:** David Gregory <[REDACTED]>  
**Sent:** May 12, 2015 8:51 AM  
**Subject:** Summerland and Hockeyville  
**Attachments:** Hockeyville 2015 5 2 Minutes.doc

Summerland's Hockeyville Committee was formed last week. I was directed to contact various people in our community and request their support.

Winners of the Kraft Hockeyville contest receive funding for up-grades to community ice arenas. But it really is a lot more than that. This contest provides an opportunity to promote our community on a NATIONAL scale.

Summerland will only be successful if we get complete community involvement. I hope we get your support.

I am providing the MINUTES from our first meeting

Sincerely

David Gregory

## SUMMERLAND HOCKEYVILLE COMMITTEE

### MINUTES

May 2 2015

1. Call to Order: 1 pm Paul Anderson Room. Inaugural meeting of Committee
2. New Business:
3. Election of Officers:
  - A. Chair: Jason Smith  
Recording Secretary: David Gregory  
Media Co-ordinator: Sandy Brown
  - B. Kraft Hockeyville winners 2015. In Canada the winner was **North Saanich British Columbia**. In the United States the first Hockeyville winner was announced: **Johnstown Pennsylvania**. Each winning community will get significant upgrades to their local arena as well as a pre-season NHL games.

#### C. North Saanich



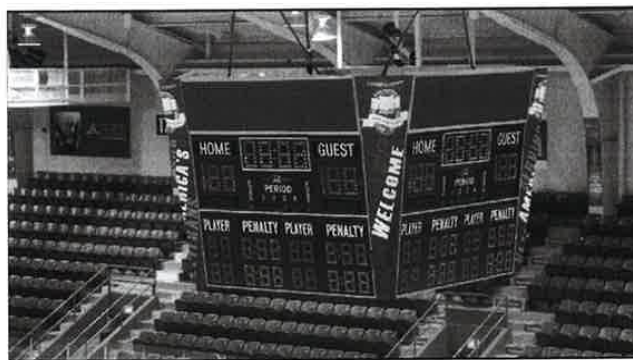
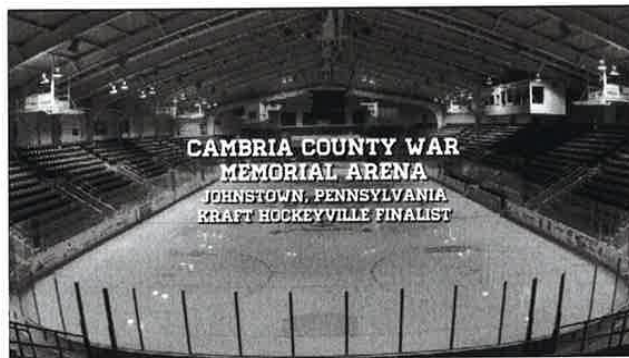
North Saanich Arena.

North Saanich will receive the opportunity to host an NHL® Pre-Season Game between Vancouver Canucks and San Jose Sharks, and \$100,000 to build a dedicated home-team locker room in their arena. In its ninth season, Kraft Hockeyville remains committed to investing in community arenas to help keep the game alive from coast-to-coast.

"Congratulations North Saanich on winning the title of Kraft Hockeyville 2015! Your unwavering dedication to your local arena inspires us," said **Jack Hewitt**, Vice President of Portfolio Marketing, Kraft Canada. "Communities build hockey and hockey builds communities. Now, ten incredible communities have the funds to upgrade their rinks and protect the future of hockey and the community spirit it fosters."

The top 10 communities that will receive funds to improve their local arenas include: Dawson Creek, B.C.; North Saanich, B.C.; Bonnyville, Alta.; Morinville, Alta.; Morden, Man.; Chatham-Kent, Ont.; Haliburton, Ont.; Saint-Joseph-de-Beauce, Que.; Middleton, N.S.; and Happy Valley-Goose Bay, N.L. From change room repairs to access to better ice surfaces, each community shared a different, heart-warming story about the upgrades needed to keep hockey thriving in their hometown.

**D. Johnstown Pennsylvania**



In partnership with the National Hockey League Players' Association (NHLPA) and the National Hockey League (NHL), the inaugural Kraft Hockeyville USA contest captured the nation and ultimately named Johnstown, Pa., as the first-ever "Kraft Hockeyville USA." Johnstown's Cambria County War Memorial Arena will receive \$150,000 in arena upgrades and the opportunity to host an NHL Pre-Season Game between the Pittsburgh Penguins and Tampa Bay Lightning televised live on NBCSN on September 29,

2015.

Johnstown has always celebrated its passion for hockey, even serving as inspiration for the popular hockey movie "Slap Shot" Rich in hockey heritage, Cambria County War Memorial Arena will use the winning funds to upgrade its ice-making equipment and scoreboard, providing a better game experience for community members.

E. Summerland Arena Upgrades

The Summerland Parks and Recreation Department provided the Committee with their list of potential up-grades to the Summerland Arena. This list included

***LED lighting - 50,000***

***Metal Roof Retrofit System***

***Meeting/warm up rooms on the concourse***

***Sprinkler system.***

***New bleacher heaters***

A discussion took place regarding other potential up-grades to the Summerland Arena (built in 1975). The Committee felt that the "user groups" should also provide input into the final up-grade list.

**MOTION: THE COMMITTEE CONTACTS SUMMERLAND MINOR HOCKEY,  
SUMMERLAND FIGURE-SKATING ASSOCIATION AND THE ADULT  
HOCKEY GROUPS AND REQUEST THEIR DESIRED "UP-GRADES TO OUR  
ARENA CARRIED**

F. The Winning Formula

Both winners of the 2015 Kraft Hockeyville (Saanich & Johnstown) had ONE common characteristic: **total community involvement**. It is critical that our local government and our local businesses become committed to this program. The program is not just about improving hockey arena, its about raising much needed provincial and national awareness of our community and renewing pride in our community.

**MOTION: THE COMMITTEE REQUESTS LOCAL GOVERNMENT AND CHAMBER  
OF COMMERCE CONTACT THE COMMITTEE AND PROVIDE  
A REPRESENTATIVE.**

**CARRIED**

**MOTION: THE COMMITTEE REQUESTS MINOR HOCKEY, FIGURE SKATING AND  
ADULT HOCKEY CONTACT THE COMMITTEE AND PROVIDE A  
REPRESENTATIVE.**

**CARRIED**

**MOTION: AN IMPORTANT ELEMENT IN A HOCKEYVILLE APPLICATION IS A  
VIDEO PRESENTATION. THE COMMITTEE REQUESTS FUNDNG  
AND/OR ASSISTANCE FROM LOCAL GOVERNMENT AND/OR BUSINESS**

**CARRIED**

G. Adjournment: A general discussion took place about future meetings. The date of the next meeting will take place following confirmation of support from community groups.

File

Council rec'd directly  
Th. ✓

**Karen Jones**

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**From:** info@summerland.ca  
**Sent:** May 11, 2015 6:11 PM  
**To:** Council  
**Subject:** Summerland Contact Us submission

**Name:** Frank Flanagan  
**Email:** [REDACTED]  
**Phone:** 250-494-8106  
**Address:** 6007 Happy Valley Road  
**City:** Summerland  
**Postal Code:** V0H1Z4  
**Contact Me by:** ☒ Email  
**Department:** Council

**Comments:** I am pleased that council has revisited the decision regarding second service irrigation for small acreages. When the original decision was made I thought I would be able to back feed my irrigation lines from my residential service. For some reason this was unsuccessful, perhaps because our property is physically elevated significantly below the service line and I was trying to feed the line from below, but whatever the reason, the result was totally unsatisfactory. I am hopeful that council will accommodate the fact that these small acreage services exist for valid purposes, and provide sensible, cost effective solutions.

**Karen Jones**

**From:** a.Debbie@telus.net  
**Sent:** May 5, 2015 4:17 PM  
**To:** worldoceansday.ca  
**Subject:** World Oceans Day & World Oceans Week

*Mayors  
Report.*

*May 2015*

World Oceans Day Canada  
www.WorldOceansDay.ca

May 5, 2015  
Honorable City Mayor

Re: WORLD OCEANS DAY

Dear Honorable Mayor;

As you are aware, Canada played a key role in the United Nations declaration of June 8 as World Oceans Day each year. Please remember oceans generate 80% of our oxygen. The theme this year is "One Earth, One Ocean, Ours To Protect".

WORLD OCEANS WEEK CANADA asks you to take a leadership role in your community by:

1. Encouraging your residents to

- |  |                 |
|--|-----------------|
| a) Help our oceans and waterways by reducing their personal  | water usage     |
| b) Help our marine life recover by avoiding sea foods on the | endangered list |
| c) Keep the shores of our streams, rivers, lakes and oceans  | free of debris  |
| d) Reduce their emissions and personal carbon footprint      |                 |

2. Proclaiming June 1 to 8 World Oceans Week in your city  
(wording below)

Municipalities are name on the Cities and Towns page under the "In Action" tab of our website. We will upload your Proclamation on the World Oceans Day Canada website; please email the pdf file. Thank you.

Together we can make a difference now and for future generations.

Sincerely,  
Debbie White  
Founding Board Member www.WorldOceansDay.ca  
Toll free 866 415-8020 Debbie@WorldOceansDay.ca

Proclamation Sample for Mayors

World Oceans Week June 1 to June 8  
In Recognition of World Oceans Day Awareness

Whereas, in 2009 the United Nations proclaimed June 8 to be World Oceans Day each year around the world; and

Whereas, since 1992 Canada played a key role in the United Nations recognizing World Oceans Day; and

Whereas, World Oceans Week Canada was founded to encourage all Canadians to honour, celebrate, protect and preserve our waterways and oceans as well as the habitat along and in our waterways and oceans where 80% of the oxygen we breathe is generated; and

Whereas, World Oceans Week Canada has designated June 1 to June 8 as World Oceans Week in Canada; and

Whereas, World Oceans Week Canada urges all Canadians to take action to conserve water, preserve waterways and shorelines, reduce emissions, reduce their carbon footprint and protect the habitat along and in our waterways; and

Whereas, World Oceans Week Canada urges all Canadians to help our marine life recover by avoiding sea foods on the endangered list ; and

NOW THEREFORE, I, Mayor ..... of ....., by virtue of the authority vested in me as Mayor of the City of ....., do hereby proclaim June 1 to June 8 as World Oceans Week in our city and encourage the residents of ..... to actively conserve, preserve and protect our waterways, oceans and habit

IN WITNESS THEREOF, I have set my hand and caused the Seal of the City of ..... to be affixed this ..... day of ....., 2015.

\_\_\_\_\_  
....., Mayor



April 22, 2015

Dear Mayor,

On behalf of the Heart and Stroke Foundation, I am writing to ask for your support for the growing national movement to mark the first Saturday in June as National Health and Fitness Day in your community.

At the Foundation, we know that regular physical activity is essential to heart health. With Canada's declining rates of physical activity and increasing rates of chronic disease, it is more important than ever for individuals, governments and organizations to support active, healthy communities. Research shows that physical activity helps maintain a healthy weight, control high blood pressure and cholesterol, prevent and manage diabetes, and is an effective way to manage stress.

Now that the House of Commons has passed into law Bill S-211 that designates the first Saturday in June as annual National Health and Fitness Day, I write to ask that your Council help reach the goal of 300 communities across Canada supporting this initiative by passing a resolution proclaiming the day. Enclosed is a draft resolution that can be adapted or used to commit to a national program that unites you with other local governments in the promotion of increased participation in physical activity across Canada.

Councils that have endorsed this initiative have taken different approaches. Some have proclaimed the day to raise awareness of the importance of increasing physical activity. Others have marked the day with local events celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities. We hope that by endorsing this initiative, your government will help to ultimately drive up participation rates and promote our common interest in encouraging Canadians to live healthier lifestyles.

The Foundation recognizes and appreciates the dedication and commitment of Senator and former Olympian Nancy Greene Raine and Mr. John Weston, MP for West Vancouver-Sunshine Coast-Sea to Sky Country who have been working closely together for several years to build support among local governments for this initiative and for spearheading Bill S-211 through the legislative process.

If you support annual National Health and Fitness Day, kindly send a copy of your resolution to the office of MP Weston at [john.weston.c1e@parl.gc.ca](mailto:john.weston.c1e@parl.gc.ca). MP Weston is collecting data and monitoring progress towards reaching the goal of 300 communities proclaiming the day. To learn more on how your local government can increase the physical activity of your community, please visit [www.johnweston.ca/?page\\_id=8387](http://www.johnweston.ca/?page_id=8387).

Thank you for your consideration of this request and collaborating with us to promote health and fitness in Canada. The Foundation's vision is - *Healthy Lives Free From Heart Disease and Stroke – Together We will Make It Happen* - and together with your support of this initiative, we will take one step closer to making health last for all Canadians.

Sincerely,

Adrienne Bakker, CEO  
Heart and Stroke Foundation, BC & Yukon

Attachment: Draft resolution

200-1212 West Broadway, Vancouver, BC V6H 3V2  
1 888 HSF INFO (473 4636)  
[heartandstroke.ca](http://heartandstroke.ca)

Mayor's  
Report  
May 11 2015

we do not do  
proclamation  
you can see it  
in Mayor's Report



Draft resolution for proclamation:

## **National Health and Fitness Day**

Whereas:

- the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

Therefore:

We proclaim National Health & Fitness Day in our municipality/district /regional district as the first Saturday in June;

(Optional) As a step to increase participation and enhance the health of all Canadians, we commit to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports, and fitness facilities on National Health and Fitness Day.



Access Awareness Day 2015

MAYOR AND COUNCIL  
PO BOX 159  
SUMMERLAND BC V0H 1Z0

RECEIVED  
MAY 12 2015  
District of Summerland

May 1, 2015

Dear Mayor and Council:

**RE: Access Awareness Day—June 6, 2015—Is Accessibility Working in Your Community?**

June 6, 2015 marks SPARC BC's 18th annual Access Awareness Day! Access Awareness Day gives each of us an opportunity to look at our communities and to think about what we can do to make our communities more accessible and inclusive for everyone!

The theme for this year's Access Awareness Day is "Accessibility is Working". As part of this year's Access Awareness Day, our goal is to draw attention to leading practices and local innovation across BC communities with a focus on working together to help ensure that our communities are as accessible and inclusive as possible.

Each year we ask local governments to help support Access Awareness Day by passing a proclamation that recognizes the rights of all individuals to be active in their communities and to have the opportunity to participate in all aspects of community life. We hope you will consider adopting a proclamation that confirms your on-going commitment and support for building accessible and inclusive communities together.

As in the past, we have created a "leadership space" on our website where we recognize municipalities and organizations that have joined with us to promote Access Awareness Day. Our website lists municipalities that have recognized Access Awareness Day through an annual proclamation or letter of support.

As part of this year's Access Awareness Day activities, our goal is to profile initiatives where accessibility is working. If you have a story or initiative that you feel is a good example of how

social planning & research council of british columbia  
4445 Norfolk St. Burnaby, BC V5G 0A7 Canada tel: 604-718-7733 fax: 604-736-8697 [www.sparc.bc.ca](http://www.sparc.bc.ca)

communities can work together to promote greater accessibility, please share it with us and we will help to promote it through our networks and with our members.

We also know that accessibility is something that is achieved by working together. Please join us in making this year's Access Awareness Day one of the best and help us to ensure that accessibility is working for everyone! If you have an idea or would like more information about how we could work together to advance shared accessibility goals, please do not hesitate to contact Alla Timofeyeva at 604-718-7735 or send an email to [mycommunity@sparc.bc.ca](mailto:mycommunity@sparc.bc.ca).

Thank you for your support. We look forward to hearing from you.

Sincerely,



Lorraine Copas  
Executive Director

**Enclosure:**

Sample Proclamation  
SPARC BC Access Awareness Day Poster

## Access Awareness Day 2015 Proclamation

**WHEREAS:** Accessibility and inclusion is essential for ensuring that all community members have equity in opportunities, and the ability to fully participate in community life; and,

**WHEREAS:** Accessibility affects all aspects of community life—physical, social and economic including employment, transportation, recreation, housing, and other opportunities; and,

**WHEREAS:** We all have a role to play in ensuring that our communities are as accessible and inclusive as possible.

**THEREFORE BE IT RESOLVED:**

The citizens of \_\_\_\_\_ recognize the importance of ensuring that people with disabilities have equitable access to the opportunities that are important to them and live in an accessible community.

I, \_\_\_\_\_, Mayor/Chairperson of \_\_\_\_\_, do hereby proclaim Access Awareness Day—Saturday, June 6, 2015 in \_\_\_\_\_, a day of individual and group action to promote positive ways of building accessibility together to create accessible and inclusive communities for all of our citizens.

In witness whereof I hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

Mayor/Chairperson of \_\_\_\_\_



**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**  
**ITEM 8.2 – CORRESPONDENCE – COMMITTEE/COMMISSION MINUTES**

**May 25<sup>th</sup>, 2015 – Regular Council Meeting**

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**RECOMMENDATION:**


THAT the following minutes from Council Committees/Commissions be received by Council.

**COMMITTEE MINUTES**

Cultural Task Force – May 1, 2015	Receive for information
Cultural Task Force – April 21, 2015	Receive for information
Heritage Commission - April 15, 2015	Receive for information

Any recommendations for Council consideration will be brought forward under separate cover.

**AUTHOR:**



KAREN JONES, CONFIDENTIAL SECRETARY

**REVIEWED BY:**



LINDA TYNAN, CHIEF ADMINISTRATIVE OFFICER



**District of Summerland**  
**Cultural Task Force**  
**Meeting Minutes**

Friday, May 1st, 2015  
Council Chambers

Municipal Hall - 13211 Henry Avenue, Summerland, BC

**Present:** Jean Evanishen, Jane Curtin, Ellie van Nie, Doug Holmes, John Bubb, Denese Espeut-Post, Susan Gibbs, Margaret Holler, Betty-Ann Xenis, Dan Dinsmore, Dianne Hildebrand

**Guest:** Ian McIntosh, Municipal Planner

**1. Call to Order at 10:30 am** by Chair D. Espeut-Post

**2. Approval of Agenda :** Motion carried

**3. Adoption of Minutes** Motion carried

**4. Basecamp Platform:**

- Committee was relatively happy with this form of communication but members can specify if entries are to be distributed immediately or on Basecamp only. D Holmes asked about tagging specific information. B. Xenis mentioned you can tag but not put into folders. J. Bubb will look into this. D. Espeut-Post said this program costs \$20 per month for a minimum of \$240. Motion to approve this Basecamp cost out of our Task Force budget. Motion carried.

**5. Arts BC Annual Conference - Cultural Commons-**

- Committee members reported on the conference highlights. Generally, members felt it was very worthwhile in making contacts with other communities that have gone through this process, in engaging all members of

the community including youth and low income groups and in establishing the framework of cultural planning.

#### **6. Cultural plan development - Scope and Timeline**

- **Timeline:** 13 -20 month timeframe set out in Creative City. Concerns expressed with timeline set at 12 months in Terms of Reference. I. McIntosh said that this term is not definite as long as we are moving forward. We should have milestones identified. We could use the Creativity City timeline. D. Dinsmore has a combined timeline and task responsibility chart that he will post on Basecamp.
- **Scope** . The cultural plan should be:  
Broad in definition of culture, considers the whole community, including recreational stakeholders. Consider four pillars approach where our focus is cultural but we include economic, social and environmental in our cultural mapping. J.Evanishen referred to David Gregory's list of cultural stakeholders. We may use focus groups with our primary cultural groups and open houses for the entire community.

#### **7. Workshop with Gord Hume**

- Gord Hume will be offering separate offerings to Council and the Task Force so he encourages members to attend at 7 pm Monday May 4,2015. Three topics to ask include a) defining our groups roles b) how inclusive should cultural plans be and c)defining interrelationships with other pillars.

## **8. Defining culture and Summerland's cultural anchors**

- CCDC definition was read out. J. Bubb mentioned he would like our Cultural Planning definition to help Council integrate and focus their efforts in all areas that affect the quality of people's lives. This will be discussed with further with Gord Hume.

## **9. Action Items**

- create Cultural Assets Team, which would update cultural assets: Jane Curtin, Ellie van Nie, Jean Evanishen, Dianne Hildebrand and Susan Gibbs.
- possibly create Timeline ,Framework and Task Manager format next meeting after D. Dinsmore creates a template.
- attend Gord Hume sessions
- J. Bubb will look into tagging on Basecamp.

**10. Next Meeting** Week of May 11<sup>th</sup> to 15<sup>th</sup>. Will do a doodle to establish correct date.

**11. Adjournment Motion to adjourn.** Motion Carried.

**12. Adjourn at 12:25 pm.**

Certified Correct:

  
Chair

  
Secretary





## **Cultural Plan Task Force Meeting Minutes**

**Tuesday, April 21, 2015 at 10:30 a.m.**

**Council Chambers, Municipal Hall**

**Present:** Barbara Thorburn, Linda Beaven, Susan Gibbs, Jean Evanishen, Councillor Janet Peake, Dianne Hildebrand, Ellie Van Nie, Betty-Ann Xenis, John Bubb, Denese Espeut-Post, Dan Dinsmore, Jane Curtin, Margaret Holler, Sophia Jackson, Councillor Doug Holmes

**Guests:** Linda Tynam, CAO Acting Chair, Ian McIntosh Municipal Planner

- 1. Call to Order Meeting called at 10:10 am.**
- 2. Welcome by Mayor Peter Waterman**
- 3. Adoption of Agenda Motion to adopt the agenda. So moved. Carried.**
- 4. New Business**

**4.1 Member Introduction:** Round Table of Members completed.

**4.2 Review Terms of Reference:** J. Peake suggested the terms are not written in stone. M. Holler asked how terms can be changed. L. Tynam confirmed that a motion to Council is required to change the terms of reference. B. Thorburn suggested the terms may be too prescriptive. J. Peake suggested councillors role was to be supportive but not authoritative. B. Thorburn suggested this liason was very valuable. D. Espeut-Post asked how budget funds would be administered. I. McIntosh said there is a \$15000 budget of which \$5000 is earmarked for Gord Hume's visit. D. Dinsmore asked about quorum and if technology could be used to skyped or phone in to meetings. I. McIntosh said we could.

**4.3 Gord Hume update** Ian McIntosh said that Gord Hume a consultant on Cultural Planning is coming May 4 to May 7th. B. Thorburn said timetable is: Meeting with Council at 7:00 pm on the 4<sup>th</sup>, on May 5<sup>th</sup> at 6:30 pm a workshop with the Task Force, and a Philosophers Café on May 6, at 6:30 pm which is open to the public. B. Thorburn has sent background information to Gord Hume. Two Conversation Cafes were completed already on Culture in Summerland. D. Holmes suggested Gord Hume will help the group define culture. M. Holler suggested B. Thorburn sends out the summary reports on the Conversation Cafés. D. Holmes suggested we set up a Share Point.

**4.4 Choose next meeting date:** D. Holmes suggested we meet two times a month with pre-set dates. Three members not available during the days. Majority can meet in the evenings. L. Tynam suggested using Doodle to set meetings.

**4.5 Selection of Chair, Vice-Chair and Recording Secretary.** Discussion on models of chairing. J. Evanishen suggested a collaborative model. Concerns were raised by B. Xenis that this was not effective for continuity. M. Holler suggested a show of hands to decide on chair. D. Hildebrand suggested we should be a collaborative group but chair requires certain skills. Vote of majority showed one for collaborative model.


Nominations for Chair: D. Espeut-Post and D. Dinsmore nominated but D. Dinsmore declined. D. Espeut-Post acclaimed as Chair.

Nominations for Vice Chair: B. Thorburn and D. Dinsmore nominated for Vice Chair D. Dinsmore declined, B. Thorburn acclaimed as Vice Chair

Nominations for Secretary: M. Holler and J. Bubb nominated. J. Bubb declined. M. Holler acclaimed as Secretary

**5. Meeting Adjourned at 11:50 am.**

**Certified Correct:**

  
Chair

  
Recording Secretary

**Signed:**

  
Corporate Officer

## **Heritage Advisory Commission**

April 15 2015

Members present: D.Hill, S. Johnson, M. Trainer, D. Gregory

Regrets: Councillor Barkwill, L. Ducharme.

1. Call to Order: Acting Chair Hill at 7pm
2. Adoption of Minutes: March 18 2015 Gregory/Trainer CARRIED
3. Adoption of Agenda: add Heritage Signs, Nixon Rd Development  
Trainer/Johnson CARRIED
4. Business Arising from Agenda
  - a. Need to clarify with Marian Rudisill regarding the heritage sign for the Superintendent's house. There should be acknowledgement of the District of Summerland on the sign. Acting Chair Hill will contact Ms. Rudisill.
5. New Business
  - a. Treasurer's Report: \$834.97
  - b. Election of Officers: need to get more Commission members before there is an election

**MOTION: COMMISSION SENDS OUT REQUEST OF COMMISSION  
MEMBERSHIP TO THE NAMES ON THE BULK EMAIL LIST**

Gregory/Trainer **CARRIED**

- c. The Demolition of MacDonald School issue was again discussed. This has been an on-going item of the Commission since 1996. Although the Commission has written to the Municipal Council and the School Board, the Commission has yet to receive a formal response from either group. Members were reminded that a committee of Councillors and School Trustees was formed to study this issue in 1995. School District staff rejected all of the recommendations of this committee of elected representatives and recommended demolition of MacDonald School in exchange for the creation of a track and field complex similar to that facility in Penticton.

**MOTION: THE COMMISSION AGAIN CREATE A LETTER TO  
MUNICIPAL COUNCIL AND THE SCHOOL DISTRICT ABOUT  
THE APPROVED AGREEMENT REGARDING THE TRACK  
AND FIELD COMPLEX**

Gregory/Trainer **CARRIED**

- d. Heritage Webinar Proposal

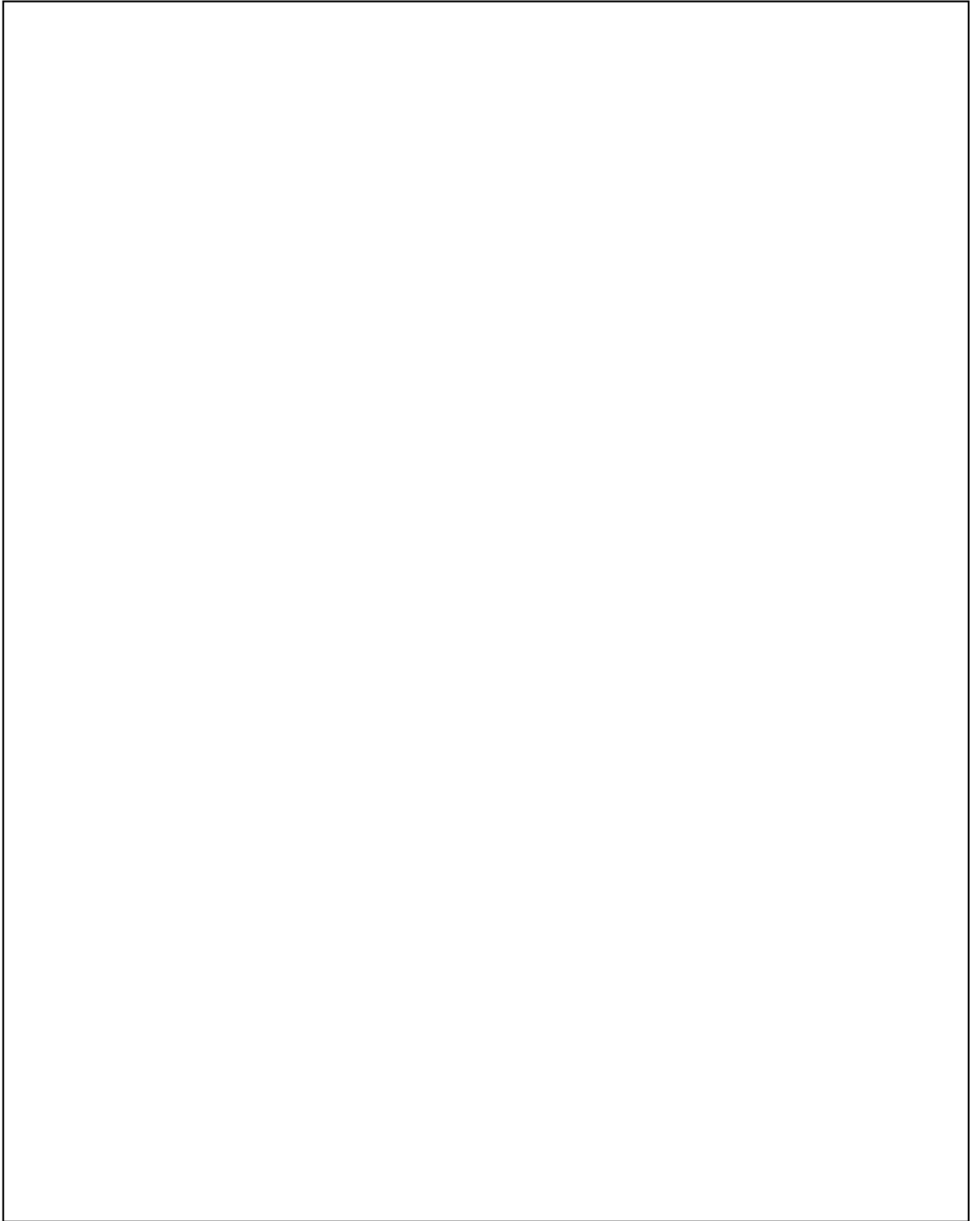
**MOTION: COMMISSION JOIN THE APRIL 20<sup>TH</sup> WEBINAR**

Trainer/Gregory **CARRIED**

- e. Heritage Signage: The heritage sign beside the CPR Wharf in Lowertown needs repair or replacement. The Commission agreed to study this issue and determine if it can provide

assistance. We will contact Margaret Holler regarding this matter.

- f. Nixon Street Development. Considerable discussion took place regarding a proposed development along the south border of Trout Creek ( Woodridge property). This is an important area for riparian protection to improve fish habitat. Historically this property was once owned by Duncan Wood and is the only remaining portion of his pre-emption. There should be an evaluation of the vegetation of this property. It was agreed that biologists will be contacted to evaluate these lands
6. Adjournment at 7:46 pm





THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 25<sup>th</sup> 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Ian McIntosh, Director of Development Services  
(Prepared by: Alex Kondor – Development Planner)  
SUBJECT: Development Variance Permit for Lot A, DL 508, ODYD, Plan 42382  
6807 Highway #97

**STAFF RECOMMENDATION**

That Council pass the following resolution:

THAT a Development Variance Permit to vary Section 8.1.6 (b) and 4.7.1 of Zoning Bylaw 2000-450 to allow a winery to be located in the existing building 9.75m from the front property line and 3.0m from the side property line on Lot A, DL 508, ODYD, Plan 42382, be approved.

**PURPOSE:**

To present a comprehensive review of the applicant's request for a Development Variance Permit.

**BACKGROUND:**

Current Use:	Winery
Parcel Size:	4.9 acres
Zoning:	A1 – Agricultural Small Acreage Zone
OCP:	Agricultural
M.o.T. Approval:	Required

This site is located in the Trout Creek neighbourhood and is adjacent to Highway #97. A site map is attached as Schedule "A". There is an existing winery and a single family home on the property. The applicants have applied to expand their winery operation by converting the existing farm house into a tasting room. The existing farm house is closer to the front and side property lines than what is permitted by the Zoning Bylaw for wineries. This change in use triggers the different setback regulations. Section 4.7.1 of the Zoning Bylaw requires all buildings to be constructed 15m from Highway 97. Section 8.1.6(b) requires wineries in the A1 zone to be set back a minimum of 15m from a front property line and 30m from a side property line. The proposal complies with all zoning regulations other than the setbacks noted above. There are no plans to construct a replacement home on the site and the owners reside in Penticton.

**DISCUSSION:**

The large setback for wineries in the agricultural zones is to ensure there are no noise or nuisance concerns for neighbouring properties. In this situation the existing building met the setback requirements for a house when it was constructed many years ago but does not meet the setbacks required for a winery. A wine tasting room is considered part of a winery. In order to utilize the existing building the applicants require a variance to authorize the encroachment.

The setback from Highway 97 is primarily to keep residential houses back from the highway for noise abatement and aesthetic purposes. This exceeds the MoTI setback requirement of 4.5m.

The existing building is approximately 9.75m from the front property line and 3.0m from the side property line. The applicants also own the adjacent property next to the side property line. There are no negative impacts anticipated on the surrounding neighbourhood if this variance application is approved. A site plan is attached Schedule "B".

CIRCULATION COMMENTS:

The application has been circulated to the District's Works and Utilities department and the Fire department and no concerns have been raised.

The application has been referred to the Ministry of Transportation and Infrastructure which has confirmed they have no concerns with respect to the setback variance however request the applicants update their access for winery purposes.

The application has been circulated to neighbouring property owners within 30m of the subject property in accordance with the Land Use Procedures Bylaw. No concerns have been received as of the writing of this report.

FINANCIAL IMPLICATIONS:

There are no financial implications with respect to this application.

CONCLUSION:

The applicants have applied to convert an existing house into a winery tasting room. The existing house is closer to the front and side property line than what is permitted by the Zoning Bylaw therefore a Development Variance Permit is required. No negative impacts are anticipated as a result of this variance being approved. The Ministry of Transportation and Infrastructure has given their approval for this variance. Planning staff are recommending that the Development Variance Permit be approved provided there are no concerns raised from the adjacent residents.

ALTERNATIVES TO STAFF RECOMMENDATION:

Council could deny the Development Variance Permit application or send the application back to staff for further review.

Respectfully submitted,



Ian McIntosh  
Director of Development Services

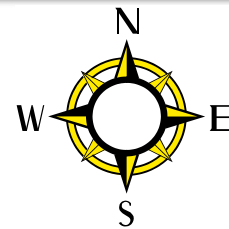
Approved for Agenda



CAO – Linda Tynan May 20, 2015

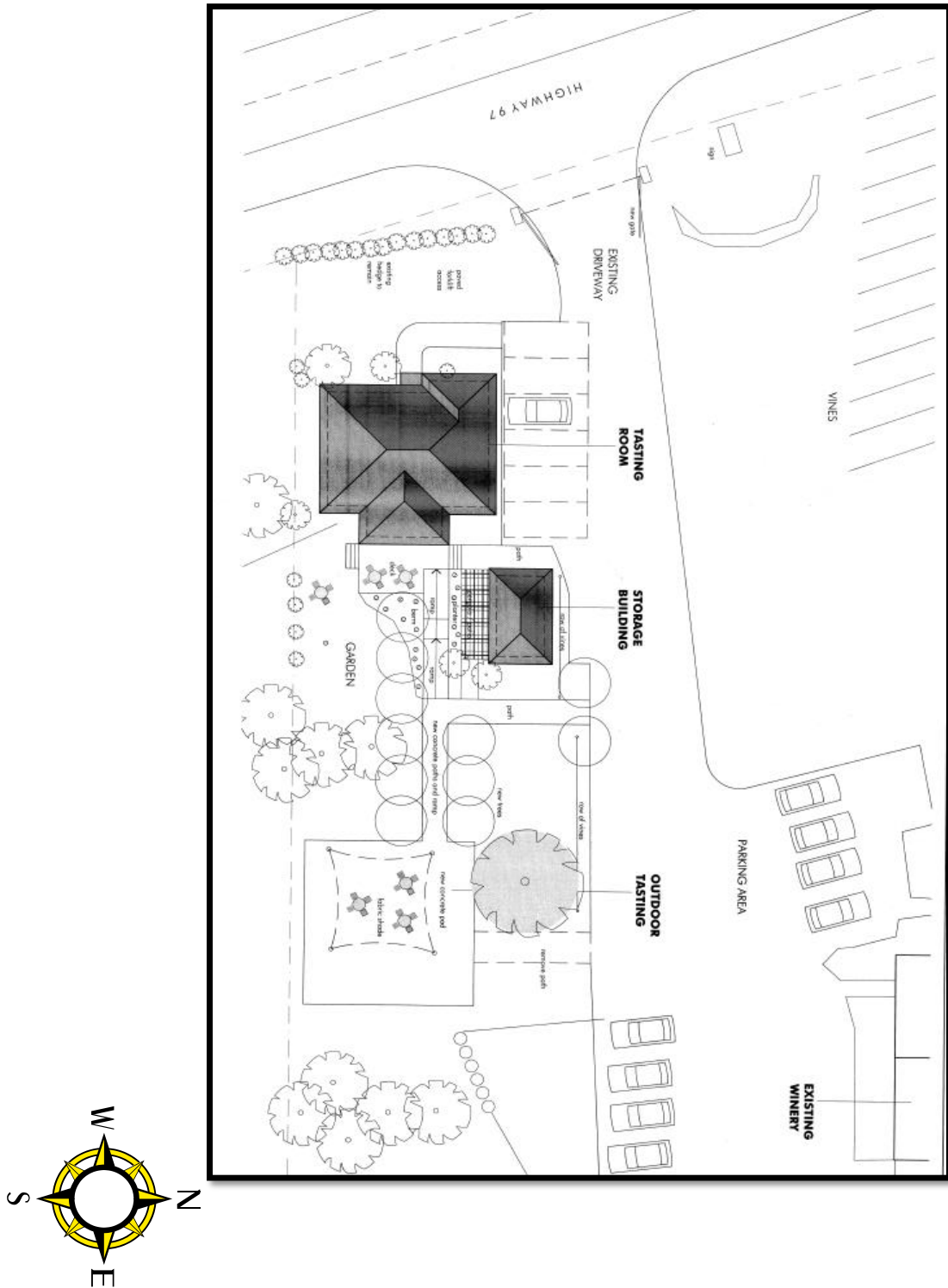


**Schedule "A" – Site Map**





**Schedule "B" – Site Plan**





## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 13, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Don Darling, Director of Works and Utilities  
SUBJECT: No-post barriers Prairie Valley Rd

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### STAFF RECOMMENDATION:

THAT Council pass the following resolution:

'THAT the no-post barriers installed along the north side of Prairie Valley Rd from Saunders Crescent to Darke Road and from the west driveway edge at 11716 Prairie Valley Road to Cartwright Ave be removed and replaced with 4 inch asphalt painted curb and no-parking signage,

AND THAT two speed bumps and additional speed limit signage be installed to reduce speed in the area of the Giants Head and Montessori Schools,

AND FURTHER THAT a solar speed control device be purchased to collect vehicular data and assist in reducing speeds on Prairie Valley Road and other areas of Summerland where speed has historically been an issue.'

### PURPOSE:

To identify options for improving pedestrian safety along Prairie Valley Road.

### BACKGROUND:

The construction of safety improvements on Prairie Valley Road from Saunders Crescent West to Cartwright Avenue was completed in late 2014. These improvements included the installation of no-post barriers. Not long after the no-post barriers were installed, the District received a petition from residents whose properties were located adjacent to the no-post barriers and many letter of concern. The correspondence indicated residents' displeasure with the appearance of the barriers, small driveway accesses, no on-street parking, snow ploughing issues, and a safety hazard for children walking on top of the barriers.

Staff also discussed the no-posts with representatives from ICBC and the Montessori and Giant's Head schools. We have attached correspondence from the two schools that indicates their preference that the no-post barriers or some other form of safety improvement remain. In discussions with ICBC they indicated that their preference is the no-post barriers as they provide vehicle deflection ability.

### DISCUSSION:

At the Council meeting of April 27, 2015, Council referred the issue of the no-post barriers back to staff for further review. Staff arranged a Neighbourhood Open House to provide residents with an opportunity to comment on possible solutions to the no-post barrier issue. The Open House took place on Tuesday, May 05, 2015 and was attended by 17 residents. Although this does not seem like a significant number it should be noted that there are only 25 residential units affected by this issue.

Eight ideas for resolution of the issue were presented to attendees and they were asked to use sticky notes to place comments next to each idea. The ideas, their magnitude of cost, and a summary of the

attendee's comments are outlined in Table 1 below. Some comments refer to a particular choice such as 'Choice #2'. We have attached a drawing that shows what the option they are referring to looks like.

Residents were also asked to pick, from a list of 15 criteria, what they felt were the 5 most important design criteria and rank those 5 in order of priority. The results of the criteria ranking are outlined in Table 2 below.

The outcome of the Open House was positive with lots of constructive discussion with residents. It was clear from these discussions that residents are willing to wait for urbanized upgrades similar to those installed in Phase II of the Prairie Valley Road Upgrade. It was also clear that they were willing to accept a low cost solution until these upgrades take place but they were not willing to put up with the no-post barriers. Of the lower cost options, residents had a preference for a low asphalt curb painted yellow.

As shown by the design criteria rankings, residents are extremely concerned about speed on Prairie Valley Road and the amount of commercial traffic. Three suggestions for reducing speed were suggested; installation of speed bumps, installation of more speed limit signs, and purchase of a solar speed monitoring device that will inform motorists of the speed they are travelling and collect data that can be used to support other speed safety initiatives. Staff supports these suggestions and feels they could be implemented at minimal cost.

#### FINANCIAL IMPLICATIONS:

The existing no-post barriers can easily be removed and placed into inventory for use on other projects.

The financial implication of the staff recommendation is as follows:

4 inch asphalt curb and no parking signage	\$15,000
Installation of wide speed bumps	\$ 3,000
Purchase of solar speed monitoring device	<u>\$ 5,000</u>
<b>Total cost</b>	<b>\$23,000</b>

The 2015 Financial Plan has \$575,000 in funding for roads and sidewalk projects. This would be the first allocation of these funds should Council pass the resolution.

#### CONCLUSION:

Staff is recommending that the no-post barriers installed along the north side of Prairie Valley Rd from Saunders Crescent to Darke Road and from the west driveway edge at 11716 Prairie Valley Road to Cartwright Ave be removed and replaced with a 4 inch asphalt painted curb and no-parking signage. The resident at 11716 Prairie Valley Road has requested that the no-post barriers from the east side of Darke Road and the east driveway edge at 11716 Prairie Valley Road remain in place to prevent vehicles from entering their property. We have attached a Site Plan that graphically shows which sections will be removed and which sections will remain.

Staff is also recommending that two speed bumps be installed to reduce speed in the area of the Giants Head and Montessori Schools, that additional speed limit signage be installed, and that a solar speed monitoring device be purchased to collect vehicular data and assist in reducing speeds on Prairie Valley Road and other areas of Summerland where speed has historically been an issue.

#### ALTERNATIVES TO STAFF RECOMMENDATION:

Council could direct staff to implement one of the other options outlined below.

Respectfully Submitted



Don Darling

Approved for Agenda



CAO – Linda Tynan May 20, 2015

Table 1 – Public Comments on Ideas Presented

Description	Magnitude of Costs	Public Comments
Painted Line (eradicate lines, paint lines, install signage)	\$10,000 to \$12,000	<ul style="list-style-type: none"> <li>No. This one solves nothing</li> <li>Choice #2 (see attached drawing). This would allow for future change if and when dollars were available to install concrete sidewalks</li> <li>No thanks, not safe, will allow cars to park on street, not safe</li> <li>Good option until full sidewalk solution / budget is available</li> <li>Choice #2 is good (see attached drawing)</li> <li>No thanks. Not safe for kids. Invisible lines in winter. People will park</li> <li>People could park and block roadway</li> <li>Good option until sidewalk could be done</li> </ul>
Bollards (install bollards, install signage, cost dependent on spacing and type of bollard)	\$80,000 to \$120,000	<ul style="list-style-type: none"> <li>No thanks (2 comments)</li> <li>#2 with painted lines (see attached drawing)</li> <li>No. Waste of money. Does not look good or make it safe. No thanks</li> <li>Maybe picture #2 bumps (see attached drawing)</li> <li>No thanks. Posts would be worse in my opinion</li> <li>Posts won't stop a vehicle from flying off the road. No real security</li> </ul>
Flex Posts (install flex posts, install signage, cost dependent on spacing and type of flex post)	30,000 to 40,000	<ul style="list-style-type: none"> <li>No thanks (2 comments)</li> <li>Not interested in posts of any kind</li> <li>No no-posts</li> <li>Ugly</li> <li>Targets for cars with idiots</li> </ul>
Curb (install asphalt curb, paint curb, install signage)	\$10,000 to \$15,000	<ul style="list-style-type: none"> <li>Do #3 until we can afford the sidewalk with the curb (see attached drawing)</li> <li>#3 would be the least costly, asphalt walkway already there but between roadway and bike path. Painted brightly short term to get to end original result</li> <li>Use to divide road from bike path and walk path. Short term solution. Moderate cost. OK</li> <li>Choice #3 (see attached drawing)</li> <li>#3 the best idea (see attached drawing)</li> <li>Would be willing to go with either option 3 or 4 as long as I could still get my trailer into my back yard</li> <li>No. 4 would be nice. No 1 would work good for runoff problems (see attached drawing)</li> </ul>
Rubberized Curb (install curb, install signage)	\$20,000 to \$25,000	<ul style="list-style-type: none"> <li>No thanks (3 comments)</li> <li>Possible divide road from bike lane and walkway. Narrow road to slow traffic</li> <li>Not very nice looking and might be moved if impacted by traffic</li> <li>Rubberized curb could work. Would like to see it put on the side between bike path and roadway. The main road needs to be made to look narrower</li> </ul>
Planter Boxes (install planter boxes, install dry wells, install signage)	\$90,000 to \$120,000	<ul style="list-style-type: none"> <li>No thanks. Waste of money (3 comments)</li> </ul>
Sidewalks (no curb)  (remove asphalt, install sidewalks at existing grade, install dry wells, install signage)	\$350,000 to \$500,000	<ul style="list-style-type: none"> <li>No thanks like the curb and trees look</li> <li>Prefer full sidewalk. This seems a waste of money</li> <li>Waste of money</li> <li>Waste of money. Has to be removed to get the end results. Waste of time and money</li> <li>Will have to be taken out to get final phase complete. No thanks</li> </ul>
Sidewalks (with curb)  (remove asphalt, install curb, gutter, boulevard, and sidewalks, install drainage, price does not include the south side of the road)	<p>\$1,500,000 to \$2,000,000</p> <p>South side an additional \$2,500,000 to \$3,500,000</p>	<ul style="list-style-type: none"> <li>Best long term option</li> <li>So that we can have a sidewalk sooner. Okay with no-posts staying as well until sidewalk completion, provided they are moved to accommodate property access</li> <li>This is our #1 choice, would like to see it done if possible within 5 years. Would be willing to go with a painted line (something cheaper)</li> <li>This option would be ideal but would not want to have to live with the current no-post that are there now and would not want to wait more than 5 years for the work to start.</li> <li>This would be my #1 choice. Consistency with existing sidewalks</li> <li>This is what we would want. We understand the costs but in the end this is where we want to be at</li> <li>Would like to see this as the end result. If something works temporarily that's fine by me</li> </ul>

		<ul style="list-style-type: none"> <li>I like sidewalk with curb. Leave the blocks as they are until you can afford to do it right or do the asphalt curb in the meantime</li> </ul>
Other comments		<ul style="list-style-type: none"> <li>Electronic solar speed display sign (2 comments), Access to back yard, Make road look narrower, Only restrict on street parking to certain times of the day, Amount of commercial traffic, Post more speed limit signs</li> </ul>

Table 2 – Criteria Ranking

The public was requested to select the top five design criteria in order of importance to them. The following is the result of their input. Point totals are based on the following:

- 5 points for a ranking of 1
- 4 points for a ranking of 2
- 3 points for a ranking of 3
- 2 points for a ranking of 4
- 1 points for a ranking of 5

Criteria	Importance of Criteria to Public					Total
	1	2	3	4	5	
Speed	2	3	1	1		27
Driveway Access (includes rear yard)	3	2				23
Noise	1		1	1	1	11
Aesthetics		1	1	1	1	10
Sight Lines	1		1	1		10
Drainage	1		1	1		10
Safety	1				1	6
Snow Removal		1		1		6
Posted Speed Limits		1				4
Narrow Roads			1			3
Repair / Replacement Costs			1			3
Vandalism					1	1
Construction Disruption						
Cost						
Maintenance						

These pictures graphically show what the public is referring to when they stated a choice in their comments in Table 1. For example: In Table 1 under Painted Lines the second comment refers to "Choice #2" which is illustrated in the drawing at the top left hand side with the heading Painted Line and the number 2.

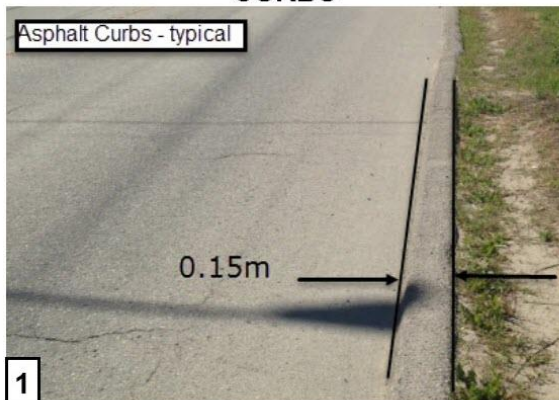
**PAINTED LINE**



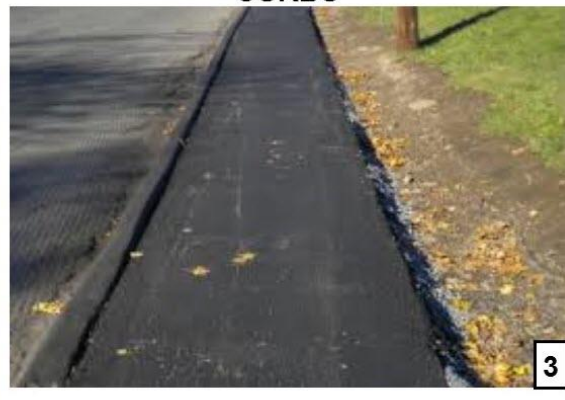
**BOLLARDS**



**CURBS**



**CURBS**



**CURBS**





Site Plan





## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 19, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Don Darling, Director of Works and Utilities  
SUBJECT: Stewardship Agreements for Rocky Mountain Ridged Mussel  
and Western Screech-owl

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### STAFF RECOMMENDATION:

THAT Council pass the following resolution:

'THAT Council enter into the 2015 - 2019 Stewardship Agreements for the Rocky Mountain Ridged Mussel and the Western Screech-owl, as proposed by the Ministry of Forests, Lands and Natural Resource Operations,

AND THAT the Mayor be authorized to execute the 2015 - 2019 Stewardship Agreements for Rocky Mountain Ridged Mussel and Western Screech-Owl.'

### PURPOSE:

To protect endangered species and species of special concern within the District of Summerland.

### BACKGROUND:

The Ministry of Forests, Lands, and Natural Resource Operations is proposing to enter Stewardship Agreements with local governments in regards to the management of species listed under the Species at Risk Act (the 'SARA') and B.C. Conservation Data Centre (the 'CDC').

### DISCUSSION:

The species at risk within the District of Summerland are the Rocky Mountain Ridged Mussel, which is listed as a Special Concern in Canada by the SARA, and the Western Screech-Owl, which is listed as federally endangered by the SARA and is provincially red-listed by CDC. Careful management of these species and their habitat is needed to ensure long-term viable populations within the District of Summerland as well as throughout their Canadian range.

The Appendices in the attached Stewardship Agreements outline where the agreements apply. The agreements will also apply to any area within the boundary of the District of Summerland where a Qualified Environmental Professional has confirmed the Rocky Mountain Ridged Mussel or the Western Screech-Owl have their habitat. The stewardship agreements have been developed to provide support, guidance, and coordinate actions to address potential threats to the Rocky Mountain Ridged Mussel and the Western screech-owl in these areas.

### FINANCIAL IMPLICATIONS:

There are limited financial implications.

### CONCLUSION:

The requirements of these stewardship agreements have minimal impact on current maintenance or best management practices of the District of Summerland. Currently most of the habitat of these species



falls within riparian areas which have strict guidelines regarding maintenance or other work that may take place inside these areas. This agreement is voluntary and does not supersede any existing legislative requirements.

ALTERNATIVES TO STAFF RECOMMENDATION:

Council could provide staff with direction as to what changes they would like to see in the stewardship agreements. Any changes would need to be reviewed by the Ministry of Forests, Lands and Natural Resource Operations staff.

Council could decide not to enter into the stewardship agreements.

Respectfully Submitted



Don Darling

Approved for Agenda



CAO – Linda Tynan May 20, 2015

## 2015-2019 Stewardship Agreement for Rocky Mountain Ridged Mussel in Summerland, B.C.

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Approval Date:

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Ministry of Forests, Lands and Natural  
Resource Operations | Thompson Okanagan  
Region

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District of Summerland | Mayor

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#### **APPENDIX 1 – MAPS**

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### **COVER PHOTOS**

Rocky Mountain Ridged Mussel (©Lora Nield)

## 1.0 INTRODUCTION

The Rocky Mountain Ridged Mussel (*Gonidea angulata*) is listed as Special Concern in Canada under the Species at Risk Act (SARA). Rocky Mountain Ridged Mussel is present in the littoral area all along Summerland's shoreline on Okanagan Lake. Careful management of this species and its habitat is needed to ensure long term, viable populations within the Summerland area as well as throughout the Canadian Range. This stewardship agreement is for several parcels of land within the District of Summerland (Appendix I). It has been developed by the District of Summerland and the Ministry of Forests, Lands, and Natural Resource Operations (FLNR) to provide support, guidance and coordinate actions to address potential threats to Rocky Mountain Ridged Mussel in these areas.

### Agency Objectives:

The **District of Summerland** provides lakeshore parkland areas for recreational opportunities for residents and visitors.

**FLNR** (Ecosystems Section) works to maintain and restore the natural biodiversity of provincial ecosystems, and fish and wildlife species and their habitat.

This stewardship agreement for the Rocky Mountain Ridged Mussel will assist in meeting both agencies' mandates. The mutual benefits include:

1. Ensuring measures are in place to protect and avoid impacts on Rocky Mountain Ridged Mussels
2. Developing a working relationship with each other to cooperatively manage environmentally sensitive areas and species,
3. Creating a better understanding of each agency's interests, roles and responsibilities as they relate to management of species at risk

The Rocky Mountain Ridged Mussel Stewardship Agreement is a "living document" between FLNR and the District of Summerland to address threats to, and provide protection for, Rocky Mountain Ridged Mussel in habitats fronted by District of Summerland lakeshore properties. This agreement is voluntary and does not supersede any existing legislative requirements. The actions in this agreement are consistent with, or based on, the July 2011 Management Plan for the Rocky Mountain Ridged Mussel (*Gonidea angulata*) in British Columbia (Fisheries and Oceans Canada).

### 1.1 Objective

The objective of this agreement is to protect Rocky Mountain Ridged Mussel in areas fronted by lands owned by the District of Summerland by providing effective planning, stewardship and threats mitigation.

## **2.0 SPECIES INFORMATION**

### **2.1 Status**

- Designated as Endangered in Canada (COSEWIC 2010)
- Listed as Special Concern in Canada (SARA Schedule 1 2005)
- Listed as S2 (Red Listed) in British Columbia (BC Conservation Data Centre)

### **2.2 Description of Species and Habitat Requirements**

- Size: Up to 12.5 cm long
- Shape: Trapezoidal in shape (foot shaped), distinguishing feature is the prominent ridge that runs along top of the shell
- Colour: Shell is dark brown to black, nacre is white or salmon coloured in the middle and pale blue near the margin
- Shell: Thicker than the floater species
- Teeth: Hinge teeth small and compressed; they are sometimes hard to distinguish (right valve has one small tooth and left valve has either one or none)
- Habitat ranges from soft muddy or sandy substrates to large cobble/boulder along lakeshores and within the Okanagan River
- Most commonly observed in waters less than 1.5 m deep however has been seen in over 8 m of water in Vaseaux Lake and 4 m in Skaha Lake

### **2.3 Threats**

The Management Plan for Rocky Mountain Ridged Mussel<sup>1</sup> identifies the following threats to this species:

- Foreshore/riparian development
- Historic riverbed channelization
- Hydrograph modification and regulation
- Aquatic introduced species
- Host species availability
- Watershed land-use related pollution
- Disturbance or direct harm
- Climate change

The greatest threat to Rocky Mountain Ridged Mussel along the shoreline of Okanagan Lake is disturbance or direct harm from instream works and recreational users.

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<sup>1</sup> Available at: <http://www.env.gov.bc.ca/wld/recoveryplans/rcvry1.htm>

### **3.0 THE AGREEMENT**

#### **3.1 Commitment**

The following section outlines Best Management Practices (BMPs) to mitigate or remove the potential threats listed above on lands owned and/or managed by the District of Summerland. The commitments for each party are set out below. The signing of this agreement commits the staff of FLNR Resource Management Division (Ecosystems Section) and District of Summerland staff to follow these BMPs between March 1, 2015 and February 28, 2019, after which time this agreement will be reviewed.

FLNRO agrees to:

- Share data with District of Summerland staff on Rocky Mountain Ridged Mussel inventory, habitat mapping, and anecdotal observations as new information comes available, subject to applicable data-sharing agreements
- Update the District of Summerland staff on Rocky Mountain Ridged Mussel status and conservation and restoration priorities as information becomes available
- Provide Rocky Mountain Ridged Mussel educational materials and training if requested
- Provide and install a Rocky Mountain Ridged Mussel interpretive sign at Peach Orchard Beach and Kinsmen Park Beach
- Advise District of Summerland staff if FLNR cannot follow requirements of stewardship agreement so alternative arrangements can be made

District of Summerland agrees to:

- Adhere to the Operational Best Management Practices listed below at all designated beach areas outlined in Appendix 1
- Allow the installation of an interpretive sign at Peach Orchard Beach and Kinsmen Park Beach
- Incorporate protection measures for habitats used by Rocky Mountain Ridged Mussel into the District of Summerland's management and operational plans. This includes beach maintenance, instream works and educational information at all locations listed in Appendix 1
- Incorporate new information into planning and operational management policies as it becomes available
- Submit any detection records to FLNR (see Key Contacts below) with UTM co-ordinates, date, time, description of vegetation, and any other pertinent information
- Advise FLNR if the District of Summerland cannot follow requirements of this stewardship agreement including the Operational Best Management Practices below so alternate arrangements can be made.

#### **3.2 Operational Best Management Practices**

- No roto-tilling of lakebed for controlling Eurasian milfoil
- No dredging of lakebed
- No infilling or dumping of material in lake
- No hardening of the shoreline
- No new structures to be placed in the water (docks, boat launches, etc.)
- Beach maintenance will not include the introduction of sand
- Apply for Water Act permission for any instream works (maintenance or new)  
([http://www.env.gov.bc.ca/wsd/water\\_rights/licence\\_application/section9/index.html](http://www.env.gov.bc.ca/wsd/water_rights/licence_application/section9/index.html))

- If any of the above works are undertaken, all appropriate mitigation /compensation for RMRM will be applied. This will not exclude other possible impacts and mitigation/compensation requirements relating to other environmental concerns.
- Avoid any new works that may alter natural patterns of water movement

### **3.3 Contributing Signatories**

Both FLNR and the District of Summerland recognize the important role research institutions, non-government organizations and naturalists groups have in achieving stewardship goals. If detailed agreements with other groups are required to clarify roles and responsibilities, they can be added as an appendix to this agreement.

### **3.4 Evaluation**

The commitment and operational best management practices evaluation of this agreement will be ongoing by both parties, however, at a minimum, there will be a review once a year. Monitoring the effectiveness of the stewardship agreement will be the responsibility of both parties. There may be additional activities that pose a high risk to this species and its habitat that are not covered in this agreement. These areas may be added, and site specific mitigation measures developed, during the term of the stewardship agreement.

## **4.0 KEY CONTACTS**

### **Ministry of Forests, Lands and Natural Resource Operations**

Lora Nield, Senior Ecosystems Biologist  
Ministry of Forests Lands and Natural Resource Operations  
102 Industrial Place,  
Penticton, BC V2A 7C8  
Phone: 250 490-8212  
Email: Lora.Nield@gov.bc.ca

### **District of Summerland**

Maarten Stam, Manager of Works  
Box 159, 9215 Cedar Ave  
Summerland, BC V0H 1Z0  
Phone: 250-494-0431  
Email: mstam@summerland.ca

## 5.0 REFERENCES

Fisheries and Oceans Canada. 2010. Management Plan for the Rocky Mountain Ridged Mussel (*Gonidea angulata*) in Canada [Final]. *Species at Risk Act* Management Plan Series. Fisheries and Oceans Canada, Vancouver. iv + 52 pp.

DRAFT



## APPENDIX I – MAPS

Figures 1-6 outline the locations to which the stewardship agreement applies.

Figure 1. Overview of all Locations



Figure 2 – Crescent Beach Locations (Higgins Road access and Crescent Beach Park)

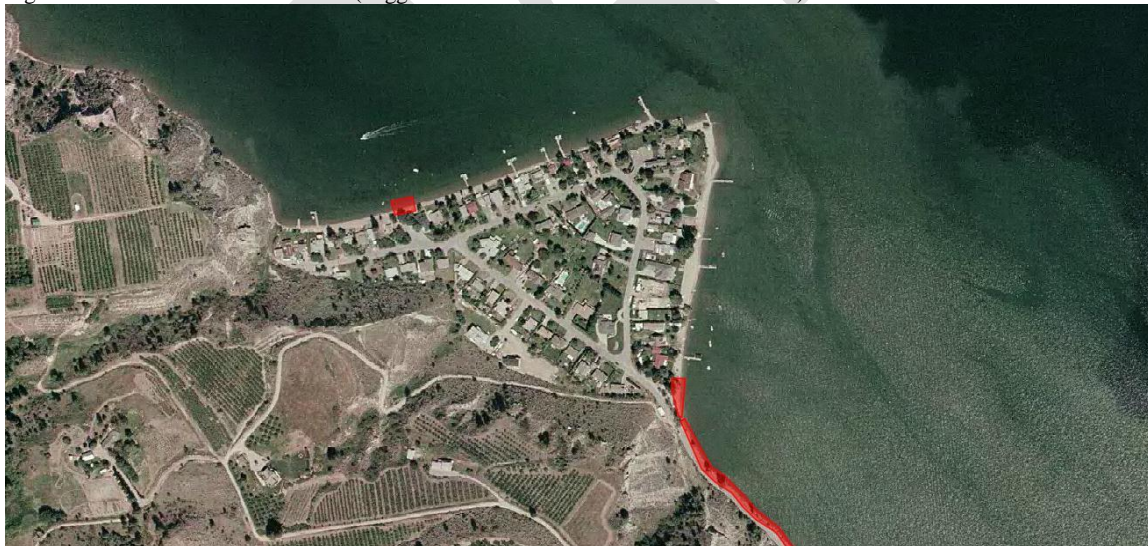




Figure 3 – Lakeshore Road North Roadside



Figure 4 – Beach Access off Lakeshore Road North





Figure 5- Peach Orchard, Rotary Beach, and Waterfront Walking Trail Areas



Figure 6- Waterfront Resort Park Access Area and Kinsmen and Beaver Street Parks



## 2015-2019 Stewardship Agreement for Western Screech-owl in Summerland, B.C.

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Approval Date:

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Ministry of Forests, Lands and Natural  
Resource Operations | Thompson Okanagan  
Region

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District of Summerland | Mayor

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**Appendix A** Stewardship Agreement Areas  
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## COVER PHOTOS

Clockwise from left: Western screech-owl (©Jared Hobbs); Eneas Creek riparian area, typical habitat features (cavity; snag), Adams Bird Sanctuary (©Josie Symonds)

## 1.0 INTRODUCTION

Western screech-owl (*Megascops kennicottii macfarlanei*; WSOW) is small, cavity-nesting owl species that uses riparian forest habitats in the Southern Interior area of British Columbia. Much of this habitat has been lost or degraded over the last century due to urban and agricultural development. As a result of these and other factors, WSOW is federally Endangered under the *Species at Risk Act* (SARA) and provincially red-listed (i.e., endangered or threatened) by the B.C. Conservation Data Centre (CDC). The recovery goal for this species, as identified in the WSOW provincial recovery strategy, is to “maintain a viable, well-distributed population of western screech-owls, *macfarlanei* subspecies, in secure habitat within the known range of the subspecies in British Columbia” (Ministry of Environment 2008). One of the key approaches to meeting this recovery goal is habitat protection through voluntary stewardship at the municipal and regional government level.

WSOW is known to breed at the Adams Bird Sanctuary and utilize the nearby Eneas Creek riparian corridor adjacent to Peach Orchard Road in Summerland, B.C. Both of these areas are maintained as part of the municipality's Centennial Trail system. WSOW has also been recorded on or near municipal lands with suitable habitat at Powell Beach Park on Okanagan Lake, Prairie Valley Creek Corridor at the end of Butler Ave., and along the Trout Creek riparian corridor near the Summerland Rodeo Grounds. The areas included in the agreement are provided in Appendix 1.

The purpose of this WSOW Stewardship Agreement between the Ministry of Forests, Lands and Natural Resource Operations (FLNR) Ecosystems Section and the District of Summerland is to promote the long term maintenance of WSOW populations in municipal parks and recreation corridors by planning and sharing information, protecting important habitat features, managing identified threats and providing effective stewardship. The approach taken here is consistent with FLNR's shared stewardship model to protect B.C.'s natural resources through collaboration, information sharing, education and use of best management practices (BMPs).

This WSOW Stewardship Agreement is a living document between FLNR and the District of Summerland to address threats to, and provide protection for, the endangered WSOW within municipal parks. The guidance in this document is based on the information available at the time of publishing and may require periodic updates as new information becomes available. This agreement is voluntary, and does not supersede any existing legislative requirements. The actions in this agreement are consistent with, or based upon, the *Recovery Strategy for the Western Screech Owl (Megascops kennicottii macfarlanei) in British Columbia* (Ministry of Environment 2008). The following sections describe the biology and threats to the WSOW (**Section 2.0**), the commitment and terms of the Stewardship Agreement (**Section 3.1**), and the operational BMPs for maintenance activities within the Stewardship Agreement Area (**Section 3.2**).

### 1.1 Objective

The objective of this agreement is to protect and promote the long term habitat needs for WSOW within numerous sites in the District of Summerland (Appendix 1)

## 2.0 WESTERN SCREECH-OWL BIOLOGY AND THREATS

The status, species description, habitat requirements, and threats of WSOW are described in the following sections.

## 2.1 Status

- Designated as Threatened in Canada (COSEWIC 2012)
- Listed under the SARA Schedule A as Endangered.
- Red listed in British Columbia (BC Conservation Data Center)

## 2.2 Species Description

- Size: Small (19–26 cm)
- Colour: Distinct pale underside with dark streaks, a brownish-grey back with fine dark streaks, yellow eyes and a black beak
- Shape: Short tail, rounded wings, well-defined facial disc, feather “ear” tufts on the head
- Call: Hooting noise that sounds like a number of low whistles that speed up towards the end (like a ball as it bounces to a stop)
- Habitat: Cavity-nesting with a strong association with mature riparian forests dominated by black cottonwood (*Populus balsamifera* ssp. *trichocarpa*), water birch (*Betula occidentalis*) and/or trembling aspen (*Populus tremuloides*) with a moderate to dense shrub understory.  
Secondary cavity nester (uses existing tree cavities that have been excavated by woodpeckers or formed by decay).  
Preferred nest trees are mature cottonwood and birch with a diameter at breast height (dbh) of 30 cm or greater and cavities of 7.5 cm or greater in diameter (Cannings and Angell 2001).  
Roosting habitat is areas with high densities of large trees, preferably conifers, with considerable tall shrub cover and limited low shrub cover.  
Requires adjacent foraging habitat, which may include riparian forest, coniferous woodland, wetlands and pastures that support its prey species, which are mainly small mammals, birds and insects.

WSOW are non-migratory, with pairs resident throughout the year in their territory. The breeding period<sup>1</sup> for this species commences in mid-February with courtship (calling) and nest initiation, followed by egg-laying and nesting between mid-March and late May. Young are present at the nest between mid-April and late August, with juvenile dispersal occurring in late summer and generally limited to less than 20 km from the nest site.

## 2.3 Threats

The following threats are identified in the WSOS provincial recovery strategy (Ministry of Environment 2008) and COSEWIC status report (COSEWIC 2012):

- Habitat loss or degradation through urban, agricultural and hydroelectric development, specifically destruction and fragmentation of mature riparian woodland, and removal of large, mature trees (particularly cottonwood) with suitable nesting and roosting cavities
- Accidental mortality through collisions with vehicles

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<sup>1</sup> See timing windows FLNR (2013); page 25.



- Changes in predator/prey dynamics due to range expansion of barred owl (*Strix varia*), which is thought to predate on WSOW and may also displace WSOW from its historic range.

The following threats have further been refined for municipal parks and recreation corridors within the District of Summerland:

- Removal of large veteran deciduous trees, particularly cottonwood, birch and aspen, for public safety reasons (e.g., windfall) in areas where WSOW have been recorded
- Clearing of shrub understories in riparian woodlands, which may reduce quantity and diversity of prey species as well as recruitment of young deciduous trees required for stand maintenance

### 3.0 THE AGREEMENT

This Stewardship Agreement between FLNR Ecosystems Section and the District of Summerland promotes the careful management of WSOW and its habitat. The term of this Stewardship Agreement is five years (March 1, 2015 to February 28, 2019), effective from the date of approval on the cover of this agreement. Benefits of the Stewardship Agreement to both agencies are as follows:

- Promote long term viability of known WSOW populations in District of Summerland municipal parks and recreation corridors
- Develop a working relationship between FLNR Ecosystems Section and the District of Summerland as well as with other partners and stakeholders
- Develop, promote and deliver educational and interpretive information on WSOW and riparian habitat protection to the public and park users
- Develop and refine Operational BMPs specifically for municipal parks and recreational corridors to balance the needs for WSOW habitat protection, public safety and recreation

#### Areas Covered by the Agreement

The Stewardship Agreement is applicable to municipal lands with suitable habitat (identified in **Section 2.2**) within the following three locations (Maps of these areas are provided in Appendix 1):

- a. Lower Town
  - i. Eneas Creek riparian corridor that falls under District jurisdiction,
  - ii. Adams Bird Sanctuary,
  - iii. Peach Orchard Campground,
  - iv. Prairie Valley Creek Gulley (top of Butler Road to Hwy 97 - Trail),
  - v. Gulley between Prairie Valley Creek Gulley and Peach Orchard Road that has a spring that sources the Fish Hatchery,
- b. Trout Creek riparian corridor that falls under District jurisdiction including the Summerland Rodeo Grounds and the Trans Canada Trailhead
- c. Okanagan Lake riparian corridor at Powell Beach
- d. Any other location where a WSOW nest has been confirmed by a QEP.



### **3.1 Commitment**

The commitments for each party are set out below. The signing of this agreement commits the FLNR Ecosystems Section and District of Summerland to follow these commitments during the term of this Stewardship Agreement:

#### **FLNR Ecosystems Section agrees to the following Commitments:**

- Share data with District of Summerland on WSOW inventory, habitat mapping and anecdotal observations as new information comes available, subject to applicable data-sharing agreements
- Update District of Summerland on WSOW status, and conservation and restoration priorities as information comes available
- Inform and train new/seasonal staff and contractors on WSOW identification, habitat stewardship and the contents of this agreement
- Provide WSOW educational materials and training if requested
- Advise District of Summerland if FLNR Ecosystems Section cannot follow the commitments of the Stewardship Agreement

#### **District of Summerland agrees to the following Commitments:**

- Adhere to the Operational BMPs (see Section 3.2)
- Incorporate protection measures for WSOW riparian nesting and adjacent foraging habitat into municipal park management and operational plans; incorporate new information into planning and operations as it becomes available
- Inform and train new/seasonal staff and contractors on WSOW identification, habitat stewardship and the contents of this agreement
- Support initiatives that promote the protection of WSOW nesting habitat and wildlife trees, including, but not limited to, monitoring, outreach, inventory, research and restoration
- Submit any records of sightings/callings to FLNR Ecosystems Section with GPS coordinates, date, time, description of vegetation, and any other pertinent information
- Advise FLNR Ecosystems Section if District of Summerland cannot follow the commitments of the Stewardship Agreement and/or the Operational BMPs
- Confirm that Environmental Assessments associated with development proposals in mapped Environmentally Sensitive Development Permit (ESDP) areas include measures to protect WSOW nests and recruit future suitable nest trees, where a WSOW nest tree is confirmed by a QEP to occur and to be affected by the development
- Advise FLNR Ecosystems Section if development is planned that could affect a WSOW nest that has been confirmed by a QEP. This would include sites within development permit areas and also those outside them.

### **3.2 Operational Best Management Practices**

The following Operations BMPs have been developed for District of Summerland municipal parks and recreation corridors and are consistent with FLNR's existing guidance documents (i.e., FLNR 2014, FLNR 2013, and Ministry of Environment 2009).

#### **Tree and Shrub Removal BMPs**

- Avoid removing large diameter (>30 cm diameter breast height (dbh)) black cottonwood, water birch and trembling aspen trees in riparian areas where possible. The only exceptions will be for public safety.
- If such tree removal is proposed, retain a qualified wildlife/danger tree assessor to assess the risk associated with the tree following the guidelines in *Wildlife/Danger Tree Assessor's Course Workbook: Park and Recreation Sites* (Wildlife Tree Committee of B.C. 2012). If such tree is designated as a "hazard" by a qualified assessor using this workbook, follow the *Best Management Practices for Tree Topping, Limbing and Removal in Riparian Areas* (Ministry of Environment 2009), which is applicable to all tree removal within 30 m of a stream and lakeshore high water mark. Where trees are removed, replant at a ratio of 3 to 1 in the same site or suitable ones as close as possible to the site of removal.
- If WSOW is known to occur at or near the "hazard" tree (see Appendix A):
  - Within the WSOW breeding season (February 15 to August 25), do not remove the hazard tree; to address risk to public safety during this time, temporarily close or relocate trails at least 50 m away from known or potential nest sites to avoid accidental mortality of eggs or young<sup>2</sup>; the District of Summerland will explore other operational and management options available (such as accepting the risk of impact to this species and have a qualified professional (QP) engaged to mitigate risk and monitor the works) if the trail cannot be closed or temporarily relocated during the breeding season.
  - Outside of the WSOW breeding season, limb or top trees to a minimum to 3 to 5 m in height rather than removing the entire tree, if it can be completed safely without destroying the nest cavity or future nest trees; as a last resort, remove the entire tree and leave downed tree(s) where possible to provide coarse woody debris.
  - Do not remove or burn understory native vegetation unless a QP has provided an ecosystem restoration/treatment prescription or fuel hazard reduction prescription.
  - Retain existing habitats and features including nesting, perching and roosting sites; preserve live and dead trees or snags with cavities that could be used by WSOW for nesting.

#### General BMPs

- Where possible, leave a protective buffer around active nests of at least 1.5 tree length in urban areas and of at least 200 m in rural areas
- Where possible, leave an additional 100 m "quiet" buffer around nest sites during the breeding season (February 15 to August 25<sup>3</sup>): limit tree falling, chain saw use, large equipment use and other loud noises during this time
- Plan to construct new roads, trails and facilities outside of known and potential WSOW nesting habitat (i.e., cottonwood, birch and aspen stands)

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<sup>2</sup> Under Section 34 of the *Wildlife Act*, a person commits an offence if the person, except as provided by regulation, possesses, takes, injures, molests or destroys (a) a bird or its egg, (b) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or (c) the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg.

<sup>3</sup>See timing windows FLNR (2013); page 25.

- Where possible, locate trails away from areas known to be used by WSOW; keep new trails as narrow as possible to limit the amount of space used
- Allow for natural regeneration of riparian communities where possible
- Maintain suitable future nesting habitat; in sites where nesting habitat has been lost or degraded, WSOW-specific nest boxes<sup>4</sup> can be considered as an interim measures to maintain nesting options while habitat regenerates or is restored
- Avoid the use of pesticides and herbicides in riparian areas

### 3.3 Evaluation

The commitment and operational best management practices evaluation of this agreement will be ongoing by both parties. However, at a minimum, there will be a review once a year by both parties. Monitoring the effectiveness of the stewardship agreement will be the responsibility of both parties.

### 3.4 Key Contacts

The key contacts for this Stewardship Agreement are as follows:

- Lora Nield, Senior Ecosystems Biologist  
Ministry of Forests Lands and Natural Resource Operations  
102 Industrial Place, Penticton, BC V2A 7C8  
Phone: 250-490-8212  
Email: Lora.Nield@gov.bc.ca
- Maarten Stam, Manager of Works  
Box 159, 9215 Cedar Ave  
Summerland, BC V0H 1Z0  
Phone: 250-494-0431  
Email: mstam@summerland.ca

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<sup>4</sup> Example design: [http://www.shawcreekbirdsupply.com/plans\\_screech\\_owl.htm](http://www.shawcreekbirdsupply.com/plans_screech_owl.htm)

#### 4.0 REFERENCES

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[http://www.registrelep-sararegistry.gc.ca/document/default\\_e.cfm?documentID=2474](http://www.registrelep-sararegistry.gc.ca/document/default_e.cfm?documentID=2474)
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- Wildlife Tree Committee of British Columbia. 2012. Wildlife/Danger Tree Assessor's Course Workbook: Parks and Recreation Sites Course Module.  
<http://www.for.gov.bc.ca/ftp/hfp/external/publish/web/wlt/training/Parks-handbook.pdf>

## APPENDIX A: STEWARDSHIP AGREEMENT LOCATIONS



**Figure 1** Lower Town (Section 3 a-c) Agreement Area shaded in blue that consists of riparian habitat

**Figure 2** Trout Creek Stewardship Agreement Area is identified by municipal lands (pink shaded lots) along the Trout Creek riparian corridor.





**Figure 3** Okanagan Lake Stewardship Agreement Area is identified by Powell Beach municipal lands (pink shaded lots at Powell Beach only) with riparian habitat.

## **APPENDIX B: PROVINCIAL FACT SHEETS**

Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia:

Fact Sheet #5 Parks

<http://www.env.gov.bc.ca/wld/documents/bmp/devwithcare/Fact-Sheet-5-Parks.pdf>

Fact Shet # 12 Western Screech-owl

<http://www.env.gov.bc.ca/wld/documents/bmp/devwithcare/Fact-Sheet-12-screech-owl.pdf>





THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 16, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Don Darling, Director of Works and Utilities  
SUBJECT: Simpson Road Railway Crossing

---

STAFF RECOMMENDATION:

THAT Council pass the following resolution:

'THAT staff make the necessary changes to the Victoria Road Alignment to allow buses to stop on Simpson Road without obstructing the CN railway tracks,

AND THAT staff review the current signage and road markings to ensure they comply with applicable regulations and standards,

AND FURTHER THAT staff contact CN and Kettle Valley Railway to request the removal of fencing and brush that are affecting sight lines to the north of Simpson Road.'

PURPOSE:

To improve safety at the Simpson Road railway crossing.

BACKGROUND:

In October 2013, a school bus was observed by Kettle Valley Steam Railway at the stop line on Simpson Road with a portion of the bus obstructing the railway. British Columbia Safety Authority (BCSA) was contacted and they conducted a safety assessment of the railway crossing in November of 2013. The report was finalized on December 02, 2013 and contained recommendations for improvements. In recent discussions with the BCSA, they confirmed that they have no jurisdiction to require the work outlined in their report to be completed but they did indicate that their recommendations, and the submission of the safety concerns, are subject to a Freedom of Information request and would be available if a serious accident should occur.

DISCUSSION:

In April 2015, the District received a letter from Kettle Valley Steam Railway requesting information as to what is being done to address the recommendations outlined in the BCSA report. Staff visited the site and has found that there are three issues that need to be resolved. These issues and the resolution to each are as follows:

1. The distance between the stop line on Simpson Road and the railway tracks is insufficient for a long vehicle, such as a bus, to stop without obstructing the railway. This issue can be remedied by reducing the width of Victoria Road South to 8.0 metres at the intersection. This would allow the relocation of the stop line to the east and provide sufficient stopping distance for a bus. See attached map.
2. The sign lines to the north of Simpson Road are inhibited by fencing and materials stored in the CN right-of-way and some vegetated brush. This issue can be resolved by contacting CN and Kettle Valley Steam Railway to request the removal of these items to improve sight lines. See attached photos.
3. The signage at the railway crossing has not been reviewed for several years. This issue can be resolved by reviewing the signage and road markings for compliance with applicable

regulations and standards. Additional signage could be added that states "ACTIVE RAILWAY CROSSING. Do not stop on the tracks."

**FINANCIAL IMPLICATIONS:**

The cost of these improvements is estimated to be \$45,000 which includes approximately \$9,000 to repair three adjacent road areas that have failed and been patched. The cost of this project would be funded from an allocation of the \$150,000 of District funds available for 2015 road and sidewalk projects.

**CONCLUSION:**

Staff is recommending that the work be approved.

**ALTERNATIVES TO STAFF RECOMMENDATION:**

Council could decide to remove the repair of the three adjacent road areas from the project or they could decide to take no action.

Respectfully Submitted



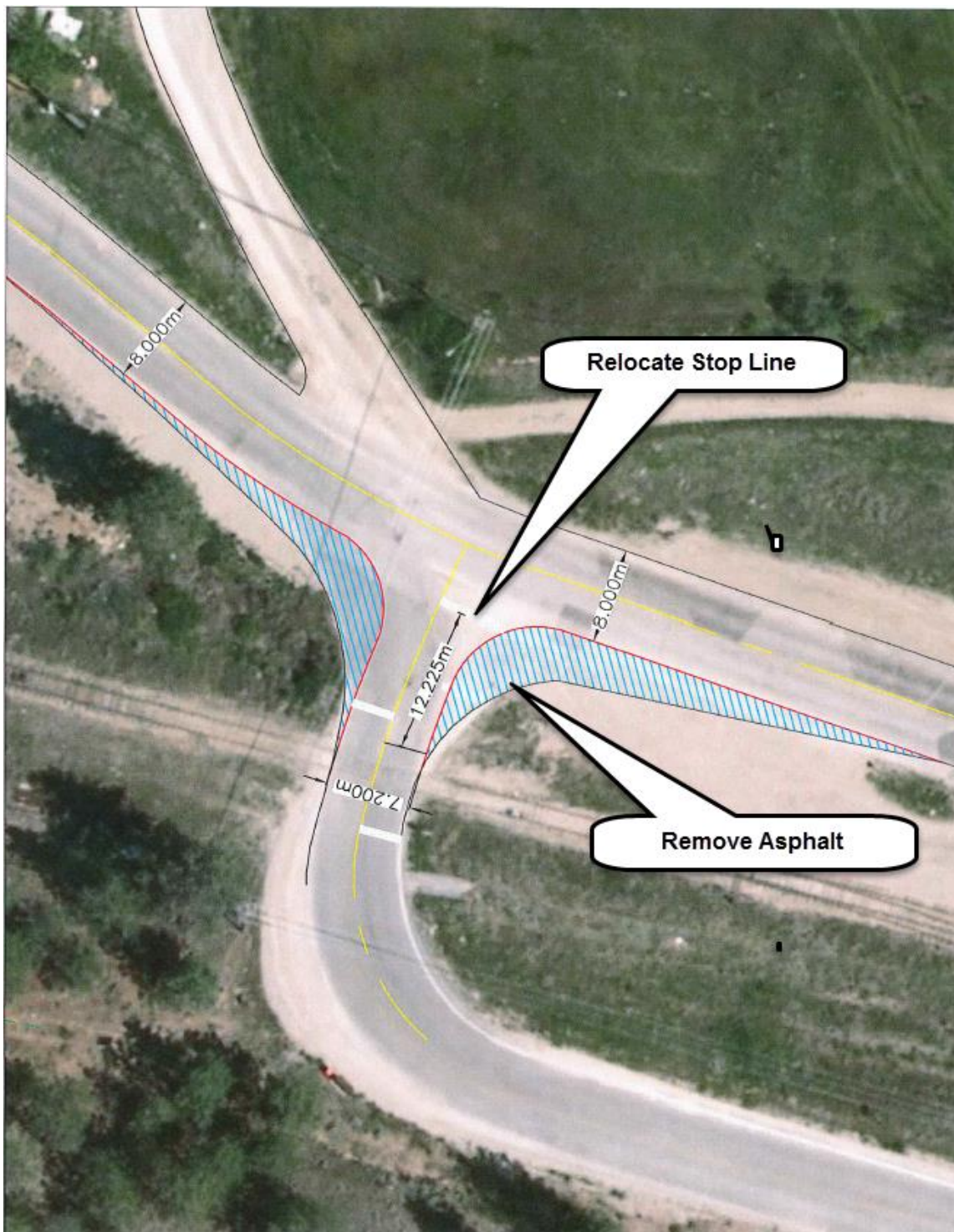
Don Darling

**Approved for Agenda**



**CAO – Linda Tynan May 21, 2015**







At eastbound stop line looking north.



At westbound stop line looking north







## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 19, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Don Darling, Director of Works and Utilities  
SUBJECT: Climate Action Committee Pilot Projects

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### STAFF RECOMMENDATION:

THAT Council pass the following resolution in support of the Climate Action Committee's recommendations:

'THAT the following two Climate Action projects be approved:

1. The Reduce, Reuse, ReWine project at a cost of \$4,974.74, and
2. The Worm Composting project at Summerland Middle School at a cost of \$152.97 for three classes to a maximum of \$611.88 for twelve classes,

AND FURTHER THAT solar power be referred to staff to investigate funding opportunities.'

### PURPOSE:

To provide funding for pilot projects that will reduce greenhouse gas emissions.

### BACKGROUND:

The Climate Action Committee (the 'CAC') circulates requests each year challenging the public to come up with ideas that will have a positive environmental impact on our community and help reduce greenhouse gas emissions.

### DISCUSSION:

Nine project applications were submitted for funding consideration in 2015 as follows:

1. Homeowner Solar Electricity Project
2. Grid-tied Solar PV System
3. Residential Solar Power Production
4. Grid-tied Solar Tracking System
5. Electric Vehicle Charging Station with 16-panel grid-tied Solar PV System
6. Energy Efficient Retirement Home
7. Climate Change
8. Reduce, Reuse, ReWine
9. Worm Composting at Summerland Middle School

The first five submissions listed above relate to solar power production and solar power tracking systems. Solar power is considered by the CAC as an established technology and therefore should not qualify as a pilot project and was removed from funding consideration. Notwithstanding, the CAC feels that there is significant community interest in solar power initiatives and it requires further attention. The CAC is recommending that opportunities to provide incentives or initiatives to Summerland citizens for solar power should be explored further.

Items 6 and 7 provided ideas and recommendations for projects but were not actual requests for funding so they were also removed from funding consideration.

The remaining two projects are the Reduce, Reuse, ReWine project by Cassandra Lum and the Worm Composting at Summerland Middle School by Patrick Geertz. The CAC Proposal Scoring Forms for these two projects are attached and include CAC comments. Both projects received high scores and are recommended for full funding by the CAC.

FINANCIAL IMPLICATIONS:

The District has set aside the Climate Action Revenue Incentive Program grants as well as District funds to undertake projects that aid in the reduction of greenhouse gases in Summerland. The balance of funds on hand on January 1, 2015 is \$149,671 and \$75,000 has been allocated for 2015 projects. The recommended projects can be accomplished within this allocation.

CONCLUSION:

Staff supports the recommendations of the Climate Action Committee.

ALTERNATIVES TO STAFF RECOMMENDATION:

Council could decide to either fund one or neither of the projects.

Respectfully Submitted



Don Darling

Approved for Agenda



CAO – Linda Tynan May 21, 2015

### Reduce, Reuse, ReWine (ReWine)

Cassandra Lum, 3<sup>rd</sup> Year Enactus Student, Project Manager ReWine

ReWine is a project that local Enactus Okanagan College students are working on. The purpose of this project is to develop a system for the washing and reuse of wine bottles. We hope to create a system modelled off the successful process in use by the Brewers Distributors LTD (BDL). Our team chose to take on this challenge for various reasons impacting the triple bottom line for the District of Summerland, the Province and potentially a larger scale in the future. A staggering 97% of the Province's wine is made in the Okanagan, and none of the bottles are being washed and reused. Mission Bottle Washing is the only privately owned bottle washing facility in the Province, they are located in Summerland, and have the capacity to implement a program of the potential magnitude this possesses.

The ability to wash and reuse bottles will drastically reduce the waste currently seen in the wine industry, through the reuse of bottles, reduced purchasing costs, and reduced waste in the region. This program will also bring the added benefit of being able to market the region as an environmentally conscience wine region. Furthermore, if the program is implemented on a large scale it will create jobs for the region both at the bottle washing facility, and in the management and logistics of the operations.

Last summer we were fortunate to receive support from Summerland's Climate Action Committee, to conduct initial research into the barriers a program like this would encounter in its implementation. Upon completion we identified six barriers that can also be identified as risks to a pilot program: standardization of bottles, standardizing label material and adhesive, post wash degradation, sanitation and cleanliness, cost versus benefit for wineries, program logistics and implementation.

Since then, our team has continued to work on the project and are now ready to conduct an initial pilot with the wineries in the district. The purpose of the pilot will be to collect and analyze data regarding the current number of bottles able to be reused, how many wineries are using the compatible labels and adhesives, and how many are able to be reused in the following season. This will aid in overcoming barriers including standardization of bottles, standardization of label material and adhesives, and the cost versus benefit to wineries, respectively. We are also in discussion with the UBC Engineering and Physics lab student research program to help us design a system for evaluating post washing bottle degradation. This pilot will help us design a future working model for the program regarding, when pickups are best, how many bottles we can collect, wash, and resell through the program, and logistical issues that may arise. Through the creation of a pilot we will be able to further develop a solution to the logistic and implementation barriers that arose initially, as well as develop a costing model.

ReWine is intended to target wine bottles in the \$10-\$25 range, and will be marketed to both large and small wineries. Initially we will develop a working agreement with the wineries to establish pick up days and compensation for bottles collected. As depicted in the budget, bottles will be collected less frequently at the beginning and end of the season as traffic through wineries is slower at these times of year. Additional pick up days will be added as the season becomes busier for the wineries, with a maximum number of pick up days estimated at once a week or four times a month.

For the duration of the collection we will be working in the District of Summerland with the wineries of Bottleneck Drive, with the exception of the Spring and Fall Okanagan Wine Festivals. Once bottles are collected they will be stored at a facility until after the collection is complete, at which time they will be washed, sorted, counted, and potentially re-sold in the fall. In the fall our team intends to analyze data collected to successfully address the barriers identified in this outline, and develop a marketing plan to increase the number of wineries involved in the program.

**1) Applicant Information**

- a) Enactus Okanagan College
- b) Cassandra Lum
- c) Project Manager ReWine
- d) 250-462-5743
- e) [Cassandra.t.lum@gmail.com](mailto:Cassandra.t.lum@gmail.com)

**2) Project Information**

- a) ReWine Pilot Project
- b) Timeline:
  - i. April 30-May 10<sup>th</sup> (spring wine festival)
  - ii. October 1-11<sup>th</sup> (fall wine festival) until March 31/2016 (sales and data verification)
  - iii. In order to obtain the greatest spread of bottles we would like to collect from the spring to fall Okanagan Wine Festivals. In between the two festivals we will be collecting in the district of Summerland. After bottle collection is complete, washing, reselling, and data compilation will continue through to March.
- c) Partners and contributors: Mission Bottle Washing, Wineries participating in the various wine festivals, and the wineries located in the District of Summerland
- d) Description of project: Project as described above.
- e) Description of required equipment and/or supplies.
  - i. Print supplies (Contracts, pickup slips, purchase orders)
  - ii. Truck rental
  - iii. Fuel costs
  - iv. Storage space rental
  - v. Bottle Boxes
  - vi. Pick up materials

**3) Budget information**

- a) Total gross project cost: \$6414.70
- b) Total grant request: **\$4974.70**
- c) How will other costs be financed

Labour is a cost that will not be covered by the grant. We are in the process of securing labour funding from other sources. If we are unable to secure alternate sources of funding for labour costs will decline any funds offered By the Climate Action Committee. Volunteers from the team, or the community are also an option if we are unable to acquire funding for labour costs.
- d) If applicable, who is responsible for ongoing operational/maintenance costs of the project when complete?

At the current time Enactus will be in charge of ongoing operational and maintenance costs of the project. Moving forward we would like to develop roles for community members and partners such as Mission Bottle Wash to work on the program, when it reaches a capacity sufficient to do so.

Item	Rate	Units	Quantity	Total	Notes
<b>Labour</b>	\$10.00	per hour	144	\$1,440.00	
<b>Administration</b>				<b>\$775.00</b>	Safety gear, boxes, refund fee, print costs (contracts, receipts, and invoices)
<b>Vehicle</b>	\$22.35	per day	18	\$402.30	including tax. Rates from U-Haul.
kilometers	\$0.49	per km	900	\$441.00	
insurance	\$15.00	per day	18	\$270.00	
<b>Gas</b>	\$1.40	per litre	216	\$302.40	assuming prices will increase, similar to last year
<b>Storage</b>	\$132.00	per month	12	\$1,584.00	10*12 locker, potential need for whole year while analyzing and reselling.
<b>Cleaning fee's</b>		one time		\$1,200.00	calibration of machine for a day's use with wine bottles as opposed to beer.
<b>Total</b>				<b>\$6,414.70</b>	
<b>Less: labour</b>				\$1,440.00	
<b>Grant request</b>				<b>\$4,974.70</b>	

Labour	April	May	June	July	August	September	October	Total	Units of Measure
pick up days	1	2	4	4	4		2	18	
hours	8	16	32	32	32		16	144 note 1	hrs /day 8
km driven	50	100	200	200	200		100	900 note 2	km/day 50
litres of fuel	12	24	48	48	48		24	216 note 3	litres/day 12

**note 1** June-August are expected to be the busiest with 1 pick-up a week

**note 2** Based on Google maps loop: Penticton, Summerland, Dirty Laundry, Penticton. With approx. 10 km extra for off route.

**note 3** based on fuel consumption per km of 6 litres/27km. For the distance traveled would be 12 litres per day





## PROPOSAL SCORING FORM: CLIMATE ACTION COMMITTEE

**Mandatory Requirement: The project must occur within the boundaries of Summerland.**

Project Title: Reduce Re-use Re-wine

Project Goals	low			high	
	1	2	3	4	5
How clearly are the project goals defined?				✓	
How well does the project illustrate how it will provide environmental benefits (reduce GHG emissions) in Summerland?			✓		
How well can the goals be measured?				✓	
How realistic and attainable are project goals, e.g. can they be accomplished in the specified time frame?			✓		

Benefit / Cost	low			high	
	1	2	3	4	5
How well do the benefits described in the proposal compare with the cost of the project (i.e. is there value for money)?				✓	
How realistic is the project budget and/or in-kind rates?					✓
How adequate is the detail in the budget information for evaluating the financial aspects of the proposal?					✓

Technical merits/shortcomings of the project	low			high	
	1	2	3	4	5
Does the project have the potential to expand (if successful) and have a significant impact on a larger sector of the community?					✓
How well does the proposal identify and explain factors/risks that may affect the project and reduce its likelihood of success?					✓
Is the project self-sustaining? (it should not require long-term maintenance)				✓	

**Reviewer Comments:** We recommend funding in full. We are concerned about the potential re-sale of the bottles, but we recognize that this is what is being explored.

Overall Project Score = 41.5 / 50

## 1) Applicant Information

- a) Legal Name: Patrick Geertz
- b) Primary Contact Name: Patrick Geertz or Tanya Brouwers (mom)
- c) Title of Primary Contact: Grade 6 Student at Summerland Middle School
- d) Phone Number: 250-494-7277
- e) Email Address: [t.brouwers@xplornet.ca](mailto:t.brouwers@xplornet.ca)

## 2) Project Information

- a) **Project Title: Worm Composting at Summerland Middle School**
- b) Project Timeline:
  - I. Estimated Start Date: immediately
  - II. Estimated Project End Date: indefinitely
  - III. Project Timeline Comments: I am hoping to start this project right away but first I will need permission from Jason Corday, our principle.
- c) Project Partners: I will need cooperation from the school principle, vice-principle and teachers.
- d) I am thinking of putting a worm composter in every classroom (12) or at least one composter per grade (3). At least 20% of Canada's methane emissions (a greenhouse gas) come from food waste in landfills. The average secondary school student produces 22 kg of food waste each year. That's way too much to go into the garbage!

Summerland Middle School students can help to reduce greenhouse gasses by throwing their fruit and vegetable waste into a worm composter. Red wigglers digest this waste. Done right, it doesn't stink and it produces castings that can be put back onto the City of Summerland's flowers and trees.

- e) Required equipment:
  - 68 L plastic totes – a minimum of 6 (2 per composter)
  - 1 pound of red wigglers/composter
  - drill with ¼" and 1/16" bits to make holes in totes
  - newspaper to make bedding
  - cardboard to keep bedding moist
  - fruit and veggie scraps!
  - Laminated signs for each composter to tell kids what can and can't go in

### **3) Budget Information**

#### **a) Total Gross Project Costs**

Each composter requires 2 68L plastic totes. I see that Walmart has a pack of 8, 68 L totes for \$48. Minimum for 3 classes would be **\$48** or **\$192/12 classes**.

Each composter will need 1 pound of worms. GardenWorks in Penticton sells red wigglers for 34.99/pound. Minimum for 3 classes is **\$104.97** or **419.88/12 classes**.

Drill can be borrowed. We have one.

We can get newspaper for bedding for free.

Cardboard is also free.

Signs will be donated by my family.

Labor can be donated by my family or better yet, involve the students at Summerland Middle School

**Total Gross Project Costs: \$152.97 to \$611.88**

#### **b) Total Grant Request**

\$152.97 to \$611.88

c) I am hoping the school and the students will be responsible for maintenance of this project. I am also happy to be in charge of making sure the worm composters work and helping everyone to understand how they work.



## PROPOSAL SCORING FORM: CLIMATE ACTION COMMITTEE

**Mandatory Requirement: The project must occur within the boundaries of Summerland.**

Project Title: Reduce Re-use Re-wine

Project Goals	low			high	
	1	2	3	4	5
How clearly are the project goals defined?				✓	
How well does the project illustrate how it will provide environmental benefits (reduce GHG emissions) in Summerland?			✓		
How well can the goals be measured?				✓	
How realistic and attainable are project goals, e.g. can they be accomplished in the specified time frame?			✓		

Benefit / Cost	low			high	
	1	2	3	4	5
How well do the benefits described in the proposal compare with the cost of the project (i.e. is there value for money)?				✓	
How realistic is the project budget and/or in-kind rates?					✓
How adequate is the detail in the budget information for evaluating the financial aspects of the proposal?					✓

Technical merits/shortcomings of the project	low			high	
	1	2	3	4	5
Does the project have the potential to expand (if successful) and have a significant impact on a larger sector of the community?					✓
How well does the proposal identify and explain factors/risks that may affect the project and reduce its likelihood of success?					✓
Is the project self-sustaining? (it should not require long-term maintenance)				✓	

**Reviewer Comments:** We recommend funding in full. We are concerned about the potential re-sale of the bottles, but we recognize that this is what is being explored.

Overall Project Score = 41.5 / 50



## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 14, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Lorrie Coates, Director of Finance  
SUBJECT: Annual Pricing Contract for Water Treatment Chemicals

---

### STAFF RECOMMENDATION:

THAT Council receive this report as information.

### PURPOSE:

To provide Council with information on the process and results of the request for pricing to supply chemicals for water treatment in 2015.

### BACKGROUND:

Suppliers are reluctant to provide pricing for longer than one year. Therefore, a Request for Quotes (RFQ) is issued each year for the provision of chemicals for water treatment.

### DISCUSSION:

A Water Treatment Chemical Supply Request for Quotes was issued in early April. Four suppliers responded to the RFQ. The quotations were evaluated based on the supply of each chemical as no supplier was able to provide quotes for all chemicals. In addition to the price, the length of time the supplier is willing to hold their price, lead time of product delivery, and the ability of the supplier to deliver product in a safe and reliable manner were also considered. The RFQ closed on April 28<sup>th</sup> with the quoted price per kilogram as follows:

	Caustic Soda	Coagulant	Polymer	Chlorine
ClearTech Industries Inc.	\$0.288	\$0.9593	\$7.50	n/a
Univar Canada Ltd.	<b>\$0.225</b>	<b>\$0.49</b>	n/a	n/a
Brenntag Canada Inc.	\$0.2892	n/a	<b>\$5.98</b>	<b>\$0.962</b>
Waterhouse	n/a	\$0.775	\$6.95	n/a

Note: Lowest bid for each chemical is shown in red

The District has worked with all of these companies in the past and they all have provided an acceptable level of service. Staff is recommending the lowest price for each chemical. The estimated total yearly cost for each chemical based on historical usage is as follows:

- Caustic Soda supply – Univar Canada Ltd. @ \$0.225/kg x approx. 220,000 kg = \$ 49,500
  - Coagulant supply - Univar Canada Ltd. @ \$0.49/kg x approx. 396,000 kg = \$194,040
  - Polymer supply – Brenntag Canada Inc. @ \$5.98/kg x approx. 3600 kg = \$ 21,528
  - Chlorine supply - Brenntag Canada Inc. @ \$0.962/kg x approx. 25,401 kg = \$ 24,435
- Total estimated yearly chemical cost      \$289,503**

FINANCIAL IMPLICATIONS:

The cost of water treatment chemicals will be covered by the 2015 budget allocation of \$322,000.

CONCLUSION:

Staff will award the caustic soda and coagulant supply to Univar Canada Ltd and the polymer and chlorine supply to Brenntag Canada Inc.

Respectfully Submitted

*Lorrie Coates*

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Lorrie Coates  
Director of Finance

Approved for Agenda



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CAO – Linda Tynan May 21, 2015



THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 20, 2015  
TO: Mayor and Council  
FROM: Linda Tynan, CAO  
SUBJECT: Signage at Cartwright

---

STAFF RECOMMENDATION:

That council pass the following resolution:

*"That staff be directed to erect signage at the access point to the College grounds off of Prairie Valley Road just east of Morrow indicating that the trails ahead are closed to motorized vehicles."*

PURPOSE:

To consider the request by Test of Humanity to erect three signs on municipal property at the *access point to the College grounds off of Prairie Valley Road just east of Morrow* warning riders that the trails ahead are closed to motorized vehicles.

BACKGROUND and DISCUSSION:

Staff met with the organizers of the Test of Humanity, the ATV Association and the Dirt Bike Association. At that meeting, Nic Seaton from Test of Humanity advised the group that signage is going to be erected at the entrance to the private property (marked in red on the attached map) indicating that no motorized vehicles would be allowed.

They requested that the District of Summerland erect three signs at the access point to the College grounds off of Prairie Valley Road (just east of Morrow) indicating that the trails ahead are closed to motorized vehicles.

The representatives from the ATV and Dirt Bike associations in attendance at the meeting agreed that the signs would be helpful as the riders begin their trip in this location and a warning that they would not be able to proceed once moving.

FINANCIAL IMPLICATIONS:

Cost of signage.

CONCLUSION:

The signage would assist in advising potential riders that they will not be able to continue past the entrance to private property.



OPTIONS:

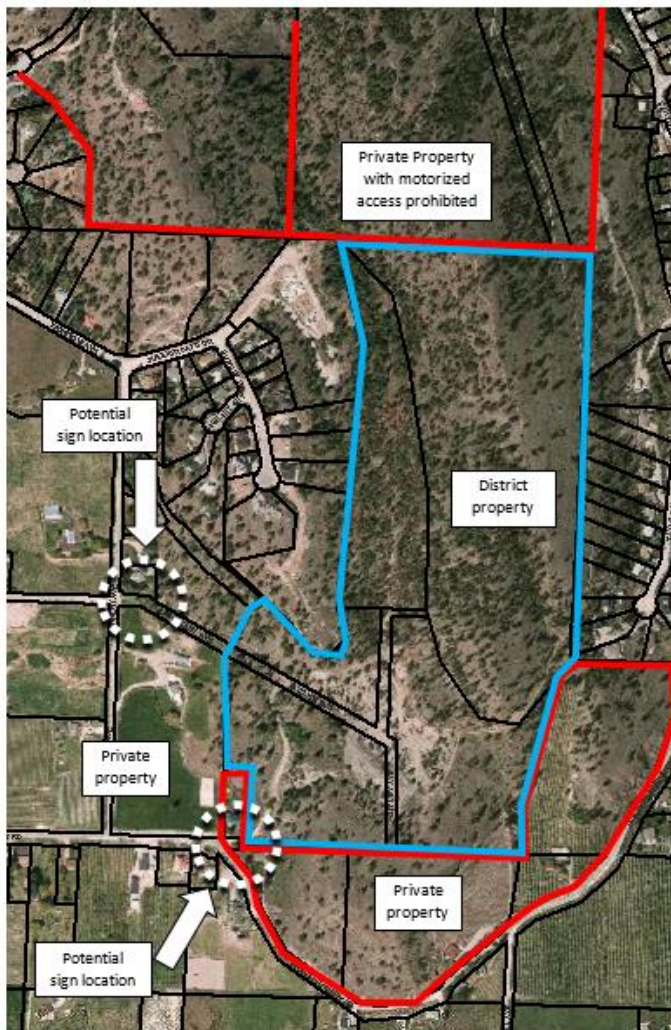
1. Direct staff to erect three (3) signs indicating that the trails ahead are closed to motorized vehicles (STAFF RECOMMENDATION).
2. Deny the request from Test of Humanity to erect signage.
3. Refer the matter back to staff for further review and report.

Respectfully Submitted



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*Chief Administrative Officer*





## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 20, 2015  
TO: Linda Tynan, CAO  
FROM: Maureen Fugeta, Corporate Officer  
SUBJECT: Request to name an 'Unnamed Trail in Trout Creek'

---

### RECOMMENDATION:

That council pass the following resolution:

"That council direct staff to prepare a Trail Naming policy for council consideration."

### PURPOSE:

To review the letter received from the Trout Creek Community Association regarding naming a local trail.

### BACKGROUND:

The District of Summerland received a request from Mary Trainer, Co-ordinator for the Trout Creek Community Association on April 7<sup>th</sup>, 2015, to begin a process to name an unnamed trail in Trout Creek owned and maintained by the District of Summerland.

The trail is approximately one kilometer and extends along the lakeshore between the Summerland Campground RV Park on the west and an entry point off Landry Crescent to the east.

The Trout Creek Community Association has joined Summerland's 'Adopt-a-Road' program to clean up garbage on Landry Crescent and Thornber Road, and the 'Adopt-a-Trail' program to clean up garbage and debris on this unnamed trail.

### DISCUSSION

The District of Summerland does not have a bylaw and/or policy for naming 'trails' within the boundaries of the District of Summerland. In the past there have been some trails named, however it has not been general practice to name other trails, therefore there is no set policy in this regard.

### FINANCIAL IMPLICATIONS

The Trout Creek Community Association advised that if Council approves the naming of the trail, they would consider raising funds for a sign(s) explaining the history of the area.

### OPTIONS

1. Refer back to staff to create a policy for naming 'unnamed' trails within the boundaries of the District of Summerland.
2. Deny the request.
3. Approve the request to the Trout Creek Community Association to begin the process for naming the trail, with the involvement of the local community.

Respectfully submitted,

*Maureen Fugeta*

Maureen Fugeta  
Corporate Officer

Approved for Agenda

CAO: Linda Tynan May 20, 2015



## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 25<sup>th</sup>, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Lorrie Coates, Director of Finance  
SUBJECT: Bylaw 2015-012 Development Cost Charge (Roads) Reserve Fund Expenditure  
(Prairie Valley Road and Jubilee Road)  
Bylaw 2015-013 – Tax Sale Reserve Fund Expenditure (RCMP Building  
Generator)

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### RECOMMENDATION:

That Council pass the following resolutions:

1. THAT Bylaw 2015-012 – Development Cost Charge (Roads) Reserve Fund Expenditure (Prairie Valley Road and Jubilee Road), be adopted.
2. THAT Bylaw 2015-013 – Tax Sale Reserve Fund Expenditure (RCMP Building Generator), be adopted.

### PURPOSE:

To consider adoption of Bylaws 2015-012 and 2015-013.

### BACKGROUND:

Bylaw 2015-012 to expend \$250,000 from the DCC Roads Reserve fund for the improvements to Prairie Valley Road and Jubilee Road. This Bylaw received 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings at the Regular Council meeting of Monday, May 11<sup>th</sup>, 2015.

Bylaw 2015-013 to expend \$80,000 from the Tax Sale Reserve Fund for the purpose and installation of a generator for the RCMP building. This Bylaw received 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings at the Regular Council meeting of Monday, May 11<sup>th</sup>, 2015.

### ATTACHMENTS:

1. Bylaw 2015-012 – Development Cost Charge (Roads) Reserve Fund Expenditure (Prairie Valley Road and Jubilee Road).
2. Bylaw 2015-013 – Tax Sale Reserve Fund Expenditure (RCMP Building Generator).

Respectfully submitted,

*Lorrie Coates*

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Lorrie Coates  
Director of Finance

Approved for Agenda

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CAO - Linda Tynan May 20, 2015

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-012**

**A Bylaw Authorizing the Expenditures of Monies in the  
Development Cost Charge Reserve Fund  
(Prairie Valley Road and Jubilee Road)**

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WHEREAS this is an unappropriated balance in the Development Cost Charge (Roads) Reserve Fund of \$432,113 as at December 31, 2014, which amount has been accumulated by additions to the fund and interest earnings;

AND WHEREAS it is deemed appropriate to expend a portion of the monies set aside in the Development Cost Charge (Roads) Reserve Fund for the purpose of road and sidewalk improvements on Prairie Valley Road and Jubilee Road with the amount expended out of the Reserve Fund in total to be \$250,000;

NOW THEREFORE the Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. The sum of \$175,000 is hereby appropriated from the Development Cost Charge (Roads) Reserve Fund for the purposes of road and sidewalk improvements on Prairie Valley Road.
2. The sum of \$75,000 is hereby appropriated from the Development Cost Charge (Roads) Reserve Fund for the purposes of road and sidewalk improvements on Jubilee Road.
3. This bylaw may be cited as 'Bylaw No. 2015-012 Development Cost Charge (Roads) Reserve Fund Expenditure (Prairie Valley Road and Jubilee Road)'.
4. This bylaw shall take effect immediately upon adoption.

Read a first, second and third time this 11<sup>th</sup> day of May, 2015.

Adopted by the Municipal Council this      day of                      2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-013**

**A Bylaw Authorizing the Expenditures of Monies in the  
Tax Sale Reserve Fund  
(RCMP building generator)**

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WHEREAS this is an unappropriated balance in the Tax Sale Reserve Fund of \$86,961 as at December 31, 2014, which amount has been accumulated by additions to the fund and interest earnings;

AND WHEREAS it is deemed appropriate to expend a portion of the monies set aside in the Tax Sale Reserve Fund for the purpose of purchasing and installing a generator at the RCMP building with the amount expended out of the Reserve Fund in total to be \$80,000;

NOW THEREFORE the Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. The sum of \$80,000 is hereby appropriated from the Tax Sale Reserve Fund for the purposes of purchasing and installing a generator at the RCMP building.
2. This bylaw may be cited as 'Bylaw No. 2015-013 Tax Sale Reserve Fund Expenditure (RCMP building generator)'.
3. This bylaw shall take effect immediately upon adoption.

Read a first, second and third time this 11<sup>th</sup> day of May, 2015.

Adopted by the Municipal Council this                      day of                      2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 25<sup>th</sup>, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Lorrie Coates, Director of Finance  
SUBJECT: Bylaw 2015-015 – Amendment of Fees and Charges Bylaw No. 98-001 (Electric, Water and Sewer)

---

RECOMMENDATION:

That Council pass the following resolution:

‘THAT Bylaw 2015-015 – Amendment of Fees and Charges Bylaw No. 98-001 (Electric Fees and Charges, Water Fees, Charges, Rates and Fines, and Sewer Fees and Charges)’, be adopted.

PURPOSE:

To consider adoption of Bylaw 2015-015.

BACKGROUND:

Bylaw 2015-015 Amendment of Fees and Charges Bylaw No. 98-001 (Electric, Water and Sewer Fees), received 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading at the Regular Council meeting of Monday, May 11<sup>th</sup>, 2015.

Respectfully submitted,

*Lorrie Coates*

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Lorrie Coates  
Director of Finance

Approved for Agenda

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CAO - Linda Tynan May 20, 2015



**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-015**

**A BYLAW TO AMEND BYLAW NUMBER 98-001, A  
BYLAW TO AUTHORIZE THE CHARGING OF FEES FOR  
VARIOUS MUNICIPAL SERVICES (ELECTRIC FEES AND  
CHARGES, WATER FEES, CHARGES, RATES AND  
FINES AND SEWER FEES AND CHARGES)**

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The Municipal Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. That Schedule "A" - Electric Rates of Bylaw Number 98-001 be deleted and replaced with a revised Schedule "A" - Electric Fees and Charges, attached to this bylaw.
2. This Bylaw shall amend electrical fees and charges effective July 1, 2015.
3. That Schedule "B" – Water Fees, Charges, Rates and Fines of Bylaw Number 98-001 be deleted and replaced with a revised Schedule "B" – Water Fees, Charges, Rates and Fines, attached to this bylaw.
4. That Schedule "O" – Sewer Fees and Charges of Bylaw Number 98-001 be deleted and replaced with a revised Schedule "O", attached to this bylaw.
5. This Bylaw shall amend water and sewer fees and charges upon adoption.
6. This bylaw may be cited as "Bylaw Number 2015-015, Amendment of Fees and Charges Bylaw No. 98-001 (Electric Fees and Charges, Water Fees, Charges, Rates and Fines and Sewer Fees and Charges)"

Read a first, second and third time this 11<sup>th</sup> day of May, 2015.

Adopted by Municipal Council this                      day of                      2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 'A', BYLAW 98-001  
ELECTRIC FEES AND CHARGES (effective July 1<sup>st</sup>, 2015 billing)**

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**RATE CODES E01 TO E08 – RESIDENTIAL**

<u>Basic Charge:</u>	\$16.33 per month
<i>plus</i>	
<u>Energy Charge:</u>	
First 1,000 KWH per month	\$ 0.1059 per KWH
Over 1,000 KWH per month	\$ 0.1165 per KWH
<u>Demand Charge:</u>	
Where a customer's load exceeds 24 KW, a Demand Charge of \$15.18 per KW shall apply to such excess demand	

**RATE CODE E10 – GENERAL COMMERCIAL**

<u>Basic Charge:</u>	\$20.01 per month
<i>plus</i>	
<u>Energy Charge:</u>	
All electrical energy used	\$ 0.1051 per KWH
<i>plus</i>	
<u>Demand Charge:</u>	
Per KVA of "Billing Demand" exceeding 40 KVA	\$10.45

**RATE CODE E12 – GENERAL COMMERCIAL, GST EXEMPT**

Same as Rate Code E10, without G.S.T. charged

**RATE CODE E14 – GENERAL COMMERCIAL, PST EXEMPT**

Same as Rate Code E10, without P.S.T. charged

**RATE CODE E15 – PRIMARY POWER LESS THAN 500 KVA DEMAND**

This rate applies where the customer owns and maintains all of the equipment past the load side of the metering unit.

<u>Basic Charge:</u>	\$20.01 per month
<i>plus</i>	
<u>Energy Charge:</u>	
All electrical energy used	\$ 0.1018 per KWH
<i>plus</i>	
<u>Demand Charge:</u>	
Per KVA of "Billing Demand" exceeding 40 KVA	\$10.31

#### RATE CODE E17 – PRIMARY POWER OVER 500 KVA BUT LESS THAN 1,000 KVA DEMAND

This rate applies where the customer owns and maintains all of the equipment past the load side of the metering unit.

<u>Basic Charge:</u>	\$1,007.87 per month
<i>plus</i>	
<u>Energy Charge:</u>	
All electrical energy used	\$ 0.0604 per KWH
<i>plus</i>	
<u>Demand Charge:</u>	
Per KVA of "Billing Demand"	\$10.18

#### RATE CODE 19 – PRIMARY POWER OVER 1,000 KVA DEMAND

This rate applies where the customer owns and maintains all of the equipment past the load side of the metering unit.

<u>Basic charge:</u>	\$1,138.94 per month
<i>plus</i>	
<u>Energy charge:</u>	
All electrical energy used	\$ 0.0587 per KWH
<i>plus</i>	
<u>Demand Charge:</u>	
Per KVA of "Billing Demand" per month	\$10.18

#### RATE CODE E20 - IRRIGATION

Seasonal Use – May to September only.

<u>Basic Charge:</u>	\$16.33 per month
<i>plus</i>	
<u>Energy Charge:</u>	
All electrical energy used	\$ 0.1059 per KWH

#### RATE CODE E22 – CABLE T.V. (UNMETERED)

Service connections for Shaw Cable line amplifiers shall be charged for the calculated average monthly KWH consumption or not less than 250 KWH at the General Service Rate Code "E10".

#### RATE CODE E25 – MUNICIPAL ENERGY

All electrical energy consumed	\$ 0.0862 per KWH
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#### RATE CODE E26 – FLAT RATE POWER

<u>Basic Charge:</u>	\$205.80 per month
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#### RATE CODE E31 TO E40 – STREET LIGHTS (WITHOUT POLES)

E31 – 100 watt, dusk to dawn high pressure sodium	\$23.10 per month
E32 – 175 watt, dusk to dawn mercury vapour	\$26.47 per month
E33 – 175 watt, mercury vapour	\$26.47 per month
E34 – 250 watt, mercury vapour	\$32.46 per month
E35 – 400 watt, mercury vapour	\$43.80 per month
E36 – 100 watt, high pressure sodium	\$23.10 per month
E37 – 150 watt, high pressure sodium	\$25.00 per month
E38 – 250 watt, high pressure sodium	\$32.46 per month
E39 – 400 watt, high pressure sodium	\$43.80 per month
E40 – 250 watt, metal halide	\$32.46 per month

#### RATE CODE E50 – HIGHWAY 97 LIGHTING

Ministry of Transportation and Highways will be charged for Highway lighting according to the calculated monthly consumption as supplied by their Engineering Department and billed at our general commercial Rate Code “E10” for all power used for control devices and control lights. Streetlights will be charged at \$0.0397 per watt per month, from information supplied by their Engineering Department.

#### OTHER STREET LIGHT RATE CODE (WITH POLES)

E52 – 100 watt, dusk to dawn high pressure	\$459.25 per month
E60 – Unmetered Street lights	\$ 34.34 per month
E61 – Unmetered Street lights	\$ 21.37 per month
E62 – Unmetered Street lights	\$ 49.61 per month

District of Summerland rate codes – charge per location

E54 – 175 watt, dusk to dawn mercury vapour	\$3,106.68 per month
E56 – 400 watt, mercury vapour	\$2,016.41 per month
E58 – 250 watt, high pressure sodium	\$1,265.61 per month
E59 – 150 watt, high pressure sodium	\$4,564.92 per month

#### OTHER RATES AND CHARGES

<u>Disputed Meter</u> – fee for meter testing by Industry Canada (refundable if found to be outside allowable limits)	\$140.00
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#### ELECTRIC HEATING INSTALLATION CHARGE

The following non-refundable surcharge will apply to all new and established electric heating customers who increase their electrically heated floor space:

##### Single and two family dwellings, including work shops, garages and other detached structures:

Single storey, no basement	\$ 0.350 per sq. ft.
Single storey, with basement	\$ 0.583 per sq. ft.
Second storey	\$ 0.291 per sq. ft.

##### Apartments and rest homes:

All electrically heated area:	\$ 0.350 per sq. ft.
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Electric furnaces and heaters totaling 5 kw or more, controlled by one thermostat:

Charge per kilowatt connected load \$38.98

*plus*

Charge for additional units of less than 5 kw per thermostat \$19.46

Commercial and Industrial buildings:

All electrically heated area \$0.52 per sq.ft.

*or*

Per kilowatt of connected heaters, whichever is the greater \$48.67 per kw

DEFINITIONS:

"Billing Demand" means the greater of

- (a) the maximum demand in KVA for the current month, or
- (b) seventy-five percent (75%) of the maximum demand in KVA registered during the previous eleven-month period.

**ELECTRICAL SERVICE FIXED RATES**

*Any items which are not listed in the Electrical Service Fixed Rates will be charged out at a Fixed Quoted Rate based on actual cost.*

**OVERHEAD**

**1. Temporary Construction Service**

- Single phase up to 200 amps \$ 180

**2. New Permanent Service / Service Change**

• Single phase up to 200 amps	\$ 580
• Single phase	
○ 400 amp 120/240 V	\$ 1,700
○ 600 amp 120/240 V	\$ 2,650
• Three phase	
○ 400 amp 120/208 V	\$ 3,200
○ 600 amp 120/208 V	\$ 3,500
○ 800 amp 120/208 V	\$ 3,800
<b>UNDERGROUND</b>	
<b>1. Temporary Construction Service</b>	
• Single phase up to 200 amps	\$ 180
<b>2. New Permanent Service or Service Change</b>	
• Single phase up to 200 amps	\$ 695
• Single phase	
○ 400 amp 120/240 V	\$ 1,800
○ 600 amp 120/240 V	\$ 2,600
• Three phase	
○ 400 amp 120/208 V	\$ 3,200
○ 600 amp 120/208 V	\$ 3,300
○ 800 amp 120/208 V	\$ 3,500
<b>SERVICE DISCONNECT AND RECONNECT</b>	
(Owner requested, work completed between 7:00 am and 3:00 pm)	
• Meter Technician required	\$ 72
• Linemen required	\$ 180
• Owner requested - lineman and truck	\$ 180
• Arborist – disconnect or drop line	\$ 180
<b>SERVICE DISCONNECT OR RECONNECT</b>	
(Owner requested, work <b>not</b> completed between 7:00 am and 3:00 pm)	
• Linemen callout	\$ 273
<b>MISCELLANEOUS ELECTRICAL SERVICE FIXED RATES</b>	
• 35' wooden service pole supply and install	\$ 1,400
• Electrical System Modeling	\$ 700

**COSTS NOT INCLUDED IN THE ELECTRICAL SERVICE FIXED RATES**

- *Applicable taxes*
- *Single or Three Phase services over 30 metres*
- *Supply and installation of transformers*
- *Supply and installation of concrete structures*
- *Supply and installation of ducting*
- *Rock excavation by blasting*
- *Well-point dewatering*
- *Crossing of high pressure gas mains*
- *Sidewalk and boulevard restoration*
- *Adjustment of existing infrastructure that is in conflict*
- *Reconnection to existing private infrastructure*
- *Supply and installation of wooden service poles*

**SCHEDULE 'B' BYLAW 98-001**  
**WATER FEES, CHARGES, RATES AND FINES**

Words in this Schedule shall have the same meaning and interpretation as in the Water Utilities Bylaw 2014-020.

**DOMESTIC, COMMERCIAL and IRRIGATOR WATER USER RATES**

Domestic Water Use

Each domestic water account will be billed as follows:

1. Monthly mandatory Base Fee of \$28.45 for the supply and system maintenance necessary for each account's access to water, **plus**
2. Domestic Water Use Fee of \$0.31 per cubic metre:
  - a. up to a maximum of 25 cubic metres , **plus**
  - b. volume calculated based on the depth of water required to maintain vegetative growth over 70% of each parcel to a maximum parcel size of 0.81 ha (2.00 ac). The Domestic Water Volume calculation is based on the following water depths:

Billing Period	Water Depth
Dec 28 – Jan 27	0 mm
Jan 28 – Feb 27	0 mm
Feb 28 – Mar 27	0 mm
Mar 28 - Apr 27	35 mm
Apr 28 - May 27	95 mm
May 28 - Jun 27	150 mm
Jun 28 - Jul 27	180 mm
Jul 28 - Aug 27	175 mm
Aug 28 - Sep 27	110 mm
Sep 28 - Oct 27	50 mm
Oct 28 – Nov 27	0 mm
Nov 28 – Dec 27	0 mm

For properties on the Irrigation Water Parcel Tax Roll, the parcel size for calculating domestic water volume shall be the parcel size minus the arable acreage on the Irrigation Roll. In no case shall the lot size used for calculating domestic water volume exceed 0.81 ha (2.00 ac)

**plus**

3. Domestic Additional Water Use Fee of \$1.18 per cubic metre for any volume in excess of the Domestic Water Volume allowed in Section 2, calculated for each account.
4. Commercial Water Use

Each commercial water account will be billed as follows:



1. Base Fee of \$28.45 for the supply and system maintenance necessary for each account's access to water, **plus**
2. Commercial Water Use Fee of \$0.31 per cubic metre for all water used.

#### 5. Irrigator Water Use

Each irrigator water account included in the Irrigation Water Parcel Tax Roll will be billed as follows:

- I. Annual rate per arable 0.405 hectare (1 acre) – non greenhouse \$144.89
- II. Annual rate per arable 0.405 hectare (1 acre) – greenhouse \$312.83
- III. Annual rate per arable 0.405 hectare (1 acre) – ground water \$ 95.26  
collection for properties adjacent to Garnett Lake

#### 6. Environmental Levy

Charge for environmental levy per domestic water connection per month \$3.38

#### 7. Fixed Service Pipe Fees

Costs NOT included in the Fixed Service Pipe Fees

- *Applicable taxes*
- *Irrigation service installations or extensions*
- *Depths over 4.0 metres*
- *Flagging*
- *Rock excavation by blasting*
- *Well-point dewatering*
- *Crossing of high pressure gas mains*
- *Sidewalk and boulevard restoration*
- *Adjustment of existing infrastructure that is in conflict*
- *Reconnection to existing private infrastructure*

- I. Domestic Water Service Installation
  - 19 mm service \$ 1,850.00
  - 25 mm service \$ 2,100.00
  - 38 mm service \$ 2,350.00
  - 50 mm service \$ 2,600.00
- II. Irrigation or Domestic Water Service Removal
  - 19 mm service \$ 1,025.00
  - 25 mm service \$ 1,025.00
  - 50 mm service \$ 1,025.00

III.	Irrigation Conversion to 19 mm Domestic Water Service	
•	19 mm irrigation service	\$ 2,050.00
•	25 mm irrigation service	\$ 2,050.00
•	50 mm irrigation service	\$ 2,050.00
IV.	Domestic Water Service Extension	
•	19 mm service	\$ 1,125.00
•	25 mm service	\$ 1,275.00
•	50 mm galvanized service	\$ 1,834.00
•	50 mm copper	\$ 1,890.00

#### 8. Service Fees

Water Turn On or Turn Off - per site attendance	\$ 44.00
Water Turn Off fee	\$ 44.00
Water Meter Testing	\$ 40.00
Hydrant Use Permit	\$ 30.00 plus \$10.00 per day
Pit Meter Installation – single family domestic only payment) month for 12 months	\$ 1,500.00 (one time or \$125.00 per month for 12 months
Domestic Seasonal Meter (blue box) – up to 25 mm payment) months	\$ 1,500.00 (one time or \$125.00 per month for 12 months
Irrigation Extension Application	\$ 44.00
Advance Irrigation Application	\$ 44.00
Water System Modelling	\$ 700.00
Water Account Transfer	\$ 15.00
Field test for meter accuracy – meter found accurate	\$ 30.00
Field test for meter accuracy – meter found inaccurate	no charge
After Hours Call-Out Rate	\$ 178.00 per hour

#### 9. Fine Schedule

Unmetered Water Use	\$ 500.00
Water used by other than occupant	\$ 50.00
Wasting water	\$ 100.00
Unauthorized connection	\$ 100.00
Tamper with water system	\$ 100.00
Unauthorized use of fire hydrant	\$ 100.00
Unauthorized use of valve or stop cock	\$ 100.00
Fail to maintain access to water meter	\$ 50.00
Sell water without permit	\$ 100.00

Give water without permit	\$ 100.00
Water use not in accordance with the Water Utilities Bylaw 2014-019, Part 9	\$ 100.00

**10. Domestic Second Water Service**

Where a property is under .81 arable ha (2.0 arable acres) and there is an existing second water service in place as of July 1, 2015, and the purpose of the second water service is Domestic Seasonal Water Use, the annual charge shall be as follows:

Arable acres of .5 or less	\$ 44.00
Arable acres of .51 to 1.0	\$112.00
Arable acres of 1.01 to 1.5	\$184.00
Arable acres of 1.51 to 1.99	\$254.00

This fee includes the supply and system maintenance necessary for each account's access to water and the domestic seasonal water use.

**SCHEDULE "O"**  
**SEWER FEES AND CHARGES**

**SEWER OPERATING AND MAINTENANCE USER FEE**

The sewer operating and maintenance user fee is charged for each unit of sewer effluent discharged. One unit is defined as 900 litres per day which is equivalent to the amount of effluent discharge from an average single family residential dwelling. All users of the sewer system are subject to the charge with the amount of the charge calculated on the estimated sewer effluent discharge of the user.

The user fee will be charged on a monthly basis with a minimum charge of one unit.

Per unit sewer operating and maintenance user fee:      \$24.70 per month

The sewer operating and maintenance user fee is eligible for a 10% discount if paid by the due date as indicated on the utility billing each month.

**SANI DUMP USER FEE**

The user fee for dumping waste into the facility located on Highway 97      \$10.00 per use

**SEWER CAPITAL USER FEE**

The sewer capital user fee is charged for each unit in excess of one unit of sewer effluent discharged. One unit is defined as 900 litres per day which is equivalent to the amount of effluent discharge from an average single family residential dwelling. All properties within the sewer specified area are subject to the charge.

The sewer capital user fee will be charged on an annual basis at the rate of \$200.00 per unit for each unit in excess of one.

**SANITARY SEWER SERVICE FIXED RATES**

*Any items which are not listed in the Sanitary Sewer Service Fixed Rates will be charged out at a Fixed Quoted Rate based on actual cost.*

**1. Sanitary Sewer Service Connection**

- 100 to 150 mm service c/w Cleanout      \$ 3,050.00

**MISCELLANEOUS SANITARY SEWER SERVICE FIXED RATES**

- Sanitary Sewer System Modelling      \$ 700.00

**COSTS NOT INCLUDED IN THE SANITARY SEWER SERVICE FIXED RATES**

- *Applicable taxes*
- *Depths over 4.0 metres*
- *Flagging*
- *Rock excavation by blasting*
- *Well-point dewatering*
- *Crossing of high pressure gas mains*
- *Sidewalk and boulevard restoration*
- *Adjustment of existing infrastructure that is in conflict*
- *Reconnection to existing private infrastructure*



THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 25<sup>th</sup>, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Lorrie Coates, Director of Finance  
SUBJECT: Bylaw 2015-017 – A Bylaw to add a Local Sanitary Sewer Service Area  
(Juniper, Miltimore, Willow and Tait)

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RECOMMENDATION:

That Council pass the following resolution:

'THAT Bylaw 2015-017 – A Bylaw to add a Local Sanitary Sewer Service Area (Juniper, Miltimore, Willow and Tait), be adopted.

PURPOSE:

To consider adoption of Bylaw 2015-017.

BACKGROUND:

Bylaw 2015-017 – A Bylaw to add a Local Sanitary Sewer Service Area (Juniper, Miltimore, Willow and Tait), received 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings at the Regular Council meeting held on Monday, May 11<sup>th</sup>, 2015.

Section 211 of the *Community Charter* requires that Council must adopt a local service area bylaw once a successful petition is received.

ATTACHMENTS:

1. Bylaw 2015-017 – A Bylaw to add a Local Sanitary Sewer Service Area (Juniper, Miltimore, Willow and Tait).

Respectfully submitted,

*Lorrie Coates*

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Lorrie Coates  
Director of Finance

Approved for Agenda

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CAO - Linda Tynan May 20, 2015

## THE CORPORATION OF THE DISTRICT OF SUMMERLAND

### BYLAW NUMBER 2015-017

#### **A Bylaw to Add a Local Sanitary Sewer Service Area (Juniper, Miltimore, Willow and Tait)**

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WHEREAS pursuant to the provisions of the *Community Charter*, the Council of the District of Summerland is empowered by bylaw to add a local sanitary sewer service area.

NOW THEREFORE the Council of the District of Summerland, in open meeting assembled enacts as follows:

1. The following specified areas listed below form the new local sanitary sewer service area for Juniper, Miltimore, Willow and Tait, shown outlined on the map attached hereto as Schedule 'A' and forming part of this bylaw, as follows:
  - PID: 008-402-710 LEGAL: Lot 12, DL 488, Plan 17402
  - PID: 008-402-698 LEGAL: Lot 11, DL 488, Plan 17402
  - PID: 008-402-647 LEGAL: Lot 7, DL 488, Plan 17402
  - PID: 008-402-680 LEGAL: Lot 10, DL 488, Plan 17402
  - PID: 028-709-772 LEGAL: Lot A, DL 488, Plan KAP92461
  - PID: 008-402-744 LEGAL: Lot 14, DL 488, Plan 17402
  - PID: 008-402-655 LEGAL: Lot 8, DL 488, Plan 17402
  - PID: 008-402-621 LEGAL: Lot 4, DL 488, Plan 17402
  - PID: 003-116-409 LEGAL: Lot 2, DL 488, Plan 10197
  - PID: 008-949-964 LEGAL: Lot 2, DL 488, Plan 14706
  - PID: 009-534-377 LEGAL: Lot 3, DL 488, Plan 10805
  - PID: 009-534-369 LEGAL: Lot 2, DL 488, Plan 10805
  - PID: 004-777-654 LEGAL: Lot 1, DL 488, Plan 10805
  - PID: 001-854-577 LEGAL: Lot 1, DL 488, Plan 10197
  - PID: 006-085-938 LEGAL: Lot 2, DL 488, Plan 17402
  - PID: 008-402-639 LEGAL: Lot 6, DL 488, Plan 17402
  - PID: 008-402-663 LEGAL: Lot 9, DL 488, Plan 17402
  - PID: 004-658-311 LEGAL: Lot 5, DL 488, Plan 17402
  - PID: 010-238-743 LEGAL: Lot 2, DL 488, Plan 5919
  - PID: 008-402-752 LEGAL: Lot 15, DL 488, Plan 17402
  - PID: 008-402-736 LEGAL: Lot 13, DL 488, Plan 17402
  - PID: 009-601-813 LEGAL: Lot 3, DL 488, Plan 10197
  - PID: 008-950-041 LEGAL: Lot 3, DL 488, Plan 14706
  - PID: 008-402-612 LEGAL: Lot 3, DL 488, Plan 17402
  - PID: 004-658-353 LEGAL: Lot 1, DL 488, Plan 17402
2. The service and cost recovery methods have been proposed by petition in accordance with Section 212 of the *Community Charter*.

3. The Corporate Officer has provided a Certificate of Sufficiency certifying that the petition has been signed by the owners of at least 50% of the parcels that would be subject to the local sanitary sewer service area, attached as Schedule 'B' and forming part of this bylaw.
4. The service is the design and construction of a sanitary sewer collection system, including sewer mains, manholes, individual service connections to each property line, and associated appurtenances AND the use of existing capacity in the sewer mains, lift stations and the wastewater treatment plant associated with the extension of sewer to the service area.
5. The boundaries of the local service area are the boundaries of the parcels shown on the map attached to this Petition.
6. An estimate of the construction cost of the service is \$660,000. The value of the existing capacity in the sewer mains, lift stations and that wastewater treatment plant is \$40,000.
7. It is proposed that the District will borrow for the purposes of the service, and the total amount proposed to be borrowed is \$700,000, the term will be 20 years, and all of the borrowing costs are to be recovered by a local service tax.
8. All of the costs of the service are to be recovered by local service tax in the form of a parcel tax levied on the basis of a single amount for each parcel. Based on borrowing over a 20 year period at 2.2% interest annually, the estimated parcel tax per parcel is \$1,606 annually or a lump sum payment of \$28,000.
9. None of the costs of the service will be recovered by a general municipal tax.
10. This bylaw may be cited as 'Bylaw No. 2015-017 - 'A Bylaw to add a Local Sanitary Sewer Service Area (Juniper, Miltimore, Willow and Tait)'.
11. This bylaw shall take effect immediately upon adoption.

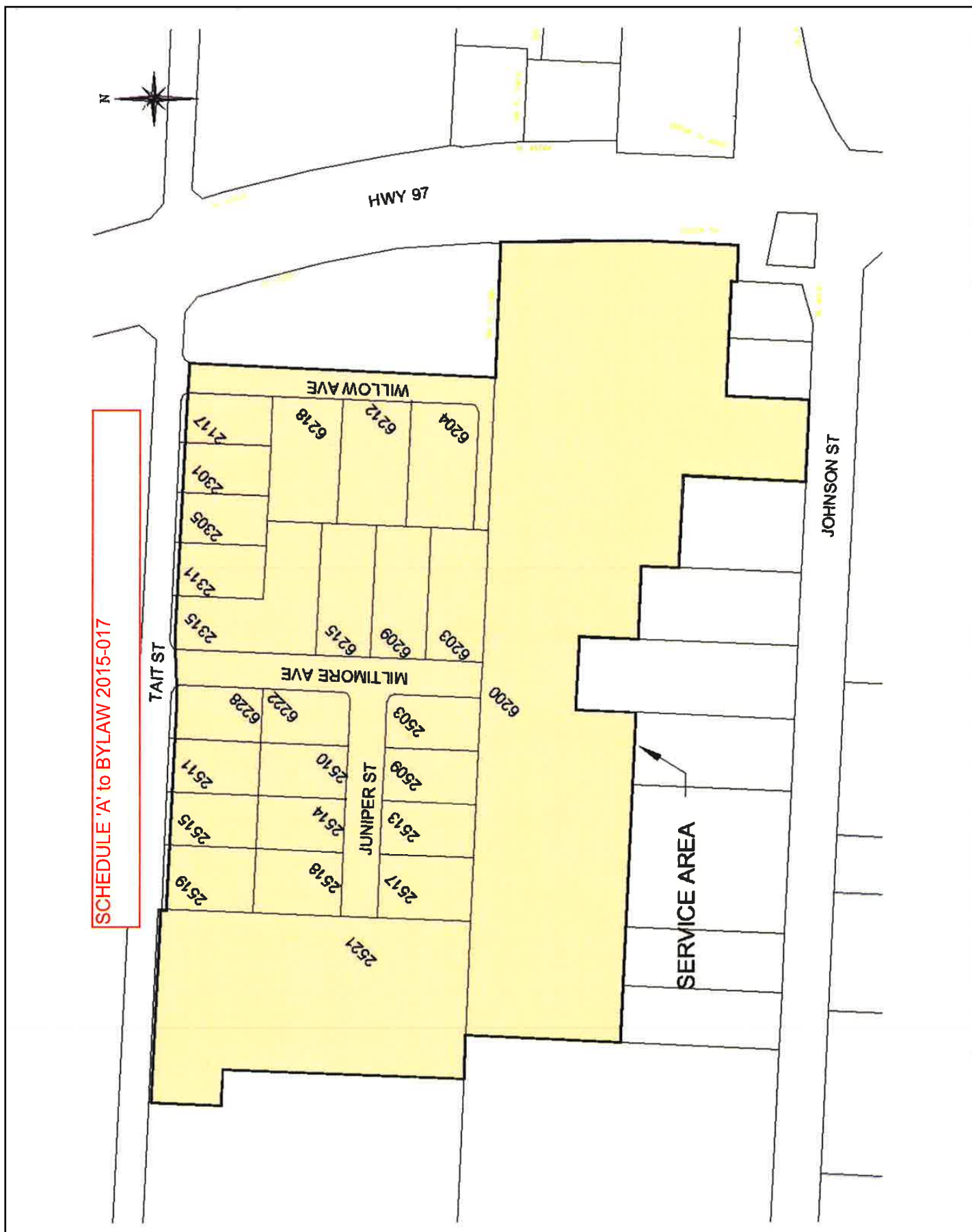
Read a first, second and third time this 11<sup>th</sup> day of May, 2015.

Adopted by the Municipal Council this      day of                      2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer





**SCHEDULE 'B' to BYLAW 2015-017**



**THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND**

**CORPORATE OFFICER CERTIFICATE OF SUFFICIENCY**

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I HEREBY CERTIFY that the petition received pursuant to Section 212 of the *Community Charter* to establish the Juniper/Miltimore/Willow/Tait Sewer Local Service Area and for Borrowing for the Works, to be sufficient and valid for the proposed Bylaw 2015-017 – A Bylaw to add a Local Sanitary Sewer Service Area (Juniper, Miltimore, Willow and Tait).

Pursuant to Section 212(3) of the *Community Charter* in order for a local sanitary sewer service area to be certified as sufficient and valid;

1. the petition must be signed by the owners of at least 50% of the parcels that would be subject to the local service tax; and
2. the persons signing must be the owners of parcels that in total represent at least 50% of the assessed value of land and improvements that would be subject to the local service tax;
3. Where 2 persons are joint owners of the property, both owners must sign and together they are considered as one owner;
4. If more than 2 persons are owners of the property, a majority of them must sign;
5. If the property is owned by a corporation, the signatory must provide proof of signing authority.

A certified determination is final and conclusive.

Dated this 8<sup>th</sup> day of May, 2015.

  
\_\_\_\_\_  
Maureen Fugeta  
Corporate Officer