

1. April 27, 2020 Council Agenda And Correspondence

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# INFORMATIONAL CORRESPONDENCE - APRIL 27, 2020

- |    |  |   |
|----|--|---|
| 1. | M. & B. Bonten – letter dated April 14, 2020 – Request for Speed Bump and Reopening of the Library   | A |
| 2. | A. Morris – email and attachments dated April 20, 2020 – Nuclear Weapons Disaster  | A |
| 3. | B. Stiles – email dated April 19, 2020 – Request for Business License for Fitness Classes in City Parks  | A |
| 4. | L. Jack – email dated April 21, 2020 – Food Sustainability   | A |
| 5. | S. Witzky, ALIB Councillor, L. Chrisholm, Project Coordinator/Storyboard Assistant, J. Brett, Technical Lead – letter received April 9, 2020 – Secwépemc Landmarks Project request for Letter of Support | A |
| 6. | Technical Safety BC – email dated April 9, 2020 – Remote Assessments During COVID-19   | N |
| 7. | H. O’Hara, Executive Director, BC Association of Farmers’ Markets (BCAFM) – letter dated April 16, 2020 – Farmers’ Markets are Essential Services under BC State of Emergency                            | N |
| 8. | Interior Health Authority – information bulletin dated April 18, 2020 – Alberta outbreak may affect workers in Interior Health Region  | N |
| 9. | G. Halseth, Co-Director and M. Morris, Co-Director, Community Development Institute of UNBC – letter dated March 27, 2020 – COVID-19   | N |

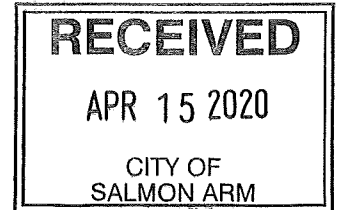
N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



17 – 780 10<sup>th</sup> Street SW,  
Salmon Arm, B.C. V1E 1L9  
Canada

April 14, 2020



ATTN; Mayor and Council

To whom it may concern;

We are writing this letter to make a couple of suggestions. We are fairly new to the city and feel we have fit in well. In particular we love the fact that the sidewalks are plowed very quickly after a snow storm. We are walkers as are many of the seniors and others.

As you can see by our address, we are opposite Canadian Tire in the yellow houses Braeside Place Strata. On either side of us on #10<sup>th</sup> Street, we have many, many seniors. Our suggestion is that because this street is such a busy street, not only people coming and going to and from the shopping center but continuing on to the large housing developments and farms up the hill, #10 Street has certainly become a raceway of mostly pickup trucks with large muffler exhausts, making it extremely noisy, day and night, and very unsafe for all the seniors trying to cross the street or just trying to get some rest. May we suggest some speed bumps be installed or much more RCMP presence, especially in the early evenings on 10<sup>th</sup> Street between the four way stop at 5<sup>th</sup> Avenue and 10<sup>th</sup> Avenue. Thank you for this consideration.

Our other suggestion would be as the city begins to open up after the corona virus threat, the library be one of the first business be open. This can be accomplished by only allowing 5-10 people into the library at a time. The library is so essential to people living in Salmon Arm. It was closed very quickly, without much notice to allow members to borrow more reading material than usual. We cannot find any other business that provide their services.

Thank you for your assistance.

Maarten Bonten

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

Beth Bonten

A handwritten signature in black ink, appearing to be "Beth Bonten", written in a cursive style.

**From:** Anne Morris

**Sent:** Monday, April 20, 2020 1:14 PM

**To:** Erin Jackson

**Subject:** Letter to City Council and attachment; also E-mail addresses for relevant Parliamentarians

Good afternoon, Ms. Jackson,

I am attaching a **letter to Council** from the Salmon Arm Ecumenical KAIROS Committee, which we hope to have considered by City Council at its April 28th meeting.

Also an article from *The Hill Times* by veteran Canadian diplomat and arms control specialist, Earl Turcotte. We would appreciate if you would circulate this to Council as well.

**Regarding follow-up action:** Assuming that Council adopts our proposed resolution, I would like to give you E-mail addresses for the **Prime Minister** and **Foreign Affairs Minister**, and for sending **copies** to the **opposition party leaders**, and to our **MP for North Okanagan Shuswap**:

The Right Hon. Justin Trudeau

Prime Minister of Canada

E-mail: [pm@pm.gc.ca](mailto:pm@pm.gc.ca)

The Hon. Francois-Philippe Champagne

Minister of Foreign Affairs

E-mail: [francois-philippe.champagne@international.ca](mailto:francois-philippe.champagne@international.ca)

**Copies to:**

Andrew Scheer, MP

Leader of the Official Opposition

E-mail: [andrew.scheer@parl.gc.ca](mailto:andrew.scheer@parl.gc.ca)

Jagmeet Singh, MP

Leader of the New Democrats

E-mail: [jagmeet.singh@parl.gc.ca](mailto:jagmeet.singh@parl.gc.ca)

Yves-Francois Blanchet, MP

Leader of the Bloc Québécois

E-mail: [yves-francois.blanchet@parl.gc.ca](mailto:yves-francois.blanchet@parl.gc.ca)

Mel Arnold, MP

for North Okanagan Shuswap

E-mail: [mel.arnold@parl.gc.ca](mailto:mel.arnold@parl.gc.ca)

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Please don't hesitate to contact me if you have questions.

Best wishes,

Anne Morris

April 20, 2020

His Worship Mayor Alan Harrison  
and Members of City Council  
City of Salmon Arm, BC

Your Worship and Members of Council,

In the past months, Council has heard from Salmon Arm citizens concerned about the existential threat of climate change to humankind and the planet. This letter concerns *the other* existential threat - *a nuclear weapons disaster*.

Early this year, the hands of the Doomsday Clock were moved ahead to 100 seconds before midnight, signifying the increased risk of nuclear war. In so doing, members of the Science and Security Board of the Bulletin of the Atomic Scientists are explicitly warning political leaders and citizens around the world that "*the international security situation is now more dangerous than it has ever been, even at the height of the Cold War*". The United Nations Institute for Disarmament Research has echoed this warning.

There are still about 14,000 nuclear weapons in the world. The Treaty on the Non-Proliferation of Nuclear Weapons — the cornerstone of the international effort to prevent the spread of nuclear weapons — is in dire jeopardy.

Several other international treaties have been abandoned or are in jeopardy: In May 2018, President Trump withdrew the U.S. from the Iran nuclear deal (the Joint Comprehensive Plan of Action), although the U.S. could not point to a single instance of Iran's non-compliance with the terms of the deal. In February 2019, the U.S. withdrew from the INF (Intermediate-Range Nuclear Forces) Treaty. Predictably, the US and Russia have begun a new competition to develop medium ranged nuclear weapons that are banned by this Treaty.

The Comprehensive Nuclear Test Ban Treaty lacks ratification by key states including the U.S. and China, and thus cannot go into effect. In addition, the U.S. continues to suggest that it will not extend New START, the agreement that limits US and Russian deployed strategic nuclear weapons and delivery systems. The U.S. is also threatening to pull out of the Open Skies Treaty of 2002.

There are also several disturbing developments: a) The 2018 U.S. Nuclear Posture Review explicitly *expands the number of scenarios in which nuclear weapons can be utilized*, including in response to *non-nuclear* threats such as cyber; b) the 'Defender of Europe 2020' military exercises, curtailed because of the virus pandemic, were scheduled to bring thousands of U.S. soldiers into Europe for military exercises culminating at the Russian border.

In this context, the leaders of the world's nations will gather some time in the coming months for the 2020 Review of the Nuclear Weapons Non-Proliferation Treaty (NPT), postponed because of the COVID-19 pandemic.

The NPT imposes on all nations a legal obligation to engage in good faith negotiations toward the elimination of nuclear weapons. But the nine nuclear weapons nations are all engaged in modernizing their nuclear weapons. As a result, the Treaty is in danger of being abandoned by the growing number of non-nuclear-weapon nations that question whether the nuclear weapon nations will ever forgo their nuclear weapons. Without concrete action to address this situation, certain Middle East non-nuclear nations will inevitably conclude that they have no choice but to seek nuclear weapons for themselves.

Is there a role for Salmon Arm in the face of this dangerous situation?

In 2006, Salmon Arm became a member of Mayors for Peace, an international organization of 7,689 cities. Headed by the Mayors of Hiroshima and Nagasaki, the two cities that were destroyed by U.S. atomic bombs in 1945, its main goal is the elimination of nuclear weapons. Mayors for Peace believes there is a role for cities and engaged citizenry toward achieving a nuclear weapons-free world. Since 2006, Salmon Arm City Council has taken a number of initiatives encouraging the Canadian government to take action towards the total elimination of nuclear weapons.

In the past, Canada has worked actively with like-minded states to strengthen the Non-Proliferation Treaty. Canada's recent work within the 16-nation Stockholm Initiative is a laudable example. <<https://new-york-un.diplo.de/un-en/news-corner/stockholm-initiative/2310512>> This creative diplomacy should be greatly expanded to help preserve the Non-Proliferation Treaty and promote a political climate in which international negotiations can take place on a treaty that contains a timetable for the elimination of nuclear weapons.

We therefore request that Salmon Arm City Council support the following resolution:

That, Council authorize Mayor Alan Harrison to write to Prime Minister Justin Trudeau and to the Minister of Foreign Affairs, the Hon. François-Philippe Champagne, urging that Canada make nuclear arms control and disarmament a national priority, and work toward achieving an international consensus that will save the Non-Proliferation Treaty (NPT) when it comes up for Review at the United Nations in the coming months.

Sincerely,

Anne Morris and Carol McAndrew  
Co-Chairs,  
Salmon Arm Ecumenical KAIROS Committee

Attachment: 'Public health crisis offers new lens towards nuclear disarmament' **Hill Times** Apr. 15/20

**Endorsements:**

The Right Reverend James A.J. Cowan  
Incumbent of St. John the Evangelist Anglican Church  
Salmon Arm

The Reverend Jenny Carter and  
First United Community of Faith, Salmon Arm

The Reverend Fennegina van Zoeren, Minister  
St. Andrews Presbyterian Church, Salmon Arm

The Reverend Dale Normandeau  
St. Joseph's Catholic Church, Salmon Arm

The Reverend Erik Bjorgan, Pastor  
Deo ELCIC Lutheran Church, Salmon Arm



*The Hill Times*, April 15, 2020

by Earl Turcotte, veteran Canadian diplomat and arms control specialist, and Chair of the Canadian Network to Abolish Nuclear Weapons.

# Public health crisis offers new lens towards nuclear disarmament

The COVID crisis might also serve as a cautionary tale, helping us to appreciate the fragility of life and avoid threats to humanity that are within our control.



Earl Turcotte

*Opinion*

**T**hat COVID-19 has created a new global reality is clear. If there is any positive aspect to this unfolding situation, it could be a deeper understanding of the fact that the well-being of people throughout the world is inextricably linked. The COVID crisis might also serve as a cautionary tale, helping us to appreciate the fragility of life and avoid threats to humanity that are within our control.

In 2019, a team of researchers at Princeton University simulated a limited exchange of low-yield "tactical" nuclear weapons to depict "a plausible escalating war between the United States and Russia, using realistic nuclear force postures, targets, and fatality estimates." They concluded that more than 90 million people would be killed or injured within a few hours and many more would die in the years following.

This is far from the worst-case scenario. In 1982, the Ronald Reagan administration conducted a war game dubbed "Proud Prophet" that concluded that even a limited nuclear attack on the then-Soviet Union would almost certainly elicit a massive

response, resulting in a half-billion people killed in the initial exchanges and many more from radiation and starvation over following decades.

To be sure, the nuclear threat has been around for a while. Why worry about it now more than usual, when we have so much else to worry about? Because developments of late have made the "unthinkable"—nuclear Armageddon—more probable than ever; factors that led the Bulletin of the Atomic Scientists on Jan. 23 of this year to move the hands of the Doomsday Clock up to 100 seconds to midnight, closer than ever before.

Over the past few years, nuclear-armed states have embarked on a new nuclear arms race, precipitated by the U.S. under the banner of "modernization." Russia and the U.S. have produced missiles that can travel up to 27 times the speed of sound and are considered to be unstoppable. There has been steady deterioration of the nuclear arms control regime with U.S. withdrawal and subsequent unravelling of the nuclear deal with Iran; U.S., then Russian withdrawal from the Intermediate-Range Nuclear Forces (INF) Treaty; and U.S. refusal to renew the New Strategic Arms Reduction Treaty with Russia that is set to expire in 2021, to name just a few. Add to the mix rising tension among nuclear-armed states, ongoing testing by North Korea, signs that Iran, Saudi Arabia, and South Korea might also pursue nuclear weapons capability, the possibility that one or more terrorist groups will acquire nuclear weapons and the ever-present potential for human miscalculation or accident.

Canada is to be congratulated for recently joining 15 other non-nuclear armed nations in the Stockholm Initiative—led by Sweden—that calls upon nuclear-armed states to "advance nuclear disarmament and ensure in the interest of humanity, nuclear weapons will never be used again." Does this represent a more forceful posture on nuclear disarmament more generally? We pray it does. Our lives and indeed the future of our planet could depend upon it.

Earl Turcotte is chair of the Canadian Network to Abolish Nuclear Weapons.

*The Hill Times*

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**From:** Brandi Stiles  
**Sent:** April 19, 2020 7:34 PM  
**To:** Alan Harrison  
**Subject:** Proposed Changes

Your Honourable Mayor, Alan Harrison,

I hope you and your family are safe and healthy in these rather uncertain times.

My name is Brandi Stiles and I operate Galeria Estima, a small Fitness & Yoga Studio in Westgate Public Market. I also work at Chadalin Medi Spa, and briefly met you at the spa when you were with Morgen and Jennifer voting on all the Hometown Hockey windows.

I am writing this letter to propose changes to the regulations regarding health and fitness professionals, such as personal trainers and yoga teachers' usage of parks within the Salmon Arm district. I propose that a special license be created, similar to a business license, that insured health and fitness professionals upon paying for this license would have access to municipal parks for operating their sessions. Having lived in London, England for many years and operating as a Personal Fitness Trainer, I witnessed firsthand how these regulations benefitted the vibrancy of parks and other public spaces when such activities were allowed to operate in those healthy, natural environments. Further, the annual fee to the Borough of London was a source of civic income and provided health and fitness professionals a license to train clients in specific parks.

I understand that up until now this has not been possible, but I believe that such a move will create another positive image for our community, as well as provide the extra benefit of giving small operators an opportunity to train clients or run small classes in a managed way. I also realise that specific guidelines or restrictions can be put in place to ensure that such activity does not inhibit or interfere with the fluidity and functioning of youth sports or other happenings in the spaces. For example, specific times and locations could be agreed upon with a possible booking system to ensure all events run smoothly. Salmon Arm has only a small number of trainers or yoga teachers that may want to utilise this initiative, but we would love to be able to diversify our offerings and create a unique aspect to our businesses. The visual of citizens out in the community engaging in healthy activities not only reflects well on the city, but may also inspire others to partake in healthy pastimes.

Moving forward together as a community, we are going to have to be creative and allow for greater ingenuity as we navigate our way into operations and ways of life post Covid-19. I hope you are open to further dialogue regarding this proposal, so that we can lead the way in assisting passionate and educated fitness professionals to reinvigorate our community when we return to life.

I hope you had a great weekend and I look forward to discussing this proposal with you further.

Yours in health,

Brandi Stiles

Owner Galeria Estima Fitness & Yoga, Personal Fitness Trainer & Yoga Teacher

**Sent:** Tuesday, April 21, 2020 8:31 AM

**To:** Alan Harrison; Chad Eliason; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Carl Bannister; Erin Jackson

**Subject:** Online Form Submittal: Mayor and Council

## Mayor and Council

First Name Linda

Last Name Jack

Address:

Return email address:

Subject: Food sustainability in these times

Body I have thought this before and this year it seems more than ever a directive I feel the City should be exploring. As much as the planters of flowers look beautiful, think of the vegetables and herbs that could be grown in them. Maybe the City is already on board with this and I'm not aware but if not it would be a step in a sustainable direction.

Would you like a response: Yes

### Disclaimer

*Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.*

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# Secwépemc Landmarks | Letter of Request



To the Mayor

and Council of the City of Salmon Arm,

The Secwépemc Landmarks partners presented to the City of Salmon Arm Council on June 25, 2018, where Council issued a letter of support for the Secwépemc Landmarks Proposal, donated \$1,500.00 to the Secwépemc Landmarks Proposal, and authorized the placement of a sculpture at Marine Peace Park at a location to be determined.

City Council also approved our request for the installation of the storyboards, trailhead markers, 3 Landmark sculptures on trail systems within the City of Salmon Arm jurisdiction at the March 23rd Salmon Arm Council meeting.

We are currently working on a Heritage BC: Heritage Legacy Fund (Heritage Awareness stream) grant to support funding the coordination, community engagement, technical design and publication of the storyboards. This grant will match our costs up to \$10,000 and is due on May 20<sup>th</sup>.

As the City of Salmon Arm is one of the funders of the Secwépemc Landmarks Project, we are writing to request:

- A. A Letter of Support from the City of Salmon Arm for the Shuswap Trail Alliance to apply on behalf of the Secwépemc Landmarks partners to the Heritage BC: Heritage Legacy Fund (Heritage Awareness stream) grant.

We thank you for your consideration and support of this project.

Kukstemc,

Shelley Witzky, ALIB Councillor;  
Libby Chisholm, Project Coordinator/Storyboard Assistant  
Jacob 'Sutra' Brett, Technical Lead

The Secwépemc Landmarks partners gratefully acknowledge the financial support of the Province of British Columbia, the three Secwépemc Bands: Adams Lake Indian Band, Neskonlith Band, and Splatsín, Shuswap Tourism, the Shuswap Trail Alliance, and the City of Salmon Arm.



**From:** Technical Safety BC <[communications@technicalafetybc.ca](mailto:communications@technicalafetybc.ca)>

**Sent:** April-09-20 10:15 AM

**To:** Carl Bannister <[cbannister@salmonarm.ca](mailto:cbannister@salmonarm.ca)>

**Subject:** Remote assessments during COVID-19

PROBLEMS SEEING THIS EMAIL? [VIEW IN BROWSER](#)



Due to our mandate, Technical Safety BC has been identified as an [essential business](#) to oversee the technical safety system, as well as the health, and well-being of British Columbians during the state of emergency relating to the COVID-19 pandemic.

To fulfill our mandate, we are taking additional precautionary measures to protect you, our community, and our employees from the spread of COVID-19. To that end, assessments will now be conducted remotely rather than in-person, which will allow us to continue operations in compliance with the recommendations made by the BC Government and health experts.

As partners in the safety system, we are asking for your support in this new approach to remote assessments by:

- sending us the required documents, photos, and videos that will be requested by your local safety officers; and
- actively responding to phone calls and emails.

At this time, physical assessments will only be conducted when we determine them to be critical to the safety system. Our safety officers will be reaching out to all sites who have inspections scheduled to set up the new process and support them through the next steps.

We will be sending out further details on how remote assessments will be carried out for specific technologies within the coming week.

For ongoing COVID-19 information, we are regularly publishing updates on [our website](#).

If you have any questions, please email us at [contact@technicalsbtybc.ca](mailto:contact@technicalsbtybc.ca) with the subject line "COVID-19: Remote assessments".

Thank you for your commitment to *Safe Technical Systems. Everywhere.*



[www.technicalsbtybc.ca](http://www.technicalsbtybc.ca)

Technical Safety BC | 2889 East 12 Avenue, Suite 600, Vancouver, British Columbia V5M 4T5, Canada | toll free: [1 866 566 7233](tel:18665667233) | [contact@technicalsbtybc.ca](mailto:contact@technicalsbtybc.ca)

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April 16<sup>th</sup>, 2020

From: Heather O'Hara – Executive Director  
BC Association of Farmers' Markets (BCAFM)

To: Mayors, Councilors & Regional District Officials

**RE: Farmers' Markets are Essential Services under BC State of Emergency**

Dear Mayors, Councilors and Officials,

The BC Association of Farmers' Markets is sending this letter on behalf of our 145+ member farmers' markets which operate in each of your communities across BC. Please share this information with relevant municipal and district staff and stakeholders.

*As recognized by the BC Centre for Disease Control and Provincial Health Officer, on March 26<sup>th</sup>, 2020 the Ministry of Health designated farmers' markets as essential food and agriculture service providers. Farmers' markets are exempt from the mass gathering order: however, they must comply with physical distancing requirements.*

BCAFM and BCCDC continue to work together as our farmers' markets modify their operations to ensure the health and safety of consumers, market organizers and vendors across BC. The most current guidelines and restrictions on the safe operations of farmers' markets can be found on the BCCDC website and this farmers' markets landing page:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/farmers-markets>

Since the outset of the COVID-19 crisis, BCAFM and each one of our member markets have been proactive and demonstrated great leadership in your communities. Please visit the BCAFM website for our response to COVID-19 and see how all the ways farmers' markets are responding:

<https://bcfarmersmarket.org/bcafm-covid19/>

Like always, your market organizers and vendors are resilient and taking concrete steps to ensure your local community has access to local food. Furthermore, the livelihoods of your local farmers and food vendors rely on farmers market as a critical and vital direct sales channel to local customers to sustain their livelihoods and directly support your local economy. Right now, we are seeing the demand for local food in your community is increasing daily at our markets.

### **BC Farmers' Market Online Initiative**

BC Farmers' Markets Online is a new e-commerce initiative launched by BCAFM and member markets in response to COVID-19 to support member farmers' markets of the BC Association of Farmers' Markets. This online e-commerce platform enables farmers' market vendors to sell their products through their new farmers' market online store, *in addition* to their modified





physical market locations on the ground. Each market is unique in its operations, and BC Farmers' Markets Online will reflect this diversity. For example, each market may vary in how products are delivered or picked up and how they manage their online store in addition to and as a complement to their physical markets. Participation in BC Farmers' Markets Online is voluntary and does not necessarily replace a physical market. Additionally, for various reasons individual markets may determine not to develop an online market for the moment.

Visit the **BC Farmers' Market Trail website** to find and promote your local farmers' market and to determine which markets have now launched their online stores. Check back often as we expect **80+** markets to offer an additional online store feature for their local customers across the province this season in addition to their physical market locations which continue to be a food retail channel and critical pick up and distribution point supporting this e-commerce initiative.

**BC Farmers' Market Trail** <https://bcfarmersmarkettrail.com>

### **BC Farmers' Market Nutrition Coupon Program**

As you may know, each year BCAFM together with participating farmers' markets deliver the BC Farmers' Market Nutrition Coupon Program in participating communities with funding support from the Ministry of Health and Provincial Health Services Authority. In 2019, this program delivered **\$1.4M** in farm, fresh food to over **15,000** pregnant women, seniors and low income families in your community and across BC directly from your local farmers' market. BCAFM is adapting this program to work with modified participating farmers' markets on the ground and online for the 2020 season. In order for this program to operate in your community, your farmers' market must continue to operate in 2020.

### **Municipal & Regional District Support**

Farmers' Markets are doing their part. Municipalities and regional districts can do your part to ensure local food is available and accessible. Together we can do this now and for the future.

- First and foremost, allow your farmers' markets to operate.
- As markets modify their operations, be flexible, administratively efficient and supportive of changing space and location requirements for the sake of local customers and market organizers. This includes providing new, additional or different spaces for your market to operate.
- Provide access to handwashing and washroom facilities.
- Provide access to underused equipment, infrastructure eg; barricades, pylons, ropes and other equipment and infrastructure markets can use on the ground to manage market spaces.
- Provide financial support. You should know that as all markets are required to modify their physical operations and are limited to food only vendors, their operating revenues are greatly reduced. Conversely, the work and time required of market organizers to modify markets and build their online store has been dramatically increased.
- Provide municipal in kind staff and volunteer support on the ground to market organizers.



- Market and promote your local farmers' market as an essential place for residents to purchase food locally and sustain your farmers and food entrepreneurs.

### **Reach Out**

As always, we encourage our member farmers' markets to reach out to their municipal and regional districts. We invite you to do the same and reach out to your local farmers' market organizers and see how you can lend a hand.

Your farmers' markets need your support today more than ever. Working together we will ensure access to local food in your community today and tomorrow.

Sincerely,

A handwritten signature in black ink, appearing to read 'H. O'Hara', with a long horizontal flourish extending to the right.

Heather O'Hara  
Executive Director  
BC Association of Farmers' Markets

# COVID-19 INFORMATION UPDATE



**For Immediate Release | April 18, 2020**

## **Alberta outbreak may affect workers in Interior Health region**

On April 15, Dr. Deena Hinshaw, Alberta's Chief Medical Officer of Health, reported an outbreak of COVID-19 at the Kearl Lake oil sands project, north of Fort McMurray.

To date, 12 people connected with this work camp have tested positive for COVID-19.

Many residents in the Interior Health region travel to work camps in Alberta for employment and that there is potential for transmission between communities and between our provinces.

IH medical health officers recommend that people who are contacts or potential contacts from this site self-isolate for 14 days from their last exposure to the site or to their flights home.

As well, anyone in the community who experiences signs of illness, such as a fever or dry cough, immediately self-isolate for 14 days.

In all communities across IH, we need to assume the COVID-19 virus is present and stay home as much as possible, practise physical distancing, and wash our hands frequently with soap and water to prevent the spread of the illness.

-30-



March 27, 2020

Dear Community Partners,

During this time of uncertainty, the Community Development Institute (CDI) at the University of Northern British Columbia would like to express our support to communities around BC. This is a challenging time for all; where normal patterns of community and social interaction have been interrupted. While physical distancing is necessary - community and social support and solidarity are vital.

To support communities, the CDI is creating a space where communities can share their creative and innovative ways of ensuring that people are staying connected. In using our Facebook page as a platform for sharing these ideas, we hope to provide a resource for all communities and organizations to share, learn, and communicate!

We invite you to share stories and information about what is happening in your community to help people stay connected and be supported. Let's come together to spread good ideas and hope.



Don't forget to follow us on  and  to share your stories and read about what others are doing too!

Greg Halseth  
Co-Director  
Community Development Institute at UNBC  
3333 University Way, Prince George, BC, V2N 4Z9

Tel: 250 960 5826  
Email: [Greg.Halseth@unbc.ca](mailto:Greg.Halseth@unbc.ca)

Marleen Morris  
Co-Director  
Community Development Institute at UNBC  
3333 University Way, Prince George, BC, V2N 4Z9

Tel: 250 960 9806  
Email: [Marleen.Morris@unbc.ca](mailto:Marleen.Morris@unbc.ca)



# AGENDA

## City of Salmon Arm Regular Council Meeting

Monday, April 27, 2020  
1:00 p.m.

*[Public Session Begins at 2:30 p.m.]  
By Electronic means as authorized by  
Ministerial Order M083*

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3 - 14	1.	Regular Council Meeting Minutes of April 14, 2020
	7.	COMMITTEE REPORTS
15 - 18	1.	Development and Planning Services Committee Meeting Minutes of April 20, 2020
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
19 - 26	1.	Board in Brief - March, 2020
27 - 32	2.	Board in Brief - April, 2020
	9.	STAFF REPORTS
33 - 34	1.	Acting Chief Financial Officer - COVID-19 - For Discussion
35 - 82	2.	Director of Development Services - 2019 City of Salmon Arm Carbon Neutral Progress Survey
83 - 86	3.	Director of Engineering and Public Works - Quote Award - 2020 Asphalt Patching Program
87 - 90	4.	Director of Corporate Services - COVID-19 Emergency Grant Fund



10. **INTRODUCTION OF BYLAWS**
  - 91 – 100 1. Revised Property Tax Rate Bylaw – 2020 Final Budget
    - a. City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4392 – Final Reading
    - b. City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4396 – First, Second and Third Readings
  - 101 – 106 2. City of Salmon Arm Fee for Service Amendment Bylaw No. 4397 [Water Meter Rates] – First, Second and Third Readings
11. **RECONSIDERATION OF BYLAWS**
  - 107 – 112 1. City of Salmon Arm Canoe Pond Watercourse and Drainage System Bylaw No. 4388 – Final Reading
  - 113 – 122 2. City of Salmon Arm 2020 – 2024 Financial Plan Amendment Bylaw No. 4391 – Final Reading
  - 123 – 136 3. City of Salmon Arm Zoning Amendment Bylaw No. 4334 [ZON-1147; Brown, C. & D. / Browne Johnson Land Surveyors; 1230 – 52 Avenue NE; R-1 to R-8] – Final Reading
12. **CORRESPONDENCE**
  - 137 – 138 1. Informational Correspondence
13. **NEW BUSINESS**
14. **PRESENTATIONS / DELEGATIONS**
  - 139 – 144 1. Presentation 4:00 – 4:15 p.m. (approximately)  
Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report January – March 2020
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
19. **OTHER BUSINESS**
  - 145 – 146 1. Rescind Motion 0085-2020 – June 8, 2020 to be held at the Salmon Arm Secondary Sullivan Campus
  - 147 – 156 2. Ray Mills, Canoe Forest Products – Block SS0040 – Proposed Douglas-fir beetle salvage in the East Canoe Creek Watershed
20. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>HEARINGS</b>
157 – 166		Development Variance Permit Application No. VP-514 [Steinwand, C. & K./Zimmerman, V.; 4581 72 Avenue NE; Setback requirements]
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
167 – 182	1.	Zoning Amendment Bylaw Application No. ZON-1169 [Lewis, S.F.; 710 10 Street SW; R-1 to R-5]
183 – 194	2.	Zoning Amendment Application No. ZON-1173 [Shantz, C.; 2760 30 Street NE; R-1 to R-8]
195 – 204	3.	Zoning Amendment Application No. ZON-1172 [Wild Blue Development Ltd.; 271 3 Street SE; R-1 to R-8]
205 – 220	4.	Zoning Amendment Application No. ZON-1170 [Gilmore, C.; 390 6 Street SE; R-1 to R-8]
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
221 – 224	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4375 [ZON-1169; Lewis, S.F.; 710 10 Street SW; R-1 to R-5] – Third Reading
225 – 228	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4389 [ZON-1173; Shantz, C.; 2760 30 Street NE; R-1 to R-8] – Third and Final Reading
229 – 232	3.	City of Salmon Arm Zoning Amendment Bylaw No. 4381 [ZON-1172; Wild Blue Development Ltd.; 271 3 Street SE; R-1 to R-8] – Third Reading
233 – 236	4.	City of Salmon Arm Zoning Amendment Bylaw No. 4377 [ZON-1170; Gilmore, C.; 390 6 Street SE; R-1 to R-8] – Third Reading
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
237 – 238	<b>26.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

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

### Vote Record

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

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

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Item 6.1

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of April 14, 2020, be adopted as circulated.

### Vote Record

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

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced by electronic means as authorized by Ministerial Order M083, at 1:00 p.m. on Tuesday, April 14, 2020.

### PRESENT:

Mayor A. Harrison  
Councillor D. Cannon (entered the meeting at 2:30 p.m.)  
Councillor C. Eliason  
Councillor K. Flynn  
Councillor T. Lavery (entered the meeting at 2:30 p.m.)  
Councillor S. Lindgren  
Councillor L. Wallace Richmond

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

### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:02 p.m.

### 2. IN-CAMERA SESSION

0124-2020                      Moved: Councillor Eliason  
                                      Seconded: Councillor Wallace Richmond  
                                      THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.  
Council returned to Regular Session at 2:02 p.m.  
Council recessed until 2:30 p.m.

Councillors Cannon and Lavery entered the meeting at 2:30 p.m.

### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

Addition under item 23.1 J. Currie - email dated April 14, 2020 - Proposed Amendment to Zoning Bylaw 2303

Addition under item 23.1 L. Currie - email dated April 14, 2020 - Proposed Change to Zoning Bylaw

5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with item 10.2 as the agent is a client of his firm.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of March 23, 2020

0125-2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of March 23, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

2. Special Council Meeting Minutes of April 6, 2020

0126-2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Special Council Meeting Minutes of April 6, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of April 6, 2020

0127-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of April 6, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE



9. STAFF REPORTS

1. Director of Development Services – Agricultural Land Commission Application No. ALC-391 [Lakeland Farms; 6710 50 Avenue SW; Non-Farm Use]

0128-2020

Moved: Councillor Eliason  
 Seconded: Councillor Lavery  
 THAT: Agricultural Land Commission Application No. ALC-391 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

2. Director of Engineering & Public Works – Canoe Beach Public Use Tenure

0129-2020

Moved: Councillor Cannon  
 Seconded: Councillor Wallace Richmond  
 THAT: Council direct staff to work with the Province to obtain a Public Use Tenure Agreement for Canoe Beach Park including the proposed Boat Launch and all existing structures for a period of twenty-five (25) years.

CARRIED UNANIMOUSLY

14. PRESENTATIONS

1. A. Spencer, BDO Canada LLP – 2019 Audited Financial Statements

Angela Spencer, BDO Canada LLP outlined the 2019 Audited Financial Statements and was available to answer questions from Council.

9. STAFF REPORTS - continued

3. Chief Financial Officer – 2019 Financial Statements

0130-2020

Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: the Financial Statements for the year ended December 31, 2019 be adopted as presented.

CARRIED UNANIMOUSLY

4. Chief Financial Officer – 2020 Assessments/ New Construction – For Information

Received for information.

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Canoe Pond Watercourse and Drainage System Bylaw No. 4388 – First, Second and Third Readings

0131-2020

Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: the bylaw entitled City of Salmon Arm Canoe Pond Watercourse and Drainage System Bylaw No. 4388 be read a first, second and third time.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS – continued

Councillor Flynn declared a conflict of interest and left the meeting at 2:53 p.m.

2. City of Salmon Arm Zoning Amendment Bylaw No. 4375 [ZON-1169; Lewis, S.; 710 10 Street SW; R-1 to R-5] – First and Second Readings

0132-2020                      Moved: Councillor Cannon  
   Seconded: Councillor Eliason  
   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4375 be read a first and second time;

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

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 2:55 p.m.

3. City of Salmon Arm Zoning Amendment Bylaw No. 4389 [ZON-1173; Shantz, C.; 2760 30 Street NE; R-1 to R-8] – First and Second Readings

0133-2020                      Moved: Councillor Cannon  
   Seconded: Councillor Lindgren  
   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4389 be read a first and second time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4381 [ZON-1172; Wild Blue Development Ltd.; 271 3 Street SE; R-1 to R-8] – First and Second Readings

0134-2020                      Moved: Councillor Eliason  
   Seconded: Councillor Cannon  
   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4381 be read a first and second time;

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

CARRIED UNANIMOUSLY

5. City of Salmon Arm Zoning Amendment Bylaw No. 4377 [ZON-1170; Gilmore, C.; 390 6 Street SE; R-1 to R-8] – First and Second Readings

0135-2020                      Moved: Councillor Cannon  
   Seconded: Councillor Eliason  
   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4377 be read a first and second time;

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

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS – continued6. 2020 Final Budget

- a. City of Salmon Arm 2020 – 2024 Financial Plan Amendment Bylaw No. 4391 – First, Second and Third Readings
- b. City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4392 – First, Second and Third Readings

0136-2020

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm 2020 – 2024 Financial Plan Amendment Bylaw No. 4391 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4392 be read a first, second and third time.

CARRIED

Councillor Flynn Opposed

11. RECONSIDERATION OF BYLAWS1. 2019 Final Budget

- a) City of Salmon Arm 2019 – 2023 Financial Plan Bylaw No. 4380 – Final Reading
- b) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4382 – Final Reading
- c) City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4383 – Final Reading
- d) City of Salmon Arm Development Cost Charge Parks Reserve Fund Expenditure Bylaw No. 4384 – Final Reading
- e) City of Salmon Arm Community Center Major Maintenance Reserve Fund Expenditure Bylaw No. 4385 – Final Reading
- f) City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386 – Final Reading
- g) City of Salmon Arm Development Cost Charge Sewer Reserve Fund Expenditure Bylaw No. 4387 – Final Reading

0137-2020

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the following bylaws be read a final time:

- a) City of Salmon Arm 2019 – 2023 Financial Plan Bylaw No. 4380;
- b) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4382;
- c) City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4383;
- d) City of Salmon Arm Development Cost Charge Parks Reserve Fund Expenditure Bylaw No. 4384;
- e) City of Salmon Arm Community Center Major Maintenance Reserve Fund Expenditure Bylaw No. 4385;
- f) City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386; and
- g) City of Salmon Arm Development Cost Charge Sewer Reserve Fund Expenditure Bylaw No. 4387.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS – continued

1. 2019 Final Budget – continued

0138-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: staff prepare a report for the June 8, 2020 Regular Council Meeting on a review of the expenses that can be removed from the 2020 budget.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4345 [OCP4000-39; Muto Holdings Ltd.; 130 Shuswap Street SW; INS to HDR] – Final Reading

0139-2020

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4345 be read a final time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4347 [ZON-1153; Muto Holdings Ltd.; 130 Shuswap Street SW; P-3 to R-5] – Final Reading

0140-2020

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4347 be read a final time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4372 [ZON-1166; Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; A-1 and R-1 to C-3] – Final Reading

0141-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4372 be read a final time.

CARRIED UNANIMOUSLY

5. City of Salmon Arm Zoning Amendment Bylaw No. 4370 [ZON-1165; 628746 BC Ltd./Laird, B.; 521 10 Street SW; C-7 to C-3] – Final Reading

0142-2020

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4370 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

2. WH Laird, 151 Hudson Holdings Ltd. – letter dated April 8, 2020 – Hanoi 36 Restaurant application for a Sidewalk Patio at 141 Hudson Street

a. Director of Engineering and Public Works – report dated April 23, 2014 – Sidewalk Café Extension Program

0143-2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council renew the City of Salmon Arm Sidewalk Extension Policy and Terms of Reference indefinitely, as attached to the staff report dated April 23, 2014;

AND THAT: Council approve the proposed Sidewalk Café for Hanoi 36 as outlined in the letter dated April 8, 2020, subject to the following;

- Payment of fees;
- Meeting all requirements specified in the Sidewalk Extension Policy and Terms of Reference;
- Approval by the City of Salmon Arm Engineering Department;
- Approval by the City of Salmon Arm Building Department; and
- Approval by Interior Health.

W.H. Laird, 151 Hudson Holdings Ltd. outlined the proposal and was available to answer questions from Council.

CARRIED UNANIMOUSLY

1. Informational Correspondence

4. D. Gonella, Executive Director, Salmon Arm Folk Music Society – letter dated March 30, 2020 – Temporary Campground

5. D. Gonella, Executive Director, Salmon Arm Folk Music Society – letter dated March 30, 2020 – Noise Bylaw Variance Request

0144-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council authorize the Salmon Arm Folk Music Society to utilize one baseball diamond at Blackburn Park for the 28th Annual Roots and Blues Festival volunteer and over-flow camping from August 10 – 19, 2020, subject to the provision of adequate liability insurance;

AND THAT: Council authorize the extension of the noise bylaw for the 28th Annual Roots and Blues Festival to 12:00 a.m. from and including August 12 - 16, 2020.

CARRIED UNANIMOUSLY

10. L. Deisroth, SAMBA Secretary – letter dated March 13, 2020 – Proposed Batting Cage at Klahani Park

0145-2020

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Council authorize the Salmon Arm Minor Baseball Association to install a batting cage at Klahani Park as outlined in the letter dated March 13, 2020, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE – continued

3. A. Bostock, The Shuswap Trail Alliance – letter received April 8, 2020 – Shuswap Memorial Cemetery Trails, Upper Slope

0146-2020

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council authorize the Shuswap Trail Alliance to complete the Shuswap Memorial Cemetery Trails as outlined in the letters dated April 7, 2020.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:42 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

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

Council and Staff recognized the front line workers and expressed their gratitude and appreciation during this time.

21. DISCLOSURE OF INTEREST

22. HEARINGS

1. Development Variance Permit Application No. VP-513 [Labbe, S. & J.; 4731 75 Avenue NE; Setbacks]

0147-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Development Variance Permit No. VP-513 be authorized for issuance for Lot 1, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP26171, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 - R-1 Single-Family Residential Zone - reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 5.0 m (16.4 ft) for the construction of a new single-family dwelling, as shown in Schedule A of the staff report dated March 24, 2020.

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:05 p.m. and the Motion was:

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-515 [Christensen, K./Christensen, M. & H.; 3220 20 Avenue SE; Fire Hydrant and Bike Lane]

0148-2020

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install bike lanes along the subject property's 20 Avenue and Auto Road frontages;
2. Waive the requirement to install a fire hydrant along Auto Road to the required 300 metre spacing in rural zones.

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

The Fire Chief explained the fire hydrant requirements and locations in the area.

Submissions were called for at this time.

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

Following three calls for submissions and questions from Council, the Hearing was closed at 7:11 p.m.

22. HEARINGS – continued

2. Development Variance Permit Application No. VP-515 [Christensen, K./Christensen, M. & H.; 3220 20 Avenue SE; Fire Hydrant and Bike Lane] – continued

The Motion was split:

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a bike lane along the subject property's 20 Avenue frontage.

CARRIED UNANIMOUSLY

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a bike lane along the subject property's Auto Road frontage subject to payment of a 50% cash in lieu contribution.

CARRIED UNANIMOUSLY

Moved: Councillor Eliason

Seconded: Councillor Lindgre

THAT: Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

2. Waive the requirement to install a fire hydrant along Auto Road to the required 300 metre spacing in rural zones.

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

1. City of Salmon Arm Zoning Amendment No. ZON-1167 [Domo Holdings Ltd.; 2761 & 2771 30 Avenue NE; R-1 to R-8]

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

Submissions were called for at this time.

J. Currie – email dated April 14, 2020 – Proposed Amendment to Zoning Bylaw 2303

L. Currie – email dated April 14, 2020 – Proposed Change to Zoning Bylaw

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:18 p.m.



**24. RECONSIDERATION OF BYLAWS**

1. City of Salmon Arm Zoning Amendment Bylaw No. 4373 [ZON-1167; Domo Holdings Ltd.; 2761 & 2771 30 Avenue NE; R-1 to R-8] - Third and Final Readings

0149-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4373 be read a third and final time.

CARRIED UNANIMOUSLY**25. QUESTION AND ANSWER PERIOD**

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

**26. ADJOURNMENT**

0150-2020

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of April 14, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:22 p.m.

CERTIFIED CORRECT:

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CORPORATE OFFICER

Adopted by Council the      day of      , 2020.

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MAYOR

Item 7.1

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of April 20, 2020, be received as information.

### Vote Record

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

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

## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held by electronic means, as authorized under Ministerial Order M083, on Monday, April 20, 2020.

### **PRESENT:**

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

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

### **ABSENT:**

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

Mayor Harrison called the meeting to order at 8:07 a.m.

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

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

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

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

**5. REPORTS****1. Development Variance Permit Application No. VP-514 [Steinwand, C. & K./Zimmerman, V.; 4581 72 Avenue NE; Setback requirements]**

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-514 be authorized for issuance for Lot 20, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.5 - R-1 Single-Family Residential Zone -on a corner parcel reduce the setback from a rear parcel line from 4.45 m (14.6 ft) to 1.7 m (5.6 ft) to allow for an addition to an existing single family dwelling as shown in Schedule A of the staff report dated April 15, 2020.

C. Steinwand, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

**6. PRESENTATIONS****1. Ray Mills, Canoe Forest Products - Block SS0040 - Proposed Douglas-fir beetle salvage in the East Canoe Creek Watershed**

Ray Mills, Development Forester, and Luke Gubbels, Planning Forester, Canoe Forest Products presented the salvage plan for a portion of the East Canoe Creek Watershed and was available to answer questions from the Committee.

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Canoe Forest Products be authorized to harvest and administer the removal and sale of the beetle infested trees in the East Canoe Creek Watershed described as Block SS0040, as outlined in the correspondence and maps dated March 9, 2020 and generally in accordance with the field review of August 27, 2019 subject to a contract being prepared by Canoe Forest Products and agreeable to the City stating that all fees and taxes will be incurred and reported by Canoe Forest Products with the residual value, if any, paid to the City after deduction of harvesting costs, hauling, site prep, reforestation and overhead costs.

CARRIED UNANIMOUSLY

**7. FOR INFORMATION****8. IN CAMERA**

9. LATE ITEMS10. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of April 20, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:37 a.m.

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Mayor Alan Harrison  
Chair

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

Item 8.1

## CITY OF SALMON ARM

Date: April 27, 2020

Board in Brief – March, 2020

### Vote Record

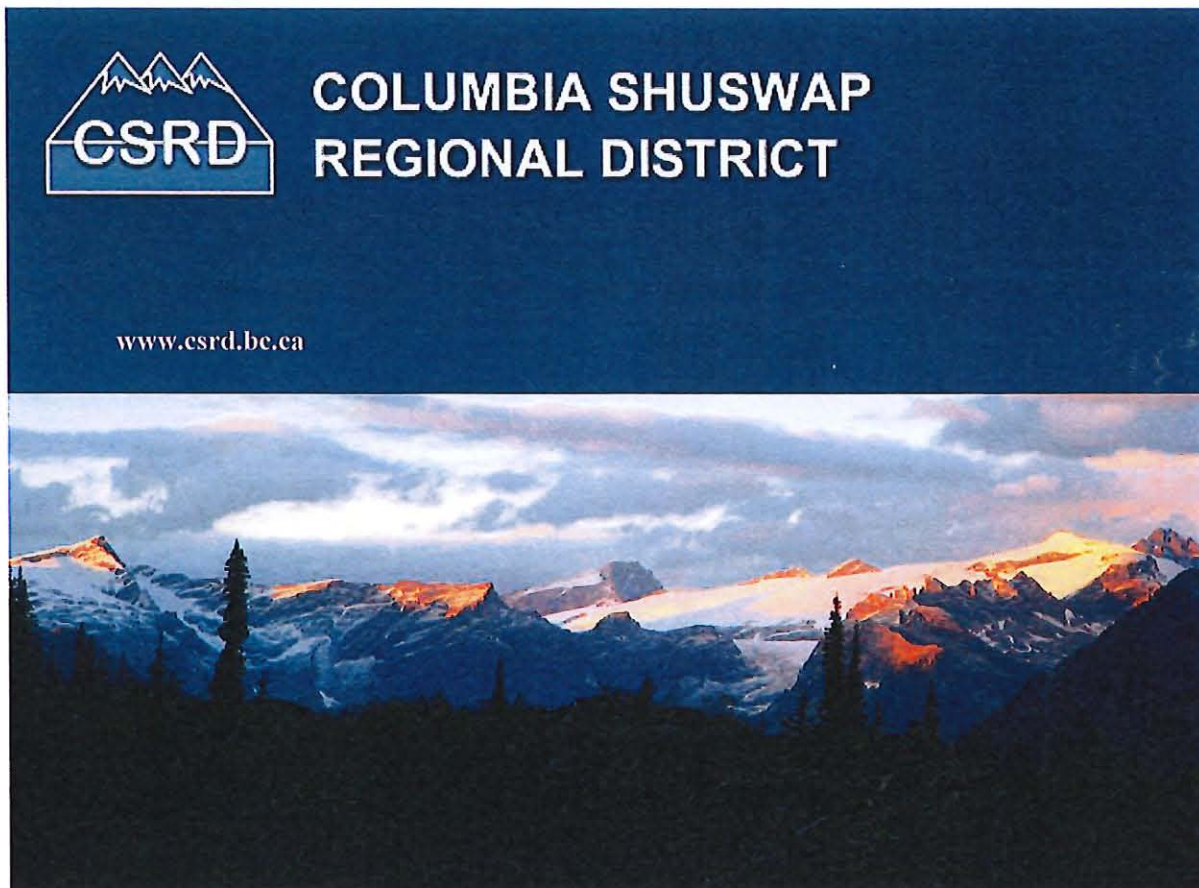
- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

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

**Caylee Simmons**

---

**From:** Columbia Shuswap Regional District <communications@csrd.bc.ca>  
**Sent:** April-15-20 8:36 AM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - March 2020



## #YourCSRD - March 2020

March 2020



Web version

## Highlights from the Regular Board Meeting



The CSRD updated the current situation at the CSRD with regard to COVID-19. **View news release.**

**North Shuswap Health Centre**

**Electoral Area F: Director Simpson - Health Care Service for North Shuswap**

A new motion that the Rural Funding for Health Care Services discussion be referred to the next Electoral Area Directors meeting was supported by the Board.

Director Demenok, Chair, Shuswap Watershed Council provided a five-year update presentation to the Board. **[View discussion paper.](#)**

**Shuswap Watershed Council (SWC)**

Following discussions surrounding the Shuswap Watershed geographic area, the Board directed Administration, the CSRD Board Chair, and Shuswap Watershed Council Chair to initiate formal discussions with Regional District of North Okanagan (RDNO) Administration and RDNO Board Chair to consider the inclusion of the RDNO as a funding partner to the SWC.

## **COVID-19 Operations Management Update**

health and safety support, and are reviewing cashless payment options. As of March 18, 2020 all Re-Use centres have been closed. All capital works initiatives have been suspended until further notice. CSRD community services facilities will be closed until further notice.

The Board agreed to enter into an agreement with ARW Enterprises Ltd. to provide construction management services for a total cost of not more than \$90,000 plus taxes for the Salmon Arm



Landfill Phase 3 Excavation Project. The Board agreed to enter into an agreement with Sperling Hansen Associates for a total cost not to exceed \$20,000 plus taxes for the provision of design and engineering services. The Board also waived the provisions of CSRD Purchasing Policy No. F32, as it related to remuneration paid to subcontractors. This is because the policy requires Board authorization for any sole-sourced contract over \$10,000. **View report.**

#### **FireSmart Coordinator Sole Source Contract Award**

The Board authorized an agreement with 1477556 Alberta Ltd. for the provision of FireSmart coordination services for Electoral Areas A, B, C, D, E and F for a nine-month term commencing June 1, 2020 and expiring on February 28, 2021, for a total cost not to exceed \$50,000. This a continuation of a 2019-2020 program funded by a grant received from Union of BC Municipalities through the Community Resiliency Investment Program. **View report.**

#### **Resolution of Board Support to Serve on Committees**

Board supported Director Rhona Martin's request to continue to serve on the Federation of Canadian Municipalities (FCM) Board and authorized the payment of expenses for Director Martin to attend FCM-related meetings.

#### **Formation of New Shuswap Economic Development Society**

The Board approved a series of six motions to establish an arm's-length, non-profit organization that will serve as a new service delivery model for Shuswap Economic Development. This included provisions for name selection, the application process, the approval of a constitution and bylaws for the society and the designation of interim Directors. **View report.**

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

The Board approved allocations from the 2020 electoral grant-in-aid budget. **View report.**

#### **Electoral Area C: Sunnybrae Views Park Land Dedication**

The Board authorized a variance to a proposal that will dedicate park land for the purpose of establishing a trail adjacent to a planned subdivision development. The linear trail dedication will connect a trail system from existing public roads, through the developer's property, to the Sunnybrae Community Park. A portion of the proposed parkland dedication contains slopes that exceed the 10% slope threshold, so any variance required Board approval. **View report.**

#### **Electoral Area C: Letter to the Minister of Public Safety regarding Newsome Creek**

The Board authorized sending a letter to the Minister of Public Safety and Solicitor General requesting the Province undertake a mitigation project to stabilize and protect the banks of Newsome Creek between the Trans-Canada Highway and Dieppe Road in Sorrento. **View report. View draft letter.**

#### **Electoral Area F: Director Simpson - Emergency Health Services**

Director Simpson gave a brief verbal report on the start-up of a group of rural Emergency Health Services people whose goal is to identify problems and solutions to rural emergency health issues.

#### **Electoral Area F: Request for support Letter from CSRD Board Chair to the Little Shuswap Lake Band**

The Board approved a motion for the CSRD Board Chair to sign a letter of support for proposed eastern access road from Sun Peaks to the Trans-Canada Highway at Squilax.

#### **Electoral Area A: Ongoing concerns with Vacation Rentals**

Director Cathcart was to address a letter she received from Tourism Golden. Director Cathcart was not in attendance and this item will be discussed at a future Board meeting. **View letter.**

### **Administration Bylaws**

#### **CSRD 2020-2024 Five Year Financial Plan Bylaw No. 5815, 2020**

The Board unanimously adopted the 2020-2024 Five Year Financial Plan Bylaw. **View report.**

#### **Sicamous and District Recreation Centre User Fee Updates**

Due to increased operating costs, including wages and utilities, the Board approved an increase to all user fees associated ice rentals at the facility. **View report.**

P23

**Amendment to Economic Development Service (Shuswap) Bylaw No.5268**

The Board gave support in principle to the withdrawal of Electoral Area E as a participant in the Economic Development Service. The Board also approved three readings of a bylaw to remove Electoral Area E from the service, as well as adding new withdrawal provisions should any of the three remaining participants wish to opt-out of the service in the future. **View report.**



## LAND USE MATTERS

### **Business General**

**Electoral Area F: Non-Medical Cannabis Retail License Application (The Green Den Retail Cannabis Ltd.)**

The Board recommended that the Provincial Liquor and Cannabis Regulation Branch issue a Non-Medical Cannabis Retail Store Licence to the Green Den Retail Cannabis Ltd. **View report.**

**Electoral Area C: Agricultural Land Commission (ALC) Application Section 20.1(2) – Non-Adhering Residential Use in the ALR LC2572C (Moniz)**

The owners of property located at 1939 Wellbanks Road in Sorrento are applying to the Agricultural Land Commission (ALC) to permit a second dwelling on the subject property for the owners' son and family to live on the farm. The Board approved forwarding the application to the ALC. **View report.**

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

**Electoral Area D: Temporary Use Permit 750-01 (Williams)**

The subject property is located at 661 Capri Road in Gardom Lake. The owners are proposing to establish a micro-scale cannabis production facility. As the subject property is not in the ALR, the applicant has applied for a Temporary Use Permit (TUP) to allow the use for a limited time with intention to rezone the property to allow the proposed use for the longer term. The Board approved issuance of the TUP subject to:

The term of the TUP is 3 years as of the date of issuance;

The cannabis production facility shall be sited as indicated on the site plan;



The cannabis production facility shall be housed in engineered shipping containers;  
 The maximum floor area for the cannabis production facility is 250 m<sup>2</sup>;  
 Any security lighting used for the facility must be downward facing to minimize the impact of light pollution on the neighbourhood; and  
 The owner is wholly responsible for the proper disposal of all waste generated by the cannabis production facility at a waste disposal facility authorized to accept cannabis waste.

**View report.**

**Electoral Area F: Development Variance Permit No. 825-31 (Yeoman)**

The subject property is located at 3900 Acton Place in Scotch Creek and is waterfront to Shuswap Lake. A single family dwelling and accessory building are existing on the property. The accessory building was constructed in 2006, and an addition was constructed onto the building in 2014. This application proposes to vary the minimum setback for the interior side parcel boundary, the maximum floor area, and the maximum height in Bylaw No. 825, only for the accessory building. The Board approved issuance of the DVP. **View report.**

## **Zoning, OCP and Land Use Amendments**

**Electoral Area B: Electoral Area B Official Community Plan Amendment (Dow/Pors) Bylaw No. 850-14 and Electoral Area B Zoning Amendment (Dow/Pors) Bylaw No. 851-17**

The agent has applied to re-designate and rezone the subject parcel at 3270 Loschinski Road, approximately 3.5 km west of the City of Revelstoke. The applicant wants to rezone and redesignate the property to add three to six tourist cabins to the subject property. The property owners currently reside in a single family dwelling on the property, and will operate the cabin rentals themselves. They proposed to redesignate the portion of the property where up to six tourist cabins will be located from SH – Small Holdings to RC – Resort Commercial and rezone that same portion of property from SH – Small Holdings to RC2 – Resort Commercial 2, with a special regulation to restrict the number of tourist cabins to six. The Board gave the amendment second reading and delegated a public hearing. **View report.**

**Electoral Area D: Salmon Valley Land Use Amendment (Froese) Bylaw No. 2563**

The owners of property at 5488 Lynes Road in Falkland are applying to amend the zone and designation of the Salmon Valley Land Use Bylaw No. 2500 from R - Rural (60 ha minimum parcel size) to RR – Rural Residential (1 ha minimum parcel size) to be able to apply to subdivide the property. The Board voted to adopt the bylaw, as documentation has been received by the CSRD confirming Ministry of Transportation and Infrastructure approval. **View report.**

**Electoral Area D: Salmon Valley Land Use Amendment (CSRD) Bylaw No. 2565**

As part of the preparation for the building inspection service that was proposed for Electoral Area D, Development Services staff reviewed the Salmon Valley Land Use Bylaw No. 2500 and identified opportunities for improvement. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. **View report.**

## **Release of In Camera items**

**Electoral Area F: Resignations from Advisory Planning Commission**

The Board accepted the resignations of Deb Bischoff and Varya Lutjen from the Electoral Area F Advisory Planning Commission.

**COVID-19 Pandemic Updates**

The Board authorized the closure of the CSRD Administration Building to the public and gave Charles Hamilton, Chief Administrative Officer (CAO), the authority to close any CSRD-owned facility to the public, effective Friday, March 20, 2020 until further notice. The CAO was also authorized to develop work-from-home protocols and make work-from-home accommodations subject to operational requirements. **View news release.**

## **NEXT BOARD MEETING**

The Regular CSRD Board Meeting will be held Thursday, April 16, 2020 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Due to special provisions regarding COVID-19 granted by Provincial Ministerial Order M083, the April 16, 2020 CSRD Board meeting will be taking place through the use of remote communications technology and the public will not be able to be present.

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

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Item 8.2

## CITY OF SALMON ARM

Date: April 27, 2020

Board in Brief – April, 2020

### Vote Record

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

Opposed:

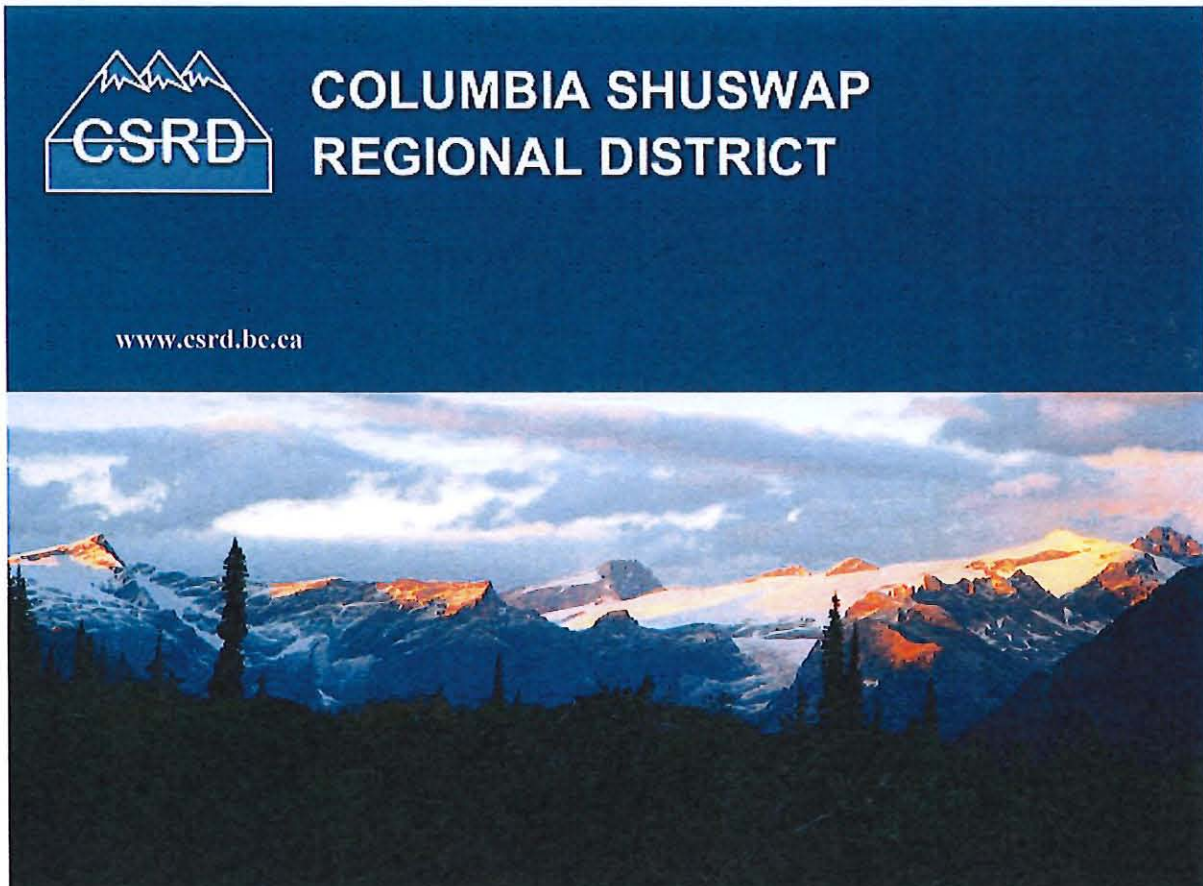
- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



**Caylee Simmons**

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**From:** Columbia Shuswap Regional District <communications@csrd.bc.ca>  
**Sent:** April-22-20 1:30 PM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - April 2020



## #YourCSRD - April 2020

April 2020



Web version

## Highlights from the Regular Board Meeting

## Announcements

### Provincial State of Emergency in effect until further notice

All non-essential meetings such as Advisory Planning Commission, public hearings, Parks Advisory Committee, community meetings (Incorporation Study, Housing Needs, etc.) have been cancelled until the May 21, 2020 Board meeting. The CSRD will re-evaluate any updates to the COVID-19 pandemic and CSRD meeting requirements again at that time.

CSRD Board meetings will continue to be limited to 50 participants, including elected officials and staff. Elected officials are encouraged to attend meetings via electronic participation due to the need for physical/social distancing of 2 m for all attendees within the CSRD Boardroom. [View press release.](#)



### Procedural Matter requiring Board resolution

As electronic participation in meetings is likely to be required for some time, the Board decided it would not enforce a CSRD procedure that limited the remote attendance of Board Directors to four consecutive Regular Board meetings.

## Business Arising from the Regular Minutes

### Re Business Item 7.1.1 Directive for Shuswap Watershed Council Amendment Bylaw for April, 2020 Board Meeting Agenda

The Board was updated on information provided by the Ministry of Municipal Affairs & Housing that any bylaw to establish or amend a service involving an elector assent process will not be considered at this time, due to the COVID 19 pandemic and Provincial declaration of emergency. The Ministry will continue to work with local governments that are considering elector assent matters to ensure plans take into consideration the need to protect community residents during this emergency situation. This directive may affect plans for a voter assent process regarding the continuation of the Shuswap Watershed Council.

## Correspondence

### Letter from City of Revelstoke indicating support for Mount Begbie Protection Plan (March 11, 2020)

The Board decided to write a letter to the Province in support of the development of a Mount Begbie Development Management and Protection Plan. [View letter.](#)

### Letter from Rural and Northern Communities Program - Sicamous to Armstrong Rail Trail - Funding Denied (March 18, 2020)

A number of Board Directors expressed disappointment at the announcement that the Sicamous-to-Armstrong Rail Trail grant application for the Investing in Canada Infrastructure Program was denied in this round of funding. Plans for future grant opportunities with this program are already being explored. [View letter.](#)

## Delegations

### BDO Presentation of CSRD 2019 Draft Audited Financial Statements

Angie Spencer, representing BDO, attended remotely to present the CSRD's Draft 2019 Financial Statements.

## Business General

### Approval of 2019 Audited Financial Statements

The Board unanimously approved the 2019 CSRD Year End Financial Statements. [View report.](#)

### 2019 Statement of Financial Information (SOFI) report



The Board approved the 2019 Statement of Financial Information Report, as required by the Local Government Act. **View report.**

#### **Annual Report 2019**

The Board received the Annual Report 2019 for information. The report is available to the public on the CSRD website. **View Board report. View Annual Report 2019.**

#### **Postponed Board on the Road, Area D (Silver Creek)**

The May 21, 2020 Board on the Road Meeting, planned for Silver Creek in Electoral Area D, is postponed due to COVID-19. The event will be rescheduled. **View press release.**

#### **Water Utility Discount Fees**

The Board decided against extending the date for the discount period for paying water utility bills. Water users are eligible for a 10 per cent discount if payment is received by the CSRD on or before the discount deadline of April 30, 2020. **View report.**

#### **News Release CSRD Supports Stay-at-Home Recommendation & Request from Chair Flynn - Board Discussion on Future Messaging**

The Board discussed an April 8, 2020 CSRD news release reiterating the message from Provincial and Federal leaders and Medical Health Officers recommending that citizens avoid all non-essential travel to the CSRD and remain at their primary residence. It was discussed that additional messages may need to be issued to the public in advance of the May long weekend. The Board authorized the Board Chair to work with CSRD staff on another news release, if required. **View press release.**

#### **Clarification on CSRD Parks/Openings and CSRD Boat Launches**

The Board reviewed the continued opening of CSRD parks, trails and boat launches. The CSRD has been taking its direction from the BC Chief Medical Officer and Provincial Ministries regarding all parks, trails and recreation facilities. To date there have not been any orders or recommendations from senior government to restrict boating access to area lakes for recreational purposes. The CSRD continues to promote recommendations made by other levels of government asking people to avoid all non-essential travel. This would include coming into the Regional District to go boating. **View press release.**

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

The Board waived a temporary suspension on reviewing Grant-in-Aid applications during the COVID-19 pandemic to allow for an emergency application from the Sorrento Food Bank. The Board agreed to support a \$5,000 contribution of Grant-in-Aid funds to the Sorrento Food Bank. **View report.**

#### **Director Cathcart - Ongoing Concerns - Vacation Rentals**

The Board discussed a letter from Tourism Golden to Director Cathcart regarding a proliferation of vacation rentals in Electoral Area A and an inequity between these types of rentals with the traditional accommodation industry. The Board will write a letter of acknowledgement to Tourism Golden. **View letter.**

### **Administration Bylaws**

#### **Electoral Area C: Sunnybrae Waterworks Service Area Amendment Bylaw No. 5811, 2020**

The Board agreed to a property owner's request to connect the property at 432 Sumac Road to the Sunnybrae Water System. **View report.**

#### **Electoral Area C: Eagle Bay Waterworks Service Area Amendment Bylaw No. 5812, 2020**

The Board agreed to a property owner's request to connect the property at 4103 Reid Road to the Eagle Bay Water System. **View Report.**





## LAND USE MATTERS

### **ALR Applications**

#### **Electoral Area D: Agricultural Land Commission (ALC) Application Section 21(2) – Subdivision (Procter)**

The owners of property fronting Silvernails Road just off Highway 97A outside Falkland are applying to the Agricultural Land Commission (ALC) to subdivide the subject property into two new parcels of 12.6 and 14.4 hectares respectively. The Board approved forwarding the application to the ALC. **View report.**

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

#### **Electoral Area C: Development Variance Permit No. 701-96**

The subject property is located at 2431A Eagle Bay Road, Blind Bay. The applicant would like to construct a new single-family dwelling on the subject property for his own use and retain the existing mobile home located on the subject property for use as a dwelling during construction and afterward as a cottage to be used on a temporary basis for family. The existing single-wide mobile home exceeds the maximum floor area permitted for a cottage, so a variance is required. As part of the application, the building to be used as a cottage is limited to the single-wide mobile home already located on the property. The Board approved issuance of the DVP subject to the submission of proof that a source of water for the proposed new single family dwelling meets Provincial requirements. **View report.**

### **Zoning, OCP and Land Use Amendments**

#### **Electoral Area B: Electoral Area B Official Community Plan Amendment (Aspeslet) Bylaw No. 850-15 and Electoral Area B Zoning Amendment (Aspeslet) Bylaw No. 851-20**

The agent has applied to re-designate and rezone the subject parcel at 698 Hill Creek Rd, Galena Bay in order to facilitate the subdivision of the property into three lots of roughly 2 ha each. The applicant is proposing to amend the Official Community Plan designation from SH – Small Holdings to RR2 – Rural Residential and amend the zoning designation from SH – Small Holdings to RR2 – Rural Residential. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. **View report.**

### **Release of In Camera items**

#### **Electoral Area C: Advisory Planning Commission Resignation and Appointments**

The Board appointed the following candidates to Electoral Area C Advisory Planning Commission as voting members for the term beginning April 16, 2020 and ending May 20, 2023:

Ashlee Kingsbury

Cam Capozzi

Charlotte Abernathy

Nigel Collett

The Board also accepted the resignation of Syd Loepky from the Electoral Area C Advisory Planning Commission.

## NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, May 21, 2020 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Due to special provisions regarding COVID-19 granted by Provincial Ministerial Order M083, the April 16, 2020 CSRD Board meeting will be taking place through the use of remote communications technology and the public will not be able to be present.



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Item 9.1

## CITY OF SALMON ARM

Date: April 27, 2020

Acting Chief Financial Officer – COVID-19 – For Discussion

### Vote Record

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

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



**CITY OF  
SALMON ARM**

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To: Mayor Harrison and Members of Council  
Date: April 22, 2020  
From: Tracy Tulak, Acting Chief Financial Officer  
Subject: COVID-19

---

**For Discussion**

As a result of the current COVID-19 situation and many news releases from the Province of British Columbia, please find summarized below information relative to due dates, penalties, and communications.

**Property Tax Insert**

The present practice of the City of Salmon Arm is to provide an information insert with each property tax notice. The insert provides an easy to follow breakdown of the property tax bill, along with payment options and contact information for relative third party agencies.

In light of the current pandemic, a message from the mayor in place of the Property Tax Insert may be prudent for the 2020 taxation year and is recommended by staff.

**Annual Utility Bill**

The 2020 Annual Utility Bill due date was revised to July 30, 2020 to coincide with the revised property tax due date. As of April 16, 2020 the percentage collected is 83.41%, leaving an outstanding balance of \$522,702.31. Payments are still coming in on a regular basis, increasing the percentage collected. A 10% penalty will be calculated on any current outstanding balance after the due date. In 2019 the total penalty amount was \$16,503.19. Council could consider extending the due date further, to align with the property tax due date or waive the 2020 penalty for annual utility bills.

Respectfully submitted,

  
\_\_\_\_\_  
Tracy Tulak, CPA, CMA

Item 9.2

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2019 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey indicates the City is eligible for recognition from the Green Communities Committee as a 'Level 3 - Accelerating Progress' local government and that the City will not be carbon neutral for the 2019 reporting year;

AND THAT: the 2019 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey, attached as Appendix 1 in the Development Services Department memorandum dated April 20, 2020, be received as information.

### Vote Record

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

Opposed:

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




---

To: His Worship Mayor Harrison and Members of Council

Date: April 20, 2020

Subject: 2019 City of Salmon Arm Carbon Neutral Progress Survey

---

### **RECOMMENDATION**

**THAT:** The 2019 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey indicates the City is eligible for recognition from the Green Communities Committee as a 'Level 3 – Accelerating Progress' local government and that the City will not be carbon neutral for the 2019 reporting year;

**AND FURTHER THAT:** The 2019 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey, attached as Appendix 1 in the Development Services Department memorandum dated April 20, 2020, be received as information.

---

### **INTRODUCTION**

The purpose of this report is to present the 2019 City of Salmon Arm *Climate Action/Carbon Neutral Progress Survey* to Council for information to fulfill the public reporting requirements of the City's application for the annual provincial Climate Action Revenue Incentive Program (CARIP) grant. The 2019 *Climate Action/Carbon Neutral Progress Survey* is attached as Appendix 1. To complete the *Climate Action/Carbon Neutral Progress Survey* due for submission on June 1, 2020, the City must identify whether or not it intends to be carbon neutral for the 2019 reporting year or to continue with an option discussed below.

### **BACKGROUND**

The CARIP program currently requires the submission of a *Climate Action/Carbon Neutral Progress Survey*. The survey will be posted on the City's website and provided to the Province in support of the City's application for the annual CARIP grant. In order to complete the reporting process and ensure that the City is eligible for the CARIP grant, this survey must be completed and made public prior to the June 1, 2020 deadline. The proposed 2019 Salmon Arm *Climate Action/Carbon Neutral Progress Survey* is attached as Appendix 1 for Council's consideration. As attached the proposed *Climate Action/Carbon Neutral Progress Survey* indicates to the Province that: (1) it is the 'final' report; (2) the City will not be carbon neutral for the 2019 reporting year; and (3) the City suggests recognition at the 'Level 3 – Accelerating Progress' level with the Green Communities Committee.

#### *British Columbia Climate Action Charter*

The City's Official Community Plan (OCP) provides overall direction towards creating a more efficient community, with policies of "urban containment" guiding decisions on land use proposals, subdivision, and services / utilities. Along with the majority of other local governments in the province, in 2008 the City voluntarily signed the B.C. Climate Action Charter, a non-legally binding agreement between the provincial government, the Union of British Columbia Municipalities (UBCM) and local governments that acknowledges that climate change is a reality and establishes a number of goals to address the issue going forward. Of particular relevance to local governments is the agreement to achieve the following goals:

1. *Being carbon neutral in respect of their operations by 2012;*
2. *Measuring and reporting on their community's greenhouse gas emissions profile; and*
3. *Creating complete, compact, more energy efficient communities.*



While operations have not been carbon neutral for previous reporting years, the City has been annually measuring and reporting on emissions, and has completed several projects to improve efficiency.

#### *Climate Action Reserve*

The City of Salmon Arm has been claiming a carbon tax rebate via CARIP since 2008, considered conditional on directing these funds towards expenditures that will reduce greenhouse gas emissions. The funds received have been placed in a Climate Action Reserve which has directly financed various projects such as the acquisition of hybrid fleet vehicles, as well as SASCU Rec Centre and Arena upgrades (boilers, hot water tanks, heat exchangers, and LED lighting). This Climate Action Reserve fund (estimated balance is approximately \$158,691.15) can support projects that allow the City to continue making progress towards carbon neutrality. The current CARIP rebate application is expected to be approximately \$62,078.78 for the 2019 reporting year.

#### *2008 Energy and Greenhouse Gas Emissions Study*

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

#### *2010 Facility Reports*

In June 2010, following the broad direction of the City of Salmon Arm Energy and Greenhouse Gas Emissions Study, four specific facility energy studies were completed to analyze the public works building, recreation centre, arena, and RCMP building, the City's largest producers of GHG emissions (the arena and rec centre produce roughly 40% of the City's emissions). Following the recommendations of these reports has guided efforts towards projects which may enhance the efficiency of these facilities.

#### *2019 Climate Emergency and Community Energy Association*

In September 2019 City Council declared a climate emergency and engaged the Community Energy Association (CEA) to prepare a Community Energy and Emissions Plan (CEEP). It is anticipated that the CEEP may provide guidance for future actions and further the City's journey in this regard.

#### **Climate Action Revenue Incentive Program Grant Reporting**

As a signatory to the Charter, the City is eligible to apply for the annual CARIP grant equal to the amount spent by the City on Carbon Tax each year. CARIP grants to the City are allocated to a reserve account for future GHG emissions reduction projects and/or potentially for the purchase of carbon offset credits to achieve carbon neutrality. The City has been required to report publicly on its progress in reducing and managing both corporate and community-wide GHG emissions since 2010 and previous Salmon Arm Climate Action Reports are available on the City's website.

#### *Corporate Emissions Inventory*

A corporate emissions inventory tracks energy consumption (e.g. natural gas, electricity, gasoline, diesel and propane) from corporate operations and quantifies the corresponding GHG emissions. The service areas and required scope of a corporate emissions inventory are defined by several guidance documents produced by the Green Communities Committee – a partnership between the provincial government and the UBCM – and the Ministry of Environment. The City's corporate emissions inventory was prepared by staff using these guidance documents, which are available on the BC Climate Action Toolkit website at [www.toolkit.bc.ca](http://www.toolkit.bc.ca). A summary of the City's 2019 inventory is shown below:

*Table 1. Summary of the 2019 City of Salmon Arm Corporate Emissions Inventory*

<b>Service Area</b>	<b>Emissions (tonnes CO<sub>2</sub>e)</b>
Administration and Governance	70.74
Drinking, Storm and Waste Water	418.35
Solid Waste Collection, Transportation and Diversion	113.5
Roads and Traffic Operations	427.53
Arts, Recreation, Parks and Cultural Services	875.82



Fire Protection	106.12
Organic Waste Diversion	-239.2
<b>Total</b>	<b>1772.86</b>

\* For context, the 2018 total was 2061.8, 2017 was 2100.5, 2016 was 1878.9, while 2015 was 1,866.3 tonnes

An expanded inventory is attached as Appendix 2. A detailed multi-department analysis could more accurately explain the annual variation in emissions, but in general changes may be attributed to weather (including snowfall and temperature), capital works projects, demand from new programs and facilities, and fluctuating service demands.

That being said, the total emissions reported in 2019 is the lowest total to date. The significant reduction in emissions for 2019 can be directly attributed to specific initiatives, most significantly to the Organic Waste Diversion program. As this program only began in July 2019, the reduction attributed to this initiative should be even more significant in future years. Emission reductions in 2019 are also evident in the fleet, attributed to the use of hybrid fleet vehicles. Staff note that the Art Gallery solar infrastructure was installed in late 2019 and has not yet resulted in any attributable reduction.

#### *Carbon Neutrality*

The City's corporate operations produced a total of 1,772.86 tonnes CO<sub>2</sub>e in 2019, meaning that in order to be carbon neutral, the City would need to purchase 1,772.86 carbon offset credits from a provider of certified offsets. Past quotes for carbon offset credits have ranged from \$16.00 to \$25.00 per tonne. To offset 1,772.86 tonnes CO<sub>2</sub>e to become carbon neutral for the 2019 reporting year would cost in the range of \$28,000.00 to \$45,000.00 (not including associated administrative costs). For neutrality under the CARIP program, carbon offset credits would need to be purchased prior to June 1, 2020, the deadline for completing the *Carbon Neutral Progress Survey*. For the reporting years up to and including 2018, the City has not opted to purchase offset credits to achieve carbon neutrality, and staff have not recommended the purchase of offsets.

#### *Climate Action Recognition Program*

Local governments are not required to be carbon neutral for the 2019 reporting year and are still eligible for the CARIP grant based on continued measurement and reporting. The CARIP program provides three levels of recognition for local governments that will not be carbon neutral: "1 - Demonstrating Progress", "2 - Measuring", and "3 - Accelerating Progress". These options are provided as it is understood that it may be difficult for some local governments to be carbon neutral, and furthermore, that local governments may be undertaking projects that have the effect of reducing emissions that are difficult to quantify, but none-the-less important (e.g. constructing sidewalks, improving pedestrian spaces and alternative transportation options, smart growth policy).

The City has been measuring and publicly reporting on emissions for several years now through our Corporate Emissions Inventory. CARIP's "Measuring" category recognizes local governments that are both completing relevant emission-reduction projects and measuring emissions. The City chose and was awarded with Level 3 recognition: "Accelerating Progress" for the last two reporting years. As such, and in consideration of the increased range of projects, staff recommends that "Accelerating Progress" is again the appropriate recognition for the City.

Projects completed in 2019 and potential future actions planned include:

- Tree planting – 14 trees planted under Tree Canada Grant (2019);
- Solar project feasibility study (2019);
- Art Gallery Solar Infrastructure installation (late 2019);
- Hybrid fleet vehicles (2 additional vehicles purchased - 2019);
- Public Works Shop LED lighting project (Phase 1 - 2019);
- Hudson Street LED street lighting conversion (2019);
- Ross Street Underpass (2019 – Phase 1);
- Initiated the Organic Waste Diversion program (July 2019);
- Wildfire mitigation planning (2019);
- Residential yard waste pick-up (bi-annual);
- Sidewalk install (77 m by City and 552 m through development); and
- Greenway network enhancement (7,894 m new trails created).

Future projects: Tree Planting – 50 trees with Naturalist Society (2020);  
City Hall LED conversions (2020);  
Downtown LED street lighting conversion (completed 2020);  
Memorial Arena LED lighting project (2020);  
Rec Centre Auditorium LED lighting project (completed January 2020);  
Efficiency upgrade through replacement of Shaw Centre arena chillers (2020);  
Ross Street Underpass (2020);  
Hybrid fleet vehicle purchase (2020);  
Community Energy and Emissions Plan (2020);  
Wildfire Fuel Load Management (South Canoe / Malibu project - 2020);  
Future solar projects as per 2019 Solar Feasibility Study;  
Active Transportations initiatives  
Planning for Aquatic Centre replacement;  
Continued Organic Waste Diversion program;  
Continued residential yard waste pick-up (bi-annual);  
Ongoing park enhancements (Klahani, Blackburn, and Canoe Beach Parks);  
Ongoing greenways enhancements (S. Canoe and Hillcrest, 2,800 m projected);  
Trans Canada Highway improvements including parallel pathway; and  
Various sidewalk projects (75 m new by City proposed for 2020).

The future projects listed are merely options and suggestions by City staff, and each would be subject to City Council's approval with the annual budget.

#### *Context: CARIP Results*

The Provincial CARIP "Summary Report on Local Government Climate Actions 2018" is attached as Appendix 3. A total of 50 out of 186 reporting local governments (regional and municipal) were carbon neutral for the 2018 reporting year (there are 189 local governments in BC). The majority of participating local governments were not carbon neutral, including Salmon Arm: 136 reporting local governments were not carbon neutral in 2018, representing 73% of 2018 CARIP participants.

Staff annually monitor CARIP reports from comparable communities and have observed a somewhat predictable trend where communities with the coldest climates show relatively high emissions, while those in warmer climates report lower emissions. Of the carbon neutral communities, approximately one-third achieve carbon neutrality through their own actions (primarily landfill gas capture or through organic recycling programs), while approximately two-thirds purchase offsets (note that while the City contributes to the CSR's landfill gas capture, the CSR maintains all associated carbon credits). The attached 2018 Summary Report details recent initiatives undertaken by local governments.

#### CONCLUSION

Staff recommend that the 2019 City of Salmon Arm *Climate Action/Carbon Neutral Progress Survey* indicate that the City is eligible for recognition at 'Level 3 – Accelerating Progress' with the Green Communities Committee and intends to continue making progress towards carbon neutrality. The 2019 *Climate Action/Carbon Neutral Progress Survey* will be placed on the City's website to fulfill the public reporting requirements of the City's application for the annual CARIP grant.



Prepared by: Chris Larson, MCP  
Planning and Development Officer



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

- ☐ Radium Hot Springs, Village of
- ☐ Regional District of Alberni-Clayoquot
- ☐ Regional District of Bulkley-Nechako
- ☐ Regional District of Central Kootenay
- ☐ Regional District of Central Okanagan
- ☐ Regional District of East Kootenay
- ☐ Regional District of Fraser-Fort George
- ☐ Regional District of Kitimat-Stikine
- ☐ Regional District of Kootenay Boundary
- ☐ Regional District of Metro Vancouver
- ☐ Regional District of Mount Waddington
- ☐ Regional District of Nanaimo
- ☐ Regional District of North Okanagan
- ☐ Regional District of Okanagan-Similkameen
- ☐ Revelstoke, City of
- ☐ Richmond, City of
- ☐ Rossland, The Corporation of the City of
- ☐ Saanich, The Corporation of the District of
- ☐ Salmo, The Corporation of the Village of
- ☒ Salmon Arm, City of
- ☐ Sayward, Village of
- ☐ Sechelt, District of
- ☐ Sicamous, District of
- ☐ Sidney, Town of
- ☐ Silverton, The Corporation of the Village of
- ☐ Slocan, Village of
- ☐ Smithers, Town of
- ☐ Sooke, District of
- ☐ Spallumcheen, The Corporation of the Township of
- ☐ Sparwood, District of
- ☐ Squamish, District of
- ☐ Squamish-Lillooet Regional District
- ☐ Stewart, District of
- ☐ Strathcona Regional District
- ☐ Summerland, The Corporation of the District of
- ☐ Sun Peaks, Mountain Resort Municipality
- ☐ Sunshine Coast Regional District
- ☐ Surrey, City of
- ☐ Tahsis, Village of
- ☐ Taylor, District of
- ☐ Telkwa, The Corporation of the Village of
- ☐ Terrace, City of
- ☐ Thompson-Nicola Regional District

- ☐ Squamish-Lillooet (Regional District)
- ☐ Strathcona (Regional District)
- ☐ Sunshine Coast (Regional District)
- ☐ Thompson-Nicola (Regional District)

Does your region have a Regional Growth Strategy (RGS):\*

- ☐ Yes
- ☒ No
- ☐ Don't know

Population:\*

- ☐ 0-4,999
- ☐ 5,000 to 9,999
- ☒ 10,000 to 49,999
- ☐ 50,000 to 99,999
- ☐ 100,000+

Submitted by:\*

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Position

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Phone Number

Chris Larson

Planner

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## Section 2 - Narrative Focus

Local government signatories to the B.C. Climate Action Charter have committed to taking climate action by:

- Working towards achieving corporate carbon neutrality;
- Measuring and reporting on their community-wide GHG emissions; and
- Creating complete, compact, energy-efficient communities.

A key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia.

In 2019, what actions has your local government taken to support the creation of compact, complete, and energy efficient communities?

*As per OCP policy, use Urban Containment Boundary to support long-term growth.*

*As per OCP policy, strive to protect ALR lands, forested hillsides, and watercourses.*

*As supported by OCP and Greenways Strategy enhance and continued development of greenways, active transportation network.*

### 2019 CORPORATE CLIMATE ACTION:

Corporate climate actions refer to actions that reduce the GHG emissions produced as a result of a local government's delivery of "traditional services", including fire protection, solid waste management, recreational/cultural services, road and traffic operations, water and wastewater management, and local government administration.

In 2019, when it comes to corporate climate action, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):\*

- ☒ Building and Lighting Actions
- ☐ Energy Generation Actions
- ☐ Greenspace Actions
- ☒ Planning Actions
- ☒ Solid Waste Actions
- ☒ Transportation Actions
- ☒ Water and Wastewater Actions
- ☐ Other Climate Actions <em>(PLEASE SPECIFY)</em>
- ☐ Don't know

Please specify 'Other Climate Actions'

---

When it comes to corporate Building and Lighting Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ New or upgraded energy-efficient lighting systems
- ☐ New or upgraded energy-efficient heating systems
- ☐ New or upgraded building envelope initiatives
- ☒ Upgrades to amenities in recreation facilities
- ☒ Studies related to building and/or lighting energy efficiency
- ☐ Other <em>(PLEASE SPECIFY)</em>
- ☐ Don't know

Please specify 'Other'

When it comes to corporate Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ Energy/Emissions Management Plan (New or Updated)
- ☐ Asset Management Plan (New or Updated)
- ☐ Corporate Climate Action Plan (New or Updated)
- ☐ Strategic Plan (New or Updated)
- ☐ Other <em>(PLEASE SPECIFY)</em>
- ☐ Don't know

Please specify 'Other'

When it comes to corporate Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ Introduction, expansion or improvement of recycling initiatives at corporate facilities
- ☒ Introduction, expansion or improvement of composting initiatives at corporate facilities
- ☒ Communication or education for staff related to corporate solid waste initiatives
- ☐ Studies or research related to corporate solid waste initiatives
- ☐ Plans or strategies related to corporate solid waste initiatives
- ☐ Other <em>(PLEASE SPECIFY)</em>
- ☐ Don't know

Please specify 'Other'

When it comes to corporate Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ Fleet replacement or upgrades
- ☐ New or improved electric vehicle initiatives
- ☐ New or improved active transportation infrastructure for staff
- ☐ Communication or outreach for staff related to corporate transportation initiatives
- ☐ New or improved public transportation initiatives for staff
- ☐ Other <em>(PLEASE SPECIFY)</em>
- ☐ Don't know

Please specify 'Other'

When it comes to corporate Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☐ New or improved water or wastewater infrastructure

- ☐ Studies or research related to water conservation
- ☒ Plans or strategies related to water or wastewater
- ☒ Water reduction initiative(s)
- ☐ Plans or strategies related to water or wastewater
- ☐ Other <em>(PLEASE SPECIFY)</em>
- ☐ Don't know

Please specify 'Other'

--



As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce corporate GHG emissions.

When it comes to the corporate climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

*Initiated an Organic Waste Diversion program (July 2019) including curbside collection.*

Corporate Action #2

*Completed a Solar Project Feasibility study and completed Art Gallery Solar Infrastructure installation (late 2019).*

Corporate Action #3

*Fleet upgrade, purchase of 2 additional hybrid fleet vehicles.*

**2019 COMMUNITY-WIDE CLIMATE ACTION:**

Community-wide actions refer to actions that reduce GHG emissions across the community (i.e. actions not related to "traditional services" in corporate operations).

When it comes to community-wide climate action in 2019, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):\*

- ☐ Building and Lighting Actions
- ☐ Energy Generation Actions
- ☒ Greenspace Actions
- ☒ Planning Actions
- ☒ Solid Waste Actions
- ☒ Transportation Actions
- ☒ Water and Wastewater Actions
- ☐ Other Climate Actions  
(PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other Climate Actions'

--

When it comes to community-wide Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ Tree planting
- ☒ Greenspace restoration or maintenance
- ☐ Greenspace acquisition
- ☐ Invasive species management
- ☐ Plans or strategies related to greenspace
- ☐ Other *(PLEASE SPECIFY)*
- ☐ Don't know

Please specify 'Other'

---

When it comes to community-wide Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☐ Official Community Plan (New or Updated)
- ☐ Climate Action Plan (New or Updated)
- ☐ Regional Growth Strategy (New or Updated)
- ☐ New or updated bylaw(s) or zoning addressing climate issues
- ☐ Other *(PLEASE SPECIFY)*
- ☐ Don't know

Please specify 'Other'

---

When it comes to community-wide Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ Introduction, expansion or improvement of recycling initiatives
- ☒ Introduction, expansion or improvement of composting initiatives
- ☐ Community clean-up initiatives
- ☐ General waste reduction initiative (including landfill diversion strategies)
- ☒ Outreach, education or communication related to solid waste
- ☐ Other *(PLEASE SPECIFY)*
- ☐ Don't know

Please specify 'Other'

---

When it comes to community-wide Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ New or improved active transportation infrastructure
- ☐ New or improved public transportation initiatives
- ☐ New or improved electric vehicle initiatives
- ☐ Outreach, education or communication related to transportation
- ☐ Plans or strategies related to transportation
- ☒ Other *(PLEASE SPECIFY)*
- ☐ Don't know

Please specify 'Other'

---

*Began funding an Action Transportation reserve fund to support a future active transportation plan*

---

When it comes to community-wide Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ Water restrictions
- ☐ Incentives/rebate programs related to water or wastewater
- ☒ Outreach, education or communication related to water or wastewater
- ☐ Studies or research related to water or wastewater
- ☐ Plans or strategies related to water or wastewater
- ☐ Other <em>(PLEASE SPECIFY)</em>
- ☐ Don't know

Please specify 'Other'

--

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce community-wide GHG emissions.

When it comes to the community-wide climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

*Initiated an Organic Waste Diversion program (July 2019) including curbside pick up.*

Community-Wide Action #2

*Sidewalk installation (77 m by City and 552 m through development);*

Community-Wide Action #3

*Greenway network enhancement (7,894 m new trails created).*

**2019 CLIMATE PREPAREDNESS AND ADAPTATION ACTION:**

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Please identify the climate impacts that are most relevant to your local government (PLEASE SELECT ALL THAT APPLY):\*

- ☒ Increased temperatures increasing wildfire activity
- ☒ Extreme weather events contributing to urban and overland flooding
- ☐ Changes to temperature and precipitation causing seasonal drought
- ☐ Warmer winter temperatures reducing snowpack
- ☐ Sea level rise and storms causing coastal flooding and/or erosion
- ☐ Other <em>(PLEASE SPECIFY)</em>
- ☐ Don't know

Please specify 'Other'

In 2019, did your local government take any of the following actions in an effort to consider or address the impacts of climate change? (PLEASE SELECT ALL THAT APPLY)\*

- ☐ Emergency response planning
- ☐ Asset management
- ☐ Infrastructure upgrades
- ☒ Public education and awareness
- ☐ Strategic and financial planning
- ☒ Risk and vulnerability assessments
- ☒ Risk reduction strategies
- ☐ Official Community Plan policy changes
- ☐ Other <em>(PLEASE SPECIFY)</em>
- ☐ Don't know

Please specify 'Other'

In 2019, did your local government partnered with any of the following organizations to prepare for, and adapt to, a changing climate? (PLEASE SELECT ALL THAT APPLY)\*

- ☐ Adaptation to Climate Change Team (SFU)
- ☐ Columbia Basin Trust
- ☒ Community Emergency Preparedness Fund (UBCM)
- ☒ Federation of Canadian Municipalities
- ☐ Fraser Basin Council
- ☐ Pacific Institute for Climate Solutions (UVIC)
- ☐ Other <em>(PLEASE SPECIFY)</em>
- ☐ Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to adapting to a changing climate.

When it comes to climate preparedness and adaptation actions, please highlight up to three significant actions/initiatives that your local government undertook in 2019:

*Engaged in the completion of a Community Energy and Emissions Plan.*

Adaptation Action #2

*Solar project feasibility study including Art Gallery Solar Infrastructure Installation (late 2019).*

Adaptation Action #3

*Wildfire mitigation planning.*



### Section 3: 2019 Carbon Neutral Reporting

Local governments are required to report on their progress in achieving their corporate carbon neutral goal under the [B.C. Climate Action Charter](#). Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee has established a common approach to determining corporate carbon neutrality for the purposes of the Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the [B.C. Climate Action Toolkit website](#), specifically the [Workbook](#) and [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

*Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.*

#### 2019 CARBON EMISSIONS

Did your local government measure corporate GHG emissions for 2019?\*

- (X) Yes  
( ) No  
( ) Don't Know

If your local government measured 2019 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) from:

Service Delivery Type

	2019 Corporate GHG Emissions
Services Delivered Directly by your Local Government	1089
Contracted Services	923

TOTAL A - CORPORATE GHG EMISSIONS (DIRECT + CONTRACTED) FOR 2019:

TOTAL A - CORPORATE GHG EMISSIONS  
(DIRECT + CONTRACTED) FOR 2019:

2012

#### 2019 CARBON REDUCTIONS

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2019 by one or a combination of the following actions:

- Undertake Green Communities Committee-supported Option 1 Project(s)
- Undertake Green Communities Committee-supported Option 2 Project(s)
- Purchase carbon offsets from a credible offset provider

For more information about options to balance or offset corporate GHG emissions please refer to [Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia](#).

If applicable, please report the 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from any of the following Option 1 GHG Reduction Projects:

Option 1 GHG Reduction Projects

	2019 GHG Emissions Reductions
1A Energy Efficiency Retrofits	
1B Solar Thermal	
1C Household Organic Waste	239
1D Low Emission Vehicles	
1E Avoided Forest Conversion	
1F Trenchless Technology	

TOTAL B - REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2019:

TOTAL B - REDUCTIONS FROM ALL OPTION 1  
PROJECTS FOR 2019:

239

If applicable, please report the names and 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from Option 2 GHG Reduction Projects:

	Names of Option 2 GHG Reduction Projects	2019 GHG Emissions Reductions
1.		
2.		
3.		
4.		
5.		
6.		

TOTAL C - REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2019:

TOTAL C - REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2019:

0

**2019 CARBON OFFSETS**

If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) from an offset provider for the 2019 reporting year:

	Name of Offset Provider	Name of Project	2019 GHG Emissions Reductions
1.			
2.			
3.			
4.			
5.			
6.			

TOTAL D - OFFSETS PURCHASED FOR 2019:

TOTAL D - OFFSETS PURCHASED FOR 2019:

0

TOTAL REDUCTIONS AND OFFSETS FOR 2019 (Total B+C+D):

TOTAL REDUCTIONS AND OFFSETS FOR 2019 (Total B+C+D):

239

**Corporate GHG Emissions Balance for 2019**

Your local government's corporate GHG emissions balance is the difference between total corporate offsettable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through Green Communities Committee Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2019 = (Total A – (B+C+D))

CORPORATE GHG EMISSIONS BALANCE FOR 2019 (Total A – (B+C+D))

1773

If your corporate GHG emissions balance is negative or zero, your local government is carbon neutral. **CONGRATULATIONS!**

If your local government was carbon neutral in 2019, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2019 100 tCO<sub>2</sub>e):

	Source of Carryover Emission Reduction	Year Earned	GHG Emissions Reductions
1.			
2.			
3.			
4.			
5.			
6.			

TOTAL E - BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR

TOTAL E - BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR

0

## GREEN COMMUNITIES COMMITTEE CLIMATE ACTION RECOGNITION PROGRAM:

The Joint Provincial-UBCM Green Communities Committee is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the Green Communities Committee with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

**Level 1 – Demonstrating Progress on Charter Commitments:** For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.

**Level 2 – Measuring GHG Emissions:** For local governments that achieve Level 1, who measure their corporate GHG emissions for the reporting year and demonstrate that they are familiar with their community's energy and emissions inventory (i.e. CEEI).

**Level 3 – Accelerating Progress on Charter Commitments:** For those local governments who have achieved Level 1 and 2 and demonstrate significant action (corporately or community-wide) in reducing GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

**Level 4 - Achievement of Carbon Neutrality:** For local governments who achieve corporate carbon neutrality in the reporting year.

Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the Green Communities Committee Climate Action Recognition Program level that best applies:\*

- ☐ Level 1 – Demonstrating Progress on Charter Commitments
- ☐ Level 2 – Measuring GHG Emissions
- ☒ Level 3 – Accelerating Progress on Charter Commitments
- ☐ Level 4 - Achievement of Carbon Neutrality
- ☐ Don't know

Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community-wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:

*Other than the Option 1 - Organic Diversion program, the City of Salmon Arm completed a Solar Feasibility project with infrastructure being installed in late 2019, has been working on a Community Energy and Emissions Plan, and has been replacing fleet vehicles with hybrid vehicles.*

Does your local government set aside funds in a climate reserve fund or similar?\*

- ☒ Yes
- ☐ No
- ☐ Don't know

Service Area	Emissions (tonnes CO <sub>2</sub> e)							
	2012	2013	2014	2015	2016	2017	2018	2019
Administration and Governance	72	42.9	60.7	55.4	53.1	74.57	78.02	70.74
Drinking, Storm and Waste Water	462	403.4	455.8	427.9	405.4	451.26	427.23	418.35
Solid Waste Collection, Transportation and Diversion	107	106.5	119.5	113.8	116.5	115	123.1	113.5
Roads and Traffic Operations	266	344.7	361.6	367.1	369	415.59	425.94	427.53
Arts, Recreation, Parks and Cultural Services	932	858.3	877.3	806.7	843.2	932.53	904.44	875.82
Fire Protection	105	94.5	106	95.4	91.7	111.55	103.1	106.12
Subtotal	1944	1850.3	1980.9	1866.3	1878.9	2100.05	2061.8	2012.06
Organic Diversion	0	0	0	0	0	0	0	-239.2
Total	1944	1850.3	1980.9	1866.3	1878.9	2100.5	2061.8	1772.86



Service Area		Emissions (tonnes CO <sub>2</sub> e)							
		2012	2013	2014	2015	2016	2017	2018	2019
<b>Administration and Governance</b>									
City Hall	65	36.2	53	47.4	44.6	64.67	69.07	66.02	
Fleet	7	6.7	7.7	8	8.5	9.9	8.95	4.72	
<b>Total</b>	<b>72</b>	<b>42.9</b>	<b>60.7</b>	<b>55.4</b>	<b>53.1</b>	<b>74.57</b>	<b>78.02</b>	<b>70.74</b>	
<b>Drinking, Storm and Waste Water</b>									
Water	130	148.1	165.8	161.2	145	159.84	134.93	126.9	
Sewer (Treatment Plant)	153	125.6	156.7	146	135	157.77	167.97	167.19	
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52	10.9	10.49	
Fleet	169	119	122.7	111.2	116.1	121.13	113.43	113.77	
<b>Total</b>	<b>462</b>	<b>403.4</b>	<b>455.8</b>	<b>427.9</b>	<b>405.4</b>	<b>451.26</b>	<b>427.23</b>	<b>418.35</b>	
<b>Solid Waste Collection, Transportation and Diversion</b>									
Curbside Collection*	107	106.5	119.5	113.8	116.5	115	123.1	113.5	
<b>Total</b>	<b>107</b>	<b>106.5</b>	<b>119.5</b>	<b>113.8</b>	<b>116.5</b>	<b>115</b>	<b>123.1</b>	<b>113.5</b>	
<b>Roads and Traffic Operations</b>									
Lighting	18	16.4	20.2	19.8	20.3	20.77	20.97	21.48	
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52	10.9	10.49	
Fleet	238	317.6	330.8	337.8	339.4	382.3	394.07	395.56	
<b>Total</b>	<b>266</b>	<b>344.7</b>	<b>361.6</b>	<b>367.1</b>	<b>369</b>	<b>415.59</b>	<b>425.94</b>	<b>427.53</b>	

<b>Arts, Recreation, Parks and Cultural Services</b>								
Parks+cemetery+LMC	12	10.7	11.55	10.3	8.6	12.9	20.0	15.26
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52	10.9	10.49
Arena and Recreation Centre*	810	761	759.7	695.1	740.8	829.34	801.31	784.76
Haney Heritage Village & Museum*	10	7	8.8	7.7	7.3	10.19	9.95	11.72
Art Gallery*	13	15	17.9	12.3	11.6	14.04	12.67	13.3
Fleet	77	53.9	68.75	71.8	65.6	53.54	49.61	40.29
<b>Total</b>	<b>932</b>	<b>858.3</b>	<b>877.3</b>	<b>806.7</b>	<b>843.2</b>	<b>932.53</b>	<b>904.44</b>	<b>875.82</b>
<b>Fire Protection</b>								
Fire Halls & Training Centre	72	63.5	74.2	63.7	59.8	80.37	75.18	72.69
Fleet	33	31	31.8	31.7	31.9	31.18	27.93	33.43
<b>Total</b>	<b>105</b>	<b>94.5</b>	<b>106</b>	<b>95.4</b>	<b>91.7</b>	<b>111.55</b>	<b>103.1</b>	<b>106.12</b>
<b>Sub Total</b>	<b>1944</b>	<b>1850.3</b>	<b>1980.9</b>	<b>1866.3</b>	<b>1878.9</b>	<b>2100.5</b>	<b>2061.8</b>	<b>2012.06</b>
<b>In-House Portion</b>	<b>991</b>	<b>960.8</b>	<b>1075</b>	<b>1037.4</b>	<b>1002.7</b>	<b>1131.93</b>	<b>1114.77</b>	<b>1088.78</b>
<b>Contracted Portion*</b>	<b>953</b>	<b>889.5</b>	<b>905.9</b>	<b>828.9</b>	<b>876.2</b>	<b>968.57</b>	<b>947.03</b>	<b>923.28</b>
<b>Organic Diversion</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-239.2</b>
<b>Grand Total</b>	<b>1944</b>	<b>1850.3</b>	<b>1980.9</b>	<b>1866.3</b>	<b>1878.9</b>	<b>2100.5</b>	<b>2061.8</b>	<b>1772.86</b>



# LOCAL GOVERNMENT CLIMATE ACTIONS 2018



**CARIP**  
CLIMATE ACTION REVENUE INCENTIVE PROGRAM



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Front & back cover photo courtesy:  
HCMA Architecture + Design,  
District of North Saanich Municipal  
Hall (See page 8)

## Introduction

Established in 2010, the Climate Action Revenue Incentive Program (CARIP) provides conditional grants to local government signatories of the BC Climate Action Charter (Charter). The Charter establishes the joint Provincial-UBCM Green Communities Committee (GCC) to provide support to signatories. By signing the Charter, local governments commit to taking action towards achieving carbon neutrality in their corporate operations and to reducing community-wide emissions through the development of more complete, compact and energy efficient rural and urban communities.

The CARIP grant is equal to 100% of the carbon tax that eligible local governments have directly paid in a given year. To be eligible, local governments are required to be Charter signatories, report publicly on their plans and progress toward meeting their corporate and community-wide climate action goals, and complete an annual CARIP survey summarizing their actions.

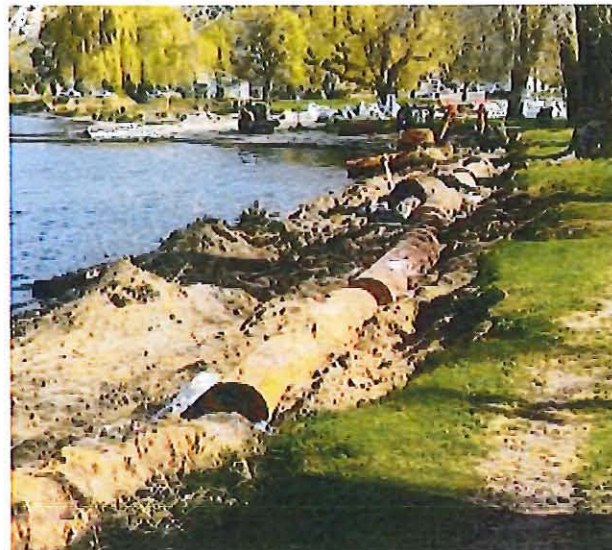
In 2018, 186 of the 187 signatory local governments responded to the CARIP survey and reported on climate actions in areas as diverse as land use, transportation, waste, water, energy, and other infrastructure and service provision. It is evident from these surveys that local governments are continuing to demonstrate leadership and apply innovative approaches to both reducing greenhouse gas (GHG) emissions and adapting to a changing climate.

### **2018 CARIP Report Snapshot**

**Local Governments Reporting: 186**

**Local Governments Measuring: 147**

**Carbon Neutral Local Governments: 50**



*Photo courtesy: City of Kelowna*

## The 2018 CARIP Summary Report

This report illustrates the continued progress by local governments to reduce carbon emissions through highlighting examples of the achievements and experiences of small, medium, and large communities.

### **The 2018 CARIP Summary Report includes:**

- Update on local government progress towards carbon neutrality
- Highlights of climate mitigation and adaptation actions taken by small, medium, and large communities across B.C.
- Hyperlinked list of funding sources and programs used by local governments in support of climate action



### 50 Local Governments achieved carbon neutrality in their corporate operations in 2018

Ashcroft	Oliver
Capital Regional District	Osoyoos
Central Saanich	Parksville
Coldstream	Peace River RD
Columbia Shuswap RD	Pemberton
Comox Valley RD	Penticton
Comox	Pitt Meadows
Cowichan Valley RD	Port Alice
Cumberland	Port Hardy
Delta	Powell River
Duncan	RD of East Kootenay
Fort St. James	RD of Kitimat-Stikine
Granisle	RD of Mount Waddington
Highlands	RD of Nanaimo
Islands Trust	Richmond
Keremeos	Sidney
Ladysmith	Sooke
Langley	Squamish
Lantzville	Thompson-Nicola RD
Logan Lake	Tofino
Lumby	Ucluelet
Mission	Vancouver
Nelson	View Royal
New Denver	West Vancouver
Oak Bay	Whistler

## Carbon Neutral Local Government

The annual reporting of Climate Action Charter signatories through the CARIP survey enables a comparison from year-to-year, on the progress made by local governments on their carbon neutral commitments.

Of the 147 local governments that measured and reported on their GHG emissions in the 2018 CARIP reporting year, 50 local governments achieved carbon neutrality. This is an increase of five local governments since 2017. Appendix A lists the status of each local government's achievement toward the Charter commitment of carbon neutrality.

To support their achievement of Charter commitments, the GCC maintains a Carbon Neutral Framework (CNF), to provide guidance to local governments in measuring corporate emissions and balancing – through verified emission reduction projects – or offsetting emissions. The framework clarifies what emissions are in scope and how those emissions can be reduced and balanced / offset.

The CNF is designed to meet three key interests: ensuring that the approach offers choice in terms of the offsets that can be purchased; providing options for investments in local GHG reduction projects that are practical and flexible for the range of B.C. local governments; and ensuring that the approach is credible and that emission reductions are measurable. To do this, the approach provides options that allow local governments to use measurable community reductions to balance their corporate emissions (Options 1 and 2), as well as the ability to purchase validated offsets from a credible offset provider (Option 3).



Photo courtesy: The City of Nanaimo



The increase in carbon neutral local governments may be attributed to the new trenchless technology GCC Option 1 project profile, which became available for measuring emission reductions in the 2018 reporting year. The 1,310 tCO<sub>2</sub>e of reduction credits that were claimed from the trenchless technology projects represent a significant uptake and surpassed the amount claimed for energy efficient retrofits, solar thermal, and low emission vehicles combined.

The total corporate GHG emissions generated by local governments in 2018 was 273,242 tCO<sub>2</sub>e<sup>1</sup>, a decrease of 533 tCO<sub>2</sub>e from 2017. The moderate decrease in emissions can be in part attributed to the success of the CNF, which encourages emission reductions wherever possible. Corporate emissions reductions may also be due in part to the 2017 change to the scope of local government corporate emissions inventory. Recycle BC is now responsible for emissions associated with the collection of packaging and printed paper, which was previously counted as part of local government corporate inventories.

In 2018, local governments claimed 139,345 tCO<sub>2</sub>e of GHG emission reductions and offsets to balance their corporate footprint. Of the total emission reductions and offsets claimed, 127,247 tCO<sub>2</sub>e were achieved through GCC Option 1 and 2 projects.<sup>2</sup> In 2018, Household Organic Waste Composting remained the most common Option 1 project and Biocover Methane Reduction the most common Option 2 project. Local governments chose to purchase 12,097 tCO<sub>2</sub>e worth of offsets in 2018, a decrease from the 12,349 tCO<sub>2</sub>e purchased in 2017. This decrease in purchased offsets may be attributed to greater use of GCC Option 1 and 2 projects. Please refer to Appendix B for total corporate emissions and reductions reported through CARIP between 2012 and 2018.

1 tCO<sub>2</sub>e denotes tonnes of carbon dioxide equivalent.

2 For more information, see [Chapter 2 of Becoming Carbon Neutral: Guidebook for B.C. Local Governments](#).

## Corporate and Community-Wide Climate Mitigation Actions

Since 2010, the number and scope of corporate and community-wide climate change mitigation actions and plans pursued by local governments has been increasing. Actions range from shifting to LED lighting, to those that require significant investment, such as installing alternative energy systems. The results from the 2018 CARIP survey indicate that local governments across B.C. are adopting and promoting the BC Energy Step Code, supporting active transportation through broader planning efforts, and continuing to support community engagement and education on climate-related topics in a variety of ways.

In 2018, 51% of CARIP respondents reported having corporate GHG reduction plans in place while approximately 94% of CARIP respondents indicated using planning tools to support climate mitigation on a community-wide scale. As shown in Table 1, since 2015<sup>3</sup>, there has been an increase in the percentage of local governments with Energy and Emissions Plans, Community Wide Action Plans, and Official Community Plans supporting climate action.

3 2015 was the first year local government were asked to identify the plans they have that support climate change mitigation.



# The Small Community Experience (population up to 4,999)

## Corporate Mitigation Actions

Small communities across B.C. are taking action to reduce their corporate emissions in a multitude of ways. Actions reported in the survey include the installation of LED lighting in buildings and solid waste diversion (recycling, composting and reducing single use plastics). There is also a continued focus on the installation of solar generation systems and energy upgrades to existing buildings to increase energy efficiency and reduce GHGs. For example, the new district office in Elkford has been designed according to Commercial Step Code 3 with 30% of the electrical power to be provided by solar panels. The District of Sparwood installed building automation systems in each district building to reduce energy use and the District of Barriere received a grant to expand its biomass district hot water heating system to include the Barriere Search and Rescue building and fire hall.

### CLIMATE ACTION HIGHLIGHT: *The Thorsen Creek Waste and Recycling Centre*

opened in November of 2018, marking the Central Coast Regional District's (CCRD) 50 years of service to the community. The centre, complemented by a comprehensive recycling program, provides improved access to recycling options for the community, diverts more waste and extends life of the current landfill. Residents are now able to recycle a wide range of items such as packaging material (cans, jars, plastics, cardboard), printed paper, small appliances, tires, light bulbs, and used oil.

Waste management has been a top priority for the community and the new centre is one of many strategies implemented to maximize remaining landfill space. Additional strategies include

maximizing recycling opportunities, a new funding agreement between the CCRD and the Nuxalk Nation, hiring a recycling attendant, updating the district's Solid Waste Management Plan, increasing education and promotion of recycling, and decommissioning the old waste transfer site to free up landfill space. An overall reduction in waste generation and efforts made to recycle material can reduce the need for energy-intensive extraction and processing activities, leading to fewer GHG emissions.

The total cost of the project was approximately \$1 million covered in part by the Federal Gas Tax-Community Works Fund, with additional capital funds from the region's solid waste management budget. Financial support was also provided by the BC Used Oil Management Association for the purchase of storage tanks and modified sea-cans. BC Hydro provided the funding for the trees and shrubs planted at the site.

## Community-Wide Mitigation Actions

Smaller communities, that represent 41% of CARIP survey respondents, continue to support community-wide reduction efforts by promoting actions in areas that include local food production, renewable energy generation and planning for public transit and active transportation.

**90%** of CARIP survey respondents continue to have water conservation plans or policies in place.

**45%** of CARIP survey respondents have urban forest policies, plans or programs.



**Table 1: Policies by Mode of Transportation**

MODE OF TRANSPORTATION	% OF LGS REPORTING ACTIONS 2018	% OF LGS REPORTING ACTIONS 2017	% OF LGS REPORTING ACTIONS 2016
Walking	81	80	79
Cycling	77	76	75
Transit	75	72	65
Electric Vehicles	69	62	54

**As indicated in Table 1: (Above) There has been an increase in the number of local governments reporting actions across all modes of low emission transportation with notable increases in actions related to transit and electric vehicles.**

**About 21% of CARIP survey respondents are engaged in transportation demand management activities. In large communities (100,000+), where congestion is most acute, 40% of local governments have transportation demand management strategies in place.**

**CLIMATE ACTION HIGHLIGHT: *The District of Lillooet's Active Community Master Plan***, completed in July 2018, will guide the District's work in becoming a complete community and promoting healthy living. Development of the plan included an extensive community engagement process that will also inform an upcoming update to the District's Official Community Plan. One of the guiding objectives of the Active Community Master Plan is to support safe, active transportation. The plan includes strategies to improve communications regarding Lillooet's current active living opportunities, improve road safety for pedestrians and cyclists, expand bicycle infrastructure, explore opportunities to improve the pedestrian realm, and enhance the public trail network.

**CLIMATE ACTION HIGHLIGHT: *The Village of Masset***, with help from the Whistler Centre for Sustainability, completed the *Masset 2040: Integrated Official Community Plan* (IOCP) update. The IOCP articulates a shared vision and goals for the future success and sustainability of Masset and identifies the policies to help guide the community there. The *Masset 2040 IOCP Implementation Guide* articulates priority actions to be implemented following the adoption by Council of the IOCP update. These actions, that began in 2018, include remediation of empty lots in the downtown core, clean-up the park area at Seaplane Spit to create an accessible greenspace, enhancing the Delkatla Wildlife Sanctuary, increasing overall health and wellbeing of residents, and providing improved tourism amenities.



Photo courtesy: The Village of Masset



## The Medium-sized Community Experience (population 5,000-49,999)

### Corporate Mitigation Actions

Corporate climate actions undertaken by medium-sized communities included addressing buildings and lighting and water and waste water. LED lighting upgrades continue to be undertaken as do updates to HVAC systems and the integration of sustainable building design. Local governments also supported new approaches to staff travel, including the addition of electric and conventional bikes to municipal fleets.

#### CLIMATE ACTION HIGHLIGHT: *The District*

*of North Saanich* is now realizing benefits from its new Municipal Hall. Construction began in 2015 and was completed in August 2017. The objectives of the project were to replace aging infrastructure, provide seismic upgrades, and increase energy efficiency. The new building features solar energy panels and battery backup, an electric vehicle charging station, variable refrigerant flow HVAC systems, low flow plumbing systems, and LED lighting.

The project was completed on time, within budget and was fully funded through reserve funds; tax increases or borrowing were not required.



Photo courtesy: The District of North Saanich

### Community-Wide Mitigation Actions

In 2018, medium-sized communities (representing 40% of CARIP survey respondents) continued to demonstrate a commitment to reducing GHG emissions by taking actions across many sectors. As in small communities, the completion of Official Community Plan updates focused on actions supporting the development of compact complete communities and implementing active transportation initiatives.

#### CLIMATE ACTION HIGHLIGHT: *The City*

*of Langford's* Smart Cities Plan responded to Infrastructure Canada's 2018 Smart Cities Challenge. The Plan is a 10-year digital strategy linked directly to City priorities in the new City Centre Design Guidelines and acts as a roadmap for policy and technology implementation to improve efficiency and sustainability as it relates to Langford's twin pillars of affordability and livability. Considerations include reduced GHG emissions, the optimization of energy and resource use, impacts of climate change, population growth, and economic development. Langford has partnered with academic researchers, local businesses and residents to achieve plan goals such as a 54% reduction in energy use per-capita; the city-wide reduction of GHG emissions to pre-2007 levels; and 15% or more reduction in city water consumption costs.

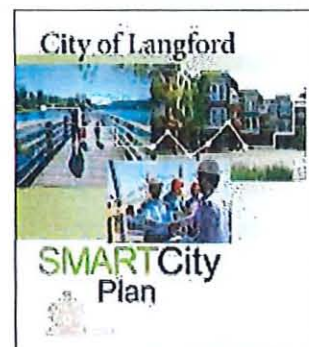


Photo courtesy: The City of Langford



**CLIMATE ACTION HIGHLIGHT:** *The District of Squamish* adopted its [2040 Official Community Plan update](#) in June 2018, which addresses both corporate and community climate action. Mitigation policies include reaffirmed GHG emissions reduction targets, a vision of compact infill land use within a newly identified Growth Management Boundary, a focus on local employment and reduced commuting distances, and support for alternative and active transportation options.

Beginning in 2016 when the District finalized its [Active Transportation Plan](#) it began allocating \$700,000 annually for related infrastructure projects. The goal is to encourage a mode shift away from single occupant vehicles for a variety of reasons including: improving physical and mental health, reducing GHG emissions, and improving transportation options for youth, seniors and other residents who are not able to own/operate their own vehicles.



Photo courtesy: The District of Squamish

**CLIMATE ACTION HIGHLIGHT:** *The City of Port Alberni* has developed an extensive network of trails, sidewalks, parks, and natural and heritage attractions. Its [Active Transportation Plan](#) includes greater connectivity and continuity of the trail and road networks, encouraging residents and visitors to walk and bicycle for transportation and recreation. The extensive trail network and natural environment attract visitors, increases community livability and quality of life, and reduces GHG emissions due to reduced use of vehicles.



Photo courtesy: The City of Port Alberni

**CLIMATE ACTION HIGHLIGHT:** *The District of Kent* completed the Highway 9 shoulder enhancement project to improve the cycling route between Agassiz and Harrison Hot Springs. The project supports the District's 2009 [Active Transportation Plan](#) which focused on linkages to other modes of transportation (pedestrian, transit, lakes/blueways) and built on the Community-Based Leisure Needs Assessment that identified trails and bike lanes as a high priority. The Fraser Valley Regional District, Village of Harrison Hot Springs, and Kent Harrison Healthy Communities Committee all played an active role in the planning process.

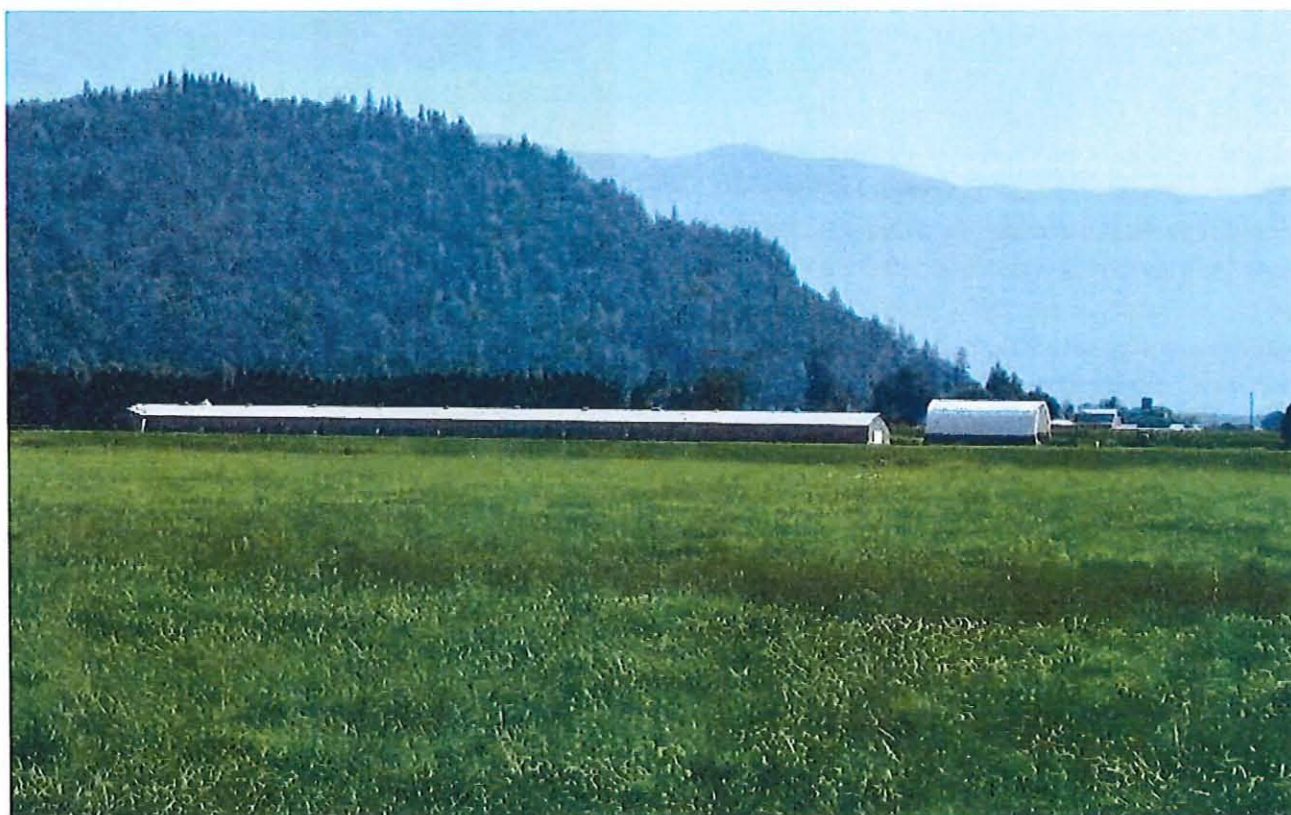


Photo courtesy: The District of Kent



Medium-sized communities also focused on actions to achieve GHG reductions through energy efficient buildings initiatives, including:

- **Power Down Campbell River** offered rebates and resources for homeowners wanting to retrofit their homes for energy efficiency. The program includes educational videos on home energy ratings and energy efficiency considerations.
- The City of Penticton has implemented the BC Energy Step Code. Step One is required for new residential buildings including single detached houses, duplexes, and row housing. Buildings that achieve a minimum of Step 3 of the Step Code at time of occupancy, will receive a 5% building permit fee rebate.
- The City of Kimberly engaged with local developers regarding energy efficiency changes to the BC Energy Step Code.
- The City of Fort St. John promoted its certified Passive House including public tours. The City also facilitated tours of a recently completed BC Hydro/BC Housing 50-unit Passive Apartment building.
- The Town of Smithers, in partnership with the Province and the Dik Tiy Housing Society built a 19-unit affordable housing project to Passive House standard.



*District of Kent Floodplain Bylaw Adaptation Project (See page 15). Photo courtesy: The District of Kent*



## Large Community Experience (population 50,000 +)

### Corporate Mitigation Actions

Large communities in B.C. continue to be engaged in a variety of GHG reduction activities. Electric vehicle fleet initiatives (including charging station installations), building upgrades, and innovative energy efficient design were popular themes in the corporate actions reported by these communities.

**CLIMATE ACTION HIGHLIGHT:** In July 2018, the **City of Surrey** began construction of the Clayton Community Centre, an integrated service facility, slated to become the first community centre in North America to achieve Passive House certification. Located in the rapidly growing East and West Clayton neighbourhoods, the centre is designed to maximize energy efficiency and protect natural ecosystems. Planned to feel like an extension of the surrounding forest and parkland, it features a state-of-the-art heating and cooling system, triple-glazed windows, and an exterior designed to minimize heat loss. As a community hub, it integrates four civic services – recreation, library, arts, and parks – all in a single facility. The unique mix of space delivers arts and culture programming, branch library services, and recreational activities. These core services are complemented by shared social spaces for residents to connect with their neighbours, as well as a mix of supplementary spaces designed to enable community-led programming. On track for a summer 2020 completion, this facility will play an important role in the community life and identity of Clayton and serve as a leading example of green building design.

*"The new Clayton Community Centre meets many pressing needs in a community that has rapidly expanded in recent years. Combining city services and programs in one place simply makes sense for residents and their families. Using materials and a design to achieve Passive House certification means it will sustainably benefit residents for decades to come."*

*Mayor Doug McCallum – City of Surrey*



Photos Courtesy: HCMA Architecture + Design, City of Surrey



**CLIMATE ACTION HIGHLIGHT: Metro Vancouver's Sustainable Infrastructure and Buildings Policy**, effective as of October 2018, establishes minimum standards for sustainable design and construction of Metro Vancouver infrastructure and buildings. Metro Vancouver undertakes a wide range of capital projects that support the organization's mandate of delivering services to the region including drinking water, liquid waste, solid waste, air quality, regional planning and regional parks. The policy aims to ensure that all projects, regardless of size or type, are consistent in their sustainability considerations. In particular, the policy focuses on improving energy efficiency, reducing lifecycle greenhouse gas emissions, encouraging the efficient and sustainable use of resources, and mitigating the impact of infrastructure and building projects on the natural environment.

Using the Envision and LEED rating systems, along with the BC Energy Step Code, the policy sets design and construction standards to reduce environmental impacts, demonstrate fiscal responsibility through life cycle costing, and show leadership in sustainable design. Metro Vancouver is currently developing a Design Guide to support implementation of the policy.

**CLIMATE ACTION HIGHLIGHT: The District of Saanich** has identified the need for its aging building portfolio to be upgraded, and in some cases redeveloped, to maintain the delivery of services to residents. The District's Strategic Facilities Master Plan, adopted in April 2018, guides capital investment decisions for the District's 10 key facilities. Whether for day-to-day maintenance and replacement upgrades or major renovations and redevelopment, the plan reinforces the District's commitment to be a 100% renewable energy community and achieving an 80% reduction of GHGs by 2050. New projects are recommended to be LEED Gold at a minimum as well as the highest equivalent levels for the BC Energy Step Code. The District's first project, the redevelopment of Fire Station #2 has been recently approved by Council

and will be targeting net zero in addition to LEED Gold and Step Code Commercial Level 3.

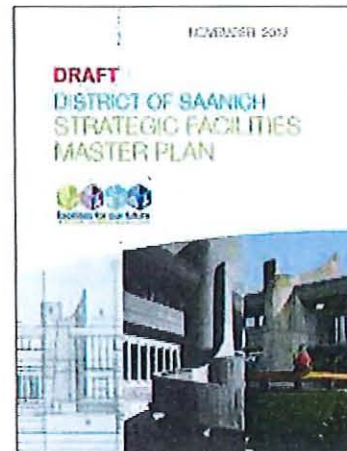


Photo courtesy: The District of Saanich

### Community-Wide Mitigation Actions

As in previous years, there were a range of community-wide actions reported by large communities, whose local governments make up 19% of CARIP survey respondents. Efforts include promoting the BC Energy Step Code, encouraging transit-oriented development and implementing active transportation strategies.

**51%** of CARIP survey respondents had a corporate GHG reduction plan in 2017.

**55%** of survey respondents have a climate action reserve fund (a **5%** increase from 2017).

**CLIMATE ACTION HIGHLIGHT: The District of North Vancouver** Youth in Film Program was established in 1998 with the intent of providing youth opportunities to explore careers in film and television. The 2018 Sustainability on Screen Youth Film Camp empowered participants to produce short films about 'climate action'.

The larger program was created to engage youth in the production of films on subjects they are passionate about. In this case, their interest in climate change and the opportunity to tell the story about the District's [Community Energy and Emissions Plan](#) (CEEP) fit well with those interests. The District's draft



CEEP identifies actions and targets to meaningfully reduce its contribution to climate change and advance efforts on making the District a more energy efficient community.

Participants gained a heightened understanding of both climate change and climate action. Specifically, participating youth were challenged to think about how to promote climate action within their age cohort, how to be more civically engaged, and how to articulate activism and awareness using an artistic lens. This initiative provided a unique opportunity to learn about climate action directly from staff working to establish a community-wide plan to reduce emissions.

The short films produced are titled 'The Little Things', and 'Between the Forest'. These films were screened at the June 11, 2018 Regular Meeting of Council, and can be viewed on the [District webpage](#).

**CLIMATE ACTION HIGHLIGHT:** In 2018, over 300 grade 4 and 5 students, teachers, and parents attended the [City of Nanaimo's Public Works day event](#). [The City of Nanaimo](#) participates in National Public Works Week, an initiative to bring awareness to the essential role that public works play in a community's quality of life. Through 16 interactive stations, Public Works Day gives school-aged children an experiential and behind the scenes look at the programs, operations and infrastructure that keep Nanaimo flowing, and encourages youth to become engaged citizens and stewards for sustainability. One of the focuses of the day is the hydrological cycle, including the watershed, water conservation and treatment, sewers and drainage systems, as well as the potential impacts of climate change on the system. The Regional District of Nanaimo participated as part of a partnership in water, wastewater and solid waste sustainability.

Response to Public Works Day has been fantastic! For example: "Thank you for providing a great field trip for us to enjoy. We hope you keep taking care of Nanaimo! We really appreciate all the work you do!"  
– Pleasant Valley Elementary School, grade 4.



Photo courtesy: The City of Nanaimo

**CLIMATE ACTION HIGHLIGHT:** [The City of New Westminster](#), through [Energy Save New West](#), is delivering a comprehensive program of industry training, Builder & Developer Breakfasts, and incentives on energy modeling to support BC Energy Step Code implementation. Since 2015, the City has hosted 12 Builder & Designer Breakfasts with over 450 attendees including architects, designers, builders and other tradespeople. The 2018 event covered the BC Energy Step Code Implementation Framework for Part 9 Buildings, Energy Step Code Performance Metrics, and the FortisBC New Home Program.

City Council adopted a [Building Bylaw Amendment](#) (No. 8084, 2019), requiring new buildings to achieve a minimum level of the BC Energy Step Code effective March 31, 2019 for Part 9 residential buildings, and effective January 1, 2020 for Part 3 multi-unit residential and commercial buildings.



Photo courtesy: The City of New Westminster



## Adaptation

Over the last several years, the CARIP survey has included questions about local government actions on climate adaptation. Survey responses illustrate the development of local government knowledge, planning, and action since 2015.

In 2018, 84% of survey respondents identified being engaged in emergency response planning to address the impacts of a changing climate. Approximately two thirds of survey respondents reported being engaged in infrastructure upgrades and public education. Over 50% reported being engaged in risk and vulnerability assessments, risk and reduction strategies, strategic financial planning, OCP policy changes, research, mapping, and partnerships.

The top three climate change impacts of concern for local governments include:

- Increased temperatures increasing wildfire activity
- Extreme weather events contributing to urban and overland flooding
- Changes in temperature and precipitation causing seasonal drought

The examples below demonstrate how some local governments are addressing these impacts.



### Wildfire

Several local governments in B.C. are addressing wildfire risk through fuel reduction - a fire management strategy that focusses on removing ground brush and debris, pruning lower branches and removing tight second growth trees. For example, Cowichan Valley Regional District conducted an urban wildfire interface analysis, the Village of New Denver continued wildfire interface brushing, and the Squamish-Lillooet Regional District engaged in interface wildfire risk reduction.

While some local governments are taking direct action to mitigate the spread of wildfires, others are engaged in public outreach and education activities. For example, the District of West Kelowna installed wildfire prevention signs on main travel routes and both the Mountain Resort Municipality of Sun Peaks and the District of Barriere engaged in public education efforts.

### CLIMATE ACTION HIGHLIGHT: *The Capital Regional District's*

(CRD) approach to wildfire risk includes funding research by Natural Resources Canada (NRCan) and the University of Victoria to collect and analyze sediment cores from both the Sooke Lake Reservoir and nearby Begbie Lake, which are within the primary water supply catchment in the Greater Victoria Water Supply Area. The research has characterized changes in forest composition and wildfire return intervals associated with changes to climate and other drivers since the end of the last ice age. It is also examining the effects of wildfires and human disturbances within the past several hundred years on Sooke Lake Reservoir and assessing fire induced impacts and recovery. The findings are being used to assess the potential vulnerability of forest tree species in the water supply area to climate change, how the likelihood of wildfire in the area could change with climate, and the potential impacts of wildfire and other disturbances on water quality in the Sooke Lake Reservoir.

**CLIMATE ACTION HIGHLIGHT:** In the *Resort Municipality of Whistler*, hotter and drier summers due to climate change are expected, which will exacerbate both the risks and consequences of wildfire. In response, a *development permit area* for wildfire protection was established. When the 2018 OCP is adopted, wildfire development permit guidelines will apply to new developments and will mitigate the likelihood and consequences of wildfire scenarios.



Photo courtesy: Resort Municipality of Whistler

## Flooding

Many communities, including the Regional District of Okanagan-Similkameen, the Regional District of Kootenay Boundary, qathet Regional District, the Village of Tahsis, the District of Chetwynd and the Resort Municipality of Whistler engaged in flood risk studies.

To respond to flood events of 2017 and 2018, and to proactively mitigate the anticipated effects of climate change, the City of Kelowna completed risk and vulnerability assessments of waterfront parks including Manhattan Beach, Manhattan Point, Sutherland Beach, Kinsmen Park, City Park, Kerry Park, Sarsons Beach, Paddle Centre, and Maude Roxby Marsh. The City completed a beach nourishment project and monitoring program with the goal of building a public foreshore that is resilient to future climatic events.

The District of Kent adopted a Floodplain Bylaw to support appropriate development on the Agassiz floodplain and to account for potential flood water levels. The bylaw designates land as floodplain and makes provisions in relation to flood control, flood hazard management, and the development of land that is subject to flooding or erosion.

## Drought

Many local governments have taken recent action to address the impacts of drought in their community. The City of Terrace's Downtown Action Plan and Urban Design Guidelines include drought tolerant landscape design recommendations. The Cowichan Valley Regional District implemented a water use plan and groundwater monitoring system. The Capital Regional District assessed various ecosystem service characteristics in the Greater Victoria Water Supply Area in order to identify vulnerabilities to water quality and supply, as it relates to climate change projections.



**CLIMATE ACTION HIGHLIGHT:** *The Regional District of Okanagan-Similkameen* developed the *Okanagan Agricultural Water Supply Status Communications Pilot Project* – a joint effort of the *Okanagan Basin Water Board* (OBWB) and the *BC Agriculture & Food Climate Action Initiative*. The BC Agriculture and Food Climate Action Initiative identified challenges producers face as their operations are affected by a changing climate. The project aims to increase communication with producers in times of extreme weather or wildfire, for example better communications to producers by their water purveyor before and during drought events.

With the availability of mass notification systems, and willing local governments and purveyors, the Climate Action Initiative brought this project idea forward. The OBWB provided local utilities access to Civic Ready, a mass notification system, and created template messaging for users. The RDOS, already using Civic Ready, joined the pilot and assists the City of Penticton in outgoing messaging.

The pilot's success is illustrated through producer support and reduction in water consumption when requested. Less water pumped, more electricity and resources saved! Messages are sent to the producers in the manner that best suits them; text, email, text to voice, and landline voice messaging. Texts and emails allow for attachments and links to provide producers with more information.



Photo courtesy: City of Kelowna

**CLIMATE ACTION HIGHLIGHT:** The Sardis-Vedder Aquifer is the primary source of drinking water for 84,000 residents in the *City of Chilliwack*. The City has proactively protected this groundwater supply by implementing the 1997 Groundwater Protection Plan, the first of its kind in B.C., included groundwater modelling, vulnerability mapping, and a contaminant inventory. The 2018 Sardis-Vedder Aquifer Groundwater Model Update Study included an update of the original groundwater model based on current conditions. The updated model was used to conduct capture-zone analyses and carry out predictive simulations to assist with aquifer management. The results were used to develop an updated Groundwater Protection Plan and Groundwater Management Plan.



## Partner Organizations

In recent years, local governments have identified, through the CARIP survey, partner organization that helped them work toward their climate mitigation and adaptation goals. These organizations range from non-profits, industry, academic institutions, to government institutions. Some collaborative initiatives required sector specific or region-specific partnerships. For example, local governments reported initiatives that resulted from partnering with the Okanagan Similkameen Invasive Species Society, the Penticton and Area Cycling Association, the South Vancouver Island Habitat Acquisition Trust, and the Gwaii Trust Society.

Each year the CARIP summary report highlights one of the identified partners. This year numerous local governments connected with the BC Sustainable Energy Association (BCSEA).

The BCSEA is a volunteer-based charity that supports the sustainable production, distribution, and consumption of energy in British Columbia and beyond. The association collaborates with governments, industry, universities and other institutions, other non-governmental organizations, and citizens to put in place the conditions needed to accelerate the province's transition to a lower-carbon economy. The BCSEA develops and undertakes educational programs, policy advocacy, public outreach and energy planning in the following areas: Chapter Outreach ([Victoria](#), [Vancouver](#), [Kamloops](#) and [Okanagan](#)); Advance Renewable Energy Generation; Advance Energy Conservation and Efficiency; and Advance Low-Carbon Passenger Transportation.



*Pictured Above: City of Nanaimo Public Works Day t-shirt design winner 2018. Photo courtesy: City Nanaimo Public Works Day*



## List of Partners Identified in CARIP Reports

Adaptation to Climate Change  
Team Asset Management BC

BC Agriculture and Food Climate  
Action Initiative

BC Energy Step Code Council

BC Energy Step Code Local  
Government Peer Network

BC Healthy Communities

BC Hydro Energy Wise Network

BC Hydro Sustainable Communities

BC Hydro Community Energy  
Manager Funding

BC Hydro Power Smart

BC Hydro EV Charging Station  
Program

BC Municipal Climate Leadership  
Council

BC Oil to Heat Pump Incentive  
Program

BC Sustainable Energy Association

BC Bikes Cycling Project Funding  
Bioregional's One Planet Cities  
Initiative

C40 Cities

Carbon Neutral Cities Alliance

Cariboo Chilcotin Conservation  
Society

City Green Solutions

Clean Water and Wastewater Fund

Climate Action Program (CRD)

Collaborative for Advanced  
Landscape Planning (UBC)

Columbia Basin Trust

Community Energy Association

Community Emergency  
Preparedness Fund (UBCM)

Community Energy Leadership  
Program Community Regreening  
Program (BC Hydro)

Community Resiliency Investment  
Program: Reducing Wildfire Risks  
& Impacts Community Works Fund  
Data Science for Social Good

David Suzuki Foundation

Dreamrider Theatre

EfficiencyBC program

Electric Vehicle and Alternative Fuel  
Infrastructure Deployment Initiative  
Emergency Management BC

Energy Innovation Program

FCM Asset Management

FCM Climate Change Staff Grant

FCM Municipalities for Climate  
Innovation Program

FCM Partners for Climate Protection  
Program FCM Transition 2050  
Grants

Federal Gas Tax Funding

Forest Enhancement Society of BC

FortisBC Community Energy  
Specialist Funding Fraser  
Basin Council

Habitat Stewardship Program  
for Species at Risk

HASTe Hub for Active School Travel

ICLEI Canada

Greenbricks Education Society

Innovative Clean Energy Fund  
(Province of B.C.)

Institute for Integrated Energy  
Systems

Institute for Resources, Environment  
and Sustainability (UBC)

Investing in Canada Infrastructure  
Program Municipal Natural Assets  
Initiative

New Building Canada Fund  
(Government of Canada)

Northern Development Trust

Northern Initiative Trust

Okanagan Basin Water Board

Pacific Institute for Climate  
Solutions

Pacific Climate Impacts Consortium

Partnership for Water Sustainability

Pembina Institute (Green Building  
Leaders)

Plug in BC (Province of B.C.)

Recycle BC

Recycling Council of British  
Columbia

Real Estate Foundation

Renewable Cities North Growth  
Foundation Rural Dividend Program  
Scout Environmental

School of Community and Regional  
Planning (UBC)

Smart Prosperity

SolarBC Solar Hot Water Ready  
Regulation (Province of B.C.)

Solar Now

Strategic Priorities Fund (UBCM)

Tree Canada

Urban Sustainability Directors  
Network

Vancity enviroFund Initiative

Western Economic Diversification  
Canada (Government of Canada)

Woodstove Exchange Program  
(Province of B.C.)

Urban Development Institute



## Conclusion

Local governments continue to demonstrate a commitment to reducing their corporate and community-wide GHG emissions and addressing the impacts of climate change.

Five additional local governments in B.C. achieved carbon neutrality in 2018, bringing the total to 50. Approximately 95% of CARIP survey respondents have a plan in place to support community-wide climate mitigation, an increase over 2017. As indicated in the Climate Action Highlights, innovative projects are being implemented by communities of all sizes, from building upgrades and energy efficient design to education and outreach initiatives. Local governments also reported on adaptation actions implemented in 2018, and planned for in 2019, further demonstrating an understanding of the need to address the range of climate change impacts experienced by communities across the province.

More information on the CARIP program and CARIP Summary Reports from past years can be found [here](#).



Thorsen Creek Waste and Recycling Centre.  
Photo courtesy: Central Coast Regional District

# APPENDIX A

## 2018 Carbon Neutral Status of Reporting BC Local Governments

CARBON NEUTRAL		
Ashcroft	Langley, Township	Powell River
Capital RD	Lantzville	East Kootenay RD
Central Saanich	Logan Lake	Kitimat-Stikine RD
Coldstream	Lumby	Mount Waddington RD
Columbia Shuswap RD	Mission	Nanaimo RD
Comox Valley RD	Nelson	Richmond
Comox	New Denver	Sidney
Cowichan Valley RD	Oak Bay	Sooke
Cumberland	Oliver	Squamish
Delta	Osoyoos	Thompson-Nicola RD
Duncan	Parksville	Tofino
Fort St. James	Peace River RD	Ucluelet
Granisle	Pemberton	Vancouver
Highlands	Penticton	View Royal
Islands Trust	Pitt Meadows	West Vancouver
Keremeos	Port Alice	Whistler
Ladysmith	Port Hardy	

ACCELERATING PROGRESS ON CHARTER COMMITMENTS		
Abbotsford	Fort St. John	Maple Ridge
Armstrong	Fraser Valley RD	Masset
Burnaby	Fruitvale	Metchoin
Campbell River	Gold River	Metro Vancouver RD
Chetwynd	Golden	Midway
Chilliwack	Grand Forks	Montrose
Clearwater	Harrison Hot Springs	Nanaimo
Colwood	Houston	New Westminster
Coquitlam	Invermere	North Cowichan
Courtenay	Kamloops	North Saanich
Cranbrook	Kelowna	North Vancouver, City
Creston	Kimberley	North Vancouver, District
Dawson Creek	Kootenay Boundary RD	Peachland
Elkford	Lake Country	Port Alberni
Esquimalt	Langford	Port Coquitlam
Fernie	Langley, City	Port McNeill



# APPENDIX A

## 2018 Carbon Neutral Status of Reporting BC Local Governments

### ACCELERATING PROGRESS ON CHARTER COMMITMENTS (con'd)

Port Moody	Revelstoke	Sunshine Coast RD
Prince George	Rossland	Surrey
Qualicum Beach	Saanich	Taylor
Quesnel	Salmon Arm	Telkwa
Radium Hot Springs	Slocan	Valemount
RD Bulkley-Nechako	Smithers	Vanderhoof
RD Central Kootenay	Sparwood	Vernon
RD Okanagan-Similkameen	Squamish-Lillooet RD	Victoria
RD Fraser Fort George	Stewart	West Kelowna
	Summerland	White Rock

### MEASURING GHG EMISSIONS

100 Mile House	Kitimat	Sicamous
Cariboo RD	Mackenzie	Strathcona RD
Central Okanagan RD	Merritt	Terrace
Clinton	North Okanagan RD	Trail
Enderby	Northern Rockies	Tumbler Ridge
Gibsons	Port Clements	Williams Lake
Greenwood	qathet RD	

### DEMONSTRATING PROGRESS ON CHARTER COMMITMENTS

Alert Bay	Hazelton	Port Edward
Alberni-Clayoquot RD	Hope	Pouce Coupe
Anmore	Hudson's Hope	Prince Rupert
Barriere	Kaslo	Princeton
Belcarra	Kent	Queen Charlotte
Bowen Island	Lake Cowichan	Salmo
Burns Lake	Lillooet	Sayward
Cache Creek	Lions Bay	Sechelt
Canal Flats	Lytton	Spallumcheen
Castlegar	McBride	Sun Peaks
Central Coast RD	Nakusp	Tahsis
Chase	New Hazelton	Warfield
Fraser Lake	North Coast RD	Wells

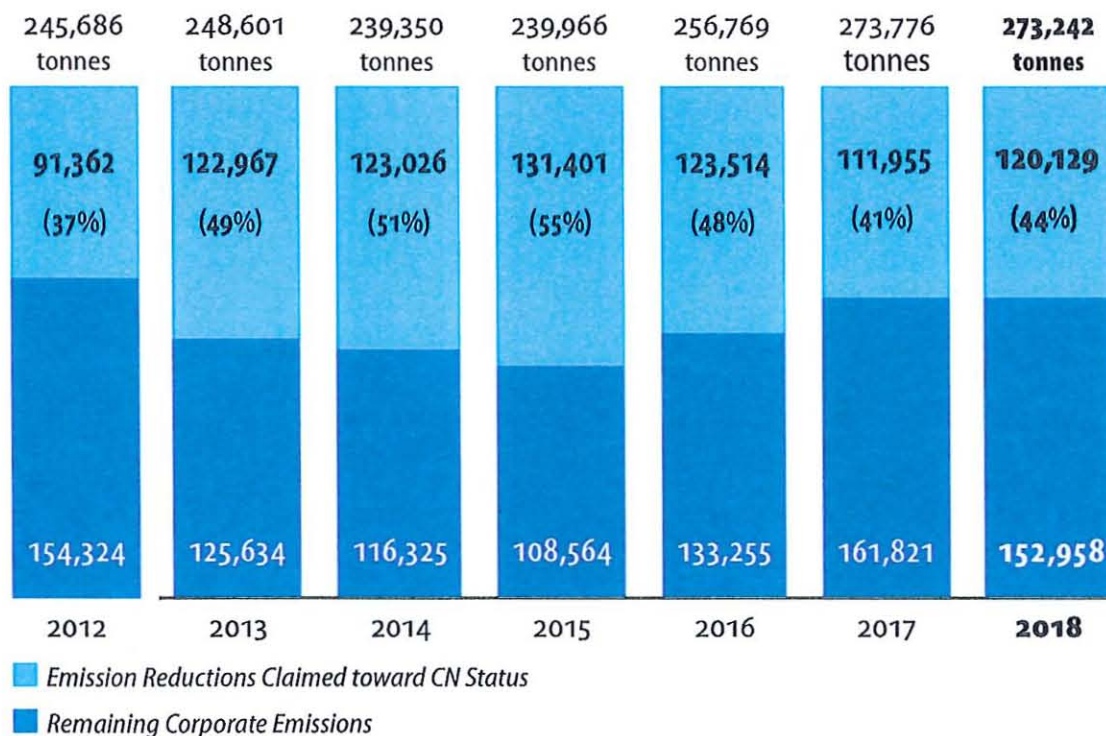
## APPENDIX B

The following table and bar graph present corporate emissions reported and emission reductions claimed toward carbon neutral status<sup>4</sup>.

For further information, please contact [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca).

**CORPORATE EMISSIONS REPORTED THROUGH CARIP, 2012-2017**

	Number of LGs Measuring	Total Corporate Emissions	Emission Reductions Claimed toward CN Status	Remaining Corporate Emissions
2012	144	245,686	91,362	154,324
2013	157	248,601	122,967	125,634
2014	142	239,350	123,026	116,325
2015	146	239,966	131,401	108,564
2016	147	256,769	123,514	133,255
2017	150	272,305	111,955	160,350
2018	147	273,242	120,129	152,958



<sup>4</sup> These figures do not include carryover amounts (i.e. the amounts that can be carried over to the following year from reductions over and above the amount required to be carbon neutral). Carryover amounts were included in emission reductions reported in previous years' CARIP Summary Reports.

## Appendix 3: Summary of Local Government Climate Action 2018

The following table provides a summary of the climate action measures implemented by local governments in 2018. The measures are categorized by sector and type of action. The table is organized into columns for the sector, the specific action, and the responsible local government. The data is presented in a clear and concise manner, allowing for easy comparison and analysis of the different measures.

Sector	Action	Responsible Local Government
Transport	Implement a new public transport system	City of Sydney
Transport	Introduce a new public transport system	City of Melbourne
Transport	Implement a new public transport system	City of Brisbane
Transport	Introduce a new public transport system	City of Adelaide
Transport	Implement a new public transport system	City of Perth
Transport	Introduce a new public transport system	City of Hobart
Transport	Implement a new public transport system	City of Darwin
Transport	Introduce a new public transport system	City of Cairns
Transport	Implement a new public transport system	City of Townsville
Transport	Introduce a new public transport system	City of Bundaberg





CARIP  
CLIMATE ACTION REVENUE INCENTIVE PROGRAM

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Item 9.3

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council accept the Quote of Dawson Construction Ltd., in accordance with the unit prices quoted as specified in the contract, estimated to be \$144,130.50 plus taxes as applicable.

### Vote Record

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

Opposed:

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





File: 2020-01P

TO: His Worship Mayor Harrison and Members of Council  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Tim Perepolkin, Capital Works Supervisor  
 DATE: April 17, 2020  
 SUBJECT: **QUOTE AWARD – 2020 ASPHALT PATCHING PROGRAM**

### **STAFF RECOMMENDATION**

**THAT: Council accept the Quote of Dawson Construction Ltd., in accordance with the unit prices quoted as specified in the contract, estimated to be \$144,130.50 plus taxes as applicable.**

### **BACKGROUND**

Prior to 2016 the annual patching and major overlay paving was included in one annual tendered contract. Since the City has implemented a two contract method of procurement patching pricing has proven to be more competitive, resulting in lower patching unit costs.

It is difficult at this point in time to determine how much, if any savings we may be seeing as a result of the current low market value of oil. Asphalt patching covered under this program is very labour intensive and results in small quantities of asphalt being placed. In comparison, this years low bid is <1% lower than the past two years, so we can assume there are some savings that are attributed to the market value of oil.

A Request for Quote was advertised on BC Bid March 25, 2020 with 3 quotes received by the closing date of April 15, 2020, results as follows:

Company	Total Quote Amount (excl. taxes)
<b>Dawson Construction Ltd. (Kamloops, BC)</b>	<b>\$ 144,130.50</b>
A&D Asphalt Solutions Ltd., (Armstrong, BC)	\$ 150,625.00
Terus Construction Ltd. DBA Valley Blacktop, (Revelstoke, BC)	\$ 160,737.50

QUOTE AWARD – 2020 ASPHALT PATCHING PROGRAM  
Page 2

**2020 BUDGET**

The proposed budget for the 2020 Patching Program is as follows:

Program	Total Budget	Patching Program Portion (estimate)
Patching	\$ 64,000	\$ 60,000
Capital Projects	\$ 35,000	\$ 30,000
Utility Patching, Charge Outs, etc....	\$ 45,000	\$ 40,000
<b>Total</b>	<b>\$ 144,000</b>	<b>\$ 130,000</b>

Staff have included excess quantities within this quote to receive the unit pricing for small capital projects, utility crossings repairs and charge out accounts.

Depending on the actual tonnage, size of patches and other associated costs, the patching program will be increased or reduced in order to take maximum advantage of the available funds. It should be noted that a unit price Contract allows flexibility to increase or decrease the scope of work (total number of units).

Based on the above, staff recommend that the 2020 Asphalt Patching Program be awarded to Dawson Construction Ltd. in accordance with the unit prices quoted as specified in the contract, estimated to be \$144,130.50 plus taxes as applicable.

The individual Contract amounts will not exceed approved 2020 budget amounts.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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## Item 9.4

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council establish a \$20,000.00 COVID-19 Emergency Grant Fund to assist local charities/non-profit organizations with grants of up to \$2,000.00 per applicant, to be funded from 2020 Unexpended Council Expenses.

**Vote Record**

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

Opposed:

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

# **CITY OF SALMON ARM**

---

TO: His Worship Mayor Harrison & Members of Council  
DATE: April 20, 2020  
SUBJECT: COVID-19 Emergency Grant Fund

---

## **MOTION FOR CONSIDERATION:**

THAT: Council establish a \$20,000 COVID-19 Emergency Grant Fund to assist local charities / non-profit organizations with grants of up to \$2,000 per applicant, to be funded from 2020 Unexpended Council Expenses.

## **BACKGROUND:**

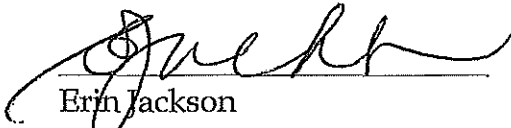
Due to the cancellation of SILGA and FCM, there are surplus funds available in the Council Expenses account. Council may wish to consider using these funds for another purpose such as establishing an Emergency Grant Fund, similar to what the District of Sicamous is doing.

The District of Sicamous has launched an 'Emergency Grant Fund for COVID -19 Community Support' (a copy of the application is attached as APPENDIX 1). This fund is intended to assist registered charities with a grant of up to \$2,000 to help with community support work during the pandemic.

City staff are aware of many organizations in the community that are currently without registered charity status and recommend that the requirement for this be relaxed to include non-profit organizations.

If Council does choose to move forward with an Emergency Grant Fund, it is recommended that the adjudication of applications be administered by two (2) members of Council and two (2) members of staff. Funds should be awarded, on a first come, first served basis, to those charities / non-profits that can demonstrate an active role in supporting the citizens of Salmon Arm during the pandemic.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Erin Jackson', written over a horizontal line.

Erin Jackson  
Director of Corporate Services

cc. Tracy Tulak, Acting Chief Financial Officer

APPENDIX 1 – District of Sicamous Emergency Grant Fund for COVID -19 Community Application  
Form



# Emergency Grant Fund for COVID-19 Community Support

Please complete all fields listed below. After clicking the Submit button below, you will receive a confirmation email to the email you have provided in the form, as well as a copy of your submission.

Your name: \*

Your email: \*

Phone Number

Organization Name \*

If the community knows your group by one name but you are legally registered under another, please include both.

How much funding are you asking for? \*

\$2,000 maximum

How will these funds support our community during the COVID-19 Pandemic? \*

Registered Charity Number \*

Please provide your Registered Charity Number that you use with Canada Revenue Agency. If you do not know what this number is, please provide the legal name of your organization so that we may search the [CRA database](#).

☐

I'm not a robot



Submit

Item 10.1 a) &b)

## CITY OF SALMON ARM

Date: April 27, 2020

Revised Property Tax Rate Bylaw – 2020 Final Budget

### Vote Record

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

Opposed:

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



---

Date: April 22, 2020  
To: Mayor Harrison and Members of Council  
From: Tracy Tulak, Acting Chief Financial Officer  
Subject: Revised Property Tax Rate Bylaw

---

**Recommendation**

That: Bylaw No. 4392 cited as "City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4392" be defeated;

And That: Bylaw No. 4396 cited as "City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4396" be given 3 readings.

**Background**

On April 16, 2020 the Province of British Columbia (Province), Ministry of Finance released, News Release 2020FIN002-000703 "New COVID-19 supports for businesses, local governments." The following information was provided:

- Postponing the date that late payment penalties apply for commercial properties in classes 4,5,6,7 and 8 to October 1, 2020, to give businesses and landlords more time to pay their reduced property tax, without penalty.

As a result of the above noted statement from the Province, a revision to the 2020 Property Tax Due Date from July 30, 2020 to September 30, 2020 has been reflected in Bylaw No. 4396, across all classes.

The City of Salmon Arm's current software program (Vadim) has the following restrictions:

- Calculation process only allows for one due date;
- Penalty process is based on roll number not assessment class; and
- Many properties have multiple assessment classes.

Therefore, it is recommended that the 2020 Property Tax Due Date Revision, reflected in Bylaw No. 4396, be applied across all classes not just commercial properties.

Respectfully Submitted,

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

---

Tracy Tulak, CPA, CMA

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



**CITY OF SALMON ARM****BYLAW NO. 4392****A bylaw to set the rate of taxation for the year 2020**

---

WHEREAS in accordance with the provisions of Section 197 of the *Community Charter*, SBC, 2003, Chapter 26 the Council is required, by bylaw, to impose property value taxes for the year by establishing tax rates for Municipal, Hospital, Library, Regional District, Off-Street Parking and Business Improvements purposes for the year 2020;

AND WHEREAS pursuant to Section 235 of the *Community Charter* Council must establish an Alternative Municipal Tax Collection Scheme, including penalties to be applied in relation to payments made after a tax due date established by such bylaw;

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

1. The following rates are hereby imposed and levied for the year 2020:
  - a) For all lawful general and debt purposes of the municipality on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
  - b) For Regional Hospital District purposes on the value of land and improvements taxable for Hospital purposes rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
  - c) For Columbia Shuswap Regional District purposes on the value of land and improvements taxable for Hospital purposes, rates appearing in Column "C" of Schedule "A" attached hereto and forming a part hereof.
  - d) For Columbia Shuswap Regional District - SIR purposes on the value of land taxable for Hospital purposes, rates appearing in Column "D" of Schedule "A" attached hereto and forming a part hereof.
  - e) For Business Improvement Area purposes on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "E" of Schedule "A" attached hereto and forming a part hereof.
  - f) For Off-Street Parking Specified Area purposes on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "F" of Schedule "A" attached hereto and forming a part hereof.

- g) For Okanagan Regional Library purposes on the value of lands and improvements taxable for General Municipal purposes, rates appearing in Column "G" of Schedule "A" attached hereto and forming a part hereof.
  - h) For BC Assessment Authority purposes the rates have been established by legislation and rates appearing in Column "H" of Schedule "A" attached hereto and forming a part hereof.
  - i) For Municipal Finance Authority purposes the rates have been established by legislation and rates appearing in Column "I" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
  3. Unless Section 4 applies, the rates and taxes named under this Bylaw are due and shall be paid in accordance with Sections 3, 4, 5 and 6 of this Bylaw on or before July 30, 2020.
  4. An owner may elect to pay the rates and taxes named under this Bylaw in accordance with the General Tax Collection Scheme established under Part 7: Division 10 of the *Community Charter* by giving written notice of that election to the Chief Financial Officer at their office at the City of Salmon Arm offices on or before June 19, 2020.
  5. If an owner does not make an election under Section 4, the Alternate Municipal Tax Collection Scheme applies to the rates and taxes payable to that owner.
  6. Upon the 31<sup>st</sup> day of July, 2020, or as soon thereafter as is practicable, the Chief Financial Officer shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and the improvements as shown upon the Real Property Tax Roll of the City of Salmon Arm for 2020, ten per cent (10%) of the amount unpaid as of the 30<sup>th</sup> day of July, 2020.
  7. Despite Section 3, taxes resulting from a supplementary assessment roll which remain unpaid 30 days after sending of the notice of the taxes payable to the assessed owner are to incur and bear a penalty for that year of ten percent (10%) of the amount of such taxes.
  8. SEVERABILITY  
  
If any part, section, sub-section, clause, or sub-clause of this bylaw for any reason is held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remaining portions of this bylaw.
  9. ENACTMENT  
  
Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

10. EFFECTIVE DATE

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

11. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4392".

READ A FIRST TIME THIS 14th DAY OF April 2020

READ A SECOND TIME THIS 14th DAY OF April 2020

READ A THIRD TIME THIS 14th DAY OF April 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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



City of Salmon Arm  
2020 Property Tax  
RatesBylaw No.  
4392

Schedule "A"

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Property Class	General Municipal	Regional Hospital District	Regional District	Regional District SIR	Specified Area Business Improvement	Specified Area Off-Street Parking	Regional Library	BC Assessment Authority	Municipal Finance Authority
Residential	3.8984	0.3402	0.2265	0.0312	-	0.2629	0.1602	0.0426	0.0002
Utilities	23.7386	1.1909	0.7926	0.1093	-	0.9201	0.9753	0.4788	0.0007
Supportive Housing	-	-	-	-	-	-	-	-	0.0002
Major Industry	66.4164	1.1568	0.7700	0.1061	-	-	2.7290	0.4788	0.0007
Light Industry	10.6288	1.1568	0.7700	0.1061	-	-	0.4372	0.1099	0.0007
Business/Other	10.6288	0.8336	0.5548	0.0765	1.3763	0.6440	0.4372	0.1099	0.0005
Managed Forest Land	7.9356	1.0207	0.6794	0.0936	-	-	0.3267	0.2242	0.0006
Recreational/Non Profit	2.8219	0.3402	0.2265	0.0312	-	-	0.1153	0.0426	0.0002
Farm	12.7025	0.3402	0.2265	0.0312	-	-	0.5221	0.0426	0.0002

**CITY OF SALMON ARM****BYLAW NO. 4396****A bylaw to set the rate of taxation for the year 2020**

---

WHEREAS in accordance with the provisions of Section 197 of the *Community Charter*, SBC, 2003, Chapter 26 the Council is required, by bylaw, to impose property value taxes for the year by establishing tax rates for Municipal, Hospital, Library, Regional District, Off-Street Parking and Business Improvements purposes for the year 2020;

AND WHEREAS pursuant to Section 235 of the *Community Charter* Council must establish an Alternative Municipal Tax Collection Scheme, including penalties to be applied in relation to payments made after a tax due date established by such bylaw;

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

1. The following rates are hereby imposed and levied for the year 2020:

- a) For all lawful general and debt purposes of the municipality on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
- b) For Regional Hospital District purposes on the value of land and improvements taxable for Hospital purposes rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
- c) For Columbia Shuswap Regional District purposes on the value of land and improvements taxable for Hospital purposes, rates appearing in Column "C" of Schedule "A" attached hereto and forming a part hereof.
- d) For Columbia Shuswap Regional District - SIR purposes on the value of land taxable for Hospital purposes, rates appearing in Column "D" of Schedule "A" attached hereto and forming a part hereof.
- e) For Business Improvement Area purposes on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "E" of Schedule "A" attached hereto and forming a part hereof.
- f) For Off-Street Parking Specified Area purposes on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "F" of Schedule "A" attached hereto and forming a part hereof.

- g) For Okanagan Regional Library purposes on the value of lands and improvements taxable for General Municipal purposes, rates appearing in Column "G" of Schedule "A" attached hereto and forming a part hereof.
  - h) For BC Assessment Authority purposes the rates have been established by legislation and rates appearing in Column "H" of Schedule "A" attached hereto and forming a part hereof.
  - i) For Municipal Finance Authority purposes the rates have been established by legislation and rates appearing in Column "I" of Schedule "A" attached hereto and forming a part hereof.
- 2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
- 3. Unless Section 4 applies, the rates and taxes named under this Bylaw are due and shall be paid in accordance with Sections 3, 4, 5 and 6 of this Bylaw on or before September 30, 2020.
- 4. An owner may elect to pay the rates and taxes named under this Bylaw in accordance with the General Tax Collection Scheme established under Part 7: Division 10 of the *Community Charter* by giving written notice of that election to the Chief Financial Officer at their office at the City of Salmon Arm offices on or before June 19, 2020.
- 5. If an owner does not make an election under Section 4, the Alternate Municipal Tax Collection Scheme applies to the rates and taxes payable to that owner.
- 6. Upon the 1<sup>st</sup> day of October, 2020, or as soon thereafter as is practicable, the Chief Financial Officer shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and the improvements as shown upon the Real Property Tax Roll of the City of Salmon Arm for 2020, ten per cent (10%) of the amount unpaid as of the 30<sup>th</sup> day of September, 2020.
- 7. Despite Section 3, taxes resulting from a supplementary assessment roll which remain unpaid 30 days after sending of the notice of the taxes payable to the assessed owner are to incur and bear a penalty for that year of ten percent (10%) of the amount of such taxes.
- 8. SEVERABILITY  
  
If any part, section, sub-section, clause, or sub-clause of this bylaw for any reason is held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remaining portions of this bylaw.
- 9. ENACTMENT  
  
Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

10. EFFECTIVE DATE

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

11. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4396".

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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



City of Salmon Arm  
2020 Property Tax  
RatesBylaw No.  
4396

Schedule "A"

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Property Class	General Municipal	Regional Hospital District	Regional District	Regional District SIR	Specified Area Business Improvement	Specified Area Off-Street Parking	Regional Library	BC Assessment Authority	Municipal Finance Authority
Residential	3.8984	0.3402	0.2265	0.0312	-	0.2629	0.1602	0.0426	0.0002
Utilities	23.7386	1.1909	0.7926	0.1093	-	0.9201	0.9753	0.4788	0.0007
Supportive Housing	-	-	-	-	-	-	-	-	0.0002
Major Industry	66.4164	1.1568	0.7700	0.1061	-	-	2.7290	0.4788	0.0007
Light Industry	10.6288	1.1568	0.7700	0.1061	-	-	0.4372	0.1099	0.0007
Business/Other	10.6288	0.8336	0.5548	0.0765	1.3763	0.6440	0.4372	0.1099	0.0005
Managed Forest Land	7.9356	1.0207	0.6794	0.0936	-	-	0.3267	0.2242	0.0006
Recreational/Non Profit	2.8219	0.3402	0.2265	0.0312	-	-	0.1153	0.0426	0.0002
Farm	12.7025	0.3402	0.2265	0.0312	-	-	0.5221	0.0426	0.0002

Item 10.2

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4397 be read a first, second and third time.

[Water Meter Rates]

### Vote Record

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

Opposed:

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



File: 2019-51

TO: His Worship Mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

DATE: April 20, 2020

SUBJECT: **AMENDMENT TO THE FEE FOR SERVICE BYLAW NO. 4397**

### RECOMMENDATION

**THAT:** "City of Salmon Arm Fee for Service Amendment Bylaw No. 4397" be read a first, second and third time.

### BACKGROUND:

Following review of the City of Salmon Arm Fee for Service charges for 5/8" x 3/4", 3/4" and 1" T-10 water meters, it has been determined that the cost associated with the procurement of water meters has increased markedly and an amendment to the Fee For Service Bylaw is required in order to ensure full cost recovery. Staff are proposing a housekeeping amendment to establish new charge rates for the Residential water meters and the Commercial radio frequency head (RFH) water meters as shown below:

Table 1: Residential Water Meter Costs

Water Meter Size	Previous Years Rates			New Charge	% Increase
	2014/16	2017/18	2019	2020	
5/8" X 3/4"	\$220.00	240.00	\$260.00	<b>\$280.00</b>	(+) 7.69%
3/4"	\$315.00	340.00	\$370.00	<b>\$395.00</b>	(+) 6.76%
1"	\$400.00	430.00	\$470.00	<b>\$500.00</b>	(+) 6.38%

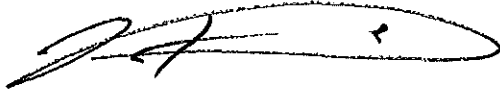
Table 2: Commercial RFH Water Meter Costs

Water Meter Size	New Charge		% Increase
	2019	2020	
5/8" X 3/4"	\$520.00	<b>\$550.00</b>	(+) 5.77%
3/4"	\$570.00	<b>\$605.00</b>	(+) 5.26%
1"	\$700.00	<b>\$740.00</b>	(+) 5.71%

**Fee For Service Amendment – Water Meters**

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We respectfully recommend that section 6 of the Fee for Service Bylaw No. 4397 be amended to reflect the increase in costs associated with the sale of new water meters.



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

cc Tracy Tulak, Acting Chief Financial Officer

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## CITY OF SALMON ARM

BYLAW NO. 4397**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

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

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

1. Schedule "B", Appendix 1 - Miscellaneous Fee Schedule - Public Works of "District of Salmon Arm Fee for Service Bylaw No. 2498" subsection 6 is hereby deleted in its entirety and replaced with Schedule "B" Appendix 1 - Miscellaneous Fee Schedule - Public Works, attached hereto and forming part of this bylaw.

6.	<b>Water Connection Charge</b>	
	• Connection Fee - 3/4"	At cost
	• Connection Fee - 1"	At cost
	• Connection Fee - 1 1/2"	At cost
	• Connection Fee - 2"	At cost
	The charges set out in Section 6 above include an inspection and administration fee of \$55.00. Where a connection has been provided and paid for by a developer, the owner or his agent shall pay only the \$55.00 fee.	
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Residential, the charge will be as follows:	
	• 5/8" remote water meter	\$280.00
	• 3/4" remote water meter	\$395.00
	• 1" remote water meter	\$500.00
	• 1 1/2" remote water meter	At cost plus Administration fee
	• 2" remote water meter	At cost plus Administration fee
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Commercial RFH, the charge will be as follows:	
	• 5/8" remote water meter	\$550.00
	• 3/4" remote water meter	\$605.00
	• 1" remote water meter	\$740.00
	• 1 1/2" remote water meter	At cost plus Administration fee
	• 2" remote water meter	At cost plus Administration fee

<b>Gleneden Water System:</b> Each property that connects to the Gleneden Water System (depicted as "Gleneden Water Service Area" on Figure 1 attached hereto and forming part of this bylaw), in addition to all other appropriate fees, must make a "one-time" payment to the City of a special Capital Cost Contribution for the parent property in an amount equivalent to the current single family development cost charge for water specified in Development Cost Charge Bylaw No. 2261 as amended, prior to connection to the water system.	
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2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4397".

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

\_\_\_\_\_  
MAYOR

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

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Item 11.1

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Canoe Pond Watercourse and Drainage System Bylaw No. 4388 be read a final time.

### Vote Record

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

Opposed:

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





File: 8500.05

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TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: March 24, 2020

SUBJECT: **CANOE POND WATERCOURSE AND DRAINAGE SYSTEM  
BYLAW NO. 4388**

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#### **STAFF RECOMMENDATION**

**THAT: Council adopt Canoe Pond Watercourse and Drainage System Bylaw No. 4388 under Section 69 (d) of the *Community Charter* making Canoe Pond part of the municipal drainage system.**

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#### **BACKGROUND**

The City has many natural drainage courses and ponds that act as part of the stormwater conveyance system for minor or major flows. In some cases, the City has ownership or a right-of-way over the land containing the drainage course or pond, but in many cases does not.

The use of natural drainage courses and ponds as part of the municipal drainage system is commonplace in most municipalities and if used responsibly can be much more favorable for the environment than piping water away from its natural drainage route.

Enactment of the bylaw would allow the City jurisdiction to approve use of natural systems for detention/retention, in this case Canoe Pond, and help prevent unnecessary infrastructure, subject to engineer review of the impact of increased flows on the pond level and adjacent properties.

#### **STAFF COMMENTS**

Staff note that enactment of the bylaw will not negate the requirement for appropriate environmental permitting.

Bylaw No. 4388 – Canoe Pond Watercourse and Drainage System  
Page 2

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Staff recommend that Council adopt a bylaw under Section 69 (d) of the Community Charter making Canoe Pond part of the municipal drainage system. Furthermore, subject to Council approval of the bylaw, staff will be bringing forward further bylaws to incorporate other key natural watercourses and ponds into our stormwater management system.

Respectfully submitted,



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Per: Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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**CITY OF SALMON ARM**

**BYLAW NO. 4388**

**A Bylaw to make Canoe Pond part of the Municipal Drainage System**

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WHEREAS the City operates a municipal drainage system as a municipal service under section 8 of the Community Charter;

AND WHEREAS under section 69 (d) of the *Community Charter*, the City is authorized to "make a watercourse part of the municipal drainage system";

AND WHEREAS under section 32 of the Community Charter, the City is authorized to undertake specified measures in relation to its drainage service or to construct works to protect highways from damage by water;

AND WHEREAS under section 154 of the Community Charter, the City may delegate powers to officers or employees of the City, including powers under section 32;

AND WHEREAS the City wishes to make Canoe Pond, and the watercourse of which it is a part, a part of the municipal drainage system;

AND WHEREAS the City wishes to delegate certain powers to the Director of Engineering to facilitate the proper functioning of the watercourse as part of the City's drainage system.

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

1. DEFINITION

In this Bylaw, the term "Canoe Pond Watercourse" means the watercourse of which Canoe Pond is a part.

2. INCORPORATION OF CANOE POND WATERCOURSE AS PART OF CITY'S DRAINAGE SYSTEM

The Canoe Pond Watercourse is hereby made part of the City's drainage system.

3. DELEGATION OF OPERATIONAL POWERS

The Director of Engineering is authorized to take on behalf of the City any action the Director considers necessary or desirable for the useful, proper or better functioning of the Canoe Pond Watercourse as part of the municipal drainage system, including any action referred to in section 32 of the *Community Charter*.

## 4. SEVERABILITY

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

## 5. ENACTMENT

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

## 6. EFFECTIVE DATE

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

## 7. CITATION

This bylaw may be cited as "City of Salmon Arm Canoe Pond Watercourse and Drainage System Bylaw No. 4388".

READ A FIRST TIME THIS	14th	DAY OF	April	2020
READ A SECOND TIME THIS	14th	DAY OF	April	2020
READ A THIRD TIME THIS	14th	DAY OF	April	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

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MAYOR

---

CORPORATE OFFICER



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Item 11.2

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm 2020 – 2024 Financial Plan Amendment Bylaw No. 4391 be read a final time.

### Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4391

A bylaw to amend the 2020 to 2024 Financial Plan

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2020 to 2024;

AND WHEREAS it is deemed expedient to amend the Financial Plan;

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

- 1. "Schedule "A" of "City of Salmon Arm 2020 to 2024 Financial Plan Bylaw No. 4358 is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2020 to 2024 Financial Plan Amendment Bylaw No. 4391".

READ A FIRST TIME THIS	14th	DAY OF	April	2020
READ A SECOND TIME THIS	14th	DAY OF	April	2020
READ A THIRD TIME THIS	14th	DAY OF	April	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4391

**City of Salmon Arm****2020 - 2024 Financial Plan**

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
<b>Consolidated Revenues</b>					
Property and MRDT Taxes - Net	\$ 19,299,580	\$ 19,685,572	\$ 20,079,283	\$ 20,480,869	\$ 20,890,486
Frontage & Parcel Taxes	3,634,055	3,706,736	3,780,871	3,856,488	3,933,618
Sales of Service	8,321,865	8,488,302	8,658,068	8,831,229	9,007,854
Revenue From Own Sources	2,518,330	2,568,697	2,620,071	2,672,472	2,725,921
Rentals	788,665	804,438	820,527	836,938	853,677
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	395,990	403,910	411,988	420,228	428,633
Other Government Transfers	226,980	231,520	236,150	240,873	245,690
Transfer From Prior Year Surplus	1,054,105	1,075,187	1,096,691	1,118,625	1,140,998
Transfer From Reserve Accounts	998,060	1,018,021	1,038,381	1,059,149	1,080,332
Transfer From Reserve Funds	-	-	-	-	-
<b>Total Consolidated Revenues</b>	<b>\$37,237,630</b>	<b>\$37,982,383</b>	<b>\$ 38,742,030</b>	<b>\$ 39,516,871</b>	<b>\$ 40,307,209</b>
<b>Consolidated Expenditures</b>					
General Government Services	\$ 3,744,175	\$ 3,819,059	\$ 3,895,440	\$ 3,973,349	\$ 4,052,816
Protective Services	5,948,340	6,067,307	6,188,653	6,312,426	6,438,675
Transportation Services	5,663,870	5,777,147	5,892,690	6,010,544	6,130,755
Environmental Health Services	83,622	85,294	87,000	88,740	90,515
Environmental Development Service	2,863,305	2,920,571	2,978,982	3,038,562	3,099,333
Recreation and Cultural Services	4,567,520	4,658,870	4,752,047	4,847,088	4,944,030
Fiscal Services - Interest	1,434,243	1,462,928	1,492,187	1,522,031	1,552,472
Fiscal Services - Principal	1,162,910	1,186,168	1,209,891	1,234,089	1,258,771
Capital Expenditures	3,718,230	2,943,280	2,332,092	3,034,371	2,929,967
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	2,333,365	3,229,348	3,963,989	3,387,631	3,620,474
Transfer to Reserve Funds	1,195,200	1,219,104	1,243,486	1,268,356	1,293,723
Water Services	2,491,650	2,541,483	2,592,313	2,644,159	2,697,042
Sewer Services	2,031,200	2,071,824	2,113,260	2,155,525	2,198,636
<b>Total Consolidated Expenditures</b>	<b>\$37,237,630</b>	<b>\$37,982,383</b>	<b>\$ 38,742,030</b>	<b>\$ 39,516,871</b>	<b>\$ 40,307,209</b>



**2020 - 2024 Financial Plan****City of Salmon Arm**

2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
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**Capital Projects****Finances Acquired**

General Operating Fund	\$ 2,338,230	\$ 1,953,280	\$ 1,305,092	\$ 1,959,371	\$ 1,954,967
Water Operating Fund	670,000	490,000	500,000	500,000	800,000
Sewer Operating Fund	710,000	500,000	527,000	575,000	175,000
Federal Government Grants	2,430,800	-	-	-	-
Provincial Government Grants	3,750,800	-	-	-	-
Prior Year Surplus	50,000	510,000	-	-	-
Reserve Accounts	11,159,913	690,000	15,000	340,000	1,200,000
Reserve Funds	2,325,000	2,808,750	710,000	550,000	1,122,000
Development Cost Charges	604,000	2,307,500	3,335,000	3,445,000	3,373,000
Short Term Debt	-	-	-	-	-
Long Term Debt	2,348,000	-	-	-	500,000
Developer Contributions	1,270,000	40,000	44,000	40,000	40,000

**Total Funding Sources**

<b>\$ 27,656,743</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>	<b>\$ 9,164,967</b>
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**Finances Applied**

Transportation Infrastructure	\$ 18,227,980	\$ 4,222,000	\$ 3,622,000	\$ 3,619,500	\$ 5,219,500
Buildings	418,793	197,000	144,000	458,500	140,000
Land	-	-	-	300,000	-
IT Infrastructure	97,600	721,500	55,000	65,000	185,000
Machinery and Equipment	1,799,425	1,192,780	513,092	443,871	397,967
Vehicles	655,000	35,000	-	-	-
Parks Infrastructure	1,418,120	966,250	260,000	262,500	782,500
Utility Infrastructure	5,039,825	1,965,000	1,842,000	2,260,000	2,440,000

**Total Capital Expense**

<b>\$ 27,656,743</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>	<b>\$ 9,164,967</b>
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**Departmental Summary:**

2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
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General Government Services	\$ 40,970	\$ 193,500	\$ 122,500	\$ 138,500	\$ 208,500
Protective Services	991,800	805,000	140,000	55,000	55,000
Transportation Services	19,225,825	4,523,500	3,918,500	4,233,500	5,518,500
Environmental Health Services	56,510	2,500	2,500	327,500	27,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	2,115,428	1,235,030	335,592	319,871	840,467
Water Services	3,506,000	2,040,000	1,390,000	1,760,000	2,340,000
Sewer Services	1,720,210	500,000	527,000	575,000	175,000

**Total by Department**

<b>\$ 27,656,743</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>	<b>\$ 9,164,967</b>
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Schedule "B" – Bylaw #4391  
2020 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2020. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

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

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

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

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

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

Schedule "B" – Bylaw #4391  
2020 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue Includes Conditional Government Transfers	Percentage to Total Revenue Excludes Conditional Government Transfers
Property Taxes	42.90%	51.79%
Parcel Taxes	8.08%	9.75%
User Fees, Charges and Interest Income	25.85%	31.20%
Other Sources	17.95%	0.96%
Proceeds From Borrowing	5.22%	6.30%
	100.00%	100.00%

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

The City has reviewed the property tax multiple structure and adjusted the property tax multiple for Class 4 (Major Industry) by shifting \$50,000.00 in general municipal taxes from Class 4 (Major Industry) to Class 1 (Residential) for the taxation year 2020 in keeping with its objective to maintain tax stability while maintaining equality between property classes.

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

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

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

Schedule "B" – Bylaw #4391  
2020 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2020 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	3.8984	1.00:1	66.25%	85.27%
Utilities	23.7386	6.09:1	0.83%	0.18%
Supportive Housing	0.000	0.00:1	0.00%	0.00%
Major Industry	66.4164	17.04:1	2.81%	0.21%
Light Industry	10.6288	2.73:1	2.47%	1.17%
Business	10.6288	2.73:1	26.93%	12.72%
Managed Forest Land	7.9356	2.04:1	0.00%	0.00%
Recreational/Non Profit	2.8219	0.72:1	0.12%	0.22%
Farm	12.7025	3.26:1	0.59%	0.23%

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2019 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

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

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 46,063.50	\$ 36,955.00	\$ 83,018.50
Non Profit Societies	392,803.00	222,863.00	615,666.00
Senior Centers	19,338.00	9,601.00	28,939.00
Other	13,754.00	10,356.00	24,110.00
Sports Clubs	290,408.00	149,213.00	439,621.00
<b>Total</b>	<b>\$ 762,366.50</b>	<b>\$ 428,988.00</b>	<b>\$ 1,191,354.50</b>



Schedule "B" – Bylaw #4391  
2020 Revenue Policy Disclosure

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

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

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

Table 4: Revitalization Tax Exemptions

Area	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20	\$ 24,304.74	\$ 24,657.03	\$ 18,939.56

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

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

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

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

Schedule "B" – Bylaw #4391  
2020 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

Area	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 5,425.51	\$ 5,400.26	\$ 7,614.60

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Item 11.3

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4334 be read a final time.

[ZON-1147; Brown, C. & D. / Browne Johnson Land Surveyors; 1230 – 52 Avenue NE; R-1 to R-8]

### Vote Record

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

Opposed:

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





To: His Worship Mayor Harrison and Members of Council

Date: April 8, 2019

Subject: Zoning Bylaw Amendment Application No. 1147

Legal: Lot 10, Section 35, Township 20, Range 10, W6M, KDYD, Plan 31502  
 Civic Address: 1230 – 52 Avenue NE  
 Owner/Applicant: Brown, C. & D. / Browne Johnson Land Surveyors

---

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 10, Section 35, Township 20, Range 10, W6M, KDYD, Plan 31502 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

**AND THAT:** Final reading of the zoning amendment bylaw be withheld subject to:

1. Registration of Section 219 *Land Title Act* covenant(s) registered on title ensuring a *detached suite* is not permitted; and
2. Confirmation that the proposed *secondary suite* in the existing single family dwelling meets Zoning Bylaw and BC Building Code requirements.

---

### STAFF RECOMMENDATION

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

---

### PROPOSAL

The subject parcel is located at 1230 – 52 Avenue NE (Appendix 1 and 2) and is under subdivision application (SUB-18.27) to create one new lot and a remainder. A proposed sketch plan of the subdivision (Appendix 3) has been provided. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the development a *secondary suite* on each of the proposed parcels.

### BACKGROUND – SECONDARY SUITES

The parcel is designated Low Density Residential in the City's Official Community Plan (OCP), and zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 4 & 5). The subject parcel is located in the "Raven" residential neighbourhood, largely comprised of R-1 zoned parcels containing single family dwellings. There are currently four R-8 zoned parcels within the proximity of the subject parcel, including the parcel directly to the east.

The subject parcel was recently before Council related to a variance application (VP-493) which was approved including a reduced panhandle width at a point adjacent the southeast corner of the existing house. The property is approximately 0.259 ha in size, and it is intended that the existing single family dwelling will be retained on the Remainder Lot, while a new lot will be created as shown in the attached sketch plan (Appendix 3). Site photos are attached as Appendix 6.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property has potential to meet the conditions for the development of a *detached suite*, including sufficient space for additional off-street parking stalls.

#### COMMENTS

##### Engineering Department

No concerns with rezoning. Comments provided with SUB-18.27 and VP-493.

##### Building Department

BC Building Code requirements must be met to construct a *secondary suite*.

##### Fire Department

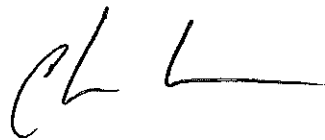
No concerns.

##### Planning Department

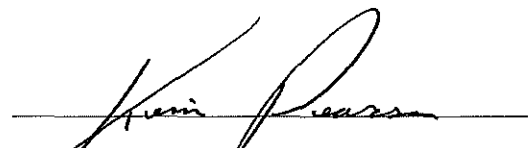
In response to the concerns of neighbours noted during the variance application process, the applicant has offered to restrict future development through a covenant registered on title eliminating the option of a detached suite included in the motion for consideration. This measure has been suggested as a measure to limit potential impacts on neighbouring properties.

In relation to the existing house, during the variance application process staff became aware of an existing secondary suite within the existing single family dwelling without any record of a Building Permit. Confirmation will be required that the secondary suite in the existing single family dwelling meets BC Building Code requirements, included in the motion for consideration as is standard practice with such applications.

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any new development will require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements.

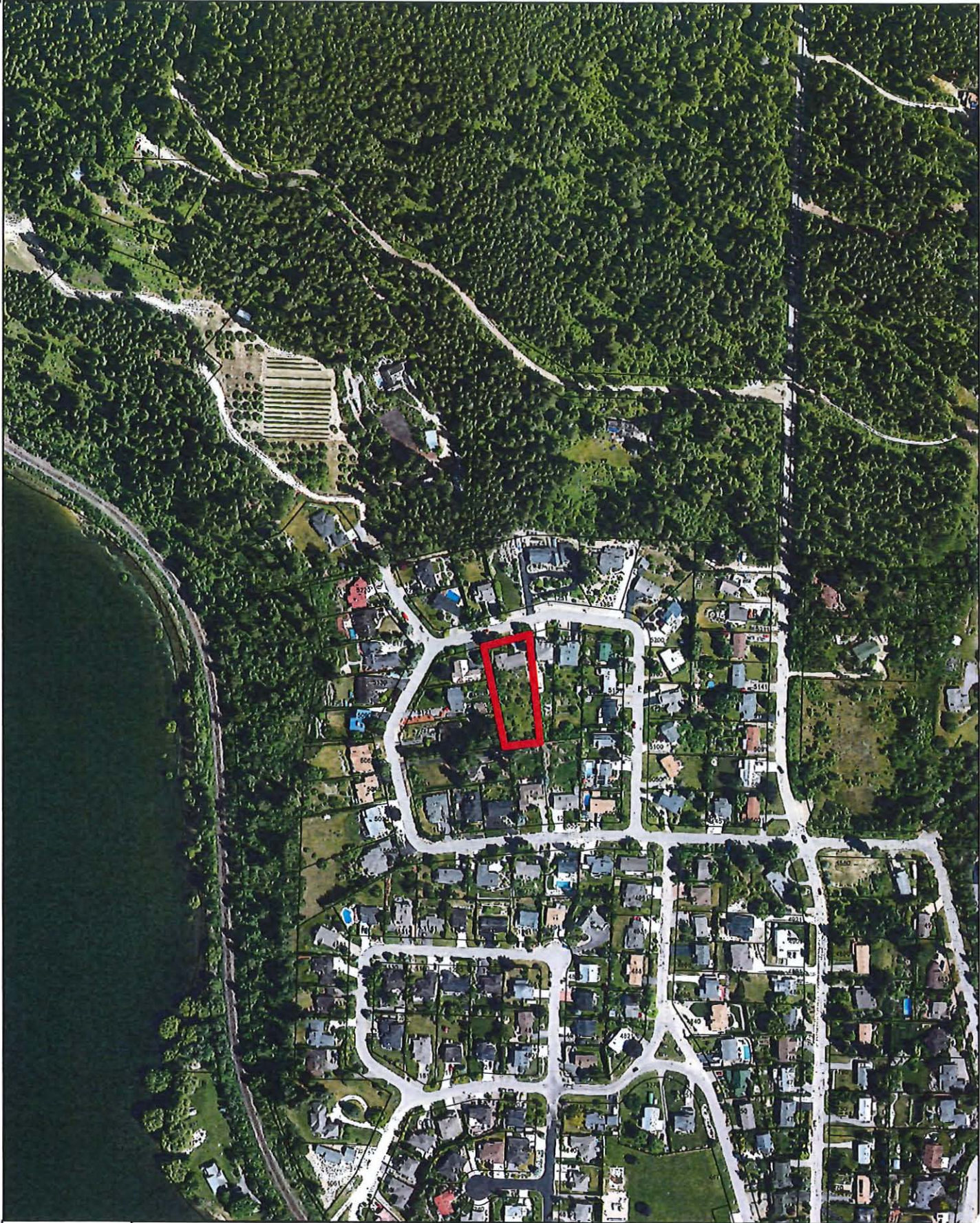


Prepared by: Chris Larson, MCP  
Planning and Development Officer



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



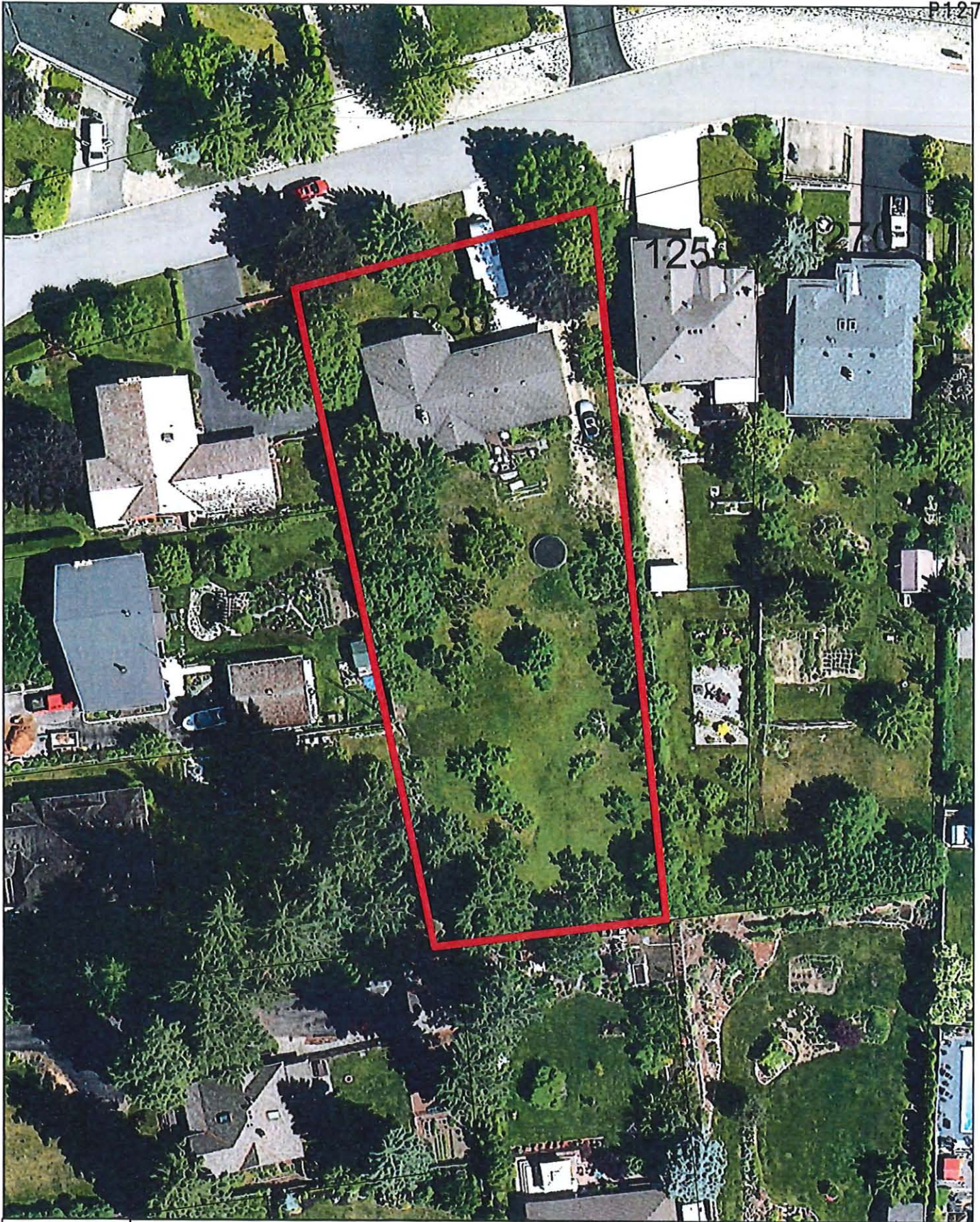


0 45 90 180 270 360 Meters



Subject Parcel





0 5 10 20 30 40  
Meters



Subject Parcel

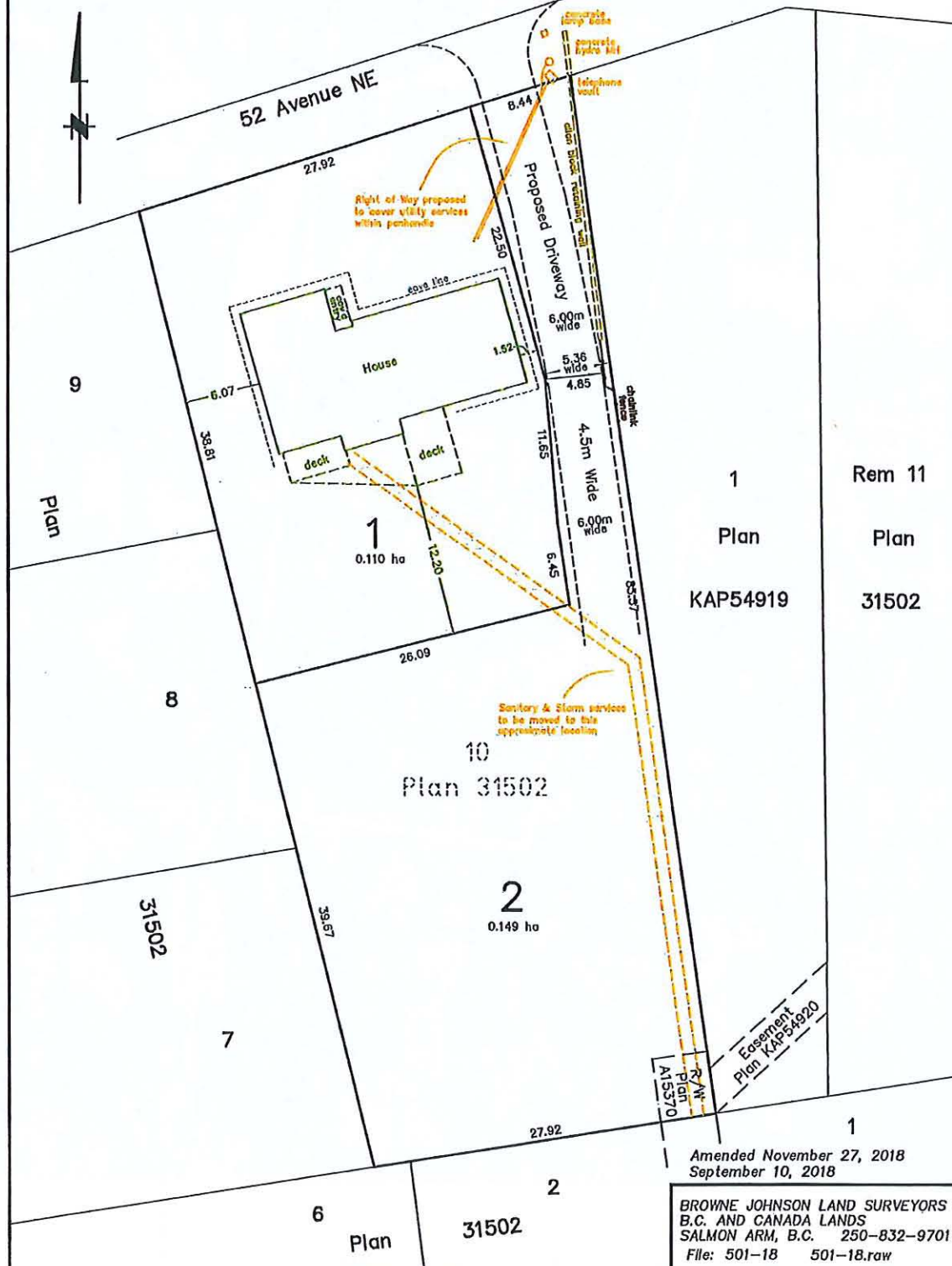


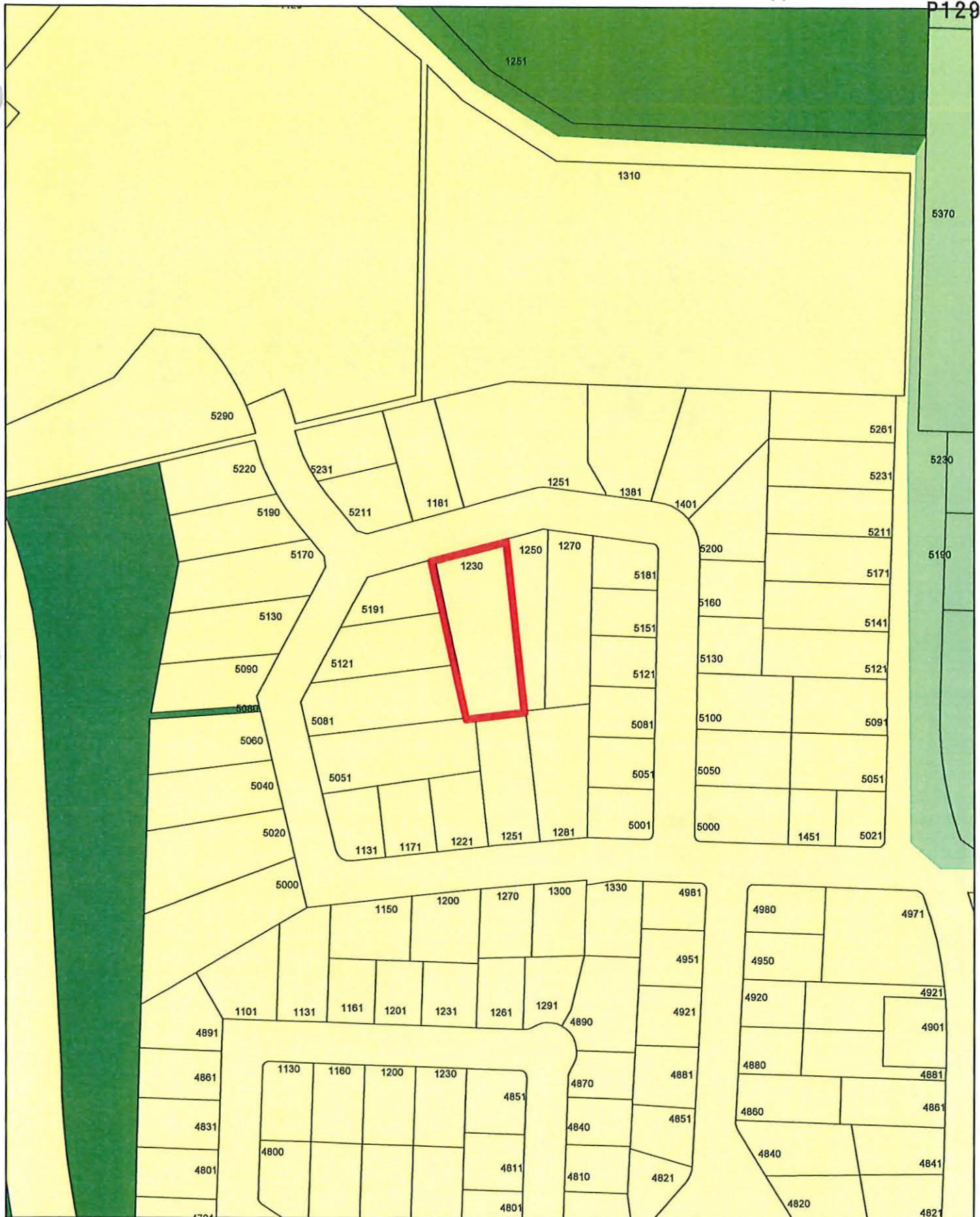
Scale 1:300

BCGS 82L.084







All distances are in metres.  
The intended plot size of this plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:300





0 10 20 40 60 80  
Meters

- |   |                 |   |                         |
|---|-----------------|---|-------------------------|
|  | Acreage Reserve |  | Low Density Residential |
|  | Park            |  | Subject Parcel          |









View southwest of subject parcel from 52 Avenue NE.



View southeast of subject parcel from 52 Avenue NE.



22. STATUTORY PUBLIC HEARING

1. Zoning Amendment Application No. ZON-1147 [Brown, C. & D. / Browne Johnson Land Surveyors; 1230 – 52 Avenue NE; R-1 to R-8]

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

Submissions were called for at this time.

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

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4334 was declared closed at 7:13 p.m.

23. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4334 [ZON-1147; Brown, C. & D. / Browne Johnson Land Surveyors; 1230 – 52 Avenue NE; R-1 to R-8] – Third Reading

0282-2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4334 be read a third time.

CARRIED UNANIMOUSLY

## CITY OF SALMON ARM

### BYLAW NO. 4334

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on May 13, 2019 at the hour of 7:00 p.m. was published in the May 1 and May 8, 2019 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 10, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

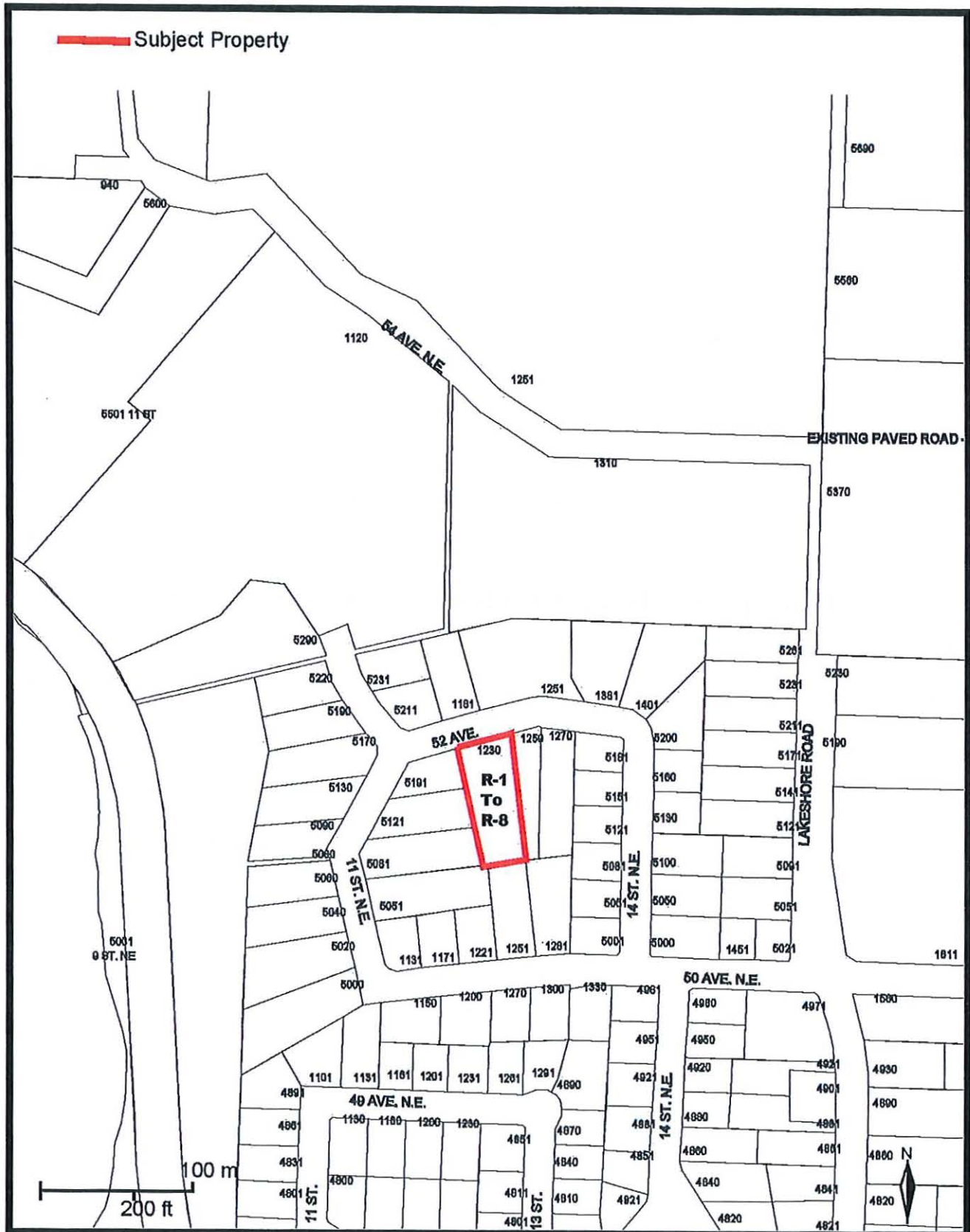
This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4334”

READ A FIRST TIME THIS	23rd	DAY OF	April	2019
READ A SECOND TIME THIS	23rd	DAY OF	April	2019
READ A THIRD TIME THIS	13th	DAY OF	May	2019
ADOPTED BY COUNCIL THIS		DAY OF		2019

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"





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### INFORMATIONAL CORRESPONDENCE - APRIL 27, 2020

- |    |  |   |
|----|--|---|
| 1. | M. & B. Bonten – letter dated April 14, 2020 – Request for Speed Bump and Reopening of the Library   | A |
| 2. | A. Morris – email and attachments dated April 20, 2020 – Nuclear Weapons Disaster  | A |
| 3. | B. Stiles – email dated April 19, 2020 – Request for Business License for Fitness Classes in City Parks  | A |
| 4. | L. Jack – email dated April 21, 2020 – Food Sustainability   | A |
| 5. | S. Witzky, ALIB Councillor, L. Chrisholm, Project Coordinator/Storyboard Assistant, J. Brett, Technical Lead – letter received April 9, 2020 – Secwépemc Landmarks Project request for Letter of Support | A |
| 6. | Technical Safety BC – email dated April 9, 2020 – Remote Assessments During COVID-19   | N |
| 7. | H. O'Hara, Executive Director, BC Association of Farmers' Markets (BCAFM) – letter dated April 16, 2020 – Farmers' Markets are Essential Services under BC State of Emergency                            | N |
| 8. | Interior Health Authority – information bulletin dated April 18, 2020 – Alberta outbreak may affect workers in Interior Health Region  | N |
| 9. | G. Halseth, Co-Director and M. Morris, Co-Director, Community Development Institute of UNBC – letter dated March 27, 2020 – COVID-19   | N |

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Item 14.1

## CITY OF SALMON ARM

Date: April 27, 2020

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

**NAME:** Staff Sergeant West, Salmon Arm RCMP Detachment

**TOPIC:** Quarterly Policing Report January – March 2020

#### Vote Record

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

Opposed:

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





Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

NCO i/c Salmon Arm Detachment  
1980 11<sup>th</sup> Ave NE,  
Salmon Arm, BC.  
V1E 2V5

Your File - Votre référence

Our File - Notre référence

195-7

Date

April 20, 2020

Mayor and Council City of Salmon Arm.

RE: Salmon Arm RCMP Detachment  
Quarterly Policing Report –January 1 to March 31, 2020

Dear Mayor and Council,

My report this quarter covers the time period from January 1 through March 31, 2020.

#### **Detachment News**

Over the past three months our detachment has experienced three vacancies. One regular member is due to arrive and assume duties near the end of April 2020. We do have two other members who are off at this time.

In light of the ongoing pandemic we do have our office staff working opposite shifts into the evening hours so the two teams minimize overlap and possible infection.

Our officers are taking necessary precautions and are outfitted with appropriate PPE at this time.

At one point we were down an additional 4 officers due to self isolation as a result of flu symptoms in addition to 3 vacancies.

Over the quarter the detachment members attended 1387 calls for service within the city. In 2019 in the same period we responded to 1141 calls for service and in 2018 we respond to 1179 calls for service within the city. This year year we are up 17 % over 2019 numbers in the same quarter and are up 32% over the same period in 2015 which is when I started in Salmon Arm. For the past 3 years we have been increasing and maintaining increasing calls for service in the city and are up 31% in this quarter alone when compared to 2015 calls for service within the city. In 2019 (5383) we were up 19% over 2015 (4657) numbers for the year within the city. Our office has consistently been seeing increasing file loads within the city.

Despite COVID 19 our traffic contacts over the quarter were as follows:

- Over 158 documented traffic stops.

**Canada**

RCMP GRC 2823 (2002-11) WPT

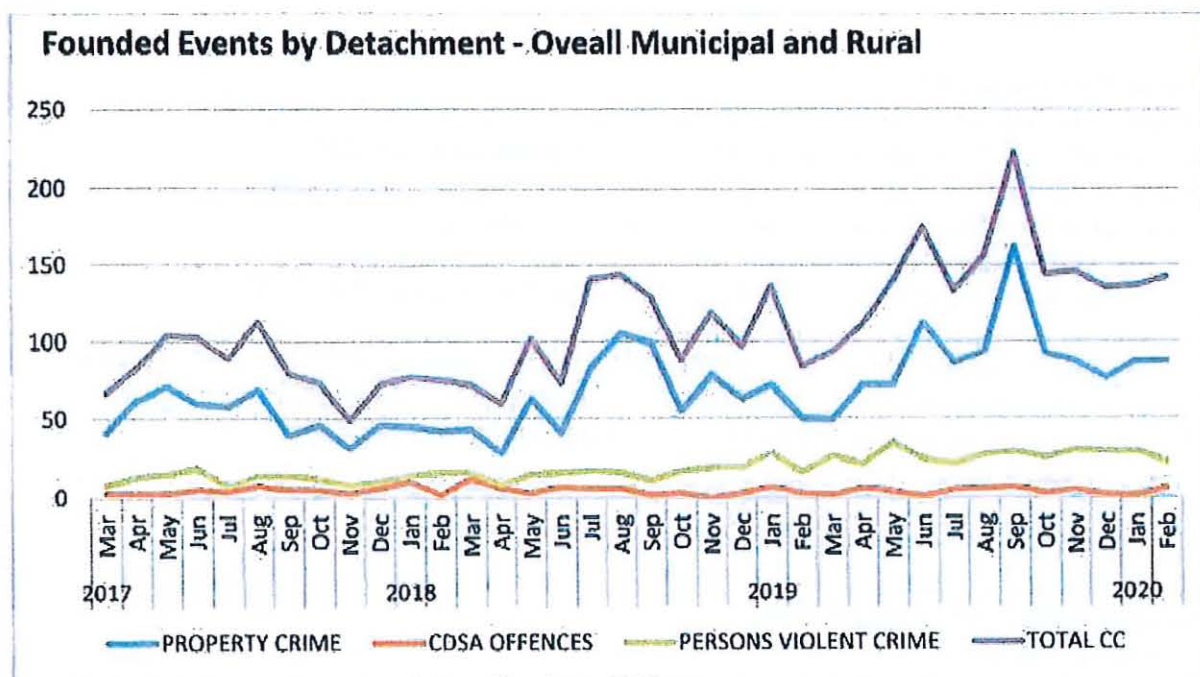
- 27 reportable and injury collisions. (Skewed as a result of scoring changes)
- 13 Impaired Drivers were removed from the roads.

**Investigative highlights this past quarter:**

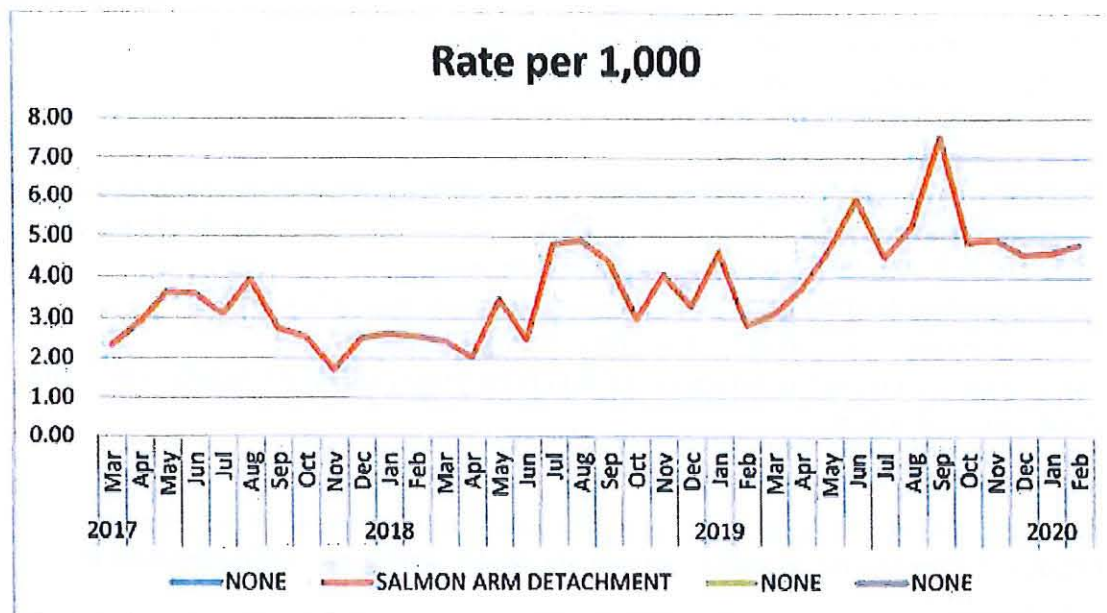
- Our officers continue to ensure that persons on release conditions are maintaining their conditions and we exceeded our fiscal yearend target for the compliance checks which numbers well over 100 compliance checks for the year.
- Mental health calls are on the rise again as we compare them to last year.
- Violent persons crimes are down from 64 to 59 over the quarter.
- We continue to investigate a number of Child Pornography cases on line which stem from local computer activity.
- 

I have attached the following graphs to provide council with a snapshot of our property crime and Persons Violent Crime as well as our rate of calls for service per 1000 population in a separate graph.

I have also included my customary statistics synopsis.







Overall our Detachment:

Continues to look forward to on line crime reporting and any efficiencies it may hold. We have been forced to push the date for implementing this program off to July 2020.

In 2019 (5383) we were up 19% over 2015 (4657) numbers for the year within the city. Our office has consistently been seeing increasing file loads within the city.

Operationally, I am pleased to announce that we continue our efforts to make the community safer and residential and business break and enters continue to remain low as do reportable collisions.

I received word today that there will be remittance of funds from our South East District to the Municipal Budget due to the reassignment of one member to the Emergency Response Team. That remittance of salary dollars should appear on the yearend reconciliation.

Yours in Service,

Scott West, S/Sgt.

NCO i/c Salmon Arm RCMP Detachment



**SALMON ARM RCMP**  
**MAYOR'S REPORT**  
**QUARTER 1, 2020**

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

Telephone (250) 832-6044 Fax (250) 832-6842

City of Salmon Arm  
 500 2nd Ave N.E.  
 Salmon Arm, BC  
 V1E 4 N2

April 7, 2020

Dear Mayor Alan Harrison,

**RE: Quarterly Crime Statistics - January / February / March**

CRIME CATEGORIES	CITY Q1 2019	CITY Q1 Q1 2020	RURAL Q1 2019	RURAL Q1 2020
Homicide / Attempted Homicide	0	0	0	0
Assaults	31	23	4	13
Sexual Offences	2	2	3	1
Robbery	2	2	2	0
Auto Theft	9	10	2	1
Break and Enters	7	28	6	3
Theft From Motor Vehicle	32	46	3	1
Drug Investigations	12	15	4	2
Motor Vehicle Collisions	38	34	27	28
Motor Vehicle Collisions W Fatality	0	1	0	0
Impaired Driving - CC	3	2	1	1
Impaired Driving - MVA (IRPs)	8	5	3	4
TOTAL PERSONS/VIOLENT CC	64	59	24	25
TOTAL PROPERTY CC	138	236	43	36
TOTAL OTHER CC	71	88	18	12
TOTAL CRIMINAL CODE (CC)	273	383	85	73
TOTAL CALLS FOR SERVICE	1141	1387	429	403

COMMUNITY	CITY Q1 2019	CITY Q1 2020	RURAL Q1 2019	RURAL Q1 2020
Files with youth negative contacts	7	2	0	0
Mental Health Related Calls	45	70	22	9
Files involving Alcohol / Drugs	169	165	68	49
Domestic Violence	41	32	9	16

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-832-6044.

Yours truly,

Scott West, S/Sgt., NCO I/C  
 Salmon Arm RCMP Detachment



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Item 19.1

## CITY OF SALMON ARM

Date: April 27, 2020

City of Salmon Arm Regular Council Meeting of March 9, 2020

### 9. STAFF REPORTS

1. Director of Corporate Services - Afternoon portion of Regular Council Meeting at Salmon Arm Secondary on June 8, 2020

0085-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the afternoon portion of the Regular Council Meeting of June 8, 2020 be held at the Salmon Arm Secondary Sullivan Campus in the theatre.

CARRIED UNANIMOUSLY

#### Vote Record

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

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

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Item 19.2

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: Canoe Forest Products be authorized to harvest and administer the removal and sale of the beetle infested trees in the East Canoe Creek Watershed described as Block SS0040, as outlined in the correspondence and maps dated March 9, 2020 and generally in accordance with the field review of August 27, 2019 subject to a contract being prepared by Canoe Forest Products and agreeable to the City stating that all fees and taxes will be incurred and reported by Canoe Forest Products with the residual value paid to the City after deduction of harvesting costs, hauling, site prep, reforestation and overhead costs.

### Vote Record

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

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



**From:** Ray Mills  
**Sent:** April 16, 2020 3:44 PM  
**To:** Kevin Pearson  
**Subject:** Canoe Forest Products

Hi Kevin,


See attached summary for CFPs proposed Douglas-fir beetle salvage in the East Canoe Creek watershed and request to harvest timber from the municipal property as well as some brief information on the biology of the beetle.

With regards to timber value there is approx. +/- 400m3 of timber that could be harvested from the municipal land. The stand is comprised predominantly of Douglas-fir which would yield peeler (plywood bolts) and saw log grade timber. If this were to go ahead, then in general terms, CFP would deduct harvesting costs, hauling, site prep, reforestation and overhead costs and pay the to the City of Salmon Arm the residual value. I'll talk to our log buyer with regards to a log price at that time but payment would be based on scaled volume to the Canoe mill site (peelers) or other designated scale sites (sawlogs to Armstrong – Tolko or Adams Lake – Interfor).

Ray

Ray Mills, RPF  
Development Forester  
Canoe Forest Products Ltd.  
Direct (250) 833-1236  
Cell (250) 517-7608

**Canoe Forest Products**

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## **Canoe Forest Products (CFP) – Referral of planned Douglas-fir beetle salvage harvest in the East Canoe Creek Community Watershed**

Presented to the Mayor and Council – City of Salmon Arm Planning and Development Meeting - April 20<sup>th</sup>, 2020

### **Referral Purpose**

*Specific to the East Canoe Creek Watershed (South Shuswap FDU), the FSP Holder (Canoe Forest Products) will refer harvest and / or road construction plans to Salmon Arm City Council. The referral to council will occur after an initial reconnaissance and prior to signing Site Plans. Comments received from the City of Salmon Arm will be referenced in the Site Plan.*

### **Proposed harvest plan rationale**

An area of expanding of Douglas-fir beetle (IBD) population was identified through aerial and ground (forest health) surveys in the summer / fall of 2019 on the north slope above the Metford Dam and reservoir. Ground survey data was used to plan the proposed cutblock boundaries.

The majority of the proposed cutblock - SS0040 (20.5ha) and access road is located on provincial crown land. CFP harvests timber from provincial crown lands under Forest Licence (FL) A18670. In addition to the crown portion of block SS0040 there is a small 1.0ha area that is located on City of Salmon Arm municipal property which can included with the harvesting of the crown portion of cutblock SS0040. The timber on the municipal property is impacted by the IBD to the same extent as the crown land area.

The proposed block area is in a Mule Deer Winter Range (MDWR) and Old Growth Management Area (OGMA) cell. CFP has worked with the MFLNROD ecosystem biologist to maintain MDWR attributes where feasible and acquire exemptions where required. Exemptions from gov't exist for the salvage of fire and / or insect damaged timber from these special management units. OGMA cells will be reallocated within the landscape unit.

### **Proposed harvest plan objectives**

The extent of the of the 2019 IBD attack combined with previous years attack is at the point where sound forest management practices would dictate that conventional timber harvesting is necessary to achieve the following:

1. Provincial gov't direction (MFLNROD) has been given to forest licencees in BC to deal with Douglas-fir beetle infestations where practicable to do so
2. Harvesting will help control the present IBD infestation in this location to the extent practicable by removing infested timber thereby reducing the IBD population that would be available to attack healthy timber the following spring;
3. Reduce future fuel load (dead down or standing timber) with respect to wildfire;
4. Utilize salvaged standing dead and down timber which has merchantable value and contributes directly to the local economy via CFP plywood mill and associated indirect jobs.
5. Improves future stand conditions for wildlife (Mule deer and white tail deer, Moose) over the long term by regenerating the stand.

### **Assessments and Referrals completed**

1. Terrain Stability Assessment (TSA) – addresses landslide risk associated with the proposed roads and cutblocks. The TSA also addresses hydrological conditions related to the proposed road and cutblocks and the effects on the watershed (water quality). *TSA recommendations focus primarily on water management associated with proposed roads and harvesting trails. Detailed road and trail deactivation recommendations will be incorporated into operational road and harvest plans as will measures to minimize sediment delivery to water courses.*
2. Forest Health Survey – *determined the extent of the IBD infestation and showed that the IBD population was expanding year to year.*
3. Visual Impact Assessment (VIA) – proposed road and cutblock are located in a Visual Quality Objective (VQO) polygon of Partial Retention – *cutblock design (scale and shape of the block meets the definition and VQO requirements.*

4. Referrals were sent to Adams Lake, Little Shuswap Lake and Neskonlith First Nations. *Preliminary Field Reconnaissance (PFR) reviews were completed by all three bands and field findings (recommendations) will be incorporated into operational road and cutblock plans.*
5. The proposed Ida View trail was discussed with Adrian Bostock (STA). The trail has not yet been constructed and will be relocated once post harvest activities are completed.
6. Larch Hills Water Users group was referred to given the close proximity of the harvest area to residences at the end of Okanagan Ave.

#### **Douglas-fir beetle tactical plan**

The required road access to block SS0040 is not yet approved and therefore CFP will not be able to harvest the cutblock and remove the 2019 IBD brood before they emerge and attack new trees this spring. As such, CFP contracted Nicole Jeans-Williams, RPbio. to plan and implement an IBD management plan to 'hold', to the extent practicable, the 2020 IBD beetle within the confines of the SS0040 block boundaries.

This holding action involves the use of trap trees (felled green Douglas-fir trees) to lure new beetle attack into those felled trees rather than attacking standing green trees. The trap trees are removed with the harvesting phase. The use of artificial pheromone repellants will also be used to push the new IBD out of areas that do not have any IBD in them.

This plan portion was completed on March 26, 2020 (Trap Trees) and April 7, 2020 (Pheromones). Approval to fall trap trees on the crown land portion was authorized by MFLNROD on March 3, 2020.

#### **City of Salmon Arm – authorization to harvest timber on municipal land**

Authorization from the City of Salmon Arm is requested to include the municipal land portion with the harvesting of cutblock SS0040. As noted, this area is impacted with IBD to the same extent as the crown land portion and harvesting will help achieve the plan objectives. If left, this area will contribute to future IBD spread and will also be isolated to future treatments with respect to future forest fuel loading and increased wildfire risk. This area was included in the pheromone portion of the IBD tactical plan described above. In place of falling trap trees on the municipal portion, artificial pheromone lures were used to draw new IBD attack in specially designed beetle 'funnel traps'. If no further action is taken on the municipal land, there are no negative effects as a result of the pheromone use.

If approval is granted, CFP log buyer (Stewart Taylor, RPF) will arrange a log purchase agreement with the City of Salmon Arm for the timber harvested from the municipal land (under the City of Salmon Arm timber mark). CFP will harvest and arrange delivery of timber to designated scale sites and prepare the area for reforestation including tree planting. Specific details to be discussed pending approval.

#### **Planned road and harvest schedule**

- April 20, 2020 – present to Mayor and Council for comment on the crown land portion of cutblock SS0040 and associated road access as well as approval to harvest IBD infested timber on the municipal land portion.
- April 23, 2020 – submit Road Permit R0 7624-238 to MFLNROD for authorization to construct new road. Road plans to incorporate comments / concerns from City of Salmon Arm and measures to address.
- May 15, 2020 – submit Cutting Permit (CP) application to MFLNROD for authorization to harvest timber.
- May 15 – June 1, 2020 – Tentative start date for road right of way falling and road construction. Subject to site conditions as the spring melt is a bit behind at this date.
- August 1 – Oct 31, 2020 – Tentative harvest period which is subject to site conditions (fire danger hazard primarily). Road deactivation must occur prior to the end of October.

### Glossary of terms

**MFLNROD** - Ministry of Forests, Lands, Natural Resource Operations and Rural Development

**IBD** – Douglas-fir beetle

**Trap tree** – mature green Douglas-fir tree felled to attract new IBD attack

**Pheromone Lures** - aggregation pheromones that mimic the beetle's natural cue when they begin attack Douglas-fir trees

**Pheromone Repellants.** These are anti aggregation pheromones that mimic the beetle's natural cue to indicate that the tree or log that is being attacked is "full / no vacancy" and prevents over crowding to optimize brood survival. MCH (3-methyl cyclohexeneone) is a widely used anti-aggregation pheromone for use in protecting Douglas-fir trees from IBD infestation.



Funnel trap used with aggregation pheromone lures

**Conventional harvest** – ground based equipment such as skidders and tracked equipment



# Douglas-Fir Beetle — Biology

Adult Douglas-fir beetles (*Dendroctonus pseudotsugae*) are dark brown to black with reddish wing covers, and measure about 4.4 to 7 mm in length. The life cycle is usually one year, and two broods may be produced. The main flight period usually occurs in May and June; a second flight in July and August may be made by adults developed from overwintering larvae or adults re-emerging after the earlier flight.

Adults lay their eggs in long galleries constructed parallel to the grain of inner bark. Bark beetle species have similar life cycles, progressing from egg through four larval instars to pupa and finally to adult. However, differences in these beetles' timing and duration affect the selection and application of management tools.

The components of the Douglas-fir beetle's life cycle are summarized in the following table. The timing of life-cycle events for any species of bark beetle will vary from year to year and from location to location due to variations in climate and local weather.

Event	Douglas-fir Beetle
Main adult flight	April through July
Host preference	Windfall/slash; or living trees during large outbreaks
Normal life cycle	One year
Overwintering stage	Larvae and adult



"Galleries" under the bark, indicating the tree is infested and should be removed.

A brief synopsis of bark beetles' life cycles is as follows:

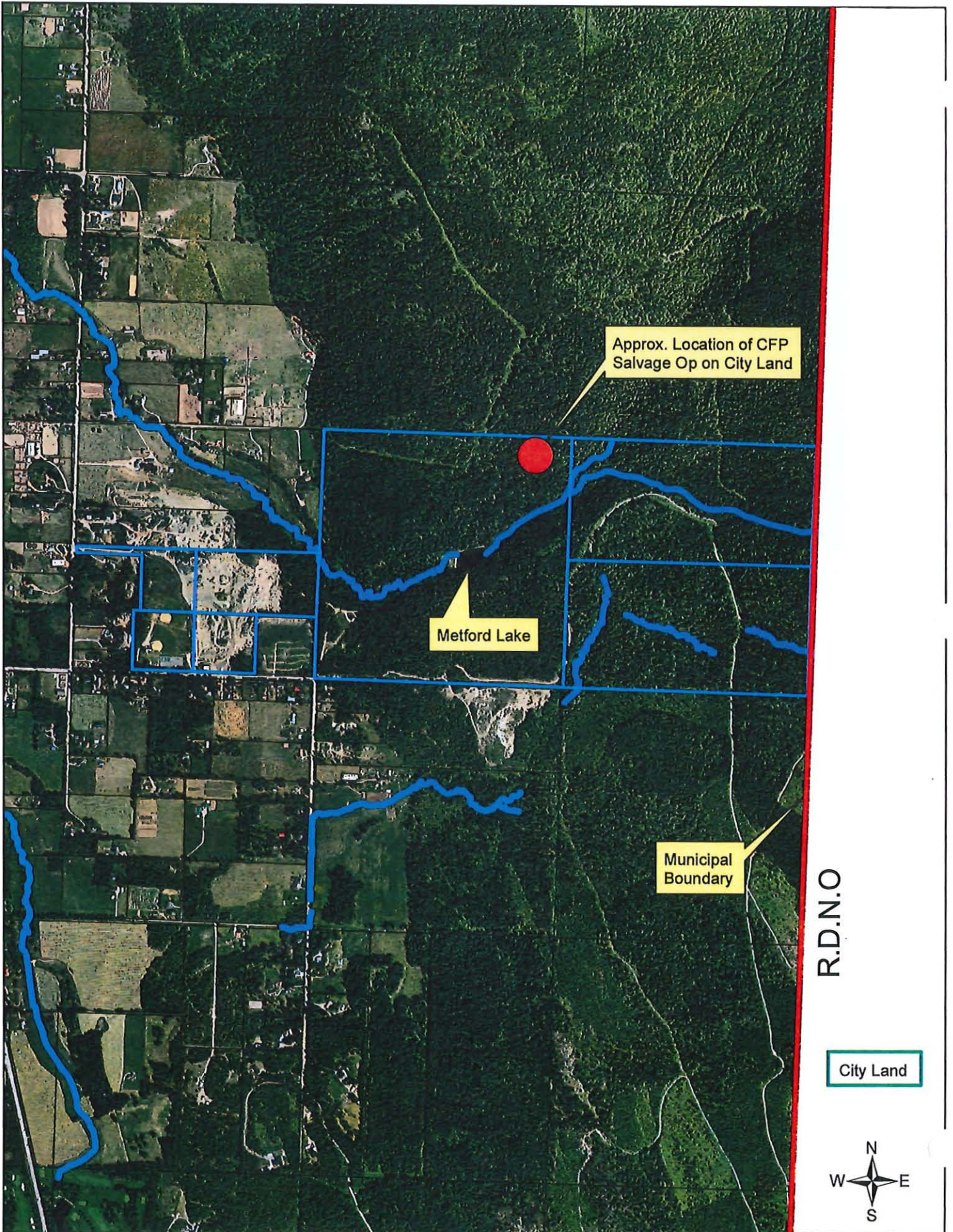
- Adult females emerge when ambient air temperature exceeds approximately 16° C, find new suitable host material, and emit aggregating pheromones to initiate mass attack.
- Males join the females and each pair construct an egg gallery under the bark, parallel to the grain.
- The sapwood is inoculated with spores of a blue stain fungus as the egg gallery is built.
- Eggs are laid and hatch into larvae which feed on the phloem in feeding channels constructed at right angles to the egg gallery.
- After four instars, larvae pupate and develop into adults under the bark.
- Young adults pick up blue stain fungal spores while in the pupal chamber.

The action of the larval feeding in the phloem and fungal colonization of the sapwood completely blocks all translocation tissues and kills the infested tree. In some cases only one side of a tree will be successfully attacked (strip attack); this tree will survive unless living portions are reattacked in subsequent years.



Frass (fine sawdust) on a tree trunk indicates beetles have bored into the tree.







**From:** Ray Mills  
**Sent:** April 20, 2020 11:08 AM  
**To:** Kevin Pearson  
**Cc:** Mayor and Council; Erin Jackson; Rob Niewenhuizen  
**Subject:** RE: Canoe Forest Products Ltd. Block SS0040 - Proposed Douglas-fir beetle salvage in the East Canoe Creek Watershed

Hi Kevin,

See attached visual design rendering for cutblock SS0040. Mayor Harrison had requested information regarding what the proposed cutblock would look like from town and this is what I use to complete the visual impact assessment for block SS0040. I use Google Earth street view and drive around a lot to pick viewpoints that represent where the proposed cutblock openings will be the most visible and then we drop the block shape over a digital terrain model to simulate what the cutblock will look like from those viewpoints. The viewpoints along with government Visual Quality Objectives (VQOs) give us direction in how we visually plan our cutblock designs. Each VQO area has criteria that needs to met.

In this case the fir beetle is driving the cutblock shape or design by where it was found on the hillside. The hillside topography helps us here for the most part with some gentle terrain (low angle slopes and benches) which are hidden from view by surrounding timbered leave areas. Approximately 75% or more of the planned block is not considered to be visible. The visible portion from VP #2 is higher up the hillside and on a steeper slope and therefore becomes more prominent in the view. Under normal stand conditions (no insect infestation or fire damage) I would have left a small leave patch in the middle of that visible opening to break up the shape a bit more, however with fir beetle across that slope leave a patch of trees was not feasible. As is, the cutblock design still meets the criteria required by the VQO and the additional leave area would have made it look just a wee bit better (in my opinion).


As mentioned in this mornings call in we will mark trees to leave throughout the cutblock area after the 2020 beetle flight has finished. The plan will be to mark up to 20 trees per hectare depending on what isn't attacked so this number of trees will vary across the block. These leave trees will serve multiple purposes from retaining some of the mule deer range attributes, providing shade for the new trees that will be planted as well a natural seed source for new tree regeneration and will also help with the visual design by providing additional screening within the block openings.

If anyone has question regarding the finer details of visual design and planning please feel free to give me a call.

Ray

Ray Mills, RPF  
 Development Forester  
 Canoe Forest Products Ltd.  
 Direct (250) 833-1236  
 Cell (250) 517-7608

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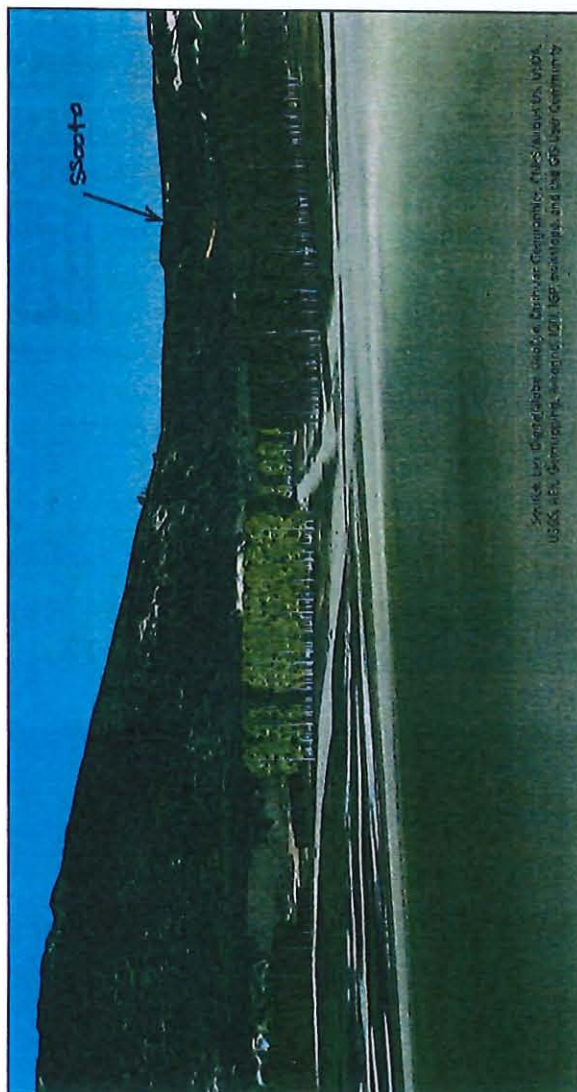
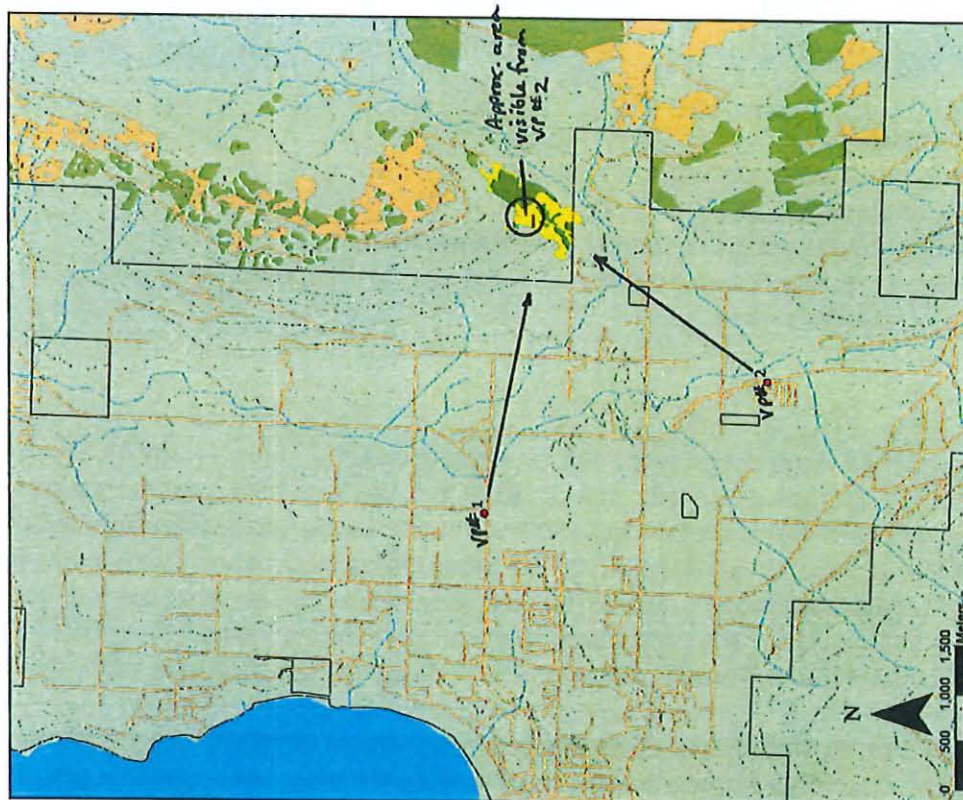
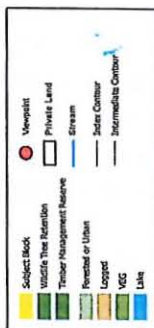


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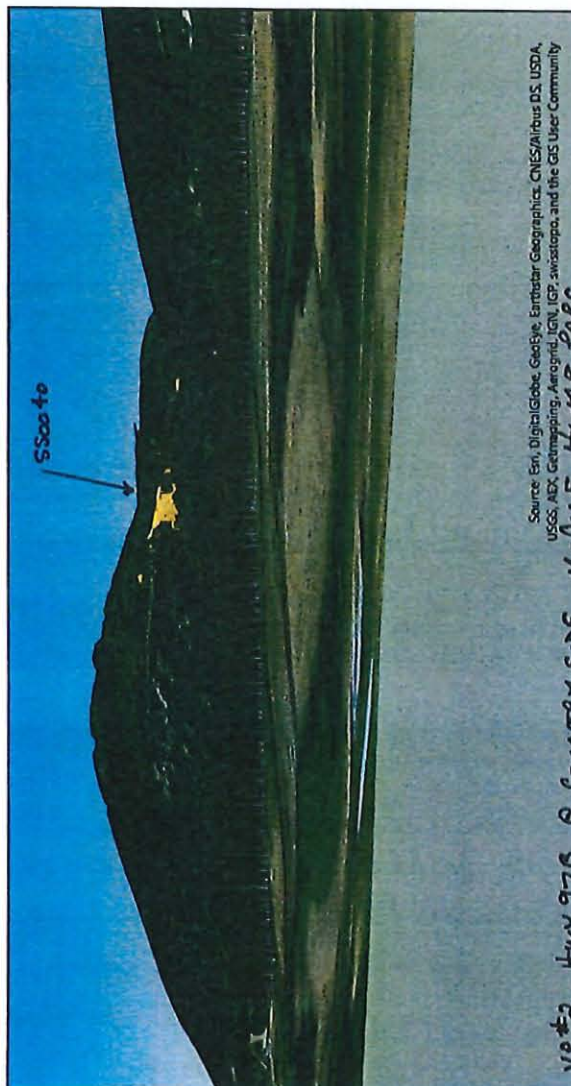
## Canoe Forest Products

WFS2019-03 SS0040

DATE: 2020/04/07



VP#1 TCH#1 @ 6M approx.



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, IGP, swisstopo, and the GIS User Community

VP#2 Hwy 970 @ Country Side Mobile Home Park

Item 22.1

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-514 be authorized for issuance for Lot 20, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.5 – R-1 Single-Family Residential Zone –on a corner parcel reduce the setback from a rear parcel line from 4.45 m (14.6 ft) to 1.7 m (5.6 ft) to allow for an addition to an existing single family dwelling as shown in Schedule A of the staff report dated April 15, 2020.

[Steinwand, C. & K./Zimmerman, V.; 4581 72 Avenue NE; Setback requirements]

### Vote Record

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

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





---

To: His Worship Mayor Harrison and Members of Council

Date: April 15, 2020

Subject: Development Variance Permit Application No. 514

Legal: Lot 20, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599

Civic: 4581 – 72 Avenue NE

Applicant: Zimmerman, V.

Owners: Steinwand, C. & K.

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### **MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. 514 be authorized for issuance for Lot 20, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599 (4581 72 Avenue NE) to vary the provisions of Zoning Bylaw No. 2303 as follows:**

**Section 6.10.5 – R-1 Single-Family Residential Zone – on a corner parcel reduce the setback from a rear parcel line from 4.45 m (14.6 ft) to 1.7 m (5.6 ft) to allow for an addition to an existing single family dwelling, as shown in Schedule A.**

---

### **STAFF RECOMMENDATION**

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

---

### **PROPOSAL**

As further described in this report, this application seeks to vary the required 4.45 m (14.6 ft) rear parcel setback to 1.7 m (5.6 ft) for the construction of an addition to the single family dwelling as shown in Schedule A (Appendix 1). This request translates into a variance of 2.75 m (9 ft).

### **BACKGROUND**

The 451 square metre subject parcel is located in the residential portion of Canoe at 4581 72 Avenue NE (Appendix 2 and 3). The subject parcel is designated as Low Density Residential in the City's Official Community Plan (OCP), is zoned R-1 in the Zoning Bylaw (Appendix 4), and contains an existing single family dwelling, similar to surrounding development (site photos attached as Appendix 5).

This lot is subject to standard setback requirements in the zoning bylaw which specify a combined 6.0 metre setback from the rear and interior side parcel lines, to a 1.5 m minimum. The requested variance would permit the proposed addition (a two-level structure featuring an attached garage with a multi-purpose room above) to be constructed within the rear setback area on the eastern portion of the parcel.

An existing 9.4 square metre accessory building (shed) is sited in the northeast corner of the parcel, 0.65 m from the north parcel line and 0.33 m from the east parcel line. The intent is to shift this shed building to allow for the building addition and to conform to setback regulations.

### **COMMENTS**

#### **Engineering Department**

No concerns.

Building Department

No concerns. Limiting distance requirements accounted for. Glazed openings do not exceed the permitted amount.

Fire Department

No concerns.

Planning Department

Setback regulations on corner parcels enable adequate separation between buildings sited adjacent to streets for aesthetic (privacy and view preservation), traffic and building (limiting distance) safety reasons. Corner parcels are typically more restricted by setback regulations than other parcels of a similar size, with setback areas along exterior parcel lines being the same as the front parcel lines restricting the potential building envelope relative to non-corner parcels.

Considering adjacent parcels, both the parcel to the north and the parcel to the east are similarly sized and subject to a minimum 1.5 m interior side parcel line setback from the parcel lines they share with the subject parcel. The subject parcel is subject to a minimum 1.5 m setback from these same parcels lines provided the combined total is not less than 6 m. As the existing building has a 1.55 m setback from the north parcel line (as measured from the deck), the setback from the east parcel line is thus required to be a minimum of 4.45 m to achieve the minimum combined 6 m setback under the Zoning Bylaw regulations.

The requested variance would reduce the required 4.45 m rear setback to 1.7 m. Staff note that while the combined 6 m setback would not be achieved, the proposed setback of 1.7 m exceeds the minimum required 1.5 m setback, as well as the 1.5 m side setback which applies to the similarly developed neighbouring parcels. As such, it is the opinion of staff that the character of the parcel will not be unreasonably or significantly altered by approval of the proposed variance, nor will there be any significant technical impacts on the adjacent parcels, with the typical side parcel line setback maintained to the north and east parcel lines.

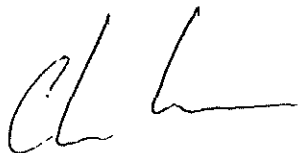
The variance requested is reasonable in size, the proposed setbacks exceed the applicable setbacks on the adjacent parcels, and the parcel meets the other zone requirements, including on-site parking. The proposed addition would result in approximately 34% parcel coverage, well below the permitted 45%.

CONCLUSION

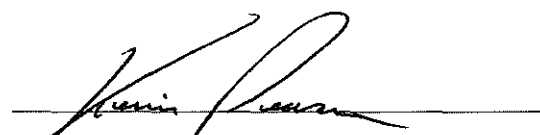
Considering the size of the variance requested and the context of adjacent development, Staff support the requested variance.

As with the majority of similar variance applications, while staff can make technical comments, it can be difficult to consider the impacts from the perspective of a neighbour. Any affects positive or negative should be heard directly from the adjacent land owners. The applicant has been encouraged to consult with the immediate neighbours.

Staff note that the variance is only in regards to buildings as shown in Schedule A and do not permit any additional use other than what is permitted under the Zoning Bylaw.


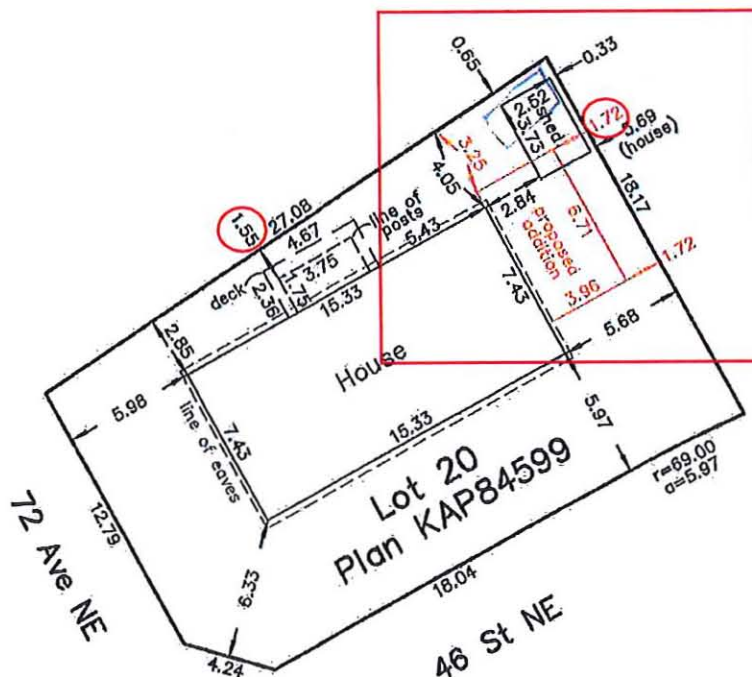
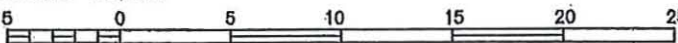


Prepared by: Chris Larson, MCP  
Planning and Development Officer

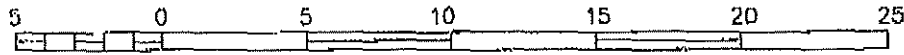


Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

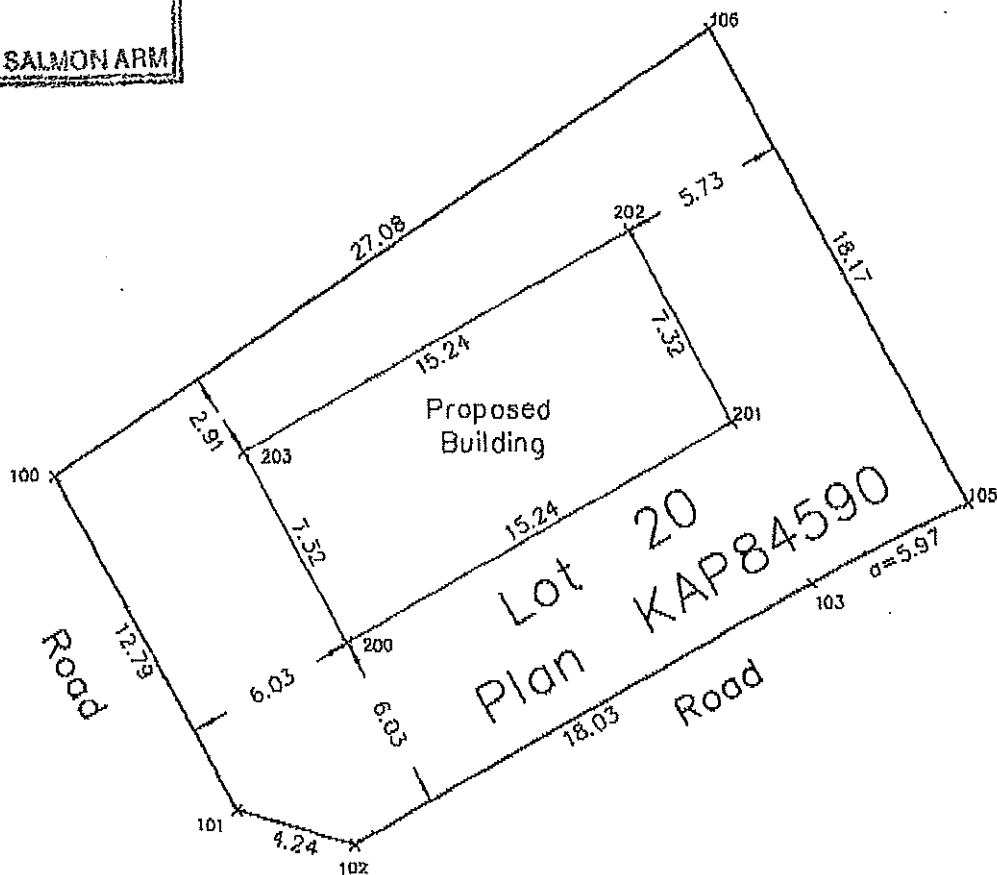


		<b>BRITISH COLUMBIA AND CANADA LANDS</b> Box 362, Salmon Arm, B.C. V1E 4N5 250-832-9701   office@brownejohnson.com	
<b>BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE</b>			
<b>To:</b> Wood Creek Construction c/o Victor Zimmerman 4950 46 Ave SE Salmon Arm, BC V1E 2W1		<b>Re:</b> Lot 20, Sec 6, Tp 21, Rge 9, W6M, KDYD, Plan KAP84599  <b>Parcel Identifier (PID):</b> 027-189-376 <b>Civic Address:</b> 4581 72 Ave NE, Salmon Arm	
<b>List of documents registered on title which may affect the location of improvements:</b> R/Ws KG117085, KK109453, KK109454, KK109455 Covenant LB102866 Statutory Building Scheme LB102867			
 <p style="position: absolute; top: 490px; left: 770px; border: 1px solid red; padding: 2px; color: red;">Variance Requested</p>			
<p>Scale 1:250</p>  <p>All distances are in metres.          Dimensions derived from Plan KAP84599</p> <p>Offsets from property line to building are measured from the siding.</p>			
<p>The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.</p> <p>This plan was prepared for application purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.</p> <p>This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 11th day of February, 2020.</p>		<p><b>Mark Mason</b>          88BCMC          Digitally signed by Mark Mason          88BCMC          Date: 2020.02.12 11:34:05 -08'00'</p> <p><b>Copyright © Browne Johnson 2020 Land Surveyors</b></p> <p>All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of Browne Johnson Land Surveyors.</p> <p><b>THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY or DIGITALLY SIGNED.</b></p> <p>Our File: 20-20 Fb: raw</p>	

## Scale 1:250

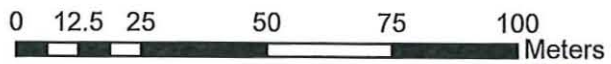
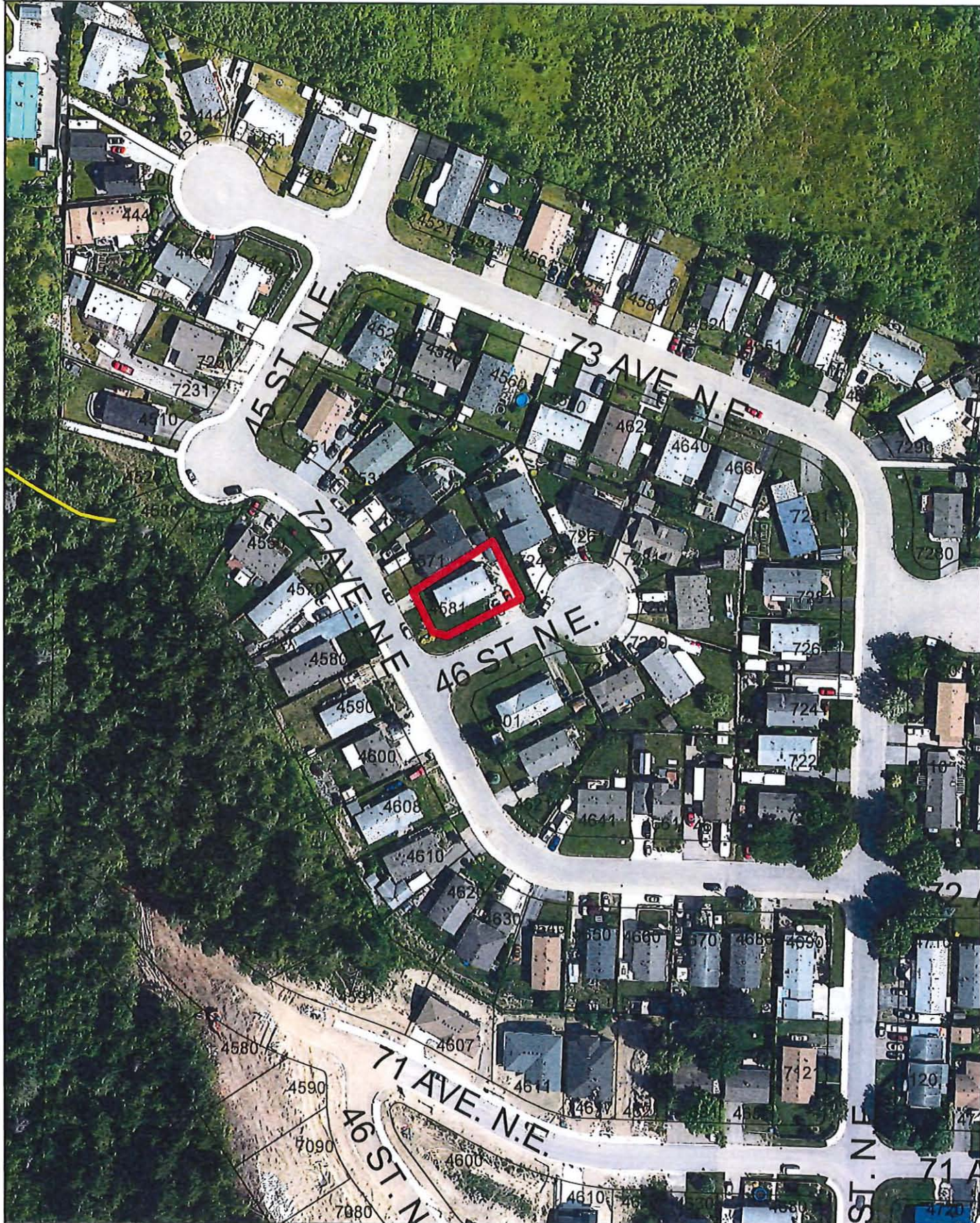


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JAN - 7 2008  
CITY OF SALMON ARM



01/04/2008 FRI 15:30 FAX





Subject Parcel



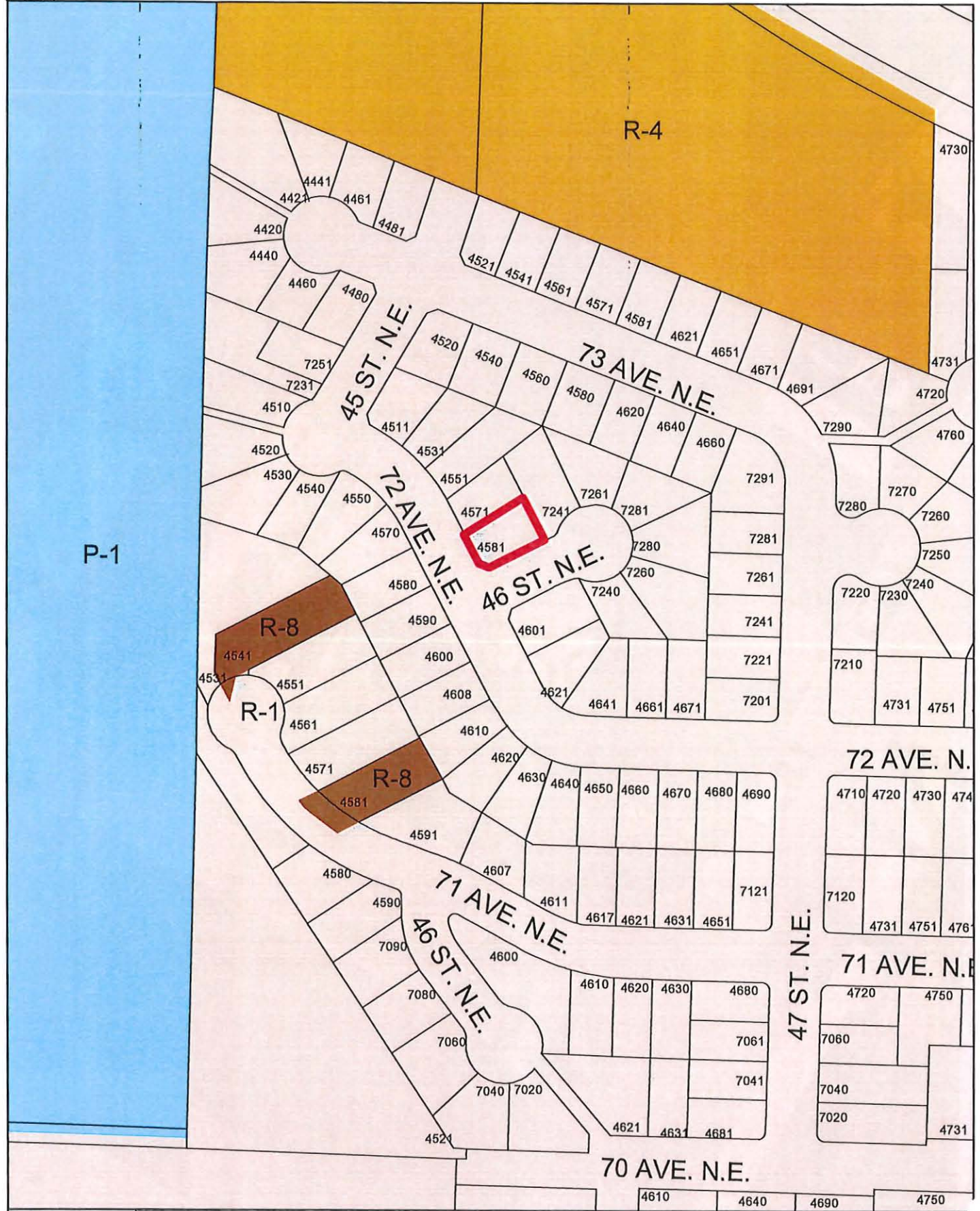


0 2.5 5 10 15 20 Meters



Subject Parcel





0 15 30 60 90 120 Meters

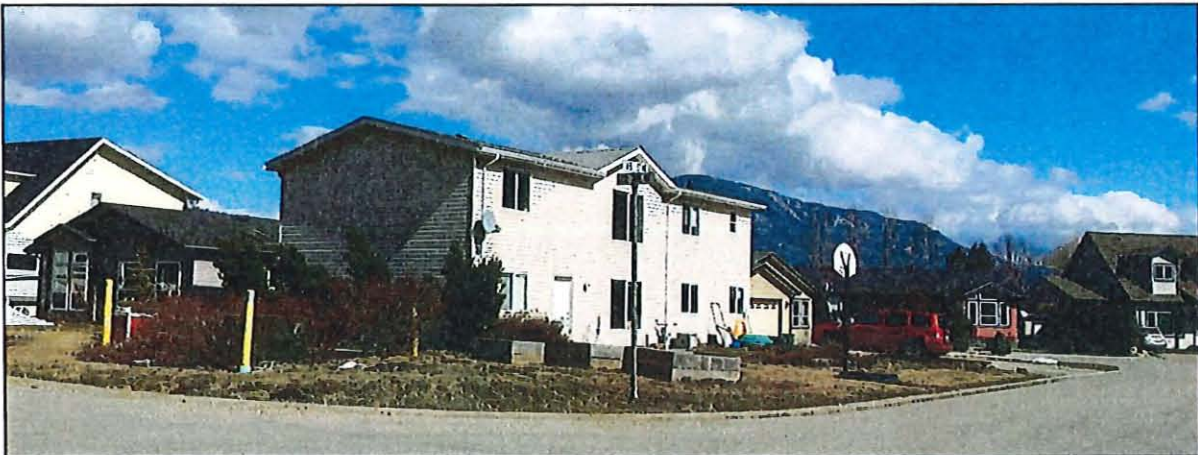


Subject Parcel





View east of subject parcel from 72 Avenue NE along north parcel line.



View northeast of subject parcel from corner of 72 Avenue NE and 46 Street NE.



View northwest of subject parcel from 46 Street NE showing east parcel line.

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Item 23.1

**CITY OF SALMON ARM**

Date: April 27, 2020

**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing by electronic means on **Monday, April 27, 2020 at 7:00 p.m.** Please see the information below on how to participate if you deem your interest to be affected by the proposed bylaw.

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

**Proposed Rezoning** of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2016 Except Plan KAP71234 from R-1 Single Family Residential Zone to R-5 High Density Residential Zone.

**Civic Address:** 710 - 10 Street SW

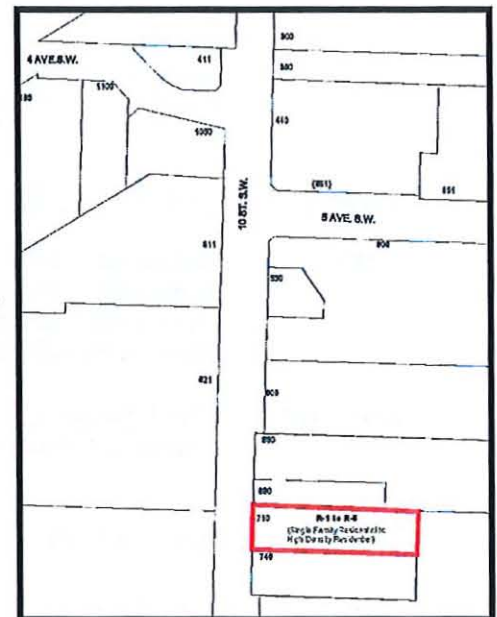
**Location:** South of intersection 10 Street SW and TCH on the East side of 10 Street SW

**Present Use:** Single Family Dwelling

**Proposed Use:** To facilitate future high density residential development

**Owner/Applicant:** S. Lewis

**Reference:** ZON-1169/Bylaw 4375



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

Those who deem their interest affected by the proposed bylaw are urged to contact the Development Services Department by telephone at 250-803-4010 to obtain the facts of the proposal prior to the Public Hearing. Pursuant to Ministerial Order No. M083 made under the *Emergency Program Act*, R.S.B.C. 1996, C.111, S. 10, Council will not be allowing members of the public to attend this meeting. If you wish to provide input with respect to this Bylaw you may do so by email at [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

Erin Jackson, Director of Corporate Services

**Vote Record**

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

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





---

To: His Worship Mayor Harrison and Members of Council

Date: March 20, 2020

Subject: Zoning Bylaw Amendment Application No. 1169

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2016 Except Plan KAP71234

Civic: 710 10 Street SW

Owner/ Applicant: S.F. Lewis

Agent: Browne Johnson Land Surveyors

---

#### **MOTION FOR CONSIDERATION**

**THAT:** Bylaw No. 4375 be considered by Council, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2016 Except Plan KAP71234, from R-1 (Single Family Residential) to R-5 (High Density Residential).

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

---

#### **STAFF RECOMMENDATION**

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

---

#### **BACKGROUND**

The subject parcel is located at 710 10<sup>th</sup> Street SW between 5<sup>th</sup> Avenue SW and 10<sup>th</sup> Avenue SW as shown on Appendix 1 and 2. The parcel area is 1910 m<sup>2</sup>, is designated High Density Residential in the Official Community Plan (OCP) and is currently zoned R-1 Single Family Dwelling as shown on Appendix 3 and 4. The proposal is to rezone the subject parcel to R-5 High Density Residential Zone to facilitate future high density residential development; the R-5 Zoning regulations are attached as Appendix 5.

There is a subdivision application under review for this same parcel (File SUB 20.03) to subdivide a 450 m<sup>2</sup> parcel, including the existing single family dwelling, leaving a vacant 1460 m<sup>2</sup> parcel. The proposed sketch plan is attached as Appendix 6. The proposal meets the required minimum parcel size requirements of the R-5 zone; however, the new R-5 zoned lot would require a parcel width variance prior to subdivision. A single family dwelling is not permitted in the R-5 zone; however, in a rezoning and subdivision scenario the use may continue as a non-conforming use as per Section 528 of the Local Government Act.

The R-5 Zone allows for 100 residential units per hectare and there is potential for 14 dwelling units on this parcel; although, there is an opportunity for density bonusing if rental or accessible units are provided. The minimum parcel width in the R-5 zone is 30 m and the width of the R-5 zoned lot measured beyond the 8 m wide panhandle would be 22.9 m. Any new construction would require a development permit, building permit and be subject to meeting Zoning Bylaw and BC Building Code requirements.

The surrounding properties are designated High Density Residential, City Centre Commercial and Park by the OCP. Land uses directly adjacent to the subject property include the following:

North: Single-Family Residential (R-1) and Medium Density Residential (R-4)

South: Single-Family Residential (R-1)

East: Medium Density Residential (R-4) and Park and Recreational (P-1)

West: 10 Street SW/Shopping Centre Commercial (C-7) and vacant land under application to Service Commercial (C-3)

### OCP POLICY

The subject parcel is designated High Density Residential in the OCP, and is within Residential Development Area A. The proposed R-5 zone is consistent with the High Density land use designation. Residential Development Area A means that the land and surrounding infrastructure are the highest priority for City investment in capital works projects. The property is within the Urban Containment Boundary (UCB) and OCP Policy 4.4.1 supports new growth within the UCB.

The proposed density is consistent with OCP Policy 4.4.7, which supports a wide range of housing types in Salmon Arm in order to meet the needs of the diverse lifestyles and aging population including affordable housing, sensitively integrated infill and intensification of existing development areas, and provision of low density single family developments.

The proposed zoning aligns with the Urban Residential Policies listed in Section 8.3, supporting compact communities and opportunities to incorporate transportation plans, parks and greenways. The density is consistent with High Density Residential Policy 8.3.9 with a maximum density of 100 units per hectare. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, and community services.

If rezoned to R-5, a form and character development permit application would be required, prior to building permit, to address building, site and landscaping designs. A development permit application would be reviewed by City staff, the Design Review Panel, and then by Council for consideration of approval.

### COMMENTS

#### Engineering Department

Subdivision and development is subject to the requirements of the City's Subdivision and Development Servicing Bylaw No 4163. Engineering Comments are attached as Appendix 7.

#### Building Department

No concerns with the rezoning application.

#### Fire Department

No comments received at the time of writing this report.

#### Planning Department

The development as proposed is consistent with the High Density Residential OCP designation. The proposed R-5 zoning is aligned with neighbouring land uses, including existing R-5 properties.

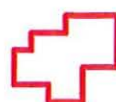
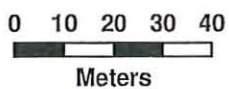
### CONCLUSION

The proposed R-5 zoning is consistent with the OCP and is therefore supported by staff. It is reasonable to rezone the subject parcel prior to subdivision. The high density residential development as proposed is compatible with the surrounding land uses including commercial and medium density residential. This proposal would provide a high density residential housing option within walking distance of Piccadilly Mall and Blackburn Park.

  
Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner

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



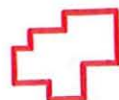


**Subject Parcel**



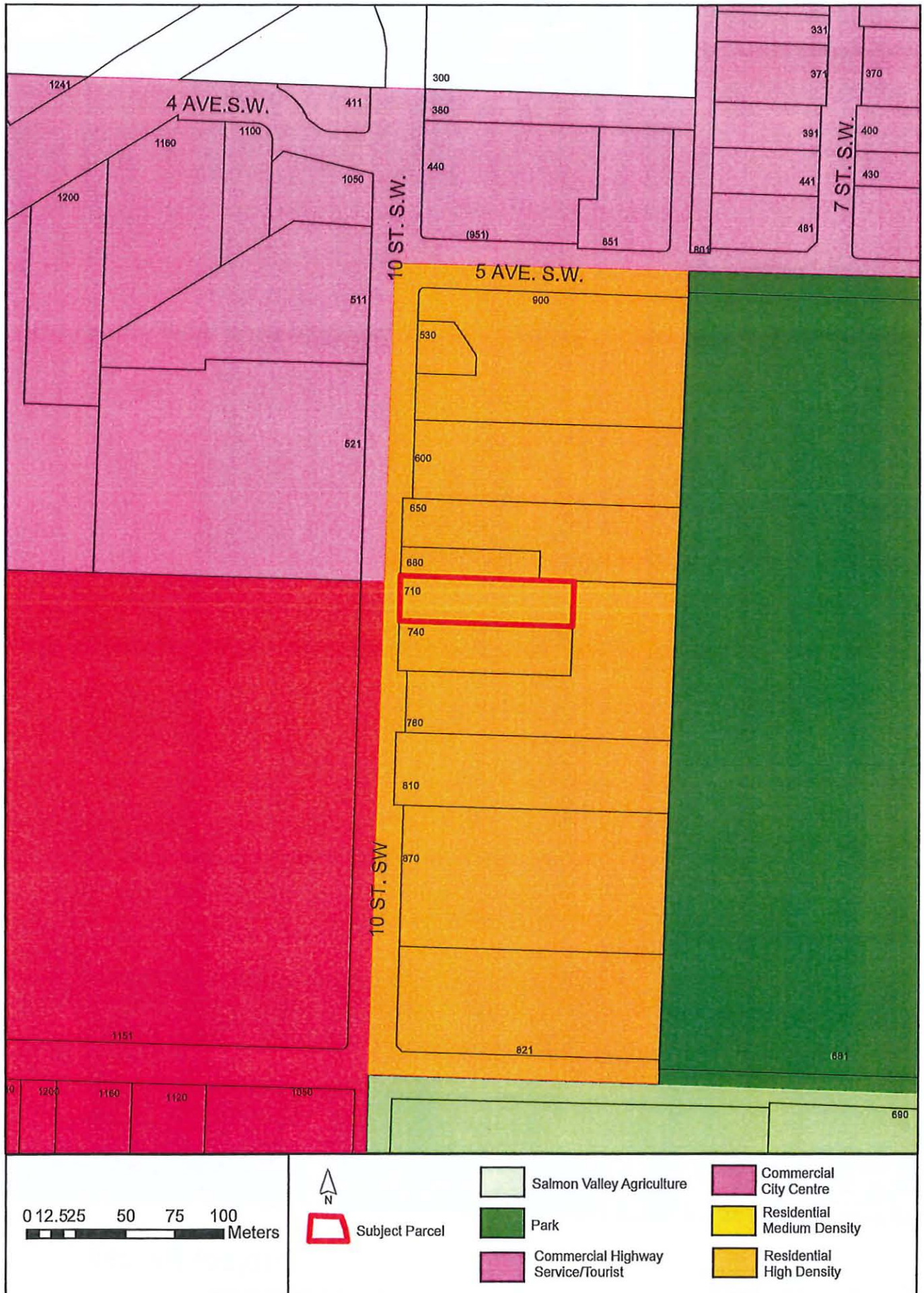


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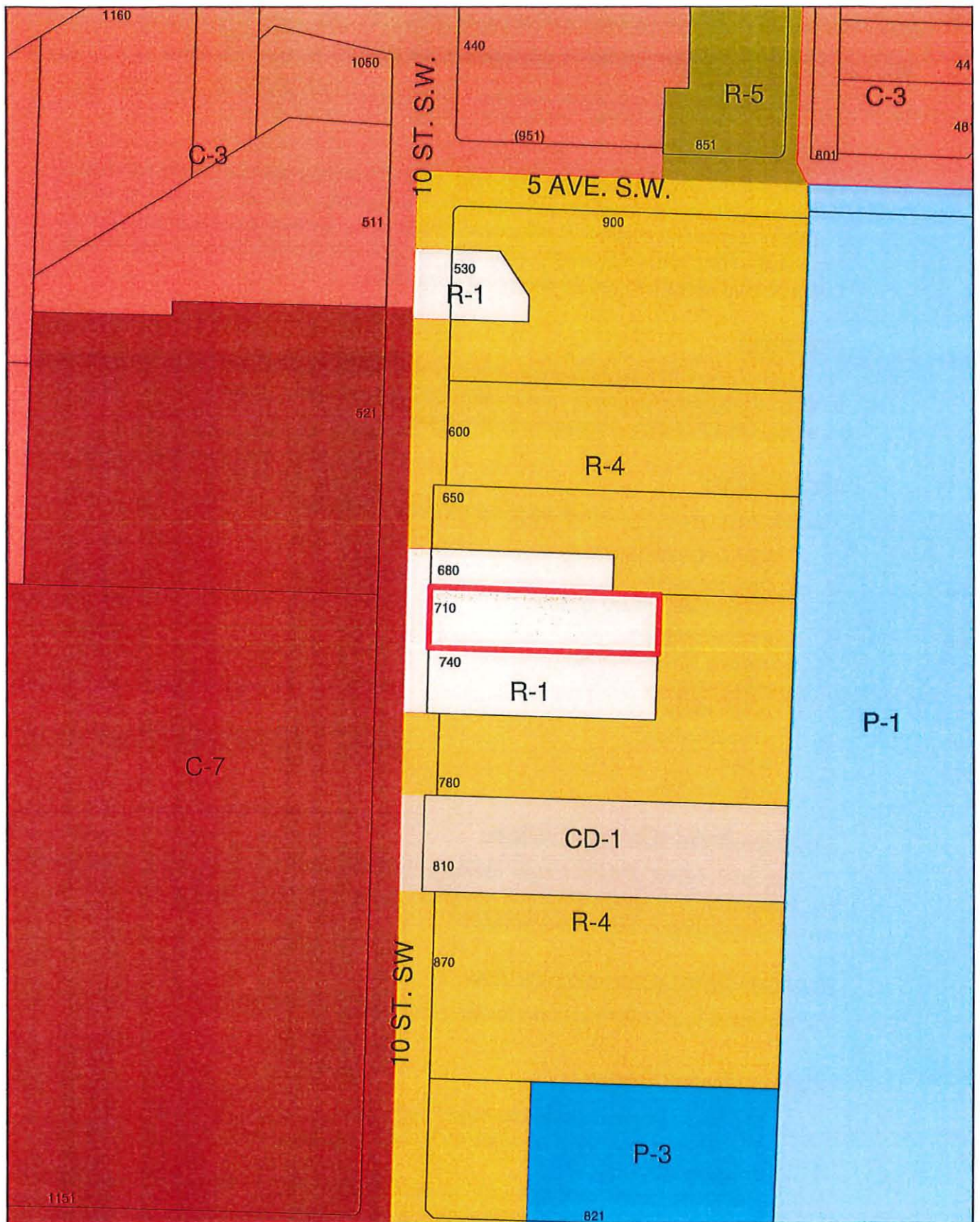


**Subject Parcel**





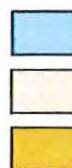




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Subject Parcel



P-1 Park & Recreation  
R-1 Single Family Residential  
R-4 Medium Density Residential



P-3 Institutional  
C-3 Service Commercial  
C-7 Shopping Centre Commercial

---

**SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE**


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**Purpose**

- #2789 10.1 The purpose of the R-5 Zone is to provide for high *density, multiple family* residential *development* in selected locations throughout the *Municipality*. New *developments* zoned R-5 shall be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*, and shall comply with the provisions of the *Fire Services Act, British Columbia Building Code*, and other applicable legislation.

**Regulations**

- 10.2 On a *parcel* zoned R-5, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-5 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 10.3 The following uses and no others are permitted in the R-5 Zone:

- |       |     |                                      |
|-------|-----|--------------------------------------|
|       | .1  | <i>boarders</i> , limited to two;    |
| #2789 | .2  | <i>boarding home</i> ;               |
|       | .3  | <i>commercial daycare facility</i> ; |
| #2782 | .4  | <i>home occupation</i> ;             |
|       | .5  | <i>multiple family dwellings</i> ;   |
|       | .6  | <i>public use</i> ;                  |
|       | .7  | <i>public utility</i> ;              |
| #2789 | .8  | <i>rooming house</i> ;               |
| #3286 | .9  | <i>triplex</i> ;                     |
|       | .10 | <i>accessory use</i> .               |

**Maximum Height of Principal Building**

- 10.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet). This may be increased to 15.0 metres (49.2 ft.), via the Development Permit process, if any of the special amenity(ies) in Table 3 are provided.

**Maximum Height of Accessory Building**

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

**Maximum Parcel Coverage**

- |       |      |    |  |
|-------|------|----|--|
| #2811 | 10.6 | .1 | The total maximum <i>parcel coverage</i> for <i>principal</i> and <i>accessory buildings</i> shall be 55% of the <i>parcel area</i> , of which 10% shall be the maximum parcel coverage for <i>accessory buildings</i> . |
|       |      | .2 | The above <i>parcel coverage</i> may be increased to 70% of the <i>parcel area</i> if all requisite parking, except for visitors, is provided underground.   |



---

## SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED

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### Minimum Parcel Area

- 10.7 The minimum *parcel area* shall be 775.0 square metres (8,342.3 square feet).

### Minimum Parcel Width

- 10.8 The minimum *parcel width* shall be 30.0 metres (98.5 feet).

### Minimum Setback of Principal Buildings

- 10.9 The minimum *setback* of *buildings* from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be                                     | 5.0 metres (16.4 feet) |
| .2 | <i>Rear parcel line</i> shall be                                      | 5.0 metres (16.4 feet) |
| .3 | <i>Interior side parcel line</i> shall be                             | 2.4 metres (7.8 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be                             | 5.0 metres (16.4 feet) |
| .5 | Refer to Section 4.9 for "Special Building Setbacks" which may apply. |                        |

#2811

### Minimum Setback of Accessory Buildings

- 10.10 The minimum *setback* of accessory *buildings* from the:

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

#2811

### Maximum Density

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

- 10.11 .1 The maximum *density* shall be a total of 100 *dwelling units* or *sleeping units* per hectare (40.5 *dwelling units* or *sleeping units* per acre).
- .2 Notwithstanding Section 10.11.1, the maximum *density* in the R-5 Zone may be increased to a maximum of 130 *dwelling units* per hectare (52.6 units per acre) in accordance with Table 3. In Table 3, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for each amenity.

#2789



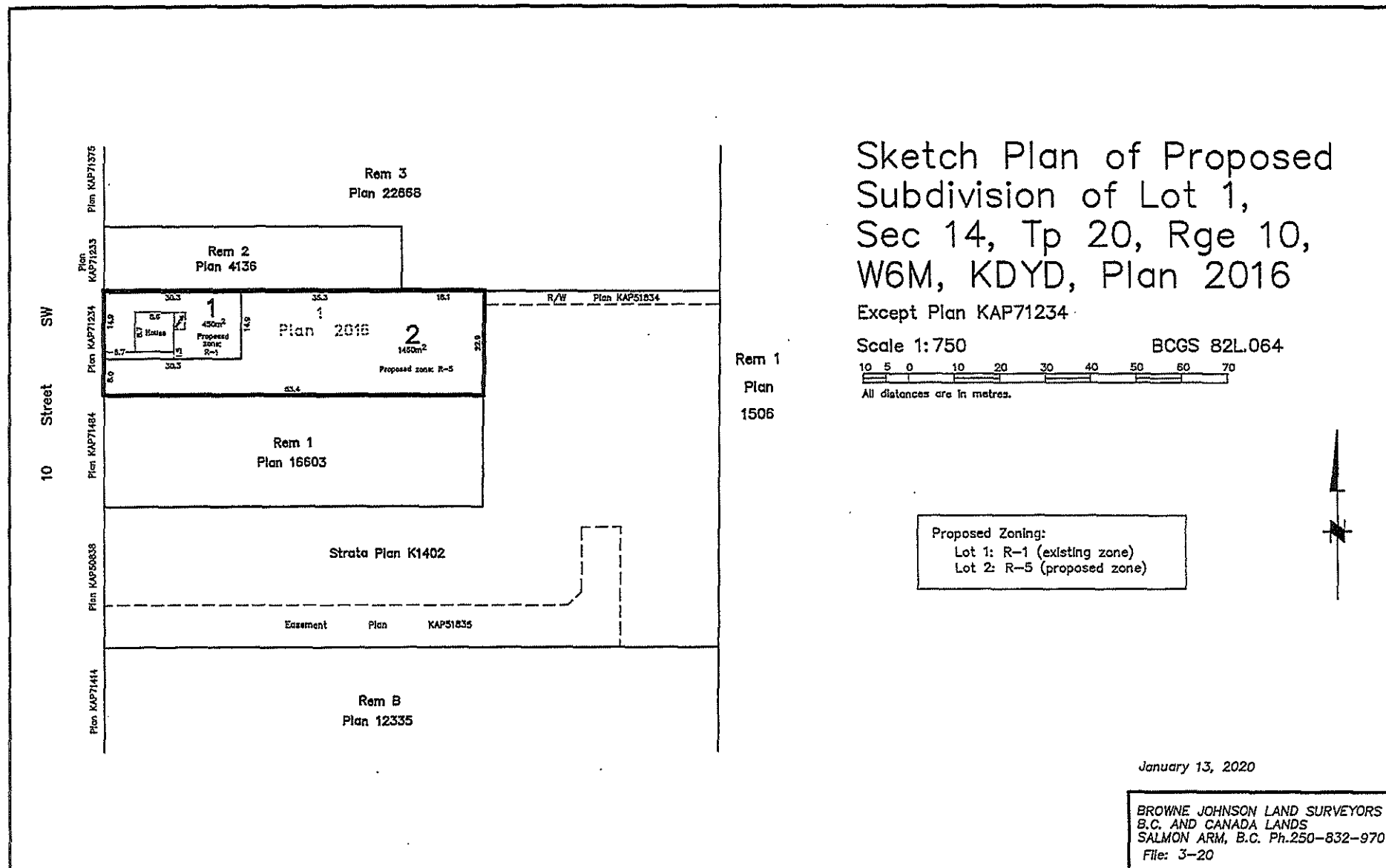
## SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED

TABLE 3

COLUMN I SPECIAL AMENITY TO BE PROVIDED	COLUMN II ADDED DENSITY
1. Provision of each <i>dwelling unit</i> which caters to the disabled (e.g. wheelchair access)	▪ 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i>  7 - 10 children 11 - 15 children 16 or more children	▪ 4 units per hectare (1.6 units per acre) ▪ 6 units per hectare (2.4 units per acre) ▪ 8 units per hectare (3.2 units per acre)
3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking	▪ 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	▪ 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling unit</i> in accordance with special agreement under Section 904  (#3218)	▪ 5 units per hectare (2.0 units per acre)

Parking

10.12 Parking shall be required as per Appendix I.





*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: 25 February 2020  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: Lewis, Steven, PO Box 72, Salmon Arm, BC V1E 4N2  
 APPLICANT: Browne Johnson Surveyors, PO Box 362, Salmon Arm, BC V1E 4N5  
 SUBJECT: SUBDIVISION APPLICATION NO. SUB 20-03  
 ZONING AMENDMENT APPLICATION FILE NO. ZON-1169  
 LEGAL: Lot 1, Section 14, Township 10, Range 10, W6M KDYD, Plan 2016 Except  
 Plan KAP71234  
 CIVIC: 710 – 10 Street SW

---

Further to your referral dated January 28 2020, we provide the following servicing information.

**Engineering Department does not have any concerns related to the re-zoning and recommends that the Zoning be granted.**

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe



**SUBDIVISION APPLICATION FILE: 20-03**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**  
25 February 2020  
Page 2

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grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

9. For the off-site improvements at the time of subdivision / building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision / building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 10 Street SW, on the subject properties western boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 2.38m of additional road dedication is required (to be confirmed by a BCLS).
2. 10 Street SW is constructed to a modified Collector Road standard from 5 Avenue SW to 10 Avenue SW. However, the frontage of the subject property is one of two properties that do not comply with this standard. Upgrading to the 10 St SW modified Collector Road standard is required, in accordance with the adjacent properties. Upgrading will include, but is not limited to, 2m wide boulevard with offset sidewalk and fire hydrant. Street lighting will not be required, due to limited boulevard space and three phase power lines. Owner / Developer is responsible for all associated costs.
3. As 10 Street SW is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only 1 driveway access will be permitted onto 10 Street SW and a reciprocal access agreement will be required to service the remainder lot from the proposed pan handle access. All unused driveways shall be removed and the curb and gutter reinstated. Owner / Developer responsible for all associated costs.

**Water:**

1. The subject property fronts a 250mm diameter Zone 1 watermain on 10 Street SW. No upgrades will be required at this time.
2. The existing lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of subdivision, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 12.5mm service from the 250mm diameter watermain on 10 Street SW. Due to the size and age of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**SUBDIVISION APPLICATION FILE: 20-03**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**  
25 February 2020  
Page 3

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4. The proposed lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Fire hydrant installation will be required. One additional fire hydrant is required to meet the medium density spacing requirements of 90 meters.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 10 Street SW. No upgrades will be required at this time.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 10 Street SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 450mm diameter storm sewer on 10 Street SW. No upgrades will be required at this time.
2. Records indicate that the existing property is not serviced by storm service. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.

**SUBDIVISION APPLICATION FILE: 20-03**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**

25 February 2020

Page 4

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5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



**Chris Moore**  
Engineering Assistant



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



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Item 23.2

## CITY OF SALMON ARM

Date: April 27, 2020

**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing by electronic means on Monday, April 27, 2020 at 7:00 p.m. Please see the information below on how to participate if you deem your interest to be affected by the proposed bylaw.

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

**Proposed Rezoning** of Lot 20, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone.

**Civic Address:** 2760 – 30 Street NE

**Location:** Southeast corner of 30 Street NE and 28 Avenue NE

**Present Use:** Single Family Dwelling

**Proposed Use:** Residential Suite Zone

**Owner/Applicant:** C. Shantz

**Reference:** ZON-1173/Bylaw 4389



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

Those who deem their interest affected by the proposed bylaw are urged to contact the Development Services Department by telephone at 250-803-4010 to obtain the facts of the proposal prior to the Public Hearing. Pursuant to Ministerial Order No. M083 made under the *Emergency Program Act*, R.S.B.C. 1996, C.111, S. 10, Council will not be allowing members of the public to attend this meeting. If you wish to provide input with respect to this Bylaw you may do so by email at [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

Erin Jackson, Director of Corporate Services

**Vote Record**

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

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




---

To: His Worship Mayor Harrison and Members of Council

Date: March 27, 2020

Subject: Zoning Bylaw Amendment Application No. 1173

Legal: Lot 20, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220

Civic: 2760 30 Street NE

Applicant: Craig Shantz

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#### **MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. by rezoning Lot 20, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).

---

#### **STAFF RECOMMENDATION**

**THAT:** The Motion for Consideration be adopted.

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#### **BACKGROUND**

The subject parcel is located at 2760 30 Street NE at the corner of 28 Avenue NE in the South Broadview Neighbourhood as shown on Appendix 1 and 2. The proposal is to rezone the subject parcel to R-8 Residential Suite Zone to facilitate a single-family dwelling and secondary suite on each of three parcels.

The existing parcel is approximately 1385.96 m<sup>2</sup> is designated Low Density Residential in the Official Community Plan (OCP) as shown on Appendix 3, and is currently zoned R-1 Single Family Residential as shown on Appendix 4.

A subdivision application has been received, to create 3 parcels between 451-474 m<sup>2</sup>. The proposed parcels meet the required minimum parcel size requirements of the R-8 zone. R-8 Zoning regulations are attached as Appendix 5. A conceptual drawing showing the 3 parcel subdivision, which is subject to change, has been provided as Appendix 6. Site photos are attached as Appendix 7.

A single family dwelling exists on the current parcel. The surrounding properties are designated Low Density Residential by the OCP and the area is comprised of R-1 zoned parcels containing single family dwellings and four R-8 zoned parcels in the vicinity. The R-8 Zone would allow for one single family dwelling and an accessory secondary suite on each new parcel. Any new construction would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

#### **OCP POLICY**

The subject parcel is designated Low Density Residential in the OCP, and is within Residential Development Area A. The proposed R-8 zone is consistent with the Low Density land use designation. Residential Development Area A means that the land and surrounding infrastructure are the highest priority for City investment in capital works projects. The property is within the Urban Containment Boundary (UCB) and OCP Policy 4.4.1 supports new growth within the UCB.



The proposed density is consistent with OCP Policy 4.4.7, which supports a wide range of housing types in Salmon Arm in order to meet the needs of the diverse lifestyles and aging population including affordable housing, sensitively integrated infill and intensification of existing development areas, and provision of low density single family developments.

The proposed zoning aligns with the Urban Residential Policies listed in Section 8.3 supporting compact communities. The density is consistent with Low Density Residential Policy 8.3.13 with a maximum density of 22 units per hectare. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, and community services.

#### Secondary Suites

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

#### COMMENTS

##### Engineering Department

Engineering has no objections to the re-zoning. Detailed servicing comments were provided as part of the subdivision application.

##### Building Department

No building department concerns. Will be required to meet BC Building Code.

##### Fire Department

No Fire Department concerns.

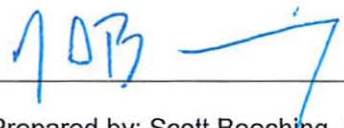
##### Planning Department

The development as proposed is consistent with the Low Density Residential OCP designation. The proposed R-8 zoning is aligned with neighbouring R-1 and R-8 land uses.

The R-8 zone regulations of the Zoning Bylaw are attached as Appendix 5. The minimum parcel area permitted under R-8 zoning is 450 square metres, or 700 square metres for a parcel containing a detached suite. The proposed parcels can meet the requirements for a secondary suite including an off-street parking space.

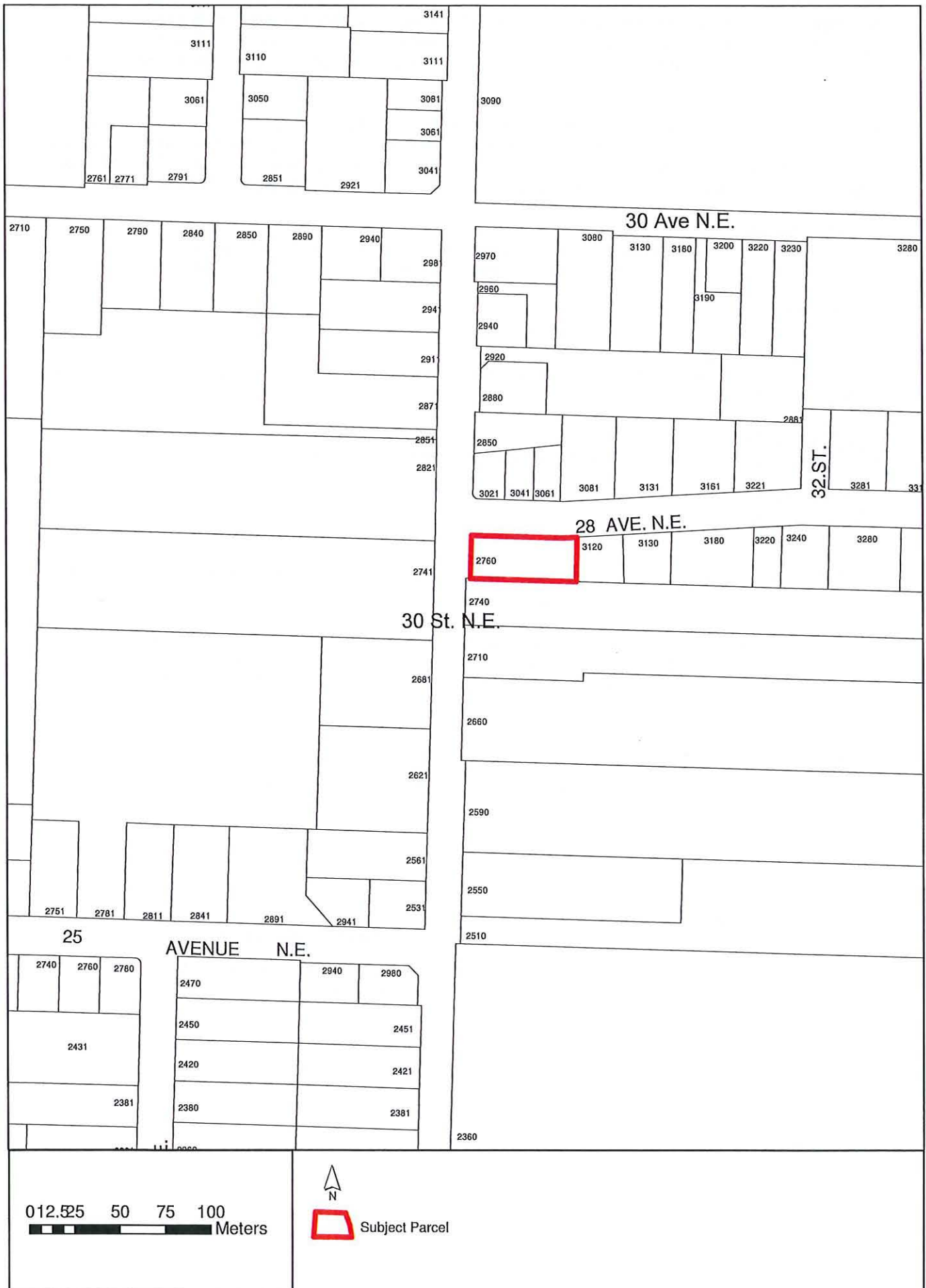
#### CONCLUSION

The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff.

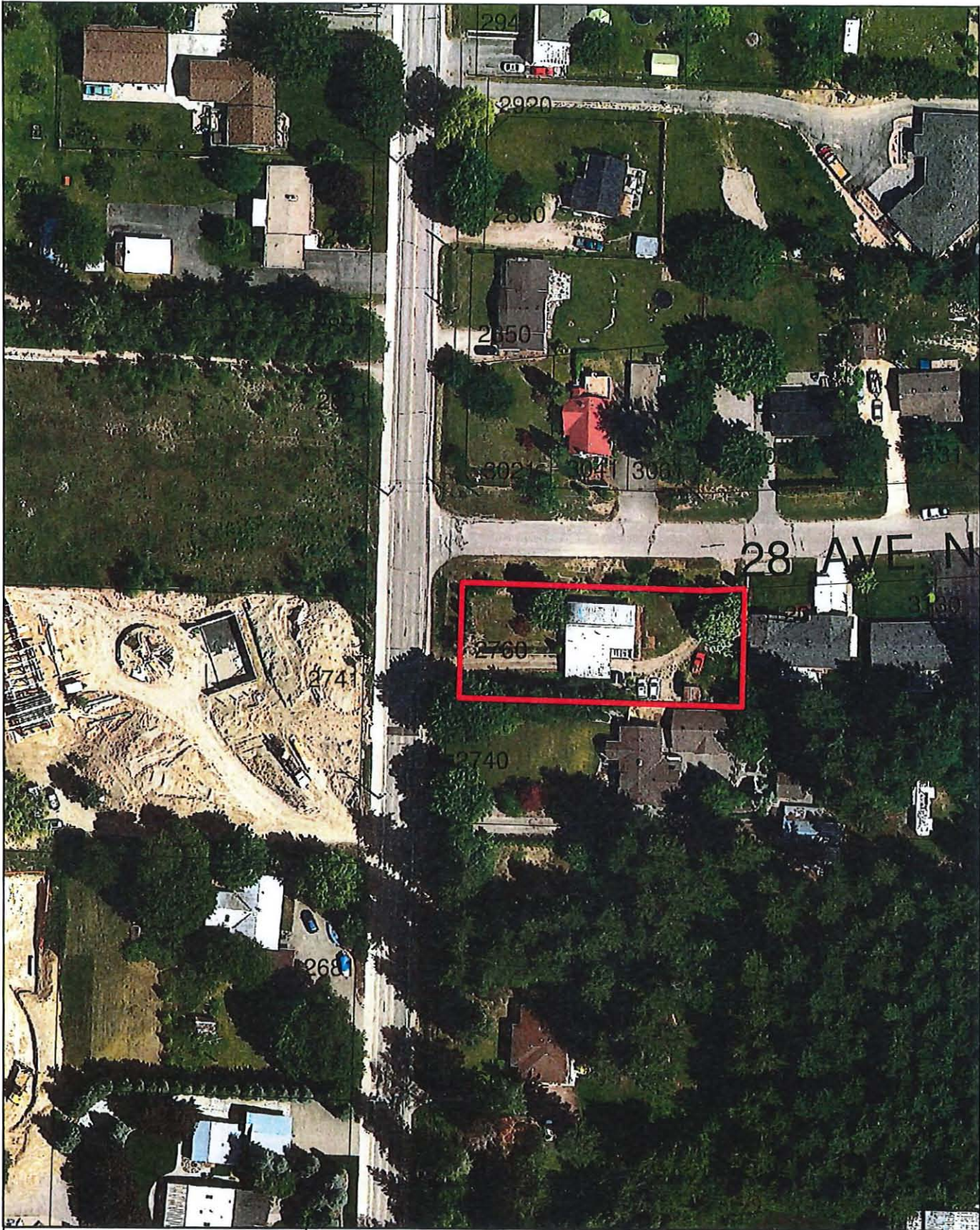
  
Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner

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





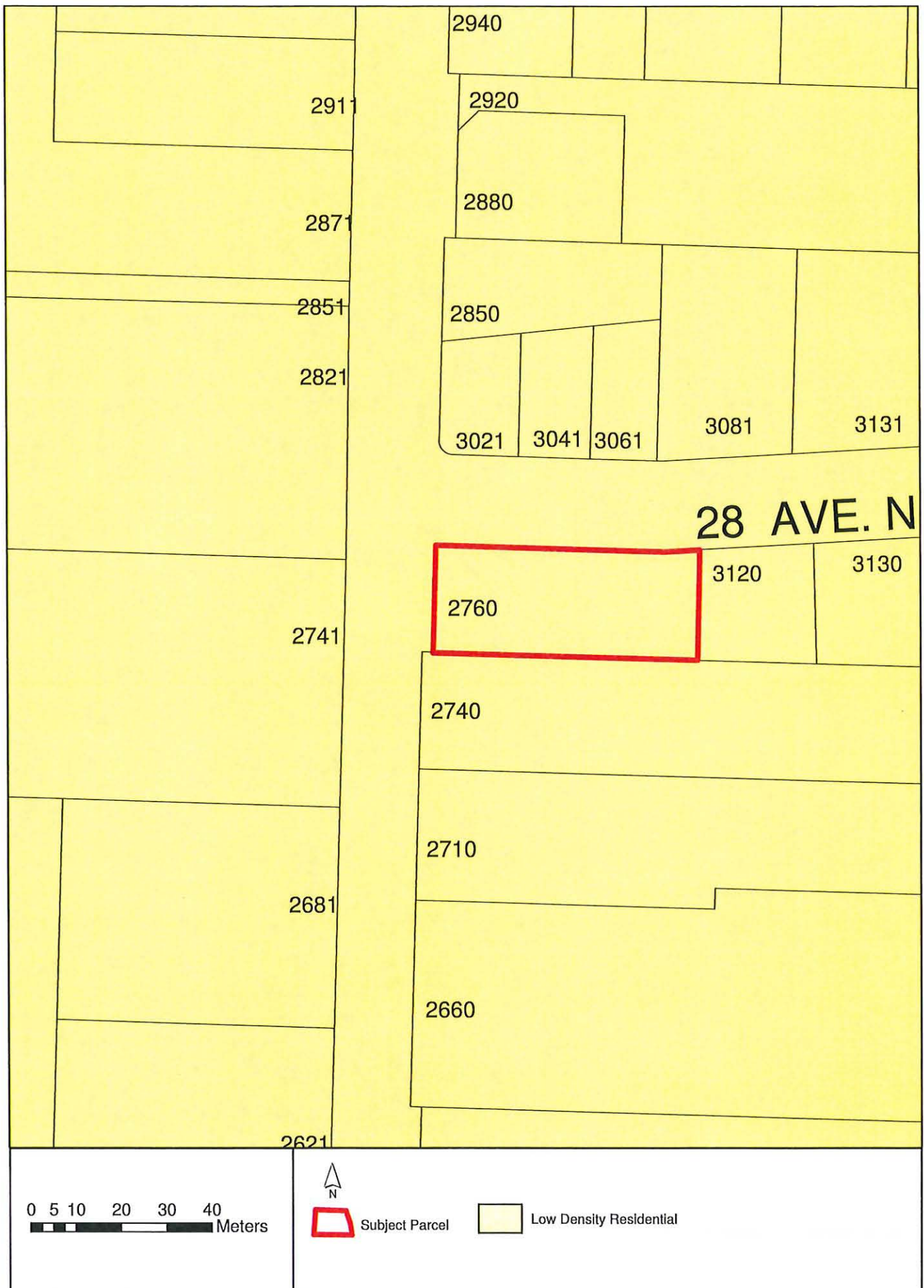


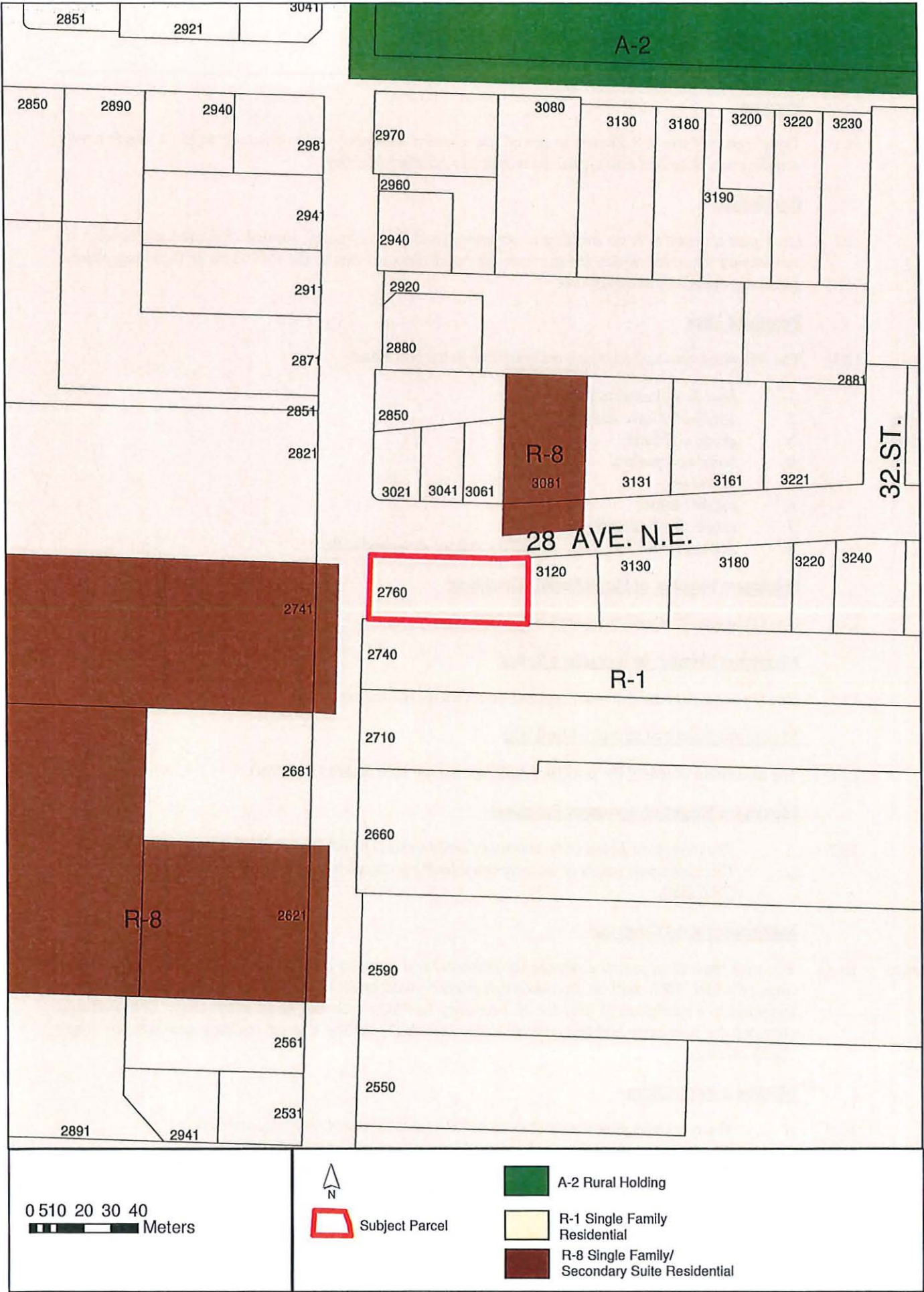


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#3996

**SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE****Purpose**

- 13.1 The purpose of the R-8 *Zone* is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

**Regulations**

- 13.2 On a *parcel zoned* R-8, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-8 *Zone* or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 13.3 The following uses and no others are permitted in the R-8 *Zone*:

- |       |    |  |
|-------|----|--|
|       | .1 | <i>boarders</i> , limited to two;  |
| #3082 | .2 | <i>family childcare facility</i> ;   |
| #3082 | .3 | <i>group childcare</i> ;   |
|       | .4 | <i>home occupation</i> ;   |
|       | .5 | <i>public use</i> ;  |
|       | .6 | <i>public utility</i> ;  |
|       | .7 | <i>single family dwelling</i> ;  |
|       | .8 | <i>accessory use</i> , including <i>secondary suite</i> or <i>detached suite</i> . |

**Maximum Number of Single Family Dwellings**

- 13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

**Maximum Number of Secondary Suites**

- 13.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

**Maximum Height of Principal Building**

- 13.6 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

- 13.7 .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).  
 .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

**Maximum Parcel Coverage**

- #4272 13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, which may be increased to a maximum of 15% for all *accessory buildings* including those containing a *detached suite* provided the *accessory building* containing the *detached suite* has a lesser *building area* than the *single family dwelling*.

**Minimum Parcel Area**

- 13.9 .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).  
 .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:  
     .1 With lane or second *street* frontage 465.0 square metres (5,005.2 square feet)  
     .2 Without lane or second *street* frontage 700.0 square metres (7534.7 square feet)

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**SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED**


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**Minimum Parcel Width**

- 13.10 .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).  
 .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:  
     .1 With lane or second *street* frontage 15.0 metres (49.2 feet)  
     .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)

**Maximum Floor Area and Floor Area Ratio**

- 13.11 .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).  
 .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

**Minimum Setback of Principal Building**

- 13.12 The minimum *setback* of the *principal building* from the:  
     .1 *Front parcel line* shall be 6.0 metres (19.7 feet)  
     .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)  
     .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)  
     .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)  
 #3426 .5 Notwithstanding Sections 13.12.2 and 13.12.3., a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and interior *side yards* shall be not less than 6.0 metres (19.7 feet).  
 #2811 .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

**Minimum Setback of Accessory Buildings**

- 13.13 The minimum *setback* of accessory *buildings* from the:  
     .1 *Front parcel line* shall be 6.0 metres (19.7 feet)  
     .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)  
     .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)  
     .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)  
 #2811 .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

**Minimum Setback of a Detached Suite**

- 13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:  
     .1 *Front parcel line* shall be 6.0 metres (19.7 feet)  
     .2 *Rear parcel line* shall be 3.0 metres (9.8 feet)  
     .3 *Interior side parcel line* shall be 2.0 metres (6.5 feet)  
     .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)  
     .5 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

**Parking**

- 13.15 .1 Parking shall be required as per Appendix I.  
 .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

**Detached Suite**

- 13.16 Refer to Section 4.2 for General Regulations.

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## SECTION 6 - R-1 - SINGLE-FAMILY RESIDENTIAL ZONE

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### Purpose

- 6.1 The purpose of the R-1 Zone is to provide for *single-family* residential areas developed to an urban *density*.

### Regulations

- 6.2 On a *parcel zoned* R-1, no *building* or *structure* shall be constructed located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-1 Zone or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 6.3 The following uses and no others are permitted in the R-1 Zone:

- .1 *bed and breakfast*, limited to two let rooms;
- .2 *boarders*, limited to two;
- .3 *family childcare facility*;
- .4 *group childcare*;
- .5 *home occupation*;
- .6 *public use*;
- .7 *public utility*;
- .8 *shelter*;
- .9 *single family dwelling*;
- .10 *accessory use*.

### Maximum Number of Single-Family Dwellings

- 6.4 The maximum number of *single family dwellings* shall be one (1) per *parcel*.

### Maximum Height of Principal Building

- 6.5 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

### Maximum Height of Accessory Building

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

### Maximum Parcel Coverage

- 6.7 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum parcel coverage for *accessory buildings*.

---

## SECTION 6 - R-1 - SINGLE-FAMILY RESIDENTIAL ZONE - CONTINUED

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### Minimum Parcel Area

- 6.8 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).

### Minimum Parcel Width

- 6.9 The minimum *parcel width* shall be 14.0 meters (45.9 feet).

### Minimum Setback of Principal Building

- 6.10 The minimum *setback* of the *principal building* from the:
- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
  - .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
  - .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)
  - .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
  - .5 Notwithstanding Sections 6.10.2 and 6.10.3, a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet).
  - .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

### Minimum Setback of Accessory Buildings

- 6.11 The minimum *setback* of an accessory *building* from the:
- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
  - .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
  - .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)
  - .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
  - .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

### Maximum Floor Area Ratio

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

### Parking

- 6.13 Parking shall be required as per Appendix I.





Looking south and west from 28<sup>th</sup> Avenue NE.



Looking south and east from 30<sup>th</sup> Street NE.

Item 23.3

## CITY OF SALMON ARM

Date: April 27, 2020

CITY OF SALMON ARM  
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing by electronic means on **Monday, April 27, 2020 at 7:00 p.m.** Please see the information below on how to participate if you deem your interest to be affected by the proposed bylaw.

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

**Proposed Rezoning** of Lots 21 & 22, Block 6, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone.

**Civic Address:** 271 – 3 Street SE

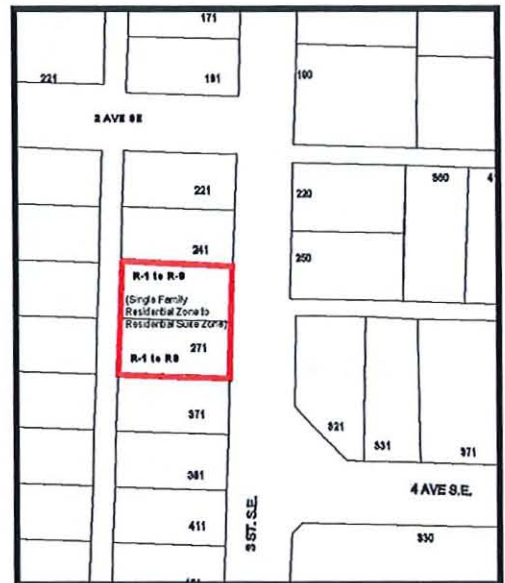
**Location:** On West side of 3 Street SE, North of 4 Avenue SE and 3 Street SE intersection

**Present Use:** Vacant Land

**Proposed Use:** Single Family Dwellings with Suites

**Owner/Applicant:** 0987415 BC Ltd./ Wild Blue Developments Ltd.

**Reference:** ZON-1172/Bylaw 4381



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

Those who deem their interest affected by the proposed bylaw are urged to contact the Development Services Department by telephone at 250-803-4010 to obtain the facts of the proposal prior to the Public Hearing. Pursuant to Ministerial Order No. M083 made under the *Emergency Program Act*, R.S.B.C. 1996, C.111, S. 10, Council will not be allowing members of the public to attend this meeting. If you wish to provide input with respect to this Bylaw you may do so by email at [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

Erin Jackson, Director of Corporate Services

**Vote Record**

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

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





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To: His Worship Mayor Harrison and Members of Council

Date: March 24, 2020

Subject: Zoning Bylaw Amendment Application No. 1172

Legal: Lots 21 and 22, Block 6, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392

Civic: 271 3rd Street SE

Applicant: Wild Blue Development Ltd.

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#### **MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lots 21 and 22, Block 6, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).

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

---

#### **STAFF RECOMMENDATION**

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

---

#### **BACKGROUND**

The subject parcels are located at 271 3<sup>rd</sup> Street SE within the downtown neighbourhood as shown on Appendix 1 and 2. The proposal is to rezone the subject parcels to R-8 Residential Suite Zone to facilitate a single-family dwelling and secondary suite on each.

The parcels are each 465 m<sup>2</sup>, 15 m wide and 30 m deep, are designated High Density Residential in the Official Community Plan (OCP) as shown on Appendix 3, and are currently zoned R-1 Single Family Residential as shown on Appendix 4. The proposal meets the required minimum parcel size and width requirements of the R-8 zone for a secondary suite or detached suites with lane access. R-8 Zoning regulations are attached as Appendix 5. Site photos are attached as Appendix 6.

The surrounding properties are designated High Density Residential by the OCP and the area is a mix of R-1 and R-5 zoned parcels. The properties are currently vacant, a single family dwelling was demolished in 2018. The R-8 Zone would allow for one single family dwelling and an accessory secondary suite on each of the subject parcels. Any new construction would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

#### **OCP POLICY**

The subject parcel is designated High Density Residential in the OCP, and is within Residential Development Area A. The proposed R-8 zone is consistent with the High Density land use designation. Residential Development Area A means that the land and surrounding infrastructure are the highest priority for City investment in capital works projects. The property is within the Urban Containment Boundary (UCB) and OCP Policy 4.4.1 supports new growth within the UCB.

The proposed density is consistent with OCP Policy 4.4.7, which supports a wide range of housing types in Salmon Arm in order to meet the needs of the diverse lifestyles and aging population including affordable housing, sensitively integrated infill and intensification of existing development areas, and provision of low density single family developments.

The proposed zoning aligns with the Urban Residential Policies listed in Section 8.3 supporting compact communities. The density is consistent with Low Density Residential Policy 8.3.13 with a maximum density of 22 units per hectare. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, and community services

#### Secondary Suites

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

#### COMMENTS

##### Engineering Department

No engineering comments have been received.

##### Building Department

No building department concerns. Will be required to meet BC Building Code.

##### Fire Department

No Fire Department concerns.

##### Planning Department


The development as proposed is consistent with the High Density Residential OCP designation although higher density development may be more consistent with current planning principles. The proposed R-8 zoning is aligned with neighbouring R-1 and R-5 land uses.

The minimum parcel area permitted under R-8 zoning is 450 m<sup>2</sup>, or 465 m<sup>2</sup> for a parcel containing a detached suite with land and street frontage. At 465 m<sup>2</sup> the subject properties can meet the requirements for a secondary suite or detached suite including an off-street parking space.

Detached suite construction would require the payment of Development Cost Charges, currently \$6,064 per unit.

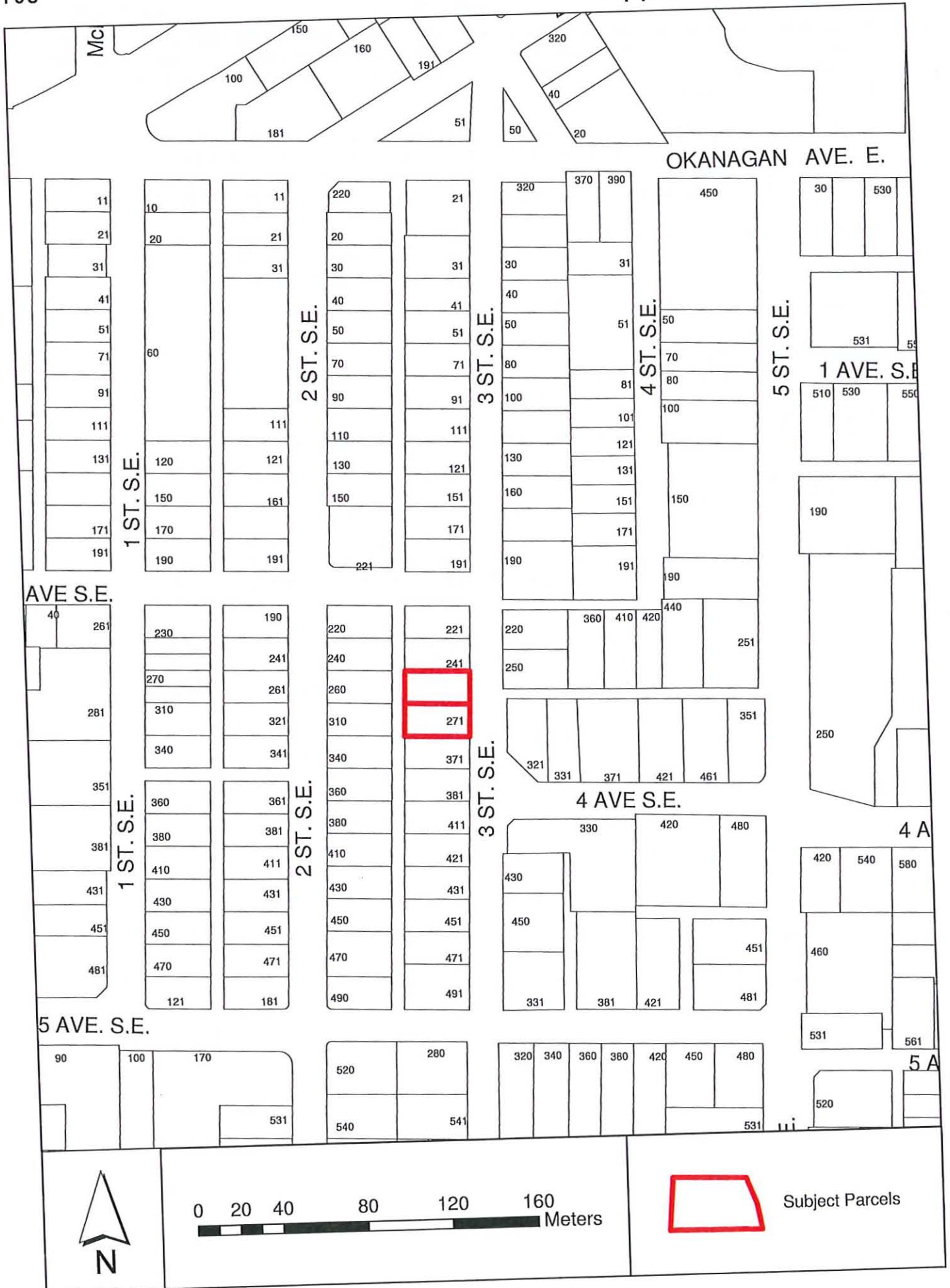
#### CONCLUSION

The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff.

  
Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner

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

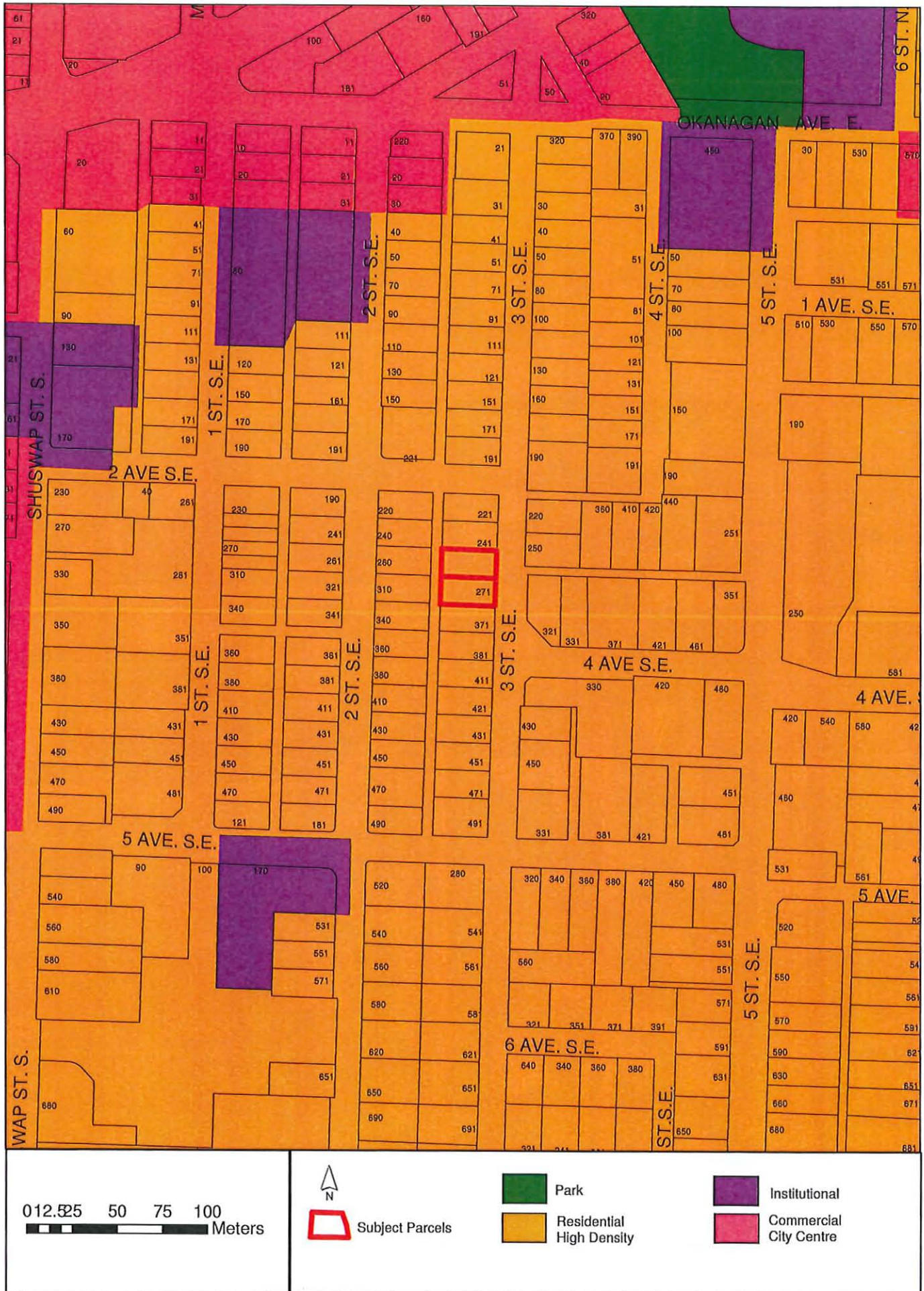




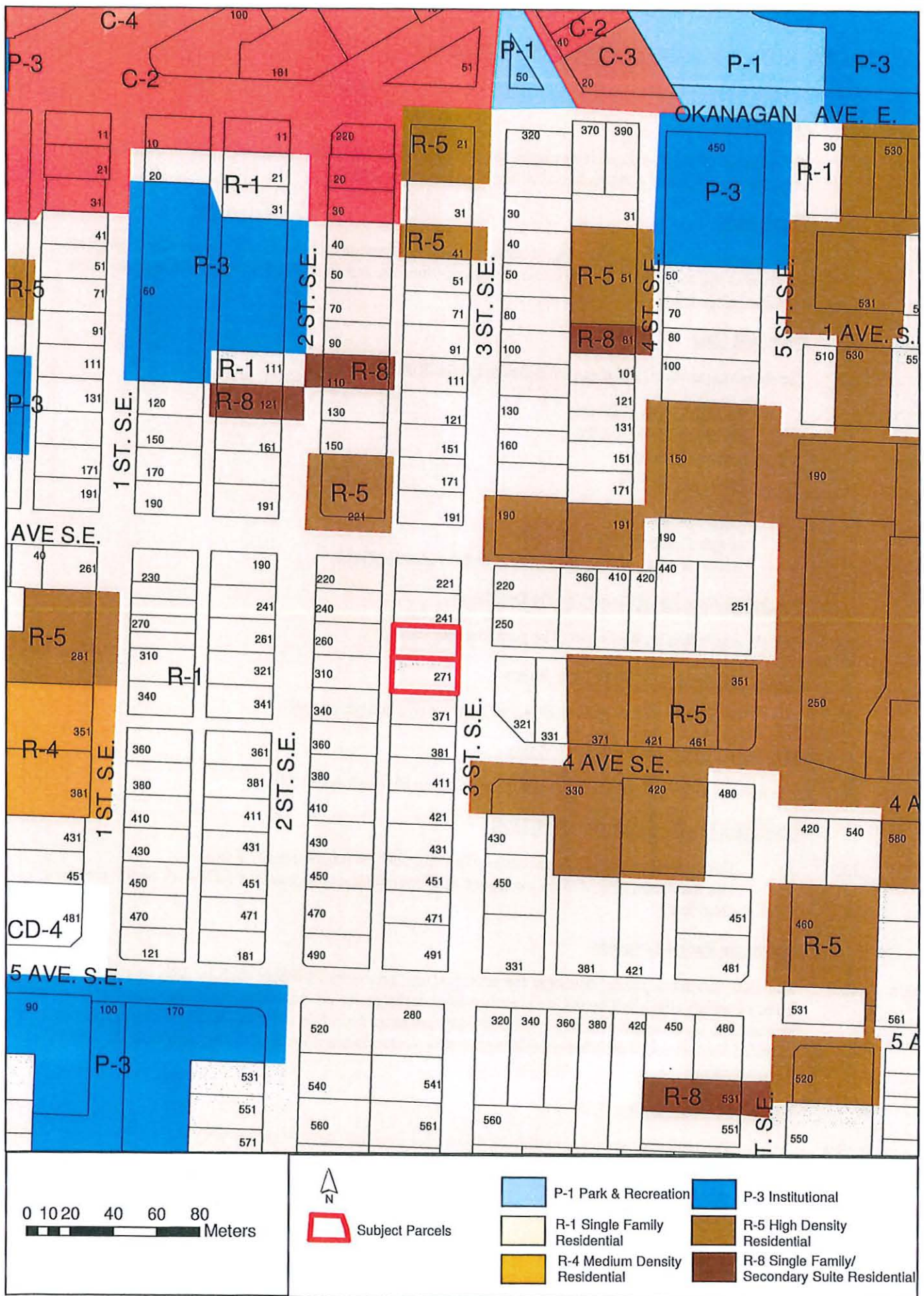












#3996

**SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE****Purpose**

- 13.1 The purpose of the R-8 *Zone* is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

**Regulations**

- 13.2 On a *parcel zoned* R-8, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-8 *Zone* or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 13.3 The following uses and no others are permitted in the R-8 *Zone*:

- |       |    |  |
|-------|----|--|
|       | .1 | <i>boarders</i> , limited to two;  |
| #3082 | .2 | <i>family childcare facility</i> ;   |
| #3082 | .3 | <i>group childcare</i> ;   |
|       | .4 | <i>home occupation</i> ;   |
|       | .5 | <i>public use</i> ;  |
|       | .6 | <i>public utility</i> ;  |
|       | .7 | <i>single family dwelling</i> ;  |
|       | .8 | <i>accessory use</i> , including <i>secondary suite</i> or <i>detached suite</i> . |

**Maximum Number of Single Family Dwellings**

- 13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

**Maximum Number of Secondary Suites**

- 13.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

**Maximum Height of Principal Building**

- 13.6 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

- 13.7 .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).  
 .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

**Maximum Parcel Coverage**

- #4272 13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, which may be increased to a maximum of 15% for all *accessory buildings* including those containing a *detached suite* provided the *accessory building* containing the *detached suite* has a lesser *building area* than the *single family dwelling*.

**Minimum Parcel Area**

- 13.9 .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).  
 .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:  
     .1 With lane or second *street* frontage 465.0 square metres (5,005.2 square feet)  
     .2 Without lane or second *street* frontage 700.0 square metres (7534.7 square feet)



---

**SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED**


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**Minimum Parcel Width**

- 13.10 .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).  
 .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:  
     .1 With lane or second *street* frontage 15.0 metres (49.2 feet)  
     .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)

**Maximum Floor Area and Floor Area Ratio**

- 13.11 .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).  
 .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

**Minimum Setback of Principal Building**

- 13.12 The minimum *setback* of the *principal building* from the:
- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 1.5 metres (4.9 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
- #3426 .5 Notwithstanding Sections 13.12.2 and 13.12.3., a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and interior *side yards* shall be not less than 6.0 metres (19.7 feet).
- #2811 .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

**Minimum Setback of Accessory Buildings**

- 13.13 The minimum *setback* of accessory *buildings* from the:
- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 1.0 metre (3.3 feet)   |
| .3 | <i>Interior side parcel line</i> shall be | 1.0 metre (3.3 feet)   |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
- #2811 .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

**Minimum Setback of a Detached Suite**

- 13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:
- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 3.0 metres (9.8 feet)  |
| .3 | <i>Interior side parcel line</i> shall be | 2.0 metres (6.5 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .5 | <i>Parcel line</i> adjacent to a lane     | 1.2 metres (3.9 feet)  |

**Parking**

- 13.15 .1 Parking shall be required as per Appendix I.  
 .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

**Detached Suite**

- 13.16 Refer to Section 4.2 for General Regulations.





View of the Property looking north and west.



View of the property looking south and west.

Item 23.4

**CITY OF SALMON ARM**Date: April 27, 2020**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing by electronic means on Monday, April 27, 2020 at 7:00 p.m. Please see the information below on how to participate if you deem your interest to be affected by the proposed bylaw.

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

**Proposed Rezoning** of Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 9644 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone.

**Civic Address:** 390 - 6 Street SE

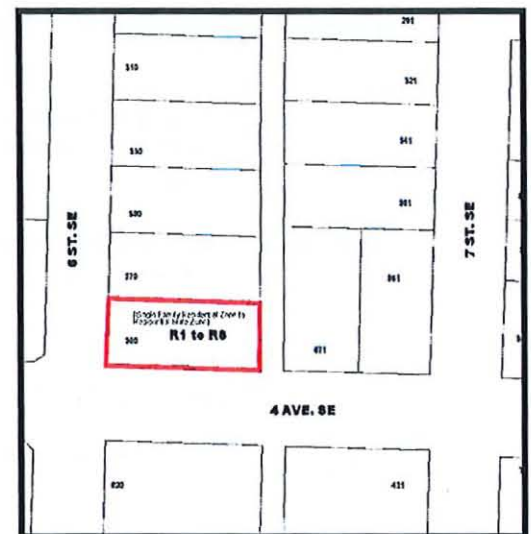
**Location:** Northeast corner of intersection 6 Street SE and 4 Avenue NE

**Present Use:** Single Family Residential

**Proposed Use:** Single Family Dwelling with Detached Suite (Carriage Home)

**Owner/Applicant:** C. Gilmore/C. Muller

**Reference:** ZON-1170/Bylaw 4377



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

Those who deem their interest affected by the proposed bylaw are urged to contact the Development Services Department by telephone at 250-803-4010 to obtain the facts of the proposal prior to the Public Hearing. Pursuant to Ministerial Order No. M083 made under the *Emergency Program Act*, R.S.B.C. 1996, C.111, S. 10, Council will not be allowing members of the public to attend this meeting. If you wish to provide input with respect to this Bylaw you may do so by email at [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

Erin Jackson, Director of Corporate Services

**Vote Record**

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

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





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To: His Worship Mayor Harrison and Members of Council

Date: March 30, 2020

Subject: Zoning Bylaw Amendment Application No. 1170

Legal: Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 9644

Civic: 390 – 6 Street SE

Owner/Applicant: C. Gilmore

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### **MOTION FOR CONSIDERATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 9644 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

**AND THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

---

### **STAFF RECOMMENDATION**

**THAT:** The Motion for Consideration be adopted.

---

### **PROPOSAL**

The subject parcel is located at 390 – 6 Street SE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a detached suite on the property.

### **BACKGROUND**

The property is designated High Density Residential in the City's Official Community Plan (OCP) and is zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The property is located in a residential neighbourhood consisting primarily of R-1, Single Family Residential and R-5, High Density Residential directly to the west and north. There are presently six properties zoned R-8 (Residential Suite Zone) in the vicinity.

The subject property fronts onto 6<sup>th</sup> Street SE and backs onto a laneway. It is approximately 38 m x 17 m with an area of approximately 655 m<sup>2</sup>. Site photos are attached as Appendix 5. The parcel area and width meet the following requirements as specified in the R-8 zone:

- Minimum parcel area (with lane or second street frontage): 465 m<sup>2</sup>
- Minimum parcel width (with lane or second street frontage): 15 m

The applicant has submitted a site plan (Appendix 6) which indicates there is an existing house with a footprint of approximately 98 m<sup>2</sup> located on the property 6.22 m from the front parcel line. The provided building plans, see Appendix 7, illustrates a 89.3 m<sup>2</sup> detached suite with crawlspace (maximum size permitted is 90 m<sup>2</sup>) to the rear of the existing house.

Based on the size of the property and the siting of the existing house, the property is well suited for development of a detached suite. The parking requirement for a detached suite could easily be achieved and has been shown on the site plan.



### Secondary Suites

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

Any development of a secondary suite or detached suite would require a building permit and would be subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges (DCCs). DCCs are payable at the time of Building Permit for detached suites in the amount of \$6,064.31.

### COMMENTS

#### Engineering Department

No engineering concerns. For future building permit application, only one water, sanitary and sewer service is permitted per parcel.

#### Building Department

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

#### Fire Department

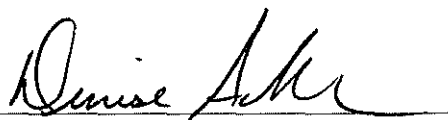
No concerns.

#### Planning Department

The proposed R-8 zoning of the subject property is consistent with the OCP. This application is supported by staff for the following reasons:

- the proposal meets the required minimum parcel area and width for a detached suite;
- the building plans indicate the suite will meet the size requirements; and,
- the site plan indicates the additional parking requirement for the suite can be met.

Any development of a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.

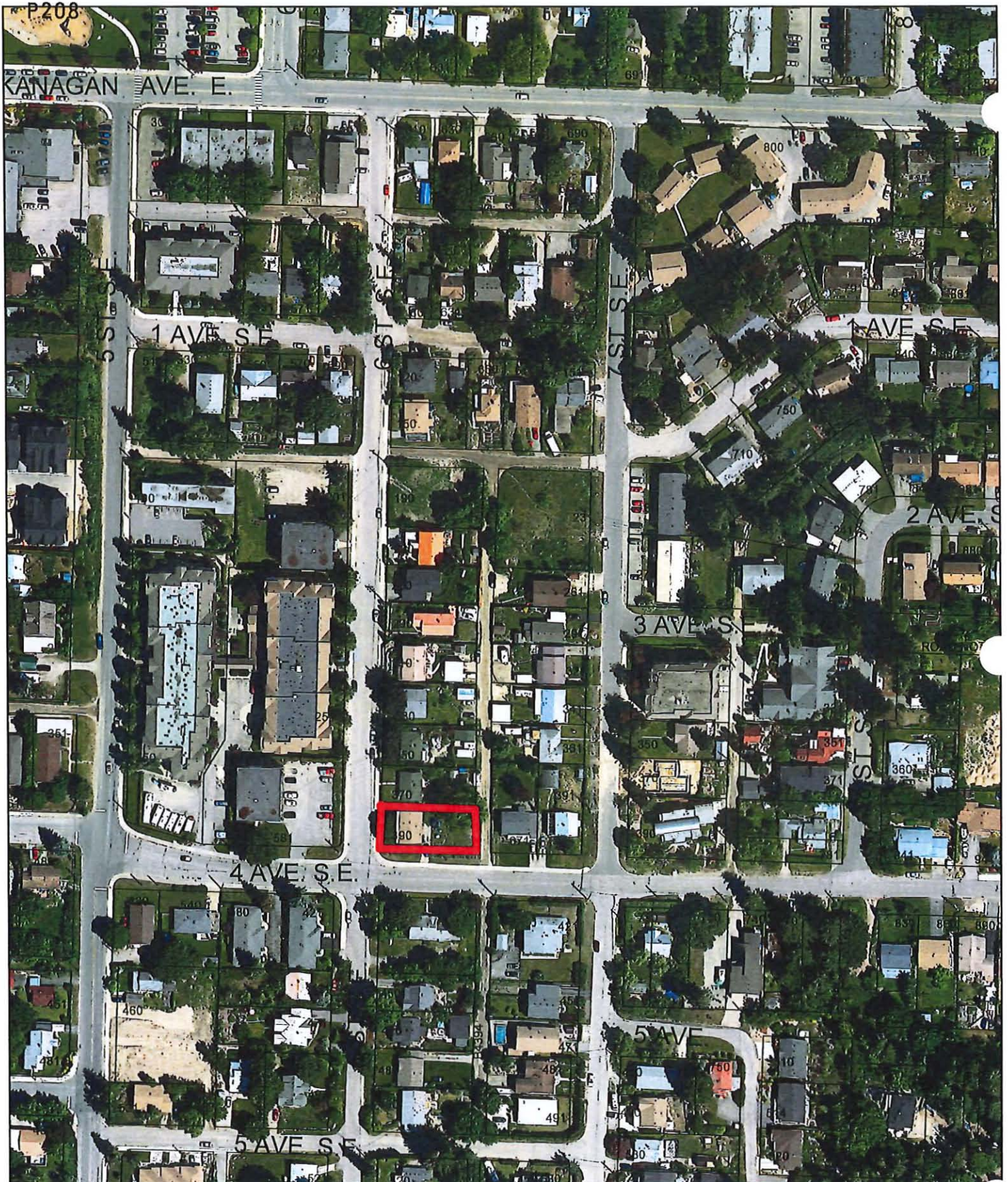


Prepared by: Denise Ackerman  
Planner, Development Services



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





0 10 20 40 60 80  
Meters



Subject Parcel



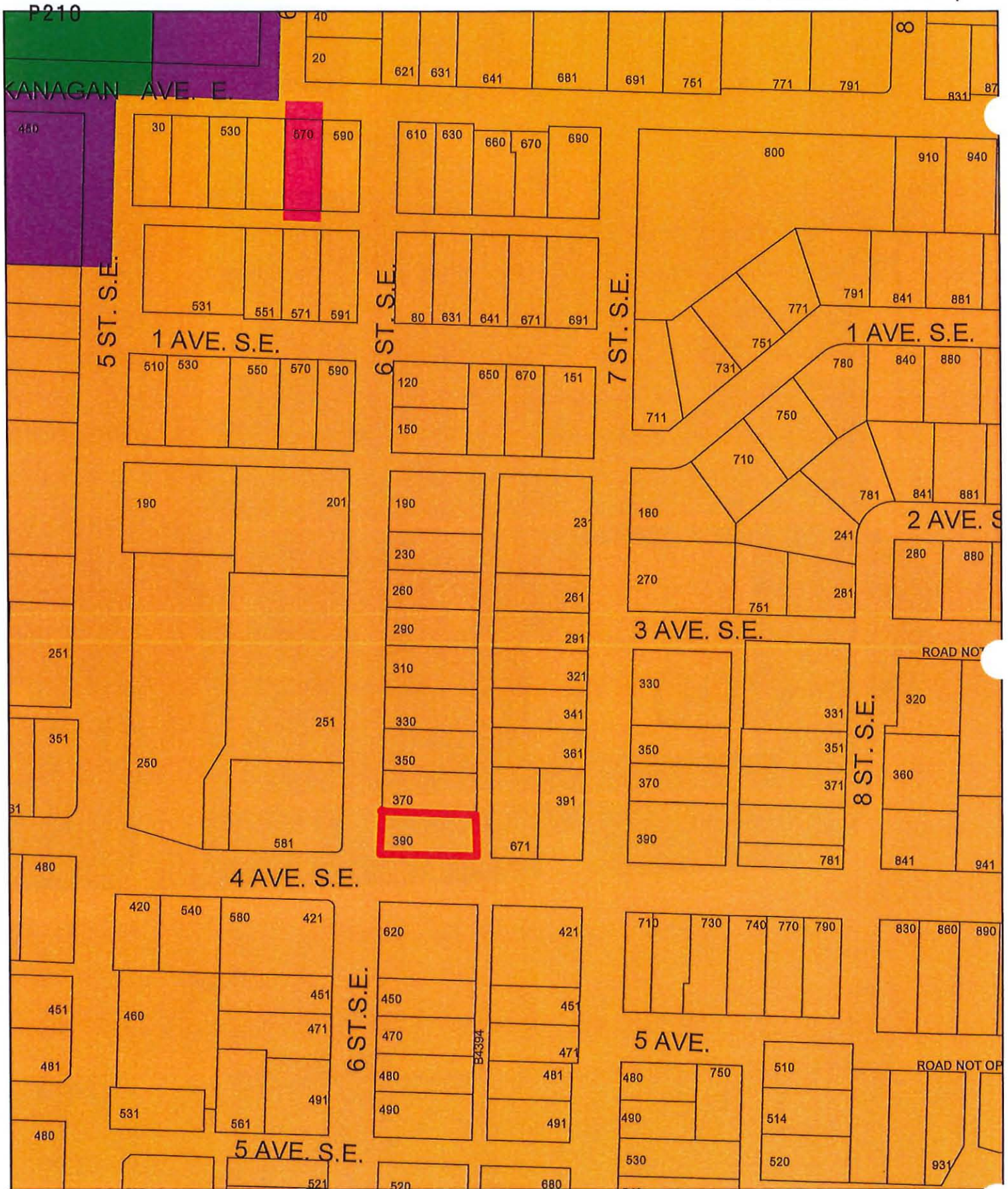


0 1.5 3 6 9 12  
Meters



Subject Parcel





Subject Parcel

0 10 20 40 60 80  
Meters

High Density Residential

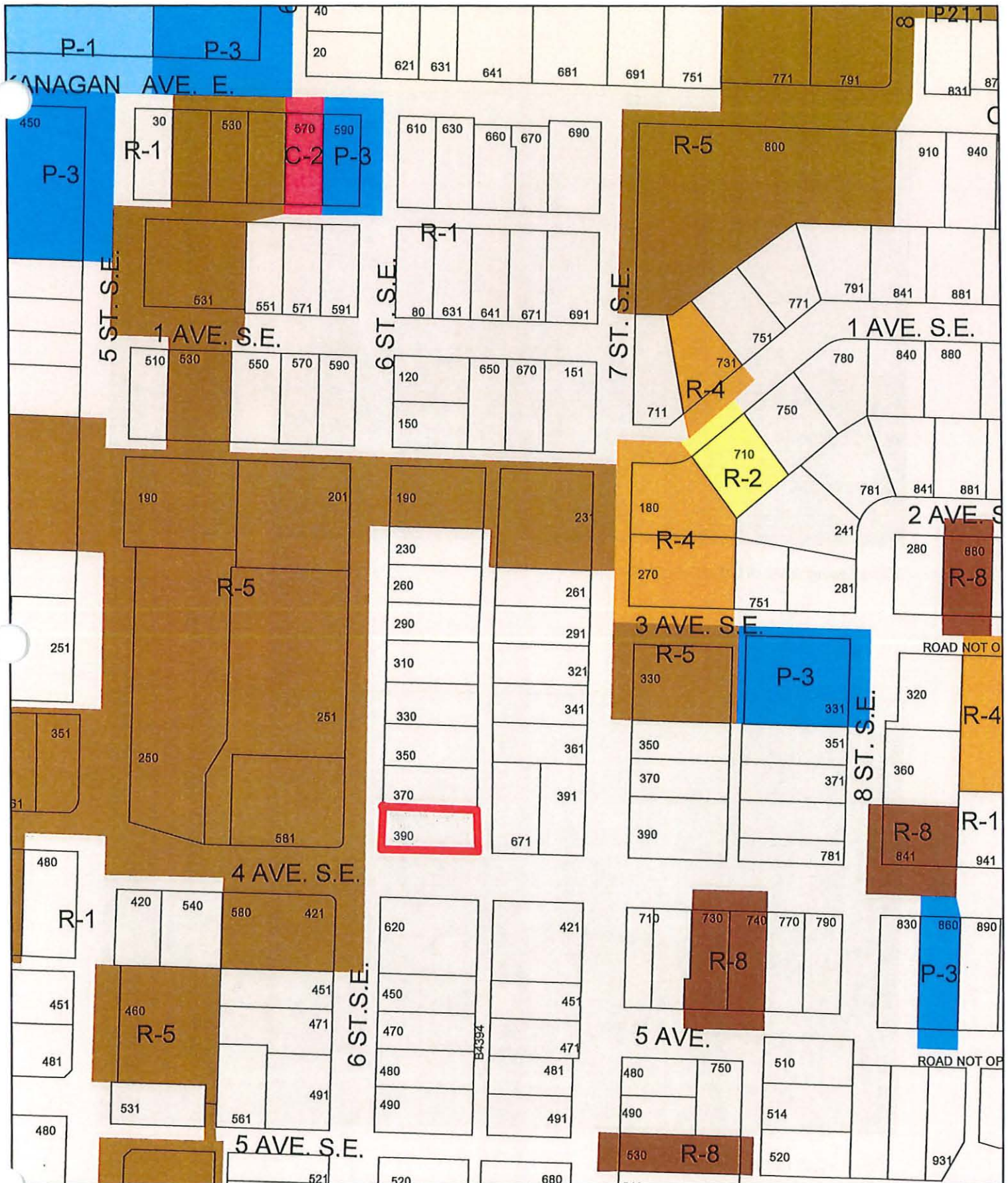
Commercial - City Centre

Institutional

Park



# APPENDIX 4: Zoning Map



Subject Parcel

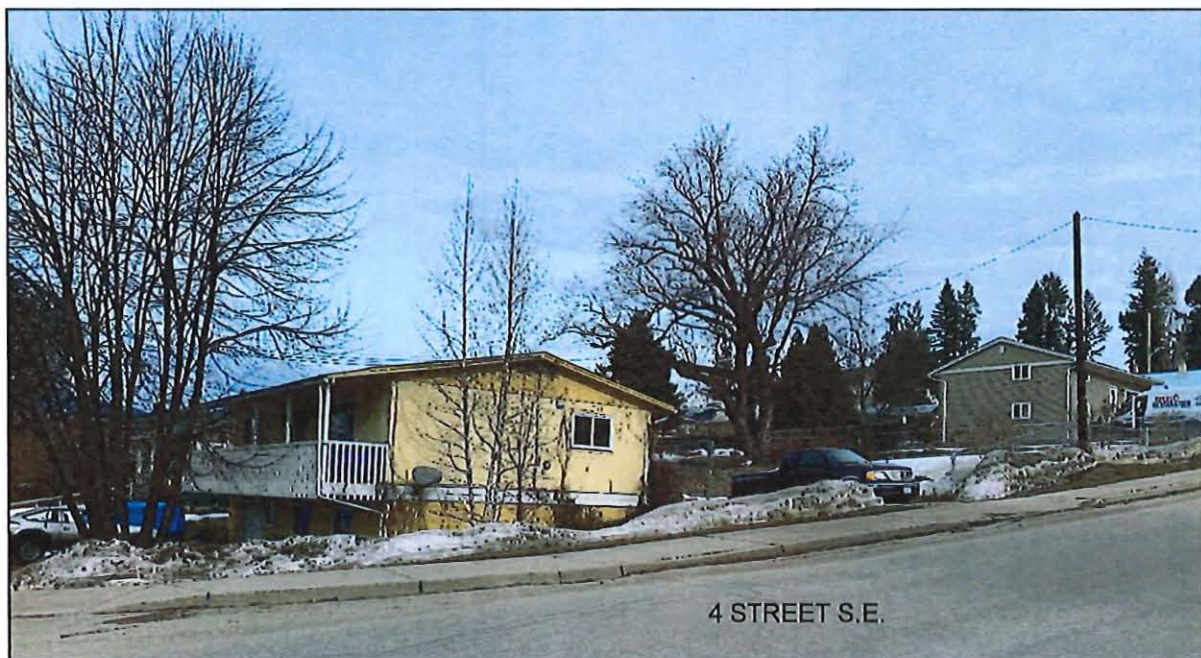
0 10 20 40 60 80  
Meters

- |                                |                       |
|--------------------------------|-----------------------|
| R-1 Single Family Residential  | R-2 Duplex            |
| R-5 High Density Residential   | R-8 Residential Suite |
| R-4 Medium Density Residential | P-3 Institutional     |



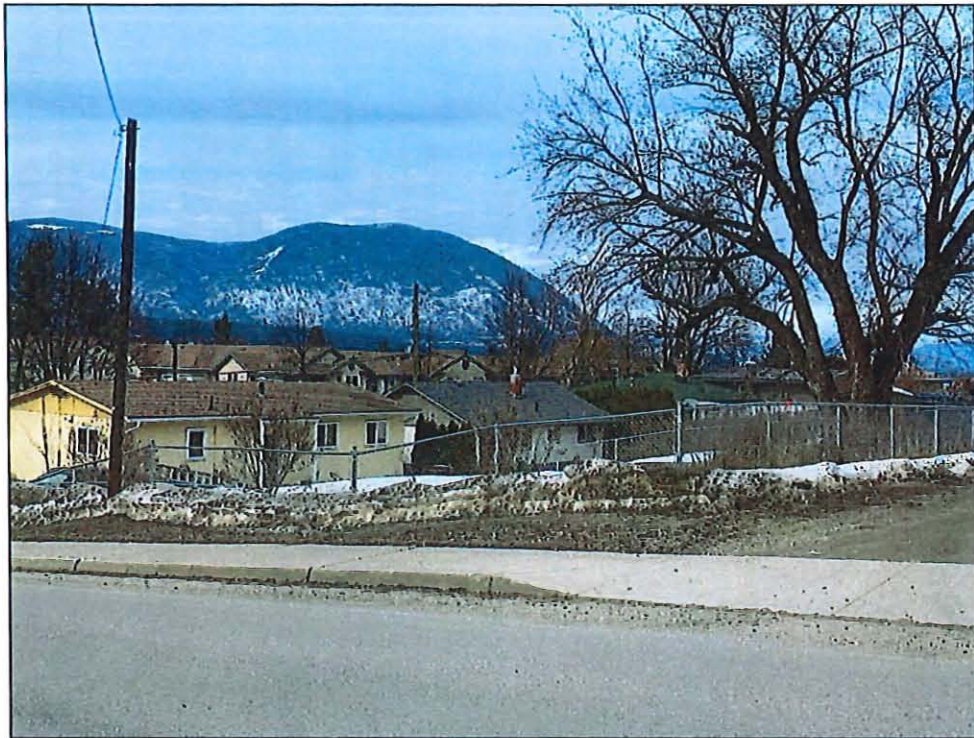


View facing east, front of property.



View facing north.

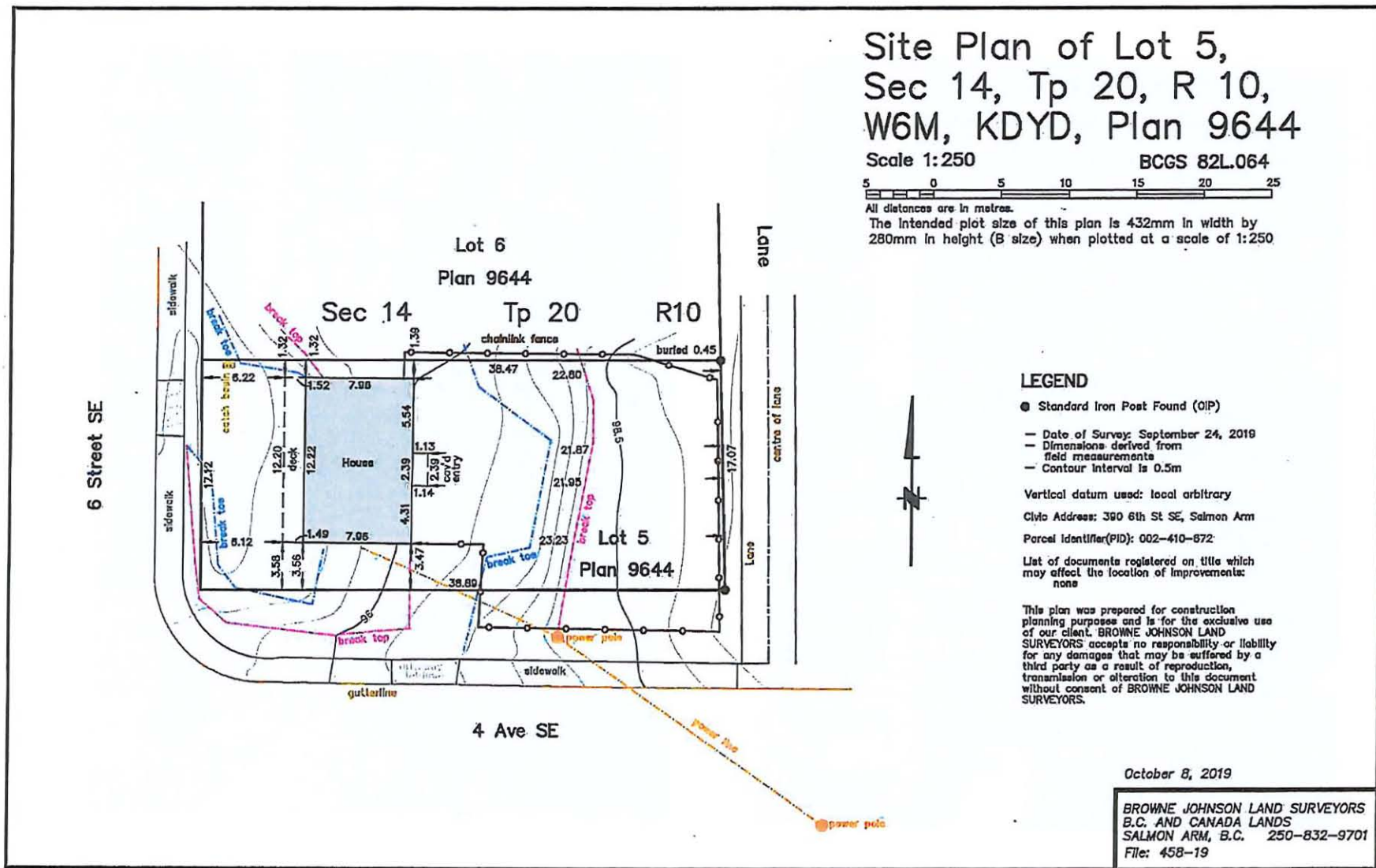




View facing northeast.



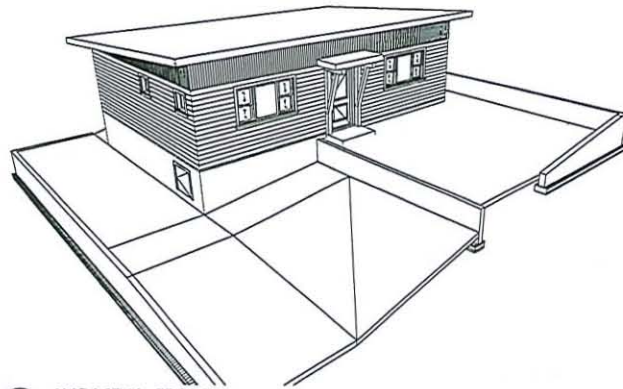
View facing west, rear of property.



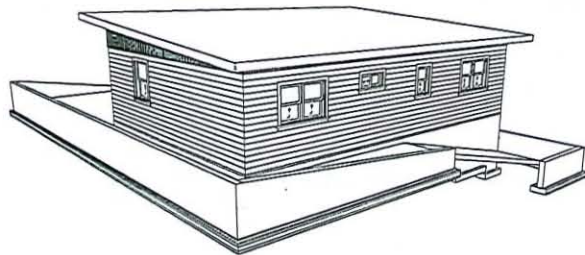


# SECONDARY SUITE

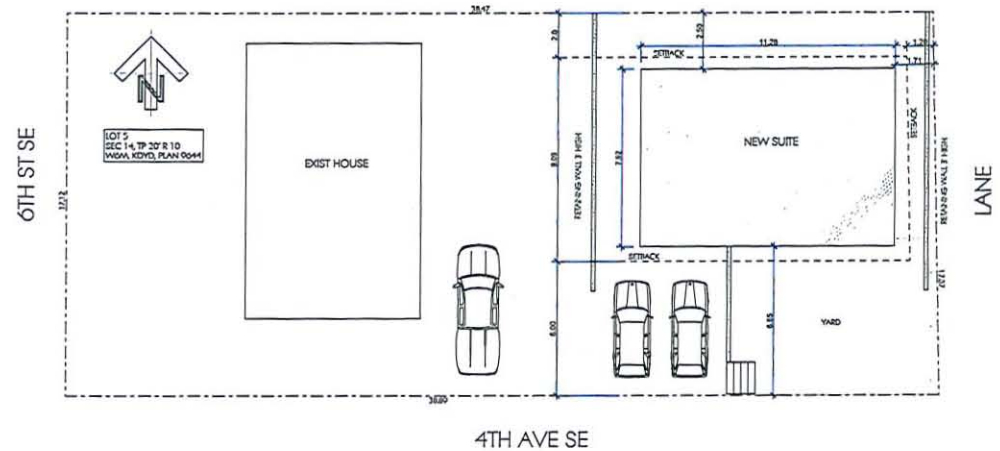
390 6 ST SE SALMON ARM, BC V1E 4E8



4 AXO VIEW - FRONT  
SCALE: 1:300



5 AXO VIEW - BACK  
SCALE: 1:300



3 SITE PLAN  
SCALE: 1:100

AREA SCHEDULE	
AREA NAME	SQFT
001 MAIN FLOOR SUITE	942
002 EXIST HOUSE	1,033
003 LOT AREA	7,116

DRAWING LIST	
#	SHEET NAME
A00	COVER SHEET, SITE PLAN
A01	GENERAL NOTES, BUILDING CODE
A02	BUILDING CODE
A10	MAIN FLOOR PLAN, LOWER FLOOR PLAN, SCHEDULES
A12	ELEVATIONS
A13	FOUNDATION PLAN, ROOF FRAMING
A14	SECTIONS, TYP SECTION

KHM DESIGN  
3200 28 ST NE  
SALMON ARM, BC  
V1E 3K7  
TEL: (250) 517-7131  
www.khmdesign.ca  
khs@khmdesign.ca

PROJECT  
SECONDARY SUITE  
390 6 ST SE  
SALMON ARM, BC  
V1E 4E8

SHEET NAME  
COVER SHEET, SITE PLAN

THESE DESIGNS AND DRAWINGS ARE THE EXCLUSIVE PROPERTY OF KHM DESIGN AND MAY NOT BE USED OR REPRODUCED WITHOUT CONSENT.

DATE 12/30/2010  
DRWN KHM  
JOB #

A0.0



**KHM DESIGN**  
3200 28 ST NE  
SALMON ARM, BC  
V1E 3P7  
TEL: (250) 517-7131  
www.khmdesign.ca  
khs@khmdesign.ca

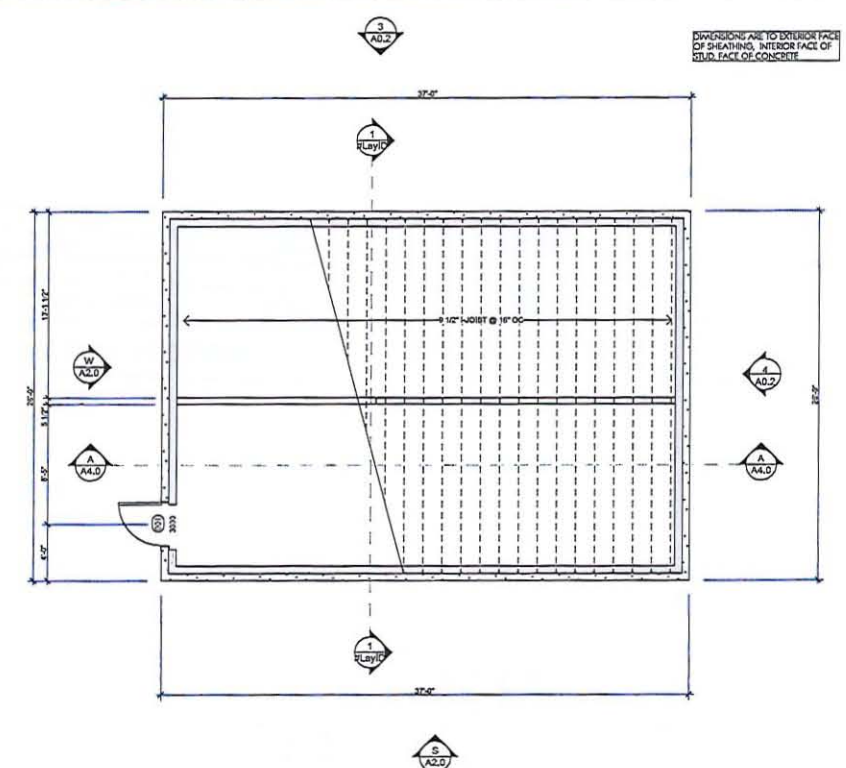
PROJECT  
**SECONDARY SUITE**  
3900 6 ST SE  
SALMON ARM, BC  
V1E 4E8

SHEET NAME  
**MAIN FLOOR PLAN, LOWER FLOOR PLAN,  
SCHEDULES**

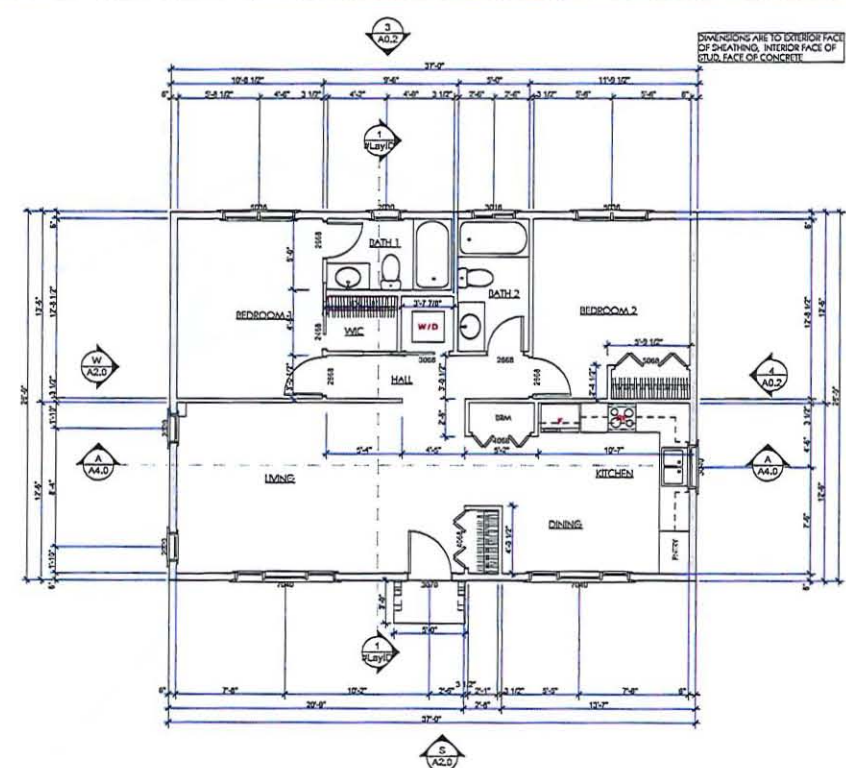
DATE 12/30/2019  
DRAWN KHM  
JOB #

A1.0

THESE DESIGNS AND DRAWINGS ARE THE EXCLUSIVE PROPERTY OF KHM DESIGN AND SHALL NOT BE USED OR REPRODUCED WITHOUT CONSENT.



② LOWER FLOOR PLAN  
SCALE: 1/4" = 1'-0"



① MAIN FLOOR PLAN  
SCALE: 1/4" = 1'-0"

DOOR SCHEDULE			
ID	WIDTH	HEIGHT	NOTES
001	3'-0"	3'-0"	CRAWL SPACE
101	3'-0"	7'-0"	FRONT ENTRY
102	2'-0"	6'-8"	BATH 1
103	2'-4"	6'-8"	BED 1 W.C. - POCKET
104	2'-8"	6'-8"	BEDROOM 1
105	3'-0"	6'-8"	LAUNDRY - POCKET
106	4'-0"	6'-8"	ENTRY CLOSET - BIFOLD
107	4'-0"	6'-8"	BRM. CLST - BIFOLD
108	2'-0"	6'-8"	BATH 2
109	2'-8"	6'-8"	BEDROOM 2
110	3'-0"	6'-8"	BED 2 CLOSET - BIFOLD

WINDOW SCHEDULE			
ID	WIDTH	HEIGHT	NOTES
101	7'-0"	4'-0"	—
102	2'-0"	2'-0"	—
103	2'-0"	2'-0"	—
104	5'-0"	3'-0"	—
105	2'-0"	3'-0"	—
106	3'-0"	1'-0"	—
107	5'-0"	3'-0"	—
108	3'-0"	4'-0"	—
109	7'-0"	4'-0"	—

# KHM DESIGN

3200 28 ST NE  
SALMON ARMY, BC  
V1E 3K7

TEL: (250) 517-7131  
www.khmdesign.ca  
info@khmdesign.ca

PROJECT  
SECONDARY SUITE

3900 6 ST SE  
SALMON ARMY, BC  
V1E 4E8

SHEET NAME  
ELEVATIONS

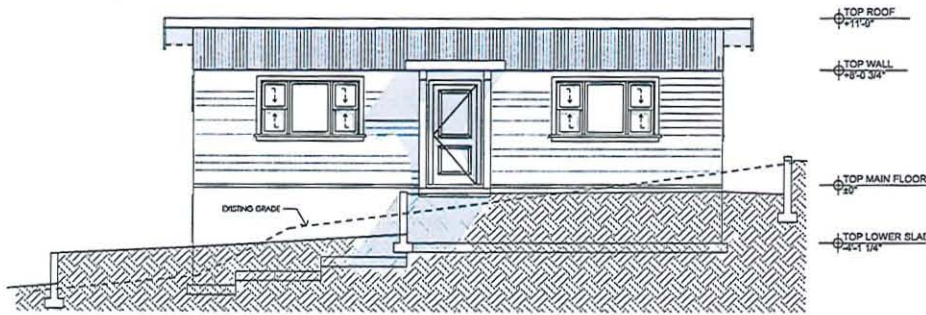
THESE DESIGNS AND DRAWINGS  
ARE THE EXCLUSIVE PROPERTY  
OF KHM DESIGN AND MAY NOT  
BE USED OR REPRODUCED  
WITHOUT CONSENT.

DATE 12/30/2010  
DRAWN KHM  
JOB #

A2.0

P217

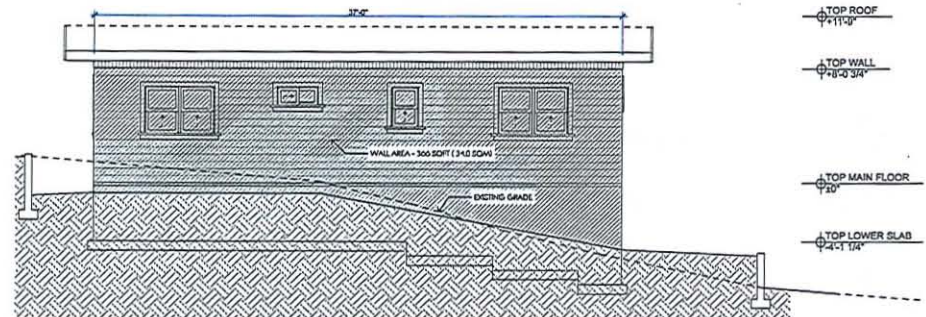
APPENDIX 7: Building Plans



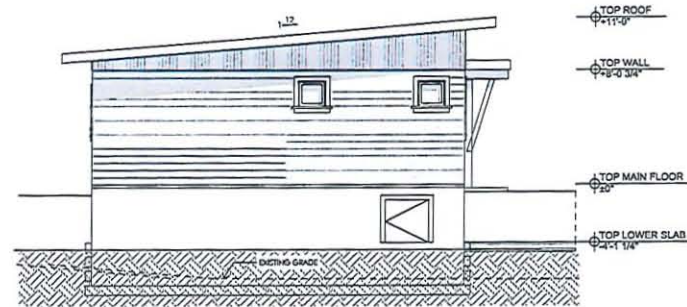
**S** SOUTH ELEVATION  
SCALE 1/4" = 1'-0"

## ELEVATION NOTES

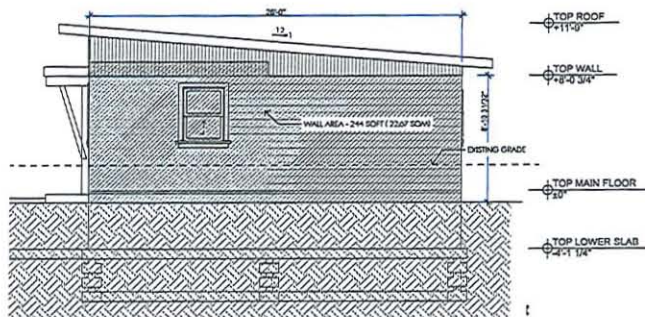
WALL FINISHES:  
WALLS: HORIZONTAL  
CORRUGATED METAL SIDING  
ROOF: 19.25%  
2 PLY TYPICAL ROOFING



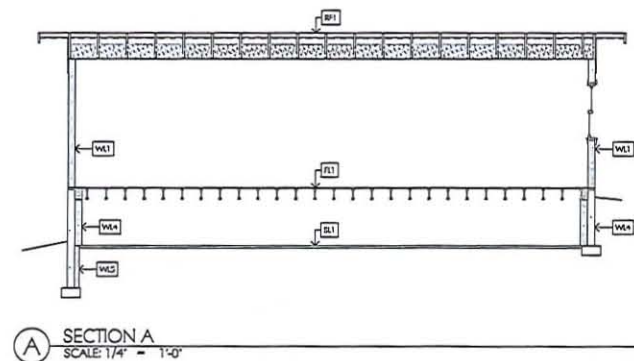
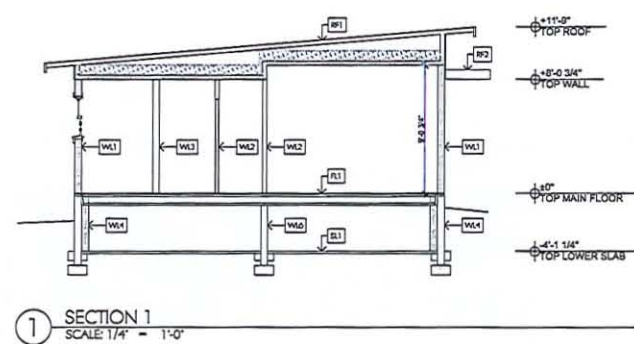
**N** NORTH ELEVATION  
SCALE 1/4" = 1'-0"



**W** WEST ELEVATION  
SCALE 1/4" = 1'-0"

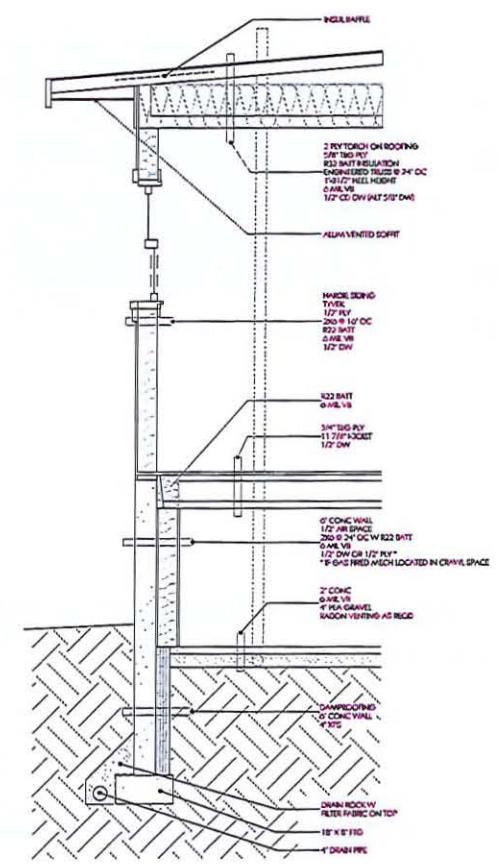


**E** EAST ELEVATION  
SCALE 1/4" = 1'-0"



**SECTION NOTES**

- WL1 HARORE SIDING TYLER 1/2" RY 2X6 @ 24" OC W R22 BATT 0 AIR VS 1/2" DW
- WL2 1/2" DW 2X4 @ 16" OC 1/2" DW
- WL3 1/2" DW 2X6 @ 16" OC 1/2" DW
- WL4 6" CONCRETE WALL 1/2" AIR SPACE 2X6 @ 24" OC W R22 BATT 0 AIR VS 1/2" DW OR 1/2" RY\* IF GAS FIBER MESH LOCATED IN CRAWL SPACE
- WL5 6" CONCRETE 4" EPS INSULATION
- WL6 2X6 @ 16" OC
- FL1 3/4" RY 9 1/2" I-JOIST @ 16" OC
- SL1 2" CONCRETE SLAB
- SL2 2 RY TORSION ON ROOFING 2X8 TWO RY ENGINEERED TRUSS @ 24" OC R22 BATT 0 AIR VS 1/2" CD DW
- SL3 2 RY TORSION ON ROOFING 1/2" RY 2X8 @ 16" OC ALPHA SOFFIT



**4 TYPICAL WALL SECTION**  
SCALE: 3/4" = 1'-0"





DEVELOPMENT SERVICES DEPARTMENT  
Box 40, 500 - 2 Avenue NE,  
Salmon Arm, BC, V1E 4N2  
Phone: 250-803-4010 // FAX: 250-803-4041

**TO:****PRINT****SUBMIT FORM**

DIRECTOR OF DEVELOPMENT SERVICES (Kevin)  
PLANNING AND DEVELOPMENT OFFICER (Scott)  
PLANNING AND DEVELOPMENT OFFICER (Chris)  
PLANNING AND DEVELOPMENT OFFICER (Denise)  
MANAGER OF PERMITS & LICENSING (Maurice)  
FIRE DEPARTMENT (Brad)  
ENGINEERING & PUBLIC WORKS DEPARTMENT (Shelly for Departments.)  
MINISTRY OF TRANSPORTATION & INFRASTRUCTURE (Via eDAS)  
BC HYDRO, via email utilities group  
FORTISBC, via email utilities group  
TELUS, via email utilities group  
SHAW CABLESYSTEMS, via email utilities group

**REFERRAL:**

DATE: February 28, 2020  
OWNER: **Gilmore, C.**, 57 Sage Hill Court NW, Calgary, AB T3R 0H2  
APPLICANT: Owner  
AGENT: **Chris Muller**, 1040 Stockwell Avenue, Kelowna, BC V1Y 6W5  
SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1170**  
LEGAL: Lot 5, Section 14, Township 20, Range 10, W6M KDYD, Plan 9644  
CIVIC: **390 - 6 Street SE**

---

Please provide comments on the attached Zoning Amendment Application at your earliest opportunity.

OCP Designation: HR (High Density Residential)  
OCP Designation Request: n/a  
Development Permit Area: Environmentally Sensitive Riparian Areas  
Current Zoning: R-1 (Single Family Residential Zone)  
Requested Zoning: R-8 (Residential Suite Zone)  
ALR: No  
Previous Files: n/a  
Associated File: n/a

Thank you.

*Denise Ackerman*  
Development Services Planner

**COMMENTS for ZON-1170:**

No Engineering concerns.  
For future building permit application: Only one water, sanitary and sewer service is permitted per parcel.

SIGNATURE & DEPARTMENT: Matt Gienger

DATE: Mar 12 2020

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Item 24.1

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4375 be read a third time.

[ZON-1169; Lewis, S.F.; 710 10 Street SW; R-1 to R-5]

### Vote Record

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

Opposed:

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



## CITY OF SALMON ARM

### BYLAW NO. 4375

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone, Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2016 Except Plan KAP71234 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone) attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4375"

READ A FIRST TIME THIS 14th DAY OF April 2020

READ A SECOND TIME THIS 14th DAY OF April 2020

READ A THIRD TIME THIS DAY OF 2020

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

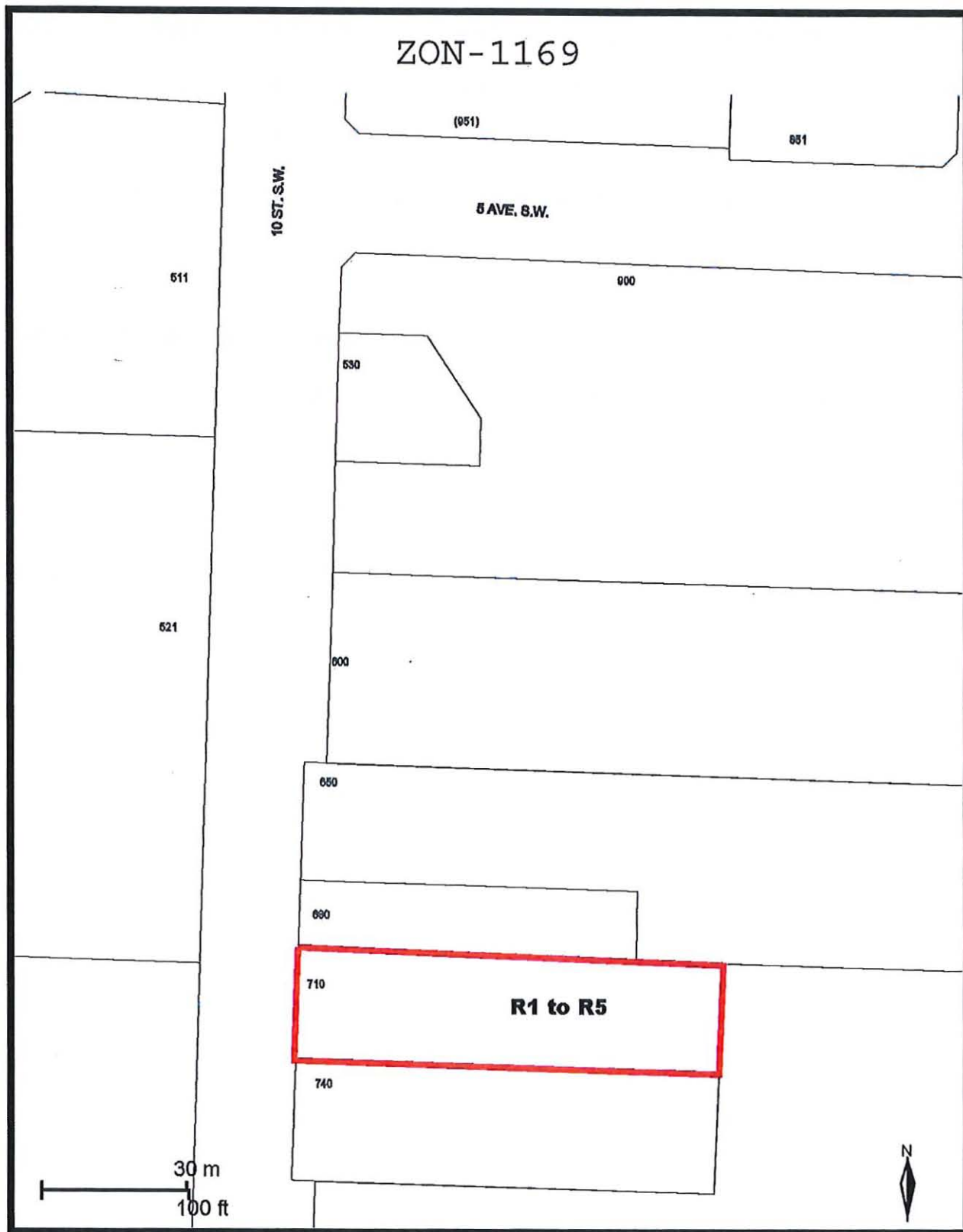
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"





Item 24.2

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4389 be read a third and final time.

[ZON-1173; Shantz, C.; 2760 30 Street NE; R-1 to R-8]

### Vote Record

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

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

## CITY OF SALMON ARM

### BYLAW NO. 4389

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on , 2020 at the hour of 7:00 p.m. was published in the , 2020 and , 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 20, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4389"**

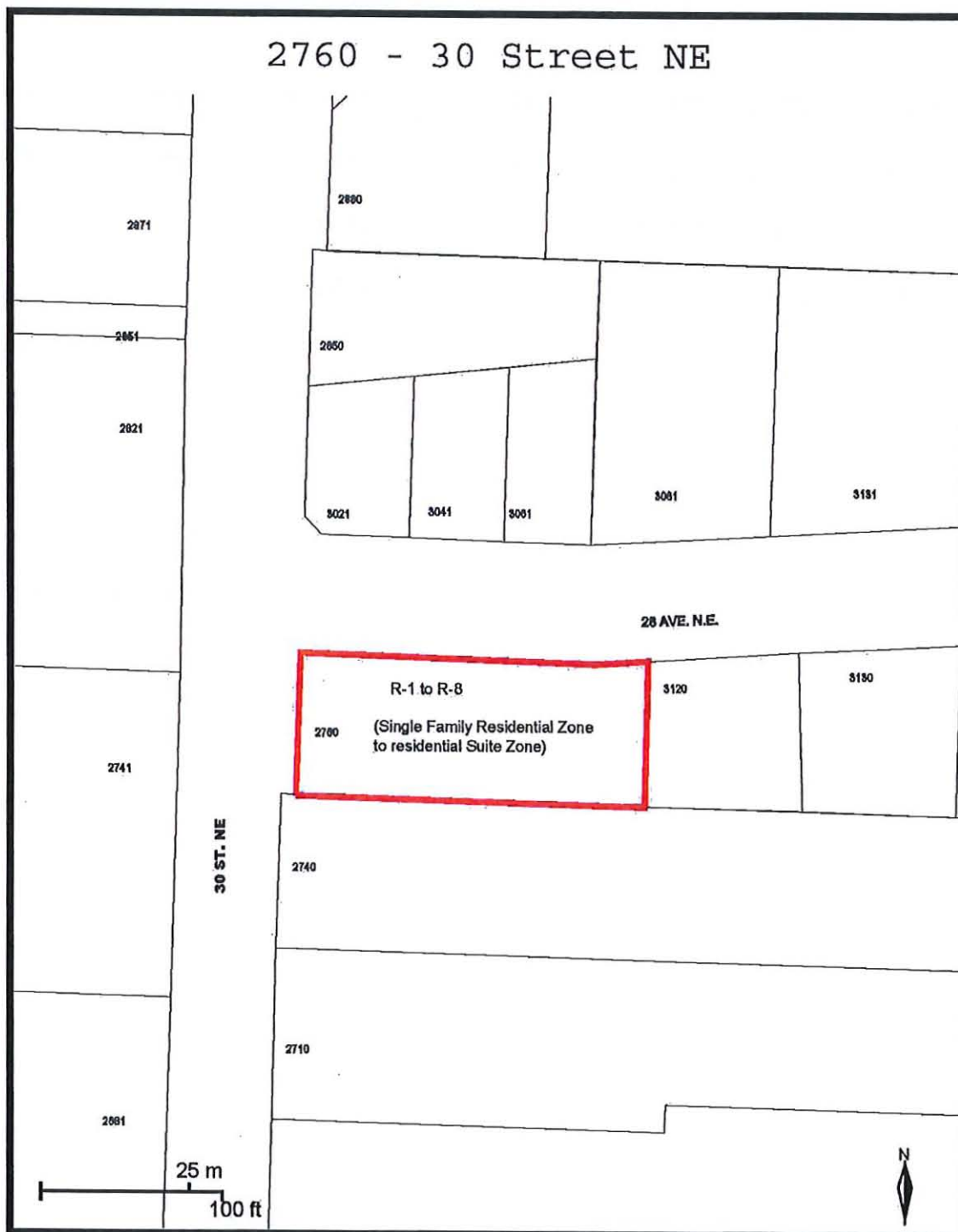
READ A FIRST TIME THIS	14th	DAY OF	April	2020
READ A SECOND TIME THIS	14th	DAY OF	April	2020
READ A THIRD TIME THIS		DAY OF		2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

\_\_\_\_\_  
MAYOR

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



SCHEDULE "A"



Item 24.3

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4381 be read a third time.

[ZON-1172; Wild Blue Development Ltd.; 271 3 Street SE; R-1 to R-8]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4381

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2020 and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lots 21 and 22, Block 6, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4381"

READ A FIRST TIME THIS 14th DAY OF April 2020

READ A SECOND TIME THIS 14th DAY OF April 2020

READ A THIRD TIME THIS DAY OF 2020

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

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

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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



Item 24.4

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4377 be read a third time.

[ZON-1170; Gilmore, C.; 390 6 Street SE; R-1 to R-8]

### Vote Record

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

Opposed:

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



## CITY OF SALMON ARM

### BYLAW NO. 4377

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2020 and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 9644 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4377"

READ A FIRST TIME THIS 14th DAY OF April 2020

READ A SECOND TIME THIS 14th DAY OF April 2020

READ A THIRD TIME THIS DAY OF 2020

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

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

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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





Item 26.

## CITY OF SALMON ARM

Date: April 27, 2020

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of April 27, 2020, be adjourned.

### Vote Record

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

Opposed:

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

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