

1. September 9, 2019 - Council Agenda And Council Information

Documents:

[SEPTEMBER 9, 2019 - COUNCIL AGENDA.PDF](#)
[SEPTEMBER 9, 2019 - COUNCIL INFORMATION.PDF](#)



AGENDA

**City of Salmon Arm
Regular Council Meeting**

**Monday, September 9, 2019
1:30 p.m.
Room 100, City Hall**

[Public Session Begins at 2:30 p.m.]
**Council Chamber of City Hall
500 – 2 Avenue NE**

| Page # | Item # | Description |
|---------|--------|--|
| | 1. | CALL TO ORDER |
| 1 - 2 | 2. | IN-CAMERA SESSION |
| | 3. | ADOPTION OF AGENDA |
| | 4. | DISCLOSURE OF INTEREST |
| | 5. | CONFIRMATION OF MINUTES |
| 3 - 16 | 1. | Regular Council Meeting Minutes of August 26, 2019 |
| | 6. | COMMITTEE REPORTS |
| 17 - 20 | 1. | Development and Planning Services Committee Meeting Minutes of September 3, 2019 |
| 21 - 24 | 2. | Agricultural Advisory Committee Meeting Minutes of July 17, 2019 |
| | 7. | COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE |
| | 8. | STAFF REPORTS |
| 25 - 28 | 1. | Director of Engineering & Public Works - Contract Extension - 2019/2020 Winter Operations Airport, Downtown & Parking Lots |
| 29 - 30 | 2. | Chief Administrative Officer - Rodent Management - For Information |
| 31 - 32 | 3. | Deputy Fire Chief - Junior Firefighter Program - For Information |
| 33 - 66 | 4. | Director of Development Services - Climate Action Planning |
| 67 - 72 | 5. | Director of Engineering & Public Works - West Bay Connector Trail - Memorandum of Understanding |

9. **INTRODUCTION OF BYLAWS**
- 73 - 90 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4345 [OCP4000-39; Muto Holdings Ltd.; 130 Shuswap Street SE; INS to HDR] - First Reading
- 91 - 94 2. City of Salmon Arm Zoning Amendment Bylaw No. 4347 [ZON-1153; Muto Holdings Ltd.; 130 Shuswap Street SE; P-3 to R-5] [*See item 9.1 for Staff Report*] - First Reading
- 95 - 100 3. City of Salmon Arm Taxiway Charlie Temporary Borrowing Bylaw No. 4344 - First, Second and Third Readings
10. **RECONSIDERATION OF BYLAWS**
- 101 - 110 1. City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289 - Final Reading
- 111 - 144 2. City of Salmon Arm Zoning Amendment Bylaw No. 4264 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; Text Amendment and P-2 to P-4]- Final Reading
- 145 - 186 3. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4263 [OCP4000-33; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS] [*See item 10.2 for Staff Report*] - Final Reading
- 187 - 192 4. City of Salmon Arm Zoning Amendment Bylaw No. 4265 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4] - Final Reading [*See item 10.2 for Staff Report*]
11. **CORRESPONDENCE**
- 193 - 194 1. Informational Correspondence
12. **NEW BUSINESS**
13. **PRESENTATIONS / DELEGATIONS**
- 195 - 206 1. Presentation 4:00 - 4:15 p.m. (approximately)
Serena Caner, Shuswap Food Action Society
14. **COUNCIL STATEMENTS**
15. **SALMON ARM SECONDARY YOUTH COUNCIL**
16. **NOTICE OF MOTION**
17. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

- 18. **OTHER BUSINESS**
- 207 - 208 1. Councillor Lavery - Notice of Motion from August 26, 2019 - Climate Action Emergency

19. **QUESTION AND ANSWER PERIOD**

5:00 p.m. - 6:30 p.m.
Public Open House - Budget Process
Meeting Room 100, City Hall

7:00 p.m.

| Page # | Item # | Description |
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| | 20. | DISCLOSURE OF INTEREST |
| | 21. | PUBLIC INPUT - 2019 BUDGET |
| | 22. | HEARINGS |
| 209 - 222 | 1. | Development Variance Permit Application No. VP-486 [Bartusek, D. & M.; 1070 Okanagan Avenue SE; Setbacks] |
| 223 - 234 | 2. | Development Variance Permit Application No. VP-503 [Chahal, K., Gill, S. & Kandola, J.; 1170 15 Street SE; Setback] |
| | 23. | STATUTORY PUBLIC HEARINGS |
| 235 - 246 | 1. | Zoning Amendment Application No. ZON-1155 [McKibbon, L. & R.; 1411 9 Avenue SE; R-1 to R-8] |
| | 24. | RECONSIDERATION OF BYLAWS |
| 247 - 250 | 1. | City of Salmon Arm Zoning Amendment Bylaw No. 4350 [ZON-1155; McKibbon, L. & R.; 1411 9 Avenue SE; R-1 to R-8] - Third and Final Readings |
| | 25. | QUESTION AND ANSWER PERIOD |
| 251 - 252 | 26. | ADJOURNMENT |

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Item 2.

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

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

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 5.1

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of August 26, 2019, be adopted as circulated.

Vote Record

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

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced in Room 100 at 1:30 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia on Monday, August 26, 2019.

PRESENT:

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

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

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0436-2019 Moved: Councillor Lindgren
 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 1:30 p.m.
 Council returned to Regular Session at 2:26p.m.
 Council recessed until 2:31 p.m.

3. REVIEW OF AGENDA

Addition under item 11.2 A. Morris - email dated August 23, 2019 - Support for Climate Action Resolution.

Addition under item 11.3 S. Ladner - email dated August 24, 2019 - Why is the City of Salmon Arm not standing in Integrity?

Addition under item 11.4 C. Roddick - email and attachment dated August 25, 2019 - Support for Climate Change Adaptation.

Addition under item 11.5 P. McIntyre-Paul - email dated August 26, 2019 - Climate Action Plan for the City of Salmon Arm.

3. REVIEW OF AGENDA - continued

Addition under item 11.6 J. Beatty - email dated August 9, 2019 - City of Salmon Arm Climate Action.

Addition under item 11.7 A. Vallarino - email dated August 1, 2019 - Follow up from Climate Action presentation.

Addition under item 11.8 A. Morris - email dated August 2, 2019 - Please take action on Climate Change.

Addition under item 11.9 Dr. A. Borkent - email date August 6, 2019 - Action on Climate Change.

Addition under item 11.10 A. Borkent - email dated August 6, 2019 - time for action.

Addition under item 11.11 S. Hunt - letter - Climate Change Action - Council Meeting August 12, 2019.

Addition under item 11.12 B. and R. Marr - email date August 7, 2019 - Salmon Arm Council's resolving to take action on Climate Change

Addition under item 11.13 C. Spence - email dated August 11, 2019 - City of Salmon Arm Climate Action.

Addition under item 11.14 K. Porter - email dated August 12, 2019 - Climate emergency.

Addition under item 11.15 W. Kmet - email dated August 12, 2019 - Climate Change.

Additional information under item 22.2/22.3 C. and J. Piggott - letter dated August 26, 2019 - Community Plan Amendment for 2750 - 40 Street SE.

Additional information under item 22.2/22.3 H. Williamson - letter dated August 26, 2019 - Presentation to Salmon Arm City Council regarding Official Community Plan Amendment re: 2750 - 40th St. SE.

Additional information under item 22.2/22.3 L. Williamson - letter dated August 22, 2019 - Make a better decision for CSRD Landfill.

Revision to Items 8.2 Schedule A - replacement of page 39, 22.2/23.2 - replacement of page 131 and 23.1 - replacement of pages 138 and 139.

4. DISCLOSURE OF INTEREST

5. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of August 12, 2019

0437-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of August 12, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY

6. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of August 19, 2019

0438-2019

Moved: Councillor Lavery
Seconded: Councillor Eliason
THAT: the Development and Planning Services Committee Meeting Minutes of August 19, 2019, be received as information.

CARRIED UNANIMOUSLY

2. Community Heritage Commission Meeting Minutes of June 21, 2019

0439-2019

Moved: Councillor Cannon
Seconded: Councillor Wallace Richmond
THAT: the Community Heritage Commission Meeting Minutes of June 21, 2019, be received as information.

CARRIED UNANIMOUSLY

7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief - August, 2019

Received for information.

8. STAFF REPORTS

1. Director of Corporate Services - Canada Day Fireworks

0440-2019

Moved: Councillor Eliason
Seconded: Councillor Wallace Richmond
THAT: the shortfall of \$2,700.00 for the 2019 Canada Day Fireworks be funded from 2019 Council Initiatives;

AND THAT: the 2019 Budget contained in the 2019 - 2023 Financial Plan be amended.

CARRIED UNANIMOUSLY

2. Director of Corporate Services - Downtown Salmon Arm - Business Improvement Area Bylaw

0441-2019

Moved: Councillor Flynn
Seconded: Councillor Eliason
THAT: Council authorize staff to undertake a Council Initiative process by giving notice of a petition against the proposed Downtown Salmon Arm Business Improvement Area bylaw in accordance with section 94 of the Community Charter and by mailing notice to all owners of parcels that would be subject to the local service tax;

AND THAT: the notice include information about the proposed business improvement area including boundaries and estimated cost.

CARRIED UNANIMOUSLY

8. STAFF REPORTS - continued3. Director of Engineering and Public Works - Project Award - WPCC ATAD Cell 6 Upgrades

0442-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Contract Works for Wastewater Pollution Control Centre - Atad Cell 6 Upgrades 2019 be awarded to CENTRIX Control Solutions (formerly Interior Instruments) in accordance with the total quoted price of \$43,300.00 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the WPCC-Atad Cell 6 Upgrades to authorize sole sourcing of same to CENTRIX Control Solutions;

AND THAT: the 2019 Budget contained in the 2019 to 2023 Financial Plan be amended to increase funding for the WPCC - Electrical/Instrumentation Upgrade Project by \$14,000 by redirecting funding from the following projects:

| | |
|---------------------------------------|-------------|
| • WPCC - Plant Improvements | \$ 6,000.00 |
| • WPCC - Instrumentation Improvements | \$ 8,000.00 |
| | \$14,000.00 |

CARRIED UNANIMOUSLY4. Director of Development Services - Community Heritage Commission Appointments

0443-2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council appoint seven (7) persons to the City of Salmon Arm Community Heritage Commission for a three (3) year term to expire on August 26, 2022, including:

- i) one (1) member from Council as follows: Councillor Cannon;
- ii) three (3) members from the R. J. Haney Heritage Village and Museum as follows: Patti Kassa, Deborah Chapman and Cindy Malinowski; and
- iii) three (3) members from the general public as follows: Linda Painchaud, Mary Landers and Maureen Shaffer.

CARRIED UNANIMOUSLY5. Director of Corporate Services - Supply of Bulk Aviation Fuels and Related Delivery Services

0444-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Council accept the proposal from Petro Value Products Canada Inc. at their quoted unit prices and authorize the Mayor and Corporate Officer to execute a contract for Supply of Bulk Aviation Fuels and Related Delivery Services for a term of two (2) years, commencing September 1, 2019.

CARRIED UNANIMOUSLY

8. STAFF REPORTS - continued6. Director of Corporate Services - Lease of Agricultural Land known as Harrington Farm/Minion Field 2191 - 30 Street SW

0445-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement for the North ½ of the Southeast ¼ of Section 9, Township 20, Range 10, W6M, KDYD (2191 30 Street SW) for the term of April 1, 2020 to October 31, 2022 (for use April 1 to October 31 of each year) for an annual fee of \$22,000.00 (plus applicable taxes) with Farmcrest Foods Ltd. subject to *Community Charter* notification requirements.

CARRIED UNANIMOUSLY9. INTRODUCTION OF BYLAWS1. City of Salmon Arm Zoning Amendment Bylaw No. 4350 [ZON-1155; McKibbin, L. & R.; 1411 9 Avenue SE; R-1 to R-8] - First and Second Readings

0446-2019

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4350 be read a first and second time.

CARRIED UNANIMOUSLY10. RECONSIDERATION OF BYLAWS1. City of Salmon Arm Zoning Amendment Bylaw No. 4346 [ZON-1151; Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8] - Final Reading

0447-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4346 be read a final time.

CARRIED UNANIMOUSLY11. CORRESPONDENCE1. Informational Correspondence9. D. McDonald - email dated August 13, 2019 - September 7, 2019 beach day

0448-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council authorize the use of Canoe Beach Park and wharf for the Adaptable Paddleboard event on September 7, 2019 from 11:00 a.m. to 4:00 p.m. subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE - continued1. Informational Correspondence - continued1. S. & C. Martin - email dated August 10, 2019 Salmon Arm and increasing rat population3. R. Schumacher - email dated August 20, 2019 - Rats

0449-2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: staff be directed to conduct a survey of rat management tactics and report to Council.

CARRIED UNANIMOUSLY2. A. Morris - email dated August 23, 2019 - Support for Climate Action Resolution3. S. Ladner - email dated August 24, 2019 - Why is the City of Salmon Arm not standing in Integrity?4. C. Roddick - email and attachment dated August 25, 2019 - Support for Climate Change Adaptation5. P. McIntyre-Paul - email dated August 26, 2019 - Climate Action Plan for the City of Salmon Arm6. J. Beatty - email dated August 9, 2019 - City of Salmon Arm Climate Action7. A. Vallarino - email dated August 1, 2019 - Follow up from Climate Action presentation8. A. Morris - email dated August 2, 2019 - Please take action on climate change9. Dr. A. Borkent - email date August 6, 2019 - Action on climate change10. A. Borkent - email dated August 6, 2019 - time for action11. S. Hunt - letter - Climate Change Action - Council Meeting August 12, 201912. B. and R. Marr - email date August 7, 2019 - Salmon Arm Council's resolving to take action on climate change13. C. Spence - email dated August 11, 2019 - City of Salmon Arm Climate Action14. K. Porter - email dated August 12, 2019 - Climate emergency15. W. Kmet - email dated August 12, 2019 - Climate Change

0450-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: items 11.2 through 11.15 be received as information.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

14. COUNCIL STATEMENTS

15. SALMON ARM SECONDARY YOUTH COUNCIL

16. NOTICE OF MOTION

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

18. OTHER BUSINESS

1. Councillor Lavery - Notice of Motion - FireSmart Curbside Chipping Program

0451-2019

Moved: Councillor Lavery

Seconded: Councillor Eliason

WHEREAS Salmon Arm is adopting a FireSmart approach to better protect our community from wildfires;

AND WHEREAS property owners are encouraged to take individual FireSmart actions to clear vegetation surrounding their own homes with the recognition that such preventative actions can make a big difference;

THEREFORE BE IT RESOLVED THAT staff prepare costs and funding options for a bi-annual 2020 curbside chipping program for consideration during the upcoming budget process.

CARRIED UNANIMOUSLY

3. Salmon Arm Fall Fair Parade Contribution

0452-2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: \$500.00 be allocated from 2019 Council Initiatives for Council Expenses for the City of Salmon Arm Council's participation in the 2019 Salmon Arm Fall Fair Parade.

CARRIED UNANIMOUSLY

The Meeting recessed at 3:34 p.m.

The Meeting reconvened at 3:55 p.m.

13. PRESENTATIONS

Councillor Eliason entered the meeting at 3:56 p.m.

1. Trish Dehnel, Community Energy Association - Climate Action/Partners for Climate

Trish Dehnel, Community Energy Association provided an overview on Climate Action and Partners for Climate. She was available to answer questions from Council.

18. OTHER BUSINESS2. Councillor Lindgren - Notice of Motion - Climate Action Strategy

0453-2019

Moved: Councillor Lindgren

Seconded: Councillor Lavery

WHEREAS the British Columbia government declared a provincial state of emergency in 2018 over record-setting wildfires;

AND WHEREAS the Legislature of British Columbia and the House of Commons of Canada have acknowledged the growing crisis of climate breakdown by holding emergency debates following the release of the Intergovernmental Panel of Climate Change (IPCC) report;

AND WHEREAS Local governments worldwide are taking action to avoid the worst impacts of climate change and calling on senior levels of government for an urgent, emergency response;

AND WHEREAS the effects of Climate Change are already prevalent in the City of Salmon Arm;

AND WHEREAS the City of Salmon Arm has taken many important steps already, including:

- Implementation of curbside recycling and food waste programs;
- Geothermal heating and cooling at City Hall;
- Climate Leader, BC Climate Action Community 2016;
- Salmon Arm Landfill gas capture project (in conjunction with CSRD);
- Solar Feasibility Study;
- Purchase of hybrid vehicles for City fleet;
- Installation of LED and energy efficient boilers;
- Upgrades to Recreation Centre HVAC System (heating, ventilation and air conditioning);
- Installation of LED lighting at some key locations; and
- Adoption of a Pesticide Bylaw;

THEREFORE BE IT RESOLVED THAT Council direct staff to engage the Community Energy Association to prepare a Community Energy Plan for the City of Salmon;

AND THAT the Community Energy Plan Report be funded in the amount of \$15,000.00 from the Climate Action Reserve (approximate balance \$146,000.00 at December 2019).

CARRIED UNANIMOUSLY

0454-2019

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT the City recognize that Climate Action is a Strategic Priority to be considered in decision making and investment moving forward;

AND FURTHER THAT Council recognize the urgent need for a Climate Action Plan and corresponding action for the City of Salmon.

CARRIED UNANIMOUSLY

16. NOTICE OF MOTION - continued

1. Councillor Lavery - Climate Action Emergency (to be considered at the September 9, 2019 Regular Council Meeting)

THAT: the City of Salmon Arm declare a climate emergency and work towards achieving carbon neutrality consistent with the research of the Inter-Governmental Panel on Climate Change (IPCC) as well as the BC Climate Leadership Plan.

4. DISCLOSURE OF INTEREST - continued

Councillor Wallace Richmond declared a conflict of interest with items 22.1, 22.2, 22.3, 23.1, 23.2 and 23.3 as the Columbia Shuswap Regional District is a client of her firm.

19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 5:23 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 S. Lindgren

- 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:

- Councillor L. Wallace Richmond

20. DISCLOSURE OF INTEREST

21. HEARINGS

22. STATUTORY PUBLIC HEARINGS**1. Zoning Amendment Application No. ZON-1107 [Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; P-2 to P-4]**

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

Submissions were called for at this time.

B. Lawson, agent for the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:06 p.m.

2. Official Community Plan Amendment Application No. OCP4000-33 [Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS]

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

Submissions were called for at this time.

B. Lawson, agent for the applicant, outlined the application and was available to answer questions from Council.

H. Williamson - letter dated August 26, 2019 - Presentation to Salmon Arm City Council regarding Official Community Plan Amendment re: 2750 - 40th St. SE.

L. Williamson - letter dated August 22, 2019 - Make a better decision for CSRD Landfill.

L. & H. Williamson, 3030 40 Street SE, expressed concerns regarding increased health risks of living in close proximity to a landfill and provided details of items of concern that are disposed of in waste sites.

C. And J. Piggott, 2451 40 Street SE, - letter dated August 26, 2019 - Community Plan Amendment for 2750 - 40 Street SE, outlined their concerns regarding methane gas, ground water contamination and the increase in noise, health issues, traffic and odour as well as the reduced market value of their property.

D. Lidstone, of 3630 Auto Road SE, spoke concerning the lack of communication and the environmental impact to the neighbouring properties.

A. Kemitzis, 2250 40 Street SE, spoke regarding the CSRD's lack of compliance with regulations including the Ministry of Environment requirements for a buffer zone.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:59 p.m.

22. **STATUTORY PUBLIC HEARINGS - continued**

3. **Zoning Amendment Application No. ZON-1107 [Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4]**

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

Submissions were called for at this time.

B. Lawson, agent for the applicant, outlined the application and was available to answer questions from Council.

H. Williamson, 3030 40 Street SE, expressed concerns regarding buffer zones and the removal of trees on the property prior to the purchase of the property by the CSRD.

B. Van Nostrand, Team Leader, Environmental Health Services, Columbia Shuswap Regional District addressed concerns with methane gas, water quality, well monitoring, putricibles in landfill and the 5 year plan as well as conformance issues and the commitment plan for buffer zones.

Councillor Eliason left the meeting at 8:10 p.m. and returned at 8:14 p.m.

H. Williamson, 3030 40 Street SE, spoke regarding lack of buffer zone between existing landfill and 2750 40 Street SE.

J. Piggott, 2451 40 Street SE, outlined concerns with location of existing landfill and current requirements and compliance.

A. Kemitzis, 2250 40 Street SE spoke regarding the removal of trees on the subject property and lack of transparency by the CSRD.

B. Van Nostrand, spoke regarding the intent of use of the property and expanding the buffer zone to comply with the Ministry of Environment requirements.

H. Williamson, expressed concerns that existing trees and buffer will be removed creating a view of the existing landfill.

J. Piggott, 2451 40 Street SE, spoke regarding potential noise and the need for tree buffers.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:36 p.m.

23. **RECONSIDERATION OF BYLAWS**

1. **City of Salmon Arm Zoning Amendment Bylaw No. 4264 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; Text Amendment and P-2 to P-4] - Third Reading**

0455-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4264 be read a third time.

CARRIED UNANIMOUSLY

23. RECONSIDERATION OF BYLAWS - continued

- 2. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4263 [OCP4000-33; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS] - Third Reading

0456-2019 Moved: Councillor Eliason
 Seconded: Councillor Lavery
 THAT: the bylaw entitled City of Salmon Arm Official Community Plan
 Amendment Bylaw No. 4263 be read a third time.

CARRIED
 Councillor Lindgren Opposed

- 3. City of Salmon Arm Zoning Amendment Bylaw No. 4265 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4] - Third Reading

0457-2019 Moved: Councillor Eliason
 Seconded: Councillor Cannon
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No.
 4265 be read a third time.

CARRIED
 Councillor Lindgren Opposed

24. QUESTION AND ANSWER PERIOD

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

25. ADJOURNMENT

0458-2019 Moved: Councillor Flynn
 Seconded: Councillor Lindgren
 THAT: the Regular Council Meeting of August 26, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:56 p.m.

CERTIFIED CORRECT:

Adopted by Council the day of , 2019.

CORPORATE OFFICER

MAYOR

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Item 6.1

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of September 3, 2019, be received as information.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Tuesday, September 3, 2019.

PRESENT:

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

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

ABSENT:

- Councillor S. Lindgren

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

1. Development Variance Permit Application No. VP-486 [Bartusek, D. & M.; 1070 Okanagan Avenue SE; Setback Requirements]

Moved: Councillor Eliason
Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-486 be authorized for issuance for Lot 3, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255 to vary Zoning Bylaw No. 2303 as follows:

- 1. Section 6.11.1 - Reduce the minimum setback for an accessory building from the front parcel line from 6.0 metres to 0.8 metres;

5. REPORTS - continued1. Development Variance Permit Application No. VP-486 [Bartusek, D. & M.; 1070 Okanagan Avenue SE; Setback Requirements] - continued

2. Section 6.11.3 – Reduce the minimum setback for an accessory building from the East interior side parcel line from 1.0 metres to 0.5 metres; and
3. Section 4.9.2 – Reduce the minimum setback for an accessory building from a Collector Street (Okanagan Avenue) from 16.0 metres to 10.32 metres.

D. & M. Bartusek, the applicants, outlined the application and were available to answer questions from the Committee.

DEFEATED UNANIMOUSLY

2. Development Variance Permit Application No. VP-503 [Chahal, K., Gill, S. & Kandola, J.; 1170 15 Street SE; Setback Requirements]

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-503 be authorized for issuance for Lot 2, Section 12, Township 20, Range 9, W6M, KDYD, Plan 19112 to vary Zoning Bylaw No. 2303 as follows:

1. Section 7.11.3:
 - i) Reduce the minimum setback for a duplex from the interior side parcel line from 2.0 metres to 1.75 metres.

CARRIED UNANIMOUSLY

3. Official Community Plan Amendment Application No. OCP-4000-39 [Muto Holdings Ltd.; 130 Shuswap Street SE; INS to HDR]

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 from INS (Institutional) to HDR (High Density Residential).

CARRIED UNANIMOUSLY

4. Zoning Amendment Application No. ZON-1153 [Muto Holdings Ltd.; 130 Shuswap Street SE; P-3 to R-5]

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which

5. REPORTS - continued

4. Zoning Amendment Application No. ZON-1153 [Muto Holdings Ltd.; 130 Shuswap Street SE; P-3 to R-5] - continued

would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 from P-3 (Institutional) to R-5 (High Density Residential);

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

1. Ministry of Transportation and Infrastructure approval; and
2. Adoption of the associated Official Community Plan Amendment Bylaw.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEM

9. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee meeting of September 3, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:46 a.m.

Minutes received as information by Council
at their Regular Meeting of _____, 2019.

Mayor Alan Harrison
Chair

Item 6.2

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of July 17, 2019, be received as information.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

22

CITY OF SALMON ARM

Minutes of the **Agricultural Advisory Committee** Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Wednesday, July 17, 2019** at 2:00 p.m.

PRESENT:

Councillor Tim Lavery, Chair
Ron Ganert
Don Syme
John McLeod
James Olafson
James Hanna
John Schut
Scott Beeching, Senior Planner/Recorder - Staff (non-voting)

ABSENT:

Lana Fitt, Economic Development Society (non-voting)

GUESTS:

Serena Caner, President, Shuswap Food Action Society
Mike Schroeder
Barry Voth

1. **Call to Order** - The meeting was called to order at 2:00 p.m.

2. **Approval of Agenda and Additional Items**

Moved: James Hanna
Seconded: John McLeod
THAT: the Agricultural Advisory Committee Meeting Agenda of July 17, 2019, be approved as presented.

CARRIED UNANIMOUSLY.

3. **Approval of Minutes of June 12, 2019 Agricultural Advisory Committee Meeting**

Moved: Ron Ganert
Seconded: John Schut
THAT: the minutes of the Agricultural Advisory Committee Meeting of June 12, 2019 be approved.

CARRIED UNANIMOUSLY.

4. **Old Business/ Arising from minutes**

1. **Agricultural Advisory Committee Membership Update**
Councillor Lavery introduced Barry Voth and Mike Schroeder, attending as observers, both have applied for the two open seats. Council will be making a decision at the Regular Council Meeting on July 22, 2019.

5. **New Business**

1. **Salmon Arm Food Action Society, Community Teaching Garden**

Serena Caner provided an update on the Salmon Arm Food Action Society (SAFAS) who at this time hosts a farmer's market, connects young agrarians with established farmers and provides food related education. The SAFAS also runs a community teaching garden that was originally established by the Salmon Arm Family Resource Centre. The City provided a water connection and the produce from the garden is donated to the Food Bank, Second Harvest and CMHA. The issues with the garden are the location and there is no continuous operational funding; as a condition of the original grant application they are not allowed to sell the produce. SAFAS would like to request that the City waive the annual water fees, likely to be \$200 this year. Councillor Lavery recommended that SAFAS make a presentation to Council.

Moved: Ron Ganert

Seconded: James Olafson

THAT: The Agricultural Advisory Committee supports the community learning garden and recommends that Council continues to support the community learning garden including offsetting the water fees.

CARRIED UNANIMOUSLY.

2. **Agricultural Land Reserve Application No. ALC-386 (Subdivision with the ALR) - Owner: Jose and Frances Teixeira - 6741 - 60 Street NE**

The Senior Planner provided a brief overview of the application. The applicants were unable to attend the meeting. The applicant had stated the goal is provide a residence for family to live on the property and provide farm help as the owner is unable to work on the farm due to health issues. The Senior Planner stated that the applicants are unlikely to proceed with a subdivision and would like to investigate options for a second dwelling.

Moved: John McLeod

Seconded: James Olafson

THAT: The Agricultural Advisory Committee does not support a subdivision but encourages the applicants to consider other housing options.

CARRIED UNANIMOUSLY.

6. **Other Business & / or Roundtable Updates**

Councillor Lavery provided an update that the Shuswap Economic Development Society received a grant for a food hub feasibility study and will be invited to the next Committee meeting to provide an update.

7. **Next meeting - August 14, 2019**

8. **Adjournment**

Moved: John Schut

Seconded: James Hanna

THAT: the Agricultural Advisory Committee Meeting of July 17, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 3:05 p.m.

Councillor Tim Lavery, Chair

Received for information by Council on the day of , 2019

Item 8.1

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council award a one (1) year contract extension to D Webb Contracting Ltd. for the Winter Operations of Downtown, Airport & Parking Lots as per the extension clause in the 2018/2019 contract subject to the 2018/2019 rates being held.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Darin Gerow, Manager of Roads & Parks
DATE: August 27, 2019
SUBJECT: **CONTRACT EXTENSION – 2019 / 2020 WINTER OPERATIONS –
AIRPORT, DOWNTOWN & PARKING LOTS**

STAFF RECOMMENDATION

THAT: Council award a one (1) year contract extension to D Webb Contracting Ltd. for the Winter Operations of Downtown, Airport & Parking Lots as per the extension clause in the contract. D Webb Contracting Ltd. have offered to hold their 2018/19 unit prices,

BACKGROUND

In 2018, the City requested quotations for the snow removal for our City Parking Lots, Downtown Core and Airport. Webb Contracting Ltd. was awarded this contract and successfully completed these works during the 2018/19 winter season.

The contract for these services was for a period of one (1) year and included an extension clause for an option to extend an additional three (3) years upon mutual agreement by both parties. Webb Contracting Ltd., have offered to hold their 2018 quoted unit prices for the winter season should the City enter into an extension.

Webb Contracting Pricing is as follows:

| Program | Costs |
|-------------------------|---------------------------------|
| Downtown & Parking Lots | \$ 130.00 per hour / per equip |
| Airport | \$ 120.00 per hour / per equip, |
| Trucking | \$ 108.00 per hour per truck |

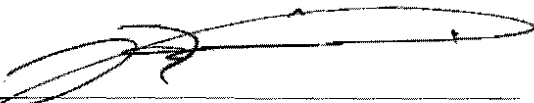
With winter weather we are unsure of the hours, equipment needs and requirements of contracted snow removal, therefore cannot provide a budget number. The following table shows the locations and approximate time it took Webb to plow each location for a medium to large snow event.

CONTRACT EXTENSION – WINTER OPERATIONS – AIRPORT, DOWNTOWN & PARKING
Page 2

| Area | Hours | Cost \$ |
|---|--------|---|
| 4 th Street (upper & lower) Parking Lots | 1 | \$130 |
| 6 th Street Parking Lot | .75 | \$97.50 |
| Avon Parking Lot | .75 | \$97.50 |
| Fire Hall Parking Lot | .75 | \$97.50 |
| Inner Core Parking Lot | .75 | \$97.50 |
| Ross Street Parking Lot | 1 | \$130 |
| Alexander (Roger Ayles) Parking Lot | .75 | \$97.50 |
| Shaw Centre Arena Parking Lots | 2 | \$260 |
| SASCU Recreation Centre Parking Lots | 3 | \$390 |
| Curling Rink & Horseshow Pitch Parking Lot | 1 | \$130 |
| Legion Parking Lot | .25 | \$32.5 |
| Little Mountain Sports Complex Parking Lots | 1.5 | \$195 |
| Marine Park Parking Lot | 1.5 | \$195 |
| Memorial Arena Parking Lot | 1.25 | \$162.50 |
| Salmar Theatre Parking Lot | .5 | \$65 |
| Downtown Core Clean up | 6 - 11 | \$4000 - \$8,000 (dependent on snow received, multiples pieces of equipment used) |
| Airport | 8 - 15 | \$960 - \$1,800 |

Webb Contracting was excellent at responding to snow storms, in most circumstances, responded within 45 minutes of the call out. We recommend securing the extension of this contract for one (1) additional years, expiring at the end of winter 2021.

Respectfully submitted,



Robert Niewenhuizen, AScT
Director of Engineering and Public Works

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Item 8.2

CITY OF SALMON ARM

Date: September 9, 2019

Chief Administrative Officer - Rodent Management - For Information

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

TO: His Worship Mayor Harrison and Council
DATE: August 28, 2019
FROM: Carl Bannister, Chief Administrative Officer
PREPARED BY: Caylee Simmons, Executive Assistant
SUBJECT: Rodent Management

Background:

The City of Salmon Arm Council and staff have received numerous complaints in regards to the recent increase in rodents, particularly rats, in the City of Salmon Arm.

Many jurisdictions throughout the lower mainland and interior have experienced issues with rats which have recently expanded to smaller cities such as Salmon Arm and Vernon. Many cities experiencing these issues have tips and information on their municipal website to assist residents with pest management; however, do not offer municipal funding, services or bylaws to deal with rodents. In addition, many of the websites polled provided a link to HealthLinkBC which offers information on the harm rodents can cause as well as preventative measures.

At this time, staff recommends public engagement and awareness through the City website and social media platforms. This can be accommodated within the existing staff capacity to inform residents of the current situation, tips on eliminating and preventing rodents from private properties as well as staff contacts for issues pertaining to City Parks and public spaces.



Carl Bannister, MCIP
Chief Administrative Officer

Item 8.3

CITY OF SALMON ARM

Date: September 9, 2019

Deputy Fire Chief - Junior Firefighter Program - For Information

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**City of Salmon Arm
Fire Department
141 – Ross Street NE
Mailing Address: Box 40
Salmon Arm, BC V1E 4N2
Tel: 250-803-4060 Fax: 250-803-4068
www.salmonarm.ca**



The City of Salmon Arm Fire Department

Date: August 27, 2019

To: Mayor and Council

Re: Junior Firefighter Program

We are pleased to inform you that the Salmon Arm Fire Department, in conjunction with the City of Salmon Arm and School District 83 will be launching a Junior Firefighter program this coming school year. Selected students from our community will be given an opportunity to train alongside the members of our department. In January they will begin our regular recruit training program. Upon completion of the 13 month program, these students will receive four high school credits and be qualified as Exterior Operations Level Firefighters as described in the Office of the Fire Commissioner's Structural Firefighters Playbook.

Gary Lebeter MEd.
Deputy Chief
City of Salmon Arm
Box 40, Salmon Arm, BC
V1E-4N2
Ph. 250.803.4063
Cell 250.253.5162

CITY OF
SALMON ARM

Item 8.4

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of Base Community Energy Planning and authorize the sole sourcing of same to the Community Energy Association;

AND THAT: Council authorize expenditures from the Climate Action Reserve Fund for the following:

| | |
|--|-------------|
| Climate Change Action Planning: | \$15,000.00 |
| Annual Membership with Community Energy Association: | \$ 2,500.00 |
| Energy Step Code Builder's Workshop: | \$ 500.00 |

AND THAT: The Federation of Canadian Municipalities (FCM) and ICLEI-Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

AND THAT: over 350 municipal governments across Canada representing more than 65 percent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

AND THAT: the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

Item 8.4 - Continued

CITY OF SALMON ARM

Date: September 9, 2019

AND THAT: the City of Salmon Arm endorse the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius;

AND THAT: the City of Salmon Arm participate in the Partners for Climate Protection program and communicate to FCM its commitment to achieving the milestones set out in the five-milestone framework;

AND THAT: the City of Salmon Arm appoint Kevin Pearson, Director of Development Services and Councillor _____ to oversee implementation of the PCP milestones.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

FROM: Kevin Pearson, Director of Development Services

PREPARED BY: Scott Beeching, Senior Planner

DATE: September 3, 2019

SUBJECT: Climate Action Planning

Motion for Consideration:

THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of Base Community Energy Planning and authorize the sole sourcing of same to the Community Energy Association;

AND THAT: Council authorize expenditures from the Climate Action Reserve Fund for the following:

| | |
|--|----------|
| Climate Change Action Planning: | \$15,000 |
| Annual Membership with Community Energy Association: | \$ 2,500 |
| Energy Step Code Builder's Workshop: | \$ 500 |

AND THAT: The Federation of Canadian Municipalities (FCM) and ICLEI—Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

AND THAT: over 350 municipal governments across Canada representing more than 65 percent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

AND THAT: the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

AND THAT: the City of Salmon Arm endorse the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

AND THAT: the City of Salmon Arm participate in the Partners for Climate Protection program and communicate to FCM its commitment to achieving the milestones set out in the five-milestone framework;

AND THAT: the City of Salmon Arm appoint Kevin Pearson, Director of Development Services and Councillor _____ to oversee implementation of the PCP milestones.

PURPOSE

To consider entering into a partnership with the Community Energy Association (CEA) for climate action planning and participation in the Federation of Canadian Municipalities (FCM) Partners for Climate Protection (PCP) program.

Trish Denhel from the CEA presented at the August 26, 2019 Regular Council meeting. The presentation outlined their mandate and the opportunity to partner with CEA on three climate change mitigation initiatives: Climate Change Action Package; Associate Membership in CEA; and, a BC Energy Step Code builder's workshop.

Ms. Denhel also presented an opportunity to participate in the FCM PCP program. The PCP program is managed by FCM and the International Council for Local Government Initiative (ICLEI). The five-milestone process guides communities in creating Greenhouse Gas (GHG) inventories, setting GHG reduction targets, developing action plans, implementing actions to reduce emissions and monitoring and reporting on results.

BACKGROUND

It is well established that climate change is increasing the frequency of extreme weather events and posing other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy. The 2016 Paris Agreement, signed by more than 190 countries including Canada, committed to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts. Local governments are essential to the successful implementation of the Paris agreement.

Canadian cities and communities influence approximately 50 percent of national GHG emissions and can drive systemic low-carbon practices, including: building high efficiency buildings, undertaking building retrofits, building active transportation networks, electric vehicle infrastructure and electric public transit, implement near-zero GHG waste plans and delivering high-efficiency water and wastewater services.

A number of government, national and international organizations have called for greater cooperation among all stakeholders to meet reduction targets supporting binding GHG emission reduction targets, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emission reporting.

Investments in GHG reduction measures can also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses.

The City of Salmon Arm has been implementing GHG reduction measures based on previous reports, those initiatives include:

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 SASCU Rec Centre and Arena upgrades (boilers, hot water tanks, heat exchangers, and LED lighting). This Climate Action Reserve fund (estimated balance is \$148,000 following budgeted 2019 expenditures towards hybrid fleet vehicles) can support projects that allow the City to continue making progress towards carbon neutrality. The current CARIP rebate application is expected to be approximately \$54,000 for the 2018 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 specific recommendations of the facility reports provides further guidance for future projects.

POLICY

The City Of Salmon Arm Official Community Plan Bylaw No. 4000, adopted in 2009, recommends actions to support GHG emissions including a community action plan and participating in the PCP program.

"As a signatory to the BC Climate Action Charter, the City has committed to achieving carbon neutrality by 2012 in corporate operations and to reduce GHG emissions by 6% by 2020. This commitment includes measuring GHG emissions from corporate operations and focusing on projects and development that reduce or offset emissions.

Community Energy and Greenhouse Gas Policies

- 4.6.1 Continue to implement growth strategies that discourage urban sprawl, encourage healthy communities, and reduce energy consumption.
- 4.6.2 Continue to promote water conservation strategies such as the Water Wise program, incorporation of innovative irrigation technologies, the installation of low flush toilets and low flow aeration faucets, and xeriscaping (i.e., drought resistant landscaping) for all developments.
- 4.6.3 Work towards reducing the community wide GHG emissions by 6% by 2020.
- 4.6.4 Research the local effects of climate change and implement adaptation strategies.
- 4.6.5 Promote the reduction of community greenhouse gas emissions by implementing a community action plan for achieving reduction targets.
- 4.6.6 Measure and publically report, on an annual basis through Council, beginning in 2011, the community wide GHG emissions using the annually published Community Energy and Greenhouse Gas Emissions Inventory.
- 4.6.7 Review opportunities to create a Development Permit Area for energy conservation and reduction of greenhouse gases.
- 4.6.8 Investigate participation in the Partners for Climate Protection (PCP) Program."

Community Energy Association

The CEA has offered to prepare a "Climate Change Action Package" including:

- Community Energy and Emissions Plan (CEEP);
- Corporate Greenhouse Gas Reduction Plan; and,
- Community Renewable Energy Scan.

CEA will undertake an engagement exercise involving staff, elected officials and community stakeholders. This work will build on the existing CARIP reporting program outlining year by year actions to reduce GHG emissions, a funding strategy and priorities. The cost of the Climate Change Action Package is \$15,000 in addition to staff and Council participation and hosting meetings. Letter attached.

Benefits of implementing a Climate Change Action Plan/CEEP may be:

- Reducing GHG emissions: energy planning helps local government to effectively manage GHG emissions. This contributes to mitigating climate change and helps manage costs associate with carbon taxes and offsetting.
- Reduced energy demand and costs: energy planning improves budgeting and saves money.
- More efficient infrastructure, more livable neighbourhoods, and protection of the environment.

Many local governments are employing a full time staff member to develop and implement community energy and emissions plans and carbon neutral action plans. The City of Kamloops employs a Corporate Energy Management Coordinator, Kelowna employs a Community Energy Specialist, District of Summerland has a Sustainability/Alternative Energy Coordinator and the District of Squamish employs a Manager of Sustainability and Climate Change.

Building on the partnership with CEA and the preparation of a climate change action package the City of Salmon Arm could build capacity for the same services through the Associate Membership in CEA without a dedicated full time staff position. The cost of annual membership is \$2,500 and the benefits are:

- Access to members-only webinars reviewing recent activity and emerging insights.
- An opportunity to network and stay current with actions of others.
- CEA available to act as trusted independent advisor on climate and energy topics.
- Inclusion of local government logo in CEA literature, advertising and marketing material.
- CEA attendance at Council meeting to recognize membership and leadership.
- Potential to participate on BC Mayors Climate Leadership Council.

The Province has introduced BC Energy Step Code for voluntary use by local governments with the intent of making it compulsory in 2021. Step Code is a set of five performance steps for new buildings that go from BC Building Code minimums to net-zero energy ready buildings. By 2032 all buildings will be required to use 70% less energy than the current building code standards. The implementation of Step Code will make homes more comfortable and reduce energy costs for homeowners and promote a local green building economy. Home builders are resistant to change; however, in most cases builders can meet Step Code requirements for less than a 1.5% premium over a conventional home. As builders gain experience and energy efficient products become available costs will continue to decrease, especially if incentives are implemented.

The CEA has offered to host a builder's workshop in Salmon Arm. The workshop would provide local builders an introduction to Step Code presented by a BCIT instructor. The workshop would be available for local contractors and developers via SCIP as well as building officials, staff and politicians. The cost to the City of Salmon Arm would be \$500 plus a meeting space

and refreshments. This would be the first step in public consultation as the Province moves toward mandatory implementation of Step Code in 2021.

FCM Partners for Climate Protection

The PCP program offers a proven approach to reducing GHG emissions. Members of the PCP program are responsible to:

- Carry out the PCP five-milestone framework within 10 years of joining the program.
- Submit documentation demonstrating progress with the five-milestone framework at least once every two years.

If the City were not able to meet the PCP program requirements, the City could always exit the program and rejoin at a later date or access assistance to submit the documentation to meet the requirements.

Through participation in PCP the City will have access to the following tools and resources:

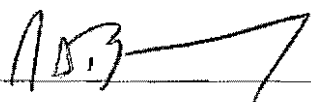
- Support and guidance, through the PCP Milestone Framework.
- Access via the PCP Hub to a network of 350 local governments across Canada.
- Technical support tools, including the PCP Milestone Tool and Protocol.
- Information and access to funding opportunities, such as those offered by FCM's Green Municipal Fund.
- Capacity-building resources including workshops, case studies and training opportunities.
- Awards and recognition for milestone achievements and for reported measures.

STAFF COMMENTS

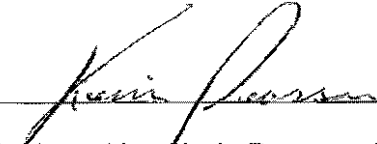
The City received Level 3 recognition as a "Climate Leader" in August 2019 by the Provincial-UBCM Green Communities Committee. Being actively engaged in the PCP program will enable the City of Salmon Arm to continue to be a climate action leader. Building on CARIP reporting, a CEEP is the next step towards long term assessment and reduction of GHG emissions. The CEA will also provide support for application to the PCP program and it is likely with the climate action planning as proposed the City could soon achieve PCP Milestone 3.

The initial planning process undertaken by CEA in collaboration with the City and the citizens will determine short-term financial, budgetary, and taxation implications. Investment in GHG reduction measures can reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses.

The OCP supports a climate action plan and participation in PCP. Partnering with PCP and CEA is a cost effective way to build capacity for climate action planning. To be successful future infrastructure grant applications and asset management planning will require examination through a climate action lens and evidence of climate action planning.



Prepared by: Scott Beeching, MCIP, RPP
Senior Planner



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

Via email:

Re: Preparation of "Climate Change Action Package": Community Energy & Emissions Plans, Corporate Greenhouse Gas Reduction Plan, and Community Renewable Energy Scan

Thank you for your interest in having the Community Energy Association (CEA) prepare a Climate Change Action Package for _____. The package will include a Community Energy and Emissions Plan, Corporate Greenhouse Gas Reduction Plan and a Community Renewable Energy Scan.

Deliverables

CEA staff will undertake an engagement exercise. From the engagement with staff, elected officials and community stakeholders, staff will prepare Community Energy and Emission Plan (CEEP)

Community Energy & Emissions Plan (CEEP)

For the CEEP, Community Energy Association will adapt and deliver the successful "CEEP QuickStart" program which CEA has **delivered to 60+ small and mid-sized communities** across BC on behalf of BC Hydro and FortisBC. The program typically identifies community electricity and GHG reductions of 5-25% below Business As Usual (BAU).

For CEEP development, the process will be:

- Initial start up call with lead staff person and CEA
- CEA review of community plans, studies and documents
- Pre-workshop webinar to help set the stage (with all workshop - staff and community stakeholder- participants)
- 1 day main development workshop (with staff, at least one elected representative, and key community stakeholders as identified by _____ with input from CEA, e.g. FortisBC, BC Hydro, Regional District, Chamber of Commerce, Industry, Transit, School District, Interior Health, large employer)
- This day long workshop will be facilitated by 2 or 3 of CEA staff and allow ample opportunity for community engagement.
- Post stakeholder workshop, an approximately 35 page draft Action Plan document (plus appendices) will be delivered. Using a community energy and emissions model, the draft Action Plan outlines community identified actions to reduce GHG emissions versus "business as usual".
- The plan will include actions by year with accountability, funding strategy, and next steps for priority actions.

CEA Work Plan

Project initiation is dependent upon CEA receiving approval to proceed in the form of this signed and returned Engagement Letter.

We expect that the duration of the project would be approximately three (3) months, plus some time for _____. We anticipate starting the project _____. Though much of the work can be done from the desktop and via phone meetings, CEA staff would like to schedule a 2 day period to be on location for the workshop and information gathering. With the Community stakeholder workshop scheduled, the rest of the timing will fall into place.

Community Responsibilities

For this initiative to be a success, the participation of the staff and Council is required. Specifically, the _____ will:

- Assign a staff member to be project lead and commit to providing documents and reviewing draft deliverables.
- Respond to CEA requests for data and existing reports promptly.
- Provide a list of community stakeholders and renewable energy scan potential projects to CEA.
- Commit to hosting and providing beverages/snacks/lunch to stakeholder at the all day community meeting. The venue is to be rented or provided by the District.
- Commit to have the majority of senior staff attend 1.5 days of workshops (community and corporate).
- Have at least one Council member participate at the daylong community workshop.
- Review the final report in a timely manner and provide CEA with feedback.
- Provide comments / edits to the report in one consolidated set of edits.
- If desired, schedule a CEA presentation to Council on project recommendations

Fees and Expenses

Based on the work program and resource mix outlined in this letter, professional fees will be a maximum of _____. This excludes CEA staff travel expenses for the workshop and Council presentation, and contingencies which are expected to be an additional \$_____, for a combined maximum total of _____. This **does not** include food and venue costs associated with hosting the workshop. Note that as a charitable society, CEA does not charge GST on services. CEA suggests that payment be made in installments, with 1/2 upon signing of contract, and 1/2 upon submission of the three final document deliverables. Work will begin immediately upon receipt of this signed engagement letter.



Our Mission: *To support local governments in accelerating climate action and energy security in their own operations and across their communities.*

We deliver value through....

-  **CAPACITY BUILDING**...Presentations, workshops, conferences, freely downloadable research and guides.
-  **RECOGNITION**...A formal awards program recognizes leading local governments during the UBCM Annual General Meeting (Energy & Climate Action Awards).
-  **NETWORKING**...The CEA helps local governments connect with energy industry & other orders of Government.
-  **PROJECTS**...Grant-funded and fee for service projects to develop and/or implement plans to reduce energy and emissions.

LOCAL GOVERNMENT ASSOCIATE MEMBERSHIP - \$2,500 INVESTMENT

Benefits:

- ✓ Exclusive access to members-only webinars reviewing recent activity and emerging insights.
- ✓ Quarterly meetings provide opportunity to network and stay current with actions of others.
- ✓ CEA available to act as trusted independent advisor on climate and energy topics.
- ✓ Inclusion of local government logo in CEA literature, advertising and marketing material.
- ✓ CEA attendance at Council meeting to recognize membership and leadership.
- ✓ Potential to participate on BC Mayors Climate Leadership Council.

ENHANCED MEMBERSHIP OPTIONS:

Climate Champion – Investment: \$ 10,000

- 20% discount on training, workshops, and conferences
- 15% discount on advisory services fees
- Preferred partnering on events and publications.
- Premium positioning and promotion of member (logo) in all CEA activity.

Energetic Supporter – Investment: \$ 5,000

- 10% discount on CEA delivered training, workshops, and conferences
- 10% discount on advisory service fees

Community Energy Association is incorporated as a recognized charitable non-profit society.

www.communityenergy.bc.ca

Partners
for Climate
Protection

**Five-Milestone Framework
for Reducing Greenhouse
Gas Emissions**



ICLEI
Local
Governments
for Sustainability

FCM | Green Municipal Fund
Fonds municipal vert

Five-Milestone Framework for Reducing Greenhouse Gas Emissions

Cette publication est aussi disponible en français sous le titre
Cadre en cinq étapes pour réduire les émissions de gaz à effet de serre.

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Introduction

The Partners for Climate Protection (PCP) program is a network of municipal governments that have committed to reducing greenhouse gas (GHG) emissions and acting on climate change. PCP is a partnership between the Federation of Canadian Municipalities (FCM) and ICLEI – Local Governments for Sustainability. It is the Canadian component of ICLEI's Cities for Climate Protection (CCP) network.

PCP provides a five-milestone framework that can help your municipal government to take action to reduce GHG emissions from the community and municipal operations, protect the climate and provide many other benefits:

- **Cost savings:** Increasing energy efficiency, purchasing renewable energy and developing local renewable energy sources means financial savings for your municipal government and for households and businesses in your community.
- **Job creation and local economic development:** Creating new markets for renewable energy technologies, energy efficiency and sustainable public transit can stimulate your community's economy and increase competitiveness.
- **Reduced traffic congestion:** Promoting public transit, cycling, low-emissions vehicles, car sharing, and active transportation encourages residents in your community to choose more affordable and environmentally friendly travel modes, improving mobility, safety, and public health.
- **Improved air quality:** Reducing pollutants and airborne particles improves air quality and reduces the incidence of respiratory diseases.

Financial savings, improved economic performance, reduced traffic and cleaner air all contribute to one thing — more environmentally friendly and livable communities.

Did you know...

... that FCM's Green Municipal Fund™ (GMF) provides grants of up to 50 per cent of costs to a maximum of \$350,000 toward the completion of PCP Milestones Two and Three? GMF also offers grants for feasibility studies and grants and low-interest loans for capital projects to implement measures identified in the local action plan.

Useful resources and information, including case studies, webinars, templates, technical assistance, and newsletters, as well as valuable networking opportunities with PCP members, are also available to help you achieve the milestones.

Using this guide

This guide provides an overview of the PCP five-milestone framework and a list of resources available to help you achieve each milestone.

A framework for action

The five milestones are typically completed in numeric order so that knowledge is built systematically. However, some municipalities choose to move immediately into the third milestone — developing a local action plan — so that they can start reducing GHG emissions right away.

The PCP program encourages members to share their experiences with the PCP network throughout the milestone process. Share your knowledge and learn from the lessons of your peers — it's the strength of PCP.

PCP Milestones

| | |
|-------------------------|--|
| Milestone One: | Create a GHG emissions inventory and forecast |
| Milestone Two: | Set an emissions reductions target |
| Milestone Three: | Develop a local action plan |
| Milestone Four: | Implement the local action plan or a set of activities |
| Milestone Five: | Monitor progress and report results |

City of Thunder Bay, Ontario

With support from FCM's Green Municipal Fund, the City of Thunder Bay's community partnership, EarthWise, is enlisting community support to achieve the PCP milestones. To date, 11 working groups have developed recommendations on local issues.

www.earthwisethunderbay.com



Town of Gibsons, British Columbia

The Town of Gibsons has hired a full-time staff member to develop local action plans for its municipal operations and for the community (Milestone Three). The town is working with the Community Energy Association to establish a utility to capture waste heat from a new ice rink and supply energy to the Upper Gibsons area. It has installed bioswales (landscaping elements) to filter water run-off, and is looking into water metering to reduce water consumption. An anti-idling bylaw has also been implemented, and a guidebook for municipal staff on climate issues is in the works.

www.gibsons.ca



Milestone One — Create a GHG emissions inventory and forecast

What is a GHG emissions inventory and forecast?

A GHG emissions inventory is a collection of data that quantifies the amount of energy consumed and solid waste generated by your community and municipal operations. The **community inventory** records data from the institutional, commercial, industrial (ICI), transportation, and residential waste sectors. The **corporate inventory** records data from your municipal government facilities and operations, including buildings, street lighting, water and wastewater treatment, the municipal fleet, and corporate solid waste.

You can use the GHG emissions inventory to estimate your community and corporate GHG emissions in future years. The forecast projects future emissions based on assumptions about population, economic growth and the types of fuels consumed.

What kinds of data are included in the inventory?

The inventory includes data on:

- **energy** use, including electricity and fossil fuels;
- **transportation** practices, such as vehicle kilometres travelled, fleet composition and the types of fuel consumed; and
- **waste** composition, volume and disposal methods.

What types of GHG emissions are measured?

The inventory tracks three principal GHGs: carbon dioxide (CO₂), nitrous oxide (N₂O) and methane (CH₄), expressed as a CO₂ equivalent (CO₂e).

Typically, these GHGs are generated from:

- the use of fossil fuels to light, heat, cool and ventilate buildings (including homes and offices) and to power municipal operations, industrial processes and vehicles; and
- the decomposition of organic waste in landfills.

Why develop an inventory?

You can use your inventory as a management tool to:

- **Save money.** The inventory helps you track dollars spent on energy and can reveal opportunities for investment in energy efficiency improvements — what can be measured can be managed.
- **Get a reference point.** Selecting a baseline year, and completing an emissions inventory for that year, is essential for tracking reductions in GHG emissions.
- **Take action.** Identifying significant sources of GHG emissions is the first step toward developing an effective local action plan (Milestone Three) and implementing appropriate emissions reduction measures (Milestone Four).
- **Participate in carbon trading.** A verifiable GHG emissions inventory will help you to participate in the voluntary carbon trading market, and may be required in a regulated market.

City of Laval, Québec

With support from FCM's Green Municipal Fund, the City of Laval developed a GHG emissions inventory for the community and for its municipal operations. In a new initiative also funded by GMF, the data collected will be used to prepare a local action plan outlining the steps that can be taken to reduce GHG emissions.



www.ville.laval.qc.ca

Milestone Two — Set an emissions reduction target

What is an emissions reduction target?

An emissions reduction target is the quantity of emissions your municipal government aims to reduce through various emissions reduction measures outlined in a local action plan. It is usually expressed as a percentage reduction below the quantity of emissions released in the baseline year.

You can set an emissions reduction target at any time. Generally, the target is set after a GHG emissions inventory and forecast is completed (Milestone One) or after existing emissions reduction measures are quantified.

To develop a reduction target, municipal governments usually seek the input of citizens, community stakeholders, non-governmental organizations and the private sector. Your municipal council must adopt the emissions reduction target as well as the timeline for achieving it.

Why set a target?

The emissions reduction target is the basis of your municipality's program objectives and provides a goal against which to track progress. Some communities have been able to adopt aggressive targets. For instance, the City of Calgary has adopted a target to reduce corporate emissions by 50 per cent below 1990 levels by 2012.

What is a good reduction target to strive for?

PCP recommends the following targets:

- A **20 per cent reduction** in GHG emissions below baseline levels for **municipal operations** within 10 years.
- A **six per cent reduction** in GHG emissions below baseline levels for the **community** within 10 years.

You may revise the targets as you develop your local action plan (Milestone Three). Select a base year for which the most complete and reliable data are available.

City of Regina, Saskatchewan

The City of Regina aims to reduce its GHG emissions by 15 per cent below 1990 levels for its municipal operations and six per cent for the community by 2012. The City of Regina's Green Ribbon Community Climate Change Advisory Committee, which is made up of local stakeholders, created a local action plan to meet these targets in 2004, and are now providing guidance, advice and assistance to implement it. An inter-departmental working group is developing an action plan to continue to reduce emissions from municipal operations. The city reduced its corporate emissions by five per cent between 1990 and 2005.



www.regina.ca/page1018.aspx

Milestone Three — Develop a local action plan

What is a local action plan?

A local action plan (LAP) is a strategic document that outlines how your municipality will achieve its GHG emissions reduction target. Links must also be established between the LAP and the municipal government's official plan and other planning documents.

Many communities develop two separate LAPs — one for municipal operations and one for the community as a whole. Although the reduction potential from the community is significantly greater than that from municipal operations, PCP encourages municipal governments to develop and implement a plan for municipal operations first. By going first, your municipality can demonstrate leadership and provide a positive example for the community to follow. Also, the experience gained in making the smaller municipal LAP can then be applied to the community-wide LAP, which is typically more complex to develop and implement, requiring input and coordination from many stakeholders, such as citizens' groups, non-governmental organizations and the private sector.

What does a local action plan include?

Whether municipal or community-wide, an LAP generally includes:

- a summary of baseline emissions forecasts and targets;
- a set of existing and proposed emissions reduction actions;
- implementation strategies, including the resources involved; and
- input from stakeholders.

City of Fredericton, New Brunswick

Launched in 2007 with support from FCM's Green Municipal Fund, the City of Fredericton's Green Matters GHG reduction campaign is a cornerstone initiative to help the city reduce its community GHG emissions by six per cent by 2010. Green Matters has become a successful community-wide initiative that engages, educates, motivates and supports Fredericton residents, businesses and organizations in reducing their emissions in sustainable ways.

www.greenmattersfredericton.com



City of Yellowknife, Northwest Territories

Using its community GHG emissions inventory, the city worked with the community to develop a Community Energy Plan to help Yellowknife lower its GHG emissions and energy consumption costs. The plan's 12 overarching proposals will help Yellowknife lower its GHG emissions by 20 per cent for city operations and by six per cent compared to 2004 levels for the community by 2014. It recommends a mixture of policy instruments ranging from voluntary to regulatory, and it encourages the city to lead by example by undertaking emissions reduction measures in its own operations.



www.yellowknife.ca (see "Community Energy Plan Implementation Advisory Committee" under City Hall Committees)

Milestone Four — Implement the local action plan or a set of activities

Who implements the local action plan?

While municipal staff are responsible for putting the plan in motion and maintaining momentum, non-governmental organizations and private-sector contractors can contribute to the implementation of specific projects. The approval and support of council, municipal staff, stakeholders and the community are essential to the plan's success.

What funding is available to implement the plan?

You have several options for financing the implementation of your local action plan. You can use internal funds, obtain third-party financing through performance contracting and borrowing, and apply for grants and loans for environmental initiatives. For example, FCM's Green Municipal Fund offers grants and loans for leading studies and projects (see www.fcm.ca/gmf).

When planning your budget, consider the following questions:

- Which measures can be incorporated into existing projects or expenditures?
- Which measures will require new expenditures?
- What is the payback period?

- What savings or co-benefits will result from these measures (e.g. lower fuel costs for hybrid vehicles, or reduced energy costs for heating and cooling)?
- Is funding available in the current municipal budget?
- What alternative funding sources exist?
- What are the project's life cycle costs?

Benefits for today and tomorrow

While payback periods of five or more years generally result in greater GHG reductions, there are many short-term actions that result in direct reductions. See the *Quick Action Guide* at www.fcm.ca/gmf for many ways to start reducing GHGs right away.

How long does it take to implement a local action plan?

Allow yourself enough time to meet your emissions reduction goal by the target year, taking into account existing processes and responsibilities, future administrative, technical and political changes, council and staff turnover, and other issues. Include time in your implementation schedule for stakeholder review and input.

It is important to note that planning does not end with implementation — be sure to revisit your plan on a regular basis to account for new changes. Building renewal into your plan is a key element to long-term success.

Milestone Five — Monitor progress and report results

Why monitor progress?

Monitoring the results of the actions planned for in Milestone Three and implemented in Milestone Four helps you to determine:

- whether reduction measures are producing the anticipated results; and
- whether your emissions reduction target will be met.

If your actions are not producing the anticipated results or your target will not be met, the data collected can provide you with the information you need to evaluate and adjust your activities.

How should we go about monitoring and reporting our progress?

There are four main steps to achieving Milestone Five:

1. **Track the results of specific emissions reduction measures.** Tracking the results of specific actions involves quantifying the reduction in energy consumed or waste generated as a result of the actions undertaken, and then calculating the quantity of GHG emissions that was avoided.

In addition to monitoring emissions reductions, you can also assess your implementation costs and track co-benefits, such as reduced costs, increased use of innovative technologies, job creation and improvements to local air quality and community health.

Note: Be sure to use the same data collection methods to update the inventory as you used to create it for the baseline year (Milestone One).

2. **Update the inventory.** To determine whether your municipality is likely to meet its community and corporate emissions reduction targets, you will need to update the emissions inventory periodically. Updating your inventory every three to five years will help to ensure there is adequate time to refine your local action plan if necessary. While tracking specific actions is a valuable exercise to ensure they are effective, updating the inventory enables you to account for outside factors contributing to your emissions profile, such as growth, economic development, legislation and behaviour change.
3. **Engage stakeholders and decision-makers.** Throughout the milestone process, you will engage with various community stakeholders and decision-makers on the development of your GHG emissions inventory and the development and implementation of your local action plan. Continue this participatory approach into Milestone Five, engaging stakeholders and decision-makers in monitoring and verifying the results of your local action plan to ensure that your municipality can meet the targets set in Milestone Two.
4. **Report to stakeholders and to FCM.** The final stage of Milestone Five is to report on your activities to your stakeholders and to FCM. Reporting to your stakeholders provides them with the results of the processes to which they contributed, and can help you earn support for future initiatives. Results can be included in existing reports produced by your municipal government, such as a sustainability progress report. They can also be described in a stand-alone document. FCM will conduct a technical review of your individually tracked actions and your updated inventory.

Reporting to FCM enables the Federation to ensure consistency among PCP members and to report on the achievements made through participation in the PCP program. At Milestone Five, you will be able to report quantifiable results of your actions, which tangibly illustrate the significance of action at the local level.

Realizing your goals

Reaching Milestone Five is a significant achievement, but it does not signal the end of your community's emissions reduction efforts. A local action plan is a living document that is revised as information, ideas and circumstances evolve.

City of Edmonton, Alberta

With support from FCM's Green Municipal Fund, the City of Edmonton measured its community energy consumption and GHG emissions using utility data. Because the city works with several partners to offer rebates and incentives for energy-efficient products, it is also able to track certain purchases, such as high-efficiency furnaces, which enables it to track GHG emissions.



www.co2re.ca

Frequently Asked Questions

How do I complete the milestones if my municipality has few staff and no budget?

This challenge can often be overcome by looking to the community for support. Many PCP members have retained students, academics or other community groups for support. Many provincial governments and electrical utilities now offer support to municipalities to undertake climate work.

You may also consider working on a regional scale. If there are several small municipalities in your area working through the PCP Milestone Framework, why not pool resources? For example, the Strait-Highlands Regional Development Authority in Nova Scotia and the Capital Regional District in British Columbia used a regional approach to completing PCP milestones. Remember that ICLEI provides free technical support to PCP members working through the milestones.

How much should our municipality budget to complete the five milestones?

The cost of completing the five milestones will vary depending on a number of factors. On average, PCP members have spent \$110,000 to complete Milestones One to Three for municipal operations and the community together as a package. These costs are often offset by energy savings once reduction measures are implemented. Many municipalities have retained students to assist with developing their inventory and local action plan. Funding support is available from FCM's Green Municipal Fund (www.fcm.ca/gmf) and various provincial government programs.

What support does the Green Municipal Fund provide to complete the milestones?

FCM's Green Municipal Fund provides grants of up to 50 per cent of costs to a maximum of \$350,000 toward the completion of Milestones Two and Three. GMF also offers grants for feasibility studies and grants and low-interest loans for capital projects to implement actions in Milestone Four. Useful resources and information, including case studies, webinars, templates, technical assistance, and newsletters, as well as valuable networking opportunities with PCP members, are also available to help you achieve the milestones. Contact FCM at pcp@fcm.ca for more information.

What do we do when we complete a milestone?

Once you have completed a milestone and the work has been endorsed by your municipal council, contact FCM at pcp@fcm.ca. Members are encouraged to submit their materials (GHG emissions inventory, local action plan, implementation reports, etc.) in draft form so that FCM can review them and provide comments. All submissions undergo a technical review to ensure consistency with program protocols before recognition is issued.

How do we cite the PCP program in our local action plan and milestone work?

PCP should be cited as a joint program between the Federation of Canadian Municipalities and ICLEI – Local Governments for Sustainability. Consider using the following sample text: *The Partners for Climate Protection (PCP) is a national network of municipal governments working to address climate change. PCP is a joint initiative between the Federation of Canadian Municipalities (FCM) and ICLEI – Local Governments for Sustainability.* This text can be useful in reports and media releases.

How can our municipality be recognized for completing a milestone?

Once your municipality has completed a milestone, contact FCM at pcp@fcm.ca for instructions on what material should be submitted. All submissions undergo a technical review to ensure consistency with program protocols. Once this review is complete, FCM will send a letter of recognition to your municipality.

How is the information that municipalities submit in milestone materials used?

When PCP members submit milestone materials (GHG emissions inventory, local action plan, implementation reports, etc.) to FCM or ICLEI, these materials undergo a technical review. This review not only enables FCM to identify ways of improving the reports, but also enables FCM to identify the types of measures that municipalities are implementing and the resulting GHG reductions achieved. FCM and ICLEI aggregate these data in annual measures reports. These reports provide FCM and ICLEI with a national perspective on the impact that municipal governments are having on climate change.

City of Prince George, British Columbia

With support from FCM's Green Municipal Fund, the City of Prince George has implemented many initiatives to reduce GHG emissions, including the use of biodiesel in fleet vehicles, an anti-idling program, and the construction of all new municipal buildings to high energy-efficient standards. The city is also investigating the opportunity to install a community energy system to heat municipal buildings downtown.



www.city.pg.bc.ca/pages/corpplan

Resources

Several publications are available to help you to achieve the PCP milestones. Visit the Partners for Climate Protection pages on the FCM Green Municipal Fund website at www.fcm.ca/gmf to download the publications below (publications available from other websites are indicated as such). Also visit the Awards page and Green Municipal Fund Approved Projects Database for examples of sustainable community development initiatives across the country.

Municipalities just getting started in the PCP program or interested in joining should also see the *PCP Overview Brochure*, *The Business Case for Greenhouse Gas Reductions*, the *Quick Action Guide* and the *Council Joining Resolution* available on the above website.

Milestone One

- *Developing Inventories for Greenhouse Gas Emissions and Energy Consumption: A Guidance Document for Partners for Climate Protection in Canada*
- *GHG Inventory Quantification Support Spreadsheet*
- *Electricity Coefficients Update for Inventory Quantification Support Spreadsheet*
- *Local Government Emissions Analysis Protocol (available at www.iclel.org)*

Milestone Three

- *Six Steps to a Sustainable Community: A Guide to Local Action Planning*
- *Model Climate Change Action Plan*
- *Adapting to Climate Change: An Introduction for Canadian Municipalities*

Milestone Four

- *Quick Action Guide*
- *The Guide to Green Infrastructure for Canadian Municipalities*

Milestone Five

- *Local Government Emissions Analysis Protocol (available at www.iclel.org)*

Halifax Regional Municipality, Nova Scotia

An integrated systems approach to clean air, land, water and energy is helping Halifax Regional Municipality (HRM) meet its commitments to a healthy, sustainable and vibrant community. HRM is currently completing Milestone Five.

In addition to its comprehensive corporate and community local action plans, HRM has also implemented a Clean Air Strategy, a comprehensive Community Energy Plan (with support from FCM's Green Municipal Fund) and Climate SMART, an integrated approach to climate change mitigation and adaptation.

www.halifax.ca/environment



Contact

Membership support

FCM provides PCP members with the tools and resources they need to complete the milestones, provides valuable networking opportunities, and manages the review and recognition of milestone achievements.

For membership support contact:

Partners for Climate Protection
Green Municipal Fund
Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario K1N 5P3
Tel.: 613-907-6370
Fax: 613-244-1515
E-mail: pcp@fcm.ca

www.fcm.ca/gmf

Technical support

ICLEI – Local Governments for Sustainability provides complimentary technical support to PCP members.

For technical support contact:

401 Richmond Street, Suite 417
Toronto, Ontario M5V 3A8
Tel: 647-728-4390
E-mail: lisa.scott@iclei.org

www.iclei.org

From: Patricia Dehnel
Sent: August-27-19 12:25 PM
To: Alan Harrison; Carl Bannister
Cc: Kevin Pearson; Erin Jackson
Subject: Salmon Arm - Climate Action Initiatives - Council presentation follow up

Dear Mayor Harrison, Council and Staff of City of Salmon Arm

Thank you for the opportunity to present *Climate Action Initiatives* to Council on August 26, 2019. It was indeed my pleasure, and so lovely to reconnect with some of my long-time friends who live and work in your beautiful community.

My understanding of your resolution was:

- o *Council direct staff to engage the Community Energy Association (CEA) to prepare a **Community Energy Plan** for the City of Salmon Arm;*
- o *The Community Energy Plan be funded in the amount of \$15,000 from the Climate Action Reserve;*
- o *The City recognize this is a Strategic Priority to be considered in decision making and investment moving forward; and*
- o *That Council recognize the urgent need for a **Climate Action Plan** and corresponding action from City of Salmon Arm.*

For this we thank you so much and look forward to working with you to prepare a Community Energy Plan (also known as "CEEP" or "SCEEP").

We also will assist with funding sourcing to ultimately support the preparation of an all inclusive "Climate Action Plan". The CEEP will be a great starting point for Salmon Arm and could be prepared as a "module" to inform an overall and eventual Climate Action Plan.

As requested, samples of CEA SCEEPs/CEEPs are found as follows:

- Regional District of Central Kootenay, 2016: <https://rdck.ca/EN/main/services/sustainability-environmental-initiatives/sceep.html>
- City of Roseland, 2015: http://www.rossland.ca/sites/default/files/report_energy-and-climate-change_community-energy-and-emissions-plan-2015_2017-01-17.pdf
- District of Sparwood, 2012: [https://sparwood.civicweb.net/filepro/document/49394/Community%20Energy%20Emissions%20Plan%20\(CEEP\).pdf](https://sparwood.civicweb.net/filepro/document/49394/Community%20Energy%20Emissions%20Plan%20(CEEP).pdf)
- Note that in 2019 we prepared a CEEP for Logan Lake. I envision this one (as a very recent CEEP) to be the foundation template for the Salmon Arm CEEP. Rest assured though that the template would be very personalized to reflect the Salmon Arm experience. (Sorry, I am unable to easily find the Logan Lake CEEP online to share with you).

In conjunction with the notice of motion to declare a Climate Emergency on September 8, if possible and as part of the CEEP preparation, I offer some other resolutions to consider at your next meeting:

- **Introduce a resolution to join FCM-ICLEI PCP** (*attached sample*)
- **Notify the Energy Step Code Council you have started to consult on the BC Energy Step Code:** (*This does not commit you to introduce the Step Code to your community or do anything further.*)

However, you could consider that community consultation has started given my presentation to Council on Aug 26 and the CEEP workshop later this year – this also does not require a resolution of Council – could be an information item.)

1. Complete the [initial notification form \(PDF\)](#)
2. Send your form by [email to the Building and Safety Standards Branch](#) with the subject: (Name of your local government) Notice of Initial Consultation
3. Receive an email from the Building and Safety Standards Branch within 10 days confirming receipt of your form

Some resources noted in my presentation:

- FortisBC Community Conservation Resources (Portal) www.fortisbc.com/in-your-community/community-conservation-resources. For newsletter blogs, development services counter energy saving pamphlets, resident energy conservation assistance program (ECAP), etc.
- Central Kootenay Sustainability Checklists are available to help plan, design and build with goals of sustainability and energy-efficiency. Download the [residential checklist](#) or the [commercial checklist](#) (template available for Salmon Arm to customize)
- Resources on BC Energy Step Code <https://energystepcode.ca/>
- FCM Partners for Climate Protection <https://fcm.ca/en/programs/partners-climate-protection>
- Clean BC Better homes for free access to Energy Coach / available incentives <https://betterhomesbc.ca/rebate-search-tool/>

And for next steps to develop the Salmon Arm CEEP: CEA will work directly with staff to prepare a letter of engagement, begin to schedule CEEP workshop logistics and look into alternate funding sources for the Climate Action Plan.

Thank you and we look forward to our continued work with the City of Salmon Arm.

Best wishes,
Trish Dehnel

Patricia (Trish) Dehnel, RPP MCIP
Community Relations Manager



Tel: (250) 469-6783 ext 702 | Mobile: (250) 505-3246

Connect with me: [Email](#) | [LinkedIn](#) Connect with CEA: [Website](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#)

Upcoming Events:

Qualify to become a Certified COMMUNITY ENERGY MANAGER: Visit [HTTPS://WWW.BCIT.CA/CONSTRUCTION/CEM/](https://www.bcit.ca/construction/CEM/) to register for on-line courses

Council Resolution to Join the FCM–ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the municipality of _____ endorse the Government of Canada’s commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

BE IT RESOLVED that the municipality of _____ review the guidelines on [PCP member benefits and responsibilities](#) and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the municipality of _____ appoint the following:

a) Corporate staff person (Name) _____
(Contact number) _____
(Email address) _____

b) Elected official (Name) _____
(Contact number) _____
(Email address) _____

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

Signature
Date

PCP Member Benefits and Responsibilities

The PCP program offers you a proven approach to reducing greenhouse gas (GHG) emissions, and the support you need to achieve success. Being actively engaged in the PCP program gives your municipality the chance to become a leader by taking systematic and organized action on climate change. By participating in the PCP program, Canadian municipalities gain access to the following tools and resources:

- Support and guidance, through the PCP Milestone Framework, to help members reduce GHG emissions.
- Access via the PCP Hub to a network of 350 local governments across Canada that are taking action on climate change and can help your community succeed by offering their experience and examples.
- Technical support tools, including the PCP Milestone Tool and PCP Protocol.
- Information and access to funding opportunities, such as those offered by FCM's Green Municipal Fund.
- Capacity-building resources, including workshops, case studies and training opportunities.
- Awards and recognition for milestone achievements and for reported measures.

Members of the PCP program have the following responsibilities:

- Carry out the PCP five-milestone framework within 10 years of joining the program.
- Submit documentation demonstrating progress with the five-milestone framework at least once every two years.
- Let us know when contact information changes by sending us an email.

If your municipality is not able to meet the PCP program requirements, you can always leave the program and rejoin it at a later date. You can also contact the PCP Secretariat anytime for help with submitting documentation to meet the requirements.

FCM-ICLEI Rationale for Consideration

It is well established that climate change is increasing the frequency of extreme weather events and posing other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy.

The 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts.

Local governments are essential to the successful implementation of the Paris Agreement.

Canada's cities and communities influence approximately 50 per cent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services.

Investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses.

A number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting.

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Item 8.5

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Mayor and Corporate Officer to sign the Memorandum of Understanding for the purpose of working together with Adams Lake Indian Band and Neskonlith Indian Band in developing the West Bay Connector Trail.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: August 26, 2019

SUBJECT: **WEST BAY CONNECTOR TRAIL
 MEMORANDUM OF UNDERSTANDING**

STAFF RECOMMENDATION

THAT: City Council authorize Mayor and Corporate Officer to sign the Memorandum of Understanding for the purpose of working together with Adams Lake Indian Band and Neskonlith Indian Band in developing the West Bay Connector Trail.

BACKGROUND

On January 10, 2019 Mayor Harrison hosted a meeting with Adams Lake Band (ALIB), Neskonlith Band (NIB), and Little Shuswap Lake (LSLIB). The purpose of the meeting was to initiate discussions on the development of the West Bay Connector Trail. The outcome of this meeting was that the parties involved recognized the importance of trying to resolve the safety issues of this corridor for pedestrian travel between the Secwepemc First Nation communities of ALIB, NIB, LSLIB, and the City of Salmon Arm (COSA). The parties agreed that the first step was to develop a Memorandum of Understanding (MOU) between ALIB, NIB, and COSA to work together cooperatively to seek funding to develop the West Bay Connector. The intended location of the trail is along the Shuswap Lake foreshore, west of Salmon Arm Wharf to the LSLIB community in Tappen.

The MOU is now complete and the parties are all in agreement to sign the document.

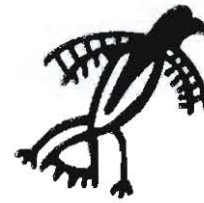
STAFF COMMENTS

Staff are in support of this MOU as it will help strengthen the relationships between our neighbouring communities and further the development of the foreshore trail system.

Respectfully submitted,



Robert Niewenhuizen, ASCT
 Director of Engineering and Public Works



MEMORANDUM OF UNDERSTANDING

BETWEEN ADAMS LAKE INDIAN BAND, NESKONLITH INDIAN BAND, AND CITY OF SALMON ARM

WHEREAS:

- A. The CP Rail tracks are used by pedestrians to walk to and from Salmon Arm from Adams Lake and Neskonlith lands;
- B. The present use of CP Rail tracks for pedestrian transportation is dangerous and illegal; and
- C. The parties seek to work together to develop the trail so that there is a safe alternative.

THEREFORE:

1. The parties confirm their intention to work together cooperatively to develop the West Bay Connector Trail. West of the Salmon Arm Bay. Salmon Arm Wharf to Little Shuswap Lake Indian Band community in Tappen.
2. The parties share the following objectives in developing the West Bay Connector Trail:
 - a. To manage the West Bay Connector Trail as a method of transportation and a link to the Shuswap trail system

- b. To promote the protection of sensitive environmental and cultural sites along the West Side of Salmon Arm Bay.
3. The parties intend the for the relationship created by this Memorandum of Understanding and the opportunity to work together in pursuing the development of the West Bay Connector Trail to promote communication and strengthen relationships between their respective communities and residents.
4. In pursuit of their mutual goal to develop the West Bay Connector Trail at the earliest opportunity, the parties agree to commit resources and work towards the following milestones:
 - a. Assign staff from each respective jurisdiction to carry out necessary activities associated with preliminary planning and grant applications;
 - b. Develop a management and financing strategy that is endorsed by the respective Council of each party.
5. The parties acknowledge their mutual intent that the development of the West Bay Connector Trail be a partnership between the parties, and each agree to work together to identify and establish the most mutually beneficial legal structure to reflect each of the parties' shared interest in the trail.

WHEREFORE the parties have signed this Memorandum of Understanding
this ____ day of ____ 2019.

ADAMS LAKE INDIAN BAND by its
authorized signatory(ies):

Kukpi7 Cliff Arnouse

Date:

Witness:

Date:

NESKONLITH INDIAN BAND by its
authorized signatory(ies):

Kukpi7 Judy Wilson

Date:

Witness:

Date:

CITY OF SALMON ARM by its
authorized signatory(ies):

Mayor Alan Harrison

Date:

Witness:

Date:

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Item 9.1

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

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

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

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

[OCP4000-39; Muto Holdings Ltd.; 130 Shuswap Street SE; INS to HDR]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: August 27, 2019

SUBJECT: Official Community Plan Amendment Application No. OCP4000-39
 Zoning Amendment Application No. 1153

Legal: Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506
 Civic: 130 Shuswap Street SE
 Owners/Applicant: Muto Holdings LTD.

MOTION FOR CONSIDERATION

- THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 from INS (Institutional) to HDR (High Density Residential);
- AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council has considered this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;
- AND THAT:** Pursuant to Section 476 of the *Local Government Act*, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;
- AND THAT:** Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
 - 2) The Liquid Waste Management Plan of the City of Salmon Arm.
- AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 from P-3 (Institutional) to R-5 (High Density Residential);
- AND FURTHER THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to:
- 1) Ministry of Transportation and Infrastructure approval; and
 - 2) Adoption of the associated Official Community Plan Amendment Bylaw.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted;

PROPOSAL

The subject parcel is located at 130 Shuswap Street NE, just south of the Trans Canada Highway (Appendices 1 and 2). It is designated Institutional (INS) in the City's Official Community Plan (OCP) and zoned P-3 (Institutional) in the Zoning Bylaw (Appendix 3 and 4). The parcel is currently vacant (site photos are attached as Appendix 5).

The purpose of this application is to amend the OCP and rezone the subject parcel to accommodate a multi family residential use. As discussed in more detail, a high density land use designation is deemed to be the most appropriate designation of the OCP.

The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential and Institutional (R-1, R-4, and R-5, as well as P-3), with Commercial zones to the north and further west. Land uses adjacent to the subject parcel include the following:

North: Residential (R-1 Single Family and R-5 High Density Residential beyond)
 South: Institutional (P-3 Institutional with R-1 Single Family Residential beyond)
 East: Residential (R-1 Single Family Residential)
 West: Institutional (P-3 Institutional with C-2 Commercial beyond)

A conceptual site plan (Appendix 6) has been submitted to illustrate the development proposal featuring 10 residential units in the form of two 4-plex buildings and a duplex building. While the details of the attached plans are not final, they represent the intent of the applicant at this time and would be subject to detailed review at the Development Permit stage.

If rezoned to R-5, a form and character residential development permit application would be required prior to development to address building forms, site plan, lot grading, 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.

Staff note that preliminary analysis indicates that site configuration may present challenges in achieving the development scenario as indicated by the applicant. Some form of underground or under-building parking may be required to meet parking requirements at the proposed density. Additionally, a screened refuse/recycling area would be required. Site plans submitted at the development permit stage would be required to address such requirements.

OCP POLICY

The proposed OCP amendment from Institutional (INS) to HR (High Density - Residential) would place the subject parcel in Residential Development Area A, considered the highest priority for development. The proposed amendment would align with the OCP's Urban Residential Objectives listed in Section 8.2 and the Urban Residential Policies listed in Section 8.3, including providing a variety of housing types, providing housing options, and supporting compact communities. In terms of siting, the proposal appears aligned with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing.

Section 475 & 476 - Local Government Act

Pursuant to Sections 475 and 476 of the Local Government Act (consultation during OCP amendments), the proposed OCP amendments were referred to the following organizations on July 8, 2019:

| | |
|-------------------------------|---------------------|
| Adams Lake Indian Band: | No response to date |
| Neskonlith Indian Band: | No response to date |
| Economic Development Society: | No response to date |
| School District No. 83: | No response to date |
| (pursuant to Section 476) | |

Section 477 - Local Government Act

Pursuant to Section 477 of the Local Government Act (adoption procedures for an OCP amendment), prior to Second Reading of the bylaw, Council must consider the proposed OCP amendment in relation to the City's financial and waste management plans. In the opinion of staff, this proposed OCP amendment is largely consistent with both the City's financial and waste management plans.

COMMENTSMinistry of Transportation & Infrastructure

MOTI has granted preliminary approval (Appendix 7).

Engineering Department

Servicing information provided to applicant in advance of any future development (Appendix 8).

Staff note that the parcel does not currently have a vehicular access to Shuswap Street, a designated Urban Arterial, and that future vehicular access will not be permitted by the City Engineer.

Building Department

Potential limiting distance concerns. BC Building Code applies.

Fire Department

No concerns.

Planning Department

The surrounding neighbourhood has been undergoing slow development with a mix of older, single family housing and newer condominium, institutional and commercial development. The subject parcel is located in an area well-suited for higher density residential development featuring sidewalks and transit routes, being within close walking distance of the commercial City Centre. As noted, the High Density - Residential (HD) designation in the City's Official Community Plan (OCP) supports the proposed development scenario, which in the opinion of staff aligns with broad OCP policies.

The maximum residential density permitted under R-5 zoning is 100 dwelling units per hectare of land. As the subject property is 0.105 hectares in area, the maximum permitted density would be 10 dwelling units. With a density bonus under R-5 zoning, the maximum density is 130 units per hectare, or 13 units, with a potential height increase to 15 m. The minimum residential density permitted under R-5 zoning is 3 units in the form of a triplex. The applicant is currently proposing a 10 unit development subject to a Development Permit application.

Table 1 – R-5 Zoning Analysis (0.105 hectare area)

| | <u>R-5 Permitted/Required</u> | <u>R-5 with Bonus</u> | <u>Proposed</u> |
|--------------------------------|--------------------------------------|------------------------------|------------------------|
| Density | 10 units | 13 units | 10 units |
| Height | 12 m | 15 m | tbd |
| Parcel Coverage | 55 % | 70 % | tbd |
| Setback – front | 5 m | 5 m | tbd |
| Setback – interior side | 2.4 m | 2.4 m | tbd |
| Setback – rear | 5 m | 5 m | tbd |
| Parking | 12 | 16 | tbd |
| Small Car Spaces | 20 % (2) | 20 % (3) | tbd |

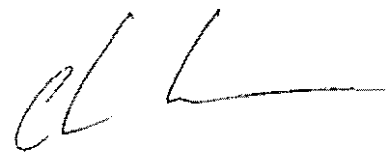
Considering the proposed development concept, a 10 unit development would be required to provide 12 parking stalls. The provision of on-site parking is practical and necessary, as the opportunity for on-street parking at this site is very limited. With Shuswap Street designated as an Urban Arterial road and expected to carry greater traffic flows into the future, access from development is expected to be kept at a minimum under the provisions of the Subdivision and Development Servicing Bylaw.

If rezoned as proposed, a form and character development permit application would be required prior to development. Detailed site plans, building renderings, a landscape plan provided by a landscape architect, and a lot grading plan submitted at the development permit stage are all required. Specific details regarding building design including heights, and site planning including the requisite screened refuse/recycling area, fencing and landscaping have not yet been determined.

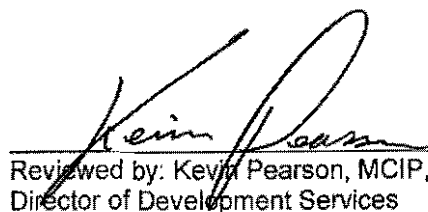
Staff note that as vehicular access will not be permitted to Shuswap Street, the site configuration presented by the applicant's preliminary site plan would not be feasible. Parking and access details eliminating access to Shuswap Street would be required with a Development Permit application. Parking areas are required to meet the standards specified in the Zoning Bylaw, including hard surfacing, grading, drainage, and delineation (painted lines) of parking spaces.

CONCLUSION

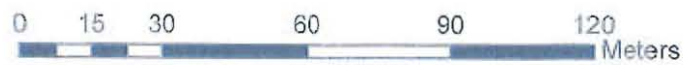
The proposed High Density - Residential (HR) OCP land use designation and R-5 zoning of the subject properties is consistent with OCP residential policy, and is therefore supported by staff.



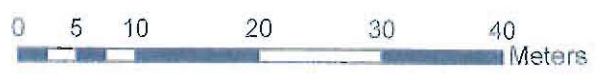
Prepared by: Chris Larson, MCP
Planning and Development Officer



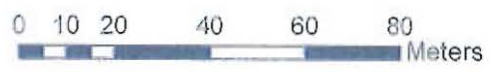
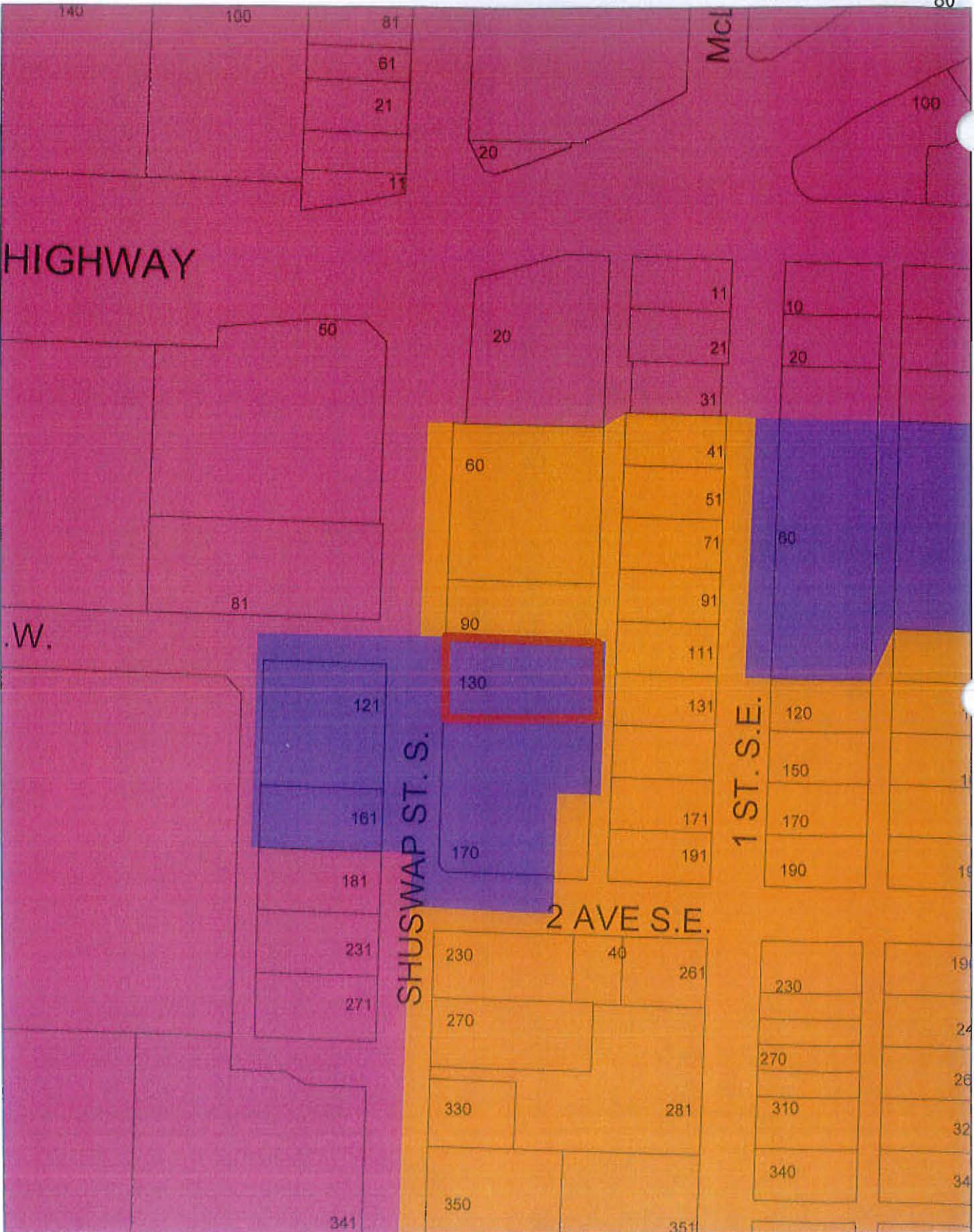
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services




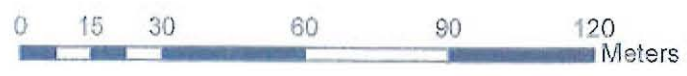
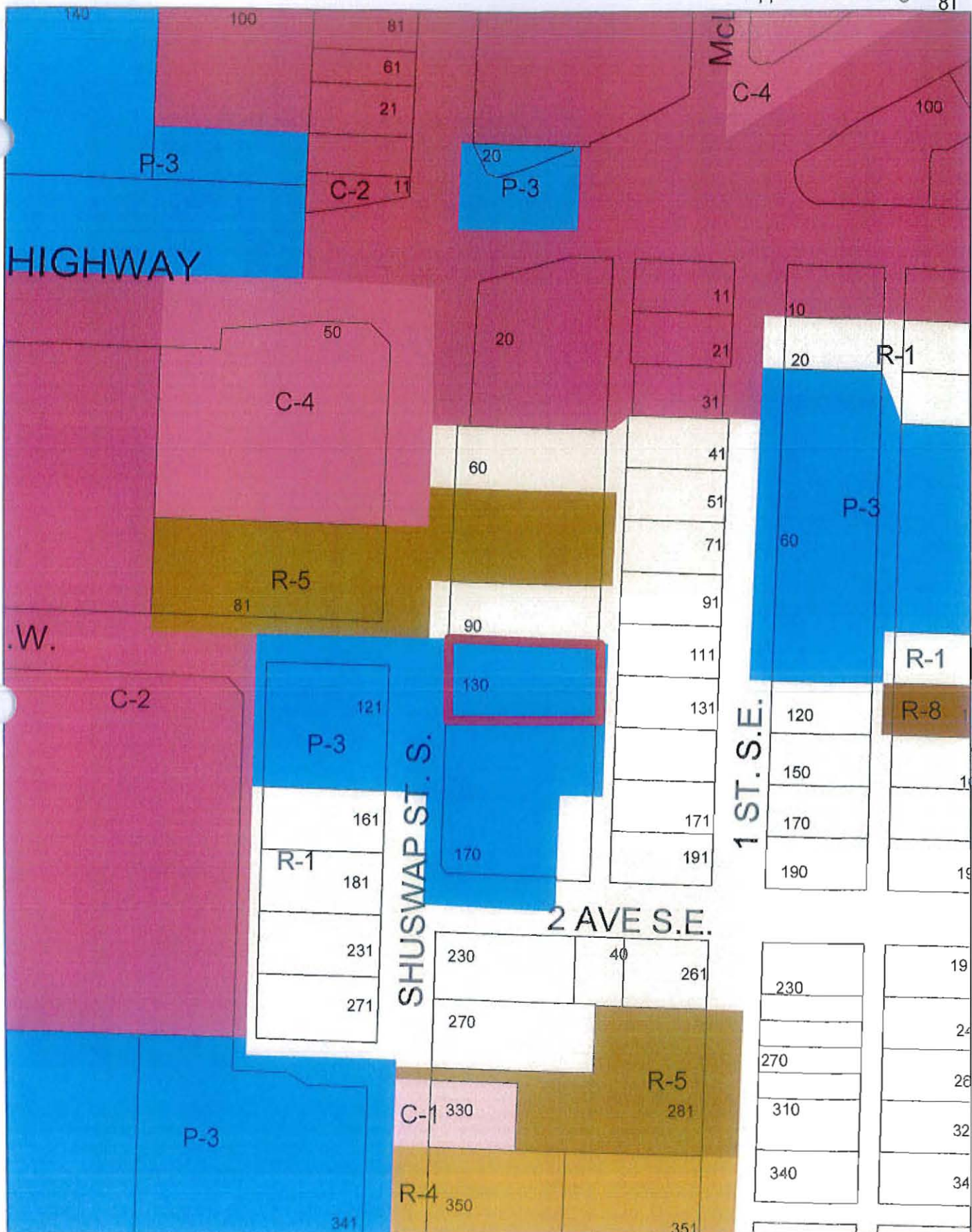
 Subject Parcel




 Subject Parcel



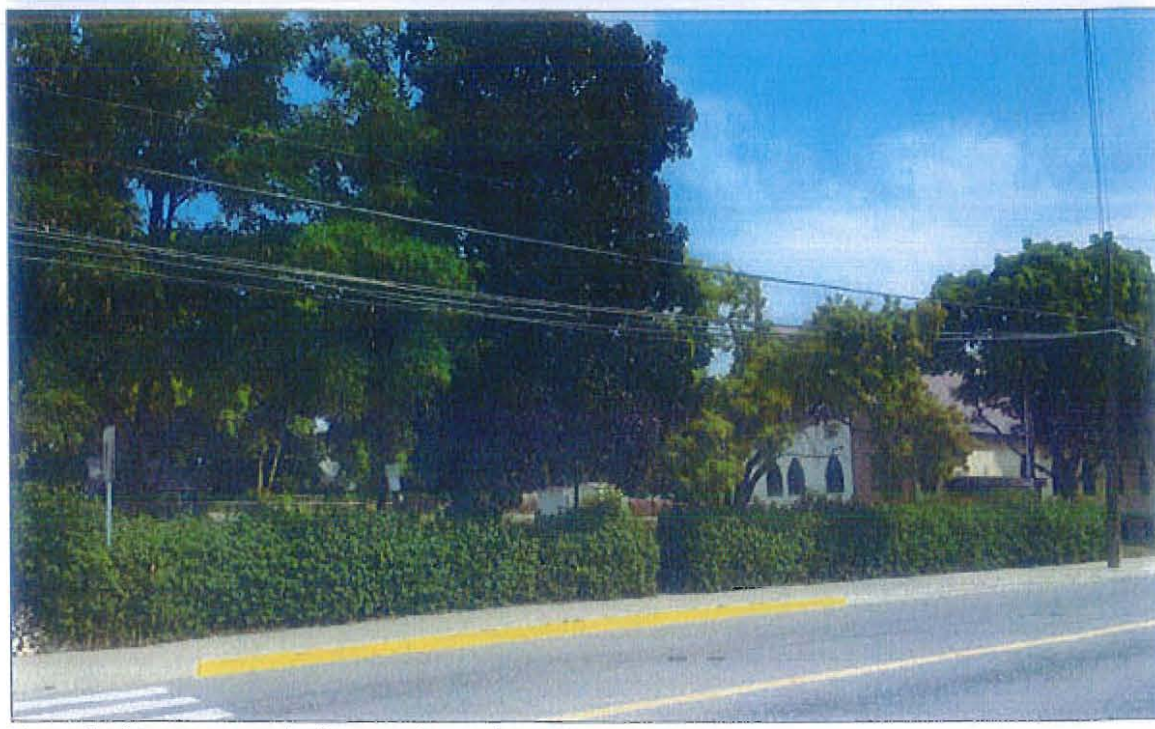
-  Subject Parcel
-  Residential High Density
-  Institutional
-  Commercial City Centre



 Subject Parcel



View of subject property looking south-west from lane.

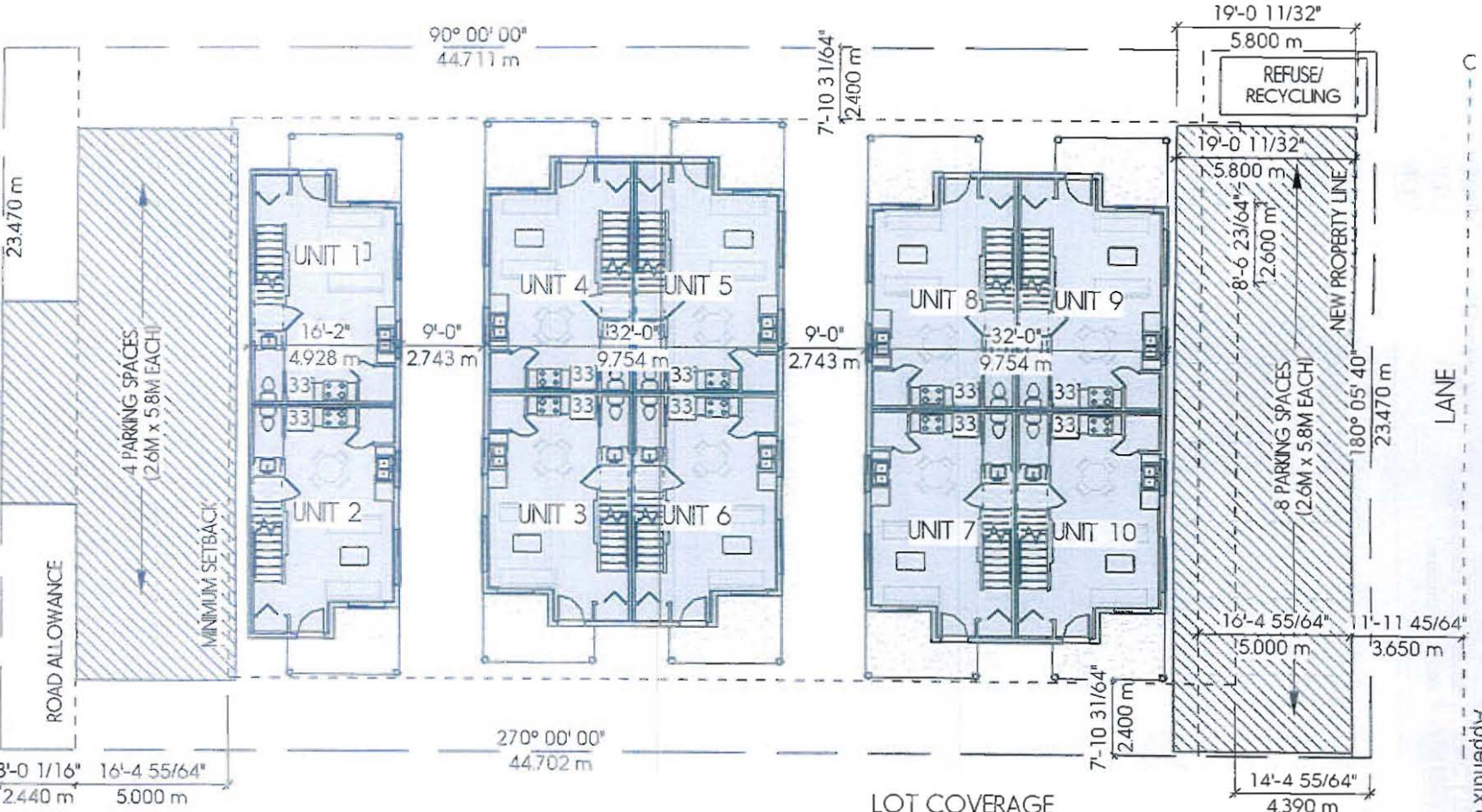


View of subject property looking south-east from Shuswap Street.



SHUSWAP STREET

Staff note access to Shuswap Street will not be permitted.



SITE
1:200

MUTO FOURPLEXES
130 SHUSWAP STREET N.E.
SALMON ARM, B.C.
JUNE 12 2019

LOT COVERAGE

| | | |
|----------------|-------------|-------------------------|
| LOT AREA: | 11294 SF | (10492 m ²) |
| BUILDING AREA: | 4560 SF | (423.7 m ²) |
| RATIO: | 40.4% | |
| ALLOWABLE: | 55.0% | |
| | (R5 ZONING) | |

Appendix 6: Site Concept



Your File #: ZON-1153
eDAS File #: 2019-03817
Date: Jul/16/2019

City of Salmon Arm, Development Services
500 2nd Avenue NE
PO Box 40
Salmon Arm, BC V1E 4N2
Canada

Attention: City of Salmon Arm, Development Services

Re: **Proposed Bylaw 4340** ⁴³⁴⁷ for:
Lot 2, Section 14, Township 20, Range 10 W6M, KDYD, Plan 28506
130 Shuswap Street SE, Salmon Arm

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

It is recommended that the City of Salmon Arm consider imposing development cost charges towards intersection improvements with the Trans-Canada Highway, as warranted.

If you have any questions please feel free to call Tara Knight at (250) 833-3374.
Yours truly,

Tara Knight
Development Officer

| Local District Address |
|---|
| Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 712-3660 Fax: (250) 833-3380 |

CITY OF SALMON ARM

*Memorandum from the
Engineering and Public
Works Department*

TO: Kevin Pearson, Director of Development Services
 DATE: 2 August 2019
 PREPARED BY: Chris Moore, Engineering Assistant
 OWNER: **Muto Holdings Ltd.** Inc. No. BC0235957, 381 HWY 97B NE,
 Salmon Arm, BC V1E 1X5
 SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-39**
ZONING AMENDMENT APPLICATION FILE NO. ZON-1153
 LEGAL: Lot 2, Section 14, Township 20, Range 10, W6M KDYD, Plan 28506
 CIVIC: **130 Shuswap Street SE**

Further to your referral dated July 5 2019, we provide the following servicing information. **The following comments and servicing requirements are not conditions for OCP or Zoning Applications; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages.**

General:

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

Appendix 8: Engineering Comments

OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-39
ZONING AMENDMENT APPLICATION FILE NO. ZON-1153

2 August 2019

Page 2

Roads / Access:

1. Shuswap Street, on the subject properties western boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. Available records indicate that no additional road dedication is required (to be confirmed by BCLS).
2. Shuswap Street is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Interim Arterial Road standard is required, in accordance with Specification Drawing No. RD-4. Upgrading may include, but is not limited to, street lighting and underground hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. The Lane on the subject properties eastern boundary, is designated as a Lane standard, requiring 7.3m road dedication (3.65m on either side of lane centerline). Available records indicate that 0.65m of additional road dedication is required (to be confirmed by a BCLS).
4. The Lane is currently constructed to a Lane standard. No upgrades are anticipated at this time.
5. As Shuswap Street is designated as an Arterial Road and is a significant connection between 10 Avenue and the TCH, no vehicular access onto Shuswap Street will be permitted.

Water:

1. The subject property fronts a 200mm diameter Zone 1 watermain on Shuswap Street. No upgrades will be required at this time.
2. The subject property is to be serviced by a single metered water service connection, installed in a pit at property line (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost.
3. Records indicate that the existing property is serviced by a 19mm service from the 200mm diameter watermain on Shuswap Street. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on Shuswap Street and partially fronts a 150mm diameter sanitary sewer on the Lane on the east property line. Upgrading this sanitary 150mm diameter sewer to 200mm diameter is required.

Appendix 8: Engineering Comments
OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-39
ZONING AMENDMENT APPLICATION FILE NO. ZON-1153

2 August 2019

Page 3

2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer located in the Lane on the eastern property line. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The site does not front on an enclosed storm sewer system.
2. 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.
3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The subject property shall be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer is to identify a suitable existing City storm sewer to receive the proposed discharge from the development and offsite extension of the City storm sewer will be required. 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) is required.



Chris Moore
Engineering Assistant



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

CITY OF SALMON ARM

BYLAW NO. 4345

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on _____, at the hour of 7:00 p.m. was published in the _____ and _____, 2019 issue of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 from INS (Institutional) to HDR (High Density Residential), as shown on Schedule "A" attached hereto and forming part of this bylaw;

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

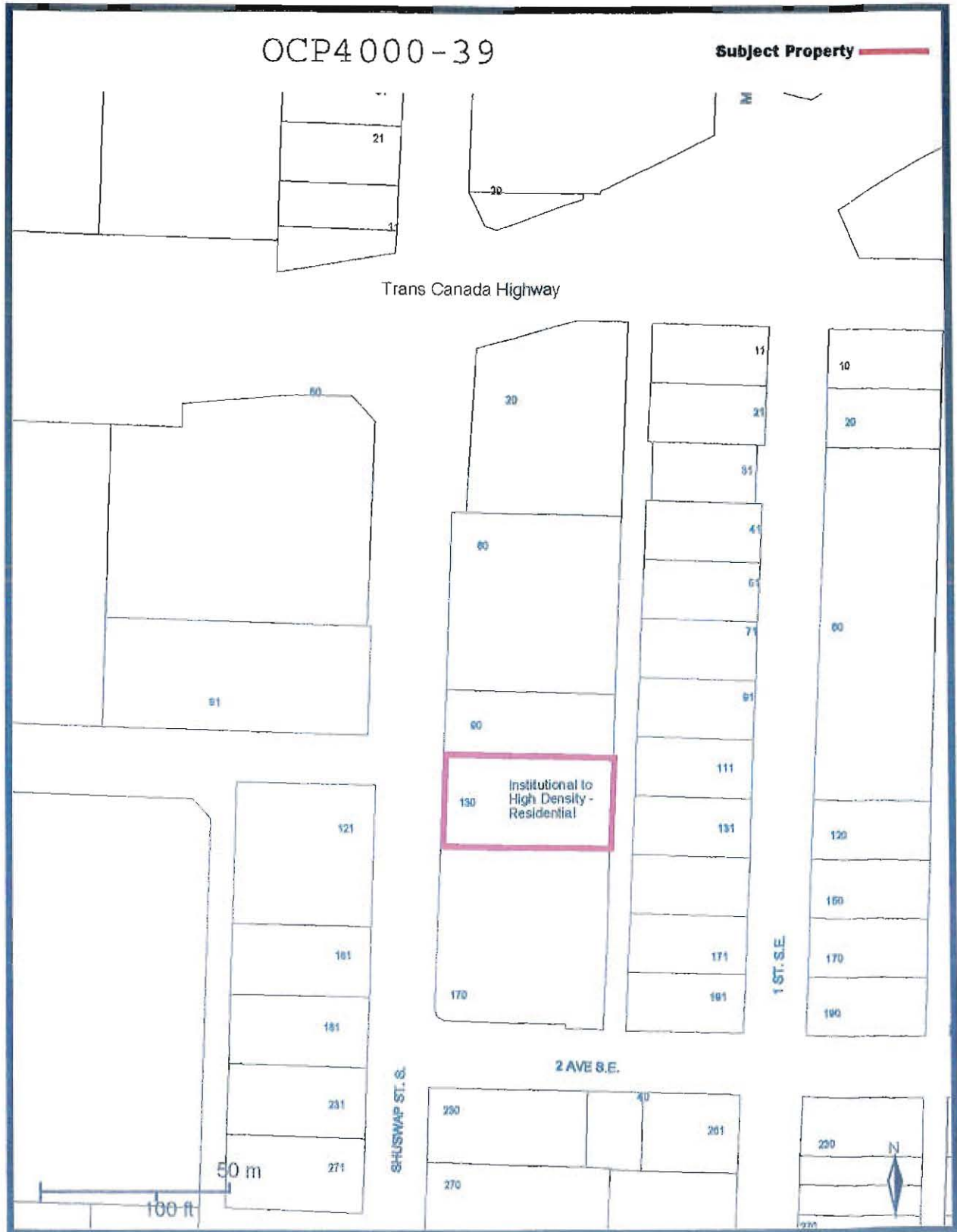
5. CITATION

This bylaw may be cited as **“City of Salmon Arm Official Community Plan Amendment Bylaw No. 4345”**.

| | | |
|-------------------------|--------|------|
| READ A FIRST TIME THIS | DAY OF | 2019 |
| READ A SECOND TIME THIS | DAY OF | 2019 |
| READ A THIRD TIME THIS | DAY OF | 2019 |
| ADOPTED BY COUNCIL THIS | DAY OF | 2019 |

MAYOR

CORPORATE OFFICER



Item 9.2

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

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

AND THAT: final reading of the bylaw be withheld subject to:

- 1) Ministry of Transportation and Infrastructure approval; and
- 2) Adoption of the associated Official Community Plan Amendment Bylaw.

[ZON1153; Muto Holdings Ltd.; 130 Shuswap Street SE; P-3 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. 4347

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 _____, 2019 at the hour of 7:00 p.m. was published in the _____ and _____, 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 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 from P-3 (Institutional) to R-5 (High Density Residential), as shown on Schedule "A" attached hereto and forming part of this bylaw;

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm
Zoning Amendment Bylaw No. 4347

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4347"

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2019

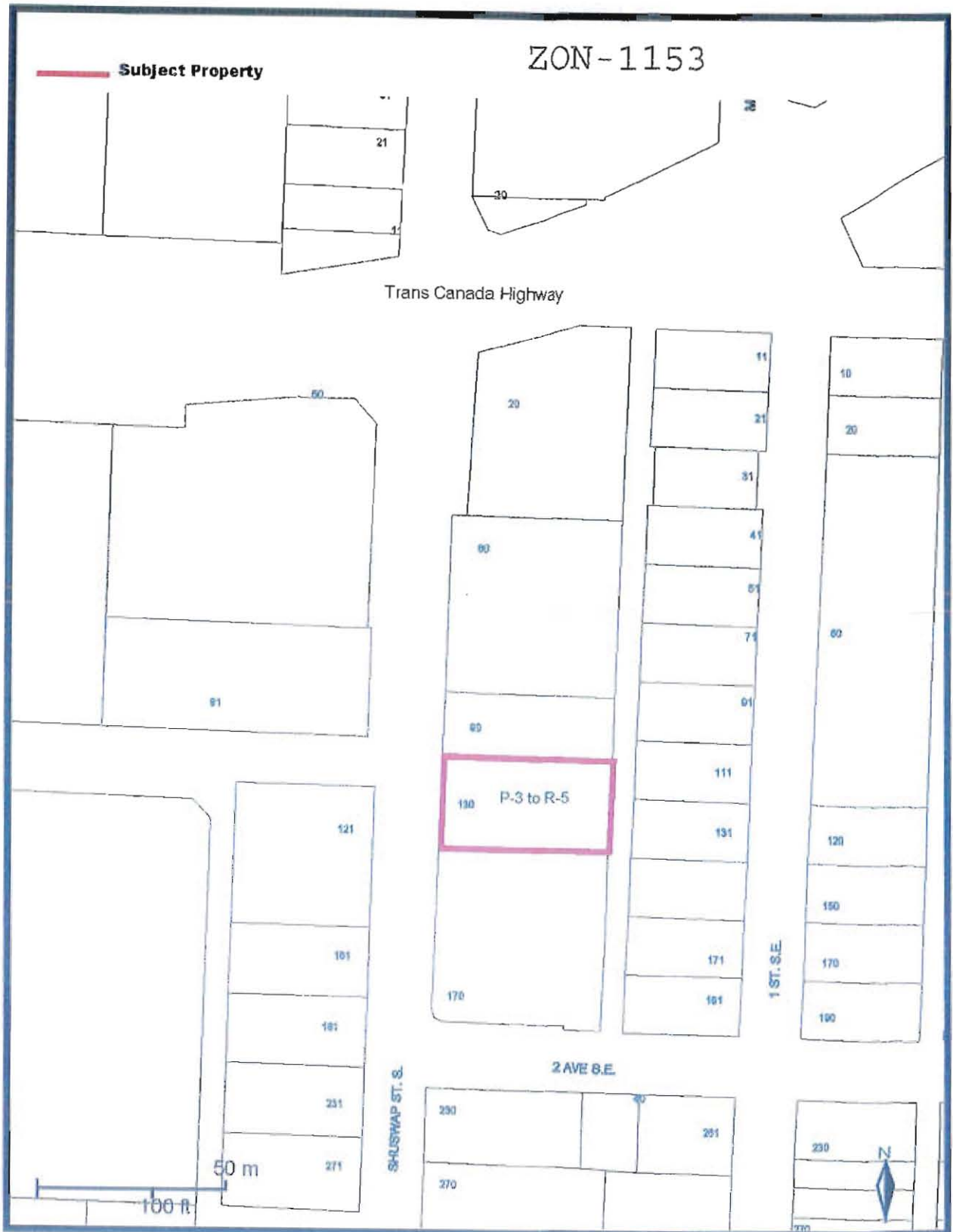
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 9.3

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: The Certificate of Sufficiency regarding the City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289 be received;

AND THAT: Bylaw No. 4289 cited as the "City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289" be reconsidered and adopted;

AND THAT: Council approve borrowing from the Municipal Finance Authority of BC, as part of the 2020 Spring Borrowing Session, \$845,000.00 as authorized through "City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289" and that the Columbia Shuswap Regional District be requested to consent to this borrowing over a twenty (20) year term and include the borrowing in a Security Issuing Bylaw;

THAT: the bylaw entitled City of Salmon Arm Taxiway Charlie Temporary Borrowing Bylaw No. 4344 be read a first, second and third time.

[Taxiway Charlie Temporary Borrowing Bylaw]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

To: Mayor Harrison and Members of Council
 Date: September 4, 2019
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Shuswap Regional Airport Taxiway Charlie

Recommendation:

THAT: The Certificate of Sufficiency regarding the City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289 be received;

AND THAT: Bylaw No. 4289 cited as the "City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289", be reconsidered and adopted;

AND THAT: Council approve borrowing from the Municipal Finance Authority of BC, as part of the 2020 Spring Borrowing Session, \$845,000.00 as authorized through the "City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289" and that the Columbia Shuswap Regional District be requested to consent to our borrowing over a twenty (20) year term and include the borrowing in a Security Issuing Bylaw;

AND THAT: Bylaw No. 4344 cited as the "City of Salmon Arm Taxiway Charlie Temporary Borrowing Bylaw No. 4344", be given three (3) readings.

Background:

As outlined in the attached Certificate of Sufficiency, the number of Elector Responses requesting Council not to proceed with the borrowing \$845,000.00 for the construction of Taxiway Charlie and related works does not meet the minimum requirements. As a result, Council may now adopt Loan Authorization Bylaw No. 4289.

And further Council may pass a Security Issuing Resolution pursuant to Section 182 of the Community Charter to allow the City to access the long term bond market in the Spring of 2020. Access to the long term bond market is undertaken by the Municipal Finance Authority (MFA) twice annually (Spring and Fall) and consequently the City will fund the project utilizing the temporary borrowing provisions (Section 181) of the Community Charter. Due to notification deadlines of both the MFABC and CSRD, the City will be unable to access the fall borrowing opportunity. In order to proceed with this project, it is recommended the City access the required funds through temporary borrowing. Once the long term bond market is accessed in the spring, interim financing will be paid in full.


 Chelsea Van de Cappelle, CPA

CITY OF SALMON ARM
CERTIFICATE OF SUFFICIENCY

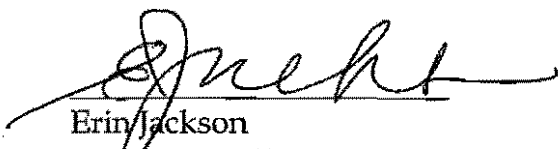
Taxiway Charlie Loan Authorization Bylaw No. 4289

For the purposes of determining the sufficiency of Elector Responses requesting Council not to approve **Taxiway Charlie Loan Authorization Bylaw No. 4289**, it has been determined that 10% or 1,503 Elector Responses would be required to legally preclude Council from approving **Taxiway Charlie Loan Authorization Bylaw No. 4289**, unless approved by the assent of the electors.

It is certified, pursuant to the provisions of Section 86 (8) of the *Community Charter*, that two (2) valid Elector Responses requesting Council not to approve **Taxiway Charlie Loan Authorization Bylaw No. 4289** were received from electors by the 4:00 p.m. Monday, June 24, 2019 deadline.

The Elector Responses received do not meet the minimum sufficiency requirements prescribed in Section 86 of the *Community Charter* to preclude Council from approving **Taxiway Charlie Loan Authorization Bylaw No. 4289** on the basis of the Alternative Approval Process; therefore Council is in a legal position to approve the bylaw.

Given under my hand this 4th day of July, 2019.


Erin Jackson
Corporate Officer

CITY OF SALMON ARM**BYLAW NO. 4344**

A bylaw to authorize temporary borrowings pending the sale of debentures

WHEREAS under the provisions of Section 181 of the Community Charter, Council may, where it has adopted a loan authorization bylaw, without further assent or approvals, borrow temporarily, by the issue of temporary securities or by pledging with the lender the issued and unsold debentures, money not exceeding the difference between the total amount authorized by the loan authorization bylaw and the amount already borrowed in relation to that bylaw;

AND WHEREAS the Council has adopted Bylaw No. 4289, cited as the "City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289", authorizing the construction of the Shuswap Regional Airport Taxiway Charlie and related works and subsequent borrowing in the amount of \$845,000.00.

AND WHEREAS the sale of the said debentures has been temporarily deferred;

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

1. The Council is hereby authorized and empowered to borrow from the Municipal Finance Authority an amount or amounts not exceeding the sum of \$845,000.00, as the same may be required.
2. The form of the obligation to be given as an acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Chief Financial Officer.
3. The money so borrowed shall be used solely for the purpose set out in said Bylaw No. 4289.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. 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.

6. 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.

7. EFFECTIVE DATE

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

8. CITATION

This bylaw may be cited as "City of Salmon Arm Taxiway Charlie Temporary Borrowing Bylaw No. 4344."

| | | |
|-------------------------|--------|------|
| READ A FIRST TIME THIS | DAY OF | 2019 |
| READ A SECOND TIME THIS | DAY OF | 2019 |
| READ A THIRD TIME THIS | DAY OF | 2019 |
| ADOPTED BY COUNCIL THIS | DAY OF | 2019 |

MAYOR

CORPORATE OFFICER

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Item 10.1

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289 be read a final time.

[Taxiway Charlie Loan Authorization Bylaw]

Vote Record

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

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

CITY OF
SALMON ARM

To: Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer,
Robert Niewenhuizen, Director of Engineering and Public Works, and
Erin Jackson, Corporate Officer
Date: March 15, 2019
Subject: Loan Authorization Bylaw No. 4289 - Shuswap Regional Airport Taxiway Charlie

Recommendation:

- THAT: The 2019 Budget contained in the 2019 - 2023 Financial Plan Bylaw be amended to reflect the construction of the Airport Development Plan Phase 1 - Taxiway Charlie in the amount of \$1,365,000.00, funded by way of long-term debt (\$845,000.00) and BC Air Access Grant (\$520,000.00);
- AND THAT: Bylaw No. 4289 cited as the "City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289", be given three (3) readings;
- AND THAT: Approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$845,000.00 for the purpose of undertaking the construction of the Shuswap Regional Airport Taxiway Charlie;
- AND THAT: Council establish Monday, June 24, 2019 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$845,000.00 for the purpose of undertaking the construction of Shuswap Regional Airport Taxiway Charlie;
- AND THAT: Council establish the Elector Response Form as shown on Appendix 1 for the proposed borrowing of \$845,000.00 for the purpose of undertaking the construction of Shuswap Regional Airport Taxiway Charlie;
- AND THAT: Council establish the fair determination of the total number of elector responses required as 1,503 for the proposed borrowing of \$845,000.00 for the purpose of undertaking the construction of Shuswap Regional Airport Taxiway Charlie;

Mayor Harrison and Members of Council
 Memorandum - Loan Authorization Bylaw No. 4289 - Taxiway Charlie

Background:

The City completed an Airport Development Plan in 2015 (WSP Canada Inc.) which included the relocation and upgrade of Taxiway Bravo (to be Taxiway Charlie). The relocation and upgrade to Taxiway Charlie has two main benefits to the airport:

- To allow the majority of landing aircraft in both directions to exit the runway, reducing the total time an aircraft occupies the runway, thereby increasing physical capacity; and
- To open up areas for general aviation related development increasing the economic capacity of the airport.

In July of 2018, staff received notification from the British Columbia Air Access Program (BCAAP) that the Taxiway Charlie project had been approved for funding under the 2018/2019 program for a total of \$520,000.00. The grant is 50% funded and the grant amount applied for was \$1,040,000.00. In August of 2018, Council authorized staff to execute the grant agreement with BCAAP.

A preliminary design and Class 'C' Opinion of Probable Cost was completed by WSP in February of 2019. The estimated cost to complete the proposed works including 15% contingency is \$1,345,000.00.

Estimated Costs

The following table summarizes the total estimated costs to undertake the construction of Taxiway Charlie:

| Description | Cost |
|--------------------------------|-----------------|
| Construction - Taxiway Charlie | \$ 1,345,000.00 |
| Borrowing Costs | 20,000.00 |
| Total | 1,365,000.00 |
| Less: BC Air Access Grant | 520,000.00 |
| Total | \$ 845,000.00 |

Long Term Debt

2019 Budget will reflect borrowing in the amount \$845,000.00 to undertake the construction of Phase One (1) of the Airport Development Plan - Taxiway Charlie. The impact of this borrowing does not affect the 2019 Budget, but rather the 2021 Budget (borrowing will not occur until the Spring of 2020) when the debenture goes under repayment. Repayment of the debenture debt is approximately \$65,250.00 (Term: 20 years; Interest Rate: 4%) which equates to a .35% tax increase - this may be offset with new construction revenues in 2021.

Operating and Maintenance Costs

It is anticipated that the Operation and Maintenance costs will remain similar as asphalt surfaces generally require less upkeep than gravel surfaces; however, the length of the taxiway with the additional taxi-lane will be slightly larger.

Mayor Harrison and Members of Council
 Memorandum – Loan Authorization Bylaw No. 4289 – Taxiway Charlie

Elector Assent

Elector Assent is required to undertake long-term debt for the construction of Taxiway Charlie and the process is outlined below.

The Local Government Act enables the City to establish and operate any service which is deemed necessary or desirable for all or part of the community. The construction of Taxiway Charlie aligns with the City of Salmon Arm's Corporate Strategic Plan and our focus on the provision of Core Services. In order to move forward with the long-term borrowing required for this project, there are some steps that need to be followed.

Pursuant to Section 180 of the Community Charter, approval of the electors is required before Council can adopt a long-term Loan Authorization Bylaw. In accordance with Section 84, elector approval may be obtained by either of the following means:

- a) assent of the electors through referendum; or
- b) approval of the electors by alternative approval process.

Both methods provide for formal consultation with the public, however; utilizing the alternative approval process would be more efficient and less cost prohibitive than a referendum, considering the essential nature of this project and the fact that the City has conducted a number of alternative approval processes and developed a set of forms and best practices.

Once the Loan Authorization Bylaw has received third reading it must be approved by the Inspector of Municipalities. When the bylaw has received statutory approval the alternative approval process can begin. It is estimated that the processes could be completed by June 24, 2019; however, this is a date that Council must establish.

Alternative Approval Process

Pursuant to Section 86 of the Community Charter, notice of the approval process will be published in a newspaper once per week for 2 consecutive weeks. In addition, it will be posted in the lobby of City Hall and on the City's website. The public notice must include a description of the proposed bylaw, amount of proposed debenture, term, elector response procedure, the deadline for elector responses and a statement that Council may proceed with borrowing the funds unless at least 10% (1,503) of the electors indicate that Council must obtain the assent of the electors through a referendum before moving forward. Elector responses will be collected by the Corporate Officer for not less than thirty (30) days following the second public notice, on a form which includes the full name, residential address and signature of each elector, and, if applicable, the address of the property in relation to which the individual is entitled to register as a non-resident property elector.

After the established deadline, the Corporate Officer must determine and certify whether enough elector response forms have been submitted to exceed the 10% (1,503) threshold. This determination is final and conclusive. If more than 10% have responded, Council can not adopt the bylaw and will need to decide whether to continue to a referendum.

Fair Determination of Electors Methodology

According to BC Stats, by 2018 the population of Salmon Arm had increased to 19,299. Of this number, 82% or 15,825 are presumed eligible to vote (based on the age group percentages calculated using both Statistics Canada and BC Stats information).

Mayor Harrison and Members of Council
Memorandum - Loan Authorization Bylaw No. 4289 - Taxiway Charlie

With an additional conservative reduction of 5%, the 10% required for the purpose of the alternative approval process is approximately 1,503. Recognizing that Statistics Canada conducts the Census of Population in order to develop a statistical portrait of Canada on one (1) specific day and that even on that day the census numbers are an approximation, it is impossible to determine the exact population of the City at this time. Using the 2016 Census population number for Salmon Arm and adjusting based on BC Stats estimated increase and a further reduction of 5%, the City has come up with the most conservative estimate available.

It is recommended that Council proceed with obtaining elector approval through the alternative approval process as detailed in the motion for consideration.



Chelsea Van de Cappelle, CPA
Chief Financial Officer



Robert Niewenhuizen
Director of Eng. & Public Works



Erin Jackson
Corporate Officer

CITY OF SALMON ARM - ELECTOR RESPONSE FORM

By completing this elector response form I oppose the municipal council's intention to adopt Airport Development Loan Authorization Bylaw No. 4289 (which authorizes the borrowing of up to \$845,000.00 to be repaid over a period not exceeding 20 years in order to finance the costs of constructing Airport Development Plan Phase 1 - Taxiway Charlie) unless a vote is held.

Instructions to Electors:

The *Community Charter* of the Province of British Columbia requires that in order for an Elector Response to be valid:

1. The person signing the Elector Response Form is an eligible elector of the City of Salmon Arm;
2. The form must include full name, residential address and signature of the elector; and
3. If signing as a Property Elector (non-resident), full residential address of property in Salmon Arm must be entered, as well as your residential address.

I, the undersigned declare that:

- I am 18 years of age or older;
- I am a Canadian citizen;
- I have resided in British Columbia for at least the past six (6) months;
- I have resided in OR have been the registered owner of real property in the City of Salmon Arm for at least the past 30 days; and
- I am not disqualified by the *Local Government Act* or any other enactments.

| Elector(s) Full Name (PLEASE PRINT) | Elector(s) Residential Address (PLEASE PRINT) | Elector(s) Signature(s) |
|---|---|----------------------------|
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Elector Response Forms may be submitted by mail or person to City of Salmon Arm City Hall by no later than 4:00 p.m. on Monday, June 24, 2019 to the address noted below. Postmarks will not be accepted as date of submission. City of Salmon Arm, 500 - 2 Avenue NE, Box 40 Salmon Arm, BC V1E 4N2

For more information please contact Erin Jackson, Corporate Officer at (250)803-4029 or ejackson@salmonarm.ca.

Erin Jackson
Corporate Officer

8. STAFF REPORTS6. Chief Financial Officer, Director of Engineering & Public Works and Corporate Officer - Loan Authorization Bylaw No. 4289 - Shuswap Regional Airport Taxiway Charlie

0188-2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the 2019 Budget contained in the 2019 - 2023 Financial Plan Bylaw be amended to reflect the construction of the Airport Development Plan Phase 1-Taxiway Charlie in the amount of \$1,365,000.00, funded by way of long-term debt (\$845,000.00) and BC Air Access Grant (\$520,000.00);

AND THAT: the bylaw entitled City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289 be read a first, second and third time;

AND THAT: approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$845,000.00 for the purpose of undertaking the construction of the Shuswap Regional Airport Taxiway Charlie;

AND THAT: Council establish Monday, June 24, 2019 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$845,000.00 for the purpose of undertaking the construction of Shuswap Regional Airport Taxiway Charlie;

AND THAT: Council establish the Elector Response Form as shown on Appendix 1 for the proposed borrowing of \$845,000.00 for the purpose of undertaking the construction of Shuswap Regional Airport Taxiway Charlie;

AND FURTHER THAT: Council establish the fair determination of the total number of elector responses required as 1,503 for the proposed borrowing of \$845,000.00 for the purpose of undertaking the construction of Shuswap Regional Airport Taxiway Charlie.

CARRIED UNANIMOUSLY



Statutory Approval

Under the provisions of sections 179

of the Community Charter

I hereby approve Bylaw No. 4289

of the City of Salmon Arm

a copy of which is attached hereto.

Dated this 12 day

of April, 2019

Deputy Inspector of Municipalities

CITY OF SALMON ARM**BYLAW NO. 4289****A bylaw to authorize the borrowing for the purpose of a capital nature**

WHEREAS under the provisions of Section 179 of the Community Charter, Council may, by a loan authorization bylaw adopted with the approval of the Inspector, incur a liability by borrowing for any purpose of a capital nature;

WHEREAS it is deemed desirable and expedient to design and construct the Shuswap Regional Airport Taxiway Charlie;

AND WHEREAS the amount to be borrowed to construct such improvements and to do all things necessary in connection herewith is the sum of \$845,000.00 which is the amount of debt intended to be created by this bylaw;

AND WHEREAS the maximum term for the debentures to be issued to secure the monies authorized to be borrowed hereunder is twenty (20) years;

AND WHEREAS the approval of the Inspector has been obtained prior to its adoption, pursuant to Section 179 of the Community Charter;

AND WHEREAS the electors within the boundaries of the City of Salmon Arm were notified, under the alternative approval process, pursuant to Section 86 of the Community Charter, that Council intends to borrow to undertake the construction of the Shuswap Regional Airport Taxiway Charlie and do all things necessary in connection herewith;

AND WHEREAS the Council has been advised through a report prepared by the Corporate Officer that elector responses submitted by the electors within the boundaries of the City of Salmon Arm, requesting Council not to proceed with the borrowing to construct the Shuswap Regional Airport Taxiway Charlie unless it is approved by assent of the electors are insufficient;

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

1. The Council of the City of Salmon Arm is hereby authorized and empowered to undertake and carry out or cause to be carried out the borrowing for the construction of the Shuswap Regional Airport Taxiway Charlie and do all things necessary in connection herewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$845,000.00 and the maximum term for the debentures to be borrowed hereunder is twenty (20) years.

b) To acquire all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of the Shuswap Regional Airport Taxiway Charlie.

2. This bylaw may be cited as "City of Salmon Arm Taxiway Charlie Loan Authorization Bylaw No. 4289"

READ A FIRST TIME THIS 25th DAY OF March 2019

READ A SECOND TIME THIS 25th DAY OF March 2019

READ A THIRD TIME THIS 25th DAY OF March 2019

APPROVED BY THE INSPECTOR PURSUANT TO SECTION 179 OF THE COMMUNITY

CHARTER THIS 12th DAY OF April 2019

ADOPTED BY COUNCIL THIS DAY OF 2019

 MAYOR

 CORPORATE OFFICER

Item 10.2

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4264 be read a final time.

[ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; Text Amendment and P-2 to P-4]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4264

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 August 26, 2019 at the hour of 7:00 p.m. was published in the August 14 and 21, 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:

1) Add the following:

Section 27 - P-4 - Institutional Waste Management Zone as defined in Schedule "A" attached hereto and forming part of this bylaw; and

2) Rezone Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 from P-2 Airport Zone to P-4 Institutional Waste Management Zone as shown on Schedule "B" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4264"

READ A FIRST TIME THIS 23 DAY OF April 2018

READ A SECOND TIME THIS 10 DAY OF June 2019

READ A THIRD TIME THIS 26 DAY OF August 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 4th DAY OF September , 2019

"E. KEAM"

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

SECTION 27 - P-4 - INSTITUTIONAL WASTE MANAGEMENT ZONE

Purpose

- 27.1 The P-4 Zone is primarily intended to accommodate the regional landfill operated in accordance with applicable Provincial regulations.

Regulations

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

Permitted Uses

- 27.3 The following uses and no others are permitted in the P-4 Zone:
- .1 *sanitary landfill* in accordance with Provincial regulations;
 - .2 *recycling beverage container return centre*;
 - .3 *recycling collection site*;
 - .4 *recycling depot* in accordance with Provincial regulations;
 - .6 *composting and composting facility* in accordance with Provincial regulations;
 - .7 *landfill gas capture* in accordance with Provincial regulations;
 - .8 *public use*;
 - .9 *private utility*;
 - .10 *public utility*; and
 - .11 *accessory use, including offices*.

Maximum Height of Principal and Accessory Buildings

- 27.4 The maximum *height of principal or accessory buildings* shall be 10.0 metres (62.3 feet).

Minimum Parcel Size or Site Area

- 27.5 The minimum *parcel size or site area* shall be 8.0 hectares (19.8 acres).

Minimum Parcel or Site Width

- 27.6 The minimum *parcel or site width* shall be 400 metres (1,312.3 feet).

Minimum Setback of Principal and Accessory Buildings

27.7 The minimum *setback* of all *buildings* associated with waste management operations shall be:

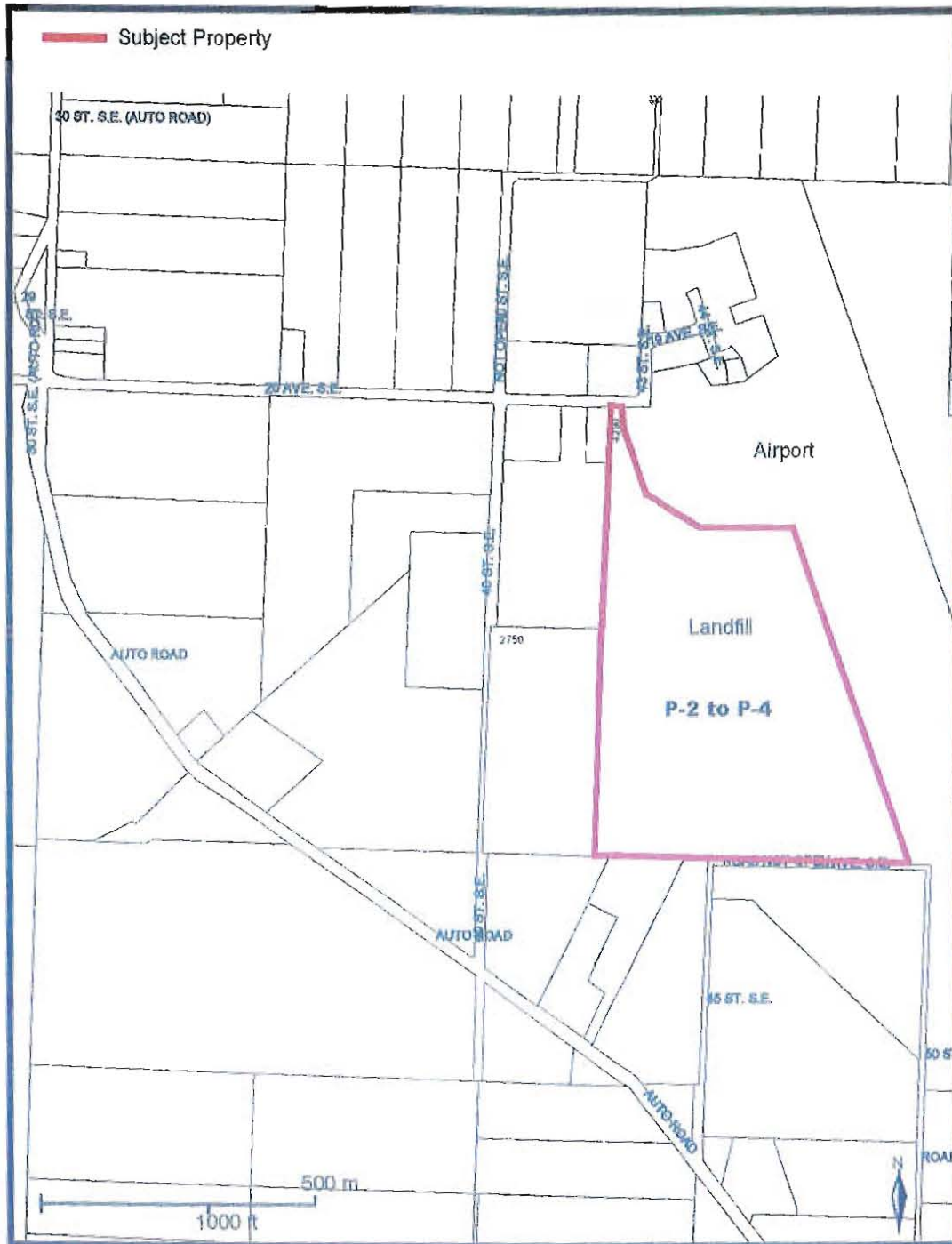
- | | | |
|----|--------------------------------------|--------------------------|
| .1 | <i>Interior parcel line</i> | |
| | - adjacent to a parcel not zoned | |
| | <i>Industrial shall be</i> | 50.0 metres (164.1 feet) |
| | <i>- all other cases shall be</i> | 30.0 metres (98.5 feet) |
| .2 | <i>Exterior parcel line shall be</i> | 30.0 metres (98.5 feet) |

Parking and Loading

27.8 Parking and loading shall be required as per Appendix I.

Screening and Landscaping

27.9 Screening and Landscaping shall be required as per applicable Provincial requirements.



22. **STATUTORY PUBLIC HEARINGS**

1. **Zoning Amendment Application No. ZON-1107 [Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; P-2 to P-4]**

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

Submissions were called for at this time.

B. Lawson, agent for the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:06 p.m.

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: June 6, 2019

Subject: Official Community Plan Amendment Application No. OCP4000-33
Zoning Amendment Application No. 1107

PROPOSAL

The purpose of this application is to redesignate and rezone the two parcels to a new P-4 Waste Management Zone to support the CSRD's current and future Salmon Arm Landfill operations as discussed in the associated staff report to Council dated April 10, 2018.

BACKGROUND

At their meeting on April 23, 2018, Council granted first reading to the associated OCP and Zoning amendments.

Pursuant to Section 477 (3) (a) of the *Local Government Act*, Subsequent to First Reading and Prior to Second Reading, Council must consider the proposed OCP amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm;
- 2) The Liquid Waste Management Plan of the City of Salmon Arm;
- 3) The City's Solid Waste Policies (OCP) and the Solid Waste Management Agreement between the City and the Columbia-Shuswap Regional District (CSRD);
- 4) The CSRD's amended 2018 Solid Waste Management Plan; and
- 5) Confirmation of any necessary approvals and/or Permits required by the Ministry of Environment (MOE) relating to the CSRD's Solid Waste Management Plan Amendment, and any Contaminated Sites Regulation requirements.

The CSRD's Solid Waste Management Plan Amendment was sent to MOE on April 4, 2018, and MOE has responded as of June 3, 2019 with approval (Appendix 1). The applications may now proceed to second reading, and through the application process as appropriate.

Final approval of the zoning amendment is subject to approval of the Ministry of Transportation and Infrastructure, which noted in preliminary comments that they consider their interests to be unaffected.



Prepared by: Chris Larson, MCP
Planner, Development Services



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

Kevin Pearson

From: Downie, AJ ENV:EX [AJ.Downie@gov.bc.ca]
Sent: June 3, 2019 4:30 PM
To: Lachance, Luc ENV:EX; Phair, Kirk ENV:EX
Subject: 2019-06-03 CSRD 2018 Solid Waste Management Plan Amendment - Letter from Minister
Attachments: 04Apr2018 Letter to Minister of Env from Board Chair.pdf; Final Report CSRD SWMP Land Acquisition Amendment.pdf

Importance: High

FYI

A.J. Downie

Director, Authorizations - South
 Environmental Protection Division
 Ministry of Environment and Climate Change Strategy
 phone: (250) 751-3176
 email: AJ.Downie@gov.bc.ca

[Waste Discharge Authorizations Website](#)

From: Minister, ENV ENV:EX
Sent: Monday, June 3, 2019 3:54 PM
To: 'rmartin@csrd.bc.ca'
Cc: Downie, AJ ENV:EX; 'rniewenhuizen@salmonarm.ca'; 'lshykora@csrd.bc.ca'
Subject: RE: CSRD 2018 Solid Waste Management Plan Amendment - Letter to Minister
Importance: High

Reference: 315309

X-Reference: 10400-60/SWMP CSRD

June 3, 2019

Rhona Martin, Chair
 and Directors
 Columbia Shuswap Regional District
 Email: rmartin@csrd.bc.ca

Dear Chair Martin and Directors:

I am pleased to respond to your submission of an amendment to the Solid Waste Management Plan (SWMP) for the Columbia Shuswap Regional District (CSRD).

Ministry staff have reviewed your amendment, consultation report and accompanying documentation. The amendment is a testament to your continued efforts to provide cost effective solid waste solutions for the citizens of the CSRD. I recognize and appreciate how this additional space supports the Zero Waste approach adopted by your regional district and provides significant cost savings to your citizens.

I have noted that your consultation process has revealed both moderate general support for the proposed expansion of the Salmon Arm landfill and strong opposition from the residents living closest to the facility. I

commend the wide-ranging approach taken to public consultation on this amendment and your willingness to hear all concerns. I am satisfied that adequate public consultation has been conducted.

I also note that the amendment recognizes areas in which consultation could be enhanced and discusses strategies to improve relationships with stakeholders by sharing more information with the community and operating your facilities according to best practices. I trust that, under your leadership, executing these strategies will help improve the community's view of the CSRD's approach to waste management.

The Ministry of Environment and Climate Change Strategy would like to take this opportunity to strengthen your plan by encouraging your commitment to best practices through the setting of dates for you to submit SWMP components that are recommended by the Province's guidelines but are currently absent from your plan. Therefore, pursuant to Section 24(5) of the *Environmental Management Act*, I hereby approve the waste management plan amendment entitled *Columbia Shuswap Regional District Solid Waste Management Plan Amendment: Salmon Arm Landfill Acquisition and Property Acquisition Guidelines*, dated March 2018, with the following additional requirements:

1. By August 24, 2021, the CSRD will submit to the director Landfill Criteria Conformance Reviews, for the following landfills:
 - Golden Landfill with the site-specific authorization Operational Certificate 17006;
 - Revelstoke Landfill with the site-specific authorization Operational Certificate 15821; and
 - Salmon Arm Landfill with the site-specific authorization Operational Certificate MR-05479.

The Landfill Criteria Conformance Reviews must be in accordance with the *Landfill Criteria for Municipal Solid Waste*, second edition, June 2016, (Landfill Criteria) Section 2.2 Conformance of Existing Landfills and include:

- (a) a comparison and evaluation of the conformance status of each landfill with all applicable sections of the Landfill Criteria, and;
 - (b) if non-conformance(s) with the Landfill Criteria are identified, Landfill Criteria Upgrading Plan(s), including action plan(s) and schedule(s) for all proposed upgrades to conform to the Landfill Criteria, and technical and environmental justification for any proposed exceptions from the Landfill Criteria.
2. The CSRD shall develop a dispute resolution process in accordance with Section C.1.1 of *A Guide to Solid Waste Management Planning*, September 2016. The Columbia Shuswap Regional District must:
 - (a) consult with the Ministry of Environment and Climate Change Strategy, Regional Operations Branch; and
 - (b) engage in meaningful consultation with potentially affected stakeholders in accordance with sections 25(4) and 27(1) of the *Environmental Management Act*.

The final version of the dispute resolution process must be submitted to the director by March 31, 2023.

3. In accordance with Section C.3 of *A Guide to Solid Waste Management Planning*, September 2016 (Guide), the CSRD shall submit, to the satisfaction of the director, a Five-Year Effectiveness Review in accordance with Section C.3.3 of the Guide by March 31, 2023. In addition to the items listed in Section C.3.3 of the Guide, the review must also include any waste composition studies completed during the plan's implementation.
4. The CSRD shall submit a full plan renewal to the Minister of Environment and Climate Change Strategy by December 31, 2028 or earlier, as applicable.

For clarity I would like to mention that the approval of the *Columbia Shuswap Regional District Solid Waste Management Plan Amendment: Salmon Arm Landfill Acquisition and Property Acquisition Guidelines*, dated March 2018, does not replace the *2009 Regional Solid Waste Management Plan* that achieved ministerial approval on July 8, 2009 and was updated on March 20, 2015, by the document entitled *Columbia Shuswap Regional District Solid Waste Management Plan Review and Update*. Until your SWMP is replaced by a full plan renewal, all three of these reports remain active pieces of this living and dynamic document.

In closing, I commend the Board and staff of the Columbia Shuswap Regional District on their proactive approach to solid waste management and your renewed commitment to improved consultation strategies and best operational practices.

Sincerely,

George Heyman
Minister

cc: AJ Downie, Regional Director, Authorizations South, Environmental Protection Division, Ministry of Environment and Climate Change Strategy
Robert Niewenhuizen, Director of Engineering and Public Works, City of Salmon Arm
Lynda Shykora, Deputy Manager, Corporate Administration Services, Columbia Shuswap Regional District

From: Minister, ENV ENV:EX
Sent: Tuesday, June 12, 2018 1:35 PM
To: 'RMartin@csrd.bc.ca'
Cc: 'lshykora@csrd.bc.ca'; Lachance, Luc ENV:EX
Subject: RE: CSRD 2018 Solid Waste Management Plan Amendment - Letter to Minister
Importance: High

Reference: 315312i
X-Reference: 10400-60/CSRD SWMP

June 12, 2018

Rhona Martin, Chair
and Directors
Columbia Shuswap Regional District
Email: RMartin@csrd.bc.ca

Dear Chair Martin and Directors:

Thank you for your email of April 4, 2018, regarding Columbia Shuswap Regional District Solid Waste Management Plan.

This email is to confirm the receipt of your correspondence and to inform you that it has been forwarded to Ministry of Environment and Climate Change Strategy staff in the Environmental Protection Division for their review.

Staff will conduct their review as quickly as possible.

Thank you again for your submission.

Sincerely,

George Heyman
Minister

cc: Lynda Shykora, Deputy Manager, Columbia Shuswap Regional District (Lshykora@csrd.bc.ca)
Luc Lachance, Authorizations Section Head, Ministry of Environment and Climate Change Strategy
(Luc.Lachance@gov.bc.ca)

From: Lynda Shykora [<mailto:LShykora@csrd.bc.ca>]
Sent: Wednesday, April 4, 2018 1:43 PM
To: Minister, ENV ENV:EX
Cc: Director Martin; Ben Van Nostrand; Darcy Mooney; Phaedra Turner; Jennifer Graham; Charles Hamilton
Subject: FW: CSRD 2018 Solid Waste Management Plan Amendment - Letter to Minister
Importance: High

Good afternoon,

This email message is being sent on behalf of Chair Rhona Martin, Columbia Shuswap Regional District. The email message includes a letter to Minister of Environment, George Heyman, along with the Final Report CSRD SWMP Land Acquisition Amendment document.

Regards,

Lynda Shykora | Deputy Manager
Corporate Administration Services
Columbia Shuswap Regional District
T: 250.833.5939 | F: 250.832.3375 | TF: 1.888.248.2773
E: lshykora@csrd.bc.ca | W: www.csrd.bc.ca



 Please consider the environment before printing this e-mail

This e-mail is CONFIDENTIAL. If you are not the intended recipient, please notify me immediately and delete this communication, attachment or any copy. Thank you.



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: April 10, 2018

SUBJECT: Official Community Plan Amendment Application No. OCP4000-33
Zoning Amendment Application No. 1107

Legal: The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD & Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716

Civic: 4290 – 20 Avenue SE & 2750 – 40 Street SE

Owner: Mounce Construction Ltd. & Columbia-Shuswap Regional District

Applicant: Lawson Services Ltd. & Columbia-Shuswap Regional District

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan (OCP) Bylaw No. 4000 as follows:

- 1) Redesignate the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) as shown in Schedule A from IND (Industrial General) to INS (Institutional); and
- 2) Amend OCP Map 14.1 to identify the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) as "CSRSD Regional Landfill".

AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered this OCP amendment after appropriate consultation with affected organizations and authorities;

AND THAT: Subsequent to First Reading and Prior to Second Reading, and Pursuant to Section 477 (3) (a) of the *Local Government Act*, Council has considered the proposed OCP amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm;
- 2) The Liquid Waste Management Plan of the City of Salmon Arm;
- 3) The City's Solid Waste Policies (OCP) and the Solid Waste Management Agreement between the City and the Columbia-Shuswap Regional District (CSRSD);
- 4) The CSRSD's amended 2018 Solid Waste Management Plan; and
- 5) Confirmation of any necessary approvals and/or Permits required by the Ministry of Environment relating to the CSRSD's Solid Waste Management Plan Amendment, and any Contaminated Sites Regulation requirements.

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

- 1) Add "Section 27 – P-4 – Waste Management Zone" as outlined in this report and renumber the remaining sections accordingly; and

- 2) Rezone Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 (4290 20 Avenue SE) from P-2 (Airport Zone) to P-4 (Regional Waste Management Zone).

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

- 1) Rezone The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) from A-2 (Rural Holding Zone) to P-4 (Regional Waste Management Zone).

AND THAT: The Zoning Amendment Bylaw for The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) receive First Reading only, with Second Reading withheld subject to approval of Second Reading of the associated OCP Amendment Bylaw.

AND THAT: Final Readings of the OCP Amendment Bylaw and the associated Zoning Amendment Bylaw each under consideration for the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) be withheld subject to Public Hearing and approval of Third Readings;

AND FURTHER THAT: Final Reading of the Zoning Amendment Bylaw for Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 (4290 20 Avenue SE) be withheld subject to Public Hearing and approval of Third Reading.

STAFF RECOMMENDATION

It is recommended that the motion for consideration be adopted.

PROPOSAL

The two subject parcels are located to the south-west of the airport: the 20 Avenue parcel contains the CSRD's existing Salmon Arm landfill, while the 40 Street parcel contains a semi-industrial construction staging area with a landfill for demolition materials (Appendix 1 & 2). The purpose of this application is to redesignate and rezone the two parcels to a new P-4 Waste Management Zone to support the CSRD's current and future Salmon Arm Landfill operations. Proposed P-4 regulations are attached (Appendix 3).

A letter of intent and conceptual site plan has been provided by the applicant (Appendix 4).

In order to support the proposed zoning for the 40 Street parcel, an Official Community Plan (OCP) amendment from Industrial to Institutional designation is required (the 20 Avenue parcel is designated Institutional), which would match the designation of the 20 Avenue parcel.

As discussed further, while waste management falls under Provincial jurisdiction as per BC's *Environmental Management Act*, with both existing landfills operating under permit from MOE in non-conformance with current zoning, the proposed rezoning is being considered to offer transparency, conformance, and to clarify municipal policy.

BACKGROUND

The current OCP land use designations are General Industrial and Institutional (Appendix 5), while a zoning map of the immediate area is attached (Appendix 6). The area is generally characterized by transition between rural residential, rural farmland, industrial and institutional uses.

Adjacent OCP land use designations, zoning and current land uses include the following:

| | OCP | Zoning | Present Uses |
|---------------|------------------|---------------------|---|
| North: | Industrial | A-2 (Rural Holding) | rural residential / farm |
| East: | Landfill/Airport | P-2 (Airport) | landfill / airport |
| West: | Acreage Reserve | A-2 (Rural Holding) | road & rural residential |
| South: | Industrial | M-1 & M-6 | general industrial & industrial holding (with accessory residential use) |

The present CSRD landfill on 20 Avenue SE has been identified in municipal policy at this location dating back to the City's first OCP adopted in 1979. The CSRD's Salmon Arm landfill was owned and operated by the City of Salmon Arm (previously the District of Salmon Arm), with a transfer of ownership to the CSRD occurring in 1992. The CSRD has proven to be a responsible steward of the site completing many improvements over time to align with evolving standards, including a gas capture system and bird management system.

The 40 Avenue parcel has hosted permitted landfill operations on site dating back to 1993: Mounce Construction Ltd. is authorized to discharge refuse to the ground as a "select waste landfill" through Provincial Permit 11191. Characteristics of the discharge must be equivalent to that of typical demolition, land-clearing, and construction (DLC) debris.

Legislative Authority

Waste management ultimately falls under the jurisdiction of the Provincial government pursuant to BC's *Environmental Management Act*. The Ministry of Environment (MOE) is the Provincial agency with the authority to issue approvals for waste management operations. While local governments are responsible for managing solid waste in their area, ultimately it is beyond the power of a local authority to impose additional obligations in the area of waste management. To some extent, this explains how landfills are currently able to use each subject parcel under an operating certificate issued by the Province (and may do so without expiry into the future), without being directly supported by the Zoning Bylaw.

MOE has established the obligation for proponents to meet a range of requirements for their sites, recently updating their "*BC Landfill Criteria for Municipal Solid Waste*" in June 2016. Additional regulations which currently exist include the *Organic Matter Recycling Regulations of BC* relating to composting operations, as well as the *Recycling Regulation*. These criteria are subject to update as standards progress over time, with operations expected to move towards meeting the new, more stringent criteria. MOE recognizes that while existing landfills are generally included in the recommended practices of these policies, existing landfills may be excluded from some emerging siting and design requirements that are not feasible or implementable.

MOE requires proponents to complete a Solid Waste Management Plan (SWMP), which the CSRD has continually done for their sites. The potential acquisition of the neighbouring 40 Street parcel by the CSRD is considered an alteration to the current solid waste management system of the CSRD by MOE, triggering the need for an SWMP amendment. The CSRD has completed the amendment process which has involved public review and consultation, and has submitted the amendment to MOE for the Minister's approval, as per MOE requirements. Copies have been provided to City Council and staff (executive summary attached as Appendix 7).

As per MOE staff, an amendment to a SWMP requires several phases each with varied timeframes. At this stage, Ministry staff will review the plan and provide the Minister with recommendations. The decision whether to approve the plan rests with the Minister. If the SWMP is approved, a request will be made to the CSRD to apply for related amendments to the operational certificates or permits of the sites affected. A supported outcome is signified by the issuance of operational certificates (or permits).

This SWMP review process involves direct communication between the CSRD and MOE, and does not involve City staff. City staff will not be providing additional review of the SWMP or CSRD operations with respect to MOE criteria, and City staff are not in a position to debate or clarify applicable MOE criteria with respect to possibly related scientific studies or other sources of information.

Official Community Plan

As noted, presently the OCP land use designations for the subject parcels are for General Industrial (40 Street) and Institutional land use (20 Avenue). Land use designations allow for a wide range of uses, and include some overlap, such as accessory residential use, scrap yards or recycling depots on industrial lands, as well as public use or public utilities. Being part of a regional government managed operation, the regional landfill use is considered to be institutional, as it is currently designated. The Institutional land use designation supports the current landfill use (dating back to Salmon Arm's original 1979 OCP). To avoid any question of interpretation, the applicant has requested an OCP amendment from General Industrial to Institutional for the 40 Street parcel.

In terms of general policy, solid waste is discussed under two sections of the OCP: Section 13 – Utilities and Infrastructure, as well as Section 15 - Community Services. OCP Policy 13.3.35 states that it is a policy of the OCP to: "*continue to use the landfill in the City managed by the CSRD, which is expected to exceed the life of this plan.*"

Policy 13.3.36 states that the City will continue to work cooperatively with the CSRD regarding operation and management of the landfill and implementation of the CSRD SWMP. Supportive collaboration with the CSRD could include the consideration of an applicable zone for the CSRD landfill.

Further to OCP Section 13, OCP Policy 15.3.1 of the OCP and the associate Map 14 identifies the current regional landfill as a community service. Staff note that OCP policy 15.3.3 allows for institutional use and zoning to be considered without an amendment to the land use designation. However, as previously noted for transparency and clarity, alignment between the proposed use, Zoning Bylaw, and the OCP land use designation is being proposed by the applicant.

Zoning Bylaw

The Zoning Bylaw presently does not have a zone that permits a landfill as a specific use: the present CSRD Salmon Arm landfill could be considered legally non-conforming with respect to the City's zoning regulations. In terms of landfill operations, local zoning is not of ultimate significance, as previously discussed waste management falls under the ultimate jurisdiction of the provincial government (MOE) pursuant to BC's *Environmental Management Act*. However alignment with local bylaws is ideal. Under OCP policy, an amendment to the zoning bylaw would be supportive of our Regional partner.

The Zoning Bylaw contains the following relevant land use categories and definitions:

Sanitary Landfill – means the deposit resulting from the disposal of solid waste by spreading it in layers and covering it with soil to control vectors, odours and wind blown litter and may include a recycling depot.

Recycling Collection Site – means a site at which the Regional Government Recycling Program provides bins for recyclable products, the scope of which is determined by that government body.

Recycling Depot – means a building or structure in which used material is separated and processed prior to shipment to others who will use those materials to manufacture new products.

The creation of a new P-4 (Regional Waste Management) Zone to support these defined uses would clarify the City's policy regarding these land uses at this location. Proposed P-4 zone regulations are attached (Appendix 3) for reference.

COMMENTS

Ministry of Environment

City staff note that MOE will review the CSRD's proposal in detail relative to their guidelines as previously described in this staff report. With respect to the "contaminated sites" element of the Mounce parcel,

MOE has indicated they are not concerned until such time as landfilling ceases and remediation is required or complete.

Ministry of Transportation and Infrastructure

MOTI considers their interests to be unaffected by this application.

Neskonlith Indian Band

No comments received to date.

Adams Lake Indian Band

No comments received to date.

IHA

No comments received to date.

Engineering Department

No concerns with rezoning. Engineering staff note that the Zoning amendment is advantageous to the City as it protects the long term viability of existing landfill locations. Any relocation of the landfill may have cost implications to the City's Curbside Collection Program.

Comments attached (Appendix 8).

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning. Buildings on the 40 Street property were constructed without building permit.

Planning Department

Planning staff support the zoning amendment of the 20 Avenue parcel for the existing Salmon Arm landfill. This use has been clearly supported by OCP policy going back to 1979.

The intended use of subject parcels under application is a continuation of landfill use, albeit at an increased intensity at the 40 Street location (Staff would like to note the difference between the demolition waste - demolition, land-clearing, and construction (DLC) debris - presently deposited and the regional landfill operation). The ultimate intent is to utilize the properties as a single landfill operation under the proposed land use designation and zoning.

Regarding the proposed change to the OCP land use designation for the 40 Street parcel from General Industrial to Institutional with respect to the City's industrial land base, the proposal would result in a small reduction of potential industrial land, with the 20 acre 40 Street parcel being utilized for P-4 zone uses. As the OCP designates a total of 971 acres of industrial land, the amendment of the 20 acre parcel under application would represent a 2% reduction of potential general industrial land should this application move forward. When adopted, the OCP did not designate any new industrial lands, stating that the remaining capacity of designated industrial land would be sufficient. As industrial use has to date been unconstrained by a lack of supply, a reduction of this size is not deemed by staff to be significant.

Furthermore, staff note a range of permitted uses on industrial lands includes several uses potentially complimentary to a landfill, including recycling depot, warehousing, and storage yard. Considering past and current use as well as OCP policy, staff support the proposed OCP amendment for this parcel.

Planning staff support the zoning amendment for the 40 Street parcel, given the amount of land presently designated for industrial use and in support of the CSRD landfill. Furthermore, staff consider the requirements of MOE (should an amended SWMP be accepted) to be significant improvement in reducing potential impacts on adjacent parcels and the area in general relative to what is permitted under the current operating certificate. Over time the CSRD has proven to be a positive custodian of the Salmon Arm landfill parcel. Staff note the various benefits of having a well managed landfill site in close proximity to the population, including reduced fuel cost/use for disposal service (as note by the Engineering Department, the cost of hauling municipal waste materials is the responsibility of the City) and ease of household waste disposal (including yard waste), factors which likely contribute to reduced illegal dumping.

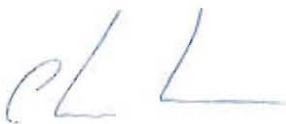
40 Street SE is designated as a "Rural Collector Street" in the OCP. Development would trigger a requirement to upgrade the frontage of 2750 40 Street SE to the RD-8 Rural Collector Standard. At present, 40 Street is 10 metres wide and the CSRD has agreed to dedicate 10 metres to achieve the 20 metre width requirement.

As an additional point of information, staff notes the present Industrial OCP land use designation would directly support rezoning the 40 Street parcel to M-1 – General Industrial. The range of permitted uses could allow for related use by the CSRD which may be operationally beneficial.

Staff is aware of opposition to this proposal by landowners adjacent to and near the subject parcels. The residential density of the area consists of 14 known residential dwellings within 500 m of the current CSRD landfill site, and 17 dwellings within the same distance to both parcels. A consideration with respect to homes on industrial zoned land is that residences are permitted as an accessory use, meaning that a primary industrial use is needed on a parcel for any accessory residential use to be conforming. Industrial lands are intended for industrial use, with residential use only permitted as an accessory use.

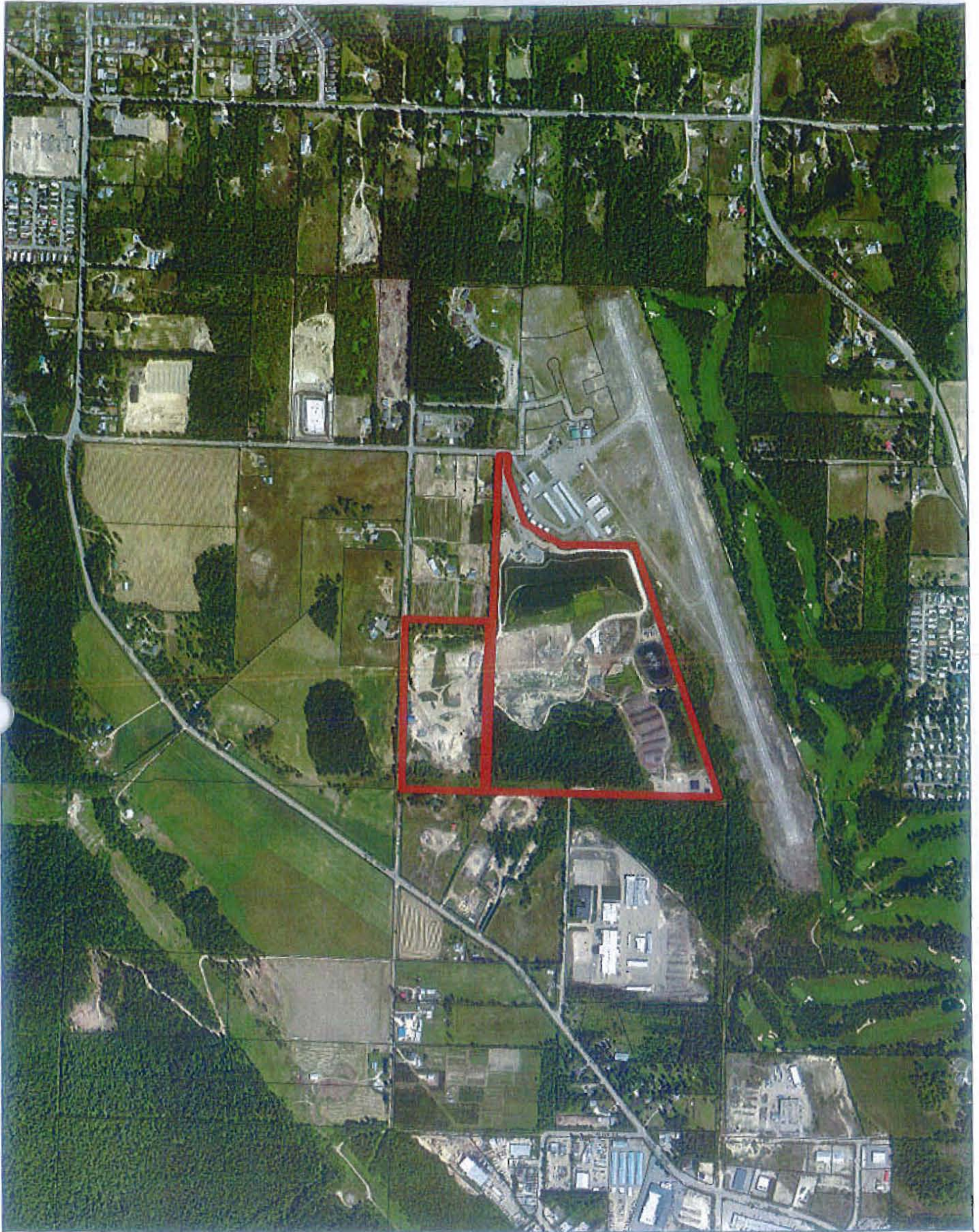
CONCLUSION

OCP policy identifies the landfill and supports working with the CSRD to support its operations. In terms of land use, the landfill use is both historic and present at both locations. This proposal will further enable the responsible management of solid waste within the City. Increasing the capacity of the present Salmon Arm landfill while bringing an existing private landfill under the management of the CSRD are viewed as positive by staff. The proposed OCP amendment of the 40 Street parcel and the P-4 – Waste Management zoning of both subject properties is supported by staff.



Chris Larson, MCP
Planning and Development Officer

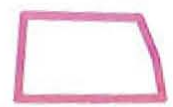
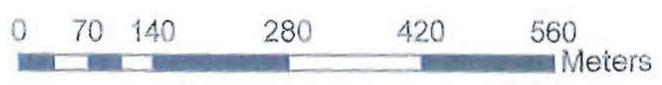
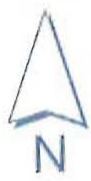

Kevin Pearson, MCIP, RPP
Director of Development Services



0 115 230 460 690 920 Meters



Subject Parcels



Subject Parcels

SECTION 27 - P-4 - INSTITUTIONAL WASTE MANAGEMENT ZONE

Purpose

- 55.1 The P-4 Zone is primarily intended to accommodate the regional landfill operated in accordance with applicable Provincial regulations.

Regulations

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

Permitted Uses

- 55.3 The following uses and no others are permitted in the P-4 Zone:
- .1 *sanitary landfill* in accordance with Provincial regulations;
 - .2 *recycling beverage container return centre*;
 - .3 *recycling collection site*;
 - .4 *recycling depot* in accordance with Provincial regulations;
 - .6 *composting and composting facility* in accordance with Provincial regulations;
 - .7 *landfill gas capture* in accordance with Provincial regulations;
 - .8 *public use*;
 - .9 *private utility*;
 - .10 *public utility*; and
 - .11 *accessory use, including offices*.

Maximum Height of Principal and Accessory Buildings

- 55.4 The maximum *height of principal or accessory buildings* shall be 10.0 metres (62.3 feet).

Minimum Parcel Size or Site Area

- 55.5 The minimum *parcel size or site area* shall be 8.0 hectares (19.8 acres).

Minimum Parcel or Site Width

- 55.6 The minimum *parcel or site width* shall be 400 metres (1,312.3 feet).

Minimum Setback of Principal and Accessory Buildings

- 55.7 The minimum *setback of all buildings* associated with waste management operations shall be:
- .1 *Interior parcel line*
 - adjacent to a parcel not zoned

| | |
|-----------------------------------|--------------------------|
| <i>Industrial</i> shall be | 50.0 metres (164.1 feet) |
| - <i>all other cases</i> shall be | 30.0 metres (98.5 feet) |
 - .2 *Exterior parcel line* shall be 30.0 metres (98.5 feet)

Parking and Loading

- 55.8 Parking and loading shall be required as per Appendix I.

Screening and Landscaping

55.9 Screening and Landscaping shall be required as per applicable Provincial requirements.



#203 – 270 Hudson Avenue NE
PO Box 106
Salmon Arm, BC V1E 4N2

Monday, January 09, 2017

Kevin Pearson, Approving Officer
City of Salmon Arm
500 2 Avenue NE
Salmon Arm, BC V1E 4N2

RE: Re-Zoning of 2750 40th Street SE Salmon Arm, BC

Attention: Mr. Kevin Pearson

Introduction

Lawson Engineering and Development Services Ltd. (LEDS) was retained by the Columbia Shuswap Regional District (CSRD) to prepare a re-zoning application and necessary documents to facilitate the re-zoning process for the property at 2750 40th Street SE in Salmon Arm (Mounce property). In addition, the CSRD is proposing that the property owned by the CSRD, at 4290 20th Ave SE, be rezoned as a part of this application to better reflect the existing use (CSRD's Salmon Arm landfill).

The key objectives of this proposal are to:

1. Outline the rationale for expanding the landfill to this property;
2. Outline the intended / anticipated short and long-term uses and developments on the land;
3. Identify a conceptual site plan showing the layout of the uses and development;
4. Outline the screening and landscaping proposed for the sites perimeter, where appropriate;
5. Provide background on the Ministry of Environments requirements for a landfill on the property and the steps that have and will be taken to meet these requirements; and
6. Update existing zoning and uses to better reflect current land use activities.

The intent of this proposal is to outline in general terms the objectives above for staff and council review, and not to provide a detailed overview of each objective specifically.

Site History

The site is currently owned by ~~Wayne Mounce~~ of Mounce Construction Ltd. and has been since 2000. This property is currently zone A-2 (Agricultural Zone) where the OCP indicates the property has General Industrial Use Potential. The property is a 20 acre parcel of which approximately 4 – 5 acres are utilized (or have historically been utilized) for a sand pit and have been subsequently backfilled with demolition material. Another 5 acres consists of an active sand pit area and the remaining 10 acres is used for industrial / residential purposes. Landfilling operations have historically taken place in the northern 4-5 acre portion of the property. The landfilling activities are regulated under an operating Permit No. PR11191, which allows 7,500 m³ of compacted waste per calendar year. Although the permit is still active, landfilling ceased in 2015.

The site is currently primarily used as an equipment yard and landfilling site for construction materials. The surrounding area is largely cleared agricultural land, and it borders the west side of the current Salmon Arm landfill operation. There are nearby residential dwellings on agricultural land to the north and south of the property, as well as the municipal airport just east of the Salmon Arm landfill.



#203 – 270 Hudson Avenue NE
PO Box 106
Salmon Arm, BC V1E 4N2

Pre-Existing Reports and Monitoring

The CSRD and Mounce Construction began discussions regarding the property purchase in 2015, which resulted in the need to engage the services of two consulting agencies to deliver professional opinions on this property. Sperling Hanson Associates was retained to complete a preliminary site investigation, risk management outlook and feasibility analysis based on the CSRD's interest in the potential purchase of the property.

Western Water Associates Ltd. was retained by Mounce Construction to install a monitoring well on the northern boundary of the property and to provide an overview of groundwater sample results, with a focus on identifying the risk of offsite migration of contaminants. Both reports have been attached to this report.

Landfill Expansion

With the acquisition of this property the CSRD intends to expand on its operation both in terms of service levels and landfilling capacity. The Sperling Hansen Associates report provides a development concept for the CSRD associated with the purchase of this property. However, the CSRD does not wish to restrict themselves in the re-zoning stage to one specific operational plan. The development concept in this report is to provide several options for the CSRD development plans, and they wish to make it clear that this is conceptual and that operational tactics may change during operations. In summary potential uses for this specific parcel of land may include:

- Landfilling;
- Eco-Depo and u-bay style diversion area for public drop off;
- Upgrading of z-block tipping bays for the public including separate bins for MSW;
- The existing office building could provide onsite infrastructure for CSRD landfill staff, front end staff and appropriate employee parking;
- Improved site access for the public and the potential to relocate and upgrade the scale facility;
- Contractor parking area as well as existing large industrial building for maintenance, storage, etc.;
- New composting area that would not sterilize future expansion of the existing landfill;
- Access to additional soil for landfill operational cover.

Short and Long-Term Uses and Development

The Sperling Hanson Report outlines the anticipated lifespan of the current facility and improved lifespan with the acquisition of this property. In general terms the CSRD would intend to phase the development of this site as well.

Upon acquisition the current intention of the CSRD would be to utilize the space for landfilling purposes. The next phase of landfilling at their current site proceeds towards the Mounce property. With this acquisition, the 50m buffer between the CSRD and Mounce property could be eliminated providing further landfill potential for the CSRD landfill site. In the short term, the CSRD would intend to use this old buffer zone and extend into the Mounce property for landfilling.

In time the CSRD may look to utilize the remainder of the Mounce property to provide operational and service improvements to the site. Although timing is not established at this time. The CSRD would in time implement some of the additional uses outlined above to improve the service levels and operational requirements.



#203 – 270 Hudson Avenue NE
PO Box 106
Salmon Arm, BC V1E 4N2

Screening and Landscaping of the Site Perimeter

The screening and landscaping of this site is regulated by the BC Ministry of Environment and the "BC Landfill Criteria for Municipal Solid Waste – Second Edition" published in June of 2016. Section 3.4 of this document outlines the requirements of the "buffer zone" and states:

"The buffer zone between the landfill footprint and the landfill site boundary shall be a minimum of 50m, of which the 30m closest to the landfill site boundary shall be reserved for natural or landscaped screening (berms and/or vegetative screens). Only the 20m buffer closest to the landfill footprint shall be used for access roads, surface water management works, leachate management, landfill gas management and monitoring works, firebreaks, and other ancillary works as required."

This requirement restricts the landfill potential of this site and provides the neighboring properties with a requirement that protects and likely improves the integrity of their property. In addition to the "buffer zone" outlined above, landfill security fencing is required to discourage unauthorized access to the facility. This security fencing is required around the entire perimeter of the operational footprint of the landfill.

Regulatory Agency Requirements

Further to the screening and landscaping requirements outlined above, the BC Ministry of Environment also provides requirements for additional nuisance controls. Apart from local government nuisance bylaws, the BC Landfill Criteria for Municipal Solid Waste outlines nuisance control measures for:

- Dust Control
- Noise Control
- Litter Control
- Odour Control

A complaint response procedure is required to be developed and posted on-site for responding to any nuisance complaints.

Through this rezoning process the CSR Contaminated Sites Process is triggered which would require a Certificate of Compliance. When a local government receives an application for subdivision, zoning, development, demolition of a structure or soil removal, a site profile is generally required of those sites that were used for any commercial or industrial activities. A site profile is a four-page information form that details the following: past and current industrial/commercial uses; waste disposal activities; legal/regulatory actions or constraints; and any areas of potential concern for a particular site. Based on this site profile, if a director suspects that a site may be contaminated or contains substances that may cause or threaten to cause adverse effects on human health or the environment, the director may order the owner of the site to prepare, at their expense, a preliminary or detailed site investigation. If the site is deemed contaminated, a director may issue a remediation order. Once the director is satisfied that the site has been remediated, or that the site is not contaminated the director can issue a "certificate of compliance".

Conclusions

With the acquisition of the Mounce Property the CSRD could potentially add a significant amount of service life to the current landfill location. The increase in potential long-term landfilling capacity within the Mounce property and added to the current landfill site would be a significant advantage to both the CSRD and the City of Salmon Arm. If the CSRD were to take over the Mounce property the environmental monitoring requirements of the BC MOE would be significantly increased. Furthermore, the strict guidelines around buffering zones, landscaping and site operations would further improve the esthetic appeal from neighboring lands. Finally, rezoning the existing Salmon Arm landfill is a house keeping



#203 – 270 Hudson Avenue NE
PO Box 106
Salmon Arm, BC V1E 4N2

measure to reflect current use.

It is for this reason that we are applying for the rezoning of the land from the current A-2 zoning to a new M-Zone identified as a "Landfill – Waste Management Zone". The details of this specific zoning will be presented by the City of Salmon Arm staff.

We trust that this assessment satisfies your present requirements. Should you have any questions or comments, please contact our office at you convenience.

Best Regards,

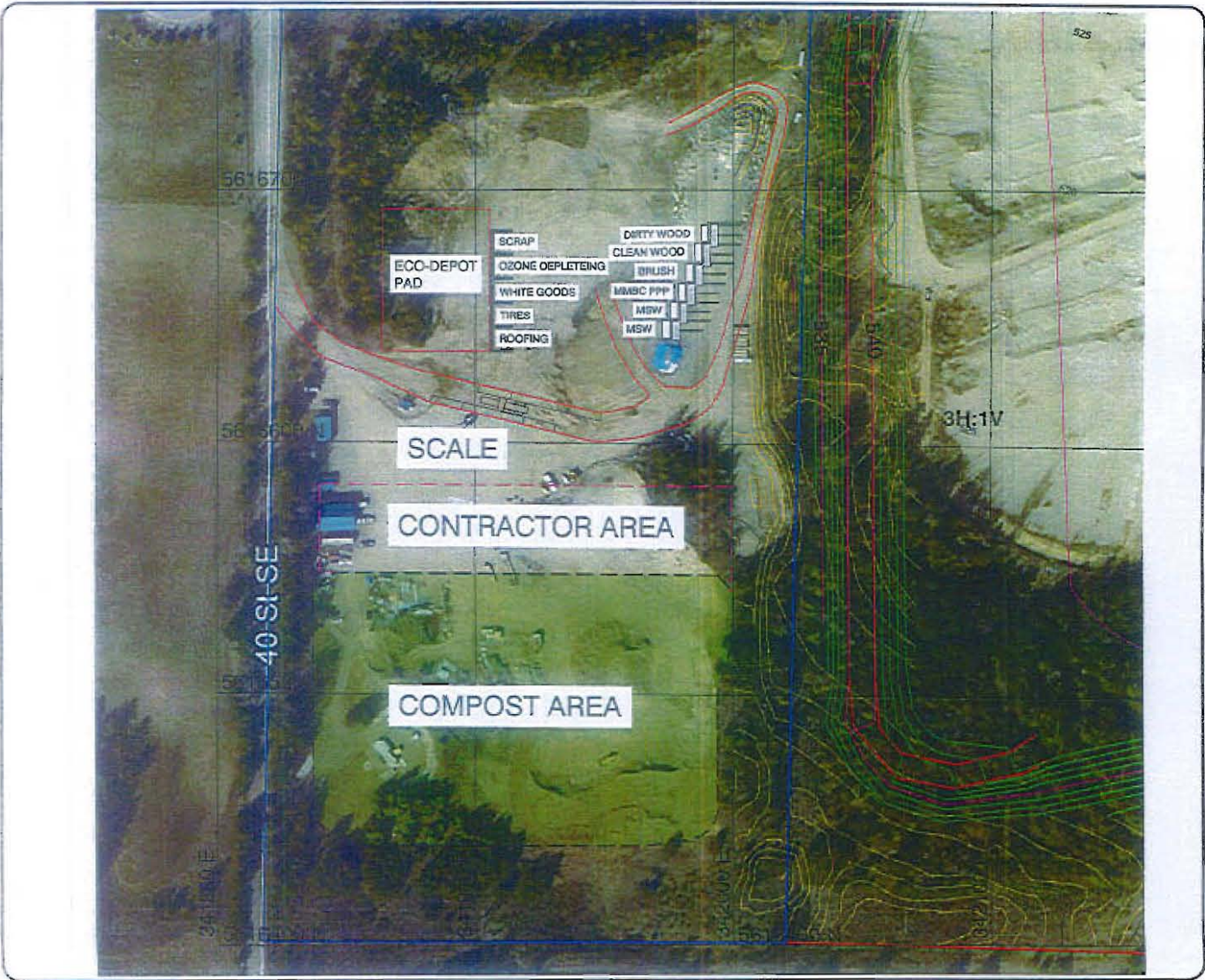
Lawson Engineering and Development Services Ltd.

A handwritten signature in black ink, appearing to read "BLM", is written over the printed name of Blake Lawson.

Blake Lawson, P.Eng
Project Engineer
blake@lawsondevelopments.com

Attachments:

- *Sperling Hansen Associates – Mounce Property (2750 – 40th Street SE Salmon Arm, BC) Economic Analysis*
- *Western Water Associates Ltd. – Well Drilling and Completion Report: Mounce Construction Site WPN 40121*



SPELUNG FLANSEN ASSOCIATES
 LORRILL SERVICES GROUP
 • Landfill Site
 • Design & Construction Plans
 • Landfill Site
 • Environmental Monitoring
 49-1225 East Kield Road
 North Vancouver, B.C. V7J 1J3
 Phone: (604) 966-7722
 Fax: (604) 966-7724

LEGEND:

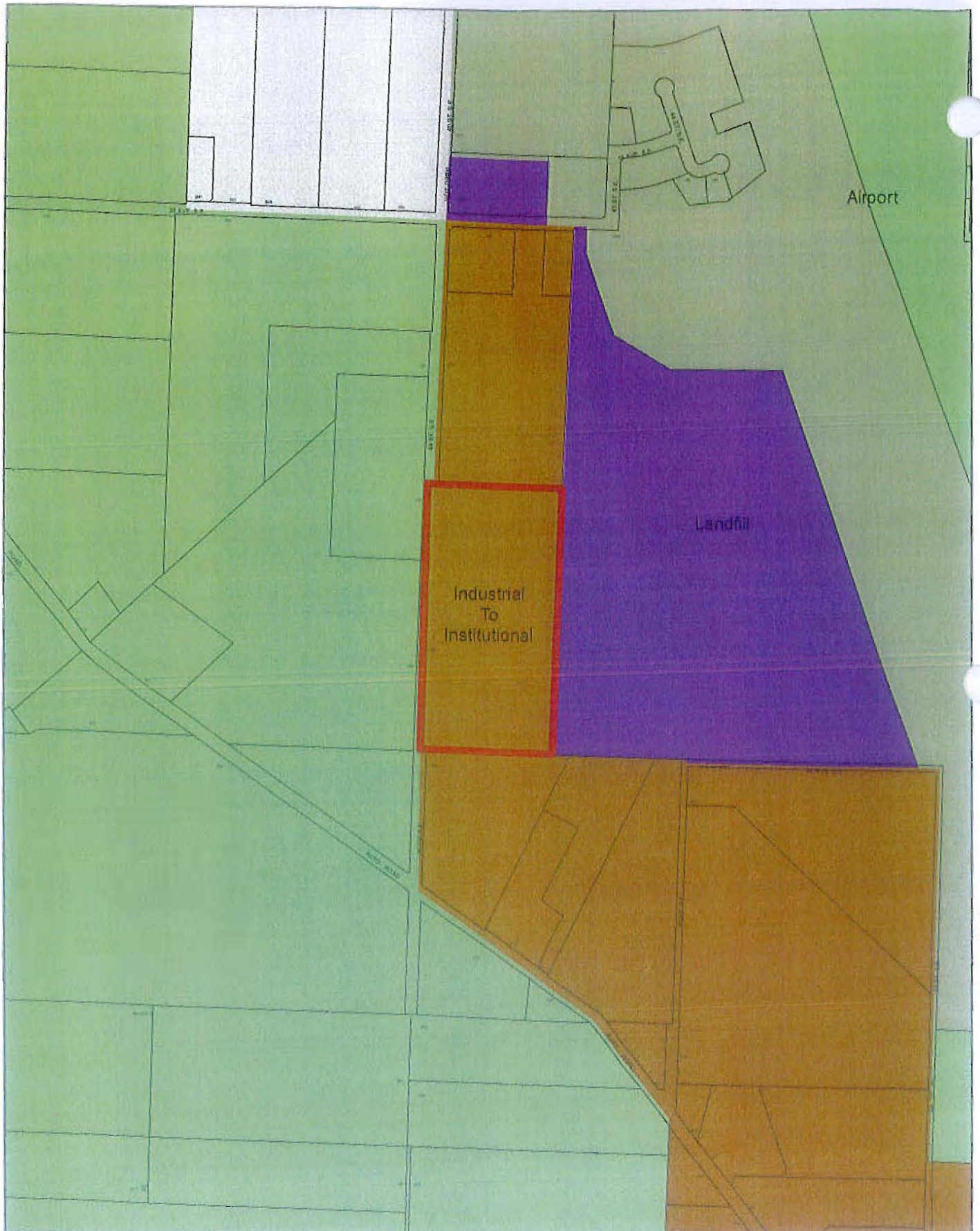
- 5m EXISTING CONTOUR
- 1m EXISTING CONTOUR
- 5m DESIGN CONTOUR
- 1m DESIGN CONTOUR
- FENCE
- ROAD
- PROPERTY LINE
- APPROXIMATE PROPERTY LINE

CLIENT:
 COLUMBIA SHUSWAP REGIONAL DISTRICT

PROJECT:
 FEASIBILITY REVIEW OF
 MOUNCE PROPERTY ACQUISITION
 AT SALMON ARM LANDFILL

TITLE:
 PROPOSED TRANSFER
 STATION LAYOUT

| | | |
|-----------|------------|-----------------|
| SCALE: | DATE: | PROJECT NO.: |
| 1:1,000 | 2015/04/30 | PRJ 15015 |
| DESIGNED: | MG | DRAWING NO.: |
| DRAWN: | MG | FIGURE 4 |
| CHECKED: | TS | |



03060 120 180 240
Meters



Subject Parcel



Institutional



Industrial - General



Acreage Reserve



Industrial - Airside



Industrial - Light



Subject Parcels

Executive Summary

The Columbia Shuswap Regional District (CSRD) Board has authorized the CSRD to enter into a Purchase Agreement with Mounce Construction Ltd. for a 20-acre parcel of land located at 2750 40 Street NE in Salmon Arm, BC (subject property). The subject property acquisition represents a rare opportunity to obtain land for future landfilling needs adjacent to an active landfill, especially in consideration of the subject property being land that is currently permitted as a private landfill for waste management purposes. The approval to purchase, which facilitates the future expansion of the Salmon Arm Landfill site, is conditional on the subject property being successfully rezoned to comply with the City of Salmon Arm's Official Community Plan (OCP) and Ministry of Environment (MoE) requirements related to a Solid Waste Management Plan (SWMP) amendment. The acquisition deadline, as defined in the purchase agreement, is June 30, 2018.

Since the CSRD does not currently face challenges related to "finding more landfill space" the CSRD's SWMP provides little guidance on matters related to land acquisition. The CSRD has therefore developed an amendment to the SWMP that enabled broad scale community consultation and feedback with respect to the purchase of the subject property as well as to request community guidance related to future waste-related land acquisition opportunities. The SWMP amendment process focused on the elements necessary to satisfy broad and sufficient consultation required to receive the endorsement of the MoE.

For the purposes of developing a SWMP amendment for the acquisition of the subject property as well as the establishment of guiding principles to consider for future acquisition opportunities, the CSRD has undertaken a comprehensive consultation process. To support decision making and the development of the amendment, the CSRD engaged in public consultation using the same strategies undertaken when the 2014 SWMP review was conducted in 2014, including:

- Ongoing input and commentary from the CSRD's Plan Monitoring Advisory Committee (PMAC);
- A series of four open house sessions in each member municipality (Salmon Arm, Sicamous, Revelstoke and Golden), and;
- An online or e-survey to gain additional input from the entire Solid Waste Management Plan area.

The Plan Amendment will be appended to the 2014 SWMP and is drafted in a manner that is consistent with the existing SWMP document and the province's *A Guide to Solid Waste Management Planning* document. This report concludes with a concise proposed amendment to be appended to the 2014 SWMP.

The approval of the SWMP amendment will initiate an application for an OCP amendment with the City of Salmon Arm and will result in an additional consultation process specific to the City of Salmon Arm's OCP and zoning approval processes. Development of the SWMP amendment and the related stakeholder consultation is also intended to support the OCP amendment process.

The stakeholder consultation undertaken to amend the SWMP related to the development of guidance and criteria on future property acquisitions in the CSRD resulted in a level of confusion by some respondents related to the CSRD evaluation criteria and the MoE Landfill Criteria. Several public comments registered as part of the consultation process suggested that the MoE requirements for landfill criteria should be adhered to in its entirety and the CSRD should not develop their own separate criteria. The consultation efforts related to the development of criteria proposed by the CSRD was never intended as an attempt to reinvent existing MoE Landfill Criteria but were proposed to assist in decision-making and priority rating related to future property acquisition for waste management purposes given the significance of the expenditure and impact on the community.

The CSRD can correct this perception by providing additional detail to the public about how the CSRD criteria relates to the application of MoE Landfill Criteria to property acquisition, and that post-purchase there will be direct engagement with the MoE regarding updates of permits and the site Design and Operation Plan (D & O Plan).

The CSRD recognizes the Ministry of Environment's "Landfill Criteria" as being the guidance document for siting new landfills or expanding existing ones: The CSRD's interest in the proposed land acquisition is an opportunity to also explore broader considerations for future land acquisition opportunities.

Overall, results from the community consultation revealed a moderate level of support for the acquisition of the subject property as well as guidance around proposed criteria, although some divisions were evident in the community over these issues. These divisions generally aligned with the physical or geographical proximity to the site, whereas those residing closest to the subject property were the most vocally opposed to the acquisition and criteria. These results emphasize a continuing obligation by the CSRD to be transparent in their decision making and to address concerns expressed by neighbours related to the acquisition and future management of the site. The consultation process has resulted in the confirmation and prioritization of a number of criteria that should be considered for land acquisitions. These criteria have been incorporated into the proposed SWMP amendment.



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

To: Kevin Pearson, Director of Development Services
 Date: December 18, 2017
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: **Official Community Plan Amendment Application No. OCP4000-33E**
 Civic: 2750 – 40 Street SE
 Legal: The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD
 Owner: Mounce Construction Ltd., Box 814, Salmon Arm, BC, V1E 4N9
 Applicant: Columbia Shuswap Regional District, Box 978, Salmon Arm, BC, V1E 4N9

Further to your referral dated December 14, 2017, we provide the following servicing information. The following comments and servicing requirements are not conditions for OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

Engineering Department does not have any concerns related to the OCP Amendment and recommends that they be granted

General:

1. Full municipal services are required as noted herein. 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. Development properties to be serviced by electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City of Salmon Arm 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 as per Subdivision and Development Servicing Bylaw No. 4163 – Schedule B, Part 1, Section 3.1. ESC Plans to be approved by the City of Salmon Arm.
7. 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

Official Community Plan Amendment Application No. OCP4000-33E

CSRD

Page 2

parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

8. The applicant will be required to submit for City review and approval an engineered design (plan/profile) for any off-site improvements or works within City owned lands. Design must be prepared and submitted by a qualified professional engineer. Refer to the sections below for more information. The applicant is requested to contact the Engineering Department should additional information be required. Securities equal to 125% of the estimated off-site servicing costs will be required as a condition of development.

Roads/Access:

1. 40 Street SE on the subject property's west boundary is designated as a Rural Collector Street within the Industrial Development Area, requiring an ultimate road right of way dedication of 20.0 meters (10.0 meters on either side of road centerline). Based on review of existing records, 10.0 meters of road dedication is required (to be confirmed by BCLS).

40 Street SE is currently constructed to an interim gravel Rural Local Road standard. Upgrading to the Industrial Area Road Standard will be required (RD-6A). Upgrades may include, but are not limited to road widening and construction, asphalt paving, shouldering, ditching, and boulevard construction.

2. Accesses shall be approved by City Engineer prior to construction.
3. All boulevards shall be graded towards roadway at minimum 2.0 %.

Water:

1. The site fronts a 200mm diameter watermain (Zone 5) along 40 Street. Minimum watermain size within The Industrial Development Area is 250mm diameter. Upgrading all fronting watermains to 250mm diameter will be required, or as required in the paragraph below.

City of Salmon Arm is proposing to install a supply 'trunk main' along 40 Street frontage in the near future. Owner/developer is required to upgrade/install this watermain at the diameter provided by the City. City of Salmon Arm will enter into a cost share with the owner/developer and will cover pipe material costs over 250mm diameter.

2. The available fire flows are not satisfactory according to the 2011 Water Study (Opus Dayton Knight 2012). Owner/developers authorized Engineer is to complete a flow test on the closes fire hydrant to confirm the existing watermain servicing the property is adequately sized to provide fire flows (Industrial requirement of 225 l/s with 20 psi residual pressure). Should fire flows be inadequate, a water system upgrade will be required to achieve these fire flows. Owner/developer will be responsible for all associated costs.
3. Fire hydrant spacing shall meet the Industrial Area spacing of 90 meters. It appears that two (2) fire hydrants will be required along the property frontage.

Official Community Plan Amendment Application No. OCP4000-33E

CSRD

Page 3

4. Fire protection requirements to be confirmed with the Building and Fire Departments.
5. The property shall be serviced by single metered water service connection (as per Specification Drawings No. W-12) adequately sized to satisfy the servicing requirements for the proposed use. Our records show the property is currently serviced with a metered 50mm diameter service from 40 Street SE. All unused services shall be terminated at the main. Water meters, if required, will be provided by the City at the owner/developers cost

Sanitary Sewer:

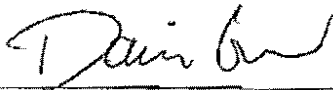
1. The subject property does not front on a City sanitary sewer main. Subject to the required approvals from Interior Health Authority, a private on-site disposal system will be required.

Drainage:

1. The subject property does not front on an enclosed storm sewer system. Site drainage is by overland and ditch draining systems. Drainage issues related to a development to be addressed at time of building permit.

Geotechnical:

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



Darin Gerow, ASCT
Engineering Assistant



Rob Niewenhuizen, ASCT
Director of Engineering & Public Works

Item 10.3

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4263 be read a final time.

[OCP4000-33; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.;
2750 - 40 Street SE; IND - INS]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4263

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on August 26, 2019 at the hour of 7:00 p.m. was published in the August 14 and 21, 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. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:
 1. Re-designate The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD "Industrial General" to "Institutional", on the Land Use Maps A-1 and A-1b as shown on Schedule "A" attached hereto and forming part of this bylaw; and
 2. Amend Map 14.1 to identify the West ½ of Legal Subdivision 1 of Section 7, Township 20, Range 9, W6M, KDYD (2750 – 40 Street SE) as "CSRD Regional Landfill" as shown on Schedule "B" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

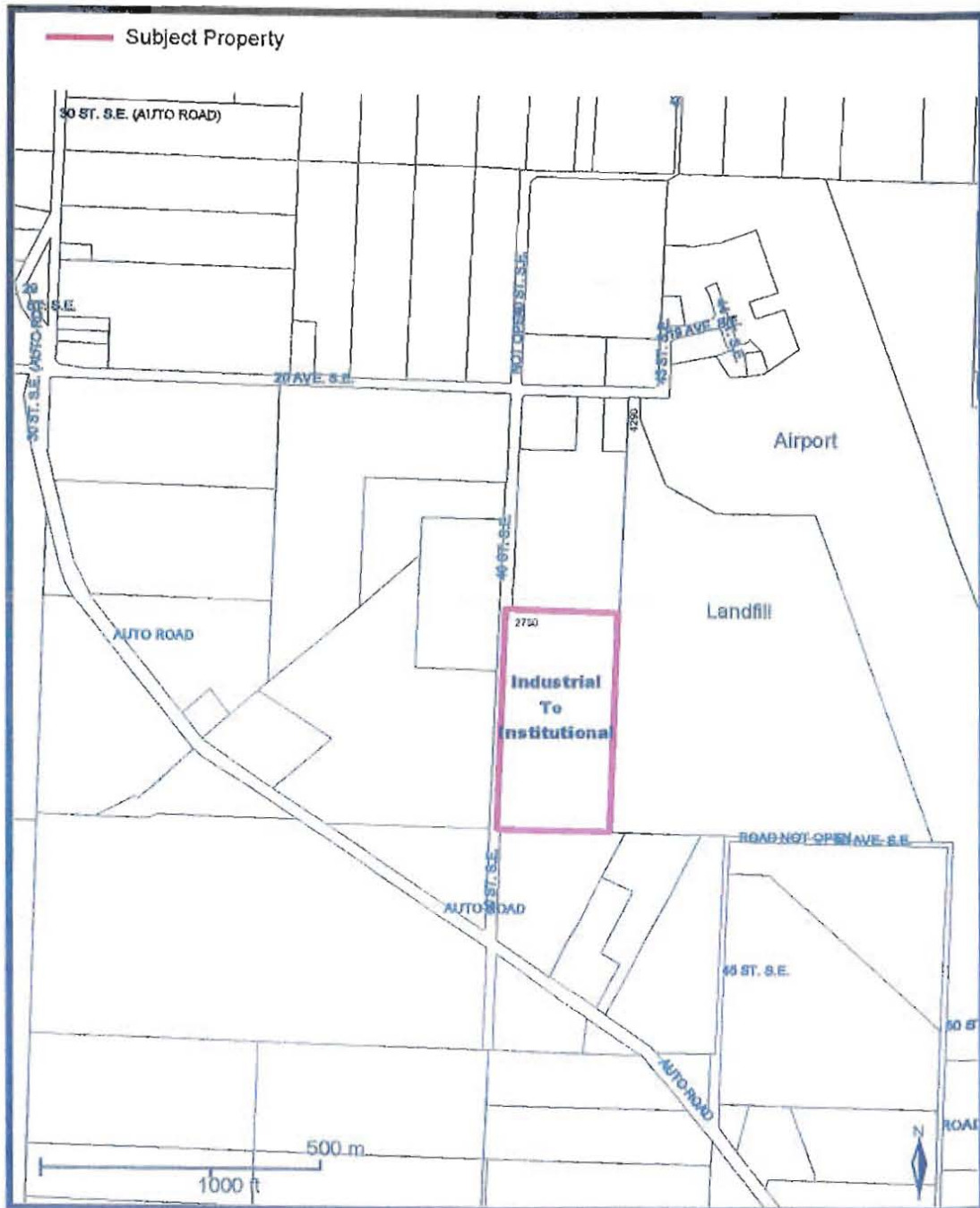
5. CITATION

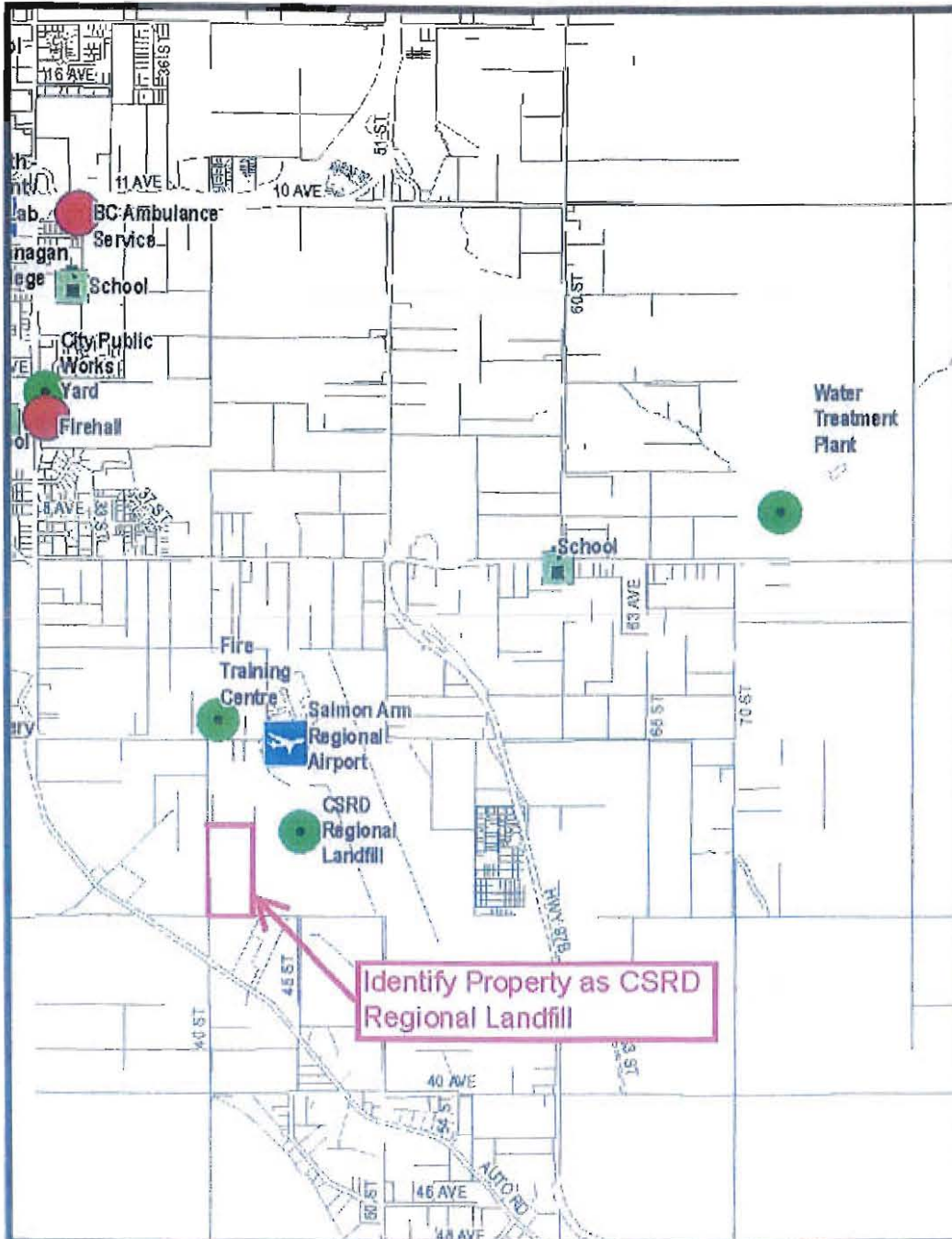
This bylaw may be cited as "City of Salmon Arm Official Community Plan Amendment Bylaw No. 4263".

| | | | | |
|-------------------------|----|--------|--------|------|
| READ A FIRST TIME THIS | 23 | DAY OF | April | 2018 |
| READ A SECOND TIME THIS | 10 | DAY OF | June | 2019 |
| READ A THIRD TIME THIS | 26 | DAY OF | August | 2019 |
| ADOPTED BY COUNCIL THIS | | DAY OF | | 2019 |

MAYOR

CORPORATE OFFICER





22. **STATUTORY PUBLIC HEARINGS**

2. **Official Community Plan Amendment Application No. OCP4000-33 [Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd., 2750 - 40 Street SE; IND - INS]**

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

Submissions were called for at this time.

B. Lawson, agent for the applicant, outlined the application and was available to answer questions from Council.

H. Williamson - letter dated August 26, 2019 - Presentation to Salmon Arm City Council regarding Official Community Plan Amendment re: 2750 - 40th St. SE.

L. Williamson - letter dated August 22, 2019 - Make a better decision for CSRD Landfill.

L. & H. Williamson, 3030 40 Street SE, expressed concerns regarding increased health risks of living in close proximity to a landfill and provided details of items of concern that are disposed of in waste sites.

C. And J. Piggott, 2451 40 Street SE, - letter dated August 26, 2019 - Community Plan Amendment for 2750 - 40 Street SE, outlined their concerns regarding methane gas, ground water contamination and the increase in noise, health issues, traffic and odour as well as the reduced market value of their property.

D. Lidstone, of 3630 Auto Road SE, spoke concerning the lack of communication and the environmental impact to the neighbouring properties.

A. Kemitzis, 2250 40 Street SE, spoke regarding the CSRD's lack of compliance with regulations including the Ministry of Environment requirements for a buffer zone.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:59 p.m.

AUG 23 2019

CITY OF SALMON ARM

August 26, 2019

Re: Proposed Amendment of Official
Community Plan Bylaw #4000

Salmon Arm City Council re: Community Plan Amendment for 2750 –
40th St SE.

Our family owns and resides at 2451 40th St SE which is directly across
the road from the subject landfill expansion property.

We are here to express our deep concerns on the Health and Safety of
our family if the landfill expansion proceeds.

After much research the health effects and dangers of living near a
landfill are shocking and disturbing.

- 1.) Methane Gas – the process of compacting landfill waste produces
methane gas – 30 times more potent than carbon dioxide.
Methane is most dangerous if it blows out the side of a landfill
under the ground surface and migrates into a nearby
neighbourhood where it could collect in the confined space of
homes and create an explosion.
- 2.) Ground Water Contamination – overtime rainwater mixes with
the chemicals from the garbage dumped in the landfill and
produces a “leachate” a sort of sludge that burrows its way down
through the landfill and into the ground water. The leachate –
contaminated ground water then migrates in whatever direction
mother nature takes it, nearby neighbours water supply.

Additional Item

222/203/232/23

3.) Increase in vermin surrounding landfills, disease becomes as issue with other adverse health effects. Studies using geographical approaches have suggested that there is an association between living close to Solid Waste dumps and health related effects, higher risk of liver, stomach, lung, prostate, kidney and pancreatic cancer and of non-Hodgkin lymphoma has been reported among individuals living close to such landfills. We would be directly across the road, it doesn't get much closer than that.

Other major concerns besides all the negative health effects are as follows:

- 1.) Constant flow of traffic , vehicles idling carbon dioxide poison with the lengthy line-ups at the entrance 7 days a week.
- 2.) The constant noise and nuisance of the loaders and machinery that run in the current landfill from 7:30am – 8pm including Saturday and Sunday.
- 3.) Odour and smell from the landfill and loaded vehicles passing our driveway which is within meters of the entrance of the expansion property.
- 4.) Our property is our biggest investment we have. Living right across the road from a current or future landfill property would significantly depreciate our resale value and make it undesirable for buyers. For instance, we would not have purchased our property had we known the CSRD is planning to expand the landfill within 20 meters of our property. We would not have put us and our children's health at risk.

We have a clear view of the subject expansion property from our front yard where we like to BBQ, entertain and enjoy the outdoors.

While preparing this document my 9 year old son said to me "Dad, why would they let something so unhealthy and bad for us come so close to our house" I couldn't come up with an answer for him and I really hope that I don't have to.

Our home is our "paradise" where we enjoy the outdoors. Please don't let the landfill expansion take this enjoyment away from our families. The CSRD should find a better location that doesn't negatively impact people's residence(s) and businesses.

Thank you,



Crystal & Jim Piggott

August 26, 2019
Howard Williamson

Presentation to Salmon Arm City Council regarding Official
Community Plan Amendment re: 2750 – 40th St. SE.

1) The Process;

Columbia Shuswap Regional District and the City of Salmon Arm both portray themselves as “progressive, open and transparent”, we have found this process to be anything but progressive, open and transparent.

We also feel that “the tables are tilted quite severely against us.

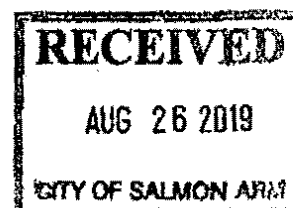
We learned of this proposal in August of 2017, from an article in the Salmon Arm observer. Upon further investigation, we have found that this proposal had been discussed for as much as 2 years before this, yet we had never been contacted, we had to learn about it from the Newspaper.

2) Communication regarding this matter has been very poor.

We wrote numerous emails and letters to CSRD directors as well as City Councilors. To most of our letters or emails, we never got a reply, not even an acknowledgement of receiving our concerns.

3) The one letter to City council that did generate a response was when we suggested that at least 2 and maybe even 3 City councilors would be in a Conflict of Interest when they voted on this matter because they also sit as board members of the CSRD. The response we got from the City was that they had received a privileged legal opinion stating that this was not a conflict of interest. We have received a legal opinion that states that this is a classic case of conflict of interest.

We cannot understand how anyone can represent both the applicant and the zoning authority and not be in a conflict of interest.



4) We applied to CSRD for presentation at a CSRD Board meeting, we were refused, saying we would get our chance at public hearings. It was only after going to the Ombudsman that we were finally granted a presentation at a CSRD board meeting. Several of our neighbours attended this meeting with us, one of our neighbours tried to speak, to express his concerns, the board Chair refused to let him speak.

We also phoned and requested a meeting with the former Mayor and were once again refused, saying we would get our say at Public Hearings.

On 3 different occasions, we requested information regarding this matter from CSRD, City of Salmon Arm and MOE and were refused, stating that we would have to file a Freedom of Information Act request, after which the information was released.

We have no faith in these Public Hearings. For at least 2 years now, this matter has been discussed at various “in Camera” (meaning secret) meetings behind closed doors. We feel that the outcome here is pre-determined and these Public Hearings are just a final rubber stamp.

The one City Councilor that has listened to us is Sylvia Lindgren, which we did appreciate.

5) “Moderate Level of Support”

The CSRD claims that there is a “moderate level of support” for this proposal. This claim is based on an anonymous online survey they conducted. There were only 82 total responses to this survey. Question number 7 in this survey was “the CSRD should pursue the opportunity to acquire this property? To this question there were only 68 responses from all across the CSRD. 38 agreed, 30 dis-agreed. These were anonymous internet responses with no names, addresses or signatures required.

We (and several of our neighbours) collected signatures on a petition opposing this acquisition, re-zoning and incorporation into the existing Salmon Arm landfill. Our petition was only circulated in the immediate neighbourhood – we never took it downtown or to any of the shopping Malls. All the people that signed this

petition either live or work in the immediate area. We collected 217 signatures (with names and addresses) opposed to this initiative - which we have previously submitted. These are not anonymous on line "clicks" – we met these people in person and got names, addresses and signatures. Aggregating the CSRD survey and our Petition that's 38 people in favour and 247 opposed, yet somehow this narrative of a "moderate level of support" continues to be pushed forward. How can this be? Do these names, addresses, signatures somehow not count? Or do they just not fit the narrative and not what you want to hear?

6) History

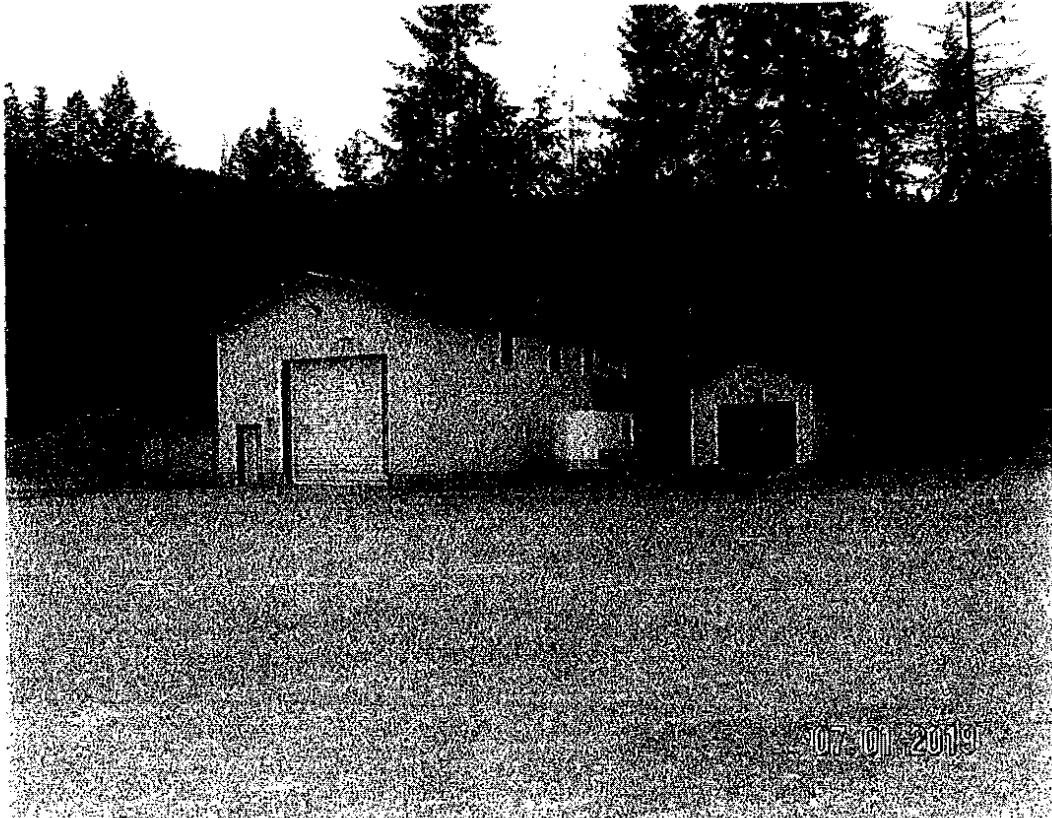
Prior to moving to Salmon Arm in 1990 we had established our Log Home business and were residing in Holbein Saskatchewan.

In 1989 we began searching for property in BC to re-locate to because we were sending a lot of homes to Japan. Sometime in 1989 we went to the front counter of the old City Hall and said "we build Log Homes, we are looking for property in town here, what do we need to do?" We were told that we needed to be on M-1 General Industrial property, which is exactly what we did. We purchased 3030-40th St. SE which was zoned A-2 at the time and had it re-zoned to M-1 General industrial. This was easy to do because the OCP at the time, showed it as eventually going to M-1 anyway.

This property (3030-40th St. SE) included a residence (an old farm house which had been there since the early 1900's). Some of you may remember the old white farm house on the hill that was there. We moved into and were living in that old farmhouse from August of 1990. Under M-1 zoning a residence is one of the listed "allowed uses". So, since 1990 (29 years) we have been in full compliance with the City's zoning bylaws. We have always paid our General Industrial taxes faithfully and in full every year. For most of those years we operated our business that employed quite a few people over quite a few years.

By contrast, the occupants of the 2750 – 40th St. SE property never had their property zoned properly. There were 3 buildings built at least 10 years ago, maybe more. No building permits were ever taken out. One was an office that had staff working in it, another was a repair / maintenance shop, also with staff working in it.





This property and the 3 buildings should have at least had M-1 zoning and should have been taxed accordingly but instead it was taxed as vacant agricultural land. The difference in taxation level between vacant agricultural land and M-1 general Industrial with office and workshops is quite significant and over 10 years or more would amount to a very substantial amount of money, probably well into 6 figures. How is it that one can get such a "special arrangement" while we have paid in full for years? So now, as a final insult to us, you will allow a garbage dump to be situated 71M from the back door of our home.

Now, this brings me to another point that I want to raise. There has been a narrative pushed forward by some that is not true and has been very harmful to us. This narrative says that Howard and Linda Williamson encroached on the local landfill. This narrative has been accepted as truth by many of the people evaluating this proposal and has been used to justify ruling against us by those as high up the chain as Ministry of Environment. We didn't realize until recently that this narrative had been pushed forward (and how damaging it was to us) until a recent phone conversation with Kirk Phair, Environmental Protection Officer in charge of this file with Ministry of Environment. He had telephoned our home to inform us that the Minister would approve CSRD's amended Solid Waste Management Plan. I wasn't home at the time, my wife (Linda) took the call. When my wife began to express her disappointment and dismay at this decision, Mr. Phair's response was "but you encroached on the landfill". My wife responded that no, we had not encroached but rather the landfill had encroached on us. That old Farmhouse had been established as a residence since the early 1900's. We had been living in that house for 3 years already in 1993 when BZ Enterprises purchased the property and were granted the original Demolition and Land Clearing waste land filling Permit in 1993. Kirk Phair admitted that he hadn't known that even though we had communicated that to him in a previous email.

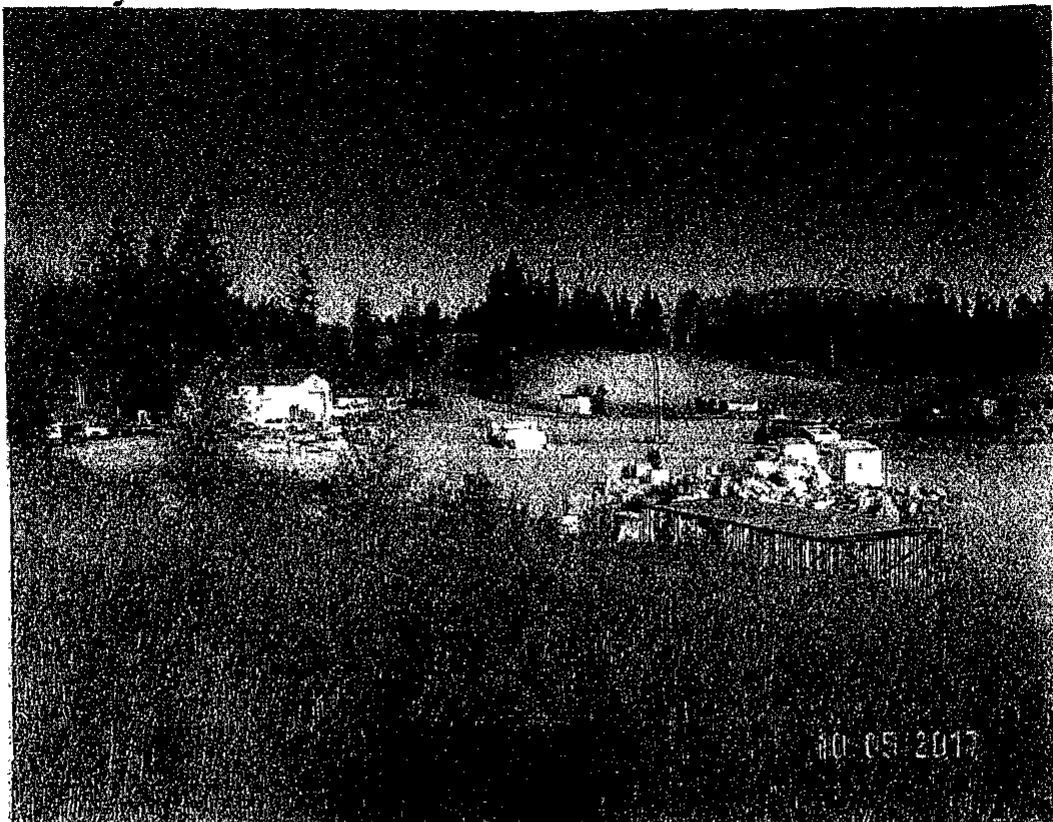
We protested the establishment of that land filling permit in 1993 but that protest fell on "deaf ears".

We freely admit that in 2002, we did tear down the old Farmhouse and erect a new house in exactly the same spot as the old farm house and I would like to tell you why.

I must say that the former owners of the subject property were good neighbours. They were respectful of the 50M buffer they were required to give us and actually gave us more than required. They were restricted to landfilling only demolition and land clearing waste, putrescibles (defined as anything which may become putrid as it decomposes) were and remain prohibited on

that site. The landfilling was done on the far side of the property from us and was quite in-frequent. They kept a neat, tidy yard and we didn't hardly notice them there. The owner's Son and his wife actually established a residence there too, just across the fence line from us. They had also told us that they were moving away from the land filling and would eventually shut that down – which they did eventually. A Ministry of Environment inspection report dated April 25, 2018 reported “the last waste added to the landfill was approximately 10 years ago” referring to 2750-40th St. SE. When we made the decision to replace the old Farmhouse with a new one, we referred to the City of Salmon Arm “OFFICIAL COMMUNITY PLAN”. We looked to this “official plan” to be a document that told the citizens of this City just what we could expect regarding development in the future. This subject property has been listed in the OCP as eventually going to “General Industrial” zoning. We trusted this OCP, we relied on this OCP in our decision making. This subject property has been listed in the OCP since 1979 as eventually going to General Industrial, that's 40 years of OCP after OCP as eventually going to General Industrial and now you want to change that, after people have made major “life decisions”. This is no small change. Every zone has a long list of “allowed uses”. We recognized and accepted that any business falling within one of these allowed uses for M-1 zoning could move into this subject property and we would have to accept it and if this were the case, you would never hear from us. But this is not the case, landfilling is not one of the allowed uses under General Industrial zoning. We never complained about the former owners landfilling in there because they were restricted to only DLC (demolition and land clearing waste), putrescibles, (anything which may become putrid) were specifically prohibited, the landfilling was sporadic at best and their yard was kept neat

and tidy.



If this application proceeds, this is what you will be opening the door to. CSRD's proposal for this expansion includes landfilling and composting of putrescibles. This is no small change. This photo was taken at the Salmon Arm landfill on June 30, 2019.



This is how buffer zones have been respected at the current landfill:



Outside the fence on the right is Airport property.

Ministry of Environment Landfill Criteria calls for a 50 meter buffer zone, the innermost 20 meters may be used as roadway with the outermost 30 meters reserved for “natural vegetation”, the outermost 15 meters to be a “swath of trees. Here, there’s roughly 4 meters of grass and no trees. The trees visible are outside the landfill boundary.

There are several other areas where there’s either no trees or not a wide enough swath of trees.

Will the managers of the current landfill treat the expanded area the same ?

6) Airport:

Siting a putrescible waste landfill beside an airport was a poor choice in the 1970's, now nearly 50 years later its an even worse choice and to add land area to it to extend it's life an almost unbelievable choice for the City of Salmon Arm.

The following is a Copy and Paste from Transport Canada document TP1247 "Land use in the vicinity of Aerodromes; Part III Bird Hazards and Wildlife"

Part I – Introduction

This publication is designed to assist planners and legislators at all levels of government in becoming familiar with issues related to land use in the vicinity of aerodromes.

Municipal planners and developers must understand that how land is used around an aerodrome will have an impact on the aerodrome's operations. The land use around aerodromes can have significant impacts on safety at the aerodrome and can negatively impact the operational viability of the aerodrome to the detriment of the local community that depends upon it.

1.1 General

This part will give the reader some insight into those aerodrome operational factors which can affect land uses outside the aerodrome property boundary. Each factor is considered separately and in enough detail to allow general planning conclusions to be drawn. It is important that any particular land use under consideration be judged from the point of view of all relevant factors. The referenced Manual for Part I is: Aerodrome Standards and Recommended Practices (TP 312E).

Part III - Bird Hazards and Wildlife

3.1 General

In its many civil aviation responsibilities, Transport Canada remains focused sharply on the safety of air travelers. This focus has led the department to examine numerous potential hazards, including those found on and in areas around Canadian aerodromes.

Working with industry experts, and based on extensive international scientific research, Transport Canada has confirmed that these hazards include many forms of wildlife, from birds and deer which are often struck by aircraft, to smaller prey animals that attract more hazardous species. Wildlife of all types can be hazardous to aircraft because they can cause structural or engine damage. The hazard is greatest at and in the vicinity of aerodromes due to the concentration of aircraft activity close to the ground, where the majority of wildlife lives. In addition, aircraft involved in takeoffs or landings are at low altitudes and in a critical phase of flight where any disruptions to the operation could be catastrophic.

Table 1. Hazardous land-use acceptability by hazard zone

| LEVEL OF RISK | LAND USE | LAND-USE ACCEPTABILITY BY ZONE | | |
|----------------------|--|--------------------------------|-----------|---------|
| | | Primary | Secondary | Special |
| Potentially High | Putrescible waste landfills | No | No | No |
| | Food waste hog farms | No | No | No |
| | Fish processing/packing plants | No | No | No |
| | Horse racetracks | No | No | No |
| | Wildlife refuges | No | No | No |
| | Waterfowl feeding stations | No | No | No |
| Potentially Moderate | Open or partially enclosed waste transfer stations | No | No | Yes |
| | Cattle paddocks | No | No | Yes |
| | Poultry factory farms | No | No | Yes |
| | Sewage lagoons | No | No | Yes |

| LEVEL OF RISK | LAND USE | LAND-USE ACCEPTABILITY BY ZONE | | |
|---------------------|--|--------------------------------|-----------|---------|
| | | Primary | Secondary | Special |
| Potentially Low | Marinas/fishing boats/fish cleaning facilities | No | No | Yes |
| | Golf courses | No | No | Yes |
| | Municipal parks | No | No | Yes |
| | Picnic areas | No | No | Yes |
| | Dry waste landfills | No | Yes | Yes |
| | Enclosed waste transfer facility | No | Yes | Yes |
| | Wet/dry recycling facility | No | Yes | Yes |
| | Marshes, swamps & mudflats | No | Yes | Yes |
| | Stormwater management ponds | No | Yes | Yes |
| | Plowing/cultivating/haying | No | Yes | Yes |
| | Commercial shopping mall/plazas | No | Yes | Yes |
| | Fast food restaurants | No | Yes | Yes |
| | Outdoor restaurants | No | Yes | Yes |
| | School yards | No | Yes | Yes |
| | Community & recreation centers | No | Yes | Yes |
| | Vegetative compost facilities | Yes | Yes | Yes |
| | Natural habitats | Yes | Yes | Yes |
| Potentially Limited | Inactive agricultural fields | Yes | Yes | Yes |
| | Inactive hay fields | Yes | Yes | Yes |
| | Rural ornamental & farm ponds | Yes | Yes | Yes |
| | Residential areas | Yes | Yes | Yes |

Transport Canada publication TP 13549 – Sharing the Skies – Chapter 6 – Airports, refers back to TP1247:

Quote:“TP1247 also notes other land-use activities not recommended within 3.2 km of an airport reference point, as well as recommendations for alternative land use and remedial action. Especially in communities without airport zoning regulations, (that would be Salmon Arm), TP1247 provides valuable guidance in assessing due diligence on the part of those involved in land development.” End Quote.

While this council has no hand in the actual development of this landfill expansion, it will be endorsing it if this zoning amendment is approved.

During the previously mentioned Ministry of Environment inspection of the current Salmon Arm Landfill under Requirement Description:

2. Design and Performance Requirements, 2.10 Bird control.

2:10 The Director may require bird control measures acceptable to Transport Canada to minimize the potential for birds causing a hazard to aircraft.

Quote: "During the inspection, Mr. Walker informed Officer Kurinka that the CSRD has contracted the services of Shuswap Bird of Prey to provide bird control which has been approved by Transport Canada to minimize the potential for birds causing a hazard to aircraft." End Quote

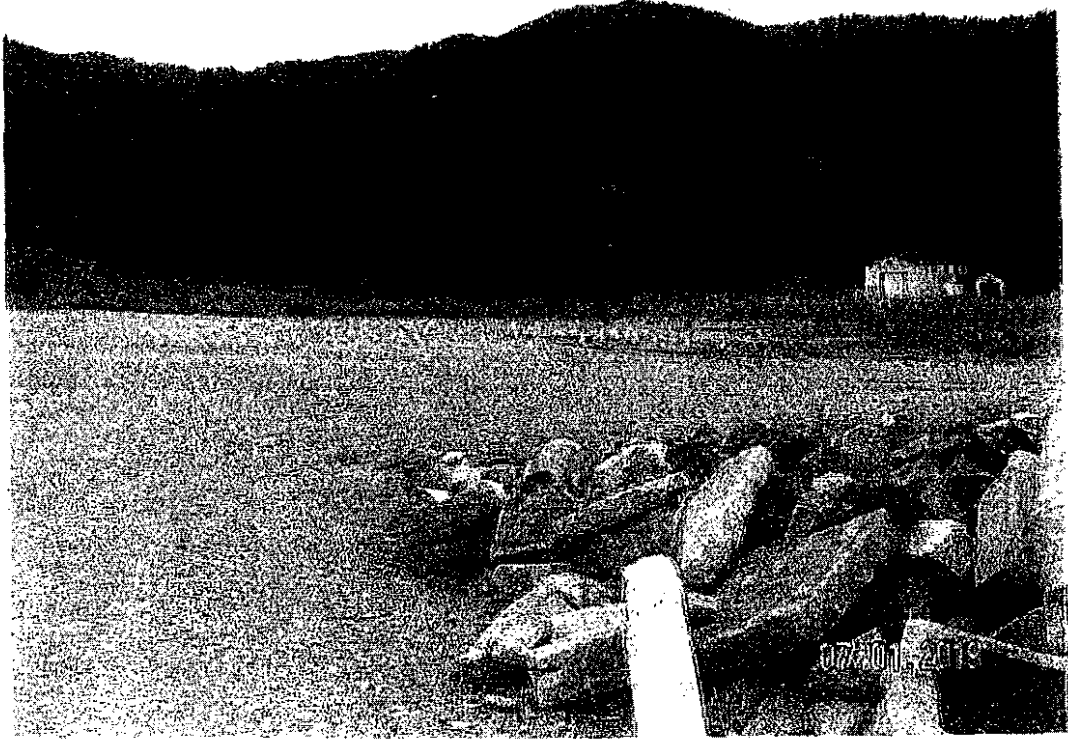
This bird control program is in no way, shape or form approved by or acceptable to Transport Canada (ref. Table I Hazardous Land use acceptability by zone) What the CSRD does have is a permit issued by Environment Canada, permitting them to kill / scare birds at the Salmon Arm landfill site, nothing more.

Allowing this expansion to proceed not only exacerbates the issues here but may also expose the City to liability issues if there is ever a serious aviation incident at this airport caused by a bird strike. I would be interested to know if the City's Liability Insurance provider is aware of this situation.

At some point in the future, this could also affect the Airports Operational Certificate.

Having a Bird Control Program does not mean there are no birds, what it means is they are harassed and kept moving back and forth, to and from neighbouring properties.





Landfills, by their very nature are filthy and contaminate the environment. Having them situated close to the City does have some advantages but there's also dis-advantages.

Ground and Surface Water Quality Impairment;

This same MOE site inspection found the CSRD Salmon Arm landfill to be contaminating ground water to above Canadian drinking water and Canadian Irrigation standards.

Groundwater monitoring report summary attached;

Samples were taken from monitoring wells as well as irrigation wells. IW1-a and 1-b are on private property adjacent to the current landfill and are used for irrigating food crops. So, contaminants are leaking out past the landfill boundary.

| | |
|--------------------------|---|
| <p>Details/Findings:</p> | <p>Officer Kurinka reviewed the CSRD 2017 groundwater monitoring report titled "2017 Environmental Monitoring Report Salmon Arm Refuse Disposal Facility (MR - 05479) Salmon Arm B.C., dated April 2018". Based on the review the following Guidelines for Canadian Drinking Water Quality Maximum Acceptable Concentration (GCDWQ MAC) and Aesthetic Objective (GCDWQ AO), the British Columbia Contaminated Sites Regulation, Schedule 6, Generic Numerical Water Standards for Drinking Water (CSR DW) and Irrigation (CSR IW) were exceeded:</p> <p>DMW-1 - Total Coliforms (GCDWQ MAC) - Iron (GCDWQ AO) - Manganese (GCDWQ AO) - Manganese (dissolved) (BC CSR IW)</p> <p>MW-1a - Iron (GCDWQ AO) - Manganese (GCDWQ AO) - Uranium (dissolved) (BC CSR IW) - Iron (total) (BC CSR DW)</p> <p>(Leachate Pond) LP-1 - Boron (GCDWQ MAC, BC CSR IW, BC CSR DW) - E. Coli (GCDWQ MAC) - Fecal Coliform (GCDWQ MAC) - Nitrate (as N) (GCDWQ MAC, BC CSR DW) - Total Coliforms (GCDWQ MAC) - Chloride (BC CSR IW, BC CSR DW) - Iron (total) (GCDWQ AO) - Manganese (total) (GCDWQ AO) - Sodium (GCDWQ AO, BC CSR DW) - Cobalt (BC CSR DW) - Chromium (BC CSR IW) - Lithium (BC CSR DW) - Nickel (BC CSR DW) - Nitrite (as N) (BC CSR DW)</p> <p>MW08-05 - Iron (dissolved) (GCDWQ AO) - Manganese (dissolved) (GCDWQ AO)</p> <p>MW11-06 - Iron (dissolved) (GCDWQ AO) - Manganese (dissolved) (GCDWQ AO)</p> <p>MW16-07 - pH [F] (GCDWQ AO) - pH (GCDWQ AO) - Temperature [F] (GCDWQ AO) - Lithium (dissolved) (BC CSR DW)</p> <p>MW95-01 (at boundary) - Nitrate (as N) (GCDWQ MAC, BC CSR DW) - Uranium (dissolved) (GCDWQ MAC, BC CSR IW, BC CSR DW) - Manganese (dissolved) (GCDWQ AO) - pH [F] (GCDWQ AO) - Cobalt (dissolved) (BC CSR DW) - Lithium (dissolved) (BC CSR DW)</p> <p>MW95-02 (at boundary) - Arsenic (dissolved) (GCDWQ MAC) - Iron (dissolved) (GCDWQ AO, BC CSR IW) - Manganese (dissolved) (GCDWQ AO, BC CSR IW) - Uranium (dissolved) (BC CSR IW)</p> |
|--------------------------|---|

Ministry of Environment
and Climate Change
Strategy

Compliance
Environmental
Protection Division

Mailing Address:
1259 Dalhousie Dr
Kelowna BC V2C 5Z5

Telephone: 250 371-6200
Facsimile: 250 371-6234
Website: www.gov.bc.ca/env

In summary;

We have no opposition to the existing landfill being re-zoned.

Regarding the 2750 – 40th St. SE property;

We would have no opposition to this property being re-zoned to General Industrial or for any uses which would fall under the list of “allowed uses” for M-1 General Industrial. This is how it has been designated in OCP after OCP since 1979, that’s 40 years now and any reasonable person could expect that. We could accept a recycling center (inside a building) as that’s not so much of a change from M-1. We could accept storage of non-putrescibles there (with proper buffers and screening – so we don’t have to look at it). What we cannot and will not accept is putrescibles (anything which may become putrid as it decays) on that site. Putrescibles have been prohibited on that site since 1993 (that’s 26 years now). So, with OCP’s saying “General Industrial” for 40 years now and a MOE putrescible prohibition for the past 26 years, we don’t think we’re being un-reasonable. To allow a full-on putrescible waste landfill in there now would be a huge change in scope as well as intensity and would be fundamentally unfair to those neighbouring families that have made “life decisions” over the past 40 or 26 years relying on the City of Salmon Arm’s Official Community Plan and / or the Ministry of Environment’s putrescible prohibition.

City Staff have commented on this saying a residence is allowed on General Industrial property as an accessory use. This is exactly what we have done, we operated our business from this home as well as living there, just like every other farmer on this planet (except we pay about 5 times the tax rate). When we inquired with City staff about establishing our business here in this town, no one ever said (nor is it written anywhere) that we would be giving up our rights as human beings if we were to live and work on the same property.

This proposal first surfaced over 2 years ago and the stress and anxiety have been immense. All through this process we have felt that we are either invisible or expendable.

We implore you to not allow putrescibles (anything which may become putrid as it decays) on this site.

Thank-you for listening.

Make a better decision for CSRD Landfill.

Linda Williamson August 22 2019.

Good evening.

Here we are in front of you hoping for a Walt Disney ending to all this. Today council you can save 10 small children that are in 500m of this landfill.

Printed from Salmon Arm web site. Page 1. Zoning Bylaw purpose-establishment of minimum standards for health, safety, convenience and welfare of the public.

Council has made the wise and cautious decision to protect children by restricting cannabis stores 500m from schools and parks. Children next to this expansion will be exposed to as described by Montreal health study increased health risk of certain types of cancer, including bladder and leukemia. London School of Hygiene found babies born to Mothers who live near landfills have a greater risk of birth defects. Institute for Health New York, children living near waste sites are hospitalized more frequently with acute respiratory infections. The Lancet , pollution is the largest environmental cause of disease and premature death in the world. Health New York , Hydrogen Sulfide Chemical information sheet describe eye ,throat lung irritation ,nausea, headache, nasal blockage sleeping difficulties, chest pain. This landfill buries drywall with asbestos which produces hydrogen sulfide, water turns this to sulfuric acid and when this evaporates turns into acid rain.

There has been a closure of the Skimikcan Landfill due to leaking bear spray can. There has been a fire in a wood waste pile at the Sicamous Landfill. No one in this building wants this happening this close to your home.

Ten children and all the adults are not invisible, we are not expendable.

The CSRD keeps trying to put lipstick on this pig.

Area residents know better birds dropping what they have scavenged, smell, dust and deliberate reduction of buffer zones to reveal daily operations from our property.

Minister Heyman's letter ref:315309 to the CSRD recognizes and praises operations and yet in a passive aggressive statement;

"The Ministry of Environment and Climate Change Strategy would like to strengthen your plan by encouraging your commitment to best practices through the setting of dates for you to submit SWMP components that are recommended by the provinces guidelines but are absent from your plan."

Minister Heyman requires additional requirements for this approval :

1. Landfill Criteria Conformance Review.(What are the landfills doing that do not follow rules made in 2016.)

If not in compliance how are they going to fix it?

2. Develop a dispute resolution to consult with MOE Regional Operations and Meaningful consultation with potential affected stakeholders.

In regard to this dispute resolution and improving relations with stakeholders, it is non existence. We found the CSRD to be manipulative and narcissistic. Staff could have easily informed us of their 1st and 2nd readings at Salmon Arm Council. The CSRD have not met the conditions that Minister Heyman spelled out in granting his approval.

Area residents met with MOE Staff at our home. They suggested a berm and privacy fence. CSRD have offered nothing.

I searched the land title April 15th to find the CSRD had already purchased this property. This much secrecy with tax payer dollars stinks as bad as the mountain of garbage beside the airport.

The removal of the subject to clause and outright purchase of land from Mounce demonstrates disregard for Salmon Arm City Council. They figure they already know how you are going to vote. CSRD staff have not followed rezoning and OCP bylaws, quoting from Salmon Arm's website "the applicant to post a rezoning sign on the property within two days following Council granting first reading of the amending bylaw."

June 3 2019 Minister Heyman's letter to the CSRD encourages they adopt best practices that are out lined in

Distances. Residential 400-1000m, industrial 100-300m.
We will supply CSRD staff the full report .

. Councillors recognize your fiduciary responsibility to area residents. The CSRD will not suffer any hardship if you say no to this, their operation can carry on as usual. Saying no will encourage them to reduce their footprint, recycle what they already have. Salmon Arm has cut its garbage by half with composting, which will extend this landfill longer.

We have recently purchased a methane detector which we will place on fence post. If this goes off we will call 911, MOE Meagan Murphy Environmental Protection Division, RAPP Line(report all poachers and polluters), the press and lawyer.

DEVELOPMENT SERVICES DEPARTMENT 803-4000



A GUIDE TO ZONING AND OCP AMENDMENTS

This guide is not a legal document, it is intended only to assist you through the Development Permit application process. Following the steps herein does not constitute approval of an application. While every care is taken in the preparation of this brochure, the City of Salmon Arm assumes no responsibility or liability with respect to its contents. The public is advised to review the applicable legislation and bylaws and conduct its own enquiries with Development Services staff.

HOW DOES THE OFFICIAL COMMUNITY PLAN AFFECT ME? HOW DO I REZONE MY PROPERTY?

Official Community Plan

The Salmon Arm Official Community Plan (OCP) has two main purposes. The first is to establish future visions for Salmon Arm. The second is to set out the objectives and policies which Council will follow in shaping the land use and servicing to achieve this vision.

Official Community Plan Amendments

Applications to amend the OCP can pertain to land use designations and other sections of the Plan. These proposals will be processed in the same manner as rezoning with special considerations for long term implications of a successful amendment. Specific lot applications may not be considered as favourably as area applications.

Zoning Bylaw

The principal purpose of the Zoning Bylaw is to govern the use and density of land. Zoning is used as a tool to implement the goals and objectives of the Official Community Plan and guides the natural growth of the Municipality in a systematic and orderly fashion for the benefit of the community as a whole. Zoning ensures the use of land and the location and use of buildings erected thereon are planned with due regard for:

- density of use and preservation of amenities peculiar to any zone.

- establishment of minimum standards for the health, safety, convenience and welfare of the public;
- the securing of adequate light, air and access;
- the character of each zone, and the character of the buildings;
- the betterment of the environment;
- the development of areas to encourage greater efficiency of land use;
- the impact of development on present and future public costs;
- the provision of necessary public space.

Zoning Bylaw Amendments

Rezoning is the process of changing existing zoning of a property to a different type of zoning in order to obtain different land use or density. Zoning can only be changed by City Council via amendments to the Zoning Bylaw in accordance with Section 903 of the Local Government Act. A Public Hearing is required before zoning amendments are adopted. All rezoning applications must conform to the land use designation contained in the Official Community Plan. If this is not the case, the Official Community Plan must be amended prior to a rezoning bylaw being approved. Official Community Plan amendments, like Zoning amendments, are decisions of Council.

COUNCIL DECISION PROCESS

Council Consideration of First Reading of Amendment Bylaw

Council meets every other week on administrative matters. First readings of bylaws are considered at these administrative meetings. In accordance with the Zoning Bylaw, the Applicant must post a rezoning sign on the subject property within two days following Council granting first reading of the amending bylaw. R-8 Single Family/Secondary Suite Residential Zone is except from signage requirements.

Neighbourhood Meeting

After first reading of the bylaw, the Applicant may be requested to host a neighbourhood meeting to inform the immediate neighbourhood residents of the plans for the subject property. The City of Salmon Arm should also receive invitations to that meeting, as soon as possible.

City Council feels strongly that neighbours of a proposed project have a valuable role to play in making suggestions which enhance development and in identifying problems which need to be addressed. The City of Salmon Arm should receive written confirmation from the Applicant that the neighbourhood meeting was held. The bylaw then may proceed to second reading.

Council Grants Second Reading

If Council grants second reading to the Zoning Amendment Bylaw, the Administration Department staff will establish a date for the Public Hearing.

Public Notification Process

At least ten days before the application proceeds to Public Hearing, a letter outlining the proposed rezoning is forwarded to all property owners and occupiers within 30 metres of the subject property. The letter advises them of the date Council will consider the application, and of their right to register an opinion regarding the application. The Public Hearing date will also be advertised in two consecutive issues of the "Salmon Arm Observer" newspaper

Public Hearing

A Public Hearing is an opportunity for input by all persons or their agents who believe that their interest in property is affected by a proposed bylaw. They shall be afforded a reasonable opportunity to be heard or to present written submissions regarding the proposal at the Public Hearing.

The Applicant should attend in person, or be represented by an agent, at the Public Hearing in case clarification of the proposal is required. Council may, upon consideration of the public's concerns, require changes to the proposal.

Municipal Council cannot consider additional input regarding the bylaw amendment after Public Hearing.

Third Reading

Council may grant third reading to the Zoning Amendment Bylaw after the Public Hearing. If third reading is granted by Council, the Applicant may reasonably expect his rezoning to be approved at a later date, subject to all conditions being fulfilled.

Ministry of Transportation Approval

If the subject property is within 800 metres (1/2 mile) of a controlled access highway (i.e. Trans Canada Highway or Highway 97B), the Bylaw must be endorsed by the Ministry of Transportation.

After third reading, the Bylaw is sent to the Regional Approving Officer of the Ministry of Transportation (MOT) for approval. Council cannot consider the bylaw for adoption before it is endorsed by MOT.

Final Reading of Zoning Amendment Bylaw

When all conditions of Bylaw approval have been completed, staff arranges for the Bylaw to be presented to Council for final reading.

It is important to know that a Bylaw can be defeated at any of the four readings. If this happens, the planning file is closed. No re-application for the same amendment to a bylaw shall again be considered by Council within a six (6) month period from date of refusal unless reconsideration is authorized by at least two-thirds (2/3) of all Council Members.

If you have any questions regarding completion of the application form, please telephone the:

City of Salmon Arm
Development Services Department
500 - 2 Avenue NE
Box 40
Salmon Arm, BC, V1E 4N2

Telephone: (250) 803-4000
Facsimile: (250) 803-4041

**Compost Facility Requirements Guideline:
How to Comply With Part 5 of the Organic
Matter Recycling Regulation**

March 2004

David J.L. Forgie, Ph.D., P.Eng.

Larry W. Sasser, M.S., P.E.

Manjit K. Neger, M.S.

Table 4.1
Suggested Minimum Composting Facility Buffer Zone Distances

| Distance from the composting site to: | Suggested minimum buffer zone distance (metres)* |
|--|--|
| Property line | 15-30 |
| Residential area | 400 to 1000 |
| Hospitals | 800 to 2000 |
| Tourist Areas | 400 to 1000 |
| Farm | 100 |
| Commercial or industrial area | 400 to 1000 |
| Private well or other potable water source | 150 |
| Wetlands, ponds, lakes, streams, etc. | 150-300 |
| Subsurface drainage pipe or drainage ditch discharging to a natural water course | 30 |
| Water table (seasonal high) | 0.6-1.5 |
| Bedrock | 0.6-1.5 |

*Consult local and provincial government regulations for actual separation distance requirements, if available and applicable.

4.2 WETLANDS AND FLOOD PLAINS

Siting a composting facility in or near wetlands or wetland buffer areas will very likely not be acceptable due to the higher potential for environmental impacts. As a result, these areas are strongly not recommended. Several sections of the Federal Fisheries Act and Waste Management Act may apply to compost site development and operation due to the potential for negative environmental impacts. It is highly recommended that these and other applicable acts are consulted. The Federal Fisheries Act is available on the Internet at: <http://laws.justice.gc.ca/en/F-14/59482.html>. The Waste Management Act is available on the Internet at: http://www.gp.gov.bc.ca/statreg/stat/W/96482_01.htm.

From: Minister, ENV ENV:EX [mailto:ENV.Minister@gov.bc.ca]
 Sent: Monday, June 03, 2019 3:54 PM
 To: Director Martin <RMartin@csrd.bc.ca>
 Cc: Downie, AJ ENV:EX <AJ.Downie@gov.bc.ca>; 'rniewenhuizen@salmonarm.ca' <rniewenhuizen@salmonarm.ca>; Lynda Shykora <LShykora@csrd.bc.ca>
 Subject: RE: CSRD 2018 Solid Waste Management Plan Amendment - Letter to Minister
 Importance: High

Reference: 315309
 X-Reference: 10400-60/SWMP CSRD

June 3, 2019

Rhona Martin, Chair
 and Directors
 Columbia Shuswap Regional District
 Email: rmartin@csrd.bc.ca

Dear Chair Martin and Directors:

I am pleased to respond to your submission of an amendment to the Solid Waste Management Plan (SWMP) for the Columbia Shuswap Regional District (CSRD).

Ministry staff have reviewed your amendment, consultation report and accompanying documentation. The amendment is a testament to your continued efforts to provide cost effective solid waste solutions for the citizens of the CSRD. I recognize and appreciate how this additional space supports the Zero Waste approach adopted by your regional district and provides significant cost savings to your citizens.

I have noted that your consultation process has revealed both moderate general support for the proposed expansion of the Salmon Arm landfill and strong opposition from the residents living closest to the facility. I commend the wide-ranging approach taken to public consultation on this amendment and your willingness to hear all concerns. I am satisfied that adequate public consultation has been conducted.

I also note that the amendment recognizes areas in which consultation could be enhanced and discusses strategies to improve relationships with stakeholders by sharing more information with the community and operating your facilities according to best practices. I trust that, under your leadership, executing these strategies will help improve the community's view of the CSRD's approach to waste management.

The Ministry of Environment and Climate Change Strategy would like to take this opportunity to strengthen your plan by encouraging your commitment to best practices through the setting of dates for you to submit SWMP components that are recommended by the Province's guidelines but are currently absent from your plan. Therefore, pursuant to Section 24(5) of the *Environmental Management Act*, I hereby approve the waste management plan amendment entitled *Columbia Shuswap Regional District Solid Waste Management Plan Amendment*:

Salmon Arm Landfill Acquisition and Property Acquisition Guidelines, dated March 2018, with the following additional requirements:

1. By August 24, 2021, the CSRD will submit to the director Landfill Criteria Conformance Reviews, for the following landfills:
 - Golden Landfill with the site-specific authorization Operational Certificate 17006;
 - Revelstoke Landfill with the site-specific authorization Operational Certificate 15821; and
 - Salmon Arm Landfill with the site-specific authorization Operational Certificate MR-05479.

The Landfill Criteria Conformance Reviews must be in accordance with the *Landfill Criteria for Municipal Solid Waste*, second edition, June 2016, (Landfill Criteria) Section 2.2

Conformance of Existing Landfills and include:

- (a) a comparison and evaluation of the conformance status of each landfill with all applicable sections of the Landfill Criteria, and;
 - (b) if non-conformance(s) with the Landfill Criteria are identified, Landfill Criteria Upgrading Plan(s), including action plan(s) and schedule(s) for all proposed upgrades to conform to the Landfill Criteria, and technical and environmental justification for any proposed exceptions from the Landfill Criteria.
2. The CSRD shall develop a dispute resolution process in accordance with Section C.1.1 of *A Guide to Solid Waste Management Planning*, September 2016. The Columbia Shuswap Regional District must:
 - (a) consult with the Ministry of Environment and Climate Change Strategy, Regional Operations Branch; and
 - (b) engage in meaningful consultation with potentially affected stakeholders in accordance with sections 25(4) and 27(1) of the *Environmental Management Act*.

The final version of the dispute resolution process must be submitted to the director by March 31, 2023.

3. In accordance with Section C.3 of *A Guide to Solid Waste Management Planning*, September 2016 (Guide), the CSRD shall submit, to the satisfaction of the director, a Five-Year Effectiveness Review in accordance with Section C.3.3 of the Guide by March 31, 2023. In addition to the items listed in Section C.3.3 of the Guide, the review must also include any waste composition studies completed during the plan's implementation.
4. The CSRD shall submit a full plan renewal to the Minister of Environment and Climate Change Strategy by December 31, 2028 or earlier, as applicable.

For clarity I would like to mention that the approval of the *Columbia Shuswap Regional District Solid Waste Management Plan Amendment: Salmon Arm Landfill Acquisition and Property Acquisition Guidelines*, dated March 2018, does not replace the *2009 Regional Solid Waste Management Plan* that achieved ministerial approval on July 8, 2009 and was updated on March 20, 2015, by the document entitled *Columbia Shuswap Regional District Solid Waste*

Management Plan Review and Update. Until your SWMP is replaced by a full plan renewal, all three of these reports remain active pieces of this living and dynamic document.

In closing, I commend the Board and staff of the Columbia Shuswap Regional District on their proactive approach to solid waste management and your renewed commitment to improved consultation strategies and best operational practices.

Sincerely,

George Heyman
Minister

cc: AJ Downie, Regional Director, Authorizations South, Environmental Protection Division,
Ministry of Environment and Climate Change Strategy
Robert Niewenhuizen, Director of Engineering and Public Works, City of Salmon Arm
Lynda Shykora, Deputy Manager, Corporate Administration Services, Columbia
Shuswap Regional District

From: Minister, ENV ENV:EX
Sent: Tuesday, June 12, 2018 1:35 PM
To: 'RMartin@csrd.bc.ca'
Cc: 'lshykora@csrd.bc.ca'; Lachance, Luc ENV:EX
Subject: RE: CSRD 2018 Solid Waste Management Plan Amendment - Letter to Minister
Importance: High

Reference: 315312i
X-Reference: 10400-60/CSRD SWMP

June 12, 2018

Rhona Martin, Chair
and Directors
Columbia Shuswap Regional District
Email: RMartin@csrd.bc.ca

Dear Chair Martin and Directors:

Thank you for your email of April 4, 2018, regarding Columbia Shuswap Regional District Solid Waste Management Plan.

This email is to confirm the receipt of your correspondence and to inform you that it has been forwarded to Ministry of Environment and Climate Change Strategy staff in the Environmental Protection Division for their review.

Staff will conduct their review as quickly as possible.

From: Phair, Kirk ENV:EX Kirk.Phair@gov.bc.ca
 Subject: Decision on CSRD Plan Amendment
 Date: Jun 4, 2019 at 4:00:16 PM
 To: Howard Williamson cuslog@telus.net
 Cc: Lachance, Luc ENV:EX
 Luc.Lachance@gov.bc.ca

Hi Linda,

Thanks for taking the time to speak with me. As requested, please find below a summary of our conversation earlier today.

- The minister has approved the CSRD's 2018 amendment to their Solid Waste Management Plan.
- Ministry staff reviewed the amendment and concluded that it did not conflict with our guidance and criteria. Namely, that because the proposed expansion of the regional landfill is onto property that already contains an existing approved landfill footprint, the siting requirements are exempt from this proposal. This exception is described in Section 2.1.2 Generic Exceptions of the Landfill Criteria.
- The minister's approval requires the CSRD to complete Conformance Reviews of the landfills in Golder, Revelstoke and Salmon Arm by August 24, 2021. These Conformance Reviews will require the regional district to evaluate how these landfills meet the Landfill Criteria issued in 2016. Any noted deficiencies will result in the development of an Upgrading Plan to improve the operation of the sites. More information on Conformance Reviews can be found in Section 2.2 of the Landfill Criteria.
- As you are aware the CSRD has already purchased the Mounce Property. Currently the two landfills have separate authorizations covering their use and operation.
- The expected path forward will be for the CSRD to apply to amend the authorization for the Salmon Arm landfill to include the Mounce Property. Until that amendment is processed, the landfills are to be operated by their current authorizations. In the short term there is no change to the activities that are allowed on these properties.
- The amendment process takes a considerable amount of time (several months) and will be informed by the approved 2018 SWMP amendment, the update to the Operations and Closure Plan required for the Salmon Arm Landfill, and to, the extent possible, the Conformance Review. As I mentioned on the call, the CSRD put out a request for proposals to qualified professionals to develop a new Operations and Closure Plan some time ago and I expect this plan is currently in development. Through the amendment process, the ministry will have the opportunity to update the authorization to better reflect current best practices and improve the language to make it easier to perform compliance and enforcement both of which will support overall environmental protection.

Please let me know if you would like to discuss this further.

Regards,

E: Review of Salmon Arm Landfill decision

From: Minister, ENV ENV:EX envminister@gov.bc.ca

To: cuslog@telus.net

Date: Tuesday, July 16, 10:41 AM

Reference: 345914

July 16, 2019

Edward Williamson

Email: cuslog@telus.net

Dear Mr. Williamson:

Thank you for your email of June 5, 2019, regarding the Salmon Arm Landfill and the 2019 Solid Waste Management Plan (SWMP) amendment approval that I recently granted to the Columbia Shuswap Regional District (CSRSD). I apologize for the delay in responding.

My decision to approve the SWMP is based on a number of factors, including the current 2016 Landfill Criteria. The Criteria acknowledges that siting of existing landfills cannot be undone and that application of the Siting Criteria (Section 3 of the Criteria) in these instances is not practical. However, the Criteria recommends that buffer zones and distances to environmentally sensitive areas and receptors be considered when planning new landfill phases.

As part of the SWMP approval, I requested that the CSRSD submit Landfill Criteria Conformance Reviews for the Golden Landfill, the Revelstoke Landfill and the Salmon Arm Landfill by August 24, 2021. My expectation is that these reviews will inform future decisions related to the operation, closure and post closure of these landfills. In the interim, my ministry's Compliance and Authorizations teams will continue their work to make sure the right standards are set and the CSRSD complies with these standards.

With this SWMP amendment, the CSRSD identifies opportunities to enhance stakeholder engagement and improve relationships by sharing more information with the community and operating facilities according to best practices. I trust that these strategies will provide additional opportunities for you to engage with the CSRSD regarding waste management in the region in general, but more importantly on the operation, closure and post closure of the Salmon Arm Landfill.

Thank you again for taking the time to write.

Item 10.4

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4265 be read a final time.

[ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4265

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 August 26, 2019 at the hour of 7:00 p.m. was published in the August 14 and 21, 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 the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD from A-2 Rural Holding Zone to P-4 Institutional Waste Management Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4265"

READ A FIRST TIME THIS 23 DAY OF April 2018

READ A SECOND TIME THIS 10 DAY OF June 2019

READ A THIRD TIME THIS 26 DAY OF August 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2019

n/a

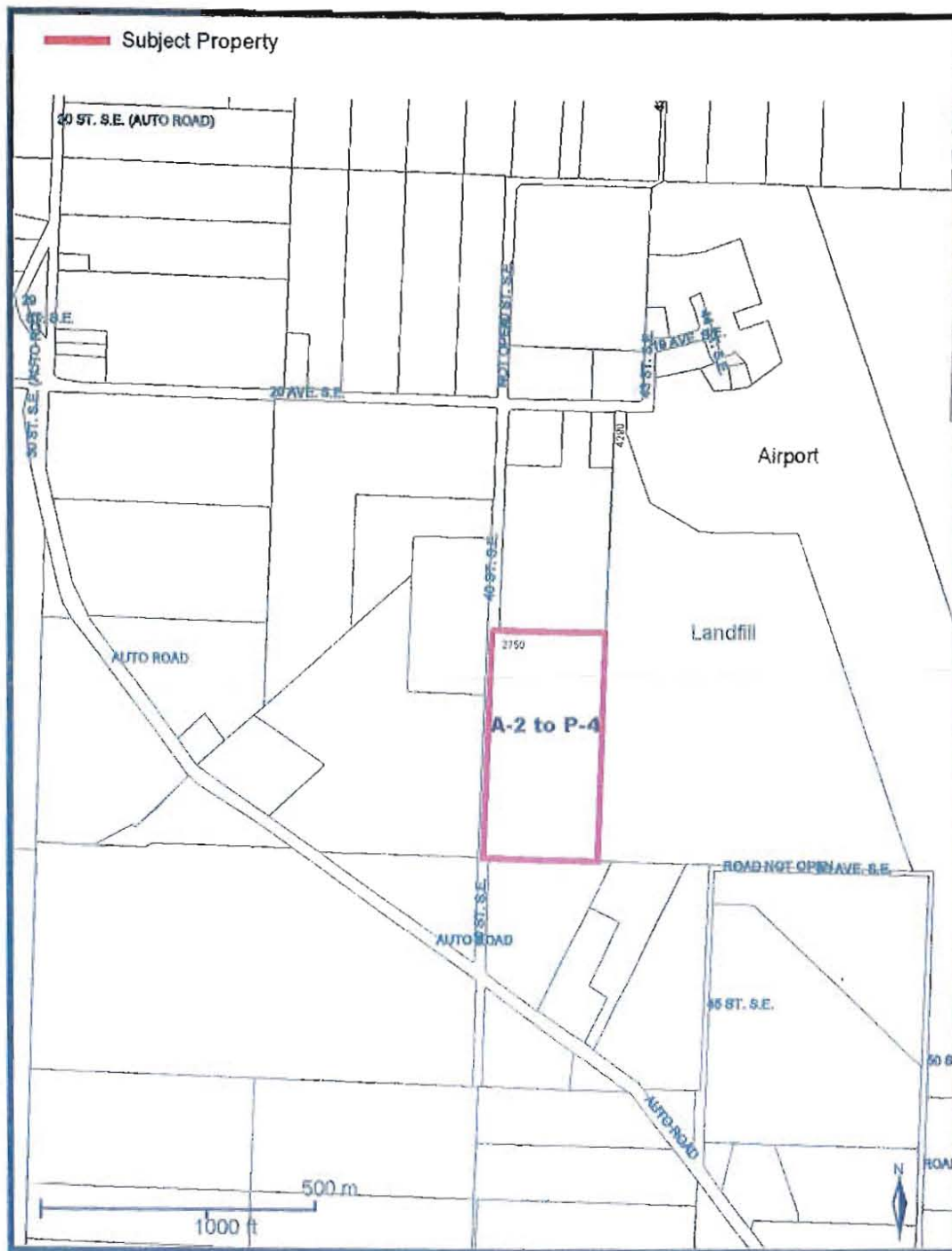
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



22. STATUTORY PUBLIC HEARINGS**3. Zoning Amendment Application No. ZON-1107 [Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4]**

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

Submissions were called for at this time.

B. Lawson, agent for the applicant, outlined the application and was available to answer questions from Council.

H. Williamson, 3030 40 Street SE, expressed concerns regarding buffer zones and the removal of trees on the property prior to the purchase of the property by the CSRD.

B. Van Nostrand, Team Leader, Environmental Health Services, Columbia Shuswap Regional District addressed concerns with methane gas, water quality, well monitoring, putricibles in landfill and the 5 year plan as well as conformance issues and the commitment plan for buffer zones.

H. Williamson, 3030 40 Street SE, spoke regarding lack of buffer zone between existing landfill and 2750 40 Street SE.

J. Piggott, 2451 40 Street SE, outlined concerns with location of existing landfill and current requirements and compliance.

A. Kemitzis, 2250 40 Street SE spoke regarding the removal of trees on the subject property and lack of transparency by the CSRD.

B. Van Nostrand, spoke regarding the intent of use of the property and expanding the buffer zone to comply with the Ministry of Environment requirements.

H. Williamson, expressed concerns that existing trees and buffer will be removed creating a view of the existing landfill.

J. Piggott, 2451 40 Street SE, spoke regarding potential noise and the need for tree buffers.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:36 p.m.

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INFORMATIONAL CORRESPONDENCE - SEPTEMBER 9, 2019

1. Building Department - Building Statistics - August 2019 N
2. Building Department - Building Permits - Yearly Statistics N
3. C. Van de Cappelle, Chief Financial Officer - letter dated July 25, 2019 - Latecomer Charge and letter from B. Chobatar dated September 5, 2019 N
4. R. Lipscomb - letter dated August 22, 2019 - 12th Avenue NE Concerns A
5. C. Hay and M. Osterhoff - letter dated August 26, 2019 - Request for bench seats at Jackson Park A
6. D. King - letter dated August 28, 2019 - Plastic Recycling A
7. M. Howard - email dated August 29, 2019 - Bridle Path Needs in South Canoe = one gravel shoulder rather than 2 paved ones? A
8. M. Gendron - email dated August 29, 2019 - Banning open burning (campfires) A
9. A. Morris - email dated August 29, 2019 - Please Vote "yes" to Resolution B154 at UBCM A
10. J. Derpak - email dated August 29, 2019 - Please Vote "yes" to Resolution B154 at UBCM A
11. K. Braby - email dated September 2, 2019 - Please Vote "yes" to Resolution B154 at UBCM A
12. B. Rustad - email dated August 30, 2019 - Please Vote "yes" to Resolution B154 at UBCM A
13. D. Townsend - email dated August 31, 2019 - Please Vote "yes" to Resolution B154 at UBCM A
14. J. Kral - email dated September 2, 2019 - Please Vote "yes" to Resolution B154 at UBCM A
15. J. Jack - email dated September 3, 2019 - Please Vote "yes" to Resolution B154 at UBCM A
16. B. Garren, St. John the Evangelist Anglican Church - letter received August 2019 - Invitation to 40th Anniversary on Sunday September 22, 2019 N
17. L. Wong, Manager, Downtown Salmon Arm - letter dated August 28, 2019 - Downtown Farmer's Market Extension A
18. S. Brown, President & CEO, Interior Health Authority - email dated August 29, 2019 - Invitation to meet with IH CEO during UBCM N
19. J. Bedard Guillemette, Communications & Stakeholder Engagement Officer, Ship-source Oil Pollution Fund - email dated September 4, 2019 - UBCM Convention - Invitation for the Trade Show N
20. L. Buchanan, Mayor, City of North Vancouver to the Honourable Rob Fleming, Minister of Education - letter dated August 22, 2019 - Provincial Support for Libraries N
21. J. Christophersen, Recycling Council of British Columbia - email dated August 21, 2019 - Proclamation Request, Waste Reduction Week 2019 S
22. A. Bains, Manager, Legislative Services, District of Saanich - letter dated August 15, 2019 - Clean up of needles and other harm reduction paraphernalia N
23. A. Bains, Manager, Legislative Services, District of Saanich - letter dated August 15, 2019 - Proceeds of crime N
24. Office of the Seniors Advocate - email dated August 30, 2019 - Research Rounds N

N = No Action Required
 A = Action Requested

S = Staff has Responded
 R = Response Required

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Item 13.1

CITY OF SALMON ARMDate: September 9, 2019**Presentation 4:00 p.m. (approximately)****NAME:** Serena Caner, Shuswap Food Action Society**TOPIC:** Community Teaching Garden**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

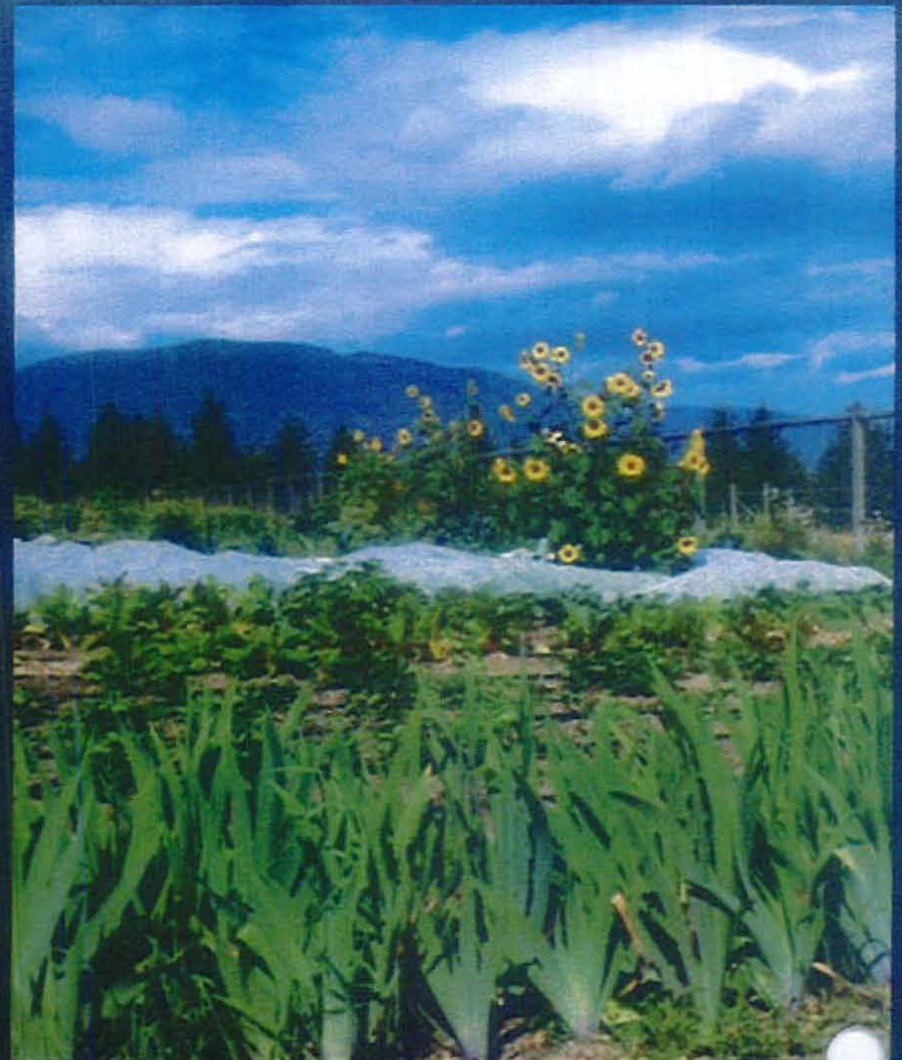


Community Teaching Garden

Partnership of Shuswap Food Action Society, Family Resource Centre, City of Salmon Arm

Why community gardens are good for people...

- increases consumption of fruits and vegetables
- increases physical activity
- improves mental health
- connects people with nature and our dependence on it
- development of social ties
- cooperative experience and a chance to share with others
- builds self-esteem through development of skills



Why community gardens are good for communities

- increases green space
- increases food security
- community beautification & environmental stewardship
- outdoor intergenerational gathering space
- flower pollination and wildlife habitat
- provides public outhouse (can be used by cyclists, joggers...)
- builds community pride and relationships



Successes

- great sun exposure, soil, output of produce
- providing nutritious produce to Second Harvest, Family Resource Centre, volunteers
- Weekly visit by Adult Community Living group
- Created shaded kids space and repaired storage shed
- Community Potluck



The most popular vegetable? Swiss Chard

1 leaf provides 100% vitamin K, 58% vitamin A, 24% vitamin C, 9 % magnesium, 5% potassium, 4% iron and 2% calcium in only 9 calories.



Challenges

- lack of financial support to pay annual costs: outhouse, water, seeds/plants.
- Shuswap Food Action Society is a new organization with no operational funding or paid staff
- difficult recruiting volunteers when there is no one onsite to greet/welcome...etc (needs coordinator)
- transportation to garden - vehicle needed

Sustainability Ideas

- trial dual purpose model: some rentable plots and some community area
- sell value-added products at Farmer's Market
- Needs part-time funded garden coordinator to liaise with community groups and get it rolling

How the City can help:

- Waive water fees
- Consider grant-in-aid for Garden Coordinator
- links to garden on city website to attract volunteers/
members
- free bus tickets to garden volunteers
- Ask if AAC would like to help organize

“Gardens are the first sign of commitment to a community. When people plant corn they are saying, ‘let’s stay here.’ And by their connection to the land, they are connected to one another.”

-Anne Raver (NYT gardening columnist and garden writer)



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Item 18.1

CITY OF SALMON ARM

Date: September 9, 2019

Notice of Motion from August 26, 2019 Councillor Lavery- Climate Action Emergency

Moved: Councillor Lavery

Seconded: Councillor

THAT: the City of Salmon Arm declare a climate emergency and work towards achieving carbon neutrality consistent with the research of the Inter-Governmental Panel on Climate Change (IPCC) as well as the BC Climate Leadership Plan.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 22.1

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-486 be authorized for issuance for Lot 3, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255 to vary Zoning Bylaw No. 2303 as follows:

1. Section 6.11.1 – Reduce the minimum setback for an accessory building from the front parcel line from 6.0 metres to 0.8 metres;
2. Section 6.11.3 – Reduce the minimum setback for an accessory building from the East interior side parcel line from 1.0 metres to 0.5 metres; and
3. Section 4.9.2 – Reduce the minimum setback for an accessory building from a Collector Street (Okanagan Avenue) from 16 metres to 10.32 metres.

[Bartusek; D. & M.; 1070 Okanagan Avenue SE; Setbacks]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Council

DATE: August 27, 2019

SUBJECT: Development Variance Permit Application No. VP-486
 Legal: Lot 3, Block 1, Sec. 13, Tp. 20, R.10, W6M, KDYD, Plan 1255
 Civic: 1070 Okanagan Avenue SE
 Applicant: D. & M. Bartusek

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-486 be issued for Lot 3 Block 1 Section 13 Township 20 Range 10 W6M KDYD Plan 1255 to vary Zoning Bylaw No. 2303 as follows:

1. Section 6.11.1 Reduce the minimum setback for an accessory building from the front parcel line from 6.0 metres to 0.8 metres;
2. Section 6.11.3 Reduce the minimum setback for an accessory building from the east interior side parcel line from 1.0 metres to 0.5 metres; and,
3. Section 4.9.2 Reduce the minimum setback for an accessory building from a Collector Street (Okanagan Ave) from 16 metres to 10.32 metres.

STAFF RECOMMENDATION

THAT: The Motion for Consideration be defeated.

PROPOSAL

The owners began construction of a 18.54 m² accessory building that does not meet the minimum setback requirements from the front parcel line and the interior side parcel line. They have applied to vary the minimum setbacks from the front parcel line from 6.0 m to 0.8 m, the interior side parcel line from 1.0 m to 0.5 m and the setback from a Collector Street from 16 m to 10.32 m as shown on the attached DVP 486.

BACKGROUND

The subject property, located at 1070 Okanagan Avenue SE as shown on Appendix 1, is 576 m² in size. There is an existing single family dwelling and access to the property is from a lane off Okanagan Avenue SE between 10 Street SE and 11 Street SE as shown on the orthophoto attached as Appendix 2.

The property is located in Residential Development Area 'A', is designated High Density Residential in the Official Community Plan, and zoned R-1 Single Family Residential (Appendices 3 & 4). In the R-1 Single Family Residential Zone the minimum setbacks for an accessory building are 6.0 m from the front parcel line and 1.0 m from an interior side parcel line.

Section 4.9.1.2 does not permit an accessory building closer than 16 metres to the centre line of a Collector Street (Okanagan Avenue SE) in the R-1 Zone (to account for future road widening). The accessory building as proposed is approximately 10.32 m from the centreline of Okanagan Avenue SE.

In 2017 it came to the attention of the Building Department that an accessory building was being constructed on the subject property; at that time the owners were advised that a Building Permit was required. Additional photos are attached as Appendix 5. Construction of the building ceased and in October 2018 a DVP to vary the parcel line setbacks was applied for. A letter from the owners is attached as Appendix 6. The site plan was not received by the City until recently – early August 2019.

There is a single family dwelling and accessory building on the adjacent property to the east within the front parcel line and interior side parcel line setbacks. The neighbouring property owner to the east submitted a letter to the City dated June 13, 2019, which is attached as Appendix 7.

The west parcel line is a lane; the setback from this west interior parcel line for an accessory building is 1.5 m. The setback from the southern rear parcel line is also a minimum of 1.5 m.

DISCUSSION

Fire Department

No concerns.

Building Department

The wall adjacent to the east property line will require a 45 minute fire resistance rating if it is within 1.2 metres of the property line. The building is relatively small and it appears it could be moved.

Engineering Department

Siting will not impact future road widening or site lines.

Planning Department

The request to reduce the front setback by 5.2 m is significant; Staff is of the opinion that a major variance should only be considered where there are constraints that prohibit any other options. With this proposal, it appears the building could be relocated on the property and/or redesigned to comply with setback requirements, possibly in the rear yard, or western front yard.

CONCLUSION

Issuance of DVP 486 is not recommended by Staff for the reasons noted above.



Prepared by: Scott Beeching, MCIP, RPP
Senior Planner



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

DEVELOPMENT VARIANCE PERMIT

Local Government Act (Part 14)

PERMIT NUMBER: VP-486

TO: Bartusek, D. & M.

1. This Development Variance Permit is issued subject to compliance with all applicable City of Salmon Arm Bylaws except as specifically varied by the Permit.
2. This Development Variance Permit applies to, and only to, (legal description),

Lot 3, Block 1, Section 13, Township 20, Range 9, W6M, KDYD, Plan 1255 (PID: 007-205-503)

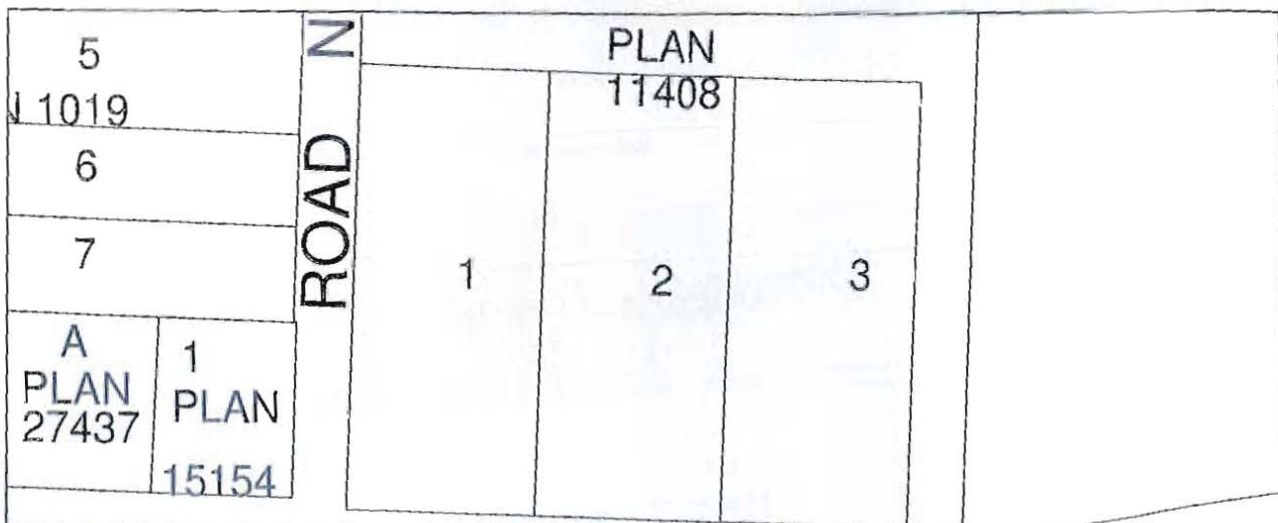
as shown on Schedule 'A'.
3. The City of Salmon Arm Zoning Bylaw No. 2303 is hereby varied as follows:
 1. Section 6.11.1 reducing the minimum setback for an accessory building from the front parcel line from 6.0 metres to 0.8 metres;
 2. Section 6.11.3 reducing the minimum setback for an accessory building from the east interior side parcel line from 1.0 metres to 0.5 metres; and,
 3. Section 4.9.2 reducing the minimum setback for an accessory building from the centre line of a Collector Street (Okanagan Avenue) from 16 metres to 10.32 metres.as shown on Schedule 'B'.
4. Subject to face of the accessory building adjacent to east property line having a 45 min fire resistance rating within 1.2 m of the property line.
5. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
6. If the holder of a land use permit does not substantially start any construction with respect to which the permit was issued within 2 years after the date it is issued, the permit lapses.
7. Notice shall be filed in the Land Title Office that the land described herein is subject to this Permit.
8. The terms of the Permit or any amendment to it are binding on all persons who acquire an interest in the land affected by the Permit.
9. This Permit is not a Building or Sign Permit.
10. Security in the amount of \$ n/a has been deposited as per Council's direction, in conjunction with subsection 15 of District of Salmon Arm Development Variance Permit Procedure Bylaw No. 2651.

AUTHORIZING RESOLUTION ADOPTED BY COUNCIL on the ____ day of _____, 2019.

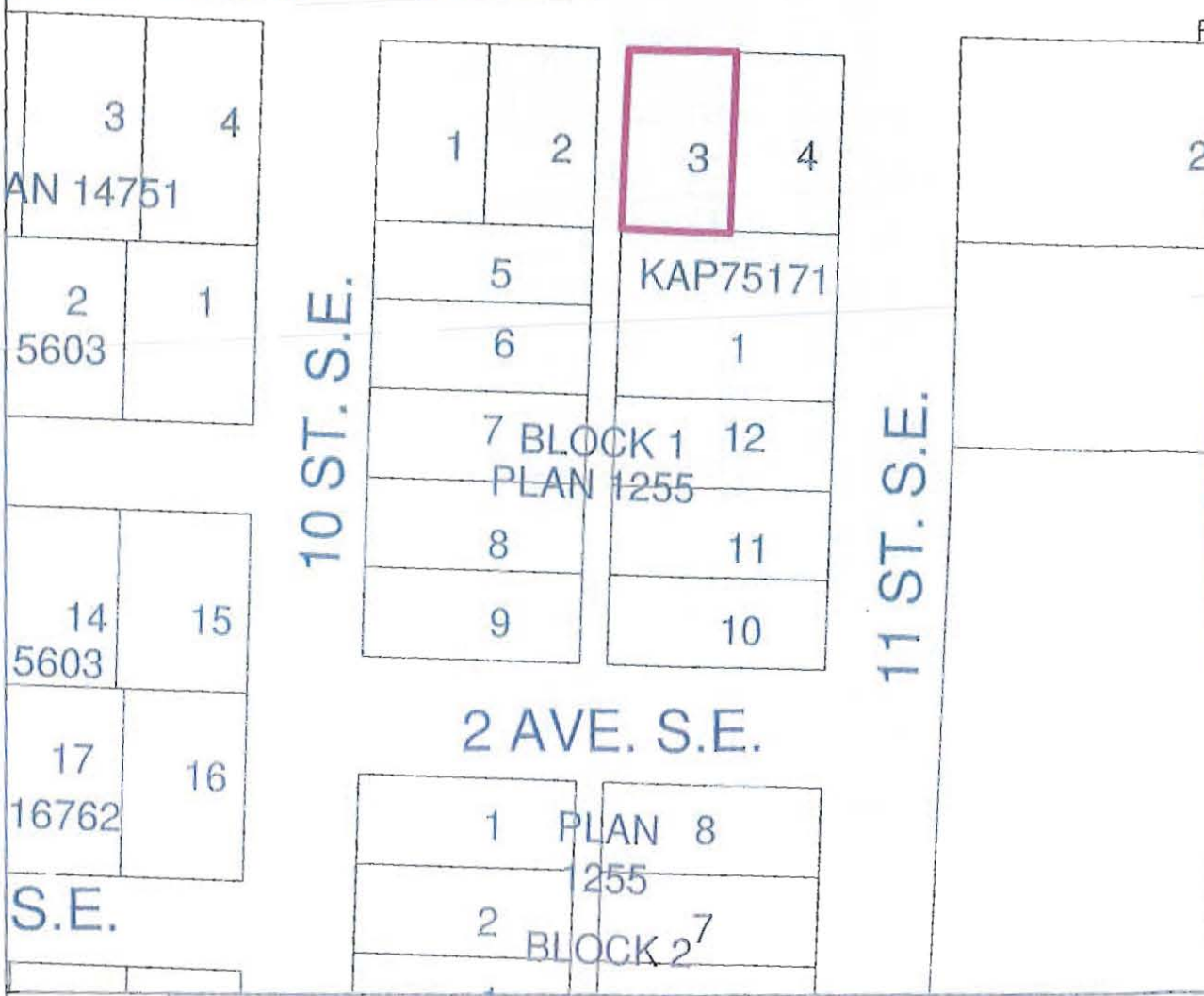
ISSUED this ____ day of _____, 2019.

CORPORATE OFFICER

VP-486 Schedule A



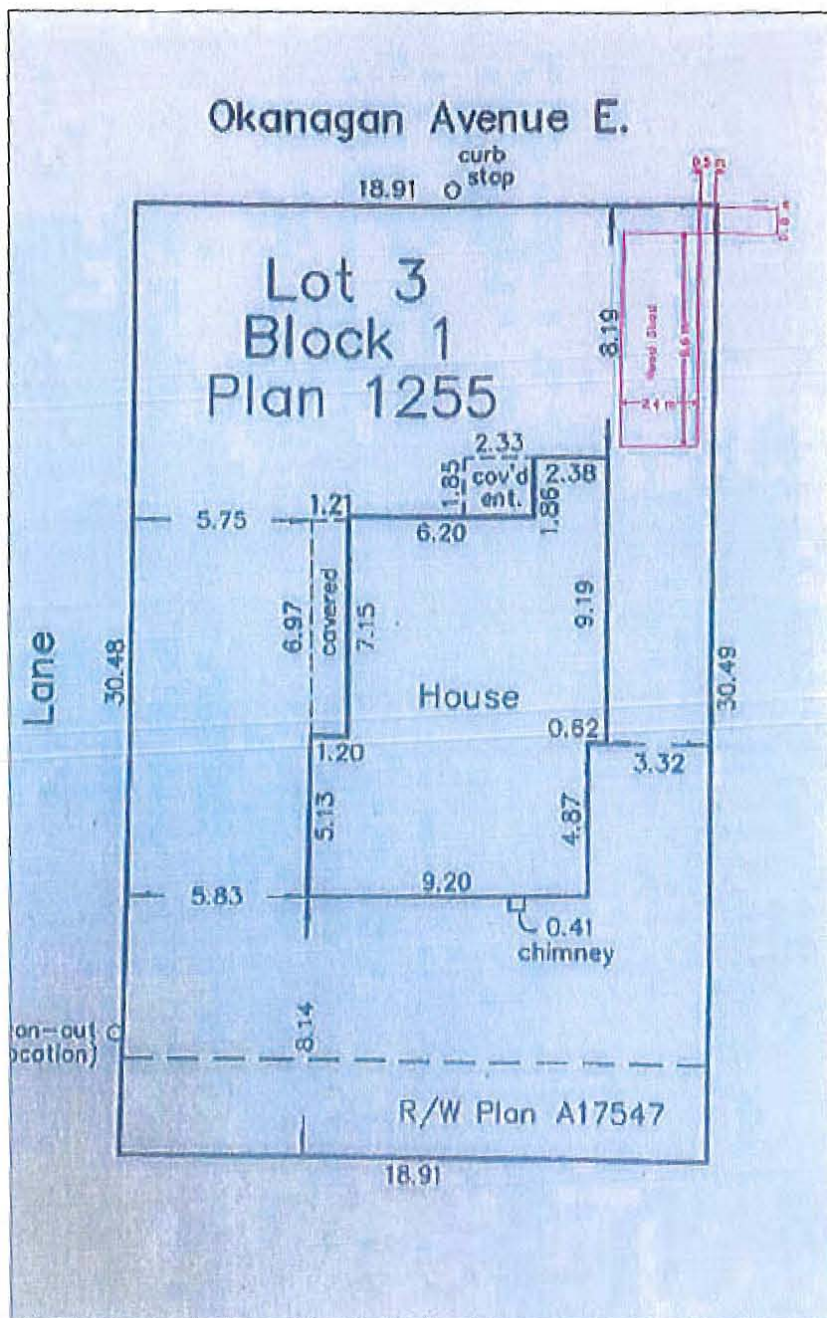
OKANAGAN AVE. E.



Subject Parcel

VP-486

Schedule B

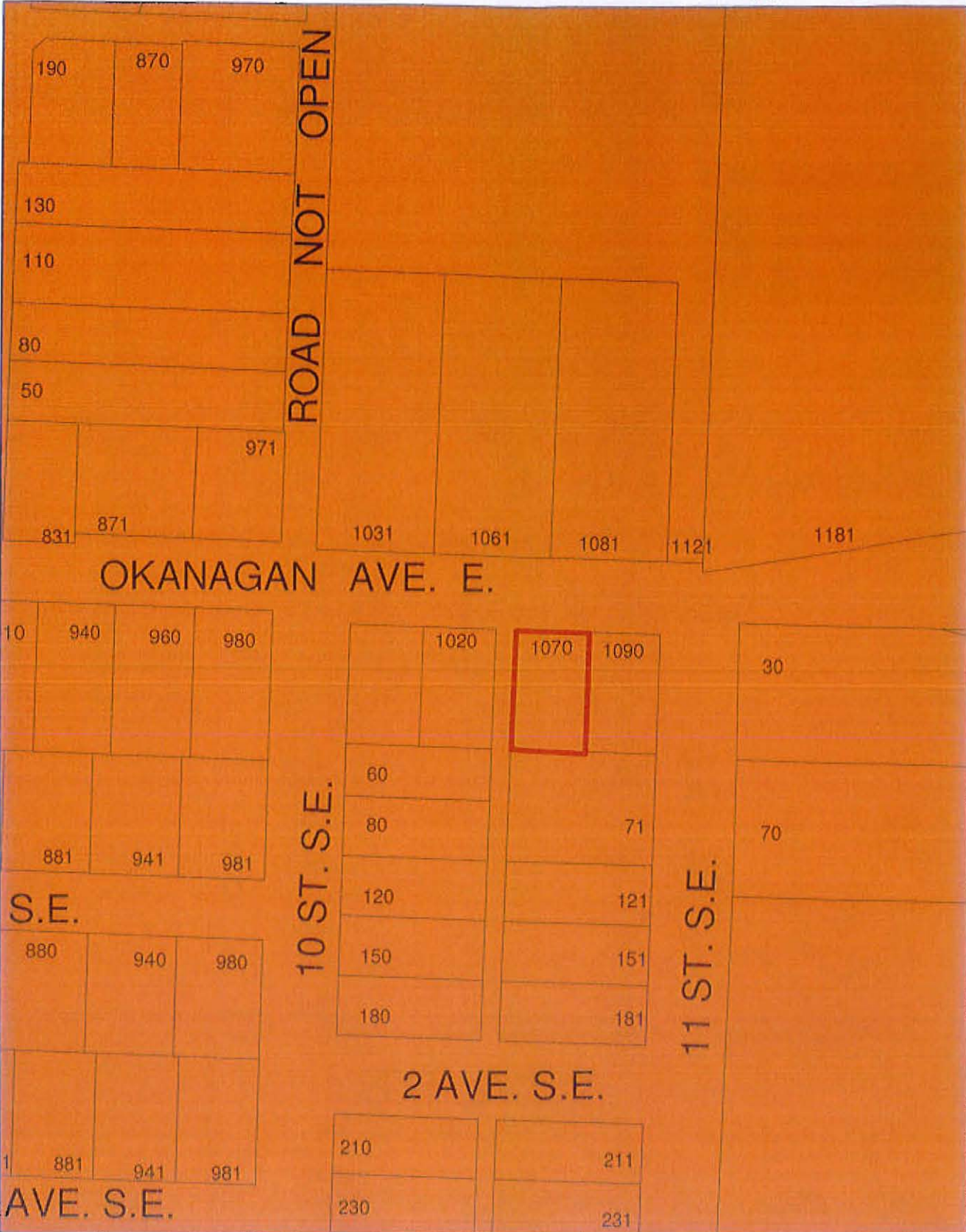




Appendix 2: Orthophoto

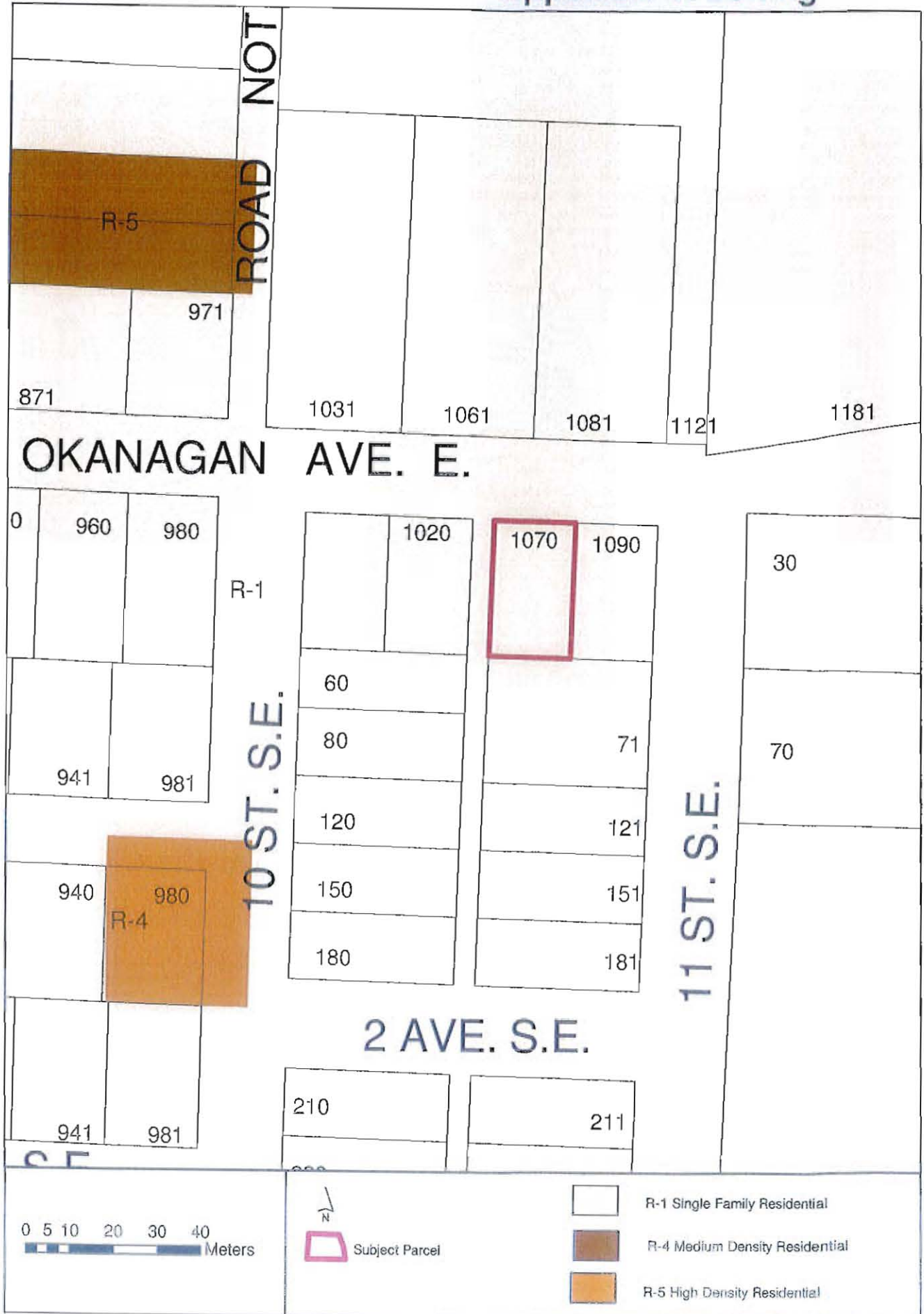


Subject Parcel



| | | | | |
|-------------------------------|----------|-----------------|--------------------------|----------------------------|
| <p>0 5 10 20 30 40 Meters</p> | <p>N</p> | Subject Parcel | Commercial - City Centre | High Density Residential |
| | | Institutional | Park | Medium Density Residential |
| | | Acreage Reserve | Low Density Residential | |

Appendix 4: Zoning



APPENDIX 5



Looking east up Okanagan Avenue.



Looking south along property line.

September 10, 2018

RE: The City Planners for Salmon Arm

Cover Letter

To Whom It May Concern:

I am asking for a variance for a garden/wood shed that will be positioned closer to the property line (North East) than what is normal. The structure will not interfere with the sight line of traffic since it is below the roadway and is not close to an intersection. The shed will be appealing to the eye and blend in with the house. The landscaping will augment the structure's appeal as well along Okanagan Ave.

Thank you for this consideration,

David and Melanie Bartusek



1070 Okanagan Ave SE
Salmon Arm, BC
V1E 4J4

Dave's cell: 250 463-2256
Melanie's cell 250 463-2317
email: melaniebartusek@gmail.com

Attachment: Permission letter from neighbour to the East

1090 Okanagan Ave SE,
Salmon Arm, BC
V1E 4J4

June 13, 2019

Maurice Roy, Manager
Permits and Licenses
City of Salmon Arm

Dear Mr. Roy:

I have been requested to forward a letter to you with our views regarding the building of our neighbours' shed. The neighbours are David and Melanie Bartusek of 1070 Okanagan Ave. SE, Salmon Arm.

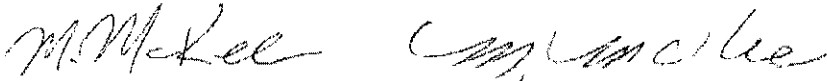
Before construction began, Mr. Bartusek approached us and asked if we would mind if they put a tool shed in their front yard. We didn't feel it affected us, so we said we didn't mind. When we agreed to the 'shed', we had envisioned a small purchased aluminum tool shed, and not the large constructed building now in place.

Initially the Bartuseks began building the structure immediately next to the fence and considerably higher than it is now. We conveyed to them our concerns about the structure interfering with our windows/view, and the snow and rain running off the shed's roof into our yard. As a result, they lowered the height somewhat and moved it slightly away from the fence.

Although we still have some concerns regarding snow from the roof landing in our yard, we are willing to allow the structure to remain. Should the snow become a problem, the Bartuseks have agreed to rectify the problem.

Given an option, we would prefer the building not be there, but as long as it doesn't deposit snow into our yard, we will allow it to remain.

If you require further information, please do not hesitate to contact us.



Mike and Marianne McKee
250 833 2625

Development & Planning Services Committee Meeting of September 3, 2019

5. REPORTS

1. Development Variance Permit Application No. VP-486 [Bartusek, D. & M.; 1070 Okanagan Avenue SE; Setback Requirements]

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-486 be authorized for issuance for Lot 3, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255 to vary Zoning Bylaw No. 2303 as follows:

1. Section 6.11.1 - Reduce the minimum setback for an accessory building from the front parcel line from 6.0 metres to 0.8 metres;
2. Section 6.11.3 - Reduce the minimum setback for an accessory building from the East interior side parcel line from 1.0 metres to 0.5 metres; and
3. Section 4.9.2 - Reduce the minimum setback for an accessory building from a Collector Street (Okanagan Avenue) from 16.0 metres to 10.32 metres.

D. & M. Bartusek, the applicants, outlined the application and were available to answer questions from the Committee.

DEFEATED UNANIMOUSLY

Item 22.2

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-503 be authorized for issuance for Lot 2, Section 12, Township 20, Range 9, W6M, KDYD, Plan 19112 to vary Zoning Bylaw No. 2303 as follows:

1. Section 7.11.3:
 - i) Reduce the minimum setback for a duplex from the interior side parcel line from 2.0 metres to 1.75 metres.

[Chahal, K., Gill, S. & Kandola, J.; 1170 15 Street SE; Setback]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Council

DATE: August 28, 2019

SUBJECT: Development Variance Permit Application No. VP-503
Legal: Lot 2, Section 12, Township 20, Range 9, W6M, KDYD, Plan 19112
Civic: 1170 15th Street SE
Applicant: K. Chahal, S. Gill, J. Kandola

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-503 be issued for Lot 2 Section 12 Township 20 Range 9 W6M KDYD Plan 19112 to vary Zoning Bylaw No. 2303 as follows:

1. **Section 7.11.3:**
 - i) **Reduce the minimum setback for a duplex from the interior side parcel line from 2.0 metres to 1.75 metres.**

STAFF RECOMMENDATION

THAT: The Motion for Consideration be adopted.

PROPOSAL

The owners have plans to apply for a subdivision and the existing duplex would not meet minimum setback requirements from the proposed interior side parcel line. They have applied to vary the minimum setback from the interior side parcel line from 2.0 m to 1.75 m as shown on the attached Development Variance Permit No. VP-503.

BACKGROUND

The subject property is located at 1170 15th Street SE as shown on Appendix 1 and is approximately 2350 m² in size. There is an existing duplex as shown on the orthophoto attached as Appendix 2. The subdivision proposal is to create four lots between 452 m² and 800 m²; however, the covered deck of the duplex is within the required 2.0 m setback of a new parcel line.

The property is located in Residential Development Area 'A' and is designated High Density Residential in the Official Community Plan and zoned R-2 Single Family/Duplex Residential (Appendices 3 & 4). In the

R-2 Single Family Residential Zone the minimum setback for a principle building is 2.0 m from an interior side parcel line.

When considering the subdivision proposal it was determined that a variance would be required to either vary the interior side parcel line setback or the minimum parcel width of proposed parcel 4 from 14 m to 13.75 m as shown on the subdivision sketch dated July 11, 2019 attached as Appendix 5. Additional photos are attached as Appendix 6.

DISCUSSION

Fire Department

No concerns.

Building Department

No concerns.

Engineering Department

No concerns.

Planning Department

The request to reduce the interior side parcel setback by 0.25 m is not significant and should not have a negative impact on the neighbouring properties.

1013
Prepared by: Scott Beeching, MCIP, RPP
Senior Planner

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

DEVELOPMENT VARIANCE PERMIT

Local Government Act (Part 14)

PERMIT NUMBER: VP-503

SCHEDULE "B"

TO: K.CHAHAL, S. GILL, J. KANDOLA

1. This Development Variance Permit is issued subject to compliance with all applicable City of Salmon Arm Bylaws except as specifically varied by the Permit.
2. This Development Variance Permit applies to, and only to, (legal description),
Lot 2, Section 12, Township 20, Range 10, W6M, KDYD, Plan 19112 (PID: 008-134-090)
and any and all buildings, structures and other development thereon.
3. The City of Salmon Arm
 Zoning Bylaw No. 2303
 Subdivision and Development Servicing Bylaw No. 4163
 Sign Bylaw No. 2880
 Mobile Home Park Bylaw No. 1435

is hereby varied as follows:-

THAT: **Development Variance Permit No. VP-503 be issued for Lot 2 Section 12 Township 20 Range 9 W6M KDYD Plan 19112 to vary Zoning Bylaw No. 2303 as follows:**

1. **Section 7.11.3:**
 - i) **Reduce the minimum setback for a duplex from the interior side parcel line from 2.0 metres to 1.75 metres.**
4. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
5. If the holder of a land use permit does not substantially start any construction with respect to which the permit was issued within 2 years after the date it is issued, the permit lapses.
6. Notice shall be filed in the Land Title Office that the land described herein is subject to this Permit.
7. The terms of the Permit or any amendment to it are binding on all persons who acquire an interest in the land affected by the Permit.
8. **This Permit is not a Building or Sign Permit.**
9. Security in the amount of \$ n/a has been deposited as per Council's direction, in conjunction with subsection 15 of District of Salmon Arm Development Variance Permit Procedure Bylaw No. 2651.

AUTHORIZING RESOLUTION ADOPTED BY COUNCIL on the ____ day of _____, 2019.

ISSUED this ____ day of _____, 2019.

CORPORATE OFFICER

159

PLAN 16367

11 AVE. S.E.

1

1

2

3

4

EPP72135

PLAN 16367

A

LAN 17873

Z

PLAN 19112

672

2

2

1

PLAN 32735

4

1

PLAN

12 AVE. S.E.

5

3

4

A

PLAN 15843

PLAN 11456

9

2

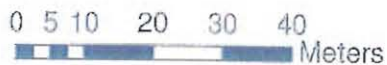
1

Rem. A
13030

EPP40427
1

PLAN

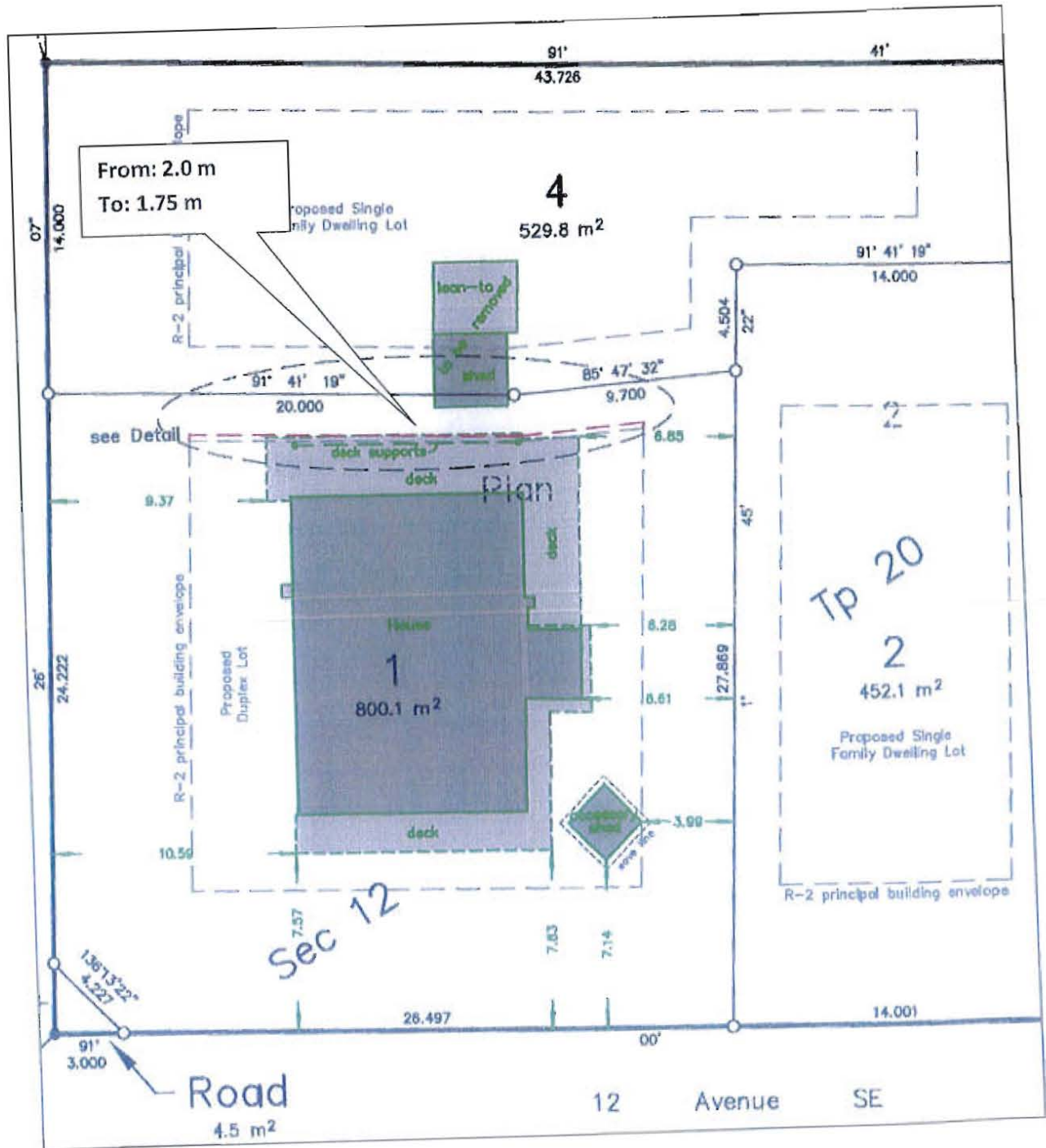
15 ST. S.E.

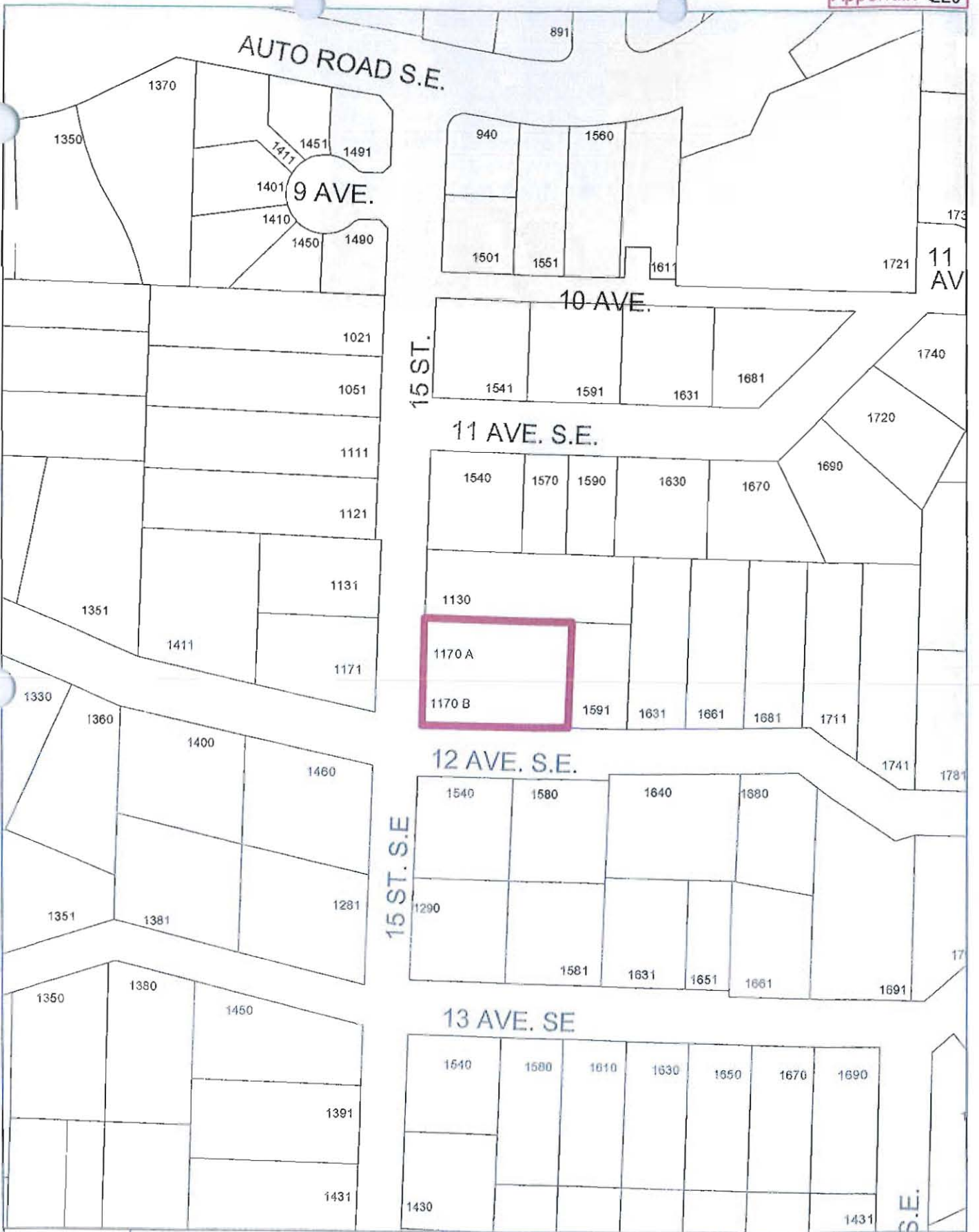


Subject Parcel

VP-503


SCHEDULE 'B'

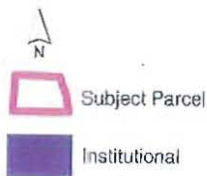
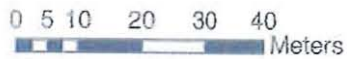
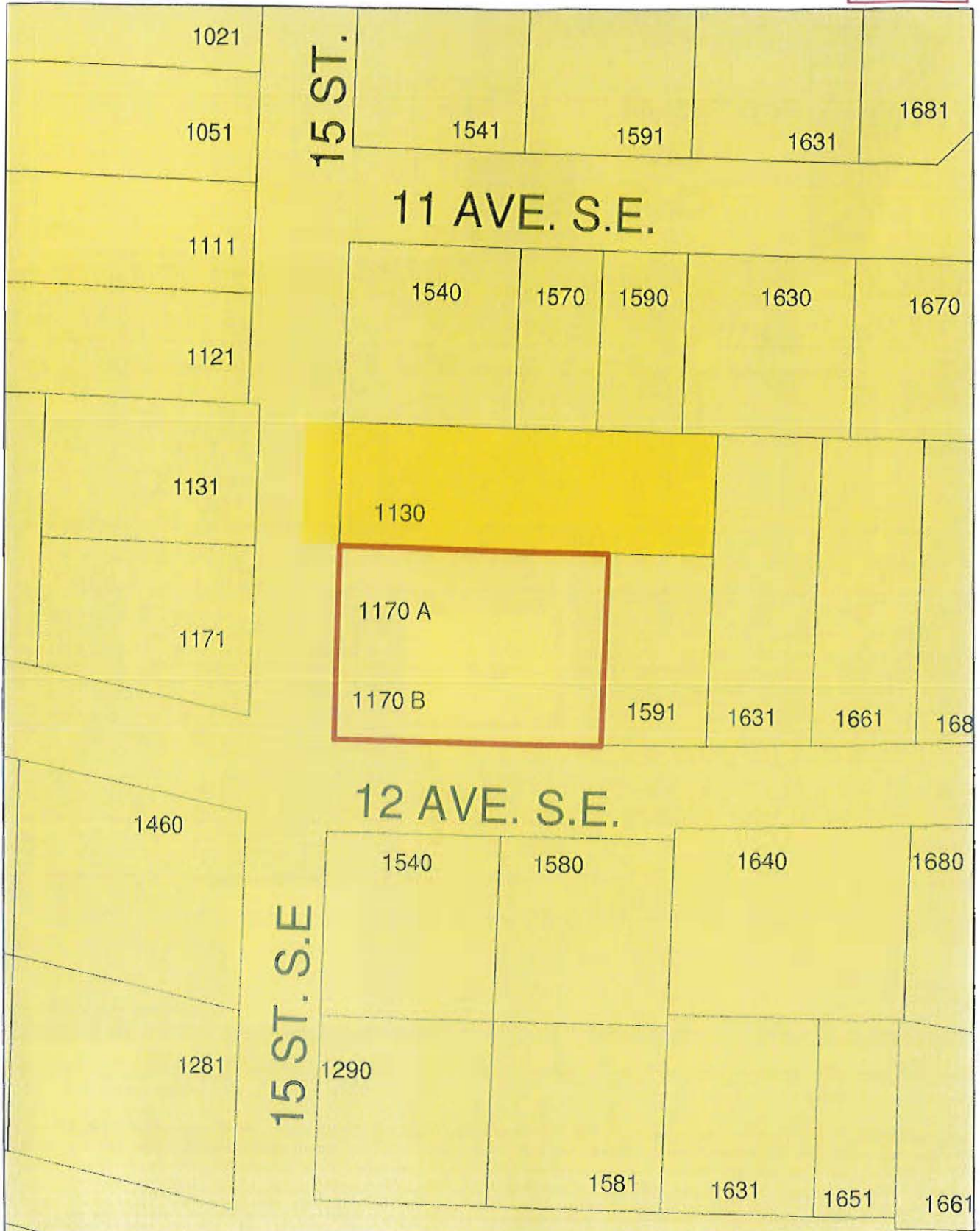


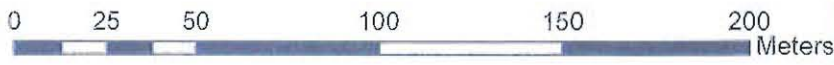
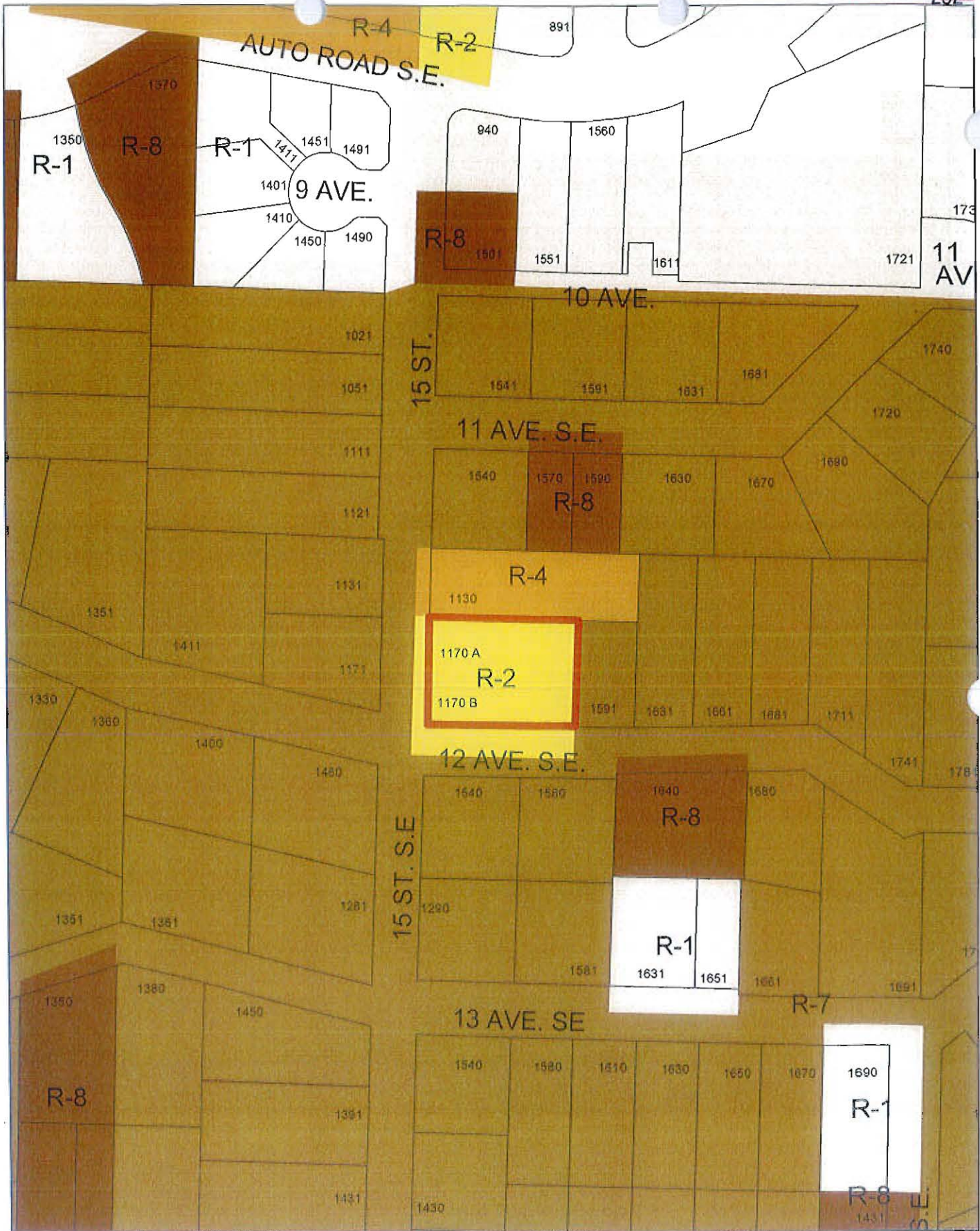


 Subject Parcel



 Subject Parcel





 Subject Parcel

Appendix 3
 Sketch Plan of Proposed Subdivision of
 Lot 2, Sec 12, Tp 20, R 10, W6M
 KDYD, Plan 19112

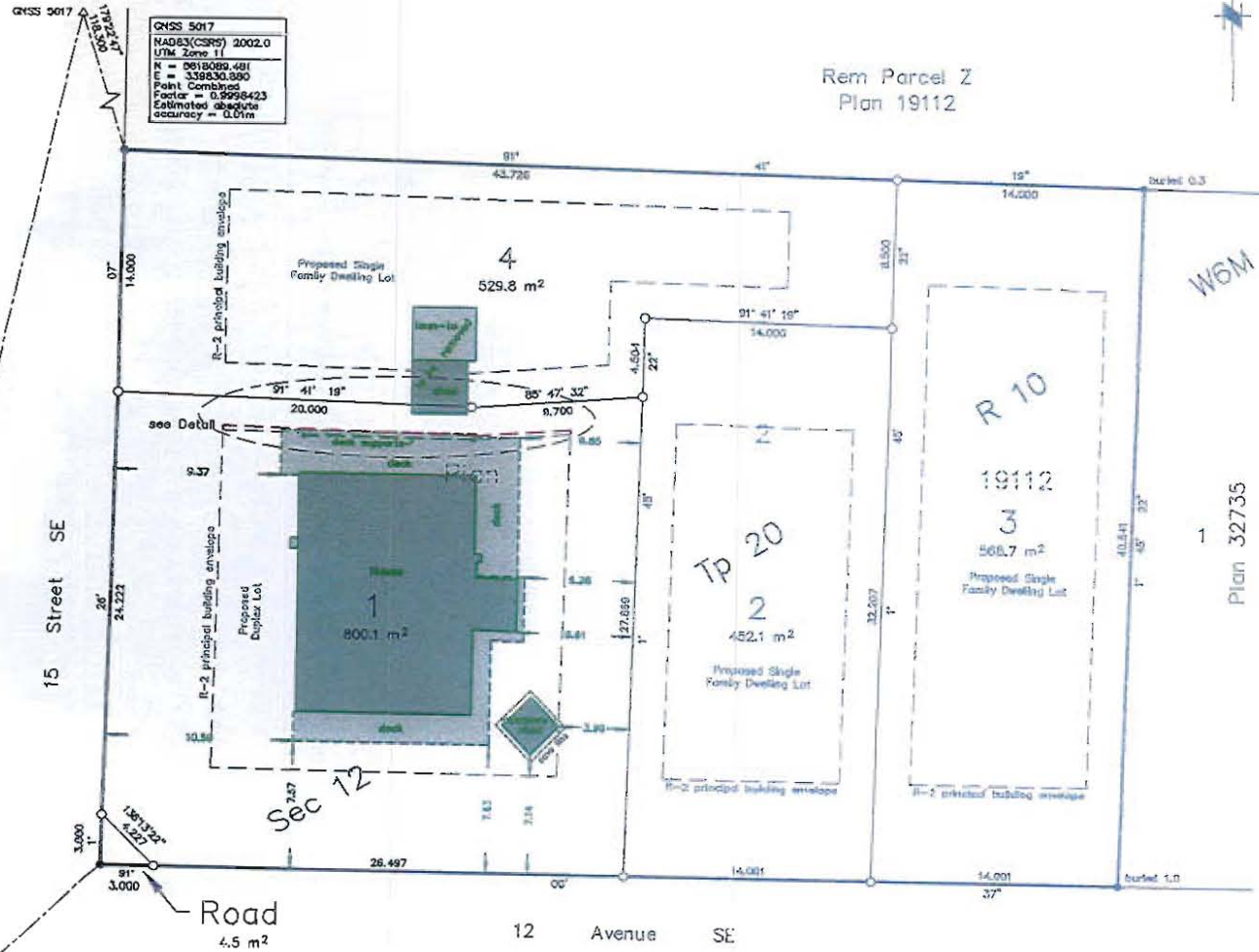
BCGS 82L.064



All distances are in metres.
 The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:200

| | |
|-------------------------------------|-------------|
| GNSS 5017 | |
| NAD83(CSR95) 2002.0 | |
| UTM Zone 11 | |
| N = | 0618089.481 |
| E = | 338636.090 |
| Point Combined | |
| Factor = | 0.9998423 |
| Estimated absolute accuracy = 0.01m | |

Rem Parcel Z
 Plan 19112



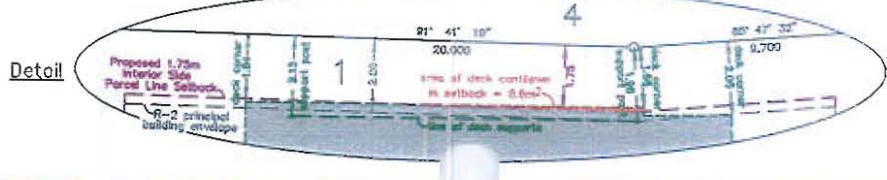
LEGEND

- Standard Iron Post Found (OIP)
- Standard Iron Post Placed (IP)
- △ Traverse Hub Placed

Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 11.

This plan shows horizontal ground level distances, unless otherwise specified. To compute grid distances, multiply ground level distances by the average combined factor of 0.9998414. The average combined factor has been determined based on an ellipsoidal elevation of 470.3 metres.

The UTM coordinates and estimated horizontal positional accuracy achieved are derived from differential dual frequency GNSS observations post processed using the Natural Resources Canada Precision Point Positioning Service.



| | |
|-------------------------------------|-------------|
| GNSS 5002 | |
| NAD83(CSR95) 2002.0 | |
| UTM Zone 11 | |
| N = | 5617915.283 |
| E = | 338814.828 |
| Point Combined | |
| Factor = | 0.9998405 |
| Estimated absolute accuracy = 0.01m | |

July 11, 2018

BROWNE JOHNSON LAND SURVEYORS
 B.C. AND CANADA LANDS
 SALMON ARM, B.C. V6B 2G0-832-9701
 File: 172-19 p.25

Appendix 6



From 15th Street SE. Shed to be removed.

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 in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, September 9, 2019** at **7:00 p.m.**

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

Proposed Rezoning of Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP85230 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone.

Civic Address: 1411 - 9 Avenue SE

Location: Northwest corner in cul-de-sac on 9 Avenue SE and Northwest of intersection of 9 Avenue SE and 15 Street SE

Present Use: Single Family dwelling

Proposed Use: Single family dwelling with a secondary suite

Owner / Applicant: McKibbin, R. & L.

Reference: ZON-1155/ Bylaw No. 4350



The files for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from August 27 to September 9, 2019, both inclusive, in the office of the Director of Corporate Services at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

23.1/24.1

To: His Worship Mayor Harrison and Members of Council

Date: August 14, 2019

Subject: Zoning Bylaw Amendment Application No. 1155

Legal: Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP85230

Civic: 1411 9 Avenue SE

Owner/Applicant: McKibbon, L. & R.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP85230 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1411 9 Avenue SE (Appendix 1 and 2) and is currently under development. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a *secondary suite* within a single family dwelling.

BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in a residential area of the City west of the "Hillcrest" neighbourhood, largely comprised of parcels containing single family dwellings and associated accessory buildings, with 11 R-8 zoned parcels presently within the vicinity of the subject parcel.

The subject parcel was created in 2007 as part of a 7 lot subdivision accessed by the 9 Avenue SE cul-de-sac. The subject parcel meets the conditions as specified to permit a secondary suite within the proposed R-8 zone, and at 957 square metres it is potentially large enough for a detached suite, subject to a suitable building site and topographic conditions (there are steep slopes around the north and west portions of the parcel. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *secondary suite* within the basement of the single family dwelling currently being built, as shown in the plans attached (Appendix 6).

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property has potential to meet the conditions for the development of a *secondary suite* (or a *detached suite*), including sufficient space for an additional off-street parking stall, as shown in the site plans attached (Appendix 6).

COMMENTSEngineering Department

No engineering concerns.

Building Department

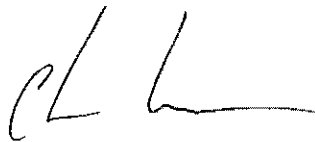
BC Building Code will apply. No concerns with proposed zoning.

Fire Department

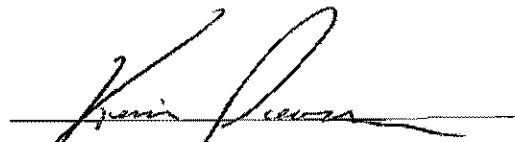
No concerns.

Planning Department

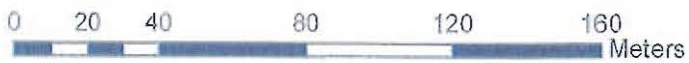
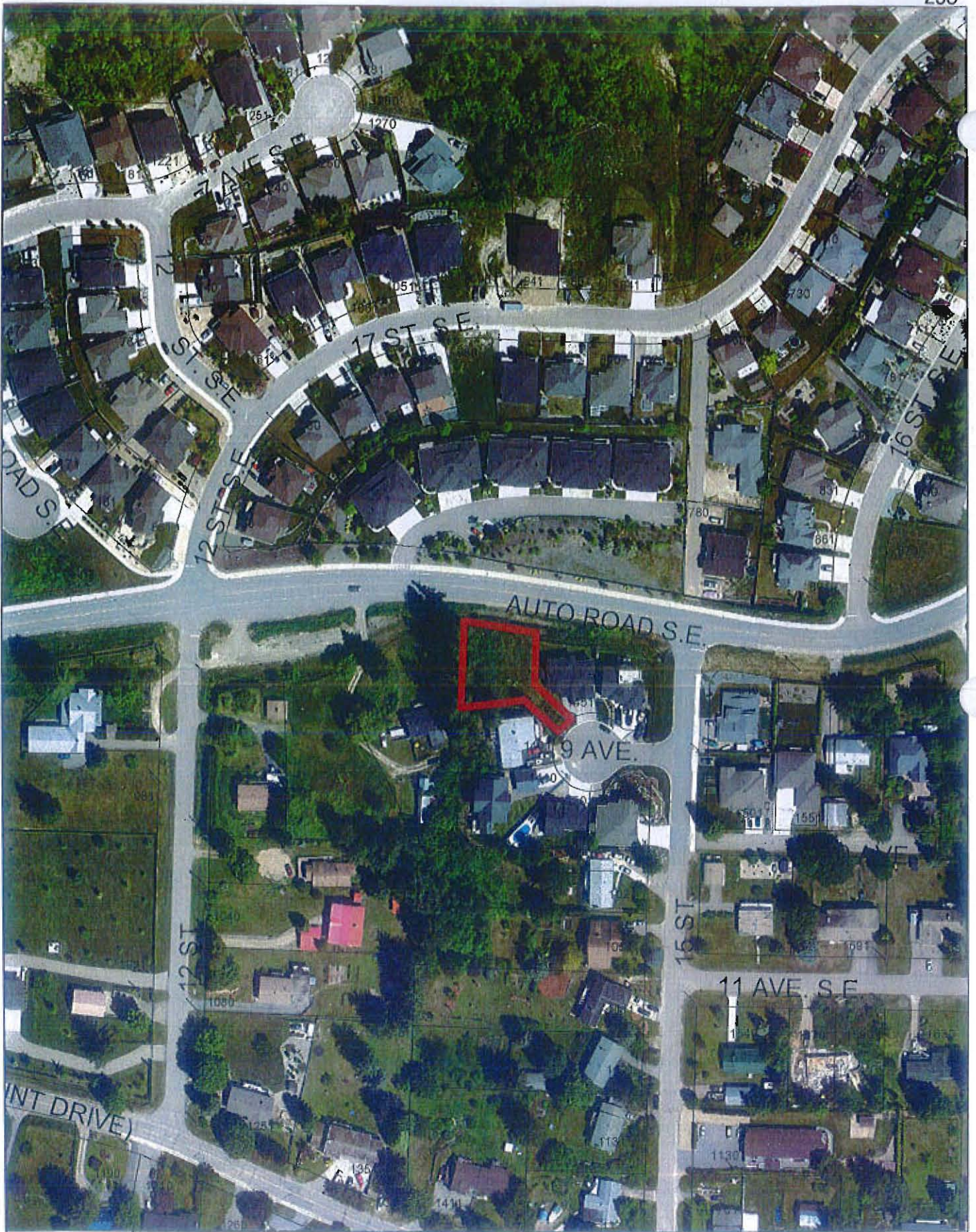
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The plans submitted indicate that all R-8 Zone requirements can be met, including the provision of onsite parking, and that the building currently under construction substantially aligns with development patterns in the area. Development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.




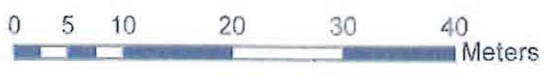
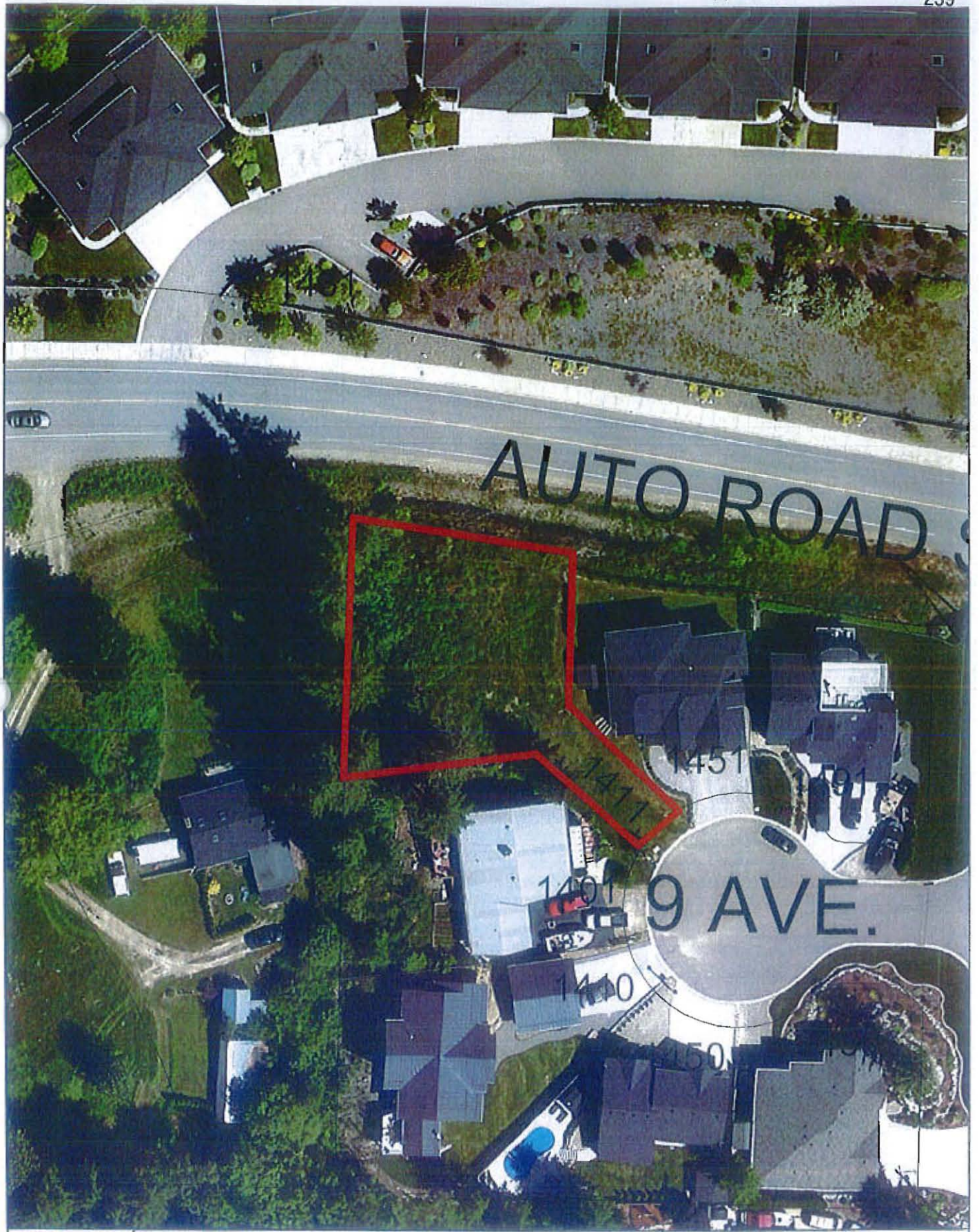
Prepared by: Chris Larson, MCP
Planner, Development Services




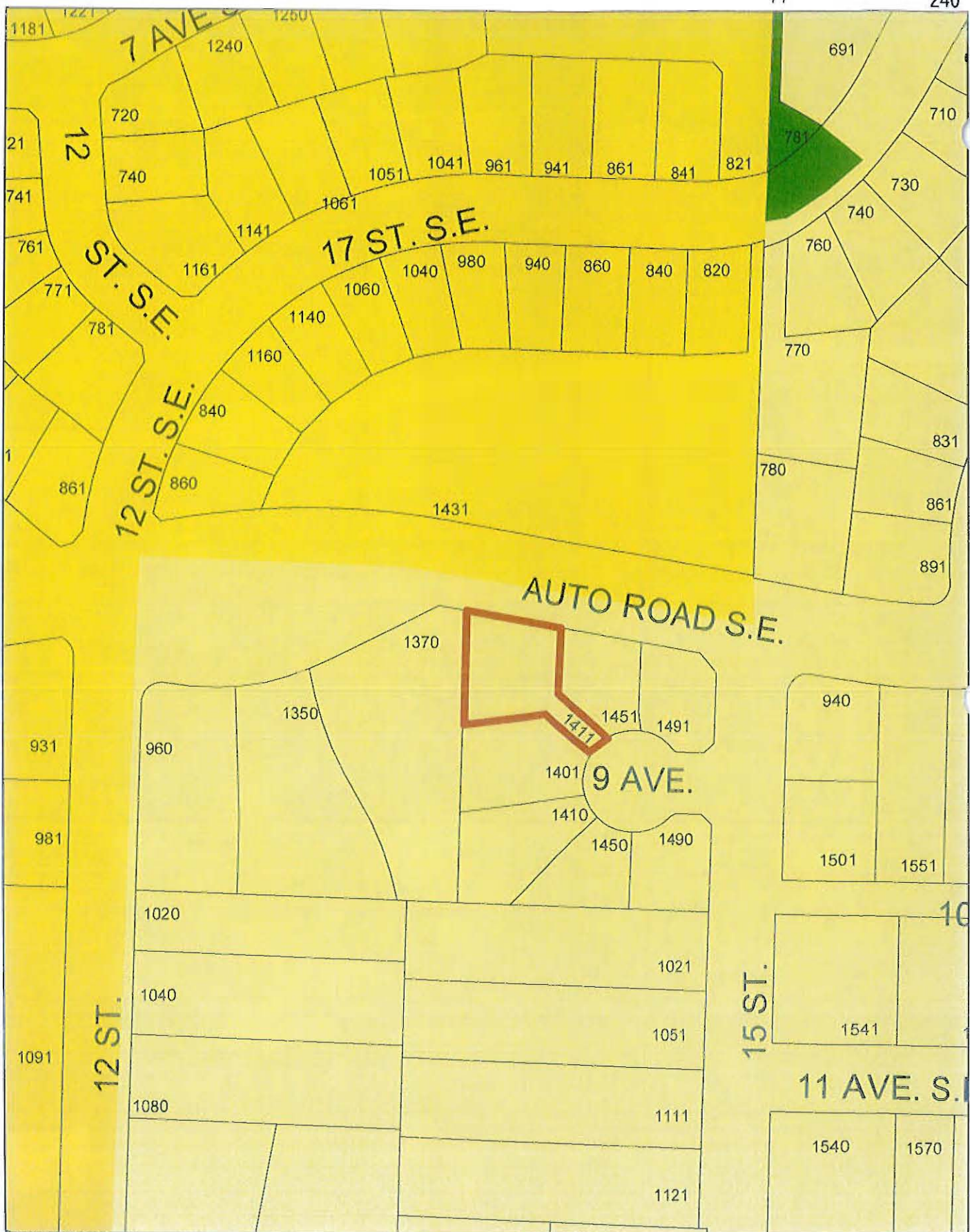
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



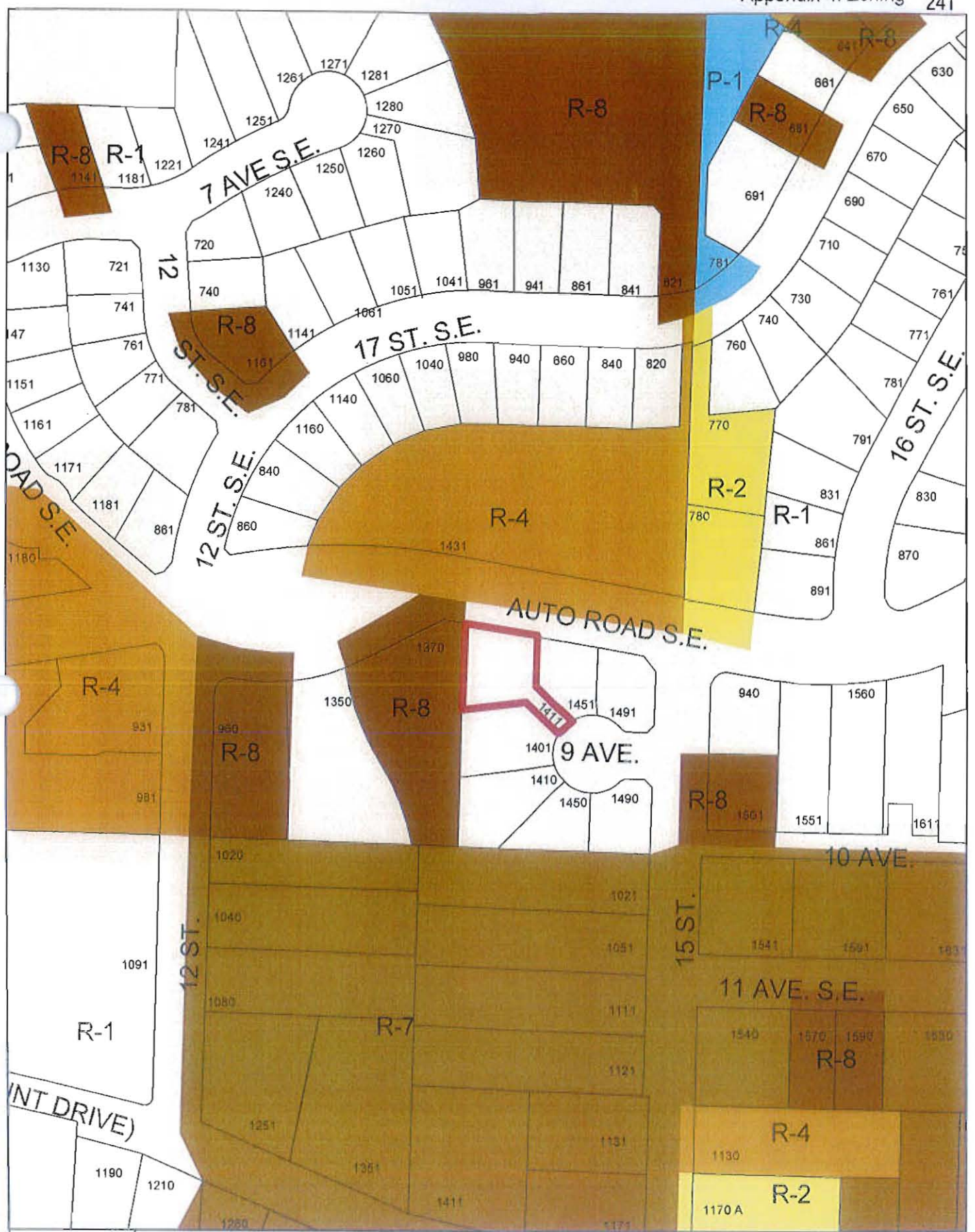
 Subject Parcel



 Subject Parcel



- Subject Parcel
- Residential Medium Density
- Park
- Residential Low Density



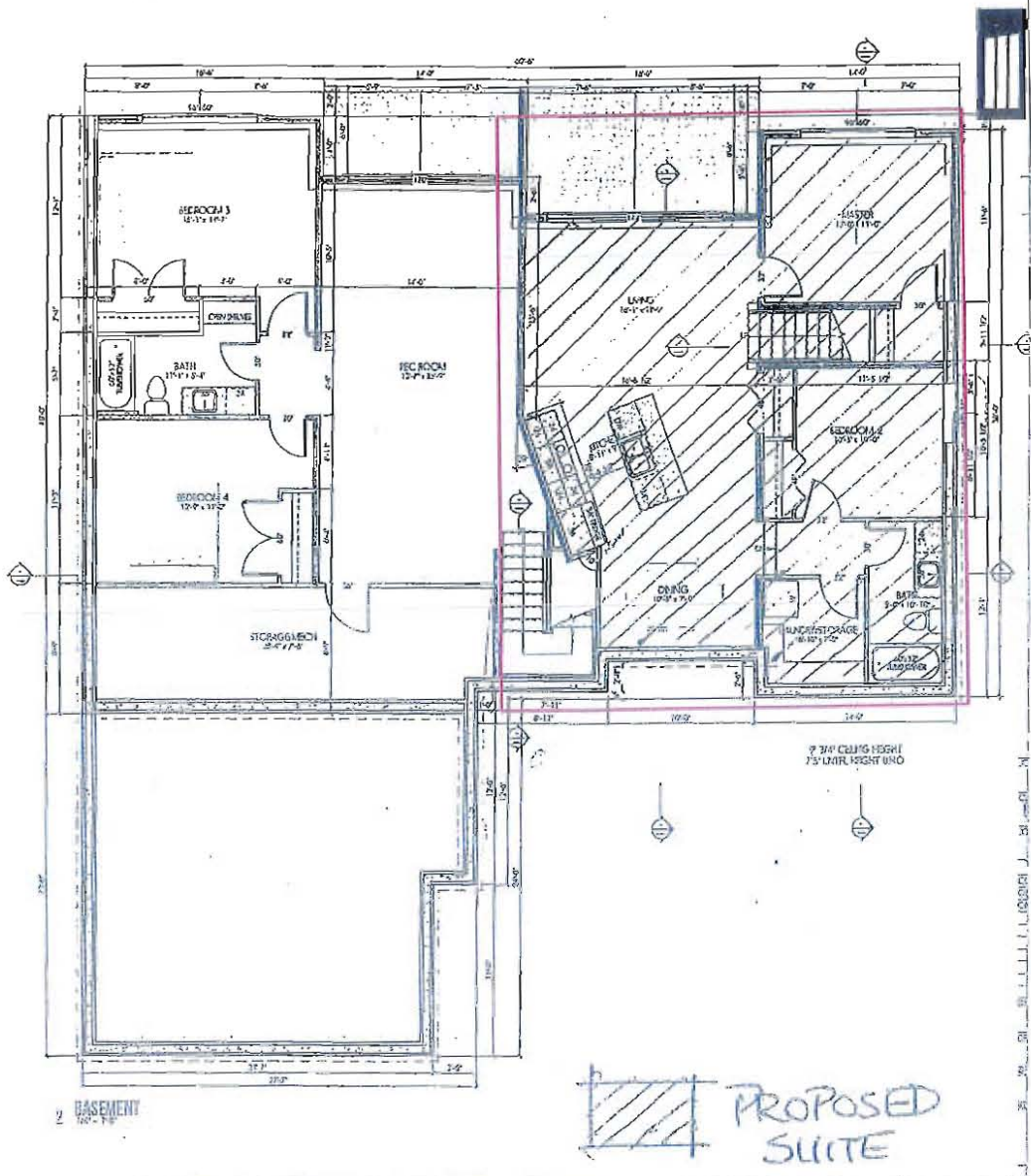
 Subject Parcel



View of subject parcel (at centre) northwest from 9 Avenue SE showing neighbouring parcels.

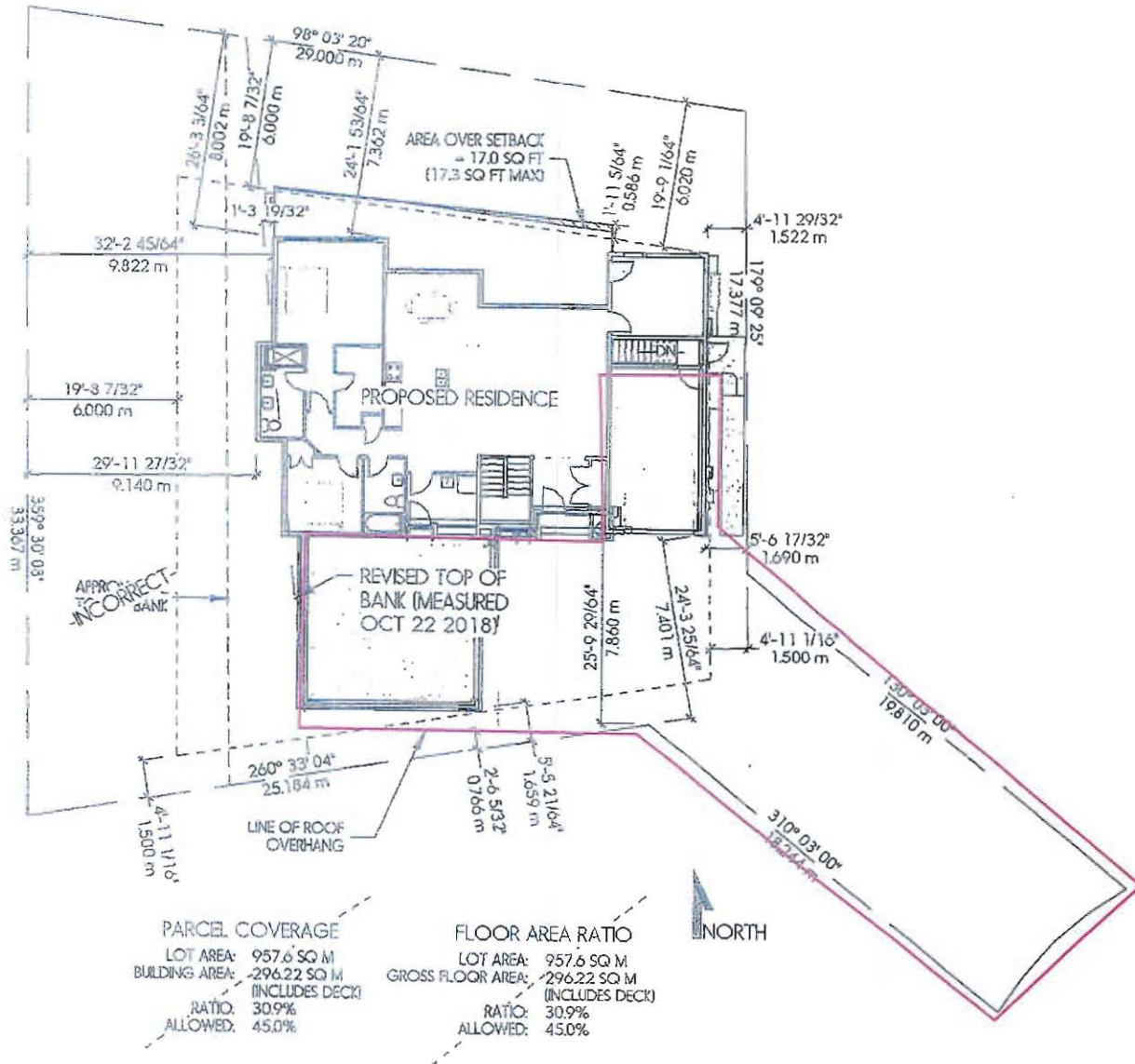


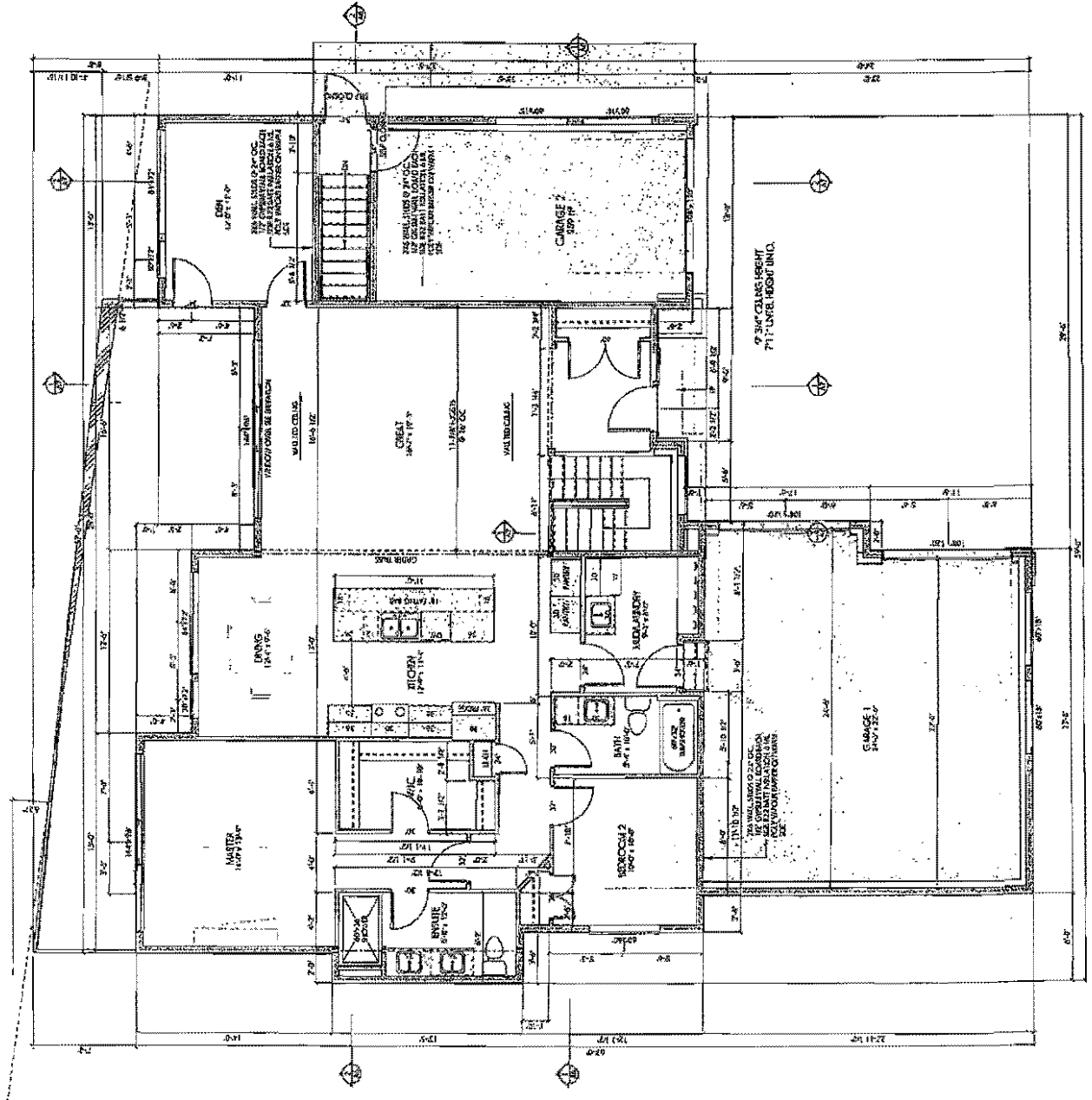
View of subject parcel (right of centre) southeast from Auto Road SE.



PROPOSED SUITE

BY: [Signature] DATE: [Date]





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Item 24.1

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4350 be read a third and final time.

[ZON-1155; McKibbin, L. & R.; 1411 9 Avenue 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. 4350

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 _____, 2019 at the hour of 7:00 p.m. was published in the _____ and _____, 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 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP85230, 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.

City of Salmon Arm
Zoning Amendment Bylaw No. 4350

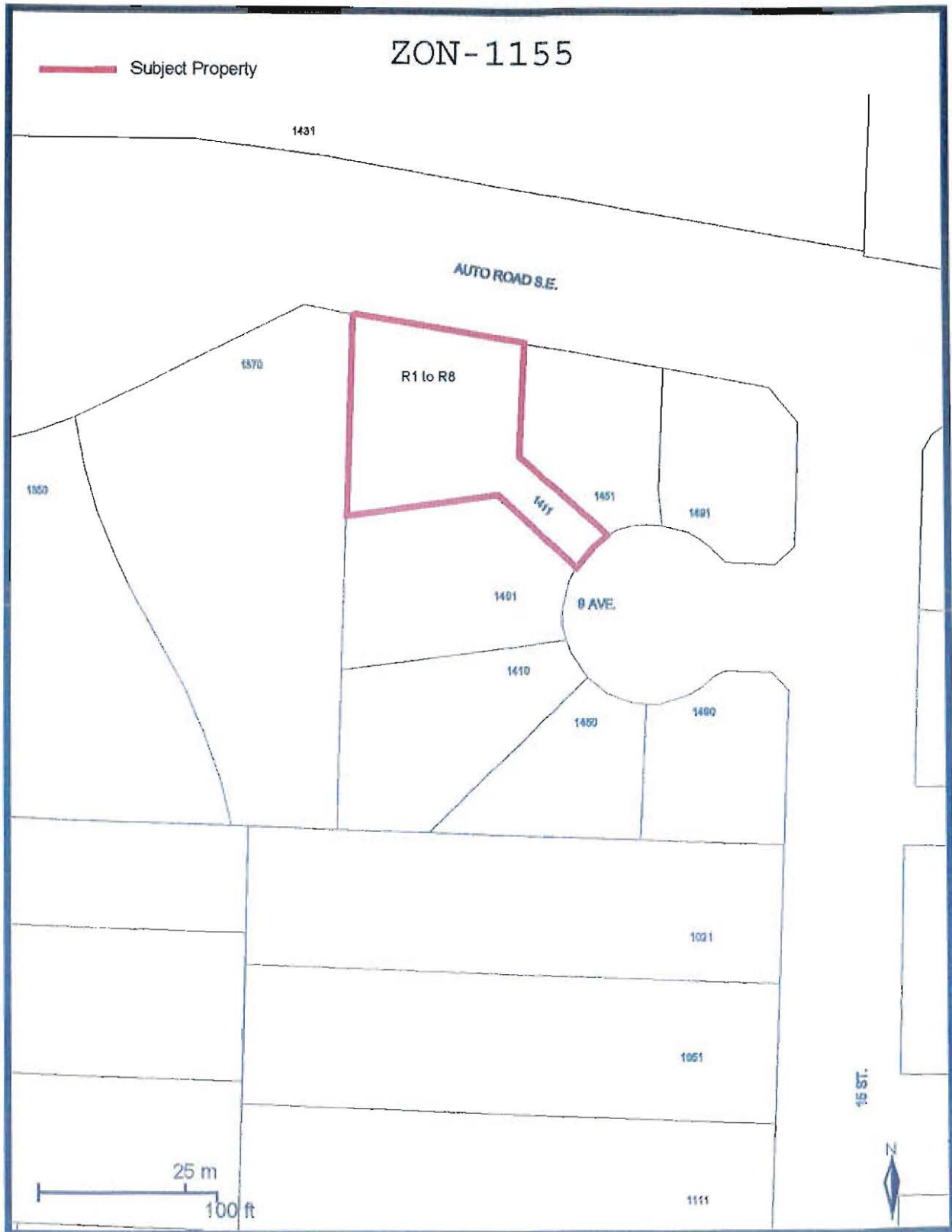
5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4350"**

| | | | | |
|-------------------------|----|--------|--------|------|
| READ A FIRST TIME THIS | 26 | DAY OF | August | 2019 |
| READ A SECOND TIME THIS | 26 | DAY OF | August | 2019 |
| READ A THIRD TIME THIS | | DAY OF | | 2019 |
| ADOPTED BY COUNCIL THIS | | DAY OF | | 2019 |

MAYOR

CORPORATE OFFICER



Item 25.

CITY OF SALMON ARM

Date: September 9, 2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of September 9, 2019, be adjourned.

Vote Record

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

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

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INFORMATIONAL CORRESPONDENCE – SEPTEMBER 9, 2019

- | | | |
|-----|--|---|
| 1. | Building Department – Building Statistics – August 2019 | N |
| 2. | Building Department – Building Permits – Yearly Statistics | N |
| 3. | C. Van de Cappelle, Chief Financial Officer – letter dated July 25, 2019 – Latecomer Charge and letter from B. Chobatar dated September 5, 2019 | N |
| 4. | R. Lipscomb – letter dated August 22, 2019 – 12 th Avenue NE Concerns | A |
| 5. | C. Hay and M. Osterhoff – letter dated August 26, 2019 – Request for bench seats at Jackson Park | A |
| 6. | D. King – letter dated August 28, 2019 – Plastic Recycling | A |
| 7. | M. Howard – email dated August 29, 2019 – Bridle Path Needs in South Canoe = one gravel shoulder rather than 2 paved ones? | A |
| 8. | M. Gendron – email dated August 29, 2019 – Banning open burning (campfires) | A |
| 9. | A. Morris – email dated August 29, 2019 – Please Vote “yes” to Resolution B154 at UBCM | A |
| 10. | J. Derpak – email dated August 29, 2019 – Please Vote “yes” to Resolution B154 at UBCM | A |
| 11. | K. Braby – email dated September 2, 2019 – Please Vote “yes” to Resolution B154 at UBCM | A |
| 12. | B. Rustad – email dated August 30, 2019 – Please Vote “yes” to Resolution B154 at UBCM | A |
| 13. | D. Townsend – email dated August 31, 2019 – Please Vote “yes” to Resolution B154 at UBCM | A |
| 14. | J. Kral – email dated September 2, 2019 – Please Vote “yes” to Resolution B154 at UBCM | A |
| 15. | J. Jack – email dated September 3, 2019 – Please Vote “yes” to Resolution B154 at UBCM | A |
| 16. | B. Garren, St. John the Evangelist Anglican Church – letter received August 2019 – Invitation to 40 th Anniversary on Sunday September 22, 2019 | N |
| 17. | L. Wong, Manager, Downtown Salmon Arm – letter dated August 28, 2019 – Downtown Farmer’s Market Extension | A |
| 18. | S. Brown, President & CEO, Interior Health Authority – email dated August 29, 2019 – Invitation to meet with IH CEO during UBCM | N |
| 19. | J. Bedard Guillemette, Communications & Stakeholder Engagement Officer, Ship-source Oil Pollution Fund – email dated September 4, 2019 – UBCM Convention – Invitation for the Trade Show | N |
| 20. | L. Buchanan, Mayor, City of North Vancouver to the Honourable Rob Fleming, Minister of Education – letter dated August 22, 2019 – Provincial Support for Libraries | N |
| 21. | J. Christophersen, Recycling Council of British Columbia – email dated August 21, 2019 – Proclamation Request, Waste Reduction Week 2019 | S |
| 22. | A. Bains, Manager, Legislative Services, District of Saanich – letter dated August 15, 2019 – Clean up of needles and other harm reduction paraphernalia | N |
| 23. | A. Bains, Manager, Legislative Services, District of Saanich – letter dated August 15, 2019 – Proceeds of crime | N |
| 24. | Office of the Seniors Advocate – email dated August 30, 2019 – Research Rounds | N |

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

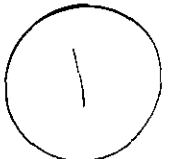
CITY OF SALMON ARM

CITY OF SALMON ARM BUILDING DEPARTMENT REPORT AUGUST 2019

LAST YEAR (2018) CURRENT YEAR (2019)
CURRENT MONTH YEAR-TO-DATE CURRENT MONTH YEAR-TO-DATE

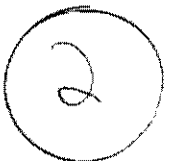
| | | NO. | VALUE | NO. | VALUE | NO. | VALUE | NO. | VALUE |
|----|---|-----------|------------------|------------|-------------------|-----------|-------------------|------------|-------------------|
| 1 | New Single Family Dwellings | 6 | 1,870,000 | 85 | 27,216,999 | 2 | 900,000 | 30 | 10,640,000 |
| 2 | Misc. Additions etc. to SFD's | 7 | 216,625 | 74 | 2,736,709 | 9 | 286,400 | 62 | 2,609,438 |
| 3 | New Single Family Dwellings with suites | | | | | 1 | 350,000 | 12 | 4,368,000 |
| 4 | New Secondary/Detached Suites | | | | | - | - | 9 | 569,600 |
| 5 | New Modulares/MH's (Factory Built) | - | - | 6 | 1,270,000 | 2 | 290,000 | 7 | 1,450,000 |
| 6 | Misc. Additions etc. to Modulares/MH's | 1 | 60,000 | 6 | 75,155 | 2 | 4,000 | 12 | 70,770 |
| 7 | MFD's (# Units) | - | - | 8 (27) | 4,700,000 | 2 (67) | 12,000,000 | 3 (69) | 12,500,000 |
| 8 | Misc. Additions etc. to MFD's | - | - | 1 | 1,500 | 1 | 3,000 | 8 | 233,600 |
| 9 | New Commercial | 1 | 600,000 | 1 | 600,000 | 1 | 750,000 | 3 | 7,210,000 |
| 10 | Misc. Additions etc. to Commercial | 2 | 47,423 | 11 | 879,223 | 1 | 215,196 | 14 | 588,049 |
| 11 | New Industrial | - | - | 5 | 545,000 | - | - | 3 | 3,343,998 |
| 12 | Misc. Additions etc. to Industrial | - | - | 4 | 2,067,000 | - | - | 3 | 1,285,000 |
| 13 | New Institutional | - | - | 1 | 100,000 | - | - | 2 | 586,033 |
| 14 | Misc. Additions etc. to Institutional | 1 | 40,000 | 4 | 89,000 | 1 | 20,000 | 6 | 156,000 |
| 15 | Signs | 2 | 6,600 | 25 | 100,474 | - | - | 27 | 241,389 |
| 16 | Swimming Pools, Pool Buildings | 1 | 40,000 | 1 | 40,000 | 1 | 50,000 | 2 | 120,000 |
| 17 | Demolitions | - | - | 5 | - | 1 | - | 15 | - |
| 18 | Temporary Trailers, A & B Permits | - | - | 5 | - | 1 | - | 3 | - |
| 19 | Misc. Special Inspections, etc. | 3 | - | 11 | - | - | - | 26 | - |
| | TOTAL PERMITS ISSUED | 24 | 2,880,648 | 253 | 40,421,060 | 25 | 14,868,596 | 247 | 45,971,877 |

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



BUILDING PERMITS - YEARLY

| | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC |
|-------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 2001 | 585,500 | 11,938,550 | 12,265,250 | 12,842,790 | 13,534,790 | 14,712,560 | 16,330,650 | 17,717,625 | 19,031,075 | 19,895,255 | 21,318,855 | 21,458,195 |
| 2002 | 585,500 | 1,952,500 | 3,340,850 | 3,821,240 | 5,455,840 | 6,411,690 | 8,844,690 | 10,932,510 | 15,780,890 | 16,705,600 | 17,738,200 | 17,923,700 |
| 2003 | 130,110 | 920,780 | 2,974,020 | 4,486,120 | 5,993,320 | 13,294,120 | 15,555,250 | 17,937,005 | 20,318,920 | 22,000,340 | 24,005,740 | 24,782,360 |
| 2004 | 430,700 | 1,506,500 | 5,903,780 | 8,379,104 | 10,122,768 | 12,086,319 | 14,779,343 | 21,598,763 | 30,371,023 | 33,614,173 | 34,957,458 | 35,881,343 |
| 2005 | 1,072,000 | 2,269,650 | 4,344,750 | 6,806,152 | 12,110,482 | 28,031,457 | 29,985,585 | 34,743,645 | 37,600,445 | 42,915,856 | 45,525,611 | 47,576,746 |
| 2006 | 815,550 | 3,224,468 | 8,012,449 | 11,501,929 | 16,084,809 | 20,066,533 | 23,714,194 | 26,370,890 | 36,479,806 | 37,278,358 | 42,332,985 | 43,077,170 |
| 2007 | 1,531,087 | 3,901,669 | 16,148,674 | 22,413,118 | 27,232,134 | 32,401,472 | 35,657,297 | 42,829,750 | 51,945,799 | 55,703,387 | 65,885,802 | 66,289,555 |
| 2008 | 1,797,604 | 4,203,429 | 12,947,058 | 27,647,379 | 33,857,533 | 36,582,025 | 39,759,375 | 42,395,454 | 45,412,474 | 50,699,301 | 53,383,541 | 53,522,880 |
| 2009 | 409,369 | 864,839 | 2,039,460 | 5,207,311 | 6,763,615 | 7,800,085 | 9,677,455 | 11,579,746 | 18,882,737 | 20,713,554 | 23,523,664 | 24,337,664 |
| 2010 | 1,518,563 | 2,708,082 | 5,931,546 | 10,081,816 | 12,260,236 | 13,526,546 | 16,597,121 | 18,790,511 | 19,848,804 | 21,174,632 | 22,953,692 | 27,249,702 |
| 2011 | 568,645 | 2,003,976 | 5,063,837 | 7,449,773 | 9,471,416 | 11,761,850 | 12,794,028 | 14,222,970 | 18,194,801 | 19,682,061 | 30,563,013 | 31,934,415 |
| 2012 | 2,189,660 | 3,128,562 | 4,794,040 | 6,337,260 | 10,000,544 | 12,120,246 | 17,883,185 | 24,375,078 | 26,118,787 | 26,493,820 | 28,130,500 | 28,666,430 |
| 2013 | 881,740 | 1,440,110 | 13,907,060 | 15,814,195 | 17,433,454 | 20,194,778 | 23,204,628 | 24,180,485 | 26,567,302 | 29,195,224 | 30,890,086 | 31,231,349 |
| 2014 | 665,304 | 2,806,404 | 8,075,941 | 20,789,869 | 27,574,834 | 29,877,688 | 33,456,523 | 41,971,923 | 42,784,769 | 44,804,191 | 46,460,471 | 47,707,993 |
| 2015 | 1,172,285 | 1,853,539 | 3,894,754 | 6,750,389 | 8,575,425 | 18,388,180 | 20,475,407 | 26,442,225 | 29,143,303 | 31,248,595 | 35,417,465 | 37,368,595 |
| 2016 | 1,268,865 | 2,298,280 | 4,987,625 | 8,904,610 | 12,253,660 | 16,279,464 | 19,265,124 | 23,811,029 | 29,823,014 | 36,084,949 | 40,154,959 | 41,418,659 |
| 2017 | 1,183,280 | 2,841,725 | 7,219,495 | 11,761,657 | 18,136,656 | 23,823,576 | 30,793,243 | 36,066,891 | 52,130,226 | 59,858,542 | 63,366,686 | 64,675,041 |
| 2018 | 1,970,104 | 3,943,104 | 10,028,787 | 14,363,122 | 20,252,322 | 30,488,747 | 37,540,412 | 40,421,060 | 55,689,215 | 59,634,580 | 64,968,531 | 66,797,572 |
| 2019 | 6,060,645 | 6,835,345 | 10,699,845 | 18,074,843 | 22,220,523 | 26,015,593 | 31,103,281 | 45,971,877 | | | | |



City of Salmon Arm

500 - 2 Avenue NE

Mailing Address: Box 40

Salmon Arm, BC V1E 4N2

Tel: 250.803.4000 Fax: 250.803.4041

www.salmonarm.ca



July 25, 2019

COPY

Brian Chobotar
16243 11A Avenue
Surrey, BC V4A 7T8

Dear Mr. Chobotar:

Re: Civic Address: 1040 Shuswap Street SE
Legal Description: Lot 1, Plan 9916, Section 11, Township 20, Range 10, W6M, KDYD
PID: 009-634-118
Roll Number: 01298.001

Thank you for your letter dated July 3, 2019 outlining your concerns with respect to the Latecomer Charge registered on the above noted property. Your letter was received by Council at the July 22, 2019 Regular Meeting. I will attempt to provide clarification surrounding this Latecomer Agreement.

Pursuant to the Latecomer Agreement No. LCA-19-02, the property owner is required to remit to the City, the Latecomer Charge plus interest as prescribed by the City's Excess or Extended Services and Latecomer Payment and Interest Rate Establishment Bylaw No. 3335 at the time of connection to or use of the Excess or Extended Service. The above referenced parcel of land has not applied to connect to the Excess or Extended Service and is therefore not required to remit the Charge; however to remove the agreement from title and to assist in the sale of the property, you have chosen to remit the Latecomer Charge.

Section 508 of the Local Government Act provides the authority for Latecomer Charges and cost recovery for Excess or Extended Services. Section 508 (4) requires that a Latecomer Charge must include interest calculated annually at a rate established by bylaw, payable for the period beginning when the excess or extended services were completed (substantial completion date), up to the date that the connection is made or the use begins. As per the City's Excess or Extended Services and Latecomer Payment and Interest Rate Establishment Bylaw No. 3335, interest is calculated annually from the date of substantial completion (September 14, 2018) at a rate of interest equivalent to prime plus 2%. To clarify, the accrued interest was calculated based on the simple interest method annually up to the date payment was received. Further to your request for interest reimbursement, the City does not have authority over when to begin accruing interest or the ability to refund it as this is prescribed by Provincial Legislation.

Brian Chobotar
July 25, 2019

Page 2

The previous letter addressed to you dated May 3, 2019 was part of the City's initial notification to all affected property owners. The timing difference between the execution of a Latecomer Agreement and substantial completion can occur for a wide variety of reasons. The City is empathetic to your dissatisfaction with the delay; however notification of same cannot occur until a formal agreement is in place.

The Latecomer Charge and interest in the amount of \$23,284.95 has been remitted to the City and has been calculated as follows:

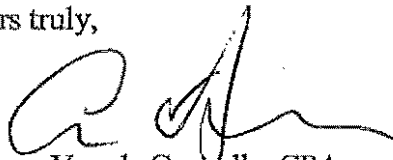
| | |
|-------------------------------|---------------|
| Latecomer Charge | \$22,225.84 |
| Interest to December 31, 2018 | 385.21 |
| Interest to July 5, 2019 | <u>673.90</u> |
| | \$23,284.95 |

In addition to the Latecomer Charge shown above, future connection to the sewer, drainage or water system will require the payment of all other applicable connection charges etc. to the City.

You should also be aware that the City levies an annual frontage tax for water and sewer for which your property may be subject to if these services exist on your frontage, whether or not you are connected to them. Once connected to either water or sewer, user fees will also be levied pursuant to applicable City Bylaws.

Should you have any questions, please contact me at 250-803-4032 or email at cvandecappelle@salmonarm.ca.

Yours truly,



Chelsea Van de Cappelle, CPA
Chief Financial Officer

c.c. Property File

Brian Chobotar
16243 11A Avenue,
Surrey, B.C., V4A 7T8
604-202-3964
2chobos@gmail.com

September 5, 2019

City of Salmon Arm
500 – 2 Avenue NE,
Salmon Arm, B.C., V1E 4N2
Att : Chelsea Van de Cappelle

Re: Latecomer Charge for Extender Service

Dear Chelsea,

Thank you for taking the time to speak with me on Tuesday, September 3, 2019. After our conversation, I have decided to re-focus my efforts in pursuing the topic mentioned above, with a more direct action towards changing the process in which property owners are notified and subsequently charged for infrastructure upgrades that are not done with their knowledge or direct immediate benefit.

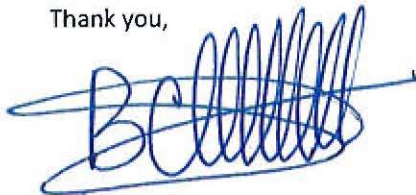
I understand that at this time, a developer can issue a request for payment at any time after substantial completion is achieved for the project in question. If this happens to be months after the substantial completion date has passed, the interest charges they are able to charge to property owners will still apply from the date of substantial completion until they decide to petition the City of Salmon Arm for payment. This should be changed to allow the homeowners the opportunity to pay the Latecomer Charge without interest or penalty.

I suggest that any new Latecomer Agreement (similar to LCA-19-02) be changed to require the developer and/or city to notify the property owner 30 days prior to the date in which accruing interest or penalties begin. This will allow the property owner the choice of paying the Latecomer Charge immediately to avoid having the agreement added to the title or to wait until they would choose to connect to the new services prior to the 15 years being expired or wait out the 15 years and not have to pay anything.

I believe that the current format in which the Latecomer Charge is administered is grossly unfair and should be reviewed and changed. I am available for further discussion if it will be of any help.

Further communication can be done by e-mail or you can call me at 604-202-3964. Please use the e-mail address 2chobos@gmail.com, mentioned above.

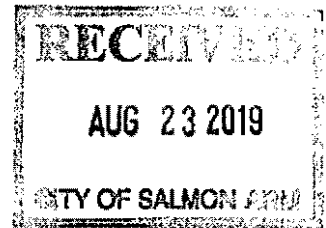
Thank you,



Brian Chobotar

August 22, 2019

Ruby Lipscomb
2111 - 12 Ave. NE
Salmon Arm, BC



Dear Council,

I am writing to let you know that during the school season 12th avenue (NE) is very busy in the morning and afternoon with many vehicles dropping off and picking up children. Every day I see drivers going over the school zone speed limit of 30 km. I have witnessed many near misses on this road and I have phoned the police reporting this. The police response was that they do not have time or staff to police this road.

Would council please consider a solution to this problem? Perhaps a flashing speed sign, speed bumps, painting school zone on the road, change 12 avenue to a one way road or a police presence for a short time. Don't wait until a child is run over to address this problem.

Yours truly,

A handwritten signature in cursive script that reads "Ruby Lipscomb".

Ruby Lipscomb

Monday August 26, 2019.

Dear City Council,

We are tennis players in town who often use the Jackson courts.

We are wondering if it would be possible to have bench seats installed.

It would make the experience more comfortable and inviting to for the players.

Yours Truly,

Cathy Hay + Mike Osterhoff



5

To The Mayor
City of Salmon Arm
Box 40 Salmon Arm
BC
V1E 4N2

Daphne D King
Hillcrest House
2020-14th Ave SE
Salmon Arm
BC
V1E 0E7
28th August 2019

Dear Sir,

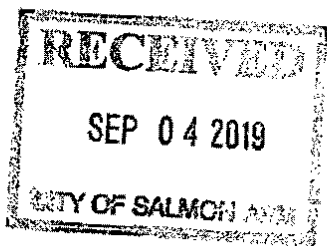
I recently arrived in Salmon Arm from Vancouver, where in IGA and Safeway (Sobeys) which you do NOT have here in Salmon Arm, we could recycle plastics. Plastic bags, wrapping from food bags and other plastics were recycled in Boxes that held a lot and then taken to be recycled.

I do not have a car (relying on the very good buses for transit). Would it be possible to have such collection boxes put into Askews, both uptown AND downtown and have a plastics collection and disposal system begun here in Salmon Arm.??

Plastics are one of the most DANGEROUS items on the planet as you know. Please consider this proposal.

Thank you
Sincerely

Daphne D King
Daphne D. King



6

Erin Jackson

From: noreply@civicplus.com
Sent: Thursday, August 29, 2019 2:47 PM
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 Mary

Last Name Howard

Address: 6231 Okanagan Ave NE

Return email address:

Subject: Bridle Path Needs in South Canoe = one gravel shoulder rather than 2 paved ones ?

Body Enclosed is an email thread between myself and Darin Gerow (Manager of Parks & Roads) - who was very helpful BTW. It was his recommendation that I contact council directly:

From: m & b Howard [mailto:howfore@gmail.com]
Sent: August-29-19 9:46 AM
To: Kirk Graham; Darin Gerow; Isabel Reinertson
Subject: Bridle Path for 60th Street

Hello Road Building Types,

I am a resident of South Canoe and watching with interest the road & system upgrades currently underway on 60th St and the various 10th Ave's. This is such a heavily used route given the logging & gravel trucks, cyclists, dog walkers, hikers, roller skiing , school kids, and horses that all regularly use it. I am guessing that by vehicle standards 60th Street is likely deemed a low volume road ?...but submit by non vehicular standards it is a very High Volume Road indeed!

My interest is not in the roadway itself, but rather what are the plans for "shoulder construction"? Specifically will there be creation or maintenance of a wide flat gravel area for horses to go up and down. e.g. what is the plan for a "Bridleway" ? South Canoe is home to the highest concentration of stables & horses in the district, with 60th Street being their primary corridor of mounted travel.



Horses are not designed for hard surfaces. They are shod with iron shoes which are exquisitely slippery on concrete or pavement. They are also flight animals - prone to sudden moves & changes of direction, which likely means falling down if done on a hard surface.

Also, placing a foot at an angle on a hard raised lip of pavement is going to give any horse owner "the vapours" in terms of tendon/ligament/bone injuries. This brings me back to the need for a properly prepared surface for horses - which will be wildly different from the needs of other users.

Has there been any thoughts given to creating a wide, paved, hard surface shoulder on one side of the road for foot and cycle traffic, with a wide, flat, gravel shoulder on the other side for horses? It would of course mean that at any given moment one is contravening the rule of moving with or against motorized traffic - but submit proper signs designating one shoulder/road side as Equestrian and the other side as non motorized could mitigate this issue?

I have cc'd Isabel Reinertson on this who is the lead of our South Canoe Trails Advisory and who is also an equestrian herself. If you wish for further input or avenues of communication on this topic - I am happy to help mobilized equestrians in the area for further discussion.

Thank you for your consideration of this matter.

Regards from

Mary Howard

6231 Okanagan Ave NE

On Aug 29, 2019, at 10:47 AM, Darin Gerow wrote:

Good Morning,

Thank you for your email addressing the concerns within South Canoe. The paving projects that we are currently completing are in conjunction with our 2019 Asphalt Paving Program. This program allows us to extend the lifespan of existing roadway infrastructure. Installation a 'bridelway' would classify as a capital upgrade, which does not fall within approved limits of the program.

I trust this information is sufficient, however if you should have any further questions please do not hesitate to contact myself.

Thank you,

Darin Gerow, ASCT | Manager of Roads & Parks

Box 40, 100 - 30 Street SE, Salmon Arm BC V1E 4N2 | P
250.803.4088 | F 250.803.4092
E dgerow@salmonarm.ca | W www.salmonarm.ca

From: m & b Howard [mailto:howfore@gmail.com]
Sent: August-29-19 11:12 AM
To: Darin Gerow Cc: Kirk Graharn; Isabel Reinertson; Rob
Niewenhuizen; Jennifer Wilson
Subject: Re: Bridle Path for 60th Street

Hello Darin,

Thanks for your prompt reply. I am not surprised that my query was likely going to be "too little - too late" - but wonder if the increased risks for equestrian use was ever given consideration? Would I be correct that the notion of "bridle path" does not regularly (if ever) come up in area roadway infrastructure planning? Just wondering how the equestrian community of South Canoe could have / should have been aware of the opportunity / process for raising the issue at all?

In the meantime, and more importantly - is there any way the difficulties to be faced by equestrians from district expansion of "the lifespan of existing roadway infrastructure" can be mitigated?

At this point, I am not suggesting increased budget spending or surface preparation - just consideration of re-arrangement of usual shoulder allocations to better accommodate non motorized users of all varieties.

Mary Howard

From: Darin Gerow
Subject: RE: Bridle Path for 60th Street
Date: August 29, 2019 at 12:54:30 PM PDT
To: m & b Howard
Cc: Kirk Graham , Isabel Reinertson , Rob Niewenhuizen ,
Jennifer Wilson

Hi Mary,

I would encourage a letter to Mayor Harrison and Council making them aware of the situation. They may decide to place a request into specific referrals for discussion at the budget approval meeting.

Thank you,
Darin Gerow, AScT

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.

Email not displaying correctly? [View it in your browser.](#)

Erin Jackson

From: noreply@civicplus.com
Sent: Thursday, August 29, 2019 9:54 PM
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 | Mark |
| Last Name | Gendron |
| Address: | 2641 21 St NE, Salmon Arm |
| Return email address: | |
| Subject: | Banning open burning (campfires) |

Body

Isn't it time for Salmon Arm to reconsider it's position on open burning? Here's what Penticton has to say on the subject:
(<https://www.penticton.ca/EN/main/departments/fire/burning-permits.html>)

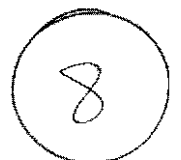
"Burning is only permitted with a permit. NO BURNING between April 15 to October 15.

Penticton, along with other Okanagan municipalities and regional districts, are working on ways to maintain and improve the valley's air quality. Using alternatives to open burning and using good burning practices are positive steps towards better air quality.

Open burning not only poses serious health risks to the people who are burning but also exposes their families, pets, neighbours and the surrounding community to the toxic chemicals found in smoke.

Open burning piles that get out of control can also be a fire risk and cause property damage."

As density increases in Salmon Arm wood smoke is becoming a nuisance creating problems for those whose neighbours are subjected to *frequent* campfires. Maybe time to consider helping to solve the problem of climate change and improving air quality in the city by banning open air burning.



Would you like a response: Yes

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Email not displaying correctly? [View it in your browser.](#)

From: Anne Morris
Date: August 29, 2019 at 13:25:14 PDT
To: Sylvia Lindgren
Subject: Please Vote "yes" to Resolution B154 at UBCM

Dear Sylvia Lindgren,

In September, local officials from across British Columbia will gather in Vancouver at the annual convention of the Union of BC Municipalities (UBCM). Every year at UBCM, officials like you vote on resolutions on important matters relating to local and provincial governance.

This year, there is a particularly important resolution being brought forward for consideration. The resolution, tabled by the Strathcona Regional District, calls upon the province to stop allocating water licenses for operations that would bottle BC groundwater for commercial sale or bulk export.

I am writing to ask you to please vote in favour of this resolution at the UBCM convention.

As you may be aware, British Columbia has had consecutive years of unseasonably dry weather. In 2015, 80% of watersheds in BC were in drought by August, and over half of them were "very dry" or "extremely dry." In the fall of 2017, 80% of watersheds were again in drought. And in 2018—the worst wildfire season on record in British Columbia—every single watershed was in drought during the late summer.

Climate models are predicting that drier, hotter summers are increasingly becoming the "new normal" in British Columbia. We need to ensure we manage our water to protect human needs and the ecosystems that we depend on. Water bottling for commercial sale and bulk export does not advance public interest: it benefits a very small cohort of for-profit interests.

Thousands of British Columbians signed a petition earlier this year declaring their support for this resolution (see: https://www.freshwateralliance.ca/owbc_stop_water_bottling_in_bc). I hope you will stand with me, and thousands of others, and be an important voice for safeguarding our shared waters.

Our water is our lifeblood and we must ensure we do all we can to protect it. We need to act now to ensure a healthy and plentiful water supply for us, our children and grandchildren.

The Resolution:

"WHEREAS water is an essential resource upon which all life, including all ecosystems and all local communities depend,

AND WHEREAS water is a public heritage and a public trust for present and future generations and access to water must not be compromised by commercial operations relating to commercial water bottling or commercial bulk water exports,

THEREFORE BE IT RESOLVED that the Premier of British Columbia and the Minister of



Forests, Lands, Natural Resource Operations and Rural Development be requested to immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers.”

I urge you to vote in favour of this important resolution.

Sincerely,
Anne Morris

From: Janice Derpak
Date: August 29, 2019 at 15:37:25 PDT
To: Sylvia Lindgren
Subject: Please Vote "yes" to Resolution B154 at UBCM

Dear Sylvia Lindgren,

In September, local officials from across British Columbia will gather in Vancouver at the annual convention of the Union of BC Municipalities (UBCM). Every year at UBCM, officials like you vote on resolutions on important matters relating to local and provincial governance.

This year, there is a particularly important resolution being brought forward for consideration. The resolution, tabled by the Strathcona Regional District, calls upon the province to stop allocating water licenses for operations that would bottle BC groundwater for commercial sale or bulk export.

I am writing to ask you to please vote in favour of this resolution at the UBCM convention.

As you may be aware, British Columbia has had consecutive years of unseasonably dry weather. In 2015, 80% of watersheds in BC were in drought by August, and over half of them were “very dry” or “extremely dry.” In the fall of 2017, 80% of watersheds were again in drought. And in 2018—the worst wildfire season on record in British Columbia—every single watershed was in drought during the late summer.

Climate models are predicting that drier, hotter summers are increasingly becoming the “new normal” in British Columbia. We need to ensure we manage our water to protect human needs and the ecosystems that we depend on. Water bottling for commercial sale and bulk export does not advance public interest: it benefits a very small cohort of for-profit interests.

Thousands of British Columbians signed a petition earlier this year declaring their support for this resolution (see: https://www.freshwateralliance.ca/owbc_stop_water_bottling_in_bc). I hope you will stand with me, and thousands of others, and be an important voice for safeguarding our shared waters.

Our water is our lifeblood and we must ensure we do all we can to protect it. We need to act now to ensure a healthy and plentiful water supply for us, our children and grandchildren.

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10

Forests, Lands, Natural Resource Operations and Rural Development be requested to immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers.”

I urge you to vote in favour of this important resolution.

Sincerely,
Janice Derpak

Erin Jackson

From: Sylvia Lindgren
Sent: Monday, September 02, 2019 7:40 PM
To: Erin Jackson
Subject: Fwd: Please Vote "yes" to Resolution B154 at UBCM

Begin forwarded message:

From: Kay Braby
Date: September 2, 2019 at 16:14:59 PDT
To: Sylvia Lindgren <slindgren@salmonarm.ca>
Subject: Please Vote "yes" to Resolution B154 at UBCM

Dear Sylvia Lindgren,

In September, local officials from across British Columbia will gather in Vancouver at the annual convention of the Union of BC Municipalities (UBCM). Every year at UBCM, officials like you vote on resolutions on important matters relating to local and provincial governance.

This year, there is a particularly important resolution being brought forward for consideration. The resolution, tabled by the Strathcona Regional District, calls upon the province to stop allocating water licenses for operations that would bottle BC groundwater for commercial sale or bulk export.

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I urge you to vote in favour of this important resolution.

Sincerely,
Kay Braby

Erin Jackson

Subject: FW: Please Vote "yes" to Resolution B154 at UBCM

From: Barry Rustad
Date: August 30, 2019 at 16:44:56 PDT
To: Sylvia Lindgren <slindgren@salmonarm.ca>
Subject: Please Vote "yes" to Resolution B154 at UBCM

Dear Sylvia Lindgren,

In September, local officials from across British Columbia will gather in Vancouver at the annual convention of the Union of BC Municipalities (UBCM). Every year at UBCM, officials like you vote on resolutions on important matters relating to local and provincial governance.

This year, there is a particularly important resolution being brought forward for consideration. The resolution, tabled by the Strathcona Regional District, calls upon the province to stop allocating water licenses for operations that would bottle BC groundwater for commercial sale or bulk export.

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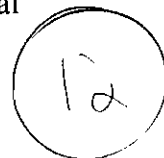
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I urge you to vote in favour of this important resolution.

Sincerely,
Barry Rustad

Erin Jackson

From: Sylvia Lindgren
Sent: Sunday, September 01, 2019 1:49 PM
To: Erin Jackson
Subject: Fwd: Please Vote "yes" to Resolution B154 at UBCM

Begin forwarded message:

From: Dale Townsend
Date: August 31, 2019 at 12:41:19 PDT
To: Sylvia Lindgren <slindgren@salmonarm.ca>
Subject: Please Vote "yes" to Resolution B154 at UBCM

Dear Sylvia Lindgren,

At \$2.25 for a million litres of our water, we can probably do without the contribution to our collective good from Nestles, a foreign corporation. I have read and support the following statement. Please consider it.

In September, local officials from across British Columbia will gather in Vancouver at the annual convention of the Union of BC Municipalities (UBCM). Every year at UBCM, officials like you vote on resolutions on important matters relating to local and provincial governance.

This year, there is a particularly important resolution being brought forward for consideration. The resolution, tabled by the Strathcona Regional District, calls upon the province to stop allocating water licenses for operations that would bottle BC groundwater for commercial sale or bulk export.

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I urge you to vote in favour of this important resolution.

Sincerely,
Dale Townsend

Erin Jackson

From: Sylvia Lindgren
Sent: Monday, September 02, 2019 7:51 AM
To: Erin Jackson
Subject: Fwd: Please Vote "yes" to Resolution B154 at UBCM

Begin forwarded message:

From: Jacqueline Kral
Date: September 2, 2019 at 07:42:48 PDT
To: Sylvia Lindgren <slindgren@salmonarm.ca>
Subject: Please Vote "yes" to Resolution B154 at UBCM

Dear Sylvia Lindgren,

In September, local officials from across British Columbia will gather in Vancouver at the annual convention of the Union of BC Municipalities (UBCM). Every year at UBCM, officials like you vote on resolutions on important matters relating to local and provincial governance.

This year, there is a particularly important resolution being brought forward for consideration. The resolution, tabled by the Strathcona Regional District, calls upon the province to stop allocating water licenses for operations that would bottle BC groundwater for commercial sale or bulk export.

I am writing to ask you to please vote in favour of this resolution at the UBCM convention.

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I urge you to vote in favour of this important resolution.

Sincerely,
Jacqueline Kral

Erin Jackson

From: Sylvia Lindgren
Sent: Tuesday, September 03, 2019 4:02 PM
To: Erin Jackson
Subject: Fwd: Please Vote "yes" to Resolution B154 at UBCM

Begin forwarded message:

From: Joyce Jack
Subject: Please Vote "yes" to Resolution B154 at UBCM
Date: September 3, 2019 at 1:00:58 PM PDT
To: Sylvia Lindgren <slindgren@salmonarm.ca>

Dear Sylvia Lindgren,

In September, local officials from across British Columbia will gather in Vancouver at the annual convention of the Union of BC Municipalities (UBCM). Every year at UBCM, officials like you vote on resolutions on important matters relating to local and provincial governance.

This year, there is a particularly important resolution being brought forward for consideration. The resolution, tabled by the Strathcona Regional District, calls upon the province to stop allocating water licenses for operations that would bottle BC groundwater for commercial sale or bulk export.

I am writing to ask you to please vote in favour of this resolution at the UBCM convention.

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I urge you to vote in favour of this important resolution.

Sincerely,
Joyce Jack



Mayor Alan Hamison
and Council



Sunday, September 22



St. John the Evangelist



Come celebrate the 40th Anniversary
of the construction of the present Church.
10:00 a.m a service of Thanksgiving to
to be followed by a reception and lunch.



2019 marks the 112 year history in Salmon Arm and area.



RSVP
St. John the Evangelist
170 Shuswap St. SE
Salmon Arm BC V1E 4H7



or 250-832-8320

ST JOHN THE EVANGELIST ,SALMON ARM

One hundred and twelve years ago in 1907 our first Anglican church was built on land in Salmon Arm given by Mr. Henry Charles Fraser . Volunteers cut logs in the bush in the winter of 1906 and then hauled them to Brayden & Johnston Mills to be sawn into boards. The construction contract was let to Jackson & Parker . The new Gothic style church building (no hall) was ready for use in six weeks and the first Service was held by the Vicar of Enderby on Trinity Sunday 1907.

Now in 2019, we are gathering together to recognise the 40th year of the present larger church building with a basement hall built on the same /original property as the first church building.

Both churches were built after sufficient funds and pledges had been secured to cover the costs. Many individuals helped in this way. The contractors for both buildings led the construction process but were willing to allow parishioners to work along side their people so that construction / finishing costs could be minimised through volunteer labour.

As the original church was soon considered to be too small and costly to heat , talks about a larger replacement building seem to have been going on since 1912. Years went by. 1979 proved to be the year for final decision making and movement on this idea. This time the construction contract was let to W.H.Laird Construction Ltd with plans to include a lower hall for activities , running water , plumbing and better heating.

The old wooden church was deconsecrated in May and the new building was started shortly after the remains were hauled away to be burned. The first Service was held on December 16 ,the third Sunday in Advent 1979.

Apart from all the savings made possible by the contractors and many volunteers, the greatest benefit was the joy and fellowship that came from working together for the Lord.

Consecration of the new church building was held on September 8th 1979 -the 77th Anniversary of the Consecration of the original church.

To paraphrase a quote by Father Don Malins, the Incumbent during the entire planning and construction period, "a new church is a wonderful thing to have. We have to remember that it is only a meeting place where people of all ages come to worship, study and work together before being sent out in to the world to be apostles of our Lord"

We invite you to gather with us as we mark the 40th year of this present building and observe our "Back -to-Church and Bring-a - Friend Sunday.

You'll find us at 170 Shuswap St SE, Salmon Arm.

Our Worship Service starts at 10:00am

A light lunch will follow where we can enjoy each others company as we share memories and anecdotes about the stresses and joys of building St John the Evangelist Anglican Church.

Submitted by Brenda Garren

DOWNTOWN
SALMON ARM

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

August 28, 2019

To Mayor and Council

RE: Downtown Farmer's Market extension

The Downtown Farmer's Market 1st year has proven to be a success and very well attended.

Our original last date for it was set to be October 5. Due to consumer demand and popularity of our vendors, we'd like to extend it to December 14. This extension date does not conflict with any other events/activities scheduled for the Plaza.

The Market has become a popular destination on Saturday mornings and we are pleased to offer this into the late Fall and early Winter.

Thank you for your continued support for the Farmer's Market and downtown events.

Respectfully

Lindsay Wong
Manager

cc. Serena Caner, Shuswap Food Action Society

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



From: Blacklock, Susan (EA) [<mailto:Susan.BlacklockEA@interiorhealth.ca>] **On Behalf Of** Brown, Susan (CEO)
Sent: Thursday, August 29, 2019 3:19 PM
Subject: Invitation to meet with IH CEO during UBCM

Good afternoon,

The relationships we have with municipalities across our region are important to Interior Health. We share a commitment to residents and our communities, and to working with you to deliver quality health services and health promotion initiatives.

During the Union of British Columbia Municipalities (UBCM) Convention week (September 23-27), Interior Health has reserved a meeting space on Wednesday, September 25, from 9:00 am to 3:00 pm. I am committed to building on relationships with our local elected officials and am available to meet with you on this date to discuss questions that you may have about the services in your community.

Interior Health is booked in MacKenzie Room 1 located on the Concourse Level of the Fairmont Waterfront Hotel. Below is a schedule of time slots that are available. Please connect with my Executive Assistant, Susan Blacklock, to book your meeting time. Her email address is Susan.BlacklockEA@interiorhealth.ca or she can be reached at 250-469-7070 Ext 12802. While these meetings are meant to be informal, please let Susan know if you have specific issues you want addressed at the meeting.

| | | | |
|---------------|---------------|---------------|---------------|
| 9:00 - 9:30 | 9:30 - 10:00 | 10:00 - 10:30 | 10:30 - 11:00 |
| 11:00 - 11:30 | 11:30 - 12:00 | 1:00 - 1:30 | 1:30 - 2:00 |
| 2:00 - 2:30 | 2:30 - 3:00 | | |

Your RSVP is appreciated no later than *Friday, September 13*. I look forward to meeting with you.

Regards,

Susan

Susan Brown • President & CEO • Interior Health Authority
Corporate Administration • 5th Floor - 505 Doyle Ave, Kelowna BC V1Y 0C5
Office: 250.469.7070 Extension 12802



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From: Jannie Bédard Guillemette [jannie.guillemette@sopf-cidphn.gc.ca]
Sent: Wednesday, September 04, 2019 2:09 PM
To: Jannie Bédard Guillemette (r)
Subject: UBCM Convention – Invitation for the Trade Show - September 25 & 26, 2019

Dear Mayor and Council,

I am writing today on behalf of the Administrator of the **Railway Accidents Involving Designated Goods** to invite you to visit our booth #903 at the Union of BC Municipalities Tradeshow on September 25 and 26, 2019 at the Vancouver Convention Centre.

This federal Fund, managed by an independent Administrator, compensates damages to victims of a major crude-by-rail accident. Compensation starts after railway companies have paid up to the amount of their minimum insurance requirement. The Fund was created following the derailment in Lac-Mégantic, which highlighted the need to strengthen the liability and compensation regime for railway companies in Canada.

Why should you visit our booth #903?

1. Discover how we are developing a compensation process that works in the event of a crude-by-rail accident
2. Learn more about the compensation available for victims, such as:
 - a. clean-up costs
 - b. preventive measures taken
 - c. property damage
 - d. economic loss
 - e. personal injury
 - f. environment damage
 - g. loss of subsistence living
 - h. loss of fishing, hunting and gathering opportunities for Indigenous peoples
3. Explore various ways to provide your community relevant information and evaluate further engagement opportunities, i.e. participation at your events, publications, webinar, etc.

If you can't visit our booth (#903), but would like to set up a meeting at the Vancouver Convention Centre, we have additional availability on the:

- Afternoon of Tuesday, September 24
- Afternoon of Thursday, September 26

We will also be attending several receptions, so we could set up an informal meeting at during those receptions, including at the:

- Tools, Resources & Funding session (Monday)
- Welcome Reception (Tuesday)
- Trade Show reception (Wednesday)
- Annual Banquet (Thursday)

For more information about the Fund, you can visit our website and follow us on our social media account:

- Website: <http://fraidg.gc.ca/>
 - Annual report 2018-2019: http://fraidg.gc.ca/wp-content/uploads/2019/08/39-005%20B_RapportAnnuelFRAIDG_FR_web.pdf
- LinkedIn: <https://www.linkedin.com/company/fraidg-ciafimd>
- Twitter: https://twitter.com/fraidg_ciafimd

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We look forward to the opportunity to meet with you.

Thank you for your time and consideration!
Sincerely,

Jannie Bédard Guillemette, M.A.

Communications & Stakeholder Engagement Officer | Agente de communication et d'engagement avec les intervenants
Office of the Administrator of the Fund for Railway Accidents Involving Designated Goods | Bureau de l'Administratrice de la Caisse
d'indemnisation pour les accidents ferroviaires impliquant des marchandises désignées
E: Jannie.Guillemette@fraidg-ciafimd.gc.ca | www.fraidg-ciafimd.gc.ca

Office of the Administrator of the Ship-source Oil Pollution Fund | Bureau de l'Administratrice de la Caisse d'indemnisation des
dommages dus à la pollution par les hydrocarbures causée par les navires
E: jannie.guillemette@sopf-cidphn.gc.ca | www.sopf-cidphn.gc.ca
T: 1-613-990-8666 | A: 830-180 Kent Street, Ottawa, ON, K1A 0N5



August 22, 2019

Honourable Rob Fleming
Minister of Education
Room 124 Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Fleming,

I write to you today to appeal for increased provincial support for public libraries, particularly in light of the on-going freeze to library funding.

Libraries are one of the cornerstones of our community – they provide spaces for life-long learning and social connection, with services for toddlers, seniors, and everyone in between. As we work to transform North Vancouver into a compact, highly livable city, access to public spaces with robust programming will become all the more important for our residents.

Our city's population has grown by almost 10 per cent over the past five years, but the provincial grants to the North Vancouver City Library have decreased by 12.6% over that same period. I urge your government to commit to a model of predictable funding for libraries, a model that reflects the value these institutions have in communities across the province.

At the July 8, 2019 meeting of City Council, our Council in the City of North Vancouver unanimously adopted the following resolution:

"THAT the correspondence from Stephen Smith, Library Board Chair, North Vancouver City Library, dated June 24, 2019, regarding "Provincial Support for Public Libraries", be received with thanks;

WHEREAS public libraries require continuous and increasing investment to provide opportunities for life-long learning, build community and increase equity and social inclusion;

WHEREAS restoring funding to public libraries supports the BC Government's agenda to eliminate poverty, improve access to education and address social justice in BC;

AND WHEREAS provincial funding for public libraries has remained unchanged since 2009 while costs to deliver services and public demand for library services have increased, demonstrating a regressive approach of shifting costs to municipal property tax payers;

THEREFORE BE IT RESOLVED THAT the Mayor, on behalf of Council, write a letter to Minister Fleming asking that the BC Government restore library funding to a minimum of \$20 million annually to reflect inflationary and population increases and recommit to a progressive funding approach, considering the role of public libraries in achieving the goals of the Province and our communities, with a copy forwarded to Union of British Columbia Municipalities (UBCM) and UBCM member municipalities;

AND BE IT FURTHER RESOLVED THAT Council support the resolutions appealing for increased provincial funding for public libraries at the upcoming UBCM meeting.”

I will continue to advocate for this issue throughout our upcoming meetings with representatives from the provincial government at UBCM, and look forward to your response on the matter.

Best Regards,

A handwritten signature in cursive script that reads "Linda C. Buchanan".

Linda Buchanan
Mayor

From: Jessie Christophersen
Sent: Wednesday, August 21, 2019 2:59 PM
Subject: PROCLAMATION REQUEST - Waste Reduction Week 2019

Hi there,

Proclaim Your Support for Waste Reduction Week in Canada!

Each year the [Recycling Council of British Columbia](#) (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in British Columbia to officially declare October 21st through 27th, 2019 as Waste Reduction Week in their respective communities.

[Waste Reduction Week in Canada](#) is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 21st – 27th, 2019 as National Waste Reduction Week in Canada and lending your support!

I have attached a sample Municipal Proclamation in PDF and in Publisher form for your convenience. Of course, you are free to use your own Proclamation format, too.

Completed Proclamations can be emailed, faxed or mailed as per the contact information below. Thanks for your continued support of this important event!

Regards,
Jessie
Jessie Christophersen
Information Services Assistant
Recycling Council of British Columbia
#10 – 119 W. Pender Street, Van., BC V6B 1S5
E: jessie@rcbc.ca
W: www.rcbc.ca
Fax: (604)683-7255
T: (604) 683-6009 ext. 317

Download the BC Recyclepedia app:



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City of Salmon Arm

500 - 2 Avenue NE

Mailing Address: Box 40

Salmon Arm, BC V1E 4N2

Tel: 250.803.4000 Fax: 250.803.4041

www.salmonarm.ca



Salmon Arm

August 21, 2019

Recycling Council of British Columbia
#10-119 W. Pender Street
Vancouver, BC V6B 1S5

Dear Ms. Christophersen:

Re: Proclamation for Waste Reduction Week in Canada

We are in receipt of your email dated August 21, 2019, requesting a proclamation for Waste Reduction Week in Canada for October 21st through 27th, 2019.

Your email will be included in the Informational Correspondence section of the September 9, 2019 Regular Council Agenda. Salmon Arm Council, at their Regular Meeting of June 23, 1998, resolved to discontinue issuance of proclamations.

On behalf of Council of the City of Salmon Arm, we do understand the importance reducing waste and have made many recent steps throughout the City of Salmon Arm to reduce waste.

Regards,

A handwritten signature in blue ink, appearing to read "Erin Jackson".

Erin Jackson
Director of Corporate Services

:cs

District of Saanich
Legislative Services
770 Vernon Ave.
Victoria BC V8X 2W7

t. 250-475-1775
f. 250-475-5440
saanich.ca



File: 1300-50

August 15, 2019

Arjun Singh, President
Union of BC Municipalities
Suite 60 10551 Shellbridge Way
Richmond BC V6X 2W9

Dear Mr. Singh:

Re: CLEAN UP OF NEEDLES AND OTHER HARM REDUCTION PARAPHERNALIA

This letter will confirm that Saanich Council, at their meeting on August 12, 2019, made the following resolution:

"That:

WHEREAS the low barrier distribution of harm reduction supplies including syringes and other safe injection supplies in communities across BC poses a significant safety and cleanliness concern;

AND WHEREAS local governments businesses and residents are bearing the escalating costs of cleaning up the needles and drug paraphernalia in public spaces;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request ongoing Provincial funding to local governments to cover the costs of cleaning up needles and drug paraphernalia in their communities."

An excerpt of the minutes is attached for your reference.

Sincerely,


Angila Bains, B.A., CMC
Manager, Legislative Services

/s/

Attach.

cc: Mayor and Council
All Municipalities



1300-50
Clean up of
Needles and Harm
Reduction
Paraphernalia

**CLEAN UP OF NEEDLES AND OTHER HARM REDUCTION
PARAPHERNALIA**

Notice of Motion from Mayor Haynes from the July 15, 2019 Council meeting that:

WHEREAS the low barrier distribution of harm reduction supplies including syringes and other safe injection supplies in communities across BC poses a significant safety and cleanliness concern;

AND WHEREAS local governments businesses and residents are bearing the escalating costs of cleaning up the needles and drug paraphernalia in public spaces;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request ongoing Provincial funding to local governments to cover the costs of cleaning up needles and drug paraphernalia it their communities.

MOVED by Councillor Harper and Seconded by Councillor Plant: "That:

WHEREAS the low barrier distribution of harm reduction supplies including syringes and other safe injection supplies in communities across BC poses a significant safety and cleanliness concern;

AND WHEREAS local governments businesses and residents are bearing the escalating costs of cleaning up the needles and drug paraphernalia in public spaces;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request ongoing Provincial funding to local governments to cover the costs of cleaning up needles and drug paraphernalia it their communities."

Council discussion ensued with the following comments:

- The clean-up of harm reduction supplies affects municipal budgets therefore it is appropriate to request that the Province provides ongoing funding.

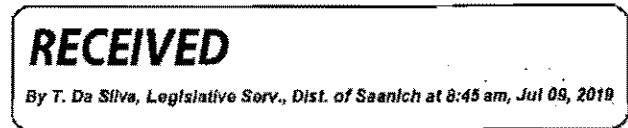
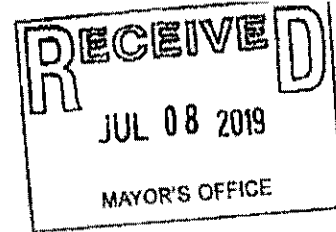
The Motion was then Put and CARRIED



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

| | | |
|---------------------------------------|-------------------------------------|--------|
| POST TO | UBCM | POSTED |
| COPY TO _____ | | |
| INFORMATION | <input checked="" type="checkbox"/> | |
| REPLY TO WRITER | <input type="checkbox"/> | |
| COPY RESPONSE TO LEGISLATIVE DIVISION | | |
| REPORT | <input type="checkbox"/> | |
| FOR _____ | | |
| ACKNOWLEDGED: _____ | | |



July 2, 2019

Mayor and Council
District of Saanich
770 Vernon Avenue
Saanich, BC V8X 2W7

Dear Mayor Haynes and Members of Council,

At the City of Prince George regular Council meeting held June 24, 2019, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Proceeds of Crime; and Clean-Up of Needles and Other Harm Reduction Paraphernalia. The following resolutions were approved for submission to the UBCM for consideration at the 2019 Convention.

1. Proceeds of Crime

WHEREAS the provision of police services places a significant financial burden on local government;

AND WHEREAS the Civil Forfeiture Crime Prevention and Crime Remediation Grant Program funds community crime reduction and crime prevention activities, but does not address local government policing costs, including expenditures related to investigations and police work that result in seizures of proceeds of crime;

THEREFORE BE IT RESOLVED that the Province share seizures of proceeds of crime with local governments to help address protective services costs.

2. Clean-Up of Needles and Other Harm Reduction Paraphernalia

WHEREAS the low barrier distribution of harm reduction supplies, including syringes and other safe injection supplies, in communities across BC poses a significant safety and cleanliness concern;

AND WHEREAS local governments, businesses and residents are bearing the escalating cost of cleaning up needles and drug paraphernalia in public spaces;



THEREFORE BE IT RESOLVED that UBCM request ongoing provincial funding to local governments to cover the cost of cleaning up needles and drug paraphernalia in their communities.

On behalf of Prince George City Council, your support of these resolutions at the 2019 UBCM Convention is appreciated.

If you have any questions or would like more information please feel free to contact my office at MayorAdmin@princegeorge.ca or 250-561-7691.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lyn Hall', written in a cursive style.

Mayor Lyn Hall
City of Prince George



District of Saanich
Legislative Services
770 Vernon Ave.
Victoria BC V8X 2W7

t. 250-475-1775
f. 250-475-5440
saanich.ca



File: 1300-50

August 15, 2019

Arjun Singh, President
Union of BC Municipalities
Suite 60 10551 Shellbridge Way
Richmond BC V6X 2W9

Dear Mr. Singh:

Re: PROCEEDS OF CRIME

This letter will confirm that Saanich Council, at their meeting on August 12, 2019, made the following resolution:

"That:

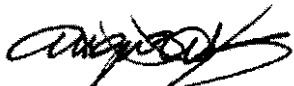
WHEREAS the provision of police services places a significant financial burden on local government;

AND WHEREAS the civil forfeiture crime prevention and crime remediation grant program funds community crime reduction and crime prevention activities but does not address local government policing costs including expenditures related to investigations and police work that results in seizures in proceeds of crime;

THEREFORE BE IT RESOLVED that the Province share seizures of proceeds of crime with local governments to help address protective services costs."

An excerpt of the minutes is attached for your reference.

Sincerely,


Angila Bains, B.A., CMC
Manager, Legislative Services

/sl

Attach.

cc: Mayor and Council
All Municipalities

1300-50
Seizure of
Proceeds of Crime

PROCEEDS OF CRIME

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MOVED by Councillor Harper and Seconded by Councillor Plant: "That:

WHEREAS the provision of police services places a significant financial burden on local government;

AND WHEREAS the civil forfeiture crime prevention and crime remediation grant program funds community crime reduction and crime prevention activities but does not address local government policing costs including expenditures related to investigations and police work that results in seizures in proceeds of crime;

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Council discussion ensued with the following comments:

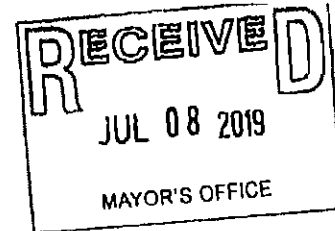
- Mayor Haynes will speak to the item on behalf of the municipality and the Saanich Police Board at the Union of British Columbia Municipalities meeting.

The Motion was then Put and CARRIED


OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
 p: 250.561.7600 | www.princegeorge.ca

| | | |
|---------------------------------------|-------------------------------------|--------|
| POST TO | UBCM | POSTED |
| COPY TO | | |
| INFORMATION | <input checked="" type="checkbox"/> | |
| REPLY TO WRITER | <input type="checkbox"/> | |
| COPY RESPONSE TO LEGISLATIVE DIVISION | | |
| REPORT | <input type="checkbox"/> | |
| FOR | | |
| ACKNOWLEDGED | | |



July 2, 2019

Mayor and Council
 District of Saanich
 770 Vernon Avenue
 Saanich, BC V8X 2W7

RECEIVED

By T. Da Silva, Legislative Serv., Dist. of Saanich at 8:45 am, Jul 09, 2019

Dear Mayor Haynes and Members of Council,

At the City of Prince George regular Council meeting held June 24, 2019, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Proceeds of Crime; and Clean-Up of Needles and Other Harm Reduction Paraphernalia. The following resolutions were approved for submission to the UBCM for consideration at the 2019 Convention.

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2. Clean-Up of Needles and Other Harm Reduction Paraphernalia

WHEREAS the low barrier distribution of harm reduction supplies, including syringes and other safe injection supplies, in communities across BC poses a significant safety and cleanliness concern;

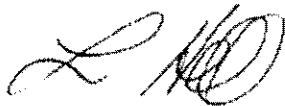
AND WHEREAS local governments, businesses and residents are bearing the escalating cost of cleaning up needles and drug paraphernalia in public spaces;

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On behalf of Prince George City Council, your support of these resolutions at the 2019 UBCM Convention is appreciated.

If you have any questions or would like more information please feel free to contact my office at MayorAdmin@princegeorge.ca or 250-561-7691.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lyn Hall', written in a cursive style.

Mayor Lyn Hall
City of Prince George



From: OSA COMMS HLTH:EX [mailto:OSA.COMMS@gov.bc.ca]
Sent: Friday, August 30, 2019 9:22 AM
To: OSA COMMS HLTH:EX
Subject: OSA Research Rounds - August 30, 2019

Welcome to the OSA's Research Rounds. We seek to both educate and inspire in this monthly compendium of research, publications, commentary and events about seniors in British Columbia and beyond. Please feel welcome to email us feedback and items to share.

Research Rounds



OFFICE OF THE
SENIORS ADVOCATE

Published August 30, 2019

BRITISH COLUMBIA

[Healthy aging through education](#)
UBC Faculty of Medicine

This article describes the ongoing importance of education in caring for seniors for both the medical profession and family caregivers, as well as the work being done in this regard at the UBC Faculty of Medicine.

[The benefits of and barriers to using a social robot PARO in care settings: a scoping review](#)
BMC Geriatrics

Although there are a growing demand and interest in using social robots in a variety of care settings to support dementia care, little is known about the impacts of the robotics and their application in care settings. This article reviews 29 other papers on the subject and concludes that future research must focus more on the needs of the patient population.

[Upregulation of MIF as a defense mechanism and a biomarker of Alzheimer's disease](#)
Alzheimer's Research & Therapy

This article presents evidence of a link between macrophage migration inhibitory factor (MIF), a protein that also protects the brain from stroke damage, and Alzheimer's disease. These findings suggest that MIF may serve as a defense mechanism to compensate for declined cognitive function in Alzheimer's disease and an increased MIF level could be a potential Alzheimer's biomarker.

24

CANADA

[Let's Get Real about Person- and Family Centred Geriatric Home Care: A Realist Synthesis](#) Canadian Journal on Aging

This study investigated the complex mechanisms underlying team-based delivery of person- and family-centred care (PFCC) in geriatric home care. Its findings could inform improvements to PFCC education, best practice guidelines, and more integrated delivery of PFCC in geriatric home care and other team-based care environments.

[Public Inquiry into the Safety and Security of Residents in the Long-Term Care Homes System](#) The Honourable Eileen E. Gillese, Commissioner

This report, commissioned by the province of Ontario in response to the crimes of long-term care nurse Elizabeth Wettlaufer, provides a series of recommendations aimed at improving Ontario's long-term care system generally and at preventing crimes similar to Wettlaufer's from being perpetrated again.

[Civic participation of older adults: Beyond volunteering](#) McMaster University

Civic participation can help people keep a healthy, active and engaged life. These benefits can help older adults to build relationships, reduce loneliness and social isolation, and improve their health and quality of life. McMaster University's Optimal Aging Portal has collected a series of resources on the topic, including suggestions on ways for older adults to become involved in their communities and research regarding the most effective ways to assist older adults with their social needs.

[Ensuring Canada's first dementia strategy is not shelved and forgotten](#) CMAJ

This editorial discusses some of the strengths and weaknesses of Canada's recently released national dementia strategy, as well as the authors' thoughts on what future commitments will be required in order to ensure that the strategy comes to fruition.

INTERNATIONAL

[Interventions to Reduce Ageism Against Older Adults: A Systematic Review and Meta-Analysis](#) AJPH

Research has found a strong link between ageism, in the form of negative stereotypes, prejudice, and discrimination toward older people, and risks to their physical and mental

health, but relatively little is known about the effectiveness of strategies to reduce ageism. This article seeks to assess the relative effects of 3 intervention types designed to reduce ageism among youth and adults.

[Smartwatches Can Detect Walker and Cane Use in Older Adults](#)

Innovation in Aging

Assistive devices such as walkers or canes are commonly prescribed to reduce older adults' fall risk. However, older adults may not consistently use their assistive device, and measuring adherence can be challenging due to self-report bias or cognitive deficits. The study sought to determine if "smart" devices could be used to detect whether an older adult was walking with an assistive device, and found that smartwatch classifiers could accurately detect assistive device use, but smartphone classifiers performed poorly.

[Potential Harms of Marijuana Use Among Older Adults](#)

Public Policy & Aging Report

This paper summarizes research on the potential risks and harms associated with marijuana use among the 50+ age group, focusing on cooccurring substance use/misuse and comorbid psychiatric disorders, the risks of driving under the influence (DUI), and injuries.

[The Cognitive Daisy – A novel method for recognising the cognitive status of older adults in residential care: Innovative Practice](#)

Dementia (London)

This paper introduces the Cognitive Daisy, an assessment system created to provide healthcare staff with an instant snapshot of the cognitive status of older adults in residential care. The results of the study provide evidence for the practicality and efficacy of the Cognitive Daisy protocol.

[Assessing Quality for People Living with Dementia in Residential Long-Term Care: Trends and Challenges](#)

Gerontology and Geriatric Medicine

In this article, two complementary approaches to assessing quality in residential long-term care serve are examined. The authors conclude that an opportunity exists to strengthen the emphasis on personally meaning-focused outcomes in quality assessment.

[Quality of life of older persons in nursing homes after the implementation of a knowledge-based palliative care intervention](#)

Age and Ageing

This study aims to evaluate whether a palliative care intervention had any influence on the perceived quality of life of older persons. It concludes that the palliative care approach of the

tested intervention prevented unnecessary quality of life decline by supporting sensory abilities, autonomy and social participation among older persons in nursing homes.

- END-

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