



AGENDA

Regular Council Meeting

Tuesday, October 9, 2018

1:30 p.m.

[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.	PRESENTATIONS / DELEGATIONS
3 – 4	1.	Berry Delaney and Brand Leadership Team – Branding Presentation
5 – 8	2.	Paul Demenok, Director, Area C CSRD – Shuswap Watershed Council Interim Program Review
	6.	CONFIRMATION OF MINUTES
9 – 18	1.	Regular Council Meeting Minutes of September 24, 2018
	7.	COMMITTEE REPORTS
19 – 24	1.	Development and Planning Services Committee Meeting Minutes of October 1, 2018
25 – 32	2.	Downtown Parking Commission Meeting Minutes of September 18, 2018
33 – 36	3.	Shuswap Regional Airport Operations Committee Meeting Minutes of September 19, 2018
37 – 40	4.	Housing Task Force Meeting Minutes of September 24, 2018
41 – 44	5.	Community Heritage Commission Meeting Minutes of May 18, 2018
45 – 48	6.	Community Heritage Commission Meeting Minutes of June 15, 2018
49 – 52	7.	Community Heritage Commission Meeting Minutes of September 21, 2018

- 53 – 60 1. City of Salmon Arm Permissive Tax Exemption Bylaw No. 4279 – First, Second and Third Readings
 - 61 – 98 2. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4284 [OCP4000-36; Dionne, E.; 2591 – 26 Street NE; Low Density Residential to Medium Density Residential] – First Reading
 - 99 – 102 3. City of Salmon Arm Zoning Amendment Bylaw No. 4285 [ZON-1130; Dionne, E.; 2591 – 26 Street NE; R-1 to R-4] – First Reading
 - 103 – 130 4. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4286 [OPC-4000-37; 1160595 BC Ltd.; 2690 Okanagan Avenue SE; Institutional to Neighbourhood Commercial] – First Reading
 - 131 – 136 5. City of Salmon Arm Zoning Amendment Bylaw No. 4287 [ZON-1133; 1160595 BC Ltd.; 2690 Okanagan Avenue SE; P-3 to CD-19] – First Reading
 - 137 – 150 6. City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4288 – First, Second and Third Readings
 9. **RECONSIDERATION OF BYLAWS**
 - 151- 192 1. City of Salmon Arm Cemetery Management Bylaw No. 4280 – Final Reading
 10. **CORRESPONDENCE**
 - 193 – 194 1. Informational Correspondence
 - 195 -202 2. W. Dowd, Railway Safety Inspector, Transport Canada – letter dated September 20, 2018 – Signal Inspection
 11. **STAFF REPORTS**
 - 203- 206 1. Director of Corporate Services – Contribution Agreement for Shaw Centre Arena
 - 207 – 208 2. Fire Chief – Used Rescue Truck Purchase
 - 209 – 210 3. Director of Engineering and Public Works - Snow Blade Purchase for Unit #02 – 2018 Kubota M6-101 Tractor
 - 211 – 214 4. Director of Engineering and Public Works - BC Hydro Payment for Hudson Ave NE Revitalization Project
 - 215 – 218 5. Director of Engineering and Public Works – Project Award – Canoe Pump House - SCADA System PLC Upgrade
 12. **NEW BUSINESS**
 13. **COUNCIL STATEMENTS**
 14. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
 - 219 – 224 1. Board in Brief – September, 2018
 15. **SALMON ARM SECONDARY YOUTH COUNCIL**

- 16. NOTICE OF MOTION
- 17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS
- 18. OTHER BUSINESS

7:00 p.m.

Page #	Item #	Description
	19.	DISCLOSURE OF INTEREST
	20	SPECIAL PRESENTATIONS
225 - 226	1.	Salmon Arm Hornets, Pee wee A Team - 2018 Provincial Champions
227 - 228	2.	B.C. Youth Soccer Girls Provincial B Cup Champions
	21.	HEARINGS
	22.	STATUTORY PUBLIC HEARINGS
229 - 240	1.	Zoning Amendment Application No. ZON-1131; Salmon Arm Shopping Centres Ltd./Green Emerald Investments Inc.; 1511 10 Avenue SW; R-1 to C-3
241 - 252	2.	Zoning Amendment Application No. ZON-1132; Fennell, L.; 110 2 Street SE; R1 to R-8
	23.	RECONSIDERATION OF BYLAWS
253 - 256	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4282 [ZON-1131; Salmon Arm Shopping Centres Ltd./Green Emerald Investments Inc.; 1511 10 Avenue SW; R-1 to C-3] - Third Reading
257 - 260	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4283 [ZON-1132; Fennell, L.; 110 2 Street SE; R1 to R-8] - Third Reading
261 - 262	24.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

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

Vote Record

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

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

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Item 5.1

CITY OF SALMON ARM

Date: October 9, 2018

PRESENTATION

NAME: B. Delaney and Brand Leadership Team

TOPIC: Branding Presentation

Vote Record

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

Opposed:

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

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Item 5.2

CITY OF SALMON ARM

Date: October 9, 2018

PRESENTATION

NAME: Paul Demenok, Director, Area C CSRD

TOPIC: Shuswap Watershed Council Interim Program Review

Vote Record

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

Opposed:

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



Interim Program Review October 9, 2018



Interim Program Review Committee

<i>Nancy Cooper</i>	<i>Mayor, Salmon Arm</i>
<i>Ken Jamieson</i>	<i>Councillor, Salmon Arm</i>
<i>Dave Nordquist</i>	<i>Adams Lake Indian Band</i>
<i>Rick Berrigan</i>	<i>Mayor, Chase</i>
<i>John Irvine</i>	<i>SWOA</i>
<i>Paul Demenok</i>	<i>Director, CSRD Area C</i>



Interim Program Review

- Review was requested by SA Council in year 3 of 5
- Terms of reference -developed by FBC
-approved by Steering Committee
- Standardized score sheet
- Committee meeting held August 14, 2018
- All scores/comments reviewed by committee and SC



Interim Review Committee Recommendation:

That the SWC continue with its programs as per the approved five year plan

Steering Committee Motion

That FBC staff renew the funding agreement with all funding partners



A. Performance & achievements relative to mandate

Objective 1. To maintain & enhance water quality in the Shuswap watershed through collaboration....

Parameters assessed:

- Coordination with partners
 - Support for additional projects
 - Identify sources of water quality degradation
 - Develop actions to reduce and remedy
 - Encourage new management practices
 - Build relationships with relevant groups
- 2 exceeded expectations, 3 met expectations, 1 tied meet or exceed



A. Performance & achievements relative to mandate

Objective 2. Coordinate and report on water quality data

Parameters assessed:

- Coordinate data & include in single database
 - Enable public access to data
 - Prepare annual water quality report & distribute
- All 3 tied meet or exceeded expectations



A. Performance & achievements relative to mandate

Objective 3. Communicate & inform residents, advocate for good practices, communicate with public about SWC

Parameters assessed:

- Develop & distribute material about water quality initiatives
- Provide support for educational initiatives
- Respond to emerging issues with advocacy/information
- Prepare media releases about activities & decisions
- Advertise SWC meetings, make summaries/financials available
- Enable public to communicate with SWC
- 4 meeting expectations 2 tied meet or exceed



A. Performance & achievements relative to mandate

Objective 4. Encourage safe behaviours by recreationists

Parameters assessed:

- Develop effective safety campaigns without duplication
- Deliver safety campaigns for most-needed issues
- Provide support for water rec safety equipment
- 3 meeting expectations



B. Responsible & Transparent Financial Management

Parameters assessed:

- Expenses within budget
- Cost of goods at fair market prices
- Financial reports timely and adequate detail
- Expenses paid in timely manner
- Financial summaries available to public
- 4 met expectations, 1 exceeded



C. Staff Services

Parameters assessed:

- Staff delivering programs as per 5 year plan and amendments
- Administration as per ToR
- Staff well-informed, anticipate opportunities, manage risks
- Staff are professional, approachable, responsive
- 4 met expectations



STAY CONNECTED!

www.shuswapwater.ca

Contact program managers c/o Fraser Basin Council
200A – 1383 McGill Road, Kamloops
250 314-9660

evieira@fraserbasin.bc.ca • msimpson@fraserbasin.bc.ca

[@ShuswapWater](https://twitter.com/ShuswapWater)

[/ShuswapWater](https://www.facebook.com/ShuswapWater)

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Item 6.1

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Regular Council Meeting Minutes of September 24, 2018, be adopted as circulated.

Vote Record

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

Opposed:

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, September 24, 2018.**

PRESENT:

Mayor N. Cooper
Councillor K. Flynn
Councillor A. Harrison
Councillor T. Lavery
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 B. Puddifant

ABSENT:

Councillor C. Eliason
Councillor K. Jamieson

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0397-2018

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.

Council returned to Regular Session at 2:23 p.m.

Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

Item 18.1 - UBCM Community Resilience Investment Program was added as a late item under Other Business.

Item 8.1 - City of Salmon Arm 2019 Permissive Tax Exemption Bylaw No. 4279 was removed from the Agenda and will be considered on October 9, 2018.

4. DISCLOSURE OF INTEREST

Mayor Cooper declared a conflict of interest with Item 10.1.5 as she is involved in the fundraising for this project.

4. **DISCLOSURE OF INTEREST - continued**

Councillor Wallace Richmond declared a conflict with Item 10.1.16 as her firm is employed by Okanagan College.

5. **PRESENTATIONS / DELEGATIONS**

1. **Victoria Olynik, Shuswap Branch Manager, BCSPCA - Salmon Arm and the BC SPCA**

Victoria Olynik, Shuswap Branch Manager, BCSPCA presented information on the Salmon Arm and the BC SPCA. She was available to answer questions from Council.

6. **CONFIRMATION OF MINUTES**

1. **Regular Council Meeting Minutes of August 27, 2018**

0398-2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of August 27, 2018, be adopted as circulated.

CARRIED UNANIMOUSLY

2. **Special Council Meeting Minutes of September 7, 2018**

0399-2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Special Council Meeting Minutes of September 7, 2018, be adopted as circulated.

CARRIED UNANIMOUSLY

7. **COMMITTEE REPORTS**

1. **Development and Planning Services Committee Meeting Minutes of September 17, 2018**

0400-2018

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of September 17, 2018, be received as information.

CARRIED UNANIMOUSLY

2. **Agricultural Advisory Committee Meeting Minutes of August 15, 2018**

0401-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the Agricultural Advisory Committee Meeting Minutes of August 15, 2018 be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS – continued

3. Community Heritage Commission Meeting Minutes of April 20, 2018

0402-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of April 20, 2018 be received as information.

CARRIED UNANIMOUSLY

4. Housing Task Force Meeting Minutes of August 13, 2018

0403-2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Housing Task Force Meeting Minutes of August 13, 2018 be received as information.

CARRIED UNANIMOUSLY

5. Environmental Advisory Committee Meeting Minutes of September 6, 2018

0404-2018

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Environmental Advisory Committee Meeting Minutes of September 6, 2018 be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

1. City of Salmon Arm 2019 Permissive Tax Exemption Bylaw No. 4279 – First, Second and Third Readings

Removed from Agenda.

2. City of Salmon Arm Zoning Amendment Bylaw No. 4282 [ZON-1131; Salmon Arm Shopping Centres Ltd./Green Emerald Investments Inc.; 1511 10 Avenue SW; R-1 to C-3] – First and Second Readings

0405-2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4282 be read a first and second time;

AND THAT: final reading of Zoning Amendment Bylaw No. 4282 be withheld subject to approval by the Ministry of Transportation and Infrastructure.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS – continued

3. City of Salmon Arm Zoning Amendment Bylaw No. 4283 [ZON-1132; Fennell, L. & S.; 110 2 Street SE; R-1 to R-8] – First and Second Readings

0406-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4283 be read a first and second time;

AND THAT: final reading of Zoning Amendment Bylaw No. 4283 be withheld subject to:

1. confirmation that the proposed detached suite meets Zoning Bylaw and BC Building Code requirements; and
2. approval by the Ministry of Transportation and Infrastructure.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Cemetery Management Bylaw No. 4280 – First, Second and Third Readings

0407-2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Bylaw No. 4280 be read a first, second and third time.

CARRIED UNANIMOUSLY

9. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Road Closure Bylaw No. 4266 [Bickle, J. & J./Morgan, R. & M./Taylor, S. & E; Portion of 25 Avenue SW] – Final Reading

0408-2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Road Closure Bylaw No. 4266 be read a final time.

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

CARRIED UNANIMOUSLY

2. City of Salmon Arm Council Procedure Bylaw No. 4276 – Final Reading

0409-2018

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Council Procedure Bylaw No. 4276 be read a final time.

CARRIED UNANIMOUSLY

9. **RECONSIDERATION OF BYLAWS - continued**

3. **City of Salmon Arm Fee for Service Amendment Bylaw No. 4278 [Cannabis Retail Processing Fee] - Final Reading**

0410-2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4278 be read a final time.

CARRIED UNANIMOUSLY

10. **CORRESPONDENCE**

1. **Informational Correspondence**

For information.

6. **D. Hewer - letter received September 6, 2018 - Request to use Canoe Beach and Gazebo for Celebration of Life for Dustin Hewer on November 2, 2018**

0411-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: Council authorize D. Hewer to hold a Celebration of Life for Dustin Hewer on November 2, 2018 at Canoe Beach and the Gazebo subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

15. **I. Aitken, SABNES/Shuswap Naturalist Club - letter dated September 6, 2018 - Invasive Plant "Woody Nightshade" Cleanup**

0412-2018

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: Council contribute \$2,000.00 to SABNES for Woody Nightshade cleanup to be funded from 2018 Council initiatives.

CARRIED UNANIMOUSLY

14. **L. Wong, Manager, Downtown Salmon Arm - letter dated September 5, 2018 - Winter Solstice Bonfire Night**

0413-2018

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council authorize Downtown Salmon Arm to hold the Winter Solstice Bonfire Night on Alexander Street which will be closed to vehicular traffic from 4:00 p.m. to 8:00 p.m. on Thursday, December 20, 2018, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

10. **CORRESPONDENCE** - continued

1. **Informational Correspondence** - continued

Mayor Cooper declared a conflict and left the meeting at 3:41 p.m.
Councillor Harrison assumed the chair.

5. **C. El Gazzar - email dated August 29, 2018 - Update on fundraising for Playground Communication Board at Blackburn Park**

0414-2018 Moved: Councillor Lavery
 Seconded: Councillor Wallace Richmond
 THAT: Council contribute \$500.00 for the Playground Communication Board at Blackburn Park, to be funded from 2018 Council initiatives.

CARRIED UNANIMOUSLY

Mayor Cooper returned to the meeting at 3:43 p.m.

11. **STAFF REPORTS**

1. **Director of Development Services - Agricultural Land Commission Application No. ALC-377 [Mountainview Baptist Church/Alberts, K; 4480 - 30 Street NE; Non-Farm Use]**

0415-2018 Moved: Councillor Flynn
 Seconded: Councillor Harrison
 THAT: Agricultural Land Commission Application No. ALC-377 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

2. **Chief Financial Officer - Purchase of Fire Apparatus**

0416-2018 Moved: Councillor Harrison
 Seconded: Councillor Flynn
 THAT: the 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to include an allocation for Fire Truck No. 4 Engine Replacement in the amount of \$21,000.00 funded from the Emergency Apparatus Reserve Fund;

 AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the supply and installation of an engine for Fire Truck No. 4 (Unit 223) and to authorize the sole sourcing of same to Gemm Diesel Ltd.;

 AND THAT: Council award the supply and installation of a used engine for Fire Truck No. 4 to Gemm Diesel Ltd. in accordance with their quote in the amount of \$15,176.00 plus applicable taxes.

Fire Chief Brad Shirley spoke regarding the repairs and was available to answer questions from Council.

CARRIED UNANIMOUSLY

11. **STAFF REPORTS – continued**

3. **Chief Financial Officer – Airport Fuel Supply Self-Serve Fueling Terminal**

0417-2018

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Mayor and Corporate Officer be authorized to execute the Support Agreement with InfoNet Technology from the date of acceptance estimated to be October 1, 2018 until such time as the device and software are no longer used;

AND THAT: the Mayor and Corporate Officer be authorized to execute the Merchant Agreement with Global Payments for a one (1) year period and optional renewal term of six (6) months from the date of acceptance estimated to be October 1, 2018:

AND THAT: the 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to increase the allocation for Memberships and Licenses in the amount of \$2,100.00 funded from the Airport Taxiway Reserve.

CARRIED UNANIMOUSLY

4. **Director of Engineering & Public Works – Recycle BC Statement of Work for Curbside Collection Services Provided by Local Government**

0418-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Mayor and Council authorize staff to execute the new Statement of Work for Curbside Collection Services Provided by Local Government (SOW), with Recycle BC, effective November 30, 2018 to December 31, 2023.

CARRIED UNANIMOUSLY

5. **Director of Engineering & Public Works – Budget Amendment – Replacement of Unit#46 – Truck & Crane**

0419-2018

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: the 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to reflect required funding for the replacement of Unit #46 – 2012 Silverado C3500 Truck together with Crane, Dump Box and required vehicle modifications in the amount of \$90,000.00 allocated from the Equipment Replacement Reserve Fund.

CARRIED UNANIMOUSLY

6. **Director of Engineering & Public Works – Project Award – Metford Dam Berm – Access Road and Flow Pond Upgrades**

0420-2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Council award the Metford Dam Berm – Access Road and Flow Pond Upgrade project to L.B. Chapman Construction Ltd. in accordance with the terms of their proposal in the amount of \$175,000.00 plus applicable taxes.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

13. COUNCIL STATEMENTS

1. Committees of Council/Agency Representatives

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

14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

15. SALMON ARM SECONDARY YOUTH COUNCIL

1. Introduction of 2018/2019 Salmon Arm Secondary Youth Council

Graham Gomme, Salmon Arm Secondary teacher, spoke regarding the Youth Council and students Sarah Johnston, Marissa Materi, Blanka Stepankova, Richard Jurasek, Ben Van Bergeyk, Griffin Wilchuk, Johah Hector, Dylan Paquette, Luke Rivette, Zachary Naish and Emma Brennan introduced themselves to Council.

2. Gray Simms Update on 2018 UBCM Convention

Grey Simms provided an overview of his attendance at the 2018 UBCM Convention.

16. NOTICE OF MOTION

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

18. OTHER BUSINESS

1. UBCM Community Resilience Investment (CRI) Program

0421-2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: Council appoint Councillor Lavery to work with the Chief Administrative Officer to prepare an application for funding under the Community Resilience Investment Program (CRI) which may involve engaging a consultant and expending funds from the Strategic Wildfire Plan account.

CARRIED UNANIMOUSLY

19. ADJOURNMENT

0422-2018

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of September 24, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 5:02 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of October, 2018.

Item 7.1

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee Meeting Minutes of October 1, 2018, be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, October 1, 2018**.

PRESENT:

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

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:

Mayor N. Cooper

1. CALL TO ORDER

Deputy Mayor Jamieson assumed the Chair.

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

2. REVIEW OF THE AGENDA

Items 5.3 and 5.4 were considered ahead of Items 5.1 and 5.2.

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

3. **Official Community Plan Amendment Application No. OCP4000-37 [1160595 BC Ltd.; 2960 Okanagan Avenue SE; INS - NC]**

Moved: Councillor Flynn

Seconded: Councillor Harrison

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**

3. **Official Community Plan Amendment Application No. OCP4000-37 [1160595 BC Ltd.; 2960 Okanagan Avenue SE; INS - NC] - continued**

would amend Official Community Plan Bylaw No. 4000 by redesignating Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP51225 from INS (Institutional) to NC (Neighbourhood Commercial);

M. Boudreau, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

4. **Zoning Amendment Application No. ZON-1133 [1160595 BC Ltd.; 2960 Okanagan Avenue SE; P-3 to CD-19**

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

- 1) Add "Section 57 - CD-19 - High Technology Research and Development Zone" as outlined in the staff report dated September 26, 2018 and renumber the remaining sections accordingly; and
- 2) Rezone Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP51225 from P-3 (Institutional) to CD-19 (High Technology Research and Development Zone);

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.

CARRIED UNANIMOUSLY

1. **Official Community Plan Amendment Application No. OCP-4000-36 [Dionne, E.; 2591 - 26 Street NE; LD - MD]**

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 by redesignating the land use category of the 0.38 ha portion of land shown in Appendix 5 of the staff report dated September 26, 2018, of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 8567 from "Low Density Residential" to "Medium Density Residential";

5. **REPORTS - continued**

1. **Official Community Plan Amendment Application No. OCP-4000-36 [Dionne, E.; 2591 - 26 Street NE; LD - MD] - continued**

E. Dionne, the applicant, outlined the application and was available to answer questions from the Committee.

DEFEATED

Deputy Mayor K. Jamieson and Councillors Wallace Richmond, Flynn, Harrison and Lavery Opposed

2. **Zoning Amendment Application No. ZON-1130 [Dionne, E.; 2591 - 26 Street NE; R-1 to R-4]**

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 would amend Zoning Bylaw No. 2303 as follows:

1. Rezone the 0.38 ha portion shown in Appendix 5 of the staff report dated September 26, 2018, of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 8567 from R-1 (Single Family Residential) to R-4 (Medium Density Residential);

AND FURTHER THAT: Final reading of the zoning amendment bylaw be withheld subject to:

1. Adoption of the associated Official Community Plan Amendment Bylaw; and
2. Resolution by City Council to authorize the release of Section 219 Road Reserve Covenant (N17805) from the title of Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855 to facilitate the execution of road dedication in order to provide access from 25 Street NE, with the owner/applicant (Eugene Dionne) being responsible for all associated costs including, but not limited to, legal, surveying and registration.

DEFEATED

Deputy Mayor K. Jamieson and Councillors Wallace Richmond, Flynn, Harrison and Lavery Opposed

6. **FOR INFORMATION**

7. **IN CAMERA**

8. **LATE ITEMS**

9. ADJOURNMENT

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of October 1, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:24 a.m.

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

Deputy Mayor Ken Jamieson, Chair

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Item 7.2

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the Downtown Parking Commission Meeting Minutes of September 18, 2018 be received as information.

Vote Record

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

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

CITY OF SALMON ARM

Minutes of the Downtown Parking Commission Meeting held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, September 18, 2018.**

PRESENT:

Chad Eliason	City of Salmon Arm Councillor, chair
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Regan Ready	Member at Large
Cathy Ingebrigtsen	Member at Large
Heather Finn	Downtown Salmon Arm Representative
Gerald Foreman	Downtown Salmon Arm Representative
Kevin Pearson	Resource Personnel, Director of Development Services
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works

ABSENT:

Jacquie Gaudreau	Downtown Salmon Arm Representative
Jenn Wilson	Resource Personnel, City Engineer
Marcel Bedard	Resource Personnel, Bylaw Officer

GUEST:

The meeting was called to order at 8:00 a.m.

1. **INTRODUCTIONS AND WELCOME**

2. **PRESENTATIONS**

3. **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Late Item 6.a – Memorandum from the Director of Development Services dated September 17, 2018 – Parking Enforcement Technologies

4. APPROVAL OF MINUTES FROM AUGUST 21, 2018

Moved: Regan Ready

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting Minutes of August 21, 2018 be adopted as circulated.

CARRIED UNANIMOUSLY

5. OLD BUSINESS ARISING FROM MINUTES**6. NEW BUSINESS**

1) Parking Enforcement Technologies – Review of Memorandum from the Director of Development Services dated September 17, 2018 outlining emerging parking meter technologies.

- Discussion of different types of technologies used by various communities, Pay by Phone, full time parking enforcement, first hour free, out sources (Impark, etc).
- Start a reserve fund so that the technology can be purchased and installed by 2020, with a possible phased plan for implementation.
- It is recommended by City Staff that consultants should be engaged to provide a report on the various technologies pros cons and cost benefit analysis as there is no capacity at this time to provide this type of review in house.

Moved: Regan Ready

Seconded: Vic Hamilton

RECOMENDS TO CITY COUNCIL

THAT: a reserve of \$100,000.00 be included in the 2019 budget for the purchase of New Downtown Parking Metering Technology.

CARRIED UNANIMOUSLY

Friendly Amendment

Moved: Regan Ready

Seconded: Vic Hamilton

AND THAT: the New Downtown Parking Metering Technology be implemented by the spring of 2020.

CARRIED UNANIMOUSLY

2) Parking Duration - Discussion

- Discussion on one hour vs two hour free parking
- Parking technology may provide options
- Review previous information on the Two Hour Free parking trial
- Initiate another trial period for two hour parking
- Will longer duration parking create a shortage of parking available?
- Enforcement challenges
- Down town services are changing, need for longer parking
- Meet the need of the businesses

7. OTHER BUSINESS

- 1) **Parking Signage** - request to update/replace parking lot signage (Avon Lot, etc.), Bylaw to review.

8. NEXT MEETING - Tuesday, October 16, 2018

The next meeting of the Downtown Parking Commission will be Tuesday, **October 23, 2018**.

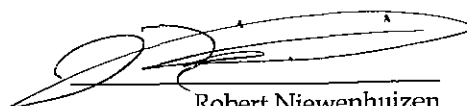
9. ADJOURNMENT

Moved: Cathy Ingebrigtsen

Seconded: Regan Ready

THAT: the Downtown Parking Commission Meeting of September 18, 2018 be adjourned. (9:20 AM)

CARRIED UNANIMOUSLY



Robert Niewenhuizen
Director of Engineering & Public Works

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



City of Salmon Arm

Development Services Department Memorandum

TO: Downtown Parking Commission
 FROM: Director of Development Services
 DATE: September 17, 2018
 SUBJECT: Parking Enforcement Technologies

Background

The City's Bylaw Enforcement staff was asked to report to the DPC on emerging parking meter technologies such as smart parking meters, both single space and multiple space. Modern parking meters and devices used in various municipalities were researched (Vernon, Nelson and Lethbridge).

The modern equipment offers convenience to the public with the ability to pay by credit / debit cards and Smartphone apps, which can allow a customer to top up payments remotely.

The modern equipment can streamline the monitoring, administration and enforcement of parking control with web-based / remote tracking control both in the field and from City Hall.

The modern equipment is expensive relative to the meters and various machines now operating in the downtown of Salmon Arm.

Multi-Space Metering

Staff received a quote from one of its suppliers for a new, multi-space ticket dispenser similar to the machines located in the Hudson Lot, Inner Core Lot and Hudson Ave. NE. The modern machines (example below) are equipped for solar power, credit card payments, the options of Pay and Display or "Pay by Plate" and, for an extra cost, "expandable for Apple, Android and Debit payments". Model "MacKay Tango" specifications are attached. The base model is priced at \$7,900 + tax. Shipping, installation, warranty, central software and peripheral equipment, tech. support and training costs are not included vary.



Parking Meter Technologies

Single Space Metering

Smart, single-space parking meters with similar technology (example attached) could cost in excess of \$2,500 / meter, including capital, operating and maintenance over a 10 year time frame. Equipment costs alone amount to approximately \$1,000 / meter. There are approximately 50 traditional coin operated parking meters installed throughout downtown Salmon Arm, and just over 900 parking spaces.



Considerations for a New System

1. There would need to be "buy in" by the City's senior management and direction by Council to set up short, medium and long term funding for a new system. Council may consider a recommendation by the DPC for a new system; however, a more detailed study and cost / benefit analysis (conducted by an expert consultant) could be required before any decision is pondered.
2. Although the City could consider a relatively small pilot project to start out, Salmon Arm's meter rates and fines are very low relative to other communities – rates and fines would need to increase substantially to justify an expenditure on more technologically advanced equipment.
3. The City's Bylaw Enforcement staff would be tasked to champion, implement and manage a new system, and to coordinate the system with other City departments. The present ability and capacity of Bylaw Enforcement staff is limited in this regard. With help from IT staff, various other departments in City Hall would need to adjust and tie into the new technology, such as the Finance Dept. with its Vadim system.
4. Even with new technology, new systems can operate at loss. The City of Nelson, for example, employs 5 parking enforcement officers for its population 10,500, and they monitor approximately 750 parking spaces mostly equipped with modern metres. Nelson committed to a \$1 million parking meter replacement program from 2017 - 2019. While that community takes in nearly \$480,000 annually in meter and fine revenues (more than 10 times relative to Salmon Arm), it loses more than that because of its "First Hour Free" policy. The parking rates of \$1.25 / hour, \$5 / day, \$75 / month they charge is not enough to cover their meter or operating costs.

Sincerely,


 Kevin Pearson, MCIP, RPP
 Director of Development Services

cc

R. Niewenhuizen, Director of Engineering and Public Works
 Maurice Roy, Manger of Permits and Licencing
 Marcel Bedard, Bylaw Enforcement Officer
 Mayor and Council

MacKay TANGO™



MacKay TANGO™



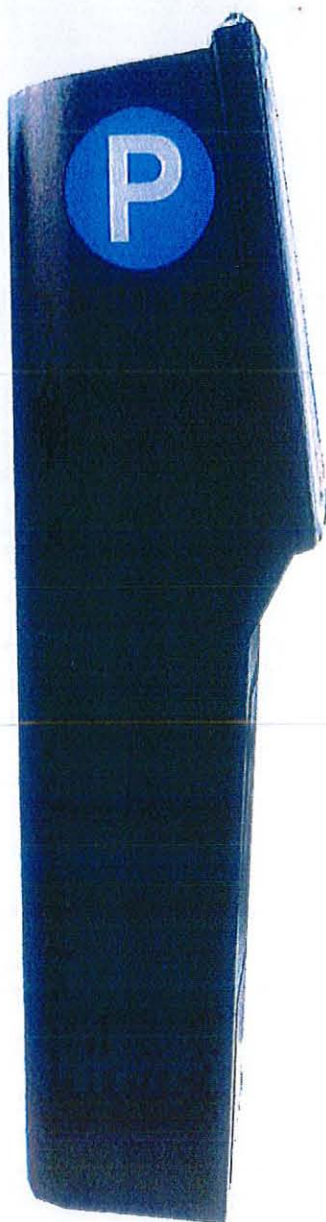
Key features:

- High strength stainless steel keeps it secure and rust free.
- Flexible, modular design that is easy to upgrade, service and maintain.
- Powerful off-site monitoring capabilities by adding a communications kit and Sentinel™ Meter Management System. Monitor your equipment remotely, generate reports, and receive alerts, no matter where you are.
- Comprehensive and easy-to-use configuration menus.
- ADA Compliant.
- Features a large Liquid Crystal Display with back light, capable of displaying graphics.
- English? Español? Français? The multi-language capability allows users to select the language of their choice to carry out transactions.
- Optional credit card payment. Offer end users security, convenience, and reject fraudulent payment. Use MacKay's On-line Real-time Credit Card Approval feature utilizing secure PCI compliant electronic payment processes.
- MacKay Meters backs its product lines with a solid warranty based on the confidence in the quality of its products.

<over for specifications>

www.mackaymeters.com





Side View

SPECIFICATIONS

GENERAL SPECIFICATIONS

Environmental

- Extended operating temperature range¹: -20°C (-4°F) to +50°C (+122°F)
- Humidity: Up to 95% RH (non condensing)

Cabinet Materials, Dimensions & Weight

- Welded reinforced Grade 304-2B stainless steel (9 gauge carbon steel equivalence)² for cabinet and doors
- Aluminium front with Lexan® display covers for the LCD screens, rate/instruction plate, LED panel and site branding display
- Overall dimensions: 1359 mm (53.5 inches) (H) x 315 mm (12.4 inches) (W) x 349mm (13.75 inches) (D)

Power Supply Configurations/Options

- Solar powered with commercially available battery

Communication Options

- Cellular wireless technology supporting GPRS or CDMA modem³

Payment Systems

- Coins
- Tokens (optional)
- Credit cards utilizing secure, on-line real-time PCI compliant processes (optional)
- Mackay Smart (Chip) Cards (optional)
- Cell phone payment (optional)

Ticket Printing

- Thermal printer offers alphanumeric printing in various fonts and languages

COMPONENTS

Display

- High contrast, color, sunlight readable, 320 x 240 pixels graphics LCD
- Viewing area 114mm (4.5 inches) x 89mm (3.5 inches)

Coin Acceptor

- Programmable: Accepts up to 16 coins or tokens
- 3-coil design provides accurate coin reads and long life.
- Straight drop coin chute allows for superior detection and removal of foreign objects.
- High security, stainless steel coin box that holds 4.2 L or approximately 2400 US quarters.

Card Reader (Optional)

- Single slot, dual mode card reader captures magnetic stripe (ISO 7810/11) credit card data, and provides an ISO 7816 interface for smart card acceptance
- EMV upgradeable

Keypads & Buttons

- Alphanumeric keypad
- Vandal resistant and rated for resistance to impact, shock and vibration to MIL standards
- Sealed against ingress of water and dust to IP67, and designed for exposed outdoor and extreme environmental conditions
- LED accept and cancel buttons that light up.

Printer

- Heavy-duty printer head with minimal moving parts ensuring quality, reliability and endurance
- Print life of over 20 million character lines
- Designed for high-resolution printing
- Guillotine type cutter with full or partial paper cutting options (software selectable)
- Accessible for ease of maintenance

FEATURES

Security

- High security locks for cash box, cash vault, and main door
- System monitored access sensors on main and vault doors and sensor detecting presence of cash box

Audit and Statistic

- Remote monitoring of grand totals and subtotals for coins and card transactions per type
- Full or quick audit tickets are software selectable

Maintenance

- User-friendly graphic interface tools for diagnostics, configuration and editing
- Easy access modular design

Web-Based Hosted Sentinel™ Meter Management System

- Remotely monitor and generate audit, transaction and occupancy reports for all on-street equipment using a web browser and secure web portal
- Generates a variety of reports including grand totals and subtotals for coins, bills and card transactions per type, which can be exported as PDF or CSV files, or imported into other applications

Warranty

J.J. MacKay Canada Limited, the manufacturer, guarantees for a period of one year from the date of shipment against defects in workmanship and/or materials.

As our policy is one of continuous product improvement and development, we reserve the right to alter product specification and design.

Photos are representative; product appearance may differ.



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New Glasgow, Nova Scotia, Canada B2H 5E3
Head Office customer support and technical support:
Toll free in North America: 1-888-4MACKAY (462-2529)
Fax (902) 752-4869
Email customer.service@mackaymeters.com
Web www.mackaymeters.com

Phone (902) 752-5124
Fax (902) 752-5955

Sales Office:



Item 7.3

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Harrison

Seconded: Councillor Jamieson

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of September 19, 2018 be received as information.

Vote Record

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

Opposed:

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



**SHUSWAP REGIONAL AIRPORT
OPERATIONS COMMITTEE
Wednesday, September 19, 2018
TIME: 3:00 P.M.
MEETING ROOM 100 - CITY HALL**

Minutes of the Airport Operations Committee Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Wednesday, September 19, 2018

Present: Alan Harrison, Councillor
Mark Olson, Hangar Owner
Gord Newnes, Hangar Owner
Terry Rysz, District of Sicamous
Jeremy Nuefeld, Rap Attack
Keith Watson, Airport Manager
John McDermott, Lakeland Ultralights
Doug Pearce, Salmon Arm Flying Club
Rob Hein, City of Salmon Arm
Darin Gerow, City of Salmon Arm
Robert Niewenhuizen, City of Salmon Arm

Absent:

Steve Raffel, Shuswap Air

The meeting was called to order at 3:02 pm by Chairperson Alan Harrison

1. Minutes of the Airport Operations Committee Meeting –, Wednesday, June 20, 2018

Motion: T. Rysz / D. Pearce
To: Receive minutes as information

Carried Unanimously

2. Minutes of Meeting: Airport Safety Committee Meeting June 19, 2018

Motion: K. Watson / G. Newnes
To: Receive minutes as information

Carried Unanimously

2. Airport Manager Update

- Average summer operations. Not many forest fires close by, therefore fuel sales were average.
- Wildlife Plan review is in full swing
- Southwest Fence is complete
- Airport Appreciation day went very well
- North runway tree encroachments complete

Shuswap Regional Airport (Salmon Arm) Operations Committee - Minutes

- New fuel tanks have arrived and ready for installation
- Upgrade of WAAS system is required due to lack of replacement parts

Received As Information

3. Tree Encroachment Update

- North end encroachments completed.
- South end – surveyors are just completing layout, tough to tell how many trees require topping.
- Discussions on tree encroachment costs.

4. Wildlife Management Plan - Update

- The review is in full swing. Plan will be submitted to Transport Canada

5. Fuel Facility Update

- Tanks delivered. Waiting on ground preparation. Anticipate completion of the fuel system sometime this fall

6. BC Air Access Grant – Taxiway Charlie

- City of Salmon Arm was approached this summer for their submission of the taxiway Charlie project. City will complete Long Term Borrowing for their portion of the grant. Portion of Taxiway Charlie and in front of hangers will be completed subject to available funds.

7. 2019 Budget Review

- 2019 DRAFT Budget was reviewed and discussed. Major comments brought up for discussion:
 - Bathroom in new proposed gas shack
 - Runway lighting requires replacement
 - Weather station replacement
- Further discussion was held with the 'bottom line' deficit and allocations of funds.

Motion: T. Rysz / D. Pearce
To: Accept Budget DRAFT as viewed

Carried Unanimously

8. Other Business &/ or Roundtable updates

- A Thank you to Rob Hein upon his retirement for all he has done. Wish him all the best in the future.

Next Meeting

- November 21, 2018 @ 3:00 PM

Shuswap Regional Airport (Salmon Arm) Operations Committee - Minutes

9. Adjournment 4:07 PM**Certified Correct**A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Alan Harrison, Councillor & Chairperson

Minutes received as information by Council on the day of , 2018.

cc: Council Correspondence

Item 7.4

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Housing Task Force Meeting Minutes of September 24, 2018 be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the **Housing Task Force** Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, September 24, 2018**, at 11:00 a.m.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Co-Chair
Councillor Tim Lavery	City of Salmon Arm, Co-Chair
Jane Shirley	Shuswap Area Family Emergency (SAFE) Society
Jeff Ragsdale	Member at Large
Dawn Dunlop	Canadian Mental Health Association (CMHA)
Steven Teed	Adams Lake Indian Band
Barry Delaney	Salmon Arm Savings and Credit Union (SASCU)
Lana Fitt	Salmon Arm Economic Development Society
Kevin Pearson	City of Salmon Arm staff
Barb Puddifant	City of Salmon Arm staff, Recorder

ABSENT:

Ian McDiarmid	McDiarmid Construction Ltd.
Calvin Berger	Member at Large
Louis Thomas	Neskonlith Indian Band

The meeting was called to order at 11:00 a.m.

1. **Introductions and Welcome**
2. **Presentations**
3. **Approval of Agenda and Additional Items**

Moved: Jeff Ragsdale

Seconded: Jane Shirley

THAT: the Housing Task Force Meeting Agenda of September 24, 2018, be approved as circulated.

CARRIED UNANIMOUSLY

4. **Approval of Minutes of August 13, 2018 Housing Task Force Meeting**

Moved: Jeff Ragsdale

Seconded: Dawn Dunlop

THAT: the minutes of the Housing Task Force Meeting of August 13, 2018 be approved as circulated.

CARRIED UNANIMOUSLY

5. Old Business/Arising from Minutes

- a) **CMHA's RFP application** - Dawn Dunlop provided an update on CMHA's application to BC Housing and indicated that positive informal feedback has been received. Dawn Dunlop also discussed the upcoming Expression of Interest by CMHA to BC Housing which is due October 28, 2018.
- b) **SAFE Society's Expression of Interest - BC Housing** - Jane Shirley confirmed that SAFE Society's Expression of Interest has been submitted and that no feedback has been received to date.
- c) **UBCM Overview** - Councillors Lavery and Wallace Richmond provided an overview of the UBCM Conference and the meeting between Mayor and Council and the Minister of Municipal Affairs and Housing and an overview of the housing workshops attended. Councillor Wallace Richmond stated that the Meeting with the Minister of Social Development including discussions regarding the Homeless Outreach Program.
- d) **Updates** - no updates

6. New Business

- a) **HousingHub - scheduled visit to Salmon Arm** - Councillors Lavery and Wallace Richmond gave an overview of the HousingHub program including benefits, eligibility, programs and partnership opportunities. The Director of HousingHub, Raymond Kwong, will be in Salmon Arm on October 15, 2018 and will have a presentation at the next meeting of the Housing Task Force. The Housing Task Force members will issue invites to various community groups to attend the meeting. The meeting time is to be determined.

7. Other Business &/or Roundtable Updates

- a) Steven Teed from the Adams Lake Indian Band announced that he is the new interim manager of the Adams Lake Development Corporation for the Adams Lake Indian Band.

8. Next meeting - October 15, 2018

9. Adjournment

Moved: Lana Fitt

Seconded: Jeff Ragsdale

THAT: the Housing Task Force Meeting of September 24, 2018 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:43 a.m.

Tim Lavery
Co-Chair

Louise Wallace Richmond
Co-Chair

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

Item 7.5

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the Community Heritage Commission Meeting Minutes of May 18, 2018 be received as information.

Vote Record

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

Opposed:

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

COMMUNITY HERITAGE COMMISSION

Minutes of the Community Heritage Commission Meeting held on Friday, May 18, 2018 at 3:00 p.m. in Meeting Room 100, City Hall, Salmon Arm, British Columbia.

PRESENT:

Pat Kassa
Harry Welton
Mary Landers
Cindy Malinowski

REGRETS:

Councillor Louise Wallace-Richmond
Anne Kirkpatrick
Deborah Chapman

STAFF:

Jon Turlock, Planning & Development Officer

1. Call to Order

The meeting was called to order at 3:00 p.m.

2. Presentations

n/a

3. Confirmation of Minutes

3.1 Community Heritage Commission Meeting of March 16, 2018.

Moved: Harry Welton/Seconded: Cindy Malinowski

THAT: the Minutes of the Meeting of April 20, 2018 be approved.

CARRIED UNANIMOUSLY

4. Items

4.1 Post Office (Art Gallery) - front steps

Moved: Mary Landers/Seconded: Harry Welton

THAT: the Shuswap District Arts Council be requested to provide an elevation drawing of the proposed front steps to the Art Gallery and that a representative from the Shuswap District Arts Council be invited to attend the next CHC meeting on June 15th to discuss the proposal with the Commission members.

CARRIED UNANIMOUSLY

The Heritage Commission reviewed the drawing of the front steps of the Arts Centre and was generally supportive of the proposal. The Commission would like to see a side view of the new steps and requested that an elevation drawing be provided and that a representative from the Arts Council be invited to discuss the proposal with the Commission at its next meeting. The Commission also expressed its appreciation for the ongoing work of the Arts Council in maintaining and improving the building while also recognizing its historical significance.

4.2 Heritage Plaque Program

The Commission reviewed the draft plaques for the Fall Fair Grounds, the 'Old Cemetery' and Salmon Arm Central School (Fletcher Park/City Hall). A number of amendments were recommended and staff will prepare second drafts for the Commission's review at its next meeting.

The Commission also agreed to request a cost estimate from Deborah Chapman to prepare a Statement of Significance for Salmon Arm Central School (Fletcher Park/City Hall).

4.2 Heritage Inventory

Deferred to the next CHC meeting in September.

5. Late Items

- 5.1 Pat Kassa advised the Commission that letters have been sent to the Mayor and Council, the Minister of Education and the local MLA requesting that the sale of the Salmon Arm Elementary School (DAC) be delayed for a year to allow more time for community groups to work on a potential offer to purchase the property.

6. **Date of Next Meeting**

The next regular CHC meeting is scheduled for Friday, June 15, 2018 at 3:00 pm in Meeting Room 100 at City Hall.

7. **Adjournment**

The meeting adjourned at 3:58 p. m.

A handwritten signature in cursive script that reads "Pat Kassa". The signature is written in dark ink and is positioned above a horizontal line.

Pat Kassa, Acting Chair
Community Heritage Commission

Item 7.6

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of June 15, 2018 be received as information.

Vote Record

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

Opposed:

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

COMMUNITY HERITAGE COMMISSION

Minutes of the Community Heritage Commission Meeting held on Friday, June 15, 2018 at 3:00 p.m. in Salmon Arm, British Columbia.

PRESENT:

Councillor Louise Wallace-Richmond
 Harry Welton
 Mary Landers
 Anne Kirkpatrick

REGRETS:

Cindy Malinowski
 Deborah Chapman
 Pat Kassa

STAFF:

Jon Turlock, Planning & Development Officer

1. Call to Order

The meeting was called to order at 3:00 p.m. at the Post Office/ Art Gallery.

2. Presentations

2.1 Shuswap District Arts Council - proposed new steps at Post Office (Art Gallery)

Tracey Kutschker of the Shuswap District Arts Council met with Commission members at the front of the Post Office/ Art Gallery building to explain the design of the proposed new front steps. The existing steps are in need of repair and Tracey explained how the new design will bring both the steps and the hand railings up to current Building Code standards and incorporate two seating areas on either side of the entrance way. Tracey also advised that there would be no changes to the building itself and only minor changes to the existing landscaping to accommodate the new seating areas.

Meeting reconvened at 3:20 p.m. in Meeting Room 100 at City Hall

3. Confirmation of Minutes

3.1 Community Heritage Commission Meeting of May 18, 2018.

Moved: Harry Welton/Seconded: Mary Landers

THAT: the Minutes of the Meeting of May 18, 2018 be approved.

CARRIED UNANIMOUSLY

4. Items

4.1 Post Office (Art Gallery) - proposed new front steps

Moved: Harry Welton/Seconded: Anne Kirkpatrick

THAT: the Heritage Commission advise City Council it has no concerns with the proposed new steps at the Post Office/ Art Gallery.

CARRIED UNANIMOUSLY

Commission members were in agreement that based on the design drawing and the information provided by Tracey Kutschker of the Shuswap District Arts Council, the proposed new steps will not result in significant changes to the building and the Commission has no concerns with the new design.

4.2 Heritage Plaque Program - plaque layouts

The Commission reviewed the second drafts of the proposed Heritage Plaques for the Fall Fair Grounds, the 'Old Cemetery' and Salmon Arm Central School (Fletcher Park/City Hall). Minor amendments were discussed and it was agreed that staff would send copies of the plaques for all Commission members to review and to provide additional comments at the next meeting in the September.

5. Late Items

5.1 Dilkusha Heritage Society of B.C.

Mary Landers advised the Commission that a group of Salmon Arm citizens has formed new organization named the 'Dilkusha Heritage Society of B.C.'. The Society has been created to assist in preserving heritage buildings and the stories associated with them.

6. **Date of Next Meeting**

The next regular CHC meeting is scheduled for Friday, September 21, 2018 at 3:00 pm in Meeting Room 100 at City Hall.

7. **Adjournment**

The meeting adjourned at 4:00 p. m.

Louise Wallace Richmond, Chair
Community Heritage Commission

Item 7.7

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of September 21, 2018 be received as information.

Vote Record

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

Opposed:

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

Community Heritage Commission

Minutes of the Community Heritage Commission Meeting held on Friday, September 21, 2018 at 3:00 pm in Salmon Arm, British Columbia.

PRESENT:

Harry Welton
Mary Landers
Anne Kirkpatrick
Deborah Chapman

REGRETS:

Cindy Malinowski
Councillor Louise Wallace-Richmond
Jon Turlock, City of Salmon Arm Planning & Development Officer

1. CALL TO ORDER

The meeting was called to order at 3:03 pm by Acting Chair Mary Landers

2. PRESENTATIONS

None

3. CONFIRMATION OF MINUTES

3.1 Community Heritage Commission Meeting June 15, 2018

Moved: Harry Welton Seconded: Anne Kirkpatrick
THAT: the Minutes of the Meeting of June 15, 2018 be approved.

CARRIED UNANIMOUSLY

4. ITEMS

4.1 Heritage Plaque Program—plaque layouts

Reviewed and made changes to the Fairgrounds and Cemetery Plaques. Pat will make the changes and give to Jon by September 28 so changes can be made and brought to the next meeting.

5. LATE ITEMS

5.1 Central School/Civic Complex Statement of Significance

Reviewed and made changes. Pat will make changes and send to rest of group by September 28th so we can review at next meeting. Erin Jackson will talk to Carl Bannister on suggestions on whether we should call the SOS the Civic Complex.

5.2 October 19th Meeting Time

It was agreed that we would start the next meeting at 2 pm so we can accomplish more. Will decide at next meeting if we should also start the November meeting at 2 pm as well.

6. Date of Next Meeting

The next regular CHC meeting is scheduled for Friday, October 19, 2018 at 2:00 pm in Meeting Room 100 at City Hall

7. 7. Adjournment

The meeting adjourned at 4 p.m.

8.

9.

Mary Landers, Acting Chair
Community Heritage Commission

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Item 8.1

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm 2019 Permissive Tax Exemption Bylaw No. 4279 be read a first, second and third time.

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Chief Financial Officer

Date: September 17, 2018
To: Mayor Cooper and Members of Council
Subject: Permissive Tax Exemption – New Applications – 2019

Motion for Consideration:

THAT: Bylaw No. 4279 cited as “City of Salmon Arm Tax Exemption Bylaw No. 4279” be given three readings.

Recommendation:

THAT: Bylaw No. 4279 cited as “City of Salmon Arm Tax Exemption Bylaw No. 4279” be given three readings as amended by removing the following properties:

Lot 13, Block C, Plan 1523, Section 14, Township 20, Range 10 (350 Fraser Avenue NW)

Lot 14, Block C, Plan 1523, Section 14, Township 20, Range 10 (360 Fraser Avenue NW)

Lot 15, Block C, Plan 1523, Section 14, Township 20, Range 10 (380 Fraser Avenue NW)

Lot 16, Block C, Plan 1523, Section 14, Township 20, Range 10 (390 Fraser Avenue NW)

Background:

Council at the Regular Council Meetings held on October 24, 2016 adopted Bylaw No. 4168 granting various Organizations a Permissive Tax Exemption for the three (3) year period 2017, 2018 and 2019. No new applications were received in the prior year for the 2018 and 2019 years and as such no bylaw was adopted.

Five (5) new applications have been received requesting Council to grant them a Permissive Tax Exemption for the taxation year 2019. Pursuant to Section 224 of the Community Charter, adoption of this bylaw will exempt the subject properties from not only the general municipal tax in the amount of \$22,015.00, but also, taxes levied by other governments in the amount of \$12,281.00 (e.g. School, Regional District, Regional Hospital, Library, MFA and BCAA). The City is still responsible for payment of the exempted taxes levied by other governments, and the remaining tax base must make up this difference.

It is important to note that statutory exemptions (legislated pursuant to the Community Charter) allow churches and the property they sit on, an automatic or statutory exemption. Council has historically granted a Permissive Tax Exemption to churches for the remaining property of up to 2 acres. For Societies, Senior Facilities and Sports Clubs, Council has historically permissively exempted all land and improvements, provided they are owned by a charitable, philanthropic or other not-for-profit organization.

The applications submitted were provided to Council for review. The following Organizations have submitted an application:

Churches of Salmon Arm Used Goods Society

In addition to the existing property that Council has granted a Permissive Tax Exemption for, the Churches of Salmon Arm Used Goods Society (Society) has applied for a new Permissive Tax Exemption on four (4) vacant properties that were purchased by the Society in 2015. Council granted a Permissive Tax Exemption on these four (4) properties for the 2017 year only to enable the Society to convert the properties into parking for the Thrift Store and encouraged them to re-apply when complete.

To date, the Society has done some development to the lots such as striping of top soil and organics, grading and spreading of gravel for the entrance and exit. A Parking sign was also installed. According to the Development and Services Department, the City of Salmon Arm Zoning Bylaw requires parking areas to meet certain standards such as hard surfacing, grading, drainage and delineation (painted lines) of parking spaces. A variance application to not hard-surface has not been submitted by the Society. For this reason it is not recommended that the four (4) vacant properties be granted a permissive tax exemption.

The estimated permissive tax exemption value for 2019 for all four properties is \$7,032.00 (General Municipal - \$4,764.00 and Other Governments \$2,268.00).

Shuswap Family Resource & Referral Society

The Shuswap Family Resource & Referral Society (Resource Society) purchased a new property located at 681 Marine Park Drive NE in 2018. Council granted a Permissive Tax Exemption for the three (3) year period 2017, 2018 and 2019 to the Resource Society at their previous locations (151 and 181 TCH NE). These locations were sold to a for-profit entity and as such will no longer be exempt from taxation.

The Resource Society is renting a portion of its current building to another not for profit organization, Shuswap Children's Association.

The estimated permissive tax exemption value for 2019 is \$22,965.00 (General Municipal - \$15,116.00 and Other Governments \$7,849.00).

Synod of the Diocese of Kootenay of the Anglican Church of Canada (Anglican Church)

The Anglican Church recently consolidated two (2) properties (170 Shuswap Street SE and 41 2 Avenue SE) in Plan EPP81986. As a result, BC Assessment Authority (BCAA) deleted the previous properties from the 2018 Assessment Roll and assigned one (1) new Property Roll Number, PID and legal description. The civic address of the newly created roll number remains 170 Shuswap Street SE.

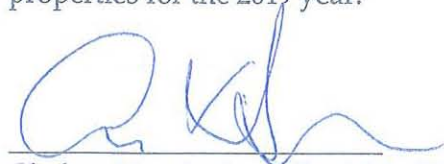
Council granted a Permissive Tax Exemption for the three (3) year period 2017, 2018 and 2019 to the Anglican Church on one (1) of the previous properties noted above (170 Shuswap Street SE). The property received a statutory exemption for the church and land on which the church stood and a permissive exemption on the entire property surrounding the church as it was less than two (2) acres. Council's policy allows up to a maximum of two (2) acres surrounding churches and accessory uses. Following the consolidation of the properties, the current area surrounding the building continues to be less than two (2) acres; therefore the entire property would remain exempt.

As advised by BCAA, the previous permissive exemption will not transfer to the newly created Property Roll Number unless authorized by Council by bylaw. The Anglican Church did not submit a formal application for Council's consideration. However, it is recommended that Council grant a permissive exemption on the entire newly created property for 2019.

The estimated permissive tax exemption value for 2019 is \$4,299.00 (General Municipal - \$2,135.00 and Other Governments \$2,164.00).

Pursuant to Section 227 of the Community Charter, the City of Salmon Arm is required to advertise all properties being considered for a permissive tax exemption and the value of said exemptions. As such, advertisements will appear in the Salmon Arm Observer on September 26 and October 3, 2018.

This bylaw must be adopted by October 31, 2018 to be in effect for the 2019 tax year. Therefore, it is recommended that Council adopt Bylaw No. 4279 to exempt the subject properties for the 2019 year.



Chelsea Van de Cappelle, CPA, BBA
Chief Financial Officer

CITY OF SALMON ARM**BYLAW NO. 4279****Being a bylaw to exempt from taxation certain lands and improvements for the year 2019**

WHEREAS it is provided by Section 224 of the Community Charter, that the Council may by bylaw exempt from taxation any lands and improvements as therein specified;

AND WHEREAS the Council of the City of Salmon Arm deems it necessary and expedient to exempt from taxation for all purposes, the whole of the taxable assessed value of the land and improvements on certain properties situate within the City of Salmon Arm;

AND WHEREAS Section 224 of the Community Charter provides that every building set apart and in use for public worship and any church hall which Council considers necessary thereto, and the land upon which the building or hall actually stands, shall be exempt from taxation;

AND WHEREAS such area of lands surrounding the church building or hall as may be determined by Council shall be exempt from taxation, such area so exempted to be determined by bylaw in accordance with Subsection 2 (f) of Section 224 of the Community Charter;

NOW THEREFORE the Council of the City of Salmon Arm by affirmative vote of at least two-thirds of all the members thereof enacts as follows:

1. CHURCHES

- a) In addition to the statutory exemption for every building set apart and in use for public worship and the land upon which the building actually stands, all church halls located on the same property or adjacent property owned by the Church or its Trustees shall also be exempted, including the land upon which the halls stand, for the year 2019.
- b) Where the property on which a church is located does not exceed two (2) acres, all such land shall be exempt from taxation for the year 2019.
- c) Where there is a residence located on the same property as a church, the residence and any ancillary buildings and the land upon which the residence and ancillary buildings actually stand, as well as any area of land deemed to be associated with the use and enjoyment of the residential and ancillary buildings, shall be assessed and taxed as residential property for the year 2019.

- d) Where the property on which a church is located exceeds two (2) acres, the area of land exempt from taxation, including the statutory exemption, shall be two (2) acres.

1. Lot 1, Plan EPP81986, Section 14, Township 20, Range 10 (170 Shuswap Street SE)
Registered Owner and Occupier: Synod Diocese of Kootenay (06140.010)

2. SOCIETIES

- a) The following properties are hereby exempted from taxation for all purposes for the year 2019, the whole of the taxable assessed value of the land and improvements unless otherwise noted:

1. Lot 1, Plan 42866, Section 14, Township 20, Range 10 (681 Marine Park Drive NE)
Registered Owner and Occupier: Shuswap Family Resource & Referral Society (06757.010)
2. Lot 13, Block C, Plan 1523, Section 14, Township 20, Range 10 (350 Fraser Avenue NW) Registered Owner and Occupier: Churches of Salmon Arm Used Goods Society (06780.000)
3. Lot 14, Block C, Plan 1523, Section 14, Township 20, Range 10 (360 Fraser Avenue NW) Registered Owner and Occupier: Churches of Salmon Arm Used Goods Society (06780.001)
4. Lot 15, Block C, Plan 1523, Section 14, Township 20, Range 10 (380 Fraser Avenue NW) Registered Owner and Occupier: Churches of Salmon Arm Used Goods Society (06780.002)
5. Lot 16, Block C, Plan 1523, Section 14, Township 20, Range 10 (390 Fraser Avenue NW) Registered Owner and Occupier: Churches of Salmon Arm Used Goods Society (06780.003)

3. 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.

4. 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.

5. EFFECTIVE DATE

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

6. CITATION

This bylaw may be cited as "City of Salmon Arm Tax Exemption Bylaw No. 4279"

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

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Item 8.2

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4284 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 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.

[OCP4000-36; Dionne, E.; 2591 – 26 Street NE; Low Density Residential to Medium Density Residential]

Vote Record

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

Opposed:

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

5. REPORTS

1. Official Community Plan Amendment Application No. OCP-4000-36 [Dionne, E.; 2591 - 26 Street NE; LD - MD]

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 by redesignating the land use category of the 0.38 ha portion of land shown in Appendix 5 of the staff report dated September 26, 2018, of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 8567 from "Low Density Residential" to "Medium Density Residential";

E. Dionne, the applicant, outlined the application and was available to answer questions from the Committee.

DEFEATED

Deputy Mayor K. Jamieson and Councillors Wallace Richmond, Flynn, Harrison and Lavery Opposed

2. Zoning Amendment Application No. ZON-1130 [Dionne, E.; 2591 - 26 Street NE; R-1 to R-4]

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 would amend Zoning Bylaw No. 2303 as follows:

1. Rezone the 0.38 ha portion shown in Appendix 5 of the staff report dated September 26, 2018, of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 8567 from R-1 (Single Family Residential) to R-4 (Medium Density Residential);

AND FURTHER THAT: Final reading of the zoning amendment bylaw be withheld subject to:

1. Adoption of the associated Official Community Plan Amendment Bylaw; and
2. Resolution by City Council to authorize the release of Section 219 Road Reserve Covenant (N17805) from the title of Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855 to facilitate the execution of road dedication in order to provide access from 25 Street NE, with the owner/applicant (Eugene Dionne) being responsible for all associated costs including, but not limited to, legal, surveying and registration.

DEFEATED

Deputy Mayor K. Jamieson and Councillors Wallace Richmond, Flynn, Harrison and Lavery Opposed



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: September 26, 2018

SUBJECT: Official Community Plan Bylaw Amendment Application No. 4000-36
 Zoning Bylaw Amendment Application No. 1130
 Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 8567
 Civic Address: 2591 - 26 Street NE
 Owner/Applicant: Eugene Dionne

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 by redesignating the land use category of the 0.38 ha portion of land shown in APPENDIX 5, of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 8567 from "Low Density Residential" to "Medium 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 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 as follows:

- 1) Rezone the 0.38 ha portion shown in APPENDIX 5 of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 8567 from R-1 (Single Family Residential) to R-4 (Medium Density Residential);

AND FURTHER THAT: Final Reading of the zoning amendment bylaw be withheld subject to:

- 1) Adoption of the associated Official Community Plan Amendment Bylaw; and
- 2) Resolution by City Council to authorize the release of Section 219 Road Reserve Covenant (N17805) from the Title of Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855 to facilitate the execution of road dedication in order to provide access from 25 Street NE, with the owner/applicant (Eugene Dionne) being responsible for all associated costs including, but not limited to, legal, surveying and registration.

STAFF RECOMMENDATION

THAT: The motion for consideration be defeated.

AND FURTHER THAT: Should the bylaws receive three readings, the owner/applicant provide a cash contribution of 50% up to a maximum of \$5,000 for the cost of an updated advanced street plan as a condition for Final Readings.

PROPOSAL

The subject property is located at 2591 - 26 Street NE (APPENDICES 1 and 2). The proposal is to re-designate a 0.38 ha portion of the property from Low Density Residential (LDR) to Medium Density Residential (MDR) and rezone the same portion from Single Family Residential (R-1) to Medium Density Residential (R-4). The requests are to accommodate a future, 12-unit strata development in the northern portion of the subject property. Currently an existing single family dwelling and a few small accessory buildings are located on the southern portion of the property while the northern portion is undeveloped.

Drawings provided by the applicant are attached as APPENDIX 5 and site photos as APPENDIX 6.

BACKGROUND

The subject property is designated LDR in the City's Official Community Plan (OCP) and zoned R-1 in the Zoning Bylaw (APPENDICES 3 and 4). The subject property is within the Urban Containment Boundary (UCB) and Residential Development Area A, which is a higher priority for residential development. The surrounding neighbourhood is designated LDR and consists of primarily R-1 properties, many relatively large in size, with some R-8 (Residential Suite) properties. Adjacent land uses are described as follows:

North: Single Family Residential (R-1)
South: Single Family Residential (R-1) / terminus of 26 Street NE
East: Single Family Residential (R-1)
West: 25 Street NE / Single Family Residential (R-1) / Suite Residential (R-8)

The nearest MDR designate land and development is approximately 0.5 km to the south.

The subject property is approximately 1.31 ha in size with approximately 48 m of frontage on 25 Street NE and 6 m of frontage on 26 Street NE. The property is irregular in shape with most of the property running north to south with street frontages on the south end. The proposal is to re-designate and rezone the northern-most 0.38 ha portion of the property. The proposed development site slopes down approximately 7% from the northeast to southwest corners.

Staff has been in discussions with the owner/applicant regarding the proposal since late 2017. A letter from the Approving Officer was issued March 2, 2018 (attached as APPENDIX 7), which notified the applicant that additional information was required prior to staff evaluation of a Preliminary Subdivision Review application. One item listed was Council's approval of OCP and zoning amendments to accommodate the proposed subdivision. Another is the need for an updated, advanced street plan to confirm suitable road access from the subject property to adjacent lots and lands beyond, which is discussed further in this report.

COMMENTS

Engineering Department

Comments attached as APPENDIX 11.

Section 475 – Local Government Act

Pursuant to Section 475 of the *Local Government Act* (consultation during OCP development / amendments) the proposed OCP amendments were referred to the following external organizations:

Economic Development Society	(APPENDIX 9)
Interior Health Authority	(APPENDIX 10)
Adams Lake Indian Band	(no response to date)
Neskonlith Indian Band	(no response to date)

Section 477 – Local Government Act

Pursuant to Section 477 of the *Local Government Act* (adoption procedures for an OCP amendment), Council must consider this proposed OCP amendment in relation to the financial and waste management plans of the City. In the opinion of staff, this OCP amendment is not affected by the City's financial plans and the Liquid Waste Management Plan.

Planning Department

This memorandum addresses two applications: a proposed OCP Bylaw amendment and a proposed Zoning Bylaw amendment.

Official Community Plan Amendment – Urban Residential Objectives and Policy

The applicant is requesting to re-designate part of the subject property from Low Density Residential (LDR) to Medium Density Residential (MDR). Relevant OCP objectives include the following:

- 8.2.1 Provide opportunities for a variety of housing types and densities in appropriate locations to accommodate diverse lifestyles and needs; and
- 8.2.3 Encourage residential development that will support strong neighborhoods in compact communities.

Staff considers the proposal to have some limited alignments to the OCP as it supports the provision of a variety of housing types and densification. As well, the subject property and surrounding lands are within the UCB and Residential Development Area A, which is deemed to be a higher priority for residential development than compared to Areas B and C (as per OCP policy 8.3.29).

However, the proposed MDR designation of the land is, in staff's opinion, more contrary to than consistent with the OCP. It is seen by staff as a one-off proposal that would essentially allow for a doubling of the residential unit density (12 units instead of 7), which ideally in this area should be accompanied with some finer tuned neighbourhood planning. If the lot was in closer proximity to other MDR lands, staff may be able to consider such a proposal to be a reasonable expansion aligned with lands envisioned for similar densities and associated services. In this location, the lot is disconnected from similar forms of multi-family development, transit and commercial services. There is more density discussion on the next page.

Additional OCP policies relevant to this proposal include the following:

OCP Policy 8.3.15 encourages applications for lands designated LDR provide a comprehensive development plan detailing proposed land use, configuration, phasing and servicing of the entire parcel and adjacent parcels. The proposal has not included any such plans.

OCP 8.3.19 encourages such proposals to meet a range of criteria including good access to transportation routes (including transit, trails/sidewalks, and roads) and community services. The proposal lacks any currently existing access. Even with the proposed release of the Road Reserve covenant, the subject property would still be isolated. Without a comprehensive development access plan considering

adjacent areas and given the disconnected location and distance to services, the proposal does not appear to meet these criteria.

OCP 8.3.30 suggests that municipal cost sharing programs for items such as advanced street and servicing plans for lands beyond, may be considered within Residential Development Area A. Staff informed the applicant of this potential. The proposal does not indicate any engagement by the applicant in a cost sharing option.

Considering the above, there have been a few instances in the past (later 1990s) where property owners and developers have either fully or partially funded the completion of comprehensive, neighbourhood plans. One such plan is the "Sandusky Estates Comprehensive Development Plan" funded by the Hannas for the now mostly developed lands west of 30 Street NE along either side of the 15 Avenue NE (Hillside Manor, Shuswap Ridge, and the newer multi-family development presently under construction). The other plan was for land consisting of Area B and the Mt. Ida Foothills area. Both of those plans, created by consultants, were received by previous Councils in the late 1990s and eventually incorporated into the OCPs adopted in 2002 and 2011.

Zoning Bylaw Amendment

The applicant is requesting to rezone the portion of land shown on APPENDIX 5 from R-1 to R-4 to accommodate a multi-family strata development. The zoning proposed is not consistent with the current OCP designation, policies or objectives; therefore staff does not support the proposed zoning bylaw amendment.

It should be noted that duplex zoning (R-2) and development is supported in the LDR land use designation of the OCP. With R-2 zoning, the minimum parcel area (800 m²) and minimum parcel width (24 m) for side-by-side duplexes are 200 m² and 4 m greater than the minimum dimensions for a duplex in the R-4 zone. With R-2 zoning and no OCP amendment, the maximum density permitted on the 0.31 ha land base would be 7 units. The applicant is proposing 12 units with R-4 zoning. It is also recognized, as a point the owner/developer raised with staff, that the City's R-8 zone allows for higher densities with secondary and detached suites in the LDR.

Road Reserve Covenant

The owner/applicant is requesting that Section 219 Road Reserve Covenant (N17805) registered over the adjacent parcel, 2790 - 25 Street NE, be discharged/released from title and road dedication be executed to provide access to the proposed development. The covenant, in favour of the City, was registered on the parcel in 1978 as part of a subdivision approval and restricts the identified land to future municipal road. It is intended to protect a 20 m / 54 m area - approximately the southern 1/3 of that lot - from any buildings or structures. Because the covenant was agreed upon during a previous subdivision the City does not provide compensation for the land and the transaction is completed for the sum of \$1.00.

The owners of the neighbouring Road Reserve property are subject to the covenant and obliged to sign all legal documents pertaining to its release and road dedication if Council authorizes the release. No consent from the neighbouring owners has been demonstrated by the owner/applicant. City staff contacted the neighbouring owners in regards to this application and was told that they do not support the enactment of the Road Reserve at this time.

As outlined in the motion for consideration, the owner/applicant would be responsible for all associated costs with the covenant's release and road dedication. To complicate the situation, however, the neighbouring owners of the Road Reserve property recently constructed a swimming pool supported by landscaping over the reserve area (note that the pool does not appear on the 2016 aerial photo), likely a violation of the terms of Covenant N17805.

Access and Future Road Network

At this point it is unclear how the new municipal road network would connect with and service adjacent lands beyond the subject parcel; no professionally prepared or approved planning work has been undertaken, except for a 40 + year old street plan. In conversations with the owner/applicant it was noted that staff require further information detailing how a road network would serve adjacent lands. The owner/applicant has stated that an updated street plan prepared by a professional land surveyor is not necessary, and that he will not contribute towards such a plan.

The owner/applicant has his own ideas and concepts for a street network in this area (attached in APPENDIX 5), and staff appreciates the efforts and thought that went into the concepts. However, in the absence of a professionally produced plan, endorsed by staff at a minimum, enactment of the Road Reserve covenant is not recommended. If Council supports the proposed bylaw amendments, staff is recommending that the owner/applicant contribute up to \$5,000 towards such a plan (which could cost in the range of \$7,500 - \$10,000) prior to final readings of the bylaws.

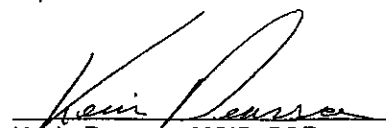
An old street network plan for this area does exist in the City archives, however this plan is over 40 years old and is considered outdated. It appears to have been adopted by the Council of that time with the Road Reserve over the neighbouring property. Requiring updated road network plans is common practice by City staff and has been carried out in other similar situations throughout the municipality. An explanatory map is attached as APPENDIX 8 illustrating the proposed development in relation to the surrounding properties and the old street network plan.

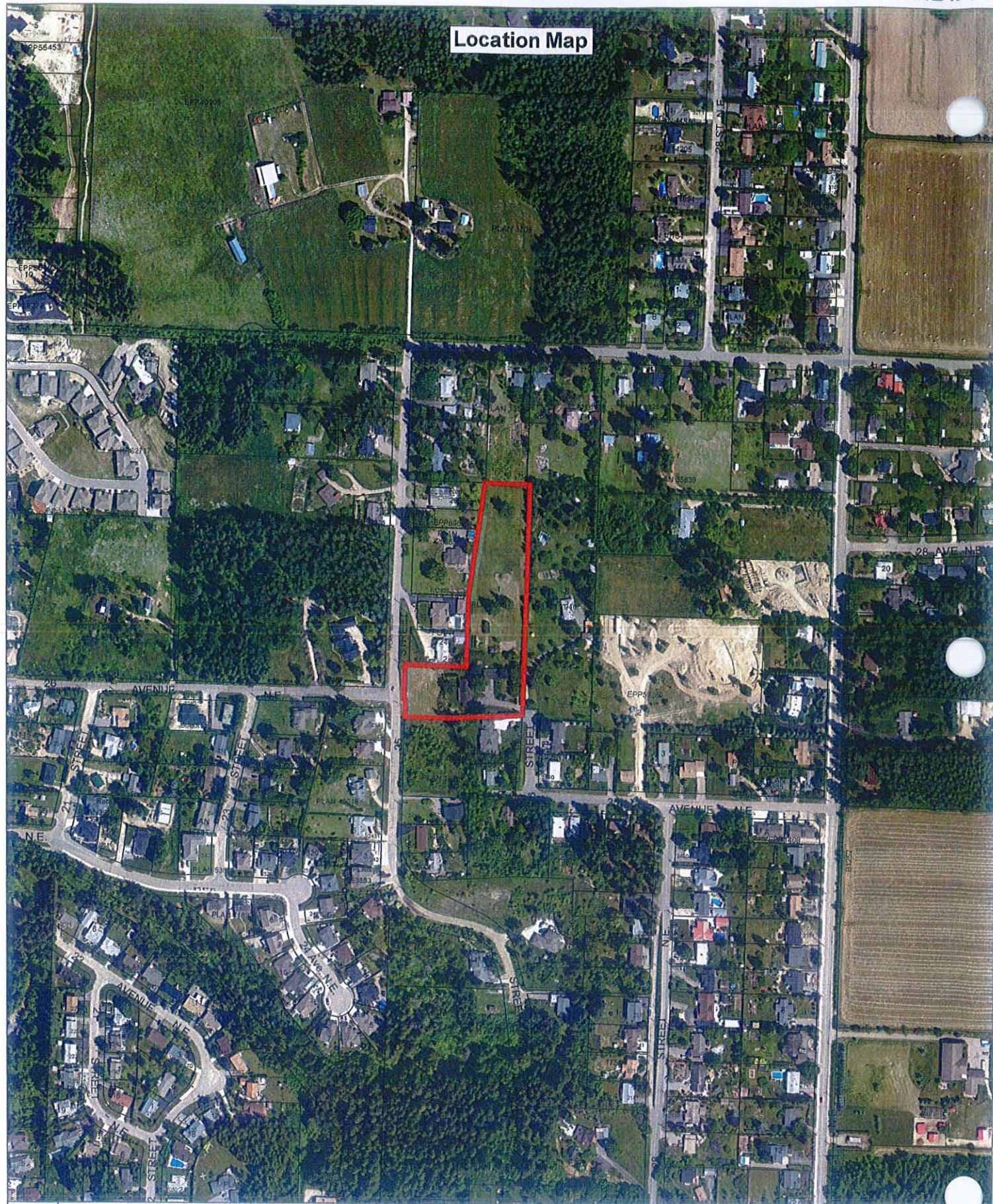
Finally, the owner/applicant has raised the question of whether the City would partner in or be responsible for any of the road building and utility main extensions. Basically, the owner/developer would be responsible for all costs associated with the requirements of the Subdivision and Development Servicing Bylaw, including full road construction to the RD-2 standard, and the extensions of the water, sanitary and storm sewer mains to the Urban Standards (along with the installation of private utilities). Although there may be an opportunity for variances or a Latecomer Agreement with subsequent charges to other properties, it is far too early to confirm any such agreement or approvals that would require applications and consideration by Council.

CONCLUSION

The applicant is requesting to amend the OCP and rezone a portion of land to accommodate a medium density multi-family development. The proposal is not consistent with the current OCP land use designation, OCP Urban Residential objectives or policies, and has not included any comprehensive development plans to address implications to adjacent lands or future service to the subject property; therefore staff do not support the proposed OCP and zoning bylaw amendments.

In addition, the proposal requires the enactment of a Section 219 Road Reserve Covenant over an adjacent third party property to provide access to the site. As noted above, staff does not support the implementation of the road reserve covenant at this time.


Kevin Pearson, MCIP, RPP
Director of Development Services

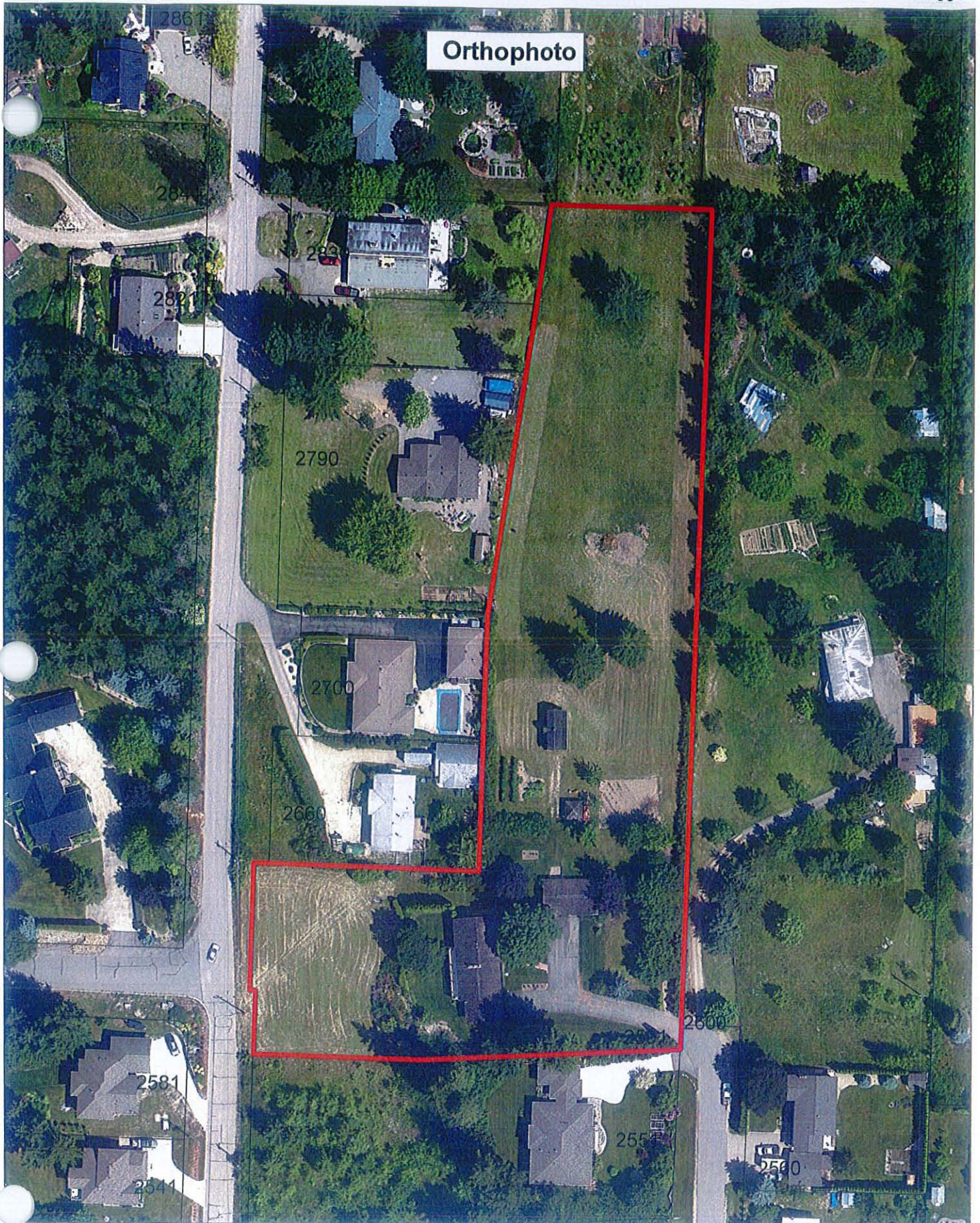


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Subject Parcel

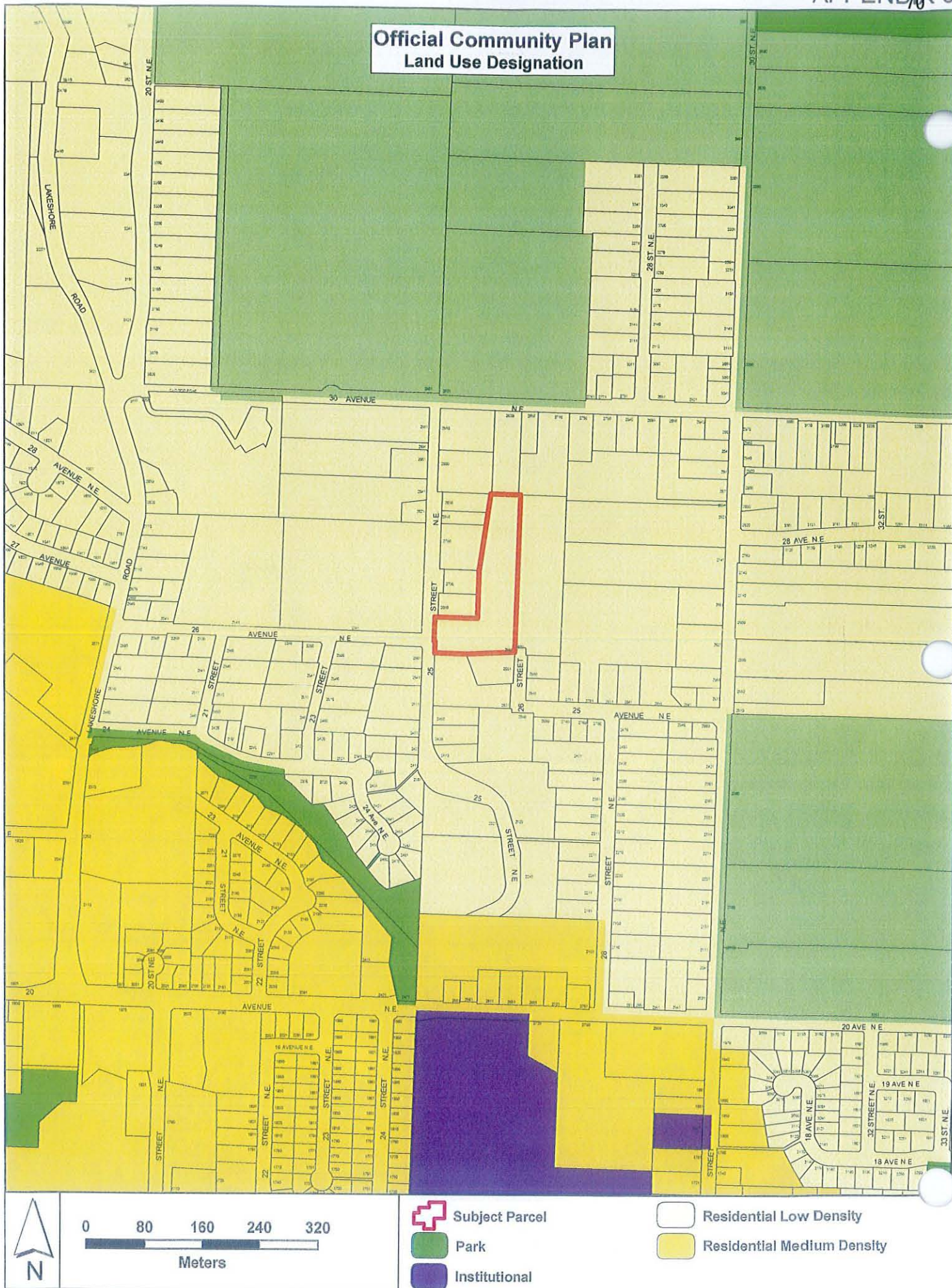
Orthophoto



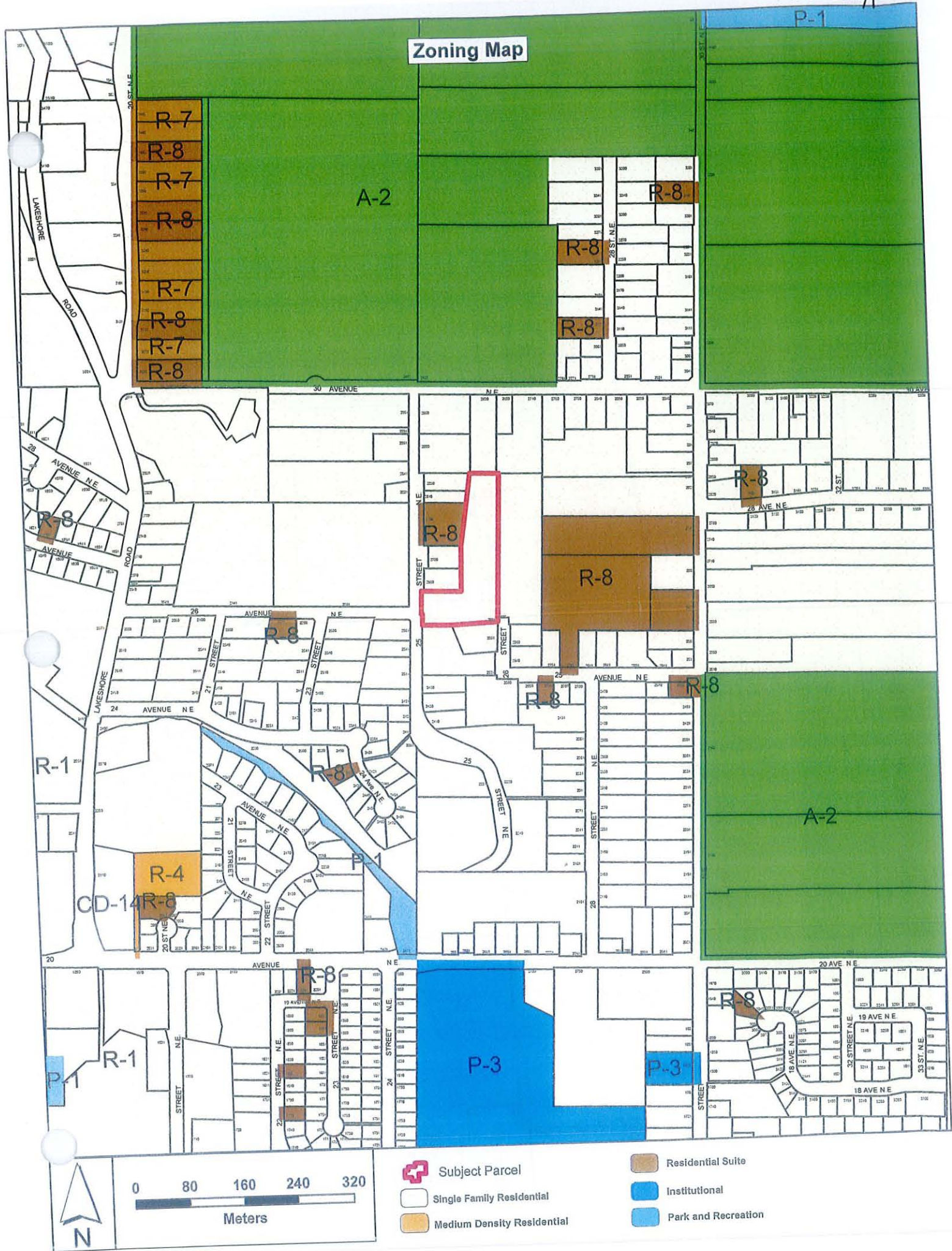
0 10 20 30 40
Meters

 Subject Parcel

**Official Community Plan
Land Use Designation**

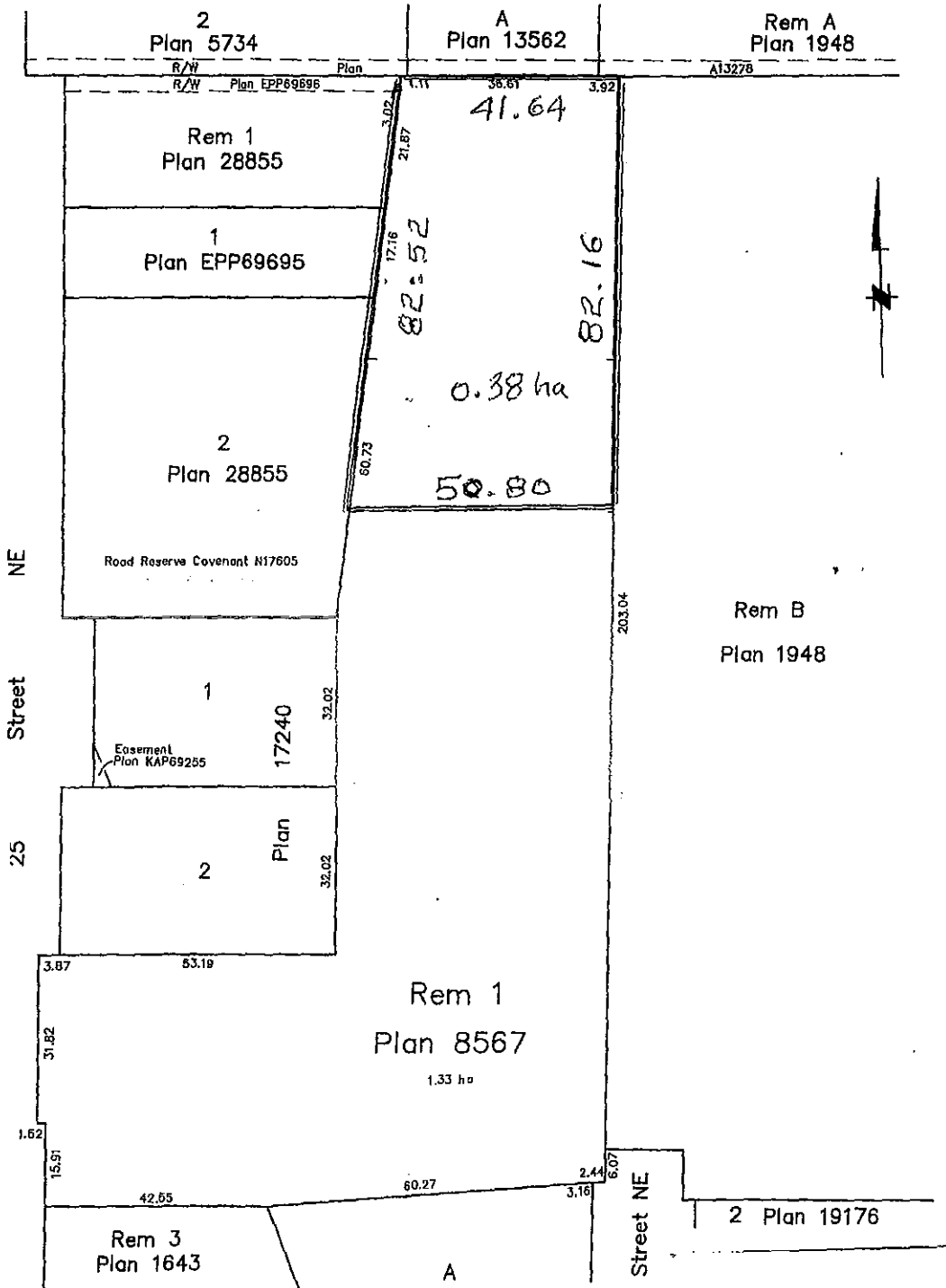


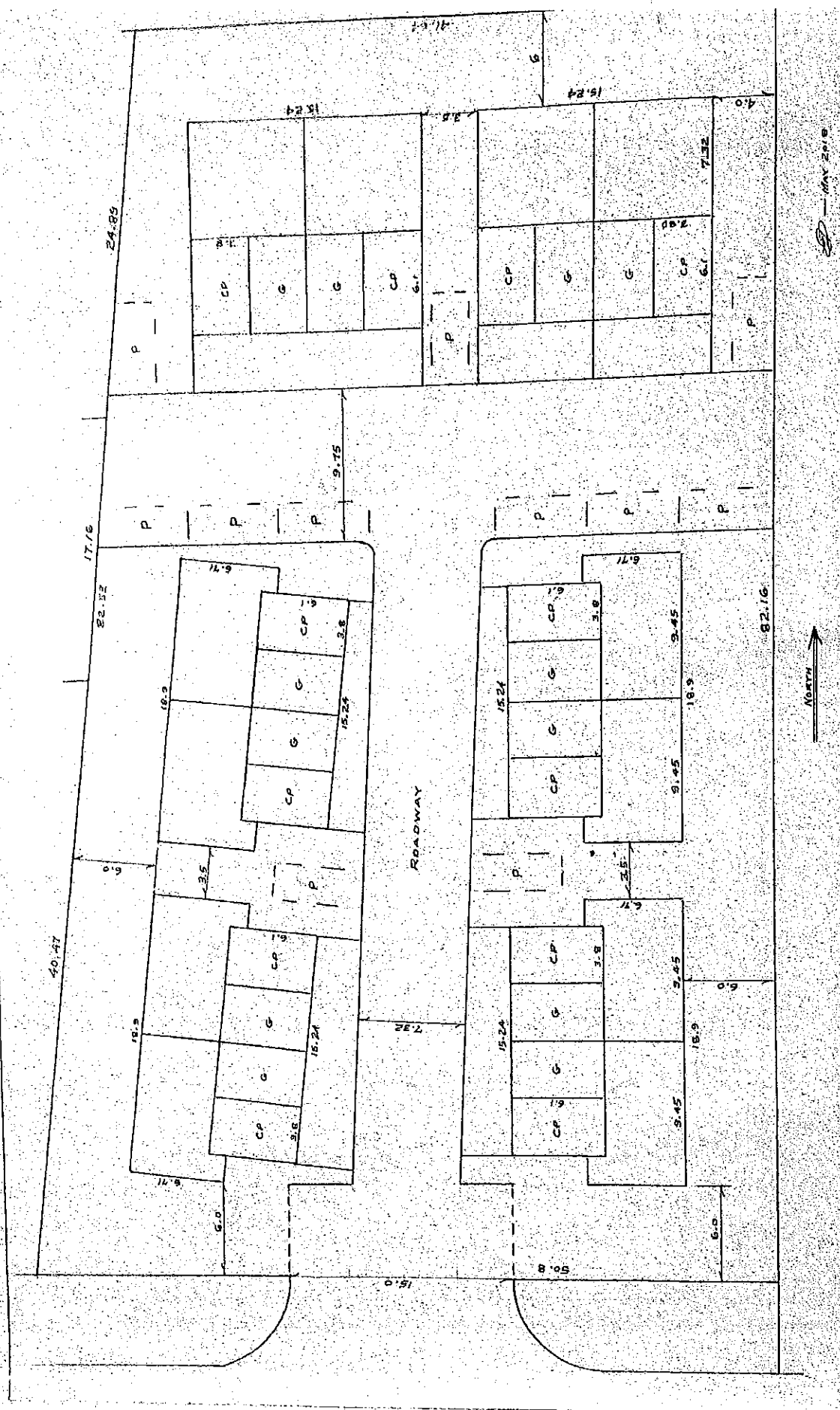
Zoning Map



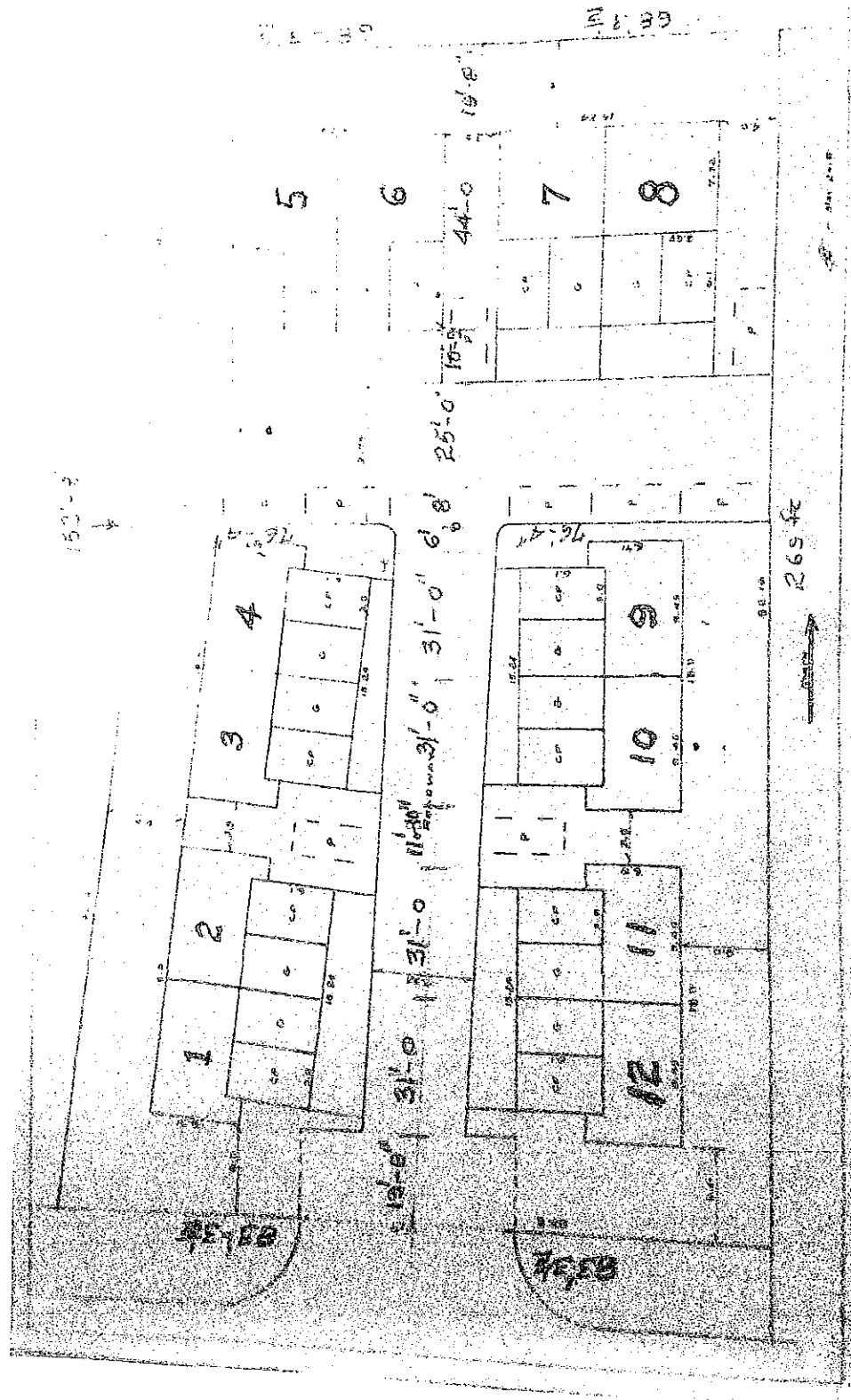
- Subject Parcel
- Single Family Residential
- Medium Density Residential

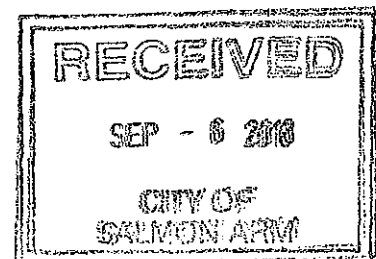
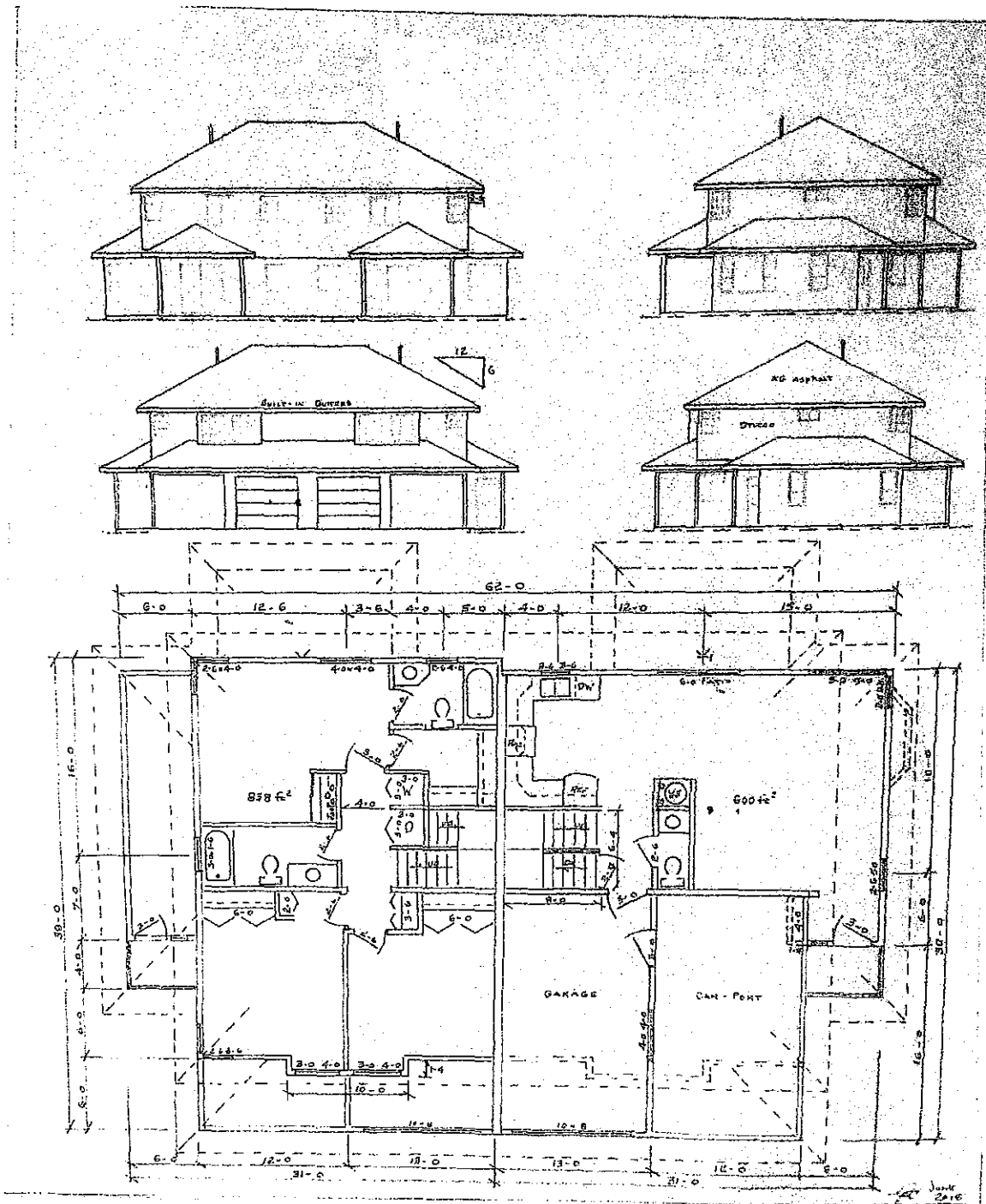
- Residential Suite
- Institutional
- Park and Recreation

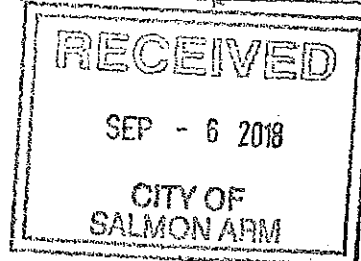
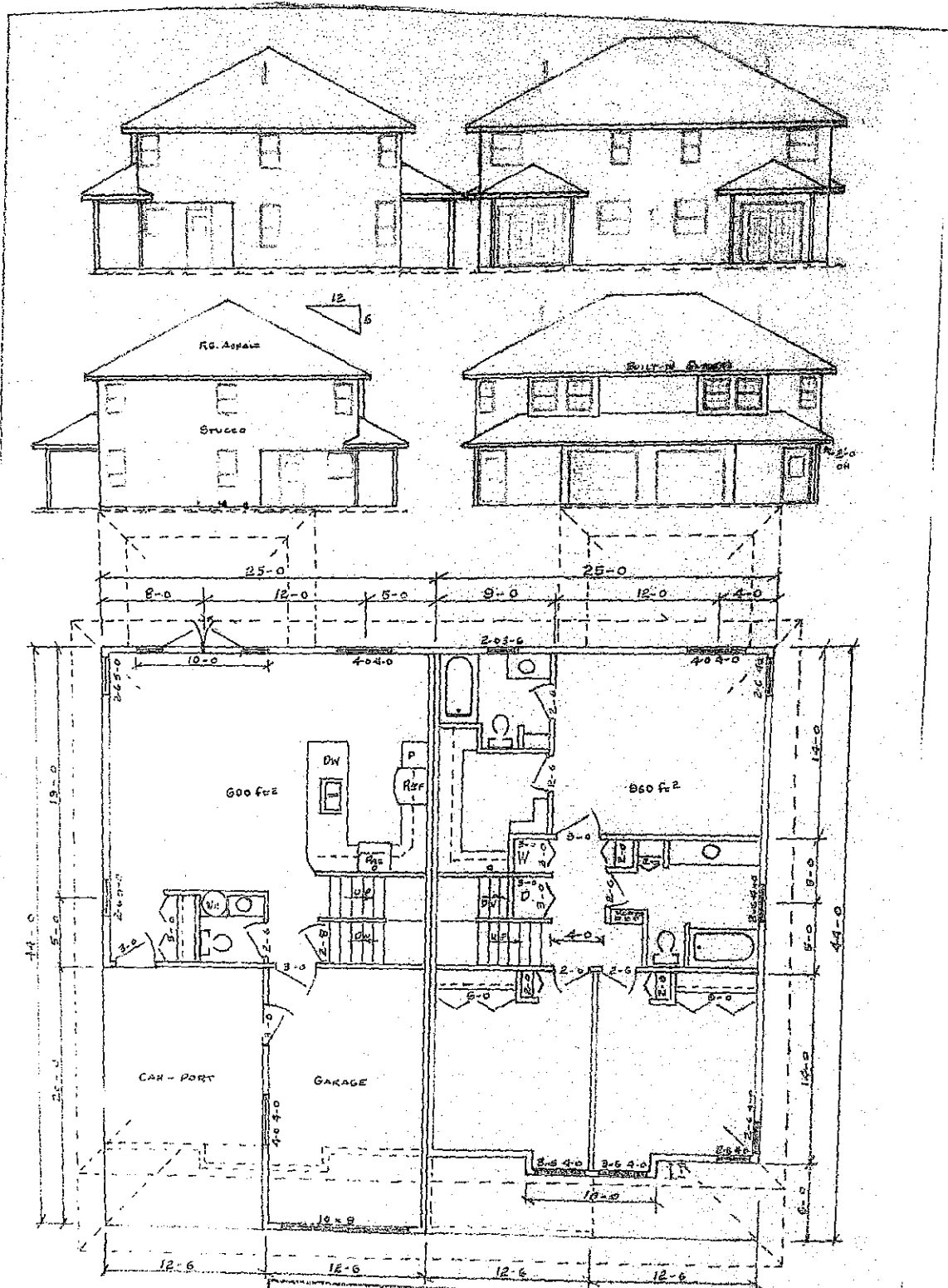


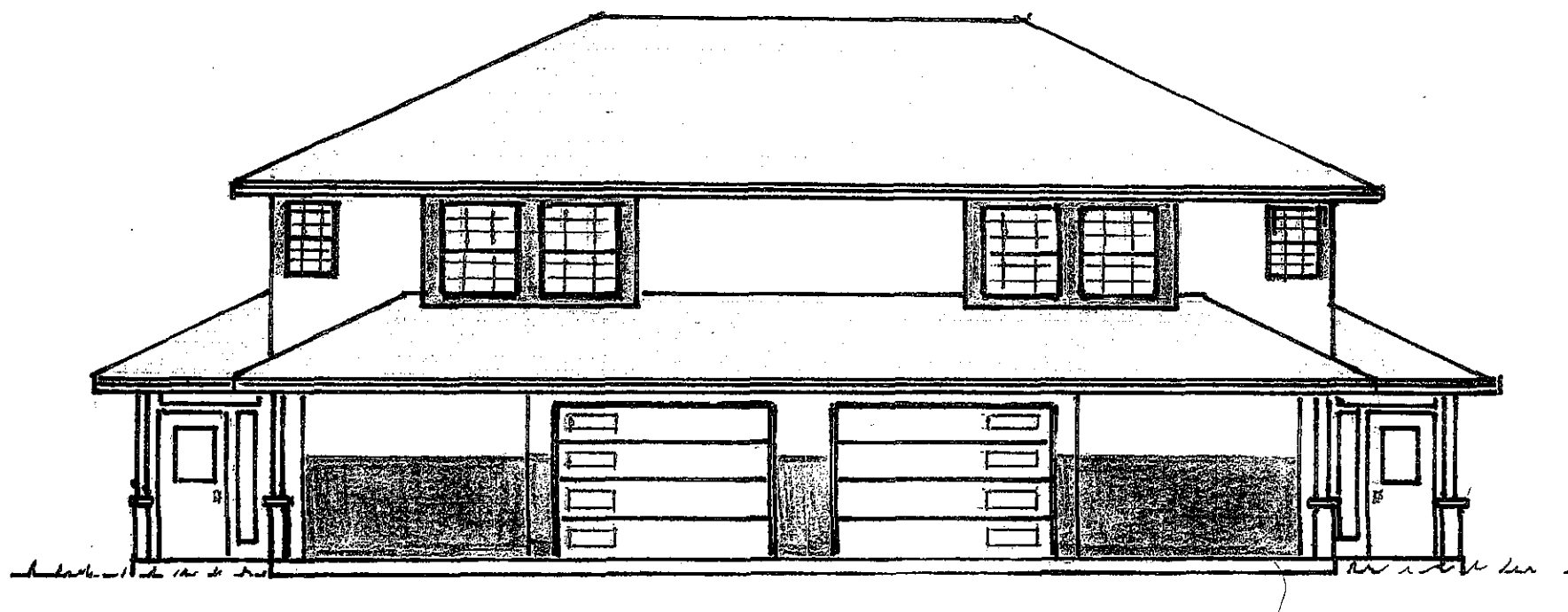
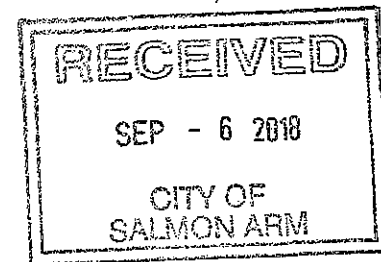


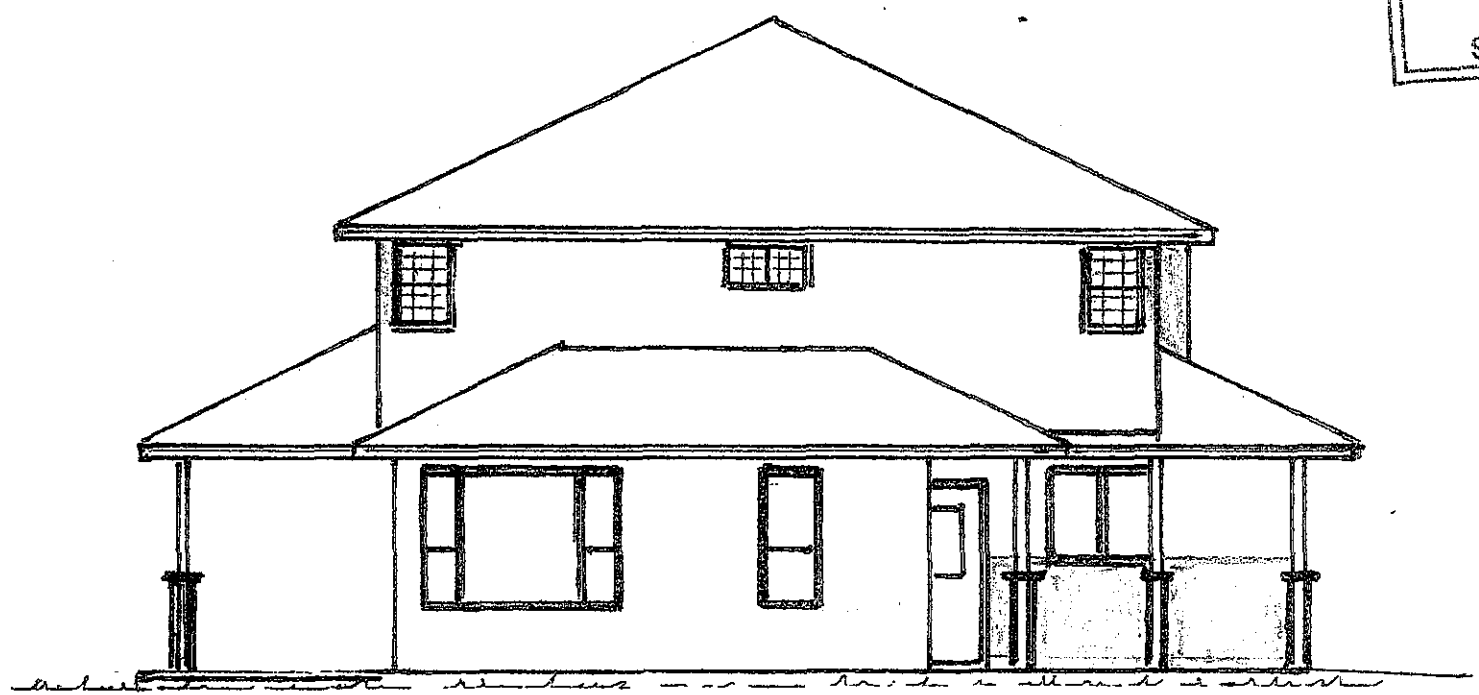
ASAC



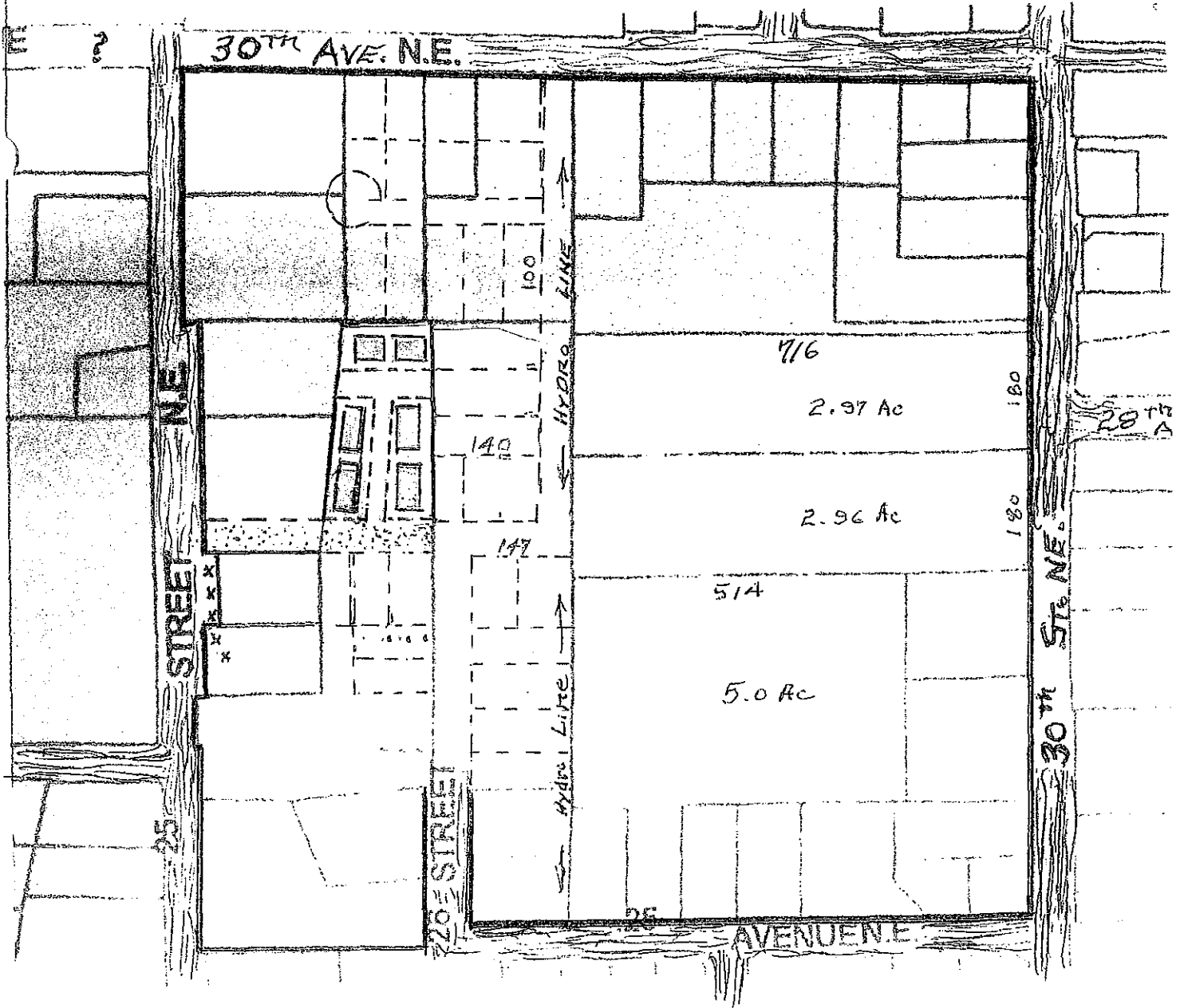




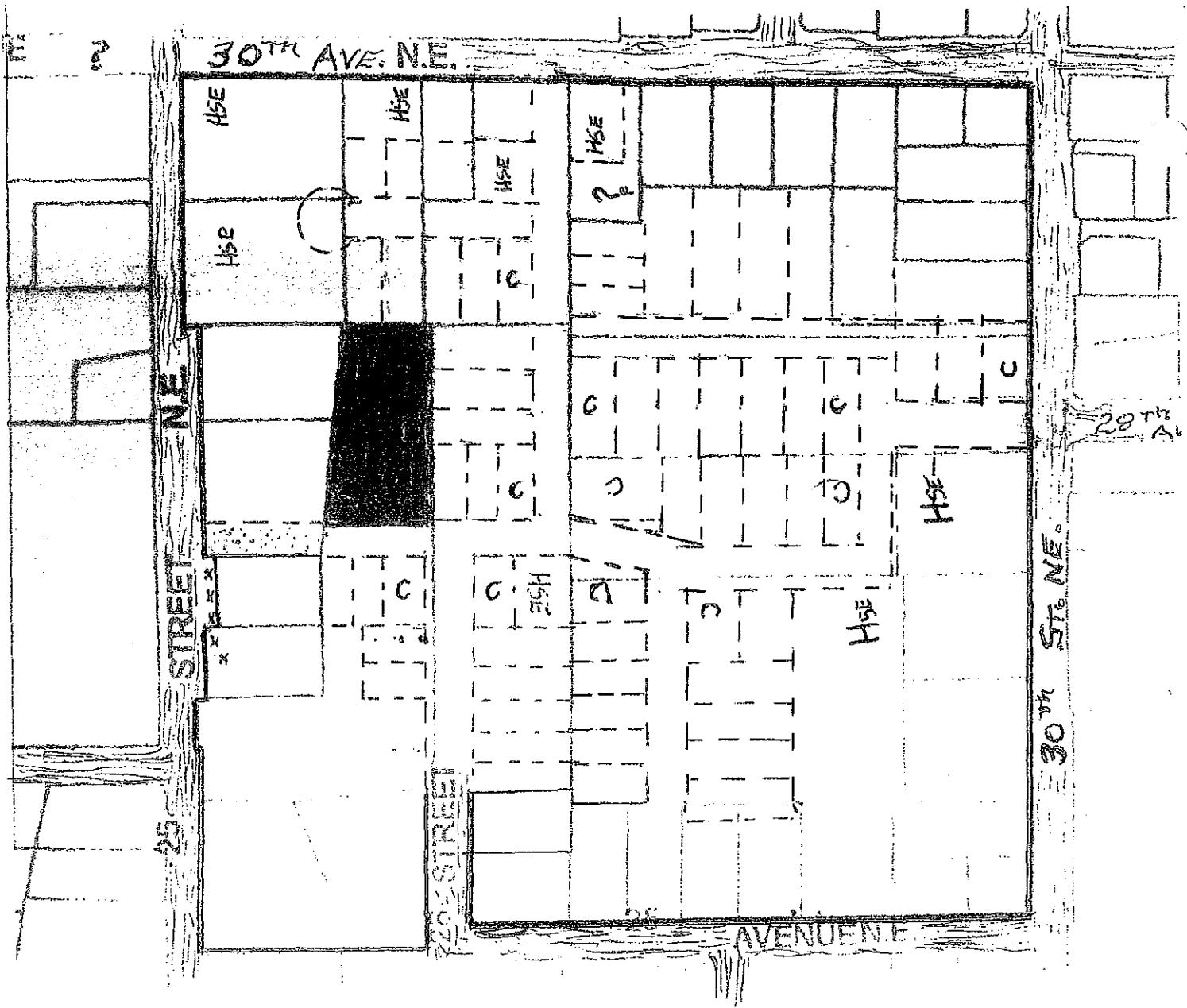




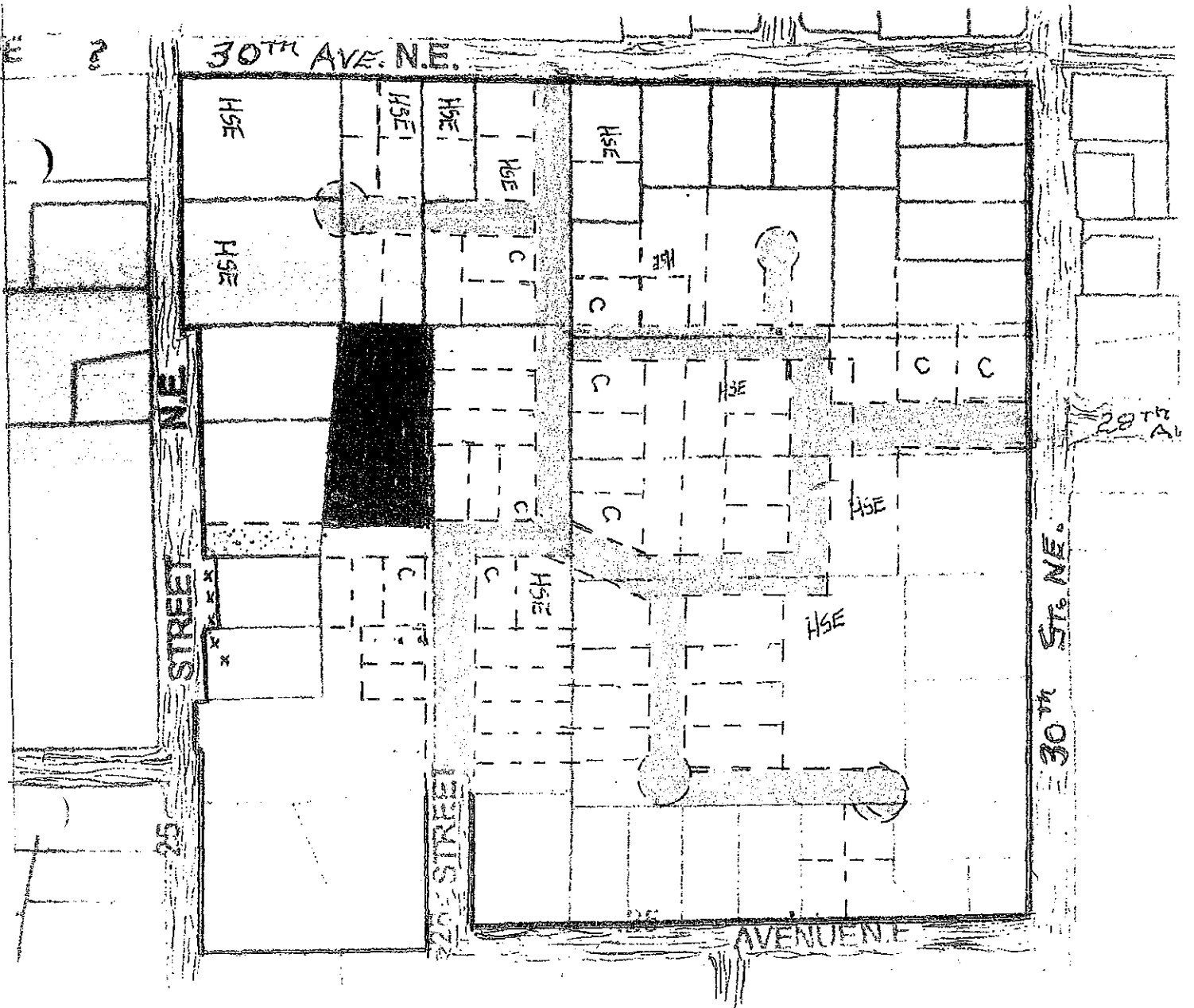
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SALMON ARM

APPENDIX 6



Photo 1: Photo looking east at the subject property from 25 Street NE.



Photo 2: Photo looking east at 2790 - 25 Street NE, Road Reserve Covenant area and proposed access to site.

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

Eugene Dionne
2591 26 Street NE
Salmon Arm, BC, V1E 3C8

March 2, 2018

Dear Mr. Dionne,

Re: Subdivision Application for Lot 1, Plan 8567 (Subject Property)
Civic Address: 2591 26 Street NE

In reviewing your subdivision application and proposed lot layout received October 20, 2017, it became apparent that the following items need to be addressed before the undersigned will formally respond to your application.

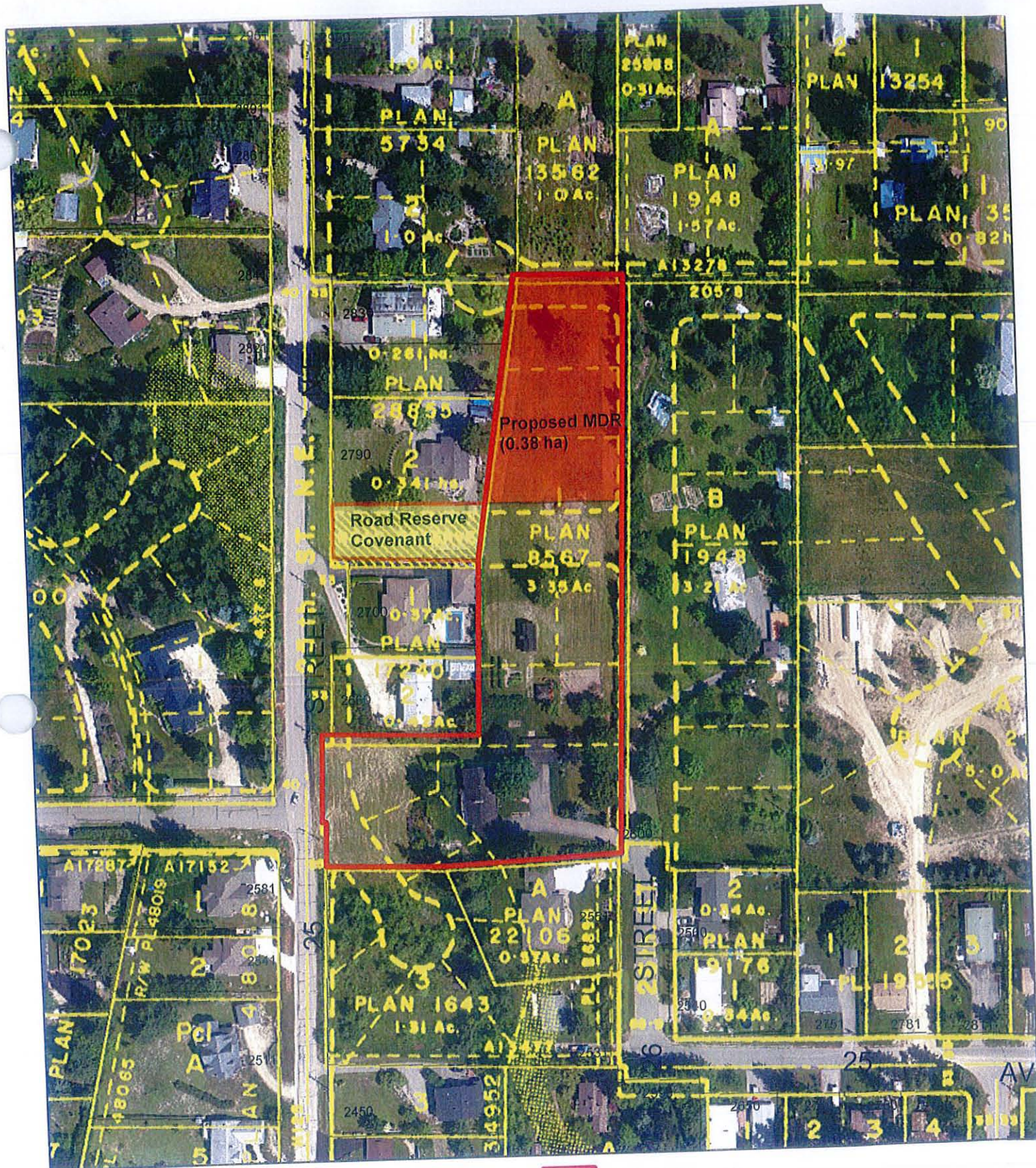
- 1) Your plan assumes primary access from 25 Street NE over what is now Road Reserve Covenant N17605 registered on Lot 2, Plan 28855 (2790 25 Street NE). Discharge of this covenant will require authorization by a resolution of City Council and execution by the owner of 2790 25 Street NE. For Council's consideration, please provide the following:
 - a) A letter from the owner of 2790 25 Street NE verifying their consent to sign the necessary legal documents for discharge of the Road Reserve Covenant and road dedication;
 - b) In writing, your intent to construct the Road Reserve area to the Local Urban Street Standard of the City's Subdivision and Development Servicing Bylaw in effect; and
 - c) Written acknowledgment of your responsibility for all associated legal costs, and design / construction costs associated with discharge of the Road Reserve Covenant, road dedication, and construction.
- 2) The undersigned requires an Access / Street Plan to be provided by you to ascertain sufficient road access and potential lot layouts on lands beyond the subject property. The Access / Street Plan will need to be prepared by a British Columbia Land Surveyor and show connectivity from 25 Street NE to 26 and 30 Streets NE, and a potential lot layout on the adjacent Rem. B, Plan 1948. The City may be able to assist you with a portion of the Access / Street Plan cost.
- 3) The parcel widths you are proposing on at least 4 of the lots are less than the minimum permitted in the low density R-1, R-2 and R-8 zones. Please verify what zones are intended for each lot. It is recommended that you apply for any necessary Official Community Plan and Zoning Bylaw amendments and/or variances, and attempt to obtain support by City Council for such applications. It is possible with such applications that the Road Reserve Covenant discharge request could be considered with that process.

Should you have any questions, or if you would like to arrange a meeting, I can be reached at 250-803-4015 or kpearson@salmonarm.ca.

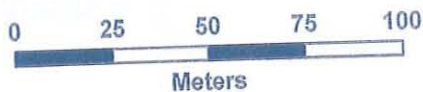
A handwritten signature in black ink, appearing to read "Kevin Pearson". The signature is fluid and cursive, with the first name "Kevin" and last name "Pearson" clearly distinguishable.

Kevin Pearson
Approving Officer
City of Salmon Arm

cc: Mark Mason, B.C.L.S., Browne Johnson Land Surveyors – File No. 498-17



OCP 4000-36 & ZON-1130 (Dionne)
2592 - 26 Street NE



-  Subject_Property
 Section_219_Road_Reserve_Covenant
 Proposed_MDR
 Existing_Street_Network_Plan

*This map was created for explanatory purposes only and is not intended for any other use.



June 26, 2018

City of Salmon Arm
PO Box 40
Salmon Arm BC
V1E 4N2

Attention: Kevin Pearson
Director of Development Services

Dear Sir:

Re: OCP Amendment Application No OCP4000-36

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to redesignate the property located at 251 – 26 Street NE, Salmon Arm from LR- Low Density Residential to MR – Medium Density Residential to facilitate a medium density residential development.

SAEDS Board members support the application, because they recognize the challenges in our community related to attainable housing. This project will add to our existing housing inventory in a higher density format, which is supported. However, the Board also recognizes there is a specific need for family and first-time home owner housing and rental housing. For these reasons, SAEDS would have preferred the applicant not include an age restriction on the development and also that they would have considered rental units.

We thank you for the opportunity to comment on this OCP Amendment Referral.

Sincerely,

A handwritten signature in blue ink, which appears to read "William Laird".

William Laird, Chairperson
Salmon Arm Economic Development Society

PO Box 130
20 Hudson Avenue NE
Salmon Arm, BC V1E 4N2
Tel: 250 833.0608
Fax: 250 833.0609
www.saeds.ca

it's happening
here



July 23, 2018

Chris Larson, Planner
Development Services
City of Salmon Arm
P.O. Box 40, 500 – 2nd Avenue NE
Salmon Arm, BC V0E 4N2
clarson@salmonarm.ca

Dear Chris Larson:

Re: Official Community Plan Amendment Application No. OCP4000-36 and Zoning Amendment Application No ZON-1130 proposed for 2591 26 Street NE

Thank you for the opportunity to comment on the above named proposal. It is my understanding the proposal is to change the OCP designation and zone on the northern most 0.38 hectare portion of the subject parcel from LR Low Density Residential to MR Medium Density Residential and R-1 Single Family Residential to R-4 Medium Density Residential, respectively to allow a medium density, residential, age restricted, non-rental strata. The information included with the referral does not provide many details about the proposed development. My understanding is six duplex type units are being proposed and the proposed roadway does not connect to any existing City of Salmon Arm roads, and there are also no pedestrian/cycling connections. It is assumed the proposal would include connection to community drinking water and sanitary sewer systems.

Population health research has demonstrated the planning principles outlined in the [Provincial Health Services Authority - Healthy Built Environment Linkages Toolkit](#) are linked to improved health outcomes at a population level.

The proposed medium density residential zone would increase the amount and add to the variety of housing forms. However, the age restriction and no rental proposed policies would limit the equitable access to affordable housing. Having affordable housing of adequate quality for all segments of society is very important. When housing costs are lower individuals and families have more disposable income which lowers stress and provides opportunity for nutritious food, recreational opportunities and other health care needs. In order to increase equity it is best if higher density residential areas are situated closer to amenities (schools, employment, commercial areas, etc) with efficient healthy transportation networks.

Salmon Arm will be a healthier community the more complete, compact and physically and socially connected it becomes. When there are increased opportunities for active transportation (walking, cycling, transit), especially closer to amenities, residents are able to have a more active lifestyle on a routine basis

Bus: 250-833-4114 Fax: 250-833-4117
Anita.elvy@interiorhealth.ca
www.interiorhealth.ca

Population Health
851 16 St NE, Box 627
Salmon Arm, BC V1E 4N7

Chris Larson, City of Salmon Arm
July 23, 2018

which has been shown to reduce incidence of chronic disease, such as diabetes, heart disease, stroke and cancer. Active transportation also increases social connectedness in the community, which has been shown to increase mental health and overall feelings of well-being.

Therefore, it is recommended as the City of Salmon Arm considers approving residential development thought be given to the degree to which a proposed development will increase the provision of diverse housing forms and tenure types, and the accessibility of the proposed housing to daily amenities. In addition, considering how active transportation and transit networks in the community can be improved to better connect people to school, work, commercial, and parks and recreation areas. Health research has demonstrated all of these activities will work to increase health equity and create a healthier community. Thank you for the opportunity to provide a health perspective to this proposal.

Sincerely,



Anita Ely, B.Sc, B.Tech, CPHI(C)
Specialist Environmental Health Officer

Healthy Communities
Population Health

AE/ae



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

TO: Kevin Pearson, Director of Development Services
 DATE: 7 September 2018
 PREPARED BY: Xavier Semmelink, Engineering Assistant
 APPLICANT: Dionne, Eugene, 2591 – 26 Street NE, Salmon Arm, BC, V1E 3C8
 SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-36**
ZONING AMENDMENT APPLICATION FILE NO. ZON-1130
 LEGAL: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD Plan 8567
 CIVIC: **2591 – 26 Street NE**

Further to your referral dated 29 May 2018, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning or OCP amendment; 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. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of development 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.

OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-36 &
ZONING AMENDMENT APPLICATION FILE NO. ZON-1130
7 September 2018
Page 2

9. For the off-site improvements at the time of development 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.

Roads / Access:

1. 25 Street NE, on the subject properties western boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that an additional 2.38m for the southern portion and 3.904m for the northern portion of road dedication is required (to be confirmed by a BCLS).
2. 25 Street NE is currently constructed to an Interim Local Paved Road standard. Upgrading to an Urban Local Road Standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. 26 Street NE, on the subject properties eastern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 2.328m of additional road dedication is required (to be confirmed by a BCLS).
4. 26 Street NE is currently constructed to an Interim Local Paved Road standard. Upgrading to an Urban Local Road Standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Since this upgrade is premature at this time, a 100% cash in lieu payment towards future upgrading will be accepted. Owner / Developer is responsible for all associated costs.
5. If 27 Avenue NE is utilized as the access point for the proposed development, it is to be dedicated and constructed to an Urban Local Road Standard, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. A 3m by 3m corner cut will be dedicated at the intersection of the future 27 Avenue NE and 26 Street NE, as shown on the attached advanced road network plan.
6. The items below are required according to the existing advanced road network plan. Please see attached advanced road network plan. If an updated advanced road network plan is completed the requirements may be altered.
 - a. On the subject properties eastern boundary a road reserve of 2.328m (to be confirmed by BCLS) will be required to allow 26 Street NE to be extended in the future.

OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-36 &
 ZONING AMENDMENT APPLICATION FILE NO. ZON-1130
 7 September 2018
 Page 3

- b. The existing road reserve on the southern boundary of 2790 25 Street NE will require connection to the future 26 Street NE, and a road reserve or dedication of 20m through the subject property, from the eastern boundary to the western boundary, will be required.
 - c. On the subject properties northern boundary an additional 10m (to be confirmed by BCLS) of reserve will be required, including the 3m x 3m corner cut on the NE corner as shown on the advanced road network plan.
- 7. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
- 8. Privately owned roadways are to be a minimum of 7.3m measured from face of curb. Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access.
- 9. Accesses shall be kept to a minimum. All unused driveways shall be removed. Commercial driveways to have a maximum width of 8.0m. Owner / Developer responsible for all associated costs.
- 10. The maximum allowable cul-de-sac length in the urban areas is 160 meters. This measurement shall be measured along centerline from the centre of the first intersection having access from two alternate routes to the center of the cul-de-sac. Where the maximum cul-de-sac length is exceeded a secondary emergency access shall be provided. Emergency accesses are to be constructed in conformance with Policy 3.11 (Emergency Accesses).

Water:

- 1. A 100mm diameter Zone 3 watermain on 25 Street NE runs parallel to the subject property and terminates at the road reserve on 2790 25 ST NE. This watermain will require upgrading to a minimum of 150mm diameter. A 150mm diameter Zone 3 watermain terminates at the SE corner of the subject property on 26 Street NE. Looping of this 150mm watermain through the subject property to the watermain on 25 Street NE is required. A 6m right-of-way will be required.
- 2. Records indicate that the existing property is serviced by a undetermined sized service from 150mm diameter watermain on 26 Street NE. At the time of subdivision the existing service will be require upgrading to a new metered service (25mm). All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
- 3. Strata developments with ground oriented access have the option of a bulk water meter at property line with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.

OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-36 &
 ZONING AMENDMENT APPLICATION FILE NO. ZON-1130
 7 September 2018
 Page 4

4. The subject property is to be serviced from an undersized watermain and the subject property is located within an area of identified fire flow deficiency, according to the 2011 Water Study (OD&K 2012). The Owner / Developer's authorized engineer is to complete a flow test on the closest fire hydrant to confirm the existing watermain servicing the subdivision is adequately sized to provide fire flows in accordance with the requirements of the Subdivision and Development Servicing Bylaw No 4163. Where the City water distribution system has insufficient capacity to meet the required fire flow, the Owner / Developer will be required to make the necessary upgrades to meet these standards. Owner / Developer is responsible for all associated costs.
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the medium density spacing requirements of 90 meters and 180 meters in the low density portions of the property.

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on 25 Street NE. No upgrades will be required at this time.
2. The existing 200mm diameter sanitary sewer on 26 Street NE does not extend to the subject property, but may be required for future development. Extension to the furthest limit of the subject property to service future development may be required.
3. A 200mm diameter sanitary sewer runs through a 3m right of way on the outside of the northern property boundary. A 3m right-of-way on the inside of the northern property boundary will be required. No upgrades will be required at this time.
4. The remainder and proposed lot(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
5. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 25 Street NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. 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.
2. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.

OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-36 &
ZONING AMENDMENT APPLICATION FILE NO. ZON-1130

7 September 2018

Page 5

3. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed lot(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Geotechnical:

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



Xavier Semmelink
Engineering Assistant



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

CITY OF SALMON ARM

BYLAW NO. 4284

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 _____, 2018, at the hour of 7:00 p.m. was published in the _____, 2018 and _____, 2018, issue of the Salmon Arm Observer;

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

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

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

1. Re-designate Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 8567, from Low Density Residential to Medium Density Residential, as shown on Schedule "A" attached hereto and forming part of this bylaw; and

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. 4284**”.

READ A FIRST TIME THIS DAY OF 2018

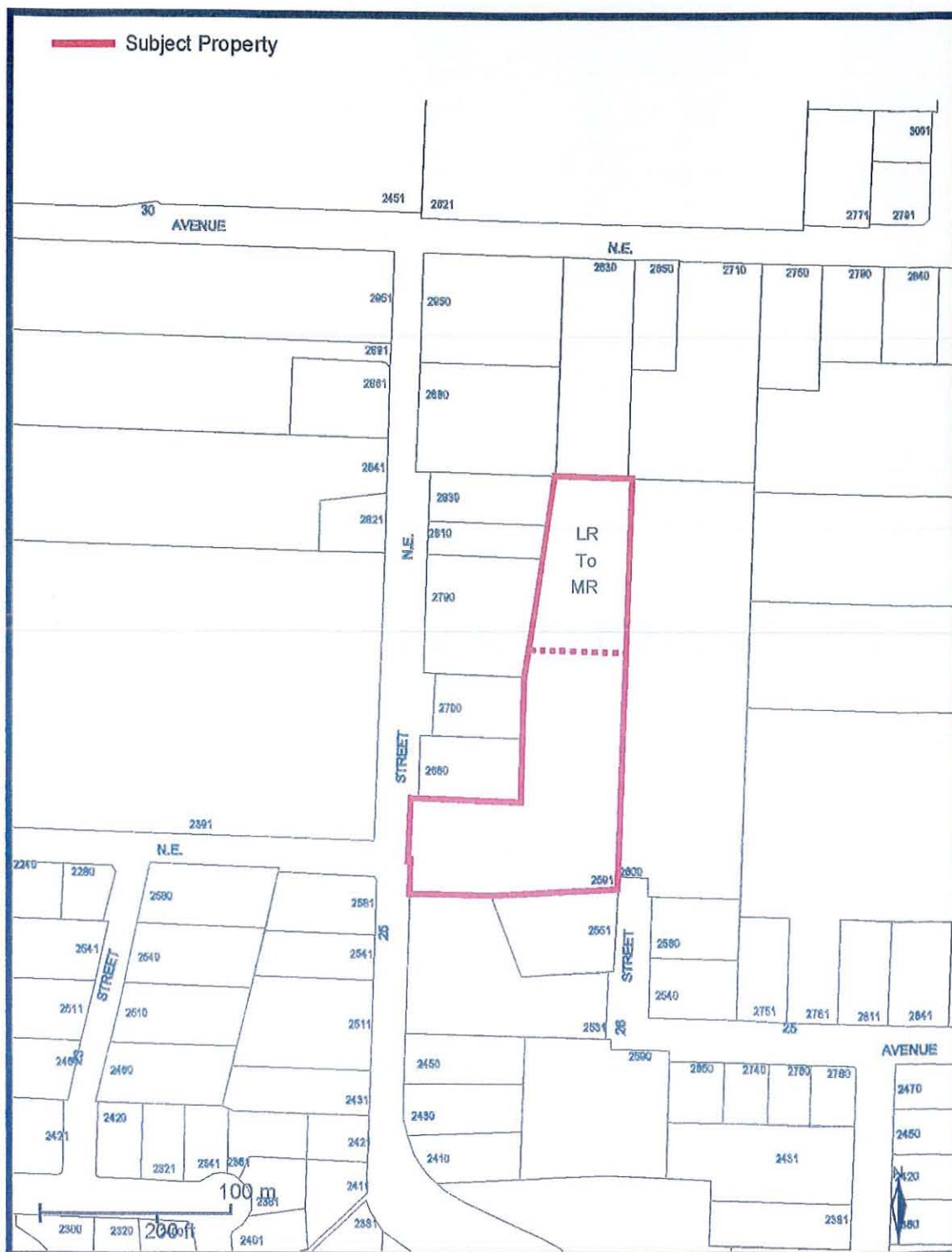
READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER



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Item 8.3

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4285 be read a first time;

AND THAT: Final reading of the zoning amendment bylaw be withheld subject to:

1. Adoption of the associated Official Community Plan Amendment Bylaw; and
2. Resolution by City Council to authorize the release of Section 219 Road Reserve Covenant (N17805) from the title of Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855 to facilitate the execution of road dedication in order to provide access from 25 Street NE, with the owner/applicant (Eugene Dionne) being responsible for all associated costs including, but not limited to, legal, surveying and registration.

[ZON-1130; Dionne, E.; 2591 – 26 Street NE; R-1 to R-4]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4285

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 , 2018 at the hour of 7:00 p.m. was published in the , 2018 and , 2018 issues of the Salmon Arm Observer;

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

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

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

- 1) Add the following:

Rezone Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 8567, from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential 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.

City of Salmon Arm
Zoning Amendment Bylaw No. 4285

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4285"**

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

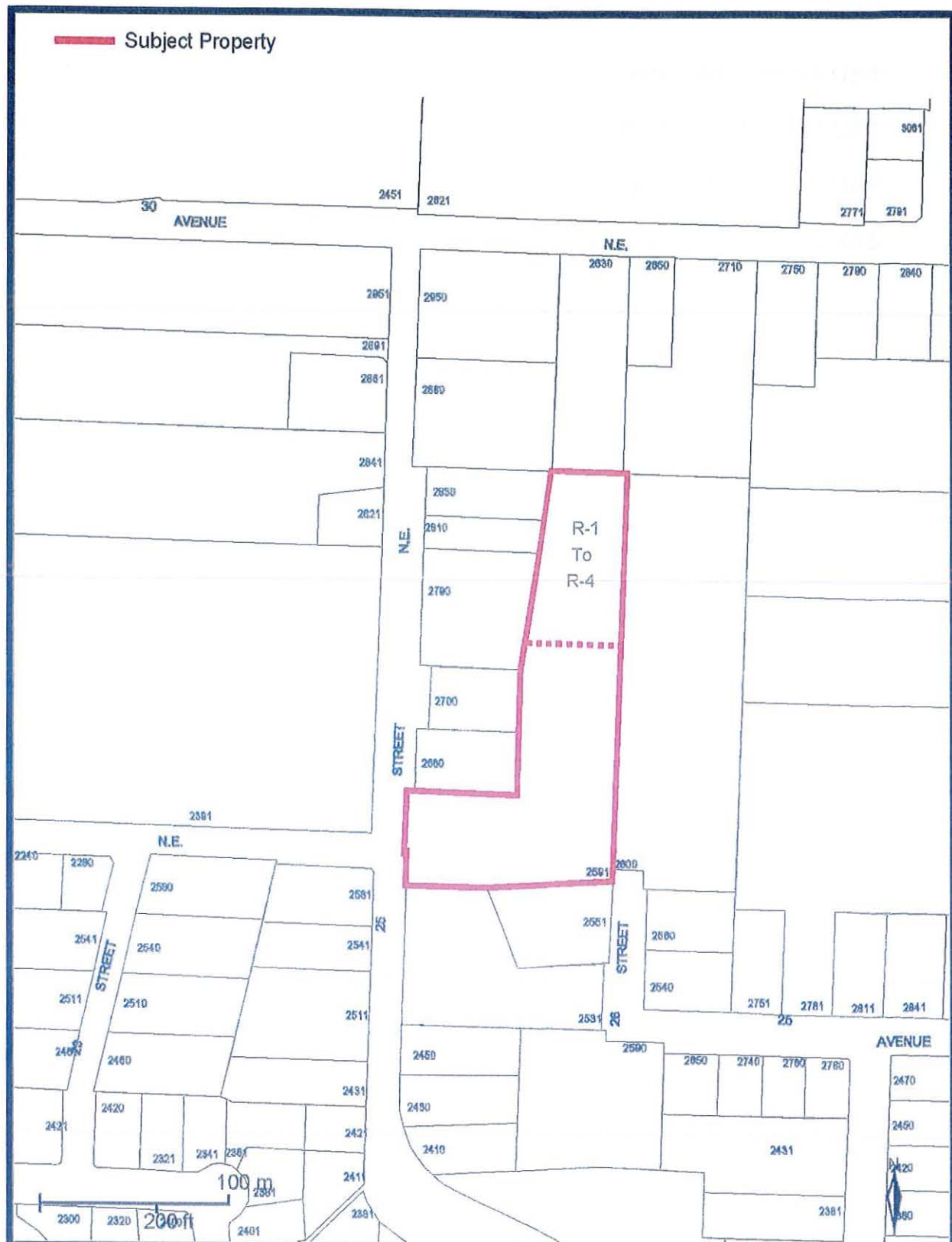
READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 8.4

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4286 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 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.

[OPC-4000-37; 1160595 BC Ltd.; 2690 Okanagan Avenue SE; Institutional to Neighbourhood Commercial]

Vote Record

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

Opposed:

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

5. **REPORTS**

3. **Official Community Plan Amendment Application No. OCP4000-37 [1160595 BC Ltd.; 2960 Okanagan Avenue SE; INS - NC]**

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 by redesignating Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP51225 from INS (Institutional) to NC (Neighbourhood Commercial);

M. Boudreau, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

4. **Zoning Amendment Application No. ZON-1133 [1160595 BC Ltd.; 2960 Okanagan Avenue SE; P-3 to CD-19]**

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

- 1) Add "Section 57 - CD-19 - High Technology Research and Development Zone" as outlined in the staff report dated September 26, 2018 and renumber the remaining sections accordingly; and
- 2) Rezone Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP51225 from P-3 (Institutional) to CD-19 (High Technology Research and Development Zone);

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.

CARRIED UNANIMOUSLY



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: September 26, 2018

SUBJECT: Official Community Plan Amendment Application No. OCP4000-37
Zoning Amendment Application No. 1133

Legal: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP51225
Civic: 2960 – Okanagan Avenue SE
Owners/Applicant: 1160595 BC LTD.

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 by redesignating Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP51225 from INS (Institutional) to NC (Neighbourhood Commercial);

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 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 as follows:

- 1) Add "Section 57 - CD-19 – Comprehensive Development Zone" as outlined in this report and renumber the remaining sections accordingly;
- 2) Rezone Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP51225 from P-3 (Institutional) to CD-19 (Comprehensive Development Zone); and
- 3) Section 2 – Definitions – Add the following:

HIGH TECHNOLOGY RESEARCH AND DEVELOPMENT Commercial *office* use involving the research and/or design, including the light assembly and value added production of items and components used in the fields of computer software and programming, electronics, telecommunications, aeronautics, precision engineering, robotics, biochemistry, health care, and related industries. *High Technology Research and Development* does not include activities that may cause a *nuisance* or negative impacts, such as noises, odours, emissions, vibrations or other externalities off the *parcel* line.

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;

AND FURTHER THAT:

Should Council require the owner/applicant to provide a Traffic Impact Analysis (TIA) as recommended in Appendix 8, that the TIA be prepared in accordance with the City's Terms of Reference prior to Second Reading of the bylaws with the understanding that a Section 219 *Land Title Act* covenant be registered on the Title of the subject property that would restrict future development until such time that the recommendations of the TIA are completed at the expense of the owner/applicant.

PROPOSAL

The subject parcel is located at 2960 – Okanagan Avenue SE, just west of 30 Street SE and the Public Works Yard, northwest of the Middle School (Appendices 1 and 2). The parcel contains approximately 5 former School District 83 buildings, which have hosted a number of uses over time, including a preschool, daycare, and offices. The current owner is now applying for OCP and zoning amendments.

The purpose of this application is to amend the OCP and rezone the 4.7 acre site to accommodate a technology based commercial office use and anticipated future accessory uses including residential use. As discussed in more detail, a commercial land use designation is deemed to be the most appropriate designation of the OCP (other than Light Industrial) and the "Neighbourhood Commercial" designation is the only one that most closely resembles this proposal.

This application involves the introduction of a new use to the Zoning Bylaw, "High Technology Research and Development." The intent of this use to merge elements of office and light industrial land uses, while limiting the intensity of any light industrial uses to minimize related impacts on neighbouring properties. This is expected to permit establishments specializing in the research, development, and or creation of products (software and hardware), services, systems, processes, and or prototyping. In order to present an opportunity towards the development of a High Tech Campus, this use includes educational, accessory manufacturing, and accessory residential use components. Should the proposed amendments be approved, future development would require a Development Permit Application to guide form and character.

"High Technology Research and Development" is proposed to be defined in the Zoning Bylaw as:

Commercial *office* use involving the research and/or design, including the light assembly and value added production of items and components used in the fields of computer software and programming, electronics, telecommunications, aeronautics, precision engineering, robotics, biochemistry, health care, and related industries. *High Technology Research and Development* does not include activities that may cause a *nuisance* or negative impacts, such as noises, odours, emissions, vibrations or other externalities off the *parcel* line.

The proposed CD-19 zone is outlined below:

SECTION 57 - CD-19 – COMPREHENSIVE DEVELOPMENT ZONE

Purpose

- 57.1 The CD-19 Zone is primarily intended to accommodate *office* and ancillary scientific or *high technology research and development* land uses. Accessory residential use is also supported. *Development* within the CD-19 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

Regulations

- 57.2 On a *parcel zoned* CD-19, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-19 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 57.3 The following uses and no others are permitted in the CD-19 Zone:
- .1 *high technology research and development;*
 - .2 *office;*
 - .3 *education/training facility;*
 - .4 *parts assembly;*
 - .5 *commercial daycare facility;*
 - .6 *health services centre;*
 - .7 *public use;*
 - .8 *private utility;*
 - .9 *public utility; and*
 - .10 *accessory use; including dwelling units intended for employees of a principal use of which the floor area of a dwelling unit shall not exceed 200 m² (2,152.7 ft²) or be less than 29 m² (312 ft²).*

Maximum Height of Principal Buildings

- 57.4 The maximum *height* of *principal buildings* shall be 10.0 metres (32.8 feet). This may be increased to 13.0 metres (42.7 ft.), via the Development Permit process.

Maximum Height of Accessory Buildings

- 57.5 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.7 feet).

Minimum Parcel or Site Coverage

- 57.6 The minimum *parcel* or *site* coverage for all buildings shall be 65% of the *parcel* or *site* area.

Minimum Parcel Size or Site Area

- 57.7 The minimum *parcel* size or *site* area shall be 6,500.0 square metres (69,965.0 square feet).

Minimum Parcel or Site Width

- 57.8 The minimum *parcel* or *site* width shall be 80.0 metres (262.5 feet).

Minimum Setback of Principal and Accessory Buildings

57.9 The minimum *setback* of the *principal* and *accessory buildings* from the:

- | | | |
|----|----------------------------------|------------------------|
| .1 | Front parcel line | 6.0 metres (19.7 feet) |
| .2 | Rear parcel line | 6.0 metres (19.7 feet) |
| .3 | Interior side parcel line | |
| | - adjacent to a residential zone | |
| | shall be | 6.0 metres (19.7 feet) |
| | - all other cases | 3.0 metres (9.8 feet) |
| .4 | Exterior parcel line | 6.0 metres (19.7 feet) |

Outside Storage

57.10 Outside storage shall be screened as per Appendix III.

Parking and Loading

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

BACKGROUND

The subject parcel is designated INS (Institutional) in the City's Official Community Plan (OCP), and zoned P-3 (Institutional) in the Zoning Bylaw (Appendix 3 and 4). The 4.7 acre subject parcel contains (approximately 5) existing buildings. Much of the southern portion of the property is covered by mature vegetation. The parcel is sloping down from the south-east to north-west. Site photos are attached as Appendix 5.

Land uses adjacent to the subject parcel include the following:

- North: Road (Okanagan Ave) with residential land beyond (zoned R-1 Single Family Residential)
- South: Middle School (P-3 - Institutional)
- East: Salmon Arm Middle School (P-3 - Institutional) with Road (16 Street NE) and Public Works yard beyond (P-3 – Institutional and P-1 – Park and Recreation Zone)
- West: Daycare (zoned P-3 – Institutional) and Residential land (R-1 Single Family Residential)

The applicant has provided a letter (attached as Appendix 6) describing their business, the intended use of the property, and their research related to zoning. The applicant does not foresee any redevelopment at this time.

The subject parcel was created by subdivision in 2015 by the previous owner, School District 83. The relatively large lot (4.7 acres / 19,200 square metres / 206,667 square feet) fronts Okanagan Avenue with a frontage of approximately 177 metres in length. The lot could easily accommodate a building the size of City Hall / Law Courts, or a similar office building with more than 50,000 square feet of floor area under the present P-3 zoning which permits *office* use. Under such a scenario, no Development Permit for form and character or a traffic impact analysis would be required.

Further, considering the current P-3 zoning given that *office* use is permitted, the owner/applicant is able to conduct the primary business function on this site. The purpose of rezoning is to allow for related accessory uses, such as *parts assembly* if necessary. The proposed CD-19 zone would allow for a mix of other uses not permitted in the P-3 zone, such as accessory multiple family residential use and *work/live studios*.

In drafting the proposed CD-19 zone, the *light industry* use was purposely omitted to stay within the realm of a predominantly neighbourhood commercial office land use with emerging high technology activities.

OCP PoliciesOCP Community Services Policy

As noted above, the subject parcel is designated INS (Institutional) in the City's OCP, a designation that identifies Community Facilities such as School District properties. Policy 15.3.13 indicates intent to plan for future land use options for surplus School District lands.

OCP Commercial Policy

Given the position of the subject parcel generally within residential designated lands, should the proposed OCP amendment be approved, the subject property would be considered a Neighbourhood Commercial (NC) Area as per OCP Section 9.3.19. Section 9.2.2 of the OCP directs staff to encourage and support commercial businesses that are complimentary to and utilize the strengths of the community.

The proposed use is in support of the expansion of a commercial business and the subject parcel has been used for various endeavors over time including offices, suggesting that the proposed use could be considered compatible with the NC Area and neighbouring properties, aligned with relevant policy. However, staff note that full build out of the large subject parcel with expanded principal and accessory uses would likely change the characteristics of the lot with the increased related activity and associated traffic. Arguably, such an increase in the scale of activity could exceed the local expectations of a NC development.

Staff note that the proposed use could also fit well within the City's Industrial Park and other established Commercial areas. This consideration demonstrates the challenge of long standing OCP policies and associated designated areas which offer limited flexibility for new "outside the box" ideas.

Section 879 - Local Government Act

Pursuant to Section 879 of the Local Government Act (consultation during OCP development / amendments), the proposed OCP amendments were referred to the following external organizations:

Adams Lake Indian Band:	No response to date
Neskonlith Indian Band:	No response to date
Economic Development Society:	Letter of support attached (Appendix 9).

Section 475 - Local Government Act

Pursuant to Section 475 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. Staff note that the City's long term financial plan does not, at this time, anticipate expenditures to upgrade the Okanagan Avenue frontage of the subject parcel or the intersection of Okanagan and 30 Street. 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).

Due to the potential traffic increase related to the proposed development impacting the intersection of Okanagan and 30 Avenue, which has related congestion concerns, staff recommend that a Traffic Impact Analysis be conducted. Such an analysis would address the current state of the intersection, potential

upgrades required, traffic safety concerns, location of access for the proposed development, and other related factors to consider.

A 30 Street NE Traffic Safety Review was commissioned by the City and completed in 2005 by GD Hamilton Associates Consulting Ltd. Many of the recommended improvements have been completed over time. Even with these improvements, the City's Traffic and Safety Committee still receives ongoing concerns regarding the intersection and roadways at this location.

Planning Department

With the School District having sold the subject parcel, the predominant use of the subject property is proposed to be primarily a commercial office use, which triggers the need for the requested OCP and Zoning Bylaw amendments (from an institutional to a commercial land use designation and zone). The OCP amendment would be to the NC designation, with the parcel generally situated within residential designated lands.

Under policy 9.3.19, the OCP supports the consideration of office use within High, Medium and Low Density Residential areas. A new zone has been drafted in support of this proposal for inclusion in the Zoning Bylaw.

While this application has strong merit for consideration, Staff have concerns regarding the proposal considering the following location factors:

1. The location is presently isolated from other supportive commercial services, such as restaurants and retail services;
2. While the proposal can be interpreted to fit within the NC land use designation, the nature of the operation may not provide a directly beneficial service to surrounding lands compared to a more typical neighbourhood commercial use (such as a convenience store); and
3. Due to the large size of the subject parcel, there is enough area to accommodate a multitude of commercial activities and residential development with the proposed zone, with potential for significant related traffic impact.

However, there are additional details to consider. In support of the proposal, staff note the following:

1. The existing buildings have been in place supporting similar uses for some time;
2. The proposed use is not expected to be in excess of what one may expect related to standard school operations, and will certainly be less impactful than the nearby Public Works Yard;
3. The applicant's current building has created no known impacts on the adjacent lands, which similarly include a school building;
4. In terms of a future development proposal, the Development Permit process will assist to ensure that the any proposed building under the NC land use designation and commercial zoning are consistent with adjacent land uses and of high quality as envisioned by the OCP.

The applicant has been forthcoming and co-operative, working with staff to ensure alignment with relevant bylaws. Working with the applicant, staff have created a new zone and permitted uses to accommodate the proposal.

The proposed mix of land uses would permit the applicant's proposed use, while limiting the potentially impactful land uses which may conflict with surrounding lands. Given the historic use of the parcel, staff do not expect the proposed use at its present state to create any new impacts on neighbouring properties. Staff view the applicant's office use and the possibility of residential use as some assurance that the associated commercial uses will have limited impacts on surrounding neighbourhoods.

Given the size of the parcel relative to the current floor area of the buildings, there is more than sufficient space to provide the required offstreet parking spaces to support office use (1 space per 35 m² of gross floor area). Including staff, the proposed office use is not expected to generate a significant amount of traffic, until a future redevelopment which would be guided by a Development Permit application.

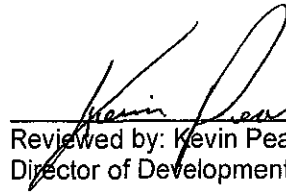
Staff note that parking areas are required to meet the standards specified in the Zoning Bylaw, including hard surfacing, grading, drainage, and delineation (painted lines) of parking spaces.

CONCLUSION

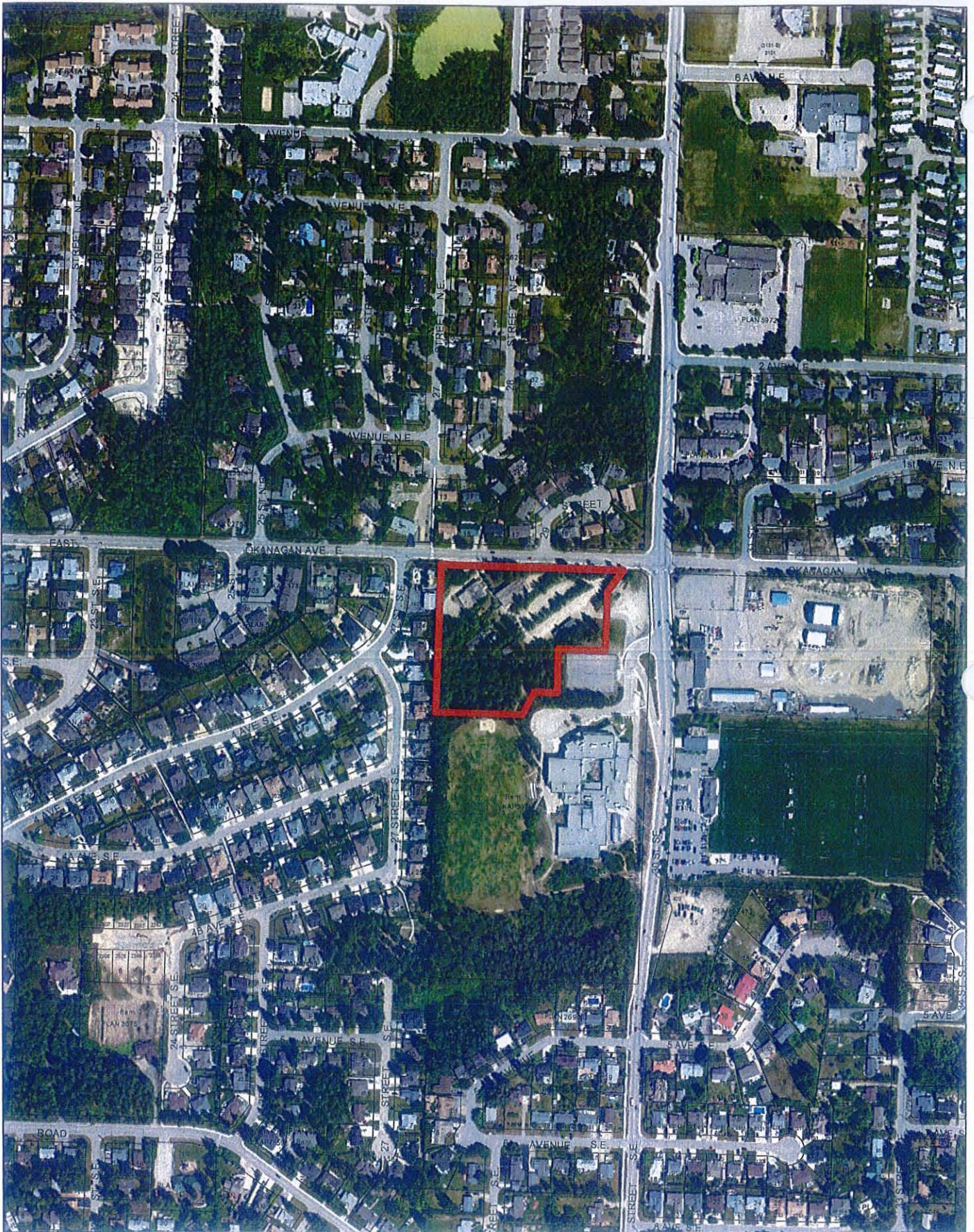
The proposed OCP and zoning bylaw amendments as presented are generally consistent with OCP policy. The additions proposed to the Zoning Bylaw serve to clarify municipal policy and may provide opportunity and support for similar commercial operators. The proposal is supported by staff.



Prepared by: Chris Larson, MCP
Planning and Development Officer



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



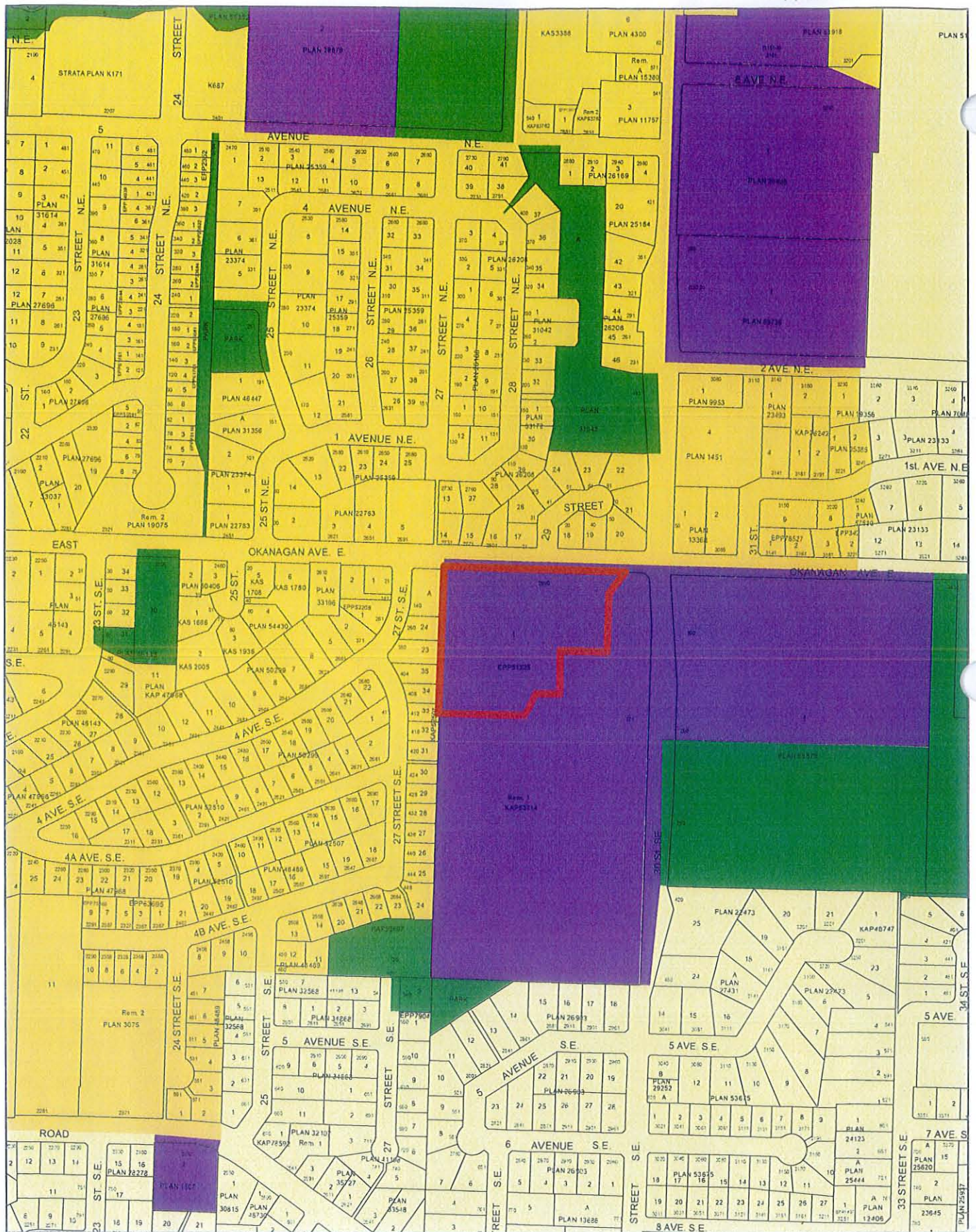
Subject Parcel



0 20 40 80 120 160 Meters



Subject Parcel



0 2040 80 120 160
Meters



Subject Parcel



Park



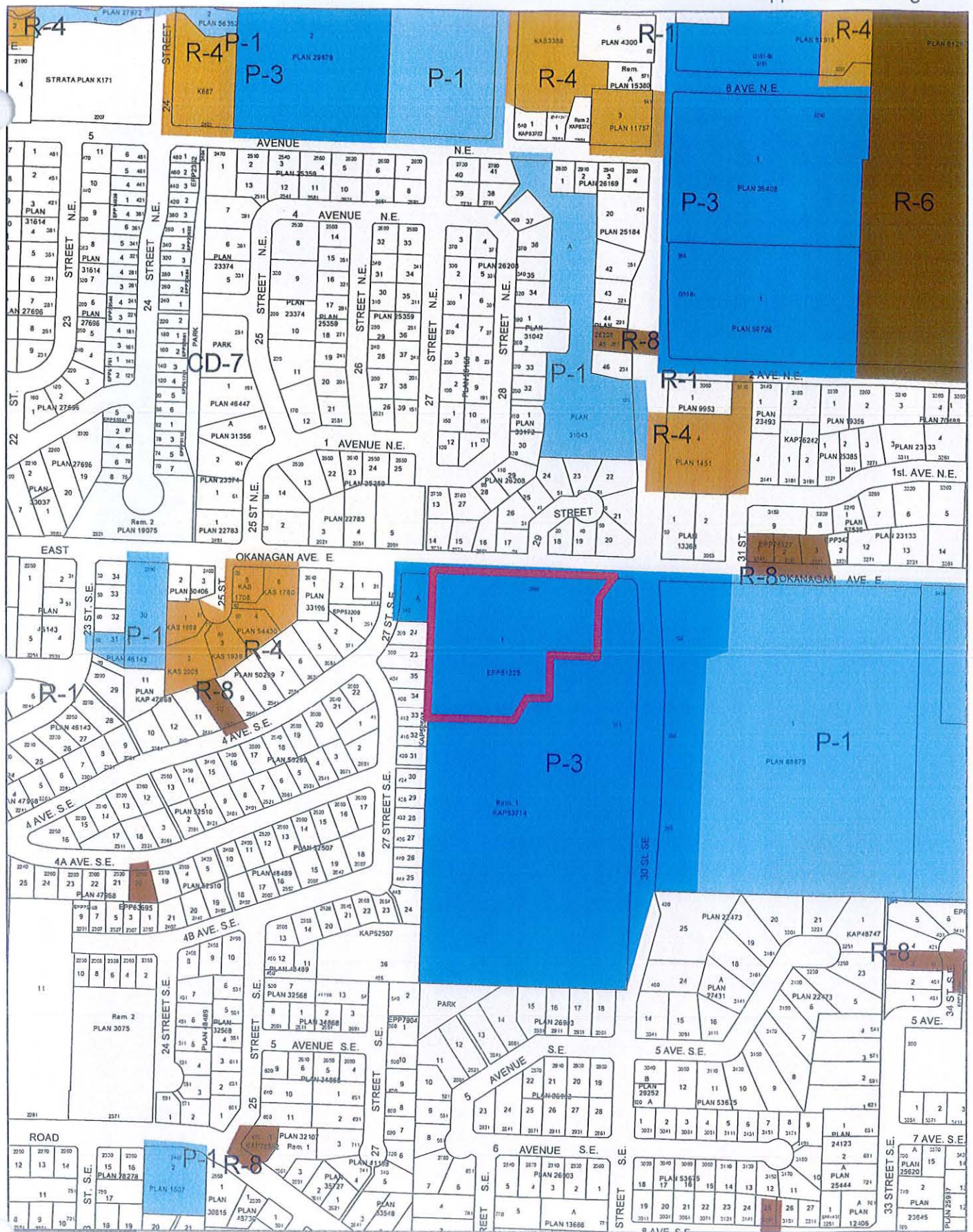
Medium Density Residential



Low Density Residential



Institutional



Subject Parcel

Appendix 5: Site Photos



View of subject property south-west from Okanagan Avenue.



View of subject property south-east from Okanagan Avenue.

1160595 BC Ltd.

451 20th St. SE
 Salmon Arm, BC V1E 1J4
 Email: mike.boudreau@techbrew.com

Fax: 250-833-5649
 Phone: 250-833-6158

2018 July 11th

Chris Larson
 City of Salmon Arm - Planning & Development
 500 2nd Avenue NE
 Box 40 Salmon Arm, BC V1E 4N2

Re: Zoning of property at 2960 Okanagan Avenue

Dear Mr. Larson:

Technology Brewing is a robotic systems integrator serving a variety of industries in North America and Europe with factory automation primarily using machine vision and robotic technologies. We provide solutions for the most technically difficult industrial automation problems from our location in Salmon Arm. Our team works with pretty amazing technologies to provide innovative solutions to industrial problems in assembly, food, composite, wood, and logistics processing.

Technology Brewing is a thriving high technology company with strong community relationships with Economic Development, Okanagan College, School District No. 83, Interior Health, and many businesses and community organizations. We host many student tours, Pro-D days for teachers, robotics seminars for students, participate in the now annual Technology Meetups, host of vocational shadowing for students, and hire COOP Students from nearby Post-Secondary Schools. We anticipate supporting the new robotics course starting this fall at the Jackson campus with some funding for equipment, and the new Mechatronics Technical Diploma Program at Okanagan College.

We support education initiatives both in our immediate and international communities through our involvement with Economic Development Society business Incubator and Maker Space and the Rotary Club of Salmon Arm Shuswap that supports food programs within School District 83, the Smart Bike program, and the educational "BC Tomorrow" watershed simulator project. Internationally we support programs at Barani Primary School of 1200 pupils (standard 1-8) in Kenya including a water system, a lunch program feeding 450 students daily, a computer classroom with computers and internet, and sponsorship of up to 24 worthy students to complete grades 9-12 (form 1 –4) and postsecondary education.

Active with Okanagan College in a technology business advisory role we are a strong advocate of the Mechatronics Engineering Diploma program currently in the early stages of development. Technology Brewing has typically hosted 1 – 3 coop students per year and we look forward to supporting the OK college program by providing coop

opportunity to Mechatronics students, as well as providing instructional resources in form of personnel and facilities.

Our growing company needs more engineering, light assembly, lab, testing and training space to meet our growth and community support goals. Expanded facilities will enable us to offer ongoing support and training opportunities for our staff, customers, and community partners while providing the room needed to complete our exciting work for our industrial customers.

Technology Brewing currently leases space from School District No. 83 at 2960 Okanagan Avenue, which we now have an accepted offer through our real-estate holding company 1160595 BC Ltd.

Ideally we will be able one day to consolidate our three locations into one at this site, combining our engineering offices (1271 6th Ave NE) focused on machine vision guided robotic automation for various industries with the light assembly and testing of the same which is currently done in our shop on Auto Road (5041 units 4&5). Product development at these facilities include small and medium size robotic system and industrial automation prototyping. This work is performed indoors and does not involve noisy machining, painting, noxious substances, or other annoying stuff. Most activity is conducive to a quiet office work environment.

After consulting with Kevin Pearson about appropriate zoning for the property at 2960 Okanagan about our intended use it was determined that a new "High Technology Zone" might be appropriate. Working in collaboration with Economic Development Officer Lana Fitt we have drafted the basis of a "High Technology Zone" bylaw based on similar bylaws from other communities across Canada including: Kamloops, Kelowna, Penticton, Burnaby, Vancouver, Victoria, Nanaimo, Edmonton, Calgary, and Waterloo. Please find attached draft for consideration as a basis of the proposed new zoning bylaw for the Official Community Plan Amendment Application, and our subsequent Zoning Amendment Application.

Thank you for your consideration.

Yours very truly,
TECHNOLOGY BREWING CORPORATION
& 1160595 BC Ltd.

Per, Mike Boudreau, P.Eng.
President

Enclosures (Amendment Application Forms – Zoning & OCP, proposed High Tech Zoning)

HIGH TECHNOLOGY ZONE

This High Technology Zone provides for the accommodation of uses that incorporate advanced scientific or technological research and may have a small accessory manufacturing component that does not conflict with any neighbouring residential area. Technology businesses are often employee-intensive and staffed by young professionals who desire central, walkable employment locations near amenities such as housing, parks, restaurants, and shopping.

Permitted Use:

The following uses are permitted, provided they are not noxious or offensive to any adjacent property or the general public by reason of emitting odours, dust, smoke, gas, noise, effluent, radiation, broadcast interference, glare, humidity, heat, vibration or hazard:

1. Establishments specializing in the research, development, and or creation of products (software and hardware), services, systems, processes, and or prototyping related to the following technology sectors:

<ul style="list-style-type: none"> • Aerospace & Aeronautics • Artificial Intelligence • Automation • Biotechnology • Business Incubator • Communication Production • Computer Assembly • Computer Design • Computer Engineering • Computer Science, including software • Data Centre • Electronic Device Technology • Energy Technology • Engineering • Financial Technology 	<ul style="list-style-type: none"> • Government Use • Health Care Research • Information Technology • Medical Technology • Maker Space • Nanotechnology • Photonics • Pharmaceutical • Precision Engineering • Quantum Computing / Technology • Robotics • Semiconductors • Software Development • Technology Training • Telecommunications • Web Development
--	---
- Includes software companies, open data companies, digital content companies, wireless technology companies, advanced technology hardware companies, cyber security companies, cloud computing companies, and 3D printing companies.
2. Business or professional offices.
 3. Accessory use for
 - (a) related business and professional offices, including office-administration, marketing and sales, and business-related services and support.
 - (b) the 'light' manufacture, assembly and finishing of items related to the principal use (The term 'light' used in reference to assembly, manufacturing, and processing in this zone is intended to restrict the use to only those which are contained within a building, and which

- produce lower levels of noise, odour, heat etc. impacts and only those related to 'advanced tech'.),
- (c) services involving printing, publishing, photocopying or other reproduction processes related to the principal use,
 - (d) display, storage and retail sales of goods related to the principal use that are produced or stored in the principal or accessory building,
4. to permit as uses "high tech", "work-live", service-commercial, and limited retail uses that are compatible and complementary to limited light manufacture and assembly uses. In this Part, "work-live" means a use that: (a) combines residential use, as an accessory use, with any of the indoor uses otherwise permitted under this Part, as a principal use; and (b) is located in a unit that is a room or suite of rooms of which not more than 50% of the floor space is used for residential use.
 5. All permitted uses shall be housed completely within an enclosed building, except for parking and loading facilities.
 6. Nothing shall be done that is or will become an annoyance or nuisance to the surrounding areas by reason of unsightliness, the emission of odours, liquid effluents, dust, fumes, smoke, vibration, noise or glare, nor shall anything be done that creates or causes a health, fire or explosion hazard, electrical interference or undue traffic congestion.

Height of Buildings:

A rooftop solar panels or greenhouse is not to be included in the calculation of total floor area, height or number of storeys.

Off-Street Parking:

Off-street parking shall be provided and maintained in accordance with...

Typical office uses require three parking spaces per 100 m² ; however, given that the technology industry is employee-driven and does not draw customers to the site, a parking ratio of two spaces per 100 m² is considered acceptable. If the use of the building changes, more restrictive parking standards may apply and will have to be accommodated.

Off-Street Loading:

Off-street loading shall be provided and maintained in accordance with...



BRITISH
COLUMBIA

Ministry of Transportation
and Infrastructure

Appendix 7: MOTI
**DEVELOPMENT APPROVALS
PRELIMINARY BYLAW
COMMUNICATION**

Your File #: ZON-1133
eDAS File #: 2018-04788
Date: Sep/05/2018

1160595 BC Ltd.;
c/o 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 for: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD,
Plan EPP51225 - 2960 Okanagan Street SE

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*, as the Ministry interests are unaffected given the affected property is on the fringe of the 800m radius and there is an existing secondary street network.

If you have any questions please feel free to call Elizabeth KEAM at (250) 833-7404.

Yours truly,

Elizabeth KEAM
District Development Technician

Local District Address
Salmon Arm Area Office
Bag 100
850C 16th Street NE
Salmon Arm, BC V1E 4S4
Canada
Phone: (250) 503-3664 Fax: (250) 833-3380



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

TO: Kevin Pearson, Director of Development Services
 DATE: 14 September 2018
 PREPARED BY: Chris Moore, Engineering Assistant
 OWNER: 1160595 BC Ltd., 451 – 20 Street SE, Salmon Arm, BC V1E 1J4
 APPLICANT: **1160595 BC Ltd., 451 – 20 Street SE, Salmon Arm, BC V1E 1J4**
 SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-37**
ZONING AMENDMENT APPLICATION FILE NO. ZON-1133
 LEGAL: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP51225
 CIVIC: **2960 Okanagan Avenue SE**

Further to your referral dated 20 August 2018, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning and 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 Re-zoning and OCP Amendment and recommends that they be granted.

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. The subject property shall be serviced with underground electrical and telecommunication wiring upon development.
4. Properties 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 may be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of development 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 any 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

OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-37
ZONING AMENDMENT APPLICATION FILE NO. ZON-1133
14 September 2018
Page 2

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.

Roads / Access:

1. Okanagan Avenue on the north side of the subject property is classified as an Urban Collector Street (RD-3), requiring an ultimate road right of way dedication of 20 meters (10.0 meters from centre line). Available records indicate that no additional road dedication is required (to be confirmed by BCLS).

Okanagan Avenue is currently constructed to an Interim Urban Collector Road standard. Upgrading to the Urban Collector Road standard is required as a condition of development, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.

2. A Traffic Impact Study will be required for the intersection of 30 Street & Okanagan Avenue & the access and egress points to the subject property and the school prior to the time of development. The Traffic Study shall be in accordance with the City's Standard Terms of Reference for a Traffic Access and Impact Study.

Any Improvements or recommendations as a result of the Traffic Impact Study shall be implemented prior to further development.

3. Only one access is permitted, a second access may be considered (where approved by City Engineer), provided the distance between accesses is greater than 10.0 meters and in no case will an access be less than 20.0 meters from an intersection.
4. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.

Water:

1. The subject property fronts a 200mm diameter (Zone 4) watermain on Okanagan Avenue. No upgrades will be required at this time.
2. The subject property is to be serviced by a single metered water service connection, (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use (minimum 25mm diameter). Owner / Developer is responsible for all associated costs.
3. Records indicate that the property is serviced by a metered 50mm service from the 200mm diameter watermain on Okanagan Avenue. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).

OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-37
ZONING AMENDMENT APPLICATION FILE NO. ZON-1133
14 September 2018
Page 3

5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. Fire hydrant installation may be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the commercial spacing requirements of 90 meters.

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer for the western 30m of frontage on Okanagan Avenue. Extension of this sanitary sewer along Okanagan Avenue is not required for future development of other properties; however this may be required for future development of the subject property.
2. The subject property is to be serviced with a sanitary sewer connection adequately sized to accommodate the requirements of the development (minimum 100mm). Records indicate that the buildings on the proposed lot may be connected to a private sanitary septic system. Owner/developer to confirm location of the potential septic system and decommission as per requirements from Building Department. All existing inadequate services must be abandoned at the main. The owner/developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 375mm diameter storm sewer on Okanagan Avenue. No upgrades will be required at this time..
2. Records indicate that the existing property is currently not connected to the City's storm sewer. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. 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 may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

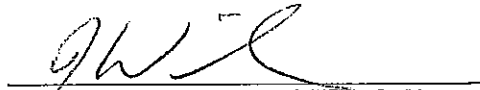
OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-37
ZONING AMENDMENT APPLICATION FILE NO. ZON-1133
14 September 2018
Page 4

Geotechnical:

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



Chris Moore
Engineering Assistant



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

September 25, 2018

Technology Brewing Corporation
Mike Boudreau
451 20th St SE
Salmon Arm BC V1E 1J4

Re: Letter of Support – 2960 Okanagan Ave OCP & Zoning Amendment Application

Dear Mr. Boudreau

The Salmon Arm Economic Development Society (SAEDS) Board of Directors is pleased to provide this letter of support for your OCP amendment application and rezoning application 2960 Okanagan Avenue.

The SAEDS Board reviewed your proposal at our September Board meeting and offers the following comments in support of your application:

- Technology Brewing is recognized by the SAEDS board as a rapidly growing robotics company, one of many high technology firms in our community that contribute to our economic well-being.
- Supporting the growth of Salmon Arm's technology sector is a priority for Salmon Arm Economic Development Society and this project in particular directly aligns with our goals of technology sector workforce development.
- The inclusion of scientific/high tech research and development, as well as live/work studios, in the proposed new CD Zone will support the growth of our high technology cluster.
- 2960 Okanagan Avenue provides a central/walkable location which is ideal for supporting the live/work studio concept which is included in future development plans for this property. The proximity to nearby amenities such as recreation opportunities (parks, trails, sports venues) and shopping aligns well with the priorities of the creative class, an identified target market for resident attraction.

The 2017 Business Walk results identified the number one challenge our businesses face as "access to labour." This challenge has been attributed to limited workforce housing. The addition of live/work studios will support our community's goal of high tech workforce attraction, while at the same time supporting identified community-wide challenges related to attainable housing.

PO Box 130
20 Hudson Avenue NE
Salmon Arm, BC V1E 4N2
Tel: 250 833.0608
Fax: 250 833.0609
www.saeds.ca

it's happening
here

- Based on a walking tour of the property, the described future layout and business activities appear to be visually pleasing and non-obtrusive – a welcome addition to the community.

SAEDS recognizes Technology Brewing as an important community partner who has proven very supportive of education and training opportunities, workforce development and business mentorship in Salmon Arm. The activities described within the development proposal for this site align with and support our organizational and community goals, and therefore this application is supported by Salmon Arm Economic Development Society.

Sincerely,



William Laird, Chairperson
Salmon Arm Economic Development Society

CITY OF SALMON ARM

BYLAW NO. 4286

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 , 2018, at the hour of 7:00 p.m. was published in the , 2018 and , 2018, issue of the Salmon Arm Observer;

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

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

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

1. Re-designate Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP51225, from Institutional to Neighbourhood Commercial, as shown on Schedule "A" attached hereto and forming part of this bylaw; and

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. 4286"**.

READ A FIRST TIME THIS DAY OF 2018

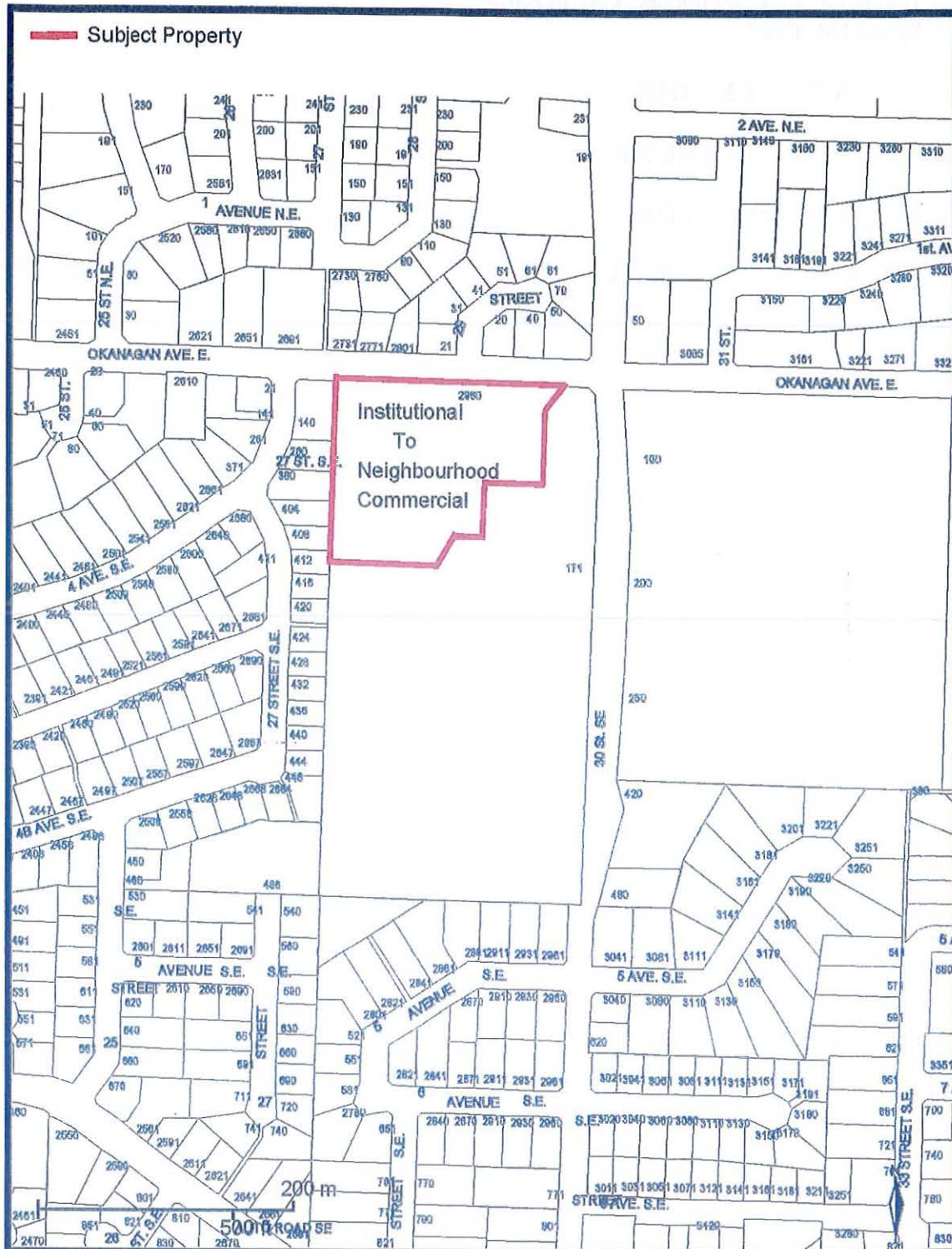
READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER



Item 8.5

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4287 be read a first time;

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.

[ZON-1133; 1160595 BC Ltd.; 2690 Okanagan Avenue SE; P-3 to CD-19]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4287

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 , 2018 at the hour of 7:00 p.m. was published in the , 2018 and , 2018 issues of the Salmon Arm Observer;

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

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:
 - 1) Add "Section 57 - CD-19 - Comprehensive Development Zone" in accordance with the attached Schedule "A";
 - 2) Rezone Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP51225 from P-3 (Institutional) to CD-19 (Comprehensive Development Zone) attached as Schedule "B"; and
 - 3) Add to "Section 2 - Definitions"

HIGH TECHNOLOGY RESEARCH AND DEVELOPMENT Commercial *office* use involving the research and/or design, including the light assembly and value added production of items and components used in the fields of computer software and programming, electronics, telecommunications, aeronautics, precision engineering, robotics, biochemistry, health care, and related industries. *High Technology Research and Development* does not include activities that may cause a *nuisance* or negative impacts, such as noises, odours, emissions, vibrations or other externalities off the *parcel* line.

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. 4287"

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2018

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

SECTION 57 - CD-19 - COMPREHENSIVE DEVELOPMENT ZONE

Purpose

57.1 The CD-19 Zone is primarily intended to accommodate *office* and ancillary scientific or *high technology research and development* land uses. Accessory residential use is also supported. Development within the CD-19 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

Regulations

57.2 On a *parcel zoned* CD-19, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-19 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

57.3 The following uses and no others are permitted in the CD-19 Zone:

- .1 *high technology research and development;*
- .2 *office;*
- .3 *education/training facility;*
- .4 *parts assembly;*
- .5 *commercial daycare facility;*
- .6 *health services centre;*
- .7 *public use;*
- .8 *private utility;*
- .9 *public utility; and*
- .10 *accessory use; including dwelling units intended for employees of a principal use of which the floor area of a dwelling unit shall not exceed 200 m² (2,152.7 ft²) or be less than 29 m² (312 ft²).*

Maximum Height of Principal Buildings

57.4 The maximum *height* of *principal buildings* shall be 10.0 metres (32.8 feet). This may be increased to 13.0 metres (42.7 ft.), via the Development Permit process.

Maximum Height of Accessory Buildings

57.5 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.7 feet).

Minimum Parcel or Site Coverage

57.6 The minimum *parcel* or *site* coverage for all buildings shall be 65% of the *parcel* or *site* area.

Minimum Parcel Size or Site Area

57.7 The minimum *parcel* size or *site* area shall be 6,500.0 square metres (69,965.0 square feet).

Minimum Parcel or Site Width

57.8 The minimum *parcel* or *site* width shall be 80.0 metres (262.5 feet).

Minimum Setback of Principal and Accessory Buildings

57.9 The minimum *setback* of the *principal* and accessory *buildings* from the:

.1	<i>Front parcel line</i>	6.0 metres (19.7 feet)
.2	<i>Rear parcel line</i>	6.0 metres (19.7 feet)
.3	<i>Interior side parcel line</i>	
	- adjacent to a residential zone	
	shall be	6.0 metres (19.7 feet)
	- all other cases	3.0 metres (9.8 feet)
.4	<i>Exterior parcel line</i>	6.0 metres (19.7 feet)

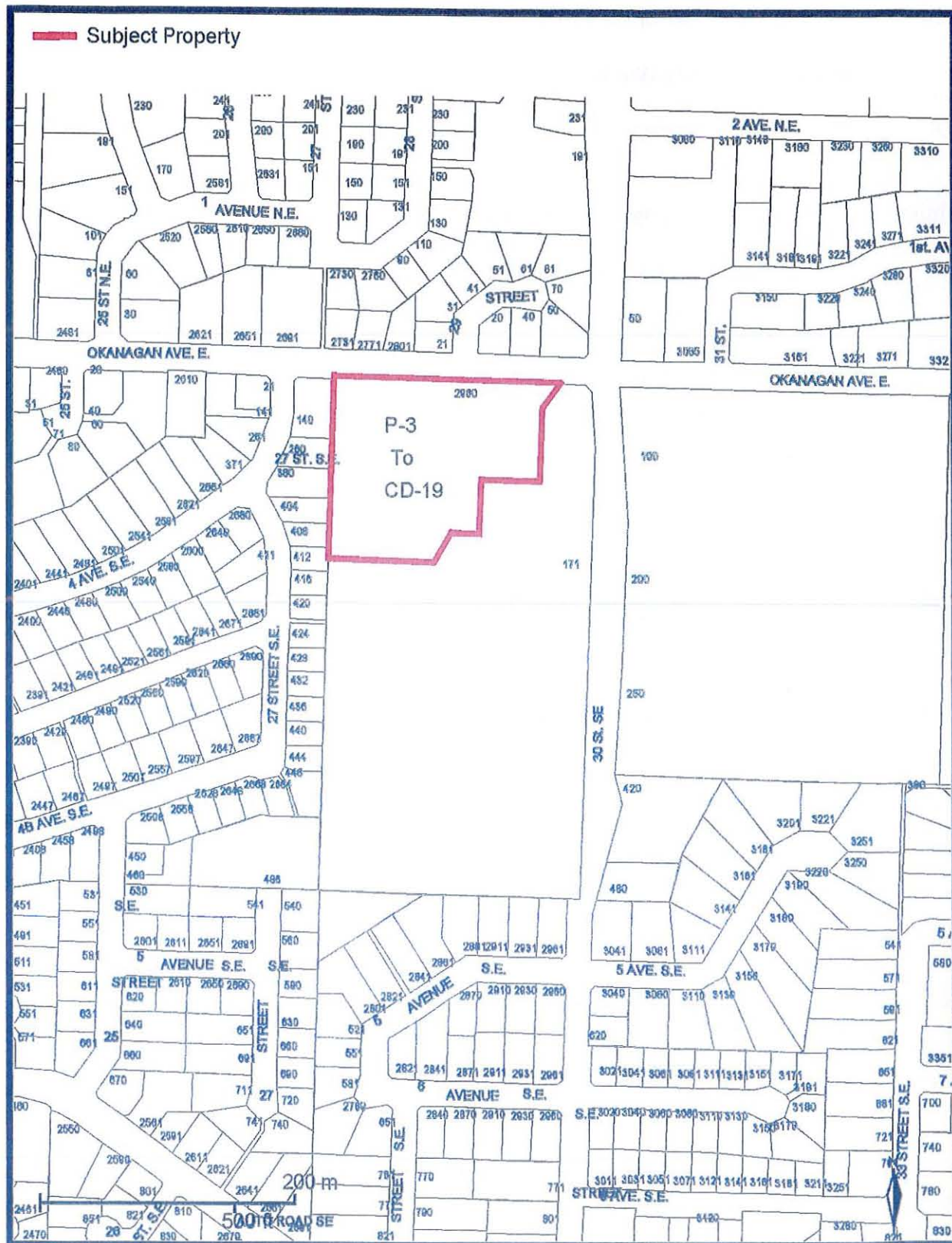
Outside Storage

57.10 Outside storage shall be screened as per Appendix III.

Parking and Loading

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

Subject Property



Item 8.6

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4288 be read a first, second and third time.

Vote Record

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

Opposed:

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



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: October 3, 2018
 To: Mayor Cooper and Members of Council
 Subject: 2018 Amended Budget

Recommendation

That: Bylaw No. 4288 cited as "City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4288" be given 3 readings.

Background

The 2018 Final Budget requires an amendment to reflect Council Resolutions and to redirect allocations between budget accounts.

General Fund

Revenue

Grant in Lieu of Taxes - Provincial Agencies (To Reflect Actual)	\$ 7,000.00
Fire Protection - Wildfire Cost Recovery (Redirected to FF Payroll, Fuel and Apparatus Reserve)	100,800.00
Other Revenue (Provision for Insurance Claim Recovery - Fraudulent Cheque Recovered)	(10,000.00)
Cannabis Retail Processing Revenue (To Reflect Actual)	2,000.00
Dog Licenses Revenue (To Reflect Actual)	1,000.00
Traffic Fine Revenue Sharing Grant (To Reflect Actual. Grant Based on Previous Year's Traffic Fines and City's Related Police Protection Expenditures)	10,500.00
Transfer from Reserve - Legal Fees (Provision for Increased Costs)	30,000.00
Transfer from Reserve - Police - Operating (To Fund Increased O&M Costs Attributed to Janitorial)	12,300.00
Transfer from Reserve - Airport - Taxiway (As Resolved by Council)	2,100.00
Transfer from Reserve - Airport - Major Maintenance (As Resolved by Council - Tree Encroachment)	270,000.00
Transfer from Reserve - Specified Area Parking (To Fund Increased O&M Costs Attributed to Parking Lot Snow Removal)	34,000.00
Transfer from Reserve - Recreation Centre - Operating (To Fund Increased Costs - WCB Orders)	15,000.00

Expenses

Council Expenses (As Resolved by Council - MoTI Meeting)	\$ 4,000.00
Memberships & Dues (Provision for Increased Costs)	1,000.00
Annual Report (To Reflect Actual)	(2,000.00)
Staff Training (To Reflect Actual)	(3,000.00)

Mayor Cooper and Members of Council
Memorandum – 2018 Amended Budget
June 18, 2018

Page 2

Relocation (To Reflect Actual)	(3,000.00)
Video Training Library (To Reflect Actual)	(3,000.00)
Workplace Initiatives – Lunch & Learn (As Resolved by Council)	(5,000.00)
Investigations – Interviews (As Resolved by Council)	(5,000.00)
Employee Safety Assessments (To Reflect Actual)	(2,000.00)
Employee Safety Training (To Reflect Actual)	(2,000.00)
Safety – Field Inspections (To Reflect Actual)	(1,000.00)
Elections (Provision for Unanticipated Electronic Voting Machine Rentals)	5,000.00
Property Appraisals (As Resolved by Council)	10,000.00
Fraudulent Cheque Loss (Fraudulent Cheque Recovered)	(10,000.00)
Grant – SA Museum & Heritage Association - Montebello (As Resolved by Council - Missed in Original Budget)	25,000.00
Grant – Secwepemec Landmark (As Resolved by Council)	1,500.00
Grant – Shuswap Salmon Symposium (As Resolved by Council)	1,000.00
Grant – Syrian Refugees – Transit Passes (As Resolved by Council)	1,200.00
Grant – SABNES – Nightshade Weed Pull (As Resolved by Council)	2,000.00
Grant – Playground Communication Board (As Resolved by Council)	500.00
Fire Department – Buildings & Grounds (Provision for Increased Costs)	3,000.00
Fire Department – Office Supplies (Redirected to Office Equipment for Same)	(780.00)
Fire Department – Office Equipment (Redirected From Above)	780.00
Fire Department – Conferences – Fire Investigation (To Reflect Actual)	(800.00)
Fire Department – Training - Conferences (To Reflect Actual)	(2,500.00)
Building – Legal Fees (Provision to Reflect Actual)	30,000.00
Police Services – RCMP Building Maintenance (Provision for Increased Janitorial Costs)	12,300.00
Law Enforcement - Vandalism Reward Policy (To Reflect Actual)	(3,000.00)
Law Enforcement - Other (To Reflect Actual)	(150.00)
Emergency Services –Wildfire Firefighter Remuneration & Fuel (To Reflect Actual)	28,000.00
Transportation – Rainbow Crosswalk (Redirected from Hudson Street NE Beautification Capital – No Budget Impact)	8,000.00
Downtown Parking – Inner Core Parking Lot (Provision for Increased O&M Costs - Snow Removal)	6,000.00
Downtown Parking – Ross Street Parking Lot (Provision for Increased O&M Costs - Snow Removal)	5,000.00
Downtown Parking – 4 Street Parking Lot (Provision for Increased O&M Costs - Snow Removal)	2,000.00
Downtown Parking – Trans Canada Hwy Parking Lot (Provision for Increased O&M Costs - Snow Removal)	5,500.00
Downtown Parking – Avon Parking Lot (Provision for Increased O&M Costs - Snow Removal)	6,500.00
Downtown Parking – Legion Parking Lot (Provision for Increased O&M Costs - Snow Removal)	6,500.00
Downtown Parking – 6 Street NE Parking Lot (Provision for Increased O&M Costs - Snow Removal)	2,500.00
Airport – Memberships & Licenses (As Resolved by Council)	2,100.00
Airport – Tree Encroachment (As Resolved by Council – Provision for Tree Topping. Funded From Reserve)	270,000.00
Airport – Leased Land Maintenance (Provision for Property Taxes)	4,650.00
Electric Vehicle Charging Station (Provision for Increased Hydro Costs)	5,000.00
Inashiki, Japan – Twining (To Reflect Actual)	(5,000.00)
Recreation Centre – Contracted Services (Provision for Increased Costs Associated With WCB Orders)	15,000.00
Council Initiatives (As Resolved by Council)	(10,200.00)
Transfer to Reserve – Civic Vehicles (Amalgamated Transfer to Reserve From Building Vehicle \$3,000 and Planning Vehicle \$3,000)	6,000.00
Transfer to Reserve – Affordable Housing (As Resolved by Council – Redirected From Anticipated	200,000.00

Mayor Cooper and Members of Council
Memorandum – 2018 Amended Budget
June 18, 2018

Page 3

Building Permit Revenue)	
Transfer to Reserve – Building Vehicle (Amalgamated Transfer to Civic Vehicles)	(3,000.00)
Transfer to Reserve – Planning Vehicle (Amalgamated Transfer to Civic Vehicles)	(3,000.00)
Transfer to Reserve – Emergency Apparatus (Attributed to Wildfire Cost Recovery)	72,800.00

Capital

General – Property Acquisition (As Resolved by Council)	\$ (200,000.00)
General – City Hall Facility (As Resolved by Council – Project Complete)	(100,000.00)
Fire – All Terrain Utility Vehicles (Redirected to ATV Trailer for Same. No Budget Impact)	(2,100.00)
Fire – ATV Trailer (Redirected from Above. No Budget Impact)	2,100.00
Fire – Towing Truck (E-4) (As Resolved by Council. Funded From Emergency Apparatus Reserve Fund. No Budget Impact)	21,000.00
Transportation – SC&G – Shuswap Street – East Side (As Resolved by Council – Funding From General Revenue of \$55,000 Redirected to Airport Taxiway Charlie Design)	(150,000.00)
Transportation – SC&G – 5 Street SE – Ph. 2 (As Resolved by Council – Attributed to Increased Costs. Funded From Reserve. No Budget Impact)	15,000.00
Transportation – SC&G – 10 Street SW (As Resolved by Council – Attributed to Increased Costs. Funded From Reserve and Community Works Fund. No Budget Impact)	35,000.00
Transportation – SC&G – 20 Avenue SE (As Resolved by Council)	(15,000.00)
Transportation – Roads – Hudson Street NE Beautification (Redirected to Major Maintenance – Rainbow Crosswalk. No Budget Impact)	(8,000.00)
Transportation – Roads – 6 Avenue and 10 Street NE (Hospital) Intersection (As Resolved by Council)	(30,000.00)
Transportation – Roads – 8 Avenue SE (As Resolved by Council)	(15,000.00)
Transportation – Roads – 10 Street NE (From Hospital to 9 Ave NE (As Resolved by Council)	(50,000.00)
Transportation – Roads – Underpass Track Design (As Resolved by Council – Attributed to Increased Costs. Funded From Reserve. No Budget Impact)	10,000.00
Transportation – Equipment – Truck, Crane & Dump Box – Unit No. 46 (As Resolved By Council – Provision for Replacement. Funded From Equipment Replacement Reserve Fund. No Budget Impact)	90,000.00
Airport – Taxiway Charlie Design (As Resolved by Council. Funded From Community Works Fund and General Revenue of \$55,000 Redirected from SC&G – Shuswap Street – East Side. No Budget Impact)	110,000.00

Water FundRevenues

Water Connections (To Reflect Actual)	\$ 22,000.00
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Expenditures

Water Treatment Plant – Chemicals (Provision for Additional Chemicals)	\$ 22,000.00
Extensions and Replacements (To Reflect Actual – Redirected to Park Hill Reservoir)	(10,000.00)

Capital

2 Ave and 8 Street Water Main (To Reflect Actual – Redirected to Hudson Street SE Beautification)	\$ (10,000.00)
Cross Connection Control (Project Complete – Redirected to Water Main Replacement Hwy 97B)	(18,700.00)
Hudson Street SE Beautification (Provision for Costs per Awarded Proposal Erroneously missed During Budget Preparation. Funded from Reserve. No Budget Impact)	23,000.00
Fire Hydrant Infill Program (Provision for Increased Costs. Funded from Reserve. No Budget Impact)	3,200.00
Park Hill Reservoir Dump Valve & Floor Upgrade (Provision for New Kiosk to House Larger Dump Valve and Additional Pipe to Tie into Main Supply. No Budget Impact)	10,000.00
Water Main Replacement Hwy 97B (Missed During Budget Preparation)	18,700.00

Mayor Cooper and Members of Council
Memorandum – 2018 Amended Budget
June 18, 2018

Page 4

Sewer Fund

Revenues

Transfer from Reserve – Future Expenditure (Provision for Interest on Long-Term Debt) \$ 2,100.00

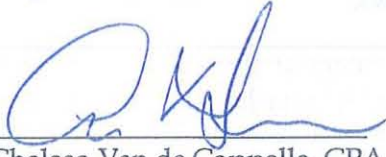
Expenditures

Interest on Long-Term Debt (To Reflect Increase in Interest Rate) \$ 2,100.00

Capital

WPCC – Ultraviolet (UV) Light Disinfection System Design (Project Complete – Redirected \$ (8,710.00)
to Clares Cove Force Main)

Clares Cove Force Main (Provision for Carry-Forward Project, Missed During Original Budget 21,000.00
Preparation. Funded From Reserve. No Budget Impact)



Chelsea Van de Cappelle, CPA, BBA

CITY OF SALMON ARM

BYLAW NO. 4288

A bylaw to amend the 2018 to 2022 Financial Plan

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2018 to 2022;

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

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

1. "Schedule "A" of "City of Salmon Arm 2018 to 2022 Financial Plan Bylaw No. 4275 is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4288".

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

MAYOR

CORPORATE OFFICER

Schedule "A" - Bylaw #4288

City of Salmon Arm**2018 - 2022 Financial Plan**

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Consolidated Revenues					
Property and MRDT Taxes - Net	\$ 17,986,760	\$ 18,346,495	\$ 18,713,425	\$ 19,087,694	\$ 19,469,448
Frontage & Parcel Taxes	3,313,300	3,379,566	3,447,157	3,516,100	3,586,422
Sales of Service	7,907,568	8,065,719	8,227,033	8,391,574	8,559,405
Revenue From Own Sources	2,745,000	2,799,900	2,855,898	2,913,016	2,971,276
Rentals	778,350	793,917	809,795	825,991	842,511
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	633,850	646,527	659,458	672,647	686,100
Other Government Transfers	215,940	220,259	224,664	229,157	233,740
Transfer From Prior Year Surplus	685,780	699,496	713,486	727,756	742,311
Transfer From Reserve Accounts	1,937,167	1,975,910	2,015,428	2,055,737	2,096,852
Transfer From Reserve Funds	-	-	-	-	-
Total Consolidated Revenues	\$ 36,203,715	\$ 36,927,789	\$ 37,666,344	\$ 38,419,672	\$ 39,188,065
Consolidated Expenditures					
General Government Services	3,892,090	3,969,932	4,049,331	4,130,318	4,212,924
Protective Services	5,279,875	5,385,473	5,493,182	5,603,046	5,715,107
Transportation Services	5,658,130	5,771,293	5,886,719	6,004,453	6,124,542
Environmental Health Services	72,777	74,233	75,718	77,232	78,777
Environmental Development Service	2,588,410	2,640,178	2,692,982	2,746,842	2,801,779
Recreation and Cultural Services	4,524,990	4,615,490	4,707,800	4,801,956	4,897,995
Fiscal Services - Interest	1,493,738	1,523,613	1,554,085	1,585,167	1,616,870
Fiscal Services - Principal	1,149,705	1,172,699	1,196,153	1,220,076	1,244,478
Capital Expenditures	3,267,825	2,799,154	3,021,834	2,943,280	2,332,092
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	2,895,930	3,487,874	3,390,933	3,597,742	4,339,750
Transfer to Reserve Funds	981,480	1,001,110	1,021,132	1,041,555	1,062,386
Water Services	2,337,015	2,383,755	2,431,430	2,480,059	2,529,660
Sewer Services	2,061,750	2,102,985	2,145,045	2,187,946	2,231,705
Total Consolidated Expenditures	\$ 36,203,715	\$ 36,927,789	\$ 37,666,344	\$ 38,419,672	\$ 39,188,065

2018 - 2022 Financial Plan**City of Salmon Arm**

2018	2019	2020	2021	2022
Budget	Budget	Budget	Budget	Budget

Capital Projects**Finances Acquired**

General Operating Fund	\$ 2,333,835	\$ 2,074,154	\$ 1,896,834	\$ 1,953,280	\$ 1,305,092
Water Operating Fund	478,710	250,000	450,000	490,000	500,000
Sewer Operating Fund	455,280	475,000	675,000	500,000	527,000
Federal Government Grants	1,267,975	2,127,500	-	-	-
Provincial Government Grants	1,492,975	2,102,500	-	-	-
Prior Year Surplus	315,000	-	-	510,000	-
Reserve Accounts	3,389,340	3,099,450	530,000	690,000	15,000
Reserve Funds	3,148,500	1,920,750	323,500	2,808,750	710,000
Development Cost Charges	945,000	2,450,000	2,125,000	2,307,500	3,335,000
Short Term Debt	835,000	-	-	-	-
Long Term Debt	-	5,185,000	-	-	-
Developer Contributions	212,000	1,040,000	40,000	40,000	44,000

Total Funding Sources

\$ 14,873,615	\$ 20,724,354	\$ 6,040,334	\$ 9,299,530	\$ 6,436,092
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Finances Applied

Transportation Infrastructure	\$ 6,264,420	\$ 17,300,000	\$ 3,979,500	\$ 4,222,000	\$ 3,622,000
Buildings	979,360	335,476	117,000	197,000	144,000
Land	720,000	-	-	-	-
IT Infrastructure	1,395,515	115,000	125,000	721,500	55,000
Machinery and Equipment	2,133,100	656,378	383,834	1,192,780	513,092
Vehicles	431,500	-	90,000	35,000	-
Parks Infrastructure	753,530	322,500	260,000	966,250	260,000
Utility Infrastructure	2,196,190	1,995,000	1,085,000	1,965,000	1,842,000

Total Capital Expense

\$ 14,873,615	\$ 20,724,354	\$ 6,040,334	\$ 9,299,530	\$ 6,436,092
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Departmental Summary:

2018	2019	2020	2021	2022
Budget	Budget	Budget	Budget	Budget

General Government Services	\$ 1,581,705	\$ 108,500	\$ 108,500	\$ 193,500	\$ 122,500
Protective Services	1,239,140	55,000	145,000	805,000	140,000
Transportation Services	7,855,170	17,483,000	4,276,000	4,523,500	3,918,500
Environmental Health Services	72,660	-	12,500	2,500	2,500
Environmental Development Services	45,000	-	-	-	-
Recreation and Cultural Services	889,470	1,012,854	333,334	1,235,030	335,592
Water Services	1,364,190	1,590,000	490,000	2,040,000	1,390,000
Sewer Services	1,826,280	475,000	675,000	500,000	527,000

Total by Department

\$ 14,873,615	\$ 20,724,354	\$ 6,040,334	\$ 9,299,530	\$ 6,436,092
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Schedule "B" – Bylaw #4288
2018 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2018. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

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

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

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

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

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

Schedule "B" – Bylaw #4288
2018 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue Includes Conditional Government Transfers	Percentage to Total Revenue Excludes Conditional Government Transfers
Property Taxes	48.12%	52.60%
Parcel Taxes	8.86%	9.69%
User Fees, Charges and Interest Income	30.57%	33.42%
Other Sources	10.22%	1.85%
Proceeds From Borrowing	2.23%	2.44%
	100.00%	100.00%

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

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

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

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

Schedule "B" – Bylaw #4288
2018 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2018 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	4.0360	1.00:1	65.40%	85.28%
Utilities	26.3875	6.54:1	0.84%	0.17%
Supportive Housing	0.000	0:1	0.00%	0.00%
Major Industry	70.6999	17.52:1	3.02%	0.22%
Light Industry	11.3951	2.82:1	2.20%	1.01%
Business	11.3951	2.82:1	27.80%	12.84%
Managed Forest Land	8.7758	2.17:1	0.00%	0.00%
Recreational/Non Profit	2.9873	0.74:1	0.12%	0.22%
Farm	12.3901	3.07:1	0.62%	0.26%

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2013 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

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

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 45,969.00	\$ 37,384.00	\$ 83,353.00
Non Profit Societies	348,059.00	211,535.00	559,594.00
Senior Centers	18,097.00	10,110.00	28,207.00
Other	15,707.00	12,244.00	27,951.00
Sports Clubs	264,554.00	151,665.00	416,219.00
Total	\$ 692,386.00	\$ 422,938.00	\$ 1,115,324.00

Schedule "B" – Bylaw #4288
2018 Revenue Policy Disclosure

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

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

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

Table 4: Revitalization Tax Exemptions

Area	2013 General Municipal Tax Exemption	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 46,974.30	\$ 47,032.50	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20	\$ 24,304.74

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

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

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

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

Schedule "B" – Bylaw #4288
2018 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

Area	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,425.51

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Item 9.1

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Bylaw No. 4280 be read a final time.

Vote Record

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

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

City of Salmon Arm
Cemetery Management Bylaw
Bylaw No. 4280

A Bylaw to provide for the regulation, operation and
maintenance of the City of Salmon Arm municipal cemeteries.

WHEREAS Section 8(3)(f) of the *Community Charter [SBC 2003] C. 26* empowers the Council of the City of Salmon Arm to enact a Bylaw to regulate, operate and maintain places of interment in compliance with the *Cremation, Interment and Funeral Services Act [SBC 2004] C. 35*;

AND WHEREAS the Council of the City of Salmon Arm deems it necessary to provide for the regulation, operation and maintenance of places of interment owned by the City of Salmon Arm;

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

1.0 TITLE

1.1 This Bylaw shall be cited for all purposes as "City of Salmon Arm Cemetery Management Bylaw No. 4280" (herein the "*Bylaw*").

2.0 INTERPRETATION

2.1 Legislation referred to in this Bylaw is a reference to an enactment of British Columbia or Canada as the case may be, and regulations made thereto, as amended, revised, consolidated or repealed and replaced from time to time.

2.2 A bylaw referred to in this Bylaw is a reference to an enactment of the Council of the City of Salmon Arm, as amended, revised, consolidated or repealed and replaced from time to time.

2.3 Headings given to any section, subsection, paragraph, clause, phrase or word in this Bylaw are for convenience of reference only. They do not form part of this Bylaw and will not be used in the interpretation of this Bylaw.

2.4 A metric or imperial measurement included in any section, subsection, paragraph, clause, phrase or word in this Bylaw are for convenience of reference only. They do not form part of this Bylaw and will not be used in the interpretation of this Bylaw.

2.5 A word signifying the masculine shall include the feminine and the use of a word signifying the singular shall include the plural and are used for convenience of reference only. They do not form part of this Bylaw and will not be used in the interpretation of this Bylaw.

2.6 In the instance any section, subsection, paragraph, clause, phrase or word within this Bylaw is for any reason held to be invalid by the decision of a Court or a regulatory authority of competent jurisdiction, such decision shall not affect or invalidate the remaining portions of this Bylaw.

2.7 The Schedules listed here and as attached form a part of this Bylaw:

- (a) Schedule 'A': Cemetery Fees
- (b) Schedule 'B': Interment Rights and Specifications
- (c) Schedule 'C': Memorial Specifications

3.0 DEFINITIONS

3.1 In this Bylaw terms defined in the "*Cremation, Interment and Funeral Services Act* [SBC 2004] C. 35" and the "*Business Practices and Consumer Protection Act* [SBC 2004] C. 2" and all regulations made thereto shall have the meaning ascribed to them unless expressly defined otherwise in this Bylaw.

3.2 In this Bylaw unless context otherwise requires:

"**applicant**" means an individual who has made petition to the City of Salmon Arm for a right of interment, an interment or a memorial installation;

"**at-need**" means at the time of death or after a death has occurred;

"**burial permit**" means the legal document acknowledging the registration of a death in the province of B.C. and issued under the *Vital Statistics Act* [RSBC 1996] C. 479;

"**Bylaw**" means the '*City of Salmon Arm Cemetery Management Bylaw*' and all rules, regulations and schedules made thereto, as amended, revised, consolidated or repealed and replaced from time to time;

"**care fund**" means a fund for the care and maintenance of a City of Salmon Arm cemetery established, held and administered in accordance with cemetery legislation and this Bylaw;

"**casket**" (or "**container**") means a casket or alternative form of container, including a shroud, used to enclose human remains for interment but does not include a grave liner or an urn;

"**cemetery legislation**" means the "*Cremation, Interment and Funeral Services Act* [SBC 2004] C. 35" and the "*Business Practices and Consumer Protection Act* [SBC 2004] C. 2" and all regulations made thereto and may also mean other legislation that is applicable to the management, operation and maintenance of City cemeteries;

"**City cemetery**" means the "*Mount Ida Cemetery*" and the "*Shuswap Memorial Cemetery*" and the "*Baker (Canoe) Cemetery*" and any other land owned by the City of Salmon Arm that is set apart or used, now or at a date in the future, as a place of interment and includes any incidental or ancillary buildings on the land;

"**child**" means an individual between the ages of two (2) and twelve (12) years of age;

"**City**" means the Corporation of the City of Salmon Arm and together or separately may, as context infers, mean the Mayor and Council of the City, a department of the City, a person or persons employed by the City, or a person or persons authorized by the City to perform work relating to the development, management, operation, or provision of service in and maintenance of a City cemetery;

"**Council**" means the elected Mayor and Council of the City of Salmon Arm;

"**cremated remains**" means the human bone fragments remaining after the cremation of human remains and includes the residue of other materials cremated with the human remains;

“deceased” means an individual who has died;

“disinterment” means the removal of interred human remains or cremated remains from a lot for the purpose of permanent relocation;

“exhumation” means the exposure of interred human remains for the purpose of viewing or examination and further where such viewing or examination may occur in the lot where the remains are interred, or the remains are removed from the lot where they are interred and after the viewing or examination has been completed the remains are re-interred into the lot from which they were removed;

“family member” means a spouse, a child (natural, adopted or step), a parent or stepparent, a sibling (natural, adopted or step), a grandparent or step grandparent or a grandchild (natural, adopted or step);

“fee” means the fees prescribed for City cemeteries as may be set out in this Bylaw;

“former resident” means an individual who at the time of death,

- (a) was an owner, as defined in the *“Local Government Act (RSBC 2015) C.1”*, of real property within the City of Salmon Arm or Area ‘D’ of the Columbia Shuswap Regional District for a continuous period of not less than three (3) years within the period of ten (10) years immediately prior to the date the individual, or their legal representative, makes application for a right of interment or an interment in a City cemetery, or;
- (b) was a resident of the City of Salmon Arm or Area ‘D’ of the Columbia Shuswap Regional District for a continuous period of not less than three (3) years within the period of ten (10) years immediately prior to the date the individual, or their legal representative, makes application for a right of interment or an interment in a City cemetery, and;
- (c) where said ‘former resident’ status referred to under paragraphs (a) and (b) can be verified in a manner prescribed by the City;

“funeral director” means an individual licensed by the regulatory authority who, in the course of business, carries out the duties and responsibilities of a funeral director as set out in cemetery legislation;

“funeral service provider” means a business, licensed by the regulatory authority, for providing funeral services;

“grave” means one type of lot, an in-ground space used or intended to be used for the interment or memorialization of human remains or cremated remains;

“grave liner” means a receptacle, constructed of a durable material, that may or may not have a bottom, into which a burial container holding human remains or an urn holding cremated remains is placed to provide reinforcement of a lot as part of an interment and includes a grave vault that may or may not have protective features warrantied by a third- party;

“green burial” means a natural form of interment where the interment satisfies criteria set out in this Bylaw for green burial;

“holiday” means any day or part of a day as may be proclaimed from time to time as a holiday to be observed by the City;

“human remains” means a dead human body in any stage of decomposition, or a body of a stillborn infant in any stage of decomposition, but does not include cremated remains;

"infant" means an individual less than two (2) years of age and includes a stillborn infant;

"interment" means disposition by:

- (a) burial of human remains or cremated remains in the ground;
- (b) inurnment of cremated remains in the ground or in a columbaria niche;

"interment authorization" means a document, set out in a form prescribed by the City, that is completed and signed at-need by the individual having the legal authority to authorize the interment of human remains or cremated remains of a deceased person;

"interment process" means the excavation, opening and preparation of a lot for an interment and the closing of a lot after the interment of human remains or cremated remains has been made in the lot;

"interment right" means a right of use granted in perpetuity and acquired through purchase, inheritance or permitted transfer:

- (a) for the interment of human remains or cremated remains in a lot at a City cemetery;
- (b) for the installation of a memorial on a lot at a City cemetery;
- (c) and issued in accordance and compliance with cemetery legislation and the Bylaw of a City cemetery;

"interment rights certificate" means a document, set out in a form prescribed by the City, that describes a right of interment and the terms and conditions that govern the right of interment for a lot in a City cemetery;

"legal representative" means a person who, or an agency that, by order of priority set out in cemetery legislation has the right to control the disposition of the human remains or cremated remains of a deceased person and, as the case may be, may also mean the legal heir or successor of an interment rights holder;

"lot" means a designated space in a City cemetery set out in a right of interment to be used or intended to be used for,

- (a) the interment of human remains or cremated remains under a right of interment;
- (b) the installation of a memorial to identify a lot or memorialize a deceased individual or stillborn child, and;
- (c) includes but is not limited to a grave or niche or plot;

"Mayor" means the elected Mayor or Deputy Mayor of the City of Salmon Arm;

"medical health officer" means a person appointed from time to time under the *Health Act [RSBC 1996] C. 179* as a Medical Health Officer for the City;

"memorial" means a product or structure used or intended to be used to identify a lot or to memorialize a deceased person, including but not limited to;

- (a) a flat marker, upright monument, tombstone, plaque or other marker on a lot or;
- (b) other product as may be approved for memorialization at a City cemetery;

"memorial dealer" means an individual who or a business that offers for sale or sells or installs memorials;

"memorialization" means the selection, purchase, installation or placement of a memorial in remembrance of a deceased person at a lot or a memorial space;

"non-resident" means an individual who does not satisfy the definition of a *'resident'* or a *'former resident'* set out in this Bylaw;

"ossuary" means a fully enclosed vessel into which cremated remains are scattered and where such scattering infers commingling with cremated remains already in or placed into the ossuary in the future;

"purchase contract" means a contract in a form prescribed by cemetery legislation and by the City that sets out details relating to:

- (a) the purchase of a right of interment for a lot in a City cemetery;
- (b) the purchase of an interment service and the provision and delivery of other cemetery goods and services needed to complete an interment in a City cemetery;
- (c) the purchase of a memorial or a memorial installation;
- (d) the purchase, provision and delivery of other cemetery services and goods in a City cemetery;

"regulatory authority" means the *Consumer Protection Authority of B.C. (CPABC)* and may also mean the *Director* of the CPABC and may also mean any other entity or organization with regulatory jurisdiction in the province of B.C.;

"resident" means an individual who at the time of death,

- (a) is an owner, as defined in the *Local Government Act [RSBC 2015] C.1*, of real property within the City of Salmon Arm or Area 'D' of the Columbia Shuswap Regional District or;
- (b) is an individual who, at the time of their death, has been a resident of the City of Salmon Arm or Area 'D' of the Columbia Shuswap Regional District for not less than ninety (90) days, and;
- (c) where said *'resident'* status referred to under paragraphs (a) and (b) above can be verified in a manner prescribed by the City;

"reserve" means the purchase of an interment right before death and held for future use;

"rights holder" means a person who:

- (a) has purchased a right of interment for a lot registered in the records of the cemetery to be held in their name;
- (b) has a right of interment registered in their name but is not the original purchaser of the right of interment;
- (c) is the legal representative of a deceased individual who has control of a right of interment held in the deceased's name;
- (d) is an individual who has, in compliance with the bylaws of the cemetery, had a right of interment transferred to be held in their name;
- (e) is an individual who is an heir or successor of a deceased interment rights holder and, by demonstration of a right of legal succession, may be entitled to inherit a deceased rights holder's right of interment;

“scatter” (or **“scattering”**) means the irreversible disposition of cremated human remains by scattering onto or under the surface of the ground or into an ossuary or other form of scattering vessel;

“trustees” means the Mayor and Council of the City of Salmon Arm acting as the Board of Cemetery Trustees for the City cemeteries;

“urn” means any form of container used or intended to be used for the containment and interment of cremated remains;

“without prior notice” means the City, as may be applicable, has no obligation to make or provide, in any form or manner, advance notice of an action occurring or to be taken in a City Cemetery to an interment rights holder, the legal representative of a deceased or their heirs or successors;

“working day” means every day of the year that is not a Sunday, or a holiday as defined in this Bylaw or as may be observed by the City.

4.0 **PURPOSE & APPLICATION OF BYLAW**

4.1 The following described real properties are set aside, held, laid out, developed, improved, used and maintained, as City cemeteries and are dedicated for that use, and shall continue to be used, operated, and maintained for that purpose and shall not be used for any other purpose;

(a) Mount Ida Cemetery, legally described as Parcel Identifier 011-292-695, Lot 2, Plan 1999, Township 20, Range 10, W6M, KDYD and Parcel Identifier 014-066-017, Parcel C, Plan DD15451F, Township 20, Range 10, W6M, KDYD and Parcel Identifier 011-292-709, Lot 3, Plan 1999, Township 20, Range 10, W6M, KDYD, and;

(i) also described as being located at the civic address: 2290, 2270 and 2160 Foothill Road SW, Salmon Arm, B.C., and;

(b) Shuswap Memorial Cemetery, the following lands shall be set aside for future cemetery use, and are legally described as Parcel Identifier 014-072-491 The East ½ of the Southeast ¼ of Section 12, Township 20, Range 10, W6M, KDYD;

(i) also described as being located at the civic address: 2700 - 20 Avenue SE, Salmon Arm, B.C., and;

(c) Baker (Canoe) Cemetery, legally described as Parcel Identifier 008-817-928, Lot 2, Plan 15500, Section 32, Township 20, Range 9, W6M, KDYD

(d) and;

(i) also described as being located at the civic address: 6730 Trans-Canada Highway NE, Salmon Arm, B.C., and;

4.2 Every City cemetery is acquired, established and laid out for the purpose of making interment rights, interment, memorialization and goods required for or arising from the provision of interment rights, interment and memorialization available to all persons, irrespective of race, faith, orientation or any other form of categorization, and are established more specifically to provide:

(a) suitable in-ground space for the interment of human remains;

(b) suitable in-ground and above-ground space for the interment of cremated human remains;

- (c) suitable space for memorials;
 - (d) such additional features, facilities, services and goods as may be approved from time to time by the City that may ordinarily arise from the sale of interment rights, interments, memorialization or bereavement rites or ceremonies at a City cemetery.
- 4.3 The development, administration, operation and maintenance of every City cemetery and the provision of services therein and the application and administration of this Bylaw and the establishment of fees and charges for every City cemetery shall be conducted in accordance with cemetery legislation and all other applicable legislation of British Columbia or Canada, as the case may be.
- 4.4 This Bylaw establishes the Mayor and Council of the City of Salmon Arm as the Board of Cemetery Trustees of all City cemeteries as currently exist or may exist in the future.
- 4.5 The City shall have the full and complete control and management over the land, buildings, plantings, roads, utilities, books and records of the City's cemeteries and shall have the authority to amend, establish, administer and enforce any Bylaw established for a City cemetery.
- 4.6 The City shall have the right to manage, maintain or alter the interment areas, sections, memorials, roads and pathways, buildings, utilities infrastructure, change or remove plantings, grade, alter in shape or size, or otherwise to change all or any part of a City cemetery as deemed necessary for the effective, safe and sustainable operation of City cemeteries and subject only to compliance with applicable requirements of cemetery legislation.
- 4.7 The City shall establish and maintain Schedules forming a part of the '*Cemetery Management Bylaw*' that shall set out the fees, interment rights and specifications and memorial specifications that will apply to all City cemeteries.
- 4.8 The City shall be responsible for:
 - (a) the supervision, control and charge of the City cemeteries and the services and goods provided therein;
 - (b) the direction of all workers employed or contracted from time to time by the City to perform work within the limits of a City cemetery;
 - (c) refusing admission or expelling from a City cemetery any individual or persons if such action is warranted;
 - (d) refusing the admission of and, without prior notice, ordering the removal of any unauthorized product, material, tree, shrub, plant or floral tribute brought into or placed at a lot or in a City cemetery in contravention of this Bylaw.
- 4.9 The City shall have the authority, at its cost and in a timely manner, to correct any error that may be made by it in making an interment, disinterment or in the description of a lot or the transfer or conveyance of a right of interment and grant in lieu thereof, a right of interment or a lot of equal value and location so far as is reasonably possible. In the instance an error may involve the interment or disinterment of human remains the City shall correct the error in compliance with and under such terms as may be set through cemetery legislation.
- 4.10 The City shall have the authority to establish a client service program or enter into a client service agency agreement, an interment services agreement, a maintenance and operations agreement or other such agreements with a business, organization or

individual of their choosing and under such terms and conditions they deem appropriate for the conduct of the business of the Cemetery.

- 4.11 Subject to the authority of Council, the Director of Corporate Services or their designate shall, in an at-need emergent or extraordinary circumstance, have the authority to waive the application or enforcement of this Bylaw where such action shall not contravene or violate cemetery legislation.

5.0 GENERAL PROVISIONS & REGULATIONS

- 5.1 The days and hours of operation of the City cemeteries and the Cemetery office shall, for the following purposes, be;
- (a) **Cemetery Visiting:** open every day of the year at 7:00 a.m. and closed every day at 8:00 p.m.;
 - (b) **Interment Services:** subject to and upon satisfying terms and conditions set-out in this Bylaw, interments may occur any day of the week between 8:00 a.m. and 3:30 p.m.;
 - (c) **Cemetery Office:** located at City of Salmon Arm Municipal Hall, 500 – 2 Ave NE, Salmon Arm and open Monday through Friday, from 8:30 a.m. to 4:00 p.m. and closed on weekends and holidays observed by the City.
- 5.2 No person shall be in a City cemetery between 8:00 p.m. and 7:00 a.m. the following morning, without the express permission of the City. A person who is in City cemetery between the hours noted shall be deemed in violation of this Bylaw and shall be liable to a penalty set out in this Bylaw in 'Section 14.0 Penalty for Infractions'.
- 5.3 The City shall have the authority to suspend or cancel interment services at and limit or prohibit public access to part or all of a City cemetery when severe weather, road or grounds conditions or other emergent circumstance may warrant or pose a hazard to the public, City personnel or make the movement and operation of vehicles or equipment unsafe.
- 5.4 The City, so as to ensure that cemetery operations can be performed in a safe, efficient and timely manner, shall at all times have a right of passage in any manner it sees fit over every lot in and the entire land of every City cemetery.
- 5.5 Floral tributes may be placed at a City cemetery in accordance with the following schedule;
- (a) on the day of an interment and for a period of seven (7) days following an interment, any type of floral tribute is permitted;
 - (b) from March 15 to October 15, only fresh cut flowers may be placed on a lot. Potted plants, wreaths and artificial floral tributes of any type are prohibited during this period;
 - (c) from October 16 to March 14, in addition to fresh cut flowers, potted plants, wreaths, artificial floral tributes and seasonal floral tributes may be placed on a lot;
 - (d) potted plants, wreaths, artificial floral tributes and seasonal floral tributes placed between October 16 to March 14 shall, without prior notice, be removed when the first cemetery grounds clean-up is carried out in the spring of each year;
 - (e) the City shall have the right, without prior notice, to remove or order removed any floral tribute that is determined to be deteriorated,

withered, is otherwise unsightly, detracts from or infringes on an adjacent lot or from the general aesthetic of the Cemetery or that, for the purposes of grounds maintenance, may pose a safety risk or that may otherwise contravene this Bylaw.

- 5.6 The placement of any form of decoration, adornment, personal memento or other extraneous object, except as may be permitted elsewhere in this Bylaw, is not permitted. Unauthorized items placed on a lot or in any City cemetery may, without prior notice, be removed or ordered removed by the City. This includes, but is not limited to, photographs, pictures, frames, boxes, shells, toys, wire screens, decorative rock, arbours, trellises and floral tripods.
- 5.7 No open flame, candle, or burning of any substance or other material may take place inside a City cemetery without prior authorization given by the City and, if authorized, conducted under the direct supervision of the City.
- 5.8 The City shall not be liable for the deterioration, damage or loss of flowers, decorations or any other article attached to or placed on a lot or at a memorial site. Flowers, decorations or other articles that become unsightly, broken or deteriorated may, without prior notice, be removed at the discretion of the City.
- 5.9 Except as may specifically be provided for elsewhere in this Bylaw, no lot or other part of a City cemetery may be decorated or adorned in any manner by any person other than the City without the express written consent of the City where the exercise of such consent shall be within the sole discretion and authority of the City.
- 5.10 No tree, shrub, plant, bulb, flower or other decorative plant feature may be planted, pruned, cut down, removed or otherwise altered on a lot or anywhere within the limits of a City cemetery without the express consent of the City.
- 5.11 Cemetery roadways are for the exclusive use of interment processions, cemetery patrons, City grounds personnel or other persons as may be approved by the City and no vehicle shall exceed fifteen (15) kilometers per hour and every operator of a vehicle shall always obey cemetery signage and any directions and orders of the City.
- 5.12 No person shall drive or park a vehicle over any lawn, garden or flower bed without express permission of and subject to the supervision of the City.
- 5.13 Every person, including those in funeral processions, upon entering and while within a City cemetery, shall follow every instruction of the City. Any person not behaving with proper decorum within a cemetery or who disturbs the peace, quiet and good order of the Cemetery may be evicted by the City and in addition, shall be guilty of an infraction of this Bylaw and liable to a penalty as set out in this Bylaw in '*Section 14.0 Penalty for Infractions*'.
- 5.14 No person shall, within the limits of a City cemetery:
 - (a) scatter, dispose of, or inter any cremated remains or human remains except in compliance with this Bylaw and cemetery legislation;
 - (b) define or delineate any lot or group of lots by a fence, railing, coping, hedge or by any other marking except as may be permitted in the Memorial provisions of this Bylaw;
 - (c) willfully or negligently destroy, mutilate, deface, damage, injure or remove anything from a City cemetery, including and without limitation, any memorial, plant, flower, tree, rock or other item located in a City cemetery;

- (d) carry out any activity other than attendance at an interment or memorial service or, the visitation of a lot for the purpose of paying respect to the dead;
 - (e) conduct them self in a manner so as to disturb the peace, quiet and good order of the City cemetery or an interment or memorial service being conducted therein;
 - (f) discharge any firearm other than at a military funeral for which a firearm salute has been authorized by the City and is conducted under the direct command of an officer in charge and only during an interment or memorial service being conducted therein;
 - (g) bring into or dump any rubbish, debris or other offensive item or matter or make an unauthorized removal of any cemetery refuse, waste or rubbish;
 - (h) allow a child or children under the age of sixteen (16) years in a cemetery that is not accompanied by a parent, guardian or an adult supervisor;
 - (i) play any manner of sports game or sport activity;
 - (j) operate any form of recreational vehicle;
 - (k) otherwise violate any provision of this Bylaw or cemetery legislation.
- 5.15 In the instance where an individual or a group of individuals through their immediate behavior, or a pattern of behavior tracked over time, contravenes this Bylaw then the City may take such steps to expel the individual or group of individuals from a City cemetery and the individual or individuals expelled may be subject to application of further penalty as set out in this Bylaw in '*Section 14.0 Penalty for Infractions*'.
- 5.16 No gratuity or extraordinary consideration shall be paid to or accepted by an employee or agent of the City for any service rendered or good provided in connection with a City cemetery.
- 5.17 All work within City cemeteries shall be performed by the City, employees of the City or authorized agents of the City.
- 5.18 Prior to commencement of any work within the limits of a City cemetery an individual or contractor other than an authorized worker of the City who intends to perform work in a City cemetery, including an individual or contractor that performs work on behalf of a rights holder or legal representative of a deceased shall supply to the City, in a form prescribed by the City, proof of the contractor's B.C. Workers Compensation Insurance, Public Liability Insurance and Motor Vehicle Insurance coverage, in a form and amount acceptable to the City,
- 5.19 The behavior of a contract worker including a contractor performing work on behalf of a rights holder or legal representative of a deceased within a City cemetery shall be subject to the supervision and control of the City.
- 5.20 A contract worker working in a City cemetery shall cease work in the immediate vicinity of any interment or memorial service until the conclusion of the service and those persons attending the service have left the area where the service was being conducted.
- 5.21 No work may be performed at a City cemetery except during the regular hours of the City and/or a City cemetery except where work outside of regular hours has been authorized and approved by the City.
- 5.22 Notwithstanding article 5.14(d) of this Bylaw the City shall have the authority to conduct or permit to be conducted public or private events within a City cemetery that

are, in the opinion of the City, deemed appropriate for and in keeping with the dignity and purpose of a City cemetery.

6.0 INTERMENT RIGHTS

6.1 The City, subject to payment of an established fee and any terms further set out in this Bylaw, may grant an interment right for a vacant lot in a City cemetery on an at-need or a reserve basis.

6.2 Possession of an interment right:

- (a) confers to a rights holder, a right in perpetuity to use, in compliance with this Bylaw, a lot for the interment and/ or memorialization of human remains or cremated remains of an individual or individuals named on an Interment Rights Certificate;
- (b) does not confer to a rights holder any title to, ownership of, or interest in the land of a City cemetery or of a lot therein or any other special privilege over any land of a City cemetery;
- (c) does not entitle a rights holder to require the City to perform an interment of human remains or cremated remains into a lot until the rights holder or their legal representative complies in all other respects with this Bylaw as it relates to the interment of human remains or cremated remains or the purchase and placement of a memorial, including and without limitation the payment of all fees.

6.3 The City shall issue, to an applicant paying in full the fee for an at-need or a reserve interment right in *Bylaw Schedule A: Cemetery Fees* an 'Interment Rights Certificate', in a form prescribed by the City, which sets out the rights of use conferred to the purchaser identified on the certificate.

6.4 An interment rights holder shall have the authority to designate who, other than themselves, may be authorized to control the exercise of an interment right registered in their name.

6.5 An interment rights holder, at the time of purchase, shall reserve the right to use a lot they have purchased for themselves or assign the right or any secondary rights to a lot to another person to which the interment right refers where an assignee so named shall be a family member of the rights holder.

6.6 No interment right may be assigned to a 'former resident' or 'non-resident' without the express consent and agreement of the City and payment in full to the City of any difference between the 'resident', 'former resident' or 'non-resident' fees set out in *Bylaw Schedule 'A': Cemetery Fees*.

6.7 Subject to at-need lot demand, the City shall have the right to limit or suspend the reserve sale of interment rights in a City cemetery at any time. The City shall never sell, on a reserve basis, more than fifty percent (50%) of the developed lots available at any given time in a City cemetery.

6.8 An interment rights holder may only designate one lot for their own use.

6.9 The exercise of an interment right, every interment or every other form of disposition of human remains or of cremated remains or installation of a memorial within the limits of a City cemetery is subject to:

- (a) all provisions of this Bylaw as is now or may be in the future be in effect;

- (b) the terms, conditions, design, lot plan, interment and memorial parameters, standards of operation and maintenance established by the City for the City cemeteries;
 - (c) payment in full of all applicable fees set out in Bylaw *Schedule 'A': Cemetery Fees* as is now or may in the future be in effect;
 - (d) payment of all fees shall be made at the time of or in advance of the provision of Cemetery right of an interment or a Cemetery service or a good being provided.
- 6.10 In the instance evidence of a clear line of assignment, transfer, inheritance, succession or authority over an interment right that survives an original rights holder is not provided by the legal representative of the original rights holder or a deceased then the City shall have the authority to;
 - (a) determine, through a process of due diligence prescribed by the City, the individual who may exercise any surviving right of use and under what terms and conditions a surviving right of use may be exercised or;
 - (b) where a clear and distinct right of succession cannot, through a process of due diligence prescribed by the City, be reasonably ascertained prohibit the use of surviving interment rights in a lot.
- 6.11 The interment rights and interment specifications for lots in a City cemetery shall be those set out in *Bylaw Schedule 'B': Interment Rights & Specifications* and as may be current at the time of purchase or use.
- 6.12 An applicant may, on an at-need or a reserve basis and upon payment in full for the fee set out in *Bylaw Schedule A: Cemetery Fees*, purchase the interment rights for:
 - (a) not more than two (2) human remains lots;
 - (b) not more than four (4) cremated remains lots.
- 6.13 Every interment into and every placement of a memorial on a lot in a City cemetery shall be made in compliance with this Bylaw and *Bylaw Schedule 'B': Interment Rights and Specifications* and *Bylaw Schedule 'C': Memorial Specifications*.
- 6.14 The City shall have the authority to establish, amend or otherwise set out interment rights for other lots in a City cemetery that have the same classification and interment capacity as existing lots or that may have a different classification and interment capacity.
- 6.15 The City may, in an at-need emergent circumstance, sell the interment rights for more than two (2) human remains lots or four (4) cremated remains lots but never more than ten (10) lots of any type to an individual or an organization under such terms and conditions as the City deems appropriate.
- 6.16 The City may, by special agreement, with a society, faith group or other organization, reserve or sell interment rights for a block of contiguous lots in a section of a City cemetery under such terms and conditions as the City deems appropriate and where such section shall be used exclusively for the interment of deceased members of the society, faith group or other organization. Upon such an agreement being made no individual shall be provided an interment in the reserved section, unless an application for interment is accompanied by a certificate from the society, faith group or organization, stating that the individual is entitled to interment in the reserved section. The City, under this provision, shall never sell or reserve more than ten (10%) percent of the developed lots available at any given time in a City cemetery.

- 6.17 Interment rights sold, reserved or issued under articles 6.15 and 6.16 of this Bylaw and all services rendered by the City under such agreements shall be subject to payment at the regular rates set out in *Bylaw Schedule 'A': Cemetery Fees*.

7.0 TRANSFERS & RECLAMATION

- 7.1 An interment right for an unused lot may only be transferred back to the City.
- 7.2 The private sale or transfer of an interment right, to which the City is not a party, is prohibited. In the instance a private sale or transfer of an interment right is made without the City's knowledge, participation or approval, then the City shall have no obligation to honour an interment right acquired under such a transaction and subsequently presented to the City for use or surrender.
- 7.3 An interment right may be surrendered to the City and a refund paid where:
- (a) there are no interments in or memorials on a lot being surrendered;
 - (b) the original interment rights holder or their legal representative has made written application to the City, in a form prescribed by the City, stating their desire to surrender the interment right;
 - (c) the original Interment Rights Certificate is surrendered to the City, and;
 - (d) an administration fee for the surrender, as set out in *Bylaw Schedule 'A': Cemetery Fees*, is paid to the City;
 - (e) if the surrender occurs within thirty (30) days of the date of purchase, one hundred percent (100%) of the fees paid for the right of interment shall be refunded;
 - (f) if the surrender occurs thirty-one (31) or more days after the date of purchase, a right of interment may be refunded at a value up to the greater of the following two calculations:
 - (i) not more than one hundred percent (100%) of the original price paid LESS the care fund contribution portion of the fees collected at the time of purchase, or;
 - (ii) not more than fifty percent (50%) of the current price of a comparable lot in the cemetery LESS the care fund contribution portion of the selling price of the comparable right of interment.
- 7.4 Subject to cemetery legislation, and upon approval from the regulatory authority, an interment right for an unused lot may be reclaimed by the City if all of the following have occurred;
- (a) the interment rights holder would be at least ninety (90) years of age, and;
 - (b) a minimum period of fifty (50) years has elapsed from the date of purchase, and;
 - (c) a minimum of ninety (90) days has passed since notice of the intent to reclaim the interment right has been sent to last known address on record for the interment rights holder;
 - (d) the City has made a reasonable and diligent attempt to contact the interment rights holder.
- 7.5 In the instance an interment right for a lot has been reclaimed and resold under article 7.4 of this Bylaw and the reclaimed interment right is subsequently required for use by the original rights holder or their legal representative, the City shall provide another interment right of equal or greater value that has been chosen from the available lots of the cemetery by the original interment rights holder or their legal representative.

8.0 INTERMENT, DISINTERMENT & EXHUMATION

- 8.1 Every interment of human remains or cremated remains into a lot shall be consistent with this Bylaw and *Bylaw Schedule 'B': Interment Rights and Specifications*.
- 8.2 Only human remains or cremated human remains may be interred in a City cemetery.
- 8.3 The interment of human remains or cremated remains in a City cemetery shall be conducted in a manner consistent with the dignity of adjacent lots, the cemetery and general community standards.
- 8.4 No interment, disinterment or exhumation of human remains or cremated remains at a City cemetery shall be permitted until:
- (a) the legal representative of a deceased completes, signs and delivers to the City an interment authorization, in a form prescribed by the City;
 - (b) it is ascertained a deceased holds an interment right at a City cemetery or a rights holder provides authorization for a deceased's human remains or cremated remains to be interred in a lot for which the deceased held an interment right;
 - (c) all outstanding indebtedness to the City relating to an interment right to be exercised, the interment fee and the fee for any other service provided or product supplied by the City to facilitate the interment, has been paid in full to the City;
 - (d) proper notice, in a manner prescribed by the City, is provided to the City;
 - (e) for human remains interment, a *B.C. Burial Permit* has been surrendered to the City;
 - (f) for cremated remains interment or scattering, a *Certificate of Cremation* has been surrendered to the City;
 - (g) where a death has occurred in a jurisdiction other than the province of B.C., a disposition document for interment or scattering, deemed acceptable by the City, has been surrendered to the City.
- 8.5 The City, through an agency agreement, may authorize a funeral service provider or a funeral director or other qualified person or organization to assume responsibility to qualify an interment rights holders and/or a legal representative of a deceased and acquire all necessary information to complete a City cemetery interment authorization and collect payment for an interment and deliver all documents, authorizations and payment prior to an interment, to the City, in a form prescribed by the City.
- 8.6 Reasonable notice of an interment is required. Normally notice and all documents and fees related to an interment booking shall be delivered to the City:
- (a) between March 15 and October 15, at least twenty-four (24) hours advance notice for an interment service is provided to the City;
 - (b) between October 16 and March 14, at least forty-eight (48) hours advance notice for an interment service is provided to the City;
 - (c) where an interment is requested in a period shorter than the notice required under (a) and (b) above then, at the discretion of the City, an interment may be accommodated but shall be subject to payment of an administrative fee (*short notice*) set out in *Bylaw Schedule 'A': Cemetery Fees*.
- 8.7 All cemetery appointments, interment bookings and payments for cemetery services shall be transacted under the terms set out in this Bylaw at Salmon Arm City Hall on the days and hours of operation of the City set out here for cemetery purposes:

- (a) Monday through Friday from 8:30 a.m. to 4:00 p.m.;
 - (b) this office shall be closed and no calls or appointments will be accepted or processed on a weekend or a holiday observed by the City;
 - (c) the City shall have the right, from time to time, to establish an interment services schedule that may control, limit or restrict the types and numbers of interments that may occur in a City Cemetery on a given day;
 - (d) the failure to provide all due and proper notice to the City may result in an interment service booking being denied;
 - (e) no booking or notice for an interment will be accepted by the City more than sixty (60) days in advance of a proposed date of interment;
 - (f) the City, at its sole discretion, shall have the right to vary, alter or waive its established interment services schedule, advance notice requirements and booking limitations as deemed appropriate or as circumstances may warrant.
- 8.8 Upon provision of proper notice and authorization being delivered to the satisfaction of the City an interment of human remains or cremated remains:
- (a) may take place on any day of the week;
 - (b) shall take place at a time arranged with and set by the City and conclude within one (1) hour of that time;
 - (c) an interment occurring on a Saturday, Sunday or a holiday observed by the City shall be subject to payment of an overtime fee as set out in *Bylaw Schedule 'A': Cemetery Fees*;
 - (d) an interment that does not conclude within the regular interment hours of a City cemetery or a time frame established by the City shall be subject to payment of an overtime fee as set out in *Bylaw Schedule 'A': Cemetery Fees*.
- 8.9 In the instance an interment is directed by a medical health officer, written instructions with respect to all procedures to be followed on the interment, to protect the health and safety of all persons who may come into contact with the burial container bearing the human remains, shall be provided to the City by the medical health officer in advance of the interment. The City shall convey the instructions of the medical health officer to every City employee or their authorized agent participating in the interment and the City shall take such steps necessary to ensure the instructions are carried out throughout the course of the interment. The City shall be obligated to accommodate an interment directed by the medical health officer as and when so ordered.
- 8.10 The City shall have the authority to suspend or cancel interment services at, and limit or prohibit public access to part or all of a City cemetery where weather, road or grounds conditions or other extraordinary circumstance may warrant or pose a hazard to the public, City personnel or their agents.
- 8.11 An individual, family or a group of people, may be allowed to witness the closing of a lot subject to the following criteria:
- (a) the request to witness the lot closing is delivered to the City as part of the notice for and authorization of an interment;
 - (b) the City may, for safety purposes, limit the number of people allowed to witness a lot closing;

- (c) all proceedings at a lot closing shall be under the direction of the City and every witness present shall be obligated to follow every instruction given by the personnel directing the interment;
 - (d) a 'witness lot closing' may be subject to an administrative fee set out in the *Bylaw Schedule 'A': Cemetery Fees* and said fee shall be paid in full to the City prior to the interment service;
 - (e) witnesses to a lot closing may be required to sign a waiver exempting the City from responsibility for any emotional, psychological or physical injury that may arise from witnessing an interment.
- 8.12 Only the City, or a contractor or an individual authorized by the City, shall excavate or open and close and set-up and remove graveside equipment at a lot in a City cemetery.
- 8.13 Every interment service in a City cemetery shall be conducted, performed or supervised by the City or a contractor or an individual authorized by the City.
- 8.14 For every grave designated as a double-depth lot the first interment of human remains into the lot shall be made in the grave at the deepest interment depth and any subsequent interment of human remains shall be made over the first and each of the interments in the grave shall conform to any further specifications established by the City relating to interment depths and coverage.
- 8.15 For every interment, human remains shall be enclosed in a casket or container that complies with cemetery legislation and this Bylaw.
- 8.16 Every interment of human remains shall be made into a grave liner of a design established and supplied by the City at the expense of an interment rights holder or the legal representative of a deceased. The only permitted exception to the requirement for a grave liner is for the interment of an infant or child or for a green burial.
- 8.17 Where a grave liner, that meets in every way the standard established by the City, is proposed to be supplied by an individual or business other than the City then only the City shall install the grave liner into the lot or the City may require the supplier of the grave liner to install the grave liner they are supplying under the supervision of the City and any installation shall be made at the supplier's expense and at a day and time of the City's choosing. The installation of a grave liner supplied by an individual or business other than the City shall be subject to a fee set out in *Bylaw Schedule 'A': Cemetery Fees* and the fee shall be paid in full to the City prior to the delivery of the grave liner to a City cemetery or the installation of the grave liner into a lot at City cemetery.
- 8.18 An interment rights holder or the legal representative of a deceased shall be deemed to retain custody of human remains or cremated remains for interment until the remains are delivered to the City's representative at an interment lot. Prior to accepting custody of remains at a lot the City shall not be liable for any delay in an interment service and, after accepting custody, the City shall not be liable for any delay in an interment arising from circumstances outside of the City's control.
- 8.19 It is the responsibility of an interment rights holder or the legal representative of a deceased, or their agent or funeral service provider to provide sufficient persons and means to transfer human remains to an interment lot for interment.
- 8.20 Cremated remains for interment into a Cemetery lot shall be enclosed in an urn of a design, size and material approved by the City.

- 8.21 The City may make provision for and permit the scattering of cremated remains within a City cemetery where scattering will be limited to and permitted only in designated areas or scattering features of a City cemetery.
- 8.22 Only City personnel, or an individual authorized by the City, shall place cremated remains into a cemetery lot or perform a scattering of cremated remains at a City cemetery.
- 8.23 The City, its employees and authorized agents of the City providing cemetery services shall exercise due care and attention in making an interment or a scattering but shall not be responsible for any emotional, psychological or physical injury that may occur to a living person or any injury to human remains or cremated remains or damage to any casket, urn or any other form of container sustained as part of an interment, scattering, disinterment or exhumation except where such injury or damage is caused by the negligence of the City, its employees or its agents.

Disinterment & Exhumation

- 8.24 The exhumation or disinterment of human remains or cremated remains in a City cemetery shall be conducted in compliance with cemetery legislation and in a manner consistent with the dignity of adjacent lots, the City and general community standards.
- 8.25 No disinterment or exhumation shall be allowed until;
 - (a) the legal representative of the deceased who has the right to authorize the disinterment of the deceased person's human remains has acquired, completed, duly signed and provided to the City a disinterment authorization, in a form prescribed by the City;
 - (b) a disinterment/exhumation permit, as circumstance may require under cemetery legislation, has been delivered to the City;
 - (c) in the instance where the legal representative of the deceased to be disinterred is not the rights holder for the lot from which the disinterment/exhumation is being made then written authorization from the rights holder to open their lot for the disinterment/exhumation shall be provided to the City, in a form prescribed by the City;
 - (d) all outstanding indebtedness to the City relating to a right of interment, the exercise of the disinterment/exhumation right from the lot, and any other service provided or product supplied by City to facilitate a disinterment/exhumation has been paid in full, where the fees for disinterment and exhumation are set out in *Bylaw Schedule 'A': Cemetery Fees*;
 - (e) for disinterment, a copy of the transport permit, as circumstance may require under the cemetery legislation and issued by the regulatory authority has been delivered to the City.
- 8.26 In the instance a rights holder makes a request for the discretionary disinterment of human remains or cremated remains from a lot under their control then the rights holder making the request shall first provide in writing to the City at their expense and in a form prescribed by the City, a document setting out;
 - (a) such proof as the City may request, up to and including sworn affidavits, to establish the identity and the legal right and authority of the person to make such a request;
 - (b) such other information as the City may reasonably request as to the purpose and reason for the disinterment;

- (c) and the provision of such information shall not bind the City to permit the discretionary disinterment and the City shall have the right to require the person making the discretionary disinterment request to acquire, at their expense, a Court order that compels the City to make the disinterment requested.
- 8.27 No disinterment or exhumation of human remains or cremated remains shall be permitted from a green burial lot except where the City shall be obligated to perform such disinterment or exhumation when ordered by a Court of competent jurisdiction.
- 8.28 Except where ordered by a Court of competent jurisdiction or a Medical Health Officer, no person other than City employees or authorized agents of the City along with a duly contracted funeral director shall be permitted to be present at the disinterment or exhumation of human remains or cremated remains from a lot in a City cemetery.
- 8.29 The City's responsibility in the performance of a disinterment/exhumation shall be limited to;
 - (a) the excavation of soil from or opening of a lot to permit access to the human or cremated remains interred in the lot;
 - (b) the closure of the lot when the disinterment/exhumation is complete.
- 8.30 The physical removal of exposed human remains and their transfer into a container that fully encloses the disinterred human remains shall be performed by a funeral director authorized by and employed at the expense of the individual requesting the disinterment. No employee or agent of the City shall be compelled or required to handle or participate in the removal of exposed human remains from a lot.
- 8.31 The City shall exercise due care and attention in making a disinterment or exhumation but shall not be responsible for any physical injury to human remains or damage sustained to any burial casket, urn, other form of burial container or grave liner as part of the disinterment or exhumation process.
- 8.32 Other than the recovery of the human remains or cremated remains readily apparent and present in a lot opened for a disinterment the City shall make no representation or warranty as to any additional material, personal effect or other extraneous item that may possibly be recovered from a disinterment or exhumation.
- 8.33 The authorization of a disinterment/exhumation shall grant the City sole and discretionary authority to dispose of, in a safe, environmentally sensitive and dignified manner, all extraneous materials that may incidentally be removed from a lot as part of a disinterment or exhumation process, including but not limited to remnants of a burial casket, urn, other form of burial container or a grave liner or burial vault present from the date of the original interment.
- 8.34 A disinterment or exhumation in a City cemetery shall, without exception, be performed on a day and at a time of the City's choosing.
- 8.35 The re-interment of disinterred human remains or cremated remains into another lot within a City cemetery shall comply with this Bylaw in every way and as circumstance may warrant.
- 9.0 GREEN BURIAL**
- 9.1 The City shall have the authority to designate areas within a City cemetery where the green burial of human remains and cremated remains may be accommodated.

- 9.2 This Bylaw in its entirety together with the articles that follow here shall apply to the provision of green burial rights of interment, green burial interment of human remains or cremated remains in a green burial area, memorialization, planting and visitation in a green burial area in a City cemetery.
- 9.3 Interment Rights in a green burial area may be purchased on an at-need or a reserve basis.
- 9.4 Lot assignment in a green burial area shall only be made at the time a lot is required for an interment of human remains or cremated remains.
- 9.5 The City shall have the authority to control a green burial area and the assignment of lots to be used for interment where assignment shall be subject to the lot use, planting and eco-system management plan established by the City for the green burial area where a lot is located.
- 9.6 Human remains and cremated remains interred in a green burial lot shall be considered non-recoverable from the date of interment. The City shall have no obligation, except where ordered to do so under legislation, regulation or as ordered by a Court of competent jurisdiction to disinter, exhume or otherwise recover human remains or cremated remains from a green burial lot or section.
- 9.7 Human remains proposed for interment in a green burial lot shall:
 - (a) be in a natural state and shall not be embalmed;
 - (b) be clothed, wrapped or shrouded in a natural, biodegradable fiber or material;
 - (c) be enclosed in a shroud, casket or alternative container that is approved by the City for use in a green burial lot;
 - (d) be enclosed in a shroud, casket or alternative container with a rigid base that permits the dignified transport and safe handling of the human remains by all persons so charged.
- 9.8 An interment rights holder and / or the legal representative of a deceased person to be interred in a green burial lot shall;
 - (a) ensure a shroud, casket or alternative container proposed for interment in a green burial lot is a City approved container, and;
 - (b) arrange for the dignified transfer of the human remains to a gravesite.
- 9.9 A shroud, casket or alternative container proposed for green burial interment shall;
 - (a) comply with any provision set out for caskets or containers set out in any legislation or regulation;
 - (b) be approved for use in a green burial area of the cemetery by the City prior to a scheduled interment service;
 - (c) be primarily constructed of fully biodegradable and environmentally sustainable materials;
 - (d) have interior finishing primarily fabricated of fully biodegradable and environmentally sustainable materials and natural fibers;
 - (e) have, as a function of their design, a safe and secure means with which to facilitate the dignified transfer of the human remains enclosed to the interment site and lowered into the excavated lot;

- (f) except for minimally necessary structural hinges, nails and screws, not have any extraneous part, fixture or decoration attached that is made of plastic, metal, or other non-biodegradable material;
 - (g) not have a high gloss or polish finish achieved through the application of any synthetic or environmentally hazardous, toxic or non-biodegradable chemical or agent;
 - (h) not be constructed with the use of any synthetic or environmentally hazardous, toxic or non-biodegradable glue, epoxy or other form of bonding agent;
 - (i) not have any interior liner, shroud, bag or other lining that is fabricated from a non-biodegradable material;
 - (j) not have any non-biodegradable personal item, memento or article placed inside the space occupied by the human remains.
- 9.10 Shrouds, caskets or alternative containers that are constructed from fibre-board, particleboard, plywood, non-sustainable or exotic wood or hardwood, metal, bleached or non-recycled cardboard or other form of non-sustainable, non-biodegradable or artificial material are prohibited from interment in a green burial lot.
- 9.11 The City shall have the right to accept, or refuse to accept for burial, any shroud, casket or alternative container proposed for interment in a green burial lot.
- 9.12 The interment of humans remains in a green burial lot shall be made at a depth deemed sufficient to achieve effective natural decomposition of the human remains interred while also ensuring the interred human remains will not be disturbed by wildlife.
- 9.13 No form of exterior grave liner is permitted in a green burial interment lot.
- 9.14 The City, or a contractor or individual authorized by the City, shall have the right to use such equipment, including motorized equipment, to open and close a green burial lot as it deems necessary to protect the safety of all personnel, and any person participating in and attending the interment service and to permit for the safe and dignified interment of the human remains into the lot, and shall make every reasonable effort to replace soil in a grave occupied by human remains in as sensitive a manner as is practical.
- 9.15 The City makes no warranty of protection nor bears any liability for the aesthetic, structural or physical impacts made to a casket or alternative container and the enclosed human remains that may arise from the replacement of gravesite soil into a green burial lot.
- 9.16 The interment or scattering of cremated remains in a green burial area shall be considered non-recoverable from the date of interment. The City shall have no obligation and shall have no means to recover cremated remains interred or scattered from a green burial lot or in a green burial area.
- 9.17 Where an interment right has been purchased and assigned for a green burial lot with the intent of interring cremated remains in the lot, the disposition of cremated remains shall not be made until the permitted interment of human remains have been made into the assigned lot.
- 9.18 Cremated human remains proposed for disposition in a green burial area shall be enclosed in an urn or container that;
- (a) is approved for use by the City, prior to a scheduled interment service, in a green burial area;
 - (b) is made of a fully biodegradable material which may include recycled and unbleached paper or cardboard;

- (c) shall not have any interior plastic, metal or other form of permanent or semi-permanent liner, container or bag.
- 9.19 Witnessing the interment of human remains or cremated remains in a green burial area shall be subject to:
- (a) a request to witness the interment being provided to the City at the time the interment arrangements are made;
 - (b) the City for safety reasons may, at its discretion, limit the number of persons permitted within close proximity to the site where the interment is taking place;
 - (c) all proceedings within the green burial area shall be under the sole direction of the City;
 - (d) all persons attending a witness service shall comply with the supervision of and instructions given by the City.
- 9.20 Upon provision of advance notice to the City, family members and / or friends of a deceased may be permitted to participate in the closing of a green burial lot. In the instance where persons other than City personnel participate in the closing of a lot, said persons shall:
- (a) be subject to supervision by the City;
 - (b) follow all instructions issued them by the City;
 - (c) be of sound physical condition and be capable of the participation intended;
 - (d) assume personal liability for any injury arising as a result of their voluntary participation in the lot closing process.
- 9.21 Witness services may be subject to a fee set out in *Bylaw Schedule 'A': Cemetery Fees* and shall be paid in full to the City prior to the witness service.
- 9.22 The City shall install communal memorials of a design of their choosing for the purpose of making approved memorial inscriptions to commemorate green burial interments and scatterings.
- 9.23 Other than City installed memorials no other memorial marker, monument, edging, grave cap or other stone, vase, ornament or any other decoration, adornment or structure shall be placed on, in or around any lot in a green burial area.
- 9.24 The City shall have the right to determine when inscriptions are made on a green burial memorial and shall make new inscriptions as they may accumulate at a minimum of two (2) times in each calendar year.
- 9.25 There is no obligation to have a memorial inscription made on a green burial memorial after a green burial interment or scattering is made in a green burial area
- 9.26 The City shall have the right to maintain, reposition, move, relocate or otherwise change a green burial memorial as deemed necessary and subject only to compliance with any requirement of cemetery legislation.
- 9.27 The City shall have the right, without prior notice, to remove and dispose of any unauthorized memorial product, object, decoration, adornment or memento from a green burial lot or a green burial area.
- 9.28 Floral tributes that accompany human remains or cremated human remains as part of an interment service shall be permitted to remain on an interment site for a maximum of

two (2) weeks. After two (2) weeks the City shall have the right, without prior notice, to remove and dispose of the floral tributes.

- 9.29 Except for floral tributes accompanying an interment service no other floral tributes, artificial flowers, unauthorized planting, memorial, vase or decoration of any form or type may be placed on a green burial lot. The City shall have the right, without prior notice, to remove and dispose of any unauthorized object, flower or plant on a green burial lot.
- 9.30 To maintain a balance of planting species in green burial areas all plantings shall be made according to the pre-established planting plan for a green burial area.
- 9.31 Only locally indigenous trees, bushes, shrubs, groundcover and wildflowers native to and typical of those found in the City's climate zone shall be planted in a green burial area.
- 9.32 Planting in a green burial area shall only be done as is seasonally recommended for the type of planting to be made.
- 9.33 Only the City shall make or supervise all planting in a green burial area.
- 9.34 The City shall make every reasonable effort to ensure the longevity of any memorial planting but does not offer any guarantee in this respect.
- 9.35 The City shall have the right to manage, maintain and alter the interment areas, memorials, roads and pathways, change or remove plantings, grade, alter in shape or size, or otherwise to change all or any part of a green burial area as they deem necessary and subject only to compliance with any applicable requirements of cemetery legislation.
- 9.36 Visitors shall be permitted to visit green burial areas during the regular visiting hours of the City cemetery.
- 9.37 The City shall establish and maintain pedestrian pathways to and visitation zones around green burial communal memorials to facilitate visitation.
- 9.38 To protect and maintain the health and integrity of green burial area plantings and ecosystems the City shall have the right to limit, restrict or prohibit the visitation of individual graves in any green burial area in a City cemetery.
- 9.39 The City shall have the right to limit, restrict or prohibit vehicle access to any green burial area in a City cemetery.

10.0 MEMORIALS

- 10.1 Every installation of a memorial onto a lot in a City cemetery shall be consistent with this Bylaw and *Bylaw Schedule 'C': Memorial Specifications*.
- 10.2 For this section of the Bylaw '*applicant*' means an interment rights holder, the legal representative of a deceased, their heirs or successors, or a memorial supplier acting as an agent of an interment rights holder or the legal representative of a deceased, or their heirs or successors.
- 10.3 It is the responsibility of an interment rights holder or the legal representative of a deceased to make arrangements for the supply and installation of a memorial on a City cemetery lot. The City shall have no responsibility or obligation to place or install at the City's expense any form of temporary or permanent memorial at an interment lot or a remembrance site.

- 10.4 No memorial may be placed on a lot or in a City cemetery until evidence proving the person memorialized is deceased and where such evidence shall be provided in a form acceptable to the City.
- 10.5 Every memorial and the installation thereof shall conform to the plan established for the lot and the section of the City cemetery in which the memorial is proposed to be installed specifically, and to the plan of the City cemetery generally.
- 10.6 Every memorial shall be constructed of granite, or bronze on a granite base, or another material of permanent and durable material approved by the City that conforms to this Bylaw and all other specifications established by the City for the City cemetery in which the memorial is proposed to be installed.
- 10.7 The City shall create, maintain and keep current a schedule of memorial specifications that sets out the details of permitted design, construction, inscription, location and installation of memorials for each type of lot or memorial option offered in a City cemetery and the schedule shall form a part of this Bylaw.
- 10.8 No memorial, inscription, engraving, or ornamentation or combination thereof that, in the opinion of the City, is inconsistent with the dignity of adjacent lots, the cemetery or community standards shall be placed on any memorial.
- 10.9 No memorial shall be installed on a lot in a City Cemetery until:
 - (a) plans and specifications are submitted to the City by an applicant, in a form prescribed by the City, where the plans and specifications shall describe fully a memorial's proposed size, design, material, inscription and location;
 - (b) it is determined the memorial described on the application complies in every way with the specifications set out for memorial placement on a City cemetery lot where installation is proposed;
 - (c) the applicable memorial permit and installation fee and memorial care fund contribution set out in *Bylaw Schedule 'A': Cemetery Fees* is paid in full to the City;
 - (d) all outstanding indebtedness as may relate to the lot interment rights and any interments has been paid in full to the City;
 - (e) upon satisfying all the above, a memorial permit is issued by the City to authorize installation of the memorial.
- 10.10 Where an applicant is a memorial supplier other than the City, it is the responsibility of the memorial supplier to confirm the correct location for a memorial proposed for installation and, for a companion memorial, to further confirm the correct layout for a companion inscription on the memorial. The City shall have no responsibility or financial liability for a memorial where it can be shown these tasks were not performed by an applicant or outside memorial supplier.
- 10.11 The City shall have the authority to refuse to issue a memorial permit to an applicant if the applicant has failed to comply with the requirements of this Bylaw or any requirement established by the City governing memorials at City cemeteries. In the instance a refusal occurs, the City shall inform the applicant of what is not compliant about the memorial application and the steps that must be taken to resolve the deficiency.
- 10.12 The City shall have the authority to reject a memorial, despite the prior issuance of a memorial permit, when the memorial delivered for installation does not match the

specifications described in the memorial permit application or does not comply with the requirements of this Bylaw or any requirement established by the City governing memorials at City cemeteries or, the memorial, inscription, engraving, or ornamentation or combination thereof is, in the judgement of the City is inconsistent with the dignity of adjacent lots, the cemetery or community standards. In the instance a refusal occurs, the City shall inform the applicant of what is not compliant about the memorial delivered for installation and the steps that must be taken to resolve the deficiency.

- 10.13 Where a memorial design includes a photograph or emblem then the photograph or emblem shall be an integral part of the memorial that is either cast bronze, sand-blasted, laser-etched or otherwise securely attached to the memorial in a manner approved by the City.
- 10.14 Every memorial shall conform to this Bylaw and any further requirements established by the City for a particular form of lot at a City cemetery at the time the memorial is placed or installed, not at the time a right of interment, an interment or a memorial is purchased or at the time of death.
- 10.15 Every memorial at a City cemetery shall be placed, installed, relocated or removed by the City or by a contractor or individual authorized and supervised by the City.
- 10.16 The installation of memorials shall occur during the regular operating hours of the City. Memorial installation may be delayed or deferred depending on cemetery services, weather and ground conditions.
- 10.17 The City shall be responsible to maintain the land of a lot on which a memorial is placed or installed but is not be responsible for the maintenance of any memorial on a lot and shall not be liable for, or obligated to repair, any scratch, breakage or damage to a memorial in a City cemetery except where it can be shown the damage has been caused by the negligence of the City, its employees or its agents.
- 10.18 A rights holder or the legal representative of a deceased is required to keep in good repair, at their expense and to the satisfaction of the City, all memorials on their lot. In the instance a memorial is placed, or installed, on a lot in a City cemetery and then subsequently falls into a state of disrepair, the City will document the condition of the memorial and shall have the authority, without prior notice, to have the memorial removed from the lot and from the City cemetery, in each case at the expense of rights holder, the legal representative of a deceased, their heirs or successors.
- 10.19 Where it is determined a memorial or its installation do not comply with this Bylaw or any further memorial requirements established by the City for a City cemetery then the non-compliant memorial may, without prior notice, be moved, reinstalled or permanently removed and placed in safekeeping by the City at the expense of a rights holder, the legal representative of a deceased, their heir or successor, or their memorial supplier.
- 10.20 At the time of an interment the City may permit a temporary marker of a design and size approved by the City to be placed on a lot where the temporary marker shall be limited to placement on the lot for a period of not more than one (1) calendar year from the date of interment. The City shall have the authority to remove and dispose of, without prior notice, any temporary marker remaining on a lot after one (1) calendar year has elapsed from the date of interment. After removal of a temporary marker a lot will remain unmarked until a permanent memorial is installed, at the expense of an applicant, on the lot.

- 10.21 The donation and dedication of a memorial planting, memorial bench or other form of custom memorial feature at a City cemetery may be permitted subject to the approval of the City and the following criteria:
- (a) an application, in a form prescribed by the City, shall be made to the City giving the proposed specifications, design and materials of the proposed memorial and must be approved in writing by the City before any delivery or installation can proceed;
 - (b) site selection shall conform to the plan of the City cemetery as determined by the City;
 - (c) installation, if not performed by the City, shall be under the supervision of the City and the cost of installation shall be borne by the applicant;
 - (d) the placement of a dedicated item or custom memorial does not entitle a donor or an applicant to any privilege or right over the land upon which the memorial may be situated.
- 10.22 A memorial planting, memorial bench or any other form of custom memorial shall only be installed, removed or modified in a City cemetery when a person requesting a memorial planting, memorial bench or any other form of custom memorial has made application to the City as an applicant and subject to the terms and conditions, as may be applicable, set out in articles 10.10 and 10.22 of this Bylaw.
- 10.23 The memorial standards and specifications for any interment right purchased or assigned or interment made on or after the date of adoption of this Bylaw and its Schedules shall, without exception, be those set out in this Bylaw.
- 10.24 For an interment right or a lot purchased or interment made prior to the date of the adoption of this Bylaw and its Schedules and subject only to the discretion of the City previously existing memorial standards and specifications may be permitted to be used but only for matching existing memorials on a grave site or permitting the restoration of deteriorated historical memorials.
- 10.25 Notwithstanding any previous memorial standard permitted under article 10.25 the City shall have the authority to, without prior notice, remove and restore the surface of any grave in a City cemetery with soil and turf and dispose of any curbing, grave cover, coping, fence, railing, memorial or flower vase that is in an advanced state of disrepair, has created an unsafe ground condition, become a safety hazard to persons using, visiting or working in the Cemetery or that has otherwise deteriorated to a state that is inconsistent with the dignity of adjacent graves and the general aesthetic of a City cemetery.

11.0 CEMETERY ADMINISTRATION

- 11.1 The Council, as trustees of the City cemeteries are responsible for;
- (a) the development, management, operation and maintenance of the City cemeteries in accordance with all applicable legislation of British Columbia or Canada as the case may be, and regulations made thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw of the City as amended, revised, consolidated or replaced from time to time;
 - (b) the administration, interpretation and enforcement of this Bylaw where said administration, interpretation and enforcement shall be conducted in a consistent, fair and equitable manner in every case and circumstance

with every user of a City cemetery, and;

- (c) ensuring all records, maps and information for the management, administration, operation and maintenance of the City cemeteries are created, collected and retained as required under legislation;
- (d) ensuring all rights of interment, permits and contracts are issued as required by and in compliance with cemetery legislation and as authorized by this Bylaw;
- (e) designating and empowering employees of the City and engaging and authorizing such agents of its choosing as it deems necessary to administer the City cemeteries and to develop, manage, operate and maintain the City cemeteries in the name of the City.

11.2 The Council may appoint a Cemetery caretaker whose duties shall include but are not limited to;

- (a) excavate, prepare and close, or cause to be excavated, prepared and closed, all interment lots as ordered by the Director of Corporate Services or their designate, and;
- (b) supervise the installation of all memorial foundations and memorials, and;
- (c) perform, or cause to be performed, the general care and maintenance of the Cemetery grounds, facilities, equipment and other physical assets of the City cemetery to ensure public and worker safety and a high standard of aesthetic appearance is maintained at all times, and;
- (d) maintain records as required and when requested submit reports to the Cemetery administrator, and;
- (e) perform and complete, or cause to be performed and completed, such other work as directed by the Director of Corporate Services or the designate.

12.0 CEMETERY FEES

12.1 The City shall from time to time and on a regular basis review, establish, add, amend or delete fees to be charged at City cemeteries for the provision of interment rights, interment services, memorials, memorial installations and such other services or goods ancillary to the provision of interment rights, interment or scattering services, operation and maintenance of the City cemeteries.

12.2 The fees established for City cemeteries shall as and where required under cemetery legislation include mandatory contribution to the City's *Cemetery Care Fund* at rates that are consistent with or exceed the minimum contribution rates set out for care fund contributions in cemetery legislation.

12.3 The fees established for City cemeteries under article 12.1 and 12.2 of this Bylaw shall be set out in *Bylaw Schedule 'A': Cemetery Fees* which shall form a part of this Bylaw and this schedule shall be made available to the public upon request.

13.0 CEMETERY CARE FUND

13.1 A fund for the maintenance and care of the City cemeteries and the lots therein is established, set aside and maintained and all monies in the Cemetery Care Fund shall be held and invested as trust funds by the City and in accordance with the requirements of the cemetery legislation.

13.2 The Cemetery Care Fund shall be maintained with the City's financial institution in an account to be designated as the "Cemetery Care Fund". The City is responsible for all deposits to the account and for ensuring that:

- (a) the account and all deposits comply with all applicable provisions of cemetery legislation;
- (b) the investment of monies in the Cemetery Care Fund is carried out as permitted and in compliance with cemetery legislation, the *Local Government Act (British Columbia)*, the *Community Charter (British Columbia)* and this Bylaw;
- (c) the income earned on investments of the Cemetery Care Fund, including any appreciation thereof, shall be used only for the maintenance and care of the City cemeteries in the year in which the income and appreciation is earned, or may be retained in the Cemetery Care Fund to increase the principal sum of the fund;
- (d) the principal of the Cemetery Care Fund shall not be reduced other than in accordance with an order from the regulatory authority and pursuant to cemetery legislation.

13.3 The City may accept contribution in the form of a donation to the Cemetery Care Fund from any individual or organization.

14.0 PENALTY FOR INFRACTIONS

14.1 An individual or individuals who contravenes violate or fail to comply with any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of this Bylaw, or who fails to do anything required by this Bylaw, commits an offence and shall be liable, upon conviction, to a fine of not less than One Hundred Dollars (\$100.00) and not more than Two Hundred Thousand Dollars (\$200,000.00) for each day or part thereof during which any infraction has taken place together with the cost of prosecution and any other penalty or order imposed pursuant to the *Community Charter (British Columbia)* or the *Offence Act (British Columbia)* as amended from time to time. Each violation against this bylaw shall be deemed to be a separate and distinct offence.

15.0 COMMENCEMENT OF TRANSITIONAL PROVISIONS

15.1 This Bylaw shall come into force upon adoption.

16.0 REPEAL

- 16.1 "The Corporation of the City of Salmon Arm Bylaw No. 2126" and all previous versions, consolidations and amendments made thereto are repealed upon adoption of this Bylaw.

READ A FIRST TIME this 24th day of September 2018

READ A SECOND TIME this 24th day of September 2018

READ A THIRD TIME this 24th day of September 2018

ADOPTED BY COUNCIL THIS _____ day of _____ 2018

MAYOR

CORPORATE OFFICER

**BYLAW NO. 4280
SCHEDULE "A"
CEMETERY FEES**

<i>Grave Plots</i>	<i>Description</i>	<i>Rates</i>	<i>Care Fund</i>	<i>Total</i>
Adult	Resident	415.00	139.00	554.00
	Non-Resident	548.00	183.00	731.00
Child/Infant	Resident	251.00	84.00	335.00
	Non-Resident	357.00	119.00	476.00
Cremation	Resident	171.00	57.00	228.00
	Non-Resident	231.00	77.00	308.00
Memorial Marker		55.00	18.00	73.00
Grave Liners	Single	483.00	-	-
	Double	483.00	-	-
Cremation Vault			-	-
	Cremation	127.00	-	-
Transfer of Permit		48.00	-	-

<i>Interment [Open/Close]</i>	<i>Rates</i>	<i>Sat/Sun/Holiday</i>		
Adult	521.00	786.00	-	-
Child/Infant	351.00	616.00	-	-
Cremation	233.00	370.00	-	-
Extra Depth	727.00	993.00	-	-
Columbarium Niche	157.00	240.00		

<i>Disinterment [Open/Close]</i>	<i>Rates</i>	<i>Sat/Sun/Holiday</i>		
Adult	799.00	1,064.00	-	-
Child/Infant	597.00	863.00	-	-
Cremation	300.00	435.00	-	-

<i>Columbarium Plot/Niche</i>	<i>Description</i>	<i>Rate</i>	<i>Care Fund</i>	<i>Total</i>
Niche Sale	Resident	1,010.00	337.00	1,347.00
	Non-Resident	1,321.00	441.00	1,762.00
Memorial Marker		55.00	18.00	73.00

All Cemetery Charges are subject to GST at the prescribed rate.

SCHEDULE 'B': INTERMENT RIGHTS & SPECIFICATIONS

1.0 INTERMENT RIGHTS

- 1.1 The City, subject to payment of an established fee may grant an interment right for a vacant lot in a City cemetery on an at-need or a reserve basis.
- 1.2 Possession of an interment right,
 - (a) confers to a rights holder, a right in perpetuity to use, in compliance with the Bylaw, a lot for the interment and/or memorialization of human remains or cremated remains of an individual or individuals named on an Interment Rights Certificate, but;
 - (b) does not confer any title to, ownership of, or interest in the land of a City cemetery or of a lot therein or any other special privilege over any land of a City cemetery, and;
 - (c) does not entitle a rights holder to require the City to perform an interment of human remains or cremated remains into a lot until the rights holder complies in all other respects with this Bylaw as it relates to the interment of human remains or cremated remains or the purchase and placement of a memorial, including and without limitation the payment of all fees.
- 1.3 The City shall issue, to an individual paying in full the fee for an interment right set out in *Bylaw Schedule 'A': Cemetery Fees* an 'Interment Rights Certificate', in a form prescribed by the City, which sets out the rights of use conferred to the purchaser or an assignee of the purchaser identified on the certificate.
- 1.4 An applicant may purchase the interment rights for:
 - (a) not more than two (2) human remains lots;
 - (b) not more than (4) cremated remains lots.
- 1.5 Every interment in and every placement of a memorial on a lot in a City cemetery shall be made in compliance with the City's Cemetery Management Bylaw and *Bylaw Schedule 'B': Interment Rights and Specifications* and *Bylaw Schedule 'C': Memorial Specifications*.
- 1.6 **HUMAN REMAINS LOT:** The interment rights for a City cemetery human remains lot shall be:
 - (a) **Infant / Child Lot:** This form of lot is limited to the interment of the human remains of one (1) infant or child and the secondary interment of the cremated remains of not more than two (2) individuals who shall have a direct and immediate familial relationship and shall be limited to a parent, sibling or grandparent of the interred infant or child;
 - (b) **Single-Depth Adult Lot:** This form of lot is limited to the interment of the human remains of one (1) individual and/or the interment of the cremated remains of not more than three (3) individuals;
 - (c) **Double-Depth Adult Lot:** This form of lot is limited to the interment of the human remains of two (2) individuals and/or the interment of the cremated remains of not more than three (3) individuals;

- (d) **Green Burial Lot:** In addition to the above the purchase of a green burial interment right is subject, in every way, to 'Section 9.0: Green Burial' of the Cemetery Management Bylaw;

1.7 **CREMATED REMAINS LOT:** The interment rights for a City cemetery cremated remains lot shall be:

- (a) **Standard Cremation Lot:** This form of lot is limited to the interment of the cremated remains of not more than two (2) individuals;
- (b) **Family Estate Cremation Lot:** This form of lot is limited to the interment of the cremated remains of not more than six (6) individuals
- (c) **Family Vessel Cremation Lot:** This form of lot is limited to the interment of the cremated remains of not more than eight (8) individuals enclosed in soft-sided urns that are of a size that can be placed in the vessel;
- (d) **Family Ossuary Cremation Lot:** This form of lot is limited to the interment of the cremated remains of not more than sixteen (16) individuals where the cremated remains shall be 'scattered' and comingled into the ossuary vessel;
- (e) **Green Burial Cremation Lot:** This form of lot is limited to the interment of the cremated remains of not more than two (2) individuals and the use of a green burial lot is subject, in every way, to 'Section 9.0: Green Burial' of the Cemetery Management Bylaw;
- (f) **Columbaria Niche Lot:** This form of lot is limited to the interment of the cremated remains of not more than two (2) individuals

2.0 **LOT SIZES**

2.1 **HUMAN REMAINS LOT:** Generally, lots designed, laid out and designated for the interment of human remains shall be the following size:

- (a) **Infant / Child Human Remains Lot:** Shall not exceed, but may be less than, three (3') feet (0.9 m) wide by five (5') feet (1.5 m) long;
- (b) **Adult Human Remains Lot** (includes green burial lots): Shall not exceed four (4') feet (1.2 m) wide by nine (9') feet (2.7 m) long, and;

2.2 **CREMATED REMAINS LOT:** Generally, lots designed, laid out and designated for the interment of cremated remains shall be the following size:

- (a) **Standard Cremation Lot** (including green burial lots): Shall not exceed two (2') feet six (6") inches (76 cm) wide by two (2') feet six (6") inches (76 cm) long;
- (b) **Family Estate / Vessel / Ossuary Cremation Lot:** Shall not exceed five (5') feet (1.5 m) wide by six (6') feet (1.8 cm) long;
- (c) **Columbaria Niche Lot:** The dimensions of a niche, which may vary in size depending on a columbarium design and layout, shall be those that are designed for and provided to the City by a columbarium / niche supplier.

2.3 Lots may be laid out separately, in combinations or in combination of one lot type with another lot type.

2.4 Human remains interment lots may permit for the secondary interment of cremated remains above interred human remains.

- 2.5 In every instance, the official dimensions of any lot in a City cemetery shall be those set-out in the design plan and subsequent lot survey completed for the cemetery in which they are located.
- 2.6 The City shall have the authority to vary the dimensions of a lot or group of lots as circumstances may dictate or as it deems appropriate for the operation and maintenance of the Cemetery.
- 2.7 The design, layout, dimensions, location of interments and placement of memorials for every lot type in a City cemetery shall be those set out in these specifications.

3.0 INTERMENT

- 3.1 Generally, the following specifications shall be followed in making an interment of human remains or cremated remains into a lot or scattering of cremated remains in a City cemetery.

3.2 **HUMAN REMAINS:** For every interment of human remains in a:

- (a) **Single-Depth Lot:** interment shall be made at a depth that is sufficient to ensure there is, when filled and closed, not less than thirty-six (36") inches (91.4 cm) of soil between the finished surface of the lot and the uppermost surface of the grave liner, casket or container enclosing the human remains resting in the lot;
- (b) **Double-Depth Lot:** the first interment shall be made at the lowest depth of the lot and shall be at a depth that is sufficient to permit a future second interment of human remains, separated by not less than two (2') feet (60.9 cm) of soil between the first and second interment, and where, after any future second interment in the lot, when filled and closed, shall have not less than thirty-six (36") inches (91.4 cm) of soil between the finished surface of the lot and the uppermost surface of the grave liner, casket or container enclosing the human remains resting in the upper level of the lot;
- (c) **Green Burial Lot:** in addition to complying with 3.2 (a) and (b) above, no form of grave liner or vault shall be used in a green burial lot.

3.3 **CREMATED REMAINS:** For every interment of cremated remains in a:

- (a) **Cremation Lot,** the in-ground interment of cremated remains shall be made in an excavation which, when filled and closed, provides not less than twenty-four (24") inches (60.9 cm) of earth between the finished surface level of the lot and the uppermost surface of the urn enclosing the cremated remains resting in the lot;
- (b) **Green Burial Lot,** in addition to complying with 3.3 (a) above, no form of grave liner or vault or non-biodegradable urn or container may be used in a green burial lot.

4.0 MEMORIALS

- 4.1 The installation of a memorial on any lot in a City cemetery shall comply with *Bylaw Schedule 'C': Memorial Specifications* of the *Cemetery Management Bylaw* as may currently be in force or as may be amended or repealed and replaced from time to time in the future.

SCHEDULE 'C': MEMORIAL SPECIFICATIONS

1.0 GENERAL RULES

- 1.1 Every memorial and the installation of every memorial in a City cemetery shall conform to the plan established for the lot and the section of the City cemetery in which the memorial is proposed to be installed.
- 1.2 Every memorial shall be constructed of granite, or bronze on a granite base or another material of permanent and durable material approved by the City.
- 1.3 No memorial, inscription, engraving, ornamentation or combination thereof that, in the opinion of the City, is inconsistent with the dignity of adjacent lots, the cemetery or community standards shall be placed on any memorial.
- 1.4 No memorial shall be installed on a lot in a City Cemetery until:
 - (a) plans and specifications are submitted to the City by an applicant, in a form prescribed by the City, where the plans and specifications shall describe fully a memorial's proposed size, design, material, inscription and location;
 - (b) it is determined the memorial described on the application complies in every way with the specifications set out for memorial placement on a City cemetery lot where installation is proposed;
 - (c) the applicable memorial permit and installation fee and memorial care fund contribution set out in *Bylaw Schedule 'A': Cemetery Fees* is paid in full to the City;
 - (d) all outstanding indebtedness as may relate to the lot interment rights and any interments has been paid in full to the City;
 - (e) upon satisfying all the above, a memorial permit is issued by the City to authorize installation of the memorial.
- 1.5 Where a memorial design includes a photograph or emblem then the photograph or emblem shall be an integral part of the memorial that is either cast bronze, sand-blasted, laser-etched or otherwise securely attached to the memorial in a manner approved by the City.
- 1.6 The type and design of a memorial and, the maximum width, depth and thickness of a memorial and, the form and style of a memorial inscription is conditional on the type of lot or lots on which it is being installed.
- 1.7 No memorial may be placed on a lot prior to the interment of human remains or cremated remains into the lot except;
 - (a) where a memorial is installed that provides for the memorialization of two (2) or more individuals and where one (1) individual has predeceased the other and has been interred;
 - (b) where a lot has been purchased for the sole intent and purpose of memorialization and the interment rights purchaser has indicated in writing that no interment will be made in the lot on which the memorial is to be installed.
- 1.8 Every memorial shall conform to the specifications set out in this Schedule and any further requirement that may be established by the City for a lot at a City cemetery at the time the memorial is placed or installed, not at the time the memorial is purchased or at the time of a death.

- 1.9 Every memorial at a City cemetery shall be placed, installed, relocated or removed by the City or a contractor or an individual authorized by the City.
- 1.10 The design, layout, dimensions, location of interments and placement of memorials for every lot type in a City cemetery shall be those set out in this Schedule.
- 1.11 No form of flower vase may be installed in or on any lot or attached to any memorial installed at a City cemetery.
- 1.12 Except for lots embellished prior to the adoption date of this Bylaw the surface of every grave in a City cemetery shall be soil and turf grass.
- 1.13 No lot, plot or grave space shall be defined by any form of curb, grave cover, coping, fence or railing. The City shall have the authority to, without prior notice, remove and restore the surface of a grave with soil and turf grass, and dispose of any curbing, grave cover, coping, fence or railing that is in an advanced state of disrepair, has created an unsafe ground condition, become a safety hazard to persons using, visiting or working in the Cemetery or that has otherwise deteriorated to a state that is inconsistent with the dignity of adjacent graves and the general aesthetic of the Cemetery.

2.0 MEMORIALS

- 2.1 Except for the thickness of a flat memorial installed flush with the ground, which shall never be less than three (3") inches (7.6 cm) thick, memorial dimensions set out in this Schedule may have a variance of not more than one-half (1/2") inch (1.2 cm).
- 2.2 Every flat marker memorial shall be installed, at an applicant's expense, on a lot where the installation shall consist of:
 - (a) excavation and preparation of the installation site, and;
 - (b) placement and compaction of sufficient consolidated aggregate materials to ensure stable and level, vertical and horizontal installation of the flat marker is made where the upper surface of the memorial when installed is flush with the ground level of the lot.
- 2.3 Every upright monument memorial shall be installed, at an applicant's expense, on a lot where the installation shall consist of:
 - (a) excavation and preparation of the installation site;
 - (b) placement and compaction of sufficient consolidated aggregate materials, to ensure a stable and level, vertical and horizontal installation of the upright monument base above the surface level of the lot is achieved.
- 2.4 Every foundation for a flat marker or an upright monument memorial shall be installed to a standard, established by the City, that will minimize the potential settlement of or any effect of frost heave on an installed memorial. The City shall have the authority to revise or add additional installation requirements for memorial markers as it deems necessary.
- 2.5 No form of decorative rock, gravel or other form of material may be placed at or around a memorial in a City Cemetery. Only materials approved or used by the City for the installation and maintenance of memorials is permitted at or around memorials or gravesites.
- 2.6 **Flat Marker Memorial:** A memorial taking the form of a flat marker to be installed flush with the ground shall have:

- (a) a foundation, installed at the applicant's expense, that conforms to Article 2.2 of these Memorial Specifications and to any other requirement that may be issued by the City for a gravesite where a flat memorial marker is proposed for installation;
- (b) a granite memorial that is smooth sawn on the bottom and its sides and the side surfaces shall be true and perpendicular with the memorial's top surface and the inscription and design shall be carving, engraving or etching on the face of the memorial, OR;
- (c) a bronze memorial anchored onto a granite base which shall be both wider and longer than the bronze marker with a border of exactly two (2") inches (5 cm) of the base surface exposed on all sides and, the base top, bottom and sides shall be smooth sawn and, the side surfaces shall be true and perpendicular with the base's top surface and, the base shall be not less than three (3") inches (7.6 cm) thick, OR;
- (d) a bronze memorial anchored onto a reinforced concrete base which will have a border of not more than two (2") inches (5 cm) of exposed concrete exposed on all sides, and further;
 - i. the concrete base shall consist of one (1) mat of No. 3 steel reinforcing bar placed in the centre of the three (3") inch (7.6 cm) slab and protected from the edges with one and one-half (1.5") inches (3.8 cm) of concrete. This form of mat shall have not less than two (2) pieces of reinforcing bar running the width of the base and three shorter pieces running the length of base, or;
 - ii. the concrete base may consist of not less than two (2) layers of No. 9 wire reinforcing mesh placed in the centre of the slab and spaced 0.4" inches (1cm) to 0.8" inches (2 cm) apart from the other, and;
 - iii. the concrete base for a bronze memorial shall be not less than three (3") inches (7.6 cm) thick, and;
 - iv. a bronze memorial mounted on a concrete base shall not exceed the maximum permitted size of a memorial that may be permitted on a lot, and;
 - v. the scrolls, letters, figures or other design elements of the memorial shall not be raised more than one-half (0.5") inch (1.2 cm) above the finished surface of the memorial.

2.7 Upright Monument Memorial: A memorial taking the form an upright monument installed above the ground level of a lot shall have:

- (a) a foundation, installed at the applicant's expense, that conforms to article 2.3 of these *Memorial Specifications* and to any other requirement that may be issued by the City for a gravesite where an upright monument is proposed for installation;
- (b) a monument base that is made of granite that shall first be installed and secured to its foundation in a manner approved by the City and the bottom of the granite base shall be smooth sawn and unpolished so as to permit effective placement of the base on its foundation;
- (c) base side surfaces that are true and perpendicular with the base top surface and may be smooth sawn or rock pitch and may be polished or unpolished;

- (d) a base that is wider and longer than the monument tablet to provide a minimum border of two (2") inches (5 cm) to a maximum border of four (4") inches (10.1 cm) of the base surface exposed on all sides, and;
 - (e) a monument tablet constructed of granite that is attached to the monument base with dowel pins and / or an adhesive epoxy compound approved by the City and, in the instance where dowels are mandated by the City, the dowels shall be made of a non-corrosive material, be centered on the base, be not less than six (6") inches (15.2 cm) in length and evenly extended into both the tablet and the base, and installed in a 'dry' mode;
 - (f) a monument tablet that is no thicker than a dimension that leaves not less than a two (2") inch (5.0 cm) to a maximum of not more than four (4") inch (10.1 cm) border of the monument base surface exposed on all sides;
 - (g) a monument tablet inscription and design that is carving, engraving or etching on the face of the tablet, or a bronze plaque securely anchored to the face of the tablet with non-corrosive fasteners and / or an adhesive epoxy approved by the City.
- 2.8 No inscription, lettering, plaque or other form of adornment or decoration shall be placed on the back or any side of an upright monument base or monument tablet.
- 2.9 No upright monument shall be installed to extend over the space where a lot has been or may be opened to accommodate an interment of human remains.
- 2.10 An upright monument with a design feature that is an integral part of a monument tablet may be permitted so long as the monument and design feature conform to the size specifications set out in these specifications.
- 2.11 An upright monument in the form of a freestanding design shall not be permitted.
- 2.12 No upright monument shall have any uncovered vertical joint.
- 2.13 No form of candleholder, vase, lantern or other form of fixture may be attached in any manner to a memorial or placed adjacent to where a memorial is installed in a City cemetery.
- 2.14 **Columbaria Niches:** A memorial taking the form of a columbaria niche plate shall, subject to the niche plate size, have an inscription carved or engraved on the surface of the niche plate that is made in a font style, font size, layout and content that is consistent with adjacent niches and with the overall design established by the City for the columbarium of which the niches are a part.
- 2.15 **Cremation Vessel (Ossuary):** A memorial taking the form of a cremation vessel (ossuary) shall, subject to the vessel (ossuary) size, have an inscription carved or engraved on its surface in a font style, size and layout that is consistent with adjacent niches and with the overall design established by the City for vessels (ossuaries) in a City cemetery.
- 3.0 LOT TYPES & PERMITTED MEMORIALS**
- 3.1 Interment into any form of lot in a City cemetery shall comply with *Bylaw Schedule 'B': Interment Rights and Specifications* as may be in force at the time an interment is made.
- 3.2 **HUMAN REMAINS - SINGLE LOT:** The following specifications shall constitute the number and type of memorials permitted on a human remains single lot as they may be designated and laid-out in a City cemetery:

- (a) **Infant / Child Lot:** This form of lot may have not more than two (2) flat markers installed flushed with the ground that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than three (3) individuals.
- (b) **Single Adult Lot with Flat Markers:** This form of lot may have not more than four (4) flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than one (1) individual each except where the lot has or will be used for the double-depth interment of human remains and then one (1) of the permitted markers may be (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than two (2) individuals.
- (c) **Single Adult Lot with Upright Monument:** This form of lot may, as its primary form of memorial, have one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by four (4") inches (10.1 cm) high WITH a monument tablet that is six (6) inches (15.2 cm) thick by twenty (20) inches (50.8 cm) wide by not more than twenty-four (24") inches (60.9 cm) high and memorializing not more than one (1) individual except where the lot has or will be used for the double-depth interment of human remains and then the upright monument may memorialize not more than two (2) individuals, AND:
 - (i) may also have not more than three (3) additional flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than one (1) individual each.

3.3 **HUMAN REMAINS - 'FAMILY' LOTS:** The following specifications shall constitute the number and type of memorials permitted on lots purchased in a side-by-side 'family' configuration as may be designated, laid-out and permitted in a City cemetery:

- (d) **Side-by-Side Adult Lots with Flat Markers:** This form of lot may, as its primary form of memorial, have one (1) large flat marker installed flush with the ground over the center line of two (2) adjoining lots, that is eighteen (18") inches (45.7 cm) deep by thirty (30") inches (76.2 cm) wide by not less than three (3") inches (7.6 cm) thick memorializing not more than two (2) individuals or where the lot has or will be used for the double-depth interment of human remains then the large flat marker may memorialize not more than four (4) individuals; AND;
 - (i) may also have not more than six (6) flat markers installed flush with the ground with three (3) markers on each of the adjoining lots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than one (1) individual each.
- (e) **Side-by-Side Adult Lots with Upright Monument:** This form of lot may, as its primary form of memorial, have one (1) large upright monument, installed over the center line of two (2) adjoining lots, that has a base that

is sixteen (16") inches (40.6 cm) deep by thirty-two (32") inches (81.2 cm) wide by six (6") inches (15.2 cm) high WITH a monument tablet that is twelve (12") inches (30.4 cm) thick by twenty-eight (28") inches (71.1 cm) wide by not more than twenty-four (24") inches (60.9 cm) high and memorializing not more than two (2) individuals except where the lot has or will be used for the double-depth interment of human remains and then the large upright monument may memorialize not more than four (4) individuals; AND;

- (i) may also have not more than six (6) flat markers installed flush with the ground with three (3) markers on each of the two (2) adjoining lots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than one (1) individual each.

3.4 CREMATED REMAINS LOTS: The following specifications shall constitute the number and type of memorials permitted on a cremated remains lot as they may be designated and laid-out in a City cemetery:

- (a) **Standard Cremation Lot - Single Interment:** This form of lot may have one (1) flat marker installed flush with the ground that is twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than one (1) individual;
- (b) **Standard Cremation Lot - Companion Interment:** This form of lot may have one (1) flat marker installed flush with the ground that is twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than two (2) individuals;
- (c) **Family Estate Cremation Lot with Flat Markers only:** This form of lot may have three (3) flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than two (2) individuals each;
- (d) **Family Estate Cremation Lot with Upright Monument:** This form of lot may, as its primary form of memorial, have one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by four (4") inches (10.1 cm) high WITH a monument tablet that is six (6) inches (15.2 cm) thick by twenty (20) inches (50.8 cm) wide by not more than twenty-four (24") inches (60.9 cm) high and memorializing not more than two (2) individuals AND an additional two (2) flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by not less than three (3") inches (7.6 cm) thick memorializing not more than two (2) individuals each;
- (e) **Family Vessel / Ossuary Cremation Lot:** This form of lot shall, as its primary form of memorial, have one (1) cremation vessel (ossuary) of a size and design established and supplied by the City and installed onto a granite base that is thirty-three (33") inches square and not less

than three (3") inches (7.6 cm) thick and may incorporate an inscription approved by the City and engraved into the surface of the vessel in a font, size and depth approved by the City and along with the vessel (ossuary) the lot may have up to four (4) flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than eight (8) individuals where 'vessel' interments are made or not more than sixteen (16) individuals where only 'ossuary' scatterings are made;

- (f) **Columbaria Niche Lot:** This form of lot shall have as its primary form of memorial an inscription made on the face of the niche plate in a design, font style, size and layout established by the City that is consistent with adjacent niches and the overall design established by the City for the columbarium of which the niche is a part.

3.5 GREEN BURIAL LOTS: The following specifications shall constitute the form of memorial and memorialization permitted for green burials as and where they may be designated and laid-out in a City cemetery:

- (a) Other than City installed communal memorials no other memorial marker, monument, edging, grave cap or other stone, vase, ornament or any other decoration, adornment or structure shall be placed on, in or around any green burial lot or in a green burial area.
- (b) No inscription shall be made on a green burial memorial until;
 - (i) the inscription is approved by the City;
 - (ii) all outstanding indebtedness to the City relating to a right of interment for a lot, interment, scattering and the engraving of the inscription has been paid in full.
- (c) For every memorial inscription made on a green burial memorial the inscription shall be;
 - (i) placed on the memorial designated for the lot or group of lots where a green burial was made;
 - (ii) recorded sequentially on the memorial as interments occur;
 - (iii) composed on one line, as space may permit, of an inscription limited to the given name(s) and/or initial(s) and the surname of a deceased and the year of birth and the year of death of a deceased.
 - (iv) engraved to a standard depth and in a standard font established by the City for the memorial where the inscription is being made, and;
 - (v) made by the City or an approved agent or supplier of the City.
- (d) No inscription that deviates from the content and specifications set out in Article 3.5(c) of this Bylaw or that is inconsistent with the dignity of adjacent inscriptions, lots, the City cemetery or community standards shall be placed on any green burial memorial.

- (e) The City shall have the right to determine when inscriptions are made on a green burial memorial and shall make new inscriptions as they may accumulate at a minimum of two (2) times in each calendar year.
- (f) There is no obligation to have a memorial inscription made on a green burial memorial after a green burial interment or scattering is made in a green burial area
- (g) The City shall have the right to maintain, reposition, move, relocate or otherwise change a green burial memorial as deemed necessary and subject only to compliance with requirements of cemetery legislation.

4.0 MEMORIAL PLAQUES

- 4.1 The City shall have the authority to establish and install in any City cemetery such structures and features of a design and standard established by the City that facilitate the installation of memorial plaques for individuals or families or that may provide special recognition for individuals or organizations that, in the opinion of and at the discretion of the City, have made a special contribution to the City.
- 4.2 Memorial plaques shall, at the expense of an applicant, be supplied and installed by the City and when installed shall be considered as property of the City cemetery.
- 4.3 Memorial plaques shall be constructed of bronze, individually cast in a size, font and design established by the City and each:
 - (a) **Individual Plaque** shall be nine and one-half (9.5") inches (24.5 cm) high and sixteen and one-half (16.5") inches (42 cm) wide and memorializing one (1) individual;
 - (b) **Family Plaque** shall be sixteen and one-half (16.5") inches (42 cm) high and sixteen and one-half (16.5") inches (42 cm) wide and memorializing up to (4) individuals;
 - (c) **Community Recognition Plaque** shall be twenty-four (24") inches high by thirty (30") inches high and shall have an inscription of recognition that is approved by the City and is consistent with the dignity of adjacent lots, the cemetery and community standards.

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INFORMATIONAL CORRESPONDENCE - OCTOBER 9, 2018

1. Building Department - Building Statistics - September 2018
2. Building Department - Building Permits - Yearly Statistics
3. B. Reese - letter dated September 17, 2018 - Request for Reinstatement of the City Bus
4. D. MacQuarrie - email dated September 23, 2018 - Request opportunity to present mikes?
5. A. Munro - email dated September 25, 2018 - Dog waste bags in parks need to be biodegradable
6. A. Jamieson - letter dated October 2, 2018 - Ross Street Underpass
7. D. McRitchie - letter received October 3, 2018 - Warning about the Dangers of 5G & Smart Cities
8. D. Good, Chair, OMA Conference - letter received April 19, 2018 - Invitation to OMA Conference and 2017 Auxiliary Summary
9. L. Wong, Manager, Downtown Salmon Arm - letter dated September 5, 2018 - Downtown Lighting at Christmas - Hydro Bill
10. Shuswap Community Foundation - email dated October 3, 2018 - 2018 Annual Community Meeting
11. C. Pecknold, Assistant Deputy Minister, Policing and Security Branch - letter dated September 19, 2018 - Provincial Keep of Prisoners Program
12. M. LoVecchio, Director of Government Affairs, Canadian Pacific - email dated September 28, 2018 - 2018 CP Holiday Train
13. M. Remington, President, North Okanagan-Shuswap Crime Stoppers - email dated October 2, 2018 - Invitation to First Annual Shred Day - October 13, 2018
14. A. Nobuyuki, President, Hiroshima - letter dated September 2018 - The first Graduate School of Peace Studies at a public university to be established in April 2019

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Item 10.2

CITY OF SALMON ARM

Date: October 9, 2018

W. Dowd, Railway Safety Inspector, Transport Canada –
letter dated September 20, 2018 – Signal Inspection

Vote Record

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

Opposed:

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

City of Salmon Arm

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www.salmonarm.ca



Salmon Arm

Transport Canada
Pacific Region,
625 Agnes Street
New Westminster, B.C.
V3M 5Y4

TC File: RSIG-4813196
COSA File: 8550.05.08

October 2, 2018

Attention: **Mr. William (Randy) Dowd**
Railway Safety Inspector, Transport Canada

Dear Sir:

RE: Signal Inspection

Reference your letter dated September 20, 2018.

Your letter indicated that the Canadian Pacific Railway (CPR) Public Rail Crossings Mile 63.59 (3rd Street NW) & Mile 57.08 (50th Street NE) in the Shuswap Subdivision are current locations which have non-compliance and concerns.

Please find attached to this letter a copy of the Signals Inspection Report which we have amended to include a list of corrective actions and mitigation measures which the City will implement to address the non-compliances and concerns.

I will also be sending you (by email) a copy of the recently completed Railway Crossing Safety Assessment (Associated Engineering 2018). The City will be using this document as a guide to implement the necessary remediation measures to bring the City's grade crossings up to compliance with the regulations by 2021. Please note that these proposed improvements will require the proper approvals to ensure that funding is legally available to see the completion of any new works.

I trust the above is satisfactory; however, should you have any questions regarding the above please contact me at 250-803-4017.

Sincerely,

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

Cc Carl Bannister, CAO
Mayor and Council
Jenn Wilson, City Engineer



Transport
Canada

Transports
Canada

Pacific Region
625 Agnes Street

New Westminster, BC V3M5Y4

Our file: RSIG - 4813196

LETTER OF NON-COMPLIANCE AND CONCERN

September 20, 2018

Mr. Robert Niewenhuizen
Director of Engineering and Public Works
Salmon Arm, City of
Box 40
500 - 2 Avenue NE

Salmon Arm, BC V1E 4N2

Subject: Signal Inspection

Dear Mr. Niewenhuizen,

I am a Railway Safety Inspector designated by the Minister of Transport under subsection 27(1) of the *Railway Safety Act* (RSA).

From September 10, 2018 to September 14, 2018, I performed inspections of Canadian Pacific Railway Company and identified concerns as well as non-compliances as detailed in the attached appendix.

Please advise this office in writing no later than October 5, 2018, how you intend to address these non-compliances and concerns.

Should you require additional information on this matter, please do not hesitate to contact me, at (604) 787-4621 or by e-mail at William.Dowd@tc.gc.ca.

Yours sincerely,

William (Randy) Dowd
Railway Safety Inspector

Canada



Transport
Canada

Transports
Canada

Transport Canada Rail Safety - Signals Inspection Report

Road Authority	Salmon Arm, City of	Summary	2018-09-10 to 2018-09-14, Pacific Region, Reference #s: 4660288,4661158,4662892,4710067	TC Inspector	William Dowd
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Non Compliances

Location	Responsible Authority	Description	Corrective Action	Ref. #
AWS: Mile 63.59, Shuswap Subdivision (Canadian Pacific), 3Rd St NW, (Y) CrossingID: 28402	Canadian Pacific Railway Company	<u>AWS - Design and Engineering</u> Details: Issue with: Crossing Surface Width - (1) of Grade Crossings Regulations: 58. The crossing surface does not extend 0.5 meters beyond the travelled way and shoulder on the East side of the crossing.	Railway is responsible, no Road Authority Corrective Action expected	4662226
AWS: Mile 63.59, Shuswap Subdivision (Canadian Pacific), 3Rd St NW, (Y) CrossingID: 28402	Canadian Pacific Railway Company	<u>AWS - Design and Engineering</u> Details: Issue with: Crossing Surface Flangeway (width, depth, condition of the flangeway) - (1) of Grade Crossings Regulations: 58. The flangeway keeper is not secured and is rolled over.	Railway is responsible, no Road Authority Corrective Action expected	4662228

Transport Canada Rail Safety - Signals Inspection Report

Non Compliances

Location	Responsible Authority	Description	Corrective Action	Ref. #
AWS: Mile 63.59, Shuswap Subdivision (Canadian Pacific), 3Rd St NW, (Y) CrossingID: 28402	Salmon Arm (BC)	<p><u>AWS - Others</u></p> <p>Details: Issue with: Operational Issues (queuing, departure time, hidden train operation, two+ tracks, standing railway equipment, crossing not used)</p> <p>- (1) of Grade Crossings Regulations: 100. We witnessed queuing multiple times where trucks crossing over the crossing and stopping at the stop sign on the South side of the crossing were not clear of the tracks. The clear storage distance from the crossing to the stop sign is not adequate for the large trucks that we witnessed using the crossing.</p>	<p>Response to Transport Canada: - CoSA engaged Associated Engineering to complete Grade Crossing Assessments for compliance with the new grade crossing regulations. AE report dated January 2018 provided recommendations on this queuing concern. "Continue to monitor conditions; review all development applications that would increase traffic/queuing on 3rd Street. Consider removing crosswalk on north approach to increase storage area as an interim measure. Consider installing traffic signal with rail preemption or closing crossing to vehicular traffic"</p> <p>Effective As Of: - CoSA is including in 2019 budget considerations removal of the crosswalk and installation of sidewalk as per the Jan 2018 AE report recommendations. CoSA is also going to a referendum vote in October for the borrowing of funds to construct the Ross Street Underpass. Should the Ross Street Underpass move ahead traffic volumes at this crossing are expected to be significantly reduced.</p>	4662296

Concerns

Location	Responsible Authority	Description	Corrective Action	Ref. #
AWS: Mile 57.08, Shuswap Subdivision (Canadian Pacific), 50 St NE, (Y) CrossingID: 28394	Canadian Pacific Railway Company	<p><u>AWS - Design and Engineering</u></p> <p>Details: Issue with: Signage - Railway Responsibility (SRCS, # tracks, emergency notification, etc.)</p> <p>- (1) of Grade Crossings Regulations: 63. The Emergency Notification stickers were faded and not very legible. This is a concern but in 2021 it will become a non compliance and the signs will need to have white lettering on a blue background.</p>	Railway is responsible, no Road Authority Corrective Action expected	4710078

Transport Canada Rail Safety - Signals Inspection Report

Concerns				
Location	Responsible Authority	Description	Corrective Action	Ref. #
AWS: Mile 57.08, Shuswap Subdivision (Canadian Pacific), 50 St NE, (Y) CrossingID: 28394	Salmon Arm (BC)	<p><u>AWS - Design and Engineering</u></p> <p>Details: Issue with: Signage - Road Authority Responsibility (Railway Crossing Ahead, Advisory Speed tab, Prepare to Stop at Railway Crossing, etc.)</p> <p>- (1) of Other Regulations. GCR 68. There are road authority signs that are installed in front of the crossing warning system masts that block the lights momentarily on the approach to the crossing.</p>	<p>Response to Transport Canada: - CoSA will relocate signage once clarification provided. Email request for clarification sent to TC Railway Safety Inspector (Randy Dowd) September 28, 2018.</p> <p>Effective As Of: - Expect signage to be relocated 10-15 days after clarification received on the signage of concern.</p>	4710080
AWS: Mile 57.08, Shuswap Subdivision (Canadian Pacific), 50 St NE, (Y) CrossingID: 28394	Canadian Pacific Railway Company	<p><u>AWS - Design and Engineering</u></p> <p>Details: 17c - Crossing Surface Flangeway (width, depth, condition of the flangeway)</p> <p>- (1) of Grade Crossings Regulations: 58. The flangeway filler is turned and sinking in spots.</p>	Developing issue for Railway.- Enter Optional Response Comment Here -	4710090
AWS: Mile 63.59, Shuswap Subdivision (Canadian Pacific), 3Rd St NW, (Y) CrossingID: 28402	Canadian Pacific Railway Company	<p><u>AWS - Functionality and Operation</u></p> <p>Details: Issue with: Gate Conditions (arm covers lane, gate light condition, reflecting tape)</p> <p>- (1) of Other Regulations. Grade Crossng Standards 12. 1)On the North gate the gate light wire was being pinched between the gate and the wind bracket. 2)North gate does not extend to within 1 meter of the center of the road. 3) The South gate height is only 41 inches.</p>	Railway is responsible, no Road Authority Corrective Action expected	4662254

Transport Canada Rail Safety - Signals Inspection Report

Concerns				
Location	Responsible Authority	Description	Corrective Action	Ref. #
AWS: Mile 63.59, Shuswap Subdivision (Canadian Pacific), 3Rd St NW, (Y) CrossingID: 28402	Salmon Arm (BC)	<p><u>AWS - Functionality and Operation</u></p> <p>Details: Issue with: Visibility of Warning System From SSD (at least one set of lights are visible from SSD)</p> <p>- (1) of Grade Crossings Regulations: 68. There are No Parking and No Stopping signs blocking the warning system lights on the North side of the crossing.</p>	<p>Response to Transport Canada: - CoSA is relocating the sign of concern.</p> <p>Effective As Of: - Expect to be completed by October 15, 2018.</p>	4662272
AWS: Mile 63.59, Shuswap Subdivision (Canadian Pacific), 3Rd St NW, (Y) CrossingID: 28402	Canadian Pacific Railway Company	<p><u>AWS - Design and Engineering</u></p> <p>Details: Issue with: Signage - Railway Responsibility (SRCS, # tracks, emergency notification, etc.)</p> <p>- (1) of Grade Crossings Regulations: 63. The Emergency Notification Stickers were faded. This is only a concern however in 2021 the Emergency Notification Sign will be required and will need to be a blue sign with white lettering.</p>	Railway is responsible, no Road Authority Corrective Action expected	4662216
AWS: Mile 63.59, Shuswap Subdivision (Canadian Pacific), 3Rd St NW, (Y) CrossingID: 28402	Salmon Arm (BC)	<p><u>AWS - Design and Engineering</u></p> <p>Details: Issue with: Signage - Road Authority Responsibility (Railway Crossing Ahead, Advisory Speed tab, Prepare to Stop at Railway Crossing, etc.)</p> <p>- (1) of Grade Crossings Regulations: 67. No Stopping On Tracks Sign is blocking the warning system lights on the North side of the crossing.</p>	<p>Response to Transport Canada: - CoSA is relocating the sign of concern.</p> <p>Effective As Of: - Expect to be completed by October 15, 2018.</p>	4662218

Transport Canada Rail Safety - Signals Inspection Report

Item 11.1

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute the Contribution Agreement with Shawcable Systems GP and the Shuswap Recreations Society, for a period of 17 years, commencing September 1, 2018 to August 31, 2035, in the amount of one (1) installment of \$413,000.00 in 2018, payments of \$41,825.00 in 2019, \$42,661.00 in 2020 and annual payments of \$20,000.00 from 2021 to 2035, with an annual inflationary adjustment of 1% for years 2022 to 2035.

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Director of Corporate Services

TO: Her Worship Mayor Cooper and Council

DATE: October 3, 2018

SUBJECT: Contribution Agreement for Shaw Centre Arena

RECOMMENDATION:

THAT: the Mayor and Corporate Officer be authorized to execute the Contribution Agreement with Shawcable Systems GP and the Shuswap Recreation Society, for a period of 17 years, commencing September 1, 2018 to August 31, 2035, in the amount of one (1) installment of \$413,000 in 2018, payments of \$41,825 in 2019, \$42,661 in 2020 and annual payments of \$20,000 from 2021 to 2035, with an annual inflationary adjustment of 1% for years 2022 to 2035.

BACKGROUND:

In 2011, Sun Country Cablevision Ltd. (Sun Country) entered into a ten (10) year Naming and Advertising Agreement with the Shuswap Recreation Society (Society) to acquire the right to name the Arena facility and obtain certain advertising and ancillary rights at the facility located at 2600 10th Avenue NE. Sun Country paid a fee of \$35,700 in 2011 with yearly increases to \$42,221 (planned for 2020). The agreement also provided for a renewal of ten (10) years upon mutual agreement of Sun Country and the Society.

When Sun Country was sold to Shaw Cablesystems GP (Shaw) the agreement transferred to the new owner, who is now proposing to replace the existing agreement with a Contribution Agreement that will be in effect from September 1, 2018 to August 31, 2035 as follows:

- \$350,000 in 2018;
- \$41,825 in 2019;
- \$42,661 in 2020; and
- \$20,000 from 2021 to 2035, with an annual inflationary adjustment of 1% for years 2022 to 2035.

The present value of the Contribution Agreement is \$718,116.81 and provides Shaw with the following recognition and benefits:

- Exclusive rights to name the facility;
- Facility name to be placed on one panel on each of the four faces of the score clock in Spectator Arena;
- Shaw logo on centre ice in Spectator and Hucul Pond rinks;
- Shaw logo on signage in Hucul Pond Arena;
- Banner ad on Society's website;
- Use of facility for sponsor function one time per year;
- Exclusive telecommunications category advertising in connection with the facility;
- Exclusive ticket purchases (pre-sale to the public);
- Facility name on the two way highway sign, building signage, event entrance;
- Shaw logo in minor hockey and BC Hockey High performance programs;
- Shaw logo on schedule monitor;
- Facility name on business cards;
- Shaw logo above the video wall; and
- Facility logo included on any surfaces used at the venue if controlled by the venue.

The funds paid under this agreement will go directly to the Society and are to be used for the express purpose of funding / and or facilitating the Shaw Centre and activities related thereto. The Board of the Shuswap Recreation Society endorsed the terms of the agreement at their August 28, 2018 meeting and will move forward if Council authorizes the Mayor and Corporate Officer to execute the Contribution Agreement.

Respectfully,



Erin Jackson
Director of Corporate Services

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Item 11.2

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the Rescue Fire Truck Replacement to authorize the sole sourcing of same to Rocky Mountain Phoenix;

AND THAT: Council award the Rescue Fire Truck Replacement to Rocky Mountain Phoenix in accordance with the terms of their proposal dated September 19, 2018, for an estimated cost of \$127,950.00 plus applicable taxes.

Vote Record

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

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



Date: September 26th, 2018
To: Mayor Cooper and Members of Council
Subject: Used Rescue Truck purchase

Recommendation

THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of the Rescue Fire Truck Replacement to authorize the sole sourcing of same to Rocky Mountain Phoenix;

AND THAT: Council award the Rescue Fire Truck Replacement to Rocky Mountain Phoenix in accordance with the terms of their proposal dated September 19, 2018, for an estimated cost of \$127,950.00 plus applicable taxes.

Background

Pursuant to the 2018 Budget, an extensive search was taken to locate a used rescue truck for the fire department. Very few were located to our specifications and within the budget amount.

The truck proposed to purchase meets our budget and specifications and other than a few minor modifications, would be ready for service upon its delivery.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Brad Shirley", is written over a horizontal line.

Brad Shirley, Fire Chief

Item 11.3

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of a snow blade for Unit #02 - 2018 Kubota M6-101 Tractor and to authorize the sole sourcing of same to Avenue Machinery Corp.;

AND THAT: Council award the purchase of the snow blade to Avenue Machinery Corp. in accordance with the terms of their quote dated September 25, 2018, for an estimated cost of \$16,933.00 plus applicable taxes.

Vote Record

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

Opposed:

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



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

File: ENG2018- Equipment

TO: Her Worship Mayor Cooper and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: October 1, 2018

SUBJECT: **Snow Blade Purchase for Unit # 02 – 2018 Kubota M6-101 Tractor**

RECOMMENDATION:

THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of a snow blade for Unit # 02 – 2018 Kubota M6-101 Tractor and to authorize the sole sourcing of same to Avenue Machinery Corp.;

AND THAT: Council award the purchase of the snow blade to Avenue Machinery Corp. in accordance with the terms of their quote dated September 25, 2018, for an estimated cost of \$16,933.00 plus applicable taxes.

BACKGROUND:

The City of Salmon Arm purchased a new 2018 Kubota M6-101 Tractor from Avenue Machinery Corp. and received delivery this spring. Included in this purchase were some attachments however a snow blade was not purchased at this time. Within our winter operations we would like to be able to utilize this piece of equipment for snow removal. We currently have a 2004 John Deere Tractor that is a huge asset in winter conditions and we only see the Kubota having the same impact on our operations.

As Avenue Machinery supplied the piece of equipment initially, we had them provide a quote to supply and install a sub-frame mounted snow plow. They source the appropriate brands to fit our specific machine.

The available funding for this purchase is \$18,599.56 from the remaining 2018 Machinery & Equipment Capital budget for the tractor purchase. We recommend that the purchase of the snow plow for Unit # 02, 2018 Kubota M6-101 Tractor be awarded to Avenue Machinery Corp, in accordance with their quoted price of \$16,933.00 plus applicable taxes.

Respectfully Submitted,

Rob Niewenhuizen
 Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

Item 11.4

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: Council approve payment to BC Hydro in the amount of \$128,622.00 plus applicable taxes, for infrastructure works related to the Hudson Avenue NE Revitalization Project.

Vote Record

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

Opposed:

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



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

File No. ENG 2018-56

TO: Her Worship Mayor Cooper and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering & Public Works

PREPARED BY: Xavier Semmelink, Engineering Assistant

DATE: October 1, 2018

SUBJECT: BC Hydro Payment for Hudson Avenue NE Revitalization Project

RECOMMENDATION:

THAT: Council approve payment to BC Hydro in the amount of \$128,622.00 plus applicable tax, for infrastructure works related to the Hudson Avenue NE Revitalization Project.

BACKGROUND:

The Hudson Avenue NE Revitalization Project is a downtown beautification project being completed in conjunction with the BC Hydro Beautification Grant program. The BC Hydro Beautification Grant provides one-third project funding towards the relocation of overhead BC Hydro infrastructure (poles, wires, etc), underground. The City applied for the Beautification Grant for the Hudson Avenue NE Revitalization Project in 2017 and was approved for funding. The construction contract was awarded earlier this year to D Webb Contracting Ltd. which included works for the installation of BC Hydro infrastructure underground.

The table below provides a summary of the cost to relocate the BC Hydro infrastructure.

BC Hydro Costs:

BC Hydro 1/3 Contribution (Beautification Grant)	\$ 177,548.00
City of Salmon Arm Contribution in Kind	\$ 226,474.00
Required Payment to BC Hydro	\$ 128,622.00*
Total Cost for BC Hydro Works	\$ 532,644.00

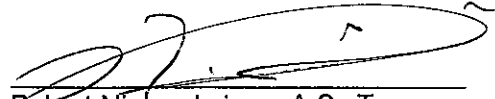
*plus applicable taxes

The approved 2018 budget for the Hudson Avenue NE Revitalization Project is \$2,110,810.00 (contained within the 2018-2022 Financial Plan); included in this amount is funding to move BC Hydro's overhead infrastructure underground. The one-third funding provided by BC Hydro is \$177,548.33. Of the \$355,096.00 that the City will contribute, the value of \$226,474.00 is included in the construction contract awarded to D Webb Contracting. The required payment of \$128,622.00 to BC Hydro is in excess of \$100,000.00 and therefore requires council approval, per City's Purchasing Policy No. 7.13.

BC Hydro Payment for Hudson Avenue NE Revitalization Project

Staff recommend that council approve payment of \$128,622.00 plus applicable tax to BC Hydro for the remaining cost to relocate BC Hydro overhead infrastructure underground.

Respectfully submitted



Robert Niewenhuizen, A.Sc.T
Director of Engineering & Public Works

c.c. Chelsea Van de Cappelle, Chief Financial Officer

Item 11.5

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: the 2018 Budget contained in the 2018-2022 Financial Plan Bylaw be amended to reflect an additional allocation for the Canoe Pump House - SCADA System PLC Replacement project funded from the reallocation of Water Extensions & Replacements in the amount of \$4,800.00;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the Canoe Pump House - SCADA System PLC upgrade to authorize sole sourcing of same to Interior Instruments (a division of Corix);

AND THAT: Council award the Canoe Pump House - SCADA System PLC upgrade project to Interior Instruments (a division of Corix) in accordance with the quoted price of \$54,800.00 plus applicable tax.

Vote Record

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

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



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

File: ENG2018-57

To: Her Worship Mayor Cooper and Members of Council

Submitted By: Rob Niewenhuizen, Director of Engineering and Public Works

Prepared By: Tim Perepolkin, Capital Works Supervisor

Date: 02 October, 2018

Subject: **Project Award – Canoe Pump House - SCADA System PLC Upgrade**

Recommendation:

- THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect an additional allocation for the Canoe Pump House – SCADA System PLC Replacement project funded from the reallocation of Water Extensions & Replacements in the amount of \$4,800.00;
- AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of the Canoe Pump House – SCADA System PLC upgrade to authorize sole sourcing of same to Interior Instruments (a division of Corix);
- AND THAT: Council award the Canoe Pump House – SCADA System PLC upgrade project to Interior Instruments (a division of Corix) in accordance with the quoted price of \$54,800.00 plus applicable tax.

Background:

The City's SCADA system is operating with significantly outdated equipment and software which results in significant operational issues and difficulty finding replacement parts.

Interior Instruments is the main service provider for the current SCADA system, and has thorough knowledge of the City's current system and future needs. They were commissioned by the City in 2013 to complete a study and provide recommendations for future upgrades. The study provided a multi-year, phased upgrading plan which the City is following, but significantly behind schedule due to financial commitments.

Interior Instruments provided a quote for supply and installation of a new PLC at the Canoe Pump House along with five other sites that were recommended for upgrade in the 2013 study. The current budget for SCADA PLC Replacements will only allow moving forward with one of the six sites. Staff met with Interior Instruments to discuss and prioritize these projects and completing the Canoe Pump House PLC Upgrade will provide spare parts that could be utilized at some of the other sites as backup, where replacement parts are no longer available.

Mayor Cooper and Members of Council
Project Award – Canoe Pump House - SCADA System PLC Upgrade

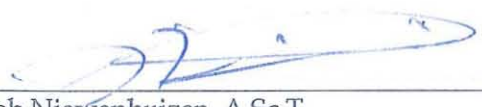
Page 2

The approved 2018 Budget (\$50,000) for completion of the Canoe Pump House - SCADA System PLC Upgrade is split into two major work components totaling \$54,800:

- LCP100 PLC Upgrade to M580 platform - \$24,000
- Design, Install, Programming and Commissioning - \$30,800

As materials for the upgrade are proprietary and Interior Instruments is the only company with the required knowledge to complete these upgrades efficiently and effectively to the City's satisfaction, Staff recommend the direct award of the Canoe Pump House SCADA System PLC Upgrade project to Interior Instruments with the quoted price of \$54,800.00 plus applicable tax.

Respectfully Submitted,



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

cc Chelsea Van de Cappelle, Chief Financial Officer

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Item 14.1

CITY OF SALMON ARM

Date: October 9, 2018

Columbia Shuswap Regional District Board in Brief – September, 2018

Vote Record

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

Opposed:

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



COLUMBIA SHUSWAP REGIONAL DISTRICT

www.csr.d.bc.ca



BOARD IN BRIEF

September 2018

HIGHLIGHTS

Electoral Area C: Building Amendment Bylaw No. 660-01

In order to begin communications, budgeting and staffing preparations for the implementation of building inspection in Electoral Area C, the existing Building Bylaw No. 660 needs to be amended to have the building regulations apply to Electoral Area C with a proposed effective date of March 4, 2019. The Board gave the bylaw amendment first, second and third readings. Taxation to support the implementation of the expanded building regulation service area for Electoral Area C with a proposed effective date of March 4, 2019 requires both Building Regulation Bylaw No. 660 and the Sub-Regional Building Inspection Service Bylaw No. 5785 to be adopted by the end of October 2018. [View report.](#) [View bylaw.](#)



Green Communities Committee

The Board received a letter from Tara Faganello, Ministry of Municipal Affairs and Housing and Gary MacIsaac, UBCM, congratulating the CSRD for achieving corporate carbon neutrality for the 2017 reporting year. [View letter.](#)

Union of BC Municipalities (UBCM)

The Board received a news bulletin released from UBCM regarding the Community Resiliency Investment (CRI) Program announced by Minister Doug Donaldson to reduce the risk and impact of wildfires on public and private land. [View news bulletin.](#)

Town of Golden

The Board received a letter from Ron Oszust, Mayor, Town of Golden, regarding the Golden Landfill. In response to the letter, CSRD staff will attend a Town Council meeting in October to provide an update on the remediation activities that have taken place at the landfill. [View letter.](#)

Infrastructure Planning Grant Approval

The Board received a letter from the Ministry of Municipal Affairs and Housing approving the CSRD infrastructure planning grant application for Scotch Creek Water Plan Update in the amount of \$10,000. [View letter.](#)

Asbestos Containing Material Disposal Guidelines Update

The Board received an update from the Team Leader of Environmental Health Services on waste drywall management at CSRD refuse disposal sites, reporting on the development of guideline documents to ensure the risks associated with asbestos containing materials are safely managed at all CSRD refuse disposal sites to protect residents, contractors and staff from exposure to those risks. [View report.](#)

Proposed Provincial Speculation Tax

The Board directed staff to send a follow-up letter to the Minister of Finance and the Premier Horgan expressing concerns about a speculation tax and outlining the potential negative economic impacts, such as in the real estate market, in the CSRD, and to express the need for consultation prior to implementing a tax in our region.

Saratoga Water System – Water Conservation Plan

The Board endorsed the new Water Conservation Plan for the Saratoga Water System to expand the Saratoga Water System to service the Scotch Creek community. [View report.](#)

Electoral Area E: Solsqua Road Crossing - Anti-Whistling

The Board adopted resolutions 1) in support of whistle cessation in the Solsqua Road (Mile 40.10) crossing, and 2) directing staff to continue to work with Canadian Pacific Railway staff to obtain any necessary approvals for train whistle cessation at the Solsqua Road (Mile 40.10) crossing. [View report.](#)

Director Remuneration Bylaw No. 5786

The Board approved changes to the remuneration bylaw which will see increases in compensation for both Electoral Area Directors and Municipal Directors. [View media release.](#) [View bylaw.](#)

North Shuswap Economic Development (Tourism Promotion) Service Establishment Bylaw No. 5774

The Board adopted the 'North Shuswap Economic Development (Tourism Promotion) Service Establishment Bylaw No. 5774'. [View bylaw.](#)

Section 57 Notice on Title

The Board supported two resolutions to file Notice on title to the lands, under Section 57 of the Community Charter, for two properties, one in Electoral Area E (673 Swanbeach Road) for contraventions to the BC Building Code, and one in Electoral Area F, 6471 Lindsay Road (6593 Magna Vista Crescent) for contraventions to the Building Regulation Bylaw No. 660. [View Report Area E.](#) [View report Area F.](#)

Financial Decisions

Economic Opportunity Fund Application – Golden/Area A – Summer Kicks Concert Series

The Board approved funding from the Golden and Area A Opportunity Fund to the Town of Golden in the amount of \$10,000 for the Summer Kicks Concert Series. [View report.](#)

Community Works Funds - Electoral Area A – Cedar Lake Recreation Site

The Board approved funding from the Electoral Area Community Works Fund in the amount of \$30,000 for the supply and installation of a floating dock and swim platform at the Cedar Lake Recreation Site. [View report.](#)



LAND USE MATTERS

Development Variance Permits (DVP) and Temporary Permits (TUP)

Electoral Area B: Development Variance Permit No. 851-03 (Great Northern Snow-Cat Skiing Ltd.) & Development Permit No. 850-32 (Great Northern Snow-Cat Skiing Ltd.) 5400 Hwy 31, Trout Lake

The subject property is the location of a cat-skiing tourist lodge located near Trout Lake in Electoral Area B; the operation has existed for several years and the owners are wanting to build a new accessory building (day building) for staff accommodation and two new guest cabins. The uses existing and proposed on this property are permitted in the Highway Commercial zone but the new buildings require variances for the height of the new day building and the maximum floor area for the new tourist cabins. The property is also a commercial operation and therefore requires a Commercial Development Permit (DP) for form and character that must be reviewed and issued by the Board. The Board approved issuance of both the development variance permit and the development permit. [View DVP report.](#) [View DP report.](#)

Electoral Area D: Temporary Use Permit (TUP) No. 2500-02 (Hurren) 3033 McTavish Road, Glenemma

The agent is applying for a 3 year Temporary Use Permit (TUP) to allow a second single family dwelling (modular home) to be placed on the subject property in order to provide health support assistance to the parents of the agent, who are the owners of the property. The Board supported staff recommendation to issue the TUP subject to proof of adequate sewage disposal and water servicing documentation indicating the existing well has capacity for two dwellings. [View report.](#)

Zoning and Official Community Plan Amendments

Electoral Area C: Lakes Zoning Amendment (Gray-Ulry) Bylaw No. 900-22 3965, 3967, 3970 & 3972 Sunnybrae-Canoe Point Road, Sunnybrae

The owners originally applied to amend the Lakes Zoning Bylaw No. 900 (Bylaw No. 900) to recognize 8 private mooring buoys and a shared dock adjacent to the common property of Strata Plan KAS2305 located in Sunnybrae in Electoral Area C. The revised proposal is to rezone the water adjacent to Strata Plan KAS2305 from FR1 Foreshore Residential 1 to FM2 Foreshore Multi-Family 2 zone, and to add a special regulation to recognize the existing shared dock and 7 private mooring buoys within the zone. The Board gave third reading to Bylaw No. 900-22 at its meeting held August 16th, 2018 and also resolved that the applicant be required to provide the CSRD with the documentation regarding the final locations of the private mooring buoys within the zone area confirmed with a map, and confirmation that the buoys and dock have been tagged with identification and 'BL900-22'. The applicant recently applied for a Foreshore and Water Development Permit and is also required to tag the private mooring buoys with DP725-155 in addition to BL900-22. The applicant has provided a surveyed site plan and photo evidence of the tagged dock and buoys. The Board gave Bylaw No. 900-22 third reading as amended and adoption. [View report.](#)

Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment (Yakashiro) Bylaw No. 825-39

#8, 1022 Scotch Creek Wharf Road, Scotch Creek.

The applicant is planning to rebuild a new single family dwelling on Strata Lot 8, Section 27, Township 22, Range 11, West of 6th Meridian, KDYD, Strata Plan K227. Unfortunately, the proposed building exceeds the parcel coverage for the R1 zone. The applicant is proposing a site specific amendment to the R1 zone to allow for a parcel coverage of 82.2%, as well as setback variances that will permit the proposed house to be constructed on the subject property. The Board gave the amendment first reading and will now be referred out to various agencies for comment. [View report.](#)

Electoral Area F: Electoral Area F Official Community Plan Amendment (CSRD) Bylaw No. 830-19 and Lakes Zoning Amendment (CSRD) Bylaw No. 900-24, 1946 Bristow Road, Celista

At their meeting held on June 21, 2018 the Board gave second reading to Bylaws 830-19 and 900-24 and delegated a public hearing to be held by Director Larry Morgan or Alternate Director Bob Missegheers. A public hearing was held on August 1st, 2018 at the Scotch Creek Fire Hall with 28 members of the public in attendance. The Board gave the proposed bylaw amendments third reading and adoption. [View report.](#)

Electoral Area B: Electoral Area B Zoning Amendment (Revelstoke Backcountry Guides) Bylaw No. 851-14, Unsurveyed Crown land, Twin Butte area, East of Revelstoke

The crown land subject to this rezoning amendment application is located approximately 14 km east of Revelstoke in the backcountry area of Twin Butte. The proposal is to rezone 0.07 hectares of Crown land from RSC - Rural Resource to RC2 - Resort Commercial 2; to permit an intensive use site for a tenured backcountry skiing operation, which will include a backcountry lodge and accessory structures. The Board gave first reading and will now be referred out to various agencies for comment. [View report.](#)

NEXT BOARD MEETING

Thursday, October 18, 2018 at 9:30 AM

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm, BC

Item 20.1

CITY OF SALMON ARM

Date: October 9, 2018

PRESENTATION

Salmon Arm Hornets, Pee wee A Team – 2018 Provincial Champions

Vote Record

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

Opposed:

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

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Item 20.2

CITY OF SALMON ARM

Date: October 9, 2018

PRESENTATION

B.C. Youth Soccer Girls Provincial B Cup Champions

Vote Record

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

Opposed:

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

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CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

229

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 **Tuesday, October 9, 2018 at 7:00 p.m.**

1) Proposed Amendment to Zoning Bylaw No 2303:

Proposed Rezoning of a Lot 3, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 from R-1 (Single Family Residential Zone) to C-3 (Service Commercial Zone).

Civic Address: 1511 - 10 Avenue SW

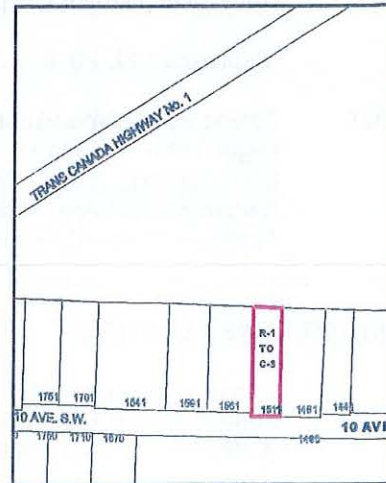
Location: South of the Trans Canada Highway
and west of 10th Street SW

Present Use: Vacant property

Proposed Use: To facilitate future development

Owner / Applicant: Salmon Arm Shopping Centres
Ltd./Green Emerald Investments Inc.

Reference: ZON-1131/ Bylaw No. 4282



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from September 25 to October 9, 2018, 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

Advertise: September 26 and October 3

Item 22.1/23.1



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: September 12, 2018

SUBJECT: Zoning Bylaw Amendment Application No. 1131 (R-1 to C-3)
 Legal: Lot 3, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309
 Civic Address: 1511 – 10 Avenue SW
 Owner: Salmon Arm Shopping Centres Ltd. (Smart Centres)
 Applicant: Green Emerald Investments Inc.

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 15, Township 20, Range 10, W6M, KDYD, Plan 4309 from R-1 (Single Family Residential Zone) to C-3 (Service Commercial Zone).

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1511 – 10 Avenue SW and is currently vacant (APPENDICES 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to C-3 (Service Commercial Zone) for future development. The applicant does not intend to develop the property at this time; therefore no development plan is available. Site photos are attached as APPENDIX 5.

SITE CONTEXT

The subject parcel has approximately 22 m of frontage on 10 Avenue SW and is 2,020 m² in size. The property is designated Highway Service/Tourist Commercial in the City's Official Community Plan (OCP) and zoned Single Family Residential (R-1) in the Zoning Bylaw as shown in APPENDIXES 3 and 4. The adjacent land uses are described as follows:

North: Vacant First Nation Reserve Lands (I.R.7)
 South: Single Family Residential (R-1) and Agriculture (A-1)
 East: Service Commercial (C-3)
 West: Service Commercial (C-3)

The site is currently owned by Salmon Arm Shopping Centres Ltd. and was intended to be used as a potential secondary access for development located on I.R. 7 lands to the north. Since the Smart Centres development ultimately located elsewhere, the property owner no longer requires the property for a secondary access. If development is planned on I.R.7 and the Ministry of Transportation & Infrastructure

required a secondary access to 10 Avenue SW, the developer of I.R.7 would need to negotiate that with one of the property owners of land fronting this street (which is the situation now).

COMMENTS

Ministry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Fire Department

No concerns.

Building Department

No concerns with rezoning application.

Engineering Department

Comments are attached as APPENDIX 6.

Planning Department

OCP Policy

As previously noted, the property is designated Highway Service/Tourist Commercial in the City's Official Community Plan (OCP), which supports the proposed C-3 zoning. OCP Policy 9.3.1 supports the development and infilling of Highway Service/Tourist Commercial lands as proposed.

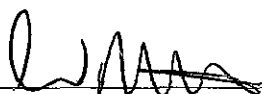
As per OCP policy 9.3.6 and aligned with recent development on nearby parcels, the future development of a commercial building would be guided by the Development Permit process. Furthermore, development would require a building permit, and will be subject to applicable Development Cost Charges, the Subdivision and Development Servicing Bylaw No. 4163 as well as meeting Zoning Bylaw and BC Building Code requirements.

10 Avenue SW / Future Development

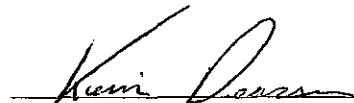
10 Avenue SW is designated as a future Urban Arterial Road in the OCP with a 25 m dedicated width. Special building setbacks of 18.5 m from centreline of 10 Avenue SW are required to meet the future road width. Additional dedication would be needed from the subject property to reach the full 25 m standard (approximately 4.88 m based on development review on the adjacent parcel to the east). Any dedication at this time would be voluntary by the owner/applicant, unless subdivision was proposed. In general, the site is relatively narrow which may limit the development options as a standalone parcel. The parcel to the west is currently vacant, currently zoned C-3 and could be potentially consolidated with the subject property for improved development potential.

CONCLUSION

The proposed C-3 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff.

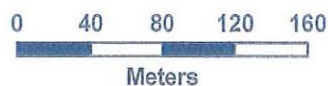
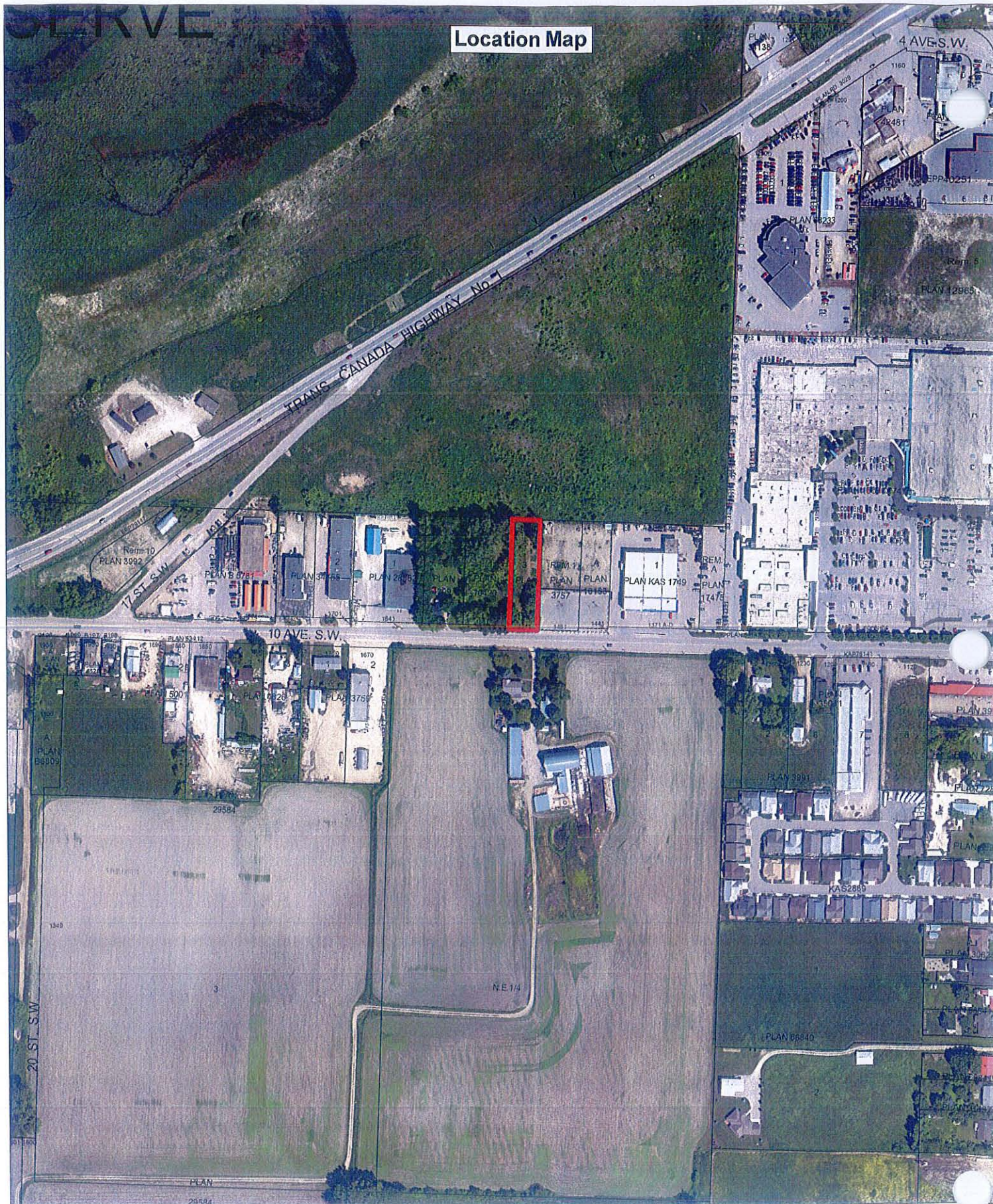


Prepared by: Wesley Miles, MCIP, RPP
Planning and Development Officer



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

Location Map



Subject Parcel

Orthophoto

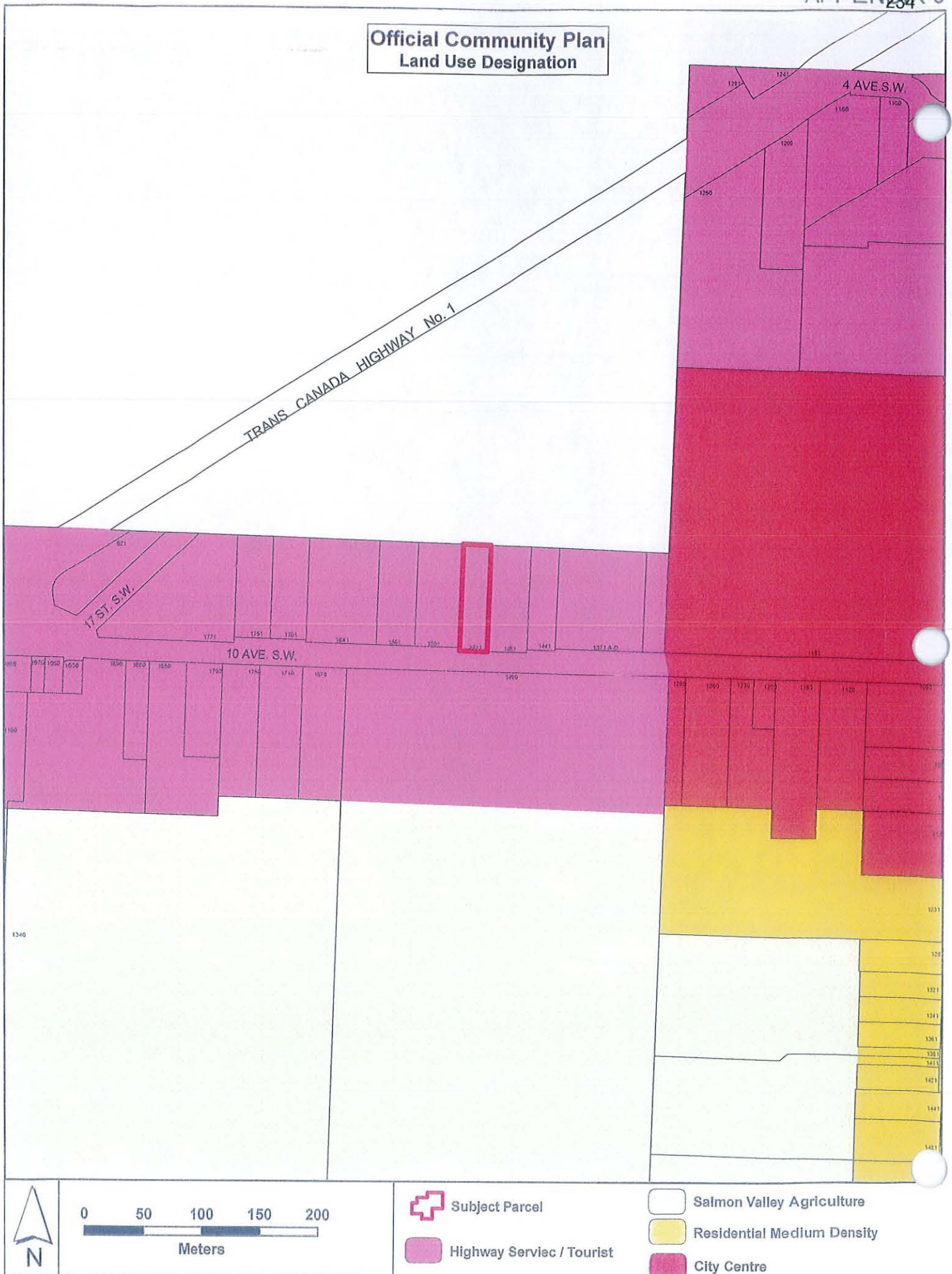


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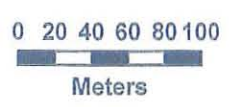
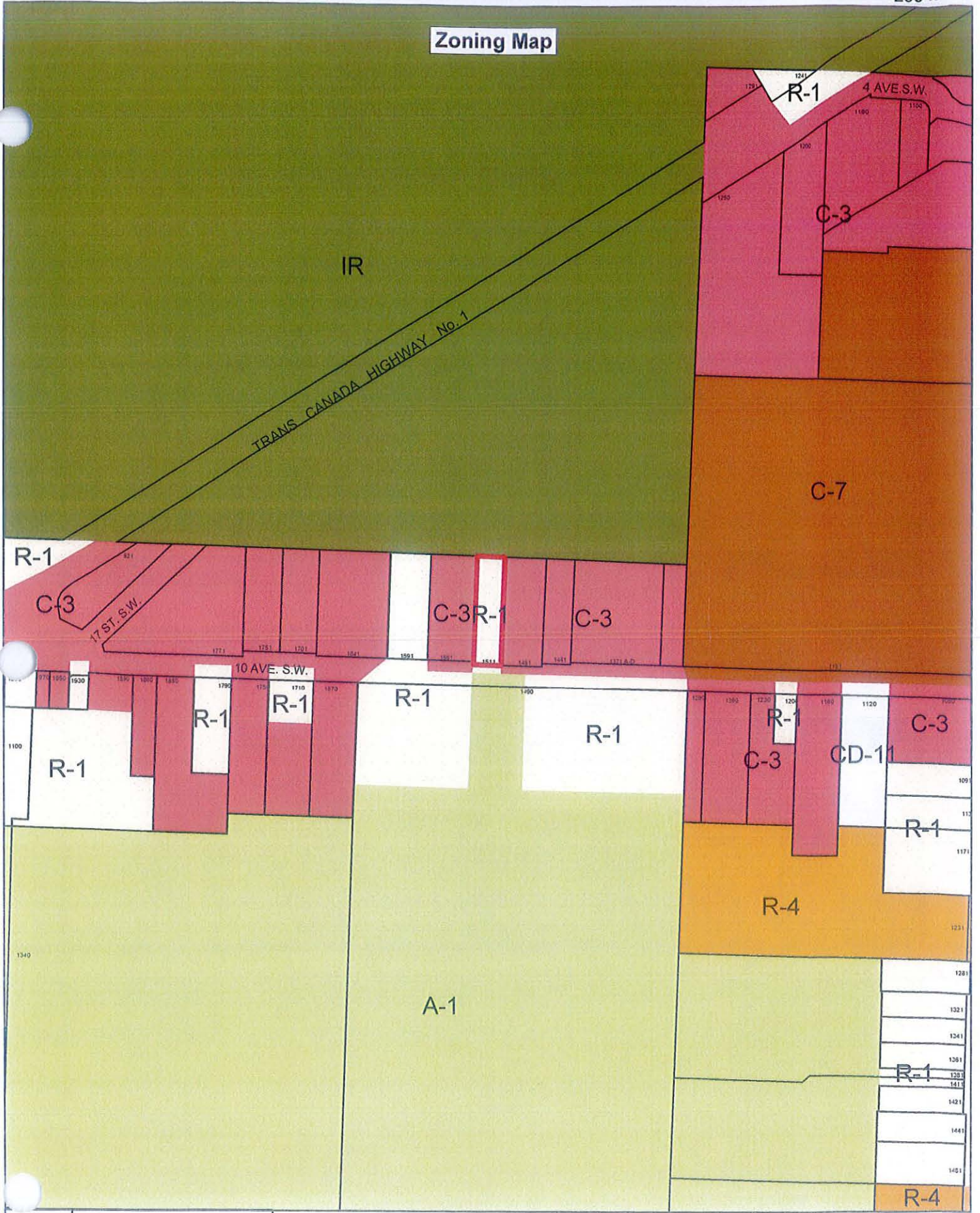


Subject Parcel

**Official Community Plan
Land Use Designation**



Zoning Map



- | | | |
|--|---|---|
|  Subject Parcel |  Service Commercial |  Agriculture |
|  Single Family Residential |  Medium Family Residential | |
|  Shopping Centre Commercial | | |



Photo 1: Photo looking north from 10 Avenue SW at the subject property.



Photo 2: Photo looking north west from 10 Avenue SW at the subject property.



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

To: Kevin Pearson, Director of Development Services
 Date: 24 August, 2018
 Prepared by: Xavier Semmelink, Engineering Assistant
 Subject: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1131**
 Legal: Lot 3, Section 18, Township 20, Range 10, W6M KDYD, Plan 4309
 Civic: **1511 – 10 Avenue SW**
 Owner: **Salmon Arm Shopping Centres Ltd., 700 Applewood Crescent, Ontario L4K 5X3**
 Applicant: Green Emerald Investments Inc., 2100 – 45 Avenue NE, Salmon Arm, BC V1E 2A3

Further to your referral dated July 10, 2018, we provide the following servicing information. **The following comments and servicing requirements are not conditions for the Zoning Amendment. These comments are provided as a courtesy in advance of any development proceeding. For the purpose of this referral it is assumed any development would not require subdivision.**

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 Owner/developer'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 property to be serviced by underground electrical and telecommunications wiring. Applicant is not required to underground 3 phase overhead lines; however poles may be required to be relocated to an appropriate offset within boulevard.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. 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),

ZONING AMENDMENT APPLICATION FILE NO. ZON-1131

21 August 2018

Page 2

control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

9. 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 may 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. 10 Avenue SW on the southern property boundary is classified as an Urban Arterial Street requiring an ultimate 25.0m road dedication (12.5 meters from centreline). All building setbacks will be required to conform to the ultimate 25.0 meters cross section. Available records indicate an additional 4.88m will ultimately be required (to be confirmed by BCLS). However, no dedication is required through a Development or Building Permit.
2. 10 Avenue SW is constructed to an Interim Arterial Street standard. Upgrading along the property's frontage to the Urban Arterial standard (RD-4: Interim 20m ROW) will be required. Improvements will include, but are not limited to curb & gutter, sidewalk, boulevard construction, street drainage and street lighting. Since these works are premature at this time, a 100% cash in lieu contribution for future construction of the works will be required.
3. The subject property shall be served by a single driveway access with a maximum width of 8.0m.

Water:

1. The subject property fronts a 200mm diameter Zone 1 watermain on 10 Avenue SW. No upgrades are anticipated.
2. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
3. Fire protection requirements to be confirmed with the Building Department and Fire Department.
4. Property is to be serviced by single metered water service connection (as per Specification Drawing No. W-11), including backflow prevention, adequately sized to satisfy the proposed use (minimum 25mm). Available records indicate that the property is currently serviced by a 12.5mm service from the watermain on 10 Avenue SW. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1131

21 August 2018

Page 3

Sanitary:

1. The subject property fronts a 300mm diameter sanitary sewer on 10 Avenue SW. No upgrades are anticipated.
2. The property shall be serviced by a single sanitary service connection (as per Specification Drawing SAN-4) adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. Available records indicate that the property is currently serviced by a 100mm diameter service from the existing sewer on 10 Avenue SW. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs.

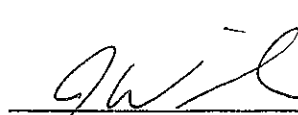
Drainage:

1. The subject property fronts a 1700mm diameter storm sewer on 10 Avenue SW. No upgrades are anticipated.
2. The property to be serviced by a single storm service connection (as per Specification Drawing ST-4) adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Available records indicate that there is no existing storm connection to the property. Alternative methods of managing the stormwater may be considered, with specific approval from the City Engineer as part of an Integrated Stormwater Management Plan. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City storm sewer be part of the ISMP, owner's Engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. Based on available information, it is expected that site retention and release at 5 year pre-development flows will be required.

Geotechnical:

1. A geotechnical report to be submitted in accordance with the Engineering Departments Geotechnical Study Terms of Reference for Category A – Building foundation design and site drainage.



Xavier Semmelink, EIT
Engineering Assistant

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

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CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

241

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 **Tuesday, October 9, 2018 at 7:00 p.m.**

2) Proposed Amendment to Zoning Bylaw No 2303:

Proposed Rezoning of Lot 8, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 110 - 2 Street SE

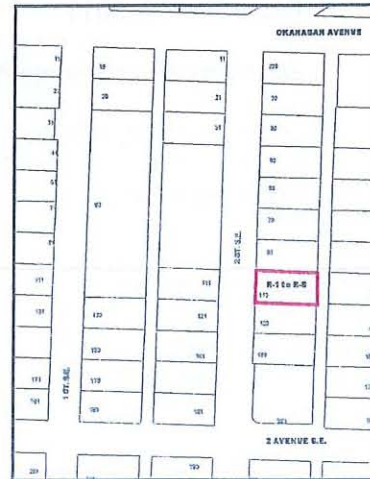
Location: South of Okanagan Avenue, East side of 2 Street SE

Present Use: Single family dwelling

Proposed Use: Single family dwelling with a detached suite

Owner / Applicant: Fennell, L.

Reference: ZON-1132/ Bylaw No. 4283





City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: September 12, 2018

Subject: Zoning Bylaw Amendment Application No. 1132

Legal: Lot 8, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392

Civic: 110 – 2 Street NE

Applicant: Fennell, L

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 8, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

AND THAT: Final reading of the zoning amendment bylaw be withheld subject to:

1. confirmation that the proposed detached suite meets Zoning Bylaw and BC Building Code requirements; and
2. approval by the Ministry of Transportation and Infrastructure.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 110 2 Street NE (Appendix 1 and 2) and presently contains an existing single family dwelling and accessory building. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the repurposing of the existing accessory building under Building Permit to a *detached suite*.

BACKGROUND – SECONDARY SUITES

The subject parcel is designated High 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 the residential portion of the city centre, largely comprised of R-1 zoned parcels containing single family dwellings and R-5 zoned multi-family buildings. There are currently two R-8 zoned parcels within the proximity of the subject parcel.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in High Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property has potential to meet the conditions for the development of a *detached suite*, including sufficient space for an additional off-street parking stall.

The subject parcel contains an existing single family dwelling and accessory building. The parcel meets the conditions as specified by the proposed R-8 zone, with the exception of the siting of the accessory building: the existing building does not meet the more restrictive applicable setbacks for a detached suite

(2 metres from the interior side parcel line, and 3 metres from the rear lane, as opposed to 1 metre setbacks for an accessory building) and a variance application has been submitted for Council's consideration at an upcoming meeting. Site photos are attached as Appendix 5.

The existing 60 square metre accessory building is in the south-east corner of the lot, adjacent the lane. The building is below the 7.5 metre maximum permitted height of an accessory building containing a detached suite and the current buildings (40%) would be well below the 45% maximum parcel coverage, while the proposed suite is within the current 15% maximum parcel coverage for a detached suite.

Restrictive Covenant

In 2002, a parcel coverage variance was required and approved (DVP-212), increasing the parcel coverage for accessory buildings from 10% to 15% (aligned with the maximum of 15% currently permitted). At that time, Council required a covenant on title prohibiting residential use of the accessory building as a condition of approval for that DVP. In conjunction with this zoning application to permit a detached suite under current policy and regulations, the applicant has requested the removal of the restrictive covenant. Subject to approval of this zoning application, staff support the covenant removal.

COMMENTS

Ministry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Engineering Department

No concerns with rezoning. Records indicate water service upgrades will be required at time of Building Permit. Comments attached as Appendix 6.

Building Department

Building permit 9940B was issued to renovate the existing accessory building. The scope of BP 9940B was limited to the structural shell only. A separate building permit is required to complete the interior framing, insulation and interior finishing of the building. The owner has been advised that BC Building Code requirements must be met to convert to a detached suite and is prepared to construct as required.

Development Cost Charges (DCCs) are payable at the time of Building Permit for a Detached Suite in the amount of \$6,064.31 (same as the DCCs for a High Density Residential Unit).

Fire Department

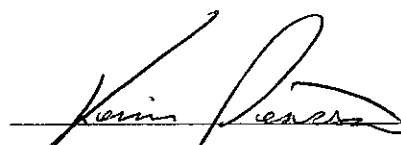
No concerns.

Planning Department

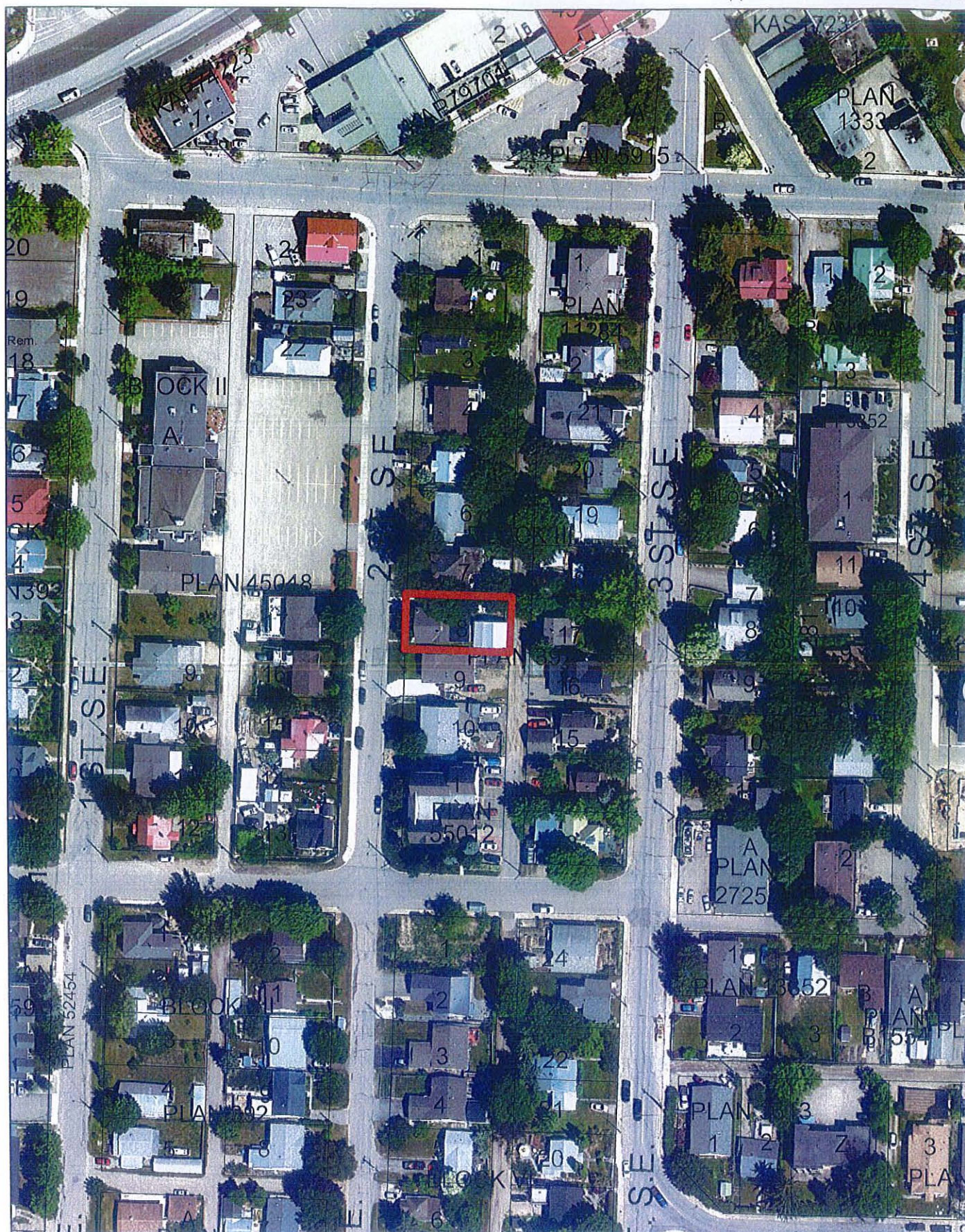
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Given that the proposal involves an existing building, the character of the parcel would not be unreasonably or significantly altered. Any development of a detached suite would require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements. Should the zoning bylaw be adopted, the covenant limiting residential use of the accessory building may be released from title, with the owner/applicant responsible for associated costs.



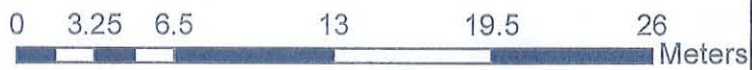
Prepared by: Chris Larson, MCP
Planning and Development Officer



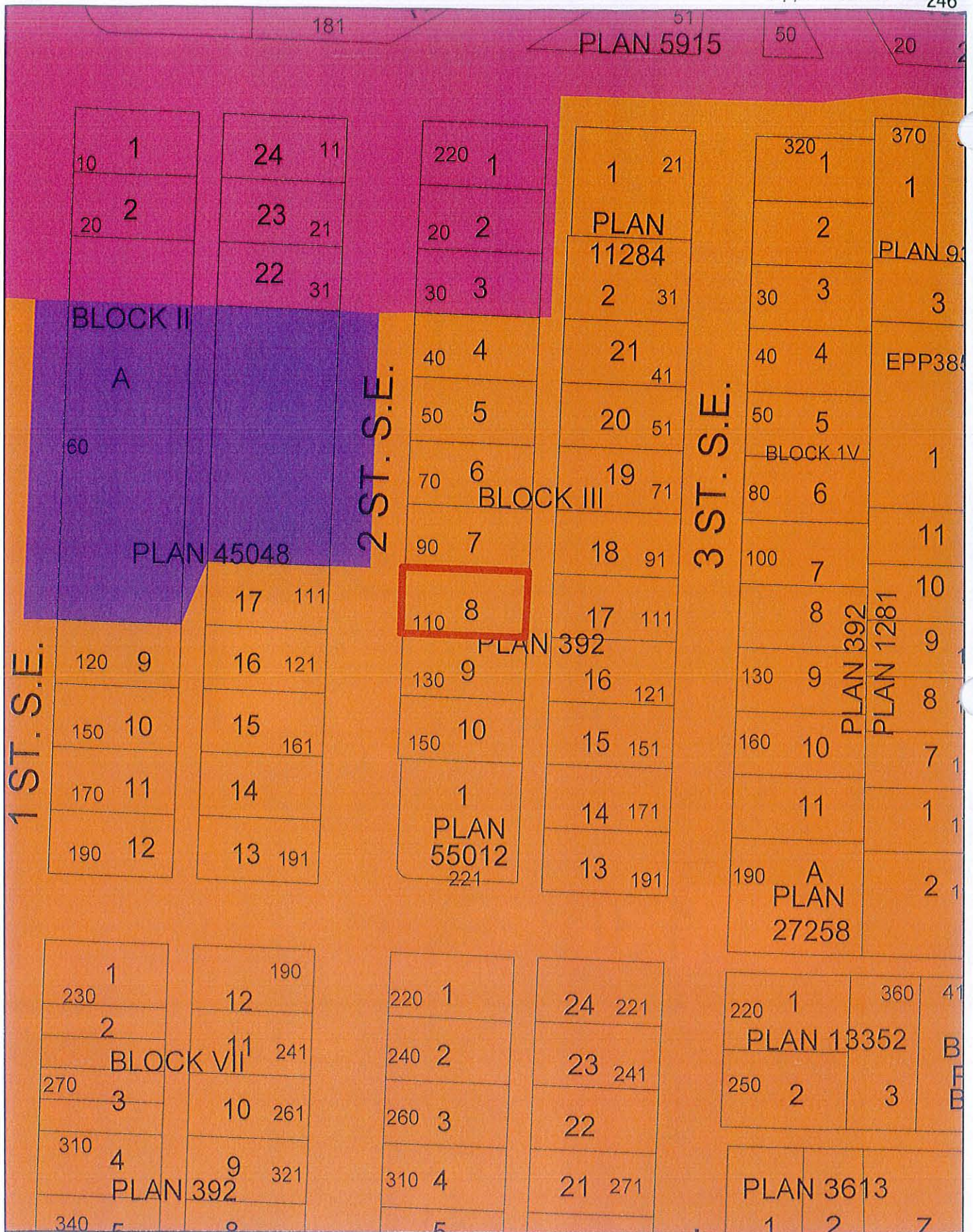
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



Subject Parcel



Subject Parcel



0 5 10 20 30 40
Meters



Subject Parcel



Institutional

Commercial -
City Centre

High Density -
Residential



View of subject parcel from 2 Street NE, with accessory building visible in rear yard.



View of accessory building looking north from rear lane.



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

TO: Kevin Pearson, Director of Development Services
 DATE: 10 September 2018
 PREPARED BY: Chris Moore, Engineering Assistant
 OWNER: Fennell, L. & S., 3980 Heighton Road, Armstrong, BC V0E 1B8
 APPLICANT: Walsh, N., 110 – 2 Street SE, Salmon Arm, BC V1E 1G8
 SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1132**
 LEGAL: Lot 8, Block 3, Section 14, Township 20, Range 10 W6M KDYD, Plan 392
 CIVIC: **110 – 2 Street SE**

Further to your referral dated 17 July 2018, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

Engineering Department does not have any concerns related to the Re-zoning and recommends approval.

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. This proposed development is exempt from frontage improvements under Subdivision and Development Servicing Bylaw No. 4163, Section 5.3.
4. Property shall have all necessary public infrastructure installed to ensure properties can be serviced with electrical and telecommunication wiring upon development.
5. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
6. 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.
7. Erosion and Sediment Control measures may be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
8. 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.

ZONING AMENDMENT APPLICATION FILE: ZON-1132

10 September 2018

Page 2

Roads / Access:

1. 2 Street SE, on the subject properties western boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 0.856m of additional road dedication is required (to be confirmed by a BCLS). Note that although the City does not require dedication at this time, all building setbacks will be required to conform to the ultimate property line.
2. 2 Street SE is currently constructed to an Interim Local Road standard. No improvements will be required, as per previously noted exemptions.
3. The Lane on the subject properties eastern boundary requires a total road allowance of 7.3m (3.65m from centre line). Available records indicate that an additional 0.602m will be required (to be confirmed by a BCLS). Note that although the City does not require dedication at this time, all building setbacks will be required to conform to the ultimate property line.
4. The Lane is currently constructed to an Interim Lane standard. Upgrading to the Paved Lane standard is required, however no upgrades are required at this time as per previously noted exemptions.

Water:

1. The subject property fronts a 200mm diameter Zone 1 watermain on 2 Street SE. No upgrades will be required at this time.
2. The lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost.
3. Records indicate that the existing property is serviced by a 12.5mm service from the 200mm diameter watermain on 2 Street SE. Upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Sanitary:

1. The subject property fronts a 150 diameter sanitary sewer on 2 Street SE. No upgrades will be required at this time as per previously noted exemptions.
2. The lot 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 on 2 Street SE. No upgrades will be required.

ZONING AMENDMENT APPLICATION FILE: ZON-1132

10 September 2018

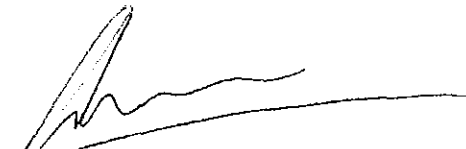
Page 3

Storm

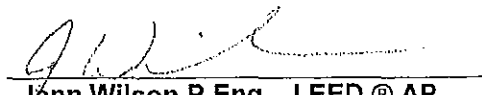
1. Records indicate that the existing property is not serviced by a storm service.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
3. Where onsite disposal of 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 lot shall be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Geotechnical:

1. Subject to the proposed development, a geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design), may be required.



Chris Moore
Engineering Assistant



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

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Item 23.1

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4282 be read a third time.

[ZON-1131; Salmon Arm Shopping Centres Ltd./Green Emerald Investments Inc.; 1511 10 Avenue SW; R-1 to C-3]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4282

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 October 9, 2018 at the hour of 7:00 p.m. was published in the September 26, 2018 and the October 3, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 3, Section 15, Township 20, Range 10, W6M, KDYD, Plan 4309 from R-1 (Single Family Residential Zone) to C-3 (Service Commercial 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. 4282**"

READ A FIRST TIME THIS 24th DAY OF September 2018

READ A SECOND TIME THIS 24th DAY OF September 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2018

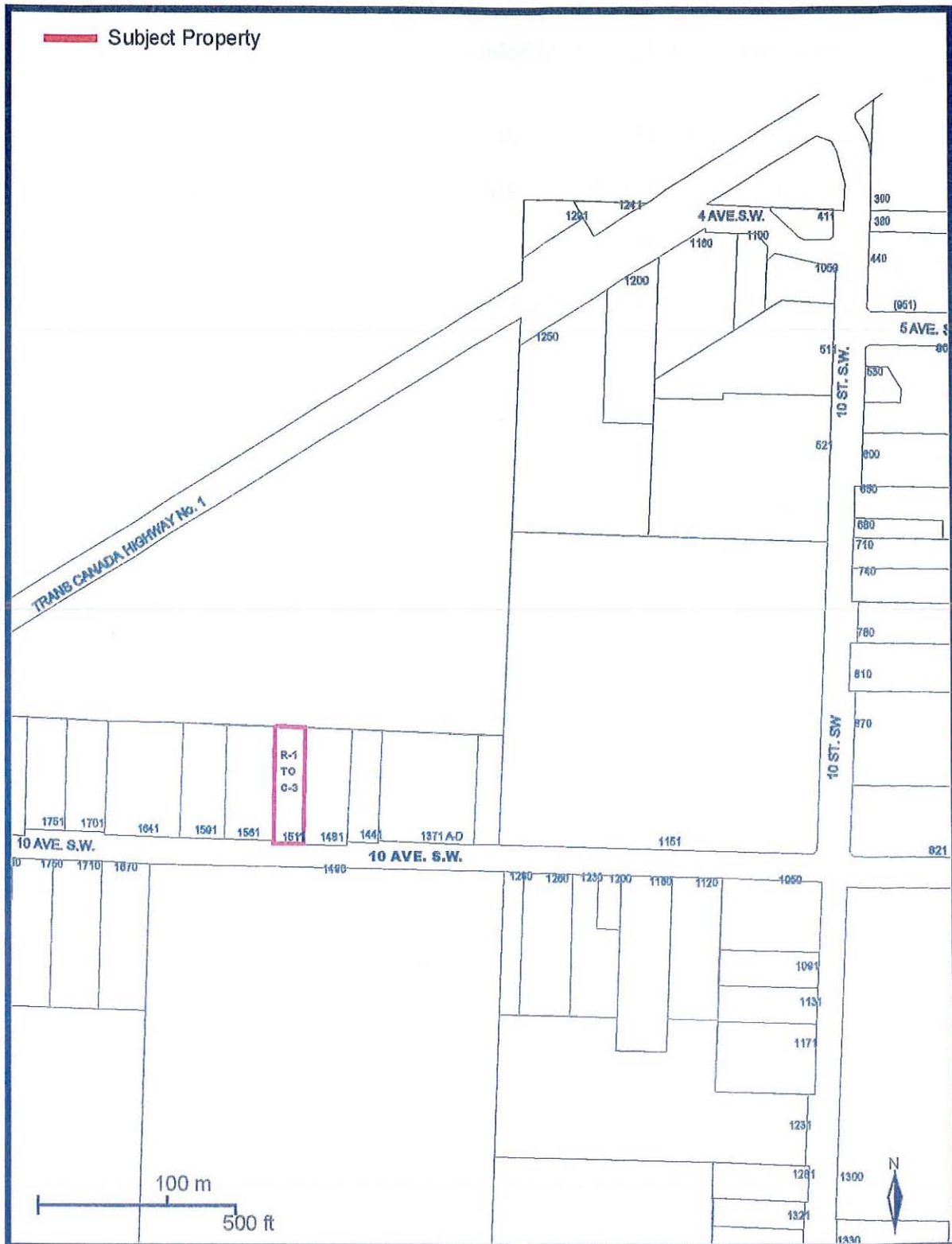
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 23.2

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4283 be read a third time.

[ZON-1132; Fennell, L. & S.; 110 2 Street SE; R1 to R-8]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4283

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 October 9, 2018 at the hour of 7:00 p.m. was published in the September 26, 2018 and the October 3, 2018 issues of the Salmon Arm Observer;

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

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

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

- 1) Add the following:

Rezone Lot 8, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm
Zoning Amendment Bylaw No. 4283

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4283"**

READ A FIRST TIME THIS 24th DAY OF September 2018

READ A SECOND TIME THIS 24th DAY OF September 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2018

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 24.

CITY OF SALMON ARM

Date: October 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of October 9, 2018, be adjourned.

Vote Record

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

Opposed:

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

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