1. August 24, 2020 Council Agenda And Correspondence

   Documents:

   AUGUST 24, 2020 COUNCIL AGENDA..PDF
   AUGUST 24, 2020 COUNCIL INFORMATION.PDF

AGENDA

City of Salmon Arm
Regular Council Meeting

Monday, August 24, 2020
1:30 p.m.

[Public Session Begins at 2:30 p.m.]
Council Chamber of City Hall
500 – 2 Avenue NE and by Electronic means
as authorized by Ministerial Order M192

Page #	Item #		Description
	1.		**CALL TO ORDER**
1 - 2	2.		**IN-CAMERA SESSION**
	3.		**ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY** *We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*
	4.		**ADOPTION OF AGENDA**
	5.		**DISCLOSURE OF INTEREST**
	6.		**CONFIRMATION OF MINUTES**
3 - 10		1.	Regular Council Meeting Minutes of August 10, 2020
	7.		**COMMITTEE REPORTS**
11 - 14		1.	Development and Planning Services Committee Meeting Minutes of August 17, 2020
	8.		**COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
	9.		**STAFF REPORTS**
15 – 20		1.	Director of Corporate Services - Active Transportation Task Force Member Appointment
21 – 22		2.	Director of Corporate Services – 2019 Annual Report
23 – 24		3.	Acting Chief Financial Officer - Parking Payments by Credit Card, phone and/or Interac – For Discussion
25 – 46		4.	Director of Development Services - Agricultural Land Commission Application No. ALC-394 [Anthony, L./Browne Johnson Land Surveyors; 5271 and 5311 30 Street NE; Boundary Adjustment/Subdivision in the ALR]

	9.	**STAFF REPORTS – continued**
47 – 50	5.	Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #30 Single Axle Dump/Plow Unit
51 – 56	6.	Director of Engineering and Public Works – Award Recommendation – Wharf Marina Dock Replacement
57 – 62	7.	Director of Engineering and Public Works – Capital Projects Budget Amendments
63 – 66	8.	Director of Engineering and Public Works – Project Award – Taxiway Charlie Edge Lighting
67 – 68	9.	Director of Engineering and Public Works – 75 Avenue NE Sanitary Upgrade Budget Amendment
	10.	**INTRODUCTION OF BYLAWS**
69 – 80	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4401 [ZON-1179; Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8] – First and Second Readings
81 – 96	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4403 [ZON-1180; Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8] – First and Second Readings
97 – 104	3.	City of Salmon Arm Fee for Service Amendment Bylaw No. 4413 [Water and Sewer Rates] – First, Second and Third Readings
	11.	**RECONSIDERATION OF BYLAWS**
105 – 110	1.	City of Salmon Arm Council Procedure Amendment Bylaw No. 4408 – Final Reading
	12.	**CORRESPONDENCE**
111 – 112	1.	Informational Correspondence
	13.	**NEW BUSINESS**
	14.	**PRESENTATIONS / DELEGATIONS**
113 – 118	1.	Presentation 4:00 – 4:15 p.m. (approximately) Libby Jay Chisholm, Project Coordinator, Secwépemc Landmarks, Shuswap Trail Alliance - Secwépemc Landmark and Trail Sign Project
	15.	**COUNCIL STATEMENTS**
	16.	**SALMON ARM SECONDARY YOUTH COUNCIL**
	17.	**NOTICE OF MOTION**
119 – 120	1.	Councillor Lavery - Active Transportation Plan: Let's Move Salmon Arm *(to be considered during the 2021 Budget Meeting)*
121 – 122	2.	Councillor Lavery - Food and Urban Agricultural Plan: Let's Grow Salmon Arm *(to be considered during the 2021 Budget Meeting)*
123 – 124	3.	Councillor Lavery - Affordable Housing Reserve *(to be considered during the 2021 Budget Meeting)*

	18.	**UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
	19.	**OTHER BUSINESS**
	20.	**QUESTION AND ANSWER PERIOD**
125 - 126	21.	**ADJOURNMENT**

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Item 2.

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

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

Vote Record

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

  Opposed:

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

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Item 6.1

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of August 10, 2020, be adopted as circulated.

Vote Record

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

  Opposed:

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced the Council Chambers and by electronic means as authorized by Ministerial Order M192, at 1:30 p.m. and reconvened at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on **Monday, August 10, 2020.**

PRESENT:

Mayor A. Harrison
Councillor D. Cannon
Councillor C. Eliason (participated remotely)
Councillor T. Lavery (participated remotely)
Councillor L. Wallace Richmond (participated remotely)

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

ABSENT:

Councillor K. Flynn
Councillor S. Lindgren

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0278-2020 Moved: Councillor Cannon
Seconded: Councillor Eliason
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 1:43 p.m.
Council recessed until 2:30 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of July 27, 2020

0279-2020

Moved: Councillor Eliason
Seconded: Councillor Wallace Richmond
THAT: the Regular Council Meeting Minutes of July 27, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Community Heritage Commission Meeting Minutes of March 2, 2020

0280-2020

Moved: Councillor Cannon
Seconded: Councillor Wallace Richmond
THAT: the Community Heritage Commission Meeting Minutes of March 2, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief – July, 2020

Received for information.

9. STAFF REPORTS

1. Director of Engineering and Public Works – 2020 Capital Works Projects 'Unparking'

0281-2020

Moved: Councillor Eliason
Seconded: Councillor Cannon
THAT: Staff be authorized to proceed with the following Capital Works projects, previously 'parked' as part of the COVID-19 finance strategy:

- 10 Street NE (8 Avenue NE) Road Reconstruction - $75,000.00
- Okanagan Speed Calming - $20,000.00
- Asphaltic Overlays-Additional - $200,000.00
- Marine Park Roundabout Garden - $25,000.00
- Disk Golf Course - $20,000.00;
- Ticket Spitter (Marine Park) - $20,000.00;
- Shuswap Middle School – Court Resurfacing - $10,700.00; and
- Natural Gas Services – Rap Attack Base $3,000.00.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Council Procedure Amendment Bylaw No. 4408 – First, Second and Third Readings

0382-2020

Moved: Councillor Cannon
Seconded: Councillor Eliason
THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4408 be read a first, second and third time;

AND THAT: final reading be withheld subject to notification in accordance with section 94 of the Community Charter.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

12. CORRESPONDENCE

1. Informational Correspondence

9. W. Laird, Chairperson, Salmon Arm Economic Development Society – letter dated July 30, 2020 – Industrial Park Cellular Service

0383-2020

Moved: Councillor Wallace Richmond
Seconded: Councillor Cannon
THAT: Council write a letter for submission to the cellular service providers expressing the concerns regarding cellular coverage in the Salmon Arm Industrial Park.

CARRIED UNANIMOUSLY

10. J. Body, Board Member/Artistic Committee Member, Shuswap Theatre – email dated August 3, 2020 – Shuswap Theatre

0384-2020

Moved: Councillor Wallace Richmond
Seconded: Councillor Cannon
THAT: Council approve Shuswap Theatre hosting a "Walk-About" Theatre on August 28 and 29, 2020, subject to the provision of adequate liability insurance and adherence to Provincial Heath Guidelines.

CARRIED UNANIMOUSLY

Councillor Cannon declared a conflict of interest as she is related to the letter writer and left the meeting at 2:56 p.m.

11. P. Cannon, Family Support Worker/Early Years Family Navigator, Shuswap Children's Association – letter dated August 4, 2020 – StoryWalk (Fletcher Park)

0385-2020

Moved: Councillor Wallace Richmond
Seconded: Councillor Lavery
THAT: Council approve the Shuswap Children's Association StoryWalk at Fletcher Park on August 12, 2020, subject to the provision of adequate liability insurance and adherence to Provincial Heath Guidelines.

CARRIED UNANIMOUSLY

Councillor Cannon returned at 2:57 p.m.

13. NEW BUSINESS

14. PRESENTATIONS

1. Chad Shipmaker - Operations in New Industrial Park building- Prism Cannabis

Chad Shipmaker provided an overview of Prism Cannabis, a new business operation proposed in the Salmon Arm Industrial Park. He was available to answer questions from Council.

0386-2020 Moved: Councillor Eliason
Seconded: Councillor Wallace Richmond
THAT: Council provide a letter of support for the Pantheon Group business proposal in the City of Salmon Arm Industrial Park.

CARRIED UNANIMOUSLY

15. COUNCIL STATEMENTS

0387-2020 Moved: Councillor Eliason
Seconded: Councillor Cannon
THAT: Council provide a letter to the Ministry of Transportation and Infrastructure to request improvements and expand the paving of the rural portion of Shaw Road.

CARRIED UNANIMOUSLY

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 3:30 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison
Councillor D. Cannon (participated remotely)
Councillor C. Eliason (participated remotely) (entered the meeting at 7:05 p.m.)
Councillor T. Lavery (participated remotely)
Councillor L. Wallace Richmond (participated remotely)

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

ABSENT:

Councillor K. Flynn
Councillor S. Lindgren

21. DISCLOSURE OF INTEREST

22. HEARINGS

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1178 [111 60 Street NE; Nyland, H. & Brierley, B.; A2 to A3]

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

Councillor Eliason entered the meeting at 7:05 p.m.

H. Nyland, the applicant, was available to answer questions from Council.

S. Wickie, 791 60 Street NE, requested clarification on the proposal.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:08 p.m.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4399 [ZON-1178; 111 60 Street NE; Nyland, H. & Brierley, B.; A2 to A3] - Third and Final Readings

0388-2020 Moved: Councillor Cannon
Seconded: Councillor Lavery
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4399 be read a third and final time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0389-2020 Moved: Councillor Cannon
Seconded: Councillor Wallace Richmond
THAT: the Regular Council Meeting of August 10, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:10 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of , 2020.

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Item 7.1

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of August 17, 2020, be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers and by electronic means by Ministerial Order M192, on Monday, **August 17, 2020.**

PRESENT:

Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery (participated remotely)
Councillor L. Wallace Richmond (participated remotely)
Councillor C. Eliason (participated remotely)
Councillor D. Cannon (participated remotely)

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

ABSENT:

Councillor S. Lindgren

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. REVIEW OF THE AGENDA

4. DISCLOSURE OF INTEREST

5. REPORTS

1. Agricultural Land Commission Application No. ALC-394 [Anthony, L./Browne Johnson Land Surveyors; 5271 and 5311 30 Street NE; Boundary Adjustment/Subdivision in the ALR]

Moved: Councillor Cannon
Seconded: Councillor Lavery
THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-394 be authorized for submission to the Agricultural Land Commission.

5. **REPORTS – continued**

1. **Agricultural Land Commission Application No. ALC-394 [Anthony, L./Browne Johnson Land Surveyors; 5271 and 5311 30 Street NE; Boundary Adjustment/Subdivision in the ALR] – continued**

J. Johnson, Browne Johnson Land Surveyors, the agent, outlined the application and was available to answer questions from the Committee.

L. Anthony, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. **Zoning Amendment Application No. ZON-1179 [Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8]**

Moved: Councillor Flynn
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 by rezoning Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502, Except Plan KAP54919 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 confirmation that the proposed secondary suite in the existing single family dwelling meets Zoning Bylaw and BC Building Code requirements.

T. Warden, the applicant was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. **Zoning Amendment Application No. ZON-1180 [Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8]**

Moved: Councillor Flynn
Seconded: Councillor Wallace Richmond
THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

6. **PRESENTATIONS**

7. **FOR INFORMATION**

1. **Agricultural Land Commission – ALC Policy-Lab on Exclusion Application: Frequently Asked Questions**

Received for information.

8. CORRESPONDENCE

9. ADJOURNMENT

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: the Development and Planning Services Committee meeting of August 17, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:33 a.m.

Mayor Alan Harrison
Chair

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

Item 9.1

CITY OF SALMON ARM

Date: August 24, 2020

Director of Corporate Services – Active Transportation Task Force Member Appointment

Vote Record

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

Opposed:

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

CITY OF
SALMONARM

TO: His Worship Mayor Harrison and Members of Council

DATE: August 14, 2020

SUBJECT: Active Transportation Task Force Member Appointment

BACKGROUND:

At the July 13, 2020 Regular Council Meeting, the following Resolution was adopted:

> THAT: the Active Transportation Task Force Terms of Reference be amended to include five (5) total Citizens at Large;
>
> AND THAT: Council approve the designated organization's representatives;
>
> AND THAT: Council appoint the following four (4) individuals to serve on the Active Transportation Task Force for a one (1) year term from September 1, 2020 to September 21, 2021:
>
> - Kathy Atkins;
> - Blake Lawson;
> - Steve Fabro; and
> - Camilla Papadimitropoulos;
>
> AND FURTHER THAT: Staff advertise further for a representative from the mobility aid representative.

Following Council's direction, staff advertised the Citizen at Large, mobility aid representative position in the newspaper, on the City website and Facebook page. One (1) application (attached as Appendix A) was received by the August 14, 2020 closing date:

- Gary Gagnon

It is recommended that Council appoint Mr. Gagnon to serve as a Citizen at Large on the Active Transportation Task Force for a one (1) year term from September 1, 2020 to September 1, 2021. The full membership list is attached as Appendix B.

Respectfully Submitted,

Erin Jackson
Director of Corporate Services

Appendix A –Applications for Appointment to the Active Transportation Task Force
Appendix B – Active Transportation Task Force Membership List

APPENDIX A

Community Affiliations/Memberships

Former President of the Ranchers out MS Society of Salmon Arm (5 years) Charity dissolved due to decline in membership & Board Members

Reasons for seeking Appointment I've been working closely with people with physical disabilities since living in Salmon Arm and have extensive experience with the challenges they face.
Since I am physically handicapped myself, I have a good understanding of the daily needs faced by people like me

I, Gary R. Gagnon, hereby signify that I am willing to accept an appointment to the Active Transportation Task Force.

August 10, 2020
Date

Signature

The purpose of this form is to provide information which will assist City Council in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on June 30, 2020.

Active Transportation Task Force Membership

- Two (2) members of council as co-chairs – Mayor Harrison and Councillor Lavery
- One (1) member from Adams Lake Indian Band
- One (1) member from Neskonlith Indian Band
- One (1) member from Shuswap Trails Alliance - Phil McIntyre-Paul and Scott McKee (alternate)
- One (1) member from Salmon Arm Economic Development Society - Lana Fitt and Jocelyne Johnson (alternate)
- One (1) member from Downtown Salmon Arm - Craig Newnes, Lindsay Wong (alternate)
- One (1) member from School District #83 - Marianne Van Buskirk, Amanda Krebs (alternate)
- One (1) member from Interior Health - Anita Ely and Janelle Rimell (alternate)
- One (1) member from Shuswap Cycle Club - David Major and Dan Capek (alternate)
- One (1) member from Greenways Liaison Committee - Joe Johnson
- One (1) member from Social Impact Advisory Committee - Kristy Smith
- Five (5) Citizens-At-Large, including (1) member from the mobility aid community and (1) senior citizen.
    - Kathy Atkins;
    - Blake Lawson;
    - Steve Fabro;
    - Camilla Papadimitropoulos; and
    - Vacant

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Item 9.2

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council receive the City of Salmon Arm 2019 Annual Report.

Vote Record

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

Opposed:

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

CITY OF
SALMONARM

TO: His Worship Mayor Harrison and Members of Council

DATE: August 17, 2020

SUBJECT: 2019 Annual Report

RECOMMENDATION

THAT: Council receive the City of Salmon Arm 2019 Annual Report.

The City of Salmon Arm 2019 Annual Report has been compiled pursuant to Section 98 of the *Community Charter*, which also requires that the report be made available for public inspection. Due to COVID-19, the Ministry of Municipal Affairs and Housing extended the date from June 30 to August 31 in 2020.

The report was released for viewing on the City's website on August 11 and hard copies will be made available at the front counter of City Hall on August 20, 2020.

In addition, a notice was published in the Salmon Arm Observer on August 12 and 19, 2020 to advise that Council will consider submissions from the public about the report at the August 24, 2020, Regular Council Meeting.

A copy of the 2019 Annual Report has been distributed to Mayor and Council under separate cover.

Respectfully,

Erin Jackson
Director of Corporate Services

Item 9.3

CITY OF SALMON ARM

Date: August 24, 2020

Acting Chief Financial Officer –
Parking Payments by Credit Card, phone and/or Interac
For Discussion

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

To: Mayor Harrison and Members of Council
Date: August 17, 2020
Subject: Parking Payments by Credit Card, phone and or Interac

FOR DISCUSSION

Further to Council request at the regular council meeting of June 22, 2020, please find summarized below information to allow parking payments by credit, card, phone and/or Interac.

In April 2020, the City purchased three (3) "Pay by Plate" parking pay stations from Mackay Meters. These parking pay stations are equipped to take cash payments only. However, a card reader assembly can be purchased from Mackay Meters and easily installed to allow for other payment options. There are two card reader assembly options available:

Option 1 – EMV1
- Available immediately
- Price per assembly $500.00 plus delivery and tax
- Only accepts Credit Card payments
- Funding is available in the Pay Parking Station Capital Budget

Option 2 – EMV3
- Available in approximately six (6) months
- Price per assembly $1,000.00 - $1,200.00 plus delivery and tax
- Card reader and PIN pad, as well as EMV chip card ability and mobile payment (eg. Apple Pay, Google Pay and Samsung Pay)
- Funding to be added to 2021 Budget

Additional fees to consider when installing a card reader assembly to the "Pay by Plate" parking pay stations include:
- Back end service fees (Mackay Meters) increase by $10.00 per month
- A one-time Credit Call set-up fee of $295.00
- Chase Paymentech – monthly fee plus transaction fees per use (amount unknown)

It is staff recommendation to wait to purchase the card reader assembly until the EMV3 is available. This will delay the availability to pay parking with a credit card, however once it is purchased, it will provide multiple options to pay and have the most up to date technology.

Respectfully Submitted,

Tulak

Tracy Tulak, CPA, CMA
Acting Chief Financial Officer

Item 9.4

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. ALC-394 be authorized for submission to the Agricultural Land Commission.

[Anthony, L./Browne Johnson Land Surveyors; 5271 and 5311 30 Street NE; Boundary Adjustment/Subdivision in the ALR]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

  Opposed:

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

CITY OF
SALMONARM

To: His Worship Mayor Harrison and Members of Council

Date: August 7, 2020

Subject: Agricultural Land Commission Application No. ALC-394
(Boundary Adjustment - Subdivision in the ALR)

Legal:	Lots 1 and 2, Plan KAP87679
Civic:	5271 30 Street NE and 5311 30 Street NE
Owner/Applicant:	Anthony, L.
Agent:	Browne Johnson Land Surveyors

MOTION FOR CONSIDERATION

THAT: Agricultural Land Commission Application No. ALC-394 be authorized for submission to the Agricultural Land Commission.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcels are located at 5271 30 Street NE and 5311 30 Street NE (Appendix 1).

The applicants are proposing a boundary adjustment between two existing properties: the existing property at 5271 30 Street NE is 4.3 ha in size, while the existing property at 5311 30 Street NE is 1.8 ha in size. The proposed boundary adjustment would result in 0.668 ha being exchanged between the existing parcels, resulting in no change in area for either parcel.

The applicant's proposal, including the proposed layout / site plan, is provided in Appendix 2.

The application is being made to the Agricultural Land Commission (ALC) pursuant to Sections 21 and 25 of the ALC Act.

BACKGROUND

The subject property is designated Acreage Reserve in the Official Community Pan (OCP), is zoned Rural Holding (A-2), and is completely within the Agricultural Land Reserve (ALR) (Appendix 3, 4, & 5).

The agricultural capability of the property is largely unconstrained, with some slope (site photos attached as Appendix 6). The parcel at 5271 30 Street NE is entirely an alfalfa field, while 5311 30 Street NE is cross fenced (for sheep).

Adjacent zoning and land uses include the following:

North: Rural Holding (A-2) / rural residential and forest
South: Rural Holding (A-2) / rural residential and alfalfa field
East: Rural Holding (A-2) / rural residential
West: Rural Holding (A-2) / rural residential and forest

A greenway corridor is identified within the OCP along the west parcel boundary of 5271 30 Street NE (Appendix 7). An existing informal trail runs along this parcel line. In response to an application to subdivide, the provision of a right-of-way for a greenway (trail) may be required, which would involve an application to the ALC for Transportation, Utility, and Recreational Trail Use.

Improved Soil Classification

The land is identified as Class 2 and 3 soils (moderate limitations) in the Canadian Land Inventory: an Improved Soil Capability Rating of 60% Class 2(X) and 40% Class 3(T). Soil Classification Mapping is shown in Appendix 8.

Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.

COMMENTS

Building Department

No concerns.

Engineering Department

Full comments attached as Appendix 9. No concerns. Future Building Permit applications would trigger full frontage upgrades and servicing at owner/developer's expense.

Agricultural Advisory Committee

With committees inactive due to the COVID-19 pandemic, the application was not referred to the Agricultural Advisory Committee (AAC) for review.

Planning Department

The application is for a boundary adjustment between two rural/agricultural parcels which are designated Acreage Reserve.

The applicable Rural and Agriculture OCP policies include:

7.2.3 - Preserve land with agricultural potential in the ALR.

7.3.3 - Maintain or enhance the configuration and size of parcels designated Acreage Reserve, Salmon Valley Agriculture and Forest Reserve through boundary (lot line) adjustments and/or consolidations; rezoning, subdivision and/or Agricultural Land Reserve exclusion applications are not encouraged.

7.3.4 - Support adjusting the boundaries between the Acreage Reserve, Salmon Valley Agriculture and Forest Reserve designations only on the basis of improved soil capability ratings.

7.3.5 - Support boundary (lot line) adjustments which bring lot sizes more in compliance with the regulations of the City's Zoning Bylaw throughout the Acreage Reserve, Salmon Valley Agriculture and Forest Reserve designations. Boundary adjustments should not add to the degree of non-conformity of any lot.

Staff is of the opinion that the proposal does not contradict the intent of the OCP policies and the above listed criteria. There is no change in the lot areas so there is no increased non-conformity, and the soil capability is the same across all of the subject land.

Under Section 3 of the ALR General Regulations, the approving officer is enabled to approve boundary adjustments within the ALR that meet a number of criteria, including proposals that will allow for the enhancement of the owner's overall farm or for the better utilization of farm buildings for farm purposes. In relation to this proposal, it is not clear how the boundary adjustment would enhance farming.

The proposal allows the retention of fence structures on the 5311 30 Street NE parcel utilized for sheep farming, however these are maintained by the current boundary alignment and the proposal would impact agricultural lands by creating a potential building envelope for a new home on the western portion of the parcel at the end of a fairly long panhandle. The proposal would allow for a building envelope closer to the road at 5271 30 Street NE, lessening potential disturbance from a longer driveway on that parcel. However, for staff this realignment ultimately does not demonstrate a clear benefit to farming.

In terms of preserving agricultural land (OCP 7.2.3), supporting agricultural activity and enhancing the productivity of the land on both parcels, a boundary alignment which eliminates longer panhandle driveways and encourages building envelopes closer to 30 Street NE on both parcels would disturb less agricultural land and may be more ideal from this perspective. Staff note that there is no restrictive municipal policy related to the specific siting of a single family dwelling on an agricultural parcel, however the policies and regulations of the ALC would apply.

The City's approving officer has approved boundary adjustments in the recent past in situations where a professional agrologist has provided written opinion and support for a proposal in the context of Section 3 of the ALR General Regulations, and it is more clearly evident that the reconfiguration of lot boundaries would provide larger parcels of land for farming operations. The proposal under consideration lacks supportive reporting, such as the inclusion of an agrology report or some form of professional farm plan which would consider the capabilities of the land and how the farm potential is enhanced or impacted by the proposal. Without any such supportive professional reporting, or detailed information clarifying the proposal's benefit to farming, City staff must defer to the expertise of the ALC for their determination.

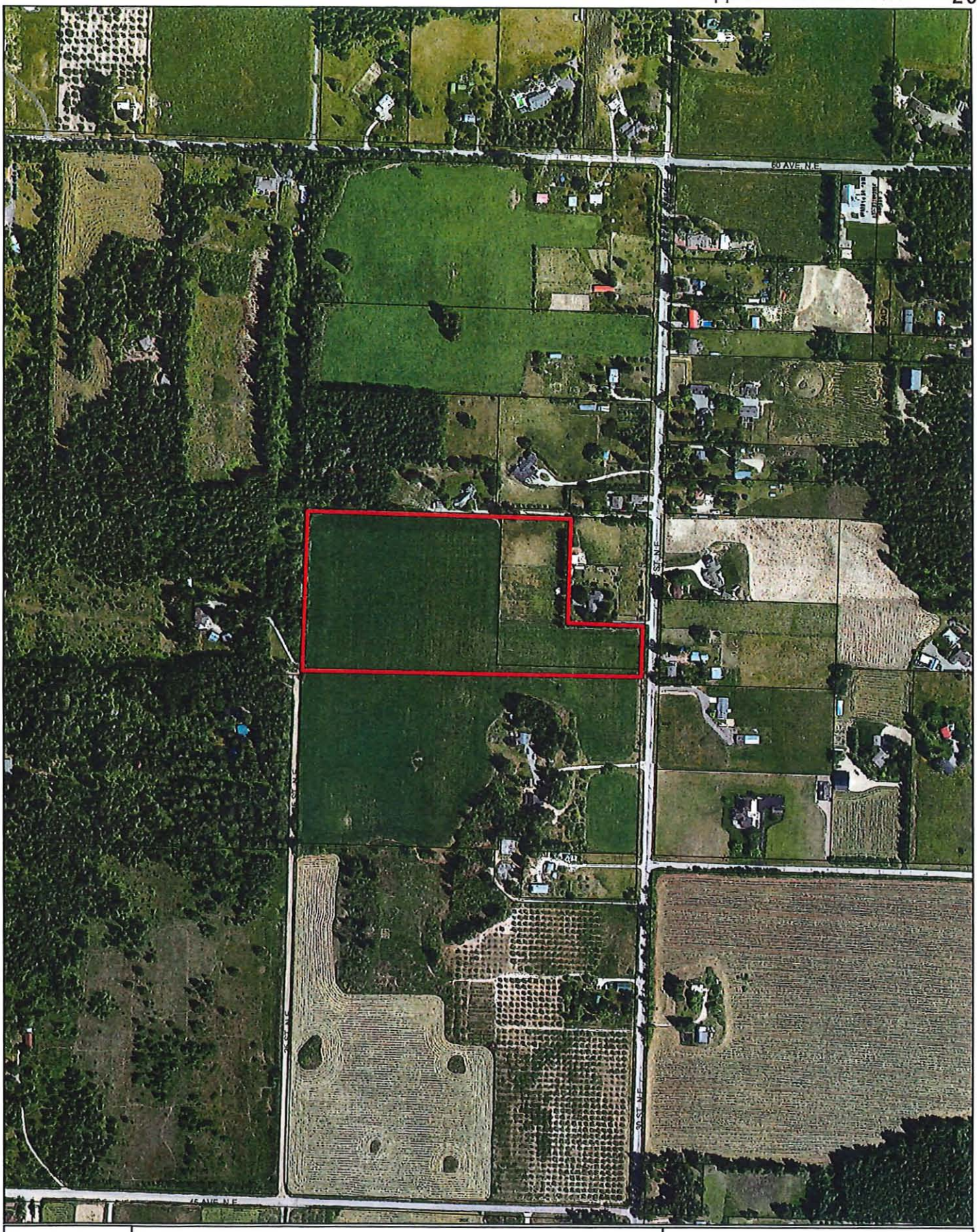
CONCLUSION

The proposal is for a boundary adjustment between two existing parcels. Staff consider the proposal to more or less fit within the broad intent of the agricultural policies of the OCP, and as such staff have no concerns with forwarding the proposal to the ALC. Staff note that the proposal would allow for the retention of the fencing and continuation of the sheep farming at 5311 30 Street NE, however there may be other boundary configurations that would better improve the agricultural capabilities of the lands.

As the proposal reasonably aligns with current municipal policy, staff recommends this application be forwarded to the ALC for consideration.

Prepared by: Chris Larson, MCP
Senior Planner, Development Services

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



N

0 60 120 240 360 480 Meters

Subject Parcels

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 60495
Application Status: Under LG Review
Applicant: Lori Anthony
Agent: Browne Johnson Land Surveyors
Local Government: City of Salmon Arm
Local Government Date of Receipt: 06/05/2020
ALC Date of Receipt: This application has not been submitted to ALC yet.
Proposal Type: Subdivision
Proposal: Lori would like to realign the boundaries between the 2 parcels, keeping their sizes identical. She would like to build a house on proposed Lot B. By re configuring the shape of the lots she could retain her current farming operations and existing fencing and build her new residence. She would build a driveway down the new proposed panhandle along the row of 30 year old fir trees, minimizing impact on current farming.

Agent Information

Agent: Browne Johnson Land Surveyors
Mailing Address:
201 - 371 Alexander Street
Salmon Arm, BC
V1E 4N5
Canada
Primary Phone: (250) 832-9701
Email: melanie@brownejohnson.com

CITY OF SALMON ARM
PAID
JUN 29 2020
Per 418538
THANK YOU

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple
   Parcel Identifier: 027-677-648
   Legal Description: Lot 2, Sec 36, Tp 20, R 10, W6M, KDYD, Plan KAP87679
   Parcel Area: 1.8 ha
   Civic Address: 5311 30th ~~Ave~~ STREET NE, Salmon Arm, BC
   Date of Purchase: 11/27/2007
   Farm Classification: Yes
   Owners
   1. **Name:** Lori Anthony
      Address:
      5371 30th St NE
      Salmon Arm, BC
      V1E 2A6
      Canada
      Phone: (250) 832-8002
      Email: lori3anthony@gmail.com

2. **Ownership Type:** Fee Simple
   Parcel Identifier: 027-677-630
   Legal Description: Lot 1, Sec 36, Tp 20, R 10, W6M, KDYD, Plan KAP87679
   Parcel Area: 4.3 ha
   Civic Address: 5271 30th St NE, Salmon Arm, BC
   Date of Purchase: 11/27/2007
   Farm Classification: Yes
   Owners
   1. **Name:** Shuswap Flight Center Ltd., Inc. No. BC0206567
      Address:
      5371 30th St NE
      Salmon Arm, BC
      V1E 2A6
      Canada
      Phone: (250) 832-8002
      Email: lori3anthony@gmail.com

Ownership or Interest in Other Lands Within This Community

1. **Ownership Type:** Fee Simple
   Parcel Identifier: 010-103-007
   Owner with Parcel Interest: Lori Anthony
   Parcel Area: 1.1 ha
   Land Use Type: Residential
   Interest Type: Full Ownership

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).
Lot 1 is in Alfalfa crop and is leased to a farmer for crop sales. There are no physical structures on this parcel.
Lot 2 is cross fenced with 2 paddocks for sheep grazing. One paddock has a small sheep shed on it - a portion used for housing Rams/ Ram lambs and the other portion is used for hay storage. A portion of lot 2 is leased out to the same farmerfor Crop sales (grass/alfalfa)

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).
Lot 2 has 2 acres cross fenced in four foot high page wire fencing with top rails for sheep pens.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).
Both Lot 1 and Lot 2 are used 100% for agricultural purposes

Adjacent Land Uses

North

Land Use Type: Residential
Specify Activity: residential

East

Land Use Type: Agricultural/Farm
Specify Activity: Sheep for meat sales, Chickens for eggs

South

Land Use Type: Agricultural/Farm
Specify Activity: Crops Grass/Alfalfa

West

Land Use Type: Residential
Specify Activity: Residential

Proposal

1. Enter the total number of lots proposed for your property.
1.8 ha
4.3 ha

2. What is the purpose of the proposal?
Lori would like to realign the boundaries between the 2 parcels, keeping their sizes identical. She would like to build a house on proposed Lot B. By re configuring the shape of the lots she could retain her current farming operations and existing fencing and build her new residence. She would build a driveway down the new proposed panhandle along the row of 30 year old fir trees, minimizing impact on current farming.

3. Why do you believe this parcel is suitable for subdivision?
We believe that the boundary adjustment would allow the client to maintain her current farming structure while being able to live on the property. We are not looking to change the size of either lot, just the configuration.

4. Does the proposal support agriculture in the short or long term? Please explain.
Short term the proposal allows Lori Anthony to keep her sheep farm and grow it. She would be able to build a house without disrupting the current operation. Her goal is to live on Proposed Lot B and raise sheep and layer chickens, grow veggies and garlic and fruit trees. Any land not used will for those purposes will be leased to the farmer who currently leases proposed Lot A to cut grass and alfalfa.

5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.
No

Applicant Attachments

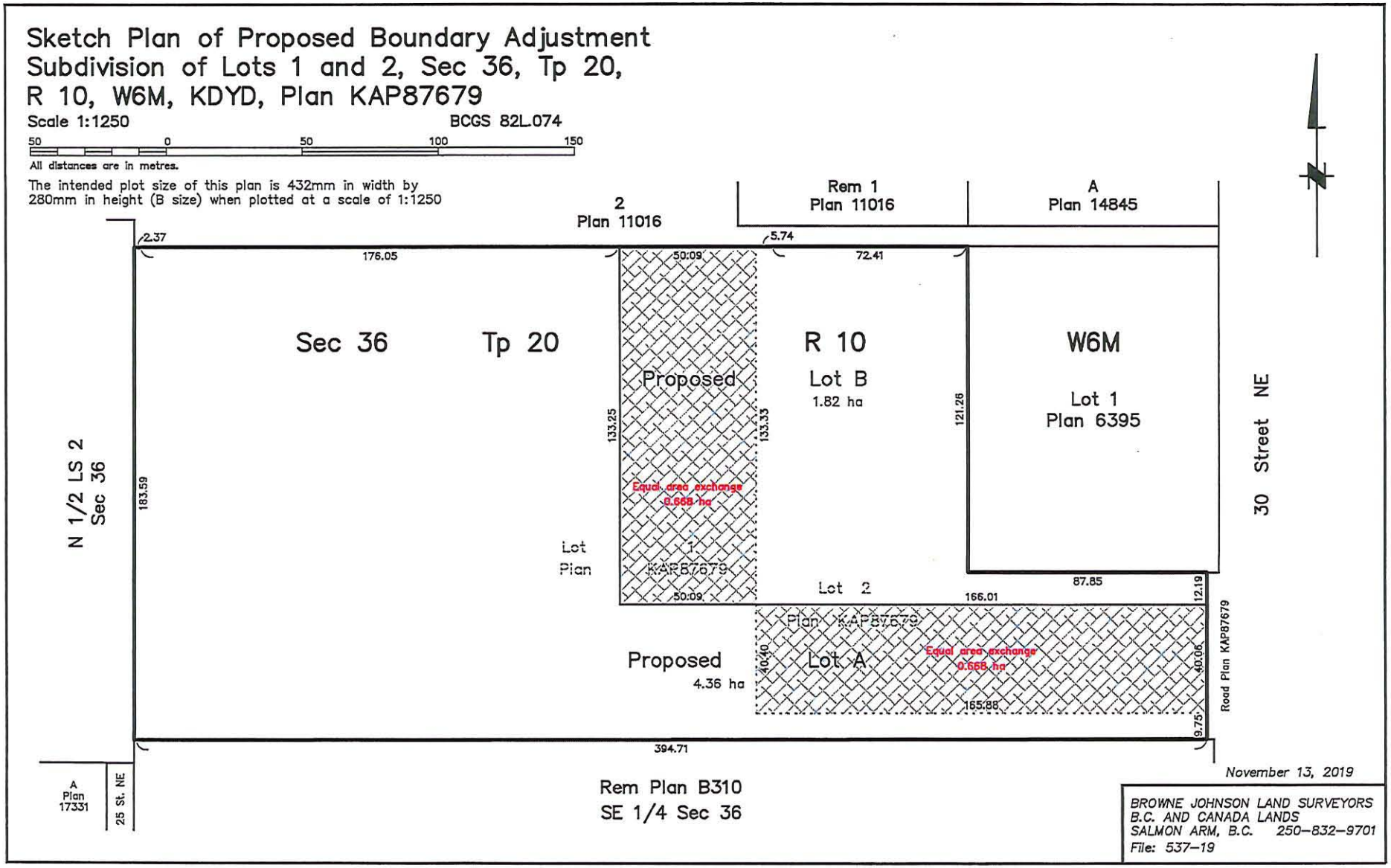
- Agent Agreement - Browne Johnson Land Surveyors
- Other correspondence or file information - Sketch showing existing fencing
- Proposal Sketch - 60495
- Certificate of Title - 027-677-648
- Certificate of Title - 027-677-630

ALC Attachments

None.

Decisions

None.


Sketch Plan of Proposed Boundary Adjustment
Subdivision of Lots 1 and 2, Sec 36, Tp 20,
R 10, W6M, KDYD, Plan KAP87679
Scale 1:250
BCGS 82L.074
50 0 50 100 150
All distances are in metres.
The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:1250
2
Plan 11016
Rem 1
Plan 11016
A
Plan 14845
2.37
176.05
50.09
5.74
72.41
Sec 36
Tp 20
Proposed
R 10
Lot B
1.82 ha
W6M
Lot 1
Plan 6395
133.25
133.33
121.26
183.59
Equal area exchange
0.668 ha
N 1/2 LS 2
Sec 36
30 Street NE
Lot
Plan
1
KAP87679
50.09
Lot 2
166.01
87.85
12.19
Plan KAP87679
Proposed
4.36 ha
40.40
Lot A
Equal area exchange
0.668 ha
40.06
165.88
Road Plan KAP87679
9.75
394.71
A
Plan
17331
25 St. NE
Rem Plan B310
SE 1/4 Sec 36
November 13, 2019
BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-9701
File: 537-19

Sketch Plan of Proposed Boundary Adjustment Subdivision of Lots 1 and 2, Sec 36, Tp 20, R 10, W6M, KDYD, Plan KAP87679

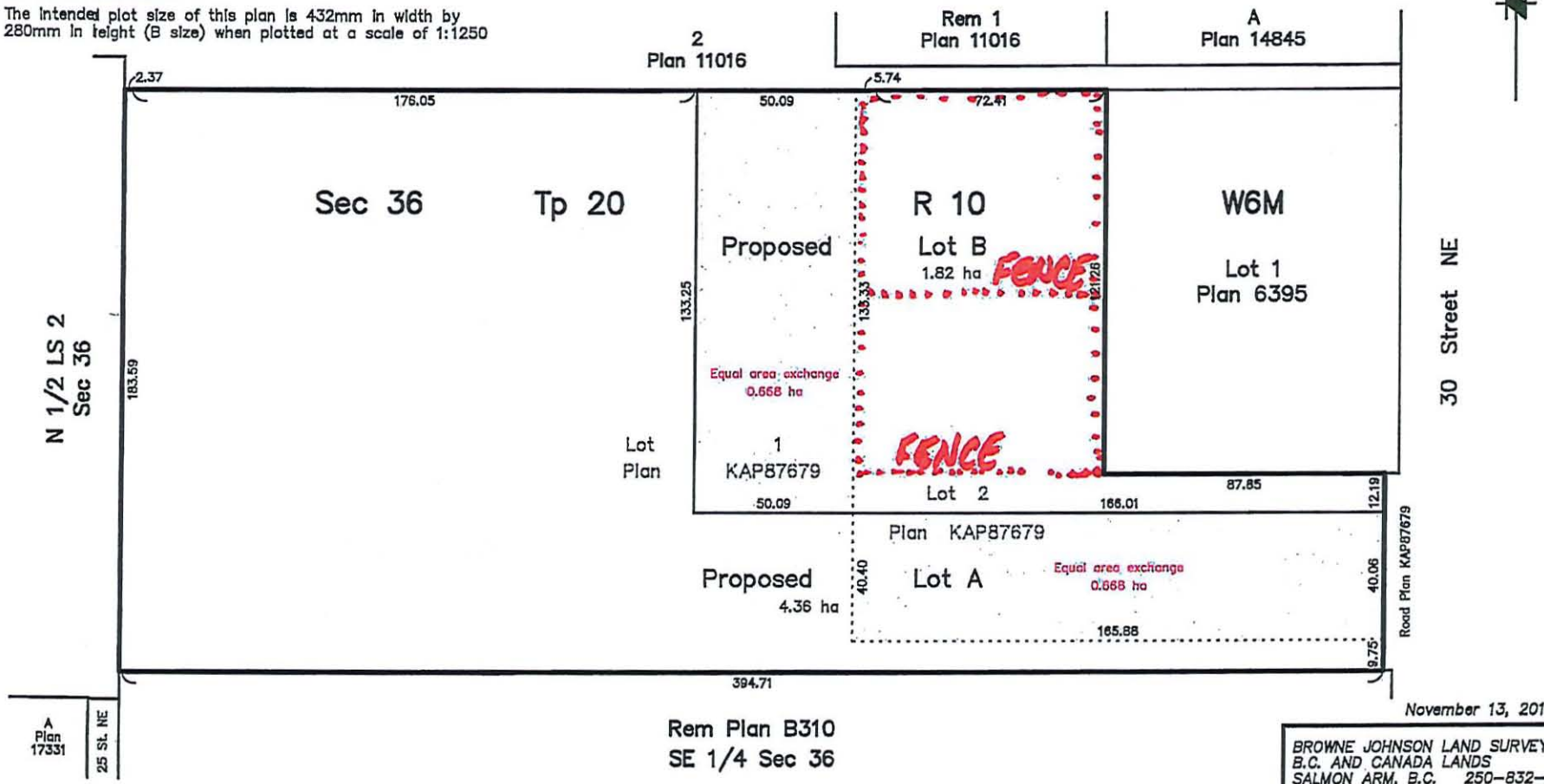
Scale 1:1250

BCGS 82L.074

50 0 50 100 150

All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:1250



November 13, 2019

BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
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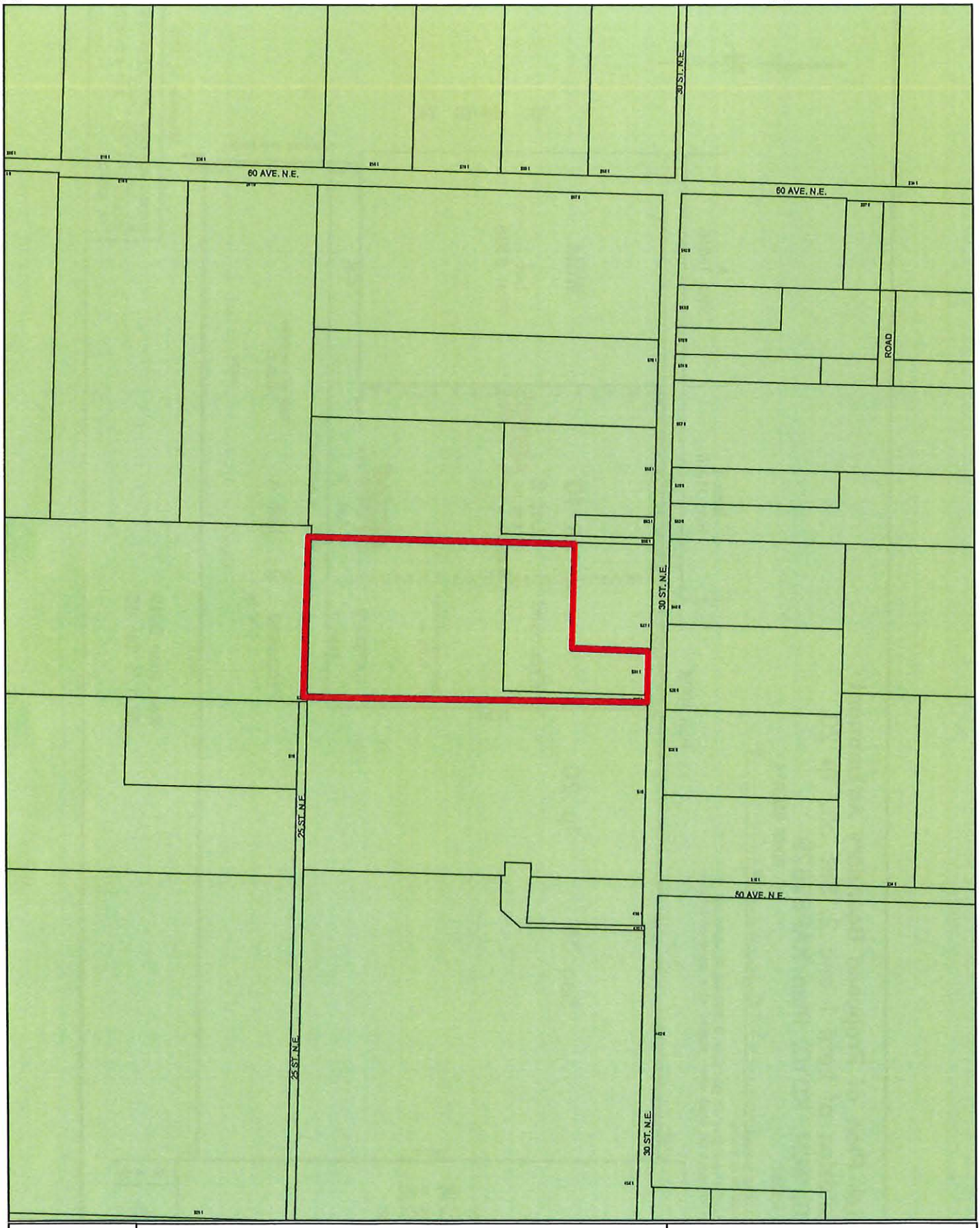

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Acreage Reserve

Subject Parcel

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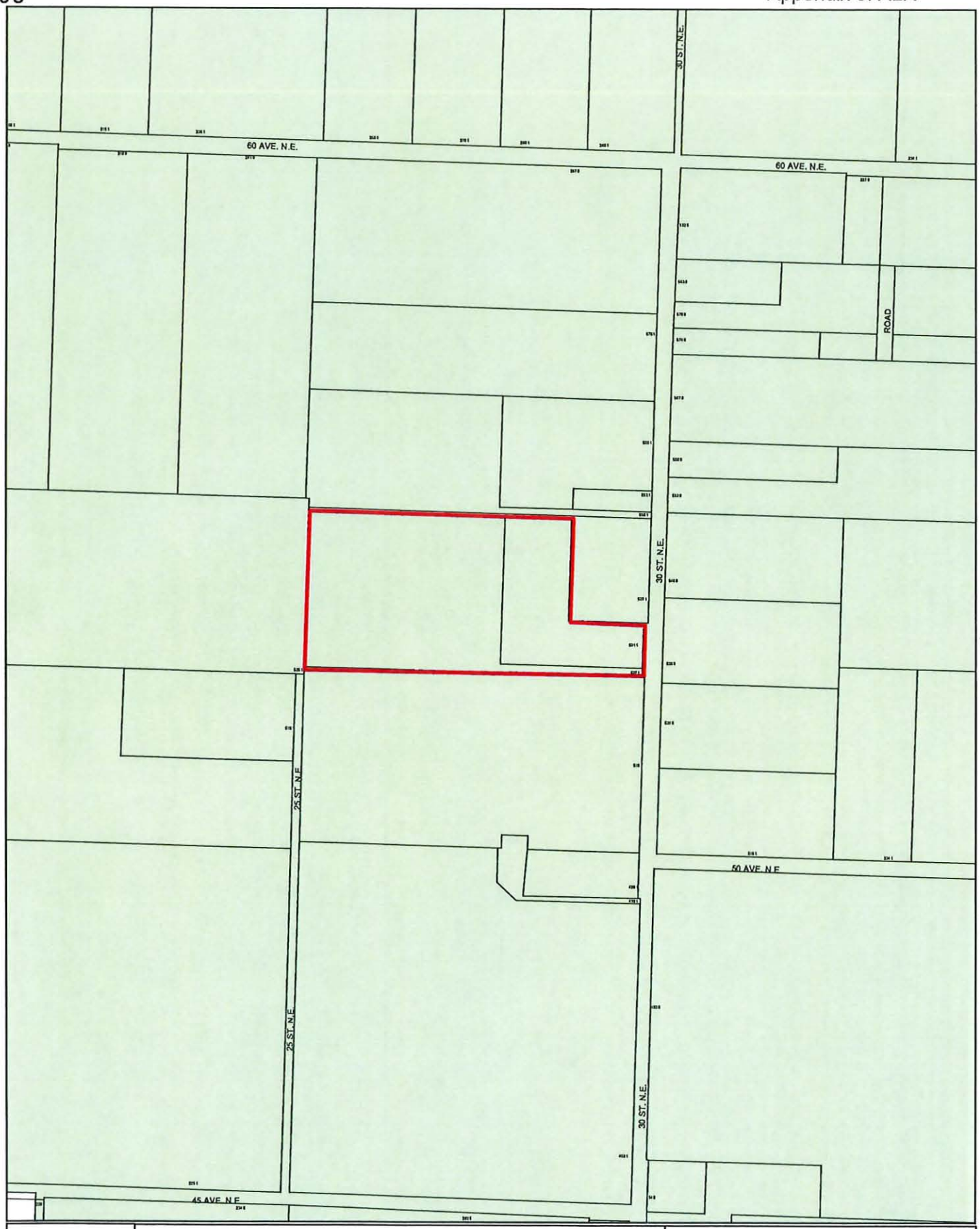
Subject Parcels

Appendix 5: ALR



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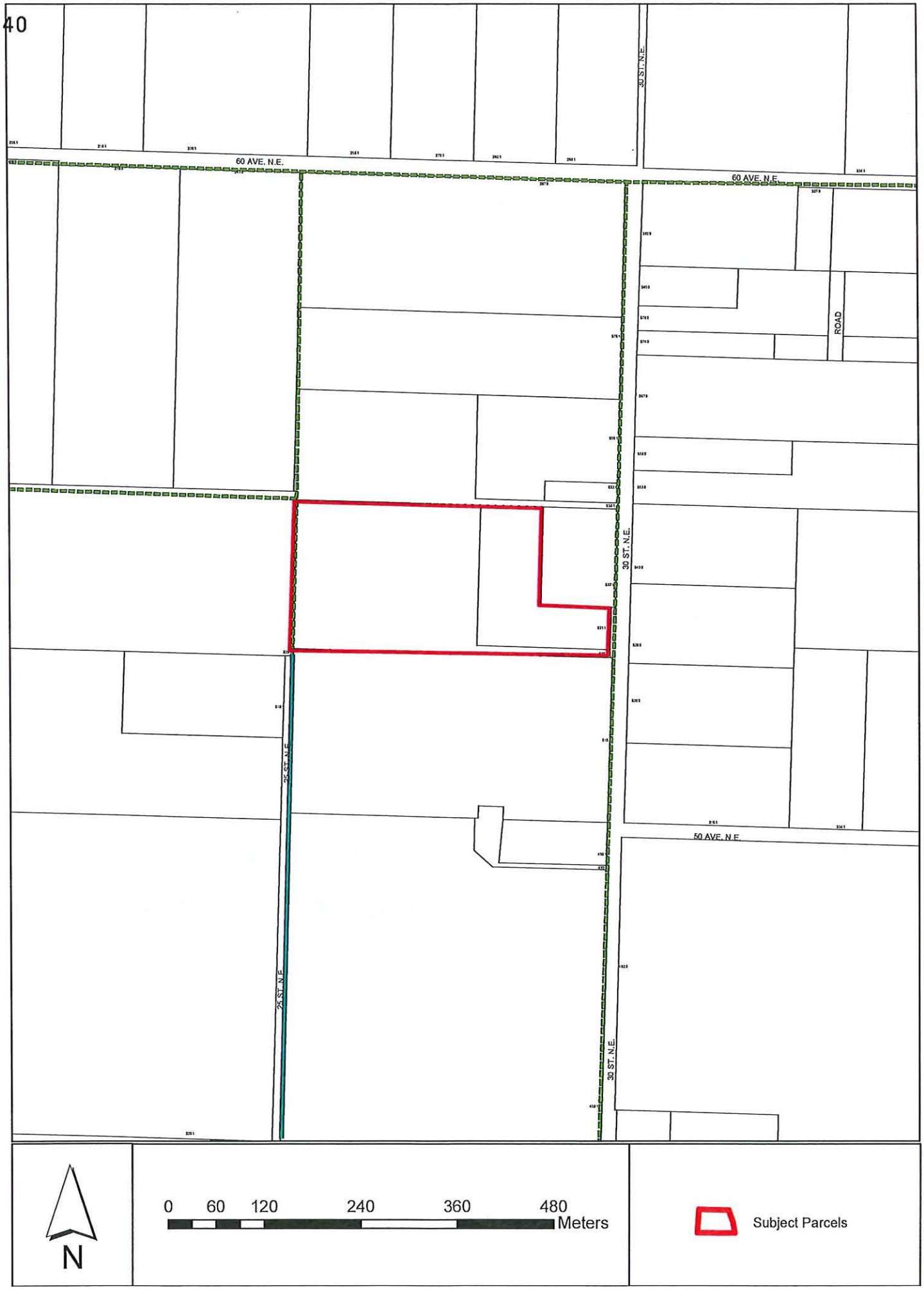
Subject Parcels

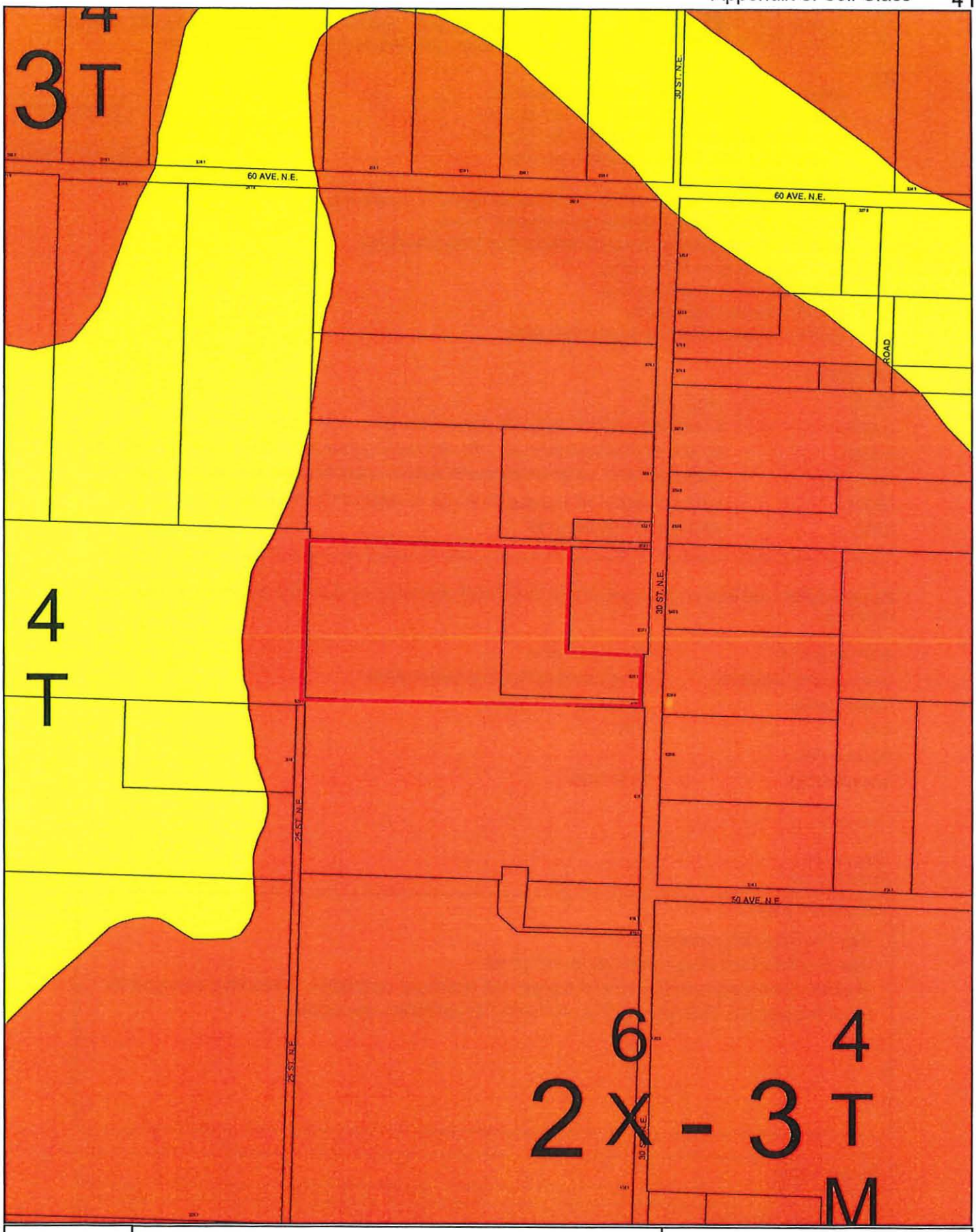
View northwest of subject parcels from 30 Street NE

View west from 30 Street NE.

View north of informal trail from end of 25 Street NE, subject parcel on right.

Appendix 7: Proposed Greenways





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Subject Parcels

CITY OF SALMONARM

Appendix 9: Engineering Comments

DEVELOPMENT SERVICES DEPARTMENT
Box 40, 500 - 2nd Avenue NE, Salmon Arm, BC, V1E 4N2
Phone: 250-803-4010 // FAX: 250-803-4041

PRINT

SUBMIT FORM

TO:

DIRECTOR OF DEVELOPMENT SERVICES (Kevin)
PLANNING AND DEVELOPMENT OFFICER (Chris)
PLANNING AND DEVELOPMENT OFFICER (Denise)
MANAGER OF PERMITS & LICENSING (Maurice)
FIRE DEPARTMENT (Brad)
ENGINEERING & PUBLIC WORKS DEPARTMENT (Shelly *for Departments.*)
ENGINEERING & PUBLIC WORKS DEPARTMENT (Jen W.)
~~MINISTRY OF TRANSPORTATION & INFRASTRUCTURE (Via eDAS)~~
BC HYDRO, via email utilities group
FORTISBC, via email utilities group
TELUS, via email utilities group
SHAW CABLESYSTEMS, via email utilities group

REFERRAL:

DATE:	July 2, 2020
OWNER:	**L. Anthony** – 5371 30 Street NE, Salmon Arm, BC V1E 2A6
AGENT:	Browne Johnson Land Surveyors, 201, 371 Alexander Street NE, Salmon Arm, BC V1E 4N5
SUBJECT:	**AGRICULTURAL LAND COMMISSION APPLICATION FILE NO. ALC-394 / ID: 60495**
LEGAL:	Lot 1 & 2, Section 36, Township 20, Range 10, W6M KDYD, Plan KAP87679
CIVIC:	**5271 & 5311 – 30 Street NE**

Please provide comments on the attached ALC Subdivision Application for boundary adjustment at your earliest opportunity.

OCP Designation:	Acreage Reserve
Development Permit Area:	Environmentally Sensitive Riparian Areas
Current Zoning:	A-2 (Rural Holding Zone)
ALR:	Yes
Previous Files:	
Associated File:	SUB 19.23

Thank you.

Chris Larson
Senior Planner

COMMENTS for ALC-394:

-No Engineering concerns.
-No record of existing services to either lot.
-Future building permit(s) would trigger full frontage upgrades, including services to lot of respective building permit, at owner/developer's expense.

SIGNATURE:

DATE: July 29 2020

CITY OF SALMON ARM

Memorandum from the Engineering and Public Works Department

TO:	Kevin Pearson, Director of Development Services
DATE:	February 27, 2020
PREPARED BY:	Matt Gienger, Engineering Assistant
APPLICANT:	**Browne Johnson Surveyors**, PO Box 362, Salmon Arm, BC V1E 4N5
OWNER:	**Shuswap Flight Center Ltd.,** 5371 – 30 Street NE, Salmon Arm, BC V1E 2A6
	Lori Anthony, 5371 – 30 Street NE, Salmon Arm, BC V1E 2A6
SUBJECT:	**SUBDIVISION APPLICATION FILE NO. SUB 19.23**
LEGAL:	Lot 1, Section 36, Township 20, Range 10, W6M KDYD, Plan KAP87679
	Lot 2, Section 36, Township 20, Range 10, W6M KDYD, Plan KAP87679
CIVIC:	**5271 – 30 Street NE**
	5311 – 30 Street NE

Further to your referral dated Dec 17, 2019, we provide the following servicing information applicable to both lots independantly. **The following comments and servicing requirements are not conditions for Lot Line Adjustment; however, these comments are provided as a courtesy in advance of any Single Family Dwelling 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 (overhead) electrical and telecommunication wiring upon development.

4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.

5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.

6. Erosion and Sediment Control measures will be required at time of construction.

Roads / Access:

1. 30 Street NE, on the subject properties eastern boundary, is designated as an Rural Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by BCLS).

SUBDIVISION APPLICATION FILE: 19-23
February 27, 2020
Page 2

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2. 30 Street NE is currently constructed to an Interim Rural Arterial Road standard. Upgrading to the current Rural Arterial Road standard is required, in accordance with Specification Drawing No. RD-8. Upgrading may include, but is not limited to, road widening and construction (including bike lane). Records indicate existing paved width of approximately 8.0m, which is 4.0m less than the current RD-8 standard. 2.0m of road widening and construction would be required. Since this upgrade is premature at this time, a 100% cash in lieu payment towards future upgrading will be accepted. City will require a third party Engineer's Opinion of Probable Cost to determine value of works. Owner / Developer is responsible for all associated costs.

3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.

4. As 30 Street NE is designated as an Arterial Road, accesses shall be designed by keeping to a minimum number. Only 1 driveway access per parcel will be permitted onto 30 Street NE and a reciprocal access agreement will be required to service lots. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

Water:

1. The subject property fronts a 150mm diameter Zone 3A watermain on 30 Street NE. No upgrades to watermain will be required at this time.

2. The existing lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit. If the length of service from the property line exceeds 25.0m, a meter vault will be required within 1.0m of property line. Owner / Developer is responsible for all associated costs.

3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).

4. Existing fire hydrant is approximately 5.0m south of the southern boundary of 5271 30 Street NE and parcel is well within hydrant spacing specified in the SDSB. No upgrades are required at this time.

Sanitary:

1. The site does not front on a City of Salmon Arm sanitary sewer system. Subject to the required approvals from Interior Health Authority, private on-site disposal systems will be required for each lot.

SUBDIVISION APPLICATION FILE: 19-23
February 27, 2020
Page 3

Drainage:

1. The site does not front on an enclosed storm sewer system. Site drainage will be by an Overland and / or Ground Discharge system. Drainage issues related to development to be addressed at time of Building Permit application to meet requirements of Building Inspection Department.

Geotechnical:

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

Matt Gienger
Engineering Assistant

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

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Item 9.5

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Single Axle Dump/Plow Unit' in the amount of $58,500.00, which includes the additional funds, PST, and miscellaneous costs for radio purchase, GPS, etc. reallocated from funds from the Equipment Reserve Fund;

AND THAT: Council approve the purchase of the replacement of Unit #30 – Single Axle Dump/Plow truck, from Fort Garry Industries for the quoted amount of $220,551.00 plus taxes as applicable.

Vote Record

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

Opposed:

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

CITY OF
SALMONARM

File: ENG 2020-00-03

TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: August 7, 2020

SUBJECT: **PURCHASE RECOMMENDATION FOR REPLACEMENT OF UNIT #30 SINGLE AXLE DUMP/PLOW UNIT**

STAFF RECOMMENDATION

THAT: **The 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Single Axle Dump/Plow Unit' in the amount of $58,500.00, which includes the additional funds, PST, and miscellaneous costs for radio purchase, GPS, etc. reallocated from funds from the Equipment Reserve Fund.**

AND THAT: **Council approve the purchase of the replacement of Unit #30 – Single Axle Dump/Plow Truck, from Fort Garry Industries for the quoted amount of $220,551.00.00 plus taxes as applicable.**

BACKGROUND

The City of Salmon Arm Public Works utilizes a single axle dump truck with combo box year round. The combo box allows for standard hauling of material, in addition acts as a sanding/salt unit within winter operations complete with a front mounted plow. With a single axle, the quantity of hauling is significantly decreased from a tandem axle from 13 cubic yards down to 7. The benefits within the shorter wheel base allowing for more accessibility within tight areas, specifically in winter operations.

A Request for Quotation was advertised on BC Bid and City webpage for the supply & delivery of a Single Axle Dump/Sander Truck. Four (4) companies quoted, with Ten (10) different truck options, and were received on Thursday June 25, 2020, as follows:

Company	Model	Sub-Total Price	Price Incl. Tax
IRL International Truck Centre Ltd.	2021 International HV507 w/ Viking Cives	$ 209,223.03	$ 234,329.79
	2021 International HV507 w/ Fort Garry	$ 225,123.03	$ 252,137.79
	2021 International HV507 w/ Drive Products	$ 237,123.03	$ 265,577.79

	2021 International HV507 w/ Commercial Truck	$ 246,316.03	$ 275,873.95
Fort Garry Industries	2021 Freightliner M2-106 w/ Fort Garry	$ 220,551.00	$ 247,005.08
R.James Management Group	2021 Freightliner M2-106 w/ Drive Products	$ 226,587.00	$ 253,777.44
	2021 Freightliner M2-106 w/ Commercial Truck	$ 235,780.00	$ 264,073.60
	2021 Western Star 4700 w/ Drive Products	$ 243,315.00	$ 272,512.80
	2021 Western Star 4700 w/ Commercial Truck	$ 252,508.00	$ 282,808.96
Inland Kenworth ltd.	2021 Kenworth T470 w/ unknown Body Builder	$ 271,132.00	$ 303,667.84

Staff had specified many detailed aspects of the truck, which a vast majority have been met in the quote submissions. These specifications range from dimensions of the truck, weight of plows & axles, hydraulic specific operations, lighting and mounting location, etc. All specifications were set from our experience with existing equipment and history and involvement from operators.

Our specifications closely copied our existing Unit #30 – 2004 Freightliner M2-106 (shown below). This existing truck has been in our fleet for a number of years and has presented itself an important piece for subdivisions, or tight areas in winter operations. Due to its smaller wheelbase, this truck thrives in our new urban subdivision and even cul-de-sacs, but can also handle larger collector or arterial roads and hills without a problem. As Unit #30 is coming to the end of its life, we are trying to maintain this classification of truck. The existing truck will remain in the fleet due to the need for additional plow trucks as our roads are increasing whereas our plow equipment is not.

Staff have reviewed all proposals in detail. Our main focus is an attempt to select a truck that will prevent downtime in winter operations. A single breakdown in winter, can present criticism from the public and potential un-finished routes throughout normal working hours and extreme costs.

After review, all cab and chassis (trucks) are suitable for our needs, therefore we ranked the dump box, plow, and controllers. We are recommending award for the purchase to Fort Garry Industries with the 2021 Freightliner M2-106, a Tenco box and Bosch Rexroth Controllers. It is our highest evaluated quote meeting our specifications. Our reasoning for selecting this truck is as follows:

- Our newly purchased Tandem Dump/Plow Unit #63 has the Tenco box with Bosch Rexroth Controls. There is a large benefit having the same brand and parts, as we are able to stock parts that can save multiple days in winter operation breakdowns.
- Conveyor chain adjustments are more user friendly
- The proposed plow & mounting system is more favorable due to operations and weight than the other options
- The Freightliner wheelbase is anticipated to fit our needs of this truck more than others.
- This quote has met 98% of the specifications as set out in the Request for Quotation.

Fort Garry Industries is based out of Langley, BC and has supplied units to the City of Salmon Arm and other municipalities.

The approved funding for this purchase is $180,000 from the 2020 Machinery & Equipment Capital Budget. We recommend that the budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of Unit #30 – Single Axle Dump/Plow Unit replacement to be awarded to Fort Garry Industries, for the quoted price of $220,551.00 plus taxes as applicable.

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

Cc Tracy Tulak, CFO (Acting)

Item 9.6

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding required for the Dock Replacement at the Downtown Wharf in the amount of Two Hundred Thousand ($200,000.00), which includes the additional funds to complete the entire area as quoted, hired QEP and contingencies reallocated from funds from the Wharf/Float – Major Maintenance;

AND THAT: Council award the Downtown Wharf Dock Replacement contract to Landmark Solutions Ltd. in accordance with the unit prices specified in their proposal, in the amount of Six Hundred and Fifty Thousand Seven Hundred and Thirty Five ($650,735.00), plus taxes as applicable.

Vote Record

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

  Opposed:

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

CITY OF SALMONARM

TO: His Worship the Mayor Harrison and Members of Council

FROM: Jennifer Wilson, City Engineer

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: August 8, 2020

SUBJECT: **AWARD RECOMMENDATION – WHARF MARINA DOCK REPLACEMENT**

STAFF RECOMMENDATION

THAT: **The 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding required for the Dock Replacement at the Downtown Wharf in the amount of $200,000, which includes the additional funds to complete the entire area as quoted, hired QEP and contingencies reallocated from funds from the Wharf/Float – Major Maintenance.**

AND THAT: **Council award the Downtown Wharf Dock Replacement contract to Landmark Solutions Ltd. in accordance with the unit prices specified in their proposal, in the amount of Six Hundred and Fifty Thousand Seven Hundred and Thirty Five ($650,735.00), plus taxes as applicable.**

BACKGROUND

The Downtown Wharf Marina is owned by the City and currently leased by Sea Dog Rentals. At present, it provides moorage for privately owned boats. Currently the marina is comprised of a main walkway, secondary fingers, boat slips constructed of wood with plumbing (water supply & fire protection), and electrical, all of which is held in place by steel piles. The existing structures are overdue for replacement and currently present high maintenance and safety concerns.

The intent of the project is to ensure safe use by the public by replacing the existing docks, designed in a manner that respects sensitive fish habitat and the navigation corridor through the marina. The plan is to remove and replace existing structures with similar dimensions and layout.

A Request for Proposal was advertised on BC Bid and City webpage for the Requests for Proposals on May 8, 2020. Five (5) companies submitted, and were received on Thursday June 11, 2020, as follows:

Company	Price excl. tax	Proposal Ranking
Landmark Solutions Ltd	$ 650,735.00	1
RW Gallant Equipment Ltd.	$ 675,389.85	2
Arise Marine Construction	$ 697,426.35	4
Queensboro Marine Equipment Ltd.	$ 750,816.40	3
VVI Construction Ltd.	$ 1,045,460.00	5

Staff evaluation committee have reviewed all submitted proposals. The evaluation was based on the following breakdown:

- 30% - Proposal is clear and captures all requirements within the Request for Proposal
- 25% - Proponents experience and team qualifications
- 15% - Proponent has successfully completed projects on Shuswap Lake
- 30% - Price

The two highest ranked proponents met with the evaluation committee to discuss design rationales, possible design changes or restrictions and environmental impact or concerns. The clarifications and additional information were included in the evaluation. The highest ranked proposal prior to and after the secondary meeting was from the same proponent, Landmark Solutions Ltd. Staff note that the price of the Gallant proposal went up to deal with environmental concerns, but this did not change the overall proposal rankings. As such the committee recommends that the project be awarded to Landmark Solutions Ltd. Landmark has proven their extensive knowledge throughout their site layout, proposed plans and other completed projects. The attached documents show the scope of work and proposed plans. The proposed dock replacement will improve the lifespan of this facility and will also add to the economic viability of the City's Marina.

Landmark Solutions Ltd. is based out of Salmon Arm, BC and has completed projects for the City of Salmon Arm in other capacities.

The approved funding for this project is $500,000. We recommend that the budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the completion of the entire replacement and be awarded to Landmark Solutions Ltd, for the quoted price of $650,735.00 plus taxes as applicable.

Respectfully submitted,

Reviewed by:

Jenifer Wilson, P.Eng.
City Engineer

Approved by:

Carl Bannister,
Chief Administrative Officer

cc Tracy Tulak, CFO (Acting)

3. PROPOSED DESIGN

3.1 DESIGN CONCEPT

Landmark Solutions Ltd. is proposing its *Landmark Dock System* marina components which are aligned with the design guidance in the RFP. See **Appendix C** for a description of components. Final design will be influenced by any additional information provided by the client.

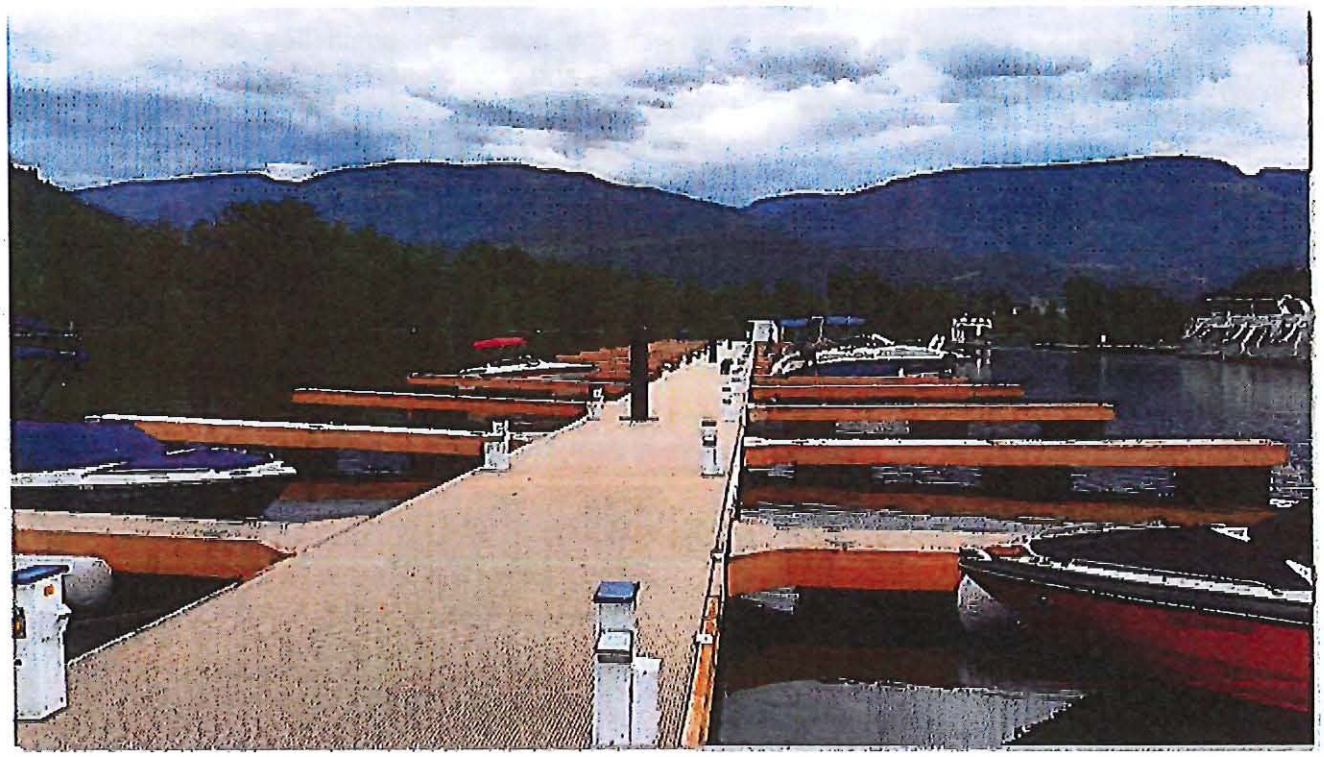
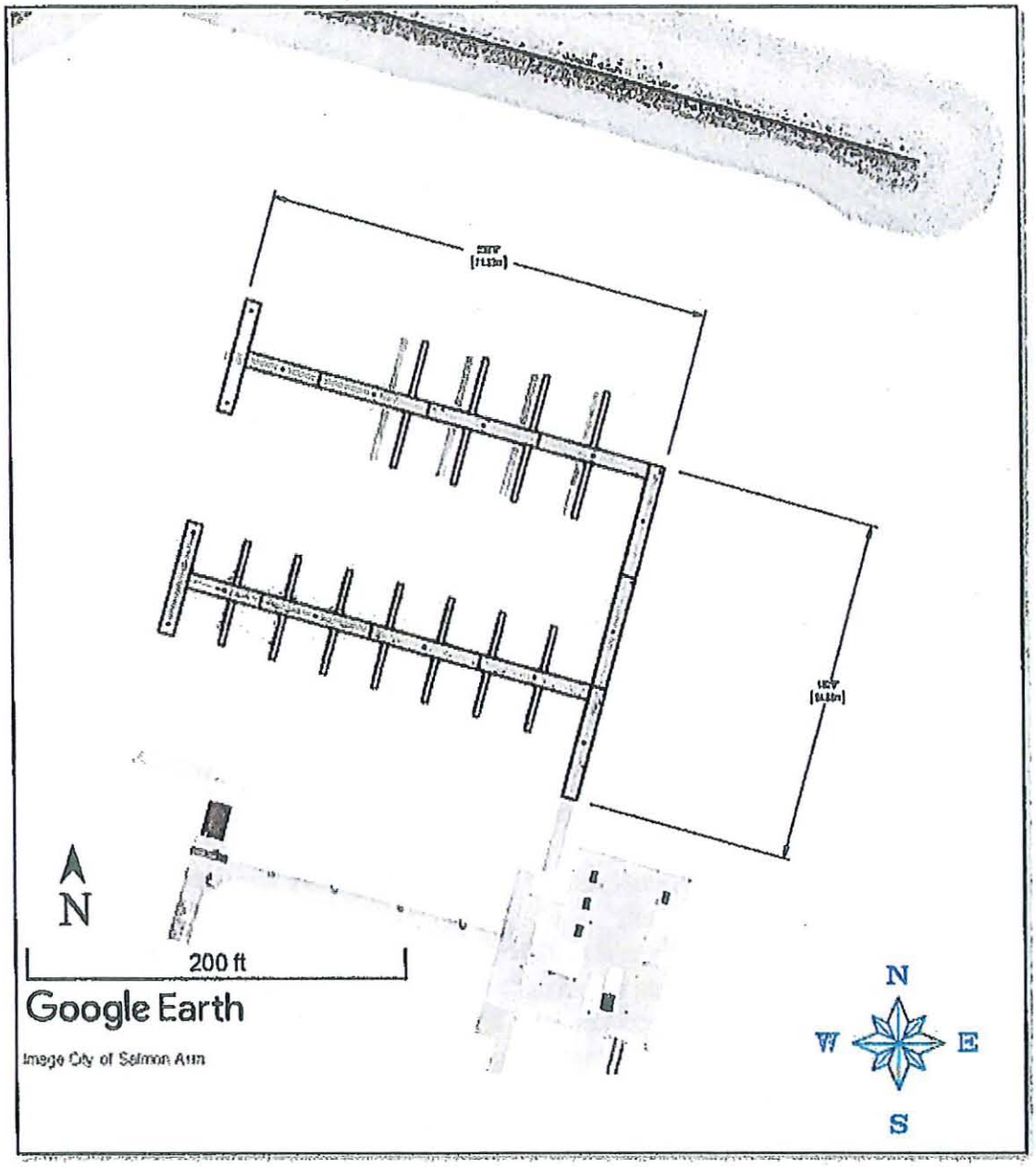


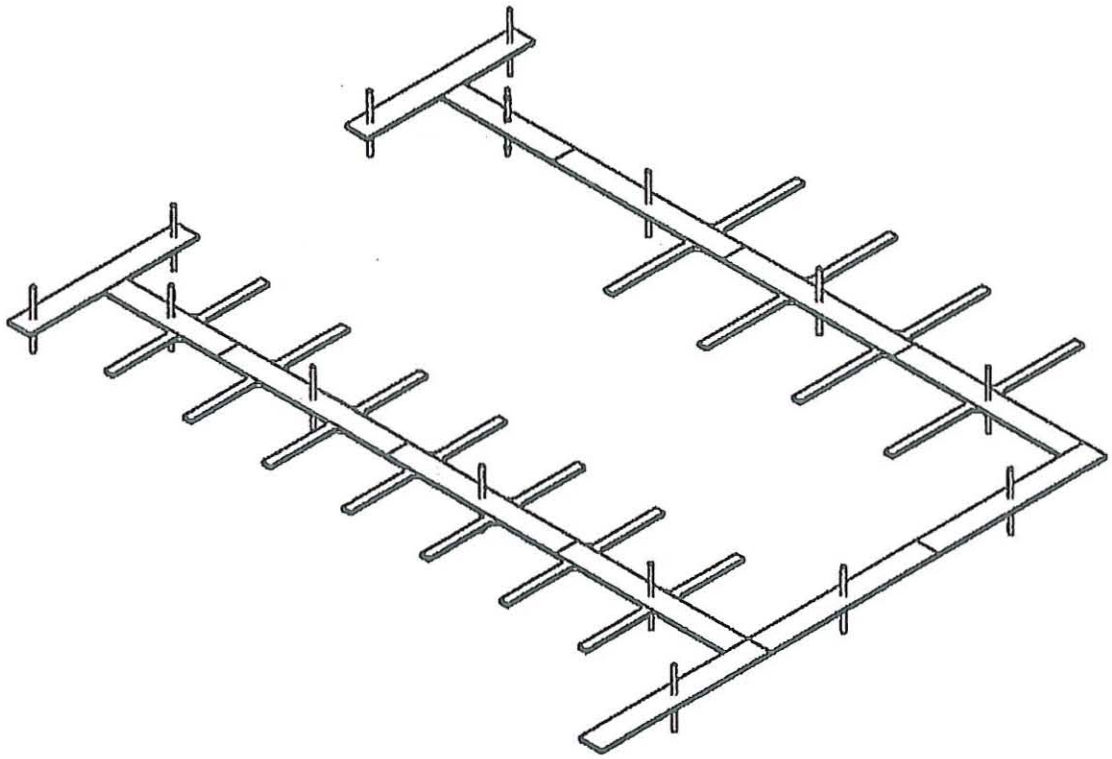
Photo above shows an example of the Landmark Dock System with pedestals including power, water, and LED lighting. This provides the reader with a visual representation of the components to be used for the Salmon Arm Downtown Wharf Marina.

3.1 PRELIMINARY DESIGN SCHEMATIC

The following schematic has been overlaid on a google image and shows the approximate footprint of the proposed marina. It will be substantially in the same location as the existing marina.



The drawing below shows the orientation as well as pile securing concept. Desktop design drawings including dimensions have been included in **Appendix D**.



3.2 PRELIMINARY DESIGN FEATURES

The Landmark preliminary design includes:

- 8' wide main docks with steel pontoon construction secured with repositioned existing piles,
- 8' wide end docks (optional),
- 24' and 30' long fingers (a total of 22 fingers) with 4 or 6 folding cleats/finger provide a total of 50 slips plus areas for day use on the optional end docks and north dock,
- Galvanized subdeck to accommodate utilities,
- Hose bibs, electrical connections and fire extinguisher cabinets,
- LED edge lighting,
- Light-penetrating fiberglass reinforced plastic (FRP) decking,
- Douglas fir facia
- Access gate with keypad security

Landmark would also recommend that the City of Salmon Arm consider additional safety measures including signage, throw rings and strategically positioned ladders.

The table below identifies Landmark's response to the requirements including design criteria and site constraints.

Item 9.7

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Marine Park Drive Parking Lot project in the amount of $13,500.00. This amount to be transferred from the Gas Tax Source from the 1 Street SE Sidewalk project;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the Lakeshore Road Repair project in the amount of $23,500.00. $8,500.00 to be transferred from General Revenue Source from the 1 Street SE Sidewalk project, and $10,00.00 to be transferred from General Revenue Source from the Lakeshore Road Slope Stabilization Design project and $5,000.00 to be transferred from Gas Tax Source from the 23 Street Sidewalk project;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the 10 Avenue NW Road Repair project in the amount of $19,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the Harbourfront Drive NE Sidewalk Replacement project in the amount of $25,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

  Opposed:

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

CITY OF SALMONARM

File: 5220.2020-001

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: August 17, 2020

SUBJECT: **CAPITAL PROJECT BUDGET AMENDMENTS**

STAFF RECOMMENDATION

THAT: **The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Marine Park Drive Parking Lot project in the amount of $13,500.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;**

AND THAT: **The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the Lakeshore Road Repair project in the amount of $23,500.00. $8,500.00 to be transferred from General Revenue Source from the 1 Street SE Sidewalk project, $10,000.00 to be transferred from General Revenue Source from the Lakeshore Road Slope Stabilization Design project and $5,000.00 to be transferred from Gas Tax Source from the 23 Street Sidewalk project;**

AND THAT: **The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the 10 Avenue NW Road Repair project in the amount of $19,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;**

AND THAT: **The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the Harbourfront Drive NE Sidewalk Replacement project in the amount of $25,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;**

BACKGROUND

The details of the requested budget amendments are described below:

1 Street SE Sidewalk – This project involved the replacement of approximately 200m of sidewalk and installation of street lighting. The unit price of concrete was significantly less expensive this year resulting in substantial savings of approximately $70,000.

23 Street NE Sidewalk – This project involved the replacement of approximately 100m of sidewalk and replacement of existing street light fixtures with LEDs. The unit price of concrete was significantly less expensive this year resulting in substantial savings of approximately $11,000.

Marine Park Parking Lot – This project involved pulverizing the existing pavement surface, grading and drainage works, geogrid for additional strength and asphalt paving of the Marine Park Parking Lot. Originally, the budget only included half the parking lot area due to budgeting constraints; however, due to the logistics of completing half the project, low unit price of asphalt paving this year and savings in other transportation projects, the decision was made to complete the entire parking lot. The budget was exceeded by approximately $9,500. Staff would like to finish off the project with replacing existing lighting with LED fixtures which would add another $4,000 to the project for a total overage of $13,500.

Lakeshore Drive Road Repair – Lakeshore Drive had superficial slippage at the usual locations between 10 Street and 17 Avenue NE during the Spring/Summer. The slippage impacted the northern driving lane and had to be remedied immediately due to safety concerns. Staff worked with the engineering firm completing the preliminary design assessment for Lakeshore Drive to come up with a suitable treatment. Public works staff came up with a creative and successful treatment that should hold for a much longer time period than previous road patches. Works are estimated to be $23,500.

Lakeshore Drive Road Stabilization Design – The feasibility study for the stabilization of Lakeshore Drive has been ongoing throughout 2020. The results of the feasibility study are required to move forward with the next phase which is the Lakeshore Drive Road Stabilization Design project. At this point in the season, it is not feasible to complete this project in its entirety this year and as such budget is available to be redirected to cover funding for emergency repairs on Lakeshore Drive within the study area.

10 Ave NW Road Repair – The culvert replacement works at 10 Avenue NW at Palmer Creek resulted in steep slopes with challenging erosion concerns. During the Spring rain events, serious erosion was occurring threatening the structural integrity of the roadway and support slopes requiring immediate remedy. Staff worked with the engineering firm that completed the Palmer Creek culvert replacement design to come up with a long-term solution for erosion concerns. Works are estimated at $19,000.

Harbourfront Drive NE – The bike path located along Harbourfront Drive NE has long been a maintenance concern for staff due to the lifting of panels by tree roots causing severe tripping hazards. Due to an increase in complaints and issues in the area (see attached) and reduced concrete pricing in 2020, staff are requesting a new capital project to removed the printed concrete bike lane and sidewalk and install a 2.5m wide concrete sidewalk offset from the existing trees. This will alleviate the constant maintenance concerns and align with the cross-section requested of the recent development at the west end of Harbourfront Drive. Works are estimated at $25,000.

STAFF COMMENTS

Since instituting the Capital Works Supervisor position the City has been able to focus more staff time towards efficient design and installation of projects which results in substantial savings in our capital works programs. Our supervisor has gone above and beyond to save the City money and maximize the efficiency of our capital works spending and to use savings to minimize operations and maintenance spending through installation of LED fixtures, reduce existing maintenance hazards and much more. For the 2020 Capital program this has meant full completion of the

Marine Park Parking Lot, substantial savings on several projects, installation of LED fixtures on relevant projects, the ability to potentially expand the program to include an additional projects and the ability to cover the unforeseen costs of two road repairs.

With consideration to the above, Staff recommend adjusting the 2020 Capital Works program as follows:

- Amended the Marine Park Drive Parking Lot project in the amount of $13,500.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;
- Add a new Transportation project, the Lakeshore Road Repair project in the amount of $23,500.00. $8,500.00 to be transferred from General Revenue Source from the 1 Street SE Sidewalk project, $10,000.00 to be transferred from General Revenue Source from the Lakeshore Road Slope Stabilization Design project and $5,000.00 to be transferred from Gas Tax Source from the 23 Street Sidewalk project;
- Add a new Transportation project, the 10 Avenue NW Road Repair project in the amount of $19,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;
- Add a new Transportation project, the Harbourfront Drive NE Sidewalk Replacement project in the amount of $25,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

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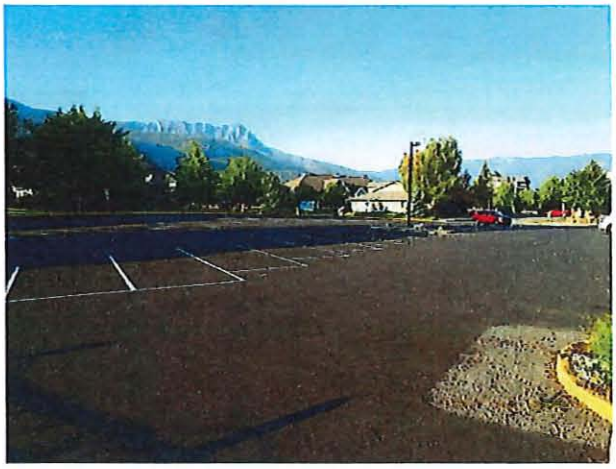
Marine Park – Parking Lot – Construction & Completion photos



Harbourfront Drive Sidewalk Condition

Item 9.8

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council approve the award of the Taxiway Charlie Edge Lighting work to All Phase Electric Ltd., in accordance with their quote, in the amount of $103,611.35 plus taxes as applicable;

AND THAT: Council approve the award of the Optional Works to upgrade the existing runway edge lighting, taxiway edge lighting and apron lighting to LED technology to All Phase Electric Ltd., in accordance with their quote, in the amount of $72,249.17 plus taxes as applicable.

Vote Record

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

  Opposed:

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

CITY OF
SALMONARM

File: 2020-62

TO:	His Worship Mayor Harrison and Members of Council
FROM:	Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY:	Tim Perepolkin, Capital Works Supervisor
DATE:	August 18, 2020
SUBJECT:	**PROJECT AWARD – TAXIWAY CHARLIE EDGE LIGHTING**

STAFF RECOMMENDATION

THAT: Council Approve the award of the Taxiway Charlie Edge Lighting Work to All Phase Electric Ltd., in accordance with their quote, in the amount of $103,611.35 plus taxes as applicable;

AND THAT: Council Approve the award of the Optional Works to Upgrade the Existing Runway Edge Lighting, Taxiway Edge Lighting and Apron Lighting to LED Technology to All Phase Electric Ltd., in accordance with their quote, in the amount of $72,249.17 plus taxes as applicable.

BACKGROUND

The 2020 budget contained in the 2020 to 2024 Financial Plan included $1,168,000 *($520,000 Grant Funded)* for the Taxiway Charlie Upgrading Project. The Taxiway Charlie Project is nearing completion with installation of the New Edge Lighting remaining. The overall project is significantly under budget and staff have reviewed all possible options for additional work that could be attributed to the Taxiway Charlie Project Upgrade to utilize all available grant funding. The existing Runway, Taxiway and Apron Lighting is over 30 years old and at the end of its useful life. An upgrade to LED would reduce overall circuit loading and allow the Taxiway Charlie Edge Lighting to remain on the same closed circuit as the existing lighting rather than construction an additional new circuit.

Many challenges were faced during this project, including delays in Engineering Design, Transport Canada approvals and construction process implementation requiring full closure of the Airport during construction along with accommodating emergency Medi-vac services.

Quote requests for the Supply & Installation of Edge Lighting were issued to three (3) local electrical contractors with two (2) received, results as follows:

Company	Total Quote Amount (excl. taxes)	Taxiway Charlie Edge Lighting "BASE SCOPE" (excl. taxes)	LED Upgrade of Existing Lighting "OPTIONAL WORK" (excl. taxes)
All Phase Electric Ltd.	**$ 175,860.52**	**$ 103,611.35**	**$ 72,249.17**
Inskip Electric Ltd.	$ 201,215.24	$ 126,069.48	$ 75,145.76
Staff Estimate	*$ 199,380.00*	*$ 131,380.00*	*$ 68,000.00*

STAFF COMMENTS

Staff have contacted the grant funding authority to seek an additional completion extension to allow both the completion of Taxiway Charlie Edge Lighting and proposed Optional LED Upgrade of Existing Runway, Taxiway and Apron Edge Lighting. The current deadline of September 30, 2020 will be sufficient to complete the Taxiway Charlie Edge Lighting, however, it will not be sufficient to allow for necessary Transport Canada Approvals to upgrade the existing lighting to LED. Staff have been advised that a grant completion extension is possible, but may not necessarily be approved. Staff will work with the grant authority for a completion extension if Council approves award of the Optional Work, to upgrade existing lighting to LED technology.

Staff recommend that Council approve the award of both the 'Base Scope" Taxiway Charlie Edge Lighting and "Optional Scope" Upgrade of Existing Runway, Taxiway and Apron Lighting to LED. If the grant is not approved or the costs do not qualify under the current approved scope, then the City could use the Airport Lighting Reserve which has $80,736.88 available for this proposed upgrade.

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

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Item 9.9

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the 75 Avenue NE Sanitary Upgrade project in the amount of $13,115.00, to be transferred from the Canoe Sanitary Relining 49-50 Street NE project.

Vote Record

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

  Opposed:

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

CITY OF
SALMONARM

File: 5220.2020-001

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: August 17, 2020

SUBJECT: **75 AVENUE NE SANITARY UPGRADE BUDGET AMENDMENT**

STAFF RECOMMENDATION

THAT: **The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the 75 Avenue NE Sanitary Upgrade project in the amount of $13,115.00. This amount to be transferred from the Canoe Sanitary Relining 49-50 Street NE project;**

BACKGROUND

The 75 Avenue NE Sanitary upgrade design includes a crossing of the Canadian Pacific Railway (CPR) right-of-way. The design budget was prepared based on similar recent projects that included trenchless installations of utility crossings of the CPR right of way; however, the requirements for CPR review have changed and now require a geotechnical report and third party review, increasing costs significantly.

The Canoe Sanitary Relining 49-50 Street NE project was phased upon inspection of the sanitary main (varying conditions required replacement only of a small section of the main), leaving a surplus of approximately $238,390.

STAFF COMMENTS

With consideration to the above, Staff recommend that The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the 75 Avenue NE Sanitary Upgrade project in the amount of $13,115.00. This amount to be transferred from the Canoe Sanitary Relining 49-50 Street NE project;

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

Item 10.1

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4401 be read a first and second time;

AND THAT: final reading be withheld subject to confirmation that the proposed secondary suite in the existing single family dwelling meeting Zoning Bylaw and BC Building Code requirements.

[ZON-1179; Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8]

Vote Record

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

  Opposed:

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

CITY OF
SALMONARM

To: His Worship Mayor Harrison and Members of Council

Date: August 5, 2020

Subject: Zoning Bylaw Amendment Application No. 1179

Legal: Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502, Except Plan KAP54919
Civic Address: 1270 – 52 Avenue NE
Owner/Applicant: Warden, E. & T.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502, Except Plan KAP54919 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 confirmation that the proposed *secondary suite* in the existing single family dwelling meets Zoning Bylaw and BC Building Code requirements.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1270 – 52 Avenue NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the development of a legal *secondary suite* within the existing single family dwelling.

BACKGROUND – SECONDARY SUITES

The parcel is designated Low Density Residential in the City's Official Community Plan (OCP), and zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 3 & 4).

The subject parcel is located in the "Raven" residential neighbourhood, largely comprised of R-1 zoned parcels containing single family dwellings. There are currently five R-8 zoned parcels within the proximity of the subject parcel, including the parcel directly to the east.

The property is approximately 1,800 square metres in size, and contains a non-conforming *secondary suite* within the existing single family dwelling. The applicant has provided a letter of intent (Appendix 5) and has submitted a Building Permit application (BP-16455B). Site photos are attached as Appendix 6.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property has potential to meet the conditions for the development of a *secondary suite*, including sufficient space to meet the parking requirement.

COMMENTS

Engineering Department

No concerns with rezoning. An account has been created for the required water service upgrade.

Building Department

BC Building Code requirements must be met to construct a *secondary suite*. Building Permit application (BP-16455B) submitted.

Fire Department

No concerns.

Planning Department

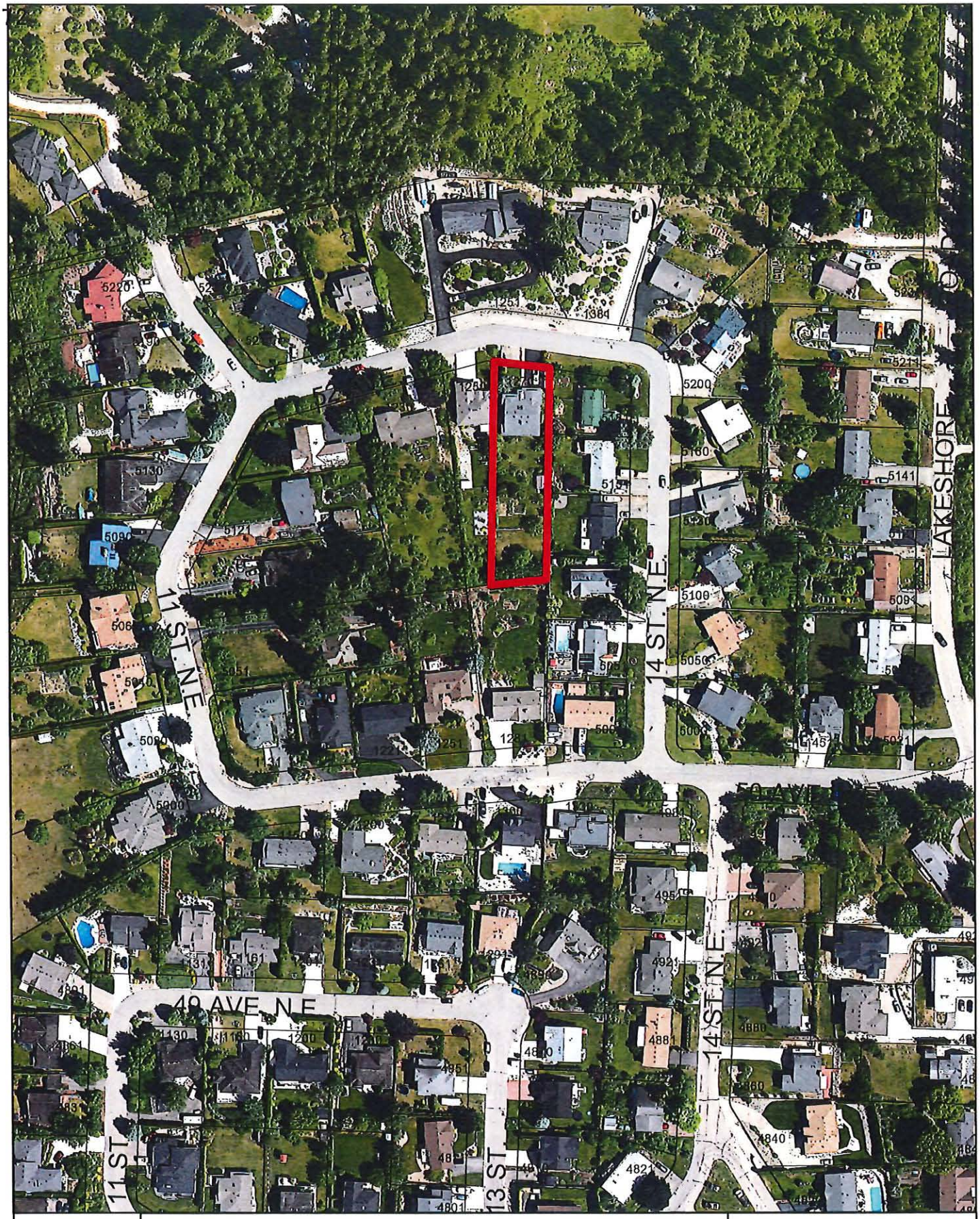
The owners have been forthcoming in their intent to convert an existing non-conforming suite within the existing single family dwelling to a legal *secondary suite* in conformance with the BC Building Code through a Building Permit application (BP-16455B). Their stated intent for the suite is for the use of family members. Prior to final reading of the zoning amendment bylaw, confirmation will be required that the *secondary suite* in the existing single family dwelling meets BC Building Code requirements, included in the motion for consideration as is standard practice with such applications.

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any new development will require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements.

Prepared by: Chris Larson, MCP
Senior Planner

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

Appendix 1: Aerial View

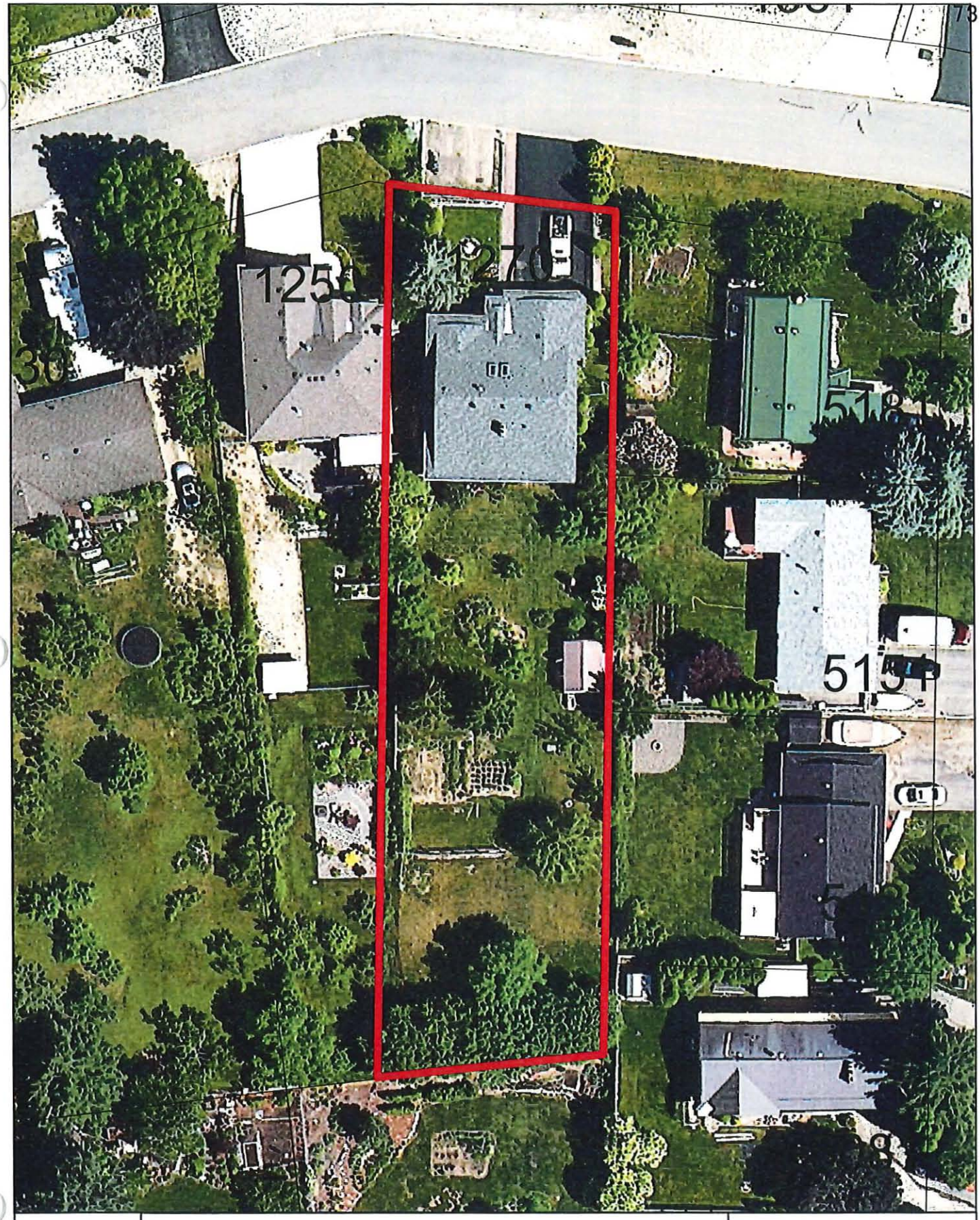


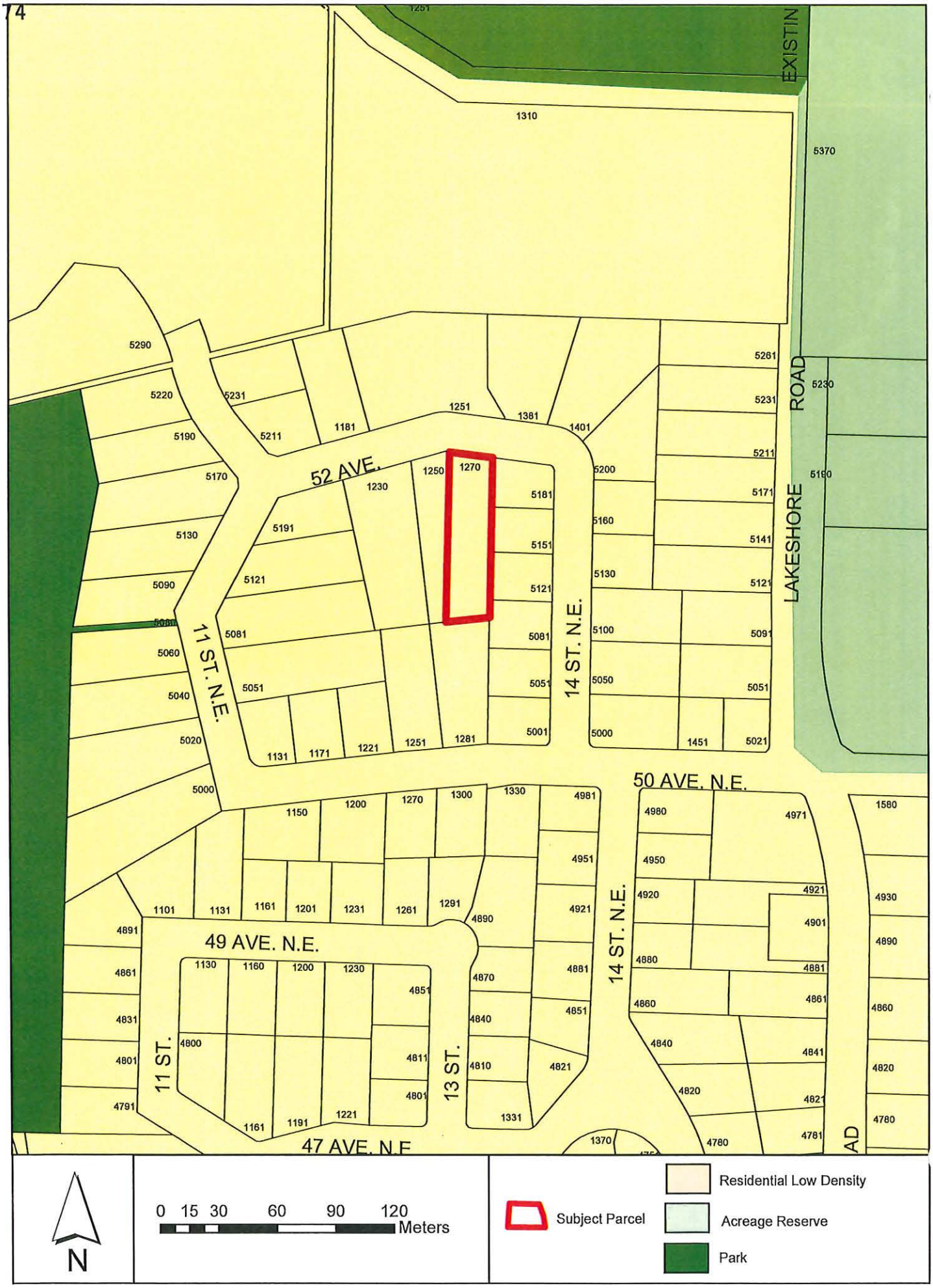
N

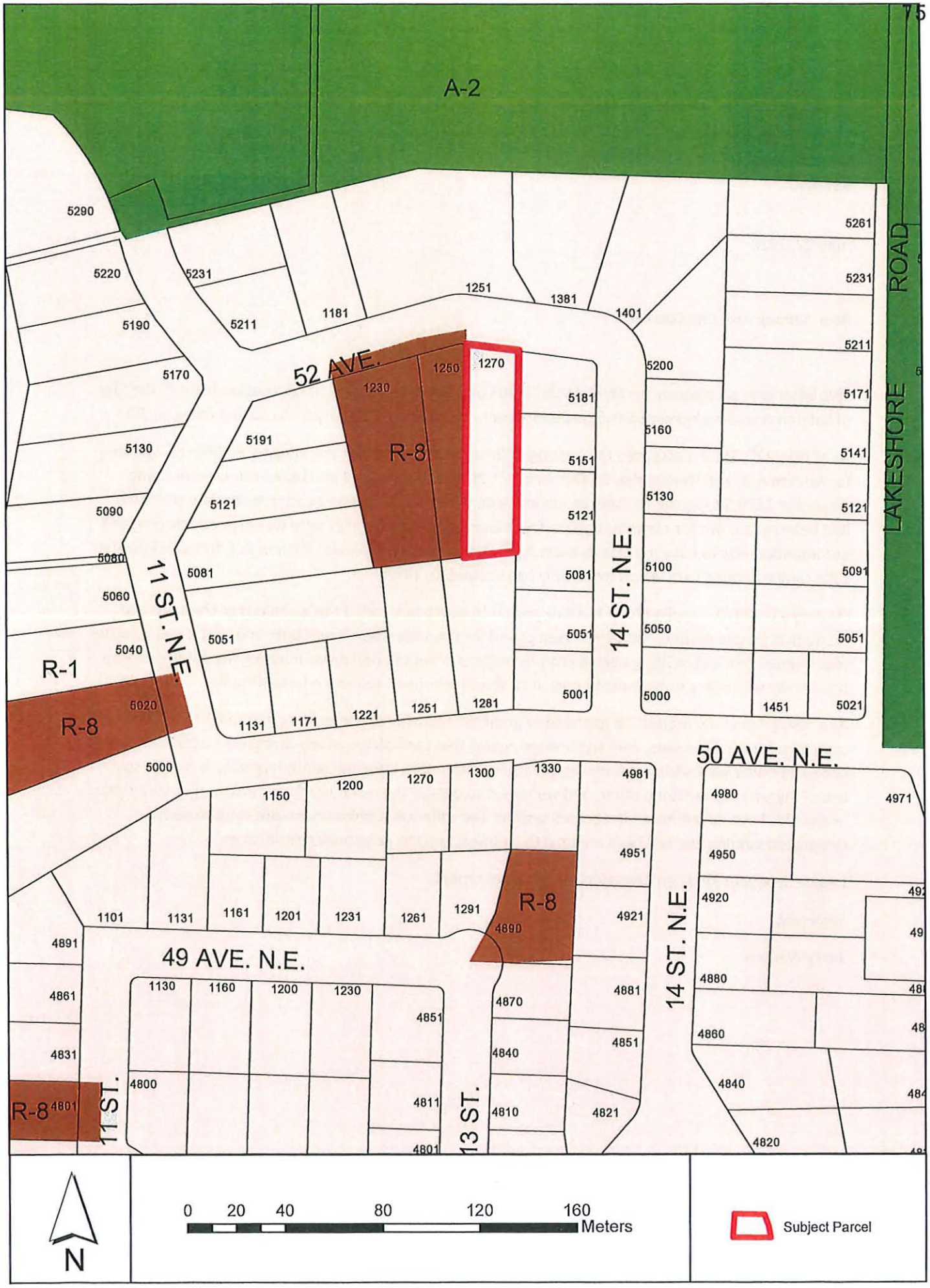
0 20 40 80 120 160 Meters

Subject Parcel

Appendix 2: Parcel View




52 AVE.
11 ST. N.E.
14 ST. N.E.
LAKESHORE ROAD
50 AVE. N.E.
49 AVE. N.E.
11 ST.
13 ST.
47 AVE. N.E.
N
0 15 30 60 90 120
Meters
Subject Parcel
Residential Low Density
Acreage Reserve
Park


A-2
LAKESHORE ROAD
52 AVE.
50 AVE. N.E.
49 AVE. N.E.
11 ST. N.E.
14 ST. N.E.
11 ST.
13 ST.
R-8
R-1
5290
5220
5231
5211
5190
5170
5130
5090
5080
5060
5040
5020
5000
5261
5231
5211
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1131
1171
1221
1251
1281
1150
1200
1270
1300
1330
4981
4951
4921
4881
4851
4821
4980
4971
4950
4920
4880
4860
4840
4820
1101
1131
1161
1201
1231
1261
1291
4890
4891
4861
4831
4801
1130
1160
1200
1230
4851
4870
4840
4810
4800
4811
4801
0 20 40 80 120 160 Meters
N
Subject Parcel

Terry Warden
1270 52 Avenue NE
Salmon Arm, BC
V1E 3M7

June 22, 2020

Attn: Salmon Arm City Council

This letter is to accompany my formal submission of a Zoning Amendment Application Form to the City of Salmon Arm Development Services Department, from Zoning Category R1 to Zoning Category R8.

As of May 27th, 2019, I accepted the posting of Government Agent for the Ministry of Citizens' Services for Salmon Arm and Revelstoke. On October 16th, 2019, my wife and I purchased our current home located at 1270 52 Avenue NE here in Salmon Arm, where there was an existing secondary suite that had been rented out for numerous years. Our assumption was that this suite was in good standing and our intention was to have my elderly parents, Evan and Betty Warden (of Vernon BC), to move into the suite until extended care would eventually be required for them.

On May 21st, 2020, I applied for a building permit to upgrade some of the amenities of the suite and found that proper permits had never been pulled for the suite when it was built and that it was now our requirement to meet building permit requirements in order to proceed with having my elderly parents occupy the secondary suite, most importantly, the requirement to rezone from R1 to R8.

As a result, I am now requesting approval to grant the rezoning of my residence from R1 to R8 so that I can move forward this plan, with the understanding that I will oblige all requirements under BC building code and municipal building permit requirements. Our intent is for the secondary suite is for the sole use of my parents and none other, and we intend to occupy the residence for a minimum of 15-20 years as our kids have now entered the school system. The suite will require no modification to current designated parking and will have minimal to no impact on the neighboring residences.

I appreciate your kind consideration for this amendment.

Sincerely,

Terry Warden

View of subject parcel looking southwest from 52 Avenue NE.

View of subject parcel looking southeast from 52 Avenue NE.

CITY OF SALMON ARM

BYLAW NO. 4401

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 by electronic means as authorized by Ministerial Order M192, British Columbia, on at the hour of 7:00 p.m. was published in the and , 2020 issues of the Salmon Arm Observer;

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

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

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

   Rezone Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502, Except Plan KAP54919 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

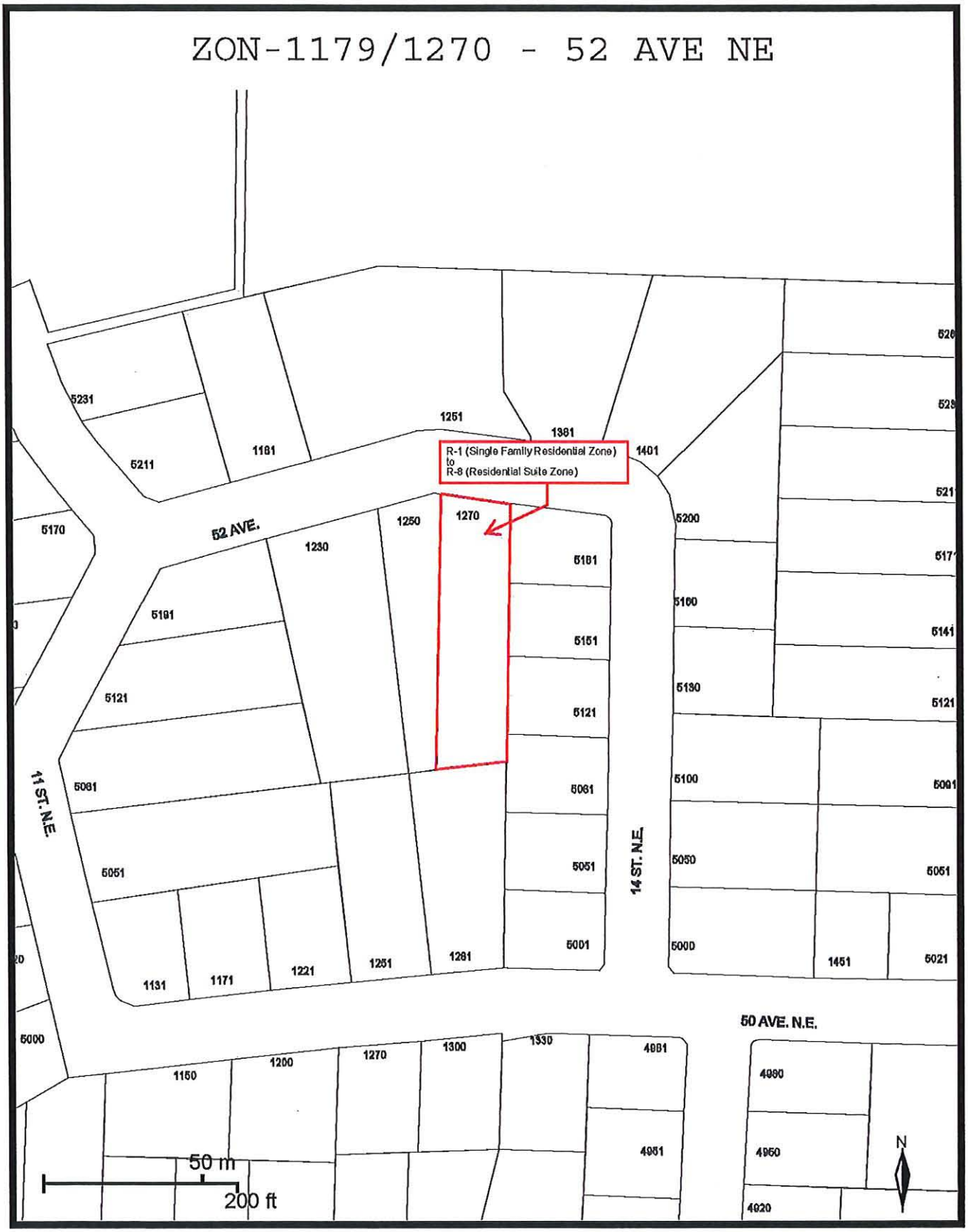
This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4401"**

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

_____
MAYOR

_____
CORPORATE OFFICER

SCHEDULE "A"


ZON-1179/1270 - 52 AVE NE
R-1 (Single Family Residential Zone)
to
R-8 (Residential Suite Zone)
52 AVE.
11 ST. N.E.
14 ST. N.E.
50 AVE. N.E.
5231
5211
1181
1251
1381
1401
5170
1230
1250
1270
5181
5200
5191
5160
5151
5141
5121
5130
5121
5081
5061
5100
5091
5051
5050
5061
5001
5000
1451
5021
1131
1171
1221
1251
1281
5000
1150
1200
1270
1300
1330
4981
4980
4951
4950
4920
50 m
200 ft
N

Item 10.2

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4403 be read a first and second time.

[ZON-1180; Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8]

Vote Record

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

Opposed:

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

CITY OF
SALMONARM

To: His Worship Mayor Harrison and Members of Council

Date: August 07, 2020

Subject: Zoning Bylaw Amendment Application No. 1180

Legal: Lot 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286
Civic: 1021 – 17 Avenue SE
Owner/Applicant: S. & S. Beck

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

STAFF RECOMMENDATION

THAT: The Motion for Consideration be adopted.

PROPOSAL

The subject parcel is located at 1021 – 17 Avenue SE, in the new Byersview Subdivision (Appendix 1 & 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a secondary suite within a new single family dwelling. Site photos are attached as Appendix 3.

BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1, Single Family Residential in the Zoning Bylaw (Appendix 4 & 5). The neighbourhood is largely comprised of R-1 zoned parcels containing single family dwellings. There are three other lots in the subdivision that have been rezoned to R-8 to permit secondary suites in new houses. There are still many larger rural properties zoned A-2 to the south and west of Byersview. Recently in 2019, a large A-2 zoned parcel to the east was rezoned to R-8 in preparation for a future subdivision.

The subject parcel is located at the corner of 10 Street and 17 Avenue SE with an area of 0.109 hectares (.27 acres). There is a covenant registered to the Title of the property restricting access to 10 Street SE; therefore, the house and driveway will face 17 Avenue SE. The south / front parcel line has a width of approximately 32 m. The size and width of the subject property can meet the conditions as specified within the proposed R-8 Zone.

The applicant wishes to construct a new house with a secondary suite on the lower level. Building plans have been submitted, see Appendix 6. The lower level floor plan indicates the proposed suite to be 74.4 m^2 (801 ft^2) and the site plan shows a double car garage and a driveway with a width of 7.3 m (24 ft). Thus, the size of the suite is within the maximum 90 m^2 (968.8 ft^2); and, the provision to provide an additional off-street parking stall for the suite can be fulfilled.

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

COMMENTS

Engineering Department

No concerns.

Building Department

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

Fire Department

No concerns.

Planning Department

The proposed R-8 zoning is consistent with the OCP; and, the plans provided indicate that the requirements specified in the R-8 Zone can be achieved, including the provision of onsite parking. Therefore, this application is supported by staff. Development of a single family dwelling with a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.

Prepared by: Denise Ackerman
Planner, Development Services

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

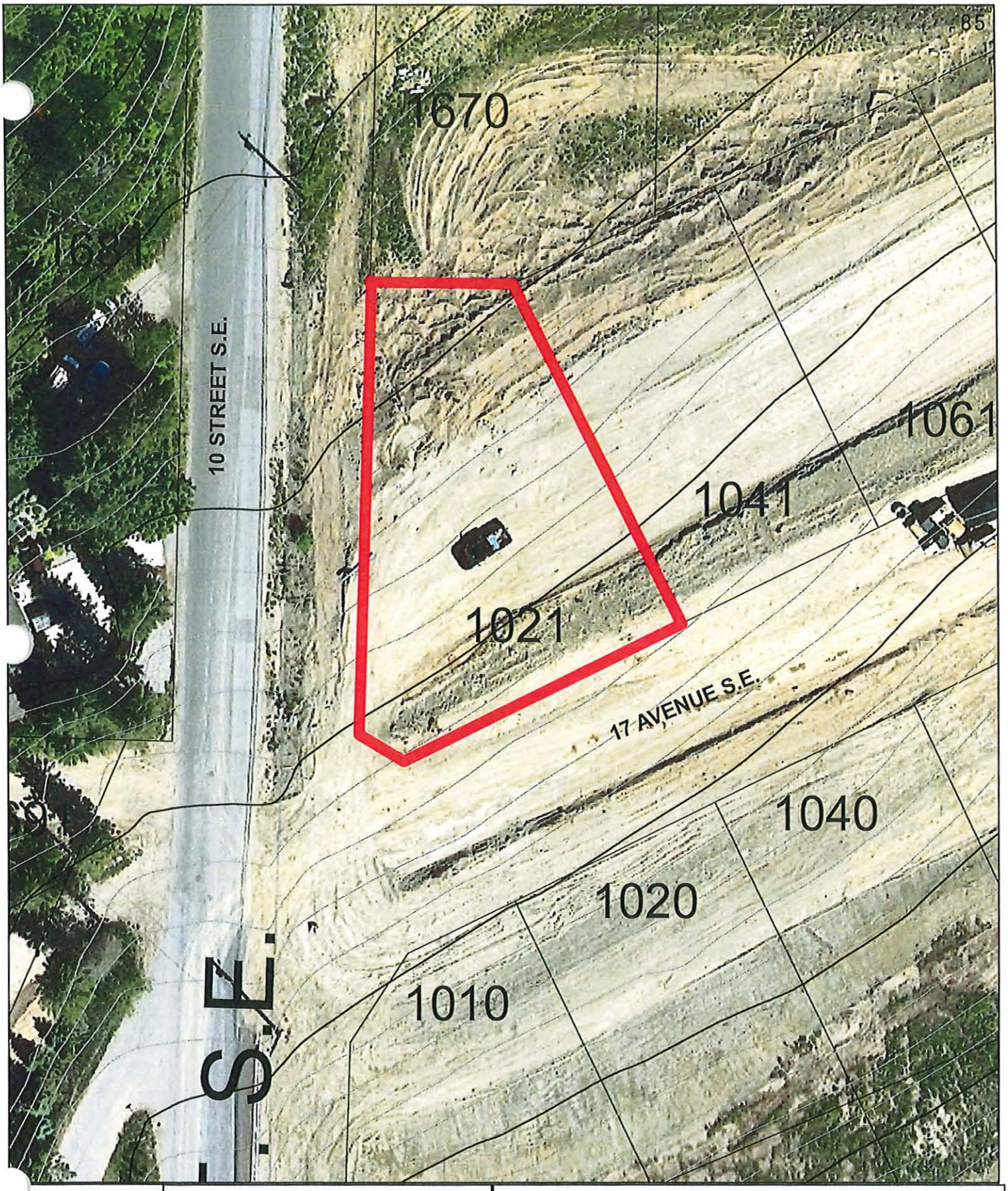
APPENDIX 1: Location Map

N

0 12.5 25 50 75 100 Meters

Subject Parcel

APPENDIX 2: Parcel View with 1 m. Contours

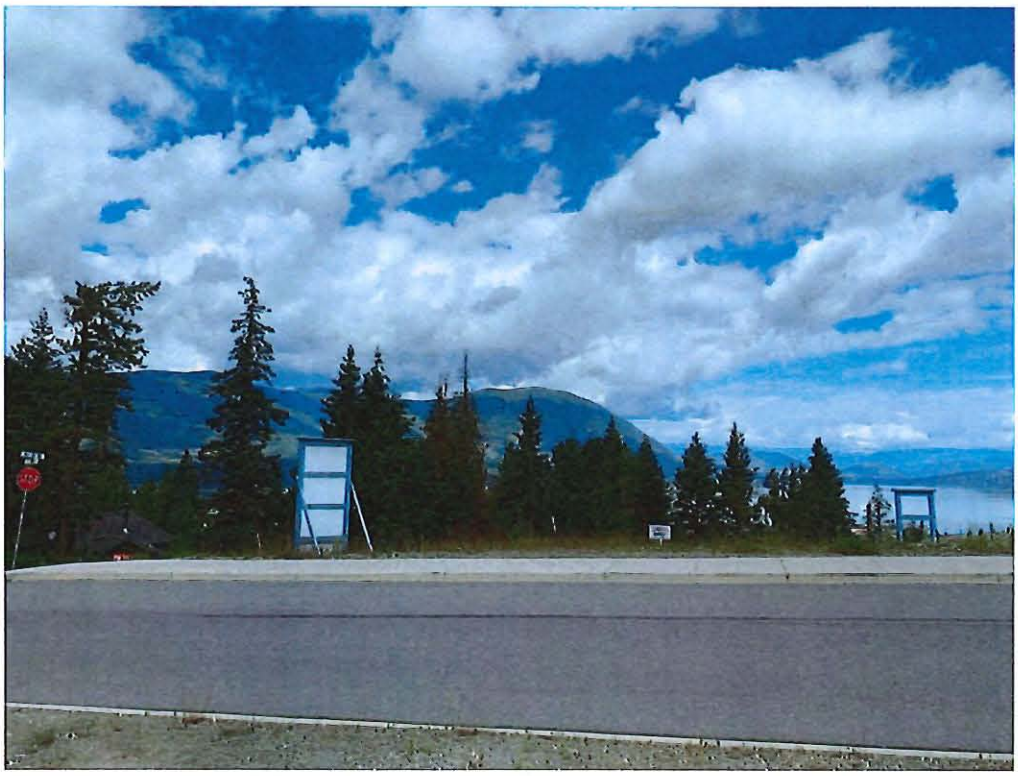


N

0 2.5 5 10 15 20 Meters

Subject Parcel

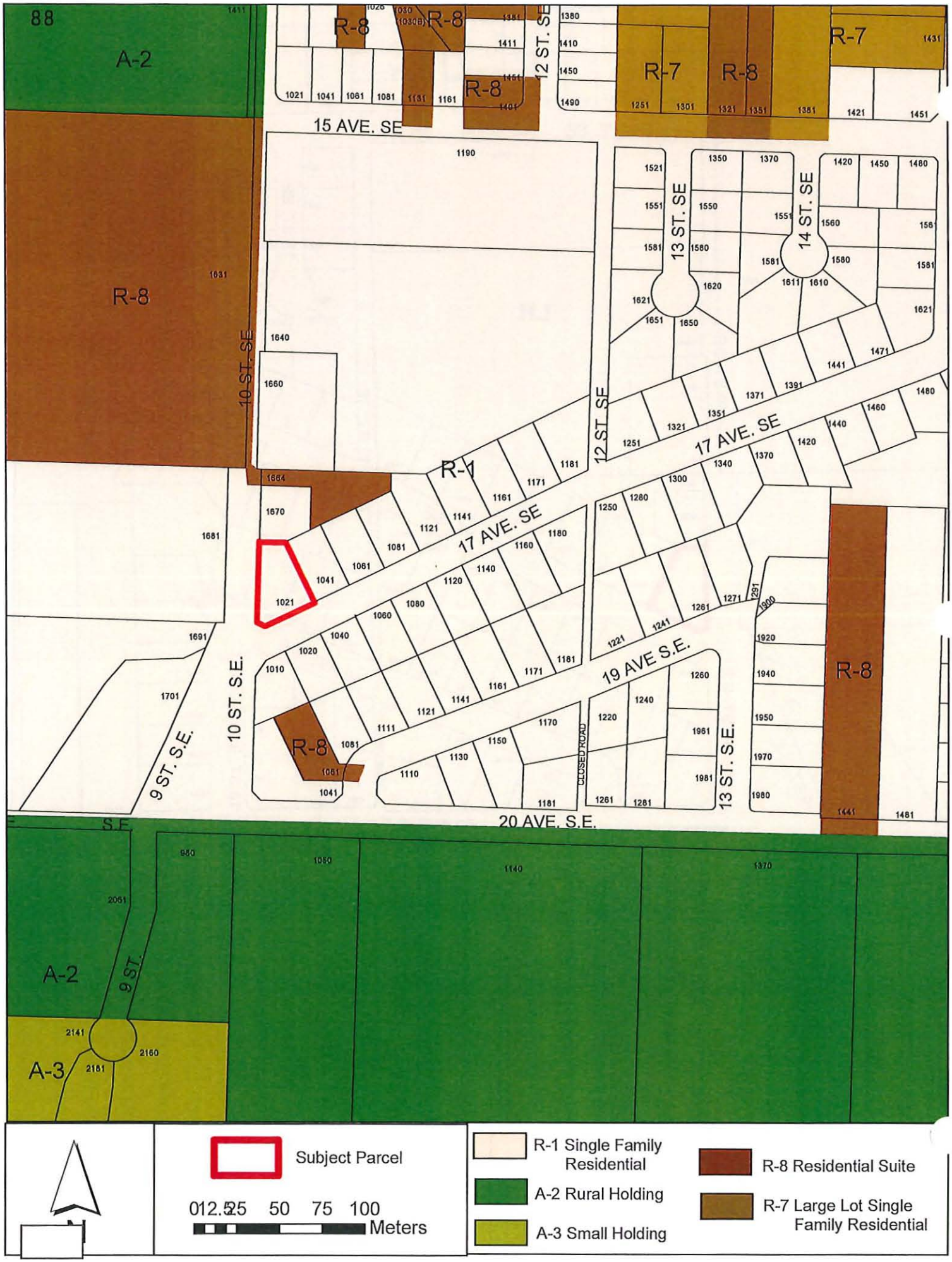
View of subject property looking east.

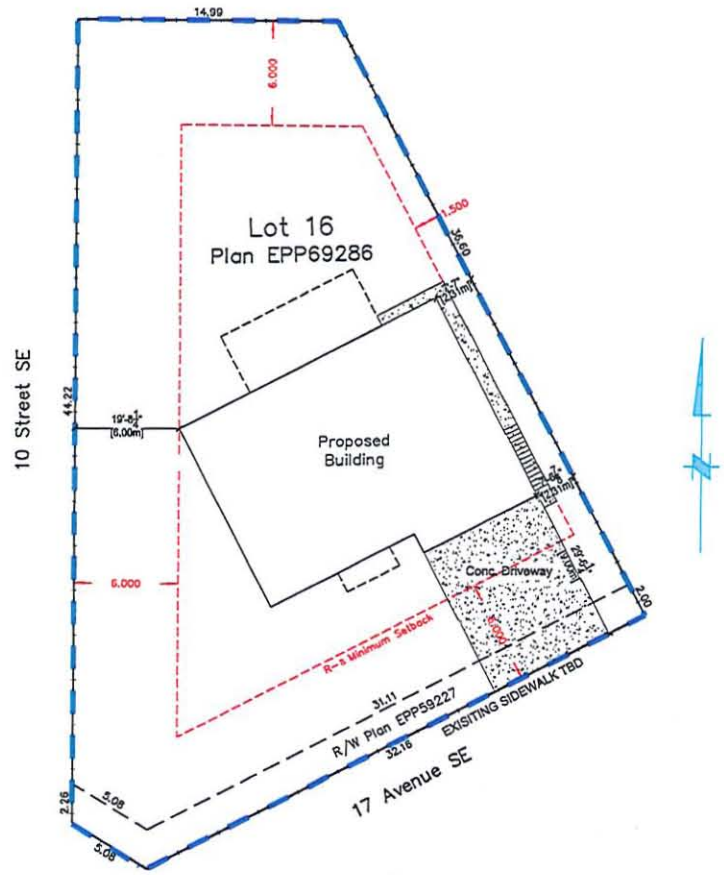


View of subject property looking northwest.

15 AVE. SE
12 ST. SE
13 ST. SE
14 ST. SE
10 ST. SE
17 AVE. SE
19 AVE S.E.
20 AVE. S.E.
10 ST. S.E.
9 ST. S.E.
9 ST.
13 ST. S.E.
CLOSED ROAD
LR
AR
Subject Parcel
LR Low Density Residential
AR Acreage Reserve
0 12.5 25 50 75 100
Meters

APPENDIX 5: Zoning Map





SHEET LEGEND
A1 - SITE PLAN & NOTES
A2 - ELEVATIONS
A3 - MAIN FLOOR PLAN
A4 - BASEMENT PLAN
A5 - FOUNDATION PLAN
A6 - ROOF & DETAILS
A7 - SECTIONS

LOT SETBACKS

FRONT - 6M
21M LIMIT DIST. TO DENTER OF ROAD
BACK - 6M
15 LIMITING DISTANCE TO REAR P.L.
LEFT SIDE 6M
21M LIMIT. DIST. ON LEFT,
RIGHT SIDE 1.5M
3M LIMIT. DIST. ON RIGHT

LOT COVERAGE:

LOT AREA: 11733 SQ FT.

MAIN FLOOR AREA: 1630 SQ FT.

DEV. BASEMENT FLOOR: 2000 SQ FT.

(OPT./FUTURE SUITE AREA - 801 SQ FT.)

TOTAL FOOTPRINT AREA: 2524 SQ FT.

RATIO: 21.5%

ALLOWABLE: 45%

SITE PLAN

LOT 16, SEC 12, TP 20, R 10, W6M, KDYD, Plan EPP69286
_____, BYERSVIEW
(Civic Address)

THE BECK RESIDENCE

NOTE: GEOMATIC/SURVEY/GRADES REQ'D

SITE PLAN

GENERAL NOTES

1. ALL CONSTRUCTION MATERIALS & WORKMANSHIP TO BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE B.C. BUILDING CODE PLUMBING CODE, ELECTRICAL CODE, AND ALL OTHER CODES, ZONING, AND BYLAWS THAT MAY APPLY.
2. THE CONTRACTOR AND ALL SUB-TRADES ARE RESPONSIBLE FOR THE REVIEW OF ALL DRAWINGS AND SITE CONDITIONS PRIOR TO COMMENCING WORK OR ORDERING ANY MATERIAL, AND SHALL REPORT AND DISCREPANCIES THAT AFFECT DESIGN TO WOOD CREEK IMMEDIATELY
3. ALL FRAMING MATERIAL TO BE S.P.F. #2 OR BETTER WITH THE EXCEPTION OF WALL STUDS
4. CONCRETE FOOTINGS AND WALLS TO BE A MINIMUM 28MPA @28 DAYS. FLOOR SLABS AND SIDEWALKS TO BE MINIMUM 32MPA @ 28 DAYS.
5. ALL CONCRETE FOOTINGS TO BE PLACED ON ORIGINAL UNDISTURBED GROUND, FREE OF ALL ORGANIC, FROZEN OR FROSTY MATERIAL.
6. DAMP PROOF FOUNDATION WALLS BELOW GRADE WITH 2 COATS OF BITUMINOUS MATERIAL.
7. 6 MIL. ULTRAVIOLET RESISTANT POLY VAPOUR BARRIER ON A.) 4" OF GRANULAR COMPACTABLE FILL UNDER EXTERIOR OR GARAGE SLABS. OR B.) 4" OF ¾" DRAIN ROCK OR OTHER MATERIAL SUITABLE FOR MOVEMENT OF RADON GAS UNDER INTERIOR SLABS.
8. ALL FOUNDATION DRAINS TO BE 4" PERFORATED P.V.C. WITH FILTER CLOTH AND MINIMUM 6" DRAIN ROCK, DRAINED TO MUNICPAL SERVICES ACCORDING TO LOCAL STANDARDS.
9. GRADE TO BE SLOPED AWAY FROM BUILDING AT ALL LOCATIONS ADJACENT TO BUILDING.
10. ALL TRUSSES I-JOISTS, BEAMS OR OTHER STRUCTURAL MEMBERS NOT COVERED IN B.C. BUILDING CODE TO BE DESIGNED AND ENGINEERED BY TRUSS MANUFACTURER OR STRUCTURAL ENGINEER PRIOR TO ANY FABRICATION.
11. CONTRACTOR TO VERIFY ALL PROPERTY AND FOUNDATION LINES WITH A LEGAL LAND SURVEYOR PRIOR TO PLACING FOOTINGS OR RUNNING SERVICES WITHIN BUILDING ENVELOPE.
12. ALL ROOF SPACES TO BE VENTILATED WITH SOFFIT AND ROOF VENTS WITH A MINIMUM DISTRIBUTION AREA OF 1/300. A MINIMUM OF 25% OF VENTS TO BE LOCATED AT ROOF. MINIMUM 25% TO BE LOCATED AT SOFFIT.
13. DOOR FRAMES AT ENTRANCES AND EXTERIOR SPACES TO DWELLING UNITS SHALL BE SOLIDLY BLOCKED BETWEEN DOOR FRAME AND STUDS AT THE HEIGHT OF THE DEADBOLT TO RESIST SPREADING.
14. ALL GLASS IN DOORS, SIDELITES OR WINDOWS WITHIN 12" OF FINISHED FLOOR TO BE CONSTRUCTED OF SAFETY GLASS.
15. RAIN WATER LEADERS NOT SHOWN ON PLAN . CONTRACTOR TO DETERMINE EXACT LOCATION SUITABLE TO SITE AND MUNICIPAL DRAINAGE.
16. ELECTRICAL LOCATIONS TO BE DETERMINED BY ELECTRICAL CONTRACTOR WITH THE APPROVAL OF THE HOME OWNER OR GENERAL CONTRACTOR AND IN ACCORDANCE WITH CURRENT ELECTRICAL CODE.
17. APPROVED SMOKE ALARMS TO BE INSTALLED WITH LOCATION APPROVED BY APPROPRIATE LOCAL MUNICIPALITY.
18. REFER TO LAOUTS AND SPECIFICATIONS FROM STRUCTURAL ENGINEER, FLOOR JOIST SUPPLIER, AND ROOF TRUSS MANUFACTURER FOR BEAM, POST, FOOTING LOCATIONS AND SIZES. ENSURE PROPER BEARING IS PROVIDED FOR ALL POINT LOADS. ANY STRUCTURAL SPECIFICATIONS SHOWN ON WOOD CREEK PLANS ARE ESTIMATES ONLY AND MAY NOT ACCURATELY REPRESENT LOADING AND SIZING, OR MAY NOT INCLUDE POINT LOADS OR STRUCTURAL MEMBERS DESIGNED BY OTHERS.

NOTE: ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE LOCAL CODES AND BYLAWS. DESIGN OF FOUNDATION AND FOOTINGS TO BE MODIFIED TO SUIT LOCAL SOIL CONDITIONS AS REQUIRED
DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE.
THIS DRAWING IS THE PROPERTY OF WOOD CREEK CONSTRUCTION AND MAY BE USED ONLY FOR THE PURPOSE FOR WHICH IT IS LOANED BY THE COMPANY

NO.	DATE	DESCRIPTION
1	JULY 17/20	CLIENT REVISIONS
2	JULY 21/20	CLIENT REVISIONS

REVISIONS

Wood Creek Construction Ltd.
-Building with Confidence-

LEGAL DESCRIPTION

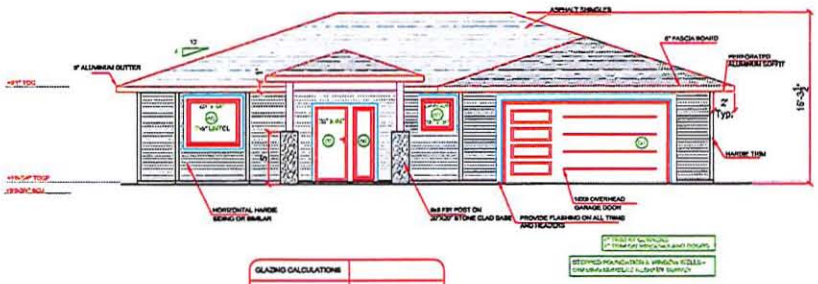
LOT 16, SEC 12, TP 20, R 10, W6M KDYD, Plan EPP69286

PROJECT NO.

CUSTOMER
BECK

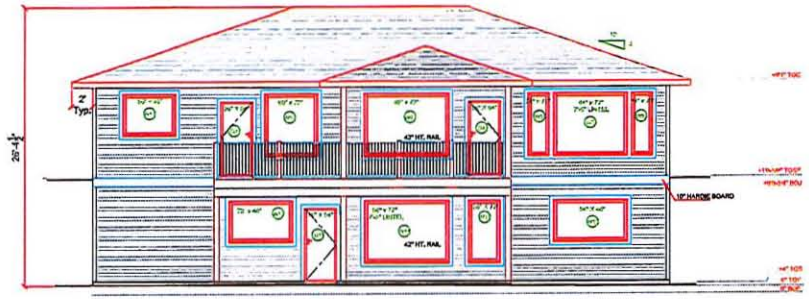
SHEET TITLE
SITE PLAN & GENERAL NOTES

DATE JULY 22, 2020
SCALE 3/32"=1'
DRAWN PC
CHECKED XX
SHEET NUMBER A-1



GLAZING CALCULATIONS	
WALL AREA (E.&W.)	226 sq ft [21.18 sq m]
WINDOW AREA	58 sq ft [5.39 sq m]
RATIO	25%
ALLOWABLE	100%
LIMITING DISTANCE	26.60m [to center of road]

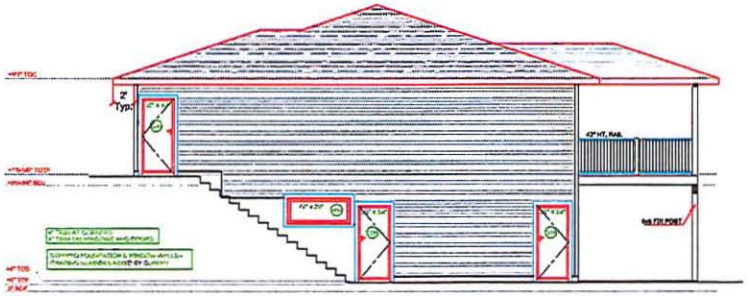
FRONT ELEVATION



GLAZING CALCULATIONS	LEFT	RIGHT
WALL AREA (E.&W.)	451 sq ft [41.87 sq m]	438 sq ft [40.64 sq m]
WINDOW AREA	162 sq ft [14.24 sq m]	79 sq ft [7.33 sq m]
RATIO	15%	18%
ALLOWABLE	100%	100%
LIMITING DISTANCE	14.33m [to rear prop. line]	15.84m [to rear prop. line]

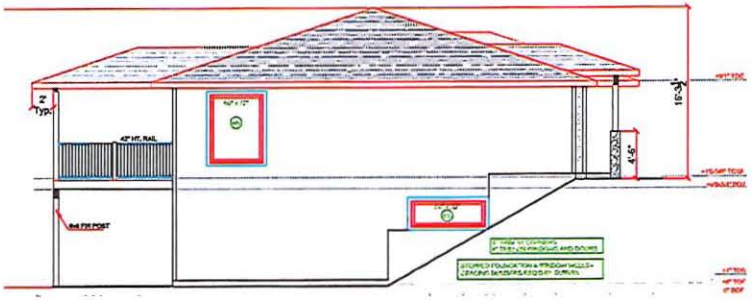
REAR ELEVATION

CONSTRUCTION OPTIONS
NO H.R.V. INSTALLED
NO SPRINKLER SYSTEM
CONC. FOUNDATION &
FRAMED WALLS



GLAZING CALCULATIONS	
WALL AREA (E.&W.)	452 sq ft [41.98 sq m]
WINDOW AREA	62 sq ft [5.76 sq m]
RATIO	13.9%
ALLOWABLE	100%
LIMITING DISTANCE	20.80m [to center of road]

RIGHT ELEVATION



GLAZING CALCULATIONS	
WALL AREA (E.&W.)	376 sq ft [34.93 sq m]
WINDOW AREA	54 sq ft [5.39 sq m]
RATIO	20%
ALLOWABLE	100%
LIMITING DISTANCE	20.80m [to center of road]

LEFT ELEVATION

NOTE: ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE LOCAL CODES AND BYLAWS. DESIGN OF FOUNDATION AND FOOTINGS TO BE MODIFIED TO SUIT LOCAL SOIL CONDITIONS AS REQUIRED

DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE.

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NO.	DATE	DESCRIPTION
1	JULY 17/20	CLIENT REVISIONS
2	JULY 21/20	CLIENT REVISIONS

REVISIONS

Wood Creek Construction Ltd.
-Building with Confidence-

LEGAL DESCRIPTION

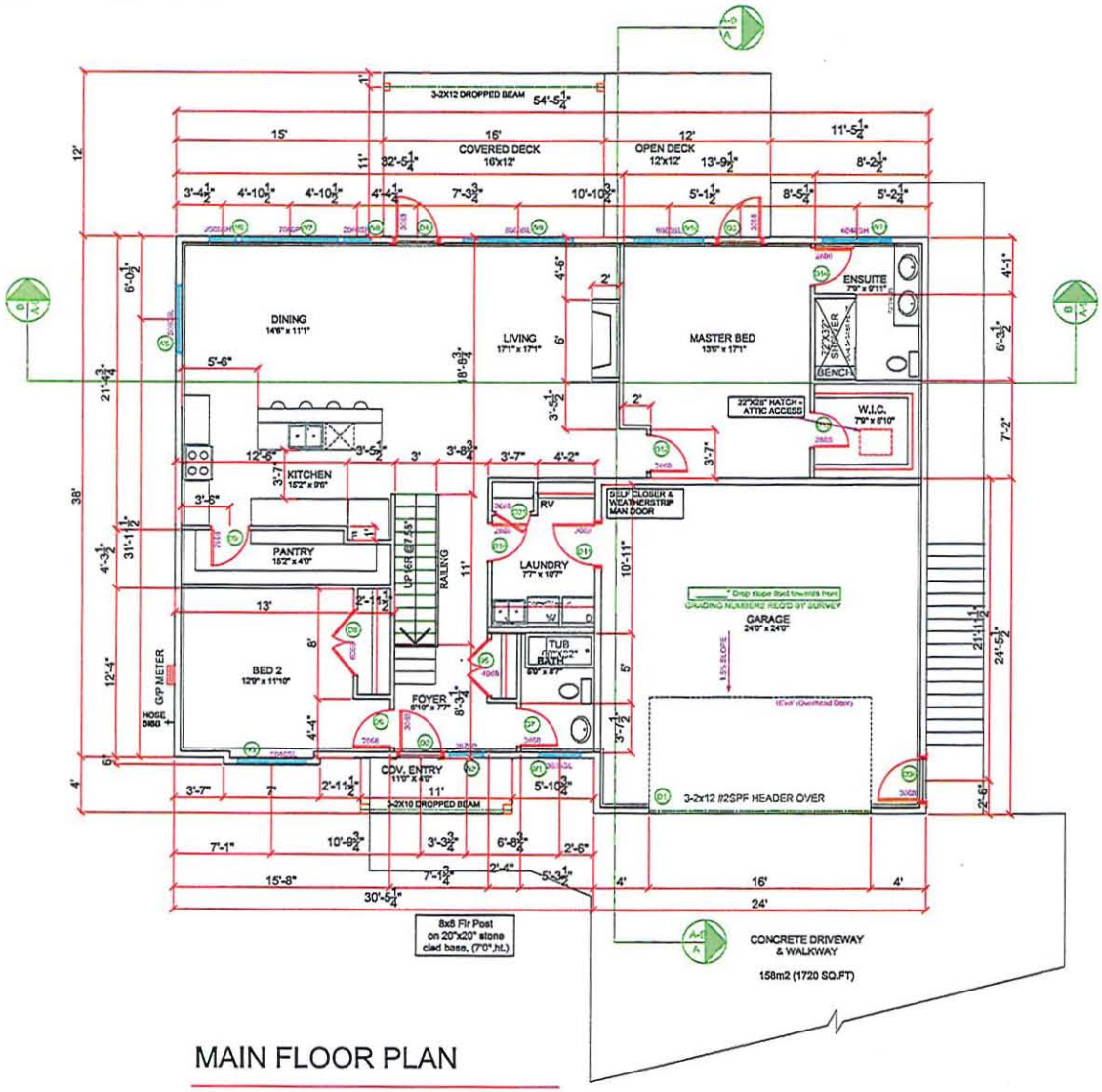
LOT 16, SEC 12, TP 25, R 10, W6M KDYD, Plan EPP98236

PROJECT NO.

CLIENT/OWNER
BECK

SHEET TITLE
ELEVATIONS

DATE JULY 22, 2020
SCALE 3/16"=1'
DRAWN PC
CHECKED XX
SHEET NUMBER A-2



MAIN FLOOR PLAN

1669 SQ. FT.
9' Ceilings

WINDOW/DOOR LEGEND
PICTURE - P
AWNING - A
HORIZONTAL SLIDER - SL
SINGLE HUNG - SH

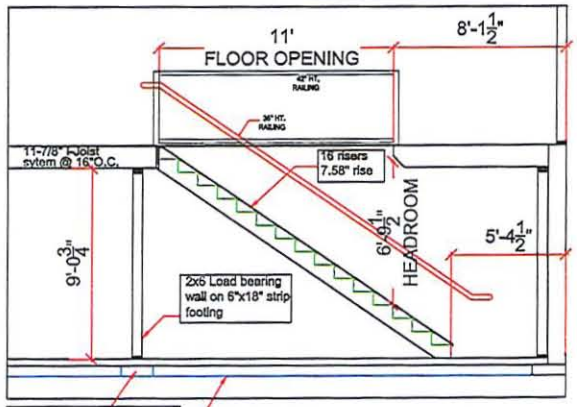
SAFE & SOUND INSULATION

PLUMB WALL

FLOOR NOTES

1. FRAMED EXTERIOR WALLS INCLUDE EXTERIOR SHEATHING.
2. ALL DIMENSIONS SHOWN ARE TO FRAMING AND DO NOT INCLUDE DRYWALL OR OTHER FINISHES
3. 3,ALL HEADERS TO BE 3-2X10 IN 2X6 WALLS AND 2-2X10 IN 2X4 WALLS UNLESS NOTED OTHERWISE
4. ALL DOORS AND WINDOWS FRAMED 4-1/2" FROM ADJACENT WALLS UNLESS NOTED OTHERWISE
5. ALL DOOR SLABS TRO MEASURE 80" IN HEIGHT UNLESS OTHERWISE NOTED
6. INDIVIDUAL ROOM AREAS ARE CALCULATED FROM INSIDE OF FRAMING WHEREAS THE OVERALL FLOOR AREA IS CALCULATED TO OUTSIDE EXTERIOR WALLS

Stair Note: 11-1/8" tread with 1" nosing. 10-1/8" run, rise as shown, ¾" plywood kicks. 1"OSB Treads. 2x12 stringers. All glued and screwed



CROSS SECTION - C

NOTE: ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE LOCAL CODES AND BYLAWS. DESIGN OF FOUNDATION AND FOOTINGS TO BE MODIFIED TO SUIT LOCAL SOIL CONDITIONS AS REQUIRED

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NO.	DATE	DESCRIPTION
1	[illegible]	[illegible]
2	JULY 21/20	CLIENT REVISIONS

REVISIONS

Wood Creek Construction Ltd.
-Building with Confidence-

LEGAL DESCRIPTION

LOT 16, SEC 12, TP 20, R 10, W5M KDYD, Plan EPP90280

PROJECT NO.

CLIENT/OWNER
BECK

SHEET TITLE
MAIN FLOOR PLAN

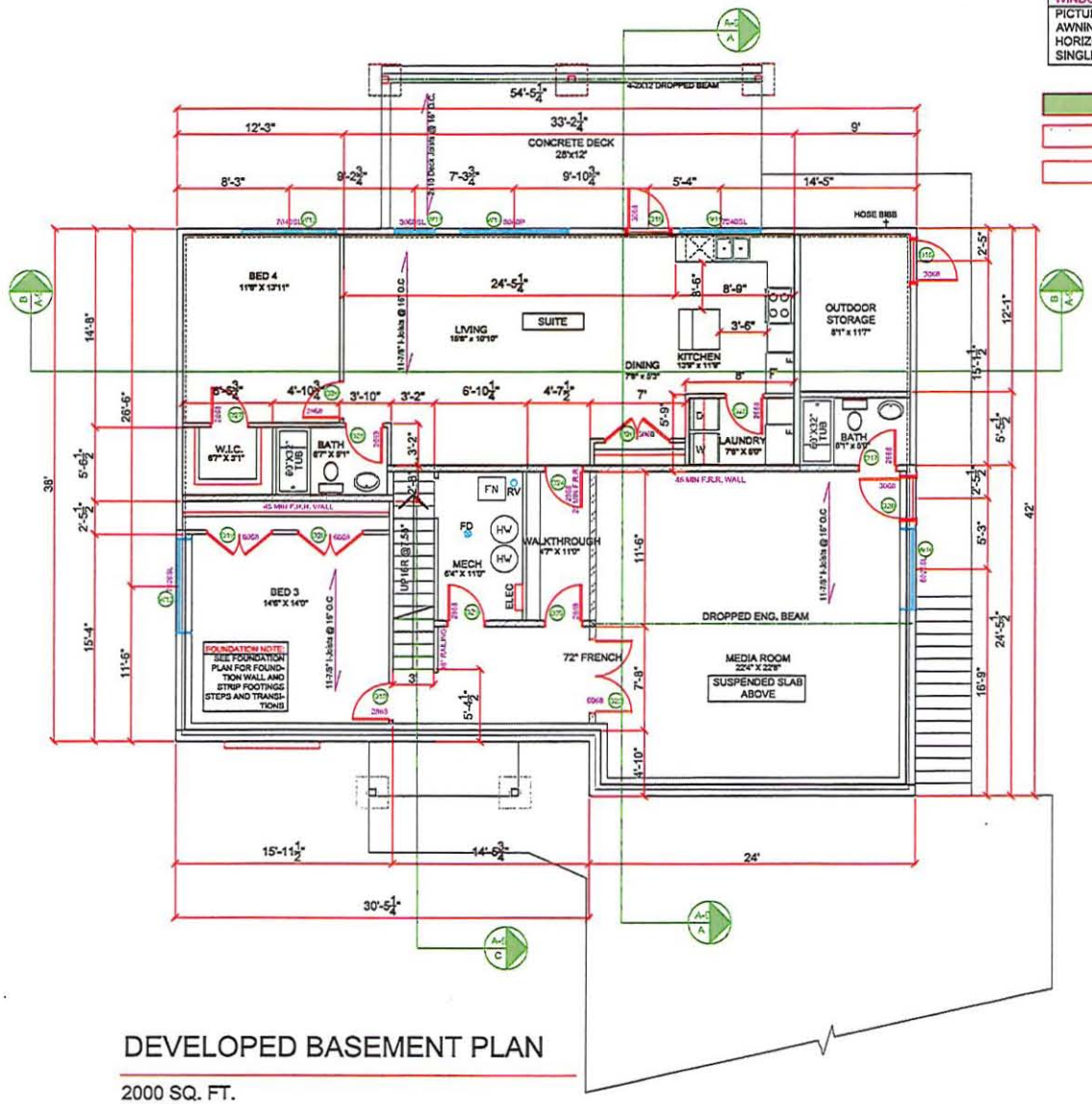
DATE
JULY 22, 2020

SCALE
1/4"=1'-0"

DRAWN
PC

CHECKED
XX

SHEET NUMBER
A-3



DEVELOPED BASEMENT PLAN

2000 SQ. FT.
9' Ceilings

WINDOW/DOOR LEGEND
PICTURE - P
AWNING - A
HORIZONTAL SLIDER - SL
SINGLE HUNG - SH

SAFE & SOUND INSULATION

PLUMB WALL

L.B. WALL

FLOOR NOTES

1. FRAMED EXTERIOR WALLS INCLUDEs EXTERIOR SHEATHING.
2. ALL DIMENSIONS SHOWN ARE TO FRAMING AND DO NOT INCLUDE DRYWALL OR OTHER FINISHES
3. 3.ALL HEADERS TO BE 3-2X10 IN 2X6 WALLS AND 2-2X10 IN 2X4 WALLS UNLESS NOTED OTHERWISE
4. ALL DOORS AND WINDOWS FRAMED 4-1/2" FROM ADJACENT WALLS UNLESS NOTED OTHERWISE
5. ALL DOOR SLABS TRO MEASURE 80" IN HEIGHT UNLESS OTHERWISE NOTED
6. INDIVIDUAL ROOM AREAS ARE CALCULATED FROM INSIDE OF FRAMING WHEREAS THE OVERALL FLOOR AREA IS CALCULATED TO OUTSIDE EXTERIOR WALLS

NOTE: ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE LOCAL CODES AND BYLAWS. DESIGN OF FOUNDATION AND FOOTINGS TO BE MODIFIED TO SUIT LOCAL SOIL CONDITIONS AS REQUIRED

DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE.

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NO.	DATE	DESCRIPTION
1	JULY 17/20	CLIENT REVISIONS
1	JULY 21/20	CLIENT REVISIONS

REVISIONS

Wood Creek Construction Ltd.
-Building with Confidence-

LEGAL DESCRIPTION

LOT 16, SEC 12, TP 20, R 10, W6M
KDYD, Plan EPP98386

PROJECT NO.

CUSTOMER
BECK

SHEET TITLE
BASEMENT PLAN

DATE JULY 22, 2020
SCALE 3/4"=1'
DRAWN PC
CHECKED JC
SHEET NUMBER A-4

APPENDIX 6: Building Plans

CITY OF SALMON ARM

BYLAW NO. 4403

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 by electronic means as authorized by Ministerial Order M192, British Columbia, on at the hour of 7:00 p.m. was published in the and , 2020 issues of the Salmon Arm Observer;

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

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

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

   Rezone Lot 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4403"**

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

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

1021 - 17 Avenue SE
Subject Property
R-1 (Single Family Residential)
to
R-8 (Residential Suite Zone)
17 AVE. SE
19 AVE S.E.
10 ST. SE
10 ST. S.E.
12 ST. SE
9 ST. S.E.
S.E.
CLOSED ROAD
100 m
200 ft
N

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Item 10.3

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4413 be read a first, second and third time.

[Water and Sewer Rates]

Vote Record

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

  Opposed:

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

CITY OF
SALMONARM

To:	Mayor Harrison and Members of Council
Date:	August 18, 2020
Subject:	Fee for Service Amendment

Recommendation

That: Bylaw No. 4413 cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4413" be given 3 readings.

Background

Annual water and sewer user fees have historically been billed in December for the upcoming year. Typically water and sewer user fees are assessed and brought forward to Council with the annual budget presentation in November. However, the 2021 Budget Presentation is not scheduled until January 2021. In order to proceed with the annual billing in December, it is necessary to review the user fees.

It is recommended that that 2021 Budget include a 2% increase and the 2022 Budget include a 2% increase in both Water and Sewer User Fees. It should be noted, however, that the Budgets will not reflect an increase to the Water and Sewer Frontage Taxes.

Water and Sewer Funds

As noted above both the Water and Sewer Funds reflect an increase of 2% in 2021 and 2% in 2022 to address increasing costs pertaining to labour, equipment and materials; maintain reserves and adequate annual capital upgrades. The City has been a very good steward regarding user fee increases and as a result they have been infrequent. For the most part increases have been absorbed as a result of development and reducing reserve allocations. The water and sewer rates were last increased in 2020 by 2% and in 2019 by 1.5%.

The impact of the residential water and sewer user fee increase is as follows:

	2020	2021	Difference	2022	Difference
Sewer	$314.70	$321.00	$6.30	$327.40	$6.40
Water	$280.70	$286.30	$5.60	$292.00	$5.70
	$595.40	$607.30	$11.90	$619.40	$12.10
Discount	($ 59.54)	($ 60.73)	($1.19)	($ 61.94)	($1.21)
Net	$535.86	$546.57	$10.71	$557.46	$10.89

The annual increase to a residential user is $10.71 in 2021 and $10.89 in 2022.

The proposed increase in users fees will result in new water and sewer revenue of approximately $51,631 and $44,507 in 2021 and in 2022, respectively.

For the most part, the Utility Funds are funding approximately one half million dollars in infrastructure upgrades from water/sewer revenues. This reflects that user fees and frontage taxes are not 'only' funding maintenance and debenture payments, but are also contributing to capital infrastructure thus reducing the need to borrow funds for smaller scale upgrades.

As cited in previous reports to Council the use of long term debt and the accumulation of reserves to undertake certain projects is prudent and a combination of both funding mechanisms is a good strategy to maintain a healthy financial foundation. In order to accomplish this, the City must continue to transfer to reserves to ensure sufficient funding is in place. This will also serve to minimize borrowing costs.

Future Water Capital Expenditures

Over the past several years, staff have been reviewing the ages and condition of the City's water mains in conjunction with an Asset Management Plan. Portions of the City's water system are nearing or have surpassed their expected lifespan which may require some large expenditures in renewal/replacement projects in the future.

In conjunction with the City's Water Master Plan and Asset Management plan, some significant future projects of note are listed below:

- Zone 5 Booster Station, estimated cost at $2 million;
- Trans Canada Highway East (from 20 Ave NE to 50 St NE), replacement cost is estimated at $1.3 million;
- Foothills Road Watermain – Phase 1, estimated cost at $507,000.00;
- Zone 2 Reservoir, estimated cost at $1 million;
- Park Hill Reservoir, estimated cost at $1.5 million;
- Canoe Zone 1 Secondary Feed, estimated cost at $900,000.00; and
- 20 Avenue SE Watermain Upgrade, estimated cost at $800,000.00.

Future Sewer Capital Expenditures

The City completed its Sanitary Sewer Master Plan in 2016, as part of this process a risk evaluation was completed on the City's 125 km of sanitary sewer mains. Findings estimate that 1,200 metres of clay tile pipe will have exceeded its useful life in 2034. In addition, promoted by growth, the City may need to address system capacity constraints resulting in capital upgrades to gravity mains, pump stations and forcemains, etc.

Some significant future projects of note are listed below:

- Water Pollution Control Centre - Stage IV Upgrade, estimated construction cost at $20 million;
- Foreshore Main - Stage 2 (of 4), estimated construction cost at $3 million;
- Foreshore Main – Stage 3 (of 4), estimated construction cost at $3 million; and
- Wharf Street Lift Station (Impellor and pump replacement), estimated cost at $1.5 million.

Respectfully Submitted,

Tulak

Tracy Tulak, CPA, CMA
Acting Chief Financial Officer

BYLAW NO. 4413

SCHEDULE "C"

2021 and 2022
WATER RATES

	CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2021 MONTHLY CHARGE	2021 ANNUAL CHARGE	2022 MONTHLY CHARGE	2022 ANNUAL CHARGE
1	**Dwellings**					
a	Private Dwellings	8,600	23.86	$ 286.30	24.33	$ 292.00
b	Apartments & Suites - each	4,300	$ 11.93	$ 143.15	$ 12.17	$ 146.00
c	Boarding or Lodging - per sleeping room	2,900	$ 7.92	$ 95.05	$ 8.08	$ 96.95
d	Residence combined with Corner Store or combined with Office or Business	8,600	$ 23.86	$ 286.30	$ 24.33	$ 292.00
2	**Offices**					
a	For first 1,000 sq. ft. of floor area	5,700	$ 15.94	$ 191.25	$ 16.25	$ 195.05
b	For each 1,000 sq. ft. or portion thereof	2,900	$ 7.92	$ 95.05	$ 8.08	$ 96.95
3	**Rental Accommodation**					
a	Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	$ 7.92	$ 95.05	$ 8.08	$ 96.95
b	Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services	2,900	$ 7.92	$ 95.05	$ 8.08	$ 96.95
	Trailer Park, Mobile Home Park					
c	Each occupiable permanent space	5,700	$ 15.94	$ 191.25	$ 16.25	$ 195.05
d	Each occupiable travel trailer space	1,400	$ 4.00	$ 48.05	$ 4.08	$ 49.00
e	Each occupiable tenting space	700	$ 2.00	$ 23.95	$ 2.04	$ 24.45
4	**Stores**					
a	Barber Shop - per chair	5,700	$ 15.94	$ 191.25	$ 16.25	$ 195.05
b	Beauty Salon and/or Hairdresser - per chair	5,700	$ 15.94	$ 191.25	$ 16.25	$ 195.05
c	Dry Cleaner	21,000	$ 59.75	$ 716.95	$ 60.94	$ 731.30
d	Laundry - other than steam or coin op.	21,000	$ 59.75	$ 716.95	$ 60.94	$ 731.30
e	Coin operated or laundromat per unit	2,900	$ 7.92	$ 95.05	$ 8.08	$ 96.95
f	Steam	57,000	$ 160.21	$ 1,922.50	$ 163.41	$ 1,960.95
	Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets					
g	Other - first 1,000 sq. ft. of floor area	2,900	$ 7.92	$ 95.05	$ 8.08	$ 96.95
h	Each 1,000 sq. ft. or portion thereof	1,920	$ 5.28	$ 63.40	$ 5.39	$ 64.65
5	**Eating Establishments and Liquor Outlets** Includes Restaurants, Coffee Shop, Dining Rooms Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a	First 20 seats	9,000	$ 24.95	$ 299.45	$ 25.45	$ 305.45
b	Each Additional seat	360	$ 1.00	$ 12.00	$ 1.02	$ 12.20
c	Banquet Room	9,000	$ 24.95	$ 299.45	$ 25.45	$ 305.45

	CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2021 MONTHLY CHARGE	2021 ANNUAL CHARGE	2022 MONTHLY CHARGE	2022 ANNUAL CHARGE
6	**Other Commercial Premises**					
a	Bowling Alley - per alley	700	$ 2.00	$ 23.95	$ 2.04	$ 24.45
b	Bowling Green - per green	2,900	$ 7.92	$ 95.05	$ 8.08	$ 96.95
c	Bus Depot	13,000	$ 35.52	$ 426.20	$ 36.23	$ 434.70
d	Car Wash - first bay (minimum charge)	36,000	$ 98.83	$ 1,185.90	$ 100.80	$ 1,209.60
e	Each additional bay	6,000	$ 16.48	$ 197.80	$ 16.81	$ 201.75
f	Commercial Farm	21,000	$ 59.75	$ 716.95	$ 60.94	$ 731.30
g	Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	$ 7.92	$ 95.05	$ 8.08	$ 96.95
h	Fruit Stand	14,000	$ 39.53	$ 474.35	$ 40.32	$ 483.85
i	Funeral Parlour - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	$ 7.92	$ 95.05	$ 8.08	$ 96.95
j	Garage or Service Station or Keylock					

2021 and 2022
WATER RATES

	Station - first bay (minimum charge)	8,600	$	23.86	$	286.30	$	24.33	$ 292.00
k	Each additional bay	1,400	$	4.00	$	48.05	$	4.08	$ 49.00
l	Theatre	14,000	$	39.53	$	474.35	$	40.32	$ 483.85
m	Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	$	7.92	$	95.05	$	8.08	$ 96.95
n	Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	$	7.92	$	95.05	$	8.08	$ 96.95
7	**Industrial Premises**								
a	Abattoir	21,000	$	59.75	$	716.95	$	60.94	$ 731.30
d	Stockyard - per acre	4,300	$	11.93	$	143.15	$	12.17	$ 146.00
e	Other - for each 1,000 sq. ft. of floor area	2,900	$	7.92	$	95.05	$	8.08	$ 96.95
8	**Public, Institutional and Non-Commercial Premises**								
a	Church	5,700	$	15.94	$	191.25	$	16.25	$ 195.05
	Club Room Licenced (see Eating Establishments and Liquor Outlets)								
b	Club Rooms - Unlicenced	5,700	$	15.94	$	191.25	$	16.25	$ 195.05
c	Court House	13,000	$	35.52	$	426.20	$	36.23	$ 434.70
d	Curling Rink, Skating Rink, Arena	28,500	$	79.06	$	948.70	$	80.64	$ 967.65
e	Meeting Hall, Public Hall	5,700	$	15.94	$	191.25	$	16.25	$ 195.05
f	Fall Fair Grounds (Annually)		$	150.28	$	1,803.40	$	153.29	$ 1,839.45
9	**Schools and Hospitals**								
a	Hospital, per patient bed	8,600	$	23.86	$	286.30	$	24.33	$ 292.00
b	School, per classroom	8,600	$	23.86	$	286.30	$	24.33	$ 292.00

METERED WATER RATES

Water rates are applicable to all metered water users within the City of Salmon Arm

The user rate is a combination of A and B

A Base Rate (Based on connection size)

	2021	2022
5/8 or 3/4 inch	$ 21.80	$ 22.20
1 inch	$ 31.65	$ 32.25
1-1/2 inch	$ 44.75	$ 45.60
2 inch	$ 57.85	$ 59.00
3 inch	$ 103.80	$ 105.85
4 inch	$ 147.55	$ 150.50
larger meters		

B Per gallon charge

	2021	2022
First 80,000 gallons	$2.47 per 1000 gals or part thereof	$2.52 per 1000 gals or part thereof
Next 80,000 gallons	$2.78 per 1000 gals or part thereof	$2.84 per 1000 gals or part thereof
Next 80,000 gallons	$3.04 per 1000 gals or part thereof	$3.10 per 1000 gals or part thereof
Next 80,000 gallons	$3.28 per 1000 gals or part thereof	$3.35 per 1000 gals or part thereof
Next 80,000 gallons	$3.69 per 1000 gals or part thereof	$3.76 per 1000 gals or part thereof
All over 400,000 gallons	$4.08 per 1000 gals or part thereof	$4.16 per 1000 gals or part thereof
C Meter testing charge	$142.79	$145.65

Notes:

1 Where there is more than one meter on a property, the base rate is charged for each meter.

2 Where any meter is unable to be read or where any water meter fails to register or to properly indicate the quantity of water used or consumed, consumption of water shall be estimated and an account shall be rendered to the customer. When estimating the account, due consideration shall be given to seasonal variations and any other factors which may affect the consumption of water.

3 If a meter cannot be read for two consecutive billing periods, charges as per item 2 above shall apply and/or the flat rate according to this bylaw shall apply retroactive to the beginning of the period covered by the first missed reading and shall continue to be so charged until the City of Salmon Arm is advised by the property owner that the meter is again in service.

2021 and 2022
WATER RATES

4 No complaint of an error in any charge for water rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such water rates or charges were made. After the termination of this period, all such water rates or charges shall be deemed to have been properly and correctly made.

5 All meters are owned by the City. They will be supplied for installation for the fee as set out in the bylaw. Installation of the meter is the responsibility of the property owner and must be done in such a manner as to meet all City standards and specifications. Meter installations shall be located in a convenient and safe place, readily accessible for meter readings, inspection, repair or removal.

6 Meters will be tested upon request, provided that a fee is paid in advance. Such fee is to be refunded if the meter is found to be registering incorrectly, otherwise the fee shall become the property of the City.

7 The City shall maintain and repair all meters which are the property of the City, but where replacements or repairs, except through ordinary wear, or rendered necessary by the acts, neglect or carelessness of the owner or occupant of any premise, any expense caused to the City shall be chargeable to and paid by the owner of such premise.

8 The use of bypasses is strictly prohibited without prior approval of the City of Salmon Arm. Anyone using a bypass without authorization is subject to fines and penalties as set out in Section 27 of By-Law No. 1274 - Regulation of Waterworks.

ALL WATER USER RATES ARE GST EXEMPT

BYLAW NO. 4413

SCHEDULE "C"

2021 and 2022
WATER RATES

	CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2021 MONTHLY CHARGE	2021 ANNUAL CHARGE	2022 MONTHLY CHARGE	2022 ANNUAL CHARGE
1	**Dwellings**					
a	Private Dwellings	8,600	$ 26.75	$ 321.00	$ 27.28	$ 327.40
b	Apartments & Suites - each	4,300	$ 13.37	$ 160.45	$ 13.64	$ 163.65
c	Boarding or Lodging - per sleeping room	2,900	$ 8.97	$ 107.65	$ 9.15	$ 109.80
d	Residence combined with Corner Store or combined with Office or Business	8,600	$ 26.75	$ 321.00	$ 27.28	$ 327.40
2	**Offices**					
a	For first 1,000 sq. ft. of floor area	5,700	$ 17.86	$ 214.35	$ 18.22	$ 218.60
b	For each 1,000 sq. ft. or portion thereof	2,900	$ 8.97	$ 107.65	$ 9.15	$ 109.80
3	**Rental Accommodation**					
a	Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	$ 8.97	$ 107.65	$ 9.15	$ 109.80
b	Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services	2,900	$ 8.97	$ 107.65	$ 9.15	$ 109.80
	Trailer Park, Mobile Home Park					
c	Each occupiable permanent space	5,700	$ 17.86	$ 214.35	$ 18.22	$ 218.60
d	Each occupiable travel trailer space	1,400	$ 4.40	$ 52.75	$ 4.48	$ 53.80
e	Each occupiable tenting space	700	$ 2.20	$ 26.35	$ 2.24	$ 26.85
4	**Stores**					
a	Barber Shop - per chair	5,700	$ 17.86	$ 214.35	$ 18.22	$ 218.60
b	Beauty Salon and/or Hairdresser - per chair	5,700	$ 17.86	$ 214.35	$ 18.22	$ 218.60
c	Dry Cleaner	21,000	$ 66.70	$ 800.40	$ 68.03	$ 816.40
d	Laundry - other than steam or coin op.	21,000	$ 66.70	$ 800.40	$ 68.03	$ 816.40
e	Coin operated or laundromat per unit	2,900	$ 8.97	$ 107.65	$ 9.15	$ 109.80
f	Steam	57,000	$ 178.38	$ 2,140.50	$ 181.94	$ 2,183.30
	Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets					
g	Other - first 1,000 sq. ft. of floor area	2,900	$ 8.97	$ 107.65	$ 9.15	$ 109.80
h	Each 1,000 sq. ft. or portion thereof	1,920	$ 5.89	$ 70.70	$ 6.01	$ 72.10
5	**Eating Establishments and Liquor Outlets** Includes Restaurants, Coffee Shop, Dining Rooms Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a	First 20 seats	9,000	$ 27.71	$ 332.55	$ 28.27	$ 339.20
b	Each Additional seat	360	$ 1.05	$ 12.55	$ 1.07	$ 12.80
c	Banquet Room	9,000	$ 27.71	$ 332.55	$ 28.27	$ 339.20

	CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2021 MONTHLY CHARGE	2021 ANNUAL CHARGE	2022 MONTHLY CHARGE	2022 ANNUAL CHARGE
6	**Other Commercial Premises**					
a	Bowling Alley - per alley	700	$ 2.20	$ 26.35	$ 2.24	$ 26.85
b	Bowling Green - per green	2,900	$ 8.97	$ 107.65	$ 9.15	$ 109.80
c	Bus Depot	13,000	$ 40.13	$ 481.55	$ 40.93	$ 491.15
d	Car Wash - first bay (minimum charge)	36,000	$ 111.23	$ 1,334.75	$ 113.45	$ 1,361.45
e	Each additional bay	6,000	$ 18.56	$ 222.75	$ 18.93	$ 227.20
f	Commercial Farm	21,000	$ 66.70	$ 800.40	$ 68.03	$ 816.40
g	Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	$ 8.97	$ 107.65	$ 9.15	$ 109.80
h	Fruit Stand	14,000	$ 44.61	$ 535.35	$ 45.50	$ 546.05
i	Funeral Parlour - for each 1,000 sq. ft.					

	of floor area or any portion thereof	2,900	$	8.97	$	107.65	$	9.15	$ 109.80
j	Garage or Service Station or Keylock Station - first bay (minimum charge)	8,600	$	26.49	$	317.85	$	27.02	$ 324.20
k	Each additional bay	1,400	$	4.40	$	52.75	$	4.48	$ 53.80
l	Theatre	14,000	$	44.61	$	535.35	$	45.50	$ 546.05
m	Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	$	8.97	$	107.65	$	9.15	$ 109.80
n	Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	$	8.97	$	107.65	$	9.15	$ 109.80
7	**Industrial Premises**								
a	Abattoir	21,000	$	66.70	$	800.40	$	68.03	$ 816.40
d	Stockyard - per acre	4,300	$	13.37	$	160.45	$	13.64	$ 163.65
e	Other - for each 1,000 sq. ft. of floor area	2,900	$	8.97	$	107.65	$	9.15	$ 109.80
8	**Public, Institutional and Non-Commercial Premises**								
a	Church	5,700	$	17.86	$	214.35	$	18.22	$ 218.60
	Club Room Licenced (see Eating Establishments and Liquor Outlets)								
b	Club Rooms - Unlicenced	5,700	$	17.86	$	214.35	$	18.22	$ 218.60
c	Court House	13,000	$	40.13	$	481.55	$	40.93	$ 491.15
d	Curling Rink, Skating Rink, Arena	28,500	$	89.23	$	1,070.75	$	91.01	$ 1,092.15
e	Meeting Hall, Public Hall	5,700	$	17.86	$	214.35	$	18.22	$ 218.60
f	Fall Fair Grounds (Annually)		$	88.88	$	1,066.55	$	90.65	$ 1,087.85
9	**Schools and Hospitals**								
a	Hospital, per patient bed	8,600	$	26.75	$	321.00	$	27.28	$ 327.40
b	School, per classroom	8,600	$	26.75	$	321.00	$	27.28	$ 327.40

SEWER ON METERED WATER PROPERTIES

Sewer rates applicable to all metered water users that have a sewer connection within the City of Salmon Arm

The user rate is a combination of A and B

A Base Rate (Based on connection size)

	2021	2022
4 inch	$ 27.40	$ 27.95
6 inch	$ 100.30	$ 102.30
8 inch	$ 140.45	$ 143.25
Larger connections - Base rate to be determined by Council		

B Per gallon charge (Based on metered water)

	2021	2022
First 80,000 gallons	$2.75 per 1000 gals or part thereof	$2.92 per 1000 gals or part thereof
Next 80,000 gallons	$2.99 per 1000 gals or part thereof	$3.18 per 1000 gals or part thereof
Next 80,000 gallons	$3.27 per 1000 gals or part thereof	$3.47 per 1000 gals or part thereof
Next 80,000 gallons	$3.56 per 1000 gals or part thereof	$3.78 per 1000 gals or part thereof
Next 80,000 gallons	$3.98 per 1000 gals or part thereof	$4.22 per 1000 gals or part thereof
All over 400,000 gallons	$4.42 per 1000 gals or part thereof	$4.69 per 1000 gals or part thereof

Notes:

1 Rates will be billed bi-monthly and are subject to the same penalty dates and provisions as the metered water billings.

2 No complaint of an error in any charge for sewer rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such sewer rates or charges were made. After the termination of this period, all such sewer charges shall be deemed to have been properly and correctly made.

3 Property owners wishing to qualify for an irrigation credit must install a secondary meter to record water used for irrigation. Water gallonage that is subject to sewer charges will be calculated by deducting consumption at the secondary meter from that at the primary meter.

ALL SEWER USER RATES ARE GST EXEMPT

Item 11.1

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4408 be read a final time.

Vote Record

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

Opposed:

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

CITY OF
SALMONARM

TO: His Worship Mayor Harrison and Members of Council

DATE: August 4, 2020

SUBJECT: Amendment to Council Procedure Bylaw No. 4276 – Electronic Meetings

RECOMMENDATION:

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4408, be read a first, second and third time;

AND THAT: final reading be withheld subject to notification in accordance with section 94 of the Community Charter.

BACKGROUND:

During the COVID-19 pandemic, Ministerial Orders have made it easier for elected officials to meet through electronic mediums so that local governments can continue to conduct their day-to-day business while following physical distancing guidelines.

City of Salmon Arm Council Procedure Bylaw No. 4276 presently allows for the electronic participation of not more than two (2) members of Council at a Regular or Special Council Meeting due to other commitments. It also limits the number of Committee Members who may participate electronically to not more than two (2). This was largely due to the capacity of the phone system that integrates with the City's Council Chamber and large boardroom. During the pandemic, however, we have moved to using the GoToMeeting platform which can accommodate up to 250 participants.

At present, three (3) members of Council and at least two (2) staff members are regularly attending meetings online to allow for adequate distancing. It is anticipated that the current guidelines will remain in place for some time, therefore, staff recommend amending the bylaw to increase the number of Council members who may participate remotely and permit entire committees to meet remotely when they resume in the fall. These measures will ensure that the City can continue to conduct business in accordance with the Provincial Health Officer's guidelines.

In addition, it would be appropriate to add 'extenuating circumstances' to the reasons why members may attend electronically as 'other commitments' does not allow for electronic attendance for health and safety reasons.

It is recommended that Council Procedure Amendment Bylaw No. 4408 be given three readings. Staff will then conduct the required public notice (in accordance with Section 94 of the Community Charter) prior to bringing it back for adoption.

Respectfully submitted,

Erin Jackson
Director of Corporate Services

CITY OF SALMON ARM

BYLAW NO. 4408

A bylaw to amend "City of Salmon Arm Council Procedure Bylaw No. 4276"

WHEREAS pursuant to the provisions of the *Community Charter*, SBC 2003, c.26, Council shall, by bylaw, establish the procedures that are to be followed for the conduct of its business;

AND WHEREAS Council has adopted Procedure Bylaw No. 4276;

AND WHEREAS it is deemed desirable to amend the existing procedure bylaw;

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

1. "City of Salmon Arm Council Procedures Bylaw No. 4276" is hereby amended as follows:

   Section 6 – Electronic Meetings

   (1)(b)(ii) the member is unable to attend because of extenuating circumstances/other commitments.

   (3) No more than three (3) members of Council at one time may participate at a Council meeting under section 6(1)(b).

   (4) There is no limit to the number of Council Committee members who may participate at a Council Committee meeting under section 6(1)(b).

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

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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 Council Procedure Amendment Bylaw No. 4408"**

READ A FIRST TIME THIS	10	DAY OF	August	2020
READ A SECOND TIME THIS	10	DAY OF	August	2020
READ A THIRD TIME THIS	10	DAY OF	August	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

MAYOR

CORPORATE OFFICER

INFORMATIONAL CORRESPONDENCE - AUGUST 24, 2020

1.	B. Weicker - letter and petition dated August 6, 2020 - Public Safety on 10th Avenue SE - 400 Block thru 600 Block	A
2.	L. Prosser - email dated August 9, 2020 - Please help animals in our community	A
3.	D. Martinuk - email dated August 16, 2020 - Ban the use of rodenticides please	A
4.	E. Frost - email dated August 16, 2020 - Please help animals in our community	A
5.	S. Jagt - email dated August 16, 2020 - Ban the use of rodenticides please	A
6.	C. Meakes - email dated August 17, 2020 - Rat poison kills wildlife	A
7.	W. Bell - email dated August 19, 2020 - Animals are important to me	A
8.	E. Shipmaker - email dated August 17, 2020 - Lemonade stand for cross walk	A
9.	S. Hecker, Manager of Wellness Programs & Innovation, CMHA - Shuswap/Revelstoke - email dated August 14, 2020 - CMHA Event	A
10.	Interior Health Authority - letter dated August 14, 2020 - Repurposing Public Space for Cycling and Walking in Response to the COVID-19 Pandemic	N
11.	Interior Health Authority - monthly newsletter dated August 2020 - Health Communities	N
12.	S. Lowry, Salmon Arm Citizens Patrol - email dated August 15, 2020 - SACP Resumption of Services	N

N = No Action Required
A = Action Requested
S = Staff has Responded
R = Response Required

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Item 14.1

CITY OF SALMON ARM

Date: August 24, 2020

Presentation 4:00 p.m. (approximately)

NAME: Libby Jay Chisholm, Project Coordinator, Secwépemc Landmarks, Shuswap Trail Alliance

TOPIC: Secwépemc Landmark and Trail Sign Project

Vote Record

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

Opposed:

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

Secwépemc Landmark and Trail Sign Project

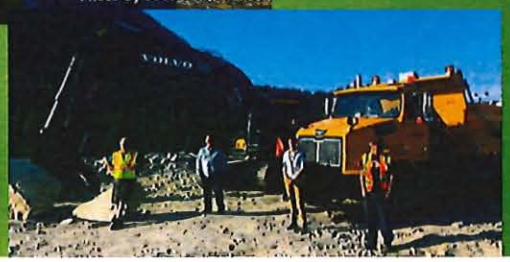
Salmon Arm City Council

Re: Approval Request for Sxwesmélp Landmark installation at Salmon Arm Marine Peace Park

- Adams Lake Band Councillor Shelley Witzky, B.A.
- Libby Jay Chisholm, M.A. (Candidate), Project Coordinator
- Jacob "Sutra" Brett, Technical Lead

Project Updates

- Heritage Legacy Fund $10,000
- 5 Meetings with Secwépemc Lakes Elders Advisory Group
  - Place names verification
  - Sculpture location and design verification
  - Direction for metalwork imagery
- Artist Designs for Sxwesmélp Monument



Sxwesmélp Landmark

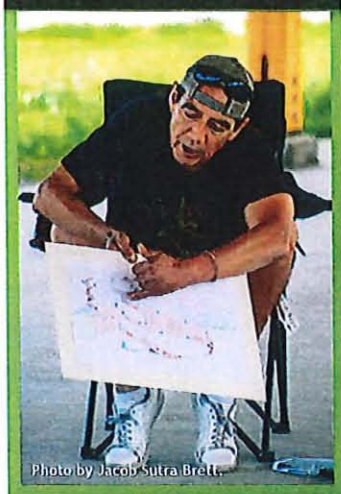


Photo by Jacob Sutra Brett.

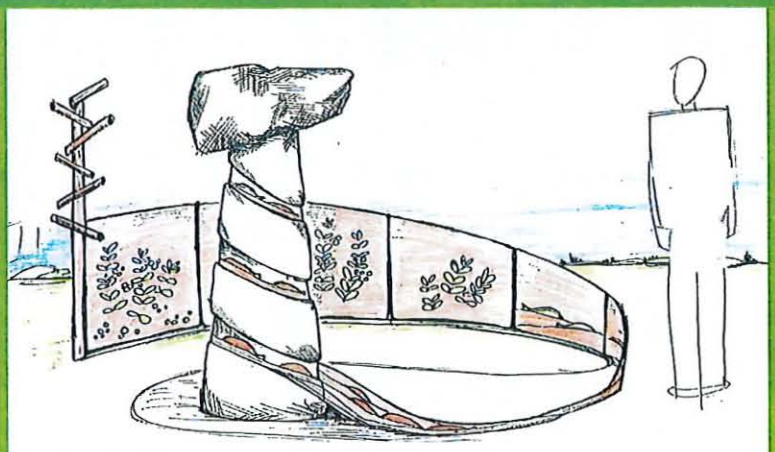
Photo by Jacob Sutra Brett.

Photo by Jacob Sutra Brett.

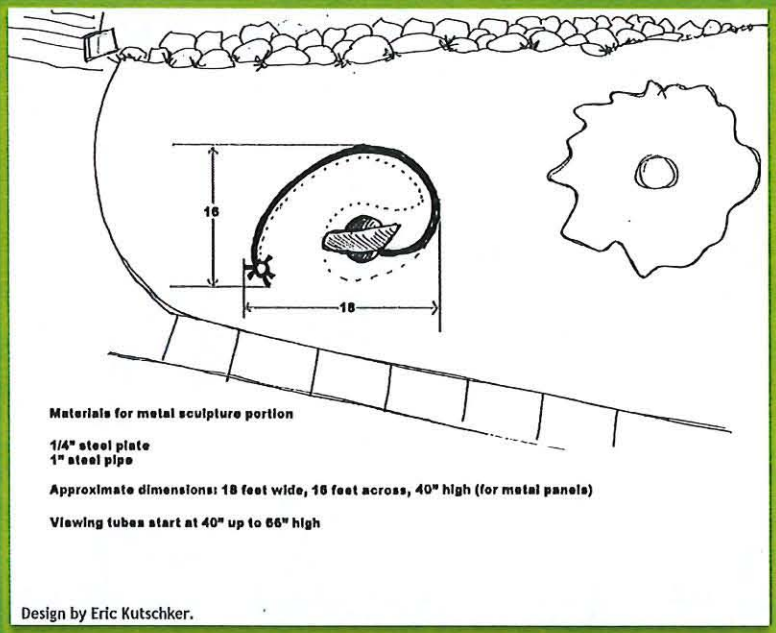
- Secwépemc Lakes Elders Advisory Group Approval of Design on 22 July 2020
- Briefing Note with Design to four local Secwépemc Bands

Sxwesmélp Landmark Design (Front View)

- Draft Design by Eric Kutschker of the collaboration between Eric and Secwépemc rock sculptors Rod Tomma and Tilkotmes Tomma


Design by Eric Kutschker.

Sxwesméllp Landmark Design (Overhead View)



Design by Eric Kutschker.

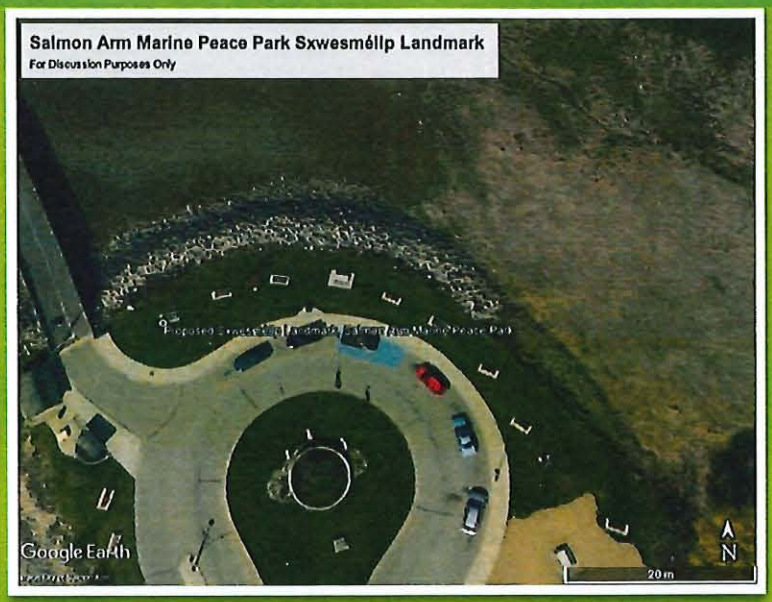
Sxwesméllp Landmark Design (Map Location)

Onsite Engineering (Geotech)

- Relevant background information survey (geology mapping and reports)
- Site review (machine-dug test pits)
- Recommendations for foundation construction (bearing capacity, backfill requirements, structural fill requirements)
- Field review to confirm foundation construction requirements have been met

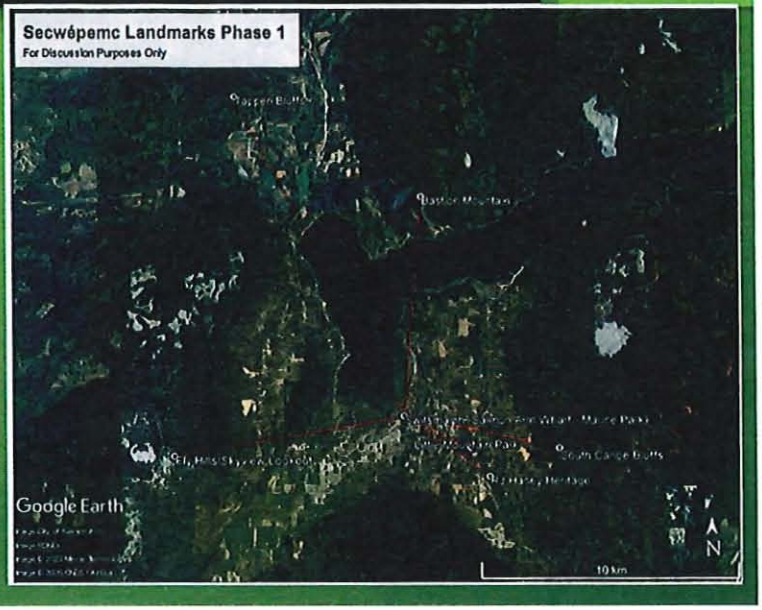
Syme Structural Engineering

- Design and inspections for engineered foundations



Sentinel Landmarks (Metalwork designs)

Sculpture Location	Landmark (& Storyboard)	Metalwork Designs
Salmon Arm Marine Peace Park	Main	Salmon, soopolallie
Little Mountain	Sentinel	Turtles, tule, bulrush
RJ Haney Heritage Village	Sentinel	Bulrush, tule, trout, berries



Kukwstsemc (Thank You) for your time

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

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Item 17.1

CITY OF SALMON ARM

Date: August 24, 2020

Notice of Motion

Councillor Lavery - Active Transportation Plan: Let's Move Salmon Arm
(to be considered during the 2021 Budget Meeting)

WHEREAS there are increasing opportunities and demands for Active Transportation for health, recreational, commuting and environmental reasons;

AND WHEREAS an updated comprehensive Active Transportation Plan is the best way for the community to renew a vision along with policies and actions to guide the development of safe, attractive and convenient active transportation options for people of all ages and abilities over the next 20 years;

AND WHEREAS COUNCIL allocated $20,000 to establish an Active Transportation reserve in the 2020 budget year;

THEREFORE BE IT RESOLVED THAT a further Twenty Thousand dollars ($20,000) be allocated to that reserve in the 2021 budget to leverage potential Active Transportation funding opportunities from other levels of government and for funding an Active Transportation plan as part of the upcoming OCP review.

Vote Record

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

Opposed:

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

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Item 17.2

CITY OF SALMON ARM

Date: August 24, 2020

Notice of Motion

Councillor Lavery - Food and Urban Agricultural Plan: Let's Grow Salmon Arm
(to be considered during the 2021 Budget Meeting)

WHEREAS Salmon Arm is an agricultural community that values farmland, food growers and producers as integral to a healthy food system, economy, and culture;

AND WHEREAS a Food and Urban Agricultural Plan would provide Salmon Arm with a coordinated approach for supporting agriculture and improved food security over the next 20 years including local farming and food processing as regional economic drivers, urban agriculture and access to locally grown and produced food:

AND WHEREAS Council allocated $5,000 to establish and Food & Ag reserve in the 2020 budget year:

THEREFORE BE IT RESOLVED THAT a further $7,500 be allocated to that reserve in the 2021 budget to leverage potential Food and Urban Agricultural Plan funding opportunities from other levels of government and for funding a Food and Urban Agricultural Plan as part of the upcoming OCP review.

Vote Record

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

Opposed:

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

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Item 17.3

CITY OF SALMON ARM

Date: August 24, 2020

Notice of Motion

Councillor Lavery - Affordable Housing Reserve
(to be considered during the 2021 Budget Meeting)

WHEREAS incentivizing attainable housing options across the full housing spectrum and obtaining future affordable housing grants will likely depend on further financial contributions from the City;

AND WHEREAS a Salmon Arm Community Housing Strategy that will highlight policy and financial options for sustainable funding of affordable housing will be developed shortly;

THEREFORE BE IT RESOLVED THAT Council add $100,000 to the Affordable Housing Reserve in the 2021 fall budget process.

Vote Record

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

Opposed:

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

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Item 21.

CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of August 24, 2020, be adjourned.

Vote Record

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

Opposed:

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

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INFORMATIONAL CORRESPONDENCE - AUGUST 24, 2020

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10.	Interior Health Authority - letter dated August 14, 2020 - Repurposing Public Space for Cycling and Walking in Response to the COVID-19 Pandemic	N
11.	Interior Health Authority - monthly newsletter dated August 2020 - Health Communities	N
12.	S. Lowry, Salmon Arm Citizens Patrol - email dated August 15, 2020 - SACP Resumption of Services	N

N = No Action Required
A = Action Requested
S = Staff has Responded
R = Response Required

August 6, 2020

RECEIVED
AUG - 7 2020
CITY OF
SALMON ARM

Mayor Harrison and Councilors
City of Salmon Arm
500 2nd Ave. NE
Salmon Arm, BC V1E 4H2

Dear Mayor Harrison and Councilors,

RE: PUBLIC SAFETY ON 10TH AVE. SE – 400 Block thru 600 Block

We the undersigned have grave concern for the public safety (pedestrians, cyclists and motorists) on 10th Ave. SE from the 400 block thru to the 600 block. We are well aware of the future plans for Auto Road to connect with Foothills Road. However, although the city's planning department has confirmed that there is a long-range plan for Auto Road, they have also indicated there is no timeline established for this project, given the issues of private property.

There are many issues that highlight our concerns:

- The major concern revolves around the **SPEED OF TRAFFIC, BOTH DOWNHILL AND UPHILL**
    - Downhill traffic often is well above the posted speed, making it very difficult to both enter (especially from the west) and exit 6th St. SE safely. With a vehicle, there is literally only a second to avoid fast downhill traffic on 10th Ave. SE. Cyclists or pedestrians need to listen for downhill traffic and make a mad dash across 10th Ave. SE to avoid being hit. The situation is grim under the best of driving conditions and it is worse in winter.
    - Uphill traffic often sees this as an opportunity to 'put the pedal to the metal', so that entering 10th Ave. SE from either 5 St. SE or 6 St. SE regularly results in someone rapidly being on one's tail (occasionally with road rage).
    - Winter roads are another issue with vehicles sliding down the hill, some ending up in ditches or over the bank – the stop sign at 6th St. SE and 10th Ave. SE has been taken out numerous times this past winter, as every winter.
    - The concrete barriers at 5th St. SE and 10 Ave. SE are doing their job in protecting the uphill traffic on 5th St. SE. We know this from the marks and debris left from repeated crashes.
    - The 'S' curve below 5th St. SE has been the scene of numerous accidents, some very serious, again due to downhill speed, despite the warning sign.
- Significant increase in the **VOLUME OF TRAFFIC** in both directions in recent years.
    - Given the future residential subdivision development near this area, the volume will only increase.

- Commercial traffic, in particular gravel trucks, has greatly increased as well.
- Periodically commercial highway transports use 10th Ave. SE because their GPS tell them it is the shortest route from highway 97B to the west end of Salmon Arm, ie going to Kamloops.

- **VISIBILITY RESTRICTIONS** are along 10th Ave. SE continue to be an issue
  - Thank you to city staff for trimming the bushes/trees on the uphill section of 10th Ave at 5th St. SE. There is a need to do more bush/tree trimming on the south side of 10th Ave SE.
  - Pedestrians walking uphill or downhill are in jeopardy given the speed of vehicles. They are ESPECIALLY AT-RISK walking around the inside corner at 5th St. SE and 10 Ave. SE as the walking lane narrows and traffic regularly cuts the corner (as is visible from tracks up the side of the road). It is a question of time before someone is seriously hurt or killed walking around that corner (at the least there should be a warning to pedestrians in both directions informing them of the danger and indicating that they need to use the outside corner of that curve.
  - For traffic stopped on 5th St. SE waiting to enter 10th Ave SE, 2 to 3 vehicles can be hidden in the uphill curve, only to be discovered after a vehicle pulls out beyond the point of no return.
  - Likewise, at the same intersection, traffic coming uphill can be hidden from view.
  - Traffic, in particular cyclists, coming uphill planning to turn into 6th St. SE, are placed at risk from restricted uphill visibility and oncoming vehicle speed.
  - Vehicles trying to enter 10th Ave. SE whether from driveways or from 6th St. SE are at risk both by the volume and the speed of traffic
  - Towing a trailer while trying to enter 10th Ave. SE or turn off 10th Ave. SE to 6th St. SE only increases the risk of an accident.

Something must be done. We encourage council to direct the city to:

- Lower speed zone (30 km/hr.) with highlighted signage and enforcement,
- Institute traffic calming measures such as rumble strips or speed bumps.
- Do more bush/tree trimming along the sough side of 10th Ave SE on the south side.

We hope these measures are put in place before more accidents or sadly, a death occurs. In the meantime, all of us are regularly challenged and concerned that this traffic situation exists.

On behalf of the undersigned, thank you for your earnest consideration.

Bruce Weicker

Bruce Weicker
661 10th Ave SE
Salmon Arm, BC V1E 2C2
bweicker10@gmail.com

WE THE UNDERSIGNED ARE CONCERNED WITH THE TRAFFIC ISSUES AS NOTED IN THE ABOVE LETTER.

NAME (Printed first then last)	SIGNATURE	ADDRESS
BRUCE WEICKER	Bruce Weicker	661 10th AVE S.E.
Carol McAndrew	Carol McAndrew	661 10th Ave S.E
Art Borkent	[illegible]	691 8th Ave SE
Annette Borkent	[illegible]	691-8th Ave SE.
CLARK DREW	[illegible]	621 8th AVE SE
Gail McCormack	Gail McCormack	621 8th Ave S.E.
Kim Yost	[illegible]	641 10th Ave SE
Noreen Sadinych	[illegible]	620 8th Ave SE
Dale Gleeckel	DALE LEFEBVRE	620 8th Ave S.E.
Ken Lefebure	[illegible]	880-65 SE.
Julie Vanpraah	[illegible]	880-65 SE
Pat Jorgensen	[illegible]	581-10th Ave SE.
Wayne Emper	[illegible]	581-10th Ave SE
DAVID DAVIDSON	[illegible]	551 10 Ave SE
WAYNE CARROLL	[illegible]	641 10 Ave. SE.
Linda Carroll	Linda Carroll	641-10th Ave, S.E
Patricia Larson	Patricia Larson	661-10th Ave. S.E.
[illegible]	NICK STILES	661-8th Ave; S.E
CECILIA STILES	[illegible]	661 8th AVE, S.E.
LESLEY ANN McARTHUR	[illegible]	681 10th AVE. SE

WE THE UNDERSIGNED ARE CONCERNED WITH THE TRAFFIC ISSUES AS NOTED IN THE ABOVE LETTER.

NAME (Printed first then last)	SIGNATURE	ADDRESS
Karol Hume		641 8th Ave SE
Allen Hume		641 8th Ave SE
Ron Vost		641 10th Ave SE.

From: Lorraine Prosser
Sent: August 9, 2020 1:03 PM
To: Alan Harrison
Subject: Please help animals in our community

Dear Alan Harrison (Mayor), Salmon Arm,

The wide-spread use of poisons in rodent control is killing our wildlife and harming greenspaces and waterways. Municipalities can play a key role in reducing rodenticide use and educating residents on preventative and alternative control measures.
Taking action to address which pest control measures are used on municipal property can make a significant change and show leadership on environmental, animal welfare and public health issues in local communities. The District of North Vancouver and the District of Saanich recently passed motions to ban rodenticide use on all municipal properties – I am now asking you to do the same for our community.
The BC SPCA is dedicated to supporting humane pest control and has spent years developing research partnerships, setting evidence-based wildlife-friendly standards through its AnimalKind accreditation program for wildlife and pest control companies, and working with municipalities to make local change. Each community has a role in preventing the suffering of animals and this action taken by Mayor and Council will be supported by the BC SPCA, other environmental and animal organizations, and residents.

Thank you,

Lorraine Prosser

From: DAVE MARTINUK
Sent: August 16, 2020 3:08 PM
To: Alan Harrison
Subject: Ban the use of rodenticides please

Dear Alan Harrison (Mayor), Salmon Arm,

The wide-spread use of poisons in rodent control is killing our wildlife and harming greenspaces and waterways. Municipalities can play a key role in reducing rodenticide use and educating residents on preventative and alternative control measures.
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Thank you,
DAVE MARTINUK

From: elizabeth Frost
Sent: August 16, 2020 4:27 PM
To: Alan Harrison
Subject: Please help animals in our community

Dear Alan Harrison (Mayor), Salmon Arm,

The wide-spread use of poisons in rodent control is killing our wildlife and harming greenspaces and waterways. Municipalities can play a key role in reducing rodenticide use and educating residents on preventative and alternative control measures.
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Thank you,

elizabeth Frost

From: SAHRA JAGT
Sent: August 16, 2020 2:40 PM
To: Alan Harrison
Subject: Ban the use of rodenticides please

Dear Alan Harrison (Mayor), Salmon Arm,

The wide-spread use of poisons in rodent control is killing our wildlife and harming greenspaces and waterways. Municipalities can play a key role in reducing rodenticide use and educating residents on preventative and alternative control measures.
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Thank you,

SAHRA JAGT

From: Cathy Meakes
Sent: August 17, 2020 7:35 PM
To: Alan Harrison
Subject: Rat poison kills wildlife

Dear Alan Harrison (Mayor), Salmon Arm,

The wide-spread use of poisons in rodent control is killing our wildlife and harming greenspaces and waterways. Municipalities can play a key role in reducing rodenticide use and educating residents on preventative and alternative control measures.
Taking action to address which pest control measures are used on municipal property can make a significant change and show leadership on environmental, animal welfare and public health issues in local communities. The District of North Vancouver and the District of Saanich recently passed motions to ban rodenticide use on all municipal properties – I am now asking you to do the same for our community.
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Thank you,

Cathy Meakes

From: Warren Bell
Sent: August 19, 2020 3:38 AM
To: Alan Harrison
Subject: Animals are important to me

Dear Alan Harrison (Mayor), Salmon Arm,

The wide-spread use of poisons in rodent control is killing our wildlife and harming greenspaces and waterways. Municipalities can play a key role in reducing rodenticide use and educating residents on preventative and alternative control measures.
Taking action to address which pest control measures are used on municipal property can make a significant change and show leadership on environmental, animal welfare and public health issues in local communities. The District of North Vancouver and the District of Saanich recently passed motions to ban rodenticide use on all municipal properties – I am now asking you to do the same for our community.
The BC SPCA is dedicated to supporting humane pest control and has spent years developing research partnerships, setting evidence-based wildlife-friendly standards through its AnimalKind accreditation program for wildlife and pest control companies, and working with municipalities to make local change. Each community has a role in preventing the suffering of animals and this action taken by Mayor and Council will be supported by the BC SPCA, other environmental and animal organizations, and residents.

Thank you,

Warren Bell

From: Emery Shipmaker
Sent: Monday, August 17, 2020 8:46 AM
To: Chad Eliason
Subject: Lemonade stand for cross walk

Dear Mayor and council,

I am having a lemonade stand to raise money for a crosswalk.

Why i'd like a crosswalk is because i live in upper Raven and Lakeshore is just down the road. It is a really busy road and my mom won't let me cross it because it is dangerous but then i can't play with my friends in lower Raven, walk on the foreshore trail or go to the park so i'd love it if you'd help build a crosswalk.

My friends and i are having the lemonade stand on Thursday, August, 20th

we are having it from 9:00am - 12:00pm by the Raven sign.

Thank you,

Emery Shipmaker.

From: Shannon Hecker
Sent: August 14, 2020 11:25 AM
To: Rob Niewenhuizen
Cc: Dawn Dunlop
Subject: Re: CMHA event

Hi Rob,

The Safer From Suicide Action Team has done an annual Lantern Walk at Mcguire Lake Park for the past four years. Due to Covid-19 concerns around large social gathering and physical distancing we have had to innovate. We decided that we would like to address, even in a small way, isolation, uncertainty, rising unemployment and financial strain.

The action team is asking the city permission to line the walkway of the Marine Peace Park wharf out to the pier with lanterns from 6-9pm on September 10th, 2020. We will use LED candles for most and, depending on fire restrictions, there may be tea lights.

We discourage large gatherings but encourage a walk with your loved ones to show the community a way that we combat isolation and create connection. There will be no speeches, acknowledgment or music as we have had in the past. There will be hand sanitizer available. In terms of safety, we also need to acknowledge that suicide is a difficult topic and people may feel particularly vulnerable during this time. Therefore, we will have resources available, a person for support while in the park and therapeutic support available via zoom for the days after.

Here are the details:
Where: Marine Peace Park
When: 6-9pm
What: Walk the Wharf for hope, help and healing
Who: All in the community are welcome. They will need to practice physical distancing and there will be Action Team members present at the beginning of the walk and end to monitor.
Why: To raise awareness around suicide prevention and life promotion. To show up for each other in hope, help and healing in difficult times.

Please let me know if you or the city council have any questions.

Thank you, Shannon

Shannon Hecker, MA

Manager of Wellness Programs & Innovation
I respectfully acknowledge that I live and work within the ancestral, traditional, and unceded territory of the Secwepemc Nation.

CMHA - Shuswap/Revelstoke
433 Hudson Ave. NE, Box 3275
Salmon Arm, BC, V1E 4S1
Telephone: 250 832-8477 Cell: 250 253-5054
Fax: (250) 832-8410
Website: www.shuswap-revelstoke.cmha.bc.ca

Interior Health
Every person matters

August 14, 2020

Dear Community Leaders and Staff Members,

RE: Repurposing Public Space for Cycling and Walking in Response to the COVID-19 Pandemic

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Interior Health is encouraging community leaders to consider the opportunity to repurpose public spaces like roadways for walking and cycling in response to the COVID-19 pandemic. Doing so will help ensure that people can travel, exercise and meet essential needs safely, and will support our collective efforts to limit the spread of COVID-19 in our communities.

Available data and local observation within some Interior Health communities are showing an increase in pedestrian and cycling volumes during the pandemic. To sustain this shift in transportation mode in the long term and to reap the host of population health benefits this can bring, an opportunity exists to consider enhancing and increasing safe pedestrian and cycling infrastructure now and into the future. As we enter the height of summer, we will continue to see more pedestrians and cyclists on our streets. Maintaining appropriate physical distance can become challenging when sidewalks, walkways and cycling paths are congested.

Communities across Canada have implemented measures to create more space for pedestrians and cyclists (e.g. Calgary, Edmonton, Winnipeg). Similar reallocation of public space has occurred across British Columbia, in communities of all sizes (e.g. Vancouver, Kelowna, Nelson). Additional communities could repurpose public space for pedestrian and cyclist use and realize the following:

- **Maintain lower outdoor disease transmission:** The Provincial Health Officer has emphasized that COVID-19 transmission risk associated with outdoor activity is extremely low as long as physical distancing is maintained[i]. Therefore, creating additional space for people to get outside and move at safe physical distance is paramount to limiting the spread of the virus in our communities.
- **Promote physical activity and positive mental health:** When transportation networks are designed to make active transportation safe, people of all ages and abilities are encouraged to choose walking and cycling as modes of travel[ii]. This is particularly important during times when people are faced with additional pressures, work stress and financial strain, as well as disruptions in normal routines that may contribute to heightened anxiety and other mental health concerns that may persist post-pandemic. Creating additional space for walking and cycling provides more opportunity for people to choose healthier transportation options that are associated with better physical and mental wellbeing and greater opportunities for social connectedness. Healthy behaviours that start now could persist beyond the pandemic and have the potential to improve population health in the longer term. Of note, those most vulnerable people in society have the most to gain from public investment in walkability.
- **Prevent injury:** Creating transportation networks that are conducive to walking and cycling decreases reliance on personal vehicles and makes it safer for everyone. In the current

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505 Doyle Avenue
Kelowna BC V1Y 0C5
Web: interiorhealth.ca

Sue Pollock, MD FRCPC
Medical Health Officer
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E-Mail: sue.pollock@interiorhealth.ca

pandemic context, people using sidewalks and walkways for transportation may be required to step into traffic lanes when approaching oncoming pedestrians or outdoor queues to maintain physical distancing, creating the possibility of injury. While creating adequate space now will allow for recommended physical distancing to be done safely, safe transportation networks that prioritize pedestrians and cyclists will continue to reduce the risk of road user injuries beyond the pandemic.

- **Improve air quality and reduce climate change impacts**: Decreased use of personal vehicles will reduce the burning of fossil fuels and reduce the rate and severity of climate change impacts. Creating opportunities for active modes of travel by creating more space for walking and cycling, and therefore less space for vehicular traffic, will reduce overall emissions and create more pleasant environments for living, working, travelling and playing[iii,iv]

We encourage you to review the recommendations on the *BCCDC website* as well as the *COVID-19 Street Rebalancing Guide* developed by the Federation of Canadian Municipalities and Urban Systems. The guide includes a toolbox and design guidance for communities to temporarily redesign streets and thereby improve physical and mental health, safety and wellbeing of residents. Information describing how these projects can transition from temporary to permanent features in the community is also included. It is important to balance the needs of different users of public spaces and to prioritize the most vulnerable members of community when determining the best strategies for your context. Some examples to consider are:

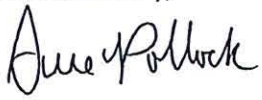
- Full street closures or shared use of streets;
- Dedicated pedestrian and bicycle lanes;
- Temporary parklets and patios.

Though many of the examples in the Guide are for larger urban centres, there are opportunities to apply the principles in smaller communities throughout the Interior. This may include re-thinking access to trails and waterfront or the ways in which downtown streets can be used differently that can further promote health and safety of locals and seasonal tourists.

Interior Health is committed to working with our communities to create and enhance health-promoting environments for people to travel safely while also complying with physical distancing guidelines. We would be happy to support any funding application processes to enable this work in your communities. We appreciate your ongoing attention to the health, safety, and wellbeing of your residents.

If you have any questions or require additional information, please don't hesitate to email our Healthy Communities team at hbe@interiorhealth.ca .

Yours sincerely,



Dr. Sue Pollock, FRCPC
Medical Health Officer
SP/ls

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i CBC News. Please go outside: COVID-19 much less likely to spread outdoors, Dr. Bonnie Henry says (2020, April 29). Retrieved July 21, 2020, from https://www.cbc.ca/news/canada/british-columbia/please-go-outside-dr-bonnie-henry-says-covid-19-much-less-likely-to-spread-outdoors-1.5550191

ii Ministry of Transportation and Infrastructure BC (2019). British Columbia Active Transportation Design Guide (2019 Edition). Retrieved July 21, 2020, from www.gov.bc.ca/Activetransportationdesignguide

iii Rissel, C. (2009). Active travel: a climate change mitigation strategy with co-benefits for health. *New South Wales Public Health Bulletin*, *20*(2), 10. https://doi.org/10.1071/nb08043

iv Mizdrak, A., et al. (2019, July). Potential of active transport to improve health, reduce healthcare costs, and reduce greenhouse gas emissions: A modelling study. Retrieved April 30, 2020 from https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0219316

Healthy Communities

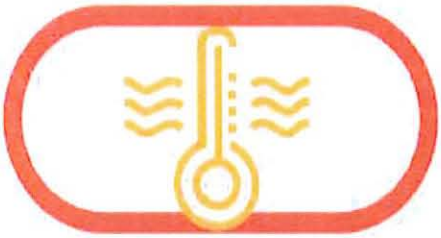
Monthly Newsletter

Interior Health
Every person matters

August 2020

Community Recognition

Heat Workshops Hosted in Lytton and Osoyoos



The Town of Osoyoos, Village of Lytton, Interior Health and community partners participated in Heat Alert Response System (HARS) workshops facilitated by Shift Collaborative in Osoyoos on March 4th and in Lytton on March 10th. Participants gathered during these dynamic and interactive workshops to 1) explore different practices and approaches to respond to extreme heat 2) learn about how to develop a HARS for their community, and 3) develop strategies for how all participants can take action to mitigate impacts of extreme heat. These communities were selected for the exploratory workshops based on heat data for the Interior. Check out related heat planning resources in the following sections of this newsletter.

City of Penticton Bylaw Rewards Youth Safety Efforts

In partnership with the Penticton RCMP and the South Okanagan Similkameen Brain Injury Society (SOSBIS), the City of Penticton's Community Safety Bylaw Officers began patrolling Okanagan Beach July 16, 2020 handing out positive tickets to youth demonstrating good safety practices.The Positive Ticket program encourages young people to be safe by wearing helmets and appropriate safety gear. Read about it here.

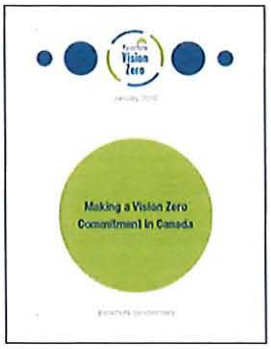
Events & Learning Opportunities

Webinar: Summer 2020-Extreme Heat and COVID-19

Thursday, August 20th 2020, from 10:00am to 12:00pm PDT hosted by the National Heat Health Community of Practice (HCoP). Communities across Canada have been successfully managing issues related to both the COVID-19 pandemic and the warmer summer temperatures. The purpose of this HCoP session is to address and learn from this novel issue while discussing the options that decision-makers should take into account when managing this combined risk. Speakers will focus on various aspects of extreme heat in the context of COVID-19. This live, virtual webcast can be accessed here. Presentations will be followed by a panel discussion, featuring health officials from across Canada.

Advancing Healthy Public Policy

Making a Vision Zero Commitment in Canada



Vision zero is a road safety framework traffic safety initiative based on the idea that there should be no fatalities or injuries while using the transportation system. This resource has two tools: "Indicators of a Vision Zero Community" and a three-part guide to "Becoming a Vision Zero Community". The paper is designed for both local government staff and decision makers as they play pivotal roles in road safety planning. The following link contains 3 videos from recent online presentations: reallocating street space from cars to cycling and walking following the COVID-19 crisis, increasing opportunities for pedestrians to physically distance, and maintaining traffic safety.

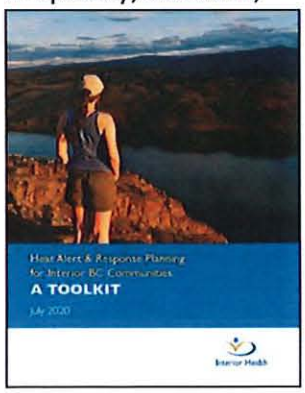
2020 Declaration for Resilience in Canadian Cities & Podcast

The COVID-19 pandemic has presented a unique opportunity for us to re-think how our recovery planning can influence our health, access to housing, the quality of our air and water, and the long-term financial viability of our cities. Renowned urban planner Jennifer Keesmat, is encouraging municipalities and decision makers to sign the 2020 Declaration as a starting point for effecting the type of change we need in our cities for to move forward in an equitable and sustainable way.

Want to learn more? Listen to Jennifer on The Conference Board of Canada's podcast (episode #6) – Bright Future.

Heat Alert & Response Planning Toolkit

Episodes of very hot weather, also known as heatwaves, are dangerous for the health and wellbeing of your community and can cause illness and death. Even though we often have hot summers in British Columbia's interior, we can expect an increase in the frequency, duration, and severity of extreme heat events due to climate change.



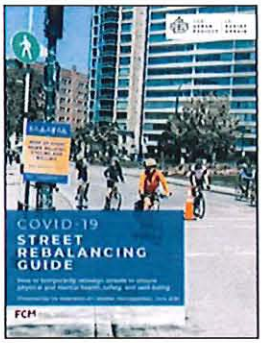
In collaboration with Shift Collaborative, Interior Health has developed a toolkit to provide local governments and community partners with practical information and resources that will assist them in developing and implementing systems and strategies to respond to extreme heat, specifically in rural communities. For more information, check out our Extreme Heat webpage and BCCDC for COVID-19 considerations for heat response planning.

Alcohol Information Sheet

Interior Health is committed to improving the health and wellness of all members of our communities by working collaboratively with local governments and community partners to develop healthy public policy that creates environments for good health, including reducing harms associated with alcohol use. The intent of this information sheet about alcohol is to provide municipalities with health research and information to support decision making around alcohol consumption bylaws in public spaces. Please contact HBE@interiorhealth.ca for consultation inquiries.

Rapid Action Resources for Local Governments: 1 - Community Food Production

As the COVID-19 pandemic unfolds, social and economic impacts continue to emerge for communities here in British Columbia. One of the areas of concern identified for our province has been food security in its many forms. Local governments in B.C. are being asked to invest in programming and implement policy to support food security. This first piece in a series created by Plan H explores some considerations around non-commercial, community-level food production and how these activities can lead to greater food security in your communities.



Street Space: Resources for Creating Cycling and Walking Space

BCCDC's Street Space webpage outlines information about reallocation of street space for cycling and walking during the pandemic and into the future including benefits, how-to guidance, key considerations and additional resources. Check out links to the COVID-19 Street Rebalancing Guide and guidelines from the Ministry of Transportation and Infrastructure.

Funding News

Housing Needs Report Funding Program

We know that our health and housing are closely linked and Housing Needs Reports are a key step to assess housing stock in our communities. Many local governments throughout the Interior have already received funding for their reports and the next intake deadline is coming up on October 16, 2020. Prospective applicants should be advised that based on available funding, this will likely be the final intake of this funding program.

The links between health and housing are clear. Talk to us if you would like help with accessing population health data, collecting health evidence related to housing, organizing community engagements, or facilitating dialogue sessions! We can also write letters of support to support your application.

Municipal Natural Assets Inventory - Seeking Expressions of Interest

A natural asset inventory is the gateway to a full natural asset management program. Municipal Natural Assets Initiative (MNAI) is pursuing several funding opportunities that would allow them to subsidize multiple local governments across Canada to develop their natural asset inventories starting this fall. If your municipality is interested, be sure to fill out an Expression of Interest.

Reminder!

Up to date COVID-19 Information can be found at https://news.interiorhealth.ca/covid-19/ including testing information and shareable resources. Information specific to Communities can be found here.

Sincerely,

Your Healthy Communities Team

healthycommunities@interiorhealth.ca

To subscribe, send a blank email with Subscribe to Monthly e-newsletters in the subject line.
To unsubscribe, send a blank email with Unsubscribe to Monthly e-newsletters in the subject line.

From: Stephen Lowry
Sent: August 15, 2020 2:28 PM
To: Alan Harrison
Subject: SACP Resumption of Services

Dear Alan, Salmon Arm Citizens Patrol is about to resume partial services. Please see the attached for particulars.

Sincerely

Stephen

Limited SACP Resumption of Services

Speed Watch

August 15, 2020

City of Salmon Arm
Mayor Alan Harrison, Councillors and Staff:

Dear Mayor Harrison:

We are extremely pleased to announce that Salmon Arm Citizens Patrol is about to resume partial services for the City of Salmon Arm. As you are aware, SACP suspended all services March 12 due to mandated pandemic restrictions.

This resumption of servicers is in accordance with supplied guidelines, namely "Crime Prevention Volunteers - Standard Activity Descriptions" and "RCMP Volunteer Cleaning Instructions". Additionally, all members have signed a "Covid-19 Assumption of Risk Form" as required by the City, and an SACP office contact sheet and cleaning protocol is in effect.

Speed Watch members have undergone a recent "dry land" training review of electronic tablet usage and reporting procedures, and an "on the street" training session on 20th Avenue SE near Mayfair Farms is scheduled for Thursday, August 20. This will involve a larger than normal number of SACP members and radar boards will be positioned in both directions.

It is intended that Speed Watch patrols targeting school zones will commence the week of September 7 and continue into early October bearing in mind continued RCMP and BC Health Covid-19 Guidelines.

Intended next steps are foot patrols to conduct "Lock Out Auto Crime" and "Stolen Auto Recovery" however the resumption of normal automobile patrols remains prohibitive at this time.

Sincerely
Paula Weir: President
Stephen Lowry: Vice-President