1. November 23, 2020 Council Agenda And Correspondence

Documents:

NOVEMBER 23, 2020 AGENDA.PDF
NOVEMBER 23, 2020 CORRESPONDENCE.PDF

1.I. November 23, 2020 Arts And Culture Plan

Documents:

SALMONARM_ALIVEWITHTHEARTSSTRATEGY_DRAFT_SEPT15-2020-2.PDF

1.II. November 23, 2020 Item 23.1/23.2 Submissions

Documents:

NOVEMBER 23, 2020 SUBMISSIONS ITEMS 23.1 AND 23.2.PDF

1.III. November 23, 2020 Late Item 9.8

Documents:

NOVEMBER 23, 2020 LATE ITEM 9.8.PDF

SALMONARM
SMALL CITY, BIG IDEAS

# *AGENDA*

**City of Salmon Arm**
**Regular Council Meeting**

**Monday, November 23, 2020**
**1:00 p.m.**

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

| Page # | Item # | | Description |
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| | 1. | | **CALL TO ORDER** |
| 1 - 2 | 2. | | **IN-CAMERA SESSION** |
| | 3. | | **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**<br>*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 – 14 | | 1. | Regular Council Meeting Minutes of November 9, 2020 |
| | 7. | | **COMMITTEE REPORTS** |
| 15 – 18 | | 1. | Development and Planning Services Committee Meeting Minutes of November 16, 2020 |
| 19 – 22 | | 2. | Active Transportation Task Force Meeting Minutes of November 16, 2020 |
| | 8. | | **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE** |
| | 9. | | **STAFF REPORTS** |
| 23 – 26 | | 1. | Director of Engineering & Public Works – RCMP Cell Block Upgrade – Tender Award |
| 27 – 30 | | 2. | Director of Engineering & Public Works – Mosquito Control & Surveillance Program – Contract Extension |
| 31 – 34 | | 3. | Director of Corporate Services – Poverty Reduction Planning & Action Planning Grant Social Supports Inventory and Assessment RFP Award |

| | | | |
|---|---|---|---|
| | **9.** | | **STAFF REPORTS – continued** |
| 34 – 36 | | 4. | Chief Financial Officer – Disposal of Surplus Equipment |
| 37 – 46 | | 5. | Chief Financial Officer – COVID-19 Safe Restart Grant – For Information |
| 47 – 48 | | 6. | Director of Engineering & Public Works – Water Pollution Control Centre Centrifuge Rebuild |
| 49 – 54 | | 7. | Director of Corporate Services – Mt. Ida & Shuswap Memorial Cemetery Operations and maintenance Contract |
| | **10.** | | **INTRODUCTION OF BYLAWS** |
| 55 – 60 | | 1. | City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424 [Cemetery Rates] – First, Second and Third Readings |
| 61 – 70 | | 2. | City of Salmon Arm Highway Closure Bylaw No. 4422 - First, Second and Third Readings |
| 71 – 86 | | 3. | City of Salmon Arm Zoning Amendment Bylaw No. 4417 [South Central Electric Ltd.; 1140 17 Avenue SE; R1 to R8] – First and Second Readings |
| | **11.** | | **RECONSIDERATION OF BYLAWS** |
| | **12.** | | **CORRESPONDENCE** |
| 87 – 88 | | 1. | Informational Correspondence |
| | **13.** | | **NEW BUSINESS** |
| | **14.** | | **PRESENTATIONS / DELEGATIONS** |
| 89 – 98 | | 1. | Presentation 4:00 – 4:15 p.m. (approximately)<br>Erin Viera, Program Manager and Paul Demenok, Chair, Shuswap Watershed Council – Shuswap Watershed Council Annual Update |
| 99 – 112 | | 2. | Presentation 4:15 – 4:30 p.m. (approximately)<br>Patricia Huntsman, Patricia Huntsman Culture + Communication – Salmon Arm Arts and Culture Plan *(See City Website for Full Plan)* |
| | **15.** | | **COUNCIL STATEMENTS** |
| | **16.** | | **SALMON ARM SECONDARY YOUTH COUNCIL** |
| | **17.** | | **NOTICE OF MOTION** |
| | **18.** | | **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS** |
| | **19.** | | **OTHER BUSINESS** |
| | **20.** | | **QUESTION AND ANSWER PERIOD** |

# 7:00 p.m.

| Page # | Item # | | Description |
|---|---|---|---|
| | **21.** | | **DISCLOSURE OF INTEREST** |
| | **22.** | | **HEARINGS** |
| | **23.** | | **STATUTORY PUBLIC HEARINGS** |
| 113 – 128 | | 1. | Official Community Plan Amendment Application No. OCP4000-43 [Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] |
| 129 – 130 | | 2. | Zoning Amendment Application No. ZON-1184 [Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6] |
| | **24.** | | **RECONSIDERATION OF BYLAWS** |
| 131 – 134 | | 1. | City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] - Third Reading |
| 135 – 138 | | 2. | City of Salmon Arm Zoning Amendment Bylaw No. 4411 [ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6] - Third Reading |
| | **25.** | | **QUESTION AND ANSWER PERIOD** |
| 139 - 140 | **26.** | | **ADJOURNMENT** |

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Item 2.

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Eliason

Seconded: Councillor Lindgren

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: November 23, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of November 9, 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 held in 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, November 9, 2020.**

**PRESENT:**

Mayor A. Harrison
Councillor D. Cannon
Councillor K. Flynn
Councillor S. Lindgren (participated remotely)
Councillor T. Lavery (participated remotely)
Councillor L. Wallace Richmond (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
Chief Financial Officer C. Van de Cappelle (participated remotely)
Fire Chief B. Shirley
Recorder C. Simmons

**ABSENT:**

Councillor C. Eliason

## 1. CALL TO ORDER

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

## 2. IN-CAMERA SESSION

0481-2020 Moved: Councillor Cannon
Seconded: Councillor Flynn
THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
Council returned to Regular Session at.2:05 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

Additional information under item 9.5 Regency Consultants Ltd. - letter dated November 4, 2020 - ALR Application 61443

Additional information under item 11.1/11.2 D. McGregor - email dated November 5, 2020 - Query of proposed zoning change to 1050 18 Street NE

Addition under item 12.2 C. Novakowski, Vice President, Salmon Arm Métis Association - email dated October 15, 2020 - Request for Mayor and Council

## 5. DISCLOSURE OF INTEREST

Councillor Lindgren declared a conflict of interest with item 12.1.7 as she is employed at the Storefront Alternate School, School District 83.

## 6. CONFIRMATION OF MINUTES

### 1. Regular Council Meeting Minutes of October 26, 2020

0482-2020

Moved: Councillor Cannon
Seconded: Councillor Wallace Richmond
THAT: the Regular Council Meeting Minutes of October 26, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

## 7. COMMITTEE REPORTS

### 1. Development and Planning Services Committee Meeting Minutes of November 2, 2020

0483-2020

Moved: Councillor Lindgren
Seconded: Councillor Lavery
THAT: the Development and Planning Services Committee Meeting Minutes of November 2, 2020, be received as information.

CARRIED UNANIMOUSLY

### 2. Shuswap Regional Airport Operations Committee Meeting Minutes of October 21, 2020

0484-2020

Moved: Councillor Wallace Richmond
Seconded: Councillor Flynn
THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of October 21, 2020, be received as information.

CARRIED UNANIMOUSLY

## 7. COMMITTEE REPORTS – continued

### 3. Active Transportation Task Force Meeting Minutes of November 2, 2020

0485-2020

Moved: Councillor Lavery
Seconded: Mayor Harrison
THAT: the Active Transportation Task Force Meeting Minutes of November 2, 2020, be received, as information.

CARRIED UNANIMOUSLY

## 8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

### 1. Board in Brief – October, 2020

Received for information.

## 9. STAFF REPORTS

### 1. Chief Administrative Officer – Corporate Strategic Plan Update

0486-2020

Moved: Councillor Cannon
Seconded: Councillor Flynn
THAT: Council award the Strategic Planning Update Consulting Services Contract to Urban Systems Ltd. in the amount of $45,000.00;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to include the Strategic Plan Update for $45,000.00 funded from the Strategic Plan Update Reserve Account;

AND FURTHER THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the Strategic Planning Update Consulting Services Contract to authorize sole sourcing of same to Urban Systems Ltd.

CARRIED
Councillor Lindgren Opposed

### 3. Manager of Permits & Licensing – Recommendation to Cancel Notice On Title – P. & M. Klem

0487-2020

Moved: Councillor Cannon
Seconded: Councillor Flynn
THAT: the notice filed on the property title of Lot 9, Plan KAP60529, Section 12, Township 20, Range 10, W6M, KDYD (1020 14 Avenue SE) pursuant to Section 57 of the Community Charter be cancelled.

CARRIED UNANIMOUSLY

## 9. STAFF REPORTS – continued

### 2. Fire Chief – Purchase of Aerial Ladder Platform Truck

0488-2020

Moved: Councillor Cannon
Seconded: Councillor Wallace Richmond
THAT: Council approve the purchase of a 2021 Rosenbauer Aerial ladder platform truck for the purchase price of $1,492,858.00 plus applicable taxes;

AND THAT: Council authorize an additional $98,000.00 from Emergency Apparatus Reserve account towards the purchase.

CARRIED UNANIMOUSLY

### 4. Director of Development Services - Agricultural Land Commission Application No. ALC-398 [Charlton, S. & H./Browne Johnson Land Surveyors; 4270 10 Avenue SE; Exclusion]

0489-2020

Moved: Councillor Flynn
Seconded: Councillor Cannon
THAT: Agricultural Land Commission Application No. ALC-398 be authorized for submission to the Agricultural Land Commission.

The Mayor called three times for input.

CARRIED UNANIMOUSLY

### 5. Director of Development Services - Agricultural Land Commission Application No. ALC-397 [Smith, R. & M.; 1281 70 Avenue NE; Inclusion and Exclusion]

0490-2020

Moved: Councillor Lavery
Seconded: Councillor Lindgren
THAT: Agricultural Land Commission Application No. ALC-397 be authorized for submission to the Agricultural Land Commission.

The Mayor called three times for input.

R. Smith, the applicant, outlined the application and was available to answer questions from Council.

CARRIED UNANIMOUSLY

## 10. INTRODUCTION OF BYLAWS

## 11. RECONSIDERATION OF BYLAWS

### 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] – Second Reading

0491-2020

Moved: Councillor Flynn
Seconded: Councillor Cannon
THAT: Pursuant to Section 475 of the Local Government Act, Council has considered this Official Community Plan Amendment after appropriate consultation with affected organizations and authorities;

## 11. RECONSIDERATION OF BYLAWS – continued

### 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] – Second Reading – continued

AND THAT: Pursuant to Section 476 of the Local Government Act, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;

AND THAT: Pursuant to Section 477 3 (a) of the Local Government Act, Council has considered the proposed Official Community Plan Amendment in conjunction with:

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

AND FURTHER THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 be read a second time.

CARRIED UNANIMOUSLY

### 2. City of Salmon Arm Zoning Amendment Bylaw No. 4411 [ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6] – Second Reading

0492-2020

Moved: Councillor Lavery
Seconded: Councillor Wallace Richmond
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4411 be read a second time.

CARRIED UNANIMOUSLY

### 3. City of Salmon Arm Zoning Amendment Bylaw No. 4407 [ZON-1186; Neufeld, B.; 1831 22 Street NE; R-1 to R-8] – Final Reading

0493-2020

Moved: Councillor Wallace Richmond
Seconded: Councillor Cannon
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4407 be read a final time.

CARRIED UNANIMOUSLY

### 4. City of Salmon Arm Zoning Amendment Bylaw No. 4412 [ZON-1187; Wiens, R.; 2830 25 Street NE; R-1 to R-8] – Final Reading

0494-2020

Moved: Councillor Flynn
Seconded: Councillor Lindgren
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4412 be read a final time.

CARRIED UNANIMOUSLY

## 11. RECONSIDERATION OF BYLAWS – continued

### 5. City of Salmon Arm Zoning Amendment Bylaw No. 4414 [ZON-1188; Lamb, K. & G./1261694 BC Ltd.; 3510 20 Avenue NE; R-1 to R-8] – Final Reading

0495-2020

Moved: Councillor Flynn
Seconded: Councillor Cannon
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4414 be read a final time.

CARRIED UNANIMOUSLY

### 6. City of Salmon Arm Five Year Financial Plan Amendment Bylaw No. 4423 (2020 – 2024) – Final Reading

0496-2020

Moved: Councillor Lavery
Seconded: Councillor Cannon
THAT: the bylaw entitled City of Salmon Arm Five Year Financial Plan Amendment Bylaw No. 4423 (2020 – 2024) be read a final time.

CARRIED UNANIMOUSLY

### 7. City of Salmon Arm Zoning Amendment Bylaw No. 4405 [ZON-1182; Cornerstone Christian Reformed Church/Roodzant, J.; 1191 22 Street NE; P-3 to C-6] – Second Reading

0497-2020

Moved: Councillor Lindgren
Seconded: Councillor Cannon
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4405 be read a second time.

CARRIED
Councillor Lavery Opposed

Councillor Wallace Richmond left the meeting at 3:47 p.m. and returned at 3:50 p.m.

## 12. CORRESPONDENCE

### 1. Informational Correspondence

#### 5. M. Brock, Girl Guides of Canada, 2nd Salmon Arm Pathfinders – letter received November 3, 2020 – Use of Blackburn Park Gazebo

0498-2020

Moved: Councillor Flynn
Seconded: Councillor Cannon
THAT: Council approve the Salmon Arm Girl Guides to host their weekly meetings at the picnic shelter at Blackburn Park on Tuesdays from 6:00 p.m. to 8:30 p.m. until June 30, 2021, subject to following the guidelines of the Provincial Health Officer and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

## 12. CORRESPONDENCE – continued

### 1. Informational Correspondence – continued

Councillor Lindgren declared a conflict of interest and left the meeting at 4:06 p.m.

#### 7. Storefront Alternate School, School District 83 – email dated November 4, 2020 – Art in Little Mountain

0499-2020

Moved: Councillor Wallace Richmond
Seconded: Councillor Flynn
THAT: Council authorize the placement of carvings at Little Mountain park in consultation with City of Salmon Arm Staff.

CARRIED UNANIMOUSLY

Councillor Lindgren returned to the meeting at 4:09 p.m.

#### 2. C. Novakowski, Vice President, Salmon Arm Métis Association – email dated October 15, 2020 – Request for Mayor and Council

0500-2020

Moved: Councillor Cannon
Seconded: Councillor Flynn
THAT: Council authorize the BC Métis Flag be raised for one day at City Hall on November 16, 2020, instead of the City of Salmon Arm Flag, in commemoration of Louis Riel Day in BC.

CARRIED
Councillor Flynn and Lavery Opposed

## 13. NEW BUSINESS

## 14. PRESENTATIONS

### 1. Matt Thompson, Urban Matters – Community Housing Strategy

Matt Thompson, Urban Matters presented the Community Housing Strategy and was available to answer questions from Council.

Councillor Flynn left the meeting at 4:23 p.m. and returned at 4:24 p.m.

Mayor Harrison left the meeting at 4:28 p.m.
Deputy Mayor Flynn assumed the Chair.
Mayor Harrison returned at 4:30 p.m. and reassumed the Chair.

0501-2020

Moved: Councillor Wallace Richmond
Seconded: Councillor Lavery
THAT: Council receive the Salmon Arm Housing Needs Report dated April 2020 and the Salmon Arm Community Housing Strategy dated August 2020 for information.

CARRIED UNANIMOUSLY

## 14. PRESENTATIONS – continued

### 2. Trish Dehnel, Community Energy Association – Community Energy Plan

Trish Dehnel, Community Energy Association presented the Community Energy Plan and was available to answer questions from Council.

0502-2020

Moved: Councillor Lindgren
Seconded: Councillor Lavery
THAT: Council receive the Community Energy and Emissions Plan dated November 2020.

CARRIED UNANIMOUSLY

### 3. Anne Morris - ICAN Cities Appeal

Anne Morris, Chair, Salmon Arm Ecumenical KAIROS Committee, presented on the ICAN Cities Appeal and was available to answer questions from Council.

0503-2020

Moved: Councillor Lindgren
Seconded: Councillor Wallace Richmond
THAT: the City of Salmon Arm join the ICAN Cities Appeal.

DEFEATED
Councillors Cannon, Flynn and Lavery Opposed

## 15. COUNCIL STATEMENTS

## 16. SALMON ARM SECONDARY YOUTH COUNCIL

## 17. NOTICE OF MOTION

## 18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

## 19. OTHER BUSINESS

## 20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 5:27 p.m.

The Meeting reconvened at 7:02 p.m.

**PRESENT:**

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

**PRESENT:**

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

**ABSENT:**

Councillor C. Eliason

## 21. DISCLOSURE OF INTEREST

## 4. REVIEW OF AGENDA - continued

Addition under item 23.1 S. Heggenstaller - letter received October 10, 2020 - VP-520, retaining wall

## 22. PUBLIC INPUT - 2021 BUDGET

### 1. Salmon Arm Curling Club - Bob Genoway, Doug Murray and Donna Shultz - Request for Operating and Capital Funding

Bob Genoway, Doug Murray and Donna Shultz provided an overview of the request for operating funding for three years and future capital funding for the replacement of the roof. They were available to answer questions from Council.

### 2. W. H. Laird, Tech-Crete Processors Ltd. - Consideration of Sanitary Sewer Service to 13th Avenue SW Industrial Area

Received for information.

Mayor Harrison called for further submissions on the 2021 Budget.

## 23. HEARINGS

### 1. Development Variance Permit Application No. VP-520 [Clark, I. & L./Green Emerald Estates/Arsenault, G.; 3181 Okanagan Avenue NE; Fences and Retaining Walls height]

0504-2020

Moved: Councillor Flynn
Seconded: Councillor Cannon
THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-520 be authorized for issuance for Lot 3, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPP78527, which will vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 ft) to 4.5 m (14.8 ft);

AND THAT: Issuance of Development Variance Permit No. VP-520 be withheld subject to an amendment, at cost of the applicant, to the Statutory Right of Way registered under CA6583185 to document the area of encroachment of the retaining wall over Statutory Right of Way Plan EPP78528; and should the City require access to the City sewer manhole, any removal or replacement costs for the wall, be the responsibility of the property owner.

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

Submissions were called for at this time.

S. Heggenstaller - letter received October 10, 2020 - VP-520, retaining wall

I. Clark, the owner, was available to answer questions from Council.

G. Arsenault, Green Emerald Estates, the applicant, provided an overview of the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:44 p.m. and the motion was:

CARRIED UNANIMOUSLY

## 24. STATUTORY PUBLIC HEARINGS

## 25. RECONSIDERATION OF BYLAWS

## 26. QUESTION AND ANSWER PERIOD

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

## 27. ADJOURNMENT

0505-2020 Moved: Councillor Lindgren
Seconded: Councillor Cannon
THAT: the Regular Council Meeting of November 9, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:49 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of , 2020.

Item 7.1

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of November 16, 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, November 16, 2020.**

**PRESENT:**

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

Chief Administrative Officer C. Bannister
Director of Engineering & Public Works R. Niewenhuizen
Director of Corporate Services E. Jackson
Director of Development Services K. Pearson
Chief Financial Officer C. Van de Cappelle
City Engineer J. Wilson
Recorder B. Puddifant

**ABSENT:**

## 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. Zoning Amendment No. ZON-1189 [South Central Electric Ltd. [1140 17 Avenue SE; R-1 to R-8]

Moved: Councillor Cannon
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 29, Section 12, Township 20,

5. **REPORTS - continued**

1. **Zoning Amendment No. ZON-1189 [South Central Electric Ltd. [1140 17 Avenue SE; R-1 to R-8] - continued**

Range 10, W6M, KDYD, Plan EPP83069 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

Councillor Lindgren left the meeting at 8:06 a.m. and returned at 8:10 a.m.

2. **Highway Closure Bylaw No. 4422 [City of Salmon Arm; Part of 17 Street SW]**

Moved: Councillor Wallace Richmond
Seconded: Councillor Eliason
THAT: the Development and Planning Services Committee recommends to Council that the Bylaw entitled City of Salmon Arm Highway Closure Bylaw No. 4422 proceed to first, second and third readings;

AND THAT: final reading of the Bylaw be subject to compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter and Policy 3.16 (Notification).

CARRIED UNANIMOUSLY

6. **PRESENTATIONS**

1. **J. Wilson, City Engineer – City of Salmon Arm Asset Management**

Jennifer Wilson, City Engineer, outlined the City of Salmon Arm Asset Management Program and was available to answer questions from the Committee. Chelsea Van de Cappelle, Chief Financial Officer was also available to answer questions from the Committee.

7. **FOR INFORMATION**

8. **CORRESPONDENCE**

## 9. ADJOURNMENT

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: the Development and Planning Services Committee meeting of November 16, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:55 a.m.

Mayor Alan Harrison
Chair

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

Item 7.2

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of November 16, 2020, be received as information.

**Vote Record**

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

  Opposed:

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

# CITY OF SALMON ARM

Minutes of the Meeting of the **Active Transportation Task Force** held by electronic means on Monday, **November 16, 2020** at 10:00 a.m.

**PRESENT:**

| | |
|---|---|
| Mayor Alan Harrison | City of Salmon Arm, Chair |
| Councillor Tim Lavery | City of Salmon Arm, Chair |
| Phil McIntyre-Paul | Shuswap Trail Alliance |
| Craig Newnes | Downtown Salmon Arm |
| Marianne VanBuskirk | School District No. 83 |
| David Major | Shuswap Cycling Club |
| Joe Johnson | Greenways Liaison Committee |
| Kristy Smith | Social Impact Advisory Committee |
| Lana Fitt | Salmon Arm Economic Development Society |
| Blake Lawson | Citizen at Large |
| Steve Fabro | Citizen at Large |
| Kathy Atkin | Citizen at Large |
| Camilla Papadimitropoulos | Citizen at Large |
| Gary Gagnon | Citizen at Large |
| Chris Larson | City of Salmon Arm, Planner |
| Jenn Wilson | City of Salmon Arm, City Engineer |
| Barb Puddifant | City of Salmon Arm, Recorder |

**ABSENT:**

| | |
|---|---|
| Anita Ely | Interior Health |
| Gina Johnny | Councillor, Adams Lake Indian Band |
| Louis Thomas | Councillor, Neskonlith Indian Band |

**GUESTS:**

The meeting was called to order at 10:02 a.m.

## 1. Call to Order, Introductions and Welcome

## 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. Approval of Agenda and Additional Items

Item 7.a – Ministry of Transportation presentation – questions

The Agenda with above addition for the November 16, 2020 Active Transportation Task Force Meeting was approved by general consensus of the Task Force members.

**4. Approval of minutes from October 19, 2020**

The minutes of the Active Transportation Committee Meeting of November 2, 2020 were approved by general consensus of the Task Force Members.

**5. Presentations**

**6. Old Business / Arising from Minutes**

a) ATTF sub group – new ideas and objectives

Blake Lawson spoke regarding the organization of ideas and objectives presented by Task Force members. Ideas will be grouped into sub-categories such as Health Benefits, Implementation Plan, Engagement Process, Safety Considerations, future Technology, cost and funding opportunities, gaging the success of active transportation planning and general ideas for City policies.

David Major and Phil McIntyre-Paul volunteered to assist with compiling the ideas and objectives into an outline of a summary to present to Council.

The timeline for a presentation to Council was discussed. A brief summary will be available for review and discussion by the Task Force at the January 4, 2021 meeting. The objective will be to present to Council at the Regular Council Meeting on January 11, 2021.

Mayor Harrison outlined the process of achieving short, medium and long terms goals through City Council.

**7. New Business**

a) Councillor Lavery spoke regarding the Ministry of Transportation presentation scheduled for the December 7, 2020 ATTF meeting. Councillor Lavery requested that Task Force members submit questions that members would like addressed by the Ministry via the Trello platform.

**8. Other Business &/or Roundtable Updates, Ideas and Questions**

**9. Next Meeting – December 7, 2020 – 10:00 a.m. to 11:30 a.m.**

**10. Adjournment**

The Active Transportation Task Force Meeting of November 16, 2020 be adjourned by general consensus of the Task Force Members.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:01 a.m.

_____

Mayor Alan Harrison, Co-Chair

_____

Councillor Tim Lavery, Co-Chair

Received for information by Council the day of , 2020.

Item 9.1

# CITY OF SALMON ARM

Date: November 23, 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 Salmon Arm RCMP Detachment Cell Block Upgrade project in the amount of $45,0000.00. This amount be transferred from the RCMP Prison Cell Retro Fit Reserve, current balance estimated at $34,000.00 and the remainder funded from the RCMP Storage Building Construction Reserve, current balance estimated at $84,000.00;

AND THAT: Council approve the award of the Salmon Arm RCMP Detachment Cell Block Upgrade project to 478868 BC Ltd dba McDiarmid Construction, in accordance with their tender price , in the amount of $176,888.00 plus GST.

**Vote Record**

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

Opposed:

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

CITY OF
SALMONARM

File: ENG 2020-80

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: November 13, 2020

SUBJECT: **RCMP CELL BLOCK UPGRADE – TENDER AWARD**

## STAFF RECOMMENDATION

**THAT:** **The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Salmon Arm RCMP Detachment Cell Block Upgrade project in the amount of $45,000. This amount be transferred from the RCMP Prison Cell Retro Fit Reserve, current balance estimated at $34,000.00 and the remainder funded from the RCMP Storage Building Construction Reserve, current balance estimated at $84,000.00.**

**AND THAT:** **Council approve the award of the Salmon Arm RCMP Detachment Cell Block Upgrade project to 478868BC Ltd dba McDiarmid Construction., in accordance with their tender price, in the amount of $176,888.00 plus GST;**

## BACKGROUND

The RCMP had previously conducted a study into design standards of cells, specifically a review of safeguards for handling, monitoring, and housing detainees to improve prisoner safety, providing optimum view of entire cell and removing blind spots and providing safe environments for members and guards.

In 2007 and once again in 2016 a review of Salmon Arm detachment cells were completed and requirements were put forth that must be incorporated within a cell block upgrade to be in compliance with RCMP Departmental Security. In 2017, Bernd Hermanski Architect Inc. was hired to provide architectural design services for the cell retrofit.

Tender and drawings were prepared to issue March of 2020, however due to COVID it was put on hold. On October 16, 2020, the City invited four (4) pre-qualified contractors. A mandatory site meeting was held on October 28, 2020 and on November 12, 2020 at 2:00pm, we received two (2) tender submissions as follows:

| Company | Bid Price excluding GST |
|---|---|
| **478868 BC Ltd d/a McDiarmid Construction** | **$ 176,888.00** |
| Lutz Consulting & Contracting | $ 264,057.77 |
| Capstone Renovations | Did Not Submit |
| Tamitik Builders | Did Not Submit |

The approved budget for this project was $142,000.00, this amount was based on an estimate done in 2018. Staff are recommending award of the RCMP Cell Block Upgrade to McDiarmid Construction, of Salmon Arm for a total quoted price of $176,888.00, plus GST. In addition, the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding in the amount of $45,000.00. This amount be transferred from the RCMP Prison Cell Retro Fit Reserve, current balance estimated at $34,000.00 and the remainder funded from the RCMP Storage Building Construction Reserve, current balance estimated at $84,000.00.

McDiarmid Construction is a local contractor who have successfully completed many city projects.

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

X:\Operations Dept\Engineering Services\5220-CAPITAL\2020\2020-80 RCMP\Cells\HWM - Cell Block Upgrades.docx

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Item 9.2

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council award a two (2) year contract extension to Duka Environmental Services Ltd. for the 2021 & 2022 Mosquito Control and Surveillance Program as per the extension clause in the Request for Quotation at a rate of $14,100.00 per year.

**Vote Record**

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

  Opposed:

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

CITY OF
SALMONARM

File: 5280-WNV 2021

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: November 09, 2020

SUBJECT: **MOSQUITO CONTROL & SURVEILLANCE PROGRAM – CONTRACT EXTENSION**

## STAFF RECOMMENDATION

**THAT: Council award a two (2) year contract extension to Duka Environmental Services Ltd. for the 2021 & 2022 Mosquito Control & Surveillance Program as per the extension clause in the Request for Quotation. Duka Environmental Services Ltd. have offered to hold their original pricing.**

## BACKGROUND

Since 2005, the City has conducted a West Nile Virus Vector Mosquito Abatement Program. The primary focus of this program is public education, mosquito habitat mapping, species identification, vector larval control, and adult mosquito surveillance. As part of the abatement of mosquitoes, larvaciding is performed where larvae are present in standing water, ponds and low lying areas and storm water catch basins.

The goal of the annual mosquito control & surveillance program is to reduce the potential for widespread adult mosquito annoyance, and the possibility of mosquito-borne disease, for the benefit of residents, workers, and area visitors. This is achieved by the suppression of larval mosquito populations using an integrated pest management (IPM) approach for their surveillance, prevention, and control. This approach focuses on the timely detection and treatment of larval mosquito populations using biological methodologies and products. Where possible, and appropriate, physical, or cultural processes are recommended that reduce larval habitat and which will enhance, or conserve, natural mosquito predators. Where required, larval mosquito populations were controlled using the bio-rational larvicide products VectoBac 200G (*Bacillus thuringiensis* var. *israelensis,* PCP #18158) and VectoLex CG or WSP (*Bacillus sphaericus*, PCP # 28008, 28009).

Fifteen species of larval mosquitos were collected during the 2020 sampling: eleven *Aedes*, three *Culex* and one *Culiseta*. All of these mosquitos are capable, under the right conditions, of developing multiple generations during the season and causing reportable, and occasionally extreme annoyance, especially *Aedes*, which are noted as aggressive biters of man and animals. *Culex* and *Culiseta* mosquitos are also noted pests of man and animals and several species are highly competent vectors of disease such as West Nile virus (WNv). A total of 6 species, accounting for 56% of all larvae collected this season at Salmon Arm are competent vectors of WNv. Control of locally occurring *Aedes*, *Culex* and *Culiseta* populations not only prevents widespread adult mosquito nuisance for the benefit of residents, workers, businesses, and visitors, but also contributes to the protection of public health.

## STAFF COMMENTS

Duka Environmental Services Ltd. has provided services for this program the past three (3) years. Their cooperation and communication have made this program quite successful. We recommend securing the extension of this contract for two (2) additional years, expiring December 31, 2022, as per the extension clause in the original Request for Quotation at their quotes rate of $14,100.00 per year.

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

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Item 9.3

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council award the Social Supports Inventory and Assessment Plan contract to SPARC BC for the quoted price of $24,800.00.

**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: November 17, 2020

SUBJECT: Poverty Reduction Planning & Action Planning Grant
Social Supports Inventory and Assessment RFP Award

**MOTION FOR CONSIDERATION:**

THAT: Council award the Social Supports Inventory and Assessment Plan contract to SPARC BC for the quoted price of $ 24,800.00.

**BACKGROUND:**

In July 2020, the City of Salmon Arm was notified that the application for funding in the amount of $25,000.00 under the UBCM administered 2020 Poverty Reduction Planning & Action program was successful. The RFP, which closed on October 30, 2020, was advertised on BC Bid, the City's website and in the Salmon Arm Observer.

Six (6) proposals were received and evaluated by staff. All proposals met the minimum requirements identified in the mandatory criteria sections and were further ranked based on the following:

| Criterion | Weight |
|---|---|
| A. METHODOLOGY | 40 |
| Descriptive narrative<br>Explanation of how contract will be managed in accordance with key requirements | |
| B. PROPONENT PROFILE | 40 |
| Qualifications and experience<br>References | |
| C. PRICE PROPOSAL | 20 |
| D. GRAND TOTAL = (A + B + C) | 100 |

The price proposal for each of the proponents is identified below:

| Proponent | Price (excluding GST) |
|---|---|
| Objective Research / Moorhouse & Associates | $24,000.00 |
| Veris Inc. | $22,400.00 |
| Think Ahead Business Solutions | $21,000.00 |
| Effect Change Management | $22,495.00 |
| Neuquinn Consulting | $22,500.00 |
| SPARC BC | $24,800.00 (including honoraria of $1,000) |

Following a thorough evaluation, staff agreed that the proposal that best demonstrates an understanding of the requirements set out in the RFP document, including relevant experience is the Social Planning and Research Council of B.C. (SPARC BC). SPARC BC is an independent, non-partisan, registered charity that is located in Burnaby, BC.

Staff had the following comments regarding SPARC BC proposal:

- SPARC BC is presently working on a similar project for the City of Richmond;
- The team is well rounded and highly suitable for the project;
- Proposed timeline is suitable;
- The proposal was clear and easy to read; and
- Honoraria for persons with lived/living experience has been included in the fee.

It is recommended that Council award the Poverty Reduction Planning & Action contract to SPARC BC for the quoted price of $ 24,800.00.

Respectfully submitted,

Erin Jackson
Director of Corporate Services

cc. C. Van de Cappelle, Chief Financial Officer

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Item 9.4

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the following bids/offers be accepted for the sale of surplus equipment on a "where is, as is" basis:

| *Equipment* | *Buyer* | *Bid Amount (plus GST and PST)* |
|---|---|---|
| 2008 Jeep Compass S/N 1J8FF47W48D510424 | Debbie McGregor of behalf of Jenna Elidoros | $3,051.00 |
| 2014 Dodge Truck Box | 583021 BC Ltd. dba Westside Used Auto parts | $625.00 |

**Vote Record**

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

Opposed:

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

CITY OF
SALMONARM

Date: November 17, 2020
To: Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer
Subject: Disposal of Surplus Equipment

*Motion for Consideration:*
THAT: The following bids/offers be accepted for the sale of surplus equipment on a "where is, as is" basis:

| *Equipment* | *Buyer* | *Bid Amount* *(plus GST and PST)* |
|---|---|---|
| 2008 Jeep Compass S/N 1J8FF47W48D510424 | Debbie McGregor on behalf of Jenna Elidoros | $3,051.00 |
| 2014 Dodge Truck Box | 583021 BC Ltd dba Westside Used Auto Parts | $625.00 |

*Background:*
The following equipment is no longer required by the City Public Works Department and as a result has been advertised for sale through a sealed bid process with a minimum upset price:

- 2008 Jeep Compass S/N 1J8FF47W48D510424 $ 2,000.00
- 2014 Dodge Truck Box $ 300.00

*2008 Jeep Compass*
Two (2) bids were received on the 2008 Jeep Compass as follows:
- Debbie McGregor - $3,051.00; and
- Kirk Graham - $2,008.00.

It is recommended that Debbie McGregor's offer of $3,051.00 (plus taxes) be accepted.

*2014 Dodge Truck Box*
One (1) bid was received on the 2014 Dodge Truck Box as follows:
- Westside Used Auto Parts - $625.00.

It is recommended that Westside Used Auto Parts offer of $625.00 (plus taxes) be accepted.

Chelsea Van de Cappelle, CPA

Item 9.5

# CITY OF SALMON ARM

Date: November 23, 2020

Chief Financial Officer – COVID-19 Safe Restart Grant – For Information

**Vote Record**

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

Opposed:

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

CITY OF
SALMONARM

| | |
|---|---|
| Date: | November 16, 2020 |
| To: | Mayor Harrison and Members of Council |
| From: | Chelsea Van de Cappelle, Chief Financial Officer |
| Subject: | COVID-19 Safe Restart Grant |

**FOR INFORMATION**

Further to the letter from the Deputy Minister of the Ministry of Municipal Affairs and Housing received by Council at the Regular Council meeting of November 9, 2020 in regards to the City's receipt of a COVID-19 Safe Restart Grant (Appendix A), please find below further information on the grant and process.

The City was fortunate to receive $3,598,000 in grant funding. As outlined in the letter, the funding is to assist local governments with increased operating costs and reduced revenues as a result of COVID-19. The letter outlines several eligible cost categories that the City may have as related to the pandemic. As confirmed with the Ministry of Municipal Affairs, eligible costs were left quite broad to provide latitude for local governments to address priorities that are being experienced locally. Further, the funding is applicable retroactively (costs or lost revenues experienced in 2020) as well as for ongoing and future costs. As such, there is no deadline to expend the funds.

As Council is aware, several strategies were actioned to minimize costs and lessen the impact of reduced revenues including a transfer from the 'Emergency' reserve of $470,460 to reduce the 2020 tax rate increase for all classes to nil (Appendix B). At this time it is difficult to quantify the end result that the pandemic has had on the City's financial position and whether additional funding from the grant would be required.

Staff will have a better understanding of funding shortfalls and potential uses of the grant during the year-end process and final budget amendment for 2020 that would be brought forward in the Spring of 2021. However, at this time Staff can report the following:

*Please note these figures are not final (Year-end adjustments and reconciliations have not been completed) and represent only a moment in time. The amounts have not been finalized and are being provided as general information for Council.*

- Transfer from Emergency Reserve - $470,460;
- COVID Leave – wages for staff when off for COVID testing etc. – approx. $91,000;
- COVID Emergency Grants for Non-Profits – approx. $8,000 of $20,000 allotted;
- Metered Utility Penalties Waived – approx. $4,500;

- Reduced Lessee Revenues:
  - Sea Dog Rentals – approx. $20,000;
  - Rosa's Taco Stand - approx. $470; and
  - Airport – North Okanagan Vertical Adventures - approx. $3,800
- Reduced revenues as follows:
  - Parking Fees – approx. $51,000 vs. budget $89,000 ($38,000 deficit);
  - Burning Permits – approx. $4,000 vs. budget $12,000 ($8,000 deficit);
  - Traffic Fines - approx. $500 vs. budget $15,000 ($14,500 deficit); and
  - Transit Revenues – approx. $90,000 vs. budget $162,000 ($72,000 deficit);
- Shaw Centre – Operating Deficits – approx. $477,000 vs. budget $675,000;
- Community Centre – Operating Deficits approx. $462,000 vs. budget $679,000. Both the Shaw Centre and Community Centre are managed by the Shuswap Recreation Society and the City funds the net operating deficits. For a detailed explanation of reduced revenues and increased costs associated with the facilities related to COVID-19, it is recommended that they be brought forward by the Society.
- As a result of the hiring freeze and part/relief staff layoff, it is anticipated that the operating and maintenance accounts will see a reduction in costs as a result of reduced staff available to complete the work;
- Many conferences and training workshops throughout the budget were cancelled or virtual in 2020, as a result it is anticipated to see savings in these areas. An estimation is not available.
- Roots and Blues, Salmon Arm Children's Festival and Canada Day Celebrations did not occur, resulting in savings of approximately $78,000.

As a result of the numerous accounts impacted and the uncertainty surrounding funding shortfalls, it is recommended that at least $1 million of the grant funding remain in place until the completion of the 2020 year-end.

In regards to future expenditures (i.e. those impacting the 2021 Budget), it is recommended that they be discussed at the 2021 budget deliberations, similar to the format Council has taken with Community Works Grant funding. It is expected that staff will have some recommendations and it would likely prove the best use of discussion to review both Councils suggestions alongside those of staff.

Respectfully Submitted,

Chelsea Van de Cappelle, CPA

BRITISH COLUMBIA

November 2, 2020

Ref: 257671

Carl Bannister
Chief Administrative Officer
City of Salmon Arm
Box 40
Salmon Arm BC V1E 4N2

Dear Carl Bannister:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly $2 billion in joint federal/provincial spending, including: $540 million for local governments, $418 million for community infrastructure, and $1 billion for transit, TransLink and ferries.

The $540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for $15 million and "Strengthening Communities" for $100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to $425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Salmon Arm** is the recipient of a **$3,598,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

Ministry of Municipal Affairs and Housing

Office of the Deputy Minister

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 387-9108
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 9N7

http://www.gov.bc.ca/mah

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an "adjusted per-capita" amount. The flat amount is $169,000, and the "adjusted per-capita" amount is $308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **19,299** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,

Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Tracy Tulak, Chief Financial Officer, City of Salmon Arm

**Attachment: Example Calculation for a Municipality with 43,000 People**

**City of Rockridge**

| | |
|---|---|
| Population | **43,000** |
| Adjusted Per Capita Funding | **$308.34** per adjusted population |
| Flat Funding Amount | **$169,000** |

**Funding model**

| A | B | | | | | |
|---|---|---|---|---|---|---|
| Population Range | | C=B-A | D | E = C (up tp 43,000) | F = E x D | F |
| From | to | Range | Adjustment Ratio | Rockridge Pop | Adjusted Pop Calc | Adjusted Pop |
| - | 2,000 | 2,000 | 1 | 2,000 | = 2,000 x 1 | 2,000 |
| 2,001 | 5,000 | 3,000 | 0.8 | 3,000 | = 3,000 x 0.8 | 2,400 |
| 5,001 | 10,000 | 5,000 | 0.6 | 5,000 | = 5,000 x 0.6 | 3,000 |
| 10,001 | 20,000 | 10,000 | 0.4 | 10,000 | = 10,000 x 0.4 | 4,000 |
| 20,001 | 40,000 | 20,000 | 0.2 | 20,000 | = 20,000 x 0.2 | 4,000 |
| 40,001 | 150,000 | 110,000 | 0.1 | 3,000 | = 3,000 x 0.1 | 300 |
| 150,001 | 900,000 | 750,000 | 0.05 | - | = 0 x 0.05 | - |
| | | | Sum | **43,000** | | 15,700 G=ΣF |
| | | | | | Per capita funding | **$308.34** H |
| | | | | | Funding per Adjusted Pop | 4,840,938 I=GxH |
| | | | | | Flat Funding Amount | **169,000** J |
| | | | | | Total Funding Amount | 5,009,938 K=I+J |

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of $308.34, the funding per adjusted population would $4.84 million. Plus a flat funding amount of $169,000, the total funding to this municipality would be $5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).
https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics

CITY OF
SALMONARM

| | |
|---|---|
| To: | Mayor Harrison and Members of Council |
| Date: | May 7, 2020 |
| Subject: | 2020 Budget Analysis – COVID-19 |

## FOR DISCUSSION

Further to Council's request, please find summarized below information relative to Revenues and Expenses for 2020 in relation to the current COVID-19 pandemic.

Any surplus funds recognized as a result of projects postponed or cancelled will be set aside or 'parked' and will not be reallocated to any other projects. These surplus funds may be used to support the City's cash reserves, in anticipation of late collections of current year property taxes. All of the expenses listed below have been included in the 2020 budget and the actions contemplated in this memo will have no impact on the taxes payable or collected for the current year.

*Steps Already Taken*

The following steps have all been recommended by staff and approved by Council:

- Hiring freeze – Savings approximately $238,000;
- Part Time & Relief Staff Layoff – Savings approximately $33,000 per month;
- 0% Property Tax Increase across all classes – Funded from 'Emergency' Reserve Account $470,460; and
- Metered Utility Penalty Waived for first two bills of 2020 – Loss of revenue approximately $4,500.

*Possible Future Steps*

*Expenses*

The following expenses have been reviewed as potential items that may be 'parked' or removed, should there be a significant decrease in revenue collection that impacts the 2020 budget.

The following capital and major maintenance projects could be 'parked', resulting in funds still being available to complete the project(s) in the near future:

| | |
|---|---|
| 16 Avenue SE (1600 Blk) Replacement | $ 30,000.00 |
| Bump Out (5 Ave SE – 2 Ave SE) | 40,000.00 |
| 10 St NE (8 Ave NE) | 75,000.00 |
| Okanagan Speed Calming | 20,000.00 |
| Asphaltic Overlays – Additional | 200,000.00 |
| Marine Park – Round-A-Bout Garden | 25,000.00 |
| Disk Golf Course | 20,000.00 |
| Beverage Recycling Canisters | 5,000.00 |
| Shuswap Middle School – Court Resurfacing | 10,700.00 |
| Natural Gas Services – Rap Attack Base | 3,000.00 |
| Ticket Spitter (Marine Park) | 20,000.00 |
| Total | $ 448,700.00 |

The following events may/will not take place, arguably resulting in funding not being required:

| | |
|---|---|
| Roots and Blues | $ 52,900.00 |
| Salmon Arm Children's Festival – Canada Day | 8,200.00 |
| Canada Day Celebrations | 17,000.00 |
| Total | $ 78,100.00 |

Please be advised that both the Roots and Blues Festival and the Salmon Arm Children's Canada Day Festival have been cancelled by the organizer. The Canada Day Celebrations are organized by the City and moving forward with the event is yet to be determined

The following transfers to reserves could be removed/deferred or reallocated back to the 'Emergency' Reserve Account:

| | |
|---|---|
| Civic Building – Carpet Replace/Re-Painting | $ 30,000.00 |
| Senior Centre – Drop In – Structural Eng. | 15,000.00 |
| Active Transportation | 20,000.00 |
| Food & Urban Agricultural Plan | 5,000.00 |
| 20 Ave/20 St Intersection Realignment | 59,630.00 |
| Gateway Signage | 10,000.00 |
| Shuswap Memorial Cemetery – Development | 10,000.00 |
| Parks Preplan | 25,000.00 |
| McGuire Park – Japanese Garden | 5,000.00 |
| Blackburn Park – Upgrade Ball Diamonds | 50,000.00 |
| Total | $ 229,630.00 |

The total amount of expenses listed above amount to $756,430.00, not including the steps already taken to reduce expenses.

*Contracts*

The following operating and maintenance contracts could be reviewed, removed, or deferred; however, there are contractual obligations to consider.

| | Budget | Paid to Date | Remaining |
|---|---|---|---|
| Shuswap Trail Alliance | $ 44,000.00 | $ 11,000.00 | $ 33,000.00 |
| Economic Development Society | 340,000.00 | 170,000.00 | 170,000.00 |
| Chamber of Commerce – Tourism | 137,140.00 | 68,570.00 | 68,570.00 |
| Senior Resource Centre | 22,550.00 | 11,266.50 | 11,283.50 |
| Haney Heritage Park | 115,000.00 | 57,500.00 | 57,500.00 |
| Salmon Arm Art Gallery | 42,500.00 | 0.00 | 42,500.00 |
| Total | $ 701,190.00 | $ 318,336.50 | $ 382,853.50 |

*Revenue*

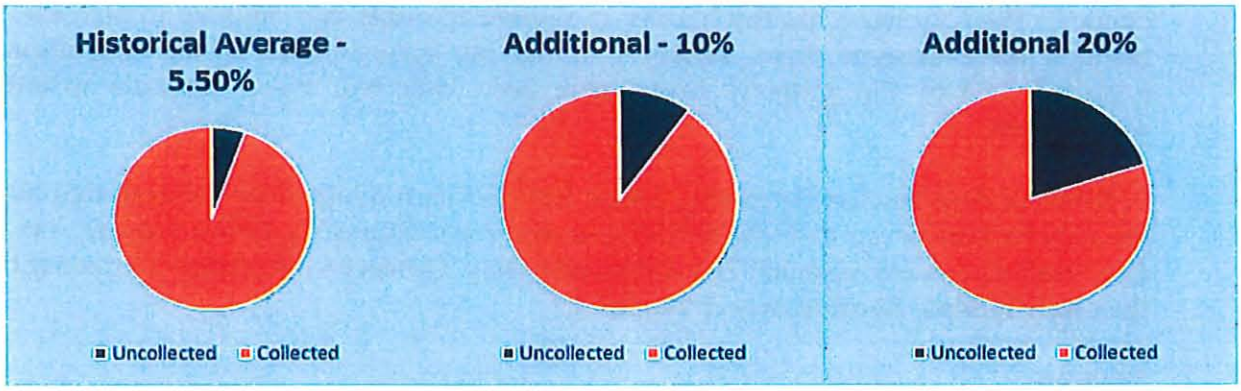
The City may see a decrease in revenue for items such as parking fees, burning permits, dog licenses, traffic fines, rental/lease fees, etc. A 15% decrease in these revenues would amount to approximately $63,500.00.

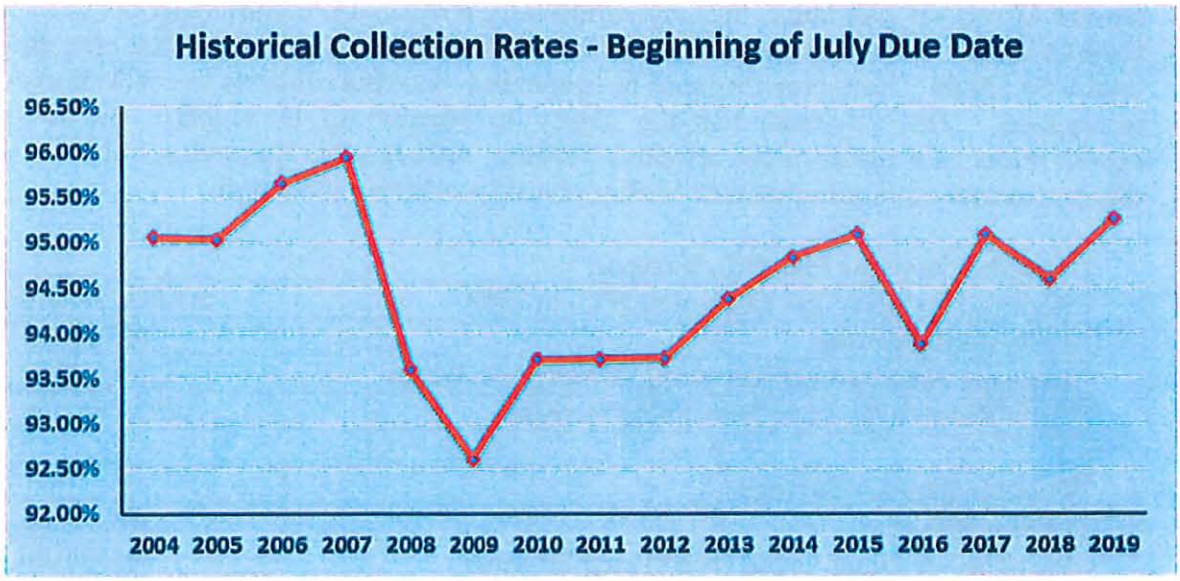
*Property Tax Collections*

The historical average of Property Taxes Collected is 94.5%, based on the last sixteen (16) years. Based on the 2020 Municipal Property Taxation Levy ($18,614,220.00), the following shows the possible impact to revenues, if property tax collections were delayed:

| | |
|---|---|
| Additional 10% Uncollected Due to COVID-19 | $ 1,861,422.00 |
| Additional 20% Uncollected Due to COVID-19 | $ 3,722,844.00 |

**Based on Beginning of July Due Date**




*Outcomes from Hiring Freeze*

There will be many cost savings as a result of the City implementing a hiring freeze for 2020. Staff are focused on essential operating and maintenance required for our parks, roads, and water and sewer functions. There will be less mowing and weed whacking in the parks, resulting in savings in our regular operating and maintenance budgets. A minimum approach was taken when planting flower beds and planters in the City, to reduce the staffing hours required to pull weeds and water planters that are not irrigated. Utilities will maintain their focus on essential repairs and maintenance and emergencies as they arise. Some capital projects or other projects that may not be essential (weed control, ditch maintenance, brushing, etc.) would see a decrease as a result of reduced staffing.

*Cash Flow*

The Province has provided grace to municipalities by extending the School Tax remittance date to December 31, 2020. In 2019, the two (2) School Tax Payments due in July totaled $2,914,972.41. Deferring these payments will allow the City to use the tax revenue collected to pay other government agencies on July 31, in the amount of $2,819,175.00.

The Province has also allowed municipalities to borrow from reserve funds to address revenue shortfalls. Any money borrowed must be repaid within five years of borrowing. Over the past many years, the City (staff and elected officials) have worked extremely hard to develop reserve accounts to help fund future projects as recommended by staff and council. The City has a healthy balance in reserve accounts that can help to float the City through these extreme times, should property tax collections be lower than normally expected. Once the property taxes have been collected, these accounts would be replenished.

A Revenue Anticipation Borrowing Bylaw has also been adopted by Council, that allows the City to borrow up to $1,000,000.00 to cover expenditures up to the property tax due date. Staff do not envision that this will be necessary. However, temporary borrowing from the City's Reserve Account may be required.

*Summary*

In summary, if the Property Tax Collections were reduced by an additional 10% due to the current COVID-19 pandemic, the City would have a reduction in municipal tax revenue of $1,861,422.00. The expenses detailed above that could be 'parked' for the current year total $756,430.00. These projects could be 'unparked' once the property tax collections were recognized. The City also has the ability to borrow up to $1,000,000.00 to cover expenditures as a result of the adopted Revenue Anticipation Borrowing Bylaw. This report assumes no requirement for further phased workforce reduction.

| | |
|---|---|
| Possible Revenue Shortfall/Increase: | |
| Reduced Property Tax Collection (95% to 85%) | $(1,860,000.00) |
| Fees/Rent/Permits | (63,500.00) |
| Revenue Anticipation Borrowing/Reserve Accounts | 1,000,000.00 |
| Total Possible Revenue (Shortfall)/Increase | (923,500.00) |
| | |
| Possible Expense Savings: | |
| Hiring Freeze | 238,000.00 |
| Part Time & Relief Layoff (based on 3 Months) | 99,000.00 |
| 'Parked' Projects | 756,430.00 |
| Total Possible Expenses Savings | 1,093,430.00 |
| | |
| Surplus / (Deficit) | $ 169,930.00 |

Respectfully Submitted,

Tracy Tulak, CPA, CMA
Acting Chief Financial Officer

Item 9.6

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council approve Mearl's Machine Works Ltd. of Kelowna, BC to complete the repairs to the original Pieralisi centrifuge at a cost of approximately $20,000.00 - $25,000.00;

AND THAT: the City's Purchasing Policy No. 7.13 be waived to authorize sole sourcing of same to Mearl's Machine Works Ltd.

**Vote Record**

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

Opposed:

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

CITY OF
SALMONARM

File: 2020-xx

| | |
|---|---|
| TO: | His Worship Mayor Harrison and Members of Council |
| FROM: | Robert Niewenhuizen, Director of Engineering and Public Works |
| PREPARED BY: | Gerry Rasmuson, Utilities Manager |
| DATE: | November 18, 2020 |
| SUBJECT: | Water Pollution Control Center Centrifuge Rebuild |

## STAFF RECOMMENDATION

**THAT:** **Council approve the repairs to the original Pieralisi centrifuge be completed by Mearl's Machine Works Ltd of Kelowna, at approximately $20,000 - $25,000;**

**AND THAT:** **The City's Purchasing Policy No. 7.13 be waived to authorize sole sourcing of same to Mearl's Machine Works Ltd.**

## BACKGROUND

The City of Salmon Arm's Water Pollution Control Center utilizes Pieralisi centrifuges to dewater highly treated bio solids produced from the treatment process of the wastewater. This dewatering process is necessary to increase the handling ability of the valuable bio solids as well as reduce transportation costs. The original Pieralisi Centrifuge was installed in 1997 and rebuilt in 2003 and then again in 2013. An additional redundant Pieralisi centrifuge was purchased and installed in 2004 and then rebuilt in 2008 and again in 2018. The separation principle utilizes centrifugal force generated by rotating a stainless steel bowl and scroll at 3,500 revolutions per minute to separate the solids from the liquid.

Staff performs all routine daily maintenance on the centrifuges however since the bowl and scroll weigh 420 kg any major maintenance must be performed by a qualified and trained contractor. All consumable parts must be purchased directly from Pieralisi's sole Distribution Representative. Fortunately, the recommended contractor who can perform this specialized work is based in Kelowna and have completed the work on the previous rebuilds for the City. It is for this reason staff recommend Mearl's Machine Works Ltd. of Kelowna be selected to complete the required rebuild. Their current estimate is $21,000 however, certain parts requiring replacement may not be identified until the machine has been totally disassembled.

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

Item 9.7

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the Cemetery Operation and Maintenance Contract with MADA Contracting for the period of January 1, 2021 to December 31, 2025 for the amount of $585,250.00.

**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: November 17, 2020

SUBJECT: Mt. Ida & Shuswap Memorial Cemetery Operations and Maintenance Contract

**MOTION FOR CONSIDERATION:**

THAT: the Mayor and Corporate Officer be authorized to execute the Cemetery Operation and Maintenance Contract with MADA Contracting for the period of January 1, 2021 to December 31, 2025 for the amount of $585,250.00.

Background:

The City issued a Request for Proposals (RFP) seeking submissions from qualified contractors to provide for the operation and maintenance of the Mt. Ida Cemetery and the Shuswap Memorial Cemetery. Three (3) submissions were received by the closing date of Friday, November 6, 2020.

Under the terms of the Contract, the successful proponent will be required to complete the following:

- Ensure that the Cemeteries are open and available to the public during regular operating hours and that there is a qualified Caretaker available, if required, to answer public inquiries and assist with locating plots and niches;
- Conduct interments, including burial of human and cremated remains and placement of cremated remains into niches, ossuary or scattering garden in an appropriate manner and in accordance with applicable bylaws, laws and regulations;
- Provide plaque and memorial installations and maintenance programs;
- Clean and level headstones;
- Remove snow from all public areas except the main access road which is the responsibility of the City and for interments, as required;
- Maintain Cemetery buildings and storage areas on the grounds;
- Overall landscaping of the properties including cutting and maintenance of turf grass;
- Control litter; and
- Control pests.

In addition, the Contractor must provide all licenses, permits, tools, equipment, labour, uniforms and materials necessary to complete the works and services described above.

MADA Contracting has had the contract since 2015 and the 2020 rate was $110,000.00 plus additional fees (Option B). There were 40 burial interments and 60 cremation interments included in the base rate for Option B. The fee for each interment over the included number was $200.00 per burial interment and $75.00 per cremated interment. There is also a $50.00 charge for interments that are conducted on statutory holidays or weekends.

As of October 31, 2020, the City had not exceeded the included numbers of burial interments or cremation interments under the contract for this calendar year, however, there have been 18 statutory holiday / weekend interments at a total cost of $900 over the contract price.

The following proposals were received at City Hall by the closing date and time and all were conforming:

Option A*

| Proponent | 2021 | 2022 | 2023 | 2024 | 2025 | Total: |
|---|---|---|---|---|---|---|
| JWAY Contracting Ltd. | $ 871,412.00 | $ 890,427.00 | $ 904,227.00 | $ 928,499.00 | $942,299.00 | $ 4,536,864.00 |
| Lorwal Golf & Turf Solutions Inc. | $ 114,000.00 | $ 117,500.00 | $ 120,000.00 | $ 125,000.00 | $125,000.00 | $ 601,500.00 |
| MADA Contracting | $ 113,650.00 | $ 115,325.00 | $ 117,025.00 | $ 118,750.00 | $120,500.00 | $ 585,250.00 |

* This option is all-inclusive. There are no maximum interments or additional fees for statutory holidays or weekends.

Option B**

| Proponent | 2021 | 2022 | 2023 | 2024 | 2025 | Total: |
|---|---|---|---|---|---|---|
| JWAY Contracting Ltd. | $871,412.00 | $890,427.00 | $904,227.00 | $928,499.00 | $942,299.00 | $ 4,536,864.00 |
| Lorwal Golf & Turf Solutions Inc. | $105,000.00 | $107,000.00 | $110,000.00 | $112,500.00 | $112,500.00 | $ 547,000.00 |
| MADA Contracting | $ 111,650.00 | $ 113,325.00 | $ 115,025.00 | $ 116,750.00 | $118,500.00 | $ 575,250.00 |

** This option is not all-inclusive.

For Option B, Lorwal Golf & Turf Solutions has included 20 burial interments and 60 cremated remains interments per year for the duration of the five (5) years. Interments over those numbers will be charged at $500 per burial interment in 2021, 2022 and 2023 with an increase to $600 in 2024 and 2025 and $200 per cremation interment. The fee for interments on weekends and statutory holidays is $150.00.

MADA Contracting (MADA) has specified that there are 40 burial interments and 70 cremation interments included in the base rate for Option B in 2021, with an increase to 75 cremation interments for 2022, 2023, 2024 and 2025. The fee for each interment over the included number is $200.00 per burial interment and $65.00 per cremated interment in 2020, 2021 and 2022 with an increase to $75.00 in 2024 and 2025. There is also a $65.00 charge for interments that are conducted on statutory holidays or weekends for 2021, 2022 and 2023 with an increase to $75 in 2024 and 2025.

Review of historic data indicates that under Option B, the cost of selecting Lorwal Golf and Turf Solutions could be upwards of $10,000 per year extra for interments over the included number and statutory holiday/weekend interments. Due to the higher number of included interments and the lower change for statutory holiday/weekend interments, the anticipated cost over the base rate for MADA would be less than $2,000 per year.

Historical data regarding the number of interments:

| | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 YTD |
|---|---|---|---|---|---|---|
| Burial Interments | 20 | 22 | 22 | 24 | 19 | 20 |
| Cremation Interments | 50 | 44 | 57 | 46 | 48 | 40 |
| Niche Interments | 9 | 10 | 8 | 12 | 11 | 8 |
| Scattering Gardens | n/a | n/a | n/a | n/a | 1 | - |
| Total | 79 | 76 | 87 | 82 | 79 | 68 |

MADA has provided the lowest price for Option A (all inclusive) and Lorwal Golf & Turf Solutions has provided the lowest cost for Option B (not including fees for interments over the number indicated and on statutory holidays/weekends). If the City selects the Lorwal Golf & Turf Solutions Option B proposal, it could end up paying over $10,000/year in extra fees which makes the actual cost much higher. This level of risk is not deemed acceptable to staff as it may result in the City incurring $50,000.00 or more of additional costs above the contract price over the five (5) year agreement.

Recommendation:

It is recommended that Council award the contract for Cemetery Operation and Maintenance for the period of January 1, 2021 to December 31, 2025 to MADA Contracting in accordance with the RFP and in respect of the unit prices specified in Option A of the proposal received November 6, 2020, plus GST.

Due to the reality that many families have delayed interment as a result of the gathering restrictions that are in effect due to COVID-19 and the potential for increased deaths should Salmon Arm and surrounding areas see a surge in cases, it is prudent to mitigate the risk by selecting the fixed cost option.

MADA Contracting has been providing excellent service to the City for the past five (5) years and has extensive experience working in both the City of Armstrong /Township of Spallumcheen and City of Enderby cemeteries for many years. In addition, Mike Hodge, the designated contact and sole proprietor of MADA, has a background in the funeral home industry as a Crematorium Operator and Funeral Director Assistant, which provides him with the requisite skills to compassionately assist members of the public during their times of grief.

Respectfully Submitted,

Erin Jackson
Director of Corporate Services

cc. Chelsea Van de Cappelle, Chief Financial Officer
Robert Niewenhuizen, Director of Engineering and Public Works

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Item 10.1

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424 be read a first, second and third time.

[Cemetery Rates]

**Vote Record**

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

Opposed:

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

CITY OF
SALMON ARM

| | |
|---|---|
| Date: | November 17, 2020 |
| To: | Mayor Harrison and Members of Council |
| From: | Chelsea Van de Cappelle, Chief Financial Officer |
| Subject: | Cemetery Rates |

Recommendation:
THAT: Bylaw No. 4424 cited as the "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424" be given three readings.

Background:
In 2018 Lees & Associates and staff undertook a Cemetery Price Study to provide a benchmark for pricing of the City's current and future cemetery products and services. The study compared the City's current pricing with both regional municipalities (Penticton, Vernon, Nelson and Kamloops) and with the national average. At the time, the City's cemetery fees were priced below the regional average and in the majority of cases below the national average as well.

In 2019, Council approved a phased pricing approach to increase the existing fee structure in both 2019 and 2020 by 40% each year. This brought current offerings closer to the regional average, while addressing part of the risk of underpricing. There were also a number of new services being offered at the Shuswap Memorial Cemetery such as Family Vessels, Ossuary Interments, Memorial Wall Plaques, Scattering Garden Interments and Cremation Family Estate Lots. These services were increased in 2020 by 2.5% to address inflation.

For 2021, staff are proposing to increase Cemetery Rates by 1%. The 2019 BC CPI was 2.33%; however, inflation for 2020 from January to October averages 0.69%. Given the uncertainty in the economic environment as a result of COVID-19, staff are proposing a conservative increase of 1%. It is important that rates be reviewed annually and increased at least to address inflation to ensure that the City does not fall below the regional averages.

Attached (Appendix A) is a comparative of the proposed rate increases, associated required Care Fund contributions and impact users. The bylaw (Appendix B) proposes rates for both Mt. Ida and Shuswap Memorial Cemetery for 2021.

Respectfully Submitted,

Chelsea Van de Cappelle, CPA

Cemetery Rates

| | 2020 Cemetery Rates | | | | 2021 Cemetery Rates | | | | $ Change |
|---|---|---|---|---|---|---|---|---|---|
| | Net Rate | Care Fund | Total Rate | Care Fund % | Net Rate | Care Fund | Total Rate | Care Fund % | |
| Proposed Rate Increase | 40.00% | | | | 1.00% | | | | |
| Estimated Inflationary Increase (BC CPI) | 2.50% | | | | 1.00% | | | | |
| **Grave Space** | | | | | | | | | |
| Gound Burial | | | | | | | | | |
| Adult Res | 813.00 | 272.00 | 1,085.00 | 25.07% | 821.00 | 275.00 | 1,096.00 | 25.09% | 11.00 |
| Adult Non-Res | 1,074.00 | 358.00 | 1,432.00 | 25.00% | 1,085.00 | 362.00 | 1,447.00 | 25.02% | 15.00 |
| Child/Infant Res | 491.00 | 164.00 | 655.00 | 25.04% | 496.00 | 166.00 | 662.00 | 25.08% | 7.00 |
| Child/Infant Non-Res | 700.00 | 234.00 | 934.00 | 25.05% | 707.00 | 236.00 | 943.00 | 25.03% | 9.00 |
| Cremation Res | 335.00 | 112.00 | 447.00 | 25.06% | 338.00 | 113.00 | 451.00 | 25.06% | 4.00 |
| Cremation Non-Res | 452.00 | 151.00 | 603.00 | 25.04% | 457.00 | 153.00 | 610.00 | 25.08% | 7.00 |
| Family Estate Res | 1,230.00 | 410.00 | 1,640.00 | 25.00% | 1,242.00 | 414.00 | 1,656.00 | 25.00% | 16.00 |
| Family Estate Non-Res | 1,599.00 | 533.00 | 2,132.00 | 25.00% | 1,615.00 | 538.00 | 2,153.00 | 24.99% | 21.00 |
| Cremation | | | | | | | | | |
| Columbarium Niche Res | 1,980.00 | 661.00 | 2,641.00 | 25.03% | 2,000.00 | 668.00 | 2,668.00 | 25.04% | 27.00 |
| Columbarium Niche Non-Res | 2,589.00 | 864.00 | 3,453.00 | 25.02% | 2,615.00 | 873.00 | 3,488.00 | 25.03% | 35.00 |
| Family Vessel Res | 4,997.00 | 1,666.00 | 6,663.00 | 25.00% | 5,047.00 | 1,683.00 | 6,730.00 | 25.01% | 67.00 |
| Family Vessel Non-Res | 6,495.00 | 2,166.00 | 8,661.00 | 25.01% | 6,560.00 | 2,188.00 | 8,748.00 | 25.01% | 87.00 |
| Ossuary Res | 315.00 | 105.00 | 420.00 | 25.00% | 318.00 | 106.00 | 424.00 | 25.00% | 4.00 |
| Ossuary Non-Res | 405.00 | 135.00 | 540.00 | 25.00% | 409.00 | 136.00 | 545.00 | 24.95% | 5.00 |
| Scattering Res | 155.00 | 52.00 | 207.00 | 25.12% | 157.00 | 53.00 | 210.00 | 25.24% | 3.00 |
| Scattering Non-Res | 200.00 | 67.00 | 267.00 | 25.09% | 202.00 | 68.00 | 270.00 | 25.19% | 3.00 |
| **Services** | | | | | | | | | |
| License Transfer Fee | 94.00 | - | 94.00 | 0.00% | 95.00 | - | 95.00 | 0.00% | 1.00 |
| Interment (Open/Close) | | | | | | | | | |
| Adult | 1,021.00 | - | 1,021.00 | 0.00% | 1,031.00 | - | 1,031.00 | 0.00% | 10.00 |
| Child/Infant | 687.00 | - | 687.00 | 0.00% | 694.00 | - | 694.00 | 0.00% | 7.00 |
| Cremation/Family Estate | 456.00 | - | 456.00 | 0.00% | 461.00 | - | 461.00 | 0.00% | 5.00 |
| Niche/Vessel/Ossuary | 308.00 | - | 308.00 | 0.00% | 311.00 | - | 311.00 | 0.00% | 3.00 |
| Scattering | 308.00 | - | 308.00 | 0.00% | 311.00 | - | 311.00 | 0.00% | 3.00 |
| Extra Depth | 403.00 | - | 403.00 | 0.00% | 407.00 | - | 407.00 | 0.00% | 4.00 |
| A[illegible]0pm/Weekends/Holidays | | | | | | | | | |
| /[illegible] | 519.00 | - | 519.00 | 0.00% | 524.00 | - | 524.00 | 0.00% | 5.00 |
| C[illegible]ant | 519.00 | - | 519.00 | 0.00% | 524.00 | - | 524.00 | 0.00% | 5.00 |
| Cremation/Family Estate | 269.00 | - | 269.00 | 0.00% | 272.00 | - | 272.00 | 0.00% | 3.00 |
| Niche/Vessel/Ossuary | 162.00 | - | 162.00 | 0.00% | 164.00 | - | 164.00 | 0.00% | 2.00 |
| Scattering | 162.00 | - | 162.00 | 0.00% | 164.00 | - | 164.00 | 0.00% | 2.00 |
| Disinterment (Open/Close) | | | | | | | | | |
| Adult | 1,567.00 | - | 1,567.00 | 0.00% | 1,583.00 | - | 1,583.00 | 0.00% | 16.00 |
| Child/Infant | 1,170.00 | - | 1,170.00 | 0.00% | 1,182.00 | - | 1,182.00 | 0.00% | 12.00 |
| Cremation/Family Estate | 588.00 | - | 588.00 | 0.00% | 594.00 | - | 594.00 | 0.00% | 6.00 |
| After 3:30pm/Weekends/Holidays | | | | | | | | | |
| Adult | 519.00 | - | 519.00 | 0.00% | 524.00 | - | 524.00 | 0.00% | 5.00 |
| Child/Infant | 519.00 | - | 519.00 | 0.00% | 524.00 | - | 524.00 | 0.00% | 5.00 |
| Cremation/Family Estate | 269.00 | - | 269.00 | 0.00% | 272.00 | - | 272.00 | 0.00% | 3.00 |
| **Memorials** | | | | | | | | | |
| Marker Installation Permit | | | | | | | | | |
| Flat Marker Memorial | 105.00 | 35.00 | 140.00 | 25.00% | 106.00 | 35.00 | 141.00 | 24.82% | 1.00 |
| Upright Monument Memorial | 105.00 | 35.00 | 140.00 | 25.00% | 106.00 | 35.00 | 141.00 | 24.82% | 1.00 |
| Columbarium Niche Plate | 105.00 | 35.00 | 140.00 | 25.00% | 106.00 | 35.00 | 141.00 | 24.82% | 1.00 |
| Memorial Wall Plaque | 105.00 | 35.00 | 140.00 | 25.00% | 106.00 | 35.00 | 141.00 | 24.82% | 1.00 |
| Community Memorial Wall Plaque | 105.00 | 35.00 | 140.00 | 25.00% | 106.00 | 35.00 | 141.00 | 24.82% | 1.00 |
| Granite Memorial Wall Plaque | | | | | | | | | |
| Individual/Family | 231.00 | 77.00 | 308.00 | 25.00% | 233.00 | 78.00 | 311.00 | 25.08% | 3.00 |
| **Cemetery Products** | | | | | | | | | |
| Grave Liners | | | | | | | | | |
| Single | 507.00 | - | 507.00 | 0.00% | 512.00 | - | 512.00 | 0.00% | 5.00 |
| Double | 507.00 | - | 507.00 | 0.00% | 512.00 | - | 512.00 | 0.00% | 5.00 |
| Cremation Vault - Double | 133.00 | - | 133.00 | 0.00% | 134.00 | - | 134.00 | 0.00% | 1.00 |
| | 35,273.00 | 8,202.00 | 43,475.00 | | 35,627.00 | 8,285.00 | 43,912.00 | | 437.00 |

Notes:

* 2019 BC CPI per Stats Canada = 2.33%
* 2020 BC CPI per Stats Canada (up to October) = 0.69%%

# Appendix B

| GRAVE SPACE (RIGHT OF INTERMENT) | DESCRIPTION | RATE | 2021 CARE FUND | TOTAL |
|---|---|---|---|---|
| **Ground Burial** | | | | |
| Adult | Resident | $ 821.00 | $ 275.00 | $ 1,096.00 |
| | Non-Resident | 1,085.00 | 362.00 | 1,447.00 |
| Child/Infant | Resident | 496.00 | 166.00 | 662.00 |
| | Non-Resident | 707.00 | 236.00 | 943.00 |
| Cremation | Resident | 338.00 | 113.00 | 451.00 |
| | Non-Resident | 457.00 | 153.00 | 610.00 |
| * Family Estate - Cremation | Resident | 1,242.00 | 414.00 | 1,656.00 |
| | Non-Resident | 1,615.00 | 538.00 | 2,153.00 |
| **Cremation** | | | | |
| Columbarium Niche | Resident | 2,000.00 | 668.00 | 2,668.00 |
| | Non-Resident | 2,615.00 | 873.00 | 3,488.00 |
| * Family Vessel | Resident | 5,047.00 | 1,683.00 | 6,730.00 |
| | Non-Resident | 6,560.00 | 2,188.00 | 8,748.00 |
| * Ossuary | Resident | 318.00 | 106.00 | 424.00 |
| | Non-Resident | 409.00 | 136.00 | 545.00 |
| * Scattering | Resident | 157.00 | 53.00 | 210.00 |
| | Non-Resident | 202.00 | 68.00 | 270.00 |
| **SERVICE FEES** | | | | |
| Regular services rendered Monday to Friday 8:00am until 3:30pm. After 3:30pm on weekdays, weekends and statutory holidays are subject to an additional charge over the weekday interment fee. | | | | |
| License Transfer Fee | | 95.00 | - | 95.00 |
| **Interment (Open/Close)** | | | | |
| Adult | Weekday | 1,031.00 | - | 1,031.00 |
| | After Regular Hours | 524.00 | - | 524.00 |
| Child/Infant | Weekday | 694.00 | - | 694.00 |
| | After Regular Hours | 524.00 | - | 524.00 |
| Cremation/Family Estate - Cremation | Weekday | 461.00 | - | 461.00 |
| | After Regular Hours | 272.00 | - | 272.00 |
| Columbarium Niche/Vessel/Ossuary | Weekday | 311.00 | - | 311.00 |
| | After Regular Hours | 164.00 | - | 164.00 |
| Scattering | Weekday | 311.00 | - | 311.00 |
| | After Regular Hours | 164.00 | - | 164.00 |
| Extra Depth | | 407.00 | - | 407.00 |
| **Disinterment (Open/Close)** | | | | |
| Adult | Weekday | 1,583.00 | - | 1,583.00 |
| | After Regular Hours | 524.00 | - | 524.00 |
| Child/Infant | Weekday | 1,182.00 | - | 1,182.00 |
| | After Regular Hours | 524.00 | - | 524.00 |
| Cremation/Family Estate - Cremation | Weekday | 594.00 | - | 594.00 |
| | After Regular Hours | 272.00 | - | 272.00 |
| **MEMORIALS** | | | | |
| **Marker Installation Permit** | | | | |
| Flat Marker Memorial | | 106.00 | 35.00 | 141.00 |
| Upright Monument Memorial | | 106.00 | 35.00 | 141.00 |
| Columbarium Niche Plate | | 106.00 | 35.00 | 141.00 |
| * Memorial Wall Plaque | | 106.00 | 35.00 | 141.00 |
| * Community Memorial Wall Plaque | | 106.00 | 35.00 | 141.00 |
| **Granite Memorial Wall Plaques** | | | | |
| * Individual/Family Plaque | Plaque/Installation | 233.00 | 78.00 | 311.00 |
| **CEMETERY PRODUCTS** | | | | |
| Grave Liners | Single | 512.00 | - | 512.00 |
| | Double | 512.00 | - | 512.00 |
| Cremation Vault | Cremation | 134.00 | - | 134.00 |

* *Only Available at the Shuswap Memorial Cemetery*

*All Cemetery Charges are Subject to GST at the Prescribed Rate*

CITY OF SALMON ARM
BYLAW NO. 4424

A bylaw to amend "City of Salmon Arm Cemetery Management Bylaw No. 4280"

---

WHEREAS it is deemed desirable and expedient to amend the fees imposed by "Cemetery Management Bylaw No. 4280";

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

1. Schedule "A" of Bylaw No. 4280 is hereby repealed in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

   This bylaw shall come into full force and effect on January 1, 2021.

5. CITATION

   This bylaw may be cited as **"City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424."**

| | | |
|---|---|---|
| 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" CEMETERY FEES

| | GRAVE SPACE (RIGHT OF INTERMENT) | DESCRIPTION | RATE | 2021 CARE FUND | TOTAL |
|---|---|---|---|---|---|
| | **Ground Burial** | | | | |
| | Adult | Resident | $ 821.00 | $ 275.00 | $ 1,096.00 |
| | | Non-Resident | 1,085.00 | 362.00 | 1,447.00 |
| | Child/Infant | Resident | 496.00 | 166.00 | 662.00 |
| | | Non-Resident | 707.00 | 236.00 | 943.00 |
| | Cremation | Resident | 338.00 | 113.00 | 451.00 |
| | | Non-Resident | 457.00 | 153.00 | 610.00 |
| * | Family Estate - Cremation | Resident | 1,242.00 | 414.00 | 1,656.00 |
| | | Non-Resident | 1,615.00 | 538.00 | 2,153.00 |
| | **Cremation** | | | | |
| | Columbarium Niche | Resident | 2,000.00 | 668.00 | 2,668.00 |
| | | Non-Resident | 2,615.00 | 873.00 | 3,488.00 |
| * | Family Vessel | Resident | 5,047.00 | 1,683.00 | 6,730.00 |
| | | Non-Resident | 6,560.00 | 2,188.00 | 8,748.00 |
| * | Ossuary | Resident | 318.00 | 106.00 | 424.00 |
| | | Non-Resident | 409.00 | 136.00 | 545.00 |
| * | Scattering | Resident | 157.00 | 53.00 | 210.00 |
| | | Non-Resident | 202.00 | 68.00 | 270.00 |
| | **SERVICE FEES** | | | | |
| | Regular services rendered Monday to Friday 8:00am until 3:30pm. After 3:30pm on weekdays, weekends and statutory holidays are subject to an additional charge over the weekday interment fee. | | | | |
| | License Transfer Fee | | 95.00 | - | 95.00 |
| | **Interment (Open/Close)** | | | | |
| | Adult | Weekday | 1,031.00 | - | 1,031.00 |
| | | After Regular Hours | 524.00 | - | 524.00 |
| | Child/Infant | Weekday | 694.00 | - | 694.00 |
| | | After Regular Hours | 524.00 | - | 524.00 |
| | Cremation/Family Estate - Cremation | Weekday | 461.00 | - | 461.00 |
| | | After Regular Hours | 272.00 | - | 272.00 |
| | Columbarium Niche/Vessel/Ossuary | Weekday | 311.00 | - | 311.00 |
| | | After Regular Hours | 164.00 | - | 164.00 |
| | Scattering | Weekday | 311.00 | - | 311.00 |
| | | After Regular Hours | 164.00 | - | 164.00 |
| | Extra Depth | | 407.00 | - | 407.00 |
| | **Disinterment (Open/Close)** | | | | |
| | Adult | Weekday | 1,583.00 | - | 1,583.00 |
| | | After Regular Hours | 524.00 | - | 524.00 |
| | Child/Infant | Weekday | 1,182.00 | - | 1,182.00 |
| | | After Regular Hours | 524.00 | - | 524.00 |
| | Cremation/Family Estate - Cremation | Weekday | 594.00 | - | 594.00 |
| | | After Regular Hours | 272.00 | - | 272.00 |
| | **MEMORIALS** | | | | |
| | **Marker Installation Permit** | | | | |
| | Flat Marker Memorial | | 106.00 | 35.00 | 141.00 |
| | Upright Monument Memorial | | 106.00 | 35.00 | 141.00 |
| | Columbarium Niche Plate | | 106.00 | 35.00 | 141.00 |
| * | Memorial Wall Plaque | | 106.00 | 35.00 | 141.00 |
| * | Community Memorial Wall Plaque | | 106.00 | 35.00 | 141.00 |
| | **Granite Memorial Wall Plaques** | | | | |
| * | Individual/Family Plaque | Plaque/Installation | 233.00 | 78.00 | 311.00 |
| | **CEMETERY PRODUCTS** | | | | |
| | Grave Liners | Single | 512.00 | - | 512.00 |
| | | Double | 512.00 | - | 512.00 |
| | Cremation Vault | Cremation | 134.00 | - | 134.00 |

* *Only Available at the Shuswap Memorial Cemetery*

*All Cemetery Charges are Subject to GST at the Prescribed Rate*

Item 10.2

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Highway Closure Bylaw No. 4422 be read a first, second and third time;

AND THAT: final reading of City of Salmon Arm Highway Closure Bylaw No. 4422 be subject to Compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter.

**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: November 16, 2020

SUBJECT: Proposed Road Closure and Disposal – Part of 17 Street SW
Applicant: City of Salmon Arm

## MOTION FOR CONSIDERATION

**THAT:** **City of Salmon Arm Highway Closure Bylaw No. 4422 proceed to first, second and third readings;**

**AND THAT:** **Final Reading of City of Salmon Arm Highway Closure Bylaw No. 4422 be subject to Compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter.**

## STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

## PROPOSAL

The identified area in the Motion for Consideration is a section of 17 Street SW between 1771 – 10 Avenue SW and 921 – 17 Street SW (Appendix 1). The purpose of the road closure is to accommodate Trans Canada Highway (TCH) intersection works (Appendix 2). The new intersection design effectively eliminates the access to 17th and therefore the City needs the road closure to ensure that proper access onto 10 Ave can be maintained for City property. It is expected that the piece of road will be incorporated into the two adjacent properties, with the details of the realignment to be determined in the future. A copy of Bylaw No. 4422 including Reference Plan EPP106452 is attached (Appendix 3).

## BACKGROUND

The area identified for the road closure is 0.221 ha (0.55 acres) in size to the east of the intersection of the TCH and 10 Avenue SW. The northern portion of 17 Street SW across First Nations lands has been officially closed for over a decade (July 2004), with the proposed closure of this section of City road right-of-way initiated to support the Ministry of Transportation and Infrastructure's highway intersection works. This City portion of closed road area will be consolidated into the adjacent parcels at some future point with the final configuration to be determined.

More specifically, the raising of title of the road and proposed land transfer, assuming the adoption of Bylaw No. 4422, would not be considered by the City's Approving Officer until the following conditions have been completed:

1. The subject lands being consolidated with adjacent parcels concurrently with the proposed subdivision;

2. Registration of a statutory right of way, as required by Telus, for the protection of existing infrastructure;

3. Registration of a statutory right of way, as required by Fortis BC, for protection of the existing gas main;

4. Registration of a statutory right of way, as required by BC Hydro, for the protection of existing infrastructure.

COMMENTS

Staff and outside agencies have reviewed the proposal and provide the following:

Ministry of Transportation & Infrastructure

No comment at time of writing this report. Final Approval required.

Telus

Telus has existing infrastructure within the area of proposed road closure. No concerns subject to registration of a statutory right of way.

FortisBC

No concerns.

Fire Department

No concerns.

Engineering Department

The Engineering Department supports the proposal.

Planning Department

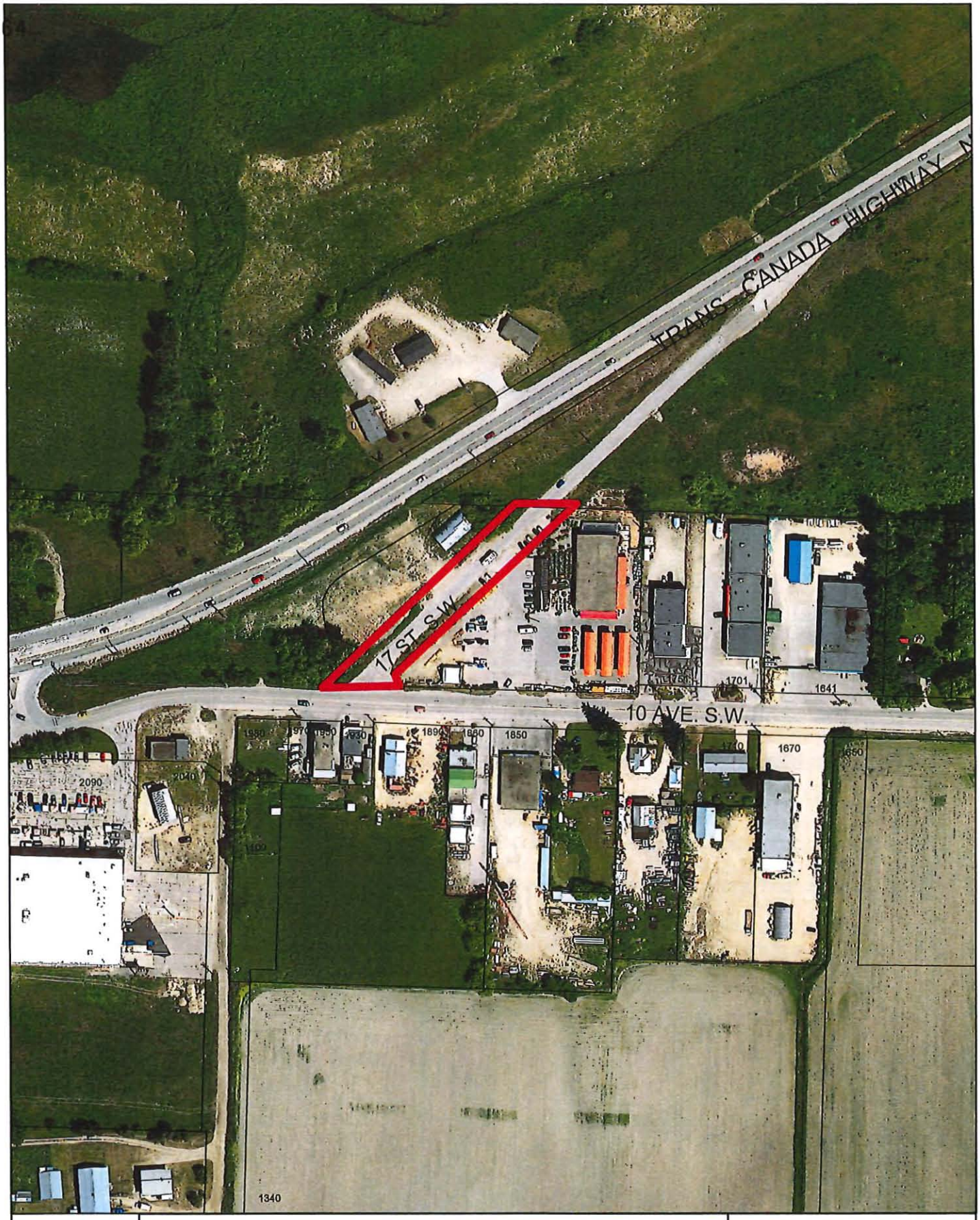
This is one of several necessary steps to support MOTI's new intersection at 17 Street SW and the TCH. The plan and details for physically closing the road are not addressed in this report, nor are the future parcel line adjustments involving the City land and Buckerfields.

Staff are in support of the road closure and disposition as proposed for the following reasons:

1. The dedicated road is not required for future road networks plans.
2. Staff is of the opinion that the proposal will benefit the potential of adjoining lands.
3. Staff understands that MOTI will address requisite consultation and complete the associated works to address the closed northern portion of 17 Street SW.

Prepared by: Chris Larson, MCIP, RPP
Senior Planner

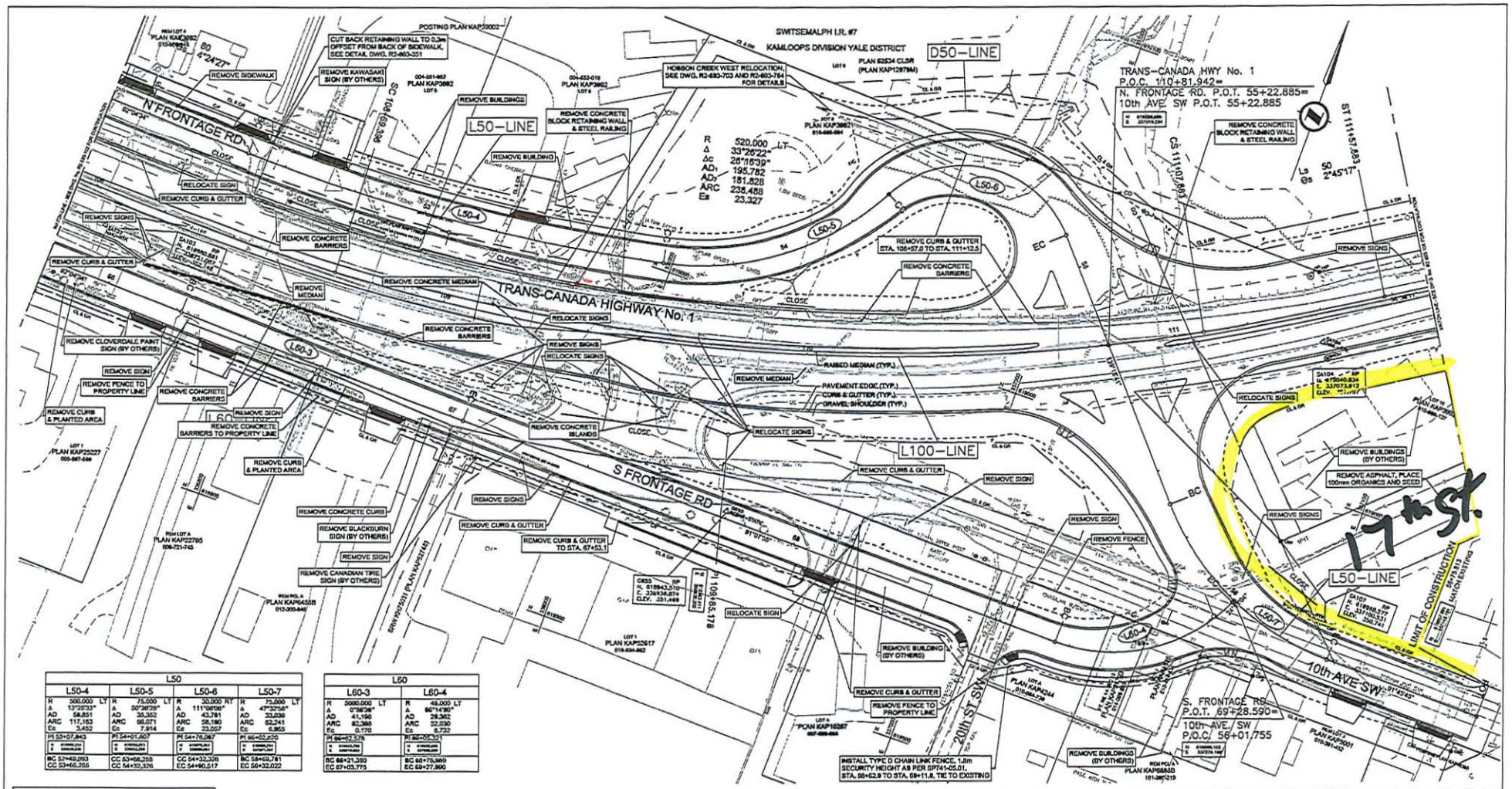
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services




N

0 20 40 80 120 160 Meters

Subject Area




| L50 | | | |
|---|---|---|---|
| L50-4 | L50-5 | L50-6 | L50-7 |
| R 500.000 LT | R 75.000 LT | R 30.000 RT | R 75.000 LT |
| Δ 13°29'33" | Δ 50°26'29" | Δ 111°08'06" | Δ 47°32'56" |
| AD 54.851 | AD 35.352 | AD 43.781 | AD 33.036 |
| ARC 117.163 | ARC 66.071 | ARC 58.180 | ARC 62.241 |
| Ec 3.452 | Ec 7.914 | Ec 23.057 | Ec 6.963 |
| PI 53+07.843 | PI 54+61.607 | PI 54+76.067 | PI 66+02.820 |
| N 6189843.010 E 336934.874 | N 6189843.010 E 336934.874 | N 6189843.010 E 336934.874 | N 6189843.010 E 336934.874 |
| BC 52+49.093 | CC 53+66.258 | CC 54+33.326 | BC 65+69.791 |
| CC 53+48.256 | CC 54+33.326 | EC 54+90.517 | EC 66+32.022 |

| L60 | |
|---|---|
| L60-3 | L60-4 |
| R 5000.000 LT | R 49.000 LT |
| Δ 0°56'36" | Δ 66°14'30" |
| AD 41.196 | AD 29.362 |
| ARC 82.368 | ARC 32.030 |
| Ec 0.178 | Ec 6.732 |
| PI 66+62.576 | PI 66+05.301 |
| N 6189843.010 E 336934.874 | N 6189843.010 E 336934.874 |
| BC 66+21.380 | BC 66+75.989 |
| EC 67+03.775 | EC 69+27.900 |

FOR PROFILE
SEE DWG. No. R2-693-202, 203, 209, 210 & 212

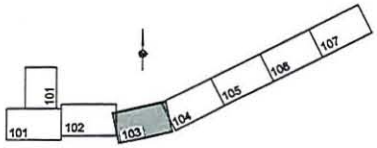
FOR PAVEMENT REMOVALS
SEE DWG. No. R2-693-363

FOR RIGHT-OF-WAY PLAN
SEE DWG. No. R2-693-153

FOR GEOMETRICS & LANING
SEE DWG. No. R2-693-403

FOR DRAINAGE & UTILITIES
SEE DWG. No. R2-693-703

| | |
|---|---|
| DESIGN SPEED 80 km/h | L100 |
| DESIGN SPEED 50/40 km/h | L50 |
| DESIGN SPEED 50 km/h | L60 |




CLEARING & GRUBBING
TOTAL THIS SHEET 4.0626 ha

Associated Engineering

SCALE 0 5 1:500 25m

CAD FILENAME R2-693-101-107
DATE 2015-10-15

| REV | DATE | REVISIONS | SIGNATURE |
|---|---|---|---|
| A | 2015-05-05 | 75% DETAIL DESIGN | |
| B | 2015-10-15 | 100% DETAILED DESIGN | |

BRITISH COLUMBIA
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
SOUTHERN INTERIOR REGION
HIGHWAY ENGINEERING

# PLAN

TRANS - CANADA HIGHWAY No. 1
30th ST SW to 10th ST SW - FOUR LANING
107+95.000 TO 111+70.000

DESIGNED J. POND DATE 2015-10-15
QUALITY CONTROL S. ENG DATE 2015-10-15
QUALITY ASSURANCE A. EVERY DATE 2015-10-15
DRAWN D. HARRINGTON DATE 2015-10-15
SENIOR DESIGNER
DATE 2015-10-15

| FILE NUMBER | PROJECT NUMBER | REG | DRAWING NUMBER | REV |
|---|---|---|---|---|
| 2775 | 23457-0001 | 2 | R2-693-103 | B |

Appendix 2 MOTI Plans

# CITY OF SALMON ARM

## BYLAW NO. 4422

Being a Bylaw to Close to Traffic, Remove the Dedication as Highway and Dispose of a Portion of Road, Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD

---

WHEREAS, pursuant to Section 40 of the Community Charter, SBC, 2003 Chapter 26, and amendments thereto, Council may, by bylaw, close a portion of highway to traffic and remove the dedication of a highway, if prior to adopting the bylaw, Council publishes notice of its intention in a newspaper and posts the notice in the public notice posting place, and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Provincial Government's right of resumption under Section 35(8) of the Community Charter, SBC, 2003, Chapter 26 and amendments thereto, in relation to a highway or portion of a highway that was vested in a municipality pursuant to Section 35(1) of this Act, is cancelled if the Corporate Officer of the municipality files with the Land Title Office a statement certifying that the highway closure and removal of dedication complies with the Regulation of the Minister of Transportation B.C. Regulation 245/2004 (June 4, 2004) as amended by B.C. Regulation 18/2008 (January 25, 2005), made under the authority of the Community Charter, Section 35(10)(b);

AND WHEREAS the Council deems it expedient to close to traffic, remove the dedication of highway and dispose of that portion of Road, comprising 0.221 ha dedicated at the Kamloops Land Title Office by Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD which is shown outlined in bold black ("Closed Road") on the Reference Plan EPP106452 prepared by Joseph Charles Johnson, BCLS, Browne Johnson Land Surveyors, on October 28, 2020, a reduced copy of which is attached hereto (the "Plan");

AND WHEREAS notices of the Council's intention to close the portion of highway to traffic, to remove its dedication as highway, and to dispose of it were published in a newspaper and posted in the public notice posting place;

AND WHEREAS the Council does not consider that the closure of the portion of highway will affect the transmission or distribution facilities or works of utility operators;

AND WHEREAS the disposition of Closed Road will be to the registered owner of the adjacent property (legally described as Lot 10, Plan 3992 Except EPP79117, Sec. 15, Tp. 20, R. 10, W6M, KDYD and as Parcel A (Plan B5781) of Lot 3, Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD and will be consolidated into the adjacent property;

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

1. Attached to this Bylaw, as Schedule "A" and forming part of this Bylaw is a reduced copy of the Reference Plan EPP106452 (the "Plan").

2. The City of Salmon Arm is hereby authorized to dispose of and convey the Closed Road to the registered owner of the adjacent parcels.

3. The City of Salmon Arm hereby authorizes the closure to traffic and removal of the highway dedication of that portion of Road, comprising 0.221 ha dedicated at the Kamloops Land Title Office by Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD which is shown outlined in bold black ("Closed Road") on the Plan.

4. On deposit of the Plan and all other applicable documentation for the removal of the highway dedication, in the Kamloops Land Title Office, the highway dedication of that portion of the road is cancelled.

5. The Mayor and Corporate Officer are hereby authorized to execute such conveyances, deeds, maps, plans, receipts and documents on behalf of the City of Salmon Arm as may be necessary for the purposes aforesaid and to affix the Corporate Seal of the City of Salmon Arm thereto.

6. The Council shall, before adopting this Bylaw, cause public notice of its intention to do so to be given by advertisement once each week for two consecutive weeks in a newspaper published or circulated in the City of Salmon Arm, and has provided an opportunity for persons who consider they are affected by the closure and disposition of the Closed Road to make representations to Council.

SEVERABILITY

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

ENACTMENTS

8. Any enactments 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.

EFFECTIVE DATE

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

CITATION

10. This Bylaw may be cited for all purposes as the **"City of Salmon Arm Highway Closure Bylaw No. 4422"**.

| | | | |
|---|---|---|---|
| READ A FIRST TIME THIS | DAY OF | November | , 2020 |
| READ A SECOND TIME THIS | DAY OF | November | , 2020 |
| READ A THIRD TIME THIS | DAY OF | November | , 2020 |

APPROVED PURSUANT TO SECTION 41 (3) OF THE COMMUNITY CHARTER ON THE DAY OF , 2020

For Minister of Transportation and Infrastructure

PUBLIC NOTICE OF INTENTION TO PROCEED ADVERTISED IN THE SALMON ARM OBSERVER ON THE __ DAY OF November, 2020 AND THE __ DAY OF November, 2020.

| | | |
|---|---|---|
| PUBLIC INPUT PROVIDED ON THIS | DAY OF | , 2020 |
| ADOPTED BY COUNCIL THIS | DAY OF | , 2020 |

MAYOR

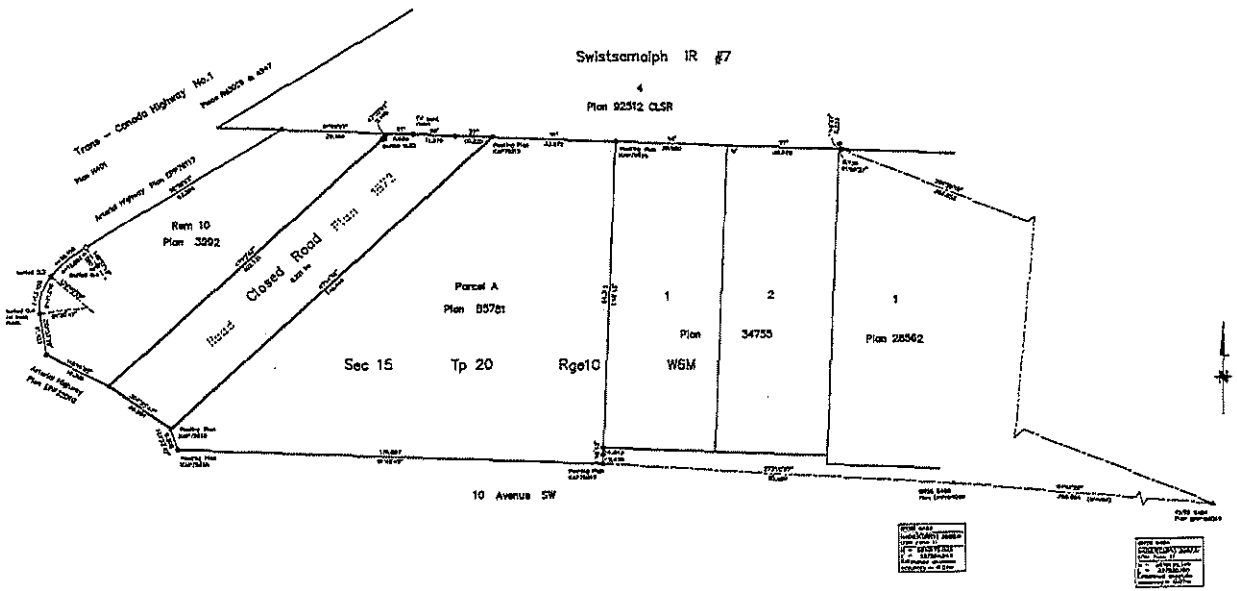
CORPORATE OFFICER

SCHEDULE "A"

Reference Plan to Accompany
City of Salmon Arm Road Closure Bylaw Number 4422
of a Portion of Road, Sec 15, Tp 20,
Rge 10, W6M, KDYD, Plan 1672

PLAN EPP106452

Pursuant to Section 120 of the Land Title Act and
Section 40 of the Community Charter



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Item 10.3

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4417 be read a first and second time.

[South Central Electric Ltd.; 1140 17 Avenue SE; R1 to R8]

**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: November 9, 2020

Subject: Zoning Bylaw Amendment Application No. 1189

Legal: Lot 29, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069
Civic: 1140 – 17 Avenue SE
Owner/Applicant: South Central Electric Ltd.

**MOTION FOR CONSIDERATION**

**THAT:** **a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 29, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069 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 1140 – 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 four other lots in the subdivision with R-8 zoning for secondary suites in new houses. There are still many larger rural properties zoned A-2 to the south and west of Byersview. In 2019, a large A-2 zoned parcel to the east was rezoned to R-8 in preparation for a future, 40-lot subdivision.

The subject parcel has an area of 882 $m^2$ (.22 acres) and a parcel width of 19.86 m (65 ft). 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 80 $m^2$ (864 $ft^2$) and the site plan shows a double car garage and a driveway with a width of 13.4 m (44 ft). Although the driveway width can easily accommodate an extra parking space for the suite, additional suite parking is shown on the site plan adjacent to the eastern parcel line. There is a 3 metre easement where the additional suite parking is proposed. The easement is for securing sanitary and storm services located on private property and the applicant has indicated this parking area will be of gravel to provided unobstructed access to the easement area.

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 Engineering Department concerns.

Building Department

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

Fire Department

No response to date.

Planning Department

The proposed R-8 zoning is consistent with the OCP and therefore supported by staff. The plans provided indicate the requirements specified in the R-8 Zone are achievable, including the provision of onsite parking. Development of a dwelling with a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.

Report by: Denise Ackerman, Planner

Kevin Pearson, MCIP, RPP
Director of Development Services

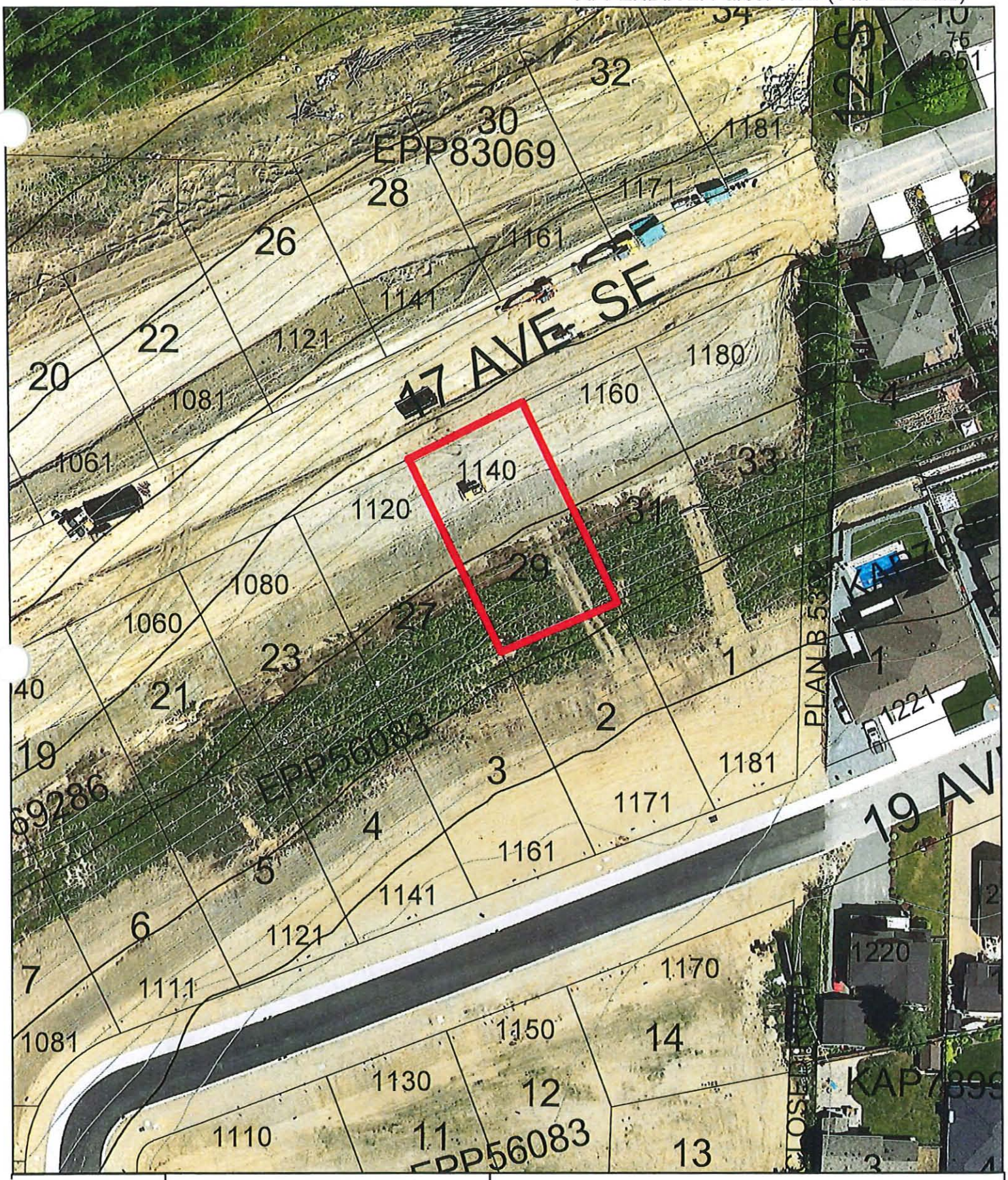
APPENDIX 1: Location Map

N

0 15 30 60 90 120 Meters

Subject Parcel

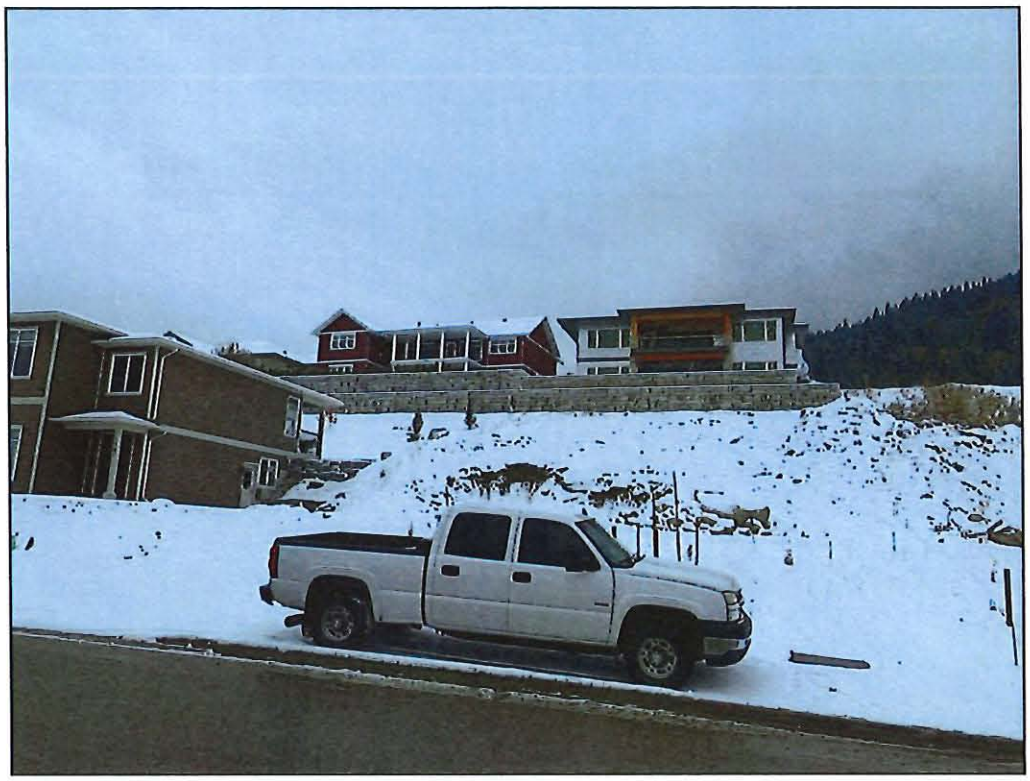
APPENDIX 2: Parcel View (1 m Contours)



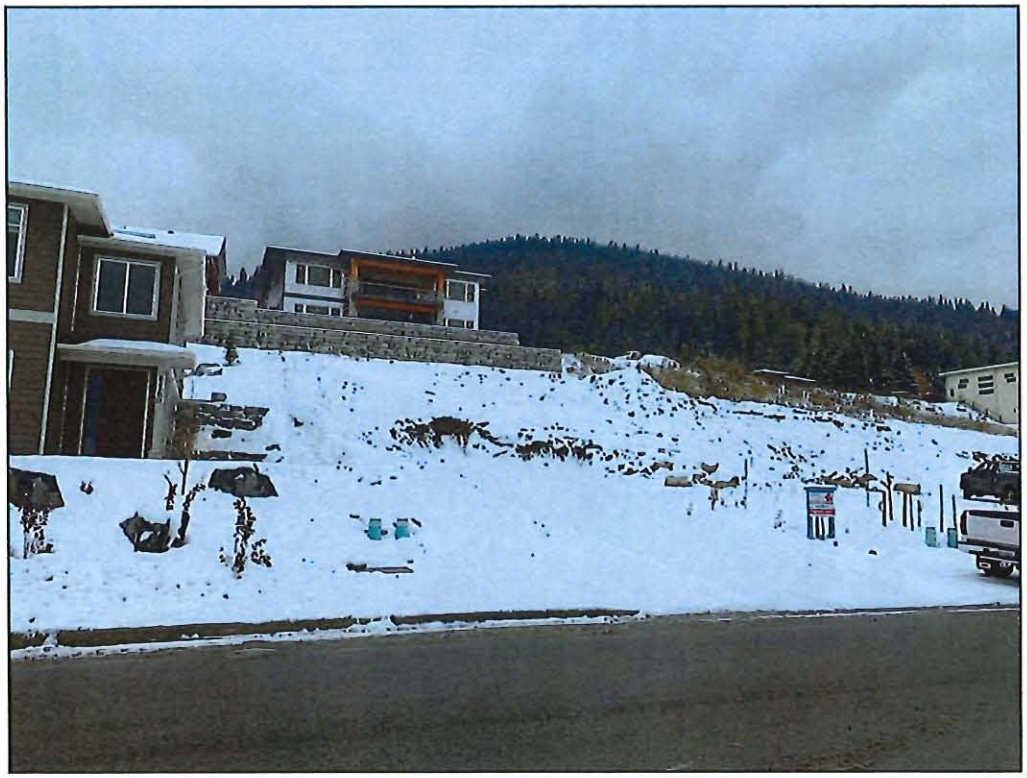

N

0 4.5 9 18 27 36 Meters

Subject Parcel

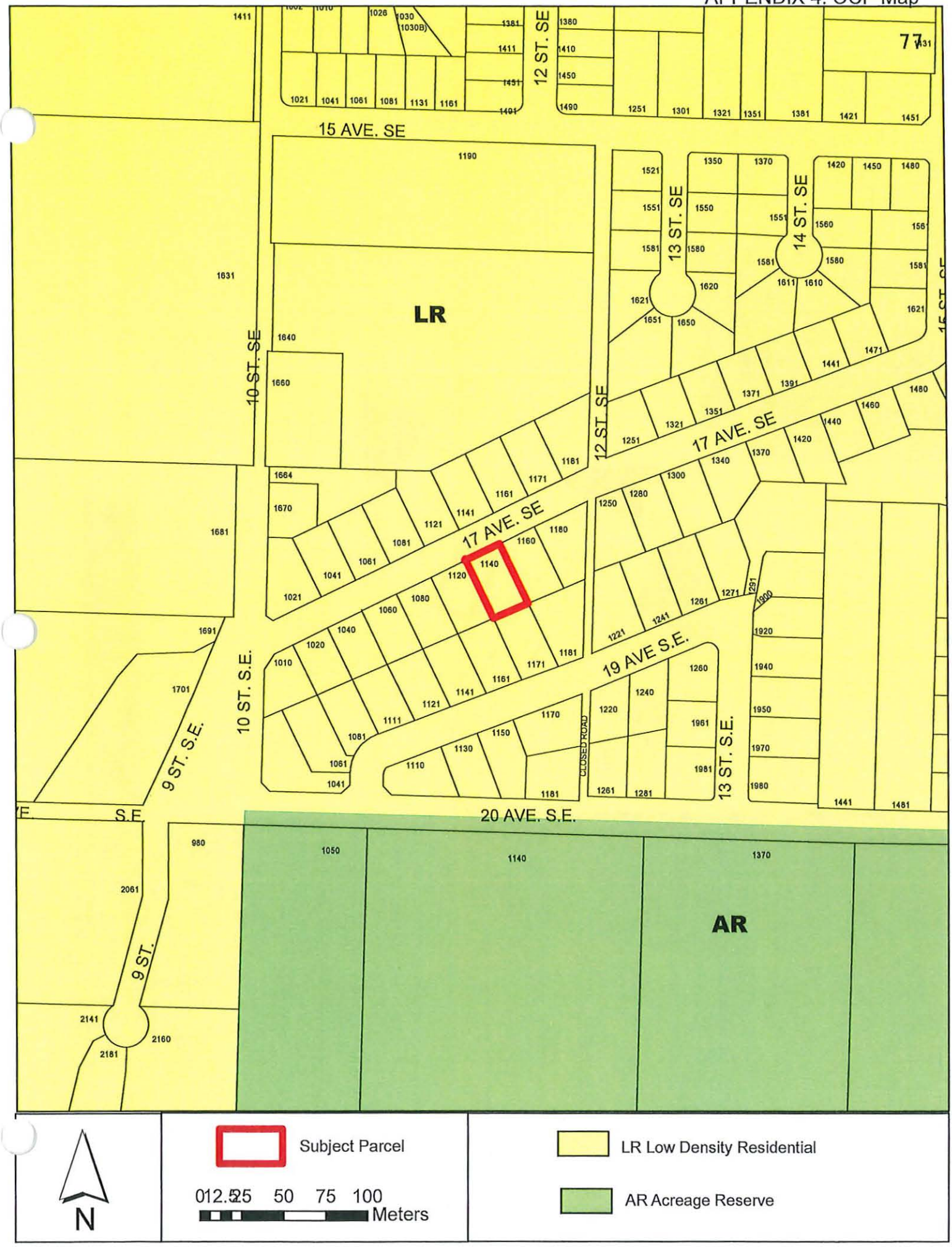


View of subject property looking south.

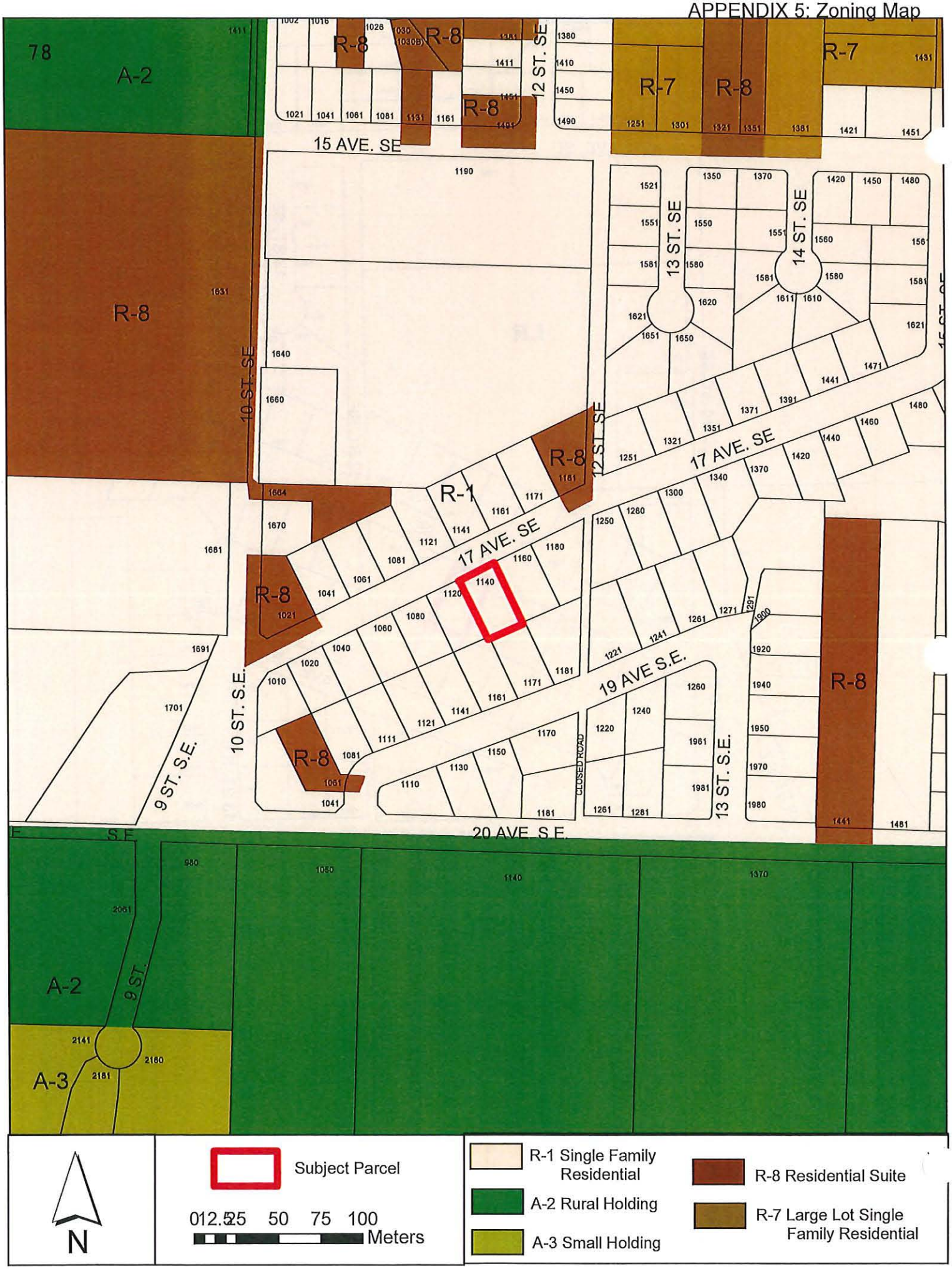


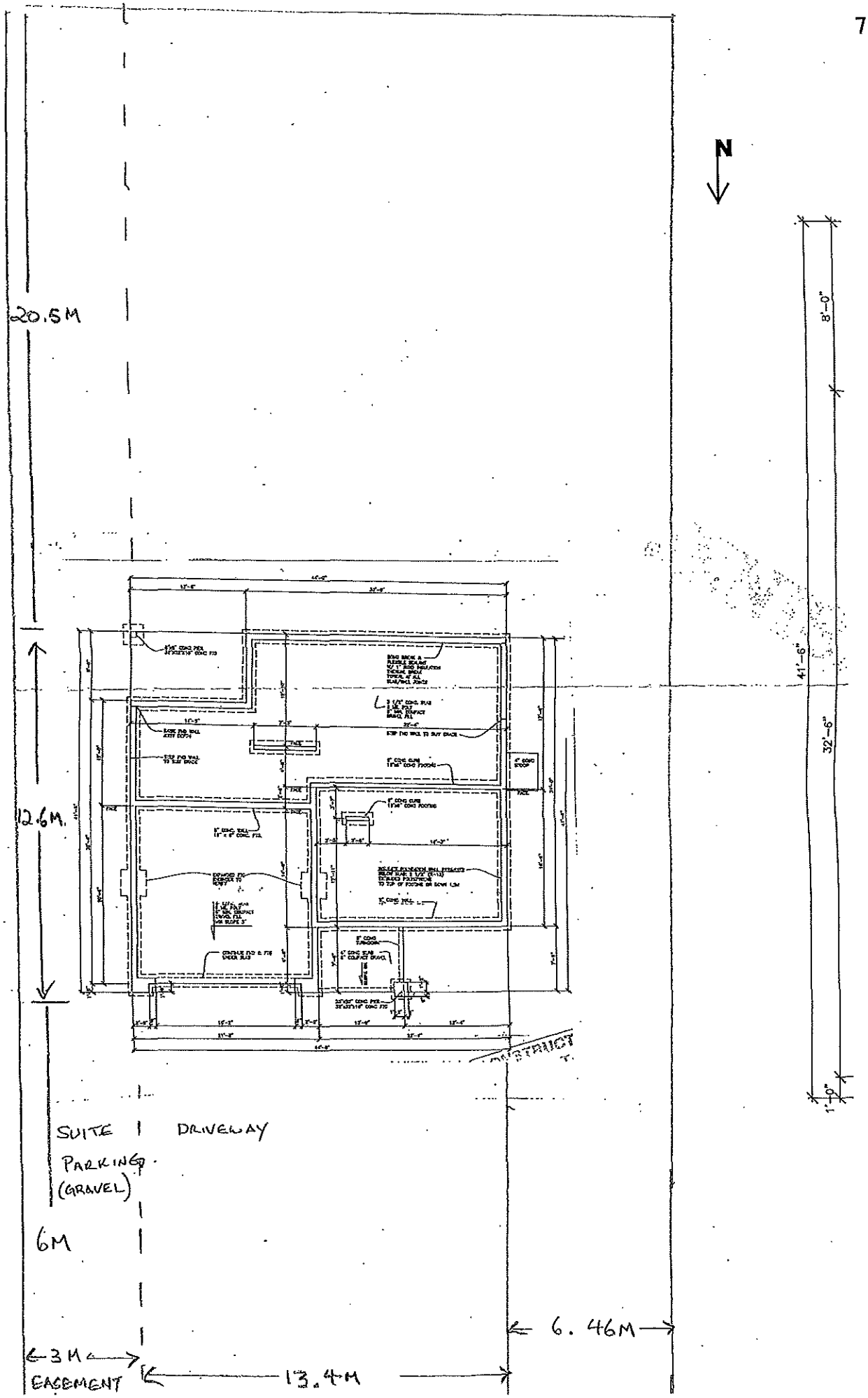
View of subject property looking southwest.

APPENDIX 4: OCP Map

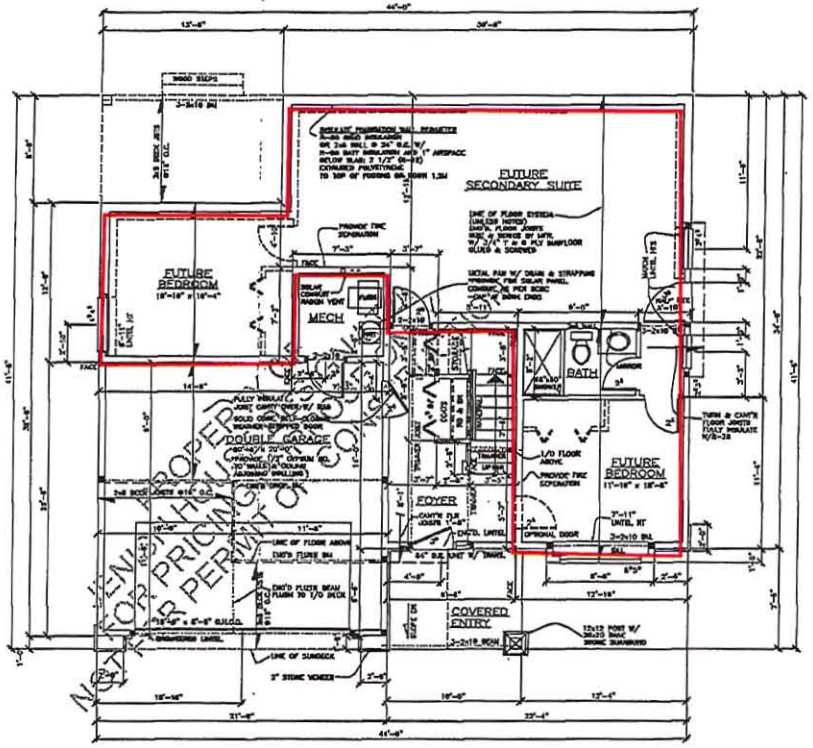


APPENDIX 5: Zoning Map




N
20.5M
12.6M
6M
SUITE PARKING (GRAVEL)
DRIVEWAY
3M
EASEMENT
13.4M
6.46M
41'-6"
32'-6"
8'-0"
1'-0"

# APPENDIX 6: Building Plans




## BASEMENT FLOOR PLAN

FINISHED AREA = 227 SQ. FT. (INCL. MECH.)
FUTURE SUITE = 864 SQ. FT.
GARAGE AREA = 435 SQ. FT.

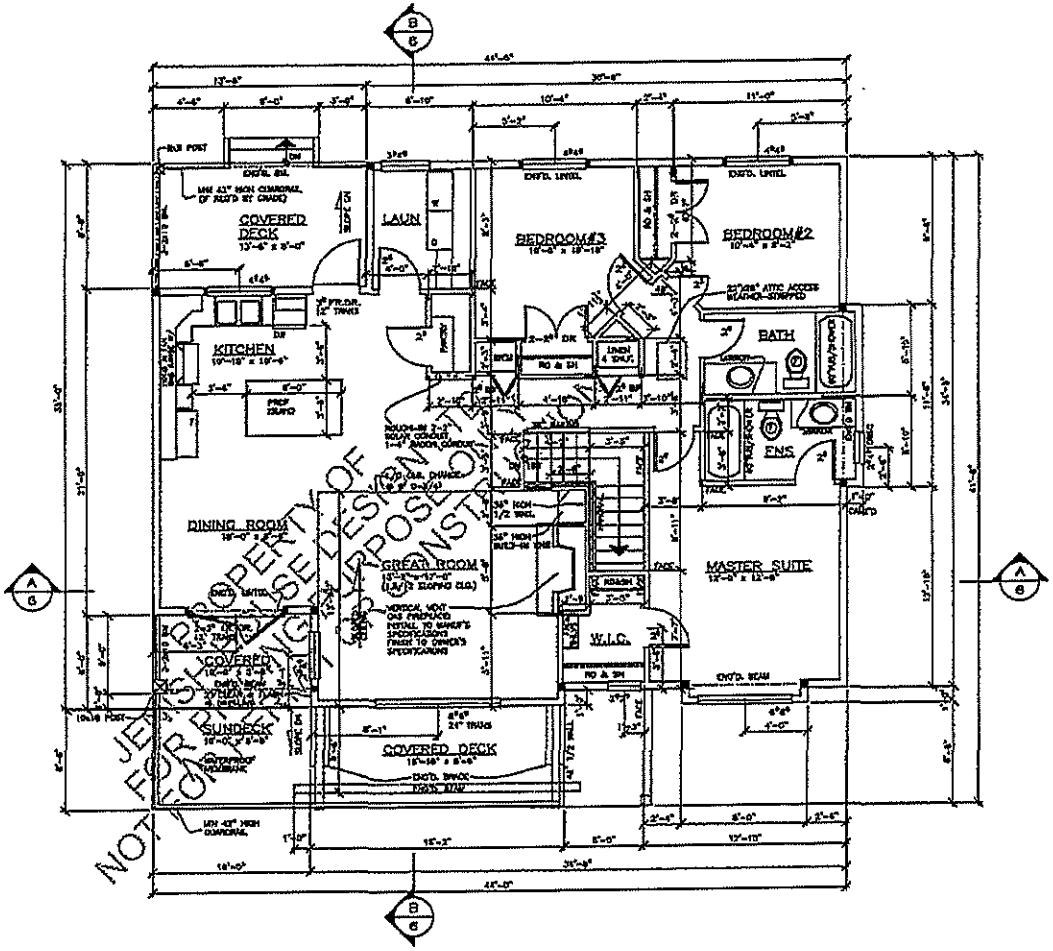
9' 0-3/4" CLG.

JENISH PDF AGREEMENT #86833
FOR THE CONSTRUCTION OF 1 DWELLING
1140 17th AVE SE
SALMON ARM, BC.
REMOVAL OF JHDL LOGO OR TITLE BLOCK IS AGAINST COPYRIGHT LAWS

NOTE:
SOME BEAMS & LINTELS MAY BE REQUIRED TO BE ORIENTATED DUE TO ROOF LOADS NOT COVERED IN THE ENGLAND CODE, & IS THE RESPONSIBILITY OF THE HOME OWNER OR BUILDER TO SECURE.

JENISH HOUSE DESIGN LIMITED

REFERENCE: 9-3-744
DRAWN: JH
CHECKED: TB
DATE: AUG. '20
SCALE: 1/4"=1'-0"
SHEET: 2 OF 2
PLAN NUMBER: W2-3-1833




MAIN FLOOR PLAN

FINISHED AREA = 1374 SQ. FT.
9' 0-3/4" CLG.

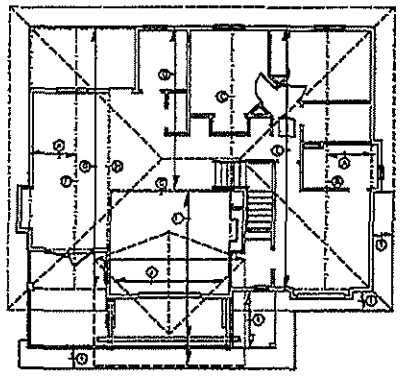
JENISH PDF AGREEMENT #86833

FOR THE CONSTRUCTION OF 1 DWELLING
1140 17th AVE SE
SALMON ARM, BC.
REMOVAL OF JHDL LOGO OR TITLE BLOCK IS AGAINST COPYRIGHT LAWS

NOTE:
SOME NOTES & LABELS MAY BE REQUIRED TO BE ENGINEERED DUE TO WORK LOADS NOT COVERED IN THE BUILDING CODE & IS THE RESPONSIBILITY OF THE HOME OWNER OR BUILDER TO SECURE.

JENISH HOUSE DESIGN LIMITED

REFERENCE: 2-3-766
DRAWN: JH
CHECKED: TB
DATE: AUG. '20
SCALE: 1/4"=1'-0"
SHEET: 3 OF 6
PLAN NUMBER: H2-3-1633



MAIN ROOF
- ① — JACK TRUSSES @ 24" O.C.
- ② — HIP GIRDER TRUSS
- ③ — GIRDER TRUSS
- ④ — BOSUM. ROOF TRUSSES @ 24" O.C.
- ⑤ — ROOF TRUSSES @ 24" O.C.
- ⑥ — 3-POINT BOWING HIP GIRDER TRUSS
- ⑦ — 3-POINT BOWING TRUSS
- ⑧ — BOSUM. GIRDER TRUSS
- ① — 2x12 ROOF JOISTS @ 24" O.C.
- ② — HANDYMAN OR VALLEY SET

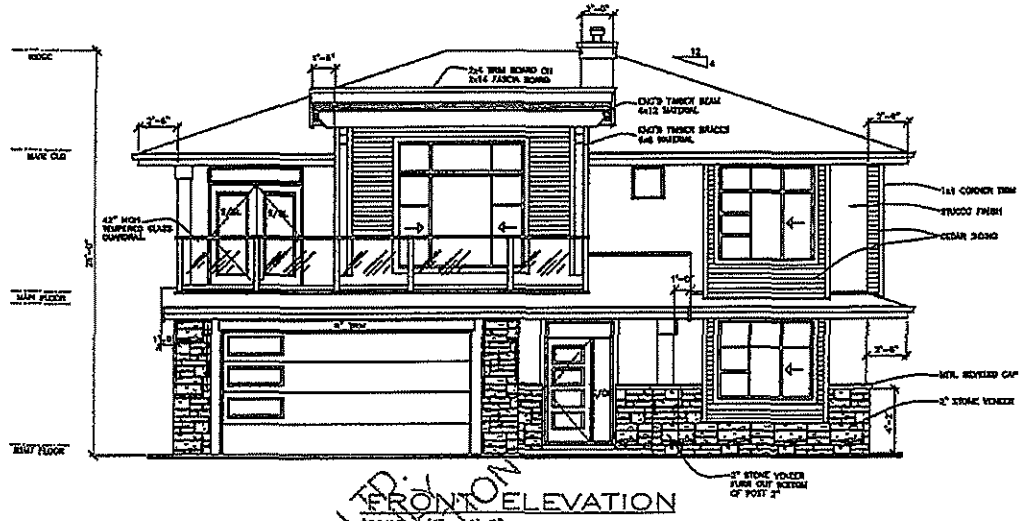
LOWER ROOF
- ① — JACK TRUSSES @ 24" O.C.

## ROOF FRAME PLAN

SCALE: 1/8" = 1'-0"

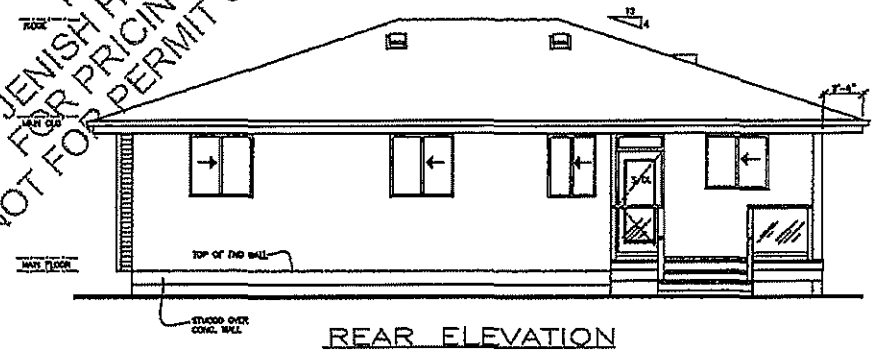
* TRUSS LAYOUT TO BE CHECKED, VERIFIED & ENGINEERED BY TRUSS MANUFACTURER

* PROVIDE FOR FUTURE LOCATION OF 110 SQ. FT. HOT WATER REAR PANEL




## FRONT ELEVATION

SCALE: 1/4" = 1'-0"




## REAR ELEVATION

SCALE: 1/4" = 1'-0"

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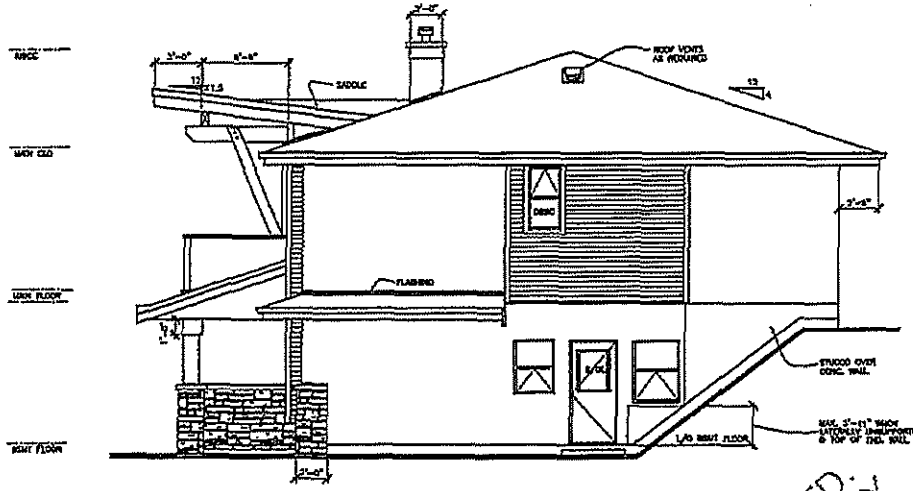
## JENISH PDF AGREEMENT #86833

FOR THE CONSTRUCTION OF 1 DWELLING
1140 17th AVE SE
SALMON ARM, BC.
REMOVAL OF JHDL LOGO OR TITLE BLOCK IS AGAINST COPYRIGHT LAWS

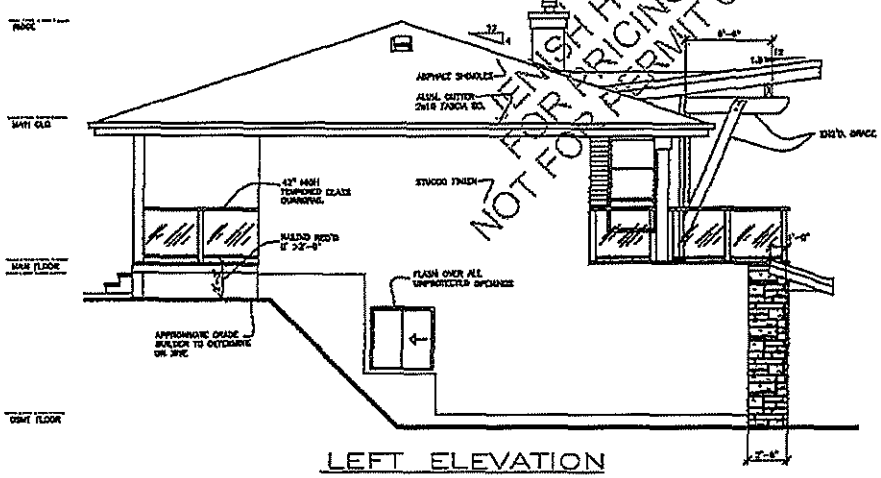
JENISH HOUSE DESIGN LIMITED
FOR INFO:
BRUNDER ENTERPRISES LTD.
BOX 1-1214
SALMON ARM, B.C. V1E 4N8
DON 832-3234
TOLL FREE 1-888-832-3234

This drawing is the property of JENISH HOUSE DESIGN LIMITED. It may not be reproduced or used for any purpose without written permission from JHDL

| | |
|---|---|
| REFERENCED: | 2-3-766 |
| DRAWN: | JW |
| CHECKED: | TR |
| DATE: | AUG. '20 |
| SCALE: | AS NOTED |
| SHEET: | 4 OF 6 |
| PLAN NUMBER: | M2-3-1632 |




RIGHT ELEVATION




LEFT ELEVATION

NOTE:
GLASS AREA MAY NEED TO BE REDUCED DUE TO LIMITING DISTANCE. CONFIRM WITH LOCAL BY LAWS & BUILDING CODE.

JENISH PROPERTY OF JENISH HOUSE DESIGN LTD. FOR PRICING PURPOSE ONLY NOT FOR PERMIT OR CONSTRUCTION

NOTE:
CONTRACTOR TO VERIFY ADDITIONAL STRUCTURAL DETAILS, AND NOTES SUPPLIED BY JHDL. NOTED ON THIS GENERAL NOTE SHEET DEPENDING ON LOCAL CONDITIONS.

# GENERAL NOTES

## STANDARD NOTES

- THE FOLLOWING NOTES ARE TO BE INCLUDED WITH AND PERTAIN PART OF THE ATTACHED PLANS.
- BY COMMENCING CONSTRUCTION OF A BUILDING FROM THESE PLANS, THE OWNER AND/OR BUILDER ACCEPTS THESE PLANS AS DRAWN, AND THE ROOF AND UNDERFLOOR TIES SHOWN, AGREES AS FOLLOWS.
- DATA WHERE THE PROVIDED IN ACCORDANCE WITH THE DOMESTIC SECTION OF THE 20 BUILDING CODE. IT IS THE RESPONSIBILITY OF THE OWNER/BUILDER TO ENSURE THAT ALL REQUIRED CHANGES TO THE CODE ARE REVISED THAT AND INCORPORATED IN THE CONSTRUCTION OF THE PLAN. ALL WORK SHALL CONFORM TO THE MINIMUM THE BUILDING CODE AND/OR LOCAL BUILDING CODES AND STANDARDS THAT MAY TAKE PRECEDENCE.
- ALL WORK SHALL BE DONE IN ALL RESPECTS TO GOOD BUILDING PRACTICE.
- SWITCH ENGINEERING THAT PRECEDENCE OVER SCALED DIMENSIONS.
- JENISH HOUSE DESIGN LIMITED SHALL NOT BE RESPONSIBLE FOR ANY VARIANCE FROM THE STRUCTURAL, ENGINEERING AND SPECIFICATIONS, OR ANY/ANY PROBLEMS RESULTING FROM CONSTRUCTION DISCREPANCIES AT THE JOB SITE AND IS THE SOLE RESPONSIBILITY OF THE OWNER OR CONTRACTOR.
- DIMENSIONS LISTED ON THE STRUCTURAL DRAWS BY MEANS SERVICE OF MEASURE OR USE OF DIMENSIONS SHALL NOT BE ALLOWED BY ORDER THE CORRECT LEVEL.
- THE OWNER SHALL BE RESPONSIBLE FOR MAINTAINING A NEAT AND ORDERLY CONDITIONS THE ALL PARTS.
- AT END OF CONSTRUCTION THE BUILDER SHALL BE RESPONSIBLE FOR REMOVING THE JOB SITE AND BUILDING(S) OF ANY SERVICE AND SPARE WORK THAT MAYBE IN BUILDING(S) DURING THESE CONSTRUCTION.
- PRIOR TO COMMENCING DRAWING WORK THE BUILDER SHALL BE RESPONSIBLE FOR CONSULTING THE LOCATION OF ANY CLOSEST SERVICE LIMITING DEVICES AND ADEQUATELY PROTECT APPLICABLE AUTHORITIES ANY NEW DEVELOPMENT.
- TEXTURE AND COLORED MATERIAL TO BE SPECIFIED REPRESENTATIVE SAMPLE.

## ERRORS AND OMISSIONS

- JENISH HOUSE DESIGN LIMITED MAKES EVERY EFFORT TO PROVIDE CORRECT AND ACCURATE HOME PLANS. HOWEVER, WE ARE NOT LIABLE FOR ANY ERRORS OR OMISSIONS THAT MAY AFFECT CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE BUILDER TO CHECK AND VERIFY ALL DIMENSIONS AND DETAILS BEFORE PROCEEDING WITH CONSTRUCTION.
- DETAILS AND DIMENSIONS ON PLANS ARE BASED ON THESE PLANS ARE ACCURATE AT THEIR LARGEST DIMENSIONS. IT MAY BE THAT WILL BE ABLE TO MAKE CORRECTIONS TO THE DRAWINGS AND REPLACE ANY PLANS PURCHASED IF NECESSARY. IN THIS WAY WE CAN BETTER SERVE YOU AND PROVIDE CHANGE FROM PROGRAMS.

## STRUCTURAL DESIGN AND ENGINEERING

- TO PROVIDE OUR CLIENTS WITH EFFECTIVE AND ATTRACTIVE HOMES IT MAY BEST NECESSARY TO BEND BETWEEN TO USE BEAM SIZES AND FRAMED DETAILS NOT INCLUDED AS PART PART OF THE B.C. BUILDING CODE. THE ART OF SUPPORT, BUILDER'S ENGINEER MAY REQUIRE CONTRACTOR BY A CERTIFIED STRUCTURAL ENGINEER WHICH IS THE RESPONSIBILITY OF OWNER OR BUILDER TO PROVIDE.

## STRUCTURAL DESIGN CRITERIA

- ASSUMED ROOF DESIGN LOAD (LNC AND SCOW) – 80 POUNDS PER SQUARE FOOT (LB PSF/SQ.FT.).
- ASSUMED SOIL BEARING CAPACITY – 3,500 P.S.F. (110.7 KN/M2).
- CONCRETE FOUNDATIONS AND SLABS ON GRADE TO HAVE A MINIMUM COMPRESSIVE STRENGTH OF 20 MPA AT 28 DAYS.
- SUMMER CLIMATE TO BE 22 D.F.F. AND WINTER CLIMATE OTHERWISE NOTED.
  SNOW TO BE 22 D.F.F. AND WINTER.

NOTE:
IF THE CONDITIONS ARE LOW, ON FLOOR AND ROOF LOADS ARE GREATER THAN THE PLAN IS SUPPLIED FOR, THEN BUILDING SUPPORT MAY REQUIRE ADJUSTMENTS TO THE PLANS AND THAT THE PLANS BE ENGINEERED BY A CERTIFIED STRUCTURAL ENGINEER. IF A SITE THAT HAS DIFFERENT TOPOGRAPHY THAN SHOWN, CONDITIONS BE CONSULTED.

## SITE PLAN NOTES

- IF A SITE PLAN IS NOT PROVIDED BY JENISH HOUSE DESIGN LIMITED, THE OWNER OR BUILDER SHALL BE RESPONSIBLE FOR THE CORRECT SITING OF THE HOME ON THE PROPERTY. JENISH HOUSE DESIGN LIMITED ASSUMES NO LIABILITY FOR PLANS CONFLICTING WITH ZONING REGULATIONS OR LOT CONDITIONS.
- OWNER SHALL SUPPLY ANY MISSING INFORMATION ON SITE PLAN, I.E. DIMENSIONS, LOCATIONS OF LOT, SIGN, DESCRIPTION, LOT ADDRESS, NORTH DIRECTION, AND LOCATION OF NEIGHBOR, LANDMARKS AND FRONT OF WALK. ALL DIMENSIONS ON SITE PLAN TO BE VERIFIED AND APPROVED BY APPROPRIATE LOCAL AUTHORITY BEFORE STARTING CONSTRUCTION.
- GAS AND WATER CONNECTIONS, METERS TO BE LOCATED AND INSTALLED IN ACCORDANCE WITH LOCAL AUTHORITY HAVING JURISDICTION.

## ELECTRICAL

- INSTALLATION OF ELECTRICAL ITEMS MUST COMPLY WITH THE NEC ELECTRICAL CODE AND REGULATIONS AND WITH THE LOCAL ELECTRIC POWER SUPPLIER'S REGULATIONS IN ALL RESPECTS.
- ELECTRICAL OUTLET LOCATIONS SHOWN ON PLANS MUST BE ON EXTERIOR SUPPORT JUNCTION BOXES WHICH TERMINATE AND ARE TO BE USED AS A GROUND CIRCUIT. MUST ACCEPTED TO EXPERTS REQUIREMENTS.

## FOUNDATIONS

- FOUNDATION WALL SHALL BE CONCRETE OR SOLID UNDERGROUND BEARING AND BELOW FROST LINE.
- FOUNDATION WALLS SHALL NOT BE MADE FIELD LIMIT EXCEPTS THAT REQUIRED FOR EXCEPTION 24-INCH BEARING AND 24" CLEAR WIDTH INCLUDING BUILDING AND MUST INCLUDE OR MORE EMERGENCY EXITS SUBJECT TO APPROVAL BY AUTHORITY HAVING JURISDICTION.
- CONCRETE WORK ON FORM AND CONTROLS. FOUNDATION WALL PROVIDE THAT REQUIRE FOLLOWING TO THAT SITE CONDITIONS.
- ALL CONCRETE AND MASONRY FOUNDATION WALLS EXCEPTING PARTS UNDER SUPPORTED BY EXTERIOR BUILDING CODES REQUIRE DIMENSIONS.
- POLYETHYLENE MEMBRANE SHALL BE INSTALLED WHERE REQUIRED TO THE APPROVAL OF LOCAL AUTHORITIES.
- IT IS RECOMMENDED THAT ALL FOUNDATION WALLS 24" (600 MM) AND ABOVE SHALL HAVE ONE 12 MM (1/2" DIAMETER) REINFORCING BAR CONCRETE 3" FROM TOP. CORNER REINFORCING TO BE LAPPED MINIMUM 24".

## WOOD FRAMING

- DIMENSIONS ARE FROM OUTSIDE FACE OF EXTERIOR STUDS TO CENTER OF INTERIOR WALLS UNLESS OTHERWISE NOTED. FACE OF EXTERIOR STUD WALL AND FOUNDATION WALL TO BE FLUSH.
- JOISTS SHALL BE DOUBLED UNDER PARTITIONS. PARTITIONS OVER 8'-0" LONG JOISTS TO BE PLACED TO ACCOMMODATE NORMAL PLUMBING, ETC.
  ALL LUMBER SHALL BE 2 = 2 X 1 (1X2 UNLESS OTHERWISE NOTED).
- WOOD IN CONTACT WITH CONCRETE TO BE PRESSURE-TREATED WITH AN UNDERLAY, 6 MIL POLY OR OTHER APPROVED METHOD. PLATES TO BE ANCHORED TO CONCRETE WITH 1/2" DIAMETER ANCHOR BOLTS AT MINIMUM 6'-0" O.C. OR OTHER APPROVED METHOD. CONCRETE CONTACT WITH PLATES TO BE LEVEL AND SMOOTH SURFACE.
- FLOOR JOISTS AND ROOF JOISTS WITH SPANS MORE THAN 7'-0" SHALL BE CONSTRUCTED AS THE SPAN ON 27 7'-0" O/C MINIMUM WIDTH ANCHORED OR SUPPORTED WITH BRACE WITH WOOD. BRACING SHALL BE 2 X 2 DIAGONAL TIES MINIMUM FORMULA.
- ROOF TRUSSES REQUIRE ENGINEERED DRAWINGS FOR PRESCRIBED TRUSSES DESIGN CONTROLS FROM MANUFACTURER.

## INSULATION AND VENTILATION

- MINIMUM INSULATION REQUIREMENTS

| | | |
|---|---|---|
| ROOF (ATTIC) | R-40 | (9.11 – 8.11) |
| ROOF/CEILING (SLOPING) | R-28 | (5.11 – 4.11) |
| WALLS | R-20 | (3.11 – 3.07) |
| INSULATION REQUIREMENTS AGAINST DAMP OR SHADED | R-20 | (3.11 – 10.00) |
| | R-24 | (3.11 – 4.57) |

- A 6 MIL POLYVINYLIDENE REINFORCED POLY ARE SHALL SHALL BE INSTALLED ON THE WARM SIDE OF INSULATION.
- ALL ROOF SPACES SHALL BE VENTILATED WITH SOFFIT, ROOF, OR GABLE VENTS, OR A COMBINATION OF THESE EQUALLY DISTRIBUTED BETWEEN TOP OF JOISTS SPACE AND MAXIMUM SOFFIT.
- PROVIDE SPACE FOR AIR SPACE (EQUAL TO SOFFIT VENTING) BETWEEN INSULATION AND ROOF SHEATHING AT EXTERIOR WALL LINE.
- AREAS OF ROOF SPACES TO BE VENTED MINIMUM 1/300 OF AREA. UNVENTED CRAWLSPACES TO BE VENTED MINIMUM 1/300 OF AREA WITH CLEARABLE VENTS.

## FINISHES

- OWNER SHALL SPECIFY ALL INTERIOR AND EXTERIOR FINISHES. OWNER SHALL CONFIRM ANY FINISHES SHOWN ON PLANS.
- EXTERIOR DOORS SHALL BE SOLID CORE/WEATHER AND WEATHER-STRIPPED. CHANGE DOORS TO DWELLING TO BE AS AHEAD AND SELF-CLOSING.
  FLASH AT ALL HORIZONTAL CORNERS IN EXTERIOR FINISHES AND CAULK AROUND ALL EXTERIOR OPENINGS. FLASH OVER ALL UNPROTECTED OPENINGS.
- WINDOW SIZES ARE SHOWN IN FEET AND INCHES.
  12. 4'-0" = 4'-0" WIDE BY 3'-0" HIGH.
  WINDOW SIZES ARE WIDE SHOWN BY 4'-0" EQUAL
  12. 3'-0" = 3'-0" WIDE BY 4'-0" HIGH.
- EXTERIOR & INTERIOR SHOWN WITHOUT DOORS ARE FULL HEIGHT UNLESS SHOWN AS 1/2 HIGH. INTERIOR ARE 1 MINIMUM 2'-6" WIDE UNLESS OTHERWISE NOTED.
- CLOSET AND CLOTHES CLOSETS SHALL HAVE CHIC ROD AND SHELF. LINEN CLOSETS SHALL HAVE 5 ADJUSTABLE SHELVES WITH FORMULA. BROOM CLOSETS SHALL HAVE ONE SHELF.
- ALL BATHROOMS SHALL HAVE A WALL MOUNTED MIRROR OR ONE MOUNTED MIRROR.

## HEATING

- INSTALLATION BY CERTIFIED PERSONS WHICH MUST COMPLY WITH MANUFACTURER'S INSTRUCTIONS, TRADE APPLICABLE AND CONFORM WITH LOCAL CODES AND REGULATIONS IN ALL RESPECTS.
- GAS CONNECTION WILL REQUIRE REMOVAL PERMIT AND INSPECTION.
- FUEL BURNING APPLIANCES, INCLUDING FURNACES, FIREPLACES AND STOVES, TO BE PROVIDED WITH COMBUSTION AIR SUPPLY FROM OUTSIDE.

## COPYRIGHT

- THIS PLAN AND DESIGN IS THE COPYRIGHT PROPERTY OF JENISH HOUSE DESIGN LIMITED, AND MAY NOT BE REPRODUCED OR COPIED WITHOUT WRITTEN PERMISSION FROM JHDL.
- JENISH HOUSE DESIGN LIMITED PERMITS THE PURCHASER TO CONSTRUCT ONLY ONE (1) BUILDING FROM THESE DRAWINGS.

## ELECTRICAL SYMBOLS

| SYMBOL | DESCRIPTION | SYMBOL | DESCRIPTION | SYMBOL | DESCRIPTION |
|---|---|---|---|---|---|
| CEILING OUTL. | | | | | |
| | | | | | |
| | | | | | |
|

# CITY OF SALMON ARM

## BYLAW NO. 4417

**A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"**

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on , 2020 at the hour of 7:00 p.m. was published in the and , 2020 issues of the Salmon Arm Observer;

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

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

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

   Rezone Lot 29, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069 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. 4417"**

| | | |
|---|---|---|
| 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"

1140 - 17 Avenue SE / ZON-1189
10 ST. SE
12 ST. SE
17 AVE. SE
19 AVE S.E.
20 AVE SE
CLOSED ROAD
R-1 (Single Family Residential Zone)
to
R-8 (Residential Suite Zone)
1140
1120
1160
1180
1141
1121
1161
1171
1181
1250
1221
1220
1261
1170
1150
1130
1110
1111
1080
1060
1040
1020
1010
1061
1041
1021
1064
1070
1080
50 m
100 ft
N

## INFORMATIONAL CORRESPONDENCE - NOVEMBER 23, 2020

| | | |
|---|---|---|
| 1. | K. Burgess, Canoe Traffic-Calming Work Group Leader - email received November 2020 - Traffic Safety in Canoe | A |
| 2. | H. Zieber - letter dated November 6, 2020 - Taxes Used to Support Groups | N |
| 3. | D. Duford - email dated November 9, 2020 - Santa Tour | A |
| 4. | T. and J. Verwijst - email dated November 12, 2020 - City Rat Problem | A |
| 5. | R. Parenteau, Manager, Shuswap Community Foundation - letter dated November 4, 2020 - Memorial Walkway | A |
| 6. | Interior Health - newsletter dated November 2020 - Healthy Communities | N |
| 7. | Canadian Pacific Railway - Virtual CP Holiday Train December 12, 2020 | N |
| 8. | K. Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing - letter dated November 9, 2020 - 2020 UBCM Annual Convention | N |
| 9. | K. Richter, Acting Deputy Minister, Ministry of Transportation and Infrastructure - letter dated November 10, 2020 - UBCM Convention 2020 | N |
| 10. | S. Dhaliwal, Assistant Deputy Minister, Ministry of Citizens' Services - letter dated November 10, 2020 - 2020 Grant-in-Lieu of Property Tax Payment | N |
| 11. | N. Schmidt, Manager of Operations, Planning Institute of British Columbia - email dated November 9, 2020 - PIBC - Certified Institute of Planners, Christopher Larson | 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: November 23, 2020

## Presentation 4:00 p.m. (approximately)

**NAME:** Erin Viera, Program Manager and Paul Demenok, Chair, Shuswap Watershed Council

**TOPIC:** Shuswap Watershed Council Annual Update

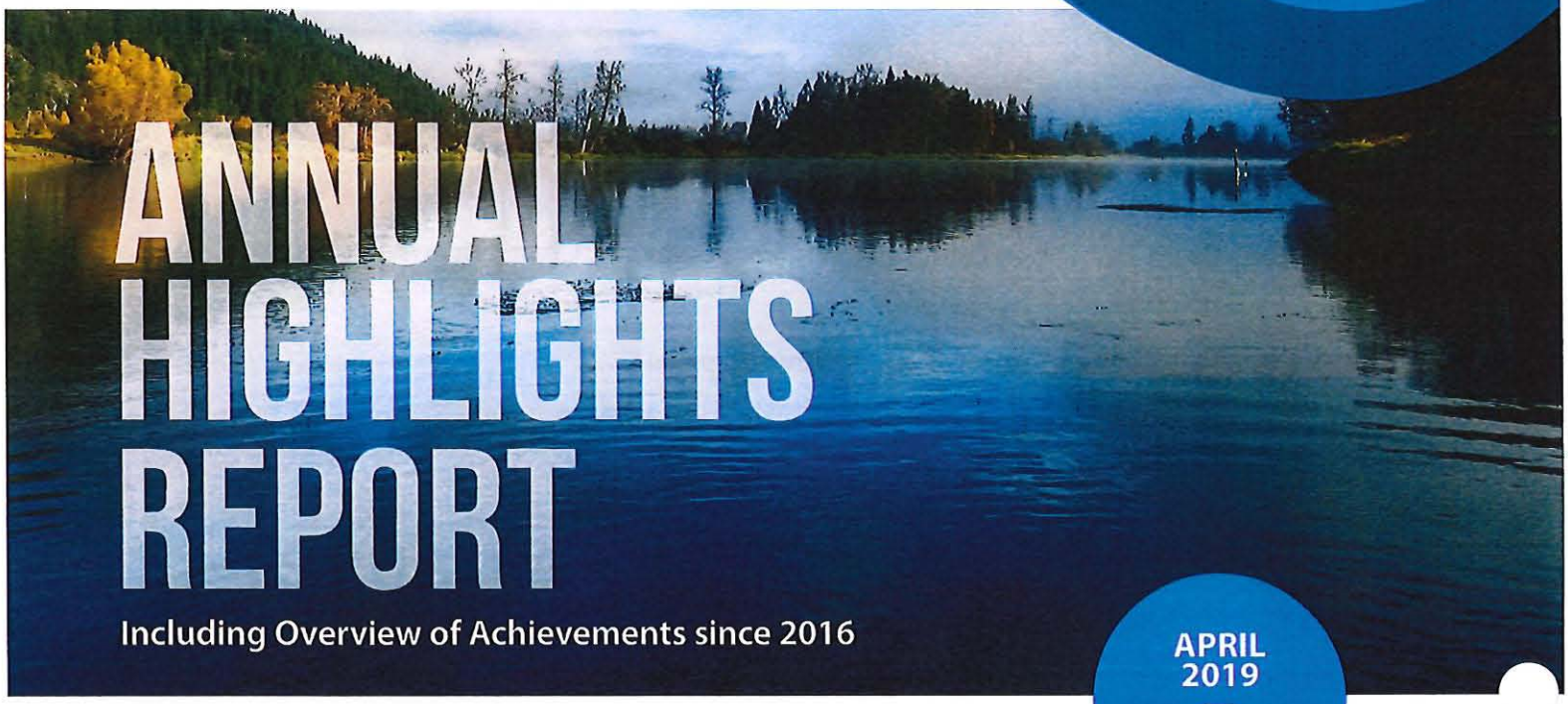
**Vote Record**

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

Opposed:

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

SHUSWAP watershed council



# ANNUAL HIGHLIGHTS REPORT

Including Overview of Achievements since 2016

APRIL 2019 — MARCH 2020

Photo Credit: Megan Ludwig

shuswapwater.ca

## Who We Are

### About the Shuswap Watershed Council

The SWC was established in 2014 as a watershed-based partnership of several organizations to enhance water quality and safe recreation in the Shuswap. There are 18 members that represent three regional districts, two municipalities, the Secwepemc Nation, two provincial government agencies, and Shuswap communities. The SWC is a collaborative, non-regulatory group. It works alongside organizations that have regulatory roles in managing the Shuswap watershed, complementing their work and carefully avoiding duplication.

### Staff

The Fraser Basin Council, a provincial non-government organization, provides contract staff services to the Shuswap Watershed Council.

### Our Vision

Enhanced water quality that supports human and ecosystem health and the local economy in the Shuswap watershed.

## What We Do

### Our Objectives

The SWC's primary objective is to maintain and enhance water quality in the Shuswap watershed by working with water quality monitors and advocating for good practices to prevent water quality degradation. Its other objectives are to coordinate and report on water quality in the Shuswap; to inform residents and visitors about water quality, and to encourage and promote safe boating and water-based recreation.

### The Work

The SWC's work is guided by its five-year plan for 2016–2021.

2019 was the fourth year of program operations for the SWC. In this Annual Report you'll find the highlights of the SWC's work on water quality monitoring and research, invasive mussel prevention, safe recreation, and a summary of expenditures. This report also includes an overview of the SWC's achievements since 2016, as it nears completion of its first five-year plan.

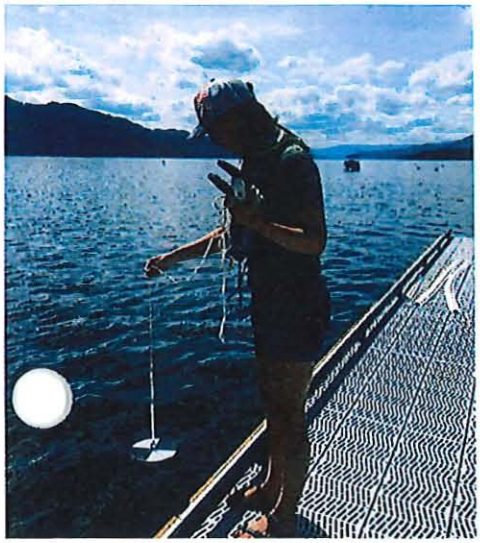
**Paul Demenok**
Columbia Shuswap Regional District Area C —South Shuswap

## Message from the Chair

As residents and visitors, we are very fortunate to be able to enjoy and use the clean, pristine waters of the Shuswap watershed. The Shuswap Watershed Council is proud to serve as a steward of this remarkable natural resource; our goal is to maintain and enhance its water quality for generations to come. Over the past four years, we have invested in important research to identify sources of nutrient inputs, and we now look forward to reducing these impacts, guided by this science.

I am honoured to be part of this Council, and I would like to sincerely thank the Fraser Basin Council, all members of our Water Protection Advisory Committee and Water Quality Monitoring Group, and all members of the Council for their dedication and contributions to the Shuswap watershed.

# Highlights for 2019



Staff prepare to lower a Secchi disk to take a water quality reading. The Secchi disk gives an indication of water clarity.

## Water Quality Monitoring

The Shuswap Watershed Council serves as a convenor and facilitator for the **Shuswap Water Quality Monitoring Group**, which is made up of several organizations in the watershed that are responsible for monitoring. Regular meetings of the Monitoring Group enable dialogue, information sharing, and planning to ensure that the entire watershed—large lakes, small lakes, and rivers—is adequately and efficiently monitored.

**16**
different organizations involved in water quality monitoring

**1000+**
water samples collected and analyzed in 2019

The SWC provided **over $15,000 in support of an expanded monitoring program on Shuswap Lake** to determine the effects of the 2018 dominant salmon return. Shuswap Lake and its many rivers and creeks provide important migration and spawning habitat for Pacific salmon. Salmon are a natural source of nutrients and organic matter. Decaying salmon carcasses release nutrients along shorelines and directly into creeks and rivers; this is especially impactful to water quality in the months following a dominant salmon return. The monitoring program is a partnership between the SWC and the BC Ministry of Environment and Climate Change Strategy.

## Water Quality Research

The SWC completed a **three-year research project with UBC–Okanagan** to better understand where and how nutrients are getting into the Shuswap River and Salmon River, and ultimately into Mara and Shuswap Lakes.

A member of the research team takes a gauge measurement on Fall Creek, a tributary to the Shuswap River.

Photo credit: Megan Ludwig.

Nutrients have long been of interest in the Shuswap because of their importance to lake health and productivity, but also their ability to trigger an algae bloom. The SWC initiated this research project to gain answers the following questions:

- Are there excess nutrients in the rivers that are not from the natural environment?
- If so, where are they coming from and how are they getting into the rivers?

Research results are summarized in a new report, *Understanding Nutrients and Water Quality in the Shuswap River and Salmon River.* A full report from the research team will be ready later this year.

This water sample was collected from White Lake. It was tested for Zebra and Quagga mussel larvae, called veligers. Veligers are microscopic and free-swimming.

Photo credit: Kim Kaiser.

#DONTMOVEAMUSSEL

## Invasive Zebra and Quagga Mussel Prevention

The SWC partnered with the **Columbia Shuswap Invasive Species Society** to monitor the Shuswap watershed for invasive Zebra and Quagga Mussels (ZQM) throughout boating season, and to conduct education and outreach with residents and visitors to the Shuswap about preventing the spread of ZQM. The SWC promoted **watercraft inspection** and **Clean-Drain-Dry** through news articles and print media, social media, and signage. Additionally, staff presented at the *International Conference on Aquatic Invasive Species* about prevention work underway in the Shuswap.

**24** 24 sites on 14 waterbodies were monitored for Zebra and Quagga Mussels

**8** 8 new signs were installed at boat launches describing Clean-Drain-Dry practices

Media messaging reached up to

**55,000** NEWS SUBSCRIBERS & **15,000** SOCIAL MEDIA USERS & **775,000** TRAVELLERS

through advertising, billboards and travel magazines

Zebra and Quagga mussels would have negative effects on water quality, beaches, and fish populations; they would also cause nuisance clogging in water utilities and irrigation systems. **Fortunately, the Shuswap—and all of British Columbia—remains invasive mussel-free. The SWC is helping to keep it that way!**

In 2019, **invasive Asian clams** were found on the shores of Shuswap Lake. At this time, only dead specimens have been found. Nevertheless, this new detection of an invasive species underscores the importance of practicing several prevention measures such as:

- cleaning, draining, and drying watercraft when moving from one waterbody to another
- stopping for watercraft inspection when travelling
- avoiding using invasive species as fishing bait,
- never releasing aquarium plants or animals.

Monitoring will continue in 2020 to determine if there is a living population of the clams in Shuswap Lake.

IAS

Report suspected sightings of invasive species via the Report Invasives BC app.

## Safe Recreation

The SWC is committed to helping keep the Shuswap safe for boaters and recreationists through raising awareness for unsafe practices, and **promoting safe practices** such as lifejacket use, cold water safety, drowning prevention, and sober boating. The SWC promoted "7 top tips" through a combination of articles, social media, signage, and advertising. The SWC is also pleased to work with the **Royal Canadian Marine Search & Rescue** to promote free lifejacket loans for children at several locations throughout the Shuswap.

The SWC's safety messaging had over

**50,000** IMPRESSIONS ON SOCIAL MEDIA

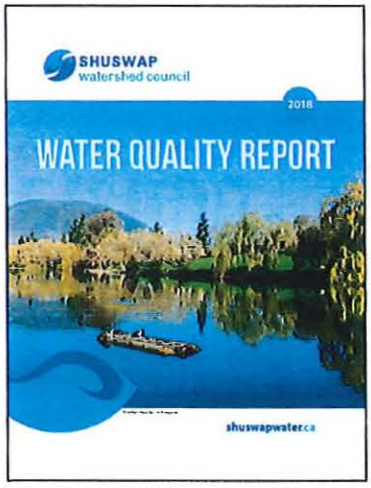
**215,000** IMPRESSIONS IN THE NEWS & IN PRINT

**300,000** IMPRESSIONS ON THE RADIO

Grant funding from Transport Canada enabled the SWC to deliver more safety campaigns than ever before!

Rack cards and posters describing 7 top tips for safety were distributed throughout the Shuswap

## Communications and Advocacy




The SWC is open and transparent about its program operations, expenditures, achievements and decisions. Some of its key communiqués include:

- SWC Meeting Highlights Summaries (4 times per year)
- Completion and distribution of the third annual water quality report, the **2018 Shuswap Water Quality Summary**
- Maintaining an **up-to-date website** and an active presence on **social media**
- Making all meeting summaries and financial reports available online

The SWC focused its advocacy work in 2019 on preventing the spread of Zebra and Quagga Mussels to British Columbia. Early in 2019, the SWC presented to the *House of Commons Standing Committee on Fisheries and Oceans* during the committee's review of the national Aquatic Invasive Species Program. The SWC also corresponded with the provincial and federal governments regarding its concern for the risk of an invasion, and called for additional measures to protect BC from such an invasion.

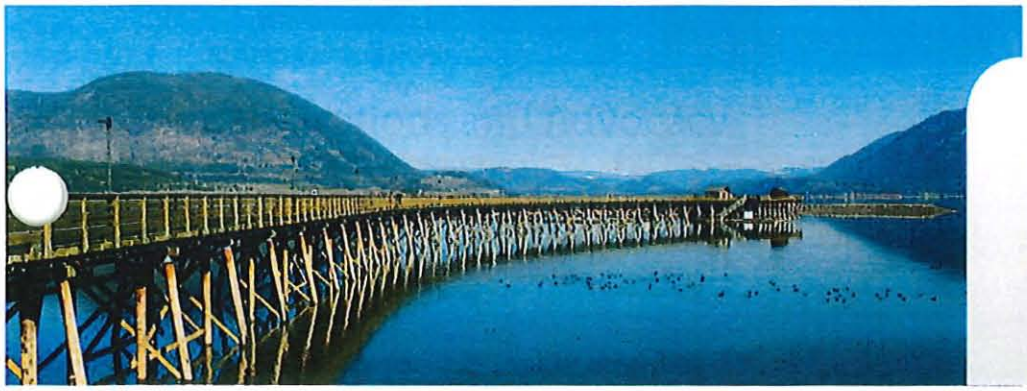


Photo credit: Darren Robinson Photography.

/ShuswapWater
@ShuswapWater
@shuswap.water

**shuswapwater.ca**

# Administration and Governance

Four Council meetings were held throughout the year to approve projects and work plans, receive operational updates from staff, hear informative presentations from other groups, and discuss arising issues. The SWC also had a strategic planning workshop early in 2020 to draft a new Strategic Plan for 2021–2026, to immediately follow the completion of its current five-year plan for 2016–2021. Council meetings are open to the public.

## 2019–20 Budget and Operational Expenses (April 1, 2019–March 31, 2020)

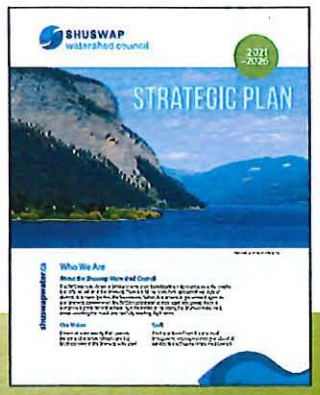
The SWC's work is supported by contributions from the following governments:

| Contributor | Amount ($) |
|---|---|
| 2018–19 surplus (carried forward from March 31st, 2019) | 186,896 |
| Columbia Shuswap Regional District (Areas C, D, E, F and the District of Sicamous) | 160,000 |
| Thompson-Nicola Regional District | 53,600 |
| City of Salmon Arm | 40,000 |
| Adams Lake Indian Band | 1,300 |
| Grant Funding: Transport Canada, Boating Safety Contribution Program | 19,538 |
| **Revenue for 2019–20** | **461,334** |

## Operational Expenses

| Program | Budgeted ($) | Expenses ($) | Variance ($) |
|---|---|---|---|
| Water Quality Program: Monitoring Initiative | 51,150 | 41,964 | 9186 |
| Water Quality Program: Protection Initiative | 79,500 | 39,759 | 39,742 |
| Zebra & Quagga Mussel Prevention Program | 30,825 | 31,087 | -262 |
| Safe Recreation Program | 26,050 | 25,810 | 240 |
| Communications and Advocacy | 42,200 | 39,967 | 2233 |
| Administration and Governance | 43,150 | 40,753 | 2397 |
| **Sub-total Operational Expenses** | **272,875** | **219,339** | **53,536** |
| Operating Reserve* | 188,459 | 0 | 188,459 |
| **Summary of Expenses** | **461,334** | **219,339** | **241,995** |

* The Operating Reserve has been growing each year since 2016, as a result of annual surpluses. Within the reserve the SWC holds a $20,000 water quality contingency fund that can be drawn from in case of arising water quality issues that require additional, unplanned monitoring or response. The fund has not been drawn from to-date.




The SWC recently published its Strategic Plan for 2021–2026. Find it on their website.

**shuswapwater.ca**

# Activities and Achievements since 2016

The SWC was established in 2014 as a partnership of several organizations working on water quality and safe water-based recreation in the Shuswap. It began implementing its programs in 2016, according to its five-year plan for 2016–2021. Here is a summary of its key activities and achievements since that time.

## WATER QUALITY MONITORING

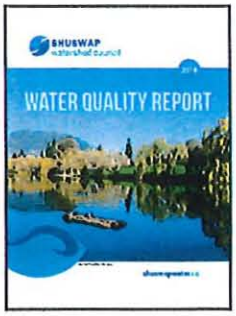
- The SWC convenes the Shuswap Water Quality Monitoring Group twice per year for dialogue, information sharing, planning, and to identify and reduce potential redundancies or duplication with respect to water quality monitoring. This collaboration is one of the most important roles fulfilled by the SWC.

**Up to 18 organizations with responsibilities for water quality monitoring participate in the Monitoring Group including municipalities, regional districts, First Nations, health organizations, and the BC Ministry of Environment and Climate Change Strategy**

- The SWC serves as a 'tracker' of monitoring activities across the watershed, with input from water quality monitoring organizations
- The SWC published a user guide for the provincial Environmental Monitoring System to enable easier use of the water quality database by the general public
- The SWC partnered with the BC Ministry of Environment and Climate Change Strategy to do attainment monitoring (a more in-depth monitoring program) on the Salmon River from 2016–19. Funding from the SWC enabled this work to be done.
- The SWC coordinated a special monitoring project in Shuswap Lake in 2017 to test for a group of synthetic compounds called nonylphenols. These are known to be harmful to aquatic life if they're present in high enough concentrations, and they are not routinely monitored by regulatory agencies.

**The results of this monitoring were good—nonylphenols were not detected in Shuswap Lake. You can learn more in the SWC's 2017 *Shuswap Water Quality Summary Report*, available on its website.**

## WATER QUALITY REPORTING




- The SWC has published three annual Shuswap Water Quality Summary Reports, to-date. Some monitoring organizations share their data and expertise with the SWC for including in these reports. Publicly reporting on water quality data is a unique role fulfilled by the SWC.

shuswapwater.ca

## WATER QUALITY RESEARCH

- The SWC has been working with researchers at UBC–Okanagan since 2016 to learn about nutrients in the Shuswap watershed, with a focus on the Shuswap River and Salmon River. The SWC has invested $150,000 over three years in this research. It is the first research of its kind in the Shuswap watershed. The first phase of research involved the collection and analysis of water samples from over 100 different sites over a three year period to essentially create a 'nutrient budget' illustrating how different regions of the watershed contribute more—or less—nutrients to the rivers. A second phase of research in 2019 involved the collection and analysis of a sediment core from the bottom of Mara Lake to learn how nutrient-loading in the watershed has changed over the past century. Analysis and results to-date have shown us which regions of the watershed and which land use types contribute the most significant amounts of nutrients to the rivers, on a kg/hectare/year basis. Full reports from the research team will be ready later this year.

## WATER QUALITY IMPROVEMENT

- In 2016 and 2017, the SWC offered grant funding for water quality improvement projects.
  - —In 2016 a $10,000 grant was provided to Yucwmenlucwu, a resource management company owned and operated by Splatsin First Nation, to restore a section of Alderson Creek (a tributary to Fortune Creek and ultimately to the Shuswap River). Livestock exclusion fencing was installed along the creek and the riparian area was restored with new plants.
  - —In 2017 a $10,000 grant was provided to Gardom Lake Stewardship Society to restore a wetland along Gardom Creek, the in-flow to Gardom Lake. Wetlands are very good at improving water quality because they capture sediments and nutrients; they also provide valuable habitat.
- Early in 2020, the SWC launched a new water quality grant program: up to $100,000 is available to help land-owners and agriculturalists in the Shuswap River and Salmon River valleys with projects to protect water quality.

## SAFE RECREATION

- The SWC has delivered safe boating and safe water-based recreation campaigns every year during the summer months, focusing on lifejackets, sober boating, cold water awareness, drowning prevention, and boating preparedness. These safe practices are promoted through various media, and have had over 750,000 impressions on residents and visitors since 2016.
- The SWC has been pleased to partner with the Royal Canadian Marine Search & Rescue (Station 106 Shuswap, based in Sicamous) to make the Shuswap a safer place for all recreationists. The SWC has supported the RCM-SAR's *Kids Don't Float* initiative—which provides free lifejacket loans for children—by providing funding to build and equip some of the lifejacket kiosks and also by promoting the network of kiosks across the Shuswap.

## COMMUNICATIONS AND ADVOCACY

- The SWC has been open and transparent about its program operations, expenditures, decisions, and key activities. It has made all of this information available through a variety of media including its website, social media, editorials, council meeting summaries, and annual reports.
- The SWC has focused its advocacy efforts on the two issues which, if they are not managed well into the future, are perceived to pose the greatest threat to our water quality and lake ecosystems: invasive Zebra and Quagga mussels, and nutrient inputs via the Shuswap River and Salmon River. The SWC has corresponded with the provincial and federal governments about invasive mussels on several occasions, relaying its concerns and asking for more funding and resources to prevent the spread to British Columbia. Additionally, the SWC provided input to the provincial review of the *Agricultural Waste Control Regulation*, calling for enhanced measures to protect our watershed from excessive phosphorus run-off.

Activities and Achievements since 2016, *continued*

## ZEBRA & QUAGGA MUSSEL PREVENTION

- The SWC has partnered with the Columbia Shuswap Invasive Species Society (CSISS) to monitor the Shuswap watershed for aquatic invasive Zebra and Quagga mussels (ZQM) since 2018. The SWC has provided financial support to CSISS, which has enabled them to expand their monitoring program in the Shuswap watershed significantly.
- The SWC promotes invasive mussel prevention practices extensively through the spring and summer boating and tourism season. Messages of 'Clean–Drain–Dry' and promoting the Province's watercraft inspection stations have reached over 650,000 people per year, in the last two years.

**The SWC is concerned about the threat posed by invasive Zebra and Quagga mussels to British Columbia. Education and outreach to residents and visitors, and early detection monitoring for mussels, are high priority items.**

## GOVERNANCE AND REPRESENTATION

- The SWC established a Council of 18 representatives from several governments and communities within the Shuswap watershed
  —Council membership includes one representative from each of the BC Ministry of Environment and Climate Change Strategy and the BC Ministry of Agriculture who provide in-kind expertise to the SWC; additionally, four community representatives provide valuable input on a voluntary basis.
- The SWC established and abides by a governing Terms of Reference
- The SWC established two supporting technical committees: a Water Quality Monitoring Group, and a Water Protection Advisory Committee

**The SWC performed an interim review of its programs in 2018. A review committee considered the SWC's program performance and achievements, financial management, and staff services. The results of the review were positive, and the committee recommended the SWC stay the course and continue their work on water quality and safe recreation.**

# Looking ahead

The SWC will complete the work in its current five-year plan at the end of 2020. A new strategic plan for 2021–2026 will guide the SWC's work in the future.

## SWC Members

**as at March 31, 2020**

Paul Demenok—Chair
CSRD Area 'C'

Tim Lavery—Vice Chair
City of Salmon Arm

Rene Talbot
CSRD Area 'D'

Rhona Martin
CSRD Area 'E'

Jay Simpson
CSRD Area 'F'

Rod Crowe
TNRD, Village of Chase

Ken Christian
TNRD, City of Kamloops

Colleen Anderson
District of Sicamous

Dave Nordquist
Secwepemc Nation,
Adams Lake Indian Band

Steven Teed
Secwepemc Nation,
Adams Lake Indian Band

Rick Fairbairn
RDNO, Area 'D'

Denis Delisle
RDNO, Area 'F'

Dennis Einarson
BC Ministry of Environment
& Climate Change Strategy

Chris Zabek
BC Ministry of Agriculture

Lorne Hunter
Community Representative

Randy Wood
Community Representative

Sharon Bennett
Community Representative

Natalya Melnychuk
Community Representative

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Item 14.2

# CITY OF SALMON ARM

Date: November 23, 2020

## Presentation 4:15 p.m. (approximately)

**NAME:** Patricia Huntsman, Patricia Huntsman Culture + Communication

**TOPIC:** Salmon Arm Arts and Culture Plan

**Vote Record**

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

Opposed:

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

SALMONARM

Arts and Culture Plan

#SAbigideas

# *Alive with the Arts-*
# Cultural Plan Overview

**Council Presentation-**
**November 23, 2020**

## INDIGENOUS ACKNOWLEDGEMENT

The City of Salmon Arm extends its gratitude to the Secwepemc People on whose traditional and unceded lands we conduct our activities. We recognize the guidance and wisdom of Neskonlith knowledge-sharers as we learn and listen in Truth and Reconciliation. In keeping with the Government of British Columbia Declaration, the City acknowledges the United Nations Declaration of Rights of Indigenous Peoples,

# *Alive with the Arts*: Key Highlights

- Timing: 1st cultural plan but times nicely with major sector changes
- Blends community-driven input and sector expertise
- Builds on the grassroots cultural development to-date and keeps that centered
- Intentionally a low resource-intensive plan

- Back fills some cultural policy pre-requisites and building blocks (e.g. art in public spaces policy)
- Strategic level lens of planning culturally which intersects with points of collaboration with tech, tourism and natural heritage
- Successful due to emphasis on co-leadership shared implementation model

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Arts and Culture Plan
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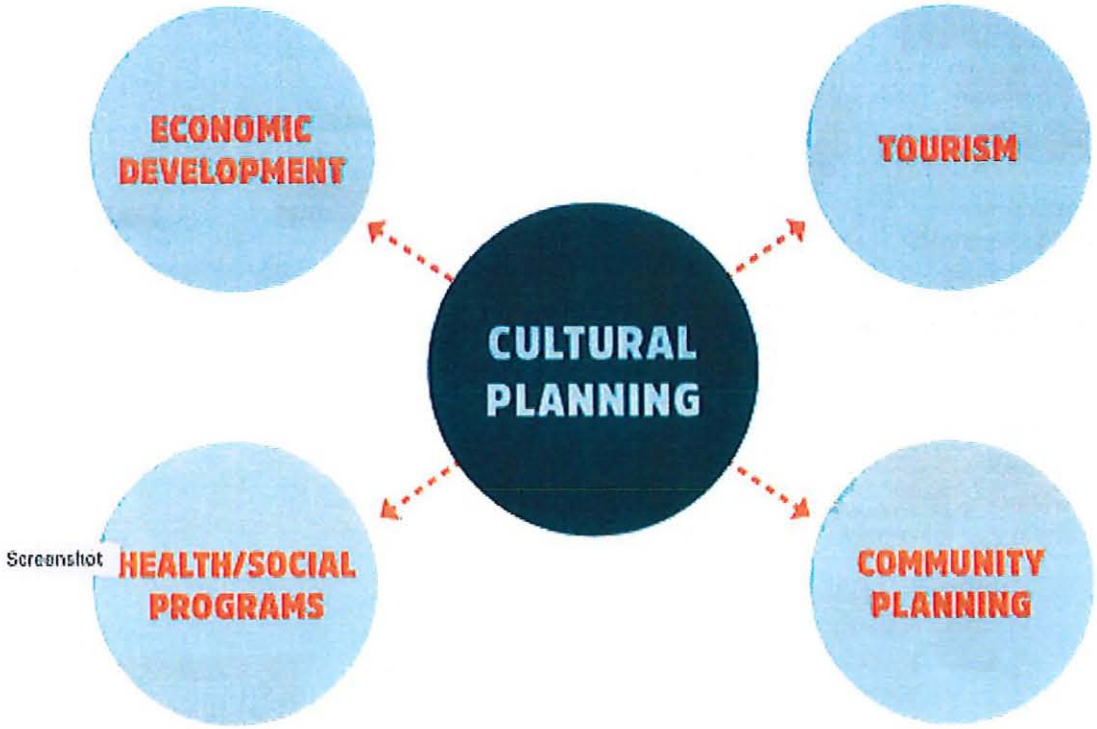

# ECOSYSTEMS-BASED ENGAGEMENT

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## ENGAGEMENT ACTIVITIES INCLUDED:

**7** community workshops and focus groups.

**WITH 20+** community members and City Staff representing Salmon Arm's ecosystem that reached beyond the arts community and recognized the interconnectedness to business, environment, social wellness, infrastructure and capital plans, tourism and Indigenous interests.

**115** inputs collected from the broader public from mid-September 2019 to Early October through Sounding Boards located at various gathering place around the City including:

- City Hall
- Salmon Arm Art Centre
- Okanagan College
- The Arena
- Innovation Centre
- Farmers Market

**3** Validation and Prioritization Workshop Sessions
Cultural Plan Task Group and Staff Team

**Sounding Board Example:**

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# Our Vision

***We see:***

**Arts, nature and technology co-existing as cornerstones of our creative ecosystem.**

**Our small city energized as an all-seasons cultural destination and creative marketplace.**

**Arts and culture being valued as keys to community wellness and success.**

**The Arts Happening Here Everyday for Everyone.**

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# Our Commitments

**What will guide our greatness.**
**We believe in....**

- **Building sustainable cultural capital.**
- **Showing up and celebrating our rich arts and cultural life.**
- **Honouring Indigenous voices, cultural and natural heritage.**
- **Making it* happen- no excuses!**
- **Being environmentally conscious in our cultural development.**
- **Cultivating innovative ideas and being future-ready.**
- **Creating safer, inviting, diverse and accessible artistic spaces for everyone.**
- **Demonstrating leadership in culture.**

**it= artistic awesomeness. A vibrant cultural scene, activity, programs, small city life.*

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Arts and Culture Plan
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# What are BIG IDEAS?

In keeping with Salmon Arm's 'Small City, Big Ideas' approach, the cultural plan reflects big ideas and bold moves as strategic directions, objectives or actions--- anything that marks a significant step forward in cultural development.

Sometimes it can be looking at new ways to solve challenges and issues in a community, or perhaps advancing the conversation, or demonstrating leadership and asking others to come on-board. These Big Ideas are supported by a framework that sees action and change.

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## BIG IDEA #1: LET CULTURE LEAD.

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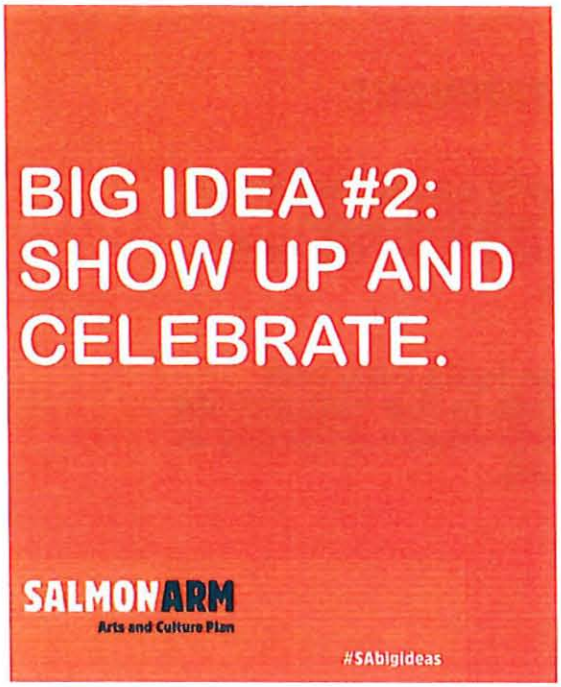
### GOAL STATEMENT:

### INVEST IN CULTURE-LED ECONOMIC DEVELOPMENT AND SOCIAL WELLNESS.

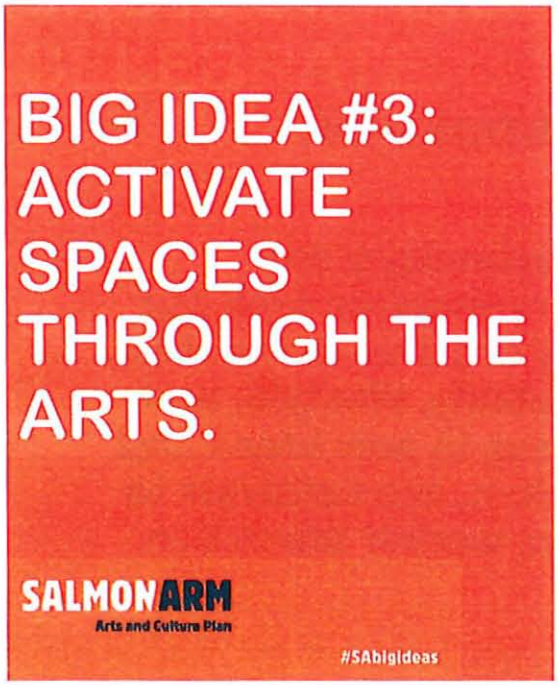
Culture is the make it or break it factor in the success of communities large or small*. By using a strategic cultural lens and linking to partnering initiatives, Salmon Arm will advance its economic and social prosperity.

* Want to learn more about arts strategies? Visit creativecity.ca/makingthecase to learn more



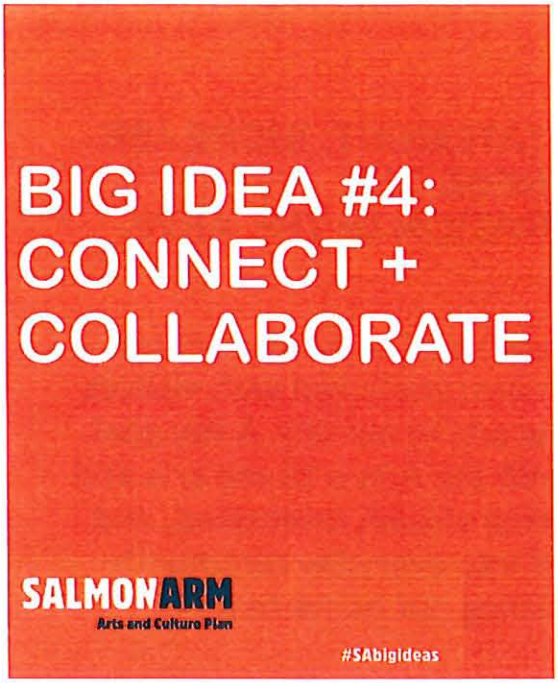

## GOAL STATEMENT: INCREASE AWARENESS AND PARTICIPATION IN THE ARTS.

A great number of cultural successes in Salmon Arm are linked with visitors valuing the arts in our city. A key goal of *Alive with the Arts* is to see arts and culture being valued, celebrated, and integrated into everyday community life by building our home base.




## GOAL STATEMENT: SALMON ARM IS ENERGIZED WITH ARTISTIC ACTIVITY THROUGH TRANSFORMATIVE CREATIVE PLACEMAKING.

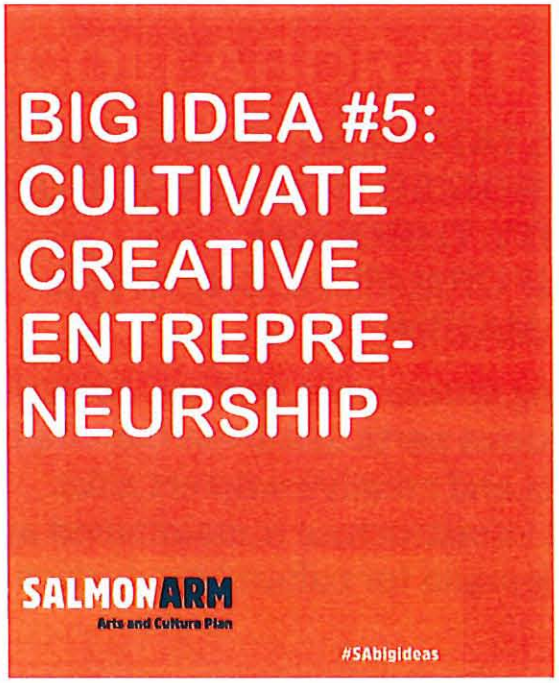
Activating spaces sees inviting, accessible and inclusive participation in the arts by residents and creative workers alike. Cultural infrastructure is maintained and meets demand for cultural production.




**GOAL STATEMENT:**

**Community connections are strengthened through collaboration and capacity-building.**

**Everyone feels they can participate in the cultural life of our City where diversity is welcomed.**




**GOAL STATEMENT:**

**Arts, technology and entrepreneurship feed our healthy creative ecosystem. Affordability, lifestyle, and openness to new ideas and innovation, are catalysts to creative worker attraction.**

# BIG IDEA #1:Let Culture Lead.

Objective 1.1.

There is sustainable support and investment in culture as part of Salmon Arm's economic strategy and community planning initiatives.

Objective 1.2.

Enhanced capacity-building and cultural leadership is fostered in the community through the role of the City- its strategic direction, departments, bylaws, policies and programs.

Objective 1.3. Identify opportunities to address the community needs of equity, diversity, accessibility and social inclusion.

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Arts and Culture Plan
#SAbigideas

# BIG IDEA #2: Show Up and Celebrate.

Objective 2.1.

Develop and implement a comprehensive arts and culture communications strategy (and campaign) to build audiences and awareness.

Objective 2.2.

Promote social change arts practices, and arts-based strategies for addressing matters of civic importance.

Objective 2.3

Celebrate a sense of place and share the Shuswap's story.

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Arts and Culture Plan
#SAbigideas

# BIG IDEA #2: Show Up and Celebrate.

Objective 2.4

Support efforts to reconnect and preserve language and place names.

Objective 2.5. '. Build connections between the local Indigenous communities and the broader Shuswap community through art.

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# BIG IDEA #3: Activating Spaces Through the Arts.

Objective 3.1.

To transform spaces by intentionally leveraging artistic and creative activity to serve the community and build character and quality of place.

Objective 3.2 Facilitate social inclusion, promote diversity, community wellness and accessibility in cultural spaces.

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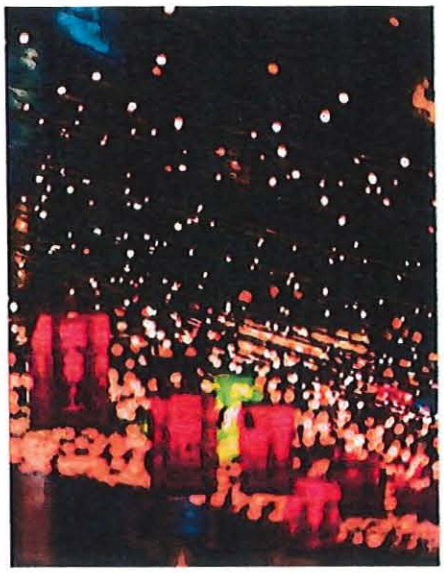
# BIG IDEA #4: Connect + Collaborate.



Objective 4.1. Invest in capacity-building and foster collaborations through knowledge-sharing, gatherings, and skills development opportunities for volunteers and administrators.

Objective 4.2. Work with neighbourhoods to encourage a distributed model of arts, culture and heritage activity and connection points.

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# BIG IDEA #5: Cultivate Creative Entrepreneurship.

Objective 5.1. Cultivate a creative economy by positioning Salmon Arm as a marketplace for creative entrepreneurship.

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# Going Forward: Quick Wins

- Work on Tri-Partite Agreement.
- Keep engagement going via Cultural Roundtable with quarterly check-ins.
- Use Task Group to contribute input towards Implementation Framework: on timeline, measures, first steps and suggested partnerships.
- Build communications and focus on sector development actions.

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# Recommendation:

THAT Council move to adopt in principle the *Alive with the Arts* Salmon Arm Cultural Plan with a view to approving implementation items on a yearly basis in keeping with the City's annual budget process and in consultation with community representatives.

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# Thank you.

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Arts and Culture Plan
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Item 23.1

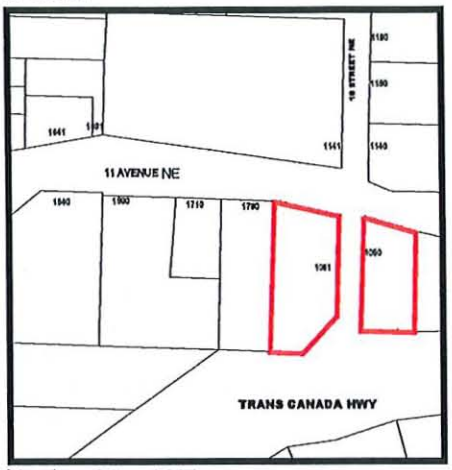
# CITY OF SALMON ARM

Date: November 23, 2020

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the **Council Chambers at City Hall,** 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, November 23, 2020 at 7:00 p.m.**

**1) Proposed Amendment to Official Community Plan Bylaw No. 4000:**
Redesignate Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from HR (Residential High Density) to HC (Highway Service/Tourist Commercial).




**Civic Address:** 1050 & 1091 – 18 Street NE
**Location:** On the Southwest and Southeast sides of 18 Street NE and 11 Avenue NE intersection North of Trans Canada HWY
**Present Use:** Single Family Dwelling and Vacant land
**Proposed Use:** Commercial office building with a residential unit above and parking lot
**Owner/Applicant:** R. Kearl
**Reference:** OCP4000-43/Bylaw No. 4410 and ZON-1184/ Bylaw No. 4411

The staff reports for the proposals are available for viewing on the City of Salmon Arm website at https://www.salmonarm.ca/431/Public-Hearing-Notices November 10 - 23, 2020 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4010 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will now be allowing public attendance on a first come first serve basis subject to the provisions of the City of Salmon Arm COVID 19 Exposure Control Plan.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Erin Jackson, Director of Corporate Services

**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: October 14, 2020

Subject: Official Community Plan Amendment Application No. 4000 - 43 & Zoning Bylaw Amendment Application No. 1184

| | |
|---|---|
| Legal: | Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130, Except Plan KAP54559 |
| Civic Address: | 1050 & 1091 18 Street NE |
| Owner/Applicant: | Russell Kearl |

**MOTION FOR CONSIDERATION**

**THAT:** **A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 by redesignating Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, Plan 13130, Except Plan KAP54559 from Residential High Density to Highway Service/Tourist Commercial.**

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

**AND THAT:** **Pursuant to Section 476 of the Local Government Act, Council has considered this Official Community Plan amendment after required consultation with School District No. 83.**

**AND THAT:** **Pursuant to Section 477 3 (a) of the *Local Government Act*, Council has considered the proposed Official Community Plan Amendment in conjunction with:**
**1) The Financial Plans of the City of Salmon Arm; and**
**2) The Liquid Waste Management Plan of the City of Salmon Arm.**

**AND THAT:** **A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130, Except Plan KAP54559 <u>from</u> R5 (High Density Residential) <u>to</u> C6 (Tourist/Recreation Commercial Zone).**

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

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject property is located at 1050 and 1091 18 Street NE (Appendix 1 and 2). The proposal is to rezone the parcel from R5 (High Density Residential) to C6 (Tourist/Recreation Commercial Zone) to permit the development of a commercial office building with a residential unit above. The applicant has indicated that the building would occupy one property and the other property would be used primarily for parking.

BACKGROUND

The subject property comprises of two legal parcels with a total area of approximately 4159m$^2$ (1ac) and is bisected by 18 St NE. The parcels were the focus of an OCP Amendment and Rezoning application in 2015 in which the OCP designation was amended from Highway Service/Tourist Commercial to Residential High Density (RHD) and rezoned R1 (Single Family Residential Zone) to R5 (High Density Residential) in order to accommodate a proposal for a 24 unit residential townhouse development. Appendices 3 and 4 show the OCP and zoning of the subject property and surrounding area. Site photos are included as Appendix 5. Currently, a single family dwelling is located on 1091 18 St NE and 1050 18 St NE is vacant.

The Zoning Map attached as Appendix 4 shows that the site is surrounding by properties currently zoned R1 (Single Family Residential Zone) and R4 (Medium Density Residential Zone). The OCP Map shows that the subject property adjacent to areas designated as Residential Medium Density and is within the Highway Service/Tourist Commercial area which encourages commercial development for the travelling public with some medical and retails services meeting the needs of the surrounding residential areas. The surrounding uses are as follows:

North: Single Family Dwelling
East: Single Family Dwelling
West: Single Family Dwelling
South: Trans Canada Highway 1/Lakeside Bowling Lanes

The applicant is proposing build an office and retail commercial space with some residential accommodations on the second floor. The applicant has stated that one of the office spaces would be used for a dentist office and the retail space is undetermined. Should the OCP Amendment and Rezoning applications be supported, the owner would have to make application for a Highway Service/Tourist Commercial Development Permit. At which time drawings for a proposed building, building massing, parking, site plan and landscaping can be reviewed through the Development Permit Guidelines for the Highway Service/Tourist Commercial Area.

OCP POLICY

The OCP includes policies on the Highway Service/Tourist Commercial Area, citing that this area is intended to support commercial, retail and medical services for the travelling public but also for the growing residential in the vicinity. Highway access is approximately 500m away at the recently constructed interchange east of 21 St NE. The OCP supports providing retail and service opportunities. In addition, the area is within the boundaries of 30 St SW and 30 St NE; therefore a proposal to provide medical services and retail that meets the needs of the surrounding residential area is supported by the OCP.

Currently, the inventory of Commercial lands, as per the OCP designation, is approximately 212.23 ha (524.43ac). The subject area, not including the consolidation of 18 St NE into the development area, is approximately 4159m$^2$ (1ac). The proposal does not mark a significant increase in the commercial inventory, neither does the removal of the lands from the residential inventory have a significant adverse impact to the residential land inventory.

Section 475 & 476 - Local Government Act

Pursuant to Sections 475 and 476 of the Local Government Act (optional and mandatory consultation requirements during OCP amendments), the proposed OCP amendments were referred to the following organizations on August 11, 2020:

| | |
|---|---|
| Adams Lake Indian Band: | No response to date |
| Neskonlith Indian Band: | no response to date |
| Economic Development Society: | Support - response attached (Appendix 6) |

| | |
|---|---|
| School District No. 83: (pursuant to Section 476) | No response to date |

Section 477 - Local Government Act

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

COMMENTS

Ministry of Transportation and Infrastructure

The Ministry of Transportation and Infrastructure (MOTI) have given preliminary approval of the rezoning provided that there is no direct access to the Trans-Canada Highway and that all new structures must be located outside of the provincial setback of 4.5m from the Trans-Canada Highway road/property line.

Engineering Department

The requirements for 18 St NE include road dedication, upgrades along the frontages to the Urban Local Road standard and the construction and dedication of a full cul-d-sac. There are some additional upgrades that would be required along the 11 Ave NE frontages and are detailed in the report. In noting the various upgrade requirements along the 18 St NE frontages, Engineering staff are supportive of the closure, purchase and consolidation of 18 St NE. Should 18 St NE be closed and purchased by the owner/applicant then the improvements would not be necessary. Engineering comments are attached as Appendix 7.

The applicant has expressed interest in purchasing 18 St NE and consolidating the subject property and road. There is a Road Closure and purchase process that could be initiated by the applicant in order to facilitate the purchase of 18 St NE and staff will continue to work through this process. The Road Closure and purchase process requires Council approval.

Building Department

No concerns were raised during the review period.

Fire Department

No concerns.

Planning Department

Staff are supportive of the application to amend the OCP and rezone the subject property in order to bring small scale commercial that caters to the growing residential development in the surrounding area. Staff were also supportive of the previous OCP and rezoning applications due to there being no direct access to Trans Canada Highway 1 from 18 Street NE and the scale of residential development could have easily integrated into the surrounding area.

The closure of the 18 St NE and the possibility of a consolidated lot frontage would align the C6 zoning setbacks with a building being required to be at least 3m from each side property line. There are no front or rear yard setbacks in the zoning regulations; however, the Ministry of Transportation and Infrastructure (MOTI) responded that there are to be no buildings or structures located within a 4.5m area from the highway. This setback negates parking in the same area because should MOTI have to use that area for right or way into the future it could reduce the parking areas and potentially leave the development non-conforming. Note that, there are OCP guidelines encouraging parking area to be located at the back of buildings. Again, the details of the building location, form and character elements, building massing, and site parking can be addressed in more detail at the Development Permit stage.

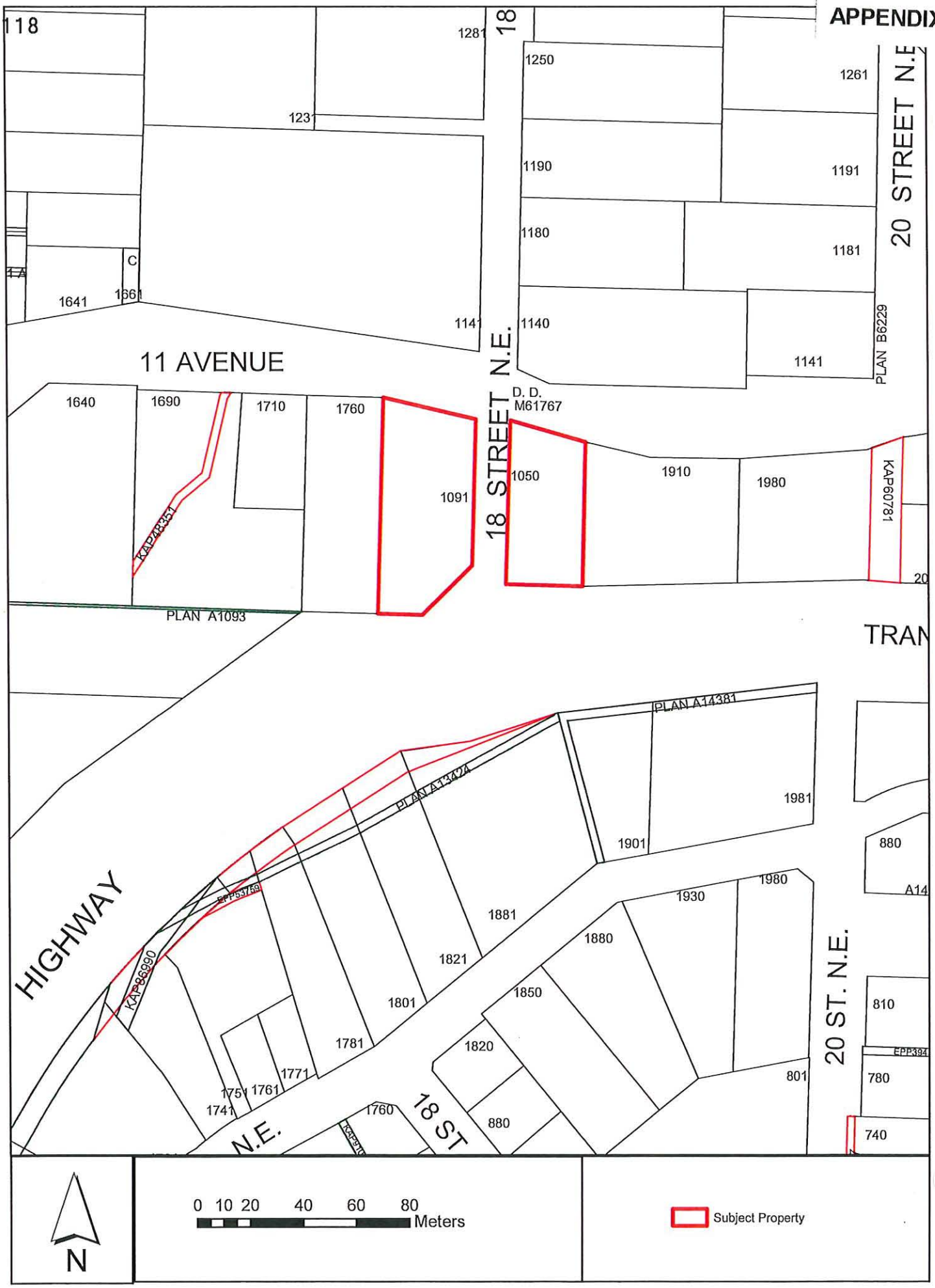
Further to this, while the applicant is proposing to use one lot for the building and other lot primarily for parking it should be noted that the C6 zone does not permit "parking lot" or "parkade/off-street parking" as a permitted use for this site. Therefore, should the lots remain separate legal entities or lots, at the time of

Development Permit, one lot being utilized as a parking area for the adjacent development could be secured by was of lot consolidation or covenant so it does not conflict with the permitted uses in the zone. Given that preliminary drawings for the building and site plan have not been submitted, approvals related to parking may be addressed at the time of Development Permit.

Prepared by: Melinda Smyrl, MCIP, RPP
Planner

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

**APPENDIX 1**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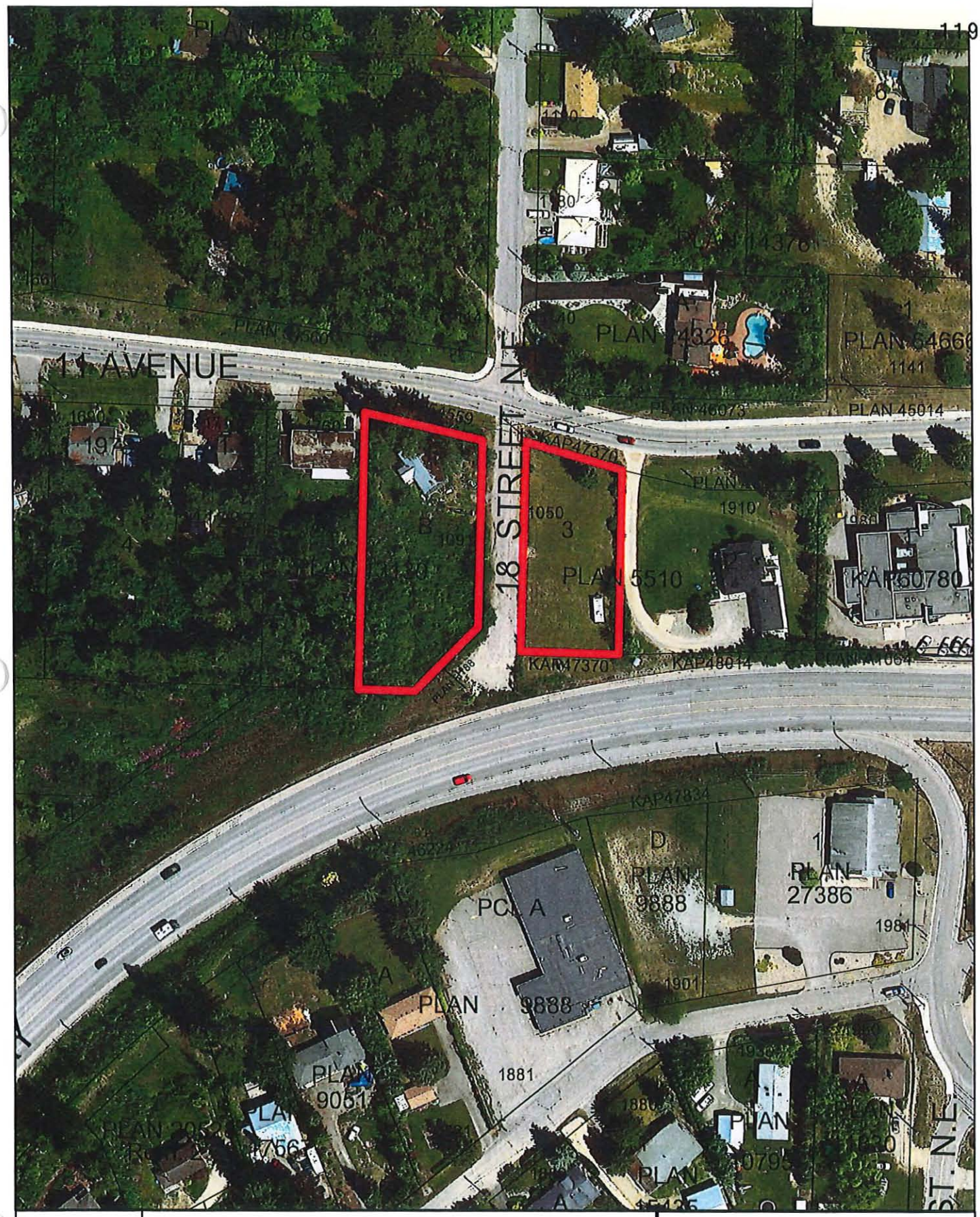


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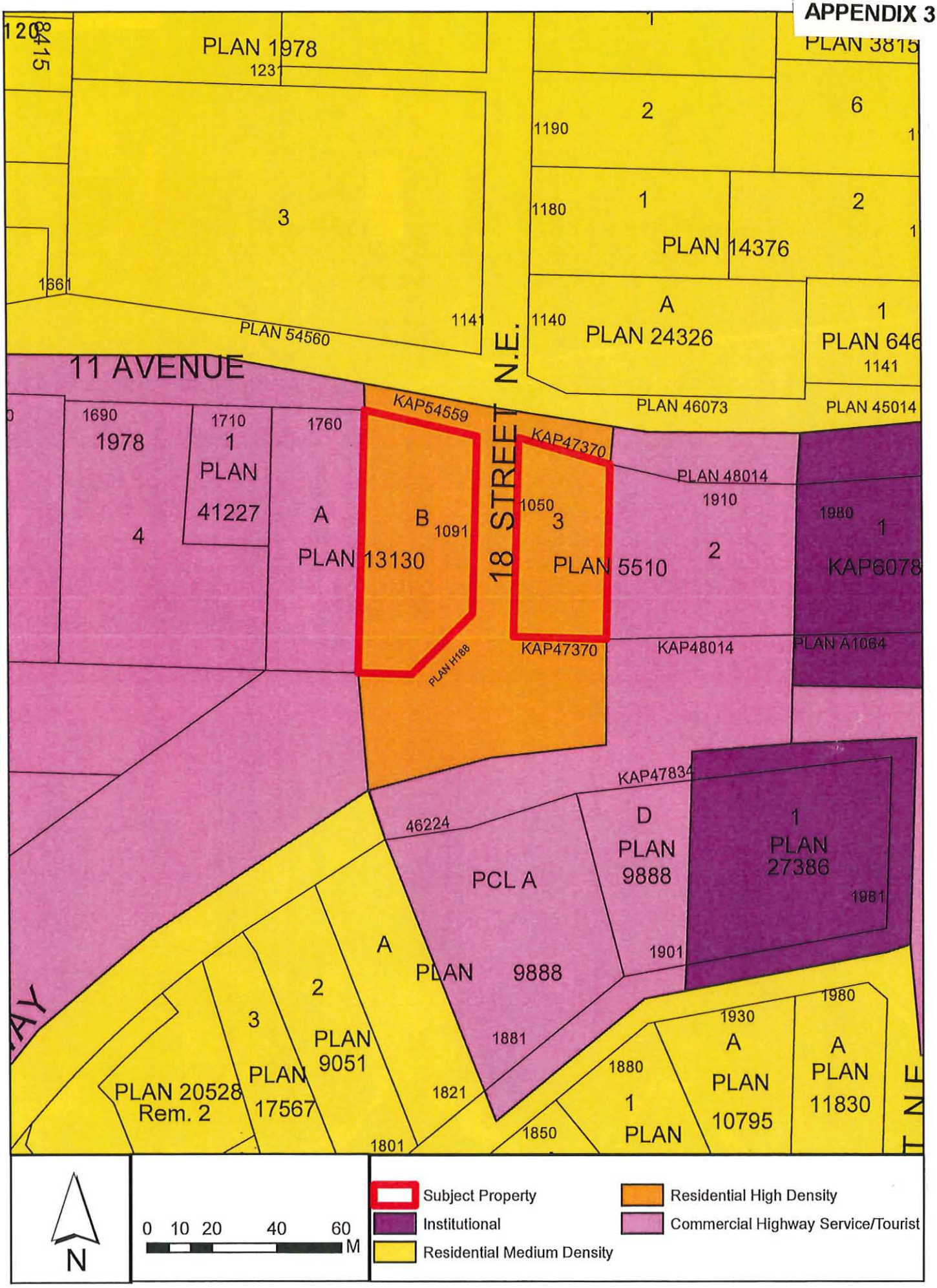
APPENDIX 3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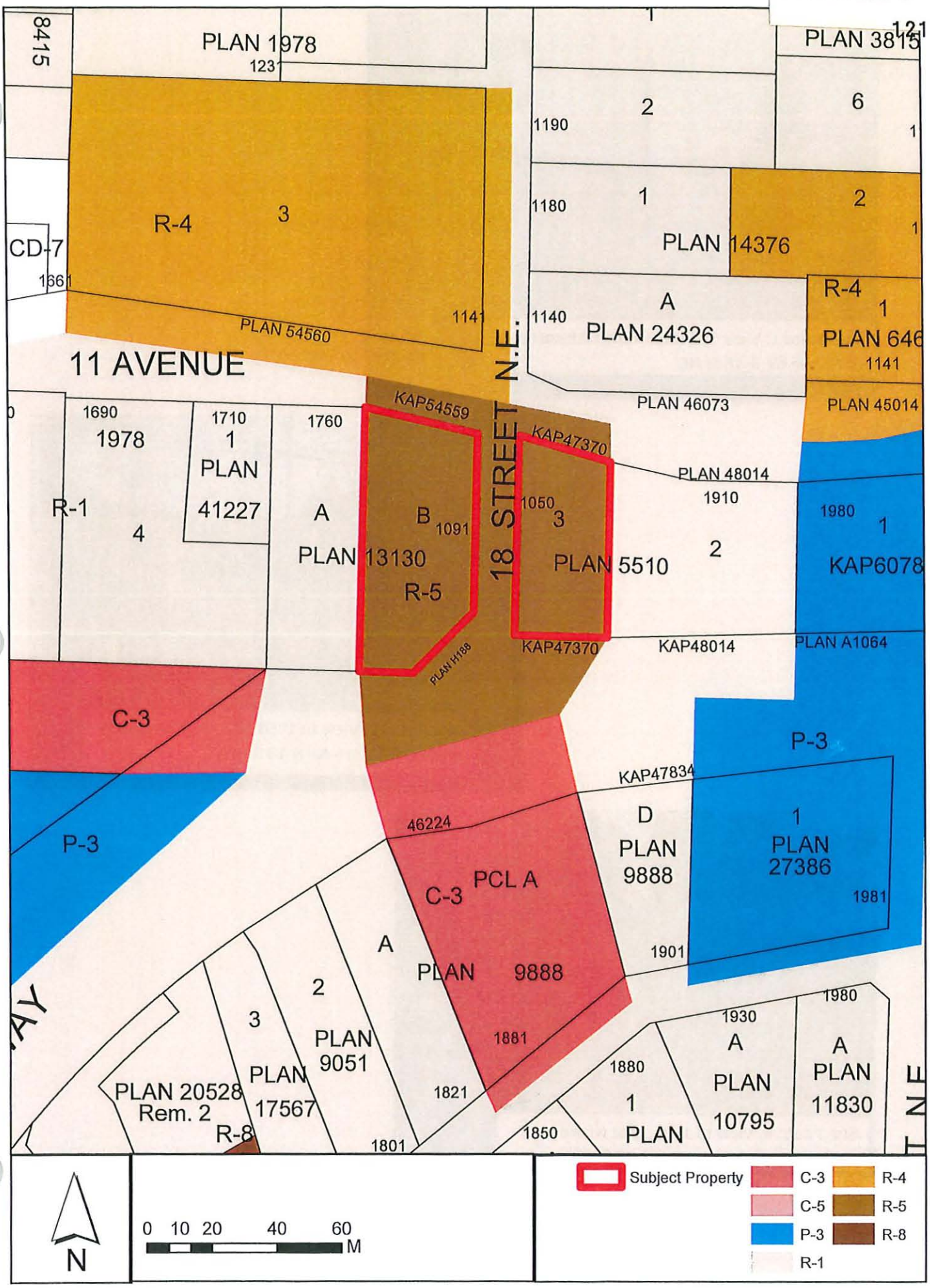
APPENDIX 4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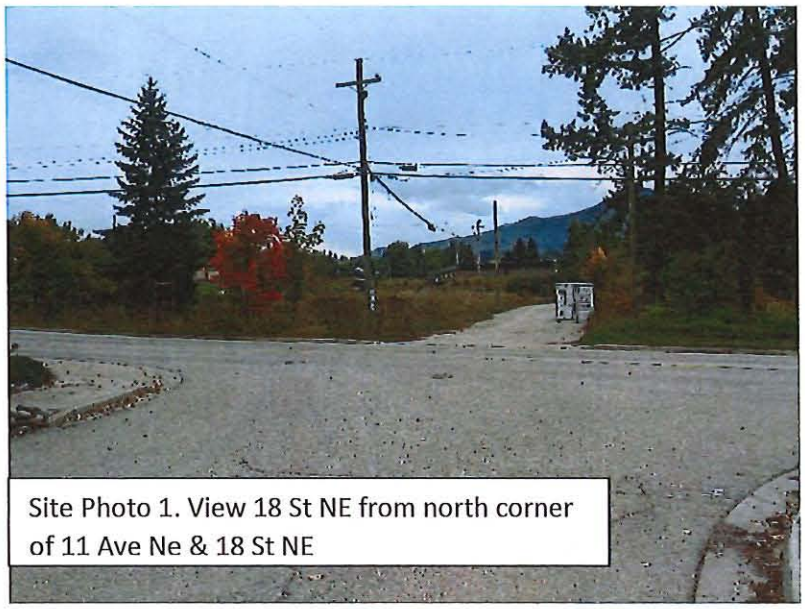
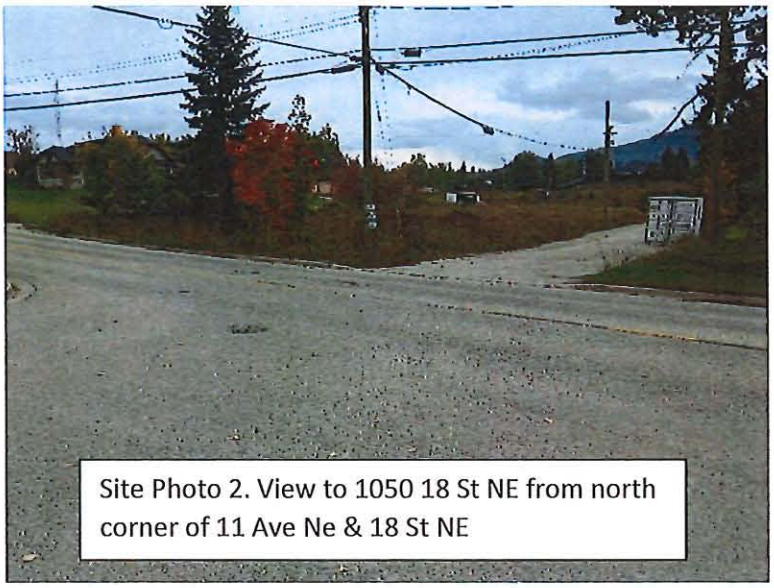
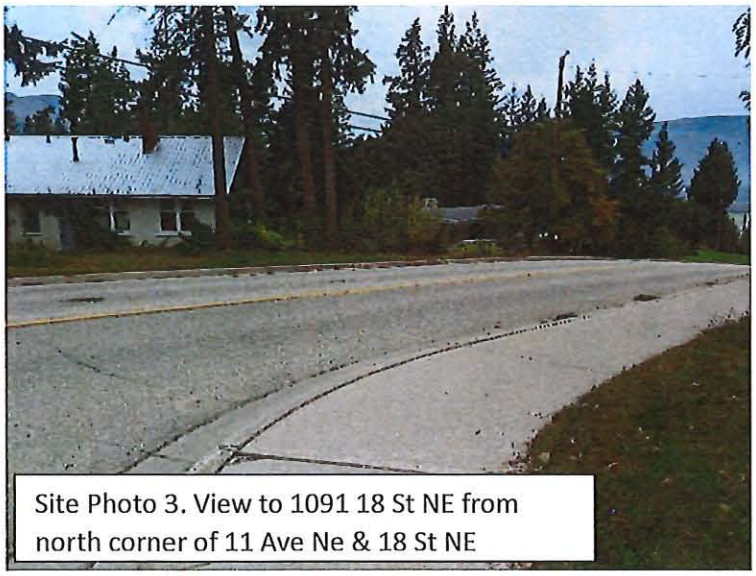


Site Photo 1. View 18 St NE from north corner of 11 Ave Ne & 18 St NE



Site Photo 2. View to 1050 18 St NE from north corner of 11 Ave Ne & 18 St NE



Site Photo 3. View to 1091 18 St NE from north corner of 11 Ave Ne & 18 St NE

SALMONARM
ECONOMIC DEVELOPMENT SOCIETY

Sept 10, 2020

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

Attention: Kevin Pearson
Director of Development Services

Dear Sir:

**Re: OCP Amendment Application No OCP4000-43**

---

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the properties located at 1050 18 Street NE and 1091 18 Street NE SE, Salmon Arm, from High Density Residential to Highway Commercial, and the Zoning Category from R5 to C6. The Board supports the application, based on the information provided.

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

Sincerely,

Lana Fitt, Economic Development Manager
Salmon Arm Economic Development Society

CITY OF SALMON ARM

*Memorandum from the Engineering and Public Works Department*

| | |
|---|---|
| TO: | Kevin Pearson, Director of Development Services |
| DATE: | September 23, 2020 |
| PREPARED BY: | Matt Gienger, Engineering Assistant |
| APPLICANT: | **Russell Kearl**, - 101, 571 – 6 Street NE, Salmon Arm, BC V1E 1R6 |
| OWNER: | **H. & D. Clarke, C.,** 38, 1231 – 10 Street SW, Salmon Arm, BC V1E 0A5 *(1050 – 18 Street NE)*<br>**Northern Propane Ltd. Inc./969730 AB Ltd.** – 38, 1231 – 10 Street SW, Salmon Arm, BC V1E 0A5 *(1091 – 18 Street NE)* |
| SUBJECT: | **OFFICIAL COMMUNITY PLAN FILE NO. OCP4000-43 & ZONING AMENDMENT APPLICATION FILE NO. ZON-1184** |
| LEGAL: | Lot 3, Section 24, Township 20, Range 10,W6M KDYD, Plan 5510 Except Plan KAP47370<br>Lot B, Section 24, Township 20, Range 10, W6M KDYD, Plan 13130 Except Plan KAP54559 |
| CIVIC: | **1050 & 1091 – 18 Street NE** |

Further to your referral dated August 10, 2020, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning or OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.

2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.

3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.

4. 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 prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.

7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement and/or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.

8. At the time of development permit / building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

9. For the off-site improvements at the time of subdivision / building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision / building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 11 Avenue NE on the subject property's north boundary is classified as an Urban Local Road (RD-2) and requires an ultimate 20.0 meters dedication (10.0 meters from centerline). Available records indicate that existing dedication varies and additional dedication may be required from the subject property (to be confirmed by BCLS).

2. 11 Avenue NE is currently developed to an interim Urban Local Street standard. Upgrading to the Urban Local Road Standard (RD-2) is required; however, all infrastructure specifications and offsets must conform to the Urban Collector Road Standard (RD-3). Upgrading may include, but is not limited to, road widening and construction, boulevard grading/construction, curb & gutter, street drainage and streetlights (spacing to be confirmed by professional engineer).

3. 18 Street NE bisects the subject properties from north to south and is classified as an urban local street (RD-1), requiring an ultimate 18.0 meters dedication (9.0 meters from centerline). Available records indicate approximately 6.0 meters dedication will be required, split between the east and west sides of 18 Street NE (to be confirmed by BCLS).

4. 18 Street NE is currently not constructed to a city standard. Upgrading to the Urban Local Road Standard (RD-1) is required. Upgrading may include, but is not limited to, road construction, boulevard grading/construction, curb & gutter, sidewalk, street drainage, utility installation, underground hydro and telecommunications, and street lighting.

5. A full cul-de-sac constructed and dedicated will be required at the termination of 18 Street NE, as per specification drawing No. RD-10.

6. Engineering staff would consider supporting the closure and sale of 18 Street NE and amalgamation with the two properties, subject to a Road Closure Bylaw. Doing so would negate the dedication and upgrading requirements, and the City would absolve its responsibility for maintenance.

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

8. 3.0m by 3.0m corner cuts are required to be dedicated at the intersection of 11 Avenue NE and 18 Street NE.

9. Accesses shall be designed by keeping to a minimum number. Only one (1) driveway access per parcel will be permitted onto 18 Street NE. All unused driveways shall be removed. Owner / Developer responsible for all associated costs. Should the developer proceed with the closure of 18 Street NE, one access would be permitted onto 11 Avenue NE at the existing intersection location.

10. Trans Canada Highway (TCH) along the south side of the subject property is a provincial controlled access highway. Additional dedication/improvements will be determined by ministry of Transportation

**Water:**

1. The subject property fronts the following watermains:

    - 450mm diameter Zone 1 watermain on 11 Avenue NE
    - 200mm diameter Zone 2 watermain on 11 Avenue NE east of 18 Street NE
    - 150mm diameter Zone 2 watermain on 11 Avenue NE west of 18 Street NE
    - 150mm diameter Zone 2 watermain on 18 Street NE

    Upgrading of the 150mm watermain on 11 Avenue NE to a 200mm diameter is required under the Subdivision and Development Servicing Bylaw No.4163. The Engineering department considers the 11 Avenue NE upgrade work pre-mature at this time; therefore, the City of Salmon Arm will require cash-in-lieu for this upgrade.

    Upgrading of the 150mm watermain on 18 Street NE to a 200mm diameter is required under the SDSB Bylaw; however, as this main only services the subject parcels and is not required for the future, it should be abandoned south of 11 Avenue NE or retrofitted as a service.

2. Both properties are to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). City records indicate that both properties are currently serviced with unknown diameter services from 18 Street NE. Relocating the existing services to the Zone 2 watermain on 11 Avenue NE and decommissioning existing service to 1050 18 Street NE will be required. Water meter(s) will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.

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

4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary main on 11 Avenue NE. No upgrades are anticipated, Subject to Owner / Developer's engineer proving that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.

2. Extension of the sanitary main along 18 Street NE is not required as there are no reliant upstream parcels and both of the subject parcels can be serviced adequately from the existing main on 11 Avenue NE.

3. Subject properties to be serviced each by a single sanitary service connection adequately sized (minimum 100 mm diameter) to satisfy the servicing requirements of the development. City records indicate that both existing lots have a 100 mm diameter service from 11 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 525 mm diameter storm main on 11 Avenue NE. No upgrades are required at this time.

2. The subject property does not front an enclosed storm sewer system on 18 Street NE. Extension of the storm main along 18 Street NE is not required as there are no reliant upstream parcels or no reliant upstream stormwater discharge and both of the subject parcels can discharge stormwater on site or be serviced adequately from the existing main on 11 Avenue NE.

3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.

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

5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. Both subject parcels shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development.

**Geotechnical:**

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

**Matt Gienger**
Engineering Assistant

**John Wilson P.Eng., LEED ® AP**
City Engineer

Item 23.2

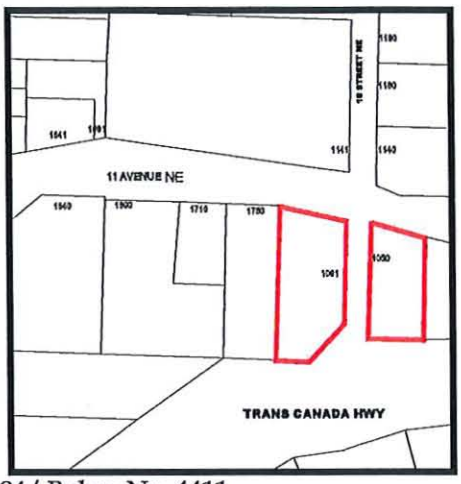
# CITY OF SALMON ARM

Date: November 23, 2020

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the **Council Chambers at City Hall,** 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, November 23, 2020 at 7:00 p.m.**

**1) Proposed Amendment to Zoning Bylaw No 2303:**
Rezone Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from R-5 (High Density Residential Zone) to C-6 (Tourist/Recreation Commercial Zone).




**Civic Address:** 1050 & 1091 – 18 Street NE
**Location:** On the Southwest and Southeast sides of 18 Street NE and 11 Avenue NE intersection North of Trans Canada HWY
**Present Use:** Single Family Dwelling and Vacant land
**Proposed Use:** Commercial office building with a residential unit above and parking lot
**Owner/Applicant:** R. Kearl
**Reference:** OCP4000-43/Bylaw No. 4410 and ZON-1184/ Bylaw No. 4411

The staff reports for the proposals are available for viewing on the City of Salmon Arm website at https://www.salmonarm.ca/431/Public-Hearing-Notices November 10 - 23, 2020 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4010 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will now be allowing public attendance on a first come first serve basis subject to the provisions of the City of Salmon Arm COVID 19 Exposure Control Plan.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Erin Jackson, Director of Corporate Services

**Vote Record**

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

Opposed:

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

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Item 24.1

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 be read a third time.

[OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC]

**Vote Record**

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

  Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4410

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on , 2020 at the hour of 7:00 p.m. was published in the and , 2020 issues of the Salmon Arm Observer;

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

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

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

    1. Re-designate Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from HR (Residential High Density) to HC (Highway Service/Tourist Commercial), as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

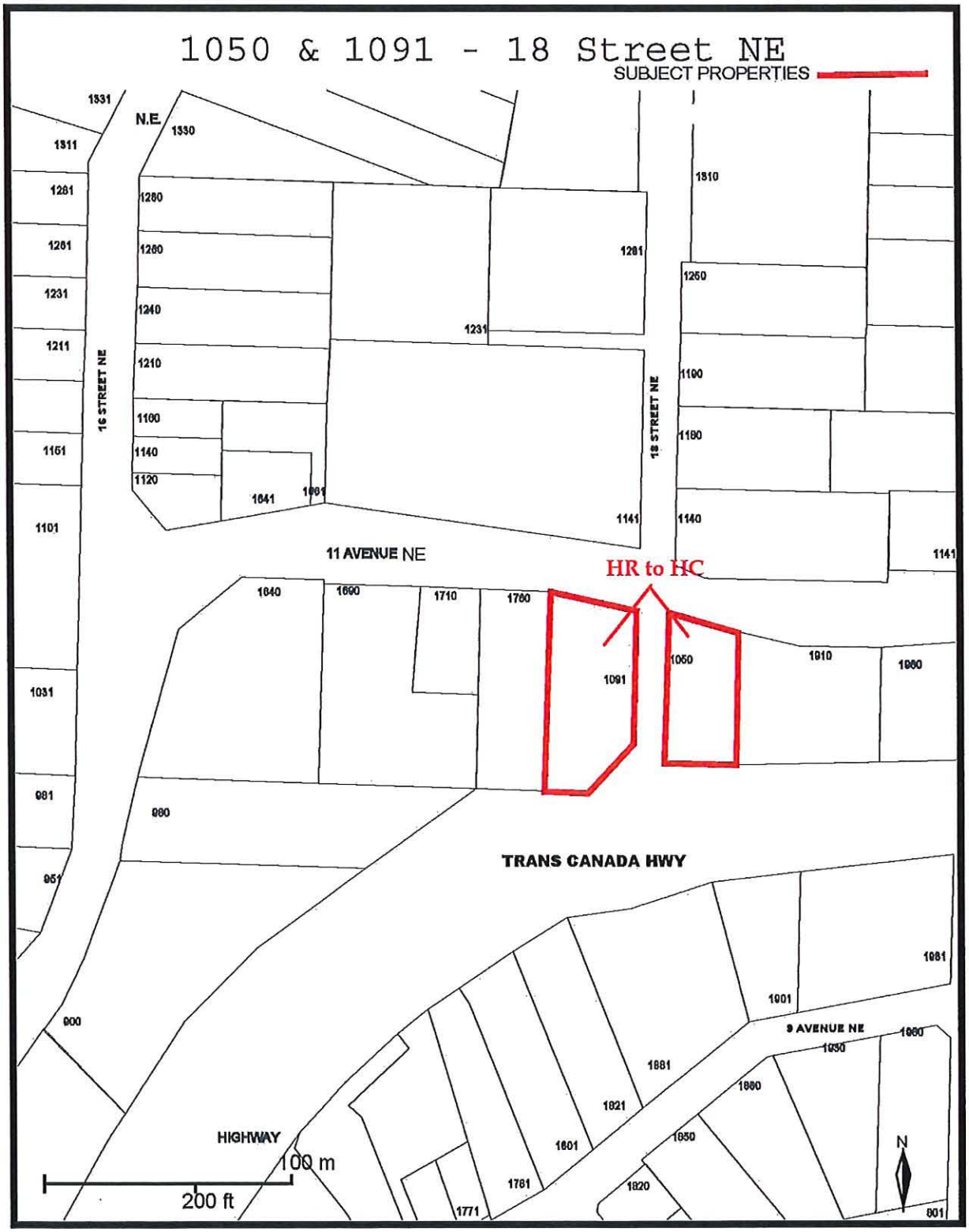
This bylaw may be cited as **"City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410".**

| | | | | |
|---|---|---|---|---|
| READ A FIRST TIME THIS | 26 | DAY OF | October | 2020 |
| READ A SECOND TIME THIS | 9 | DAY OF | November | 2020 |
| READ A THIRD TIME THIS | | DAY OF | | 2020 |
| ADOPTED BY COUNCIL THIS | | DAY OF | | 2020 |

MAYOR

CORPORATE OFFICER

Schedule "A"


1050 & 1091 - 18 Street NE
SUBJECT PROPERTIES
N.E.
16 STREET NE
18 STREET NE
11 AVENUE NE
HR to HC
TRANS CANADA HWY
HIGHWAY
9 AVENUE NE
100 m
200 ft
N

Item 24.2

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4411 be read a third time.

[ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6]

**Vote Record**

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

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4411

**A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"**

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on , 2020 at the hour of 7:00 p.m. was published in the and , 2020 issues of the Salmon Arm Observer;

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

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

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

   Rezone Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from R-5 (High Density Residential Zone) to C-6 (Tourist/Recreation Commercial Zone), shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4411"**

| | | | | |
|---|---|---|---|---|
| READ A FIRST TIME THIS | 26 | DAY OF | October | 2020 |
| READ A SECOND TIME THIS | 9 | DAY OF | November | 2020 |
| READ A THIRD TIME THIS | | DAY OF | | 2020 |

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2020

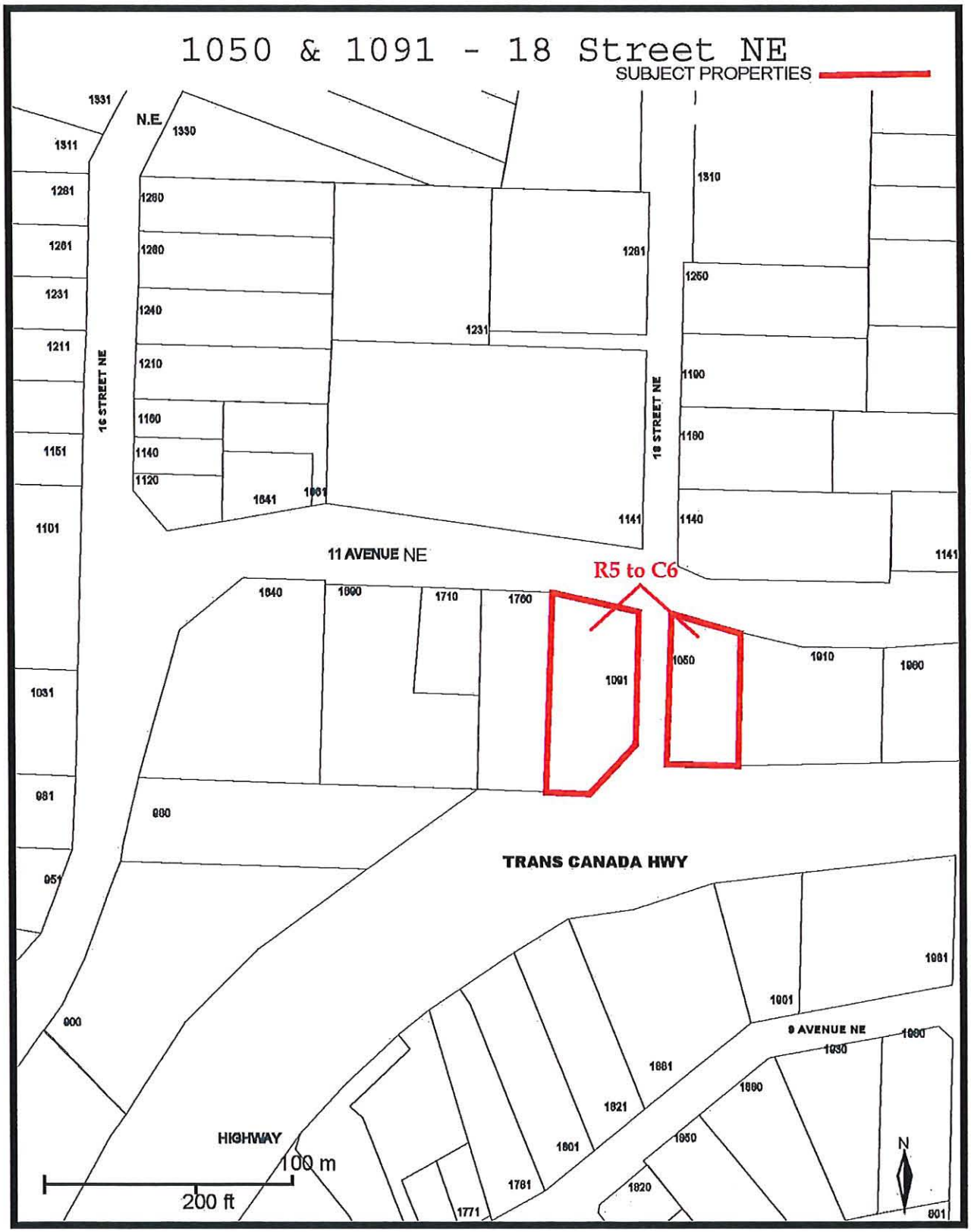
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

MAYOR

CORPORATE OFFICER

SCHEDULE "A"


1050 & 1091 - 18 Street NE
SUBJECT PROPERTIES
N.E.
16 STREET NE
18 STREET NE
11 AVENUE NE
R5 to C6
TRANS CANADA HWY
9 AVENUE NE
HIGHWAY
100 m
200 ft
N

Item 26.

# CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of November 23, 2020, be adjourned.

**Vote Record**

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

  Opposed:

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

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Item 12.1

## INFORMATIONAL CORRESPONDENCE - NOVEMBER 23, 2020

| | | |
|---|---|---|
| 1. | K. Burgess, Canoe Traffic-Calming Work Group Leader - email received November 2020 - Traffic Safety in Canoe | A |
| 2. | H. Zieber - letter dated November 6, 2020 - Taxes Used to Support Groups | N |
| 3. | D. Duford - email dated November 9, 2020 - Santa Tour | A |
| 4. | T. and J. Verwijst - email dated November 12, 2020 - City Rat Problem | A |
| 5. | R. Parenteau, Manager, Shuswap Community Foundation - letter dated November 4, 2020 - Memorial Walkway | A |
| 6. | Interior Health - newsletter dated November 2020 - Healthy Communities | N |
| 7. | Canadian Pacific Railway - Virtual CP Holiday Train December 12, 2020 | N |
| 8. | K. Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing - letter dated November 9, 2020 - 2020 UBCM Annual Convention | N |
| 9. | K. Richter, Acting Deputy Minister, Ministry of Transportation and Infrastructure - letter dated November 10, 2020 - UBCM Convention 2020 | N |
| 10. | S. Dhaliwal, Assistant Deputy Minister, Ministry of Citizens' Services - letter dated November 10, 2020 - 2020 Grant-in-Lieu of Property Tax Payment | N |
| 11. | N. Schmidt, Manager of Operations, Planning Institute of British Columbia - email dated November 9, 2020 - PIBC - Certified Institute of Planners, Christopher Larson | N |

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

Ms. J. Wilson, P.Eng.,
City Engineer, Salmon Arm
PO box 40m 500-2nd Ave. NE
Salmon Arm, BC V1E 4N2

Dear Ms Wilson,

As you have been recommended as our contact for the city's Traffic and Safety Committee, we write to ask that you will please consider the very serious safety-related concerns of many residents of Canoe. Our village has just over 1,000 residents, and is growing every year. We are part of the city of Salmon Arm, where we all pay our property taxes, and we are requesting that the 2021 budget will have funds allocated to Canoe to address the urgent safety needs of our community.

Our main issue is that the traffic habits within our village have become frighteningly dangerous, especially for our children. Several concerned residents have formed a committee named "The Canoe Traffic Calming Work Group" to help poll residents about their concerns, and brainstorm ways we can address these serious issues. The results of our poll are attached, and show a clear desire by our community members to find solutions. This letter will detail our group's requests for your committee's action and support for bringing about a much safer community for us all.

You may be aware that recently, there was a recording of speeding incidents in school zones that was reported in the S.A.Observer newspaper following a visit from the Citizens on Patrol. Five vehicles were clocked at 80 kms/hr in our North Canoe Elementary's 30 km/hr school zone. This is just one example of the speeding that goes on in our village. Nearly every day there are reports of speeding drivers, near misses, and dangerous behaviours on our streets. We need to bring our traffic and safety concerns to the attention of your committee to request your support for the actions we believe must be taken. We hope to receive your help and recommendations.

Below are our specific priorities and concerns regarding the lacking traffic-safety:

1. We ask to have installed one—or preferably two—raised cross-walks, as there are two flat crossings now near to the North Canoe school. Such raised crosswalks have been used successfully in other areas where traffic calming was much needed. We need them here as well.

2. In order to reduce or eradicate the speeding going on up and down 50th St., the main access road into and out of Canoe, we request good signage that indicates children are likely to be nearby and drivers must be wary and paying attention while driving reasonably slowly. Perhaps a 30 or 40km/h. limit could be implemented there? Other communities such as Armstrong have successfully reduced the speed limit to 30km/h in residential areas.

3. We would like your committee to help us to establish and display a reasonable, safe, speed limit throughout Canoe. At this time, the only limit is that of the school zone, 30km/hr., often ignored, and along Lakeshore Drive, where one sign indicates 50km per hour, and is far too often ignored. There is presently no such signage anywhere else in Canoe, which seems lacking and possibly dangerous. How can we obtain more indicators of the speed limit and the need for caution?

4. We believe that our village is in need of more frequent and obvious RCMP enforcement of specified speed limits in Canoe. To date, we seldom see any RCMP presence here, and we would appreciate your support in requesting their occasional visible presence as enforcement, particularly within the school zone, and along the two main streets of 50th St. and Lakeshore Drive.

Finally, we are concerned that throughout Spring, Summer, and Fall, there are many people who walk along Lakeshore Drive between the Canoe Beach Park and the Canoe Village Store. There is no room, on either side, to walk safely along that road. We firmly believe that there should be at least a single, safe, walking path with gravel and edging, sufficiently identified as such, or, much preferably, a cement sidewalk on one side of the road. This is a long-overdue request on behalf of Canoe and its many visitors' safety.

Thank you for your consideration of our concerns. We look forward to receiving your reply.

Sincerely yours,

Kristal Burgess

Canoe Traffic-Calming Work Group Leader
[redacted]

Jan Derpak
Karla Ferster
Heather Cook
Destiny Brydon
Sherri Beauchamp
Collette Allen
Robin Campbell
Ellen Armstrong

# Survey Results

(Informal Survey of Canoe Residents, taken over a 3 day period)

*Are you a current resident of Canoe?*
Yes - 101
No - 1

*Are you concerned with the speed on drivers within Canoe?*
A great deal - 46
A lot - 24
A moderate amount - 12
A little - 11
None at all - 9

*Are you concerned with the speed of drivers in the North Canoe Elementary school zone?*
A great deal - 61
A lot - 20
A moderate amount - 9
A little - 6
None at all - 6

*Would you be in favour of any of these traffic calming measures being introduced into Canoe?*
All Canoe to 30km/hr - 41
50th only to 30km/hr - 32
Permanent hump at 50th & 70th - 36
Removable hump at 50 & 70th - 24
Increased speed enforcement - 46
No Measures - 6
Other – Speed hump in school zone - 9

*Would you be willing to display a yard sign reminding drivers to slow down?*
Yes - 18
No - 21
Yes, depending on cost - 26

*How important is it that the City addresses the safety concerns of Canoe residents, with a plan to help reduce speeding drivers?*
Extremely important - 53
Very important - 30
Somewhat important - 13
Not so important - 4
Not at all important at all - 2

RECEIVED
NOV 06 2020
CITY OF
SALMON ARM

Nov. 6, 2020

This letter has been sent to: (2 letters) one to
(1) City of Salmon Arm mayor and councillors
and (b) City of Salmon Arm Finance dept.

I am a taxpayer in Salmon Arm who is not in favour of using taxes to support any group and their ideology that they adhere to. Public money should not be used for this purpose - example rainbow crosswalks. The group's expression of exposure should come from their own funding. Therefore, I do not want my taxes to go to fund the promotion of any group and their ideology that is their personal preference.

Sincerely, H Zieber

Henry Zieber 1321 - 20th Ave. S.W
ph: 832 6635 Salmon Arm, B.C V1E 1L6

P.S. A reply to my letter would be appreciated.

**From:** noreply@civicplus.com <noreply@civicplus.com>
**Sent:** Monday, November 9, 2020 12:17:44 PM
**Subject:** Online Form Submittal: Mayor and Council

## Mayor and Council

| | |
|---|---|
| First Name | Drea |
| Last Name | Duford |
| Address: | [redacted] |
| Return email address: | [redacted] |
| Subject: | Santa Tour |
| Body | Good afternoon Mayor and City Council,<br>I had an idea that I wanted to bring to the City for a possible Covid solution to the missed Santa Parade. I found some information about small towns in US that have a Santa Tour so that children and adults alike get to see Santa. Both of the towns I read about team up with the fire department to escort Santa up and down the streets of the town. Here are the two websites that I found this information on. https://www.auburnguide.com/581/Santa-Tour and https://patch.com/pennsylvania/limerick/santas-fire-truck-ride-back-spring-city-e-vincent. I love Salmon Arm. Both my husband and I were born and raised here and we knew that this was the best place to raise our four children. If this is a possibility I would be happy take the reins on this project and organize it. I'm hoping to have the city support and input.<br>Looking forward to hearing from you,<br>Dréa Duford<br>[redacted] |
| Would you like a response: | Yes |

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

Email not displaying correctly? View it in your browser.

**From:** Theo Verwijst
**Sent:** November 12, 2020 3:26 PM
**Subject:** City rat problem

We assume that you are aware that we have a rat problem within the city and in outlying areas of the city. Before we are completely overrun by these filthy vermin, you, the City of Salmon Arm, need to take aggressive actions to bring this disgusting problem under control.

We live up in Bayview Estates--so far we've caught one rat in a trap. We know one other resident up here who's caught rats in the past, and we are hearing more and more accounts of rat sightings. People who live in Hillcrest know there are rats in that subdivision too, as there have been rats caught there as well. A lot of people are oblivious to these rodents, but just because a person doesn't see them, doesn't mean there are no rats.

We think that one of the first things that needs to be done, is that people need to get rid of their compost piles, composting bins, and those that have gardens and/or fruit trees they need to be vigilant about getting rid of leftover produce--not on compost piles but hauled away or put into their green bins. Because we have green bin pickup in the city now, there is no need for composters or compost piles in our backyards. The city needs to get information letters out to each and every residence, asking the residents to do away with composting piles and bins, clean up garden and fruit and nut tree produce, leaving none of it behind on the ground, and this must be enforced. Where there is food and water laying around in yards, there will be rats, enjoying the feast. You need to tell the residents of Salmon Arm to start putting out traps and poison in their yards to catch these filthy pests. If need be, educate people on how to set poison out without endangering pets and wildlife.

We caught the rat in our backyard, with a rat trap (the wooden ones that look like oversized mouse traps)--we baited it with a chewy caramel. It has to stick really good to the baiting part, so that the rat cannot pull it off. They are as smart as they are gross and ugly, and they can easily clean peanut butter off the baiting part without springing the trap.

Rats can chew through pretty much anything--a plastic vent will not keep them out of your house. They will enter through any small opening--roof vents, exhaust opening for the furnace, cold air vents--these need to be rat proofed. And YES, they can climb up onto your roof, into trees, they don't just stay down on the ground. Once they are in a house, they are very difficult to get rid of. They will run freely in your duct work, in your attic, etc.

Another area that needs to be involved is down by the train station. The rats ride on the train cars from other communities up or down the line and get off in Salmon Arm when the train has stopped. You need to work with whomever owns and oversees the trains coming and going and put out poison for the rats in that area. The poison can easily be hidden in areas where pets and wildlife will not get at the poison.

You MUST address the rat problem now. It is not going to go away on its own. We have to work together as residents and city hall, to alleviate the problem of these critters.

Please, please, take affirmative action before it is too late.

Below is an article about Swift Current, SK and its rat problem and how they addressed it. Please take the time to read it. A number of years ago they had a huge rat problem and no one seemed to be interested in tackling it. It took one of the residents of that little city to take action and get the community and city hall on board to fight the rat problem.

https://www.cbc.ca/news/canada/calgary/swift-current-rat-problem-puts-alberta-on-alert-1.835712

Regards,
Theo & Janet Verwijst

SHUSWAP
**COMMUNITY**
FOUNDATION

102-160 Harbourfront Drive NE
Salmon Arm BC, V1E 3M3
Ph: 250- 832-5428
Email: info@shuswapfoundation.ca

November 4, 2020

RECEIVED
NOV 09 2020
CITY OF
SALMON ARM

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

Dear Mayor and Council,

It is with great pleasure that we write to update Mayor and Council about the Memorial Walkway program partnership.

Since its inception in 2012, the McGuire Lake Memorial Walkway has become a much-valued location for community members to share memories, a connection with a loved one or special event. The dedication of these monuments has also allowed the Foundation to support our community by generating grant funding in the amount of $4,173 for 2020, as well as growing our Memorial Walkway Endowment to $88,099 to fund future grants.

A few of the organizations that have benefited from Walkway funding are:

- The Salmon Arm and Shuswap Lake Agricultural Association
- Shuswap Association for Community Living
- Shuswap Hospice Society
- Shuswap Theatre Society
- Shuswap Recreation Society/ Shuswap Youth Soccer Association
- School District #83
- Shuswap Children's Association

Beginning with 120 bricks, the Foundation has so far dedicated 84, with more being dedicated almost every month. In addition, the Foundation's directors have recently approved a "Donor Recognition Policy" which will see the Foundation honor our donor's generosity by adding another 14 or more bricks to this list.

In fact, the McGuire Lake Memorial Walkway has been so successful, that we must also request that it be expanded to accommodate future need. With only 36 bricks remaining on the walkway (and 14 of those to be dedicated by SCF), now is great time to start a conversation and plan an expansion of this treasured community space.

We look forward to discussing this wonderful partnership and program further, at your earliest convenience.

Sincerely,

Roger Parenteau, Manager
Shuswap Community Foundation

# June 2020 Memorial Walkway

Brick has been dedicated

Brick is available

# Memorial Walkway

| Brick # | # as donated | Location | Dedication | Contact Name | Email / Phone |
|---|---|---|---|---|---|
| 1 | | West (of Arch) | | | |
| 2 | | West | | | |
| 3 | 77 | West | Always & Forever<br>Corallie B. Tolley<br>August 8, 1957 - September 29, 2017 | Larry Fitzpatrick | |
| 4 | | West | | | |
| 5 | | West | | | |
| 6 | | West | Forever in our Hearts<br>Ludwig & Gertrude Klein<br>1908 - 2002 1918 - 2000 | | |
| 7 | | West | | | |
| 8 | | west | | | |
| 9 | | West | Forever Loved by Family and Friends<br>Donna and Andy Morrison<br>Proud Citizens of Salmon Arm Since 1963 | | |
| 10 | | West | 52 Years of Love and Happy Memories<br>John and Allison Graham<br>December 1965 - December 2017 | | |
| 11 | | West | | | |
| 12 | | West | Lived - Loved -Laughed<br>David Wayne Samphire<br>February 13, 1940 - April 16, 2014 | | |
| 13 | 79 | West | Caring Love Family<br>I Wish You Enough<br>Francis Jean Grieve<br>May 29 1927 | Rick Howard | [redacted] |
| 14 | | West | Doug Emerson<br>Generous, kind, and humble.<br>October 14, 1939 - October 23, 2017 | | |
| | | | Always in our hearts | | |

| | | | | | |
|---|---|---|---|---|---|
| 15 | | West | Carl and Thelma Schmok<br>1916 - 1995 1918 - 2014 | | |
| 16 | | West | The Mary Poppins of Nursing we miss you<br>Lorraine Geraldine Mounce<br>October 14, 1954 - July 19, 2019 | | |
| 17 | | West | Lived, Loved, Laughed the Loudest<br>Gary William Oberst<br>Oct 25, 1944 - Feb 11, 2019 | | |
| 18 | | West | Lived - Loved - Laughed<br>Andrew and Donna Krivak<br>1936 - 2007 1039 - 2014 | | |
| 19 | | West | Gardening with the Faeries<br>Anna Marie Cecilia Strumecki<br>16 August 1967 - 9 May 2018 | | |
| 20 | | West | My Yukon Nugget<br>Y,T, 1982 - 03 - 24<br>N.L. 2017 - 09 - 30<br>Dr. Alex W. Bowie | | |
| 21 | | West | Ronnie Turner<br>Descendant of the<br>McGuire Pioneering Family<br>Celebrating 100 years - August 16, 2013 | | |
| 22 | | West | Captain & The Mrs.<br>Bob & Lynne Clayton<br>We're Golden<br>2019 | | |
| 23 | | West | Always in our hearts<br>Roy Albert Farquhar<br>June 29, 1931 - October 27, 2018 | | |
| 24 | | West | In Loving Memory of<br>R. 'Loren Dearing<br>November 10, 1923 - May 20, 2013 | | |
| 25 | | West | 65th Wedding Anniversary<br>Jack & Edith Stead<br>June 6, 1953 - June 6, 2018 | | |
| 26 | | West | In Memory of Guy & Ethel Graham<br>1917 - 2003 1925 - 2017 | | |

| | | | | | |
|---|---|---|---|---|---|
| | | | Remembered in the hearts of many | | |
| 27 | | West | Forever in our hearts<br>Aln Joseph Thompson<br>December 4, 1926 - October 11, 2011 | | |

| | | | | | |
|---|---|---|---|---|---|
| 28 | | West | Gone But Not Forgotten Always Loved<br>Isolde Frick<br>1932 - 2018 | | |
| 29 | | West | 60 Loving Years Together<br>Ron & Julia Flatman<br>1958 - 2018 | | |
| 30 | | West | FOREVER WITH LOVE<br>Kenneth D Thurston<br>October 17, 1941 - October 8, 2013 | | |
| 31 | | West | "DANCED THE SKIES ON<br>LAUGHTER - SILVERED WINGS"<br>MICHAEL K. THURSTON<br>October 1, 1963 - November 8, 2001 | | |
| 32 | | West | Lovingly Remembered<br>ROBERT (BOB) WHITEHEAD<br>Mar 1937 - Oct 2015 | | |
| 33 | | West | Respected Colleague and Friend of SLGH<br>Anita Bouma<br>1953 - 2013 | | |
| 34 | | West | So Loved by All and Eternally Remembered<br>Susan Adele Rioux<br>September 5, 1970 - December 12, 2016 | | |
| 35 | | West | Two Hearts Together Always<br>Elizabella Katarzina Odowichuk<br>October 29, 1929 - June 4, 2010 | | |
| 36 | | West | Always in our hearts - Loved this community<br>Carl and Elvena Shoemaker<br>1912 - 2010 - 1910 - 2005 | | |
| 37 | | West | Lived - Laughed - Loved<br>Martin D. Goerzen<br>April 24, 1932 - March 20, 2017 | | |
| 38 | | West | Donated by Edith De Man in Loving Memory of my brother<br>{A} {E} Harold Scheffeimaier<br>12 February, 1929 - 3 September, 2017 | | |
| 39 | | West | TRULY THE FAMILY ROCK<br>William (Bud) John Rich SR.<br>March 18, 1928 - June 21, 2013 | | |

| | | | | | |
|---|---|---|---|---|---|
| 40 | | West | Togetehr again, dancing amongst the stars<br>Hank and Klaasje van Geuns<br>Oct 1919 - May 1998 May 1919 - Oct 2016 | | |
| 41 | | West | In Loving Memory of Elise Brighouse, 1928 - 2016<br>Beloved wife, mother, teacher and counsellor | | |
| 42 | | West | Love that lasts for eternity<br>Andrew James Wilson<br>November 8, 1987 - June 11, 2012 | | |
| 43 | | West | Forever In Our Hearts<br>Edgar and Gwen Clingwall<br>1915 - 2010 1919 - 2012 | | |
| 44 | | West | Forever Loved by Family and Friends<br>Mike and Aiko Nakagawa<br>Pioneers of Salmon Arm Since 1921 | | |
| 45 | | West | Forever in our hearts<br>Alan Little<br>February 23, 1969 - April 24, 2012 | | |
| 46 | | West | Loving Husband - Funny Guy - Forever Young<br>Doug W. Mearns<br>1943 - 2000 | | |
| 47 | | West | So Loving - Caring - Songs Remembered<br>James Augustine McCool (Daddy Jim)<br>1976 - 1978 | | |
| 48 | | West | Always in our hearts<br>LEHR<br>Chris and Irene<br>2007 2010 | | |
| 49 | | West | Apart From That, Everything Else is Good<br>Bill and Peggy Bates<br>Born 1929 - Married 1955 - Lost 2013 | | |
| 50 | | West | Farewell - We Love You Forever<br>Tom Collins and daughter Susan Rioux<br>1940 - 2014 1970 - 2016 | | |
| 51 | | West | Always in our thoughts and prayers<br>Phil and Ethel Froment<br>From the lucky five | | |

| | | | | | |
|---|---|---|---|---|---|
| 52 | | West | Always in our Hearts<br>Alice Elaine Devin<br>July 16, 1945 - October 3, 2014 | | |
| 53 | | West | Remembering Anthony John Denham Meek<br>Son of William & Margery Meek<br>August 26, 1920 - November 28, 2016 | | |
| 54 | | West | Forever in our Hearts<br>Pat and Peter Cummings<br>2011 and 1993 | | |
| 55 | | West | In Recognition of Canada's 150th<br>We celebrate our Volunteers<br>The Heartbeat of Our Community | | |
| 56 | | West | To Unpathed Waters, Undreamed Shores<br>Dennis Russell Willis<br>January 5, 1951 - March 25, 2015 | | |
| 57 | | West | Forever in our hearts<br>Harry Gordon Nakagawa<br>October 4, 1931 - March 8, 2013 | | |
| | | | Arch | | |
| 58 | | East of Arch | Lived - Loved - Laughed<br>Jim Reynolds<br>1948 - 2013 | | |
| 59 | | East | Always In Our Hearts<br>Betty Anne Wood Thomas S. Wood<br>1931 - 2007 1960 - 2015 | | |
| 60 | | East | | | |
| 61 | | East | Forever in our hearts<br>Shayne Ready<br>September 1, 1929 - December 24, 2004 | | |
| 62 | 80 | East | IN LOVING MEMORY<br>JERRY + DIANE TOTH<br>1943-2014 1948-2020 | Sandy Miller | [redacted] |
| 63 | | East | Forever in our hearts<br>Wolfgang Hild<br>Oct. 27, 1949 - Sept. 9, 2018 | | |
| | | | Always in our hearts | | |

| | | | | | |
|---|---|---|---|---|---|
| 64 | | East | Willaim and Antioinette Preston<br>1905 - 1985 1910 - 2004 | | |
| 65 | 83 | East | Not Gone - Just Travelling Ahead<br>February 15, 1962 to January 4, 2019<br>John Scot Dobson | Janice Donson | [redacted] |
| 66 | | East | The Adventure is pure joy<br>February 19, 1957 - August 30, 2019<br>Stephen William Raffel | | |
| 67 | | East | Denis Marshall<br>Loved and Missed<br>1933 -2011 | | |
| 68 | | East | Til we see you on the 'other side' xo<br>Don, Ivy and Gene McMillan<br>1930-2014 1929-1997 1960-1986 | | |
| 69 | | East | | | |
| 70 | | East | In Memory of Guy & Ethel Graham<br>Balzar "Phil" Goldade<br>April 17, 1932 - March 23, 2014 | | |
| 71 | 81 | East | Always In Our Hearts<br>Jameson<br>Cathy and Clancy<br>2020 1977 | Linda Fraser<br>[redacted] | [redacted] |
| 72 | | East | | | |
| 73 | | East | Today Tomorrow Always Loved<br>Wilma Tobien<br>December 28, 1922 - May 11, 2014 | | |
| 74 | | East | Forever Laughing at Heart - Best Dad Ever<br>Stuart A. Kaasa<br>Married Aug 4, 1973 | | |
| 75 | | East | A Forever Friend Always - Best Mom Ever<br>Judith Ann Kaasa (Jude)<br>Married Aug 4, 1973 | | |
| 76 | | East | Always Loved, Forever Missed<br>Janine Jurimae<br>April 5, 1948 - May 12, 2014 | | |
| 77 | | East | | | |

| | | | | | |
|---|---|---|---|---|---|
| 78 | | East | | | |
| 79 | | East | In memory of a life so deeply loved...<br>Adam Andrew Dunham<br>June 1, 1981 - March 6, 2014 | | |
| 80 | | East | | | |
| 81 | | East | | | |
| 82 | | East | a star - from out of nowhere - her smile<br>Lee (Laryalee) Fraser<br>August 22, 1940 - October 16, 2013 | | |
| 83 | | East | | | |
| 84 | | East | | | |
| 85 | | East | In Memory of<br>Harold and Helen Kurtz<br>1920 - 2008 1925 - 2014 | | |
| 86 | | East | | | |
| 87 | | East | | | |
| 88 | | East | Lifes crown well worn, NOW COMES REST<br>Donald Leslie Martin<br>February 5, 1934 - July 11, 2013 | | |
| 89 | | East | | | |
| 90 | | East | | | |
| 91 | | East | Loved always - never forgotten SFRRC<br>Deb Nesseth (Deb's Loop)<br>September 17, 1954 - June 29, 2014 | | |
| 92 | | East | | | |
| 93 | 78 | East | Gone But Not Forgotten<br>Jim Horkoff<br>Aug. 22, 1943 - Oct. 20, 2019 | Renske Horkoff | [redacted] |
| 94 | | East | Too well loved to ever be forgotten<br>Doug "Stroby" Strobl<br>October 5, 1967 - November 5, 2006 | | |
| 95 | | East | Lovingly Remembered by Frank & Family<br>Jeannine Andrews<br>May 20, 1928 - Feb 17, 2019 | | |
| 96 | | East | | | |
| | | | Love You Forever - Always In Our Hearts | | |

| | | | | | |
|---|---|---|---|---|---|
| 97 | | East | Allan (Alain) Jacques Marchand (Daddy)<br>May 1, 1947 - August 15, 2013 (June 26, 1985) | | |
| 98 | | East | | | |
| 99 | | East | | | |
| 100 | | East | Forever In Our Hearts<br>Anton (Tony) Barvir<br>Jan. 14 1931 - Feb. 11 2016 | | |
| 101 | | East | | | |
| 102 | | East | Always In Our Thoughts and Prayers<br>Kenneth I. and Margaret A. Noble<br>1932 - 1990 1936 - 2013 | | |

| | | | | | |
|---|---|---|---|---|---|
| 103 | | East | They taught by example<br>Marion (nee Paymer) and Sid Marr<br>1914 - 2014 1913 - 2002 | | |
| 104 | | East | | | |
| 105 | | East | | | |
| 106 | | East | Too well loved to ever be forgotten<br>Al Bingham (Dad & Grandad)<br>September 1, 1955 - August 23, 2015 | | |
| 107 | | East | | | |
| 8 | 82 | West | FOREVER DANCING IN THE SUN<br>1986 - 2019<br>SARAH MARIE LEWIS | Tony Lewis<br>Judy Linkletter | [redacted]<br>[redacted] |
| 109 | | East | Larry and Helen Toebosch<br>We lived together in Happiness<br>We rest together in Peace | | |
| 110 | | East | | | |
| 111 | | East | | | |
| 112 | | East | Always in Our Hearts - Love & Miss You<br>Bev (Higgins) Dunn<br>October 1, 1957 - September 20, 2014 | | |
| 113 | | East | | | |
| 114 | | East | | | |
| 115 | | East | Learn, Hardwork, Love, Family, Lived, Life<br>Mary Jean (Denham) & Garth H. Loxton<br>Est. Sept. 27, 1947 Sealed for Eternity | | |
| 116 | | East | | | |
| 117 | | East | | | |
| 118 | | East | | | |
| 119 | | East | | | |
| 120 | | East | | | |

# Healthy Communities

Monthly Newsletter

Interior Health
Every person matters

November 2020

## Community Recognition

### Shared Regional Vision: CSRD, RDNO, Splatsin Reaffirm Commitment to Ownership Agreement

The original Sicamous-to-Armstrong Rail Trail partners are standing together in support of the unified vision for the trail project as a legacy that will benefit the citizens of the entire area for generations to come. Creating opportunities for residents to be physically active can influence heath for the better across the population. Learn more about their regional vision and partnership here.

### New Electric Zamboni in Summerland

The District of Summerland continues to do its part in creating a low-carbon future with the purchase of an electric zamboni. According to experts, climate change poses the biggest risk to population health, so local efforts are needed and impactful.

### Shuswap Band and District of Invermere Sign Friendship Agreement

The signing of a Friendship Agreement between the Shuswap Indian Band and the District of Invermere is an important step in building healthier communities. The two government organizations are working to build and strengthen their inter-community relationships, and to build capacity for joint planning and community economic development, which will support improving the health and wellbeing of both communities. Learn more about this exciting partnership here.

### Innovative Community Engagement Strategies in Spallumcheen

COVID-19 has bought many challenges to communities, one of which is how to safely conduct community engagement. The Township of Spallumcheen started thinking outside the typical box and tried their hand at video production in order to educate residents about infrastructure improvements that would be happening within the community. Residents were mailed letters that included a link to a short educational video. Residents were then asked to provide input after watching the video, and could ask questions by clicking on a link below the video. The Township saw an overwhelmingly positive response from the community to this new engagement tool.

# Events & Learning Opportunities

## Heads Up! Community Mental Health Summit

Mental health and well-being touch every part of our lives and are fundamental to successful, resilient communities. Fresh Outlook Foundation is hosting a virtual Community Mental Health Summit on **November 25 & 26**. This summit will convene people from all sectors, cultures, genders, and ages to connect in dynamic conversations about mental health challenges, triumphs, and opportunities at the individual, family, workplace, and community levels. Check out this link for more information.

## Wildfire Smoke Survey

Researchers at UBC want to hear about your experience with wildfire smoke advisories and public health messaging. This is the first province-wide study to understand how these public health messages are used. Wildfire seasons are predicted to get worse due to climate change, so it is important to understand how these messages are heard and find ways to improve them so that people who live in BC can be protected from the harmful effects of wildfire smoke. Take the survey online here.

## Upcoming Webinar: An Introduction to the Healthy Social Environments Framework

In partnership with health authorities and local government planners, the British Columbia Centre for Disease Control (BCCDC) has developed a conceptual framework to summarize the most influential aspects of the social environment, which promote community well-being and social connectedness. In this one-hour webinar, hosted by BC Healthy Communities Society, Charito Gailing and Tannis Cheadle will walk us through the framework and its ten features of a healthy social environment. **December 1, 2020 10:00 AM pacific time** Register here

## Drug Stigma Awareness for Law Enforcement

This short course is designed for the law enforcement community and provides an opportunity to learn about substance use disorder and the impacts of stigma on those who suffer from this medical condition. Tips and examples from Canadian communities demonstrate how small changes can make a difference and how policing practices are changing in response to new knowledge. Find details and registration here.

### Webinar Recording Available: How can we use a Health Crisis to Create Healthier, More Resilient Communities?

Health and resilience are deeply influenced by the world around us. Housing availability and quality - as well as the plants, land and water - affect our social resilience and mental health. This broader view of public health and social resilience is especially important now during the COVID-19 pandemic. In this webinar from Sept 25 2020, Jade Yehia and Dr. Shannon Waters talked about how we can build health, equity and resilience into our built environment, and re-conceptualize the health system to include our environment and the many benefits it brings us. You can view the webinar recording here.

## Advancing Healthy Public Policy

### November is Radon Action Month

November is National Radon Action Month! Did you know that the BC interior has some areas that are "hot spots" with high radon levels? Radon is a radioactive gas that comes into homes from the ground. While radon levels may not be above threshold levels, testing for radon provides the best information on baseline and seasonal fluctuations to help inform if remedial action is required. To learn more about radon and testing, check out this article on radon. Have any questions about radon? Check out the live *Ask the Experts Q&A Session on Radon* - **November 19, 2020 at 10am PST**.

### Rapid Action Resources for Local Governments: Working with NGOs, Faith-based and Cultural Groups, and the Charitable Food Sector

In early 2020, BC Healthy Communities identified food security and insecurity as a key concern for communities in light of COVID-19. In response, PlanH has launched a series of Rapid Action Resources that explore food security and insecurity issues from a Healthy Communities lens, offering ideas for local government action in this area. The second resource in this series is available now. Check it out!

### Infographic: Natural Spaces, Health, & Equity: The Role of Local Governments

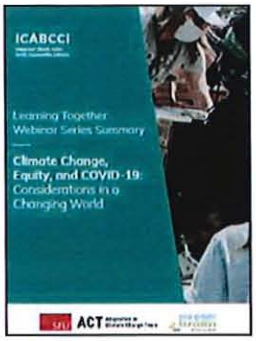
BC Healthy Communities recently released their Healthy Natural Environments Action Guide. This Action Guide encourages local governments to plan for sustainable land use and equitable access to the natural environment. There is now an infographic to accompany the Action Guide outlining the links between our natural environment and our health.

### BCCDC Inclusive Language Guide

This new tool can be used to guide how we write and speak about COVID-19 and our lives during the pandemic. The Language Guide provides recommendations for inclusive language

that can prevent stigmatization of individuals and groups who are often inadvertently excluded from health advice because they are not properly identified or defined.

### Climate Change, Equity, and COVID-19: Considerations in a Changing World




This report for local governments explores opportunities for embedding a deeper concept of resilience in a post-COVID-19 world, recognizing that recovery means selecting strengths and transforming weaknesses from the previous system. The outcomes point to the role that both climate action and a focus on equity can and should play in this planning and highlight the fact that we now have an opportunity to leap forward through strategic pandemic recovery efforts.

## Funding News

### Community Housing Fund - Program and Proposal Process

The Government of BC is inviting non-profit and Indigenous housing societies, First Nations, housing co-operatives and municipalities to propose new affordable housing projects for the second intake of the Building BC: Community Housing Fund. Organizations are invited to submit project proposals to BC Housing beginning on May 27, 2020. **The RFP will remain open until mid-January 2021**; however, organizations are encouraged to apply early, as an initial round of projects will be approved in fall 2020. Read the media release here and check out all the information on their website.

### Investing in COVID-19 Community Resilience

A new temporary COVID-19 Resilience stream, has been created to provide communities with added flexibility to fund quick-start, short-term projects that might not otherwise be eligible under the existing funding streams.

The new stream will support the following types of projects:

- Retrofits, repairs and upgrades for municipal, territorial, provincial and Indigenous buildings, health infrastructure and schools;
- COVID-19 response infrastructure, including measures to support physical distancing;
- Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- Disaster mitigation and adaptation projects, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.

### Housing Supply Challenge

The Housing Supply Challenge was introduced in the 2019 federal budget to address barriers to housing supply and affordability. Round 1 will disburse $25 million to fund solutions addressing

gaps in housing data. Eligible applicants, including local governments, can find the application details on the Impact Canada webpage. Applications are due on **January 20, 2021.**

### Rapid Housing Initiative

The Rapid Housing Initiative (RHI) has been established with $1 billion in funding to support the creation of up to 3,000 new affordable housing units. The Projects grant stream will accept applications until **December 31, 2020** from provinces, territories, municipalities, Indigenous governing bodies and organizations, as well as non-profit organizations. Visit this webpage for more information.

**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.

CP HOLIDAY TRAIN

# Holiday Train at Home

**SATURDAY DEC. 12 | 6 P.M. MT**

A FACEBOOK LIVE PREMIERE

## MUSICAL GUESTS:

Serena Ryder
The Trews
JoJo Mason
Logan Staats
Kelly Prescott

Join CP online to celebrate the holidays by listening to great music and donating to help food banks in Canada and the U.S.

@CanadianPacific

**cpr.ca/holidaytrain**

BRITISH COLUMBIA

November 9, 2020

Ref: 256922

His Worship Mayor Alan Harrison
and Members of Council
City of Salmon Arm
PO Box 40
Salmon Arm BC V1E 4N2

Dear Mayor Harrison and Councillors:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

As Deputy Minister, I write to acknowledge topics raised during your conference call, which included your community's progress with affordable housing and supportive housing projects. The stakeholder engagement and front-end planning being led by the City of Salmon Arm truly makes a difference in our ability to deliver the resources as partners. Please keep the Ministry of Municipal Affairs and Housing updated about these significant projects along with the forthcoming housing strategy that your task force is finalizing.

The City may be interested to know about the next round of the Building BC: Community Housing Fund (CHF) Request for Proposals (RFP), which opened in May 2020. This RFP will fund approximately 3,000 new affordable homes across the province and will close in mid-January 2021, subject to the direction of a new government. If you have questions or ideas about new housing developments, I encourage you to contact Danna Locke, Regional Director, Development in the Interior, by telephone at: 604 439-4193, or by email at: dlocke@bchousing.org.

Thank you, again, to your delegation for the meeting.

Sincerely,

Kaye Krishna
Deputy Minister

pc: Danna Locke, Regional Director, Development in the Interior, BC Housing
Carl Bannister, Chief Administrative Officer, City of Salmon Arm

**Ministry of Municipal Affairs and Housing**

Office of the Deputy Minister

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 387-9108
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 9N7

http://www.gov.bc.ca/mah

November 10, 2020

His Worship
Mayor Alan Harrison
City of Salmon Arm
500 2 Avenue NE
Salmon Arm BC V1E 4N2

Reference: 296160

Dear Mayor Harrison,

**Re: UBCM Convention 2020**

I am writing to thank you for taking the time to meet with the former Minister of Transportation and Infrastructure and me virtually during the Union of British Columbia Municipalities (UBCM) Convention.

I am glad there was an opportunity to discuss the Highway 1 - Salmon Arm West project, and safety improvements in downtown Salmon Arm. It was also great to hear your kind words regarding Deputy Director Steve Sirett.

As discussed in the meeting, the ministry is pleased to have recently awarded the tender for the section of Highway 1 between 1st Avenue and 10th Avenue. The ministry will continue to work closely with the City of Salmon Arm as the project advances. Meanwhile, we anticipate beginning work on improvements in downtown Salmon Arm this winter.

Please do not hesitate to contact Mr. Sirett if you have any questions regarding these matters. He can be reached at 250 712-3666 or Steve.Sirett@gov.bc.ca and would be pleased to assist you.

The yearly UBCM discussions provide a valuable way for governments to come together and work collaboratively toward strengthening our communities. Following the election, your thoughts and suggestions will be shared with the new Minister of Transportation and Infrastructure.

.../2

**Ministry of Transportation and Infrastructure**
Office of the Deputy Minister
Mailing Address:
PO Box 9850 Stn Prov Govt
Victoria BC V8W 9T5
Telephone: 250 387-3280
Fax: 250 387-6431
Location:
5B 940 Blanshard Street
Victoria BC V8W 3E6
www.gov.bc.ca/tran

Thank you for your hard work in supporting your community.

Yours sincerely,

Kevin Richter
Acting Deputy Minister

Copy to: Grant Main, Deputy Minister

Renée Mounteney, Acting Associate Deputy Minister

Steve Sirett, Deputy Director
Okanagan-Shuswap District

Erik Lachmuth, Acting District Manager
Okanagan-Shuswap District

BRITISH
COLUMBIA

November 10, 2020 Ref: 114007

His Worship Alan Harrison
Mayor and Council, City of Salmon Arm
500 - 2 Avenue NE
Salmon Arm BC V1E 4N2
Via Email: aharrison@salmonarm.ca

Dear Mayor Harrison and Council,

I am pleased to advise you that the Province is in the process of issuing your municipality's 2020 grant-in-lieu of property tax payment by electronic funds transfer. These funds are planned to be transferred to you around November 13, 2020.

Based on the property identified in the attached Grant Payment Details Report, your payment for 2020 is $16,723.51. This payment is for provincially owned properties in your community and is made in accordance with the *Municipal Aid Act*. If your payment has changed from last year, it is likely due to a revised valuation by the BC Assessment Authority, a change in the property tax rates, or through changes in responsibility for real property.

Included in this payment is $843.80, due to your Regional District. This amount is to be transferred to them at your earliest convenience.

If you have any questions or concerns, please contact the Real Property Division at RPDPropertyTax@gov.bc.ca.

Sincerely,

Sunny Dhaliwal
Assistant Deputy Minister

Attachment: Grant Payment Details Report

pc: Chelsea Van de Cappelle, Chief Financial Officer, City of Salmon Arm
Via Email: cvandecappelle@salmonarm.ca
Carl Bannister, Chief Administrative Officer, City of Salmon Arm
Via Email: cbannister@salmonarm.ca

**Assistant Deputy Minister's Office**
**Real Property Division**
**Ministry of Citizens' Services**

4000 Seymour Place
Victoria BC V8X 4S8

Mailing Address:
PO Box 9412
Victoria BC V8W 9V1

Telephone: (250) 419-8893

# Province of British Columbia
# Ministry of Citizens' Services



BRITISH COLUMBIA | Ministry of Citizens' Services

## Grant Payment Details Report

**Fiscal Year 2021**



**Jurisdiction: 322 - City of Salmon Arm**

| Tax Class | Municipal | Regional Land | Regional Improvements |
|---|---|---|---|
| 06 - Business and Other | 11.066000 | 0.631300 | 0.554800 |

| | | Taxable Values | | | | | | | | Grant Amounts | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | General | | | School/Other | | | Municipal | | | Regional | | | |
| Assessment Roll Number | Tax Class | Location | Address | Land | Improvements | Total | Land | Improvements | Total | Land | Improvements | Total | Land | Improvements | Total | Total GIL |
| 01455.125 | 06 | Health | 10th Ave NE 16th St N | 623,000 | 812,000 | 1,435,000 | 623,000 | 812,000 | 1,435,000 | 6,894.12 | 8,985.59 | 15,879.71 | 393.30 | 450.50 | 843.80 | 16,723.51 |
| | | | | **623,000** | **812,000** | **1,435,000** | **623,000** | **812,000** | **1,435,000** | **6,894.12** | **8,985.59** | **15,879.71** | **393.30** | **450.50** | **843.80** | **16,723.51** |
| **Totals for 322** | | | | **623,000** | **812,000** | **1,435,000** | **623,000** | **812,000** | **1,435,000** | **6,894.12** | **8,985.59** | **15,879.71** | **393.30** | **450.50** | **843.80** | **16,723.51** |

# Province of British Columbia
# Ministry of Citizens' Services



BRITISH COLUMBIA | Ministry of Citizens' Services

## Grant Payment Details Report

**Fiscal Year 2021**



### Report Totals

| Taxable Values | | | | | | Grant Amounts | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| General | | | School/Other | | | Municipal | | | Regional | | | |
| Land | Improvements | Total | Land | Improvements | Total | Land | Improvements | Total | Land | Improvements | Total | Total GIL |
| 623,000 | 812,000 | 1,435,000 | 623,000 | 812,000 | 1,435,000 | 6,894.12 | 8,985.59 | 15,879.71 | 393.30 | 450.50 | 843.80 | 16,723.51 |

**From:** PIBC Office
**Sent:** November-09-20 9:11 AM
**To:** Chris Larson
**Cc:** Kelly Chan
**Subject:** PIBC - Certified Membership confirmed by Board / Christopher Larson RPP, MCIP (NOT SPAM)

Dear Christopher,

**RE: Membership in the Planning Institute of British Columbia**

On behalf of Kenna Jonkman RPP, MCIP Secretary Treasurer of the Planning Institute of British Columbia, please refer to the important attached (PDF) letter regarding your membership in the Institute.

Please check, if your info shown on our website member roster (https://www.pibc.bc.ca/members/register-of-members) is current. Otherwise please log into your profile and update your info. We will be informed about any changes on your profile. PIBC and CIP are using the same database. The sync between your member profile and our website member roster is every 24 hours.

Only current Certified Members in good standing with PIBC are entitled to use the professional designations and or titles 'Registered Professional Planner' or 'RPP' and 'MCIP' after their name in BC and the Yukon. PIBC Certified Membership includes equivalent joint membership with CIP. Please ask the other provincial affiliations for Joint or Out of Province Certified Membership, if you want to use your designation in another Province than BC and the Yukon. Please find their contact info here: http://cip-icu.ca/Resources/Provincial-and-Territorial-Institutes-and-Associat#.

Should you have any questions regarding the attached letter, please don't hesitate to contact our office. Thank you.

**Certificate:**

**PIBC:**
New PIBC Certified Members or new Joint Certified with PIBC or new First-time Transfer Certified
into PIBC
, officially confirmed between November 2020 - September 2021, will receive their PIBC Certificate at the WTPD Gala in Vancouver in November **2021** (depending on the ongoing COVID-19 situation). If they won't be able to attend the event we would send the certificates after the Gala via mail. You will receive an Invitation letter for the **2021** PIBC Gala closer to the event.

Please contact us:
If you want to receive your PIBC Certificate earlier, that's possible with a charge of $50 + GST & it will take around 4-6 weeks after the payment, until the PIBC Certificate will be sent to you.

**Canadian Institute of Planners (CIP):**
CIP will be informed about your official Certified confirmation. You will get a separate Certificate from the Canadian Institute of Planners, which you should receive earlier than November 2021.

**Stamp:**
The stamp/seal is provided through CIP's office.

If you log into your membership account online via the CIP website (https://ams.cip-icu.ca/login#), click on the orange **Member Services and Programs: Affinity programs and CIP Products** button, then scroll down the page to **Official CIP Seal**, you will find the order form to fill out.

**Using the Online PIBC Member Profile:**

PIBC and CIP are using the same database. We will be informed about any changes in your profile.

Sometimes there are technical glitches with our online database. If you have any trouble, please try to accept our website policy (top of our website) or clean your browser history, clean cookies or open another Internet browser.

Any Invoice/Receipt should be also always be able to be downloaded on your Member profile under "Invoices and Receipts" by clicking on the Invoice number.

Preferred Internet browser: Google Chrome.

**PIBC Login: https://ams.pibc.bc.ca/**

If you need a **new temporary password** for the login, please follow this link: **https://ams.pibc.bc.ca/Login/ForgotPassword**.

The 2021 PIBC Renewal notices are expected to be sent out via email between November 16 - 20 (see yellow marked info below). The 2021 Renewal payment will be due by January 2, 2021. Please find the 2021 Fee schedule here: https://www.pibc.bc.ca/fee-schedule.

**To receive all PIBC & CIP communications, please try the following:**

- Please add **info@pibc.bc.ca**, **office@pibc.bc.ca**, **enews@pibc.bc.ca**, **communications@cip-icu.ca** and **noreply@cip-icu.ca** to your address book

- Please contact your IT department and let them know that emails sent from these email addresses are from us, **so that it doesn't end up as "spam".**

If you have any other questions or concerns please let me know.

Kind Regards,

---

**Nina Schmidt**
Manager of Operations

**Planning Institute of British Columbia**

*Forward Thinking. Shaping Communities.*

# ALIVE WITH THE ARTS

DRAFT | SEPTEMBER 2020

# SALMON ARM

## Arts and Culture Plan

## INDIGENOUS ACKNOWLEDGEMENT

The City of Salmon Arm extends its gratitude to the Secwepemc People on whose traditional and unceded lands we conduct our activities. We recognize the guidance and wisdom of Neskonlith knowledge-sharers as we learn and listen in Truth and Reconciliation. In keeping with the Government of British Columbia Declaration, the City acknowledges the United Nations Declaration of Rights of Indigenous Peoples.

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# KEY HIGHLIGHTS

1

*Alive with the Arts* is a milestone in Salmon Arm's cultural development. It is the community's first cultural plan and builds on many years of community-led cultural development activities. It serves as a guide for 'planning culturally' over the next five years. It outlines how arts and culture assets and resources can be leveraged in a strategic way to achieve community goals and integrate with tourism, economic development, social, environmental and capital and infrastructure plans.

2

The Cultural Plan keeps with a community-driven model and is purposefully low-resource intensive. It charts out areas of cultural investment that can enhance Covid economic recovery and identifies pre-requisites to larger cultural capital items, including a Cultural Facilities Roadmap.

3

*Alive with the Arts* is the result of a year-long process of engagement that benefited from the extensive contributions of the Cultural Plan Task Group and the wider ecosystem of community groups representing environmental, health and wellness, education, community planning, recreation, agricultural etc… perspectives which greatly helped in shaping the plan.

## 4

Salmon Arm's identify and local context comes alive in Our Vision:
**WE SEE:**

- Arts, nature and technology co-existing as cornerstones of our creative ecosystem.
- Our small city energized as an all- seasons cultural destination and creative marketplace.
- Arts and culture being valued as keys to community wellness and success.
- **THE ARTS HAPPENING HERE EVERYDAY FOR EVERYONE.**

## 5

*Alive With the Arts* aligns with many points of collaboration and shared strategic purpose. A key highlight for the plan's success sees the formation of a Tri Partite Agreement between Salmon Arm Arts Centre, Salmon Arm Economic Development, and the City of Salmon Arm to lead the implementation of the plan in collaboration with other groups.

## 6

The Cultural Plan identifies a number of shared Community Commitments to keep the drive and momentum going throughout the life of the plan, in keeping with its Small City-Big Ideas brand. To that end, Strategic Directions are expressed as Big Ideas in the plan, each with clear goal statements, objectives and supporting actions.

## 7

*Alive with Arts* Big Ideas are to:

**#1** Let Culture Lead
**#2** Show Up and Celebrate
**#3** Activate Spaces through the Arts
**#4** Connect and Collaborate
**#5** Cultivate Create Entrepreneurship

**8**

An IMPLEMENTATION FRAMEWORK will follow which will outline the roles and responsibilities for implementation along with the resources required, annual phasing and suggested lead and partner groups along with identified key outcomes. Priority-setting should be supported through ongoing communications and engagement led through a Cultural Roundtable convened by the Shuswap District Arts Council, the City of Salmon Arm and Salmon Arm Economic Development. Timing should align with the City's annual budgeting process.

**9**

Like many communities in British Columbia, INVESTMENT in Salmon Arm's cultural capital and knowledge-sharing assets will help BUILD CAPACITY in existing and developing arts and culture providers. Cultural investment mechanisms may include resources, development and training opportunities, funding opportunities, volunteering, public involvement and fundraising. A strong local cultural scene is an important factor to attract residents and investors including talented individuals and leading-edge businesses but is also associated with citizens' social engagement, including connections to volunteering, donating, helping neighbours, and better health.

**10**

*Alive with the Arts* provides a path for Truth and Reconciliation and celebrates the local Sense of Place and ways to share the Shuswap's story by reflecting authentic voices, and reconnecting to Indigenous Cultural Heritage including preserving language and place names. *Kukwstsétsemc!*

1

# ABOUT THIS PLAN

## WHAT IS CULTURE?

Culture is more than art. Culture embraces what defines us as a community and that begins with our unique sense of place and identity. Culture includes both tangible and intangible resources and assets like libraries, museums, natural and cultural heritage sites, literary arts, performing arts, film, craft and visual arts, and creative industries.

Culture is vital to healthy communities and link to many other areas of a community's growth.

## Defining Art Vs. Culture

Culture is an inclusive term, embracing what defines us as a community.

> **ART IS TO CULTURE AS BASEBALL IS TO SPORT.**
>
> **– Dr. Greg Baeker, MDB Insights**

# WHAT IS A CULTURAL RESOURCE?

A cultural resource is anything that contributes to the culture of a particular place or people, both tangible and intangible. These resources are the activities, Institutions and people that express our shared beliefs, customs and values.

Cultural resources in Salmon Arm include:

- facilities (theatres, galleries, libraries, museums),
- heritage,
- indigenous Peoples culture,
- attractive streets, parks and built environment,
- intangible culture, such as local traditions,
- arts and crafts,
- festivals and events,
- retailing, leisure, recreation facilities,
- creative industries (film, culinary, photography, design, etc.) and
- natural landscape.

## Cultural Resources = Place + Culture + Economy

Source: Adapted from MDB Insights and Statistics Canada Cultural Resources Framework

> **CULTURE IS NOT CREATED BY GOVERNMENT. CULTURE IS CREATED BY COMMUNITY AND SUPPORTED THROUGH DELIBERATE POLICIES AND PROGRAMS.**

## Culture is a driver and enabler of economic, social and environmental success.

Successful and vibrant communities understand the importance of cultural participation and the presence of arts and cultural organizations as way to:

- Improve residents' sense of belonging and attachment;
- Build community identity and pride (part of your community's brand);
- Build interpersonal ties and promote volunteering;
- Reduce delinquency and prevent some types of crime;
- Relieve stress;
- Build social networks;
- Increase tolerance of others;
- Improve resiliency and skills-building in high-risk youth;
- Foster a creative milieu that that spurs economic growth in creative industries; and to
- Increase the attractiveness of the area to tourists, businesses, new residents and investors.

# PLANNING CONTEXT

## WHERE ARE WE NOW?

The development of Salmon Arm's Arts and Culture Plan - *Alive with the Arts* builds upon the City's and the community's commitment to arts, culture and heritage initiatives over many years. While many individual initiatives have helped to advance arts and culture investment and delivery over the years, *Alive with the Arts* is the City of Salmon Arm's first cultural plan. The introduction of the Plan is timely considering the numerous ways the City is growing in keeping with regional trends and the nature of evolving local government priorities and service areas.

> **THE MORE DEVELOPED AND DEFINED IDENTITY AMONG RESIDENTS...**
>
> **... THE MORE LIKELY IT WILL ATTRACT NEW RESIDENTS, BUSINESSES AND TOURISTS.**

**– Grogan & Mercer, Australia, 1996**

# WHAT'S AHEAD?

- Truth and Reconciliation Calls to Action
- Lifecycle of arts organizations
- New approaches to art-making (at odds with funding models)
- Rapid scale prototyping to respond to community issues
- Interpretative Assistance
- Family arts
- New operating models e.g. Epoch model
- Generational considerations
- Digital Strategies
- Festivals and Events, Participatory Experiences
- Creative Placemaking and Co-Activating Spaces
- Accessibility Arts

# OUR APPROACH

## Cultural Planning Phases

**PLANNING FOR THE PLAN** → **CULTURAL ASSESSMENT** (Scan & Map) → **CULTURAL PLAN DEVELOPMENT** → **FINALIZING THE CULTURAL PLAN**

**PLANNING FOR THE PLAN**

- Initial meetings
- Key Documents Review
- Determine Scope
- Timeline

**CULTURAL ASSESSMENT** (Scan & Map)

- Cultural Resources
- Inventory/Database
- Community Engagement
- Community Consultations (ongoing)
- Cultural Map

**CULTURAL PLAN DEVELOPMENT**

- Vision Session
- Focus Groups
- Focused Forums (by topic)
- Workshops
- Priority Setting
- Communications

**FINALIZING THE CULTURAL PLAN**

- Draft Plan
- Make Public Feedback
- Refinement
- Finalize & Adopt
- Implement
- Monitor/Evaluate (ongoing)

# OUR PURPOSE

*Alive with the Arts* acts as a guide for the community, the City and its stakeholders to advance arts and cultural policies, programs and services needed for Salmon Arm to thrive.

## THE PURPOSE OF THE PLAN IS TO:

- Understand the current state of arts and cultural development in Salmon Arm by conducting an in-depth review and analysis of needs and gaps; examining current City plan and policies and cultural delivery; designing and carrying out a comprehensive public consultation process; and comparative targeted research of similar-sized municipalities to share best practices;
- Provide a blueprint for the Implementation Group over the next five year with Commitments, Goals and Supporting Actions that encompass a right-sized approach and strategy for implementation, but more importantly to serve as a guide for decision-making; investment and prioritization on an annual basis aligning with the City's yearly budgetary process.
- Ensure the Strategy aligns with the projected growth needs of the community to offer increased livability, new resident attraction, and a greater tourism draw.

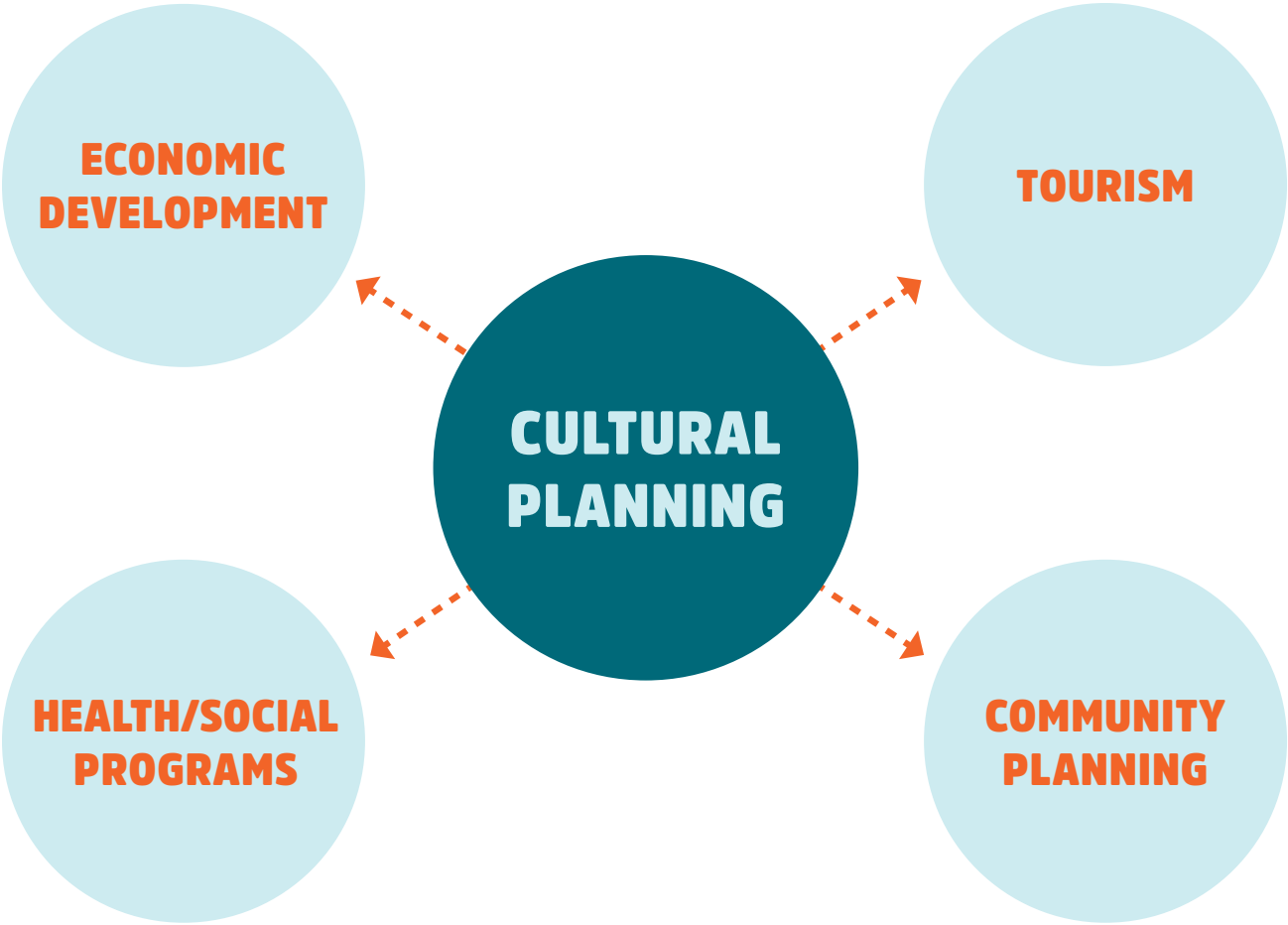
# PLANNING LINKAGES

The creation of a Cultural Master Plan aligns with the vision expressed in City of Salmon Arm Official Community Plan Bylaw No. 4000, that

**"Salmon Arm will be a diverse community with:**

- **a population representing all social, demographic, cultural and economic groups.**
- **a variety and mix of land uses.**
- **a wide range of lifestyle, employment, economic, cultural, social and recreational opportunities."**

One of the nine proposed goals of the last Official Community Plan update is to support arts and culture endeavours in the community. A challenge for the City sees the need to balance its numerous planning priorities with the internal resources required for those priorities that align with its growth and the broader shifts in local government service delivery beyond core services.




Planning culturally links to many areas of local government work. It is a tool municipalities use to achieve both economic and asocial goals by linking together other planning areas such as Tourism, Community Planning, Health/Social Wellness, Environment and Economic Development.

While cultural development is a more recent area of focus in British Columbia, local governments understand the economic and livability benefits that cultural planning provides particularly in growing cities like Salmon Arm.

As such, cultural amenities and delivery are an expected piece of 'livability' resources and no longer a 'nice to have'.

Trends show that many municipalities are incorporating arts and cultural strategies into core business areas to solve problems and leverage economic and social development. To that end, a pan-Canadian review of the positioning of roles and responsibilities associated with strategic cultural advancement are found to be most successful when integrated into a City's economic development and/or planning division. In some cases where there is 'in-house' expertise on cultural development across departments, and interdepartmental staff team can be effective.

2

# WHAT WE HEARD

## ENGAGEMENT SUMMARY

Thanks are extended to community members who shaped the directions of *Alive with the Arts*.

A summary of engagement is included in Appendix A of this Plan.

# ECOSYSTEMS-BASED ENGAGEMENT

For *Alive with the Arts*, we used ecosystems-based engagement which ensures a wider base of community input reflecting strategic perspectives and alignment with non-sector peers.

- PRIVATE SECTOR
- INDIGENOUS COLLEAGUES
- PUBLIC SECTOR
- TOURISM PARTNERS
- CULTURAL SERVICES
- RESIDENTS
- CITY HALL
- HEALTH AND WELLNESS
- VISITORS
- ARTISTS
- GOVERNMENT
- CULTURAL SECTOR
- NATURAL HERITAGE

# ENGAGEMENT ACTIVITIES INCLUDED:

**7** community workshops and focus groups

**WITH 20+** community members and City Staff representing Salmon Arm's ecosystem that reached beyond the arts community and recognized the interconnectedness to business, environment, social wellness, infrastructure and capital plans, tourism and Indigenous interests.

**115** inputs collected from the broader public from mid-September 2019 to Early October through Sounding Boards located at various gathering place around the City including:

- City Hall
- Salmon Arm Art Centre
- Okanagan College
- The Arena
- Innovation Centre
- Farmers Market

**3** Validation and Prioritization Workshop Sessions

Cultural Plan Task Group and Staff Team

# WE ASKED

## Local Context Discussion Points

As part of our community workshops, participants helped identify local context considerations to ensure we had a Made in Salmon Arm voice to the plan that considered the need to 'right-size' the plan to the local context, which is reflected in the Supporting Actions of this plan.

- What are some key factors that need to be considered for Salmon Arm?
- What factors might influence our planning context?
- What should be the key themes for the Vision and Guiding Principles?
- What should be the Priorities and Big Ideas?

# WE HEARD

## Key Themes & Priorities

The following themes and priorities emerged early on and then throughout discussions during the planning process and are captured in the Vision, Commitments, and Big Ideas of *Alive with the Arts*.

- **SUSTAINABILITY**
- **FUNDING**
- **RESOURCES**

- **DIVERSITY**
- **INCLUSION**
- **ACCESSIBILITY**

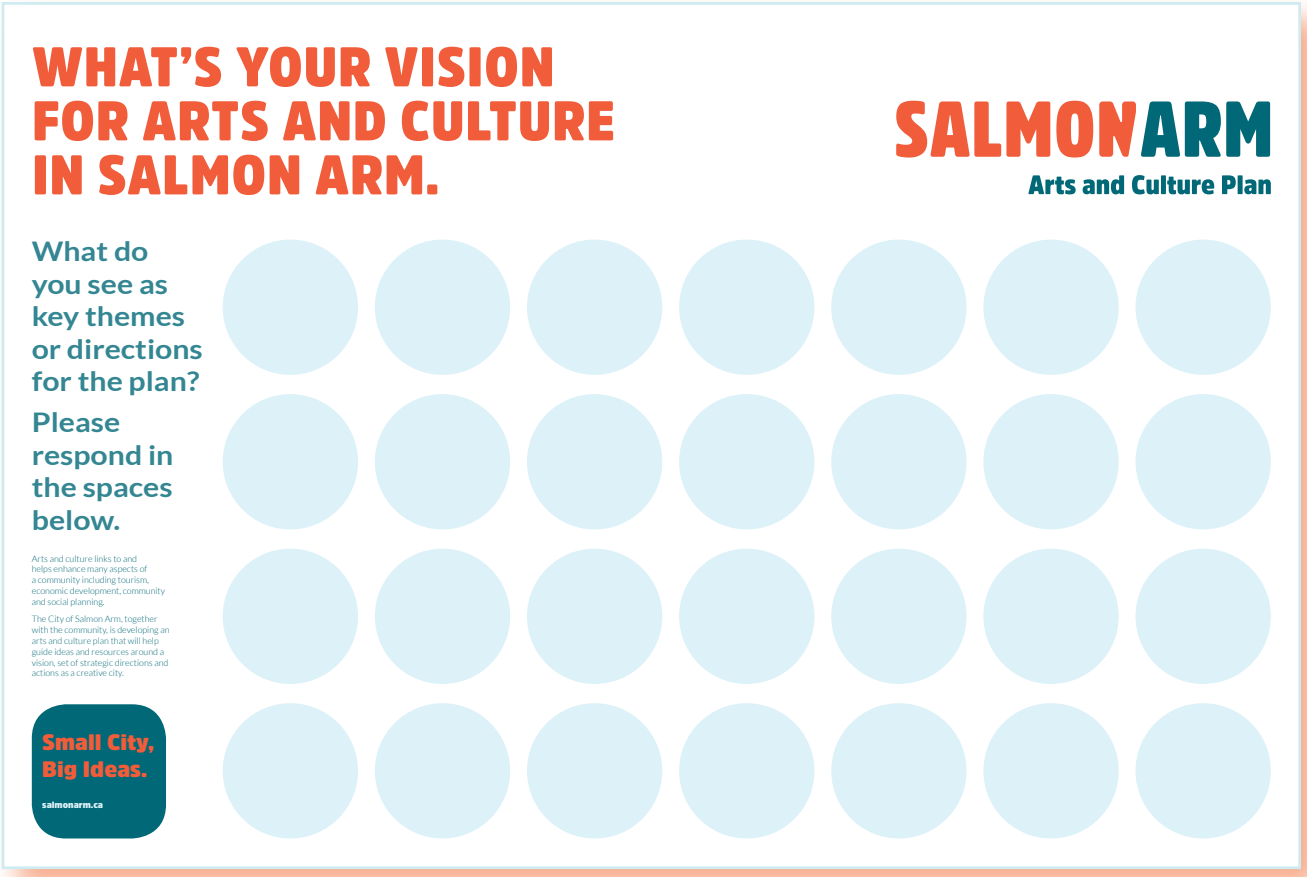
- **PARTICIPATION**
- **IMPROVED PROGRAMMING**
- **ENGAGEMENT**
- **REFLECTION & EVALUATION**
- **AWARENESS**

- **NEW SPACES**
- **PUBLIC ART**
- **ANIMATING THE CITY**

- **PARTNERSHIPS**
- **COLLABORATION**
- **STRENGTHENING COMMUNITY**

- **INNOVATION**

## Sounding Board Example:



3

# ALIVE WITH THE ARTS:

## SALMON ARM CULTURAL STRATEGY

Taste Of Home

# OUR VISION

## WE SEE:

- Arts, nature and technology co-existing as cornerstones of our creative ecosystem.
- Our small city energized as an all-seasons cultural destination and creative marketplace.
- Arts and culture being valued as keys to community wellness and success.

---

**THE ARTS HAPPENING HERE EVERYDAY FOR EVERYONE.**

# OUR COMMITMENTS

## WHAT WILL GUIDE OUR GREATNESS.

## WE BELIEVE IN...

- Building sustainable cultural capital.
- Showing up and celebrating our rich arts and cultural life.
- Honouring Indigenous voices, cultural and natural heritage.
- Making it* happen - no excuses!
- Being environmentally conscious in our cultural development.
- Cultivating innovative ideas and being future-ready.
- Creating safer, inviting, diverse and accessible artistic spaces for everyone.
- Demonstrating leadership in culture.

---

***it = artistic awesomeness.** A vibrant cultural scene, activity, programs, small city life.

# OUR BIG IDEAS

## WHAT ARE BIG IDEAS?

In keeping with Salmon Arm's 'Small City, Big Ideas' approach, the cultural plan reflects big ideas and bold moves as strategic directions, objectives or actions – anything that marks a significant step forward in cultural development.

Sometimes it can be looking at new ways to solve challenges and issues in a community, or perhaps advancing the conversation, or demonstrating leadership and asking others to come on-board. These Big Ideas are supported by a framework that sees action and change.

# BIG IDEA #1: LET CULTURE LEAD

## GOAL STATEMENT:

# Invest in culture-led economic development and social wellness.

Culture is the make it or break it factor in the success of communities large or small*.

By using a strategic cultural lens and linking to partnering initiatives, Salmon Arm will advance its economic and social prosperity.

*** Want to learn more about arts strategies? Visit creativecity.ca/makingthecase to learn more.**

# BIG IDEA #2: SHOW UP & CELEBRATE

## GOAL STATEMENT:

# Increase awareness and participation In the arts.

A great number of cultural successes in Salmon Arm are linked with visitors valuing the arts in our city. A key goal of *Alive with the Arts* is to see arts and culture being valued, celebrated, and integrated into everyday community life by building our home base.

# BIG IDEA #3: ACTIVATE SPACES THROUGH THE ARTS

## GOAL STATEMENT:

# Salmon arm is energized with artistic activity through transformative creative placemaking.

Activating spaces sees inviting, accessible and inclusive participation in the arts by residents and creative workers alike. Cultural infrastructure is maintained and meets demand for cultural production.

# BIG IDEA #4: CONNECT & COLLABORATE

## GOAL STATEMENT:

# Community connections are strengthened through collaboration and capacity-building.

Everyone feels they can participate in the cultural life of our City where diversity is welcomed.

# BIG IDEA #5: CULTIVATE CREATIVE ENTREPENEURSHIP

## GOAL STATEMENT:

# Arts, technology and entrepreneurship feed our healthy creative ecosystem.

Affordability, lifestyle, and openness to new ideas and innovation, are catalysts to creative worker attraction.

# BIG IDEA #1: LET CULTURE LEAD

## Objective 1.1

There is sustainable support and investment in culture as part of Salmon Arm's economic strategy and community planning initiatives.

### SUPPORTING ACTIONS

1. Form a tri-partite agreement with Shuswap District Arts Council, Salmon Arm Economic Development and the City to lead in advancing cultural development in the region and the implementation of the cultural plan.
2. Explore resourcing a Culture and Communications contract role within the City to work with the tri-partite partners.
3. Continue to lead a creative ecosystems approach to encourage cross pollination among local sectors (e.g. culture, technology, entrepreneurship, social services etc).
4. Examine the option of creating a Cultural Sustainability Fund, possibly at the local Community Foundation, through allocations from development projects and public-private partnerships, and private donors.

# Objective 1.2

Enhanced capacity-building and cultural leadership is fostered in the community through the role of the City – its strategic direction, departments, bylaws, policies and programs.

## SUPPORTING ACTIONS

1. The City demonstrates cultural leadership by collaborating with partners, and supporting and guiding creative initiatives.
2. Continue to fund and support grant programs and operating agreements with arts and culture organizations.
3. Identify new ways to invest in sustainable cultural capital through cultural amenity contributions in development projects.
4. Seize opportunities to work with other levels of government and the private sector in attracting investment for culture-led economic and community development.
5. Where possible, encourage using social innovation and social procurement to effect solutions for cultural development.
6. Align and update OCP policies and the Corporate Strategic Plan to integrate and include cultural planning goals identified herein. Ensure cultural planning directions are reflected in City policies and plans.
7. Continue to foster a cultural development lens across City departments. Make sure culture, including Indigenous cultural heritage is at the table in city-planning
8. Explore the possibility of micro-loans for temporary art intervention projects that respond to community needs.
9. Identify a staff lead for the coordination of the interdepartmental team to ensure quarterly advancement on the plan's deliverables and respond to community cultural groups' needs.

# Objective 1.3

Identify opportunities to address the community needs of equity, diversity, accessibility and social inclusion.

## SUPPORTING ACTIONS

1. Use culture as a tool for community wellness and for opening up dialogue and opportunities for marginalized communities through inclusivity initiatives (e.g. ticket access; free events and programs) with identified partners.
2. Foster an understanding that community identity and wellness are enhanced and strengthened by diversity and inclusive participation.
3. Facilitate continuing engagement and dialogue with the multicultural community; youth, seniors, new residents, immigrants, people with disabilities and the LGBTQ2S and gender diverse community.
4. Link to, and promote other initiatives, plans and programs both within the City and out in the community that share these objectives.
5. Promote and/or fund workshops that help with training, advocacy and education in these areas.

# BIG IDEA #2: SHOW UP & CELEBRATE

## Objective 2.1

Develop and implement a comprehensive arts and culture communications strategy (and campaign) to build audiences and awareness.

### SUPPORTING ACTIONS

1. Create a centralized portal to feature and promote arts, culture and events; programs; shared resources; etc.
2. As part of the communications strategy, continue to build a 'culture for culture' within City Hall, by identifying internal communication and engagement actions.
3. As part of the communications strategy to support the implementation of the plan, create an awareness campaign surrounding the value, benefits and impact of arts and culture.
4. Explore the possibility of centralized communication support/ resource for Shuswap's arts, culture and heritage scene.
5. Work in partnership with relevant community organizations to create an accessibility checklist to minimize barriers to audiences and explore the possibility of a community Arts Cultural Accessibility Fund.
6. Encourage access and participation to arts and culture through transportation planning.

# Objective 2.2

Promote social change arts practices, and arts-based strategies for addressing matters of civic importance.

## SUPPORTING ACTIONS

1. Help build an increased awareness and understanding for the need of private sector and individual philanthropic support in the creative community.
2. Through community partners, identify ways to engage Newcomers.
3. Foster heritage conservation of City-owned properties.
4. Encourage arts and heritage-based creative solutions for empty storefronts and animating spaces.

# Objective 2.3

Celebrate a sense of place and share the Shuswap's story.

## SUPPORTING ACTIONS

1. Use local transportation networks and public spaces as channels to communicate heritage facts and interesting local histories.
2. Where possible, identify opportunities for interpreting heritage and animating neighbourhoods in Shuswap through artist and community-led place-making activities.
3. Explore ways to include ways to animate the interpretation and awareness of public art, places and intangible cultural assets through tours, workshops, storytelling and other engagement pieces.
4. Reflect and incorporate authentic community cultural identity into Shuswap branding.
5. Integrate with Indigenous cultural heritage initiatives.
6. Ensure signage bylaws relate to form and character guidelines for the enhancement of place; explore signage needs for events and festivals.

# BIG IDEA #2: SHOW UP & CELEBRATE
Continued

## Objective 2.4

Support efforts to reconnect and preserve language and place names.

### SUPPORTING ACTIONS

1. Link traditional ecological knowledge/ Natural Heritage Keepers with community groups to foster a deeper understanding of place, the natural environment, flora and fauna.
2. Encourage connections to share knowledge of land and food (possibly tie to multicultural food/fusion festival).

3. Build ways to interact less formally and on a regular bases where possible and appropriate.
4. Identify opportunities to integrate traditional and contemporary Indigenous culture, identity and language in community programming and planning.
5. Incorporate Indigenous Cultural, Intangible and Natural Heritage into cultural tourism planning and the animation of spaces and places.
6. Acknowledge heritage and significant sites. Reflect traditional place names, symbols and references to local languages in signage in parks, trails and waterways.
7. Consider exploring a community mapping exercise or app development to record stories and share them with the broader community.
8. Collaborate with Indigenous artists on wayfinding.

# Objective 2.5

Build connections between the local Indigenous communities and the broader Shuswap community through art.

## SUPPORTING ACTIONS

1. Support efforts to feature Indigenous artists to practice and sell their artwork; and provide arts and craft workshops (link to Creative Entrepreneurship), in partnership with relevant organizations.
2. Working with Shuswap District Arts Council, identify public art opportunities to illustrate traditional and contemporary connections, where appropriate.
3. Provide opportunities for the public to learn about Reconciliation and the shared history of Indigenous Peoples through inclusive dialogue, celebration and performance, as well as creative placemaking installations and permanent displays in City Hall.
4. Ensure grant-receiving organizations have identified ways to integrate Indigenous arts practice or cultural heritage into programming or project-based initiatives.
5. Link traditional ecological knowledge/ Natural Heritage Keepers with community groups to foster a deeper understanding of place, the natural environment, flora and fauna.
6. Encourage connections to share knowledge of land and food (possibly tie to multicultural food/fusion festival).
7. Build ways to interact less formally and on a regular bases where possible and appropriate.

# BIG IDEA #3: ACTIVATING SPACES THROUGH THE ARTS

## Objective 3.1

To transform spaces by intentionally leveraging artistic and creative activity to serve the community and build character and quality of place.

### SUPPORTING ACTIONS

1. Establish a Public Art Policy and Program, including a Private Developer Public Art Program to invite cultural investment and encourage beautification and enhanced sense of place in urbanization.
2. Improve wayfinding in Shuswap and enhance 'sense of place' at neighbourhood levels through place naming and public works.
3. Identify and modify arts-ready public outdoor spaces.
4. Connect artists with wall/ mural spaces on private buildings.
5. Create and manage a civic interior art collection and provide exhibition opportunities.
6. Improve public art maintenance by creating a reserve fund or increase funding as part of the Public Art Policy.
7. Develop a memorial and commemorations policy and guidelines.
8. Animate intangible cultural assets through tours, workshops, storytelling and other engagement activities.

## Objective 3.2

Facilitate social inclusion, promote diversity, community wellness and accessibility in cultural spaces.

### SUPPORTING ACTIONS

1. Use art as a tool for community wellness and opening up opportunities for marginalized communities through inclusivity initiatives with identified partners.
2. Support cross-cultural interactions and more inclusive platforms and spaces for engagement with the community.

# BIG IDEA #4: CONNECT & COLLABORATE

## Objective 4.1

Invest in capacity-building and foster collaborations through knowledge-sharing, gatherings, and skills development opportunities for volunteers and administrators.

### SUPPORTING ACTIONS

1. Build cultural knowledge capital through organizational development and training in partnership with arts service organizations (ASOs), educational institutions and other potential partners.

2. Share new business models including social enterprise and earned revenue streams with arts and cultural organizations.

3. Hold networking events to bridge conversations between private, individual and non-profit creative practitioners and entities.

4. Convene Cultural Roundtable meetings that encourage a healthy creative ecosystem and provide opportunities for collaboration, information-sharing, event coordination/ scheduling, and connection points (exchange, learning and sharing).

5. Through Arts and Cultural Service organizations, hold an annual Cultural Forum focused on skills development in the areas of, but not limited to:
   - Board governance and development
   - Succession planning
   - Arts and cultural administration
   - Volunteer management
   - Communications and marketing
   - City processes and roles

6. Link strategic planning and community initiatives to the Cultural Plan directions.

# BIG IDEA #4: CONNECT & COLLABORATE Continued

## Objective 4.2

Work with neighbourhoods to encourage a distributed model of arts, culture and heritage activity and connection points.

### SUPPORTING ACTIONS

1. Through collaboration and consultation, use neighbourhoods as creative nodes or cultural junctions.
2. Support community arts and culture based initiatives that promote inclusivity and build neighbourhood or community connections, including events.
3. Expand 'neighbourhood champions circles' or teams and existing networks as contact points to foster social leadership.
4. Create a Cultural Facilities Roadmap to identify cultural space needs across the City and where cultural spaces can be incorporated into neighbourhood planning and local area plans.

# BIG IDEA #5: CULTIVATE CREATIVE ENTREPENEURSHIP

## Objective 5.1

Cultivate a creative economy by positioning Salmon Arm as a marketplace for creative entrepreneurship.

### SUPPORTING ACTIONS

1. Increase prosperity within the creative community and, in turn, the whole region by further integrating creative economy strategies into economic development planning.
2. Work towards developing a Creative Worker Attraction Strategy.
3. Develop collaborations within the region's tech sector to generate techbased solutions for arts, culture and creative community challenges.
4. Identify partner-based projects for the Canada Council Digital Strategy Fund.
5. Work with creative entrepreneurs on skills development.
6. Develop cultural and creative exports to global and domestic markets.
7. Encourage and support buy local campaigns.
8. Purchase local artwork for City ceremonies and gifts.
9. Identify partners for the development of a micro-loan or matched seed funding program for creative entrepreneurs for small-budget items including, but not limited to: transportation, materials, equipment and space rental.

4

# MOVING FORWARD

## COMMUNICATIONS & IMPLEMENTATION

# YEAR 1 QUICK WINS

1. Council adoption in principle of the of the Vision, Commitments and Big Ideas of Alive with Arts – City of Salmon Arm Cultural Plan
2. Establishing the Tri-Partite Agreement as the lead organizations responsible for implementing the Alive with the Arts Strategy.
3. Engaging on key Covid-19 Recovery projects in alignment with the Plan.
4. Focusing on cultural development and engagement training, professional development and linking in to networks offered by provincial and national arts service organizations— Arts BC, Creative City Network of Canada, Canadian Museums Association et al. – for Tri Partite representatives and other community organizations.
5. Explore the feasibility of a cultural development and communications contractor role to support the Tri Partite group and the Plan's implementation.

# IMPLEMENTATION FRAMEWORK

An Implementation Framework will accompany this strategic plan and provides a guide for:

1. The prioritization of the Plan's Big Ideas and activities into recommended phases;
2. The identification of roles and responsibilities in carrying out the Plan including Lead and Supporting community partners;
3. The annual resourcing of the Plan in keeping with the City's yearly budgeting process;
4. The expected outcomes as a way to monitor progress; and
5. The various options for resourcing supporting actions.

# COMMUNICATIONS

Continuing to promote and widely share the elements of *Alive with the Arts* is essential to achieving the goals and addressing the strategic directions of this Plan, and requires communications and engagement expertise.

Alive with the Arts denotes specific actions to further foster communication and raise awareness of Salmon Arm's cultural life. Communication and engagement opportunities to share the plan should include but are not limited to:

1. A launch event with community partners to build awareness around the plan and its directions, including a summary poster and project site with the *Alive for the Arts* Vision and Big Ideas

   **WE SEE:**

   - Arts, nature and technology co-existing as cornerstones of our creative ecosystem.
   - Our small city energized as an all-seasons cultural destination and creative marketplace.
   - Arts and culture being valued as keys to community wellness and success.

   **THE ARTS HAPPENING HERE EVERYDAY FOR EVERYONE.**

2. A communications strategy outlining updates, announcements and articles to local media, the public and leveraging social media among local groups.
3. Designing and carrying out supporting actions in keeping with Big Idea #2- Show Up and Celebrate.
4. Releasing updates through the Creative Ecosystem Community Representatives and Cultural Roundtables.
5. Linking with community events and activities to continue to engage on the Plan's implementation and determine annual priorities for the Tri Partite Group.
6. Hosting an annual cultural roundtable or cultural forum to engage on the Plan's implementation and provide opportunities for knowledge sharing and training, and enhance cultural leadership.

# ACKNOWLEDGEMENTS

The creation of the 2020-2025 *Alive with the Arts* Cultural Plan was a collaborative, community-wide endeavour involving many knowledgeable participants. A sincere thanks to all community members who contributed to the engagement process and the making of this Plan, including the leadership of City Council and Staff, and especially the Cultural Plan Task Group and community representatives.

## MAYOR AND COUNCIL

Mayor Alan Harrison
Councillor Debbie Cannon
Councillor Chad Eliason
Councillor Kevin Flynn
Councillor Tim Lavery
Councillor Sylvia Lindgren
Councillor Louise Wallace-Richmond

## STAFF TEAM

Erin Jackson, Corporate Administrator
Chelsea Van de Cappelle, Chief Financial Officer
Kevin Pearson, Director of Planning
Rob Niewenhuizen, Director of Engineering

## CULTURAL PLAN TASK GROUP

Louise Wallace Richmond, Council Representative & Chair
Lana Fitt, Salmon Arm Economic Development
Erin Jackson, City of Salmon Arm
Peter Budda and Jake Jacobsen,
Shuswap Society for Performing Arts
Tracey Kutschker, Salmon Arm Arts Centre
Jake Jacobson, Shuswap Society for the Arts and Culture

Special thanks to the Creative Ecosystems Community Representatives whose thoughtful input provided a wider lens on the interconnectedness of arts and culture to solve community needs and identify opportunities to be *Alive with the Arts*:

Claire Askew; Darby Boyd; Jennifer Broadwell; Anita Ely; David Gonella; Corryn Grayston; Joyce Henderson; Gina Johnny; Craig Newnes; Joan Ragsdale; Clea Roddick; Joan Sholinder; Kim Sinclair; Louis Thomas; Barry Wilson; Kristine Wickner; and Lindsay Wong.

# GLOSSARY OF TERMS

**ARTS:** Includes all genres within the following disciplines (list is not exhaustive and genres or disciplines may be combined):

- Visual (2 and 3 dimensional/ performance/fine or artisanal craft/site-specific or temporary installation)
- Performance (music/dance/theatre/ spoken word/improvisation)
- Literary (poetry/prose/storytelling)
- Design (fashion/graphic/industrial/ interior)
- Media/New Media (film/video/ interactive media)

**ARTS POLICY:** A consolidated statement of vision, purpose, goals, objectives, scope, and roles with attendant analysis, recommended actions, and implementation strategies for the description and development of arts activity, production, service, and related resources.

**ARTS SERVICE(S):** Includes organizations that serve artists and arts organizations that produce and/or present art and community arts councils.

**COMMUNITY PUBLIC ART:** Art produced by artists collaborating with communities, which responds to neighbourhood needs, aspirations, or some other community issues.

**CREATIVE COMMUNITY:** Communities where local government considers urban investment in culture and creativity significant to prosperity and quality of life. These are municipalities where creative and cultural activity is considered important to the community's quality of place, and to help reclaim and revitalize neighbourhoods. In creative communities, local government enables more innovative thinking and problem solving across all departments and sectors of the economy to shape a community's identity in the face of increasing competition for talent, investment, and recognition. Creative and cultural activity is supported as a powerful vehicle for community development and engagement, providing opportunities for economically disadvantaged neighbourhoods and social groups. These communities represent a new generation and an evolving model for community planning and culture.

**CREATIVE ECONOMY:** The creative economy is an economy driven by ideas, innovation, knowledge, diversity, collaboration, and creativity. It encompasses the creative industries in which ideas and intellectual property produce value and generate wealth. It represents an aggregation of a complex collection of industrial and creative service sectors including design, media, advertising, film, music, performing arts, publishing, and interactive software development.

**CULTURE:** The arts, multiculturalism, and heritage resources and activities as practiced and preserved in a community. These practices reflect the beliefs, experiences, and creative aspirations of people in a specific geographic and/or political area.

**CULTURAL DEVELOPMENT:** A process that supports and facilitates cultural resource development and includes skilled creators, artists, and craftspeople as transmitters of aesthetic expression, ideas, aspirations, and values in relation to the sociological, economic, environmental, and creative aspects of their communities.

**CULTURAL MAPPING:** Cultural mapping (or scanning) is a systematic approach to identifying and recording both tangible (physical or quantitative) and intangible (expressive or qualitative) cultural assets and is a defining characteristic of municipal cultural planning. Cultural resource mapping is built on a consistent set of categories that capture baseline data of the tangible cultural assets in a community within a specific set of categories or Cultural Resource Framework. Cultural identity mapping deals with the intangible assets that define a community's identity, memories, visions, and values.

**CULTURAL ROUND TABLE:** A strategic leadership group with members drawn from the six pillars of the community for the purposes of implementing municipal cultural plans and identifying ongoing cultural planning. Most Cultural Round Tables established for this purpose include members of Council, municipal staff, representatives of the creative and cultural sectors and the business community, important community agencies such as the United Way and Community Foundations, and educational institutions.

**CULTURAL TOURISM:** Cultural resources are integrated as part of tourism initiatives to build tourism strength and competitiveness in the market. Cultural resources are developed to meet the needs and interests of travelers whose main motivation for travel are experiences in the performing arts, visual arts and crafts, museums and cultural centres, historic sites and interpretive centres, cultural industries, and cultural events.

**CULTURAL VITALITY:** The evidence of what makes a community exceptional or remarkable through creating, disseminating, validating, and supporting cultural activities and expression as a dimension of everyday life in communities. Cultural vitality is dependent on the protection and advancement of cultural resources to facilitate and continue cultural engagement.

**DIVERSITY AND INCLUSION:** Diversity means all the ways we differ as individuals. It includes visible differences such as age, gender, ethnicity, and physical appearance, and underlying differences such as thought styles, religion, nationality, socioeconomic status, belief systems, sexual orientation, and education. It means respecting, valuing, and harnessing the richness of ideas, backgrounds, and perspectives that are unique to each individual (i.e. a new worldwide source of creativity). Inclusion means an environment where everyone contributes his or her skills and talents for the benefit of the community. The aim is to create a community in which individuals are involved, supported, respected, and connected.

**FESTIVAL:** A special event designed to present and celebrate—through public access, productions, or services, an arts discipline(s). It is often multi-faceted and occurs during a brief period of time, often annually and usually in a reasonably contained area (indoors and/or outdoors).

**HERITAGE:** Heritage resources include artifacts and architecture, historic and prehistoric resources, and archival and interpretive material and activity. Significant objects and structures are protected by legislation distinguishing between items that are merely old and those deemed valuable according to notable public aesthetic, educational, and social significance.

**INTANGIBLE CULTURAL HERITAGE:** This cultural resource includes: practices, expressions, knowledge, skills, objects, artifacts and cultural landmarks, spaces and places that a community or individual associates with as part of their culture.

**INTERCULTURALISM:** Support for cross-cultural dialogue.

**MULTICULTURALISM:** Respects all cultural and/or racial groups in a society equally, affording all the same rights and opportunities.

**PRODUCTION, PERFORMANCE AND EXHIBITION:** Production refers to a particular play or dance piece. Performances refers to the number of times a piece is performed in public. Exhibition refers to a particular visual art show.

**SOCIAL INCLUSION:** Is the act of making all groups of people within a society feel valued and important.

**SOCIAL INNOVATION:** Is a tool to improve social relations and tackle social problems while meeting social needs.

**SOCIAL PROCUREMENT:** Often referred to as social purchasing, seeks to further leverage purchasing (for government, private sector, institutions and nonprofits) to achieve broad societal goals, increasing equality and diversity, while contributing to improved community wellbeing through the blending of cultural, social, environmental and economic considerations in the procurement process.

#SAbigideas

# SALMONARM

## Arts and Culture Plan

**From:** Rod Keetch
**Sent:** November-22-20 8:38 PM
**To:** Caylee Simmons
**Subject:** Comment for Proposed ammendments to OCP and zoning at 1050 and 1091 18th st

Hello,

I am writing to comment on the proposed amendment to the OCP and rezoning proposed at 1050 &1091 - 18th Street NE in Salmon Arm. My family and I own and occupy the house and property adjacent (1760 11th ave NE) to the subject properties having recently relocated to this wonderful town in the spring of this year.

In review of the staff report for rezoning and OCP amendment, there are a couple significant variations between the proposed use noted on the Notice to Property Owners, and the content of the staff report. Noticeably,

- the notice only indicates a singular residence where the staff report indicates multiple residences;
- the notice only indicates a commercial office building, where the staff report notes an inclusion of retail space.

Both of these seem like significant points that should be clear when moving forward with this proposed amendment, and ask that the extent of the discussion of retail space and multiple residences with city staff be expanded and clarified.

When my family and I purchased the adjacent property recently, I did my due diligence and investigated the OCP. I wrote in support of the development across 11th Ave. While I was not expecting the development of that property immediately after our purchase, it was in line with the OCP, and wrote to support the rezoning based on the plan. It seems with the flip flop amendment to the OCP at 1050 and 1091 18th street, we are seeing the pushing of a development agenda, and not adhering to what the community has planned. I understood that development was likely to happen on the adjacent property, and I was prepared that there would be additional building, traffic and residents on the adjacent lot in a residential setting overlooking my property. I was not prepared for a commercial development.

I have spoken to the applicant briefly, and while I support the idea of the proposed use as laid out as being a dentist's office with additional office space, and a residential unit above, I have seen too much, and been professionally involved in development for too long, to know that the proposed use on the notice to property owners has no tie and no accountability to what ends up on the adjacent lot, if the OCP amendment and rezoning are approved.

With the proposed changes, the adjacent property could be developed at 62.3 feet in height under C6 rather than a reasonable 39.4 feet under the current R5 zoning
The bylaw for C6 zoning does not directly dictate the maximum lot coverage that I could find link to, only setbacks, this troubles me, considering the rather reasonable 55% maximum lot coverage under the current R5 zoning.

The consideration of sale of 18th street to the developer/applicant would allow for the migration of the current inventory of public on street parking in a developing neighbourhood be turned over to private parking, and additional building size.

A commercial development has the potential to add significant light pollution as parking and commercial space both by nature need additional lighting for safety and security that are provided in a less invasive fashion in a residential development.

None of the above issues are in the character of the current immediate neighbourhood, and should be considered if an amendment to the OCP is to be made.

While I am in support of the applicant's dental office and some additional office space with a residence above, even at the peril of the privacy our family has found in our property, I urge the council to proceed with caution. The change in the plan from residential to commercial zoning has great potential to fundamentally alter 1) the way my family is able to utilize our property, and 2) the character of the neighbourhood.

I encourage the careful development of the adjacent properties, and I wish great success to the applicant as long as the development is tempered. I would be gravely upset to be misled that this is a family practice with a residential space above to attract professional talent, and later find our sanctity interrupted by the construction and operation of an intrusive monstrosity not in line with the proposed use as stated. That does not seem like reasonable or fair development in a beautifully developing, character city.

I support this amendment and rezoning, to be developed in the character of the current neighbourhood. I recommend that the council require community/neighbourhood consultation once this reaches the development stage.

Thank you for your time and consideration in this matter.

Rod Keetch and Family
1760 11th Ave NE
Salmon Arm, BC

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Sincerely,
Rod Keetch

**From:** Kevin Pearson
**Sent:** November 23, 2020 8:53 AM
**To:** Rod Keetch
**Cc:** Erin Jackson; Carl Bannister; Caylee Simmons
**Subject:** OCP4000-43 & ZON-1184

Hello Mr. Keetch.

Thanks for your input, it will go to Council for tonight's Public Hearing. I acknowledge the slightly different references to uses in the Public Notice and the City staff report, and I apologize for any confusion. The notice states the proposed use is commercial office building with a residential unit above and parking lot, which is a reasonable summary of what could occur the property is rezoned.

The intention, as we know today, is for main floor office and retail commercial space with residential space above. The application has not been clear on the areas for the commercial space or number of residential units. The applicant only specifies that there will be a dentist office and retail space. There could be one or more upper floor dwelling units if rezoned to C6.

There is no level of detail provided on floor area, number of units, or number of office or retail units, parking arrangements, or development design. All of that would be addressed at a Development Permit application stage.

If rezoned to C6, any of the 33 uses permitted in the C-6 zone (attached) could occur on the land under application and within the parameters of those regulations.

**Kevin Pearson, RPP, MCIP**
**Director of Development Services | Approving Officer**
**P** 250.803.4015 | **E** kpearson@salmonarm.ca | **W** www.salmonarm.ca

CITY OF SALMONARM

**From:** Debbie McGregor
**Sent:** November-05-20 2:42 PM
**To:** Caylee Simmons
**Subject:** From Debbie McGregor -> Re: Query of proposed zoning change to 1050-18th St NE

November 5th, 2020

To: Mayor Harrison, Members of council, and planning staff (for your perusal, before the Nov. 9th meeting):

I am the owner of the property located at 1910 – 11th Ave NE, and as you may or may not know, a month ago on Oct.6th I submitted my applications to have the zoning changed at my property, to match that of my neighbours (R5), and in fact when I inquired at the City's front desk months ago, I was told that the City wanted affordable housing as they want to attract young families to the area. My design, to build 18 townhomes with tandem garages and 25' long driveways, was done to accommodate that demographic.

It has come to my attention though (due to their first reading), that my neighbours at 1050 – 18th St NE, a property that is currently zoned High Density multifamily, have also submitted applications to have their properties zoning changed (from R5 to Commercial), which is what it used to be before the City in 2015 changed it to reflect multifamily housing. Obviously, the City thought it made more sense to make that change, and I have also spoken with a few realtors recently who agree that area makes sense as multifamily and doesn't make sense as commercial.

It is my understanding that the properties in this immediate area, (11th Ave NE: west of 20th St NE), with the exception of the RCMP building, will all soon reflect R5 as well. And, I'm concerned that if the property at 1050 – 18th St NE changes back to commercial that you will not allow my property to change to multifamily? It is my hope that perhaps there's room for their change, and for mine.

* * *

As a side note: This area is close to two schools, recreation center, hospital, is on the bus route, walking distance to both downtown and uptown businesses; and it seems that it'll be just a matter of time before the RCMP's location has to change too, to better suit this growing city.

Thank you for your time.

Sincerely,

Debbie McGregor

Submission Items 23.1/23.2

CITY OF SALMON ARM

File: 2020-36

| | |
|---|---|
| TO: | His Worship Mayor Harrison and Members of Council |
| FROM: | Carl Bannister, CAO |
| PREPARED BY: | Jenn Wilson, City Engineer |
| DATE: | November 23, 2020 |
| SUBJECT: | **ROSS STREET UNDERPASS – CPR CONSTRUCTION AGREEMENT** |

## STAFF RECOMMENDATION

**THAT:** **Council Authorize Staff to enter into the 'Subway Construction Agreement' with Canadian Pacific Railway to formalize the terms of construction for the Ross Street Underpass.**

## BACKGROUND

The 2020 approved capital budget included the construction of the Ross Street Underpass (RSU). Staff, the City's project management consultant (Binnie and Associates), and the City's legal counsel (Lidstone and Company) have been diligently working through all remaining approvals, agreements and documentation.

The majority of outstanding items are reliant on Canadian Pacific Railway (CPR) including detailed design approval, costing of third party works (eg. flagging) and several agreements (Construction, Operations and Maintenance, Utility Crossing and Right-of-way (construction and permanent). These are all moving towards completion.

The Subway Construction Agreement, originally drafted by CPR has undergone thorough review by the City's project team and has undergone several turns each from the City and CPR to get to the current draft form. Minor changes to the agreement are still required, but the major terms have been agreed upon by both parties.

The 2020 Capital budget currently includes a total of $15,742,912.20 which includes a contribution of $1,000,000 from CP as well as a grant of $500,000 applied for by CP on our behalf. Additionally, CP is completing the hotbox detector relocation works at their cost and has removed the City's responsibility for fiber relocation costs.

## STAFF COMMENTS

Risk is a combination of the likelihood an event occurring and the consequence of the event.

The likelihood of a serious event occurring is being minimized through extensive engineering, bypass tracking and real time monitoring as well as full time supervision by City and CP agents. Staff can comfortably state that the likelihood of a serious event occurring will be minimized.

The consequence of a serious event occurring remains very high as interruptions to CPs service or at very worst a derailment could have catastrophic consequences. Many consequences (eg. environmental) can be minimized through mitigation and response plans and most of the financial consequences can be addressed through appropriate insurance; however, at this time there is a gap in the potential consequences and the insurance coverage available to the City. Specifically business interruption, loss of profit and consequential damages to CP are not covered by insurance available to the City. The City continues to work with CP to look at alternate options for reducing or eliminating this gap in coverage (CP has agreed to remove direct references to this liability in the agreement; however, this does not remove the liability if so assigned by the courts).

The project inherently has a large amount of risk to the City and CPR due to the active railway component. The agreement originally drafted by CPR was quite complex and onerous and originally included unacceptable risk to the City; through negotiations, the agreement has been modified significantly and has addressed the majority of the City's concerns. Staff are not confident however, that the remaining issue above will be able to be resolved through continued negotiations. The remaining risk is difficult to quantify, would be case specific and ultimately determined by the courts but could be anticipated to be financially significant if CPs operations are interrupted for any length of time.

Further to the above comments, the project team is requesting Council to authorize staff to enter into a final 'Subway Construction Agreement' with CPR per the negotiated terms of the draft agreement with minor modifications to finalize the agreement should Council be comfortable with the remaining project risk.

Should Council not be comfortable allowing the City to take on the remaining risk, the alternative options are to direct staff to continue negotiations with CP or to direct staff to break off negotiations with CP and either approach the Canadian Transport Authority to moderate the agreement or abandon the project.

Should the agreement be signed, the project can proceed to Tender over the winter with construction commencing in the Spring (assuming that bids come in within budget). Six contractors have been pre-qualified to bid on the Ross Street Underpass Tender.

Respectfully submitted,

Carl Bannister
Chief Administrative Officer