

# **AGENDA**

**Regular Council Meeting**

**Monday, January 28, 2019**

**1:30 p.m.**

**Room 100, City Hall**

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

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	CONFIRMATION OF MINUTES
3 - 16	1.	Regular Council Meeting Minutes of January 14, 2019
17 - 20	2.	Special Council Meeting Minutes of January 21, 2019
	6.	COMMITTEE REPORTS
21 - 26	1.	Development and Planning Services Committee Meeting Minutes of January 21, 2019
27 - 30	2.	Downtown Parking Commission Meeting Minutes of January 15, 2019
31 - 34	3.	Environmental Advisory Committee Meeting Minutes of January 10, 2019
35 - 38	4.	Shuswap Regional (Salmon Arm) Airport Commission Meeting Minutes of January 22, 2019
	7.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
39 - 44	1.	Board in Brief - January, 2019
	8.	STAFF REPORTS
45 - 46	1.	Director of Engineering & Public Works - Downtown Parking Commission Member Appointments
47 - 50	2.	Director of Engineering and Public Works - BC Air Access Program 2019
51 - 54	3.	Director of Engineering and Public Works - Award for Engineering Services (Phase 2.3B) Ross Street Underpass Detailed (100%) Design
55 - 58	4.	Director of Corporate Services - Execution of Licence to Use Agreement between Shuswap Recreation Society and Salmon Arm Sports Inc.
59 - 62	5.	Director of Corporate Services - Animal Control Services Contract Award & Pound Services Agreement

- 63 - 68      **9.                    INTRODUCTION OF BYLAWS**  
                 1.                    City of Salmon Arm Fee for Service Amendment Bylaw (Water Meter Rates) No. 4305 - First, Second and Third Readings
- 69 - 72      **10.                   RECONSIDERATION OF BYLAWS**  
                 1.                    City of Salmon Arm 2019 Revenue Anticipation Bylaw No. 4301 - Final Reading
- 73 - 74      **11.                   CORRESPONDENCE**  
75 - 76      1.                    Informational Correspondence  
                 2.                    2019 Federation of Canadian Municipalities Convention
- 12.                   NEW BUSINESS**
- 77 - 92      **13.                   PRESENTATIONS / DELEGATIONS**  
                 1.                    Presentation 4:00 - 4:15 p.m. (approximately)  
                         Tracey Kutschker, Director/Curator, Salmon Arm Arts Centre - Shuswap District Arts Council - 2018 Report to City Council
- 93 - 94      2.                    Presentation 4:15 - 4:30 p.m. (approximately)  
                         Dan McQuarrie - Building an all inclusive community
- 95-96      **14.                   COUNCIL STATEMENTS**  
                 1.                    Councillor Lavery - Southern Interior Local Government Association
- 15.                   SALMON ARM SECONDARY YOUTH COUNCIL**
- 16.                   NOTICE OF MOTION**
- 97 - 102    **17.                   UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**  
                 1.                    Thompson Rivers University - Fraser Watershed Restoration Conference April 24-25, 2019
- 103 - 110    2.                    Chief Administrative Officer - Feasibility of installing green technology on a City owned facility
- 111 - 118    3.                    Director of Engineering & Public Works - TCH Corridor Safety Improvements - Implementation
- 119 - 120    **18.                   OTHER BUSINESS**  
                 1.                    Shuswap Watershed Council - Alternate Appointment
- 19.                   QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>20.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>21.</b>	<b>HEARINGS</b>
121 - 138	1.	Temporary Use Permit Application No. TUP-15 [Salmon Arm Folk Music Society/847774 BC Ltd./Dedood, J./Thompson, J; 550 - 10 Avenue SW, 690 - 10 Avenue SW and 1300 - 10 Street SE; Temporary Camping for Roots and Blues Festival]
139 - 168	2.	Provincial Cannabis Retail Store Application [Her Majesty Queen in Right of the Province of British Columbia; 2991 - 10 Avenue (TCH) SW; CRS-7]
169 - 178	3.	Development Variance Permit Application No. VP-492 [Stacer, J., 661 - 21 Street NE; Parcel Width Variance]
	<b>22.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
179 - 188	1.	Zoning Amendment Application ZON-1135; Stacer, J.; 61 - 21 Street NE; R-4 to R-8 ( <i>see item 21.3 for staff report</i> )
189 - 198	2.	Zoning Amendment Application ZON-1137; Arsenault, A.; 4080 - 20 Street NE; R-7 to R-8
	<b>23.</b>	<b>RECONSIDERATION OF BYLAWS</b>
199 - 202	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4300 [ZON-1135; Stacer, J.; 61 - 21 Street NE; R-4 to R-8] - Third Reading
203 - 206	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4299 [ZON-1137; Arsenault, A.; 4080 - 20 Street NE; R-7 to R-8] - Third and Final Readings
	<b>24.</b>	<b>QUESTION AND ANSWER PERIOD</b>
207 - 208	<b>25.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Flynn

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 5.1

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of January 14, 2019, be adopted as circulated.

### Vote Record

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

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced in Room 100 and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, January 14, 2019.

### PRESENT:

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

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

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0029-2019

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.  
 Council returned to Regular Session at 2:25 p.m.  
 Council recessed until 2:31 p.m.

### 3. REVIEW OF AGENDA

Additional information for item 11.3 CRI-106: Neskonlith & Salmon Arm Wildfire Risk Mitigation -

Addition of Item 11.5 L. Paiement - email dated January 9, 2019 - Physical Literacy for Communities Meeting - Application and Letter of Support

Additional information for item 18.1 Community Child Care Planning Program Grant Application - letter dated January 4, 2019 - Jane Shirley, Executive Director SAFE Society

4. **DISCLOSURE OF INTEREST**

Councillor Flynn declared a conflict of interest with item 11.3 as the author is a client of his firm.

5. **CONFIRMATION OF MINUTES**

1. **Regular Council Meeting Minutes of December 10, 2018**

0030-2019                      Moved: Councillor Eliason  
                                     Seconded: Councillor Lindgren  
                                     THAT: the Regular Council Meeting Minutes of December 10, 2018, be adopted  
                                     as circulated.

CARRIED UNANIMOUSLY

2. **Special Council Meeting Minutes of January 7, 2019**

0031-2019                      Moved: Councillor Wallace Richmond  
                                     Seconded: Councillor Lavery  
                                     THAT: the Special Council Meeting Minutes of January 7, 2019, be adopted as  
                                     circulated.

CARRIED UNANIMOUSLY

6. **COMMITTEE REPORTS**

1. **Development and Planning Services Committee Meeting Minutes of January 7, 2019**

0032-2019                      Moved: Councillor Flynn  
                                     Seconded: Councillor Cannon  
                                     THAT: the Development and Planning Services Committee Meeting Minutes of  
                                     January 7, 2019 be received as information.

CARRIED UNANIMOUSLY

2. **Housing Task Force Meeting Minutes of December 3, 2018**

0033-2019                      Moved: Councillor Lavery  
                                     Seconded: Councillor Wallace Richmond  
                                     THAT: the Housing Task Force Meeting Minutes of December 3, 2018, be  
                                     received as information.

CARRIED UNANIMOUSLY

3. **Environmental Advisory Committee Meeting Minutes of December 6, 2018**

0034-2019                      Moved: Councillor Lindgren  
                                     Seconded: Councillor Eliason  
                                     THAT: the Environmental Advisory Committee Meeting Minutes of December 6,  
                                     2018, be received as information.

CARRIED UNANIMOUSLY

6. **COMMITTEE REPORTS – continued**

4. **Greenways Liaison Committee Meeting Minutes of November 8, 2018**

0035-2019                      Moved: Councillor Lavery  
                                       Seconded: Councillor Cannon  
                                       THAT: the Greenways Liaison Committee Meeting Minutes of November 8, 2018,  
                                       be received as information.

**CARRIED UNANIMOUSLY**

5. **Downtown Parking Commission Meeting Minutes of December 18, 2018**

0036-2019                      Moved: Councillor Eliason  
                                       Seconded: Councillor Wallace Richmond  
                                       THAT: the Downtown Parking Commission Meeting Minutes of December 18,  
                                       2018 be received as information.

**CARRIED UNANIMOUSLY**

6. **Agricultural Advisory Committee Meeting Minutes of December 12, 2018**

0037-2019                      Moved: Councillor Lavery  
                                       Seconded: Councillor Lindgren  
                                       THAT: the Agricultural Advisory Committee Meeting Minutes of December 12,  
                                       2018, be received as information.

**CARRIED UNANIMOUSLY**

7. **Community Heritage Commission Meeting Minutes of December 14, 2018**

0038-2019                      Moved: Councillor Cannon  
                                       Seconded: Councillor Flynn  
                                       THAT: the Community Heritage Commission Meeting Minutes of December 14,  
                                       2018, be received as information.

**CARRIED UNANIMOUSLY**

7. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

1. **Board in Brief – December, 2018**

Received for information.

8. **STAFF REPORTS**

1. **Director of Engineering & Public Works – Purchase Recommendation for Replacement of the Unit #63 – Tandem Axle Dump/Sander Truck**

0039-2019                      Moved: Councillor Eliason  
                                       Seconded: Councillor Wallace Richmond  
                                       THAT: Council approve the purchase of the Unit #63 Tandem Axle  
                                       Dump/Sander Truck replacement, from IRL International Truck Centre Ltd. for  
                                       the quoted amount of \$286,772.50 including taxes.

**CARRIED UNANIMOUSLY**

**8. STAFF REPORTS – continued****2. Director of Engineering and Public Works – Budget Amendment 10 Street SW & 20 Avenue SE Sidewalk Extensions**

0040-2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to reflect additional funding for the 10 Street SW Sidewalk Extension project in the amount of \$8,800.00, reallocated from the Hudson Avenue Revitalization project, Community Works Fund;

AND THAT: the 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to reflect additional funding for the 20 Avenue SE Sidewalk Extension project in the amount of \$10,800.00, reallocated from the Hudson Avenue Revitalization project, Community Works Fund.

CARRIED UNANIMOUSLY**3. Director of Corporate Services – Shaw Cablesystems Facility Attachment Agreement – Request for Renewal**

0041-2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Mayor and Corporate Officer be authorized to execute the five (5) year license agreement with Shaw Cablesystems Limited, dated October 14, 2019 allowing Wireless Fidelity (Wi-Fi) Access points in identified City parks and City facilities to extend free limited Wi-Fi hotspot services to all visitors and residents in exchange for location access;

AND THAT: all costs associated with the wireless communication facilities be borne by Shaw Cablesystems Limited.

CARRIED

Councillor Lindgren Opposed

**4. Chief Administrative Officer – Feasibility of installing green technology on a City owned facility**

0042-2019

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the report on the Feasibility of installing green technology on a City owned facility be deferred to the January 28, 2019 Regular Council Meeting.

CARRIED UNANIMOUSLY**9. INTRODUCTION OF BYLAWS****1. City of Salmon Arm Zoning Amendment Bylaw No. 4299 [ZON-1137; Arsenault, A.; 4080 – 20 Street NE; R-7 to R-8] – First and Second Readings**

0043-2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw cited as the City of Salmon Arm Zoning Amendment Bylaw No. 4299 be read a first and second time.

CARRIED UNANIMOUSLY

9. **INTRODUCTION OF BYLAWS – continued**

2. **City of Salmon Arm Zoning Amendment Bylaw No. 4300 [ZON-1135; Stacer, J.; 661 21 Street NE; R-4 to R-8] – First and Second Readings**

0044-2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw cited as the City of Salmon Arm Zoning Amendment Bylaw No. 4300 be read a first and second time;

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

CARRIED UNANIMOUSLY

3. **City of Salmon Arm 2019 Revenue Anticipation Bylaw No. 4301 – First, Second and Third Readings**

0045-2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw cited as the City of Salmon Arm Revenue Anticipation Bylaw No. 4301 be read a first, second and third time.

CARRIED UNANIMOUSLY

4. **City of Salmon Arm 2019 to 2023 Financial Plan Bylaw No. 4302– First, Second and Third Readings**

0046-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw cited as the City of Salmon Arm 2019 to 2013 Financial Plan Bylaw No. 4302 be read a first, second and third time.

CARRIED UNANIMOUSLY

10. **RECONSIDERATION OF BYLAWS**

1. **City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4295 (Remuneration) – Final Reading**

0047-2019

Moved: Councillor Wallace Richmond

Seconded: Councilor Lavery

THAT: the bylaw entitled City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4295 be read a final time.

CARRIED

Councillor Lindgren Opposed

2. **City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4296 (Technology Allowance) – Final Reading**

0048-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Council Members Remuneration and Expense Amendment Bylaw No. 4296 be read a final time.

CARRIED UNANIMOUSLY



**11. CORRESPONDENCE****1. Informational Correspondence**

7. M. Houle - email dated December 31, 2018 - Lack of snow removal the weekend of Christmas
8. K. McIntyre-Paul - email dated January 1, 2019 - Winter sidewalks
9. J. & J. Hauser - email dated January 2, 2019 - Snow Removal in Raven Subdivision

0049-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Council direct staff respond to the letters from M. Houle, K. McIntyre-Paul and J. & J. Hauser outlining the policy on snow removal in the City of Salmon Arm.

CARRIED UNANIMOUSLY

13. S. Caner, President, Shuswap Food Action Society - letter dated December 18, 2018 - Downtown Farmer's Market

0050-2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council authorize the Shuswap Food Action Society to host a Farmer's Market at Ross Street Plaza (and a portion of Ross Street Parking Lot) on Saturdays from June 22 to September 21, 2019 from 8:00 a.m. - 1:00 p.m., subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

0051-2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council approve Serena Caner, President, Shuswap Food Action Society to address Council regarding the request for the Downtown Farmer's Market.

CARRIED UNANIMOUSLY

Serena Caner, President, Shuswap Food Action Society spoke regarding the proposed start date of June 22, 2019 and was available to answer questions from Council.

17. K. Leinweber, Director, The Lewiston Ultra - email received December 7, 2018 - City Council Approval for the Lewiston Ultra 2019

0052-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council approve the Lewiston Ultra 2019 trail race event, as outlined in the email received December 7, 2018, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE - continued

16. E. Vardal, Intensive Family Preservation Program, Shuswap Family Resource & Referral Society - letter received December 7, 2018 - SNAP Program

0053-2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council provide a letter of support to the Shuswap Family Resource & Referral Society for the SNAP Program in Salmon Arm.

CARRIED UNANIMOUSLY

10. D. Hadley - letter dated December 13, 2018 - Theft at SASCU Recreation Centre and Shaw Centre

0054-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Council direct staff to prepare a report on the installation of security cameras on City owned properties.

DEFEATED UNANIMOUSLY

31. Thompson Rivers University - Fraser Watershed Restoration Conference April 24-25, 2019

0055-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council authorize one (1) Councillor to attend the Fraser Watershed Restoration Conference from April 24 - 25, 2019 at the Thompson Rivers University in Kamloops, BC.

0056-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: motion 0055-2019 be deferred to the January 28, 2019 Regular Council Meeting.

CARRIED

Councillor Lindgren Opposed

13. PRESENTATIONS

1. M. Leung, BC Regional Radiation Specialist, Health Canada, L. Forsman-Phillips Project Manager, CAREX Canada and C. Wilson, Little Bear Engineering - Radon exposure in the Interior of BC

Mickey Leung, BC Regional Radiation Specialist, Lindsay Forsman-Phillips, Project manager, CAREX Canada and Chantel Wilson, Little Bear Engineering provided an overview regarding Radon exposure in the Interior of BC and were available to answer questions from Council. They left 100 Day Test Kits for all members of Council.

**11. CORRESPONDENCE – continued**

0057-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council approve Lana Fitt, Economic Development Manager, Salmon Arm Economic Development Society to address Council regarding the Entrepreneur Immigration Regional Pilot Program and Salmon Arm Brand Filing of Official Mark.

CARRIED UNANIMOUSLY**2. L. Fitt, Economic Development Manager, Salmon Arm Economic Development Society – letter dated January 2, 2019 – Entrepreneur Immigration Regional Pilot Program**

Lana Fitt, Economic Development Manager, Salmon Arm Economic Development Society provided an overview of the Entrepreneur Immigration Regional Pilot Program and was available to answer questions from Council.

0058-2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council authorize the Mayor and Corporate Officer to execute the application to register Salmon Arm as an eligible community under the new Entrepreneur Immigration Regional Pilot Program;

AND THAT: SAEDS staff act as the designated contact for this program, working in partnership with other community organizations to support the attraction of entrepreneurs immigrating to Salmon Arm.

CARRIED UNANIMOUSLY**4. L. Fitt, Economic Development Manager, Salmon Arm Economic Development Society – letter dated January 4, 2019 – Salmon Arm Brand Filing of Official Mark**

Lana Fitt, Economic Development Manager, Salmon Arm Economic Development Society outlined the request to register an Official Mark and was available to answer questions from Council.

0059-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council direct staff to work with SAEDS to file an official mark notice under the Trade-marks Act as outlined in the letter from L. Fitt, Economic Development Manager dated January 4, 2019, subject to the Salmon Arm Economic Development Society being responsible for all associated costs of filing an official mark and brand oversight through a service agreement.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict of interest and left the meeting at 4:35 p.m.

**3. T. Smith, President, GM, Silvatech Consulting Ltd. – email dated December 19, 2018 – Neskonlith & Salmon Arm Wildfire Risk Mitigation**

0060-2019

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: Council approve Terry Smith, President, GM, Silvatech Consulting Ltd. to address Council regarding the proposed Neskonlith & Salmon Arm Wildfire Risk Mitigation Program.

CARRIED UNANIMOUSLY

**11. CORRESPONDENCE – continued****3. T. Smith, President, GM, Silvatech Consulting Ltd. – email dated December 19, 2018 – Neskonlith & Salmon Arm Wildfire Risk Mitigation – continued**

Terry Smith, President, GM, Silvatech Consulting Ltd. outlined the CRI and FES Neskonlith & Salmon Arm Wildfire Risk Mitigation grant applications and was available to answer questions from Council.

Councillor Wallace Richmond left the meeting at 4:42 p.m. and returned at 4:44 p.m.

0061-2019

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the City of Salmon Arm agrees to co-apply with the Neskonlith Indian Band (NIB) by way of Regional Community Resiliency Investment and Forest Enhancement Society BC grant applications for FireSmart and Wildfire Fuel Management grants;

AND THAT: Council agrees to have the Neskonlith Indian Band act as the primary applicant to apply for, receive and manage the grant(s) funding on behalf of the City of Salmon Arm.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 5:00 p.m.

Councillor Eliason left the meeting at 5:00 p.m.

**5. L. Paiement – email dated January 9, 2019 – Physical Literacy for Communities Meeting – Application and Letter of Support**

0062-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council provide a letter of support for the Shuswap Physical Literacy for Communities Committee in their quest to improve physical literacy in our region.

Councillor Eliason returned to the meeting at 5:02 p.m.

CARRIED UNANIMOUSLY

**18. OTHER BUSINESS****1. Community Child Care Planning Program Grant Application**

0063-2019

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Council approve June Stewart, Executive Director, Shuswap Children's Association to address Council regarding the Community Child Care Planning Program Grant Application.

CARRIED UNANIMOUSLY

June Stewart, Executive Director, Shuswap Children's Association outlined the Community Child Care Planning Program Grant Application and was available to answer questions from Council.

**18. OTHER BUSINESS - continued****1. Community Child Care Planning Program Grant Application - continued**

0064-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council authorize the submission of an application in Partnership with the Shuswap Children's Association to the Union of British Columbia Municipalities for the Community Child Care Planning Program;

AND THAT: the City of Salmon Arm provide overall grant management, including procurement of services.

CARRIED UNANIMOUSLY

**12. NEW BUSINESS****14. COUNCIL STATEMENTS****15. SALMON ARM SECONDARY YOUTH COUNCIL****16. NOTICE OF MOTION****17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS****1. Director of Engineering & Public Works - Investing in Canada Infrastructure Grant 2019 Deferred Motion 0523-2018 West Bay Connector Project**

0523-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council authorize submission of a grant application under the Canada-British Columbia Investing in Canada Infrastructure Program - Community, Culture and Recreation for the West Bay Connector Project, estimated cost of \$1,200,000.00 plus taxes.

DEFEATED UNANIMOUSLY

**19. QUESTION AND ANSWER PERIOD**

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

The Meeting recessed at 5:21 p.m.

The Meeting reconvened at 7:00 p.m.

**PRESENT:**

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

Chief Administrative Officer C. Bannister  
Director of Corporate Services E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen

**20. DISCLOSURE OF INTEREST****21. HEARINGS**

1. Development Variance Permit No. VP-487; Cox, P. & V.; #6 - 481 Highway 97B NE; Parcel Coverage Variance

0065-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-487 be authorized for issuance for Strata Lot 21, Section 18, Township 20, Range 9, W6M, KDYD, Strata Plan EPS2062 which will vary Mobile Home Park Bylaw No. 1435 as follows:

1. Section 4.06 Site Coverage - Increase the maximum site coverage from 35% to 41.2%.

The Chief Administrative Officer explained the proposed Development Variance Permit.

Submissions were called for at this time.

B. Tidsbury, the agent, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:03 p.m. and the motion was:

CARRIED UNANIMOUSLY

**22. STATUTORY PUBLIC HEARING****23. RECONSIDERATION OF BYLAWS****24. QUESTION AND ANSWER PERIOD**

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

25. ADJOURNMENT

0066-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of January 14, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:04 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the      day of 2019.

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Item 5.2

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Special Council Meeting Minutes of January 21, 2019, be adopted as circulated.

### Vote Record

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

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

## **SPECIAL COUNCIL**

Minutes of a Special Meeting of Council of the City of Salmon Arm commenced in the Council Chamber at 10:00 a.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, January 21, 2019.**

**PRESENT:**

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

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

**ABSENT:**

Councillor C. Eliason

**1. CALL TO ORDER**

Mayor Harrison called the meeting to order at 10:01 a.m.

**2. IN-CAMERA SESSION**

**3. REVIEW OF AGENDA**

**4. DISCLOSURE OF INTEREST**

**5. RECONSIDERATION OF BYLAWS**

**1. City of Salmon Arm 2019 to 2023 Financial Plan Bylaw No. 4302 – Final Reading**

0067-2019

Moved: Councillor Lindgren

Seconded: Councilor Lavery

THAT: the bylaw cited as the City of Salmon Arm 2019 to 2023 Financial Plan Bylaw No. 4302 be read a final time.

**CARRIED UNANIMOUSLY**

6. CORRESPONDENCE

1. P. McIntyre-Paul - email dated January 15, 2019 - Urgent action required for Rail-Trail Governance Advisory

0068-2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council appoint Councillor Chad Eliason as the City of Salmon Arm representative to the Rail Trail Inter-Jurisdictional Governance Advisory Committee and Rail Trail Operational Committee.

CARRIED UNANIMOUSLY7. ADJOURNMENT

0069-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Special Council Meeting of January 21, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:03 a.m.

CERTIFIED CORRECT:

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 CORPORATE OFFICER

---

 MAYOR

Adopted by Council the      day of 2019.

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Item 6.1

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of January 21, 2019 be received as information.

### Vote Record

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

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

## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, January 21, 2019.**

**PRESENT:**

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

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

**ABSENT:**

Councillor C. Eliason

**1. CALL TO ORDER**

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

**2. REVIEW OF THE AGENDA**

**3. DECLARATION OF INTEREST**

**4. PRESENTATIONS**

**5. REPORTS**

1. **Temporary Use Permit Application TUP-15 Amendment [Salmon Arm Folk Music Society/847774 BC Ltd./Dedood, J./Thompson, J.; 550 - 10 Avenue SW/690 - 10 Avenue SW/1300 - 10 Street SW; Temporary Camping for Roots & Blues Festival]**

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Temporary Use Permit No. TUP-15 Amendment be approved for:

5. **REPORTS - continued**

1. **Temporary Use Permit Application TUP-15 Amendment [Salmon Arm Folk Music Society/847774 BC Ltd/Dedood, J./Thompson, J.; 550 - 10 Avenue SW/690 - 10 Avenue SW/1300 - 10 Street SW; Temporary Camping for Roots & Blues Festival] - continued**

- 1) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 (550 - 10 Avenue SW);
- 2) Parcel B (Plan B5839) of the NW ¼, Section 11, Township 20, Range 10, W6M, KDYD (690 - 10 Avenue SW); and
- 3) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 - 10 Street SW);

AND THAT: TUP-15 permit the temporary use of campgrounds as shown in Appendix 2 of the Staff Report dated January 10, 2019 and in accordance with the amended terms and conditions:

- 1) TUP-15 is valid for a two week period during the month of August for the years 2018, 2019 and 2020, with camping limited to a maximum seven day time period during the Roots and Blues Festival; and
- 2) TUP-15 camping area is expanded on Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 - 10 Street SW) as shown in Appendix 2 of the Staff Report dated January 10, 2019.

D. Gonella, on behalf of Salmon Arm Folk Music Society, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. **Cannabis Retail Store Application No. CRS-7 [BC Cannabis Stores/Her Majesty the Queen in Right of the Province of British Columbia/Calloway REIT (Salmon Arm); 2991 - 10 Avenue SW**

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Council approve application CRS-7;

AND THAT: Council consider its Resolution with respect to the following:

1. City Zoning Bylaw No. 2303 and City Policy No. 3.20;
2. Public notification followed by the holding of a Hearing at the Regular Council Meeting of January 28, 2019; and
3. The impact of the application on the community.

K. Aujla, on behalf of BC Cannabis Stores, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. **REPORTS - continued**

3. **Director of Engineering & Public Works - TCH Corridor Safety Improvements Implementation**

S. Sirett, District Manager, and R. Thorpe, District Engineer, Ministry of Transportation and Infrastructure outlined the project and were available to answer questions from the Committee.

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Council approve Phase I and Phase II of the Trans-Canada Corridor Safety Improvements as recommended in the Trans-Canada Highway Corridor Safety Study (2013) as prepared by ISL Engineering Ltd.;

AND THAT: the City enter into Letters of Agreement with both the Ministry of Transportation and Infrastructure and Insurance Corporation of British Columbia for the cost sharing of said improvements.

Amendment:

Moved: Mayor Harrison

Seconded: Councillor Cannon

AND THAT: the Ministry of Transportation provide a written agreement that gateway signage and speed reader signs be permitted to be installed to the east and west of the downtown core as a condition of proceeding with the project.

CARRIED UNANIMOUSLY

Amendment:

Moved: Mayor Harrison

Seconded: Councillor Cannon

AND THAT: the Ministry and the City agree to install a red light camera at the intersection of Alexander Street NE and the Trans Canada Highway as a condition of proceeding with the project.

DEFEATED

Councillors Flynn, Wallace Richmond and Lavery Opposed

Amendment:

Moved: Councillor Flynn

Seconded: Councillor Lavery

AND THAT: the City and the Ministry of Transportation and Infrastructure review the installation of a red light camera at the intersection of Alexander Street NE and the Trans Canada Highway one year after the Phase I and Phase II improvements have been completed.

Motion as amended:

CARRIED UNANIMOUSLY



6. FOR INFORMATION

1. Agricultural Land Commission - Letter dated January 8, 2019 - Application 57674 to conduct a non-farm use in the Agricultural Land Reserve

Received for information.

2. Director of Engineering & Public Works - Ice and Snow Control Program

This item will be deferred to the Development and Planning Services Committee Meeting on February 4, 2019 or to the Regular Council Meeting of January 28, 2019.

7. IN CAMERA8. LATE ITEMS9. ADJOURNMENT

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee meeting of January 21, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:58 a.m.

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

\_\_\_\_\_  
Mayor Alan Harrison  
Chair

)

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Item 6.2

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Downtown Parking Commission Meeting Minutes of January 15, 2019, 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 **Downtown Parking Commission** Meeting held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, January 15, 2019.**

### **PRESENT:**

Chad Eliason	Councillor, City of Salmon Arm, Chair
Regan Ready	Member at Large
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Heather Finn	Downtown Salmon Arm Representative
Gerald Foreman	Downtown Salmon Arm Representative
Jacquie Gaudreau	Downtown Salmon Arm Representative
Jenn Wilson	Resource Personnel, City Engineer
Marcel Bedard	Resource Personnel, Bylaw Officer
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works

### **ABSENT:**

Cathy Ingebrigtsen	Member at Large
--------------------	-----------------

### **GUEST:**

The meeting was called to order at 8:00 a.m. by Chairperson Chad Eliason.

1.     **INTRODUCTIONS AND WELCOME**
  
2.     **PRESENTATIONS**
  
3.     **APPROVAL / CHANGES / ADDITIONS TO AGENDA**
  
4.     **APPROVAL OF MINUTES FROM DECEMBER 18, 2018**

Moved: Gerald Foreman

Seconded: Jacquie Gaudreau

THAT: the Downtown Parking Commission Meeting Minutes of December 18, 2018 be adopted as circulated.

**CARRIED UNANIMOUSLY**

5. **OLD BUSINESS ARISING FROM MINUTES**

6. **NEW BUSINESS - Discussion**

- 1) **Visitor Information Maps** – the Visitor Information maps were reviewed and the Committee has the following suggestions:

- Insert a "P" within all lots
- Change colour of the lots
- Use a bolder font
- Remove lot lines on maps

- 2) **2019 Chairperson Schedule** – the Chairperson schedule for 2019 was reviewed and approved as presented.

7. **OTHER BUSINESS**

- 1) **Correspondence –**

- a) **J. Young, email dated December 20, 2018 – Downtown parking issues**

James Young suggests two hour parking limit for on street parking in the downtown core and commented on the pay parking dispenser behind the Salmar Grand Theatre.

Received as information.

Councillor Eliason has responded to Mr. Young and discussed the parking plan including enforcement, technology and time.

8. **NEXT MEETING – Tuesday, February 26, 2019**

The next meeting of the Downtown Parking Commission will be Tuesday, February 26, 2019.

9. ADJOURNMENT

Moved: Bill Laird

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting of January 15, 2019 be adjourned.

The meeting adjourned at 9:00 a.m.

CARRIED UNANIMOUSLY



Marcel A. Bedard  
Bylaw Officer

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

Item 6.3

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Environmental Advisory Committee Meeting Minutes of January 10, 2019, 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 **Environmental Advisory Committee** Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Thursday, January 10, 2019** at 9:00 a.m.

### PRESENT:

Councillor Sylvia Lindgren  
Sherry Bowlby  
John McLeod  
Janet Pattinson  
Luke Gubbels  
Ron Pederson  
Sarah Weaver  
Warren Bell  
Barry Wilson  
Pauline Waelti  
Barb Puddifant

City of Salmon Arm, Chair  
Citizen at Large (left the meeting at 9:44 a.m.)  
Salmon Arm Farmers Institute (SAFI)  
Shuswap Naturalist Club  
Canoe Forest Products  
Salmon Arm Fish and Game Club  
Salmon Arm Bay Nature Enhancement Society  
WA:TER  
Citizen at Large  
Shuswap Environmental Action Society (SEAS)  
City of Salmon Arm, recorder

### ABSENT:

Gary Arsenault  
Louis Thomas  
Dan Smith  
Gina Johnny  
Amy Vallarino

Shuswap Pro Development Association  
Councillor, Neskonalith Indian Band  
Shuswap Construction Industry Professionals  
Councillor, Adams Lake Indian Band  
Citizen at Large

### GUESTS:

Neil Caves  
Joost de Bruijn  
Julia Beatty  
Holly Ketter

Shuswap Solar Energy Society  
Shuswap Solar Energy Society  
Citizen  
Citizen

The meeting was called to order at 9:00 a.m.

### 1. Introductions and Welcome

### 2. Presentations

- a) **Neil Caves and Joost de Bruijn - Shuswap Solar Energy Society** - Neil Caves and Joost de Bruijn presented a powerpoint and an overview of the use of solar panels in the community of Hudson's Hope, BC and were available to answer questions from the Committee.



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

Addition of Item 5.a – Trello

Moved: Ron Pederson

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee Meeting Agenda of January 10, 2019, be approved with additions.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of December 6, 2018 Environmental Advisory Committee Meeting**

Moved: Janet Pattinson

Seconded: Warren Bell

THAT: the minutes of the Environmental Advisory Committee Meeting of December 6, 2018 be approved as circulated.

**CARRIED UNANIMOUSLY**

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

- a) **Trello** – Councillor Lindgren will provide an update at the February meeting on a training session/information on the use of Trello as a repository for sharing information within the Committee.
- b) **Greenhouse Gas Emissions Reduction ideas** – Councillor Lindgren distributed written ideas from Committee members as to possible recommendations to Council regarding climate change. The Committee members will review this information and provide comments for recommendations at an upcoming meeting.
- c) **Climate Change Update** – no updates
- d) **February meeting location** – The February meeting of the Committee will be held at Salmon Arm Secondary school on February 7, 2019 commencing at 9:15 a.m.

**6. New Business****7. Other Business &/or Roundtable Updates**

8. **Next meeting - February 7, 2019 - Salmon Arm Secondary school**

9. **Adjournment**

Moved: Warren Bell

Seconded: Luke Gubbels

THAT: the Environmental Advisory Committee Meeting of January 10, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 10:29 a.m.

---

Councillor Sylvia Lindgren, Chair

Received for information by Council on the      day of      , 2018

Item 6.4

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Shuswap Regional (Salmon Arm) Airport Commission Meeting Minutes of January 22, 2019, be received as information.

### Vote Record

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

Opposed:

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

# Shuswap Regional (Salmon Arm) Airport Commission

Minutes of a Meeting of the Shuswap Regional (Salmon Arm) Airport Commission held in  
Meeting Room 100 of City Hall on January 22, 2019

## PRESENT:

Rene Talbot, CSRD (Area "D")  
Rhona Martin, CSRD (Area "E")  
Paul Demenok, CSRD (Area "C")  
Terry Rysz, District of Sicamous  
Alan Harrison, City of Salmon Arm  
Tim Auger, Salmon Arm Flying Club  
Robert Niewenhuizen, Director of Engineering & Public Works, City of Salmon Arm  
Chelsea Van de Cappelle, Chief Financial Officer, City of Salmon Arm

## ABSENT:

The meeting was called to order at 3:02 p.m.

### 1. Selection of Chairperson

Moved: Rhona Martin  
Seconded: Terry Rysz  
THAT: Alan Harrison act as Chairperson for the Shuswap Regional  
(Salmon Arm) Airport Commission.

CARRIED UNANIMOUSLY

### 2. Minutes of Meeting – November 28, 2018

Moved: Paul Demenok  
Seconded: Terry Rysz  
THAT: The minutes of Shuswap Regional (Salmon Arm) Airport  
Commission Meeting of November 28, 2018, be approved.

CARRIED UNANIMOUSLY

### 3. 2019 BC Air Access Grant Application – Runway Paving Project

Robert Niewenhuizen, Director of Engineering & Public Works summarized the BC Air Access Program and the City of Salmon Arm's desire to apply for the Runway Paving Project at the Shuswap Regional Airport (Salmon Arm). Commission members were updated on the progress of the Airport Fuel System. Mr. Niewenhuizen apprised the Commission of the Airport Taxiway Runway Reserve balance and that there are sufficient funds in the Airport Fuel System Reserve to fund the shortfall of \$75,000.00.

Robert Niewenhuizen, Director of Engineering & Public Works further explained the scope of the project including timelines, potential downtown, asphalt costs and runway and other potential lighting and electrical upgrades. Chelsea Van de Cappelle, Chief Financial Officer advised the commission of the estimated remaining balance in the Airport Fuel System Reserve and Lighting Reserve.

Moved: Rene Talbot  
Seconded: Terry Rysz

THAT: The Shuswap Regional Airport Commission supports the submission of a grant application under the British Columbia Air Access Program (BCAAP), for the Shuswap Regional Airport Runway Paving Project, estimated to cost \$1,500,000 plus application taxes;

AND THAT: The contribution towards the Shuswap Regional Airport Runway Project be funded from the Airport Taxiway Runway Reserve in the amount of \$300,000.00 and the Airport Fuel System Reserve in the amount of \$75,000.00.

CARRIED UNANIMOUSLY

4. Any Other Business

Robert Niewenhuizen, Director of Engineering & Public Works updated the Commission on the status of the Taxiway Charlie Project and the removal of tree growth at the south end of the runway approach.

5. Adjournment

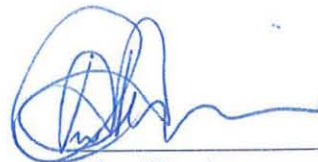
Moved: Paul Demenok  
Seconded: Terry Rysz

THAT: The meeting of the Shuswap Regional Airport (Salmon Arm) Commission of January 22, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 3:21 p.m.

Received as information by Council on the  
28th day of January, 2019



Alan Harrison  
Chairperson

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Item 7.1

## CITY OF SALMON ARM

Date: January 28, 2019

### Board in Brief – January, 2019

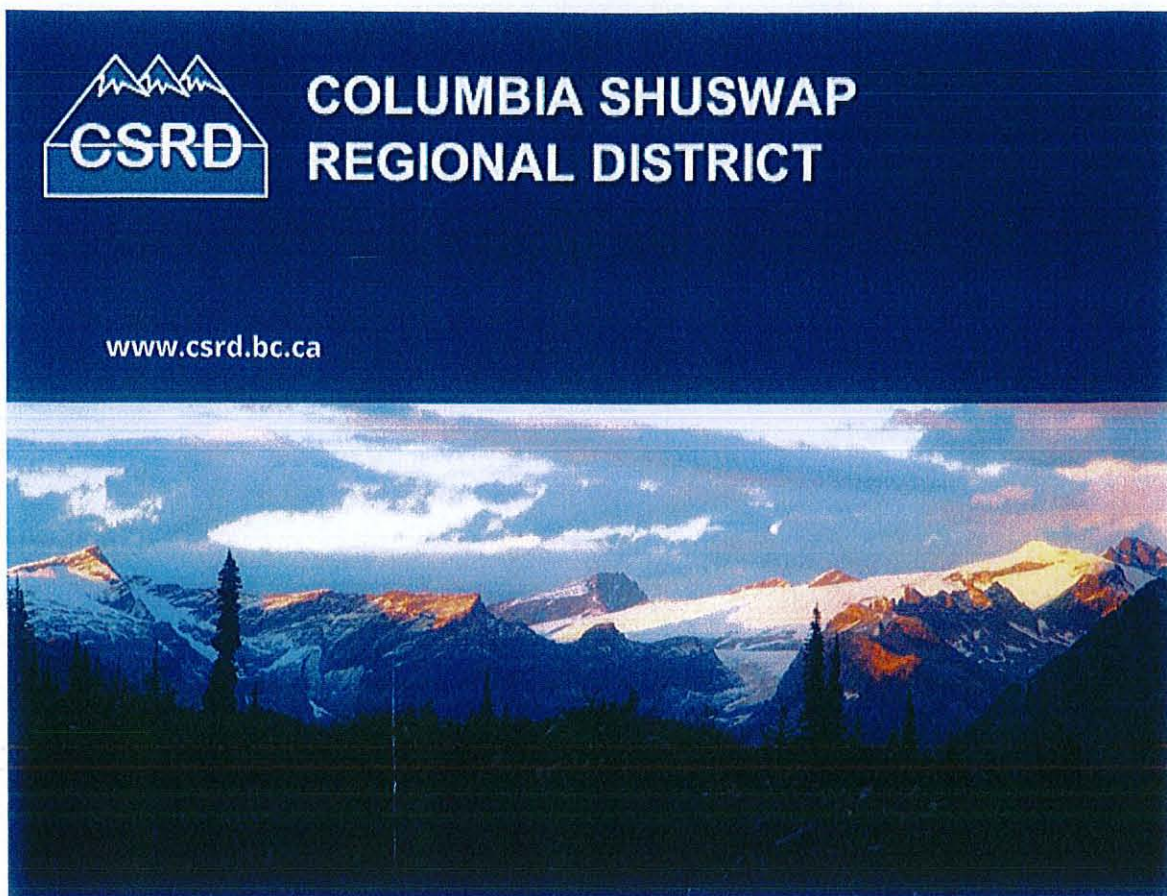
#### Vote Record

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

Opposed:

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

**From:** Columbia Shuswap Regional District [communications@csrd.bc.ca]  
**Sent:** Monday, January 14, 2019 11:14 AM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD



#YourCSRD

January 2019

[Tweet](#) [Like](#)

[Web version](#)

Highlights from the Regular Board Meeting



**CAREX Canada, Health  
Canada, Little Bear  
Engineering**

Lindsay Forsman-Phillips, CAREX Canada; Micky Leung, Health Canada and Chantal Wilson, Little Bear Engineering attended as a delegation to inform the Board of Radon Exposure in the Interior region of BC. [View media release.](#)



**Newsome Creek Erosion, Sorrento, Electoral Area C**

The Board received several communications from staff and citizens and responses from the Ministry regarding Newsome Creek erosion in Sorrento. The Board supported two resolutions: to take \$25,000 from revenue earned from Structural Protection Unit (SPU) deployments from 2018 as matching funding from Emergency Management BC (EMBC) to undertake a remediation work plan and ravine stabilization assessment on Newsome Creek at Caen Road; And to make applications under the applicable federal and provincial funding programs identified in the Ministry's letter to pay for the remediation works required to address the current safety, erosion, and stability issues along Newsome Creek at Caen Road. [View media release.](#)

**Commercial Recycling in the Recycle BC Program**

The Board authorized staff to send a letter to the Minister of Environment requesting the Recycle BC Stewardship Program be amended to include commercially generated recycling. [View report.](#) [View media release.](#)

**Asset Management - All Areas Community Works Fund**

In accordance with Policy No. F-3 "Electoral Area Community Works Fund – Expenditure of Monies" the Board passed two resolutions: 1) access to the Community Works Fund in the amount of \$110,000, from the 10% All Areas portion of the Community Works Fund allocation to implement the recommendations within the CSRD's Asset Management Five Year Resource Plan; and 2) an amount of \$90,000 on an annual basis in 2019 through to 2023, from the 10% All Areas portion of the Community Works Fund be allocated to implement the recommendations within the CSRD's Asset Management Five Year Resource Plan. [View report.](#)

**Licence of Occupation - Silver Creek Community Park**

The CSRD currently has a Licence of Occupation (LoO) over a portion of Crown land that encompasses approximately 50% of an existing horse riding arena located within the park. The CSRD is planning to expand the park footprint to accommodate additional parking and amenities including a vault toilet, garbage receptacles, sign kiosks and fencing. The existing LoO area will be amended and a new LoO document issued. [View report.](#)

**Bristow Road Boat Launch - Crown Foreshore Tenure Application**

The CSRD currently holds a Licence of Occupation (LoO) over a portion of the Crown foreshore of Shuswap Lake directly in front of Bristow Road in Electoral Area F. The ten year licence expired in 2018 and a renewal is required. Maintaining the current foreshore licence in front of Bristow Road will complement existing planning for the proposed boat launch. The Board supported a resolution to renew and a copy will now be submitted with the renewal application document for the foreshore tenure.

### **Letter of Support - District of Sicamous**

The Board directed staff to send a letter of support backing a proposal from the District of Sicamous who will be applying for a \$6 million grant to go towards building a Community Wellness Centre. [View media release.](#)

### **Improvements to the Trans-Canada Highway Intersection, Electoral Area B**

Directors voted unanimously to send a letter to the local Ministry of Transportation and Infrastructure office requesting improvements to highway intersections at Pole Yard Road and Pine Road. The motion calls for lighting at these intersections, reflectors on the road and signs to indicate the upcoming intersections, and a lower speed limit of 80 km/h. [View media release.](#)

### **Sorrento Waterworks Service Area Amendment Bylaw**

The Board adopted this bylaw to include one property into the Sorrento Waterworks service area. [View Bylaw 5791.](#)

### **St. Ives Street Lighting Service Area Amendment Bylaw**

The Board adopted this bylaw to increase the annual parcel tax requisition from property owners within the service area up to \$10,000. [View Bylaw 5789.](#)

### **Cedar Heights Waterworks Service Amendment Bylaw**

The Board adopted this bylaw to increase the annual parcel tax requisition from property owners within the service area up to \$125,000. [View Bylaw 5764.](#)

### **Appointments to the Revelstoke Economic Development Commission**

The Board authorized the release of the names of the appointees to the Revelstoke Economic Development Commission, from the in camera portion of the meeting. The Board confirmed the appointments of Shaun Aquiline, Mark Baron, Tracey Buckley, Alex Cooper, Erin Kerwin and Nathan Weston for a two-year term expiring December 31, 2020.





## LAND USE MATTERS

### Land Use and Lakes Zoning Amendments

#### **Electoral Area D: Salmon Valley Land Use Amendment (Walters) Bylaw No. 2560**

The subject property is located at 2972 & 3020 Yankee Flats Road in Electoral Area D. The subject property owner has applied to amend the zone and designation of the Salmon Valley Land Use Bylaw No. 2500 from R – Rural to RH – Rural Holdings, in order to be able to apply to subdivide the 63.99 ha parcel. The minimum parcel size is 60 ha in the R zone and 8 ha in the RH zone. The property owner's current subdivision proposal is for a one 8 ha parcel surrounding the existing manufactured home at 2972 Yankee Flats Road, with a remainder lot of 55.99 ha containing the existing single family dwelling, outbuildings, hobby farm, and grazing land at 3020 Yankee Flats Road. Comments have been received from referral agencies and First Nations and are summarized in the report. The Board gave the amendment second reading and delegated a public hearing. [View report.](#)

#### **Electoral Area E: Lakes Zoning Amendment (Coleman) Bylaw No. 900-23**

The applicant applied to rezone the foreshore adjacent to the subject property to allow for placement of a fixed dock with an upward facing surface area of 26 m<sup>2</sup> (280 ft<sup>2</sup>) as a site specific permitted use in the FR1 Zone. A public hearing was held on November 29, 2018 to hear representations from the public regarding the proposed bylaw amendment. Notes from the public hearing are included in the Board report. Two public submissions were received regarding the proposed bylaw amendment. The Board gave third reading and adopted the bylaw amendment. [View report.](#)

### NEXT BOARD MEETING

Thursday, February 21, 2019 at 9:30 AM

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm, BC



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Item 8.1

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council appoint the following four (4) representatives "Cathy Ingerbrigton, Vic Hamilton, Regan Ready, and Bill Laird" to serve on the Downtown Parking Commission for the two (2) year term from February 27, 2019 to February 27, 2021.

### Vote Record

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

Opposed:

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



File: 0360.30.02

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: January 3, 2019

SUBJECT: **Downtown Parking Commission Member Appointments**

**RECOMMENDATION:**

**THAT:** Council appoint the following four (4) representatives "Cathy Ingerbrigtsen, Vic Hamilton, Regan Ready, Bill Laird" to serve on the Downtown Parking Commission for the two (2) year term from February 27, 2019 to February 27, 2021.

**BACKGROUND:**

Pursuant to Downtown Parking Commission Bylaw No. 1844, the Downtown Parking Commission (DPC) membership consists of one (1) member of Council, four (4) members recommended from the Downtown Improvement Association and four (4) members' at large of whose term expires on February 27, 2019.

The Commission membership was discussed at the last DPC meeting which was held on December 18, 2018. The current Members at Large have requested that they be allowed to renew their term for another two years. The DPC supported this recommendation, moving that Cathy Ingerbrigtsen, Vic Hamilton, Regan Ready, Bill Laird remain on the DPC for a two (2) year term from February 27, 2019 to February 27, 2021.

Over the last year the DPC has been working on developing a Downtown Master Plan as identified as a priority item in the City's Corporate Strategic Plan. Staff feel that it would be beneficial to have these members remain on the Commission as they are actively involved in the Master Plan process.



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

cc Erin Jackson, Corporate Officer



Item 8.2

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council authorize submission of a grant application under the British Columbia Air Access Program (BCAAP), for the Shuswap Regional Airport Runway 14-32 Paving Project, estimated cost \$1,500,000.00 plus taxes.

### Vote Record

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

Opposed:

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



File: 2019-99

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Tim Perepolkin, Capital Works Supervisor

DATE: January 08, 2019

SUBJECT: **BRITISH COLUMBIA AIR ACCESS PROGRAM 2019**

### STAFF RECOMMENDATION

THAT: Council authorize submission of a grant application under the British Columbia Air Access Program (BCAAP), for the Shuswap Regional Airport Runway 14-32 Paving Project, estimated cost \$ 1,500,000 plus taxes.

### BACKGROUND

Air Access Program (BCAAP) provides capital funding to assist B.C. airports with improvements to their infrastructure. Through this cost-sharing program, airports can invest in safety and infrastructure enhancements that help strengthen local, regional and provincial economies.

There is no limit on the number of applications for a facility and the BCAAP grant can fund up to 75% of eligible project costs.

The deadline is for the 2019 application intake is **February 18, 2019**. All applications for funding require a resolution of Council supporting the application.

Runway 14-32 at the Shuswap Regional Airport is 1,299 m (4,260 ft) long and 23 m (75 ft) wide. From our records it appears it was last paved in 1981 and is in need of resurfacing. This grant will provide an opportunity to rehabilitate the runway surface, the extent of works being proposed would include pulverizing, grading, compacting and repaving approximately 30,000 m<sup>2</sup> of asphalt.

The City is investing a large amount of capital in the airport over the next few years through Taxiway Charlie construction and tree clearing and the runway paving cannot be delayed much longer without operational consequences.

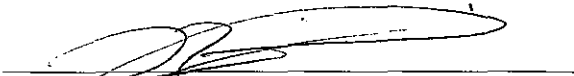
A pavement rehabilitation study was commissioned in 2008, with recommendations that included 3 options (*1 maintenance and 2 major pavement rehabilitation*). Option 1 was considered maintenance and noted as being viable for the next 3-5 years until such a time as major rehabilitation can occur. Options 2 & 3 were for complete asphalt resurfacing with the later including an increased structure if there was a desire to increase the strength of the runway for heavier aircraft.



We would anticipate the City's funding share for this project would come from the Airports Runway/Taxiway reserve fund; however we will need to confirm this with the Shuswap Regional Airport Commission. A meeting will be set up with the Commission in an effort to obtain their support for using the airport maintenance reserve for this purpose.

Staff request that Council authorize submission of a grant application under the BCAAP for the Shuswap Regional Airport Runway Paving Project, estimated cost \$ 1,500,000 plus taxes.

Respectfully submitted,

  
Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

X:\Operations Dept\Engineering Services\5220-CAPITAL\2019\2019-99 Grants\BCAAP\2019 01 08 - HWM BCAAP 2019 - Runway Paving-DRAFT.docx



**CITY OF SALMON ARM  
ENGINEERING AND PUBLIC WORKS DEPARTMENT**

**2017 WORKS ESTIMATE**  
Class 'D'

Date: August 31, 2017

Project No.: N/A

Prepared By: DCG

**PROJECT DESCRIPTION**

Asphalt pave runway only

**PROJECT DETAILS**

Option #1 - Pulverize, re-grade, proof roll, pave 2 - 50mm lifts

DESCRIPTION	QUANTITY	UNIT	COST	EXTENSION
1 Mob & Demob	1	LS	\$ 2,500	\$ 2,500
2 Misc conduits/electrical/sleeves	1	LS	\$ 25,000	\$ 25,000
3 Pulverizing c/w grading and compacting	30200	m <sup>2</sup>	\$ 4.60	\$ 138,920
4 Geotechnical Testing	1	LS	\$ 10,000	\$ 10,000
5 Supply & Place 2 - 50mm lifts Asphalt	7550	Tonne	\$ 125	\$ 943,750
6 Line Painting	1	LS	\$ 8,500	\$ 8,500
8				\$ -
<b>SUBTOTAL</b>				<b>\$ 1,128,670</b>
<b>ENG. AND CONTINGENCY</b>				<b>25% \$ 282,168</b>
<b>TOTAL COST</b>				<b>\$ 1,410,838</b>
<b>ESTIMATE</b>				<b>\$ 1,500,000</b>

Item 8.3

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Engineering Services Contract for Phase 2.3B of the Ross Street Underpass Detailed Design be awarded to RF Binnie & Associates Ltd. for \$79,100.00 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the additional Engineering Services relative to Project No. ENG2019-36 to authorize the sole sourcing of same to RF Binnie & Associates Ltd.

### Vote Record

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

Opposed:

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



File: 2019-36

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Jenn Wilson, P.Eng., City Engineer  
DATE: January 04, 2019  
SUBJECT: **AWARD FOR ENGINEERING SERVICES (PHASE 2.3B)  
ROSS STREET UNDERPASS DETAILED DESIGN**

---

### **STAFF RECOMMENDATION**

**THAT:** The Engineering Services Contract for Phase 2.3B of the Ross Street Underpass Detailed Design be awarded to RF Binnie & Associates Ltd. for \$79,100.00 plus taxes as applicable

**AND THAT:** The City's Purchasing Policy No. 7.13 be waived in procurement of the additional Engineering Services relative to Project No. ENG2019-36 to authorize the sole sourcing of same to RF Binnie & Associates Ltd.

---

### **BACKGROUND**

Prior to the November 2018 referendum regarding the borrowing of funding to complete the Ross Street Underpass project, the City engaged RF Binnie and Associates Ltd. and their relevant sub consultants to complete a 90% detailed design of the Ross Street Underpass in order to have a detailed plan and estimate to put forth to the public. Through the referendum results, the public gave assent to borrow the required funds to complete the project.

The next step of project is completion of the detailed design and tender documents. Continuity of the design team is paramount to the success of the project. RF Binnie provided a proposal on January 26, 2018 which included the detailed design Phase 2.3A (90% detailed design drawings) and 2.3B (100% detailed design and tender package). RF Binnie has confirmed they will hold their prices from this proposal with the detailed breakdown of costs as follows:

## AWARD FOR ENG. SERVICES (PHASE 2.3B) - RSU DETAILED DESIGN

Page 2

**TABLE1 : Summary of Costs**

PROJECT TEAM	TASK	FEE
RF Binnie and Associates Ltd.	Project Management	\$ 9,000.00
	Road & Sidewalk Design	\$ 13,200.00
	Drainage & Utility Design	\$ 13,200.00
HMM	CP Rail Design	\$ 16,500.00
	Landscape Architectural	\$ 5,400.00
CWMM Consulting Engineers Ltd.	Structural Design	\$ 14,300.00
Smith + Andersen Falcon Engineering Ltd.	Electrical Design	\$ 3,000.00
Omni Engineering Inc.	Pump Station Design	\$ 4,500.00
	<b>TOTAL</b>	<b>\$ 79,100.00</b>

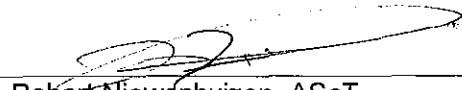
**STAFF COMMENTS**

Staff have thoroughly reviewed the proposal and above fees and recommend award of the final phase of the detailed design (Phase 2.3B) for the Ross Street Underpass to RF Binnie & Associates Ltd. in an amount of \$79,100.00 plus taxes as applicable per their proposal dated January 26, 2018.

RF Binnie & Associates Ltd. as well as their associated sub consultants has performed well on the project to date.

RF Binnie and Associates Ltd. have indicated that they are able to start the work immediately and intend to have the project tender ready in the early spring.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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Item 8.4

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Office be authorized to execute the Licence to Use Agreement between the Shuswap Recreation Society and Salmon Arm Sports Inc. for a five (5) year term ending December 14, 2023.

### Vote Record

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

Opposed:

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

**CITY OF**  
**SALMON ARM**

---

TO: His Worship Mayor Harrison and Council

DATE: January 23, 2019

SUBJECT: Execution of Licence to Use Agreement between Shuswap Recreation Society and Salmon Arm Sports Inc.

---

**MOTION FOR CONSIDERATION:**

THAT: the Mayor and Corporate Officer be authorized to execute the Licence to Use Agreement between the Shuswap Recreation Society and Salmon Arm Sports Inc. for a five (5) year term ending December 14, 2023.

Background:

The Shuswap Recreation Society (SRS) has installed a video wall and audio system in the Spectator Arena and wishes to grant Salmon Arm Sports Inc. (owner of the Salmon Arm Silverbacks Junior A hockey club) an exclusive, royalty-free licence and right to use the equipment.

Recommendation:

It is recommended that Council authorize the Mayor and Corporate Officer to execute a Licence to Use agreement that specifies the following terms and conditions under which Salmon Arm Sports Inc. may use the equipment:

- Licencee is required to assume and bear all risk of loss or damage to the equipment;
- Licencee is required, at its sole expense, to maintain, repair and service the equipment;
- Licencee is responsible for obtaining and maintaining property damage and liability insurance with the City and SRS named as additional insured and loss payee; and
- Any assignment or transfer of rights or obligations under the agreement must be approved in writing by the Licensor; and



- Licence fee of \$1.00 payable to the Licensor.

Respectfully Submitted,

  
Erin Jackson  
Director of Corporate Services

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Item 8.5

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council award the Animal Control Services Contract to Commissionaires for a three (3) year term from February 4, 2019 to February 3, 2022 for \$37,328.96 (plus applicable taxes) per year plus annual increases equal to the greater of 2.5% or CPI:

AND THAT: the Mayor and Corporate Officer be authorized to execute the Pound Services Agreement with the City of Enderby for \$1,500.00 per year plus applicable sustenance fees for impounded dogs.

### Vote Record

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

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

# CITY OF SALMON ARM

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TO: His Worship Mayor Harrison and Council  
DATE: January 23, 2019  
SUBJECT: Animal Control Services Contract Award & Pound Services Agreement

---

## Recommendation:

THAT: Council award the Animal Control Services Contract to Commissionaires for a three (3) year term from February 4, 2019 to February 3, 2022 for \$37,328.96 (plus applicable taxes) per year plus annual increases equal to the greater of 2.5% or CPI;

AND THAT: the Mayor and Corporate Officer be authorized to execute the Pound Services Agreement with the City of Enderby for \$1,500.00 per year plus applicable sustenance fees for impounded dogs.

## Background:

Animal Control and Pound Services for the City of Salmon Arm have been delivered under contract for many years. In anticipation of the expiry of the previous contract on December 31, 2018, a Request for Proposals (RFP) was issued. The RFP closed on November 21, 2018 and one (1) proposal was received and evaluated by staff.

Once it became apparent that the competitive process had not resulted in a satisfactory proposal, staff began discussions with the Columbia Shuswap Regional District (CSRD) about how a cooperative solution to dog control might be achieved. Recognizing that the Commissionaires provide this service in neighbouring municipalities, the City and CSRD approached the organization to see if there might be interest in providing Animal Control locally.

The Commissionaires of BC is a highly regarded, non-profit organization that has become a well established provider of bylaw enforcement and dog control services in this area. The British Columbia division was established in 1927 with the original mandate of creating meaningful employment for former military and RCMP members. Today, the mandate has



been broadened to “give back to all those who serve and have served our community and country.” The Commissionaires BC team is comprised of a well-trained, diverse group servicing 110 communities across mainland BC and is the exclusive supplier of Detention Guards to RCMP detachments across BC (<https://commissionaires.bc.ca>).

The Commissionaire’s proposal to the City is for 20 hours per week, which will include regular patrols, dog impoundment, investigation of complaints and issuance of tickets. The animal control officer has Level 1 bylaw enforcement certification with four (4) years of bylaw enforcement experience and a background in security. As the contract price is all-inclusive, the officer will be equipped with a vehicle that is clearly identified as Animal Control and all of the necessary equipment to undertake the works and services required by the Contract. There is an allotment of 48 hours per year of after hours call out time built into the contract; however, in the case of an emergency, the City does have the option to call the animal control officer for additional after hours services at a cost of \$64.72 per hour (2 hour minimum).

The public will be able to contact the animal control officer via a dedicated telephone line and email address but will also have the option of using the City’s online Request Tracker. Staff will ensure that communication regarding these changes is prompt and widespread.

As the Commissionaires do not operate pound facilities, the City and CSRD have arranged to use the City of Enderby’s kennel for \$1,500.00 per year plus the cost of caring for impounded dogs. This agreement for use of the kennel and care of the impounded dogs will be directly with the City of Enderby; however, the Commissionaire assigned to provide animal control for the City of Salmon Arm will be collecting fees and releasing dogs to their owners from the facility.

It is recommended that Council authorize the Mayor and Corporate Officer to execute an agreement with Commissionaires for three (3) years with an option to renew for an additional two (2) years.

In an effort to be consistent with the CSRD it is also recommended that Fee for Service Bylaw No. 2498 and Ticket Information Utilization Bylaw No. 2760 be amended to reflect increases to impoundment and maintenance fees and increases to fines for failing to license a dog and failure to remove excrement. The amendments will be brought forward separately for Council’s consideration at the February 11, 2019 Regular Council Meeting. A full-scale review of the City’s Pound and Animal Control bylaw is planned for 2019.

Respectfully Submitted,



Erin Jackson  
Director of Corporate Services

cc. Chelsea Van de Cappelle, Chief Financial Officer

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Item 9.1

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4305 be read a first, second and third time.

[Water Meter Rates]

### Vote Record

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

Opposed:

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



File: 2019-51

TO: Her Worship Mayor Cooper and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

DATE: January 22, 2019

SUBJECT: **AMENDMENT TO THE FEE FOR SERVICE BYLAW NO. 4305**

### RECOMMENDATION

THAT: "City of Salmon Arm Fee for Services Amendment Bylaw No. 4305" be read a first, second and third time.

### BACKGROUND:

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

Table 1: Residential Water Meter Costs

Water Meter Size	Previous Years Rates				New Charge	
	2013	2013	2014/16	2017/18	2019	% Increase
5/8" X 3/4"	\$202.00	\$220.00	\$220.00	240.00	<b>\$260.00</b>	(+) 8.33%
3/4"	\$272.00	\$315.00	\$315.00	340.00	<b>\$370.00</b>	(+) 8.82 %
1"	\$337.00	\$340.00	\$400.00	430.00	<b>\$470.00</b>	(+) 9.30 %

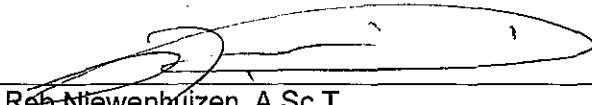
Table 2: Commercial RFH Water Meter Costs

Water Meter Size	New Charge
	2019
5/8" X 3/4"	<b>\$520.00</b>
3/4"	<b>\$570.00</b>
1"	<b>\$700.00</b>



## Fee For Service Amendment – Water Meters

We respectfully recommend that section 6 of the Fee for Service Bylaw No. 2498 be amended to reflect the increase in costs associated with the sale of new water meters.



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

cc Chelsea Van de Cappelle, Chief Financial Officer

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## CITY OF SALMON ARM

BYLAW NO. 4305**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

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

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

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

6.	<b>Water Connection Charge</b>	
	• Connection Fee - 3/4"	At cost
	• Connection Fee - 1"	At cost
	• Connection Fee - 1 1/2"	At cost
	• Connection Fee - 2"	At cost
	The charges set out in Section 6 above include an inspection and administration fee of \$55.00. Where a connection has been provided and paid for by a developer, the owner or his agent shall pay only the \$55.00 fee.	
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Residential, the charge will be as follows:	
	• 5/8" remote water meter	\$260.00
	• 3/4" remote water meter	\$370.00
	• 1" remote water meter	\$470.00
	• 1 1/2" remote water meter	At cost plus Administration fee
	• 2" remote water meter	At cost plus Administration fee
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Commercial RFH, the charge will be as follows:	
	• 5/8" remote water meter	\$520.00
	• 3/4" remote water meter	\$570.00
	• 1" remote water meter	\$700.00
	• 1 1/2" remote water meter	At cost plus Administration fee
	• 2" remote water meter	At cost plus Administration fee

Fee for Service Amendment Bylaw  
(Water Meter Rates) No. 4305

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

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4305".

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

\_\_\_\_\_  
MAYOR

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

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Item 10.1

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm 2019 Revenue Anticipation Bylaw No. 4301 be read a final time.

### Vote Record

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

Opposed:

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

**CITY OF SALMON ARM****BYLAW NO. 4301****A bylaw to provide for the borrowing of money in anticipation of revenue required to meet current lawful expenditures of the municipality in 2019**

---

WHEREAS the Council of the City of Salmon Arm may, by bylaw, in accordance with Section 177 of the Community Charter, without assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of money as may be necessary to meet current lawful expenditures of the municipality and to pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body;

AND WHEREAS the debt outstanding shall not exceed, at any time, the sum of the unpaid taxes for all purposes imposed during the current year and the money remaining due from other governments;

AND WHEREAS prior to the adoption of the Annual Property Tax Bylaw in any year, the taxes in that year are deemed to be 75% of all taxes imposed for all purposes in the preceding year;

AND WHEREAS the whole amount of taxes imposed in the immediate preceding year was \$31,807,110.37;

AND WHEREAS the sum of unpaid current taxes for all purposes imposed during the current year and the money remaining due from Other Governments totals \$23,855,332.78;

AND WHEREAS in order to meet the current lawful expenditures of the municipality it may be necessary to borrow up to the sum of \$1,000,000.00;

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of One Million Dollars (\$1,000,000.00).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Treasurer.

3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

#### SEVERABILITY

4. 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.

#### ENACTMENT

5. 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.

#### EFFECTIVE DATE

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

#### CITATION

7. This bylaw may be cited as "City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4301".

READ A FIRST TIME THIS	14th	DAY OF	January	2019
READ A SECOND TIME THIS	14th	DAY OF	January	2019
READ A THIRD TIME THIS	14th	DAY OF	January	2019
ADOPTED BY COUNCIL THIS		DAY OF		2019

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MAYOR

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CORPORATE OFFICER

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# INFORMATIONAL CORRESPONDENCE – JANUARY 28, 2019

- |     |  |   |
|-----|--|---|
| 1.  | P. Pratt - email dated December 15, 2019 - Grinchville   | N |
| 2.  | A. Kirkpatrick - letter received January 22, 2019 - Blackburn Park Construction  | S |
| 3.  | S. Bagley - email dated January 22, 2019 - Transit   | S |
| 4.  | S. Mackie, General Manager, Haney Heritage Village - email dated January 14, 2019 - "Calling All Pies" for the "23 <sup>rd</sup> Annual Best of the Shuswap Pie Baking Contest"  | N |
| 5.  | Interior Health Authority - email dated January 15, 2019 - Healthy Communities e-newsletter January 2019   | N |
| 6.  | Marianne VanBuskirk, Chair and Peter Jory, Superintendent/CEO, School District No. 83 (North Okanagan-Shuswap) - letter dated January 21, 2019 - Sidewalk Clearing   | N |
| 7.  | M. Reiger, Co-Chair, Shuswap Immigrant Services Society - letter dated January 22, 2019 - Multicultural Festival   | A |
| 8.  | The Health, Wellness, and Life Skills program of Shuswap Association for Community Living - letter dated January 21, 2019 - Barriers to Community Access   | A |
| 9.  | N. Caves, Shuswap Solar Energy Society - letter dated January 21, 2019 - Support for Municipal Solar Energy Program  | N |
| 10. | Open Letter to BC Local Governments - newsletter dated January 25, 2019 - We must hold fossil fuel companies responsible for climate change  | N |
| 11. | Rob Fleming, Minister of Education - letter dated January 7, 2019 - 2019 Premier's Awards for Excellence in Education  | N |
| 12. | A. Gage, West Coast Environmental Law - letter dated December 7, 2018 - Your local climate change impacts and the fossil fuel industry   | N |
| 13. | B. Macdonald, Chief Executive Officer, Recycling Council of British Columbia - letter dated January 11, 2019 - Recycling Council of British Columbia 45 <sup>th</sup> Annual Zero Waste/Circular Economy Conference 2019 | N |

N = No Action Required  
A = Action Requested

S = Staff and/or Elected Official has Responded  
R = Response Required

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Item 11.2

## CITY OF SALMON ARM

Date: January 28, 2019

### 2019 Federation of Canadian Municipalities Convention

#### **Vote Record**

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

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



FÉDÉRATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**Date:** Thursday, May 30, 2019 - Sunday, June 2, 2019

**Location:** Quebec, QC

## Registration

Registration type	Early Bird* (April 12, 2019)	Regular*
Full conference • Municipal member / Affiliate member	\$869	\$1,025
Full conference • Municipal non-member or Provincial / Federal / Territorial government representative	\$1,025	\$1,215
Full conference • Exhibitor / Sponsor / Corporate partner (Only current registered exhibitors / sponsors are eligible for these fees)	\$659	\$775
Students	\$199	\$199

\* The GST of 5% and the QST of 9.975% will be added to your registration fee.

### Full conference participants

Your registration gets you access to:

- all sessions, workshops and plenaries
- two study tours and the trade show
- daily breakfasts, refreshment breaks and lunches
- the Trade show opening reception, the Mayor's welcome reception and the closing dinner event
- networking opportunities and more

Item 13.1

## CITY OF SALMON ARM

Date: January 28, 2019

### Presentation 4:00 p.m.

**NAME:** Tracey Kutschker, Director/Curator, Salmon Arm Arts Centre

**TOPIC:** Shuswap District Arts Council – 2018 Report to City Council

#### Vote Record

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

Opposed:

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

## Shuswap District Arts Council

2018 Report to City Council

## 2018 Exhibition Highlights



## 2018 Exhibition Highlights



## 2018 Exhibition Highlights





## 2018 Exhibition Highlights



## 2018 Exhibition Highlights





## 2018 Exhibition Highlights



## 2018 Exhibition Highlights



## 2018 Exhibition Highlights



## 2018 Exhibition Highlights



## 2018 Exhibition Highlights



## 2018 Big Changes





## 2018 WOW Highlights



## 2018 WOW Highlights



## 2018 WOW Highlights



## 2018 WOW Lowlights



### Concert cancellation prompts push for rainproofing

Salmon Arm councillor wants to make Marine Peace Park gazebo upgrades a budget priority

LACHLAN LABERE / Aug. 18, 2018 11:00 a.m. / NEWS



Rainproofing the Marine Peace Park gazebo has become a priority for city council after a brief rain storm created an electrical hazard at Wednesday on the Wharf.

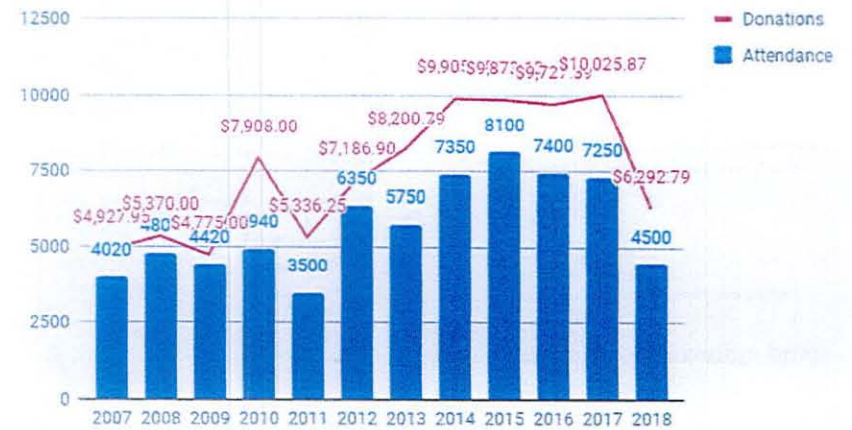
Salmon Arm council agreed to make upgrades to the gazebo a budget item after receiving a letter by resident Miki Mann regarding the Aug. 1 Wednesday on the Wharf concert that was cancelled on account of a "brief but intense rain storm."

"We were so disappointed to be told that the concert was cancelled due to water on the stage and possibly water in the electrical outlets," writes Mann, explaining the rain had come pouring off the roof of the gazebo and onto the

## 2018 WOW Highlights



## Wednesday on the Wharf Attendance & Donations



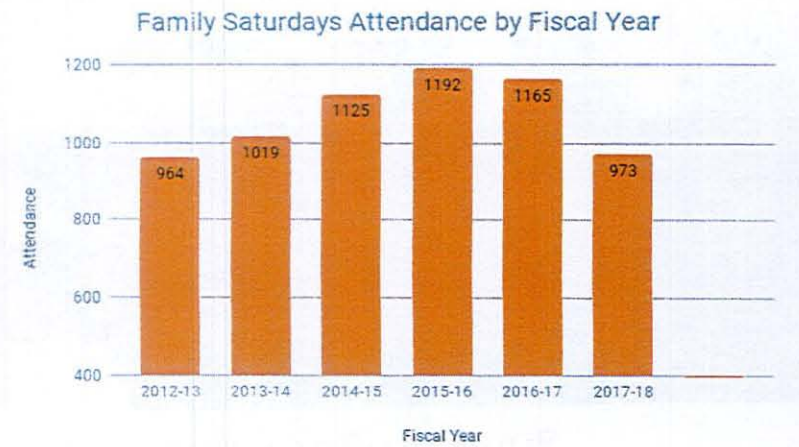
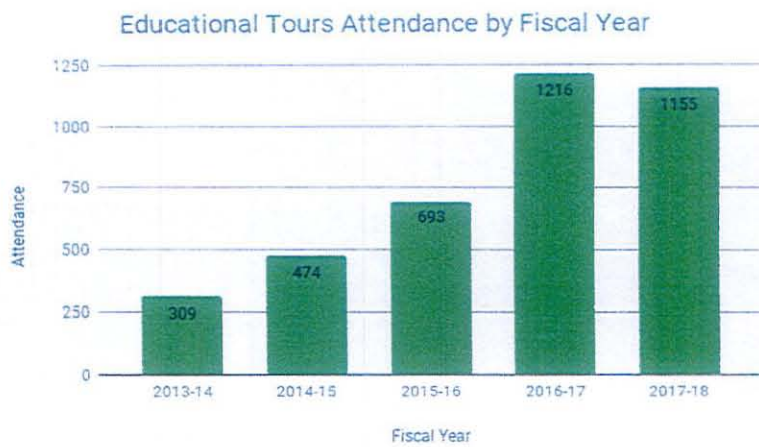


## Educational Programming

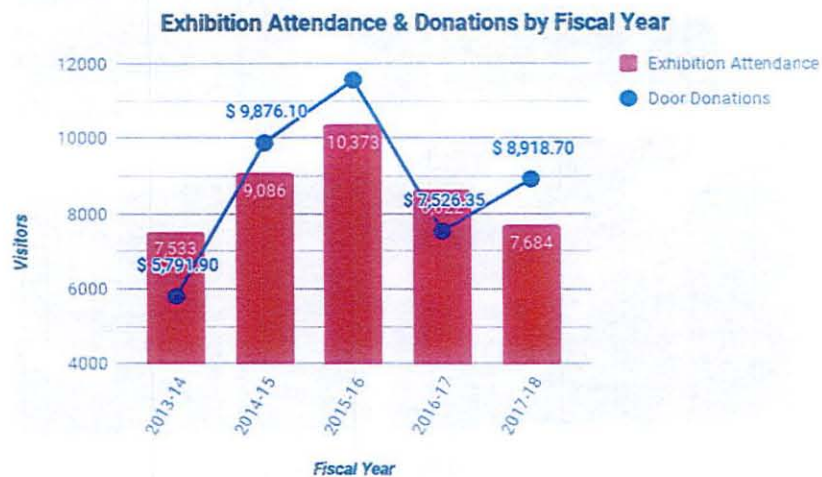


## Educational Programming









## 2019 Exhibition Schedule

salmon arm  
arts  
centre

Jan 18 to Feb 23 In Dialogue with the Collection  
Shuswap artists respond to works from the permanent collection

March 2 to April 4 Kids These Days  
Open exhibition for artists aged 15 to 24

April 15 to June 1 Flight  
Twelve local artists on the declining songbird population

June 8 to Aug 3 A Seat at the Table  
Indigenous and Settler artists explore food sovereignty and sustainability

Aug 10 to Sept 21 Devenir  
Five mixed media artists present paintings and mobiles

Oct 6 to Dec 15 The Little Lake  
Community fibre sculpture installation of McGuire Lake

## 2018/2019 New Projects



**4 Dozen Racists**  
Mosaic by [Name]  
\$25.00 CAD



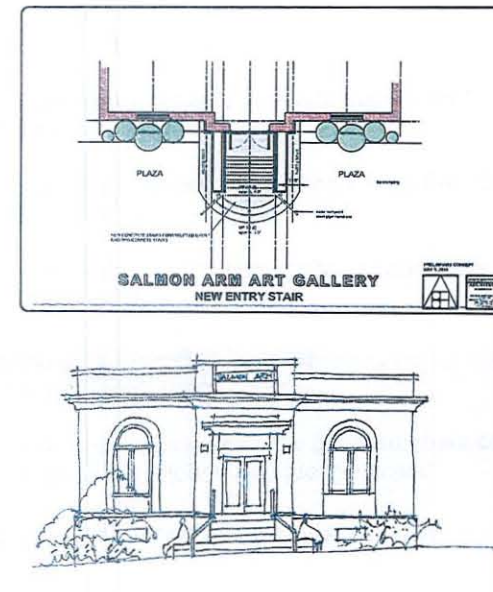
**A Gondolier in Venice**  
Mosaic by [Name]  
\$15.00 CAD



**A Plain Air Painting**  
Mosaic by [Name]  
\$25.00 CAD



**Cardinal**  
Mosaic by [Name]  
\$25.00 CAD





Shuswap District Arts Council

**THANK YOU!**

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Item 13.2

## CITY OF SALMON ARM

Date: January 28, 2019

### **Presentation 4:15 p.m.**

**NAME:** Dan McQuarrie

**TOPIC:** Building an all inclusive community

#### **Vote Record**

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

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

B.C. Disability act needs to be **all-inclusive**.

Loss of hearing is no exception.

**Model** for people to experience the TECH ADVANTAGES NOW.

#### COMMUNITY MODEL

B.C. Disability act needs to be **all-inclusive**.

Loss of hearing is no exception.

**Model** for people to experience the TECH ADVANTAGES NOW.

#### COMMUNITY MODEL:

1. Workshop to raise awareness considering loss of Hearing.
2. Ask City to install an Auris Loop in Council chamber.
3. Consider PRIVACY by installing a small Auris Loop in a Financial institution, and pharmacy.
4. Present Council with 2 wireless earset microphones.
5. Offer a school class an opportunity to engage those with the loss of hearing, to experience what technology now has to offer. (youth & seniors working together) raise awareness considering loss of Hearing.

Item 14.1

## CITY OF SALMON ARM

Date: January 28, 2019

Councillor Lavery – Southern Interior Local Government Association

### Vote Record

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

Opposed:

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

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Item 17.1

## CITY OF SALMON ARM

Date: January 28, 2019

Thompson Rivers University

Fraser Watershed Restoration Conference April 24-25, 2019

### Vote Record

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

Opposed:

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

11. CORRESPONDENCE31. Thompson Rivers University – Fraser Watershed Restoration Conference April 24-25, 2019

0055-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council authorize one (1) Councillor to attend the Fraser Watershed Restoration Conference from April 24 - 25, 2019 at the Thompson Rivers University in Kamloops, BC.

0056-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: motion 0055-2019 be deferred to the January 28, 2019 Regular Council Meeting.

CARRIED

Councillor Lindgren Opposed

# FRASER WATERSHED RESTORATION CONFERENCE 2019

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ADVANCING RECONCILIATION, THE ENVIRONMENT AND THE ECONOMY

- First Nations - Salmon - Communities - Climate Change - Wildlife - Forest Industry - Jobs -



## The Fraser River

The Fraser River is the longest river in BC. It rises at the Fraser Pass near Blackrock Mountain in the Rocky Mountains and flows for 1,375 kilometres, into the Strait of Georgia in Vancouver, BC.

---

**Thompson Rivers University**  
**Conference Centre**  
**Kamloops, BC**  
**April 24-25, 2019**  
[www.restorationconference2019.com](http://www.restorationconference2019.com)



## CONFERENCE SUMMARY

The **Fraser Watershed Restoration Conference 2019** is a 2-day event aimed at bringing together, Indigenous leaders, industry experts, government representatives, academics, community officials and conservationists from British Columbia and across North America, who are interested in advancing watershed restoration and reconciliation. The conference has been designed with First Nations participation and insight to ensure that traditional knowledge and Indigenous rights are integrated into all focus areas.

There is an ecological and economic crisis across the watershed, precipitated by the cumulative effects of historic development, including the managed depletion of forest resources known as "fall-down," the dramatic climate change-related impacts of the mountain pine beetle epidemic and recent catastrophic forest fires. These and other ecological impacts are exacerbating the stresses on salmon and a myriad of terrestrial and riverine species, leading to a decline in natural resources and employment opportunities.

Presentations and panel discussions with **Premier John Horgan, Hon. John Wilkinson** (Minister of Fisheries, Oceans & The Canadian Coast Guard) and a host of other experts will outline the current and complex issues, along with several strategically designed large 'landscape-scale' restoration projects that offer the potential to:

- advance Indigenous reconciliation,
- provide short term employment relief,
- develop mid and long term sustainable employment strategies,
- aid in the recovery of forests and habitats at risk, including salmon, steelhead, and caribou.
- "fire harden" at risk forest communities,
- contribute to climate change adaptation and mitigation, and
- enable a sustainable forest industry.

The conference will be held on April 24 - 25, 2019 and will be centrally located at Thompson Rivers University (TRU) Conference Centre in Kamloops, BC. This state of the art facility has played host to many important events and is furnished with the latest technology. View the list of confirmed speakers at [www.restorationconference2019.com](http://www.restorationconference2019.com).

*"Restoration is reconciliation."*

-Bev Sellers, former Councillor and Chief of the Xat'sull (Soda Creek) First Nation, Williams Lake, BC

## CONFERENCE FOCUS

The conference will provide attendees with an integrated look at 6 restoration related themes:

1. First Nations and restoration
2. Salmon habitat and restoration
3. Wildlife and species at risk restoration
4. Climate change adaptation and restoration
5. Wildfires and restoration
6. Jobs and restoration



## LOCATION

Thompson Rivers University (TRU)  
Conference Centre  
Located on the Secwepemc Territory  
950 McGill Rd, Kamloops, BC V2C 0E1  
250-828-5000 [www.tru.ca](http://www.tru.ca)





## REGISTRATION

Onsite registration for the **Fraser Watershed Restoration Conference 2019** will commence at 7:30 AM on Tuesday April 24, 2019. Registration tables will be setup in the main hallway outside the BC Centre. Morning snacks, organic tea and coffee, full plated lunch and afternoon snacks are also included in the registration fees.

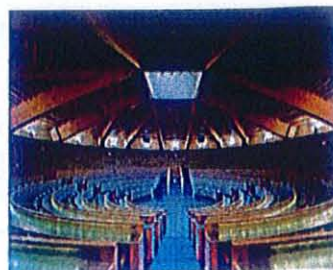


## REASONS TO ATTEND

1. Gain access to the latest science and traditional knowledge of forest restoration as well as cutting edge reviews of new regulations and policies.
2. Learn about upcoming Land Use Planning (LUP) opportunities.
3. Gather directly applicable information relating to salmon, wildlife and other species at risk.
4. Analyze BC's forest fire devastation and discuss progressive solutions to keep BC forests healthy and our forest communities safe.
5. Network with key Indigenous and other government leaders, NGO and industry champions.
6. Be a part of the discussion to help shape future plans and strategies across the Fraser Watershed.
7. Discover innovative employment opportunities, funding options and long-term business opportunities.
8. Discuss the decline of salmon stocks and learn about advanced collaborative habitat restoration solutions combining modern scientific approaches with proven First Nations historical knowledge and techniques.

## TICKETS

TICKET TYPE	EARLY BIRD PRICE (Before December 31, 2018)	REGULAR PRICE
Regular*	400.00	\$450.00
NGO*	N/A	\$350.00
Student*	N/A	\$200.00



\*All prices are in Canadian dollars. 5% GST and ticketing fees will be added. Tickets include full access to all keynote speeches and breakout sessions.

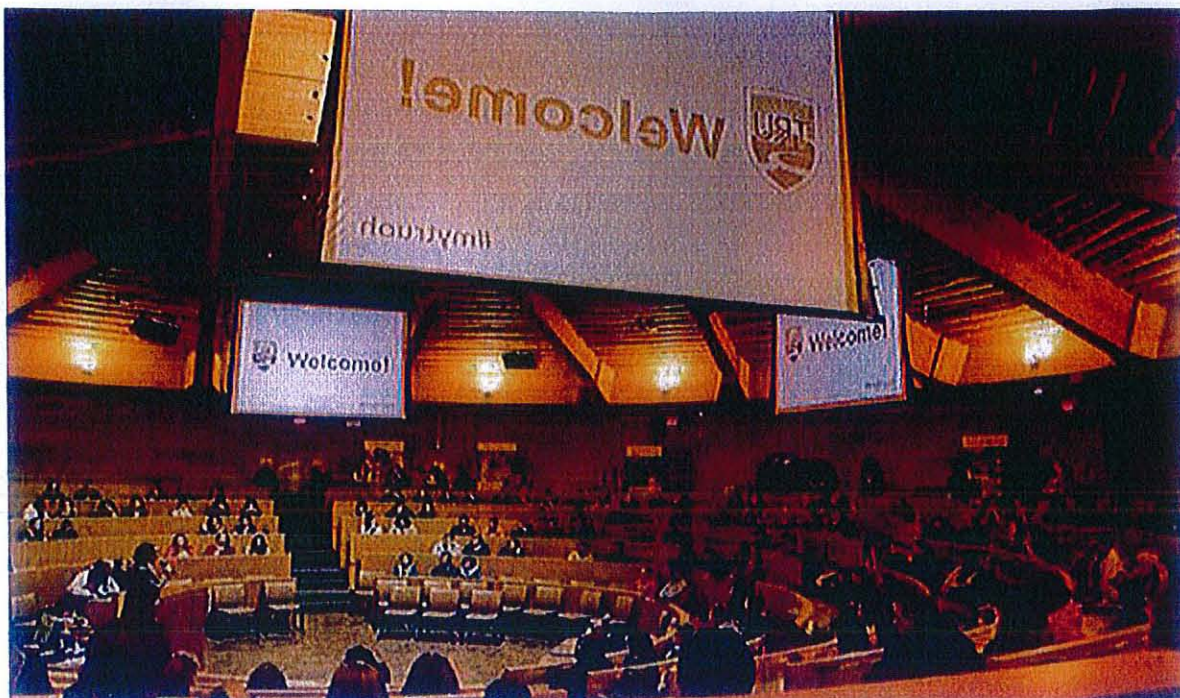
To purchase tickets please visit [www.restorationconference2019.com](http://www.restorationconference2019.com) for complete details. Please bring your registration confirmation form, and a piece of photo identification to receive your pass at the conference.



# FRASER WATERSHED RESTORATION CONFERENCE 2019

ADVANCING RECONCILIATION, THE ENVIRONMENT AND THE ECONOMY

- First Nations - Salmon - Communities - Climate Change - Wildlife - Forest Industry - Jobs -



- The BC Center at Thompson Rivers University in Kamloops, British Columbia

## BECOME THE SOLUTION

*Come and join in BC's premier restoration event with Indigenous, Federal, Provincial and Municipal Government leaders, conservation and industry experts, along with many other community champions to explore the opportunities presented by restoring British Columbia's rivers, watersheds, and interior forests, while advancing reconciliation, creating meaningful employment and inspiring everyone to conserve and protect our environment and economy so that it can be productive for generations to come.*

**-The Fraser Watershed Initiative**

**Produced by:**

The Fraser Watershed Initiative  
#614 - 1500 Ostler Court  
North Vancouver, BC V7G 2S2

Item 17.2

## CITY OF SALMON ARM

Date: January 28, 2019

Feasibility of installing green technology on a City owned facility

### Vote Record

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

Opposed:

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

8. STAFF REPORTS4. Chief Administrative Officer – Feasibility of installing green technology on a City owned facility

0042-2019

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the report on the Feasibility of installing green technology on a City owned facility be deferred to the January 28, 2019 Regular Council Meeting.

CARRIED UNANIMOUSLY



**CITY OF**  
**SALMON ARM**

---

TO: His Worship Mayor Harrison and Council

DATE: December 17, 2018

SUBJECT: Feasibility of installing green technology on a City owned facility

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**BACKGROUND:**

At the March 26, 2018 Regular Meeting of Council, the following Resolution was adopted:

WHEREAS: the City of Salmon Arm, as a signatory to the BC Climate Action Charter, acknowledges that climate change is a reality and has the goal to move towards carbon neutrality with respect to the City's operations;

AND WHEREAS: cities can take a leadership role in demonstrating alternative energy options,

THEREFORE BE IT RESOLVED THAT: the City consider initiating a grid-tied net metering Solar Photo Voltaic Pilot Project on a City property with all data and live metrics of the project to be readily shared with the public;

AND THAT: staff report back regarding:

- (a) potential viable sites;
- (b) the cost estimates including site audits, installation, grid connections and estimated annual maintenance of the recommended panel sizing and configuration;
- (c) estimates of energy generation and payback length; and
- (d) recommendations of how best to structure usage agreements where tenants of leased city properties currently pay for the electricity they use if that city building is a potentially viable site.

AND FURTHER THAT: the costs associated with this pilot project, including auditing of potential sites, installation, connections and three (3) years of annual maintenance be funded from the Climate Action Reserve.

Solar Energy is a renewable resource that uses the sun's rays to generate electricity. Solar Photo Voltaic (PV) cells harvest the sun's energy and convert it into electricity. PV systems are comprised mainly of solar panels, inverters, breakers and mounting equipment. A solar panel generates power by converting sunlight to direct current electricity. Inverters are then used to convert the direct current electricity to alternating current electricity to be used in homes or businesses (BC Hydro).

The amount of Solar energy that arrives at a specific area at a specific time is referred to as solar irradiance. Solar irradiance is only available during the day and it is affected by clouds, making it an intermittent source of energy. Furthermore, sunlight varies day to day, month to month, year to year but most importantly, it varies per location. For any solar installation, the savings are the avoided costs to the utility company moving forward. Therefore, the cost of electricity or gas has a direct effect in the solar system's economics

([https://sustain.ubc.ca/sites/sustain.ubc.ca/files/GCS/2016%20Project%20Reports/Solar%20Energy%20Feasibility%20Study%20at%20Park%20Board%20Buildings%20and%20Facilities\\_Medina%202016.pdf](https://sustain.ubc.ca/sites/sustain.ubc.ca/files/GCS/2016%20Project%20Reports/Solar%20Energy%20Feasibility%20Study%20at%20Park%20Board%20Buildings%20and%20Facilities_Medina%202016.pdf)).

The data below represents averages for the years 1981 to 2010 (<https://www.currentresults.com/Weather/Canada/British-Columbia/sunshine-annual-average.php>).

Average sunlight in neighbouring communities:

43%	Kamloops	2080 hrs	316 days
40%	Kelowna	1949	304
40%	Penticton	1923	304
42%	Vernon	2027	301

According to the British Columbia Sustainable Energy Association, Net Metering is the fastest growing use for solar electricity. Net Metering is a program whereby eligible building owners can reduce their net energy demand by supplying their building with solar electricity which exports surplus generated energy back onto grid for credit against the energy the building consumes from the grid (<https://www.bcsea.org/solar-photovoltaic-0>). Fortis BC is the supplier of electricity in Salmon Arm.

The FortisBC Net Metering program allows residential and commercial customers to offset part or all of their own annual requirements for electricity through generating their own clean energy. Customers are credited for the net energy they produce at their existing retail rate; however the program is not designed for customers



who generate electricity in excess of their annual requirements (<https://www.fortisbc.com/Electricity/CustomerService/NetMeteringProgram/Pages/default.aspx>).

Over the last ten years, the City has undertaken steps to identify and reduce energy and GHG emissions. Most notable are the following:

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

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

#### *2010 Facility Reports*

In June 2010, following the broad direction of the City of Salmon Arm Energy and Greenhouse Gas Emissions Study, four specific facility energy studies were completed by Golder and Associates to analyze the public works building, recreation centre, arena, and RCMP building, the City's largest producers of GHG emissions (the arena and rec centre produce roughly 40% of the City's emissions). The report recommended the installation of a Solar Domestic Hot Water Heating System at the Rec Centre, at an estimated cost of \$65,000 and 38 year payback.

In discussions with the District of Summerland's Sustainability/Alternative Energy Coordinator, City staff was advised that the best return on investment, in terms of energy cost savings while implementing methods to reduce GHG emissions from existing buildings, often involves improving building efficiencies with improved insulation, windows, materials and mechanical equipment. As far as PV technology is concerned, solar hot water and "solar walls" were cited as better options for GHG reduction. Furthermore, obtaining advice and expertise from a particular vendor versus an independent consultant carries risk. One BC municipality was referenced as having invested substantially in a particular solar project after which time the vendor went out of business and was unable to honor warranty work on equipment failure.

In the report entitled *Community Commitments to Renewable Energy in BC*, completed in 2015 by Avis Petersen and Dale Littlejohn of Community Energy Association for BC's Climate Action Secretariat and Ministry of Energy and Mines, an initial analysis of the most popular community renewable energy technologies in BC was undertaken (see table below). This analysis examines the return on investment in a number of technologies. Petersen and Littlejohn concluded that energy efficiency in local government buildings may provide the greatest short-term opportunity with limited funding availability (Community Commitments to Renewable Energy in BC, [http://communityenergy.bc.ca/wp-content/uploads/dlm\\_uploads/2015/08/Community-Renewable-Energy-Commitments-20150716.pdf](http://communityenergy.bc.ca/wp-content/uploads/dlm_uploads/2015/08/Community-Renewable-Energy-Commitments-20150716.pdf) )



Technology	Overall Appeal	Lead Time	Interest Level	Investment (low)	Investment (high)	# possible	GHG's	Energy potential
District Heating	Not many and often initially NG	3-7 years	Not suited for low density	0.5M	26M			
Solar Hot Water	Not sure of current momentum	1-3 years	Solar8C	0.3M	1M			
Biomass (Building)	Big opportunity in small communities & non-gas-grid	2-5 years	Municipal Waste	0.3M	0.5M			
Geo-exchange	Typically new-build, lots of small opportunities	1-2 years	Not as location specific	37k	4.5M			
Waste Heat Recovery	Fewer and some complexities (permanence,...)	2-5 years	Sporting Complexes	85k	11M			
Photovoltaics	Emerging opportunity, but does it advance objectives?	1-5 years	Easy installation	30k	3M			

**Legend:**

Good opportunity – short term returns	Average opportunity – Best medium term effects	Poor opportunity – Long term or least beneficial returns
---------------------------------------	--	--

There are a number of examples throughout the province of solar projects but the available information is not consistent. While the offsets from Net Metering may be beneficial in the long-term, it would likely take many years to recoup the cost of a photovoltaic system, if ever. Such systems have an expected lifespan of 25 years and could cost anywhere from \$150,000.00 - \$300,000.00 to install, depending on the location. It should also be noted that various atmospheric and environmental factors (clouds, smoke, snow cover, dust/dirt etc) and interference from birds and wildlife may present challenges for such systems and result in greater than expected reliance on the grid; however, the technology has become more efficient over time and as a result the impact may not be significant.

Potential locations for the roof top solar panels could be:

At existing locations:

- Art Gallery (retrofit); or
- Shaw Centre (retrofit).

At proposed locations:

- Aquatic centre (new project); or
- Parkade at 4<sup>th</sup> Street (new project).

The design and orientation of a building are important factors to consider when deciding whether it is a good location for a solar project. Typically, retrofits are less effective than installations on new buildings. The existing roofing material and structural integrity of older buildings can pose a significant challenge when installing solar panels.

If Council wishes to pursue the feasibility of installing green technology / renewable energy system on a City owned facility, including obtaining cost estimates (as well as site audits, installation, grid connections and estimated annual maintenance of the recommended panel sizing and configuration); estimates of energy generation and payback length; and recommendations of how best to structure usage agreements, it is recommended that the City engage a consultant, for a cost of approximately \$10,000.00 (to look at feasibility of retrofitting an existing City building). At present, the balance of the Climate Action Reserve account is \$2,500.00.

While some local and regional companies offer no-cost / no-obligation estimates, it would be most productive to engage a consultant (as noted above) who could provide the following:

- Cost / benefit analysis;
- Site assessment;
- System design
- Long term operations and maintenance requirements;
- Permits; and
- Installation.

A structural engineering assessment for additional loading from the solar panel mounting structure onto the roof of an existing building will be necessary. Typically, building roofs have an additional capacity to support extra loads such as dead, live or environmental loads. However, a structural inspection or audit to determine the amount of that additional capacity compared to all loads being applied with the installation of panels is recommended. Ideally, the pilot project would be initiated on a new building (i.e. new parkade or aquatic facility) as it could be addressed in the design phase, thereby avoiding potential issues at the time of construction instead of having to work around them in a retrofit.

The Shuswap Recreation Society has investigated the installation of solar panels at Shaw Centre but it has proven difficult to ascertain what the benefit might be. PV systems are only capable of reducing the use of fossil fuels but not eliminating them in their entirety, making them ineffective to significantly reduce GHGs.

While the pursuit of green technology is important and shows leadership by Council, the economic benefits are often speculative at best. Take, for example, the Geothermal system at City Hall. While this is a sustainable and more environmentally friendly method than

utilizing conventional heating sources, the operating and maintenance costs routinely outweigh any energy savings.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Carl Bannister", written over a horizontal line.

Carl Bannister, MCIP, RPP  
Chief Administrative Officer

Item 17.3

## CITY OF SALMON ARM

Date: January 28, 2019

### TCH Corridor Safety Improvements - Implementation

#### Vote Record

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

Opposed:

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

5. REPORTS3. Director of Engineering & Public Works - TCH Corridor Safety Improvements Implementation

S. Sirett, District Manager, and R. Thorpe, District Engineer, Ministry of Transportation and Infrastructure outlined the project and were available to answer questions from the Committee.

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Council approve Phase I and Phase II of the Trans-Canada Corridor Safety Improvements as recommended in the Trans-Canada Highway Corridor Safety Study (2013) as prepared by ISL Engineering Ltd.;

AND THAT: the City enter into Letters of Agreement with both the Ministry of Transportation and Infrastructure and Insurance Corporation of British Columbia for the cost sharing of said improvements.

Amendment:

Moved: Mayor Harrison

Seconded: Councillor Cannon

AND THAT: the Ministry of Transportation provide a written agreement that gateway signage and speed reader signs be permitted to be installed to the east and west of the downtown core as a condition of proceeding with the project.

CARRIED UNANIMOUSLY

Amendment:

Moved: Mayor Harrison

Seconded: Councillor Cannon

AND THAT: the Ministry and the City agree to install a red light camera at the intersection of Alexander Street NE and the Trans Canada Highway as a condition of proceeding with the project.

DEFEATED

Councillors Flynn, Wallace Richmond and Lavery Opposed

Amendment:

Moved: Councillor Flynn

Seconded: Councillor Lavery

AND THAT: the City and the Ministry of Transportation and Infrastructure review the installation of a red light camera at the intersection of Alexander Street NE and the Trans Canada Highway one year after the Phase I and Phase II improvements have been completed.

Motion as amended:

CARRIED UNANIMOUSLY



**CITY OF**  
**SALMON ARM**

File: 2019-51

**TO:** His Worship Mayor Harrison and Members of Council

**FROM:** Robert Niewenhuizen, Director of Engineering & Public Works

**DATE:** January 11, 2019

**SUBJECT:** TCH Corridor Safety Improvements - Implementation

**RECOMMENDATION:**

**THAT:** The Development and Planning Services Committee recommends to Council that Council approve Phase I and Phase II of the Trans-Canada Corridor Safety Improvements as recommended in the Trans-Canada Highway Corridor Safety Study (2013) as prepared by ISL Engineering Ltd.;

**AND THAT:** The City enter into Letters of Agreement with both the Ministry of Transportation and Infrastructure and Insurance Corporation of British Columbia for the cost sharing of said improvements.

**AND THAT:** The Ministry of Transportation provide a written agreement that gateway signage and speed reader signs be permitted to be installed to the east and west of the downtown core as a condition of proceeding with the project.

**AND THAT:** The City and the Ministry of Transportation and Infrastructure review the installation of a red light camera at the intersection of Alexander Street NE and the Trans Canada Highway one year after the Phase I and Phase II improvements have been completed.

**BACKGROUND:**

At the Regular Council meeting of October 10, 2017, City Council approved the proposed Phase I improvements (Resolution 0401-2017), outlined in the staff report dated July 26, 2017 and as recommended in the Trans-Canada Highway (TCH) Corridor Safety Study (2013) prepared by ISL Engineering Ltd.

City Council instructed City staff at that time to enter into an agreement with the Ministry of Transportation and Infrastructure (MOTI) and ICBC for cost sharing the improvements subject to the funding being reviewed during the 2018 budget discussions. The required funding of \$250,000.00 was approved in the 2018 budget with the funding apportioned as follows: City \$88,000.00, ICBC \$75,000.00 and MOTI \$87,000.00.

In June of 2018 the City received the funding agreements from both ICBC and MOTI for the project. A report was presented to City Council on July 9, 2018 with the purpose of

informing Council of City Staff's intent to execute the agreements so that the project could be initiated. During Council's discussion a motion was made to reconsider resolution 0401-2017 and that it be deferred until after the 2018 Inaugural meeting of the new Council (Resolution 0318-2018 attached). City Staff informed both MOTI and ICBC of the deferral. MOTI expressed their concerns with delaying the safety improvements.

On November 30, 2018, after the Municipal Elections, City Staff met with MOTI to discuss next steps for the corridor safety improvements. During discussions MOTI indicated that they would prefer to complete the improvements in cooperation with the City, however, they were clear that even without City support they will be compelled to complete safety improvements through the corridor at some point in the near future.

MOTI also brought forward an alternate proposal for improvements along the corridor should Council wish to retain the lights at Ross Street for traffic flow purposes. This alternate would maintain the signalized intersection at Ross Street but would see the removal of the lights at Alexander Street. Staff do not recommend proceeding with the alternate proposal as it would result in less access to the downtown core (signal lights at Shuswap Street and Ross Street only) and continue the significant traffic loading through the playground zones.

Although the project was initially approved as a Phased project, MOTI and City Staff determined through the discussion that there is more benefit to completing the project in one phase due to several factors including:

- Overall project savings through economies of scale;
- Minimized time frame to realize full safety benefits from improvements;
- Maximized improvements to access to and egress from the downtown core; and
- Concentration of construction and driver disruption over shorter time frame.

The full project scope includes relocating the traffic signals at Ross Street to 4 Street NE; restricting access at 6 Street, Ross Street and McLeod Street NE and adding full movements to the traffic signals at Shuswap Street and 4 Street NE (advanced left turns into and out of the downtown core). While nothing is perfect, Staff believe that this revision of scope will best address traffic movements from the growth areas of the City, for examples see Appendix A.

City Staff believe the addition of the advanced left turn movements to be the most beneficial of the improvements for both safety and traffic flow through the downtown core. Advanced left turn movements remove conflict with pedestrians and oncoming traffic which allows traffic to efficiently and safely clear the intersection. This will help reduce queues entering and exiting the downtown which can currently build enough to disrupt traffic movement within the core. Most importantly, the advanced lefts will help eliminate the pedestrian and cyclist incidents and near misses (regularly reported at the intersection of Shuswap Street and the TCH) and together with restricting movements at non-signalized intersections, significantly improve safety throughout the corridor. (See Appendix B & C)

MOTI has verbally agreed to allowing Gate way signage improvements on the TCH Corridor as well as speed reader boards however this would be at the City's expense and these costs have not been included in the 2019 budget. If Council wishes to pursue these additional improvements they could be investigated at a later date. We would

foresee some consultation with Downtown Salmon Arm on the design of any gateway signage.

The completion of the Phase 2 work would see an increase in costs to the project; however as previously noted, MOTI and City Staff believe it to be in the best interest of the community that all of the improvements be completed at the same time.

MOTI has estimated the cost of works to be \$330,000.00 for Phase 1 and \$220,000.00 for Phase 2 which includes new signals at Shuswap Street. MoTI has indicated that they will cover the majority of the Phase 2 cost; however, request that the City provide funding for the new traffic signal controller at Shuswap Street and the TCH. This item is estimated at \$30,000.00 and has been identified in the 2019 Capital Budget.

In speaking with the MOTI project engineer the intent is to complete the works this summer with much of the work being done during the evenings to limit the impact to the traffic flows along the TCH and into the downtown core.

City Staff note that completion of these works in advance of the Ross Street Underpass may cause interim traffic 'headaches' until the three-way stop at 4 Street and Lakeshore Road can be installed; however, due to the condensed connectivity within the downtown core, we anticipate drivers will revise their routes as necessary in the interim.

City Staff firmly believe that now is the time to proceed with these improvements.

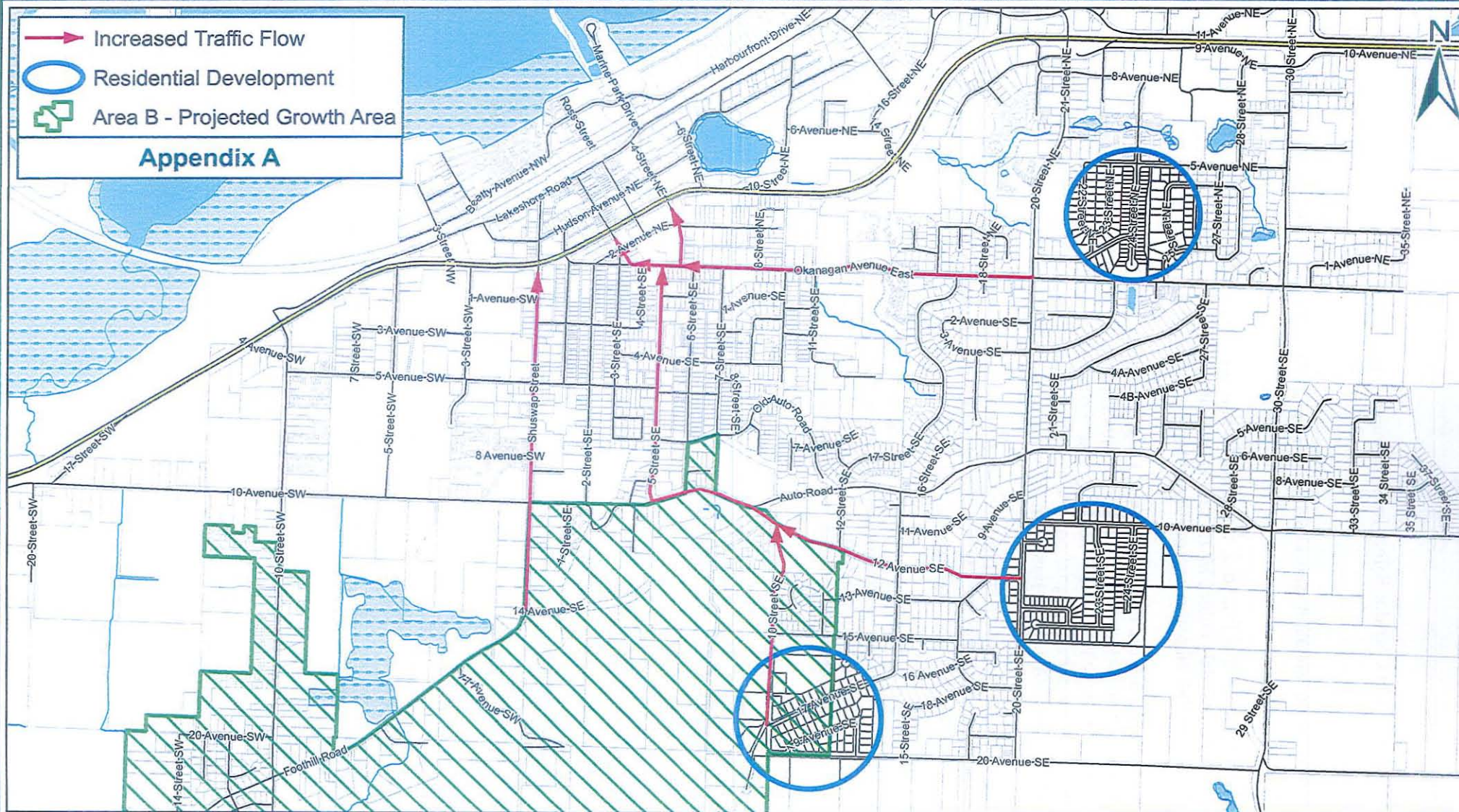
Respectfully submitted



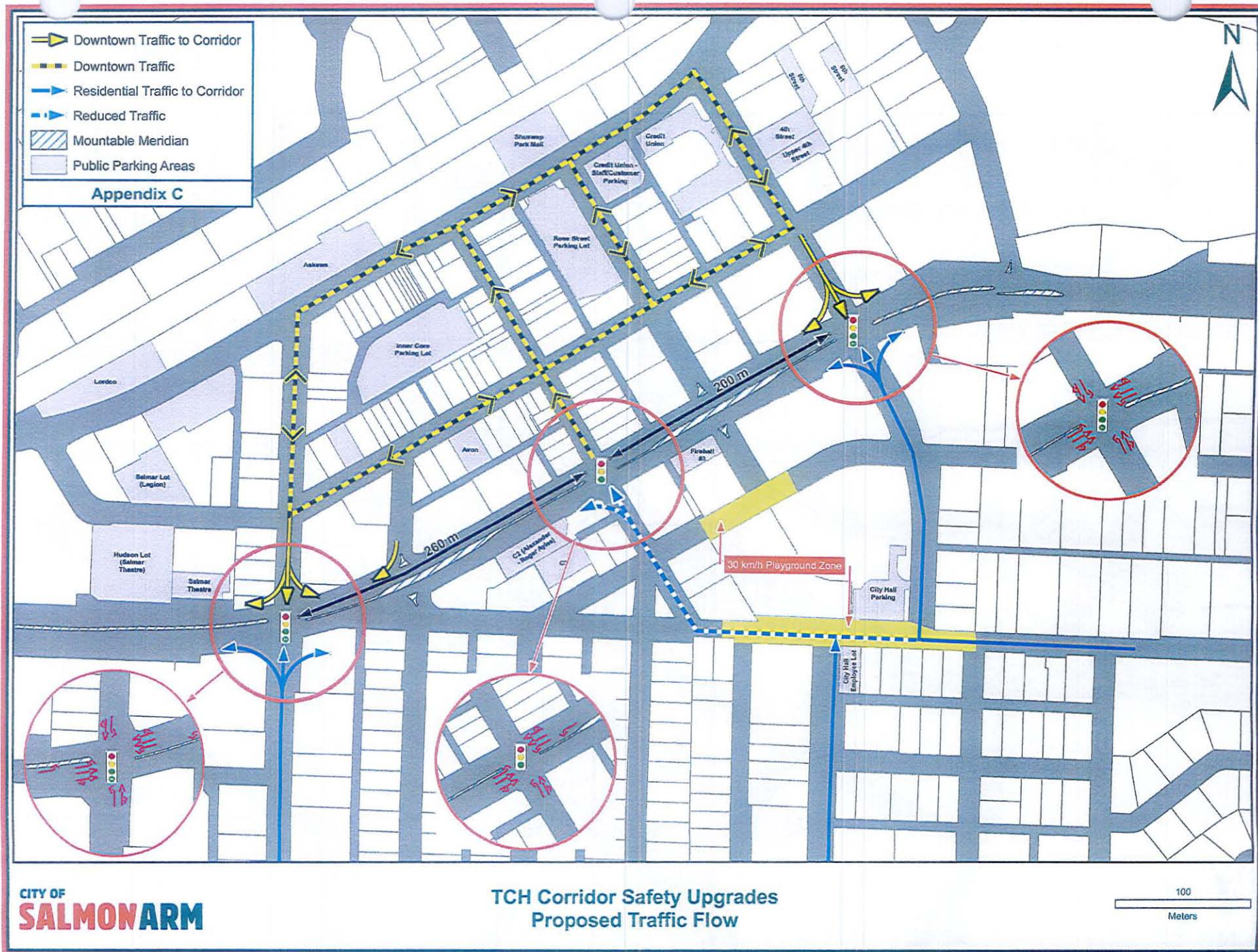
Robert Nieuwenhuizen, A.Sc.T  
Director of Engineering & Public Works

cc Chelsea Van De Chappelle, CFO





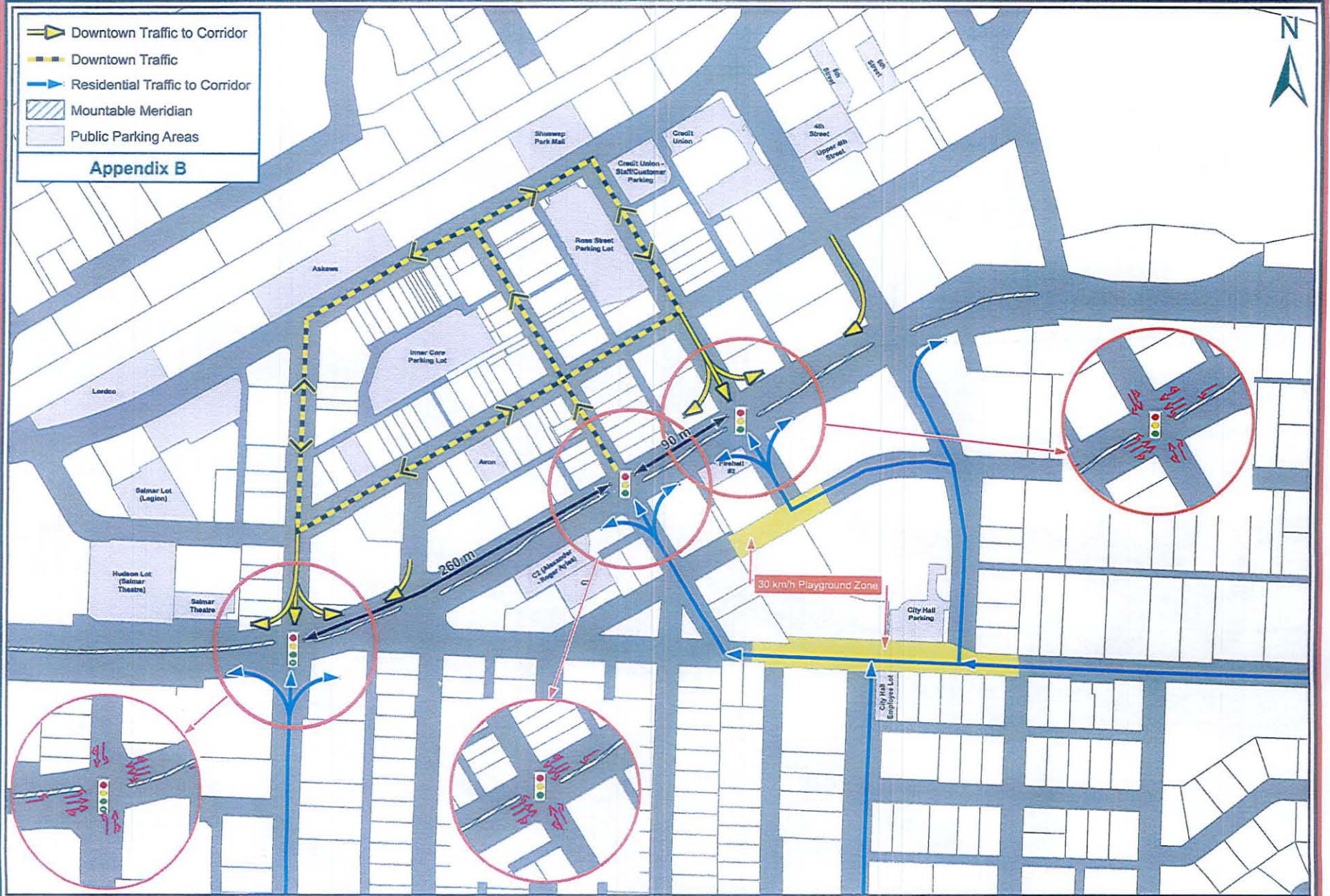






-  Downtown Traffic to Corridor
-  Downtown Traffic
-  Residential Traffic to Corridor
-  Mountable Meridian
-  Public Parking Areas

## Appendix B



CITY OF  
**SALMON ARM**

TCH Corridor Safety Upgrades  
Existing Traffic Flow

100  
Meters

Item 18.1

## CITY OF SALMON ARM

Date: January 28, 2019

### Shuswap Watershed Council – Alternate Appointment

#### Vote Record

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

Opposed:

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

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Item 21.1

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor

Seconded: Councillor

THAT: Temporary Use Permit No. TUP-15 Amendment be approved for:

- 1) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 (550 – 10 Avenue SW);
- 2) Parcel B (Plan B5839) of the NW ¼, Section 11, Township 20, Range 10, W6M, KDYD (690 – 10 Avenue SW); and
- 3) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 – 10 Street SW);

AND THAT: TUP-15 permit the temporary use of campgrounds as shown in Appendix 2 of the Staff Report dated January 10, 2019 and in accordance with the amended terms and conditions:

- 1) TUP-15 is valid for a two week period during the month of August for the years 2018, 2019 and 2020, with camping limited to a maximum seven day time period during the Roots and Blues Festival; and
- 2) TUP-15 camping area is expanded on Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 – 10 Street SW) as shown in Appendix 2 of the Staff Report dated January 10, 2019.

[Salmon Arm Folk Music Society/847774 BC Ltd./Dedood, J./Thompson, J; 550 – 10 Avenue SW, 690 – 10 Avenue SW and 1300 – 10 Street SE; Temporary Camping for Roots and Blues Festival]

### Vote Record

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

Opposed:

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

# **CITY OF SALMON ARM**

To: His Worship Mayor Harrison and Members of Council

Date: January 10, 2019

Subject: Temporary Use Permit Application No. 15 Amendment

Applicant: Salmon Arm Folk Music Society

Owners: 1) 847774 BC Ltd. (550 - 10 Avenue SW)  
2) J. and J. Dedood (690 - 10 Avenue SW)  
3) Jerry Thompson (1300 - 10 Street SW)

## MOTION FOR CONSIDERATION

THAT: Temporary Use Permit No. TUP-15 Amendment be approved for:

- 1) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 (550 - 10 Avenue SW);
- 2) Parcel B (Plan B5839) of the NW ¼ of Section 11, Township 20, Range 10, W6M, KDYD (690 - 10 Avenue SW); and
- 3) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 - 10 Street SW);

AND THAT: TUP-15 permit the temporary use of campgrounds as shown in Appendix 2 and in accordance with the amended terms and conditions:

- 1) TUP-15 is valid for a two week period during the month of August for the years 2018, 2019 and 2020, with camping limited to a maximum seven day time period during the Roots and Blues Festival; and
- 2) TUP-15 camping area is expanded on Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 - 10 Street SW) as shown in Appendix 2.

## STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

## PROPOSAL

The three subject parcels are located at 550, 690 and 1300 - 10 Avenue SW. The applicant is proposing to amend the current approved permit (TUP-15) to expand the camping area on Lot 1 (1300 - 10 Street SW) as shown on APPENDIX 1 and extend the number of camping days from a maximum of four to seven days. A rationale letter from the applicant is attached as APPENDIX 2.

The existing TUP-15 expires after the 2019 festival. The associated staff report is as APPENDIX 3.

COMMENTSEngineering Department

No concerns subject to the original TUP-15 requirements.

Building Department

No concerns.

Fire Department

Currently the existing campgrounds #1 & 2 have access points from the road as well as between them. Campground #3 has access points from 10th Ave and 10th Street. As shown on the map attached we would like an access point from 10th Ave as well as an access point between campsites #3 & 4 similar to 1 & 2. This would allow us to have more than one way in and one way out.

RCMP (Staff Sergeant S. West)

As this is new it *may* require additional policing which we can assess as we move forward and react to based on the population and demographic that we see arrive early for the festival. The risk to require additional policing is likely moderate to low in my assessment and may resolve a number of community issues by spreading out arrivals of RV's.

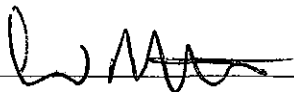
Planning Department

The proposal by the applicant is to first, expand the camping area as shown on APPENDIX 1 and second to extend the allowable camping days from four to seven.

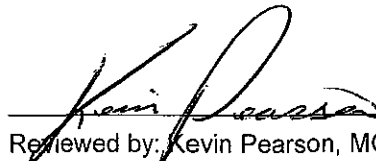
The applicant has contacted ALC staff regarding the camping area which they have stated the expanded area on the subject property would be consistent with ALC Resolution #171/2015. Further, the existing ALC approval does not restrict the extent of camping days however stipulates that all uses are limited to a 10 day period in August (including set-up, festival days and clean up).

CONCLUSION

TUP-15 Amendment is recommended for approval by staff subject to the terms and conditions outlined in the motion for consideration and recommendations from the Fire Department and RCMP are adhered to.

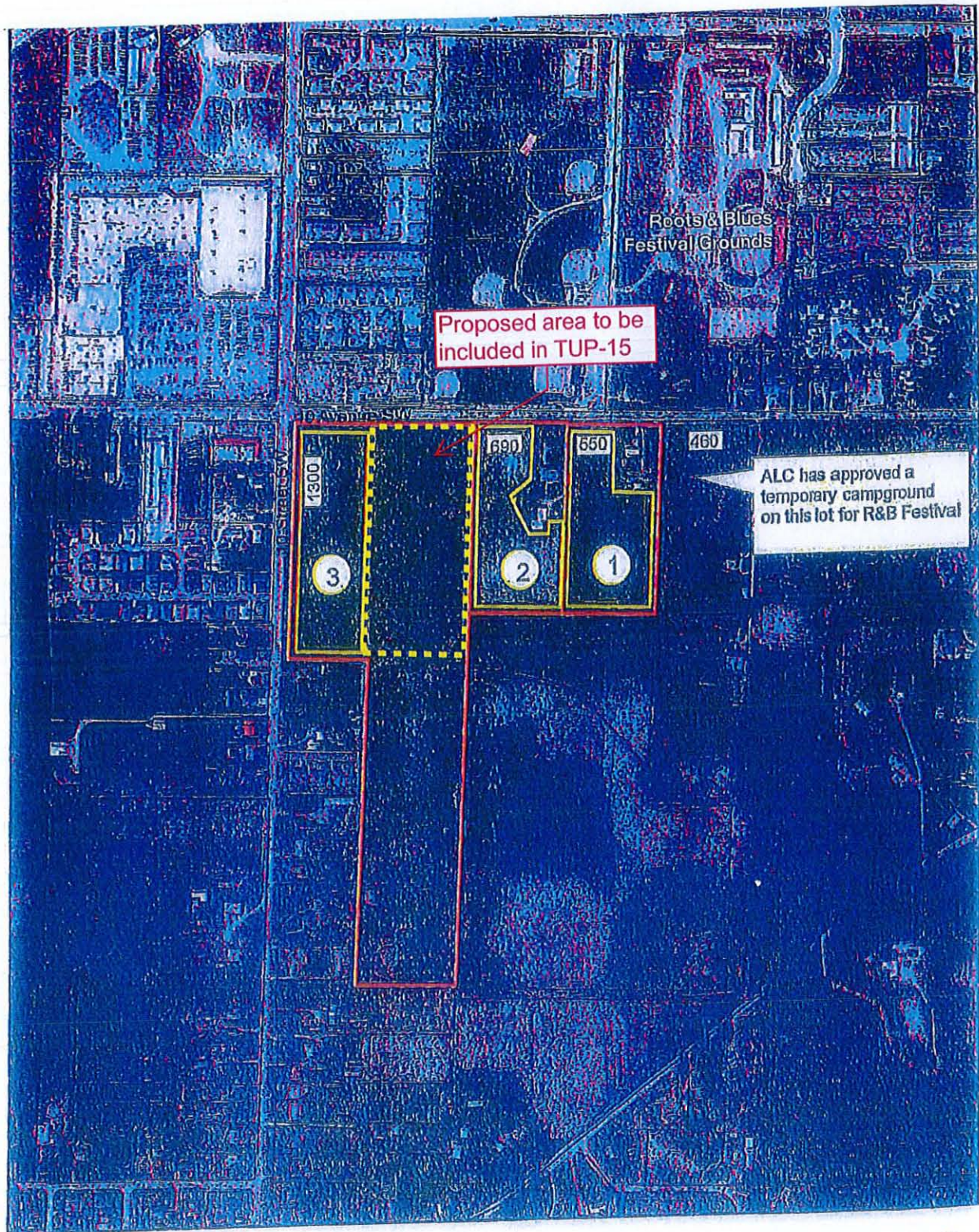


Prepared by: Wesley Miles, MCIP, RPP  
Planning and Development Officer



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





Subject Properties  
Proposed Temporary Campground

## LOCATION MAP

100 50 0 100 Meters







August 17, 18 & 19, 2012

Salmon Arm Folk Music Society, Box 21,  
Salmon Arm, British Columbia, V1E 4N2  
Telephone 250-833-4096 | Fax 250-833-4097  
E-mail: loriw@rootsandblues.ca

November 16, 2018

City of Salmon Arm

RE: Temporary Commercial Use Permit Application

Addresses: 550-10<sup>th</sup> Avenue SW, Salmon Arm, BC (Owner: Jerry Thompson)

690-10<sup>th</sup> Avenue SW, Salmon Arm, BC (Owner: Johan & Judy Dedood)

1300-10<sup>th</sup> Avenue SW, Salmon Arm, BC (Owner: Bruno Bush)

Dear Kevin Pearson:

The SAFMS is seeking an amendment to the Temporary Use Permit No. TUP-15 from the City to allow seven days of camping from the current four days duration offered in 2018, and the use of all of the land located on the property (PID 009-460-411) on the corner of 10th Street and 10th Avenue.

We believe the main benefit of using the entire campsite property (PID 009-460-411) is it will reduce the number of campers stationed on each property. Currently each campground property average 175 sites per property. The new space on the noted property will be viewed as a new campsite as it has its own independent entry point, and with this addition we would have a maximum of 125 campers on each of the four camping areas. Reducing the number of units on each property will increase loading efficiency and help speed up the process to move units on to the properties which will have the added benefit to remove vehicles off of the City streets to avoid causing unnecessary traffic congestion.

Based on the previous approval from the ALC, the number of site spaces on all of the properties combined will not exceed 600.

As the City is well aware, we take the privilege of using these properties very seriously, and take great measures not to disturb their natural balance in order to ensure future use. We are most appreciative of the support we have received from the City of Salmon Arm in assisting us with the accommodation needs of our audience. With the low vacancy rates in the summer months amongst accommodations providers the use of these campsite properties is crucial to the long-term viability of the event and allows the event organizers to offer attendees an accommodation option when other option may not be available. The approval of our current TUP application will insure the attendance of the event will have an opportunity to grow in the future.

For informational purposes, I have included a copy of the layout plans for our campgrounds along with endorsements from the owners supporting this application. The Salmon Arm Folk

Music Society would like to thank the Mayor, Salmon Arm City Council and the City of Salmon Arm Planning Department for considering this application. The Society looks forward to the earliest possible response to this application.

If you require any further information or clarifications, please contact me at any time.

Respectfully,



David Gonella  
Executive Director  
Salmon Arm Roots and Blues Festival

*City of Salmon Arm**Development Services Department Memorandum*

To: Her Worship Mayor Cooper and Members of Council

Date: May 15, 2018

Subject: Temporary Use Permit Application No. 15

Applicant: Salmon Arm Folk Music Society

Owners: 1) 847774 BC Ltd. (550 - 10 Avenue SW)  
2) J. and J. Dedood (690 - 10 Avenue SW)  
3) Jerry Thompson (1300 - 10 Street SW)

**MOTION FOR CONSIDERATION**

THAT: Temporary Use Permit No. TUP-15 be approved for:

- 1) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 (550 - 10 Avenue SW);
- 2) Parcel B (Plan B5839) of the NW ¼ of Section 11, Township 20, Range 10, W6M, KDYD (690 - 10 Avenue SW); and
- 3) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 - 10 Street SW);

AND THAT: TUP-15 permit the temporary use of campgrounds as shown in Appendix 2 and in accordance with the following terms and conditions:

- 1) The total number of tent or recreational vehicle sites on the subject properties shall not exceed 600;
- 2) Check-in stations are to be setback appropriately from each entrance, ideally to provide a minimum cueing distance of 100 metres (15 vehicles);
- 3) Plumbing Permit issuance by the City's Building Department is required prior to the commencement of the Roots and Blues Festival;
- 4) Approval of a Fire Safety Plan by the City's Fire Department; and
- 5) TUP-15 is valid for a two week period during the month of August for the years 2018, 2019 and 2020, with camping limited to a maximum four day time period during the Roots and Blues Festival.

**STAFF RECOMMENDATION**

THAT: The motion for consideration be adopted.

## PROPOSAL

The three subject parcels are located at 550, 690 and 1300 – 10 Avenue SW as shown in APPENDIX 1. The applicant is proposing to use a portion of each lot for three temporary campgrounds - a total of 600 campsites - to accommodate the annual Salmon Arm Roots and Blues festival and is requesting approval of a Temporary Use Permit for that purpose. The campground layout and site plans are shown in APPENDIX 2 and a letter from the applicant is attached as APPENDIX 3.

The previous TUP-13 expired after the 2017 festival, and TUP-15 is applying for the 2018, 2019, and 2020 festivals.

## BACKGROUND

The subject properties are designated Acreage Reserve in the Official Community Plan, are zoned Rural Holding (A-2) / Single Family Residential (R-1) and are entirely within the Agricultural Land Reserve APPENDICES 4, 5, and 6 respectively. The applicant applied for approval for the temporary campground under Section 20(3) of the *Agricultural Land Commission Act* (non-farm use in the ALR) in 2015 and was approved until September 1, 2019.

The three properties have been used for a temporary festival campground since 2005. The campground as a whole has consisted of 600 sites open to tent and recreation vehicle campers for a four day period during the festival.

In April of this year, the ALC granted approval for another temporary campground of approximately 100 sites on the adjacent lot to the east addressed at 460 – 10 Avenue SE. That four-year approval carries forward to the conclusion of the 2022 Roots and Blues festival.

The subject properties are relatively flat and accessible from 10 Avenue SW. The Salmon Arm Roots and Blues Festival site is conveniently located on the Fall Fair grounds, north of the campgrounds across 10 Avenue SW. The area is characterized by rural acreages surrounded by park, recreation, commercial and residential uses.

## COMMENTS

### Engineering Department

Comments attached as APPENDIX 7.

### Building Department

No concerns.

### Fire Department

No concerns.

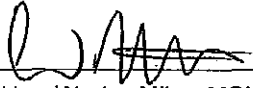
### Planning Department

The proposal is consistent with previous approvals for the subject properties and neighboring properties, approval is recommended. As part of the TUP application process, notification of the proposal and Hearing Date would be advertized once in the newspaper and mailed to all property owners and occupiers within 30 m of the subject parcels. The applicant is also required to post a TUP notification sign along the 10 Avenue SW frontage 10 days prior to the Hearing Date.

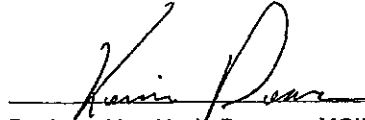


CONCLUSION

TUP-15 is recommended by staff subject to the terms and conditions outlined in the motion for consideration.



Prepared by: Wesley Miles, MCIP, RPP  
Planning and Development Officer



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



## APPENDIX 1



Subject Properties

Proposed Temporary Campground

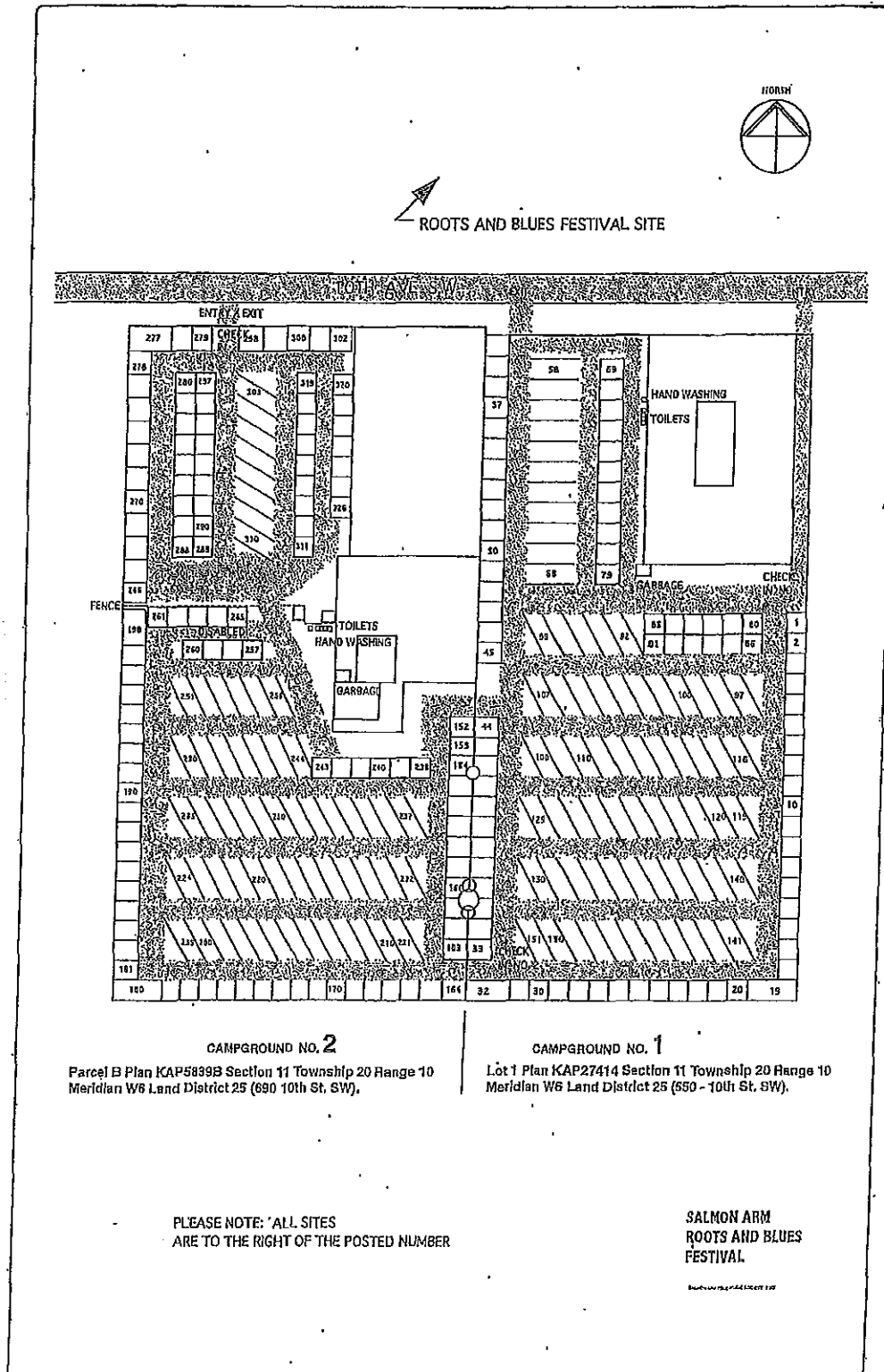
## LOCATION MAP

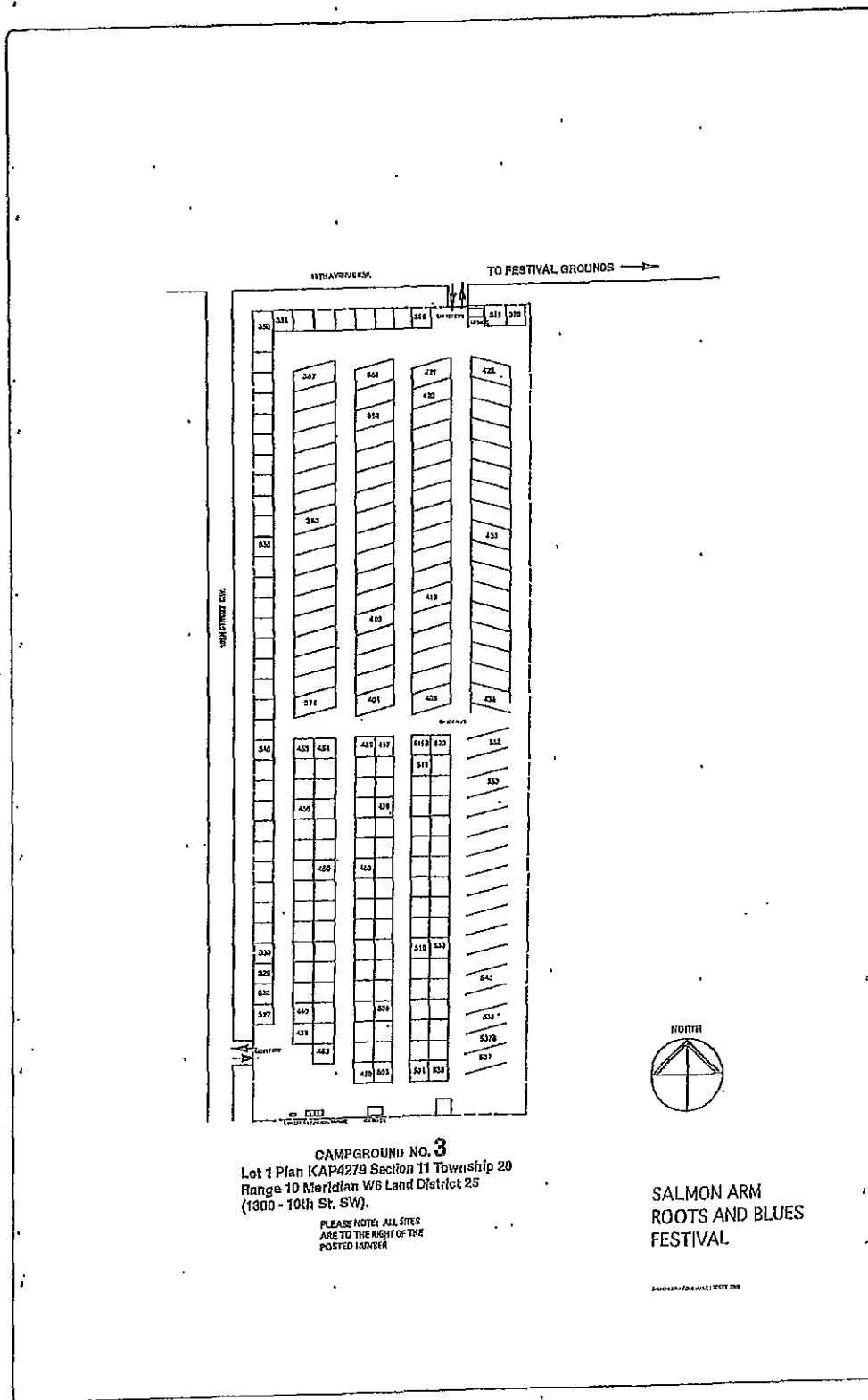
100 50 0 100 Meters





## APPENDIX 2





## APPENDIX 3



Salmon Arm Folk Music Society  
Box 21 Salmon Arm, BC V1E 4N2  
250-833-4096 fax: 250-833-4097

March 22, 2018

Attn. Kevin Pearson  
Director of Development Services  
City of Salmon Arm  
Box 40  
100 - 30 Street SE  
Salmon Arm, BC V1E 4N2

RE: Temporary Campground

Dear Mr. Pearson:

On behalf of the Salmon Arm Folk Music Society and the Roots and Blues Festival, I would like to request the use of the southeast section of Blackburn park for the use as a volunteer and over-flow campground during the 26th Annual Roots and Blues Festival.

The dates we would require the fields are August 13<sup>h</sup> to 23rd, 2018 to allow for set-up and a proper amount of time to restore the area to its pre-event condition. We are truly grateful for your support.

If the Council approves the use of this property is it possible to set the terms of the approval over a 3-5 cycle to reduce the administrative burden on the SAFMS staff would be appreciated

Thank you,

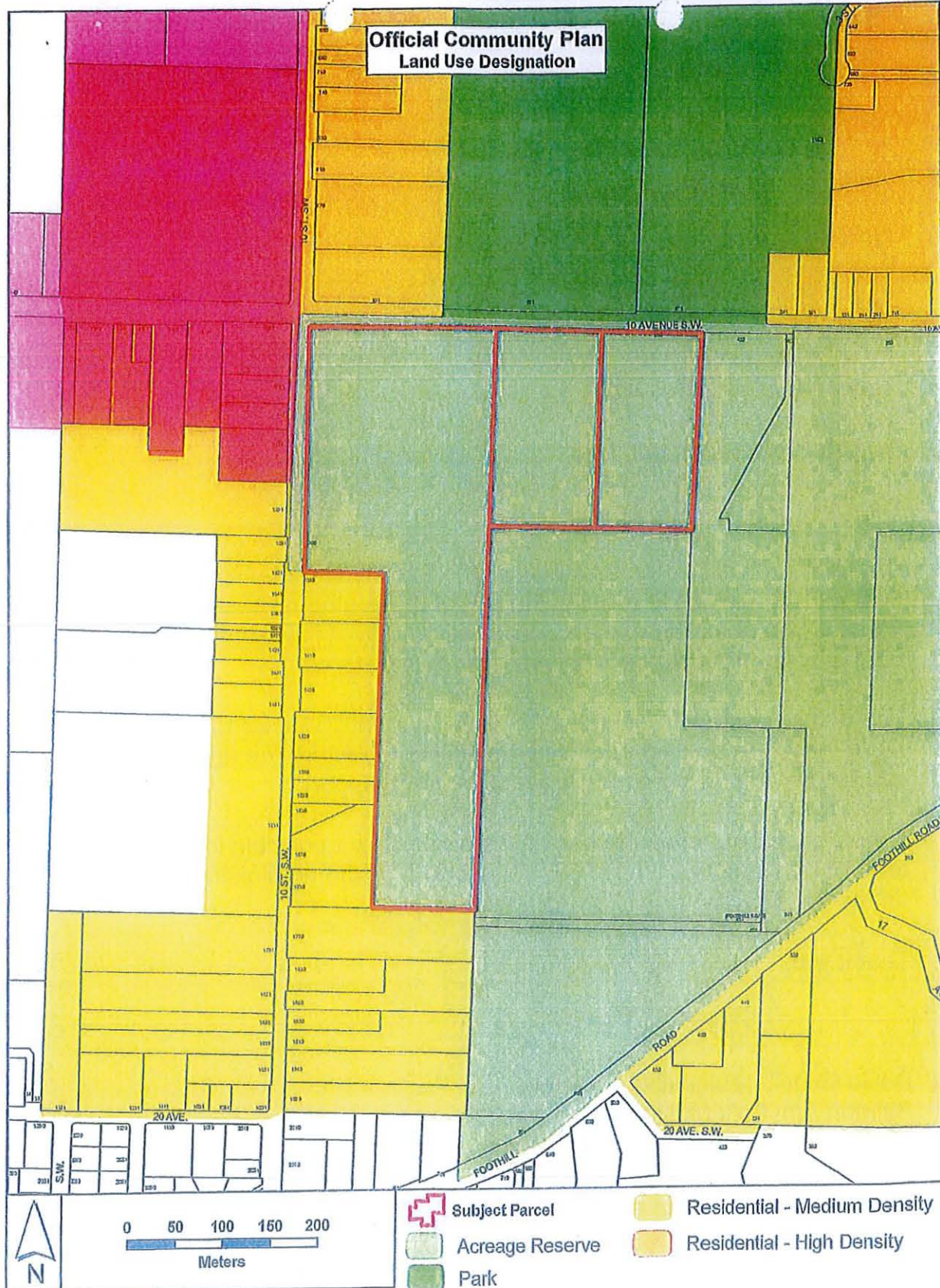
A handwritten signature in blue ink, appearing to read "David Gonella".

David Gonella, Executive Director  
Salmon Arm Folk Music Society  
26th Annual Roots and Blues Festival  
PO Box 21, Salmon Arm, BC V1E 4N2  
Phone: 250-833-4096 - Fax: 250-833-4097



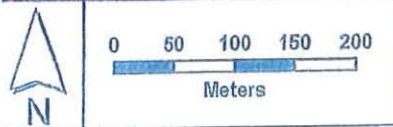
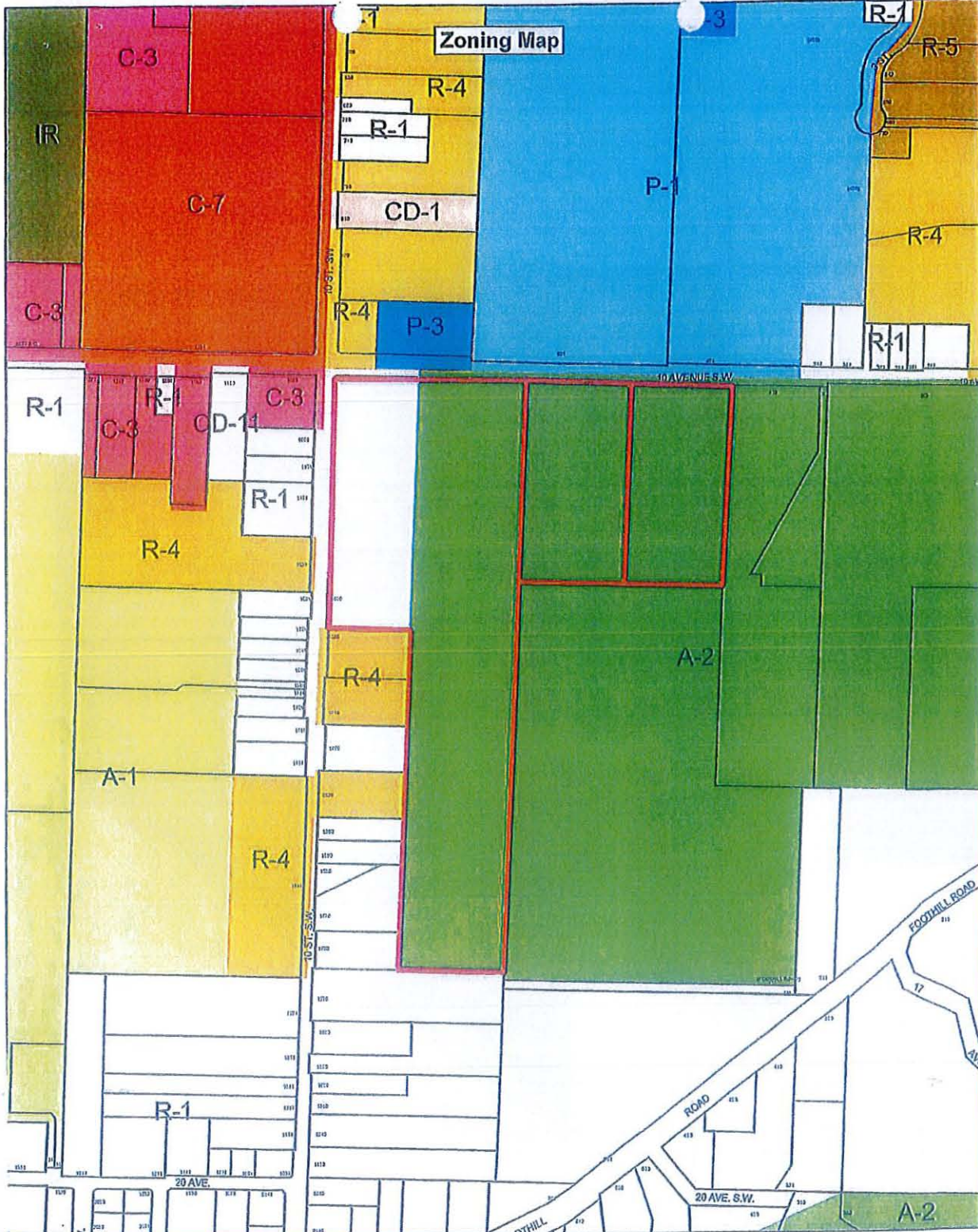


APPENDIX 4





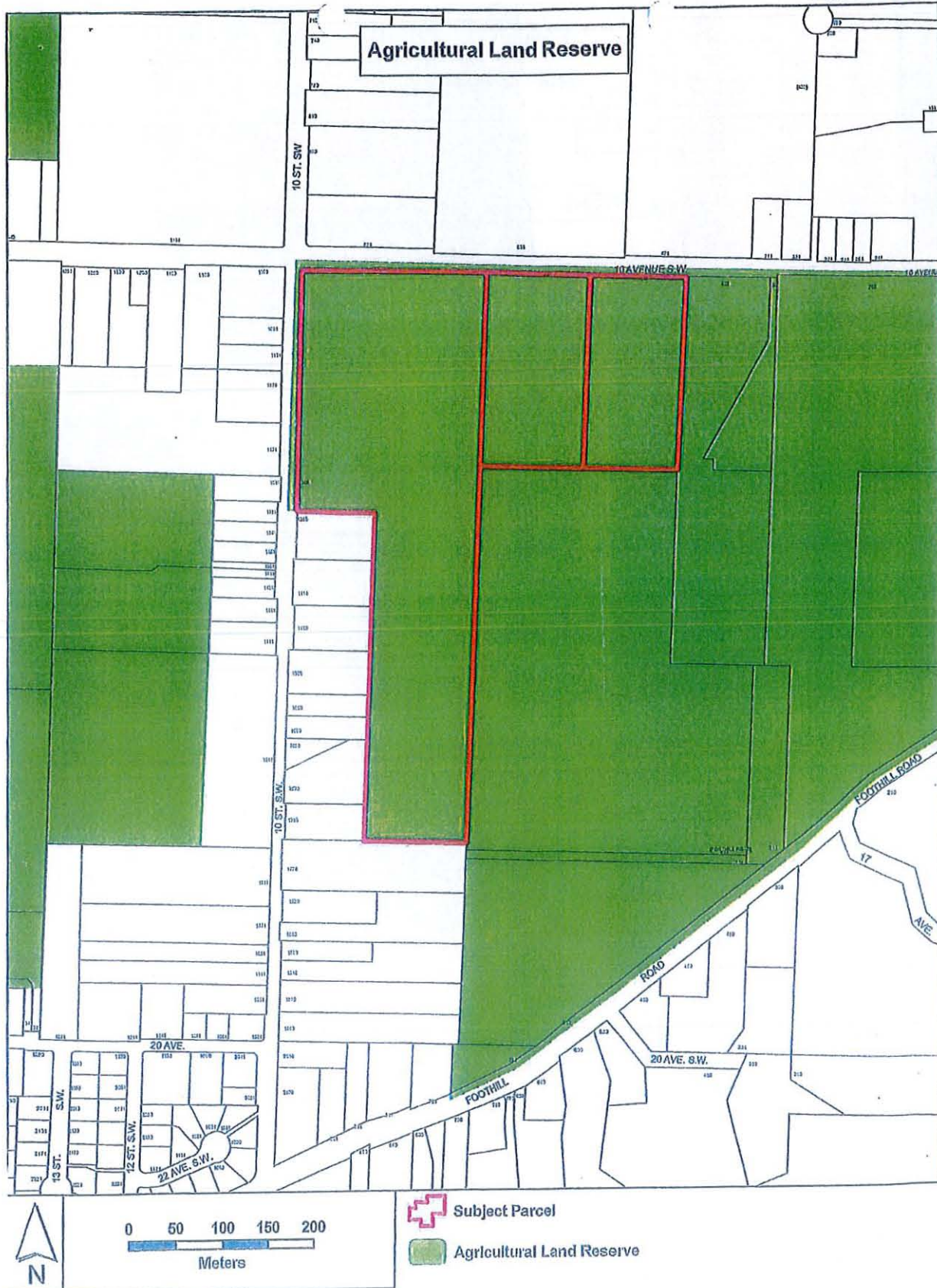
APPENDIX 5



- Subject Parcel
- Rural Holding
- Park and Recreation
- Single Family Residential
- Medium Density Residential



APPENDIX 6





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

---

To: Kevin Pearson, Director of Development Services  
 Date: April 11, 2018  
 Prepared by: Darin Gerow, Engineering Assistant  
 OWNERS: 1) Jerry Thompson, 0847774 BC Ltd., Box 1006, Salmon Arm, BC, V1E 4P2  
 2) Johan & Judy De Dood, 3, 1460 - 10 Street SW, Salmon Arm, BC, V1E 1T2  
 APPLICANT: Salmon Arm Roots & Blues Festival, Box 21, Salmon Arm, BC, V1E 1T2  
 SUBJECT: TEMPORARY USE PERMIT APPLICATION NO. TUP-15E  
 LEGAL: 1) Lot 1 Section 11, Township 20, Range 10 W6M, KDYD, Plan 27414  
 2) Parcel B (Plan B5839) of the NW ¼ Section 11, Township 20, Range 10 W6M, KDYD  
 3) Lot 1 Section 11, Township 20, Range 10 W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166  
 CIVIC: 1) 550 - 10 Avenue SW  
 2) 690 - 10 Avenue SW  
 3) 1300 - 10 Street SW

---

Further to your referral dated April 4, 2018, we provide the following servicing information.

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.

The Engineering Department has no objection to the proposed use subject to the following:

1. A plumbing permit and inspection prior to public use of the hand washing stations is required.
2. Vehicle check-in stations are located far enough off the street to provide a minimum cueing distance of 100 metres (15 vehicles).

Darin Gerow, AScT  
 Engineering Assistant

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

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Item 21.2

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council approve application CRS-7;

AND THAT: Council consider its Resolution with respect to the following:

1. City Zoning Bylaw No. 2303 and City Policy No. 3.20;
2. Public notification followed by the holding of a Hearing at the Regular Council Meeting of January 28, 2019; and
3. The impact of the application on the community.

[Her Majesty Queen in Right of the Province of British Columbia; 2991 – 10 Avenue (TCH) SW; CRS-7]

### Vote Record

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

Opposed:

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





TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: Januray 03, 2019

SUBJECT: Cannabis Retail Store Application No. 7 (CRS-7)

Applicant: BC Cannabis Stores  
 Her Majesty Queen in Right of the Province of British Columbia  
 Property Owner: Calloway REIT (Salmon Arm) Inc.  
 Civic Address: 2991 10 Avenue SW

#### STAFF RECOMMENDATION

THAT: By a Resolution, Council approve application CRS-7;

AND THAT: Council has considered its resolution with respect to the following:

1. City Zoning Bylaw No. 2303 and City Policy No. 3.20;
2. Public notification followed by the holding of a Hearing on Januray 28, 2019; and
3. Determination there will be no greater impact on the community if this application is approved.

#### PROPOSAL

The applicant intends to operate a Provincial cannabis retail store (CRS) from a yet to be constructed unit / building within the Smart Centres development. The operator of the store is to be the BC Liquor Distribution Branch (LDB). The applicant provides a comprehensive proposal, attached as APPENDIX 1.

#### BACKGROUND

The City received this proposal from the LDB on November 27, 2018.

The retail sale of cannabis was legalized under Federal law in October 2018.

City Council adopted Cannabis Retail Store Policy No. 320 in August 2018.

The licensing regime of the Province's new Liquour Cannabis Regulation Branch does not apply to a Provincially operated CRS, which means the City's recently adopted CRS Policy No. 3.20 has no real effect on this proposal. However, in discussions with the undersigned, the LDB indicated their respect of the City's policy and are thus seeking City Council's approval through this application process.

#### *Cannabis Retail Store Policy No. 3.20*

Map 1 - Policy No. 320 (APPENDIX 2) shows the proposed location of the CRS to be within a supported commercial area of the City where, unlike the Core Commercial Area, there is no policy limitation on the number of such stores. There are no other City approved stores west of the commercial core.

## Application CRS-7

Public notification of the application and Hearing date will be completed in accordance with Section E) 5. of the Policy. All properties within 30 m of the subject property will be mailed notification and one advertisement of the public notice in the Salmon Arm Observer will be advertized before the scheduled Hearing date.

*Zoning Bylaw No. 2303*

The CD-8 zoning of the subject property permits the proposal under the permitted use "retail store".

*Business Licence Regulation Bylaw No. 3102*

CRS-7 is not a City Business Licence application. City business licence requirements generally include a premise meeting BC Building and Fire Code requirements and Zoning Bylaw regulations.

STAFF COMMENTS*Building Department*

No concerns.

*Fire Department*

No comments received.

*RCMP*

No comments received.

*Planning Department*

The applicant's proposal is thorough and includes a community impact analysis, site and building rationale, and store design concepts.

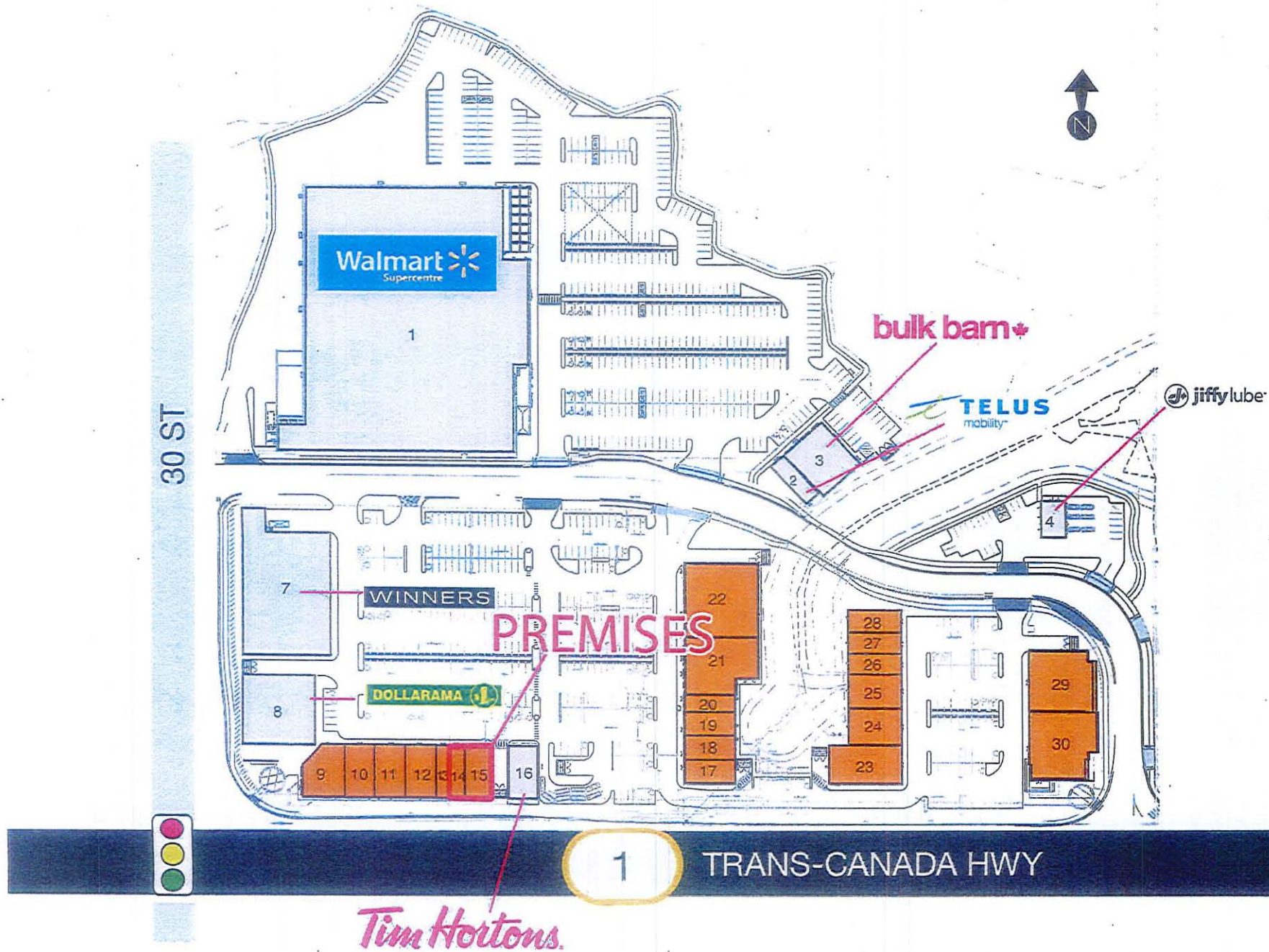
The Smart Centres land is designated "Highway Commercial" in the Official Community Plan and zoned CD-8 in the Zoning Bylaw. This land use designation and zone supports / permits a CRS. As a side note, when the CD-8 Zone for the property was under review in 2010, the Council at that time deleted the use "licensee retail store" (a use specifically defined for liquor retail stores) with the intention being to not allow a private liquor store within the Smart Centres development. As mentioned, a CRS falls within the definition of "retail store".

Labeled "PREMISES" on the site plan attached in APPENDIX 1, the location of the Provincial CRS would be one of several leased storefronts of a new building situated between the mall's Dollarama and Tim Hortons. The form, character and development of all buildings within Smart Centres were approved by Council in 2011 via Development Permit No. 381. Since then, approximately 65% of the total 235,000 ft<sup>2</sup> gross floor area has been constructed in this mall.

The proposed location is one of several site options suggested by the undersigned to Provincial officials. This application is recommended for support / approval based on supporting City policy, bylaws and location characteristics.

  
 Kevin Pearson, MCIP, RPP  
 Director of Development Services









## LIQUOR DISTRIBUTION BRANCH

November 7, 2018

City of Salmon Arm  
Development Services Department  
P.O. BOX 40, 500 – 2<sup>nd</sup> Avenue NE  
Salmon Arm, BC V1E 4N2

Dear Mayor and Councillors:

### Re: Cannabis Retail Store Application

Please accept our application to locate a **government operated cannabis retail store** at **2991 10 Ave SW**. The Liquor Distribution Branch ("LDB") has received support from the landlord of this property to proceed with this application ("Authorization" form/letter attached).

#### About the LDB

The LDB is one of two branches of government responsible for the beverage alcohol and non-medical cannabis (cannabis) industries in B.C. Through the *Liquor Distribution and Cannabis Distribution Acts*, the LDB is mandated with the purchase and distribution of beverage alcohol and cannabis for the Province. As well, the LDB operates a number of public liquor stores (197 in total), and, in February 2018, the Province announced that LDB will also operate public cannabis retail stores, as well as an e-commerce platform to offer public on-line sales of cannabis.

Revenue generated through the LDB's wholesale and retail operations is directed to the Provincial Government and contributes to supporting vital public services such as health care and education. For the 2017/2018 fiscal year, the LDB contributed \$1.12 billion to fund government services. Revenue generated through LDB's newly implemented cannabis operations (both wholesale and retail) will also be directed back to the Province to support important public services.

#### Location of Proposed Cannabis Retail Store

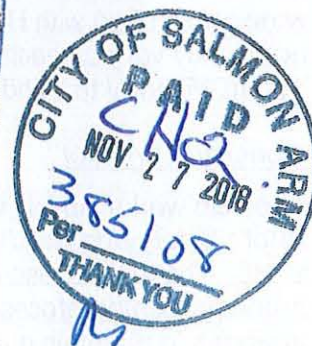
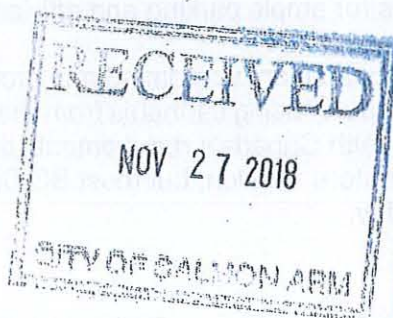
The 2991 10 Avenue SW location was selected by the LDB for a proposed cannabis retail store for a number of reasons, including that the site is:

- Located in Salmon Arm's commercial area that permit cannabis retail use;
- Located at least 500m away from schools;
- Easily accessible to customers; and
- Not expected to adversely impact traffic in the surrounding area, given its location near a premier intersection and in an already established retail complex.

#### Building and Site

The following considerations were taken into account when evaluating the appropriateness of the site and building for a cannabis retail store:

- The intended use of the site is consistent with the "retail" nature of the immediate area.
- The size of the proposed cannabis retail store will be approximately 3000 square feet.



- The site provides for ample parking and efficient traffic flow.

The storefront will be bright, clean, welcoming and professional, with the intent of creating a safe and favourable alternative to purchasing cannabis from the illicit market. Storefronts will have frosted windows to align with Health Canada's requirements that cannabis not be visible to minors. Store hours may vary by each store location, but most BC Cannabis Stores will be operational from 10 am to 10 pm, Monday to Sunday.

### Community Impact

The LDB works closely with the Liquor and Cannabis Regulation Branch (LCRB) and the Ministry of Public Safety and Solicitor General to encourage the safe and responsible use of alcohol and cannabis in BC. The LDB is also committed to working in partnership with local governments to follow all municipal zoning processes and meet all bylaw requirements, as well as local law enforcement agencies to maintain public safety and to mitigate, and respond to, any negative impact on the community.

Social Responsibility is part of the LDB's Mission Statement and one of the four pillars we have identified that supports our success. Our efforts are focused on three themes: encouraging and promoting responsible use of alcohol and cannabis, reducing the impact our business has on the environment, and giving back to the communities we serve. We meet these objectives by:

- Delivering products that meet strict product safety and quality requirements - all cannabis products will be purchased through the LDB wholesale channel; product will be lab tested and will only be purchased from producers that have been licensed by Health Canada.
- Ensuring accountability of our key business partners (e.g. Licensed Cannabis Producers).
- Promoting the safe and responsible use of beverage alcohol and cannabis through social responsibility campaigns aimed at keeping alcohol and cannabis out of the hands of youth\*, preventing driving under the influence, and informing the public about associated health risks.
- Actively discouraging customers from engaging in high-risk behaviour like drinking or consuming cannabis and driving, consuming alcohol or cannabis during pregnancy and participating in sporting activities while under the influence of alcohol or cannabis;
- Increasing awareness of the dangers associated with over-consumption or risky behaviour through various in-store campaigns with strategically placed messaging;
- Raising money through in-store fundraising campaigns for dry grad celebrations, red cross disaster relief, kids in need, and local community charities (through the Provincial Governments Employee Workplace charitable giving campaign); and
- Incorporating environmental sustainability into all facets of our business with a goal of reducing our environmental footprint and being a leader in sustainable retailing.

***\*Keeping cannabis out of the hands of minors will be a top priority for the LDB. Unlike liquor stores, minors will not be permitted to enter cannabis retail stores, even if they are accompanied by a parent or guardian. When entering the store, there will be an ID check at the entrance. Individuals without ID or minors (even those accompanying someone of legal age) will not be permitted in the store. As well, all staff will be required to complete a provincial training program.***

Additionally, customer, employee and community safety is paramount. All BC Cannabis Stores will have:

- Intruder and fire monitoring systems;



- Interior and exterior camera surveillance;
- Locked and tempered glass display cases for cannabis accessories;
- A secure storage room where product will be kept that will require access cards to enter;
- Durable and reliable commercial-grade doors and locks;
- Security shutters; and
- Smash-resistant windows.

And lastly, defective product will be transported to an off-premise location to be destroyed. Stores will not incinerate or dispose of cannabis products on premise.

All stores will employ unionized staff – stores in large municipalities will have approximately 12-20 employees and stores in smaller municipalities will have approximately 6-12 employees.

Further details regarding BC Cannabis Stores and the LDB's social responsibility efforts are included in the attached slide deck. If you require additional materials or have any questions we would be very happy to provide it. We thank you in advance for your consideration of our application.

Sincerely,



Michael Tan  
Executive Director, Cannabis Operations  
BC Liquor Distribution Branch

Attachments:

1. BC Cannabis Stores – Slide Deck
2. Completed Cannabis Retail Store Application

# **BC CANNABIS STORES**



**LIQUOR  
DISTRIBUTION  
BRANCH**





**Professional.  
Experienced.  
Responsible.**

With nearly 100 years of  
experience retailing liquor  
products, we know what it  
means to be a good neighbour.



# Purpose

To make high-quality cannabis products and education available to all customers – from the discerning to the new – through a responsible retail channel that provides expert and friendly service.

## SOCIAL RESPONSIBILITY

Every decision is made with a lens that prioritizes public health and safety.

## SERVICE

We know our customers intimately and we are highly knowledgeable about the products we sell.

## PEOPLE

We are intensely curious, deeply passionate about this space, and nimble, digital thinkers.

## INTEGRITY

We always do the right thing and live our values every day, in every role, in every situation.

## RESPECT

We work together as a cohesive team and recognize the unique talents of each individual.

## CONTINUOUS IMPROVEMENT

We are agile and quick; we take initiative to fill gaps and propose solutions.

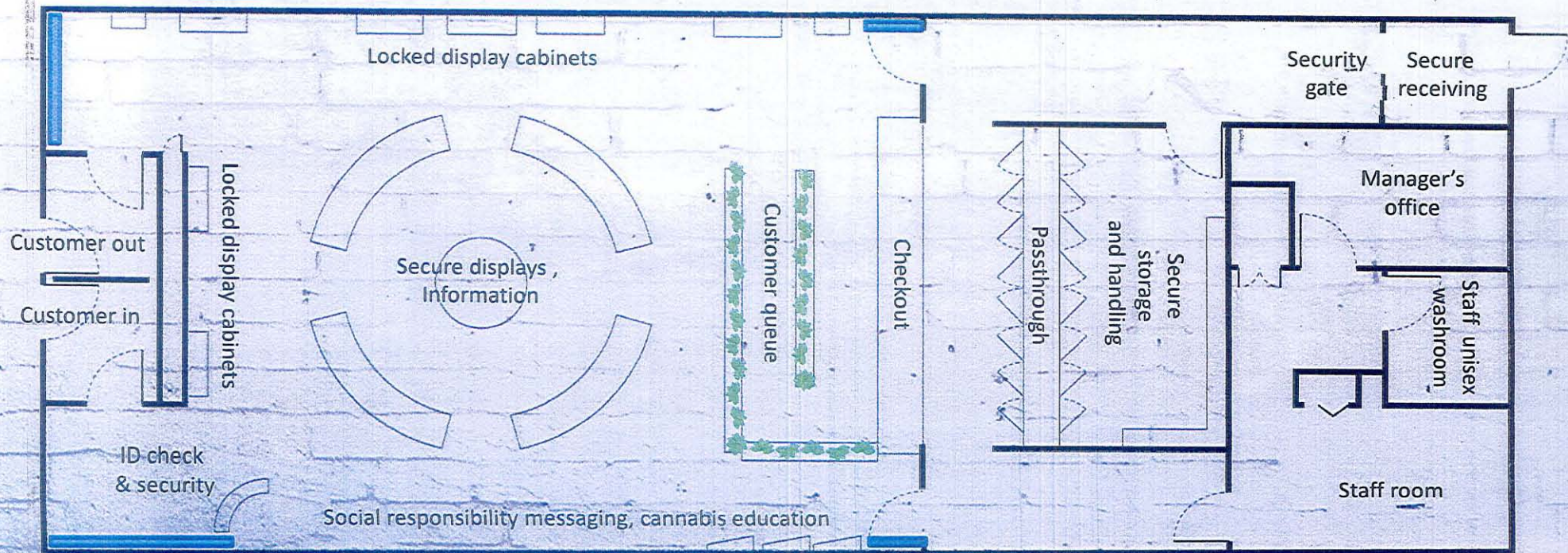


# Storefront





# Concept Floorplan:



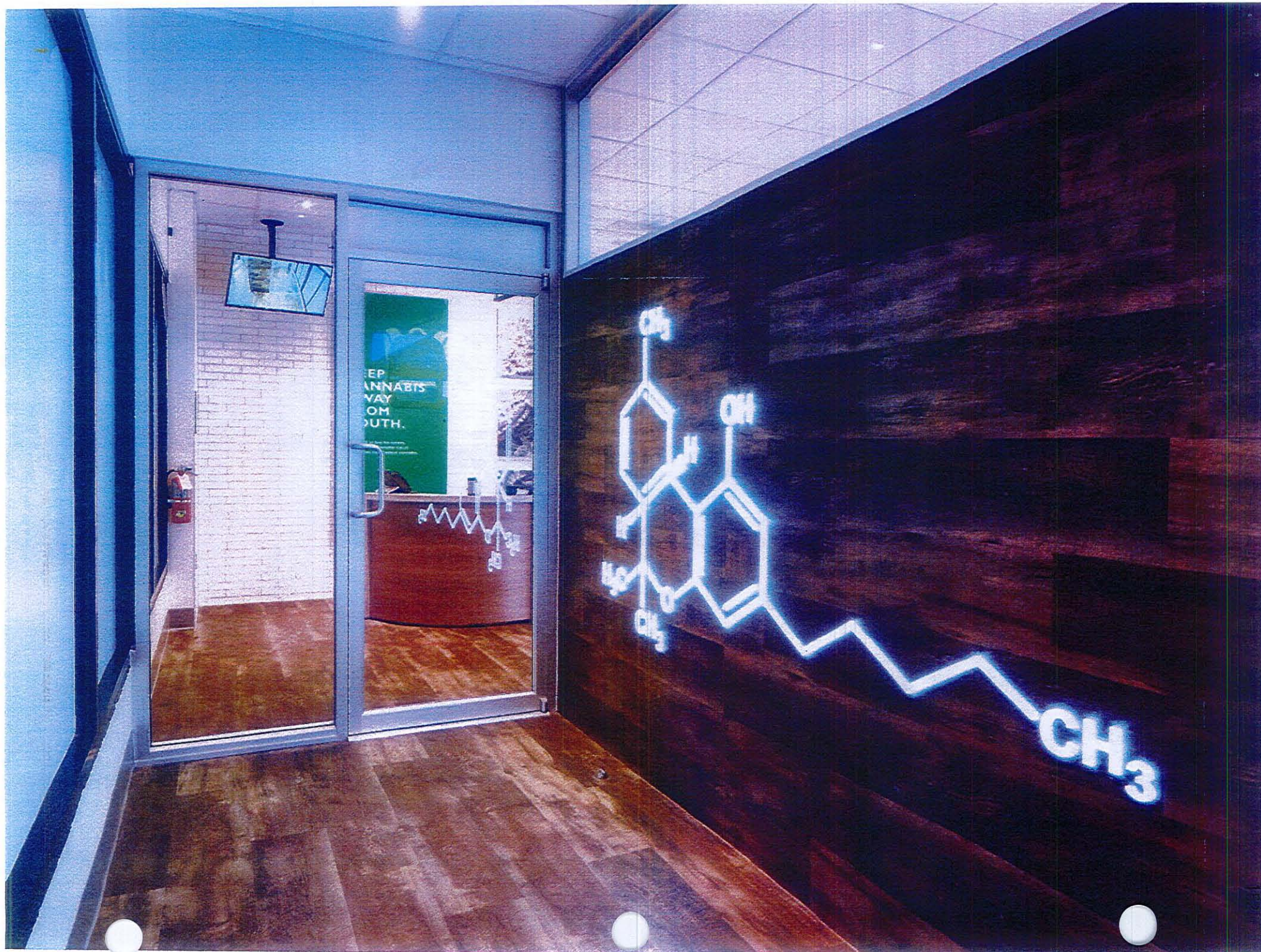
■ = Social responsibility signage



# Store interior













# KEEP CANNABIS AWAY FROM YOUTH.

It's illegal to buy for minors.  
Youth are at a greater risk of  
harm from non-medical cannabis.

BC CANNABIS  
bccannabis



## Before You Buy

### Plant Anatomy

### Plant Types

### THC & CBD

### Effects

### Use Your Mind








# Store operations

- Store entranceways will have a counter for a two ID-check policy to prevent minors from entering the store.
- Store staff and in-store material will create a safe and informed customer experience.
- Digital signage and take-away brochures help educate customers of potential risks associated with cannabis use, supporting our mission of social responsibility (SR).
- Products are kept behind the checkout in an employee-only area of the store, out of sight from minors passing by the front of the store.



## Proven track record of public service and accountability that will carry over to cannabis

- Our strict “ID Under 30” policy in BC Liquor Stores is a strong contributing factor to our successful compliance record. For cannabis, for proof of age, all customers will be required to show two pieces of ID.
- Responsible consumption awareness programs in stores and in our communities like **Dry Grad** and **Get Home Safe** protect young people and their community.
- Our at-the-till charitable collections and employee contributions raise nearly \$1 million for local communities annually.
- We thrive as an environmental leader through responsible waste management.



**START  
LOW,  
GO  
SLOW.**

For the safest experience,  
start with products that are  
low in THC.

**BC CANNABIS STORES**

[bccannabisstores.com](http://bccannabisstores.com)



# A reputable place to work.

We take pride in being named one of BC's Top Employers time and time again.

- Mandatory criminal background checks are performed on all employees.
- Comprehensive product knowledge and customer service training are integral to the cannabis consultant onboarding experience.
- As with liquor, we will mandate a Serving It Right equivalent certification for all cannabis consultants.
- Each store will have a Store Manager, Assistant Store Manager, and Cannabis Consultants.







# Safety and security

Customer, employee and community safety is paramount.

- Intruder and fire monitoring systems
- Interior and exterior camera surveillance
- Accessories will be locked in tempered glass display cases.
- A secure storage room that will require access cards to enter.
- Durable and reliable commercial-grade doors and locks.
- Smash-resistant windows.
- Product will not incinerated or disposed on-premise.



---

**We are committed to working with local  
governments and local law enforcement agencies**

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# Accountable. Partners.

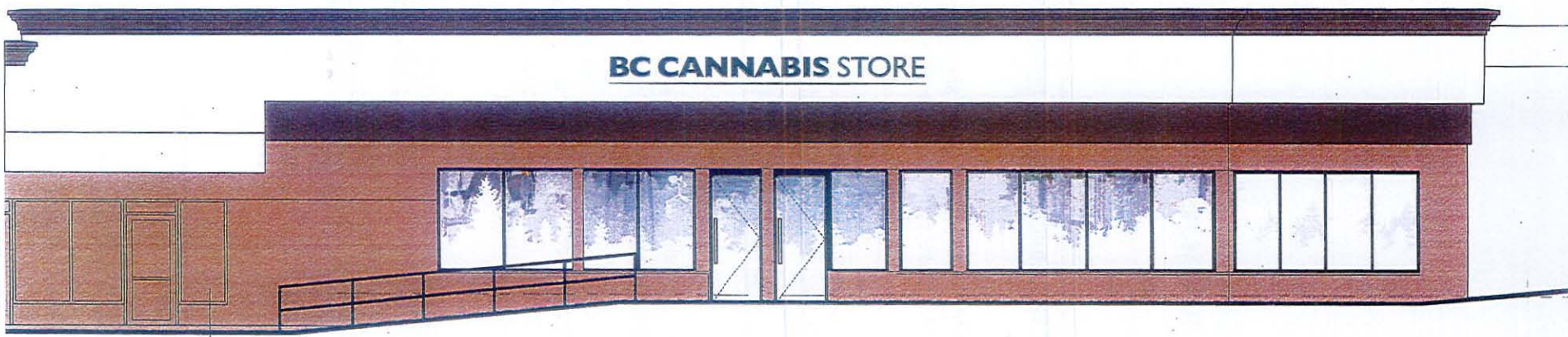


**LIQUOR  
DISTRIBUTION  
BRANCH**

CONTACT  
Kerri Lore  
Director of Policy  
[kerri.lore@bcldb.com](mailto:kerri.lore@bcldb.com)  
604-252-3196

CONTACT  
Mark Long  
A/Director, Real Estate  
[mark.long@bcldb.com](mailto:mark.long@bcldb.com)  
604-252-3113









October 5, 2018

Erin McEwan  
Liquor Distribution Branch  
2625 Rupert Street, Vancouver BC V5M 3T5

Dear Ms. McEwan:

**Re: Non-Role of the Liquor and Cannabis Regulation Branch in the licensing of public stores.**

This letter is to confirm that public stores that are established and operated by the Liquor Distribution Branch (LDB) do not require a licence from and are not regulated by Liquor and Cannabis Regulation Branch.

Under the *Cannabis Control and Licensing Act*, private retail stores may not operate without a licence issued by the general manager, but public cannabis stores are authorized under different legislation, the *Cannabis Distribution Act*, and do not require a licence. LDB should work directly with local governments that are interested in having public cannabis stores in their jurisdictions.

For information on the Liquor and Cannabis Regulation Branch, please refer to:  
<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing>

The guides below are intended to help local governments and Indigenous nations understand their role in the cannabis retail store licence application process. That role involves gathering the views of those potentially affected by the location of a private retail store and providing a recommendation to the General Manager. Please note that these guides may be updated from time to time.

[https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/documents/local\\_government\\_role\\_in\\_licensing\\_cannabis\\_retail\\_stores.pdf](https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/documents/local_government_role_in_licensing_cannabis_retail_stores.pdf)

[https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/documents/indigenous\\_nation\\_role\\_in\\_licensing\\_cannabis\\_retail\\_stores.pdf](https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/documents/indigenous_nation_role_in_licensing_cannabis_retail_stores.pdf)

.../2

Liquor and Cannabis  
Regulation Branch

Mailing Address:  
PO Box 9292 Stn Prov Govt  
Victoria BC V8W 9J8  
Telephone: 250 952-5787  
Facsimile: 250 952-7066

Location:  
400-645 Tyee Road  
Victoria, BC V9A 6X5

[www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

If you have any questions or concerns, please do not hesitate to contact me at 778 974-2347 or [Suzanne.Bell@gov.bc.ca](mailto:Suzanne.Bell@gov.bc.ca).

Yours sincerely,



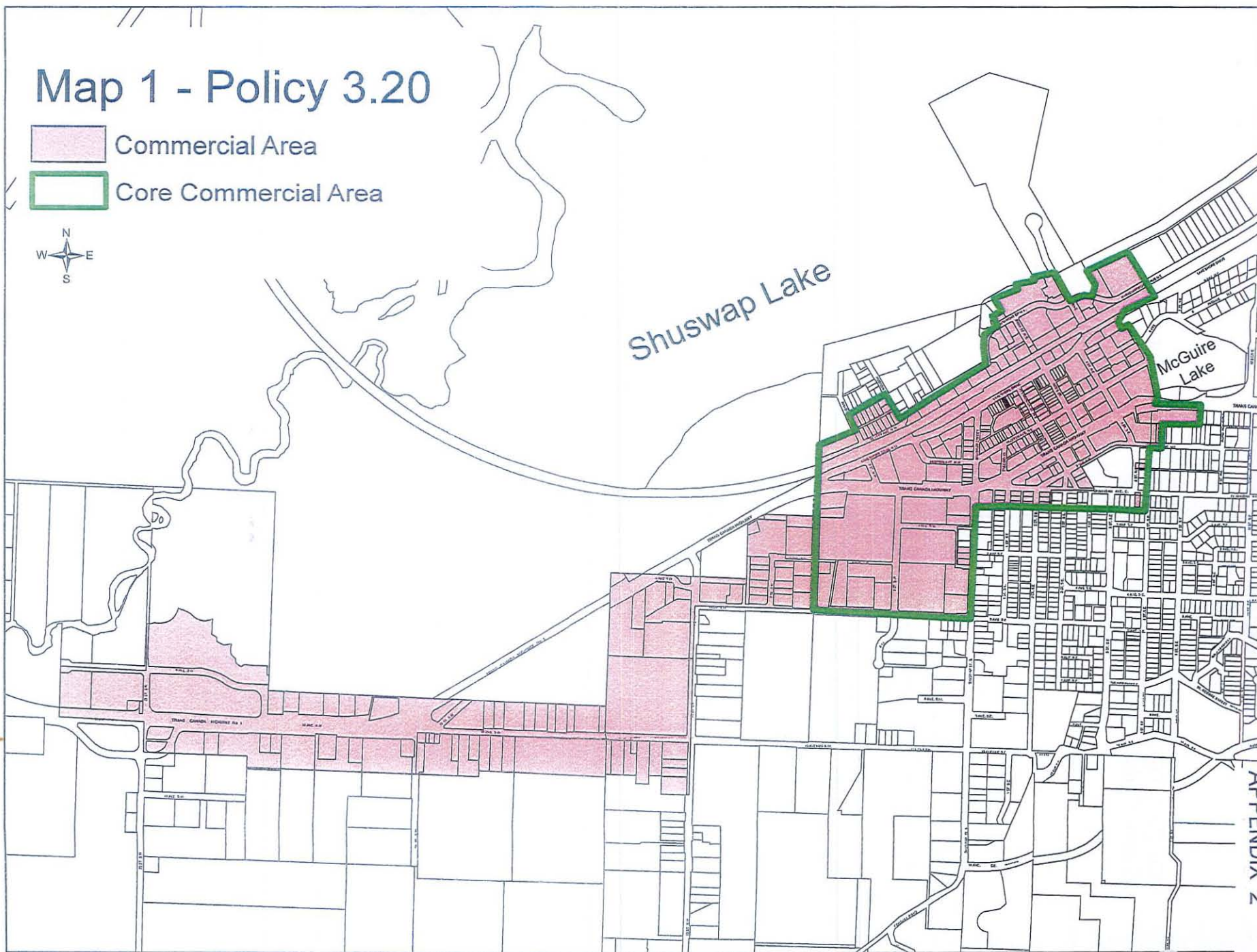
Suzanne N. Bell  
Deputy General Manager  
Licensing and Local Government Liaison  
Liquor Control & Licensing Branch

cc: Joshua Huska, Licensing Manager  
Julia Bates, Licensing Manager



# Map 1 - Policy 3.20

-  Commercial Area
-  Core Commercial Area





January 23, 2019

Re: Cannabis locations and Government

To: Your Worship Allen Harrison and Salmon Arm City Council.

Good day and thank you for your consideration. I am writing today regarding the information I just received that there is a possible approval of a Government run Cannabis store at the Smart Centres site in Salmon Arm. I would like to share a few points with you as you consider this possibility:

- 1) Our downtown is in crisis. We can't seem to keep tenants on a consistent basis in the downtown core. We have fought in the past to keep our downtown anchors in the downtown. If we allow a mega Cannabis store in the outskirts of town, I think its one more reason not to come to the downtown. It is of paramount concern. To that end I would rather see a fifth store in the downtown even if it were government run rather than the present site discussed
- 2) I have considerable experience with respect to the margins and economics of the LBD/Cannabis branch and the profitability created by the public/private retailing model. I also read the comments from your presenter last Monday regarding margins and profitability. I can assure you that based on those two realities that the Cannabis business will be a struggle at best. I can also add that with a government store as a competitor you can all but promise the demise of 2 of the downtown approved locations at a minimum and maybe 3. Those retailers will simply not be able to make it equitable to continue, and that will come at substantial loss to them.
- 3) It's not a level playing field, you heard in the presentation that the government does not have to play by the same rules as the rest of us. They don't need a license. Further, they had the advantage of waiting to see who applied where, charged them 7500.00 each and then without provincial cost, planned their stores to compete.
- 4) How do we feel about government competing with its constituents? Government built stores will be using taxpayer money to construct stores and operate them in competition with taxpayer-built stores and potentially put them out of business. How is this fair and equitable?

Consider for a moment your own reaction to the following situation:

- With taxpayer funds, the government opened bricks and mortar brokerage firms to lend money to home buyers. People could walk into publicly funded businesses and borrow our money at a rate below what any bank, MIC or broker could offer it for? This would create revenue for government and provide a much lower cost end game for consumers, perhaps even helping the housing crisis.
- The government provided an online web building program developed by cutting edge designers with unlimited budget, because they are on the government payroll, and in turn undercut all the web designers in every community

- If there was an investment platform for RRSP contributions that allowed you to go online to Revenue Canada and purchase direct from the government. They could give you a guaranteed investment return and keep the commissions. Government wins and consumers win.
- If there was a government run benefits package for small business that runs along side BC Medical to increase access and ease for all small business employees, and it was self or government administered.

All these examples would be crippling to any of the businesses attached to the respective field. This is what is being attempted with Cannabis. You all have the power to govern our community and how we elect to do business. I ask you to please consider all these points when making your final decision on whether a government run mega facility outside of our downtown is good for our hometown.

Look forward to your comments

Yours Truly,

Gord Erickson

Wednesday, January 23, 2019



His Worship Mayor Alan Harrison and Salmon Arm City Council  
500 2<sup>nd</sup> Ave NE  
Salmon Arm B.C., V1E 4N2

Mark Pugh and Sunny Dhaliwal  
Salmon Arm Cannabis  
81 Shuswap St. NW  
Salmon Arm, B.C.  
V1E 4R8


Dear Mayor Harrison and Council: We are writing this letter to voice our disappointment with the recent application by the Province of British Columbia to apply for a big box cannabis store in Salmon Arm and also the decision of City Council to support this application. Unfortunately Sunny and I are both unable to attend the meeting in person due to prior commitments.

Sunny and I have committed substantial time and financial resources to our venture, Salmon Arm Cannabis. We project that we will have eight employees once our store is operational. The ominous thought that a publically funded big box cannabis retail store with unlimited taxpayer financial resources to draw from will also be competing for patronage from our small market is devastating. The Provincial Government representative, Kam Aujla, is quoted in the Salmon Arm Observer as stating, "there is not a lot of profit in cannabis". This statement is correct and the endorsement of the proposed big box store will undoubtedly result in the closure of at least two and possibly three of the local downtown cannabis stores.

The downtown core of Salmon Arm is currently filled with vacant commercial properties. A strong and prosperous Salmon Arm requires a vibrant and prosperous downtown. Allowing a sixth cannabis retail location in Salmon Arm outside of the downtown core will not be a benefit to the community.

We respectfully request that Mayor and Council revisit their support for this proposed retail store and, at the bare minimum, request that this store be located in the downtown core area of our beautiful community in order to keep a level playing field for the licensees who have committed hundreds of thousands of dollars in costs in preparation to open for business.

Respectfully submitted:



Sunny Dhaliwal, CEO



Mark Pugh, CFO



January 24-2019

Att: Mayor & Councillors, City of Salmon Arm BC

Submitted by: James Young; City Salmon Arm Resident & Small Business Agent

Subject: BCLDB Cannabis Store at Smart Centres – Impact on Downtown Business

Greetings Mayor Harrison and Council,

Let me get right to the point. I have forever found myself in fierce opposition to any proposal that involves government funding (my tax dollar) being used to capitalize and further interfere with the flow of free enterprise and small business. Government has absolutely no business being involved in business. Further, no small business would willingly fund a government business (via their tax dollars), to run in opposition to them. NONE.

As background information, I founded and 23 years later sold a successful business in this city. I now mentor & represent several very small business operators in downtown Salmon Arm. This note is about my concern for their future.

Small business in most Canadian small towns & cities is a tough assignment. Downtown Salmon Arm is certainly no exception. The seasonality of our market, combined with lack of significant industrial payrolls, provides additional challenges.

The very small businesses in Downtown SA benefit largely from the traffic flow provided by the bigger players. Larger businesses such as SASCU, the banks, Jacobson Ford, Askews, Downtown Liquor Store, Lordco, Pharmasave, the Prestige, the professional offices and medical clinics, etc. all draw significant traffic flow to the downtown core. And now, a new traffic flow opportunity lies with the success of Cannabis stores in the downtown; unimpeded we trust by a government Cannabis outlet, that would operate with its own special set of advantageous exemptions.

Council has supported the application of five cannabis outlets in the city, all independent business people who are taking a significant risk on an unproven industry. They certainly don't need the interference of an un-even playing field, provided by our tax dollars for a government competitor. The possibility of the government cannabis outlet seriously negatively impacting the market for private enterprise is huge. I'm seriously concerned about driving traffic flow out of the downtown core, away from other downtown business. Remember please, this BCLDB store has a 'no rules' advantage. Our very smallest shops & operators will suffer the most.

Small City / Big Ideas. We need the culture of a vibrant downtown business community. I encourage you to find the strength to say no to government interference in our plans.

Cheers! James Young.

[jamesyoung@telus.net](mailto:jamesyoung@telus.net)

C/T 250-804-9890

Item 21.3

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-492 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770 which will vary Zoning Bylaw No. 2303 as follows:

1. Section 13.10.1 Minimum Parcel Width – decrease the minimum parcel width from 14.0 m (45.9 ft) to 13.7 m (44.9 ft) for proposed Lots 1 and 2 as shown on Appendix 5 of the staff report dated December 20, 2018.

[Stacer, J., 661 – 21 Street NE; Parcel Width Variance]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: December 20, 2018

SUBJECT: Zoning Bylaw Amendment Application No. 1135 (R-4 to R-8)  
Variance Permit Application No. 492 (Minimum Parcel Width)  
Legal: Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770  
Civic Address: 661 – 21 Street NE  
Owner/Applicant: Jeff Stacer

## MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-492 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770 which will vary Zoning Bylaw No. 2303 as follows:

1. Section 13.10.1 Minimum Parcel Width – decrease the minimum parcel width from 14.0 m (45.9 ft) to 13.7 m (44.9 ft) for proposed Lots 1 and 2 as shown on Appendix 5.

AND THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770 from R-4 (Medium Family Residential Zone) to R-8 (Residential Suite Zone).

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

## STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

## PROPOSAL

The subject parcel is located at 661 – 21 Street NE and is currently vacant (APPENDICES 1 and 2). The proposal is to rezone the parcel from R-4 (Medium Family Residential Zone) to R-8 (Residential Suite Zone) to accommodate a two lot subdivision. The applicant is also requesting a variance to reduce the minimum parcel width from 14.0 m to 13.7 m. The intent is to construct a single family dwelling with a suite on each of the two lots. The site plan is attached as APPENDIX 5.

## SITE CONTEXT

The subject parcel has approximately 27.5 m on 21 Street NE and is 1,250 m<sup>2</sup> in size. The property is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned Medium Family Residential (R-4) in the Zoning Bylaw as shown in APPENDICES 3 and 4 respectively. A Preliminary Subdivision Review (18.24) was issued in November 2018 for a proposed two lot subdivision.



The adjacent land uses are described as follows:

North: Single Family Residential (R-1)  
South: Medium Density Residential (R-4)  
East: 21 Street NE / Medium Density Residential (R-4)  
West: Medium Density Residential (R-4)

The subject property does have a Section 219 Land Title Act covenant (KP013969) registered on title from February 2000 restricting any further construction or development until approved by the Ministry of Transportation and Infrastructure. MOTI will have to approve the rezoning bylaw and has given preliminary approval.

## COMMENTS

### Ministry of Transportation & Infrastructure

MOTI has granted preliminary approval.

### Fire Department

No concerns.

### Building Department

No concerns with rezoning application.

### Engineering Department

Comments pending.

### Planning Department

The applicant is requesting to rezone the subject property in addition to requesting a variance to the Zoning Bylaw.

### *Medium Density Residential (R-4) to Residential Suite (R-8)*

The subject property is designated Medium Density Residential in the City's OCP and zoned R-4 in the Zoning Bylaw. Both the R-4 and R-8 zones are supported within the Medium Density designation. Therefore the current proposal is consistent with the OCP land use designation; however the reduction in density does not reflect the highest and best use of the land from a long term planning perspective. With the R-8 zoning and development, no off-site servicing is required by the City's Subdivision and Development Servicing Bylaw; with the R-4 zoning and development, works and services are required along 21 Street NE (sidewalk and boulevard). Similar to other recent down-zonings approved by Council, staff understands that development costs and market demand are vital considerations to builders and no minimum density policies exist in the City's OCP.

Based on the property's size of 1,250 m<sup>2</sup> / 0.125 ha the maximum density with the R-4 designation would be five units. If the proposal moved forward, and was supported by Council, the property would net two units each with attached suites (each lot would be too small for a detached suite). Given the size and scale of the property the loss in density is considered minimal by staff.

### *Variance - Minimum Parcel Width*

The applicant is requesting a variance to the minimum parcel width from 14.0 m to 13.7 m to accommodate a two lot subdivision. Each lot would be 30 cm less than the minimum width prescribed for a lot zoned R-8. No impacts are anticipated. Other zones including the R-4 (Medium Density Residential)

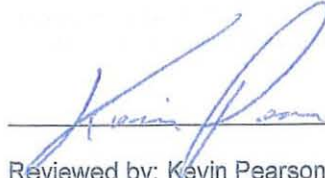
allow for a minimum 10 m parcel width in addition to some Comprehensive Development Zones which have been approved.

### CONCLUSION

The requested zoning amendment to R-8 (Suite Residential) and the requested variance for minimum parcel width to accommodate a two lot subdivision is recommended for approval by staff for the above noted reasons.



Prepared by: Wesley Miles, MCIP, RPP  
Planning and Development Officer



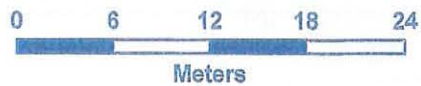
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services







Orthophoto



 Subject Parcel



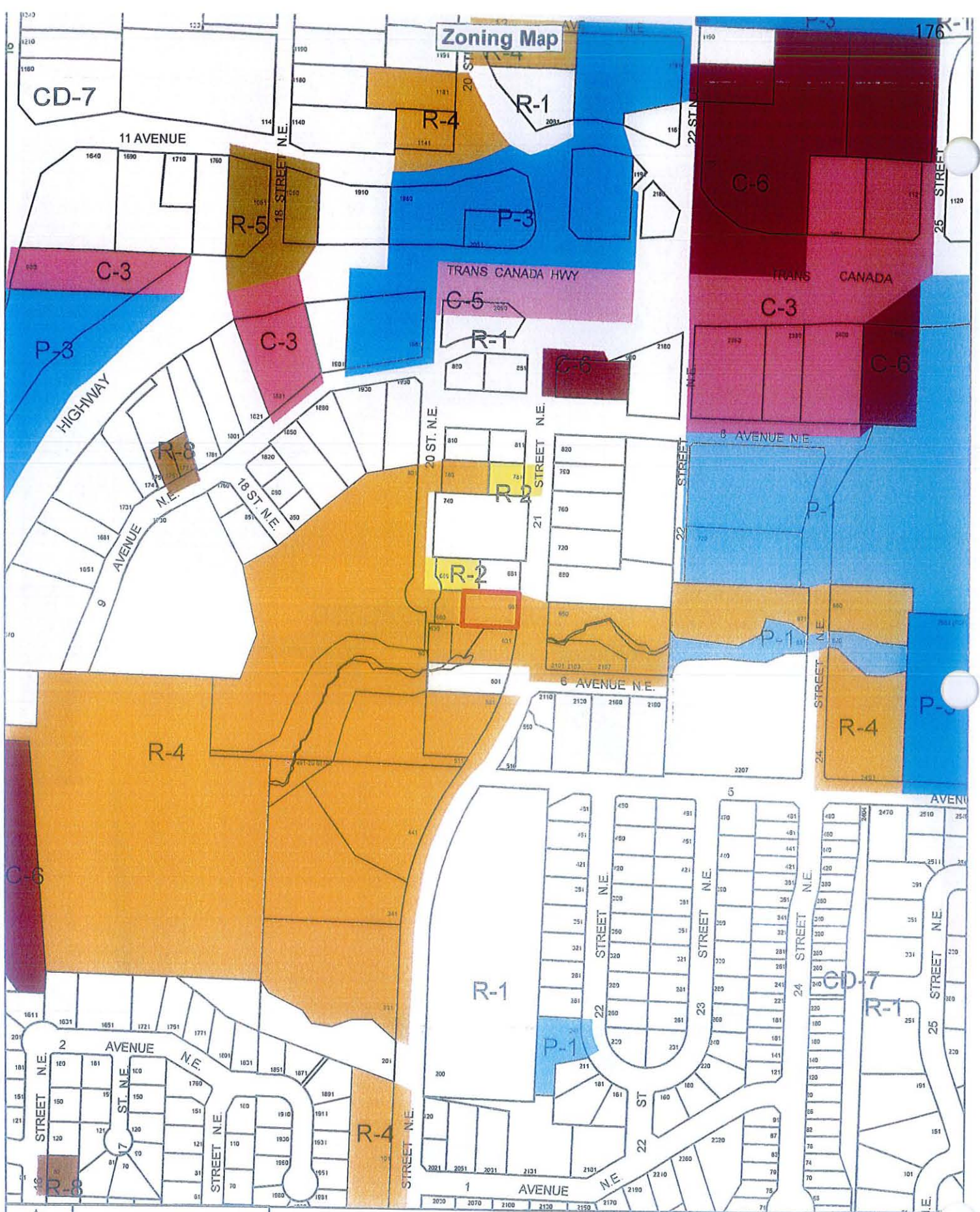
# Official Community Plan Land Use Designation



-  Subject Parcel
-  Highway Service / Tourist
-  Park
-  Residential Medium Density
-  Institutional



# Zoning Map



- Subject Parcel
- Service Commercial
- Park and Recreation
- Single Family Residential
- Medium Family Residential





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**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, January 28, 2019 at 7:00 p.m.**

**2) Proposed Amendment to Zoning Bylaw No 2303:**

**Proposed Rezoning of Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770 from R-4 (Medium Density Residential Zone) to R-8 (Residential Suite Zone).**

**Civic Address:** 661 - 21 Street NE

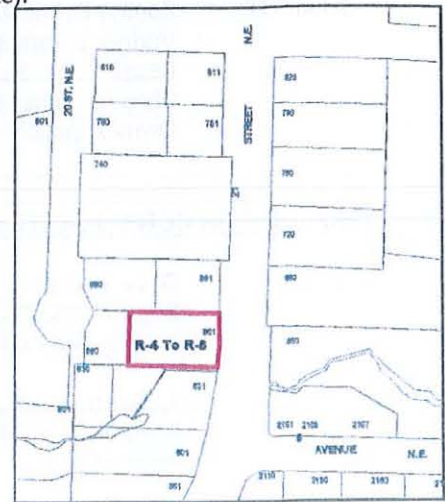
**Location:** South of the Trans Canada Highway on the west side of 21 Street NE

**Present Use:** Vacant property

**Proposed Use:** Single family dwellings with suites

**Owner / Applicant:** Stacer, J.

**Reference:** ZON-1135/ Bylaw No. 4300



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from January 15 to January 28, 2019, both inclusive, in the office of the Director of Corporate Services at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

Advertise: January 16 and 23, 2019



# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: December 20, 2018

SUBJECT: Zoning Bylaw Amendment Application No. 1135 (R-4 to R-8)  
Variance Permit Application No. 492 (Minimum Parcel Width)  
Legal: Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770  
Civic Address: 661 – 21 Street NE  
Owner/Applicant: Jeff Stacer

## MOTION FOR CONSIDERATION

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

## STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

## PROPOSAL

The subject parcel is located at 661 – 21 Street NE and is currently vacant (APPENDICES 1 and 2). The proposal is to rezone the parcel from R-4 (Medium Family Residential Zone) to R-8 (Residential Suite Zone) to accommodate a two lot subdivision. The applicant is also requesting a variance to reduce the minimum parcel width from 14.0 m to 13.7 m. The intent is to construct a single family dwelling with a suite on each of the two lots. The site plan is attached as APPENDIX 5.

## SITE CONTEXT

The subject parcel has approximately 27.5 m on 21 Street NE and is 1,250 m<sup>2</sup> in size. The property is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned Medium Family Residential (R-4) in the Zoning Bylaw as shown in APPENDICES 3 and 4 respectively. A Preliminary Subdivision Review (18.24) was issued in November 2018 for a proposed two lot subdivision.

The adjacent land uses are described as follows:

North: Single Family Residential (R-1)  
 South: Medium Density Residential (R-4)  
 East: 21 Street NE / Medium Density Residential (R-4)  
 West: Medium Density Residential (R-4)

The subject property does have a Section 219 Land Title Act covenant (KP013969) registered on title from February 2000 restricting any further construction or development until approved by the Ministry of Transportation and Infrastructure. MOTI will have to approve the rezoning bylaw and has given preliminary approval.

## COMMENTS

### Ministry of Transportation & Infrastructure

MOTI has granted preliminary approval.

### Fire Department

No concerns.

### Building Department

No concerns with rezoning application.

### Engineering Department

Comments pending.

### Planning Department

The applicant is requesting to rezone the subject property in addition to requesting a variance to the Zoning Bylaw.

### *Medium Density Residential (R-4) to Residential Suite (R-8)*

The subject property is designated Medium Density Residential in the City's OCP and zoned R-4 in the Zoning Bylaw. Both the R-4 and R-8 zones are supported within the Medium Density designation. Therefore the current proposal is consistent with the OCP land use designation; however the reduction in density does not reflect the highest and best use of the land from a long term planning perspective. With the R-8 zoning and development, no off-site servicing is required by the City's Subdivision and Development Servicing Bylaw; with the R-4 zoning and development, works and services are required along 21 Street NE (sidewalk and boulevard). Similar to other recent down-zonings approved by Council, staff understands that development costs and market demand are vital considerations to builders and no minimum density policies exist in the City's OCP.

Based on the property's size of 1,250 m<sup>2</sup> / 0.125 ha the maximum density with the R-4 designation would be five units. If the proposal moved forward, and was supported by Council, the property would net two units each with attached suites (each lot would be too small for a detached suite). Given the size and scale of the property the loss in density is considered minimal by staff.

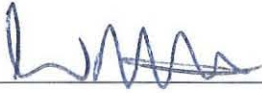
### *Variance - Minimum Parcel Width*

The applicant is requesting a variance to the minimum parcel width from 14.0 m to 13.7 m to accommodate a two lot subdivision. Each lot would be 30 cm less than the minimum width prescribed for a lot zoned R-8. No impacts are anticipated. Other zones including the R-4 (Medium Density Residential)

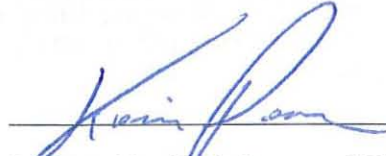
allow for a minimum 10 m parcel width in addition to some Comprehensive Development Zones which have been approved.

### CONCLUSION

The requested zoning amendment to R-8 (Suite Residential) and the requested variance for minimum parcel width to accommodate a two lot subdivision is recommended for approval by staff for the above noted reasons.

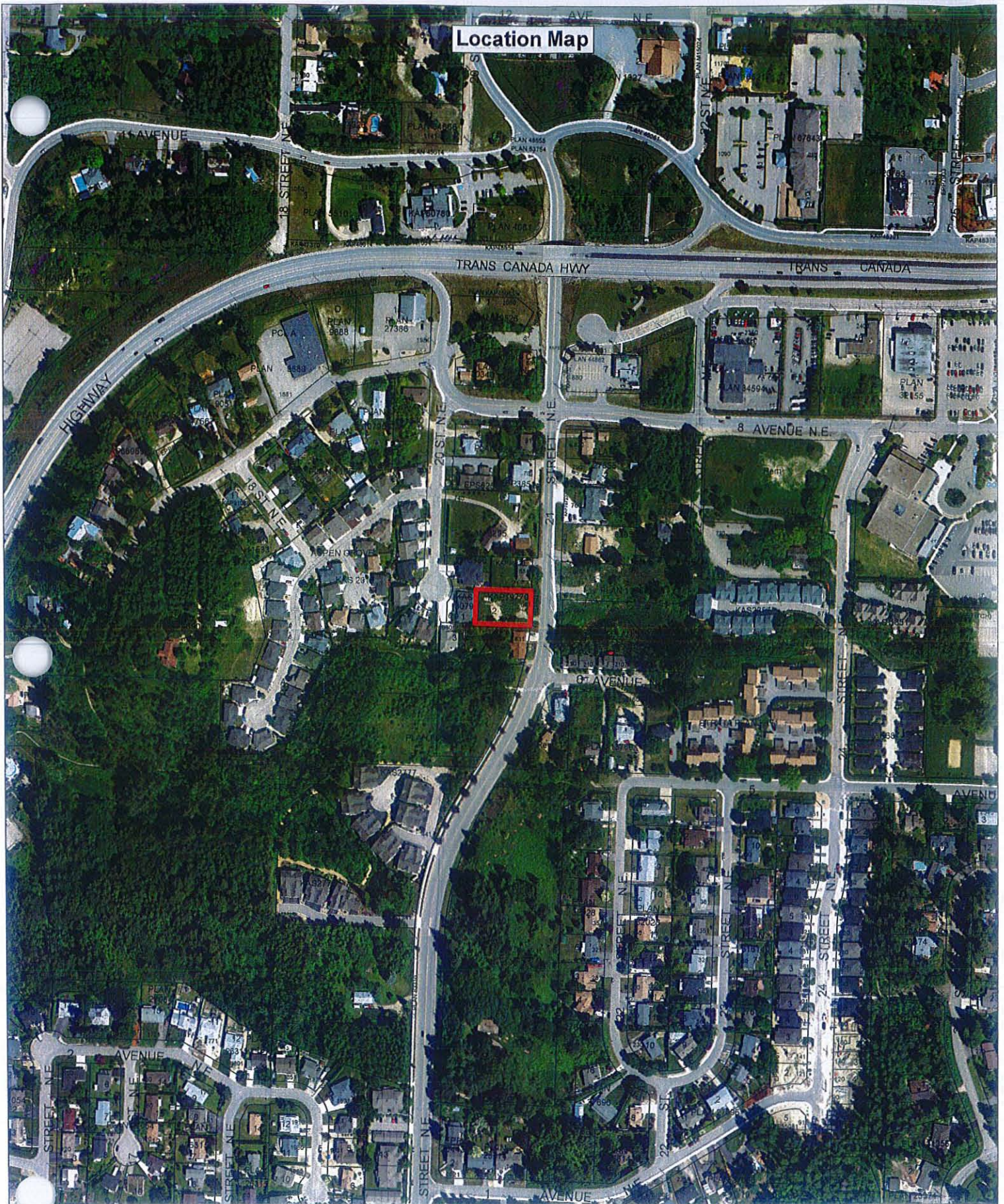


Prepared by: Wesley Miles, MCIP, RPP  
Planning and Development Officer



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





Location Map



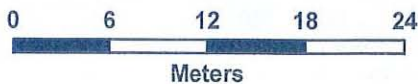
0 40 80 120 160  
Meters



Subject Parcel



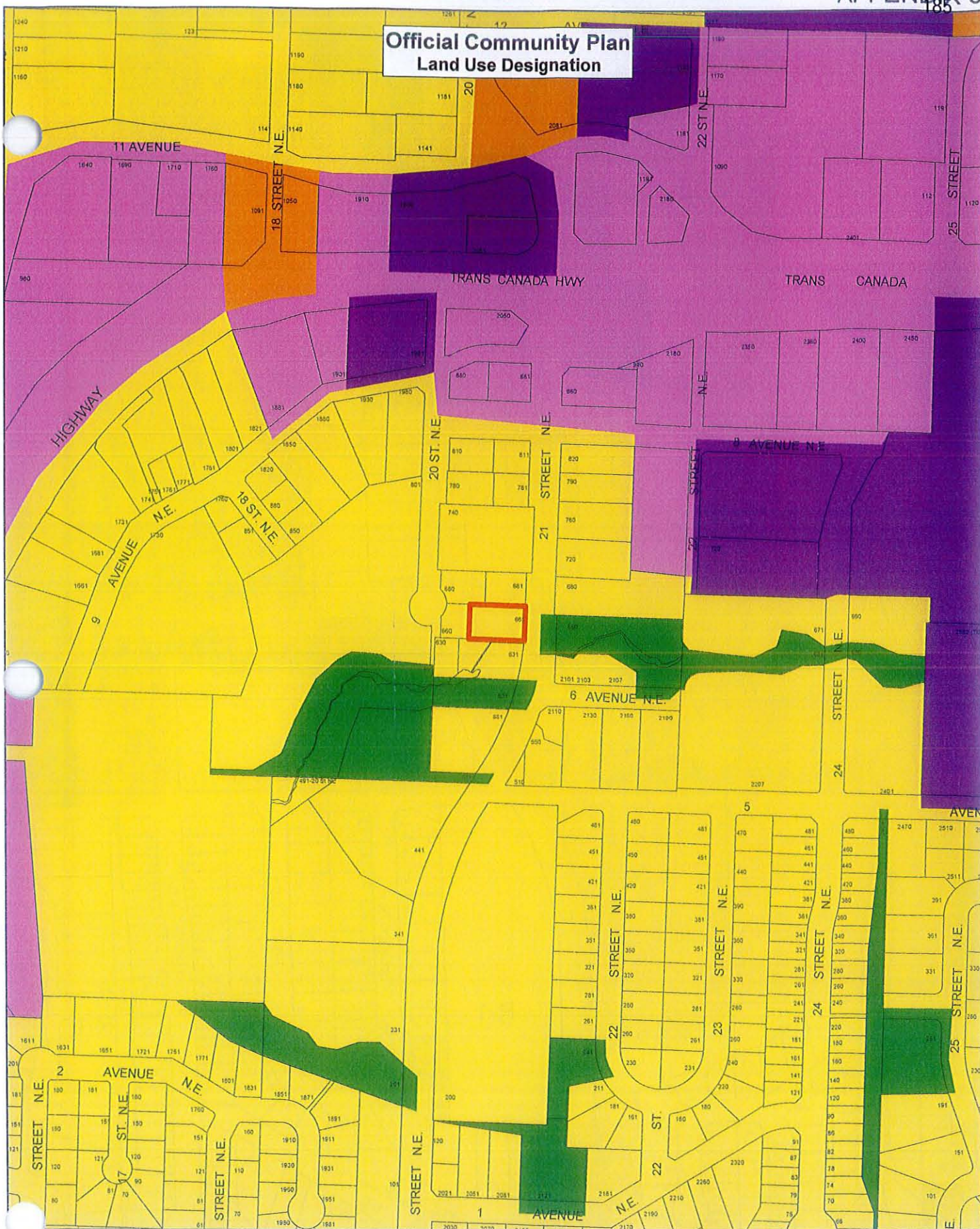
Orthophoto



Subject Parcel



# Official Community Plan Land Use Designation



Subject Parcel



Highway Service / Tourist



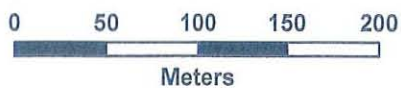
Park



Residential Medium Density

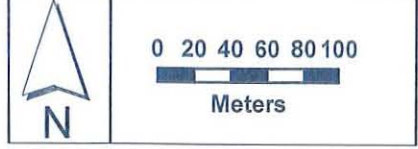
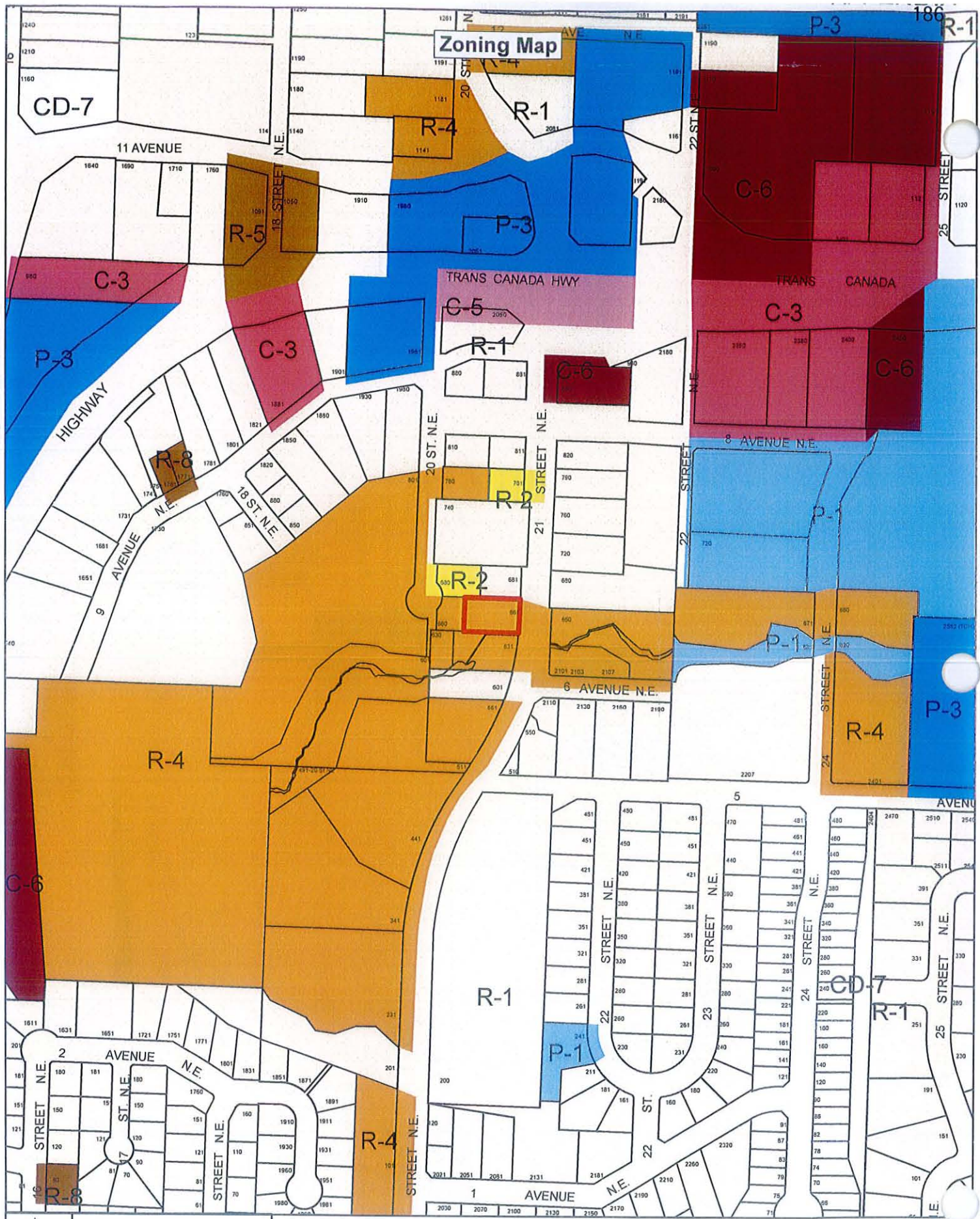


Institutional





# Zoning Map



- Subject Parcel
- Service Commercial
- Park and Recreation
- Single Family Residential
- Medium Family Residential



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**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

189

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, January 28, 2019 at 7:00 p.m.**

**1) Proposed Amendment to Zoning Bylaw No 2303:**

**Proposed Rezoning of Lot 13, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone)**

**Civic Address:** 4080 20 Street NE

**Location:** East of Lakeshore Road NE and south of 45 Avenue NE

**Present Use:** Vacant property

**Proposed Use:** Single family dwelling with a suite

**Owner / Applicant:** Arsenault, A. & Beaulieu, S.

**Reference:** ZON-1137/ Bylaw No. 4299



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from January 15 to January 28, 2019, both inclusive, in the office of the Director of Corporate Services at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

Advertise: January 16 and 23, 2019

22.2/23.2

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: December 14, 2018

Subject: Zoning Bylaw Amendment Application No. 1137

Legal: Lot 13, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403  
Civic: 4080 20 Street NE  
Owner/Applicant: Arsenault, A.

## MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 13, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403 from R-7 (Large Lot 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 4080 20 Street NE (Appendix 1 and 2) and is currently under development. The proposal is to rezone the parcel from R-7 (Large Lot Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a *secondary suite* within a single family dwelling.

## BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-7 (Large Lot Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in Green Emerald Estates, which is within an area of the City largely comprised of larger parcels containing single family dwellings and associated accessory buildings. A covenant registered on the subject parcel requires a minimum parcel size of 1,330 m<sup>2</sup>, and minimum parcel width of 25 m, which easily meets the minimum parcel specifications of the proposed R-8 zone. There are presently four R-8 zoned parcels within the vicinity of the subject parcel (a proposed subdivision just south of this parcel has not yet been finalized and could potentially add an additional 10 R-8 zoned parcels to the area).

The subject parcel meets the conditions as specified to permit a secondary suite within the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *secondary suite* within the basement of the single family dwelling currently being built, as shown in the plans attached as Appendix 6.

### *Secondary Suites*

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property has potential to meet the conditions for the development of a *secondary suite*, including sufficient space for an additional off-street parking stall.



Covenant

As previously mentioned, a covenant registered on the subject parcel restricts parcel size to no less than 1,330 m<sup>2</sup> and minimum parcel width to 25 m. While the R-8 zoning permits a smaller lot size, in this case the restrictive covenant alleviates potential subdivision concerns related to the proposed zoning amendment. The subject parcel easily meets the minimum parcel requirements under R-8 zoning to allow either a *detached suite* or a *secondary suite* (the intent is to develop a *secondary suite* in the basement of the single family dwelling presently under construction).

COMMENTSEngineering Department

No objections to the proposed rezoning.

Building Department

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

Fire Department

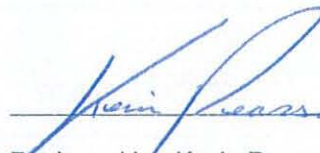
No concerns.

Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The site plan provided indicates that all R-8 Zone requirements can be met, including the provision of onsite parking, and that the proposed building substantially aligns with development patterns in the area. Any development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCP  
Planning and Development Officer



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



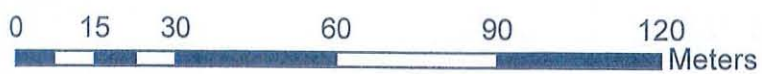


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Subject Parcel



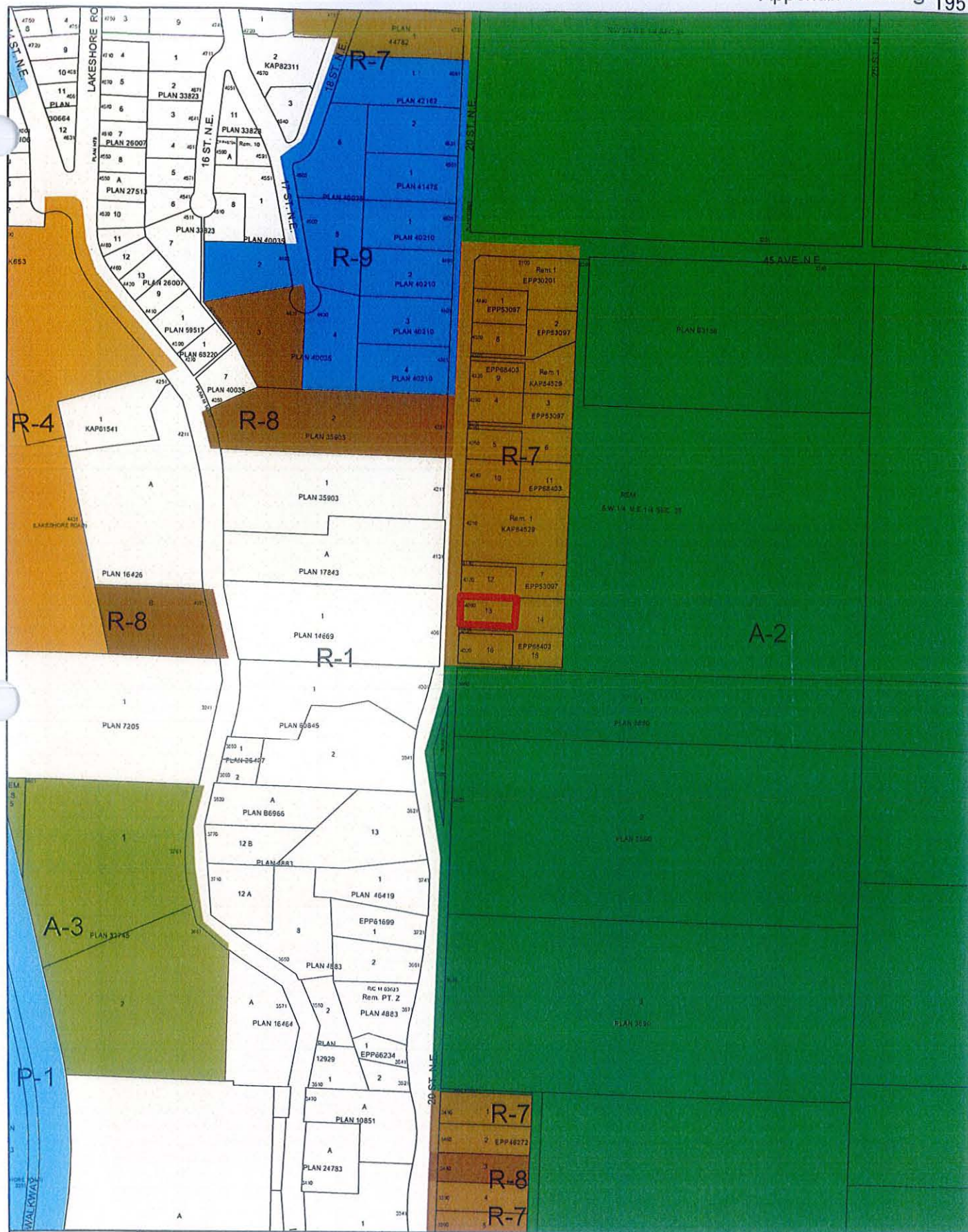


Subject Parcel









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Subject Parcel



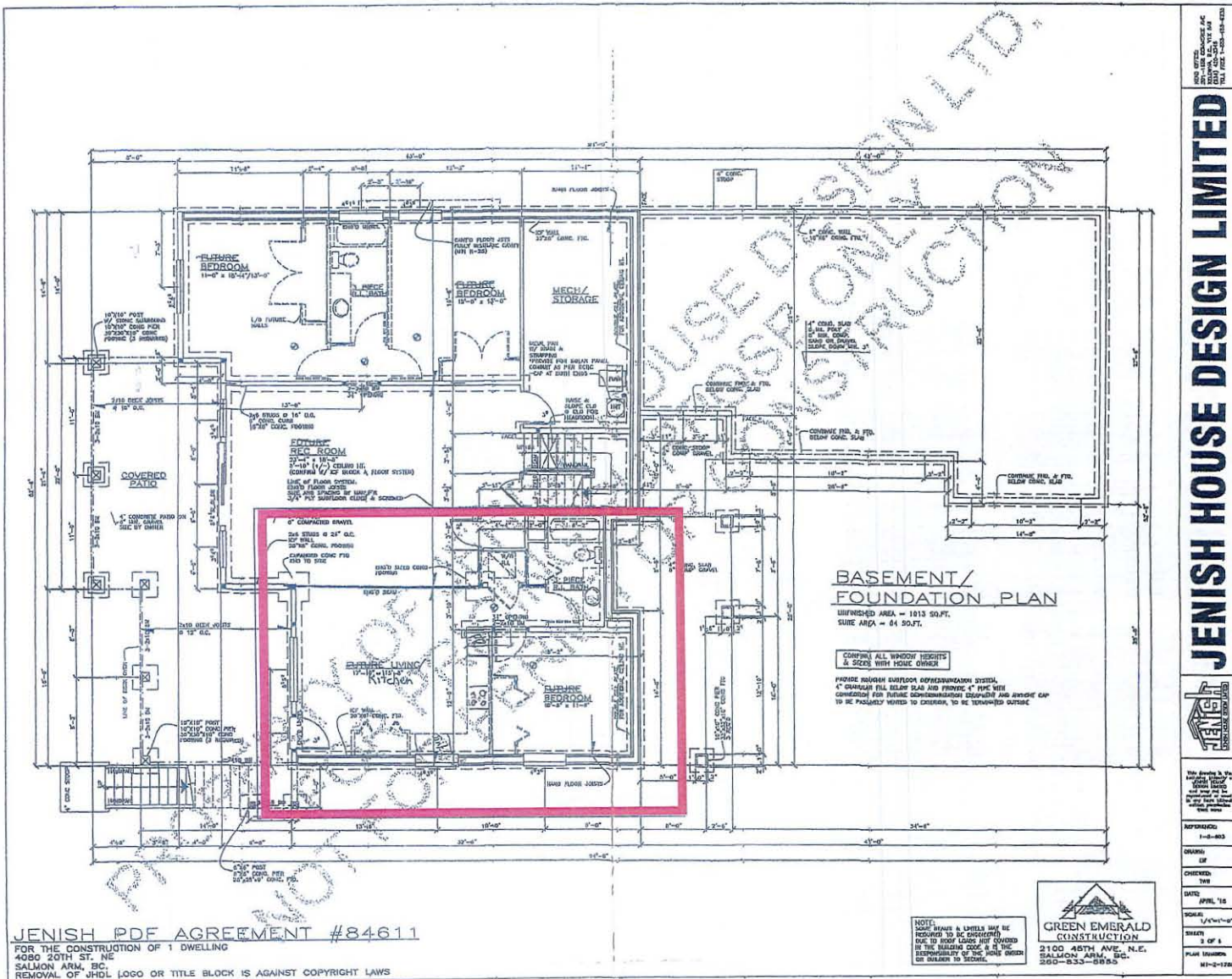


View south-east of subject parcel, showing adjacent development.



View north-east of subject parcel, showing adjacent development.









Item 23.1

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw cited City of Salmon Arm Zoning Amendment Bylaw No. 4300 be read a third time.

[ZON-1135; Stacer, J.; 61 - 21 Street NE; R-4 to R-8]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4300

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on at the hour of 7:00 p.m. was published in the January 16 and 23 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79770 from R-4 (Medium Density 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.



This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4300"**

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

ADOPTED BY COUNCIL THIS DAY OF 2019

CORPORATE OFFICER

## SCHEDULE "A"



Item 23.2

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw cited City of Salmon Arm Zoning Amendment Bylaw No. 4299 be read a third and final time.

[ZON-1137; Arsenault, A.; 4080 – 20 Street NE; R-7 to R-8]

### Vote Record

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

Opposed:

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



# CITY OF SALMON ARM

## BYLAW NO. 4299

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on  
at the hour of 7:00 p.m. was published in the January 16 and 23 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 13, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone) attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4299

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4299"**

READ A FIRST TIME THIS            14th            DAY OF            January            2019

READ A SECOND TIME THIS        14th            DAY OF            January            2019

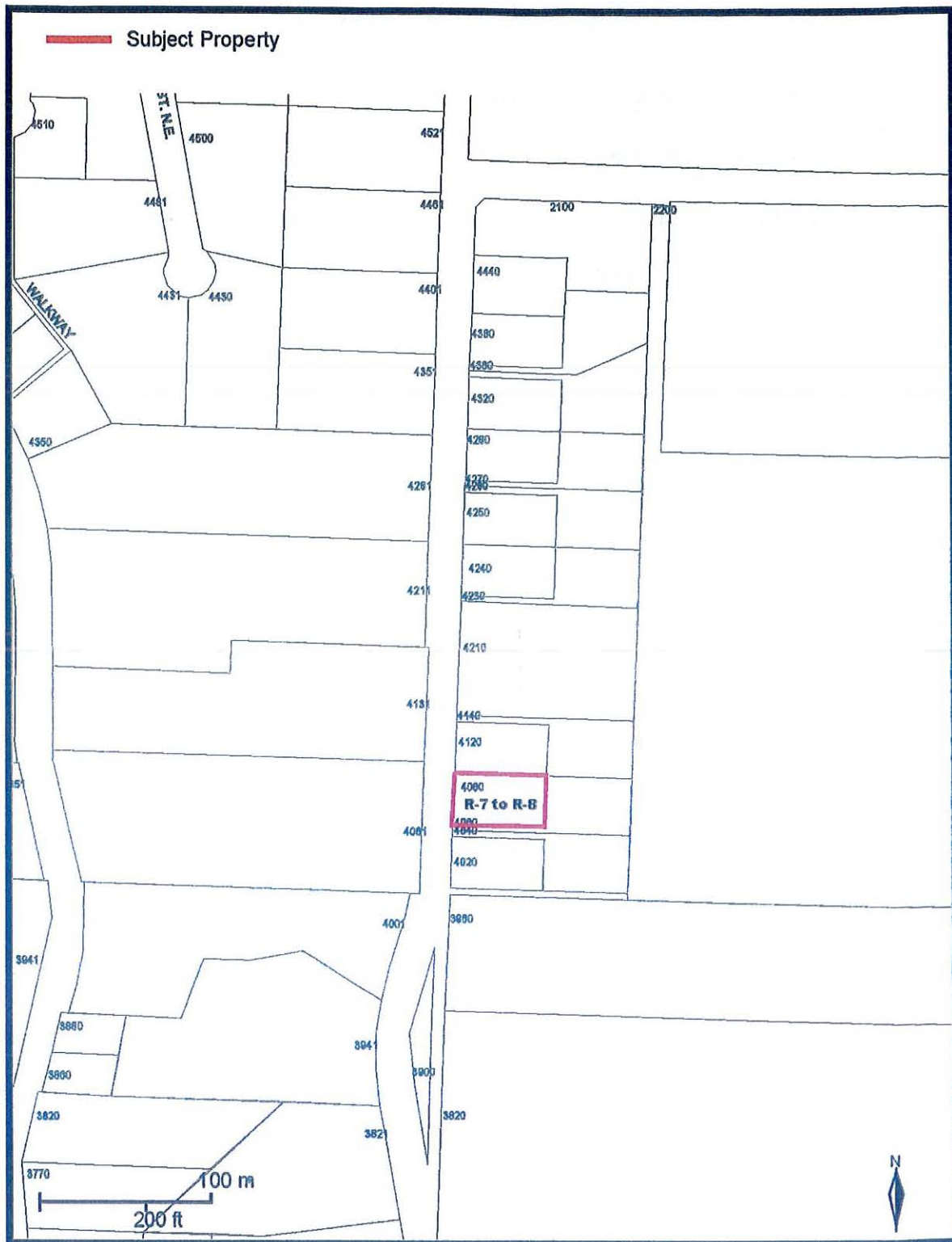
READ A THIRD TIME THIS                            DAY OF                            2019

ADOPTED BY COUNCIL THIS                            DAY OF                            2019

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"





Item 25.

## CITY OF SALMON ARM

Date: January 28, 2019

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of January 28, 2019, be adjourned.

### Vote Record

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

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

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