

1. June 10, 2019 - Council Agenda And Information

Documents:

[JUNE 10, 2019 - COUNCIL AGENDA.PDF](#)

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SMALL CITY, BIG IDEAS

## AGENDA

City of Salmon Arm  
Regular Council Meeting

Monday, June 10, 2019

1:30 p.m.

Room 100, City Hall

*[Public Session Begins at 2:30 p.m.]*

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
3 - 14	5.	CONFIRMATION OF MINUTES
	1.	Regular Council Meeting Minutes of May 27, 2019
15 - 18	6.	COMMITTEE REPORTS
	1.	Development and Planning Services Committee Meeting Minutes of June 3, 2019
19 - 22	2.	Traffic and Safety Committee Meeting Minutes of May 16, 2019
23 - 32	3.	Greenways Liaison Committee Meeting Minutes of May 9, 2019
33 - 40	7.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	1.	Board in Brief – May, 2019
41 - 44	8.	STAFF REPORTS
	1.	Director of Engineering & Public Works – Downtown Parking Commission – Downtown Salmon Arm Appointment
45 - 48	2.	Director of Corporate Services – Community Child Care Action Plan RFP Award
49 - 52	3.	Director of Engineering & Public Works – Zone 4 Pump Station Budget Amendment – VFD Purchase Award
53 - 56	4.	Director of Engineering & Public Works – TCH – Watermain and Sewer Upgrade (4 Street to 6 Street NE) Design Engineering Services Award
57 - 60	5.	Chief Financial Officer – 2020/2021 RCMP Funding (2020 Budget)
61 - 66	6.	Director of Corporate Services – Seniors Resource Centre (Salmon Arm) Society Funding Agreement
67 - 70	7.	Director of Engineering & Public Works – Oxidic Aerator Pump – New Pump Purchase

**9. INTRODUCTION OF BYLAWS****10. RECONSIDERATION OF BYLAWS**

- 71 - 78      1.      City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297 - Final Reading
- 79 - 94      2.      City of Salmon Arm Curbside Collection Bylaw No. 4281 - Final Reading
- 95 - 100      3.      City of Salmon Arm Fee for Service Amendment (Curbside Collection) Bylaw No. 4339 - Final Reading *[See item 10.2 for Staff Report]*
- 101 - 108      4.      City of Salmon Arm Council Procedure Amendment Bylaw No. 4333 - Final Reading
- 109 - 140      5.      Official Community Plan Amendment Bylaw No. 4263 [OCP4000-33; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS] - Second Reading
- 141 - 146      6.      Zoning Amendment Bylaw No. 4264 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; P-2 to P-4] - Second Reading *[See item 10.5 for Staff Report]*
- 147 - 150      7.      Zoning Amendment Bylaw No. 4265 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4] - Second Reading *[See item 10.5 for Staff Report]*

**11. CORRESPONDENCE**

- 151 - 152      1.      Informational Correspondence
- 153 - 156      2.      E. Brennan - letter dated June 5, 2019 - Request for Recommendation to be Salmon Arm Youth UBCM Representative

**12. NEW BUSINESS****13. PRESENTATIONS / DELEGATIONS**

- 157 - 162      1.      Presentation 4:00 - 4:15 p.m. (approximately)  
Deborah Chapman and David Wood, Shuswap Community Foundation, 2018 Grants-in-Aid Summary

**14. COUNCIL STATEMENTS****15. SALMON ARM SECONDARY YOUTH COUNCIL****16. NOTICE OF MOTION****17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

- 163 - 166      1.      T. Kutschker, Director/Curator, Shuswap District Arts Council - letter dated May 7, 2019 - Salmon Arm Arts Centre Requests City Council Representation

18. **OTHER BUSINESS**  
 167- 174 1. Reusable Shopping Bags – Mayor Harrison

19. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

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	<b>20.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>21.</b>	<b>HEARINGS</b>
175 - 216	1.	Amendment to Development Permit Application DP-419 [1112031 BC Ltd.; 481 Harbourfront Drive NE; 2 Story Mixed Use Development]
	<b>22.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
217 - 230	1.	Zoning Amendment Application No. ZON-1148 [0695662 BC Ltd.; 1631 - 10 Street SE; A-2 to R-8]
	<b>23.</b>	<b>RECONSIDERATION OF BYLAWS</b>
231 - 234	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4338 [ZON-1148; 0695662 BC Ltd.; 1631 - 10 Street SE; A-2 to R-8] - Third and Final Readings
	<b>24.</b>	<b>QUESTION AND ANSWER PERIOD</b>
235 - 236	<b>25.</b>	<b>ADJOURNMENT</b>



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Item 2.

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

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

### Vote Record

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

Opposed:

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

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Item 5.1

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of May 27, 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 held commenced in the Library at Salmon Arm Secondary, Sullivan Campus, 1641 - 30 Street NE, Salmon Arm, British Columbia, and reconvened in the Council Chamber at 7:00 p.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, May 27, 2019.**

### PRESENT:

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

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

### ABSENT:

Councillor L. Wallace Richmond

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0289-2019

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
Council returned to Regular Session at 2:26 p.m.

### 3. REVIEW OF AGENDA

Addition of Item 22.1 T.W. Pausche - letter dated May 27, 2019 - Checkout Shopping Bag Regulation Bylaw No. 4297

0290-2019

Moved: Councillor Lavery  
Seconded: Councillor Lindgren  
THAT: Item 15. Salmon Arm Secondary Youth Council be moved to follow item 7. Columbia Shuswap Regional District Update.

CARRIED UNANIMOUSLY**4. DISCLOSURE OF INTEREST**

Councillor Eliason declared a conflict of interest with item 8.2.

**5. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of May 13, 2019**

0291-2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of May 13, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY**6. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of May 21, 2019**

0292-2019

Moved: Councillor Cannon

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY**2. Social Impact Advisory Committee Meeting Minutes of May 10, 2019**

0293-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Social Impact Advisory Committee Meeting Minutes of May 10, 2019, be received as information.

CARRIED UNANIMOUSLY**3. Environmental Advisory Committee Meeting Minutes of May 9, 2019**

0294-2019

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Environmental Advisory Committee Meeting Minutes of May 9, 2019, be received as information.

CARRIED UNANIMOUSLY**4. Housing Task Force Meeting Minutes of May 13, 2019**

0295-2019

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Housing Task Force Meeting Minutes of May 13, 2019, be received as information.

CARRIED UNANIMOUSLY

7. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

15. **SALMON ARM SECONDARY YOUTH COUNCIL**

Graham Gomme provided an update on the Youth Council and thanked Mayor and Council for their contributions.

Jonah Hector and Griffin Wilchuk provided Council with an overview of the survey conducted by the Youth Council.

Luke Rivette outlined his concerns with the packaging of Cannabis products.

Gray Simms provided an overview of his experience on the Youth Council and thanked Council and staff for their contributions.

8. **STAFF REPORTS**

1. **Director of Development Services - Greenways Liaison Committee Appointments**

0296-2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: Council appoint Steve Fabro as the citizen-at-large representative to the Greenways Liaison Committee for the remainder of the three year term (from January 2018 to December 31, 2020).

CARRIED UNANIMOUSLY

Councillor Eliason declared a conflict of interest and left the meeting at 3:00 p.m.

2. **Director of Development Services - Agricultural Land Commission Application No. ALC-380 [Smith, R. & M.; 1281 - 70 Avenue NE; Non-Farm Use]**

0297-2019

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Agricultural Land Commission Application No. ALC-380 be authorized for submission to the Agricultural Land Commission.

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

B. Wiseman, 1771 - 28 Avenue NE, spoke against Council moving the application forward to the Agricultural Land Commission and outlined his concerns with bylaw contravention and safety.

M. Balen, 6751 Lakeshore Road NE, spoke against Council the application forward to the Agricultural Land Commission and expressed concerns with compliance enforcement.

CARRIED UNANIMOUSLY

Councillor Eliason returned to the meeting at 3:40 p.m.

8. **STAFF REPORTS - continued**

3. **Director of Engineering and Public Works - 2019/2020 Annual Transit Operating Agreement**

0298-2019

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute the 2019/2020 Annual Operating Agreement and the Transit Service Agreement between the City of Salmon Arm and BC Transit.

CARRIED UNANIMOUSLY

4. **Director of Engineering and Public Works - Shuswap Regional Transit System (Salmon Arm) Three Year Expansion Initiatives - Memorandum of Understanding**

0299-2019

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Council authorize the City's Chief Administrative Officer and Corporate Officer to sign the Expansion Memorandum of Understanding for identifying the three year expansion initiatives 2020-2021 through to 2022-2023.

CARRIED UNANIMOUSLY

13. **PRESENTATIONS**

Councillor Lindgren left the meeting at 4:03 p.m. and returned at 4:05 p.m.

1. **Barry Delaney & Julie Langham - SASCU - 2019 Report**

Barry Delaney & Julie Langham of SASCU provided an overview of the Financial Institution and were available to answer questions Council.

2. **Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report January - April 2019**

Staff Sergeant West, Salmon Arm RCMP Detachment provided the January to April 2019 Quarterly Policing Report and was available to answer questions from Council.

3. **Lana Fitt, Manager, Salmon Arm Economic Development -MRDT, 2018 Annual Performance Report and MRDT Project Approvals**

Lana Fitt, Manager, Salmon Arm Economic Development provided an overview of the MRDT 2018 Annual Performance Report and MRDT Project Approvals. She was available to answer questions from Council.

0300-2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council authorize the Mayor and Corporate Officer to sign the City of Salmon Arm Municipal Regional District Tax Performance Report and submit it to the Province of British Columbia.

CARRIED UNANIMOUSLY



13. **PRESENTATIONS - continued**

3. **Lana Fitt, Manager, Salmon Arm Economic Development -MRDT, 2018 Annual Performance Report and MRDT Project Approvals - continued**

0301-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council authorize and support Project 1 (Canoe Beach Beautification), Project 2 ( Visitor Kiosk), Project 3 (Directional & Wayfinding signage) and Project 4 (Canoe Beach Electrical) as outlined in correspondence from Salmon Arm Economic Development Society dated May 8, 2019.

CARRIED UNANIMOUSLY

Councillor Eliason left the meeting at 4:44 p.m. and returned 4:50 p.m.

8. **STAFF REPORTS - continued**

Mayor Harrison left the meeting at 4:50 p.m. and Deputy Mayor Flynn assumed the chair.

5. **Director of Engineering and Public Works - Budget Amendment - Stormwater Master Plan**

0302-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the 2019 Budget contained in the 2019-2023 Financial Plan Bylaw be amended to reflect additional funding for the Stormwater Master Plan project in the amount of \$10,000.00, reallocated from the Drainage Reserve.

CARRIED UNANIMOUSLY

6. **Director of Engineering and Public Works - Curbside Collection Program Update and Budget Amendment**

0303-2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the 2019 Budget contained in the 2019 - 2023 Financial Plan Bylaw be amended to reflect additional funding for Solid Waste/Recycling - Advertising, Promotion and Education in the amount of \$10,000.00 funded from the Sanitation and Recycling Reserve.

CARRIED UNANIMOUSLY

Mayor Harrison returned to the meeting at 4:55 p.m.

7. **Director of Engineering and Public Works - Master Services Agreement - Adams Lake Indian Band Curbside Collection Services Update**

0304-2019

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council Approve an amendment to the Municipal Services Agreement with the Adams Lake Indian Band dated June 1, 2011 to update for expanded services to West Harbour Village under the 2019 Curbside Collection Program.

CARRIED UNANIMOUSLY

8. **STAFF REPORTS - continued**

8. **Director of Engineering and Public Works - Remainder - 2019 Paving Program**

0305-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council award the remainder of the 2019 Paving Program Contract to Okanagan Aggregates Ltd., in accordance with the unit prices specified in their Tender, in the amount of Five Hundred Eighty Six Thousand One Hundred Dollars (\$586,100.00) plus taxes as applicable.

CARRIED UNANIMOUSLY

Councillor Lavery left the meeting at 5:03 p.m.

9. **INTRODUCTION OF BYLAWS**

1. **City of Salmon Arm Zoning Amendment Bylaw No. 4338 [ZON-1148; 0695662 BC Ltd.; 1631 - 10 Street SE; A-2 to R-8] - First and Second Readings**

0306-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4338 be read a first and second time.

Councillor Lavery returned to the meeting at 5:06 p.m.

CARRIED UNANIMOUSLY

2. **City of Salmon Arm Curbside Collection Bylaw No. 4281 - First, Second and Third Readings**

0307-2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Curbside Collection Bylaw No. 4281 be read a first, second and third time.

CARRIED UNANIMOUSLY

3. **City of Salmon Arm Fee for Service Amendment (Curbside Collection) Bylaw No. 4339 - First, Second and Third Readings**

0308-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled Fee for Service Amendment Bylaw No. 4339 be read a first, second and third time.

CARRIED UNANIMOUSLY

9. INTRODUCTION OF BYLAWS - continued

4. City of Salmon Arm Council Procedure Amendment Bylaw No. 4333 - First, Second and Third Readings

0309-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4333 be read a first, second and third time;

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

CARRIED UNANIMOUSLY

10. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Street Solicitation Prevention Bylaw No. 4273 - Final Reading

0310-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Street Solicitation Prevention Bylaw No. 4273 (with amendments prior to third reading) be read a final time.

CARRIED

Councillor Lindgren Opposed

11. CORRESPONDENCE

1. Informational Correspondence

2. J. Shirley - letter dated May 7, 2019 - Request for installation of memorial bench for P. Shirley

0311-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council authorize the placement of a memorial bench for Pat Shirley in front of Fire Hall #3, as outlined in the letter dated May 7, 2019.

CARRIED UNANIMOUSLY

2. Union of British Columbia Municipalities 2019 Convention - September 23 - 27, 2019, Vancouver, BC

0312-2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Mayor and Council be authorized to attend the Union of BC Municipalities (UBCM) Convention in Vancouver, BC from September 23 - 27, 2019;

AND FURTHER THAT: Council approve September 22 and 27, 2019 as travel dates for the UBCM Convention.

CARRIED UNANIMOUSLY

**12. NEW BUSINESS****14. COUNCIL STATEMENTS**

Councillor Eliason left the meeting at 5:52 p.m. and returned at 5:55 p.m.

**16. NOTICE OF MOTION****17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS****1. Salmon Arm Pickleball Club**

Received for information.

**18. OTHER BUSINESS****19. QUESTION AND ANSWER PERIOD**

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

The Meeting recessed at 6:01p.m.

The Meeting reconvened at 7:02 p.m.

**PRESENT:**

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

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

**ABSENT:**

Councillor L. Wallace Richmond

**20. DISCLOSURE OF INTEREST**

## 21. HEARINGS

### 1. Cannabis Retail Store Application No. CRS-9 [Quantum 1 Cannabis Corp./Lee, K.; 470 Lakeshore Drive NW]

0313-2019

Moved: Councillor Lindgren  
Seconded: Councillor Eliason  
THAT: Council approve application CRS-9;

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

1. Provincial Cannabis Retail Store Licence Referral No. 001876;
2. City Zoning Bylaw No. 2303 and City Policy No. 3.20;
3. Public notification followed by the holding of a Hearing at the Regular Council Meeting of May 27, 2019; and
4. The impact of the application on the community.

The Director of Development Services explained the proposed Provincial Cannabis Retail Store Licence Referral.

Submissions were called for at this time.

K. Lee, the applicant, outlined the application and was available to answer questions from Council.

0314-2019

Moved: Councillor Lindgren  
Seconded: Councillor Lavery  
THAT: the Public Hearing be adjourned until the Liquor and Cannabis Regulation Branch finalizes its decisions on pending applications previously approved by Council.

The Public Hearing adjourned at 7:23 p.m. Mayor Harrison stated that the Public Hearing would be reconvened at a future date.

CARRIED  
Councillor Eliason Opposed

## 22. PUBLIC HEARING

### 1. City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297

The Chief Administrative Officer explained the proposed City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297.

Submissions were called for at this time.

D. Wallace, Operations Manager, Askews Foods, spoke in support of the proposed Bylaw and suggested compostable bags as an alternative to paper bags.

S. Robinson, President, Chamber of Commerce, spoke in support of the proposed Bylaw and in support of compostable bags.

B. DeMille, DeMilles Farm Market, is in favour of the Bylaw and recommended using compostable bags as an alternative for paper and plastic.

**22. PUBLIC HEARING - continued****1. City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297 - continued**

H. Bruns, 205 Rosemund Lake Road, Mara, BC would prefer to see a more robust provincial recycling plan and recycling options for all plastic.

W. Farrell, 309, 620 6 Street SE, is in favour of the proposed Bylaw with an amendment to include compostable bags.

B. Clark, 7180 49 Street NE, is in favour of the Bylaw but prefers the idea of using compostable bags over paper bags.

G. Simms, 7180 Salmon River Road, noted that the Youth Council is in full support of the proposed Bylaw.

B. Murphy, 3141 9 Avenue SE, spoke in favour of the proposed Bylaw and hopes that the banning of single use plastic bags is the start of banning plastic in industry.

W. Farrell, 620 6 Street SE, is in favour of a viable solution to the reduction of plastic and is not against the concept of the proposed Bylaw.

Following three calls for submissions and questions from Council, the Hearing was closed at 8:05 p.m.

**23. STATUTORY PUBLIC HEARING****24. RECONSIDERATION OF BYLAWS****1. City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297 - Third Reading**

0315-2019                      Moved: Councillor Eliason  
                                       Seconded: Councillor Cannon  
                                       THAT: the bylaw entitled City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297 be read a third time.

**Amendment:**

0316-2019                      Moved: Councillor Flynn  
                                       Seconded: Councillor Lavery  
                                       THAT: the City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No.4297 be amended to include Compostable Bag as a definition as follows: "Compostable Bag" means a bag made out of compostable materials and displays the words "Compostable" on the outside of the bag for a period of 1 year;

AND THAT: "Compostable Bag" be removed from the "Plastic Bag" definition;

24. RECONSIDERATION OF BYLAWS - continued

1. City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297 - Third Reading - continued

AND THAT: Section 2. 2) b) be amended to include Compostable Bag;

DEFEATED

Opposed Mayor Harrison, Councillors Eliason, Lindgren and Cannon

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0317-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of May 27, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:59 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the            day of            , 2019.

Item 6.1

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

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

### Vote Record

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

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



## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

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

### **PRESENT:**

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor T. Lavery  
 Councillor K. Flynn  
 Councillor C. Eliason (left the meeting at 9:13 a.m.)

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Planning Officer S. Beeching  
 Manager of Permits & Licensing M. Roy  
 Recorder B. Puddifant

### **ABSENT:**

Councillor L. Wallace Richmond  
 Councillor S. Lindgren

### **1. CALL TO ORDER**

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

### **2. REVIEW OF THE AGENDA**

### **3. DECLARATION OF INTEREST**

Councillor Flynn declared a conflict with Item 5.1 as the applicant is a client of his firm.

### **4. FOR INFORMATION**

Councillor Flynn declared a conflict and left the meeting at 8:01 a.m.

5. **REPORTS**

1. **Amendment to Development Permit Application DP-419 [1112031 BC Ltd.; 481 Harbourfront Drive NE; 2 Story Mixed Use Development]**

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. DP-419 be amended for that part of Lot D, Section 14, Township 20, Range 10, W6M, KDYD Plan KAP62328 in accordance with drawings dated May 28, 2019 attached as Appendix A to the staff report dated May 29, 2019.

K. Vennard, the applicant, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 8:08 a.m.

6. **IN CAMERA**

7. **LATE ITEM**

The Meeting recessed at 8:08 a.m.

The Meeting reconvened at 8:30 a.m.

Councillor Cannon returned to the meeting at 8:31 a.m.

8. **PRESENTATIONS**

1. **Director of Development Services - Agricultural Land Commission Information Bulletin Revised May 8, 2019**

Kevin Pearson, Director of Development Services and Scott Beeching, Senior Planner, provided an overview of the revisions to the Agricultural Land Commission Act and newly created Agricultural Land Reserve Use Regulation.

M. Roy, Manager of Permits & Licensing spoke regarding the BC Building Code and was available to answer questions from the Committee.

Councillor Eliason left the meeting at 9:13 a.m.

9. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

The meeting adjourned at 9:18 a.m.

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

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Mayor Alan Harrison  
Chair

Item 6.2

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Traffic and Safety Committee Meeting Minutes of May 16, 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 **Traffic Safety Committee Meeting** held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Thursday, May 16, 2019** at 9:00 a.m.

### PRESENT:

Lisa Bennett  
David Dean  
Scott West  
Norma Leslie  
Darin Gerow  
Chris Moore  
Jenn Wilson  
Rob Niewenhuizen

Direct Drive Driver Training  
ICBC  
RCMP  
ICBC Driver Examiner  
City staff, Manager of Roads & Parks  
City staff, Engineering Assistant  
City staff, City Engineer  
City staff, Director of Engineering & Public Works

### ABSENT:

Andrea Kathrein  
Peter Cocker  
Doreen Stanton  
Ingrid Brakop  
Marcel Bedard

North Okanagan-Shuswap School District No. 83  
Ministry of Transportation & Infrastructure  
First Group  
ICBC  
City Staff, Bylaw Enforcement Officer

### GUESTS:

The meeting was called to order at 9:08 a.m.

1. **Introductions and Welcome**
2. **Presentations**
3. **Approval / changes / additions to Agenda**

Item 6.h) - N. Peach – request for 3-way stop at 12 Avenue SE and 13 Avenue SE

Item 6.i) - BC Service Centre – request for Pedestrian Activated Lights on crosswalk at BC Service Centre, 16 Street NE

Moved: Rob Niewenhuizen

Seconded: David Dean

THAT: the Traffic Safety Committee Meeting Agenda of May 16, 2019, be approved with additions.

**CARRIED UNANIMOUSLY**

4. **Approval of Minutes of November 1, 2018 Traffic Safety Committee Meeting**

Moved: Rob Niewenhuizen

Seconded: David Dean

THAT: the minutes of the Traffic Safety Committee Meeting of November 1, 2018 be approved as circulated.

**CARRIED UNANIMOUSLY**

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

- a) H. Roberge – email dated February 22, 2019 – Sidewalk Entreaty – 12 Street SE and Auto Road, SE – a request has been made for improved safety at this intersection by installing a crosswalk. The Committee notes that a warrant analysis in this location is not complete and there will be no action taken at this location until the study is complete.

6. **New Business**

- a) R. Campbell – email dated February 14, 2019 – Electronic Speed Calming sign – a request has been made for a speed calming sign in the area of North Canoe elementary school. The Committee recommends data collection through Citizens on Patrol and the potential purchase of a mobile speed reader sign. A permanent speed reader board was not recommended as ICBC pointed out that they lose their effectiveness after a while.
- b) M. McClure – 4 way stop at the intersection of 20 Street SE and Auto Road SE – Staff Sergeant West noted that speed is not a large problem at this location. It was noted by ICBC that there are some sight line issues due to a tree at the southeast of this intersection. Not a good location for a 4-way stop due to irregular shape of intersection. The Committee recommends no action at this time.
- c) Intersection at Crystal Springs subdivision – The Committee noted that traffic in this area will likely increase with time and that the Auto Road collector route will change the alignment. Geometric improvements would be useful but wasted because of the future re-alignment. It was also noted that visibility would be restricted from the proposed right turn lane. The Committee recommends no action at this time.
- d) K. Bubola – email dated November 30, 2018 – Crosswalk upgrade – a request has been made for an upgrade to the crosswalk on 5 Avenue SE by the Seniors Activity Centre and Shuswap Daycare. ICBC noted that a bump out on the parking side of 5 Avenue SE would help. Jenn Wilson recommended a sidewalk fronting the Seniors Activity Centre and relocating the crosswalk to 2 Street which is a more logical location. It was noted that this crosswalk does not really lead to anywhere except the parked vehicles on the north side of the road. The Committee notes that a warrant analysis in this location is not complete and there will be no action taken at this location until the study is complete.
- e) T. Willard – email dated January 10, 2019 – Intersection safety at 30 Street SE and Okanagan Avenue SE – School District No. 83 to address traffic congestion as necessary. ICBC noted that the crossing guard works well with the drop-off at Little Mountain. The Committee recommends no action at this time.
- f) 1640 – 11 Avenue NE – Hidden Driveway – ICBC noted that speed is this location is usually not an issue due to the corner in the road and recommends that

removal of vegetation on private property could improve the sight lines. The Committee recommends no action at this time.

- g) D. Smith – email dated November 22, 2019 – Hidden road signage – 8 Avenue NE and 7 Street NE – The Committee noted that there has been some removal of vegetation at this intersection which has improved the sight lines and determined that signage is not usually effective. Staff Sergeant West suggested closing the road and diverting traffic to the east. The Committee recommends no action at this time.
- h) (late item) N. Peach – Request for 3-way stop 12 Ave SE and 13 Ave SE – ICBC noted that there are good sight lines and slow speeds in this location. The Committee recommends no action at this time.
- i) (late item) BC Service Centre – Request for Pedestrian Activated Lights on crosswalk at BC Service Centre, 16 St NE – The Committee noted that there are good sight lines in this location. The Committee notes that a warrant analysis in this location is not complete and there will be no action taken at this location until the study is complete

#### 7. Other Business &/or Roundtable Updates

- a) The status of the relocation of signals from the Trans Canada Highway and Ross Street to the Trans Canada Highway and 4 Street NE was discussed.

#### 8. Next meeting November 14, 2019

#### 9. Adjournment

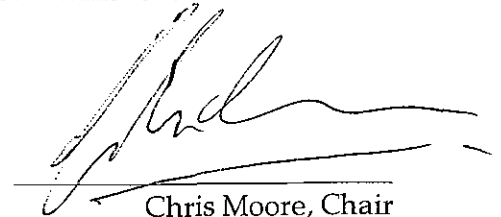
Moved: Jennifer Wilson

Seconded: Rob Niewenhuizen

THAT: the Traffic Safety Committee Meeting of May 16, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 10:15 a.m.



Chris Moore, Chair

Received for information by Council on the       day of       , 2019.

Item 6.3

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Greenways Liaison Committee Meeting Minutes of May 9, 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 Greenways Liaison Committee (GLC) Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Thursday, May 9, 2019** at 3:00 p.m.

### PRESENT:

Tim Lavery, Chair  
 Joe Johnson, Citizen at Large  
 Anita Ely, Interior Health  
 Brian Browning, Shuswap Trail Alliance  
 Joan Mitchell, Shuswap Trail Alliance

Sutra Brett, Shuswap Trail Alliance (non-voting)  
 Darin Gerow, City of Salmon Arm, Manager of Roads & Parks  
 Chris Larson, City of Salmon Arm, Planning & Development Officer, Recorder

Regrets: Rob Bickford, Citizen at Large

The meeting was called to order at 3:15 p.m.

### 1. Introductions

### 2. Presentations

### 3. Approval of Agenda and Additional Items

Late items were added regarding Dog Bylaws, BC Rural Dividend Grant, GLC Membership, Fire Smart programs, and Sport for Life Grant.

Moved: Joan Mitchell

Seconded: Joe Johnson

THAT: the agenda for the Greenways Liaison Committee Meeting of May 9, 2019 be so approved.

**CARRIED UNANIMOUSLY**

### 4. Approval of Minutes of March 7, 2019 Greenways Liaison Committee Meeting

Moved: Anita Ely

Seconded: Joe Johnson

THAT: the minutes of the Greenways Liaison Committee Meeting of March 7, 2019 be approved as circulated.

**CARRIED UNANIMOUSLY**

### 5. Old Business / Arising from minutes

From discussion at the previous meeting, it was clarified that parks/trail areas (Little Mountain, Park Hill, Coyote Park, and the South Canoe Trails) are not stipulated in the

Parks bylaw as on-leash areas. However, the Animal Control and Pound Bylaw states that dogs must be "under control" everywhere in the City, which allows for discretion. It should be noted that the City's Greenways Strategy recommends dogs on trail require management: "*dog owners should be encouraged to leash their dogs on trails.*" As previously noted, GLC members feel that off-leash areas are important to discuss as it is likely that in the future more conflict will happen and we can be ahead of it rather than reacting.

## 6. New Business

### 1) STA Update - Planning and Projects

The STA presented a range of projects, many nearing completion. Of note, the 9 Avenue connector is nearing completion. Updated signs will be installed this season, with the signage package done and being reviewed prior to installation. Conversations are ongoing regarding routes around the local schools, IH property, and development-related projects.

### 2) BC Rural Dividend Grant

The STA was successful in their application to the BC Rural Dividend Grant which should support several notable initiatives including local trails, landmarks, and the rail trail (ATTACHMENT 1).

### 3) Foreshore Trail Notices

New notices will be posted on the Foreshore Trail soon (ATTACHMENT 2).

### 4) South Canoe Trails

- Trail Maintenance Blitz – held on April 28, 2019, this was a success with all projects completed.
- South Canoe Run Bike Loops – completed with immediately positive feedback (ATTACHMENT 3).
- Salty Dog Weekend – May 11 & 12, 2019 will see numerous events associated with the Salty Dog race hosted on the South Canoe Trails.

## 7. Other Business &/or Roundtable Updates

### 1) Provincial E-Bike Policy

Provided for information (ATTACHMENT 4). GLC notes that a need may present itself for a local policy.

### 2) GLC Terms of Reference

Provided for information.

### 3) Illegal Trespass Trails

A letter was provided for information. The GLC noted that there are no plans to route trails onto private property in trespass. All current plans have been to develop trails to avoid any private property. It was suggested that should a property owner find illegal activity on their property, that they call the RCMP directly.

**4) GLC Membership**

Advertisement has gone out with a closing date of May 17.

**5) Fire Protection Plan**

The City's grant application was successful with more details to follow.

**8. Next meeting - Thursday, September 12, 2019, 3 pm**

Moved: Brian Browning

Seconded: Anita Ely

THAT: the Greenways Liaison Committee Meeting of March 7, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

**9. The meeting adjourned at 4:05 p.m.**


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Endorsed by Meeting Chair

Received for information by Council on the      day of      , 2019

Attachment 1 - BC Rural Dividend Grant

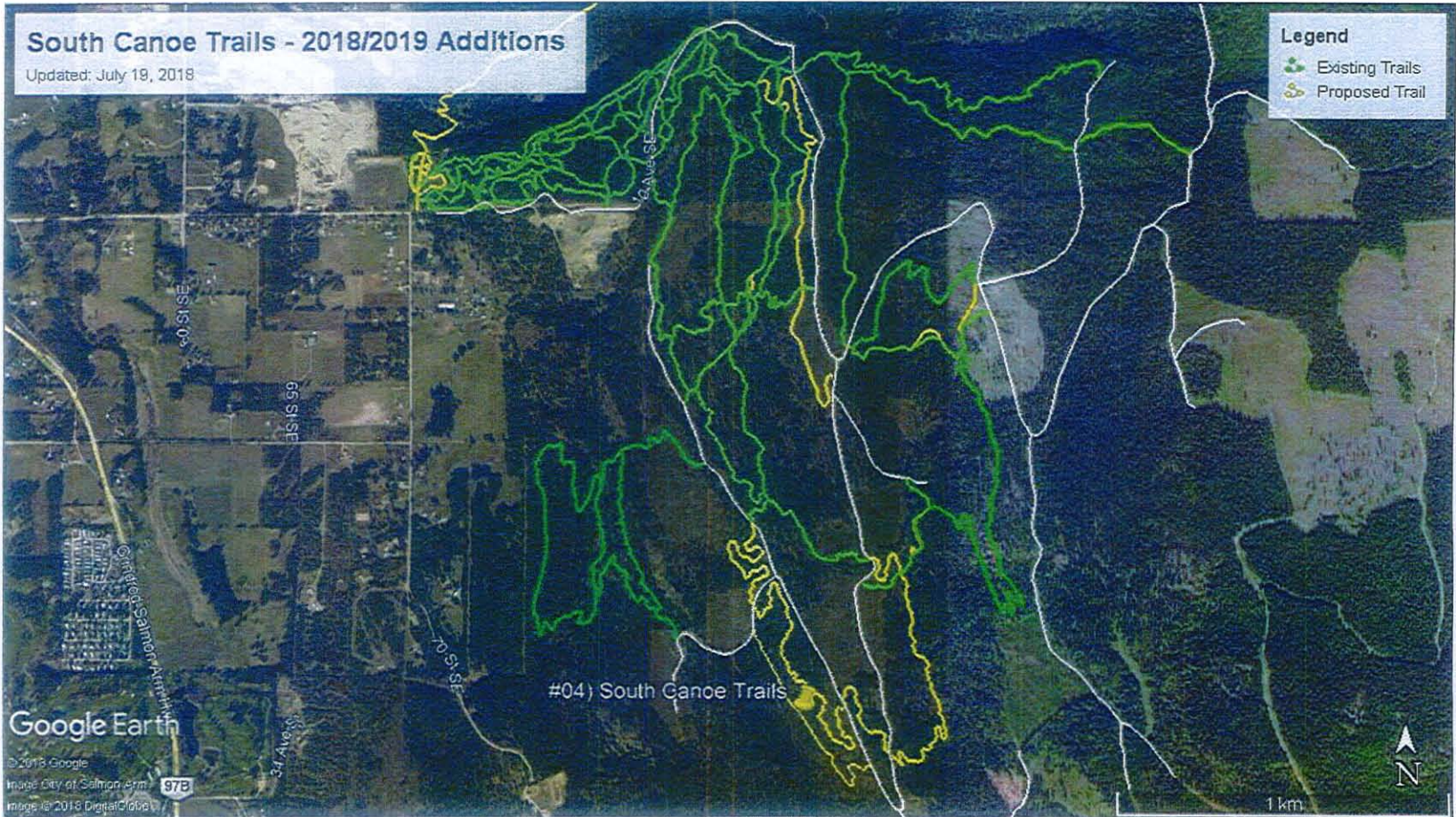
Attachment 2 - Foreshore Trail Notices

Attachment 3 - South Canoe Run Bike Loops

Attachment 4 - Rec Sites and Trails BC - E-Bike Policy

The STA received official permission this week to be able to share news of the successful BC Rural Dividend Program Funding through the Provincial Government. There are three significant grants related to Shuswap trails:

- \$100,000 was announced to support 2019 Shuswap Regional Trail Projects authorized for construction this year. This will be leveraged off of \$45,000 raised at the Shuswap Trails fundraiser in February. The lions share of that funding has been allocated to complete the South Canoe Kiddie Climb, South Climb, and Swayback EQ trails at South Canoe, as well as a portion of the Ida View trail, once confirmation to proceed from the City and East Canoe watershed user group is finalized. So a big bang for Salmon Arm!
- \$100,000 was announced to support the Secwepemc Landmarks and Trailheads project that will bring elders, youth, and Secwepemc artists together to design and install a series of Secwepemc themed landmarks and trailhead signage throughout the region. This includes the pilot to be initiated here in Salmon Arm with the central landmarks at Marine Park. This project leveraged the \$30,000 commitment already made by the Lakes Division bands of Adams Lake, Neskonlith, and Splatshin. Sutra is supporting Adams Lake Councillor, Shelley Witzky, who is coordinating the project.
- and finally - \$500,000 was announced leveraged along with \$300,000 contributed by CSRD Area E and Sicamous, to complete community consultations, environmental, engineering, and First Nations archeological and traditional use and prepare the shovel ready designs for construction of the Sicamous-to-Armstrong Rail-Trail. So a big step forward for the Inter-Jurisdictional Governance Advisory and Technical Operational Committee that is now up and running for that project.







# Foreshore Trail Dog Walking Nesting Closure



## May 1 - June 30

### New dates to help the nesting babies...

**May 1, 2019:** the City of Salmon Arm and Community Partners are working hard to take care of the nesting habitat within the Salmon Arm Bay Wildlife Sanctuary. A shared effort by all trail users is helping to create a culture of care to reduce the considerable pressure we place on the area's natural habitat.

Based on recent observations by local naturalists and biologists, and recommendation by the Foreshore Trail Monitoring Advisory which includes dog walkers, SABNES, Greenways, and Shuswap Trail Alliance representatives, the City has shifted the spring nesting closure to May 1 - June 30 to better align with the peak nesting season. Please join us in this mission as caretakers of our natural environment:

- All dogs are prohibited on the Foreshore Trail during the critical nesting period between May 1 and June 30 each year.

During all other times of year:

- dogs are permitted on leashes up to 2.0 metres length only on the main Foreshore trail
- dogs are not permitted off the main Foreshore trail on the two viewing boardwalks and Christmas Island trail leading onto the Nature Reserve

*Please join with the many dedicated community volunteers and leaders working to protect and preserve this important wetland sanctuary and greenway corridor for the health and well-being of us all.*

*And thanks for your patience as we update the existing signs to reflect the new nesting closure period.*

**For further information or to report trail issues please email:**

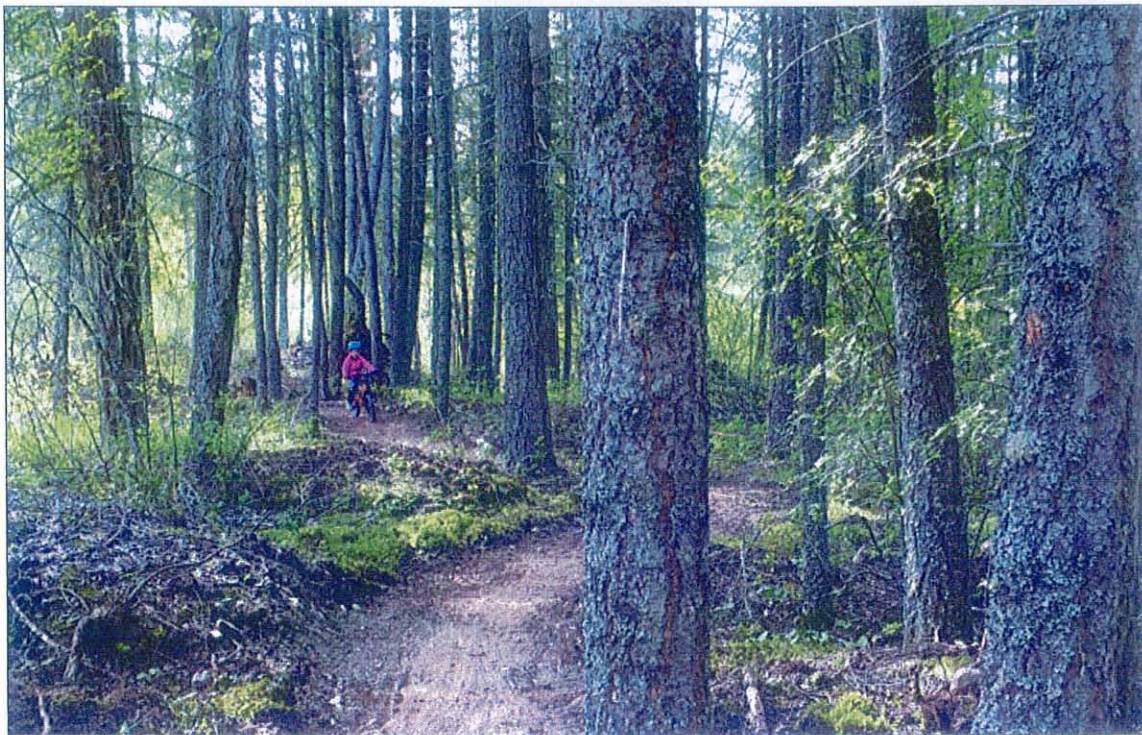
## trailreport@shuswaptrails.com

**Please Report Bylaw Infractions to Animal Control: 236-586-4181**





## Attachment 3: South Canoe Run Bike Loops



"They are awesome!"





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## NEWS RELEASE

For Immediate Release  
2019FLNR0090-000772  
April 26, 2019

Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development

### **New policy clarifies e-bike use on designated recreation trails**

VICTORIA – Given the increasing popularity of electric bikes, a new policy has been developed for the safe, appropriate use of electric bikes on designated trails managed by Recreation Sites and Trails BC.

Electric bikes are a class of transportation/recreational bicycle that use an electric motor to either assist with propulsion or fully propel the rider. Users range from those looking to access more difficult and elevated trails, to people with disabilities who may not otherwise be able to access recreational trails.

Recreation Sites and Trails BC manages approximately 600 trails on provincial public land in B.C. Unless otherwise restricted, electric bike use on recreation trails is a permitted activity. Any decision by a district recreation officer to restrict or prohibit a class of electric bike will be based on considerations of safety, environmental impact and user experience, and will normally result from an engagement process with interested stakeholders.

Recreation Sites and Trails BC will evaluate and review implementation of the policy in collaboration with stakeholders and user groups, and make adjustments as necessary.

The policy only applies to established trails managed by Recreation Sites and Trails BC and does not apply to trails managed by BC Parks or vacant provincial public land, local governments or trails on private land. Electric bikes may be still restricted outside of this policy under regulations or local bylaws.

The policy is available online at: <https://www2.gov.bc.ca/gov/content/sports-culture/recreation/camping-hiking/sites-trails/program/trail-policies>

#### **Learn More:**

Recreation Sites and Trails BC: <http://www.sitesandtrailsbc.ca>

#### **Contact:**

Media Relations  
Ministry of Forests, Lands, Natural Resource  
Operations and Rural Development  
250 356-7506

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Connect with the Province of B.C. at: [news.gov.bc.ca/connect](https://news.gov.bc.ca/connect)



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Item 7.1

## CITY OF SALMON ARM

Date: June 10, 2019

### Board in Brief – May, 2019

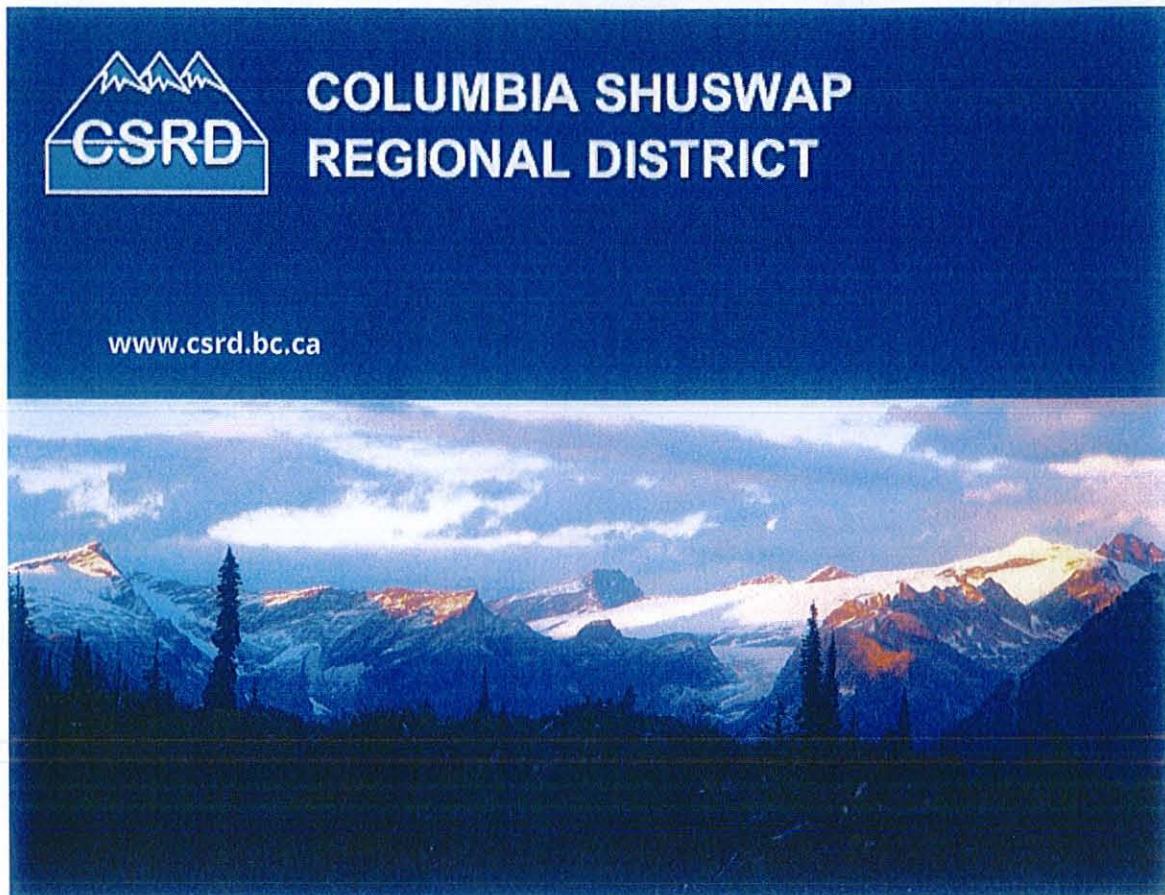
#### Vote Record

- ☐ 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:** Thursday, May 23, 2019 11:41 AM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - May 2019



## #YourCSRD - Board on the Road in Scotch Creek

May 2019

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

[Web version](#)

## Highlights from the Regular Board Meeting





view of the Westrek report of November 2017. They also directed staff to investigate the feasibility of establishing a technical committee to advise the CSRD with respect to logging operations.

### **Grant-in-Aid Requests**

The Board approved allocations from the 2019 electoral grants-in-aid. [View report.](#)

### **Electoral Area D: Salmon River Parallel Trail Community Works Fund and Contract Award**

The Board approved spending \$250,000 plus applicable taxes from the Electoral Area D Community Works Fund allocation for the construction of the parallel trail and entered into an agreement with Mountain Side Earthworks Ltd. for the construction of the trail adjacent to Salmon River Road for a total cost not to exceed \$848,000 plus applicable taxes. [View report.](#) [View map.](#) [View press release.](#)

### **Electoral Area D: Community Works Fund – Falkland Water System Reservoir Preliminary Engineering**

The Board approved up to \$30,000 plus applicable taxes from the Electoral Area D Community Works Fund for preliminary engineering costs for a new reservoir for the Falkland Water System. [View report.](#)

### **Eagle Bay Estates Waterworks Local Service Amendment Bylaw No. 5796, 2019**

The Board agreed to amend the Eagle Bay Estates Waterworks Local Service Bylaw to increase the maximum parcel tax requisition. [View report.](#)

### **Saratoga Waterworks Service Amendment Bylaw No. 5797, 2019**

The Board agreed to amend the Saratoga Waterworks Local Service Bylaw to increase the maximum parcel tax requisition. [View report.](#)

### **North & South Shuswap Community Arts, Recreation and Culture Programs Financial Contribution Service Area Establishment Bylaw No. 5798, 2019**

The Board agreed to three readings of a bylaw to establish a service that would allow the CSRD to contribute annually to registered non-profit groups that provide arts, recreation and cultural programs to residents within Electoral Area C and a portion of Electoral Area F. They also endorsed moving forward with an Alternative Approval Process to obtain the assent of the electors in the proposed service area. [View report.](#)

## **Release of In-Camera Resolutions**

### **Advisory Planning Commissions**

The Board appointed the following candidates to their respective Advisory Planning Commission as voting members from May 2019 to May 2023:

#### ***Electoral Area B***

Brian Gadbois  
Daren Cornelius  
Janis Hooge  
Jim Maitre  
Kip Wiley  
Mike Cummings

***Electoral Area C***

Alan Cook  
Brian Morris  
Millicent Barron  
Natalya Melnychuk  
Patrick Frank  
Syd Loeppky  
Ted Vlooswyk  
Tim Thompson

***Electoral Area F***

Charlotte Hall  
Deb Bischoff  
Doug Deans  
Peter O'Toole  
Ron Wilkinson  
Trudy Montgomery

**Shuswap Tourism Advisory Committee**

The Board appointed Piotr Ujma, owner of the Okanagan Marketplace - Falkland, to the Shuswap Tourism Advisory Committee for the term May 16, 2019 to December 31, 2020.



## LAND USE MATTERS

### **Business General**

**UBCM Housing Needs Reports Grant Program**

The Board authorized an application for a UBCM Housing Needs Reports Program grant up to \$35,000 to complete Housing Needs Reports for CSRD Electoral Areas C



### Amendments to CSRD Building Bylaw No. 660 and a Farm Building Exemption Policy

The Board adopted housekeeping amendments to its Building Bylaw, the most significant of which exempts farm buildings from requiring a building permit, except for farm buildings used for cannabis production. [View report.](#)

## **Agricultural Land Commission (ALC) Applications**

### Electoral Area C: Non-Farm Use in the Agricultural Land Reserve (ALR) LC2564C (O'Brien)

The owners of property at 2149, 2165 and 2181 Wuori Road are applying to the ALC for a third residence to be used as their primary dwelling. The Board endorsed staff's recommendation for approval and it will now be sent to the ALC for final decision. [View report.](#)

### Electoral Area D: Non-farm Use LC2566D (Phoebus)

The property owners' agent is applying to the ALC for non-farm use permission to establish a federally licensed standard-cultivation cannabis production facility at 4860 Hoath Road, Falkland. The Board endorsed staff's recommendation for approval and it will now be sent to the ALC for final decision. [View report.](#)

### Electoral Area E: Subdivision LC2561E (Canadian Pacific Railway)

The property is located northeast of Sicamous in the Cambie Solsqua area and is owned by Canadian Pacific Railway Co. (CPR). CPR, Ministry of Transportation and Infrastructure (MOTI), and the adjacent landowners to the south (Christian and Melanie Dewitt) have come to an agreement to transfer and consolidate land related to the construction of Jessop Road. The Board endorsed staff's recommendation for approval and it will now be sent to the ALC for final decision. [View Report.](#)

## **Development Permits (DP's) & Development Variance Permits (DVP's)**

### Electoral Area C: Development Variance Permit No. 701-86 (Case Holdings Ltd - Poggemoeller)

The subject property is located at 25 - 6421 Eagle Bay Road in Wild Rose Bay. The lot is currently vacant and the owners are proposing to construct retaining walls to allow construction of a driveway access. The owners were seeking a variance to the side parcel line setbacks to accommodate the proposed retaining walls. The Board approved the permit. [View report.](#)

### Electoral Area C: Development Variance Permit No. 701-91.

The subject property is located at 56 - 6421 Eagle Bay Road in Wild Rose Bay. The property owner is proposing to construct a covered outdoor kitchen and seating area, which will be attached to the existing single family dwelling. The proposed addition requires a variance from the rear parcel line setback. The Board approved issuance of the DVP. [View report.](#)

## **Zoning, OCP and Land Use Amendments**



**Electoral Area C: Electoral Area C Official Community Plan Amendment (Factory Direct Doors Ltd.) Bylaw No. 725-16 and South Shuswap Zoning Amendment (Factory Direct Doors Ltd.) Bylaw No. 701-94**

The applicant would like to establish a cannabis production facility at 1336 Taylor Road, Notch Hill. They have applied to rezone a portion of the subject property from LH – Large Holdings to M2 – General Industrial and to rezone an area of the property currently zoned M2 to LH. Staff recommended that the special regulation be amended to allow cannabis production facility as the only permitted use for the M2-zoned portion of the property. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations, as well as requesting the applicant hold a public meeting in the area to explain the proposal before second reading. [View report.](#)

**Electoral Area C: Lakes Zoning Amendment (Totem Pole Resort) Bylaw No. 900-20**

The subject area is the foreshore adjacent to Totem Pole Resort, located at 7429 Sunnybrae-Canoe Point Road in the Bastion Bay area. The applicant has applied to amend the Foreshore Multi-Family 2 site-specific zone to permit a total density of 35 private mooring buoys, allowing the resort an additional 10 private mooring buoys. The bylaw was given first reading and the Board directed staff to refer the bylaw to applicable agencies and First Nations for comment. The Board has now approved second reading and will refer the application to a public hearing. [View report.](#)

**Electoral Area D: Salmon Valley Land Use Amendment (674816 BC Ltd.) Bylaw No. 2558**

The applicant wants to redesignate and rezone a portion of the subject property located in Falkland on Highway 97 from Commercial to Residential and eventually subdivide the property into four lots; two residential and two commercial. The applicant also wanted a special regulation for one of the commercial lots to permit outdoor storage of vehicles, recreation vehicles (RVs), boats, and trailers, and sea can storage. A public hearing was held on April 25, 2019. The Board denied third reading of the application. The applicant has the opportunity to submit an amended land use application. [View report.](#)

**Electoral Area D: Salmon Valley Land Use Amendment (Desimone/McMullen) Bylaw No. 2559**

The subject property is located at 5781 Highway 97 in Falkland of Electoral Area D. The owners have applied to redesignate and rezone the property from C-Commercial to RS-Single and Two Family Residential in order to recognize the current two-family dwelling use on the property. A public hearing was held on April 16, 2019. The Board approved third reading and staff will now forward the bylaw to Ministry of Transportation for review and approval. The bylaw will then be brought back to the Board for adoption. [View report.](#)

**Electoral Area D: Salmon Valley Land Use Amendment (Tereposky – MacDonald) Bylaw No. 2561**

The subject property is located at 2950 Wetaskiwin Road in Falkland of Electoral Area D. The applicant wants to amend Salmon Valley Land Use Bylaw No. 2500 from R – Rural to RH – Rural Holdings. The applicant has made this bylaw amendment application to be able to apply to subdivide the property into two parcels and build a new home for themselves on the proposed remainder lot. The Board approved first




**Electoral Area F: Scotch Creek/Lee Creek Amendment (Pinegrove RV Park) Bylaw No. 825-38**

The Pinegrove RV Park Owner's Association has applied to rezone the subject property at 1131 Pine Grove Road, Scotch Creek from C1 – Commercial – 1 zone to RR – Resort Residential zone. Some of the owners would like to expand the use of the park to allow park models on a more seasonal residential basis. As a result, the application is to rezone the subject property to RR with a special regulation for this property only. The public hearing was held Tuesday, January 22, 2019. The Board approved third reading and adoption of the bylaw. [View report.](#)

**NEXT BOARD MEETING**

The Regular CSRD Board Meeting will be held Thursday, June 20, 2019 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

The Committee of the Whole Policy Session will be held prior to the Regular Meeting on Thursday, June 20, 2019 at 8:30 AM (time to be confirmed) at the CSRD Boardroom.



Columbia Shuswap Regional District  
555 Harbourfront Drive NE, PO Box 978  
Salmon Arm, BC V1E 4P1  
[www.csrdd.bc.ca](http://www.csrdd.bc.ca) | 250.832.8194

You are receiving this because you are currently involved in or were previously involved with one of the CSRD's programs; or have subscribed to the CSRD Newsletter. [Unsubscribe](#)

Item 8.1

## CITY OF SALMON ARM

Date: June 10, 2019

### Downtown Parking Commission Appointment

#### 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: May 27, 2019

SUBJECT: Downtown Parking Commission – Downtown Salmon Arm Appointment

**RECOMMENDATION:**

**THAT:** Council appoint Linda Nielson to serve on the Downtown Parking Commission as a Downtown Salmon Arm representative for the duration of the current term which is scheduled to end on February 28, 2020.

**BACKGROUND:**

The Downtown Salmon Arm (DSA) has informed the City that Linda Nielson of RE-Market etc. was named as a Downtown Parking Commission representative. Linda Nielson will replace Heather Finn of A-finnity Comfort Solutions, who had started her term with the Commission in 2016 and tendered her resignation effective July 1, 2019. The intent is for Linda to serve out the remainder of the term which is scheduled to end on February 28, 2020. At that time, pursuant to Downtown Parking Commission Bylaw No. 1844, four (4) positions will be nominated by the Downtown Improvement Association for another two (2) year term.

Respectfully submitted

A blue ink signature of Rob Niewenhuizen, consisting of stylized, overlapping loops and a long horizontal stroke.

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

cc Erin Jackson, Corporate Officer

Correspondence attached

X:\Operations Dept\Engineering Services\8620.02-PARKING\DPC\Members\2019\HWM Appointments (DSA) - Linda Nielson.docx

**DOWNTOWN**  
**SALMON ARM**

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

May 23, 2019

Dear Rob Niewenhuizen

Re: Downtown Parking Commission Vacancy

The Salmon Arm Downtown Improvement Association, at the regular Board of Director's meeting of May 8, passed a motion – *to recommend Linda Nielson to be a Downtown Salmon Arm representative on the Downtown Parking Commission.*

It is our understanding the Heather Finn will be vacating a position by July 1, 2019.

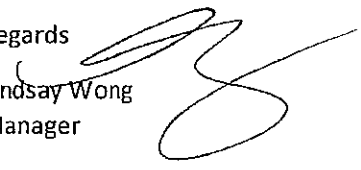
When her position comes vacant, please consider our above recommendation.

Should you have any further questions, please don't hesitate to contact me.

Thank you

Regards

Lindsay Wong  
Manager



DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9

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Item 8.2

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council award the Community Childcare Action plan contract to Urban Matters CCC for the quoted price of \$24,777.00 plus applicable taxes.

### 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: June 4, 2019

SUBJECT: Community Childcare Action Plan RFP Award

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## MOTION FOR CONSIDERATION:

THAT: Council award the Community Childcare Action Plan contract to Urban Matters CCC for the quoted price of \$ 24,770.00 plus applicable taxes.

## BACKGROUND:

In March 2019, the City of Salmon Arm was notified that our application for funding under the UBCM administered 2019 Community Child Care Planning program was successful. Immediately thereafter, a committee comprised of local childcare stakeholders convened and a Request for Proposals was developed. The RFP was issued on April 20, 2019 and closed on May 24, 2019.

Four (4) proposals were received and evaluated by staff and the committee. All proposals met the minimum requirements identified in the mandatory criteria sections and were under the \$25,000.00 budget. Prices for each are as follows:

Proponent	Price (excluding GST)
Grant Thornton	\$23,800.00
C + S Planning Group	\$23,800.00
Urban Matters CCC	\$24,770.00
Kinwa Bluesky Consulting	\$24,875.00

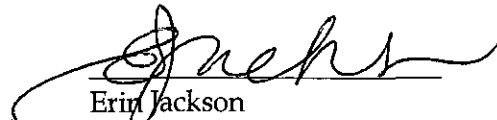
Staff and the committee agreed that the proposal that best demonstrates an understanding of the requirements set out in the RFP document, including relevant experience, is Urban Matters CCC, which is an offshoot of Urban Systems Ltd. Located in Kamloops, BC, it is also a Community Contribution Company that channels 60% of profits back into community innovation activities.

The committee shared the following comments regarding the Urban Matters CCC proposal:

- As the contractor for a similar project in Sicamous there is an exciting opportunity for regional collaboration;
- Urban Systems has an established relationship with the City and a solid understanding of the community;
- The team is well rounded and highly suitable for the project;
- Underserved populations will be considered in the plan;
- The proposed timeline is suitable;
- The proposal was clear and easy to read;
- A policy review will be conducted; and
- Value added components – Infrastructure grant application support and client conference calls /monthly project updates will provide a great deal of added value at no additional cost .

It is recommended that Council award the Community Childcare Action Plan contract to Urban Matters CCC for the quoted price of \$ 24,770.00 plus applicable taxes.

Respectfully submitted,



Erin Jackson  
Director of Corporate Services

cc. C. Van de Cappelle, Chief Financial Officer



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Item 8.3

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: the 2019 Budget contained in the 2019 to 2023 Financial Plan be amended to reflect additional funding for replacement of Variable Frequency Drive (VFD) at the Zone 4 Pump Station in the amount of \$15,000.00 funded from Water Future Expenditure Reserves;

AND THAT: Council approve the award of purchase and installation of VFD to All Phase Electric Ltd. for the total quoted price of \$15,742.81 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of a new VFD for Zone 4 Booster Station to authorize sole sourcing of same to All Phase Electric Ltd.

### Vote Record

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

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

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Tim Perepolkin, Capital Works Supervisor

DATE: June 05, 2019

SUBJECT: **ZONE 4 PUMP STATION**  
**BUDGET AMENDMENT – VFD PURCHASE AWARD**

### STAFF RECOMMENDATION

**THAT:** The 2019 Budget contained in the 2019 to 2023 Financial Plan be amended to reflect additional funding for replacement of Variable Frequency Drive (VFD) at the Zone 4 Pump Station in the amount of \$15,000.00 funded from Water Future Expenditure Reserves;

**ANDTHAT:** Council approve the award of purchase and installation of VFD to All Phase Electric Ltd. for the total quoted price of \$15,742.81 plus taxes as applicable;

**AND THAT:** The City's Purchasing Policy No. 7.13 be waived in the procurement of a new VFD for Zone 4 Booster Station to authorize sole sourcing of same to All Phase Electric Ltd.

### BACKGROUND

A key component of the City's Water Distribution network are the three 150hp pumps located at Zone 4 Booster Station and one stand alone 125hp pump that feeds North Broadview Reservoir. These pumps move treated water from the Zone 2 pressure zone to the Zone III and IV Reservoirs, which supply water to a large percentage of the community.

The VFD's were installed on these pumps in 1999 when the Zone 4 Booster Station was constructed. A few weeks ago the VFD for the stand alone pump 301 faulted and both All Phase Electric and IITS confirmed that the drive has suffered a major failure. Rick Webb, Chief Operator Water Treatment and Distribution, requested All Phase to obtain quotes for a replacement VFD. As this is a standalone pump that has failed, time is of the essence as the supply to the North Broadview Reservoir is compromised.

All Phase Electric Ltd. has provided 5 VFD supplier quotes with the results contained in the following table.

VFD Supplier	Quote (Excluding GST)
<b>Teco (147Amp 600V 3PH VFD W/display)</b>	<b>\$ 13,662.31</b>
Siemens (144Amp 600V 3PH VFD W/display)	\$ 14,605.00
Eaton (144Amp 600V 3PH VFD W/display)	\$ 15,482.35
Steller (145Amp 600V 3PH VFD W/display)	\$ 16,132.20
Allan Bradley (144Amp 600V 3PH VFD W/display)	\$ 20,203.72

**ZONE 4 PUMP STATION  
BUDGET AMENDMENT – VFD PURCHASE AWARD**

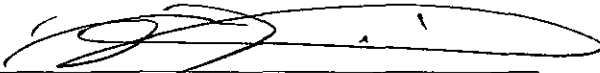
Page 2

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**STAFF COMMENTS**

All Phase Electric Ltd. provides electrical services for the City and have a good working relationship with staff. Staff recommend award of purchase and installation of a new VFD for the Zone 4 Booster Station to All Phase Electric Ltd., as per their quote of \$15,742.81, which includes \$13,662.31 for the lowest priced VFD.

Respectfully submitted,



---

Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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Item 8.4

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: the 2019 Budget contained in the 2019 to 2023 Financial Plan be amended to reflect additional funding for the TCH – Watermain and Sewer Upgrade (4 Street to 6 Street NE) in the amount of \$6,500.00 funded from the Zone 1 Generator Secured Shed Project:

AND THAT: Council approve the award of Design Engineering Services contract to Lawson Engineering & Development Services Ltd. for the total quoted price of \$16,315.00 plus taxes as applicable.

### Vote Record

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Tim Perepolkin, Capital Works Supervisor  
 DATE: June 04, 2019  
 SUBJECT: **TCH - WATERMAIN AND SEWER UPGRADE (4 ST TO 6 ST NE)  
 DESIGN ENGINEERING SERVICES AWARD**

### STAFF RECOMMENDATION

**THAT:** The 2019 Budget contained in the 2019 to 2023 Financial Plan be amended to reflect additional funding for the TCH – Watermain and Sewer Upgrade (4<sup>th</sup> Street to 6<sup>th</sup> Street NE) in the amount of \$6,500.00 funded from the Zone 1 Generator Secured Shed Project;

**ANDTHAT:** Council approve the award of Design Engineering Services contract to Lawson Engineering & Development Services Ltd. for the total quoted price of \$16,315.00 plus taxes as applicable;

### BACKGROUND

Approximately 300m of Cast Iron (CI) and 100m of Ductile Iron Water Supply Main exists under the westbound travelled lane of the Trans Canada Highway between 4<sup>th</sup> Street NE and 10 Street NE. In the same area, adjacent the watermain exists approximately 100m of 200mm Vitrified Clay Tile (VCT) Sanitary Sewer Pipe.

CI watermain pipe is beyond its useful service life and in need of replacement. A break under the Trans Canada Highway at this location would be catastrophic to traffic movements thru the City and become a very expensive repair. VCT Sanitary Sewer Pipe is also beyond its useful life and recommendations contained in the 2016 Sanitary Sewer Master Plan include priority replacement of all VCT pipe within the City collection system.

The 2019 approved budget included \$5,000 for the water design component and an additional \$5,000 for the sewer design for this project. Completing these designs and engineered construction estimates now will provide accurate budget figures and have shelf ready approved designs to include in future budget/planning discussions.

Due to the location of the works, staff have determined that it would be in the best interests of the City to relocate the new watermain works out of the travelled lane of the Trans Canada Highway. Initial review determined that McGuire Lake Park would be the preferred route and directional drilled the preferred installation method due to the restoration when compared to typical open cut trench.

Three quotes were received from local engineering firms with experience in designing directional drilled pipe installations, results contained in the following table.



TCH - WATERMAIN AND SEWER UPGRADE (4 ST TO 6 ST NE)  
 DESIGN ENGINEERING SERVICES AWARD  
 Page 2


Company	Engineering Design Quote (Excluding GST)
Lawson Engineering & developments Ltd.	\$ 16,315.00
Gentech Engineering Inc.	\$ 19,745.00
Franklin Engineering Ltd.	\$ 21,900.00

### STAFF COMMENTS

Lawson Engineering & Development Services Ltd. have worked successfully with the City on other similar projects. Staff recommend award of Design Engineering Services to Lawson Engineering & Development Services Ltd., as per their proposal.



Respectfully submitted,

  
 Robert Niewenhuizen, ASCT  
 Director of Engineering and Public Works



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Item 8.5

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: the City of Salmon Arm approve in principle the 2020/2021 budget of \$3,910,698.00 under the Municipal Policing Contract of which the City is responsible for 90% thereof;

AND THAT: the City of Salmon Arm advise that it has not approved or authorized any increases to member strength.

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

To: Mayor Harrison and Members of Council  
 Date: June 4, 2019  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: 2020/2021 RCMP Funding (2020 Budget)

## Recommendation

That the City of Salmon Arm approve in principle the 2020/2021 budget of \$3,910,698.00 under the Municipal Policing Contract of which the City is responsible for 90% thereof;

And that the City of Salmon Arm advise that it has not approved or authorized any increases to member strength.

## Background - Federal Treasury Board Funding Process

RCMP Headquarters (Provincial level) has advised that this 'letter of approval in principle' regarding the 2020/2021 budget is required by the Ministry of Public Safety and Solicitor General to conform with Federal Treasury Board requirements.

This 'letter of approval in principle' does not mean that Council endorses the budget set for the City of Salmon Arm (City), but rather, it is a budget allocation/planning tool used by the Federal Treasury Board. The Federal Treasury Board must have this letter by mid June of each year for the following fiscal year in order to set aside sufficient financial resources to fund their share of the Municipal RCMP Contract costs. If the 'letter of approval in principle' is not received, services could be reduced to our community due to a shortfall in funding from the Federal level to the Provincial level.

The revised five (5) year forecast largely represents an increase in costs in each year as compared to the last five (5) year forecast received by the City. It has been noted that the 2020/2021 budget contains an increase of \$86,565.00 which is largely attributed to increases associated with wages and pensions (reflects ongoing contract negotiations), training, fuel and furniture, fixtures and equipment. The budget increase has been offset by a reduction in division administration costs related to severance accumulation. The 2020/2021 budget no longer includes a provision for severance accumulation (under negotiation with the Federal Government) and is estimated by E Division to be \$19,437.00 (\$1,023.00 per member). It is recommended that during the 2020 budget process that \$20,000.00 be set aside to address this non-budgeted cost.

It should also be noted that the RCMP retroactive wage increases have not been included in the current (2019/2020) budget and is estimated by E Division to be \$100,700.00 (\$5,300.00 per member in 2018). Essentially, if there is not a credit adjustment in April of 2020 (i.e. E Division's Policing Budget is not under budget for 2019/2020), the City will need to set aside a contingency to ensure it has funding in place to address this cost. The Police Operating Reserve (estimated balance of \$195,659.00) currently has sufficient funding to address retroactive pay for 2017 and 2018 based on E Division's estimates. It is recommended this issue be revisited during the 2019 yearend process with a view of allocating any policing cost savings and additional funding as available to reserve.

The E Division 2020/2021 forecast for the City's budget year 2020 equates to a 0.54% increase in taxes which is up from the forecast submitted and presented to Council in 2018 (0.52%). All future years with the exception of 2021 and 2022 reflect approximately a one half percent tax increase in each year. 2021 reflects a 1.14% increase largely attributed to wages and 2022 reflects a 0.3% increase.

Respectfully Submitted,

  
Chelsea Van de Cappelle, CPA

**Policing Costs**  
**Budget Projections - Next Five Years**

<i>Summary</i>	2019	2020	2021	2022	2023	2024
Total Costs	\$ 3,814,515	\$ 3,910,698	\$ 4,144,785	\$ 4,204,521	\$ 4,324,171	\$ 4,442,410
Less: Vehicles	(105,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)
	<u>\$ 3,709,515</u>	<u>\$ 3,820,698</u>	<u>\$ 4,054,785</u>	<u>\$ 4,114,521</u>	<u>\$ 4,234,171</u>	<u>\$ 4,352,410</u>
CSA Cost @ 90%	\$ 3,338,564	\$ 3,438,628	\$ 3,649,307	\$ 3,703,069	\$ 3,810,754	\$ 3,917,169
No. of Members	19	19	19	19	19	19
Cost Per Member	<u>\$ 175,713.87</u>	<u>\$ 180,980.43</u>	<u>\$ 192,068.76</u>	<u>\$ 194,898.36</u>	<u>\$ 200,565.99</u>	<u>\$ 206,166.79</u>

*Status Quo*

Per Member Increase	\$ 5,266.56	\$ 11,088.33	\$ 2,829.60	\$ 5,667.63	\$ 5,600.79
No. of Members	19	19	19	19	19
Total Cost Increase	<u>\$ 100,064.70</u>	<u>\$ 210,678.30</u>	<u>\$ 53,762.40</u>	<u>\$ 107,685.00</u>	<u>\$ 106,415.10</u>
Equivalent Tax Increase	<u>0.54</u>	<u>1.14</u>	<u>0.29</u>	<u>0.58</u>	<u>0.58</u>

*Increase to Members (if any)*

Per Member Increase	\$ 5,266.56	\$ 11,088.33	\$ 2,829.60	\$ 5,667.63	\$ 5,600.79
No. of Members	19	19	19	19	19
Total Cost Increase	100,064.70	210,678.30	53,762.40	107,685.00	106,415.10
Cost of Additional Members	-	-	-	-	-
	<u>\$ 100,064.70</u>	<u>\$ 210,678.30</u>	<u>\$ 53,762.40</u>	<u>\$ 107,685.00</u>	<u>\$ 106,415.10</u>
Equivalent Tax Increase	<u>0.54</u>	<u>1.14</u>	<u>0.29</u>	<u>0.58</u>	<u>L</u>
Total Cost Per Member	\$ 180,980.43	\$ 192,068.76	\$ 194,898.36	\$ 200,565.99	\$ 206,166.79
No. of Members	19	19	19	19	19
Total Annual Cost	<u>\$ 3,438,628.20</u>	<u>\$ 3,649,306.50</u>	<u>\$ 3,703,068.90</u>	<u>\$ 3,810,753.90</u>	<u>\$ 3,917,169.00</u>

Item 8.6

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Mayor and Corporate Officer to execute the funding agreement with the Seniors Resource Centre (Salmon Arm) Society for the term January 1, 2020 to December 31, 2024. It is further recommended that funding be allocated as follows, based on the actual cost of rent which includes a 2% increase each year:

- 2020 - \$22,533.00;
- 2021 - \$22,984.00;
- 2022 - \$23,444.00;
- 2023 - \$23,913.00; and
- 2024 - \$24,391.00.

### Vote Record

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

Opposed:

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





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TO: His Worship Mayor Harrison and Council

DATE: June 4, 2019

SUBJECT: Seniors Resource Centre (Salmon Arm) Society Funding Agreement

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**RECOMMENDATION:**

THAT: Council authorize the Mayor and Corporate Officer to execute the funding agreement with the Seniors Resource Centre (Salmon Arm) Society for the term January 1, 2020 to December 31, 2024. It is further recommended that funding be allocated as follows, based on the actual cost of rent which includes a 2% increase each year:

2020 - \$22,533.00

2021 - \$22,984.00

2022 - \$23,444.00

2023 - \$23,913.00

2024 - \$24,391.00

**BACKGROUND:**

In 2004, the Seniors Resource Centre (Salmon Arm) Society, which was previously known as the Fletcher Park Seniors Resource Society, moved to their present location at 320A - 2 Avenue NE. The move was necessitated by the construction of the new Law Courts/City Hall Facility and, as such, the City entered into a funding agreement equal to the Society's annual rent, which also includes a portion of the property tax and insurance for the property.

The funding agreement, which was renewed in 2015, expires on December 31, 2019 and the Society is requesting a renewal for a further five (5) year period. The reason that the request is coming to Council now is that the tenancy agreement between the Society and their landlord will expire on August 31, 2019 and the landlord is requesting a rent increase, which is outlined in Appendix A.

Since 2004, the City has contributed the following amounts to the Society, in quarterly payments (January, April, July and October):

2004 - \$20,000.00 (included tenant improvements)  
2005 - \$14,380.00  
2006 - \$14,380.00  
2007 - \$14,380.00  
2008 - \$14,380.00  
2009 - \$14,380.00  
2010 - \$17,500.00  
2011 - \$17,500.00  
2012 - \$17,500.00  
2013 - \$17,500.00  
2015 - \$19,059.00  
2016 - \$19,440.00  
2017 - \$19,829.00  
2018 - \$20,225.00  
2019 - \$20,629.00

As the landlord wishes to initiate an increase effective September 1, 2019, the Society's request includes a 2019 allocation of \$22,091.00 (net of GST which the Society should be in the position to recover) which is \$1,461.00 more than the approved 2019 budget amount. Based on this, Council may decide to provide the difference from Council Initiatives in 2019 or approve the increase effective 2020 as this is when the new agreement between the City and the Society will take effect.

It is recommended that the funding agreement be renewed for a term of January 1, 2020 to December 31, 2024; provision for same to be included in the 2020 budget. It is envisioned that the City's role in this arrangement will come to an end in 2024.

Respectfully submitted,



Erin Jackson  
Director of Corporate Services

cc. C. Van de Cappelle, Chief Financial Officer

APPENDIX A - Letters from Seniors Resource Centre (Salmon Arm) Society and Rita and Gerry Chu



## APPENDIX A



320A 2<sup>nd</sup> Ave NE  
Salmon Arm BC V1E 1H1  
250-832-7000

May 23, 2019

City of Salmon Arm  
Box 40  
500 2 Avenue NE  
Salmon Arm, BC V1E 4N2

ATTN: Erin Jackson, Corporate Officer

Dear Members of Council,

The Seniors Resource Centre (Salmon Arm) Society wishes to apply for the renewal and continuation of our funding agreement with the City of Salmon Arm covering the occupancy costs for our premises legally described as Strata Lot 1, Section 14, Township 20, Range 10, W6M KDYD, Strata Plan KAS1723.

Rita and Gerry Chu, through their holding company Riger Holdings Ltd., have offered to renew our lease for a further five years from September 1, 2019 to August 31, 2024. The annual rent under this lease renewal will be \$16,000.00 with an increase of 2% per year for each year of the five year term. When the building operating expenses are included, our total occupancy costs under the renewed lease will be \$23,200.00 for the first year. I have included a table on the following page which summarizes the proposed change.

We note that the renewal terms offered by the Chu family represent an increase in the per square foot lease rate from the current rate of \$6.31 to \$8.00. I have attached a letter from the Chu's that explains their rationale for this increase. We further note that the Chu's have generously offered a renewal rate that is well below current commercial rates.

Your ongoing financial support enables us to fulfill our mission to help senior members of our community to improve the quality of their lives. Thank you.

Sincerely,

Paul Jones CPA, CGA (ret)  
Secretary/Treasurer

Seniors Resource Centre and Riger Holdings Ltd

Lease (Per Year)	Aug 2019	Sep 2019
Rental Rate per sq foot	\$6.31	\$8.00
Rent	12,620	16,000
Operating Expenses:		
Building Insurance	494	494
Property Taxes	5,598	5,598
Sub-total	<u>6,091</u>	<u>6,091</u>
GST at 5%	936	1,105
Total per year	<u>19,647</u>	<u>23,196</u>



# DR. GERRY CHU INC.

General Dentistry

Dr. Gerry Chu, DMD, FAGD  
 Dr. Diljit Chand, B.Sc., DMD  
 Dr. Kristy Chu, B.Sc., DDS  
 Dr. Brandon Schiffner, B.Sc., DDS

May 21, 2019

District of Salmon Arm

To whom it may concern:

The Rental Agreement for the Fletcher Park Senior's Resource Center Society is due to be renewed Aug. 31, 2019. We were asked to consider early the terms of the agreement by the person in charge of renewing the lease. In order to do this we sent the old lease to the lawyer to review. She phoned us indicating that the lease is fine but that the rent we are collecting is very low. I said that we liked our tenants and that we were giving them a break. She said that it's okay to be nice but that the rent we are charging goes way beyond nice.

So, we did some research into the rental market.

- As advised by our lawyer, the rent paid now is very low (currently @ \$6.30 per sq. ft.)
- The going rent for a comparable space is \$12 – 14 /sq. ft. (the naturopaths next door pay \$13 /sq. ft. for a MUCH less desirable space)
- We would like to increase the rent, however, we would like to be fair as we value the Sr.s' as tenants.
- If the city budget has already been set for 2019, we are flexible to start the rent increase in 2020.
- Taking all things into consideration, we would like to raise the base rent to \$8.00/ sq. ft. (that would be \$1333. per month for 2000 sq. ft.). We feel this is fair for everyone.

Thank you,

Rita and Gerry Chu

Item 8.7

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council approve the purchase of a new 20hp Flygt Submersible Sewage Pump and Connections for Oxidic Aeration from Electric Motors & Pump Service Ltd., (EMPS) for the quoted total price of \$28,240.80 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of a new 20hp Flygt Submersible Sewage Pump to authorize sole sourcing of same to EMPS.

### Vote Record

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Tim Perepolkin, Capital Works Supervisor  
DATE: June 04, 2019  
SUBJECT: **OXIC AERATOR PUMP – NEW PUMP PURCHASE**

---

### STAFF RECOMMENDATION

**THAT:** Council approve the purchase of a new 20hp Flygt Submersible Sewage Pump and Connections for Oxidic Aeration from Electric Motors & Pump Service Ltd., (EMPS) for the quoted total price of \$28,240.80 plus taxes as applicable;

**AND THAT:** The City's Purchasing Policy No. 7.13 be waived in the procurement of a new 20hp Flygt Submersible Sewage Pump to authorize sole sourcing of same to EMPS.

---

### BACKGROUND

The City of Salmon Arm's Wastewater Treatment Plant utilizes 2 aeration pumps to mix and aerate the Oxidic Suspended Growth Reactors 24hrs/day. The City utilizes Flygt pumps exclusively in all sewer pumping applications and as part of the Capital Replacement Program, pumps are replaced when it is determined they are nearing the end of their useful service life. The initial pumps in this tank were installed in 2004 with one replaced in 2018 and the second identified for replacement in 2019 as it is showing significant wear on the discharge volute and connection.

A new 20hp Flygt pump was included in the approved 2019 budget.

### STAFF COMMENTS

EMPS is located in Kelowna and is the only distributor for Flygt pumps in the Okanagan/Shuswap. They are instrumental in providing pump maintenance as required by the City and have been directly involved in reviewing the specifications required for the replacement pump to meet our needs. As such staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of Flygt pumps.

Delivery time for the pump is approximately 8-12 weeks from time of award.



OXIC AERATOR PUMP – NEW PUMP PURCHASE  
Page 2

Example of the Flygt N-Technology pumps:



Respectfully submitted,

  
Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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Item 10.1

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297 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. 4297

### **A bylaw to regulate the use of checkout shopping bags**

---

WHEREAS the City of Salmon Arm desires to regulate the business use of single use checkout bags to reduce the creation of waste and associated municipal costs, to better steward municipal infrastructure and/or property, including sewers, streets and parks, and to promote responsible and sustainable business practices that are consistent with the values of the community;

NOW THEREFORE under its statutory powers, including Section 8(6) of the Community Charter, the Council of the City of Salmon Arm, in open meeting assembled, enacts as follows:

#### 1. DEFINITIONS

"Checkout Bag" means:

- a) any bag intended to be used by a customer for the purpose of transporting items purchased or received by the customer from the business providing the bag; or
- b) bags used to package take-out or delivery of food;
- c) and includes Paper Bags, Plastic Bags, or Reusable Bags;

"Business" means any person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the Business Licence Bylaw and, for the purposes of Section 3, includes a person employed by, or operating on behalf of, a Business;

"Paper Bag" means a bag made out of paper containing at least 40% of post consumer recycled paper content, and displays the words "Recyclable" and "made from 40% post-consumer recycled content" or other applicable amount on the outside of the bag, but does not include a "Small Paper Bag";

"Plastic Bag" means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a Reusable Bag;

"Reusable Bag" means a bag with handles that is for the purpose of transporting items purchased by the customer from a Business and is:

- a) designed and manufactured to be capable of at least 100 uses; and
- b) primarily made of cloth or other washable fabric;

"Small Paper Bag" means any bag made out of paper that is less than 15 centimeters by 20 centimeters when flat.

## 2. CHECKOUT BAG REGULATIONS

- 1) Except as provided for in this Bylaw, no Business shall provide a Checkout Bag to a customer.
- 2) A Business may provide a Checkout Bag to a customer only if:
  - a) the customer is first asked whether he or she needs a bag;
  - b) the bag provided is a Paper Bag or a Reusable Bag; and
  - c) the customer is charged a fee not less than:
    - a. \$0.15 per Paper Bag; and
    - b. \$1.00 per Reusable Bag.
- 3) For certainty, no Business may
  - a) sell or provide to a customer a Plastic Bag; or
  - b) provide a Checkout Bag to a customer free of charge.
- 4) No Business shall deny or discourage the use by a customer of his or her own Reusable Bag for the purpose of transporting items purchased or received by the customer from the Business.

## 3. EXEMPTIONS

- 1) Section 2. does not apply to Small Paper Bags or bags used to:
  - a) package loose bulk items such as fruit, vegetables, nuts, grains, or candy;
  - b) package loose small hardware items such as nails and bolts;
  - c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;
  - d) wrap flowers or potted plants;
  - e) protect prepared foods or bakery goods that are not pre-packaged;
  - f) contain prescription drugs received from a pharmacy;
  - g) transport live fish;
  - h) protect linens, bedding, or other similar large items that cannot easily fit in a Reusable Bag;

- i) protect newspapers or other printed material intended to be left at the customer's residence or place of business; or
  - j) protect clothes after professional laundering or dry cleaning.
- 2) Section 2 does not limit or restrict the sale of bags, including Plastic Bags, intended for use at the customer's home or business, provided that they are sold in packages of multiple bags.
- 3) Notwithstanding Sections 2. 2) c) and 2. 3) b), a Business may provide a Checkout Bag free of charge if:
  - a) the Business meets the other requirements of Section 2. 2);
  - b) the bag has already been used by a customer; and
  - c) the bag has been returned to the Business for the purpose of being re-used by other customers.

#### 4. OFFENCE

- 1) A person or a business commits an offence and is subject to the penalties imposed by this Bylaw, the Municipal Ticket Information Utilization Bylaw and the Offence Act if that person:
  - a) Contravenes a provision of this Bylaw;
  - b) Consents to, allows, or permits an act or thing to be done contrary to this Bylaw; or
  - c) Neglects or refrains from doing anything required by a provision of this Bylaw.
- 2) Each instance that a contravention of a provision of this Bylaw occurs and each day that a contravention continues shall constitute a separate offence.

#### 5. PENALTIES

A corporation or individual found guilty of an offence under this Bylaw is subject to a fine:

- a) If a corporation, of not less than \$100.00 and not more than \$10,000.00; or
- b) If an individual, of not less than \$50.00 and not more than \$500.00

for every instance that an offence occurs or each day that it continues.

6. CONSEQUENTIAL AMENDMENT TO THE TICKET BYLAW

The City of Salmon Arm Ticket Information Utilization Bylaw No. 2760 is amended by inserting, immediately after Schedule 19, the Schedule attached to this Bylaw as the new Schedule 20.

7. 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 decision that it is invalid shall not affect the validity of the remaining portions of this bylaw.

8. 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.

9. TRANSITION PROVISIONS

1) Section 2. 2) c) a) is amended by deleting "\$0.15" and substituting "\$0.25".

2) Section 2. 2) c) b) is amended by deleting "\$1.00" and substituting "\$2.00".

10. EFFECTIVE DATE

This bylaw shall come into full force and effect on July 1, 2019, except Sections 4 and 9 which come into force on January 1, 2020.

11. CITATION

**This bylaw may be cited as "City of Salmon Arm Checkout Bag Regulation Bylaw No. 4297"**

READ A FIRST TIME THIS                      13th    DAY OF            May                      2019

READ A SECOND TIME THIS                      13th    DAY OF            May                      2019

READ A THIRD TIME THIS                      27th    DAY OF            May                      2019

ADOPTED BY COUNCIL THIS                      DAY OF                      2019

\_\_\_\_\_  
MAYOR

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

**BYLAW NO. 2760****SCHEDULE 20**

BYLAW	SECTION	SET FINE
<b>Checkout Bag Regulation Bylaw No.</b>		
Providing a Checkout Bag to a Customer except as provided in the bylaw	2. 1)	\$100.00
Providing a Checkout Bag without asking whether a customer wants one	2. 2) a)	\$100.00
Providing a Checkout Bag that is not a Paper Bag or Reusable Bag	2. 2) b)	\$100.00
Charging less than a prescribed amount for a Checkout Bag	2. 2) c)	\$100.00
Selling or providing a Plastic Bag	2. 3) a)	\$100.00
Providing Checkout Bag free of charge	2. 3) b)	\$100.00
Denying or discouraging use of customer's own Reusable Bag	2. 4)	\$100.00

**22. PUBLIC HEARING****1. City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297**

The Chief Administrative Officer explained the proposed City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297.

Submissions were called for at this time.

D. Wallace, Operations Manager, Askews Foods, spoke in support of the proposed Bylaw and suggested compostable bags as an alternative to paper bags.

S. Robinson, President, Chamber of Commerce, spoke in support of the proposed Bylaw and in support of compostable bags.

B. DeMille, DeMilles Farm Market, is in favour of the Bylaw and recommended using compostable bags as an alternative for paper and plastic.

H. Bruns, 205 Rosemund Lake Road, Mara, BC would prefer to see a more robust provincial recycling plan and recycling options for all plastic.

W. Farrell, 309, 620 6 Street SE, is in favour of the proposed Bylaw with an amendment to include compostable bags.

B. Clark, 7180 49 Street NE, is in favour of the Bylaw but prefers the idea of using compostable bags over paper bags.

G. Simms, 7180 Salmon River Road, noted that the Youth Council is in full support of the proposed Bylaw.

B. Murphy, 3141 9 Avenue SE, spoke in favour of the proposed Bylaw and hopes that the banning of single use plastic bags is the start of banning plastic in industry.

W. Farrell, 620 6 Street SE, is in favour of a viable solution to the reduction of plastic and is not against the concept of the proposed Bylaw.

Following three calls for submissions and questions from Council, the Hearing was closed at 8:05 p.m.

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Item 10.2

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Curbside Collection Bylaw No. 4281 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**

File: ENG2019-60

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: May 21, 2019

SUBJECT: **BYLAW AMENDMENTS FOR 2019 CURBSIDE COLLECTION PROGRAM**

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## **STAFF RECOMMENDATION**

**THAT:** Council give the "City of Salmon Arm Curbside Collection Bylaw No. 4281" first, second and third reading.

**AND THAT:** Council give the "City of Salmon Arm Fee for Service Amendment Bylaw No. 4339" first, second and third reading.

---

## **BACKGROUND**

The City will be rolling out the new Curbside Collection program on July 1, 2019. The major change to the program is the addition of a Food Waste collection stream.

Due to the program changes an update to the "City of Salmon Arm Garbage and Recycling Bylaw No. 3845" is required. Due to the substantial changes involved it was determined that Bylaw No. 3845 should be repealed and replaced with Bylaw No. 4281.

Additionally, the new Curbside Collection contract and inclusion of optional Food Waste services required an amendment to the "District of Salmon Arm Fee for Service Bylaw No. 2498".

## **STAFF COMMENTS**

The major differences from Bylaw No. 3845 to Bylaw No. 4281 are as follows:

- Addition of Food Waste Collection services including weekly Food Waste collection, Food Waste Bag Tags and additional Food Waste subscription service;
- Delegation to City Engineer ability to maintain an Acceptable Materials List;
- Replacement of weekly Refuse Collection with bi-weekly Refuse Collection; and
- Replacement of Recycling Bags with bins.

BYLAW AMENDMENTS FOR 2019 CURBSIDE COLLECTION PROGRAM  
Page 2

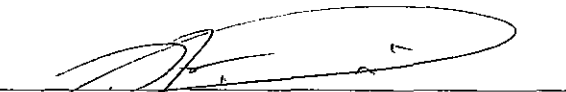
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The updates to the Fee for service Bylaw are as follows:

- Addition of fee for additional food waste container and subscription service (\$25.00 per container and \$60.00 per year collection fee);
- Addition of fee for Extra Food Waste Tag (\$3.00 per tag); and
- Increase of fee for Extra Refuse Tag (from \$2.00 to \$3.00 per tag).

Staff recommended that the "City of Salmon Arm Curbside Collection Bylaw No. 4281" and "City of Salmon Arm Fee for Service Amendment Bylaw No. 4339" be given first, second and third reading.

Respectfully submitted,



Robert Nieuwenhuizen, ASCT  
Director of Engineering and Public Works

# CITY OF SALMON ARM

## BYLAW NO. 4281

A bylaw to provide for a system for the collection of residential refuse, recycling, food waste and yard waste for disposal or processing.

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WHEREAS, the Board of the Columbia Shuswap Regional District (hereinafter referred to as the CSRD) has established a Solid Waste Management Plan, adopted in March 2009, identifying a strategic implementation and operational plan to provide public direction for reduce, reuse, recycle and disposal programs within the Columbia Shuswap Regional District including all member municipalities;

AND WHEREAS Sections 8 (3) and 64 (d) of the *Community Charter, SBC, 2003, Chapter 26* and amendments thereto, empower the Council to enact a bylaw to regulate and impose requirements in respect to municipal services regarding the use of curbside collection services;

AND WHEREAS the City of Salmon Arm considers that it is necessary to provide regulations for the curbside management of refuse, food waste, yard waste and recyclables;

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

### DEFINITIONS

1. In this Bylaw, unless the context otherwise requires:

"Biomedical Waste" shall mean material that is prescribed as biomedical waste by the *Environmental Management Act* of the Province of British Columbia.

"Bylaw" shall mean the Curbside Collection Bylaw No. 4281 and amendments thereto.

"Bylaw Enforcement Officer" shall mean the person appointed by the City.

"City" shall mean the City of Salmon Arm.

"Certified Compostable" shall mean materials approved by the Biodegradable Products Institute (BPI) that are designed to completely biodegrade at an industrial composting facility.

"Collector" shall mean the entity performing the Curbside Collection Service for the City.

"Container" shall mean a metal, plastic or paper receptacle used for temporary storage of Refuse, Recyclables, Food Waste or Yard Waste. This may refer to bags, bins or carts owned by the User or the City, and used for curbside collection.

"Council" shall mean the elected Mayor and Council members of the City of Salmon Arm.

"Curbside Collection Service" shall mean the City's collection and delivery of Refuse, Recyclables, Food Waste and Yard Waste to the appropriate facility for disposal or processing.

"Curbside Household" shall mean a self-contained dwelling unit providing accommodation to one or more people, including (i) single-family dwellings, (ii) bare land stratas (iii) duplexes (iv) mobile homes and (vi) other dwelling determined to be eligible to receive services by the Director.

"Director" shall mean the official appointed by the City as the Director of Engineering and Public Works or a person designated to act in the place of the Director.

Extra Food Waste shall mean Food Waste exceeding the weekly limit of ten (10) kilograms (twenty-two (22) lbs).

"Extra Food Waste Container" shall mean a User-owned, non-corrosive, durable, reusable receptacle fitted with secure handles and used for the storage and collection of Extra Food Waste. An Extra Food Waste Container must be clearly marked as Food Waste, have a lid that can be easily opened by the Collector and contain a maximum weight of ten (10) kilograms (twenty-two (22) lbs).

"Extra Food Waste Tag" shall mean an official tag provided by the City that sticks onto an extra Food Waste Bag or placed on Extra Food Waste within an Extra Food Waste Container.

"Extra Refuse Tag" shall mean an official tag provided by the City that sticks onto an extra Refuse Bag.

"Food Waste" shall mean any Food Waste material under Schedule 'A' Acceptable Materials which originates from a day-to-day Curbside Household source.

"Food Waste Bag" shall mean a non-returnable Certified Compostable bag used for the storage and collection of Food Waste, and contain a maximum weight of ten (10) kilograms (twenty-two (22) lbs).

"Food Waste Container" shall mean a City-owned receptacle used for the storage and collection of Food Waste or Food Waste Bags, and contain a maximum weight of ten (10) kilograms (twenty-two (22) lbs).

"Noxious Matter" shall mean any offensive, unwholesome or dangerous matter that may be germ or vermin infested, have an offensive odour, be explosive in itself or when mixed with other substances or be injurious to the health of a person handling it and without limiting the generality of the foregoing includes acids, combustible material and similar matter.

"Occupier" shall mean householders, tenants or owners of a dwelling.

"Owner" shall mean the person or persons whose name appears upon the title of the property at the Land Titles Office.

"Parcel" shall mean any lot, block or other area in which real property is held or into which it is subdivided, including bare land strata lots.

"Recyclables" shall mean all materials deemed acceptable for Curbside Collection by Recycle BC under Schedule 'A' Acceptable Materials which originate from a day-to-day Curbside Household source.

"Recyclables Container" shall mean a non-corrosive, durable, reusable, open receptacle fitted with secure handles, clearly marked as Recyclables and used for the storage and collection of Recyclables, and contain a maximum weight of ten (10) kilograms (twenty-two (22) lbs).

"Recycle BC" shall mean MMBC Recycling Inc. doing business as Recycle BC.

"Refuse" shall mean discarded materials, substances or objects which originate from a day-to-day Curbside Household source, other than items collected by the City's Curbside Collection Service under Schedule 'A' Acceptable Materials, materials collected under a BC Stewardship program or materials that are prohibited from the CSRD landfill under Schedule 'B' Solid Waste Not Eligible for Refuse Disposal, or as otherwise deemed unacceptable by the Director. The terms Refuse and Garbage may be used interchangeably.

"Refuse Bag" shall mean a non-returnable garbage bag used for the storage and collection of Refuse, and contain a maximum weight of ten (10) kilograms (twenty-two (22) lbs).

"Refuse Container" shall mean a non-corrosive, durable, reusable receptacle fitted with secure handles and an optional cover that is easily removed by the Collector, used for the storage and collection of Refuse Bags, and contain a maximum weight of 10 kg (22 lbs).

"Salmon Arm Refuse Disposal Site" shall mean the Scaled Transfer Station and Refuse Disposal Site operated by the CSRD and located at 4290 - 20 Avenue SE, Salmon Arm, B.C.

"User" shall mean an Owner or Occupier of a Curbside Household who receives City collection services.

"Yard Waste" shall mean any organic, non-Food Waste materials, substances or objects under Schedule 'A' Acceptable Materials, originating from a day-to-day Curbside Household source.

"Yard Waste Bag" shall mean a non-returnable; Kraft Compostable Paper used for the storage and collection of Yard Waste, and contain a maximum weight of twenty (20) kilograms (forty-four (44) lbs).

#### CURBSIDE COLLECTION SERVICE

2. A Curbside Collection Service is hereby established by the City for the curbside collection of Food Waste, Refuse, Recyclables and Yard Waste, as set out in this Bylaw.
3. The Council delegates to the City Engineer the authority to maintain an Acceptable Materials list for the purposes of this bylaw.
4. Each Owner or Occupier of a Curbside Household shall make use of the Curbside Collection Service provided by the City, subject to the following limits per Curbside Household:
  - a) Food Waste:  
Maximum of one (1) Food Waste Container per week;
  - b) Refuse:  
Maximum of one (1) Refuse Bag every second week;
  - c) Recyclables:  
Unlimited Recyclables Containers every second week; and
  - d) Yard Waste:  
Unlimited Yard Waste Containers bi-annually.
5. Despite any other provisions in this Bylaw, where the Director may consider that a Parcel cannot be safely or efficiently serviced, the Director may exclude that Parcel from servicing under this Bylaw and, upon notice to the Owner of the Parcel, the Parcel is not permitted or required to receive the City's Curbside Collection Service either permanently or for a temporary period as authorized by the Director.
6. Notwithstanding Section 4 of this Bylaw, any Owner of a Parcel may make an application to the Director for Curbside Collection Service under this Bylaw and the Director may include that Parcel in the Curbside Collection Service.
7. The frequency of the provision of the Curbside Collection Service pursuant to Section 4 of this Bylaw is subject to change from time to time due to statutory holidays, as determined by the Director.
8. The City's Curbside Collection Service is limited to the applicable number, size and weight of Containers pursuant to Section 4 of this Bylaw.



9. The City shall provide each Curbside Household with one (1) Food Waste Container and one (1) Recyclables Container.
10. Fees for the Curbside Collection Service are pursuant to the City of Salmon Arm Fee for Service Bylaw No. 2498 and amendments thereto.

#### DUTIES OF OWNERS AND OCCUPIERS

11. Every Owner and Occupier of a Parcel that receives Curbside Collection Service shall do, or cause to be done, the following:
  - a) Provide Refuse Bags, Food Waste Bags and Yard Waste Bags (hereinafter collectively referred to as Collection Bags) which comply with this Bylaw;
  - b) Provide Refuse Containers, additional Recyclables Containers as required, and Extra Food Waste Containers (hereinafter and inclusive of the City provided Recyclables Container and Food Waste Container collectively referred to as Containers) which comply with this Bylaw;
  - c) Place all Refuse, Recyclables, Food Waste and Yard Waste in their respective Collection Bags or Containers and place at curbside on collection day in compliance with Section 20;
  - d) Ensure Refuse Bags are securely tied;
  - e) Ensure Food Waste Containers, Extra Food Waste Containers and Yard Waste Bags are securely closed;
  - f) Set out only the amount of material that will fit securely in the respective Collection Bag or Container and so as not to exceed the weight limits specified in this Bylaw;
  - g) Maintain all Containers in a clean and sanitary condition at all times;
  - h) Clean up spillage originating from Containers; and
  - i) Comply with all Sections of this Bylaw.
12. The City need not collect all or any Refuse, Food Waste, Recyclables or Yard Waste from a Parcel if an Owner or Occupier has not complied with this Bylaw.

### EXCESS REFUSE

13. Users who wish to occasionally dispose of additional Refuse Bags (in excess of the one (1) Refuse Bag every second week collection limit) may purchase Extra Refuse Tags from the City pursuant to the City of Salmon Arm Fee for Service Bylaw No. 2498 and amendments thereto. Each Extra Refuse Tag will permit the collection of one (1) Refuse Bag in addition to the Refuse limit specified in Section 4.b). Excess Refuse may be contained within a Refuse Container with Extra Refuse Tag attached to Refuse Bag.

### EXCESS FOOD WASTE

14. Users who wish to occasionally dispose of additional Extra Food Waste may purchase Extra Food Waste Tags from the City pursuant to the City of Salmon Arm Fee for Service Bylaw No. 2498 and amendments thereto. Each Extra Food Waste Tag will permit the collection of one (1) Food Waste Bag or Extra Food Waste Container in addition to the Food Waste limit specified in Section 4.a). An Extra Food Waste Tag shall be placed on a Food Waste Bag. Where an Extra Food Waste Container is used, the sticker shall be placed on the Food Waste Bag or Extra Food Waste within the container.
15. Users who wish to regularly dispose of Extra Food Waste may purchase one or more additional Food Waste Containers and additional weekly Food Waste collections from the City. Fees for each additional Food Waste Container and collection are pursuant to City of Salmon Arm Fee for Service Bylaw No. 2498 and amendments thereto.

### ACCESS TO PARCEL

16. An officer or employee of the City may enter onto any property in accordance with this Bylaw to inspect and determine whether this Bylaw is being complied with.
17. A Bylaw Enforcement Officer may enter onto property if wildlife poses a threat and if necessary, with assistance from a Conservation Officer appointed under the Ministry of Environment (*Wildlife Act*) or a police officer.
18. The Director may determine if roadways are clear and safely passable to provide for Curbside Collection Service.
19. A person must not interfere with, hinder or obstruct a municipal officer or employee in the exercise of performance of his or her powers, duties or functions.

## PLACEMENT OF COLLECTION BAGS AND CONTAINERS

20. Unless an exception is provided by the Director, every Owner of a Parcel that receives Curbside Collection Service shall do, or cause to be done, the following:
- a) Shall keep all Collection Bags and Containers on the Parcel at all times, other than specified in Section 20.d);
  - b) Shall not place any Collection Bags and Containers that, in the opinion of the Fire Chief, creates a fire hazard or endangers the life or safety of persons by impeding access to parcels by firefighting apparatus or personnel;
  - c) Shall in the evening, after 8:00 p.m. prior to the respective collection day (the following morning) and prior to 7:00 a.m. on the designated collection day, place the Collection Bags and Containers in accordance with this Bylaw, or the instructions of the Director, in the front yard, on the driveway or access to the Parcel, adjacent to the street (not a lane) as near as possible but not on the travelled portion of the street location without obstructing pedestrian and/or vehicular traffic;
  - d) Notwithstanding Section 20.d) of this Bylaw, the Director may, upon notice to the Owner of the Parcel, require the placement of Collection Bags and Containers after 5:30 a.m. on designated collection days to address and discourage scavenging by wildlife;
  - e) May place Refuse Bags inside Refuse Containers;
  - f) May place extra Food Waste Bags inside Extra Food Waste Containers;
  - g) The Director may, upon notice to the Owner of the Parcel, require Refuse Bags or extra Food Waste set out for collection be placed in a Refuse Container or Extra Food Waste Container respectively to address and discourage scavenging by wildlife; and
  - h) Shall remove all Collection Containers from the street or lane allowance within a period of twelve (12) hours immediately following collection by the City and store such cans in a location other than outside the front of the dwelling.

## BILLING AND PAYMENT OF CHARGES

21. The user fees relative to the Curbside Collection Service provided under this Bylaw shall be pursuant to the City of Salmon Arm Fee for Service Bylaw No. 2498 and amendments thereto. If an Owner has failed to pay the Curbside Collection Service costs pursuant to the of Salmon Arm Fee for Service Bylaw No. 2498 and amendments thereto, the unpaid amounts are deemed to be a debt to the City and any unpaid amounts remaining unpaid on the 31<sup>st</sup> day of December in the year that Curbside Collection Service costs apply, shall be added to and form part of the taxes payable on the Parcel as property taxes in arrears. All such arrears will be collected in the same manner and with the same remedies as property taxes.
22. Upon application for a Building Permit to construct a Curbside Household, the applicant shall prepay the pro-rated Curbside Collection Service for the remaining portion of the year, calculated from the first (1<sup>st</sup>) day of the fourth (4<sup>th</sup>) month following the date of the Building Permit issuance or from the date of Occupancy Permit issuance.

## ENFORCEMENT AND PENALTIES

23. Every person who contravenes a provision of this Bylaw, or who suffers, allows or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, is guilty of an offence against this Bylaw.
24. Every violation shall be deemed to be a continuing, new and separate offence for each day during which the offence continues.
25. Any person who contravenes any provision of this Bylaw commits an offence punishable upon summary conviction and is liable to a fine not exceeding \$5,000.00 and costs. If an offence is a continuing offence, each day that the offence is continued constitutes a separate and distinct offence.
26. This Bylaw may be enforced by the impositions of fines under the City of Salmon Arm Municipal Ticketing Information Utilization Bylaw No. 2760 and amendments thereto.
27. Nothing herein contained shall prevent the City from taking such other lawful action as is necessary to prevent or remedy any violation.

## SEVERABILITY

28. If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

## ENACTMENTS

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

## EFFECTIVE DATE

30. This Bylaw shall come into full force on July 1, 2019.

## CITATION AND REPEAL

31. "City of Salmon Arm Collection and Disposal of Solid Waste and Recycling Bylaw No. 3845" and all previous versions, consolidations and amendments made thereto are repealed upon adoption of this Bylaw.
32. This Bylaw may be cited as the "City of Salmon Arm Curbside Collection Bylaw No. 4281"

READ A FIRST TIME THIS	27th	DAY OF	May	2019
READ A SECOND TIME THIS	27th	DAY OF	May	2019
READ A THIRD TIME THIS	27th	DAY OF	May	2019
ADOPTED BY THE COUNCIL		DAY OF		2019

---

MAYOR

---

CORPORATE OFFICER

**Schedule 'A'**  
**Acceptable Materials**

Contact the City for a complete list of materials accepted in the Curbside Collection Service.



Schedule 'B'  
Solid Waste Not Eligible for Refuse Disposal

Contact the City for a complete list of materials prohibited from the Curbside Collection Service.

9. INTRODUCTION OF BYLAWS2. City of Salmon Arm Curbside Collection Bylaw No. 4281 - First, Second and Third Readings

0307-2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Curbside Collection Bylaw No. 4281 be read a first, second and third time.

CARRIED UNANIMOUSLY

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Item 10.3

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4339 be read a final time.

[Curbside Collection]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4339

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 10 - Solid Waste/Recycling Fee of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule B - Appendix 10 - Curbside Collection Fee, attached hereto and forming part of this bylaw.

#### SEVERABILITY

2. If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

#### ENACTMENTS

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

#### EFFECTIVE DATE

4. This Bylaw shall come into full force effective July 1, 2019.

## CITATION

5. This Bylaw may be cited as the "City of Salmon Arm Fee for Service Amendment Bylaw No. 4339"

READ A FIRST TIME THIS	27th	DAY OF	May	2019
READ A SECOND TIME THIS	27th	DAY OF	May	2019
READ A THIRD TIME THIS	27th	DAY OF	May	2019
ADOPTED BY THE COUNCIL		DAY OF		2019

---

MAYOR

---

CORPORATE OFFICER

## BYLAW NO. 2498

## APPENDIX 10

## SCHEDULE "B"

## CURBSIDE COLLECTION FEE

1. A Curbside Collection Fee shall be levied and is hereby imposed upon the owners/occupiers of real property within the boundaries of the City of Salmon Arm on which one (1) or more single family dwellings or mobile homes are situated (hereinafter referred to as a Curbside Household).
2. The annual Curbside Collection Fee imposed herein shall be calculated in accordance with the rates set forth in Section 3 of Schedule B - Appendix 10 of this Bylaw and is payable whether or not:
  - a) Any of the Curbside Households are used or occupied;
  - b) The property owner/occupier makes use of the Curbside Collection Service as authorized by the City of Salmon Arm Curbside Collection Bylaw No. 4281 and amendments thereto; or
  - c) The Curbside Collection Service as authorized by the City of Salmon Arm Curbside Collection Bylaw No. 4281 and amendments thereto, is interrupted or altered in any manner.
3. The Curbside Collection Fee shall be as follows:

Curbside Household	\$101.00 per year
Additional Food Waste Container	\$25.00 plus GST and PST per container
Additional Food Waste Collection	\$60.00 per year per additional container
Extra Food Waste Tag	\$3.00 per tag
Extra Refuse Tag	\$3.00 per tag

4. Extra Refuse Tags are available in accordance with the rates set forth in Section 3 of Schedule B - Appendix 10 of this Bylaw for property owners or occupiers of a Curbside Household who wish to dispose of an additional Refuse Bag on their collection day (in excess of the one (1) Refuse Bag every second week limit) pursuant to City of Salmon Arm Curbside Collection Bylaw No. 4281 and amendments thereto. Extra Refuse Tags purchased are not refundable.
5. Extra Food Waste Tags are available in accordance with the rates set forth in Section 3 of Schedule B - Appendix 10 of this Bylaw for property owners or occupiers of a Curbside Household who wish to dispose of an additional Food Waste Bag on their collection day (in



excess of the one (1) Food Waste Container weekly limit) pursuant to City of Salmon Arm Curbside Collection Bylaw No. 4281 and amendments thereto. Extra Food Waste Tags purchased are not refundable.

6. Additional Food Waste Containers and Additional Food Waste Collections are available in accordance with the rates set forth in Section 3 of Schedule B – Appendix 10 of this Bylaw for property owners or occupiers of a Curbside Household who wish to have more than one (1) Food Waste Container Collected each week. Upon the purchase of the Additional Food Waste Container, the property owner/occupier shall be billed on an annual basis on their property tax bill for the Additional Food Waste Collection, in addition to the Curbside Collection fee as per Section 11 of Schedule B – Appendix 10 of this Bylaw.
7. Property owners/occupiers may cancel the additional Food Waste Collection service at any time, however annual fees will not be rebated.
8. The non-receipt of a billing for Curbside Collection Fee will not exempt the property owner/occupier from paying for the Curbside Collection service.
9. Upon application for a building permit to construct a Curbside Household, the applicant shall prepay the pro-rated Curbside Collection Fee for the remaining portion of the year, calculated from the first (1st) day of the fourth (4th) month following the date of the building permit issuance or from the date of occupancy permit issuance.
10. Any property owner may be charged retroactively for the Curbside Collection service for a period of up to one (1) year.
11. All property owners/occupiers shall be billed on an annual basis on their property tax notice. The Curbside Collection Fee shall be due and payable on the property taxation due date, at 4:00 p.m. on the first (1st) working day following the first (1st) day of July in each year.
  - a) A penalty of ten (10) per centum shall be charged on any Curbside Collection Fee unpaid on the taxation due date, at 4:00 p.m., the first working day following the first (1st) day of July of each year.
  - b) Notwithstanding any provisions herein contained, all accrued and unpaid Curbside Collection Fees are deemed to be a debt to the City of Salmon Arm and any unpaid amounts remaining unpaid on the 31st day of December in the year that Curbside Collection Fees apply, shall be added to and form part of the taxes payable on the property as property taxes in arrears. All such arrears will be collected in the same manner and with the same remedies as property taxes pursuant to the provisions of the *Local Government Act, RSBC 1996, Chapter 323*.
12. All Curbside Collection Fee payments received shall be applied firstly to delinquent, then to arrears and then to current levies pursuant to *Community Charter, SBC, 2003, Chapter 26* and amendments thereto.

9. **INTRODUCTION OF BYLAWS**

3. **City of Salmon Arm Fee for Service Amendment (Curbside Collection) Bylaw No. 4339  
- First, Second and Third Readings**

0308-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled Fee for Service Amendment Bylaw No. 4339 be read a first, second and third time.

**CARRIED UNANIMOUSLY**

Item 10.4

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4333 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**

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TO: His Worship Mayor Harrison and Council

DATE: May 20, 2019

SUBJECT: Amendment to Council Procedure Bylaw No. 4276

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**RECOMMENDATION:**

**THAT:** the bylaw entitled Council Procedure Amendment Bylaw No. 4333, be read a first, second and third time;

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

**BACKGROUND:**

In accordance with Section 124 of the Community Charter, a council must, by bylaw, establish the general procedures to be followed in conducting their business. These procedures must include, but are not limited to:

- rules of procedure for Council Meetings, including the manner by which resolutions may be passed and the manner by which bylaws may be adopted;
- rules of procedure for Council Committees;
- the taking of minutes in Council Meetings and Committee Meetings, including requiring certification of those minutes;
- provision for public notice regarding the time, place and date of Council and Committee Meetings and procedures for giving that notice;
- identification of places that are to be used as public notice posting places for the purpose of Section 94 [public notice];
- the procedure for designating a person to act in the place of the Mayor (in accordance with Section 130); and
- the first regular Council Meeting following a general local election.

In August 2018, Council adopted a new Procedure bylaw which addressed the following:

- updated all references of 'District' to 'City';
- updated the edition of Roberts Rules of Order to also include subsequent releases;

- added Columbia Shuswap Regional District Update to the Order of proceedings and business section;
- removed all reference to 'Committee of the Whole';
- updated Local Government Act sections;
- added Electronic Meetings;
- added Notice of Motion;
- renumbered sections and reformatted where applicable; and
- changed the Inaugural Meeting to the first Monday in November following a general local election.

Shortly after the 2018 General Local Election, the City began piloting a new Agenda format. The rationale behind changing the order of business was to enable Council to address the action items (i.e. bylaws, staff reports and correspondence) prior to receiving presentations, which are often more for informational purposes and have, at times, extended well beyond the allotted 10 minutes. As a means of providing certainty for presenters, presentations now begin at 4:00 pm and are generally limited to two per meeting.

The new format has been working well and staff recommend an amendment to Section 15 - Order of proceedings and business to reflect what is currently being done.

1. Call to Order
2. In-Camera Session
3. Adoption of Agenda
4. Disclosure of Interest
5. Confirmation of Minutes
6. Committee Reports
7. Columbia Shuswap Regional District Update
8. Staff Reports
9. Introduction of Bylaws
10. Reconsideration of Bylaws
11. Correspondence
  - Informational Correspondence
12. New Business
13. Presentations/Delegations
14. Council Statements
15. Salmon Arm Secondary Youth Council
16. Notice of Motion
17. Unfinished Business and Deferred/Tabled Items
18. Other Business
19. Question and Answer Period
20. Disclosure of Interest
21. Hearings

22. Statutory Public Hearings
23. Reconsideration of Bylaws
24. Question and Answer Period
25. Adjournment

It is recommended that Council Procedure Amendment Bylaw No. 4333 be given three readings. Staff will then conduct the required public notice (in accordance with Section 94 of the Community Charter) prior to bringing it back for adoption.

Respectfully submitted,



Erin Jackson  
Director of Corporate Services

## CITY OF SALMON ARM

### BYLAW NO. 4333

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

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

AND WHEREAS Council has adopted Procedure Bylaw No. 4276;

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

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

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

Section 15 – Order of proceedings and business

- (1) The agenda for all Regular Council meetings contains the following matters in the order in which they are listed below:

1. Call to Order
2. In-Camera Session
3. Adoption of Agenda
4. Disclosure of Interest
5. Confirmation of Minutes
6. Committee Reports
7. Columbia Shuswap Regional District Update
8. Staff Reports
9. Introduction of Bylaws
10. Reconsideration of Bylaws
11. Correspondence
  - Informational Correspondence
12. New Business
13. Presentations/Delegations
14. Council Statements
15. Salmon Arm Secondary Youth Council
16. Notice of Motion
17. Unfinished Business and Deferred/Tabled Items
18. Other Business



- 19. Question and Answer Period
- 20. Disclosure of Interest
- 21. Hearings
- 22. Statutory Public Hearings
- 23. Reconsideration of Bylaws
- 24. Question and Answer Period
- 25. Adjournment

2. This bylaw may be cited as **"City of Salmon Arm Council Procedure Amendment Bylaw No. 4333"**

READ A FIRST TIME THIS	27th	DAY OF	May	2019
READ A SECOND TIME THIS	27th	DAY OF	May	2019
READ A THIRD TIME THIS	27th	DAY OF	May	2019
ADOPTED BY COUNCIL THIS		DAY OF		2019

\_\_\_\_\_  
MAYOR

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

9. INTRODUCTION OF BYLAWS

4. City of Salmon Arm Council Procedure Amendment Bylaw No. 4333 - First, Second and Third Readings

0309-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4333 be read a first, second and third time;

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

CARRIED UNANIMOUSLY

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Item 10.5

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

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

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

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

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

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

### Vote Record

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

Opposed:

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



To: His Worship Mayor Harrison and Members of Council

Date: June 6, 2019

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

### PROPOSAL

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

### BACKGROUND

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

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

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

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

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

A handwritten signature in blue ink, appearing to read "CL", positioned above a horizontal line.

Prepared by: Chris Larson, MCP  
Planner, Development Services

A handwritten signature in blue ink, appearing to read "Kevin Pearson", positioned above a horizontal line.

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

**Kevin Pearson**

---

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

**Importance:** High

FYI

**A.J. Downie**

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

[Waste Discharge Authorizations Website](#)

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

Reference: 315309

X-Reference: 10400-60/SWMP CSRD

*June 3, 2019*

Rhona Martin, Chair  
 and Directors  
 Columbia Shuswap Regional District  
 Email: [rmartin@csrd.bc.ca](mailto:rmartin@csrd.bc.ca)

Dear Chair Martin and Directors:

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

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

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

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

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

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

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

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

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

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

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



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

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

Sincerely,

George Heyman  
Minister

cc: AJ Downie, Regional Director, Authorizations South, Environmental Protection Division, Ministry of Environment and Climate Change Strategy

Robert Niewenhuizen, Director of Engineering and Public Works, City of Salmon Arm

Lynda Shykora, Deputy Manager, Corporate Administration Services, Columbia Shuswap Regional District

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**From:** Minister, ENV ENV:EX

**Sent:** Tuesday, June 12, 2018 1:35 PM

**To:** 'RMartin@csrd.bc.ca'

**Cc:** 'lshykora@csrd.bc.ca'; Lachance, Luc ENV:EX

**Subject:** RE: CSRD 2018 Solid Waste Management Plan Amendment - Letter to Minister

**Importance:** High

Reference: 315312i

X-Reference: 10400-60/CSRD SWMP

*June 12, 2018*

Rhona Martin, Chair  
and Directors  
Columbia Shuswap Regional District  
Email: [RMartin@csrd.bc.ca](mailto:RMartin@csrd.bc.ca)

Dear Chair Martin and Directors:

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

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

Staff will conduct their review as quickly as possible.

Thank you again for your submission.

Sincerely,

George Heyman  
Minister

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

---

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


Good afternoon,

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

Regards,

**Lynda Shykora** | Deputy Manager  
Corporate Administration Services  
**Columbia Shuswap Regional District**  
T: 250.833.5939 | F: 250.832.3375 | TF: 1.888.248.2773  
E: [Lshykora@csrd.bc.ca](mailto:Lshykora@csrd.bc.ca) | W: [www.csrd.bc.ca](http://www.csrd.bc.ca)



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



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: April 10, 2018

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

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

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

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

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

MOTION FOR CONSIDERATION

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

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

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

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

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

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

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

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

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

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

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

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

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

#### STAFF RECOMMENDATION

It is recommended that the motion for consideration be adopted.

#### PROPOSAL

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

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

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

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

#### BACKGROUND

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

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

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

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

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

#### Legislative Authority

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

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

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

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

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

### Official Community Plan

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

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

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

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

### Zoning Bylaw

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

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

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

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

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

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

### COMMENTS

#### Ministry of Environment

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

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

Ministry of Transportation and Infrastructure

MOTI considers their interests to be unaffected by this application.

Neskonlith Indian Band

No comments received to date.

Adams Lake Indian Band

No comments received to date.

IHA

No comments received to date.

Engineering Department

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

Comments attached (Appendix 8).

Fire Department

No Fire Department concerns.

Building Department

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

Planning Department

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

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

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

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



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

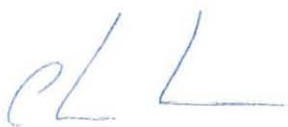
40 Street SE is designated as a "Rural Collector Street" in the OCP. Development would trigger a requirement to upgrade the frontage of 2750 40 Street SE to the RD-8 Rural Collector Standard. At present, 40 Street is 10 metres wide and the CSRD has agreed to dedicate 10 metres to achieve the 20 metre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

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

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

#### CONCLUSION

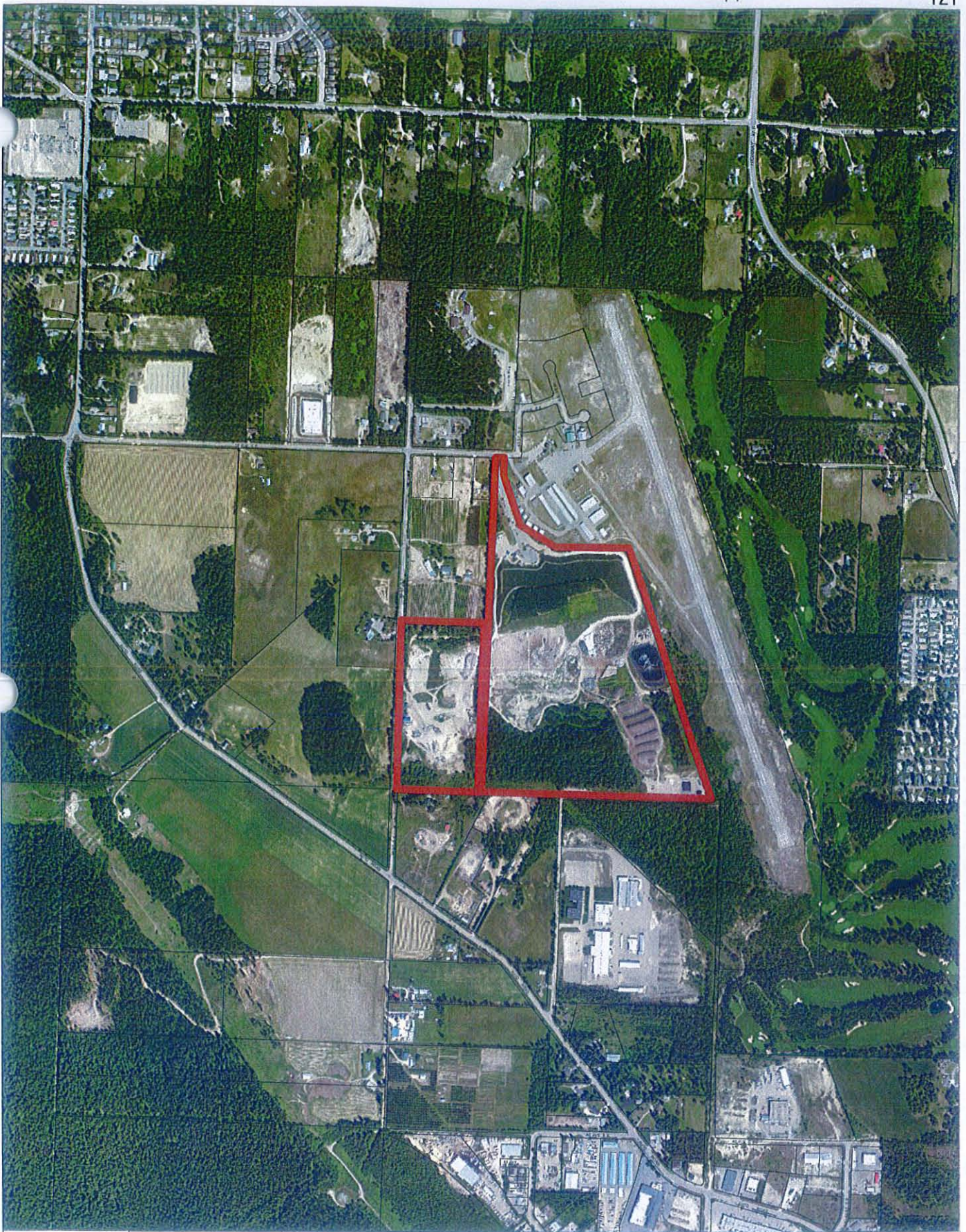
OCP policy identifies the landfill and supports working with the CSRD to support its operations. In terms of land use, the landfill use is both historic and present at both locations. This proposal will further enable the responsible management of solid waste within the City. Increasing the capacity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



Chris Larson, MCP  
Planning and Development Officer

  
Kevin Pearson, MCIP, RPP  
Director of Development Services



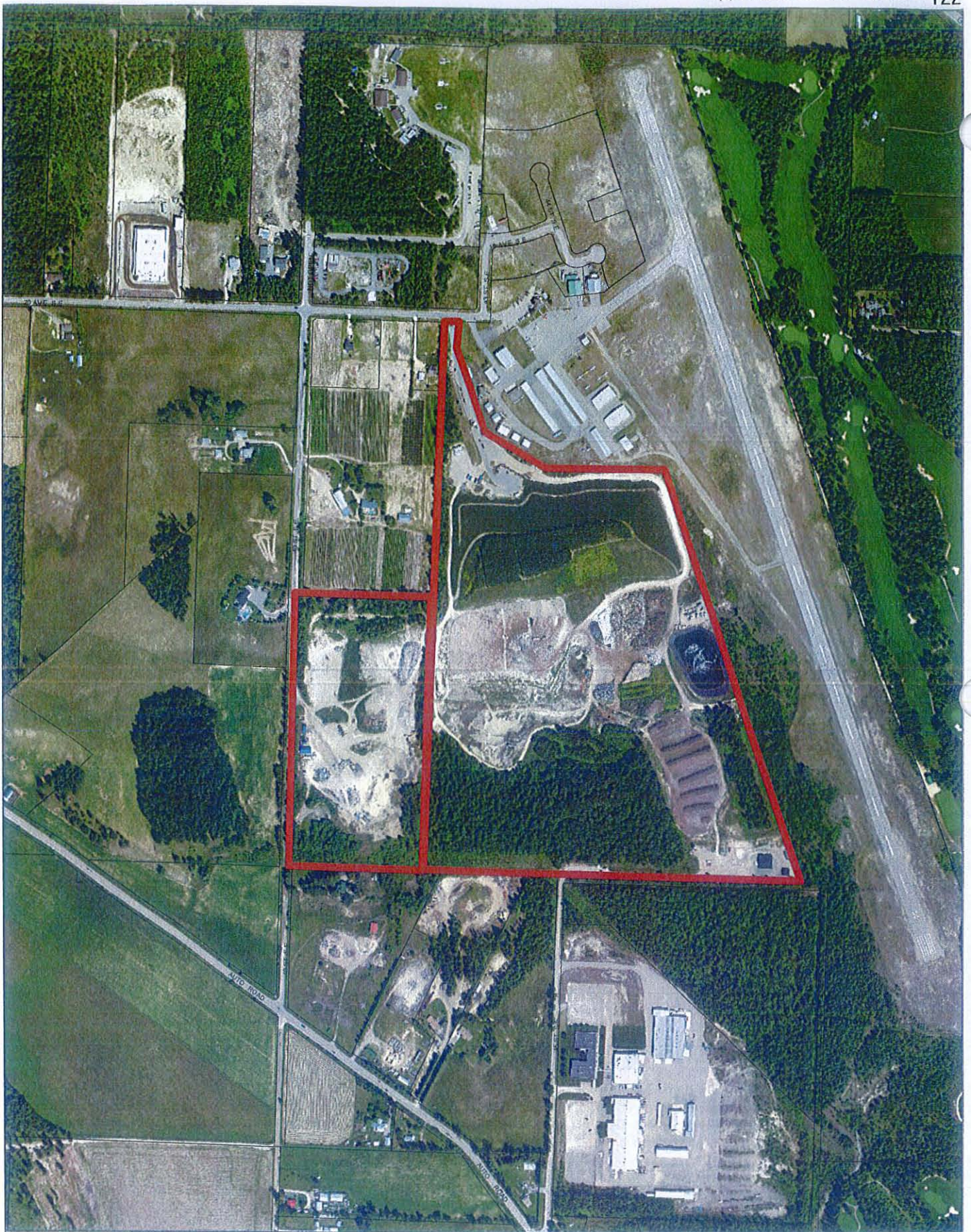


0 115 230 460 690 920 Meters



Subject Parcels





0 70 140 280 420 560 Meters



Subject Parcels



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## SECTION 27 - P-4 - INSTITUTIONAL WASTE MANAGEMENT ZONE

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### **Purpose**

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

### **Regulations**

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

### **Permitted Uses**

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

### **Maximum Height of Principal and Accessory Buildings**

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

### **Minimum Parcel Size or Site Area**

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

### **Minimum Parcel or Site Width**

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

### **Minimum Setback of Principal and Accessory Buildings**

- 55.7 The minimum *setback* of all *buildings* associated with waste management operations shall be:
- .1 *Interior parcel line*
    - adjacent to a parcel not zoned *Industrial* shall be 50.0 metres (164.1 feet)
    - all other cases shall be 30.0 metres (98.5 feet)
  - .2 *Exterior parcel line* shall be 30.0 metres (98.5 feet)

### **Parking and Loading**

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

**Screening and Landscaping**

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



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

Monday, January 09, 2017

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

**RE: Re-Zoning of 2750 40<sup>th</sup> Street SE Salmon Arm, BC**

Attention: Mr. Kevin Pearson

### Introduction

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

The key objectives of this proposal are to:

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

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

### Site History

The site is currently owned by Wayne Mounce of Mounce Construction Ltd. and has been since 2000. This property is currently zone A-2 (Agricultural Zone) where the OCP indicates the property has General Industrial Use Potential. The property is a 20 acre parcel of which approximately 4 – 5 acres are utilized (or have historically been utilized) for a sand pit and have been subsequently backfilled with demolition material. Another 5 acres consists of an active sand pit area and the remaining 10 acres is used for industrial / residential purposes. Landfilling operations have historically taken place in the northern 4-5 acre portion of the property. The landfilling activities are regulated under an operating Permit No. PR11191, which allows 7,500 m<sup>3</sup> of compacted waste per calendar year. Although the permit is still active, landfilling ceased in 2015.

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



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Salmon Arm, BC V1E 4N2

### **Pre-Existing Reports and Monitoring**

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

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

### **Landfill Expansion**

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

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

### **Short and Long-Term Uses and Development**

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

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

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



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### Screening and Landscaping of the Site Perimeter

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

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

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

### Regulatory Agency Requirements

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

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

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

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

### Conclusions

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



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

measure to reflect current use.

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

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

Best Regards,

Lawson Engineering and Development Services Ltd.

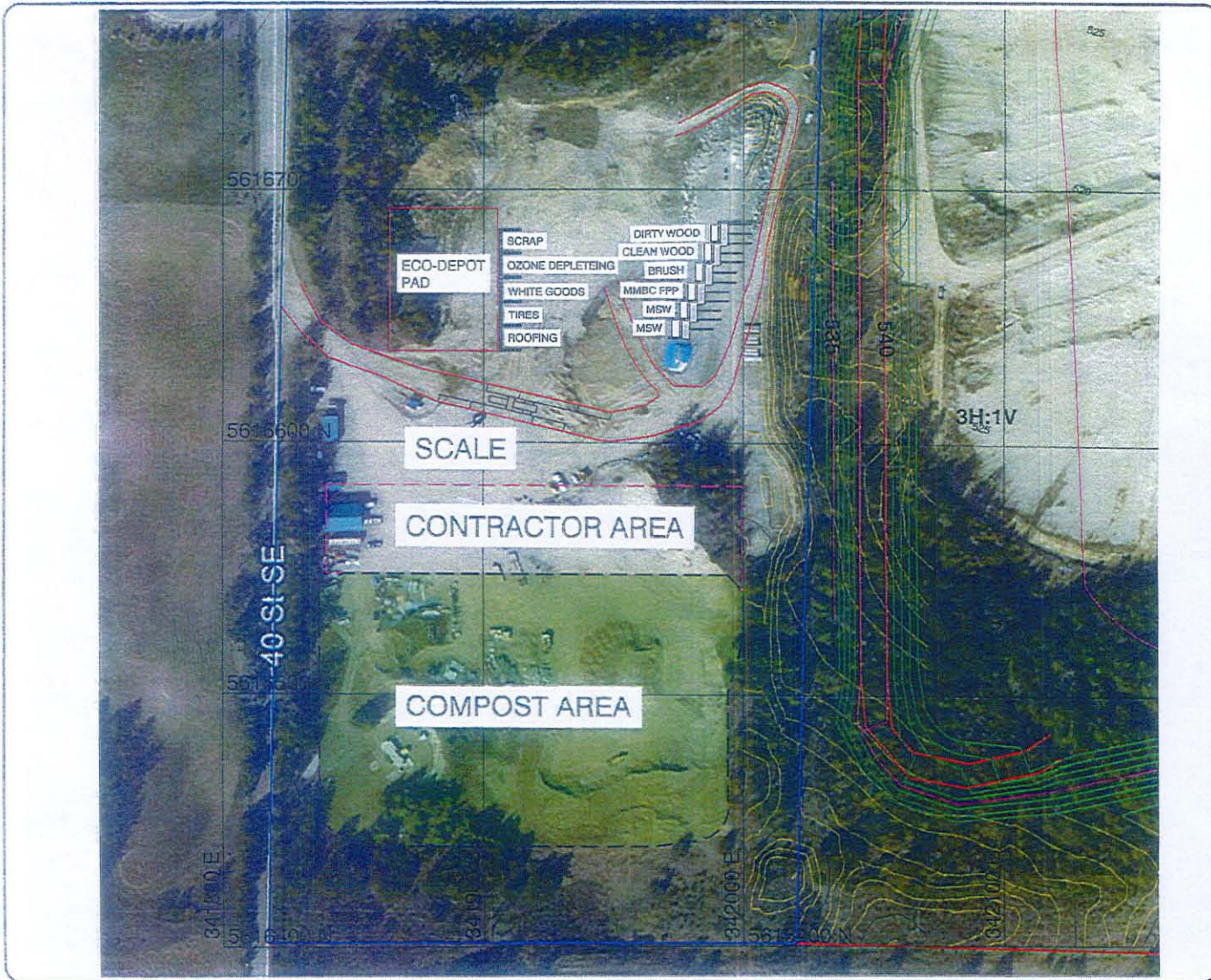
A handwritten signature in black ink, appearing to read "BLM", is positioned above the printed name of the signatory.

Blake Lawson, P.Eng  
Project Engineer  
[blake@lawsondevelopments.com](mailto:blake@lawsondevelopments.com)

Attachments:

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





Spurling Hansen Associates  
Landfill Services Group  
• Landfill Site  
• Design & Construction Plans  
• Landfill Closure  
• Environmental Monitoring  
4100 - 1755 East 4th Street  
Richmond, B.C. V6V 1A3  
Phone: (604) 273-2723  
Fax: (604) 273-2724

#### LEGEND:

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

#### CLIENT:



#### PROJECT:

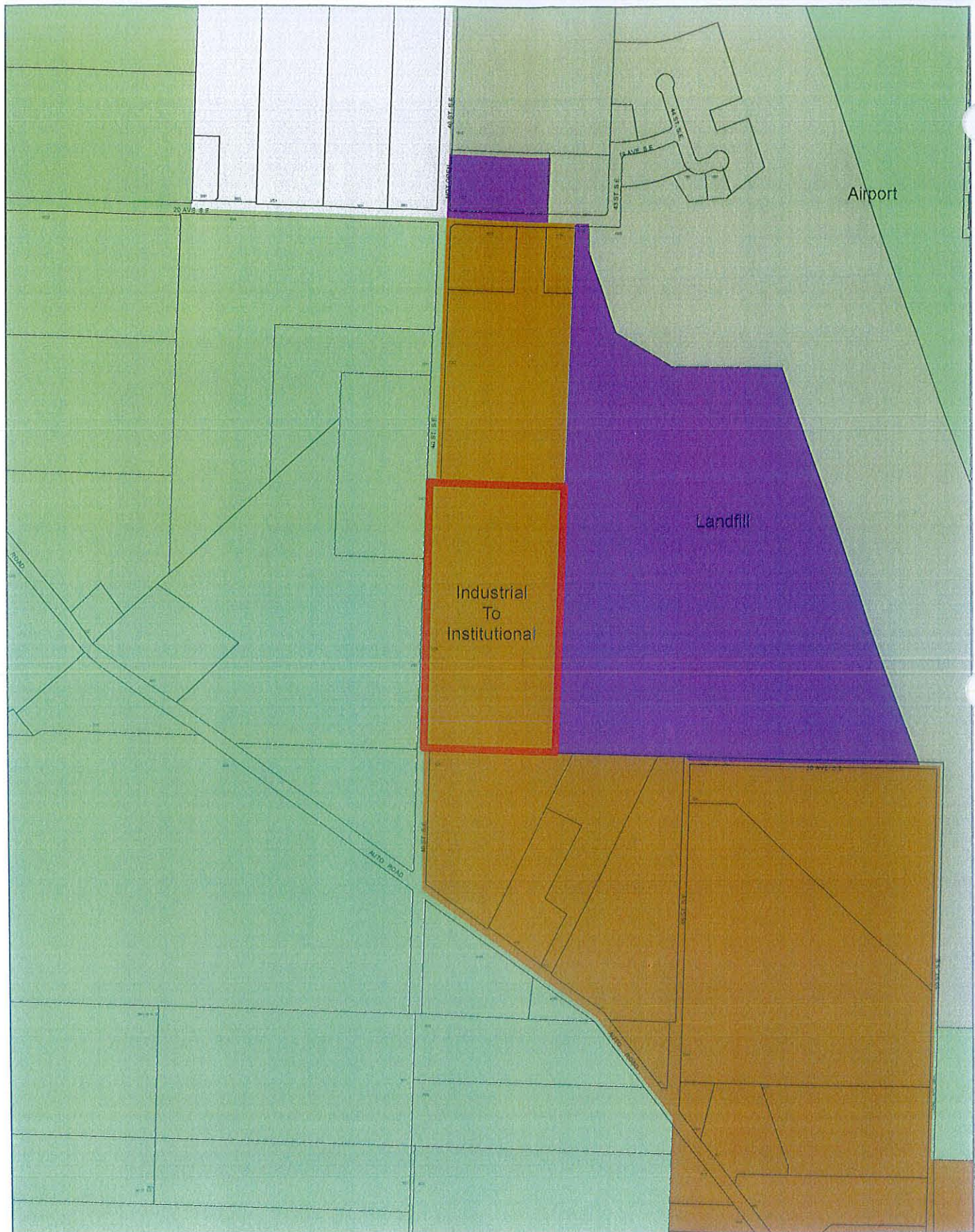
FEASIBILITY REVIEW OF  
MOUNCE PROPERTY ACQUISITION  
AT SALMON ARM LANDFILL

#### TITLE:

PROPOSED TRANSFER  
STATION LAYOUT

SCALE: 1:1,000	DATE: 2015/04/30 (15/04/2015)	PROJECT NO: PRJ 15015
DESIGNED MG	DRAWING NO: FIGURE 4	
DRAWN MG		
CHECKED TS		





0 30 60 120 180 240  
Meters



Subject Parcel



Institutional



Industrial - General



Acreage Reserve

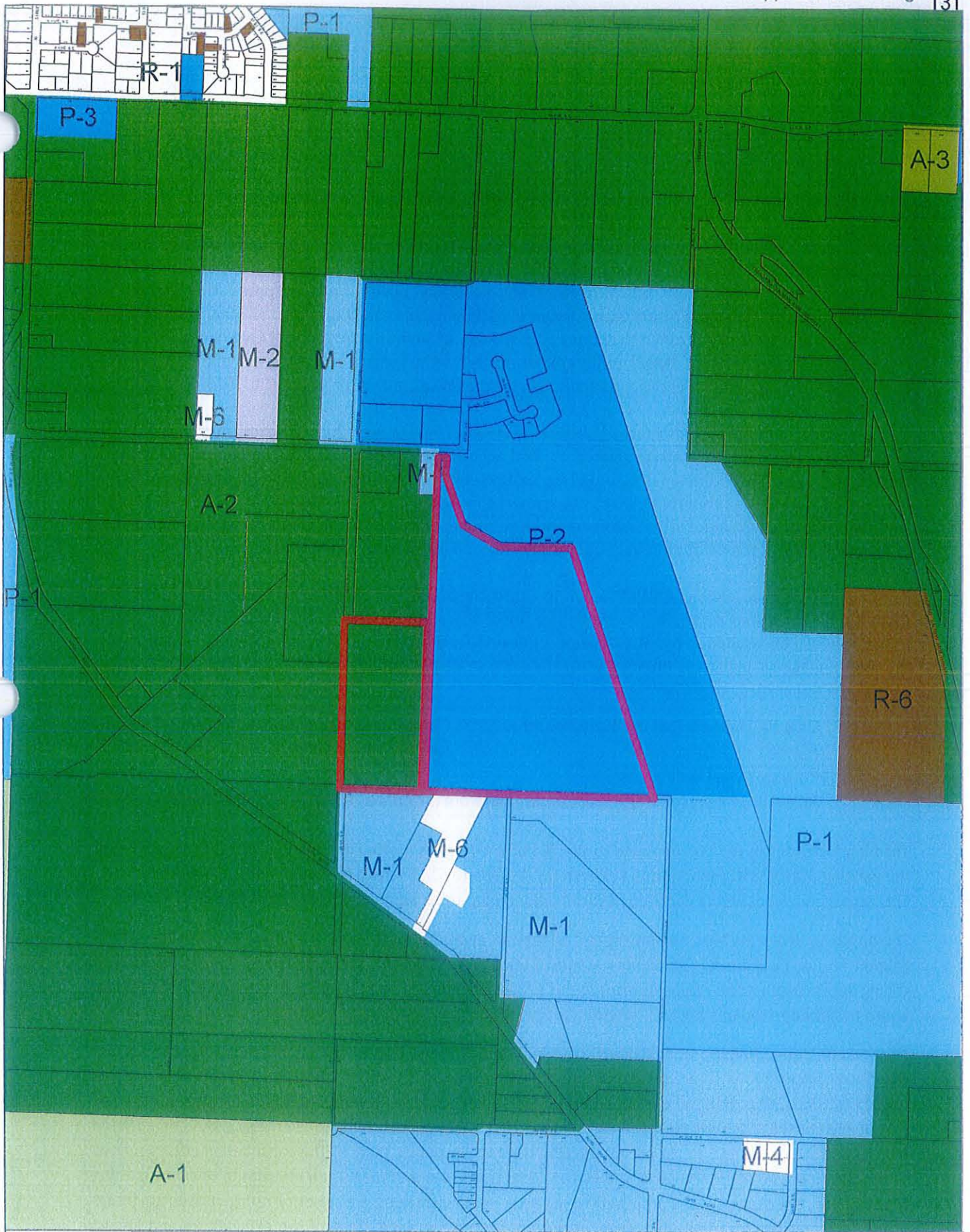


Industrial - Airside



Industrial - Light





0 115 230 460 690 920 Meters



Subject Parcels

## Executive Summary

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

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

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

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

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

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

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

## Appendix 7: SWMP Amendment Executive Summary

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

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

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



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

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

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

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

**General:**

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Development properties to be serviced by electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City of Salmon Arm satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required as per Subdivision and Development Servicing Bylaw No. 4163 – Schedule B, Part 1, Section 3.1. ESC Plans to be approved by the City of Salmon Arm.
7. The applicant will be required to submit for City review and approval a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as



Official Community Plan Amendment Application No. OCP4000-33E

CSRD

Page 2

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

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

#### **Roads/Access:**

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

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

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

#### **Water:**

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

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

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

Official Community Plan Amendment Application No. OCP4000-33E  
CSRD  
Page 3

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

**Sanitary Sewer:**

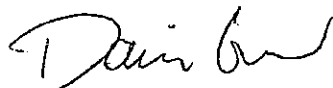
1. The subject property does not front on a City sanitary sewer main. Subject to the required approvals from Interior Health Authority, a private on-site disposal system will be required.

**Drainage:**

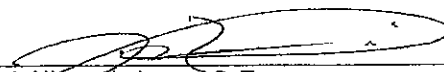
1. The subject property does not front on an enclosed storm sewer system. Site drainage is by overland and ditch draining systems. Drainage issues related to a development to be addressed at time of building permit.

**Geotechnical:**

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



Darin Gerow, ASCT  
Engineering Assistant



Rob Nieuwenhuizen, ASCT  
Director of Engineering & Public Works



## CITY OF SALMON ARM

### BYLAW NO. 4263

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on , 2018, at the hour of 7:00 p.m. was published in the , 2018 and , 2018, issue of the Salmon Arm Observer;

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

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

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

1. Re-designate The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD "Industrial General" to "Institutional", on the Land Use Maps A-1 and A-1b as shown on Schedule "A" attached hereto and forming part of this bylaw; and
2. Amend Map 14.1 to identify the West ½ of Legal Subdivision 1 of Section 7, Township 20, Range 9, W6M, KDYD (2750 - 40 Street SE) as "CSRD Regional Landfill" as shown on Schedule "B" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

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

READ A FIRST TIME THIS                    23                    DAY OF                    April                    2018

READ A SECOND TIME THIS                                       DAY OF                    2018

READ A THIRD TIME THIS                                       DAY OF                    2018

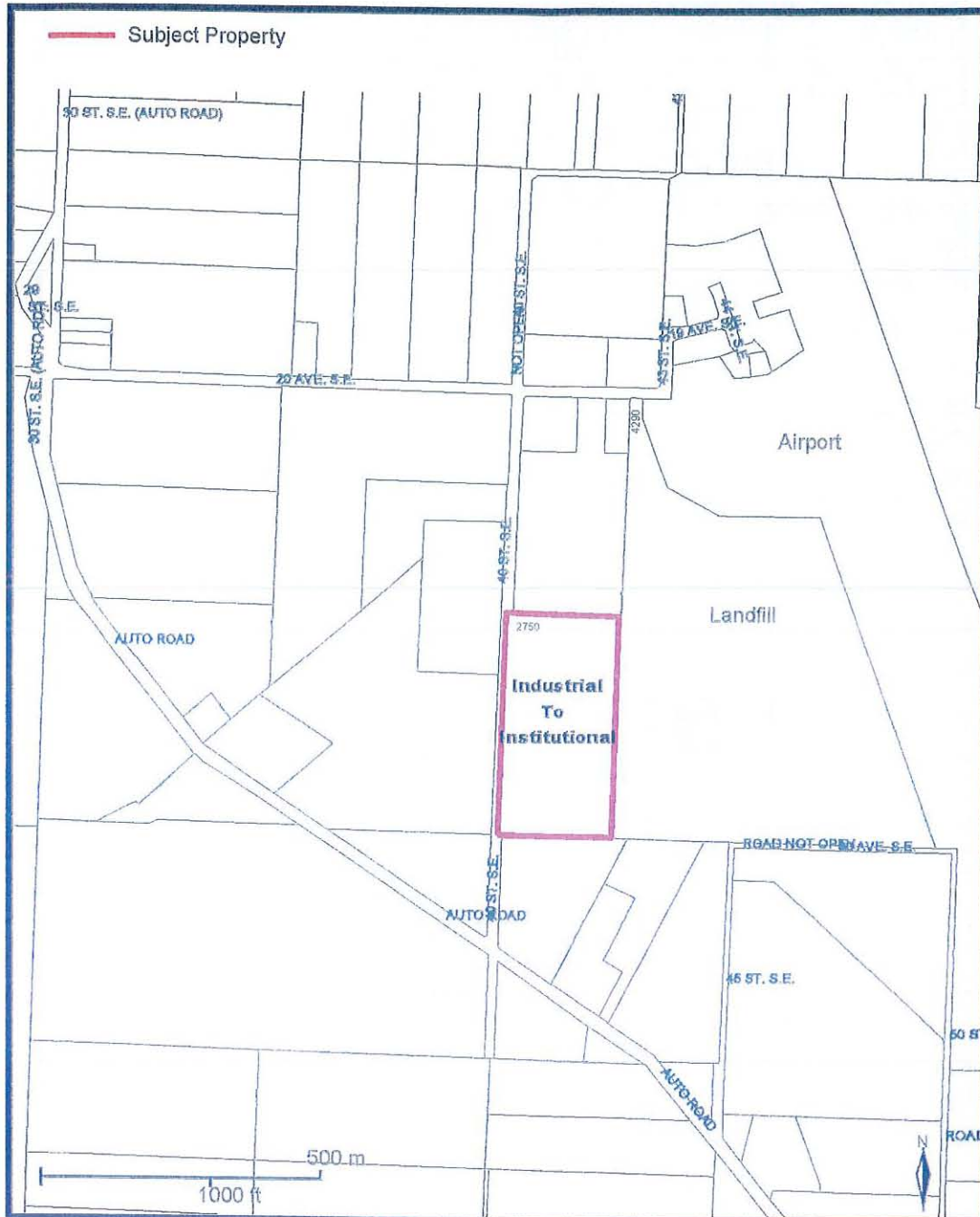
ADOPTED BY COUNCIL THIS                                       DAY OF                    2018

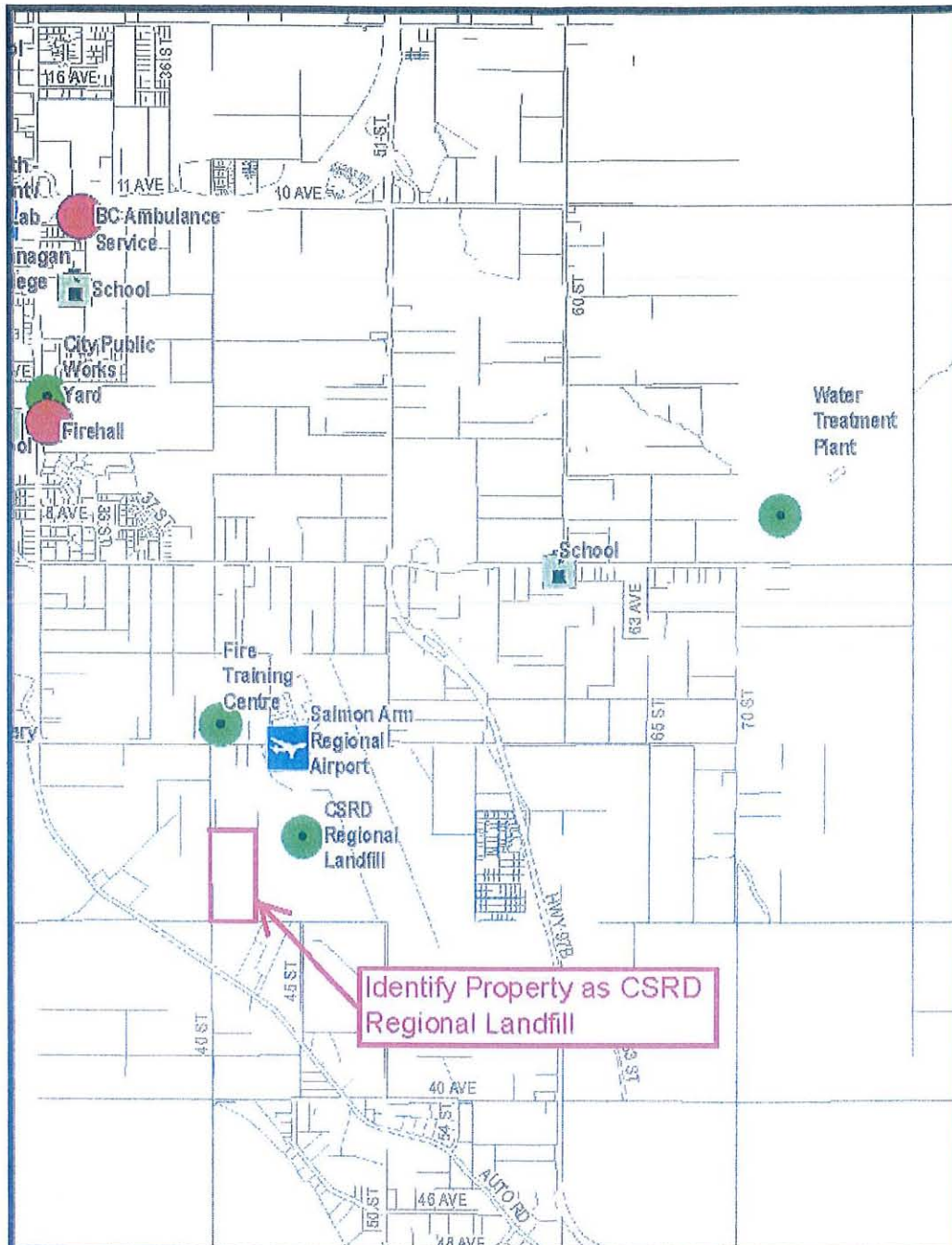
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MAYOR

---

CORPORATE OFFICER





Item 10.6

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

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

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

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4264

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on , 2018 at the hour of 7:00 p.m. was published in the , 2018 and , 2018 issues of the Salmon Arm Observer;

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

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

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

- 1) Add the following:

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

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

READ A FIRST TIME THIS                      23                      DAY OF                      April                      2018

READ A SECOND TIME THIS    DAY OF    2018

READ A THIRD TIME THIS    DAY OF    2018

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

\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS    DAY OF    2018

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"

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## SECTION 27 - P-4 - INSTITUTIONAL WASTE MANAGEMENT ZONE

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### Purpose

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

### Regulations

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

### Permitted Uses

- 55.3 The following uses and no others are permitted in the P-4 Zone:

- .1 *sanitary landfill* in accordance with Provincial regulations;
- .2 *recycling beverage container return centre*;
- .3 *recycling collection site*;
- .4 *recycling depot* in accordance with Provincial regulations;
- .6 *composting and composting facility* in accordance with Provincial regulations;
- .7 *landfill gas capture* in accordance with Provincial regulations;
- .8 *public use*;
- .9 *private utility*;
- .10 *public utility*; and
- .11 *accessory use*, including *offices*.

### Maximum Height of Principal and Accessory Buildings

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

### Minimum Parcel Size or Site Area

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

### Minimum Parcel or Site Width

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

### Minimum Setback of Principal and Accessory Buildings



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

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

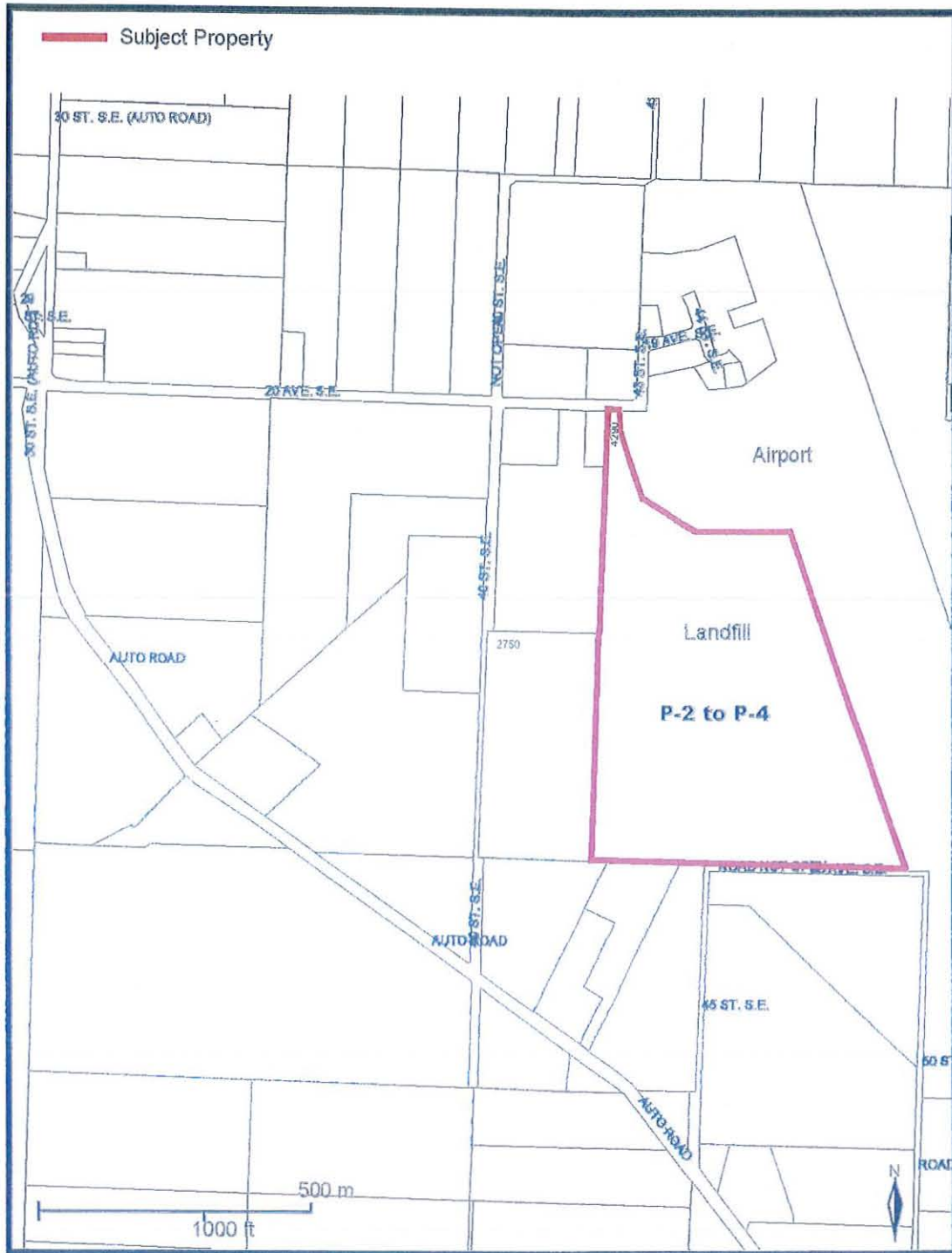
**Parking and Loading**

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

**Screening and Landscaping**

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

SCHEDULE "B"



Item 10.7

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4265 be read a second time.

[ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4265

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on , 2018 at the hour of 7:00 p.m. was published in the , 2018 and , 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD from A-2 Rural Holding Zone to P-4 Institutional Waste Management Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4265"

READ A FIRST TIME THIS                      23                      DAY OF                      April                      2018

READ A SECOND TIME THIS                      DAY OF                      2018

READ A THIRD TIME THIS                      DAY OF                      2018

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

---

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS                      DAY OF                      2018

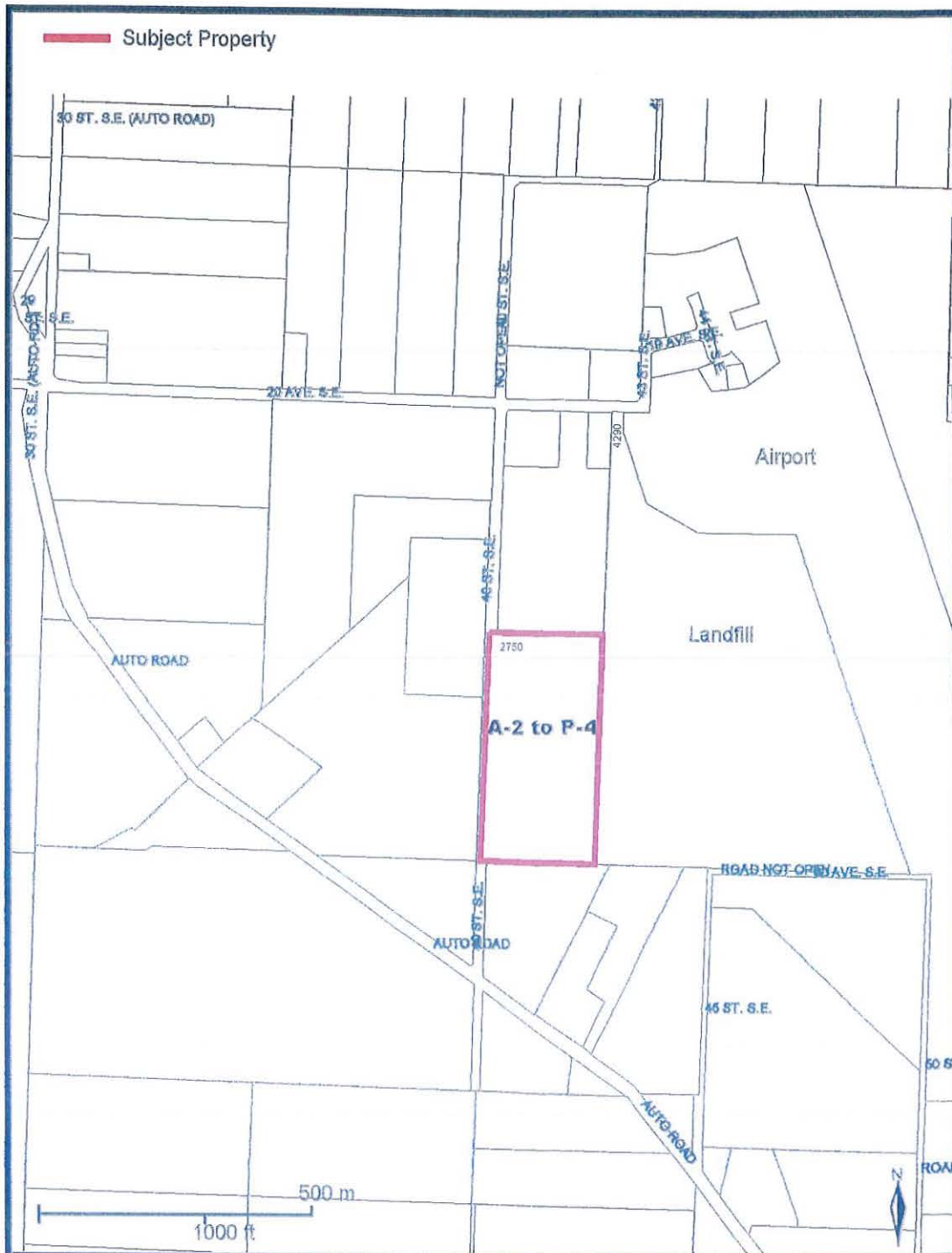
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MAYOR

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CORPORATE OFFICER

SCHEDULE "A"





# INFORMATIONAL CORRESPONDENCE - JUNE 10, 2019

1.	Building Department - Building Statistics - May 2019	N
2.	Building Department - Building Permits - Yearly Statistics	N
3.	R. Currie - letter dated May 25, 2019 - August 2019 Bus Passes	R
4.	S. Haines - letter dated May 27, 2019 - Request for approval of installation of billboards at the Al Boucher Memorial Playground	A
5.	D. MacQuarrie - letter received May 29, 2019 - Moving forward together initiative	A
6.	A. Worton, Sockeyes Meet Manager - email dated May 28, 2019 - Camping Request	A
7.	B. Killick, Rotary Club of Salmon Arm - letter dated May 29, 2019 - Request for Celebration Barbeque at Marine Park	A
8.	L. Wong, Manager, Downtown Salmon Arm - letter dated May 29, 2019 - Salmon Arm Apple Fest	A
9.	L. Wong, Manager, Downtown Salmon Arm - letter dated May 30, 2019 - Multicultural Day, June 27	N
10.	J. Henderson, Co-chair, Shuswap Theatre - letter dated May 30, 2019 - Ozone Festival	N
11.	S. Crocker, Coordinator for TOTE 2019, Shuswap Theatre - letter dated May 31, 2019 - Theatre On The Edge, Request to close alley	A
12.	K. Voth, Public Engagement Coordinator, The Wellspring Foundation for Education - email dated May 31, 2019 - Lake2Lake Ride for Rwanda - Salmon Arm Permit Request	A
13.	M. Fowler, President, Royal Canadian Legion #62 - Letter received June 3, 2019 - Legion Week in Canada	A
14.	M. Lewis, Dalton Gardens Church of Christ - Email dated June 4, 2019 - Blackburn Park Community Picnic	A
15.	C. Ondang, CCRP Program Coordinator/Family Support Worker, Shuswap Children's Association - email dated May 30, 2019 - We need your help!	A
16.	D. McDonald, President, Shuswap TrailRider Adaptive Adventure Society - Email dated June 3, 2019 - June 15 at BC Parks	A
17.	I. Hearder, Pregnancy Outreach Program Coordinator, Shuswap Family Centre - Email dated June 5, 2019 - Use of Marine Peace Park June 11, 2019	A
18.	J. Koster, Office Administrator, First United Church Salmon Arm - Letter dated June 5, 2019 - Fletcher Park Worship Service	A
19.	P. McIntyre-Paul, The Shuswap Trail Alliance - email dated May 29, 2019 - Minutes and updated from May 17 <sup>th</sup> Rail Trail Governance Advisory	N
20.	Okanagan Regional Library, 2018 Annual Report	N
21.	Pride Potluck Picnic Invitation, June 18, 2019	N
22.	L. Helps, Mayor, City of Victoria - Letter dated May 29, 2019 - Provincial support for Libraries	N
23.	C. Peters, BC anti-human trafficking educator, speaker, advocate - email dated May 30, 2019 - new Canadian Human trafficking hotline number	N
24.	Office of the Seniors Advocate - email dated May 31, 2019 - OSA Research Rounds, May 31, 2019	N

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 11.2

## CITY OF SALMON ARM

Date: June 10, 2019

E. Brennan – letter dated June 5, 2019 –  
Request for Recommendation to be Salmon Arm Youth UBCM  
Representative

### Vote Record

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

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

June 5, 2019

Dear Mayor and Councillors,

I would like to attend UBCM in the fall as a Salmon Arm representative. I would appreciate a letter of recommendation from City Council to include with my application.

Thank you,

Emma Brennan

Dear City of Salmon Arm and UBCM selection committee,

At Salmon Arm Secondary, where I am currently attending grade eleven, I had the opportunity to join the Salmon Arm Youth Council. This course allowed myself and eleven other students to attend and participate in our city council's monthly meetings. I learned to have a hands-on learning experience by giving presentations to the council and mayor, as well as interviewing one of the councillors. I was able to learn about the issues affecting local governments. I now know what the different types of zoning are for residential areas, something I would not have known before. This amazing learning experience has sparked my passion for learning about government.

This experience led me to participate in the Forum for Young Canadians in Ottawa in February. At the Forum, I was able to learn more about our Federal government and have an in-depth look at how it differentiated from local government. I came back feeling inspired not only by the Canadian government but also by the students I met from all across Canada. From coast to coast, we all had different ideas and solutions to problems, but we all had similar passion for creating a better community for ourselves and our nation. While I gained a greater appreciation for my Canadian government, I also began thinking more about what needs to change to make it more effective.

Next year, I will be helping to create a new shadow council for the Trustees of School District No. 83. This program will run similarly to the shadow youth council, with students attending school district meetings and representing the youth of Salmon Arm. I am looking forward to seeing behind the scenes of how school districts function.

All of these youth government programs have given me a knowledge and passion for government, at all levels. They also have left me wondering and wanting to learn more. I believe that attending the UBCM conference this year would allow me to continue and grow in my understanding but also create more questions for my future.

Thank you for your time.

I look forward to hearing from you,



Emma Brennan  
[2emmab3@gmail.com](mailto:2emmab3@gmail.com)  
250-253-5896

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Item 13.1

## CITY OF SALMON ARM

Date: June 10, 2019

### Presentation 4:00 p.m.

**NAME:** Deborah Chapman and David Wood, Shuswap Community Foundation

**TOPIC:** 2018 Grants-in-Aid Summary

#### Vote Record

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

Opposed:

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

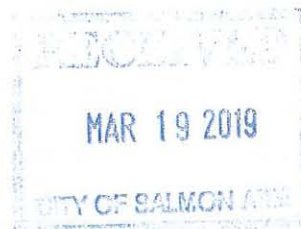


**SHUSWAP  
COMMUNITY  
FOUNDATION**

158  
102-160 Harbourfront Drive, NE  
Salmon Arm BC, V1E 4P9  
Ph: 250- 832-5428  
Email: [info@shuswapfoundation.ca](mailto:info@shuswapfoundation.ca)

January 30, 2019

Mayor and Council  
City of Salmon Arm  
Box 40  
Salmon Arm, BC V1E 4N2



Dear Mayor and Council:

The Community Foundation's Grants-in-Aid Adjudication Committee met on January 18 to review the applications for funding received from numerous Salmon Arm non-profits, clubs, registered charities and interest groups. This Committee is comprised of Mayor Alan Harrison and Shuswap Community Foundation Board members: Ralph Segreto, Dave Wood, Lindsay Wong, Kathryn Vennard, as well as SCF Manager Roger Parenteau.

With \$54,000 available and \$102,000 in requests for funding the committee faced difficult decisions. In the end, twenty-one groups were approved and will receive funds shortly. A spreadsheet with a list of the allocations is attached.

On behalf of the Committee, we thank you for this opportunity to serve our community,

Sincerely yours,

Roger Parenteau, SCF Manager  
On behalf of  
Deborah Chapman, Chair  
City of Salmon Arm Grants-in-Aid Committee  
Enclosure

# 2019 Applications to the City of Salmon Arm Grants-in-Aid Program

Application	Organization	Approved
1	SAS Dry Grad	\$ 1,500.00
2	SABNES	\$ 4,000.00
3	Salmon Arm Children Festival Society	\$ 3,000.00
4	Playground Communication Group	\$ 1,000.00
5	Salmon Arm Pottery Club	\$ 900.00
6	Salmon Arm Museum	\$ 6,500.00
7	Shuswap Association of Writers	\$ 2,500.00
8	Shuswap District Arts Council	\$ 1,000.00
9	LASS	\$ 1,500.00
10	Salmon Arm Sockeye Swim Club	\$ 500.00
11	Salmon Arm District Pipe Band Society	\$ 1,500.00
12	Shuswap Theatre Society	\$ 4,000.00
13	The Salmon Arm Shuswap Lake Agriculture Ass'n	\$ 3,000.00
14	Shuswap Immigrant Services Society	\$ 2,000.00
15	Canadian Red Cross	\$ 5,000.00
16	Shuswap Food Action Coop	\$ 3,575.00
17	Voice of the Shuswap	\$ 5,000.00
18	Kamloops Symphony Orchestra	\$ 3,000.00
19	Shuswap Rowing and Padling Club	\$ 1,500.00
20	Shuswap Hospice	\$ 2,500.00
21	Shuswap Associaiton for Community Living	\$ 1,150.00
Total		<u><u>\$ 54,625.00</u></u>

## Notes:

*Conditional on City of Salmon Arm's 2019 Budget passing	\$ 57,500.00
Less SCF Fee for service	\$ 2,875.00
Available for granting	<u><u>\$ 54,625.00</u></u>

**Please note that Mayor Alan Harrson does not require a Serendipity Fund**



## SHUSWAP COMMUNITY FOUNDATION – CSA GRANTS IN AID PROGRAM

The Shuswap Community Foundation ("Foundation") will receive applications for financial assistance from non-profit organizations on behalf of the City of Salmon Arm, subject to the following conditions:

1. All applications must be submitted to Shuswap Community Foundation, P.O. 624, Salmon Arm, B.C. V1E 4N7. Applications must be received no later than December 15 of the preceding year. The prescribed application form is available online at: [www.shuswapfoundation.ca](http://www.shuswapfoundation.ca). Applicants are encouraged to contact the office of the Foundation at 250.832.5428 for assistance.
2. All applications must state the aims and objectives of the applicant and must provide details of the proposed project for which financial assistance is requested, including anticipated commencement and completion dates.
3. All applications must be accompanied by the applicant's current financial statements, including a revenue and expenditure budget statement for the ensuing year.
4. Applicants must explain the intended use of any cash on hand or retained earnings shown on financial statements and must provide an explanation as to why such monies cannot be used to fund the proposed project.
5. All applications must provide details of financial assistance provided by other organizations or levels of government in the previous year together with details of current applications made or intended to be made to other organizations or levels of government.
6. Any application which indicates an intention to provide all or any portion of any financial assistance provided by the Foundation to any third party or which indicates an intention to utilize any such assistance for fund-raising purposes is ineligible.
7. Applicants requesting financial assistance to cover rental costs must include an explanation as to how that rental will benefit the Salmon Arm community.
8. Requests for financial assistance from applicants operating outside of the boundaries of the City will not be considered unless its members are largely resident in the City and it is clear that there will be a benefit to the Salmon Arm community.

9. Applicants seeking financial assistance for travel to regional or national events will be considered on an exceptional basis.
10. Any financial assistance received from the Foundation must be spent by the applicant in substantial compliance with the details of the project stated in its application, including the anticipated commencement and completion dates, unless the Foundation has first provided written authorization to the applicant to amend its application.
11. Any financial assistance received from the Foundation which has not been spent within the time frame stated in the application must be repaid to the Foundation no later than December 15 of the year in which the application is approved.
12. Applicants, in order to qualify for future financial assistance from the Foundation, must, on or before December 15 of the year in which financial assistance is received from the Foundation, provide a final report and accounting to the Foundation.

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Item 17.1

## CITY OF SALMON ARM

Date: June 10, 2019

T. Kutschker, Director/Curator, Shuswap District Arts Council – letter dated May 7, 2019  
- Salmon Arm Arts Centre Requests City Council Representation

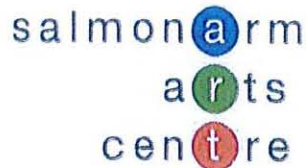
### **Vote Record**

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

Opposed:

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





May 7, 2019

Mayor Alan Harrison and City Council  
Box 40  
Salmon Arm, BC V1E 4N2

Dear Friends,

RE: Salmon Arm Arts Centre Requests City Council Representation

The Shuswap District Arts Council is requesting Salmon Arm City Council representation on its board of directors.

The Arts Council is experiencing an increase in the demand to many of its programs, especially the education program. We are looking at opportunities to physically expand to accommodate more school tour activities. In addition, the historical community art collection, of which the Arts Council is the caretaker, is in need of a climate controlled storage space to prevent damage to the valuable pieces. There has been discussion on the benefits of another art gallery exhibition space with the specific purpose of showcasing an ever-rotating display of the works from the collection. There is always interest in seeing these works, now numbering over 170, and the current art gallery schedule has a limited opportunity to show them. For the above reasons, the Arts Council is exploring the potential of building a second storey on the back addition portion of the Salmon Arm Arts Centre.

Having a member of City Council on our board of directors would be an important step in these beginning stages of exploration as we discuss options, plans, and funding opportunities for the expansion of the Arts Centre to better meet the growing needs within the community.

Sincerely,

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

Tracey Kutschker  
Director/Curator  
Shuswap District Arts Council

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

- 18. T. Kutschker, Director/Curator, Shuswap District Arts Council - letter dated May 7, 2019 - Salmon Arm Arts Centre Requests City Council Representation**

**0277-2019**

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council appoint Councillor Wallace Richmond as the City of Salmon Arm representative on the Shuswap District Arts Council.

**0278-2019**

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: motion 0277-2019 be deferred to the June 10, 2019 Regular Council Meeting.

CARRIED UNANIMOUSLY

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Item 18.1

## CITY OF SALMON ARM

Date: June 10, 2019

### Mayor Harrison – Reusable Shopping Bags

#### **Vote Record**

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

Opposed:

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

# CITY OF SALMON ARM

---

FROM: His Worship Mayor Harrison

DATE: June 3, 2019

SUBJECT: Reusable Branded Shopping Bags

---

## BACKGROUND:

Following the public input session on April 23, 2019, Council passed the following motion:

Moved: Mayor Harrison  
Second: Councillor Lindgren

THAT: Council approve the purchase and distribution of reusable bags with the Salmon Arm brand to a maximum of \$15,000 funded from Solid Waste/Recycling Reserve;

AND THAT: staff be directed to coordinate with the Salmon Arm Economic Development Society to provide branding information (appendix 1 attached, is the information provided to Council to consider prior to discussing the motion).

At our hearing on single use plastic bags we gathered more information regarding point of origin and bag materials.

We have been working with Lana Fitt and the local distributor (ASA), who had the successful bid, based on the criteria. We have gathered a lot of information on reusable bags, and the options of both point of origin and materials. ASA has been extremely accommodating in putting on hold the procured order and in researching other options.

Here is information Council may wish to consider:

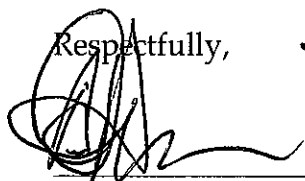
1. Overseas – Made in China bag. Bag is made from 25% recycled household plastic. Print area on bag is limited, please see appendix 2 to view bag (actual example will be at meeting). This was the only bag to meet the \$15,000.00 price point.

2. Overseas - Made in China bag (called rPET bag). Minimum order 5,000 bags. Bags are made from recycled pop bottles, and it says this on the bag. This bag is water resistant and blue box friendly. Print area is complete bag area. Cost per bag is \$1.92 plus shipping and tax. Total cost for 8,000 bag order would be \$18,547.20. 11 week delivery from order date. (examples of bags will be available at the meeting).
3. rPET bag assembled in Canada. Same as above, but cost is \$10.17 per bag. Cost for 8,000 would be \$81,360.00. 20 week delivery from order date.
4. What about made in Canada bags? See Appendix 3 information from ASA.

\*Option 2 and 3 bags have a tag inside that includes ASA company name, contact and Salmon Arm, BC printed on it. Options 1, 2 and 3 also have Made in China on the label.

Lana will be available to provide additional information at the meeting.

Respectfully,



Alan Harrison  
Mayor

#### APPENDICES

1. Information provided to Council to consider prior to discussing the motion to approve the purchase of reusable bags.
2. Option 1 artwork proof.
3. ASA information about Made In Canada options.

Memo to: Council

Re: Reusable bags with Salmon Arm branding

At the April 8<sup>th</sup> Council meeting I communicated I was looking into including one reusable grocery bag, per household, with our roll out of a recycling bin and two organic collection containers.

I see an opportunity here, to both help households get started in the habit of shopping with reusable bags, and also communicate our new branding project with the residents of Salmon Arm.

In our Sanitation and Recycling budget we presently have \$757,556. We are purchasing the bins and containers from this budget, at a cost of \$391,090. There is also a small deficit being funded for the 2019 year. The remaining balance will be \$304 116. I propose we fund the cost of the reusable bags from this budget. The estimated cost would be \$15 000, which would leave a balance of \$289 116.

Economic Development is interested in partnering in this project, with possible partial monies to help promote our new brand. They see this opportunity as a great way to carry our message to the residents of Salmon Arm.

THAT: Council approve the purchase and distribution of 8,000 reusable bags with the Salmon Arm brand to a maximum of \$15,000.00 funded from Solid Waste/Recycling Services;

AND THAT: staff be directed to lobby the Salmon Arm Economic Society to provide funding and enter into a cost sharing agreement for the purchase of 8,000 reusable bags.



**ARTWORK VERIFICATION PROOF**

Customer Name: ABUNDANT SPECIALTY

Customer PO#: 1743

Product Code: NW7048

Product Color: BLACK

Imprint Color(s): ORANGE PMS# 171 AND WHITE

Required Ship Date:

Qty: 9000

☐ APPROVED! Don't change a thing!

signature

date

☐ Basic proof APPROVED with REVISIONS

signature

date

☐ Change as Noted and send REVISED PROOF

signature

date

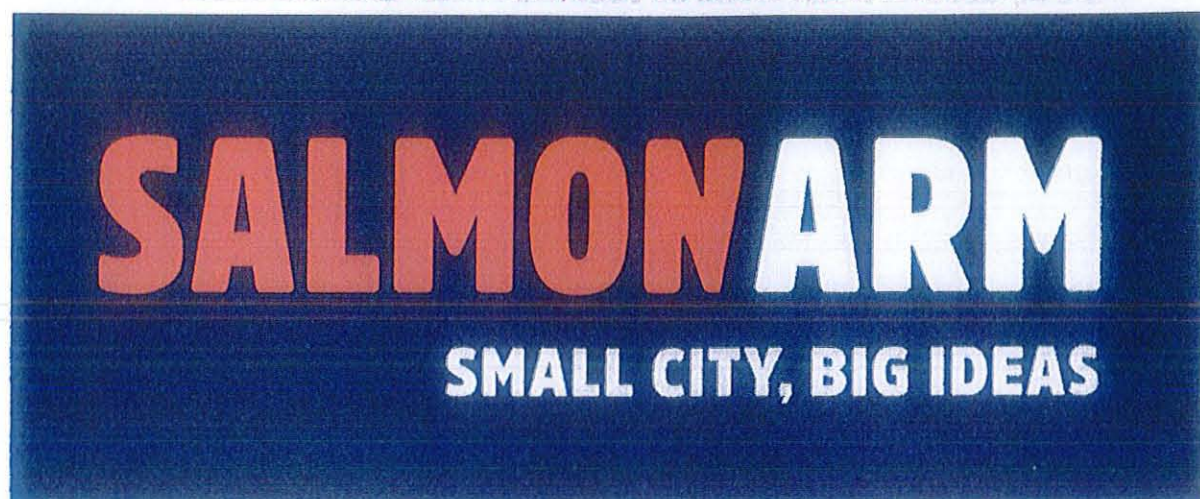
Artwork Dimensions (inches):

W: 6

H: 1.5

art shown at 100%

BLACK BOX WILL NOT PRINT, JUST TO SHOW THE BAG BACKGROUND



Imprint Location:  
FRONT AND BACK CENTERED



Diagram is not to scale,  
for positioning only

**IMPORTANT:**

Please read everything carefully. Be sure to verify for any typos, graphical errors, etc. Your signature indicates that you have checked and approved the art as is. By signing you release DEBCO products from any liability.

SALMON ARM\_1743.ai -AW (01126653)

**From:** Sandy Berke [<mailto:bigalpromosales@gmail.com>]  
**Sent:** May 30, 2019 1:40 PM  
**To:** 'Lana Fitt' <[edo@saeds.ca](mailto:edo@saeds.ca)>  
**Cc:** Al Novakowski <[bigalpromo@gmail.com](mailto:bigalpromo@gmail.com)>  
**Subject:** Big City, Small Ideas - Reusable Bags

Hi Lana,

We have worked hard the last couple of days to thoroughly review all of our options on the city bags. Finding a "Made in Canada" that is truly made in Canada is a difficult challenge.

Our diligent research included reaching out to our regular bag manufacturer contacts for advice, but also to a couple new manufacturers to ensure we thoroughly vetted our information.

#### **MADE IN CANADA?**

We contacted 2 manufacturers claiming "Made in Canada" bags. When questioned, they advised only the decoration happens in Canada. The bags are made in China to keep the cost budget-conscious. Here is the reply from one of the suppliers and it mirrors the response we received from everyone. It was well explained I am passing it along word for word.

*There are actually no reusable bags that are made in Canada (or North America for that matter). All of the raw materials are made in Asia, and the cost of printing and sewing the bags is much lower there than it would be here. There are a couple of companies I know of that claim their bags are made in Canada, however they actually bring the printed bags in from China and sew them here which allows them to claim that they are made here.*

*The only material that they could find locally would be cotton, but it's not something we carry as the price point is unfortunately too high for our customer base.*

The most cost effective option on a bag that is claimed to be Canadian Made, is with the RPET bag. In this case the bag material (decorated fabric) would be all printed in a long run and cut in China, then shipped to Canada for assembly in a factory. The lead time for this process is approx **20 weeks** as there are then 2 factories coordinating your order into a production queue.

We are not presenting the non-woven bag with this assembled in Canada option, as they are actually more labourous and costly – the black material would be produced and cut in China then shipped to Canada for sewing and decoration. This involves more Canadian labour than the RPET solution. Here are the RPET prices. We have included the original overseas pricing, as well as the Canadian Made\*(assembled in Canada) option. The price increase is quite drastic.

#### **Recycled Bag:**

RPET bag, 12" x 13.5" x 8"

This bag is made of 5 recycled pop bottles. The entire bag is 4 color process decoration, so is a "blank canvas" for us to decorate.

SAMPLE BAG Picture:





#### **OVERSEAS – MADE IN CHINA (our original quote)**

Your pricing with 1 design on all bags. 5,000 pieces is the minimum. There is no option to integrate individual business logo's in smaller batches. This would be a one design "city bag".

° Based on 7,500 to 9,999 bags: **\$1.92 each**

Set ups \$0.00

Lead time: **11 weeks** from date of order approval complete with deposit and art approval

Taxes and freight are additional. Freight estimate approx \$1200.

#### **ASSEMBLED (MADE) IN CANADA\* (fabric made and cut in China, then shipped to Canada for assembly at Canadian factory)**

Your pricing with 1 design on all bags. 5,000 pieces is the minimum. There is no option to integrate individual business logo's in smaller batches. This would be a one design "city bag".

° Based on 7,500 to 9,999 bags: **\$10.17 each**

Set ups \$0.00

Lead time: **20 weeks** from date of order approval complete with deposit and art approval

Taxes and freight are additional. Freight estimate approx \$1200.

I will send you a separate email about lead time options on the black bags.

Have a great day!

sandy berke | office magician



**Abundant Specialty Advertising**

[bigalpromosales@gmail.com](mailto:bigalpromosales@gmail.com)

Office 778.489.5406

Salmon Arm, BC

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Item 21.1

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: Development Permit No. DP-419 be amended for that part of Lot D, Section 14, Township 20, Range 10, W6M, KDYD Plan KAP62328 in accordance with drawings received May 28, 2019 and revised site plan received June 3, 2019 attached as Appendix A to the staff report dated June 4, 2019.

### 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

Date: June 4, 2019

Subject: Amendment to Development Permit Amendment Application No. DP-419  
 Legal: Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328  
 Civic: 481 Harbourfront Drive NE  
 Owner/Applicant: 1112031 BC Ltd.

---

### MOTION FOR CONSIDERATION

**THAT:** Development Permit No. 419 be amended for that part of Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328 in accordance with the drawings received May 28, 2019 and revised site plan received June 3, 2019, attached as Appendix A.

---

### BACKGROUND

The subject property is located at 481 Harbourfront Drive NE. The amended Development Permit (DP) Drawings for the main building and for an accessory building are attached as APPENDIX A. DP-419 was approved by City Council on June 25, 2018. The staff report dated June 13, 2018 containing the originally approved drawings, site information and other background is attached as APPENDIX B.

Since Council approved DP-419 last June, the owner, architect and builder have scaled down the building plans significantly; now proposing a two-storey, 1,054 m<sup>2</sup> (11,347 ft<sup>2</sup>) total floor area main building and a 128 m<sup>2</sup> (1,388 ft<sup>2</sup>) accessory carport structure intended for six vehicles to be sited along the east lot line. The intent of the main building remains as a mix of office and residential uses: ground floor offices and two upper floor residential suites. The main building height has been reduced from 15.8 m (51.8 ft) to 10.4 m (34 ft), which would preserve more of the surrounding view corridors.

Due to the decreased floor area with two less storeys, another property previously involved with DP-419 located at 650 Marine Park Drive, intended for parking (and previously secured by a restrictive covenant to secure 27 parking stalls parking), is no longer needed.

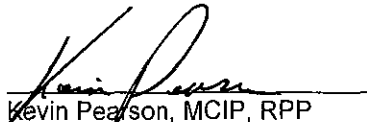
The Building Permit for the main building was applied for this year on February 12 and foundation works recently commenced after removal of the pre-load material. Note there is a minimum flood construction level of 351 metre Geodetic Survey Coordinate on the subject site. The siting and footprint of the main building is also to be consistent with the previously approved main building footprint and meets the Provincial Riparian Areas Regulatory requirements. The site landscaping approved for DP-419, including riparian planting, remains as originally proposed except for behind the accessory building where the applicant is proposing a zero (0.0 m) parcel line building setback.

The undersigned received the proposed DP amendment drawings on May 28, 2019 and the Director of Development Services does not have delegated authority to approve minor DP amendments. For the sake of timing, the undersigned made a decision to not bring the drawings to the Design Review Panel for a recommendation (doing so would have delayed Council's consideration to either the second meeting in June or the first meeting in July instead of the June 10 Regular Council meeting).

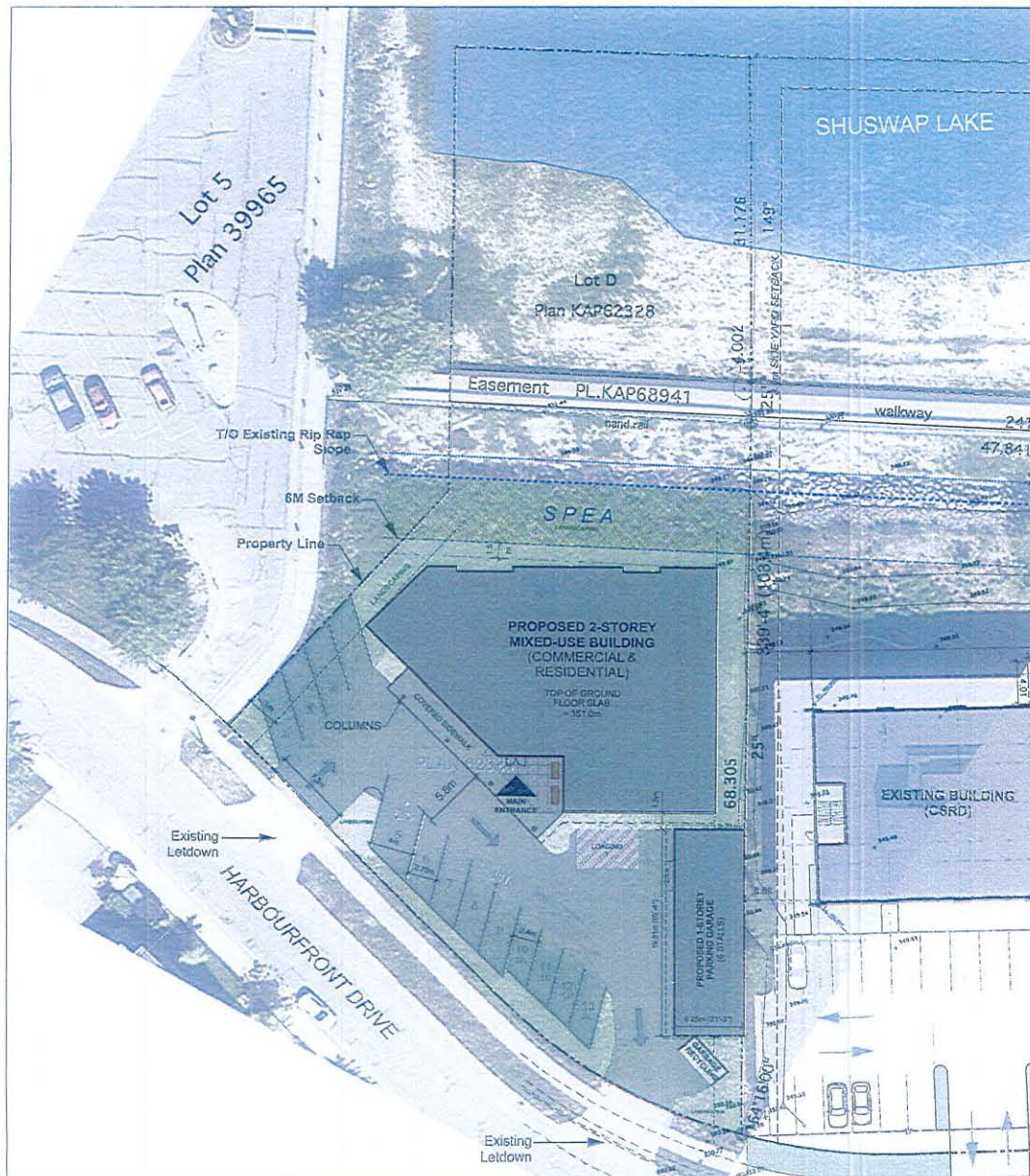
Nevertheless, the amended drawings and overall development plan remain consistent with the *City Centre Commercial, Environmentally Sensitive Riparian Area and Potentially Environmentally Hazardous (Floodplain)* Development Permit Guidelines of the Official Community Plan.

#### RECOMMENDATION

THAT City Council approve the proposed amendment to DP-419.

  
Kevin Pearson, MCIP, RPP  
Director of Development Services





#### DEVELOPMENT DATA

Legal Description: Lot D Section 14 Township 20 Range 10 W6M KOYD  
District Plan KAP62328

Zoning: C-6 - Tourist / Recreation Commercial

OCF Designation: Commercial City Centre

Proposed Uses:  
- Offices (Permitted)  
- Upper Floor Dwelling Units (Permitted)

Maximum Height of Principal Building:  
- 19.0m (62'-4")  
- Proposed 15.0m (51'-10")

Required Building Setbacks:  
- adjacent to non-residential zones = no setbacks required

Site Area:  
3,136.8sqm (33,756.7sf)

Building Area:  
568.6sqm (6,120sf)

Gross Floor Area:  
- Ground Floor 568.6sqm (6,120sf)  
- Second Floor 482.5sqm (5,194sf)  
TOTAL 1,051.1sqm (11,314 sf)

Parking Required:  
- Offices 16  
- Residential 3  
TOTAL 19

Parking Provided:  
- Onsite  
- Regular = 14  
- Small Car = 4 Stalls  
- Accessible = 1 Stall  
TOTAL = 19 Stalls  
(Plus 1 Loading Stall)

#### SITE PLAN NOTES

1. See Landscape Plan for details on "Landscaping" areas.
2. Reurban Area Setback requirements detailed in RAR Report on file for the subject property (completed by EBA Engineering, 2007).
3. Site grading & servicing as per Civil Drawings.



ISSUE	DATE
2nd Review	May 2018
Final Review	June 2018
Final	June 2018

DRAWN BY: PL  
DATE: June 2018  
SCALE: 1:200



100 BOW ST  
1160 - 400 ST NE  
SALMON ARM, BC, V1E 0R2  
T 250-515-4801  
E mail@mlarchitects.ca  
W www.mlarchitects.ca

PROJECT:  
**The DOVEWOOD Building**

481 Harbourfront Drive  
Salmon Arm BC

DRAWING TITLE:  
**SITE PLAN  
& DEVELOPMENT DAT**

DRAWING NO:  
**A02**









— TIMBER COLUMNS &amp; BEAMS

PRELIMINARY

LEARNING OBJECTIVES: 1. Identify the various types of learning objectives and their uses. 2. Explain the importance of learning objectives in the design of instruction. 3. Discuss the role of learning objectives in the assessment of learning.

ISSUE	DATE
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Development of Forest 79-328

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1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

*Journal of Management Education* 36(7) 809-824  
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100



CO. BCUL 2350  
414B - 4th ST. E  
SALMON ALAPT BC V8C 4G-1

F 250-515-4881  
E mme@ranchocul.ca  
W www.ranchocul.ca

PROJECT: 1748

The  
**DOVEWOOD**  
Building

81 Harbourfront Drive  
Salmon Arm BC

# PERSPECTIVE RENDERING

DRAWING NO:

A—





1

Northwest Perspective

STUCCO CLADDING  
(TO INCLUDE CONTROL JOINTS)

COMPOSITE METAL  
CLADDING

TIMBER COLUMNS & BEAMS

PRELIMINARY

ISSUE DATE

Drawn and Issued Date: 1/1/2024

DRAWN BY: PL, G

DATE: 1/1/2024

SCALE: 1/8"



10 BOX 2150  
4188-46 ST. E.  
SAKUPONAH, BC V1T 1P1  
T 250-515-1881  
E info@andarchitects.com  
W www.andarchitects.com

PROJECT: 17433

**The DOVEWOOD  
Building**

461 Harbourfront Drive  
Salmon Arm, BC

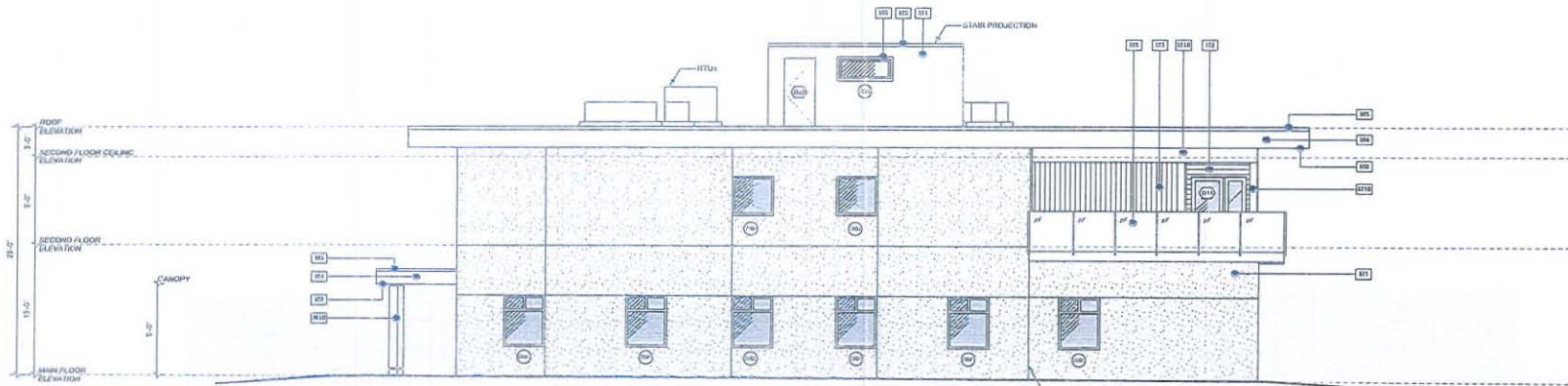
DRAWING TITLE:  
**PERSPECTIVE  
RENDERING**

DRAWING NO:

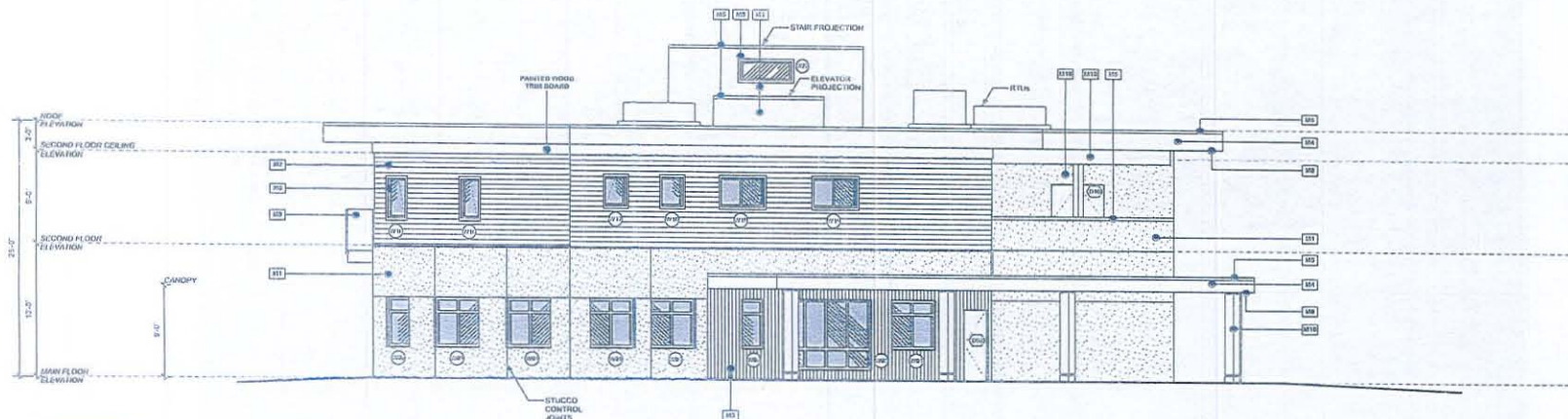
A--







1 EAST ELEVATION  
Scale: 3/16" = 1'-0"



2 WEST ELEVATION  
Scale: 3/16" = 1'-0"

#### ELEVATION NOTES:

1. Contractor to confirm with Architect final selection for exterior cladding materials and colours.
2. Contractor to confirm with Architect final locations for stucco cladding control joints (or any other cladding joints).

#### EXTERIOR MATERIAL NOTES

M1	Stucco - Blue	M5	Pre-Finished Window Trim
M2	Pre-Finished Horizontal Metal Wood Grain Siding	M7	Pre-Finished (Colour to be Confirmed) Metal Corner Trim
M3	Pre-Finished Vertical Wood Grain Siding	M8	Soft Material
M4	Forma Material	M9	Glass Guardrail w/ Pre-Anchored Metal Posts
M6	Pre-Finished Lateral Finishing	M10	Custom Structural Element

ISSUE DATE  
Drawing Name: Drawing Number: 2024

DRAWN BY: PS (S)  
DATE: February 2024  
SCALE: 1/8" = 1'-0"

LG BOX 2328  
 HAW - 10-35 E E  
 SALMON ARMY BC V1Z 1H1  
 T 710-111-8811  
 E mail@salmonarmy.bc.ca  
 W www.mdsalmon.ca

PROJECT: 12401  
**THE DOVEWOOD BUILDING**

481 Harbourfront Drive  
Salmon Arm BC

DRAWING TITLE:  
**EAST / WEST ELEVATION**

DRAWING NO:  
**A08**



# THE DOVEWOOD BUILDING - Parking Structure

481 HARBOUR FRONT DRIVE, SALMON ARM, BC



## DRAWING LIST:

A00	COVER SHEET
A01	GENERAL NOTES, CODE REVIEW, ASSEMBLY TYPES
A02	SITE PLAN
A03	FOUNDATION & SLAB PLAN
A04	FLOOR PLAN / ROOF PLAN
A05	ELEVATIONS
A06	BUILDING SECTIONS
A07	DETAILS
A08	3D VIEWS
A10	ELEVATION RENDERINGS

**PRELIMINARY**

ISSUE DATE

DRAWN BY: PLO

DATE: Nov. 2017

SCALE: N/A



PO BOX 200  
481 - 483 CLIVE  
SALMON ARM, BC V0A 1P0  
T: (250) 315-8801  
E: marc@marclamerton.ca  
T: (250) 315-8801

PROJECT: 17-001

**THE DOVEWOOD BUILDING**  
Parking Structure

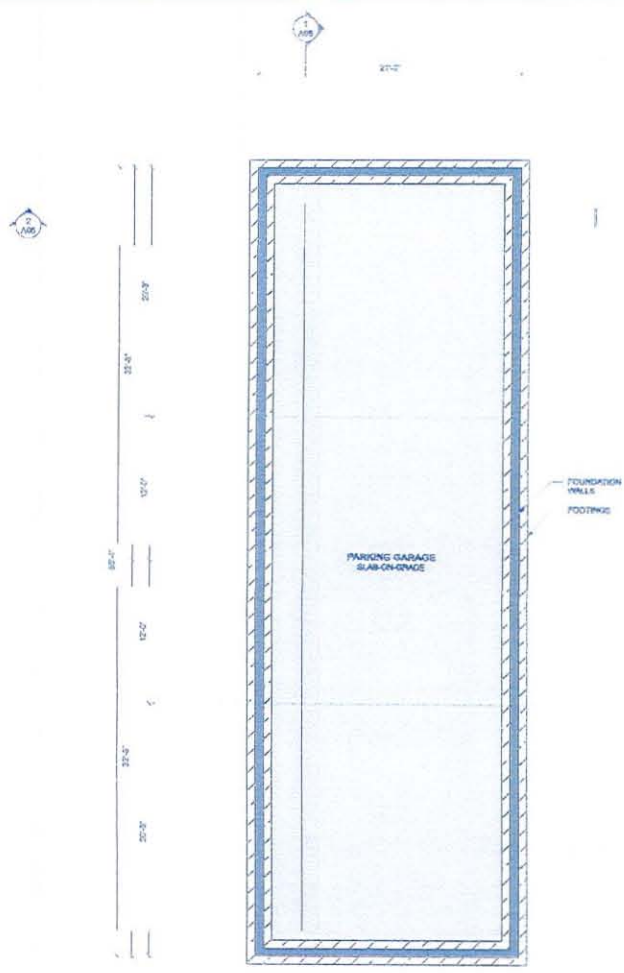
481 Harbourfront Drive  
Salmon Arm, BC

DRAWING TITLE:

COVER

DRAWING NO:

**A00**



FOUNDATION & SLAB PLAN  
Scale: 1/4" = 1'-0"

PRELIMINARY

DATE
DATE

DRAWN BY: H.L.O.
DATE: May 2012

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

10,000 3100  
 1000 1000 1000  
 1000 1000 1000 1000

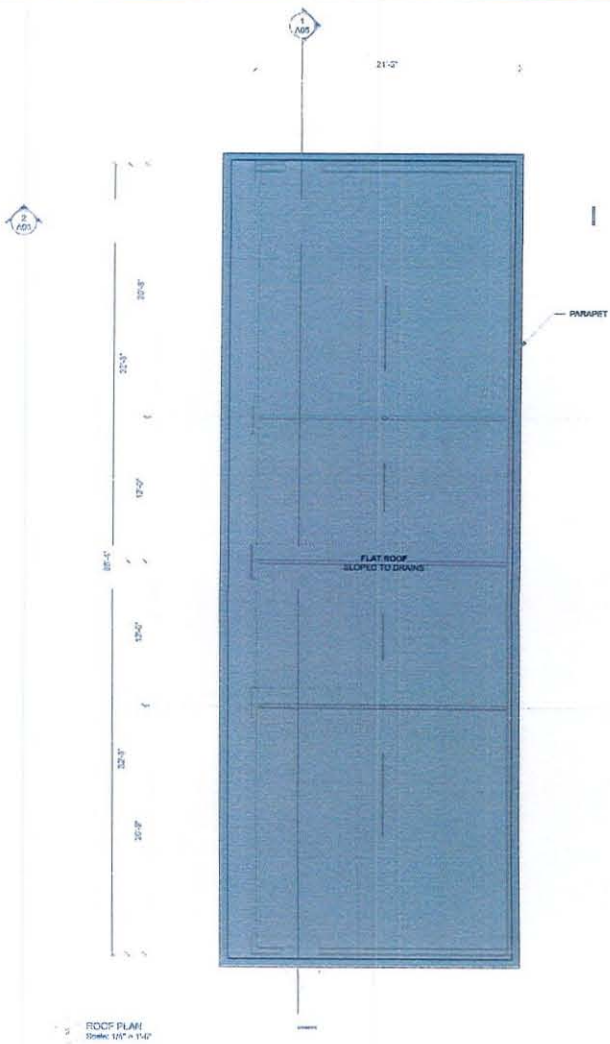
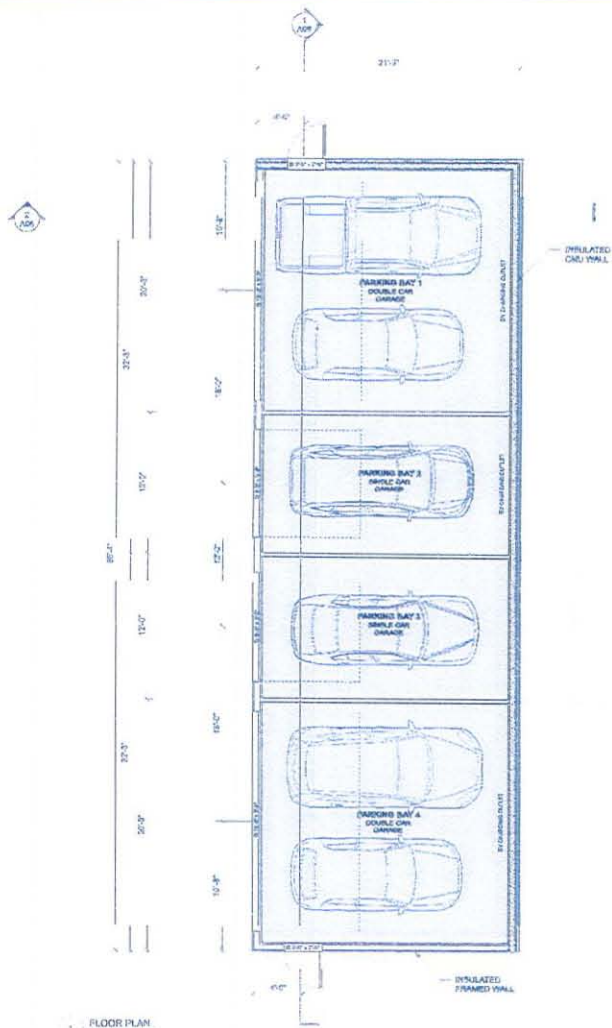
Project: 1002

**THE DOVEWOOD BUILDING**  
Parking Structure

1001 1000 1000 Drive  
Lafayette, LA, LA

DRAWING TITLE:  
**FOUNDATION / SLAB PLAN & NOTES**

DRAWING NO.:  
**A03**



PRELIMINARY

PROJECT: 19-02  
**THE DOVEWOOD BUILDING**  
 Parking Structure

4811 Westborough Drive  
 Salisbury, NC

DRAWING TITLE:  
**FLOOR PLAN / ROOF PLAN**

DRAWING NO:  
**A04**

DATE: \_\_\_\_\_

ISSUE: \_\_\_\_\_

DRAWN BY: H.C.

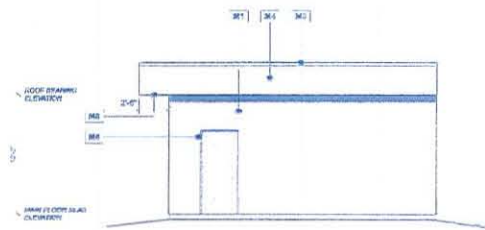
DATE: May 2019

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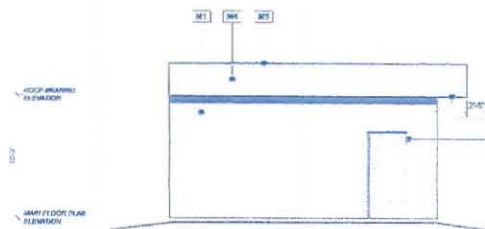
  
**ARCHITECT**

10,804 TDD  
 410-571-1111  
 1400 W. 10th St., Suite 100  
 Salisbury, NC 28154-1111  
 T: 410-571-1111  
 F: 410-571-1112  
 E: info@hcaarchitect.com

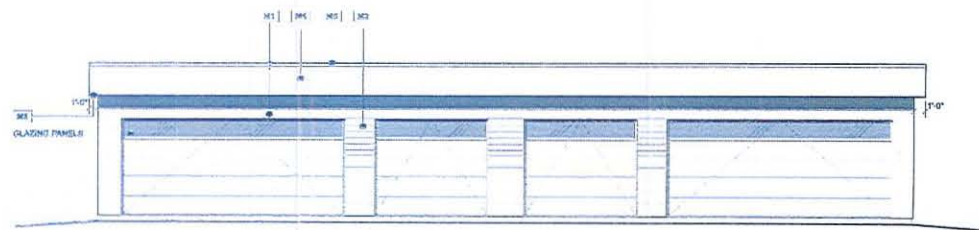




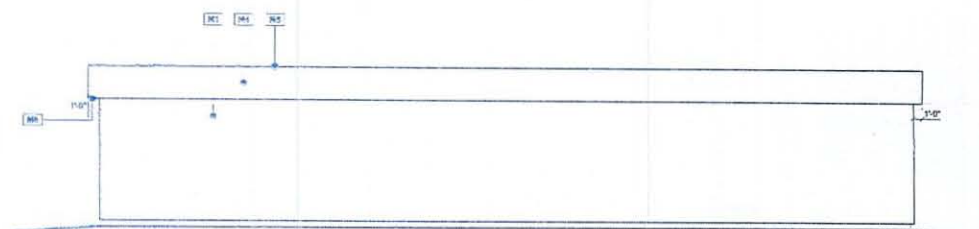
1 SOUTH ELEVATION  
Scale: 1/4" = 1'-0"



2 NORTH ELEVATION  
Scale: 1/4" = 1'-0"



3 WEST ELEVATION  
Scale: 1/4" = 1'-0"



4 EAST ELEVATION  
Scale: 1/4" = 1'-0"

EXTERIOR MATERIAL NOTES			
M1	Stucco - Blue	M5	Pre-Finished Window Trim
M2	Pre-Finished Horizontal Metal Wood Grain Siding	M7	Pre-Finished (Colour to be Confirmed) Metal Corner Trim
M3	Pre-Finished Vertical Wood Shiplap	M8	Soft Metal
M4	Painted Metal	M9	Clear Customised Pre-Finished Metal posts & bracing
M5	Pre-Finished Metal Flooring	M10	Glazed Structural Element

PRELIMINARY

ISSUE	DATE

DRAWN BY: PLS (1)  
DATE: May 2018  
SCALE: 1/4" = 1'-0"

ARCHITECT  
40 ROK 100  
4-11-10-10-10-10  
SALON APPL. B. C. 103  
1-210-10-10-10  
1-210-10-10-10  
1-210-10-10-10

PROJECT: 17-001  
**THE DOVEWOOD BUILDING**  
Parking Structure

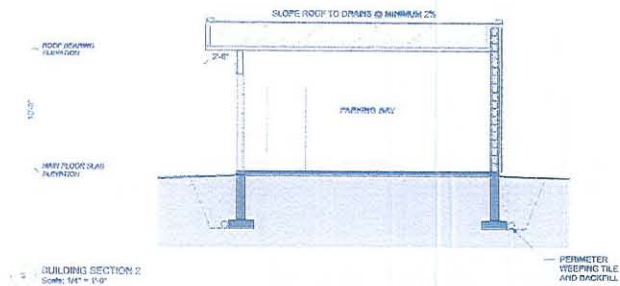
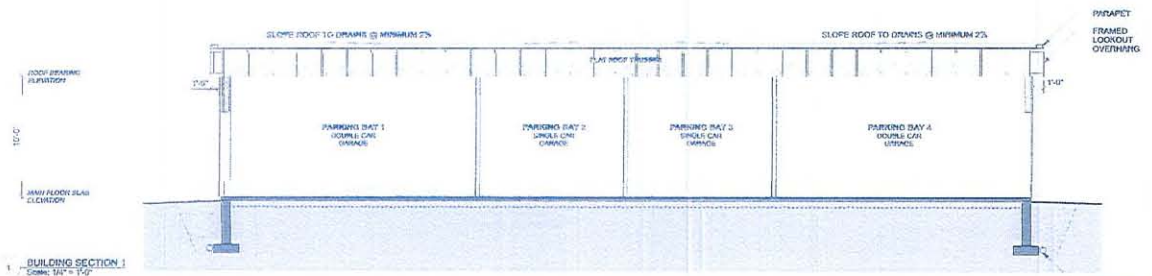
431 Hainsworth Drive  
Surrey, B.C.

DRAWING TITLE:

ELEVATIONS

DRAWING NO:

A05



**PRELIMINARY**

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PROJECT: 17-001

THE DOVEWOOD

BUILDING

Parking Structure

4311 Holladay Drive

Salisbury, NC

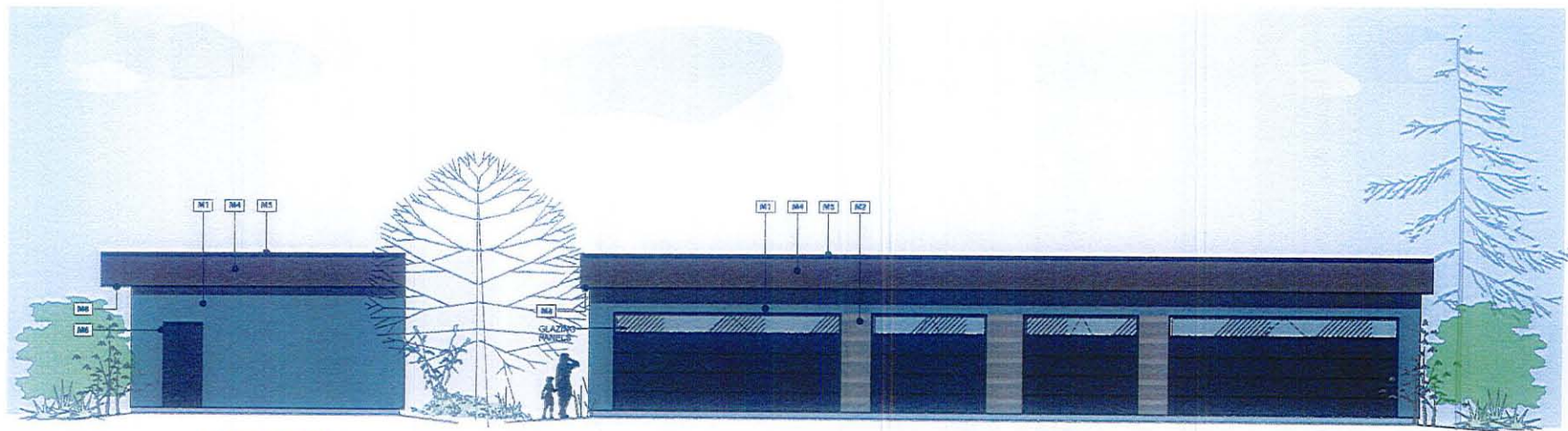
DRAWING TITLE:

BUILDING

SECTIONS

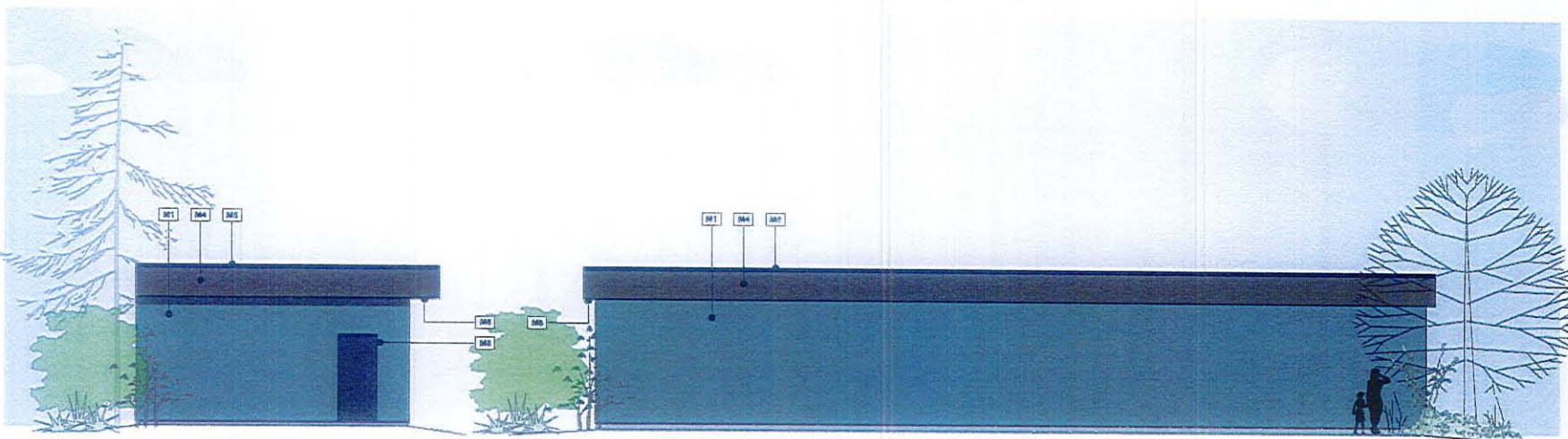
DRAWING NO:

A06



SOUTH ELEVATION

WEST ELEVATION



NORTH ELEVATION

EAST ELEVATION

EXTERIOR MATERIAL NOTES

M1 Stucco - Blue	M6 Pre-Finished Woodwork Trim
M2 Pre-Finished Horizontal Metal Wood Grain Siding	M7 Pre-Finished (Colour to be Confirmed) Metal Corner Trim
M3 Pre-Finished Vertical Wood Siding	M8 Soffit Material
M4 Plastic Siding	M9 Glass Guardrail w/ Pre-finished Metal posts & frame
M5 Pre-Finished Metal Flooring	M10 Glulam Structural Element

PRELIMINARY

ISSUE DATE

DRAWN BY: PLS

DATE: Feb 2019

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



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PROJECT: 17000

**THE DOVEWOOD  
BUILDING**  
Parking Structure

481 Harbourfront Drive  
Salmon Arm, BC

DRAWING TITLE:  
**ELEVATION  
RENDERINGS**

DRAWING NO:

**A10**



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

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To: Her Worship Mayor Cooper and Members of Council

Date: June 12, 2018

Subject: Development Permit Application No. DP-419 (Mixed Use – Commercial / Residential)  
Legal: Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328  
Civic: 481 Harbourfront Drive NE  
Owner: 1112031 BC Ltd.  
Applicant: Exel Construction Ltd.

---

MOTION FOR CONSIDERATION

THAT: Development Permit No. 419 be authorized for issuance for that part of Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328 (481 Harbourfront Drive NE) in accordance with the drawings dated May 4, 2018 and attached in Appendix 6 of this memorandum;

AND THAT: Issuance of Development Permit No. 419 be withheld subject to the following:

1. Registration of Section 219 *Land Title Act* covenant(s) on title ensuring the linkage of the subject parcel, 481 Harbourfront Drive NE, and 650 Marine Park Drive for the purpose of meeting the offstreet parking requirements of the Zoning Bylaw;
2. Registration of a Section 219 *Land Title Act* covenant(s) on title to acknowledge the restrictions of Riparian Areas Regulation Assessment Report number 427 dated April 17, 2007;
3. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan; and
4. Written confirmation from a Qualified Environmental Professional (QEP) that the construction and riparian planting will be monitored by a QEP for compliance with the Riparian Areas Regulation Assessment Report number 427 dated April 17, 2007, and in accordance with the landscaping plan dated May 1, 2018 and attached in Appendix 6 of this memorandum.

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STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

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BACKGROUND

The subject parcel is located at 481 Harbourfront Drive NE (Appendix 1 and 2). The approximate 3,136 square meter parcel is currently vacant. The parcel is designated as Commercial City Centre land in the Official Community Plan (OCP) Bylaw and zoned C-6 Tourist/Recreation Commercial in the Zoning Bylaw (Appendix 3 and 4). Site photos are attached as Appendix 5.

This application is to permit the development of one mixed use commercial residential building, as shown in the proposed Development Permit drawings attached as Appendix 6. The office use and upper floor dwelling units proposed are permitted uses in the C-6 zone. The proposed building as illustrated would have a footprint of approximately 687 square metres and is comprised of 4 storeys to a height of 15.8 metres (the maximum height permitted in the C-6 Zone is 19 metres). The applicant has provided a letter of rationale attached as Appendix 7.

The subject parcel is adjacent to Shuswap Lake and Marine Park with an elevated walkway across the northern portion of the parcel via a right-of-way. A Riparian Areas Regulation (RAR) report has been completed for the parcel which provides additional guidance on how development may proceed adjacent the lake.

## COMMENTS

### Building Department

As a Part III building, full sprinkler and involvement of registered professions is required as per BCBC.

### Fire Department

No concerns.

### Engineering Department

No concerns. Upgrades to the property's frontage have largely been completed, with the exception of a street light. Engineering comments are attached as Appendix 8.

### Design Review Panel

With the proposal for City Centre Commercial development, the application was referred to the Design Review Panel (DRP) for review. The Panel was supportive of the proposal as presented. The May 24, 2018 DRP meeting minutes are attached as Appendix 9.

### Planning Department

The proposed development is subject to the guidelines of the "City Centre Development Permit Area" as described in the OCP, suggesting characteristics under the topics of siting and building, facade design, access, circulation and parking area, as well as landscape guidelines.

#### *Siting and Building*

The applicant is proposing a mixed use 8 unit development in the form of 6 commercial spaces (including one spaces prescribed as a "law office") over 3 levels, and 2 upper level residential units. The building has a footprint of 687 square metres in area, and reaches a maximum height of 15.8 metres above grade (under the 19 metre maximum height permitted in the C-6 zone). The building is set along the north parcel boundary generally following the linear shoreline (rip-rap bank), with an angular south-west facing elevation arranged to face the curving street frontage. The building design is a contemporary style with varied facades and linear rooflines providing visual interest, incorporating high quality materials with proposed cladding including stucco, stone, fiberboard, and metal siding. The height is substantially consistent with adjacent developments.

#### *Facade*

Architectural details such as fibreboard and composite wood cladding are reasonably unified on all elevations. The entrance patio creates an easily identifiable and protected access point oriented towards the street, while the angular design, upper level patios, as well as the varied materials and colour choices create visual interest.

*Landscape and Screening*

The landscape plan has been completed in alignment with the RAR report and OCP guidelines. The estimate for landscaping is roughly \$27,000 and includes irrigation. The landscape plan prescribes perimeter plantings along the west, south and east parcel lines, reducing the impact of the parking. The rear yard of the building is proposed to be essentially filled with a range of RAR plantings. As further described in this report, a post-construction report from a Qualified Environmental Professional will be required to ensure ultimate compliance with RAR.

*Servicing*

Related to landscaping on the site, frontage improvements to the Local Road standard have been completed. Frontage upgrades are expected to only include installation of a street light.

*Access, Circulation and Parking Area*

Vehicle access proposed is via a single shared 5.8 metre wide access route. There are a total of 49 parking stalls proposed (47 are required): 8 secure building parking stalls proposed, 2 loading stalls, 14 stalls on site, with 27 stalls proposed on a parcel west of Harbourfront Drive (650 Marine Park Drive).

The location of parking on another parcel is supported by the Zoning Bylaw in non-residential zones, subject to the parcels being located within 300 metres of each other (the applicable distance is just under 50 metres) and the registration of a covenant securing the arrangement, recognizing the challenges in meeting parking requirements. The Zoning Bylaw further specifies surfacing, grading and drainage requirements for offstreet parking.

**Riparian Areas Regulation**

The subject properties are within 30 m of the High Water Mark (HWM) of Shuswap Lake; therefore the Provincial Riparian Areas Regulation (RAR) applies to this proposal. A Riparian Areas Assessment Report was completed April 17, 2007 (Assessment 427). The Qualified Environmental Professional's (QEP) report identifies the Streamside Protection and Enhancement Area to be 30 m from the HWM of Shuswap Lake (348.7 m); however the report identifies that the building may be located 6 m back from the HWM and will not result in Harmful Alteration, Disruption or Destruction (HADD) of fish habitat. Staff note that the site plan indicates a slightly greater 7.5 m setback from the HWM.

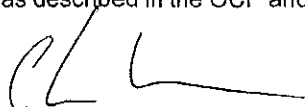
An existing Section 219 Restrictive Covenant was registered May 1, 1998 outlining requirements from the Department of Fisheries and Oceans (DFO) for works and landscaping within the riparian area. Both the QEP and Landscape Architect have confirmed that the proposed landscaping plan and development are in compliance with the covenant and RAR. A post-construction report from a Qualified Environmental Professional will be required to ensure ultimate compliance with RAR.

**Walkway Contribution**

A Development Agreement exists between the City and owners of the subject parcel for financial contribution to the waterfront walkway constructed in 2005. The cost is calculated at \$347.55 per lineal metre of parcel frontage measured along the northerly boundaries. The total length of northern frontage is 28 m making the total required contribution by the developer \$9,731.40 required at the time of Building Permit application (measurements/calculations to be confirmed).

**CONCLUSION**

The applicant is applying for a Development Permit to support a multi use commercial / residential development (one mixed use building). The proposal aligns with the Development Permit Area guidelines as described in the OCP and is supported by staff.

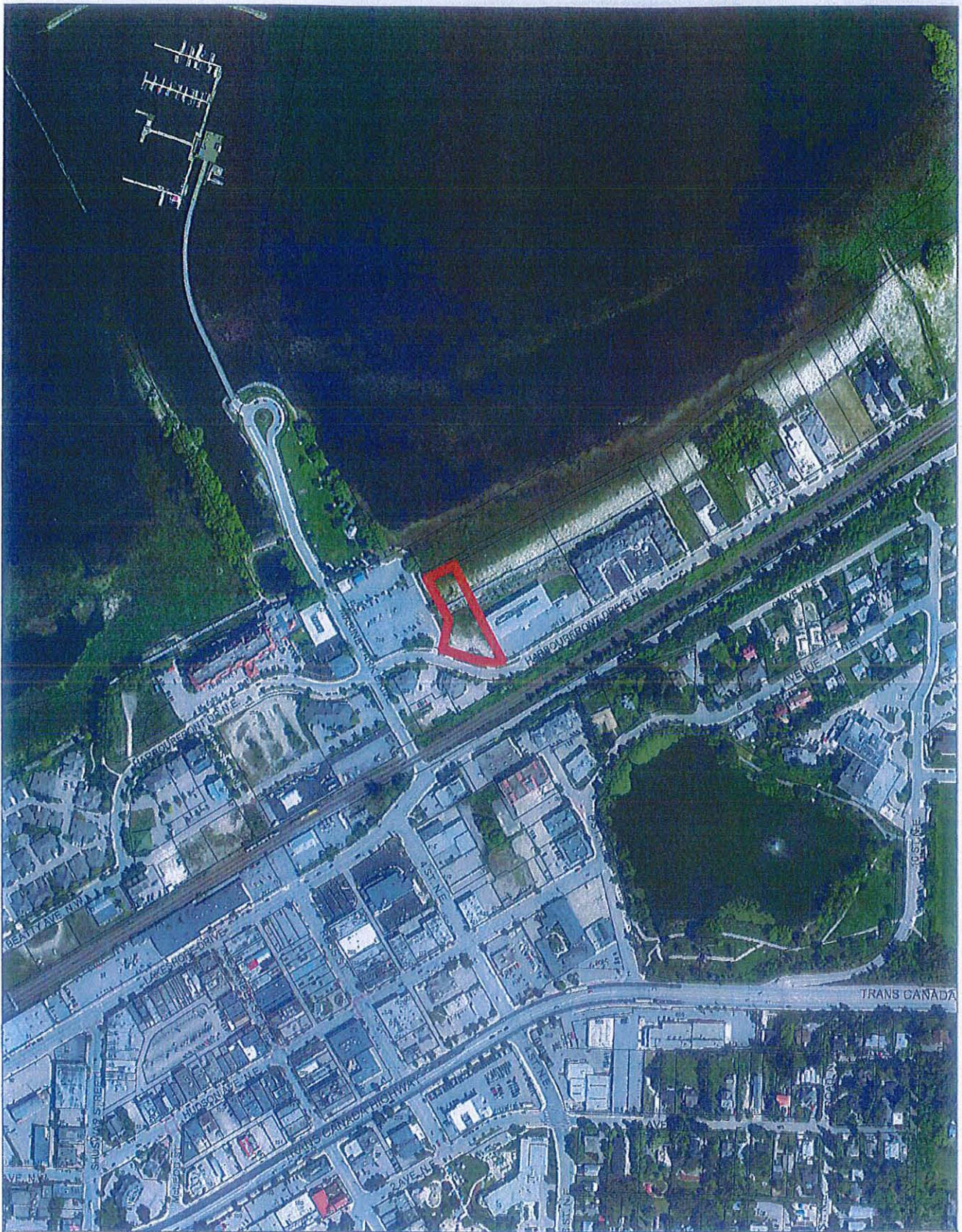


Prepared by: Chris Larson, MCP  
Planning and Development Officer

Reviewed by: Carl Bannister, C.A.O.



Appendix 1: Aerial View

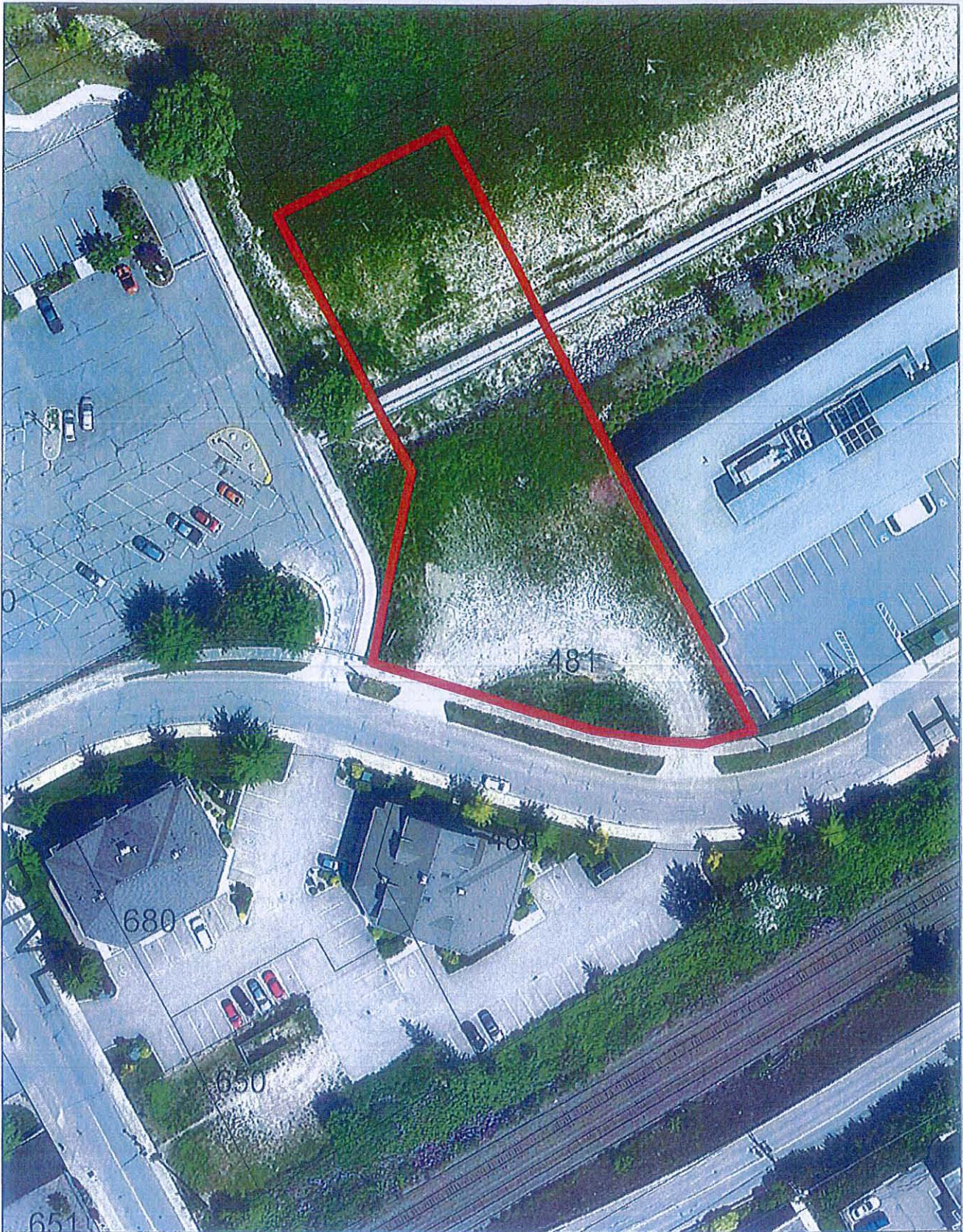


0 50 100 200 300 400 Meters



Subject Parcel



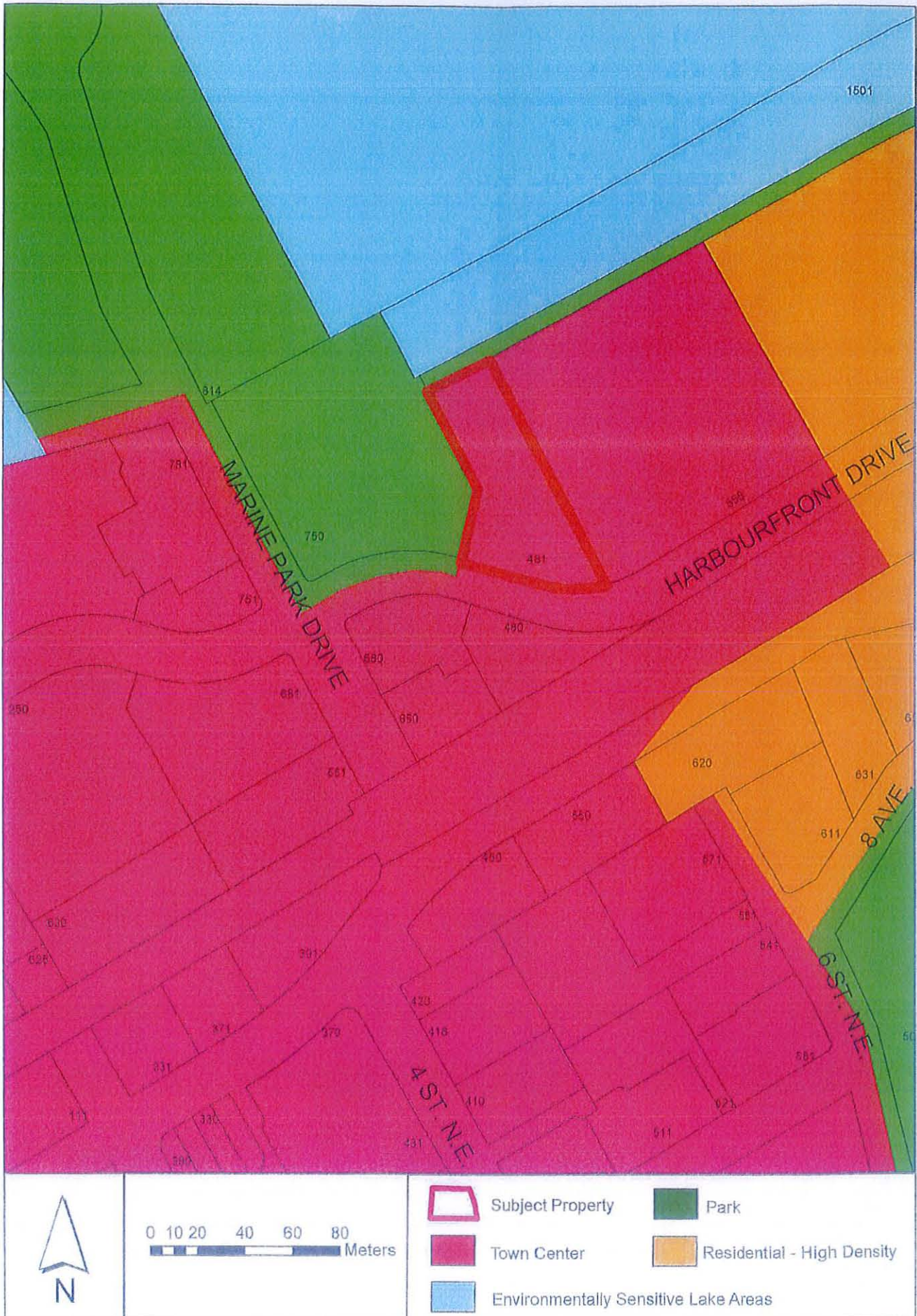


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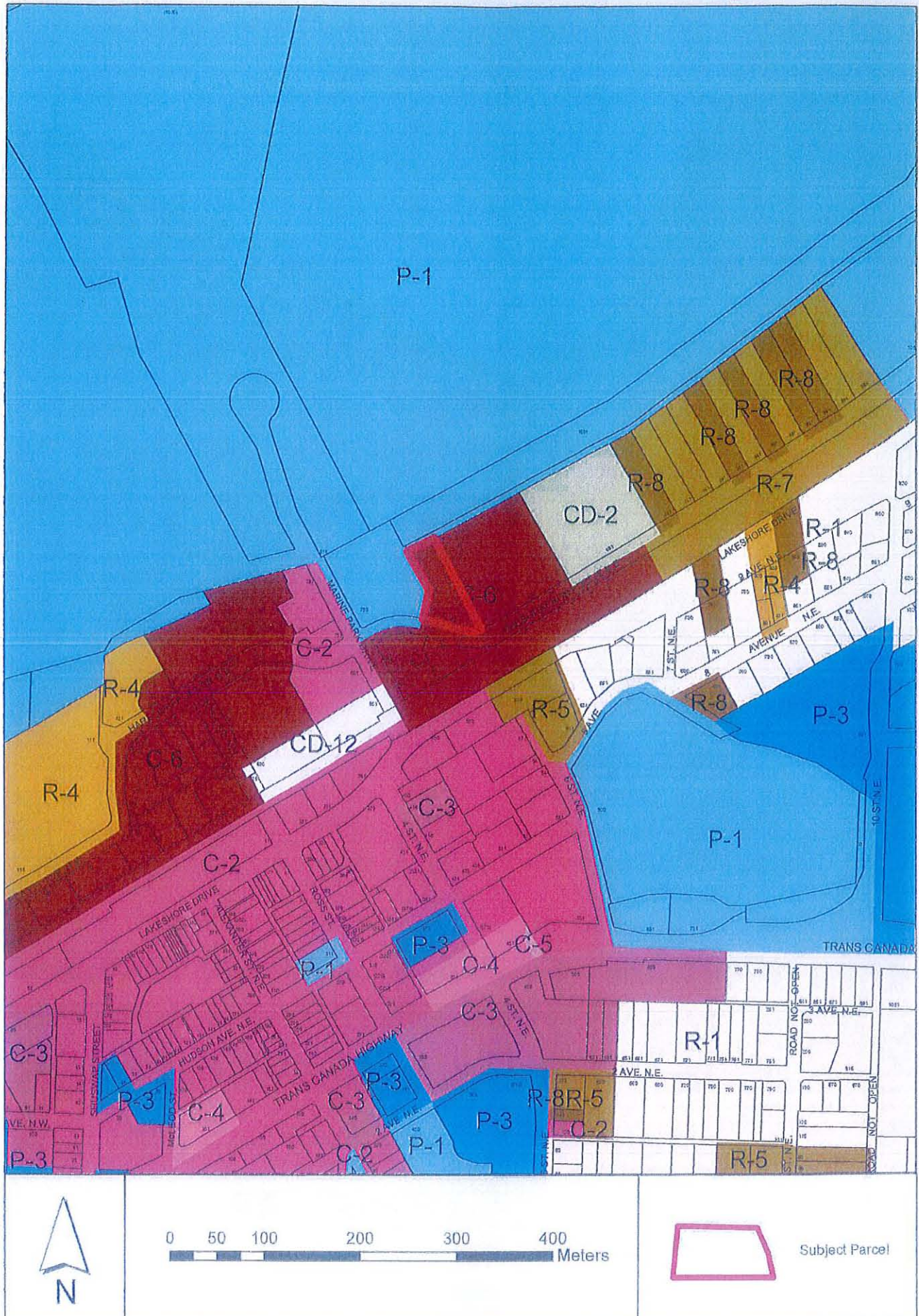


Subject Parcel











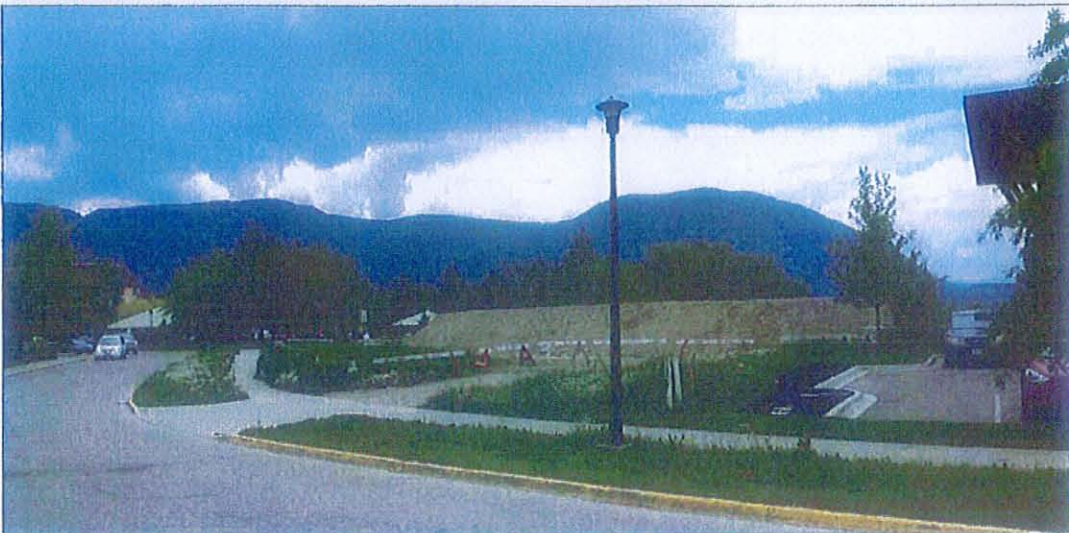
## Appendix 5: Site Photos



View north of subject property.

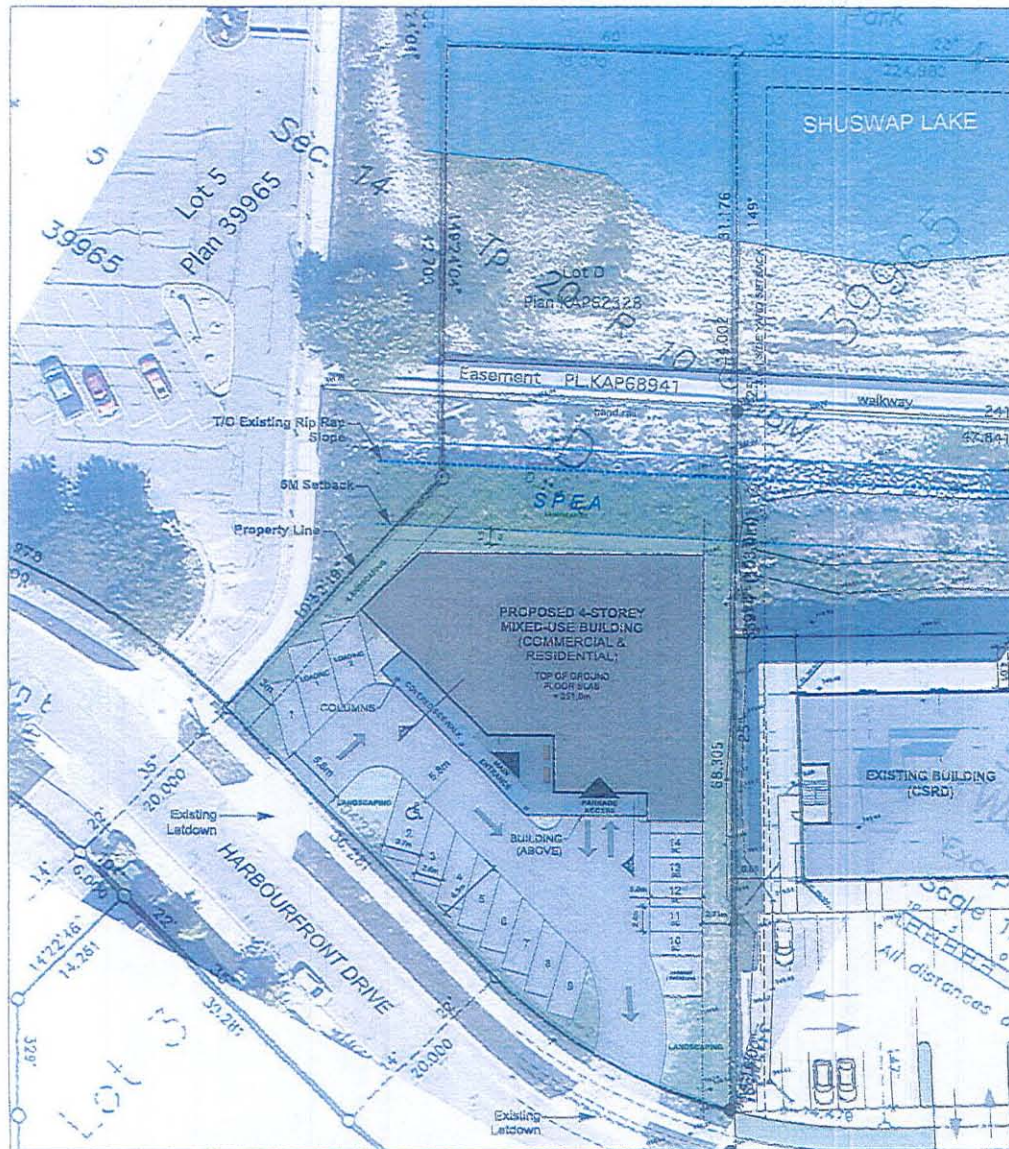


View east of subject property.



View north-west of subject property.





# DRAWING LIST

- A00 Site Plan & Development Data
- A01 Schematic Site Sections
- A02 Ground Floor Plan
- A03 Second Floor Plan
- A04 Third Floor Plan
- A05 Fourth Floor Plan
- A06 Roof Plan
- A07 South Elevation
- A08 Southwest Elevation
- A09 North Elevation
- A10 East Elevation
- L01 Landscape Plan

## DEVELOPMENT DATA

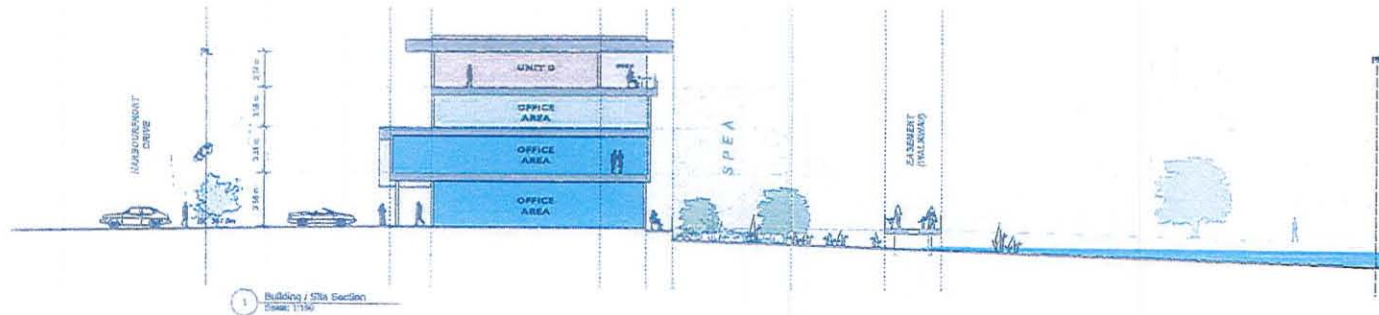
Zoning: C-4 - Town / Recreation Centred	
ODP Designation: Commercial City Centre	
Proposed Uses:	
- Office (Permitted)	
- Upper Floor Dwelling Units (Permitted)	
Maximum Height of Proposed Building:	
- 18.0m (59'-1")	
- Proposed 15.0m (51'-0")	
Required Building Setbacks:	
- Adjacent to non-residential zones - no setbacks required	
Site Area:	
3,106.0m (30,756.2m <sup>2</sup> )	
Building Area:	
69,200m (7,308,6m <sup>2</sup> )	
Gross Floor Area:	
- Ground Floor	254,800m (2,742,4m <sup>2</sup> ) - Parking Garage 312,100m (3,358,8m <sup>2</sup> )
- Second Floor	687,200m (7,308,6m <sup>2</sup> )
- Third Floor	537,200m (5,788,4m <sup>2</sup> )
- Fourth Floor	472,800m (5,087,6m <sup>2</sup> )
TOTAL	1,892,000m (20,116,8m <sup>2</sup> )
- Parking Garage = 2,204,000m (24,375,55m <sup>2</sup> )	
Parking Requirements:	
- Office	44
- Residential	3
TOTAL	47
Parking Provided:	
- Double	
- Regular = 16	
- Small Car = 5 Stalls	
- Accessible = 1 Stall	
- Ramped = 22 Stalls (14 Stalls Outside, 8 Stalls in Secure Building Parking) (Per 2 Loading Stalls)	
- Other*	
- Regular = 20 Stalls	
- Small Car = 4 Stalls	
- Ramped = 27 Stalls	
- TOTAL = 48 Stalls	

(\* Development to include secondary property for parking, located at: 650 Marine Park Drive. The property is approximately 700m from the subject building and will include a residential conversion facility being an improved parking in the 481 Harbourfront Drive development).

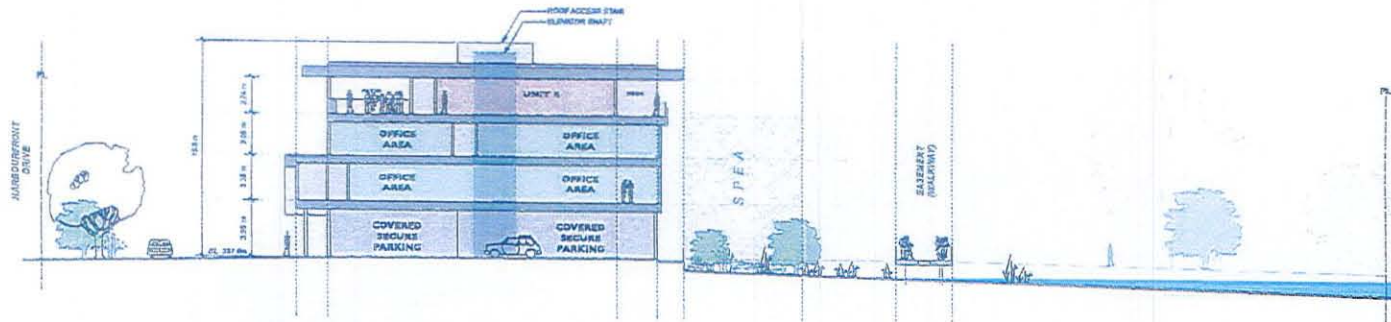
## SITE PLAN NOTES

1. See Lot 5/6/7/8/9/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100/101/102/103/104/105/106/107/108/109/110/111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000/1001/1002/1003/1004/1005/1006/1007/1008/1009/1010/1011/1012/1013/1014/1015/1016/1017/1018/1019/1020/1021/1022/1023/1024/1025/1026/1027/1028/1029/1030/1031/1032/1033/1034/1035/1036/1037/1038/1039/1040/1041/1042/1043/1044/1045/1046/1047/1048/1049/1050/1051/1052/1053/1054/1055/1056/1057/1058/1059/1060/1061/1062/1063/1064/1065/1066/1067/1068/1069/1070/1071/1072/1073/1074/1075/1076/1077/1078/1079/1080/1081/1082/1083/1084/1085/1086/1087/1088/1089/1090/1091/1092/1093/1094/1095/1096/1097/1098/1099/1100/1101/1102/1103/1104/1105/1106/1107/1108/1109/1110/1111/1112/1113/1114/1115/1116/1117/1118/1119/1120/1121/1122/1123/1124/1125/1126/1127/1128/1129/1130/1131/1132/1133/1134/1135/1136/1137/1138/1139/1140/1141/1142/1143/1144/1145/1146/1147/1148/1149/1150/1151/1152/1153/1154/1155/1156/1157/1158/1159/1160/1161/1162/1163/1164/1165/1166/1167/1168/1169/1170/1171/1172/1173/1174/1175/1176/1177/1178/1179/1180/1181/1182/1183/1184/1185/1186/1187/1188/1189/1190/1191/1192/1193/1194/1195/1196/1197/1198/1199/1200/1201/1202/1203/1204/1205/1206/1207/1208/1209/1210/1211/1212/1213/1214/1215/1216/1217/1218/1219/1220/1221/1222/1223/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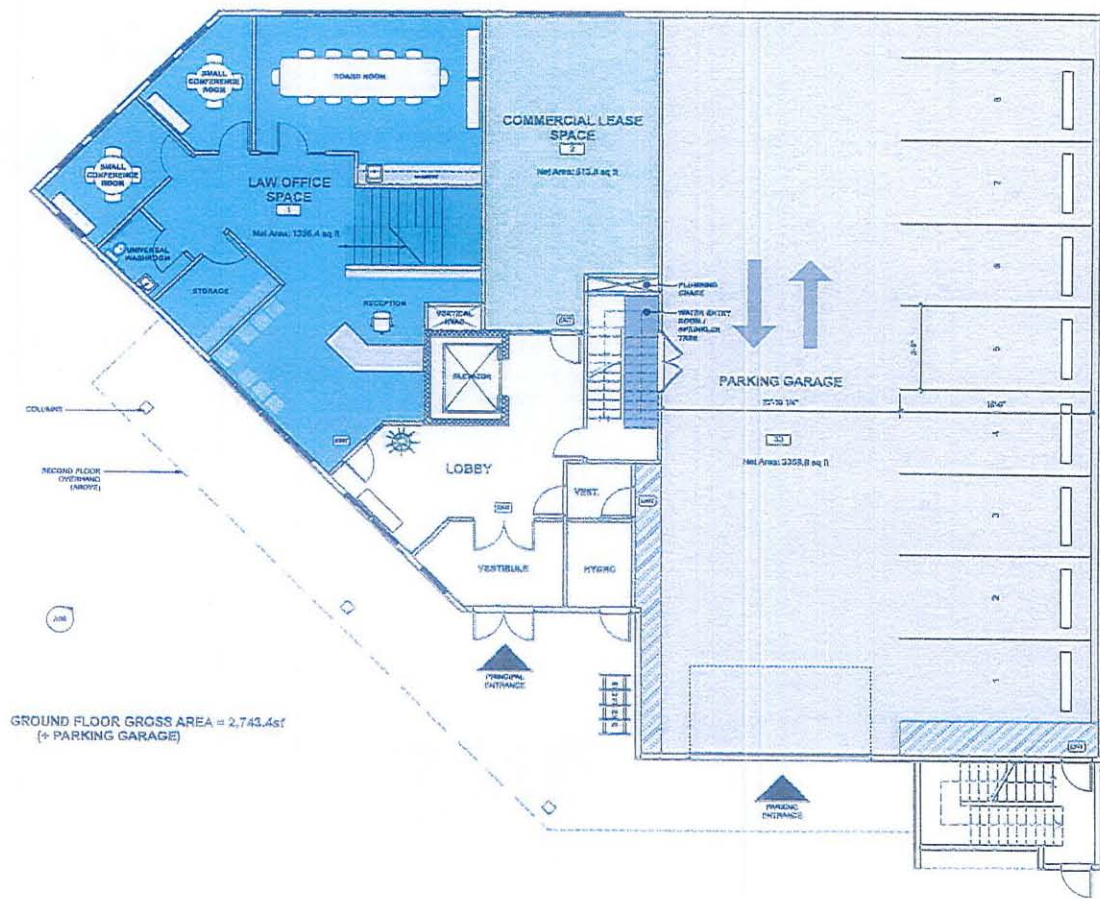
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Scale: 1/150



2 Building / Site Section  
Scale: 1/150

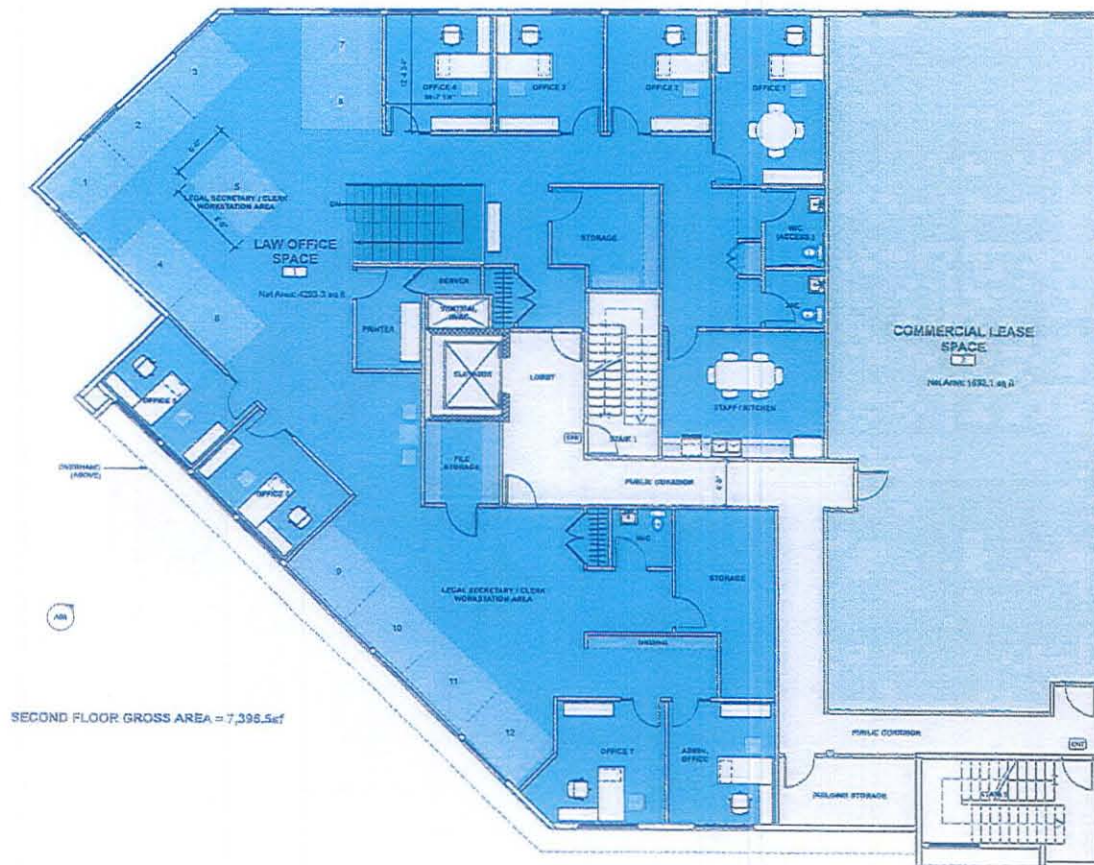
PRELIMINARY BUILDING CODE ANALYSIS (2012 BRITISH COLUMBIA BUILDING CODE)		
Building Area	661.0sqm (7,115.2sf)	Applicable Building Code Section: 3.2.2.65
Building Height	4-Stories	Sprinklered: Yes
Streets Facing	1 Street	Max. Storeys: 5
Applicable Building Code: Part 3		Max. Building Area: 1,600sqm (17,173sf)
Multiple Major Occupancies:		Construction Type: Combustible or Non-Combustible
Group F-3 (Storage Garage)		Required Fire Resistance Ratings:
Group D (Office)		Floors = 1 h
Group C (Residential)		Loadbearing Walls, Columns = 1 h
Required Fire Separations:		
Between Group F-3 & Other Occupancies = 1.5 h		
(as per Section 3.3.5.3)		
Between Group D & C = 1 h		

PROJECT <b>The DOVEWOOD Building</b>	DRAWING NO. <b>A01</b>
DRAWING TITLE <b>SCHEMATIC SITE SECTIONS</b>	
481 West Vancouver Drive Seaburn, BC V6P 6C6	
ISSUE Date: 10/10/18	DATE 10/10/18
DRAWN BY: ML	DATE: May 2018
SCALED: 1/150	SCALE: 1/150



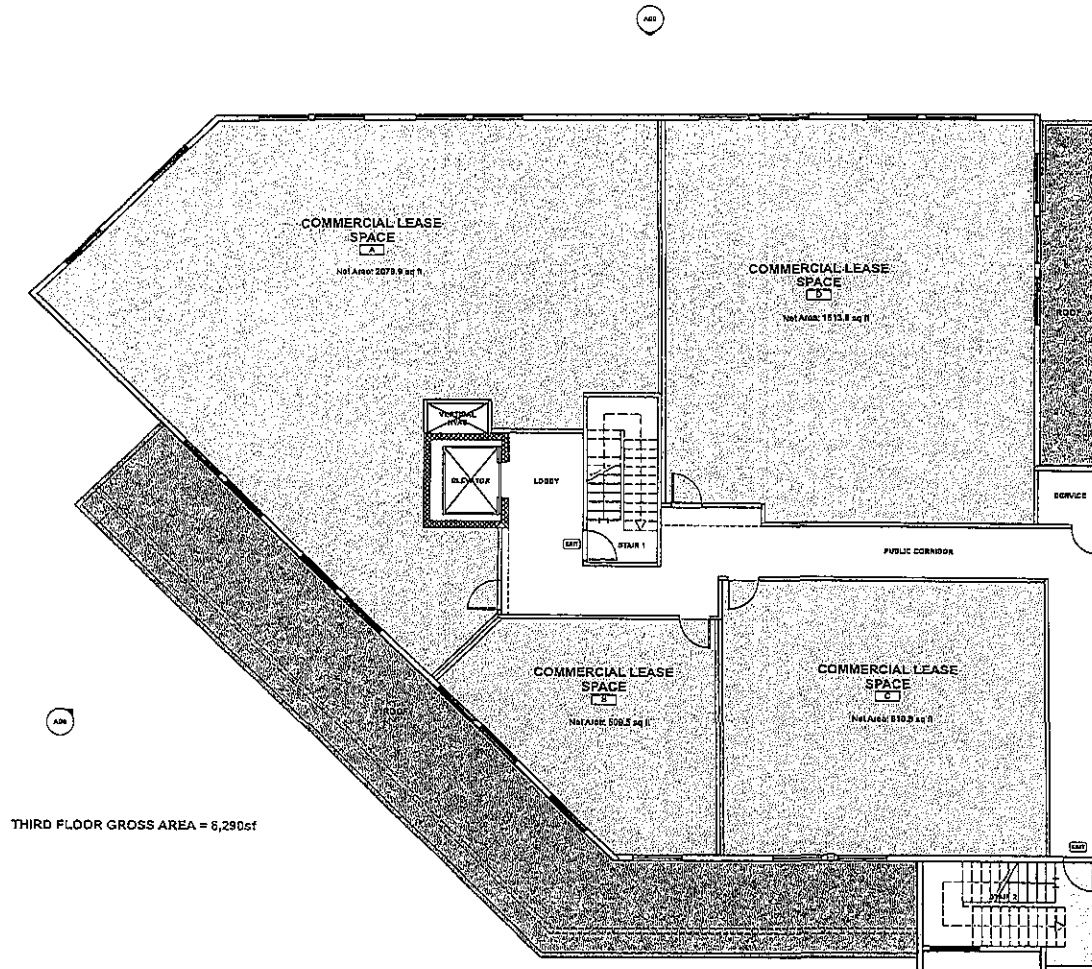
	
DATE	DATE
DRAWN BY: PL	DATE
DATE	DATE
SCALE	1/8" = 1'-0"
	
PROJECT: 1/02 <b>The DOVEWOOD Building</b> 181 Helios Drive Cypress, TX 77429 DRAWING TITLE: <b>GROUND FLOOR PLAN</b> DRAWING NO: <b>A02</b>	





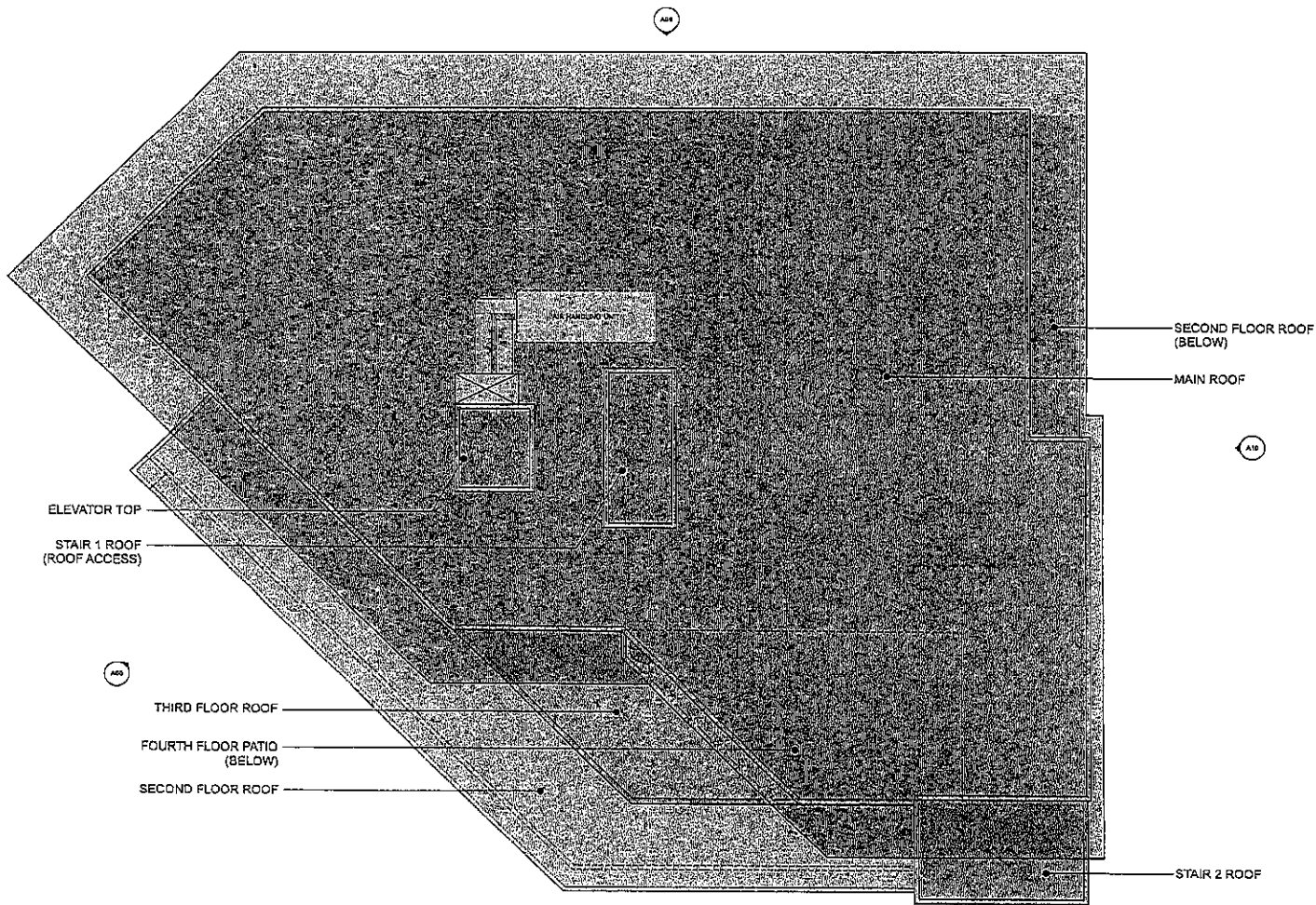
SECOND FLOOR GROSS AREA = 7,398.5sf



PROJECT: 17/01 <b>The DOVEWOOD Building</b> 481 Harbourview Drive Surrey, BC	DATE: 11/11/11 DRAWN BY: JH DATE: 11/11/11 SCALE: 1/8" = 1'-0"
PROJECT: 17/01 <b>The DOVEWOOD Building</b> 481 Harbourview Drive Surrey, BC DRAWING TITLE: <b>SECOND FLOOR PLAN</b> DRAWING NO: <b>A03</b>	



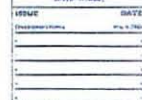
PROJECT: 17-007 <b>The Dovewood Building</b>	DRAWING NO.: <b>A04</b>
481 Parkview Drive Silver Spring, MD	
DRAWING TITLE: <b>THIRD FLOOR PLAN</b>	
DRAWING BY: JN DATE: May 2018 SCALE: 1/8" = 1'-0"	
PROJECT: 17-007 <b>The Dovewood Building</b> 481 Parkview Drive Silver Spring, MD DRAWING TITLE: <b>THIRD FLOOR PLAN</b> DRAWING NO.: <b>A04</b>	





	
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DATE	DATE
REVISION	REV
DRAWN BY: PL CHECKED BY: PL SCALE: 1/8" = 1'-0"	
	
PROJECT: 1700 <b>The DOVEWOOD Building</b> 481 Hadenbrook Drive Salmon Arm, BC	
DRAWING TITLE: <b>ROOF PLAN</b>	
DRAWING NO: <b>A06</b>	





DRAWN BY: 75

DATE: May 2016

SCALD VINCE

10/11/11	10/11/11
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LG 204 2336  
 4408 - 46 SE 1E  
 GALFORD AFB NC VIE 46  
 T 258415-001  
 E 258415-001  
 W 258415-001

PROJECT 1340

## The DOYEWOOD Building

4811 Markham Road  
Surrey, BC V3T 1C1

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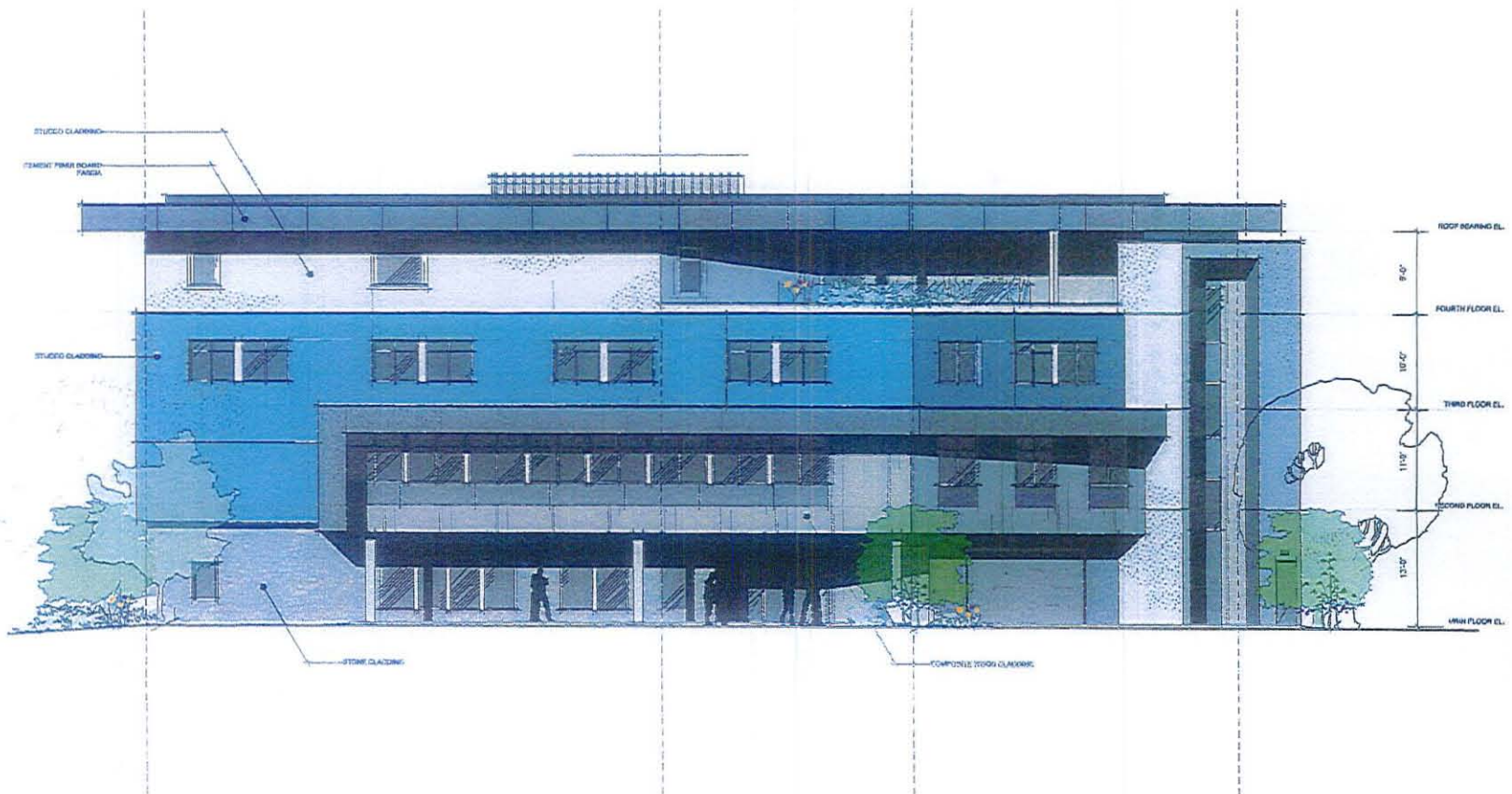
**DRAWING TITLE**  
Landscape

SOUTH  
ELEVATION

PRAYERS NO.



A07



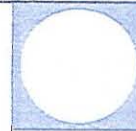
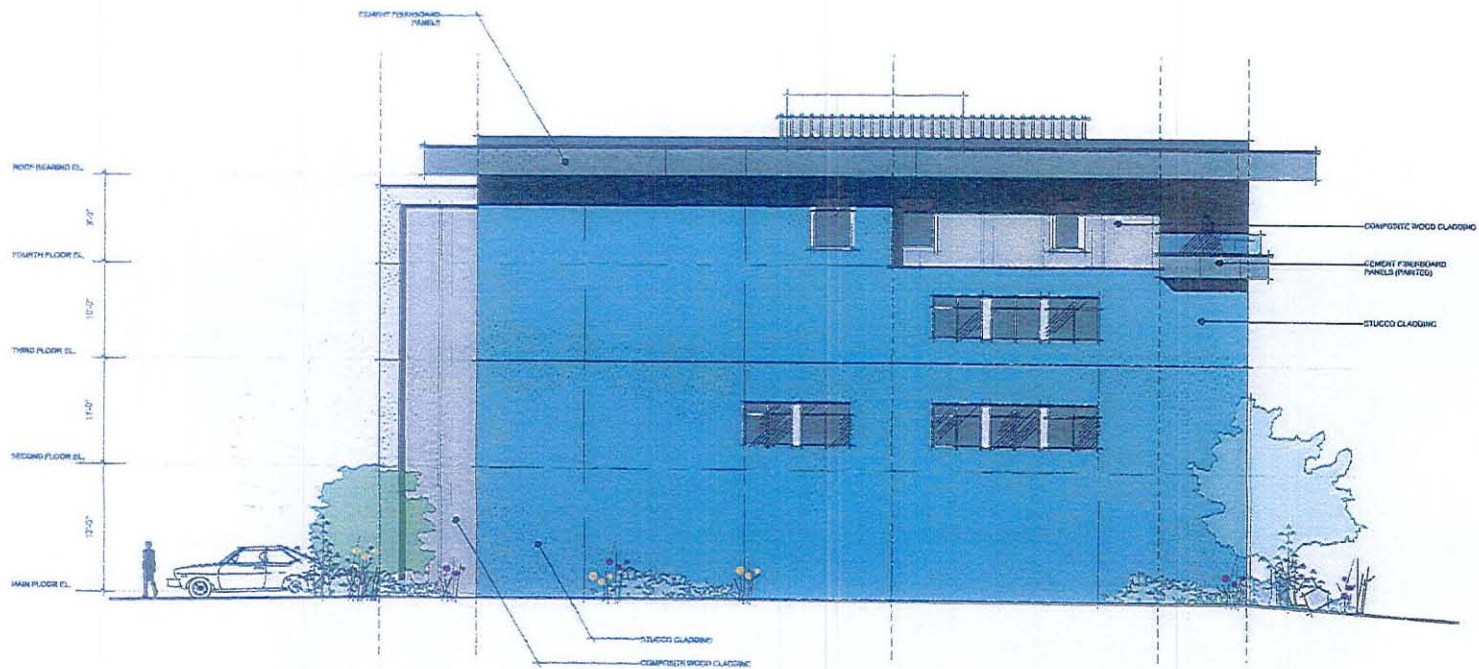


	
ISSUED	DATE
DRAWN BY: JS	
DATE: 11/11/14	
SCALE: 3/8" = 1'-0"	
	
PROJECT 17431 <b>The DOVEWOOD Building</b> 491 Harrison Drive Salisbury, MD, DC	
DRAWING TITLE: <b>SOUTHWEST ELEVATION</b>	
DRAWING NO: <b>A08</b>	



	
ISSUE	DATE
1. Initial Design	10/10/2010
2. Final Design	11/10/2010
3. Construction Documents	12/10/2010
4. As-Built	01/10/2011
DRAWN BY: PS	
DATE: Nov 2010	
SCALE: 3/8" = 1'-0"	
	
10104 21st Suite 100, C1 10 10104 21st Ave SE, NE 1 2800 LUNA 1 2800 LUNA 1 2800 LUNA	
PROJECT: 12401	
The DOVEWOOD Building	
481 Horticultural Drive Tulsa, OK 74104	
DRAWING TITLE:	
NORTH ELEVATION	
DRAWING NO:	
A09	





ARCHITECTURE OF AN IDEAL PLACE  
1000 N. 10TH ST. SUITE 100  
DENVER, CO 80202  
TEL: 303.733.1000  
WWW.AOAP.COM

ISSUE	DATE
1	10/10/00
2	
3	
4	
5	

DRAWN BY: PS

DATE: Feb 2008

SCALE:



401 YORK ST.  
SUITE 400  
BALTIMORE, MD 21201  
TEL: 410.528.1000  
WWW.AOAP.COM

PROJECT: 1240  
**The DOVEWOOD Building**

401 York Street  
Baltimore, MD

DRAWING TITLE:  
**EAST ELEVATION**

DRAWING NO:  
**A10**

Appendix 6: Site Plans and Elevations

Appendix 6: Site Plans and Elevations

## Appendix 7: Rationale Letter



**MARC A. LAMERTON**, Principal  
 Architect AIBC  
 B.A., M.Arch., LEED AP

May 04, 2018

**To:** *City of Salmon Arm  
 Development Services Department  
 Box 40, 500 – 2<sup>nd</sup> Avenue N.E.  
 Salmon Arm, BC, V1E 4N2*

**Re:** *Development Permit Application – 481 Harbourfront Drive - Design Rationale*

The proposed development at the above noted address involves the construction of a 4-storey, mixed-use building with a total gross floor area of around 24,000sf. The first floor will include the main Lobby, plus commercial (office) space and 8 indoor parking stalls. The second and third floors will be entirely office use, and the fourth floor will contain two residential units overlooking Shuswap Lake (plus a south-facing patio amenity area). Overall, the project is consistent with the vision of the Official Community Plan and the Zoning, which encourages mixed-use developments of this kind.

During the first phase of the project, a feasibility study was undertaken. At this stage, the project team discovered that the restrictions inherent to the site meant that some creativity would be needed to overcome the challenges. Firstly, we worked through the details of the Riparian Area Regulation Report that was previously registered (and still valid) for the property. The Report specified a 6m SPEA from the top of the existing rip-rap slope, plus a 1.5 meter buffer (for building maintenance and access).

The other restriction was the shape of the property itself. With the site being narrow at the back (north), and flaring out towards a curving section of Harbourfront Drive, it was clear that a non-orthogonal design solution would be needed. The desire to develop the site to its 'highest and best use' meant literally building higher, and resulted in a 4-storey project (though not close to the 19m height maximum for this zone), with a forty-five degree angle use in plan to adapt to the lot geometry.

Parking - as is typical with larger developments - was also a challenge. The decision to include 3 floors of office space, along with the 2 residential units, yielded a requirement of 47 parking stalls (plus 2 loading stalls). Even with a relatively compact building footprint (which includes the 8 indoor stalls), we were only able to accommodate 22 stalls on site. After exploring a few options of how to deal with the parking shortage (including a possible Variance Request), the Owner made the conscientious move to acquire a nearby property for the sole purpose of providing the required parking. The property, located at 650 Marine Park Drive, is across the street from the proposed building and has not proven (because of its adjacency to the CP Rail line) to be a suitable site for building. The formal link between the Harbourfront Drive building and the Marine Park Drive parking area will be formally enshrined via a legal covenant registered on both titles.

The general design approach for the building is intended to reflect both the natural setting and the urban fabric of this prime location. Earth-tone colours were chosen as a way to harmonize with the lakefront environment, evoking both the water and the flora along its edges. The material palette was selected to be durable and well-suited to the building typology, while still providing enough variation to satisfy the OCP guidelines and produce an interesting architectural result.

T 250-515-4801  
 E marc@malarchitect.ca  
 W www.malarchitect.ca

416B – 4<sup>th</sup> St. NE  
 SALMON ARM, BC, CANADA  
 V1E 4R3



## Appendix 7: Rationale Letter



**MARC A. LAMERTON**, Principal  
 Architect AIBC  
 B.A., MArch., LEED AP

The building form is essentially contemporary in character, fitting in with newer buildings like the CSRD and the Shoreline residential development, while respecting the more traditional nature of Lakeside Manor and the Prestige Inn. The incorporation of a flat roof design helps to keep the overall building height and visual impact to a minimum, while allowing for convenient location of screened mechanical equipment. Overhangs are provided – where practical – to offer some protection from southern sun, while ample windows are located on the north building elevation to take advantage of the remarkable views of Shuswap Lake.

Landscaping will be provided onsite to soften the effects of the parking / drive aisle area and the building itself. The planting specified for the SPEA zone meets the requirements of the RAR Report and is consistent with other improvements to the foreshore in this part of Salmon Arm.

The project team is very excited about moving on to the next phase of this development and we look forward to working with City Staff, Council, and members of the public towards a wonderful result.

Should you have any questions regarding the proposed development, please do not hesitate to contact me.

Yours very truly,

Marc Lamerton, Architect AIBC  
 B.A., MArch., LEED AP

T 250-515-4801  
 E marc@malarchitect.ca  
 W www.malarchitect.ca

4168 – 4<sup>th</sup> St. NE  
 SALMON ARM, BC, CANADA  
 V1E 4R3



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

---

**To:** Kevin Pearson, Director of Development Services  
**DATE:** 06 June 2018  
**PREPAERD BY:** Chris Moore, Engineering Assistant  
**OWNER:** 1112031 BC Ltd., Box 2, Salmon Arm, BC, V1E 4N2  
**APPLICANT:** Exel Construction Ltd., Box 1086, Salmon Arm, BC, V1E 4P2  
**AGENT:** Rick Semenzin, Box 1086, Salmon Arm, BC, V1E 4P2  
**SUBJECT:** DEVELOPMENT PERMIT APPLICATION NO. DP-419  
**LEGAL:** Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328  
**CIVIC:** 481 Harbourfront Drive NE

---

Further to your referral dated 15 May 2018 we provide the following servicing information. The following comments and servicing requirements are not conditions for Development Permit; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. The proposed development shall be serviced with underground electrical and telecommunication wiring upon development.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures may be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of development the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the off-site improvements at the time of building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**DEVELOPMENT PERMIT APPLICATION NO. DP-419**

06 June 2018

Page 2

**Roads / Access:**

1. Harbourfront Drive NE, on the subject properties southern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. Harbourfront Drive NE is currently constructed to Local Road standard. One additional Street Light is required but no further upgrading is necessary. Owner / Developer is responsible for all associated costs.

**Water:**

1. The subject property fronts a 250mm diameter Zone 1 watermain on Harbourfront Drive NE. No upgrades will be required at this time.
2. The property is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a service of unknown size from the 250mm diameter watermain on Harbourfront Drive NE. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on Harbourfront Drive NE. No upgrades will be required at this time.
2. The property to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on Harbourfront Drive NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**DEVELOPMENT PERMIT APPLICATION NO. DP-419**

06 June 2018

Page 3

**Drainage:**

1. The subject property fronts a 525mm diameter storm sewer on Harbourfront Drive NE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 250mm service from the storm sewer on Harbourfront Drive NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed lot(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



**Chris Moore**  
Engineering Assistant



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

## Design Review Panel – May 24, 2018 Meeting Minutes

Prior to the discussion of DP-419, panel members Marc Lamerton and Bill Laird excused themselves.

Paul Burrows was appointed as Acting Panel Chair.

**Development Permit Application No. DP-419**

The Applicants summarized the proposal, referring to the site plans and building elevations, providing an explanation of the rationale of building siting which is aligned with the street frontage. This proposal includes a modern design standard with high quality finishes aligned to some degree with recent development along Harbourfront. Secure under building parking is proposed, along with on site surface parking. To meet the parking requirements of the Zoning Bylaw, additional parking will be provided across Harbourfront on a nearby property.

Panel members discussed the proposal, noting the quality of the proposed overall design and building materials. Questions were addressed regarding the approach to parking, with the DRP noting that the neighbours sharing access will be directly affected and very interested in how the offsite parking lot functions. Potential future changes in the area were noted associated with the potential underpass and changes to the rail crossing at Marine Park Drive. The DRP is supportive of the proposal.

**Panel Recommendation**

THAT the application drawings under review for application DP-419 be supported as presented.

The meeting adjourned at 3:10 p.m.

*Paul Burrows*

Endorsed by Paul Burrows, Acting Panel Chair



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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, June 10, 2019 at 7:00 p.m.**

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

**Proposed Rezoning** of Lot 2, Section 11, Township 20, Range 10, W6M KDYD, Plan KAP1915 from A-2 Rural Holding Zone to R-8 Residential Suite Zone.

**Civic Address:** 1631 - 10 Street SE

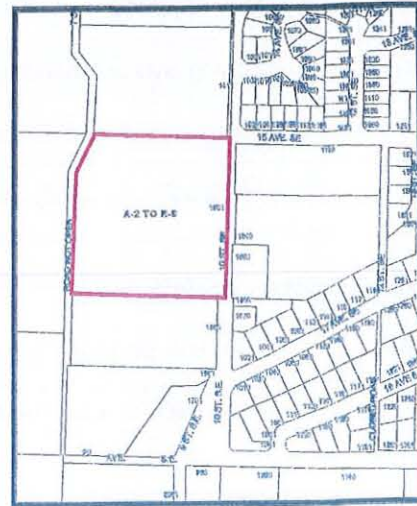
**Location:** West side of 10 Street SE and between 15 Avenue SE and 17 Avenue SE

Present Use: Single Family Dwelling

**Proposed Use:** To facilitate a future 43 parcel subdivision with R-8 regulations

Owner / Applicant: 0695662 BC Ltd.

Reference: ZON-1148/ Bylaw No. 4338



The files for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from May 28 to June 10, 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

22.1/23.1

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: May 15, 2019

Subject: Zoning Bylaw Amendment Application No. 1148

Legal: Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 1915

Civic: 1631 10 Street SE

Applicant: Shelly Massier / 0695662 BC Ltd.

## MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 1915, from A-2 (Rural Holding) to R-8 (Residential Suite Zone).

## STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

## BACKGROUND

The subject parcel is located at 1631 10 Street SE between 15<sup>th</sup> Avenue SE and 20<sup>th</sup> Avenue SE in the Hillcrest Neighbourhood as shown on Appendix 1 and 2. The parcel has a total area of 3.96 hectares, is designated Low Density Residential in the Official Community Plan (OCP) as shown on Appendix 3, and is currently zoned A-2 Rural Holding as shown on Appendix 4.

The proposal is to rezone the subject parcel to R-8 Residential Suite Zone to facilitate a future 44 parcel subdivision, R-8 Zoning regulations are attached as Appendix 5. A conceptual layout plan, which is subject to change has been provided for an associated subdivision application as Appendix 6. Site photos are attached as Appendix 7.

The layout plan demonstrates the subdivision with potential for 43 new residential parcels between 541 m<sup>2</sup> and 955 m<sup>2</sup> and 657.8 m<sup>2</sup> identified as parkland dedication. The proposal meets the required minimum parcel size requirements of the R-8 zone. The challenges of this property include steep slopes which will require a detailed site grading plan and retaining walls to mitigate.

The surrounding properties are designated Low Density Residential by the OCP and the area is comprised of R-1 and A-2 zoned parcels containing single family dwellings. The zoning map (Appendix 4) shows the zones in the immediate area. Land uses directly adjacent to the subject property include the following:

- North: Rural Holding (A-2) parcels
- South: Single-Family Residential (R-1) parcels
- East: Single-Family Residential (R-1) parcels
- West: 7<sup>th</sup> Street SE (unconstructed) Rural Holding (A-2) parcels

The initial application was to rezone to R-1 and upon advice from staff, the proposal was amended from A-2 to R-8. A single family dwelling exists on this property and the A-2 zone minimum parcel size for subdivision is 4 hectares. This amendment would facilitate future subdivision, the R-8 Zone allows for one single family dwelling and an accessory secondary suite or detached suite per parcel. Any new

construction would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

### OCP POLICY

The subject parcel is designated Low Density Residential in the OCP, and is within Residential Development Area B. The proposed R-8 zone is consistent with the Low Density land use designation. Residential Development Area B means that the land and surrounding infrastructure are the second highest priority for City investment in capital works projects. The property is within the Urban Containment Boundary (UCB) and OCP Policy 4.4.1 supports new growth within the UCB.

The proposed density is consistent with OCP Policy 4.4.7, which supports a wide range of housing types in Salmon Arm in order to meet the needs of the diverse lifestyles and aging population including affordable housing, sensitively integrated infill and intensification of existing development areas, and provision of low density single family developments.

The proposed zoning aligns with the Urban Residential Policies listed in Section 8.3, supporting compact communities and opportunities to incorporate transportation plans, parks and greenways. The density is consistent with Low Density Residential Policy 8.3.13 with a maximum density of 22 units per hectare. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, and community services. The policies of the OCP propose a neighbourhood park and greenways. The OCP Map11.1 identifies a future Neighbourhood Park to be dedicated on the subject property, and OCP Map 11.2 identifies a proposed Greenway along 7 Street SE.

#### *Secondary Suites*

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Low Density Residential designated areas subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel size requirements, the subject property has potential for the development of 23 secondary suites and 20 detached suites.

#### *Parkland Dedication*

A parcel 657.8 m<sup>2</sup> in size has been identified as parkland dedication on the conceptual layout; this amounts to 1.67%. The remaining 5% of parkland dedication required at subdivision will be provided through a combination of cash in lieu and additional land dedication on adjacent parcels. Staff walked the subject property and the proposed park area and the site combined with a future park dedication on the adjacent lot to the south appears to be suitable for a neighbourhood park.

### COMMENTS

#### Engineering Department

Subdivision and development is subject to the requirements of the City's Subdivision and Development Servicing Bylaw No 4163. Engineering staff are reviewing the related subdivision proposal and a servicing plan provided for that application. Detailed comments are not available at this time, although some general, preliminary comments include:

The servicing plan may involve or rely upon multiple downstream properties. Category C geotechnical reporting will be required for the proposed subdivision including any required main extension through steep slope areas. A detailed lot grading plan will be required. Site will be required to be pre-graded and shared retaining walls constructed prior to subdivision approval.

#### Building Department

No comments received at the time of writing this report.

#### Fire Department

No comments received at the time of writing this report.

#### Planning Department

The development as proposed is consistent with the Low Density Residential OCP designation. The proposed R-8 zoning is aligned with neighbouring land uses, including existing R-1 properties and A-2 properties to the north and east.



The R-8 zone regulations of the Zoning Bylaw are attached as Appendix 5. The minimum parcel area permitted under R-8 zoning is 450 square metres, or 700 square metres for a parcel containing a detached suite. At this time, it appears the intent of the applicant is to have 20 of 43 lots meet the minimum area and width required for a detached suite, 23 of the proposed lots in the would be limited to traditional secondary suites within the single-family dwelling. This R-8 pre-zoning approach was recommended to the applicant by staff.

The main access is proposed to be an extension of 15 Avenue SE from 10 Street SE. There are no up-to-date detailed street plans for this area, however the OCP has designated a basic road network plan over the area. This road network plan contemplates potential connections from the western portion of the subject property through adjacent parcels to the west and south. The proposed conceptual layout provides an option for access to adjacent lands to the west across, unopened, 7 Street SE connecting to 17 Avenue SW and Foothill Road. However it is important to note no development proposals have been made by the owners of those properties. There is also a Fortis Right of Way that could present additional challenges.

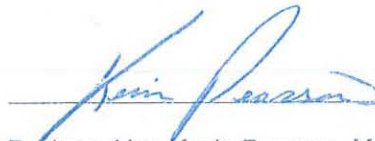
If this rezoning application is approved when development applications for the properties to the west are made further consideration of servicing needs will be required.

#### CONCLUSION

The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff. It is reasonable to rezone the subject parcel prior to subdivision.



Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner



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





0 75 150 300 450 600 Meters



Subject Parcel



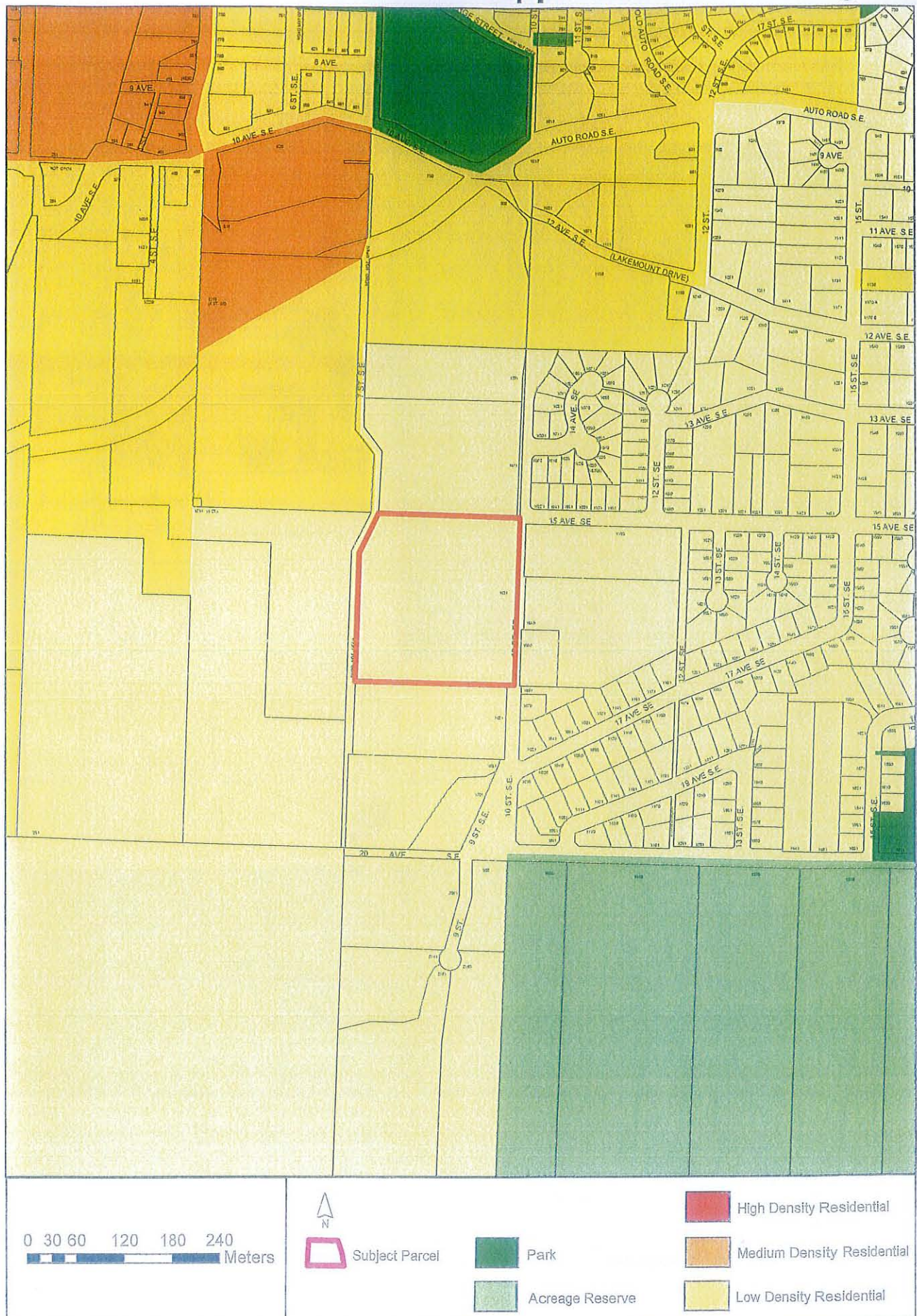


0 15 30 60 90 120 Meters

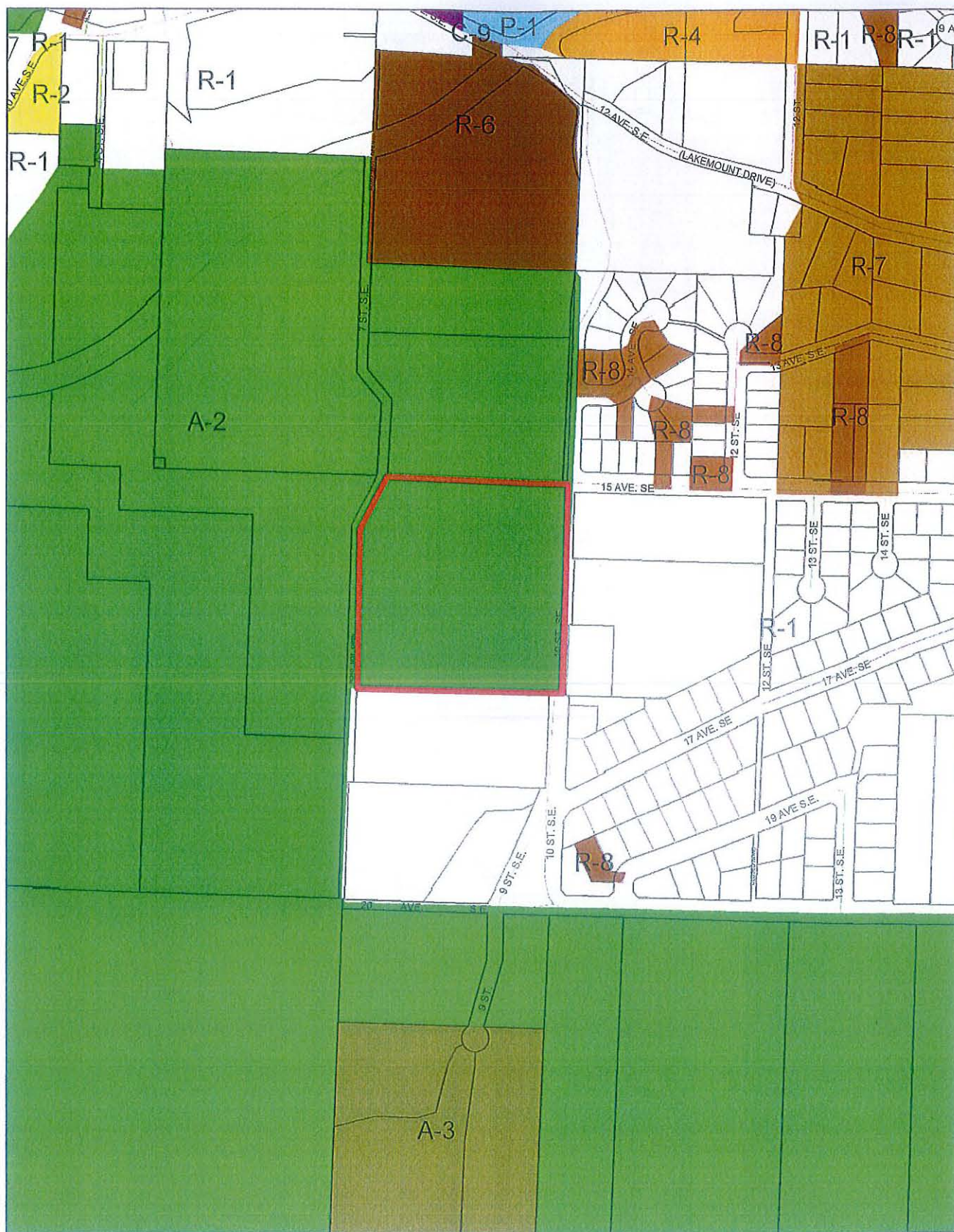


Subject Parcel









0 45 90 180 270 360  
Meters



Subject Parcels

## Appendix 5: R-8 Zone

## #3996 SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE

Purpose

- 13.1 The purpose of the R-8 Zone is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

Regulations

- 13.2 On a *parcel zoned* R-8, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-8 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 13.3 The following uses and no others are permitted in the R-8 Zone:

- |       |    |  |
|-------|----|--|
|       | .1 | <i>boarders</i> , limited to two;  |
| #3082 | .2 | <i>family childcare facility</i> ;   |
| #3082 | .3 | <i>group childcare</i> ;   |
|       | .4 | <i>home occupation</i> ;   |
|       | .5 | <i>public use</i> ;  |
|       | .6 | <i>public utility</i> ;  |
|       | .7 | <i>single family dwelling</i> ;  |
|       | .8 | <i>accessory use</i> , including <i>secondary suite</i> or <i>detached suite</i> . |

Maximum Number of Single Family Dwellings

- 13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

Maximum Number of Secondary Suites

- 13.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

Maximum Height of Principal Building

- 13.6 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

- 13.7 .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).  
 .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

Maximum Parcel Coverage

- #4272 13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, which may be increased to a maximum of 15% for all *accessory buildings* including those containing a *detached suite* provided the *accessory building* containing the *detached suite* has a lesser *building area* than the *single family dwelling*.

Minimum Parcel Area

- 13.9 .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).  
 .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:  
     .1 With lane or second *street* frontage 465.0 square metres (5,005.2 square feet)  
     .2 Without lane or second *street* frontage 700.0 square metres (7,534.7 square feet)



## SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED

### Minimum Parcel Width

- 13.10 .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).  
 .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:  
 .1 With lane or second *street* frontage 15.0 metres (49.2 feet)  
 .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)

### Maximum Floor Area and Floor Area Ratio

- 13.11 .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).  
 .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

### Minimum Setback of Principal Building

- 13.12 The minimum *setback* of the *principal building* from the:
- |       |    |   |                        |
|-------|----|---|------------------------|
| #3426 | .1 | <i>Front parcel line</i> shall be   | 6.0 metres (19.7 feet) |
|       | .2 | <i>Rear parcel line</i> shall be  | 6.0 metres (19.7 feet) |
|       | .3 | <i>Interior side parcel line</i> shall be   | 1.5 metres (4.9 feet)  |
|       | .4 | <i>Exterior side parcel line</i> shall be   | 6.0 metres (19.7 feet) |
| #2811 | .5 | Notwithstanding Sections 13.12.2 and 13.12.3., a <i>principal building</i> on a corner <i>parcel</i> may be sited not less than 1.5 metres (4.9 feet) from the <i>rear parcel line</i> provided the combined total of the <i>rear</i> and <i>interior side yards</i> shall be not less than 6.0 metres (19.7 feet). |                        |
|       | .6 | Refer to Section 4.9 for "Special Building Setbacks" which may apply.   |                        |

### Minimum Setback of Accessory Buildings

- 13.13 The minimum *setback* of accessory *buildings* from the:
- |       |    |   |                        |
|-------|----|---|------------------------|
| #2811 | .1 | <i>Front parcel line</i> shall be   | 6.0 metres (19.7 feet) |
|       | .2 | <i>Rear parcel line</i> shall be  | 1.0 metre (3.3 feet)   |
|       | .3 | <i>Interior side parcel line</i> shall be                                       | 1.0 metre (3.3 feet)   |
|       | .4 | <i>Exterior side parcel line</i> shall be                                       | 6.0 metres (19.7 feet) |
|       | .5 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. |                        |

### Minimum Setback of a Detached Suite

- 13.14 The minimum *setback* of an accessory *building* containing a *detached suite* from the:
- |  |    |   |                        |
|--|----|---|------------------------|
|  | .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
|  | .2 | <i>Rear parcel line</i> shall be          | 3.0 metres (9.8 feet)  |
|  | .3 | <i>Interior side parcel line</i> shall be | 2.0 metres (6.5 feet)  |
|  | .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
|  | .5 | <i>Parcel line</i> adjacent to a lane     | 1.2 metres (3.9 feet)  |

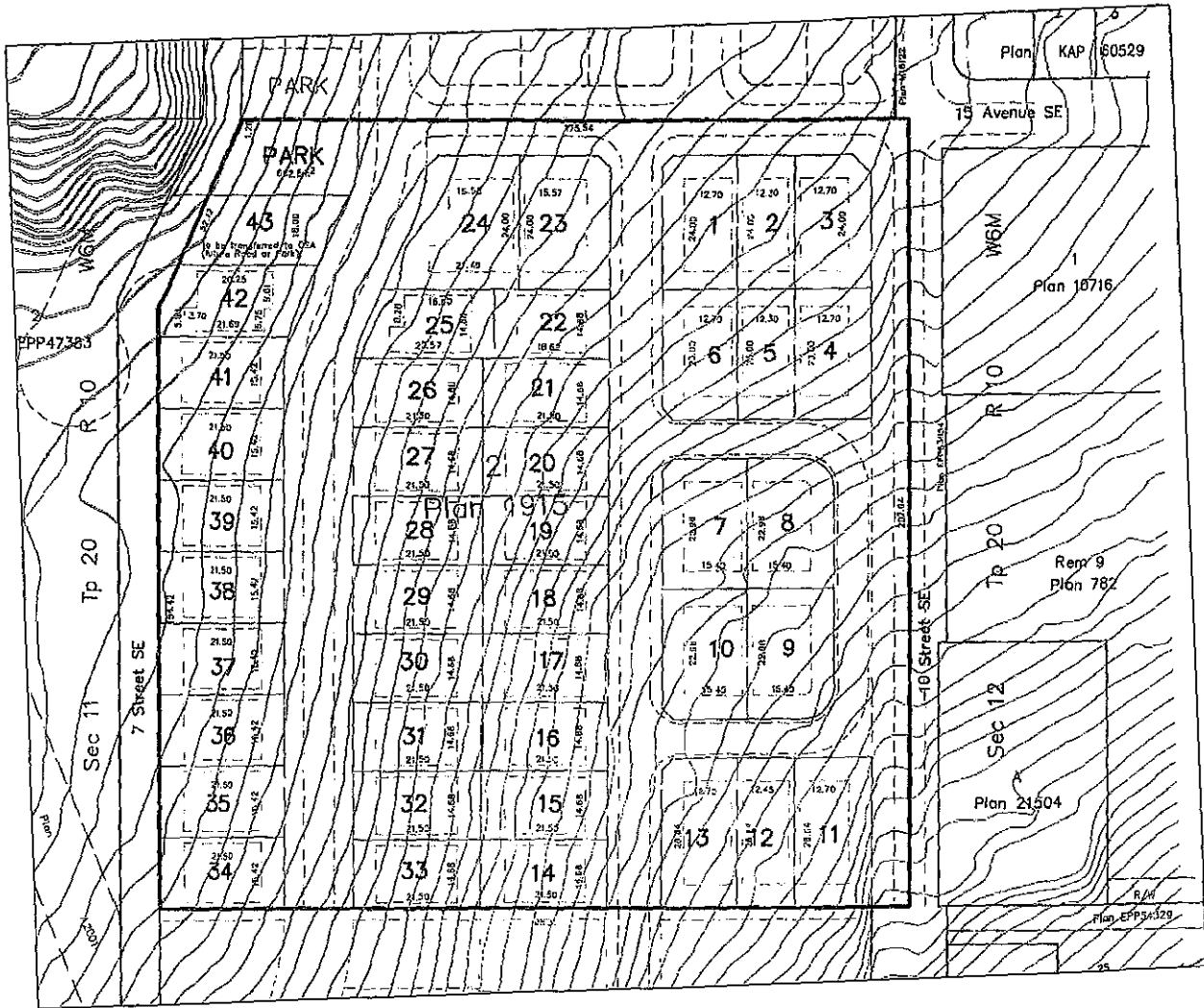
### Parking

- 13.15 .1 Parking shall be required as per Appendix I.  
 .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

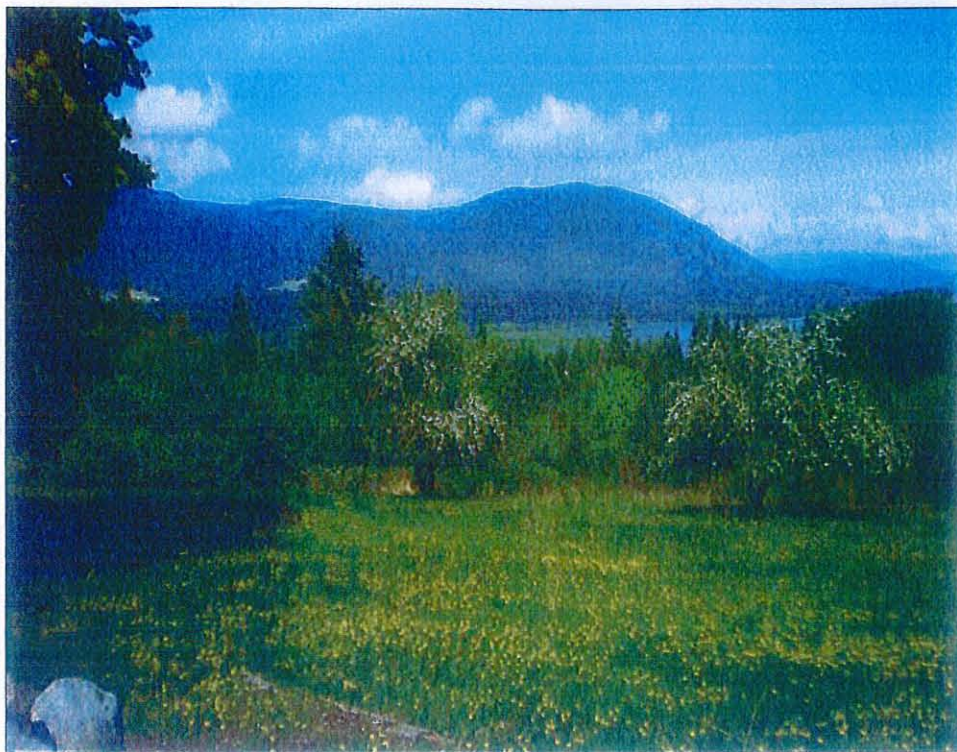
### Detached Suite

- 13.16 Refer to Section 4.2 for General Regulations.

## Appendix 6: Conceptual Layout



## Appendix 7: Site Photos



Northwest from existing driveway.



South from north property line.



## Appendix 7: Site Photos



West across 10 Street SE from 15 Avenue SE



West from existing yard.



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Item 23.1

## CITY OF SALMON ARM

Date: June 10, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4338 be read a third and final time.

[ZON-1148; 0695662 BC Ltd.; 1631 - 10 Street SE; A-2 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. 4338

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

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

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

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

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

Rezone Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 1915, from A-2 (Rural Holding) 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. 4338

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4338**"

READ A FIRST TIME THIS            May            DAY OF            27            2019

READ A SECOND TIME THIS        May            DAY OF            27            2019

READ A THIRD TIME THIS                            DAY OF                            2019

ADOPTED BY COUNCIL THIS                        DAY OF                        2019

\_\_\_\_\_  
MAYOR

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



The map displays a grid of lots and streets. A large lot, bounded by 10th St. SE, 11th St. SE, 12th St. SE, and 13th St. SE, is highlighted in pink and labeled 'A-2 TO R-8'. The map includes numerous lot numbers, street names (e.g., 14th Ave. SE, 15th Ave. SE, 16th Ave. SE, 17th Ave. SE, 18th Ave. SE, 19th Ave. SE, 20th Ave. SE), and a 'CLOSED ROAD' label. A 'ROAD NOT OPEN' label is also present on the left side. The map is oriented with North at the top.

Item 25.

## **CITY OF SALMON ARM**

Date: June 10, 2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of June 10, 2019, be adjourned.

### **Vote Record**

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

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

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## INFORMATIONAL CORRESPONDENCE – JUNE 10, 2019

1.	Building Department – Building Statistics – May 2019	N
2.	Building Department – Building Permits – Yearly Statistics	N
3.	R. Currie – letter dated May 25, 2019 – August 2019 Bus Passes	R
4.	S. Haines – letter dated May 27, 2019 – Request for approval of installation of billboards at the Al Boucher Memorial Playground	A
5.	D. MacQuarrie – letter received May 29, 2019 – Moving forward together initiative	A
6.	A. Worton, Sockeyes Meet Manager – email dated May 28, 2019 – Camping Request	A
7.	B. Killick, Rotary Club of Salmon Arm – letter dated May 29, 2019 – Request for Celebration Barbeque at Marine Park	A
8.	L. Wong, Manager, Downtown Salmon Arm – letter dated May 29, 2019 – Salmon Arm Apple Fest	A
9.	L. Wong, Manager, Downtown Salmon Arm – letter dated May 30, 2019 – Multicultural Day, June 27	N
10.	J. Henderson, Co-chair, Shuswap Theatre – letter dated May 30, 2019 – Ozone Festival	N
11.	S. Crocker, Coordinator for TOTE 2019, Shuswap Theatre – letter dated May 31, 2019 – Theatre On The Edge, Request to close alley	A
12.	K. Voth, Public Engagement Coordinator, The Wellspring Foundation for Education – email dated May 31, 2019 – Lake2Lake Ride for Rwanda – Salmon Arm Permit Request	A
13.	M. Fowler, President, Royal Canadian Legion #62 – Letter received June 3, 2019 – Legion Week in Canada	A
14.	M. Lewis, Dalton Gardens Church of Christ – Email dated June 4, 2019 – Blackburn Park Community Picnic	A
15.	C. Ondang, CCRP Program Coordinator/Family Support Worker, Shuswap Children's Association – email dated May 30, 2019 – We need your help!	A
16.	D. McDonald, President, Shuswap TrailRider Adaptive Adventure Society – Email dated June 3, 2019 – June 15 at BC Parks	A
17.	I. Hearder, Pregnancy Outreach Program Coordinator, Shuswap Family Centre – Email dated June 5, 2019 – Use of Marine Peace Park June 11, 2019	A
18.	J. Koster, Office Administrator, First United Church Salmon Arm – Letter dated June 5, 2019 – Fletcher Park Worship Service	A
19.	P. McIntyre-Paul, The Shuswap Trail Alliance – email dated May 29, 2019 – Minutes and updated from May 17 <sup>th</sup> Rail Trail Governance Advisory	N
20.	Okanagan Regional Library, 2018 Annual Report	N
21.	Pride Potluck Picnic Invitation, June 18, 2019	N
22.	L. Helps, Mayor, City of Victoria – Letter dated May 29, 2019 – Provincial support for Libraries	N
23.	C. Peters, BC anti-human trafficking educator, speaker, advocate – email dated May 30, 2019 – new Canadian Human trafficking hotline number	N
24.	Office of the Seniors Advocate – email dated May 31, 2019 – OSA Research Rounds, May 31, 2019	N

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

# CITY OF SALMON ARM

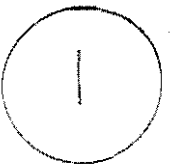
## CITY OF SALMON ARM BUILDING DEPARTMENT REPORT MAY 2019

LAST YEAR (2018)  
CURRENT MONTH YEAR-TO-DATE

CURRENT YEAR (2019)  
CURRENT MONTH YEAR-TO-DATE

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	14	4,637,000	48	15,386,999	7	2,030,000	16	4,925,000
2	Misc. Additions etc. to SFD's	4	110,000	41	1,577,524	14	516,675	29	1,399,300
3	New Single Family Dwellings with suites					-	-	5	2,058,000
4	New Secondary/Detached Suites					3	460,000	5	495,000
5	New Modulars/MH's (Factory Built)	2	316,000	4	840,000	-	-	4	1,040,000
6	Misc. Additions etc. to Modulars/MH's	-	-	5	15,155	2	6,800	4	20,800
7	MFD's (# Units)	1 (4)	550,000	2 (8)	1,599,000	1 (2)	500,000	1 (2)	500,000
8	Misc. Additions etc. to MFD's	-	-	1	1,500	1	36,000	4	106,000
9	New Commercial	-	-	-	-	-	-	2	6,460,000
10	Misc. Additions etc. to Commercial	2	60,000	6	158,900	4	75,200	9	234,553
11	New Industrial	1	30,000	4	300,000	-	-	3	3,343,998
12	Misc. Additions etc. to Industrial	1	35,000	3	167,000	1	500,000	2	810,000
13	New Institutional	1	100,000	1	100,000	-	-	2	586,033
14	Misc. Additions etc. to Institutional	1	35,000	2	44,000	-	-	2	26,000
15	Signs	5	16,200	15	62,244	9	21,005	21	145,839
16	Swimming Pools, Pool Buildings	-	-	-	-	-	-	1	70,000
17	Demolitions	3	-	5	-	5	-	9	-
18	Temporary Trailers, A & B Permits	1	-	3	-	1	-	2	-
19	Misc. Special Inspections, etc.	-	-	4	-	5	-	16	-
	<b>TOTAL PERMITS ISSUED</b>	<b>36</b>	<b>5,889,200</b>	<b>144</b>	<b>20,252,322</b>	<b>53</b>	<b>4,145,680</b>	<b>137</b>	<b>22,220,523</b>

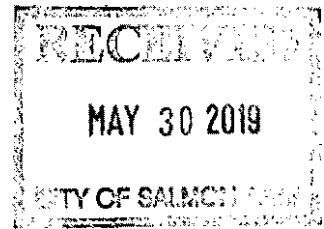
MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)  
Farm building values not included





BUILDING PERMITS - YEARLY												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,488	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,276,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,389	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,435	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,823	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,486,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523							

Dr. Richard Currie  
2291 1<sup>st</sup> Avenue SE  
Salmon Arm, BC, V1E 1K1  
250-517-9553  
RichardACurrie@gmail.com



May 25, 2019

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

Dear Mayor Harrison and Council,

We are three families in Salmon Arm who have privately sponsored a refugee family from the Central African Republic. Moussa, his wife and six children arrived in Salmon Arm on August 1<sup>st</sup>, 2018. Upon arrival City Council very kindly supported them with transit passes for six months, and in early 2019 this offer was extended for a further six months. On behalf of myself, my fellow sponsors, Moussa and his family, we wish to express our sincerest thanks.

Those passes have allowed the Moussa family to thrive in their new home. With the aid of the transit passes Moussa and his family acquired part-time employment downtown, attended English classes, enrolled the children in local sports, and quickly became independent in terms of shopping, visiting new friends, and attending medical and dental appointments. This was all made possible through your support.

It is with some pride, and a great deal of sadness, that I announce that Moussa and his family have done so well and become so independent during their short time in Canada that they now feel confident moving out on their own. At the end of July the family will be moving to Quebec where the three older children will be able to pursue their post-secondary education in their native language of French. Although we are sad to see them go, we understand that it is the right decision for them.

Due to a brief gap between the provision of the two separate gifts of six months of transit passes, the Moussa family currently holds transit passes for the month of August 2019. Specifically, four adult passes. Obviously they will no longer be able to use these and we all wish to ensure that we can honour the spirit of the gift by seeing that the passes not go to waste. Can we return them to City Council for use by another refugee family or an alternative use? Can the Council recuperate the costs through a refund? If not, then we the sponsors would like to reimburse the City for the cost of the August passes, and perhaps we ourselves can find someone in need to give them to.

Thanks again for your generous support. It was most appreciated.

Sincerely,

Richard Currie  
(and fellow sponsors Callum Reid, Nadia Widmer, Alyson Stone, Daniela Widmer, & Damien McCombs)

May 27, 2019

To: Salmon Arm City Council  
Box 40, 500 2 Ave NE  
Salmon Arm, BC V1E 4N2

By email: [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca)

We are writing to request that the City of Salmon Arm approve the installation of two alupanel billboards on the steel structure covering the Al Boucher Memorial playground, located at the Canoe ball diamonds at William Baker Park.

The Alain Boucher Memorial Project is a long-term development plan to improve and enhance the ball diamonds at the Canoe ball field, thereby increasing participation and enjoyment in the local slo-pitch league, as well as allowing for larger tournaments and events, which will benefit the community at large. Al was a huge proponent of supporting local businesses, and was always looking for ways to develop the economy of Salmon Arm – we believe that this project is a fitting tribute to a man who gave so much, and is of lasting benefit to the community of Salmon Arm.

The Al Boucher Memorial playground was built in 2017, and the shelter completed in 2018. We would now like to install the billboards on the shelter to recognize all of the generous sponsors who made this project a possibility, and to acknowledge that the playground is a memorial to our friend and teammate.

I have attached the proof for the sign, the design we have chosen is Option B. Please do not hesitate to contact me if you require further information.

Thank you for your consideration of this request.

Yours truly,

Sheena Haines  
Cc: Krista Jonker, Chelsey Adams, Chris Bartsch

OPTION A: Qty. 2 - 192"x 48" Alupanel Signs

# AL BOUCHER MEMORIAL PLAYGROUND

22



OPTION B: Qty. 2 - 192"x 48" Alupanel Signs

# AL BOUCHER MEMORIAL 22 PLAYGROUND 22





Good morning Caylee:

Since we are under new management I would like to adhere to the protocol which is now in place. Do you have a document that spells out how citizens are to approach council with a proposal? I am not sure if I am to start with you or Erin, or both? Nothing like doing things that pleases everyone? Which is all inclusive. Isn't that what we are about? THANKS

I spoke with Al about getting the address for the UBCM from you. The following is self explanatory. Please give me a text or call when I can explain further.  
Peace dan

Greetings your worship Al, and council:

The following is the edited/enhanced copy of the PowerPoint we presented March 26, 2019.

This is followed by our proposed letter to the UBCM. If it is compatible with your understanding of what we've been doing together, then the question is, "to get it included in this years UBCM agenda", when do we send it? Early September? Or sooner?

Greetings \_\_UBCM Address\_\_\_\_:

THANKS to the UBCM and your creative thinkers who realized how important it is, for one community to share with another those initiatives which build a **more inclusive** Canada.

**Moving forward together**, Is an inspirational concept. It begins when one person invites another to an event in which they are passionate about. A prime example happened May 22, on a wind swept Hill in Saskatchewan. Prime Minister Justin Trudeau exonerated Poundmaker. To the ears of Indigenous people, he was acknowledging the whole truth about the Capture, incarceration, and vilification of Poundmaker, and inviting us to do the same.

<https://globalnews.ca/video/5308111/trudeau-delivers-full-statement-of-exoneration-and-apology-of-chief-poundmaker>

Five years ago, We at MacQuarrie Institute, accepted an invitation from former Mayor Nancy Cooper, to explore the possibility of indigenous and nonindigenous communities working more closely together.

Our latest initiative sets out **a model** to address HOW we are going to go forward together?. First, we consider how Canada came into being; only this time we acknowledge the whole truth.

Then we address what we considered to be a major challenge for our society, "we seniors are loosing our hearing." We are no longer able to participate, or be a contributing member of our community. What to do?



We began by inviting the mayor and council to install an Auris Loop in the council chambers. Those with the latest hearing aids can now continue to participate in what's going on locally.

Then we designed an experiential workshop to inform the public of what Technology has to offer.

Followed by addressing the issue of privacy, i.e. We no longer need to raise our voices so the hard of hearing can be included, We did this by installing a smaller Auris Loop in a local pharmacy, and another in a financial institution.

Then we entered into a partnership with the school district. Working with their staff and senior students, those soon to be graduating, giving them an opportunity to practice what they had been Learning.

We believe the crowning jewel could be, to recommend that "Debating teams," be reinstated as a regular item of the school curriculum, i.e. give our young people a forum, that focuses on peace rather than war.

We share this attachment at no financial cost to you. Hoping that you will circulate, and promote our model throughout the UBCM ? THANKS

PS: I use a large font to do what I do while I still can. Thanks for your patience and understanding.

Peace, dan



Dan MacQuarrie, facilitator  
*Peace/All My Relations, Dan*

SALMON ARM  
BECOMES A LEADER  
IN

# Building An All INCLUSIVE Community

A FAIR COMMUNITY WITH A LEVEL PLAYING FIELD



## HONOURING A NATION



Royal Proclamaion Act 1763  
NO SETTLEMENT WITHOUT A TREATY  
TREATY of NIAGRA 1764  
INDIGENOUS AGREED TO :

1. Share the LAND
2. For Health ,Housing, & Education,  
Equal resources as spent by Settlers.
3. Share profits from resource developments
4. WAMPUM BELTS —TWO NATIONS.
5. Traveling down the RIVER of LIFE,  
NEITHER INERFERING with the other
6. William Johnson signed for King George 2



## Protocol Agreement

THANKS to UBCM for CDEATING  
MOVING FORWARD TOGETHER



Photo Credit: Rocky Deneault

## WHAT ABOUT US ?

*Seniors are the largest group in our society  
More and more of us cannot hear*

Do we continue hollering at one another ?



## SEMINARS

We sponsored a well attended awareness seminar  
at First United Church OCT 2017



Lessons learned  
"Keep Us In the Loop"

Regular Checkup  
& Get your  
hearing aid  
NOW

## THE AURIS LOOP IN THE COUNCIL CHAMBER

WE ARE NOT PROMPTING A BUSINESS THAT SELLS THE TECHNOLOGY  
BUT THE SERVICE ITSELF

This levels the playing field,  
especially for those with T-Coil  
technology. Thank You!

## **ADDRESS THE NEED FOR PRIVACY**

Many cannot hear in public spaces  
at service counters such as  
financial institutions, health  
service centres and pharmacies.

## **AURIS COUNTER LOOPS INSTALLED SASCU & ASKEWS**





## **WIRELESS EARSETS**

They are the preferred mic for the Auris loop as they maintain a constant reliable signal.



## **PARTNER WITH SD#83**

Invite teachers and classes to explain the advantages of latest technology for businesses and other community groups that serve the public.

Help our students to experience real life.

# BASEBALL

EVERY YEAR, ONCE SPRING HAS SPRUNG,  
MY WORLD REGAINS PROPER PROPORTION,  
BECAUSE BASEBALL IS BACK. I LOVE THE  
CENTRAL METAPHOR OF THE GAME - "ALL OF US  
HELPING EACH OTHER TO MAKE IT HOME."

RICHARD WAGAMESE - EMMER'S



**From:** Anitra Worton  
**Sent:** May-28-19 6:20 AM  
**To:** Darby Boyd  
**Subject:** Camping Request

Good morning Darby,

I met you at one of our Sockeye executive meeting you attended. I would like to request permission for onsite RV camping at the Recreation Centre for up to 20 self-contained RVs for our 2019 Sockeye BCSSA swim meet scheduled for July 27-28. Campers would arrive July 26 after 3 pm and depart July 28 by 5:30 pm.

We are very thankful for Recreation Society support and help last year to learn how best to address the needs of various stakeholders and to give us suggestions that allowed us to ensure everyone involved was respected to the best of our abilities. The camp was set up and supervised while campers arrived and sites were clearly delineated so that we did not take more than our designated space. The site was also, inspected and clean of any waste after the meet.

The camping we provide our swimming families are critical to the success of our meet. Many of the campers are volunteer officials or families that need to be close to the pool.

Last year our designated camping site was by the Hucul Pond and the Trans Canada Highway. We would like use this site once again. If we have the Recreation Society support for this please advise my next steps for gaining approval from city hall and city council.

Please let me know how you prefer to correspond about my request. I am available to meet with you in person or through phone calls and emailing.

Sincerely,

Anitra Worton

Sockeyes Meet Manager

6



## *Rotary Club of Salmon Arm*

District 5060

P.O. Box 224, Salmon Arm, British Columbia, Canada, V1E 4N3

*The Profits Most Who Serves Best*

May 29, 2019

Council Members  
City of Salmon Arm

Dear Council

During the first week of June the erection of a re-commissioned sign will take place at the entrance to the Salmon Arm Marine Park. The original sign was placed 30 to 35 years ago by the City of Salmon Arm and the Salmon Arm Rotary Clubs in celebration dedicating Marine Park as a Peace Park. Members of the Rotary Clubs of Salmon Arm will attend this event. They will join City Staff in planting flowers at the sign's location and an unveiling to the public will occur.

Later in June, on a date approved by Donna Flatman, scheduler of Marine Park events, the Rotary Clubs of Salmon Arm would like to hold a Celebration Barbeque in recognition of the Signs unveiling and Rotary's ongoing commitment to improving our community.

We are currently hoping for the Thursday evening of June 20<sup>th</sup> or the afternoon of Sunday June 23<sup>rd</sup>. The event is anticipated to run 2 to 3 hours.

The Barbeque will be attended by Rotarians, Spouses and Friends of Rotary. Current estimate would be up to 100 people. We also extend an invitation to have a City Council Member and Guest attend.

"This letter serves as a written request" addressed to Salmon Arm City Council to grant the approval for Rotary to hold this Celebration Barbeque on a date yet to be approved by Donna Flatman.

Sincerely Yours  
Bruce Killick  
Rotary Club of Salmon Arm  
Tel. 250 833 8588

7.



**DOWNTOWN**  
**SALMON ARM**

Mayor and Council  
City of Salmon Arm  
PO Box 40  
Salmon Arm, BC V1E 4N2

May 29, 2019

Dear Mayor and Council,

RE: Salmon Arm Apple Fest

The Salmon Arm Downtown Improvement Association in partnership with Askews Downtown is again hosting this year's **Salmon Arm Apple Fest**, Saturday September 28, 2019. This free community event is at the Ross Street Plaza & Stage from 10-3pm, to celebrate our agricultural background and showcase our local apple growers. Over the years, we've attracted several hundred people to the downtown core to sample, taste and learn more about apples.

The event will be hosted in conjunction with the downtown Farmers' Market, for even more fun and entertainment!

In addition, we are requesting the street closure of Hudson Avenue, between Ross Street and Alexander Street from 7am to 5pm to accommodate all the festivities.

In addition to local growers, there will be vendors with apple products such as dried apples and apple preserves. Local downtown businesses such as Meikle Studios and Intwined Fibre Arts have participated with interactive activities, along side Ecotreats with their delicious apple inspired baking.

Children's activities will take place all day with games, crafts, a face painter and entertainer. We will be encouraging our merchants to showcase apple-themed products. Again this year is the Mobile Juice Factory where the public can bring down their apples to get them juiced.

We hope Mayor and Council takes the opportunity to come downtown on this day to partake in this celebration of apples and show support for our local **farmers** and producers.

Thank you for your continued dedication to downtown Salmon Arm and support for community events.

Respectfully

Lindsay Wong  
Manager

DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9





**DOWNTOWN**  
**SALMON ARM**

Mayor and Council  
City of Salmon Arm  
PO Box 40  
Salmon Arm BC, V1E 4N2

May 30, 2019

Dear Mayor and Council

RE: Multicultural Day, June 27

Shuswap Immigrant Services Society and Downtown Salmon Arm are hosting Multicultural Day, June 27 2019 to celebrate Canadian multiculturalism, which ensures that all citizens can keep their identities, take pride in their ancestry and have a sense of belonging.

Shuswap Immigrant Services Society et Downtown Salmon Arm organisent la Journée multiculturelle, le 27 juin 2019, pour célébrer le multiculturalisme canadien qui garantit que tous les citoyens peuvent garder leur identité, être fiers de leur ascendance et avoir un sentiment d'appartenance.

This festival is an opportunity for all Canadians to celebrate and appreciate the contributions of the various multicultural groups and communities to Canadian society.

Ce festival est l'occasion pour tous les Canadiens de célébrer et d'apprécier les contributions des divers groupes et communautés multiculturels à la société Canadienne.

You are all personally invited to taste food and beverages, watch dance, music and other live performances, take part in demonstrations and learn about the cultural diversity that is here in the Shuswap.

Vous êtes tous personnellement invités à goûter de la nourriture et des boissons, à assister à des spectacles de danse, de musique et d'autres spectacles, à participer à des démonstrations et à découvrir la diversité culturelle dans la région du Shuswap.

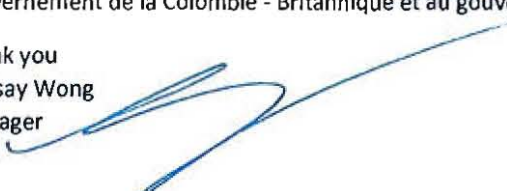
Let's Gather Together to be inspired, engaged and enriched.  
Rassemblons-nous pour être inspirés, engagés et enrichis.

Event location – Ross Street Plaza and Hudson Ave, downtown Salmon Arm 4-8pm  
Endroit de l'événement – Ross Street Plaza et Hudson Ave, centre-ville de Salmon Arm, de 16h à 20h

We couldn't do this without support and funding – thank you to the City of Salmon Arm, SASCU, Government of BC, Government of Canada

Nous ne pourrions pas le faire sans le soutien et le financement – merci à la ville de Salmon Arm, SASCU, gouvernement de la Colombie - Britannique et au gouvernement du Canada.

Thank you  
Lindsay Wong  
Manager



DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9

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City of Salmon Arm Mayor and Council

May 30, 2019

Re Ozone festival

Your Worship and Council Members

A big thanks for agreeing to be a festival sponsor for the Okanagan Zone Drama festival, May 17 to 24. It was a great success with lots of "it's the best festival" comments being made. Everyone was impressed with the hospitality, food, venue and the quality of the plays. I was glad to see that some of the council members and city staff were able to attend some of the plays.

The cast and crew of the six visiting community theatres totalled one hundred. All stayed at least one night and many stayed two or more nights. There were many people throughout the valley who stayed all week.

Theatre On The Edge, which occurs July 19 to 21, was well publicized. Many people said they would be returning for that festival.

Again, thank you for your generous contribution. The budget allowed for delicious food, an expert adjudicator, great decorations, good publicity, all contributing to an A class well run festival.

Thank you for all your continued support of Shuswap Theatre.

Joyce Henderson  
Co-chair



May 31st, 2019

Mayor and Council  
City of Salmon Arm  
Box 40  
Salmon Arm, BC  
V1E 4N2

Your Worship and Councillors;

Shuswap Theatre is excited to be presenting the fifth annual Theatre On The Edge on July 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>. Seven theatre companies from Vancouver, Kamloops, Salmon Arm, Grindrod and Kelowna have signed on to present their plays. Each play will be performed twice during the three days.

As well as the excitement on the stage, the entertainment continues on the patio for the hours between the plays. As in other years, we ask you for permission to close off the alley beside the theatre for the three days. Closure of the alley allows us to put up an outdoor stage and have tables where people can sit and relax as they listen to Salmon Arm musicians. Peter Robertson, who owns the parking area on the east side of the alley, is agreeable to the alley being closed for that weekend. We are considering using modular fencing to make the area more secure after hours.

We are working with neighboring business Blue Canoe this year, so food will be available as the people wait for the next play to begin.

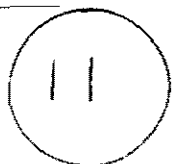
The festival brings many out of town people who stay for the weekend. Over the past three years the festival has gained a faithful audience from the Thompson / Okanagan corridor. Salmon Arm does benefit economically from the festival.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Scott Crocker', written over a horizontal line.

Scott Crocker

Coordinator for TOTE 2019



**From:** Kristie Voth [<mailto:kristie@thewellspringfoundation.org>]  
**Sent:** May-31-19 3:33 PM  
**To:** Jennifer Cook; Rob Niewenhuizen; Jennifer Wilson; Darin Gerow  
**Subject:** Lake2Lake Ride for Rwanda - Salmon Arm Permit Request

Hello,

Not certain who to contact regarding this, but please forward this onto who it pertains to. You will find attached a letter requesting permission to hold our cycling event in the City of Salmon Arm on September 14th and 15th, 2019. We do not require any road closures. You may go to [www.lake2lake.org/route-maps](http://www.lake2lake.org/route-maps) to see the route and specifics of the ride through the Vernon - Spallumcheen - Armstrong - Salmon Arm -Columbia Shuswap (C&D) regions.

I have actually attached a formal letter to this email, outlining the route and specifics of the ride through the City of Salmon Arm.

As always, we will remind cyclists to use caution, obey traffic laws, and ride respectfully.

Upon approval, we will list the City of Salmon Arm as one of our additional insureds at \$2 million. If requested, we can forward a copy of this insurance to you once it is received closer to the event date.

Please let me know if you have any questions or concerns. I look forward to hearing from you!

KRISTIE VOTH | PUBLIC ENGAGEMENT COORDINATOR



Unit 210-20171 92A Avenue, Langley, BC V1M 3A5  
T 604.371.2705 ext. 206 [www.thewellspringfoundation.org](http://www.thewellspringfoundation.org)



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## Lake2Lake Ride for Rwanda September 14 & 15, 2019

The Wellspring Foundation for Education will be hosting our 10<sup>th</sup> annual Ride for Rwanda Lake2Lake Ride. This ride will travel through various areas within the City of Salmon Arm. We wanted to ensure that you were well informed of our proceedings. Should you have any questions or concerns, please do not hesitate to reach out.

Website: [www.lake2lake.org](http://www.lake2lake.org)

When: September 14 & 15, 2019

### Route Saturday, September 14th

- Entering city of Salmon Arm heading north via **Auto Road**
- Continue north onto **30<sup>th</sup> Street SE**
- Turn left onto **Okanagan Ave East**
- Turn right at **Alexander Street NE**
- Turn left at **Lakeshore Drive**
- Slight left, then right onto Hwy #1 & riders will travel along for 69km

### Estimated Time:

- Leave Vernon Christian School at 9:00am (slow riders) - 10:00am (fast riders)
- Enter City of Salmon Arm between 11:00 am - 2:00 pm
- Arrive at Eagle Bay Camp between 1:30pm (fast riders) – 4:30pm (slow riders)

### Route September 15th

- Enter city of Salmon Arm via **TransCanada Hwy 1**, travelling south
- Turn right off TransCanada Hwy and onto **Salmon River Road**
- Turn right onto **10<sup>th</sup> Ave SW**
- Turn left onto **50<sup>th</sup> Street SW**
- Turn right onto **50<sup>th</sup> Ave SW**
- Turn left onto **70<sup>th</sup> Street SW**
- Turn right onto **70<sup>th</sup> Ave SW**
- Turn left onto **80<sup>th</sup> Street SW**
- Leave city of Salmon Arm and continue onto **Salmon River Road**

### Estimated Time:

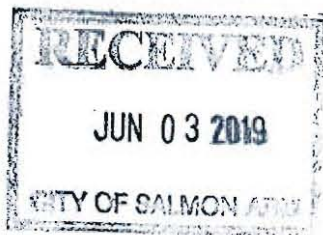
- Leave Eagle Bay Camp at 9:00am (slow riders) - 9:15am (fast riders)
- Enter City of Salmon Arm between 10am - 12:30pm
- Arrive at Vernon Christian School between 12:30pm - 4:00pm

**Estimated Number of Participants:** We anticipate between 75 – 100 participants.

### Other information about the ride

- RCMP will be made aware of the ride
- Paramedic mobile unit participation
- Various rest stations with water, snacks & washrooms
- Rider support vehicles & baggage transport
- Signage & volunteers along route & intersections
- No traffic barriers or road stoppages

The Wellspring Foundation for Education | PO Box 32112 Langley BC V1M 2M3 | T: 604-371-2705 |  
[www.thewellspringfoundation.org](http://www.thewellspringfoundation.org)



Attn. Hon. Harrison,

June 24<sup>th</sup> to 28<sup>th</sup> marks Legion Week in Canada. This is a time when we recognize past and current serving military personnel.

Your Salmon Arm Legion Branch #62 request that the mayor's office and council consider flying our flag at city hall and share the show of respect these brave men and women deserve.

I look forward to your thoughts on this matter,

Regards,

Matt Fowler,

A handwritten signature in blue ink that reads "Matt Fowler".

President RCL#62

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**From:** Michael Lewis [<mailto:michael@dgchurch.org>]

**Sent:** Tuesday, June 4, 2019 10:22 AM

**To:** [Ejackson@Salmonarm.ca](mailto:Ejackson@Salmonarm.ca)

**Subject:** Blackburn Park community picnic

Thank you for your help in making contact with the appropriate decision makers. The Salmon Arm Church of Christ and a church in (Coeur d'Alene) Idaho helping support them, requests that we be allowed to hold a community picnic in Blackburn Park on August 24, 5:30 to 7:30pm. The church is still in recovery from the horrible shooting this past April. But so many have expressed their well wishes and support in the aftermath of the terrible event. We want to say "thank you" to the community.

We plan to provide free hot dogs, and some others fun activities. There will be no cost for anything. We just want an opportunity to show how much we appreciate everyone's support and create an opportunity for neighbors to get to know neighbors better. There is an area in-between the water features and the skating area (directly across the street for the church building), that looks perfect for our purposes.

We hope you can grant us permission to do this picnic there. Thank you.

Michael Lewis,

(208) 651-6707

(I am with the Idaho church helping to organize the picnic with the Salmon Arm church)

Please call and/or email me with any questions you may have for us.

**From:** Christine Ondang  
**Sent:** May-30-19 1:45 PM  
**To:** Christine Ondang  
**Subject:** We need your help!  
**Importance:** High

Hi there,

*I am not sure if you are contact person for this email. If you are not, if you can forward to the appropriate person, that will be great!*

Shuswap Children's Association is partnering with Okanagan College-Salmon Arm campus with the intent to bring Early Childhood Education training back to the college so more people can take the training here. There is a crisis of shortage of ECEs in our region. We are applying for Community Workforce Response Grant—Workforce Shortage Stream with the hope this grant will encourage more people to take the training and becoming ECEs. We need your support on this application. We have a lot of parents looking for child care for their children so they can hold a job. But due to the shortage of qualified early childhood educators and lack of child care spaces in our region, many parents cannot work. We seek your support as an employer needing qualified staff for your business so you can keep your business running.

I've drafted a letter for you to add your info at the bottom to show your support. Feel free to write your own as well. The application opens on June 3. We would like to apply as soon as possible.

If it's easier for you, we can also bring a hard copy to you. Please sign and send the letter back ASAP.

Thank you for your support.

Christine

Christine Ondang  
CCRR Program Coordinator/Family Support Worker  
[condang@shuswapchildrens.ca](mailto:condang@shuswapchildrens.ca)

Please Note: My work days for CCRR are Wednesdays, Thursdays, and Fridays  
My work days for Family Support Worker are Mondays and Tuesdays

Shuswap Children's Association  
P.O. Box 2579, 240 Shuswap Street NE  
Salmon Arm, B.C. V1E 4R5  
Telephone 250-833-0164 ext 8/ Fax 250-833-0167

Like us on Facebook! <https://www.facebook.com/ShuswapChildrensAssociation>



A CARF Three-Year Accreditation was awarded to Shuswap Children's Association for:

- Family Services
- Respite Services (Children and Adolescents)
- Services for Children and Youth: Child and Adolescent Services
- Services for Children and Youth: Early Intervention Services

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May 24, 2019

To whom it may concern:

We are providing this letter of support for the Shuswap Children's Association to advocate for their application for funding to have the Early Childhood Education Infant/Toddler Program offered at the Okanagan College Salmon Arm Campus. The Child Care Resource and Referral Program at Shuswap Children's Association works directly with child care centers in the local communities and assists families seeking childcare.

There is a shortage of qualified Infant/Toddler Early Childhood Educators (ECE) for all the centers. As an employer, we need reliable employees who are available to work. Because of these child care shortages, employees may be forced to miss work. *Please add any specific challenges such as challenges of hiring staff or their unavailability due to lack of child care.*

Child care is perhaps the most important intersection between social development and economic development. The shortage of qualified Infant/Toddler ECE's is having an economic impact on our community and it would be a great benefit to have the Early Childhood Education program available in Salmon Arm. Potential students have to travel far to attend the program at other colleges, which is a huge barrier for them. Therefore, we support their application for this grant so that the community needs can be met and our staff can have access to safe, reliable and educated child care professionals.

Your name

Your contact number or email address.

Please return this letter as soon as possible to

[crr@shuswapchildrens.ca](mailto:crr@shuswapchildrens.ca) or

PO Box 2579, 240 Shuswap st. NE

Salmon Arm, BC

V1E 4R5

From: Debra McDonald [<mailto:debram2@telus.net>]  
Sent: Monday, June 03, 2019 12:35 PM  
To: Erin Jackson  
Subject: June 15 at BC parks

Hi My name is Debra McDonald President , with the help from Nicole Norrish, A valued volunteer with Shuswap TrailRider Adaptive Adventure Society, we are a non profit society who fundraises to purchase adaptable equipment. This equipment is free to any individual with mobility issues to use in the Shuswap and surrounding areas. BC Parks has graciously donated many funds to this cause, and we currently have 3 TrailRiders, a SandBeach chair in our possession, and the funds for a new adaptable paddleboard, a floating wheelchair and some beach matting. All this equipment makes the trails, lakes and beaches accessible.

On June 15, at 11:30 am at the Tsutswew (Roderick Haig) BC Park we will be unveiling our NEW TrailRider that has a child insert; making the trails even more accessible to those of a young age.

We would like to see if we can get some Elected officials to come learn and maybe even become a Sherpa at our event, both to promote the Shuswap TrailRider Adaptive Adventure Society and what we all do, and also to recognize the amazing funding BC Parks has put into this society.



**shuswap Trailrider**

#90 – 1361 30th St SE  
Salmon Arm, BC, V1E 2N4  
250-832-1353  
STAASmail@gmail.com

## Adaptive Adventure Society

May 24, 2019

### Unveiling of the new Trailrider with child insert funded by BC Parks!!

Recently Shuswap Trailrider Adaptive Adventure Society has received funding from BC Parks for a new trailrider with an insert for kids or any person under 5' and 90 lbs. This unit arrived back in March and on June 15, 2019 at 11:30 am we are going to be hosting an event at BC Parks Tsutswecw (Formerly Roderick Haig Brown) park to showcase this new awesome piece of equipment to BC Parks and the general public. We invite everyone to come to check this out; take a ride and see how easy it is to Sherpa!

This amazing partnership with BC Parks has and continues to provide numerous pieces of adaptable equipment (we even have more coming in the near future! stay tuned for better beach access) for anyone with mobility issues to use! Mobility issues does not necessarily mean you are in a wheelchair, it just means you can not get out and enjoy nature and trails due to any health concern. We welcome families, schools, groups, churches to make use of this equipment.

We wanted to share with you that this piece of equipment is available free of charge (or if you would like to provide a small donation but this is not required) through the Shuswap Trailrider Adaptive Adventure Society, a non-profit society who fundraises to provide this equipment to those with mobility issues. Our main supported is BC Parks, and we appreciate their every effort to support us in our endeavours.

We will have a BBQ and selling hotdogs and hamburgers for a donation to this awesome cause, we will have t-shirts there to order. We will have free water, and a few snacks provided as well.

Below are pictures of the other two trail riders we have purchased in the past and that are available for use.



Find us on facebook Shuswap TrailRider Adaptive Adventure Society @ShuswapTrailRider. Call Debra McDonald 250-832-1353 or Nicole Norrish 250-804-4915, Or email [STAASmail@gmail.com](mailto:STAASmail@gmail.com)

Shuswap Trailrider Adaptive Adventure Society (STAAS)



## Barb Puddifant

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**From:** Ida Hearder [ida\_hearder@familyresource.bc.ca]  
**Sent:** June-05-19 2:20 PM  
**To:** Barb Puddifant  
**Subject:** Use of Marine Peace Park June 11, 2019

Good Afternoon Barb,

I am the Pregnancy Outreach Program Coordinator for the Shuswap Family Centre. We have a Healthiest Babies drop in group that meets every Tuesday morning and we cover education, healthy lifestyle, child development, etc. in our groups. We would like to do a Zumba class for our group day Tuesday, June 11, at 10:30 am until approximately 11:30 am (plus a few minutes either way for set up and pack up). There is no cost for our group members or participants that join in for this class, we do not charge nor do we pay the person who is the instructor (we are expecting approximately 20 people). We would like to use the pavilion for this purpose if our group is smaller than expected just for shade purposes but it's not necessary, we are happy to be on the grass as well. We will have one small speaker with music but since we will also have the babies and children down below (or near) on the grass with our childminders the volume should not be that great – just enough to hear the instructor; our speaker does not require power.

We hope this is a popular event for our participants and if so we would love to host a few more at the park, open to anyone in the community who would like to participate; free of charge.

Thank you for your consideration,

Ida Hearder

Pregnancy Outreach Program Coordinator  
Shuswap Family Centre  
250.833.6246  
[Ida\\_Hearder@familyresource.bc.ca](mailto:Ida_Hearder@familyresource.bc.ca)







450 Okanagan Avenue SE  
Mailing: P.O. Box 940  
Salmon Arm, BC V1E 4P1  
Tel: 250-832-3860  
Fax: 250-832-4991  
www.firstunitedsalmonarm.ca  
Email: firstunitedsalmonarm@shaw.ca

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June 5, 2019

To: The City of Salmon Arm

Attention: Erin Jackson

First United Church would like to request access to Fletcher Park from the City of Salmon Arm Council to hold an outdoor worship Service on Sunday June 16. Service begins at 10:30 am and lasts about an hour.

This event is for the members of our congregation. We are not inviting the general public to attend this service/event; the service in the park replacing our usual Sunday worship. We are expecting approximately 75 members of our congregations to attend.

Thank you for your time and consideration in this matter.

On behalf of First United Church,

Joanne Koster  
Office Administrator, First United Church Salmon Arm

**From:** Phil McIntyre-Paul  
**Sent:** Wednesday, May 29, 2019 9:12 AM  
**To:** Shuswap Trail News  
**Subject:** Minutes and update from May 17th Rail Trail Governance Advisory

Weytk/Good Morning Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee,

Attached are the Minutes from the May 17th Rail Trail Governance Advisory Committee meeting.

**Please note the next meeting is set for Friday, July 19th, 9 am - 12 Noon, hosted at the Regional District of North Okanagan offices (9848 Aberdeen Road, Coldstream, BC V1B 2K9)**

Thank you, all, for your leadership on this significant initiative.

Kukstemc,

Phil McIntyre-Paul  
for the Sicamous-to-Armstrong Rail Trail Governance Advisory Committee  
250-804-1964

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Phil McIntyre-Paul  
The Shuswap Trail Alliance  
c/o 250-804-1964  
[phil@shuswaptrails.com](mailto:phil@shuswaptrails.com)  
[www.shuswaptrailalliance.com](http://www.shuswaptrailalliance.com)



## Governance Advisory Committee

### Sicamous-to-Armstrong Rail Trail Corridor

### Friday, May 17th, 2019, 9:00 am - 12:00 pm

Hosted in the CSRD Board Room (555 Harbourfront Drive NE, Salmon Arm)

Agenda Version Updated: May 28, 2019

## MINUTES

**Meeting Purpose:** to provide policy direction relative to the planning, development, management and governance of the Rail Trail Corridor project.

### Objectives:

- To review minutes and business arising from the previous meeting
- To review project service contract agreement with the Shuswap Trail Alliance
- To consider recommendation to draft a co-management agreement
- To review draft recommendations for managing encumbrance agreements along the corridor
- To update on preliminary meetings with agencies including the ALC, MoTI, CP
- To update/discuss fund raising, project development, and identify priorities for upcoming meetings
- To direct communications to update the public

### Agenda:

1. Welcome, Secwepemc Acknowledgement (Splat-sin), and Introductions
  - a. Co-Vice Chair Mayor Terry Rysz called the meeting to order at 9:11 am
  - b. Brayden Cook was invited by Councillor Tronson and Councillor William to welcome everyone and acknowledge Secwepemc Territory.
2. Approval of Agenda
  - a. **Motion:** *THAT: the agenda of the May 17, 2019 Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be approved.*  
**Moved:** Councillor Baird; **Seconded:** Mayor Acton. **Carried:** by consensus
3. Adoption of Minutes
  - a. **Motion:** *THAT: the minutes of the March 15, 2019 Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adopted as circulated.*  
**Moved:** Director Delisle; **Seconded:** Director Fairburn. **Carried:** by consensus
4. Business Arising
  - a. **MoU, Terms-of-Reference Approval, and Technical Operational Committee** – the MoU and ToRs were all approved by Splat-sin Council, RDNO Board, and CSRD Board. The TOC is now



meeting regularly and includes Ray Cormier (Splatsin), Mike Fox (RDNO), Ryan Nitchie (CSR D), Sharen Berger (CSR D/RDNO Contract), Charles Hamilton (CSR D), David Sewell (RDNO), Shawn Tronson (Splatsin), Theresa William (Splatsin), and secretariat support from Phil McIntyre-Paul (Shuswap Trail Alliance).

- b. **BC Rural Dividend Program Grant announcement** – Charles Hamilton provided a brief update confirming the grant was successful. Funds will be managed through the CSR D. Includes \$834,000 in working capital for planning and design and development of long-term management plan. Also confirmed the funding will also help to kick start fundraising and overall project coordination.
- c. **Canada-BC Investing in Canada Infrastructure Program** – nothing to report at this time.
- d. **Follow-up with Federal and Provincial Ministers of Infrastructure** – Mayor Acton reported several requests to meet have been sent to Provincial Minister of Infrastructure. No response yet. Possible meeting at FCM. Any support to set meetings would be welcome. Mayor Rysz noted the upcoming opportunity to meet with Federal Minister of Tourism in Armstrong. Councillor William offered to assist with follow up on contacts.  
**ACTION:** Phil to follow up with Councillor William and others to provide support.
- e. **Update on meetings with ALC, MoTI, CP Rail, adjacent businesses** – preliminary meetings have been set up by TOC with ALC representatives to begin the consultation process and application. Follow up with CP Rail initiated to begin process on acquisition of Lansdowne to Armstrong section. TOC also reported meetings set up with MoTI and larger adjacent businesses along the rail trail corridor including Hyde Mountain Golf, Sure Crop Feeds, and North Enderby Timber. Noted farming operations will be engaged through the ALC consultation process.
- f. **Date/location for familiarization tour with Governance Advisory – Discussion:** suggest this coincide with one of the upcoming meeting dates (possibly the next)

**Motion:** THAT: the Governance Advisory Committee leave this on the agenda for future consideration.

**Moved:** Mayor Pieper; **Seconded:** Councillor Baird.

**Carried:** by consensus.

**ACTION:** Phil – to coordinate potential times/locations for consideration.

- 5. Service Contract with the Shuswap Trail Alliance (Draft Agreement – to be presented at meeting)
  - a. Resolution: ***THAT: the Committee recommends that the Board of the Columbia Shuswap Regional District approve the Sicamous to Armstrong Rail Trail Corridor Planning, Development and Consulting Services Agreement with the Shuswap Trail Alliance.***





Discussion: Phil McIntyre-Paul left the meeting while the service agreement was discussed.

**Motion:** THAT: the Governance Advisory Committee approve the Resolution.

**Moved:** Mayor Acton; **Seconded:** Councillor Baird.

**Carried:** by consensus.

6. Discussion re: agreement to allow for mutual access and public usage of contiguous trail
- Charles spoke to the agreement needed to work together for mutual access through Splat-sin owned portions of the Rail Corridor. Ray spoke briefly to the legal ownership and requirements of the Splat-sin owned lands. A formal agreement for managing shared access needs to be developed, including a formal dispute resolution agreement. A co-management agreement approach has been suggested.

**Motion:** *THAT: an agreement to allow for mutual access through Splat-sin owned portions of the Rail Corridor be referred to the Technical Operational Committee to come back to the Governance Advisory Committee with recommendations.*

**Moved:** Councillor William; **Seconded:** Mayor Harrison.

**Carried:** by consensus

**ACTION:** TOC to prepare draft agreement recommendations for Governance Advisory.

7. Management of Encumbrance Agreements (See: Draft TOC Recommendations, May 10, 2019)
- Resolution: **THAT: The Committee recommends that the Boards of the Columbia Shuswap Regional District, Regional District of North Okanagan and the Splat-sin Band Council approve the Draft Encumbrance Agreement recommendations.**
  - Discussion:
    - Ryan provided a review of the Draft Agreement Recommendations. Clarified these recommendations are asking for delegated authority to allow the RDNO and CSR to move forward with agreements.
    - Intention of the agreements is to clearly establish that the property is owned by the RDNO/CSR and subject to conditions, and there is an approval process. An opportunity to clean up and clarify the process and documentation, and clarify the parameters staff will operate under.
    - The CAOs recommend approving all the recommendations to allow staff to proceed with cleaning up these agreements.
    - Councillor Theresa William spoke to Splat-sin interests and indicated they would approve the recommendations with the phrase added: "...subject to Splat-sin's pending legal



actions.” Councillor William spoke to the intent of this request. Acknowledged this is to ensure Splat'sin interests are included and addressed in these agreements

- v. No discussion re Recommendation #1 (Utility Companies).
- vi. Discussion re #2 – clarified lease lots within Coom Bay are within the rail corridor property and now jointly owned by CSRD/RDNO. Currently 6 leases are active. The leases vary from \$6,500 to \$14,500 annually, determined by the size of the lease area. Mayor Harrison shared experience of similar leases within the City of Salmon Arm.
- vii. Mayor Rysz raised the idea of a Headwater Lease. It was suggested this might be tabled for further discussion through TOC with local jurisdictions.
- viii. Re #3 (Local Government Utilities) – it was suggested bringing this to Municipal staff for review – and for clarification adding “with Splat'sin and all the stakeholders”
- ix. Re #4 (Industrial/Commercial Use) – there was discussion re room to allow the trail to pass behind adjacent businesses.
- x. Re #5 (Waterline Crossings) – no questions
- xi. Re #6 (Private Waterlines) – all known agreement holders have been contacted.  
**ACTION:** TOC – to circulate a sample copy of the agreement being used for private waterline crossings on the Okanagan rail trail.
- xii. Re #7 (Agricultural Crossings), and # 8 (Residential/Commercial Crossings) – no questions
- xiii. Re #9 – Upland Consent and Access Agreements – Charles Hamilton briefed the committee on this recommendation. Acknowledges this is one of the more complex agreements. Precedent and documentation from CP Rail was poor. Direction from the Governance Advisory is sought. Sicamous CAO Evan Parliament and Councillor Jeff Mallmes provided comment on significance of these agreements for the District of Sicamous. Suggest hosting a town hall within Sicamous to address this with dock owners. Also suggesting a Headwater Lease be considered. It was noted this would be a long process, and suggest approving recommendations to allow for consideration and processing of Agreements for new and existing tenures while this option is considered. Acknowledged needing to address access to docks, safety standards, design standards, and liability insurance requirements. Agreements will help to address these concerns. Having direction to move forward will allow the inter-jurisdictional staff to begin working on minimizing liability now.
- xiv. #10 (Docks within CSRD) – Charles Hamilton provided further background noting that within the CSRD only one dock has all the necessary approvals.
- xv. #11 – provides direction on any other structural encumbrances within the rail corridor.
- xvi. #12 – addresses other encroachments that will need to be removed, or potentially require a lease agreement as long as it does not encumber the long term development of the rail trail corridor.
- xvii. #13 – seeks authority to engage with an appraiser.
- xviii. Further discussion: the importance to consult with property owners was acknowledged. Also discussed what staff capacity will be required to manage this.



Motion: **THAT: the resolution be amended to include recognition of Splatshin's current and pending litigations with the Federal and Provincial Governments.**

Moved: Mayor Acton; Seconded: Director Delisle.

CARRIED: by consensus.

Resolution: (as amended) **THAT: The Committee recommends that the Boards of the Columbia Shuswap Regional District, Regional District of North Okanagan and the Splatshin Band Council approve the Draft Encumbrance Agreement recommendations, and further, that the committee recognizes Splatshin's current and pending litigations with the Federal and Provincial Governments.**

Motion: **THAT: the Governance Advisory Committee approve the Resolution as amended.**

Moved: Mayor Acton; Seconded: Director Delisle.

CARRIED: by consensus.

#### 8. New Business:

- a. **Project Development review/update** (Technical Operational Committee) – a brief update was provided on the TOCs work ahead and next steps.
- b. **Discussion re fundraising direction** – Director Delisle noted leadership is travelling to Quebec. Discussion included who to approach and talking points. The importance of pushing for upper government support for funding to develop the corridor was stressed. **ACTION: Phil** – forward the briefing document and copy of the Infrastructure Grant Application.
  - i. Importance of preparing a long-term financial plan was affirmed. Also acknowledged funds can be received now through the STA and will be held in reserve (these receive charitable receipts).
  - ii. Recommend branding/communications message to focus our attention – all communication messaging should be based on the importance of being stewards in the land, as per Splatshin values.
  - iii. Talk to Okanagan Rail Trail Society and others on what worked/recommendations. Mike Fox spoke briefly to the current funding and maintenance plan on the Okanagan Rail Trail. Acknowledged the high level of collaboration between the Okanagan Rail Trail and the Sicamous-to-Armstrong project. Noted the Okanagan Rail Trail Corridor branding design is now being developed.
  - iv. The idea of user fees for trail use was raised with encouragement to be creative in developing a long-term financial plan for the rail-trail.
  - v. Affirmed importance of developing a strategy prior to launching fund raising campaign.
  - vi. Exploring potential of donated in-kind services for development also raised
- c. Other Priorities





i. **Headwater Lease –**

Motion: **THAT: the TOC research Headwater Leases and come back to the Governance Advisory with recommendations.**

Moved: Mayor Rysz; Seconded: Councillor Baird. **CARRIED:** 10 in favour; 1 opposed.

**ACTION:** TOC – research Headwater Leases and bring recommendations to Governance Advisory

- ii. **Sensitive First Nations Sites –** discussion regarding the importance of identifying and protecting areas. Assessments will be done. Councillor William noted Splatshin do not want to draw public attention to sensitive areas. This will be included in the management plan.

9. Direction on communication updates to the public – **ACTION:** TOC to prepare an update.

10. Summary and Next Steps – see below.

11. Next Meeting: Friday, July 19, 2019, 9:00 am – 12 Noon – Location: RDNO Offices

- a. Mayor Rysz recommended the September meeting might be hosted in Sicamous.

12. Adjournment

- a. Motion: **THAT: the May 17, 2019 Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adjourned.**

Moved: Councillor Baird; Seconded: Director Delisle. **CARRIED:** by consensus.

-----

**Summary of Actions from Minutes:**

Task or Action	Responsibility	Timeframe
follow up with Provincial Ministry contacts to discuss funding support opportunities	Splatshin Kukpi7 Christian, RDNO Chair Mayor Acton, CSR Chair Director Rhona Martin, with support from Councillor William & Secretariat (Phil)	immediately
coordinate potential times/locations to consider for Governance Advisory site tour on rail trail corridor	Secretariat (Phil)	Summer/fall
Prepare draft recommendations for mutual access through Splatshin owned portions of the Rail Corridor	TOC	July 19 Governance





circulate a sample copy of the private waterline crossing agreement being used for the Okanagan rail trail	TOC/Secretariat (Phil)	asap
forward the briefing document and copy of the Infrastructure Grant Application to Governance Advisory	Secretariat (Phil)	immediately
research Headwater Leases and bring recommendations to Governance Advisory	TOC	asap
prepare a communication update to the public	TOC/Secretariat (Phil)	immediately

Abbreviations: GAC (Governance Advisory Committee), TOC (Technical Operational Committee)

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**Secretariat Contact:** Phil McIntyre-Paul (Shuswap Trail Alliance) at [phil@shuswaptrails.com](mailto:phil@shuswaptrails.com), 250-804-1964 (on behalf of the Inter-Jurisdictional Governance Advisory)

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**Meeting Documents:** (Note: linked to Dropbox)

1. [Minutes – March 15, 2019: Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee](#)
2. [BC Rural Dividend Program Agreement #:2018070133](#)
3. [Sicamous to Armstrong Rail Trail Corridor Planning, Development and Consulting Services Agreement \(May 16, 2019, File No. 6140 15 01\)](#)
4. [DRAFT TOC Recommendations regarding Encumbrance Agreements \(May 10, 2019\)](#)
5. [Media Release re: Rail-Trail Governance Advisory Progress \(April 4, 2019\)](#)
6. [Media Release re: BCRDP funding for Rail-Trail \(May 10, 2019\)](#)

**Background Documents:** (for Reference)

1. [In Camera Board Report, CSR D, August 10, 2018 \(File No: 8650-03\)](#)
  2. [Memorandum of Understanding \(Master Agreement\) between CSR D, RDNO, and Splat sin – FINAL](#)
  3. [Terms of Reference - Governance Advisory Committee - Sicamous to Armstrong Rail Trail Corridor FINAL](#)
  4. [Terms of Reference - Technical Operational Committee - Sicamous to Armstrong Rail Trail Corridor FINAL](#)
  5. [Preliminary Concept Design Report – Sicamous to Armstrong Rail Trail Corridor \(Jan. 17, 2019\)](#)
  6. [Overview Map – Rail Corridor](#)
  7. [Corridor Maps showing existing leases, encroachments, docks, and crossings](#)
-



**Attendance: Sicamous-to-Armstrong Rail Trail Governance Advisory Committee – May 17, 2019**

**Acting Governance Representative at Meeting:**

- Alan Harrison – City of Salmon Arm – Mayor – Alternate Rep
- Chris Pieper – City of Armstrong – Mayor – Appointed Rep
- Denis Delisle – RDNO Area F – Director – Appointed Rep
- Jay Simpson – CSRD Area F – Director – Appointed Rep
- Kevin Acton – Village of Lumby – Mayor/RDNO Chair – Appointed Rep
- Paul Demenok – CSRD Area C – Director – Appointed Rep
- Rene Talbot – CSRD Area D – Director – Appointed Rep
- Rick Fairbairn – RDNO Area D – Director – Appointed Rep
- Rhona Martin – CSRD Area E – Director/CSRD Chair – Appointed Rep
- Shawn Tronson – Splatsin – Councillor – Alternate Rep
- Terry Rysz – District of Sicamous – Mayor – Appointed Rep
- Theresa William – Splatsin – Councillor – Appointed Rep
- Todd York – Township of Spallumcheen – Councillor – Alternate Rep
- Tundra Baird – City of Enderby – Councillor – Appointed Rep

**Alternate Representatives (Observing):**

- Jeff Mallmes – District of Sicamous – Councillor – Alternate Rep
- Randal Ostafichuk – District of Lumby – Councillor – Alternate Rep
- Shirley Fowler – City of Armstrong – Councillor – Alternate Rep

**Staff:**

- Brayden Cook – Splatsin
- David Sewell – RDNO – Chief Administrative Officer
- Evan Parliament – District of Sicamous – Chief Administrative Officer
- Jennifer Graham – City of Armstrong – Corporate Officer
- Melinda Smyrl – District of Sicamous – Planner
- Mike Fox – RDNO – General Manager of Community Services
- Ray Cormier – Splatsin – Rail-Trail Technical Liaison
- Ryan Nitchie – CSRD – Team Leader, Community Services
- Sharen Berger – CSRD/RDNO – Rail Corridor Lease Agreements (Contractor)
- Tracy Hughes – CSRD – Communications

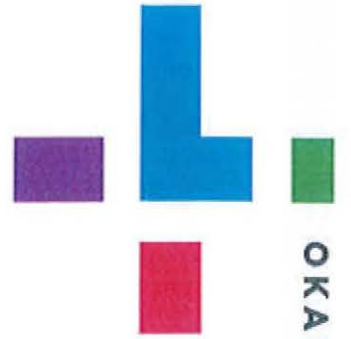
**Other:**

- Phil McIntyre-Paul – Shuswap Trail Alliance – Governance Advisory Secretariat

**Regrets:**

- Chad Eliason – City of Salmon Arm – Councillor – Appointed Rep
- Kukpi7 Christian – Splatsin – Kukpi7 (Chief) – Appointed Rep





OKANAGAN REGIONAL LIBRARY

## 2018 ANNUAL REPORT



We hope that you will find this annual report of 2018 interesting and encouraging. As we look back on 2018 for the ORL, it can be summarized by the words change, challenge, and chances.

# Change

## CHANGE OF PEOPLE

Change began at the top. The fall 2018 election saw about half of our Board members changed, including our Chair Catherine Lord and several other long serving members. We really want to thank Catherine and the other outgoing members of the Board for their service to the ORL.

We also had significant changes in our senior leadership team including the positions of CEO, CFO, and Director of Public Services. Again, thank you to former CEO Stephanie Hall and Director of Public Services Georgia McKay for your years of leadership.

As has been happening in many organizations we also had many long service employees retire including Rutland Head Sheila Coe (40 years) and Oliver head Vicky White (30 years).

Change always has some disruption and challenge, but the ORL was helped by being able to promote experienced people from within.

For the Board, Karla Kozakevitch, Library Board Vice Chair stepped into the position of Board Chair.

For the Senior Management team, Don Nettleton, long time CFO moved to CEO, while Christine McPhee, Kelowna Branch Head was promoted to Director of Public Services.

At the staff level, we had several move from other positions.

- New branch leaders included Alison Hayman Rutland Branch Head, Richard Kicksee Mission Branch Head, Kristy Woodcock Salmon Arm Branch Head, Kristy Hennings Vernon Branch Head, and Marigje Toepfer Oliver Head. Lucie Bergeron Revelstoke Branch Head, and Dianne Steinley Cherryville Branch Head.
- James Laitinen moved from Salmon Arm to become head of collections for the system.

The ORL was also strengthened by adding new talented faces. This included Jeremy Sundin as CFO at the management team level. And at the branch or headquarters level it included Chris Stephenson Kelowna Branch Head and Jessica Whu Westbank Branch Head as well as many other new librarians and support staff throughout the system.





## CHANGE OF SERVICES

Change also included new programming. Highlights included the Makercrew 3D system wide summer tour.

### Salmon Arm Branch Renovations

In 2018 we embarked on a renovation of the Salmon Arm branch. ORL received a lot of feedback from the community as to what would serve best the people of Salmon Arm and surrounding areas. The updated branch will feature a flexible large meeting room, a study room, reconfiguring of the layout and new paint and washrooms. We are excited to see how our efforts will impact the community.

### Westside Learning Lab a new branch Tech Hub

Planning and construction were well on their way in 2018 for a new Westside Learning Lab branch. This new location will focus on technology, innovation and learning while accommodating the meeting and gathering space needs of the community.

### New Branch at UBCO

Late fall we also opened a small location within UBCO Library for holds pickup and returns and a small browsing collection. This new branch was a fruit of years of efforts and collaboration between UBCO and ORL



# 157,601

Patrons attended ORL programs and used Library meeting spaces  
8% increase since 2016

## 519,567

ORL eBooks & eAudio Checkouts

47%

INCREASE SINCE 2016

## 740

Hours spent learning new languages through Rosetta Stone

13%

INCREASE SINCE 2016

## 1,622,850

Patrons walked through our doors

## 1,301,103

Number of times patrons logged on to use wifi

19%

INCREASE SINCE 2016

## 620,143

PressReader Articles Read

50%

INCREASE SINCE 2016

## 106,003

Active cardholders in 2018

## 40

Public use computers added, totaling 290 ORL system wide

## 2,303,332

Patrons visited our website

## 57 TB

Terabytes of wireless data traffic

## 2,796,898

Books, magazines and other materials borrowed

## 2,799

Hours spent learning new skills through Lynda.com

55% INCREASE SINCE 2016

## 3,274

Adults attended programs

66% INCREASE SINCE 2016



# Challenge

## STAFF SHORTAGE OR VACANCY

Related to all of the staff moves above was the challenge of operating for much of the year with new staff, or with significant numbers of other staff away due to maternity leave, unfilled or slow to fill vacancies, or illness. This stretched the existing staff significantly and added additional pressures to try to continue to meet the needs of the public and move the ORL forward on our strategic directions.

## CHANGING NEEDS OF OUR COMMUNITIES

The ORL is continuing to try to evolve to meet the diverse communities that we serve. Significant challenges we are adapting to included

- More visible Homeless and other diverse need population. A significant amount of training and attention was invested in educating staff as to how to deal with people of diverse needs and backgrounds.
- Security of our larger branches. We added full time security for our two largest branches to ensure the public and staff are and feel safe, and we did additional security training for staff in these and other branches
- Expansion of programming continued as can be seen from our statistics. This is continuing to grow for all ages and backgrounds, whereas until recently it was more narrowly focused to primarily children.



# Chances / Opportunities

Finally, the Library continues to focus on chances.

Chances to follow our mission, which is connecting curious minds.

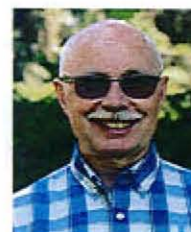
And our Vision of providing learning, innovation, creativity, and a connected community.

We know that we have not arrived, but we feel that during 2018 we continued, in spite of the change and challenges, to take great strides in the right direction. This happened through the focus and handwork of everybody connected to the ORL, and through the continuing strong support of our communities. We appreciate the past, and look forward to the future.

Thank you to everyone who donated or contributed time and/or resources in support of Okanagan Regional Library and your local branches of the ORL. Your contributions make a big difference.



Karla Kozakevich  
Library Board Chair

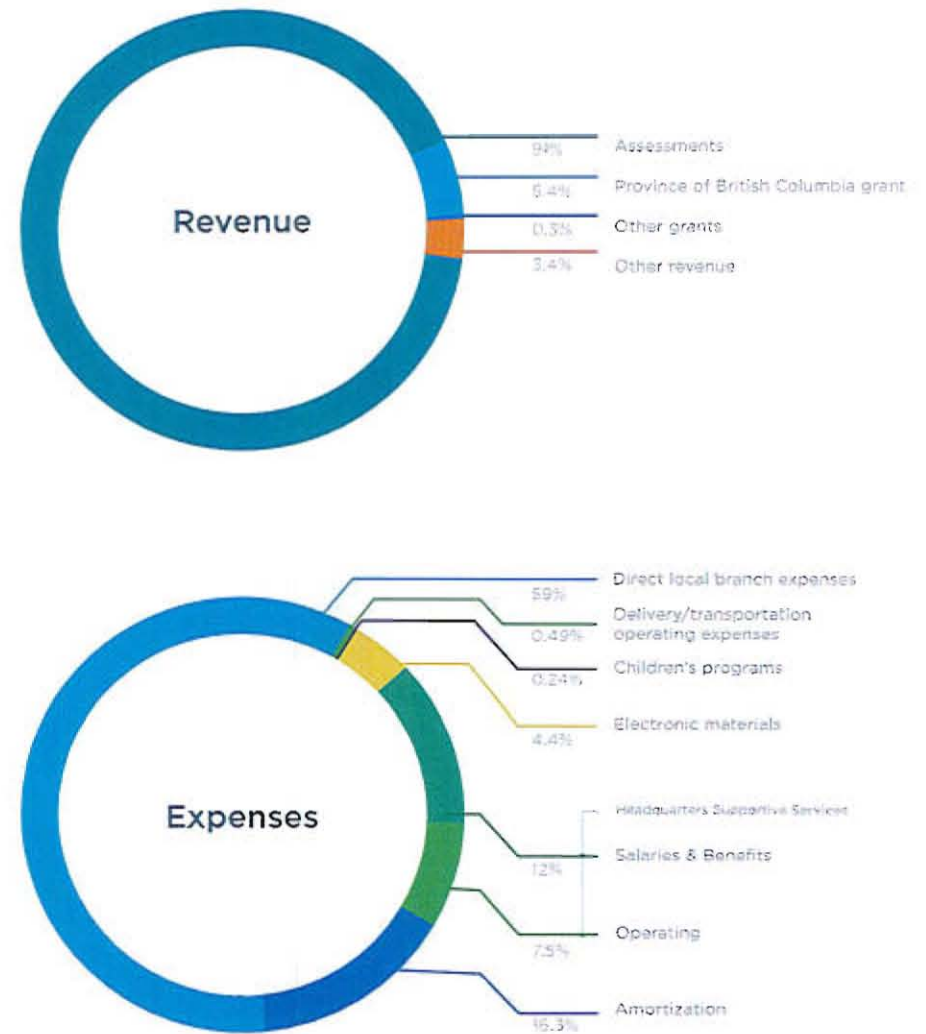


Don Nettleton  
Chief Executive Officer

## Statement of Operations

Okanagan Regional Library District Statement of Operations and Accumulated Surplus			
For the year ended December 31	2018	2018	2017
	Actual	Budget	Actual
<b>Revenue</b>			
Assessments (Schedule 2)	\$ 16,965,470	\$ 16,965,465	\$ 16,580,526
Province of British Columbia grant	1,008,062	1,008,808	1,008,026
Other grant revenue	56,162	83,500	40,479
Other revenue (Schedule 3)	626,649	428,327	565,507
	<u>18,656,343</u>	<u>18,486,100</u>	<u>18,194,538</u>
<b>Expenses (Note 6)</b>			
Amortization	2,903,885	-	2,684,976
Children's programs	44,032	19,333	41,925
Delivery/transportation			
Operating expenses	87,656	96,084	81,537
Direct local branch expenses (Schedule 4)	10,563,233	10,426,534	10,961,118
Electronic materials	787,801	790,000	779,691
Headquarters supportive services			
Salaries and benefits	2,138,929	2,632,526	2,270,771
Operating (Schedule 5)	1,335,215	1,818,656	1,342,317
Loss on disposal of tangible capital assets	-	-	40,789
	<u>17,860,751</u>	<u>15,783,133</u>	<u>18,203,124</u>
<b>Annual surplus (deficit) (Note 9)</b>	<u>795,592</u>	<u>2,702,967</u>	<u>(8,586)</u>
<b>Accumulated surplus, beginning of year</b>	<u>18,955,407</u>	<u>18,955,407</u>	<u>18,963,993</u>
<b>Accumulated surplus, end of year</b>	<u>\$ 19,750,999</u>	<u>\$ 21,658,374</u>	<u>\$ 18,955,407</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.







## Serving 30 communities:

Armstrong	Hedley	Lumby	Oliver	Revelstoke	South Shuswap
Cherryville	Kaleden	Mission	Osoyoos	Rutland	Summerland
Enderby	Kelowna	Naramata	Oyama	Salmon Arm	UBC-O
Falkland	Keremeos	North Shuswap	Peachland	Sicamous	Vernon
Golden	Lake Country	Okanagan Falls	Princeton	Silver Creek	Westbank



1430 KLO Road  
Kelowna, BC V1W 3P6



250.860.4033  
orl.bc.ca



facebook.com/ORLreads  
#ORLreads

*You're invited*

**PRIDE  
POTLUCK  
PICNIC**

**Tuesday, June 18, 2019**

**5pm arrive 6pm Picnic time**

***PRIDE friends and supporters you are invited to this  
community event to celebrate PRIDE!***

***Please bring a cold food item for the potluck, something to  
drink, a blanket or a chair.***

***We'll supply plates, cutlery, and have outdoor games as  
well as music (guitars welcome)***

**Blackburn Park Picnic Shelter**

For info: 250-833-6100



10. CORRESPONDENCE

2. M. Kriese, SAS Sullivan Wellness Centre Coordinator – letter dated August 22, 2018 – Request for Rainbow Crosswalk Celebration – Tuesday, September 25, 2018 4:00 p.m. – 6:00 p.m.

0382-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: Council authorize the use of Blackburn Park and portion of road containing the Rainbow Crosswalk for the Rainbow Crosswalk Celebration event on September 25, 2018 from 4:00 p.m. to 6:00 p.m. subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

May 29, 2019,

To The Union of British Columbia Municipalities,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support to restore Provincial support for libraries.

At the May 23, 2019 Council Meeting, Council approved the following resolution:

WHEREAS WHEREAS libraries are a social justice equalizer that provide universal access to information and learning materials irrespective of income levels;

WHEREAS libraries are now so much more than books, building community and a sense of inclusion;

WHEREAS restoring funding to libraries supports the BC Government's agenda to eliminate poverty, improve access to education, and address social justice in BC;

WHEREAS funding rates have been frozen since 2009 and inflationary costs have increasingly been put on municipal property tax payers which is a regressive approach to funding public libraries;

WHEREAS municipalities face downloading from upper levels of government and have few tools to raise funds,

THEREFORE BE IT RESOLVED that Council request the Mayor write to the Minister of Education, the Premier, and all local MLAs strongly advocating for the restoration of library funding to a level that reflects both inflationary cost increases since 2009 and the value of this system to the Province.

BE IT FURTHER RESOLVED that this resolution be forwarded to other municipalities in the Capital Regional District and across BC requesting their favourable consideration.

We eagerly look forward to your support on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Helps'.

Lisa Helps  
Victoria Mayor



**From:** Cathy Peters\  
**Sent:** Thursday, May 30, 2019 11:35 AM  
**To:** 'Cathy Peters'  
**Subject:** new Canadian Human trafficking hotline number  
**Importance:** High

Dear BC Mayors and City Councillors,  
The Canadian Human trafficking hotline number was announced yesterday on National media: 1-833-900-1010 or: [canadianhumantraffickinghotline.ca](http://canadianhumantraffickinghotline.ca)

Please alert all of your community service providers, frontline service providers, educators, health practitioners, law enforcement and constituents of this number.

BC Council for Families asked me to write an article on how to stop Child Sex Trafficking in BC.  
Please see attached document and share with your contacts.

**ASK:** Please email me if you support my work and advocacy to stop sexual exploitation/human sex trafficking/child sex trafficking in BC.

Sincerely, Cathy Peters

BC anti-human trafficking educator, speaker, advocate  
#302-150 W. 15<sup>th</sup> St., North Vancouver, BC V7M 0C4  
Phone: 604-828-2689

# **Preventing Child Sex Trafficking in BC**

**Buying and selling children for sex is one of the fastest growing crimes in Canada, and it is happening in communities across BC.**

**Globalization, unregulated technology, lack of law enforcement and inadequate prevention education is allowing this crime to grow globally.**

Human sex trafficking (HT) involves the recruitment, transportation or harbouring of people for the purpose of exploitation through the use of force, coercion, fraud, deception or threats against the victim or person known to them. It is known as modern day slavery. According to the US State department's annual global report on trafficking in persons (TIP), Canada is a source, transit and destination for sex trafficking. (<https://www.state.gov/j/tip/rls/>)

Child sex trafficking is a lucrative crime. It has low costs and huge profits; a trafficker can make \$280,000 per victim, per year. The average age of entry into prostitution in Canada is 12-14 years of age, although traffickers are known to target younger children. Traffickers seek young victims both to service the demand for sex with those who look young, and because these victims are easier to manipulate and control.

The biggest problem in Canada is that people do not know there is a problem; therefore, child sex trafficking is expanding in the dark. Every child can be a target and a potential victim, but learning about this issue is the first step.

**Five things that parents can do to help prevent their children from being lured into sex trafficking:**

## **1. Set a high standard of love within your home**

The way you define and express love shapes your children's self-image, confidence and opinions of future relationships. Treat them the way you want their future partners to treat them. Help them to distinguish between real love and empty promises or cheap gifts.

## **2. Talk to your children about sexual abuse**

According to the US Department of Justice, someone in the US is sexually assaulted every two minutes, of which 29% are between the ages of 12-17. Let your children know that if anyone has or ever does hurt them, they can talk to you. This is the most important thing you can say. Don't assume they have not been hurt by sexual violence before. Leave the door open for your child to talk about past circumstances that they haven't shared with you.

## **3. Talk to your children about sex trafficking**

Discuss ways children and teens are targeted for sex trafficking. Let them know that traffickers specifically try to woo young girls and boys with promises of a better life – whether it's promises of love and attention, or promises of nice things and trips. Traffickers can be male or female, even classmates. Traffickers may even use kids to recruit other kids.

## **4. Talk to your children about the dangers of social media**

It is important to provide practical safety tips, such as: don't share personal information on the internet; don't accept Facebook requests from unknown people; NEVER share naked photos of yourself with anyone; and tell a parent or a trusted adult if you feel threatened or uncomfortable online. Children also need help defining friendships. Teach them that a friend is not someone you met yesterday and that a "friend" on Facebook is not the same thing as a friendship.

## **5. Pay attention to your children**

Monitor your children's social media accounts. Look for ways to meet their friends, their friends' parents and those they hang out with. Be alert to boyfriends who are much older, or friendships that tend to isolate your child from other friends or family. Notice if your child has new clothing items, makeup products, cell phone or other items and ask how they acquired them.

#### **Resources and Links:**

- Covenant House (crises program for ages 16-24): [info@covenanthousebc.org](mailto:info@covenanthousebc.org), 604-685-7474
- Internet Safety Tips: [www.Cybertip.ca](http://www.Cybertip.ca)
- Fraser Health Forensic Nurse Service
- Kids Help Phone: 1-800-668-6868
- Office to Combat Trafficking in Persons (OCTIP): 1-888-712-7974 (24/7 interpretation available), 604-660-5199, [octip@gov.bc.ca](mailto:octip@gov.bc.ca)
- Plea Community Services Society (assisting youth 24/7): [onyx@plea.bc.ca](mailto:onyx@plea.bc.ca), 604-708-2647
- Vancouver Rape Relief and Women's Shelter (24/7): 604-872-8212, [info@rapereliefshelter.bc.ca](mailto:info@rapereliefshelter.bc.ca)
- RCMP: Victims of Human Trafficking National Headquarters (24 hours): 1-866-677-7267
- Trafficking Resource Centre (USA): [www.traffickingresourcecenter.org](http://www.traffickingresourcecenter.org)
- VictimLinkBC (24/7): 1-800-563-0808 Ministry of Public Safety, BC
- Youth Against Violence (24/7): [info@youthagainstviolenceline.com](mailto:info@youthagainstviolenceline.com), 1-800-680-4264

#### **Authorities Contacts:**

- RCMP: [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca); 1-855-850-4640 OR 1-800-771-5401
- Ministry of Child Protection Services: 1-800-663-9122 or 604-660-4927 (24 hours) or 310-1234 if a child is in danger to reach Ministry of Child and Family Development
- Crime Stoppers : 1-800-222-TIPS (8477)

**National Human Trafficking Crisis Hotline Number: 1-866-528-7109**

#### **About the Author:**

Cathy Peters raises awareness of Child Sex Trafficking to all three levels of government in British Columbia, police agencies and the public. She is a former inner city high school teacher and has volunteered for two Members of Parliament (John Weston/BC, Joy Smith/Manitoba). She has made hundreds of presentations, including to City Councils, School Boards, Police Boards, high schools, universities and law enforcement agencies.

For information about her prevention education presentations, please contact Cathy Peters at [ca.peters@telus.net](mailto:ca.peters@telus.net)

#### **Additional Resources:**

**Children of the Street Society (Coquitlam)** provides prevention education in BC schools; 25,000 students last school year Grades 3-12. They have an excellent website with tools/resources listed for every community in BC:

<https://www.childrenofthestreet.com/>

**Joy Smith Foundation (Manitoba)** provides prevention education, resources and an overview of human sex trafficking Canada: <http://www.joysmithfoundation.com/>

**Shared Hope International (Washington State)** sponsors The JuST (Juvenile Sex Trafficking) Conference in the USA; an event that spotlights the most pressing issues in the anti-trafficking field. Visit: [www.justconference.org](http://www.justconference.org) for more information.

**A MODERN EQUAL SOCIETY DOES NOT BUY AND SELL WOMEN AND CHILDREN.**

**From:** OSA COMMS HLTH:EX [<mailto:OSA.COMMS@gov.bc.ca>]

**Sent:** Friday, May 31, 2019 9:26 AM

**To:** OSA COMMS HLTH:EX

**Subject:** OSA Research Rounds - May 31, 2019

*Welcome to the OSA's Research Rounds. We seek to both educate and inspire in this monthly compendium of research, publications, commentary and events about seniors in British Columbia and beyond. Please feel welcome to email us feedback and items to share.*

## Research Rounds



OFFICE OF THE  
**SENIORS ADVOCATE**

*Published May 31, 2019*

## BRITISH COLUMBIA

### Better Sleep Could Improve Brain Health Among Older Adults

**Vancouver Coastal Health Research Institute**

This article provides an overview of the "Buying Time" study that is examining interventions to protect cognitive function during aging. The results of this study will be used to develop educational programs to help older adults improve their sleep quality and cognitive health.

### Healthy Aging: Innovations in mobile health

**University of Victoria**

This video features a variety of University of Victoria experts giving a series of short talks on their latest research into maintaining cognitive health and factors associated with cognitive decline.

### Resilience and Older Adults: Challenges for Individuals and Communities

**Simon Fraser University**

This free public lecture, which takes place on June 10, will feature the challenges faced by and resources available to older adults living in communities. It is part of the two-day John K. Friesen Conference that will address the ways in which seniors bounce back from different types and combinations of adversity.



## CANADA

### [What We Heard Report: Informing a dementia strategy for Canada](#)

**Public Health Agency of Canada**

Beginning in 2017, the Public Health Agency of Canada engaged several stakeholder groups to further its understanding of the impacts of dementia in Canada. This report summarizes what was heard from those groups and is presented on an issue by issue basis.

### [How Canada Compares: Engagement of Seniors in Chronic Condition Management in 11 Countries](#) **Healthcare Quarterly**

This article discusses how Canadian seniors are engaged in the management of their chronic conditions compared to seniors in 10 other countries. Although more Canadian seniors report feeling engaged than the international average, the article concludes that there is room for improvement.

### [Combining volunteers and primary care teamwork to support health goals and needs of older adults: a pragmatic randomized controlled trial](#)

**CMAJ**

The Health TAPESTRY system was designed to improve primary care teamwork and promote optimal aging. This study evaluates the effectiveness of the Health TAPESTRY system in attaining the health goals of older adults. It found that while Health TAPESTRY did not appear to improve goal attainment, it did show signs of shifting care from reactive to active preventive care.

### [The importance of hearing and speaking as we age](#)

**McMaster University**

McMaster University's Optimal Aging Portal has compiled a list of its speech and hearing resources. Topics include the connection between untreated hearing loss and dementia and regaining language skills after a stroke.

## INTERNATIONAL

### [Home Alone Revisited: Family Members Providing Complex Care](#)

**AARP**

This report updates and expands on a similar report issued in 2012. An online survey provides the basis for its analyses, which focus on understanding the experiences of family members performing medical and nursing tasks.

[Everyday life after a hip fracture: what community-living older adults perceive as most beneficial for their recovery](#)

**Age and Ageing**

This article seeks to gain insight into what older adults perceive as most beneficial to their recovery from hip fracture. Participants in the study highlighted their own role, coaching and the use of technology as most essential. The authors conclude that more attention should be paid to follow-up interventions to assist older adults in finding new everyday routines.

[Diabetes, Care Homes, and the Influence of Technology on Practice and Care Delivery in Care Homes: Systematic Review and Qualitative Synthesis](#)

**JMIR Diabetes**

Diabetes is increasingly common in the care home setting. This article aims to provide an up-to-date overview of the potential for using technology in this area for diabetes management.

[A systematic review and critical appraisal of quality indicators to assess optimal palliative care for older people with dementia](#)

**Palliative Care**

This review identifies and then evaluates quality indicators for end-of-life care in dementia. A large list of indicators is ultimately provided as a dementia-specific resource.

[Recognition of the complexity facing residential care homes: a practitioner inquiry](#)

**Primary Health Care Research & Development**

This article explores the challenges faced by staff in UK residential care homes (approximately equivalent to assisted living in British Columbia) when managing the healthcare needs of their residents. The findings reveal the complexity of issues facing care homes and concludes that these factors can have a significant negative impact on staff's ability to manage resident needs.

[Staff experiences with implementing a case conferencing care model in nursing homes: a focus group study](#)

**BMC Health Services Research**

The authors of this study posit that current dementia care does not meet the standards of evidence-based practice and that better implementation strategies are necessary. The study explores qualitative experiences of nursing home staff regarding the implementation of comprehensive geriatric assessments and case conferencing, and concludes that management and nursing home staff must understand the factors that enable or constrain change in order to sustain quality of care improvements.

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