

1. January 13, 2020 Council Agenda And Correspondence

Documents:

[JANUARY 13, 2020 COUNCIL AGENDA.PDF](#)

[JANUARY 13, 2020 INFORMATION CORRESPONDENCE.PDF](#)



## ***AGENDA***

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

**Monday, January 13, 2020**

**1:30 p.m.**

**Meeting 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
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	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	CONFIRMATION OF MINUTES
3 – 14	1.	Regular Council Meeting Minutes of December 9, 2019
	6.	COMMITTEE REPORTS
15 – 18	1.	Development and Planning Services Committee Meeting Minutes of January 6, 2020
19 – 22	2.	Agricultural Advisory Committee Meeting Minutes of December 11, 2019
23 – 26	3.	Shuswap Regional Airport (Salmon Arm) Commission Meeting Minutes of December 10, 2019
27 – 30	4.	Downtown Parking Commission Meeting Minutes of December 17, 2019
31 – 40	5.	Greenways Liaison Committee Meeting Minutes of December 5, 2019
41 – 44	6.	Community Heritage Commission Meeting Minutes of December 2, 2019
	7.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
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8. **STAFF REPORTS**
  - 53 – 76 1. Director of Development Services – Agricultural Land Commission Application No. ALC-388/ID. 56448 [Salmon Arm Folk Music Society/0847774 BC Ltd./Dedood, J. & Dedood, L./Thompson, J.; 550 10 Avenue SW/690 10 Avenue SW/1300 10 Street SW; Non-Farm Use]
  - 77 – 80 2. Director of Corporate Services – Salmon Arm Museum and Heritage Association Lease & Fee for Service Agreement
  - 81 – 84 3. Director of Corporate Services – Kault Hill Fire Suppression Agreement
  - 85 – 96 4. Director of Corporate Services – UBCM Poverty Reduction Planning & Action Program Grant Application
  - 97 – 100 5. General Manager, Shuswap Recreation Society – Shaw Centre Refrigeration Chiller Upgrade
9. **INTRODUCTION OF BYLAWS**
  - 101 - 114 1. City of Salmon Arm Zoning Amendment Bylaw No. 4365 [ZON1162; Soley, A. & Tigh, D.; 1791 – 22 Street NE; R1 – R8] – First and Second Readings
  - 115 – 130 2. City of Salmon Arm Zoning Amendment Bylaw No. 4366 [ZON1163; Ewan, D. & L.; 940 9 Avenue NE; R1 – R8] – First and Second Readings
  - 131 – 144 3. City of Salmon Arm Zoning Amendment Bylaw No. 4367 [ZON1164; Pringle, J. & S.; 1664 10 Street SE; R1 – R8] – First and Second Readings
  - 145 – 148 4. City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4371 – First, Second and Third Readings
10. **RECONSIDERATION OF BYLAWS**
  - 149 – 154 1. City of Salmon Arm Council Procedure Amendment Bylaw No. 4369 – Final Reading
11. **CORRESPONDENCE**
  - 155 – 156 1. Informational Correspondence
12. **NEW BUSINESS**
13. **PRESENTATIONS / DELEGATIONS**
  - 157 – 170 1. Presentation 3:30 – 3:45 p.m. (approximately)  
Don Nettleton, Chief Executive Officer, Okanagan Regional Library – Fall 2019 Okanagan Regional Library Update
  - 171- 172 2. Presentation 3:45 – 4:00 p.m. (approximately)  
Terry Smith, Sk'atsin Silvatech Ventures LLP, a Neskonlith Indian Band Subsidiary – Final CWPP
14. **COUNCIL STATEMENTS**
15. **SALMON ARM SECONDARY YOUTH COUNCIL**

16. NOTICE OF MOTION
17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS
18. OTHER BUSINESS  
173 - 174 1. 2020 CRI Application
19. QUESTION AND ANSWER PERIOD

**7:00 p.m.**

Page #	Item #	Description
	20.	DISCLOSURE OF INTEREST
	21.	HEARINGS
	22.	STATUTORY PUBLIC HEARINGS
175 - 180	1.	Zoning Amendment Application No. ZON-1133 City of Salmon Arm; Text Amendment; C-2, C-3, C-6, CD-9, CD-17, M-1, M-2 and P-3 Zones]
	23.	RECONSIDERATION OF BYLAWS
181 - 184	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4368 [ZON-1133; City of Salmon Arm; Text Amendment; C-2, C-3, C-6, CD-9, CD-17, M-1, M-2 and P-3 Zones]- Third and Final Readings
	24.	QUESTION AND ANSWER PERIOD
185 - 186	25.	ADJOURNMENT

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Item 2.

## CITY OF SALMON ARM

Date: January 13, 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: January 13, 2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of December 9, 2019, be adopted as circulated.

### Vote Record

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

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced in Room 100 at 1:30 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia on **Monday, December 9, 2019.**

### PRESENT:

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor C. Eliason (entered the meeting at 2:34 p.m.)  
 Councillor K. Flynn  
 Councillor T. Lavery (entered the meeting at 2:35 p.m.)  
 Councillor S. Lindgren  
 Councillor L. Wallace Richmond

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

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0635-2019

Moved: Councillor Lavery

Seconded: Councillor Lindgren

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 2:29 p.m.

Council recessed until 2:34 p.m.

Councillor Eliason entered the meeting at 2:34 p.m.

### 3. REVIEW OF AGENDA

Councillor Lavery entered the meeting at 2:35 p.m.

### 4. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with item 8.2 as Salmon Arm Janitorial Ltd. is a client of his firm.



5. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of November 25, 2019

0636-2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of November 25, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY

6. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of December 2, 2019

0637-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of December 2, 2019, be received as information.

CARRIED UNANIMOUSLY

0638-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Council authorize the Community Heritage Commission to consolidate accounts into one Heritage Project Account totaling \$4,000.00 for the purchase and development of the Heritage App as follows:

• Heritage Information Board Program	\$1,500.00
• Historic Road Name Program	\$1,000.00
• Community Heritage Register	\$1,000.00
• BC Heritage Week	<u>\$ 500.00</u>
	\$4,000.00

AND THAT: the 2019 Budget contained in the 2019-2022 Financial Plan Bylaw be amended to include an allocation to the Heritage Project Account in the amount of \$2,675.00 funded from the Heritage Activities Related Reserve.

CARRIED UNANIMOUSLY

2. Traffic Safety Committee Meeting Minutes of November 14, 2019

0639-2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Traffic Safety Committee Meeting Minutes of November 14, 2019, be received as information.

CARRIED UNANIMOUSLY

6. **COMMITTEE REPORTS - continued**

3. **Environmental Advisory Committee Meeting Minutes of November 15, 2019**

0640-2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Environmental Advisory Committee Meeting Minutes of November 15, 2019, be received as information.

CARRIED UNANIMOUSLY

4. **Social Impact Advisory Committee Meeting Minutes of November 22, 2019**

0641-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of November 22, 2019, be received as information.

CARRIED UNANIMOUSLY

5. **Shuswap Regional Airport Operations Committee Meeting of November 20, 2019**

0642-2019

Moved: Mayor Harrison

Seconded: Councillor Lavery

THAT: the Shuswap Regional Airport Operations Committee Meeting of November 20, 2019, be received as information.

CARRIED UNANIMOUSLY

7. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

1. **Board in Brief - November, 2019**

Received for information.

0643-2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: motion 0612-2019 to allocate \$1,000.00 for the Columbia Shuswap Regional District's Application for the Interior Health Community Food Action Initiative funded as follows: \$513.00 from 2019 Council Initiatives and \$487.00 from the Food Agricultural Reserve; subject to a successful application be rescinded.

CARRIED UNANIMOUSLY

## 8. STAFF REPORTS

### 1. Director of Corporate Services – Environmental Advisory Committee – Citizens at Large Appointments

0644-2019

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: Council appoint the following three (3) persons to the Environmental Advisory Committee as Citizens at Large for a two (2) year term, expiring December 31, 2021:

- Amy Vallarino;
- Carmen Fennell; and
- Julia Beatty.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict of interest and left the meeting at 2:54 p.m.

### 2. Director of Corporate Services – Janitorial Services Contract Renewal for City Hall/Court House Facility

0645-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council extend the Janitorial Services Contract for City Hall/ Court House Facility to Salmon Arm Janitorial Ltd. at the quoted price of \$47,124.00 plus taxes as applicable, for the period of January 1, 2020 to December 31, 2020 and authorize the Mayor and Corporate Officer to execute the contract for same with the option to renew for an additional one (1) year term.

CARRIED

Councillor Lindgren Opposed

Councillor Flynn returned to the meeting at 2:57 p.m.

### 3. Director of Engineering & Public Works – Shuswap Regional Airport Management and Maintenance Services Contract Extension

0646-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Mayor and Corporate Officer be authorized to execute a contract extension with East West Transportation (2000) Corp. for Airport Management and Maintenance Services for a two (2) year term commencing January 1, 2020 for an annual amount of \$124,082.00 (2020) and \$125,944.00 (2021) plus applicable taxes.

CARRIED

Councillor Lindgren Opposed

8. STAFF REPORTS – continued

4. Director of Engineering and Public Works – British Columbia Air Access Program 2020 – 2021 Intake

0647-2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council authorize submission of a grant application under the British Columbia Air Access Program (BCAAP) 2020 – 2021 Intake, for the Shuswap Regional Airport Runway 14-32 Paving Project, estimated cost \$1,500,000.00 plus taxes.

CARRIED UNANIMOUSLY

5. Director of Corporate Services – Fire Dispatch Agreement

0648-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Mayor and Corporate Officer be authorized to execute the Fire Dispatch Agreement with the Columbia Shuswap Regional District for a term of five (5) years commencing January 1, 2020 to December 31, 2024.

CARRIED UNANIMOUSLY

6. Director of Corporate Services – Transit Bench Advertising Agreement

0649-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Mayor and Corporate Officer be authorized to execute the Transit Bench Advertising Agreement with Carene Wooster for a two (2) year period from January 1, 2020 to December 31, 2021, subject to Community Charter advertising requirements at the rate of \$45 per bench per year.

CARRIED UNANIMOUSLY

7. Director of Corporate Services – Seniors Drop-In Centre Lease – 31 Hudson Avenue NE

0650-2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Mayor and Corporate Officer be authorized to execute a lease agreement with Shuswap Lake Senior Citizens Society for a term of five (5) years commencing January 1, 2020 to December 31, 2024, subject to Community Charter advertising requirements.

CARRIED UNANIMOUSLY

8. STAFF REPORTS – continued

8. Director of Corporate Services – Salmon Arm Economic Development Society Fee for Service Agreement

0651-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Salmon Arm Economic Development Society for a five (5) year term from January 1, 2020 to December 31, 2024;

AND THAT: the funding for the agreement be as follows:

- 2020: \$340,000.00;
- 2021: \$305,000.00 + BC CP;
- 2022: 2021 rate + BC CPI;
- 2023: 2022 rate + BC CPI; and
- 2024: 2023 rate + BC CPI.

CARRIED UNANIMOUSLY

9. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4368 [ZON-1133; City of Salmon Arm; Text Amendment; C-2, C-3, C-6, CD-9, CD-17, M-1, M-2 and P-3 Zones]– First and Second Readings

0652-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4368 be read a first and second time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Council Procedure Amendment Bylaw No. 4369 – First, Second and Third Readings

0653-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Council Procedure Amendment Bylaw No. 4369 be read a first, second and third time.

CARRIED UNANIMOUSLY

10. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Business Improvement Area Bylaw No. 4357 – Final Reading

0654-2019

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Business Improvement Area Bylaw No. 4357 be read a final time.

CARRIED  
Councillor Cannon Opposed

# 11. CORRESPONDENCE

## 1. Informational Correspondence

6. L. Samson, Administrative Services Manager, Okanagan Regional Library - letter dated November 26, 2019 - Annual Appointment to the Okanagan Regional Library Board

0655-2019

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: Councillor Lavery be appointed to the Okanagan Regional Library Board as the Salmon Arm City Council representative until December 2020.

CARRIED UNANIMOUSLY

Councilor Eliason left the meeting at 3:23 p.m. and returned at 3:25 p.m.

4. N. Harisch, President, R. J. Haney Heritage Village & Museum - letter dated November 19, 2019 - R.J. Haney Heritage Village Request Council Appointment

0656-2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Councillor Cannon be appointed to the Salmon Arm Museum and Heritage Association Advisory Committee as the Salmon Arm City Council Representative until October 2022.

CARRIED UNANIMOUSLY

0657-2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Councillor Wallace Richmond be appointed to the Salmon Arm Chamber of Commerce Board as the Salmon Arm City Council Representative until October 2022.

CARRIED UNANIMOUSLY

# 18. OTHER BUSINESS

## 1. Community Futures Appointment

0658-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Councillor Lindgren be appointed to the Community Futures Board as the Salmon Arm City Council Representative until October 2022.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE – continued

1. Informational Correspondence – continued

11. N. Marotz, Chair, Board of Examiner, Ministry of Municipal Affairs and Housing – letter dated November 22, 2019 – Certificate in Local Government Service Delivery to Erin Jackson, Director of Corporate Services

Council congratulated Erin Jackson, Director of Corporate Services on her achievement of receiving a Certificate in Local Government Service Delivery from the Board of Examiners.

12. NEW BUSINESS

13. PRESENTATIONS

15. SALMON ARM SECONDARY YOUTH COUNCIL

Fiona Young presented on 2SLGBTQA+ issues in School District 83 and the City of Salmon Arm. She was available to answer questions from Council.

Councillor Wallace Richmond left the meeting at 3:48 p.m.

14. COUNCIL STATEMENTS

16. NOTICE OF MOTION

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. QUESTION AND ANSWER PERIOD

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

2. IN-CAMERA SESSION – continued

0659-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 3:55 p.m.

The Meeting recessed at 4:19 p.m.

The Meeting reconvened at 7:00 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 & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Recorder B. Puddifant

**ABSENT:**

Councillor L. Wallace Richmond

**20. DISCLOSURE OF INTEREST****21. HEARINGS****22. STATUTORY PUBLIC HEARINGS**

**1. Official Community Plan Amendment Application No. OCP4000-41 [Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC]**

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

Submissions were called for at this time.

T. Horsting, the applicant, was available to answer questions from Council.

M. Lamerton, the agent for the applicant, outlined the application and was available to answer questions from Council.

J. Stewart, Executive Director, Shuswap Children's Association spoke in support of the proposed childcare facility.

M. Saab, 3141 5 Avenue SE, spoke in support of development at this location however expressed concerns regarding parking.

D. Schmok, 3201 5 Avenue SE spoke in support of the application.

M. Lamerton, agent for the applicant, addressed concerns regarding parking.

P. Shea, 3130 5 Avenue SE, expressed concerns regarding visibility and the location of the school zone signs.

G. Ruth, 2581 50 Street NE spoke in support of the application.

## 22. STATUTORY PUBLIC HEARINGS - continued

1. Official Community Plan Amendment Application No. OCP4000-41 [Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC] - continued

T. Thompson, 3800 65 Street NW spoke in support of the application.

K. Chu, 1611 50 Avenue NE spoke in support of the application.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:30 p.m.

2. Zoning Amendment Application No. ZON-1157 [Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1]

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

Submissions were called for at this time.

T. Horsting, the applicant, was available to answer questions from Council.

M. Lamerton, the agent for the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:35 p.m.

## 23. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No 4353 [OCP4000-41; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC] - Third Reading

0660-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4353 be read a third time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4354 [ZON-1157; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1] - Third Reading

0661-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4354 be read a third time.

CARRIED UNANIMOUSLY

**24. QUESTION AND ANSWER PERIOD**

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

**25. ADJOURNMENT**

0662-2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of December 9, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:47 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the day of \_\_\_\_\_, 2019.

Item 6.1

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of January 6, 2020, be received as information.

### Vote Record

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

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

## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, January 6, 2020.**

### **PRESENT:**

Mayor A. Harrison  
 Councillor S. Lindgren (entered the meeting at 8:02 a.m.)  
 Councillor L. Wallace Richmond  
 Councillor T. Lavery  
 Councillor K. Flynn  
 Councillor C. Eliason  
 Councillor D. Cannon

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

### **ABSENT:**

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

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

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

#### **3. DISCLOSURE OF INTEREST**

#### **4. PRESENTATIONS**

#### **5. REPORTS**

##### **1. Zoning Amendment Application No. ZON-1162 [Soley, A. & Tigh, D.; 1791 22 Street NE; R-1 to R-8]**

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

5. **REPORTS - continued**

1. **Zoning Amendment Application No. ZON-1162 [Soley, A. & Tigh, D.; 1791 22 Street NE; R-1 to R-8] - continued**

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

Councillor Lindgren entered the meeting at 8:02 a.m.

CARRIED UNANIMOUSLY

2. **Zoning Amendment Application No. ZON-1163 [Ewan, D. & L.; 940 9 Avenue NE; R-1 to R-8]**

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone);

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

L. Ewan, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. **Zoning Amendment Application No. ZON-1164 [Pringle, J. & S.; 1664 10 Street SE; R-1 to R-8]**

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 25, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

J. Pringle, the applicant was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

4. Agricultural Land Commission Application No. ALC-388 [Salmon Arm Folk Music Society/0847774 BC Ltd./Dedood, J. & Dedood, L./Thompson, J.; 550 10 Avenue SW/690 10 Avenue SW/1300 10 Street SW; Non-Farm Use]

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council Non-Farm Use Application No. ALC-388 be forwarded to the Agricultural Land Commission with a resolution of support by City Council.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEMS

9. ADJOURNMENT

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee meeting of January 6, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:39 a.m.

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Mayor Alan Harrison  
Chair

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



Item 6.2

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Agricultural Advisory Committee Meeting Minutes of December 11, 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 **Agricultural Advisory Committee Meeting** held in Room 101 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **December 11, 2019** at 2:00 p.m.

**PRESENT:**

John McLeod, Chair\*  
 Councillor Tim Lavery, Chair\* arrived at 2:08  
 Don Syme  
 Barry Voth  
 James Olafson  
 Mike Schroeder  
 Scott Beeching, Senior Planner/Recorder - staff (non-voting)

**ABSENT:**

John Schut  
 Ron Ganert  
 James Hanna  
 Lana Fitt, Economic Development Society (non-voting)

1. **Call to Order** - The meeting was called to order at 2:03 p.m.

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

A new item was added as 5.4 Wildfire Workshop  
 The Agricultural Advisory Committee Meeting Agenda of December 11, 2019 was approved as amended.

**CARRIED UNANIMOUSLY.**

3. **Approval of Minutes of October 9, 2019 Agricultural Advisory Committee Meeting**

Moved: Don Syme  
 Seconded: Mike Schroeder  
 THAT: the minutes of the Agricultural Advisory Committee Meeting of October 9, 2019 be approved.

**CARRIED UNANIMOUSLY.**

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

None

5. **New Business**

1. **Agricultural Land Reserve Application No. ALC-388 (Non-Farm Use)**  
**Applicant:** David Gonella, Salmon Arm Folk Music Society  
**Owners:** Jerald Thompson and Judy Dedood  
**Locations:** 550 10 Ave SW, 1300 10 St SW and 690 10 Ave SW

David Gonella provided an overview of the application including the past use of the property as short-term campground and the future expansion and uses.

**Moved:** Don Syme

**Seconded:** Mike Shroeder

THAT: The AAC recommends support for the short-term camping over two weeks during Roots and Blues.

**CARRIED.**

\* Councillor Lavery took over Chair duties.

2. **Bio-solids on the Floodplain**  
Deferred to the January 9, 2020 meeting.
3. **ALC Update**  
An update was provided on the following applications:
  - No. 381 Brackhuas/McDonald/Nash - denied;
  - No. 383 Veerman - no decision;
  - No. 384 Weicker/Rasumussen - approved; and,
  - No. 386 Texeria - withdrawn.
4. **Wildfire Workshop**  
Councillor Lavery provided information on a Farm and Ranch Wildfire Preparedness Workshop.
6. **Other Business & / or Roundtable Updates**
  - Shuswap Watershed Council - Councillor Lavery
  - BC Tomorrow - Councillor Lavery
7. **Next meeting - January 9, 2019**
8. **Adjournment**  
 Moved: Mike Shroeder  
 Seconded: John McLeod  
 THAT: the Agricultural Advisory Committee Meeting of December 11, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 2:35 p.m.

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Councilor Tim Lavery, Chair

Received for information by Council on the      day of      , 2019

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Item 6.3

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Mayor Harrison

Seconded: Councillor Eliason

THAT: the Shuswap Regional Airport (Salmon Arm) Commission Meeting Minutes of December 10, 2019, be received as information.

### Vote Record

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

Opposed:

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

## Shuswap Regional Airport (Salmon Arm) Commission

### Minutes of a Meeting of the Shuswap Regional Airport (Salmon Arm) Commission held in Meeting Room 100 of City Hall on December 10, 2019

#### PRESENT:

Alan Harrison, City of Salmon Arm  
 Paul Demenok, CSRD (Area "C")  
 Tim Auger, Salmon Arm Flying Club  
 Robert Niewenhuizen, Director of Engineering & Public Works, City of Salmon Arm  
 Tracy Tulak, Acting Chief Financial Officer, City of Salmon Arm

#### ABSENT:

Terry Rysz, District of Sicamous  
 Rhona Martin, CSRD (Area "E")  
 Rene Talbot, CSRD (Area "D")

The meeting was called to order at 3:08 p.m.

#### 1. Selection of Chairperson

Moved: Tim Auger  
 Seconded: Paul Demenok  
 THAT: Alan Harrison act as Chairperson for the Shuswap Regional  
 Airport (Salmon Arm) Commission.

CARRIED UNANIMOUSLY

#### 2. Minutes of Meeting – September 30, 2019

Moved: Tim Auger  
 Seconded: Paul Demenok  
 THAT: The minutes of Shuswap Regional Airport (Salmon Arm)  
 Commission Meeting of September 30, 2019, be approved.

CARRIED UNANIMOUSLY

#### 3. Shuswap Regional Airport (Salmon Arm) Commission – Appointments

At the City of Salmon Arm Regular Council Meeting of September 9, 2019 the following individuals were appointed, as the City of Salmon Arm nominations, to the Shuswap Regional Airport Commission for a two (2) year term expiring December 31, 2021:

- Mayor Alan Harrison, City of Salmon Arm;
- Chelsea Van de Cappelle, Chief Financial Officer;
- Robert Niewenhuizen, Director of Engineering and Public Works; and
- Tim Auger, Salmon Arm Flying Club.

Shuswap Regional Airport (Salmon Arm) Commission Minutes for December 10, 2019

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The following individuals were appointed, as the Columbia Shuswap Regional District nominations, to the Shuswap Regional Airport Commission for a term expiring December 31, 2020:

- Terry Rysz, District of Sicamous;
- Paul Demenok, CSRD – Area C;
- Rene Talbot, CSRD – Area D; and
- Rhona Martin, CSRD – Area E.

The memorandum was received for information.

4. Proposed Disposal (via easement) of properties at 3641 Highway 97B, Salmon Arm

Moved: Paul Demenok

Seconded: Tim Auger

THAT: The Shuswap Regional Airport (Salmon Arm) Commission support the proposed disposal (via easement) of the properties at 3641 Highway 97B, to Salmon Arm Golf Course Holdings Ltd. as outlined in the staff report dated August 27, 2019.

CARRIED UNANIMOUSLY

5. Any Other Business

- a) Robert Niewenhuizen, Director of Engineering & Public Works provided an update on the Taxiway Way Charlie Project.
- b) Robert Niewenhuizen, Director of Engineering & Public Works briefly reviewed the City's opportunity to reapply for the 2020 BC Air Access Grant for the Runway Paving Project.

Moved: Paul Demenok

Seconded: Tim Auger

THAT: The Shuswap Regional Airport (Salmon Arm) Commission support the City of Salmon Arm's 2020 BC Air Access Program Grant Application;

AND THAT: Alan Harrison, Chairperson prepare a letter of support for the Runway Paving Project Grant Application - 2020 BC Air Access Program.

CARRIED UNANIMOUSLY

- c) Robert Niewenhuizen, Director of Engineering & Public Works reviewed the Airport Manager Contract. The Mayor and Corporate Officer have been authorized by City Council to execute a contract extension with East West Transportation (2000) Corp. for Airport Management and Maintenance Services for a two (2) year term commencing January 1, 2020.



Shuswap Regional Airport (Salmon Arm) Commission Minutes for December 10, 2019

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6. Adjournment

Moved: Paul Demenok

Seconded: Tim Auger

THAT: The meeting of the Shuswap Regional Airport (Salmon Arm) Commission of December 10, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 3:32 p.m.

Received as information by Council on the  
13<sup>th</sup> day of January, 2020

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Alan Harrison  
Chairperson

Item 6.4

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Downtown Parking Commission Meeting Minutes of December 17, 2019, be received as information.

### Vote Record

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

Opposed:

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

## **CITY OF SALMON ARM**

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, December 17, 2019.**

### **PRESENT:**

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

### **ABSENT:**

### **GUEST:**

The meeting was called to order at 8:00 a.m. by Chairperson Regan Ready.

1. **INTRODUCTIONS AND WELCOME**
2. **PRESENTATIONS**
3. **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Moved: Gerald Foreman

Seconded: Jacquie Gaudreau

THAT: the Downtown Parking Commission Meeting Agenda of December 17, 2019 be approved as circulated.

CARRIED UNANIMOUSLY

**4. APPROVAL OF MINUTES FROM SEPTEMBER 17, 2019**

Moved: Bill Laird

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting Minutes of September 17, 2019 be adopted as circulated.

CARRIED UNANIMOUSLY

**5. OLD BUSINESS ARISING FROM MINUTES**

- a. Downtown Parking Plan – RFP Update  
The Committee discussed the Downtown Parking Plan.
- b. Parking Meter Vandalism – update and replacement strategy

Moved: Bill Laird

Seconded: Cathy Ingebrigston

THAT: The Downtown Parking Commission supports the staff recommendation to replace damaged parking meter heads with three Parking Pay Stations for a total cost of \$40,000.00;

AND THAT: funding for the purchase and installation of the new Parking Pay Stations be allocated from the General Parking Reserve.

CARRIED UNANIMOUSLY

**6. NEW BUSINESS**

- a. 2020 Meeting Calendar

Moved: Gerald Foreman

Seconded: Vic Hamilton

THAT: the 2020 Downtown Parking Commission Calendar be approved.

CARRIED UNANIMOUSLY

- b. 2020 Chairperson Schedule – the 2020 Chairperson schedule was reviewed and approved as presented.

**7. OTHER BUSINESS**

Vic Hamilton discussed the need for a sandwich board sign to mark the loading zone at Hudson and Alexander.

The Committee discussed the newspaper article by David booth regarding electric vehicle hook ups and the possibility of a shortage of electricity.

8. **NEXT MEETING - Tuesday, December 17, 2019**

The next meeting of the Downtown Parking Commission will be Tuesday, December 17, 2019. Chairperson will be Regan Ready.

9. **ADJOURNMENT**

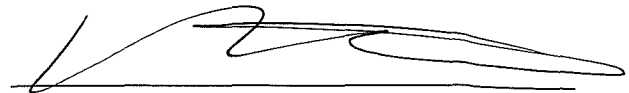
Moved: Vic Hamilton

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting of December 17, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:55 a.m.



Marcel A. Bedard  
Bylaw Officer

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

Item 6.5

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Greenways Liaison Committee Meeting Minutes of December 5, 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 101 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Thursday, December 5, 2019** at 3:00 p.m.

### **PRESENT:**

Tim Lavery, Chair  
 Brian Browning, Shuswap Trail Alliance  
 Anita Ely, Interior Health  
 Joan Mitchell, Shuswap Trail Alliance  
 Rob Bickford, Citizen at Large  
 Steve Fabro, Citizen at Large

Jen Bellhouse, Shuswap Trail Alliance (non-voting)  
 Phil McIntyre-Paul, 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: Joe Johnson, Citizen at Large

The meeting was called to order at 3:01 p.m.

#### **1. Introductions**

#### **2. Presentations**

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

Late items were added regarding Foreshore Monitoring, GLC integration, and CRI Funding.

Moved: Steve Fabro

Seconded: Brian Browning

THAT: the agenda for the Greenways Liaison Committee Meeting of December 5, 2019 be so approved.

**CARRIED UNANIMOUSLY**

#### **4. Approval of Minutes of September 12, 2019 Greenways Liaison Committee Meeting**

Moved: Rob Bickford

Seconded: Joan Mitchell

THAT: the minutes of the Greenways Liaison Committee Meeting of October 17, 2019 be approved as circulated.

**CARRIED UNANIMOUSLY**

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

**none**

## 6. New Business

### 1. STA Update - Planning and Projects

The STA presented on many projects nearing completion (Attachment 1). Of note, 8 km of new trails were added to the South Canoe Trail network in 2019 (Attachment 2). The Hillcrest Greenways project will be carried forward.

### 2. Ida View Trail - Update

Designated in the OCP and Greenways Strategy, the GLC confirmed their support of this proposed trail. Concerns of the neighbours, including concern for their irrigation system were noted. The STA will follow up with City staff should any additional confirmation be required.

### 3. South Canoe – New Trails Update

In addition to the 8 km of new trails added to the South Canoe Trail network in 2019, the 2020 plan was presented that includes a re-work of the “Coffee Time” trail and the development of an associated climb trail (Attachment 3).

### 4. South Canoe Parking Lot – Update

2020 plans include fencing and additional improvements. Feedback has been positive.

### 5. Heritage Trail

There was discussion regarding improving the route to the wharf from the Turner Creek / Jackson underpass through McGuire Lake Park. Options are limited with the School District and Interior Health properties not presenting easy options. Wayfinding directing pedestrians west on the 6 Avenue sidewalk appears to be the primary option.

## 7. Other Business &/or Updates

### 1. Mt Ida Forestry Road

The private property owner has gated access to the Mt Ida Forestry Service Road. This is a link for recreational access. Staff have passed complaints and concerns along to Ministry staff. The Ministry is involving their legal team. While the GLC notes the importance of recreational access, some concern for private property rights were also noted.

Moved: Steve Fabro

Seconded: Joan Mitchell

THAT: a letter from Mayor and Council be sent to the Ministry to ensure that access concerns related to the Mt Ida Forest Service Road are fully expressed.

Opposed: Brian Browning

**CARRIED**

### 2. Hillcrest to 5-Corners

The City is in receipt of a “Compatible Use Agreement” from BC Hydro that would enable trail building over the BC Hydro parcel (Attachment 4). The STA has reviewed the agreement and note the conditions should be achievable from a trail-building perspective. City staff are reviewing the agreement.



**3. Trail Naming Policy**

The City has trended towards generic place names with City greenways, with a 1-year period of consideration for requests which proceed to Council. Through the regional trails process, there may be an opportunity to work with First Nations on traditional naming. The Cultural Planning process ongoing with the City may present some opportunity or direction for a naming protocol.

**4. Integrated Planning**

A discussion proceeded regarding integrated planning and the GLC. GLC members requested clarification on what was implied by "integrated planning" within the context of the committee. There was general discussion. It was noted that the GLC is a technical planning committee of Council, under the City's OCP, which integrates many planning initiatives, has expanded its scope over time, and may evolve further in the future.

**8. Next meeting - Thursday, January 30, 2020, 3 pm**

Moved: Steve Fabro

Seconded: Rob Bickford

THAT: the Greenways Liaison Committee Meeting of Dec. 5, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

**9. The meeting adjourned at 4:35 p.m.**


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Endorsed by Meeting Chair

Received for information by Council on the      day of      , 2019

Attachment 1 - STA Update

Attachment 2 - South Canoe 2019

Attachment 3 - South Canoe 2020

Attachment 4 - Hillcrest to 5-Corners

# Shuswap Trail Alliance Project Summary: 2019

## City of Salmon Arm: Greenways Project Summary 2019

UPDATED: December 04, 2019 JB



Projects of significance within and/or directly accessible to Salmon Arm residents and visitors. Also - includes shared planning, training, marketing, and educational program development.

City of Salmon Arm Greenways Projects: 2019		Partner Funding	STA Funded	In-Kind	Status		New m	Fix m	Maintain m	Plan m	Sign
1921	Rubberhead - General 2019	\$220.00	\$1,199.89	\$3,072.79	in progress	SBikeClub/STA/RSTBC/CanoeFP/Stella Jones					
1906	Rubberhead Jump Line			\$7,339.88	completed	SBikeClub/STA/RSTBC/CanoeFP/Stella Jones					
1852	Salmon Arm - 9th Ave NE to Hwy 1 Connector	\$10,457.83	\$0.00	\$128.00	Invoiced (Px4)	City SA PO#46681	0				
1852	Salmon Arm - 9th Ave NE to Hwy 1 Connector	\$3,731.21	\$0.00	\$32.00	Invoiced (Px5)	City SA PO#46681	0				
1852	Salmon Arm - 9th Ave NE to Hwy 1 Connector	\$1,940.47	\$0.00	\$6,281.23	Invoiced (F)	City SA PO#46681	0				
1958	Salmon Arm - Brautigan Subdivision Signage	\$1,181.69			in progress	City SA PO# Mike					
1864	Salmon Arm - Cress Creek 2018 - SIGNAGE	\$367.77	\$322.87	\$0.00	Invoiced (F)	City SA PO#46441					4
1837	Salmon Arm - Foreshore (Raven) Trail - Monitoring	\$765.76	\$0.00	\$55.61	Invoiced (F)	City SA PO#47334/SABNES/Monitoring Advisory					
1937	Salmon Arm - Foreshore (Raven) Trail - Monitoring	\$1,735.09	\$388.42	\$124.26	Invoiced (F)	City SA PO#48729/SABNES/Monitoring Advisory					
1854	Salmon Arm - Gayle Cr/Syphon Falls - West Connector	\$533.87	\$0.00	\$0.00	Invoiced (F)	City SA PO#46443					
1874	Salmon Arm - Greenway Signs 2018	\$6,053.26	\$0.00	\$58.92	Invoiced (Px2)	City SA PO#47722					
1874	Salmon Arm - Greenway Signs 2018	\$5,394.59	\$0.00	\$40.00	Invoiced (Px3)	City SA PO#47722					
1874	Salmon Arm - Greenway Signs 2018	\$2,246.86	\$0.00	\$240.00	Invoiced (Px4)	City SA PO#47722					
1874	Salmon Arm - Greenway Sign Additions 2018	\$1,000.00		\$1,901.29	to finish 2019	City SA PO#47722					75
1858	Salmon Arm - Hillcrest Subdivision Greenways 2018	\$17,635.99			in progress	City SA PO#46439	865				
1863	Salmon Arm - Hillcrest Subdivision Greenways 2018 - S	\$2,620.69			in progress	City SA PO#46440					15
1907	Salmon Arm - Planning (General) 2019		\$1,611.11	\$722.11	in progress	City SA/Greenways/Stewards					
1853	Salmon Arm - Rifle Range - Memorial Cemetery Trails -	\$1,008.05	\$0.00	\$32.00	Invoiced (F)	City SA / Students PO#46462					1
1859	Salmon Arm - Rifle Range - Memorial Cemetery Trails -	\$514.40	\$0.00	\$212.55	Invoiced (F)	City SA PO#46463				TBD	TB
1908	Salmon Arm - Spring Maintenance 2019	\$2,802.36	\$0.00	\$155.33	Invoiced (P)	City SA PO#48624					
1908	Salmon Arm - Spring Maintenance 2019	\$3,544.45	\$0.00	\$759.03	Invoiced (F)	City SA PO#48624			70475		
1952	Salmon Arm - Fall Maintenance 2019	\$3,150.00			in progress	City SA PO# 49939					
1861	Salmon Arm - Urban Connectors 2018 - Design-Plan	\$1,838.10			to finish 2019	City SA PO#46459					
1938	Salmon Arm - West Bay 2019		\$1,168.42	\$442.15	in progress	City SA/ALIB/NIB/Swtz/LSLB/MLAMP/CPM/TIHA					
1833	South Canoe - Goliath EQ Trail	\$440.00			Signs/Blazes	EQ Trail/BC HBC-Shu/BC Horse Council/NOBCH					
1946e	South Canoe - Kiddie Climb Trail	see BCRDF			in progress	City SA/Rec Sites/SC Advisory partners	2000				
1902	South Canoe - Parking Development Additional Plannin	\$2,000.42	\$140.87	\$1,076.63	in progress	City PO#48478 SA/Rec Sites/SC Advisory Partn	350				
1875	South Canoe - Run-Bike Loops	\$3,778.38	\$0.00	\$1,136.80	Invoiced (Px2)	City PO#47737 SA/Rec Sites/SC Advisory Partn	350				
1875	South Canoe - Run-Bike Loops	\$240.58			to finish 2019	City PO#47737 SA/Rec Sites/SC Advisory Partn	350				
1946d	South Canoe - South Climb Trail	see BCRDF			in progress	City SA/Rec Sites/SC Advisory partners	3140				
1916	South Canoe - Upgrades/Planning/Voly - General 2019		\$4,164.60	\$6,443.04	in progress	City SA/Rec Sites/SC Advisory Partners					
1946f	South Canoe - Swayback EQ Trail	\$4,679.92		\$2,191.94	in progress	City SA/Rec Sites/SC Advisory partners/BCRDP	834				
<b>2019 Project Total</b>		<b>\$79,881.74</b>	<b>\$8,996.18</b>	<b>\$32,445.56</b>			<b>7889</b>	<b>0</b>	<b>70475</b>	<b>0</b>	<b>99</b>
<b>Combined Value</b>			<b>\$121,323.48</b>								

# Shuswap Trail Alliance Project Summary: 2019

## City of Salmon Arm: Greenways Project Summary 2019

UPDATED: December 04, 2019 JB

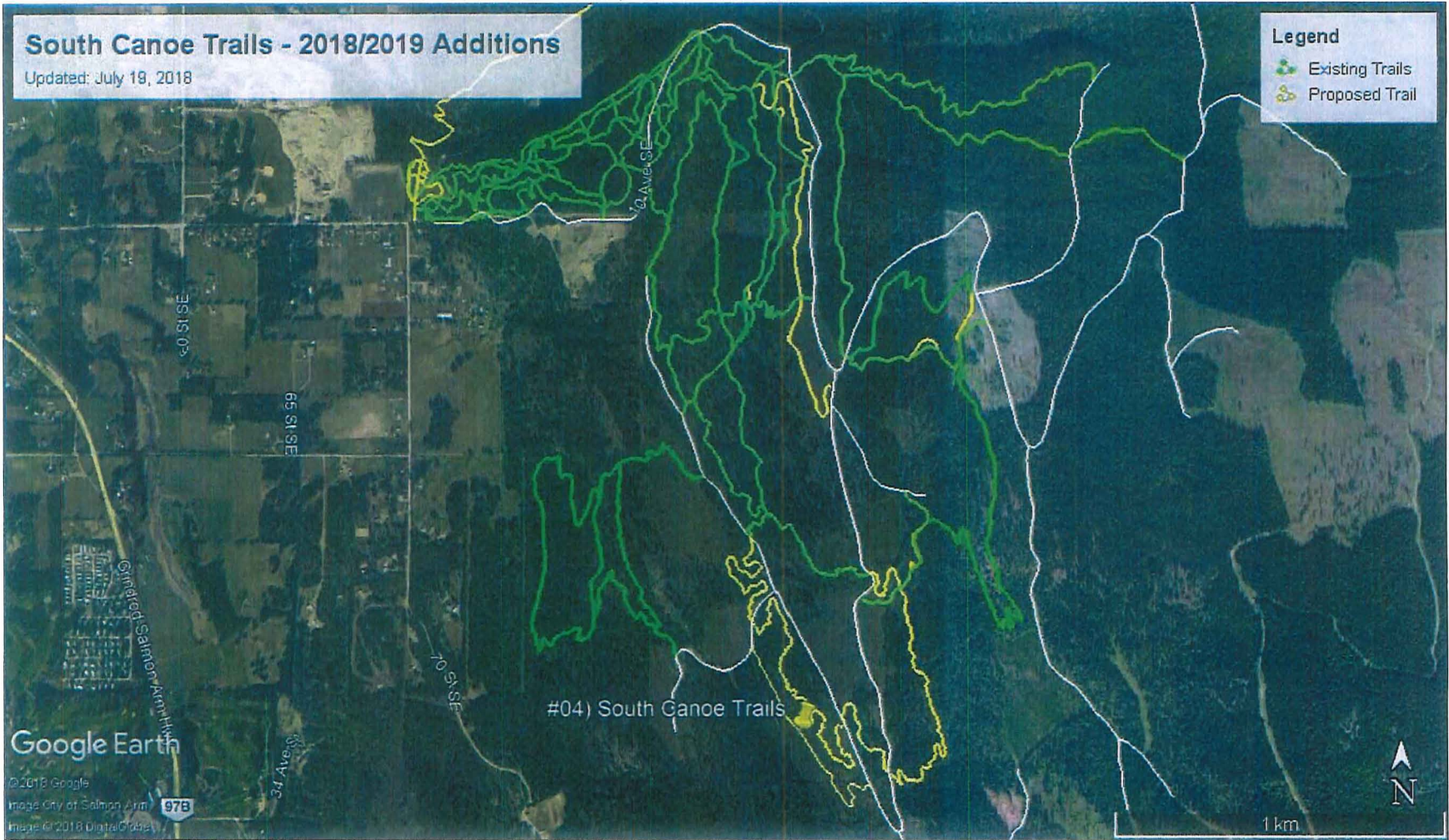


Projects of significance within and/or directly accessible to Salmon Arm residents and visitors. Also - includes shared planning, training, marketing, and educational program development.

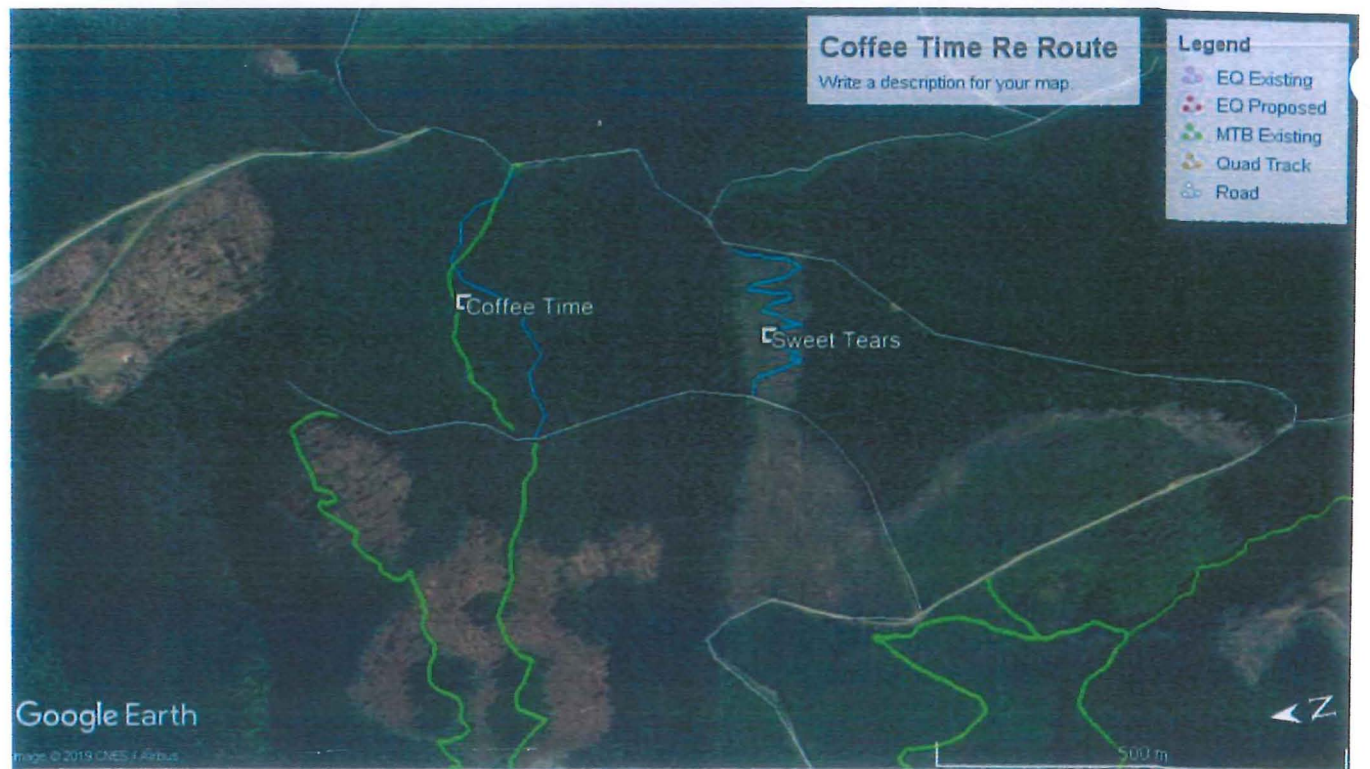
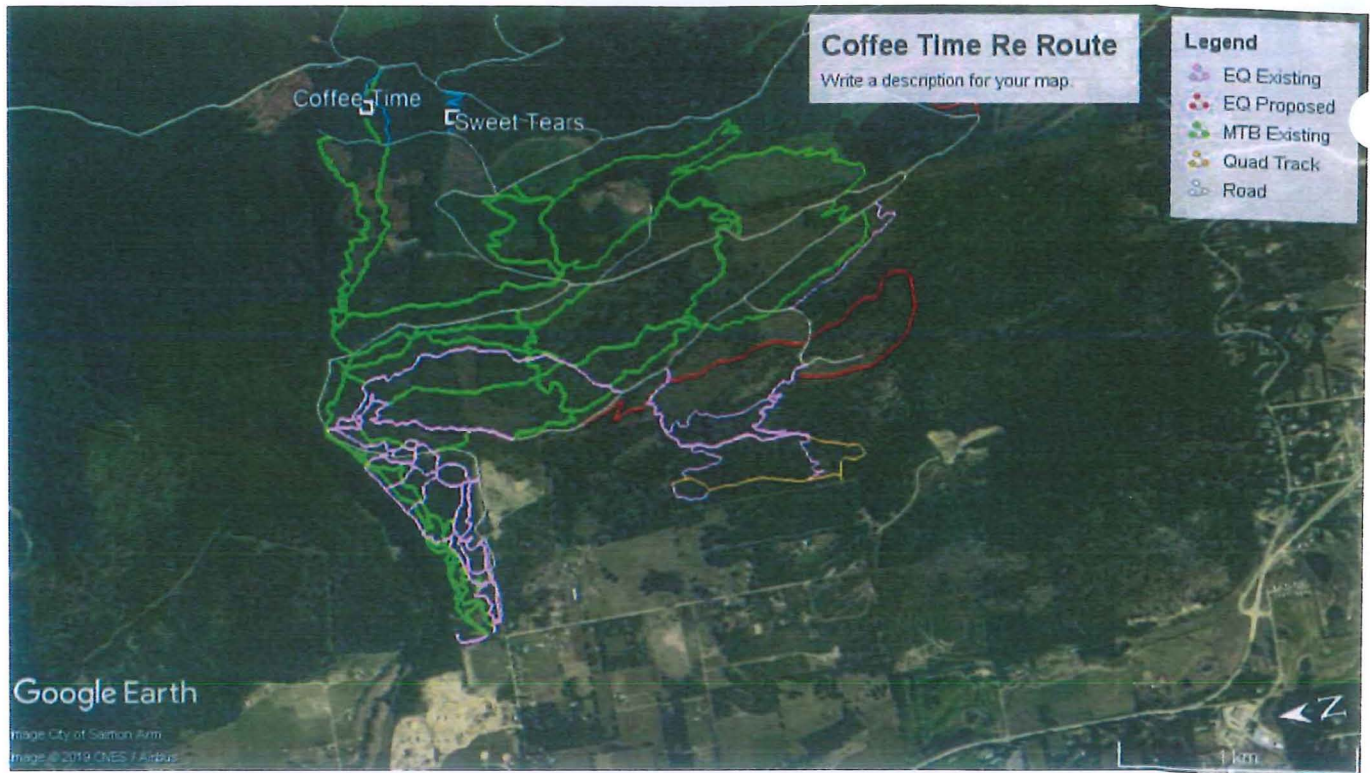
City of Salmon Arm Greenways Projects: 2019		Partner Funding	STA Funded	In-Kind	Status		New m	Fix m	Maintain m	Plan m	Sigr
Additional Projects of Note for Salmon Arm: 2019		Partner Funding	STA Funded	In-Kind	Status	Partners	New m	Fix m	Maintain m	Plan m	Sigr
	MRDT (Salmon Arm Hotel Tax) Funding - marketing, si	\$10,000.00		other trackin	other trackir	in progress	City SA/Hotels/SAEDS/MRDT Cmt				
1944	Canada Summer Jobs 2019	\$16,541.32	\$8,106.78		confirmed	Gov of Canada					
1950	CSISS Weed Pull 2019	\$1,434.69	\$0.00	\$8.18	Invoiced (F)	CSISS					
1905	Experience Development: Tourism (General)		\$615.44	\$346.03	ongoing	ST/EDS/Operators/TOTA/DestinationBC/STS					
1741	Kela7scen (Mt Ida) Planning		\$320.31	\$172.35	in progress	ALIB/LSLIB/NIB/Splatin/STS/SORE/MFLNRO/CSRD/SA					
1939	LHT - General		\$805.25	\$854.03	in progress	STA/Rec Sites Trails/CitySA/CanoeFP					
1946a	LHT - Southern Approach (Ida View)	\$16,017.60		\$7,439.89	completed	STA/Rec Sites Trails/CitySA/CanoeFP/BCRDP	12250				
1846	Secwepemc Landmarks Concept	\$29,945.11			in reserve	STS Lakes Division/CSA/SArtsC/ST					
1846	Secwepemc Landmarks Concept	\$1,554.89	\$2,449.84	\$1,709.73	completed	STS Lakes Division/CSA/SArtsC/ST					
1920	Shuswap Regional Trail Strategy Roundtable 2019	\$5,484.40		\$1,339.32	in progress	Various/Rec Sites/CSRD/ST/Lks Div/Fraser Basin/IHA, WO-18-230-079					
1920	Shuswap Regional Trail Strategy Roundtable 2019	\$1,500.00	\$0.00	\$0.00	Invoiced (P)	Various/Rec Sites/CSRD/ST/Lks Div/Fraser Basin/IHA, WO-18-230-079					
1932	Trail Guide Update 2019 - MTB (mini guide)	\$7,800.18	\$2,851.61	\$684.97	completed	SA-MRDT/ST/STA/CSRD GIS/SBClub					
1948	Trail Guide Update - Paddle Mini-Guide (Blueways)	MRDT			in progress						
1904	Trail Guide & Website update 2019 (MRDT)	MRDT			in progress	SA-MRDT					
1910	Volunteer (Stewards/Crew) Training 2019	\$3,500.00	\$4,974.87	\$1,664.74	Report (F)	SCF/STA/BCRDP					
<b>2019 Additional Projects of Note Total</b>		<b>\$93,778.19</b>	<b>\$20,124.10</b>	<b>\$14,219.23</b>			<b>12250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Combined Value</b>		<b>\$128,121.53</b>									

<b>2019 Total Salmon Arm Greenway Value</b>	<b>\$173,659.94</b>	<b>\$29,120.28</b>	<b>\$46,664.79</b>
<b>Combined Value</b>	<b>\$249,445.01</b>		
<b>City Salmon Arm Funded</b>	<b>\$70,210.13</b>	<b>28%</b>	

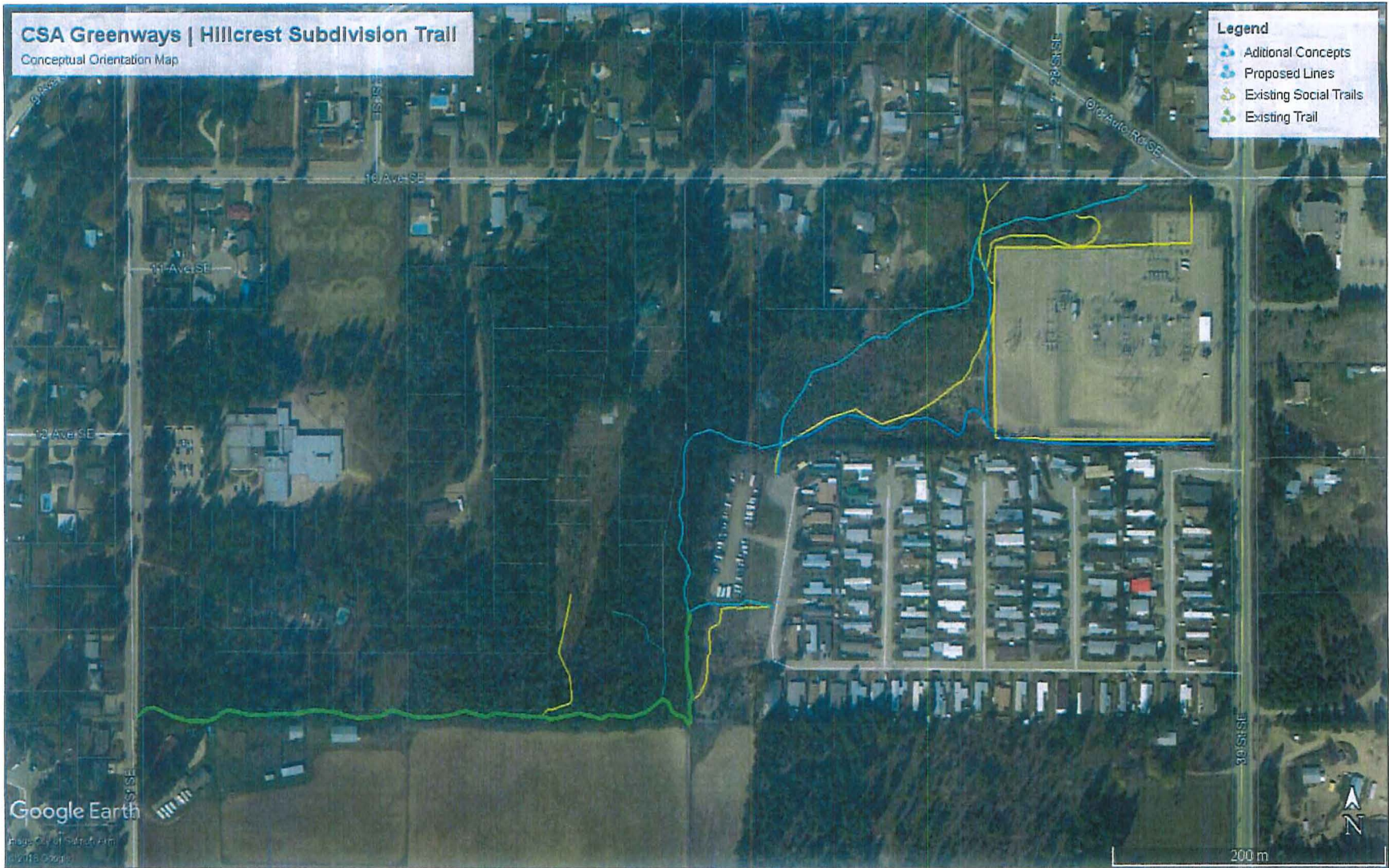
Projects (Carried Forward): 2019	Partner Funding	STA Funded	In-Kind	Status	Partners	New m	Fix m	Maintain m	Plan m	Sigr
<b>Carry Forward 2019 Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Combined Value</b>	<b>\$0.00</b>									











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Item 6.6

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Community Heritage Commission Meeting Minutes of December 2, 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 **Community Heritage Commission** Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Monday, December 2, 2019** at 1:30 p.m.

### **PRESENT:**

Councillor Debbie Cannon, Chair  
 Pat Kassa, R.J. Haney Heritage & Museum  
 Deborah Chapman, R.J. Haney Heritage & Museum  
 Maureen Schaffer  
 Cindy Malinowski, R.J. Haney Heritage & Museum  
 Mary Landers  
 Linda Painchaud  
 Denise Ackerman, City of Salmon Arm, Recorder

### **ABSENT:**

### **GUESTS:**

The meeting was called to order at 1:35 p.m.

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

Moved: Maureen Schaffer

Seconded: Pat Kassa

THAT: the Community Heritage Commission Meeting Agenda of December 2, 2019, be approved as circulated.

**CARRIED UNANIMOUSLY**

4. **Approval of Minutes of November 7, 2019, Community Heritage Commission Meeting**

Moved: Pat Kassa

Seconded: Maureen Schaffer

THAT: the minutes of the Community Heritage Commission Meeting of November 7, 2019 be approved.

**CARRIED UNANIMOUSLY**

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

#### **a) On This Spot App**

Debbie Cannon shared that she had received positive feedback regarding On This Spot App from various Cities. Debbie Cannon also provided information about available grants and funding. The members of the commission decided it would be best to apply for a BC Heritage Grant. This grant is not retroactive. Thus, if the commission retained

Minutes of the Community Heritage Commission of Monday, December 2, 2019

the services of On This Spot now, the commission would not be eligible for the grant. The commission members decided to apply for one BC Heritage Grant and MRDT funding.

Moved: Pat Kassa

Seconded: Linda Painchaud

THAT: The Commission endorses to apply for MRDT funding in the amount of \$3,000 for On This Spot App.

**CARRIED UNANIMOUSLY**

Moved: Pat Kassa

Seconded: Linda Painchaud

THAT: The Commission endorses for funds which are budgeted for specific heritage projects and held in separate heritage accounts, be amalgamated to create one heritage project account.

**CARRIED UNANIMOUSLY**

**b) Heritage Week**

The Awards Committee have a meeting on Friday, December 6<sup>th</sup> to determine the Heritage Conservation Award recipients. Other than the Heritage Conservation Awards, the members discussed other things the commission could do for Heritage Week. Debbie Cannon is going to check with Ross from On This Spot if a display of the App would be possible at Heritage Week.

**c) Meeting Schedule**

The meeting schedule was discussed and it was decided that starting in January 2020, the commission will regularly meet on the first Monday of every month with the exception of the summer months (July and August).

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

**7. Next meeting - January 6, 2020**

**8. Adjournment**

Moved: Maureen Schaffer

Seconded: Mary Landers

THAT: The meeting be adjourned at 3:05 p.m.

\_\_\_\_\_  
Debbie Cannon, Chair

Received for information by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2019

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Item 7.1

## CITY OF SALMON ARM

Date: January 13, 2019

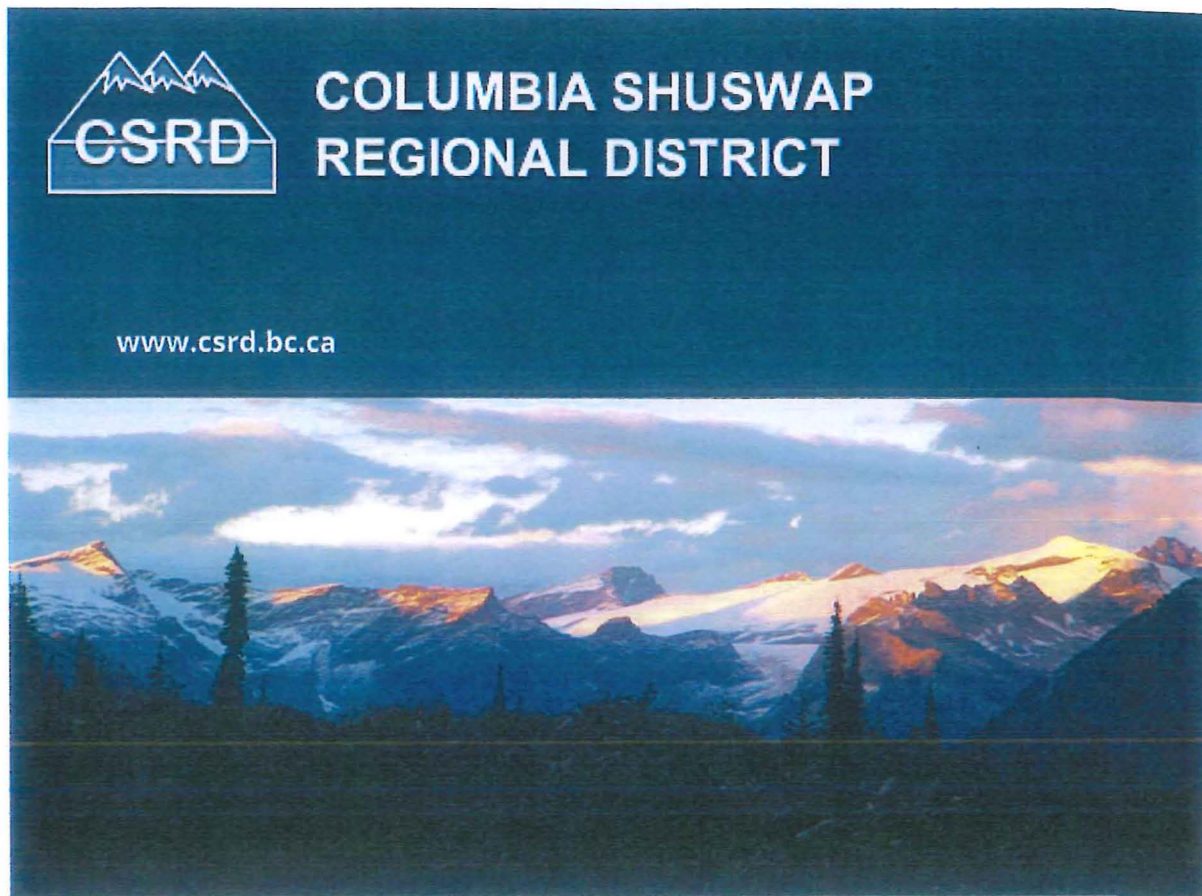
### Board in Brief – December, 2019

#### **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:** Tuesday, December 10, 2019 10:38 AM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - December 2019



## #YourCSRD - December 2019

December 2019



[Web version](#)

## Highlights from the Regular Board Meeting

## Business arising from the Minutes

### Community Connections Proposal (November 8, 2019)

This item was referred from the November 21, 2019 meeting for a review of possible funding sources. After some discussion, the Board did not agree to provide any funding for the grant application due on December 9, 2019. Instead the Board wanted to get more information and agreed to consider a future application. A letter will also be written expressing support in principle for the food security initiative and future CSRD participation.



## Correspondence

### CSRD Support Request for Sicamous MRDT Funding Application (November 27, 2019)

The Board received an email requesting a letter of support for an application from the District of Sicamous for a two per cent Municipal and Regional District Tax application. The CSRD Board approved the request.

## Business General

### 2020 Appointments to Committees and other External Boards/Agencies

The Board endorse the listing of appointments to Committees, external Boards and Agencies. [View report.](#) [View Committee appointments.](#)

### Records and Information Management (RIM)

The Board adopted Records Management Bylaw 5807 and endorsed Records and Information Management Policy A-75 and A-76 to assist in the transition from paper to electronic records and to aid in the retention and disposal of those records. [View report.](#)

### Grant in Aid requests

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

### Electoral Area C: Community Works Fund - Sunnybrae Waterworks Communications Repair

The Board approved up to \$10,000 plus applicable taxes from the Electoral Area C Community Works Fund allocation for costs associated with the Sunnybrae Waterworks communications system replacement. [View report](#)

### Electoral Area D: Community Works Funds – Deep Creek Farmers Institute

The Board approved up to \$8,775 including applicable taxes from the Area D Community Works Fund for furnace replacement at the Deep Creek Hall. [View report.](#)

### Electoral Area F: Community Works Fund – Energy Efficient Upgrades for the Celista and Scotch Creek Fire Halls



### **Electoral Area E: Park Land Donation Agreement**

The CSRD Board authorized entering into a Parkland Donation Agreement with Ritchie Land & Timber Ltd. for a 16.24 hectare (42.82 acre) parcel of land located in Electoral Area E near Malakwa. [View report.](#) [View news release.](#)

### **Electoral Area A: Golden & District Recreation Centre Chiller Replacement**

After an ammonia leak at the Golden & District Recreation Centre forced the closure of the facility on November 25, 2019, the CSRD Board approved internally borrowing up to a maximum of \$200,000 to purchase a new ice chiller unit. The Board also approved spending up to \$80,000 on a temporary rental chiller, which will allow the facility to re-open with a target start date of January 10, 2020. The temporary rental unit will be used until the permanent replacement can be installed. [View report.](#) [View news release.](#)

### **Electoral Areas C & E: Housing Needs Reports Contract Award**

The Board approved entering into an agreement with Urbanics Consultants Ltd. to complete Housing Needs Reports for Electoral Areas C and E for a total cost of \$31,040 plus applicable taxes. [View report.](#)

### **Electoral Area C: Parkland Acquisition Fund**

Following the unsuccessful Alternative Approval Process (AAP) to purchase Centennial Field in Blind Bay for a community park, the Board unanimously agreed with staff's recommendation to suspend expenditures from the Electoral Area C Park Land Acquisition Reserve Fund. This will remain in place until a communication strategy is implemented to address public concerns raised during the AAP process. These included:

1. The proposed purchase price of Centennial Field being greater than the appraised value;
2. The service area establishment bylaw maximum requisition rate lacking justification;
3. The financial implications that will occur with an impending incorporation or electoral boundary adjustment within Electoral Area C; and
4. The use of the Alternative Approval Process as a method of assent for park land purchase.

The strategy and implementation is expected to take 12 to 18 months to complete. [View report.](#)

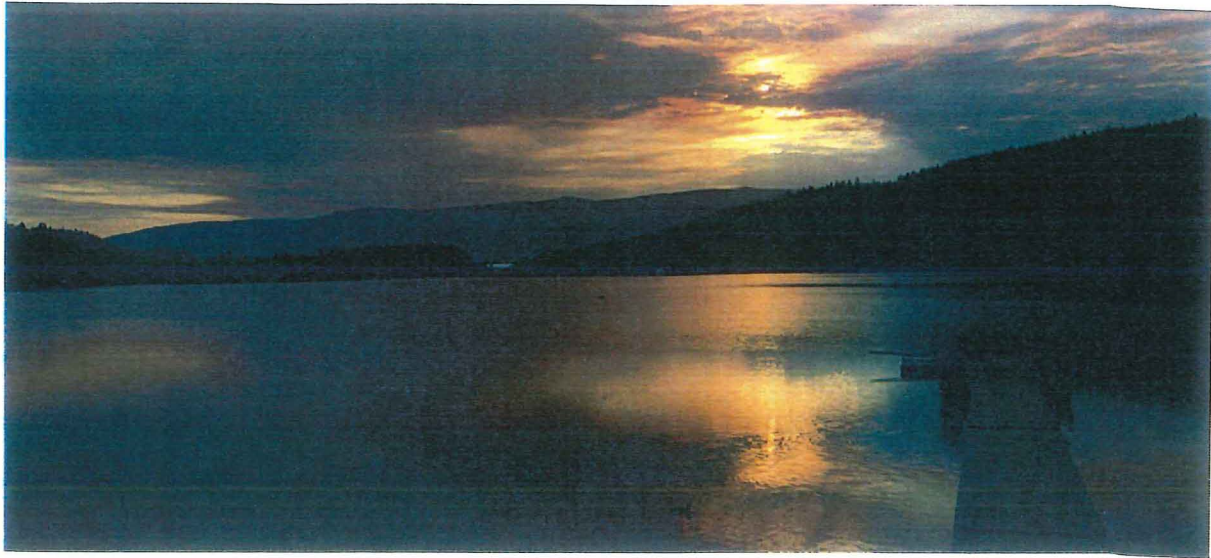
## **Administration Bylaws**

### **Water System Rates and Regulations Bylaw No. 5805, 2019**

Financial obligations have increased for the operation and maintenance services for all CSRD water systems due to an increase in the cost of the contracted work. The contract was determined through a public tender process and the lowest bidder was selected. Eight of the ten CSRD water systems require an increase in water user fees beginning in 2020 to offset the higher costs of the new contract. The Board unanimously approved the fee increases. [View report.](#)

### **2019 Five Year Financial Plan Amendment Bylaw No. 5806, 2019**





## LAND USE MATTERS

### Agricultural Land Commission (ALC) Applications

#### Electoral Area A: Agricultural Land Commission Section 20(3) – Non-Farm Use LC2505A (Baumholz)

The applicant has applied for a non-farm use application to seek approval from the Agricultural Land Commission to establish a timber framing business and to construct a 1265 square-foot wood production facility to be located at 1212 Horse Creek Road South, in the Nicholson area of Electoral Area A. The Board approved forwarding the application recommending approval to the ALC. [View report.](#)

#### Electoral Area C: Agricultural Land Commission (ALC) Application No. 2571 Section 20.1(2) – Non-adhering Residential use in the ALR (Grass Root Dairies Ltd.)

The subject property is located at 4783 and 4818 Trans-Canada Highway. The Ministry of Transportation and Infrastructure is the agent on the application. The proposal is to tear down a single family residence, which is located in the footprint of a new proposed highway frontage road, and reconstruct it on another part of the property. In order for this to proceed, the ALC requires a Non-Adhering Residential Use Application which would account for two single family dwellings on the subject property. The Board approved forwarding the application recommending approval to the ALC. [View report.](#)

### Development Permits (DPs) & Development Variance Permits (DVPs)

#### Electoral Area B: Development Variance Permit No. 851-04 (Modersbach)



The subject property is located in Ferguson and is currently vacant. The owner is proposing to vary the exterior side parcel boundary setback from five metres to two metres to allow for a larger building envelope on the property for a future single family dwelling. The Board approved issuance of the DVP. [View report.](#)

**Electoral Area C: Development Permit No. 725-223 (1174355 BC Ltd.)**

In November, the Board adopted OCP and Zoning amendments to allow for the development of a cannabis production facility at 1336 Taylor Road. Since the area of the property proposed for this use is designated ID – Industrial, an Industrial Form and Character Development Permit is required to be issued prior to issuance of Building Permits for new buildings or additions to the existing buildings. The Board approved issuance of the permit. [View report.](#)

**Electoral Area F: Development Variance Permit No. 650-40 (Robertson/MacInnes)**

The subject property is located at 7206 Squilax-Anglemont Road in Anglemont. The owners are proposing to construct a 5 bay garage to be used for the storage of vehicles, boats, trailers and recreational equipment. Variances are being requested to the maximum floor area and maximum height for an accessory building. The Board approved issuance of the DVP. [View report.](#)

**Electoral Area B: Temporary Use Permit No. 850-04 (Bernacki et al) (Renewal)**

The Board approved issuance of Temporary Use Permit No. 850-04 (TUP) for use of a vacation rental at 3304 Catherwood Road on September 15, 2016. The applicant has applied to renew the permit for another 3 year-term. The Board approved issuance of the TUP with a condition recommended by staff. [View report.](#)

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

**Electoral Area B: Electoral Area B Zoning Amendment (Gagnon et al) Bylaw No. 851-16**

The applicant wants to amend the zone and designation for the property, which includes seven strata lots, located on Mt. Begbie Road. The bylaw proposes to add bed and breakfast as a permitted secondary use to the CDB1 Development Area 1 zone, which would apply to all seven strata lots. For strata lot 6 only, it is proposed by the property owners that a vacation rental be a permitted use for the subject property. The proposal for lot 6 also restricts the vacation rental to be operated by the permanent resident of the single family dwelling. The Board approved third reading, however, the adoption of the bylaw will be withheld until documentation has been received confirming registration of a Section 219 covenant about the on-site sewage disposal system. [View report.](#)

**Electoral Area D: Salmon Valley Land Use Amendment (Froese) Bylaw No. 2563**

The owners of property at 5488 Lynes Road in Falkland are applying to amend the zone and designation of the Salmon Valley Land Use Bylaw No. 2500 from R - Rural to RR – Rural Residential to be able to apply to subdivide the property. The property owners' current proposal is for a two-phased subdivision, which would lead to the creation of eight rural residential lots. The Board gave second reading to the application and referred the matter to a public hearing. [View report.](#)

**Electoral Area F: Lakes Zoning Amendment (Meadow Creek Properties Park Association) Bylaw No. 900-9**

The owners of the subject property, located at 5140 Squilax-Anglemont Road in Celista, are a community association called Meadow Creek Properties Park Association (MCPPA). Their proposal is to allow a total of three floating docks, together with the 61 private mooring buoys, a swimming platform and the two boat launch facilities that currently all exist on the foreshore fronting the subject property. The Board gave third reading to the bylaw at its meeting held November 15, 2018 and resolved that the applicant be required to provide documentation regarding the locations of the buoys within the zone area confirmed with GPS coordinates, that the buoys comply with setback requirements, and confirmation that the buoys have been properly identified. The GPS coordinates and photo evidence of the tagged buoys has been received and reviewed by staff. As such, the Board approved adoption of the bylaw. [View report.](#)

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

The subject property is located at 1131 Pine Grove Road , Scotch Creek. The Pine Grove RV Park Owner's Association applied to rezone the subject property from Commercial – 1 zone to a site specific Comprehensive Development 3 (CDF3) zone that would permit seasonal accommodation of recreational vehicles and park models; shelter buildings for the recreational vehicles or park models; decks; and storage sheds on their property. The purpose of this bylaw amendment is to recognize the existing use, and allow other owners to build similar accessory buildings and structures on the property. This amendment also proposes to permit a shelter building, storage building, and deck accessory to a standalone residential campsite in additional zones which include Agriculture, Rural 1, Rural 2, Country Residential, Residential 1, Multi-Residential and Mixed Use. The Board gave second reading and referred the matter to a public hearing. [View report.](#)

## **NEXT BOARD MEETING**

The Regular CSRD Board Meeting will be held Thursday, January 16, 2020 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.



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

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Item 8.1

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: Non-Farm Use Application No. ALC-388 be forwarded to the Agricultural Land Commission with a resolution of support by City Council.

### 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: December 12, 2019

Subject: Agricultural Land Commission Application No. ALC-388  
Agricultural Land Commission Application ID. 56448 (Non-Farm Use)

Applicant: Salmon Arm Folk Music Society - Roots & Blues Campground

Owner: 1) 0847774 BC Ltd. (550 – 10 Avenue SW)  
2) J. Dedood & L. Dedood (690 – 10 Avenue SW)  
3) J. Thompson (1300 – 10 Street SW)

Legal: 1) Lot 1, Sec. 11, Twp. 20, R. 10 W6M, KDYD, Plan 27414  
2) Parcel B (Plan B5839) of the NW ¼ of Sec. 11, Twp. 20, R. 10, W6M, KDYD  
3) Lot 1, Sec. 11, Twp. 20, R. 10, W6M, KDYD, Plan 4279, Except Parcel A on Plans B7061, 29487 & 42166

#### STAFF RECOMMENDATION

**THAT: Non-Farm Use Application No. ALC-388 be forwarded to the Agricultural Land Commission with a resolution of support by City Council.**

#### PROPOSAL

With consent from the property owners, the Salmon Arm Folk Music Society (the applicant) is proposing to use portions of the three parcels of land in the ALR as a festival campground for a two week period in August during each festival year. The three parcels are located at 550 - 10 Avenue SW, 690 - 10 Avenue SW and 1300 - 10 Street SW (Appendix 1). The application under review and filed to the Agricultural Land Commission (ALC) is attached as Appendix 2.

#### BACKGROUND

The ALC and City Council have approved temporary festival campground use on the properties since 2005. The campground has served as a critical accommodation and convenient location for festival goers with over 500 campsites in 2019.

ALC Non-Farm Use approvals have been for periods of three to four years. As the use is not permitted in the A-2 zone, the City has approved the use with Temporary Use Permits (TUP) for periods of two to three years over that same 15 year period.

The last ALC approval for temporary campground use in the ALR expired after the August 2019 festival; and, the current TUP will expire after the August 2020 festival. The previous ALC's approval is attached as Appendix 3; and, the TUP is attached as Appendix 4.

The current TUP (TUP-15) was amended last year. This amendment expanded the campground area on 1300 – 10 Street SW and extended the number of camping days on all three properties from a maximum of four to seven days. With this application, the applicant is requesting to further expand the campground area on 1300 – 10 Street SW to encompass the property in its entirety. Previous ALC and TUP approvals

allowed up to 600 campsites. The applicant wishes to utilize all of 1300 – 10 Street SW so they have the flexibility to increase the number of campsites to 1,000, should they have the demand from festival patrons. If the ALC approves this application, another amendment to TUP-15 would be required; or, a new TUP would need to be issued, as the current TUP only permits the campground site on the northern portion of the property and up to 600 campsites over all three properties.

#### SITE CONTEXT

The three sites are located along the north end of "ALR Island". To the north across 10 Avenue SW is Blackburn Park and the Fall Fair grounds where the site of the festival is located. Also to the north and west is a mix of commercial and varying densities of residential uses. To the south and east are rural holding zone (A-2) properties in the ALR.

#### SOIL CAPABILITY

The properties have an Improved Soil Capability Rating of 60% Class 2 and 40% Class 4, see Appendix 6. Improved soil classifications range from Class 1, arable land with no significant limitations, to Class 7, non-arable land with significant limiting factors. Typically, all three properties have crops of hay and 1300 – 10 Street SW also has cattle grazing on the property. Subsequent to each festival, the applicant has restored the campground sites appropriately for continued agricultural use. Appendix 5 includes post-event site photos.

#### AGRICULTURAL ADVISORY COMMITTEE

The City's AAC reviewed the application on December 11, 2019. The Committee passed the following motion:

THAT: The AAC recommends support for the short-term camping over two weeks during Roots and Blues Festival.

#### CONCLUSION

Due to the convenient location of the campsites to the festival grounds, and the precedence of the Salmon Arm Roots and Blues restoring the land so an agricultural use can continue, staff recommends the application be authorized for submission to the ALC.

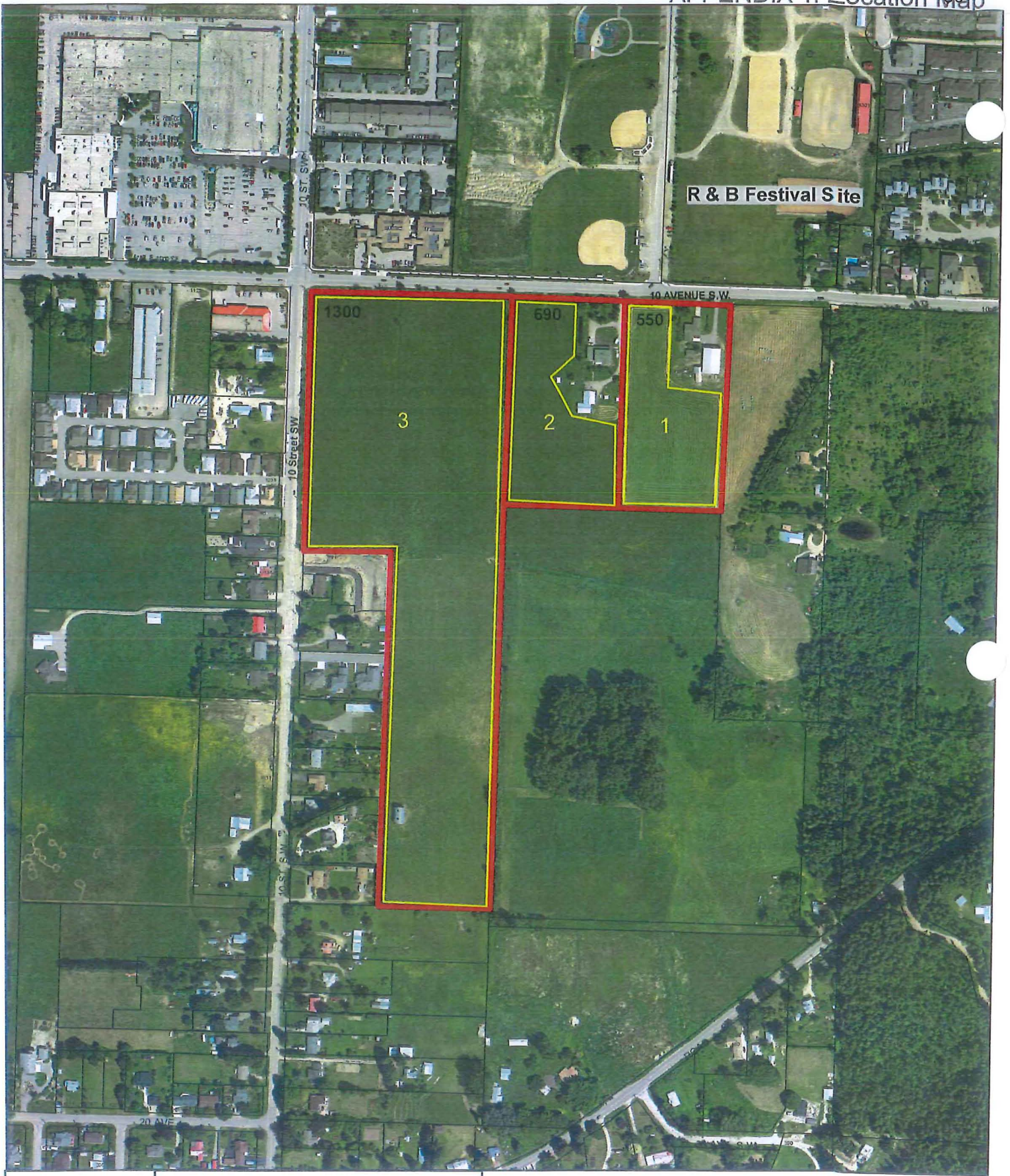


Prepared by: Denise Ackerman  
Planner, Development Services



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





0 25 50 100 150 200  
Meters



Subject Properties



Proposed Campgrounds





## Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 56448

**Application Status:** Under LG Review

**Applicant:** 0847774 BC LTD INC. NO. BC084774 - Jerald Thompson

**Agent:** Salmon Arm Folk Music Society

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 11/13/2019

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Non-Farm Use

**Proposal:** For over a decade and a half the Salmon Arm Folk Music Society has worked with the ALC and the property owners to install and provide short term campsites during the two week period the annual Salmon Arm ROOTS and BLUES Festival. The campsites are located across from the Salmon Arm Fairgrounds and have proved to be well supported by both the local and regional community. With a deep sense of obligation to preserving the land our annual goal is to leave the land in a better state than it was received.

### Agent Information

**Agent:** Salmon Arm Folk Music Society

**Mailing Address:**

box 21

Salmon Arm, BC

V1E 4N2

Canada

**Primary Phone:** (250) 833-4096

**Email:** davidg@rootsandblues.ca

### Parcel Information

#### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 004-831-853

**Legal Description:** Lot 1, Section 11, Township 20, Range 10, West of the 6th Meridian, Kamloops Division of Yale District, Plan 27414

**Parcel Area:** 5 ha

**Civic Address:** 550-10 Avenue SW, Salmon Arm, BC

**Date of Purchase:** 09/08/2019

**Farm Classification:** No

**Owners**

1. **Name:** 0847774 BC LTD INC. NO. BC084774 - Jerald Thompson

**Address:**

PO Box 1006

Salmon Arm, BC, BC

V1E 4P2

**Applicant:** 0847774 BC LTD INC. NO. BC084774 - Jerald Thompson



Canada  
**Phone:** (250) 832-2040

2. **Ownership Type:** Fee Simple

**Parcel Identifier:** 014-072-009

**Legal Description:** Parcel B (Plan B5839), of the North West 1/4, Section 11, Township 20, Range 10, West of the 6th Meridian, Kamloops Division of Yale District

**Parcel Area:** 2.1 ha

**Civic Address:** South of 10th ave in Salmon Arm

**Date of Purchase:** 01/01/1999

**Farm Classification:** No

**Owners**

1. **Name:** Judy Dedood

**Address:**

690 10 Avenue SW

Salmon Arm, BC

V1E 1V4

Canada

**Phone:** (250) 832-7581

3. **Ownership Type:** Fee Simple

**Parcel Identifier:** 009-460-411

**Legal Description:** Lot 1, Section 11, Township 20, Range 10, West of the 6th Meridian, Kamloops Division of Yale District, EXCEPT Parcel A on Plan B7061, Plans 29487 and 42166

**Parcel Area:** 8.6 ha

**Civic Address:** 1300-10 Avenue SW, Salmon Arm, BC

**Date of Purchase:** 06/09/2013

**Farm Classification:** Yes

**Owners**

1. **Name:** Jerald Thompson

**Address:**

PO Box 1006

Salmon Arm, BC

V1E 4P2

Canada

**Phone:** (250) 832-2040

**Current Use of Parcels Under Application**

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*Parcel 1: 100% hay crop. Parcel 2: 100% hay crop. Parcel 3: Mixed use 50/50% hay crop and cattle grazing.*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*No agricultural improvements*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*Parcel 1 and 2 have a house and detached shops. Parcel 3 has no structures. All three parcels have previously been approved to be used as a campsite for a two week period in the month of August. Event organizers ensure the parcel will be restored to pre-non-agricultural conditions.*

**Adjacent Land Uses****North****Land Use Type:** Other**Specify Activity:** Two parcel have farms on northern border and the third parcel has residential**East****Land Use Type:** Agricultural/Farm**Specify Activity:** Hay crop**South****Land Use Type:** Recreational**Specify Activity:** Third parcel has senior residential facility. The remaining two have the fairground and park across the 10avenue.**West****Land Use Type:** Commercial / Retail**Specify Activity:** Small businesses and 50+ housing complex**Proposal****1. How many hectares are proposed for non-farm use?***12.7 ha***2. What is the purpose of the proposal?***For over a decade and a half the Salmon Arm Folk Music Society has worked with the ALC and the property owners to install and provide short term campsites during the two week period the annual Salmon Arm ROOTSandBLUES Festival. The campsites are located across from the Salmon Arm Fairgrounds and have proved to be well supported by both the local and regional community. With a deep sense of obligation to preserving the land our annual goal is to leave the land in a better state than it was received.***3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.***The local community does not have suitable replacement property close enough the event grounds. The event has multiple alcohol serving area, and although all liquor board rules are followed, the proximity of the campsite to the event significantly reduces the opportunity for patrons to drive while intoxicated.***4. Does the proposal support agriculture in the short or long term? Please explain.***We treat the property owners as a partner and they share in the net revenue the campgrounds generate through the sale of campsite fees. The revenue the property owners receive go towards crop management and other agricultural related expenses which aid the property owner to keep the land productive.***5. Do you need to import any fill to construct or conduct the proposed Non-farm use?***No***Applicant Attachments**

- Agent Agreement - Salmon Arm Folk Music Society
- Other correspondence or file information - Cover Letter

**Applicant:** 0847774 BC LTD INC. NO. BC084774 - Jerald Thompson

- Proposal Sketch - 56448
- Other correspondence or file information - 2019 Post Event Report
- Certificate of Title - 004-831-853
- Certificate of Title - 014-072-009
- Certificate of Title - 009-460-411

### **ALC Attachments**

None.

### **Decisions**

None.



Salmon Arm Folk Music Society  
 Mail: PO Box 21, Salmon Arm, BC V1E 4N2  
 Location: 541 3rd St. SW, Salmon Arm, BC  
 Phone: 250.833.4096 | Fax: 250.833.4097  
 General Inquiries: info@rootsandblues.ca  
 Sponsor: sponsor@rootsandblues.ca  
 Volunteer and Grants: volunteer@rootsandblues.ca  
 www.rootsandblues.ca

November 7, 2019

Agricultural Land Commission  
 #133 – 4940 Canada Way  
 Burnaby, BC V5G 4K6

RE: Non-Farm Use Permit Application  
 Attn: Application Committee

The Salmon Arm Folk Music Society (SAFMS) is submitting a new non-farm use application to the ALC to allow camping during the ROOTS&BLUES Festival scheduled in the third week of August on the properties listed below:

- 550-10<sup>th</sup> Avenue SW, Salmon Arm, BC (Owner: 0847774 BC LTD INC. NO. BC084774 - Jerry Thompson)
- 690-10<sup>th</sup> Avenue SW, Salmon Arm, BC (Owner: Judy Dedood)
- 1300-10<sup>th</sup> Avenue SW, Salmon Arm, BC (Owner: Jerry Thompson)

Based on the previous approval from the ALC, the applicant would like the flexibility to increase the number of site spaces available on all of the properties to 1000 temporary campsites. Currently the event averages 600 temporary campsites per year and we would only increase additional sites if required by an increase demand from the patron. The increased site allowance will not restrict our ability to continue to properly maintain the properties or decrease the quality of care and maintenance to the properties to ensure no future agricultural activity is negatively affected.

We are most appreciative of the support we have previously received from the ALC in assisting us with the accommodation needs of our audience. With the low vacancy rates in the summer months amongst accommodation providers the use of these campsite properties is crucial to the long-term viability of the event and allows the event organizers to offer attendees a low cost accommodation alternative. We strongly believe the ALC approved properties directly lessens campers from illegally camping on other properties in the area during the event as well.

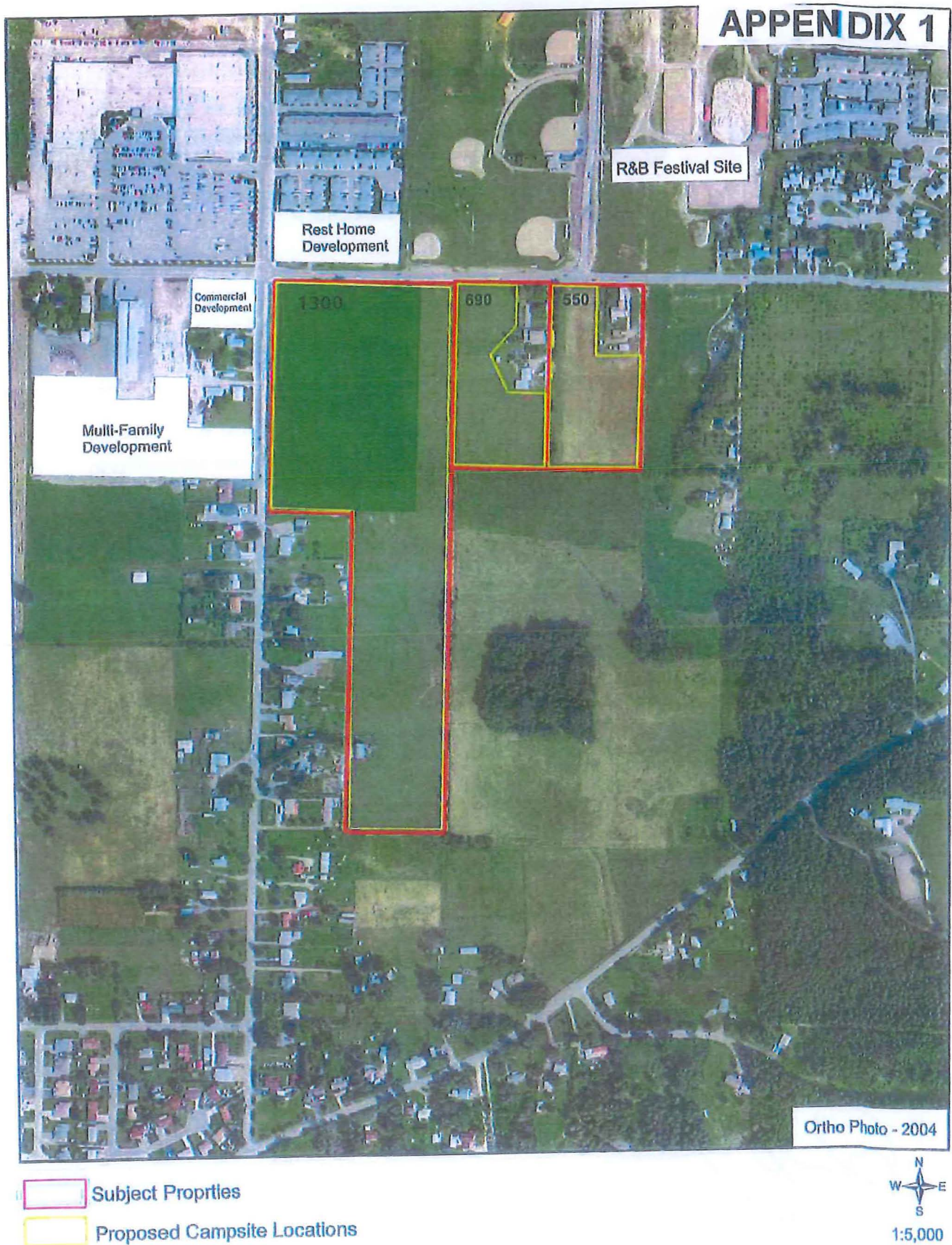
The SAFMS would like to thank the Agricultural Land Commission for taking the time to consider this application. If you require any further information or clarifications, please contact me at any time.

Respectfully,



David Gonella  
 Executive Director







July 13, 2015

**Agricultural Land Commission**  
 133-4940 Canada Way  
 Burnaby, British Columbia V5G 4K6  
 Tel: 604 660-7000  
 Fax: 604 660-7033  
 www.alc.gov.bc.ca  
 ALC File: 53963

Salmon Arm Roots and Blues Festival  
 PO Box 21  
 Salmon Arm, BC V1E 4N2

Attention: Mr. David Gonella, Site Manager

**Re: Application for Non-Farm Use in the Agricultural Land Reserve (ALR)**

Please find attached the Reasons for Decision of the Agricultural Land Commission (Resolution #177/2015) as it relates to the above noted application. As agent, it is your responsibility to notify your clients accordingly. A sketch plan depicting the decision has been attached.

Your attention is drawn to s. 33(1) of the *Agricultural Land Commission Act* which provides a person affected the opportunity to submit a request for reconsideration.

33(1) On the written request of a person affected or on the commission's own initiative, the commission may reconsider a decision of the commission under this Act and may confirm, reverse or vary it if the commission determines that:

- (a) evidence not available at the time of the original decision has become available,
- (b) all or part of the original decision was based on evidence that was in error or was false.

Please note that pursuant to s. 33.1 of the *Agricultural Land Commission Act*, the Chair may direct the executive committee to reconsider this panel decision if, within 60 days from the date of this decision, he considers that the decision "may not fulfill the purposes of the commission as set out in section 6". I can advise you that in this case, the Chair has already reviewed the decision and has instructed me to communicate to you that he does not intend to exercise that authority in this case.

Further correspondence with respect to this application is to be directed to Ron Wallace at (Ron.Wallace@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Per:

Colin J. Fry, Chief Tribunal Officer

Enclosures: Reasons for Decision (Resolution #177/2015)  
 Sketch plan

cc: City of Salmon Arm

53963d1



**AGRICULTURAL LAND COMMISSION FILE 53963**

**REASONS FOR DECISION OF THE OKANAGAN PANEL**

**Application submitted pursuant to s. 20(3) of the *Agricultural Land Commission Act***

**Applicants:**

**Jerald Thompson  
Johan DeDood  
Judy DeDood  
0847774 BC Ltd.  
(the "Applicants")**

**Agent:**

**Salmon Arm Roots and Blues  
Festival, c/o David Gonella  
(the "Agent")**

**Application before the Okanagan Regional Panel:**

**Gerry Zimmermann, Chair  
Jim Johnson  
Greg Norton**



**THE APPLICATION**

[1] The legal description of the properties involved in the application are:

a. Parcel Identifier: 009-460-411

Lot 1, Section 11, Township 20, Range 10, West of the 6<sup>th</sup> Meridian  
Kamloops Division Yale District, Plan 4279 Except Parcel A on Plan B7061,  
Plans 29487 and 42166

b. Parcel Identifier: 009-072-009

Parcel B (Plan B5839) of the North West ¼ of Section 11, Township 20,  
Range 10, West of the 6<sup>th</sup> Meridian Kamloops Division Yale District

c. Parcel Identifier: 004-831-853

Lot 1, Section 11, Township 20, Range 10, West of the 6<sup>th</sup> Meridian  
Kamloops Division Yale District, Plan 27414

(collectively the "Properties")

[2] The Properties have the civic addresses: 550 – 10<sup>th</sup> Avenue SW, Salmon Arm; 690 – 10<sup>th</sup> Avenue SW, Salmon Arm; and 1300 – 10<sup>th</sup> Avenue SW, Salmon Arm.

[3] The Properties total 12.7 ha in area.

[4] The Properties are located within a designated agricultural land reserve ("ALR") as defined in s. 1 of the *Agricultural Land Commission Act* (the "ALCA").

[5] The Properties are located within Zone 1 as defined in s. 4.2 of the ALCA.

[6] Pursuant to s. 20(3) of the ALCA, the Applicants are applying for the use of approximately 5 ha of the Properties as a temporary campground during the annual Salmon Arm Roots and Blues Festival, taking place each August. The request is for 10 days in late August for set up, camping (days) and tear down and clean up (the "Application") for a period of five (5) years.





[7] On May 25, 2015, the Chair of the Agricultural Land Commission (the "Commission") referred the Application to the Okanagan Regional Panel (the "Panel").

### **RELEVANT STATUTORY PROVISIONS**

[8] The Application was made pursuant to s. 20(3) of the ALCA:

20(3) An owner of agricultural land or a person with a right of entry to agricultural land granted by any of the following may apply to the commission for permission for a non-farm use of agricultural land.

[9] The Panel considered the Application within the context of s. 6 of the ALCA:

6 The following are the purposes of the commission:

- (a) to preserve agricultural land;
- (b) to encourage farming on agricultural land in collaboration with other communities of interest; and
- (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

### **EVIDENTIARY RECORD BEFORE THE PANEL**

[10] The Panel considered the following evidence:

1. The Application
2. Local government documents
3. Previous application history
4. Agricultural capability map, ALR context map and satellite imagery

All documentation noted above was disclosed to the Agent in advance of this decision.



# Agricultural Land Commission Decision, ALC File 53963

[11] The City of Salmon Arm (the "City") Council authorized the submission of the Application to the Commission with a recommendation of support.

The City's Agricultural Advisory Committee advised Council that it supports the Application subject to the fields being maintained to the same condition pre and post festival.

The City's planning staff has no concerns, and recommends approval.

[12] The Panel reviewed previous applications involving the Properties:

Application ID: 52608  
(Roots and Blues Festival, 2012)

To use approximately 5 ha of ALR, comprising three adjoining parcels, for a temporary campground (i.e., two weeks in August) for the Salmon Arm Roots and Blues Festival. The Commission by Resolution #209/2012, allowed the application for camping subject to the following conditions:

- The camping activities being limited to 5 ha;
- The campground uses are limited to a 14 day period in August (including set-up, festival days and clean-up) for the annual Roots and Blues Festival Weekend;
- The permission for camping uses expires September 1, 2014;
- No permanent facilities are to be placed or constructed on the land;
- The submission of an annual status report (including photos) from the applicant/landowners verifying the land has been returned to an equal or better agricultural standard.

Application ID: 45759  
(Roots and Blues Festival 2009)

To use 5 ha on three properties for 600 temporary campsites for the Salmon Arm Roots and Blues Festival




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Agricultural Land Commission Decision, ALC File 53963

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Decision: Allow for three years subject to reclamation -  
Resolution #97/2009

Application ID: 43907  
Legacy (37325)  
(Roots and Blues Festival, 2007)

To use 4.7 ha of the 8.6 ha subject property for overflow  
camping for the annual Salmon Arm Roots and Blues  
Festival

Decision: Allow subject to reclamation - Resolution  
#278/2007.

Application ID: 41968  
Legacy (35986)  
(Roots and Blues Festival, 2005)

To use 3 ha of the two adjoining subject properties  
(totaling 4.2 ha) for temporary camping for the annual  
Salmon Arm Roots and Blues Festival.

Decision: Allow for three years, subject to reclamation –  
Resolution # 203/2005.

[13] The Panel confirmed that the Commission previously approved camping uses on the Properties beginning in 2005 and 2007 and continuing uninterrupted until 2015.

### **SITE VISIT**

[14] The Panel did not consider it necessary to conduct a site visit to the Properties based on the evidentiary record associated with previous Applications.

### **FINDINGS**

[15] In assessing agricultural capability, the Panel referred in part to agricultural capability mapping and ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The improved agricultural capability ratings identified on CLI map sheet 82L/11 for the mapping units encompassing the Properties are Class 2 and Class 4, more specifically (6:2X – 4:4W).



Class 2 - land is capable of producing a wide range of crops. Minor restrictions of soil or climate may reduce capability but pose no major difficulties in management.

Class 4 - land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

The limiting subclasses associated with this parcel of land are X (combination of soil factors) and W (excess water).

[16] The Panel reviewed the CLI ratings and confirmed that the Properties have very good agricultural capability and are suitable for agricultural use. The Panel also noted that the lands continue to produce hay (two cuts) and support livestock grazing during the past decade, even while accommodating temporary camping uses for the Salmon Arm Roots and Blues Festival.

[17] The Panel reviewed its previous approvals for the temporary camping uses, noting that the Applicant was very diligent in rehabilitating the Properties post festival so that they can continue to be used for agriculture. Given the temporary (10 day) nature of the non-farm use, and the Commission's history of allowing festival camping on the Properties, the Panel believes an extension of the temporary camping approval is appropriate. Therefore, the Panel is prepared to permit temporary camping uses for another five years to accommodate the Salmon Arm Roots and Blues Festival.

### **DECISION**

[18] For the reasons given above, the Panel approves the Application for the temporary campground use of ~ 5 ha of the Properties during the annual Salmon Arm Roots and Blues Festival.

[19] The Application is approved subject to the following conditions:

- a. the camping activities being limited to the three sites (involving approximately 5 ha) as shown in the Location Map submitted with the Application;



## Agricultural Land Commission Decision, ALC File 53963

- b. the campground uses are limited to a 10 day period in August (including set-up, festival days and clean up) for the annual Salmon Arm Roots and Blues Festival;
- c. the permission for camping uses expires September 1, 2019;
- d. no permanent facilities or fill are to be constructed or placed on the Properties;
- e. the submission of an annual status report (including photos) from the Applicants/landowners verifying the Properties have been returned to an equal or better agricultural standard; and
- f. approval for non-farm use is granted for the sole benefit of the Applicant and is non-transferable.

[20] This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

[21] Panel Chair Gerry Zimmermann concurs with the decision.

Commissioner Jim Johnson concurs with the decision.

Commissioner Greg Norton concurs with the decision.

[22] Decision recorded as Resolution #177/2015.

A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the *Agricultural Land Commission Act*.

\*\*\*\*\*

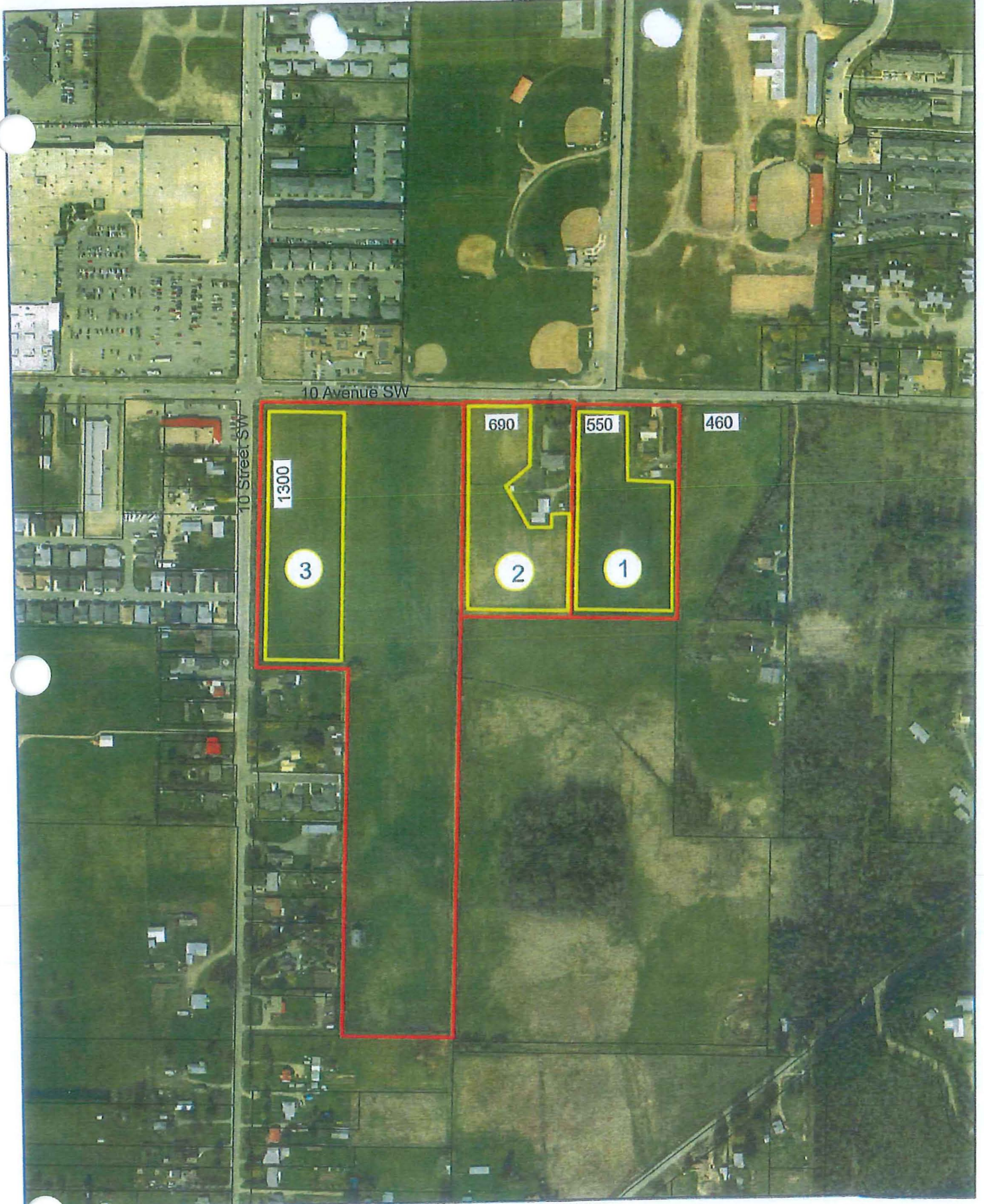
Upon instruction of the Panel, I have been authorized to release the Reasons for Decision by Resolution #177/2015. The decision is effective upon release.

  
Colin J. Fry, Chief Tribunal Officer

July 13, 2015

Date Released





- Subject Properties
- APPROVED Temporary Campground

Sketch Plan ALC Application #53963  
Resolution # 171/2015

0 100 Meters





**TEMPORARY USE PERMIT**

Local Government Act (Part 14)

PERMIT NUMBER: TUP- 15 Amendment

Bylaw No. 3548  
SCHEDULE "B"

TO: SALMON ARM FOLK MUSIC SOCIETY

1. This Temporary Use Permit is issued subject to compliance with all applicable City of Salmon Arm Bylaws except for the permitted temporary uses as set out in this Permit.
2. This Temporary Use Permit applies to, and only to, (legal descriptions)
  - 1) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 (PID 004-831-853)
  - 2) Parcel B (Plan B5839) of the North West ¼ of Section 11, Township 20, Range 10, W6M, KDYD (PID 014-072-009)
  - 3) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (PID 009-460-411)

and any and all buildings, structures and other development thereon.

3. The City of Salmon Arm Council resolved the following:

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

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

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

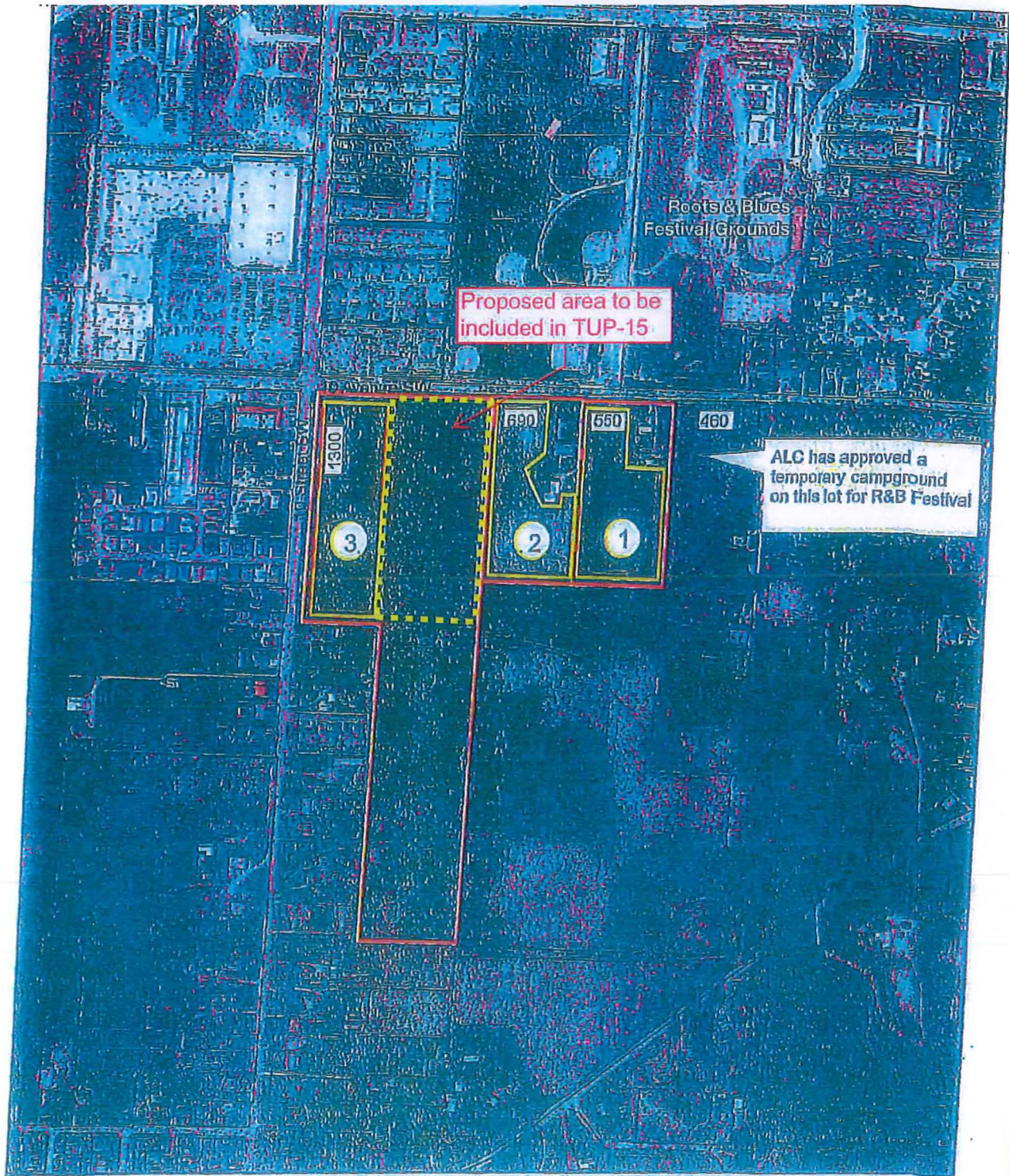
- 1) TUP-15 is valid for a two week period during the month of August for the years 2018, 2019 and 2020, with camping limited to a maximum seven day time period during the Roots and Blues Festival; and
  - 2) TUP-15 camping area is expanded on Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 - 10 Street SW)
4. The land described herein shall be used strictly in accordance with the terms and conditions and provisions of this Permit.
  5. Notice shall be filed in the Land Title Office that the land described herein is subject to this Permit.
  6. The terms of the Permit or any amendment to it are binding on all persons who acquire an interest in the land affected by the Permit.
  7. Security in the amount of \$ n/a has been deposited as per Council's resolution, in accordance with Section 496 of the *Local Government Act*.

AUTHORIZING RESOLUTION ADOPTED BY COUNCIL on the 28 day of January, 2019.

ISSUED this 01 day of February, 2019.

  
CORPORATE OFFICER





- Subject Properties
- Proposed Temporary Campground

### LOCATION MAP







8



8

**From:** Anne Kirkpatrick  
**Sent:** January-03-20 8:32 PM  
**To:** Kathy Frese  
**Subject:** Jan 6 Development and Planning Mtg Agenda item

Re: Agricultural Land Commission Application No. /LC-388

Agricultural Land Commission Application 10. 56448 (Non-Farm Use)

To Whom it may concern

Have only just heard of the application being made by the Root&Blues Committee for permission to expand the temporary 10th Ave campsites right up to the pasture behind us. We and our neighbours **oppose** this on many grounds:

1. There is no road access. Vehicles would have to come in off 10th Ave over uneven ground and up over a ridge to access the upper pasture.
2. No trees for shelter in the hottest part of summer.
3. No water source.
4. A very long hike down to toilets. (No way to service toilets for 2 weeks without serious pasture damage.)
5. Noise and security issues. Homes on 10th St. mainly house retirees who enjoy their back gardens. 100's to thousands of campers over the fence for 2 weeks in summer is not a happy prospect.
6. No justification for 2 week permit. The Festival lasts 3 days!
7. Other land is available with less impact on the neighbourhood. There is a large block of land to the north east of the fairgrounds with roads on 3 sides and easy accessibility to Centenoka Mall.





These are just some of the reasons we oppose this application. We look forward to hearing your response,

Sincerely, Anne Kirkpatrick and Ken Schultis

1670 10th St SW, Salmon Arm

Item 8.2

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the fee for service and lease agreement with the Salmon Arm Museum and Heritage Association for a one (1) year term from January 1, 2020 to December 31, 2020, subject to Community Charter advertising requirements.

### 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: Mayor Harrison & Members of Council  
DATE: January 7, 2020  
SUBJECT: Salmon Arm Museum and Heritage Association Lease & Fee for Service Agreement

---

## MOTION FOR CONSIDERATION:

THAT: the Mayor and Corporate Officer be authorized to execute the fee for service and lease agreement with the Salmon Arm Museum and Heritage Association for a one (1) year term from January 1, 2020 to December 31, 2020, subject to Community Charter advertising requirements.

## BACKGROUND:

The Salmon Arm Museum and Heritage Association (Association) fee for service and lease agreement for the operation and maintenance of the RJ Haney Heritage Village (museum and heritage park) expired on December 31, 2019.

Prior to entering into the previous five (5) year term, staff worked with the City's solicitor to draft a new document. Some key changes to the agreement included:

- Automatic renewal of the Lease for an additional five (5) years under the same terms and conditions unless either party desires to re-negotiate or terminate and delivers written notice prior to October 1, 2019;
- Recognition of the Will of Margaret Beryl Fulton;
- Modernized Indemnification clause; and
- Permission for the Association to enter into short term rental agreements with other parties for weddings, special events and farming purposes.

Fee for service increases over the last five (5) years have been calculated as a percentage of growth in the community, which was based on the same terms and conditions as agreements over the last twenty years.

The Association wishes to change the fee structure of the agreement moving forward, therefore, staff recommend a one (1) year term in order to allow for these discussions. The rate for 2020 is \$115,000.00, which has been included in the 2020 Budget.

These payments are not a grant to the Association but rather a fee for the services provided in the course of development, operation and maintenance of the park and buildings.

The agreement will be advertised pursuant to the Community Charter requirements.

Respectfully submitted,



Erin Jackson

Director of Corporate Services

cc. Tracy Tulak, Acting Chief Financial Officer

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Item 8.3

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the mayor and Corporate Officer to execute the Kault Hill Fire Suppression Agreement with the Columbia Shuswap Regional District for a five (5) year term from January 1, 2020 to December 31, 2024.

### 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: Mayor Harrison & Members of Council  
 DATE: January 8, 2020  
 SUBJECT: Kault Hill Fire Suppression Agreement

---

## MOTION FOR CONSIDERATION:

THAT: Council authorize the Mayor and Corporate Officer to execute the Kault Hill Fire Suppression Agreement with the Columbia Shuswap Regional District for a five (5) year term from January 1, 2020 to December 31, 2024.

## BACKGROUND:

The City of Salmon Arm has been providing fire suppression services to the Kault Hill area (map attached as APPENDIX 1) on a contractual basis since 1999. The above noted agreement expired on December 31, 2019 and the Columbia Shuswap Regional District (CSRD) is requesting that the agreement be renewed for a further five (5) year period.

The CSRD has agreed to pay the City for the fire suppression service a rate times the Hospital Assessment for all property classes within the Service Area. The rates shall be the current City Fire Protection Tax Rate plus 10% for capital and administration costs as follows:

2020	1.25 X
2021	1.40 X
2022	1.55 X
2023	1.70 X
2024	1.85 X

In the past twenty years, the contract rate remained at the fire tax rate levied to Salmon Arm residents plus 10% for capital and administration costs, with no mechanism to insure that reasonable increases occurred. The escalating increases built into this agreement will bring

the rates up so that they more equitably align with the cost of providing this service. In 2019 the requisition was \$8,064.06 and it is projected to be \$10,079.22 in 2020 under the new rate structure.

The CSRD will be conducting a review to determine if the Tappen Fire Hall is equipped to provide fire suppression services to Kault Hill residents in the future and may withdraw from the agreement with 30 days written notice if they elect to do so. Similarly, if the City finds itself unable to provide the service, the same terms would apply.

Staff recommend that the agreement be renewed as requested.

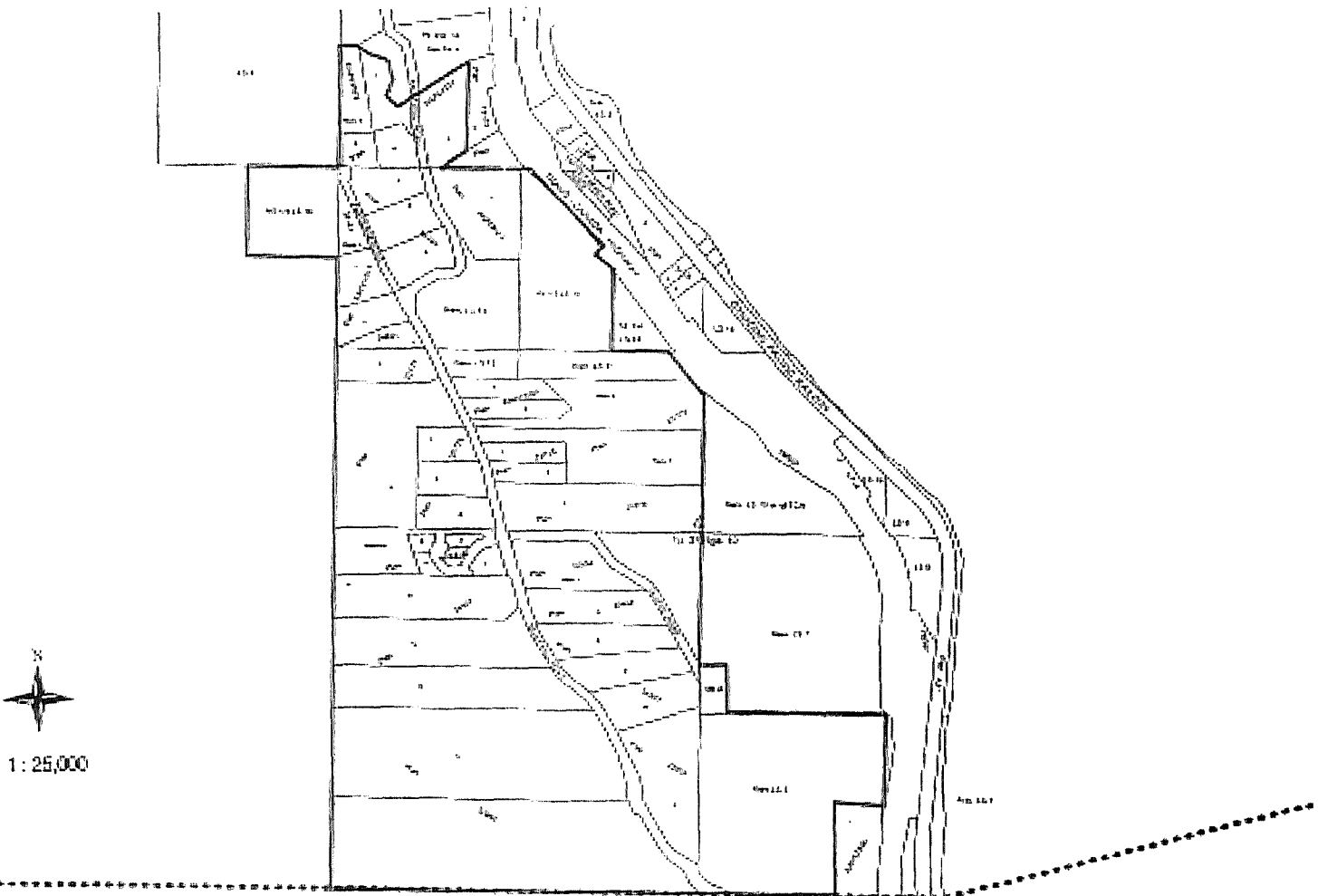
Respectfully Submitted,

  
Erin Jackson  
Director of Corporate Services

cc. Tracy Tulak, Acting Chief Financial Officer

APPENDIX 1 - Kault Hill Fire Service Area Map

APPENDIX 1



**APPENDIX 1**  
**KAULT HILL FIRE SUPPRESSION**  
**LOCAL SERVICE BYLAW NO. 5290**

1999 12 03

This is a reproduction of the original document. It is not a legal document. It is a reproduction of the original document. It is not a legal document. It is a reproduction of the original document. It is not a legal document.

Item 8.4

## CITY OF SALMON ARM

Date: January 13, 2019

### Director of Corporate Services – UBCM Poverty Reduction Planning & Action Program Grant Application

#### Vote Record

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

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



---

TO: Mayor Harrison & Members of Council

DATE: January 8, 2020

SUBJECT: UBCM Poverty Reduction Planning & Action Program Grant Application

---

### RECOMMENDATION:

That Council authorize the submission of a grant application under the UBCM Poverty Reduction Planning & Action Program Stream 1 – Plans and Assessments, determine which of the proposed activities to include in the application and agree to provide overall grant management.

### BACKGROUND:

At the October 28, 2019 Regular Meeting, Council directed staff to apply for the Together BC – UBCM Poverty Reduction Planning and Action Program grant. The grant is intended to support communities to develop or update assessments or plans in order to reduce poverty at the local level.

Staff have reviewed the application requirements, which include a Council Resolution that identifies which of the following six *TogetherBC* priority action areas that the project will focus on:

- Housing
- Families, children and youth
- Education and training
- Employment
- Income supports; and
- Social supports.

The funding can be used to add a poverty reduction lens (including specific activities and outcomes to support people living in poverty) to existing plans or policies such as:

- Official Community Plan
- Zoning Bylaw
- Development Permit requirements
- Food security and food systems planning
- Affordable housing strategy

Once Council has determined the priority area(s), the Social Impact Advisory Committee will be engaged in the next steps of the application process.

Respectfully Submitted,

  
Erin Jackson  
Director of Corporate Services

cc. Tracy Tulak, Acting Chief Financial Officer

APPENDIX 1 - UBCM Poverty Reduction Planning & Action 2020 Program & Application Guide  
and Stream 1 Application Form



# Poverty Reduction Planning & Action Program

## 2020 Program & Application Guide

### 1. Introduction

In March 2019, the Province of BC released their poverty reduction strategy: [TogetherBC: British Columbia's Poverty Reduction Strategy](#). Mandated through the *Poverty Reduction Strategy Act*, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. *TogetherBC* is based on four principles: affordability, opportunity, reconciliation, and social inclusion. These principles guided the priority action areas that form the core of the strategy.

With investments from across government, *TogetherBC* reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty, and build a better BC for everyone.

Local governments have long-advocated for a provincial poverty reduction strategy and are crucial partners in this work. They are at the front-line of seeing the impacts of poverty in their communities and play a central role in developing local solutions with community partners and other levels of government.

#### Poverty Reduction Planning & Action program

The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy. The Province has provided \$5 million over three years and the program is administered by the Union of BC Municipalities (UBCM).

### 2. Eligible Applicants

All local governments (municipalities and regional districts) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

### 3. Eligible Projects

To qualify for funding, applications must demonstrate the extent to which proposed activities will reduce poverty at the local level.

To qualify for funding, projects must:

- Focus on one or more of the six priority action areas identified in *TogetherBC*:
  - Housing
  - Education and training
  - Income supports
  - Families, children and youth
  - Employment
  - Social supports
- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year from the date of grant approval;





- Involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Within the six priority areas, eligible projects may also address one or more of the other key priorities identified in *TogetherBC*: mental health and addictions, food security, transportation, and/or access to health care.

### Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

The total funding request for regional projects cannot exceed \$150,000.

## 4. Eligible & Ineligible Costs & Activities

### Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

### Stream 1: Poverty Reduction Plans and Assessments

The intent of this funding stream is to support communities to develop or update assessments or plans in order to reduce poverty at the local level. The funding maximum under Stream 1 is \$25,000 for a single applicant and \$150,000 for regional applications.

Under Stream 1, eligible activities must be cost-effective and include:

- Development of a local Poverty Reduction plan or assessment that addresses one or more of the six priority action areas as identified in *TogetherBC*;
- Engagement of people living in poverty or with a lived experience of poverty in planning activities;
- Adding a poverty reduction lens including specific activities and outcomes to support people living in poverty, to existing plans or policies, such as:
  - Official Community Plans or community or neighbourhood plans;
  - Zoning and other policies;
  - Development permit requirements;
  - Emergency response, evacuation, and/or emergency support services plans;
  - Food security and food systems planning;
  - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.).

## Stream 2: Poverty Reduction Action

The intent of this funding stream is to support communities to undertake local projects in order to reduce poverty at the local level. The funding maximum under Stream 2 is \$50,000 for a single applicant and \$150,000 for regional applications.

In order to be eligible for Stream 2 funding, eligible applicants are required to have completed a Poverty Reduction plan or assessment, or demonstrate that their Official Community Plan, or an equivalent plan, is inclusive of poverty reduction principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Pilot projects to evaluate the impact of providing supports such as reduced-fare transit, recreation passes, or other service opportunities for low-income residents;
- Supporting financial security through tax-filing programs;
- Awareness campaigns to reduce stigma around poverty and promote social inclusion;
- Social enterprise initiatives that provide supported employment opportunities for people with multiple barriers to employment;
- Local food security initiatives including food-waste diversion projects and community kitchens that support training and social inclusion, as well as access to food;
- Pilot projects to assist key populations living with low income as identified in *TogetherBC*.

Stream 2 of the 2020 Poverty Reduction Planning & Action program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to people living in poverty, that are clearly linked to activities identified in the application, and that are intended to reduce poverty at the local level will be considered for funding under Stream 2.

Capital costs cannot exceed 25% of the total requested Stream 2 grant (i.e. an application for a \$50,000 grant cannot include more than \$12,500 in capital costs).

## Eligible Activities Applicable to Both Funding Streams

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Honoraria for community members that are direct participants in funded activities and who are living in poverty;
- Consultant costs;
- Incremental staff and administration costs;
- Public information costs.

## Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of feasibility studies, business cases, architectural, engineering, or other design drawings for the construction or renovation of facilities providing services to people living in poverty;
- Infrastructure projects or new construction;
- Regular salaries of applicant staff or partners;



- Routine or ongoing operating costs (e.g. heating and lighting; security; telephone; internet);
- Purchase of software, software licences, or service subscriptions;
- Existing programs with established, designated funding from other partners;
- Fundraising.

## 5. Grant Maximum

The 2020 Poverty Reduction Planning & Action program provides two streams of funding. Projects funded under Stream 1 may receive up to 100% of the cost of eligible activities to a maximum of \$25,000. Projects funded under Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$50,000. Regional projects under either Stream 1 or Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$150,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

## 6. Application Requirements & Process

### Application Deadline

The application deadline is February 28, 2020.

Applicants will be advised of the status of their application within 60 days of the application deadline.

### Required Application Contents

- Completed Application Form;
- Detailed project budget;
- Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- For regional projects only: Each partnering local government must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf;

**Resolutions from partnering applicants must include the language above.**

- Optional: Up to three letters of support as evidence of partnership or collaboration with community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

### Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All application materials will be shared with the Province of BC

## Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Scoring considerations and criteria include the following:

- Alignment with the intent and objectives of the Poverty Reduction Planning & Action program;
- Anticipated outcomes;
- Demonstration of direct participation of people living in poverty or with a lived experience of poverty in the proposed activities;
- Partnerships and demonstrated community support, including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations;
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant, community partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

## 7. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants under the Poverty Reduction Planning & Action program will be awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### Progress Payments

In exceptional circumstances, to request a progress payment, approved applicants are required to submit:

- Written rationale for receiving a progress payment;
- Description of activities completed to date; and
- Description of funds expended to date.



## Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, and an updated Council or Board resolution; and
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

## 8. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form;
- Financial summary;
- For Stream 1 only: electronic copy of the completed plan or assessment;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

## Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final reports will be shared with the Province of BC

## 9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: (250) 952-9177

For more information on BC's Poverty Reduction Strategy, please refer to [TogetherBC](#).



# Poverty Reduction Planning & Action

## 2020 Application Form for Stream 1- Plans & Assessments

Please complete and return the application form and all required attachments by February 28, 2020. All questions are required to be answered by typing directly in this form.

If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 952-9177.

SECTION 1: Applicant Information	AP- (for administrative use only)
Name of Local Government:	Complete Mailing Address:
Contact Person:	Position:
Phone:	E-mail:

\*Contact person must be an authorized representative of the applicant

SECTION 2: <u>For Regional Projects Only</u>
<p><b>1. Identification of Partnering Communities.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 3 in the <i>Program &amp; Application Guide</i> for eligibility.</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

SECTION 3: Project Information
<p><b>3. Project Information</b></p> <p>A. Project Title:</p> <p>B. Proposed start and end dates. Start:                      End:</p> <p>C. Total proposed project budget:</p> <p>D. Total grant request:</p>

**4. A. Proposed Focus Areas.** Please indicate which of the six priority action areas (as identified in *TogetherBC*) will be the primary focus of the proposed planning activities:

- |   |  |
|---|--|
| <input type="checkbox"/> Housing                      | <input type="checkbox"/> Employment      |
| <input type="checkbox"/> Families, children and youth | <input type="checkbox"/> Income supports |
| <input type="checkbox"/> Education and training       | <input type="checkbox"/> Social support  |

**B.** Please identify any other key priorities (as identified in *TogetherBC*) that your proposed activities will address:

**5. Proposed Activities.** Please describe the specific activities you plan to undertake. Refer to Section 4 of the *Program & Application Guide* for eligible activities under Stream 1.

**6. Intended Outcomes & Impacts.** What are the specific intended outcomes and impacts of the proposed planning activities? How will this help to reduce poverty at the local level?

**7. Proposed Deliverables.** What will be the specific deliverables of the proposed planning activities? List any policies, practices, plans, or documents that will be developed or amended as a result of your project.

**8. Community Partners & Participation by People with Lived Experience.** To be eligible for funding, all projects must involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

A. List all confirmed partners that will directly participate in the proposed planning activities and the specific role they will play. *Please note: up to three letters of support from partnering organizations may be submitted with the application.*

B. Describe how people living in poverty or with a lived experience of poverty will participate in the proposed planning activities.

**9. Evaluation.** Describe how will the project be evaluated and the specific performance measures and/or benchmarks that will be used to measure outcomes. How will this information be used?

**10. Additional Information.** Please share any other information you think may help support your submission.

#### SECTION 4: Required Attachments

Please submit the following with the application form:

- ☐ Council/Board Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management;
- ☐ Detailed budget;
- ☐ For regional projects only: Each partnering local government must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

Submit the completed Application Form and all required attachments as an e-mail attachment to [lgps@ubcm.ca](mailto:lgps@ubcm.ca) and note "2020 Poverty Reduction" in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

#### SECTION 5: Signature

Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

Name:	Title:
Signature:	Date:

Item 8.5

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2019 to 2023 Financial Plan be amended to reflect additional funding for the Shaw Centre Refrigeration Chiller Upgrade in the amount of \$134,140.00 (overage plus PST and 10% contingency) funded from the Shaw Centre Major Maintenance Reserve;

AND THAT: Council approve the award of the Chiller and MCC (Motor Control Centre) Replacement Contract to Fraser Valley Refrigeration for the bid price of \$542,000.00 plus taxes as applicable.

### 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 Members of Council

FROM: Darby Boyd, General Manager

DATE: January 6, 2020

SUBJECT: SHAW CENTRE-REFRIGERATION CHILLER UPGRADE

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### **STAFF RECOMMENDATION**

**THAT:** The 2020 Budget contained in the 2019 to 2023 Financial Plan be amended to reflect additional funding for the Shaw Centre Refrigeration Chiller Upgrade in the amount of \$134,140 [coverage plus PST and 10% contingency] funded from the Shaw Centre Major Maintenance Reserve;

**AND THAT:** Council approve the award of the Chiller and MCC (Motor Control Centre) Replacement Contract to Fraser Valley Refrigeration for the Bid price of \$542,000 plus taxes as applicable;

---

### **BACKGROUND**

#### Brief Project description and justification

The typical life of a shell and tube ammonia brine chiller is approximately 20 years. The Shaw Centre's Chillers are at that age and due for replacement. Pro-active replacement will avoid any catastrophic failure of the chiller, which would result in a loss of ice use for the season.

#### Prequalification description and award list

A request for prequalification was issued and a subsequent competitive bid process to three refrigeration companies. The MCC replacement was included as an optional item in the bid documents. The following results include the original quote amount and additional amount for MCC replacement:



Company	Base bid	Bid incl. optional MCC
	(excluding applicable taxes)	
Fraser Valley Refrigeration	\$484,000.00	\$542,000.00
Yeti Refrigeration	\$535,750.00	\$643,100.00
Cimco Refrigeration	\$483,740.00	\$629,390.00

Bradley Refrigeration Consultants Limited has reviewed the bids and provided a recommendation to award to Fraser Valley Refrigeration.

### **STAFF COMMENTS**

Staff agree with the Refrigeration Consultant's recommendation to award to Fraser Valley Refrigeration and include the price for the new Motor Control Centre to be considered to upgrade the existing 20-year-old Motor Control Centre for the refrigeration plant.

Note: Should Council not wish to authorize the budget increase to include the MCC replacement, the project should be awarded to the low bidder for the base project amount which would be \$483,740.00

Respectfully submitted,



Darby Boyd, General Manager  
Shuswap Recreation Society

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Item 9.1

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4365 be read a first and second time;

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

[ZON1162; Soley, A. & Tigh, D.; 1791 - 22 Street NE; R1 - R8]

### **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: November 27, 2019

Subject: Zoning Bylaw Amendment Application No. 1162

Legal: Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048

Civic: 1791 – 22 Street NE

Owner/Applicant: Soley, A. & Tigh, D.

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

**AND THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

### STAFF RECOMMENDATION

**THAT:** The motion for consideration be adopted.

### PROPOSAL

The subject parcel is located at 1791 – 22 Street NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a secondary suite within a new single family dwelling which is currently being constructed.

### BACKGROUND

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in a residential neighbourhood (Lakeview Meadows). There are presently six R-8 zoned parcels in the Lakeview Meadows subdivision. This lot, along with three other lots were created via subdivision in 2017. One of these new lots, the adjacent parcel to the north, was rezoned from R-1 to R-8 in August of this year, to permit a secondary suite in a new house.

The subject parcel is approximately 56 m (184 ft) long and 23 m (75.5 ft) wide with an area of approximately 0.13 hectares (.32 acres). The subject parcel is a relatively large lot and can meet the conditions as specified to permit either a secondary suite or a detached suite within the proposed R-8 Zone.

A house is currently being constructed on the property; site photos are attached as Appendix 5. The applicant wishes to build a secondary suite on the lower level and has provided elevation, site and floor plans (Appendix 6). The lower level floor plan indicates the proposed suite to be 41.2 m<sup>2</sup> (443 ft<sup>2</sup>) and the site plan shows a double car garage and a large driveway. Thus, the size of the suite is within the maximum 90 m<sup>2</sup> (968.8 ft<sup>2</sup>); and, the provision to provide an additional off-street parking stall for the suite can be fulfilled.

Secondary Suites

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

COMMENTSMinistry of Transportation & Infrastructure

No comments to date.

Engineering Department

No concerns.

Building Department

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

Fire Department

No concerns.

Planning Department

The proposed construction of a single family dwelling with a secondary suite will conform and fit in well with the surrounding neighbourhood. The proposed R-8 zoning of the subject parcel is consistent with the OCP and the plans provided indicate that all R-8 Zone requirements can be met, including the provision of onsite parking. Therefore, this application is supported by staff. Any development of a *secondary suite* requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



Prepared by: Denise Ackerman  
Planner, Development Services



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





0 1530 60 90 120  
Meters



Subject Parcel



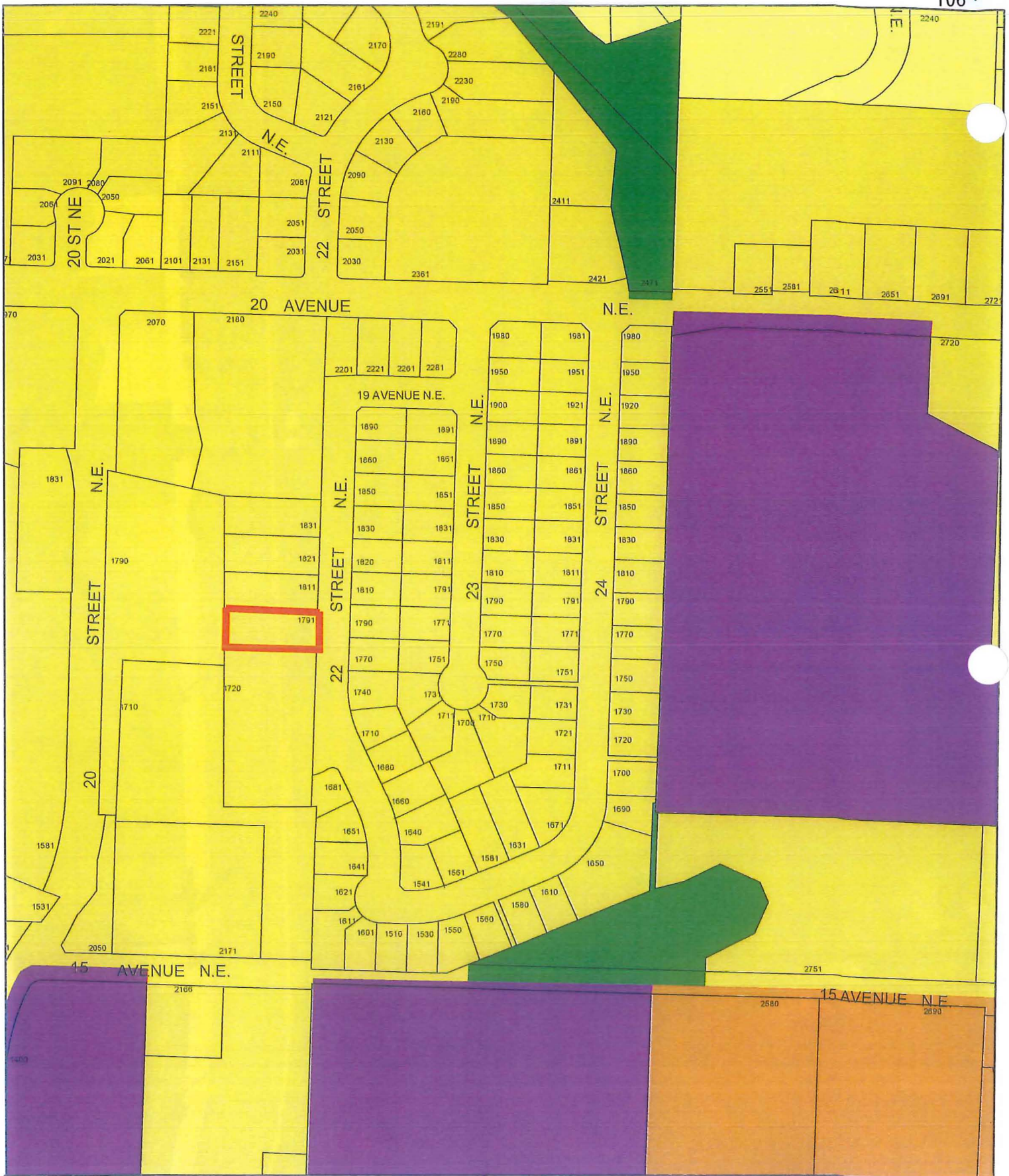


0 2.5 5 10 15 20  
Meters



Subject Parcel





Subject Parcel

0 15 30 60 90 120  
Meters

Low Density Residential

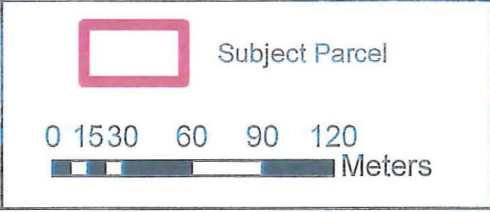
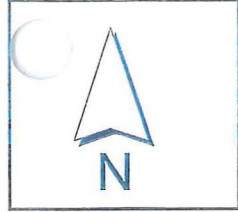
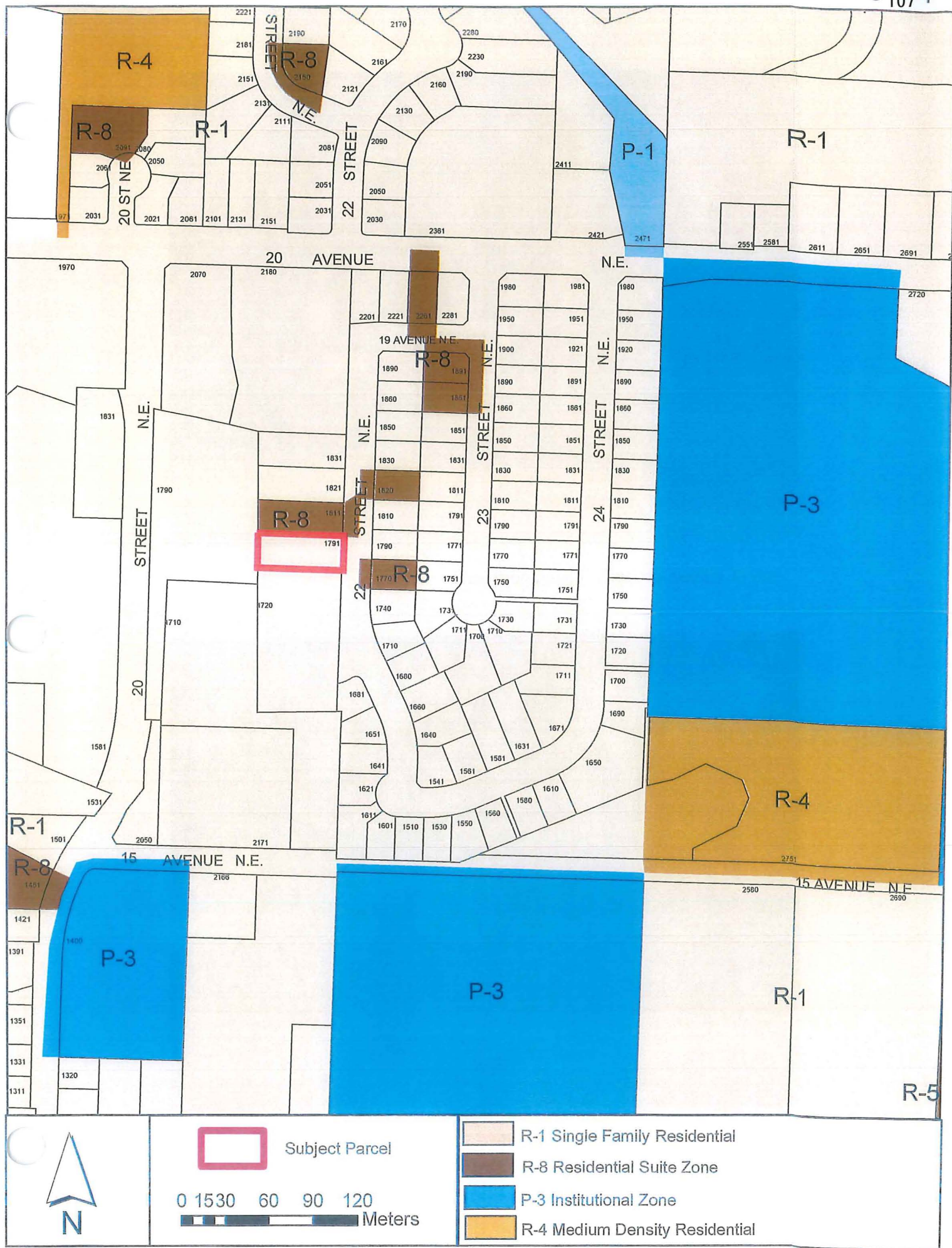
Medium Density Residential

High Density Residential

Park

Institutional





- R-1 Single Family Residential
- R-8 Residential Suite Zone
- P-3 Institutional Zone
- R-4 Medium Density Residential





View of subject property, facing northeast

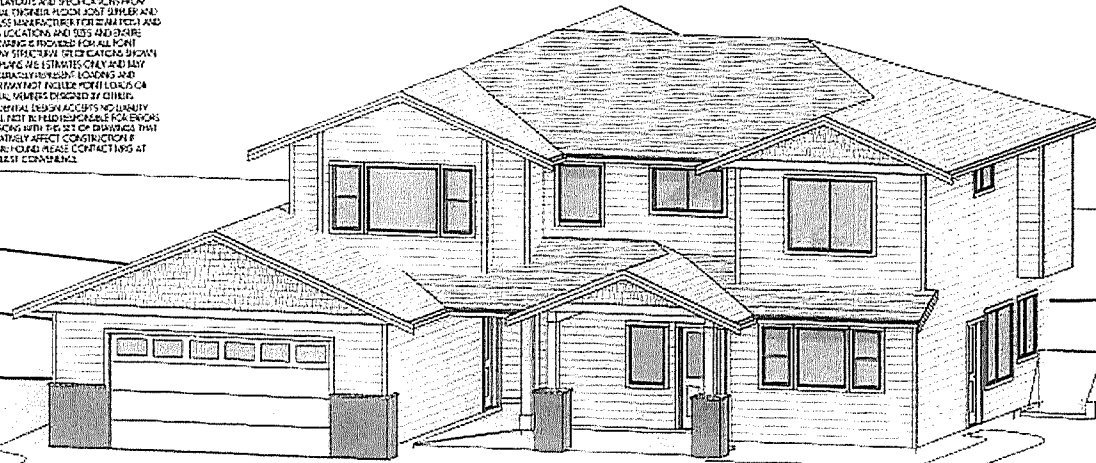


View of subject property, facing north



[illegible]

- 17 APPLICANT'S DESIGN PLANS TO BE DETAILED IN THE LOCATION APPROVED BY APPLICANT'S LOCAL MUNICIPALITY.
- 18 PLANS TO LANDSCAPE AND PROTECT SOILS FROM STRUCTURAL ENGINEERING DESIGN AND OTHER ASPECTS OF THE DESIGN TO BE DETAILED IN THE APPROVED LOCATION APPROVED BY APPLICANT'S LOCAL MUNICIPALITY AND TESTS AND DATA FROM TESTING IS PROVIDED FOR ALL POINT LOADS AND STRUCTURAL TESTS CATIONS SHOWN ON THE PLANS. THE LITERATURE CAN BE MANY TIMES MORE DETAILED THAN THE CODES AND STANDARDS BUT NOT EXISTING CAN BE FOUND ON STRUCTURAL, MATERIALS DESIGNED BY CHINING.
- 19 NO NEW RESIDENTIAL DESIGN ACCEPTS NO LIABILITY AND SHALL NOT BE RESPONSIBLE FOR ENFORCEMENT OF THE DESIGN. THE DESIGNER SHALL NOT HAVE ANY NEGATIVE EFFECT CONSTRUCTION IS DONE. ARE FOUND REUSE CONTRACTS AT YOUR OWNERS CONVICTIONS.



## 2 3D VIEW



**1 FRONT ELEVATION**

RECEIVED  
MAY 20 1964  
CITY OF  
SPRINGFIELD

41	NOISE
42	BASELINE
43	TEMPERATURE
44	HEAVY METALS
45	HYDROCARBONS
46	SELECTION

DATE	24/2
NAME	1999
TIME	10:00

## 3422N 4435

NO HIRV INSTALLED  
NO SPRINKLER SYSTEM  
FORCED AIR  
ICE FOUNDATION

OFFICE COPY



**250.804.5403**  
INFO@DESIGNCA

CLIENT \_\_\_\_\_

SOLEY

JOB \_\_\_\_\_

RESIDENCE

1791 22 STREET NW  
SALMON ARM BC

JOB # \_\_\_\_\_

7613

REVISIONS:

CONCEPT	SEPT 3 2019
REVISED UPPER	SEPT 5 2019
ATTACHED GARAGE	SEPT 7 2019
DETACHED GARAGE	SEPT 9 2019
FURNITURE LAYOUTS	SEPT 10 2019
BASEMENT	SEPT 14 2019
FURNISH	SEPT 18 2019
REVISED GLAZE	OCT 3 2019

DATE **OCT 3 2019**

DRAWING **NOTES/3D**

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

PAGE **A1**





1. RAISED ENTRANCE WALLS INCLUDE ENTRANCE (WEATHING)
2. ALL DIMENSIONS SHOWN ARE TO FINISHING AND DO NOT INCLUDE CHIMNEY OR OTHER PROJECTIONS
3. ALL HEADERS TO BE 3'-2 1/2" IN 2x4 WALLS AND 3'-2 1/2" IN 2x4 WALLS UNLESS NOTED OTHERWISE
4. ALL DOORS AND WINDOWS FRAMED 4'-1 1/2" FROM ADJACENT WALLS UNLESS NOTED OTHERWISE
5. ALL DOOR SLABS TO MEASURE 8'0" IN HEIGHT UNLESS NOTED OTHERWISE
6. INDIVIDUAL ROOM AREAS ARE CALCULATED FROM THE NEED OF FINISHING WHEREAS THE OVERALL FLOOR AREA IS CALCULATED TO THE OUTSIDE OF EXTERIOR WALLS

FINISHED	247 SF
UNFINISHED	176 SF
<b>NET</b>	<b>423 SF</b>
CARPAC	648 SF
TOTAL FOOTPRINT	1743 SF



1/4 - 1-0

A2

# CITY OF SALMON ARM

## BYLAW NO. 4365

### 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 \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4365"**

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

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

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

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



Item 9.2

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4366 be read a first and second time;

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

[ZON1163; Ewan, D. & L.; 940 9 Avenue NE; R1 – R8]

### 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: December 11, 2019

Subject: Zoning Bylaw Amendment Application No. 1163

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318

Civic: 940 – 9 Avenue NE

Owner/Applicant: Ewan, D. & L.

### MOTION FOR CONSIDERATION

**THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone):**

**AND THAT: Final reading of the zoning amendment bylaw be withheld subject to Ministry of Transportation & Infrastructure approval.**

### STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

### PROPOSAL

The subject parcel is located at 940 9 Avenue NE (Appendix 1 and 2) and presently contains a single family dwelling and accessory buildings. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction of a secondary suite in an existing accessory building.

### BACKGROUND

The relatively large (0.106 hectare) subject parcel is designated High Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in the McGuire Lake area, largely comprised of R-1, R-4, R-7 and R-8 zoned parcels containing single family dwellings with associated accessory buildings. There are currently seven R-8 zoned parcels within the proximity of the subject parcel. The subject parcel was subdivided from the adjacent parcel to the south in 1962.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Development of either a *detached suite* or *secondary suite* within a dwelling would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

The subject parcel easily meets the conditions as specified to permit a *detached suite* within the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *detached suite* within an existing accessory building (as shown in the plans attached as Appendix 6).

Staff note that a variance with respect to the rear parcel line setback would be required to permit a *detached suite* in the existing accessory building as proposed. This is due to the minimum setback requirement being slightly more restrictive for a *detached suite* (3 m) as opposed to an *accessory building* (1 m). The existing *accessory building* is presently sited approximately 1.2 m from this parcel line, exceeding the 1 m setback requirement that applies to an *accessory building*, but falling short of the 3 m *detached suite* requirement.



COMMENTSMinistry of Transportation and Infrastructure

No response to date.

Engineering Department

No concerns with rezoning. Only one 6 m wide access onto 9 Avenue NE is permitted.

Building Department

BC Building Code will apply.

As it is proposed to serve the main dwelling, a fire separation will be required between the suite and the garage.

Development Cost Charges (DCCs) are payable at the time of Building Permit for a *Detached Suite* in the amount of \$6,064.31 (same as the DCCs for a High Density Residential Unit).

Fire Department

No concerns.

Planning Department

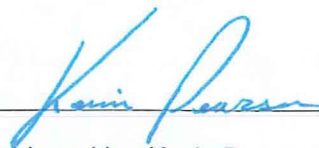
Staff note that a variance with respect to the rear parcel line setback would be required to permit a *detached suite* in the existing accessory building as proposed, however the subject property has potential to meet the conditions for the development of a *detached suite*, including sufficient space for an additional off-street parking stall.

The variance required would have to be addressed through a separate application.

The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff.

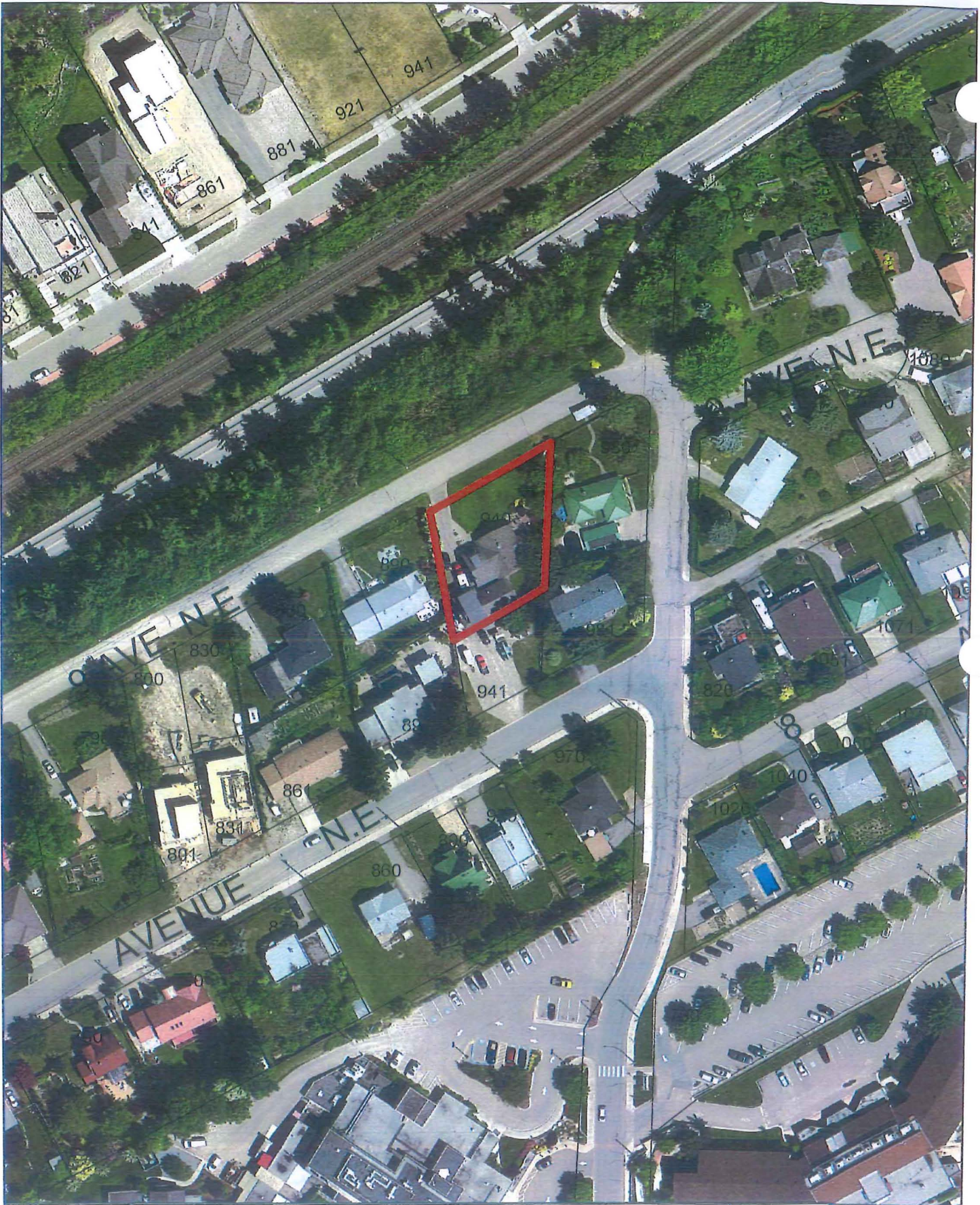


Prepared by: Chris Larson, MCP  
Planning and Development Officer



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

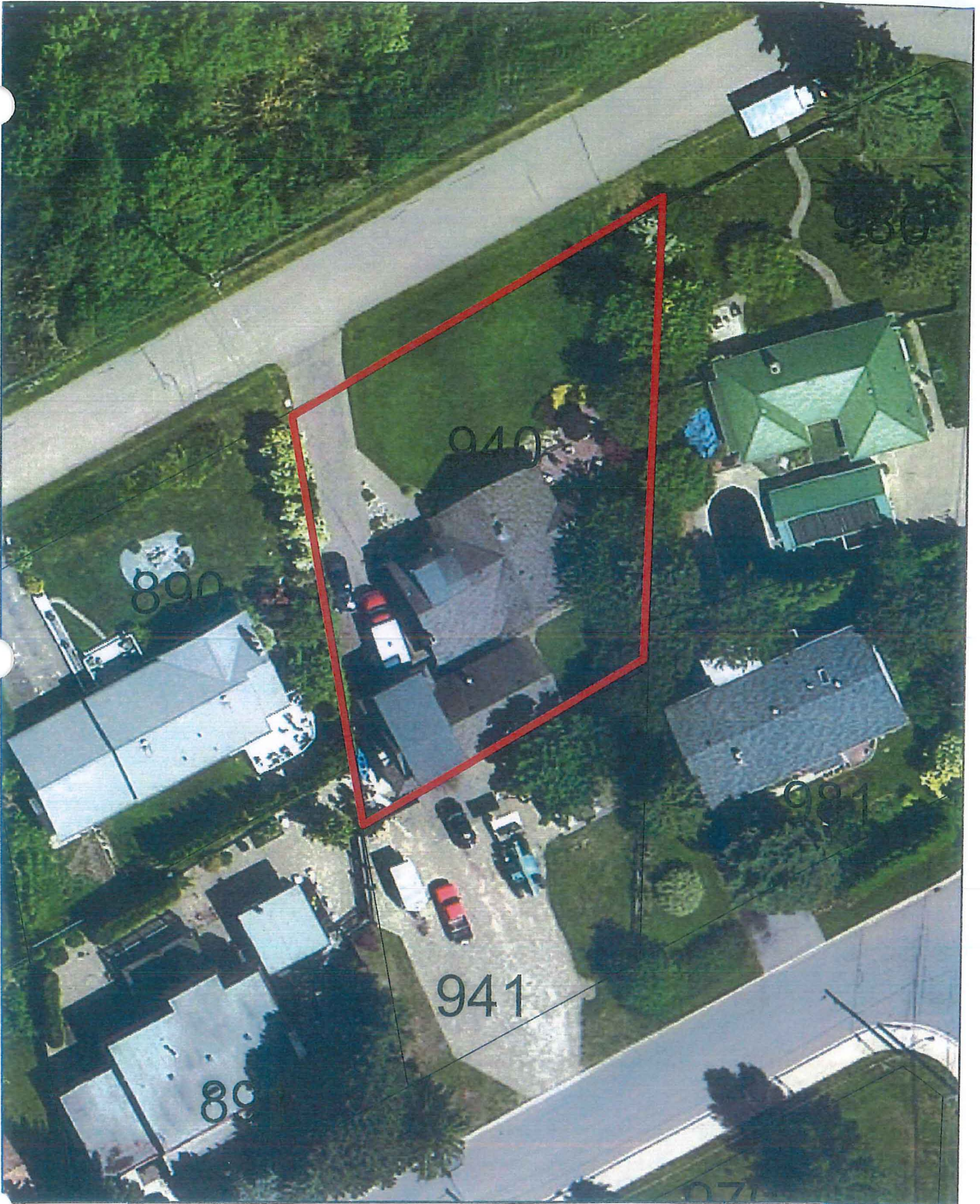




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 Subject Parcel

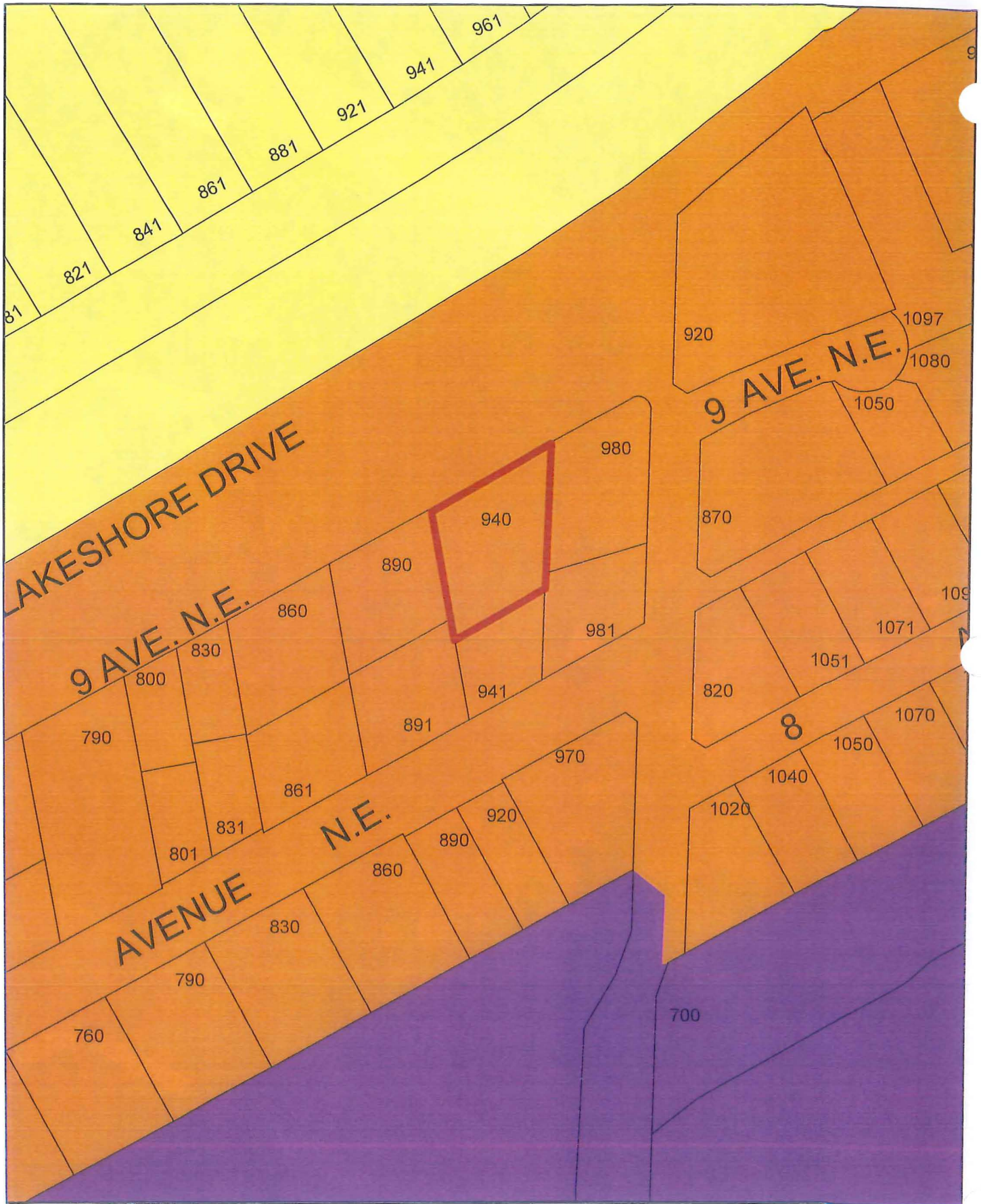




0 5 10 20 30 40 Meters

 Subject Parcel

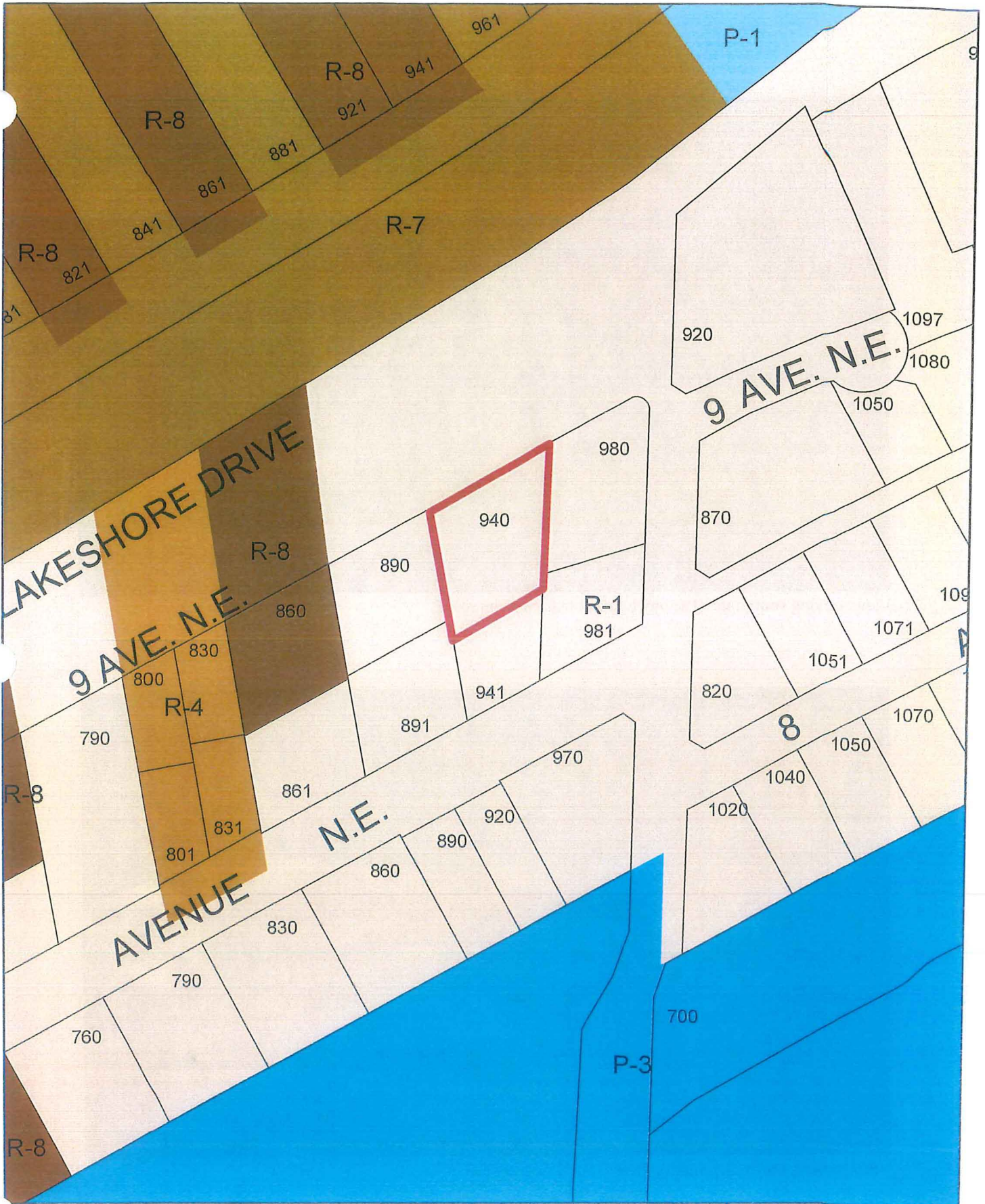




0 10 20 40 60 80 Meters

- Subject Parcel
- Low Density Residential
- Institutional
- Medium Density Residential





 Subject Parcel





View looking southeast of subject parcel from 9 Avenue NE.



View looking north of subject parcel from 8 Avenue NE.

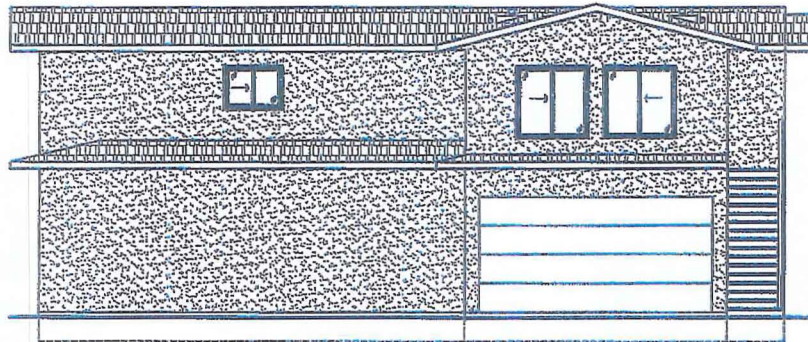


# 940 - 9th Ave. NE

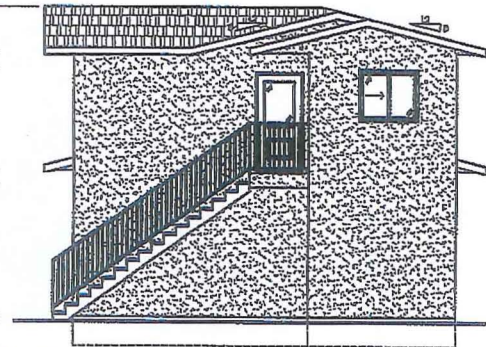




FULL AREA = 170.00 SQ. FT. = 15.80 SQ. METERS  
 12 METERS FROM PROPERTY LINE RESULTS 7 PERCENT ALLOWABLE OPENINGS  
 THEREFORE 15.80 X 7 PERCENT = 1.10 SQ. METERS ALLOWED  
 ACTUAL OPENINGS = 12.00 SQ. FT. = 1.11 SQ. METERS

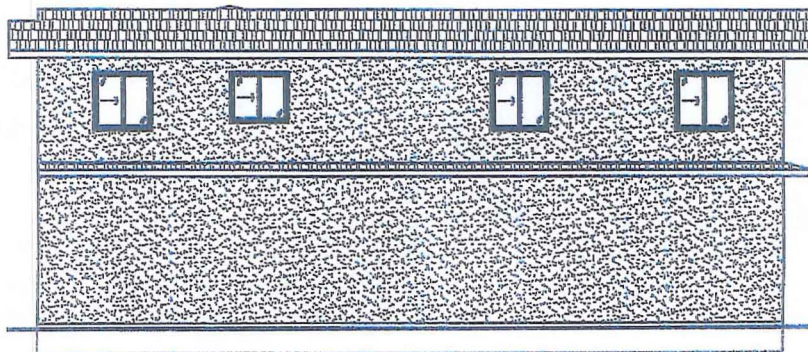


**NORTH ELEVATION**  
 1/4" = 1'-0"



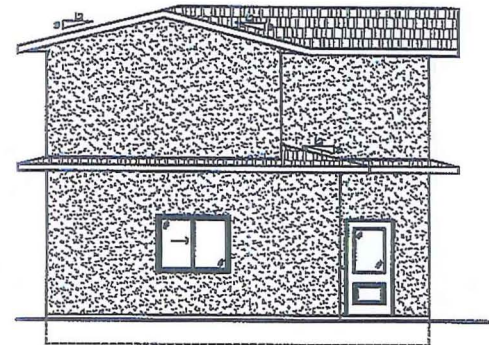
FULL AREA = 140.00 SQ. FT. = 12.91 SQ. METERS  
 12 METERS FROM PROPERTY LINE RESULTS 7 PERCENT ALLOWABLE OPENINGS  
 THEREFORE 12.91 X 7 PERCENT = 0.90 SQ. METERS ALLOWED  
 ACTUAL OPENINGS = 64.00 SQ. FT. = 5.95 SQ. METERS

**WEST ELEVATION**  
 1/4" = 1'-0"



**SOUTH ELEVATION**  
 1/4" = 1'-0"

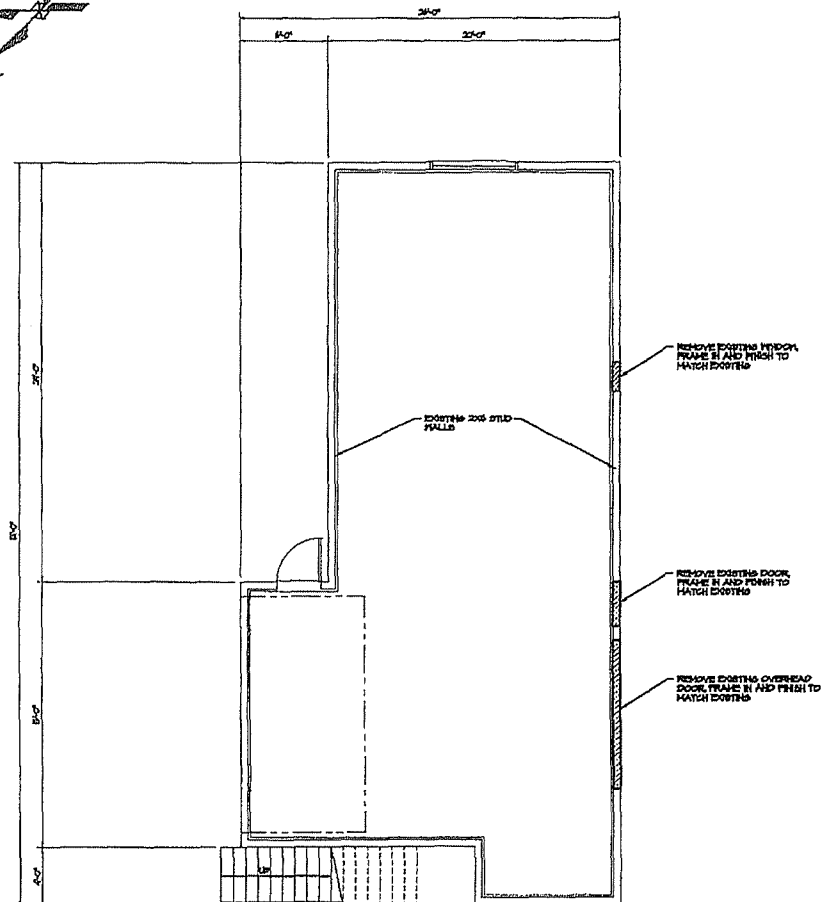
FULL AREA = 170.00 SQ. FT. = 15.80 SQ. METERS  
 12 METERS FROM PROPERTY LINE RESULTS 7 PERCENT ALLOWABLE OPENINGS  
 THEREFORE 15.80 X 7 PERCENT = 1.10 SQ. METERS ALLOWED  
 ACTUAL OPENINGS = 12.00 SQ. FT. = 1.11 SQ. METERS



**EAST ELEVATION**  
 1/4" = 1'-0"

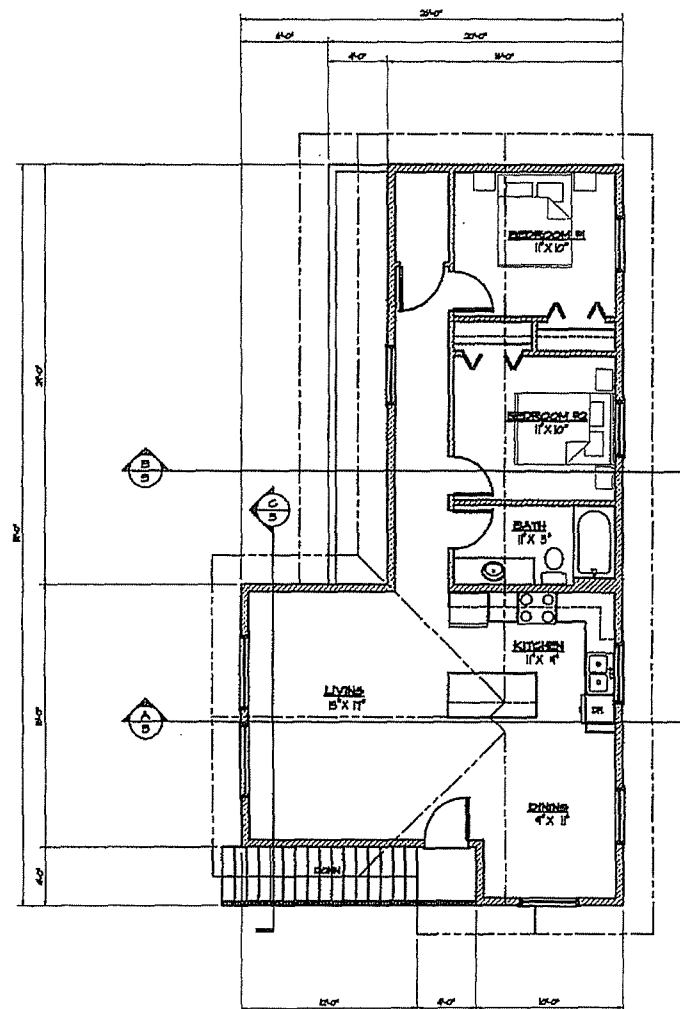
<b>PEDERSON</b> DRAFTING & DESIGN LTD. 2000 - 9TH AVE. N.E. BURNABY, B.C. V5C 2G5 TEL: 293-222-9445 FAX: 293-222-4445 WWW.PEDERSONDRAFTING.COM		LANCE EVAN & DIANA SCARIN 940 - 9TH AVE. N.E. BURNABY, B.C. 1/4" = 1'-0" 14-066-01	
PROJECT ADDITION TO EXISTING GARAGE ELEVATIONS		DRAWN BY: R.P. CHECKED BY: R.P. DATE: 2014-06-01 SCALE: AS SHOWN	





**EXISTING MAIN FLOOR PLAN**

1/4" = 1'-0"



**NEW SECOND FLOOR PLAN**

1/4" = 1'-0"

LIVING AREA (BED) = 246 SQ. FT.

REVISION NO.	DATE	DESCRIPTION

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2840 - 3RD AVE. N.E.  
BACHMAN AVE. BLDG., 1ST FLOOR  
EDINBURGH, MINN. 55121  
TEL: 763-852-4444  
FAX: 763-852-4444  
WWW.PEDERSONDRAWINGS.COM

CLIENT: LANCE EWAN & DIANA SCARINI  
440 - 4TH AVE. N.E. SALMON ARBOR, L.C.

SCALE: 1/4" = 1'-0"  
DATE: 08/11/2011  
PROJECT:

ADDENDUM TO EXISTING GARAGE

NEW SECOND FLOOR PLAN

DRAWN BY: J.A.  
CHECKED BY:

PROJECT:

DRAWING NO.: 14-066-02



# CITY OF SALMON ARM

## BYLAW NO. 4366

### 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 , 2020 at the hour of 7:00 p.m. was published in the and , 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4366

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4366"**

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

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

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

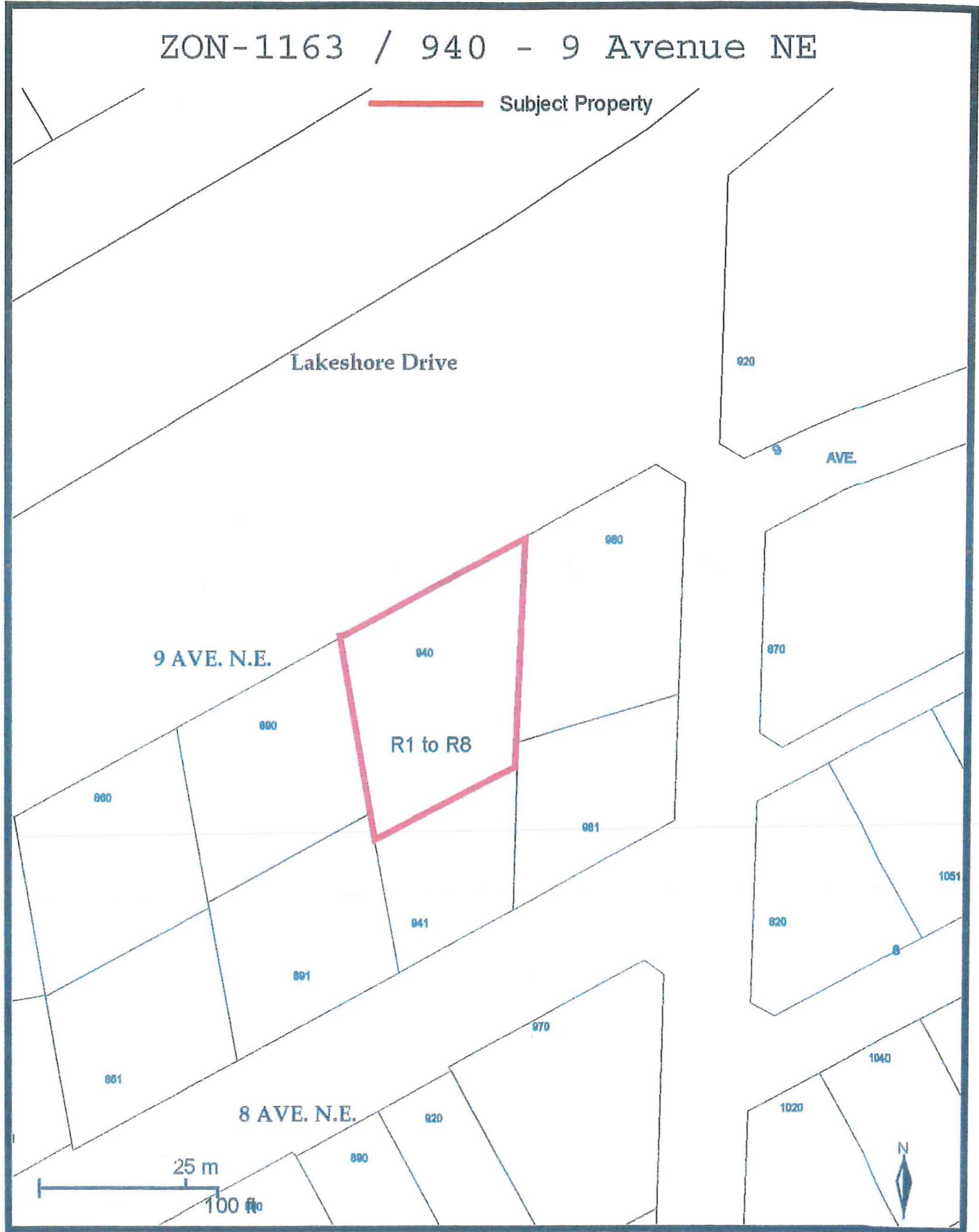
ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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



## SCHEDULE "A"



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Item 9.3

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4367 be read a first and second time.

[ZON1164; Pringle, J. & S.; 1664 10 Street SE; R1 - R8]

### 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: December 10, 2019

Subject: Zoning Bylaw Amendment Application No. 1164

Legal: Lot 25, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286

Civic: 1664 – 10 Street SE

Owner/Applicant: Pringle, J. & S.

---

### MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 25, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

---

### STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

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### PROPOSAL

The subject parcel is located at 1664 10 Street SE (Appendix 1) and presently contains a single family dwelling under construction. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction of a *secondary suite* within the single family dwelling.

### BACKGROUND

The relatively large (0.33 acre, 1,350 square metre) subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 2 & 3). The subject parcel is located in the "Byersview" development, in an area largely comprised of R-1 zoned parcels containing single family dwellings with associated accessory buildings. There are currently four R-8 zoned parcels within the proximity of the subject parcel, including a large parcel to the west where future subdivision is anticipated.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. The subject parcel easily meets the conditions as specified within the proposed R-8 zone to permit a *secondary suite*. Site photos are attached as Appendix 4. The intent of the applicant is to develop a conforming *secondary suite* within the single family dwelling (as shown in the site plans attached as Appendix 5). Development of a *secondary suite* within a dwelling as proposed would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

### COMMENTS

#### Engineering Department

No concerns with rezoning.



Building Department

BC Building Code will apply.

Fire Department

No concerns.

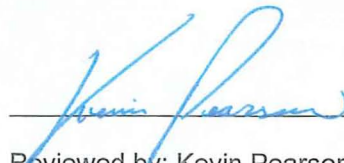
Planning Department

The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff.



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Prepared by: Chris Larson, MCP  
Planning and Development Officer



---

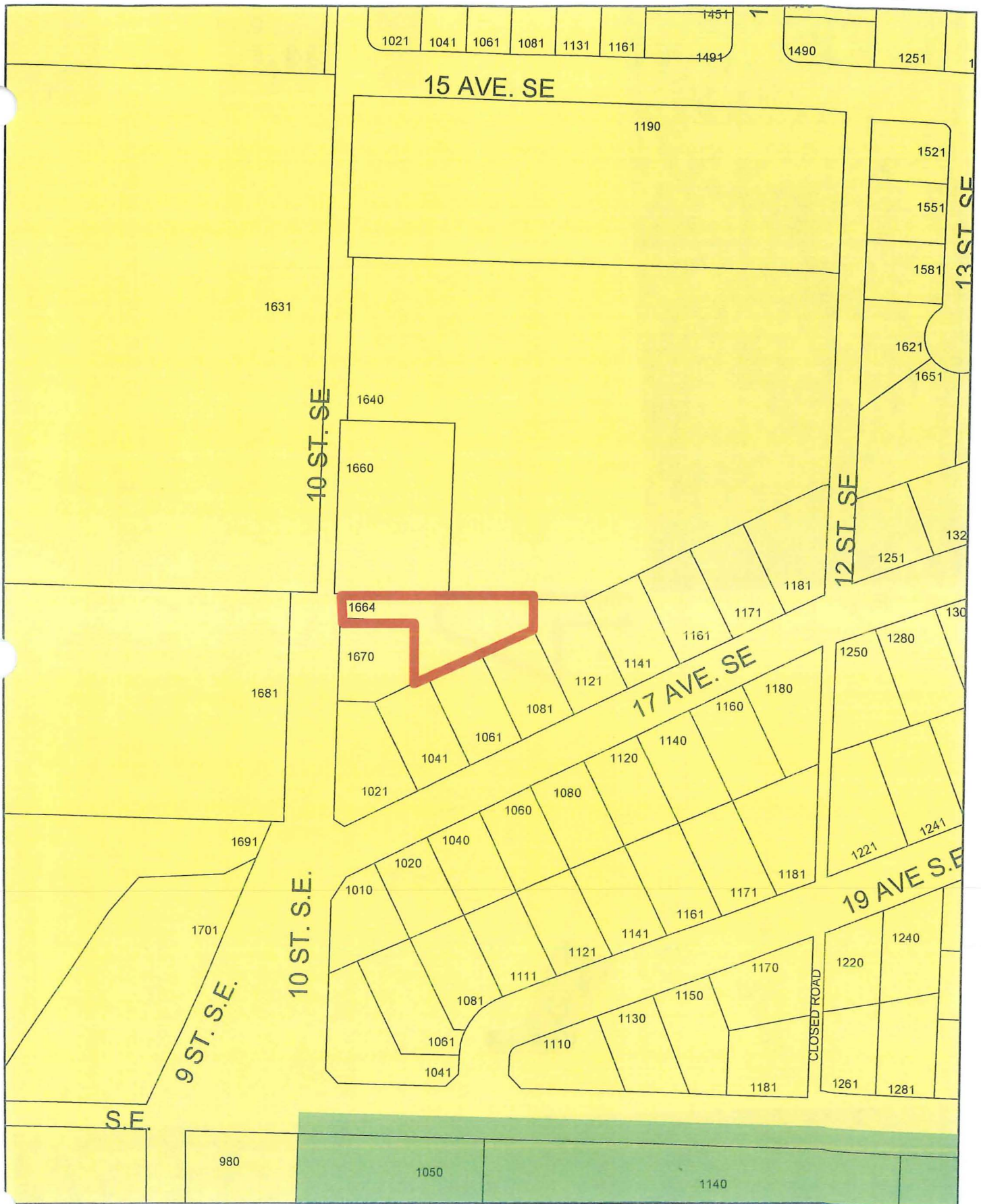
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services








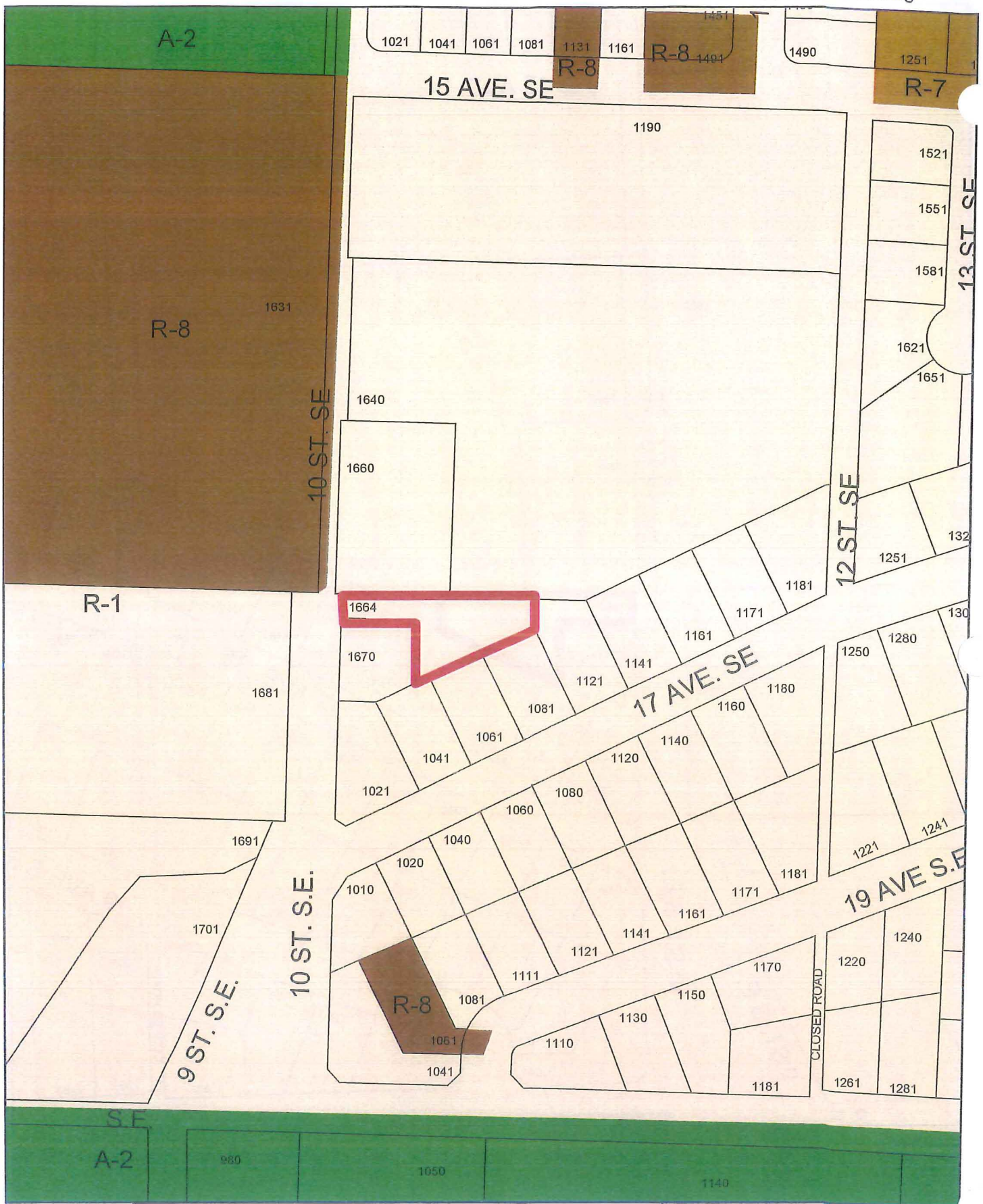
Subject Parcel



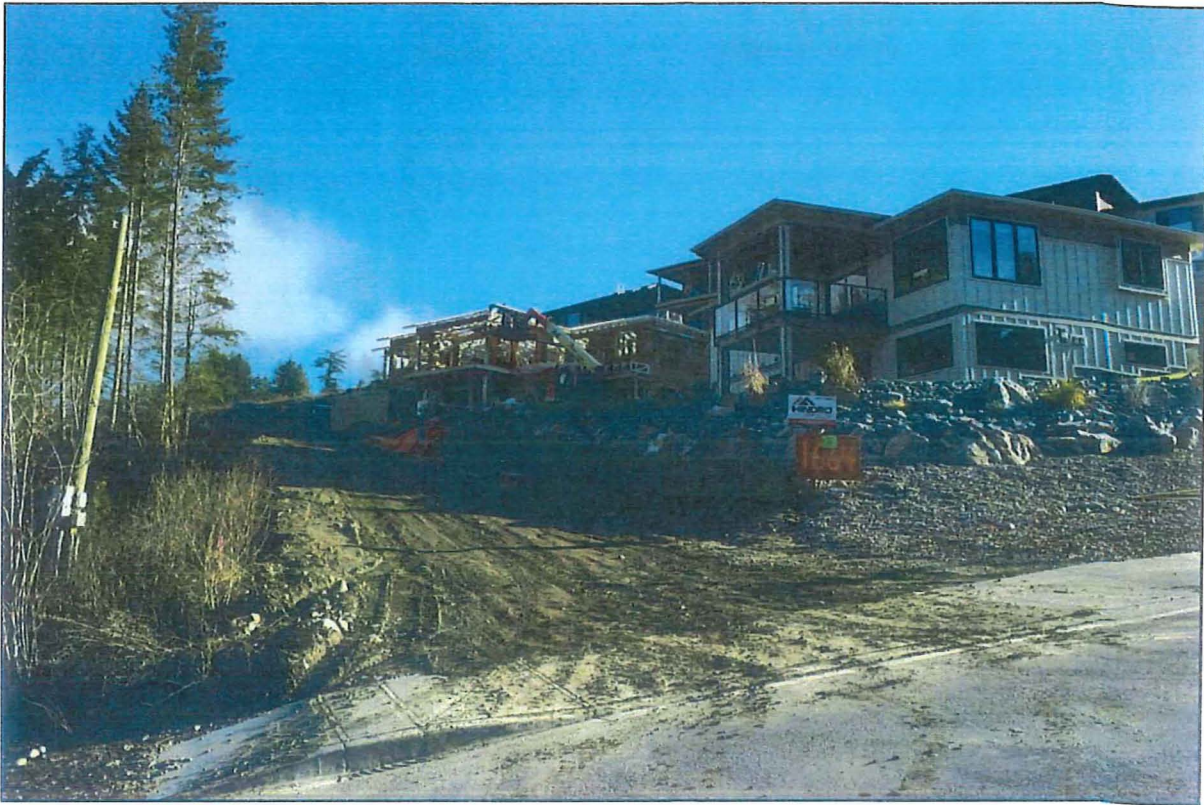


-  Subject Parcel
-  Low Density Residential
-  Acreage Reserve

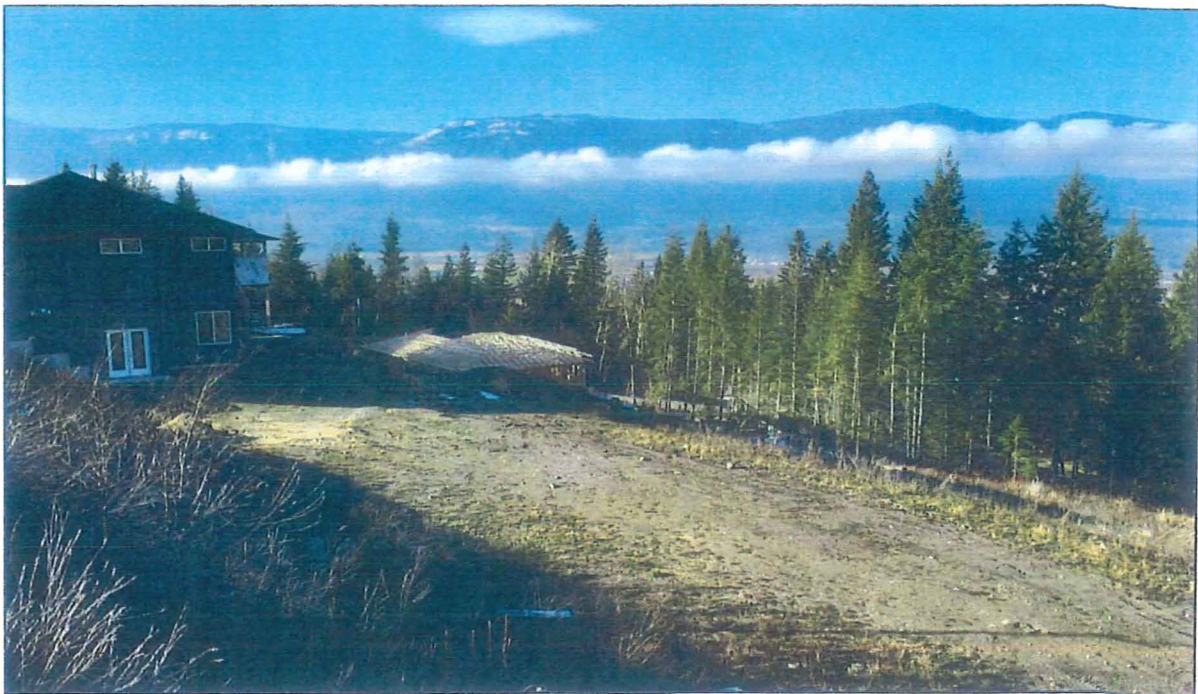








View of subject parcel looking east from 10 Street SE.

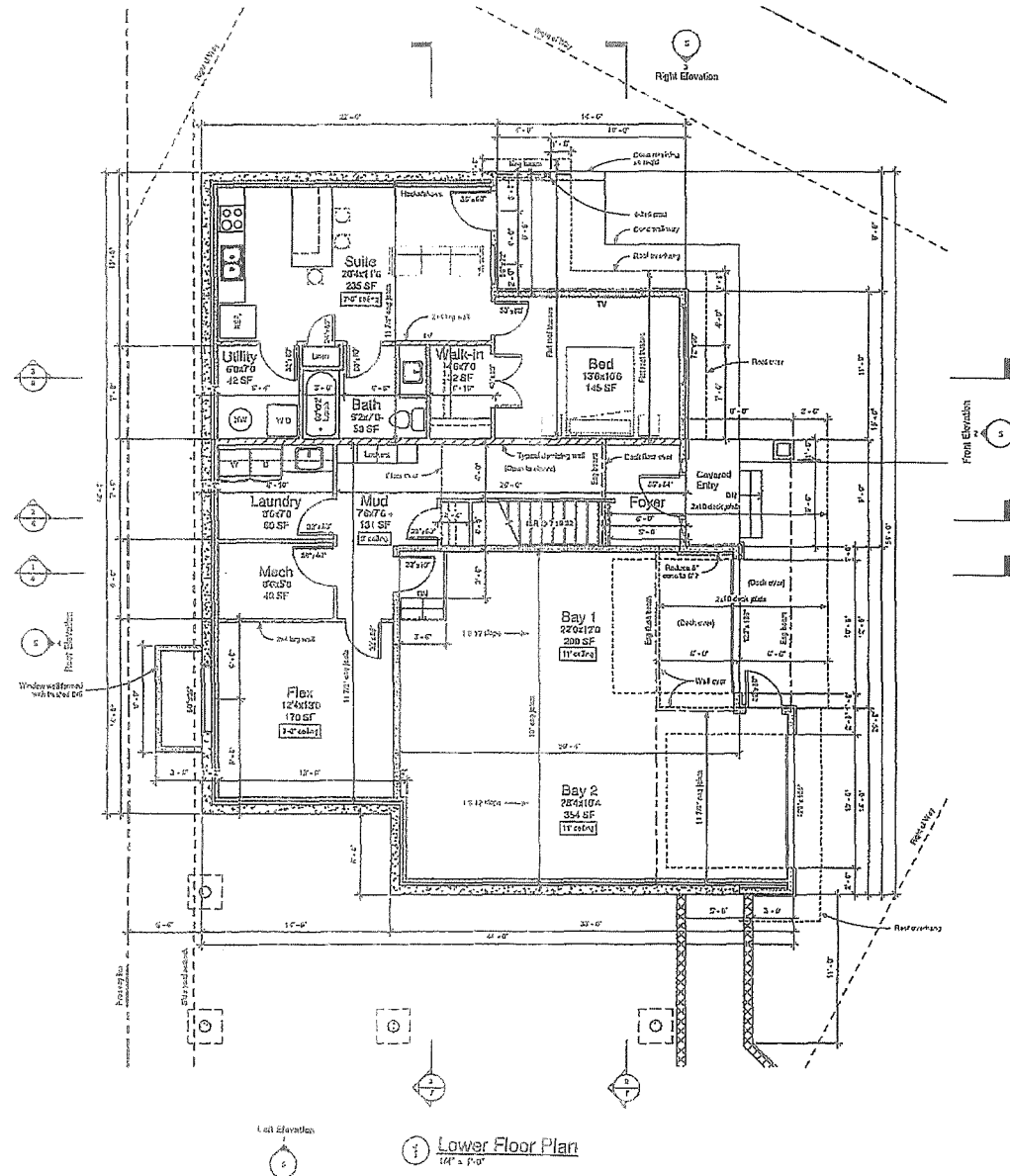


View of subject parcel looking west from 17 Avenue SE.






Dimensions are to center of exterior walls unless  
otherwise noted. For doors, if not dimensioned, use 2'-0" for 6'  
corner and 2'-0" for side and end.



Lower Floor Plan  
1/4" = 1'-0"

For Permit and Construction v1.1



**MEYER**  
DESIGNS LTD.

650 Mt Todd Drive  
Coquitlam, BC  
V1B 3Y6

250-503-4579  
kelly@meyerdesigns.ca  
MeyerDesigns.ca

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**Lower Floor Plan**

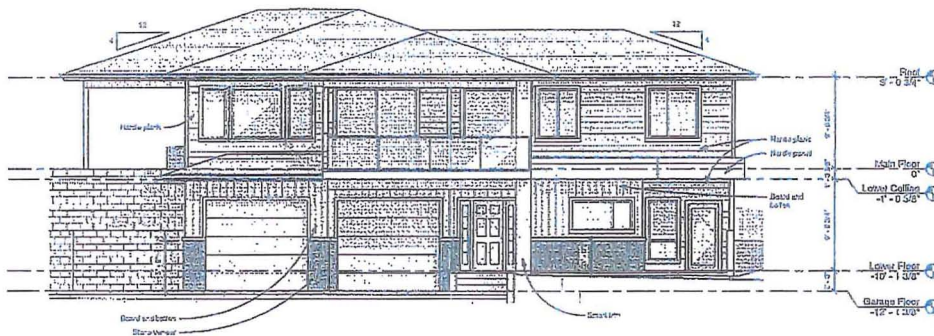
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Project Number: <b>2010-013</b>	
Date: <b>Oct 8, 2010</b>	Drawn by: <b>Kelly Meyer</b>
Private Residence Lot 25 Dyrsmid 1004 10th St SE Salmon Arm, BC	

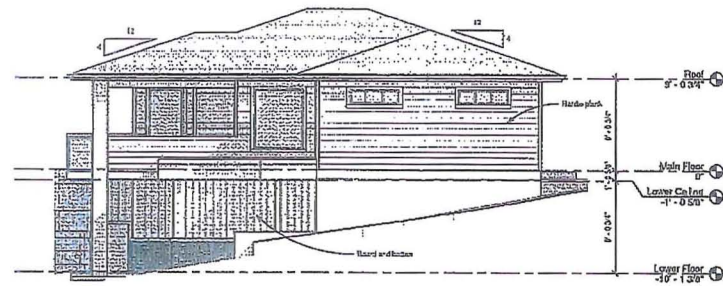
3

Appendix 5: Site Plans

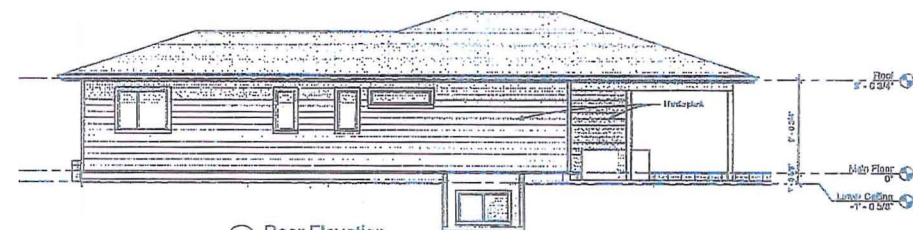




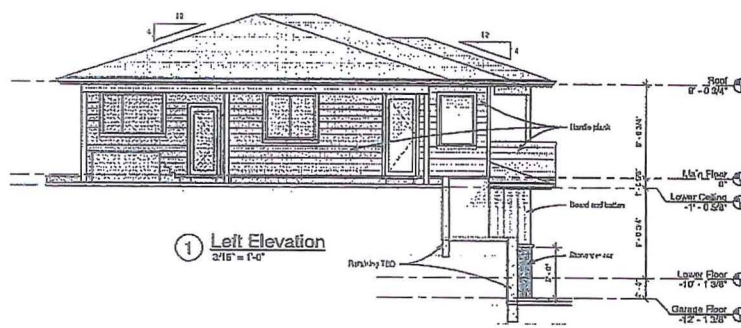
② Front Elevation  
3/16" = 1'-0"



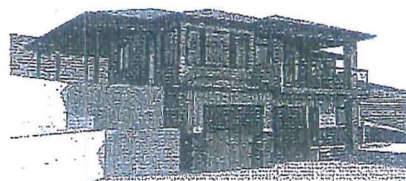
③ Right Elevation  
3/16" = 1'-0"



④ Rear Elevation  
3/16" = 1'-0"



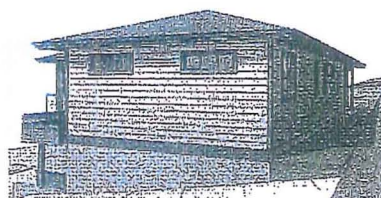
① Left Elevation  
3/16" = 1'-0"



⑤ Front Left Perspective



⑥ Front Right Perspective



⑧ Rear Left Perspective



⑦ Rear Right Perspective

Dimensions are to outside unless noted.  
For doors, if not dimensioned, give 2" from the corner to the head or sill as indicated.

### Typical Cladding

**Horizontal Siding**  
1/2" x 6" x 12' - 16' - 24' - 36' - 48' - 60' - 72' - 84' - 96' - 108' - 120' - 132' - 144' - 156' - 168' - 180' - 192' - 204' - 216' - 228' - 240' - 252' - 264' - 276' - 288' - 300' - 312' - 324' - 336' - 348' - 360' - 372' - 384' - 396' - 408' - 420' - 432' - 444' - 456' - 468' - 480' - 492' - 504' - 516' - 528' - 540' - 552' - 564' - 576' - 588' - 600' - 612' - 624' - 636' - 648' - 660' - 672' - 684' - 696' - 708' - 720' - 732' - 744' - 756' - 768' - 780' - 792' - 804' - 816' - 828' - 840' - 852' - 864' - 876' - 888' - 900' - 912' - 924' - 936' - 948' - 960' - 972' - 984' - 996' - 1008' - 1020' - 1032' - 1044' - 1056' - 1068' - 1080' - 1092' - 1104' - 1116' - 1128' - 1140' - 1152' - 1164' - 1176' - 1188' - 1200' - 1212' - 1224' - 1236' - 1248' - 1260' - 1272' - 1284' - 1296' - 1308' - 1320' - 1332' - 1344' - 1356' - 1368' - 1380' - 1392' - 1404' - 1416' - 1428' - 1440' - 1452' - 1464' - 1476' - 1488' - 1500' - 1512' - 1524' - 1536' - 1548' - 1560' - 1572' - 1584' - 1596' - 1608' - 1620' - 1632' - 1644' - 1656' - 1668' - 1680' - 1692' - 1704' - 1716' - 1728' - 1740' - 1752' - 1764' - 1776' - 1788' - 1800' - 1812' - 1824' - 1836' - 1848' - 1860' - 1872' - 1884' - 1896' - 1908' - 1920' - 1932' - 1944' - 1956' - 1968' - 1980' - 1992' - 2004' - 2016' - 2028' - 2040' - 2052' - 2064' - 2076' - 2088' - 2100' - 2112' - 2124' - 2136' - 2148' - 2160' - 2172' - 2184' - 2196' - 2208' - 2220' - 2232' - 2244' - 2256' - 2268' - 2280' - 2292' - 2304' - 2316' - 2328' - 2340' - 2352' - 2364' - 2376' - 2388' - 2400' - 2412' - 2424' - 2436' - 2448' - 2460' - 2472' - 2484' - 2496' - 2508' - 2520' - 2532' - 2544' - 2556' - 2568' - 2580' - 2592' - 2604' - 2616' - 2628' - 2640' - 2652' - 2664' - 2676' - 2688' - 2700' - 2712' - 2724' - 2736' - 2748' - 2760' - 2772' - 2784' - 2796' - 2808' - 2820' - 2832' - 2844' - 2856' - 2868' - 2880' - 2892' - 2904' - 2916' - 2928' - 2940' - 2952' - 2964' - 2976' - 2988' - 3000' - 3012' - 3024' - 3036' - 3048' - 3060' - 3072' - 3084' - 3096' - 3108' - 3120' - 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# CITY OF SALMON ARM

## BYLAW NO. 4367

### 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 \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 25, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4367

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4367"**

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

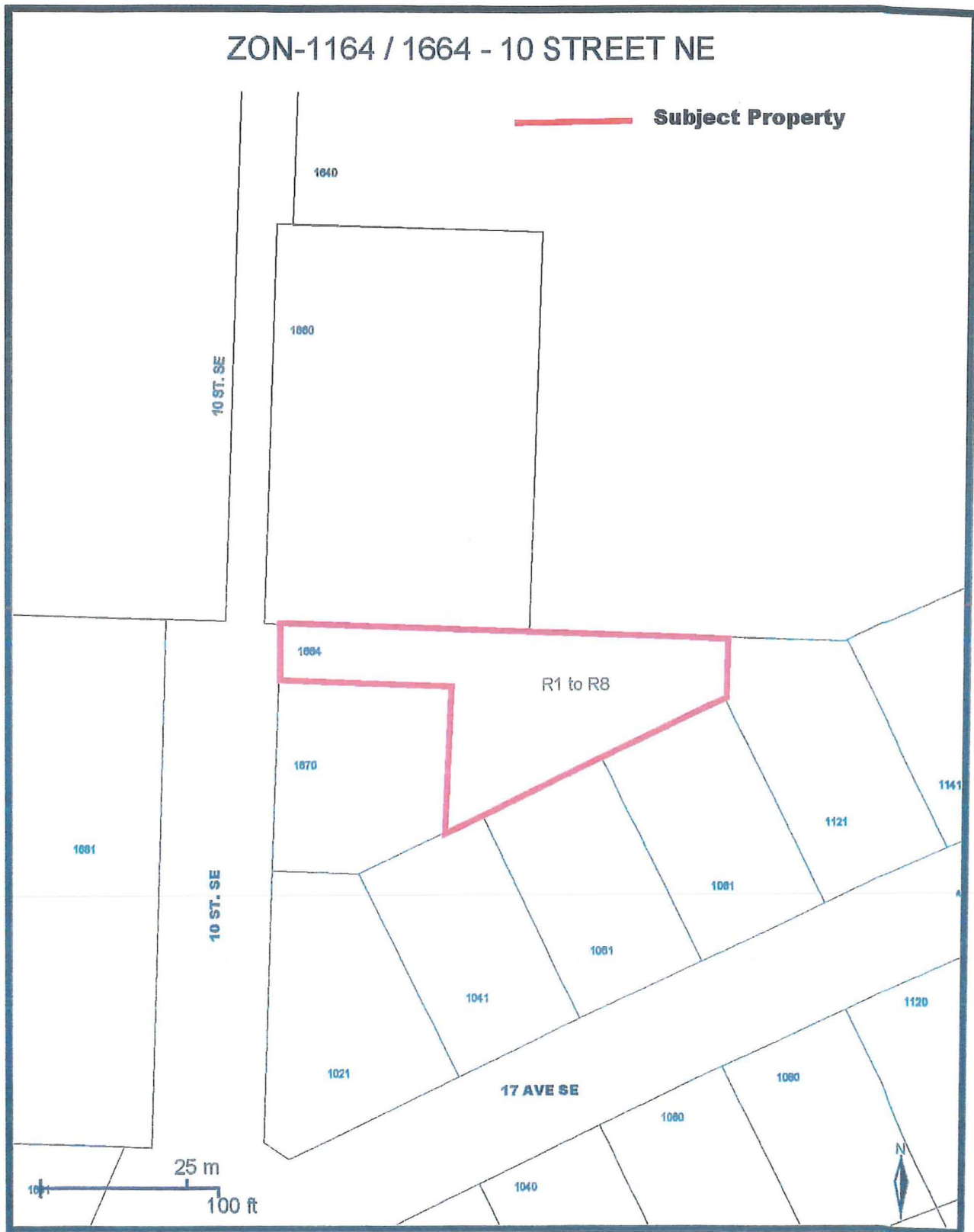
READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"





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Item 9.4

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4371 be read a first, second and third time.

### Vote Record

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

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

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

---

Date: January 8, 2020  
To: Mayor Harrison and Members of Council  
From: Acting Chief Financial Officer  
Subject: Revenue Anticipation Bylaw No. 4371

---

Recommendation

That Bylaw No. 4371 cited as the "City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4371", be given 3 readings;

And that the Mayor and Corporate Officer be authorized to execute any applicable agreements to facilitate same.

Background

As tax collection does not occur until July 2, 2020, it may be necessary to temporarily borrow funds to cover expenditures in the first six (6) months of 2020.

The aforementioned bylaw provides the City with the authority to undertake such borrowings.

Respectfully Submitted,



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Tracy Tulak, CPA, CMA



## CITY OF SALMON ARM

BYLAW NO. 4371**A bylaw to provide for the borrowing of money in anticipation of revenue required to meet current lawful expenditures of the municipality in 2020**

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

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

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

AND WHEREAS the whole amount of taxes imposed in the immediate preceding year was \$33,444,961.55;

AND WHEREAS the sum of unpaid current taxes for all purposes imposed during the current year and the money remaining due from Other Governments totals \$25,083,721.16;

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

AND WHEREAS there are no liabilities outstanding under Section 177;

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

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

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

#### SEVERABILITY

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

#### ENACTMENT

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

#### EFFECTIVE DATE

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

#### CITATION

7. This bylaw may be cited as "City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4371".

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

Item 10.1

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4369 be read a final time.

### 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: December 2, 2019

SUBJECT: Amendment to Council Procedure Bylaw No. 4276

---

**RECOMMENDATION:**

**THAT:** the bylaw entitled Council Procedure Amendment Bylaw No. 4369, 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.

In August 2018, Council adopted a new Procedure bylaw and in May 2019 amended it to include a new Order of Business.

The bylaw under consideration will amend Section 15 – Order of proceedings and business to include an Acknowledgement of Traditional Territory, which will become item 3. All other items will be renumbered accordingly, as follows:

1. Call to Order
2. In-Camera Session
3. Acknowledgement of Traditional Territory
  - We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
4. Adoption of Agenda
5. Disclosure of Interest
6. Confirmation of Minutes



7. Committee Reports
8. Columbia Shuswap Regional District Update
9. Staff Reports
10. Introduction of Bylaws
11. Reconsideration of Bylaws
12. Correspondence
  - Informational Correspondence
13. New Business
14. Presentations/Delegations
15. Council Statements
16. Salmon Arm Secondary Youth Council
17. Notice of Motion
18. Unfinished Business and Deferred/Tabled Items
19. Other Business
20. Question and Answer Period
21. Disclosure of Interest
22. Hearings
23. Statutory Public Hearings
24. Reconsideration of Bylaws
25. Question and Answer Period
26. Adjournment

The following Acknowledgement will be included on the physical Agenda and announced by Mayor Harrison (or his alternate) prior to Adoption of the Agenda at each meeting:

*We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*

It is recommended that Council Procedure Amendment Bylaw No. 4369 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. 4369

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

---

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

AND WHEREAS Council has adopted Procedure Bylaw No. 4276;

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

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

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

#### Section 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. Acknowledgement of Traditional Territory
  - We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
4. Adoption of Agenda
5. Disclosure of Interest
6. Confirmation of Minutes
7. Committee Reports
8. Columbia Shuswap Regional District Update
9. Staff Reports
10. Introduction of Bylaws
11. Reconsideration of Bylaws
12. Correspondence
  - Informational Correspondence
13. New Business
14. Presentations/Delegations
15. Council Statements
16. Salmon Arm Secondary Youth Council
17. Notice of Motion
18. Unfinished Business and Deferred/Tabled Items

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

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 Council Procedure Amendment Bylaw No. 4369"**

READ A FIRST TIME THIS	9th	DAY OF	December	2019
READ A SECOND TIME THIS	9th	DAY OF	December	2019
READ A THIRD TIME THIS	9th	DAY OF	December	2019
ADOPTED BY COUNCIL THIS		DAY OF		2020

\_\_\_\_\_  
MAYOR

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

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## Item 11.1

**INFORMATIONAL CORRESPONDENCE - JANUARY 13, 2020**

- |     |  |   |
|-----|--|---|
| 1.  | Building Department – Building Statistics – December 2019  | N |
| 2.  | Building Department – Building Permits – Yearly Statistics   | N |
| 3.  | T. Spence, SAMBA President – letter dated December 17, 2019 – BC Minor Baseball Provincial Hosts 13U AA, July 30 – August 3, 2020  | A |
| 4.  | A. Robertson – letter received December 19, 2019 – Crosswalk Lighting  | A |
| 5.  | B. Ravequat, President, Strata Corporation KAS2869 – letter dated December 30, 2019 – Request for Bus Service  | A |
| 6.  | S. Bagley – email dated December 19, 2019 – Foothill Loop  | A |
| 7.  | I. Tait – email dated December 20, 2019 – Foothill Road Bus Loop   | A |
| 8.  | K. Pritchard – email received December 31, 2019 – Canoe Beach Cabins Summary   | N |
| 9.  | A. Slater, SILGA – letter dated December 12, 2019 – Call for Resolutions for 2020 Convention   | N |
| 10. | A. Slater, SILGA – letter dated December 12, 2019 – SILGA Convention – Call for Nominations 2020   | N |
| 11. | M. Regier, Co-Chair, Shuswap Immigrant Services Society – email dated December 23, 2019 – Multicultural Festival Street Closure Request for June 27, 2020  | R |
| 12. | M. von Holst, RCMP Day – Vernon Committee Chair and G. Bailey, RCMP Day – Vernon Committee Secretar – email dated December 30, 2019 – RCMP Appreciation Day Official Proclamation  | S |
| 13. | C. Stagg, Assistant Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – letter dated December 12, 2019 – Proposed Transfer of Forest Licences   | N |
| 14. | BC Active Transportation Grants Program – email dated December 19, 2019 – B.C. Active Transportation Grants – 2020/21 Application Intake Open  | N |
| 15. | B. Butterworth-Carr, Assistant Deputy Minister and Director of Police Services Policing and Security Branch, Ministry of Public Safety and Solicitor General – letter dated December 30, 2019 – Police Detention Facilities Study                          | N |
| 16. | Mayor Haynes, The Corporation of the District of Saanich to the Honourable J. Horgan, Premier of British Columbia – letter dated November 28, 2019 – Modernizing the Motor Vehicle Act   | N |
| 17. | J. Jack, Chairperson, Alberni-Clayoquot Regional District to the Honourable K. Conroy, Minister of Children & Family Development and the Honourable K. Chen, Minister of State for Childcare – letter dated December 18, 2019 - \$10 a Day Child Care Plan | N |
| 18. | Environmental Assessment Office – email dated December 20, 2019 – EA Revitalization Update: Environmental Assessment Act in force Dec 16 <sup>th</sup>   | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 13.1

## CITY OF SALMON ARM

Date: January 13, 2020

### Presentation 3:30 p.m. (approximately)

**NAME:** Don Nettleton, Chief Executive Officer, Okanagan Regional Library

**TOPIC:** Fall 2019 Okanagan Regional Library Update

#### Vote Record

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

Opposed:

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

# Fall 2019 Library Update

Presented By Don Nettleton

## About your Library

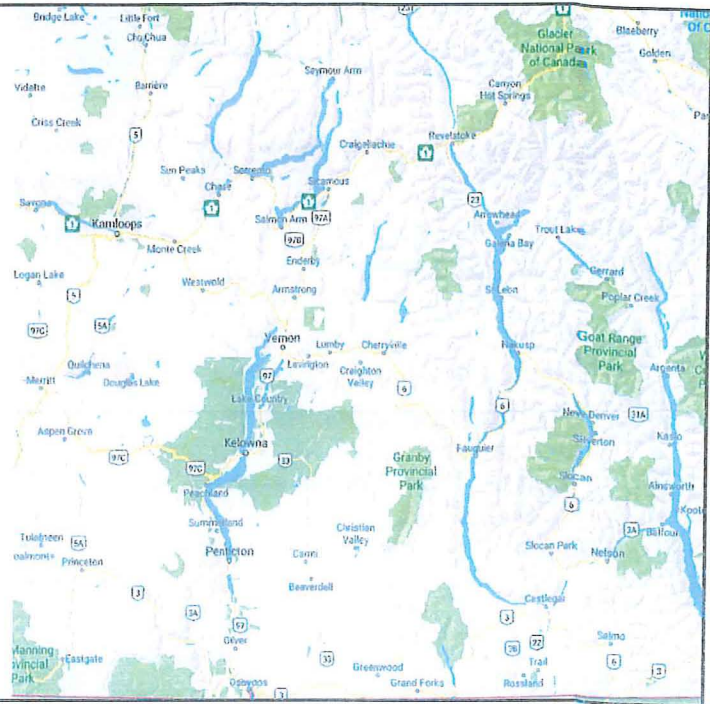
We serve a population of  
400,000 people





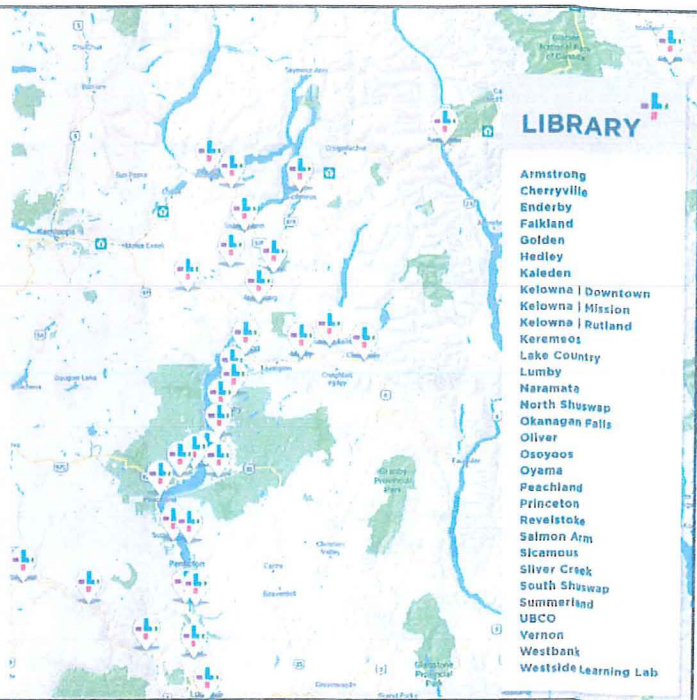
## About your Library

Our geographic service area covers most of CSRD, RDNO, CORD and OSRD (from Golden in NE to Princeton in SW)



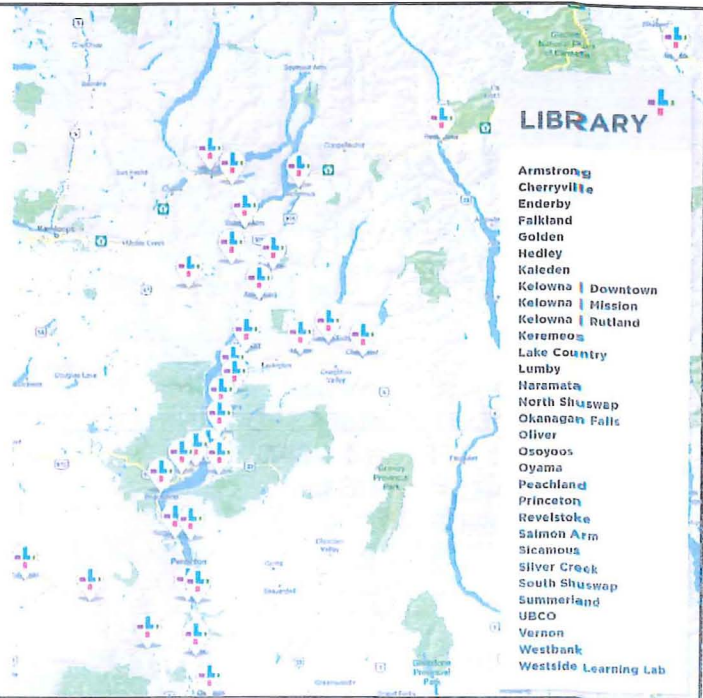
## About your Library

We currently serve our customers from 31 locations and via the web



## About your Library

We are governed by a 24 member Board comprised of one appointed councillor/director from each of our members



## About your Library

We offer free wi-fi at all locations and about 300 public use computers



## ORL TRENDS

157,601

Patrons attended  
ORL programs and used  
Library meeting spaces

8% increase since 2016

CIRCULATION OF MATERIALS Up 1.7% [3.5M transactions]

VISITS Up 1.3% [3.9M total visits]

MEMBERS Up 4.9% [106,344]

## ORL TRENDS

519,567

ORL eBooks &  
eAudio Checkouts



47%

INCREASE  
SINCE  
2016

2,799

Hours spent learning new  
skills through Lynda.com

55% INCREASE SINCE 2016



2,796,898

Books, magazines and other  
materials borrowed

740

Hours spent  
learning new  
languages through  
Rosetta Stone

13%

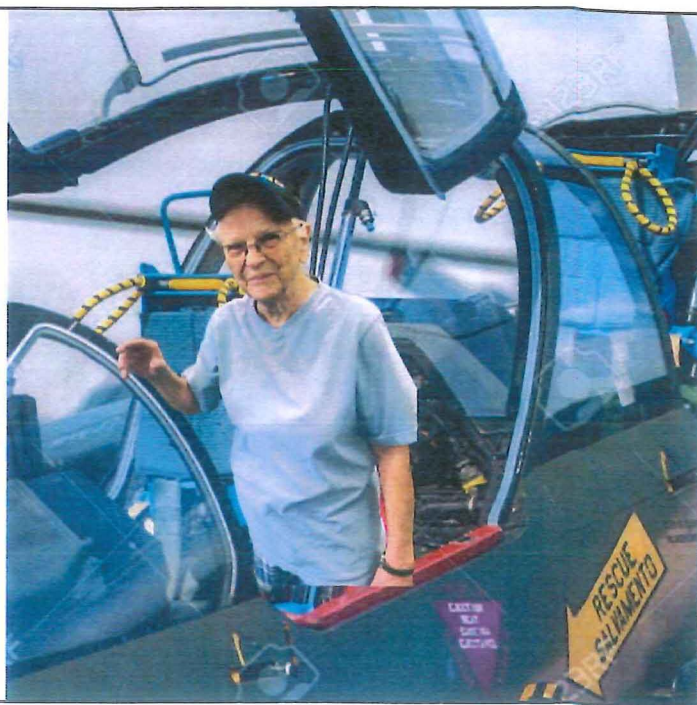
INCREASE SINCE 2016





## Library Programs for Adults

Language training  
New citizen assistance  
Literacy training  
Digital literacy training  
Reading clubs  
Games and crafts  
Other skill development  
Assistance with getting  
employment  
Government resources  
And much more



## Library Programs for Children

Summer Reading Club  
Storytime  
Baby Storytime  
ASL Storytime  
Games and crafts  
STEAM Activities  
And much more





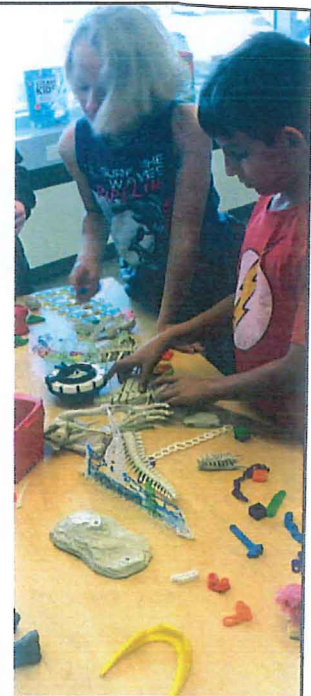
## Digital Literacy

Digital Literacy is an increasing focus for public libraries. Most ORL branches now offer increasing programs and classes focused on technology. We also are hiring staff with specific focus on IT.



## Maker Spaces

Maker spaces are opening in some of our branches, with the assistance of special donations from business and community groups.



In early 2019 we opened Westside Learning Lab on Westbank First Nation Land almost wholly focused on technology training and community programming.



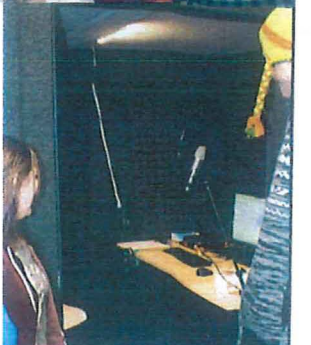
Oct 2019 Golden and 2020 Revelstoke Branches will open makerspaces with assistance from Columbia Basin Trust technology grants



Summer 2019 Kelowna downtown library maker space opened



Vernon Library will also begin setting up a small makerspace

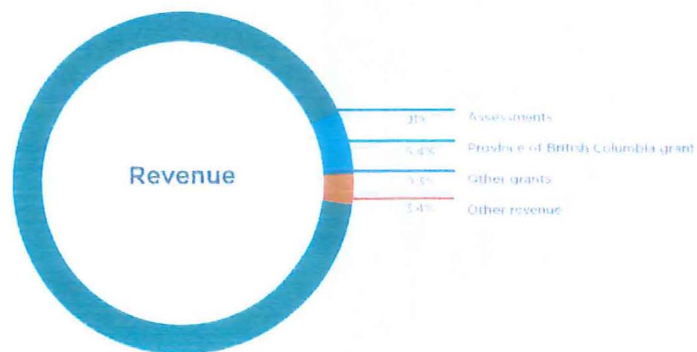




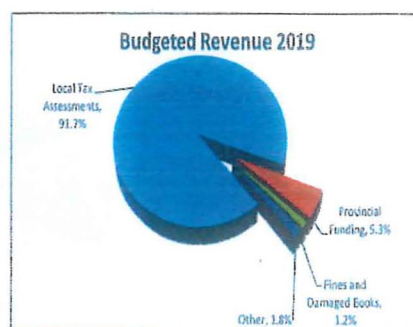
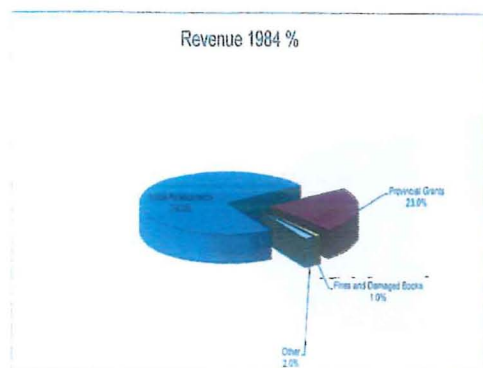
## Library Funding

Current overall budget is just over \$19 million per annum

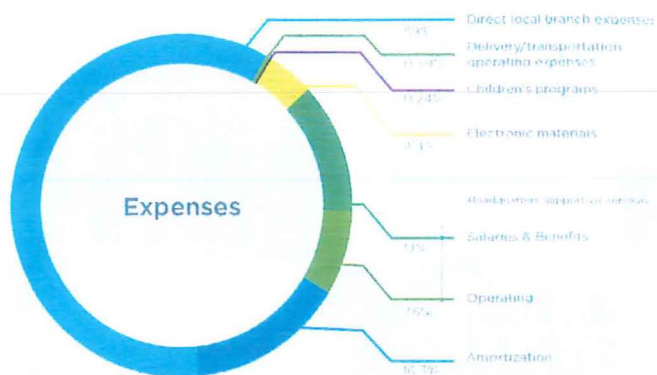
## Revenue Sources



## Effect of Provincial Funding Freeze

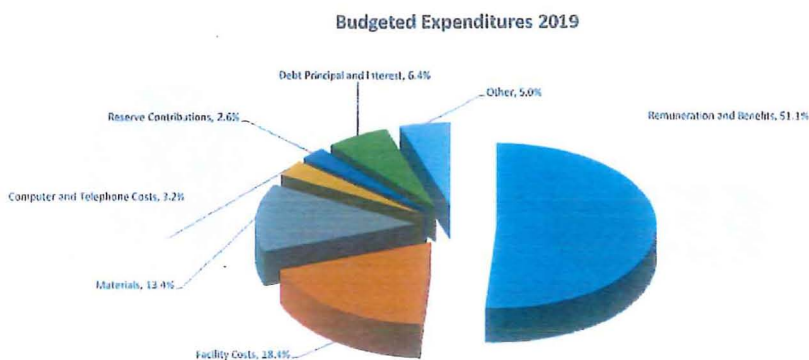


## Expenses





## Breakdown of approx. \$19 Million Budget



## ORL'S VALUE PROPOSITION

Value and efficiency



ORL's total local government contribution is below the provincial average

ORL includes all facility and capital expenditures, which not all libraries show in their costs



In some areas we have managed to rise to provincial average



ORL is significantly below the provincial average for major expenditures such as salaries and wages per capita (as much as 30% lower)





## PROVINCIAL STATISTICS REPORT – YEAR 2017

	Provincial Average of all BC Libraries	Okanagan Regional Library
Circulation per capita	11.21	8.9
Sq. metres per capita	0.05	0.049
Library materials & electronic info expenditure per capita	\$ 6.30	\$ 6.21
Total expenditure per capita	\$ 53.27	\$ 46.13
Total expenditures on salaries & benefits per capita	\$ 35.41	\$ 23.75
Total expenditures excluding facilities per capita	\$ 48.67	\$ 34.34
Local government support per capita	\$ 48.65	\$ 44.76

## Budget Changes



Over recent years the ORL Board has kept annual budget changes at or below inflation rates and has focused on finding internal efficiencies to reallocate funding to new initiatives

In the past 5 years, the Library Board also implemented an internal financial redistribution to bring closer into line the library service costs in each community and the taxes received from that community. This redistribution was largely implemented using attrition and is expected to be a continuous process.

## Where's the Future of our Library



Continuing programming expansion to all ages

Increased digital literacy training

Increasing digital collections and transitioning of space to provide community hubs and gathering

Developing and implementing an updated Strategic Plan

## ORL TEAM

### 266 employees

152 part time  
59 full time  
55 auxiliary  
29 Professional librarians  
10 exempt staff

2 unions  
5 non-union branches





## About your local ORL Library branches



# THANK YOU



Presented By Don  
Nettleton



Item 13.2

## CITY OF SALMON ARM

Date: January 13, 2020

### **Presentation 3:45 p.m. (approximately)**

**NAME:** Terry Smith, Sk'atsin Silvatech Ventures LLP, a Neskonlith Indian Band  
Subsidiary

**TOPIC:** Final CWPP

#### **Vote Record**

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

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

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Item 18.1

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: the City of Salmon Arm agrees to co-apply with the Neskonlith Indian Band (NIB) for the 2020 Regional Community Resiliency Investment grant for FireSmart and Wildfire Fuel Management;

AND THAT: Council agrees to have the Neskonlith Indian Band act as the primary applicant to apply for, receive and manage the 2020 grant funding on behalf of the City of Salmon Arm.

### Vote Record

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

Opposed:

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

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**CITY OF SALMON ARM**

**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, January 13, 2020 at 7:00 p.m.**

**1) Proposed Zoning Bylaw Text Amendments:**

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

The addition of the defined "High Technology Research and Development" use to the following zones:

1. C-2 (Town Centre Commercial) Permitted Uses Section 16.3,
2. C-3 (Service Commercial) Permitted Uses Section 17.3,
3. C-6 (Tourist / Recreation Commercial) Permitted Uses Section 20.3,
4. CD-9 (Comprehensive Development Zone - 9) Permitted Uses Section 47.3,
5. CD-17 (Comprehensive Development Zone - 17) Permitted Uses Section 55.3,
6. M-1 (Industrial) Permitted Uses Section 28.3,
7. M-2 (Light Industrial) Permitted Uses Section 29.3 and
8. P-3 (Institutional) Zones Permitted Uses Section 27.3.

**Owner / Applicant:** City of Salmon Arm

**Reference:** Bylaw No. 4368/ZON1133

The file 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 and holiday closure (December 25, 2019 to January 1, 2020) from December 9, 2019 to January 14, 2020, 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 250-803-4010) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson  
Director of Corporate Services

Item 22.1/23.1



TO: His Worship Mayor Harrison and Members of Council

DATE: November 25, 2019

SUBJECT: Zoning Amendment Application No. 1133 - Amendment

### MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by adding the defined "High Technology Research and Development" use to the C-2 (Town Centre Commercial), C-3 (Service Commercial), C-6 (Tourist / Recreation Commercial), CD-9 (Comprehensive Development Zone - 9), CD-17 (Comprehensive Development Zone - 17), M-1 (Industrial), M-2 (Light Industrial), and P-3 (Institutional) Zones.

### STAFF RECOMMENDATION

THAT: The motion for consideration be adopted;

### PROPOSAL

An application (ZON-1133) approved in late 2018 proposed a new use to the Zoning Bylaw, "High Technology Research and Development." The use was proposed in association with the adopted C-10 Zone (Appendix 1) with an intent to merge elements of office and light industrial land uses, while limiting the intensity of any light industrial uses to minimize related impacts on neighbouring properties. The "High Technology Research and Development" use is intended to permit establishments specializing in the research, development, and or creation of products (software and hardware), services, systems, processes, and or prototyping.

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

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

At the time of the ZON-1133 application a specific property was under consideration for the use, with staff noting that the proposed use could also fit well within the City's Industrial Park and other established Commercial areas. However, the "High Technology Research and Development" use was only included in the C-10 Zone at that time. The ultimate intent of staff was that in the future, the new use would be applied to other zones throughout the City.

At this time, staff are proposing a number of amendments to the Zoning Bylaw to incorporate this use into a range of applicable zones.

### OCP Policies

Section 9.2.2 of the OCP directs staff to encourage and support commercial businesses that are complimentary to and utilize the strengths of the community. The proposed use was developed to support the expansion of an existing local commercial business. Input from the Salmon Arm Economic Development Society has indicated that there are many high technology firms in our community that contribute to local economic well being. Furthermore, input from the Salmon Arm Economic Development Society has indicated that supporting the growth of the technology sector is a priority. Staff feel that this proposal supports reasonable future options for Commercial lands.

Section 10.2.1 of the OCP directs staff to promote industrial businesses that are complimentary to and based on the strengths of the community. As previously noted, input from the Salmon Arm Economic Development Society has indicated that there are many high technology firms in our community that contribute to local economic well being. Staff feel that this proposal supports reasonable future options for Industrial lands.

Section 15.2.2 of the OCP directs staff to support health and education services consistent with the needs in the City and Region. Staff feel that this proposal supports reasonable future options for Institutional lands.

### COMMENTS

#### Planning Department

As previously discussed, it was the intent of staff that the "High Technology Research and Development" use would be included in additional zones at some point.

Staff are recommending the inclusion of this use in the C-2 (Town Centre Commercial), C-3 (Service Commercial), C-6 (Tourist / Recreation Commercial), CD-9 (Comprehensive Development Zone - 9), CD-17 (Comprehensive Development Zone - 17), M-1 (Industrial), M-2 (Light Industrial), and P-3 (Institutional) Zones at this time. Staff view the technology sector as easily aligned with existing permitted uses in these commercial, industrial and institutional zones.

Considering a future development proposal, the Development Permit process will assist to ensure that any proposed building under commercial and light industrial zoning (as well as some industrial zoned parcels) is consistent in terms of form and character with adjacent development, and that new development is of high quality under the Development Permit requirements of the OCP.

Furthermore, future development supported by this use will be bound by the requirements of the zoning bylaw specific to each zone (such as setbacks and building heights), helping to ensure alignment with existing development.

Additionally, the "High Technology Research and Development" definition as previously described is inherently limiting in an attempt to lessen any potential impacts, with specific detail paid to excluding any "activities that may cause a nuisance or negative impacts, such as noises, odours, emissions, vibrations or other externalities off the parcel line." As such, staff view this as a low impact use aligned with office use, particularly when compared to other commercial (including such uses as an automotive repair shop, car wash, or tire repair) or industrial uses.

The intent is that offstreet Parking will be calculated based on the "Office" requirement of one offstreet space for every 35 square metres of gross floor area.

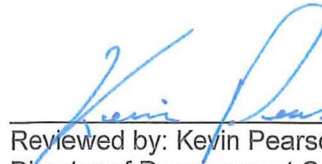
CONCLUSION

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



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Prepared by: Chris Larson, MCP  
Planning and Development Officer



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



**SECTION 24 - C-10 - HIGH TECHNOLOGY RESEARCH & DEVELOPMENT ZONE****Purpose**

- 24.1 The C-10 Zone is primarily intended to accommodate office and ancillary scientific or high technology research and development land uses. Accessory residential use is also supported. Development within the C-10 Zone shall be subject to a Development Permit as per the Official Community Plan.

**Regulations**

- 24.2 On a parcel zoned C-10, no building or structure shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-10 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 24.3 The following uses and no others are permitted in the C-10 Zone:

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

**Maximum Height of Principal Buildings**

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

**Maximum Height of Accessory Buildings**

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

**Maximum Parcel or Site Coverage**

- 24.6 The maximum parcel or site coverage for all buildings shall be 65% of the parcel or site area.

**Minimum Parcel Size or Site Area**

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

**Minimum Parcel or Site Width**

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

**Minimum Setback of Principal and Accessory Buildings**

- 24.9 The minimum setback of the principal and accessory buildings from the:

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

**Outside Storage**

- 24.10 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

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

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Item 23.1

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4368 be read a third and final time.

[ZON-1133; City of Salmon Arm; Text Amendment; C-2, C-3, C-6, CD-9, CD-17, M-1, M-2 and P-3 Zones]

### Vote Record

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

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

# CITY OF SALMON ARM

## BYLAW NO. 4368

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 , 2020 at the hour of 7:00 p.m. was published in the , 2020 issues of the Salmon Arm Observer;

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

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

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

1) The addition of the defined "High Technology Research and Development" use to the following zones:

1. C-2 (Town Centre Commercial) Permitted Uses Section 16.3,
2. C-3 (Service Commercial) Permitted Uses Section 17.3,
3. C-6 (Tourist / Recreation Commercial) Permitted Uses Section 20.3,
4. CD-9 (Comprehensive Development Zone - 9) Permitted Uses Section 47.3,
5. CD-17 (Comprehensive Development Zone - 17) Permitted Uses Section 55.3,
6. M-1 (Industrial) Permitted Uses Section 28.3,
7. M-2 (Light Industrial) Permitted Uses Section 29.3 and
8. P-3 (Institutional) Zones Permitted Uses Section 27.3.

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. 4368"**

READ A FIRST TIME THIS                      9th                      DAY OF                      December                      2019

READ A SECOND TIME THIS                      9th                      DAY OF                      December                      2019

READ A THIRD TIME THIS    DAY OF    2020

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

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

ADOPTED BY COUNCIL THIS    DAY OF    2020

\_\_\_\_\_  
MAYOR

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

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Item 25.

## CITY OF SALMON ARM

Date: January 13, 2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of January 13, 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 - JANUARY 13, 2020

1.	Building Department - Building Statistics - December 2019	N
2.	Building Department - Building Permits - Yearly Statistics	N
3.	T. Spence, SAMBA President - letter dated December 17, 2019 - BC Minor Baseball Provincial Hosts 13U AA, July 30 - August 3, 2020	A
4.	A. Robertson - letter received December 19, 2019 - Crosswalk Lighting	A
5.	B. Ravequat, President, Strata Corporation KAS2869 - letter dated December 30, 2019 - Request for Bus Service	A
6.	S. Bagley - email dated December 19, 2019 - Foothill Loop	A
7.	I. Tait - email dated December 20, 2019 - Foothill Road Bus Loop	A
8.	K. Pritchard - email received December 31, 2019 - Canoe Beach Cabins Summary	N
9.	A. Slater, SILGA - letter dated December 12, 2019 - Call for Resolutions for 2020 Convention	N
10.	A. Slater, SILGA - letter dated December 12, 2019 - SILGA Convention - Call for Nominations 2020	N
11.	M. Regier, Co-Chair, Shuswap Immigrant Services Society - email dated December 23, 2019 - Multicultural Festival Street Closure Request for June 27, 2020	R
12.	M. von Holst, RCMP Day - Vernon Committee Chair and G. Bailey, RCMP Day - Vernon Committee Secretar - email dated December 30, 2019 - RCMP Appreciation Day Official Proclamation	S
13.	C. Stagg, Assistant Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development - letter dated December 12, 2019 - Proposed Transfer of Forest Licences	N
14.	BC Active Transportation Grants Program - email dated December 19, 2019 - B.C. Active Transportation Grants - 2020/21 Application Intake Open	N
15.	B. Butterworth-Carr, Assistant Deputy Minister and Director of Police Services Policing and Security Branch, Ministry of Public Safety and Solicitor General - letter dated December 30, 2019 - Police Detention Facilities Study	N
16.	Mayor Haynes, The Corporation of the District of Saanich to the Honourable J. Horgan, Premier of British Columbia - letter dated November 28, 2019 - Modernizing the Motor Vehicle Act	N
17.	J. Jack, Chairperson, Alberni-Clayoquot Regional District to the Honourable K. Conroy, Minister of Children & Family Development and the Honourable K. Chen, Minister of State for Childcare - letter dated December 18, 2019 - \$10 a Day Child Care Plan	N
18.	Environmental Assessment Office - email dated December 20, 2019 - EA Revitalization Update: Environmental Assessment Act in force Dec 16 <sup>th</sup>	N

# CITY OF SALMON ARM

## CITY OF SALMON ARM BUILDING DEPARTMENT REPORT DECEMBER 2019

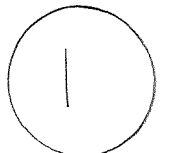
LAST YEAR (2018)  
CURRENT MONTH YEAR-TO-DATE

CURRENT YEAR (2019)  
CURRENT MONTH YEAR-TO-DATE

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	6	1,596,000	120	38,652,999	5	1,420,000	49	15,993,000
2	Misc. Additions etc. to SFD's	6	83,178	117	3,980,690	3	202,625	101	3,964,513
3	New Single Family Dwellings with suites					-	-	21	7,383,000
4	New Secondary/Detached Suites					-	-	10	609,600
5	New Modulars/MH's (Factory Built)	-	-	8	1,600,000	1	120,000	10	1,923,000
6	Misc. Additions etc. to Modulars/MH's	-	-	8	88,755	-	-	12	70,770
7	MFD's (# Units)	-	-	10 (36)	7,150,000	-	-	6 (76)	14,130,000
8	Misc. Additions etc. to MFD's	1	6,000	3	37,500	-	-	8	233,600
9	New Commercial	-	-	2	10,745,000	-	-	3	7,210,000
10	Misc. Additions etc. to Commercial	2	35,000	22	1,347,423	-	-	20	700,049
11	New Industrial	-	-	7	617,000	-	-	4	3,569,498
12	Misc. Additions etc. to Industrial	-	-	4	2,067,000	-	-	3	1,285,000
13	New Institutional	-	-	1	100,000	-	-	2	586,033
14	Misc. Additions etc. to Institutional	-	-	6	167,000	1	3,500	10	337,000
15	Signs	2	40,463	31	155,805	-	-	31	262,471
16	Swimming Pools, Pool Buildings	1	48,400	2	88,400	-	-	3	254,000
17	Demolitions	1	-	12	-	3	-	21	-
18	Temporary Trailers, A & B Permits	-	-	5	-	-	-	3	-
19	Misc. Special Inspections, etc.	1	-	17	-	-	-	34	-
	<b>TOTAL PERMITS ISSUED</b>	<b>20</b>	<b>1,809,041</b>	<b>374</b>	<b>66,797,572</b>	<b>13</b>	<b>1,746,125</b>	<b>351</b>	<b>58,511,534</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	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	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	409,369	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	24,180,485	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	41,971,923	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	30,488,747	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	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534

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Salmon Arm Minor Baseball Association  
PO Box 395  
Salmon Arm BC, V1E 4N5

Date: December 17, 2019

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

Dear: Mayor and Council

Subject: BC Minor Baseball Provincial Hosts 13U AA, July 30-August 3, 2020

On behalf of the Salmon Arm Minor Baseball Association (SAMBA), I am excited to announce that Salmon Arm has been chosen as the host city for the 2020 13U AA Provincial Championship Tournament. This tournament will take place from July 30 to August 3, 2020, and should bring over 140 families to Salmon Arm (and area) for a minimum of 5 days.

We look forward to meeting with you in the near future to discuss how we can work together to make this event a success, and how we can showcase our beautiful city to the rest of the province.

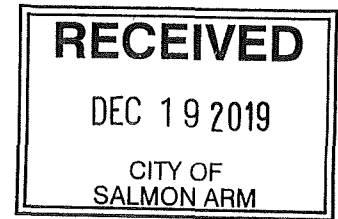
Sincerely,

A handwritten signature in black ink, appearing to read 'Troy Spence', followed by a period.

Troy Spence  
SAMBA President



131 - 15 St NE  
Salmon Arm BC  
V1E 1N5  
December 19, 2019



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

Attention: Mayor Alan Harrison

Dear Mayor Harrison

I think it is a wonderful idea to have more lighting for crosswalks, especially in areas where children and seniors cross the street.

I hope you and council will not consider strobe lighting as you have at the park on Auto Road.

It is a known fact, and the epilepsy foundation will back this up, that some flashing lights can trigger seizures. I do get a migraine from strobe lights and I know I am not alone. My ophthalmologist explained that it happens because the nerve associated with migraines is very close to the optic nerve.

I appreciate your considering these facts when council makes a decision on pedestrian crosswalk lighting. A response with your thoughts on this will be appreciated.

Thank you for your time.

Respectfully yours.

A handwritten signature in black ink, appearing to be "Ann Robertson".

Ann Robertson

4

Strata Corporation KAS 2869  
(The Village at 10<sup>th</sup> and 10<sup>th</sup>)  
45 - 1231 10<sup>th</sup> Street SW  
Salmon Arm, BC  
V1E 0A5

December 30, 2019

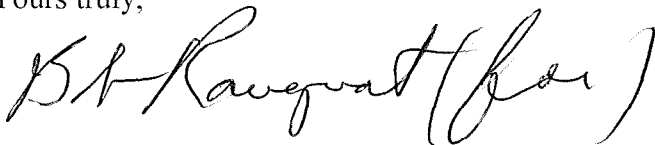
The Mayor and Council  
City of Salmon Arm  
Salmon Arm, B.C.

Dear Mayor and Council;

**Request for Bus Service**

We understand you will be considering, in the not too distant future, a request for public transit service down 10<sup>th</sup> Street SW to Foothills Road. As a 44 unit strata occupied by seniors, some of whom are unable to drive, we ask that you give favourable consideration to the introduction of bus service along 10<sup>th</sup> Street SW as soon as it is feasible.

Yours truly,



President

From: Len and Sue  
Sent: December 19, 2019 10:02 AM  
To: Alan Harrison  
Subject: Foothill loop

Hi,

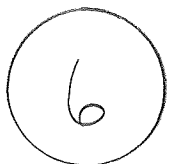
I am once again going to try for the bus loop around Foothill road. Now that there are a lot more subdivisions in this area perhaps it could be done in 2020. It doesn't require a whole new route ,just an extra few minutes to go round from Centenoka mall to Picadilly.

Please pass this request on to the right department .

Thanks

Sue Bagley

Sent from my iPad



**From:** Nancy Tait  
**Sent:** December 20, 2019 4:46 PM  
**To:** Alan Harrison  
**Subject:** Foothill Rd. bus loop

Alan, I am writing this letter to extend my support for Sue Bagley's request to have bus service extended to Foothill Rd. It may be only a short extension to the present routing but a great benefit to those who live on Foothill Rd. Thank you for your consideration at council.

Ian Tait



**First Name\***

Kendall

**Last Name\***

Pritchard

**Address:**

10968 Valley Ridge Dr NW

**Return email address:\***

kendall3@telus.net

**Subject:\***

Canoe Beach Cabins - Summary

**Body\***

December 31, 2019 City of Salmon Arm 500 2 Avenue NE Salmon Arm, BC V1E 4N2 Attention: Mayor Alan Harrison and Councillors Cannon, Flynn, Lavery, Lindgren, Wallace-Richmond and Eliason To The Worshipful Mayor of Salmon Arm Alan Harrison and Fellow Councillors, I am writing to thank you for your time in allowing my father, Carson Carter, and I the chance to come and speak with you in July about the Canoe Beach cabins. I realize that it has taken some time for me to provide my thanks but as it is an extremely personal issue for our family, it took me this long to formulate this letter. I am extremely thankful to Mayor Harrison for opening the door for us to provide our point of view since, regardless of what many of you believe, we had never previously been given the "œœon record" opportunity. I realize that this is an open and shut decision for many of you to take over these lands but it was not for us. Mayor Harrison, Councillor Flynn and Councillor Lindgren, I appreciate that you were willing to engage further with us on this matter and for that, I am truly grateful. It may not have given us any more time in our cabins but it may have meant that we could have found a common ground. Councillor Cannon, Councillor Lavery and Councillor Wallace-Richmond, I realize that we do not see eye to eye on many of the issues involved with the Canoe Beach cabins but I respect your opinions and am happy that you gave my father and I the chance to engage with you. I am sure that you understand what family heirlooms, like this cabin, can mean to people involved and I thank you for listening. Councillor Eliason, I was quite disheartened by the way that you communicated with us as well as with your fellow councillors. With all due respect, you may not have agreed with our stance on this matter but my father deserved a better response from you. Of all of the people on that stage, you did not look my father in the eye nor did you speak directly to him. I would think that he deserved that. Believe me sir, I do not care about how you treated me but I do care how you treated my 79 year old father. You were elected, I presume fairly, to your position and I would expect you to carry yourself in a professional manner. Again, thank you for the time you gave to us this summer. What I had really wanted in the end was to achieve a couple of more years for my ageing parents, at their beloved summer cabin, but that is not to be. It will be a very sad day to see the cabin taken down. Kind regards, Kendall Pritchard

**Would you like a response:\***



Yes



No

**Disclaimer**

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

# *SILGA* Southern Interior Local Government Association

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December 12, 2019

To: All SILGA Members

## **Call for Resolutions for 2020 Convention**

The SILGA Annual General Meeting and Convention is scheduled to be held in Vernon from April 28<sup>th</sup> to May 1<sup>st</sup>, 2020. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Friday, February 28<sup>th</sup>, 2020 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2020 SILGA Convention, please forward by email your resolution to [yoursilga@gmail.com](mailto:yoursilga@gmail.com). Any background information on the resolution would be helpful. Each resolution should be endorsed by the sponsoring Member's Municipal Council or Regional Board. The resolution should be relative to regional issues and should not pertain to a finite local interest.

**If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.**

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

or go to the resolutions page on the SILGA website at

<http://www.silga.ca/convention/resolutions/>

Resolutions not received by February 28th, 2020 will be considered late resolutions and must go through the following procedures to be considered at the AGM.

### **Late Resolutions**

- (1) Resolutions submitted following the expiry of the regular deadline noted in section 10.4 shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to SILGA by noon on the Friday preceding the date of the Annual General Meeting. The resolutions committee will meet on the Tuesday preceding the Annual General Meeting to provide recommendations as to whether the late resolution(s) should be brought to the Members for inclusion in the resolution debate. All late resolutions must be adopted by a Special

# *SILGA* *Southern Interior Local Government Association*

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Resolution of the Member Representatives in attendance at the Annual General Meeting to be included in the discussion.

- (2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.
- (3) Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered.
- (4) Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
- (5) In the event that a late resolution is recommended to be admitted for discussion, the sponsoring member of the late resolution shall produce sufficient copies for distribution to the Members at the Annual General Meeting.
- (6) The Late Resolution will, after reading, be properly before the meeting, and the regular procedures for handling resolutions will apply.

Alison Slater  
SILGA

# *SILGA* *Southern Interior Local Government Association*

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December 12, 2019

**To: All SILGA Members**

**Re: SILGA Convention – Call for Nominations 2020**

As per the Constitution of the Southern Interior Local Government Association (amended 2017), the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2020/2021 term. Elections are to be held at the SILGA Convention in Vernon on April 30th, 2020.

Offices to be filled are President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. All positions are for one year. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral



Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Friday, February 28, 2020. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

The SILGA nomination committee is chaired by Past President Shelley Sim, District of Clearwater.

All those interested in serving are asked to contact Councillor Sim by email at [shelleysim@telus.net](mailto:shelleysim@telus.net) or the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Sim and the SILGA office ([yoursilga@gmail.com](mailto:yoursilga@gmail.com)).

Alison Slater  
SILGA

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**From:** Mary Regier  
**Sent:** Monday, December 23, 2019 11:23:05 AM  
**To:** Erin Jackson  
**Cc:** Lindsay Wong  
**Subject:** Street Closure Request for June 27, 2020

Hello Erin

My name is Mary Regier and I am the Co-Chair of Shuswap Immigrant Services Society.

Over the last two year's we have requested the use of the Ross St. Plaza and the street closure of Hudson Ave. between Alexander St. and Ross St. Plaza for our Multicultural Festival.

I am once again submitting a request for this event for Friday June 27, 2020. Please see the attached document.

I realize my request is a bit early but I will be away from January 8 to April 8, 2020 and wanted to make sure this task was completed.

Thank you for considering this request and forwarding it to the appropriate people within the city. If you have any questions please feel free to email me or call me at 250-833-8975.

I look forward to hearing from you.

Cheers,

Mary Regier  
Co-Chair  
Shuswap Immigrant Services Society



**From:** RCMP APPRECIATION DAY [mailto:rcmpappreciationday@gmail.com]

**Sent:** Monday, December 30, 2019 12:55 PM

**To:** cityclerk@richmond.ca; cao@salmo.ca; Caylee Simmons <csimmons@salmonarm.ca>; info@sicamous.ca; admin@sidney.ca; info@villageofslocan.ca; general@smithers.ca; info@sooke.ca; sparwood@sparwood.ca; admin@squamish.net

**Subject:** Fwd: RCMP Appreciation Day Official Proclamation " Draft " ( To everyone I emailed last spring )

## RCMP Appreciation Day Official Proclamation

Dear Sir/ Madam,

Please find this email as an update to our Committee's previous communication to your office.

We have reached our first goal and wish to give you this copy of the proclamation and our official media presentation December 17 to use in planning celebrations on February 1st , 2020 and for the remainder of the year on the RCMP's 100th Anniversary.

The proclamation was received this month and time is of the essence to plan for February 1st. Our Vernon RCMP Appreciation Committee is working with our local School District to encourage students to participate in a Kids for Cops thank you card campaign to RCMP members in our area and spread the word to communities across B.C. to do the same and other appreciation events they may choose.

Kid For Cops - A simple thank you card from a child to each Constable Officer in our respective home towns.

We are working on having this made a Federal Appreciation Day for every year to come. This 100th Anniversary is a rare milestone and a perfect time for all of B.C. and Canada to say thank you to the men and women of the RCMP and their dedicated service .

If you have any questions or wish to share your ideas please feel free to reply. Please view our RCMP Appreciation Day Facebook and Instagram pages.

Thank you for your support and all the best in the New Year.

Regards,

Martin von Holst RCMP Day - Vernon Committee Chair  
[RCMPAppreciationday@gmail.com](mailto:RCMPAppreciationday@gmail.com)  
Contact - 250-241-5000

Guy Bailey RCMP Day - Vernon Committee Secretar



**Canada**  
**Province of British Columbia**  
**A Proclamation**

ELIZABETH THE SECOND, by the Grace of God, of the United Kingdom,  
Canada and Her other Realms and Territories, Queen, Head of the  
Commonwealth, Defender of the Faith

**To all to whom these presents shall come – Greeting**

WHEREAS in 1873 the Parliament of Canada established a police force named the North-West Mounted Police to enforce the law in Canada's newly acquired territory in Western Canada, and

WHEREAS in 1919 the Parliament of Canada voted to form a national police force by merging the North-West Mounted Police and the Dominion Police of Eastern Canada, and on February 1, 1920, the newly formed police force was named the Royal Canadian Mounted Police, and

WHEREAS on August 15, 1950, the British Columbia Provincial Police was dissolved, and 495 of 525 officers remained to form the Royal Canadian Mounted Police "E" Division, and

WHEREAS the Royal Canadian Mounted Police has continued to grow as a police force with jurisdiction in eight provinces and three territories and, through its national police services, offers resources and support to other Canadian law enforcement agencies, and

WHEREAS today the scope of services and operations of the Royal Canadian Mounted Police in Canada has expanded and includes enforcement against organized crime, terrorism, illicit drugs, economic crimes and offences that threaten the integrity of Canada's national borders, and

WHEREAS the employees of the Royal Canadian Mounted Police have given much to our communities in terms of service and sacrifice, and

WHEREAS there is a need to recognize, to show appreciation for and to celebrate the history and role of the Royal Canadian Mounted Police force in British Columbia on the centennial anniversary of its inception in Canada;

NOW KNOW YE THAT We do by these presents proclaim and declare that February 1, 2020, shall be known as

**"Royal Canadian Mounted Police Appreciation Day"**

in the Province of British Columbia.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our Province of British Columbia to be hereunto affixed.

WITNESS, The Honourable Janet Austin, Lieutenant Governor of Our Province of British Columbia, in Our City of Victoria, in Our Province, this twenty-second day of November, two thousand nineteen and in the sixty-eighth year of Our Reign.

BY COMMAND.

  
\_\_\_\_\_  
Attorney General  
(counter signature for the Great Seal)

  
\_\_\_\_\_  
Lieutenant Governor



And there's no better time than the present.

On Feb. 1, the Royal Canadian Mounted Police will be celebrating its 100th anniversary of dedicated service to Canadian communities.

"Their efforts and commitment to the safety and security of all Canadians are part of the fabric of this nation," Greater Vernon Museum and Archives executive director Steve Fleck said on behalf of the RCMP Appreciation Committee Dec. 17. "Our committee is also thankful for the support of all levels of government in our community."

The announcement of Feb. 1 marking RCMP Appreciation Day in the province as a result of local efforts, Fleck said.

RCMP inspector Kevin Keane, who was present to accept the proclamation, said he was humbled and appreciated the support from the community and all levels of government.

North Okanagan-Shuswap Member of Parliament Mel Arnold said this is something he's been pushing for in Ottawa.

The Downtown Vernon Association and Chamber of Commerce will collaborate with the Appreciation Committee and aid in the promotion of the 100th anniversary by encouraging members to display RCMP logos in store windows.

The Vernon Vipers will give the RCMP a nod when they hit the ice Jan. 31. And finally, the Greater Vernon Museum and Archives will be hosting a special recognition event on Feb. 1. The history of RCMP contributions and first responders will be on display throughout the museum.

**READ MORE: Darkest night of the year lit up with festive tea party in Vernon**

**READ MORE: First look at proposed new rec centre in Vernon**

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@caitleerach

Caitlin.clow@vernonmorningstar.com

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**Sign up here**

January 3, 2020

Royal Canadian Mounted Police  
3402 30 Street  
Vernon, BC V1T 5E5

Attention Martin von Holst

Re: Proclamation for RCMP Appreciation Day

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We are in receipt of your email dated December 30, 2019, requesting a proclamation for RCMP Appreciation Day for February 1, 2020.

Your email will be included in the Informational Correspondence section of January 13, 2020 Regular Council Agenda. Salmon Arm Council, at their Regular Meeting of June 23, 1998, resolved to discontinue issuance of proclamations.

On behalf of Council of the City of Salmon Arm, we understand the importance of the RCMP and extend our gratitude to the members.

Regards,



Erin Jackson  
Director of Corporate Services

:CS



Reference: 250453

December 12, 2019

**VIA EMAIL: [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca)**

His Worship Mayor Alan Harrison  
City of Salmon Arm  
PO Box 40  
Salmon Arm, British Columbia  
V1E 4N2

Dear Mayor Harrison:

Thank you for your letter of July 23, 2019, to Minister Donaldson regarding your support for the proposed transfer of forest licences from Canadian Forest Products Ltd. to Interfor Corporation. I have been asked to respond and apologize for the delay.

As you know, British Columbia's forest industry is facing difficult times. The end of the elevated harvest levels to capture value from forests impacted by the mountain pine beetle, increasing log costs, lower prices for lumber, and back-to-back catastrophic wildfire seasons have all contributed to the sawmill closures that we are seeing today. We understand that this has created hardship for workers and uncertainty for the communities that depend on forestry for their livelihoods. I would like to express my appreciation for your understanding of the difficult decisions being made by forest companies and the necessary rebalancing of timber supply to those facilities that are continuing to operate.

The Minister is currently reviewing the proposed transfer of a forest licence and tree farm licence from Canadian Forest Products Ltd. to Interfor Corporation. Under the *Forest Act*, the Minister must consider the effects of the transfer on the marketing of fibre in British Columbia as well as the public interest. Additionally, the Minister has constitutional duties to consult with First Nations and assess whether a transfer might result in an infringement of Aboriginal rights and title, and whether it is necessary to develop measures to accommodate if a finding of infringement does arise. It is not the Minister's intention to use his consideration of a transfer of an agreement as a means to take back tenure and redistribute it to parties outside of the proposed transaction.

In his consideration of the proposed transfer, the Minister will reflect on how elements of public interest might warrant attaching conditions to an approval, as well as where there will need to be a communication of expectations in order to help address factors that are important to the citizens of Adams Lake, Salmon Arm, Clearwater, Vavenby, and local First Nations.

Page 1 of 2



His Worship Mayor Alan Harrison

Again, thank you for your letter and for providing the perspective and interests of your community.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Stagg", with a horizontal line extending from the top of the signature.

Chris Stagg  
Assistant Deputy Minister

pc: Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource  
Operations and Rural Development  
Erin Jackson, Director, Corporate Services, City of Salmon Arm

**From:** BC Active Transportation Grants Program TRAN:EX [mailto:BCATgrants@gov.bc.ca]  
**Sent:** Thursday, December 19, 2019 12:45 PM  
**Subject:** B.C. Active Transportation Grants – 2020/21 Application Intake Open

Earlier today Minister of Transportation and Infrastructure, Claire Trevena, announced the opening of a [redesigned grant program to boost active transportation](#) which replaces the former BikeBC program.

The Active Transportation Grants Program supports goals set out in [CleanBC](#) and [Move. Commute. Connect.](#) – B.C.'s strategy for cleaner, more active transportation.

This cost sharing grant program provides funding for network planning (up to \$50,000) and infrastructure development (up to \$500,000) for communities as follows:

- 80% Indigenous communities or their local government(s) partners
- 70% Population less than 15,000
- 60% Population between 15,000 to 25,000
- 50% Population over 25,000

Indigenous and local governments are invited to submit funding proposals to B.C.'s Active Transportation Grants Program until **February 20, 2020 at 11:59 p.m.**

For program details and to apply please visit [B.C. Active Transportation Infrastructure Grants Program](#).

If you have any questions or require assistance with your application please contact program staff at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) or by telephone at 778 974-5469.



December 30, 2019  
Ref: 561883

Her Worship Alan Harrison  
City of Salmon Arm  
Box 40  
Salmon Arm BC V1E 4N2  
Email: [aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)

Dear Mayor Harrison:

Under the *Police Act* (the Act) the Director of Police Services is responsible for establishing provincial policing standards respecting specific areas listed in section 40 of the Act. The Director is also responsible for conducting inspections and has the authority to study, investigate and prepare a report on matters concerning policing, law enforcement and crime prevention in British Columbia.

One of the areas included in the Director's standards-making authority is police detention facilities, an area that is critical to public trust and confidence in policing. To help inform the future development of new provincial policing standards for detention, I am exercising my authority under section 42 to conduct a broad study of police detention facilities, equipment and related policies and practices across a sample of policing jurisdictions throughout British Columbia. The anticipated timeline for site visits is February to April 2020.

Under Section 40 of the Police Act, I also have the authority to evaluate compliance with the provincial policing standards. Concurrent to the review of detention facilities, my staff will be evaluating compliance with select provincial policing standards related to use-of-force training and firearm qualification.

RCMP Deputy Commissioner Jennifer Strachan, Commanding Officer BC has been informed, in writing, of this study.

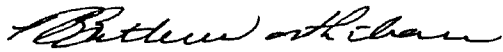
Mike Massine, Senior Program Manager, Standards and Evaluation Unit, Policing and Security Branch will be leading this project and can be contacted at [mike.massine@gov.bc.ca](mailto:mike.massine@gov.bc.ca) if you have any questions or would like more information.

.../2

Mayor Harrison  
Page 2

For your interest, I have enclosed the Terms of Reference for the detention facility review.

Take care,



Brenda Butterworth-Carr; Tr'injà shär njit dintläät  
Assistant Deputy Minister  
And Director of Police Services  
Policing and Security Branch

pc: Mr. Clayton Pecknold, Police Complaint Commissioner, Office of the Police Complaint  
Commissioner  
Mr. Lance Talbott, Director of Police Governance, Policing and Security Branch

Enclosure: Terms of Reference – Provincial Detention Review



**Terms of Reference:    Review of Police Detention Facilities, Practices and Standards in British Columbia**

**A. BACKGROUND**

The Director of Police Services has the authority to establish provincial policing standards regarding specific matters listed in s. 40 of the *Police Act*, including places of detention and equipment and supplies to be used in relation to policing and law enforcement. Standards created under section 40 are binding, and are established in consultation with stakeholders. Standards created to date under this framework related to detention include BCPPS 4.1.1, which requires the use of video surveillance cameras in specific locations where detained persons routinely interact with police personnel.

In addition to standards created under s. 40, the Director of Police Services continues to refer to policing standards established in the 1990s by the former British Columbia Police Commission, several of which address matters related to detention.

Policing and Security Branch has identified a need to ensure that modernized, binding standards for police detention facilities are established under s. 40, of sufficient scope to address areas of critical risk and promote the safe care and handling of prisoners.

To assist Policing and Security Branch in drafting these standards, the Director of Police Services is initiating a review of police detention facilities, practices and standards in British Columbia. The review is being conducted under the authority of section 42 of the *Police Act*, which authorizes the Director to study, investigate and prepare a report on matters concerning policing, law enforcement and crime prevention in British Columbia.

**B. PURPOSE OF THE REVIEW**

The overall purpose of the review is to gather information that will assist Policing and Security Branch to subsequently develop provincial policing standards governing police detention facilities.

More specifically, the objectives are to provide Policing and Security Branch with an understanding of the current state of detention facilities, equipment, policies and practices in BC police agencies, and how they align with existing benchmarks and standards. This information will assist PSB in prioritizing matters to be addressed when developing new provincial policing standards for police detention facilities, provide insight as to what the new standards may entail, and the state of readiness (e.g., actions/timelines that may be required) for BC police agencies to meet those standards.

### C. SCOPE

The review will include:

- Scan of current detention facilities, equipment and practices at a sample of municipal and designated police agencies in British Columbia, and a sample of RCMP detachments, with particular attention to:
  - Staffing, including jail guard qualifications, training and supervision;
  - Facility design and equipment;
  - Measures to safeguard the rights of detained persons;
  - Measures to protect and address the needs of prisoners who are youth, female LGBTQ+, Indigenous, vulnerable persons or members of a religious or cultural group;
  - Assessment and monitoring of prisoner wellbeing throughout the period of detention (including at booking and release);
  - Use of force and restraints; and
  - Procedures for reviewing and ensuring accountability for events that occur in the detention facility.
- Assessment of how the current state aligns with existing benchmarks such as: provincial policing standards in BC (BPPS and BCPC Standards) and other Canadian jurisdictions; international standards for police detention; standards or policies for the detention of un-tried prisoners used by other sectors or agencies in British Columbia (e.g., BC Corrections, Canadian Border Services Agency); and relevant Canadian case law.
- Assessment of how the current state aligns with recommendations resulting from Coroners Inquests into deaths in police custody or recommendations resulting from other review processes in BC relevant to police detention (e.g., public inquiries, OPCC, CRCC).

The review will not include drafting of, or conducting stakeholder consultation on new provincial policing standards; however the review team may formulate recommendations regarding new standards for the Director's consideration. These could include, for example, recommendations regarding the substance or content of the standards, critical areas to prioritize when developing the standards, and the coming-into-force timelines that may be required.

### D. APPROACH AND METHODOLOGY

Approaches used to conduct the review will primarily consist of site visits, examining written records, conducting selected interviews, and data analysis.

Records will include but are not limited to:

- policies and procedures,
- course training materials,
- job descriptions, shift schedules and organizational charts, and
- standards, case law, review findings/recommendations and other literature related to duty of care requirements in a police-based custodial setting.

Interviews will be conducted with:

- Jail staff including guards, supervisors and nurses,
- Other police staff, as recommended to and/or determined by the review team, and
- Other stakeholders or individuals as recommended to and/or determined by the review team.

Data analysis will include:

- Analysis of Subject Behaviour Officer Response (SBOR) reports and data related to use of force
- Analysis of data related to excessive force complaints in police detention facilities
- Analysis of contextual data related to the volume and types of prisoner bookings.

#### **E. RESOURCES/INPUTS AND ACCOUNTABILITIES**

Under the overall direction of the Director of Police Services, the review team will include Policing and Security Branch staff and consultants.

The review team will develop a review plan, including the sites to be included in the review and methodology to be used, for approval by the Director. Sites selected for inclusion will be notified in writing.

Each site included in the review will identify a primary contact person to facilitate the review team's access to records and staff for interviews, and other information requests as needed. Policing and Security Branch will identify a primary contact person for the review team.

Requests for information will be communicated through the primary contact persons.

In conducting the review, the review team shall have access to the documents and persons described under section D above, and other documents and persons as identified by the review team.

The review team will maintain an inventory of all records provided to the review team. At the completion of the review, the review team will return or destroy records provided. The review team will substantiate its findings by including detailed references to source documents in its final report (e.g., document title, version/date, and page numbers).

#### **F. DELIVERABLES AND SCHEDULE**

The review team will prepare a written report that describes the methodology used, the review team's general findings and analysis including an overview of the current state of police detention in BC that addresses each of the areas listed in section C above, significant gaps between the current state and other benchmarks and review findings/recommendations considered during the review, and recommendations for the Director's consideration in establishing BC Provincial Policing Standards regarding police detention.

A penultimate report will be submitted to the Director by September 2020. A final report will be submitted to the Director by October 2020.

The Director may amend the timeline for the penultimate and/or final report.

The Director will provide a copy of the final report to the Solicitor General, as required by the *Police Act*, and to the Chair of each municipal police board, the Chief Constable or Chief Officer of each municipal or designated police force, and the Commissioner of RCMP "E" Division.





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The Corporation of the District of Saanich | Mayor's Office  
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

November 28, 2019

via email: [premier@gov.bc.ca](mailto:premier@gov.bc.ca)

The Honourable John Horgan, M.L.A.  
Premier of British Columbia  
PO Box 9422 Stn Prov Govt  
Victoria, BC V8W 9V1

Dear Premier Horgan:

**RE: Modernizing the Motor Vehicle Act**

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We compliment you that British Columbia is recognized as a leader on so many levels. Consequently, Saanich Council received with disappointment your Deputy Director, South Coast Region's letter of November 5, 2019 (attached). We believe continued inaction to update the Motor Vehicle Act is concerning and contradicts a number of Provincial plans, studies and publications. We question why outdated statutory speed limits are retained while we continue to see unacceptable fatalities, collisions, and serious injury rates on our roads, far higher than many other progressive countries.

For the past three years local governments have been waiting, hoping, for change following the Ministry of Public Safety and Solicitor General's January 2016 publication of *Moving to Vision Zero: Road Safety Strategy Update and Showcase of Innovation in British Columbia*. And then the March 2016 publication from the Provincial Health Officer, *Where the Rubber Meets the Road: Reducing the Impact of Motor Vehicle Crashes on Health and Well-being in British Columbia*. Understandably, there was a period of silence as these documents circulated through government agencies and local municipalities followed by the Provincial Election in early 2017.

In the past couple of years we've seen two more plans, *Move Commute Connect* from CleanBC in December 2018 and most recently the *BC Active Transportation Design Guide*. Taken together, we have four excellent planning documents and it is time for action. Specifically, significant updates to the Motor Vehicle Act to support, protect and encourage healthy transportation choices and much safer roads.

The current legislative reality of enacting municipal bylaws to change the speed limit on every block of every street is an administrative burden, but not one that can't be overcome. Rather, it is the financial burden and visual clutter of having to install the tens of thousands of signs province-wide that is at issue. More importantly, the current piecemeal nature in which speed



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limits are being lowered lacks consistency, effectiveness and safety. More cost-effective, consistent and safer solutions rest with changes that can be made through the Motor Vehicle Act.

We are looking for changes to your laws governing our roads to help end the epidemic of road crash fatalities, serious injuries, collisions, and near misses. We believe this is an opportunity for leadership from our Honourable Premier in directing action similar to the nation-leading impaired driving laws enacted in 2011 which were followed by an immediate and sustained drop in fatalities and serious injuries.

The broad and far reaching support for this change across British Columbia is shown by endorsed resolutions at UBCM in 1999, 2003, 2006, 2009, 2011, 2015, and 2019. As fellow politicians we understand that some issues are so large they transcend multi-election cycles and party lines. This is evident by the repeated discussions at UBCM. Road safety is not a political issue that can be continuously delayed and deferred, with endless studies and reports that wither with each change of government. We must do better. We can do better.

On behalf of the District of Saanich, and in the spirit of your leadership for all communities in British Columbia, we respectfully ask that you act swiftly and make the changes to the Motor Vehicle Act needed to improve road safety in our wonderful province.

With hope,

Mayor Haynes



cc:

Saanich Council  
The Honourable Claire Trevana, MLA, Minister of Transportation & Infrastructure  
MLA s of Greater Victoria  
Mayors of British Columbia  
President of the Union of British Columbia Municipalities

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His Worship  
Mayor Fred Haynes  
District of Saanich  
770 Vernon Ave.  
Victoria, BC V8X 2W7

Dear Mayor Haynes,

**Re: UBCM 2019 Follow Up – MoTI Staff Meetings**

Thank you for taking the time to meet with me at the recent Union of British Columbia Municipalities (UBCM) Convention in Vancouver on September 24<sup>th</sup>, 2019.

I appreciated the opportunity to discuss your concerns on lowering default speed limits.

Though the Ministry of Transportation and Infrastructure does not plan on amending the MVA to redefining the current speed limit, the ministry will continue to engage with District of Saanich to ensure road safety for all users are supported. For more information, please refer to the B7 UBCM Resolution 2019 and the ministry's response found at the UBCM website.

If you have any further questions or concerns, please do not hesitate to contact our VID District Manager, Michael Pearson directly by telephone at [REDACTED] or via e-mail at [REDACTED]

Thank you again for taking the time to meet with me.

Sincerely,



Janelle Staite, P.Eng  
Deputy Director, South Coast Region



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

December 18, 2019

Honourable Katrine Conroy  
Minister of Children & Family Development  
PO Box 9422 STN PROV GOVT  
Victoria, BC, V8W 9V1

Honourable Katrina Chen  
Minister of State for Childcare  
PO Box 9422 STN PROV GOVT  
Victoria, BC, V8W 9V1

**RE: \$10 a Day Child Care Plan**

Dear Ministers,

Childcare in the Alberni-Clayoquot Regional District (ACRD) is a top concern for young families. This influences the recruitment and retention of young families in our community and our overall economic prosperity. While increasing the number of affordable childcare spaces is a need, we must also support the development of safe, nurturing environments and the early year's profession, which employs numerous individuals in our region.

This was highlighted at the regular ACRD Board of Directors meeting of November 27, 2019 where the following resolution was adopted:

*"THAT the Alberni-Clayoquot Regional District Board of Directors write the provincial government and request they expedite the \$10aDay Child Care Plan implementation universally and play an active role in advocating for provincial level changes and cc all local governments."*

Results of the 2019 ACRD Child Care Needs Assessment (attached) validate the economic and social toll of the current childcare system. This necessitates significant investment and focused activities to both increase the number of quality childcare spaces available to families and to strengthen the childcare sector to champion these changes. The return on investment for communities is significant; not only will parents be able to return to work, but also the resilience of children will increase through quality early care and education, with the ultimate outcome being healthier, more productive citizens, and stronger social and economic sustainability.

Your consideration of our request is greatly appreciated.

Sincerely,

John Jack,  
Chairperson

cc. local governments

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?il?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation, Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

**From:** EAO Correspondence EAO:EX

**Sent:** December-20-19 1:07 PM

**To:** EA Revitalization EAO:EX

**Subject:** EA Revitalization Update: Environmental Assessment Act in force Dec 16th

Good afternoon,

The Environmental Assessment Office (EAO) is pleased to announce that British Columbia's new *Environmental Assessment Act*, 2018 (the Act), is now in force. The Act can be found [here](#).

The Act and supporting regulations address the three major objectives of EA revitalization: advancing reconciliation with Indigenous nations, enhancing public confidence in the EA process, and continuing to protect the environment while offering pathways to sustainable project approvals.

The EAO has led extensive engagements with the public, Indigenous nations, and stakeholders through the EA revitalization to inform the Act and regulations. We appreciate the feedback received to date as it has helped us build a more robust and inclusive EA process.

Several features of the Act will increase transparency, public participation, and robustness of the EA process:

- A list of matters that must be considered in every assessment including, but not limited to, greenhouse gas emissions, risks of malfunctions or accidents, and positive and negative direct and indirect effects of the reviewable project;
- Whether a proposed project promotes sustainability is now a required consideration for the Minister(s) at the readiness gate and for the final decision on a project;
- An increased requirement of four (4) Public comment periods, rather than two;
- Development of project-specific Community Advisory Committees as a venue for community input and to help surface concerns in the EA process (unless there is insufficient community interest).

For more information on the new Act and regulations please visit:

- Public portal:  
<https://www2.gov.bc.ca/gov/content?id=D26690F7C19E43D6BDBDA60667672BC4>
- Frequently Asked Questions on EA revitalization:  
<https://www2.gov.bc.ca/gov/content?id=B0BB4772DC02487DA30ECA33D29AA035#EAA2018>
- EA revitalization public engagement summary:  
<https://www2.gov.bc.ca/gov/content?id=F1085F4FE07E4386A2585D764C4EF649>

We have been working on a significant collection of guidance documents that will help guide the new process that will be released as they become available – with a focus on those that are required in early stages of the EA process. This guidance has had substantial input from a wide



audience of proponents, environmental assessment practitioners, Indigenous nations, and stakeholders. There is also a dedicated team of staff in this office that will be supporting the first projects that enter the new EA process, or transition from assessments currently being administered under the 2002 Act. We anticipate that there will be substantial “learning by doing” in the first months and will be updating our guidance to reflect these lessons learned “on the ground” – as such we will be welcoming feedback on an ongoing basis.

We will also be announcing ongoing learning and development opportunities early in the new year. Watch our website in the coming weeks as learning opportunities are announced, and as guidance documents are released and refined.

<https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/environmental-assessments>

Guidance materials specific to local governments will be available in early 2020. If you have any questions or concerns regarding the new Environmental Assessment process, please email [ea.revitalization@gov.bc.ca](mailto:ea.revitalization@gov.bc.ca).