

1. February 8, 2021 Council Agenda And Correspondence

Documents:

[FEBRUARY 8, 2021 CORRESPONDENCE.PDF](#)  
[FEBRUARY 8, 2021 COUNCIL AGENDA.PDF](#)

**INFORMATIONAL CORRESPONDENCE - FEBRUARY 8, 2021**

- |    |  |   |
|----|--|---|
| 1. | Building Department - Building Statistics - January 2021   | N |
| 2. | Building Department - Building Permits - Yearly Statistics   | N |
| 3. | E. Johnson, Smooth As Silk Electrolysis Studio - email dated February 1, 2021 - 2021 Business Licence - Smooth As Silk Electrolysis Studio   | A |
| 4. | S, Hardy, Shuswap Cycling Winter Grooming Committee - letter received February 2021 - Request for placement of shipping container at South Canoe Trails  | A |
| 5. | K. Lalji, Executive Director, United Way Southern Interior BC - letter dated January 2021 - United Way Potential Integration   | N |
| 6. | P. Milobar, MLA Kamloops - North Thompson, T. Stone, MLA Kamloops - South Thompson, J. Tegart, MLA Fraser - Nicola, L. Doerkson, MLA Cariboo - Chilcotin, G. Kylo, MLA Shuswap to Premier Horgan - letter dated January 18, 2021 - Kamloops Cancer Care Centre | N |
| 7. | V. Cumming, Mayor, City of Vernon - email letter dated January 29, 2021 - Goose Management   | A |

**CITY OF SALMON ARM  
BUILDING DEPARTMENT REPORT  
JANUARY 2021**

**LAST YEAR (2020)**  
**CURRENT MONTH      YEAR-TO-DATE**

**CURRENT YEAR (2021)**  
**CURRENT MONTH      YEAR-TO-DATE**

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	3	1,399,000	3	1,399,000	5	1,650,000	5	1,650,000
2	Misc. Additions etc. to SFD's	3	49,250	3	49,250	7	811,055	7	811,055
3	New Single Family Dwellings with suites	-	-	-	-	-	-	-	-
4	New Secondary/Detached Suites	1	45,000	1	45,000	1	45,000	1	45,000
5	New Modulars/MH's (Factory Built)	1	150,000	1	150,000	-	-	-	-
6	Misc. Additions etc. to Modulars/MH's	-	-	-	-	-	-	-	-
7	MFD's (# Units)	-	-	-	-	-	-	-	-
8	Misc. Additions etc. to MFD's	1	25,000	1	25,000	-	-	-	-
9	New Commercial	-	-	-	-	-	-	-	-
10	Misc. Additions etc. to Commercial	1	50,000	1	50,000	5	527,600	5	527,600
11	New Industrial	-	-	-	-	-	-	-	-
12	Misc. Additions etc. to Industrial	1	500,000	1	500,000	-	-	-	-
13	New Institutional	-	-	-	-	-	-	-	-
14	Misc. Additions etc. to Institutional	-	-	-	-	-	-	-	-
15	Signs	1	700	1	700	5	36,477	5	36,477
16	Swimming Pools, Pool Buildings	-	-	-	-	1	110,000	1	110,000
17	Demolitions	2	-	2	-	-	-	-	-
18	Temporary Trailers, A & B Permits	-	-	-	-	-	-	-	-
19	Misc. Special Inspections, etc.	4	-	4	-	4	-	4	-
	<b>TOTAL PERMITS ISSUED</b>	<b>18</b>	<b>2,218,950</b>	<b>18</b>	<b>2,218,950</b>	<b>28</b>	<b>3,180,132</b>	<b>28</b>	<b>3,180,132</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
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927	51,472,227	54,065,527
2021	3,180,132											



-----Original Message-----

From: Ev Johnson

Sent: February-01-21 9:52 AM

To: Caylee Simmons

Subject: 2021 Business Licence - Smooth As Silk Electrolysis Studio

To Mayor & Council

I was extremely disappointed to see that my 2021 business licence was for the entire \$200 amount.

Last year the government ordered all personal care businesses closed in March and we were not allowed to open until the end of May.

Insurance companies, professional associations etc all offered rebates or discounts on 2021 rates. Why was this not offered for business licences? I believe this is an example of where you can disburse some of your COVID-19 Relief Funds.

Thank-you for your consideration.

Regards,

Evelyn Johnson

Smooth As Silk Electrolysis Studio

**2021 Business Licence Process**

2021 business licences will be issued once payment is received, in order to comply with Bylaw 3102.

Bylaw 3102 states:

*"Licence holders must renew their business licence by submitting the required business licence fee prior to the beginning of each licence period."*

**Mailing of 2021 Business Licences (Pickup Available)**

Business licences will be sent by mail once payment is received. If you would like to pick up your business licence in person, please choose the "In Person" payment option below.

If you do not receive your business licence within 15 business days of payment, please email the business licence contact listed below.

Please make payment as early as possible, in order to receive your business licence for display by January 1<sup>st</sup>.

**Businesses Closed Permanently or Temporarily**

2021 business licence fees are only applicable to businesses who operate in 2021.

If you have closed your business permanently, please email the business licence contact listed below. Your invoice and business licence will be cancelled upon receipt of the email.

If you are not operating on January 1, 2021 and you are unsure if you will be operating again in 2021, please email the business licence contact listed below.

Please note that when your business does become active, this invoice will be due immediately.

**Business Licence Contact:**

Email: [sgibb@salmonarm.ca](mailto:sgibb@salmonarm.ca)

Phone: (250) 803-4003

Email is preferred contact option

**Options for Business Licence Payment Include:**

- In Person:
  - City Hall is currently open Monday to Friday, 8:30 AM to 4:00 PM  
(Closed Statutory Holidays and between Christmas and New Years)
  - City Hall may close to the public due to Covid-19
  - Options: Personalized Cheque, Interac, Cash
- Mail – PO Box 40, Salmon Arm, BC V1E 4N2
- City Hall Drop Box – located to the left of the main entrance
- Online Banking – instructions as follows:
  - Payee - "Salmon Arm (City of) Property Taxes"
  - Account Number – Enter 99999999
  - When a payment is made to this account, an email with the following details must be sent to [Finance@salmonarm.ca](mailto:Finance@salmonarm.ca) :
    - Customer Number (found in top right corner of invoice)
    - Name on Bank Account (if different than business name)
    - Financial Institution Used for Payment
    - Payment Amount

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# **SHUSWAP CYCLING CLUB**

**[www.shuswapbike.com](http://www.shuswapbike.com)**

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The Shuswap Cycling Club would like permission to put a shipping container at the South Canoe trails.

A 20 ft container will be supplied by Big Steel Box , and be used to keep the trail grooming equipment and tools used to build and maintain the trails. We believe the best place for the container is through the gate and beside the pump house, Second choice would be up the road at the top of the Malibu climb trail, "the party pit". Big Steel box has offered the container for when we have secured a location. We would like to place the container sometime around late February or March depending on the location and the snow conditions.

Thank you for your time

Sean Hardy Shuswap Cycling Winter Grooming Committee



**United Way**  
**Southern Interior BC**

**Local Giving. Local Results.**

January 2021

Dear Community Partner

I hope this finds you healthy and safe. I remain incredibly grateful for all the amazing work each of you and your amazing organizations are doing during these unprecedented times. Now more than ever before, B.C. communities need support to address critical social issues.

I am writing to you today to let you know of some new developments in the United Way movement. Six United Ways from regions around the province have been working together to explore a strategic transformation guided by our shared vision to increase local community impact over the long term.

We are one of six United Ways in British Columbia in the planning stages of a potential integration, which would create a single organization encompassing the United Ways of Central and Northern Vancouver Island, Lower Mainland, Thompson Nicola Cariboo, Southern Interior, Trail and District, and East Kootenay. The strategic planning process we have embarked on together is intended to help us leverage the power of our network to support our core mandate of helping local communities. Already, we are identifying exciting new opportunities to strengthen those vital connections.

We have already been collaborating in new ways to support communities through the COVID-19 pandemic, and with a merger we can build on that success – taking our collaboration to the next level. By merging, we will have a more efficient organization where resources and expertise are shared across all our communities, and we can maximize the impact of the funds we raise.

Every United Way in Canada shares the same mission – to ensure that everyone in every community has the opportunity to live a good life. Through the amalgamation of our six United Ways, we will realize this vision by building on our deep local community knowledge, relationships, and presence, and maximizing our shared capacity and strength to improve our local communities. The amalgamation will enable us to expand our work across six regions while continuing to focus on how that takes root in local communities. We will continue to operate in community, with community and for community.

The new entity will maintain local programs and local staff in all of our communities. Dollars raised locally will stay local.

Through this process, the work of each United Way is proceeding as normal, including delivery of the supports and programming undertaken in partnership with the provincial and federal governments, such as the Better at Home program for seniors.

In the coming weeks I will be sharing out a stakeholder survey to gather your input. Please feel free to reach out to me at any time should you have any questions, thoughts or for a virtual coffee!

All the Best,

Kahir Lalji  
Executive Director, United Way Southern Interior BC  
P: 604-612-1304  
E: kahir@unitedwaysibc.com

**Southern Interior BC Admin Office:**

202-1456 St. Paul Street, Kelowna, BC V1Y 2E6  
T: 250-860-2356 | Toll Free: 1-855-232-1321 | F: 250-868-3206  
info@unitedwaysibc.com

**North Okanagan Office:**

Mail: PO Box 22005, Vernon, BC V1T 9L7  
By Appt: #200 – 4301, 32nd Street, Vernon, BC V1T 9G8  
T: 250-549-1346 | Toll Free: 1-866-GIVE4UW



**LEGISLATIVE ASSEMBLY**  
of BRITISH COLUMBIA

Peter Milobar, MLA  
Kamloops – North Thompson

Jackie Tegart, MLA  
Fraser – Nicola

Todd Stone, MLA  
Kamloops – South Thompson

Greg Kylo, MLA  
Shuswap

Lorne Doerkson, MLA  
Cariboo-Chilcotin

January 18, 2021

Premier Horgan  
Premiers Office  
PO BOX 9041 STN PROV GOVT  
Victoria, BC V8W 9E1  
SENT VIA EMAIL: premier@gov.bc.ca

Dear Mr. Premier,

Re: Kamloops Cancer Care Centre

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During the recent provincial election, you made a commitment for a Cancer Care Centre to be built in Kamloops within the next four years. As local MLA's for the Thompson Regional Hospital District (TRHD) Board several questions have arisen, and we are looking for clarification to be able to provide accurate answers to our constituents.

What is the expected operational date for the Cancer Care Centre?

Has the planning for the new Cancer Care Centre started?

What is the scope of Cancer treatment services that will be provided in the new Centre, and will said scope be inclusive of at least two linear accelerators?

Where will the new Cancer Care Centre be located?

Is the money for the planning being provided by Interior Health Authority (IHA) or the Ministry of Health?

Who will be the lead agency in this project, Ministry of Health, IHA or BC Cancer?

Given previous Cancer Centre's have been a collaboration between the Province and BC Cancer, is this the intended model for the Kamloops Cancer Care Centre?

Given previous Cancer Centre's were not funded by local Hospital Boards, will the TRHD be expected to commit capital dollars or will the new Cancer Care Centre be funded by the Province and BC Cancer?

If the intention is to seek capital dollars from the TRHD, what is the contribution expected to be?

Will Hospital Foundations be expected to fundraise for the new Cancer Care Centre?

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**Kamloops – North Thompson  
Constituency Office**  
618B Tranquille Road  
Kamloops, B.C. V2B 3H6  
T 250.554.5413 | F 250.554.5417

**Shuswap  
Constituency Office**  
PO Box 607, Suite 202A-371 Alexander St. NE  
Salmon Arm, BC V1E 4N7  
T 250.833.7414 | F 250.833.7422

**Kamloops – South Thompson  
Constituency Office**  
446 Victoria Street  
Kamloops, B.C. V2C 2A7  
T 250.374.2880 | F 250.377.3448

**Cariboo-Chilcotin  
Constituency Office**  
T 250.374.2880 | F 250.377.3448

**Fraser-Nicola  
Constituency Office**  
PO Box 279, 405 Railway Avenue  
Ashcroft, BC V0K 1A0  
T 250.453.9726 | F 250.453.9765



If the intention is to seek a contribution from Hospital Foundations, what is the amount expected to be?

If the expectation is for Capital dollars from either the TRHD or Hospital Foundations, will the Cancer Care Centre proceed without those commitments?

The need for enhanced Cancer care in Kamloops and the surrounding region has never been greater. We look forward to not only answers to the questions above, but also to working collaboratively with all stakeholders to get this project built and operational within the four-year timeframe that you have promised.


Thank you for your attention to this important matter and we look forward to your response.

Sincerely,

  
Peter Milobar, MLA Kamloops – North Thompson

  
Todd Stone, MLA Kamloops – South Thompson

  
Jackie Tegart, MLA Fraser - Nicola

  
Lorne Doerkson, MLA Cariboo-Chilcotin

  
Greg Kylo, MLA Shuswap

Cc     Adrian Dix, Minister of Health  
Renee Merrifield, MLA Kelowna-Mission, Official Opposition Health Critic  
Dr. Kim Nguyen Chi, Vice President & Chief Medical Officer, BC Cancer  
Heather Findlay, Chief Operating Officer, BC Cancer  
Kevin Hare, Senior Executive Director Operations, BC Cancer  
Sarah Roth, President & CEO, BC Cancer Foundation  
Kirsten Tisdale, Chair, BC Cancer Foundation  
Susan Brown, CEO, Interior Health  
Doug Cochrane, Chair, Interior Health  
Chair and Board, Thompson Regional Hospital District  
Chris Nickless, Chair, Cariboo Foundation Hospital Trust  
Cariboo Memorial Hospital Foundation  
Chris Nickless, Chair, South Cariboo Health Foundation  
Dave Smith, President, Chase and District Health Services Foundation  
Jean, Perog, President, Nicola Valley Health Care Endowment Foundation  
Jessica McLellan, Chair, Lillooet District Hospital Foundation

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Kerri Priddle, Chair, Royal Inland Hospital Foundation  
 Heidi Coleman, Chief Executive Officer, Royal Inland Hospital Foundation  
 Angie Spencer, President, Shuswap Hospital Foundation  
 Mayor and Council, City of Armstrong  
 Kevin Bertles, Chief Administrative Officer, City of Armstrong  
 Mayor and Council, Village of Ashcroft  
 Daniela Dyck, Chief Administrative Officer, Village of Ashcroft  
 Mayor and Council, District of Barriere  
 Bob Payette, Chief Administrative Officer, District of Barriere  
 Mayor and Council, Village of Cache Creek  
 Martin Dalsin, Chief Administrative Officer, Village of Cache Creek  
 Mayor and Council, Village of Chase  
 Joni Heinrich, Chief Administrative Officer, Village of Chase  
 Mayor and Council, District of Clearwater  
 Leslie Groulx, Chief Administrative Officer, District of Clearwater  
 Mayor and Council, Village of Clinton  
 Murray Daly, Chief Administrative Officer, Village of Clinton  
 Mayor and Council, City of Enderby  
 Tate Bengston, Chief Administrative Officer, City of Enderby  
 Mayor and Council, City of Kamloops  
 David Trawin, Chief Administrative Officer, City of Kamloops  
 Mayor and Council, District of Lillooet  
 Jeremy Denegar, Chief Administrative Officer, District of Lillooet  
 Mayor and Council, District of Logan Lake  
 Dan Leighton, Chief Administrative Officer, District of Logan Lake  
 Mayor and Council, Village of Lytton  
 Symone Curry, Chief Administrative Officer, Village of Lytton  
 Mayor and Council, City of Merritt  
 Sean Smith, Chief Administrative Officer, City of Merritt  
 Mayor and Council, City of Salmon Arm  
 Carl Bannister, Chief Administrative Officer, City of Salmon Arm  
 Mayor and Council, District of Sicamous  
 Evan Parliament, Chief Administrative Officer, District of Sicamous  
 Mayor and Council, Sun Peaks Mountain Resort Municipality  
 Rob Bremner, Chief Administrative Officer, Sun Peaks Mountain Resort Municipality  
 Mayor and Council, City of Williams Lake  
 Gary Muraca, Chief Administrative Officer, City of Williams Lake  
 Mayor and Council, District of 100 Mile House  
 Roy Scott, Chief Administrative Officer, District of 100 Mile House

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**Shuswap**

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## THE CORPORATION OF THE CITY OF VERNON

3400 - 30TH STREET VERNON, BRITISH COLUMBIA V1T 5E6  
TELEPHONE (250) 545-1361 FAX (250) 545-4048

File: 6130-06

OFFICE OF THE MAYOR

January 29, 2021

City of Armstrong  
Mayor and Council  
3570 Bridge Street, PO BOX 40  
Armstrong, BC V0E 1B0  
[info@cityofarmstrong.bc.ca](mailto:info@cityofarmstrong.bc.ca)

District of Coldstream  
Mayor and Council  
9901 Kalamalka Road  
Coldstream, BC V1B 1L6  
[info@coldstream.ca](mailto:info@coldstream.ca)

City of Enderby  
Mayor and Council  
619 Cliff Avenue  
Enderby, BC V0E 1V1  
[info@cityofenderby.com](mailto:info@cityofenderby.com)

District of Lake Country  
Mayor and Council  
10150 Bottom Wood Road  
Lake Country, BC V4V 2M1  
[admin@lakecountry.bc.ca](mailto:admin@lakecountry.bc.ca)

Regional District of North Okanagan  
Chair and Directors  
9848 Aberdeen Road  
Coldstream, BC V1B 2K9  
[info@rdno.ca](mailto:info@rdno.ca)

City of Salmon Arm  
Mayor and Council  
500 2<sup>nd</sup> Avenue NE  
Salmon Arm, BC V1E 4H2  
[cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca)

District of Sicamous  
Mayor and Council  
446 Main Street, PO Box 219  
Sicamous, BC V0E 2V0  
[info@sicamous.ca](mailto:info@sicamous.ca)

Township of Spallumcheen  
Mayor and Council  
4144 Spallumcheen Way  
Armstrong, BC V0E 1B6  
[mail@spallumcheentwp.bc.ca](mailto:mail@spallumcheentwp.bc.ca)

Dear Mayors and Councillors:

**RE: Goose Management**

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At their meeting held on January 25, 2021, the Council of the City of Vernon passed the following resolution:

*"THAT Council direct Administration to proceed with the permits required to initiate a "Kill" program to eliminate approximately 100 – 150 geese from the Vernon area at an estimated cost of \$41,000 with source of funds being an amended 2021 budget and subsequent tax rate;*

.../2

*AND FURTHER, that Council directs Administration to look into Lakeshore, Kin, Paddlewheel and Polson as the parks to initiate a "Kill" program.*

*AND FURTHER, that Council directs Administration to contact neighbouring jurisdictions from Lake Country, North via letter to determine their interest in investigating a combined effort with egg addling and/or a 'Kill' program.*

CARRIED"

On behalf of the City of Vernon Council, I respectfully request that this matter be brought forward for consideration at a future meeting of your respective Councils.

Sincerely,

A handwritten signature in blue ink, reading "Victor I. Cumming". The signature is fluid and cursive, with the first name "Victor" and last name "Cumming" clearly legible.

Victor I. Cumming  
Mayor

Copy: City of Vernon Council





## AGENDA

### City of Salmon Arm Regular Council Meeting

Monday, February 8, 2021  
1:30 p.m.

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

Page #	Item #	Description
	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>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.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3 – 18	1.	Special Council Meeting Minutes of January 18, 2021
19 – 30	2.	Regular Council Meeting Minutes of January 25, 2021
	7.	COMMITTEE REPORTS
31 – 34	1.	Development and Planning Services Committee Meeting Minutes of February 1, 2021
35 – 38	2.	Environmental Advisory Committee Meeting Minutes of January 15, 2021
39 – 42	3.	Downtown Parking Commission Meeting Minutes of January 19, 2021
43 – 46	4.	Active Transportation Task Force Meeting Minutes of January 4, 2021
47 – 50	5.	Community Heritage Commission Meeting Minutes of February 1, 2021
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
51 – 56	1.	Board in Brief – January 2021

9. **STAFF REPORTS**
  - 57 – 60 1. Chief Financial Officer – Court of Revision
  - 61 – 68 2. Director of Engineering and Public Works – WPCC Site Selection Results and Recommendation
  - 69 – 72 3. Director of Engineering and Public Works – Contract Extension – Biosolids Collection and Disposal
  - 73 – 76 4. Director of Engineering and Public Works – Raven Foreshore Forcemain Replacement at 47 Avenue NE Drilling Services Award
  - 77 – 80 5. Director of Engineering and Public Works – Zone 1 Motor/Pump Rebuild – Canoe Pump Station
  - 81 – 84 6. Director of Engineering and Public Works – Award for Engineering Services (Phase 2.6) Ross Street Underpass – Engineering Tender Services Award
10. **INTRODUCTION OF BYLAWS**
  - 85 – 88 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4436 [Sidewalk Café Program] First, Second and Third Readings
11. **RECONSIDERATION OF BYLAWS**
  - 89 – 98 1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 – Final Reading
  - 99 – 102 2. City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4435 – Final Reading
12. **CORRESPONDENCE**
  - 103 – 104 1. Informational Correspondence
13. **NEW BUSINESS**
14. **PRESENTATIONS / DELEGATIONS**
  - 105 – 112 1. Presentation 3:30– 3:45 p.m. (approximately)  
Frederick Vroom and Wayne Spencer, Shuswap Climate Action - Climate Action Possibilities for the City of Salmon Arm
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
19. **OTHER BUSINESS**
20. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

Page #	Item #	Description
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>SPECIAL PRESENTATION</b>
	1.	Heritage Conservation Award Presentation
	<b>23.</b>	<b>HEARINGS</b>
113 – 122	1.	Development Variance Permit Application No. VP-525 [Lawson, A. & L.; 2671 17 Street NE; Setback requirements]
	<b>24.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
123 – 152	1.	Official Community Plan Amendment Application No. OCP4000-44 [McGregor, D.; 1910 11 Avenue NE; HC to HR]
153 – 154	2.	Zoning Amendment Application No. ZON-1190 [McGregor, D.; 1910 11 Avenue NE; R-1 to R-5] <i>(See Item 23.1 for Staff Report)</i>
	<b>25.</b>	<b>RECONSIDERATION OF BYLAWS</b>
155 - 158	1.	City of Salmon Arm Official Community Plan Amendment Bylaw No. 4419 [OCP4000-44; McGregor, D.; 1910 11 Avenue NE; HC to HR] – Third Reading
159 – 162	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4420 [ZON-1190; McGregor, D.; 1910 11 Avenue NE; R-1 to R-5] – Third Reading
	<b>26.</b>	<b>QUESTION AND ANSWER PERIOD</b>
163 – 164	<b>27.</b>	<b>ADJOURNMENT</b>



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Item 2.

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

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

### Vote Record

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

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

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Item 6.1

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Special Council Meeting Minutes of January 18, 2021, be adopted as circulated.

### Vote Record

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

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

## SPECIAL COUNCIL MEETING

Minutes of a Special Meeting of Council of the City of Salmon Arm held in the Council Chambers and by electronic means as authorized by Ministerial Order M192, at 9:00 a.m. of City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, January 18, 2021.

### PRESENT:

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor C. Eliason (participated remotely)  
 Councillor K. Flynn (participated remotely) (entered the meeting at 10:19 a.m.)  
 Councillor T. Lavery (participated remotely)  
 Councillor S. Lindgren (participated remotely)  
 Councillor L. Wallace Richmond (participated remotely)

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Chief Financial Officer C. Van de Cappelle (participated remotely)  
 Manager of Financial Services T. Tulak  
 Accountant B. Dewitt  
 City Engineer J. Wilson (participated remotely)  
 Fire Chief B. Shirley  
 Manager of Roads and Parks D. Gerow (participated remotely)  
 Manager of Utilities G. Rasmuson (participated remotely)  
 Shuswap Recreation Society D. Boyd  
 Shuswap Recreation Society R. Rusjan  
 Manager of Human Resources S. Wood  
 Staff Sergeant S. West  
 Recorder C. Simmons

### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 9:03 a.m.

### 7. IN-CAMERA SESSION

0023-2021

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 9:04 a.m.

Council returned to Regular Session at 10:07 a.m.

Council recessed until 10:19 a.m.

Councillor Flynn entered the meeting at 10:19 a.m.

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

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

**3. DECLARATION OF INTEREST****4. PRESENTATIONS****5. INTRODUCTION OF BYLAWS****1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 – First, Second and Third Readings**

The Chief Financial Officer outlined the memorandum dated December 24, 2020 and provided an overview of the draft 2021 to 2025 Financial Plan Bylaw.

0024-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 be read a first, second and third time.

During discussion, the following amendments to the 2021 to 2025 Financial Plan Bylaw No. 4429 were considered:

0025-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the amount of \$7,000.00, allocated from the COVID 19 Safe Restart Grant to offset the reduction in Fire – Burning Permit Revenue, be removed from the 2021 Budget;

AND THAT: an additional amount of \$7,000.00 be allocated to Fire – Burning Permit Revenue in the 2021 Budget.

CARRIED

Councillor Lavery Opposed

0026-2021

Moved: Councillor Flynn

Seconded: Mayor Harrison

THAT: an additional amount of \$25,000 be allocated to Building – Building Permit Revenue in the 2021 Budget.

CARRIED

Councillor Lavery Opposed

0027-2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the amount of \$38,600.00 be allocated from the COVID 19 Safe Restart Grant for RCMP – Police Force costs attributed to COVID 19 related impacts and expectations.

CARRIED

Councillor Cannon Opposed



5. INTRODUCTION OF BYLAWS – continued

1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 – First, Second and Third Readings – continued

0028-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: an amount of \$48,000.00 be added to RCMP - Policing in the 2021 Budget for an additional General Duty RCMP Officer effective October 1, 2021;

AND THAT: an amount of \$14,400.00 be allocated from the COVID 19 Safe Restart Grant to offset the additional cost associated with the new member as related to COVID 19 impacts and expectations.

The Meeting recessed at 12:21 p.m.

The Meeting re-convened at 12:31 p.m.

DEFEATED

Mayor Harrison, Councillors Cannon, Eliason, Flynn and Wallace Richmond Opposed

0029-2021

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the City of Salmon Arm request one additional General Duty RCMP Officer for the Salmon Arm RCMP Police Detachment;

AND THAT: staff send a request for an additional member no later than August 2021 to have the member in place for 2022.

CARRIED UNANIMOUSLY

The Meeting recessed at 1:05 p.m.

The Meeting re-convened at 1:33 p.m.

0030-2021

Moved: Mayor Harrison

Seconded: Councillor Flynn

THAT: in an effort to support COVID 19 friendly outdoor recreation and active transportation, the amount of \$5,000.00 for the Pedestrian Crosswalk Signals – 2 Locations be funded from the COVID 19 Safe Restart Grant;

AND THAT: the amount of \$5,000.00 for the Mobile Speed Sign be funded from the COVID 19 Safe Restart Grant;

AND THAT: the amount of \$40,000.00 for the Shuswap St. (5 Ave – 2 Ave) Sidewalk Replacement be funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0031-2021

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: in an effort to support COVID 19 friendly outdoor recreation and active transportation, the amount of \$12,500.00 for the Kubota ATV Snow Plow Attachment - Unit No. 1 be funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

5. INTRODUCTION OF BYLAWS – continued1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 – First, Second and Third Readings – continued

0032-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the amount of \$543,000.00, allocated for the PW – Building OH&amp;S Upgrades – Ph. 1, be amended to be funded in the 2021 Budget as follows:

- \$270,900.00 COVID 19 Safe Restart Grant (increase of \$113,900.00);
- \$0.00 General Capital Reserve Fund (reduction of \$100,000.00); and
- \$272,100.00 PW- Building OH&S and Safety Initiatives Reserve Accounts (reduction of \$13,900.00).

CARRIED UNANIMOUSLY

0033-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the amount of \$100,000.00 for Asphaltic Overlays – Additional be funded from the General Capital Reserve Fund.

CARRIED UNANIMOUSLY

0034-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: to promote economic stimulus, the following drainage related projects be amended to be funded from the COVID Safe Restart Grant rather than General Revenue:

- 10 Ave SW – Drainage Improvement Design - \$50,000;
- 20 Ave NE at Lakeshore Extension - \$100,000;
- Okanagan Ave Storm Pond – South - \$25,000; and
- Okanagan Ave Storm Pond – North - \$25,000.

CARRIED

Councillors Cannon and Eliason Opposed

0035-2021

Moved: Mayor Harrison

Seconded: Councillor Cannon

THAT: an additional amount of \$10,000.00 be allocated for Weed Control – Road Side Mowing in the 2021 Budget be funded from General Revenue.

CARRIED UNANIMOUSLY

0036-2021

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the amount of \$8,500.00 for EMV3 Pay Parking Station Card Readers be funded from the COVID 19 Safe Restart Grant, to support reduction in touch payment methods.

CARRIED UNANIMOUSLY

**5. INTRODUCTION OF BYLAWS - continued****1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 - First, Second and Third Readings - continued**

0037-2021

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the amount of \$10,000.00 for the Ticket Spitter (CF) be funded from the COVID 19 Safe Restart Grant to support reduced touch ticketing and payment methods, instead of the Unexpended Reserve (Ticket Spitter).

CARRIED UNANIMOUSLY

The Meeting recessed at 3:08 p.m.

The Meeting re-convened at 3:20 p.m.

0038-2021

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the amount of \$260,000.00 be allocated within the COVID 19 Safe Restart Grant Reserve for additional operational deficits at the Shaw Centre in 2021.

CARRIED UNANIMOUSLY

0039-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: to support reduced face-to-face interaction, the amount of \$7,000.00 for the Shaw Centre Facility Management Software and \$7,000.00 for the Recreation Centre Facility Management Software be funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0040-2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the amount of \$63,360.00 be allocated within the COVID 19 Safe Restart Grant Reserve to offset the costs of the additional General Duty RCMP Officer in the 2022 Budget.

DEFEATED

Mayor Harrison, Councillors Cannon, Eliason, Flynn, Lavery and Wallace Richmond Opposed

0041-2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the amount of \$185,000.00 be allocated within the COVID 19 Safe Restart Grant Reserve for additional operational deficits at the SASCU Recreation Centre in 2021.

CARRIED UNANIMOUSLY

0042-2021

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the amount of \$300,000.00 for the Schematic Design of the new aquatic facility be included in the 2021 Budget funded from the Recreation Amenities Reserve.

CARRIED UNANIMOUSLY

5. INTRODUCTION OF BYLAWS – continued

1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 – First, Second and Third Readings – continued

0043-2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Special Council Meeting of January 18, 2021 reconvene on January 19, 2021 at 2:15 p.m.

CARRIED UNANIMOUSLY

The meeting recessed at 4:30 p.m.

The meeting reconvened January 19, 2021 at 2:15 p.m.

PRESENT:

Mayor A. Harrison

Councillor D. Cannon

Councillor C. Eliason (participated remotely) (entered the meeting at 2:18 p.m.)

Councillor K. Flynn (participated remotely)

Councillor T. Lavery (participated remotely)

Councillor S. Lindgren (participated remotely)

Councillor L. Wallace Richmond (participated remotely)

Chief Administrative Officer C. Bannister

Director of Corporate Services E. Jackson

Director of Engineering & Public Works R. Niewenhuizen

Director of Development Services K. Pearson

Chief Financial Officer C. Van de Cappelle (participated remotely)

Manager of Financial Services T. Tulak

Accountant B. Dewitt

City Engineer J. Wilson (participated remotely)

Recorder C. Simmons

Councillor Eliason entered the meeting at 2:18 p.m.

0044-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: in an effort to support COVID 19 friendly outdoor recreation and active transportation, the amount of \$15,000.00 for the Blackburn Park Path Extension (to 10 Avenue) be included in the 2021 Budget funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0045-2021

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: in an effort to support COVID 19 friendly outdoor recreation and active transportation, the amount of \$16,000.00 for the Foreshore Trail Improvements – Wet Sections included in the 2021 Budget funded from the COVID 19 Safe Restart Grant.

5. INTRODUCTION OF BYLAWS – continued1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 – First, Second and Third Readings – continuedAmendment:

Moved: Mayor Harrison

Seconded: Councillor Eliason

THAT: the amount be increased for a total of \$50,000.00 for the Foreshore Trail Improvements, including the Wet Sections, to be funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLYMotion as Amended:CARRIED UNANIMOUSLY

0046-2021

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: in an effort to support COVID 19 friendly outdoor recreation and active transportation, the amount of \$20,000.00 for the SASS Bypass Trails be included in the 2021 Budget, funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0047-2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: in an effort to support COVID 19 friendly outdoor recreation, the amount of \$29,500.00 for the Klahani Park – Court Resurfacing be funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0048-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the amount of \$10,000.00 for the redesign of the Ross St. Plaza Washrooms be funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0049-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: to support improved safety and to address concerns related to homelessness and other vulnerable persons, the amount of \$25,000.00 for the reconstruction of the Ross St. Plaza Washrooms be included in the 2021 Budget, funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0050-2021

Moved: Mayor Harrison

Seconded: Councillor Lavery

THAT: to support improved safety and address concerns related to homelessness and other vulnerable persons, the amount of \$25,000.00 for Re-Keying Locks – Washrooms/Concessions be funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

5. INTRODUCTION OF BYLAWS - continued

1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 - First, Second and Third Readings - continued

0051-2021 Moved: Mayor Harrison  
Seconded: Councillor Lavery  
THAT: a transfer amount of \$25,000.00 to the Canoe Beach Master Plan Reserve be included in the 2021 Budget.

CARRIED UNANIMOUSLY

0052-2021 Moved: Councillor Eliason  
Seconded: Councillor Lavery  
THAT: Bylaw No. 2498 cited as "City of Salmon Arm Fee for Service Bylaw No. 2498" be amended to reduce the Sidewalk Café Application Fee and Associated Rental Fee to \$0 for the 2021 year or until such time as deemed reasonable to re-instate the fees;

AND THAT: the Sidewalk Cafés Application Fees in the amount of \$600.00 and Permit Fee in the amount of \$300.00 be funded from the COVID 19 Safe Restart Grant to support outdoor social activities.

CARRIED UNANIMOUSLY

0053-2021 Moved: Councillor Lindgren  
Seconded: Councillor Flynn  
THAT: the amount of \$55,000.00 for installation of sidewalk, curb and gutter, asphalt and street lights along 20<sup>th</sup> Street NE be added to the 2021 Budget, funded from the COVID 19 Safe Restart Grant.

DEFEATED

Mayor Harrison, Councillors Cannon, Eliason, Flynn, Lavery and Wallace Richmond Opposed

0054-2021 Moved: Councillor Eliason  
Seconded: Councillor Cannon  
THAT: to support COVID 19 friendly outdoor recreation and active transportation the amount of \$1,500.00 for the 2021 Shuswap Trails Round Table be added to the 2021 Budget, funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0055-2021 Moved: Councillor Lavery  
Seconded: Councillor Eliason  
WHEREAS there are increasing opportunities and demands for Active Transportation for health, recreational, commuting and environmental reasons;

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



5. INTRODUCTION OF BYLAWS – continued

1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 – First, Second and Third Readings – continued

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

THEREFORE BE IT RESOLVED THAT a further Fifteen Thousand dollars (\$15,000) be allocated to that reserve in the 2021 budget to leverage potential Active Transportation funding opportunities from other levels of government and for funding an Active Transportation plan as part of the upcoming OCP review.

CARRIED UNANIMOUSLY

0056-2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Special Council Meeting of January 18, 2021 reconvene on January 20, 2021 at 10:00 a.m.

CARRIED UNANIMOUSLY

The meeting recessed at 4:33 p.m.

The meeting reconvened January 25, 2021 at 10:00 a.m.

PRESENT:

Mayor A. Harrison

Councillor D. Cannon (participated remotely) (entered the meeting at 10:01 a.m.)

Councillor C. Eliason (participated remotely)

Councillor K. Flynn (participated remotely)

Councillor T. Lavery (participated remotely)

Councillor S. Lindgren (participated remotely)

Councillor L. Wallace Richmond (participated remotely)

Chief Administrative Officer C. Bannister

Director of Corporate Services E. Jackson

Director of Engineering & Public Works R. Niewenhuizen

Director of Development Services K. Pearson

Chief Financial Officer C. Van de Cappelle (participated remotely)

Manager of Financial Services T. Tulak

Accountant B. Dewitt

Shuswap Recreation Society D. Boyd (participated remotely)

Shuswap Recreation Society R. Rusjan (participated remotely)

Manager of Human Resources S. Wood (participated remotely)

Recorder C. Simmons

Councillor Cannon entered the meeting at 10:01 a.m.

5. INTRODUCTION OF BYLAWS – continued

1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 – First, Second and Third Readings – continued

0057-2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

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

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

And whereas Council allocated \$5,000 to establish and Food & Ag reserve in the 2020 budget year:

Therefore be it resolved that \$7,500 be reserved from the COVID 19 Safe Restart Grant to leverage potential Food and Urban Agricultural Plan funding opportunities from other levels of government and for funding a Food and Urban Agricultural Plan as part of the upcoming OCP review.

CARRIED UNANIMOUSLY

0058-2021

Moved: Councillor Lavery

Seconded: Councillor Flynn

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

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

Therefore be it resolved that Council reserve \$60,000.00 from the COVID 19 Safe Restart Grant for Affordable Housing Initiatives.

CARRIED UNANIMOUSLY

0059-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: to support tourism and economic recovery, the amount of \$50,000.00 for the 2021 Roots and Blues Festival be included in the 2021 Budget, funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0060-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: to support tourism and economic recovery, the amount of \$51,000.00 be allocated within the COVID 19 Safe Restart Grant Reserve for the 2022 Roots and Blues Festival.

CARRIED UNANIMOUSLY

5. INTRODUCTION OF BYLAWS – continued1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 – First, Second and Third Readings – continued

Mayor Harrison and Councillor Cannon declared a conflict of interest as they are members of the Salmon Arm Curling Club and left the meeting at 10:43 a.m.

Councillor Wallace Richmond assumed the Chair.

0061-2021                      Moved: Councillor Lindgren  
                                    Seconded: Councillor Eliason  
                                    THAT: to support not-for-profit organizations with COVID 19 related operational hardships, the amount of \$40,000.00 for the Salmon Arm Curling Club – Operational Funding (2020 and 2021) be included in the 2021 Budget, funded from the COVID 19 Safe Restart Grant.

CARRIED  
Councillor Lavery Opposed

0062-2021                      Moved: Councillor Eliason  
                                    Seconded: Councillor Lindgren  
                                    THAT: the amount of \$20,000.00 be allocated within the COVID 19 Safe Restart Grant Reserve for the Salmon Arm Curling Club – Operational Funding (2022).

DEFEATED  
Councillors Flynn, Lavery and Wallace Richmond Opposed

0063-2021                      Moved: Councillor Eliason  
                                    Seconded: Councillor Lavery  
                                    THAT: Council direct staff to work with the Salmon Arm Curling Club on a long term plan for the replacement of the roof on the Curling Club building, including potential grant opportunities.

CARRIED UNANIMOUSLY

Mayor Harrison returned to the meeting at 11:11 a.m. and reassumed the Chair.  
Councillor Cannon returned to the meeting at 11:11 a.m.

0064-2021                      Moved: Councillor Eliason  
                                    Seconded: Councillor Wallace Richmond  
                                    THAT: to support the LGBTQ2S Community and assist in creating awareness, outreach and inclusiveness, the amount of \$25,250.00 for the Tri-Rainbow Crosswalk (Thermoplast) and \$2,500.00 for the Flag Pole and New Flag for the Shuswap District Arts Council be included in the 2021 Budget funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0065-2021                      Moved: Councillor Flynn  
                                    Seconded: Councillor Cannon  
                                    THAT: to support COVID 19 friendly outdoor recreation and active transportation, the amount of \$40,000.00 for additional sidewalk snow removal outside regular business hours when there is a major snow event, be included in the 2021 Budget funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

5. INTRODUCTION OF BYLAWS - continued

1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 - First, Second and Third Readings - continued

0066-2021

Moved: Councillor Cannon

Seconded: Mayor Harrison

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 five (5) year term from January 1, 2021 - December 31, 2025 subject to Community Charter advertising requirements;

AND THAT: the 2020 Fee for Service be increased by \$16,000.00 to \$131,005.46 in 2021 funded only in 2021 from the COVID 19 Safe Restart Grant to support not-for-profit organizations with COVID 19 related operational hardships, there after funded from General Revenue;

AND THAT: an additional amount of \$8,000.00 be added to each of the 2022, 2023 and 2024 Fee for Service funded from General Revenue;

AND THAT: the Fee for Services be increased following the additional amounts noted by the BC CPI starting in 2022;

AND FURTHER THAT: the contract terms be amended to require the City of Salmon Arm approval for significant Capital improvements or additions.

CARRIED UNANIMOUSLY

0067-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: to support tourism and active transportation, the amount of \$25,000.00 for the Shuswap Trail Alliance Website Upgrade be included in the 2021 Budget, funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

The meeting recessed at 12:27 p.m.

The meeting reconvened January 25, 2021 at 5:02 p.m.

PRESENT:

Mayor A. Harrison

Councillor D. Cannon (participated remotely)

Councillor C. Eliason (participated remotely)

Councillor K. Flynn (participated remotely)

Councillor T. Lavery (participated remotely)

Councillor S. Lindgren (participated remotely)

Councillor L. Wallace Richmond (participated remotely)

Chief Administrative Officer C. Bannister

Director of Corporate Services E. Jackson

Director of Engineering & Public Works R. Niewenhuizen

Director of Development Services K. Pearson

Chief Financial Officer C. Van de Cappelle (participated remotely)

Manager of Financial Services T. Tulak (participated remotely)

Recorder C. Simmons

5. INTRODUCTION OF BYLAWS – continued1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 – First, Second and Third Readings – continued

0084-2021                      Moved: Councillor Lindgren  
                                    Seconded: Councillor Lavery  
                                    THAT: a transfer in the amount of \$25,000.00 to the Climate Action Reserve Account be included in the 2021 Budget.

Mayor Harrison, Councillors Cannon, Eliason, Flynn, Lavery and Wallace Richmond Opposed  
DEFEATED

0085-2021                      Moved: Councillor Eliason  
                                    Seconded: Councillor Cannon  
                                    THAT: WHEREAS: the Salmon Arm Roots and Blues Festival is a premier event for the Salmon Arm area;  
  
                                    AND WHEREAS: the City of Salmon Arm has been an annual funding partner for the festival;  
  
                                    AND WHEREAS: the Salmon Arm Folk Music Society will have improved access to grant opportunities and be better positioned to make long range plans if funding is secured in advance;  
  
                                    THEREFORE BE IT RESOLVED THAT: the Mayor and Corporate Officer be authorized to execute a four (4) year funding agreement as follows:

- 2021: \$50,000.00 (motion 0047-2021);
- 2022: \$51,000.00 (motion 0047-2021);
- 2023: \$52,000.00; and
- 2024: \$53,000.00.

Councillor Flynn and Wallace Richmond Opposed  
CARRIED

0086-2021                      Moved: Councillor Flynn  
                                    Seconded: Councillor Cannon  
                                    THAT: the Civic Building – Front Entrance Logo project be increased by an additional amount of \$15,000.00 for the ‘Salmon Arm’ wordmark installation, funded from the COVID 19 Safe Restart Grant.

CARRIED UNANIMOUSLY

0087-2021                      Moved: Councillor Lindgren  
                                    Seconded: Councillor Wallace Richmond  
                                    THAT: the amount of \$8,000.00 for a new flag pole at a location to be determined be included in the 2021 Budget funded from the COVID 19 Safe Restart Grant.

Mayor Harrison, Councillors Cannon, Eliason and Lavery Opposed  
DEFEATED

5. INTRODUCTION OF BYLAWS - continued

1. City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 - First, Second and Third Readings - continued

0088-2021

Moved: Mayor Harrison

Seconded: Councillor Flynn

THAT: of the \$57,500.00 granted to the Shuswap Community Foundation, \$14,443.00 be funded from the COVID 19 Safe Restart Grant as related to the following:

- Literacy Alliance of the Shuswap - \$5,000.00;
- Shuswap Music Festival - \$1,000.00;
- SASLAA - \$5,933.00; and
- Shuswap Theatre Society - \$2,500.00.

CARRIED UNANIMOUSLY

The question was called on the motion as amended and was:

CARRIED UNANIMOUSLY

6. OTHER BUSINESS

8. ADJOURNMENT

0089-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Special Council Meeting of January 18, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 5:57 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the            day of            , 2021.

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Item 6.2

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of January 25, 2021, be adopted as circulated.

### Vote Record

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

Opposed:

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



## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers and by electronic means as authorized by Ministerial Order M192, at 1:00 p.m. and reconvened at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, January 25, 2021.

### PRESENT:

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

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

### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:00 p.m.

### 2. IN-CAMERA SESSION

0068-2021                      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 1:00 p.m.  
 Council returned to Regular Session at 1:33 p.m.  
 Council recessed until 2:31 p.m.

### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

### 4. REVIEW OF AGENDA

Item 9.4 Staff Report from Director of Corporate Services – Visitor Services Strategy was moved to follow item 14.2 Presentation - Margaret McCormick – Visitor Services Strategy.

Addition under item 12.3 B. Miller – email dated January 22, 2021 – Habitat for Humanity.

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of January 11, 2021

0069-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of January 11, 2021, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of January 18, 2021

0070-2021

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of January 18, 2021 be received as information.

CARRIED UNANIMOUSLY

2. Community Heritage Commission Meeting Minutes of December 7, 2020

0071-2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Community Heritage Commission Meeting Minutes of December 7, 2020, be received as information.

CARRIED UNANIMOUSLY

3. Community Heritage Commission Meeting Minutes of January 4, 2021

0072-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Community Heritage Commission Meeting Minutes of January 4, 2021, be received as information.

CARRIED UNANIMOUSLY

4. Agricultural Advisory Committee Meeting Minutes of December 9, 2020

0073-2021

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Agricultural Advisory Committee Meeting Minutes of December 9, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE9. STAFF REPORTS1. Director of Corporate Services - Canoe Beach Concession License for Use and Occupation

Received for information.

2. Director of Engineering & Public Works - 2550 10 St SW Connection outside Urban Containment Boundary

0074-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize permission for sanitary sewer and water connection to City mains at 2550 10 Street SW to service a Single Family Dwelling;

AND THAT: the property owners pay an equivalent Development Cost Charge for Sanitary of \$2,890.04 and Water of \$2,868.20.

CARRIED UNANIMOUSLY

3. Director of Engineering & Public Works - Downtown Parking Commission Member Appointments

0075-2021

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council appoint the following four (4) representatives: Cathy Ingerbrigton, Vic Hamilton, Regan Ready, Bill Laird to serve on the Downtown Parking Commission for the two (2) year term from February 27, 2021 to February 27, 2023.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS1. City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4435 - First, Second and Third Readings

0076-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4435 be read a first, second and third time.

CARRIED UNANIMOUSLY

**11. RECONSIDERATION OF BYLAWS**

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4419 [OCP4000-44; McGregor, D.; 1910 11 Avenue NE; HC to HR] – Second Reading

0077-2021

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4419 be read a second time;

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

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

AND THAT: Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:

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

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4420 [ZON-1190; McGregor, D.; 1910 11 Avenue NE; R-1 to R-5] – Second Reading

0078-2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4420 be read a second time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4425 [Sewer Connection] – Final Reading

0079-2021

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4425 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE1. Informational Correspondence1. D. Roy – email dated January 17, 2021 – Hydro Box Art

0080-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Council support Desiree Roy, Salmon Arm Secondary School and staff members Amanda Bailey (project co-leader) and Anne Tenning to work with BC Hydro to have BC Hydro Utility Box in front of Salmon Arm Secondary - Jackson wrapped with the image attached to the email dated January 17, 2021.

CARRIED UNANIMOUSLY4. S. Caner, President, Shuswap Food Action Society – letter dated January 20, 2021 – Downtown Farmer's Market and Coldest Night of the Year

0081-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council authorize the Shuswap Food Action Society to host a Farmer's Market at Ross Street Plaza (and a portion of Ross Street Parking Lot) on Saturdays from May 8 to October 9, 2021, subject to the provision of adequate liability insurance and in accordance with the Public Health Officer's orders and guidelines in effect at the time of the event(s).

CARRIED UNANIMOUSLY2. L. Wong, Manager, Downtown Salmon Arm – letter dated October 2020 – Alexander Plaza

L. Wong, Manager and R. Langridge, President, Downtown Salmon Arm were available to answer questions from Council.

Received for information.

Councillor Wallace Richmond left the meeting at 3:13 p.m. and returned at 3:16 p.m.

3. B. Miller – email dated January 22, 2021 – Habitat for Humanity

0082-2021

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Council authorize the contribution of \$20,000.00 towards the Development Cost Charges for the Habitat for Humanity Seniors Housing Project, to be funded from an appropriate reserve (COVID 19 Grant Reserve or Affordable Housing Reserve), subject to a 2021 project start;

AND THAT: the Contribution of funds be released at the time of issuance of the building permit.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

The Meeting recessed at 3:29 p.m.

The Meeting reconvened at 3:33 p.m.

14. PRESENTATIONS

1. Tracey Kutschker, Director/Curator, Salmon Arm Arts Centre - Salmon Arm Arts Centre

Tracey Kutschker, Director/Curator, Salmon Arm Arts Centre provided an overview of the Salmon Arm Art Gallery and was available to answer questions from Council.

2. Margaret McCormick - Visitor Services Strategy

Margaret McCormick provided an overview of the Visitor Services Strategy and was available to answer questions from Council.

9. STAFF REPORTS - continued

4. Director of Corporate Services - Visitor Information Services

0083-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council endorse the Visitor Services Strategy for immediate execution;

AND THAT: the preferred delivery option is Option 1, outlined in the Salmon Arm Visitor Services Strategy from Authentic Experience Consulting.

CARRIED UNANIMOUSLY

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

1. Fall Fair Grounds Meeting Update

Received for information.

20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:55 p.m.  
The Meeting reconvened at 7:00 p.m.

**PRESENT:**

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

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

**21. DISCLOSURE OF INTEREST**

**22. HEARINGS**

1. **Development Variance Permit Application No. VP-523 [Salmon Arm Ready Mix; 2851 13 Avenue SW; Servicing Requirements]**

0090-2021

Moved: Councillor Eliason  
Seconded: Councillor Cannon  
THAT: Development Variance Permit No. VP-523 be authorized for issuance for Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan 25597 Except Plan EPP68720 which will vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 for the development of an accessory *building* as permitted under the M-1 – General Industrial Zoning regulations.

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

Submissions were called for at this time.

M. LaTosky, the applicant, spoke regarding the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:13 p.m. and the Motion was:

**Amendment:**

Moved: Councillor Flynn  
Seconded: Councillor Lindgren  
THAT: the requirement to install a fire hydrant along 13 Avenue SW be waived subject to payment of \$14,000.00 cash in lieu contribution.

**CARRIED**

Mayor Harrison and Councillors Cannon and Lindgren Opposed

**22. HEARINGS - continued****1. Development Variance Permit Application No. VP-523 [Salmon Arm Ready Mix; 2851 13 Avenue SW; Servicing Requirements - continued]**Amendment:

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the requirement to upgrade the water main along 13 Avenue SW be waived subject to payment of \$17,500.00 cash in lieu contribution.

DEFEATED

Mayor Harrison and Councillors Flynn, Cannon and Wallace Richmond Opposed

Motion as amended:CARRIED UNANIMOUSLY**2. Development Variance Permit Application No. VP-521 [Brentwell Construction Ltd.; 31 - 4 Street SE; Setback Requirements]**

0091-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. VP-521 be authorized for issuance for Lot 3, Block 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 936 to vary the provisions of Zoning Bylaw No. 2303 as follows:

- 1) Section 10.9.3 - R-5 High Density Residential Zone - reduce the minimum setback from an interior side parcel line from 2.4 m (7.8 ft) to 2.0 m (6.6 ft) for the north parcel line; and
- 2) Section 10.9.3 - R-5 High Density Residential Zone - reduce the minimum setback from an interior side parcel line from 2.4 m (7.8 ft) to 2.0 m (6.6 ft) for the south parcel line.

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:32 p.m. and the Motion was:

CARRIED UNANIMOUSLY



**23. STATUTORY PUBLIC HEARINGS**

1. Zoning Amendment Application No. ZON-1191 [Brentwell Construction Ltd.; 31 - 4 Street SE; R-1 to R-5]

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:37 p.m. and the next item ensued.

2. Land Use Contract Termination No. LUC N54304 [Abacus Cities Ltd.; Units 101 - 506, 1449 - 1 Avenue NE; Units 302 - 806, 1451 - 1 Avenue NE; 130 - 230 - 15 Street NE; 1480 - 1570 - 1 Avenue NE; 1451 - 1531 Okanagan Avenue NE]

The Director of Development Services explained the proposed Land Use Contract Termination.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:40 p.m. and the next item ensued.

3. Zoning Amendment Bylaw No. ZON-1196 [Abacus Cities Ltd.; Units 101 - 506, 1449 - 1 Avenue NE; Units 302 - 806, 1451 - 1 Avenue NE; 1451 - 1531 Okanagan Avenue NE; R-1 - R-4]

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:41 p.m. and the next item ensued.

4. Zoning Amendment Bylaw Application No. ZON-1194 [Ewanyshyn, A. & Schmidt, K.; 3150 20 Street NE; R-7 to R-8]

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

Submissions were called for at this time.

A. Ewanyshyn, the applicant, was available to answer questions from Council.

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

**23. STATUTORY PUBLIC HEARINGS - continued****5. Zoning Amendment Application No. ZON-1195 [Ginn, G.; 861 35 Street SE; R-1 to R-8]**

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:45 p.m.

**24. RECONSIDERATION OF BYLAWS****1. City of Salmon Arm Zoning Amendment Bylaw No. 4421 [ZON-1191 Brentwell Construction Ltd.; 31 - 4 Street SE; R-1 to R-5] - Third Reading**

0092-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4421 be read a third time.

CARRIED UNANIMOUSLY**2. City of Salmon Arm Land Use Contract Termination Bylaw No. 4430 [LUC N54304; Abacus Cities Ltd.; Units 101 - 506, 1449 - 1 Avenue NE; Units 302 - 806, 1451 - 1 Avenue NE; 130 - 230 - 15 Street NE; 1480 - 1570 - 1 Avenue NE; 1451 - 1531 Okanagan Avenue NE] - Third Reading**

0093-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Land Use Contract Termination Bylaw No. 4430 be read a third time.

CARRIED UNANIMOUSLY**3. City of Salmon Arm Zoning Amendment Bylaw No. 4431 [ZON-1196; Abacus Cities Ltd.; Units 101 - 506, 1449 - 1 Avenue NE; Units 302 - 806, 1451 - 1 Avenue NE; 1451 - 1531 Okanagan Avenue NE; R-1 - R-4] - Third Reading**

0094-2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4431 be read a third time.

CARRIED UNANIMOUSLY

24. RECONSIDERATION OF BYLAWS - continued

4. City of Salmon Arm Zoning Amendment Bylaw No. 4426 [ZON-1194; Ewanyshyn, A. & Schmidt, K.; 3150 20 Street NE; R-7 to R-8] - Third and Final Readings

0095-2021                      Moved: Councillor Lindgren  
                                    Seconded: Councillor Lavery  
                                    THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4426 be read a third and final time.

CARRIED UNANIMOUSLY

5. City of Salmon Arm Zoning Amendment Bylaw No. 4432 [ZON-1195; Ginn, G.; 861 35 Street SE; R-1 to R-8] - Third Reading

0096-2021                      Moved: Councillor Cannon  
                                    Seconded: Councillor Lindgren  
                                    THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4432 be read a third time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0097-2021                      Moved: Councillor Lavery  
                                    Seconded: Councillor Eliason  
                                    THAT: the Regular Council Meeting of January 25, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:50 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the                      day of                      , 2021.

\_\_\_\_\_  
MAYOR

Item 7.1

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of February 1, 2021 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 by electronic means by Ministerial Order M192, on **Monday, February 1, 2021.**

### **PRESENT:**

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

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

### **ABSENT:**

Councillor K. Flynn

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

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

#### **2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

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

#### **3. REVIEW OF THE AGENDA**

#### **4. DISCLOSURE OF INTEREST**

#### **5. REPORTS**

##### **1. Development Variance Permit Application No. VP-525 (Lawson, A. & L.; 2671 17 Street NE; Setback requirements)**

Moved: Councillor Cannon  
 Seconded: Councillor Lindgren  
 THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-524 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP93080 (2671 17 Street NE) to vary the provisions of Zoning Bylaw No. 2303 as follows:

5. REPORTS - continued

1. Development Variance Permit Application No. VP-525 (Lawson, A. & L.; 2671 17 Street NE; Setback requirements] - continued

- a) Section 6.10.1 - R-1 Single Family Residential Zone - reduce the minimum building setback from the front parcel line from 6.0 m (19.6 ft) to 2.5 m (8.2 ft) to allow for the construction of a new addition to a single family dwelling.

A. Lawson, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. PRESENTATIONS

7. FOR INFORMATION

8. CORRESPONDENCE

1. Agricultural Land Commission - Reasons for Decision - ALC Application 60495

Received for information.

2. Agricultural Land Commission - Reasons for Decision - ALC Application 61024

Received for information.

9. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of February 1, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:13 a.m.

---

Mayor Alan Harrison  
Chair

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

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Item 7.2

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Environmental Advisory Committee Meeting Minutes of January 15, 2021, 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

Notes of the Environmental Advisory Committee Work Planning Meeting held by electronic means on Friday, January 15, 2021 at 9:00 a.m.

### PRESENT:

Councillor Sylvia Lindgren  
 Julia Beatty  
 Amy Vallarino  
 Janet Aitken  
 Pauline Waelti  
 John McLeod  
 Janet Pattinson  
 Luke Gubbels  
 Caylee Simmons

City of Salmon Arm, Chair  
 Citizen at Large  
 Citizen at Large  
 Salmon Arm Nature Bay Enhancement Society (SABNES)  
 Shuswap Environmental Action Society (SEAS)  
 Salmon Arm Farmers Institute (SAFI)  
 Shuswap Naturalist Club  
 Canoe Forest Products  
 City of Salmon Arm, Executive Assistant, Recorder

### ABSENT:

Carmen Fennell  
 Warren Bell  
 Louis Thomas  
 Ron Pederson  
 Gina Johnny

Citizen at Large  
 WA:TER  
 Councillor, Neskonalith Indian Band  
 Salmon Arm Fish and Game Club  
 Councillor, Adams Lake Indian Band

### GUESTS:

Deanna Pfeifer

The meeting was called to order at 9:04 a.m.

1. **Introductions and Welcome**
2. **Approval of Agenda and Additional Items**

Addition of Item 6 a) – Revised Terms of Reference

Moved: Pauline Waelti

Seconded: Amy Vallarino

THAT: the Environmental Advisory Committee Meeting Agenda of January 15, 2021 be approved with addition.

CARRIED UNANIMOUSLY

3. **Approval of Minutes of December 4, 2020 Environmental Advisory Committee Meeting**

Moved: Pauline Waelti

Seconded: Julia Beatty

THAT: the Minutes of the Environmental Advisory Committee Meeting of December 4, 2020 be approved.

CARRIED UNANIMOUSLY

**4. Presentations**

Deanna Pfeifer – Ban of rodenticides

Deanna Pfeifer outlined the dangers of rodenticides and the actions being taken to have their use banned in the Province of BC and in various Municipalities. She was available to answer questions from the Committee.

Councillor Sylvia Lindgren will email the Committee the draft resolutions provided by Deanna Pfeifer for consideration at the next meeting.

**5. Old Business / Arising from Minutes****a) Salmon Arm Community Energy & Emissions Plan – work group recommendations top five**

Councillor Sylvia Lindgren is researching funding opportunities for the City of Salmon Arm to hire a Climate Coordinator to work with the Environmental Advisory Committee.

**b) Review of EAC working group for Eco Fair/Education**

Julia Beatty and Janet Pattinson will be in coordination of an Eco Fair and report back to the Environmental Advisory Committee.

Amy Vallerarino left the meeting at 10:15 a.m.

**c) Climate Action Update**

There were no updates provided.

**6. New Business****a) Revised Terms of Reference**

Councillor Lindgren outlined the revisions to the Terms of Reference as approved by Council at the Regular Council Meeting of January 11, 2021. The membership of the Committee will consist of 13 members.

**7. Other Business &/or Roundtable Updates****8. Next Meeting – February 19, 2021**

## 9. Adjournment

Moved: Julia Beatty

Seconded: Pauline Waelti

THAT: the Environmental Advisory Committee meeting of January 15, 2021 be adjourned.

The virtual meeting ended at 10:24 a.m.

---

Councillor Sylvia Lindgren, Chair

Received for information by Council the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Item 7.3

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Downtown Parking Commission Meeting Minutes of January 19, 2021, 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 by electronic means on **Tuesday, January 19, 2021.**

### **PRESENT:**

Regan Ready	Member at Large
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Cathy Ingebrigston	Member at Large
Gerald Foreman	Downtown Salmon Arm Representative
Jacquie Gaudreau	Downtown Salmon Arm Representative
June Stewart	Downtown Salmon Arm Representative
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works
Jenn Wilson	Resource Personnel, City Engineer

### **ABSENT:**

Chad Eliason	Councillor, City of Salmon Arm, Chair
Linda Thompson	Downtown Salmon Arm Representative

### **GUEST:**

The meeting was called to order at 8:00 a.m. by Robert Niewenhuizen.

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

Moved: Jacquie Gaudreau

Seconded: June Stewart

THAT: the Downtown Parking Commission Meeting Agenda of January 19, 2021 be approved as circulated.

CARRIED UNANIMOUSLY

4. APPROVAL OF MINUTES FROM NOVEMBER 17, 2020

Moved: Vic Hamilton

Seconded: Jacquie Gaudreau

THAT: the Downtown Parking Commission Meeting Minutes of November 17, 2020 be adopted as circulated.

CARRIED UNANIMOUSLY

5. OLD BUSINESS ARISING FROM MINUTES

6. NEW BUSINESS

a. 2021 Meeting Calendar

The 2021 Downtown Parking Commission Meeting Calendar was reviewed and accepted as presented.

b. 2021 Chairperson Schedule

The 2021 Chairperson Schedule was reviewed and accepted as presented.

c. Member at Large Term expiry – February 27, 2021

It is recommended that Cathy Ingerbrigston, Regan Ready, Bill Laird and Vic Hamilton extend their Member at Large term for another two years to maintain consistency through planning processes.

Moved: Gerald Foreman

Seconded: Jacquie Gaudreau

THAT: Cathy Ingerbrigston, Regal Ready, Bill Laird and Vic Hamilton extend their Member at Large Term for a further two years from February 27, 2021 to February 27, 2023.

CARRIED UNANIMOUSLY

d. Downtown Parking Plan Progress Report

A draft of the Downtown Parking Plan may be available prior to the next meeting of the Downtown Parking Commission.

7. OTHER BUSINESS

a. Parking Enforcement

Bill Laird and Jacquie Gaudreau are dealing with staff members parking downtown and note issues with enforcement and consequences. Hiring of two Bylaw Officers is recommended. Downtown Salmon Arm requests part-time roaming enforcement. It is noted that the Salmar Theatre Parking lot has been



7. OTHER BUSINESS - continued

available all year. Advertising of available parking and increased enforcement is recommended.

8. NEXT MEETING - Tuesday, February 23, 2021

The next meeting of the Downtown Parking Commission will be Tuesday, February 23, 2021. Chairperson will be Vic Hamilton.

9. ADJOURNMENT

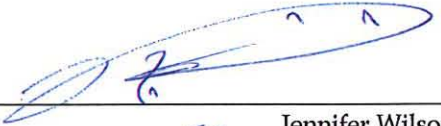
Moved: Vic Hamilton

Seconded: Regan Ready

THAT: the Downtown Parking Commission Meeting of January 19, 2021 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned 8:30 a.m.

  
\_\_\_\_\_  
For Jennifer Wilson  
City Engineer

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

Item 7.4

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of January 4, 2021, be received as information.

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

Minutes of the Meeting of the Active Transportation Task Force held by electronic means on Monday, January 4, 2021 at 10:00 a.m.

### PRESENT:

Mayor Alan Harrison  
Councillor Tim Lavery  
Phil McIntyre-Paul  
Lindsay Wong  
Marianne VanBuskirk  
David Major  
Joe Johnson  
Anita Ely  
Kristy Smith  
Lana Fitt  
Blake Lawson  
Steve Fabro  
Kathy Atkins  
Camilla Papadimitropoulos  
Gary Gagnon  
Chris Larson  
Jenn Wilson  
Barb Puddifant

City of Salmon Arm, Chair  
City of Salmon Arm, Chair  
Shuswap Trail Alliance  
Downtown Salmon Arm  
School District No. 83  
Shuswap Cycling Club  
Greenways Liaison Committee  
Interior Health  
Social Impact Advisory Committee  
Salmon Arm Economic Development Society  
Citizen at Large  
Citizen at Large  
Citizen at Large  
Citizen at Large  
Citizen at Large  
City of Salmon Arm, Planner  
City of Salmon Arm, City Engineer  
City of Salmon Arm, Recorder

### ABSENT:

Louis Thomas  
Gina Johnny

Councillor, Neskonlith Indian Band  
Councillor, Adams Lake Indian Band

### GUESTS:

The meeting was called to order at 10:03 a.m.

#### 1. Call to Order, Introductions and Welcome

#### 2. Acknowledgement of Traditional Territory

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

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

The Agenda for the February 1, 2021 Active Transportation Task Force Meeting was approved by general consensus of the Task Force members.

**4. Approval of minutes from January 4, 2021**

Moved: Joe Johnson

Seconded: Steve Fabro

THAT: The minutes of the Active Transportation Committee Meeting of January 4, 2021 be approved.

CARRIED UNANIMOUSLY

**5. Presentations****6. Old Business / Arising from Minutes****7. New Business**

a) January 11, 2021 presentation to Council – Thoughts/Reflections

Mayor Harrison thanked Blake Lawson and the Task Force members for their contributions to the presentation to Council on January 11, 2021. Marianne VanBuskirk commented that the content of the presentation captured the contributions of the Task Force members. Councillor Lavery spoke regarding Council's positive reaction to the presentation and that the broad spectrum presented provided valuable information and represented the goal of the Task Force.

b) ATTF process so far – What information might be needed for the table at large?

Councillor Lavery spoke regarding anticipated upcoming grant applications based on the timing of the Provincial Budget. David Major suggested a summary of current and upcoming Active Transportation projects for Salmon Arm. The summary could include information on the 2121 Greenways plan including the Westbay trail, Economic Development Society and Downtown Salmon Arm contributions and plans as well as the progress of the wayfinding grant submitted by Economic Development Society.

c) Next steps

The Task Force members discussed ways in which to prepare for upcoming grants. Previous grant application forms can be viewed on the Task Force Trello platform to assist the Task Force to prepare for the 2021 grant application. Councillor Lavery suggested that the Task Force form small sub-groups to compile information in readiness for the grant application. Each sub-group would then report back to the Task Force at a regular meeting.

d) How often to meet in the next phase? Length of future meetings?

The Task Force will meet once monthly for the foreseeable future with the sub-groups meeting in between regular monthly meetings. The meetings will be 90 minutes starting at 10:00 a.m. The meetings for March, April and May will be as follows:

Monday, March 1;  
Tuesday, April 6; and  
Monday, May 3

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

**9. Next Meeting – March 1, 2021**

**10. Adjournment**

The Active Transportation Task Force Meeting of February 1, 2021 be adjourned by general consensus of the Task Force members.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:53 a.m.

---

Mayor Alan Harrison, Co-Chair

---

Councillor Tim Lavery, Co-Chair

Received for information by Council the      day of      , 2021.

Item 7.5

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of February 1, 2021, 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 by electronic means on **Monday, February 1, 2021** at 2:00 p.m.

**PRESENT:**

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

**ABSENT:**

Deborah Chapman, R.J. Haney Heritage & Museum

**GUESTS:**

The meeting was called to order at 2:00 p.m.

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

The Agenda for the February 1, 2021 Community Heritage Commission Meeting was approved by general consensus of the Commission.

4. **Approval of Minutes of January 4, 2021 Community Heritage Commission Meeting**

Moved: Pat Kassa  
Seconded: Cindy Malinowski  
THAT: the minutes of the Community Heritage Commission Meeting of January 4, 2021 be approved.

**CARRIED UNANIMOUSLY**

**5. Old Business / Arising from minutes****a) Community Heritage Awards**

Mary Landers confirmed that the recipients of the 2021 Community Heritage Awards have responded and will accept the awards at the February 8, 2021 Regular Council Meeting at 7:00 p.m. Councillor Cannon will contact each recipient to discuss the presentation procedure and Mary Landers will arrange to deliver the framed certificates and take a photo of the recipients in front of their building to promote heritage in the community. Pat Kassa and Maureen Shaffer will put together a slide show of the properties for the presentation.

**b) Heritage Week Update**

The Commission is not able to host a display at Piccadilly Mall this year due to COVID-19. The On This Spot App will be promoted on the City's social media and website.

**c) Maintenance for Existing Plaques**

Moved: Mary Landers

Seconded: Pat Kassa

THAT: the Commission approves the maintenance to the plaques at the CPR building, Seniors Centre and the Wharf at an approximate cost of \$900.00.

CARRIED UNANIMOUSLY

**c) Heritage Inventory**

Pat Kassa & Linda Painchaud continue to work on the Heritage Inventory.

**6. Other Business &/or Roundtable Updates****a) Seniors Drop-in Centre - 31 Hudson Avenue NE**

Councillor Cannon will work with City staff to determine what works, if any, have been done on the foundation of the Seniors Drop-in Centre and report back to the Commission at the next meeting.

**7. Next Meeting**

March 1, 2021 at 2:00 p.m.



Minutes of the Community Heritage Commission of Monday, February 1, 2021

8. **Adjournment**

The meeting adjourned at 2:29 p.m.

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Debbie Cannon, Chair

Received for information by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2020

Item 8.1

## CITY OF SALMON ARM

Date: February 8, 2021

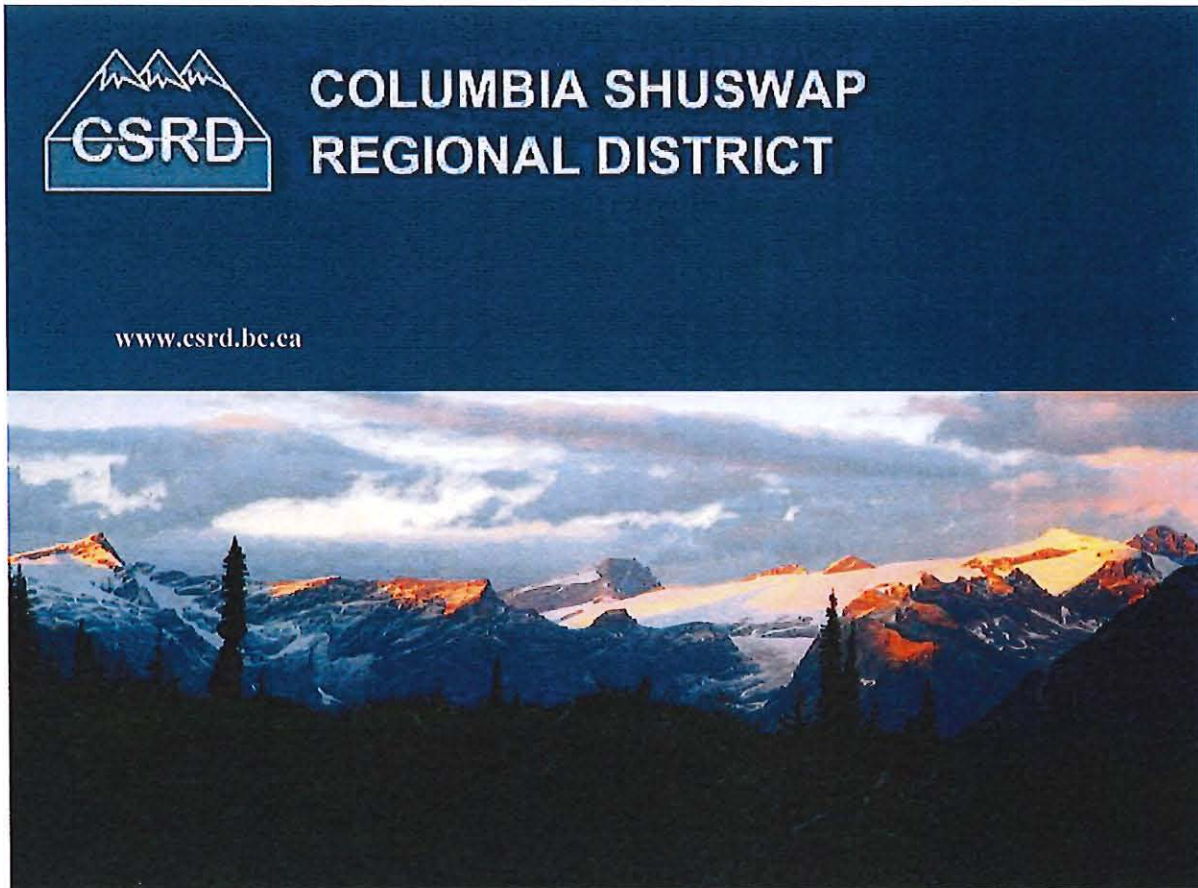
### Board in Brief – January 2021

#### 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:** January-28-21 1:22 PM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - January 2021



## #YourCSRD - January 2021

January 2021



**Web version**

## Highlights from the Regular Board Meeting

## Correspondence

### SILGA 2021 Convention

The Southern Interior Local Government Association (SILGA) has issued its annual request for resolutions. CSRD Directors will submit any proposed resolutions to staff for review and discussion at the February Board meeting.



### City of Salmon Arm Appointees to CSRD Board (December 15, 2020)

The City of Salmon Arm confirmed a change in its appointed Directors. Councillors Kevin Flynn and Tim Lavery were appointed as Municipal Directors. Councillor Louise Wallace Richmond was appointed as the alternate for Councillor Flynn and Councillor Debbie Cannon was appointed as the alternate for Councillor Lavery. **See media release.**

### Virtual Meeting with MLA Kylo

The Board accepted an invitation from MLA Greg Kylo to meet with them and discuss areas of interest to Directors. A date for the meeting will be arranged.

## Business General

### CSRD Policy A-80 Return to Work COVID-19 Recovery Plan Policy Amendment

The Board endorsed Policy No. A-80 "Return to Work Covid-19 Recovery Plan Policy" and approved its inclusion into the CSRD Policy manual. This motion was primarily an update to better align with the timeframe of the COVID-19 pandemic and to improve clarity by incorporating language that has been set out by the Province. **View report. View policy.**

### Regular Board Meeting Live-streaming and Recording Update

The Board approve the continued use of the Zoom video-conferencing to live-stream and record Regular Board meetings for the foreseeable future. **View report. View media release.**

### Anti-Racial Discrimination and Anti-Racism Policy A-82

The Board endorsed the "Anti-Racial Discrimination and Anti-Racism Policy A-82" and approved its inclusion into the CSRD Policy Manual. **View report. View policy. View media release.**

### Change of Appointment - SIR Board for 2021

Due to the change in the City of Salmon Arm Director appointments, the Board endorsed the appointment of City of Salmon Arm Director Tim Lavery to serve on the 2021 Sterile Insect Release Board.

## Business General & Business by Area

### Grant-in-Aid Requests

The Board approved allocations to organizations to Electoral Areas C, D, E and F from the 2021 electoral grants-in-aid. **View report.**

### Electoral Area A: Community Works Fund – Energy Efficient Upgrades for the Golden and District Curling Rink

The Board approved the use of Community Works Funds in the amount of \$10,000 for energy efficient upgrades to the Golden and District Curling Rink facility. This will allow for lighting upgrades to LED lighting while the facility is closed due to the COVID-19 pandemic. **View report.**

### Electoral Area A: Golden and District Recreation Centre Management Agreement

The Board agreed to enter into an agreement with the Town of Golden for the management of the Golden and District Recreation Centre for a one-year term until December 31, 2021. **View report.**

### Electoral Area A: Golden and Electoral Area A Emergency Management Services Agreement.



The Board agreed to enter into an agreement with the Town of Golden for the provision of emergency management services for the Town of Golden and Electoral Area A for a one-year term expiring on December 31, 2021. **View report.**

**Electoral Area B: Revelstoke Landfill Septage Receiving Facility**

Ben Van Nostrand, Team Leader, Environmental Health Services, gave the Board a verbal report regarding the required closure of the Revelstoke Landfill Septage Facility and the implications of this shut down.

**Administration bylaws**

**Economic Development (Electoral Areas 'C', 'D', and 'F') Service Amendment Bylaw No. 5808, 2020**

The CSRD Board adopted the bylaw amendment which removes Electoral Area E from the regional economic development service. **View bylaw.**

**Delegations**

**South Shuswap Chamber of Commerce**

Lynn Ewart, President, South Shuswap Chamber of Commerce and Karen Brown, Executive Director, South Shuswap Chamber of Commerce presented the Board with a summary of 2020 accomplishments. **View presentation.**



## LAND USE MATTERS

**Development Permits (DPs), Temporary Use Permits (TUPs) & Development Variance Permits (DVPs)**

**Electoral Area B: Temporary Use Permit 850-12 (Swan)**

The subject property is located on Airport Way, south of the City of Revelstoke. The applicant is applying for a three-year Temporary Use Permit (TUP) to allow a four bedroom year-round vacation rental on the subject property. The Board approved the TUP with a series of conditions regarding insurance, the registration of Section 219 covenant, proof of water quality and the submission of a performance report on the onsite sewer system. **View report.**

**Electoral Area F: Development Variance Permit No. 825-33 (Simpson)**

The subject properties are lots 106 Simpson Road, Lee Creek. The applicant proposed to vary the side parcel boundaries from 4.5 m to 2 m and the interior side parcel boundaries for accessory

buildings from 3 m to 2 m for Lots 1-6. As CSRD Director Jay Simpson is the owner and applicant, he declared a conflict of interest and left the meeting for the duration of this agenda item. The Board approved the DVP. **View report.**

**Electoral Area C: Development Variance Permit No. 641-43 (Turner)**

The owner of the subject properties on Roberge Road in Tappen made application for subdivision to create five 0.8 ha lots along with two remainder parcels of approximately 1.3 ha and 15.1 ha. A variance is being requested to allow five lots to be created utilizing on-site sewage disposal and water servicing that are less than 1 ha in area. Due to concerns with parcel size, sewage disposal and servicing, the Board voted to deny the DVP. **View report.**

**Electoral Area A: Development Variance Permit No. 641-41A (Smith et al.)**

The owners of the subject properties, located at 4150 Thomas Road in Parson, applied for a boundary adjustment subdivision. They have also made a Development Variance Permit (DVP) application requesting that all servicing requirements related to sanitary sewage disposal, access to property and proof of water be waived for this proposed subdivision. The Board approved the DVP, but withheld issuance until Section 219 Covenants dealing with water quality and access are registered on title. **View Report.**

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

**Electoral Area B: Electoral B Official Community Plan Amendment (F. Linden Logging Co. Ltd.) Bylaw No. 850-13 and Electoral Area B Zoning Amendment (F. Linden Logging Co. Ltd.) Bylaw No. 851-18**

The owners of property at 4545 Highway 31, Trout Lake are applying to amend the Official Community Plan and zoning designations to subdivide the subject property into one lot plus a remainder. The applicant has offered a Section 219 covenant to limit the subdivision to a total of two parcels. Following approval from the Ministry of Transportation and the registration of a Section 219 covenant, the Board adopted the amendment. **View report.**

**Electoral Area F: Anglemont Zoning Amendment (Sahm) Bylaw No. 650-18**

The applicant applied to convert the second floor of an aircraft hangar located at 7872 Golf Courser Road in Anglemont for use as a dwelling unit. An amendment to Anglemont Zoning Bylaw No. 650 is required because dwelling units are not permitted in the P-4 Recreation Zone. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. **View report.**

**Electoral Area F: Electoral Area F Official Community Plan Amendment (Dodge) Bylaw No. 830-21 and Scotch Creek/Lee Creek Zoning Amendment (Dodge) Bylaw No 825-42**

The owners of the subject property, located at 1722 Lee Creek Drive, would like to subdivide the subject properties into nine lots with a minimum lot area of 2 ha. The applicant is proposing to amend the OCP designation from RSC – Rural Resource to RR – Rural Residential and amend the zoning designation from RU1 - Rural 1 to CR - Country Residential. The Board gave the amendment second reading and delegated a public hearing. **View Report.**

**Electoral Area C: Electoral Area C Official Community Plan Amendment (Strata KAS3333) Bylaw No. 725-19, South Shuswap Zoning Bylaw Amendment (Strata KAS3333) Bylaw No. 701-98**

Strata Plan KAS3333 is a strata with 10 dwelling units located at 2802 Henstridge Rd, Sorrento. The owners are applying to amend the Electoral Area C Official Community Plan Bylaw No. 725 to allow the existing dwelling unit density and amend the South Shuswap Zoning Bylaw No. 701 by rezoning the strata properties from the C1 – Village Core Commercial Zone to the R2 – Medium Density Residential Zone. The Board gave the amendment second reading and delegated a public hearing. **View report.**

**Electoral Area E: Rural Sicamous Land Use Amendment (Hyde Mountain) Bylaw No. 2070**

The owners of Hyde Mountain Golf Course are applying to amend the Rural Sicamous Land Use Bylaw No. 2000 to allow a subdivision of up to 151 number bare land strata lots with a minimum parcel size of 180 m<sup>2</sup> for seasonal accommodation of recreational vehicles (RVs) on a 6.6 ha

portion of the properties. The amendment would also confirm that a helicopter tour business can operate on the golf course properties. The proposed amendment would create a new area (Area 9) within the CD1 – Comprehensive Development Zone 1 – Hyde Mountain. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. The applicant was also directed to hold a public information meeting in the area to explain the proposal. **View report.**

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

The following resolutions were released from the In-Camera session of the January 21, 2021 meeting:

#### **Shuswap Tourism Advisory Committee Appointment**

Carly Procyshyn was appointed to the Shuswap Tourism Advisory Committee representing the District of Sicamous.

#### **Appointment Term Extension for Sorrento-Blind Bay Incorporation Committee Members**

The appointment term for the following appointees to the Sorrento-Blind Bay Incorporation Advisory Committee be extended from February 28, 2021 to October 31, 2021 or upon completion of the Final Report Incorporation Study, which ever occurs first:

- Brian Butcher (Blind Bay)
- Patrick Earley (Blind Bay)
- Rose Fritz (Blind Bay)
- Sandra Heschuk (Sorrento)
- Lorrie Kelsey (Blind Bay)
- Darlene Lincoln (Blind Bay)
- Tracy Lundberg-Schimpf (Blind Bay)
- Michael Shapcott (Sorrento)
- John Smith (Blind Bay)
- Larry Stephenson (Blind Bay)
- Tim Van Den Heuvel (Blind Bay).

### **NEXT BOARD MEETING**

The Regular CSRD Board Meeting will be held Thursday, February 18, 2021 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Any scheduling changes to the start time will be noted on the events tab of the CSRD's webpage. Currently, the public is not allowed to attend Board meetings in person, but can view the meetings electronically. Information on how to register will be available on the Events tab of the CSRD website as of Friday, February 12, 2021.

At this time, it is unknown whether regulations from the Provincial Health Officer will be changed to allow for in-person attendance by February 18, 2021. The CSRD will update their website with new information as it becomes available.



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

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

Item 9.1

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council be appointed as members of the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll Review Panel;

AND THAT: the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday March 8, 2021 at 7:00 p.m.

### Vote Record

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

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



## **CITY OF SALMON ARM**

---

To: Mayor Harrison and Members of Council  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Date: February 2, 2021  
Subject : Court of Revision

---

### Recommendation

That Council be appointed as members of the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll Review Panel.

And that the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday, March 08, 2021 at 7:00 p.m.

### Background

In accordance with Section 204 of the Community Charter, the Tax Roll Review Panel must consider any complaints respecting the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll and must authenticate the rolls in accordance with this Division.

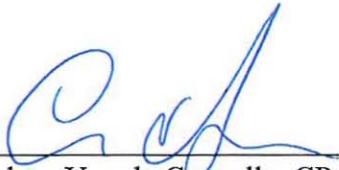
For the purposes of this Division, the Council must:

- a) appoint at least three persons as the members of the Parcel Tax Roll Review Panel;
- b) establish the time and place for the sitting of the panel, and;
- c) have advance notice of the time and place published in accordance with Section 94 of the Community Charter (public notice).

Pursuant to Section 205(1) of the Community Charter, a person may make a complaint to the Parcel Tax Roll Review Panel on one or more of the following grounds:

- a) there is an error or omission respecting a name or address on the parcel tax roll;
- b) there is an error or omission respecting the inclusion of a parcel;
- c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- d) an exemption has been improperly allowed or disallowed.

Pursuant to Section 205 (2) of the Community Charter, a complaint must not be heard by the Parcel Tax Roll Review Panel unless written notice of the complaint has been given to the municipality at least 48 hours before the time set for the first sitting of the review panel. The Parcel Tax Roll Review Panel may direct the correction of the parcel tax roll respecting any matter referred to under Section 205(1).



Chelsea Van de Cappelle, CPA  
Chief Financial Officer

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Item 9.2

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council authorize staff to proceed with next steps for the Waste Pollution Control Centre Stage IV expansion on the existing site located at 121 Narcisse Street NW.

### Vote Record

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

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

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: January 21, 2021

SUBJECT: **WPCC SITE SELECTION RESULTS AND RECOMMENDATION**

### **STAFF RECOMMENDATION**

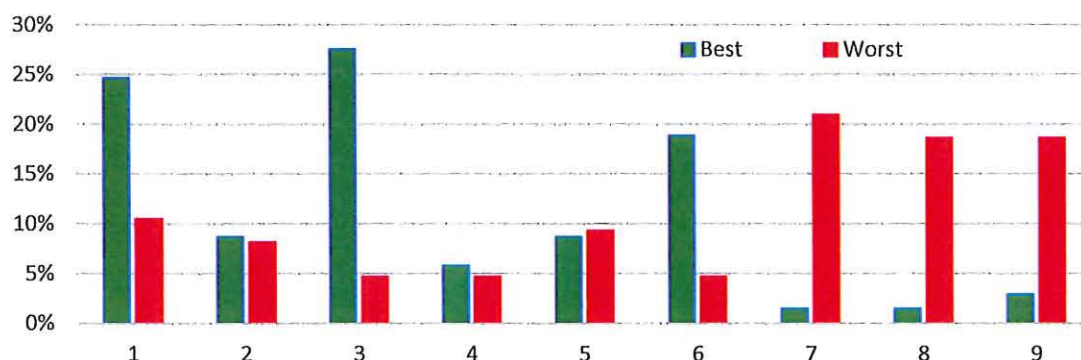
**THAT: Council authorize staff to proceed with next steps for the WPCC Stage IV expansion on the existing site located at 121 Narcisse Street NW.**

### **BACKGROUND**

The City engaged WSP Canada Inc. to complete a Site Selection Study for the Stage IV expansion of the WPCC further to commitments contained within the City's Liquid Waste Management Plan.

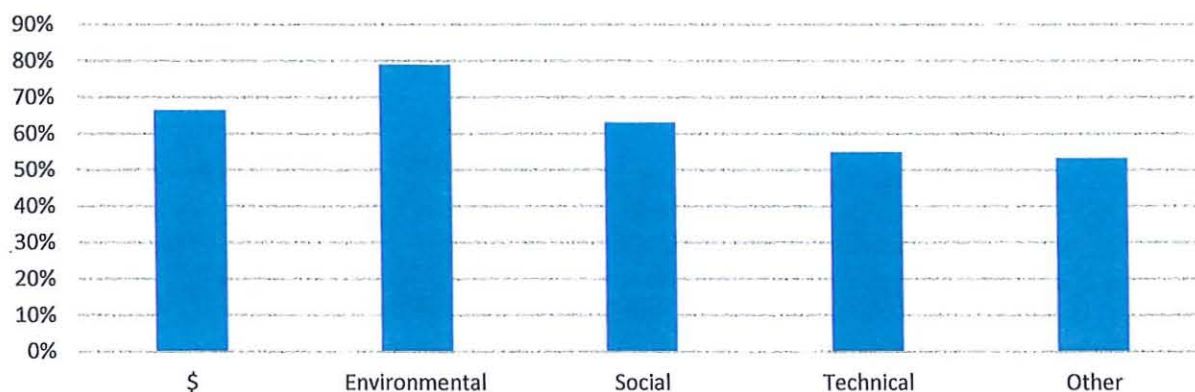
A long list of nine (9) potential sites was compiled by staff (Refer to map attached as Appendix A). WSP completed a high level assessment of each, summarized in a memorandum dated December 20, 2019. The material contained within the memorandum was presented in a public open house on February 13, 2020 for community input.

The open house was well attended; however, the City only received thirty-two (32) responses to the Open House #1 Survey. The input received at Open House #1 is summarized below in Figures 1 and 2.



**Figure 1: Open House #1 Feedback - Best and Worst Sites for further evaluation**



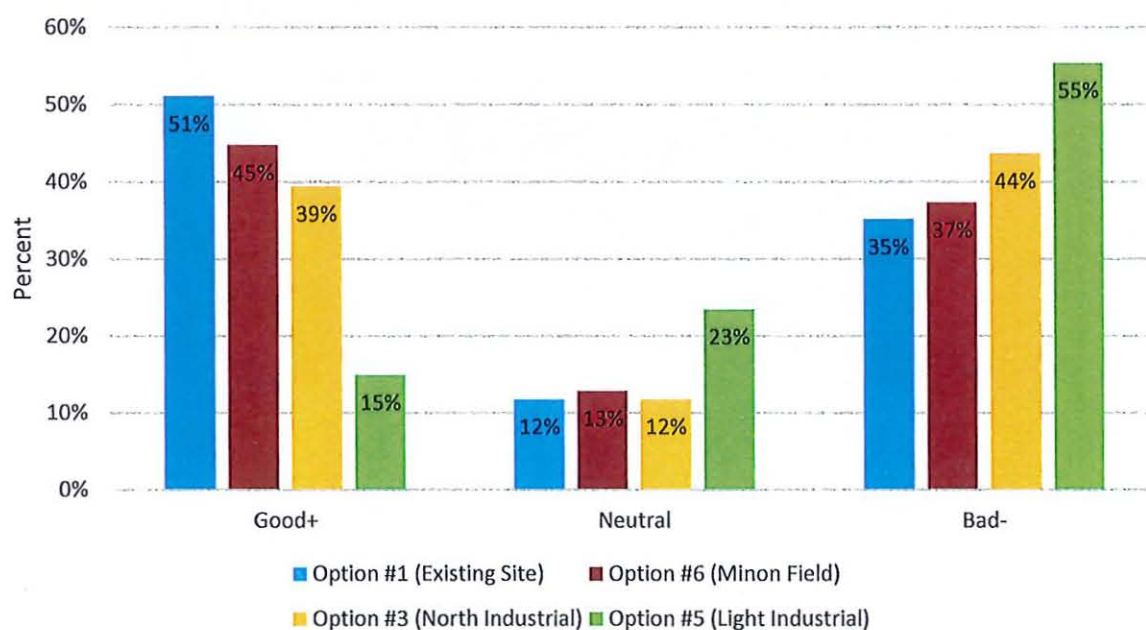


**Figure 2: Open House #2 Feedback – Importance of each evaluation criteria**

Feedback from the Open House was used to narrow the site selection down to four (4) sites; Site 1 – Existing Site, Site 3 – North Industrial Park, Site 5 – Light Industrial Park and Site 6 – Minion Field. These four sites underwent a more detailed evaluation based on environmental, social, technical and cost considerations and were summarized in a memorandum from WSP dated May 27, 2020. A summary of the evaluations are presented in Appendix 2 – Table 6 Summary of Wastewater Treatment Plant Site Options.

Due to the onset of COVID a digital presentation of the material contained within the memorandum was posted to the City website along with a survey soliciting public feedback and a heavy advertising campaign was undertaken to alert the public to the Digital Open House #2. The digital forum appeared to garner more participants than a traditional Open House; however, did not easily allow for follow up questions and conversations.

The City received ninety-four (94) responses to the Open House #2 Survey. The input received at Open House #2 is summarized below in Figure 3.



**Figure 3: Summary of Open House #2 survey responses**

Those who chose Option #1 as a “good” or “excellent” option indicated the cost as being the most influential parameter/aspect in their decision-making process. Respondents not in favour of this option were mainly concerned about odour and environmental effects - primarily discharging the sewage into the lake.

It should be noted that due to the moratorium of new outfalls into Shuswap Lake, the outfall remains where it is for all options and therefore environmental concerns associated with discharging to the lake will not be resolved. While potentially possible to introduce effluent irrigation at a couple of the sites, this requires substantially more infrastructure for storage and distribution, is not viable during winter and rainy shoulder seasons (still requiring an outfall to Shuswap Lake) and introduces concerns regarding aquifer contamination.

The odour risk can be reduced by implementing stringent and new odour control measures which have been included in the cost estimate. This includes replacing the majority of the remaining open-air processes.

The high-level cost estimates presented in the Short List Memorandum range from \$50 – 116 million dollars. The City's reserves including DCC's will cover a small percentage of the upgrade; however, the City will be required to borrow the vast majority of funding. It is noted that borrowing in the amounts required for Site 3, 5 and 6 are likely out of the capability of the City.

### **STAFF COMMENTS**

Further to reviewing all public input and memorandum's completed by WSP, it is Staff's position that moving forward with expanding the WPCC at the existing site is the most prudent option for the citizen's of Salmon Arm.



**Figure 4:** Existing WPCC site on Narcisse St



Feedback from the consultation process clearly indicated two major concerns with keeping the WPCC at the existing location: environmental concerns and social considerations (smell and proximity to the plant). The feedback also clearly indicated that cost was a significant factor to be considered in the site selection.


The environmental consequences of moving the plant are actually increased due to increased energy usage for pumping. As previously noted, all options require the same outfall into Shuswap Lake and all treatment parameters of our operating permit will be consistent.

The cost differential to move the WPCC is so substantial that moving the plant is likely outside the financial capacity of the City. Staff would suggest although significant improvements to odour control are already included in the estimate, if necessary it would be better to use a portion of the differential in funds to address concerns at the existing site rather than abandon existing infrastructure with significant remaining life.

Staff therefore recommend that Council authorize staff to proceed with the next steps for the WPCC Stage IV expansion at the existing site. Next steps include:

- Process Selection (regardless of location selected)
- Potentially a pilot of preferred process if different than the existing process
- Updating the City's Financial Plan
- Detailed Design
- Tender and Construction

Respectfully submitted,



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Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

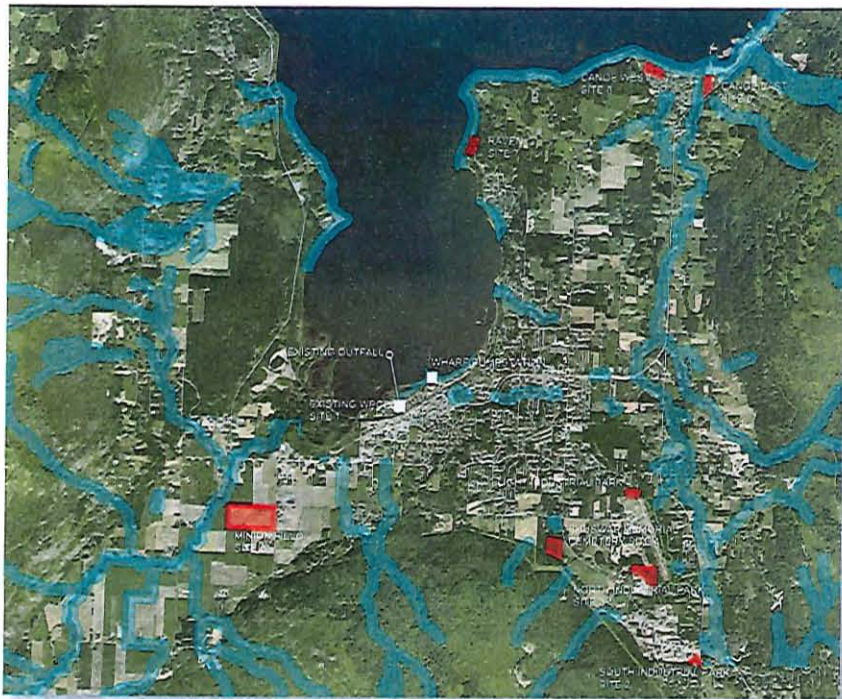


Table 6 - Summary of Wastewater Treatment Plant Site Options

SITE OPTION	TOTAL WWTP CAPITAL COST*	WWTP CAPITAL COST	CONVEYANCE CAPITAL COST	ANNUAL O&M	20-YEAR NET PRESENT VALUE	ADVANTAGES	DISADVANTAGES	RISKS
#1: Existing WPCC	\$50,100,000	\$48,300,000	\$1,800,000	\$1,000,000	\$63,200,000	<ul style="list-style-type: none"> <li>— Modifications to the conveyance infrastructure are not required.</li> <li>— Existing outfall can be used without additional pumping;</li> <li>— Minimum construction works through the whole city;</li> <li>— Good access to the site from the Lakeshore Dr. NW.;</li> <li>— Continued use of the existing equipment and facilities;</li> <li>— Less capital and O&amp;M costs;</li> </ul>	<ul style="list-style-type: none"> <li>— Covering and high-level odour control system implementation is required;</li> <li>— The route to the landfill goes through the residential area on the east part of the City;</li> <li>— Close to residential and commercial development. The closest resident is 70 metres away, and the closest commercial neighbour is 30 metres away;</li> <li>— Challenges associated with upgrading of existing infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>— Flood risk. The site elevation level is below the flood level prediction (1-3 m). Floodproofing of new facilities may be required;</li> <li>— Some odour risks due to site proximity to residential and commercial neighbourhoods</li> </ul>
#3: North Industrial Park	\$116,200,000	\$93,700,000	\$22,500,000	\$1,300,000	\$132,800,000	<ul style="list-style-type: none"> <li>— Close to the landfill – 300 m;</li> <li>— Industrial zone location, minimal impact on a residential area;</li> <li>— No flood risk;</li> <li>— Less requirement for odour control;</li> <li>— City-owned land with enough space for future expansion;</li> <li>— Minimum impact on environmentally sensitive areas</li> </ul>	<ul style="list-style-type: none"> <li>— +190 m site elevation would incur additional pumping cost;</li> <li>— New conveyance infrastructure required;</li> <li>— Greenfield WWTP required, no reuse of existing treatment infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>— Significant new infrastructure increases cost risk.</li> </ul>
#5: Light Industrial Park	\$115,100,000	\$93,800,000	\$21,300,000	\$1,300,000	\$131,700,000	<ul style="list-style-type: none"> <li>— Industrial zone location with a minimum impact from transporting biosolids;</li> <li>— No flood risk;</li> <li>— Minimum impact on environmentally sensitive areas.</li> </ul>	<ul style="list-style-type: none"> <li>— Site-level location (+180m) requires increased Pump Station pressure and therefore extra operational expense;</li> <li>— Land would have to be purchased;</li> <li>— New conveyance infrastructure is required. 2/3 of the new conveyance system goes through an area with significant existing infrastructure;</li> <li>— New Greenfield WWTP required (no reuse of existing treatment infrastructure).</li> <li>— Close to residential development. The closest resident is 70 metres away</li> </ul>	<ul style="list-style-type: none"> <li>— Significant new infrastructure increases cost risk.</li> </ul>
#6: Minion Field	\$101,300,000	\$92,900,000	\$8,400,000	\$1,100,000	\$114,700,000	<ul style="list-style-type: none"> <li>— This site does not require significant routing of conveyance infrastructure through residential areas;</li> <li>— Convenient access to the site; the location is remote from residential areas;</li> <li>— Minimum additional operational costs for pumping;</li> <li>— Minimum impact on citizens during the construction period;</li> <li>— City-owned property</li> </ul>	<ul style="list-style-type: none"> <li>— New Greenfield WWTP required, no reuse of existing treatment infrastructure.</li> <li>— New conveyance system for influent and effluent lines;</li> <li>— Truck route to the landfill goes through the city;</li> <li>— Treated effluent would be pumped to the existing outfall (two-way pumping);</li> </ul>	<ul style="list-style-type: none"> <li>— Significant new infrastructure increases cost risk.;</li> <li>— Flood risk. The site elevation level is below the flood level prediction (1-3 m). Floodproofing of new facilities may be required</li> <li>— Agriculture Land Reserve requires permission from Agricultural Land Commission for alternate use;</li> </ul>

\* Total WWTP Capital Cost includes WWTP capital cost and conveyance system capital cost

# SUMMARY OF SITE OPTIONS



	\$	🍃	👥	🔧	?
Site 1 EXISTING WPCC	\$	🍃	👥	🔧	?
Site 2 SOUTH INDUSTRIAL PARK	\$	🍃	👥	🔧	?
Site 3 NORTH INDUSTRIAL PARK	\$	🍃	👥	🔧	?
Site 4 SHUSWAP CEMETERY	\$	🍃	👥	🔧	?
Site 5 LIGHT INDUSTRIAL PARK	\$	🍃	👥	🔧	?
Site 6 MINION FIELD	\$	🍃	👥	🔧	?
Site 7 RAVEN	\$	🍃	👥	🔧	?
Site 8 CANOE WEST	\$	🍃	👥	🔧	?
Site 9 CANOE EAST	\$	🍃	👥	🔧	?

LEGEND:    🍃 Low Risk    🍃 Medium Risk    🍃 High Risk

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## Item 9.3

**CITY OF SALMON ARM**Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: the contract for the collection and disposal of biosolids from the Water Pollution Control Centre be extended for a period of 4 months, from January 1<sup>st</sup> to April 30<sup>th</sup>, 2021 based on the quoted price of SCV Waste Solutions, outlined in the staff report dated February 2, 2021.

**Vote Record**

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

Opposed:

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





File: 5360.10

---

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jon Mills, Engineering Assistant

DATE: February 2, 2021

SUBJECT: **CONTRACT EXTENSION – BIOSOLIDS COLLECTION AND DISPOSAL**

---

### **STAFF RECOMMENDATION**

**THAT: The contract for the collection and disposal of biosolids from the Water Pollution Control Centre be extended for a period of 4 months, from January 1<sup>st</sup> to April 30<sup>th</sup>, 2021, based on their quoted prices.**

---

### **BACKGROUND**

The Contract for Biosolids Collection and Disposal Services, for the period of January 1, 2016 to December 31, 2020, was awarded in to Cheap Garbage Services Ltd. in November 2015. In January of 2018, the City was advised that SCV Waste Solutions had taken ownership of Cheap Garbage Services and they assumed the contract with no change in pricing. SCV Waste Solutions is also the City's contractor for residential curbside collection.

The contract covers collection and disposal of biosolids from the Water Pollution Control Centre (WPCC). The bin is currently collected every other day with a monthly cost of approximately \$1500.

The City wishes to extend the contract with SCV Waste Solutions for a period of 4-months, from January 1<sup>st</sup> to April 30<sup>th</sup>, 2021 to allow time to prepare and issue a new request for quotation. SCV has been contacted and they are in agreement to the 4-month extension and have provided the following pricing for this period.

- Bin rental: \$100/month (remains unchanged)
- Fee per pick-up: \$150 (a \$65 per pick-up increase over the current \$95 fee).

The pricing for the 4-month extension represents an additional cost to the City of approximately \$3900.

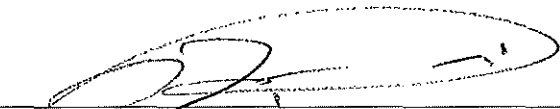
SCV Waste Solutions has indicated that this significant price increase is a result of Cheap Garbage Ltd. having underpriced the original contract. Over the course of the past few years, they indicate that the average time for collection has been between 1 hour 20 minutes and 1 hour 30 minutes, representing a cost of \$160 to \$180 at their normal \$120 per hour rate. As they value their work with the City, they are willing to provide the collections at the rate of \$150.

### **STAFF COMMENTS**

Staff is willing to accept this price increase for the period of 4-months to allow time to obtain competitive pricing and issue a new contract. There are sufficient funds in the WPCC's Biosolids Handling budget to absorb these costs.

Staff recommend the contract with SCV Waste Solutions be extended from January 1<sup>st</sup> to April 30<sup>th</sup>, 2021 at the above noted price increase.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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## Item 9.4

**CITY OF SALMON ARM**Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council approve the award for Drilling Services to Iron Man Directional Drilling Ltd. for the quoted rate of \$165 per lineal meter, at the estimated contact value of \$50,000.00 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of a Directional Drilling Services related to Project No. 2021-44 to authorize sole sourcing of same to Iron Man Directional Drilling Ltd.

**Vote Record**

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

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





File: 2021-44

TO: His Worship Mayor Harrison and Members of Council  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Tim Perepolkin, Capital Works Supervisor  
 DATE: February 2, 2021  
 SUBJECT: **RAVEN FORESHORE FORCEMAIN REPLACEMENT AT 47 AVENUE NE  
 DRILLING SERVICES AWARD**

#### **STAFF RECOMMENDATION**

**THAT:** Council approve the award for Drilling Services to Iron Man Directional Drilling for the quoted rate of \$165 per lineal metre. The estimated contract value to be \$50,000.00 plus taxes as applicable;

**AND THAT:** The City's Purchasing Policy No. 7.13 be waived in the procurement of a Directional Drilling Services related to Project No. 2021-44 to authorize sole sourcing of same to Iron Man Drilling Ltd.

#### **BACKGROUND**

In 2019 the City included \$90,000 in the budget for replacement of approximately 200-300m of existing asbestos concrete sanitary forcemain on the foreshore of Shuswap Lake at 47<sup>th</sup> Avenue NE. Staff proposed installing the new pipe within a SRW adjacent the CP Rail RW, resulting in length reduction and removing the pipeline off the foreshore. Design was completed in-house and FLNRO granted approval, however the property owner at the time would not approve SRW as the property was listed for sale and did not want to encumber it. Unfortunately, nothing was constructed in 2019 or 2020.

In the fall of 2020 staff reviewed option to replace the forcemain within the existing SRW along the foreshore of Shuswap Lake. The necessary re-design and submission to FLNRO was completed, with approval expected after Feb 8, 2021. The proposed construction window is Feb 15 to Mar 31, 2021, during low lake water level and utilizing Directional Drilling to minimize surface disturbance. Staff have been made aware that the adjacent property has sold and are currently working with the new owner on SRW to allow installation adjacent the CP Rail RW as per the original approved design.

Iron Man Directional Drilling from Salmon Arm have quoted a price of \$165per lineal metre for supply and installation for this project. Directional Drilling is a specialized service, with only one reputable Drilling contractor in the Okanagan. Over the past 2 years the City has completed 2 other drilling projects and in both instances the local provider was the successful low bidder. Staff have made every effort including searching the Canadian Trenchless Industry Directory for competitive drilling prices on other projects completed over the past 2 years. Where out of area contractors bid past projects pricing was significantly higher than from the local service provider.

RAVEN FORESHORE FORCEMAIN REPLACEMENT AT 47 AVENUE NE  
DRILLING SERVICES AWARD  
Page 2

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**STAFF COMMENTS**

Iron Man Directional Drilling have worked successfully with the City on multiple Directional Drilling projects. Staff recommend moving forward with the replacement of approximately 300m of sanitary forcemain at 47 Avenue NE.

Iron Man Directional Drilling has indicated they would be available for installation within the proposed construction window of Feb 15 to Mar 31, 2021, subject to FLNRO approval.

There are sufficient funds carried forward to complete this project.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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Item 9.5

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council approve the repairs to the 350 Hp Zone 1 Motor by Electric Motors & Pump Service Ltd. (EMPS) for the quoted a price of \$7,600.00 plus applicable taxes;

AND THAT: Council approve the rebuild and installation of the associated Vertical Turbine pump by Mearl's Machine Works Ltd. for the quoted price of \$23,700.00 plus applicable taxes;

AND FURTHER THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of the works and to authorize sole sourcing of same to Electric Motors & Pump Service Ltd. and Mearl's Machine Works Ltd.

### Vote Record

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

Opposed:

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



File: 2021-09

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TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Gerry Rasmuson, Manager of Utilities  
DATE: February 03, 2021  
SUBJECT: **ZONE 1 MOTOR/PUMP REBUILD – CANOE PUMP STATION**

---

### **STAFF RECOMMENDATION**

**THAT:** Council approve the repairs to the 350 Hp Zone 1 Motor by Electric Motors & Pump Service Ltd (EMPS) and the rebuild of the associated Vertical Turbine pump by Mearl's Machine Works Ltd. EMPS has quoted a price of \$7,600 plus applicable taxes; while Mearl's has quoted a price of \$23,700 plus applicable taxes for the pump rebuild and installation.

**AND THAT:** The City's Purchasing Policy No. 7.13 be waived in the procurement of the works and to authorize sole sourcing of same to EMPS and Mearle's.

---

### **BACKGROUND**

The Canoe Zone 1 Water Pump Station is the focal point of the City's water distribution network, pumping treated water to the system as required to meet daily demands and ensure availability for fire protection. The City utilizes two 350 Hp vertical turbine pumps at the station that alternate operationally providing backup should one fail.

The pumps at this station were installed in 1996 with the last major rebuild of this existing pump occurring in 2003. During day to day operations staff noticed a worsening vibration with this pump and after a diagnostics evaluation by Mearl's we were advised that the pump should be pulled apart and rebuilt.

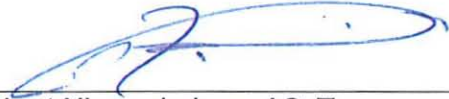
### **STAFF COMMENTS**

EMPS and Mearl's are both specialty contractors in Kelowna that have been providing pumps and maintenance service to the City for many years. Mearl's have been directly involved in reviewing the specifications required for the replacement pump to meet our needs and are the only company we are aware of in the Interior that can rebuild turbine pumps. Similarly, EMPS has established themselves as the primary company in the area to perform rebuilds on large pump motors. As such, staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of the work and the complexity involved in the repairs.



EMPS and Mearl's will work in conjunction to remove, disassemble and complete the required repairs in a timely manner as this is a very high priority site. It should be noted that these quotes are just estimates. With motors especially, the extent of the required repairs is not fully known until disassembly and inspection of the seals and bearings occurs.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, Chief Financial Officer

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Item 9.6

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: the Engineering Services Contract for Phase 2.6 of the Ross Street Underpass Tender Services be awarded to RF Binnie & Associates Ltd. in the amount of \$172,639.00 plus taxes as applicable;

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

### Vote Record

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

Opposed:

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





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

File: ENG2019-36

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TO: His Worship mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: February 2, 2021

SUBJECT: **Award for Engineering Services (Phase 2.6)  
Ross Street Underpass – Engineering Tender Services Award**

---

**RECOMMENDATION:**

**THAT:** The Engineering Services Contract for Phase 2.6 of the Ross Street Underpass Tender Services be awarded to RF Binnie & Associates Ltd. in the amount of \$172,639.00 plus taxes as applicable.

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

**BACKGROUND:**

City Council approved a budget amendment to the Ross Street Underpass project on June 8, 2020 including engineering services, allowing for the award of Phase 2.5 of the engineering services contract to RF Binnie & Associates Ltd. (Binnie). Since the award City Staff have been working with Binnie and Canadian Pacific Railway (CPR) to finalize the underpass and rail designs, agreements and get the project tender ready.

The next steps of the project are listed below and are included in the Phase 2.6 Schedule of Effort prepared by Binnie. The schedule of effort provides a breakdown and hourly rates for these project items:

- Issue Tender Documents to Prequalified Contractors
- Review Tenders, Award Recommendation
- Update of necessary reports, applications and documents
- 3D Geotechnical modeling
- Evaluation of tender submission and award recommendation

Phase 2.6 would be undertaken under the same Terms and Conditions that were agreed in previous Phases.

### **STAFF COMMENTS**


This is a very complex project and as we move forward with the varied components additional works are being realized in order to manage the project risks. The due diligence being put into the detailed design may help mitigate any costly overages during the construction phase of the project.

The funding agreement with CPR is very close to completion and the project must keep moving in order to meet critical path tasks on the tender and construction schedules for work to commence this year.

The overall cost for the Engineering Design and Tender Services is well within the approved \$1,520,102.00 project budget for engineering services. Current estimates suggest that the total engineering fees may be slightly over the total approved engineering budget upon award of the contract administration work (Phase 3). However the project as a whole is still within the existing total budget. Budget adjustments would be brought forward to Council upon award of the Tender and Phase 3 engineering if necessary.

Staff have thoroughly reviewed the proposal and above fees and recommend award of the Engineering Services Contract for Phase 2.6 of the Ross Street Underpass Tender Services to RF Binnie & Associates Ltd. in the amount of \$172,639.00 plus taxes as applicable.

Respectfully submitted,

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

cc Chelsea Van De Cappelle, Chief Financial Officer

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Item 10.1

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4436 be read a first, second and third time.

[Sidewalk Café Program]

### 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 and Members of Council  
Date: August 17, 2020  
Subject: Fee for Service Amendment – Sidewalk Café Extension Program

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**Recommendation**

THAT: Bylaw No. 4436 cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4436" be given 3 readings.

**Background**

In 2020, Council authorized the waiving of the Sidewalk Café Application and Permit Fee for two (2) businesses for 2021 in response to the COVID 19 pandemic. Due to the concern that this may fall under the general prohibition against assistance to business outlined in the Community Charter, it was recommended that the Fee for Service bylaw be amended to allow for a temporary fee removal. This would "waive" the 2021 fee for all businesses applying for the Sidewalk Café Extension Program. This recommendation was supported by Council during the 2021 budget deliberations.

The attached bylaw proposes to add the applicable Sidewalk Café Fees and Security Deposit to the Fee for Service Bylaw and then to re-instate the Fee's effective January 1, 2022.

Respectfully Submitted,



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Chelsea Van de Cappelle  
Chief Financial Officer

## CITY OF SALMON ARM

### BYLAW NO. 4436

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

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

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

1. Schedule "B" – Appendix 3 – Miscellaneous Fee Schedule of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby amended by the addition of:

15. Sidewalk Café Extension Program (Policy 1.13)	GST Exempt
Application Fee	\$0.00
Security Deposit	\$500.00
Permit Fee	\$0.00

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. TRANSITION PROVISIONS

- 1) Application Fee is amended by deleting "\$0.00" and substituting "\$300.00".
- 2) Permit Fee is amended by deleting "\$0.00" and substituting "\$150.00 per parking stall".

5. EFFECTIVE DATE

This bylaw shall come into full force upon adoption, except Section 4 shall come into force on January 1, 2022.

88 City of Salmon Arm Fee For Service  
Amendment Bylaw No. 4436

6. CITATION

This bylaw may be cited as **"City of Salmon Arm Fee for Service Amendment Bylaw No. 4436"**.

READ A FIRST TIME THIS DAY OF 2021

READ A SECOND TIME THIS DAY OF 2021

READ A THIRD TIME THIS DAY OF 2021

ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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

Item 11.1

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429 be read a final time.

### Vote Record

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

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



## CITY OF SALMON ARM

BYLAW NO. 4429**A bylaw respecting the 2021 to 2025 Financial Plan**

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council is required, by bylaw, to adopt a financial plan for the period of at least five years;

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

1. "Schedule "A" attached hereto, and forming part of the bylaw is hereby declared to be the 2021 to 2025 Financial Plan of the City of Salmon Arm.

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 for all purposes as "City of Salmon Arm 2021 to 2025 Financial Plan Bylaw No. 4429".

READ A FIRST TIME THIS	25th	DAY OF	January	2021
READ A SECOND TIME THIS	25th	DAY OF	January	2021
READ A THIRD TIME THIS	25th	DAY OF	January	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

\_\_\_\_\_  
MAYOR

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

Schedule "A" - Bylaw #4429

**City of Salmon Arm****2021 - 2025 Financial Plan**

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>Consolidated Revenues</b>					
Property and MRDT Taxes - Net	\$ 19,592,820	\$ 19,984,676	\$ 20,384,370	\$ 20,792,057	\$ 21,207,898
Frontage & Parcel Taxes	3,673,055	3,746,516	3,821,446	3,897,875	3,975,833
Sales of Service	8,528,585	8,699,157	8,873,140	9,050,603	9,231,615
Revenue From Own Sources	2,308,445	2,354,614	2,401,706	2,449,740	2,498,735
Rentals	467,435	476,784	486,320	496,046	505,967
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	363,100	370,362	377,769	385,324	393,030
Other Government Transfers	227,615	232,167	236,810	241,546	246,377
Transfer From Prior Year Surplus	570,520	581,930	593,569	605,440	617,549
Transfer From Reserve Accounts	1,760,715	1,795,929	1,831,848	1,868,485	1,905,855
Transfer From Reserve Funds	-	-	-	-	-
<b>Total Consolidated Revenues</b>	<b>\$ 37,492,290</b>	<b>\$ 38,242,135</b>	<b>\$ 39,006,978</b>	<b>\$ 39,787,116</b>	<b>\$ 40,582,859</b>
<b>Consolidated Expenditures</b>					
General Government Services	\$ 3,914,160	\$ 3,992,443	\$ 4,072,292	\$ 4,153,738	\$ 4,236,813
Protective Services	6,123,070	6,245,531	6,370,442	6,497,851	6,627,808
Transportation Services	5,475,455	5,584,964	5,696,663	5,810,596	5,926,808
Environmental Health Services	55,010	56,110	57,232	58,377	59,545
Environmental Development Service	2,671,025	2,724,446	2,778,935	2,834,514	2,891,204
Recreation and Cultural Services	4,977,130	5,076,673	5,178,206	5,281,770	5,387,405
Fiscal Services - Interest	1,272,088	1,297,530	1,323,481	1,349,951	1,376,950
Fiscal Services - Principal	1,204,180	1,228,264	1,252,829	1,277,886	1,303,444
Capital Expenditures	3,737,750	2,332,092	3,034,371	2,929,967	3,063,500
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	2,043,422	3,564,702	2,980,359	3,205,054	3,194,222
Transfer to Reserve Funds	1,088,700	1,110,474	1,132,683	1,155,337	1,178,444
Water Services	2,708,950	2,763,129	2,818,392	2,874,760	2,932,255
Sewer Services	2,221,350	2,265,777	2,311,093	2,357,315	2,404,461
<b>Total Consolidated Expenditures</b>	<b>\$ 37,492,290</b>	<b>\$ 38,242,135</b>	<b>\$ 39,006,978</b>	<b>\$ 39,787,116</b>	<b>\$ 40,582,859</b>

## 2021 - 2025 Financial Plan

## City of Salmon Arm

2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
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## Capital Projects

## Finances Acquired

General Operating Fund	\$ 2,251,750	\$ 1,305,092	\$ 1,959,371	\$ 1,954,967	\$ 1,871,500
Water Operating Fund	766,000	500,000	500,000	800,000	391,000
Sewer Operating Fund	720,000	527,000	575,000	175,000	801,000
Federal Government Grants	2,297,956	-	-	-	1,000,000
Provincial Government Grants	4,772,956	-	-	-	1,000,000
Prior Year Surplus	18,000	-	-	-	-
Reserve Accounts	10,682,865	15,000	340,000	1,200,000	3,300,000
Reserve Funds	4,548,965	710,000	550,000	1,122,000	2,000,000
Development Cost Charges	1,612,750	3,335,000	3,445,000	3,373,000	1,000,000
Short Term Debt	-	-	-	-	-
Long Term Debt	7,824,925	-	-	500,000	2,000,000
Developer Contributions	2,306,000	44,000	40,000	40,000	-

## Total Funding Sources

\$ 37,802,167	\$ 6,436,092	\$ 7,409,371	\$ 9,164,967	\$ 13,363,500
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## Finances Applied

Transportation Infrastructure	\$ 21,045,892	\$ 3,622,000	\$ 3,619,500	\$ 5,219,500	\$ 7,193,000
Buildings	1,817,365	144,000	458,500	140,000	20,000
Land	-	-	300,000	-	-
IT Infrastructure	257,800	55,000	65,000	185,000	70,000
Machinery and Equipment	1,699,965	513,092	443,871	397,967	1,341,000
Vehicles	1,704,000	-	-	-	555,000
Parks Infrastructure	1,850,030	260,000	262,500	782,500	212,500
Utility Infrastructure	9,427,115	1,842,000	2,260,000	2,440,000	3,972,000

## Total Capital Expense

\$ 37,802,167	\$ 6,436,092	\$ 7,409,371	\$ 9,164,967	\$ 13,363,500
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## Departmental Summary:

2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
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General Government Services	\$ 193,770	\$ 122,500	\$ 138,500	\$ 208,500	\$ 120,000
Protective Services	2,159,550	140,000	55,000	55,000	125,000
Transportation Services	23,106,202	3,918,500	4,233,500	5,518,500	8,849,000
Environmental Health Services	53,510	2,500	327,500	27,500	2,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	2,444,520	335,592	319,871	840,467	275,000
Water Services	6,380,000	1,390,000	1,760,000	2,340,000	691,000
Sewer Services	3,464,615	527,000	575,000	175,000	3,301,000

## Total by Department

\$ 37,802,167	\$ 6,436,092	\$ 7,409,371	\$ 9,164,967	\$ 13,363,500
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Schedule "B" – Bylaw #4429  
2021 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2021. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

The City collects three (3) types of parcel tax; a water frontage tax; a sewer frontage tax and a transportation parcel tax. The water and sewer frontage tax rate is applied to each parcel of land taxable foot frontage. The frontage rate is comprised of a capital debt repayment component plus 10% of the water and sewer operation and maintenance budget for preventative maintenance of the utilities infrastructure. The City introduced a transportation parcel tax in 2003. The transportation parcel tax is collected to maintain the City's transportation network to an adequate level to minimize future reconstruction costs and ensure the network is safe from hazards and disrepair. To this end, the transportation parcel tax provides a stable and dedicated source of funding. The transportation parcel tax was specifically implemented on a "flat rate per parcel" rather than an "ad valorem tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also receives a Municipal Regional District Tax (MRDT) which is levied and collected by the Provincial Government on all daily accommodation rentals within the City. Under the direction and approval of the Accommodation Industry, the City has applied to the Provincial Government to levy a 2% MRDT which will be utilized on initiatives that will increase exposure/awareness of Salmon Arm as a tourism destination with emphasis on off-season event expansion.

The City endorses a 'user pay' philosophy in its collection of fees and charges. Such fees and charges (ie. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services) are reviewed annually to ensure adequate cost recovery for the provision of services. The policy of the City is to work towards full cost recovery for services provided. The objective in reviewing fees and charges periodically is to measure the cost of providing municipal services versus the cost recovery established through user fees and charges. Development Cost Charges are based on the City's Long Term Financial Plan. Included in this percentage is the City's investment income. The City exercises a stringent cash management plan to maximize investment and interest income.

Other sources of revenue provide funding for specific functions such as the Columbia Shuswap Regional District's contribution to the Shuswap Regional Airport, Recreation Centre, Shaw Centre, Cemeteries and Fire Training Centre.

The proceeds from borrowing and developer contributions fund capital projects pursuant to the City's Long Term Financial Plan.

Schedule "B" – Bylaw #4429  
2021 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue Includes Conditional Government Transfers	Percentage to Total Revenue Excludes Conditional Government Transfers
Property Taxes	37.42%	45.83%
Parcel Taxes	7.01%	8.59%
User Fees, Charges and Interest Income	21.59%	26.45%
Other Sources	19.04%	0.82%
Proceeds From Borrowing	14.94%	18.31%
	100.00%	100.00%

2. Table Two (2) reflects the distribution of property tax between the different property classes. The objective of the City is to set tax rates in order to maintain tax stability while maintaining equality between the property classes. The policy of the City is to develop a tax rate which maintains the proportionate relationship between the property classes. Inflationary increases in assessments are reduced to reflect only the 'real' increase attributed to new construction for each property class. This allows the property owner to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year to year.

The City has reviewed the property tax multiple structure and adjusted the property tax multiple for Class 4 (Major Industry) by shifting \$50,000.00 in general municipal taxes from Class 4 (Major Industry) to Class 1 (Residential) for the taxation year 2020 in keeping with its objective to maintain tax stability while maintaining equality between property classes.

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

Assessment values fluctuate as market values change in one class or another. It is this market value change that may precipitate an amendment to the class multiple.

The Provincial Government has legislated a municipal taxation rate cap for the Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4429  
2021 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2020 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	3.8984	1.00:1	66.25%	85.27%
Utilities	23.7386	6.09:1	0.83%	0.18%
Supportive Housing	0.000	0.00:1	0.00%	0.00%
Major Industry	66.4164	17.04:1	2.81%	0.21%
Light Industry	10.6288	2.73:1	2.47%	1.17%
Business	10.6288	2.73:1	26.93%	12.72%
Managed Forest Land	7.9356	2.04:1	0.00%	0.00%
Recreational/Non Profit	2.8219	0.72:1	0.12%	0.22%
Farm	12.7025	3.26:1	0.59%	0.23%

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2019 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

Commencing in 1999, the City provided a three (3) year permissive tax exemption for each eligible organization. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 44,379.50	\$ 19,529.00	\$ 63,908.50
Non Profit Societies	399,877.00	175,351.00	575,288.00
Senior Centers	18,462.00	5,603.00	24,065.00
Other	3,837.00	1,266.00	5,103.00
Sports Clubs	283,064.00	85,211.00	368,275.00
<b>Total</b>	<b>\$ 749,619.50</b>	<b>\$ 286,960.00</b>	<b>\$ 1,036,579.50</b>

Schedule "B" – Bylaw #4429  
2021 Revenue Policy Disclosure

4. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the downtown as a priority. As a result, in 2005, the City established a Downtown Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3471.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the downtown area (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the C-2, "Town Centre Commercial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3741 establishes property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$75,000.00 to encourage revitalization in the Revitalization Area.

Table 4: Revitalization Tax Exemptions

Area	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20	\$ 24,304.74	\$ 24,657.03	\$ 18,939.56

5. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the "Industrial Zones" as a priority. As a result, in 2014, the City established an Industrial Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the "Industrial Zones" (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the "Industrial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020 establishes general municipal property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$300,000.00 to encourage revitalization in the Revitalization Area.

This bylaw shall have an expiration date of five (5) years from the date of adoption.

Schedule "B" – Bylaw #4429  
2021 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

Area	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 5,425.51	\$ 5,400.26	\$ 7,614.60



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Item 11.2

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4435 be read a final time.

### Vote Record

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

Opposed:

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

**CITY OF SALMON ARM****BYLAW NO. 4435****A bylaw to provide for the borrowing of money in anticipation of revenue required to meet current lawful expenditures of the municipality in 2021**

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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 \$33,408,264.31;

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 \$25,056,198.24;

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.

- CORPORATE OFFICER

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## INFORMATIONAL CORRESPONDENCE - FEBRUARY 8, 2021

- |    |  |   |
|----|--|---|
| 1. | Building Department - Building Statistics - January 2021   | N |
| 2. | Building Department - Building Permits - Yearly Statistics   | N |
| 3. | E. Johnson, Smooth As Silk Electrolysis Studio - email dated February 1, 2021 - 2021 Business Licence - Smooth As Silk Electrolysis Studio   | A |
| 4. | S. Hardy, Shuswap Cycling Winter Grooming Committee - letter received February 2021 - Request for placement of shipping container at South Canoe Trails  | A |
| 5. | K. Lalji, Executive Director, United Way Southern Interior BC - letter dated January 2021 - United Way Potential Integration   | N |
| 6. | P. Milobar, MLA Kamloops - North Thompson, T. Stone, MLA Kamloops - South Thompson, J. Tegart, MLA Fraser - Nicola, L. Doerkson, MLA Cariboo - Chilcotin, G. Kylo, MLA Shuswap to Premier Horgan - letter dated January 18, 2021 - Kamloops Cancer Care Centre | N |
| 7. | V. Cumming, Mayor, City of Vernon - email letter dated January 29, 2021 - Goose Management   | A |

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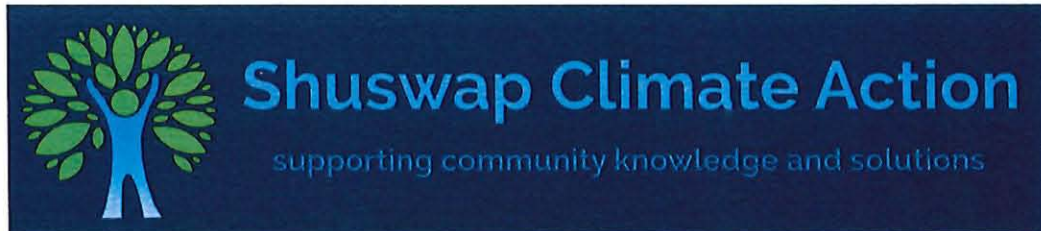
Item 14.1

**CITY OF SALMON ARM**Date: February 8, 2021**Presentation 3:30 p.m. (approximately)****NAME:** Frederick Vroom and Wayne Spencer, Shuswap Climate Action**TOPIC:** Climate Action Possibilities for the City of Salmon Arm**Vote Record**

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

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





## Climate Action Plan Possibilities for the City of Salmon Arm

February 8, 2021

### Who is Shuswap Climate Action?

- Formed in early 2020, local citizens concerned about climate change
- Non-partisan, nonprofit, volunteer group
- Advocating for, and supporting positive action on climate
- Engaging and educating the community, and supporting local governments



## Our Message to Local Governments

- Climate Change is **impacting** our living conditions
  - Rely on **lake, forest and agriculture.**
- Plan now:
  - Missing major **opportunities**
  - Waiting will be **costly**
  - Transformation will take **decades**



## Our Message to the City of Salmon Arm

- Climate emergency declaration (Aug 2019)
  - Plan and move more boldly on transportation and buildings
    - **Double down on** Active Transportation strategy- and Weave it Green
    - **Encourage** building energy efficiency programs
    - **Protect/enhance** green spaces and urban trees
- How to promote action in City, businesses, residents

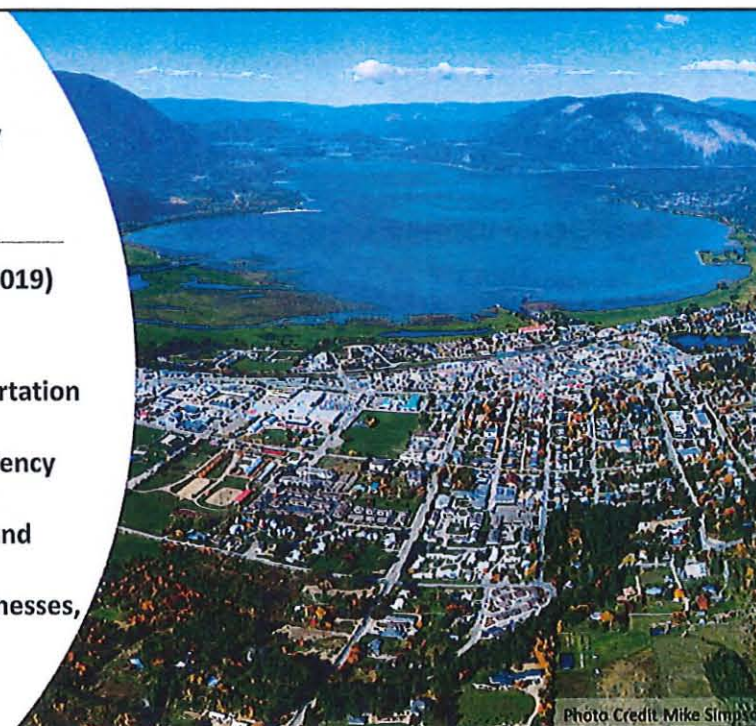


Photo Credit Mike Simpson



## Why the City?

- The public **expects action** and needs help
  - Huge changes
  - **Build it back better and Smart**
- Small City- Big ideas:
  - **Clarity** for businesses and residents
  - Projects and ideas ready for **funding**?



## Benefits

- Building a sustainable economy with:
  - Local green jobs
  - Use surrounding environment
- Develop low-carbon high value economy
  - Manufacturing
  - Tech jobs
  - Retirement and young families
  - Construction

→ Quality of Life



## What can SCA do for the City of Salmon Arm

- **Act** as non-profit partner for funding opportunities
- **Inform** the public, businesses and community governments of opportunities
- **Find and share** lessons learned elsewhere
- **Stimulate cooperation:** facilitate sector discussions – Create alliances

### GREENWAYS STRATEGY:

"WEAVE IT GREEN"



## Shuswap Climate Action

supporting community knowledge and solutions

### We believe the city should:

1. Prioritize development of a **climate action plan**
2. Add **designated staff member** and designated Councilor as liaison
3. **Engage with SCA** for expertise and help
4. **Engage the community** soon to get their important **feedback**
5. Show City climate initiatives on **city website**



**Salmon Arm wants Action**

**We look forward to collaborating**

<https://www.shuswapclimate.org/>



## MEMO

Date: Jan. 31, 2021.  
To: Council and Mayor of City of Salmon Arm  
From: Shuswap Climate Action

### Re: **Municipal Climate Action Plan**

**Background:** In resolution 0454-2019 the Council recognizes climate change as a strategic priority and the urgent need for a climate action plan. As of January 2021, no draft or final action plan has been developed by the city.

**Purpose:** The objective of this memo is to share resources:

1. We are concerned with the delay of the development of the climate action plan. A longer delay could mean our municipality will be missing opportunities to get available provincial and federal stimulus funding to help fight and adapt to climate change in the Shuswap.
2. Salmon Arm City website does not have any climate change information even though the city spends funding on CARIP projects and council has deemed it a strategic priority.

### Resources:

Climate action planning in other BC cities in the region have coordinators, planning processes, drafts of final plans and clear websites referencing CARIP projects- reports, residents and business initiatives.

- |   |  |
|---|--|
| ✓ <a href="#">City of Vernon's climate website</a>  | ✓ <a href="#">City of Nelson's climate website</a>   |
| ✓ <a href="#">City of Kamloops' climate website</a> | ✓ <a href="#">City of Revelstoke climate website</a> |
| ✓ <a href="#">City of Kelowna's climate website</a> |  |

Climate change is the issue of our times. Planning, dedicated staff and open communications are needed to take advantage of funding opportunities. Some resources:

- ✓ [BC government Municipal Climate website](#): Link to [Preparing for Climate Change, An Implementation Guide for Local Governments in British Columbia \(PDF\)](#)
- ✓ [Federal Government: climate funding, Municipalities for Climate Innovation Program](#)
- ✓ [UBCM: Climate Action Recommendations for a Low-Carbon Future](#) Nov 2020
- ✓ [FCM: Talking it through: Guide for local government staff on climate adaptation; FCM, 2020](#)

### Recommendation:

Residents expect all governments to take climate change seriously. There is no acknowledgement of the issue on the City website. Nor is there information on work completed or currently being done. This inaction does not support the Council's priority declared in 2019. **Create a climate action website with clear information on municipal action and planning.**

Develop an **initial climate action plan** to clearly define key priorities with specific timelines, measurable and achievable objectives, budget, and dedicated staff support. Use existing planning experience from other municipalities in the region to reduce cost of planning and speed up process to have plan in place prior to stimulus funding being announced.

Climate change action, policy and opportunities are complex and found at regional, provincial and federal levels. Without a dedicated sustainability staff member to keep track of this important policy subject the City will miss opportunities. **Appoint one staff member** to: facilitate community initiatives, identify opportunities, communicate with the public and liaise with local support groups such as Shuswap Climate Action.

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## Item 23.1

**CITY OF SALMON ARM**Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-525 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP93080 (2671 17 Street NE) to vary the provisions of Zoning Bylaw No. 2303 as follows:

- a) Section 6.10.1 - R-1 Single Family Residential Zone - reduce the minimum building setback from the front parcel line from 6.0 m (19.6 ft) to 2.5 m (8.2 ft) to allow for the construction of a new addition to a single family dwelling.

[Lawson, A. & L.; 2671 17 Street NE; Setback 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: His Worship Mayor Harrison and Members of Council

Date: January 25, 2021

Subject: Development Variance Permit Application No. 525

Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP93080

Civic: 2671 – 17 Street NE

Owners: Lawson, A. & L.

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**MOTION FOR CONSIDERATION**

**THAT:** Development Variance Permit No. 525 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP93080 (2671 17 Street NE) to vary the provisions of Zoning Bylaw No. 2303 as follows:

**Section 6.10.1 – R-1 Single-Family Residential Zone – reduce the minimum building setback from the front parcel line from 6.0 m (19.6 ft) to 2.5 m (8.2 ft) to allow for the construction of a new addition to a single-family dwelling.**

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**STAFF RECOMMENDATION**

THAT: The motion for consideration be adopted.

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**PROPOSAL**

As further described in this report, this application seeks to vary the required 6 m (19.6 ft) front parcel setback to 2.5 m (8.2 ft) for the construction of an addition to the single family dwelling (Appendix 1). This request translates into a variance of 3.5 m (11.5 ft).

**BACKGROUND**

The relatively large subject parcel (1.04 ha) is located in the southwest corner of the residential "Appleyard" area at 2671 17 Street NE (Appendix 2 and 3). The subject parcel is designated as Low Density Residential in the City's Official Community Plan (OCP), is zoned R-1 in the Zoning Bylaw (Appendix 4), and contains an existing single family dwelling, similar to surrounding development (site photos attached as Appendix 5).

The current alignment of this parcel was created in 2019 through a boundary adjustment (SUB-18.17) and includes land identified as potentially hazardous due to the steep slopes along the western portion of the parcel. Due to this potentially hazardous area, a covenant (CA7725246) was placed on the parcel's title requiring the supervision of a geotechnical engineer for any development (Appendix 6).

This lot is subject to standard setback requirements specified by the R-1 regulations in the zoning bylaw which specify a 6.0 metre setback from the front parcel line. The requested variance would permit the proposed addition to be constructed within the front setback area on the south-east portion of the parcel.

**COMMENTS****Engineering Department**

No concerns.

Building Department

No concerns.

Fire Department

No concerns.

Planning Department

Setback regulations enable adequate separation between buildings sited adjacent to streets for aesthetic (privacy and view preservation), traffic and building (limiting distance) safety reasons.

The requested variance would reduce the required 6 m front setback to 2.5 m. Considering adjacent parcels, the parcels to the north, south, and the parcel to the east are subject to the same parcel line setbacks. Development on these parcels is relatively removed from the proposed addition. The 2.5 m setback, in addition to the approximate 6.9 m distance within the road right-of-way to the edge of the paved roadway, should still allow for an area of sufficient size to accommodate parking in front of the addition (approximately 9.4 m), further to the potential parking along the south edge of the subject parcel. The proposed setback allows for sightlines, while the site is not subject to significant through-traffic as it is at the end of a dead-end road.

Considering the above, it is the opinion of staff that the character of the parcel will not be unreasonably or significantly altered by approval of the proposed variance, nor will there be any significant technical impacts on the adjacent parcels, with the typical side parcel line setback maintained to the north and south parcel lines.

The subject parcel meets all other R-1 zone requirements, including on-site parking.

CONCLUSION

Considering the size of the variance requested, site location and the context of adjacent development, Staff are not concerned with the requested variance.

As with the majority of similar variance applications, while staff can make technical comments, it can be difficult to consider the impacts from the perspective of a neighbour. Any concerns or potential affects positive or negative should be heard directly from the adjacent land owners. The applicant has been encouraged to consult with the immediate neighbours.

Staff note that the variance is only in regards to buildings as shown in Schedule A and do not permit any additional use other than what is permitted under the Zoning Bylaw.



Prepared by: Chris Larson, MCP  
Planning and Development Officer



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

Tuesday, December 01, 2020

Kevin Pearson, Approving Officer  
City of Salmon Arm  
Box 40 500 2<sup>nd</sup> Avenue NE  
Salmon Arm, B.C. V1E 4N2

**RE: 2671 17<sup>th</sup> Street NE Salmon Arm, BC – Front Yard Building Setback Request**

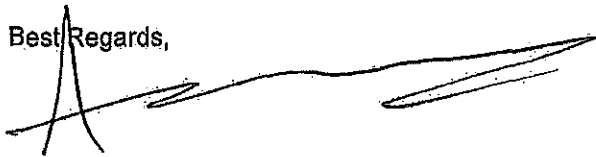
Dear Mr. Kevin Pearson:

We are proposing to complete an addition to our dwelling located at the above referenced address. The extents of the addition are outlined on the attached preliminary site plan. In general, the addition will include the enclosure of our open carport, to create a '12'x30' garage and to create a front entry way with approximate dimensions of 4'x6'. In order to accomplish this, we are requesting a variance to our front-yard setback from 6m to 2.5m. It is our opinion that this front-yard setback reduction will have little effect to the neighboring properties, and to roadway site line requirements.

Your consideration to this request would be greatly appreciated.

If you have questions or concerns, please do not hesitate to call.

Best Regards,

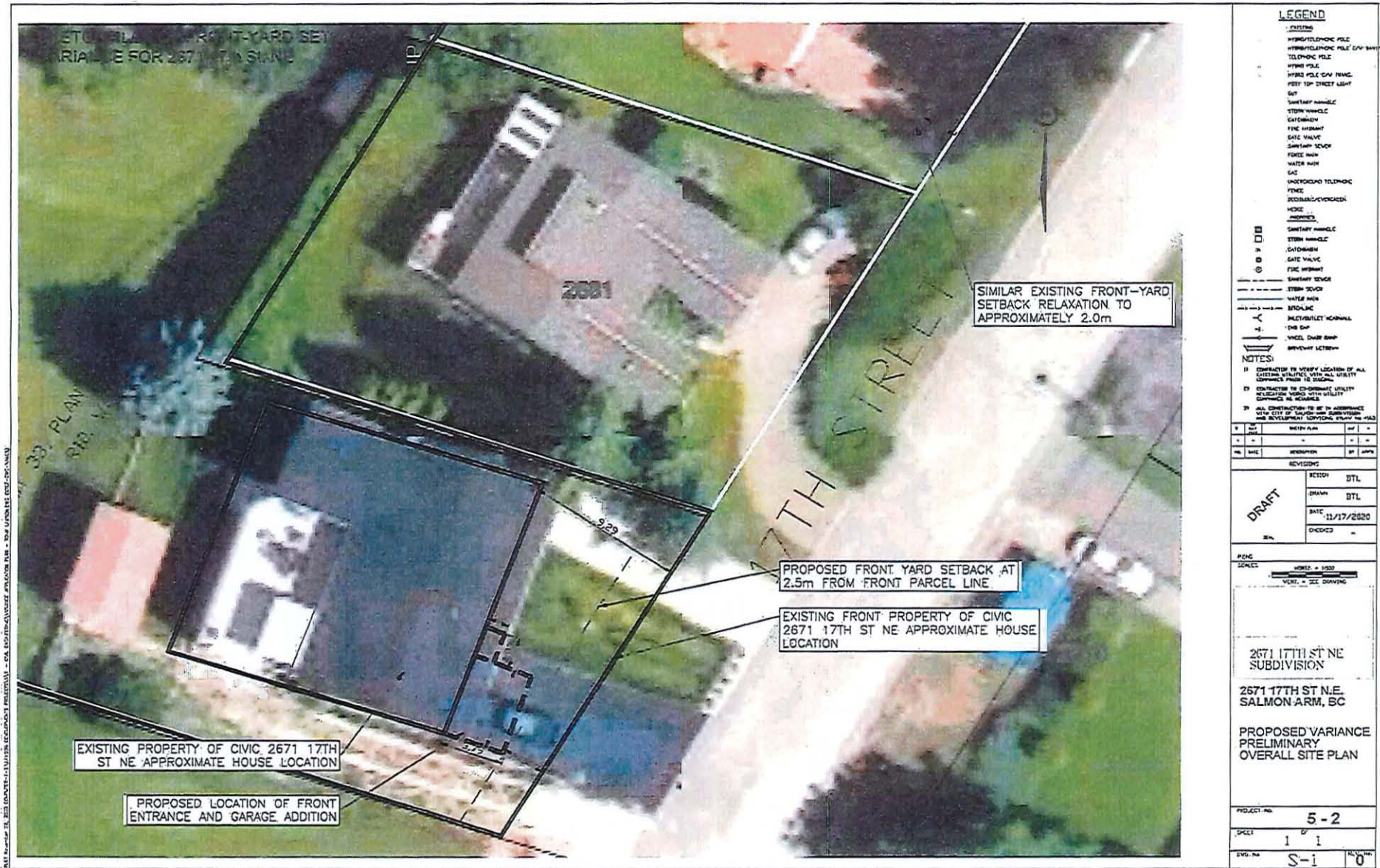
A handwritten signature in black ink, appearing to read 'Anthony Lawson', with a long horizontal flourish extending to the right.

Anthony Lawson, Owner  
250-540-1410

Attachments:

- Proposed Variance Preliminary Overall Site Plan







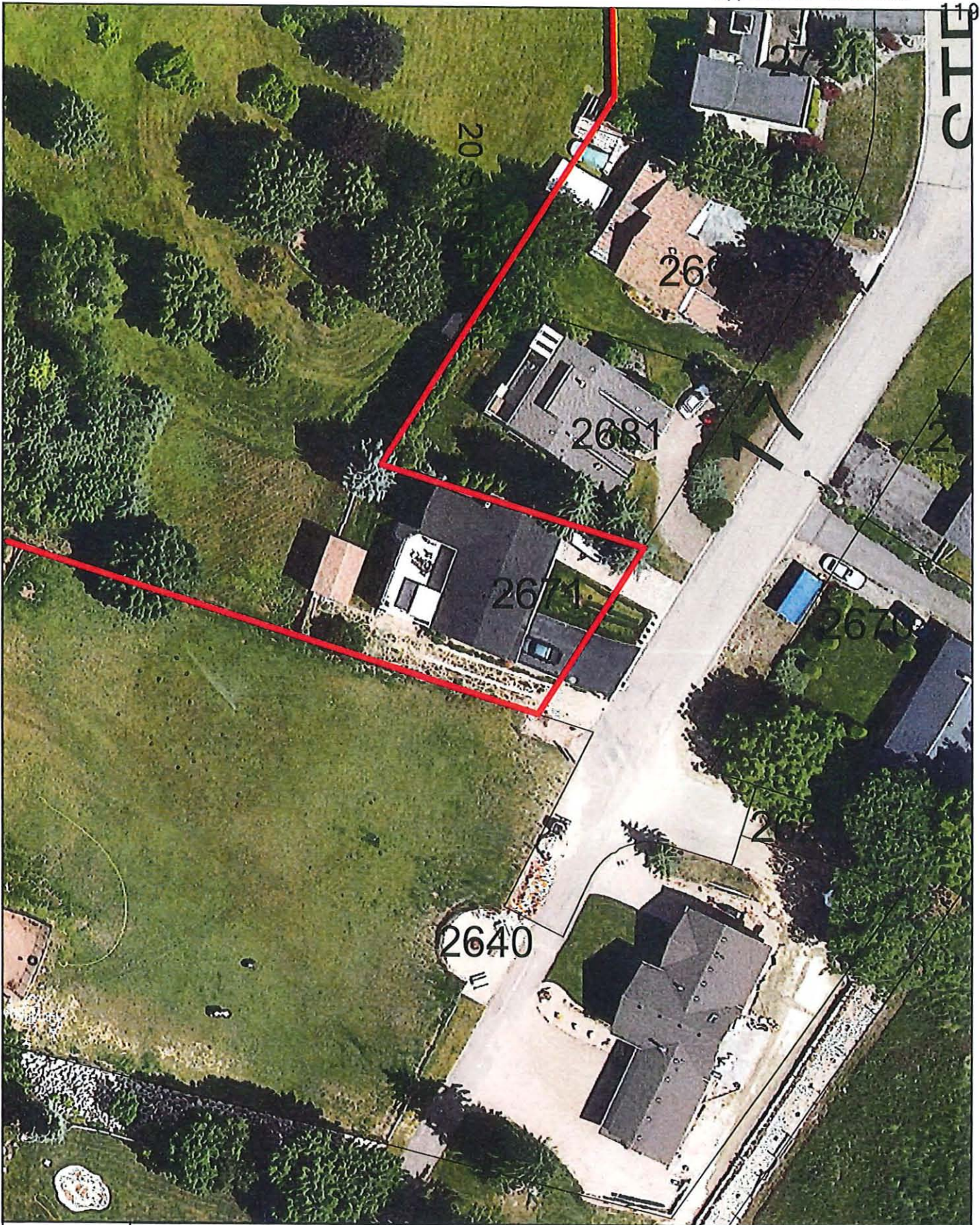


0 15 30 60 90 120 Meters



Subject Parcel





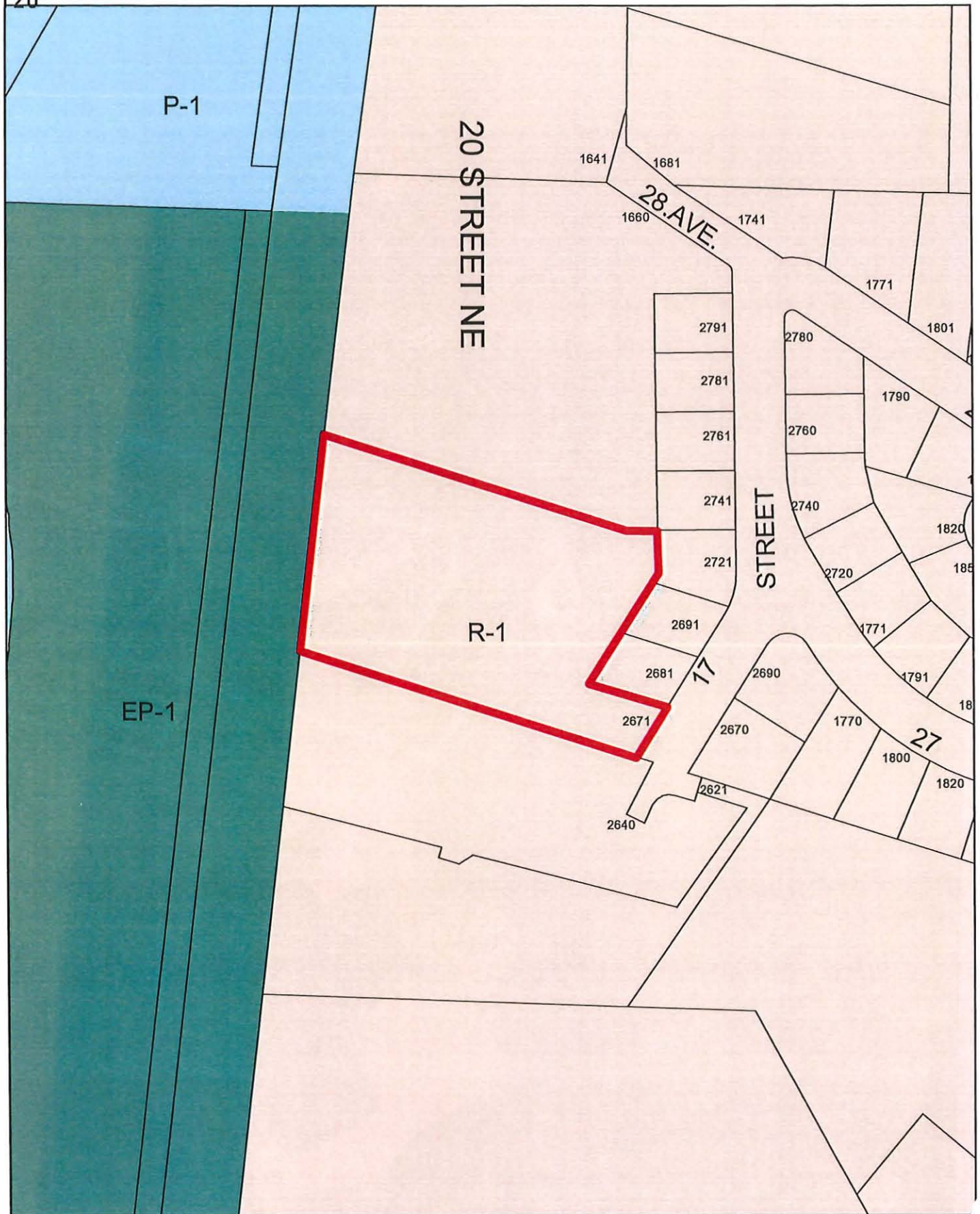
0 5 10 20 30 40 Meters



Subject Parcel



120



0 15 30 60 90 120 Meters

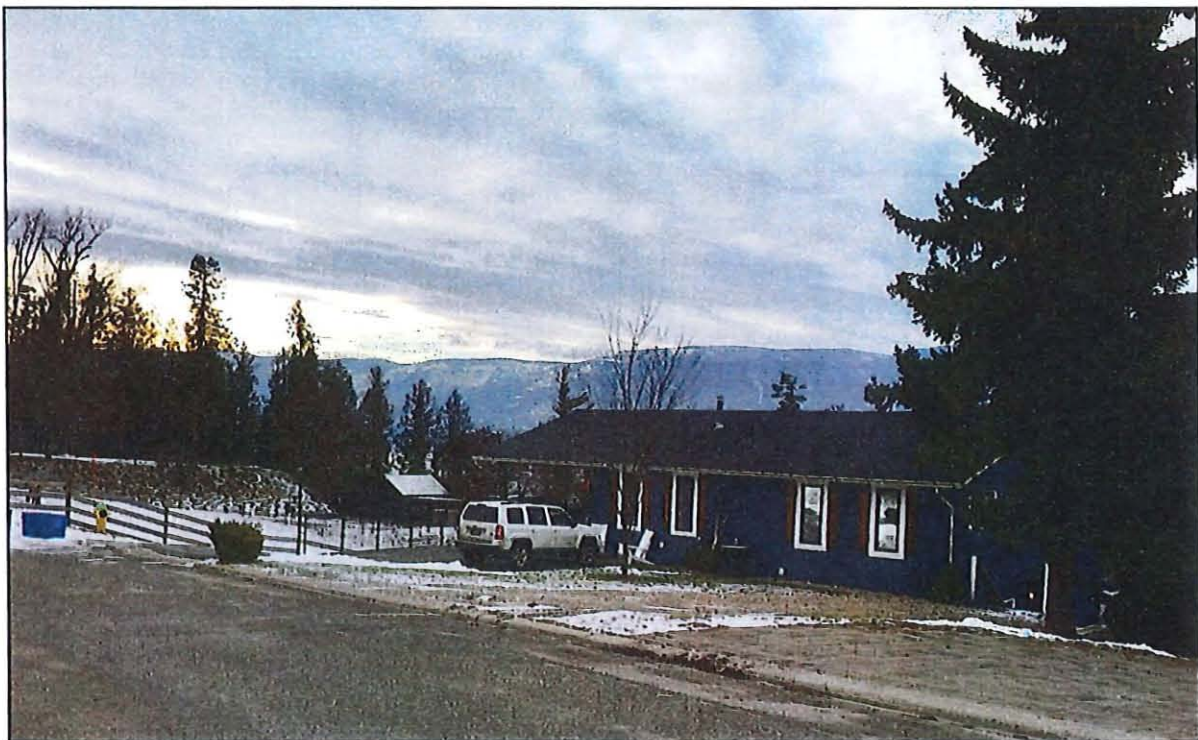


Subject Parcel





View northwest of subject parcel from 17 Street NE.



View southwest of subject parcel from 17 Street NE.



**TERMS OF INSTRUMENT –  
Part 2**

The Transferor is the registered owner of the property located within the City of Salmon Arm and more particularly described as:

Lot 1, Sec 24, Tp 20, Rge 10, W6M, KDYD, Plan EPP93080  
Lot 2, Sec 24, Tp 20, Rge 10, W6M, KDYD, Plan EPP93080

(hereinafter called the "Transferor's Land").

WHEREAS approval of the subdivision creating the Transferor's Land has been granted subject to the Transferor entering into this covenant with the Transferee pursuant to Section 219 of the Land Title Act.

NOW THEREFORE, in consideration of the premises and the sum of One Dollar (\$1.00) of lawful money of Canada, now paid by the Transferee to the Transferor, the receipt and sufficiency of which is hereby acknowledged, the Transferor covenants and agrees as follows:

1. The covenants herein contained are and shall be deemed to be covenants running with the Transferor's Land, and shall enure to the benefit of and be binding upon the Transferor and their successors in title in perpetuity until such time as the covenant herein contained shall be ordered released and discharged by a Court of competent jurisdiction, or until such time as the Transferee shall execute, in writing and in registerable form, a release of the covenants herein contained.
2. Hereafter any further subdivision, development or issuance of Building Permits on the Transferor's Land shall be prohibited until the Transferor has provided the City of Salmon Arm with written assurance that any subdivision, development or construction of any dwelling or building on the property, will only be proceeded with under the supervision of a qualified geotechnical engineer.
3. The Transferor hereby releases and forever discharges the Transferee of and from any claims, causes of action, suits and demands whatsoever which the Transferor can or may have against the Transferee for any loss, damage and/or injury that the Transferor may sustain or suffer arising directly or indirectly out of the approval of the subdivision, the issuance of a Building Permit or the use or occupation of the Transferor's Land.
4. The Transferor covenants and agrees to indemnify and save harmless the Transferee from any and all claims, causes of action, suits and demands whatsoever that anyone has, or may have in the future, as an owner occupier, tenant, visitor, invitee or user of the Transferor's Land, including without limitation, claims, causes of action, suits and demands for loss of life and/or injury to person or property, that arises directly or indirectly out of the approval of the subdivision, the issuance of a Building Permit or the use or occupation of the Transferor's Land.
5. The covenants herein contained shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and assigns.

## CITY OF SALMON ARM

Date: February 8, 2021

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a virtual Public Hearing on **Monday, February 8, 2021 at 7:00 p.m.**

1) **Proposed Amendment to Official Community Plan Bylaw No. 4000:**

Redesignate Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plans 14376, 24326 and KAP48014 from HC (Highway Service/Tourist Commercial) to HR (Residential High Density).

**Civic Address:** 1910 – 11 Avenue NE  
**Location:** West of 20 Street NE and North of Trans Canada HWY on the South side of 11 Avenue NE  
**Present Use:** Single Family Residential  
**Proposed Use:** Multi Family Residential Development (18 Townhouses proposed)  
**Owner/Applicant:** D. McGregor  
**Reference:** OCP4000-44/Bylaw No. 4419



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> January 26 - February 8, 2021 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will not be allowing members of the public to attend this meeting. If you wish to attend virtually email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

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

Erin Jackson, Director of Corporate Services

## Vote Record

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

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



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

TO: His Worship Mayor Harrison and Members of Council

Date: December 11, 2020

Subject: Official Community Plan Amendment Application No. OCP4000-44  
 Zoning Bylaw Amendment Application No. 1190

Legal: Lot 2, Section 24, Township 20, Range 10, W6M KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014

Civic: 1910 – 11 Avenue NE

Owner/Applicant: McGregor, D.

**MOTION FOR CONSIDERATION**

- THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014 from HC (Commercial – Highway Service / Tourist) to HR (Residential High Density);
- AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council has considered this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;
- AND THAT:** Pursuant to Section 476 of the *Local Government Act*, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;
- AND THAT:** Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
  - 2) The Liquid Waste Management Plan of the City of Salmon Arm.
- AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014 from R-1 (Single-Family Residential Zone) to R-5 (High Density Residential Zone);
- AND FURTHER THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to:
- 1) Ministry of Transportation and Infrastructure approval; and
  - 2) Adoption of the associated Official Community Plan Amendment Bylaw.

**STAFF RECOMMENDATION**

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

## BACKGROUND

The subject parcel is located at 1910 – 11 Street NE, directly west of the RCMP station and north of the Trans Canada Highway (Appendix 1 and 2). The subject parcel is designated Highway Service / Tourist Commercial (HC) in the City's Official Community Plan (OCP), and zoned R-1 (Single-Family Residential) in the Zoning Bylaw (Appendix 3 and 4). This area is generally residential with a mix of zones, predominantly Residential (R-1), Institutional (P-3) and Commercial zones, with some Medium and High Density Residential (R-4 and R-5) zoned parcels also in the vicinity.

The subject parcel is approximately 2,821 square metres (0.7 acres) in area, with approximately 58 metres of frontage along 11 Street NE, and currently contains a single family dwelling. Site photos are attached as Appendix 5.

Land uses adjacent to the subject parcel include the following:

South: Road – Trans Canada Highway (TCH)  
North: Road (11 Street NE), with Residential (R-1 and R-4) parcels beyond  
East: Institutional (P-3) parcel  
West: High Density Residential (R-5), currently under consideration for C-6 commercial

The proposal is to amend the OCP to the High Density Residential Land Use Designation and rezone the subject parcel to R-5 (High Density) to facilitate future high density residential development. Although not required at this rezoning stage, a development concept showing 18 units has been provided (Appendix 6). Staff note that while the provision of the development concept illustrates the intent of the applicant, this concept fails to address the requirements of the proposed R-5 Zone. Further details and professional analysis would be required to demonstrate feasibility and compliance with applicable regulations.

If rezoned to R-5 as proposed, a multi-family development would require a Development Permit application, and such an application is expected to be detailed in expressing the proposed development concept. A Development Permit application would consider precisely the form and character details of the proposed development concept, including a site plan, landscape plan, and building elevations.

## OCP POLICY

The subject parcel is designated Highway Service / Tourist Commercial in the OCP. The request to amend the OCP to the High Density Residential designation would support R-5 zoning.

However, the proposal would result in a reduction of Commercial designated land. In terms of commercial policies of the current HC (Highway Service / Tourist Commercial) OCP designation, the subject parcel aligns with the Commercial Objectives and Policies listed in OCP Section 9, including supporting commercial uses within the primary commercial areas of the City, in proximity to the TCH. As previously noted, this parcel has highway exposure, a limited feature supporting commercial use. Furthermore, staff note OCP policy 9.3.3 which states that the intrusion of primary residential uses in commercially designated areas should be minimized.

The current OCP HC designation would support C-6 Tourist/Recreation Commercial zoning. The subject parcel is considered by staff to be well-suited for commercial use, being within close proximity to the TCH, residential areas, as well as the recreation centre and arena. Staff note that the C-6 Zone allows for residential use, including *upper floor dwelling units* and *work/live studios*.

## Section 475 – Local Government Act

Pursuant to Section 475 of the *Local Government Act* (consultation during OCP development / amendments) the proposed OCP amendments were referred to the following external organizations:

Economic Development Society	No response to date
Adams Lake Indian Band	Appendix 7
Neskonlith Indian Band	No response to date

Formal response was received from the Title and Rights Coordinator of the Adams Lake Indian Band noting concerns on October 28, 2020. Subsequently, the City inquired via Data Request to the Archeological Branch of British Columbia on November 5, 2020 as to the status of the subject property. The response from the Archeological Branch on November 18, 2020 asserts the following:

1. Provincial records indicate no known archeological sites are recorded on the property, however Archeological Potential Mapping indicates portions of the property could contain unknown archaeological sites.
2. No study or permit is required at this time however it is the responsibility of the proponent to proceed under the *Heritage Conservation Act* accordingly.

## COMMENTS

### Ministry of Transportation and Infrastructure

It is recommended that final reading of the Bylaw be withheld subject to approval of the Bylaw by the Ministry of Transportation and Infrastructure. Preliminary approval granted December 8, 2020. Comments provided to applicant (Appendix 8).

### Engineering Department

Comments provided to applicant (Appendix 9). Frontage improvements as per the Subdivision and Servicing Bylaw would be required for development.

### Building Department

No concerns with rezoning. Architect required for 5-plex.

### Planning Department

The surrounding neighbourhood is characterized by a mix of older, single family housing and newer residential, commercial and institutional development, most significantly the uptown SASCU / Askew's location and the 21 Street NE underpass. The subject parcel is located in an area adjacent the TCH within close walking distance of the eastern commercial node, recreation centre, arena, schools including Okanagan College, and transit routes, with the City Centre and hospital approximately 1 km to the west.

The maximum residential density permitted under R-5 (High Density) zoning is 100 dwelling units per hectare of land. As the subject property is approximately 0.28 hectares in area (0.7 acres), the maximum permitted density under R-5 would be 28 dwelling units assuming: 1) some form of strata development; 2) the present gross area of the subject parcel; and 3) no density bonus. The R-5 Zoning regulations are attached as Appendix 10.

This proposal includes an 18 unit multi-family development concept at this preliminary stage. Staff note that if rezoned to R-5, a number of multi-family residential development scenarios could present themselves, potentially involving subdivision, or stratification.

It should be noted that there have been eight OCP amendments in this general area since 2015 involving amendments to commercial designated land, with approximately 1.25 hectares of land redesignated from commercial to other (generally residential) land use designations. This represents a minor erosion of commercial inventory in this uptown area. Recently however, there have been applications for lands adjacent the TCH in close proximity to this subject parcel for commercial land use. Should this proposal be supported, it would represent a decrease in the commercial land base of the City.

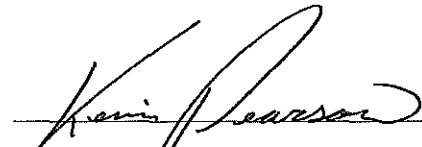
Staff recognize the need for a range of diverse housing options within the community, however the need for commercial options must also be acknowledged. The TCH frontage adds specific value at this location as a potential commercial site. Staff note that C-6 zoning is supported under the current OCP land use designation, which would allow for both commercial and residential development permitting residential use in the form of both *upper floor dwelling units* and *work/live studios*. Such a commercial development would similarly involve a Development Permit application to address form and character.

CONCLUSION

Staff's opinion is that the location and specific site characteristics are suited to commercial development. Given the OCP policy to minimize the intrusion of primary residential uses in commercially designated areas, and the recent trend towards commercial development in the area, the proposed HR land use designation and R-5 zoning of the subject property is not supported by staff.

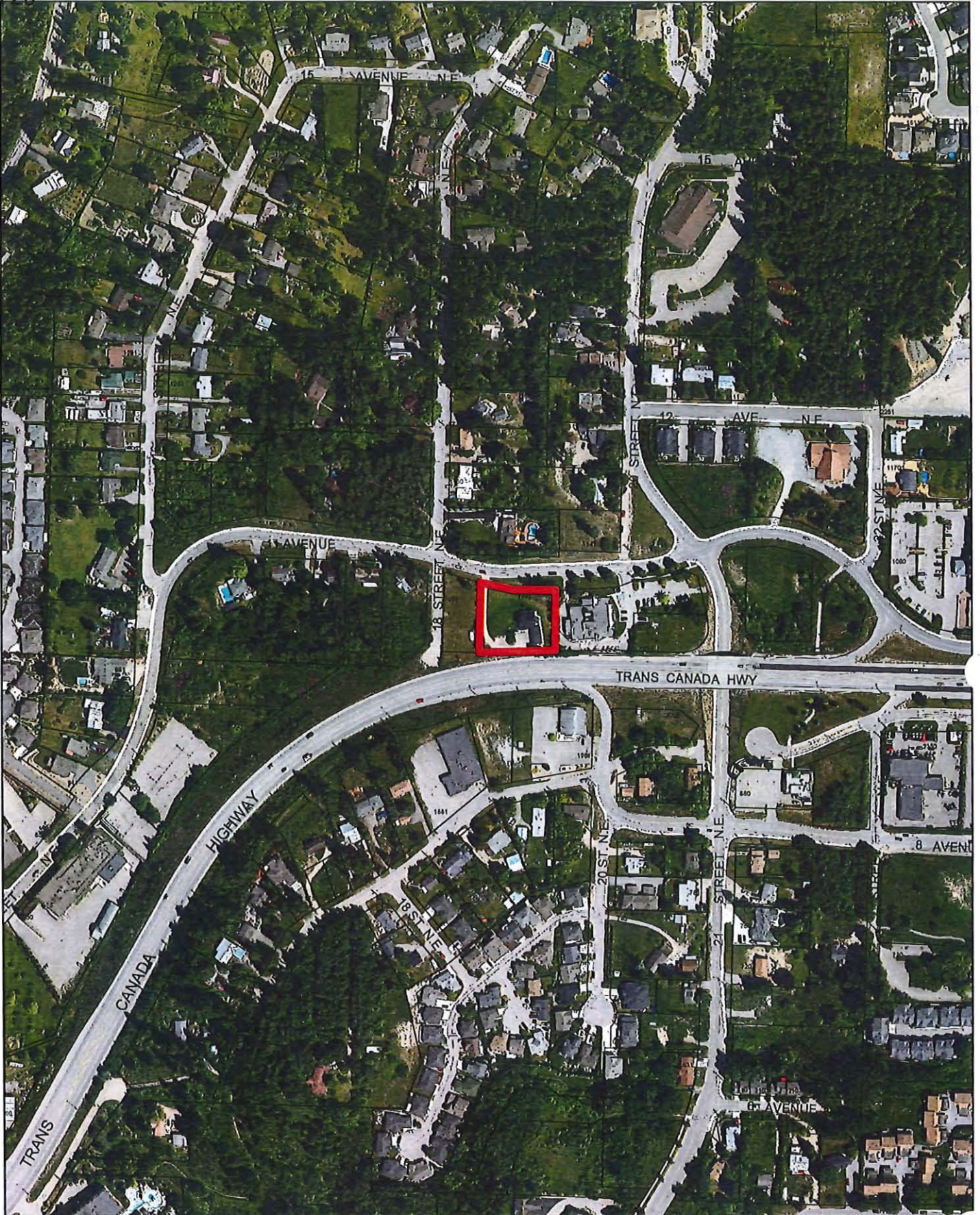


Prepared by: Chris Larson, RPP, MCIP  
Senior Planner




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

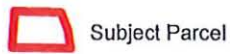
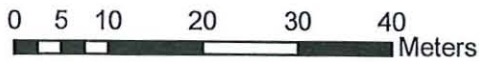




0 30 60 120 180 240 Meters

 Subject Parcel

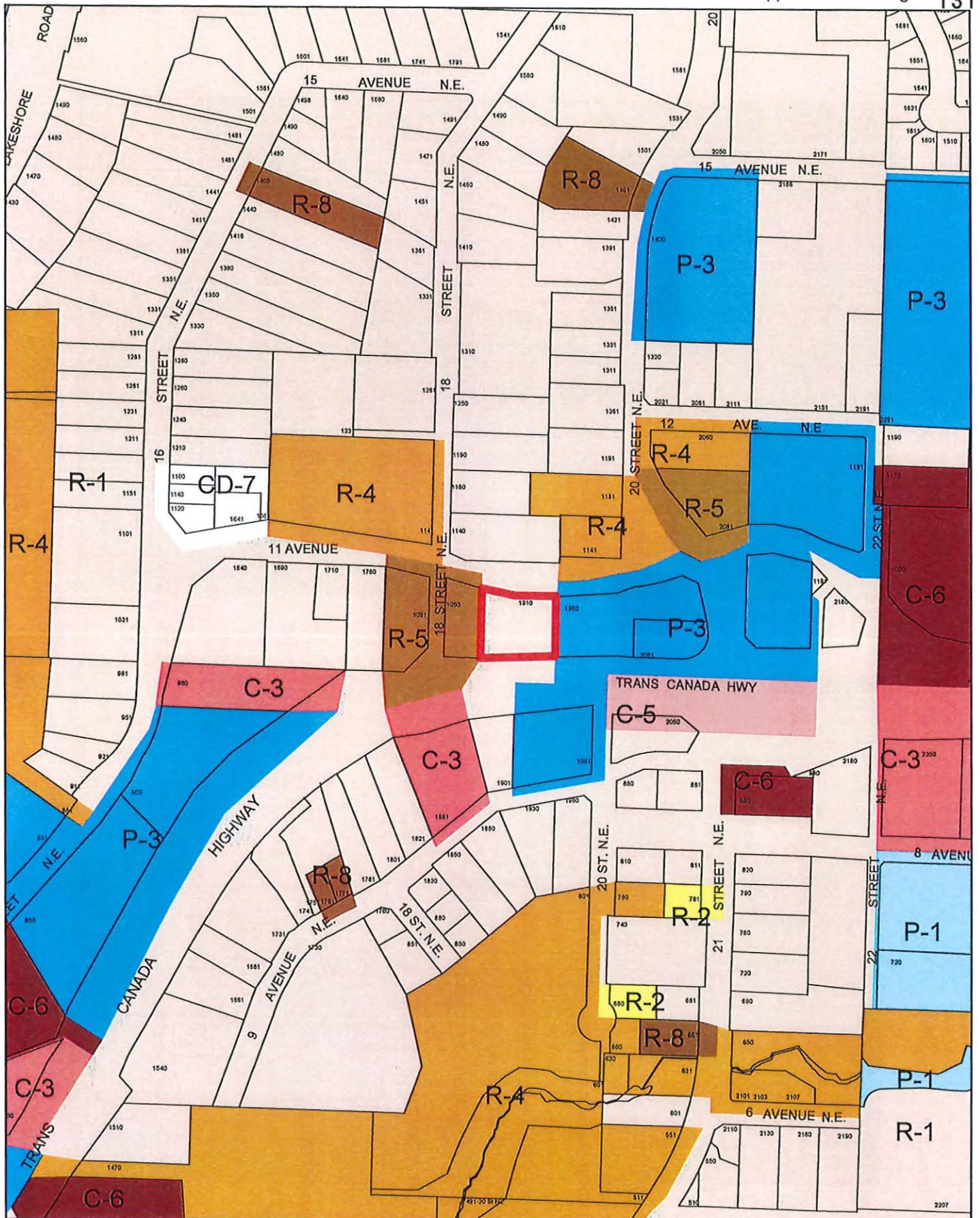












0 30 60 120 180 240 Meters

 Subject Parcel





View of subject parcel looking southeast from 11 Avenue NE.



View of subject parcel looking southwest from 11 Avenue NE.

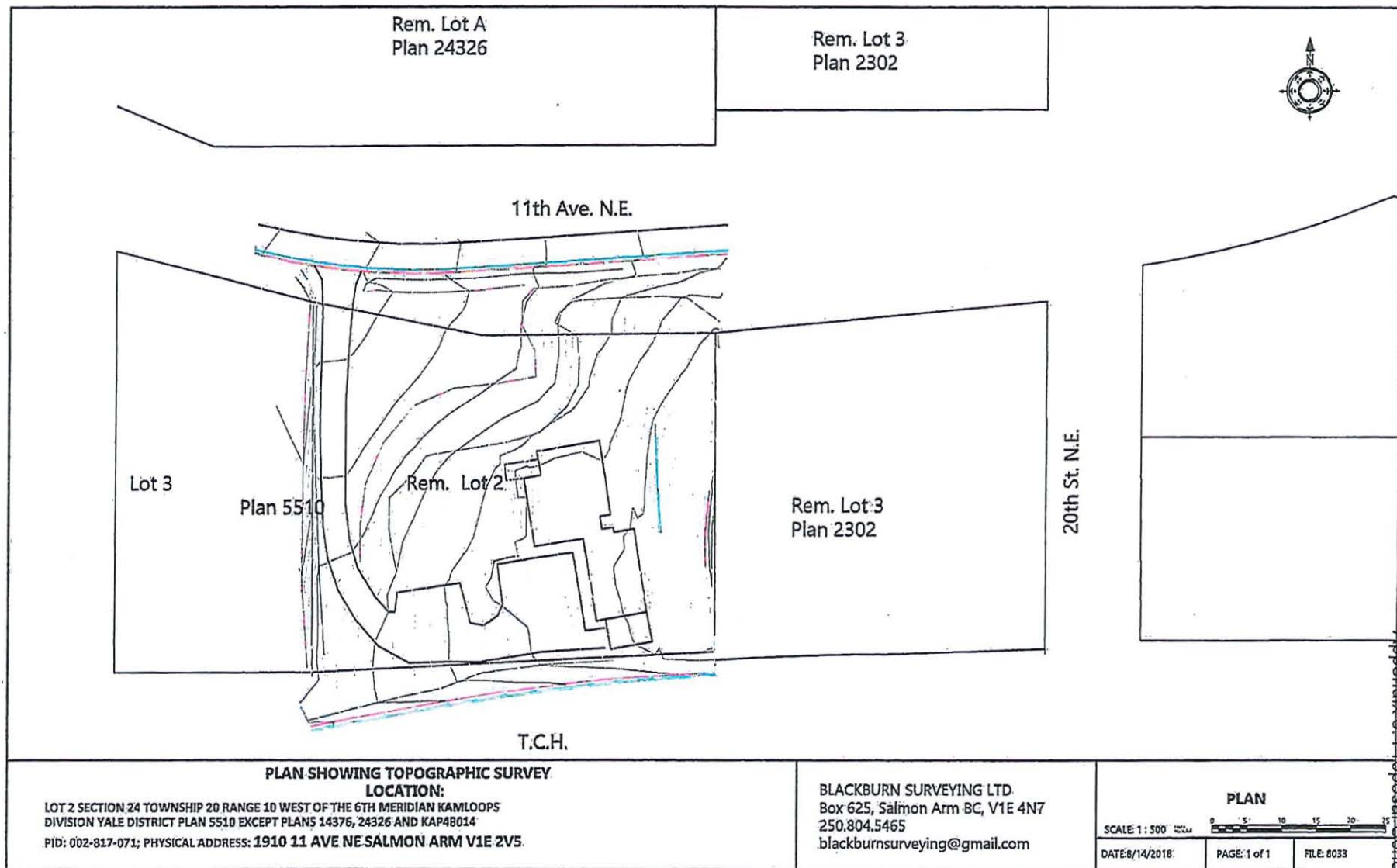


Proposed plan — Townhomes - 18 units





Site plans submitted at the development permit stage are required to address Zoning requirements relative to the subject parcel.







## Adams Lake Indian Band

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**Project Name:**

Salmon Arm OCP amend proposed High Density Residential Development

**Consulting Org Contact:**

Kathe Frese

**Consulting Organization:**

[City of Salmon Arm](#)

**Date Received:**

Wednesday, October 28, 2020

The Adams Lake Indian Band has concerns with the Salmon Arm OCP amend proposed High Density Residential Development. Through a preliminary analysis we have identified some concerns which include:

- 340 overlapping or nearby traditional use sites.
- nearby archeological sites.

We reiterate that Adams Lake holds constitutionally protected Aboriginal rights including title throughout the entirety of its traditional territory. Members of Adams Lake continue to exercise their Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering and fishing, along with rights associated with spiritual and cultural traditions which are practiced in accordance with Secwepemc customs, laws and governance structures. al title based on a pattern of regular occupation throughout the various seasons for hunting and gathering, as well as spiritual practices within Sun Peaks. [Emphasis added]

Therefore we require that you satisfy any appropriate archeological studies needed.

Regards,

Dave Nordquist, RPF

Title and Rights Coordinator

Adams Lake Indian Band

---

**Chris Larson**

---

**From:** Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>  
**Sent:** November-18-20 12:58 PM  
**To:** Chris Larson  
**Subject:** RE: Data Request: Chris Larson - City of Salmon Arm

Hello Chris,

Thank you for your referral regarding 1910 11 Avenue NE, Salmon Arm, PID 002817071, LOT 2 SECTION 24 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 5510 EXCEPT PLANS 14376, 24326 AND KAP48014. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your referral.

**Results of Provincial Archaeological Inventory Search**

According to Provincial records, there are no known archaeological sites recorded on the subject property.

Data is not currently available to the Province that describes the potential for previously unidentified archaeological sites to occur in the area.

**Archaeology Branch Advice**

The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at the time of this referral.

Please notify all individuals (e.g., owners, developers, equipment operators) involved in land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

**Rationale and Supplemental Information**

- Archaeological study and Provincial heritage permit(s) are not required in the absence of an archaeological site.
- There is always a possibility for previously unidentified archaeological sites to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.

**Questions?**

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or [archaeology@gov.bc.ca](mailto:archaeology@gov.bc.ca).

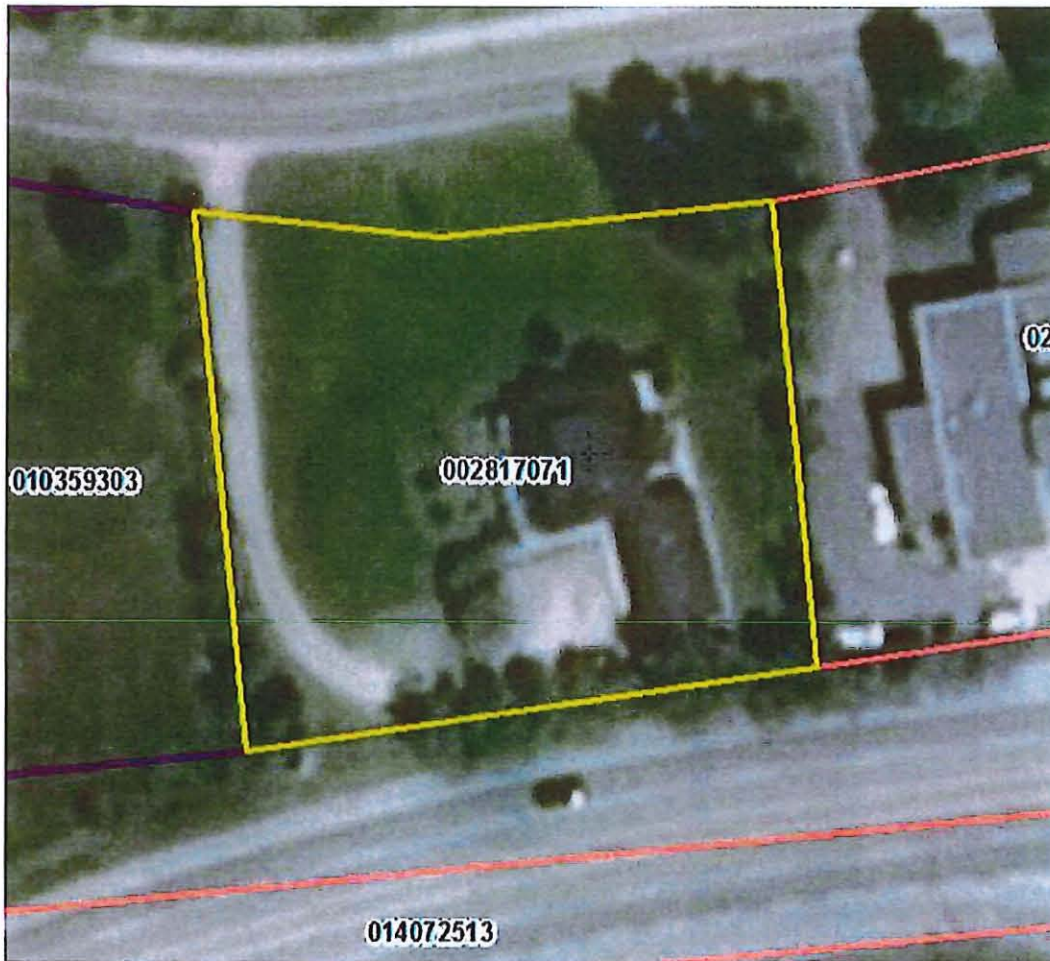
For more general information, visit the Archaeology Branch website at [www.gov.bc.ca/archaeology](http://www.gov.bc.ca/archaeology).

Please let me know if you have any questions regarding this information.

Kind regards,



*Diana*



*Please note that subject lot boundaries (yellow) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change.*



**Diana Cooper**  
**Archaeologist/Archaeological Information Administrator**  
 Archaeology Branch | Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
 Phone: (250) 953-3343 | Email: [diana.cooper@gov.bc.ca](mailto:diana.cooper@gov.bc.ca) | Website: [www.gov.bc.ca/archaeology](http://www.gov.bc.ca/archaeology)

**From:** [clarson@salmonarm.ca](mailto:clarson@salmonarm.ca) <[clarson@salmonarm.ca](mailto:clarson@salmonarm.ca)> **On Behalf Of** [ArchDataRequest@gov.bc.ca](mailto:ArchDataRequest@gov.bc.ca)  
**Sent:** November 5, 2020 4:16 PM  
**To:** Arch Data Request FLNR:EX <[ArchDataRequest@gov.bc.ca](mailto:ArchDataRequest@gov.bc.ca)>  
**Subject:** Data Request: Chris Larson - City of Salmon Arm

Terms and Conditions    Yes  
 Accepted

Name                      Chris Larson  
 Email                      [clarson@salmonarm.ca](mailto:clarson@salmonarm.ca)  
 I am a                      Local Government Representative

Affiliation	City of Salmon Arm
Address	500 - 2 Avenue NE Box 40
City	Salmon Arm
Province	BC
Postal Code	V1E 4N2
Phone Number	250-803-4051
Information Requested	I request information and advice about archaeological sites on the parcel(s) described below (include civic address, PID, legal description; attach maps below if available): Lot 2, Section 24, Township 20, Range 10, W6M KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014 CIVIC: 1910 – 11 Avenue NE PID: 002-817-071
Why Site Information is Required	Other (describe below):  Official Community Plan Amendment Application No. OCP 4000-44 Zoning Amendment Application No. ZON-1190. Owner wishes to redesignate and rezone the property to accommodate future residential development.
Third Party Access	The following person(s) may have access to this information: City of Salmon Arm staff, owner/applicant, Adams Lake Band
Format Required	PDF, Map(s)
Who Prompted	<a href="#">Archaeology Branch web site</a>
File Attachment#1	APP1 - Aerial ZON1190.pdf
File Attachment#2	APP2 - parcel - ZON1190.pdf
File Attachment#3	
File Attachment#4	
File Attachment#5	



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

Appendix 8: MOTI  
**DEVELOPMENT SERVICES  
PRELIMINARY BYLAW  
COMMUNICATION**

Your File #: OCP4000-44 &  
ZON-1190

eDAS File #: 2020-05636

Date: Dec/08/2020

City of Salmon Arm  
Development Services  
500 2nd Avenue NE  
PO Box 40  
Salmon Arm, BC V1E 4N2  
Canada

Attention: City of Salmon Arm Development Services

**Re: Proposed Bylaw 4420 for:  
Lot 2, 24-20-10 W6M KDYD Plan 5510 Except Plans 14376, 24326 and  
KAP48014**

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

The land owner must be aware of the following:

The subject property must have access off a municipal road as direct access to the Trans-Canada Highway will not be permitted.

All new structures must be located outside of the provincial setback of 4.5m from the Trans-Canada Highway road/property line.

If you have any questions please feel free to call Tara Knight at (250) 833-3374.

Yours truly,

Tara Knight  
Development Officer

Local District Address
Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 712-3660 Fax: (250) 833-3380

# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: 27 October 2020  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: McGregor, D., PO Box 10023, Salmon Arm, BC V1E 3B9  
 APPLICANT: Owner  
 SUBJECT: OCP AMENDMENT APPLICATION No. OCP4000-44  
 ZONING AMENDMENT APPLICATION FILE No. ZON-1190  
 LEGAL: Lot 2, Section 24, Township 20, Range 10, W6M KDYD, Plan 5510 Except  
 Plans 14376, 24326 and KAP48014  
 CIVIC: 1910 – 11 Avenue NE

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Further to your referral dated 21 October 2020, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning and OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

## General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

OCP AMENDMENT APPLICATION No. OCP4000-44  
ZONING AMENDMENT APPLICATION FILE No. ZON-1190  
27 October 2020  
Page 2

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8. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.
9. For the off-site improvements at the time of building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 11 Avenue NE, on the subject property's northern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 11 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, offset sidewalk, boulevard construction, street lighting, and hydro and telecommunications. Offsets and streetlight specifications to conform to Specification Drawing No. RD-3. Owner / Developer is responsible for all associated costs.
3. Trans Canada Highway on the subject properties southern boundary is a provincial controlled access highway. Additional dedication/improvements will be determined by Ministry of Transportation.
4. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
5. Only one (1) driveway access will be permitted onto 11 Avenue NE. The existing letdown may be relocated at time of building permit, subject to approval of City Engineer. Owner / Developer responsible for all associated costs.
6. Internal roadways are to be a minimum of 7.3m measured from face of curb. Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access.



OCP AMENDMENT APPLICATION No. OCP4000-44  
ZONING AMENDMENT APPLICATION FILE No. ZON-1190  
27 October 2020  
Page 3

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**Water:**

1. The subject property fronts a 200mm diameter Zone 2 watermain on 11 Avenue NE. No upgrades will be required at this time.
2. The subject property is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the subject property is currently serviced by a 19mm service from the 200mm diameter watermain on 11 Avenue NE. Due to the size and / or age of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. Bare Land Strata developments with ground oriented access have the option of a bulk water meter installed at property line at time of subdivision with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 11 Avenue NE. No upgrades will be required at this time.
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 11 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

OCP AMENDMENT APPLICATION No. OCP4000-44  
ZONING AMENDMENT APPLICATION FILE No. ZON-1190  
27 October 2020  
Page 4


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**Drainage:**

1. The subject property fronts a 525mm diameter storm sewer on 11 Avenue NE. No upgrades will be required at this time.
2. Records indicate that the existing property is not currently serviced with a storm service connection.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



Chris Moore  
Engineering Assistant



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

From: Debbie McGregor  
Date: 2020-12-16 7:35 a.m. (GMT-08:00)  
To: Chris Larson , Kevin Pearson  
Subject: Re: 1910 11 Avenue NE - OCP-44 ZON-1190

Good morning,  
And thank you again, for sending the list of 'uses' that apply under C-6 zoning. I've looked it over, and just can't envision any of the suggested uses, on the property at 1910 - 11th Ave NE.

With the need for housing so high, and with so many vacant commercial buildings and lots, I really think it is in the best interest of the City/young families that are moving here, that I go forward with my application to change the zoning to R5 and ideally go ahead with the project to build 18 affordable townhomes with tandem garages and 2-car driveways. I realize the concept plan I submitted will need to be adjusted to conform with the BC Building Code, but that will be taken care of when I have my architect create the final plans.

Thank you for your time, and if you need any further information, feel free to email or call me at 604-307-9714. I look forward to meeting you in person at the first reading.

Regards,  
Debbie McGregor

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## SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE

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### Purpose

- #1789 10.1 The purpose of the R-5 Zone is to provide for high *density, multiple family* residential *development* in selected locations throughout the *Municipality*. New *developments* zoned R-5 shall be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*, and shall comply with the provisions of the *Fire Services Act, British Columbia Building Code*, and other applicable legislation.

### Regulations

- 10.2 On a *parcel zoned R-5*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the *R-5 Zone* or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 10.3 The following uses and no others are permitted in the R-5 Zone:

- #1789 .1 *boarders*, limited to two;
- #1789 .2 *boarding home*;
- .3 *commercial daycare facility*;
- #1782 .4 *home occupation*;
- .5 *multiple family dwellings*;
- .6 *public use*;
- .7 *public utility*;
- #1789 .8 *rooming house*;
- #1786 .9 *triplex*;
- .10 *accessory use*.

### Maximum Height of Principal Building

- 10.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet). This may be increased to 15.0 metres (49.2 ft.), via the Development Permit process, if any of the special amenity(ies) in Table 3 are provided.

### Maximum Height of Accessory Building

- 10.5 The maximum *height* of an accessory *building* shall be 6.0 metres (19.7 feet).

### Maximum Parcel Coverage

- #1811 10.6 .1 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum parcel coverage for *accessory buildings*.
- .2 The above *parcel coverage* may be increased to 70% of the *parcel area* if all requisite parking, except for visitors, is provided underground.

---

## SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED

---

### Minimum Parcel Area

- 10.7 The minimum *parcel area* shall be 775.0 square metres (8,342.3 square feet).

### Minimum Parcel Width

- 10.8 The minimum *parcel width* shall be 30.0 metres (98.5 feet).

### Minimum Setback of Principal Buildings

- 10.9 The minimum *setback* of *buildings* from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be                                     | 5.0 metres (16.4 feet) |
| .2 | <i>Rear parcel line</i> shall be                                      | 5.0 metres (16.4 feet) |
| .3 | <i>Interior side parcel line</i> shall be                             | 2.4 metres (7.8 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be                             | 5.0 metres (16.4 feet) |
| .5 | Refer to Section 4.9 for "Special Building Setbacks" which may apply. |                        |

#1811

### Minimum Setback of Accessory Buildings

- 10.10 The minimum *setback* of *accessory buildings* from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be   | 5.0 metres (16.4 feet) |
| .2 | <i>Rear parcel line</i> shall be  | 1.0 metre (3.3 feet)   |
| .3 | <i>Interior side parcel line</i> shall be                                       | 1.0 metre (3.3 feet)   |
| .4 | <i>Exterior side parcel line</i> shall be                                       | 5.0 metres (16.4 feet) |
| .5 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. |                        |

#1811

### Maximum Density

Note: The following *density* provisions are based on the *gross parcel area*. Parking requirements, *setback* requirements, road dedication, etc. have not been taken into consideration.

- 10.11 .1 The maximum *density* shall be a total of 100 *dwelling units* or *sleeping units* per hectare (40.5 *dwelling units* or *sleeping units* per acre).
- .2 Notwithstanding Section 10.11.1, the maximum *density* in the R-5 Zone may be increased to a maximum of 130 *dwelling units* per hectare (52.6 units per acre) in accordance with Table 3. In Table 3, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for each amenity.

#1789



## SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED

TABLE 3

COLUMN I SPECIAL AMENITY TO BE PROVIDED	COLUMN II ADDED DENSITY
1. Provision of each <i>dwelling unit</i> which caters to the disabled (e.g. wheelchair access)	■ 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i>  7 - 10 children 11 - 15 children 16 or more children	■ 4 units per hectare (1.6 units per acre) ■ 6 units per hectare (2.4 units per acre) ■ 8 units per hectare (3.2 units per acre)
3. Provision of below <i>grade</i> or <i>parkade</i> type parking for at least 50% of the required off street parking	■ 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	■ 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling unit</i> in accordance with special agreement under Section 904 (s)218)	■ 5 units per hectare (2.0 units per acre)

Parking

10.12 Parking shall be required as per Appendix I.

## SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE

### Purpose

- 20.1 The C-6 Zone is intended to accommodate pedestrian oriented tourist/recreation businesses. The area zoned C-6 is envisioned to be developed with a mixture of land uses in an integrated manner and is intended to cater to the resident and tourist alike with a small shop and resort atmosphere. *Development* within the C-6 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

### Regulations

- 20.2 On a *parcel zoned C-6*, 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-6 Zone or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 20.3 The following uses and no others are permitted in the C-6 Zone:

- |       |     |  |
|-------|-----|--|
|       | .1  | art gallery;   |
|       | .2  | banking kiosk;   |
|       | .3  | boat and marine sales, repair and rental, including outside covered or screened storage;   |
| #3637 | .4  | <i>commercial daycare facility</i>   |
|       | .5  | convention centre;   |
|       | .6  | craft making and sales;  |
|       | .7  | farmers market;  |
|       | .8  | <i>health service centre;</i>  |
| #2782 | .9  | <i>home occupation;</i>  |
|       | .10 | <i>hotel;</i>  |
|       | .11 | library;   |
| #3223 | .12 | <i>licensee retail store;</i>  |
|       | .13 | <i>motel;</i>  |
|       | .14 | museum;  |
|       | .15 | night club;  |
| #3426 | .16 | <i>offices;</i>  |
| #2837 | .17 | <i>outside vending;</i>  |
| #3163 | .18 | parkade/off-street parking, in Areas "A", "B" and "C" [Waterfront Area] as shown on Schedule "C" attached hereto and forming part of this bylaw. |
|       | .19 | <i>personal service establishment;</i>   |
|       | .20 | pub;   |
|       | .21 | <i>public use;</i>   |
| #3060 | .22 | <i>private utility;</i>  |
|       | .23 | <i>public utility;</i>   |

## SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED

- |       |     |                                       |
|-------|-----|---------------------------------------|
|       | .24 | <i>recreation facility - indoor;</i>  |
|       | .25 | <i>recreation facility - outdoor;</i> |
| #3517 | .26 | <i>resort accommodation;</i>          |
|       | .27 | <i>restaurant;</i>                    |
| #4005 | .28 | <i>retail store;</i>                  |
|       | .29 | <i>theatre;</i>                       |
| #2554 | .30 | <i>upper floor dwelling units;</i>    |
| #3167 | .31 | <i>work/live studios; and</i>         |
|       | .32 | <i>accessory use.</i>                 |

### Accessory Uses

- |       |      |    |   |
|-------|------|----|---|
| #2554 | 20.4 | .1 | Outside storage and <i>warehouse</i> facilities are only permitted within Area "B" as shown on Schedule "C" attached to and forming part of this Bylaw. |
| #3426 |      |    |   |

### Maximum Height of Principal Buildings

- |       |      |   |
|-------|------|---|
| #2748 | 20.5 | The maximum <i>height</i> of <i>principal buildings</i> shall be 19.0 metres (62.3 feet). |
|-------|------|---|

### Maximum Height of Accessory Buildings

- |  |      |  |
|--|------|--|
|  | 20.6 | The maximum <i>height</i> of <i>accessory buildings</i> shall be 6.0 metres (19.7 feet). |
|--|------|--|

### Minimum Parcel Size or Site Area

- |  |      |  |
|--|------|--|
|  | 20.7 | The minimum <i>parcel</i> size or <i>site</i> area shall be 325.0 square metres (3,498.4 square feet). |
|--|------|--|

### Minimum Parcel or Site Width

- |  |      |  |
|--|------|--|
|  | 20.8 | The minimum <i>parcel</i> or <i>site</i> width shall be 10.0 metres (32.8 feet). |
|--|------|--|

### Minimum Setback of Principal and Accessory Buildings

- |  |      |   |
|--|------|---|
|  | 20.9 | The minimum <i>setback</i> of the <i>principal</i> and <i>accessory buildings</i> from the: |
|--|------|---|

- |    |  |                       |
|----|--|-----------------------|
| .1 | <i>Rear parcel line</i> adjacent to a residential zone shall be          | 3.0 metres (9.8 feet) |
| .2 | <i>Interior side parcel line</i> adjacent to a residential zone shall be | 3.0 metres (9.8 feet) |

---

**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED**

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**Outside Storage**

20.10 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

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

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Item 24.2

**CITY OF SALMON ARM**

Date: February 8, 2021

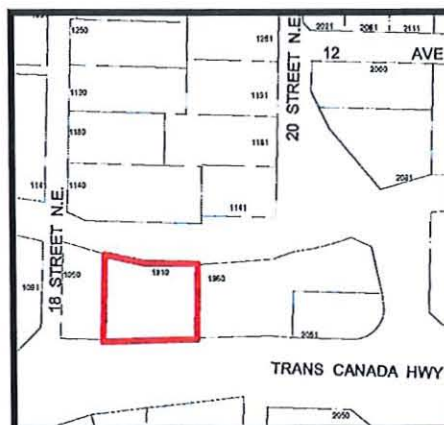
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a virtual Public Hearing on Monday, February 8, 2021 at 7:00 p.m.

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

Rezone Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plans 14376, 24326 and KAP48014 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone).

**Civic Address:** 1910 – 11 Avenue NE  
**Location:** West of 20 Street NE and North of Trans Canada HWY on the South side of 11 Avenue NE  
**Present Use:** Single Family Residential  
**Proposed Use:** Multi Family Residential Development (18 Townhouses proposed)  
**Owner/Applicant:** D. McGregor  
**Reference:** ZON-1190/ Bylaw No. 4420



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> January 26 - February 8, 2021 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will not be allowing members of the public to attend this meeting. If you wish to attend virtually email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

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

Erin Jackson, Director of Corporate Services

**Vote Record**

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

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

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Item 25.1

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4419 be read a third time.

[OCP4000-44; McGregor, D.; 1910 11 Avenue NE; HC to HR]

### Vote Record

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

Opposed:

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

**CITY OF SALMON ARM****BYLAW NO. 4419****A bylaw to amend "City of Salmon Arm Official Community Plan  
Bylaw No. 4000"**

---

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

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

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

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

1. Re-designate Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plans 14376, 24326 and KAP48014 from HC (Highway Service/Tourist Commercial) to HR (Residential High Density), as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Official Community Plan Amendment Bylaw No. 4419**".

READ A FIRST TIME THIS            11th            DAY OF            January            2021

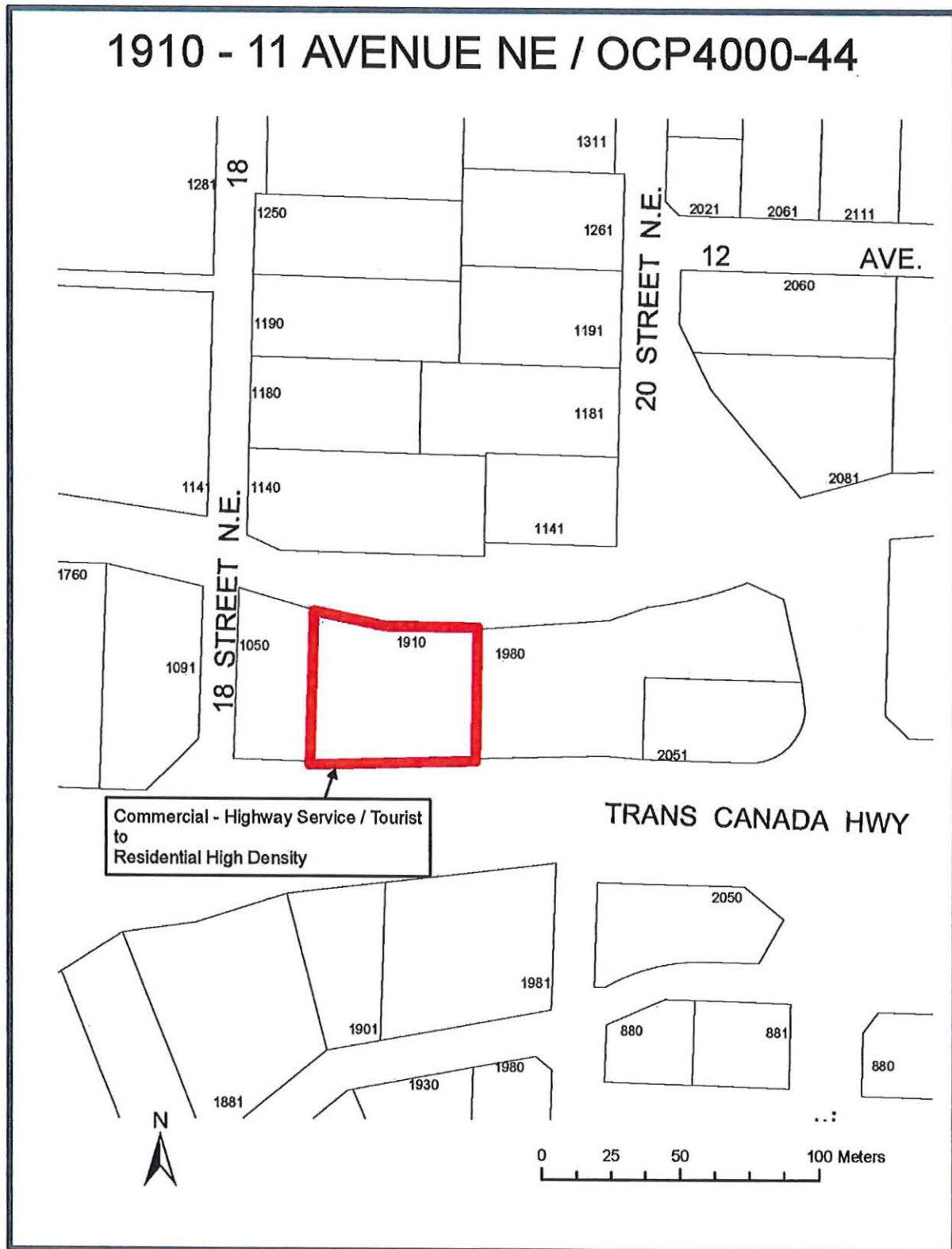
READ A SECOND TIME THIS        25th            DAY OF            January            2021

READ A THIRD TIME THIS                            DAY OF                            2021

ADOPTED BY COUNCIL THIS                            DAY OF                            2021

\_\_\_\_\_  
MAYOR

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





Item 25.2

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4420 be read a third time.

[ZON-1190; McGregor, D.; 1910 11 Avenue NE; R-1 to R-5]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4420

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

---

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

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

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

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

Rezone Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plans 14376, 24326 and KAP48014 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential 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. 4420"

READ A FIRST TIME THIS 11th DAY OF January 2021

READ A SECOND TIME THIS 25th DAY OF January 2021

READ A THIRD TIME THIS DAY OF 2021

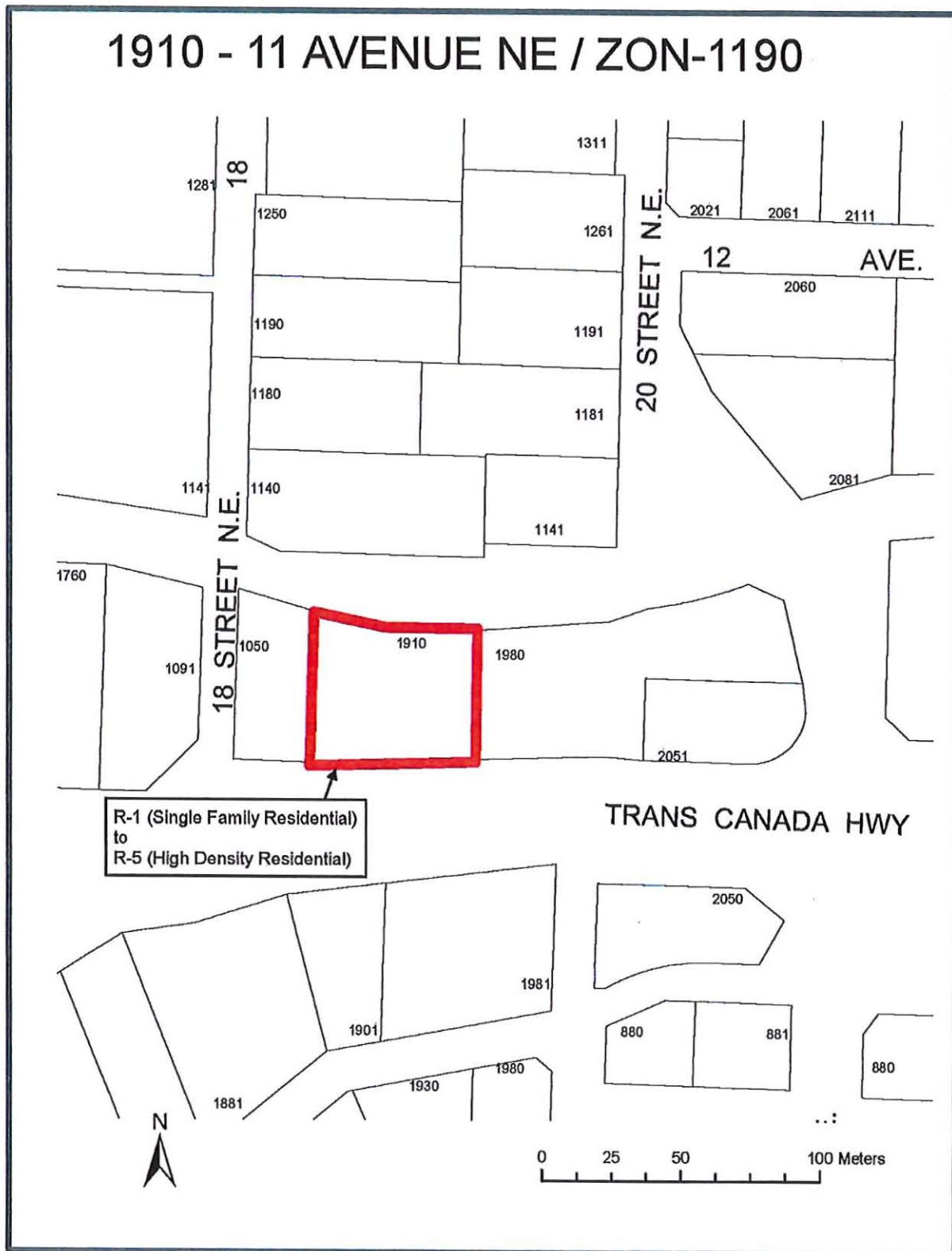
APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF 2021

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

ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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



Item 27.

## CITY OF SALMON ARM

Date: February 8, 2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of February 8, 2021, be adjourned.

### Vote Record

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

Opposed:

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

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