

1. February 28, 2022 - Agenda And Correspondence

Documents:

[FEBRUARY 28, 2022 - AGENDA.PDF](#)
[FEBRUARY 28, 2022 - CORRESPONDENCE.PDF](#)

1.1. February 28, 2022 - Late Items

Documents:

[FEBRUARY 28, 2022 - LATE ITEM 24.1 - KESKINEN, S..PDF](#)
[FEBRUARY 28, 2022 - LATE ITEM 24.1 - KESKINEN.PDF](#)
[FEBRUARY 28, 2022 - LATE ITEM 24.1 - WALSH.PDF](#)
[FEBRUARY 28, 2022 - LATE ITEM 12.2.PDF](#)



AGENDA

City of Salmon Arm Regular Council Meeting

**Monday, February 28, 2022
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***

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.	Regular Council Meeting Minutes of February 14, 2022
	7.	COMMITTEE REPORTS
19 - 22	1.	Development and Planning Services Committee Meeting Minutes of February 22, 2022
23 - 26	2.	Community Heritage Commission Meeting Minutes of February 7, 2022
27 - 30	3.	Environmental Advisory Committee Meeting Minutes of February 11, 2022
31 - 34	4.	Downtown Parking Commission Meeting Minutes of February 15, 2022
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	9.	STAFF REPORTS
35 - 38	1.	Director of Engineering & Public Works – Downtown Parking Commission –Downtown Salmon Arm Member Appointments

9. **STAFF REPORTS - continued**
 - 39 - 40 2. Manager of Human Resources - Budget Amendment - Server Purchase
 - 41 - 48 3. Director of Development Services - Proposed Changes of the City of Salmon Arm Community Heritage Register
 - 49 - 52 4. Director of Engineering & Public Works - Environmental Monitoring Program - Shuswap Lake
 - 53 - 72 5. Director of Development Services - Award of contract for Active Transportation Network Plan
10. **INTRODUCTION OF BYLAWS**
 - 73 - 80 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4503 [Parking Charges and Rates] - First, Second and Third Readings
 - 81 - 86 2. City of Salmon Arm Fee for Service Amendment Bylaw No. 4504 [Curbside Collection Fees] - First, Second and Third Readings
 - 87 - 110 3. City of Salmon Arm Zoning Amendment Bylaw No. 4493 [Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4] - First and Second Readings
 - 111- 124 4. City of Salmon Arm Zoning Amendment Bylaw No. 4494 [Whalley, B. & M.; 6840 46 Street NE; R-1 to R-8] - First and Second Readings
11. **RECONSIDERATION OF BYLAWS**
 - 125- 130 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4497 [2022 Water Meter Rates] - Final Reading
12. **CORRESPONDENCE**
 - 131- 132 1. Informational Correspondence
13. **NEW BUSINESS**
14. **PRESENTATIONS/DELEGATIONS**
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
- 133- 134 19. **OTHER BUSINESS**
 1. Released from in camera - Appointment of Chief Administrative Officer
20. **QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
135- 136	21. 1.	SPECIAL PRESENTATION Heritage Conservation Award Presentation
	22.	DISCLOSURE OF INTEREST
	23.	HEARINGS
137- 148	24. 1,	STATUTORY PUBLIC HEARINGS Zoning Amendment Application No. ZON-1227 [McCaffrey, A.; 6821 46 Street NE; R-1 to R-8]
149- 152	25. 1.	RECONSIDERATION OF BYLAWS City of Salmon Arm Zoning Amendment Bylaw No. 4489 [ZON-1227; McCaffrey, A.; 6821 46 Street NE; R-1 to R-8] – Third Reading
	26.	QUESTION AND ANSWER PERIOD
153- 154	27.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

- a) THAT: pursuant to Section 90(1) (c) labour relations or other employee relations and (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; 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 28, 2022

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting Minutes of February 14, 2022, 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 of City Hall 500 – 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on Monday, February 14, 2022.

PRESENT:

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

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson
Director of Engineering and Public Works R. Niewenhuizen
Director of Development Services K. Pearson
Chief Financial Officer C. Van de Cappelle
Recorder B. Puddifant (participated remotely)

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0039-2022

Moved: Councillor Wallace Richmond
Seconded: Councillor Eliason
THAT: pursuant to Section 90(1) (c) labour relations or other employee relations and (d) the security of the property of the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
Council returned to Regular Session at 2:15 p.m.
Council recessed until 2:30 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

Addition of Item 12.1.20 - J. Evans, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children's Association - letter dated January 31, 2022 - Outdoor Recreational Program

Additions to Item 22.1 - J. Johnson - email dated February 13, 2022 and D. & R. Bickford - email dated February 13, 2022 - Development Variance Permit Application No. VP-542 [Cockrill, E. & Weed, J./Gentech Engineering Ltd.; 2391 26 Avenue NE]

Addition to Item 22.4 - S. Kiegerl - email dated February 11, 2022 - Development Variance Permit Application No. VP-541 [Dobie, J. & S./Lawson Engineering Ltd.; 821 60 Street NW]

Addition to Item 22.4 - S. Kiegerl - addendum to email dated February 11, 2022 - Development Variance Permit Application No. VP-541 [Dobie, J. & S./Lawson Engineering Ltd.; 821 60 Street NW]

5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict with Item 22.4 as the applicants are clients of his firm.

6. CONFIRMATION OF MINUTES**1. Regular Council Meeting Minutes of January 24, 2022**

0040-2022 Moved: Councillor Lindgren
 Seconded: Councillor Lavery
 THAT: the Regular Council Meeting Minutes of January 24, 2022, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS**1. Development and Planning Services Committee Meeting Minutes of February 7, 2022**

0041-2022 Moved: Councillor Flynn
 Seconded: Councillor Lindgren
 THAT: the Development and Planning Services Committee Meeting Minutes of February 7, 2022, be received as information.

CARRIED UNANIMOUSLY

2. Social Impact Advisory Committee Meeting Minutes of January 21, 2022

0042-2022 Moved: Councillor Wallace Richmond
 Seconded: Councillor Cannon
 THAT: the Social Impact Advisory Committee Meeting Minutes of January 21, 2022, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

3. Active Transportation Task Force Meeting Minutes of February 7, 2022

0043-2022 Moved: Mayor Harrison
 Seconded: Councillor Lavery
 THAT: the Active Transportation Task Force Meeting Minutes of February 7,
 2022 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

Board in Brief – January 2022 – Received as information.

9. STAFF REPORTS

1. Chief Financial Officer – Court of Revision

0044-2022 Moved: Councillor Flynn
 Seconded: Councillor Lavery
 THAT: Council be appointed as members of the Water and Sewer Frontage Tax,
 Transportation Parcel Tax and the 73rd 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 73rd Avenue Water Main Extension Parcel Tax
 be held in Council Chambers of City Hall on Monday, March 14, 2022 at 7:00 p.m.

CARRIED UNANIMOUSLY

2. Chief Financial Officer – Property Taxation and Tax Multiples

Received as information.

3. Acting Chief Administrative Officer – Social Impact Advisory Committee Terms of Reference – New Member

0045-2022 Moved: Councillor Wallace Richmond
 Seconded: Councillor Flynn
 THAT: the Social Impact Advisory Committee Terms of Reference, attached as
 Appendix A to the staff report dated February 8, 2022, be amended by adding a
 member representing the Seniors Resource Centre.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

4. Acting Chief Administrative Officer – Avon Parking Lot Lease

0046-2022

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with WH Laird Holdings Ltd. for the City to use Lots 16 (part) and 17, Section 14, Township 20, Range 10, W6M, KDYD, District Plan 304, except Plan 15141 (130 Hudson Avenue NE) for the term of March 1, 2022 to February 28, 2023 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

CARRIED UNANIMOUSLY

5. Director of Engineering & Public Works – Purchase Recommendation for Replacement of Unit #934 – Municipal Tractor

0047-2022

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Council approve the purchase of the 2022 Trackless MT7 Unit from Kendrick Equipment Ltd. for the amount of \$184,947.76 plus taxes as applicable.

CARRIED UNANIMOUSLY

6. Director of Engineering & Public Works – Purchase Recommendation for Replacement of Unit #827 – Walker Zero Turn Mower

0048-2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: The 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 2022 Walker MT27i zero turn mower in the amount of \$10,300.00, which includes the additional funds, PST and a small contingency, reallocated from the Equipment Replacement Reserve Fund;

AND THAT: Council approve the purchase of the replacement of Unit #827 – Zero Turn Mower, from Savoy Equipment Ltd. for the quoted amount of \$41,835.61 plus taxes as applicable.

CARRIED UNANIMOUSLY

7. Director of Engineering & Public Works – Zone 2 Pump Station Replacement – Design Service Award

0049-2022

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: Council approve the Award for Preliminary and 90% Detailed Design to WSP Canada Inc. as per their proposal submission for Detailed Design Phase, for the total estimated price of \$199,729.12 plus taxes as applicable;

9. STAFF REPORTS – continued7. Director of Engineering & Public Works – Zone 2 Pump Station Replacement – Design Service Award – continued

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of these works to authorize sole sourcing to WSP Canada Inc.

CARRIED UNANIMOUSLY

8. Director of Development Services – Liquor Licensing & Street Side Patios

0050-2022

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council support "Permanent Structural Changes" for Provincial Liquor Licensing on approved street side patios.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4497 [2022 Water Meter Rates] – First, Second and Third Readings

0051-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4497 be read a first, second and third time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zone 5 Booster Station Loan Authorization Bylaw No. 4502 – First, Second and Third Readings

0052-2022

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zone 5 Booster Station Loan Authorization Bylaw No. 4502 be read a first, second and third time;

AND THAT: Bylaw No. 4467 cited as the City of Salmon Arm Zone 5 Booster Station Loan Authorization Bylaw No. 4467, be rescinded;

AND THAT: Approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of a replacement Zone 5 Booster Station;

AND THAT: Council establish Monday, May 30, 2022 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of the replacement Zone 5 Booster Station;

10. INTRODUCTION OF BYLAWS - continued2. City of Salmon Arm Zone 5 Booster Station Loan Authorization Bylaw No. 4502 – First, Second and Third Readings - continued

AND THAT: Council establish the Elector Response Form as shown as Appendix 1 to the Staff Report dated February 9, 2022 for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of the replacement Zone 5 Booster Station;

AND THAT: Council establish the fair determination of the total number of elector responses required as 1,503 for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of the replacement Zone 5 Booster Station.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS1. City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4495 – Final Reading

0053-2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4495 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE1. Informational Correspondence

Councillor Lindgren left the meeting at 3:58 p.m. and returned at 4:00 p.m.

5. J. Broadwell, Manager, Downtown Salmon Arm – letter dated January 25, 2022 – Hudson Street Closure for Downtown Farmer's Market 2022 Season

0054-2022

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council authorize the closure of Hudson Street (between Ross Street NE and Alexander Street NE) on Saturdays from May 14, 2022 to October 29, 2022 between 7:00 a.m. and 2:00 p.m. for the Downtown Farmer's Market, subject to the provision of adequate liability insurance and adherence with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

1. Informational Correspondence - continued

6. J. Broadwell, Manager, Downtown Salmon Arm - letter dated January 25, 2022 - Request to close Hudson Street for Salty Street Fest

0055-2022

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council authorize the street closure of the 100 block of Hudson Avenue NE (from Shuswap Street to Alexander Street) on Saturday, May 14, 2022, from 7:00 a.m. to 4:00 p.m. for the Salty Street Fest, subject to the provision of adequate liability insurance and adherence with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

9. K. Leinweber and T. Peasgood, Directors, Salty Dog Enduro - email dated February 3, 2022 - 2022 Salty Dog Enduro

0056-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council approve the 2022 Salty Dog Enduro from May 13 to 15, 2022 as outlined in the email dated February 3, 2022, subject to the provision of adequate liability insurance and adherence with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

11. S. Friesen, Public Engagement Coordinator, The Wellspring Foundation for Education - email dated January 21, 2022 - Lake2Lake Ride for Rwanda September 17 & 18, 2022

0057-2022

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: Council approve the Wellspring Foundation for Education to hold to the Lake2Lake Ride for Rwanda cycle event on September 17 and 18, 2022 as outlined in the email dated January 21, 2022, subject to the provision of adequate liability insurance and adherence with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond declared a conflict and left the meeting at 4:07 p.m.

10. L. Fitt, Manager, Salmon Arm Economic Development Society - email dated February 9, 2022 - Thank you and next steps

0058-2022

Moved: Mayor Harrison

Seconded: Councillor Flynn

THAT: Council provide a letter of support for Salmon Arm Economic Development Society for the expansion of the Rural and Northern Immigration Pilot into the Shuswap region.

CARRIED

Councillor Lindgren Opposed

Councillor Wallace Richmond returned to the meeting at 4:11 p.m.

12. CORRESPONDENCE - continued

1. Informational Correspondence - continued

20. J. Evans, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children's Association - letter dated January 31, 2022 - Outdoor Recreation Program

0059-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council authorize the Shuswap Children's Association to hold play events on March 1, 2022 at Fletcher Park from 10:00 a.m. to 1:00 p.m., on March 8 and 14, 2022 at Blackburn Park from 10:00 a.m. to 1:00 p.m. subject to the provision of adequate liability insurance and adherence with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond declared a conflict and left the meeting at 4:13 p.m.

2. L. Fitt, Manager, Salmon Arm Economic Development Society - letter dated February 2, 2022 - MRDT Wayfinding Signage Project

0060-2022

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: Council authorize Mayor Harrison and Councillor Wallace Richmond and staff to work with Salmon Arm Economic Development Society to consult with local area First Nations regarding the wayfinding signage.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 4:17 p.m.

13. NEW BUSINESS

1. Marina Lease, Sub-Lease and Operation

The following Motion was released from the In-Camera Council Meeting of January 24, 2022:

0007-2022 (ic)

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute the Marina Lease, Sub-Lease and Operation Agreement with Sea Dog Rentals Inc. for a three year term, with a two year option to renew, effective April 1, 2022, subject to approval by the Ministry of Forests, Lands and Natural Resource Operations and Community Charter advertising requirements;

AND THAT: the lease fee be \$40,000.00 for 2022, 2023 and 2024.

CARRIED UNANIMOUSLY

14. PRESENTATIONS
15. COUNCIL STATEMENTS
16. SALMON ARM SECONDARY YOUTH COUNCIL
17. NOTICE OF MOTION
18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS
19. OTHER BUSINESS
20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:22 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison
Councillor T. Lavery (participated remotely)
Councillor S. Lindgren (participated remotely)
Councillor L. Wallace Richmond (participated remotely)
Councillor D. Cannon (participated remotely)
Councillor K. Flynn (left the meeting at 7:19 p.m.)

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

ABSENT:

Councillor C. Eliason

21. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict with Item 22.4 as the applicant is a client of his firm.

22. HEARINGS

1. Development Variance Permit Application No. VP-542 [Cockrill, E. & Weed, J./Gentech Engineering Inc.; 2391 26 Avenue NE; Servicing requirements]

0061-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Development Variance Permit No. VP-542 be authorized for issuance for Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1500 Except Plan 1948 to vary Section 4.0 (Works and Services Requirements) of Subdivision and Development Services Bylaw No. 4163 as follows:

1. Waive the requirement to install frontage works along the proposed new parcel (Proposed Lot 1) in exchange for a cash-in-lieu payment; and
2. Defer the requirement to install frontage works along the proposed remainder parcel until time of future subdivision;

AND THAT: Council support the motion subject to:

1. Receipt if a cash-in-lieu payment for the extension of the 25 Street NE water main to the south parcel boundary; and
2. Registration of a Land Title Act Section 219 Covenant stipulating no further development or subdivision of the proposed remainder parcel until fully serviced to City Bylaw standards.

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

B. Hillson, Gentech Engineering Inc., agent for the applicants, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

J. Johnson – email dated February 13, 2022 and D. & R. Bickford – email dated February 13, 2022 – Development Variance Permit Application No. VP-542

Following three calls for submissions and questions from Council, the Hearing was closed at 7:07 p.m. and following comments from Council the Motion was:

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-546 [Brindley, T. & Schroers, P.; 3860 Lakeshore Road NE; Maximum parcel coverage]

0062-2022

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-546 be authorized for issuance for Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan 26407 to vary Zoning Bylaw No. 2303 as follows:

22. HEARINGS - continued

2. Development Variance Permit Application No. VP-546 [Brindley, T. & Schroers, P.; 3860 Lakeshore Road NE; Maximum parcel coverage] - continued

1. Section 6.7 - Maximum Parcel Coverage increase from 10% to 12% for all accessory buildings in order to facilitate construction of a detached carport.

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 7:11 p.m. and following comments from Council the Motion was:

CARRIED UNANIMOUSLY

3. Development Variance Permit Application No. VCP-545 [R.P. Johnson Construction Ltd.; 360 Trans Canada Highway SW; Off Street Parking and Loading Spaces]

0063-2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. VP-545 be authorized for issuance for Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 43112 to vary Zoning Bylaw No. 2303 as follows:

1. Section 21.9/Appendix I - Off Street Parking and Loading Spaces - Table A1-1 - Reduce the number of required off-street parking spaces from 689 to 645.

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

L. Johnson, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:18 p.m. and following comments from Council the Motion was:

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 7:19 p.m.

4. Development Variance Permit Application No. VP-541 [Dobie, J. & S./Lawson Engineering Ltd.; 821 60 Street NW; Servicing requirements]

0064-2022

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-541 be authorized for issuance for Lot 2, Section 17, Township 20, Range 10, W6M, KDYD, Plan 33563 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4163 as follows:

22. HEARINGS - continued4. Development Variance Permit Application No. VP-541 [Dobie, J. & S./Lawson Engineering Ltd.; 821 60 Street NW; Servicing requirements] - continued

1. Waive the upgrading of the west side of 60 Street NW along the frontage of the parcel boundary to an Interim Rural Paved Collector Road Standard (RD-8), including installation of an asphalted 1.5m wide bike lane and 1.25m wide shoulder and drainage ditch; and
2. Waive the upgrading of 8 Avenue NW to a Rural Local Road Standard (RD-7) to the driveway location for Proposed Lot 1, including road dedication of 4.971m, construction of a cul-de-sac at the end of 8 Avenue NW and 65 Street NW and completion of the road surface to gravel. A 100% cash in lieu contribution for that portion of 8 Avenue NW along the frontage of Proposed Lot 1 beyond the driveway to the rear parcel line;

AND THAT: Council support a reduction in service level for 8 Avenue NW, reducing the road classification to 'private driveway', requiring the maintenance of the road the responsibility of the adjacent property owners.

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

Submissions were called for at this time.

S. Kiegerl – email dated February 11, 2022 – Development Variance Permit Application No. VP-541 and Addendum to email

A. Waters, Lawson Engineering Ltd., agent for the applicant, outlined the application and was available to answer questions from Council.

S. Dobie, the applicant, spoke regarding the application and was available to answer questions from Council.

K. Kiegerl, 791 60 Street NW, expressed concerns with being responsible for maintaining the roadway as well as potential liability associated with maintaining the roadway.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:40 p.m. and following comments from Council, the Motion was split:

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. VP-541 be authorized for issuance to vary Section 4.8.1., Subdivision and Development Services Bylaw No. 4163 as follows:

1. Waive the requirement to upgrade the west side of 60 Street NW along the frontage of the parcel boundary to an Interim Rural Paved Collector Road Standard (RD-8), including installation of an asphalted 1.5m wide bike lane and 1.25m wide shoulder and drainage ditch.

CARRIED UNANIMOUSLY

22. HEARINGS - continued

4. Development Variance Permit Application No. VP-541 [Dobie, J. & S./Lawson Engineering Ltd.; 821 60 Street NW; Servicing requirements] - continued

0065-2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-541 be authorized for issuance to vary Section 4.8.1., Subdivision and Development Services Bylaw No. 4163 as follows:

2. Waive the upgrading of 8 Avenue NW to a Rural Local Road Standard (RD-7) to the driveway location for Proposed Lot 1, including road dedication of 4.971m, construction of a cul-de-sac at the end of 8 Avenue NW and 65 Street NW and completion of the road surface to gravel. A 100% cash-in-lieu contribution for that portion of 8 Avenue NW along the frontage of Proposed Lot 1 beyond the driveway to the rear parcel line;

AND THAT: Council support a reduction in service level for 8 Avenue NW, reducing the road classification to 'private driveway', requiring the maintenance of the road the responsibility of the adjacent property owners.

Amendment:

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. VP-541 be authorized for issuance to vary Section 4.8.1., Subdivision and Development Services Bylaw No. 4163 as follows:

2. Reduce the required road dedication along the 8 Avenue NW frontage from 4.971m to 3.971m, allowing for an ultimate road right of way of 18.0m. Upgrading of 8 Avenue NW to an RD-11 standard.

CARRIED

Councillor Lavery Opposed

Amendment:

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the portion of the original motion set out below be removed;

AND THAT: Council support a reduction in service level for 8 Avenue NW, reducing the road classification to 'private driveway', requiring the maintenance of the road the responsibility of the adjacent property owners.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

24. RECONSIDERATION OF BYLAWS

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0066-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of February 14, 2022, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:55 p.m.

CERTIFIED CORRECT:

Adopted by Council the day of , 2022.

CORPORATE OFFICER

MAYOR

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Item 7.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of February 22, 2022 be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Tuesday, February 22, 2022.

PRESENT:

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

Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Development Services K. Pearson
Manager of Human Resources S. Wood

ABSENT:

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. REVIEW OF THE AGENDA

4. DISCLOSURE OF INTEREST

5. REPORTS

1. Zoning Amendment Application No. ZON-1229 [Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4]

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council’s consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 24726, Except Plan KAP57693 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone).

5. REPORTS - continued

1. Zoning Amendment Application No. ZON-1229 [Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4] – continued

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

S. Mitchell, Franklin Engineering Ltd., agent for the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Zoning Amendment Application No. ZON-1230 [Whalley, B. & M.; 6840 46 Street NE; R-1 to R-8]

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

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

M. Whalley, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. Director of Development Services – Proposed Changes to the City of Salmon Arm Community Heritage Register

Moved: Councillor Canon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that the amendments to the Community Heritage Register be submitted to the Provincial Heritage Branch for deposit.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. CORRESPONDENCE

8. ADJOURNMENT

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee meeting of February 22, 2022, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:26 a.m.

Mayor Alan Harrison
Chair

Minutes received as information by Council
at their Regular Meeting of _____, 2022.

Item 7.2

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Community Heritage Commission Meeting Minutes of February 7, 2022 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 7, 2022** at 2:00 p.m.

PRESENT:

Deborah Chapman, R.J. Haney Heritage & Museum
Pat Kassa, R.J. Haney Heritage & Museum, Chair
Linda Painchaud
Maureen Shaffer
Mary Landers
Evan Chorlton, City of Salmon Arm, Recorder (Staff non-voting)

ABSENT:

Cindy Malinowski, R.J. Haney Heritage & Museum
Councillor Debbie Cannon

The meeting was called to order at 1:59 p.m.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval / changes / additions to Agenda

Moved: Mary Landers

Seconded: Maureen Shaffer

THAT: the Agenda for the February 7, 2022 Community Heritage Commission Meeting be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes of January 10, 2022 Community Heritage Commission Meeting

Moved: Linda Painchaud

Seconded: Maureen Shaffer

THAT: the minutes of the Community Heritage Commission Meeting of January 10, 2022 be approved.

CARRIED UNANIMOUSLY

5. Old Business /Arising from minutes

a) Heritage Register Map – final update

Maureen Shaffer said that the Heritage Register Map is now complete. The Heritage Register map and the Heritage Register will be revised to show the correct address of the Richmond House as 1550 15 Avenue SE. The Commission thanks Gregg Patterson and Evan Chorlton for their contributions/efforts to the map.

Pat Kassa has prepared the map on a display board and confirmed that space at Piccadilly Mall has been arranged for the displays during Heritage Week. The presentation slides will be given to Lana Fitt of the Economic Development Society.

b) Heritage Conservation Awards – final update

Linda Painchaud picked up the framed HCA certificates. The cost for the framing and any additional costs associated with the awards has been provided for in the Community Heritage Commission budget.

The Heritage Conservation Awards will be presented in person in Council Chambers at City Hall on February 28, 2022. Attendance for these presentations will be subject to the Public Health Officer guidelines in effect at the time. The order of presenters will be as follows: Mary Landers (Skelton House/Gabe's Bunkhouse), Linda Painchaud or Mary Landers (Canoe United Church), and Maureen Shaffer (Lyman House). Evan Chorlton will confirm the time of the presentation and advise the Commission members. Mary Landers will relay the information to the award recipients.

c) McGuire Lake Park Heritage Plaque

Deborah Chapman provided photos of the vandalized plaque at McGuire Lake to Debbie Cannon. Debbie Cannon and Evan Chorlton will follow up on the timeline of the repair of the plaque.

6. New Business

a) Palmer Street

Deborah Chapman spoke regarding the addition of the street name 'Palmer' as a Historic route to signs in the downtown core. Evan Chorlton will look into the associated costs and location of signs (I.e. 6 Street NE and Shuswap Street NE) from Public Works and will see if there are any concerns.

Moved: Deborah Chapman

Seconded: Mary Landers

THAT: the Community Heritage Commission add Palmer Street as a Historic Street Route.

CARRIED UNANIMOUSLY

7. Other Business &/or Roundtable Updates

a) City of Salmon Arm Heritage Strategy & Implementation Table

The group tabled this item for discussion at the March meeting.

b) Heritage Register Changes

Evan Chorlton will follow up with Debbie Cannon on when the list of proposed changes for/to the Heritage Register will be brought to Council for consideration. Maureen Shaffer will create new Word documents for both new register changes and map changes. Pat Kassa will create a calendar item to review and submit changes every year in November.

c) Ebl House

The group tabled this item for discussion at the March meeting.

d) Merton House

Evan Chorlton will confirm that the owner has received the Commission's letter.

e) Walking Tour and On This Spot

Linda Painchaud advised that the EDS and Visitor Centre are promoting the walking tour and On This Spot app. Linda Painchaud will let Commission members know when the tour is being held by either the EDS or Visitor Centre. Deborah Chapman provided stats on the number of people that have visited the On This Spot app (899), of which 211 were located within Salmon Arm.

8. Next Meeting

Monday, March 7, 2022 at 2:00 p.m. (tentative)

9. Adjournment

The Community Heritage Commission Meeting of February 7, 2022 adjourned at 2:51 p.m.

Debbie Cannon, Chair

Received for information by Council on the ___ day of __, 2022

Item 7.3

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Mayor Lindgren

Seconded: Councillor Cannon

THAT: the Environmental Advisory Committee Meeting Minutes of February 11, 2022, be received as information.

Vote Record

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

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

CITY OF SALMON ARM

Minutes of the Environmental Advisory Committee Meeting held by virtual means on Friday, February 11, 2022 at 2:30 p.m.

PRESENT:

Councillor Sylvia Lindgren	City of Salmon Arm, Chair
Julia Beatty	Shuswap Climate Action
Janet Pattinson	Shuswap Naturalist Club
Carmen Fennell	Citizen at Large
Michael Simpson	Citizen at Large
Sharon Bennett	Citizen at Large
Pauline Waelti	Shuswap Environment Action Society (SEAS)
Barrie Voth	Agricultural Industry
Dale Culler	School District No. 83
Christina Thomas	Neskonlith Indian Band
Warren Bell	Canadian Association of Physicians for the Environment (CAPE)
Jessica Klikach	Salmon Arm Fish and Game Club (left the meeting at 3:31 p.m.)
Luke Gubbels	Canoe Forest Products
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Janet Aitken	Adams Lake Indian Band
	Salmon Arm Bay Nature Enhancement Society (SABNES)

GUESTS:

Ceran Caner

The meeting was called to order at 2:30 p.m.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval/changes/additions to Agenda

Addition of Item 7.a. – Cemetery

Moved: Janet Pattinson

Seconded: Pauline Waelti

THAT: the Environmental Advisory Committee Meeting Agenda of February 11, 2022 be approved with addition.

CARRIED UNANIMOUSLY

4. Approval of Minutes from January 14, 2022

Moved: Barrie Voth

Seconded: Pauline Waelti

THAT: the Minutes of the Environmental Advisory Committee Meeting of January 14, 2022 be approved.

CARRIED UNANIMOUSLY

5. Presentations**6. Old Business/Arising from Minutes****a) Bylaw Review – Tree Removal and Protection Bylaw No. 2305 and Pesticide Use Bylaw No. 3744**

Tree Removal Bylaw – Luke Gubbels provided an update of the working group meeting and their review of the existing City of Salmon Arm Tree Removal Bylaw. Discussions of this group included the importance of identifying the goals in achieving a new “Tree Preservation” Bylaw and how best to present new ideas to Council in a useful and beneficial manner. The goals for Bylaw amendment would take into consideration the City’s view on urban forests, developments and Fire Smart practices.

Pesticide Use Bylaw – Julia Beatty spoke regarding the meeting of the working group to revise the City’s current Pesticide Use Bylaw. The working group has identified that their goal is to encourage Council to initiate a ban on cosmetic pesticides within the City. The working group will comprise a list of pesticides and their dangers to assist Council in determining possible alternatives. The possibility of a pesticide use permit was discussed as well as enforcement of unlawful use of pesticides.

7. New Business**a) Cemetery**

Janet Pattinson spoke regarding Green Burials at Shuswap Memorial Cemetery. Cemetery Management Bylaw No. 4280 provides for Green Burials, however, this service will not be offered at the Cemetery for approximately 3 – 5 years.

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

9. **Next Meeting – March 11, 2022**

10. **Adjournment**

Moved: Warren Bell

Seconded: Julia Beatty

THAT: the Environmental Advisory Committee meeting of February 11, 2022 be adjourned.

CARRIED UNANIMOUSLY

The virtual meeting adjourned at 4:01 p.m.

Councillor Sylvia Lindgren, Chair

Received for information by Council the day of , 2022.

Item 7.4

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Mayor Eliason

Seconded: Councillor Lavery

THAT: the Downtown Parking Commission Meeting Minutes of February 15, 2022, 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, February 15, 2022.

PRESENT:

Chad Eliason	Councillor, City of Salmon Arm
Bill Laird	Member at Large
Regan Ready	Member at Large
Vic Hamilton	Member at Large, Chair
Cathy Ingebrigston	Member at Large
Morgan Matheson	DSA Representative
Gerald Foreman	DSA Representative
Jenn Wilson	Resource Personnel, City Engineer
Robert Niewenhuizen	Resource Personnel, Director of Engineering & Public Works, Recorder

ABSENT:

Jacquie Gaudreau	DSA Representative
Sam Darlington	Resource Personnel, Bylaw Officer

GUEST: None

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

1. INTRODUCTIONS AND WELCOME

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. PRESENTATIONS:

None

4. APPROVAL / CHANGES / ADDITIONS TO AGENDA

Addition of Item 7 c) – S. Mitchell, Officer Manager, Franklin Engineering Ltd. – email dated February 10, 2022 – parking issues downtown

Addition of Item 7 d) – D. Wallace, General Manager, Askew's Foods – email dated February 8, 2022 – parking issues downtown

4. APPROVAL / CHANGES / ADDITIONS TO AGENDA - continued

Moved: Regan Ready

Seconded: Cathy Ingerbrigston

THAT: the Downtown Parking Commission Meeting Agenda of February 15, 2022 be approved with additions.

CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES FROM JANUARY 18, 2022

Moved: Regan Ready

Seconded: Cathy Ingerbrigston

THAT: the Downtown Parking Commission Meeting Minutes of January 18, 2022 be adopted.

CARRIED UNANIMOUSLY

6. OLD BUSINESS ARISING FROM MINUTES

- Parking meter and off street reserved parking rates were approved by City Council. Staff will be taking a report on February 28th to start the process of updating the fee for service bylaw.
- The lease renewal for the Avon parking lot was approved by City Council

7. NEW BUSINESS

a) Downtown Salmon Arm appointments

Downtown Salmon Arm appoints Jacquie Gaudreau, Gerald Foreman, Morgen Matheson and Vera Chomyshen as the representatives of Downtown Salmon Arm for the term expiring February 28, 2024.

Moved: Regan Ready

Seconded: Cathy Ingerbrigston

THAT: the Downtown Parking Commission support the recommended DSA member appointments.

CARRIED UNANIMOUSLY

b) 2022 Street Cafés

- Provided for information
- Currently there are four (4) street cafés seeking renewals for 2022

7. NEW BUSINESS - continued

- c) S. Mitchell, S. Mitchell, Officer Manager, Franklin Engineering Ltd. - email dated February 10, 2022 - parking issues downtown
- Bill Laird offered to talk to Jayme Franklin in person, representing both DPS and DSA.
- d) D. Wallace, General Manager, Askew's Foods - email dated February 8, 2022 - parking issues downtown
- Rob Niewenhuizen outlined the issue with large vehicles/trailers not being able to use the Narcisse grade crossing,
 - Traffic modeling exercise would be required if any changes to lakeshore road would be proposed (ie. One way, angled parking)
 - Chad Eliason would like additional advertising on the traffic flow through the Ross Street parking lot during the RSU construction,
 - Bill Laird will discuss positive messaging for downtown parking with DSA.

8. OTHER BUSINESS

- Meeting dates and times were discussed; it was determined to maintain the current schedule.

9. NEXT MEETING - Tuesday, March 15, 2022

The next meeting of the Downtown Parking Commission will be Tuesday, March 15, 2022. The Chairperson will be Reagan Ready.

10. ADJOURNMENT

Moved: Regan Ready

Seconded: Morgan Matheson

THAT: the Downtown Parking Commission Meeting of February 15, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:29 a.m.

Rob Niewenhuizen

Minutes received as information by Council
at their Regular Meeting of , 2022.

Item 9.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council appoint the following four (4) Downtown Salmon Arm representatives to serve on the Downtown Parking Commission for the two (2) year term from February 28, 2022 to February 27, 2024:

- Jacquie Gaudreau;
- Gerald Foreman;
- Morgen Matheson; and
- Vera Chomyshen

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

DATE: February 11, 2022

SUBJECT: **Downtown Parking Commission - Downtown Salmon Arm Member Appointments**

RECOMMENDATION:

THAT: Council appoint the following four (4) Downtown Salmon Arm representatives "Jacquie Gaudreau, Gerald Foreman, Morgen Matheson and Vera Chomyshen" to serve on the Downtown Parking Commission for the two (2) year term from February 28, 2022 to February 27, 2024.

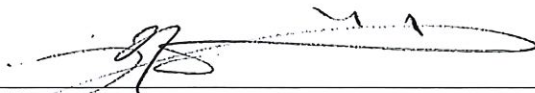
Background:

Pursuant to Downtown Parking Commission (DPC) Bylaw No. 1844, the four (4) positions nominated by the Downtown Improvement Association, Downtown Salmon Arm (DSA) will expire on February 28, 2022.

The DSA has put forward the following three (4) representatives: Jacquie Gaudreau, Gerald Foreman, Morgen Matheson and Vera Chomyshen for the two (2) year term, from February 28, 2022 to February 27, 2024.

Jacquie Gaudreau started with the commission in 2016, Gerald Foreman in 2014, Morgen Matheson in 2021 and replaced June Stewart (2019), Vera Chomyshen is replacing Linda Nielson (2019).

Last year the DPC completed their work on the Downtown Parking Master Plan, which was identified as a priority item in the City's Corporate Strategic Plan. They are now in the process of reviewing and implementing the recommendations made in the Master Plan document.



Robert Niewenhuizen,
Director of Engineering and Public Works

cc Erin Jackson, Acting CAO/Director of Corporate Services

DOWNTOWN
SALMON ARM

Mayor and Council
c/o Rob Niewenhuizen
City of Salmon Arm
PO Box 40
Salmon Arm, BC V1E 4N2

February 9, 2022

Dear Rob Niewenhuizen

Re: Downtown Parking Commission

The Salmon Arm Downtown Improvement Association Board of Directors would like to appoint the following individuals as representatives to the Downtown Parking Commission for a term of 2 years each:

Jacquie Gaudreau
Gerald Foreman
Morgen Matthison
Vera Chomyshen

Also, thank you for allowing Linda Nielson to serve as a downtown representative. We appreciate the opportunity to be an integral part of this Commission.

With respect,

Jennifer Broadwell

Manager

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

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9.2

CITY OF SALMON ARMDate: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect the distribution between capital and operating costs attributed to the server purchase as follows:

- Server Maintenance Contracts - \$9,000.00 (decrease - \$21,000.00); and
- Servers - \$89,000.00 (increase - \$21,000.00).

Vote Record

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

Opposed:

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

To: His Worship Mayor Harrison & Members of Council

Date: February 16, 2022

Subject: Budget Amendment – Server Purchase

Recommendation:

That the 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect the distribution between capital and operating costs attributed to the server purchase as follows:

- Server Maintenance Contracts - \$9,000 (decrease - \$21,000); and
- Servers - \$89,000 (increase - \$21,000).

Background:

During the 2022 budget deliberations, Council approved the purchase of new servers. The purchase is within budget and adheres to the City's purchasing policy, however, the allocation of the capital and operating costs need to be re-distributed.

Respectfully Submitted,



Sue Wood

Manager of Human Resources

cc. Chelsea Van de Cappelle, Chief Financial Officer

Item 9.3

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the amendments to the Community Heritage Register, outlined in the staff report dated February 16, 2022, be submitted to the Provincial Heritage Branch for deposit.

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: February 16, 2022

Subject: Proposed Changes of the City of Salmon Arm Community Heritage Register

STAFF RECOMMENDATION

THAT: City Council authorize the amendments to the Community Heritage Register proposed by the Community Heritage Commission that were received February 4, 2022.

The Community Heritage Register was first adopted by Council in February 2010. The properties and Statements of Significance of the Register were added in three separate phases, with Phase I occurring in 2010, Phase II in 2011, and finally Phase III in 2013. Since this time, there have been few changes to the document.

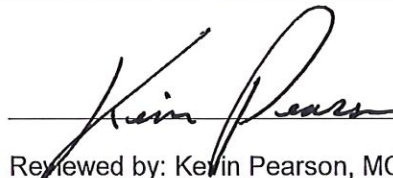
In November/December of 2021, members of the Community Heritage Commission began working on a list of housekeeping amendments to the Register. The list of housekeeping amendments has been reviewed by the Commission at the November 2021, December 2021, January 2022, and February 2022 meetings. All of the proposed changes and recommendations are relatively minor and include a few name changes. The complete list is attached.

Since the Register is not an official Bylaw, the amendments would need to be approved by Council with a Resolution. If approved, pursuant to Part 15, Section 598 of the *Local Government Act*, the amended Register would be forwarded to the Provincial Heritage Branch for deposit.

Staff have no concerns with the approval of this list of proposed changes.



Prepared by: Evan Chorlton
Planner I



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

Heritage Register Principles

- Register name, if possible, should be the original owner (not the builder) of the property. If this is not possible, then what is/was the property most commonly known as.
- Correct major errors in fact, not wordsmith or change grammatical errors or spacing etc.
- The address should be the current address so people can find the property. However, if the original address was different than the current address, put the former address in brackets e.g., 680 2 Avenue NE (formerly Harris Street)
- If the exact date of construction is not known, then put Circa in front of the year—this gives it 5 years either side of that date
- Standard format is Name, Address, Year of construction—do NOT put st or th after address e.g., not 1st Avenue just 1 Avenue (some have it and some don't so let's start leaving them out as post office doesn't want them either!!)

Page	Issue	Recommendation
10	The Women's Institute constructed a community retirement home in 1982. Do we know where it was / is?	First paragraph add Pioneer Lodge "The Women's Institute turned its attention to construction of a community retirement home, Pioneer Lodge , which opened in 1982. "
18	First sentence SOS list page 18 and 19	"... have been prepared for <i>The City of</i> Salmon Arm Community Heritage Register:" Change: 13. Skelton House/Gabe's Bunkhouse to Matthews House 20. Salmon Arm Elementary to Salmon Arm Consolidated High School 22. Schultis House to Bromham House 26. Duxbury House to Reader House I 28. Reader House to Reader House II 33. Salmar Classic Theatre to Salmar Theatre 36. Edwardes House to Simpson House 37. (Number not used) 38. Canoe United (correct spelling) Church 45. (Number not used) 46. Hanna and Hanna Orchards to Dodd/Hanna Orchards 49. Heart's Haven/Ball House to Ball House
20	20 Hudson Avenue NE should be 31	Change to 31 Hudson Avenue NE (formerly Hudson Street)
20-23	references re Hudson Street throughout the descriptions. Physical address of Municipal Hall, Courthouse & Art Gallery are 'Hudson Ave.' Do we want to go with either Street or Avenue?	Change to Hudson Avenue and Shuswap Street Paragraph 1, Hudson Avenue NE

P44		Paragraph 3 Hudson Avenue NE and Shuswap Street NE Character Defining Elements Hudson Street to Hudson Avenue NE (x 2)
22	"	Change to Hudson Avenue and Shuswap Street Paragraph 1, Hudson Avenue NE Paragraph 3 Hudson Avenue NE and Shuswap Street NE Character Defining Elements Hudson Street to Hudson Avenue NE
23	"	Change to Hudson Avenue and Shuswap Street Paragraph 1, Hudson Avenue NE and Shuswap Street NE Paragraph 4 Hudson Avenue NE and Shuswap Street NE
27	1912, 1906-07 for first section should say circa 1906. Also, name should be first	Change to: Haydock House 550 6 Street SE Salmon Arm, BC Circa 1906
32	Name should be first and then change address to 2 Avenue NE	Bank Manager's House 660 2 Avenue NE (formerly Harris Street)
33	Name should be first and then change address to 2 Avenue NE	Lyman House 680 2 Avenue NE (formerly Harris Street)
34	Name should be first and then change address to 2 Avenue NE and Circa added	R.H. Neelands House 671 2 Avenue NE (formerly Harris Street) Salmon Arm, B.C. Circa 1911
35	Name should be first and then change address to 2 Avenue NE	Collier House 720 2 Avenue NE (formerly Harris Street)
36	Name should be first and then change address to 2 Avenue NE	M.M. Carroll House 721 2 Avenue NE (formerly Harris Street)
37	Skelton House/ Gabe's Bunkhouse change to Matthews House	Change heading to: Matthews House 251 5 Street SE Salmon Arm, B.C. 1912 Values Matthews House is significant.... Paragraph 3: Matthews House....

39	1913-14	Circa 1913
41	Remove hyphen in address	Change to 250 8 Street NE
44	Remove hyphen in address	Change to 490 10 Avenue SE
46	Salmon Arm Elementary	<p>Change to Salmon Arm Consolidated High School</p> <p>Paragraph 1 Paragraph 2 Paragraph 4 change wording In 2003, despite strong protests from parents, students, and educators, <i>the school</i> closed its doors..... Paragraph 5</p> <p>Character Defining Paragraph 6</p>
47	Remove hyphen in address	351 3 Street SW, 421 5 Avenue SW, 441 3 Street SW, 481 5 Avenue SW 511 5 Avenue SW, 471 10 Avenue SW
49	<p>Schultis change to Bromham House</p> <p>Remove hyphen in address</p>	<p>Change heading to:</p> <p>Bromham House 1670 10 Street SW Salmon Arm, B.C. Circa 1905</p> <p>Change paragraph 1 from Schultis House to Bromham House</p> <p>Under Values, first line change to Bromham</p> <p>Fifth paragraph: "Originally constructed by Frank Bromham, the house has passed....."</p> <p>Character Defining Elements: First line change to Bromham</p>
51	1620 Lakeshore Rd NE but now addressed off of 16 Street NE	Change to 1501 16 Street NE (formerly 1620 Lakeshore Rd NE)
53	Remove hyphen in address	551 21 Street SE
56	Duxbury change to Reader House I	Change Heading to:

P46	Remove hyphen in address C1913-c 1916 Change to Circa 1914	<p>Reader House I 91 1 Street SE Salmon Arm, B.C. Circa 1914</p> <p>Change Duxbury to Reader House I in : Description x2, Values 1st paragraph: "Constructed Circa 1914, Reader House I is valued...." 2nd Paragraph: "Reader House I...." 3rd paragraph, line 3: "...Shuswap Street known as Reader House II...." 3rd paragraph, line 4: put 'd' at and of Drummon(d). Reader also <i>built</i> (not build)</p> <p>'Character Defining Elements' – "...define the heritage character of Reader House I".</p>
57	Remove hyphen in address	51 1 Street SE
58	Change Reader House to Reader House II Change address to include 'SE'	<p>Change Heading to:</p> <p>Reader House II 230 Shuswap Street SE Salmon Arm B.C. Circa 1922</p> <p>Change in: Description, first line: "Reader House II is a"</p> <p>Values, first sentence: "Constructed prior to the spring of 1922 <i>by William Reader as his personal residence</i>, the house is valued...."</p> <p>Change to Reader House II in 2nd, 3rd, 4th, 5th paragraphs and in</p> <p>Character Defining Elements, first sentence.</p>
59	Remove hyphen in address	401 20 Street SE
60	Remove hyphen in address	1890 20 Avenue NE
65	Salmar Classic Theatre	Change to Salmar Theatre
69	Correct house number (change from 1150 to 1550) and remove hyphen in address	1550 15 Avenue SE
71	Edwardes House	<p>Change to Simpson House</p> <p>Change Heading to:</p>

	Remove hyphen from address	<p>Simpson House 5051 11 Street NE Salmon Arm, B.C. 1903</p> <p>Change Edwardes to Simpson in: Description,</p> <p>in 1st, 2nd, 3rd paragraphs, and in 'Character Defining Elements' – "...define the heritage character of the Simpson House....".</p>
72	Remove hyphen from address	6861 50 Street NE
73	Remove hyphen from address	7210 51 Street NE
76	Remove hyphen from address	500 6 Street NE 501 10 Street NE
80	<p>Remove hyphen from address</p> <p>Circa 1884-1894</p>	<p>2131 50 Street NW 2291 50 Street NW</p> <p>Change to Circa 1895</p>
81	Remove hyphen from address	3421 30 Street SW
83	<p>Hanna and Hanna is name in Register</p> <p>Remove hyphen from address</p>	<p>Change heading to:</p> <p>Dodd/Hanna Orchards 3181 11 Avenue NE Salmon Arm, B.C. 1907</p> <p>In Description,</p> <p>Values: 1st, 2nd, 4th paragraphs, and in 'Character Defining Elements' – "...define the heritage character of Dodd/Hanna Orchards....".</p> <p>Site (last sentence): Association with the Dodd/Hanna family</p>
86	Ball House	<p>Change heading to:</p> <p>Ball House 1651 2 Avenue NE Salmon Arm, B.C. Circa 1910</p>

P48	<p>Description: "Ball House, originally named Heart's Haven by the Ball family, is a bungalow facing Okanagan Avenue NE (originally known as Deer Park Trail) which defines the eastern border of Uplands Estates Subdivision of Salmon Arm."</p> <p>Values (paragraph 2) change Maude to Maud.</p>
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Next Steps

1. Submit final changes to HC
2. Once all approved by HC then present to Council for approval of changes.

Item 9.4

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: Larratt Aquatic Consulting Ltd. be awarded the Shuswap Lake Environmental Monitoring Program for the three year term of 2022 to 2024 as follows:

2022 - \$25,678.00 plus actual laboratory costs;

2023 - \$26,449.00 plus actual laboratory costs;

2024 - \$27,242.00 plus actual laboratory costs.

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: Gerry Rasmuson, Manager of Utilities

DATE: February 22, 2022

SUBJECT: **ENVIRONMENTAL MONITORING PROGRAM – SHUSWAP LAKE**

STAFF RECOMMENDATION

THAT: Larratt Aquatic Consulting Ltd. be awarded the Shuswap Lake Environmental Monitoring Program for the three year term of 2022 to 2024 as follows:

- **2022 - \$25,678.00 plus actual laboratory costs;**
- **2023 - \$26,449.00 plus actual laboratory costs;**
- **2024 - \$27,242.00 plus actual laboratory costs.**

BACKGROUND

The City of Salmon Arm is required to complete environmental monitoring through the Water Pollution Control Centre's (WPCC) Operational Certificate (OC). Previously the City collaborated with the Ministry of Environment (MOE) who completed the sampling as part of a broader environmental monitoring program on Shuswap Lake. In the spring of 2020, MOE informed the City that the lake sampling program was curtailed due to complications with their COVID protocols. In order to maintain OC compliance the City retained Wester Water Associates Ltd to complete the monitoring for the 2020 and 2021 seasons. In September 2021 the City received a letter from MOE stating that they could no longer partner with the City on lake water quality monitoring due to changes in their permit management and programming. The City would now be responsible for all monitoring requirements associated with the OC.

A Request for Quotes for a three (3) year contract to complete the Environmental Monitoring Program on Shuswap Lake was issued on January 13, 2022 and nine (9) proposals were received on February 17, 2022. The quotes received ranged in price from \$78,554.00 to \$399,868.53 and in proposal quality.

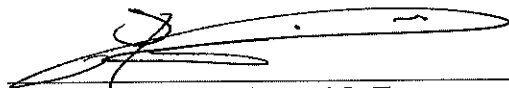
The quotes received were evaluated by staff and narrowed down to three (3) excellent proposals that were then evaluated by cost. The following is a summary of the results.

Company	Total Quote	Tax	Total
Larratt Aquatic	\$111,694	\$5,584.70	\$117,278.70
Ecoscape Consulting Ltd	\$114,859	\$5,742.95	\$120,601.95
Western Water Associates Ltd	\$120,463	\$6,023.35	\$126,485.35

STAFF COMMENTS

We are recommending award of the three (3) year contract for the WPCC Environmental Monitoring Program of Shuswap Lake be awarded to Larratt Aquatic for \$ \$79,369.00 plus applicable taxes and estimated laboratory fees which totals \$111,694.00 plus taxes as applicable, in accordance with their submitted quote. Although their quote was not the lowest bid, it was the lowest of the three (3) most highly evaluated proposals. In review of the approved 2022 budget for WPCC monitoring and testing, staff feel that the costs are in line with previous years costs and there is sufficient funding to proceed with this award.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, Chief Financial Officer

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Item 9.5

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: Urban Systems Ltd. be awarded the contract to complete an Active Transportation Network Plan for a fee of \$99,549.00 (plus GST).

Vote Record

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

Opposed:

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



To: His Worship Mayor Harrison and Members of Council

Date: February 24, 2022

Subject: RFP – City of Salmon Arm Active Transportation Network Plan

Recommendation:

THAT: Urban Systems Ltd. be awarded the contract to complete an Active Transportation Network Plan (ATNP) for a fee of \$99,549.00 (plus GST).

Background:

Using the Request for Proposals (RFP) document developed with the Active Transportation Task Force (Appendix 1), City staff advertised for the services of a qualified consulting team to create an ATNP with a budget of \$100,000.00 via BCBid. Six (6) submissions were received by the January 28, 2022 deadline. The following three (3) were compliant with the RFP requirements and ranked as follows:


<u>Company</u>	<u>Quote</u>	<u>Rank</u>
Urban Systems Ltd.	\$ 99,549, plus GST	1
EXP Services	\$ 99,040, plus GST	2
ISL Land Services	\$ 94,330, plus GST	3

Evaluation:

This proposal is being brought forward for Council's consideration in alignment with the City's Purchasing Policy.

Staff have reviewed the submissions in consideration of evaluation criteria in which the broad categories of "Proponent Profile" and "Methodology" are weighted higher than "Price Proposal". With the overall evaluation, the Urban Systems submission scored highest, with strong scoring in terms of qualifications and experience, as well as methodology, while demonstrating a clear understanding of deliverables.

With consideration of the above, staff recommend award of the City of Salmon Arm ATNP to Urban Systems Ltd. For \$99,549 plus applicable tax in accordance with their submitted proposal.



Kevin Pearson, MCIP, RPP
Director of Development Services



REQUEST FOR PROPOSALS

Active Transportation Network Plan

City of Salmon Arm
PO Box 40 (500 - 2 Avenue NE)
Salmon Arm, BC, V1E 4N2

Call for Proposals:
Closing Time and Date: Friday January 28, 2022
at 4:00 PM Pacific Time

CITY CONTACT PERSON:

All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the City's option.

Chris Larson, Senior Planner,
Box 40, Salmon Arm, BC V1E 4N2, Fax: 250-803-4041, e-mail: clarson@salmonarm.ca

DELIVERY OF PROPOSALS:

Proposals may be sent by mail, courier or e-mail. Proposals are to be submitted to the closing location as follows:

City of Salmon Arm
500 2 Ave N.E.
Salmon Arm, B.C. V1E 4N2
Attention: Chris Larson, Senior Planner - Development Services

Proposal envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposals number, and the project or program title.

PROPOSANTS' MEETING: A Proponents' meeting will not be held.

PROPOSANT SECTION:

A person authorized to sign on behalf of the Proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the signed and completed page with the proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

<i>Signature of Authorized Representative:</i>	<i>Legal Name of Proponent (and Doing Business As Name, if applicable):</i>
<i>Printed Name of Authorized Representative:</i>	<i>Address of Proponent:</i>
<i>Title:</i>	
<i>Date:</i>	<i>Authorized Representative phone, fax or email address (if available):</i>

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "City" means the City of Salmon Arm;
- b) "Contract" means the written agreement that may result from this Request for Proposals and shall be executed by the City and the Contractor;
- c) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the City;
- d) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- e) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- f) "Province" means Her Majesty the Queen in Right of the Province of British Columbia;
- g) "Request for Proposals" or "RFP" means the process described in this document; and
- h) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the City. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Additional Information Regarding the Request for Proposals

Proponents are advised to fill out and return the attached Receipt Confirmation Form as all subsequent information regarding this Request for Proposals, including changes made to this document will be provided to confirmed proponents only.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

5. Eligibility

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the City's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Contact Person listed on page 1 prior to submitting a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

The City reserves the right to waive or reject any or all submissions or accept the submission deemed most favourable to the interests of the City. Without limiting the generality of the foregoing, any submission which is incomplete, obscure, irregular, or has unauthorized erasures or corrections may be rejected. Any awards shall be made based on the criteria as stated in the Evaluation of Responses.

7. Negotiation Delay

If the City desires to enter into a written Contract and it cannot be negotiated within thirty days of notification of the successful Proponent, the City may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the City.

9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the City for purposes of clarification.

11. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. If the City elects to reject all proposals, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

13. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

14. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

15. Currency and Taxes

Prices quoted are to be:

- a) in Canadian dollars;
- b) exclusive of applicable taxes.

16. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

17. Sub-Contracting

- a) Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.

Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the City's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the

preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the City Contact Person listed on page 1 prior to submitting a proposal.

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the City.

18. Acceptance of Proposals

- a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The City is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

19. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract, with the approval of Council for the City of Salmon Arm, will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the City on the terms set out in Appendix B.

21. Liability for Errors

While the City has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

22. Modification of Terms

The City reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

23. Ownership of Proposals

All proposals submitted to the City become the property of the City. They will be received and held in confidence by the City, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

24. Use of Request for Proposals

Any portion of this document, or any information supplied by the City in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal the Proponent agrees to hold in confidence all information supplied by the City in relation to this Request for Proposals.

25. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the City, including the evaluation committee and any elected officials of the City, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the City.

26. No Collusion

Proponents must not communicate, directly or indirectly, with any other Proponent (including through any employees, agents or contractors) regarding the preparation, content or submission of proposals.

27. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the City with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the City. Such written consents are to specify that the personal information may be forwarded to the City for the purposes of responding to this RFP and use by the City for the purposes set out in the RFP. The City may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the City.

28. Business Licence

The proponent is expected to hold a valid Business Licence as required to provide professional services within the City of Salmon Arm.

29. Health and Safety Management

Proponents must adhere to the City's Health and Safety Management policies, including COVID-19 requirements, when conducting business in City facilities.

B. Requirements and Response

1. SUMMARY

The City of Salmon Arm is located in the southern interior of British Columbia on the southwest shoreline of the extensive Shuswap Lake system. With approximately 20,000 residents, Salmon Arm is the largest urban centre in the Columbia Shuswap Regional District (CSRD). It serves the recreational needs for an additional 45,000 residents of the Shuswap Lake region. Located at the junction of the Trans Canada Highway and Highway 97B, Salmon Arm is a one-half day drive to Vancouver or Calgary and a 70 minute drive to Kelowna or Kamloops.

Salmon Arm is continually attracting new residents seeking a small town life-style and the host of active recreational and cultural amenities that are present but typically found in larger centres.

The City of Salmon Arm ("City") is seeking the services of a qualified consulting team ("Consultant") with experience and knowledge of active transportation planning to create an Active Transportation Network Plan for the City of Salmon Arm (the "Project").

The Active Transportation Network Plan will build on existing policy and community engagement to establish a comprehensive vision for an active transportation system and provide a framework for their use and development (including capital cost estimates) over the short, intermediate and long term, compatible within the broad context of the City with the intent to increase active transportation mode share for all ages, stages and abilities.

2. OVERVIEW

The City of Salmon Arm is seeking a plan based on broad and equitable community engagement that will guide the city in developing a modern, more efficient Active Transportation system that meets the needs of the community as it continues to grow.

The purpose is to create a "more balanced transportation system that is accessible, cost-effective, and more equitable" (BC AT Design Guide, p. B7), increases active transportation mode share of all ages, stages and abilities, and that realizes maximum quality of life, health, safety, environmental, and economic benefits for residents of the City of Salmon Arm and neighboring communities.

The City recognizes Active Transportation can "take many forms and is continually evolving as new technologies emerge", as defined by the British Columbia Active Transportation Design Guide (2019 Edition, p. B5):

"Active transportation most commonly refers to people walking or cycling, but can also include people rolling, using winter-based modes, or using water-based modes. In addition, active transportation increasingly includes emerging forms of technology such as electric bicycles..."
British Columbia Active Transportation Design Guide, 2019 Edition, p. B5

The City views active transportation as a means to improve equity and vitality of community members and the community as a whole by lowering costs of living, greenhouse gas emissions, and increasing access to amenities, businesses, and natural elements. It also addresses systemic issues of inclusive, age-friendly, accessible, and safe transportation networks and facilities for all ages and abilities, all-year round.

City of Salmon Arm Council established an Active Transportation Reserve fund in 2019. The City formed an Active Transportation Task Force in July of 2020 to bring together various members of the community, including: City of Salmon Arm Council, Neskonlith and Adams Lake Band Councils, City staff, Shuswap Trail Alliance, Salmon Arm Economic Development Society, Downtown Salmon Arm, School District #83, Interior Health, Shuswap Cycle Club, the Greenways Liaison Committee, Social Impact Advisory Committee, and five citizens at large. The efforts of the Active Transportation Task Force directly enabled the City's successful July 2021 application to the B.C. Active Transportation Network Plan Grant Program.

The City has a \$100,000 project budget. The City has a reserve fund of \$50,000.00 to undertake this plan and has additionally been awarded \$50,000 through the MOTI BC Active Transportation Network Plan Grant Program. The City wishes to maximize the use of these funds. The fees shall include all costs including but not limited to attending meetings, documentation, disbursements, project deliverables, exclusive of gst.

To align with existing policy, the plan will incorporate an analysis of available background information including, but not limited to:

- City of Salmon Arm OCP
- Greenways Strategy
- Parks & Recreation Master Plan
- Heritage Strategy
- Subdivision and Development Servicing Bylaw
- ICBC Crash Data
- Service Delivery Policy

Official Community Plan

The City of Salmon Arm has demonstrated strong support for active transportation as reflected in the Official Community Plan (OCP). In the City's 2010 OCP Review survey, the public provided exceptionally strong support to upgrading and building new trails. The OCP includes proposed Bike Route and Greenway maps.

Greenways Strategy

As supported by the Official Community Plan, the City of Salmon Arm's Greenways Strategy was approved in 2011. Approximately 63 km of new trails are proposed for development in the Greenways Strategy and OCP. A Greenways Liaison Committee (GLC) was formed as a Committee of Council to provide recommendations on the development and implementation of the strategy and is currently active. The GLC's mandate is to provide recommendations to Council to coordinate greenway and AT projects implementing the Greenways strategy. Under the Greenways Strategy and coordinated through the GLC, multiple projects have resulted. The Greenways Strategy includes a priorities map.

Parks & Recreation Master Plan

The Parks & Recreation Master Plan (2012) recognizes that active transportation activities (walking, jogging and biking) are among the most popular activities across age categories in Salmon Arm. It suggests that there is a need for clearer delineation of complete active transportation routes. This plan recommends prioritizing 'city centre' connections between recreation facilities, parks and schools.

Heritage Strategy

The City's Heritage Strategy identifies the Heritage Discovery Trail, development of which has been a priority of Council. The Heritage Trail envisions a network of trails as identified in the

Greenways Strategy, Heritage Strategy, and OCP that extends to connect First Nations lands west of the City of Salmon Arm, through the downtown area (McGuire Lake), to Haney Heritage Village (see Heritage Discovery Trail Map attached).

Subdivision and Development Servicing Bylaw

The Subdivision and Development Servicing Bylaw regulates the subdivision and development of land and establishes servicing standards. The bylaw functions to help ensure growth and development occur in an organized, fair, and rational manner while maintaining and enhancing quality of life. Cross section elements within this bylaw detail AT infrastructure standards.

3. REQUIREMENTS

The purpose of this plan is to provide direction and guidance for use and development of an active transportation network. The plan will provide a framework for decision making, budget development and set priorities for phasing implementation over short, intermediate and long term (5, 10, and 20 year) time frames. It is expected that any recommended amenities and enhancements to existing infrastructure will include capital cost estimates in order to inform future budgets. The consultant is encouraged to provide insight and innovation when developing its proposal and propose alternative concepts that would be considered beneficial to this process.

Project Scope should include:

- Review of existing plans, policies, and background information and data
- Community Profile:
 - Population, economic drivers, geography, and weather
 - Main destination points and land use
- Data Collection:
 - Current state (baseline) of walking and cycling in community (e.g., counters, manual counts, Stats Canada data, origin-destination studies)
 - Highlight known crash sites and current safety issues (e.g., police reports, ICBC, anecdotal)
 - Current cumulative km's of AT infrastructure
- Broad community engagement through an inclusive, equitable public participation approach, including public consultation with elders and youth, at risk populations, indigenous residents, neighboring communities, businesses, schools, and community leadership
- Collaboration with Neskoniith and Adams Lake Bands, and the CSRD to develop an equitable, complete, and connected Active Transportation system
- Analysis of existing active transportation conditions including infrastructure, policies, bylaws, design guidelines, and community culture
- Potential GHG emissions reductions with AT infrastructure
- Proposal of long-term active transportation network, infrastructure, policy, bylaw, and programming improvements that include engineering, enforcement, education, encouragement, and evaluation components for all active modes of travel (walking, cycling, transit, and small wheeled transportation)
- Development of an Active Transportation Network Plan, including an implementation strategy with short and medium-term priorities, timelines, associated costs, funding strategies, responsibilities, monitoring, and reporting suitable for inclusion in the Official Community Plan

- Inclusion of a robust decision tool with multi-solving considerations to help identify potential implementation and prioritization strategies, characterizing the vulnerabilities and evaluating the trade-offs among such strategies.
- As well, it is hoped that the AT planning process would identify interim transitional strategies to implement prior to the completion of the final development plan, as well as priority project recommendations to implement following plan adoption.
- Integration with existing City and regional systems and plans including the OCP, Climate Action, Health, Housing, Environment, Public Transit, Economic Development, Marketing & Story Branding, Downtown Enhancement, Arts and Culture, Recreation, Parks, Greenways, and the Shuswap Regional Trails Strategy.

The plan should draw on national and international best practices for planning and designing Active Transportation facilities and networks that are Safe and Stress-Free, Inclusive, Context Sensitive, Cohesive and Direct, and Attractive and Intuitive, as outlined in the BC Active Transportation Design Guide (p. B13)

Adopting the 'Vision Zero' approach is desired - a global initiative with a clear and simple goal of zero fatalities or serious injuries on roadways. The approach looks to increase safety, healthy, and equitable mobility for everyone and has been adopted by several major cities in Canada.

Key performance measures of the plan should include:

- Improved connectivity throughout the community including access to natural areas and between neighboring communities
- Significantly increased user participation counts for AT modes of travel
- Reduced motor vehicle trips, congestion, air pollution, and Greenhouse Gas Emissions
- More choices for travel to work, school, services, and other daily destinations
- Increased rates of physical activity through daily travel routines for all ages
- Increased perception of safety and aesthetics of AT routes by community members
- Significantly reduced probability of serious injury and death for users
- Reduced overall household transportation costs

Consultation

An important component of the plan is the consultation with community stakeholders and the general public on improving active transportation in Salmon Arm. The consultant must develop an equitable stakeholder and public participation process that is targeted and focused in its approach. The process shall include strategies to involve key stakeholder groups to confirm guiding principles and to establish the needs and preferences regarding infrastructure, development and investment into the active transportation facilities in Salmon Arm. Public participation process should include (but not limited to):

- City of Salmon Arm Staff (Parks & Recreation, Planning, Engineering and Finance)
- Active Transportation Task Force
- user groups
- neighbourhood groups (including Industrial Park employees)
- local interest groups
- Neskonalith and Adams Lake Bands
- School District #83 including students and PAC members
- Okanagan College students
- Columbia Shuswap Regional District

- Salmon Arm Senior Citizens Association
- Vulnerable or priority populations, such as older adults, low-income children, Indigenous populations, newcomers to Canada, people living with physical disabilities or chronic illness and people experiencing homelessness.

The City's Active Transportation Task Force was formed in July of 2020 and has brought together various members of the community including: City of Salmon Arm Council, Neskonlith and Adams Lake Indian Band Councils, City staff, Shuswap Trail Alliance, Salmon Arm Economic Development Society, Downtown Salmon Arm, School District #83, Interior Health, Shuswap Cycle Club, the Greenways Liaison Committee, Social Impact Advisory Committee, and five citizens at large. The City's Active Transportation Task Force will be involved in consultation.

The feedback obtained from the consultation process will define a plan outlining the community's desired service levels and priorities to assist the City and the community in providing appropriate active transportation infrastructure, education and programming to meet the needs of the community. Online and public meetings and extra innovation to include harder to reach voices is expected. The Consultant Team's consultation strategy is expected to be reviewed and may be revised in consultation with City staff.

Required project deliverables **must** include:

- Public consultation summary including survey, online and public meeting findings
- A draft Active Transportation Network Plan meeting requirements of the B.C. Active Transportation Network Plan Grant Program including:
 - Map
 - Identification and analysis of existing active transportation infrastructure and where residents currently walk or ride
 - Proposed AT infrastructure
 - Maintenance plan for infrastructure post construction
 - Implementation Plan, including:
 - a decision-making tool,
 - annual implementation report matrices/tables for ongoing monitoring, and
 - suggested/required Subdivision & Development Servicing Bylaw updates
 - Prioritization of phases and funding-based options
 - Funding
 - Construction schedules
 - Year over year and/or project by project GHG emissions reductions
- Final Active Transportation Network Plan, including a final implementation strategy

At the conclusion of the planning process, the Consultant will produce a detailed report and recommendations for review and approval by City Council. The process will be deemed complete after the revisions are completed based upon the review and comments from the Council presentation. The following items are required as part of the deliverables of the process:

- 3 bound copies of each draft and final reports
- 1 digital copy of all presentation material and reports
- organize and attend community workshop/open house meetings
- attend, chair and record minutes of all stakeholder meetings as required
- presentation of the report to city staff prior to adoption
- presentation of report to City Council for adoption of the report
- preparation of report based upon any recommendations from City Council

The consultant will ensure that work is not duplicated and that the Active Transportation Network Plan complements other ongoing projects.

Work Schedule

The Active Transportation Network Plan process will be initiated with the award of the contract. It is anticipated that the contract will be awarded no later than February 15, 2022. The specific details of the work schedule will be determined in consultation with the consultant at the start of the project. It is expected that a preliminary draft report to Council be prepared by August 15, 2022. To allow for revisions, the Active Transportation Plan process will be completed no later than September 19, 2022. The process will be considered completed with the adoption of the plan by City Council.

The project must be completed and delivered prior to September 19th, 2022.

The following timeline is proposed:

	Activities	Proposed Schedule
1.	Project Initiation – conversation with City Staff and Task Force (electronic communication is acceptable)	February-March
2.	Background Research – information gathering including document reviews, interviews and data collection.	February-March
3.	Review applicable legislation including Local Government Act & BC AT Design Guide.	February-March
4.	Review complimentary projects and reports	February-March
5.	Public Engagement	April-May-June
6.	Update by Consultant of initial findings; City staff to provide further direction.	June-July
7.	Further research and interviews if required	June-July
8.	Draft via email for Staff Review.	June-July
9.	Updated Draft for Staff and Task Force.	July
10.	Updated Draft to Council, Staff and Task Force for Review.	August
11.	Incorporate Council, Staff and Task Force feedback and final changes.	August-September
12.	Final Report presentation to Council	September

4. EVALUATION

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Criteria
a) The proposal must be received at the closing location before the specified closing time.
b) The proposal must be in English and may be delivered in-person, by courier or mail.
c) The proposal must be submitted with one unaltered, completed Request for Proposals cover page including a signed Proponent Section.
d) The proposal must include a firm, fixed, all-inclusive price for each element described above. Proposals that are for amounts greater than the \$100,000 budget will not be considered.

Desirable Criteria

Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria.

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

5. PROPOSAL FORMAT

The following format should be followed in order to provide consistency in response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) An unaltered and completed Request for Proposals cover page, including Proponent Section as per instructions.
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".

6. PROPONENT RESPONSE

In order to receive full consideration during evaluation, proposals should include a detailed response to the following:

- a) Your company's past experience delivering similar services. Identify key personnel and outline their qualifications;
- b) Proposed fees. Provide a firm, fixed, all-inclusive price for each element described in the table above. Separate claims for disbursements will not be allowed and extras will not be permitted;
- c) Your company's unique and original approach to public engagement; and
- d) How your company will ensure that it meets the required timelines.

Appendix A - Receipt Confirmation Form

ACTIVE TRANSPORTATION NETWORK PLAN

REQUEST FOR PROPOSALS

CITY OF SALMON ARM

CLOSING DATE AND TIME: JANUARY 28, 2021

For any further distributed information about this Request for Proposals,
please return this form by fax or email as soon as possible to: Chris Larson

COMPANY: _____

STREET ADDRESS: _____

CITY: _____ **POSTAL CODE:** _____

PROVINCE: _____ **COUNTRY:** _____

MAILING ADDRESS, IF DIFFERENT: _____

FAX NUMBER: (____) _____ **PHONE NUMBER:** (____) _____

CONTACT PERSON: _____

TITLE: _____

E-MAIL ADDRESS: _____

Please send us any subsequent information about this Request for Proposals by:

☐ **Courier Collect: Courier Name and Account No.** _____

☐ **E-Mail**

Appendix B - Contract Form

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the City that will include the following selected contract clauses.

Compliance With Laws

The Proponent will give all the notices and obtain all the licenses and permits required to perform the work. The Proponent will comply with all laws applicable to the work or performance of the Contract.

Laws of British Columbia

Any Contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

Arbitration

All disputes arising out of or in connection with the Agreement will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act*.

Indemnity

Any Agreement resulting from this Request for Proposals will require that the Proponent indemnify and save harmless the City, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time or times (either before or after the expiration or sooner termination of this Agreement) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Proponent or by any servant, employee, officer, director or sub-Contractor of the Proponent pursuant to the Contract excepting always liability arising out of the independent acts of the City.

Insurance

Any Agreement resulting from this Request for Proposals may require that the Proponent, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Agreement term, the following insurances with insurers licensed in British Columbia in forms acceptable to the City. All required insurance will be endorsed to provide the City with 30 days' advance written notice of cancellation or material change. The Proponent will provide the City with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the Agreement.

Comprehensive Commercial General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The City is to be added as an additional insured and the policy shall contain a cross liability clause.

Automobile Liability on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than \$2,000,000.

Registration with Workers' Compensation Board

The Proponent and any approved sub-Contractors must be registered with the Workers' Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

Appendix C – Pre-Identified AT Network Priority Projects: 2021 Working List

The Projects and Project Categories below are generally identified in the City's OCP, Greenways Strategy, Parks and Rec Master Plan, Heritage Strategy (or address gaps within those) and are based on criteria from the BC Active Transportation Design Guide.

It should be emphasized that the intent is to develop a comprehensive Active Transportation Network Plan for the entire City, identifying priority routes through past and current planning processes.

AT Routes between downtown and uptown

- Lakeshore Road and 20 Ave NE (to 30 Street NE)
- McGuire Lake to 30 Street NE (6 Ave NE/16 Street NE/11 Ave NE)
- Okanagan
- Auto Road (Shuswap to 30 Street NE)
- TCH

Safe AT Routes to Schools

- Lakeshore Road and 20 Ave NE (to 30 Street NE)
- McGuire Lake to 30 Street NE (6 Ave NE/16 Street NE/11 Ave NE)
- 30 Street NE (between 10 Ave SE and 30 Ave NE)
- 10 Ave SE (between 30 Street NE and Little Mountain/Disc Golf/97B/South Canoe School/ SC Trailhead)
- Lakeshore Road to Raven (20 Ave NE to 54 Ave NE)
- Canoe – 50 Street NE
- TCH
- Other school sites not listed (Okanagan College Campus, Hillcrest, Salmon Arm West)

AT Routes to Parks

- 10 Ave SE (between 30 Street NE and Little Mountain/Disc Golf/97B/South Canoe School/ SC Trailhead)
- 5 Ave SW / SE (between 5 Street SE, Shuswap and 10 Street SW)
- 10 Ave SW (between Shuswap and TCH)
- Canoe Beach Drive
- Lakeshore Road and 20 Ave NE

AT Routes to our Neighbours

- Foothills Road (Shuswap to 50 Street SW)
- Heritage Trail, West Bay Connector
- 10 Ave SE (between 30 Street NE and Little Mountain/Disc Golf/97B/South Canoe School/ SC Trailhead)
- TCH

Downtown Routes

- Beatty Ave (Hudson to Ross Street)
- Shuswap Street (Lakeshore to 14 Ave SE/Foothills Road)
- 5 Street SE to 5 Ave SE
- TCH

Item 10.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4503 be read a first, second and third time.

[Parking Charges and Rates]

Vote Record

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

Opposed:

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



File: 0360.30.02

TO: His Worship Mayor Harrison and Members of Council

FROM: Rob Nieuwenhuizen, Director of Engineering and Public Works

DATE: February 11, 2022

SUBJECT: **AMENDMENT TO THE FEE FOR SERVICE BYLAW NO. 2498 –
DOWNTOWN PARKING RATES**

RECOMMENDATION

THAT: "City of Salmon Arm Fee for Service Amendment Bylaw No. 4503" be read a first, second and third time.

BACKGROUND:

The Downtown Parking Plan was completed by ISL Engineering & Land Services in August of 2021. The Downtown Parking Commission (DPC) in reviewing the Salmon Arm Downtown Parking Plan (Plan) have made a recommendation to City Council to increase the "on-street" and "reserved" off street parking lot rates. These increased rates will allow more resources to further enhance the efficiency of the parking systems including investments in advanced parking meter technology and enforcement.

It has been well over 20 years since any of the parking rates have been modified or increased. The existing on-street parking fee within the City of Salmon Arm (City) downtown area is currently \$0.25 per hour. As per the Plan, this is significantly lower than the average fee for similar municipalities (Appendix A – Excerpt from the Plan).

The Plan does not specifically address reserved off-street parking rates, however staff have conducted an internal survey of reserved rates of the same comparable municipalities surveyed within the Plan and note that the City is again below the average (Appendix B).

Staff are proposing an amendment to establish new parking rates effective, **July 1, 2022:**

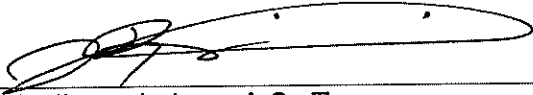
	Current	Proposed
On-Street Parking Meter Rate	\$0.25	\$1.00
Reserved Off-Street Parking Stalls	\$25.00 per Month*	\$50.00 per Month*
Reserved, Personalized Off-Street Parking Stalls	\$35.00 per Month*	\$60.00 per Month*

*Plus taxes as applicable

It is also recommended that the City no longer offer a 10% discount for the purchase of a six (6) month reserved parking pass, which is also consistent with comparable municipalities.

Following the adoption of the recommended parking rates, notice will be provided to all existing reserved parking pass holders, advertised on the City social media platforms, posted at City Hall and on the City website.

We respectfully recommend that Schedule B, Appendix 3, Subsection 5 of the Fee for Service Bylaw No.2498 be amended to reflect the revised downtown parking rates as recommended by the DPC.



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

cc Chelsea Van De Cappelle, Chief Financial Officer

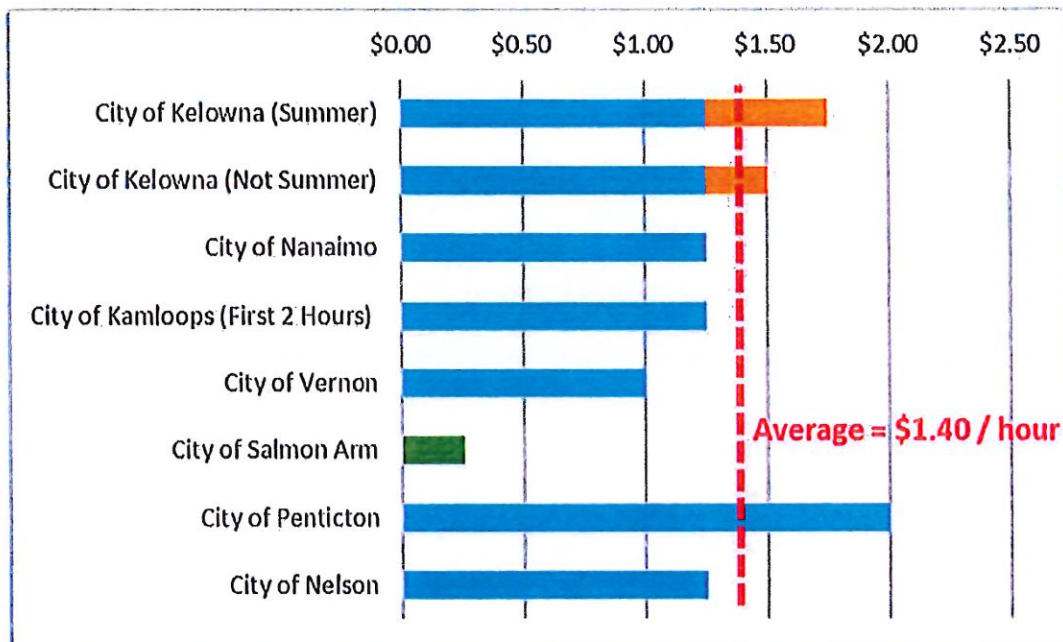


Figure ES.1: Downtown Parking Fee for Comparable BC Municipalities

Based on the review of similar BC municipalities, there is an average on-street parking fee of \$1.40 per hour during the first two hours. The existing parking fee within the City of Salmon Arm downtown area is currently \$0.25 per hour, significantly lower than the average fee for similar municipalities. With the recent public survey results in mind, the implementation of paid on-street parking should be accompanied with an educational initiative, potentially in collaboration with the Downtown Business Association and Downtown Parking Commission, to discuss the benefits of implementing paid parking and how the additional revenue generated will positively impact the surrounding local businesses.

A memo (*Parking Enforcement Technologies*) prepared by the City of Salmon Arm was reviewed in order to identify potential types of methods and technologies that could be implemented including Single Space Metering (Smart Meter) and the multi-space metering (kiosk-based metres). Some basic assumptions were applied when calculating the Cost-Benefit for the two potential parking technologies (i.e., Smart Meter versus Kiosk-based Meter) and the summary can be found in *Table ES.1*.

Overall, it was found that both technologies will have a similar cost per space and the estimated payback period for both technologies will be short; 1 year, 1 months for the Kiosk-based meters and 1 year and 5 month for the smart meter.

Fee For Service Survey

Reserved Off-Street Parking

Appendix B

Comparable Municipality	Reserved Type	Monthly Rate	Average	Average
City of Kelowna	Off Street Res.	\$ 150.00	\$ 115.90	
	Random Permit	81.79		
City of Nanaimo	Off Street Res.	60.00	60.00	
City of Kamloops	Off Street Res.	40.00 - 75.00	55.83	
City of Vernon	Off Street Res.	60.00	60.00	
City of Penticton	Off Street Res.	50.00 - 60.00	55.00	\$ 69.35
City of Nelson	Parkade Only	100.00	100.00	

CITY OF SALMON ARM

BYLAW NO. 4503**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, Subsection 5 of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule "B" Appendix 3 – Miscellaneous Fee Schedule, Subsection 5 attached hereto and forming part of this bylaw.

5.	Pay Parking Per hour	\$1.00
	Hudson Avenue NW Parking Lot (Salmar Lot) Reserved – per month Reserved – per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	Marine Park NE Parking Lot Daily Regular Truck and Trailer and/or Motorhome	\$4.00 (GST included) \$6.00 (GST included)
	Inner Core NE Parking Lot Reserved - per month Reserved – per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	Avon NE Parking Lot Reserved - Per month Reserved - Per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	4th Street NE Parking Lot Reserved - Per month Reserved - Per month (personalized)	\$50.00 plus GST \$60.00 plus GST
	Firehall No. 3 Parking Lot Reserved - Per month Reserved - Per month (personalized)	\$50.00 plus GST \$60.00 plus GST

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 on July 1, 2022.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4503".

READ A FIRST TIME THIS	DAY OF	2022
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READ A SECOND TIME THIS	DAY OF	2022
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READ A THIRD TIME THIS	DAY OF	2022
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ADOPTED BY COUNCIL THIS	DAY OF	2022
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MAYOR

CORPORATE OFFICER

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Item 10.2

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4504 be read a first, second and third time.

[Curbside Collection Fees]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

To: Mayor Harrison and Members of Council
 Date: February 14, 2022
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Fee for Service Amendment – Curbside Collection Fee's

Recommendation

That: Bylaw No. 4504 cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4504" be given 3 readings.

Background

As Council is aware, the City introduced Food Waste Collection in July of 2019. The program has been running successfully and as expected, the City has seen a reduction in garbage tonnage taken to the landfill. At this time, Council adopted a Fee for Service Amendment (Current Fees) related to Curbside Collection. While the fees have been reviewed annually, no changes were recommended since this time.

Following a review of the City of Salmon Arm Fee for Service charges associated with Curbside Collection this year, it has been determined that the cost associated with the procurement of Additional Food Waste Containers has increased. This increased pricing is a result of an unprecedented rise in the market price of resin due to material shortages. An amendment to the Fee for Service Bylaw is required in order to ensure full cost recovery. Staff are proposing an amendment to establish a revised charge for Additional Food Waste Containers.

	Current Fee	Proposed Fee
Curbside Household	\$101.00 per year	\$101.00 per year
Additional Food Waste Container	\$25.00 plus GST and PST per container	\$30.00 plus GST and PST per container
Additional Food Waste Collection	\$60.00 per year per additional container	\$60.00 per year per additional container
Extra Food Waste Tag	\$3.00 per tag	\$3.00 per tag
Extra Refuse Tag	\$3.00 per tag	\$3.00 per tag

During the preparation of the 2022 Budget, staff reviewed the annual Curbside Household fee and Additional Food Waste Collection fee and while the program as a whole is projecting a deficit in

2022, staff recommended that this deficit be offset by a transfer from the Solid Waste and Recycling Reserve rather than a fee increase at this time.

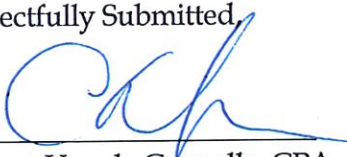
The reserve was established as a result of past surpluses within the Solid Waste and Recycling function. The intent of the reserve is to absorb further increases to expenditures associated with the collection of solid waste and recycling and service changes. The reserve also serves as a contingency plan when and if the Recycle BC program is phased out or eliminated. The reserve also provides the City with flexibility to address future issues or cost implications without impacting the users in terms of:

- Opportunities to gather user data and establish historical trends for decision-making;
- Tipping fee increases to projected expenditure levels;
- Contract changes and increases;
- Cushion future cost increases associated with:
 - Conversion of sanitation vehicles from diesel fuel to natural gas;
 - Program expansion;
 - Further expansion of the organic yard waste collection;
 - Continued advertising/educational campaign to enhance and promote recycling and reduction of solid waste; and
 - Recycling audit, etc.

Staff do not recommend a change to the Extra Refuse/Food Waste Tag fees as they are currently consistent with those charged by the CSRD at the landfill.

We respectfully recommend that Schedule B, Appendix 10 – Curbside Collection, Section 3 of the Fee for Service Bylaw No. 2498 be amended to reflect the increase in costs associated with Additional Food Waste Containers.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA
Chief Financial Officer

CITY OF SALMON ARM

BYLAW NO. 4504

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

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

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

1. Schedule B - Appendix 10 - Curbside Collection Fee, Section 3 of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule B - Appendix 10 - Curbside Collection Fee, Section 3 attached hereto and forming part of this bylaw.

SEVERABILITY

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

ENACTMENTS

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

EFFECTIVE DATE

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

CITATION

5. This Bylaw may be cited as the "City of Salmon Arm Fee for Service Amendment Bylaw No. 4504"

READ A FIRST TIME THIS	DAY OF	2022
READ A SECOND TIME THIS	DAY OF	2022
READ A THIRD TIME THIS	DAY OF	2022
ADOPTED BY THE COUNCIL	DAY OF	2022

MAYOR

CORPORATE OFFICER

BYLAW NO. 2498

APPENDIX 10

SCHEDULE "B"

CURBSIDE COLLECTION FEE

3. The Curbside Collection Fee shall be as follows:

Curbside Household	\$101.00 per year
Additional Food Waste Container	\$30.00 plus GST and PST per container
Additional Food Waste Collection	\$60.00 per year per additional container
Extra Food Waste Tag	\$3.00 per tag
Extra Refuse Tag	\$3.00 per tag

Item 10.3

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4493 be read a first and second time.

[Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4]

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: February 22, 2022

Subject: Zoning Bylaw Amendment Application No. 1229

Legal: Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 24726, Except Plan KAP57693

Civic: 2790 20 Avenue NE

Owner: Angove, K.

Applicant/Agent: Franklin Engineering Ltd.

STAFF RECOMMENDATION

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 24726, Except Plan KAP57693 from R1 (Single-Family Residential Zone) to R4 (Medium Density Residential Zone);

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

BACKGROUND

The subject parcel is located at 2790 20 Avenue NE, just north/east of Salmon Arm Secondary School (Sullivan Campus) and west of the Deo Lutheran Church (Appendix 1 and 2). The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned R1 (Single-Family Residential) in the Zoning Bylaw (Appendix 3 and 4). This area is generally residential and institutional, with a mix of zones, predominantly Single Family Residential (R1) and Institutional (P3), with some additional residential and agricultural zoned parcels also in the vicinity.

The subject parcel is approximately 5.16 acres in area/size, has a somewhat irregular shape, and currently contains one single family dwelling and one accessory building/structure (i.e. a garage with a carport). Site photos are attached, as Appendix 5.

Land uses adjacent to the subject parcel include the following:

North:	Single family residential uses	Zoned R1
South:	Institutional use	Zoned P3
East:	Single family residential and Institutional uses	Zoned R1 and P3
West:	Institutional and Single family residential uses	Zoned P3 and R1

The proposal is to rezone the subject parcel to R4 (Medium Density Residential) to facilitate future medium density residential development. Because it is not required at this rezoning stage, a site concept has not yet been provided, and staff note that further details, including professional designs and subsequent analysis, will eventually be required to demonstrate feasibility and compliance with the applicable regulations.

OCP POLICY

The subject parcel is designated Medium Density Residential in the OCP, which supports R4 zoning and is within Residential Development Area A, the highest priority area for development. The proposed density aligns well with OCP Policy 4.4.3, which encourages all growth to be sensitively integrated with

neighbouring land uses. Furthermore, the proposed zoning aligns with the Urban Residential Objectives of Section 8.2 and Urban Residential Policies listed in Section 8.3, including but not limited to providing a variety of housing types, providing housing options, and supporting compact communities. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing.

COMMENTS

Fire Department

No concerns.

FortisBC

No issue with zoning amendment.

Building Department

No concerns. Future construction must meet all applicable BCBC code requirements.

Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

Engineering Department

Comments attached (Appendix 7).

Planning Department

The surrounding neighbourhood is characterized by predominately older housing. The subject parcel is located in an area well-suited for higher density residential development, being within reasonable walking distance to many commercial highway businesses (such as Askew's Foods and Salmon Arm Savings and Credit Union), schools including Salmon Arm Secondary and Bastion Elementary, facilities including the SASCU Recreation Centre, and transportation/transit routes.

The maximum residential density permitted under R4 (Medium Density) zoning is 16.2 dwelling units per acre of land. As the existing lot is approximately 5.16 acres in area, the maximum permitted density under R4 would be roughly 83.6 (83) dwelling units assuming: 1) some form of strata development; 2) the present gross area of the subject parcel, and; 3) no density bonus. It is yet unknown if the eventual housing developments will consist entirely of rental units or not. However, if this is the case, the owner/applicant would then be eligible/qualify for the added density bonus of 2.0 units per acre for the provision of affordable rental dwelling units, provided the owner/applicant registered a rental Covenant on Title. This could then hypothetically increase the maximum permitted density under R4 to 93 dwelling units. The R4 Zoning regulations are attached, as Appendix 8.

Staff note that if rezoned to R4, a number of residential development scenarios could present themselves, including single-family, duplex, triplex, and multi-family residential development scenarios, potentially involving subdivision or stratification. A multi-family development would require a Development Permit application, and such an application would be expected to address the form and character of the multi-family building designs and detail the proposed development concept, including a site plan, landscape plan, and building elevations. Frontage and servicing improvements as per the Subdivision and Servicing Bylaw will also be required at time of development/Building Permit stage.

CONCLUSION

The proposed R4 zoning of the subject property is supported by OCP policy and is therefore supported by staff.

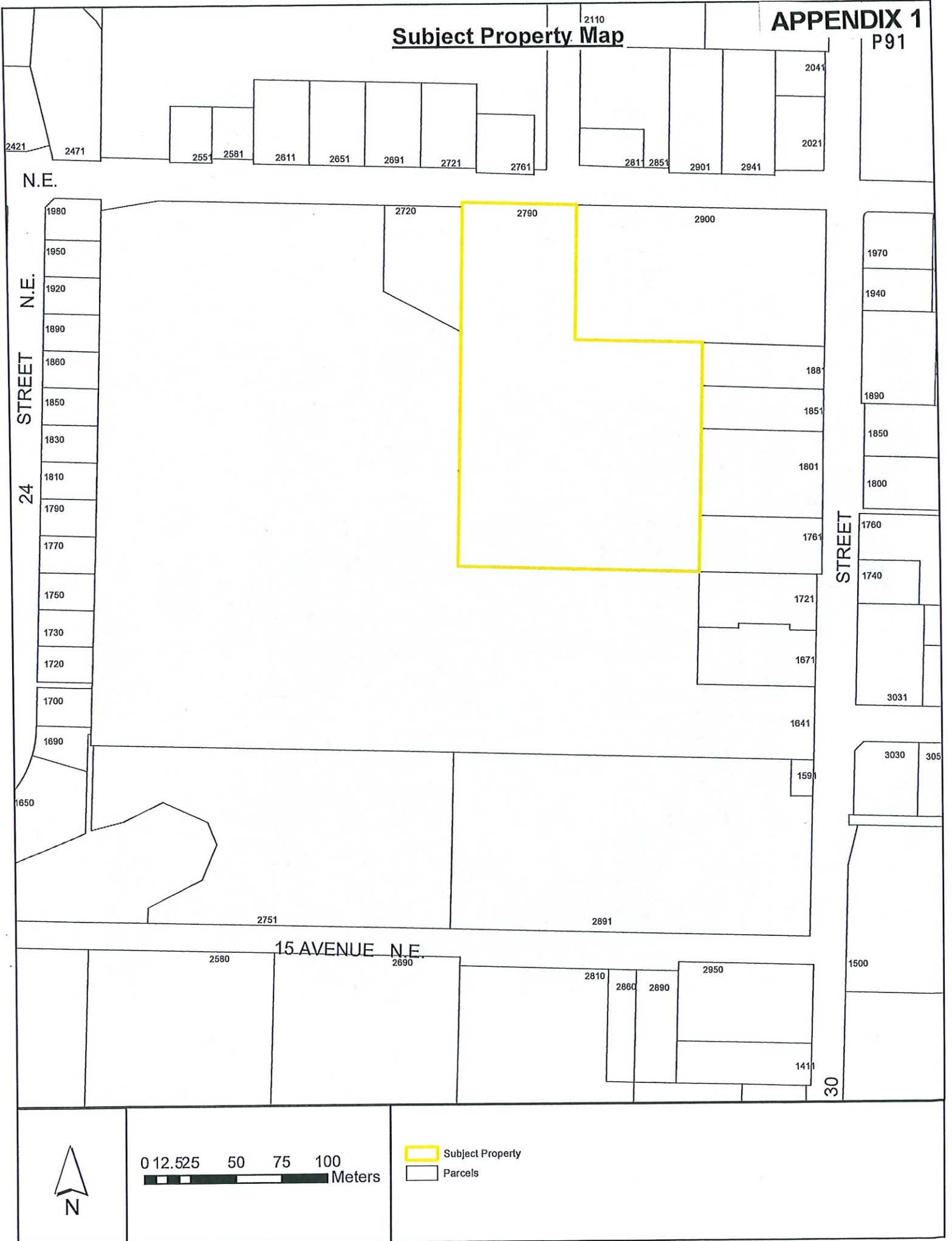


Prepared by: Evan Chorlton
Planner I

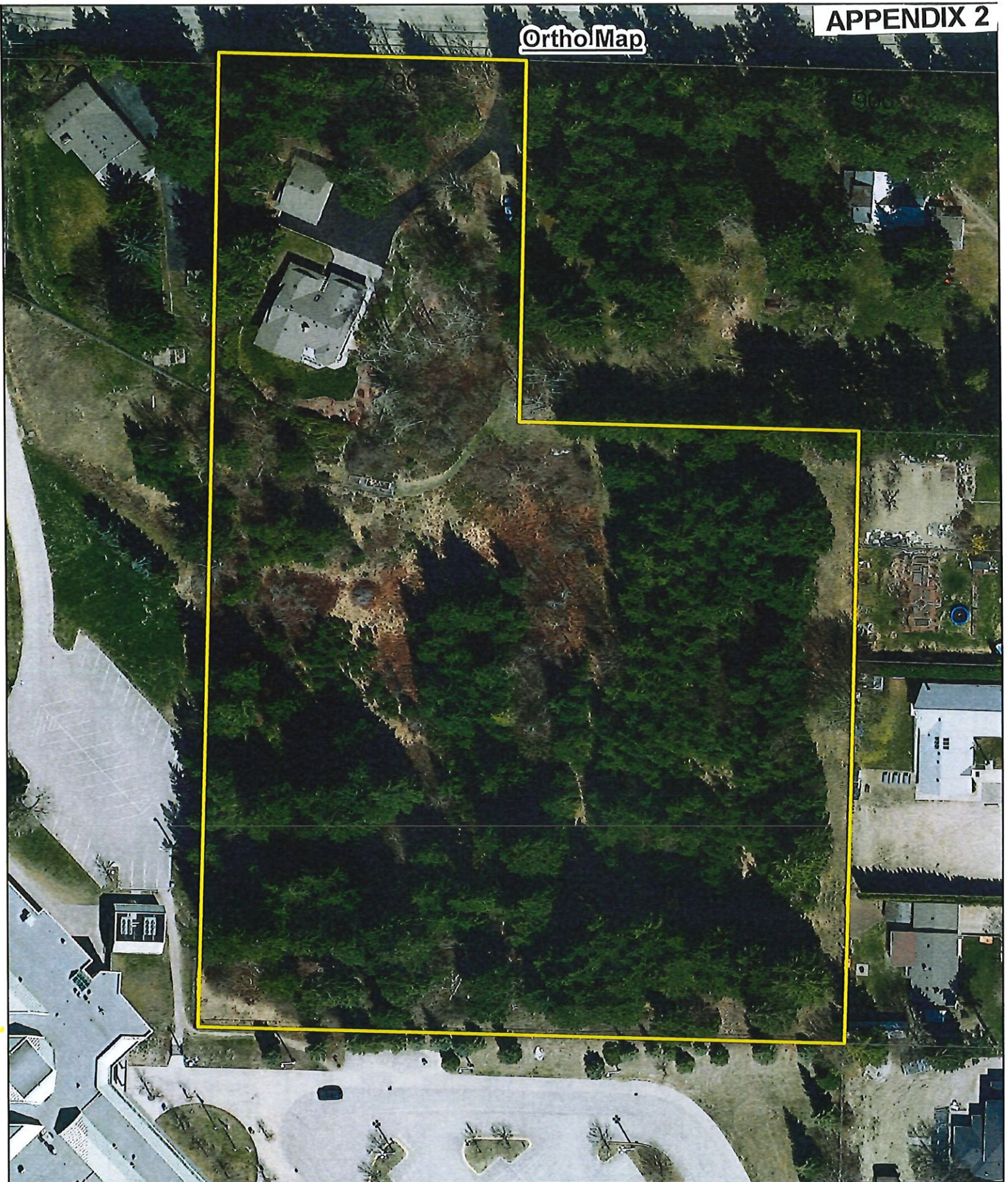
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Subject Property Map

APPENDIX 1
P91



OrthoMap



0 5 10 20 30 40 Meters

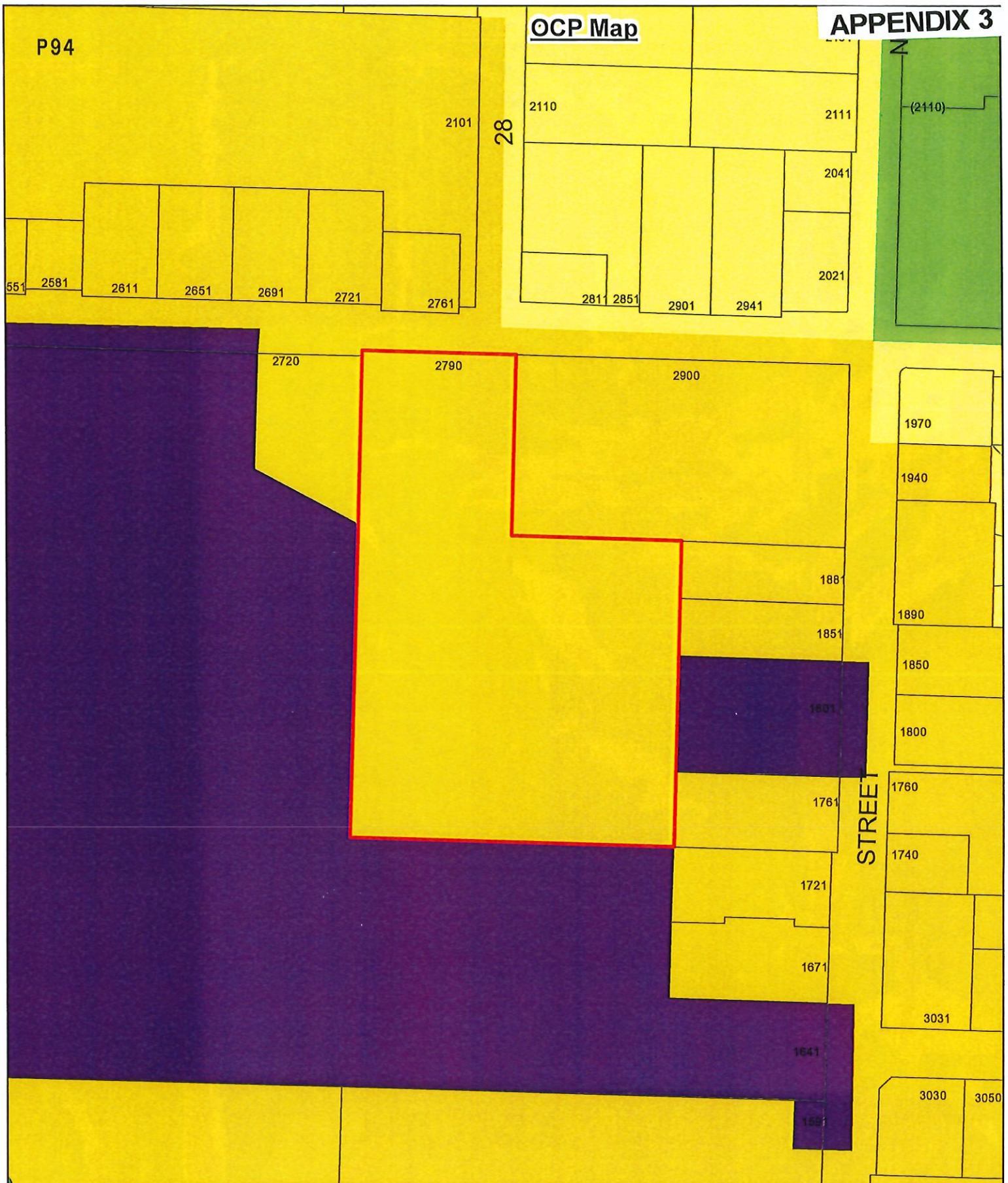
Subject Property
 Parcels

OrthoMap



0 5 10 20 30 40
Meters

- 20 - 30% Slope
- 30% + Slope
- Parcels

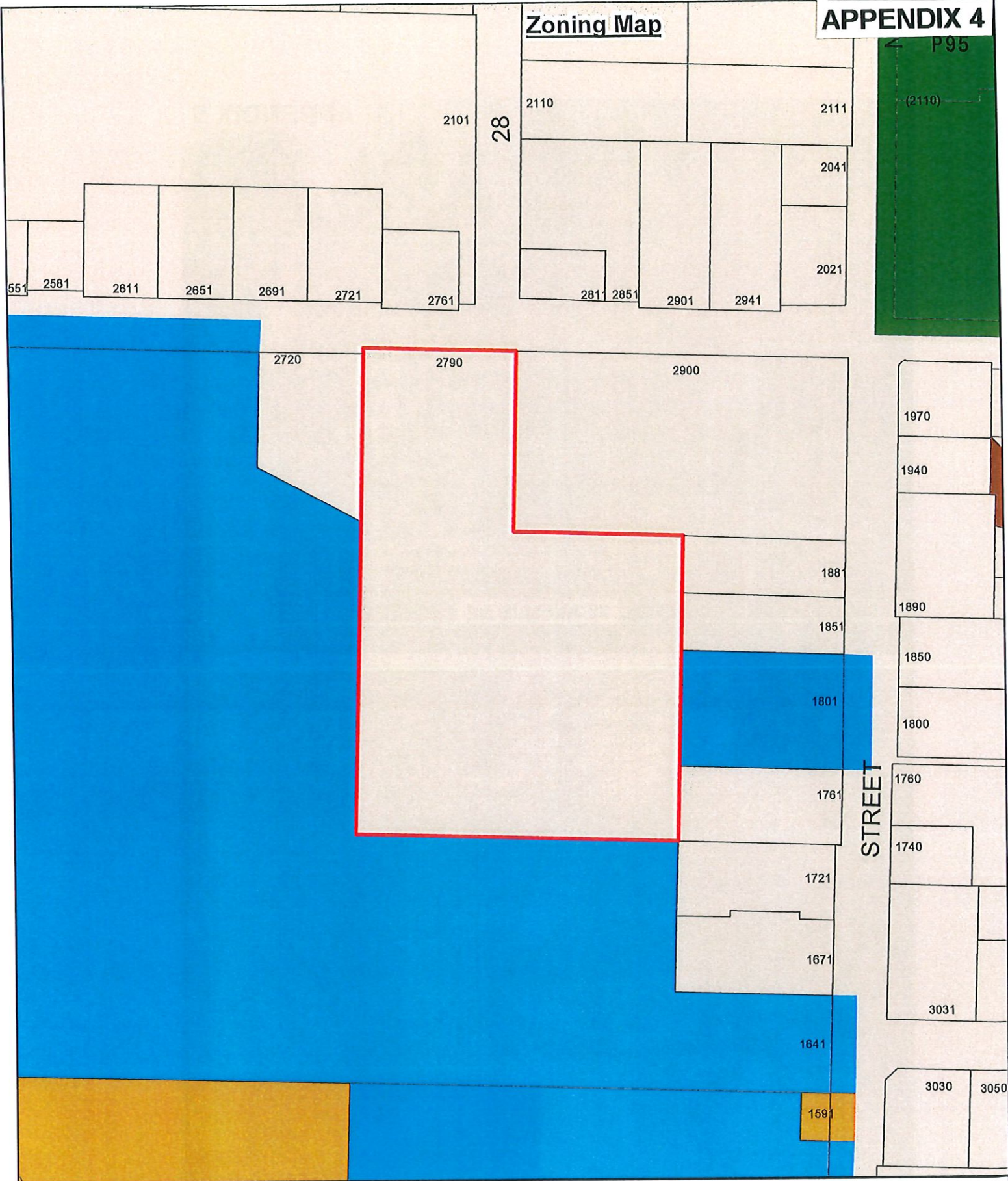


0 10 20 40 60 80 Meters

- Subject Property
- Parcels
- Neighbourhood Park
- Acreage Reserve
- Park
- Institutional
- Residential - Low Density
- Residential - Medium Density

Zoning Map

APPENDIX 4



0 10 20 40 60 80 Meters

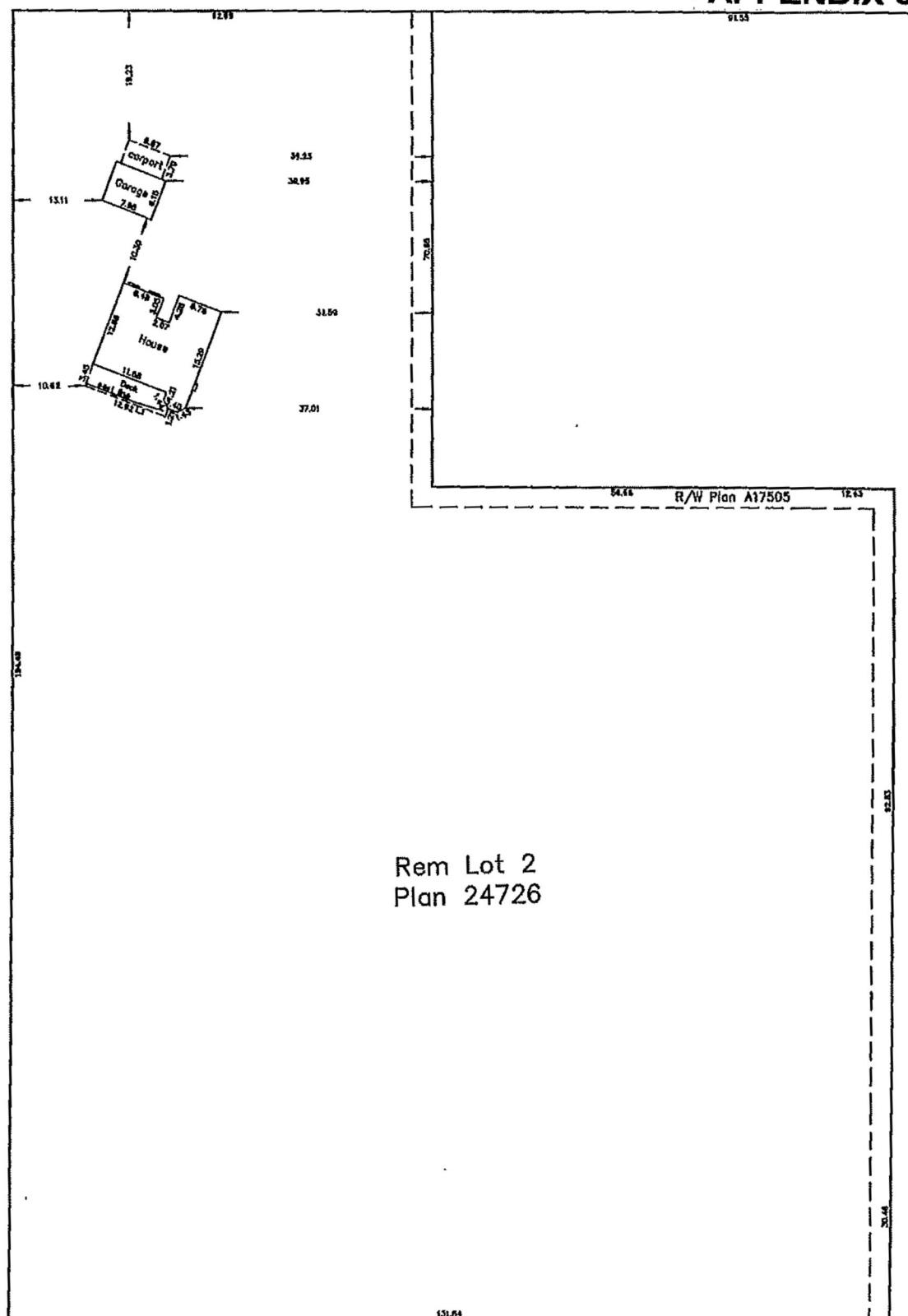
- Subject Property
- Parcels
- A-2
- R-4
- P-3
- R-8
- R-1

APPENDIX 5

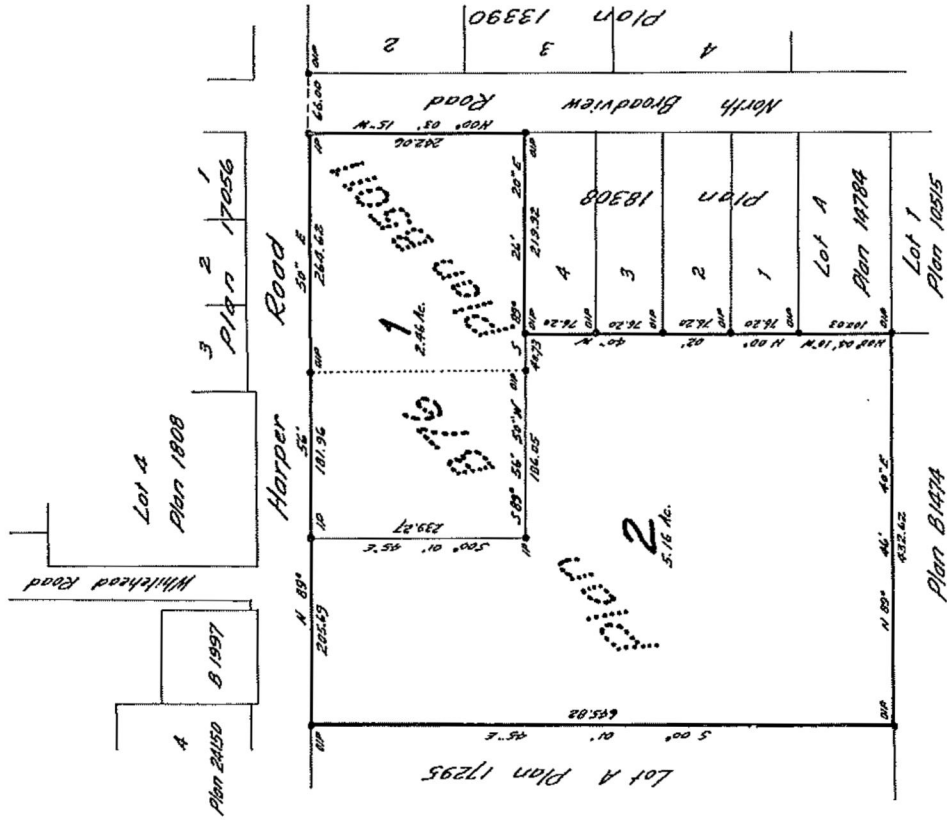




APPENDIX 6



Plan of Subdivision of that Part of the South East 1/4 of Section 24 as shown on Plan B76 (Except Plans B5011, 14784 & 18308) and Plan B5011 Being Part of that Part of the South East 1/4 of Section 24 as shown on Plan B76. Township 20, Range 10, W6M. K.D.V.D.
Scale: 1 inch = 100 feet.



No. 24726

REGISTERED IN THE LAND REGISTRY OFFICE AT HAMBURG, B.C. THIS 11TH DAY OF JANUARY, 1974

[Signature]
REGISTRAR

THIS SPACE FOR LAND REGISTRY OFFICE USE ONLY

LEGEND

BOUNDARIES ARE APPROXIMATE AND ARE DERIVED FROM PLAN 17295.

- S.I.P. BOUNDS OLD IRON POST FOUND
- I.P. DIMENSIONS FROM POST SET

APPROVAL

APPROVED UNDER THE LAND REGISTRY ACT THIS 11TH DAY OF NOVEMBER, 1973.

[Signature]
APPROVING OFFICER FOR THE DISTRICT OF SELKIRK

THIS PLAN LIES WITHIN Selkirk District REGIONAL DISTRICT

WITNESS

OWNER

[Signature]
OWNER

[Signature]
OWNER

[Signature]
OWNER

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OWNER

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OWNER

APPENDIX 7

TO:	Kevin Pearson, Director of Development Services
DATE:	27 January 2022
PREPARED BY:	Mustafa Zakreet, Engineering Assistant
APPLICANT:	K.Angove/ Franklin Engineering Ltd
SUBJECT:	SUBDIVISION APPLICATION NO. 22-03
LEGAL:	Lot 2, Section 24 Township 20, Range 10, W6M, KDYD, Plan 24726 Except Plan KAP 57693
CIVIC:	2790-20 Ave NE

Further to your referral dated January 27, 2022, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning but are required as a condition of subdivision or development:

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of subdivision 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.

SUBDIVISION APPLICATION FILE: 22-03

27 January 2022

Page 2

-
9. 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.
 10. For the off-site improvements at the time of subdivision, the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision 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. 20 Ave NE, on the subject property's Northern boundary, is designated as Collector 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. 20 Ave NE is currently constructed to an Interim Collector Road standard. Upgrading to an Urban Collector Road standard is required, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Three-phase electric power is permitted to remain as overhead. Poles may require relocation to allow for any required infrastructure. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
4. A 5.0m by 5.0m corner cut is required to be dedicated at the intersection of any proposed City owned road and 20 Ave NE
5. As 20 Ave NE is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only one (1) driveway access will be permitted onto 20 Ave NE and a reciprocal access agreement will be required to service lots. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.
6. The maximum allowable cul-de-sac or T-Turn around length in the urban areas is 160 meters. This measurement shall be measured along centerline from the centre of the first intersection having access from two alternate routes to the center of the cul-de-sac or T-Turn around. Where the maximum cul-de-sac or T-Turn around length is exceeded a secondary emergency access shall be provided. Emergency accesses are to be constructed in conformance with Policy 3.11 (Emergency Accesses).
7. Permanent dead-end roads shall be terminated in a cul-de-sac in accordance with Specification Drawing No. RD-11. Temporary dead-end roads internal to the subdivision may be terminated with a paved temporary T-turn around in accordance with Specification Drawing

SUBDIVISION APPLICATION FILE: 22-03

27 January 2022

Page 3

No. RD-13. Temporary dead-end roads at the limits of the subject property shall be terminated with temporary cul-de-sacs in accordance with Specification Drawing No. RD-11a (attached).

8. A retaining wall currently existing along the edge of sidewalk. Grading of any future subdivision/development should make every effort to eliminate the retaining wall. It is also noted that the retaining wall is not located on property line and may require relocating to allow room for required infrastructure within the boulevard.

Water:

1. The subject property fronts a 200 mm diameter Zone 2 watermain on 20 Ave NE and a 300 mm diameter Zone 2 water main along the eastern property boundary. No upgrades will be required at this time; however, the right of way on the eastern boundary shall be widened to 6.0 m width.
2. The existing lot 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 subdivision, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a service of unknown size from the 200mm diameter watermain on 20 Ave 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. The proposed parcels are to be serviced each by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). 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.
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.
7. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the appropriate density spacing requirements.

SUBDIVISION APPLICATION FILE: 22-03

27 January 2022

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Sanitary:

1. The subject property fronts a 200 mm diameter sanitary sewer on 20 Ave NE. No upgrades will be required at this time.
2. The remainder and proposed parcel(s) are each 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. A right of way exists over the school district property to the west which will enable a future gravity connection to the city sanitary sewer from any proposed development.
4. Sanitary main is to be extended to front the properties on the eastern side of the proposed development up to (1801 south corner), this would follow the existing watermain right-of-way. The bylaw requires the water main right-of-way to be widened to 7m.
5. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
6. Records indicate that the existing property is serviced by an unknown size service from the sanitary sewer on 20 Ave NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 675 mm diameter storm sewer on 20 Ave NE. No upgrades will be required at this time.
2. Records indicate that the existing property is currently not serviced from the city storm sewer.
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.

SUBDIVISION APPLICATION FILE: 22-03

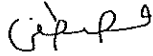
27 January 2022

Page 5

6. A right of way exists over the School District property to the west, in favor of the subject property, which will enable a future gravity connection to the City storm sewer from any proposed development.

Geotechnical:

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



Mustafa Zakreet
Engineering Assistant



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

APPENDIX 8

Purpose

- 9.1 The purpose of the R-4 Zone is to provide for medium *density*, *multiple family* and small lot *single family* residential developments. New *multiple family* developments zoned R-4 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.
#289, #3740

Regulations

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

Permitted Uses

- 9.3 The following uses and no others are permitted in the R-4 Zone:

- .1 *assisted living housing*; #4336
- .2 *bed and breakfast* in a *single family dwelling*, limited to two let rooms;
- .3 *boarders*, limited to two;
- .4 *boarding home*; #2789
- .5 *commercial daycare facility*;
- .6 *dining area*; #4336
- .7 *duplexes*;
- .8 *family childcare facility*; #3082
- .9 *group childcare*; #3082
- .10 *home occupation*; #2782
- .11 *multiple family dwellings*;
- .12 *public use*;
- .13 *public utility*;
- .14 *single family dwelling*;
- .15 *triplexes*;
- .16 *accessory use*.

Maximum Height of Principal Buildings

- 9.4 The maximum *height* of a *principal buildings* shall be 10.0 metres (32.8 feet). This may be increased to 13.0 metres (42.7 ft.), via the Development Permit process, if any of the special amenity(ies) in Table 2 are provided.

Maximum Height of Accessory Buildings

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

Maximum Parcel Coverage

- 9.6 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*. #2811

Minimum Parcel Area

- 9.7
- .1 The minimum *parcel area* for a *single family dwelling* shall be 300.0 square metres (3,229.3 square feet).
 - .2 The minimum *parcel area* for a *duplex* shall be 600.0 square metres (6,458.6 square feet).
 - .3 The minimum *parcel area* for all other uses shall be 900.0 square metres (9,687.8 square feet).

P106 SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

Minimum Parcel Width

9.8

- .1 The minimum *parcel width* shall be 30.0 metres (98.5 feet). #3740
- .2 Notwithstanding Section 9.8.1, the minimum *parcel width* for a *single family* lot shall be 10.0 metres (32.8 feet).
- .3 Notwithstanding Section 9.8.1, the minimum *parcel width* for a stacked *duplex* lot shall be 14.0 metres (45.9 feet).
- .4 Notwithstanding Section 9.8.1, the minimum *parcel width* for a side-by-side *duplex* lot shall be 20.0 metres (65.6 feet)).

Minimum Setback of Principal Buildings

9.9 The minimum *setback* of *principal buildings* from the:

- .1 *Front parcel line*
 - adjacent to a *highway* shall be 5.0 metres (16.4 feet)
 - adjacent to an *access route* shall be 2.0 metres (6.6 feet)
- .2 *Rear parcel line*
 - adjacent to a *parcel zoned*
R-4 shall be 3.0 metres (9.8 feet)
 - all other cases shall be 5.0 metres (16.4 feet)
- .3 *Interior side parcel line*
 - adjacent to a *parcel zoned*
R-4 shall be 1.2 metres (3.9 feet) #3475
 - all other cases shall be 1.8 metres (5.9 feet)
- .4 *Exterior side parcel line*
 - adjacent to a *highway* shall be 5.0 metres (16.4 feet)
 - adjacent to an *access route* shall be 2.0 metres (6.6 feet)
- .5 Minimum separation between residential *buildings* on the same lot of not more than one storey in height shall be 1.5 metres (4.9 feet)
- .6 Minimum separation between residential *buildings* on the same lot of more than one storey in height shall be 3.0 metres (9.8 feet)
- .7 Notwithstanding Sections 9.9.2 and 9.9.3, a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet).
- .8 Refer to Section 4.9 for "Special Building Setbacks" which may apply. #2811

Minimum Setback of Accessory Buildings

9.10 The minimum *setback* of accessory *buildings* from the:

- .1 *Front parcel line* shall be 5.0 metres (16.4 feet)
- .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
- .3 *Interior side parcel line* shall be 0.6 metre (1.9 feet)
- .4 *Exterior side parcel line* shall be 5.0 metres (16.4 feet)

Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811

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.

9.11

- .1 The maximum *density* shall be a total of 40 *dwelling units* or *sleeping units* per hectare (16.2 *dwelling units* or *sleeping units* per acre). #2789
- .2 Notwithstanding Section 9.11.1, the maximum *density* in the R-4 Zone may be increased to a maximum of 50 *dwelling units* per hectare (20.2 units per acre) in accordance with Table 2. In Table 2, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for the provision of each amenity.
- .3 Notwithstanding Section 9.11.1, the maximum *density* in the R-4 Zone may be increased to a maximum of 50 *dwelling units* per hectare (20.2 units per acre) for the provision of *Assisted Living Housing*. #4336

TABLE 2

COLUMN I SPECIAL AMENITY TO BE PROVIDED	COLUMN II ADDED DENSITY
1. Provision of each dwelling unit 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	□ 3 units per hectare (1.2 units per acre) □ 4 units per hectare (1.6 units per acre) □ 7 units per hectare (2.8 units per acre)
3. Provision of below <i>grade</i> or parkade 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 units</i> in accordance with special agreement under Section 904 #3218	□ 5 units per hectare (2.0 units per acre)

Maximum Floor Area Ratio

9.12 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

Parking

9.13 Parking shall be required as per Appendix I.

CITY OF SALMON ARM

BYLAW NO. 4493

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, on March 14, 2022 at the hour of 7:00 p.m. was published in the _____, 2022 and _____, 2022 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 24726 Except Plan KAP57693 from R-1 Single Family Residential Zone to R-4 (Medium 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. 4493"

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2022

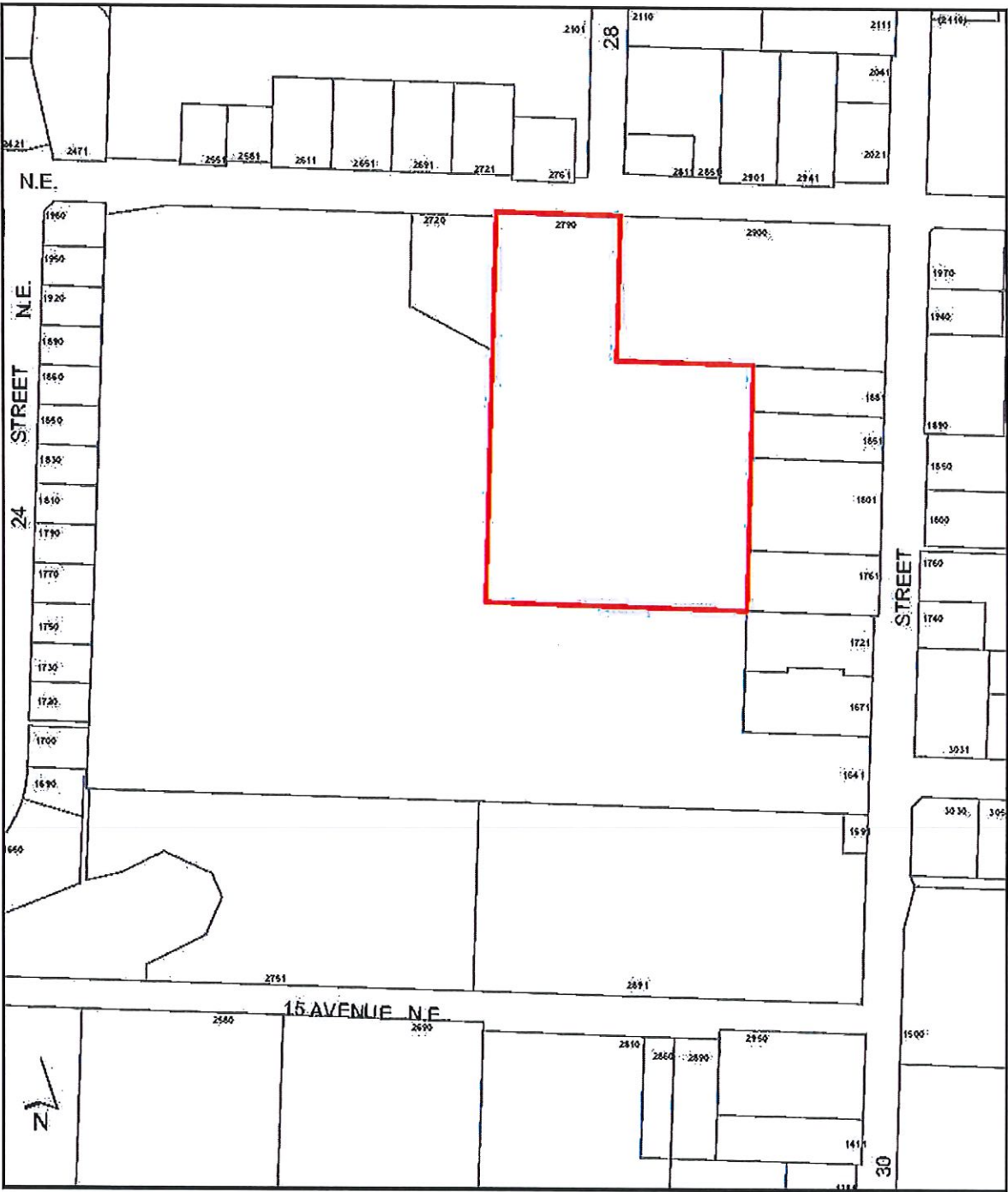
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

Schedule "A"



Item 10.4

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4494 be read a first and second time.

[Whalley, B. & M./6840 46 Street NE; R-1 to R-8]

Vote Record

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

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



To: His Worship Mayor Harrison and Members of Council

Date: February 10, 2022

Subject: Zoning Bylaw Amendment Application No. 1230

Legal: Lot 2, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597
 Civic Address: 6840 46 Street NE
 Owner/Applicant: B. & M. Whalley

STAFF RECOMMENDATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).

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

PROPOSAL

To rezone an R1 (Single Family Residential Zone) property to R8 (Residential Suite Zone) in order to permit the development of a secondary suite within the single family dwelling currently under construction.

BACKGROUND

The subject property is located in the new Turtle Ridge subdivision in the Canoe neighbourhood (Appendix 1 & 2). The parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

North: single family dwellings	Zoned R1
South: vacant lot	Zoned R1
East: city park (John Lund Park)	Zoned P1
West: vacant lots	Zoned R1 and R8

The subject property is approximately 0.219 ha in area/size. An approximate 3,106ft² (including the garage) single family dwelling is currently being constructed. The proposed basement suite is 426ft². The plans show that the entrance to the proposed suite will be on the south side of the building. Drawings provided in support of the rezoning application are attached as Appendix 5. Parking is to be provided onsite in both the garage and driveway.

The site contains a Statutory Right of Way along the east side of the property (adjacent to and associated with John Lund Park). The registered owner of the Right of Way is the City of Salmon Arm, and the SRW is in place for the operation and maintenance of the undertakings of the City. The development will not impact this Right of Way area. To date, there is currently one other property in this subdivision also in the process of rezoning from R1 to R8 (6821 46 Street NE) and approximately ten (10) other R8 properties within the greater Canoe community. Site photos are attached, as Appendix 6.

There is also a Riparian Areas Covenant on title stipulating a "Streamside Protection and Enhancement Area" from the pond along the eastern portion of the property.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

COMMENTS

Fire Department

No concerns.

Shaw Cablesystems

Approve suite proposal. Interests are not affected.

Engineering Department

No concerns.

Building Department


No concerns. Building Permit is required. BCBC 2018 is also applicable.

Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

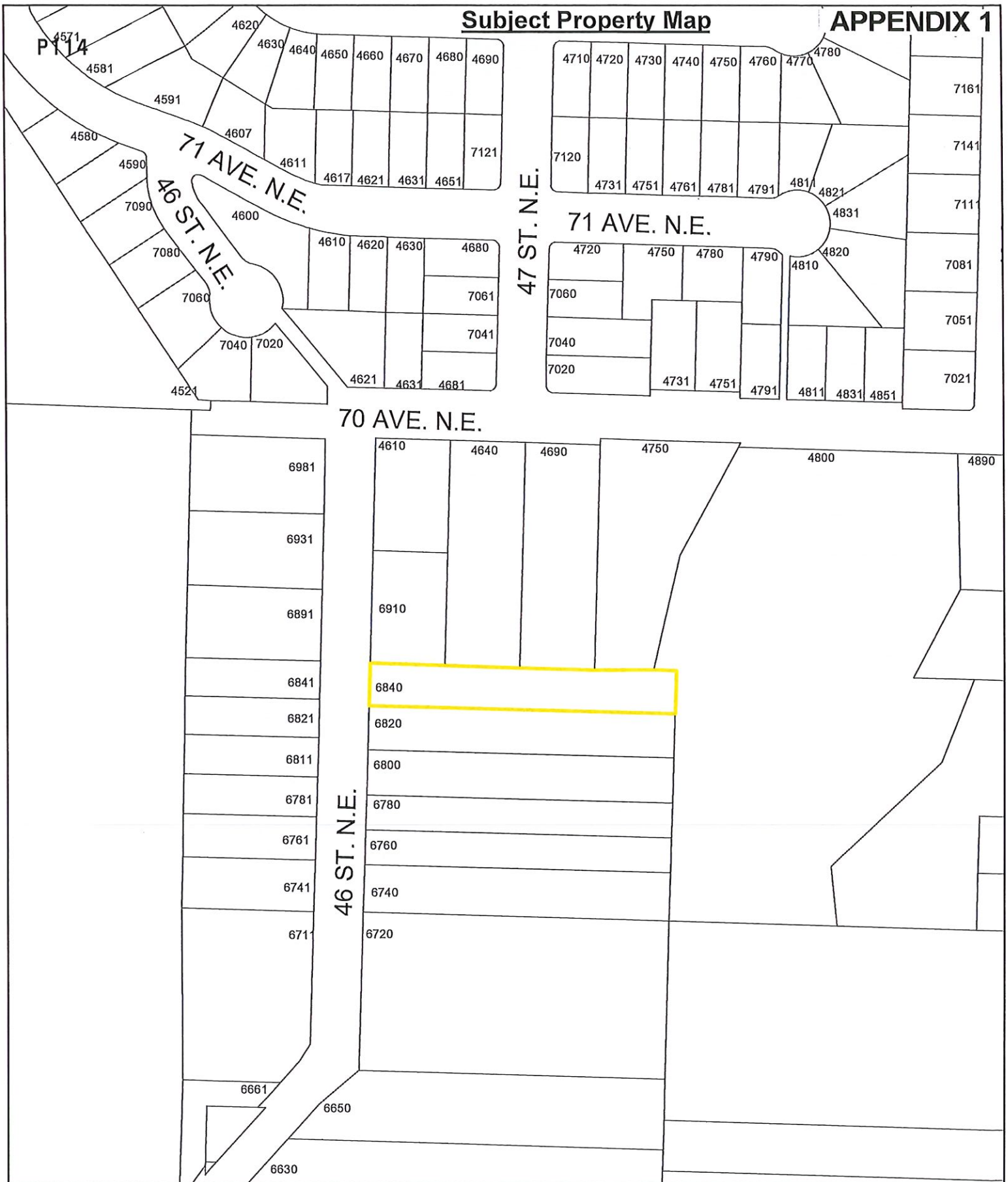
Planning Department

Based on parcel area, the subject property has the potential to meet the conditions for the development of a secondary suite, including sufficient space to meet the parking requirement. The secondary suite is supported by OCP policy, and the proposed layout of the unit is compliant with zoning requirements, including an additional off-street parking space for the suite (on the proposed driveway). Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).


Prepared by: Evan Chorlton
Planner I
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

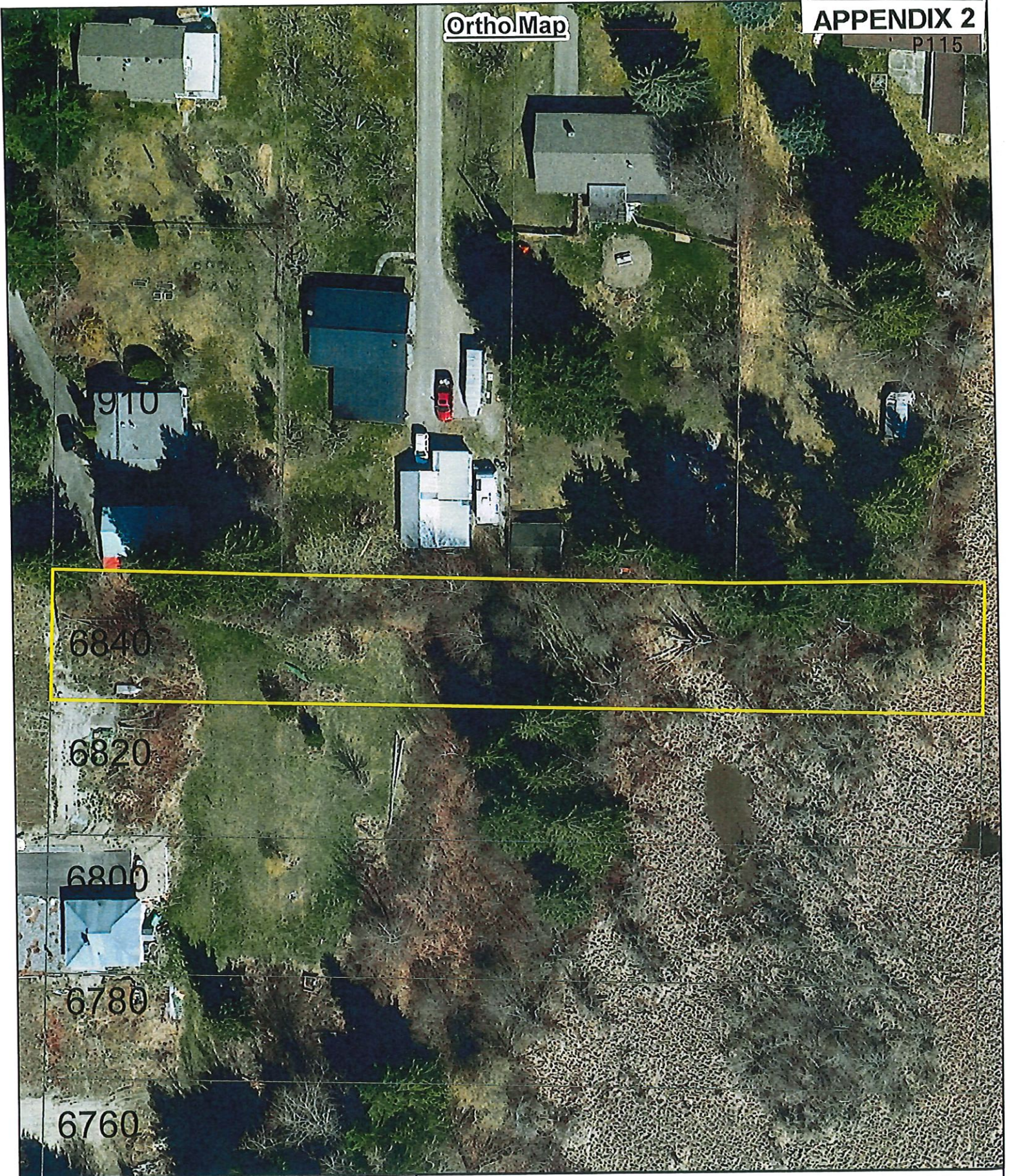
Subject Property Map

APPENDIX 1



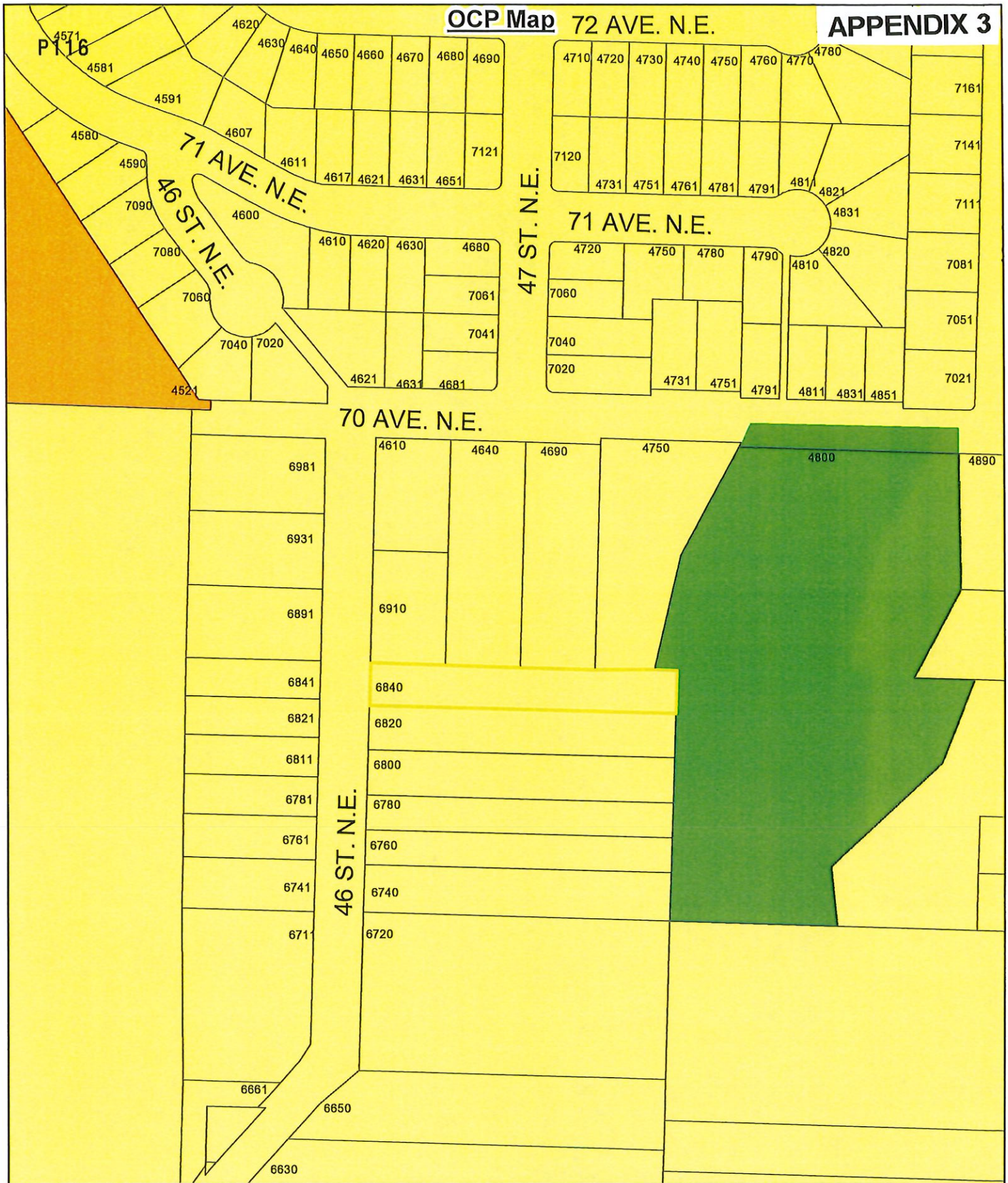
0 10 20 40 60 80 Meters

 Subject Property
 Parcels



0 3.25 6.5 13 19.5 26
Meters

 Subject Property
 Parcels



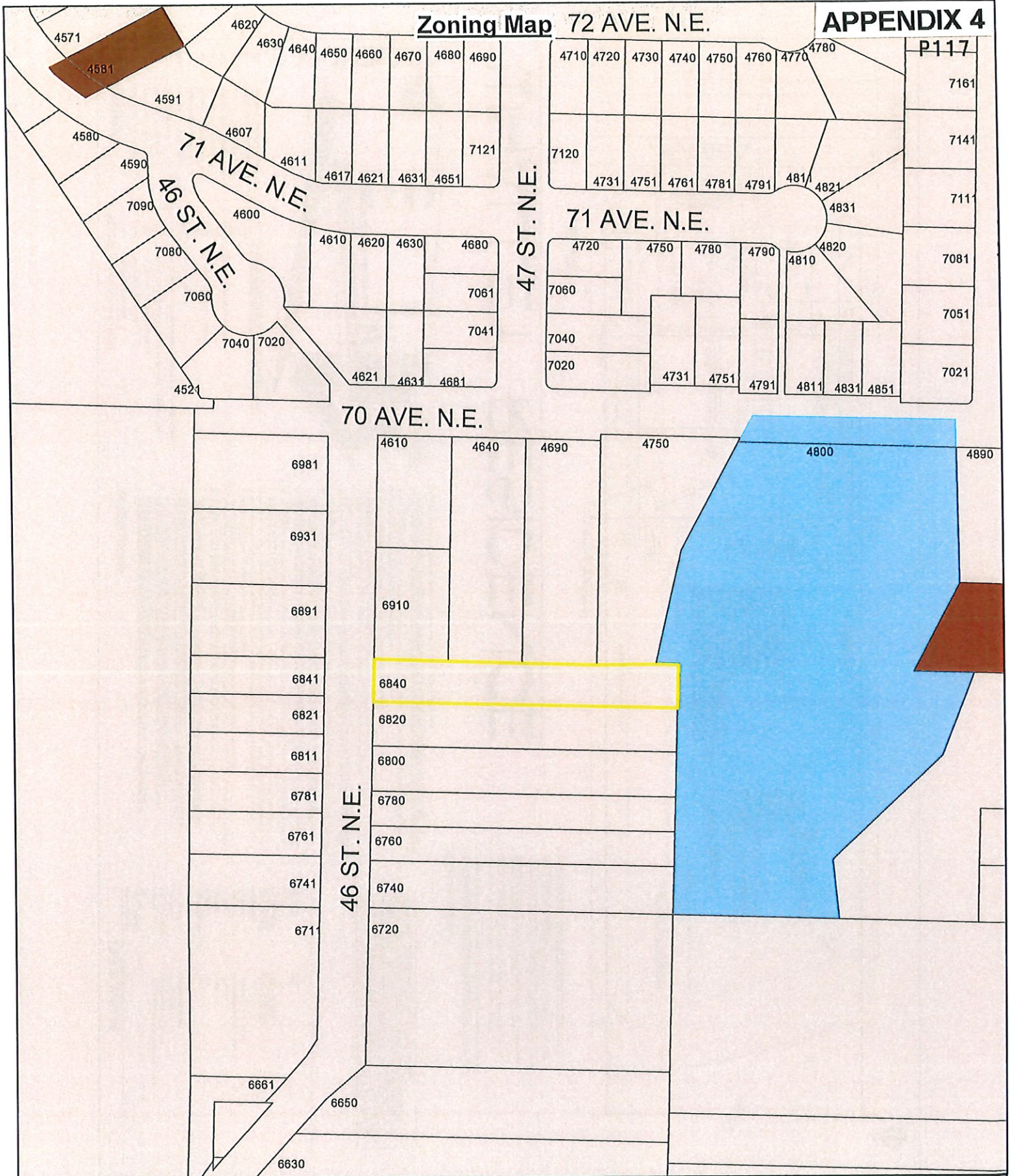
0 10 20 40 60 80 Meters

- Subject Property
- Parcels
- Community Park
- Neighbourhood Park
- Park
- Residential - Low Density

Zoning Map 72 AVE. N.E.

APPENDIX 4

P117



0 10 20 40 60 80
Meters

- Subject Property
- Parcels
- P-1
- R-1
- R-8

ARC HOME DESIGN INC. ASSUMES NO LIABILITY FOR THE STRUCTURAL INTEGRITY OF THE DESIGN. A STRUCTURAL ENGINEER MAY BE REQUIRED AS PER LOCAL AUTHORITY HAVING JURISDICTION. IF NEEDED, PLEASE NOTIFY ARC HOME DESIGN BEFORE CONSTRUCTION IMMEDIATELY.

SECONDARY SUITE NOTES:

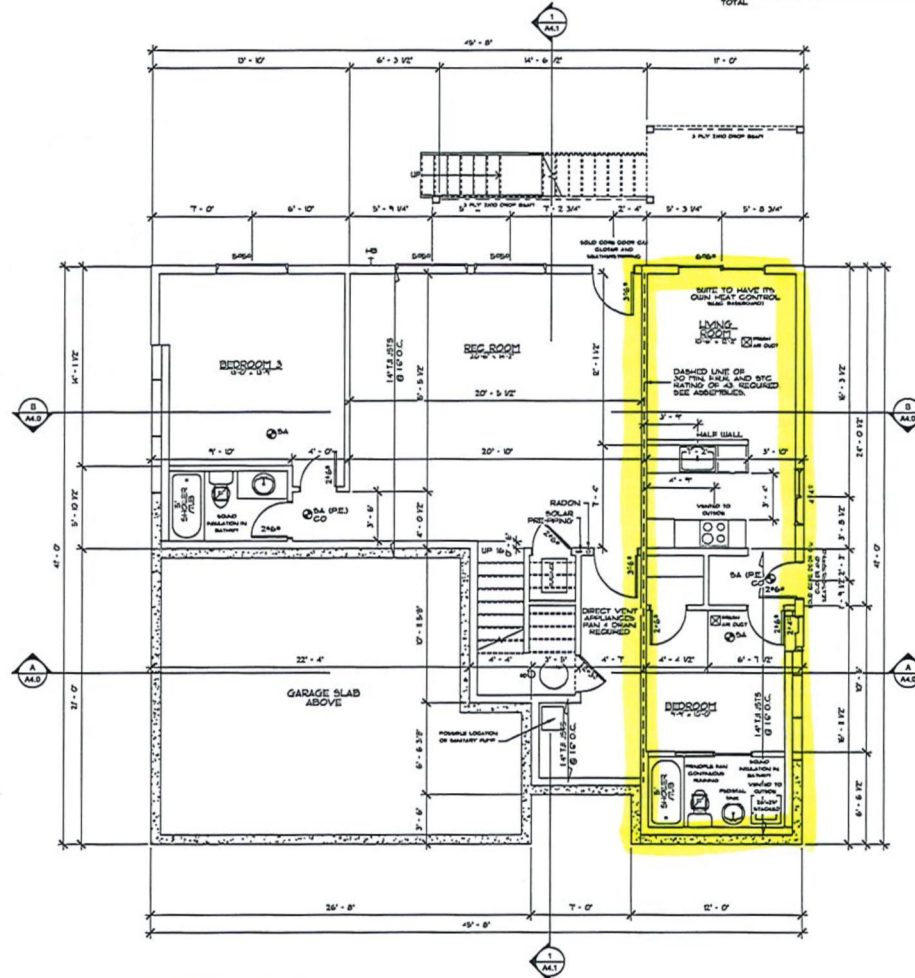
- ALL WALLS AND CEILING MUST HAVE A MINIMUM STC RATING OF 45. AS PER 2018 IBC 10.10.1.2.1.
- CARBON MONOXIDE ALARMS IN SUITE MUST BE INTERCONNECTED WITH CARBON MONOXIDE ALARMS IN MAIN DWELLING. AS PER 2018 IBC 10.10.1.2.1.
- SMOKE ELECTRIC SMOKE ALARMS IN SUITE MUST BE INTERCONNECTED WITH SMOKE ELECTRIC SMOKE ALARMS IN MAIN DWELLING. AS PER 2018 IBC 10.10.1.2.1.
- ALL WALLS BETWEEN SUITE AND HOUSE MUST HAVE MIN. 30 MIN. FIRE RATING (SEE SECTIONS AND PLANS).
- ALL CEILING BETWEEN SUITE AND HOUSE MUST HAVE 30 MIN. FIRE RATING (SEE SECTIONS AND PLANS).
- ALL FIRE SEPARATIONS TO BE CONTIGUOUS FLOOR TO CEILING.
- ALL DOORS INSTALLED IN SUIT SECURING AN EER MUST HAVE A MIN. FIRE RATING OF 20 MINUTES AND HAVE AUTO SELF CLOSING DEVICE.
- SAME EXITS MUST BE MAINTAINED BETWEEN SUITE AND HOUSE.
- SMOKE ALARM REQUIRED ON EACH FLOOR LEVEL, OF BOTH MAIN AND SECONDARY SUITE, AND ALSO IN EACH BEDROOM.
- SUITE TO HAVE HOT WATER OR ELECTRIC BASEBOARD HEATING.
- EACH BATHROOM AND KITCHEN TO BE EQUIPPED WITH AN EXHAUST FAN VENT TO THE EXTERIOR.
- EACH DWELLING UNIT TO BE PROVIDED WITH A KITCHEN, BATH, BATHROOM, BATHROOM TUB, AND WATER CLOSET. EACH UNIT TO ALSO BE PROVIDED A KITCHEN, BATH, BATHROOM, BATHROOM TUB, AND WATER CLOSET. EACH UNIT TO ALSO BE PROVIDED A KITCHEN, BATH, BATHROOM, BATHROOM TUB, AND WATER CLOSET.
- ONE EXTRA BATHING SPACE FOR THE SECONDARY SUITE MUST BE PROVIDED IN ADDITION TO THE SPACE REQUIRED FOR THE MAIN HOUSE ON THE LOT.

NOTES:

- GLAZING IN EXTERIOR DOORS & GLAZING WITHIN 3'-0" OF EXTERIOR DOORS TO BE SAFETY GLASS.
- GLAZING ENCLOSED SHOWERS & BATH TUBS TO BE SAFETY GLASS.
- GLAZED GUARDRAILS TO BE CONSTRUCTED OF SAFETY GLASS.
- ALL GUARDRAILS TO BE DESIGNED & CONSTRUCTED AS PER IBC 10.10.1.2.1.
- ALL HANDRAILS TO BE DESIGNED & CONSTRUCTED AS PER IBC 10.10.1.2.1.
- REFER TO STRUCTURAL DRAWINGS PROVIDED BY ENGINEER FOR ALL STRUCTURAL SPECIFICATIONS & NOTES.
- ATTC HATCHES TO INCLUDE INSULATION & WEATHERSTRIPPING.
- 1 SMALL CORNER TO IBC 10.10.1.2.1.
- WINDOWS TO CONFORM TO IBC 10.10.1.2.1.
- ALL BEDROOMS/HALLWAYS AREAS TO PROVIDE UNOBSTRUCTED FLOOR OR CEILING TO THE EXTERIOR OF THE RESIDENCE TO CONFORM TO THE IBC 10.10.1.2.1.
- ALL BEDROOMS/HALLWAYS AREAS TO HAVE AN INTERCONNECTED SMOKE ALARMS.
- ALL RESIDENCES TO HAVE AN INTERCONNECTED SMOKE ALARM & CARBON MONOXIDE NOT INSTALLED.
- ALL STAIRS AND LATHS ARE TO BE 2-2-40 UNO. ON PLANS OR STRUCTURAL DRAWINGS PROVIDED BY ENGINEER.

FLOOR AREA

DWELLING	88025 sq.ft.
GARAGE	508.04 sq.ft.
OPEN TO BELOW	84.53 sq.ft.
TOTAL (MAIN FLOOR + GARAGE)	139.27 sq.ft.
BASEMENT	871.01 sq.ft.
SUITE	426.09 sq.ft.
TOTAL	1317.90 sq.ft.



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



32719 UNDER COURT, MISSION BC, V4S 6B9
TEL: 604.875.9247
ARC@ARCHITECTURE.COM

THIS DRAWING IS THE PROPERTY OF ARC HOME DESIGN INC. NOT BE LOANED, REPRODUCED, COPIED, OR REPRODUCED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF ARC HOME DESIGN INC.

THE OWNER IS RESPONSIBLE TO COMPLY WITH THE CURRENT ADDENDUM OF THE RES. CITY PLANS, AND REGULATIONS. UNLESS OTHERWISE STATED PRECEDENCE OVER LOCAL.

THE DESIGNER ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THESE PLANS. IT IS THE RESPONSIBILITY OF THE BUILDING OWNER TO REVIEW AND VERIFY ALL DIMENSIONS, LEVELS, & STRUCTURE AND/OR PRIOR TO CONSTRUCTION.

NO.	DESCRIPTION	BY	DATE
1	ISSUED FOR BP	C.V.	APR 06 2021

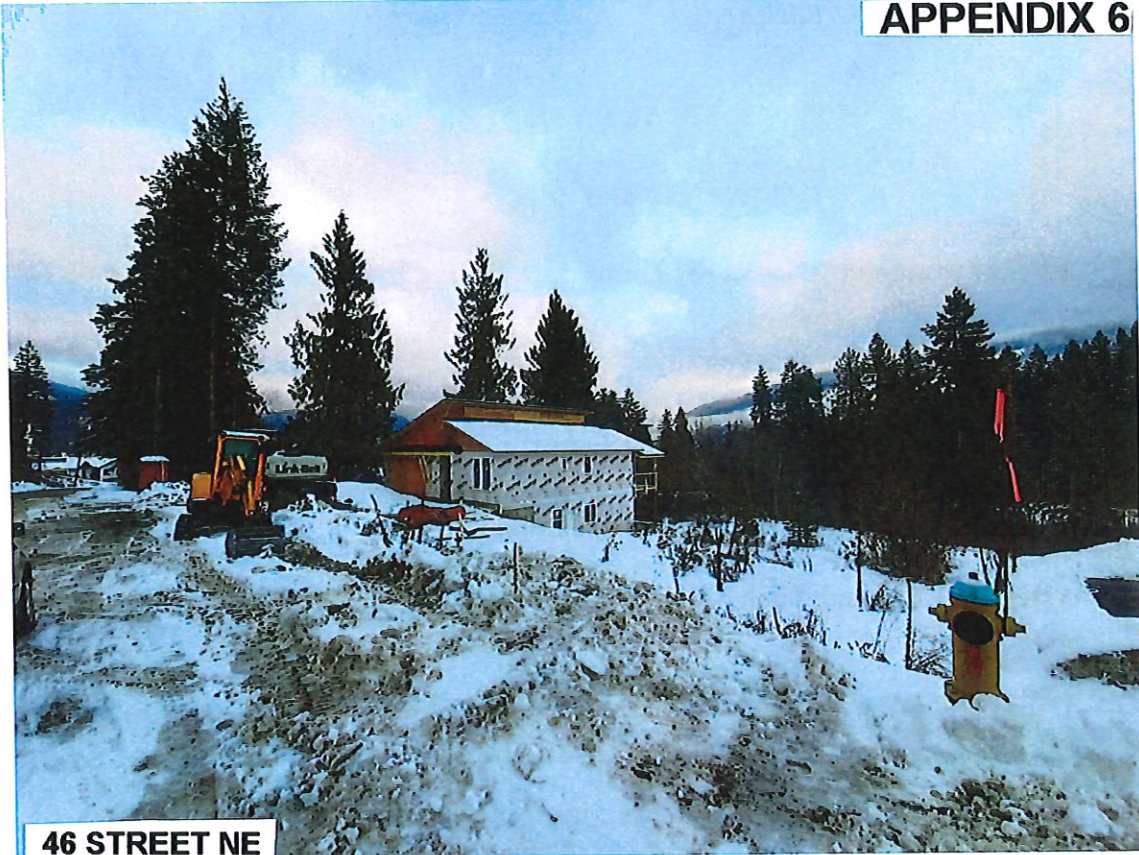
PROJECT: WHALLEY RESIDENCE
SALMON ARMY
DRAWING TITLE: BASEMENT FLOOR PLAN

DATE:	2021-04-06
SCALE:	As Indicated
DRAWN BY:	
CHECKED:	
PROJECT NUMBER:	P2106
SHEET NO.:	A2.1



2021-04-06 1:47:47 AM C:\Users\Aide\OneDrive\Documents\The Company P210EP2106-Whaley Residence.m

APPENDIX 6



CITY OF SALMON ARM

BYLAW NO. 4494

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, on March 14, 2022 at the hour of 7:00 p.m. was published in the _____, 2022 and _____, 2022 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 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 from R-1 Single Family Residential Zone to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4494"

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2022

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

Item 11.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4497 be read a final time.

[2022 Water Meter Rates]

Vote Record

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

Opposed:

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



File: 2022-FFS

TO: His Worship Mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

DATE: January 21, 2022

SUBJECT: **AMENDMENT TO THE FEE FOR SERVICE BYLAW NO. 2498**

RECOMMENDATION

THAT: "City of Salmon Arm Fee for Service Amendment Bylaw No. 4497" be read a first, second and third time.

BACKGROUND:

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

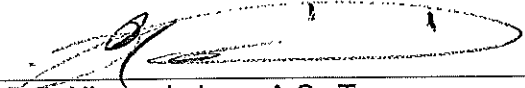
Table 1: Residential Water Meter Costs

Water Meter Size	Previous Years Rates				New Charge
	2017/18	2019	2020	2021	2022
5/8" X 3/4"	\$240.00	\$260.00	\$280.00	\$290.00	\$300.00
3/4"	\$340.00	\$370.00	\$395.00	\$405.00	\$435.00
3/4" SL	N/A			\$375.00	\$395.00
1"	\$430.00	\$470.00	\$500.00	\$515.00	\$550.00

Table 2: Commercial RFH Water Meter Costs

Water Meter Size	Previous			New Charge
	2019	2020	2021	2022
5/8" T-10	\$520.00	\$550.00	\$560.00	\$600.00
PIT		\$585.00	\$595.00	\$635.00
3/4" T-10	\$570.00	\$605.00	\$620.00	\$660.00
PIT		\$640.00	\$655.00	\$695.00
1" T-10	\$700.00	\$740.00	\$755.00	\$815.00
PIT		\$760.00	\$779.00	\$835.00

We respectfully recommend that section 6 of the Fee for Service Bylaw No. 4497 be amended to reflect the increase in costs associated with the sale of new water meters.



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

cc Chelsea Van De Cappelle, Chief Financial Officer

X:\Operations Dept\Engineering Services\BYLAWS & POLICIES\Fee For Service Bylaw\2022\HWM - Water Meters Rates 2022.docx

CITY OF SALMON ARM

BYLAW NO. 4497**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

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

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

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

6.	Water Connection Charge	
	• Connection Fee - 3/4"	At cost
	• Connection Fee - 1"	At cost
	• Connection Fee - 1 1/2"	At cost
	• Connection Fee - 2"	At cost
	The charges set out in Section 6 above include an inspection and administration fee of \$55.00. Where a connection has been provided and paid for by a developer, the owner or his agent shall pay only the \$55.00 fee.	
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Residential, the charge will be as follows:	
	• 5/8" remote water meter	\$300.00
	• 3/4" remote water meter	\$435.00
	• 3/4" short lay for pit setter	\$395.00
	• 1" remote water meter	\$550.00
	• 1 1/2" remote water meter	At cost plus Administration fee
	• 2" remote water meter	At cost plus Administration fee
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Commercial RFH, the charge will be as follows:	
	• 5/8" remote water meter	\$600.00
	• 5/8" for pit setter applications	\$635.00
	• 3/4" remote water meter	\$660.00
	• 3/4" for pit setter applications	\$695.00
	• 1" remote water meter	\$815.00
	• 1" for pit setter applications	\$835.00

	<ul style="list-style-type: none"> 1 ½" remote water meter 	At cost plus Administration fee
	<ul style="list-style-type: none"> 2" remote water meter 	At cost plus Administration fee
	<p>Gleneden Water System: Each property that connects to the Gleneden Water System (depicted as "Gleneden Water Service Area" on Figure 1 attached hereto and forming part of this bylaw), in addition to all other appropriate fees, must make a "one-time" payment to the City of a special Capital Cost Contribution for the parent property in an amount equivalent to the current single family development cost charge for water specified in Development Cost Charge Bylaw No. 2261 as amended, prior to connection to the water system.</p>	

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4497.

READ A FIRST TIME THIS 14 DAY OF February 2022

READ A SECOND TIME THIS 14 DAY OF February 2022

READ A THIRD TIME THIS 14 DAY OF February 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

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INFORMATIONAL CORRESPONDENCE – February 28, 2022

- | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1. | S. Caner, Executive Director, Shuswap Food Action Society – letter dated February 22, 2022 – Requesting the City’s endorsement of a Universal School Food Program | A |
| 2. | BC Bike Race Team – letter dated February 17, 2022 – Request for approval to use City lands for BC Bike Race event | A |
| 3. | S. Niven, Cystic Fibrosis Canada, British Columbia and Yukon Region – email dated February 17, 2022 – May is CF Awareness Month 2022 | A |
| 4. | H. O’Hara, Executive Director, BC Farmers’ Markets – letter dated February 11, 2022– Request for letter of support for Nutrition Coupon Program | A |
| 5. | A. Polden, Donor Relations Officer, Variety – the Children’s Charity– email dated February 15, 2022 – Show of Hearts Gold Panel Challenge | A |
| 6. | R. Crow, Mayor, Village of Chase – letter dated February 1, 2022 – BC Wildfire Petition – District of Lillooet | N |
| 7. | A. Slater, General Manager, SILGA – email dated February 18, 2022 – SILGA AGM and Convention, Salmon Arm – Registration is now open | A |
| 8. | L. Samson, Administrative Services Manager, Okanagan Regional Library– email dated February 16, 2022 – Proposed draft UBCM resolution re Public Library Funding | A |

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Item 19.1

CITY OF SALMON ARM

Date: February 28, 2022

OTHER BUSINESS

The following Motion was released from the In-Camera Council Meeting of February 14, 2022:

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Pursuant to Section 147 of the Community Charter, Erin Jackson be appointed as Chief Administrative Officer for the City of Salmon Arm effective February 15, 2022.

CARRIED UNANIMOUSLY

Vote Record

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

Opposed:

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

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Item 21.1

CITY OF SALMON ARM

Date: February 28, 2022

Heritage Conservation Award Presentation

- 1) Holly Ready – Skelton House/Gabe’s Bunkhouse (251 5 Street SE)
- 2) Leanne Dorrish & Co. (Trustees of Congregation) – Canoe United Church (6861 50 Street NE)
- 3) Cindy Malinowski and Charles MacLennan – Lyman House (680 2 Avenue NE)

Vote Record

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

Opposed:

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

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CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

P137

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, February 28 at 7:00 p.m.

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

Proposed Rezoning of Lot 3, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 6821 46 Street NE

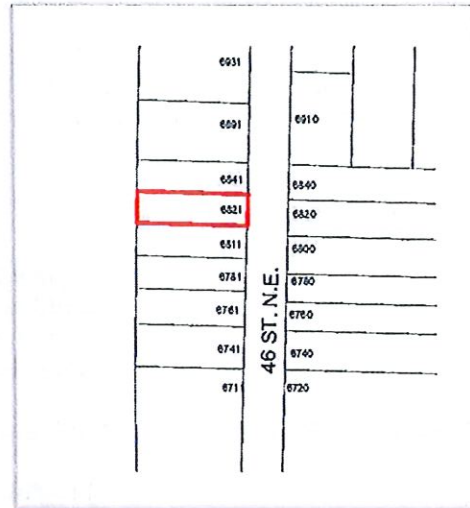
Location: South of 70 Avenue NE on the West side
Of 46 Street NE

Present Use: Single Family Dwelling

Proposed Use: Single Family Dwelling with Suite

Owner / Agent: A. McCaffrey

Reference: ZON-1227/ Bylaw No. 4489



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from February 14 to February 28, 2022 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.

Meetings are being held in person, with limited capacity, and virtually. In person attendance will be on a first come first serve basis and are subject to adherence with the Provincial Health Orders. If you wish to attend electronically email 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

February 16 and February 23

**CITY OF
SALMON ARM**

To: His Worship Mayor Harrison and Members of Council

Date: January 13, 2022

Subject: Zoning Bylaw Amendment Application No. 1227

Legal: Lot 3, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597
Civic Address: 6821 46 Street NE
Owner/Applicant: A. McCaffrey

STAFF RECOMMENDATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 from R1 (Single Family Residential) to R8 (Residential Suite Zone).

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

- 1) registration of an SRW, as required by BC Hydro, and**
- 2) approval by the Ministry of Transportation and Infrastructure.**

PROPOSAL

To rezone an R1 (Single Family Residential Zone) property to R8 (Residential Suite Zone) in order to permit the development of a secondary suite within the existing single family dwelling.

BACKGROUND

The subject property is located in the new Turtle Ridge subdivision in the Canoe neighbourhood (Appendix 1 & 2). The parcel is designated Residential Low Density in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

North:	Vacant lot	Zoned R1
South:	Vacant lot	Zoned R1
East:	Vacant lots, Single Family Dwelling	Zoned R1
West:	Vacant lot (future subdivision)	Zoned R1

The subject property is approximately 846.4m² in area. An approximate 236.0m² (2540ft²) single family dwelling is proposed. The proposed basement suite is 56.3m² (606ft²). The plans show that the entrance to the proposed suite will be on the south side of the building (Appendix 5). Drawings provided in support of the rezoning application are attached as Appendix 5. Parking is to be provided onsite in the proposed two-car garage and driveway. The site contains a 6.0m wide statutory right of way along the east property line. The right of way protects BC Hydro and Power Authority utility connections. The proposed development would not impact this right of way area. To date, there are no R-8 zoned properties in this subdivision and approximately ten (10) R8 properties within the greater Canoe community. Site photos are attached as Appendix 6.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

COMMENTS

Fire Department

No concerns.

Building Department

No concerns. British Columbia Building Code (BCBC) will apply.

FortisBC

No issues with this proposal.

Engineering Department

No concerns.

BC Hydro

BCH needs a blanket Distribution Statutory right-of-way.

Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

Planning Department

Based on parcel area, the subject property has the potential to meet the conditions for the development of a secondary suite, including sufficient space to meet the parking requirement. The secondary suite is supported by the previously mentioned OCP policy and the proposed layout of the unit is compliant with zoning requirements, including an additional off-street parking space for the suite (on the proposed driveway). Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).



Prepared by: Evan Chorlton
Planner I

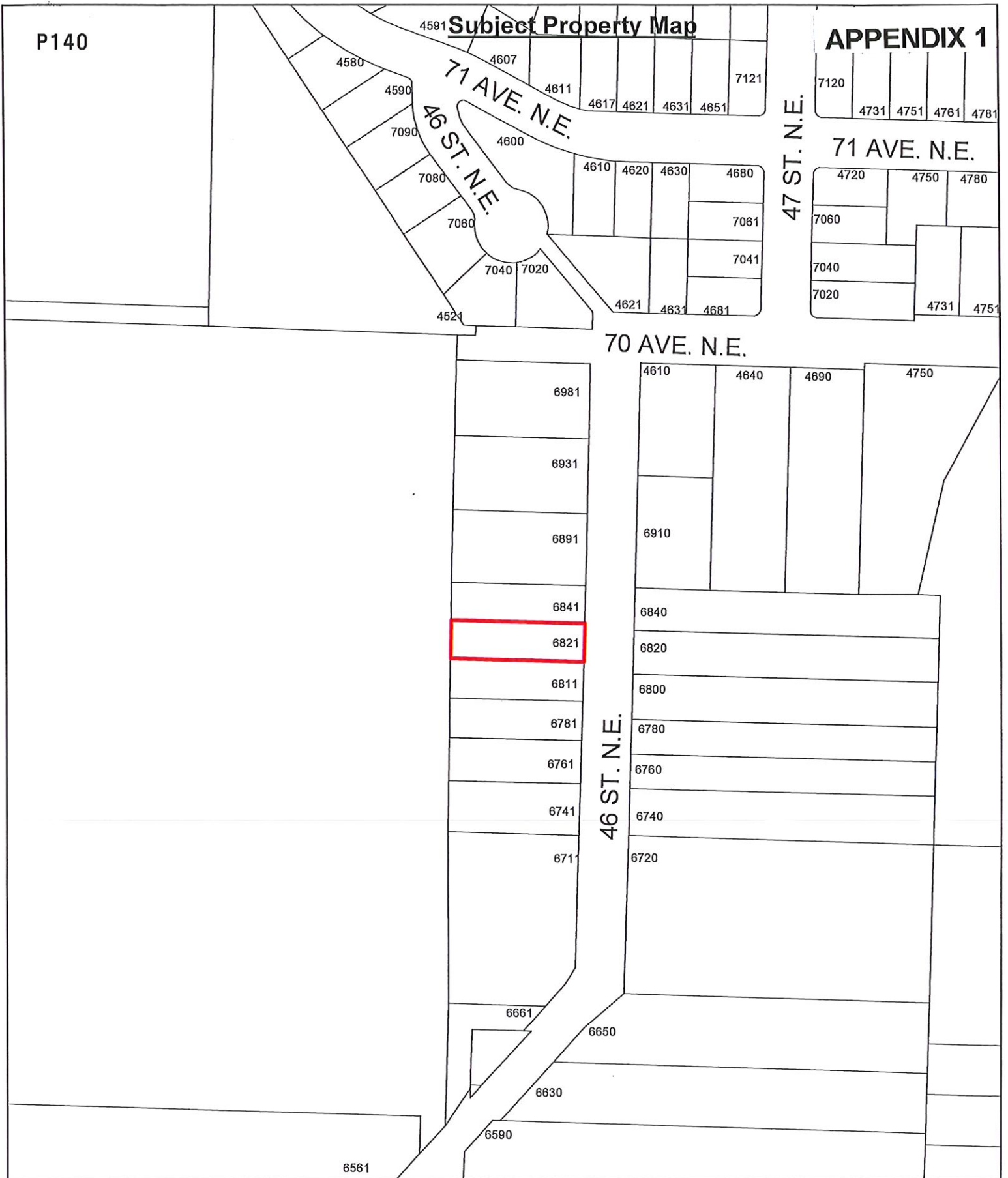


Reviewed by: Chris Larson, MCIP, RPP
Senior Planner

P140

Subject Property Map

APPENDIX 1



0 10 20 40 60 80 Meters

Subject Property
Parcels

Ortho Map

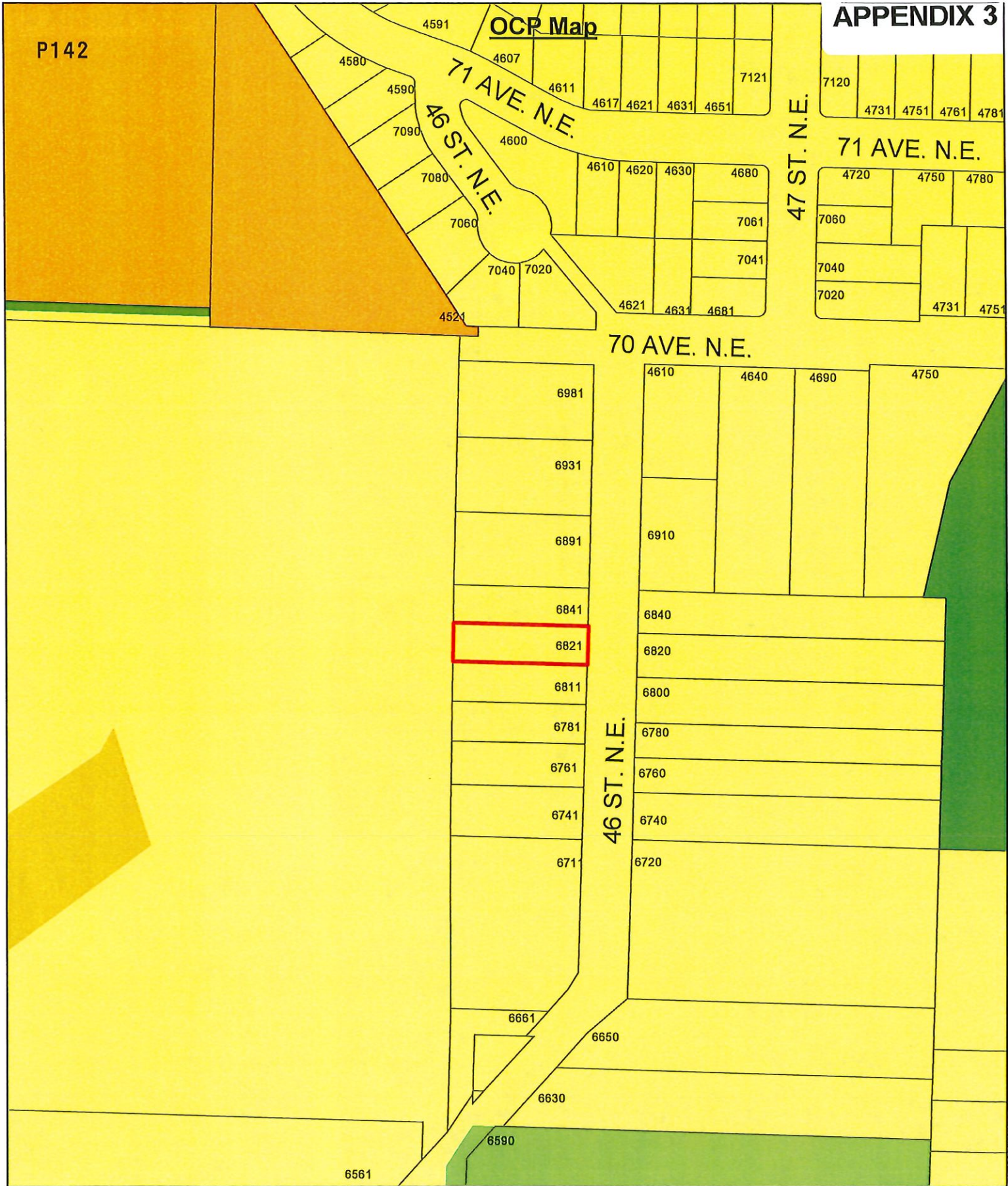
P141



0 2.5 5 10 15 20 Meters

Subject Property
 Parcels

OCP Map





N

0 10 20 40 60 80 Meters

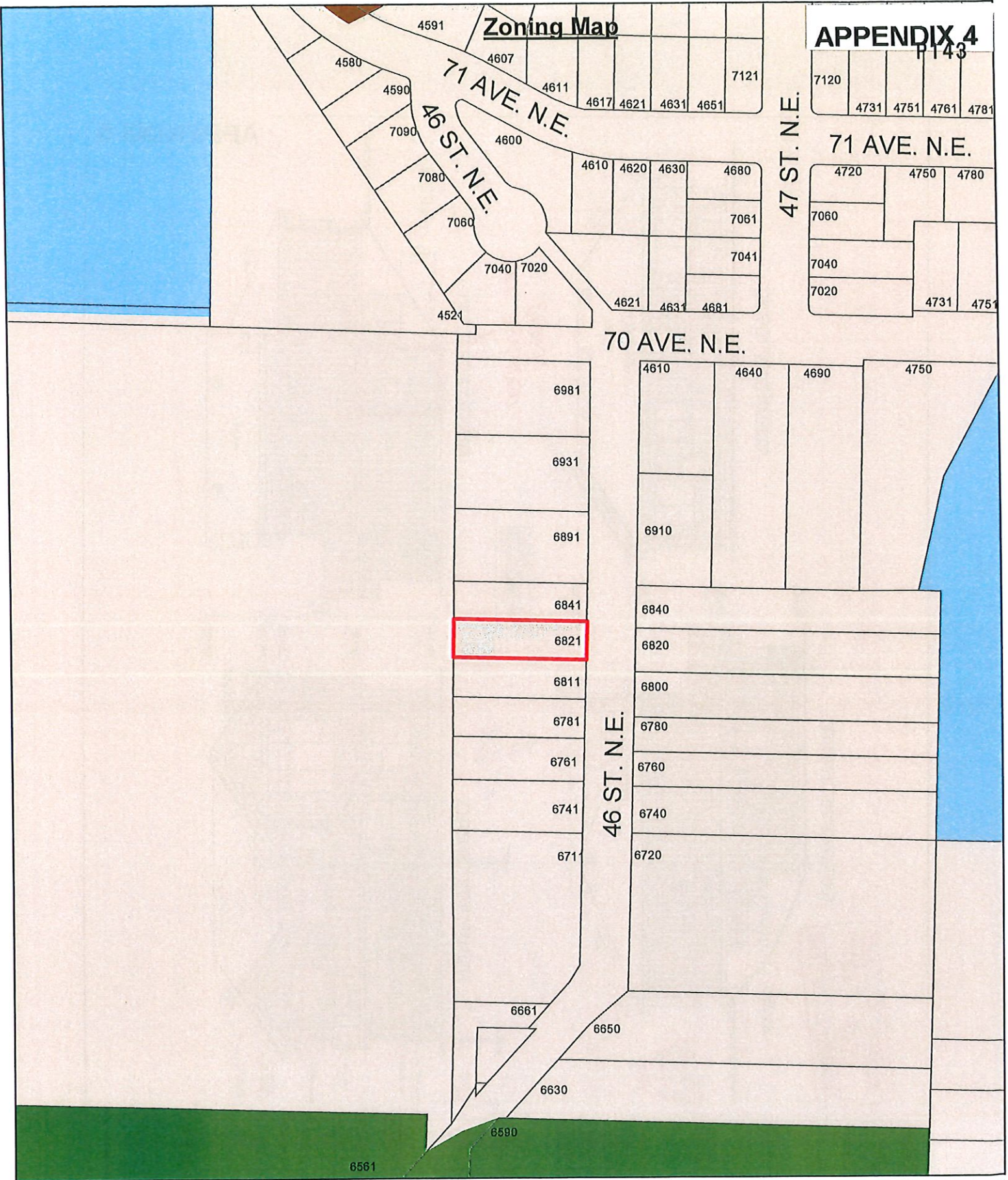


 Subject Property	 Community Park	 Park
 Parcels	 Neighbourhood Park	 Residential - Low Density
	 Acreage Reserve	 Residential - Medium Density

Zoning Map

APPENDIX 4

P143



0 10 20 40 60 80 Meters

Subject Property

Parcels

A-2

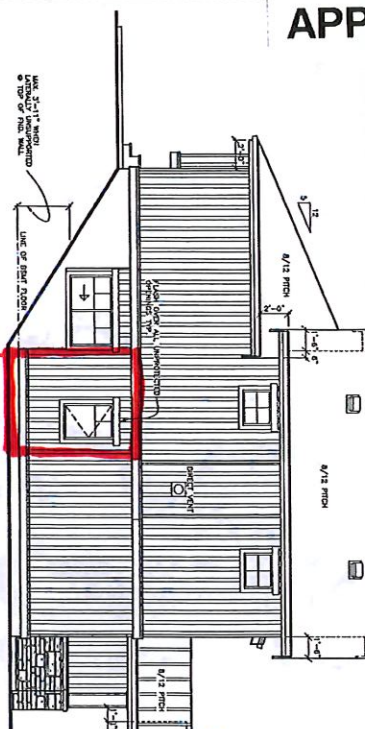
P-1

R-1

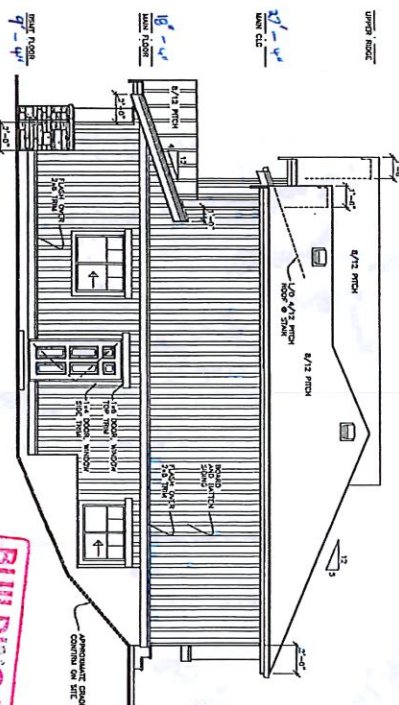
R-8



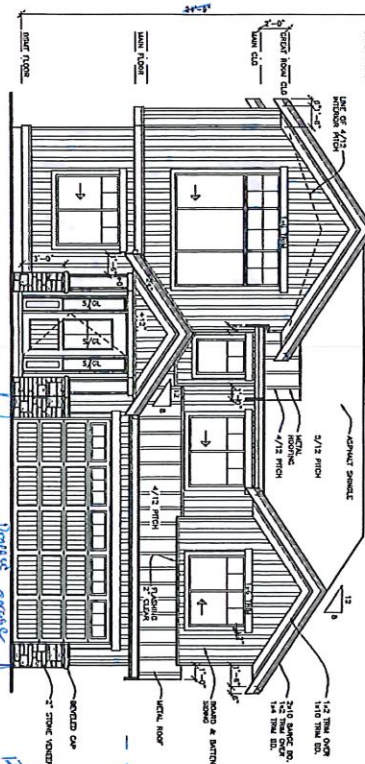
SEE AMENDED PLAN.



NOTE:
CLASS AREA MAY NEED TO BE
REDUCED DUE TO LEARNING DISTANCE
CONFORMING WITH LOCAL BY LAWS &
BUILDING CODE.



RIGHT ELEVATION



FRONT ELEVATION



JENISH HOUSE DESIGN LIMITED

HEAD OFFICE:
201-1658 CONVERSE AVE
KILLOWNA, B.C. V1X 6A9
(250) 420-3340
TOLL FREE 1-888-458-9235

This material is the property of the Federal Bureau of Investigation and is loaned to your agency. It and its contents are not to be distributed outside your agency.	RETURNED TO SENDER	DATE NOV 17	SCALE 1/4"=1'-0"	SHEET 4 OF 5	PLAN NUMBER: 2-3-775 URBANITE
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APPENDIX 6



46 STREET NE



46 STREET NE

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Item 25.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4489 be read a third time.

[McCaffrey, A.; 6821 46 Street NE; R-1 to R-8]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4489

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, on February 28, 2022 at the hour of 7:00 p.m. was published in the February 16, 2022 and February 23, 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 3, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 from R-1 Single Family Residential Zone to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4489”

READ A FIRST TIME THIS 24th DAY OF January 2022

READ A SECOND TIME THIS 24th DAY OF January 2022

READ A THIRD TIME THIS DAY OF 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2022

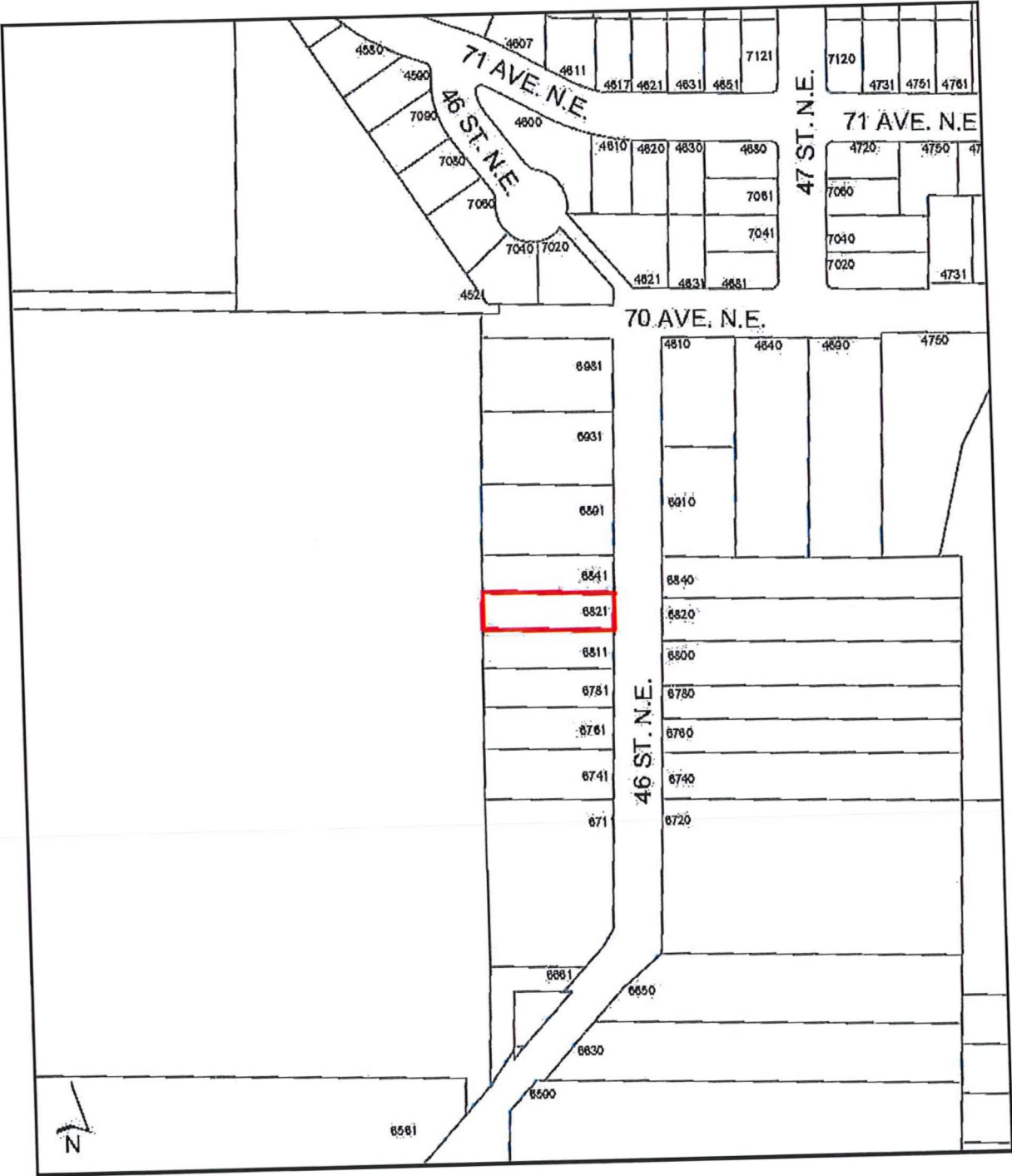
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

Schedule "A"



Item 27.

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of February 28, 2022, be adjourned.

Vote Record

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

Opposed:

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

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INFORMATIONAL CORRESPONDENCE – February 28, 2022

- | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1. | S. Caner, Executive Director, Shuswap Food Action Society – letter dated February 22, 2022 – Requesting the City’s endorsement of a Universal School Food Program | A |
| 2. | BC Bike Race Team – letter dated February 17, 2022 – Request for approval to use City lands for BC Bike Race event | A |
| 3. | S. Niven, Cystic Fibrosis Canada, British Columbia and Yukon Region – email dated February 17, 2022 – May is CF Awareness Month 2022 | A |
| 4. | H. O’Hara, Executive Director, BC Farmers’ Markets – letter dated February 11, 2022– Request for letter of support for Nutrition Coupon Program | A |
| 5. | A. Polden, Donor Relations Officer, Variety – the Children’s Charity– email dated February 15, 2022 – Show of Hearts Gold Panel Challenge | A |
| 6. | R. Crow, Mayor, Village of Chase – letter dated February 1, 2022 – BC Wildfire Petition – District of Lillooet | N |
| 7. | A. Slater, General Manager, SILGA – email dated February 18, 2022 – SILGA AGM and Convention, Salmon Arm – Registration is now open | A |
| 8. | L. Samson, Administrative Services Manager, Okanagan Regional Library– email dated February 16, 2022 – Proposed draft UBCM resolution re Public Library Funding | A |



February 22, 2022

Re: Requesting the City of Salmon Arm's endorsement of a Universal School Food Program

Dear Mayor and Council,

As Shuswap Food Action wraps up its Coldest Night of the Year event, I thought it would be a good time to bring up some important work being done around increasing food security in schools. We really appreciate that Mayor Harrison, his wife Debbie, and Councillor Louise Wallace Richmond have all come out to help at our hot lunch program at Jackson Secondary. We believe this project has been a success and hope to be able to continue to help schools in this regard. As we also run the school food box program with the District, we also know there are many families struggling to feed their children. This is not an issue that any single organization can solve alone and we are proud to be part of the [Coalition for Healthy School Food \(BCCHSFL\)](#) a growing network of 173 non-profit member organizations from every province and territory, advocating for public investment in and federal standards for a universal cost-shared school food program that would see all children having daily access to healthy food at school.

This letter is to request that the City of Salmon Arm add its voice to the growing number of municipalities across Canada who are in favour of a universal, cost-shared healthy school food program. Healthy school food programs are known to improve students' diets, mental and physical health, school performance, attendance, and social cohesion. Canadian research shows that school food programs improve health and education outcomes in children from all socio-economic backgrounds. Yet, Canada is the only G7 country without a National School Food Program and UNICEF has ranked Canada 37th of 41 wealthy countries when it comes to children's food security and nutrition. Covid-19 has demonstrated that school food programs are an essential service; with food insecurity rates increasing across the country, universal, healthy school food programs are needed more than ever.

After years of grassroots advocacy, the 2019 Federal Budget committed "to work with provinces and territories towards the creation of a National School Food Program." The momentum towards a universal school food program is building and the Coalition for Healthy School Food is seeking endorsements from supporting organizations, agencies, school boards and local governments. There is a wonderful opportunity for the City of Salmon Arm to join with other voices in BC and across the country to take a position on the need for a national school food program that meets strong guiding principles including universality, health promotion, cultural relevance and respect for local conditions. Endorsing the Coalition's vision for a health-

promoting, sustainable school food program that is connected to the community aligns with a number of the City's strategic drivers, with the potential to support local agriculture initiatives and boost the local food economy. This is a big idea for our small city.

To demonstrate the City of Salmon Arm's support for a universal school food program, here are some actions to consider:

1. Would the City of Salmon Arm [endorse](#) the efforts of the Coalition for Healthy School Food to advocate for a universal, cost-shared healthy school food program? This support is based on a shared belief that all children and youth in our communities should have daily access to healthy food at school.
2. That the City of Salmon Arm request the provincial government to invest in a universal, cost-shared, healthy school food program for all K-12 students in the province, as per the BC Chapter's [2022 Budget Submission](#).
3. That Council be aware that school food was recently included in two Federal mandate letters. Minister of Agriculture and Agri-Food Marie-Claude Bibeau's mandate [letter](#):
 - In support of *A Food Policy for Canada*, continue to strengthen Canada's food system by working with the Minister of Families, Children and Social Development and with provinces, territories, municipalities, Indigenous partners and stakeholders to develop a National School Food Policy and to work toward a national school nutritious meal program; and

Minister of Families, Children and Social Development's Karina Gould mandate [letter](#) included:

- Work with the Minister of Agriculture and Agri-Food and with provinces, territories, municipalities, Indigenous partners and stakeholders to develop a National School Food Policy and work toward a national school nutritious meal program.
4. Finally, please see motions passed by the [City of Vancouver](#) and the [City of Victoria](#). In addition to these municipalities, the Union of BC Municipalities has passed [motions](#) in the last 5 years to advocate for a universal school food program.

Thank you for your support and consideration,

Serena Caner
Executive Director
Shuswap Food Action Society



Feb 17, 2022

To the Attention of Mayor Harrison and the Salmon Arm City of Council regarding the BC Bike Race:

BC Bike Race is a multi-day mountain bike stage race that operates with the cooperation of local organizations in British Columbia to provide mountain bike tourism events. Our event has gained global recognition while maintaining high levels of regional and local praise for providing a safe, fun, and mutually beneficial experience for our enterprise and the trail-using communities we operate in.

The BC Bike Race is excited to host one stage of our multi day mountain bike race in Salmon Arm. We have connected with the local bike clubs and have already gotten support from the STA (Shuswap Trail Alliance) for trail usage in the South Canoe & Rubberhead trail systems for the event. Here are specifics on the event and areas that we are requesting the support and approval from the City of Salmon Arm:

Date: Sunday September 18th, 2022

Proposed location: Klahani Park and/or the South Canoe Trailhead area for the start/finish location

Attendance: Estimating to have around 400 participants in addition, racer support and crew

Times: (Not finalized and subject to change)

- Course Start Time: 10:00am
- Course Finish Time: 4/5:00pm – Course Closes (approx.)
- Setup & Teardown not included in the times above

Start/Finish Zone Area: We always try to make this area a good hub of activity for both the racers and spectators alike and are looking to have the following in this area:

- Start/Finish Line
- Awards Presentation
- Vendors (Sponsors, tourism presence, etc)
- Beer garden
- Live local music

BCBR has become a significant marketing and economic driver in all of the communities that we work with. BCBR has moved the needle in awareness for itinerary travel and local destinations. Reaching, on average 36 international countries in attendance each year, really tells the story of each community and grows awareness. Economic benefits to local businesses are generally felt one week ahead of the stage and lingering effects for years afterward because of visitors who become aware of the locations and choose to visit.

BC Bike Race

The Ultimate Single Track Experience
www.bcbiketrace.com



204-188 Pemberton Ave
North Vancouver, BC
V7P 2R5

Our event offers a variety of opportunities for community development. We are heavily engaged with the local communities and by creating media opportunities, BCBR puts significant resources towards marketing which attracts a large volume of visitors to our host communities. BCBR has many elements that can work in concert with the local communities to elevate your profile locally, regionally, nationally, and globally. BCBR provides structure to activate youth volunteerism, family involvement, and often bridge building opportunities between community groups. We actively partner with communities and the community groups along the route. We endeavor to work with all groups to plan growth in mutually beneficial areas.

BCBR has spent 15 years working with communities, growing together and sharing our mutual stories and we look forward to working with Salmon Arm

The BC Bike Race Team

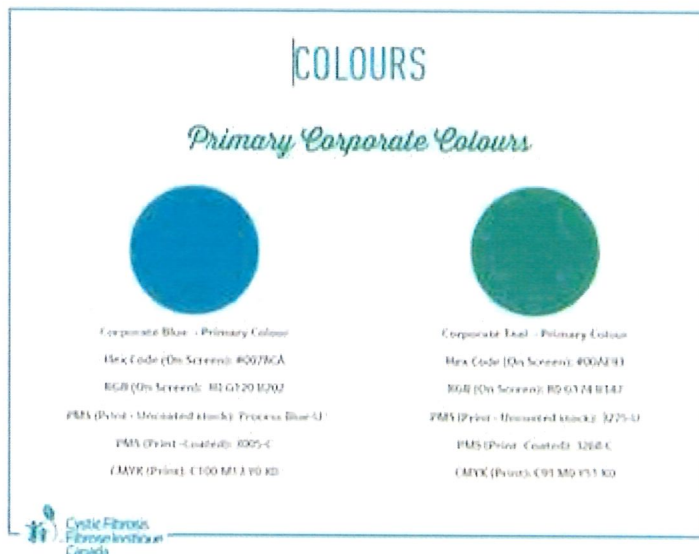
Barb Puddifant

From: Sandra Niven <sniven@cysticfibrosis.ca>
Sent: Thursday, February 17, 2022 3:27 PM
Subject: [External] May is CF Awareness Month 2022

Hello,

I would like to make a request for a declaration and for your building(s) to be lit up in light blue and/or green at any time that may be available during the month of May for **Cystic Fibrosis Awareness Month**.

Cystic Fibrosis Awareness Month will be promoted throughout Canada, through our social media channels both nationally and in B.C., and our newsletter which is sent to our 8,000 subscribers. Our volunteers will be visiting during the selected dates and taking photos to share on our various social media channels, using the hashtag **#LightUp4CF**. We will make specific mention, including a photo of the lights and a geotag, on our regional social media channels. Below are the corporate colours for your reference.



Cystic Fibrosis Canada <http://www.cysticfibrosis.ca/about-cf>

Cystic Fibrosis (CF) Awareness Month is each May of every year and is an internationally recognized month to raise awareness and funds to help find a cure or control for CF, the most common fatal genetic disease affecting Canadian children and young adults. At present, there is no cure.

On Sunday, May 29th, 2022, thousands of participants across Canada will unite at local community **'Walk to Make CF History'** events during CF awareness month to celebrate their fundraising efforts, while imagining a world without CF.

Social Media

Hashtag: #LightUp4CF

Instagram: [instagram.com/cfcanadawestern/](https://www.instagram.com/cfcanadawestern/)

Twitter BC/Yukon: twitter.com/CFCanadaWestern

Facebook Western Canada: [facebook.com/CysticFibrosisWesternCanada](https://www.facebook.com/CysticFibrosisWesternCanada)

Facebook Lower Mainland: [facebook.com/CFCanada.LowerMainland](https://www.facebook.com/CFCanada.LowerMainland)

CF causes various effects on the body, but also affects the digestive system and lungs. The degree of CF severity differs from person to person; however, the persistence and ongoing infection in the lungs, with destruction of lungs and loss of lung function, will eventually lead to death in most people with CF.

Typical complications caused by cystic fibrosis are:

- Difficulty digesting fats and proteins
- Malnutrition and vitamin deficiencies because of inability to absorb nutrients
- Progressive lung damage from chronic infections and aberrant inflammation
- CF related diabetes
- Sinus infections

It is estimated that one in every 3,600 children born in Canada has CF. More than 4,200 Canadian children, adolescents, and adults with cystic fibrosis attend specialized CF clinics.

CAUSES OF CYSTIC FIBROSIS

Cystic fibrosis is a genetic disease that occurs when a child inherits two abnormal genes, one from each parent. One in 25 Canadians carry an abnormal version of the gene responsible for cystic fibrosis. Carriers do not have cystic fibrosis, nor do they exhibit any of the symptoms of the disease.

When two parents who are carriers have a child, there is a 25 percent chance that the child will be born with cystic fibrosis; there is also a 50 percent chance that the child will be a carrier; and a 25 percent chance that the child will neither be a carrier nor have cystic fibrosis.

SYMPTOMS OF CYSTIC FIBROSIS

- Cystic fibrosis is a multi-system disorder that produces a variety of symptoms including:
- Persistent cough with productive thick mucus
- Wheezing and shortness of breath
- Frequent chest infections, which may include pneumonia
- Bowel disturbances, such as intestinal obstruction or frequent, oily stools
- Weight loss or failure to gain weight despite possible increased appetite
- Salty tasting sweat
- Infertility (men) and decreased fertility (women)

DIAGNOSING CYSTIC FIBROSIS

Genetic testing, prenatal and newborn screening for CF are administered in every baby in Canada. Additionally, if a doctor suspects a patient has CF, a 'sweat test' may be administered. This test measures the amount of salt content present in the sweat. If the test comes back positive, it means the sweat collected contains more salt than usual and supports a diagnosis of CF.

Please let me know if there are any dates available during the month of May. We are flexible with this request and I look forward to hearing from you.

Kind regards,

Sandra

Sandra Niven

Cystic Fibrosis Canada, British Columbia and Yukon Region

254 - 4664 Lougheed Hwy, Burnaby, BC V5C 3Y2

Tel: 604-436-1158 | Mobile: 236-990-5680

Hours: Monday – Friday 8:00am – 4:00pm (PDT)
sniven@cysticfibrosis.ca | www.cysticfibrosis.ca



Charitable Registration No. 10684-5100 RR0001



February 11, 2022

Alan Harrison
Mayor City of Salmon Arm
Box 40
Salmon Arm BC V1E 4N2

Dear Mayor Harrison and Council,

There is no question that 2021 was challenging for British Columbians. The province continued to struggle with the pandemic, economic consequences of the pandemic and multiple adverse weather events from the heat dome to floods and fire.

BC farmers and farmer's markets across the province were on the frontlines, doing the work to remain open, supporting our communities with food, and our farmers with a strong source of income.

BC Association of Farmers' Markets worked diligently with the Province of BC's Ministry of Health to deliver, for the 10th year, the BC Farmers' Market Nutrition Coupon Program across the province. We are extremely proud of its deep impact on both people and farmers across British Columbia. This valued program connected with **86** communities making fresh, healthy, local foods more accessible to over **19,000** lower-income British Columbians and directly benefited **1,125** farmers across British Columbia.

In **Salmon Arm**, residents redeemed **\$17,058** with local farmers at the **Downtown Salmon Arm Farmers Markets**. We proudly partnered with **Shuswap Family Centre**.

The Shuswap Family Centre provided lower-income pregnant people, families and seniors with coupons to purchase fruits, vegetables, cheese, eggs, nuts, fish, meat and herbs from farmers at your local farmers' market.

Over 60 lower-income residents from Salmon Arm ate more local foods, learned about healthy eating, and felt connected to their community. At the same time, the local food system was strengthened with farmers in your community benefitting from additional revenue to sustain their farms.

Our Request To You

Our community partners, participants and farmers are grateful for this Program in Burns Lake. If you agree, we kindly ask you to send a letter to the Minister of Health Adrian Dix. Your encouragement and feedback can strengthen support for ongoing funding for the Farmers' Market Nutrition Coupon Program and ensure we continue to build healthier BC communities together.

We are ready to roll up our sleeves and work with your community again in 2022!

With gratitude,

Heather O'Hara
Executive Director

Vickey Brown
President, Board of Directors

BC Association of Farmers' Markets
208 - 1089 West Broadway Vancouver, BC V6H 1E5
604-734-9797 | bcfarmersmarket.org | bcfarmersmarkettrail.com



Barb Puddifant

From: Anna Polden <anna.polden@variety.bc.ca>
Sent: Tuesday, February 15, 2022 5:32 PM
To: Barb Puddifant
Subject: [External] Your municipality has been challenge! Join the Show of Hearts Gold Panel for BC's kids.

Good morning!

I hope this email finds everyone at City of Salmon Arm well.

My name is Anna. I'm reaching out to you on behalf of **Variety – the Children's Charity** to share the news of our iconic fundraising event – the *Variety Show of Hearts* telethon – returning to Global BC next week, and to invite your staff to participate in this year's virtual **Gold Panel!**

Like you, we believe that all kids in BC deserve to have the opportunity to reach their unique potential. For over 55 years, Variety BC has ensured children with special needs across the province receive the support they need.

By joining our Gold Panel, passionate city staff at **City of Salmon Arm** who too been personally touched by a child with special needs can be a part of the Variety family aiming to raise \$50,000 to provide critical support to an additional 20 kids across BC.

We're challenging municipalities across the province to step up and form a Gold Panel team to support children right in your community who turn to Variety for mobility equipment, specialized therapies (such as speech & language therapy, physiotherapy, and occupational therapy), mental wellness counselling, special education tuition and tutoring, and crucial medical supplies like hearing aids.

Last year, we introduced funding for private autism assessments, and new this year we will begin funding psycho-ed assessments, equine therapy, and music therapy. Variety has quickly gone from receiving 10 applications in a week, to receiving over 10 applications a day, and we need your help to keep up with the demand and help even more kids in 2022. Our families have certainly faced adversity in life, and we'd be honoured to help show that their community stands with them.

If you have staff who would like to join us, I welcome you to visit the [Show of Hearts Gold Panel website](#) and [Form a Gold Panel Team](#). The Team Captain of each municipality will automatically be entered to win a \$50 gift card to White Spot! Plus, you can *challenge* another municipality to a little friendly competition, and we'll scroll your name during this year's *Show of Hearts Telethon* on Global BC!

Together with your help, and by sharing your fundraising page with your network of friends, family and colleagues, Variety will be able to say 'YES!' to more families across the province.

We're here to help as much as we can throughout your campaign. If you'd like any assistance setting up your fundraising page or would like to find out more info about our Gold Panel, please feel free to email or call me anytime.

I hope you'll join us in making a difference in the lives of kids and their families across BC!

PS – the 56th Annual *Variety Show of Hearts Telethon* airs Saturday, February 26th from 1:00 pm to 5:30 pm, hosted by Chris Gailus, Sophie Lui, Kristi Gordon, Neetu Garcha, Paul Haysom and Jay Janower from Global BC and with special performances by sixteen-time Grammy Award-winning music producer & composer, David Foster, singer-songwriter &

actress, Katherine McPhee, and seven-time Juno Award-winning blues rocker, Colin James. We hope you enjoy the show!

Sincerely,
Anna

Anna Polden

Donor Relations Officer
Variety - the Children's Charity

Direct: 604.268.3898
variety.bc.ca

Connect with us on social media! [Facebook](#) | [Twitter](#) | [Instagram](#)



Links in this email:

- Show of Hearts Gold Panel website: http://tccbc.convio.net/site/TR?fr_id=1190&pg=entry
- Form a Gold Panel team:
https://secure2.convio.net/tccbc/site/TRR/Events/Telethon2022;jsessionid=00000000.app20093a?pg=tfind&fr_id=1190&fr_tm_opt=new&NONCE_TOKEN=F24E5AAF7187EA4E4E519C16F24826C6



Village of Chase

PO Box 440, 826 Okanagan Ave,
Chase, British Columbia V0E 1M0
Office: 250.679-3238
Fax: 250.679-3070
www.chasebc.ca

February 1, 2022

Via email: mel.arnold@parl.gc.ca

Mel Arnold, Member of Parliament
North Okanagan-Shuswap
House of Commons
Ottawa, Ontario
Canada
K1A 0A6

Dear Mr. Arnold:

RE: BC Wildfires Petition-District of Lillooet

At their January 11, 2022 regular meeting, the Village of Chase Council considered correspondence from the District of Lillooet regarding the increasing risk and occurrences of wildfires, landslides and flooding in British Columbia.

In support of the 'Call to Action' petition and the District of Lillooet's motion, the following resolution was passed by Chase Council:

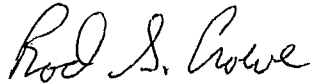
"THAT the Village of Chase send a letter to our Member of Parliament, Mel Arnold and copy our Member of the Legislative Assembly, Todd Stone, the Minister of Forests, Lands, Natural Resources Operations and Rural Development, the Minister of Public Safety and Solicitor General, the Premier of British Columbia (with copies to the District of Lillooet and all UBCM member local governments) requesting that our Provincial and Federal Governments provide better forest management and wildfire protection practices in British Columbia by reviewing and assessing the current policies and guidelines and inviting feedback from a wide variety of stakeholders, with the sincere intent to make meaningful changes to the forest management and wildfire protection practices in British Columbia to provide better protection for all of us from wildfires, landslides, and floods."

As we are all aware, the wildfires, landslides and floods that have ravaged so much of British Columbia over the past years will only continue to damage valuable forests, businesses, homes and take the lives of humans and animals, if no action is taken to lessen the effects of climate change in BC with particular attention to forest management and wildfire protection practices.

We respectfully request that you share this correspondence with the House of Commons, and that the Call to Action will be answered as quickly as possible.

Sincerely,

VILLAGE OF CHASE

A handwritten signature in black ink, appearing to read "Rod S. Crowe". The signature is fluid and cursive, with the first name "Rod" being the most prominent.

Rod Crowe, Mayor

Cc: Todd Stone, MLA, Kamloops-South Thompson
District of Lillooet
All UBCM Member Local Governments

Barb Puddifant

From: southern interior local government <yoursilga@gmail.com>
Sent: Friday, February 18, 2022 1:09 PM
To: becky harmata; Barb Puddifant; Cheryl Hardisty; Christy Malden; City Of Armstrong; City Of Enderby; City Of Kelowna; City Of Merritt; City of Penticton; City Of Revelstoke; Barb Puddifant; City of Vernon; Collette Beggs; crystal Gelineau; CSRD; District Of Barriere; District Of Clearwater; District Of Coldstream; District of Lake Country ...; District Of Lillooet; District Of Logan Lake; District Of Peachland; District of Sicamous; District of Summerland; District Of West Kelowna; info-rdco; Jaleen Rousseau; John Thomas; katie soltis; kelly bennett; Kelly McIntosh; linda brick; Marg Coulson; Maria Doyle; Melany Helmer; Melisa Miles; Murray daly; polly palmer; RDNO; RDOS; SLRD; Sun Peaks Resort Municipality; Tasha Buchanan; TNRD; Tom Kadla; Toni Boot; Town Of Oliver; Town Of Osoyoos; Town Of Princeton; Township Of Spallumcheen; Trevor Seibel; Village Of Ashcroft; Village Of Cache Creek; Village Of Chase; Village Of Clinton; Village Of Keremeos; Village Of Lumby; Village Of Lytton
Subject: [External] 2022 SILGA AGM and Convention, Salmon Arm - Registration is now open
Attachments: 2022 silga_speakers&panels Feb 18.pdf; 2022 SILGA_program SA Feb 18 web.pdf

Good afternoon everyone,

The SILGA Board of Directors and the Salmon Arm host convention committee are very excited to welcome you to an in person 2022 SILGA AGM and Convention in Salmon Arm from April 26th to 29th. They've put together an excellent line up of speakers, panels and tours for you to enjoy and the networking and other special events will bring you and your fellow local government officials back together in a fun but safe environment.

Masks and vaccine passports will be required upon registration. We're very pleased to see capacity limits back to 100%.

For all the details on the convention, please go to the SILGA website at www.silga.ca/convention

The live registration link is <https://www.civicinfo.bc.ca/event/2022/silga>

The program and the speakers, panels and tours document is attached to help you make your decisions about what sessions and tours to choose.

If you have any questions, please do not hesitate to reach out.

Thanks, Alison

--

Alison Slater, BComm, CFP, ARCT
General Manager
PO Box 27017 Cityview PO
Kamloops, BC V2E 0B2
250-851-6653
www.silga.ca

2022 SILGA AGM & CONFERENCE

Salmon Arm BC | #SILGA2022

Speakers & Tours

Dreaming Our Future: Storytelling and Healing Our Way Forward

Keynote Speaker Jesse Went

Thursday afternoon

In this exclusive talk, author, broadcaster, and arts leader Jesse Went explores the power of storytelling to heal ourselves, each other, and our societies and how it informs how we dream our future.



Jesse Went is a husband and father, as a writer, broadcaster, speaker and arts administrator. Born and raised in Toronto, his family comes from Chicago and Genaabaajing Anishinaabek and he is a member of the Serpent River First Nation. Jesse is best known for more than two decades spent as a columnist for CBC Radio's Metro Morning. An outspoken advocate for

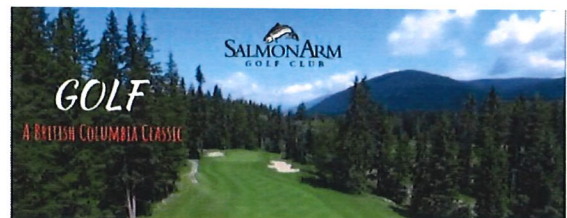
Indigenous rights and First Nations, Métis and Inuit art, he has spoken at the International Forum of Indigenous Peoples, Smithsonian's National Museum of the American Indian, the Cultural Summit of the Americas, and in 2020 delivered the Harold Innis Lecture for the University of Toronto. Jesse has served on the board of directors of the Toronto Arts Council, The ImagineNative Film and Media Festival and Native Earth Performing Arts. In 2018, Jesse was named the founding director of the Indigenous Screen Office and in summer 2020 he was appointed Chair of the Canada Council for the Arts. Jesse received the Arbor Award from the University of Toronto in 2021 for his volunteer contributions. His first book "Unreconciled: Family, Truth and Indigenous Resistance" is a national bestseller and was picked as one of best books of 2021 by Chapters-Indigo, Apple Books and The Globe and Mail.

Tuesday, April 26th
Preconference Activities and Tours

12.30 pm

**Golf Salmon Arm Golf Course – Heritage Course
(9 holes)** 3641 Hwy 97B S, Salmon Arm

Cost is \$25. Transportation and equipment are not provided.



1:00 pm to 4:00 pm

**Cidery Tour - Shuswap Cider and
Northyards Cider (max 40) cost \$55**

Includes a flight of ciders at each location, snacks, and transportation. Outside venues. Dress appropriately!



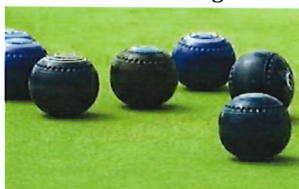
The 1920's was the Golden Age of the apple in the Shuswap. The climate was ideal for orchardists, with delicious apples in the world. These apples have now been transformed into unique ciders, paired with other locally produced fruits, just waiting for you to enjoy their flavours!



1:00 pm to 2:30 pm

Lawn bowling Cost \$10**691 28th St NE, Salmon Arm - no transportation provided (runners and masks mandatory)**

Come explore lawn bowling – a sport similar to curling - in which the objective is to roll balls so that they stop close to a smaller ball called a "jack". Get a thrill from knocking your opponent's ball out of the way so you can make more points. Teamwork is a must!

**Tuesday, April 26th****Afternoon****Preconference Session****1:30 pm to 3:30 pm****Big Moves in the Decade of Climate****Action BC Municipal Climate Leadership Council and the Community Energy Association**

The heat dome, wildfires, floods and washouts, pest infestations: all have been happening in BC and are evidence of the "code red for humanity" that was issued by the UN earlier this year in relation to climate change. But it's easy to say, "it's time for change" and another thing entirely to make it happen locally at the speed and scale necessary.

The BC Municipal Climate Leadership Council and the Community Energy Association know that action related to transportation, buildings, and waste will help reduce carbon emissions during this 'decade of climate action'. This session will include:

- An exploration of the Province of BC's CleanBC Roadmap to 2030 and implications for local governments
- Information about the 'Big Moves' for local climate action including top priorities right now and analysis of the decade ahead
- Integration of a resilience and climate adaptation lens, with region-specific content relevant to the Southern Interior
- Facilitated discussions and interactive activities with participants about their own experiences with policy, planning, funding, communicating climate action, and implementation

In this decade of climate action, we have no time to waste, and we must learn from each other.

Arjun Singh, Chair of the BC Municipal Climate Leadership Council

The BC Municipal Climate Leadership Council is a group of locally elected officials committed to climate leadership. Through peer learning, networking and resource development, BCMCLC inspires and engages other locally elected officials around the province to scale up climate action and increase collaboration between local governments and other partners, such as the Province of BC and utilities.

**Maya Chorobik, CEA Director of Climate Leadership**

Maya supports local governments with energy and emissions planning and project implementation, as well as education and capacity building for staff and elected officials. Maya is the facilitator for the BC Municipal Climate Leadership Council (BCMCLC), which provides education and peer networking to locally

elected officials committed to climate action in their communities. As part of this role, Maya coordinates the BC Climate Leaders Playbook, a resource designed to inform and support elected officials pursuing "big moves" in climate action related to buildings, transportation, and waste.

Tami Rothery CEA Senior Community Energy Manager

Tami is working in the areas of building retrofits, low carbon transportation, organizational leadership, and project implementation. Tami has more than 15 years of experience advancing climate action, including 5 years as Summerland's inaugural Sustainability / Alternative Energy Coordinator.

**Rob van Adrichem, CEA Director of External Relations**

Rob works to increase the reach of CEA and enhance its profile and support among CEA members, various levels of government, Indigenous communities, funders, community organizations, the private sector, post-secondary institutions, and economic development agencies. Rob specializes in making complex information interesting and understandable.

Preconference Session**1:30 pm to 2.15 pm****Procurement for Community Wellbeing:
British Columbia Social Procurement Initiative**

Social procurement is a new best practice that governments and anchor institutions can utilize to unlock additional social value from existing purchasing. BCSPi is a member-based initiative that provides the training, resources and coaching that local governments and anchor institutions need to mobilize their existing spending and create multiple community benefits that support strategic goals and social planning objectives.

Karen Elliott, co-chair BCSPi

Karen Elliott was elected as Mayor of the District of Squamish in October 2018 after serving as a member of Squamish Council from 2014-2018. Karen served as the first Ombudsperson for Quest University Canada. In addition, Karen has 15 years of consulting experience as a

specialist in organizational effectiveness and leadership development.

Larry Berglund

Larry's supply chain expertise includes leadership positions in the forest industry, public health care, municipal government, university operations, academia, and consulting services in the private, public and non-profit sectors. He was fundamental with drafting and implementing the first ethical and sustainable procurement policy in Canada for the City of Vancouver. Larry has successfully integrated corporate social responsibility and social procurement values into supply management strategies and operations for many leading companies and organizations. He has drafted policies, affected change in public organizations and influenced practices in many companies.

**Evening****5:30 pm to 8:00 pm****Pub Grub Night Salmon Arm Legion**

141 Hudson Ave. NW (transportation not provided)



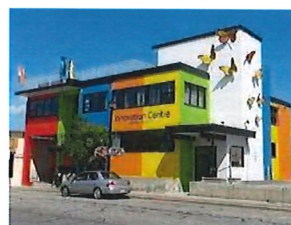
Take this opportunity to kick off the convention and mingle with your peers in a fun, relaxed environment. Challenge your colleagues to a game of pool or darts or just get caught up on all the news.

Wednesday, April 27th**Morning Tours****8:00 am – 10:00 am****Tour of a robotic dairy farm - DeMay Farm**

Hosts Brad May, Carla Soutar, Producer Services Manager, BC Dairy, John DeDood, BC Dairy Director and Henry Bremner, President of Kamloops Okanagan Dairy Association

8:00 am (wear closed toed, flat shoes, bio booties provided) 40 maximum

Experience the fresh air, expansive fields, and sights of an active dairy farm in Salmon Arm. During a walk-through tour hosted by the farmer himself, you will learn about the crops grown right on the farm, interact with a herd of Holstein milking cows, and view the farm's state of the art robotic milking barn.

**Tour of the Innovation
Centre/Makerspace and the Zest Food****Hub Hosts Lana Fitt and Tracy Edwards****8.30 am 30 maximum**

Salmon Arm Economic Development Society launched the *Salmon Arm Innovation Centre Powered by SASCU* in 2018. This 10,000sq ft, brightly coloured building, in Salmon Arm's downtown core is home to 19 co-

working offices, as well as a community makerspace. The vision of the Salmon Arm Innovation Centre pilot project is to establish a "Salmon Arm built solution" to rural technology sector growth, while creating a leading best practice example of a self-sustaining, small community Innovation Centre.



Your host, Lana Fitt, is the Economic Development Manager for Salmon Arm Economic Development Society. Lana holds an Ec.D designation in community economic development from the University of Waterloo and Economic

Development Association of Canada. In addition to her current non-profit position, she also has several years' experience working for local government.



The Zest Food Hub is the space where Salmon Arm entrepreneurs can turn their culinary inspirations into market-ready product. This food hub offers a commercial kitchen with a still-expanding array of

equipment, a commercial dishwasher as well as a separate cleaning and sanitization area for anchor tenants, cold storage and a classroom, all of which are available to encourage and support local food processing and production.

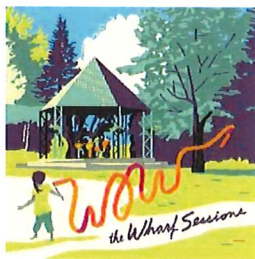
Your host will be Tracy Edwards, facility manager.

Salmon Arm Art Gallery

Host Tracey Kutschker, Director/Curator

(8:30 am) maximum 40

Salmon Arm Art Gallery is pleased to present a community-focused exhibition about the pollinators of the Shuswap region. Twelve artists plus a fibre arts collaborative group feature a diverse range of art media in this lively and educational exhibition.



Pollinators play a key role in regulating ecosystem services supporting food production, habitats and natural resources. Pollinators are embedded in local cultures and traditions, giving inspiration to art, music, literature, technology and education. In recent decades, climate change and human activities have altered the range, abundance and seasonal activities of some wild pollinator species – bees, birds, bats and butterflies. Simultaneously, environmental pollution has degraded the natural habitats. Awareness and mitigation are the first steps toward addressing this issue, and the arts can provide a vehicle for this important message.



As Director/Curator at Salmon Arm a balance of sunshine and enough moisture so that no irrigation was required. These unique conditions created some of the most

Arts Centre and Art Gallery, Tracey Kutschker has 20 years of experience in a management role in the arts and culture sector. A graduate of the University of Lethbridge, Tracey's liberal arts education gave her an excellent foundation in which to advance the cultural agenda in her small city through engagement, curatorial practice and relationship-building. Through inter-disciplinary arts programs and significant community collaborative art projects, Tracey has been facilitating conversations to address gender inequities, colonial systems, climate change and inclusivity. Her goals have and always will be to further culture-led and arts-informed community development.

Wednesday, April 27th

Morning/Afternoon Speakers

Address by the President of UBCM

Laurey-Anne Roodenburg, Quesnel Councillor



Laurey-Anne is pleased to be serving as UBCM President for the current year. She is a proud Quesnel citizen, where she and her husband Herb raised their two children.

Inspired by her community and driven to further support economic growth, inclusion and communication, her passionate voice has been recognized by her

colleagues and is appreciated by her constituents.

Throughout her time as an elected official Councillor Roodenburg has held positions of leadership on various committees and is an experienced City Council Member with 12+ years of service. She is also a board member with the Business Improvement Areas of British Columbia (BIABC), President of the Local Government Leadership Academy (LGLA), and the past-president of the North Central Local Government Association (NCLGA).

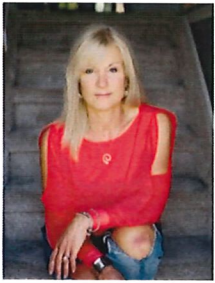
"As we move out of the pandemic era, Local Governments are set to lead the way into economic recovery. When we are given the tools, local government has the ability to move our communities forward. We need to work together, as a Province in all aspects of governance, including the harder discussions around what Reconciliation looks like. We can do this, and we will be a better province for it."

How to create a healthy organizational culture and to set the stage for organizational resilience and psychological safety - Christina Benty

Imagine an environment where people are open-minded, collaborative, and have a team-oriented attitude with an ability to think innovatively to resolve complex challenges. Cultivating a culture like that requires leading with courage, trust, vulnerability and psychological safety.

Amid a global pandemic with the threat of climate change, service sustainability and a myriad of social issues, our communities need courageous leaders who prioritize healthy culture in their organizations. By inviting empathy, curiosity, and humility to be in the room and then listening to what arises, enables leaders to manage complexity and ambiguity with courage and grace.

Let's have a conversation about how to Cultivate the Right Culture!



Christina Benty, MA is a strategist and a human system change agent. She works with leaders and organizations who want to build a culture of excellence in an environment that is kinder, wiser, and more conscious. As a national speaker, facilitator, published author,

and a performance coach for governing bodies and senior management teams, she delivers intellectual content with energy and enthusiasm.

Weaving both the art and science of leadership, check out Christina's TEDx Talk on Leadership below:

www.christinabenty.com

Leading from your soul, not your role | Christina Benty | TEDxGastownWomen

Unlocking the Potential of Local Government Reserves: MFA's options for Socially Responsible and Long-Term Investing Peter Urbanc, MFABC CEO

This session will discuss some innovative new investment options the MFA has launched to support BC's Local Governments in achieving their investment goals.

We will review the MFA's newly launched long-term investment product: the Diversified Multi-Asset Class Fund (DMAC). This low-carbon footprint investment pool introduces new asset classes never before available to BC's local governments. As such, Councils and Boards will require education on the special nature of the fund to approve updated investment policies prior to investing in the Fund. The fund is only suitable for local government reserves that

are earmarked for future infrastructure projects with a time horizon of 10 years or longer.

This presentation will also discuss "socially responsible investing" and ESG considerations, both a growing topic of interest for many local government boards and councils - particularly as it pertains to investments that align with climate change risks. We will discuss the challenges and opportunities related to this emerging consideration.

Mr. Urbanc has 30 years of experience in global banking and the public sector, having worked as an investment banker, treasurer and executive officer. From 1990 to 2009, he was an investment banker in New York and London with a specialty focus on the debt capital markets. In 2009, Peter joined the Province of Nova Scotia's Department of Finance in Halifax as Executive Director and Treasurer. Mr. Urbanc also served as a Director of the Nova Scotia Pension Services Corporation and Trustee of both the Nova Scotia Teachers' Pension Plan and the Nova Scotia Public Service Long Term Disability Plan Trust. In January 2016, Mr. Urbanc took on the role of Chief Executive Officer at the Municipal Finance Authority of British Columbia. Mr. Urbanc holds a Bachelor of Commerce from McGill University and an MBA from the J.L. Kellogg School of Management.



Review of the Resolution Process: input and feedback UBCM President Laurey-Anne Roodenburg and UBCM Executive Director Gary MacIsaac

UBCM is conducting a review of our resolutions process. An important part of the review is engaging with our members to hear what you have to say.

We invite you to bring your ideas and join us for a discussion on how the resolutions process can be improved.



Laurey-Anne is pleased to be serving as UBCM President for the current year. She is a proud Quesnel citizen, where she and her husband Herb raised their two children.

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"As we move out of the pandemic era, Local Governments are set to lead the way into economic recovery. When we are given the tools, local government has the ability to move our communities forward. We need to work together, as a Province in all aspects of governance, including the harder discussions around what Reconciliation looks like. We can do this, and we will be a better province for it."



Gary is the Executive Director of the Union of British Columbia Municipalities – a position he has held since 2007.

Gary has spent his entire career in local government. He started his career as Clerk-Treasurer of a small town in Nova Scotia, spent five years in the City Clerks

Department with the City of Vancouver in the mid-1990s, and spent 9 years as the CAO for a county government in Nova Scotia.

Gary has a Masters Degree in Public Administration from Dalhousie University. He and his wife Marion live in Saanich. They have three children.

Wednesday, April 27th

Evening

5:30pm to 7:30 pm

Welcome Reception

Song Sparrow Hall (180 Lakeshore Dr NW)

This unique hall brings people together in an ecologically-minded creative space designed to feature music and other creative



productions, The Hall is an inclusive and adaptable concert venue that partners with community organizations in the Shuswap to present vibrant cultural events.

Sponsored by Shaw Communications

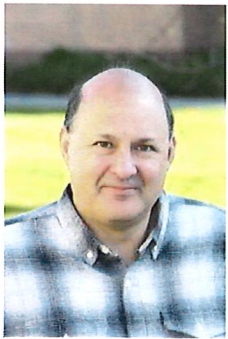
Thursday, April 28th

Morning Breakout Sessions

Risk and crisis communication: Lessons learned from wildfire seasons in B.C.

Dr. Michael Mehta and Merieme Boutaib

Mike and Merieme headed a study which looked at existing risk communications and crisis communications models being used by wildfire organizations. They came up with six recommendations for communications opportunities before, during and after wildfire events. The study also looked at the impact of emergency events across agency jurisdictions.



Dr. Michael Mehta is Professor of Geography and Environmental Studies at Thompson Rivers University in Kamloops. He holds a joint appointment in the Department of Sociology and Anthropology. He is an environmental social scientist who specializes in science, technology and society with a focus on environmental and health risk issues, and he focuses

on air pollution and solar energy.



Merieme Boutaib is a second year Master of Science in environmental science student at Thompson Rivers University. She received her industrial engineering degree from Ecole Supérieure des Industries du Textile et de l'Habillement in Morocco, and she accomplished her final project at University of Alberta. She is currently a

teaching assistant of engineering student at Thompson Rivers University.

Turn 'when' into 'now' - Making infrastructure projects feasible

Ron Zink, Corix Utilities, Aleksí Makila, Chandos Construction and Ronan Deane, North American Construction

This panel offers a unique, comprehensive solution in response to current trends towards increasing infrastructure costs for water and wastewater utility upgrades and expansions. Our solution combines financing, construction and operations, utilizing the benefits of the most collaborative form of project delivery coupled with the long term thinking of finance operate and maintain.



Ron Zink's experience in various senior positions in both Canada- and US-based projects will be of incredible value to the Taza Park East project. He has served as a Finance Specialist on multiple overseas assignments. His areas of expertise include financial analysis, financial structuring, and contract negotiation. He has worked extensively in the Water/Wastewater and Natural Gas distribution sectors, and also has exposure to Electrical Distribution.

As a Project Director, Aleksí provides leadership to the team, focusing on Cost Control, Schedule Management and Reporting, and ensure that both the client's and operational procedures are being followed. He supports the Project Manager providing oversight and ensuring the team has the necessary resources throughout the project to ensure success. Aleksí works with in-house and external personnel to ensure project construction is executed in a timely and efficient manner while maintaining integrity of design.



Ronan is a passionate, relationship-focused and dependable Senior Project Manager with over 20 years of experience managing both the development of teams and the delivery phase of complex infrastructure and civil projects. Commercially astute, with a holistic approach to the management of clients, engineers, and stakeholders, he has a successful track record in executing construction on a variety of different projects.

Climate Change and Health – Communities Moving Forward through Mitigation, Adaptation and Resilience

Dr. Sue Pollock, Interim Chief Medical Health Officer and Heather Deegan, Director of Population Health with Interior Health

Climate change is causing higher risk of health concerns from seasonal impacts in our environment like drought, flooding, wildfires and storms – affecting air quality, clean water and food security, and insect-transmitted diseases. People who face barriers to affordable housing, food security and health care are at a disadvantage when climate crises arise. This session will suggest ways how to continue collaboration with local governments on:

- Raising awareness within collaborative relationships
- Mitigation – Strategic Community Energy & Emission planning (SCEEPS)
- Adaptation – Heat Alert and Response System (HARS)
- planning, climate change and adaptation plans, policy considerations for community approaches
- Resilience – Increasing social connection, improved planning, and infrastructure



Sue Pollock is the Interim Chief Medical Health Officer with Interior Health. She currently leads a team of public health physicians and public health practitioners, responsible for the health and wellness of persons living in the Southern Interior.

Prior to joining Interior Health, Sue worked for the Public Health Agency of Canada, including two years as a Field Epidemiologist (“disease detective”) studying One Health, the intersection of human, animal and environment health. Sue is a Fellow of the Royal College of Physicians and Surgeons of Canada and holds a MD from the University of Calgary and a MSc from the University of Toronto. Sue has a longstanding interest in mitigating the health impacts of climate change and trained as a Climate Reality Leaders with former US Vice President Al Gore.

Heather Deegan is a Director of Population Health with Interior Health. She leads teams that promote health and prevent disease through their work with communities and families. Program staff work with local governments to create conditions in communities wherein



people can be healthier. Collaboration with urban planners and other partners in the community enables the health lens to be applied to planning processes and policy decision. Heather began her career as a clinical dietitian, but after completing a Masters degree with a focus on population health assessment, she knew she would never return to the hospital environment. She has been working in public health for 24 years and has recently taken a focus on the intersecting fields of public health and climate change.

Plenary Sessions

Film Industry Panel

Morgen Matheson, CSRD Film Commission

Vicci Weller, TNRD Film Commission

Jon Summerland, Okanagan Film Commission

Rick Dugdale, Film Producer and President Enderby Entertainment

Emerging Issues with States of Emergency

James Yardley, Lidstone & Co.

Following a year in which local and provincial states of emergency have been declared on numerous occasions, a number of issues have arisen, and lessons have been learned. This presentation will provide an overview of some of these issues including whether there are limits to what is an emergency and how long it can last, issues to address during and after declarations of emergency, and liability to local governments exercising emergency powers.



James' practice mainly involves litigation and dispute resolution, although he also provides advice on a broad variety of local government matters. James has practised law involving local governments since his call to the

Bar in 1991. He was born and raised in Prince George, has a law degree from the University of Toronto, and a Masters degree in Community and Regional Planning from UBC.

Thursday, April 28th

Afternoon Breakout Sessions

Attainable Housing – The Missing Middle

John McEown, BC Housing, Kevin Pearson, Director of Development Services with City of Salmon Arm, Matt Thompson, Planner with Urban Matters and a builder with Central Interior Home Builders Association

The Value of Cultural Mapping for Local Governments

Dr. Will Garrett-Petts, Cheryl Gladu, Sukh Heer Matonovich, and Kate Fagervik, Thompson Rivers University

As cultural planning has become more established in local governments and as culture has become more integrated within broader strategic development and planning initiatives, there has been growing pressure to identify, quantify, and geographically locate cultural assets (such as facilities, organizations, public art, heritage, and so forth) so that they can be considered in multi-sectoral decision-making and planning contexts. This activity has been propelled, on one hand, by rising attention to place promotion in the context of tourism and the (often related) attraction of investors and skilled workers. On the other hand, it also has included participative initiatives regarding community development and the improvement of quality of life in, for example,

neighbourhoods or other target areas. Altogether, these considerations have given rise to a municipal cultural mapping framework with three-fold purposes: to build a knowledge base, to mobilize community collaboration, and to strategize or make decisions.

Dr. Will Garrett-Petts



Dr. Will Garrett-Petts is Professor and Associate Vice-President of Research and Graduate Studies at Thompson Rivers University. He is former

Research Director of the Small Cities Community-University Research Alliance—a national research program exploring the cultural future of smaller communities. His recent books include *Artistic Approaches to Cultural Mapping*; *Cultural Mapping as Cultural Inquiry*; *Whose Culture is it, Anyway?*; *Community Engagement in Small Cities*; and *The Small Cities Book: On the Cultural Future of Small Cities*.

Connecting Communities with an Integrated Approach to Geohazard Risk Management

Kris Holm, Principal Geoscientist, BCG Engineering

Mountainous areas of BC are subject to floods and landslides that can damage property, sever infrastructure, and in tragic cases, cause life loss. The unprecedented wildfire and hydroclimatic events in BC during 2021 have kept these issues at the forefront of public concern and highlight the need for coordinated approaches to managing risk.

In this workshop, Kris will share recent examples of integrated flood and steep creek geohazards management in BC and facilitate a conversation with authorities with different responsibilities but shared needs to manage risk. The workshop objective is to identify one to three shared priorities that, when advanced by elected officials, create a stronger path to risk reduction for communities than single jurisdictions may accomplish in isolation. Workshop outcomes will also inform actions by practitioners working to integrate geohazards management in BC.

Kris Holm M.Sc., P.Geo., leads BGC Engineering's Communities Sector Team and has 25 years of North and South America consulting experience in geohazard and risk management for the Mining, Transportation and Communities sectors. His practice spans multi-hazard risk management at scales ranging from single sites to broad regions, including quantitative risk assessment,



policy integration. Mr. Holm has also led the development of web applications used by decision makers to incorporate geohazards knowledge into planning and policy and directed integrated flood and steep creek geohazard studies for BC communities that received a 2021 Award of Merit from the Association of Consulting Engineers Canada (BC). He is actively involved in several projects supporting recovery efforts for local government and First Nations communities affected by 2021 wildfires and floods.

Airport Service Development

Sam Samaddar, Airport Director, Kelowna International Airport

Do you ever wonder how air service is developed? Air service development is the practice of retaining and/or establishing air service to a given airport or community. Air service development is a community effort, not just an airport effort. When stakeholders understand and are on board with air service development efforts, the chance of success is much higher. Air service development is usually an ongoing effort to retain as well as pursue additional service."



Sam's interest in aviation developed early when he was involved with the Royal Canadian Air Cadets and achieved his private pilot's license at the age of 17.

In 1988 he commenced his airport career at Vancouver International Airport where he held several positions including Airport Duty

Manager and Superintendent of Ground Transportation.

In July 2008 Sam was appointed the Airport Director for the Kelowna International Airport – one of the top ten airports in Canada serving just over 2 million passengers in 2019. As Airport Director Sam currently is a board member of Tourism Kelowna and the International Association of Airport Executives. He is also the current Chair of Airports Council International North America and a former Chair of the Canadian Airports Council.

Evening

6 pm to 11:00 pm

Banquet

Prestige Harbourfront Resort (251 Harbourfront Drive NE, Salmon Arm, BC)

Sponsored by Fortis BC

Friday, April 29th*Morning Speakers***High Tech Business Development Panel**

Chad Shipmaker, CAO Valid Manufacturing, Randy Spyksma, Forestry Planner, Forsite Consultants, and Reid Findlay, SD #83 District Principal

Minister of Municipal Affairs Josie Osborne

Josie Osborne was elected as MLA for Mid Island-Pacific Rim in 2020. She grew up on Vancouver Island and has lived in Tofino for over 20 years, first moving there to work as a fisheries biologist for the Nuuchahnulth Tribal Council and later as executive director of an environmental education non-profit organization.



She has significant experience in local government, including serving as Mayor of Tofino from 2013-2020 and as Chair and Vice-Chair for the Alberni Clayoquot Regional District. During her time in local government, Josie chaired the Tofino Housing Corporation and was a strong proponent for active transportation and regional transit. She has served as Chair of the Board for the Island Coastal Economic Trust, and in 2017, she was appointed by the BC Minister of Environment and Climate Change to the BC Clean Growth and Climate Action Advisory Council.

Josie studied marine biology at the University of British Columbia and completed a Master's in resource management at Simon Fraser University. She has worked to advance sustainable development throughout her career in public service. Josie lives with her husband on 10 acres in Tofino with their dog, three goats, and a coop full of chickens.

2022 SILGA AGM & CONFERENCE Salmon Arm BC



<p>Tuesday, April 26th Afternoon</p>	<p>Sessions</p> <ol style="list-style-type: none"> 1. BC Social Procurement Initiative OR 2. Big Moves in Climate Action <p>Salmon Arm Fun Activities</p> <ol style="list-style-type: none"> 1. Shuswap and Northyard Cideries <i>(includes tastings, snacks, transportation)</i> 2. Lawn bowling 3. Golf at Salmon Arm Golf Club
<p>Evening</p>	<p>Grub Pub Night – Salmon Arm Legion</p>
<p>Wednesday, April 27th Morning</p>	<p>Tours</p> <ol style="list-style-type: none"> 1. Innovation Centre/Zest Food Hub 2. Salmon Arm Art Gallery 3. Robotic Dairy Farm Tour <p>Opening Ceremonies</p> <p>UBCM President Address</p> <p>Creating a healthy organizational culture for resilience</p>
<p>Afternoon</p>	<p>Trade show opens</p> <p>The Diversified Multi-Asset Class Fund</p> <p>UBCM – Review of the Resolution Process</p> <p>Resolutions</p>
<p>Evening</p>	<p>Welcome Reception – Song Sparrow Hall</p>

**Thursday, April 28th
Morning**

Breakout Sessions:

- 1. Risk and Crisis Communication: Lessons Learned from Wildfires**
- 2. Turn When into Now – Making Infrastructure Projects Feasible**
- 3. Climate Change and Health – Communities Moving Forward through Mitigation, Adaptation and Resilience**

Film Industry Panel

Emerging Issues with States of Emergency

Keynote Speaker Jesse Went

Attainable Housing Panel

Breakout Sessions:

- 1. The Value of Cultural Mapping for Local Governments**
- 2. Connecting Communities with an Integrated Approach to Geohazard Risk Management**
- 3. Airport Service Development**

Trade show closes

Evening

Banquet – Prestige Harbourfront Resort

**Friday, April 29th
Morning**

Community Excellence Awards

High Tech Business Panel

Minister of Municipal Affairs Josie Osborne

Grand Prize Draw

From: Leah Samson <lsamson@orl.bc.ca>

Sent: Wednesday, February 16, 2022 10:01 AM

Subject: [External] Proposed draft UBCM Resolution re Public Library Funding

Hello,

As requested at today's meeting of the Library Board, attached is the draft resolution template. Here is the motion that was passed:

MOTION 6

It was moved and seconded

THAT board members take the draft UBCM resolution to their councils and consider passing a motion that the suggested language be brought forward as a motion to SILGA and UBCM, to bring forward to the provincial government.

CARRIED

Regards,

Leah Samson
Administrative Services Manager
Okanagan Regional Library | Administrative Centre
1430 KLO Road, Kelowna, BC V1W 3P6 Canada
250-860-4033 x2451
www.orl.bc.ca

This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient is prohibited. If you receive this e-mail in error please notify me immediately and delete it.

UBCM Draft Resolution Template

As you know the BC Public Library Partners continue to advocate to the Province for increased and sustainable funding for public libraries.

Based on requests we've received from you in 2021, this year's advocacy effort includes a draft UBCM resolution template supporting the request for increased funding.

We know some municipalities are already beginning to develop resolutions to be submitted to UBCM by the June 30th deadline, so we are providing a draft template, which was endorsed by the ABCPLD Board (below) to assist those who are interested in participating in this process.

I hope this is helpful to you and your Board in lending your voice of support,

Elizabeth and the ABCPLD Board

DRAFT TEMPLATE:

Whereas libraries in British Columbia are largely financed by levies paid by local governments, and where provincial library funding has remained stagnant for the past 10 years:

And whereas public libraries are central to communities, providing equitable access to vital resources, including internet, computers, digital library tools, and in-person services from expert staff;

And whereas public libraries provide British Columbians with low-barrier services, that support job seekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion;

Therefore be it resolved that _____ urge the Government of British Columbia to provide long-term sustainable funding for public libraries in BC;

And be it further resolved that the Province ensure that BC Libraries will henceforth receive regular increases to Provincial Government funding in subsequent years.

Late input for item 24.1 ZON-1227

From: Stig Keskinen <[REDACTED]>
Sent: Friday, February 25, 2022 1:58 PM
To: Erin Jackson
Subject: Fwd: [External] Proposed Amendment to Zoning Bylaw No.2303

----- Forwarded message -----

From: Stig Keskinen <[REDACTED]>
Date: Fri, Feb 25, 2022 at 1:51 PM
Subject: Proposed Amendment to Zoning Bylaw No.2303
To: <cityhall@salmonarm.ca>

This is in regards to Lot 3, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 rezoning from R-1 to R-8.

It seems to me that notification of this rezoning application was distributed to too few residents on 46th St. NE. Your distribution area of this notification should have included all residences that live beyond the Turtle Ridge Subdivision including 65th Ave. NE. This amendment will affect all persons living past this subdivision who will be forced to drive and walk through all the on street parking and sidewalk parking that will occur. This is a dead end road and they have no options. I believe the reason for this is so there is as little opposition to this amendment as possible. It is a calculated move. The City Council needs to amend the required notification area to include all parties that will be affected by local variances.

I wonder if the City Council will take into account the feelings of the people who purchased properties in the Turtle Ridge Subdivision with the belief that this is zoned R-1, Single Family Dwelling. Many homes are not yet built as currently only two of the twelve lots are under construction. Were these people notified?

This is only the first application for rezoning at present time. I understand there is an application to rezone another property in this subdivision located at 6840 46th St. NE. This residence is already at lock up stage. They have already built the suite. They have put the cart before the horse. Perhaps these owners are aware that there will be no enforcement should their application be denied and decide to rent out the suite regardless.

What is the point of zoning an area R-1 and then turn around and allow R-8 zoning? Is it because the city makes money in the rezoning applications and then in changing the bylaw receives even more money in the form of property taxes?

I am sure there will be more rezoning applications for some of the other lots that are to be developed. Many people cannot afford to buy land and build houses unless the build is subsidised by either legal or illegal suites. We all know there are many illegal suites already existing in Salmon Arm. The lady who I spoke to on the phone, when I called the Development Services Department at 250 803 4000 said, how do we enforce against this?

At issue is the extra traffic and lack of parking that will be available to all these new residents. I know that the argument will be that the homeowner is required to provide off street parking. Well this works in theory, it is

not enforced. Even if the space is provided; it does not mean people will use it. 70th Ave. NE is notorious for people parking on the sidewalk as they do in the nearby subdivision in the 47th St NE area.

These lots are 50 feet wide and have shared driveway access off 46th St. There are twelve tiny lots surrounded by properties with half acre or more. Why this density of housing is here in the first place in a quiet rural area is beyond me. Greed is my guess. There is very little room to provide extra parking on the property. In the case of 6840 46th St, there is a single car garage and a single lane driveway. Many working families have two vehicles. The tenants will also likely have two vehicles. You cannot fit four vehicles in the allotted parking space provided at this location. They will park on the road.

On the west side of 46th St. there is a new sidewalk. People will park on the sidewalk. The construction workers are already constantly doing this and thus force young children to walk on the roadway. When vehicles are parked on both sides of the road it creates single lane traffic as this is a narrow rural road. This is occurring already with the construction workers.

I think no parking signs along the sidewalk portion of the road would go a long way in helping keep the younger children going to and from school safe. At least they would not be forced to walk on the roadway in single lane traffic because cars are parked on both sides of the street and sidewalk.

The no parking zone would have to be enforced by Bylaw Officers and the RCMP. There are no parking signs on the blind, ninety degree corner of 70th Ave and 46th St and yet people park there. In order for Bylaw Officers to do anything; they need to happen upon the violation. They are not allowed to react to a citizen's complaint unless said citizen is willing to go to court. This is an obstacle to our bylaw enforcement in this town. I suggest routine patrols in the Canoe area to stop these bylaw scofflaws.

That brings me to the issue of the increased traffic in this area and in particular this blind ninety degree corner. It is already a safety issue. All the residents, except one, who is a police officer, that live beyond this corner on 46th St. and 65th Ave., signed a petition to have no parking signs installed on this corner. As mentioned before, this has helped but people do still park in this zone.

This corner is even more dangerous in the winter as people pile the snow from their driveways and the sidewalk on the roadway. The sidewalk cleaner also plows snow from the emergency access lane to the inside of this corner. This creates a narrow passageway. You do not want to meet a larger vehicle that is cutting the corner. Again, Bylaw cannot enforce this snow piling violation unless the violator is caught in the act or a complaining citizen witnesses the offence and is willing to go to court.

The traffic on this corner will double with the addition of twelve new homes. The number of new houses equals the number of existing houses already in the neighbourhood. If you allow secondary suites in this R-1 zoned area, the traffic on this corner will more than double. This is a concern.

Please take a drive in the area. See for yourself before you ink up your rubber stamp and "approve unanimously" this variance. Please think of the residents who actually live in the neighbourhood and have to live with the decisions this Council makes.

Stig Keskinen

Hello ejackson@salmonarm.ca. I just wanted to make sure this was received by someone before 10:00 am on Monday, February 28, 2022.

Late input for item 24.1
ZON-1227

From: Ruth1 Keskinen [REDACTED]
Sent: Thursday, February 24, 2022 4:47 PM
To: Barb Puddifant
Subject: [External] 6821 46 Street NE -Proposal Single family dwelling to Single with suite

First of all: I want to be informed that you have received this email.

Re: Proposed Amendment to Zoning Bylaw No 2303:....Rezone Lot 3, Section 31, Township 20, Range 9, WgM, KDYD, Plan EPP106597 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone.

46th Street NE is a very narrow small strip of public road which is a dead end road. There are six very narrow lots on the upper section of the development where this property is located and a further six narrow lots on the lower side.

In all, this means that there will be an additional 12 vehicles at least that will be using 46th Street NE. On the upper section of the development, there is already a sidewalk in front of these future homes and the question is: Will their vehicles be parked on the side of the road? Almost certainly that will happen to some extent.

When the subdivision is completed, traffic will be increased tremendously. The whole street will become as busy as a downtown parking lot, and there is no way to know how many vehicles will be parked on the roadside itself.

The problem is, we have a very bad corner at 70th Avenue and 46th Street NE... this is often made worse by some residents who park their vehicles right at the very bend of the corner. When this happens, a driver wanting to turn onto 46th Street from 70th Avenue cannot see if there is oncoming traffic approaching from 46th Street NE. This is very dangerous, especially in winter. The increased number of vehicles that will use 46th street will add to the danger if the proposed change to allow suites is allowed. This corner needs a great deal of improvement before the houses are built.

I would like to challenge the Mayor and Councillors to take a drive to Canoe, turning left onto 70th Avenue NE and then left again onto 46th Street NE so they can see and visualize our problems first hand before they rubber stamp future approvals for suites in single family homes. Surely you all are as concerned of the well being of Canoe residents as you are elsewhere in Salmon Arm. I know it is a 10 minute drive... but please come!

Sincerely, Ruth Keskinen, [REDACTED]

Late input for item 24.1
ZON-1227

From: melanie Walsh [REDACTED]
Sent: Sunday, February 27, 2022 12:51 PM
To: Barb Puddifant
Subject: Ref: [External] ZON-1227/Bylaw 4489 Proposed amendment building permits

To whom it may concern,

Our names are Melanie and Edward Walsh and we live on 46th st NE, down about 4 or 5 houses north from where the new houses are being built in "turtle ridge" area on 46th St NE. We have received a copy of the building permit requests for a couple houses being built on the road as it seems it may affect the street parking if there are suites built in these houses. We have no issues with any suites or parking, as long as there is no road parking permitted. These suites should have parking built into the properties driveways or garages themselves to accommodate those vehicles. Street parking will not only affect the vehicles who live on the north end of the road but also garbage trucks, snow plows and any recreational vehicles that use this road as well. The road is not currently wide enough to accommodate street parking along either side of the road on a permanent basis. We currently live at 6650 46th st NE and own both utility vehicles which require a trailer to be towed, and a pontoon boat which is almost 9 feet wide to be towed. If suite rental vehicles are parked on the street, especially if they are large trucks, they will block access along our road. We will not be able to pull our trailers past vehicles parked on the side of the roads especially if there are vehicles parked on both sides. Therefore, if suite permits require street parking then we are highly against this being issued. If the suite permits allow for parking within the unit driveway or garage and there is no street parking permitted, then there is no real issue. Please have someone from the city come to view the street in person to verify that it is not wide enough to accommodate passing vehicles such as trucks towing trailers, snow plows and garbage trucks, if there are residential vehicles parked on the road. Thank you.

Sincerely,

Melanie and Edward Walsh
Reference: ZON-1227/ Bylaw 4489

Late Correspondence Item 12.2

From: noreply@civicplus.com
Sent: Friday, February 25, 2022 3:27 PM
To: Alan Harrison; Chad Eliason; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Rob Niewenhuizen; Erin Jackson
Subject: [External] Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Selina
Last Name	Metcalfe
Address:	Address in question is 250 30 St SE
Return email address:	president@shuswapminorfootball.ca
Subject:	Permission requested to place storage container at Little Mountain
Body	<p>Shuswap Minor Football Association (SMFA) is a non-profit organization dedicated to operating community football programs for young people in the Shuswap region.</p> <p>Unlike many other youth sports, SMFA provides all personal protective gear on loan to our young athletes. This means that we have a large collection of helmets, shoulder pads, hip and leg pads, on top of the usual medical kits and uniforms. As our program grows, so does this collection.</p> <p>Over the past years, we have been using a locker room in the Little Mountain Field House as storage space for this gear. The city was aware that we were using this space, but I do not believe that there was any formal usage arrangement in place. Along with soccer, we have received notice that the locker rooms will be converted back into space available to user groups when booking the fields. We need to remove all of our items prior to April 1st.</p> <p>To allow us the time to properly plan and fundraise for long-term solutions, we are requesting permission to place an additional 20' shipping container style storage unit at Little Mountain.</p> <p>We are flexible on the location, but feel that beside our current container in the upper parking lot, or inside the fence on the concrete pad near the lacrosse container would be the least</p>

disruptive to the flow of traffic and user groups.

This request for placement would be on a temporary basis. Our long term plan will likely require insulation and electrical connections, and we simply do not have the time or resources to arrange those plans and applications in the next month. The temporary time period is of course at the discretion of Council, but we would like to suggest a term of 12-24 months.

If approved, the storage unit and its contents would be included in our insurance policy.

I thank you in advance for your consideration and welcome any follow up questions that will assist with your decision.

Selina Metcalfe

[REDACTED]

president@shuswapminorfootball.ca

Would you like a response:

Yes

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