

1. July 26, 2021 Council Agenda And Correspondence

Documents:

[JULY 26, 2021 AGENDA.PDF](#)

[JULY 26, 2021 CORRESPONDENCE.PDF](#)



# AGENDA

City of Salmon Arm  
Regular Council Meeting

Monday, July 26, 2021  
1:30 p.m.

*[Public Session Begins at 2:30 p.m.]  
by Electronic means as authorized by  
Ministerial Order M192*

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3 - 16	1.	Regular Council Meeting Minutes of July 12, 2021
	7.	COMMITTEE REPORTS
17 - 20	1.	Agricultural Advisory Committee Meeting Minutes of June 24, 2021
21 - 26	2.	Environmental Advisory Committee Meeting Minutes of July 9, 2021
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	9.	STAFF REPORTS
27 - 30	1.	Operations Manager, Shuswap Recreation Society - Green and Inclusive Community Buildings (GIBC) Grant Application and Budget Amendment
31 - 34	2.	Chief Financial Officer - Property Tax Collection - For Information
35 - 40	3.	Chief Financial Officer - COVID 19 Safe Restart Grants in Aid - 2021 Applications
41 - 42	4.	Director of Engineering and Public Works - Project Award - Centrifuge Installation WWTP
43 - 46	5.	Director of Engineering and Public Works - Canada Community Revitalization Fund Grant Application
47 - 50	6.	Director of Engineering and Public Works - Zone 2 Pump Station - Feasibility Study Award



	10.	<b>INTRODUCTION OF BYLAWS</b>
	11.	<b>RECONSIDERATION OF BYLAWS</b>
51 – 56	1.	City of Salmon Arm Fee for Service Amendment Bylaw No. 4472 [2021 Water Meter Rates] – Final Reading
57 – 70	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4463 [ZON-1212; Melzer, J. & B./Whitstone Developments Ltd.; 4930 70 Avenue NE; R-1 to R-8] – Final Reading
	12.	<b>CORRESPONDENCE</b>
71 – 72	1.	Informational Correspondence
	13.	<b>NEW BUSINESS</b>
	14.	<b>PRESENTATIONS / DELEGATIONS</b>
	15.	<b>COUNCIL STATEMENTS</b>
	16.	<b>SALMON ARM SECONDARY YOUTH COUNCIL</b>
	17.	<b>NOTICE OF MOTION</b>
	18.	<b>UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS</b>
	19.	<b>OTHER BUSINESS</b>
73 – 74	1.	Climate Action Coordinator [Councillor Lindgren's Notice of Motion from July 12, 2021 Regular Council Meeting]
	20.	<b>QUESTION AND ANSWER PERIOD</b>

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	21.	<b>DISCLOSURE OF INTEREST</b>
	22.	<b>HEARINGS</b>
	23.	<b>STATUTORY PUBLIC HEARINGS</b>
75 – 96	1.	Zoning Amendment Application No. ZON1210 [1830 and 1860 – 10 Street SW; Fieldstone Place Inc./ Franklin Engineering Ltd.; R1 to R4]
	24.	<b>RECONSIDERATION OF BYLAWS</b>
97 – 100	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4460 [ZON1210; 1830 and 1860 – 10 Street SW; Fieldstone Place Inc./ Franklin Engineering Ltd.; R1 to R4] – Third and Final Readings
	25.	<b>QUESTION AND ANSWER PERIOD</b>
101 – 102	26.	<b>ADJOURNMENT</b>

Item 2.

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: pursuant to Section 90(1) (c) labour relations or other employee relations; 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: July 26, 2021

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of July 12, 2021, be adopted as circulated.

### Vote Record

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

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held by electronic means as authorized by Ministerial Order M192, at 1:00 p.m. and reconvened at 2:30 p.m. on Monday, July 12, 2021.

### PRESENT:

Mayor A. Harrison (participated remotely)  
 Councillor D. Cannon (participated remotely)  
 Councillor C. Eliason (participated remotely) (entered the meeting at 2:32 p.m.)  
 Councillor K. Flynn (participated remotely)  
 Councillor T. Lavery (participated remotely)  
 Councillor S. Lindgren (participated remotely)  
 Councillor L. Wallace Richmond (participated remotely)

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

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0377-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: pursuant to Section 90(1) (d) the security of the property of the municipality and (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.

Council returned to Regular Session at 2:26 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 under item 23.1 L. and T. Bischke – letter received July 12, 2021 - 2190 – 6 Avenue NE Rezoning Application.

Item 9.1 Director of Engineering and Public Works - BC Active Transportation Network Planning Grant 2021 be moved to after item 14.2 Joe Johnson and Blake Lawson - Active Transportation Task Force Update and Grant Application.

**5. DISCLOSURE OF INTEREST**

Councillor Eliason entered the meeting at 2:32 p.m.

**6. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of June 28, 2021**

0378-2021                      Moved: Councillor Lindgren  
                                    Seconded: Councillor Cannon  
                                    THAT: the Regular Council Meeting Minutes of June 28, 2021, be adopted as circulated.

CARRIED UNANIMOUSLY

**7. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of July 5, 2021**

0379-2021                      Moved: Councillor Flynn  
                                    Seconded: Councillor Wallace Richmond  
                                    THAT: the Development and Planning Services Committee Meeting Minutes of July 5, 2021, be received as information.

CARRIED UNANIMOUSLY

**2. Greenways Liaison Committee Meeting Minutes of June 3, 2021**

0380-2021                      Moved: Councillor Flynn  
                                    Seconded: Councillor Lindgren  
                                    THAT: the Greenways Liaison Committee Meeting Minutes of June 3, 2021, be received as information.

CARRIED UNANIMOUSLY

**3. Active Transportation Task Force Meeting Minutes of July 5, 2021**

0381-2021                      Moved: Councillor Lavery  
                                    Seconded: Mayor Harrison  
                                    THAT: the Active Transportation Task Force Meeting Minutes of July 5, 2021, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE9. STAFF REPORTS2. Director of Development Services – Appointment of Deputy Approving Officer

0382-2021

Moved: Councillor Lavery  
 Seconded: Councillor Cannon  
 THAT: pursuant to Section 77 of the Land Title Act, Council appoint Christopher Larson as the Deputy Approving Officer for the City of Salmon Arm.

CARRIED UNANIMOUSLY10. INTRODUCTION OF BYLAWS1. City of Salmon Arm Zoning Amendment Bylaw No. 4471 [ZON1216; Text Amendment; Storage] – First Reading

0383-2021

Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4471 be read a first time;

AND THAT: second reading be withheld subject to formal input from the Salmon Arm Economic Development Society and Salmon Arm Chamber of Commerce;

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

CARRIED UNANIMOUSLY2. City of Salmon Arm Zoning Amendment Bylaw No. 4460 [ZON1210; 1830 and 1860 – 10 Street SW; Fieldstone Place Inc./ Franklin Engineering Ltd.; R1 to R4] – First and Second Readings

0384-2021

Moved: Councillor Lavery  
 Seconded: Councillor Cannon  
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4460 be read a first and second time.

CARRIED UNANIMOUSLY3. City of Salmon Arm Fee for Service Amendment Bylaw No. 4472 [2021 Water Meter Rates] – First, Second and Third Readings

0385-2021

Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4472 be read a first, second and third time.

CARRIED UNANIMOUSLY

**11. RECONSIDERATION OF BYLAWS**

1. City of Salmon Arm Zoning Amendment Bylaw No. 4441 [ZON-1192; Charlton, S. & H./Laird, B.; 4270 10 Avenue SE; A2 to M2] – Final Reading

0386-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4441 be read a final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4449 [OCP4000-46; Passey, B. & T.; 3381 10 Avenue SE; LR to MR] – Second Reading

0387-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

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

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

AND THAT: Pursuant to Section 477 (3) (a) of the Local Government Act, Council has considered this Official Community Plan amendment in conjunction with:

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

AND FURTHER THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4449 be read a second time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4450 [ZON-1203; Passey, B. & T.; 3381 10 Avenue SE; R-1 to R-4] – Second Reading

0388-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4450 be read a second time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4464 [ZON-1213; CDN Framing & Development Co.; 941 8 Avenue NE; R1 to R8] – Final Reading

0389-2021

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4464 be read a final time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS – continued

5. City of Salmon Arm Zoning Amendment Bylaw No. 4465 [ZON-1214; City of Salmon Arm; Text Amendment] – Final Reading

0390-2021

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4465 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Information Correspondence

4. L. J. Chisholm – email dated July 5, 2021 - Secwepemc Landmarks Draft Signage for Review

0391-2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council support, in principle, the proposed Secwepemc Landmarks Draft Signage included in the email dated July 5, 2021.

CARRIED UNANIMOUSLY

5. G. Zorn – email dated July 8, 2021 – Blackburn Park Picnic Shelter Request

6. D. Fleming, Program Coordinator, Essie's Place – Find Freedom – email dated July 8, 2021 – Blackburn Park Booking Request

0392-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council authorize G. Zorn to host a potluck dinner at the Blackburn Park Picnic Shelter on July 31, 2021 from 4:30 pm to 7:30 pm, subject to the provision of adequate liability insurance and in accordance with the Public Health Officer's guidelines;

AND THAT: Council authorize Essie's Place to host a meet and greet at the Blackburn Park Picnic Shelter on July 15, 2021 from 6:30 pm to 9:30 pm, subject to the provision of adequate liability insurance and in accordance with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

The Meeting recessed at 3:37 p.m.

The Meeting reconvened at 4:00 p.m.

**14. PRESENTATIONS**

1. Sergeant Lachapelle, Salmon Arm RCMP Detachment – Quarterly Policing Report April to June 2021

Sergeant Lachapelle, Salmon Arm RCMP Detachment provided an overview of the Quarterly Policing Report April to June 2021. He was available to answer questions from Council.

2. Joe Johnson and Blake Lawson - Active Transportation Task Force Update and Grant Application

Joe Johnson and Blake Lawson, Active Transportation Task Force provided a Task Force update and outlined the BC Active Transportation Planning Grant Request. They were available to answer questions from Council.

**9. STAFF REPORTS – continued**

1. Director of Engineering and Public Works - BC Active Transportation Network Planning Grant 2021

0393-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to include the Active Transportation Network Plan project in the amount of \$100,000 to be funded from the following sources:

- \$50,000 Active Transportation Reserve; and
- \$50,000 BC Active Transportation Planning Grant;

AND THAT: Council authorize submission of a grant application under the BC Active Transportation Network Planning Grant for the Active Transportation Network Plan project, estimated cost \$100,000 plus taxes.

CARRIED UNANIMOUSLY

**15. COUNCIL STATEMENTS****16. SALMON ARM SECONDARY YOUTH COUNCIL****17. NOTICE OF MOTION**

1. Councillor Lindgren – Climate Action Coordinator

WHEREAS the urgency of climate change has been acknowledged by the Federal and Provincial Governments and actions to support adaptation and climate resilience are underway;

AND WHEREAS the City of Salmon Arm declared a climate emergency on September 9, 2019;



17. NOTICE OF MOTION – continued1. Councillor Lindgren – Climate Action Coordinator – continued

AND WHEREAS the City has moved towards its climate goals by engaging the Community Energy Association to produce an emissions assessment and has joined FCM's milestone program, achieving Milestone One of Five;

AND WHEREAS the City of Salmon Arm has been recognized by the province as a climate leader since 2019 and has moved towards reduction targets set in the Official Community Plan, significantly dropping GHG emissions since 2018;

THEREFORE BE IT RESOLVED THAT the City of Salmon Arm seek and commit funding in the 2022 Budget to hire a climate action coordinator on a contract basis to lead initiatives that will move the City towards subsequent FCM Milestones through a one year pilot project; with those efforts focusing on community-wide and corporate GHG emission reductions, programing, monitoring, reporting, coordination and associated grant writing/applications.

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS19. OTHER BUSINESS20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:08 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

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

**4. REVIEW OF AGENDA**

Addition under item 23.1 E. Cook – letter received July 12, 2021 - Zoning Amendment Application for 2190 – 6 Avenue NE

**21. DISCLOSURE OF INTEREST****22. HEARINGS****1. Development Variance Permit Application No. VP-524 [Salmon Arm & Shuswap Lake Agricultural Association; 421 5 Avenue SW; Setback requirements]****0394-2021**

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Development Variance Permit No. 524 be authorized for issuance for Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 16126 to vary Zoning Bylaw No. 2303 as follows:

1. Section 24.8.1 – P1 – Park and Recreation Zone – reduce the front parcel line setback from 6.0 m to 3.0 m for an office building;

AND THAT: Development Variance Permit No. 524 also vary Section 4.0 (Works and Services requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to upgrade the 5 Avenue SW frontage, including the installation of three streetlights;
2. Waive the requirement to install one of two fire hydrants;
3. Waive the requirement to upgrade the 100 mm water main along the northern frontage to 200 mm; and
4. Waive the requirement to extend storm sewer to and across the southern frontage.

Submissions were called for at this time.

J. Franklin, Franklin Engineering, outlined the application and was available to answer questions from Council.

P. Wright and C. Ingram, the applicants, were available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:28 p.m. and the Motion was:

**Section 2: Subdivision and Development Servicing Variance Request Item 1 was split:**

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Development Variance Permit No. 524 also vary Section 4.0 (Works and Services requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. a) Waive the requirement to upgrade the 5 Avenue SW frontage.

CARRIED UNANIMOUSLY

22. HEARINGS - continued

1. Development Variance Permit Application No. VP-524 [Salmon Arm & Shuswap Lake Agricultural Association; 421 5 Avenue SW; Setback requirements] - continued

Moved: Flynn

Seconded: Lindgren

THAT: Development Variance Permit No. 524 also vary Section 4.0 (Works and Services requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. b) waive the requirement to install three streetlights.

Amendment:

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Development Variance Permit No. 524 also vary Section 4.0 (Works and Services requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. b) require the installation of 2 streetlights.

CARRIED

Councillors Flynn and Lindgren Opposed

Amendment:

Moved: Mayor Harrison

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. 524 also vary Section 4.0 (Works and Services requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

- delete item 2 in its entirety.

DEFEATED

Councillors Wallace Richmond, Flynn, Lavery and Lindgren Opposed

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. 524 also vary Section 4.0 (Works and Services requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

3. require a 50% cash contribution to upgrade the 100 mm water main along the northern frontage to 200mm.

DEFEATED

Councillors Lavery, Lindgren Flynn and Mayor Harrison Opposed

22. HEARINGS – continued1. Development Variance Permit Application No. VP-524 [Salmon Arm & Shuswap Lake Agricultural Association; 421 5 Avenue SW; Setback requirements] - continuedAmendment:

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Development Variance Permit No. 524 also vary Section 4.0 (Works and Services requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

4. Require storm sewer to be extended from 5 Street SW along 5 Avenue SW to the west boundary of 421 5 Avenue SW for a distance of approximately 30 m.

CARRIED

Councillor Lindgren Opposed

Motion as Amended:CARRIED UNANIMOUSLY

0395-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: refer hydrant installation on 5 Avenue SW and water main upgrade to staff for potential inclusion in the 2022 budget.

CARRIED UNANIMOUSLY2. Development Variance Permit Application No. VP-534 [Hasselaar, A.; 1981 18A Avenue SE; Setback and height requirements]

0396-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Development Variance Permit No. 534 be authorized for issuance for Lot 4, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP57572 to vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 (a) – Fences and Retaining Walls – increase fence height to 2.0 m along entire rear and interior side yards;
2. Section 4.12.1 (b) – Fences and Retaining Walls – increase fence height from 1.2 m to 2.0 m along front and exterior side yards;
3. Section 6.6 – R-1 – Single Family Residential Zone – increase height of accessory building (i.e. detached shop) from 6.0 m to 8.0 m;
4. Section 6.7 – R-1 – Single Family Residential Zone – increase maximum parcel coverage for accessory buildings from 10% to 11% of the parcel;
5. Section 6.11.2 – R-1 – Single Family Residential Zone – reduce setback from 1.0 m to 0.4 m from the eaves of a detached shop to the rear parcel line; and
6. Section 6.11.3 – R-1 – Single Family Residential Zone – reduce setback from 1.0 m to 0.4 m from the eaves of a detached shop to the interior side parcel line.

22. HEARINGS - continued2. Development Variance Permit Application No. VP-534 [Hasselaar, A.; 1981 18A Avenue SE; Setback and height requirements] - continued

Submissions were called for at this time.

A. Hasselaar, the applicant, outlined the application and the proposed changes to the request. He was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 8:52 p.m. and the Motion was:

Amendment:

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Development Variance Permit No. 534 be authorized for issuance for Lot 4, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP57572 to vary Zoning Bylaw No. 2303 as follows:

1. Section 6.6 – R-1 – Single Family Residential Zone – increase height of accessory building (i.e. detached shop) from 6.0 m to 7.m; and
2. delete item 4 in its entirety.

CARRIED UNANIMOUSLY

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: items 3., 5. and 6. be removed.

DEFEATED

Councillors Wallace Richmond, Flynn, Lindgren and Mayor Harrison Opposed

Motion as Amended:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS1. Zoning Amendment Application No. ZON-1204 [Allard, D. & Wong, L./Browne Johnson Land Surveyors; 2190 – 6 Avenue NE; R-1 to R-4]

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

Submissions were called for at this time.

D. Allard, the applicant and J. Johnson, the agent, outlined the application and were available to answer questions from Council.



**23. STATUTORY PUBLIC HEARINGS – continued**

1. Zoning Amendment Application No. ZON-1204 [Allard, D. & Wong, L./Browne Johnson Land Surveyors; 2190 – 6 Avenue NE; R-1 to R-4] – continued

L. and T. Bischke – letter received July 12, 2021 – 2190 – 6 Avenue NE Rezoning Application

E. Cook – letter received July 12, 2021 – Zoning Amendment Application for 2190 – 6 Avenue NE

Following three calls for submissions and questions from Council, the Public Hearing was closed at 9:09 p.m. and the next item ensued.

2. Zoning Amendment Application No. ZON-1212 [Melzer, J. & B./Whitstone Developments Ltd.; 4930 70 Avenue NE; R-1 to R-8]

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

Submissions were called for at this time.

M. Wilson, Whitstone Developments Ltd., the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 9:12 p.m.

**24. RECONSIDERATION OF BYLAWS**

1. City of Salmon Arm Zoning Amendment Bylaw No. 4451 [ZON-1204; Allard, D. & Wong, L./Browne Johnson Land Surveyors; 2190 – 6 Avenue NE; R-1 to R-4] – Third Reading

0397-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4451 be read a third time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4463 [ZON-1212; Melzer, J. & B./Whitstone Developments Ltd.; 4930 70 Avenue NE; R-1 to R-8] – Third Reading

0398-2021

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4463 be read a third time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0399-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of July 12, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:15 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the day of \_\_\_\_\_, 2021.

Item 7.1

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Agricultural Advisory Committee Meeting Minutes of June 24, 2021, be received as information.

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

Minutes of the Agricultural Advisory Committee Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on June 24, 2021 at 10:00AM p.m. (GoTo Meeting)

Present

Councillor Tim Lavery, Chair  
Jen Gamble  
Ron Ganert  
Don Syme  
Barrie Voth (entered meeting at 10:07 am)  
James Hanna

Kevin Pearson, Director of Development Services (non-voting)  
Melinda Smyrl, Planner/Recorder - staff (non-voting)

Regrets:  
Mike Schroeder  
Serena Caner

The meeting was called to order at 10: 02am

1. **Call to Order**
2. **Acknowledgment of Traditional Territory**
3. **Approval of Agenda**

THAT: the agenda of the Agricultural Advisory Committee Meeting of June 24, 2021 be approved as amended.

**CARRIED UNANIMOUSLY**

4. **Disclosure of Interest**  
M. Schroeder declared a conflict of interest and did not attend the meeting.
5. **New Business - Zon 1214 – Text Amendment (Rural Detached Suite/ Agriculture Zones)**

Kevin Pearson provided a summary on the evolution of second dwellings in the Rural Areas. With the significant changes to the ALR regulations in 2019, second dwellings were removed as an outright permitted use. In response to public demand, the ALC implemented a policy that a second dwelling for a relative would be permitted provided the unit was a mobile or manufactured home. This special permission was to expire on July 30, 2021; however, was extended until December 31, 2021. In the interim at the City level, this special allowance for a second dwelling is being permitted within the City as a "Detached Dwelling"; however, the permitted building format and size are not consistent with the Zoning Bylaw as the Bylaw limits the housing format to stick built units less than 90 sq.m. The proposed text amendment would align with Zoning Bylaw with ALC

regulations. The Bylaw is currently at second reading and a Public Hearing is scheduled for June 28, 2021.

The group discussed the aligning of the City and ALC regulations as progressive and that allowing for larger dwellings is good for families that are working on farms together.

THAT: the AAC supports the proposed text amendments to Zoning Bylaw No. 2303.

Moved: Ron Ganert

Seconded: Don Syme

**CARRIED UNANIMOUSLY**

**6. Adjournment**

Moved: James Hanna

Seconded: Barrie Voth

THAT: The Agricultural Advisory Committee Meeting of June 24, 2021 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 10:44 am

"T. LAVERY"

Endorsed by Meeting Chair Received for information by Council on the xxth day of xx, 2021.



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Item 7.2

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Environmental Advisory Committee Meeting Minutes of July 9, 2021, be received as information.

### Vote Record

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

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

## CITY OF SALMON ARM

Minutes of the **Environmental Advisory Committee** Meeting held by virtual means on Friday, July 9, 2021 at 2:30 p.m.

### PRESENT:

Councillor Sylvia Lindgren  
Julia Beatty  
Janet Pattinson  
Carmen Fennell  
Luke Gubbels  
Barrie Voth  
Warren Bell  
Barb Puddifant

City of Salmon Arm, Chair  
Citizen at Large  
Shuswap Naturalist Club  
Citizen at Large  
Canoe Forest Products  
Agricultural Industry  
WA:TER  
City of Salmon Arm, Recorder

### ABSENT:

Amy Vallarino  
Pauline Waelti  
Christina Thomas  
Janet Aitken

Adams Lake Indian Band  
Salmon Arm Fish and Game Club  
Citizen at Large  
Shuswap Environmental Action Society (SEAS)  
Neskonlith Indian Band  
Salmon Arm Bay Nature Enhancement Society (SABNES)

### GUESTS:

The meeting was called to order at 2:53 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

The Agenda for the July 9, 2021 Environmental Advisory Committee as circulated was approved by general consensus of the Committee Members.

#### 4. Approval of Minutes from May 21, 2021 and June 11, 2021

Moved: Warren Bell

Seconded: Carmen Fennell

THAT: the Minutes of the Environmental Advisory Committee Meeting of May 21, 2021 be approved as amended.

CARRIED UNANIMOUSLY

**4. Approval of Minutes from May 21, 2021 and June 11, 2021 - continued**

Moved: Warren Bell

Seconded: Julia Beatty

THAT: the Minutes of the Environmental Advisory Committee Meeting of June 11, 2021 be approved.

CARRIED UNANIMOUSLY

**5. Presentations****6. Old Business/Arising from Minutes****a) CEEP Working Group update**

Councillor Lindgren spoke regarding the hiring process for Climate Action Coordinators at both the City of Revelstoke and the City of Golden including the length of contract offered and the funding sources for the position.

**b) Climate Action update**

The effects of Climate Change were discussed by the Committee Members including recent forest fires, flooding and heat waves and the effects this has on all life forms and food sources.

**7. New Business****a) Notice of Motion to Council**

Councillor Lindgren provided an overview of a proposed Notice of Motion to Council as follows:

WHEREAS the urgency of climate change has been acknowledged by the Federal and Provincial Governments and actions to support adaptation and climate resilience are underway;

AND WHEREAS the City of Salmon Arm declared a climate emergency on September 9, 2019;

AND WHEREAS the City has moved towards its climate goals by engaging the Community Energy Association to produce an emissions assessment and has joined FCM's milestone program, achieving Milestone One of Five;

AND WHEREAS the City of Salmon Arm has been recognized by the province as a climate leader since 2019 and has moved towards reduction

**7. New Business - continued**

**b) Notice of Motion to Council - continued**

targets set in the Official Community Plan, significantly dropping GHG emissions since 2018;

THEREFORE BE IT RESOLVED THAT the City of Salmon Arm seek and commit funding in the 2022 Budget to hire a climate action coordinator on a contract basis to lead initiatives that will move the City towards subsequent FCM Milestones through a one year pilot project; with those efforts focusing on community-wide and corporate GHG emission reductions, programing, monitoring, reporting, coordination and associated grant writing/applications.

Councillor Lindgren provided an overview of the process of this Notice of Motion at Council. The Notice of Motion is scheduled for the July 12, 2021 Regular Council Meeting and will be proposed at the July 26, 2021 Regular Council Meeting.

**c) Eco Fair/Education**

The Committee discussed hosting an eco fair at the Salmon Arm Fall Fair and potentially partnering with Shuswap Climate Action and various other community organizations. Councillor Lindgren will contact Salmon Arm and Shuswap Lake Agricultural Association to discuss.

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

Councillor Lindgren spoke regarding the possibility of the City's use of electric vehicles and the potential for installing charging stations at City Hall.

**9. Next Meeting - TBD**

**10. Adjournment**

Moved: Warren Bell

Seconded: Luke Gubbels

THAT: the Environmental Advisory Committee meeting of July 9, 2021 be adjourned.

CARRIED UNANIMOUSLY

The virtual meeting adjourned at 3:21 p.m.

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Councillor Sylvia Lindgren, Chair

Received for information by Council the       day of       , 2021.

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Item 9.1

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Shuswap Recreation Society to submit and manage a grant application under the Fortis BC Custom Efficiency Program to complete an Energy Savings Study for the Shaw Centre;

AND THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to include an Energy Savings Study of the Shaw Centre in the amount of \$5,000.00 funded from the Climate Action Reserve.

### Vote Record

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

Opposed:

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





June 22<sup>nd</sup>, 2021

Re: Reserve funding

City of Salmon Arm  
Box 40  
500 2<sup>nd</sup> Avenue NE  
Salmon Arm BC V1E 4N2

Attention: City of Salmon Arm Council

Dear Councilors:

We are writing to request additional CARIP reserve funding in our current 2021 fiscal year.

**Background:**

The Shaw Centre is a 92,000 square foot, two ice sheet arena with seating to accommodate more than 2,000 spectators. The facility is equipped with a 1,250 KVA pad mounted transformer distributed to a 1600 Amp 347/600V 3 phase distribution center, a 224 KW prime mover ammonia refrigeration plant, ten (10) roof top heating/cooling units, and two (2) roof top air handling units. The facility was built in 1999, and its equipment is controlled by computerized Building Automation systems. This technology is programmed to operate, coordinate, and monitor the HVAC systems to ensure efficient and safe operation of the facility. Care Systems Services Ltd. is contracted (Care Systems) to service and remotely monitor the operation of all the HVAC equipment, except for the refrigeration plant. In June 2010, the City of Salmon Arm and the Shuswap Recreation society initiated a comprehensive energy study for the Shaw Centre and the SASCU Recreation Centre through Golder and Associates.

**Operating Issue:**

Since the previous study, we have followed the energy savings recommendations for these facilities based on the Golder and Associates report. We are now in a situation where sufficient time has elapsed and a more current study is needed to select capital improvements that will maximize the efficiency of invested dollars and energy savings. We have been in discussions with Polar Engineering to undertake a current review of the Shaw Centre for the purposes of improving energy efficiency and reducing greenhouse gas emissions.

Initial discussions with Polar Engineering have included the following examples of projects that are most likely to meet the 25% energy savings criteria for the federal grants:



- Low emissivity ceiling for Hucul Pond to reduce energy load on the refrigeration plant for maintaining ice temperatures.
- Replacement of 1 older compressor in the refrigeration plant that was moved up from the old arena in 1999.
- Heat recovery systems, which utilize waste energy from the refrigeration plant to heat water and space for the facility.

Polar Engineering proposes leveraging the Commercial Custom Efficiency program (Fortis Grant) to review the energy usage and greenhouse gas emissions and to align them with Salmon Arm's Green and Inclusive Community Buildings (GICB) grant application for the compressor upgrade. Fortis will pay for 75% of the energy study and up to 50% of the final project if Salmon Arm chooses to install the recommendations outlined in the report. Asking Polar to perform this study does not mean Salmon Arm is required to implement any of the recommendations, but Fortis will pay the remaining 25% of the study if Salmon Arm implements any of Polar's recommendations. Polar will then use the Fortis energy study to review the GHG emissions of the arena boilers, HVAC equipment, and ammonia refrigeration system. Last off, Polar will not charge Salmon Arm for applying for the Fortis grant. This means Salmon Arm will only be charged when they are guaranteed grant funding from Fortis. Please see the link below for more information on the Fortis grant:

Apply for a Fortis grant to get 75% energy study funding. (Approximate cost to Salmon Arm: \$5,000)

<https://www.fortisbc.com/rebates/business/custom-efficiency-program>

Once the Fortis study is completed, Polar can work with Salmon Arm to complete an application for the GICB grant. This grant will pay for 80% of the project compressor replacements, HVAC upgrades, boiler upgrades, and will use the Fortis grant to show how Salmon Arm can meet the GICB grant's energy reduction requirements.

**Recommendation:**

That \$5,000 be invested for the required Polar Engineering Study to generate a current list of projects for maximizing greenhouse gas emission reductions.

And

Access the current GICB federal program that will provide up to 80% federal funding for any projects undertaken from the report.

Randy Rusjan  
Operations Manager  
Shuswap Recreation Society

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Item 9.2

## CITY OF SALMON ARM

Date: July 26, 2021

### Chief Financial Officer – Property Tax Collection For Information

#### Vote Record

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

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






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Date: July 20, 2021  
 To: Mayor Harrison and Members of Council  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: Property Tax Collection

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### FOR INFORMATION

Listed below are the current tax collection percentages and associated tax and penalty revenues for 2021 and 2020. Please note that due to COVID 19, the tax due date in 2020 was extended to September 30<sup>th</sup> rather than July 2<sup>nd</sup>.

	<u>2021</u>	<u>2020</u>
Revenue	\$36,001,392.73	\$34,084,052.67
Collection to Due Date	<u>33,607,001.11</u>	<u>32,644,001.31</u>
Outstanding Balance	<u>\$ 2,394,391.62</u>	<u>\$ 1,440,051.36</u>
Percentage Collected	93.34%	95.78%
Penalty Revenue	\$ 239,439.17	\$ 144,005.14
Less: Penalty Reversal	<u>(15,527.88)</u>	<u>(34,646.76)</u>
(Due to Deferment Applications & processed adjustments)		
Adjusted Penalty Revenue	<u>\$ 223,911.29</u>	<u>\$ 109,358.38</u>

Up until 2021, local governments were responsible for administering the homeowner grant program on behalf of the Province of BC (Province). As the program grew, so too did the responsibility of managing it. In 2021, the Province took over administration of the homeowner grant program with the hope to make the process simpler for applicants and less of a burden for local governments. With this change, qualifying property owners applied for their homeowner grant directly with the Province either through a secure online application or phone. In response to this new process; the City provided information to property owners through the following, in addition to the Provinces' own advertising:

- City of Salmon Arm Website;
- Facebook and Twitter posts, including reminders;
- Newspaper and Friday AM advertisements;
- Radio advertisements;
- Property Tax Notice and Insert;
- Signage at City Hall; and
- Verbal reminders from Staff.

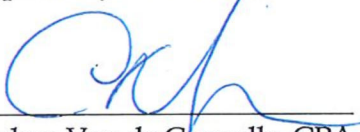
Listed below are statistics related to claimed and unclaimed homeowner grants (HOG's).

	<u>2021</u>	<u>2020</u>
HOG's Claimed before Due Date	5,484	5,765
Estimated Number of Unclaimed HOG's as of Due Date **		
- Regular - \$770	197	113
- Additional - \$1,045	240	49

\*\* The number of unclaimed homeowner grants have been estimated based on those property tax accounts with outstanding balances equivalent to a HOG amount. This figure however is not necessarily a true reflection of "late" applications, rather includes accounts which may no longer be eligible (i.e. a rental property), have changed ownership, etc. or are still being processed by the Province.

Overall the statistics presented will fluctuate throughout the remainder of the year; although not significantly, as the City continues to process HOG adjustments from the Province and Supplemental Assessments through BC Assessment.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

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Item 9.3

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: in accordance with Policy No. 7.30, the \_\_\_\_\_ is hereby approved for a 2021 COVID 19 Safe Restart Grant in Aid in the amount of \$\_\_\_\_\_ for \_\_\_\_\_;

AND THAT: a narrative and financial report outlining the use of the funding received be submitted to Council following the end of the \_\_\_\_\_'s current fiscal year.

### Vote Record

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

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



# CITY OF SALMON ARM

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To: Mayor Harrison and Members of Council  
 Date: July 21, 2021  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: COVID 19 Safe Restart Grants in Aid – 2021 Applications

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**Proposed Motion:**

THAT: In accordance with Policy No. 7.30, the \_\_\_\_\_ is hereby approved for a 2021 COVID 19 Safe Restart Grant in Aid in the amount of \$\_\_\_\_\_ for \_\_\_\_\_;

AND THAT: A narrative and financial report outlining the use of the funding received be submitted to Council following the end of the \_\_\_\_\_'s current fiscal year.

**Background:**

Council, at the Regular Council Meeting held on March 22, 2021, adopted Policy No. 7.30 cited as "COVID 19 Safe Restart Grants in Aid" to ensure the continued and future viability of organizations delivering core community services and those delivering critical community based supports to vulnerable populations. In addition, Council approved an allocation of \$50,000.00 to assist these organizations with COVID related shortfalls and expenditures.

The policy permits Council to consider requests up to a maximum of \$10,000.00 per applicant per year. Requests for financial assistance must be aligned with the general intent of the COVID 19 Safe Restart Grant Funding received by the City of Salmon Arm (City), to address operational issues and fiscal pressures as a result of COVID 19. Applicants had to demonstrate a financial need by providing financial statements for the previous two fiscal years ending 2019 and 2020, a current year to date financial statement (2021) and a budget (2021) to support their request. Finally, applicants had to identify other financial assistance received from other organizations or levels of governments.

The application period closed on June 30, 2021 and those submitted were provided to Council for review. All of the applications received meet the eligibility requirements as set out within the City's policy and align with the general intent of the COVID 19 grant.

In accordance with the policy, COVID 19 Safe Restart Grants in Aid are provided at the discretion of Council. There is no obligation to provide a grant.

The following applications have been received:

Organization	Request
Canadian Mental Health Association – Shuswap/Revelstoke	\$ 10,000.00
Columbia Shuswap Selkirk Swim Club Society	10,000.00
Salmar Community Association	10,000.00
Salmon Arm Tennis Club	10,000.00
Shuswap Food Action Society	2,000.00
Shuswap Immigrant Services Society	10,000.00
Shuswap Lifeboat Society	2,374.00
Total Grants in Aid Requested	\$ 54,374.00

Canadian Mental Health Association – Shuswap/Revelstoke

The Canadian Mental Health Association's (CMHA) request is primarily related to lost revenues of the Hudson Thrift Shoppe (Shoppe). As a result of Provincial Health Orders (PHO's) and Worksafe requirements the Shoppe had to close for approximately 3 months and reopen with modifications. In addition, they had to reduce operating days and hours which has contributed to a 50% reduction in revenues generated compared to the previous two fiscal years, with an overall reduction in net revenue of approximately \$60,280.00. Their financial reports indicate a nominal net income for the Shoppe in 2020/2021, approximately \$74,000.00 less than budgeted.

The organization as a whole on the other hand, has reported relatively strong positive net incomes the last three (3) fiscal years (2019 – 2021), and appears to have done better than originally budgeted for the year ended 2020/2021. CMHA secured a Canada Emergency Wage Subsidy in 2020 which does not appear to have been used for the Shoppe. CMHA also receives Permissive Tax Exemptions on a number of properties for which they own in Salmon Arm. The net revenues of the Shoppe go directly into funding mental health programs provided to the community and the Shoppe itself provides vulnerable populations with affordable, quality wares. The requested funding will assist with covering part of the reduction in income of the Shoppe this past fiscal year.

Columbia Shuswap Selkirk Swim Club Society

The Columbia Shuswap Selkirk Swim Club Society's (Club) is requesting funding to address lost revenues related to swim fees, fundraising and sponsorships. The Club is the only competitive winter swim Club in the region, allowing local swimmers the opportunity to work with a paid coach and providing the opportunity to obtain provincial /national time.

Due to COVID physical distancing restrictions, the Club was forced to reduce its pool lane density consequently limiting the number of members they could accommodate. As a result, the club was not able to hold regular programming for its beginner/novice members. In addition, the Club was unable to host two of its largest fundraising events due to COVID restrictions on competitions and special events. As a result, it has been challenging for the Club to meet costs associated with coaching and pool lane rentals.

The estimated loss in revenue in the current fiscal year compared to the previous two is approximately \$60,400.00, whereas coaching and pool rental fees have only reduced by approximately \$15,000.00. Therefore, the estimated net reduction in revenue as a result of COVID is approximately \$45,400.00. The Club reported a net income in 2018/2019 and

2019/2020, however the 2020/2021 budget is projecting a loss and year-to-date data supports this. The requested funding will assist the Club in its ability to cover coaching wages and pool rental fees.

#### Salmar Community Association

The Salmar Community Association (Association) is requesting funding to address wages, product replacement and movie rental fees. The Association provides entertainment to the community as well as supports a variety of local groups, teams and fundraisers by providing donations and scholarships. As a result of COVID, the Salmar was forced to close from March 16, 2020 to July 2, 2020 and then again on November 23, 2020 to June 17, 2021. When the theatre was open they could only accommodate limited showings with minimal capacity. Wages during this time were high as additional staffing was required to meet PHO's and prevent exposure.

The Association was successful at securing a Canada Emergency Wage Subsidy in 2020 and 2021, however even with this additional funding the Association saw a 50% reduction in income in 2019/2020, no reduction in wage costs and an overall net loss for the year of approximately \$91,000.00. Included in this are grants and scholarships from the Association to the community of \$8,000.00. A budget was not available, however year-to-date financial records also report a loss. The Association receives a Permissive Tax Exemption on the portion of their properties not used by for-profit business. The requested funding will assist the Association in offsetting the net loss in revenues.

#### Salmon Arm Tennis Club

The Salmon Arm Tennis Club (Tennis Club) provides recreation tennis opportunities to promote health/wellness and social interaction among residents and other vulnerable populations. The Tennis Club opened the indoor facility (situated on City owned property) in December 2019 and closed due to COVID in March 2020. They have since re-opened however COVID has restricted the Tennis Club's ability to grow capacity, as they have not been able to hire a full-time coach in order to expand programs, leagues, tournaments and lessons.

It is difficult to quantify revenue losses attributed to COVID as they have not had a full year of "normal" operation to use as a comparative basis. That said, the Tennis Club was not able to host their annual fundraiser as advised has historically raised net income of approximately \$15,000.00. The Tennis Club successfully secured two partially forgivable loans/grants from the Shuswap Community Futures Regional Relief and Recovery Fund in 2020 and 2021 to assist with debt servicing and they receive a Permissive Tax Exemption on the property.

Within the last couple of years the City has also provided assistance in the form of grants for construction of the new tennis facility, is acting as a Guarantor on their construction loan as well as provided a loan directly to the Tennis Club. As approved by Council, repayment of this loan was deferred for a two (2) year period in 2019. Repayment will resume September 15, 2021.

The Tennis Club is currently operating entirely on volunteer efforts given current cash flow constraints. At this time, they are projecting a net loss for 2021 of approximately \$15,000.00, consistent with the lost fundraising revenue. The Tennis Club reported net income in 2019 and a loss in 2020. The Tennis Clubs' request is for assistance to offset debt servicing and other

operational costs to help alleviate the strain on the membership's capacity to operate the facility.

Shuswap Food Action Society

The Shuswap Food Action Society (Society) provides a farmers market, education, subsidized food and school lunch programs to the community and vulnerable populations. They are seeking funding to provide a weekly Shubox (food box) to volunteers and to purchase hand sanitizer and face masks.

Year-to-date financial data was not available, however the Society does not appear to be experiencing a significant financial hardship as evidenced by a positive net income the last two years and a balanced budget for 2021. They were successful in obtaining grant funding from a variety of sources in 2020 including the Emergency Community Support Fund, Shuswap Community Foundation, SASCU, First Nations Education Committee and the City of Salmon Arm's Emergency COVID grant. Retained cash balances on hand are being held for two fall projects. The requested funding will be used to offset direct COVID related expenditures and to provide food for volunteers.

Shuswap Immigrant Services Society

The Shuswap Immigrant Services Society (SISS) provides services and supports to immigrant, newcomer and temporary foreign workers. Their core funding comes primarily from federal and provincial levels of government (i.e. Immigration, Refugees and Citizenship Canada and BC Settlement and Integration Services). They are seeking funding to support the continuation of additional cleaning, administration and oversight as they formalize a mixed service delivery model (i.e. in-person and remote). As a result of COVID 19, SISS has seen a dramatic increase in the number of Temporary Foreign Workers requiring assistance and a general increase in stress among clients and staff.

Gross wage costs have increased 21% since the previous fiscal year (2019/2020), whereas federal and provincial funding has only increased by 11%. SISS was successful in securing a number of grants in 2020/2021, including a Mosaic Migrant Worker Support grant, Resilience BC grant and a grant from the Canadian Red Cross to address the increased impact of isolation on newcomers caused by the pandemic. Their financial records indicate a net income in 2019/2019, a nominal loss in 2019/2020 and a nominal net income in 2020/2021. Council also recently approved grant funding of \$225 to cover the McGuire Lake Park Rental Fees for the Vigil hosted by SISS.

The Canadian Red Cross grant funding ended in May 2021 resulting in an approximate reduction in revenue of \$10,590.00 for the remainder of the current fiscal year (2021/2022). SISS's request for funding will offset the revenue loss and will assist the organization in executing their COVID 19 Safety Plan and related Worksafe requirements as the province moves into the next re-opening phase.

Shuswap Lifeboat Society

The Shuswap Lifeboat Society (SLS) operates the Royal Canadian Marine Search and Rescue (RCMSR) (Station 106 - Shuswap). Together the organizations provide search and rescue services for incidents on water and for residents with lake access only properties. Their services benefit the City of Salmon Arm, District of Sicamous and Electoral Areas C, D, E and F. The SLS request is for funding to purchase an additional two (2) year license for Zoom,



disinfectant supplies, seven (7) additional sets of Personal Protective Equipment (PPE) and one-hundred (100) face masks.

City of Salmon Arm residents contribute funding annually through the Columbia Shuswap Regional District (CSRD) tax requisition to the Shuswap Lifeboat Society/RCMSR. The funding provided in 2021 was approximately \$52,300.00. In March of this year, Council endorsed an increase to the 2021 requisition by approximately \$10,000.00 to assist the SLS in the construction of a Boathouse Rescue Base.

SLS was successful at securing a BC Gaming grant and grant through SASCU in 2021. Both grants are externally restricted for the construction of the Boathouse Rescue Base and other costs and program expenses. They were also successful in obtaining grant funding from a variety of sources in 2020 including the Shuswap Community Foundation for the design of the Rescue Base, the District of Sicamous's COVID grant, the City of Salmon Arm's Emergency COVID grant and Transport Canada for the Kids Don't Float Program. Financial records indicate that SLS reported net losses in 2018/2019, 2019/2020 and both the 2020/2021 budget and year-to-date figures indicate a loss for 2021. 2021 projected losses are the result of anticipated costs associated with the Boathouse Rescue Base project. And retained cash balances on hand are primarily internally restricted for the Boathouse Rescue Base. The requested funding will be used to offset direct COVID related expenditures.

Respectfully submitted,



Chelsea Van de Cappelle, CPA  
Chief Financial Officer

Item 9.4

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council approve the authorization to engage Mearl's Machine Works Ltd. of Kelowna to install the new replacement centrifuge in the Wastewater Treatment Plant in accordance with the terms and conditions of their proposal in the total estimated amount of \$17,022.00 plus taxes as applicable.

### Vote Record

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Hart Frese, Chief Operator WWTP  
DATE: July 17, 2021  
SUBJECT: **PROJECT AWARD – CENTRIFUGE INSTALLATION WWTP**

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**STAFF RECOMMENDATION**

**THAT: Council approve the authorization to engage Mearl's Machine Works Ltd. of Kelowna to install the new replacement centrifuge in the Waste Water Treatment Plant in accordance with the terms and conditions of their proposal in the total estimated amount of \$17,022.00 plus taxes as applicable.**

**BACKGROUND**

In the early spring of this year, the City purchased a Haus Centrifuge to replace the original Pieralisi centrifuge that was installed in 1997. The new 1,800 kg machine will need to be partially disassembled in order to be lifted to the second floor of the dewatering building and then reassembled. The City has used Mearl's Machine Works Ltd. in the past for all mechanical rebuilds and such on the centrifuges since the only other qualified companies to do such work are out of Calgary or Edmonton. These machines are highly technical as they rotate an 800 kg cylinder at 3,300 RPM to produce the centrifugal force to separate the liquids from the solids in the pasteurized biosolids.

Representatives from Mearl's Machine Works have been to the site and have met with the supplier of the centrifuge. They are confident they can be successful in installing the new machine. As such, staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the complex nature of the work.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

Item 9.5

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the 2021 Budget contained in the 2021 - 2025 Financial Plan Bylaw be amended to increase the Ross Street Plaza Washroom Redesign and Construction project budget in the amount of \$84,000.00 to be funded from the following source:

- \$84,000.00      Canada Community Revitalization Fund Grant;

AND THAT: Council authorize submission of a grant application under the Canada Community Revitalization Fund for the Ross Street Plaza Washroom Upgrade project, estimated cost \$112,000.00 plus taxes.

### 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: Jennifer Wilson, City Engineer  
DATE: July 21, 2021  
SUBJECT: **Canada Community Revitalization Fund**

---

**RECOMMENDATION:**

**THAT:** The 2021 Budget contained in the 2021 - 2025 Financial Plan Bylaw be amended to increase the Ross Street Plaza Washroom Redesign and Construction project budget in the amount of \$84,000.00 to be funded from the following source:

- **\$84,000.00**      **Canada Community Revitalization Fund Grant**

**AND THAT:** Council authorize submission of a grant application under the Canada Community Revitalization Fund for the Ross Street Plaza Washroom Upgrade project, estimated cost \$112,000.00 plus taxes;

**BACKGROUND:**

The Government of Canada have recently announced an intake for grant applications for the Canada Community Revitalization Fund (CCRF) program.

The CCRF is to help develop communities across Canada build and improve community infrastructure projects so they can rebound from the effect of the COVID-19 pandemic. Funding is available up to a maximum 75% cost-share up to a maximum of \$750,000 (\$1,000,000 total project cost).

Eligible projects will be prioritized in the following order:

- revitalize downtown cores and main streets
- reinvent outdoor spaces
- create green infrastructure
- increase the accessibility of community spaces

The application deadline for grant applications is **July 23, 2021**. All applications for funding require a resolution of Council supporting the application.

The Ross Street Plaza Washroom Redesign and Construction project was included in the 2021 Capital Budget in the amount of \$35,000.00. The project was initiated due to ongoing concerns and aimed to double capacity and increase safety and accessibility for all users. The preliminary design and cost estimate are complete with construction estimate to cost \$112,000.00. This is significantly more than the 2021 budget delaying the construction indefinitely.

The Ross Street Plaza Washroom Redesign and Construction project appears to match well with the grant criteria outlined above and would result in minimal delay to move forward with construction.

#### STAFF COMMENTS

Based on the above, staff recommend that the Ross Street Plaza Washroom Redesign and Construction project budget be increased to \$84,000.00, these additional funds will come from the Canada Community Revitalization Fund should our application be approved.

We note that due to the tight timeline staff have submitted the grant application including letters of support from Downtown Salmon Arm, Economic Development Society and Shuswap Food Action (Downtown Farmers Market). Staff will forward the Council resolution for the grant application if supported or retract the application should Council not support this initiative.

Respectfully submitted,



Robert Niewenhuizen  
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

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Item 9.6

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council approve the Award for Feasibility Study to WSP Canada Inc. as per their proposal submission for the total fixed fee price of \$22,743.00 plus taxes as applicable.

### Vote Record

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

Opposed:

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

---

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Tim Perepolkin, Capital Works Supervisor  
DATE: July 19, 2021  
SUBJECT: **ZONE 2 PUMP STATION – FEASIBILITY STUDY AWARD**

---

### **STAFF RECOMMENDATION**

**THAT:** Council approve the Award for Feasibility Study to WSP Canada Inc. as per their proposal submission for the total fixed fee price of \$22,743.00 plus taxes as applicable.

---

### **BACKGROUND**

The Zone 2 Pump Station is located in Canoe immediately northeast of the Water Treatment Plant on the lakeside of the CP Rail tracks. This station was put into service in 1970 and pumped water from Shuswap Lake where it was disinfected and pumped to the City distribution system. In 1995 a new Zone 1 Pump Station and trunk main were constructed adjacent the Zone 2 Station. Both stations share a common wall, the floor elevation of Zone 2 is approximately 750mm below Zone 1 floor. This arrangement reduces the overall possible capacity of the Water Treatment Plant and the Zone 2 Station has experienced flooding when Shuswap Lake peaked above 349.60± m.

Staff issued Request for Proposals on BC Bid on May 20, 2021 with only one proposal received by the June 24 deadline. The RFP included a Feasibility Study component to review 3 options for constructing a new Zone 2 Pump Station along with Design Services component for each of the options.

Moving forward with construction of the Zone 2 Pump Station is contingent on funds being available for the overall estimated construction costs. Once the Feasibility Study is completed and a Design underway, construction estimates will be prepared and an overall project cost established. The Detailed Design and Contract Administration charges are contingent on the option chosen through the feasibility study (retrofit, rebuild location 1, rebuild location 2); however are estimated to be \$150,000 for Detailed Design and \$225,000 for Contract Administration.

The approved 2021 Capital Budget includes \$200,000 for Feasibility and Design, funded from Water DCC and Reserves and \$2,020,000 for Construction funded from Water DCC's and Long Term Debt. Upon completion of the Detailed Design review and update of the Opinion of Probable Cost, staff intend to move forward with the Alternative Approval Process (AAP) for the borrowing.

Subject to a successful AAP process, the AAP timelines and tenders coming in under budget, we anticipate starting construction in the fall of 2022.

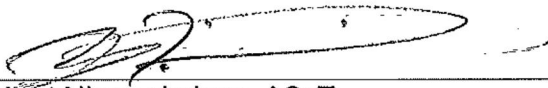
---

**STAFF COMMENTS**

Staff recommend award of Part A Feasibility Study to WSP Canada Inc. as per their proposal submission for the fixed fee price of \$22,743.00 plus taxes as applicable. WSP have an experienced team and have completed many similar projects in the past.

Based on the City's purchasing policy and the amount of the award, Council would generally not have to approve this purchase; however, it is staff's intent to move forward with the same engineering firm through Detailed Design and Construction which will involve sole sourcing of works upwards of \$375,000. Award of subsequent phases will be forwarded to Council for approval and are contingent on adequate funding being available.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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Item 11.1

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4472 be read a final time.

[2021 Water Meter Rates]

### Vote Record

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

Opposed:

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





File: 2021-FFS

TO: His Worship Mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

DATE: April 20, 2020

SUBJECT: **AMENDMENT TO THE FEE FOR SERVICE BYLAW NO. 4397**

### RECOMMENDATION

**THAT:** "City of Salmon Arm Fee for Service Amendment Bylaw No. 4472" 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
	2014/16	2017/18	2019	2020	2021
5/8" X 3/4"	\$ 220.00	\$ 240.00	\$ 260.00	\$ 280.00	\$290.00
3/4"	\$ 315.00	\$ 340.00	\$ 370.00	\$ 395.00	\$405.00
3/4" SL	NEW CHARGE FOR 2021				\$375.00
1"	\$ 400.00	\$ 430.00	\$ 470.00	\$ 500.00	\$515.00

Table 2: Commercial RFH Water Meter Costs

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

We respectfully recommend that section 6 of the Fee for Service Bylaw No. 4472 be amended to reflect the increase in costs associated with the sale of new water meters.



---

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

cc Chelsea Van De Cappelle, Chief Financial Officer

X:\Operations Dept\Engineering Services\BYLAWS & POLICIES\Fee For Service Bylaw\2021\HWM - Water Meters Rates 2021.docx

## CITY OF SALMON ARM

BYLAW NO. 4472**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

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

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

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

6.	<b>Water Connection Charge</b>	
	• Connection Fee - 3/4"	At cost
	• Connection Fee - 1"	At cost
	• Connection Fee - 1 1/2"	At cost
	• Connection Fee - 2"	At cost
	The charges set out in Section 6 above include an inspection and administration fee of \$55.00. Where a connection has been provided and paid for by a developer, the owner or his agent shall pay only the \$55.00 fee.	
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Residential, the charge will be as follows:	
	• 5/8" remote water meter	\$290.00
	• 3/4" remote water meter	\$405.00
	• 3/4" short lay for pit setter	\$375.00
	• 1" remote water meter	\$515.00
	• 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	\$560.00
	• 5/8" for pit setter applications	\$595.00
	• 3/4" remote water meter	\$620.00
	• 3/4" for pit setter applications	\$655.00
	• 1" remote water meter	\$755.00
	• 1" for pit setter applications	\$779.00

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

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. 4472".

READ A FIRST TIME THIS	12	DAY OF	June	2021
READ A SECOND TIME THIS	12	DAY OF	June	2021
READ A THIRD TIME THIS	12	DAY OF	June	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

\_\_\_\_\_  
MAYOR

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

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Item 11.2

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4463 be read a final time.

[ZON-1212; Melzer, J. & B./Whitstone Developments Ltd.; 4930 70 Avenue 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

To: His Worship Mayor Harrison and Members of Council

Date: June 9, 2021

Subject: Zoning Bylaw Amendment Application No. 1212

Legal: Lot 1, Section 31, Township 20, Range 9, W6M, KDYD, Plan 3674, Except Plan 27952  
 Civic Address: 4930 70 Avenue NE  
 Owner: Julia and Bernd Melzer  
 Applicant: Whitstone Developments Ltd. (Mark Wilson)

## STAFF RECOMMENDATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 31, Township 20, Range 9, W6M, KDYD, Plan 3674, Except Plan 27952 from R1 (Single Family Residential) to R8 (Residential Suite Zone);

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

## PROPOSAL

To rezone a single family dwelling 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 Canoe (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:	Single Family Residence and Suite	Zoned R8
South:	Single Family Residence	Zoned R1
East:	Single Family Residence & Pond	Zoned R1 & P1
West:	Single Family Residence	Zoned R1

The subject property is approximately 0.26ha (0.65ac) in area and contains a single family dwelling that was constructed in 2015. The single family residence is approximately 113m<sup>2</sup> (1216 ft<sup>2</sup>) above an unfinished basement. The owners have made application to finish the basement, with a portion of the basement being a suite. The site plan for the secondary suite and basement is included as Appendix 5. The proposed suite is approximately 51m<sup>2</sup> (550ft<sup>2</sup>) in area and occupies a portion of the basement.

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. Based on parcel area, the subject property has potential to meet the conditions for the development of a secondary suite, including sufficient space to meet the parking requirement.

COMMENTSEngineering Department

The Engineering Department has no objection to the rezoning of this property.

At Building Permit stage, the owner will be required to upgrade the water service from the watermain to the property line to 1" and to install a meter in a pit or a Radio Frequency Head meter in the house. Owner will be responsible for all associated costs.

Building Department

No concerns with the rezoning. The completion of the basement suite should be compliant with BC Building Code.

Fire Department

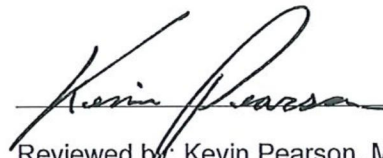
No concerns.

Planning Department

The conversion of a portion of the basement into a 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. Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).

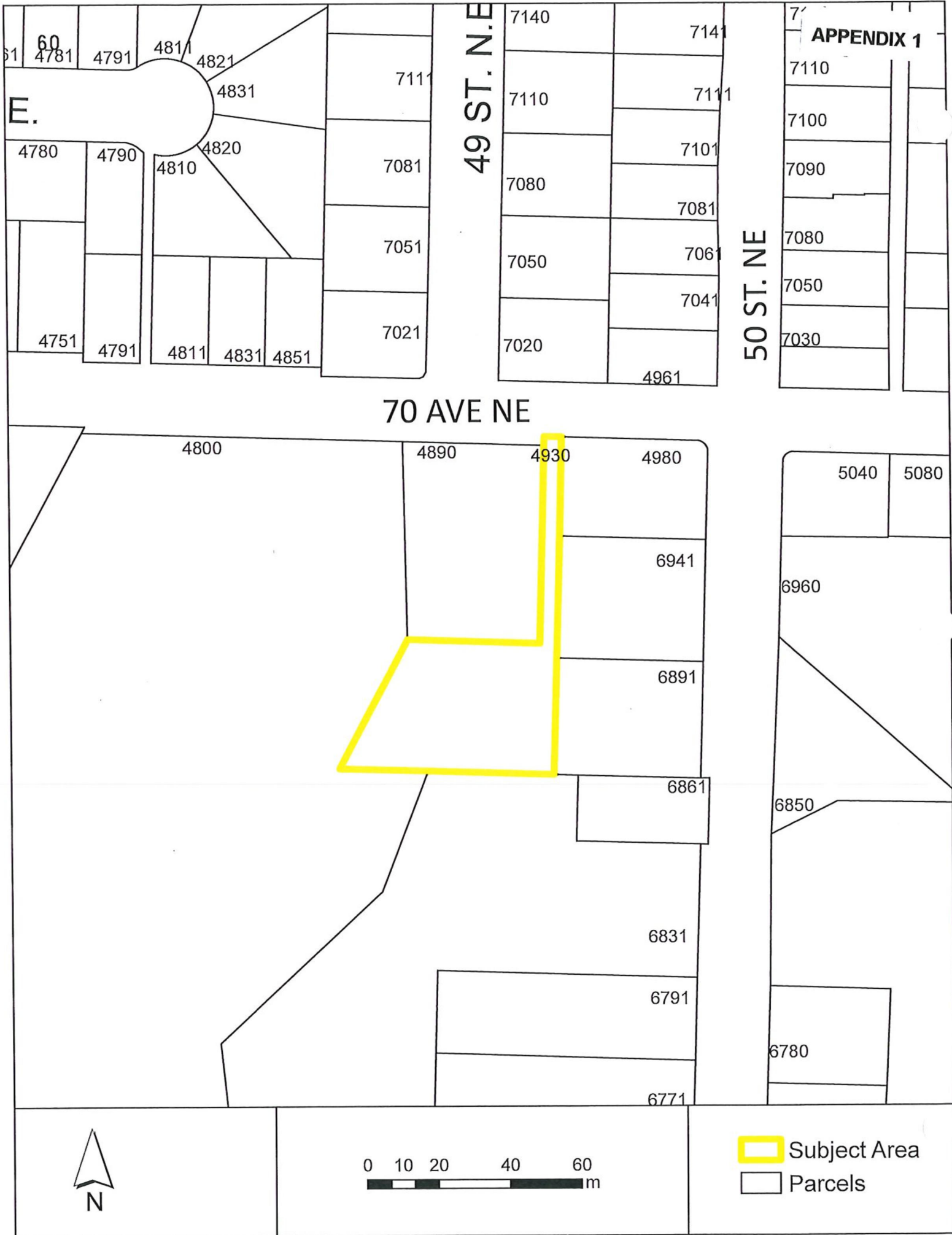


Prepared by: Melinda Smyrl, MCIP, RPP  
Planner III



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



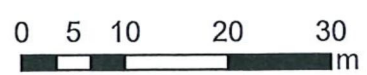
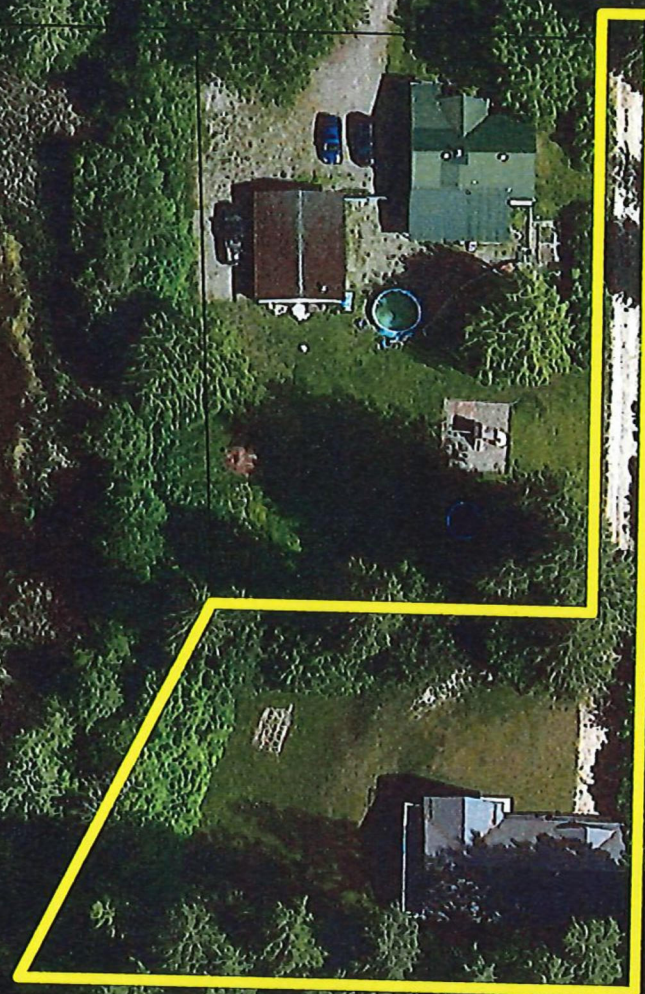




OrthoMap

70 AVE NE

50 ST. NE



-  Subject Area
-  Parcels



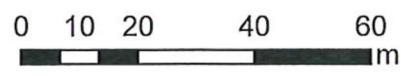
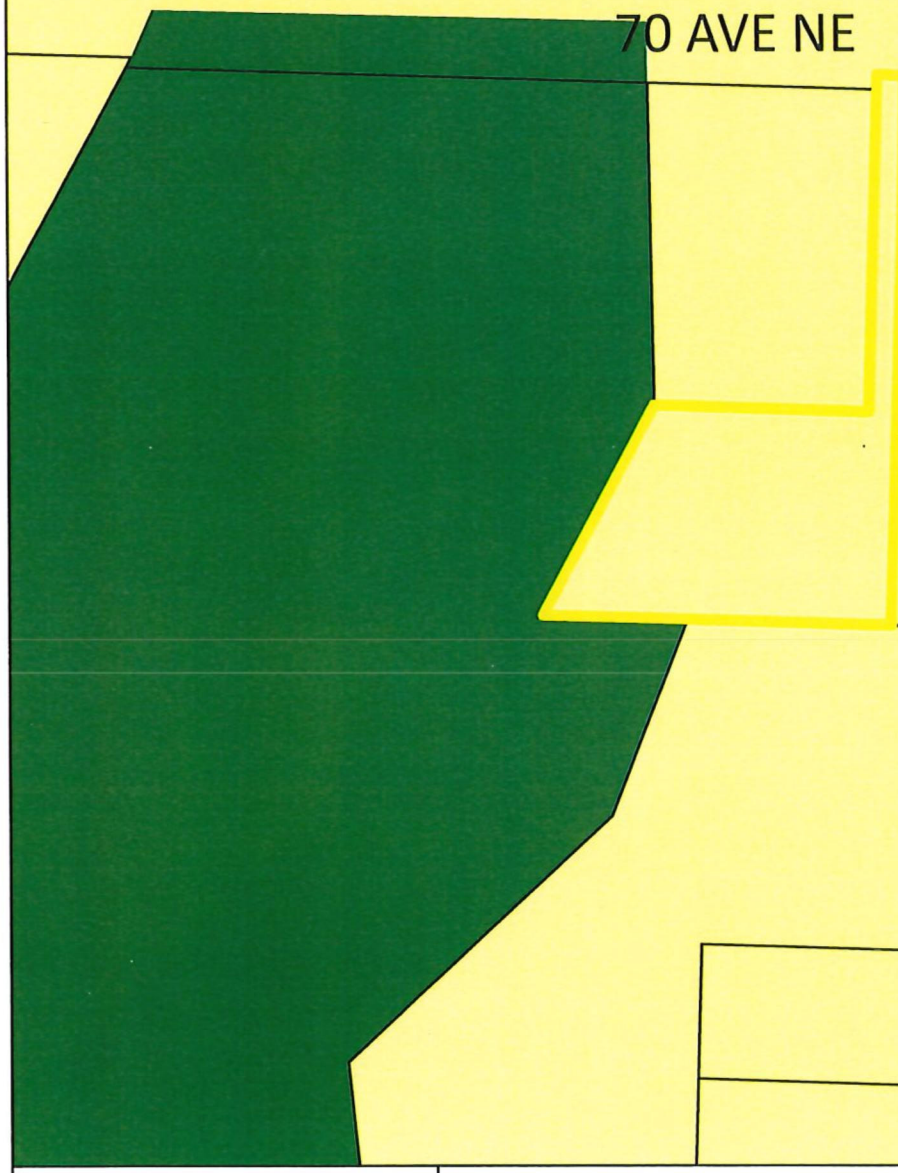
62

E.

49 ST. NE

50 ST. NE

70 AVE NE



-  Subject Area
-  Park
-  Parcels
-  Residential - Low Density

Zoning Map

APPENDIX 34

49 ST. NE

50 ST. NE

R-1

70 AVE NE






P-1

R-2

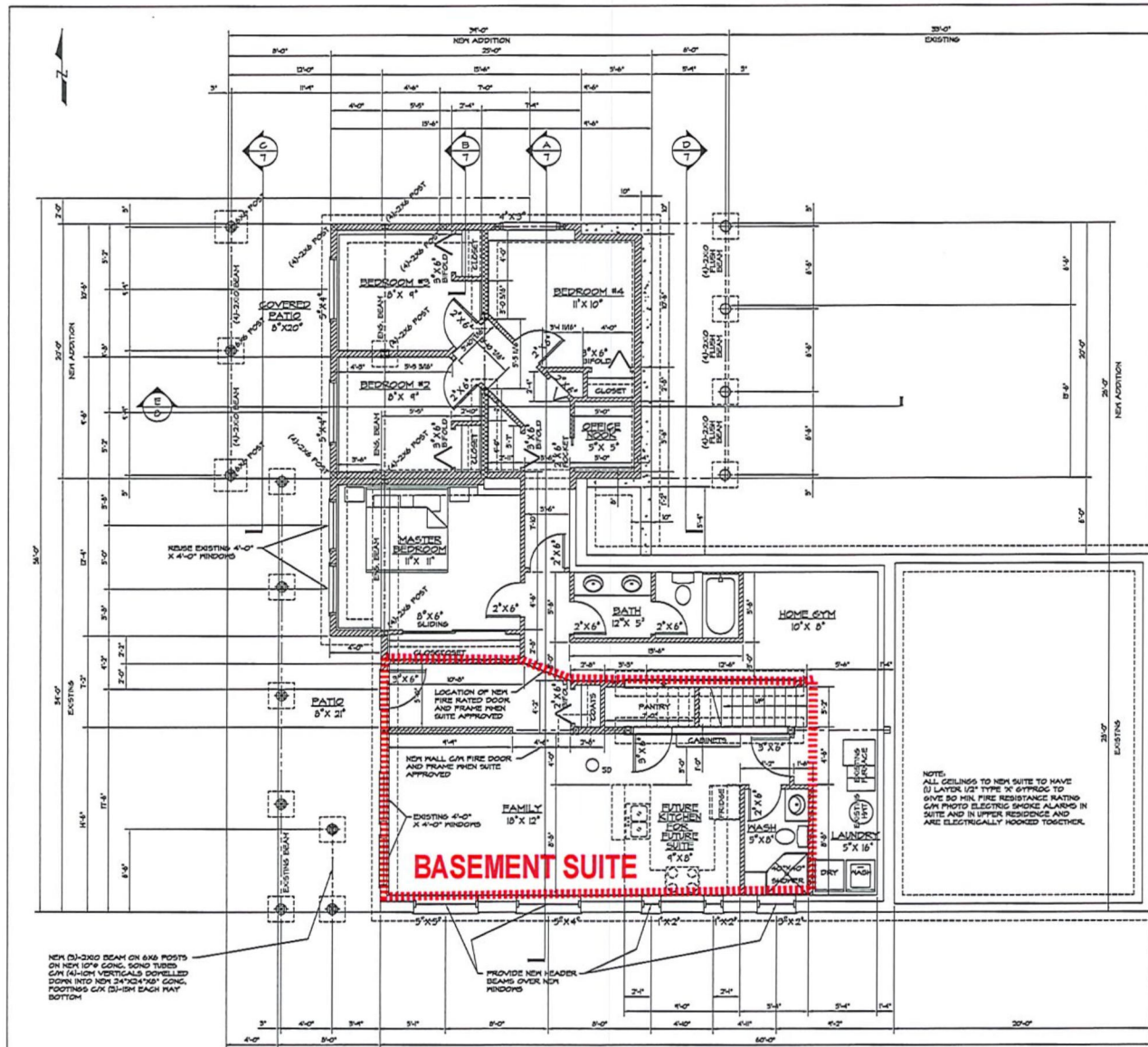
P-3



0 10 20 40 60 m

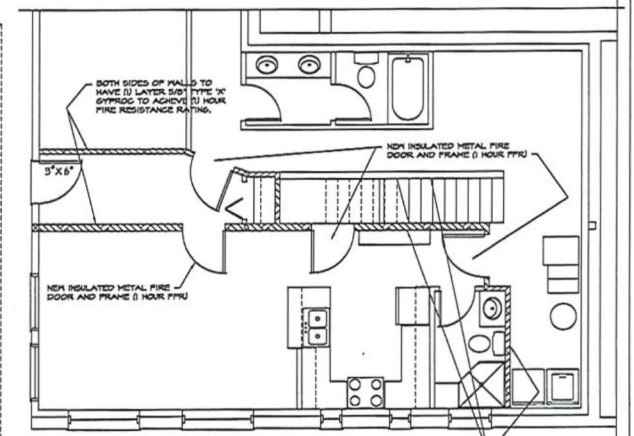
 Subject Area  P-1  R-1  
 Parcels  P-3  R-2





9'-0" CEILING  
**BASEMENT FLOOR PLAN**  
 1/4" = 1'-0"

FUTURE SUITE = 410 SQ. FT.



**BASEMENT FLOOR PLAN**  
 1/4" = 1'-0"

REVISION NO.	DATE	DESCRIPTION
B	APRIL 14/22	REVISED TO DATE
A	JAN 15/22	REVISED TO DATE

**PEDERSON**  
 DRAFTING & DESIGN LTD.

2380 - 5TH AVE. N.E.  
 SALMON ARK. B.C. V2E 2K4  
 PH: 250-853-0451  
 FAX: 250-853-0451  
 EMAIL: pederson@pederson.ca

CLIENT: BERNIE & JULIA MELZER 4800 - 10TH AVE. CANOE, B.C.	DRAWN BY: [blank]
SCALE: 1/4" = 1'-0"	REVISION N
DATE: APRIL 24/22	
PROJECT: ADDITION TO EXISTING RESIDENCE	
DRAWING DESCRIPTION: BASEMENT FLOOR PLAN	DRAWING NO: 20-0

**From:** pam tate <[REDACTED]>  
**Sent:** Saturday, July 3, 2021 11:40 AM  
**To:** Caylee Simmons [REDACTED]  
**Subject:** Re: Reference- Zone-1212/Bylaw 4463

Civic address 4930 70th Ave NE-Property in Question

Public Hearing July 12, 2021

My name is Pam Tate and I am the owner of the property at [REDACTED], the subject property runs up the alley at the West side of my property. I don't oppose the rezoning, but for years have put up with the dust from vehicles going up and down. With a new suite in the property and most families having 2 vehicles, the traffic will increase up and down the laneway, being probably 4 vehicles a day or thereabouts. What I am asking the owners of the property is to either asphalt the driveway or gravel it to keep the dust from covering my back deck. I thank you for taking this into consideration when approving the rezoning.

Yours truly,

Pam Tate

[REDACTED]

Canoe, BC

[REDACTED]

23. STATUTORY PUBLIC HEARINGS

2. Zoning Amendment Application No. ZON-1212 [Melzer, J. & B./Whitstone Developments Ltd.; 4930 70 Avenue NE; R-1 to R-8]

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

Submissions were called for at this time.

M. Wilson, Whitstone Developments Ltd., the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 9:12 p.m.

## CITY OF SALMON ARM

### BYLAW NO. 4463

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on July 12, 2021 at the hour of 7:00 p.m. was published in June 30 and July 7, 2021 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 31, Township 20, Range 9, W6M, KDYD, Plan 3674 Except Plan 27952 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), as shown on 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. 4463"

READ A FIRST TIME THIS 28 DAY OF June 2021

READ A SECOND TIME THIS 28 DAY OF June 2021

READ A THIRD TIME THIS 12 DAY OF July 2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 14 DAY OF July  
2021

"S. BRIGGS"

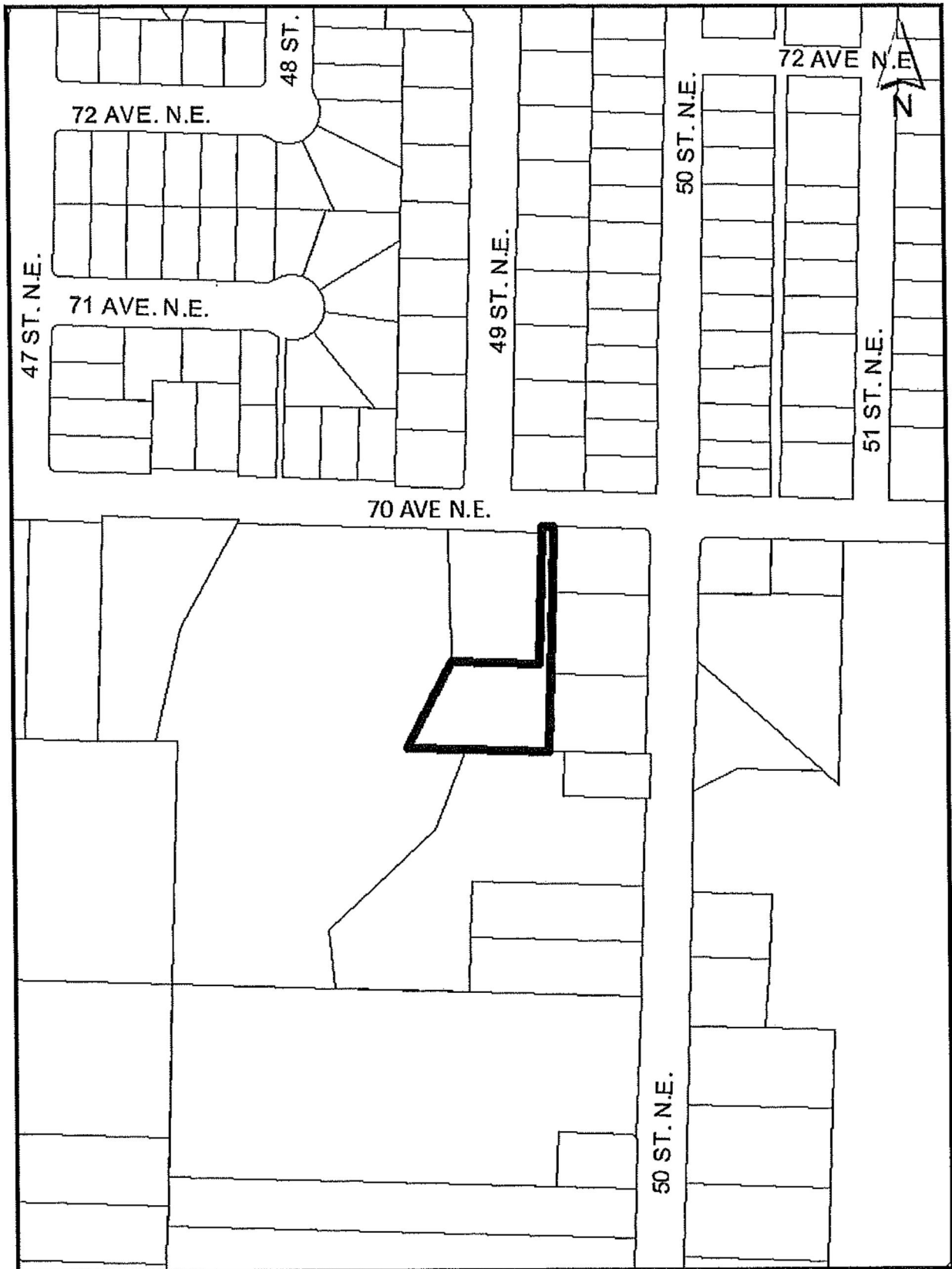
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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

Schedule "A"



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## INFORMATIONAL CORRESPONDENCE - JULY 26, 2021

- |     |  |   |
|-----|--|---|
| 1.  | D. Martinuk – email dated July 10, 2021 – Wildfires – Municipalities on Front Line   | N |
| 2.  | D. Calkins – email dated July 15, 2021 – Booking Blackburn Park Gazebo Salmon Arm Sockeyes Year End Potluck  | A |
| 3.  | A. Patrick, Salvation Army, Salmon Arm – email dated July 15, 2021 – Booking Blackburn Park Gazebo Church Gathering  | A |
| 4.  | K. Burgess, Sponsorship Director, Salmon Arm Minor Baseball Association – email dated July 12, 2021 – Signage Request – Klahani Batting Cage   | A |
| 5.  | J. McEwan, Salmon Arm Fair GM – letter dated July 9, 2021 – Salmon Arm Fair Parade   | A |
| 6.  | P. Wright, President, Salmon Arm and Shuswap Agricultural Association – letter dated July 15, 2021 – Variance Request for Proposed Office Building   | N |
| 7.  | D. Murray, Salmon Arm Curling Club – email dated July 21, 2021 – Request for Letter of Support for the Canada Community Revitalization Fund  | A |
| 8.  | H. Scribner, Administrator & Board Secretary, Municipal Insurance Association of BC – email dated July 20, 2021 – MIABC Voting Delegate  | N |
| 9.  | City of Mississauga – resolution dated June 30, 2021 – Canada Day  | N |
| 10. | T. Rysz, Mayor, District of Sicamous – letter dated July 15, 2021 – Protection of outdoor recreation opportunities and established snowmobile Recreational Sites or Trails in B.C.   | N |
| 11. | G. Heyman, Minister, Ministry of Environment and Climate Change Strategy – email dated July 21, 2021 – Rodenticide Ban   | N |
| 12. | K. Elliot, Mayor, District of Squamish/Co-Chair, BCSPi Steering Committee and C. Evans, Councillor, Campbell River, Co-Chair, BCSPi Steering Committee – letter dated July 21, 2021 – Membership Opportunity: British Columbia Social Procurement Initiative | A |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 19.1

## CITY OF SALMON ARM

Date: July 26, 2021

### July 12, 2021 Notice of Motion – Councillor Lindgren

Moved: Councillor Lindgren

Seconded: Councillor

WHEREAS the urgency of climate change has been acknowledged by the Federal and Provincial Governments and actions to support adaptation and climate resilience are underway;

AND WHEREAS the City of Salmon Arm declared a climate emergency on September 9, 2019;

AND WHEREAS the City has moved towards its climate goals by engaging the Community Energy Association to produce an emissions assessment and has joined FCM's milestone program, achieving Milestone One of Five;

AND WHEREAS the City of Salmon Arm has been recognized by the province as a climate leader since 2019 and has moved towards reduction targets set in the Official Community Plan, significantly dropping GHG emissions since 2018;

THEREFORE BE IT RESOLVED THAT the City of Salmon Arm seek and commit funding in the 2022 Budget to hire a climate action coordinator on a contract basis to lead initiatives that will move the City towards subsequent FCM Milestones through a one year pilot project; with those efforts focusing on community-wide and corporate GHG emission reductions, programing, monitoring, reporting, coordination and associated grant writing/applications.

#### **Vote Record**

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

Opposed:

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

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Item 23.1

**CITY OF SALMON ARM**

Date: July 26, 2021

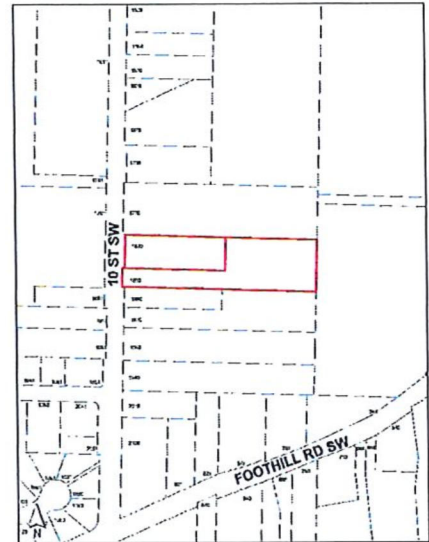
**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a virtual Public Hearing on Monday, July 26, 2021 at 7:00 p.m.

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

Rezone Lot A, Section 11, Township 20, Range 10, W6M KDYD, Plan 5795; and Lot 2, Section 11, Township 20, Range 10, W6M KDYD, Plan 3797 Except Plan 5795 from R-1 Single Family Residential Zone to R-4 Medium Density Residential Zone.

**Civic Address:** 1830 and 1860 – 10 Street SW  
**Location:** North of Foothill Road SW on the East side of 10 Street SW  
**Present Use:** Single Family Dwelling  
**Proposed Use:** To facilitate a medium density development consisting of 27 small Single Family Residential lots  
**Owner/Applicant:** Fieldstone Place Inc./ Franklin Engineering Ltd.  
**Reference:** ZON1210/Bylaw 4460



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> June 29 to July 26, 2021 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

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

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

Erin Jackson, Director of Corporate Services

**Vote Record**

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

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



# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: July 5, 2021

Subject: Zoning Bylaw Amendment Application No. 1210

Legal: Lot A, Section 11, Township 20, Range 10, W6M, KDYD, Plan 5795; AND Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 3797 Except Plan 5795

Civic Address: 1830 and 1860 10 Street SW

Owner: Fieldstone Place Inc.

Applicant: 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 A, Section 11, Township 20, Range 10, W6M, KDYD, Plan 5795 and Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 3797 Except Plan 5795, from R1 (Single Family Residential Zone) to R4 (Medium Density Residential Zone).

## PROPOSAL

The subject parcels are located at 1830 and 1860 10 Street SW (Appendices 1 & 2). The proposal is to rezone these properties from R1 (Single Family Residential) to R4 (Medium Density Residential) in order to facilitate subdivision of these two parcels into 27 small bare land strata lots for medium density single family residential (Appendix 3).

## BACKGROUND

These parcels are both designated Medium Density Residential (MR) in the City's Official Community Plan (OCP), and zoned Single Family Residential (R1) in the Zoning Bylaw (Appendix 4 & 5).

The subject properties are located in a semi rural transitional area just north of Foothill Road. The property backs onto ALR land (the "ALR island") and the Urban Containment Boundary (UCB) runs along the rear (eastern) property lines of these two properties. See ALR map attached as Appendix 6.

The surrounding uses largely consist of single family residences and farmland, with Blackburn Park, Piccadilly Mall and other commercial uses located further north.

There are five similar R4 developments in close proximity to the subject parcels.

Land uses directly adjacent to the subject property include the following:

North:	Single Family Residential, Hopkins Meadow Strata, and Farmland	Zoned R1, R4, and A2
South:	Single Family Residential	Zoned R1
East:	End of UCB, Farmland with Single Family Residence	Zoned R1
West:	10 Street SW and Country View Estates Strata	Zoned R4

1830 10 Street SW is about 3,400.3 m<sup>2</sup> in size and 1860 10 Street SW is about 6,761 m<sup>2</sup> in size. The combined total area being roughly 1.02 ha (2.51 ac). The subdivision proposal would create 27 single family

residential strata lots with a single access route off of 10 Avenue SW (labelled Common Property on Appendix 2 – Proposed Subdivision Plan).

Both properties currently contain a single family dwelling and accessory buildings.

The properties appear flat from 10 Street SW with no hazards or geotechnical issues identified through the Development Permit Waiver process.

Site photos are attached as Appendix 7.

## COMMENTS

### BC Hydro

BC Hydro will require a blanket right-of-way for this proposal. Applicant has been advised that they should contact BC Hydro directly about this.

### Engineering Department

Appendix 8 attached details servicing requirements on the assumption that this rezoning is approved. The applicant received a copy of the Engineering Servicing Report on June 7, 2021.

The report notes that no further road dedication is required for 10 Street SW; however, frontage improvements are required to bring this street up to Urban Collector Road (RD-3) standard. Required improvements include road widening, curb and gutter, sidewalk, boulevard construction, street lighting, and utility upgrades.

### Building Department

Geotechnical review required.

Limiting distance will be restrictive due to building spacing but is entirely possible.

### Fire Department

Would require T turnaround or cul-de-sac if more than 90 m in length. No other concerns.

### Planning Department

#### *OCP Policy:*

This property is designated Medium Density Residential (MR) in the OCP which supports R4 zoning.

Staff note that these properties are located in Residential Development Area B, meaning this is in an area considered to be second priority for residential development. This area has only 10% medium density designation. The OCP states that when sufficient infilling has occurred within Area A, municipal cost sharing programs, including Development Cost Charge expenditures and capital works programs, may be allocated to Area B, as determined by Council and City Bylaws.

#### *Zoning Regulations:*

The R4 zone permits a variety of housing types including small lot single family residential and different forms of multifamily development (see R4 zoning regulations attached as Appendix 9). This proposal aims to utilize the smaller lot sizes permitted for single family dwellings under the R4 zone (300 m<sup>2</sup> minimum).

#### *Development Permit:*

The applicant has made an application for a Development Permit Waiver so that an Environmentally Sensitive Development Permit is not required. A Residential Development Permit is not required for single family dwellings. Some forms of multi-family development not contemplated at this time may trigger a DP application.

*Access:*

One common access route is being proposed for the entire site. Since this is proposed to be a strata development, this will be a privately maintained road. A turnaround is required to provide sufficient access for emergency vehicles, which is likely to result in a loss of one or two lots.

*Agricultural Land Reserve:*

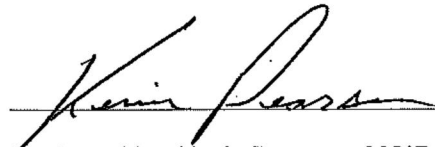
The internal access road will not be permitted to terminate at the ALR boundary as shown in proposed subdivision plan. Buffering (fencing) along the ALR boundary will be required as per ALC fencing guidelines.

*Conclusion:*

Although this proposal is for single family residential lots, the smaller parcel sizes will result in medium density development similar to other nearby developments. Given that these properties are designated for medium density, staff feel that the R4 zone is well suited to the subject properties and neighbourhoods.



Prepared by: Brenda Kolenbrander  
Planner



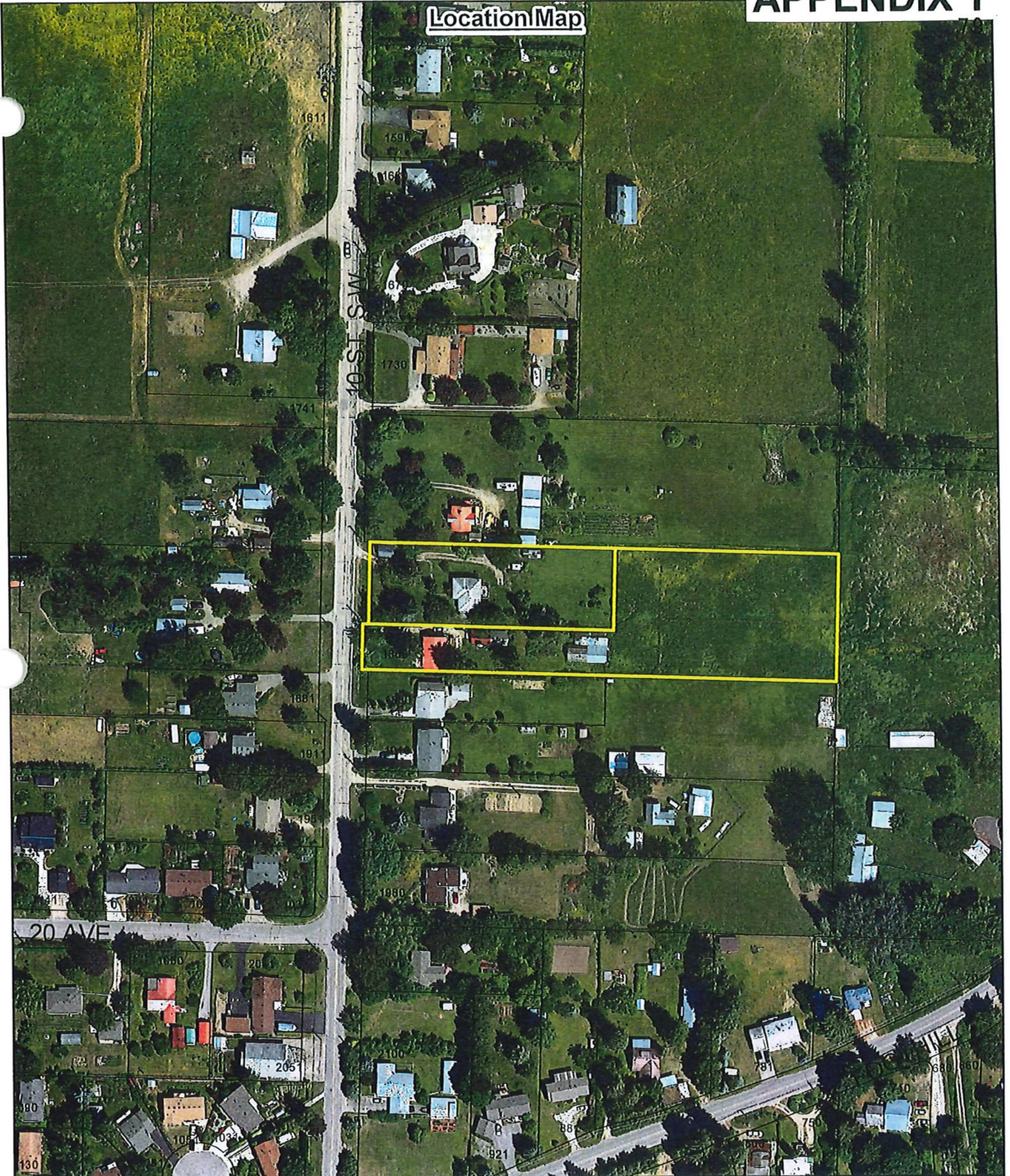
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

*Appendices:*

- Appendix 1 – Location Map
- Appendix 2 – Subject Property Map
- Appendix 3 – Proposed Subdivision Plan
- Appendix 4 – OCP Map
- Appendix 5 – Zoning Map
- Appendix 6 – ALR Map
- Appendix 7 – Site Photos
- Appendix 8 – Engineering Servicing Report
- Appendix 9 – R4 Zoning Regulations



## APPENDIX 1



0 20 40 80 120 160 Meters

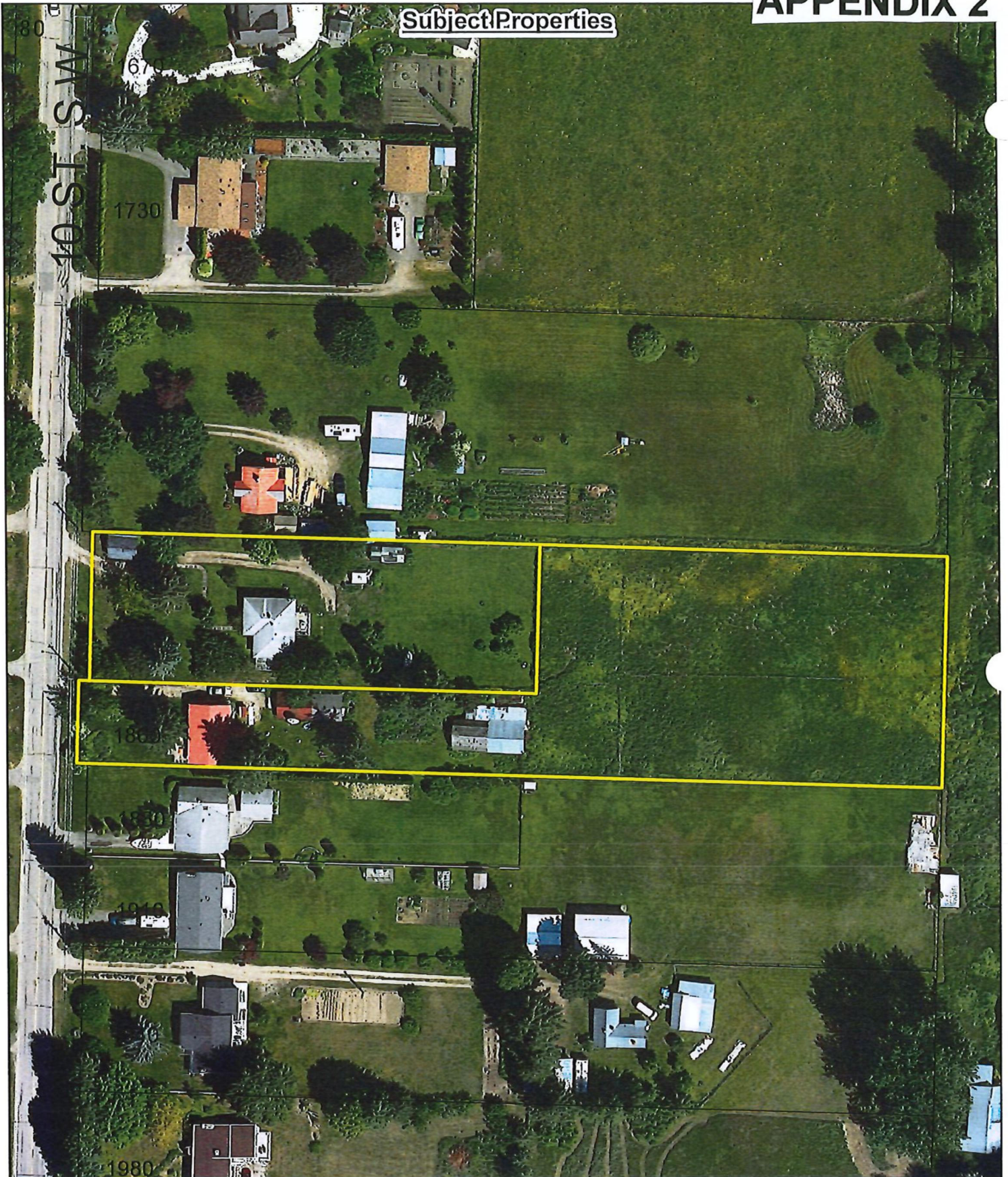
## Subject Properties





## Parcels



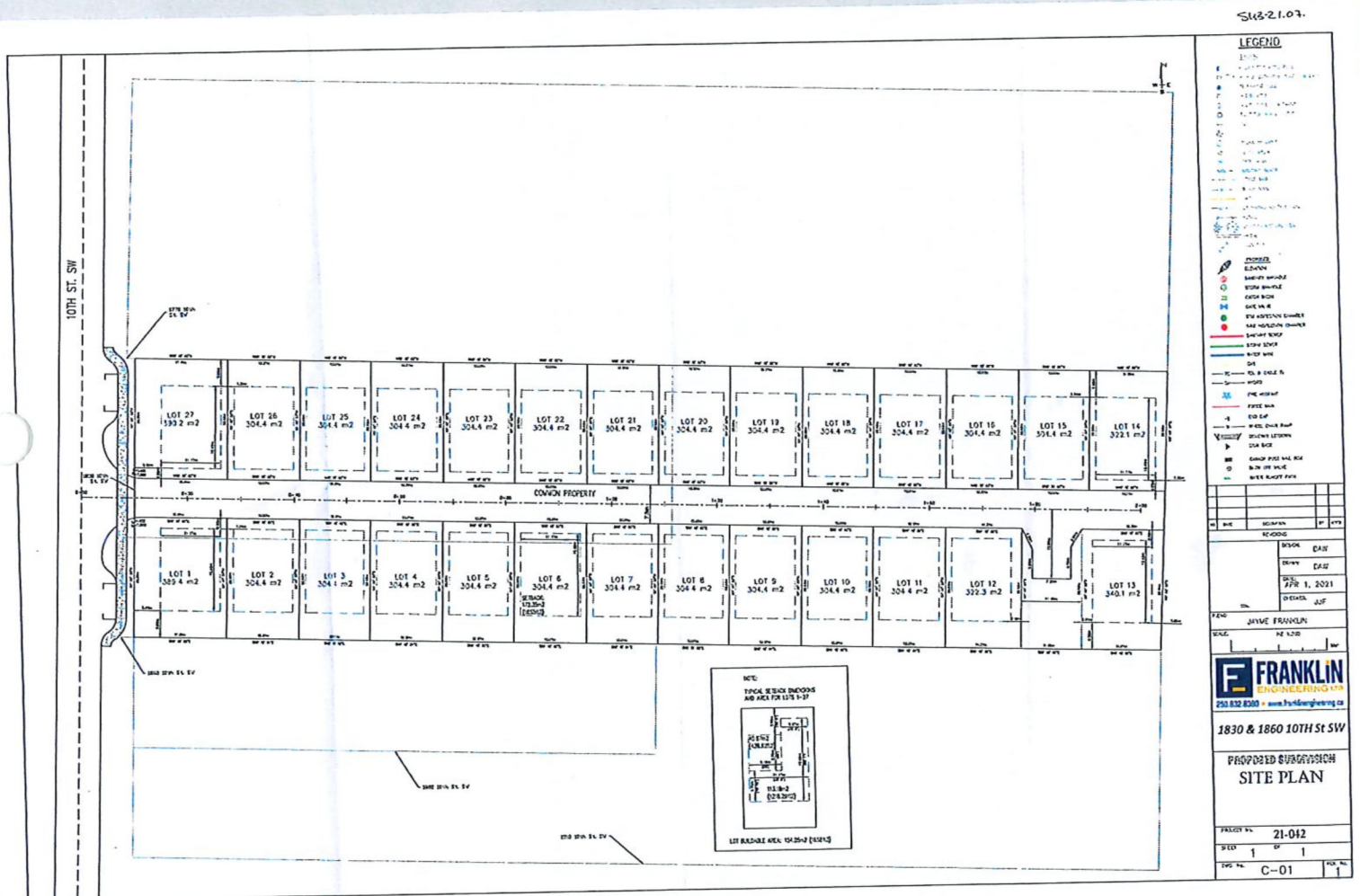
Subject Properties



0 12.5 25 50 75 100 Meters

 Subject Properties  
 Parcels

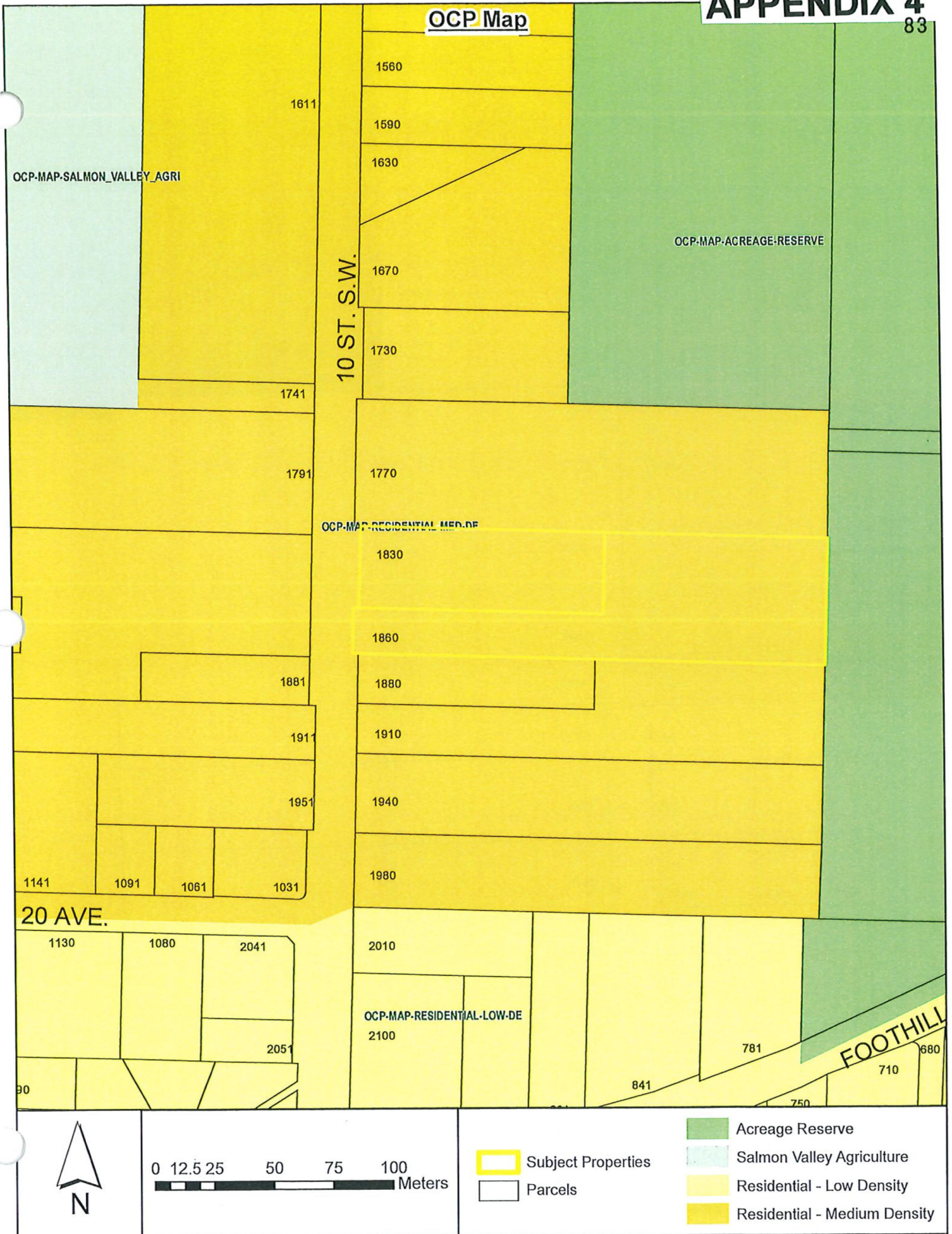








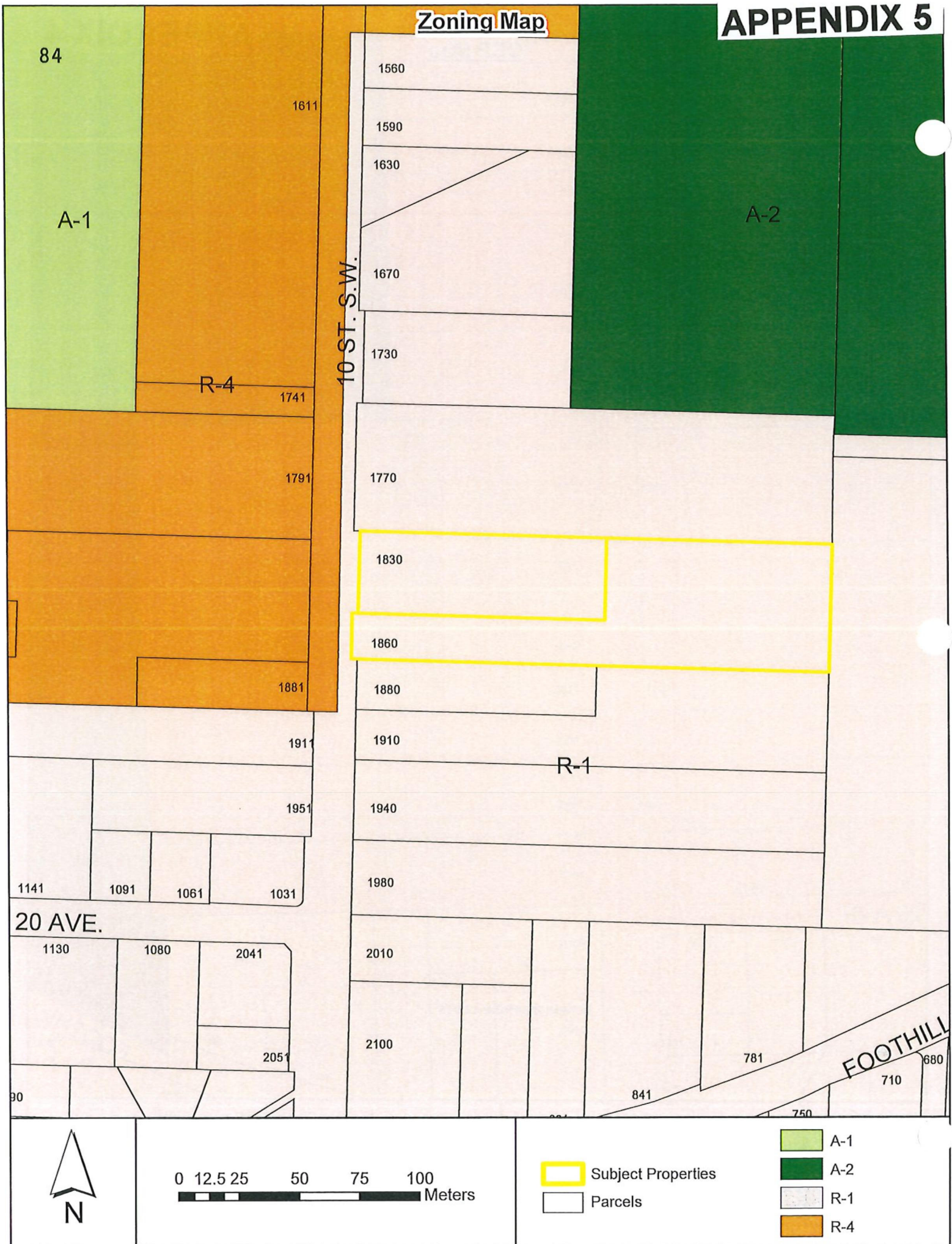




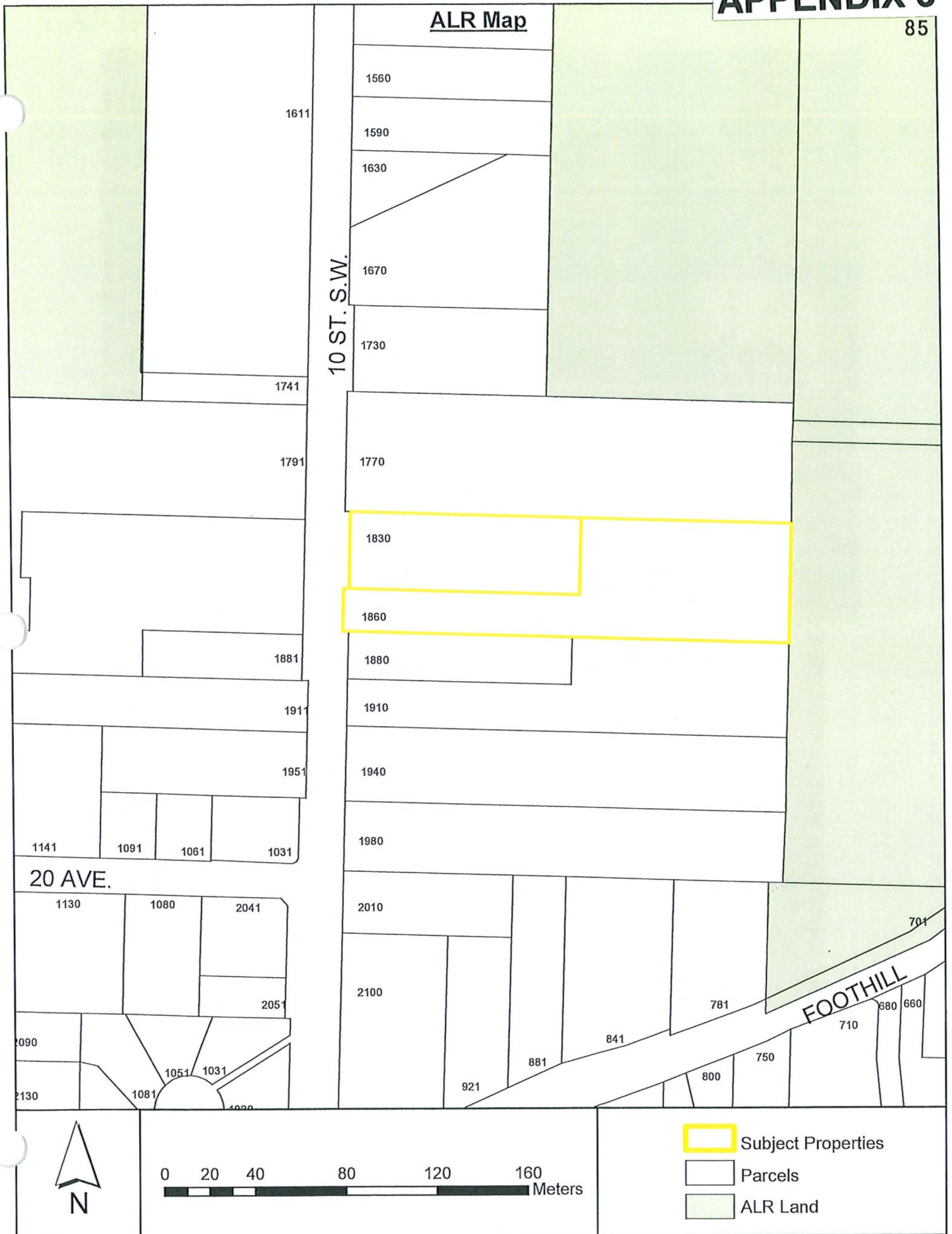


## APPENDIX 5

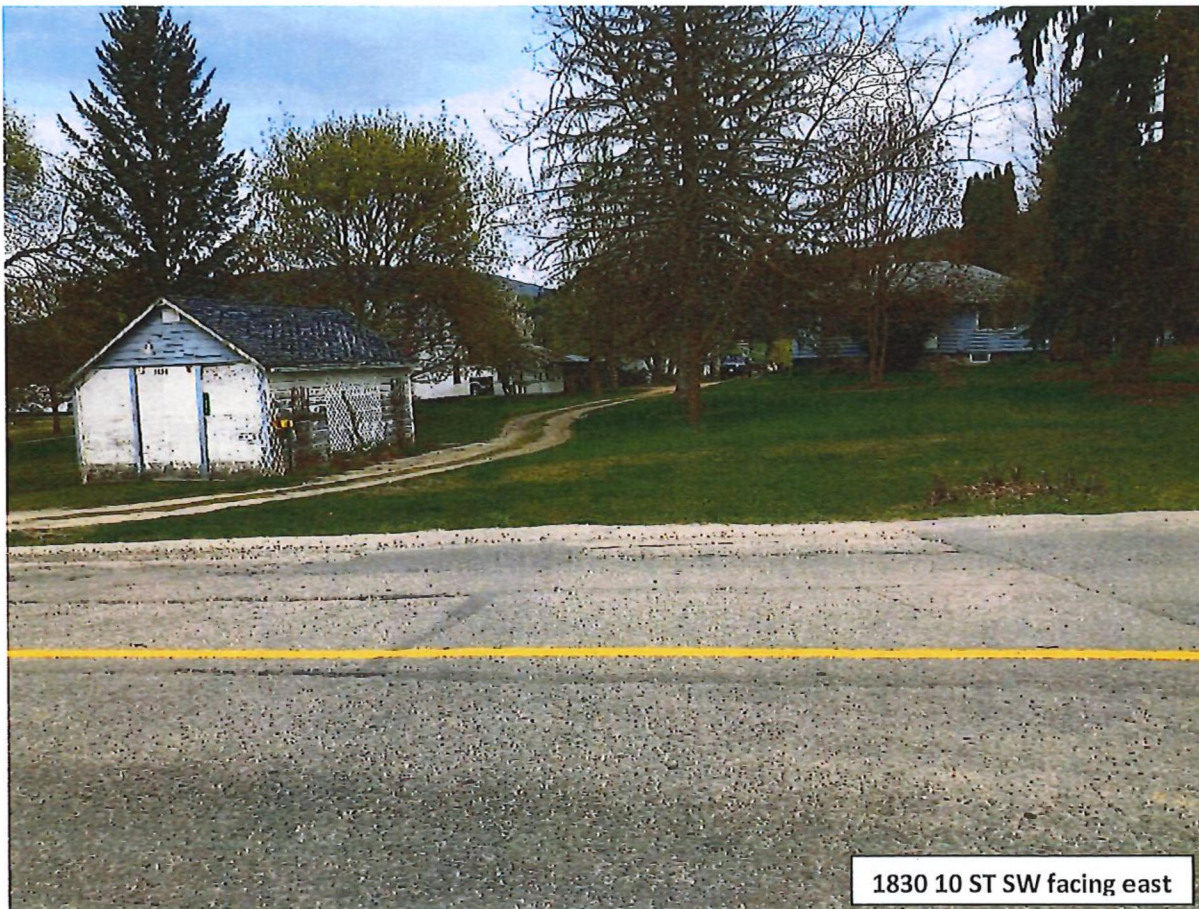
## Zoning Map



## ALR Map











1880 10 ST SW facing east



1880 10 ST SW facing southeast





1880 10 ST SW facing southeast



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TO: Kevin Pearson, Director of Development Services  
DATE: 07 June 4, 2021  
PREPARED: Chris Moore, Engineering Assistant  
REFERRAL: **ZONING & SUBDIVISION APPLICATION FILES NO. ZON-1210 & SUB-21.07**  
OWNERS: **P. Hordos**, 2100 – 10 St SW, Salmon Arm, BC V1E 1T9; and  
**S, I, N, G. & S. Chhokar** – 1860 10 St SW, Salmon Arm, V1E1V3  
AGENT: **Franklin Engineering** – PO Box 2590, Salmon Arm, V1E 4R5 LEGAL: Lot A,  
Section 11, Township 20, Range 10, W6M KDYD, Plan 5795;  
Lot 2, Section 11, Township 20, Range 10, W6M KDYD, Plan 3797 Except Plan  
5795  
CIVIC: **1830 – 10 Street SW; and 1860 – 10 Street SW**

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Further to your referral dated 19 April 2021, we provide the following servicing information (based on the assumption that Rezoning to R4 will be approved):

**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 will be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of 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.
8. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval,

**SUBDIVISION APPLICATION FILE: 21.07**

7 June 2021

Page 2

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the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.

9. For the off-site improvements at the time of 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. 10 Street SW, on the subject property's western boundary, is designated as an Urban 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. 10 Street SW 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, street drainage and underground hydro and telecommunications. 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. As 10 Street SW is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only 1 driveway access will be permitted onto 10 Street SW.
5. Internal roadways are to be a minimum of 7.3m measured from face of curb. Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access. A turn-around facility is required for any dead end portion of the access route exceeding 90m.

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on 10 Street SW. No upgrades will be required at this time.
2. Records indicate that neither of the existing properties are serviced by a City water service. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. The proposed development 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 (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.

**SUBDIVISION APPLICATION FILE: 21.07**

7 June 2021

Page 3

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4. Bare Land Strata developments with ground oriented access have the option of a bulk water meter installed at property line at time of subdivision with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.
  5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
  6. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 10 Street SW. No upgrades will be required at this time.
2. The proposed development is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
4. Records indicate that both the existing properties are serviced by a 100mm services from the sanitary sewer on 10 Street SW. 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 600mm diameter storm sewer on 10 Street SW. No upgrades will be required at this time.
7. Records indicate that neither of the existing properties are serviced by City Storm. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
2. 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.
3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.



**SUBDIVISION APPLICATION FILE: 21.07**

7 June 2021

Page 4

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4. 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. Based on available information, it is expected that site retention and release at 5 year pre-development flows will be required. Owner / Developer is responsible for all associated costs.

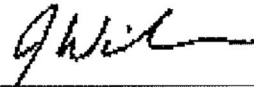
**Geotechnical:**

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



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**Chris Moore**  
Engineering Assistant



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

**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).

## **SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED**

94

### **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)	<input type="checkbox"/> 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	<input type="checkbox"/> 3 units per hectare (1.2 units per acre) <input type="checkbox"/> 4 units per hectare (1.6 units per acre) <input type="checkbox"/> 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	<input type="checkbox"/> 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	<input type="checkbox"/> 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	<input type="checkbox"/> 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.

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Item 24.1

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4460 be read a third and final time.

[ZON1210; 1830 and 1860 – 10 Street SW; Fieldstone Place Inc./ Franklin Engineering Ltd.; R1 to R4]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4460

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_ at the hour of 7:00 p.m. was published in \_\_\_\_\_ and \_\_\_\_\_ issues of the Salmon Arm Observer;

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

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

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

Rezone Lot A, Section 11, Township 20, Range 10, W6M KDYD, Plan 5795; and Lot 2, Section 11, Township 20, Range 10, W6M KDYD, Plan 3797 Except Plan 5795 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone), as shown on 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. 4460"**

READ A FIRST TIME THIS                      12                      DAY OF                      July                      2021

READ A SECOND TIME THIS                      12                      DAY OF                      July                      2021

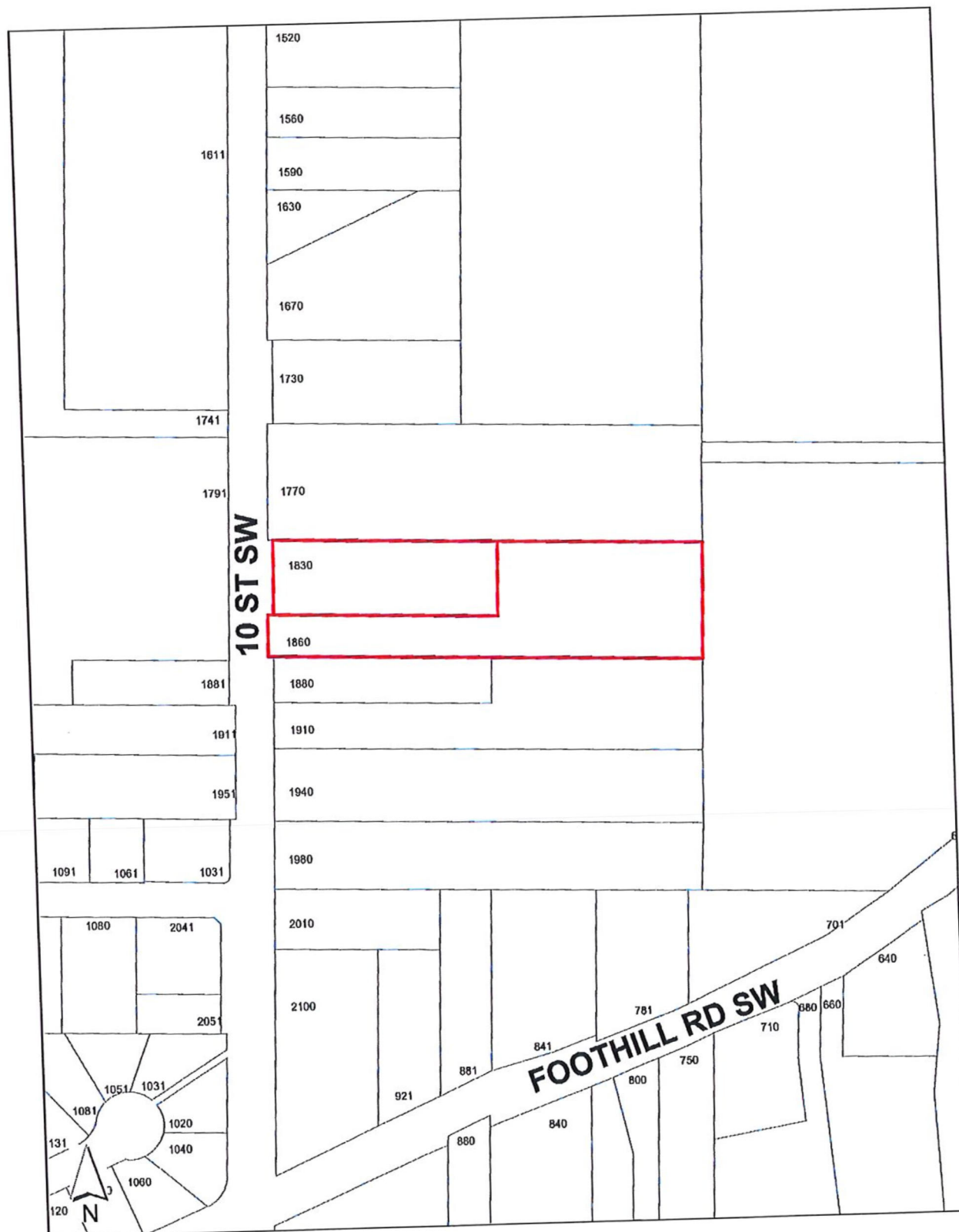
READ A THIRD TIME THIS                                           DAY OF                                           2021

ADOPTED BY COUNCIL THIS                                           DAY OF                                           2021

\_\_\_\_\_  
MAYOR

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





Item 26.

## CITY OF SALMON ARM

Date: July 26, 2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of July 26, 2021, 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 - JULY 26, 2021

1. D. Martinuk - email dated July 10, 2021 - Wildfires - Municipalities on Front Line N
2. D. Calkins - email dated July 15, 2021 - Booking Blackburn Park Gazebo Salmon Arm Sockeyes Year End Potluck A
3. A. Patrick, Salvation Army, Salmon Arm - email dated July 15, 2021 - Booking Blackburn Park Gazebo Church Gathering A
4. K. Burgess, Sponsorship Director, Salmon Arm Minor Baseball Association - email dated July 12, 2021 - Signage Request - Klahani Batting Cage A
5. J. McEwan, Salmon Arm Fair GM - letter dated July 9, 2021 - Salmon Arm Fair Parade A
6. P. Wright, President, Salmon Arm and Shuswap Agricultural Association - letter dated July 15, 2021 - Variance Request for Proposed Office Building N
7. D. Murray, Salmon Arm Curling Club - email dated July 21, 2021 - Request for Letter of Support for the Canada Community Revitalization Fund A
8. H. Scribner, Administrator & Board Secretary, Municipal Insurance Association of BC - email dated July 20, 2021 - MIABC Voting Delegate N
9. City of Mississauga - resolution dated June 30, 2021 - Canada Day N
10. T. Rysz, Mayor, District of Sicamous - letter dated July 15, 2021 - Protection of outdoor recreation opportunities and established snowmobile Recreational Sites or Trails in B.C. N
11. G. Heyman, Minister, Ministry of Environment and Climate Change Strategy - email dated July 21, 2021 - Rodenticide Ban N
12. K. Elliot, Mayor, District of Squamish/Co-Chair, BC SPI Steering Committee and C. Evans, Councillor, Campbell River, Co-Chair, BC SPI Steering Committee - letter dated July 21, 2021 - Membership Opportunity: British Columbia Social Procurement Initiative A

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

**Sent:** Saturday, July 10, 2021 6:50 PM  
**Subject:** Online Form Submittal: Mayor and Council

Mayor and Council

First Name DAVE

Last Name MARTINUK

Address:

Return email address:

Subject: Wildfires- Municipalities on Front line

Body

As a past Wildfire evacuee threatening Salmon Arm and due to current weather conditions in BC ,observable climate change along with the fact that Canadians seem to lack a culture of preparedness I feel priority should be placed upon strengthening and updating our Community Emergency Plan. Our city's support of the Fire Smart program is appreciated. However, due to recognized climate change our plan must pinpoint the risks as well as implement reactive strategies. We can wait for various levels of Government for action on this issue or initiate a local made in Salmon Arm response to disaster readiness. Perhaps a starting point might be consultation with an independent expert who specializes in advisory services to cities. My research indicates Eddie Oldfield of Quest (non government organization) may be able to assist. His 2020 report on how communities can become resilient to climate change is appropriate. I encourage a proactive as opposed to reactive response as it appears climate change is not going away. Thanking you in advance for this opportunity to express my thoughts on the summer of 2021 in BC.

Would you like a response: Yes

**Disclaimer**

*Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.*

**From:** The Calkins  
**Sent:** Thursday, July 15, 2021 3:32 PM  
**To:** Caylee Simmons  
**Subject:** Booking - August 12

Hi Caylee,

The request is for August 12 from 6 – 9 for the Salmon Arm Sockeyes year end potluck. Given the restrictions around indoor gatherings still in place until September it will be difficult for us to find a suitable indoor space to gather. The picnic shelter at Blackburn park would provide us with a space to celebrate the season as a club. We would be around 100 people I imagine as we have approximately 50 swimmers this summer and their families.

If you need any further information, do not hesitate to ask.

Thanks,

Darcy Calkins

**From:** Victoria Hemmaway  
**Sent:** Thursday, July 15, 2021 2:53 PM  
**To:** Caylee Simmons  
**Cc:** Lynn Torrens  
**Subject:** request for Blackburn Park permit

Good afternoon Caylee,

I am writing on behalf of the Salvation Army New Hope Community Church with hopes of gaining permission to hold a church gathering in Blackburn Park on Sunday August 8th from 10-noon. We anticipate up to 30 people in attendance. We were hoping to be in one of the picnic areas that provides coverage if needed. I am not certain what other information you may need in order to review my request, but please let me know if you have any other questions.

Thank you,

Allison Patrick  
Salvation Army, Salmon Arm



**From:** Kristal Burgess  
**Sent:** July 12, 2021 10:24 AM  
**To:** Rob Niewenhuizen  
**Subject:** Signage Request - Klahani Batting Cage

Good morning

Salmon Arm Minor Baseball Association is nearing completion of the SASCU Batting Cages at Klahani Park, and we are ready to move forward with signage.

SAMBA is requesting 2 signs be places on site:

1) SASCU Batting Cage

As a named sponsor, SASCU has secured naming rights for the batting cage (as they have with many other buildings in town).

This prominent sign would be installed along the top side of the batting cage, facing towards the dog park and parking area.

Dimensions are 20' x 4"

The sign would be professionally created at Spectrum Signworks on aluminum panel, with weather rated UV coated vinyl, for a long lasting product. It would be framed and secured to the structure in various points for safety and security. By securing to the outside posts, it would be clear from contact with any hit balls inside the cage.

2) Usage

We are also requesting a stand alone sign in front of the cage.

4' x 5' sign on thick aluminum panel. Secured to treated wood posts, and set in ground.

This would allow us to thank our community sponsors, the city, and remind all those using the cage of the rules and safety requirements.

A mock up of each sign is attached.

We would like to have these signs in place asap, if approved.

Thank you for your time and consideration.

Kristal Burgess  
Sponsorship Director, Salmon Arm Minor Baseball Association

# SASCU BATTING CAGE

Property of Salmon Arm Minor Baseball Association

## RULES OF USE

- 1) NO UNAUTHORIZED USE PERMITTED
- 2) NO CLEATS OF ANY KIND PERMITTED - RUNNERS ONLY
- 3) YOUTH UNDER THE AGE OF 13 MUST BE ACCOMPANIED BY AN ADULT
- 4) ONLY 2 PEOPLE ARE PERMITTED INSIDE THE CAGE AT ONE TIME: THE BATTER AND PITCHER
- 5) ALL BATTERS MUST WEAR A HELMET
- 6) ALL PITCHERS MUST USE THE PROTECTIVE PITCHING SCREEN DURING BATTING PRACTICE
- 7) ALL USERS OF THE BATTING CAGE UNDERSTAND THEY USE THE FACILITY AT THEIR OWN RISK
- 8) NO FOOD OR DRINK PERMITTED IN THE BATTING CAGE OR ON THE SYNTHETIC TURF
- 9) TO BOOK SPACE, CONTACT \_\_\_\_\_

## THANK YOU TO OUR SPONSORS!

**CANOE brand®**  
Canoe Forest Products

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



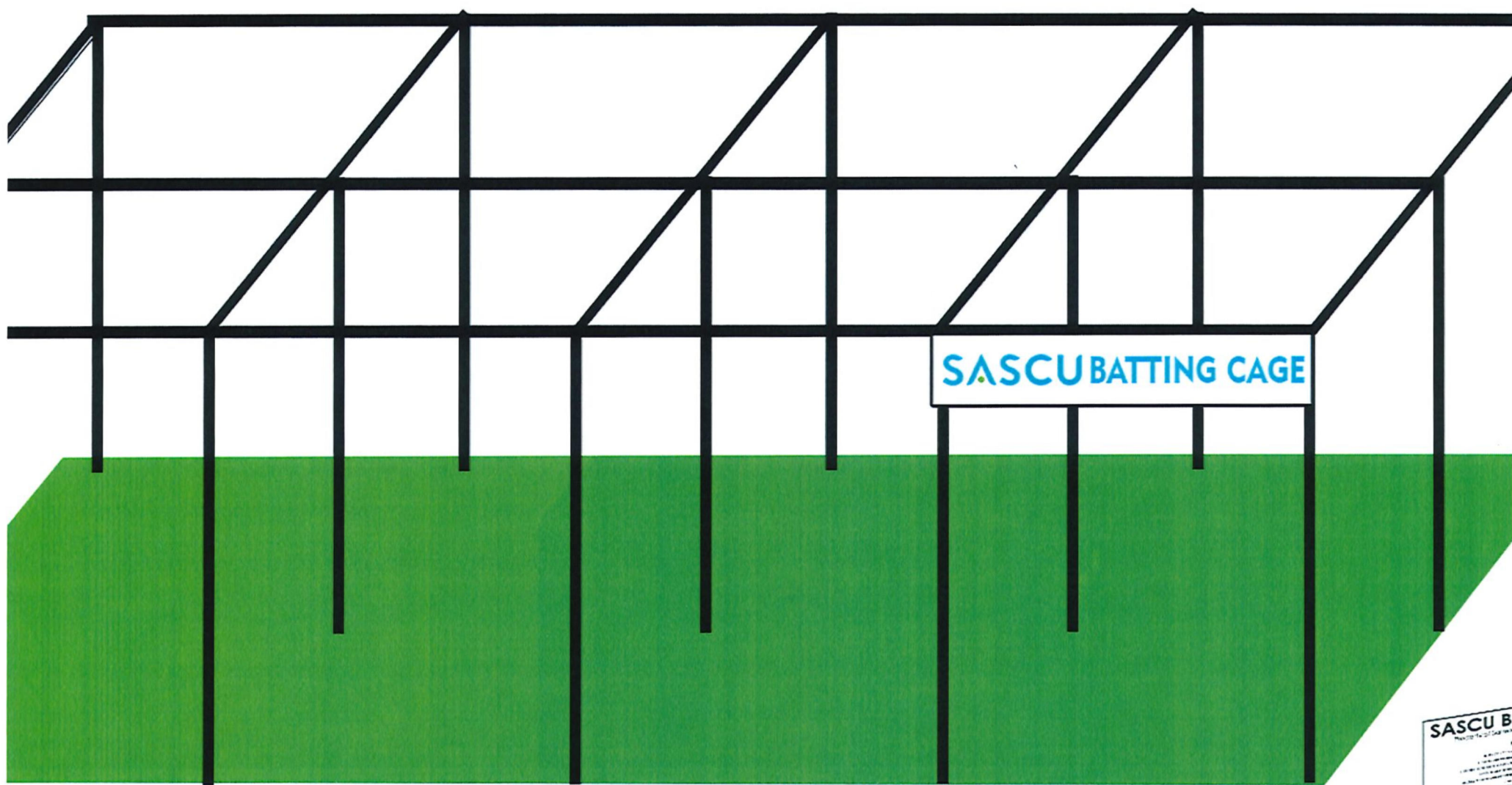
SHUSWAP  
COMMUNITY  
FOUNDATION



Ground Source  
DRILLING  
778-753-2778

**WARNER**  
RENTALS

**Shuswap**  
SYNTHETIC TURF





The Salmon Arm and Shuswap Lake Agricultural Association  
**SALMON ARM FAIR**

351 – 3<sup>rd</sup> Street SW, Salmon Arm BC V1E 1V4 Ph. 250-832-0442 [www.salmonarmfair.com](http://www.salmonarmfair.com)

July 9, 2021

Robert J. Niewenhuizen  
Director of Engineering and Public Works  
City of Salmon Arm  
Box 40 500-2<sup>nd</sup> Ave NE  
Salmon Arm, BC. V1E 4N2

Dear Sir,

**Re: Salmon Arm Fair and Parade**

This is a request from the Salmon Arm Fair Committee to hold the annual Salmon Arm Fair Parade, scheduled for Saturday, September 11, 2021, from approximately 10:15 am to 12:30 p.m. This request is subject to all Provincial Medical Officers Covid 19 restrictions.

The Parade route for 2021 has changed slightly due to ensuring participant safety and the finish. Currently the finish is at the end of Lakeshore by the waterslides. Those poses a safety issue as there are children, animals, and a significant congestion at that point. We believe proximity to the highway combined with congestion poses a safety risk. As we want to stay within the current timeline for the parade, we have removed the turn onto Hudson...to Ross and down to Lakeshore, adding the length along 10<sup>th</sup> St to 10<sup>th</sup> Ave and east back to the starting point. We believe this ensures the safety of all participants and an orderly close to the parade.

The assembly point for non-livestock and tractor entries will be at Blackburn Park at 5<sup>th</sup> and 5<sup>th</sup>. The parade will move south to 10<sup>th</sup> Ave then East to Shuswap; North on Shuswap, crossing the TCH to Lakeshore Dr; West on Lakeshore to 10<sup>th</sup> St by the Waterslide; south on 10<sup>th</sup> St. to 10 Ave; east on 10<sup>th</sup> Ave. SW; and north on 5<sup>th</sup> St. SW where the parade will disband.

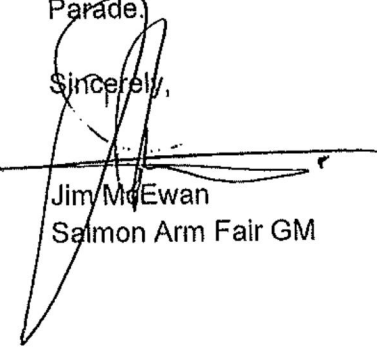
We would like permission to close the following roadways to non-parade traffic on Saturday morning to assist in organizing parade floats:

- A. 5<sup>th</sup> St SW between Blackburn Park and the fair grounds.
- B. 5<sup>th</sup> Ave from 10<sup>th</sup> St SW to 5<sup>th</sup> St SW South Lane only from Linden Court.

- C. 10<sup>th</sup> Ave SW from Shuswap St to 5<sup>th</sup> St SW ending at Blackburn Park. North side lane to allow float organization and letting East Bound traffic through. Parade marshaling will begin at 7:00 a.m.
- D. 5<sup>th</sup> Ave from 3<sup>rd</sup> St SW to 5<sup>th</sup> St SW from Thursday 8. a.m. September 9<sup>th</sup> to 12<sup>th</sup> to assist in safety and fair preparation and tear down.
- E. We also request permission to have the use of traffic barriers dropped at the designated street corners.
- F. We would also like to borrow traffic signs, hi vis vests, and directional paddles for the volunteers who will be directing traffic at the intersections.
- G. We request that five (5) road barriers be placed at each of the corners of 3<sup>rd</sup> St SW and 5<sup>th</sup> Ave SW and the corner of 5<sup>th</sup> St SW and 5<sup>th</sup> Ave SW to assist in setting up ticket booths.
- H. We request the provision of a water truck during the three days of the fair to water roadways and competition rings.
- I. We are requesting to extend the No Parking zones from last year to include the following:
  - Shuswap from 5th Ave. SW to Lakeshore, both sides
  - Lakeshore from Shuswap to 10<sup>th</sup> St, both sidesIf the City staff will drop off the No Parking signs on Friday night, we will arrange to put them up Saturday morning.
- J. We request permission to use the Safeway Field for parking September 10-12th.
- K. Insurance policies/certificates of insurance for The Salmon Arm and Shuswap Lake Agricultural Association is attached.

Thank you in advance and a reminder that this request is subject to the PHO orders at the time of the Parade.

Sincerely,



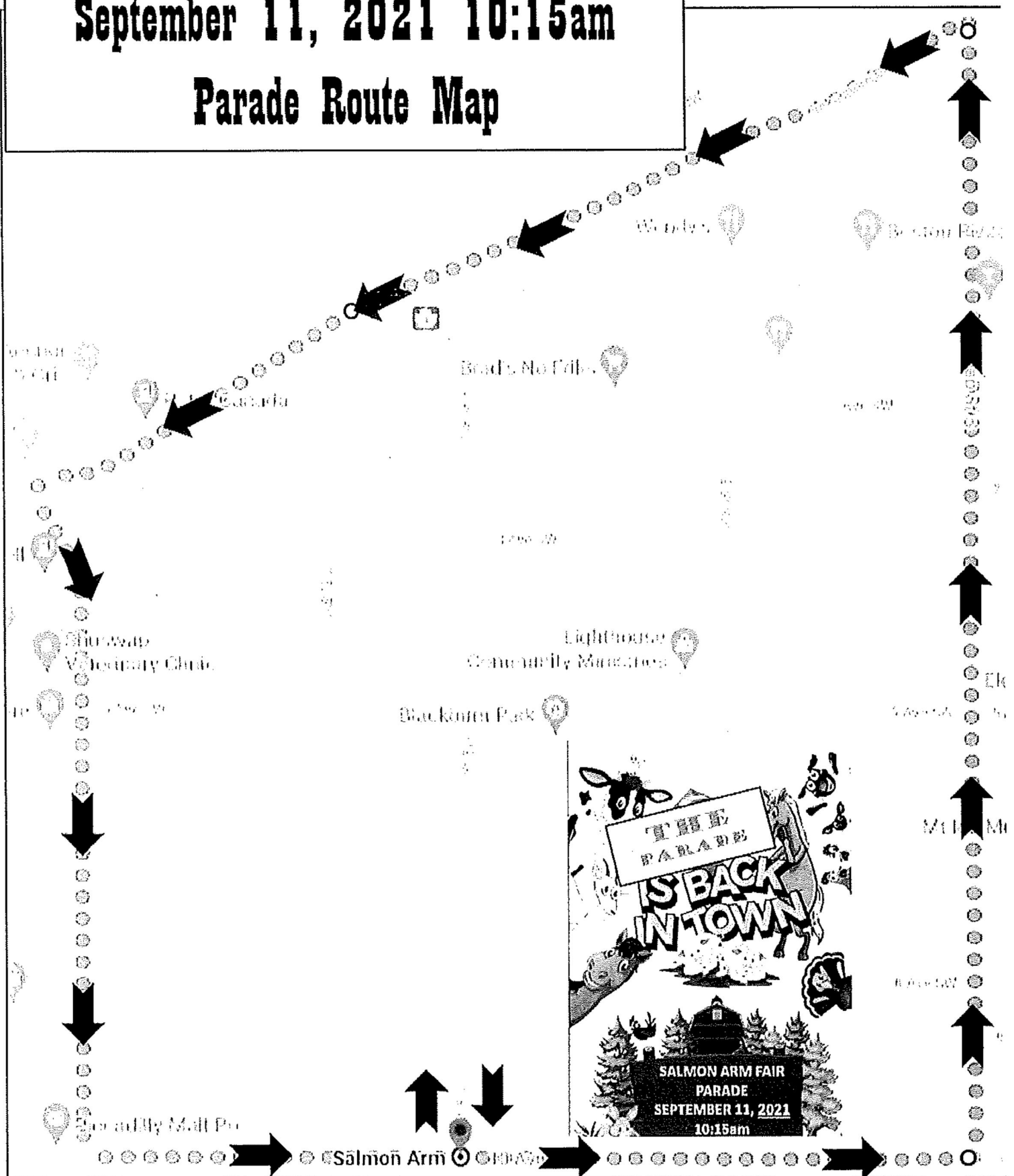
Jim McEwan  
Salmon Arm Fair GM



# 2021 SALMON ARM FAIR PARADE

September 11, 2021 10:15am

## Parade Route Map





## The Salmon Arm and Shuswap Lake Agricultural Association

351 – 3<sup>rd</sup> Street SW, Salmon Arm BC V1E 1V4 Ph. 250-832-0442 [www.salmonarmfair.com](http://www.salmonarmfair.com)

July 15, 2021

Mayor, Councillors and Staff

City of Salmon Arm

On behalf of the Salmon Arm and Shuswap Lake Agricultural Association I would like to express appreciation for the thoughtful discussion in evaluating the variance requests for our proposed office building.

It has been a long process shaping the requests but at each step helpful consideration has been forthcoming from City Staff and Council that reflects everyone's diligence and care for detail that is required in submissions requesting variances.

Although not all our requests were not granted in their entirety, we appreciate the frank and wide-ranging discussion that Council and Staff gave to the variance proposals.

Yours truly,

Phil Wright

President SASLAA

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**From:** Douglas Murray

**Sent:** July 21, 2021 4:54 PM

**To:** Alan Harrison

**Subject:** Fwd: Applications Open – Canada Community Revitalization Fund / Demandes acceptées – Fonds canadien de revitalisation des communautés

Hi Alan. I was hopeful I could get a letter of support from you on behalf of the city for our application to the CCRF referenced below.

The funds purpose is to support not for profit organizations to, amount other things, "build new community infrastructure and revitalize existing assets". We are looking to this program for 75% of the \$192,675 cost of our roof replacement. The remainder of the funds will come from capital reserves and donations from members.

We are including a copy of our lease with our application and if you can make mention that no permissions are required from the city for this project.

This is not time sensitive to our application, i will add it once I receive it.

Cheers, Doug

Sent from my iPhone

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**From:** "BC Western Economic Diversification - Diversification de l'écono" <[WD.bc-cb.DEO@canada.ca](mailto:WD.bc-cb.DEO@canada.ca)>

**To:** "Salmon Arm Curling Club" <[salmonarmcc@shaw.ca](mailto:salmonarmcc@shaw.ca)>

**Sent:** Wednesday, June 23, 2021 11:46:27 AM

**Subject:** Applications Open – Canada Community Revitalization Fund / Demandes acceptées – Fonds canadien de revitalisation des communautés

(Le français suit)

Good morning/afternoon,

The Canada Community Revitalization Fund (CCRF) is now open for applications.

**Applications for this one-time special intake will be accepted as of**

**Wednesday, June 23, 2021 at:**

**British Columbia: 9:00 a.m.**

**Alberta: 10:00 a.m.**

**Saskatchewan: 10:00 a.m.**

**Manitoba: 11:00 a.m.**

**The assessment of applications will begin on July 23, 2021, 11:59 PDT.**

**Applicants are strongly encouraged to submit by this date.**

The impacts of COVID-19 restrictions have greatly affected the vitality of local communities. To ensure communities have access to resources and support for economic recovery, the Government of Canada launched the [Canada Community Revitalization Fund \(CCRF\)](#) to help organizations such as local governments, Indigenous communities and groups, not-for-profits, and other community-based groups, improve key community gathering spaces to help bring Canadians back together once public measures have eased.

Announced in [Budget 2021](#), Canada's [Regional Development Agencies](#) are delivering the \$500 million national initiative. [Western Economic Diversification Canada](#) is responsible for managing over \$150 million to help communities transform local infrastructure and gathering spaces in the West. Applicants in Western Canada may be eligible to receive non-repayable contributions of up to \$750,000 to help revitalize main streets or downtown cores, improve or reinvent outdoor spaces, create environmental benefits and green impacts, and increase accessibility to public spaces. More details on the CCRF program, including types of eligible projects, deadlines, and the online application portal, are on WD's [webpage](#).

If you are aware of other organizations or community groups that may be interested in the CCRF, we invite you to share this information with your network.

*If you no longer wish to be included on this email list, please reply to this email with "unsubscribe" in the subject line. If this is a forwarded message and you would like to be added to our mailing list, please send your request to: [wd.ab-ab.deo@canada.ca](mailto:wd.ab-ab.deo@canada.ca).*

Regards,

Western Economic Diversification Canada | Government of Canada  
[www.wd-deo.gc.ca](http://www.wd-deo.gc.ca)

**From:** Heidi Scribner  
**Sent:** Tuesday, July 20, 2021 1:34 PM  
**To:** Erin Jackson  
**Subject:** MIABC Voting Delegate

Dear Erin,

The Municipal Insurance Association of BC's (MIABC's) 34th Annual General Meeting (AGM) is scheduled to take place on Monday, September 13th from 3:30pm to 4:30pm. This will, once again, be a virtual event held in conjunction with the UBCM Convention.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, please forward a resolution of your Council/Board directing these changes to the MIABC by Friday, August 27th, 2021.

The AGM Booklet with further voting information will be distributed on Monday, August 16th, 2021.

Voting Delegate: Councillor Chad Eliason

Alternate #1: Councillor Kevin Flynn

Alternate #2: Councillor Debbie Cannon

Best regards,

Heidi Scribner  
Administrator & Board Secretary

Municipal Insurance Association of BC





## MISSISSAUGA

RESOLUTION 0155-2021  
adopted by the Council of  
The Corporation of the City of Mississauga  
at its meeting on June 30, 2021

0155-2021

Moved by: P. Saito

Seconded by: C. Parrish

**WHEREAS** The City of Mississauga operates on the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation and Anishinaabe peoples, the Haudenosaunee Confederacy and the Huron-Wendat First Nation. We recognize that these peoples, and their ancestors live and lived on these lands since time immemorial on these lands called Turtle Island. The City of Mississauga is home to many First Nations, Métis and Inuit peoples; and

**WHEREAS** the residents of the Town, now City, of Mississauga chose for their name an anishinaabemowim name which speaks to the shared settler and Indigenous history within these lands; and

**WHEREAS** the City of Mississauga has committed to a path towards Reconciliation with Indigenous Peoples and has responded to the Truth and Reconciliation Commission's Calls to Action; and

**WHEREAS** the City of Mississauga is committed to speaking truths about our history to further our collective understanding of the past to help create a better future; and

**WHEREAS** the terrible uncovering of over one thousand unmarked and forgotten children burials at residential schools which have been reported over the past month is a truth about Canada's past; and

**WHEREAS** because of these truths the government of Canada has declared this year's Canada Day should be a time of reflection and focus on reconciliation; and

**WHEREAS** Gimaa Stacey LaForme of the Mississaugas of the Credit First Nation has called for this to be a time for supporting each other and contemplating the legacy and future of Canada; and

**THEREFORE BE IT RESOLVED** that the City of Mississauga will mark Canada Day virtually this year in a manner that provides an opportunity for reflection on our shared history and commitment to a better future:

- Singing of National Anthem
- Greetings and Opening Remarks, Mayor Bonnie Crombie
- Comments from Mayor of Kariya, Japan Takeshi Inagaki
- Comments from Gimaa Stacey LaForme
- Oath of Reaffirmation performed by Members of Council
- Closing Remarks, Mayor Bonnie Crombie
- Lighting the Clock Tower orange to remember those lives lost and changed forever as a result of residential schools

- Changing the digital signage at the Square to "As we mark Canada Day, the City of Mississauga stands in solidarity with Indigenous communities across Canada."

**AND FURTHER** to mark this Canada Day:

That the Council of the City of Mississauga call upon the Government of Canada to terminate its appeal of the 2019 Human Rights Tribunal Ruling, ordering Ottawa to pay compensation to First Nations Children and their families, separated in a chronically underfunded child welfare system that sees Indigenous children making up more than half the children in foster care even though they comprise only 7% of all the children under the age of 15 in Canada.

**AND** That this Resolution be sent to all municipalities in Canada.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor B. Crombie	X			
Councillor S. Dasko	X			
Councillor K. Ras	X			
Councillor C. Fonseca	X			
Councillor J. Kovac	X			
Councillor C. Parrish	X			
Councillor R. Starr	X			
Councillor D. Damerla	X			
Councillor M. Mahoney	X			
Councillor P. Saito	X			
Councillor S. McFadden	X			
Councillor G. Carlson	X			

Unanimous (12, 0)

District of Sicamous  
446 Main Street  
PO Box 219  
Sicamous, BC  
VOE 2V0

T: 250 836 2477  
F: 250 836 4314  
E: info@sicamous.ca  
www.sicamous.ca



July 15, 2021

Member Municipalities

Sent via email.

**Re: Protection of outdoor recreation opportunities and established snowmobile Recreational Sites or Trails in B.C.**

---

To Whom It May Concern,

District of Sicamous (DOS) Council is seeking support from fellow municipalities to support two resolutions the DOS has agreed to sponsor from the BC Snowmobile Federation (BCSF) concerning the Forest Range & Practice Act (FRPA) objectives and site-level objectives for snowmobile trails.

Currently there are 53 non-profit snowmobile organizations across the province who hold partnership agreements with Recreation Sites and Trails BC (RSTBC) to maintain trails in return for operating on Crown land. Many of these non-profit organizations exist in rural communities and largely contribute to the local economies—\$299M annually according to the BCSF.

The BCSF notes that of the 11 values within the FRPA, recreation is the only value without declared objectives, and that without these declared objectives industrial licensees have no requirement to consider, consult, or coordinate activities with recreation groups who hold partnership agreements with RSTBC. Within the existing FRPA framework, recreation organizations are legally required to maintain trails without communication from industry and are not guaranteed the very trails they are responsible for managing are not disrupted by industrial forest activity.

As these resolutions address issues impacting rural communities across B.C. and a disparity within the provincial legislation of the FRPA, DOS Council endorses the resolutions presented by the BCSF and asks for support from member municipalities at the 2021 UBCM Convention.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Rysz", is written over a light blue horizontal line.

Mayor Terry Rysz,  
DISTRICT OF SICAMOUS

Encl.    Protection for Outdoor Recreation Opportunities in BC  
          Protection for Established Snowmobile Recreational Sites or Trails



## **British Columbia Snowmobile Federation**

PO Box 277, Keremeos, BC V0X 1N0

P: 250.499.5117 | F: 250.499.2103 | TF: 877.537.8716

[office@bcsf.org](mailto:office@bcsf.org) | [www.bcsf.org](http://www.bcsf.org) | [www.LetsRideBC.com](http://www.LetsRideBC.com)

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### **FRPA Recreation Resource Value Objective (all recreation in BC)**

#### **Background**

The BC Government brought the Forest Range & Practice Act (FRPA) into force in 2004. This legislation outlines parameters for how public lands and resources are managed within the province. Specifically, FRPA serves to align government, private, and public interests by defining values such as biodiversity, cultural heritage, and timber. These land 'values' are then assigned 'objectives' detailing how land users must work together and apply meaningful strategies to protect and retain these resources. Of the eleven FRPA values, recreation remains the only one for which the Ministry of Forests has never assigned 'objectives'. Without declared objectives, industrial licensees currently have no requirement to consider, consult, or coordinate their activities on registered public trails or around public recreational resources in the province.

We believe that FRPA land use objectives should encompass the values which are important to BC residents, our communities, and to the outdoor recreation sector with at least equal consideration.

Therefore, the BC Snowmobile Federation would like to propose the following regulatory change:

#### **Proposed Objective**

The objective set by government for recreation is, without unduly reducing the supply of timber from British Columbia's forests, to avoid or mitigate any adverse impacts to any recreation site, trail or facility that exists on Crown land.

---

#### **Community | Integrity | Engagement | Leadership**

**MISSION STATEMENT** "The British Columbia Snowmobile Federation is dedicated to provide strong leadership and support to member clubs to establish, maintain and protect quality opportunities for organized snowmobiling in British Columbia and to promote the safe and environmentally responsible use of these opportunities."



## **Draft Resolution #1**

Title: Protection for Outdoor Recreation Opportunities in BC

Sponsor: District of Sicamous

WHEREAS many local governments and communities rely on meaningful outdoor recreation for economic stability and development and, at the same time, those local governments and communities care about maintaining existing Recreation Sites and Trails Management and/or Partnership Agreements with the Province of British Columbia for respectful stewardship of the lands.

AND WHEREAS Government has established broad Forest Range Practices Act (FRPA) objectives under the Forest Planning and Practices Regulation (FPPR) for ten of the eleven FRPA values. They have not established an objective for recreation. Which makes recreation the only value without a FRPA objective and leaves recreation out of planning processes.

AND WHEREAS only the BC Government can set Objectives within the Forest Range Practices Act.

THEREFORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to create the following objective under the Forest Planning and Practices Regulation Part 2 Division 1:

The objective set by government for recreation is, without unduly reducing the supply of timber from British Columbia's forests, to avoid or mitigate any adverse impacts to any recreation site, trail or facility that exists on Crown land.





## **British Columbia Snowmobile Federation**

PO Box 277, Keremeos, BC V0X 1N0

P: 250.499.5117 | F: 250.499.2103 | TF: 877.537.8716

[office@bcsf.org](mailto:office@bcsf.org) | [www.bcsf.org](http://www.bcsf.org) | [www.LetsRideBC.com](http://www.LetsRideBC.com)

# **Section 56 Individual Sites & Trails Objectives (snowmobile specific)**

## **Background:**

Section 56 of the Forest Ranges and Practices Act (FRPA) allows the government to establish or disestablish recreation sites, trails and interpretive forest sites. It also allows the government to establish Site Level objectives for these sites or trails at the time they are established or by amendment at anytime. This can easily be done by the authorized designated decision maker which is often the Recreation Sites and Trails BC District Manager.

Snowmobile Clubs across BC enter into Partnership Agreements with the Government to ensure the provision of safe, sanitary, socially acceptable and environmentally sound recreation sites and trails for public use. This is done through the investment of many volunteer hours, user fees and fundraising by BC Snowmobile Federation (BCSF) Member Clubs to support trail maintenance efforts. However, under the current FRPA Framework, snowmobile clubs are not even assured that the services and recreation sites they are responsible for managing will not be disrupted by industrial forest activity. Licensees are not currently obligated to consider, communicate, or mitigate any snowmobile trail disruption in their Forest Stewardship Planning. The BCSF has been told that Industry must only plan for and consider sites where a government registered objective is set and where their operations might impact that established objective.

For the snowmobile sector many snowmobile trails have been established under FRPA Section 56 but in a recent study completed by the BC

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### **Community | Integrity | Engagement | Leadership**

**MISSION STATEMENT** "The British Columbia Snowmobile Federation is dedicated to provide strong leadership and support to member clubs to establish, maintain and protect quality opportunities for organized snowmobiling in British Columbia and to promote the safe and environmentally responsible use of these opportunities."

Snowmobile Federation it is clear that almost all have no site specific objectives set. The only sites that have objectives were established prior to 2004 when FRPA was enacted. These have vague objectives that have little meaning in today's working forest and do not properly reflect the tourism value of snowmobile trails today.

Also, many of our registered snowmobile trails have sections that overlap Forest Service Roads/Wilderness Roads in the winter months. They essentially carry a dual status depending on whether they are plowed or not. If the road is unplowed it is a registered snowmobile trail and when it is plowed it becomes an industry road. Without an objective the registered snowmobile trail can be plowed out at any time with industry not being currently obligated to consider, communicate, or mitigate this snowmobile trail disruption to the club that has the registered snowmobile trail on the same road.

Therefore, the BC Snowmobile Federation would like all existing and new snowmobile recreation sites or trails to have the following standard government registered objectives established:

## Proposed Objectives

Section 56 - Recreation Site Level Objective (snowmobile specific) -  
All snowmobile trails

- 1. The alpine and coniferous forest features along recreation sites or trails will be retained to preserve the outdoor recreation experience and prevent early season melt on snowmobile trails.*
- 2. Forest planning will include safety considerations for recreational access during the winter months and after harvesting is complete. This will include harvest planning consideration above and below a*

*recreation site or trail to ensure that new exposures and avalanche paths are not created. Or that any new avalanche paths are mitigated by terrain modifications such as deflection berms.*

- 3. This recreation site or trail is part of the working forest, and as such, activities that are likely to impact access or the recreation experience need to be communicated with the Designated Partner on the trail at least six months in advance.*

### Section 56 - Recreation Site Level Objective (snowmobile specific) - "High Value" Snowmobile Trails

Furthermore, in British Columbia we have areas that have a high recreation value for the snowmobile community that represent significant tourism and community benefit. These trails are designated as high value forest recreation sites and trails, by Recreation Sites and Trails BC or identified as an important recreational area by the FLNR Regional Executive Director. The BC Snowmobile Federation would additionally like the following objectives to be established to these sites or trails.

- 1. Opportunities for snowmobiling, viewing and exploring must be provided on this designated snowmobile trail (site) during the snowmobile operating season of December 1 to March 31.*



## **Draft Resolution #2**

Title: Protection for Established Snowmobile Recreational Sites or Trails

Sponsor: District of Sicamous

WHEREAS many local governments and communities rely on the 299 million dollars the snowmobile industry provides to rural communities in British Columbia for economic stability and development.

AND WHEREAS, local governments, communities and snowmobile clubs care about maintaining existing meaningful Recreation Sites and Trails Partnership Agreements with the Province of British Columbia for respectful stewardship of the lands.

AND WHEREAS, BC Snowmobile Federation member Snowmobile Clubs are the largest partner of established Recreation Sites and Trails in BC.

AND WHEREAS, Site level objectives under Section 56 of FRPA have not been established for snowmobile trails in BC resulting in a lack of communication or need to include consideration in Forest Stewardship Plans (FSP).

AND WHEREAS only a Government authorized designated decision maker can set Individual Recreation Objectives for an established recreation trail (site).

THEREFORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to establish the following site level objectives on all new and existing established snowmobile sites under Section 56 of FRPA

1. *The alpine and coniferous forest features along recreation sites or trails will be retained to preserve the outdoor recreation experience and prevent early season melt on snowmobile trails.*
2. *Forest planning will include safety considerations for recreational access during the winter months and after harvesting is complete. This will include harvest planning consideration above and below a recreation site or trail to ensure that new exposures and avalanche paths are not created. Or that any new avalanche paths are mitigated by terrain modifications such as deflection berms.*
3. *This recreation site or trail is part of the working forest, and as such, activities that are likely to impact access or the recreation experience need to be communicated with the Designated Partner on the trail (site) at least six months in advance.*

FURTHERMORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to establish the following site level objectives on all new and existing snowmobile sites that are established under Section 56 of FRPA and that are considered to be high value forest recreation sites and trails, by Recreation Sites and Trails BC or identified as an important recreational area by the FLNR Regional Executive Director.

*Opportunities for snowmobiling, viewing and exploring must be provided on this designated snowmobile trail (site) during the snowmobile operating season of December 1 to March 31.*



---

**From:** Minister, ENV ENV:EX  
**Sent:** July 21, 2021 1:15 PM  
**To:** Alan Harrison  
**Subject:** Rodenticide Ban

Reference: 378131

*July 21, 2021*

His Worship Mayor Alan Harrison  
and Councillors  
City of Salmon Arm  
Email: [aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)

Dear Mayor Harrison and Council:

I am writing to provide an update on the use of anticoagulant rodenticides in B.C. Since my last correspondence to you on this topic, Ministry of Environment and Climate Change Strategy staff have worked with me to develop a plan to improve how rodenticides are regulated in B.C.

As you may know, rodenticides are evaluated and registered for use by Health Canada. In B.C., they are further regulated under the *Integrated Pest Management Act* (IPMA) and Regulation (IPMR), administered by the Ministry of Environment and Climate Change Strategy. I acknowledge that several municipalities have requested a ban on anticoagulant rodenticides in B.C., and I am pleased to announce I have signed a Minister's Order, created under Section 8 of the IPMA, which bans the use of certain rodenticides to prevent wildlife poisonings.

The Minister's Order, effective July 21, 2021, bans the sale and use in B.C. of second-generation anticoagulant rodenticides (SGARs) that contain brodifacoum, bromadiolone or difethialone as the active ingredient. The Minister's Order will be in place for 18 months while ministry staff undertake a science review to better understand the risks of SGARs to wildlife and determine mitigation methods. Recommendations to amend the IPMR may be made based on the outcome of the science review. Exemptions to the ban are being provided for essential services and agricultural operators. This initiative forms part of the work undertaken by my ministry to mitigate unintended wildlife poisonings from rodenticide use in B.C.

In addition to imposing a temporary ban on the use of SGARs, ministry staff are taking action to address risks associated with the use of rodenticides, including:

- Conducting compliance inspections of vendors and users to ensure the products are only being used by certified operators for essential services and that an integrated pest management approach is being utilized prior to pesticide use;
- Raising awareness with rodenticide users on the impacts of misusing rodenticides with an emphasis that prevention is the only long-term strategy;
- Coordinating with Indigenous Peoples, local government, and provincial and national wildlife experts;

- Developing education materials for the public and agricultural operators to better manage rodents as part of an integrated pest management program;
- Updating materials used by individuals intending to become certified to apply or sell rodenticides; and
- Making recommendations for a long-term solution, including potential regulatory amendments.

Details of the ban, including a recorded presentation, are available at [www.gov.bc.ca/RodentIPM](http://www.gov.bc.ca/RodentIPM). We will also be offering a series of live informative webinars on the Minister's Order. Please visit [www.gov.bc.ca/RodentIPM](http://www.gov.bc.ca/RodentIPM) for registration instructions.

If you have any questions about the Minister's Order temporarily banning the sale and use of SGARs, please direct them to [BC.IPM@gov.bc.ca](mailto:BC.IPM@gov.bc.ca).

Thank you again for taking the time to express your concern regarding rodenticide use and participating in our efforts to protect wildlife.

Sincerely,

George Heyman  
Minister



BRITISH COLUMBIA  
**Social Procurement**  
INITIATIVE

July 21, 2021

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

**Re: Membership Opportunity: British Columbia Social Procurement Initiative**

Dear Mayor Harrison,

We are writing to let you know about an exciting new opportunity for the City of Salmon Arm to join the [British Columbia Social Procurement Initiative \(BCSPI\)](#).

Previously only available to governments in the Vancouver Island and Coastal Communities region, BCSPI has recently received support from the BC Government to expand province-wide, providing the opportunity for governments and institutional purchasers in communities across British Columbia to join.

BCSPI is a low cost, high value program that provides local governments with training, expertise, and support to integrate social procurement practices and add social value to their existing purchasing. This added social value can be connected directly to strategic or social planning goals.

For an annual membership fee equivalent to local area of government association dues, participating members and their staff get access to a full suite of professional development and training, templates, case studies, impact measurement tools and expert consultation support at no additional cost. Significantly, now is the best possible time to join. Building on the successes of the first two years, new members will join with all of the foundational work in place: over 50 pilot projects undertaken, a comprehensive library of templates and tools developed, best practice examples and thriving community of practice all available to support social procurement integration and implementation.

BCSPI (formerly CCSPI) started as a two-year pilot in the Vancouver Island and Coastal Communities region in 2019 and, since its inception, has already grown in membership from 6 to 30 local governments and institutional purchasers. BCSPI members have now procured over \$200 million of goods, services and construction with added social value to the benefit of their local economies. This means that additional local business, employment and skills & training opportunities are being generated from existing procurement dollars at a time when our local economies need it most. (The CCSPI Phase 1 report is attached for your information).

.../2

Page 2

Mayor Alan Harrison

July 21, 2021

Social procurement is a key economic recovery and stability consideration for local governments. Joining BCSPi now will ensure that your organization has access to the training and expertise required to implement social procurement best practices, and the ability to take advantage of the opportunity to create additional community benefit from your existing spending.

We would be happy to discuss this opportunity with you directly, or to schedule a presentation for your Council or Board to provide more information about the Initiative. If you have any questions or would like to set up a meeting or presentation, please contact Robert Fisher, BCSPi Project Coordinator by email at [rfisher@scalecollaborative.ca](mailto:rfisher@scalecollaborative.ca) or by phone on (250) 886-3063.

Sincerely,

Karen Elliot  
Mayor, District of Squamish  
Co-Chair, BCSPi Steering Committee



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Colleen Evans,  
Councillor, Campbell River  
Co-Chair, BCSPi Steering Committee



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Cc: Erin Jackson, Chief Administrative Officer  
Chelsea Van de Cappelle, Chief Financial Officer

Attached: CCSPi Phase 1 Report





PHASE 1 REPORT

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# Coastal Communities Social Procurement Initiative (CCSPI) 2019—2021

*Procurement for Community Wellbeing.*

The regional initiative that's changing the culture of procurement to create community benefits.

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## Executive Summary

The Coastal Communities Social Procurement Initiative (CCSPI) was established in 2018 by and for local governments on Vancouver Island and in the Coastal Communities.

In just two years, CCSPI members have realized over \$200 million in social procurement spend by adding social value to their purchasing practices, generating significant community benefits from existing procurement dollars at a time when local economies need it most.

The initiative, which is unique in Canada as a regional approach, is delivered by a partnership team of social procurement, community impact and industry experts who provide the training, tools and quality assurance required to support CCSPI members on their journey towards integrating social procurement practices. These are new practices that can help to unlock additional social value from an organization's existing spending that can align with strategic objectives and community goals.





## LISA HELPS

Mayor, City of Victoria  
Co-Chair, CCSPI Steering Committee

It's been wonderful to see CCSPI grow from an idea and a small collaboration among six local governments to a fully functioning social procurement initiative with almost 30 members. CCSPI provides significant value to our procurement staff by empowering them to use procurement to the benefit of our local economies and communities. We look forward to working to scale CCSPI across British Columbia to help more communities and other public agencies to align their spending with the values of their communities.



## COLLEEN EVANS

Councillor, City of Campbell River  
Co-Chair, CCSPI Steering Committee

Getting to this point has been a truly collaborative effort and the lessons learned, models, and templates CCSPI has developed are playing a vital role in creating healthy communities, supporting social inclusion and enhancing the wellbeing of local residents. As CCSPI membership continues to grow, we're encouraged by the enthusiasm and commitment of elected representatives and members who are actively considering what could be achieved if even just a small percentage of public spend was focused on 'value adding' to generate positive community benefits.





# CCSPI Goals & Outcomes

01

**GOAL:** Local governments in the Vancouver Island and Coastal Communities region are embracing and implementing social procurement.

**OUTCOME:** 27 local governments are members of CCSPI and working towards social procurement implementation.

02

**GOAL:** Standardized approach to social procurement across local government, while each community has the ability to create community-specific social value.

**OUTCOME:** Standardized practices for procurement, vendor outreach and impact measurement are being adopted across the region. Members' strategic planning and policy inform community-specific needs.

03

**GOAL:** Procurement staff are trained in social procurement and have the ability to issue tenders and RFPs that result in community benefits.

**OUTCOME:** Over 150+ staff from CCSPI member organizations have taken part in training sessions and have access to a comprehensive library of examples, templates and other resources.

04

**GOAL:** Product and service suppliers are fully engaged, bidding on contracts, and responding to RFPs issued by local governments.

**OUTCOME:** CCSPI members are engaging with suppliers, creating a culture shift and building the capacity that allows them to respond to bid opportunities.



# CCSPI Goals & Outcomes

05

**GOAL:** The provincial government is aware of and supportive of CCSPI.

**OUTCOME:** The BC Government has been represented at the CCSPI Steering Committee since its inception and is supporting the initiative's phase 2 expansion across the Province.

06

**GOAL:** A robust monitoring and reporting framework is in place.

**OUTCOME:** CCSPI has partnered with Royal Roads University to develop a standardized impact measurement framework, informed by both buyers and vendors, and connected to regional SDG targets.

07

**GOAL:** CCSPI is a long-term, sustainable initiative.

**OUTCOME:** CCSPI will be expanded through 2021-24 to advance the adoption and integration of social procurement policies and practices across British Columbia.

08

**GOAL:** Interest is demonstrated by the wider Municipal, Academic Institutions, Schools and Hospitals (MASH) sector.

**OUTCOME:** Recent CCSPI members include academic institutions and school boards. Interest is also being demonstrated by other institutional purchasers across the MASH sector.





# What is Social Procurement & Why is it Important?

Social procurement is an emerging best practice that represents a significant shift from 'lowest price' to 'best value'.

Governments and other large purchasers like hospitals and post-secondary institutions collectively procure billions of dollars of goods and services. By implementing social procurement practices, these organizations can leverage a significant amount of additional social value and community benefit from this existing purchasing.

Social procurement takes into consideration not only price and quality, but also the community outcomes and potential benefits that can be generated through purchasing practices. It allows for procurement to become a tool for building healthy communities and local

economies by valuing local employment, training opportunities, social value supply chains and other community outcomes.

Social procurement can help to integrate social outcomes right across an organization's spending, from small spends that are made on a day-to-day basis, to integrating social value criteria into requests for proposals and tenders for goods and services, to major construction and infrastructure projects. Purchasing decisions can be measured against pre-determined criteria that are connected to an organization's community goals and strategic plans.



# CCSPI is Delivered in Partnership by:



## BUY SOCIAL CANADA

Buy Social Canada believes in building community capital: healthy communities that are rich in human, social, cultural, physical, and economic capital. By building relationships between social suppliers and purchasers, Buy Social Canada is leading the movement for community capital creators across the country.



### David LePage — Managing Partner, Buy Social Canada

"CCSPI has become the showcase for community collaboration - leveraging shared resources to build resilient local economies, create local jobs, and provide opportunities for all the members of the community."



## PRESENTATIONS PLUS TRAINING & CONSULTING INC.

Presentations Plus provides expert consulting and advice on social procurement to both public and private sector organizations, and has assisted many leading Governments and companies in the implementation of social procurement best practices.



### Larry Berglund — Principal, Presentations Plus

"The awareness of social procurement options, within the communities, has led to more responsive and effective outcomes."



## SCALE COLLABORATIVE

Scale Collaborative's mission is to create a thriving, connected, and financially resilient social change sector. Scale Collaborative works with nonprofits, social enterprises, and other social purpose organizations to explore how they can become more independent, innovative, resilient, and impactful.



### Kristi Fairholm Mader — Co-Founding Partner, Scale Collaborative

"It is exciting to work with local governments and buyers who are using purchasing power to help support inclusive and sustainable communities."



## VANCOUVER ISLAND CONSTRUCTION ASSOCIATION (VICA)

Vancouver Island Construction Association (VICA) serves the construction community on Vancouver Island, the Gulf Islands, and other coastal areas of British Columbia.



### Rory Kulmala — CEO, Vancouver Island Construction Association

"CCSPI is the model for working locally and together across the Island and along the coast."



# CCSPI Statistics

\$200m

Procurement spend with  
added social value.

---

150+

Individual staff  
members trained.

---

50+

Pilot projects undertaken.

---

40+

Training sessions and  
webinars held.

---

29

Participating governments  
and organizations.

---

25+

Resources, case studies,  
and templates developed.



# Social Procurement Myths vs. Facts

Although many governments and organizations across the world are already seeing tangible and measurable results from implementing social procurement practices, moving to this new way of buying things still represents a significant change from the status quo. Common myths and questions about social procurement exist.

These types of questions are indicators of the change taking place at a broader level, and the growing voices calling for a shift from practices that harm people and the planet. Historically, procurement has excluded smaller businesses and diverse suppliers, and has viewed environmental and social outcomes as a cost, not a benefit. Social procurement represents systemic change.

Is it legal?

Yes! It is.

Is the quality lower?

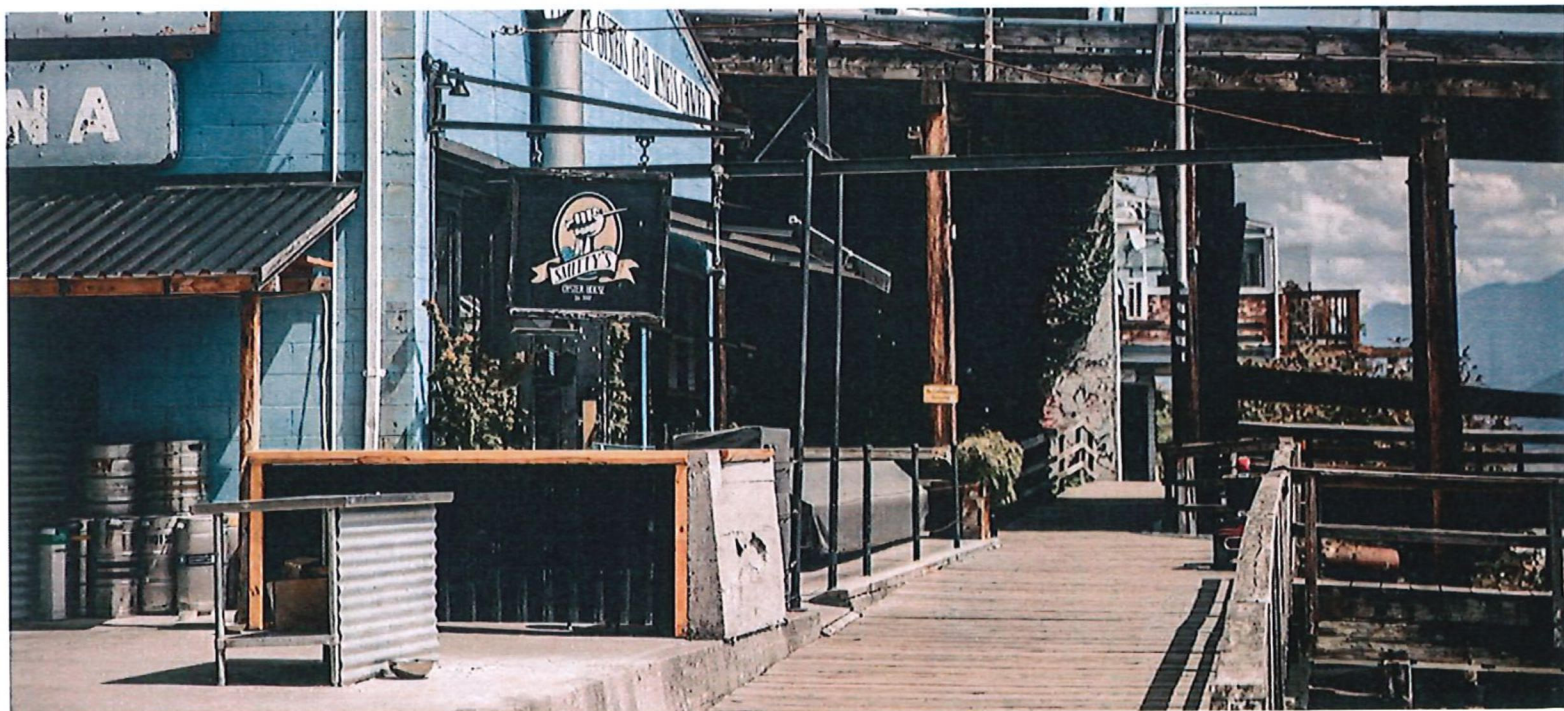
No! It isn't.

Does it cost more?

No! It doesn't.

Are the social value suppliers out there?

Yes! They are.





**“Are the dollars we spend gaining the best value and outcomes for our communities?”**

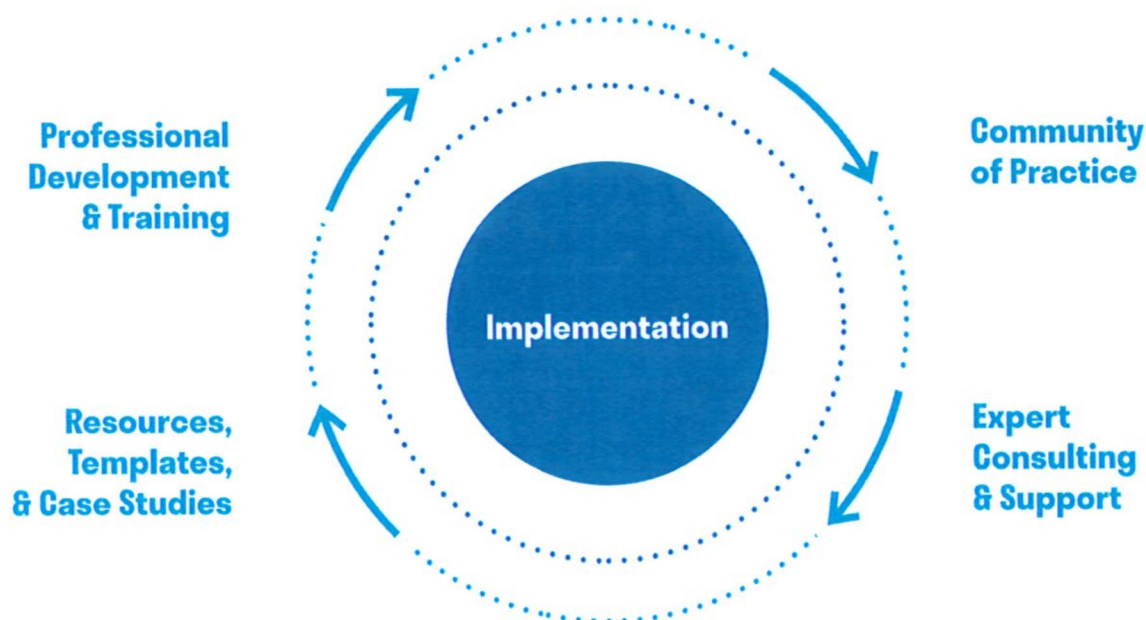
## CCSPI Program Timeline

In 2016, a group of community leaders looked at the billions of dollars being spent across Vancouver Island and the Coast, and asked, “are these dollars gaining the best value and outcomes for our communities?”. Two years of development later, six local governments launched CCSPI as a 2-year pilot. Since then, CCSPI has grown to include almost 30 members (and counting) that have access to professional development and training, expert consulting and advice, a rich library of resources and tools, and a thriving community of practice.

Using these tools and resources, CCSPI members have piloted social procurement in over 50 projects across the region, from smaller credit card spends, to goods and services tenders to major construction projects.

Collectively, the membership is building a regional social value supplier database and other resources to build the capacity of suppliers to be able to bid on and deliver on government and institutional procurement opportunities.

In order to measure the important impact of this work, CCSPI is collaborating with Royal Roads University to develop a common measurement framework for CCSPI members to use that aligns with the United Nations Sustainable Development Goals (SDGs).







# The Member Journey: From Onboarding to Implementation

CCSPI members are leading the way in changing the systems and culture of institutional procurement. This type of systemic and culture change can be challenging; it needs to be supported at multiple levels, including political, organizational leadership and staff level. These elements contribute to the successful adoption of social procurement:

- Support from both political and staff-level representatives
- “Champions” in positions of leadership that can set the vision for and support the implementation of social procurement practices
- Social procurement outcomes are aligned with community strategic plans and directions
- Representatives across organizational departments participate in education and training together
- Procurement and other staff are supported to learn and develop new practices
- Pilot projects are manageable and provide an opportunity for local suppliers and vendors to bid on
- Anticipation of learning and adaptation from pilot project outcome
- Support, in staff time, to learn and develop new practices

## CCSPI CORE TRAINING:

**SP101**— Introduction to Social Procurement

**SP201**— Social Procurement Implementation

**SP301**— Social Procurement in Construction Projects



# Select Member Highlights:



Alberni-Clayoquot  
Regional District

## Alberni Clayoquot Regional District (ACRD)

The ACRD has trained staff in implementation of social procurement practices, and piloted social procurement in several projects. They included creating a social procurement policy as an objective in their 2021-2024 strategic plan.



## Comox Valley Regional District (CVRD)

The CVRD has trained staff, and piloted social procurement in a variety of projects of different sizes with successful outcomes. CVRD has social procurement included in their purchasing policy and have included social procurement as a key service outcome in their corporate plan.



## Village of Cumberland

Cumberland was the first municipality in BC to adopt a social procurement framework. Social procurement is included in the Village's purchasing policy.



## City of Nanaimo

The City has trained staff and included social procurement in their sustainable procurement policy. They now intend to move ahead with pilot projects and supplier engagement.



City of  
Campbell  
River

## City of Campbell River

The City has trained their staff in social procurement implementation and is piloting social procurement in a number of goods and services contracts. Moving forward they plan to add social procurement to their purchasing policy.



CITY OF  
COURTENAY

## City of Courtenay

The City has trained staff in social procurement implementation and are intending to include social procurement in their purchasing policy before moving ahead with piloting social procurement in purchasing projects.



## Cowichan Valley Regional District (CVRD)

The CVRD has trained staff and piloted social procurement practices in several projects. They released a Request for Information (RFI) to collect information about social value suppliers in the region. Developing procurement policies to promote social equity was included as an objective in their 2020 – 2022 strategic plan.



## District of Port Hardy

The District has trained staff and included social procurement in their general purchasing policy. They have successfully trialed social procurement in a number of projects including their arena revitalization.

# Select Member Highlights:



## City of Powell River

The City has trained its staff in social procurement implementation and is currently working towards including social procurement in their purchasing policy.



## Town of Qualicum Beach

Qualicum Beach has included social procurement in their purchasing policy and have piloted social value criteria in a variety of projects, leading to excellent outcomes that align with their community social objectives and goals.



## City of Duncan

The City has included social procurement in their purchasing policy. They are moving towards staff training and social procurement implementation.



## City of Victoria

The City has trained their staff in social procurement implementation. They are including social value criteria in many of their tender documents and in mandatory training for their corporate purchasing card holders. The City has also released a Request for Information (RFI) to collect information about social value suppliers in the region.



## qathet Regional District

The Regional District has trained staff in social procurement implementation and updated its purchasing policy to include social procurement. They are piloting social value criteria in a number of projects some of which have led to some good local employment outcomes.



## District of Sooke

Sooke has included social procurement in their purchasing policy and intends to move ahead with staff training and social procurement implementation.



## District of Squamish

The District has included social procurement in their purchasing policy and have trained their staff in social procurement implementation. Squamish has also created an internal working group to focus on supplier outreach.



## District of Tofino

Tofino has trained staff in social procurement implementation. They included social value criteria in a major streetscape revitalization project that allowed local contractors to be employed for some portions of the work and they are integrating community benefit outcomes within an upcoming wastewater treatment plant project.





## Social Procurement In Action

CCSPI members have now successfully piloted social procurement in over 50 projects across the region. These include small spends like corporate purchasing card procurement, RFPs for goods and services like maintenance, and large construction & infrastructure projects. These snapshots of three of the pilot projects are taken from full case studies which are available at [www.ccspi.ca](http://www.ccspi.ca)



## CASE STUDY #1

# City of Victoria: Small Spends for Community Benefit

“

When people are making small purchases, they don't think they can make a difference. However, telling them that the City makes a 3.9M collective purchase made them think they could do some good. This was exciting and empowering.

—Leah Hamilton  
Buyer, City of Victoria

In 2019, the City of Victoria spent approximately \$3.9M using corporate purchasing cards on purchases under \$1500. There are over 600 purchasing card holders working at the City who have discretion on where and what they purchase and regularly make purchases related to catering, travel, restaurants and office supplies

By educating and empowering these staff, the City identified an opportunity to achieve many small wins that add up quickly and significantly. Now, when making purchases, staff consider supply chains, local jobs and living wages.

When the economic multiplier effect is applied, there is significant community benefit that can be generated from these purchasing decisions. Encouraging staff to consider social value in addition to price is a key shift and empowers them to make decisions that have positive outcomes in the community.

Moving forward, the City is continuing with mandatory internal training and building a dedicated resource site for its staff that is populated with a list of local social value suppliers and success stories.







## CASE STUDY #2

# District of Port Hardy: Test-Driving Community Value

Port Hardy's recreation centre is the beating heart of its community, providing health and wellness services and a place for people to gather. In 2019 the District identified various renovation work was required that included the refrigeration system, a new roof, and other work inside the arena. Working with one of CCSPI's sample templates, the District was able to incorporate social value definitions and used a 'descriptive' process so that proponents could describe how they wanted to achieve community benefits including any anticipated associated costs.

The resulting Request for Proposals (RFP) aimed to integrate local employment, local supply chain management and local living outcomes. One of the goals was that project managers would look for suppliers that also embody and create social value and community benefit. With respect to social value the proponents varied their responses, which included environmental conscience, employment of local labour force and individuals facing barriers, apprenticeships offered, involvement with and financial support of local community non-profit groups and unique methods of tracking energy savings upon completion of the project.

One of the key project outcomes was increased engagement with local First Nations, who use the recreation services regularly. The District consulted with local First Nations on how they would like to be involved in the project and also related business and employment opportunities.



**Social procurement is about being inclusive, about the environment, and about the community, workforce and local economy.**

—Allison McArrick, CAO (fmr), District of Port Hardy





How we spend taxpayer dollars should be reflective of the universal values of the communities we serve. In many cases social procurement can improve the overall value to the taxpayer by generating positive outcomes for the community without materially impacting cost.

—Scott Hainsworth, Manager of Operating and Capital Procurement (fmr), Comox Valley Regional District

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### **CASE STUDY #3**

# **Comox Valley Regional District: Keeping It Simple**

The Comox Valley Regional District is constructing a new water treatment system with a project value of \$126M. The Regional District was able to obtain funding from a Federal grant that included Infrastructure Canada's Community Employment Benefits Program, and the project proved to be a good opportunity to incorporate social procurement concepts that included employment and skills training and apprenticeship opportunities for local marginalized people.

Proponent evaluation criteria was structured to maximize value. Response requirements included commitments of proposed community employment benefits for target groups which were evaluated alongside cost, experience and quality. The Regional District also held commercially confidential meetings with each proponent that allowed for a more collaborative process and an opportunity for engagement on desired social procurement outcomes.

The project is now well underway and on track for its original completion date. Per the latest project updates, community employment benefit hours are tracking well above the committed totals, with forecasts projecting almost twice the committed hours for underrepresented populations. Notably, there were no additional cost implications associated with the social procurement concepts that were included in the request for proposals.



# Supplier & Industry Engagement



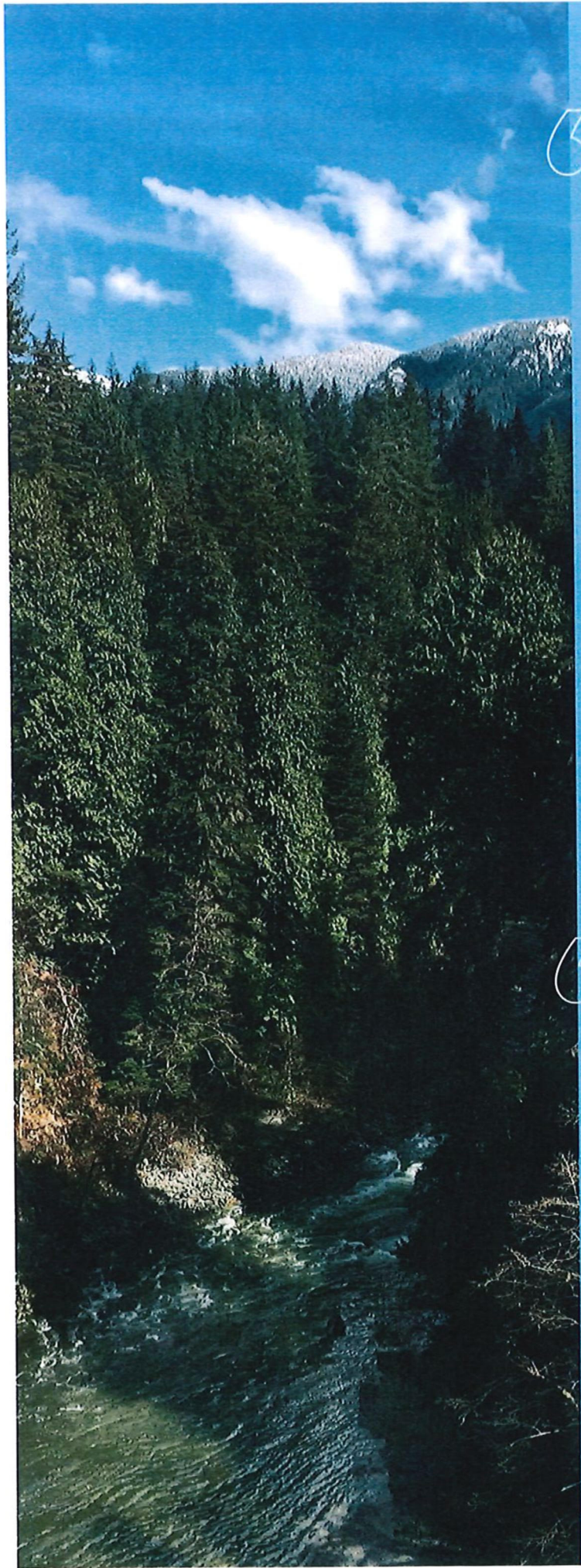
CCSPI works with its members to help identify and connect with the social value suppliers and vendors in their communities.

The initiative provides supplier education, support and resources to help social value suppliers build their capacity to respond to and deliver on institutional procurement opportunities.

Working with Chambers of Commerce and Economic Development Organizations, CCSPI members are building a regional social value supplier directory that will allow them to identify those suppliers in the region who have a social value component to their business or enterprise.

This 'whole ecosystem' approach recognizes that both purchasers and suppliers need to speak the same language, foster common understanding, and helps build bridges to lasting business relationships that can support local economies.





Social procurement, primarily through the Community Employment Benefits initiative, is important in our industry. While it can be more challenging for contractors to make community employment commitments during the tendering phase, the initiative is enabling the industry to improve and progress. I am proud of the Aecon team here at the Comox Valley Water Treatment Project as we were able to double all of our employment commitments to date (e.g., Indigenous Peoples, Under-represented Populations, and apprentices) while maintaining a workforce almost entirely local to the Island.

—Jamie Abernethy, Project Director  
Aecon Water Infrastructure

**AECON**



Achieving meaningful, positive, social value, while remaining financially prudent, is a challenging balancing act for any organization. With the resources and best practices CCSPi has developed, through continued consultation with local suppliers and vendors, we are optimistic their members will be well equipped to realize measurable social benefits with their spending.

—Yosef Suna ASoT, GSC  
General Manager, Knappett Industries

 **Knappett**  
INDUSTRIES



“

A regional measurement framework will provide certainty for suppliers while also creating opportunities for CCSPI members to share best practices and improve the implementation of their social procurement policies.

—Heather Hachigian, Assistant Professor, Royal Roads University



## Impact Measurement

CCSPI has partnered with Royal Roads University to develop a region-wide impact measurement framework that aligns with the United Nations Sustainable Development Goals (SDGs).

Both procurement officials and the supplier community are engaged in developing meaningful and effective impact metrics and processes.

## Looking Ahead

As Phase 1 draws to a close, this is a moment to reflect on all that has been achieved, and set our sights collectively on next steps.

Phase 2 will see CCSPI expand across British Columbia. The initiative will build on existing training, resources and learning and expand on supplier and vendor outreach and capacity building. CCSPI will create a connected network of local governments and institutional purchasers across the Province, who are implementing social procurement best practices. Phase 2 will also focus on the impact measurement tools and resources required to measure the impact of their social procurement, both by organization as well as across the region.





## Next Steps:

### → 2021

Expand CCSPI membership on Vancouver Island and in the Coastal Communities, inviting participation from institutional purchasers like school boards, post-secondary institutions and health authorities.

### → 2022—2024

Expand CCSPI membership to more communities across British Columbia.

## What Could Be Possible If...?

- ✓ By 2024 at least 100 local governments and institutional purchasers in BC have participated in CCSPI membership offerings
- ✓ Member governments and institutional purchasers are including social value outcomes in at least 50% of their procurement
- ✓ Suppliers have been engaged and submitted RFPs or other bid documents that meet or exceed local government and purchaser objectives and expectations
- ✓ Suppliers with no previous engagement with institutional purchasers have gained the capacity to bid and deliver on contracts
- ✓ CCSPI members are utilizing a common impact measurement framework, demonstrating in full the local community impacts and benefits of their purchasing practices.

# Participating Organizations





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## Acknowledgements

CCSPI is supported by ICET. We acknowledge the leadership shown by the steering committee and local governments, organizations and institutions who are pioneering social procurement practices in our region and beyond.



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Learn more about CCSPI at [www.ccspi.ca](http://www.ccspi.ca)

Become a member of CCSPI:  
Contact Robert Fisher, Project Coordinator at  
[rfisher@scalecollaborative.ca](mailto:rfisher@scalecollaborative.ca)