



# 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.**

Page #	Item #	Description
	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 UPDATE

9. STAFF REPORTS

2. 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 UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. 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 UNANIMOUSLY

2. 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 UNANIMOUSLY

3. 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 – continued****1. 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 ITEMS****19. OTHER BUSINESS****20. QUESTION AND ANSWER PERIOD**

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

The Meeting recessed at 4:08 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 - continued1. 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:



## salmon arm recreation

- 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.



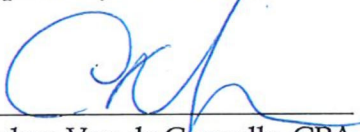
Listed below are statistics related to claimed and unclaimed homeowner grants (HOG's).

	<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



File: 2021-99

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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**

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**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**

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### **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.



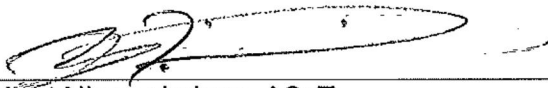
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**STAFF COMMENTS**

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.



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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

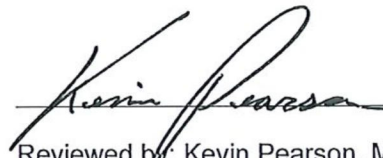
No concerns.

Planning Department

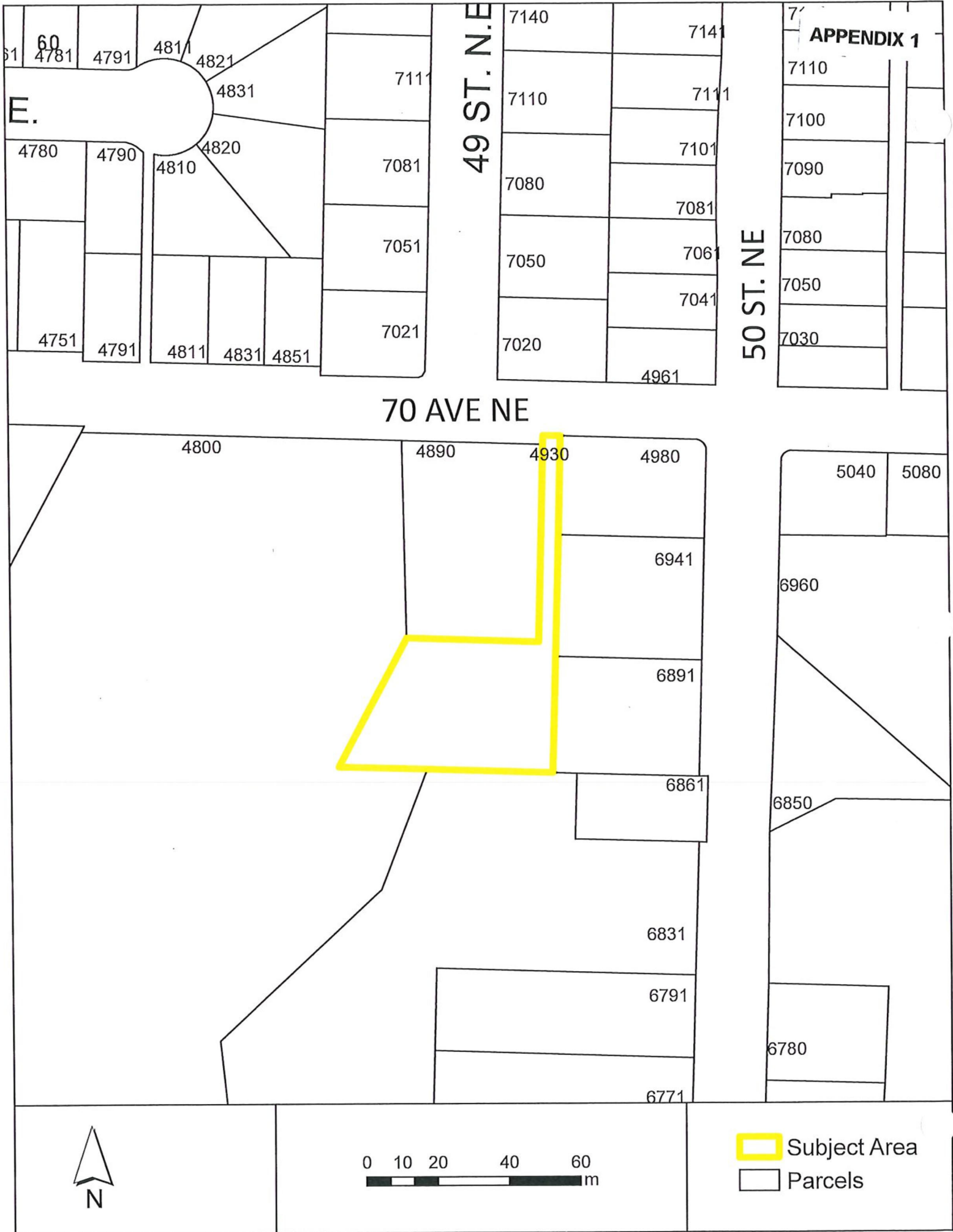
The conversion of a portion of the basement into a secondary suite is supported by the previously mentioned OCP policy and the proposed layout of the unit is compliant with zoning requirements, including an additional off-street parking space for the suite. Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).



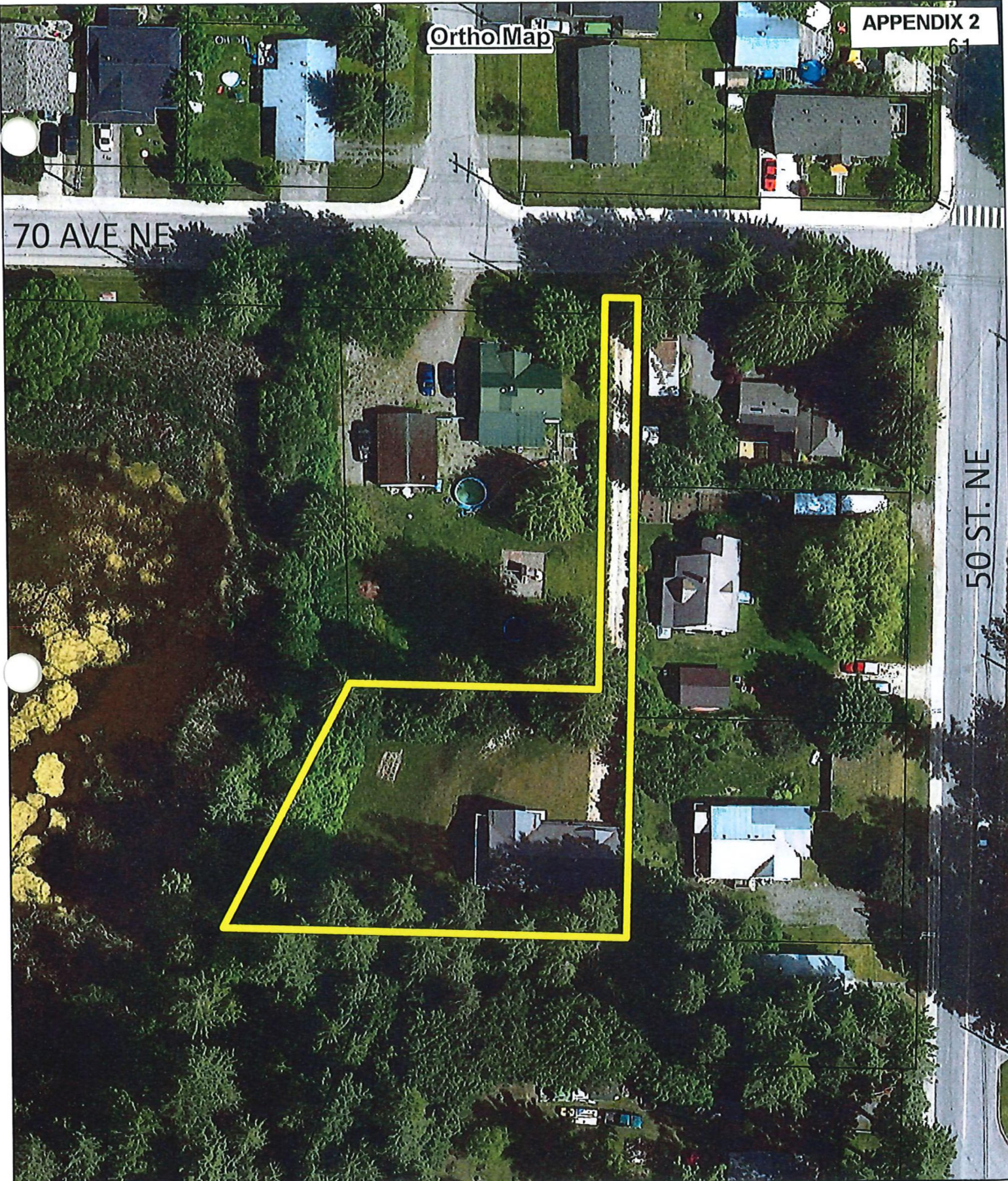
Prepared by: Melinda Smyrl, MCIP, RPP  
Planner III



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







 Subject Area  
 Parcels



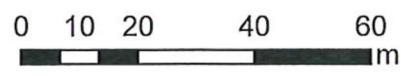
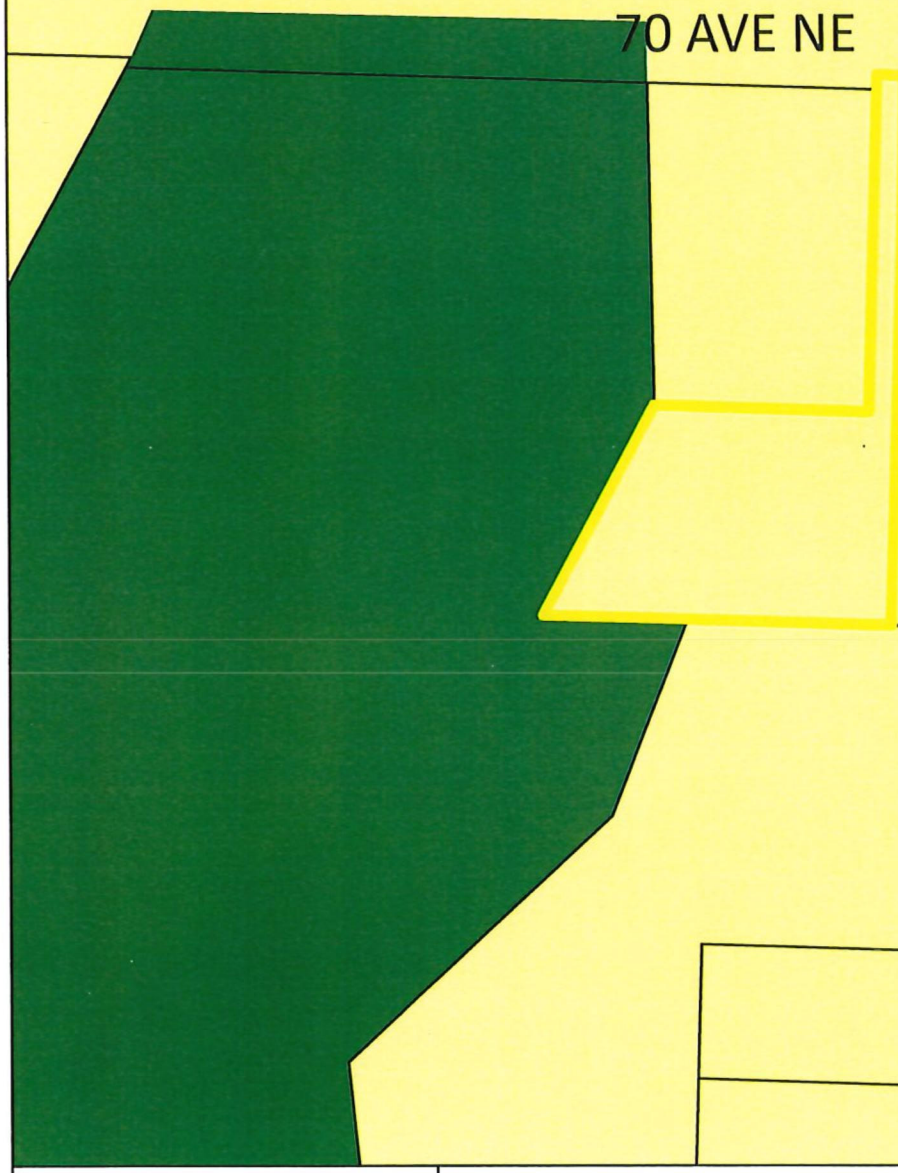
62

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

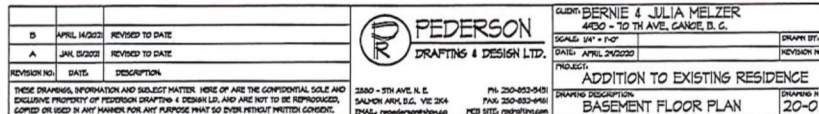
P-3



0 10 20 40 60 m

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







**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"

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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 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"

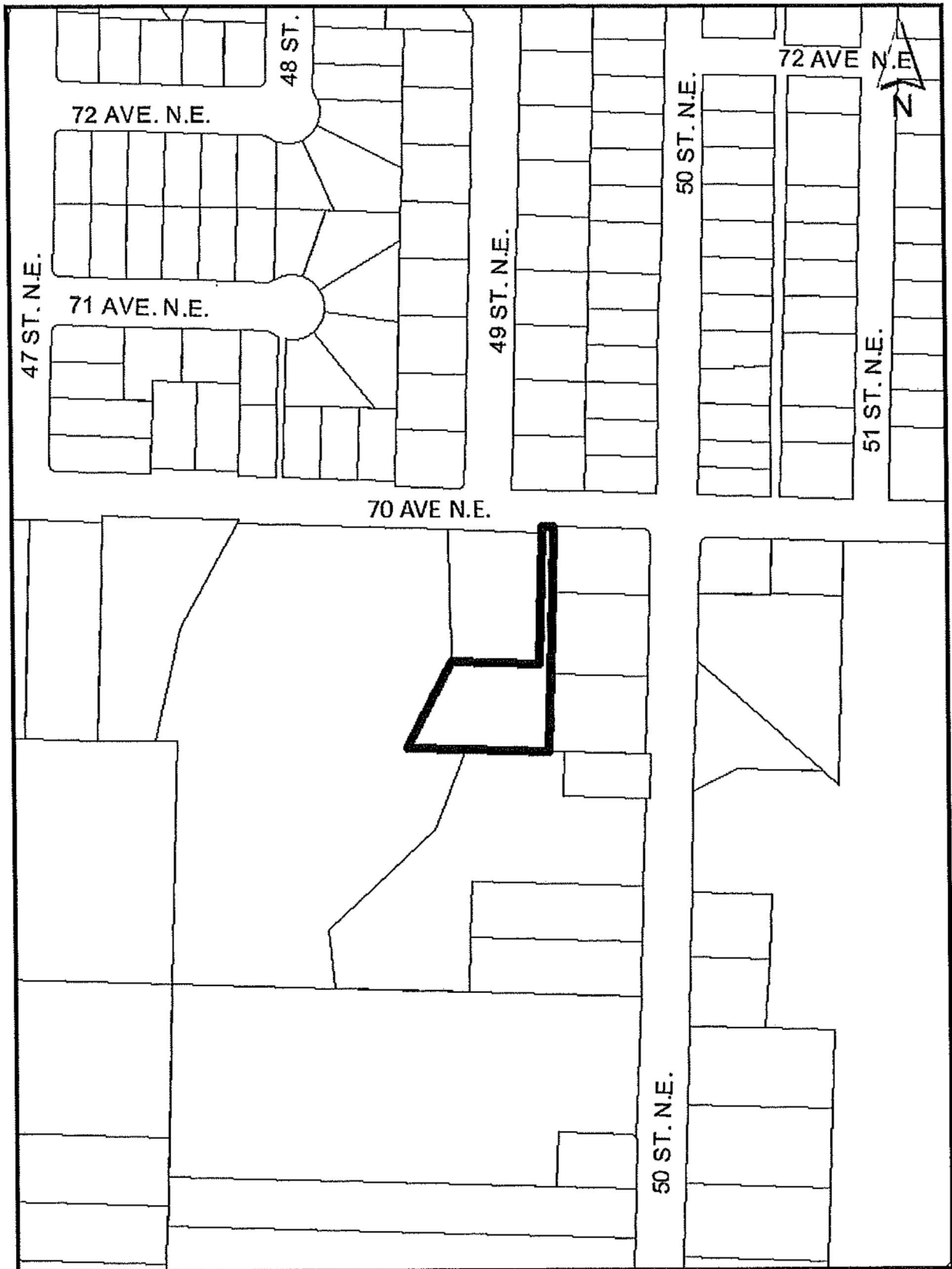
For Minister of Transportation & Infrastructure

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

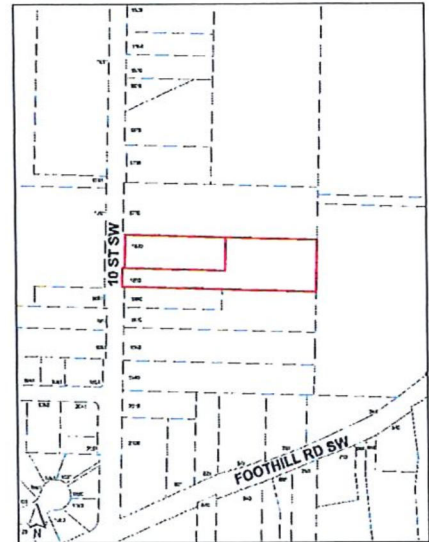
**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

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:*

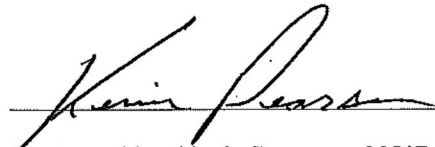
The internal access road will not be permitted to terminate at the ALR boundary as shown in proposed subdivision plan. Buffering (fencing) along the ALR boundary will be required as per ALC fencing guidelines.

*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



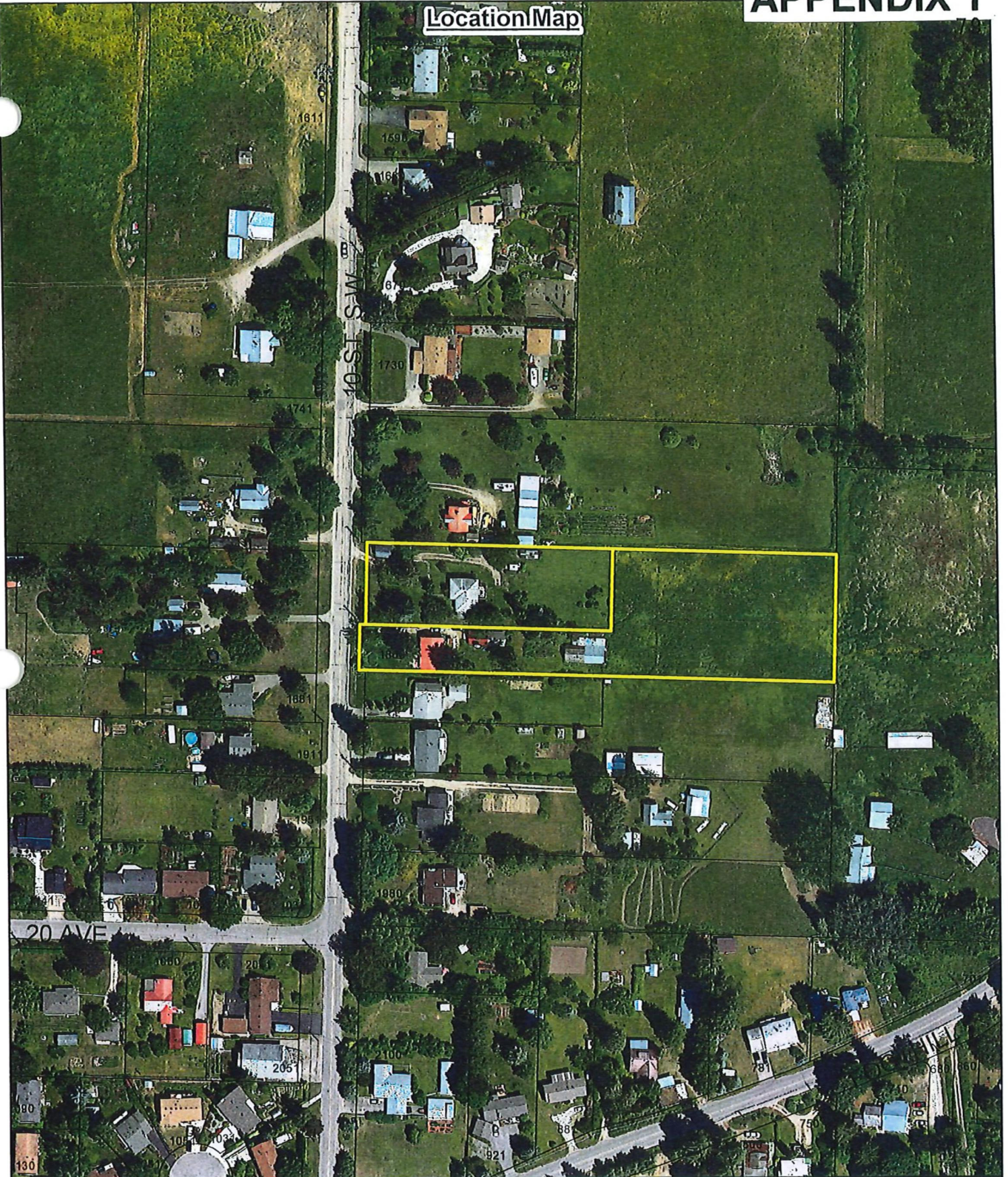
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

*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



Location Map

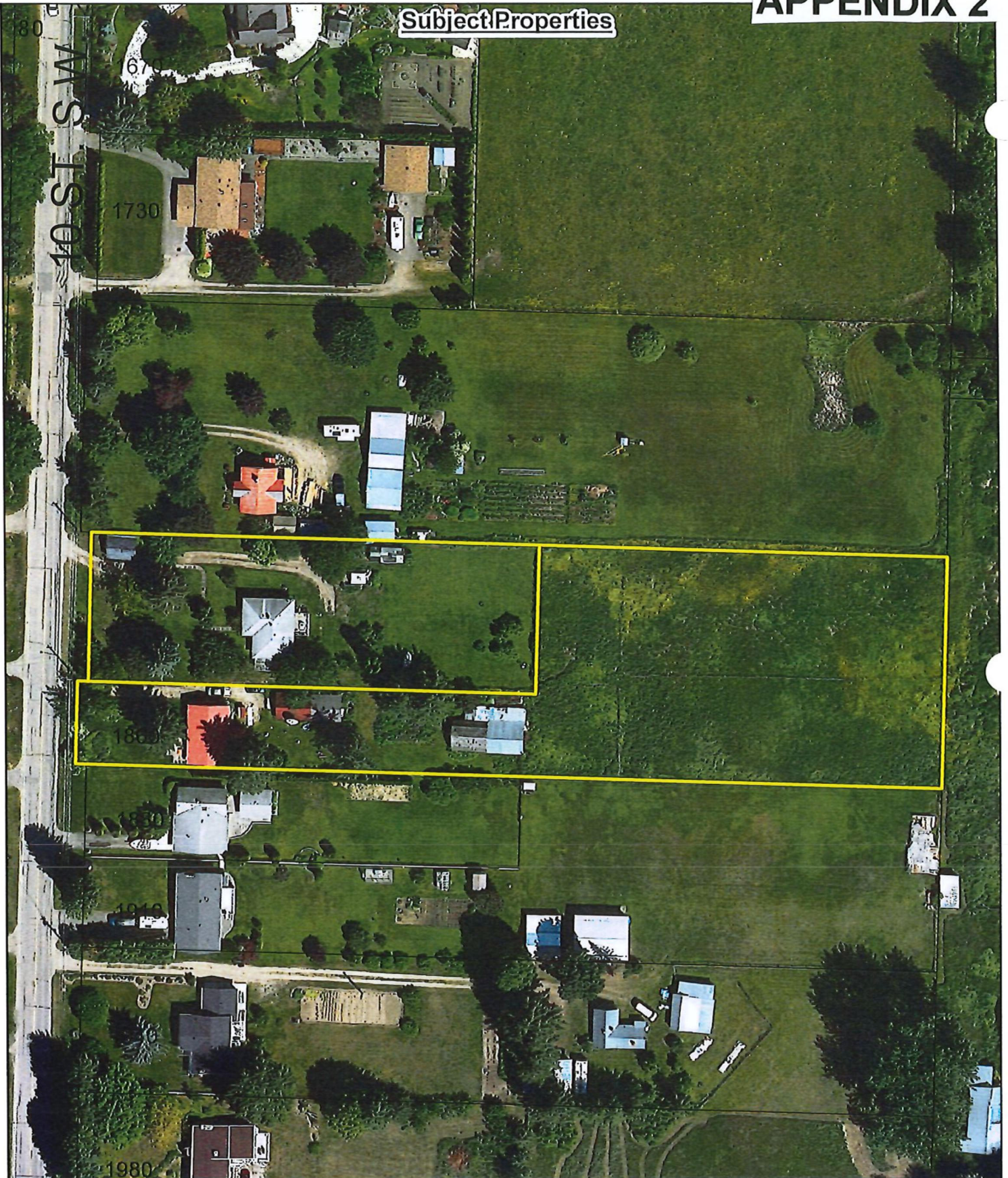


0 20 40 80 120 160 Meters

 Subject Properties  
 Parcels



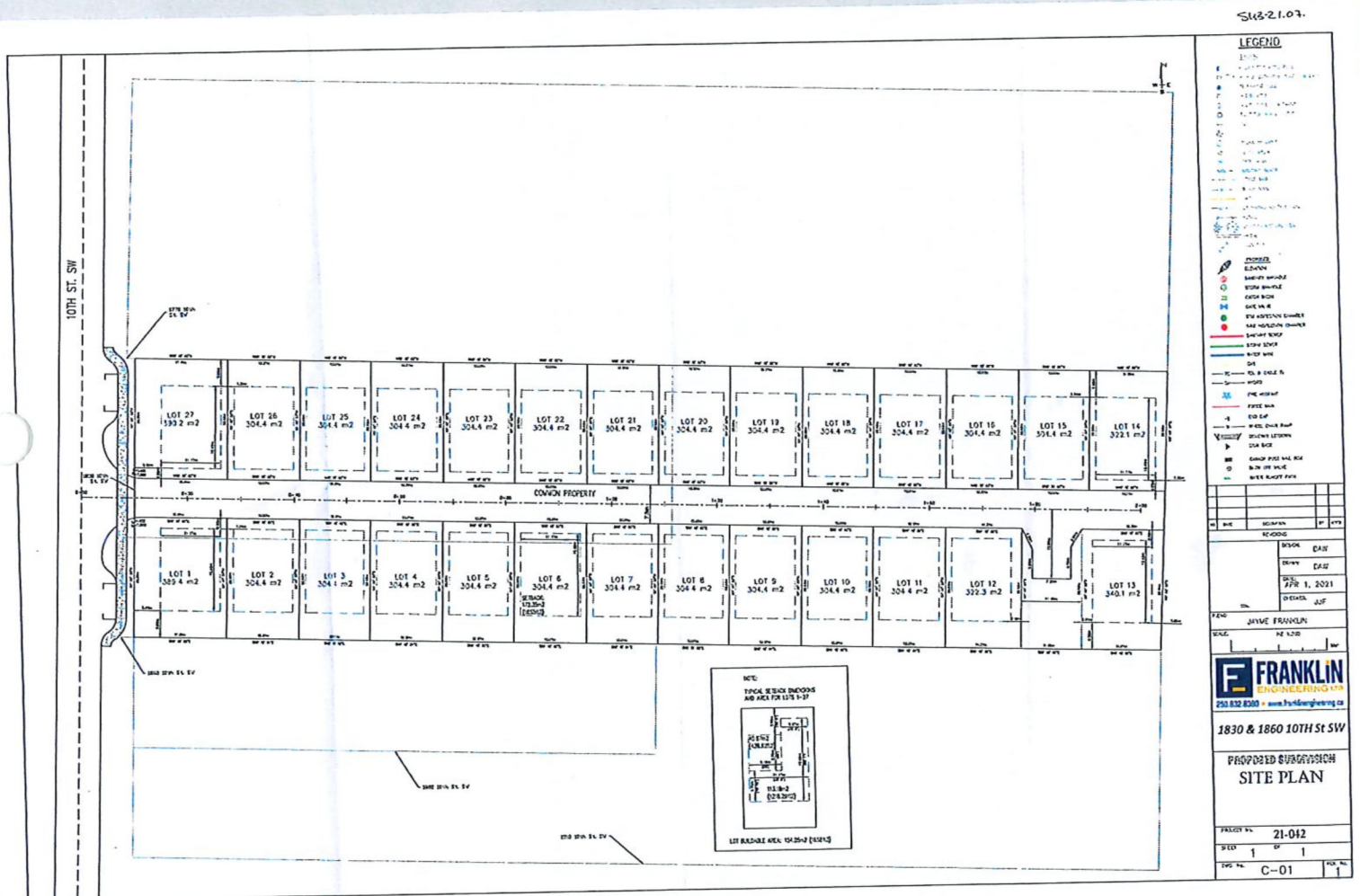
Subject Properties



0 12.5 25 50 75 100 Meters

Subject Properties  
Parcels

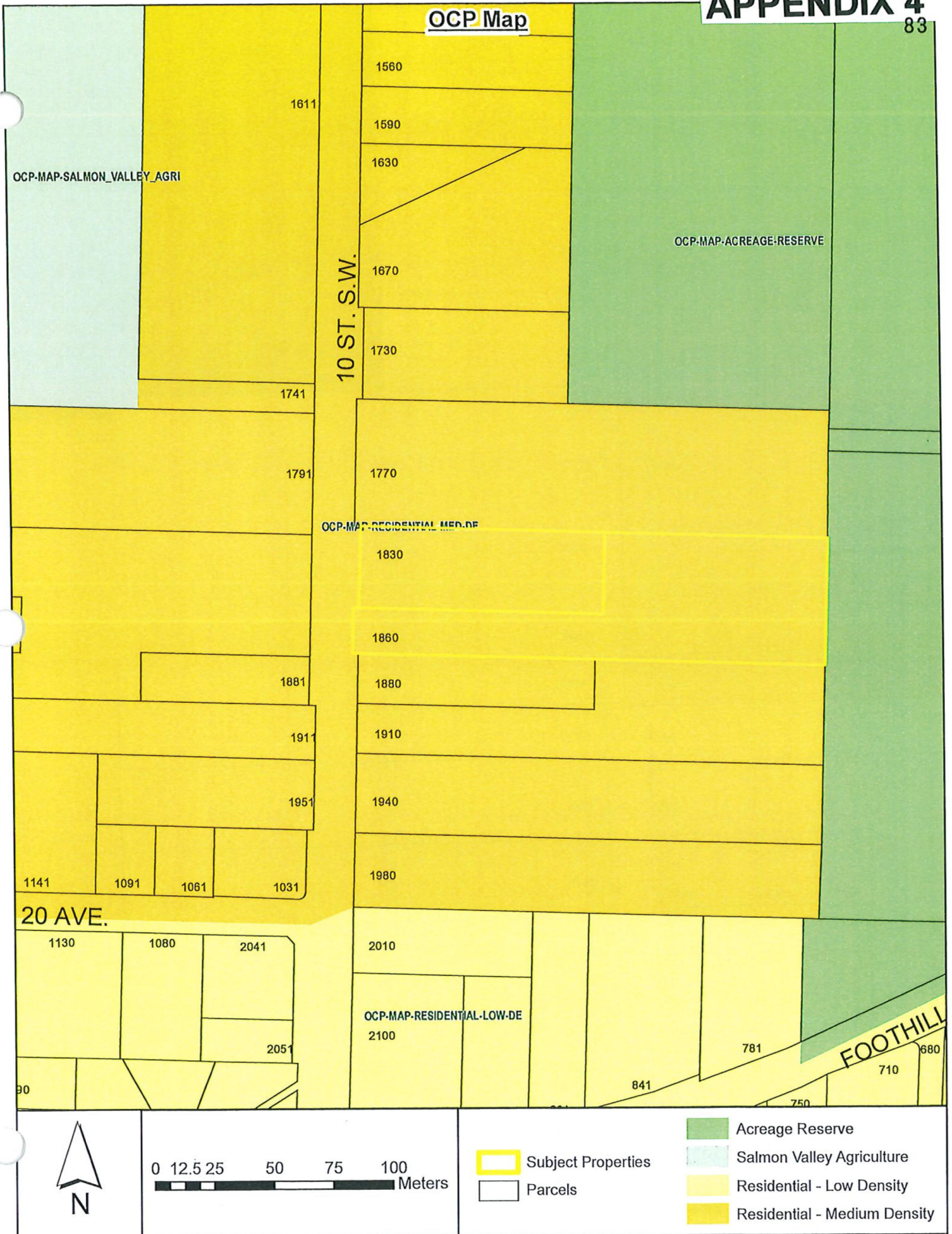








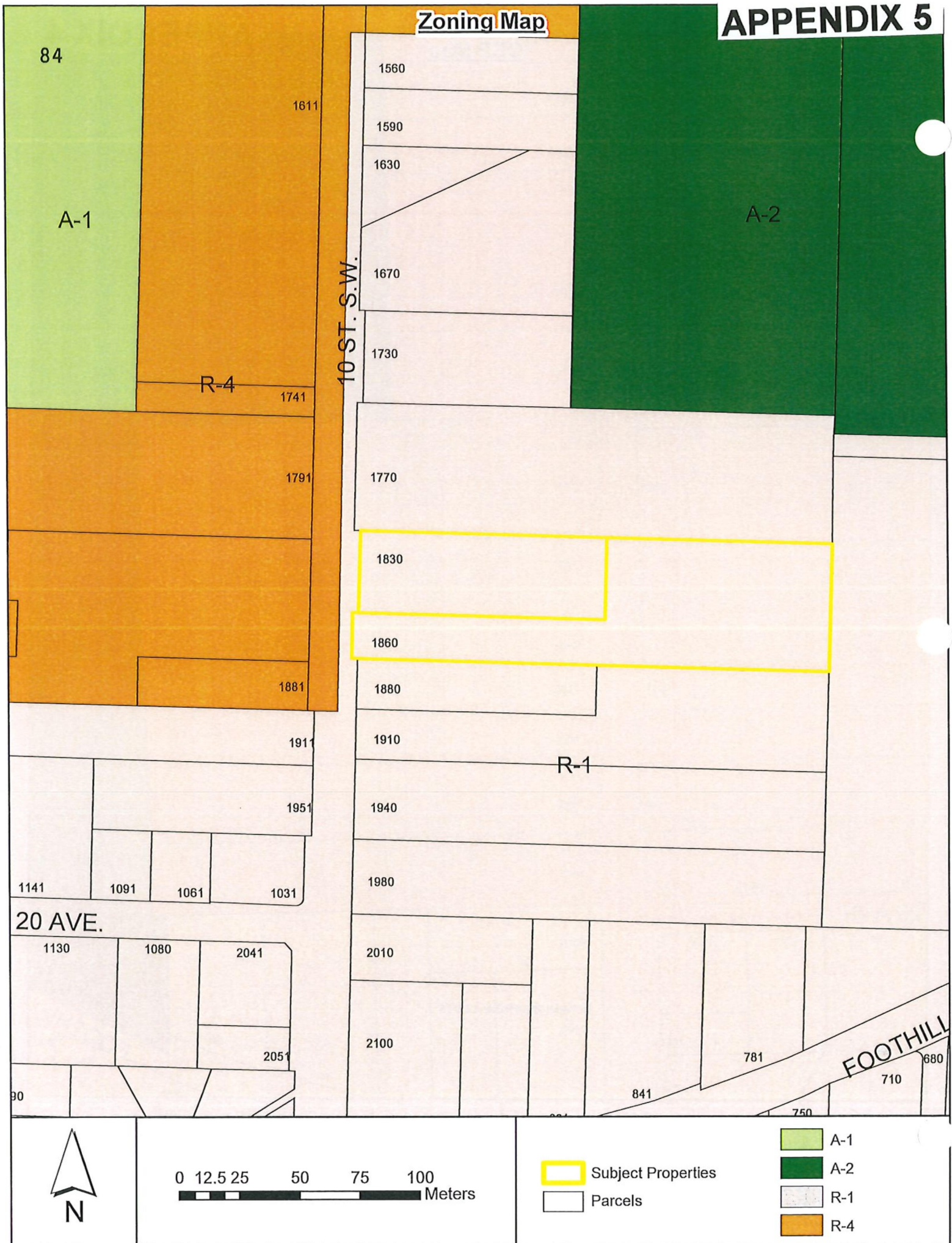




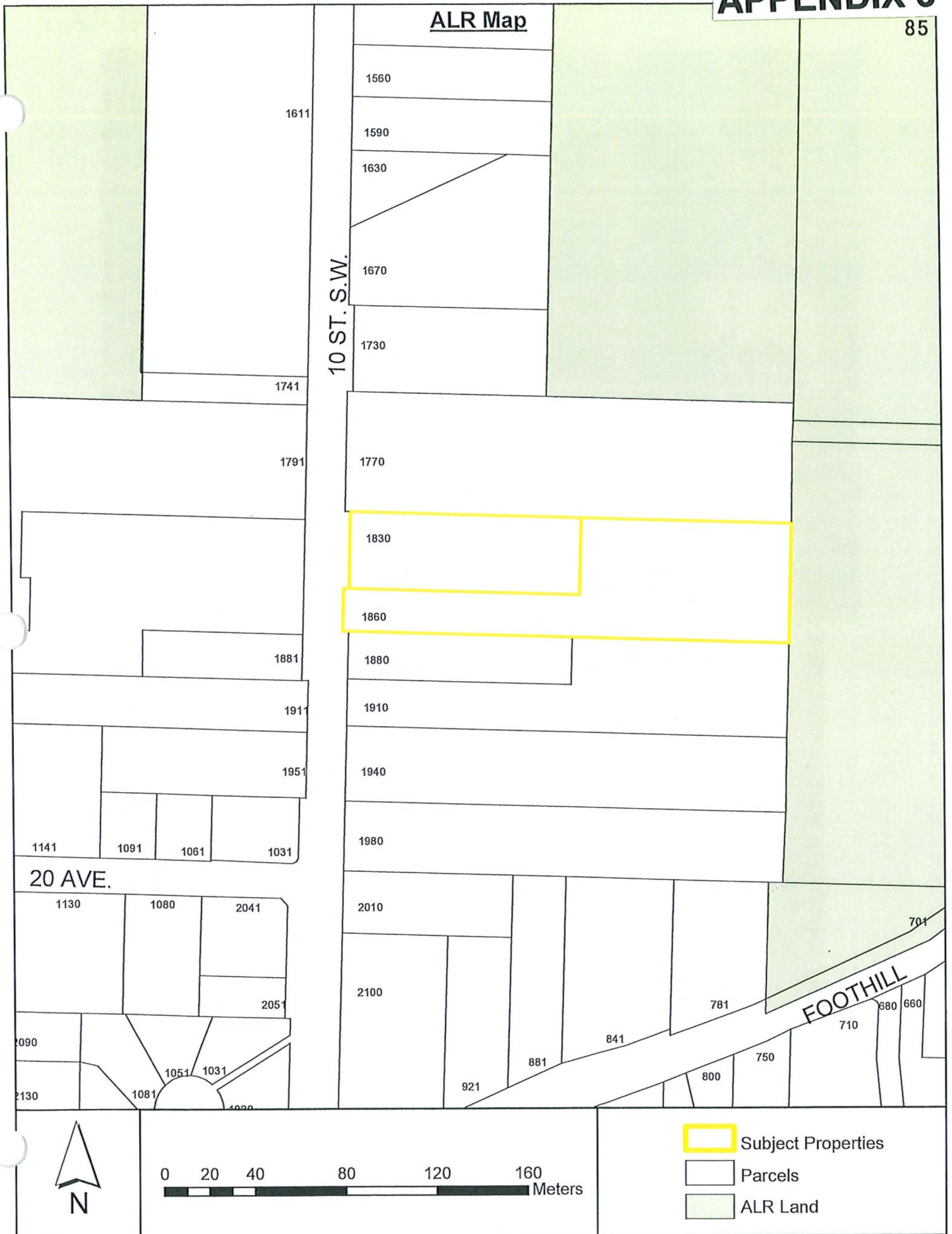


## APPENDIX 5

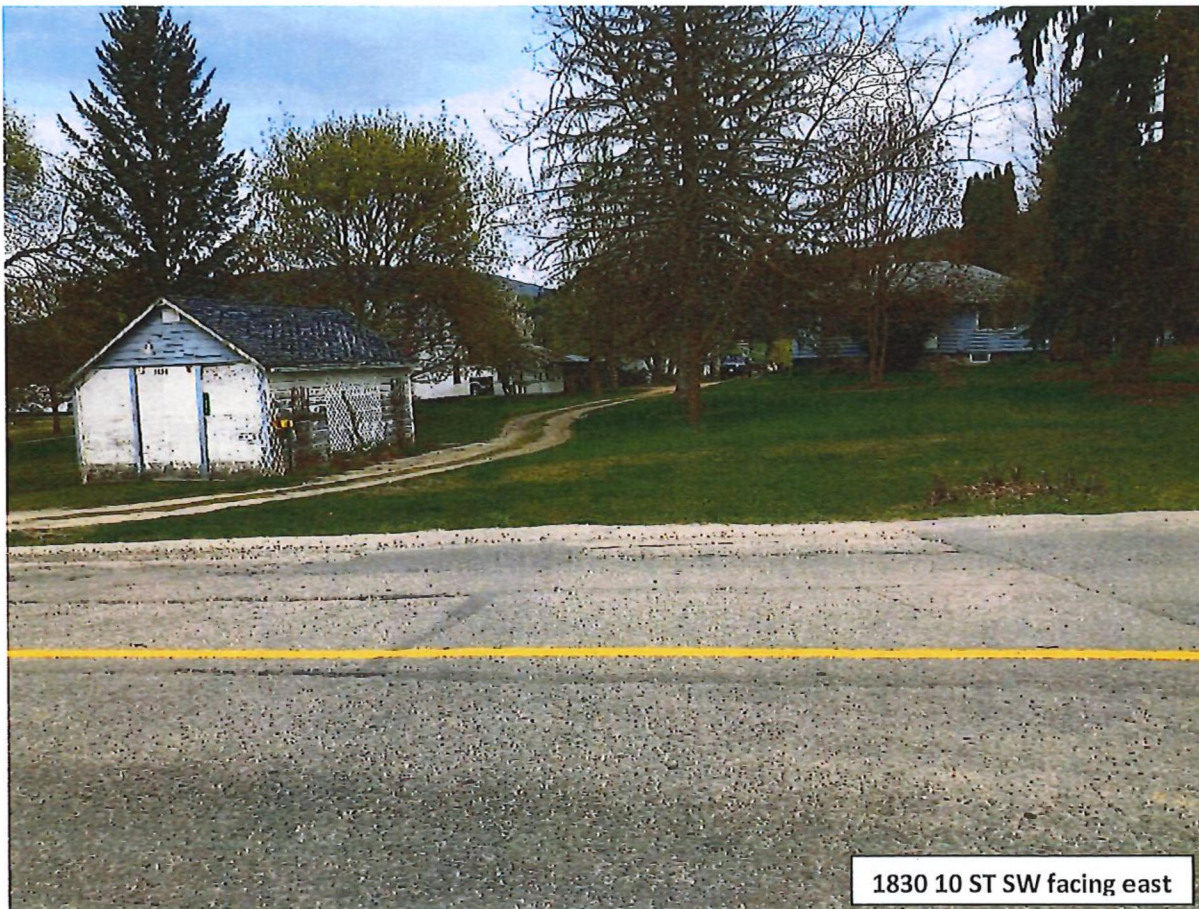
## Zoning Map



## ALR Map







1830 10 ST SW facing east



1830 10 ST SW facing northeast









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

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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


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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.

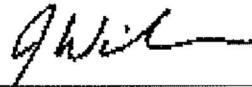
**Geotechnical:**

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**

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### **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

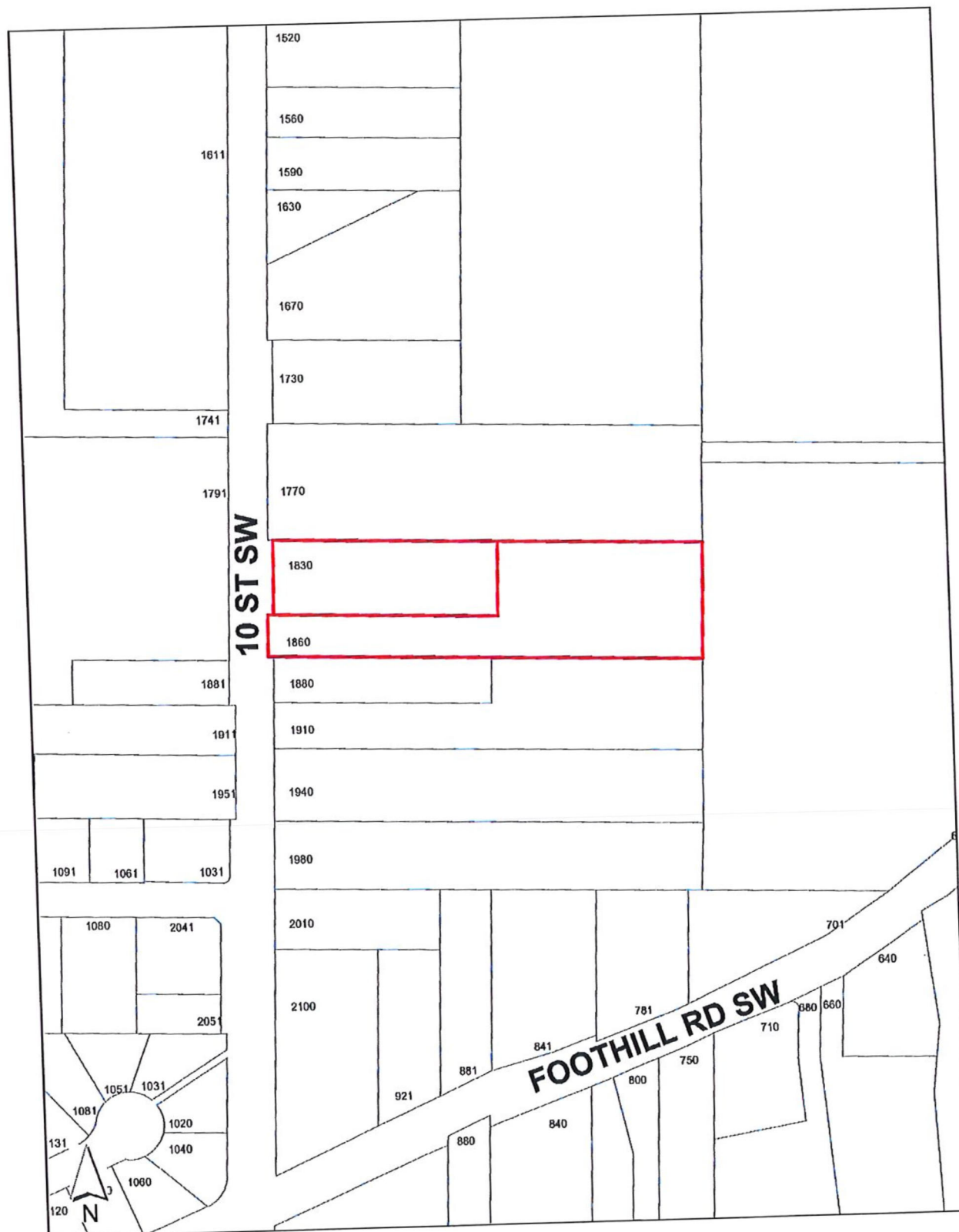
READ A SECOND TIME THIS                      12                      DAY OF                      July                      2021

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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