



# AGENDA

## City of Salmon Arm Regular Council Meeting

Tuesday, October 12, 2021  
1:00 p.m.

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

Page #	Item #	Description
	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3 – 18	1.	Regular Council Meeting Minutes of September 27, 2021
	7.	COMMITTEE REPORTS
19 – 22	1.	Community Heritage Commission Meeting Minutes of September 20, 2021
23 – 28	2.	Social Impact Advisory Committee Meeting Minutes of September 24, 2021
29 – 34	3.	Shuswap Regional Airport Operations Committee Meeting Minutes of September 15, 2021
35 – 38	4.	Active Transportation Task Force Meeting Minutes of October 4, 2021
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	9.	STAFF REPORTS
39 – 60	1.	Director of Engineering & Public Works – Drainage Master Planning and Funding Strategy

10. **INTRODUCTION OF BYLAWS**
  - 61 – 66 1. City of Salmon Arm Council Procedure Bylaw Amendment Bylaw No. 4479 – First, Second and Third Readings
  - 67 – 72 2. City of Salmon Arm Permissive Tax Exemption Bylaw No. 4476 – First, Second and Third Readings
  - 73 – 80 3. City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478 – First, Second and Third Readings
11. **RECONSIDERATION OF BYLAWS**
  - 81 – 96 1. City of Salmon Arm Zoning Amendment Bylaw No. 4473 [ZON-1219; DeMille's Farm Market; Text Amendment; C-8 – Farm Produce Commercial Zone] – Final Reading
  - 97 – 110 2. City of Salmon Arm Zoning Amendment Bylaw No. 4474 [ZON-1220; Text Amendment; Regulating Ground Water Bottling] – Final Reading
12. **CORRESPONDENCE**
  - 111 – 112 1. Informational Correspondence
13. **NEW BUSINESS**
14. **PRESENTATIONS / DELEGATIONS**
  - 113 – 116 1. Presentation 4:00 – 4:15 p.m. (approximately)  
Cilla Budda, Shuswap Society for the Arts and Culture
  - 117 – 122 2. Presentation 4:15 – 4:30 p.m. (approximately)  
Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report July to September 2021
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
  - 123 – 125 1. Director of Corporate Services – 2022 Council Meeting and Development and Planning Services Committee Meeting Schedule
19. **OTHER BUSINESS**
20. **QUESTION AND ANSWER PERIOD**



**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>HEARINGS</b>
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
127 – 138	1.	Zoning Amendment Application No. ZON-1217 [Browne Johnson Land Surveyors/Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8]
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
139 – 142	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4475 [ZON-1217; Browne Johnson Land Surveyors/Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8] – Third and Final Readings
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
143 – 144	<b>26.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: pursuant to Section 90(1) (c) labour relations or other employee relations and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

### Vote Record

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

Opposed:

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



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Item 6.1

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of September 27, 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 12:30 p.m. and reconvened at 2:30 p.m. on **Monday, September 27, 2021.**

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

### ABSENT:

#### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 12:30 p.m.

#### 2. IN-CAMERA SESSION

0463-2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 12:31 p.m.

Council returned to Regular Session at 2:20 p.m.

Council recessed until 2:30 p.m.

#### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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



**4. REVIEW OF AGENDA**

Addition of late item 7.5 Downtown Parking Commission Meeting Minutes of August 17, 2021

Addition of late item 12.2 L. Burke – letter received September 27, 2021 – Request for Blackburn Park Outdoor Gazebo

Addition under item 22.1 S. Keskinen – email dated September 24, 2021 – Development Variance VP-535 (Park Hill Road)

Addition under item 22.1 R. Keskinen – letter dated September 24, 201 – Development Variance Permit No. VP-535

Addition under item 23.2 W. Laird, Chairperson, Salmon Arm Economic Development Society – letter dated May 19, 2021 – Water Extraction/Bottling

Addition under item 23.2 K. Campbell – email dated September 27, 2021 – Agenda 23.2 Sept 27, 2021 water bottling plants in the city of salmon arm

Addition under item 23.2 L. and J. Lazzarotto – email dated September 27, 2021 – Follow up our Letter of April 25, 2021

**5. DISCLOSURE OF INTEREST****6. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of August 23, 2021**

0464-2021

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of August 23, 2021, be adopted as circulated.

CARRIED UNANIMOUSLY

**2. Special Council Meeting Minutes of September 20, 2021**

0465-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Special Council Meeting Minutes of September 20, 2021, be adopted as circulated.

CARRIED UNANIMOUSLY

**7. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of September 20, 2021**

0466-2021

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of September 20, 2021, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS – continued2. Agricultural Advisory Committee Meeting Minutes of August 11, 2021

0467-2021

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of August 11, 2021, be received as information.

CARRIED UNANIMOUSLY3. Downtown Parking Commission Meeting Minutes of September 21, 2021

0468-2021

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Downtown Parking Commission Meeting Minutes of September 21, 2021, be received as information.

CARRIED UNANIMOUSLY4. Environmental Advisory Committee Meeting Minutes of September 10, 2021

0469-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Environmental Advisory Committee Meeting Minutes of September 10, 2021, be received as information.

CARRIED UNANIMOUSLY

0470-2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: a letter be sent to Gavin King, Ministry of Environment requesting that the Ministry consider Salmon Arm as a location for an Air Quality Monitoring System.

CARRIED UNANIMOUSLY

0471-2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: \$500 from Council Initiatives be reallocated from the Salmon Arm Fall Fair to the October 16, 2021 Downtown Farmers Market for the Salmon Arm Eco Fair Booth.

CARRIED UNANIMOUSLY5. Downtown Parking Commission Meeting Minutes of August 17, 2021

0472-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Downtown Parking Commission Meeting Minutes of August 17, 2021, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE1. Board in Brief – August 2021

Received for information.

9. STAFF REPORTS1. Director of Corporate Services – 2022 Council Meeting and Development and Planning Services Committee Meeting Schedule

0473-2021

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council approve the 2022 Council Meeting Scheduled and the 2022 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated August 31, 2021.

0474-2021

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: motion 0473-2021 be deferred to the October 12, 2021 Regular Council Meeting.

CARRIED UNANIMOUSLY

2. Director of Engineering and Public Works – Downtown Parking Plan

0475-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Downtown Parking Plan dated April 2021 be received by Council.

CARRIED UNANIMOUSLY

3. Director of Engineering and Public Works – Contract Award – 2021 – 2023 Winter Operations – Airport, Downtown, Fire Halls & Parking Lots

0476-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council award a two (2) year contract to D. Webb Contracting Ltd. for the Winter Operations at the Airport, Downtown, Fire Halls & City Parking Lots as per their quoted prices of \$120/hour for Airport and \$130/hour for the Downtown, Fire Halls & City Parking Lots.

CARRIED UNANIMOUSLY

4. Director of Development Services – Agricultural Land Commission Application No. ALC-409 [Stevenson, W./1276802 Alberta Ltd.; 3191 10 Avenue (TCH) SW; Subdivision]

0477-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Agricultural Land Commission Application No. ALC 409 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY



9. STAFF REPORTS – continued

5. Director of Development Services - Agricultural Land Commission Application No. ALC-387 [School District No. 83; 5970 10 Avenue SE; Non-Farm Use]

0478-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Agricultural Land Commission Application No. 387 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

6. Director of Development Services - Agricultural Land Commission Application No. ALC-410 [Phare, K./Seventh Day Adventist Church; 5881 35 Street NE; Non-Farm Use]

0479-2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Agricultural Land Commission Application No. 410 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

7. Chief Financial Officer – Permissive Tax Exemption – Okanagan Regional Library – For Direction

Received for information.

8. Director of Engineering and Public Works – City Wayfinding Signage (MRDT)

0480-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect funding for \$14,500.00 to complete the site preparation work for the new wayfinding signage be funded from Council Initiatives.

CARRIED UNANIMOUSLY

9. Director of Engineering and Public Works – Airport Appreciation Day 2022 – Sunday, June 26, 2022

0481-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize staff to allocate \$19,575.00 from the Airport Marketing &amp; Promotion Fund to support the 2022 Airport Appreciation Day be scheduled for Sunday, June 26, 2022.

CARRIED UNANIMOUSLY

9. STAFF REPORTS – continued10. Director of Engineering and Public Works – Award for Ross Street Underpass Real-time Automated Monitoring System

0482-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Engineering Services Contract for the Ross Street Underpass Real-time Survey Monitoring Services be awarded to RF Binnie & Associates Ltd. in the amount of \$430,785.00 plus taxes as applicable;

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

CARRIED UNANIMOUSLY11. Director of Corporate Services – Janitorial Services Contract Renewal for RCMP Facility

0483-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council extend the Janitorial Services Contract for the RCMP Facility to Salmon Arm Janitorial Ltd. at the quoted price of \$27,271.94 plus taxes as applicable, for the period of January 1, 2022 to December 31, 2022 and authorize the Mayor and Corporate Officer to execute the contract for same.

CARRIED

Councillor Lindgren Opposed

12. Director of Corporate Services – Pound Services Agreement

0484-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Mayor and Corporate Officer be authorized to execute the Pound Services Agreement with the City of Enderby for a three (3) year term from January 1, 2022 to December 31, 2024 for \$1,546.78 + BC CPI in 2022 and the previous year's rate plus BC CPI per year thereafter.

CARRIED UNANIMOUSLY10. INTRODUCTION OF BYLAWS1. City of Salmon Arm Zoning Amendment Bylaw No. 4475 [ZON-1217; Browne Johnson Land Surveyors/Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8] – First and Second Readings

0485-2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4475 be read a first and second time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4462 [ZON-1211; LeFloch, C. and Sinopoli, R.; 1080 12 Street SE; R7 to R8] – Final Reading

0486-2021

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4462 be read a final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4406 [ZON-1183; Edelweiss Properties Inc./TSL Developments; 700 30 Street NE; R-1 to R-4] – Final Reading

0487-2021

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4406 be read a final time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4471 [ZON1216; Text Amendment; Storage] – Second Reading

0488-2021

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4471 be read a second time.

CARRIED

Councillor Flynn Opposed

The Meeting recessed at 4:31p.m.

The Meeting reconvened at 4:35 p.m.

Councillor Lindgren left the meeting at 4:30 p.m. and returned at 4:37 p.m.

14. PRESENTATIONS

1. Sapphire Games, Visitor Services Coordinator - 2021 Visitor Information Services Overview

Sapphire Games, Visitor Services Coordinator, provided an overview of the 2021 Visitor Information Services. She was available to answer questions from Council.



12. CORRESPONDENCE1. Informational Correspondence

7. A. Priefer – email dated September 13, 2021 – Intersection 20 St and Okanagan Ave

0489-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the email from A. Priefer dated September 13, 2021 be forwarded to the Traffic Safety Committee.

CARRIED UNANIMOUSLY

11. M. LaRiviere, Naturalist and J. Aiken, President, SABNES – letter dated August 28, 2021 – Request for Approval to Mount Plaques

0490-2021

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council approve the placement of 20 tree identification plaques in Marine Peace Park, subject to the Salmon Arm Bay Nature Enhancement Society working with City staff and all associated costs be incurred by the Salmon Arm Bay Nature Enhancement Society.

CARRIED UNANIMOUSLY

3. K. Jensen – email dated August 23, 2021 – Shuswap Community Foundation Signature Event

10. D. St-Pierre, Poppy Chairman, The Royal Canadian Legion Salmon Arm #62 – letter dated August 27, 2021 – Annual Poppy Campaign and Remembrance Day Ceremonies

12. A. Nuttall, Early Years Family Navigator, Shuswap Children's Association – letter dated September 9, 2021 – StoryWalk for October 27, 2021

13. M. Brock, District Commissioner, Wa'ya Spirit District, Girl Guides – letter dated September 17, 2021 – Blackburn Park Gazebo/Shelter Request

0491-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council approve the Shuswap Community Foundation Signature Event on June 4, 2022 as outlined in the email dated August 23, 2021, subject to adherence with the Provincial Health Officer's guidelines and adequate liability insurance;

AND THAT: Council approve the Annual Poppy Campaign and Annual Remembrance Day Ceremonies and Parade, subject to adherence with the Provincial Health Officer's guidelines and adequate liability insurance;

AND THAT: Council approve the Shuswap Children's Association StoryWalk on October 27, 2021 at Blackburn Park, subject to adherence with the Provincial Health Officer's guidelines and adequate liability insurance;

AND THAT: Council approve the Salmon Arm Girl Guides to use the Blackburn Park gazebo on Tuesdays from 6:00 p.m. to 8:30 p.m. from September 2021 to June 2022, subject to adherence with the Provincial Health Officer's guidelines and adequate liability insurance.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE – continued1. Informational Correspondence – continued14. J. McEwan, Salmon Arm Fair GM – letter dated September 13, 2021 – Salmon Arm Winter Fun Fest and Parade

0492-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council approve the Salmon Arm Winter Fun Fest and Parade as outlined in the letter dated September 13, 2021, subject to coordination with City staff, adherence with the Provincial Health Officer's guidelines and adequate liability insurance.

CARRIED UNANIMOUSLY2. L. Burke – letter received September 27, 2021 – Request for Blackburn Park Outdoor Gazebo

0493-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council authorize L. Burke to hold a Celebration of Life/Funeral at the Blackburn Park Picnic Shelter on October 11, 2021 from 11:00 am to 3:00 pm, subject to the provision of adequate liability insurance and in adherence with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY13. NEW BUSINESS15. COUNCIL STATEMENTS16. SALMON ARM SECONDARY YOUTH COUNCIL17. NOTICE OF MOTION18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS19. OTHER BUSINESS20. QUESTION AND ANSWER PERIOD

**2. IN-CAMERA SESSION – continued**

0494-2021

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 5:19 p.m.

Council returned to Regular Session at 6:21 p.m.

Council recessed until 7:00 p.m.

**PRESENT:**

Mayor A. Harrison (participated remotely)

Councillor D. Cannon (participated remotely) (entered the meeting at 7:01 p.m.)

Councillor C. Eliason (participated remotely)

Councillor K. Flynn (participated remotely)

Councillor T. Lavery (participated remotely)

Councillor S. Lindgren (participated remotely)

Councillor L. Wallace Richmond (participated remotely)

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)

Recorder B. Puddifant (participated remotely)

**ABSENT:**

Councillor Cannon entered the meeting at 7:01 p.m.

**21. DISCLOSURE OF INTEREST**

Councillor Flynn declared a conflict with Items 23.1 and 24.1 as the applicant is a client of his firm.

**22. HEARINGS**

1. Development Variance Permit Application No. VP-535 [Wilmark Homes Ltd/Onsite Eng. Ltd; 6810 Park Hill Road NE; Servicing]

0495-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Development Variance Permit VP-535 be authorized for issuance for Amended Legal Subdivision 15 of Section 31, Township 20, Range 9, W6M, KDYD, Except Plan 10393 and 21686 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4163, waiving the requirement to upgrade the west side of



22. HEARINGS - continued1. Development Variance Permit Application No. VP-535 [Wilmark Homes Ltd/Onsite Eng. Ltd; 6810 Park Hill Road NE; Servicing] - continued

Park Hill Road NE to the RD-4 Urban Arterial Road, fronting the subject property, subject to:

1. The owner/developer extending the multi-use path in a north-south direction for the length fronting the subject property on the east side of Park Hill Road NE; and
2. The owner/developer registering a Land Title Act Section 219 Covenant restricting further subdivision of the portion of the subject property west of Park Hill Road NE.

Submissions were called for at this time.

S. Keskinen – email dated September 24, 2021 – Development Variance VP-535 (Park Hill Road).

R. Keskinen – letter dated September 24, 201 – Development Variance Permit No. VP-535.

J. Van Lindert, Onsite Engineering Ltd., was available to answer questions from Council.

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

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-536 [H. Roberge; 931 12 Street SE; Servicing]

0496-2021

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: Development Variance Permit VP-536 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, KDYD, Plan EPP94805 to vary Zoning Bylaw No. 2303, Appendix 1 – Off Street Parking and Loading Spaces as follows:

1. Reducing the number of off-street parking spaces from 14 stalls to 6 stalls; and
2. Waive the requirement to provide hard surface parking on-site;

AND THAT: Council directs staff to enter into an agreement with the owner to allocate sufficient parking within the road right-of-way (Auto Road SE) as shown on Appendix 7 of the Staff Report dated August 19, 2021, and the applicant provide upgrades to the road right-of-way to accommodate those spaces.

Submissions were called for at this time.

H. Roberge, the applicant, was available to answer questions from Council.

22. HEARINGS - continued2. Development Variance Permit Application No. VP-536 [H. Roberge; 931 12 Street SE; Servicing] - continued

Following three calls for submissions and questions from Council, the Hearing was closed at 7:10 p.m. and the motion was:

CARRIED UNANIMOUSLY

3. Development Variance Permit Application No. VP-538 [R. Couillard; 6310 10 Avenue SE; Setback]

0497-2021

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit VP-538 be authorized for issuance for Lot 8, Section 8, Township 20, Range 9, W6M, KDYD, Plan 9772 to vary Zoning Bylaw No. 2303 as follows:

1. Section 35.11.2 – Rear Parcel Line Setback reduction from 6.0 m to 1.5 m (south parcel line) to facilitate construction of an accessory building.

Submissions were called for at this time.

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

CARRIED UNANIMOUSLY

4. Development Permit Application No. DP-435 [MQN Architects/1292919 BC Ltd.; 2110 11 Avenue NE; Highway Service/Tourist Commercial]

0498-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Development Permit No. 435 be authorized for issuance for part of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP106191 in accordance with the drawings dated July 27, 2021 attached to the Staff Report dated September 14, 2021;

AND THAT: Issuance of Development Permit No. 435 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

Submissions were called for at this time.

A. Waters, representative of 1292919 BC Ltd., the owner, was available to answer questions from Council.

N. Borstmayer, MQN Architects, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:17 p.m. and the Motion was:

CARRIED UNANIMOUSLY



Councillor Flynn declared a conflict and left the meeting at 7:18 p.m.

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1219 [DeMille's Farm Market; Text Amendment; C-8 – Farm Produce Commercial Zone]

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:22 p.m. and the next item ensued.

Councillor Flynn returned to the meeting at 7:23 p.m.

2. Zoning Amendment Application No. ZON-1220 [Text Amendment; Regulating Ground Water Bottling]

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

Submissions were called for at this time.

W. Laird, Chairperson, Salmon Arm Economic Development Society – letter dated May 19, 2021 – Water Extraction/Bottling.

K. Campbell – email dated September 27, 2021 – Agenda 23.2 Sept 27, 2021 water bottling plants in the city of salmon arm.

L. and J. Lazzarotto – email dated September 27, 2021 – Follow up our Letter of April 25, 2021

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:25 p.m. and the next item ensued.

3. Zoning Amendment ZON-1205 [Optland, D.; 4091 Highway 97B SE; A-2 to M-1]

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

Submissions were called for at this time.

D. Optland, the applicant, was available to answer questions from Council.

F. and L. Popien, 2941 65 Avenue NE, outlined concerns with the proposed road reserve network area.

Following three calls for submissions and questions from Council, the Public Hearing was closed 8:10 at p.m.

Councillor Flynn declared a conflict and left the meeting at 8:11 p.m.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4473 [ZON-1219; DeMille's Farm Market; Text Amendment; C-8 - Farm Produce Commercial Zone] - Third Reading

0499-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4473 be read a third time.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 8:13 p.m.

2. City of Salmon Arm Zoning Amendment Bylaw No. 4474 [ZON-1220; Text Amendment; Regulating Ground Water Bottling] - Third Reading

0500-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4474 be read a third time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4452 [ZON-1205; Optland, D.; 4091 Highway 97B SE; A-2 to M-1] - Third Reading

0501-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4452 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.

2. IN-CAMERA SESSION - continued

0502-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 8:33 p.m.  
Council returned to Regular Session at 8:53 p.m.

26. ADJOURNMENT

0503-2021                      Moved: Councillor Lindgren  
   Seconded: Councillor Flynn  
   THAT: the Regular Council Meeting of September 27, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:53 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the      day of                      , 2021.

\_\_\_\_\_  
MAYOR

Item 7.1

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Community Heritage Commission Meeting Minutes of September 20, 2021, be received as information.

### Vote Record

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

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



## CITY OF SALMON ARM

Minutes of the Community Heritage Commission Meeting held by electronic means on **Monday, September 20, 2021** at 2:00 p.m.

**PRESENT:**

Deborah Chapman, R.J. Haney Heritage & Museum (entered the meeting at 2:02 p.m.)  
 Pat Kassa, R.J. Haney Heritage & Museum  
 Cindy Malinowski, R.J. Haney Heritage & Museum (entered the meeting at 2:02 p.m.)  
 Linda Painchaud  
 Maureen Shaffer  
 Mary Landers  
 Councillor Debbie Cannon, Chair  
 Kevin Pearson, Director of Development Services  
 Barb Puddifant, City of Salmon Arm, Recorder

**ABSENT:**

The meeting was called to order at 2:00 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.*

Deborah Chapman and Cindy Malinowski entered the meeting at 2:02 p.m.

**3. Approval / changes / additions to Agenda**

The Agenda for the September 20, 2021 Community Heritage Commission Meeting was approved by general consensus of the Commission members.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of May 17, 2021 Community Heritage Commission Meeting**

Moved: Mary Landers

Seconded: Pat Kassa

THAT: the minutes of the Community Heritage Commission Meeting of May 17, 2021 be approved.

**CARRIED UNANIMOUSLY**

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

**a) Heritage Inventory - update**

The Heritage Inventory has not been added to over the summer months. Pat Kassa will arrange a time with Deborah Chapman to review the archives at R.J. Haney Heritage & Museum.

**b) 2571 Lakeshore Road NE (Ebl House) – Statement of Significance - update**

Kevin Pearson has arranged a historical title search of this property and the findings will be shared with the Commission when available. The results of the title search will be instrumental to applying for a Statement of Significance.

**6. New Business**

**a) Heritage Week**

Heritage Week will be held in February, 2022. In view of current COVID-19 restrictions the Commission will work on updating the Power Point presentation in the event that a physical display will not be permitted. Councillor Cannon will meet with Lana Fitt, Economic Development Society, to discuss the use of a TV for the power point presentation.

Mary Landers spoke regarding the annual Heritage Conservation Awards presented during Heritage Week. The Commission will discuss possible candidates at a future meeting.

**b) Projects and Community Heritage Commission Budget**

The Commission discussed the City owned building at 31 Hudson Avenue NE, formerly leased by the Shuswap Lake Senior Citizens' Society who vacated the building in August, 2021. Rob Niewenhuizen, Director of Engineering & Public Works will be invited to the October 18, 2021 meeting to provide information on possible maintenance and renovations required and an estimated cost.

Kevin Pearson outlined that it will be Council's decision as to whether or not this building is sold, demolished or renovated. Kevin Pearson will research the Municipal Bylaw, notice of which is on title to this building, to determine the level of protection afforded to the building.

Mary Landers suggested exploring grant opportunities that may be available for renovations and maintenance on heritage buildings.

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

**8. Next Meeting**

October 18, 2021 at 2:00 p.m.

9. **Adjournment**

The Community Heritage Commission Meeting of September 20, 2021 adjourned at 2:39 p.m.

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Debbie Cannon, Chair

Received for information by Council on the       day of       , 2021

Item 7.2

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of September 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 Social Impact Advisory Committee meeting held electronically on Friday, September 24, 2021, at 8:00 a.m.

**PRESENT:**

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Tim Gibson	Shuswap Children's Association
Patti Thurston	Shuswap Family Centre
Jen Gamble	Shuswap Immigrant Services
Jo-Anne Crawford	Shuswap Association for Community Living (SACL)
Janet Keats	Interior Health Association-Mental Health (entered the meeting at 8:05 a.m.)
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Kim Sinclair	Aspiral Youth Partners
Erin Jackson	City of Salmon Arm, Director of Corporate Services
B. Puddifant	City of Salmon Arm, Recorder

**ABSENT:**

Kristy Smith	Okanagan Regional Library
Dawn Dunlop	Canadian Mental Health Association

**GUESTS:**

Gudrun Malmqvist	Shuswap Family Centre
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The meeting was called to order at 8:00 a.m.

**1. Introductions****2. Acknowledgement of Traditional Territory**

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

**3. Presentations****4. Approval of Agenda and Additional Items**

Item 7.a – Access to Recreational Services

Moved: Patti Thurston

Seconded: Kim Sinclair

THAT: the Social Impact Advisory Committee Meeting Agenda of September 24, 2021, be approved with addition.

**CARRIED UNANIMOUSLY**

**5. Approval of Minutes of May 21, 2021 Social Impact Advisory Committee Meeting**

Moved: Gudrun Malmqvist

Seconded: Kim Sinclair

THAT: the minutes of the Social Impact Advisory Committee Meeting of May 21, 2021 be approved as circulated.

**CARRIED UNANIMOUSLY**

**6. Old Business/Arising from minutes****a) SPARC Update**

Councillor Wallace Richmond spoke regarding the SPARC BC presentation of the Social Impact Assessment to Council at the Regular Council Meeting of August 9, 2021. A review of the proposed strategic direction and the framework for moving forward as well as identifying the impact on specific groups will be discussed at the next meeting of the Committee. The Assessment identified 5 key recommendations; Economic Success, effective partnerships, community approach to safe and inclusive spaces, improving access to service and support and continuing the strength of the community as well as the role of the City.

Erin Jackson reported that the Assessment was sent to the Province and UBCM and it has been accepted.

**7. New Business****a) Access to Recreation Services**

Kim Sinclair expressed concerns regarding the closure of the gym, sauna and weight room at the Salmon Arm Recreation Centre. He spoke about the value of these services to the community and the importance of people with the Vaccine Passport to have access.

Erin Jackson communicated that these services have been closed since the onset of COVID-19 and is not related to the enforcement of the Vaccine card program. The gym is a small space with challenges for social distancing and closing of these facilities was a risk management decision. A staff shortage also has presented challenges in relation to having these facilities open to the public.

Gudrun Malmqvist, Jen Gamble and Jo-Anne Crawford spoke regarding negative responses in the community to the Vaccine card, challenges with staff mental health, retaining staff, challenges with access to services and the misinformation being circulated throughout the community. Jen Gamble spoke regarding the

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7. **New Business - continued**

b) **Access to Recreation Services - continued**

public perception regarding RCMP response to altercations and protesting. Erin Jackson said the City is in communication with the RCMP, the School District and Interior Health to obtain up to date information.

Janet Keats outlined Interior Health's plans to host discrete Vaccination clinics to enable the vulnerable population more access to vaccines.

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

Councillor Wallace Richmond spoke regarding the UBCM Convention and the meetings with the Ministries of Housing, Health, Agriculture, Transportation, Education as well as the Solicitor General. Mayor and Council were able to make the Ministries aware of local issues including the need update the hospital, a new school, additional housing, an increase to staffing for the RCMP as well as other needs in our community.

Patti Thurston reported that there are approximately 200 children waiting to access mental health counselling within our community.

Tim Gibson reported that fall programs are underway and that the summer programs were successful.

Kim Sinclair reported that staffing remains challenging and that his group is seeing an increase in more complex cases involving youth mental health and anxiety. Restoring activities and getting people back into interacting in the community is challenging.

Gudrun Malmqvist spoke regarding the ongoing need for housing and the financial pressures being felt by seniors. Invitations have been sent out to community groups to attend the Community Resource Coalition on September 28, 2021.

Jen Gamble reported that Immigrant Services is slowly reopening and new staff have been hired and are being trained to move forward with a new employment program.

Jo-Anne Crawford reported that they are continuing to hire and train new staff. Retaining staff in a COVID-19 environment is challenging and a Canadian Mental Health program for staff will be available to support mental health.

Janet Keats reported that Interior Health nurses are helping out where needed and are providing support to Long Term Care facilities. Interior Health is increasing support in areas where there is low vaccination and providing vaccine support to vulnerable populations.



9. Next meeting – Friday, October 15, 2021 at 8:00 a.m.

10. Adjournment

Moved: Patti Thurston

Seconded: Jo-Anne Crawford

THAT: the Social Impact Advisory Committee Meeting of September 24, 2021 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:49 a.m.

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Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of , 2021.



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Item 7.3

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of September 15, 2021, be received as information.

### Vote Record

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

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

## CITY OF SALMON ARM

Minutes of the Shuswap Regional Airport Operations Committee Meeting held in Council Chambers at City Hall, Salmon Arm, BC on Wednesday, September 15, 2021 at 3:00 p.m.

### PRESENT:

Chad Eliason  
Keith Watson  
Terry Rysz  
John McDermott  
Gord Newnes  
Jeremy Neufeld  
Robert Niewenhuizen

Councillor, City of Salmon Arm, Chair  
Airport Manager  
Mayor, District of Sicamous  
Lakeland Ultralights  
Hangar Owner  
RAP Attack  
City staff, Director of Engineering & Public Works

### ABSENT:

Mark Olson  
Doug Pearce  
Darin Gerow

Hangar Owner  
Salmon Arm Flying Club  
City staff, Manager of Roads and Parks

### GUESTS:

John Hansen  
Hammy McClymont

Pilot/Airport user  
Pilot/Airport user

The meeting was called to order at 3:00 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 of Agenda and Additional Items

Moved: Terry Rysz

Seconded: John McDermott

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of September 15, 2021, be approved as circulated.

**CARRIED UNANIMOUSLY**

#### 4. Approval of Minutes of June 16, 2021 Shuswap Regional Airport Operations Committee Meeting

Moved: John McDermott

Seconded: Keith Watson

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meeting of June 16, 2021 be approved as circulated.

**CARRIED UNANIMOUSLY**

**5. Approval of Minutes of June 8, 2021 Shuswap Regional Airport Safety Committee Meeting**

Moved: John McDermott

Seconded: Keith Watson

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of June 8, 2021 be approved as circulated.

**CARRIED UNANIMOUSLY**

**6. Airport Managers Update**

- a) Airport busy with fire suppression activity due to the wildfires in the surrounding area
- b) Audit findings submitted to Transport Canada. Corrective actions created
- c) Runway displaced by 1600ft and no night flying
- d) Medivac airplane turned away (night landing)
- e) 5100 flights recorded to 1<sup>st</sup> August. Expecting ~ 7500 by end of year
- f) Lines painted infield lead in/out
- g) Land use in supplement needs updating. Hopefully sign-off with Taxiway Charlie in a couple of weeks
- h) Sign locations changed for Taxiway Charlie

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

- a) Table Top Exercise – update
  - a. Due to the wildfires experienced this year, the CSRD have been very busy with emergency response. Exercise has been postponed to a later date.
- b) Taxiway Charlie update
  - a. Deficiencies have been addressed, currently waiting for WSP (consultant) to submit a letter confirming the project is complete and constructed as per the design. This will then be submitted to Transport Canada for final approval. The Canadian Air Pilot and Canadian Flight Supplement will have to be updated with the new Taxiway information.
- c) Airport Operations Manual – update
  - a. Submitted to Transport Canada for review
- d) Rental & Lease areas – rate review
  - a. Discussed the expansion of the hanger lease areas
  - b. Budget for the survey of additional lease areas in 2022
  - c. City is currently reviewing the lease rates, we anticipated that there will be an increase in the coming year.



**7. Old Business /Arising from minutes - continued**

- e) Audit and Corrective Action Plan (CAP) – update – OLS penetrations
  - a. Received correspondence from TC indicating that the Process Inspection completed on Oct 1, 2020 is now considered closed. The short term corrective actions have been found to be acceptable, and the long term corrective actions have been verified by means of continuous monitoring.
- f) Airport Certification
  - a. Pros/Cons of certification vs regulate airport was discussed
  - b. The general consensus of the committee is, that losing certification would have no real impact on airport operations.
  - c. The current certification means that the Shuswap Regional Airport is held to the same regulatory & safety standards as any of the larger airport that offer scheduled services (i.e. Vancouver YVR, Kelowna YLW, Calgary YYC, Toronto Pearson YYZ, etc.)
  - d. If the airport was to lose certification, the committee stressed the importance of maintaining the current service levels. Adopt the current AOM and parts of the SMS documents that were deemed necessary (wildlife management, emergency response plan, etc.) to provide safe operations of the Airport.

Moved: Terry Rysz

Seconded: Gord Newnes

THAT: the Airport Operations Committee recommends to Council and to the Airport Commission, that the Shuswap Regional Airport enter into discussions with Transport Canada expressing the intent to relinquish the current certification and to become a registered aerodrome.

CARRIED UNANIMOUSLY

**8. New Business**

- a) Emergency Response Plan – update
  - a. M. Clarkson created a new ERP due to the findings from the audit. Review of new plan is underway.
- b) Hangar Lease areas
  - a. The Kosick Holdings proposal for land lease was reviewed and discussed.
  - b. The Committee supported the request and felt that it was consistent with the Airport development plans

**8. New Business - continued**

## c) 2022 Draft Budget

- a. Was presented and discussed,

Moved: John McDermott

Seconded: Gord Newnes

THAT: the Airport Operations Committee support the proposed 2022 Shuswap Regional Airport Budget as presented.

CARRIED UNANIMOUSLY

## d) Airport Appreciation Day June 26, 2022

- a. Request from the Salmon Arm Flying Club Flight 80 was reviewed and discussed.

Moved: Keith Watson

Seconded: Jeremy Neufeld

THAT: the Airport Operations Committee support the Airport Appreciation Day on June 216, 2022 and the budget as presented.

CARRIED UNANIMOUSLY

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

None

**10. Next meeting – Wednesday, November 17, 2021****11. Adjournment**

Moved: Terry Rysz

Seconded: Keith Waston

THAT: the Shuswap Regional Airport Operations Committee Meeting of September 15, 2021 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:30 p.m.

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Robert Niewenhuizen, AScT  
Director of Engineering & Public Works

Minutes received as information by Council  
on the day of , 2021.

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Item 7.4

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor Lavery

Seconded: Mayor Harrison

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

### Vote Record

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

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



## CITY OF SALMON ARM

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

### PRESENT:

Mayor Alan Harrison  
Councillor Tim Lavery  
Marianne VanBuskirk  
Joe Johnson  
Craig Newnes  
Blake Lawson  
Camilla Papadimitropoulos  
Kathy Atkins  
Steve Fabro  
Phil McIntyre-Paul  
David Major  
Anita Ely  
Jenn Wilson  
Chris Larson  
Barb Puddifant

City of Salmon Arm, Chair  
City of Salmon Arm, Chair  
School District No. 83  
Greenways Liaison Committee  
Downtown Salmon Arm  
Citizen at Large  
Citizen at Large  
Citizen at Large  
Citizen at Large  
Shuswap Trail Alliance  
Shuswap Cycling Club  
Interior Health (entered the meeting at 10:34 a.m.)  
City of Salmon Arm, Engineer  
City of Salmon Arm, Senior Planner  
City of Salmon Arm, Recorder

### ABSENT:

Louis Thomas  
Gary Gagnon  
Kristy Smith  
Lana Fitt

Councillor, Adams Lake Indian Band  
Councillor, Neskonalith Indian Band  
Citizen at Large  
Social Impact Advisory Committee  
Salmon Arm Economic Development Society

### GUESTS:

The meeting was called to order at 10:00 a.m.

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

#### 2. Acknowledgement of Traditional Territory

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

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

The Agenda for the October 4, 2021 Active Transportation Task Force Meeting was approved by general consensus of the Task Force members.

**4. Approval of minutes from July 5, 2021**

Moved: Camilla Papadimitropoulos

Seconded: Craig Newnes

THAT: The minutes of the Active Transportation Committee Meeting of July 5, 2021 be approved.

CARRIED UNANIMOUSLY

**5. Presentations****6. Old Business / Arising from Minutes****a) Planning Grant - update**

Councillor Lavery thanked the Task Force for their part in the grant application process with the City of Salmon Arm being the successful recipient of a \$50,000.00 Provincial Planning Grant.

Councillor Lavery outlined the next steps and the Request for Proposals process as well as the importance of identifying priorities and the involvement of the Task Force in this process. Jenn Wilson provided details on the preparation of the RFP and outlined staff involvement and the role of the successful proponent. Councillor Lavery suggested that a draft of the RFP be reviewed by the Active Transportation Task Force and that the Task Force, or a sub-group of the Task Force be involved in the selection process, working with City staff.

Phil McIntyre-Paul spoke regarding redefining the role of the Task Force to support moving forward now that the grant application process is complete. Councillor Lavery, Craig Newnes and Phil McIntyre-Paul will work together on a revisions to the existing Terms of Reference.

Mayor Harrison summarized that the Task Force will work on wrapping up the RFP process, redefining Terms of Reference and stressed the importance of establishing priorities that reflect the consistency and cohesive thinking of the Task Force.

**7. Sub-Group Updates**

RFP sub-group - There have not been any meetings of the sub-group since the grant application was completed. This sub-group could be involved in the process of reviewing the RFP and the selection process reporting back to the main table of the Task Force. A meeting of this group will be scheduled in the near future.

**Interim Ideas Sub-Group**

This sub-group did not meet over the summer and have scheduled a meeting for October 18, 2021 to continue work on initiatives and goals to formulate recommendations to

## 7. Sub-Group Updates - continued

Council as well as identifying short, medium and long term goals. An update will be provided at the next meeting of the Task Force.

Councillor Lavery spoke regarding the value of both sub-groups and the importance of sharing ideas with other local governments on the consultancy process. Councillor Lavery will explore the potential of having a presentation on the process to the Task Force.

## 8. New Business

**a) UBCM Convention – Minister Meeting**

Mayor Harrison outlined the Mayor and Council meeting with the Ministry of Transportation and Infrastructure, Rob Fleming, during the UBCM Convention. The discussions with the Minister included active transportation in the City. The Ministry announced that the recipients of the Planning Grants would be announced at the conclusion of the UBCM.

## 9. Other Business &/or Roundtable Updates, Ideas and Questions

## 10. Next Meeting

The next meeting of the Active Transportation Task Force will be November 1, 2021 at 10:00 a.m.

## 11. Adjournment

Moved: Steve Fabro

Seconded: Camilla Papadimitropoulos

THAT: the October 4, 2021 Meeting of the Active Transportation Task Force be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:00 a.m.

Mayor Alan Harrison, Co-Chair

Councillor Tim Lavery, Co-Chair

Item 9.1

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council adopt in principle the Stormwater Master Plan update completed by ISL Engineering and Land Services dated April 2020;

AND THAT: Council direct staff to create an implementation plan for a Stormwater Utility to provide consistent and specific funding towards necessary drainage infrastructure replacements, upgrades, extensions and operations and maintenance.

### Vote Record

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

Opposed:

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





File: 5225.10.02

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TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: September 14, 2021

SUBJECT: **DRAINAGE MASTER PLANNING AND FUNDING STRATEGY**

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### **STAFF RECOMMENDATION**

**THAT: Council adopt in principle the Stormwater Master Plan update completed by ISL Engineering and Land Services (April 2020)**

**AND THAT: Council direct staff to create an implementation plan for a Stormwater Utility to provide consistent and specific funding towards necessary drainage infrastructure replacements, upgrades, extensions and operations and maintenance.**

---

### **BACKGROUND**

The City of Salmon Arm commissioned an update of the original Stormwater Master Plan (Dayton Knight, 2007) through a competitive procurement process. ISL Engineering was selected to complete the update and provided the final report April 2020.

ISL created a hydraulic model of the City's major trunk storm lines to aid in determining existing and future capacity concerns. The model was calibrated the model using precipitation and flow monitoring data. Future state modeling was completed using standard growth factors for development and increased peak flows to account for climate change. A final report was prepared inclusive of recommendations for existing and future upgrades to the urban system to reduce or eliminate capacity issues.

Recommendations included several upgrades and expansion of infrastructure, some changes to the City's operations and maintenance procedures and updates to the design guidelines in the Subdivision and Development Servicing Bylaw.

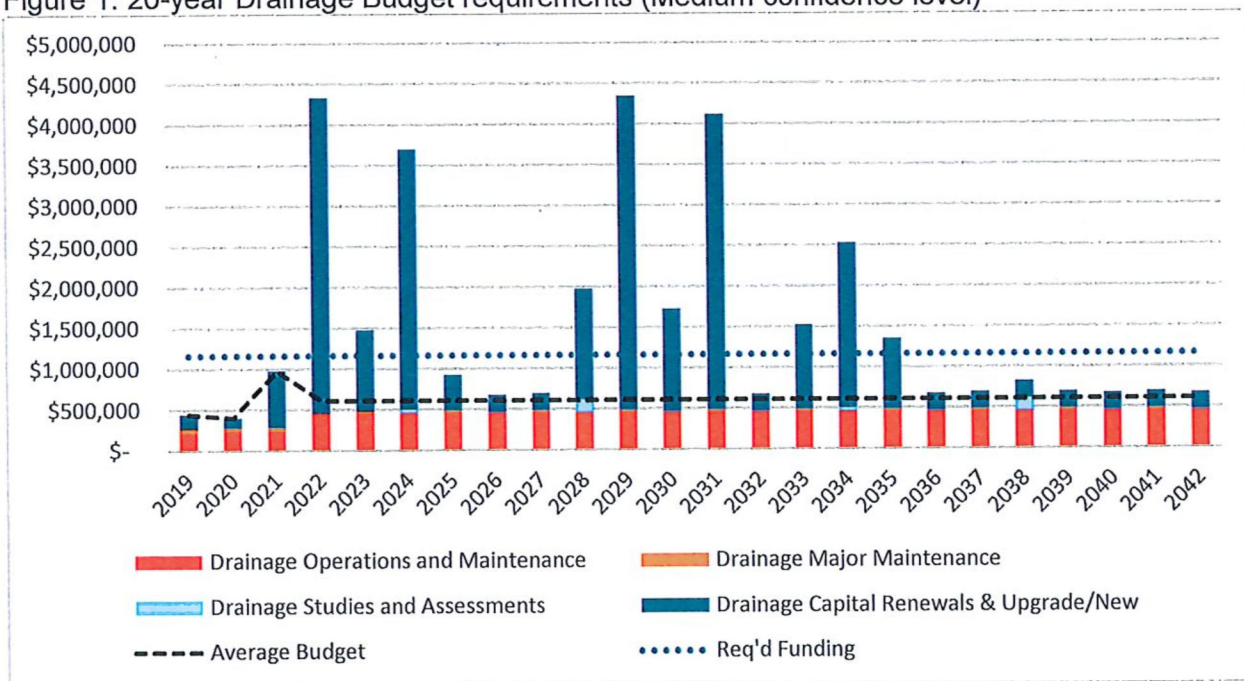
A copy of the Executive Summary has been attached for reference as well as several figures from the report.

Stormwater infrastructure is funded out of general revenue, competing with other departments for funding which has resulted in significant underfunding over the years. Often capital projects have been funded using grant money which is unsustainable. A stormwater funding strategy was identified as a short-term priority in the City's strategic plan and in 2015-2016 the City began to look at options for creating a stormwater utility or otherwise finding a steady and consistent funding for stormwater projects. With the Stormwater Master plan on the horizon the project was delayed until better data regarding funding requirements was available.

The City has been working to improve asset management practices including collecting inventory, valuing and assessing asset condition, establishing existing service levels, assessing operations and maintenance best practices and assessing risk of funding levels for existing infrastructure. The completion of the Master Plan as well as some advancement in collecting drainage inventory allowed staff to create a draft 20 year infrastructure plan including Operations and Maintenance, Major Maintenance, Studies and Assessments and Capital Works (replacement, upgrade and new). It should be noted that at this point several assumptions are required to fill in data gaps. Staff believe the information to have a moderate confidence level.

The figure below illustrates the funding anticipated as necessary to continue the existing levels of service and minimize risk of flooding and property damage. As noted, existing funding levels are not anticipated to be sufficient.

Figure 1: 20-year Drainage Budget requirements (Medium confidence level)





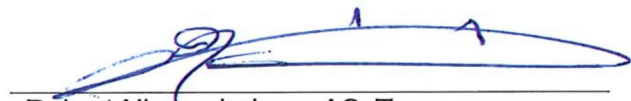
**STAFF COMMENTS**

The Stormwater Master Plan was prepared by ISL Engineering in a very balanced and realistic manner with awareness to the City's current budget constraints. The improvements suggested within the plan address both existing capacity issues and future capacity needs. Future capacity funding will be partially addressed by developer contributions and the timeline may be adjusted based on actual community growth. We recommend the plan be adopted in principle and factored in to the City's long term planning.

Figure 1 represents budget requirement projections based on maintaining current drainage service levels throughout the community. The confidence level in the data is medium as the collection of infrastructure data (quantity, quality and cost) is approximately 2/3's complete and several annual budgets are being estimated as an annual recurring cost as opposed to specific projects identified through condition and risk analysis.

The information available to date is sufficient in staff's opinion to move forward with a funding strategy for steady consistent life-cycle funding of drainage assets. Staff recommend that Council direct staff to continue the investigation into a drainage utility or other funding strategy.

Respectfully submitted,



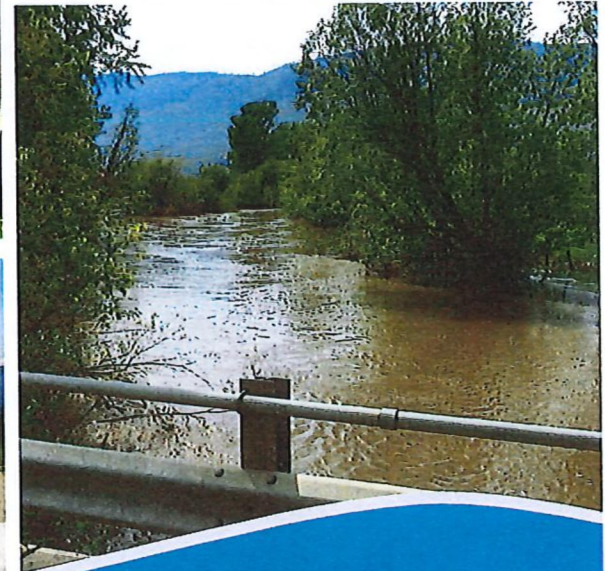
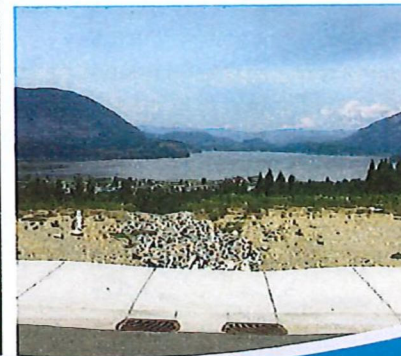
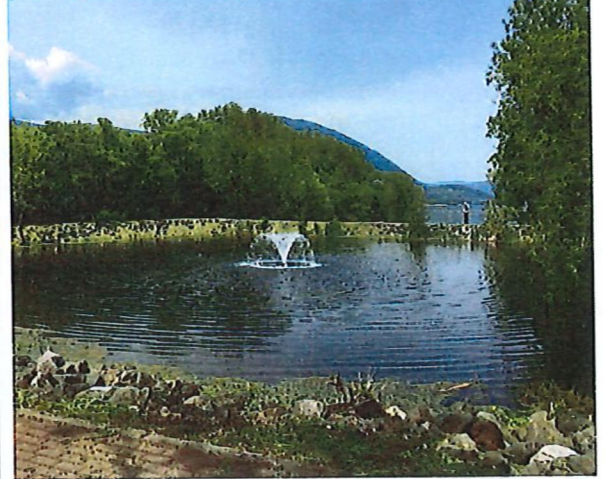
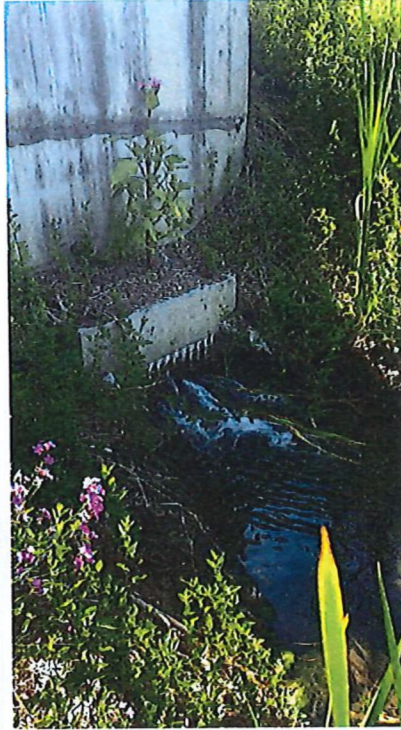
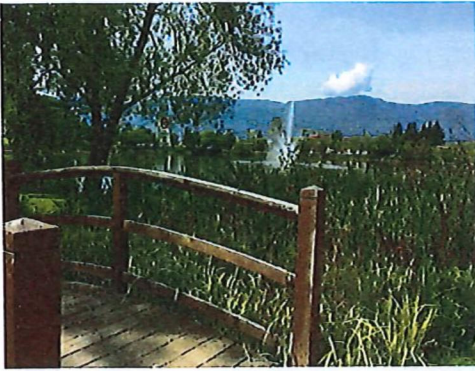
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Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works





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## Stormwater Master Plan

ISL Engineering and Land Services  
City of Salmon Arm  
Final Report





## Executive Summary

### Introduction

The City of Salmon Arm (the City) engaged ISL Engineering and Land Services Ltd. (ISL) to provide an update and expansion of the City's existing Stormwater Master Plan (SMP) in order to identify areas of existing and future hydraulic deficiencies. This report includes an assessment of the City's current stormwater infrastructure capacity and the future needs for projected populations with the intent to incorporate the new stormwater objectives recently adopted in the City's Design Criteria and develop a comprehensive long-term capital plan that is aligned with the City's annual available budget.

### Study Objectives

The objectives of developing the SMP include:

- To assess existing drainage conditions and determine design criteria for the stormwater drainage system including runoff rates and volumes.
- To inventory and analyze existing stormwater infrastructure as well as natural drainage conveyance.
- To determine what, if any, upgrades to the existing stormwater conveyance system to meet present needs as well as upgrades required to handle increased flows due to future growth.
- To develop stormwater infrastructure plans to manage increased runoff resulting from future growth.
- Produce drainage basin specific stormwater management plans that use best management practices to minimize the effect to the natural hydrological and hydro-geological regimes.
- To maintain existing topography wherever possible with special attention given to potential erosion risks impacting the area.
- Produce an optimized 20-year infrastructure plan that balances capacity, condition, alternative routing, and capacity restriction in favor of surface flow, as appropriate.
- To ensure the planned stormwater management system meets regulatory authority requirements.
- To serve as a quality control benchmark for future system design.
- Provide a framework for future development Stormwater Management Reports (SWMRs) to design stormwater management and erosion control measures.

### Conclusions

#### Drainage Basins

- **Drainage Basin A: Hobson Creek**
  - This drainage basin was included in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.
- **Drainage Basin B: Leonard Creek**
  - This drainage basin was included in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.



- **Drainage Basin C: South Street**
  - This drainage basin was included in the flow monitoring analysis and in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.
- **Drainage Basin D: McGuire Lake**
  - This drainage basin was included in the flow monitoring analysis and in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.
- **Drainage Basin E: Okanagan Avenue**
  - This drainage basin was included in the flow monitoring analysis and in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.
- **Drainage Basin F: Lakeshore Terrace**
  - This drainage basin was included in the flow monitoring analysis and in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.
- **Drainage Basin G: Lakeshore**
  - This drainage basin was included in the flow monitoring analysis and in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.
- **Drainage Basin H: Broadview South**
  - This drainage basin was included in the flow monitoring analysis and in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.
- **Drainage Basin I: 10 Avenue**
  - This drainage basin was included in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.
- **Drainage Basin J: Broadview North**
  - This drainage basin was included in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.
- **Drainage Basin K: Lakeshore North**
  - This drainage basin was included in the XP-SWMM model; therefore, refer to the following sections for conclusions and recommendations.
- **Drainage Basin L: Raven Subdivision**
  - This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area.
- **Drainage Basin M: Canoe Creek West**
  - This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area. A high-level review of the impact of tailwater conditions on the basin was completed as it relates to the previously proposed pipe network upgrades in the area as well as proposed future development.





- **Drainage Basin N: Canoe Creek Northwest**
  - This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area. A high-level review of the impact of tailwater conditions on the basin was completed as it relates to the previously proposed pipe network upgrades in the area as well as proposed future development.
- **Drainage Basin O: Engineers Point**
  - This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area.
- **Drainage Basin P: Wilcox Creek**
  - This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area.
- **Drainage Basin Q: Gleneden Creeks**
  - This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area.
- **Drainage Basin R: Upper Syphon Creek**
  - This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area.
- **Drainage Basin S: Lower Syphon Creek**
  - This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area.
- **Drainage Basin T: Palmer Creek**
  - This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area.
- **Drainage Basin U: Moutell Creek**
  - This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area.

- **Drainage Basin V: Rumball Creek**

- This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area.

- **Industrial Park**

- This drainage basin was not included in the XP-SWMM model nor assessed as part of the flow monitoring program due to the low growth anticipated within the basin. It is recommended that this area be monitored for concerns and evaluated in more detail should concerns arise, especially in the case that significant development is proposed for this area.

## Existing System

- Results of the piped (minor) stormwater drainage system within the City under the 1:5, 1:25, and 1:100 year storm conditions are summarized below and discussed in further detail in Section 6.2:
- The 1:5 year storm event was used to show the potential ultimate design flows and capacities that may have been utilized in older design scenarios. Model results indicate that surcharge is observed primarily in the west portion of the system and in the areas closer to the outfalls to Shuswap lake.
- The 1:25 year storm event is utilized to assess the minor system's capability of handling runoff. The surcharging areas are consistent with those highlighted under the 1:5 year storm event with a number of them being amplified.
- The major system is intended to handle runoff from storms up the 1:100 year storm event. Although, the major system was not evaluated in detail as part of the SMP, this scenario was utilized to show the impacts of this storm of the surcharging conditions of the existing system. Model results are consistent with the 1:25 year event, with surcharging and capacity issues amplified further.
- A number of areas of concern were identified by the City. These include areas with significant surface ponding, manhole lid displacement, basement flooding, and inlet inundation.

## Future System

- The proposed stormwater system concept comprises of stormwater management facilities, along with sewers that discharge into Shuswap Lake and Canoe Creek.

## Recommendations

### Servicing Bylaw

The following recommendations have been made based on the guidelines of similar and proximal municipalities as well as ISL's past experience:

- **Alternative Stormwater Systems (7.2)**
  - Note that the MAR is to be calculated according to the method outlined in *Stormwater Planning: A Guidebook for British Columbia* (Ministry of Water, Land and Air Protection, 2002). This is approximately equal to a 1:2 year storm event, which is consistent with the 24-hour MAR of approximately 20 mm as outlined in the *Subdivision and Development Services Bylaw No. 4163*.





- The need for a hydrogeological investigation in support of proposed infiltration systems is to be assessed on a case-by-case basis. For small scale applications, a study may not be needed if the underlying soils can be shown to be conducive to infiltration (even through surface observations potentially), no previous flooding issues have been identified, and no evidence of significant groundwater migration is found. Consideration for slope stability impacts of the proposed infiltration system is to be incorporated with a buffer applied in the case of steep slopes. This is to protect against slope failures due to groundwater migration.
- Design Flows (7.4)
  - Revise the included run-off coefficient table to align with the land uses provided in the *City of Salmon Arm Zoning Bylaw No. 2303* to reduce variations in interpretation.
  - Provide a minimum and maximum percent impervious (impermeable) table for each of the land use types in the run-off coefficient table for use in hydraulic modelling. Typically modelling programs incorporate the catchment slope and soil type for infiltration as separate parameters.
  - Provide updated Salmon Arm Airport IDF data; the current period is 1964 to 1990, whereas the Environment Canada data includes 1964 to 2011.
- Minor System Design (7.5)
  - The currently noted Manning's 'n' roughness coefficient for PVC (0.009) is the minimum of the general range of values typically used. It is more conservative to use a value of 0.011.
- Catchbasins (7.10)
  - Provide approved catchbasin types and associated rating curve(s).
- Major Flow Routing (7.11)
  - All culverts to be sized based on the 1:100 year storm event rather than only those crossing arterial roadways.
- Quantity Control (7.16)
  - Detention basins are to be sized to control flows for up to and including the 1:100 year storm event to a rate of 1.3 L/s/ha or a rate approved by the City according to Section 5.2.

## Operations and Maintenance

- Additional inspections/checks are recommended at catchbasins, manholes, and culverts after significant rainfall events as a preventative measure to monitor surcharging, excess ponding, and potential clogging due to debris to ensure the stormwater system is prepared for a future storm event.
- It is recommended that fields be added to the City's GIS database to log the last date each item was checked, comments on condition, and a date of last formal cleaning.
- An annual budget item for CCTV inspection is recommended to allow for targeted inspection of older pipes or problematic areas.

## Existing System

- The identified areas of concern as shown in Figure 6.4 should be resolved on a case-by-case basis using the solutions recommended in Section 6.3 and as shown in Figure 6.14.
- The total cost of the proposed existing system upgrades is approximately \$6.4 million as shown in Table ES-1 and is proposed to be completed over the next 5 years.

Table ES-1: Existing Upgrades Cost Estimate Summary

Item	Existing System Upgrades			Total Cost (Rounded) <sup>1</sup>
	Areas of Concern			
	2	3	Canoe	
Gravity Sewers	\$245,000	\$0	\$2,635,000	\$2,900,000
Stormwater Management Facilities <sup>2</sup>	\$945,000	\$410,000	\$265,000	\$1,600,000
Overland Conveyance	\$0	\$0	\$1,180,000	\$1,200,000
Mobilization and Demobilization	\$125,000	\$40,000	\$1,180,000	\$600,000
Total Cost (Rounded) <sup>1</sup>	\$1,400,000	\$500,000	\$4,500,000	\$6,300,000

<sup>1</sup> Costs are representative of 2019 prices.

<sup>2</sup> SWMF costs include the cost of stripping, excavation, landscaping, and an outlet control structure.

- The lack of stormwater sewers or capacity in stormwater sewers in certain parts of the City was noted. It is recommended that the City monitor these areas as potential areas of concern and propose upgrades as needed.
- A detailed evaluation of the Canoe Detention Pond as well as the downstream pipe network should be undertaken to account for the impact of the Shuswap lake level in the proposed pond and pipe network upgrades as a substantial portion of the Canoe system is experiencing tailwater conditions. It may be recommended that the capacity of the existing Canoe Detention Pond as well as the proposed Pond 6 be expanded in addition to pipe upgrades to significantly reduce the discharge flows to the downstream network in order to reduce the potential for surface ponding due to pipe surcharge under tailwater conditions. Additionally, it is recommended that overland conveyance be implemented in a number of locations to convey flows through the major system as the minor system is likely to be inundated based on the maximum Shuswap Lake level.
- Funding of \$100,000 (2019 dollars) should be set aside each year for storm maintenance and rehabilitation projects.

### Future System

- The future stormwater system should be designed based on *City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4163* and design criteria presented in this SMP.
- Construct a future stormwater servicing system as denoted in Figure 7.2 and discussed in Section 7.2. The total cost of these additions to the stormwater system are approximately \$14 million, as shown in Table ES-2, to be completed over a period of 15 years.





Table ES-2: Future Concept Cost Estimate Summary

Item	Future System Concept							Total Cost (Rounded) <sup>1</sup>
	Urban Development Area							
	1	2	3	4	5	6	7	
Stormwater Management Facilities <sup>2</sup>	\$1,575,000	\$2,535,000	\$950,000	\$330,000	\$425,000	\$445,000	\$445,000	\$6,700,000
Gravity Sewers	\$1,120,000	\$3,850,000	\$75,000	\$35,000	\$30,000	\$395,000	\$285,000	\$5,800,000
Outfall Structures	\$45,000	\$45,000	\$45,000	\$25,000	\$25,000	\$25,000	\$25,000	\$200,000
Mobilization and Demobilization	\$270,000	\$645,000	\$105,000	\$40,000	\$50,000	\$85,000	\$75,000	\$1,300,000
Total Cost (Rounded) <sup>1</sup>	\$3,000,000	\$7,100,000	\$1,200,000	\$400,000	\$500,000	\$1,000,000	\$800,000	\$14,000,000

<sup>1</sup> Costs are representative of 2019 prices.

<sup>2</sup> SWMF costs include the cost of stripping, excavation, landscaping, and an outlet control structure.

- The proposed staging plan for the stormwater system upgrades places the priority on the existing system upgrades, while the future system upgrade timeline is based on proximity to Shuswap Lake as well as Highway 1 in conjunction with development type. These assumptions as well as cost estimates for each stage are outlined in Section 7.7. Costs are shown in Table E-3 below.

Table ES-3: Staging Plan Cost Summary

Horizon	Timeline	Existing System Upgrades	Future System Concept	Total Cost (Rounded) <sup>1</sup>
5	2019-2024	\$6,300,000		\$6,500,000
10	2024-2029		\$2,100,000	\$2,000,000
15	2029-2034		\$7,900,000	\$8,000,000
20	2034-2039		\$4,000,000	\$4,000,000
<b>Total Cost (Rounded)<sup>1</sup></b>		<b>\$6,500,000</b>	<b>\$14,000,000</b>	<b>\$21,000,000</b>

<sup>1</sup> Costs are representative of 2019 prices.

- Future SWMFs should be sized according to the parameters in Section 5.8 as described in Table 7.3.
- Drainage to the stormwater ponds should be considered at the time of the subdivision application/development permit.
- The proposed SWMFs (ponds) should be equipped with outlet control structures, while the downstream discharge sewers should include an outfall structure at the downstream discharge location.
- Low impact development measures should be considered on a site-specific basis and should be reviewed by the City to determine if their implementation is desired.
- Separate reviews should be prepared to support each subdivision application/development permit to ensure compliance with the overarching SMP.



- The SMP should be reviewed and updated after significant periods of growth or every five years to update the hydrodynamic model and analysis with any capital upgrades completed by the City, and the most up-to-date growth plans. This could provide clarity on the planned location of development, the density of the proposed development, and the potential corresponding upgrades. This should also be undertaken when considering densification within the established.





## CITY OF SALMON ARM Storm Water Drainage Overview





# EXISTING DRAINAGE SYSTEM



## Rural Drainage System



- 125 km of ditches
- 980 Standard Culverts
- 40 Stream Crossing Culverts

## Urban Drainage System




- 15 Stormwater Ponds
- 20 Underground Retention Units
- 2360 Storm Services
- 2090 Catchbasins
- 683 Manholes
- 85 km of Storm main
- 3 Stormwater Treatment Units
- ?? Headwalls and Inlet/Outlet structures







# EXISTING NETWORK Drainage Concerns 5-year storm

-  Noted Areas of Concern (Site Visit)
-  Potential Areas of Concern (Model Results)








## Maximum HGL Below Ground

-  No Flooding
-  Within 0.3 m of Surface
-  Surface Flooding

## Pipe Utilization

-  Less than 100%
-  100% to 150%
-  150% to 300%
-  Greater than 300%

## Flow Monitor Catchment

-  Flow Monitor 1
-  Flow Monitor 2
-  Flow Monitor 3A
-  Flow Monitor 3B
-  Flow Split Between Flow Monitors 2 and 4
-  Flow Monitor 4
-  Flow Monitor 5

Coordinate System:  
NAD 1983 UTM Zone 11N

1:35,000

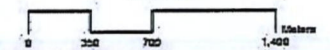
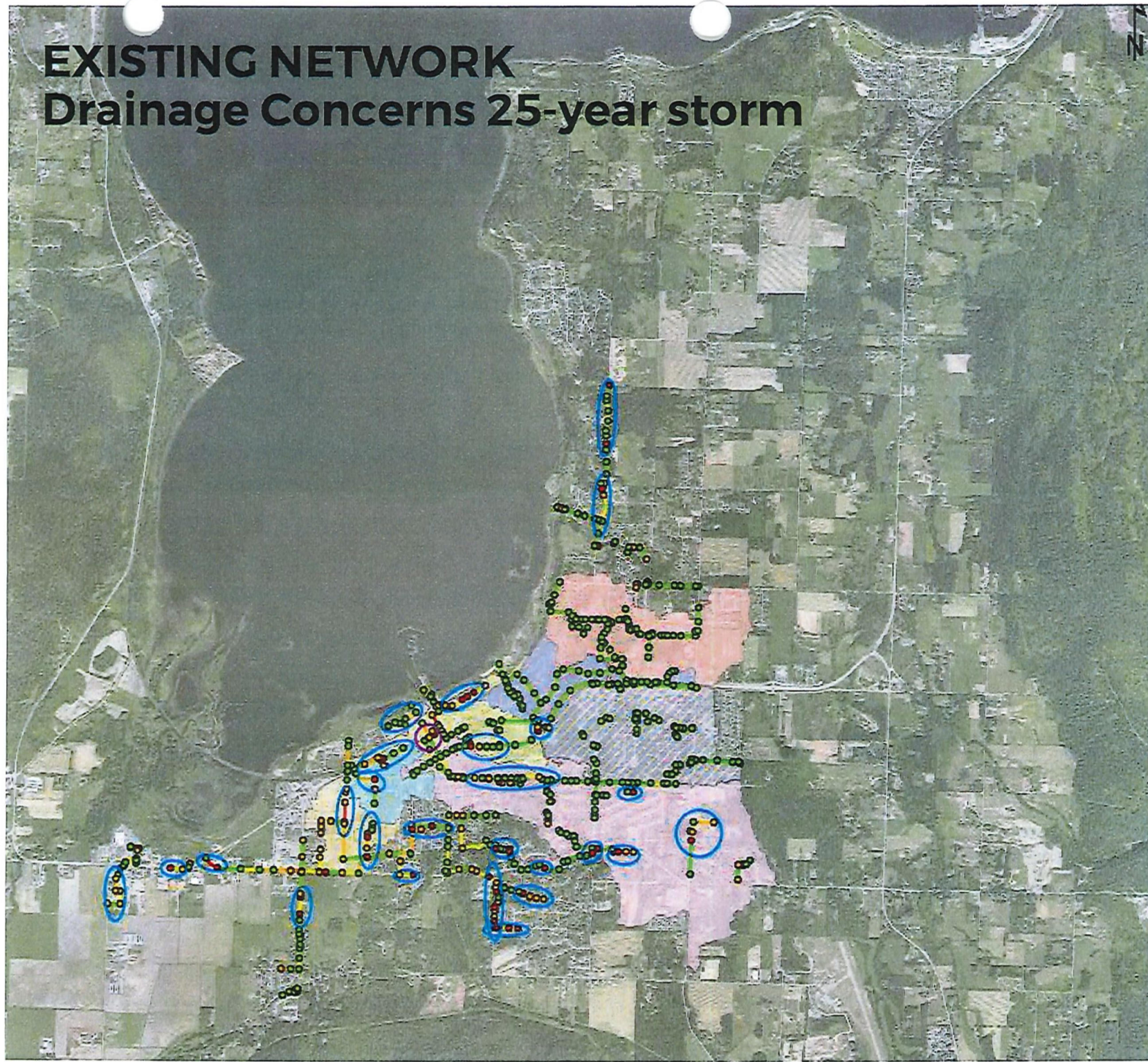


FIGURE 6.1  
EXISTING NETWORK ASSESSMENT  
1.5 YR RESULTS - FREE OUTFALL  
CITY OF SALMON ARM  
STORMWATER MASTER PLAN





# EXISTING NETWORK Drainage Concerns 25-year storm



- Noted Areas of Concern (Site)
  - Potential Flooding Issues (Model Results)
- Maximum HGL Below Ground**
- No Flooding
  - Within 0.3 m of Surface
  - Surface Flooding
- Pipe Utilization**
- Less than 100%
  - 100% to 150%
  - 150% to 300%
  - Greater than 300%
- Flow Monitor Catchment**
- Flow Monitor 1
  - Flow Monitor 2
  - Flow Monitor 3A
  - Flow Monitor 3B
  - Flow Split Between Flow Monitors 2 and 4
  - Flow Monitor 4
  - Flow Monitor 5

Coordinate System:  
NAD 1983 UTM Zone 11N

1:35,000

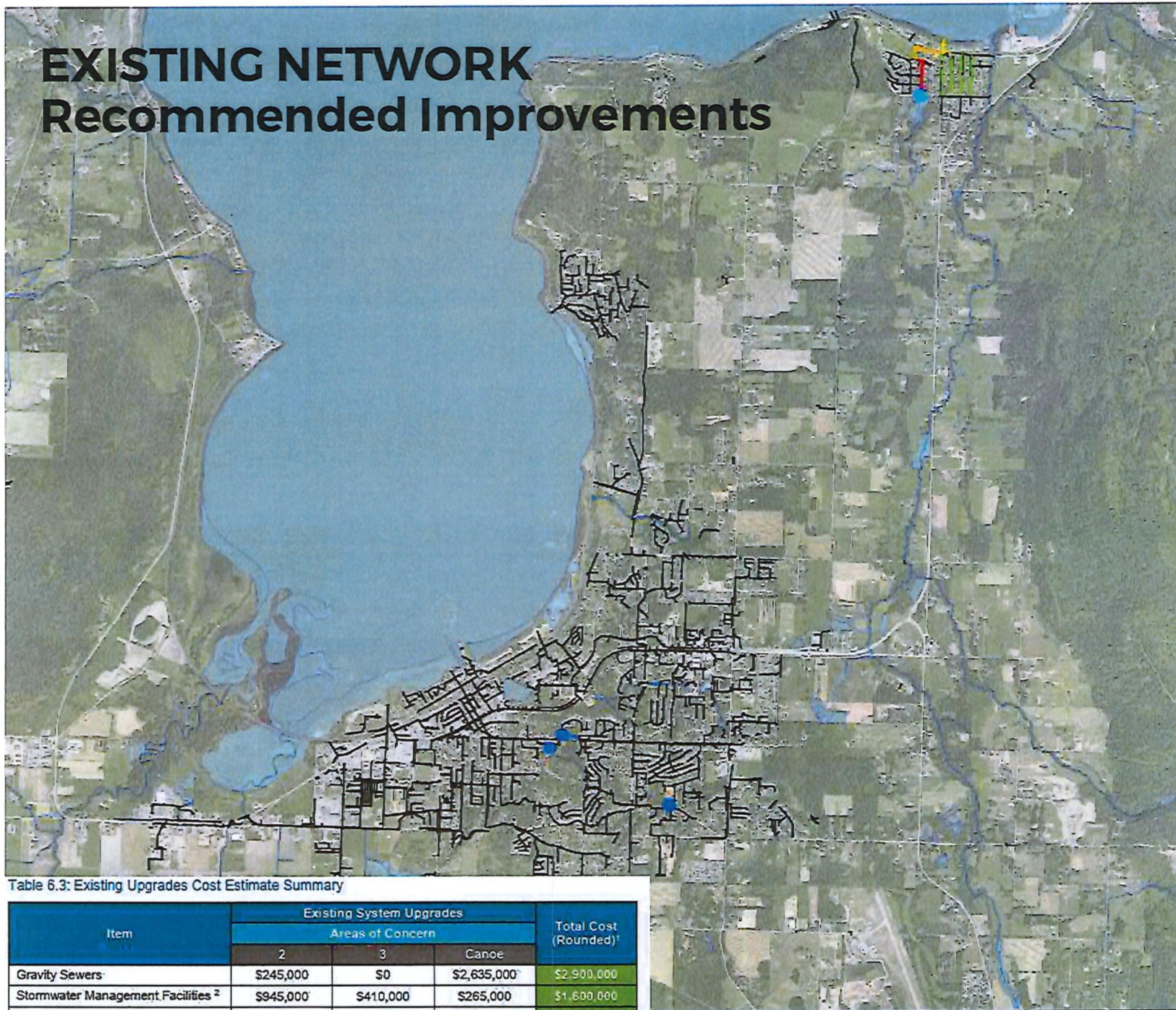


FIGURE 6.2  
EXISTING NETWORK ASSESSMENT  
125 YR RESULTS - FREE OUTFALL  
CITY OF SALMON ARM  
STORMWATER MASTER PLAN





# EXISTING NETWORK Recommended Improvements



## Legend

- Proposed SWMF
- Proposed SWMF Improvements
- Proposed Overland Conveyance

## Proposed Pipe Diameter

- 750 mm
- 900 mm
- 1200 mm
- 1350 mm
- 1500 mm
- Existing Pipe Network
- Watercourse
- Water Body

Coordinate System:  
NAD 1983 UTM Zone 11N

1:35,000



FIGURE 6.14  
EXISTING NETWORK  
PROPOSED UPGRADES  
CITY OF SALMON ARM  
STORMWATER MASTER PLAN



Table 6.3: Existing Upgrades Cost Estimate Summary

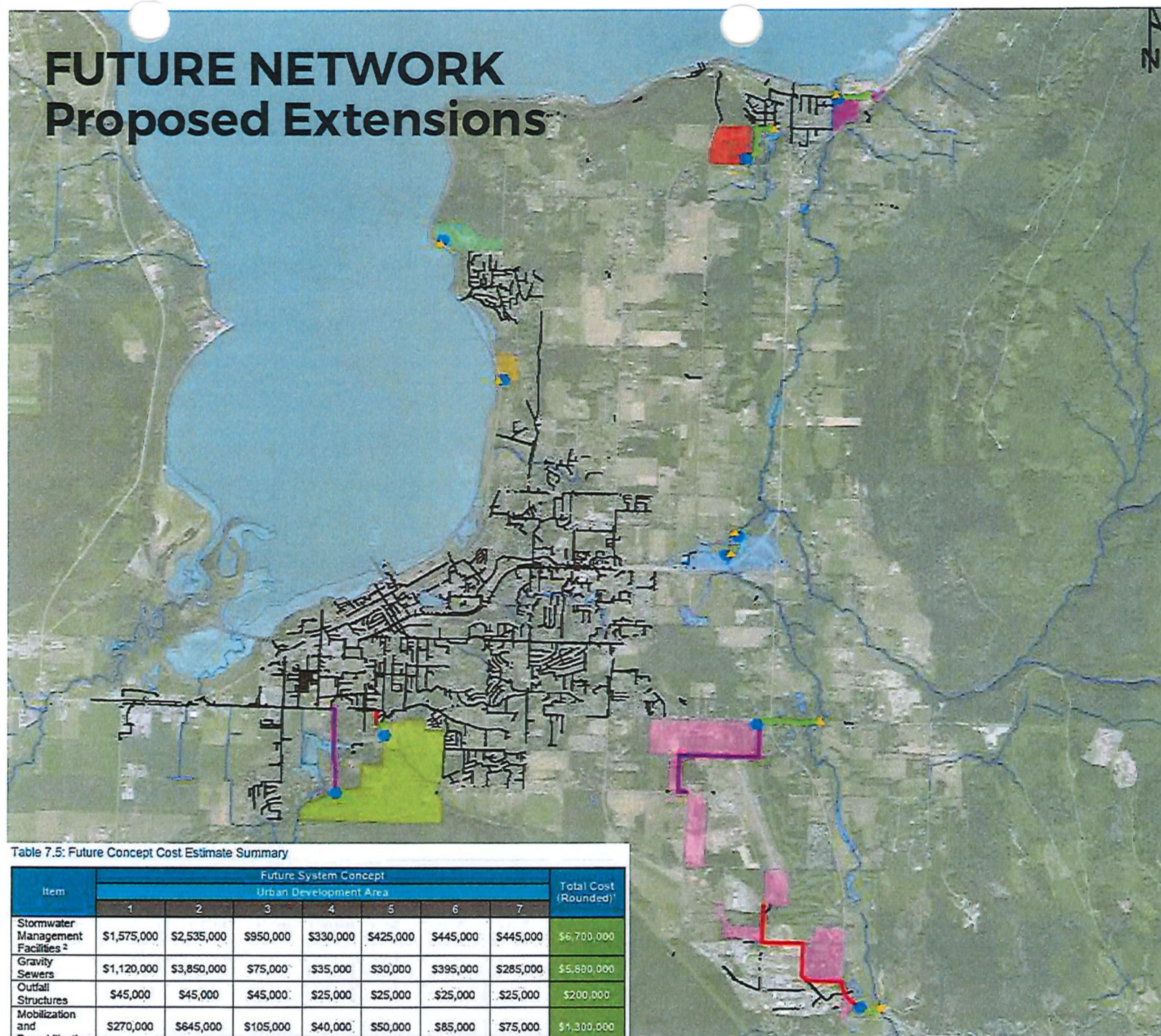
Item	Existing System Upgrades			Total Cost (Rounded) <sup>1</sup>
	Areas of Concern			
	2	3	Canoe	
Gravity Sewers	\$245,000	\$0	\$2,635,000	\$2,900,000
Stormwater Management Facilities <sup>2</sup>	\$945,000	\$410,000	\$265,000	\$1,600,000
Overland Conveyance	\$0	\$0	\$1,180,000	\$1,200,000
Mobilization and Demobilization	\$125,000	\$40,000	\$1,180,000	\$600,000
Total Cost (Rounded) <sup>1</sup>	\$1,400,000	\$500,000	\$4,500,000	\$6,300,000

<sup>1</sup> Costs are representative -- 2019 prices.

<sup>2</sup> SWMF costs include: stripping, excavation, landscaping, and an outlet control structure where applicable.



# FUTURE NETWORK Proposed Extensions



## Legend

- ▲ Proposed Outfall
- Proposed SWMF

## Proposed Pipe Diameter

- 250 mm
- 300 mm
- 375 mm
- Existing Pipe Network
- Watercourse

## Urban Development Areas

- Area 1 (Residential)
- Area 2 (Industrial)
- Area 3 (Commercial)
- Area 4 (Residential)
- Area 5 (Residential)
- Area 6 (Residential)
- Area 7 (Industrial)
- Water Body

Coordinate System:  
NAD 1983 UTM Zone 11N

1:45,000



FIGURE 7.2  
FUTURE NETWORK  
PROPOSED UPGRADES  
CITY OF SALMON ARM  
STORMWATER MASTER PLAN



Table 7.5: Future Concept Cost Estimate Summary

Item	Future System Concept Urban Development Area							Total Cost (Rounded) <sup>1</sup>
	1	2	3	4	5	6	7	
Stormwater Management Facilities <sup>2</sup>	\$1,575,000	\$2,535,000	\$950,000	\$330,000	\$425,000	\$445,000	\$445,000	\$6,700,000
Gravity Sewers	\$1,120,000	\$3,850,000	\$75,000	\$35,000	\$30,000	\$395,000	\$285,000	\$5,980,000
Outfall Structures	\$45,000	\$45,000	\$45,000	\$25,000	\$25,000	\$25,000	\$25,000	\$200,000
Mobilization and Demobilization	\$270,000	\$645,000	\$105,000	\$40,000	\$50,000	\$85,000	\$75,000	\$1,300,000
<b>Total Cost (Rounded)<sup>1</sup></b>	<b>\$3,000,000</b>	<b>\$7,100,000</b>	<b>\$1,200,000</b>	<b>\$400,000</b>	<b>\$500,000</b>	<b>\$1,000,000</b>	<b>\$800,000</b>	<b>\$14,900,000</b>

<sup>1</sup> Costs are representative of 2019 prices.

<sup>2</sup> SWMF costs include the cost of stripping, excavation, landscaping, and an outlet control structure.





# **EXISTING DRAINAGE SYSTEM**

## **Operation and Maintenance & Renewal**

### **Rural Drainage System**

- **Ditches:** clean-out 10 - 30 year cycles
- **Culverts:** Inspection Program; clean-out 20 year cycle; replace every 50 years
- **Stream Crossing Culverts:** Inspection Program; replace every 70 years

### **Urban Drainage System**

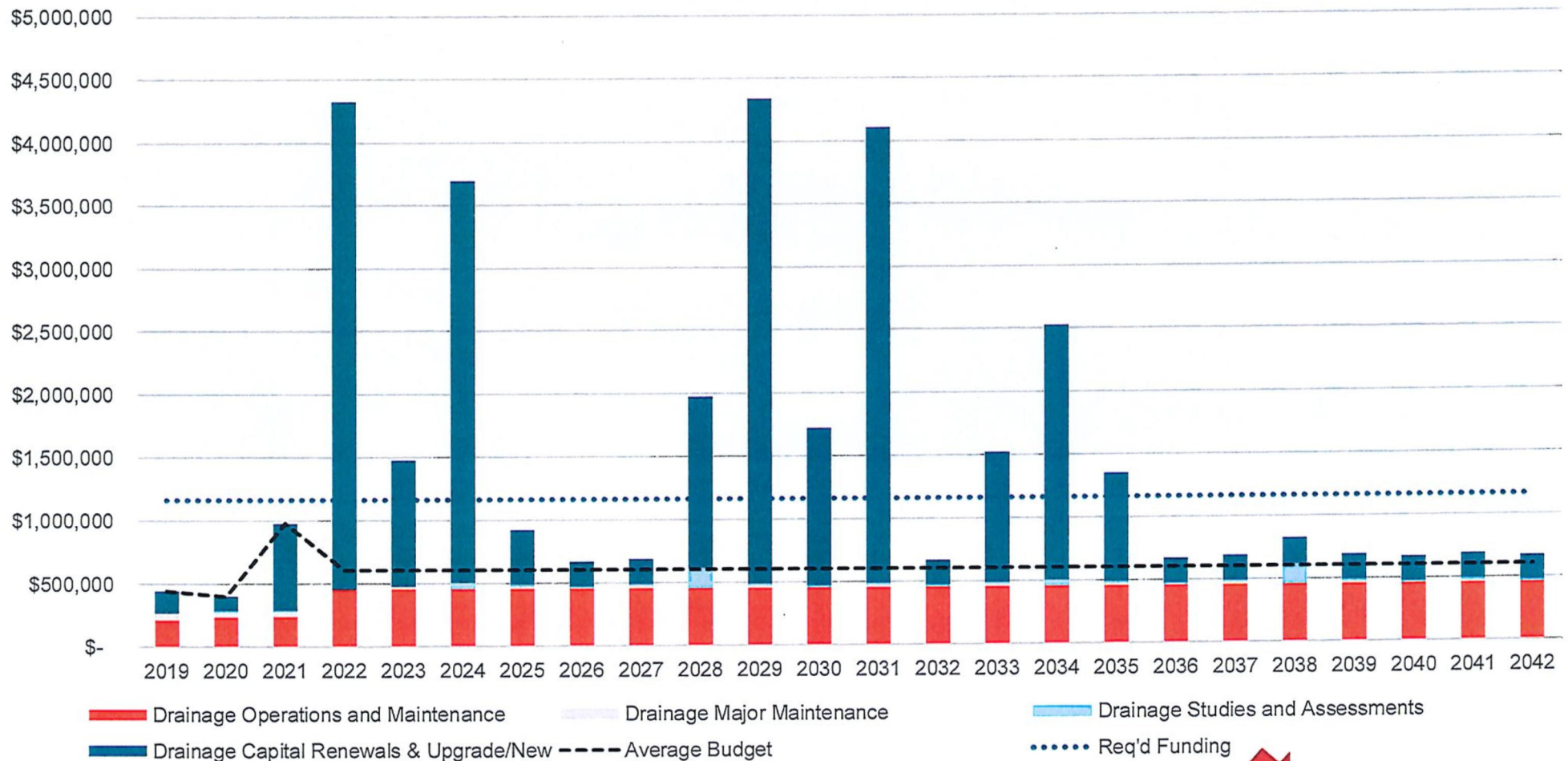
- **Stormwater Ponds:** Inspection Program; landscape maintenance; clean-out 20 year cycle
- **Underground Retention Units:** Annual inspection and cleaning; replace every 70 years
- **Storm Services:** As-required maintenance; replace with storm main or as required
- **Catchbasins:** Annual cleaning; replacement with storm main or as required
- **Manholes:** As-required maintenance; replace with storm main or as required
- **Storm main:** Flushing program; replace every 50-100 years material dependant
- **Stormwater Treatment Units:** Annual inspection and clean-out; replace with main
- **Headwalls and Inlet/Outlet Structures:** Annual inspection of major structures; as-required clean-out; replace with main or culvert



# DRAINAGE SYSTEM

## Estimated 20 year budget requirement

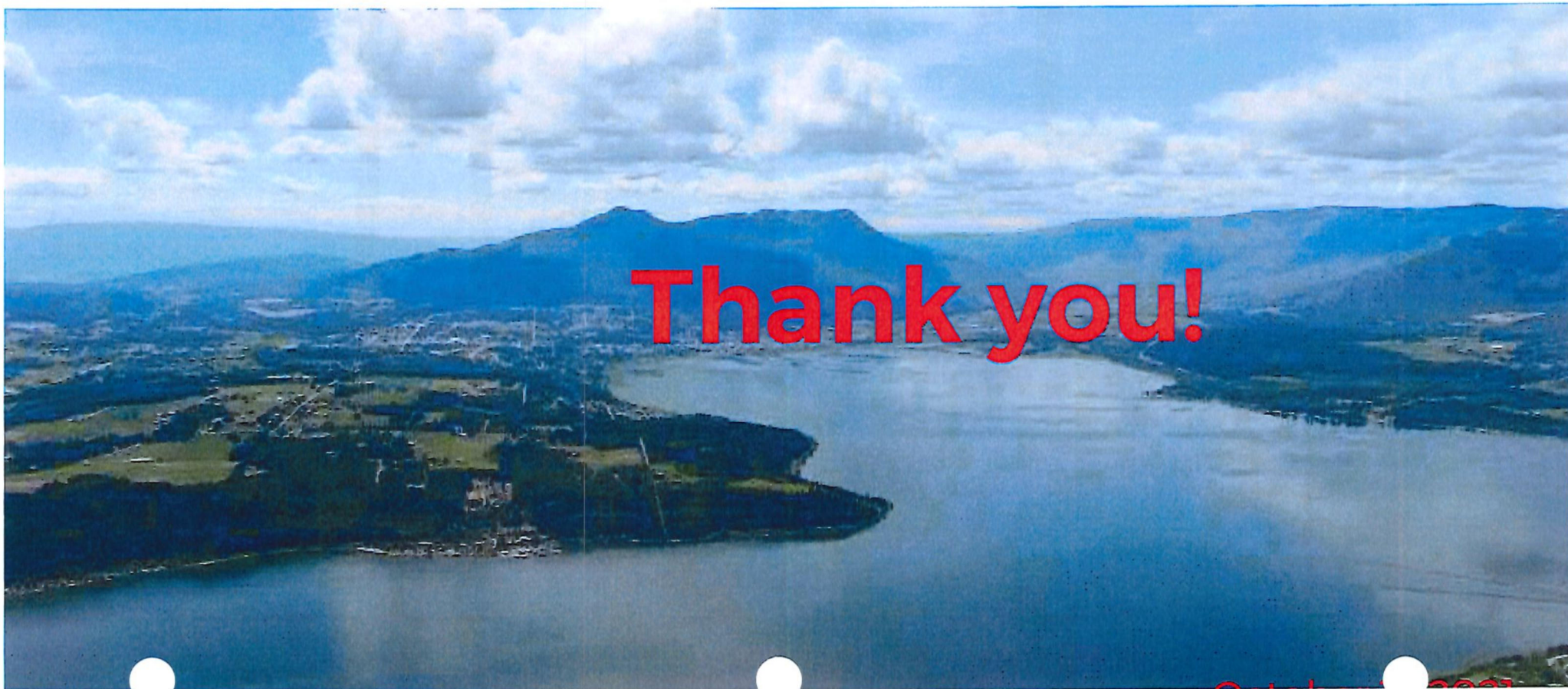
Draft 20-yr Drainage Budget



Funding can include alternative funding sources such as developer contributions, grants, DCC



## **CITY OF SALMON ARM Storm Water Drainage Overview**



Item 10.1

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Council Procedure Bylaw Amendment Bylaw No. 4479 be read a first, second and third time.

### Vote Record

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

Opposed:

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





---

TO: His Worship Mayor Harrison and Members of Council

DATE: October 5, 2021

SUBJECT: Council Procedure Bylaw Amendment No. 4479

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Recommendation:

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4479 be read a first, second and third time.

AND THAT: staff be directed to develop a policy for Electronic Meeting Management.

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Background:

Bill 10 *Municipal Affairs Statutes Amendments Act* includes amendments to the Community Charter that allow municipalities to conduct regular and committee meetings electronically, if authorized by a procedures bylaw. Local governments were not permitted to initiate the process of amending their procedure bylaws to allow for fully electronic meetings until the new authorities in the Community Charter took effect on September 29, 2021.

The City of Salmon Arm Council Procedure Bylaw No. 4276 currently authorizes electronic special meetings and electronic participation of up to three members of Council for regular meetings. It should be noted that electronic participation is different than conducting a fully electronic meeting in that some members of Council, staff and the public would be meeting in person while a fully electronic meeting would be held entirely by electronic means except for one municipal officer that would attend in Council

Chambers to ensure that the public has a location to listen to and observe the meeting (unless, due to an emergency it is deemed unsafe to do so).

Council Procedure Amendment Bylaw No. 4479 (attached as Appendix A) has been prepared for Council's consideration. If adopted, this amendment will allow all members of Council to participate electronically in regular meetings. The bylaw could be adopted as soon as October 25, 2021, following the notification required under section 94 of the Community Charter. In conjunction with the mandatory advertising, staff also plan to create a fact sheet on how members of the public can participate in meetings and will continue providing support to anyone who needs technical assistance with the GoToMeeting platform.

Offering a hybrid meeting model on an ongoing basis lowers the barriers to participation for the public, Council and staff. Members of the public may choose to attend in person at City Hall (with appropriate safety protocols in place), by telephone or via their computer. If the Provincial Health Officer directs that meetings cannot safely be conducted in person, then the City will ensure that adequate information is shared with the public so there is no confusion about how they can participate.

It is also recommended that staff develop a policy for Electronic Meeting Management, in keeping with best practices identified by the Province. The bylaw provides the authority to hold electronic meetings, but the rules governing how the meetings are managed are best addressed through policy. If Council is agreeable to this, a policy would be brought forward for consideration at a future date.

Respectfully,



Erin Jackson

Acting Chief Administrative Officer / Director of Corporate Services



## CITY OF SALMON ARM

BYLAW NO. 4479**A bylaw to amend "City of Salmon Arm Council Procedure Bylaw No. 4276"**

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

AND WHEREAS Council has adopted Procedure Bylaw No. 4276;

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

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

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

PART 2 – Council Meetings

Time and Location of Meetings is hereby amended with the addition of:

5. (1):

or the meeting is meeting is conducted by means of electronic or other communication facilities.

- (a) For meetings that are open to the public and conducted by means of electronic or other communication facilities, the Corporate Officer will designate a location for the public to hear, or watch and hear, the meeting proceedings. A designated municipal officer must be in attendance at that location.

Electronic Meetings is hereby deleted in its entirety and replaced with:

6. (1) Provided the conditions set out in section 128(2) of the *Community Charter* are met,

- (a) a regular Council meeting may be conducted by means of electronic or other communication facilities, subject to the following advance public notice:

- (i) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and

- (ii) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

- (b) Members of council who are participating in a meeting conducted in accordance with section 128 are deemed to be present at the meeting.
- (2) Provided the conditions set out in section 128.1 (2) of the *Community Charter* are met,
  - (a) a special Council meeting may be conducted by means of electronic or other communication facilities, subject to the following advance public notice:
    - (i) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and
    - (ii) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.
  - (b) Members of council who are participating in a meeting conducted in accordance with section 128.1 are deemed to be present at the meeting.
- (3) Provided the conditions set out in section 128.2 (2) of the *Community Charter* are met,
  - (a) a Council committee meeting may be conducted by means of electronic or other communication facilities, subject to the following advance public notice:
    - (i) the way in which the meeting is to be conducted by means of electronic or other communication facilities.
  - (b) Members of a Council committee who are participating in a meeting conducted in accordance with section 128.2 are deemed to be present at the meeting.
- (4) Provided the conditions set out in section 128.3 (2) of the *Community Charter* are met,
  - (a) a member of Council or Council Committee who is unable to attend in person at a regular Council meeting, special Council meeting or Council committee meeting may participate in the meeting by means of electronic or other communication facilities.
  - (b) Members of Council or Council committee who are participating in a meeting conducted in accordance with section 128.3 are deemed to be present at the meeting.



## 2. SEVERABILITY

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

## 3. ENACTMENT

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

## 4. EFFECTIVE DATE

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

## 5. CITATION

This bylaw may be cited as **"City of Salmon Arm Council Procedure Amendment Bylaw No. 4479"**

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

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MAYOR

---

CORPORATE OFFICER

Item 10.2

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Permissive Tax Exemption Bylaw No. 4476 be read a first, second and third time.

### Vote Record

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

Opposed:

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



# CITY OF SALMON ARM

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To: Mayor Harrison and Members of Council  
 Date: September 29, 2021  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: Permissive Tax Exemption – 2022

---

## **Recommendation:**

That Bylaw No. 4476 cited as "City of Salmon Arm Tax Exemption Bylaw No. 4476," be given three readings.

## **Background:**

Council, at the Regular Council Meeting held on October 13, 2020, adopted Bylaw No. 4415 granting various Organizations a Permissive Tax Exemption for a two (2) year period 2021 and 2022.

No new qualifying applications have been received requesting a Permissive Tax Exemption for the 2022 taxation year. However there is one (1) property requiring an update. This is the final year of the current three (3) year permissive tax exemption cycle and new applications will be required of all applicants next year for exemption in 2023.

Pursuant to Section 224 of the *Community Charter*, adoption of this bylaw will exempt the subject properties from not only the general municipal tax, but also, taxes levied by other governments (e.g. School, Regional District, Regional Hospital, Library, MFA and BCAA). The City is still responsible for payment of the exempted taxes levied by other governments, and the remaining tax base must make up this difference.

It is important to note that statutory exemptions (legislated pursuant to the *Community Charter*) allow churches and the property they sit on, an automatic or statutory exemption. Council has historically granted a Permissive Tax Exemption to churches for the remaining property of up to two (2) acres. For Societies, Senior Facilities and Sports Clubs, Council has historically permissively exempted all land and improvements, provided they are owned by a charitable, philanthropic or other not-for-profit organization.

## **Cornerstone Christian Reformed Church**

The Cornerstone Christian Reformed Church (Church) subdivided their property (1191 22 St NE) in Plan EPP106191 into two (2) separate parcels – 2151 and 2110 11 Avenue NE. The newly created parcel (2110 11 Avenue NE) has been rezoned and subsequently sold to a private, for-profit owner. As confirmed with BC Assessment Authority (BCAA), the new parcel will not receive a permissive tax exemption as it is owned by a for-profit owner.

Council granted a Permissive Tax Exemption for a two (2) year period 2021 and 2022 to the Cornerstone Christian Reformed Church on the original property noted above (1191 22 St NE). The property received a statutory exemption for the church and land on which the church stood and a permissive exemption on the two (2) acres of the property surrounding the church

as it was more than two (2) acres, 0.563 acres of land was taxable. Council's policy allows up to a maximum of two (2) acres surrounding churches and accessory uses for permissive exemption. Following the subdivision of the property, the area surrounding the building is now less than two (2) acres; therefore would be fully tax exempt.

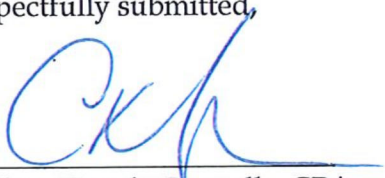
As advised by BCAA, the permissive tax exemption bylaw should be updated to reflect the new civic address and revised legal description of the property owned by the Church. The Church did not submit a formal application for Council's consideration. However, it is recommended that Council grant a permissive exemption on the remaining parcel for 2022.

The estimated permissive tax exemption value for 2022 is \$7,251.00 (General Municipal - \$3,534.00 and Other Governments \$3,717.00).

Pursuant to Section 227 of the Community Charter, the City of Salmon Arm is required to advertise all properties being considered for a permissive tax exemption and the value of said exemptions. As such, advertisements will appear in the Salmon Arm Observer on October 6 and October 13, 2021 respectively.

This bylaw must be adopted by October 31, 2021 to be in effect for the 2022 tax year. Therefore, it is recommended that Council adopt Bylaw No. 4476 to exempt the subject property for the 2022 year.

Respectfully submitted,



Chelsea Van de Cappelle, CPA  
Chief Financial Officer



## CITY OF SALMON ARM

BYLAW NO. 4476**Being a bylaw to exempt from taxation certain lands and improvements for the year  
2022**

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WHEREAS it is provided by Section 224 of the Community Charter, that the Council may by bylaw exempt from taxation any lands and improvements as therein specified;

AND WHEREAS the Council of the City of Salmon Arm deems it necessary and expedient to exempt from taxation for all purposes, the whole of the taxable assessed value of the land and improvements on certain properties situate within the City of Salmon Arm;

AND WHEREAS Section 224 of the Community Charter provides that every building set apart and in use for public worship and any church hall which Council considers necessary thereto, and the land upon which the building or hall actually stands, shall be exempt from taxation;

AND WHEREAS such area of lands surrounding the church building or hall as may be determined by Council shall be exempt from taxation, such area so exempted to be determined by bylaw in accordance with Subsection 2 (f) of Section 224 of the Community Charter;

NOW THEREFORE the Council of the City of Salmon Arm by affirmative vote of at least two-thirds of all the members thereof enacts as follows:

**1. CHURCHES**

- a) In addition to the statutory exemption for every building set apart and in use for public worship and the land upon which the building actually stands, all church halls located on the same property or adjacent property owned by the Church or its Trustees shall also be exempted, including the land upon which the halls stand, for the year 2022.
- b) Where the property on which a church is located does not exceed two (2) acres, all such land shall be exempt from taxation for the year 2022.
- c) Where there is a residence located on the same property as a church, the residence and any ancillary buildings and the land upon which the residence and ancillary buildings actually stand, as well as any area of land deemed to be associated with the use and enjoyment of the residential and ancillary buildings, shall be assessed and taxed as residential property for the year 2022.
- d) Where the property on which a church is located exceeds two (2) acres, the area of land exempt from taxation, including the statutory exemption, shall be two (2) acres.

1. Lot A, Plan EPP97409, Section 24, Township 20, Range 10, Except Plan EPP106191  
(2151 11 Avenue NE)  
Registered Owner and Occupier: Cornerstone Christian Reformed Church  
(04437.003)

#### 6. 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.

#### 7. 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.

#### 8. EFFECTIVE DATE

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

#### 9. CITATION

This bylaw may be cited as "City of Salmon Arm Tax Exemption Bylaw No. 4476"

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

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MAYOR

---

CORPORATE OFFICER



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Item 10.3

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478 be read a first, second and third time.

### Vote Record

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

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





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TO: His Worship Mayor Harrison and Council  
DATE: October 5, 2021  
FROM: Erin Jackson, Director of Corporate Services  
PREPARED BY: Caylee Simmons, Executive Assistant  
SUBJECT: Checkout Shopping Bag Regulation Bylaw No. 4478

---

**Recommendation:**

*THAT: the City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478 be read a first, second and third time.*

**Background:**

At the December 10, 2018 Regular Meeting, Council directed staff to prepare a report that included a draft bylaw, a recommended stakeholder engagement process and a draft communication plan for the prohibition of single-use plastic shopping bags in the City of Salmon Arm. Council moved forward with the engagement process and adopted the City of Salmon Arm Checkout Bag Regulation Bylaw No. 4297 on June 10, 2019.

In July 2019, the BC Court of Appeal quashed the City of Victoria's Single Use Plastics Bylaw ruling that municipalities must receive approval from the Minister of Environment prior to adoption of such a bylaw. The City of Salmon Arm did not obtain Ministerial approval prior to adoption, making Checkout Bag Regulation Bylaw No. 4297 unenforceable. Although the City's bylaw was not valid many businesses in Salmon Arm continued to offer alternatives to single use checkout bags and citizens embraced the move to reducing single use bags as well.

The COVID-19 pandemic created uncertainty around reusable bags however, the BC CDC has confirmed that COVID-19 transmission from handling reusable containers such as grocery bags has not been documented and that it is safe to continue to use reusable bags.

In July 2021, the Province amended the *Community Charter* to allow local governments to ban single-use plastics, including plastic checkout bags, without approval of the Ministry. Staff have worked with the Ministry of Environment staff to ensure the proposed bylaw meets the provisions for local government to regulate single use plastics.

It is proposed that the bylaw not come into full force and effect until July 1, 2022, thereby providing businesses with a transition period to use their existing plastic bag stock and source reusable bag options.

Following third reading staff will engage the business community to provide information regarding the proposed bylaw and assist businesses with adhering to the bylaw. Businesses will be provided printable posters and documents to assist with the implementation of the bylaw.

The set fines for any offence are outlined in the proposed bylaw and includes an amendment to the Municipal Ticket Information Bylaw No. 2760. Staff intend to support businesses as they transition to the requirements of the bylaw without the issuance of fines.

The adoption of Checkout Shopping Bag Regulation Bylaw No. 4478 will repeal previous bylaw Checkout Shopping Bag Regulation Bylaw No. 4297.



Erin Jackson  
Director of Corporate Services



## CITY OF SALMON ARM

BYLAW NO. 4478**A bylaw to regulate the use of checkout shopping bags**

---

WHEREAS the City of Salmon Arm desires to regulate the business use of single use checkout bags to reduce the creation of waste and associated municipal costs, to better steward municipal infrastructure and/or property, including sewers, streets and parks, and to promote responsible and sustainable business practices that are consistent with the values of the community;

AND WHEREAS Section 8(6) of the *Community Charter* authorizes a municipality to regulate in relation to business

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

1. DEFINITIONS

"Checkout Bag" means:

- a) any bag intended to be used by a customer for the purpose of transporting items purchased or received by the customer from the business providing the bag; or
- b) bags used to package take-out or delivery of food;
- c) and includes Paper Bags, Plastic Bags, or Reusable Bags;

"Business" means any person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the Business Licence Bylaw and, for the purposes of Section 3, includes a person employed by, or operating on behalf of, a Business;

"Paper Bag" means a bag made out of paper containing at least 40% of post consumer recycled paper content, and displays the words "Recyclable" and "made from 40% post-consumer recycled content" or other applicable amount on the outside of the bag, but does not include a "Small Paper Bag";

"Plastic Bag" means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a Reusable Bag;

"Reusable Bag" means a bag with handles that is for the purpose of transporting items purchased by the customer from a Business and is:

- a) designed and manufactured to be capable of at least 100 uses; and
- b) primarily made of cloth or other washable fabric;

"Small Paper Bag" means any bag made out of paper that is less than 15 centimeters by 20 centimeters when flat.

## 2. CHECKOUT BAG REGULATIONS

- 1) Except as provided for in this Bylaw, no Business shall provide a Checkout Bag to a customer.
- 2) A Business may provide a Checkout Bag to a customer only if:
  - a) the customer is first asked whether he or she needs a bag;
  - b) the bag provided is a Paper Bag or a Reusable Bag; and
  - c) the customer is charged a fee not less than:
    - a. \$0.25 per Paper Bag; and
    - b. \$2.00 per Reusable Bag.
- 3) For certainty, no Business may
  - a) sell or provide to a customer a Plastic Bag; or
  - b) provide a Checkout Bag to a customer free of charge.
- 4) No Business shall deny or discourage the use by a customer of his or her own Reusable Bag for the purpose of transporting items purchased or received by the customer from the Business.

## 3. EXEMPTIONS

- 1) Section 2. does not apply to Small Paper Bags or bags used to:
  - a) package loose bulk items such as fruit, vegetables, nuts, grains, or candy;
  - b) package loose small hardware items such as nails and bolts;
  - c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;
  - d) wrap flowers or potted plants;
  - e) protect prepared foods or bakery goods that are not pre-packaged;
  - f) contain prescription drugs received from a pharmacy;
  - g) transport live fish;
  - h) protect linens, bedding, or other similar large items that cannot easily fit in a Reusable Bag;



- i) protect newspapers or other printed material intended to be left at the customer's residence or place of business; or
  - j) protect clothes after professional laundering or dry cleaning.
- 2) Section 2 does not limit or restrict the sale of bags, including Plastic Bags, intended for use at the customer's home or business, provided that they are sold in packages of multiple bags.
- 3) Notwithstanding Sections 2. 2) c) and 2. 3) b), a Business may provide a Checkout Bag free of charge if:
  - a) the Business meets the other requirements of Section 2. 2);
  - b) the bag has already been used by a customer; and
  - c) the bag has been returned to the Business for the purpose of being re-used by other customers.

#### 4. OFFENCE

- 1) A person or a business commits an offence and is subject to the penalties imposed by this Bylaw, the Municipal Ticket Information Utilization Bylaw and the Offence Act if that person:
  - a) Contravenes a provision of this Bylaw;
  - b) Consents to, allows, or permits an act or thing to be done contrary to this Bylaw; or
  - c) Neglects or refrains from doing anything required by a provision of this Bylaw.
- 2) Each instance that a contravention of a provision of this Bylaw occurs and each day that a contravention continues shall constitute a separate offence.

#### 5. PENALTIES

A corporation or individual found guilty of an offence under this Bylaw is subject to a fine:

- a) If a corporation, of not less than \$100.00 and not more than \$10,000.00; or
- b) If an individual, of not less than \$50.00 and not more than \$500.00

for every instance that an offence occurs or each day that it continues.

## 6. CONSEQUENTIAL AMENDMENT TO THE TICKET BYLAW

The City of Salmon Arm Ticket Information Utilization Bylaw No. 2760 is amended by inserting, immediately after Schedule 19, the Schedule attached to this Bylaw as the new Schedule 20.

## 7. 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 decision that it is invalid shall not affect the validity of the remaining portions of this bylaw.

## 8. 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.

## 9. EFFECTIVE DATE

This bylaw shall come into force and effect July 1, 2022.

## 10. REPEAL

"The City of Salmon Arm Checkout Bag Regulation Bylaw No. 4297" and all previous versions, consolidations and amendments made thereto are repealed upon adoption of this Bylaw.

## 11. CITATION

This bylaw may be cited as "City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478"

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

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CORPORATE OFFICER

---

MAYOR



**BYLAW NO. 2760****SCHEDULE 20**

BYLAW	SECTION	SET FINE
<b>Checkout Bag Regulation Bylaw No.</b>		
Providing a Checkout Bag to a Customer except as provided in the bylaw	2. 1)	\$100.00
Providing a Checkout Bag without asking whether a customer wants one	2. 2) a)	\$100.00
Providing a Checkout Bag that is not a Paper Bag or Reusable Bag	2. 2) b)	\$100.00
Charging less than a prescribed amount for a Checkout Bag	2. 2) c)	\$100.00
Selling or providing a Plastic Bag	2. 3) a)	\$100.00
Providing Checkout Bag free of charge	2. 3) b)	\$100.00
Denying or discouraging use of customer's own Reusable Bag	2. 4)	\$100.00

Item 11.1

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4473 be read a final time.

[ZON-1219; DeMille's Farm Market; Text Amendment; C-8 – Farm Produce Commercial Zone]

### 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: August 10, 2021

Subject: Zoning Bylaw Amendment Application No. 1219  
Addition of Licensee Retail Store in C8 Zone

Applicant: DeMille's Farm Market

---

## STAFF RECOMMENDATION

**THAT:** A Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

**1) Section 22 – C-8 - Farm Produce Commercial Zone**

Add a subsection to section 22.3 – Permitted Uses – and renumber the balance accordingly;

.2 *licensee retail store*

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

---

## PROPOSAL

To amend the Zoning Bylaw to include *licensee retail store* as a permitted use in the C8 (Farm Produce Commercial) Zone as per ALC decision #400/2021 (Appendix 1). Only two properties in the city are zoned C8: 3710 10 Avenue (TCH) SW and 3390 10 Avenue (TCH) SW. Although ALC Application #400/2021 relates specifically to a proposal by DeMille's Farm Market (3710 10 Avenue (TCH) SW) to allow for retail liquor sales, this rezoning would apply to the entire C8 zone.

## BACKGROUND

On July 5 of this year, the ALC approved an application for a non-farm use at 3710 10 Avenue (TCH) SW. This approval applies only to the portion of this property that is zoned C8 (note that only the existing retail market is zoned C8).

An ALC Non-Farm Use application was required because DeMille's Farm Market is located within the Agricultural Land Reserve (ALR) and their proposal to sell liquor at the market is considered a non-farm use. Although the ALC application was approved, the C8 zoning does not currently allow for retail liquor sales. In order to permit this use, a text amendment is required to add *licensee retail store* to the C8 zone.

While this text amendment would also apply to Pedro Gonzales at 3390 10 Avenue (TCH) SW (the only other property zoned C8), separate ALC and Liquor Licensing approval would be needed if a *licensee retail store* were also proposed at that location.

DeMille's Farm Market is located at 3710 10 Avenue (TCH) SW (Appendices 2). This property is designated Salmon Valley Agriculture in the City's Official Community Plan (OCP) and zoned Farm Produce Commercial (C8) and Agriculture (A1) in the Zoning Bylaw (Appendices 3 and 4).

See C8 regulations attached as Appendix 5.



The Market is located at the end of a strip of highway commercial businesses in an area consisting of a mixture of commercial and agricultural land, as well as reserve land.

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

North: Trans Canada Highway and Farmland (in the ALR)	Zoned A2 and C5
South: Farmland (in the ALR)	Zoned A1
East: Pedro Gonzales, Country Camping, and Farmland (some in ALR)	Zoned C3, C8, A1, A2, and A3
West: Farmland	Zoned A1 and A2

### DISCUSSION

Policy 7.2.4 shows general support for agri-business opportunities in rural and agricultural areas that are complementary to local agriculture. Although perhaps not exactly an agri-business, staff do feel that this use would be complementary to existing agri-businesses at this location.

The C8 zone of the City of Salmon Arm's Zoning Bylaw does not currently include *licensee retail store* as a permitted use. This use is permitted in all commercial zones except in the C4 (Fuel Service Station Commercial), C8 (Farm Produce Commercial), C9 (Country Inn Commercial), and C10 (High Technology Research & Development) zones. All other commercial zones, as well as three comprehensive development zones, allow for *licensee retail store*.

In addition to requiring Ministry of Transportation and Infrastructure approval, Provincial Liquor Licensing is required by the Liquor and Cannabis Regulation Branch. Proof of appropriate licensing will be required at the building permit stage (or business license stage if no renovations are proposed).

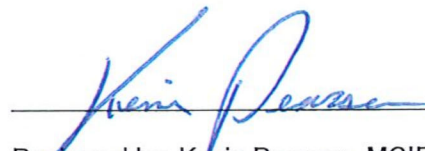
Parking requirements for licensee retail store use is 1 space per 12 sq. m. of retail floor area. If accommodated within the existing building, this may not require additional parking. This would be assessed at the building permit or business license stage.

### CONCLUSION

Given that most commercial zones already permit *licensee retail store* use, staff feel that this use would be compatible with the C8 zone and are in support of this application.



Prepared by: Brenda Kolenbrander  
Planner



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

### Appendices:

- Appendix 1 – ALC Non-Farm Use Application and Proposal Map
- Appendix 2 – DeMille's Location Map
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – C8 Zoning Regulations

# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 61586

**Application Status:** Under LG Review

**Applicant:** Birch Haven Farms Ltd.

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 10/22/2020

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

**Proposal Type:** Non-Farm Use

**Proposal:** We would like to sell liquor at our Farm Market. Our proposal makes no changes to the size, integrity and continuity of the Agricultural Land Reserve. We will continue to farm lands we own and lease in order to supply our market. In addition our proposal will encourage the farming of agriculture lands and the growth of the industry in our region and throughout BC as we seek out grower and suppliers for our new venture.

**Mailing Address:**

3710 10th Avenue S.W.

Salmon Arm, BC

V1E 3k1

Canada

**Primary Phone:** (250) 833-9976

**Email:** demilles@shaw.ca

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 008-678-111

**Legal Description:** Lot B, KAP15901, section 9 township 20, range 10, meridian land district 25 except 32284 manufactured home reg #57018

**Parcel Area:** 27.9 ha

**Civic Address:** 3710 10th Ave SW Salmon Arm BC V1E 3K1

**Date of Purchase:** 01/01/1979

**Farm Classification:** Yes

**Owners**

1. **Name:** Birch Haven Farms Ltd.

**Address:**

3710 10th Avenue S.W.

Salmon Arm, BC

V1E 4M2

Canada

**Phone:** (250) 833-9976

**Cell:** (250) 832-7550

**Email:** demilles@shaw.ca

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

*DeMille's Farm market is a third generation family farm. With roots in California farming, the family moved to the Salmon Arm Valley in 1970 and has owned this property since 1979. From a humble beginning of ten rows of corn and roadside stand, DeMille's now farm 67 acres of our 69 acres site - all of which is in the Agricultural Land Reserve. Famous for our sweet corn, we also grow and sell alfalfa, pumpkins, vegetables, sunflowers and hemp on a total of 130 acres. In addition, our Farm Market sells agriculture products from throughout BC.*

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

*None part of the application*

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

*Existing Farm Market.*

**Adjacent Land Uses****North**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Highway

**East**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Farm

**South**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Farm

**West**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Orchard

**Proposal****1. How many hectares are proposed for non-farm use?**

*1 ha*

**2. What is the purpose of the proposal?**

*We would like to sell liquor at our Farm Market. Our proposal makes no changes to the size, integrity and continuity of the Agricultural Land Reserve. We will continue to farm lands we own and lease in order to supply our market. In addition our proposal will encourage the farming of agriculture lands and the growth of the industry in our region and throughout BC as we seek out grower and suppliers for our new venture.*

**3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.**

*No*



**4. Does the proposal support agriculture in the short or long term? Please explain.**

**86** *DeMille's Farm Market is proud to contribute to the Salmon Arm economy by serving residents of our valley and attracting tourists from and wide. With the addition of liquor sales, we believe our revenue will be further diversified and enable us to remain viable during difficult economic times.*

**5. Do you need to import any fill to construct or conduct the proposed Non-farm use?**

*No*

### **Applicant Attachments**

- Proposal Sketch - 61586
- Certificate of Title - 008-678-111

### **ALC Attachments**

None.

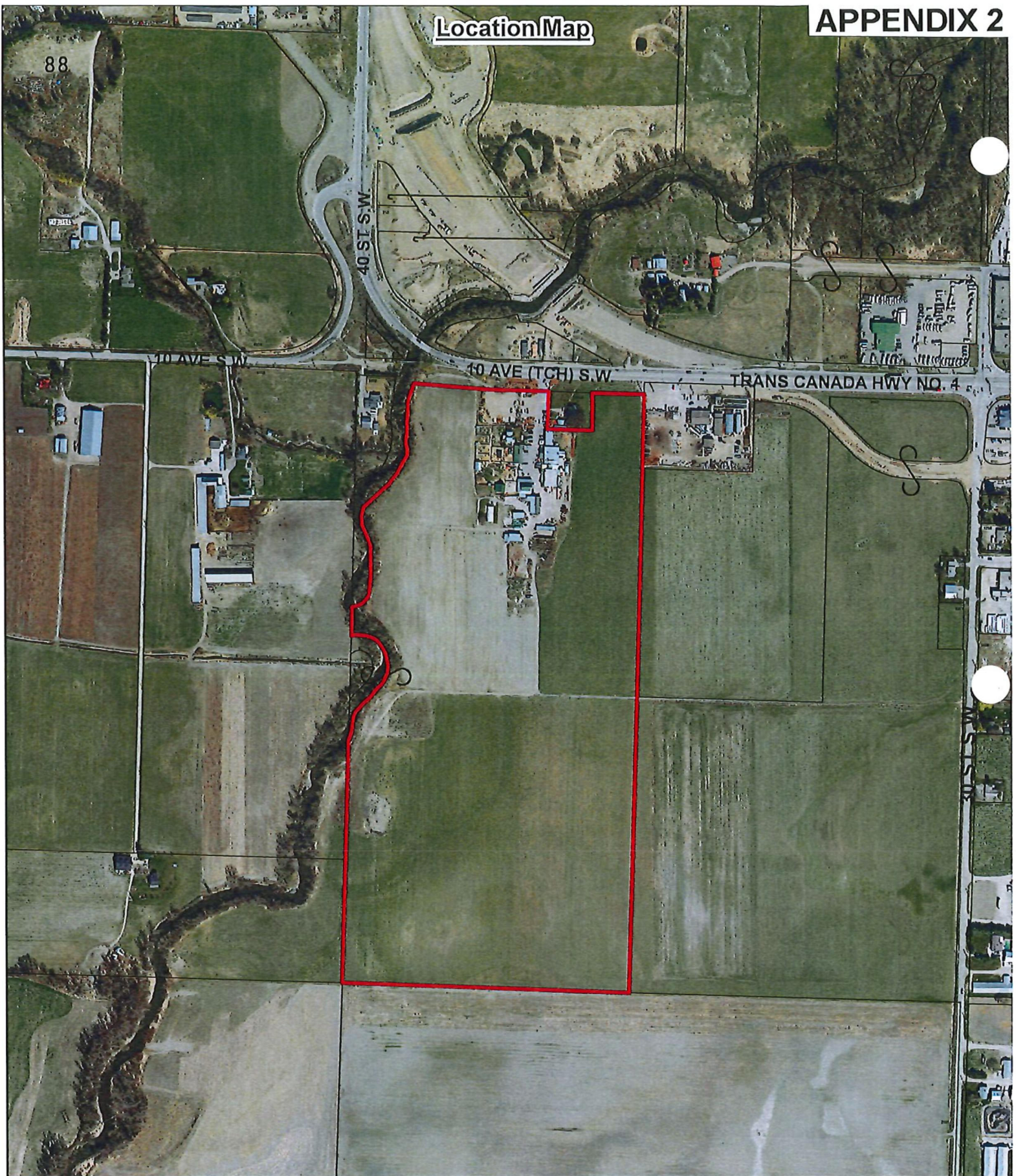
### **Decisions**

None.






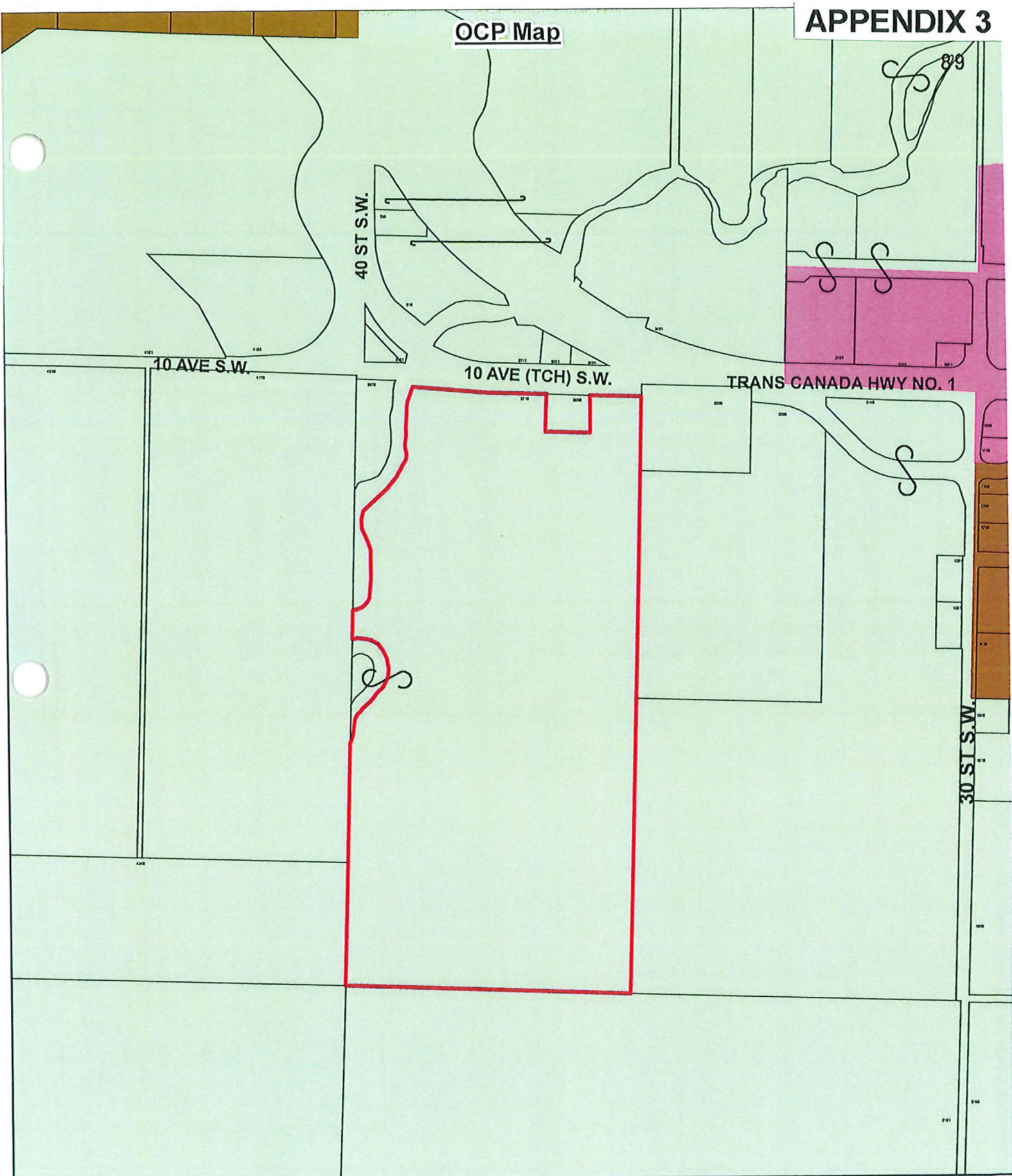




0 100 200 400 600 800 Meters

 Subject Property  
 Parcels



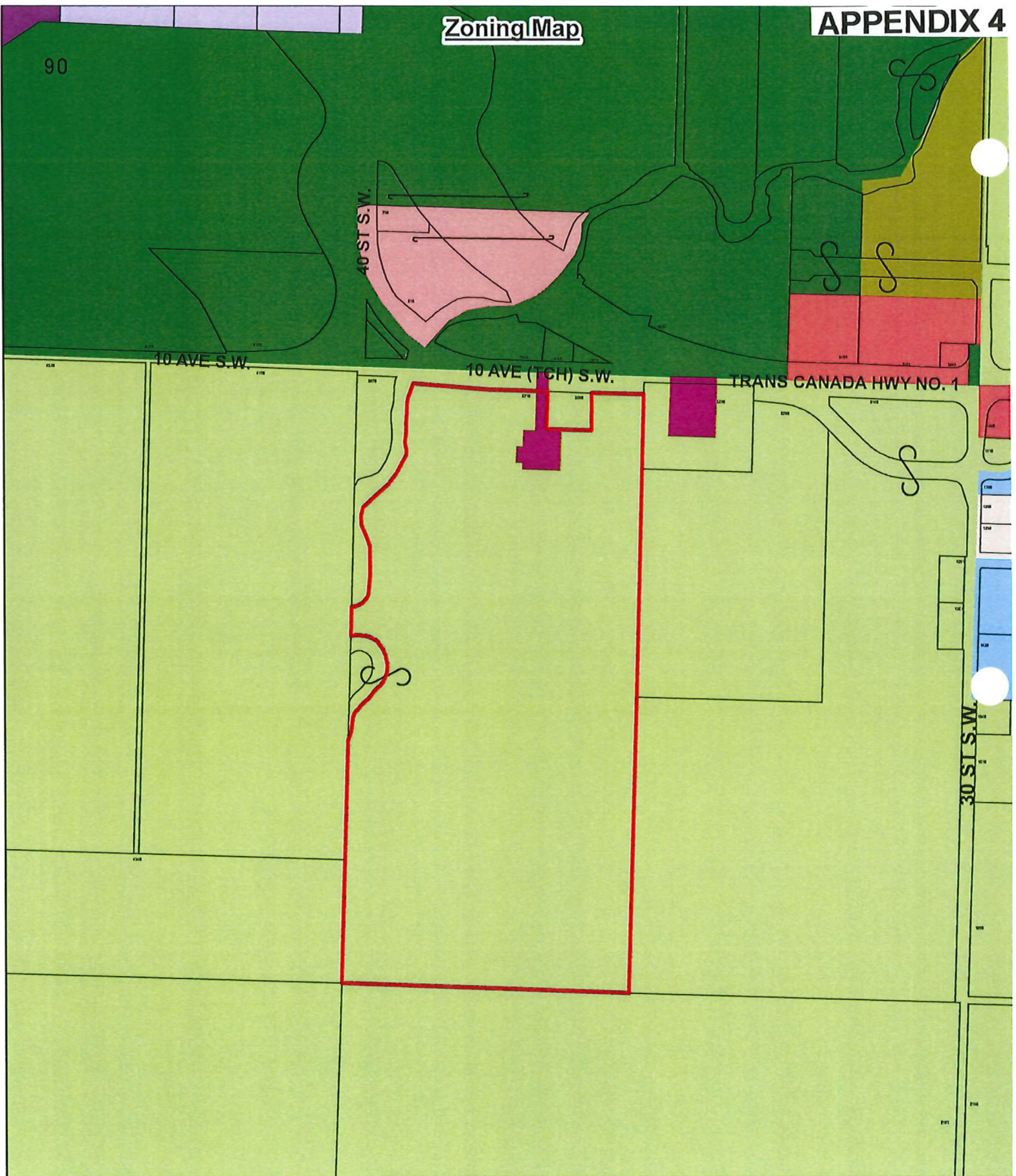


OCP Designation

- Salmon Valley Agriculture
- Commercial - Highway Service / Tourist
- Industrial - General

- Subject Property
- Parcels





0 37.575 150 225 300 Meters

## Zoning

	A-1		C-3		M-1		P-3
	A-2		C-5		M-2		R-1
	A-3		C-8		M-5		

Subject Property  
 Parcels



**SECTION 22 - C-8 - FARM PRODUCE COMMERCIAL ZONE****Purpose**

22.1 The C-8 Zone is intended to provide for the year-round retail sale of farm produce.

**Regulations**

22.2 On a *parcel zoned C-8*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-8 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

22.3 The following uses and no others are permitted in the C-8 Zone:

- .1 retail sale of farm produce;
- .2 *mobile food vending*; #4240
- .3 *outside vending*; #2837
- .4 *public use*;
- .5 *public utility*;
- .6 *accessory use*.

**Accessory Use**

22.4 The following *accessory uses* and no others are permitted in the C-8 Zone:

- .1 retail sale of confectioneries and soft drinks;
- .2 retail sale of packaged food stuffs;
- .3 retail sale of bedding plants, processed fruits, shrubs or trees and plant food;
- .4 retail sales of arts and crafts. #3768

**Maximum Parcel or Site Coverage**

22.5 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 40% of the *parcel* or *site* area.

**Maximum Height of Principal Buildings**

22.6 The maximum *height* of the *principal buildings* shall be 10.0 metres (32.8 feet).

**Minimum Parcel Size or Site Area**

22.7 The minimum *parcel* size or *site* area shall be 1,000.0 square metres (10,764 square feet).

**Minimum Parcel or Site Width**

22.8 The minimum *parcel* or *site* width shall be 20.0 metres (65.6 feet).

**Minimum Setback of Principal Building**

22.9 The minimum *setback* of the *principal building* from all *parcel* lines shall be 6.0 metres (19.7 feet).

**Maximum Sales Floor Area**

22.10 The maximum sales *floor area* shall be 680.0 square metres (7,319 square feet). #3768

**Outside Storage**

22.11 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

22.12 Parking and loading shall be required as per Appendix I. #3768



**SECTION 2 - DEFINITIONS - CONTINUED**

**HEALTH SERVICES CENTRE** means an establishment primarily engaged in furnishing medical, surgical or other services to individuals, including the offices of physicians, dentists and other health practitioners, medical and dental laboratories, out-patient care facilities, blood banks, and oxygen and miscellaneous types of medical supplies and services.

**HEIGHT** when determining the *height* of *buildings*, except for those *structures* listed in Section 4.4 (Height Exceptions), means the vertically measured distance between the lowest of the average levels of *grade* adjoining each exterior wall of a *building* prior to the start of construction of the *building*, to the roof line of the *building* when roof line means the highest point on any roof top or edge or parapet forming the top line of the (roof) *building* silhouette.

**HELIPORT** means a facility where an area of land is used for the arrival and departure of helicopters on a regular basis and may or may not include facilities for repair, refuelling and/or overnight storage for same.

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

**HIGHWAY** includes a street, road, lane, walkway, viaduct and any other way open to *public use*, but does not include a private right-of-way on private property.

**HOME OCCUPATION** means any occupation or profession carried out in a home, where the occupation or profession is accessory to the use of a dwelling for residential purposes. A *home occupation* shall not include a *family* or *commercial daycare facility*, boarders, or a *bed and breakfast* (Also see Section 4.5 General Regulations).

**HOTEL** means a *building* which contains *sleeping units* and may contain assembly, commerce, entertainment, indoor recreation, or *restaurant* uses and premises licensed for beer and wine sales and on-site consumption of alcoholic beverages.

**INTENSIVE AGRICULTURE** means the use of land, *buildings* and *structures* by a commercial enterprise or an institution for the confinement of poultry, livestock or fur bearing animals, or the growing of mushrooms.

**INTERIOR SIDE PARCEL LINE** means a *parcel* line other than a rear or *front parcel line* which is not common to a *highway* or *access route*, *excluding lanes* and *walkways*.

**KENNEL** means any *building*, *structure*, compound, group of pens or cages or property in which or where four (4) or more dogs or cats in total are intended to be trained, cared for, bred, boarded, or kept for any commercial purpose. A dog or cat means a member of the canine or feline species which is two (2) or more months in age.

**KEY/CARD-LOCK FUEL INSTALLATION** means a private facility, not available to the general public, for the dispensing of motor fuel.

**LICENSEE RETAIL STORE** means an establishment that specializes in the retail sale of liquor products, and which is licensed in accordance with the Provincial Liquor Control and Licensing Act Regulations. #3223, #3249, #3630

**LIGHT INDUSTRY** means the wholesaling, warehousing, testing, processing, service, repair or maintenance of an article, substance, material, fabric or compound; and includes artisan and manufacturing shops, and industrial retail sales accessory to the *principal use*, excluding all other industrial uses that create a *nuisance*.

**LOWER FLOOR DWELLING UNIT** means a dwelling unit located below an industrial, commercial, retail or office use where the uppermost floor of the dwelling unit is more than 1.2 metres below the lowest of the average levels of grade adjoining the dwelling unit, and contains a separate entrance. #3951

**MANUFACTURED HOME** means a *single family dwelling* manufactured in component parts and constructed to CSA A277 standards with the intention of the parts being transported to a new ultimate *site* and only once fully assembled, attached to a foundation and connected to services is it ready for occupancy.

**From:** Darlene Leitch

**Sent:** Tuesday, September 21, 2021 12:26 PM

**To:** Caylee Simmons

**Subject:** DeMille's Farm Market, Zon-1219/bylaw No. 4473

As property owners (3970 SW 10 Ave, Salmon Arm) and neighbor of DeMille's Farm Market, we totally support DeMille's Farm Market, Zon 1219/Bylaw No. 4473.

Thank you

Gordon Stevens & Darlene Leitch

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1219 [DeMille's Farm Market; Text Amendment; C-8 – Farm Produce Commercial Zone]

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:22 p.m. and the next item ensued.



# CITY OF SALMON ARM

## BYLAW NO. 4473

### 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 electronic means as authorized by Ministerial Order M192, British Columbia, on September 27, 2021 at the hour of 7:00 p.m. was published in September 15 and 22, 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:

The addition to Section 22 – C-8 – Farm Produce Commercial Zone:

Add a subsection to section 22.3 – Permitted Uses – and renumber the balance accordingly;

*.2 licensee retail store*

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. 4473**"

READ A FIRST TIME THIS 23 DAY OF August 2021

READ A SECOND TIME THIS 23 DAY OF August 2021

READ A THIRD TIME THIS 27 DAY OF September 2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 6 DAY OF October 2021

"T. KNIGHT"  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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



Item 11.2

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4474 be read a final time.

[ZON-1220; Text Amendment; Regulating Ground Water Bottling]

### 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: Director of Development Services

Date: August 16, 2021

**Subject: Zoning Text Amendment Bylaw - Regulating Ground Water Bottling - ZON 1220**

### Motion for Consideration

THAT a Bylaw be prepared for Council's consideration, adoption of which would amend the text of Zoning Bylaw No. 2303 as follows:

1. Section 2 - Definitions - Add the following definition for "ground water":

*Ground Water* means water naturally occurring below the surface of the ground.

2. Section 2 - Definitions - Add to the definition of *light industry*:

In accordance with Section 4.20.1, *light industry* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

3. Section 2 - Definitions - Add to the definition of *private utility*:

In accordance with Section 4.20.1, *private utility* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

4. Section 4 - Retitle General Regulations to "General Regulations and Prohibitions"

5. Section 4 - Add sub-sections 4.20 titled "General Prohibitions" and:

4.20.1 A *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale in all zones.

### Background

Earlier this year, a ground water extraction licence application to the Province for land within the municipality raised concerns by Council on the possibility of a ground water bottling facility locating in the City.

This report is an update to the July 27, 2021 report presented to the Development and Planning Services Committee meeting on August 3, 2021. The above motion for consideration is a result of direction provided to staff at that Committee meeting.

### Zoning Bylaw Amendments

A water bottling facility, as is the case for other types of beverage production facilities, is permitted in the General Industrial (M1) and Light Industrial (M2) zones under the use *light industry*. The use "distillery and brewery" (undefined) is also permitted in the M1 and M2 zones. Arguably, a ground water bottling facility could also fit within the defined use *private utility*, also permitted in M1 and M2.



*Light industry* is a light manufacturing use defined as "...the wholesaling, warehousing, testing, processing, service, repair or maintenance of an article, substance, material, fabric or compound...".

*Private utility* is defined as: "a system, work, building, plant, equipment, or resource owned privately for the provision of water, sewer, drainage, gas or telecommunication services...".

The proposed zoning bylaw amendments would have the following outcome:

1. A definition for *ground water*, which would be consistent with the BC Water Sustainability Act definition. This definition would effectively differentiate ground water from treated City water.
2. Establish a new "General Prohibition" within the existing General Regulations section. The first prohibition would apply to all zones be:

"A *building* used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale."

3. Clarify the above prohibition within the definitions for *light industry* and *private utility*. These are permitted uses in the M1 and M2 zones.

## Discussion

City staff understands the intent and purpose of Council's direction. The Province is the authority over extraction under the Water Sustainability Act. Without consultation, the unknowns with ground water (supply, demand, quality, impacts of a large-scale commercial extraction license, etc.) remain a mystery.

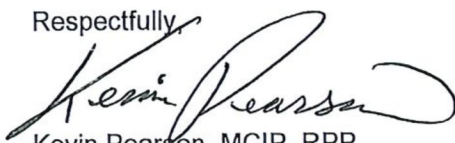
The City has some control over surface land use and development with its zoning bylaw. *Light industry* is a long-standing land use in Salmon Arm's M1 and M2 zones. The use *light industry* is presently wide open to light manufacturing options and consistent with the Official Community Plan.

The proposed amendments are similar to zoning bylaw regulations adopted by the City of Courtney and the Comox Valley Regional District. As was raised at the August 3 meeting, there are approximately 18 other zoning bylaws in BC with similar regulations. From the options outlined in the July 27 staff report, legal advice was received earlier this month. The advice assisted in firming up the language of the amendments and closing potential loopholes.

As a core service, the City is a provider of treated water for residential, public, commercial and industrial purposes, along with irrigation, and for some agriculture / silvaculture operations. The main source being Shuswap Lake starting at its main Canoe intake and treatment centre and distribution systems, and includes a bulk water supply station (a metered and user pay system). There are several business operating in Salmon Arm dispensing bulk treated City water for commercial retail sale (permitted as *retail store* in various commercial zones). Two business licences and numerous water vending machines exist in various locations and grocery stores.

The additional demands on the City's treated water system due to growth in all sectors could be considered with the present ability of a commercial/industrial operation to utilize ground water. With the amendments, a beverage manufacturer, could locate on a M1 or M2 zoned property, connect to the City's water system, pay the metered commercial rate, and sell products in plastic bottles or single use containers. There would also be no ability to restrict H2O tanker trucks from filling up on a Provincially licenced extraction site and exporting the ground water to jurisdictions where bottling facilities are permitted.

Respectfully,



Kevin Pearson, MCIP, RPP  
Director of Development Services

**Ruth Brighthouse, MD**  
**Secwepemcúlecw**

Salmon Arm, BC Canada V1E 4R6

Phone

Fax

September 2, 2021

Mayor and Council  
 City of Salmon Arm  
 Box 40  
 500 2<sup>nd</sup> Ave NE  
 Salmon Arm, BC V1E 4N2  
 Fax 250 803-4041

**Re: Regulating Ground Water Bottling**

Dear Mayor & Councillors:

I would like to have input into the regulation of ground water bottling.

**I am against allowing ground water bottling in general and in particular, against the current proposal within our municipal boundaries. I believe we must, as a municipality, restrict this activity as much as possible**

My rationale:

Fresh drinking water is **not** in infinite supply. I believe we must have an accurate assessment of our fresh water resources within our municipality, both surface water and ground water. In terms of population, Salmon Arm is one of the fastest growing communities in British Columbia. Every person who lives here requires fresh water for drinking and washing and agriculture. We are experiencing drought conditions more and more frequently as a result of critical climate change. Drought affects both the supply of surface water that provides much of Salmon Arm's fresh water today and the supply of ground water that many residents draw from their wells. It is conceivable that in the near future, as a result of climate change the City will need to draw from ground water as well as surface water sources to provide water for its citizens. To allow a single enterprise to profit by bottling an important supply of fresh water within municipal boundaries is unwise.



We know that bottling aliquots of fresh water in plastic bottles has a negative impact on our environment. Plastics persist in the environment and create a problem of generating unhealthy waste. We should be doing all we can to minimize this type of enterprise.

Fresh water is more valuable than gold or oil. Fresh water should be a basic human right and not a commodity for profit. Just as we need the air we breathe, we need fresh water to survive. We cannot assume the plentiful supply we have enjoyed to date will always be available given the critical state of the planet in terms of climate change.

Please, as elected members of our municipal government, do what you can to protect the water supplies of our municipality. You have a duty first to ensure that every resident has access to fresh water. There is no obligation during this current environmental crisis to indulge an entrepreneur their wish to bottle water for profit.

Yours truly,

Ruth Brighthouse, MD

**From:** Len Lazzarotto  
**Sent:** Monday, September 27, 2021 1:10 PM  
**To:** Caylee Simmons  
**Cc:** Tim Lavery  
**Subject:** Following up our Letter of April 25, 2021

September 20, 2021

Mayor And Council: In a letter written April 25, 2021 ( also attached), my wife and I expressed our concerns with the proposed water bottling plant and the subsequent sale of the water outside of Salmon Arm. We would like to follow up and affirm that we support any action by the City of Salmon Arm to create bylaws that will prevent water from "our " aquifer being bottled for resale. We appreciate your efforts.

On October 4, 2021 a multi-story installation will be officially opened in France by the Canadian Consulate, one of 3 installations around the world, depicting "Turning Off the Plastic Tap" by Benjamin Van Wong. It is an acknowledgement of our Canadian determination to stop the production of single use plastics. Salmon Arm Council is doing the right thing in taking measures to stop this plant.  
Len and Jean Lazzarotto



April 25, 2021

Mayor and Council of Salmon Arm:

My wife and I live at 1540 60th St. SE Salmon Arm on a small 10 acre parcel of land within the Agricultural Land Reserve. We have lived on these premises since 1992 and have raised our family of 4 children on this property.

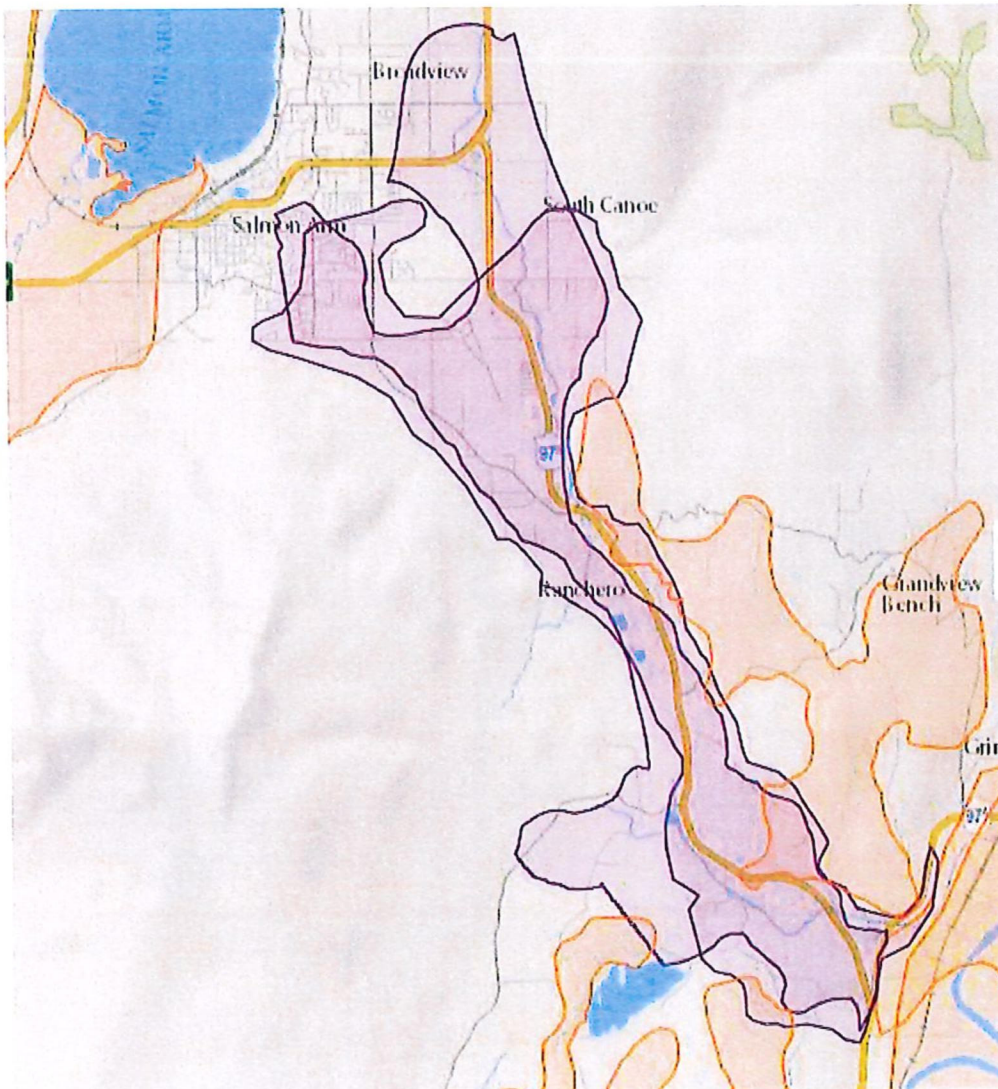
We wish to raise a number of concerns with the proposed water bottling facility in the industrial park.

1. In accordance with the Groundwater Licensing Requirements of BC, we applied to register our well last summer. Using the department's ground water calculator we made application for 13,650 m<sup>3</sup>/year for an area of 2.833 ha. which provided for irrigating our hay lands, gardens, and lawns. After paying a bill for \$241.94 we were informed that because we were not currently irrigating our hay fields, our Conditional Water Licence would provide for 850 cubic meters per year at a rate not to exceed 0.2 per second, which was supposed to provide for our garden of approximately 0.2 hectares. "If you plan to irrigate a larger area in the future, you can apply for a new water licence" we were told.

Our concern is that firstly there is no grandfathering of any of our regions historical or potential agricultural requirements being considered in the current granting of licences, and secondly that we have been unsuccessful in having our current licence even moderately expanded, and thirdly, because both the "Bottling Works" and we are on the same Tuhok set of aquifers we will undoubtedly be competing with this

enterprise in the future, were we able to apply for additional water in our licence.

The 2 Tuhok aquifers are coloured in shades of purple



The characteristics of the 2 aquifers are in listed below:

Showing 1 to 2 of 2

Aquifer number	Aquifer name	Descriptive location	Material	Litho stratigraphic unit	Subtype	Vulnerability	Size-km <sup>2</sup>	Productivity	Demand	Year of mapping
100	Tuhok Confined Aquifer	Highway 97B	Gravel		Confined sand and gravel - glacial	Moderate	27.1	Moderate	Low	2017
101	Tuhok Unconfined Aquifer	4 kilometres southeast of Salmon Arm	Sand and Gravel		Unconfined sand and gravel - late glacial outwash	High	25.4	Moderate	Moderate	2017

## 2. Our second major concern is with the potential effluent from this Bottling Facility.

In our experience, water from this Tuhok aquifers is very hard, has very high levels of manganese and iron as well as calcium carbonate. Our neighbours have reported that on recent tests that they conducted, it was also found to have maximum tolerable level for uranium. While we have found it possible to treat the water for household use with water softeners and iron filters, we have found it unsuitable for drinking. With our minimal household use, the back flushing from these treatments into our septic system has caused significant challenges. In fact, Saturday night, April 24, 2021 we found our pipes for discharging these wastes completely clogged with calcium and iron debris and overflowing into the nearby drain. The following photo shows a cross-section of that pipe.





If this enterprise in the industrial park is going to be successful in producing both palatable and potable water for sale, it will undoubtedly require a process, (probably reverse osmosis) to remove these minerals to a tolerable level. In our experience, pre-filtering and filtering this Tuhok water for reverse osmosis is difficult to impossible. In any case the water needs of this enterprise may almost double to provide for the backflushing requirements of this water processing.

We believe that while this company's withdrawal of water from this aquifer may be beyond the City of Salmon Arm's jurisdiction, the City does have a vested interest in determining the outcome of the bi-products of its water processing. The proposed huge quantities of water that this company plans to process has the potential to produce tons of manganese, iron and calcium carbonate wastes, that in the current configuration of waste and surface water drainage in the industrial park will make their way to the marshes near Highway 97 B and into Canoe Creek, a fish bearing stream. Were it to also contain significant quantities of uranium, this could become a significant ecological disaster.

We believe that it behooves the City of Salmon Arm to demand knowledge of how and from which aquifer this company plans to draw its water, to understand the water processes that are going to be used to prepare the water for sale, what will be the nature of any bi-products of its productions and how they will be disposed of, in a manner that does not compromise the integrity of our local environment.

We appreciate your attention to these matters,

Len and Jean Lazzarotto

# **SALMON ARM**

**ECONOMIC DEVELOPMENT SOCIETY**

May 19<sup>th</sup>, 2021

Kevin Pearson, Director of Development Services  
City of Salmon Arm  
Box 40  
Salmon Arm BC, V1E 4N2

Dear Kevin,

Re: Water Extraction/Bottling

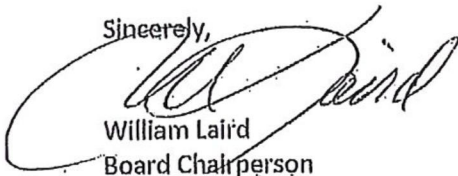
In response to your April 29th, 2021, letter requesting comment from Salmon Arm Economic Development Society (SAEDS) regarding the pending water extraction application, SAEDS has reviewed available information and has compiled the following comments.

The Salmon Arm Economic Development Society board of directors supports the resiliency and growth of our local entrepreneurs, new business development, and related job creation. We actively support our community's start-up economy. Our organization acknowledges the important economic contribution of every business operating within the City of Salmon Arm. Further, SAEDS values the applicants' reputations for providing environmental solutions, as well as the significant community economic contribution which continues to be generated through their existing businesses.

The board has concerns related to how an application for water extraction aligns with our community brand, affects environmental sustainability, and potentially impacts the community in the long-term. Core to our community's brand pillars is a commitment to the long-term sustainability of our natural environment, which includes water resources. The SAEDS board noted concern related to the unknown long-term implications to community water availability.

This application is a unique and nuanced proposal with numerous intricacies. There are many factors at play, some of which our organization has not previously encountered. As a result, this was a carefully considered but difficult response.

Sincerely,



William Laird  
Board Chairperson



**From:** King Campbell [REDACTED]  
**Sent:** Monday, September 27, 2021 10:19 AM  
**To:** Caylee Simmons [REDACTED]  
**Subject:** Agenda 23.2 Sept 27, 20-21 water bottling plants in the city of salmon arm

Attention City of Salmon Arm Councillors

<http://www.salmonarm.ca/AgendaCenter/ViewFile/Item/184?fileID=729>

**Agenda 23.2 Sept 27, 20-21 water bottling plants in the city of salmon arm**

I just want to state that I do use well water for my farm business in the city of Salmon Arm.

The use of ground water for farming purposes and ground based activities is part of the water cycle over the aquifer.

I am opposed to the use of groundwater aquifers for water bottling that results in the export of water beyond the local aquifer to other cities and countries.

Water removed from the aquifer and exported significantly reduces the local groundwater supply and the natural water cycle.

8, 10, or 24 hour a day water pumping from the aquifer for export beyond our local area is not in the best interest of our local economy and environment.

Local water use for farming is limited generally to the growing season (other than greenhouses etc) and is not a year round water removal, and allows the aquifer to recharge.

Water bottling plants would be removing water from the local high quality groundwater drinking water supply and it should not be approved.

The city of Salmon Arm would be wise to consider long term water supply needs and what may be required if South Canoe Creek is rehabilitated as a Salmon Stream and the dam supply in South Canoe is required to maintain stream flows in Canoe Creek. (Less water for city use in the future)

The groundwater aquifer is a source of excellent water for supplying the city if the South Canoe supply at the dam is reduced in the future in an effort to rehabilitate the stream for Salmon and other fisheries resources.

The city should oppose development of water bottling plants using ground water within the city limits of Salmon Arm.

--

Sincerely,  
King Campbell P. Ag.  
[REDACTED]

23. STATUTORY PUBLIC HEARINGS

2. Zoning Amendment Application No. ZON-1220 [Text Amendment; Regulating Ground Water Bottling]

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

Submissions were called for at this time.

W. Laird, Chairperson, Salmon Arm Economic Development Society – letter dated May 19, 2021 – Water Extraction/Bottling.

K. Campbell – email dated September 27, 2021 – Agenda 23.2 Sept 27, 2021 water bottling plants in the city of salmon arm.

L. and J. Lazzarotto – email dated September 27, 2021 – Follow up our Letter of April 25, 2021

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:25 p.m. and the next item ensued.



# CITY OF SALMON ARM

## BYLAW NO. 4474

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

WHEREAS notice of a Public Hearing to be held by electronic means as authorized by Ministerial Order M192, British Columbia, on September 27, 2021 at the hour of 7:00 p.m. was published in September 15 and 22, 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:

1. Section 2 - Definitions - Add the following definition for "ground water":

*Ground Water* means water naturally occurring below the surface of the ground.

2. Section 2 - Definitions - Add to the definition of *light industry*:

In accordance with Section 4.20.1, *light industry* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

3. Section 2 - Definitions - Add to the definition of *private utility*:

In accordance with Section 4.20.1, *private utility* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

4. Section 4 - Retitle General Regulations to "General Regulations and Prohibitions"

5. Section 4 - Add sub-sections 4.20 titled "General Prohibitions" and:

4.20.1 A *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale in all *zones*.

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. 4474"

READ A FIRST TIME THIS 23 DAY OF August 2021

READ A SECOND TIME THIS 23 DAY OF August 2021

READ A THIRD TIME THIS 27 DAY OF September 2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 6 DAY OF October 2021

"T. KNIGHT"  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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



## INFORMATIONAL CORRESPONDENCE – OCTOBER 12, 2021

- |    |   |   |
|----|---|---|
| 1. | Building Department – Building Statistics – September 2021  | N |
| 2. | Building Department – Building Permits – Yearly Statistics  | N |
| 3. | M. Vu – email dated September 23, 2021 – LCRB Permanent Structural Change for Hanoi 36 Restaurant   | A |
| 4. | S. MacLachlan, Bastion Music Teacher – email dated September 24, 2021 – Bastion Elementary’s CBC Music Class Performance  | A |
| 5. | J. Broadwell, Manager, Downtown Salmon Arm – letter dated October 5, 2021 – Downtown Farmer’s Market extending to Hudson Street   | A |
| 6. | D. Podlubny, President, Shuswap Association for Rowing and Paddling – letter dated September 29, 2021 – Request for Purple-Air Sensor at the Canoe Beach Water Treatment Plan | A |
| 7. | L. Popham, Minister, Ministry of Agriculture, Food and Fisheries – letter dated October 1, 2021 – UBCM Meeting  | N |
| 8. | O. Grüter-Andrew, President and CEO, E-Comm – email dated October 4, 2021 – E-Comm Annual Report  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 14.1

**CITY OF SALMON ARM**Date: October 12, 2021**Presentation 4:00 p.m. (approximately)****NAME:** Cilla Budda, Shuswap Society for the Arts and Culture**TOPIC:** Performing Arts Centre**Vote Record**

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

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

*To the City of Salmon Arm Council.*

*As you all know, the Shuswap Society for the Arts and Culture has been looking into the possibilities of creating a multi functional, state-of-the-art, performing arts centre. We note that the Cultural Master Plan of the city supports in principle the fostering of all forms of art and culture.*

*We have researched our community needs and have looked at what other communities, many of them smaller than ours, have done to promote the arts and culture. Currently we have many potential partners that are interested in becoming involved with this “Big Idea” and are willing to put their support behind the project once they know where the building will be located. We have also put together a detailed business proposal to show how the centre can operate on a financially independent base. Final figures will be dependent on location.*

*Because of the high cost of construction, the project could not proceed unless it was on city property. We have researched 17 potential building sites in Salmon Arm and there are only two that would be satisfactory for the needs of a Performing Arts Centre, as it would require at least .9 ha. (2.2 acres).*



*One of the parcels of land is located west of the Community centre known as the old Orchard House /Mino's property. The other is the 5-acre parcel between the DAC and the old Armories building (map attached).*

*In order for us to proceed with our plans, to sign up partners and complete the business plan, we need to know if these locations have already been committed by the city for other use. If either parcel is available, we would like the city to give us a one year first right of refusal for its use. If this can be done, we would make a formal presentation to council next fall for the construction of a much-needed Performing Arts Centre. .*

*Our first question to council is:*

*-Are either one or both of these properties already committed to a specific project? If so, is the entire property committed?*

*-If one or both are available, what procedure do we need to follow in order to make a formal request for a first right of refusal?*

*-If the properties are fully committed, are there other properties of suitable size and location that could support the project?*

*Thank you very much for your attention,*

*Jake Jacobson*

*President, Shuswap Society for the Arts and Culture*

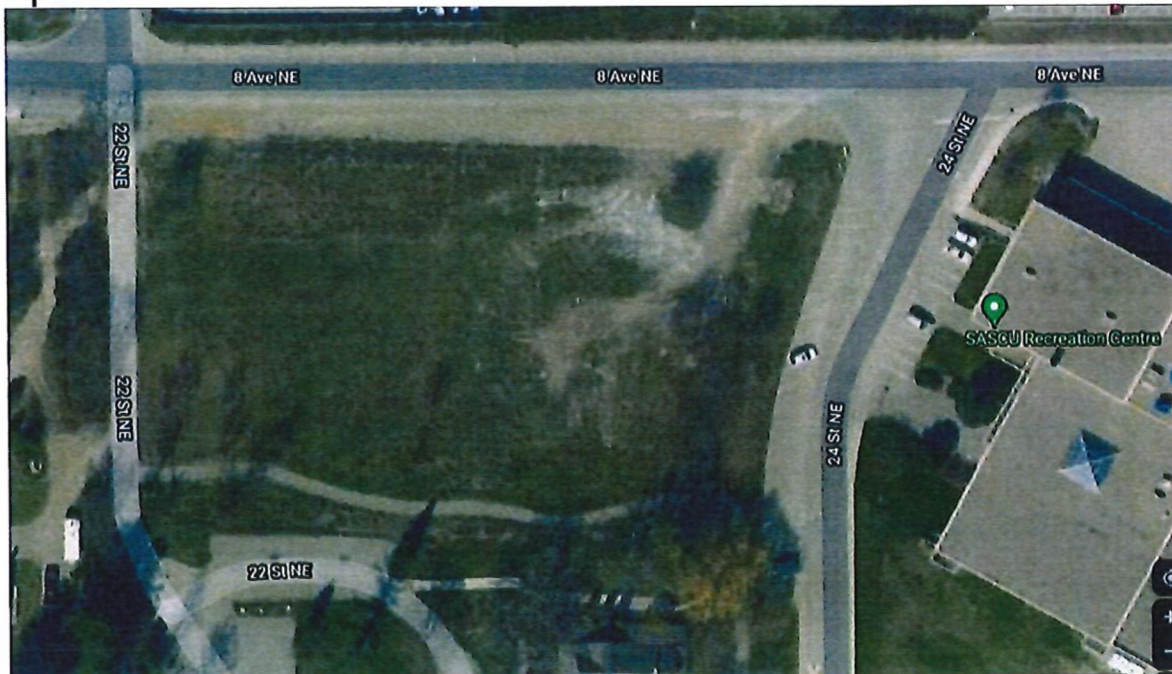


116 Proposed sites:

## Downtown



## Uptown



Item 14.2

**CITY OF SALMON ARM**Date: October 12, 2021**Presentation 4:15 p.m. (approximately)****NAME:** Staff Sergeant West, Salmon Arm RCMP Detachment**TOPIC:** Quarterly Policing Report July to September 2021**Vote Record**

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

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





Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

NCO i/c Salmon Arm Detachment  
1980 11<sup>th</sup> Ave NE,  
Salmon Arm, BC.  
V1E 2V5

Your File - Votre référence

Our File - Notre référence

195-7

Date

October 6, 2021

RE: Salmon Arm RCMP Detachment  
Quarterly Policing Report – July 1, 2021 to September 30, 2021.

Dear Mayor and Council,

My report this quarter covers the time period from July 1, 2021 to September 30, 2021.

#### **Detachment News**

Members and staff at our office continue with COVID protocols. We do continue to use appropriate PPE given the specific circumstances we are faced with. We have had one member come down with a case of COVID and have had no less than 4 members who were required to be tested and self-isolate due to COVID in the quarter. Unfortunately, it is a hazard of the job right now. I am happy to report that the member who did test positive has made a full recovery and it was not contracted or spread in the workplace.

At this time all member positions are occupied by officers. As in my previous report there continues to be 4 officers on light duties or are away from the job for health reasons.

Over this quarter the officers responded to over 2300 calls for service. Of these calls, 1687 were within the City of Salmon Arm. The call volume represents 72% of our total file workload, and an increase of 185 calls for service over 2020 within the city. This is prefaced on our coding being correct. Our records department continues to have a substantial backlog.

Statistics are attached, however these numbers are only meant to be an indication of the trends as quality assurance on scoring has yet to be completed on some files. You can see from these that property crime is on an upswing while crimes against persons is lower than it was in the same quarter last year. These trends are not unexpected as people are moving around more as restrictions loosen and social supports brought on by COVID concerns lessen over time. One notable decrease is in the reports of Domestic Violence which has dropped off by almost 70%. We have seen increases in mental health related calls which are in line with numbers seen in 2018. Other current crime statistics appear to be returning to pre COVID levels at this time. The

**Canada**

RCMP GRC 2823 (2002-11) WPT

Page 1 of 3

exception to this is domestic violence reports which is positive.

**Officers continued to be busy in traffic law enforcement despite COVID and logged:**

- Over 197 Documented traffic stops.
  - Which includes removing more than 25 impaired and prohibited drivers from the road.
  - Our dedicated BC Highway Patrol continues to do good work in our corner of their jurisdiction as well.
- We had 16 collisions with damage over \$10,000 or injuries were reported within Salmon Arm. This is up from 2020 which saw 8 in these same categories but in line with or lower than 2018 and 2019 statistics.
- There were no fatal collisions within the city boundaries.

**Investigative highlights this past quarter:**

- Our General Investigation Section (GIS) continues to actively pursue important investigations which revolve around the local drug trade.
  - In one file 1600 cannabis plants, a kilo of cocaine and firearms were seized in the execution of a search warrant in the rural area.
- We do have a number of people who have given substantial amounts of cash and virtual currency to on line scammers and would be investors. In one case, a person was swindled out of over \$900,000 in on line currency. My best advice is if it is too good to be true it is! Please do not buy in. Do your own due diligence to research what you could be investing in and use an accredited investment company that is known to you or seek advice. Be wary of the limited time offer or the confidential investment that gives you an initial great return and then asks you to buy in with ever increasing sums of money. At some point the only return you will get when you call these people is this number is not in service as they take off with your money and leave you in ruin.
- Property Crime:
  - Reports of residential break and enter investigations numbered 6 which is 60 % lower than 2019 statistics within the city.
  - Break and enter complaints to business maintained a low reporting level but did increase 5 to 16 over 2020 numbers and is higher than 2019 numbers.
- Our Victim Services staff member continues to respond to support victims and we are looking forward to bringing on board a ½ time person to assist in this regard with the support of the local *Safe Society*. Right now there are more than 400 persons whom our Police Based Victim Services is supporting.

**Looking forward:**

Our detachment has fully activated our on line crime reporting system. Our office will be sending out a press release to the local media outlets in the coming weeks to advise the public what is appropriate to report using this system. In short, crimes like theft from vehicles with no suspects or no witnesses, mischief under \$5000, stolen bicycles under \$5000 and lost BC vehicle plates, just to name a few can be reported using this system. We have done an information



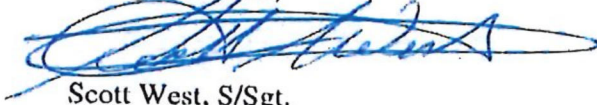
session with the local insurance agents so that they understand the system and can help their clients use this reporting system to get file numbers. In summary, if you report a crime this way it will take you less than 15 minutes with no on hold time and will receive a file number at the end of inputting the data correctly. If it is not appropriate to report this way, then it will direct you to call the detachment. It is important to note that this is not a reporting tool for in progress crimes. Call us and we will attend as we have always done.

Crimes reported this way will still have us attempting to recover your property and we will still enter your serial numbers on our systems in case another officer finds it from another jurisdiction.

I would be more than happy to provide council a public presentation if they wish at a later date. It is my opinion that this will encourage people to report more crimes which they may not otherwise call about and it is an efficient use of policing and administrative resources.

Our detachment has continued to support provincial operations when and where required. We have members who have been deployed to protests in Fairy Creek as well as at TMX sites within the province. These deployments are in accordance with the policing agreements with the province and the municipalities at this time.

Yours in Service,



Scott West, S/Sgt.

NCO i/c Salmon Arm RCMP Detachment



**SALMON ARM RCMP**  
**MAYOR'S REPORT**  
**QUARTER 4, 2018**

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

Telephone (250) 832-6044 Fax (250) 832-6842

City of Salmon Arm

500 2nd Ave N.E.

Salmon Arm, BC

V1E 4 N2

September 30, 2021

Dear Mayor Alan Harrison,

**RE: Quarterly Crime Statistics - July / August / September**

CRIME CATEGORIES	CITY Q3 2020	CITY Q3 2021	RURAL Q3 2020	RURAL Q3 2021
Homicide / Attempted Homicide	0	0	1	0
Assaults	41	26	22	12
Sexual Offences	9	3	4	2
Robbery	1	1	1	0
Auto Theft	7	11	3	10
Break and Enters	15	19	8	6
Theft From Motor Vehicle	18	19	5	5
Drug Investigations	18	11	5	5
Motor Vehicle Collisions	54	37	41	26
Motor Vehicle Collisions W Fatality	1	0	0	0
Impaired Driving - CC	0	5	0	0
Impaired Driving - MVA (IRPs)	11	11	5	4
TOTAL PERSONS/VIOLENT CC	83	57	37	32
TOTAL PROPERTY CC	157	240	59	60
TOTAL OTHER CC	147	145	32	19
TOTAL CRIMINAL CODE (CC)	387	442	128	111

TOTAL CALLS FOR SERVICE	1502	1687	816	642
-------------------------	------	------	-----	-----

COMMUNITY	CITY Q3 2020	CITY Q3 2021	RURAL Q3 2020	RURAL Q3 2021
Files with youth negative contacts	2	7	2	2
Mental Health Related Calls	55	144	21	36
Files involving Alcohol / Drugs	228	264	104	99
Domestic Violence	55	17	25	5

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-832-6044.

Yours truly,

Scott West, S/Sgt., NCO I/C

Salmon Arm RCMP Detachment



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Item 18.1

## CITY OF SALMON ARM

Date: October 12, 2021

Deferred Resolution from the September 27, 2021 Regular Council Meeting

0473-2021

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council approve the 2022 Council Meeting Scheduled and the 2022 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated August 31, 2021.

### Vote Record

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

Opposed:

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



**CITY OF  
SALMON ARM**

---

TO: Mayor Harrison & Members of Council  
DATE: August 31, 2021  
FROM: Erin Jackson, Director of Corporate Services  
PERPARED BY: Caylee Simmons, Executive Assistant  
SUBJECT: 2022 Council Meeting and Development and Planning Services Committee Meeting Schedule

---

**Recommendation:**

THAT: Council approve the 2022 Council Meeting Schedule and the 2022 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated August 31, 2021.

---

**Background:**

Attached, for Council's endorsement, is the proposed Council Meeting Schedule and the Development and Planning Services Committee Meeting Schedule for 2022.

Some dates worthy of note are:

- 2022 SILGA Convention – April 26 – 29, 2022 – Salmon Arm, BC
- 2022 FCM Convention – June 2 – 5, 2022 – Regina, SK
- 2022 UBCM Convention – September 12 – 16, 2022 – Whistler, BC
- City Hall will be closed from Saturday, December 25, 2021, to Monday, January 3, 2022, inclusive. City Hall will re-open Tuesday, January 4, 2022.



Erin Jackson  
Director of Corporate Services

January						
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31						

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30	31					

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June						
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25	26	27	28	29	30	

December						
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31



Development and Planning Services Committee Meetings (8:00 a.m.)



Regular Council Meetings (2:30 p.m.)



Development and Planning Services Committee Meetings (8:00 a.m.)  
Special Council Meeting (Inaugural) (7:00 p.m.)



SILGA Convention



FCM Convention



UBCM Convention



Christmas Office Closure  
(inclusive)



2022 Municipal Election



Statutory Holidays

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Item 23.1

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

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Tuesday, October 12, 2021 at 7:00 p.m.

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

**Proposed Rezoning** of Lot 9, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plans 10716, 12873, 21504 and EPP53854 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 1640 - 10 Street SE

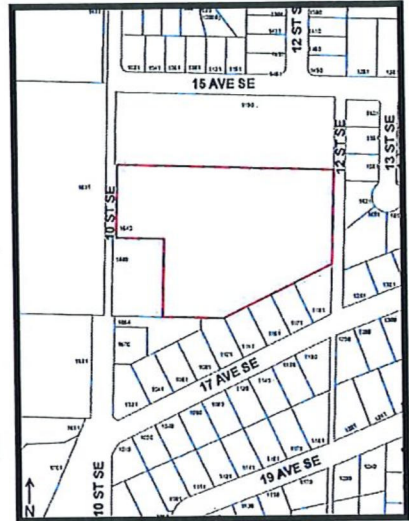
**Location:** Southeast of corner of 15 Avenue SE and 10 Street SE

**Present Use:** Single Family Dwelling

**Proposed Use:** Single Family Dwellings with Suites

**Owner / Agent:** Appeldoorn Developments Ltd./ Browne Johnson Land Surveyors

**Reference:** ZON-1217/ Bylaw No. 4475



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> September 28 to October 12, 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.

Meetings are being held in person, with limited capacity, and virtually. In person attendance will be on a first come first serve basis and are subject to the provisions of the City of Salmon Arm COVID 19 Exposure Control Plan and in adherence with the Provincial Health Orders. If you wish to attend electronically 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



To: His Worship Mayor Harrison and Members of Council

Date: September 13, 2021

Subject: Zoning Bylaw Amendment Application No. 1217

Legal: Lot 9, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plans 10716, 12873, 21504 and EPP53854  
 Civic Address: 1640 10 Street SE  
 Owner: Appeldoorn Developments Ltd.  
 Applicant: Browne Johnson Land Surveyors

### **STAFF RECOMMENDATION**

**THAT:** A Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 9, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plans 10716, 12873, 21504 and EPP53854 from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).

### **PROPOSAL**

The subject parcel is located at 1640 10 Street SE (Appendices 1 and 2). The proposal is to develop the parcel into 16 residential lots. The applicant is requesting to rezone the property from R1 (Single Family Residential) to R8 (Residential Suite Zone) as part of this proposal. Site photos attached as Appendix 3.

### **BACKGROUND**

This parcel is designated Low Density Residential (LDR) in the City's Official Community Plan (OCP), and zoned Single Family Residential (R1) in the Zoning Bylaw (Appendices 4 & 5). The subject parcel is located within the Urban Containment Boundary (UCB) in the Hillcrest neighbourhood consisting largely of developed single-family residential properties.

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

North:	Single Family/Suite Residential	Zoned R1 and R8
South:	Single Family/Suite Residential	Zoned R1 and R8
East:	Unconstructed road – 10 m wide and Single Family Residential	Zoned R1
West:	Future Single Family/Suite Residential	Zoned R8

The subject property is approximately 2 ha (4.9 ac) in area and currently contains a residence. The subdivision application (SUB 21.16) proposes to subdivide the property into 16 residential lots ranging in size from 812.4 m<sup>2</sup> to 1,367.1 m<sup>2</sup> (see Subdivision Plan attached as Appendix 6).

A *secondary suite* can be no larger than 40% of the habitable floor space of a building, to a maximum size of 90 m<sup>2</sup> (968.8 ft<sup>2</sup>). A *detached suite* also cannot be larger than 90 m<sup>2</sup>.

Compliance with BC Building Code and Zoning Bylaw regulations would be assessed on a case by case basis at the building permit stage for any proposed *secondary suite* or *detached suite* on these properties (see Appendix 7 attached for R8 zoning regulations).



COMMENTSEngineering Department

No concerns with rezoning. On and offsite servicing requirements are presently under review associated with Subdivision Application No. 21.16.

Building Department

Geotechnical review required. No other concerns.

Planning Department

Policy 8.3.25 within the OCP provides support for either a *secondary suite* or *detached suite* within all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

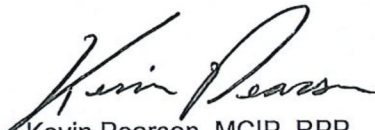
The OCP also proposes a greenway on either side of the subject property. Staff note that pedestrian access through the proposed subdivision will be a requirement at the subdivision stage so this may affect lot configuration slightly by reducing the buildable area of one or two lots. Walkway access will be required through one of the proposed lots along the cul-de-sac and confirmed during the preliminary layout review process.

Based only on lot areas shown on the proposed subdivision plan, all lots would be large enough to accommodate a *detached suite* and there is no minimum lot area requirement for *secondary suites*. Further analysis would be required for lots fronting the proposed cul-de-sac (lots 11 to 14) to determine if they would meet the minimum parcel width required for a *detached suite*. Staff note that the required walkway access mentioned above may slightly reduce the parcel width and area of one or more of these proposed lots as it is likely required between two lots adjacent to the cul-de-sac.

For any proposed lot that did apply for a building permit for either a *secondary suite* or *detached suite*, an additional parking space would need to be provided (two for the single family dwelling and one for the suite). Based on parcel area, it does appear that these lots would be large enough to account for this but this would be confirmed at time of building permit if suites were proposed on individual lots.

As gentle step towards of densification in the LDR designated areas, staff supports this application and encourages R8 zoning in new single-family residential subdivisions. The proposal would be consistent with recent and past rezonings in the neighbourhood.

Finally, Council is considering the proposed land use and density of the subject property. Consideration of the subdivision layout and requirements are a separate application and process.





Kevin Pearson, MCIP, RPP  
Director of Development Services

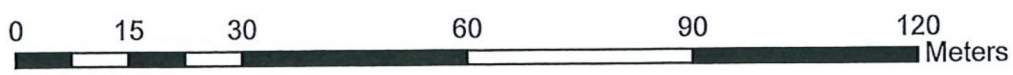




0 30 60 120 180 240 Meters

 Subject Property  
 Parcels





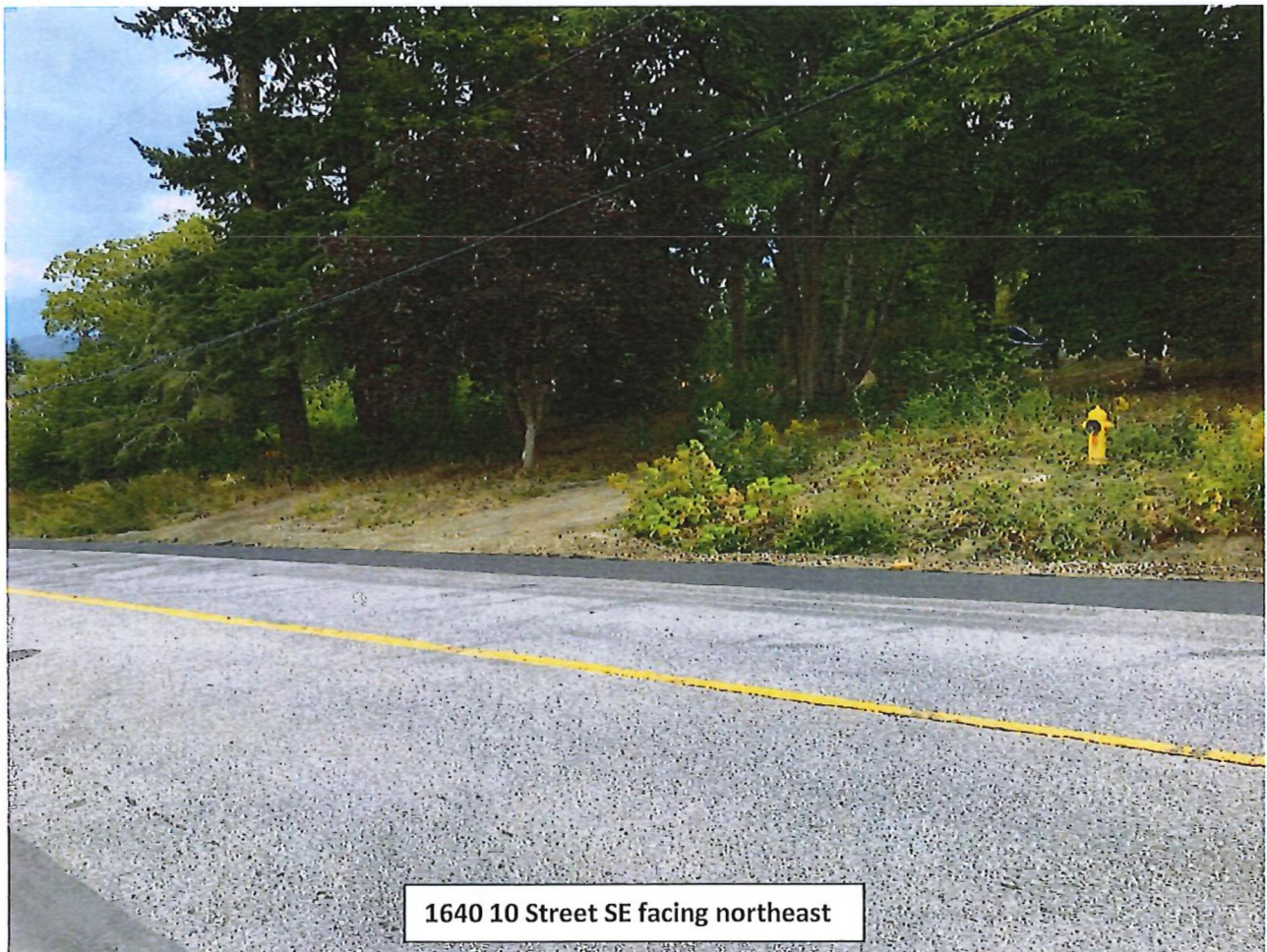
-  Subject Property
-  Parcels



132



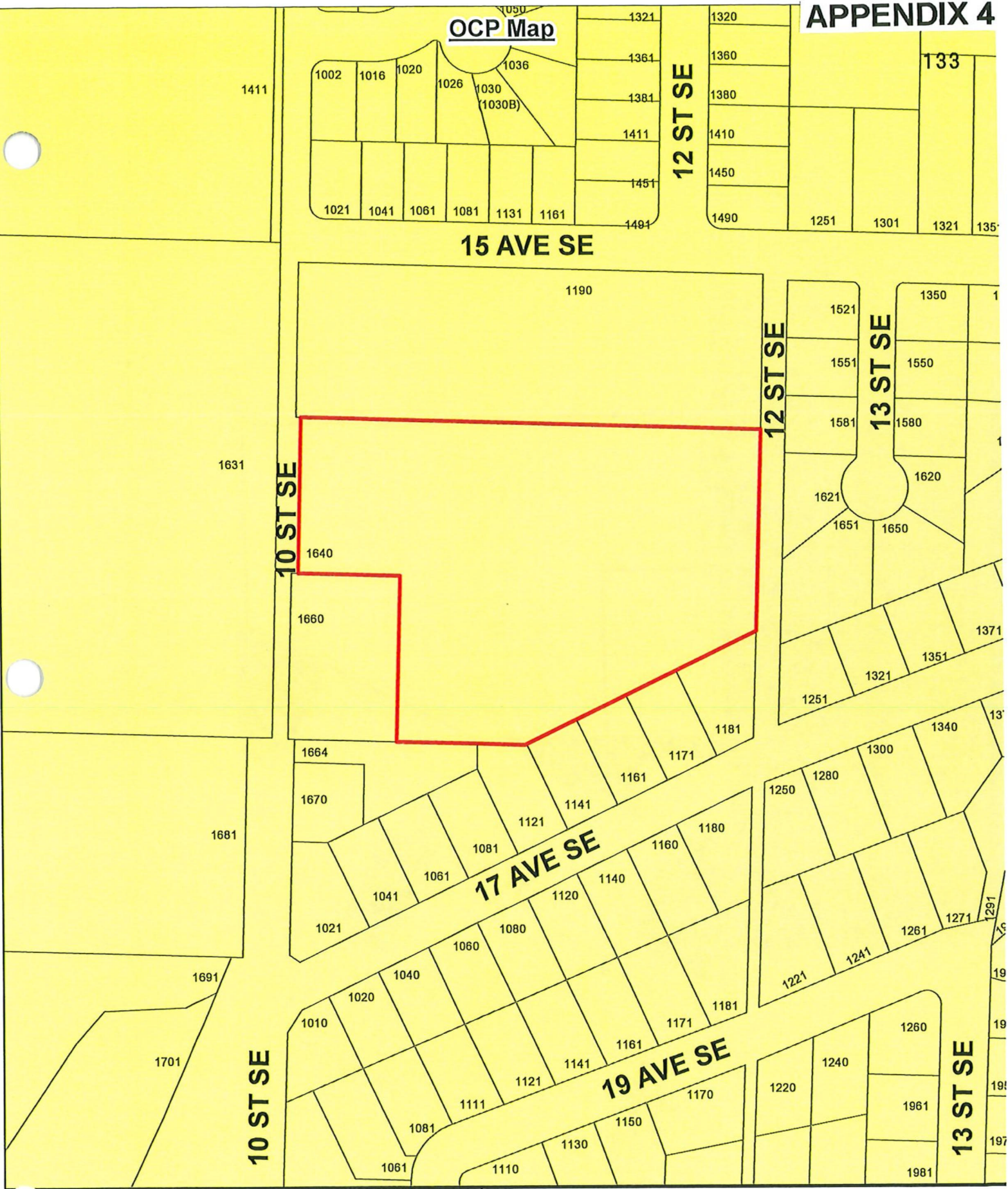
1640 10 Street SE facing east



1640 10 Street SE facing northeast



OCP Map



OCP Designation

Residential - Low Density



Subject Property



Parcels



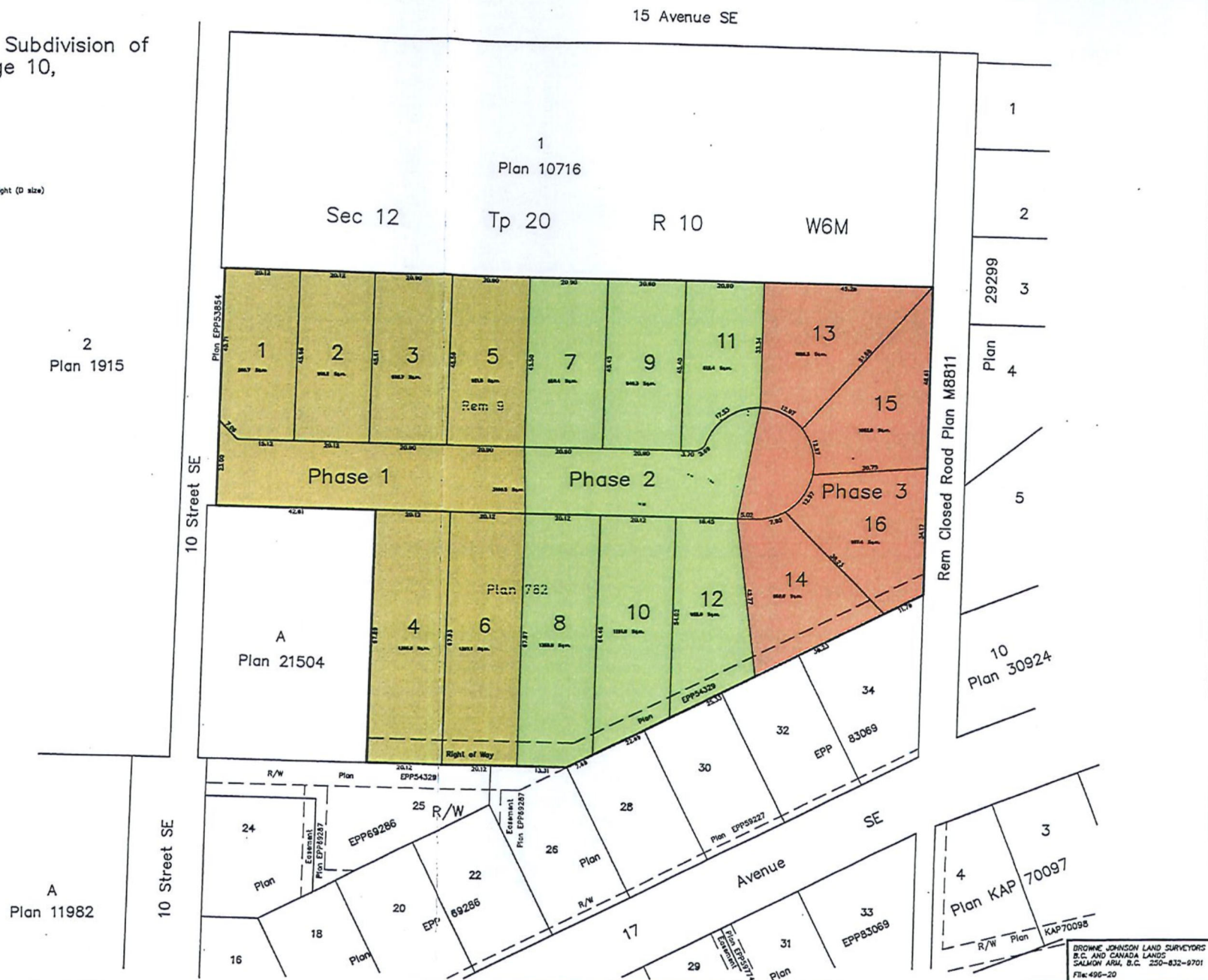




## Sketch Plan of Proposed Subdivision of Lot 9, Sec 12, Tp 20, Rge 10, W6M, KDYD, Plan 782

Except Plans 10716, 12873, 21504 AND EPP53854

Scale 1:500 BCGS 82L064  
All distances are in metres.  
The intended plot size of this plan is 854mm in width by 560mm in height (D size)  
when plotted at a scale of 1:500





136 **Purpose**

- 13.1 The purpose of the R-8 Zone is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

**Regulations**

- 13.2 On a *parcel zoned R-8*, 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-8 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 13.3 The following uses and no others are permitted in the R-8 Zone:
- .1 *boarders*, limited to two;
  - .2 *family childcare facility*; #3082
  - .3 *group childcare*; #3082
  - .4 *home occupation*;
  - .5 *public use*;
  - .6 *public utility*;
  - .7 *single family dwelling*;
  - .8 *accessory use*, including *secondary suite* or *detached suite*.

**Maximum Number of Single Family Dwellings**

- 13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

**Maximum Number of Secondary Suites**

- 13.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

**Maximum Height of Principal Building**

- 13.6 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

- 13.7
- .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).
  - .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

**Maximum Parcel Coverage**

- 13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, which may be increased to a maximum of 15% for all *accessory buildings* including those containing a *detached suite* provided the *accessory building* containing the *detached suite* has a lesser *building area* than the *single family dwelling*. #4272

**Minimum Parcel Area**

- 13.9
- .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).
  - .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:
    - .1 With lane or second *street* frontage 465.0 square metres (5,005.2 square feet)
    - .2 Without lane or second *street* frontage 700.0 square metres (7534.7 square feet)

**Minimum Parcel Width**

- 13.10
- .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).
  - .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:
    - .1 With lane or second *street* frontage 15.0 metres (49.2 feet)
    - .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)

**Maximum Floor Area and Floor Area Ratio**

13.11

- .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).
- .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

**Minimum Setback of Principal Building**13.12 The minimum *setback* of the *principal building* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Notwithstanding Sections 13.12.2 and 13.12.3., 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). #3426
- .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply #2811

**Minimum Setback of Accessory Buildings**13.13 The minimum *setback* of accessory *buildings* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
- .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811

**Minimum Setback of a Detached Suite**13.14 The minimum *setback* of an accessory *building* containing a *detached suite* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 3.0 metres (9.8 feet)
- .3 *Interior side parcel line* shall be 2.0 metres (6.5 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

**Parking**

13.15

- .1 Parking shall be required as per Appendix I.
- .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

**Detached Suite**

13.16 Refer to Section 4.2 for General Regulations.

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Item 24.1

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4475 be read a third and final time.

[ZON-1217; Browne Johnson Land Surveyors/ Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8]

### Vote Record

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

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

## CITY OF SALMON ARM

### BYLAW NO. 4475

#### 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, on \_\_\_\_\_ at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 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 9, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plans 10716, 12873, 21504 and EPP53854 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4475**"

READ A FIRST TIME THIS	27	DAY OF	September	2021
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READ A SECOND TIME THIS	27	DAY OF	September	2021
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READ A THIRD TIME THIS		DAY OF		2021
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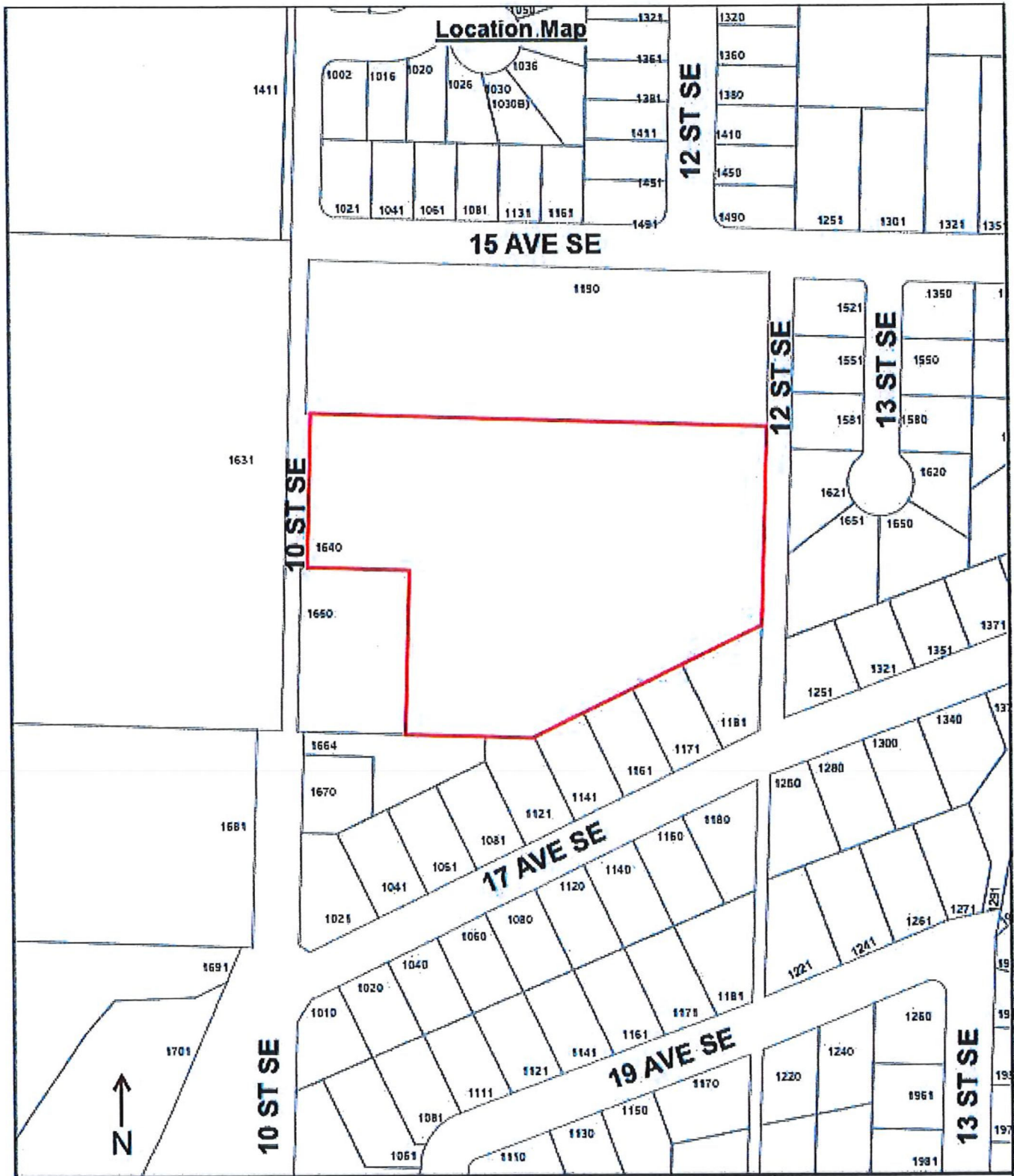
ADOPTED BY COUNCIL THIS		DAY OF		2021
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\_\_\_\_\_  
MAYOR

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



SCHEDULE "A"



Item 26.

## CITY OF SALMON ARM

Date: October 12, 2021

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

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

### Vote Record

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

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



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