



# AGENDA

City of Salmon Arm  
Regular Council Meeting

Monday, January 10, 2022  
1:30 p.m.

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

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
3 - 16	6.	CONFIRMATION OF MINUTES
	1.	Regular Council Meeting Minutes of December 13, 2021
	7.	COMMITTEE REPORTS
17 - 20	1.	Housing Task Force Meeting Minutes of November 22, 2021
21 - 24	2.	Community Heritage Commission Meeting Minutes of December 6, 2021
25 - 30	3.	Environmental Advisory Committee Meeting Minutes of December 10, 2021
31 - 38	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	1.	Board in Brief – December, 2021
	9.	STAFF REPORTS
39 - 46	1.	Director of Corporate Services – Downtown Street Cleaning Agreement, Salmon Arm Downtown Improvement Association
47 - 52	2.	Director of Corporate Services – Environmental Advisory Committee Terms of Reference

- |           |            |  |
|-----------|------------|--|
| 53 - 54   | 3.         | Director of Engineering & Public Works - Ross Street Underpass - Sanitary Budget Amendment   |
| 55 - 58   | 4.         | Director of Engineering & Public Works - Public Works Building Renovation - Phase 1 Construction   |
| 59 - 62   | 5.         | Director of Engineering & Public Works - Award of RFP for Engineering Services for Foreshore Sanitary Main Replacement (Phase 2)                                 |
|           | <b>10.</b> | <b>INTRODUCTION OF BYLAWS</b>  |
| 63 - 68   | 1.         | City of Salmon Arm Fee for Service Amendment Bylaw No. 4491 [Airport User Fees] - First, Second and Third Readings and Terminal Building Lease                   |
|           | <b>11.</b> | <b>RECONSIDERATION OF BYLAWS</b>   |
| 69 - 92   | 1.         | City of Salmon Arm Zoning Amendment Bylaw No. 4451 [ZON-1204; Allard, D. & Wong, L./Browne Johnson Land Surveyors; 2190 6 Avenue NE; R-1 to R-4] - Final Reading |
|           | <b>12.</b> | <b>CORRESPONDENCE</b>  |
| 93 - 94   | 1.         | Informational Correspondence   |
| 95 - 110  | 2.         | City of Salmon Arm Bylaw Enforcement - Year End Statistics 2021  |
|           | <b>13.</b> | <b>NEW BUSINESS</b>  |
|           | <b>14.</b> | <b>PRESENTATIONS/ DELEGATIONS</b>  |
|           | 1.         | Presentation 4:00 - 4:15 p.m. (approximately)  |
|           | <b>15.</b> | <b>COUNCIL STATEMENTS</b>  |
|           | <b>16.</b> | <b>SALMON ARM SECONDARY YOUTH COUNCIL</b>  |
|           | <b>17.</b> | <b>NOTICE OF MOTION</b>  |
| 111 - 112 | 1.         | Councillors Lindgren and Lavery - Living Wage  |
|           | <b>18.</b> | <b>UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS</b>   |
|           | <b>19.</b> | <b>OTHER BUSINESS</b>  |
|           | <b>20.</b> | <b>QUESTION AND ANSWER PERIOD</b>  |
| 113 - 114 | <b>21.</b> | <b>ADJOURNMENT</b>   |

Item 2.

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor Cannon

Seconded: Councillor Lavery

- a) 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: January 10, 2022

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of December 13, 2021, be adopted as circulated.

### Vote Record

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

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:00 p.m. and reconvened at 2:30 p.m. on Monday, December 13, 2021.

### PRESENT:

Mayor A. Harrison  
Councillor T. Lavery (participated remotely)  
Councillor S. Lindgren (participated remotely) (entered the meeting at 2:11 p.m.)  
Councillor C. Eliason (participated remotely)(entered the meeting at 2:00 p.m.)  
Councillor K. Flynn  
Councillor D. Cannon

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

### ABSENT:

Councillor L. Wallace Richmond

#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

0597-2021

Moved: Councillor Flynn

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

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

Council returned to Regular Session at 2:23 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 9.7 – Director of Corporate Services - Award of Transit Bench Advertising

5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with Item 9.7 as one of the proponents is a client of his firm.

Councillor Lindgren declared a conflict of interest with Item 9.7 as one of the proponents is a relative.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of November 2, 2021

0598-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of November 22, 2021, be adopted as circulated.

CARRIED UNANIMOUSLY

2. Special Council Meeting Minutes of November 29, 2021

0599-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Special Council Meeting Minutes of November 29, 2021, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of December 6, 2021

0600-2021

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of December 6, 2021, be received as information.

CARRIED UNANIMOUSLY

2. Agricultural Advisory Committee Meeting Minutes of October 13, 2021

0601-2021

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Agricultural Advisory Committee Meeting Minutes of October 13, 2021 be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS – continued

3. Community Heritage Commission Meeting Minutes of November 8, 2021

0602-2021                      Moved: Councillor Cannon  
                                      Seconded: Councillor Lavery  
                                      THAT: the Community Heritage Commission Meeting Minutes of November 8,  
                                      2021 be received as information.

CARRIED UNANIMOUSLY

4. Downtown Parking Commission Meeting Minutes of November 8, 2021

0603-2021                      Moved: Councillor Eliason  
                                      Seconded: Councillor Flynn  
                                      THAT: the Downtown Parking Commission Meeting Minutes of November 8,  
                                      2021 be received as information.

CARRIED UNANIMOUSLY

5. Greenways Liaison Committee Meeting Minutes of November 18, 2021

0604-2021                      Moved: Councillor Flynn  
                                      Seconded: Councillor Cannon  
                                      THAT: the Greenways Liaison Committee Meeting Minutes of November 18,  
                                      2021 be received as information.

CARRIED UNANIMOUSLY

6. Traffic Safety Committee Meeting Minutes of November 18, 2021

0605-2021                      Moved: Councillor Eliason  
                                      Seconded: Councillor Lindgren  
                                      THAT: the Traffic Safety Committee Meeting Minutes of November 18, 2021 be  
                                      received as information.

CARRIED UNANIMOUSLY

7. Social Impact Advisory Committee Meeting Minutes of November 19, 2021

0606-2021                      Moved: Councillor Cannon  
                                      Seconded: Councillor Eliason  
                                      THAT: the Social Impact Advisory Committee Meeting Minutes of November 19,  
                                      2021 be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS – continued8. Active Transportation Task Force Meeting Minutes of December 6, 2021

0607-2021

Moved: Mayor Harrison

Seconded: Councillor Lavery

THAT: the Active Transportation Task Force Meeting Minutes of December 6, 2021 be received as information.

CARRIED UNANIMOUSLY8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

Board in brief – November 2021 – Received as information

9. STAFF REPORTS1. Director of Corporate Services – Licence for Use and Occupation Agreement – Not for Profit Organizations

0608-2021

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Mayor and Corporate Officer be authorized to execute the following Licences for Use and Occupation for five (5) years commencing January 1, 2022 at a rate of \$1.00/year, subject to *Community Charter* advertising requirements:

	Organization	Legal Description*	Civic Address
1.	Salmon Arm Curling Club	Portion of Lot A, Plan KAP26241, Section 13, Township 20, Range 10	2600 10 Ave (TCH) NE
2.	Salmon Arm Fish & Game Club	NW ¼ Section 4, Township 20, Range 9	3200 70 St SE
3.	Salmon Arm Horseshoe Club	Portion of Lot A, Plan KAP26241, Section 13, Township 20, Range 10	2600 10 Ave (TCH) NE
4.	Salmon Arm Lawnbowling Club	Portion of Lot A, Plan KAP26241, Section 13, Township 20, Range 10	2600 10 Ave (TCH) NE
5.	Salmon Arm Tennis Club	Portion of Block 3, SW ¼ Section 18, Township 20, Range 9, W6M, Plan 671	3440 Okanagan Ave SE
6.	Shuswap District Arts Council	Plan B4232, Section 14, Township 20, Range 10, W6M	70 Hudson Ave NE
7.	Shuswap Association for Rowing and Paddling	Part of Lot 1, Plan 4310, Section 6, Township 21, Range 9 except Plan R/W A16363 and KAP51670, W6M	7721 36 Street NE

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued2. Director of Corporate Services – Rental of Quonset Building located at 921 – 17 Street SW

0609-2021

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Council authorize the Mayor and Corporate Officer to execute a Licence for Use and Occupation Agreement with the Salmon Arm Folk Music Society, for the use of the Quonset Building located at 921 17 Street SW, for a two (2) year term from January 1, 2022 to December 31, 2023, for the annual fee of \$1.00 subject to *Community Charter* advertising requirements.

CARRIED UNANIMOUSLY3. Director of Corporate Services – Environmental Advisory Committee – Citizens at Large Appointments

0610-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Council appoint the following three (3) persons to the Environmental Advisory Committee as Citizens at Large for a two (2) year term, expiring December 31, 2023:

Carmen Fennell

Sharon Bennett

Michael Simpson

CARRIED UNANIMOUSLY4. Director of Corporate Services – Fee for Service Agreement with the Salmon Arm Arts Centre

0611-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council authorize the Mayor and Corporate Officer to execute a Fee for Service Agreement with the Salmon Arm Arts Centre for a three (3) year term from January 1, 2022 to December 31, 2024.

CARRIED UNANIMOUSLY5. Director of Engineering & Public Works – Shuswap Regional Airport Management and Maintenance Services Contract Extension

0612-2021

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute a six (6) month contract extension with East West Transportation (2000) Corp. for Airport Management and Maintenance Services commencing January 1, 2022.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

6. Director of Corporate Services – Shuswap Regional Airport Hangar Leases

0613-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize the Mayor and Corporate Officer to execute leases at the Shuswap Regional Airport for a three (3) year period from January 1, 2022 to December 31, 2024 as follows:

- 1040180 BC Ltd. - \$4,199.00 (1,450 m<sup>2</sup>)
- Robert and Norma McKibbin - \$1,645.00 (458.2 m<sup>2</sup>)
- East West Transportation (2000) Corp. - \$5,245.00 (1,820 m<sup>2</sup>)
- Gordon Newnes - \$1,645.00 (458.2 m<sup>2</sup>)

AND THAT: the lease fees be increased by BC CPI annually in 2023 and 2024;

AND FURTHER THAT: the leases be advertised in accordance with section 94 of the Community Charter.

CARRIED UNANIMOUSLY

Councillors Flynn and Lindgren declared a conflict of interest and left the meeting at 3:02 p.m.

7. Director of Corporate Services – Award of Transit Bench Advertising

0614-2021

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Mayor and Corporate Officer be authorized to execute the Transit Bus Bench Advertising Agreement with Carene Wooster dba BenchAds.biz for a (3) year period from January 1, 2022 to December 31, 2024 subject to Community Charter advertising requirements at the rate of \$50.00 per month per year in 2022, \$51.00 per bench, per year in 2023 and \$52.00 per bench, per year in 2024.

0615-2021

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: motion 0614-2021 be tabled for discussion at the In-Camera meeting of December 13, 2021.

CARRIED UNANIMOUSLY

Councillors Flynn and Lindgren returned to the meeting at 3:05 p.m.

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4488 [ZON-1226; Hanson, G. & G.; 1020 17 Avenue SE; R-1 to R-8] – First and Second Readings

0616-2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4488 be read a first and second time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Cemetery Management Amendment Bylaw No. 4482 – Final Reading

0617-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4482 be read a final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm 2022 to 2026 Financial Plan Bylaw No. 4490 – Final Reading

0618-2021

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm 2022 to 2026 Financial Plan Bylaw No. 4490 be read a final time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4481 [ZON-1218; City of Salmon Arm; Text Amendment; Addition of Dormitory Use to P3 Zone] – Final Reading

0619-2021

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4481 be read a final time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478 – Final Reading

0620-2021

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Checkout Bag Regulation Bylaw No. 4478 be read a final time.

CARRIED UNANIMOUSLY



12. CORRESPONDENCE1. Informational Correspondence

7. C. Langenfeld, Executive Director, Shuswap Hospice Society – letter dated December 8, 2021 – Hospice Helps

0621-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council authorize the Shuswap Hospice Society to display hearts along the sidewalk at Marine Park from February 1, 2022 to February 14, 2022 on the terms and conditions set out in the letter dated December 8, 2021 subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

5. D. Gonella, Executive Director, Salmon Arm Folk Music Society – letter dated November 29, 2021 – Tourism Relief Program application

0622-2021

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Council provide a letter of support to the Salmon Arm Roots & Blues for its application to the Tourism Relief Program application.

CARRIED UNANIMOUSLY

Councillor Lindgren left the meeting at 3:27 and returned at 3:28 p.m.

6. M. Bennett, Salmon Arm Event Director, Shuswap Food Action Society – Coldest Night of the Year 2022 Support

0623-2021

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Council authorize the use of the downtown core and route outlined in the Shuswap Food Action Society's request for the February 26, 2022 event, subject to the provision of adequate liability insurance and in accordance with the Public Health Officer's orders and guidelines in effect at the time of the event.

CARRIED UNANIMOUSLY

1. J. Franklin, Shuswap Youth Soccer Association – email dated November 30, 2021 – Construction of Synthetic Turf Surfaces and Investment

0624-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Mayor and Acting Chief Administrative Officer work with the Shuswap Youth Soccer Association to establish a memorandum of understanding in support of SYSA's grant applications.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

14. T. Enger, Consultant with Ministry of Public Safety and Solicitor General –  
Follow up from UBCM Meeting

0625-2021                      Moved: Councillor Lindgren  
                                      Seconded: Councillor Flynn  
                                      THAT: Council authorize Mayor Harrison and Councillor Flynn to meet with  
                                      Tonia Enger.

CARRIED UNANIMLOUSLY

13. NEW BUSINESS

1. Rural Policing SILGA Resolution

0626-2021                      Moved: Councillor Eliason  
                                      Seconded: Councillor Flynn  
                                      WHEREAS public safety is of equal concern to both municipalities and regional  
                                      district residents;  
  
                                      AND WHEREAS rural populations are growing steadily;  
  
                                      AND WHEREAS provincial policing compliments have not been increased at the  
                                      same rate as municipally funded positions;  
  
                                      AND WHEREAS lack of police resources affects rural safety and is putting a strain  
                                      on municipal budgets;  
  
                                      THEREFORE BE IT RESOLVED that UBCM request that the province increase the  
                                      provincially funded positions immediately;  
  
                                      AND BE IT FURTHER RESOLVED that future resource allocations accurately reflect  
                                      the rural demands for service.

CARRIED UNANIMOUSLY

2. CP Holiday Train Viewing Event

0627-2021                      Moved: Councillor Flynn  
                                      Seconded: Councillor Cannon  
                                      THAT: Council authorize the contribution of up to \$1,000.00 from 2021 Council  
                                      Initiatives for facility rental, marketing and security expenses for the screening of  
                                      the Virtual CP Holiday Train Event on December 18, 2021.

CARRIED UNANIMOUSLY

The meeting recessed at 3:48

The meeting reconvened at 3:52 p.m.

14. PRESENTATIONS

1. Tracey Kutschker, Director/Curator, Shuswap District Arts Council – Year in Review 2020/2021

Tracey Kutschker, Director/Curator, Shuswap District Arts Council provided a summary of the 2020/2021 season and was available to answer questions from Council.

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

2. IN-CAMERA SESSION - continued

0628-2021

Moved: Councillor Flynn

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 4:15 p.m.

Council returned to Regular Session at 5:23 p.m.

Council recessed until 7:00 p.m.

PRESENT:

Mayor A. Harrison

Councillor T. Lavery (participated remotely)

Councillor S. Lindgren (participated remotely)

Councillor C. Eliason (participated remotely) (entered the meeting at 7:02 p.m.)

Councillor K. Flynn (participated remotely)

Councillor D. Cannon (participated remotely)

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson

Director of Development Services K. Pearson

Director of Engineering and Public Works R. Niewenhuizen

Recorder B. Puddifant

**ABSENT:**

Councillor L. Wallace Richmond

**4. REVIEW OF AGENDA**

Addition of 9.7 – Director of Corporate Services - Award of Transit Bench Advertising

Councillor Eliason entered the meeting at 7:02 p.m.

**21. DISCLOSURE OF INTEREST**

Councillor Flynn declared a conflict of interest with Item 9.7 as one of the proponents is a client of his firm.

Councillor Lindgren declared a conflict of interest with Item 9.7 as one of the proponents is a relative.

**22. HEARINGS**

**1. Development Permit Application No. CP-433 [Uptown Ventures Ltd./Franklin Engineering Ltd.; 231 20 Street NE; 19 Unit – Medium Density Residential]**

0629-2021

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Development Permit No. 433 be authorized for issuance for Lot 14, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP49803 in accordance with the drawings attached as Appendix 3 to the Staff Report dated November 16, 2021;

AND THAT: Development Permit No. DP-433 include the following variance to Zoning Bylaw No. 2303:

Section 9.4 – increase the maximum height of principal buildings from 10.0 metres (32.8 feet) to 11 metres (36.1 feet) for proposed units 7 – 10 as shown on the drawings attached as Appendix 3 to the Staff Report dated November 16, 2021;

AND FURTHER THAT: Issuance of Development Permit No. 433 be withheld subject to the following:

1. receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan; and
2. Registration of a Section 219 Covenant restricting development from the 10 metre wide Streamside Protection and Enhancement Area

Submissions were called for at this time.

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

22. HEARINGS - continued

1. Development Permit Application No. CP-433 [Uptown Ventures Ltd./Franklin Engineering Ltd.; 231 20 Street NE; 19 Unit - Medium Density Residential] - continued

C. Snider, 1851 2 Avenue NE, expressed concerns with the height variance blocking his view and does not support the variance request.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:14 p.m. and the motion was:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1223 [Robillard, C. (AR Broadview Holdings)/Brentwell Construction Ltd.; 1231 1 Street SE; R-1 to R-4]

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

Submissions were called for at this time.

C. Robillard, the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:24 p.m.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4484 [ZON-1223; [Robillard, C. (AR Broadview Holdings)/Brentwell Construction Ltd.; 1231 1 Street SE; R-1 to R-4] - Third and Final Reading

0630-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4484 be read a third and final time.

CARRIED UNANIMOUSLY

Councillors Flynn and Lindgren declared a conflict and left the meeting at 7:27 p.m.

9. STAFF REPORTS – continued

7. Director of Corporate Services – Award of Transit Bench Advertising

0631-2021

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Mayor and Corporate Officer be authorized to execute the Transit Bench Advertising Agreement with Carene Wooster dba BenchAds.biz for a three (3) year period from January 1, 2022 to December 31, 2024, subject to Community Charter advertising requirements at the rate of \$50.00 per bench, per year in 2022, \$51.00 per bench, per year in 2023 and \$52.00 per bench, per year in 2024.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0632-2021

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of December 13, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:30 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the      day of                      , 2022.

\_\_\_\_\_  
MAYOR

Item 7.1

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Housing Task Force Meeting Minutes of November 22, 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 **Housing Task Force** Meeting held electronically on Monday, November 22, 2021, at 11:00 a.m.

**PRESENT:**

Councillor Louise Wallace Richmond  
Councillor Tim Lavery  
Paige Hilland  
Jeff Ragsdale  
Lana Fitt  
Ian McDiarmid  
Erin Jackson  
Kevin Pearson  
Barb Puddifant

City of Salmon Arm, Co-Chair  
City of Salmon Arm, Co-Chair  
Shuswap Area Family Emergency (SAFE) Society  
Member at Large  
Salmon Arm Economic Development Society  
McDiarmid Construction Ltd. (entered the meeting at 11:06 a.m.)  
City of Salmon Arm, Director of Corporate Services  
City of Salmon Arm, Director of Development Services  
City of Salmon Arm, Recorder

**ABSENT:**

Calvin Berger  
Dawn Dunlop  
Louis Thomas  
Barry Delaney

Adams Lake Indian Band  
Member at Large  
Canadian Mental Health Association (CMHA)  
Councillor, Neskonlilth Indian Band  
Salmon Arm Savings and Credit Union (SASCU)

**GUESTS:**

Michael Shapcott

South Shuswap Housing Society

The meeting was called to order at 11:06 a.m.

**1. Introductions and Welcome**

**2. Acknowledgement of Traditional Territory**

Councillor Lavery 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/changes and Additional Items**

Moved: Lana Fitt

Seconded: Jeff Ragsdale

THAT: the Housing Task Force Meeting Agenda of November 22, 2021, be approved as circulated.

CARRIED UNANIMOUSLY



**4. Approval of Minutes of October 25, 2021 Housing Task Force Meeting**

Moved: Paige Hilland

Seconded: Jeff Ragsdale

THAT: the minutes of the Housing Task Force Meeting of October 25, 2021 be approved as circulated.

CARRIED UNANIMOUSLY

**5. Presentations**

**6. Old Business/Arising from Minutes**

a.) Revisions to Terms of Reference for Housing Task Force

Councillor Lavery will obtain input from current membership to determine interest in continuing the work of the Housing Task Force and to seek volunteers for a working group to reframe the Terms of Reference to address membership and membership term. He outlined the process in revising the Terms of Reference.

Moved: Paige Hilland

Seconded: Councillor Tim Lavery

THAT: the Task Force recommends that a working group be established to reframe and revise the Terms of Reference for the Housing Task Force.

CARRIED UNANIMOUSLY

**7. New Business**

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

a.) Available land zoned R-4 and R-5 – update

Kevin Pearson presented a map detailing locations of some properties within the City that have the potential for high density residential. The Task Force discussed available properties and communication with BC Housing.

**9. Next meeting – To be determined**

10. Adjournment

Moved: Lana Fitt

Seconded: Councillor Tim Lavery

THAT: the Housing Task Force Meeting of November 22, 2021 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:55 a.m.

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Councillor Tim Lavery  
Co-Chair

---

Councillor Louise Wallace Richmond  
Co-Chair

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

Item 7.2

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Community Heritage Commission Meeting Minutes of December 6, 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, December 6, 2021** at 2:00 p.m.

**PRESENT:**

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

**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.*

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

Moved: Mary Landers

Seconded: Maureen Shaffer

THAT: the Agenda for the December 6, 2021 Community Heritage Commission Meeting be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of November 8, 2021 Community Heritage Commission Meeting**

Moved: Pat Kassa

Seconded: Maureen Shaffer

THAT: the minutes of the Community Heritage Commission Meeting of November 8, 2021 be approved.

**CARRIED UNANIMOUSLY**

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

**a) Heritage Register – proposed changes and map**

Maureen Shaffer provided a detailed overview of the proposed changes for the Heritage Register and map. Evan Chorlton will determine if the Commission can list people's names on the Heritage Register and will follow up on the status of a list of the previous owners of 171 1 Street SE.

Deborah Chapman outlined the requirement for changes to the Heritage Register to be brought before Council. Evan Chorlton provided an update on the status of the map. City staff is working on the mapping with the intent of having it available by Heritage Week.

**b) Heritage Conservation Awards - update**

Evan Chorlton shared the draft letters and certificates. Debbie Cannon will determine if Heritage Conservation Awards can be presented in person at Council Chambers in February 2022 and will work with Evan Chorlton on finalizing and sending out letters to the award recipients before the end of 2021.

**6. New Business**

**a) City of Salmon Arm Heritage Strategy**

The group tabled this item for discussion at a subsequent meeting.

**b) Heritage Week Display Boards**

The Commission will retain the existing Heritage Week display boards and staff will look into available storage areas at City Hall.

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

**8. Next Meeting**

Monday, January 10, 2022 at 9:00 a.m.

**9. Adjournment**

The Community Heritage Commission Meeting of December 6, 2021 adjourned at 3:20 p.m.

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Debbie Cannon, Chair

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Item 7.3

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

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

### Vote Record

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

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

## CITY OF SALMON ARM

Minutes of the Environmental Advisory Committee Meeting held by virtual means on Friday, December 10, 2021 at 2:30 p.m.

### PRESENT:

Councillor Sylvia Lindgren  
Julia Beatty  
Amy Vallarino  
Janet Pattinson  
Carmen Fennell

Luke Gubbels  
Pauline Waelti  
Janet Aitken  
Erin Jackson

City of Salmon Arm, Chair  
Citizen at Large  
Citizen at Large  
Shuswap Naturalist Club  
Citizen at Large (entered the meeting at 2:36 p.m. and left the meeting at 3:37 p.m.)  
Canoe Forest Products  
Shuswap Environment Action Society (SEAS)  
Salmon Arm Bay Nature Enhancement Society (SABNES)  
City of Salmon Arm, Recorder

### ABSENT:

Barrie Voth  
Warren Bell

Adams Lake Indian Band  
Salmon Arm Fish and Game Club  
Agricultural Industry  
WA:TER

### GUESTS:

Ceran Caner

The meeting was called to order at 2:32 p.m.

#### 1. Introductions and Welcome

#### 2. Acknowledgement of Traditional Territory

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

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

Moved: Pauline Waelti

Seconded: Janet Aitken

THAT: the Environmental Advisory Committee Meeting Agenda of November 12, 2021 be approved as circulated.

CARRIED UNANIMOUSLY



Carmen Fennell entered the meeting at 2:36 p.m.

**4. Approval of Minutes from September 10, 2021**

Moved: Janet Pattinson

Seconded: Barrie Voth

THAT: the Minutes of the Environmental Advisory Committee Meeting of September 10, 2021 be approved.

CARRIED UNANIMOUSLY

**5. Presentations**

**6. Old Business/Arising from Minutes**

**a) Farmers Market - update**

Councillor Lindgren spoke regarding the successful outcome of the Committee's participation in the Farmers Market on October 16, 2021.

**b) Shuswap Climate Action presentation to Council at September 20, 2021 Budget Meeting - update**

Councillor Lindgren outlined the presentation to Council by the Shuswap Climate Action Society and its request for a dedicated Climate Action Coordinator to be employed by the City.

Julia Beatty outlined the Clean BC Heat Pump group rebate program and discussions regarding the Committee's and the City's participation in this program.

Erin Jackson, Acting Chief Administrative Officer spoke regarding the City's willingness to promote this program to the community.

**c) Air Quality Monitoring System - update**

Councillor Lindgren referred to Mayor Harrison's letter dated October 7, 2021 addressed to the Ministry of Environment in support of locating an Air Quality Monitoring System in the City of Salmon Arm.

Erin Jackson provided an overview of her discussion with Gavin King regarding the potential placement of an Air Quality Monitoring System in the City of Salmon Arm and the possibility of placement of an enhanced system on City property in the future. Gavin King could present this information at a future Committee meeting.

**7. New Business****a) Committee Membership - Canadian Association of Physicians for the Environment**

Councillor Lindgren spoke regarding Warren Bell's membership in the Committee and outlined the existing Terms of Reference as it relates to membership.

Moved: Janet Pattinson

Seconded: Pauline Waelti

THAT: WA:TER be removed from the Terms of Reference as a member.

CARRIED UNANIMOUSLY

Moved: Janet Aitken

Seconded: Julia Beatty

THAT: an invitation be extended to the Canadian Association of Physicians for the Environment (CAPE) to name a local representative of the medical community to the EAC;

AND THAT: an invitation be extended to School District No. 83 and to Shuswap Climate Action to appoint a representative to the EAC.

CARRIED

Carmen Fennell left the meeting at 3:26 p.m.

**b) Bylaw Review - Tree Removal and Protection Bylaw No. 2305 and Pesticide Use Bylaw No. 3744**

Two working groups were established to meet and discuss possible revisions to these Bylaws. The working group for the Pesticide Use Bylaw will consist of: Amy Vallarino, Janet Aitken, Pauline Waelti and Julia Beatty. The working group for the Tree Removal Bylaw will consist of Janet Pattinson, Luke Gubbels, Carmen Fennel and Julia Beatty.

Each working group will provide information to the Committee at the next Committee meeting.

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

9. Next Meeting – January 14, 2021

10. Adjournment

Moved: Amy Vallarino

Seconded: Pauline Waelti

THAT: the Environmental Advisory Committee meeting of November 12, 2021 be adjourned.

CARRIED UNANIMOUSLY

The virtual meeting adjourned at 3:47 p.m.

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Councillor Sylvia Lindgren, Chair

Received for information by Council the       day of       , 2021.

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Item 8.1

## CITY OF SALMON ARM

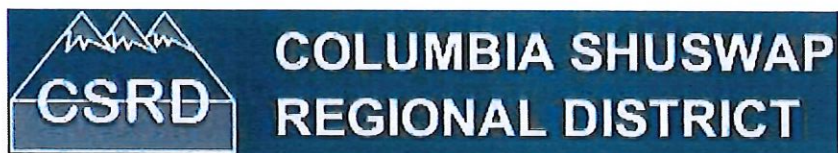
Date: January 10, 2022

### Board in Brief –December 2021

#### **Vote Record**

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

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

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## #YourCSRD - December 2021

December 2021



[Web version](#)

## Highlights from the Regular Board Meeting

### Correspondence

#### Letter from Chair to School District 83

In response to the Board's invitation, Donna Kriger, Superintendent, School District 83 and Dale Culler, Secretary Treasurer, were in attendance to hear concerns regarding the school district's proposed Long Range Facilities Plan. CSRD Directors from the Shuswap region expressed support for the development of a new high school in the Sorrento area.



### Committee reports

#### Shuswap North Okanagan Rail Trail Governance Advisory Committee (November 16,

**2021).**

The Board supported a series of recommendations regarding the development of two areas of the Rail Trail. This includes:

- engaging Urban Systems Ltd. to provide engineering for the project,
- authorizing staff of the CSRD to supervise the project area from Sicamous to Mara,
- and authorizing staff from the Regional District of North Okanagan (RDNO) to supervise the project area extending from Splatins IR3 through the City of Enderby.

**[View Memorandum.](#)**

**Electoral Area Directors' Committee Meeting (November 30, 2021)**

The Board approve, in principle, the implementation of a Bylaw Dispute Adjudication System for the CSRD. Staff will now develop the necessary bylaws and policies for the implementation of the system.

The Board also approved a motion to write a letter to the Southern Interior Local Government Association and the Union of BC Municipalities requesting a workshop regarding food security.

**Business General & Business by Area**

**COVID-19 Safe Restart Grant Allocation**

The Board endorsed allocating the remaining \$358,576 from the COVID-19 Safe Restart Grants as recommended by staff for the following purposes:

- \$50,000 Golden Arena (lost revenue & additional expenses)
- \$50,000 Sicamous Arena (lost revenue & additional expenses)
- \$40,000 Sicamous Arena (replacement of damaged flooring due to COVID stickers)
- \$58,576 Cloud based software license fees
- \$50,000 Ongoing technology (additional bandwidth, digital boxes and other remote technological requirements)
- \$10,000 Fleet recovery
- \$50,000 Ongoing operational costs
- \$50,000 Community Organizations

The grant application for non-profit community groups will be developed and advertised on the CSRD website and social media platforms. This second round of community grants is to be announced in spring 2022. **[View report.](#)**

**Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show Attendance**

The Board discussed Director attendance at the 2022 FCM Conference, which will be held



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in Regina, Saskatchewan, June 2 to 5. The item will be brought back for resolution at the January Board Meeting.

### **2022 Appointments to Committees, Boards, and External Agencies**

The Board endorsed the 2022 Appointments to Committees, Boards, and External Agencies. [View appointments.](#)

### **Grant-in-Aid Requests**

The Board approved allocations from the 2021 electoral grant-in-aid budget for projects in Electoral Areas A, E and F. [View report.](#)

### **Electoral Area E: Area E Community Works Funds – Cambie Hall Community Association**

The Board approved spending to \$20,000 plus applicable taxes from the Area E Community Works Fund for a new septic system at the Cambie Community Hall. [View report.](#)

### **Electoral Area E: Swansea Point Fire Hall - Statutory Right of Way Fee Agreement**

The Board agreed to enter into an agreement with Telus Communications Inc. to authorize the location of a cellular tower at the Swansea Point Fire Hall property for lease fee of \$12,000 per year over a 10-year term, commencing January 1, 2022 and expiring on December 31, 2031 with an option to extend for an additional ten-year term. [View report.](#)

### **Electoral Area C: Disaster Mitigation and Adaptation Fund Grant Application**

The Board approved the CSR's application to the Infrastructure Canada Disaster Mitigation and Adaptation Fund in the amount of \$2,886,000 to support the Newsome Creek Bank Stabilization Project. [View report.](#)

### **Electoral Area F: Lakeview Community Park - Crown Tenure Renewal**

Board approved the acquisition of a 30-year Licence of Occupation from the Province for the purposes of community beach and swimming area at the park. [View report.](#)

### **Electoral Area F: Scotch Creek/Wharf Road Community Park - Crown Tenure Renewal**

Board approved the acquisition of a 30-year Licence of Occupation from the Province for the purposes of community beach and swimming area at the park. [View report.](#)



**Electoral Area F: North Shuswap Chamber of Commerce Contribution Agreement 2022-2024**

The Board agreed to enter into a Contribution Agreement for tourism promotion services with the North Shuswap Chamber of Commerce for a three-year term commencing January 1, 2022 and expiring on December 31, 2024. [View report.](#)

**Administration Bylaws**

**2021 Five Year Financial Plan Amendment Bylaw No. 5842, 2021**

The Board approved the bylaw, which updates all financial amendments to existing services. [View report.](#)

**Delegation Bylaw Amendment and Purchasing Policy Update**

The Board approved updates to the 10-year-old Delegation Bylaw. It also created a stand-alone Procurement of Goods and Services Policy, rather than having it attached as an appendix to the bylaw itself. [View report.](#)

**Whitetooth Ski Hill Legacy Fund Administration Amendment Bylaw No. 5841, 2021**

This item was postponed by the Board to be brought back to the January 20, 2022 Regular Meeting. [View bylaw.](#)



**LAND USE MATTERS**

**Development Services Business General**

**Consideration of ALR Exclusion Policy P-24 and Proposed Amendments to**

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**Columbia Shuswap Regional District (CSRD) Development Services Application Fees Bylaw No. 4000 and CSRD Development Services Procedures Bylaw No. 4001**

The Board endorsed ALR Exclusion Policy P-24 and approved its inclusion into the CSRD Policy manual, along with associated amendments to the Development Service Applications Fee Bylaw and the Procedures Amendment Bylaw. This Policy was developed after the Agricultural Land Commissions decided that private landowners are no longer able to make an application for exclusion – only the Provincial Government, local or First Nation governments or prescribed public bodies may make such applications. [View report.](#)

## **ALR Applications**

**Electoral Area D: Agricultural Land Commission (ALC) Application Section 21(2) – Subdivision LC2585D**

The property owners at 7775 & 7665 Cambie Rd, Ranchero have made application to the Agricultural Land Commission (ALC) to subdivide an existing dwelling and yard site from their 59.35 ha property into a 1 ha lot in the Agricultural Land Reserve (ALR). The application states that the subdivision is a homesite severance as the owner has lived on the property since 1966. The Board voted to accept staff's recommendation for refusal. The application will now be sent to the ALC for a decision. [View report.](#)

**Electoral Area C: Agricultural Land Commission (ALC), Section 20(3) Non-Farm Use in the Agricultural Land Reserve (ALR) LC2588C**

The subject property is located at 4439 Trans-Canada Highway, Tappen. The owner is applying for approval from the Agricultural Land Commission (ALC) to conduct Non-Farm Use in the Agricultural Land Reserve (ALR) in order to confirm, and authorize the various residential, commercial and industrial uses on the property. The Board voted to recommend approval of the application. It will now be sent to the ALC for a decision. [View report.](#)

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

The following resolutions were released from the In-Camera session of the December 9, 2021 meeting:

**2022 Revelstoke Landfill Phase 1 Closure Administration and Construction Support**

THAT: the Board empower the authorized signatories to enter into an agreement with Sperling Hansen Associates Inc. for the provision of engineering services related to administration and construction support for the 2022 Phase 1 Closure Project at the Revelstoke Landfill, for a total cost of \$41,842 plus applicable taxes.

**Electoral Areas C, D, and F: Dog Control Service Contract**



THAT: the Board empower the authorized signatories to enter into an agreement with Commissionaires BC for the provision of dog control services for Electoral Area C, Electoral Area D and Electoral Area F for a two-year term commencing January 1, 2022, and expiring on December 31, 2023, for a total cost not to exceed \$148,800 plus applicable taxes.

**NEXT BOARD MEETING**

The Regular CSRD Board Meeting will be held Thursday, January 20, 2022 in the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm. The Regular Board meeting public session generally starts at 9:30 AM.

Any scheduling changes to the meeting start time will be noted on the Events tab of the CSRD's website.

In-person attendance is available to the public in accordance with current provincial health orders. Masks are mandatory. Seating is limited and will be first-come, first-served.

The public is strongly encouraged to join the meeting via Zoom. Information on how to register for the Zoom meeting access is on the Events tab of the CSRD website under the Board meeting date.



Columbia Shuswap Regional District  
555 Harbourfront Drive NE, PO Box 978  
Salmon Arm, BC V1E 4P1  
[www.csr.bc.ca](http://www.csr.bc.ca) | 250.832.8194

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[Unsubscribe](#)

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Item 9.1

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Mayor and Corporate Officer to execute the agreement (attached to the Staff Report dated January 5, 2022 as Appendix 1) with Salmon Arm Downtown Improvement Association for the provision of downtown street cleaning from January 1, 2022 to December 31, 2024.

### Vote Record

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

Opposed:

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

# **CITY OF SALMON ARM**

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TO: His Worship Mayor Harrison and Members of Council

DATE: January 5, 2022

SUBJECT: Downtown Street Cleaning Agreement  
Salmon Arm Downtown Improvement Association

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## **MOTION FOR CONSIDERATION:**

THAT: Council authorize the Mayor and Corporate Officer to execute the agreement (attached to the staff report as Appendix 1) with Salmon Arm Downtown Improvement Association for the provision of downtown street cleaning from January 1, 2022 to December 31, 2024.

---

## **Background:**

The Salmon Arm Downtown Improvement Association (DSA) has been overseeing street cleaning services in the downtown area for over twenty years. The services are funded by the City and performed in collaboration with Shuswap Association for Community Living (SACL).

The agreement has been attached as Appendix 1. A detailed list of works and services can be found in Schedule A - Scope of Work. Fees for 2022 have been budgeted in the amount of \$18,300.00 (4% increase from 2021) with BC Consumer Price Index increases recommended for 2023 and 2024.

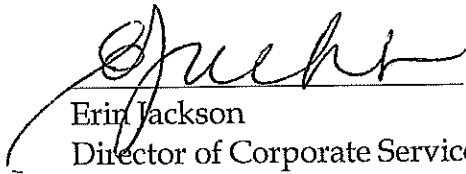
The DSA will be responsible for obtaining and maintaining adequate liability insurance and agrees to indemnify and save the City harmless from any and all claims that arise out of the performance of the works and services.

## **Recommendation:**

It is recommended that Council authorize the Mayor and Corporate Officer to execute the agreement which will provide 1,104 hours per year of street cleaning, leaf raking and

bagging and weed control in the downtown core, for a period of three (3) years commencing January 1, 2022.

Respectfully Submitted,



Erin Jackson  
Director of Corporate Services

Appendix 1 - Street Cleaning Contract 2022-2024

## STREET CLEANING CONTRACT 2022-2024

THIS AGREEMENT DATED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022

BETWEEN:

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION  
BOX 1928  
SALMON ARM BC V1E 4P9

(hereinafter referred to as the "Contractor")

AND:

CITY OF SALMON ARM  
BOX 40  
SALMON ARM BC V1E 4N2

(hereinafter referred to as the "City")

It is agreed as follows:

1. Scope of Contract

- a. The Contractor shall provide the City with the works and services as described in Schedule A – Scope of Works & Services, attached hereto and forming part of this Contract;
- b. The works and services identified in Schedule A will be provided by way of a Sub-Contract between the Contractor and Shuswap Association for Community Living (hereinafter referred to as the "Sub-Contractor"). It is the Contractor's responsibility to administer the sub-contract to the satisfaction of the City;
- c. This Contract will commence on January 1, 2022 and provision of the works and services will end on December 31, 2024;
- d. The total Contract price payable by the City to the Contractor is listed in the table on page 2 and is inclusive of all legislative taxes;
- e. The Contractor is responsible for the purchase of any equipment required to complete the works and services; and
- f. The Contractor is an independent organization and the operation thereof is not connected in any way with the City.



## 2. Terms of Payment

- a. Invoices will be submitted by the Contractor on a quarterly basis, i.e. April 30, June 30, September 30 and December 31 of each year; and
- b. The City will pay the invoices within thirty (30) days of receipt.

The Contractor is responsible for ensuring that the Sub-Contractor is paid as per terms of this Contract.

Year	Yearly Invoice Amount	Details
2022	\$18,300.00	Estimate 1,104 hours per year
2023	\$18,300.00 + BC CPI	Estimate 1,104 hours per year
2024	2023 rate + BC CPI	Estimate 1,104 hours per year

## 3. Insurance

The Contractor will obtain and maintain insurance coverage in the amount of two million dollars (\$2,000,000) with the City of Salmon Arm named as Additional Insured. The Contractor will provide evidence of such coverage each policy period for the duration of the contract.

## 4. Alterations

Requested changes to the contract must be made in writing to the City. Changes to this contract are not considered valid without prior written consent of the City.

## 5. Limitations

- a. This contract is governed by the laws of the Province of British Columbia;
- b. The Contractor cannot commit or purport to commit the City to the payment of any money except pursuant to this Contractor being paid out;

- c. The Contractor shall indemnify and save the City harmless from any and all claims against the City arising out of performance of the works and services under this contract; and
- d. The City's responsibility to the Contractor is limited to the payment of the contract invoices to a maximum amount of the contract value per year.

6. Termination of Contract

The City may terminate this contract with 30 days written notice to the Contractor. The Contractor may terminate this contract with 30 days written notice to the City.

IN WITNESS WHEREOF the parties have hereunto set their respective hands and seals.

CITY OF SALMON ARM by its  
authorized signatories

SALMON ARM DOWNTOWN  
IMPROVEMENT ASSOCIATION by its  
authorized signatories

---

Alan Harrison, Mayor

---

Jennifer Broadwell, Manager

---

Erin Jackson, Corporate Officer

---

Witness

## SCHEDULE A – Scope of Work

### Street Cleaning: 925 hours/year

**The following areas are to be cleaned three (3) times a week:**

The downtown core encompassed East by 6<sup>th</sup> Street NE, North by Lakeshore Drive, West by Hudson Avenue NW and South by the TransCanada Highway

- Only sidewalks, curbs, alleyways and roadways are cleaned of litter; no park areas or private properties are cleaned
- The Ross Street Parking Lot including the breezeway to Alexander Street
- The Ross Street Plaza excluding inside the washrooms

**On Fridays the area that is to be cleaned is to include:**

- The Inner Core Parking Lot, Hudson Avenue Avon Parking Lot (100 block of Hudson Avenue)
- TransCanada Highway West, Legion and 4<sup>th</sup> Street NE Parking Lot
- The area North of the railroad tracks – Marine Park Drive from Lakeshore Drive to the Wharf, Harbourfront Drive area East of Marine Park Drive along Beatty Avenue to the railroad crossing at Hudson Avenue NW
- The Harbour Front area East of Marine Park Drive (approximately 100 m. section)
- The area around Fletcher Park – a triangular area encompassed by Okanagan Avenue, TransCanada Highway and 4<sup>th</sup>/6<sup>th</sup> Street NE
- Only sidewalks, curbs, alleyways and roadways are cleaned of litter; no park areas or private properties are cleaned

**Exclusions to this Scope of Work:**

- Animal feces and bird droppings

### Leaf Raking and Bagging: 93 hours/year

This occurs in the Fall when leaves start to fall – typically in October

### Weed Control: 86 hours/year

**This runs for 14 weeks, starting in May, ending in September. One day per week the following area is weeded:**

- The downtown core encompassed East by 6<sup>th</sup> Street NE, North by Lakeshore Drive, West by Hudson Avenue NW and South by the TransCanada Highway
- Weed control is only on the north side of the TransCanada Highway. Exclusions - the area 6<sup>th</sup> Street NE on the McGuire Lake side will not be included
- Weed control is done on the sidewalks and curbs only

**Total Labour for all contractual responsibilities FROM 2022 TO 2024: 1104 hours per annum**

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Item 9.2

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the Environmental Advisory Committee change in membership from thirteen (13) voting members to fifteen (15) by removing WA:TER and adding the following organizations to the Terms of Reference:

- Canadian Association of Physicians for the Environment (CAPE)
- Shuswap Climate Action; and
- School District No. 83

### 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 Members of Council  
DATE: January 3, 2022  
SUBJECT: Environmental Advisory Committee Terms of Reference

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**MOTION FOR CONSIDERATION:**

THAT: Council approve the Environmental Advisory Committee change in membership from thirteen (13) voting members to fifteen (15) by removing WA:TER and adding the following organizations to the Terms of Reference:

- Canadian Association of Physicians for the Environment (CAPE);
  - Shuswap Climate Action; and
  - School District #83
- 

**Background:**

The Terms of Reference (attached as Appendix 1), outlines the current composition of the Environmental Advisory Committee. Committee membership includes one (1) Council representative, three (3) Citizens at Large and nine (9) organizations.

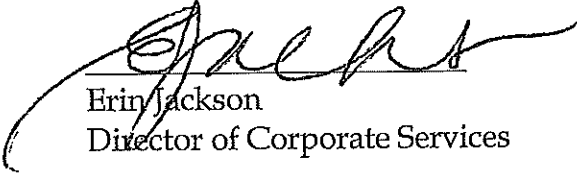
As member organization WA:TER is now defunct, the Committee has adopted a motion to remove it and add CAPE, Shuswap Climate Action and SD#83, bringing the total voting members to fifteen (15). With this change in membership, quorum will be achieved when eight (8) members are present.

CAPE has responded to the invitation to appoint a member by indicating that they recommend Warren Bell, who has been the representative of WA:TER for many years. The Committee supports Dr. Bell's ongoing participation.

Shuswap Climate Action has been active in the community since its inception in late 2019, and the Committee also supports the addition of a representative from that organization, as well as a representative from SD#83. Ceren Caner (teacher at South Canoe Elementary) has been attending as a guest for some time and expressed his interest in continuing as a

voting member. Staff support the change in membership and recommend that Council adopt the Motion for Consideration, which will effectively amend the Environmental Advisory Committee Terms of Reference.

Respectfully Submitted,



Erin Jackson  
Director of Corporate Services

Appendices:

Appendix 1 -Environmental Advisory Committee Terms of Reference

**City of Salmon Arm**  
**Environmental Advisory Committee**  
**Terms of Reference**

The City of Salmon Arm recognizes that we live in a finite world and that the natural ecosystem around us is what we depend on for our survival. As a community we will be respectful of the local and global ecosystems.

The Environmental Advisory Committee, "the Committee", has been established to advise the Council for the City of Salmon Arm on environmental matters.

**1. Purpose of the Committee:**

To act as an advisory body and resource group to City Council and Administration regarding ways to protect, maintain and enhance the natural environment in accordance with the provisions of the Environmental section of the Official Community Plan.

**2. Activities:**

1. The Committee shall undertake activities and projects with City Council's support or direction.
2. Project review and comment:
  - 2.1 Council or City staff may elect to forward specific City projects or private development projects to the committee for review and comment. The Committee will provide written review and comment on these projects in a timely manner.
  - 2.2 The Committee may also independently elect to provide review and comment on environmental issues and concerns that come directly to the attention of the Committee.
  - 2.3 The Committee's comments and recommendations will not bind council to a course of action. The Committee's reviews and comments will be presented to Council in a positive, respectful and well researched fashion.
  - 2.4 The Committee's comments and reviews will have due regard for federal, provincial and municipal legislation and the policies and direction of City Council.
  - 2.5 As part of completing recommendations, the Committee may consult with outside parties having an interest in the natural environment such as property owners, the development industry, government agencies, school boards, experts, consultants and



public interest groups. Such consultation would require the approval of City Council.

3. Upon the direction of City Council, the Committee will undertake and co-ordinate with City Administration the completion of natural environmental research projects.
4. The Committee may undertake educational initiatives both formally and informally, which raise the profile of the natural environment of the City of Salmon Arm. The nature of this education will be determined from time to time on the basis of need.
5. The Committee will provide input and comments on environmental aspects of policies of the City of Salmon Arm. Further, the Committee may make recommendations and advise Council on policies to be developed.

#### 5.1 Membership

The Committee shall be composed of 13 members, as follows:

- ◆ One (1) member of City Council;
- ◆ One (1) member appointed to represent Salmon Arm Bay Nature Enhancement Society [SABNES];
- ◆ One (1) representative from the Forest Industry;
- ◆ One (1) representative from the Agricultural Industry;
- ◆ One (1) representative appointed to represent the Adams Lake Indian Band;
- ◆ One (1) representative appointed to represent the Neskonlith Indian Band;
- ◆ One (1) member appointed to represent Shuswap Environmental Action Society [SEAS];
- ◆ One (1) member appointed to represent the Fish and Game Club;
- ◆ One (1) member appointed to represent Shuswap Naturalists;
- ◆ One (1) member appointed to represent WA:TER; and
- ◆ Three (3) citizens at large with professional expertise respecting environmental and/or has personal interest in the environment

5.2 Appointment of members, other than the City Councillor and those appointed by a specific group, shall be advertised and ratified by City Council. Committee membership shall be two (2) years. The terms of office for appointments may be varied to provide for continuity in the Committee.

5.3 The Committee shall be chaired by the member of City Council appointed to the Committee. If this Councillor is unable to attend a scheduled meeting, the Committee will appoint a chair from the attending membership at that meeting. Any comments, recommendations or motions of the Committee will be as valid as if the Councillor had been present.

5.4 Fifty percent (50%) + one (1) shall constitute a quorum.

5.5 The Committee may request that members resign after missing three consecutive meetings without prior notice.

5.6 Committee members representing a specific group or organization are responsible for designating an alternate representative of that group or organization if they are unable to attend themselves.

**5.7 Procedural Matters**

The Committee shall meet once per month at City hall. The date and time of such meetings shall be determined by the Committee, and may be varied at any time by the Committee. The actual starting time may be altered to accommodate site tours. There shall be no regular meeting held during the months of July or August, unless otherwise agreed by a majority of members.

5.8 The City Councillor chairing the Committee may vote on any motion. In the event of a tie vote, the motion is defeated.

5.9 A member of City staff will be available to the Committee on a regular basis to assist with any administrative or procedural matters, including the recording of minutes. City staff members may be invited, from time to time, to attend committee meetings to comment on matters relevant to Committee proceedings.

5.10 There shall be no remuneration payable to members for sitting on the Environmental Advisory Committee.

5.11 Environmental Advisory Committee members shall obtain permission from property owners prior to entering private property.

5.12 Committee meetings are open to the public, but members of the public who attend will not be permitted to vote on any matter before the Committee. Such members of the public may ask questions or make comments, at the discretion of the Committee.

**6. Reporting**

Committee minutes will be presented to Council for information purposes.

6.1 All recommendations of the Committee must be ratified by Council prior to being actioned.

6.2 The Environmental Advisory Committee is responsible directly to Council.

6.3 All media releases must be ratified by Council.

Item 9.3

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor

Seconded: Councillor

THAT: The 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect additional funding for the Ross Street Underpass – sewer budget in the amount of \$30,000.00 funded from the Lakeshore Drive Sanitary Upgrade (Alexander Street);

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of the additional Construction Services to authorize the sole sourcing of same to Kingston Construction Ltd.

### Vote Record

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

Opposed:

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

**CITY OF  
SALMON ARM**

File: 2019-36

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: December 13, 2021  
SUBJECT: **ROSS STREET UNDERPASS – SANITARY BUDGET AMENDMENT**

---

**STAFF RECOMMENDATION**

**THAT:** The 2022 Budget contained in the 2022 - 2026 Financial Plan Bylaw be amended to reflect additional funding for the Ross Street Underpass - sewer budget in the amount of \$30,000.00 funded from the Lakeshore Drive Sanitary Upgrade (Alexander St)

**AND THAT:** The City's Purchasing Policy No. 7.13 be waived in procurement of the additional Construction Services to authorize the sole sourcing of same to Kingston Construction Ltd.

**BACKGROUND**

The Lakeshore Drive Sanitary Upgrade project is a small 60m section of sanitary pipe that has reached the end of its useful life. The sanitary sewer is located within the limit of works of the Ross Street Underpass, and immediately adjacent to other pipe replacement works within the scope of the Ross Street Underpass project. The Ross Street Underpass project currently includes removal and replacement of the road surface above the subject portion of sanitary main.

Staff propose to combine the Lakeshore Drive Sanitary Upgrade (Alexander Street) project into the Ross Street Underpass project and award the replacement of the sewer to Kingston Construction Ltd. Kingston is already working in the area. Additionally, the City is unlikely to be able to competitively source the work for a lesser price as other contractors would have to include removal and replacement of the road surface within their bid if not completed in conjunction with the underpass project.

With consideration of the above, staff recommend that the 2021 Budget contained in the 2022 - 2026 Financial Plan Bylaw be amended to reflect additional funding for the Ross Street Underpass – Sewer project in the amount of \$30,000.00 funded from the Lakeshore Drive Sanitary Upgrade (Alexander St) and that the work be awarded to Kingston Construction Ltd.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

## Item 9.4

**CITY OF SALMON ARM**Date: January 10, 2022

Moved: Councillor

Seconded: Councillor

THAT: The 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect additional funding for the Phase 1 Construction of the Public Works Building Renovation in the amount of \$210,000.00, which includes the additional funds required to award the Tender, contingencies, staff time and temporary office spaces. These funds to be reallocated as follows:

- \$76,000.00 from Trans – Machinery & Equipment Building Reserve
- \$50,000.00 from Trans – Public Works Building (OH&S Upgrades) Reserve
- \$42,000.00 from Water Fund – Public Works Building (OH&S Upgrades) Reserve
- \$42,000.00 from Sewer Fund – Public Works Building (OH&S Upgrades) Reserve

AND THAT: Council award the Public Works Building Renovation to 478868 BC Ltd. o/a McDiarmid Construction in accordance with the tendered price in the amount of Nine Hundred and Fifty-Nine Thousand One Hundred and Thirty Three and Fifty Cents (959,133.50) plus taxes as applicable.

**Vote Record**

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

Opposed:

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



File: 2021-26

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TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Darin Gerow, Manager of Roads & Parks  
DATE: December 15, 2021  
SUBJECT: **PUBLIC WORKS BUILDING RENOVATION – PHASE I CONSTRUCTION**

---

### **STAFF RECOMMENDATION**

**THAT:** The 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect additional funding for the Phase I Construction of the Public Works Building Renovation in the amount of \$210,000.00, which includes the additional funds required to award the Tender, contingencies, staff time and temporary office spaces. These funds to be reallocated as follows:

- \$76,000.00 from Trans - Machinery & Equipment Building Reserve
- \$50,000.00 from Trans - Public Works Building (OH&S Upgrades) Reserve
- \$42,000.00 from Water Fund - Public Works Building (OH&S Upgrades) Reserve
- \$42,000.00 from Sewer Fund - Public Works Building (OH&S Upgrades) Reserve

**AND THAT:** Council award the Public Works Building Renovation to 478868 BC Ltd. o/a McDiarmid Construction in accordance with the tendered price in the amount of Nine Hundred and Fifty Nine Thousand One Hundred and Thirty Three and Fifty Cents (\$959,133.50) plus taxes as applicable.

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### **BACKGROUND**

The City of Salmon Arm Public Works Yard, commonly known as the "Top Shop", is located at 100 – 30 Street SE was built in the early 1980's. Since this time, only minor interior upgrades/alterations have been completed to the building. The initial improvements were brought forward as a recommendation from the City's Health & Safety Committee due to Worksafe BC requirements and BC Building Code requirements. In addition, throughout the COVID-19 global pandemic it became apparent that the spacing for the additional personnel since is lacking and self-distancing is very difficult in the existing spaces available to staff. During the peak staffing periods in summer months, we have approximately 50-55 staff working out of the Top Shop.



The upgrades within Phase I will include, but not limited to:

- Removal of hazardous materials
- First aid room
- Appropriate washroom facilities
- Inventory & file storage
- Shower station
- Janitorial storage
- Appropriate locker & lunch room
- Exterior improvements (windows, siding, etc)

In 2017 Bernd Hermanski Architect was awarded the consulting services to provide drawings for the proposed upgrade complete with cost estimates. Final Plans and Tender Documents were completed earlier this year by Bernd Hermanski Architect. On Thursday December 9, 2021 tender submissions were received and confirmed as follows:

Company	Tender Amount (excluding applicable taxes)
<b>478868 BC Ltd. o/a McDiarmid Construction</b>	<b>\$ 959,133.50</b>
Maddocks Construction Ltd.	\$ 1,118,699.00

Only two bids were received from the initial list of five potentially interested bidders. Bernd Hermanski Architect states this is "a reflection of the general state of busy-ness in the construction industry". The proposals were evaluated by City's Architect and in consultation with City Staff.

### **STAFF COMMENTS**

The approved funding in 2022 for the renovation is \$815,000.00. Staff have estimated the overall cost at \$1,025,000.00 for construction, temporary offices space, staff time and contingency, resulting in a shortfall of \$210,000.00. We recommend that the budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect additional funding for the Phase I Construction of the Public Works Building Renovation in the amount of \$210,000.00, and that council award the Public Works Building Renovation to 478868 BC Ltd. o/a McDiarmid Construction in accordance with the tendered price of \$959,133.50, plus taxes as applicable.

478868 BC Ltd. o/a McDiarmid Construction has completed numerous successful projects for the City of Salmon Arm.

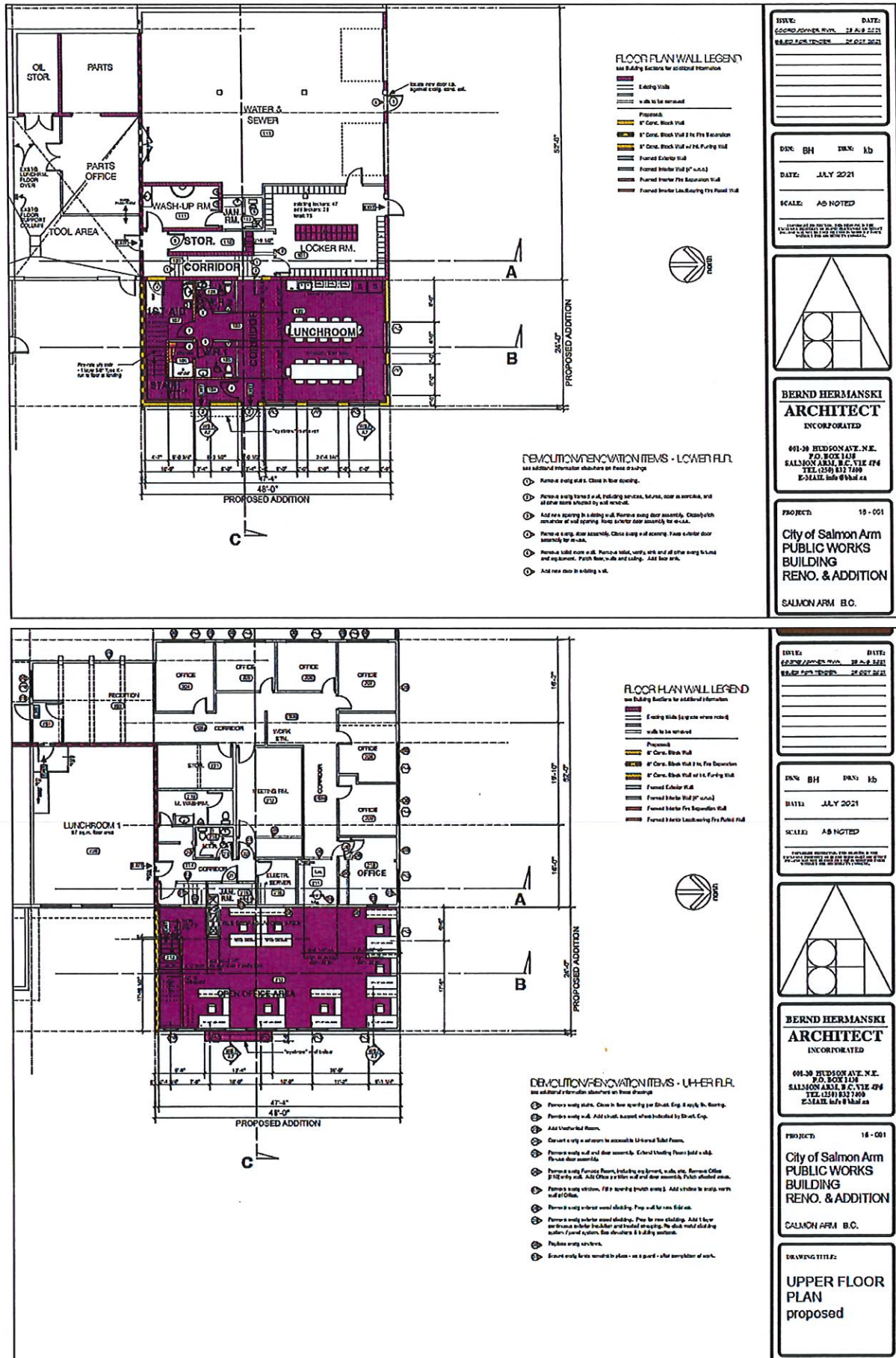
Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

cc – Chelsea Van de Cappelle, CFO

## CSA PUBLIC WORKS BUILDING RENOVATION





Item 9.5

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor

Seconded: Councillor

THAT: The contract for Engineering Design Services for the Foreshore Sanitary Main Replacement (Phase 2) be awarded to Associated Engineering (BC) Ltd. for \$86,572.00 plus taxes, as applicable.

### Vote Record

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

Opposed:

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



TO: His Worship Mayor Harrison and Members of Council  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Chris Moore, Engineering Assistant  
 DATE: January 4, 2022  
 SUBJECT: **AWARD OF RFP FOR ENGINEERING SERVICES FOR  
 FORESHORE SANITARY MAIN REPLACEMENT (PHASE 2)**

### **STAFF RECOMMENDATION**

**THAT: The proposal for Engineering Services for the Foreshore Sanitary Main Replacement (Phase 2) Design be awarded to Associated Engineering (B.C.) Ltd for \$86,572.00 plus taxes, as applicable.**

### **BACKGROUND**

A Request for Proposals for Engineering Services for the Foreshore Sanitary Main Replacement (Phase 2) was issued on November 2 2021 and four (4) proposals were received on December 2, 2021.

The second phase of the Foreshore Sanitary Main Replacement includes:

- Lining (with a Cured in Place Pipe (CIPP) Lining) of approximately 780 lineal meters of 500mm (20") diameter Asbestos Concrete gravity sewer.
- Internal Reconstruction of 3 Manholes.
- Construction of 2 access roads / viewing platforms.

Due to the complexity and scale of the project, the evaluation criteria was weighted towards team experience and understanding of the project constraints and only 10% of the evaluation was based on cost.

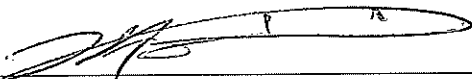
The proposals received were evaluated using our evaluation matrix, in accordance with the criteria listed in the RFP. The following is a summary.

Company	Engineering Design	Engineering Construction Services	Total Quote	Tax	Total	Evaluation
Associated Engineering	\$86,572.00	\$51,556.00	\$138,128.00	\$6,906	\$145,034.40	1
Lawson	\$85,311.00	\$54,643.00	\$139,954.00	\$6,998	\$146,951.70	2
Gentech	\$71,300.00	\$55,505.00	\$126,805.00	\$6,340	\$133,145.25	3
Stantec	\$95,676.00	\$94,729.00	\$190,405.00	\$9,520	\$199,925.25	4

**STAFF COMMENTS**

We are recommending award (of design only at this time) to Associated Engineering (B.C.) Ltd for \$86,572.00 plus taxes as applicable, in accordance with their proposal submitted. Although their proposal was not the lowest bid, it was the most comprehensive proposal, showing an excellent understanding of all of the constraints and requirements of this project, together with an engineering team with extensive experience in CIPP lining projects.

Respectfully submitted,

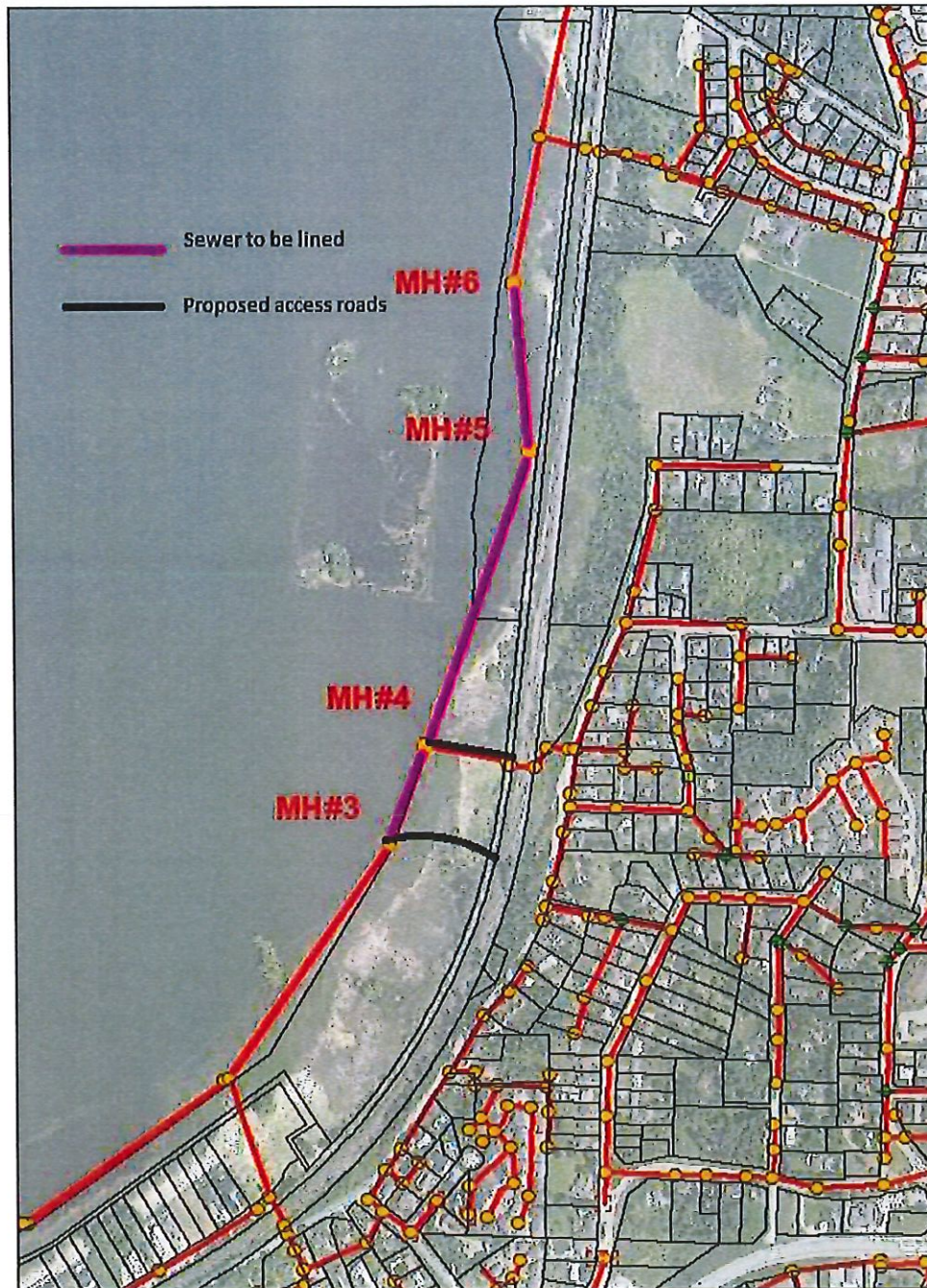


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Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works



ENG 2021-32

CITY OF SALMON ARM  
ENGINEERING DEPARTMENTCITY OF  
**SALMON ARM**RELINING OF FORESHORE SANITARY MAIN  
PHASE 2

Item 10.1

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4491 be read a first, second and third time;

AND THAT: Council authorize the Mayor and Corporate Officer to execute a three (3) year lease agreement (April 1, 2022 to October 31, 2024) with Rick Scott dba North Okanagan Vertical Adventures for the use of 67.6 square meters of floor space in the Shuswap Regional Airport (Salmon Arm) terminal building for a monthly rent of \$628.00 plus GST for the main floor area and \$628.00 plus GST for the basement floor area subject to *Community Charter* notification requirements and adoption of Salmon Arm Fee for Service Amendment Bylaw No. 4491.

[Airport User Fees]

### 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: January 5, 2022

SUBJECT: Airport Terminal Building Lease and Fee for Service Bylaw Amendment

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**MOTION FOR CONSIDERATION:**

THAT: Bylaw No. 4491, cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4491" be read a first, second and third time.

AND THAT: Council authorize the Mayor and Corporate Officer to execute a three (3) year lease agreement (April 1, 2022 to October 31, 2024) with Rick Scott dba North Okanagan Vertical Adventures for the use of 67.6 square meters of floor space in the Shuswap Regional Airport (Salmon Arm) terminal building for a monthly rent of \$628.00 plus GST for the main floor area and \$628.00 plus GST for the basement floor area subject to *Community Charter* notification requirements and adoption of Salmon Arm Fee for Service Amendment Bylaw No. 4491.

---

**BACKGROUND**

Rick Scott (North Okanagan Vertical Adventures) has been operating a sky diving business at the Shuswap Regional (Salmon Arm) Airport since 2013. He has requested to renew his agreement to rent the Terminal Building for another term and the Shuswap Regional Airport Safety and Operations Committee have no concerns.

Fee for Service Amendment Bylaw No. 4491 (attached as Appendix A) will increase the fees for 2022 to \$628.00 plus GST for office space on the main floor and \$628.00 plus GST for storage space in the basement from \$612.00 plus GST for each space in the previous year. This represents an increase equivalent to BC CPI. Annual increases equivalent to BC CPI will also be applied in 2023 and 2024.



Once Fee for Service Amendment Bylaw No. 4491 has been adopted, staff will advertise in accordance with Community Charter requirements and a new agreement will be executed with NOVA.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Erin Jackson", with a long, sweeping horizontal line extending to the left.

Erin Jackson  
Director of Corporate Services

## CITY OF SALMON ARM

BYLAW NO. 4491**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

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

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

1. Appendix 1 Schedule "B" – Airport User Fees – Terminal Building of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Appendix 1 Schedule "B" – Airport User Fees – Terminal Building, attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

This bylaw shall come into full force effective upon adoption.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4491".

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

\_\_\_\_\_  
MAYOR

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



## SCHEDULE "B"

## APPENDIX 1

## MISCELLANEOUS FEE SCHEDULE - PUBLIC WORKS

1.	Airport User Fees		
	Terminal Building (Bylaw No. 4491)		
	· per month (1 office space) Triple Net (utilities/taxes/maintenance)	\$628.00	plus GST
	· per month Basement Storage Area Triple Net (utilities/taxes/maintenance)	\$628.00	plus GST

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Item 11.1

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor

Seconded: Councillor

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

[ZON-1204; Allard, D. & Wong, L./Browne Johnson Land Surveyors; 2190 6 Avenue NE; R-1 to R-4]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: June 10, 2021

Subject: Zoning Bylaw Amendment Application No. 1204

Legal: Lot 4, Section 13, Township 20, Range 10, W6M, KDYD, Plan 13789  
 Civic Address: 2190 – 6 Avenue NE  
 Owner: Allard, David & Wong, Lindsay  
 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, 1995 by rezoning Lot 4, Section 13, Township 20, Range 10, W6M, KDYD, Plan 13789 from R1 (Single Family Residential Zone) to R4 (Medium Density Residential Zone);

**AND THAT:** Final reading of the zoning amendment bylaw be withheld subject to removal of two shipping containers from the property;

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

## PROPOSAL

The subject parcel is located at 2190 – 6 Avenue NE (Appendices 1 & 2). The proposal is to rezone the parcel from R1 (Single Family Residential) to R4 (Medium Density Residential) in order to facilitate a two lot subdivision.

The proposed subdivision plan can be seen attached as Appendix 3.

## BACKGROUND

The parcel is designated Medium Density Residential in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendices 4 & 5).

The subject property is located within the urban containment boundary in a neighbourhood consisting largely of single family residential properties with some medium density residential, recreational, and institutional uses scattered throughout the area. Further north, a variety of commercial uses are located along the Trans-Canada Highway.

The subject property is double fronting with driveway access from 5 Avenue NE, as well as a driveway and addressing from 6 Avenue NE. Land uses directly adjacent to the subject property include the following:

North: Single Family and Medium Density Residential/ 6 Avenue NE/ Turner Creek Trail	Zoned R1, R4, and P1
South: Single Family Residential/ 5 Avenue NE	Zoned R1 and CD7
East: Single Family Residential/ Orchard Grove Strata	Zoned R1, R4 and P1
West: Single Family Residential	Zoned R1 and R4

The total area of the property is approximately 0.20 ha (1,998 m<sup>2</sup>) and it currently contains a single family dwelling with an attached carport, as well as two shipping containers. At this time, the applicant has only advised that the property owner is interested in rezoning the property to R4 as part of the two lot subdivision applied for along with this application. They have not advised of a specific development proposal for either of the proposed lots.

As shown on the proposed subdivision plan one lot would be 1,324 m<sup>2</sup> (Remainder Lot 1) in area and one would be 600.2 m<sup>2</sup> in area.

Site photos are attached as Appendix 6.

## COMMENTS

### Ministry of Transportation and Infrastructure

MOTI has given preliminary approval of this Zoning Amendment Bylaw. Pursuant to Section 52(3)(a) of the *Transportation Act*, final MOTI approval will be required after third reading and prior to adoption. MOTI has not cited any concerns with this proposal.

### Engineering Comments

The Engineering Department has no concerns with this rezoning and recommends approval. Appendix 7 attached details servicing requirements. The applicant received a copy of the Engineering Servicing Report on June 9, 2021.

The report notes road dedication requirements and improvements upgrading both frontages to an Urban Local Road and Urban Local Paved Road standard. These standards will require upgrades including curb and gutter, sidewalk, boulevard, and street lighting. Further to these improvements, the owners will also be responsible for extending the water main along the east side of the property to adequately service both proposed lots.

Depending on the specific proposal, these requirements could be triggered at various stages of development. Below are three different scenarios and when the servicing requirements would be triggered for each:

- Under the current proposal, these requirements are triggered at the subdivision stage regardless of whether or not the R4 rezoning is granted.
- If this R4 rezoning moved forward and the subdivision did not, these requirements would then be triggered at the development permit stage (if applicable) or at the building permit stage where a development permit is not required.
- If neither the subdivision nor the rezoning move forward, servicing requirements would be triggered at the building permit stage. No development permit would be required since the R1 zone does not permit multifamily development.

### Building Department

Geotechnical review required due to known clay soils.

### Fire Department

No concerns.

### Planning Department

#### *OCP Policy:*

This property is designated Medium Density Residential (MR) in the OCP which aligns with R4 zoning. OCP Policy 8.3.11 supports all forms of residential housing under this designation, stipulating a density of 40 units/ha for medium density development, 50 units/ha for multiple family housing when special social and/or public amenity regulations are met, and up to 80 units/ha for Assisted Living Housing.

*Density:*

Applying a density of 40 units/ha to the proposed lots, proposed Remainder Lot 1 (northern lot) could have up to five dwelling units and proposed Lot 1 (southern lot) could have up to two dwelling units. Table 2 under the R4 zone allows increased density for applicable special amenities such as rental units, affordable rental units, and commercial daycares (see Appendix 8 for R4 regulations).

Taking into consideration possible siting constraints and zoning regulations discussed later in this report, staff feel that it would be challenging to fit the maximum permitted density on either of these proposed lots.

*Development Permit:*

A Residential Development Permit is required for all land located within the Medium and High Density Residential designated areas where a residential development proposal consists of more than two dwelling units or where a proposed duplex is part of a multifamily development. Since the R4 zone permits different forms of residential development, staff will confirm whether a development permit is required at the building permit stage or when more information is received about a development proposal.

*Zoning Regulations:*

Based only on lot size, the proposed northern lot (Rem 1) would be large enough to accommodate any of the uses listed under the R4 zone at 1,324m<sup>2</sup>. The southern lot (Lot 1), at 600.2m<sup>2</sup>, could only accommodate a single family dwelling or a duplex, both of which are permitted uses under the R4 zone. Under the current R1 zoning, the proposed lot areas and widths would also accommodate this two lot subdivision.

Site constraints and other zoning regulations such as parcel coverage, setbacks, floor area ratio, and parking may further restrict the type of development that could occur on these lots. In particular, staff note that the northern portion of the property (fronting 6 Avenue NE) has a steep bank leading to the existing house which could impact development potential of proposed Rem 1. The need for road dedication for both 5 Avenue NE and 6 Avenue NE at the subdivision stage will also further reduce proposed lot sizes which will again influence the type of development that can actually occur on each proposed lot.

Staff note that two shipping containers currently on the property will need to be removed prior to approval of this zoning amendment bylaw as shipping containers are not a use permitted within any residential zone. Shipping containers may be used temporarily in a residential zone for storage, only when associated with an active building permit.

Parking requirements will depend on the development proposal. Single family dwellings and duplexes require two spaces per unit, while a multi-family buildings of three units or greater would require only 1.5 spaces per unit.

Besides the above noted shipping containers, it appears the existing residence would meet R4 zoning regulations, including setbacks from the proposed new lot line between Rem 1 and Lot 1. For any new development, compliance will need to be confirmed at the building permit or development permit stage.

*Access:*

The property currently has two driveway accesses, one fronting 5 Avenue NE and one fronting 6 Avenue NE. Access from 5 Avenue NE has already been established through a paved driveway and currently appears to be the main route of access for the existing residence. This part of the property is flat so staff do not have concerns with this being used as access for a potential new single family dwelling or duplex on proposed Lot 1. However, access from 6 Avenue NE is steep and narrow. Depending on the proposal for Rem 1, upgrades may be required to this access at the development permit or building permit stage.

If future development of proposed Rem Lot is to be accessed via 5 Avenue NE, the developer would need to acquire an access easement over proposed Lot 1.

*Geotechnical:*

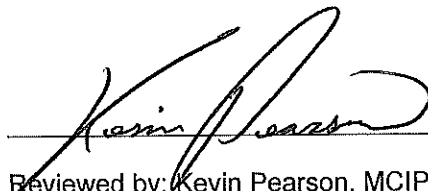
The property is known to have clay soil and a steep slope. Geotechnical concerns will be addressed as part of the subdivision process.

*Conclusion:*

Staff feel that this large city lot within the urban containment boundary is a suitable location for either low or medium density residential development. The R4 zone provides the greatest flexibility for future residential development but note that density will largely be constricted due to site conditions. Note that additional requirements may need to be met depending on a specific development proposal and could be addressed when more details regarding site planning and a specific use are known.



Prepared by: Brenda Kolenbrander  
Planner

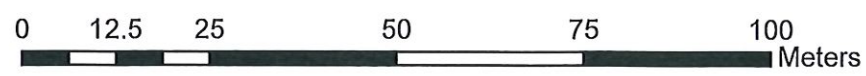




Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

## Appendices:

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





-  Subject Property
-  Parcels





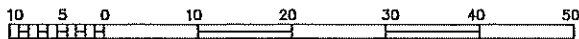
0 4 8 16 24 32 Meters

 Subject Property  
 Parcels



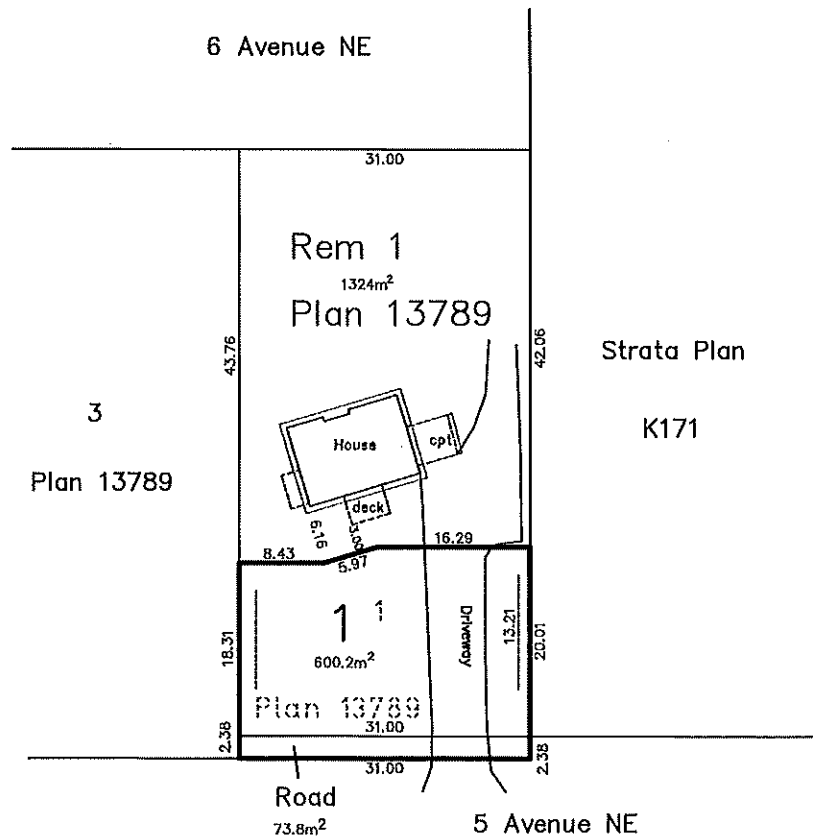
# Sketch Plan of Proposed Subdivision of Part of Lot 4, Sec 13, Tp 20, Rge 10, W6M, KDYD, Plan 13789

Scale 1:500



All distances are in metres.

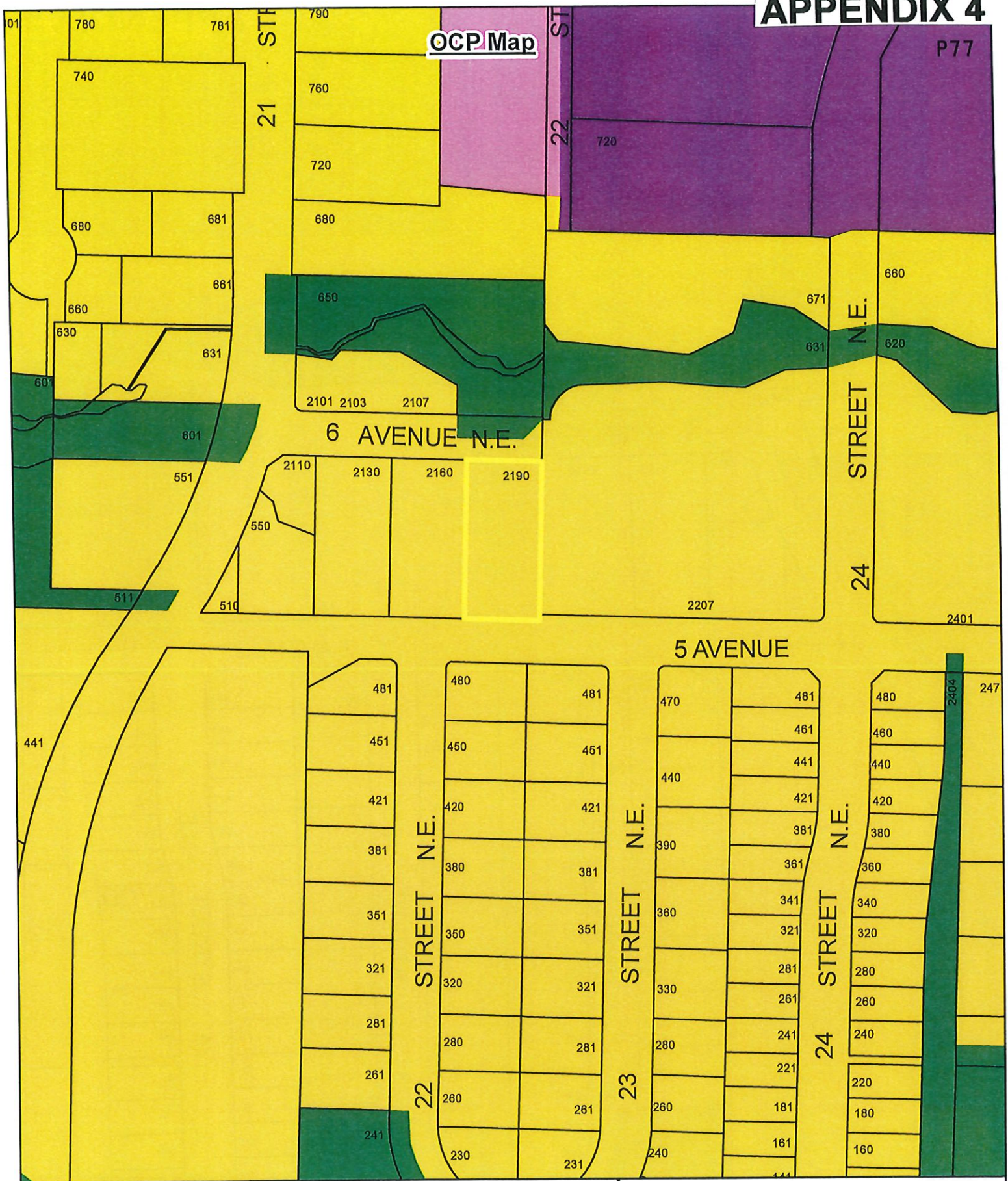
The intended plot size of this plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:500



date

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. 250-832-9701  
File: 464-20 464-20.raw

OCF Map

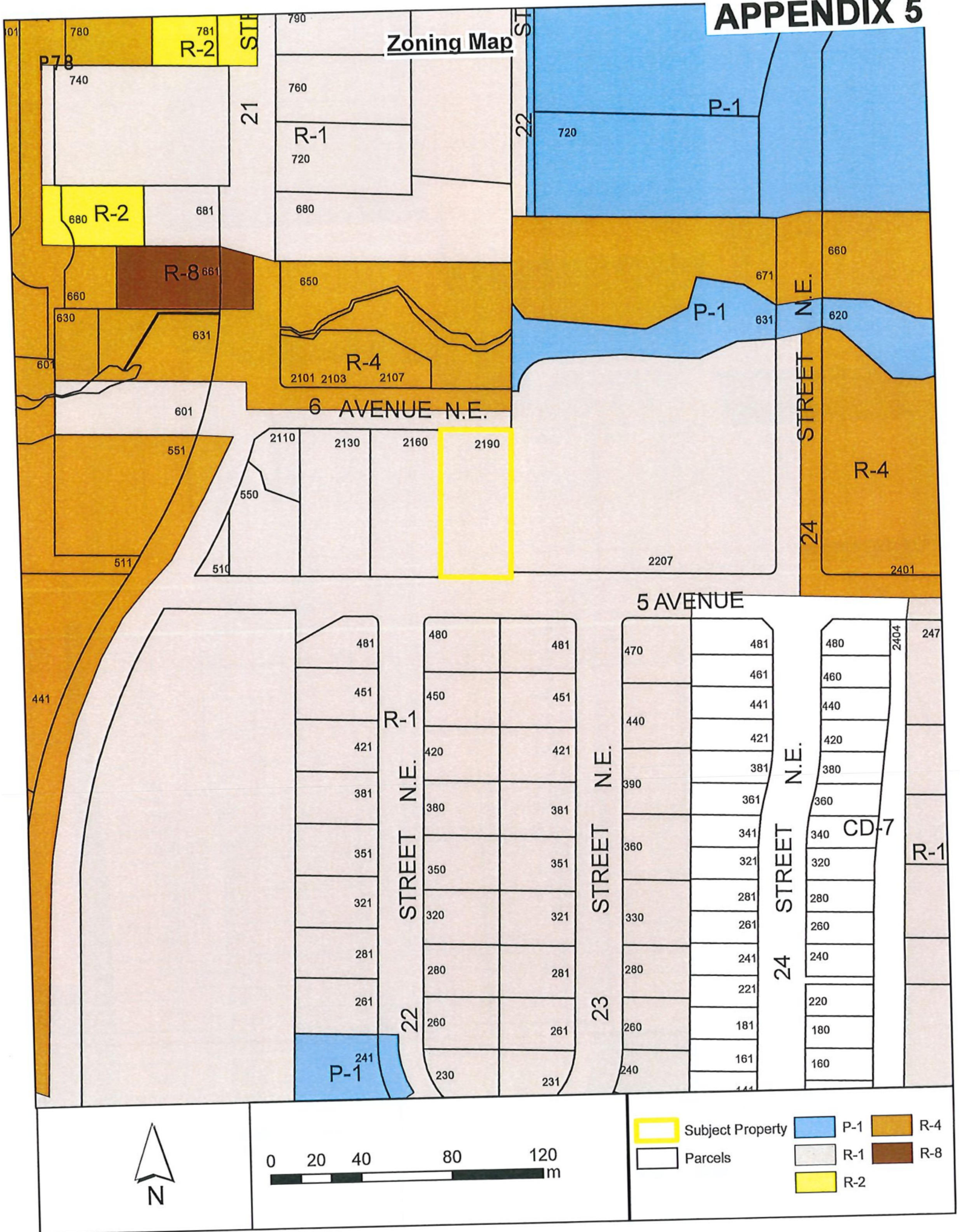


0 20 40 80 120 m

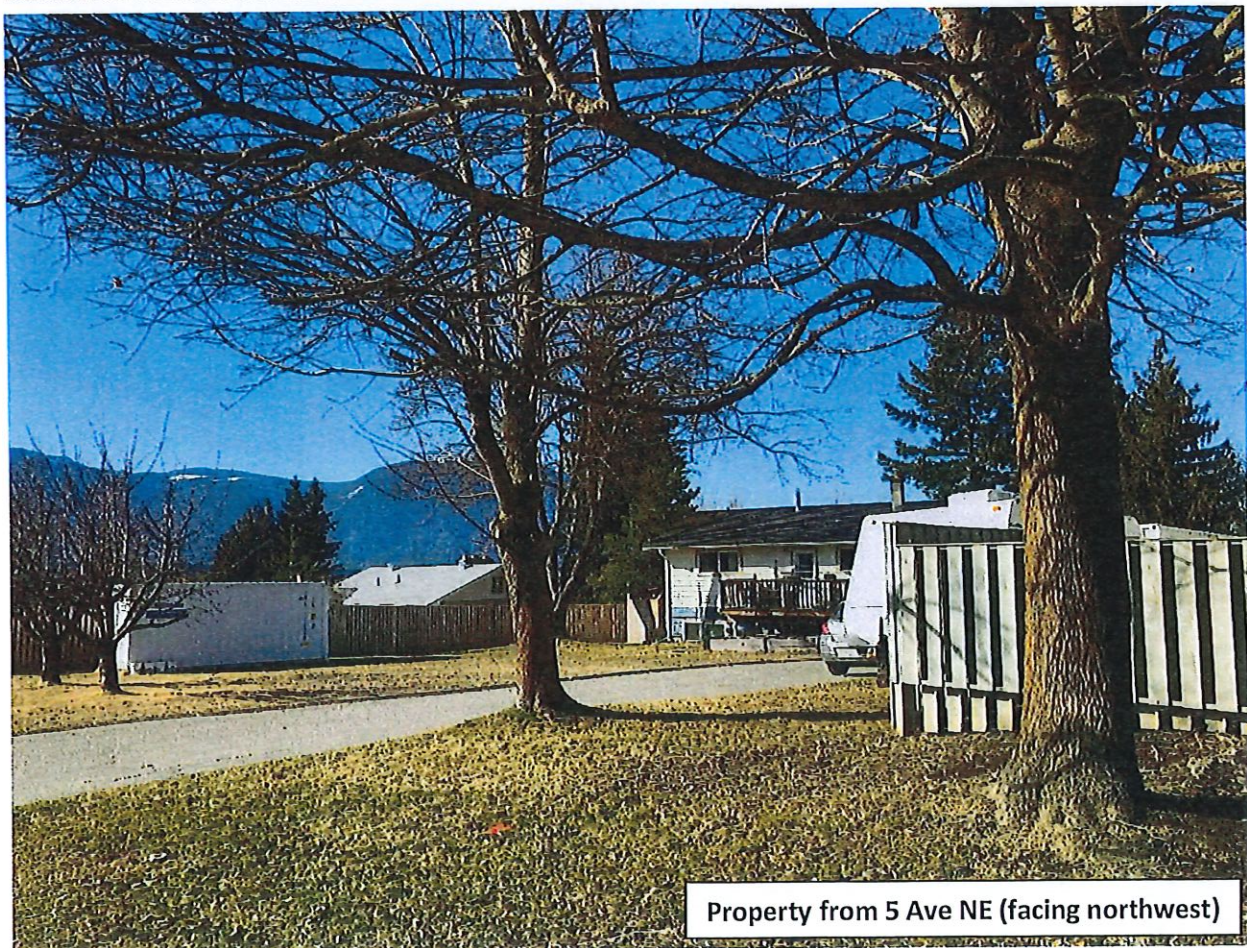
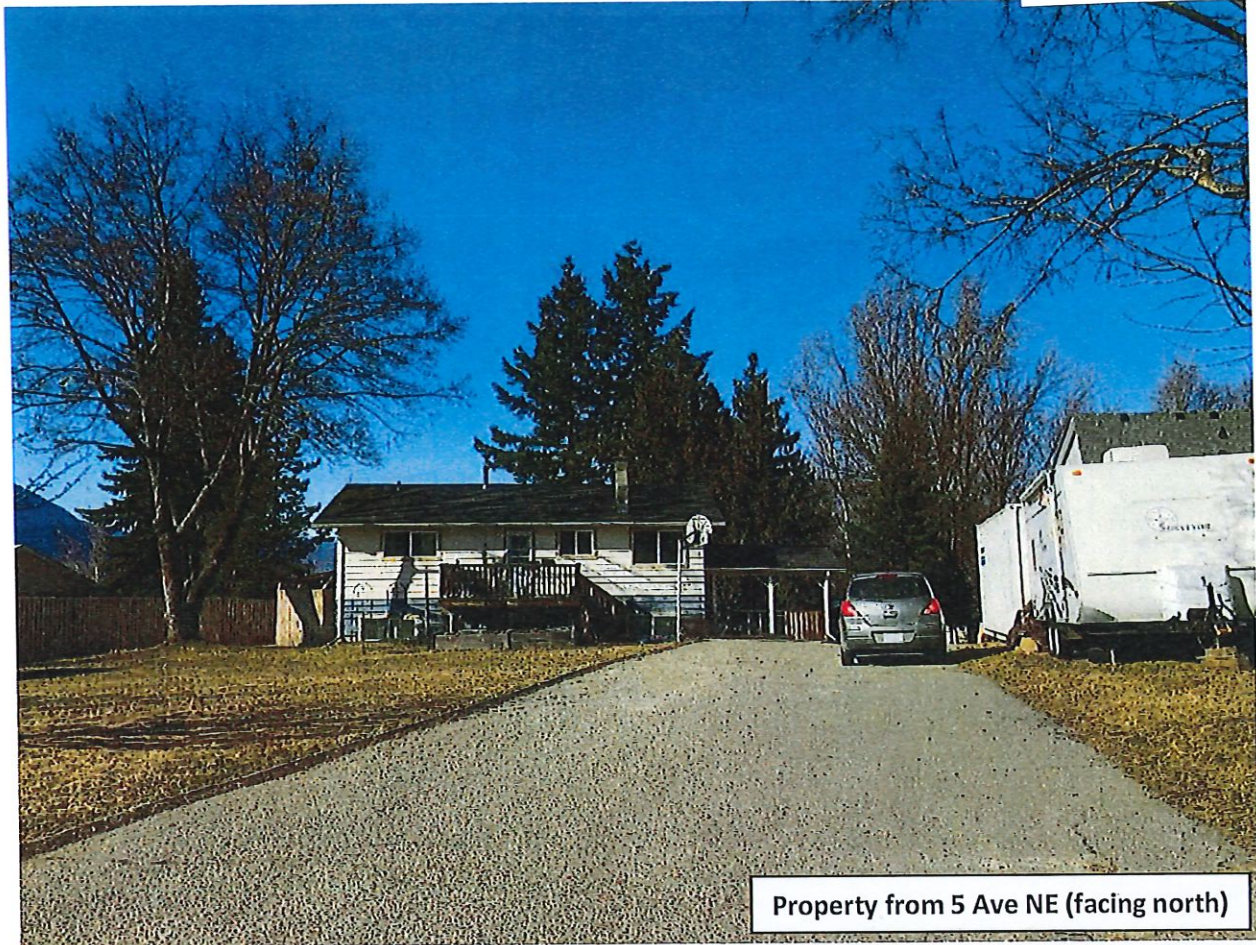
- Subject Property
- Park
- Institutional
- Residential - Medium Density
- Commercial - Highway Service / Tourist
- Parcels



# APPENDIX 5



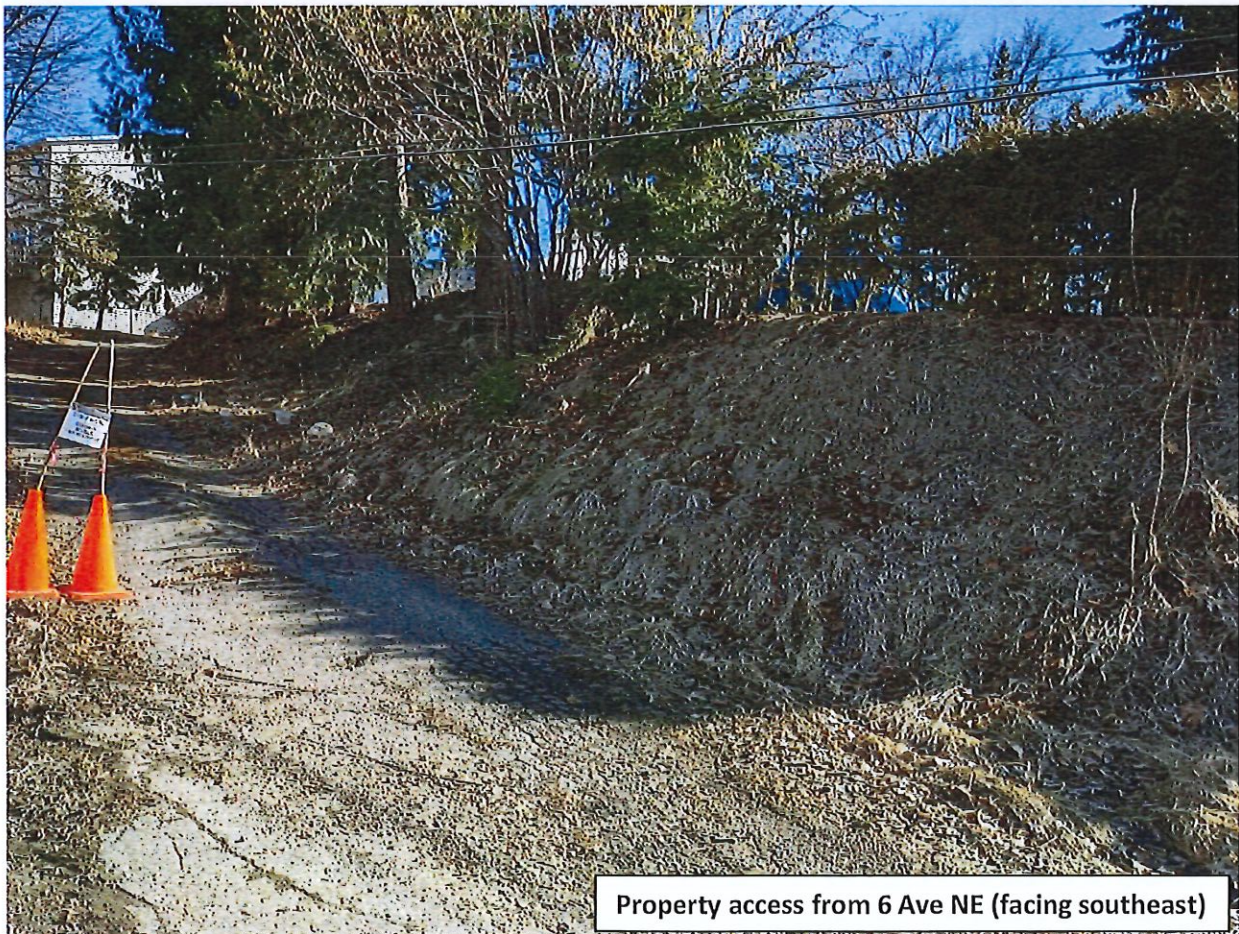








Property from 6 Ave NE (facing south)



Property access from 6 Ave NE (facing southeast)





*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
DATE: June 8, 2021  
PREPARED BY: Matt Gienger, Engineering Assistant  
OWNER: **D. Allard & L. Wong**  
APPLICANT: **Browne Johnson Land Surveyors**  
SUBJECT: **SUBDIVISION APPLICATION NO. 21.04**  
**ZONING AMENDMENT APPLICATION NO. 1204**  
LEGAL: Lot 4, Section 13, Township 20, Range 10, W6M KDYD, Plan 13789  
CIVIC: **2190 6 Avenue NE**

---

Further to your referral dated March 16, 2021, we provide the following servicing information.

**Engineering Department does not have any concerns related to the Re-zoning Amendment and recommends approval.**

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. This proposed subdivision is approximately 1992 m<sup>2</sup> in area and is therefore not exempt from frontage improvements under Subdivision and Development Servicing Bylaw No. 4163, Section 5.4. (maximum 1800 m<sup>2</sup> for R1 zoning).
4. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
5. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
6. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
7. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
8. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.

9. At the time of subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
10. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.
11. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

#### **Roads / Access:**

1. 5 Avenue NE, on the subject property's southern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that approximately 2.43m of additional road dedication is required (to be confirmed by a BCLS).
2. 5 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Paved Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, curb & gutter, separated sidewalk, boulevard construction, street lighting and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. 6 Avenue NE, on the subject property's northern boundary, is designated as an Urban Local Road standard, requiring 18.0m road dedication (9.0m on either side of road centerline) and dedication for cul-de-sac. Available records indicate that additional road dedication is required for portion of cul-de-sac (to be confirmed by a BCLS). Cul-de-sac dedication may be offset to the north, to allow less dedication required from subject property (subject to engineer's design and City Engineer's approval).
4. 6 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to a modified Urban Paved Local Road standard is required, in accordance with Specification Drawing No. RD-1, with Cul-de-Sac construction in accordance with Specification Drawing No. RD-10 (which may be offset; see above). 3.0m wide multi-use-path construction instead of sidewalks will apply to both Specification Drawings. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, separated multi-use-path, boulevard construction, street lighting, fire hydrant, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
5. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.



6. Only 1 access will be permitted onto 5 Avenue NE for proposed lot and only 1 access will be permitted onto 6 Avenue NE for remaining lot. Owner / Developer responsible for all associated costs.
7. Design and construction of multi-use-path on 6 Ave NE to incorporate a tie in to existing trail from the east.

**Water:**

1. The subject property fronts a 150mm diameter Zone 2 watermain on 5 Avenue NE. No upgrades will be required at this time.
2. The subject property fronts a 100mm diameter Zone 2 watermain on 6 Avenue NE. Upgrading this watermain to 150mm is required as per the SDSB. Owner / Developer's engineer to determine appropriate hydrant location. Upgrading water main upstream of hydrant location is required. Owner / Developer is responsible for all associated costs.
3. Dead end watermains are to be avoided whenever possible; therefore, connecting the water main between 6 Avenue NE and 5 Avenue NE is required along the eastern extent of the subject property, within a 3.0m Right of Way. Owner / Developer is responsible for all associated costs.
4. Records indicate that the existing property is serviced by a 12mm service from the 100mm diameter watermain on 6 Avenue NE. Due to the size and age of the existing service, upgrading to a new metered service (minimum 25mm) will be required. Water meter will be provided at subdivision. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
5. The proposed parcel is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
6. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
7. Fire protection requirements to be confirmed with the Building Department and Fire Department.
8. Current Fire Hydrant spacing on 6 Ave NE exceeds maximum spacing of 90m for medium density residential zoning (proposed). Fire hydrant installation will be required on 6 Avenue NE. Owner / Developer is responsible for all associated costs.
9. Current Fire hydrant spacing on 5 Ave NE meets spacing requirements for medium density residential zoning.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 6 Avenue NE. No upgrades will be required at this time.

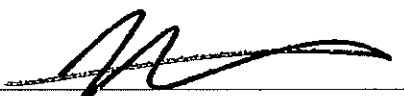
2. The subject property does not front a sanitary sewer on 5 Avenue NE. All adjacent properties are currently connected to sanitary mains outside of the subject parcel's 5 Avenue frontage; therefore, no extension of sanitary main on 5 Avenue NE is required at this time.
3. The proposed parcel is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. A private easement is required on the remaining parcel to allow service to 6 Avenue NE, minimum 3.0m wide. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
5. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 6 Avenue NE. No upgrades required at this time.

**Drainage:**

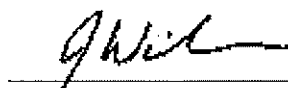
1. The subject property does not front on an enclosed stormwater system. Turner Creek to the north of 6 Avenue NE may be considered for possible stormwater disposal if needed and proven safe by ISMP and approved by any other applicable governing agencies.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
4. Where discharge into Turner Creek is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



Matt Glenger  
Engineering Assistant



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

**Purpose**

- 9.1 The purpose of the R-4 Zone is to provide for medium *density*, *multiple family* and small lot *single family* residential developments. New *multiple family* developments zoned R-4 shall be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*, and shall comply with the provisions of the *Fire Services Act*, *British Columbia Building Code*, and other applicable legislation. #289, #3740

**Regulations**

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

**Permitted Uses**

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

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

**Maximum Height of Principal Buildings**

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

**Maximum Height of Accessory Buildings**

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

**Maximum Parcel Coverage**

- 9.6 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for *accessory buildings*. #2811

**Minimum Parcel Area**

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

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

P86

### **Minimum Parcel Width**

9.8

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

### **Minimum Setback of Principal Buildings**

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

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

### **Minimum Setback of Accessory Buildings**

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

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

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



**Maximum Density**

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

9.11

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

TABLE 2

COLUMN I SPECIAL AMENITY TO BE PROVIDED	COLUMN II ADDED DENSITY
1. Provision of each dwelling unit which caters to the disabled (e.g. wheelchair access)	<input type="checkbox"/> 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i> 7 - 10 children 11 - 15 children 16 or more children	<input type="checkbox"/> 3 units per hectare (1.2 units per acre) <input type="checkbox"/> 4 units per hectare (1.6 units per acre) <input type="checkbox"/> 7 units per hectare (2.8 units per acre)
3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking	<input type="checkbox"/> 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	<input type="checkbox"/> 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under Section 904 #3218	<input type="checkbox"/> 5 units per hectare (2.0 units per acre)

**Maximum Floor Area Ratio**

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

**Parking**

9.13 Parking shall be required as per Appendix I.

**23. STATUTORY PUBLIC HEARINGS**

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

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

Submissions were called for at this time.

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

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

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

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

## CITY OF SALMON ARM

### BYLAW NO. 4451

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

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

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

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

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

Rezone Lot 4, Section 13, Township 20, Range 10, W6M, KDYD, Plan 13789 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone), as shown on Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4451”

READ A FIRST TIME THIS 28 DAY OF June 2021

READ A SECOND TIME THIS 28 DAY OF June 2021

READ A THIRD TIME THIS 12 DAY OF July 2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 16 DAY OF July 2021

\_\_\_\_\_  
“T. KNIGHT”  
For Minister of Transportation & Infrastructure

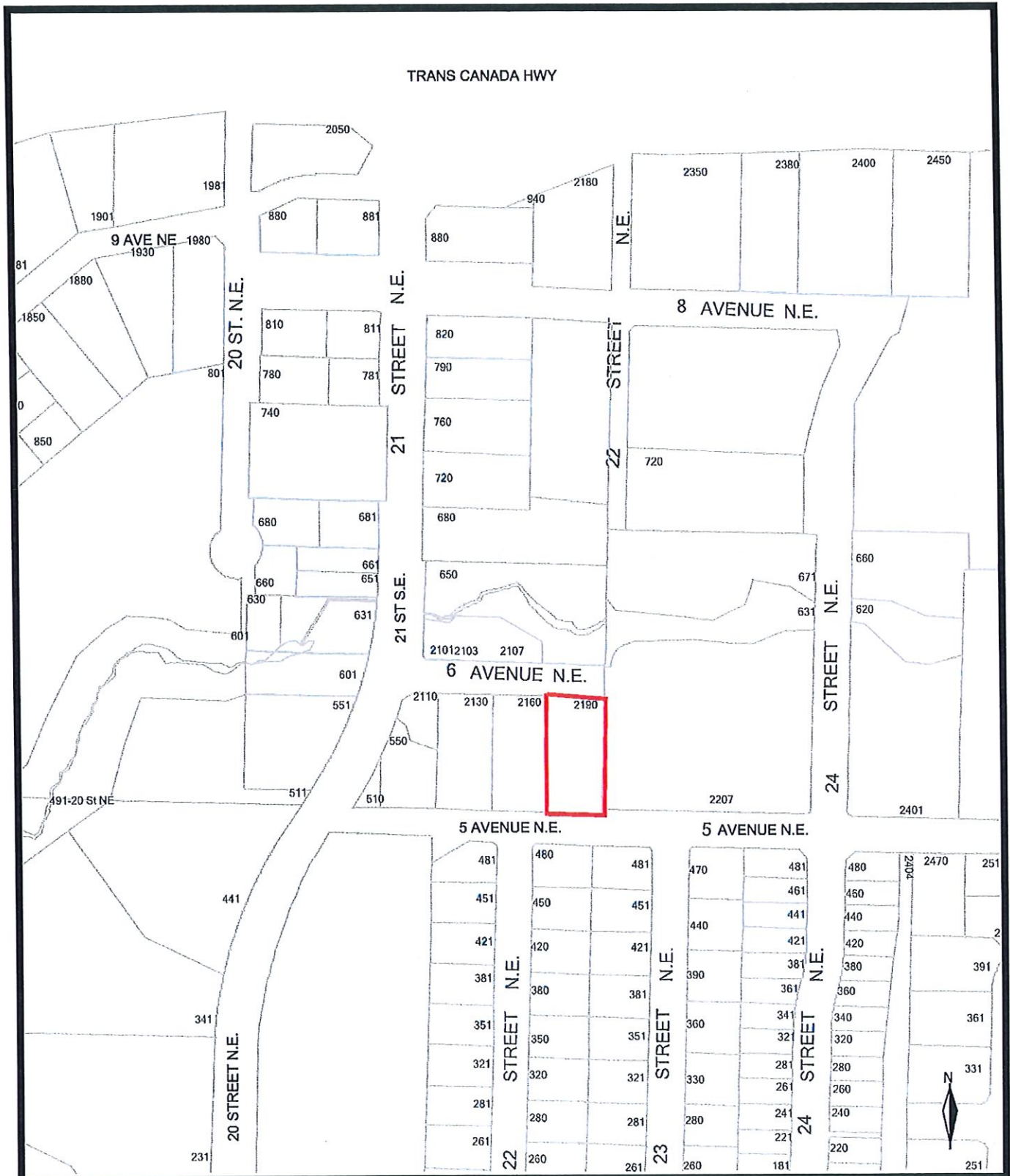
ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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



Schedule "A"



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## Item 12.1

## INFORMATIONAL CORRESPONDENCE – JANUARY 10, 2022

- |     |  |   |
|-----|--|---|
| 1.  | Building Department – Building Statistics – December 2021  | N |
| 2.  | Building Department – Building Permits – Yearly Statistics   | N |
| 3.  | H. Cook – email dated December 10, 2021 – 50 Street NE   | A |
| 4.  | B. Grier – email dated January 4, 2022 – Traffic problems  | A |
| 5.  | J. McEwan, Salmon Arm Fall Fair Manager – letter dated December 27, 2021 – Local Festivals – Building Communities Through Arts and Heritage                                      | A |
| 6.  | R. Ready, teacher, J.L. Jackson – letter – Flag - see <a href="http://www.salmonarm.ca">www.salmonarm.ca</a> , Agenda and Minutes for drawings                                   | A |
| 7.  | A. Slater, General Manager, SILGA – email dated December 13, 2021 – 2022 Call for nominations / SILGA Call for Resolutions   | A |
| 8.  | Shuswap Watershed Council – Council Meeting highlights December 8, 2021  | N |
| 9.  | S. Dubois, Director, Science & Policy Division, BC SPCA – email dated December 13, 2021 – Thank you for helping reduce rodenticide use in B.C – let's make this change permanent | N |
| 10. | Interior Health – Media Release dated December 24, 2021 – Stay safe as COVID-19 cases increase   | N |
| 11. | Interior Health – Media Release dated December 28, 2021 – When to get a COVID-19 test: Updated guidelines  | N |
| 12. | D. St-Aubin, Chief Executive Officer, Tree Canada – letter dated December 14, 2021   | N |
| 13. | R. Fleming, Minister of Transportation and Infrastructure – letter dated December 21, 2021 – UBCM Meeting 2021   | N |
| 14. | P. Busse, Mayor, District of Lillooet – letter dated December 15, 2021 – BC Wildfires Petition   | N |
| 15. | R. L'Esperance, Gambling Support BC Contractor – Poster for Gambling Awareness Week  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 12.2

## CITY OF SALMON ARM

Date: January 10, 2022

### City of Salmon Arm Bylaw Enforcement – Year End Statistics 2021

#### **Vote Record**

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

Opposed:

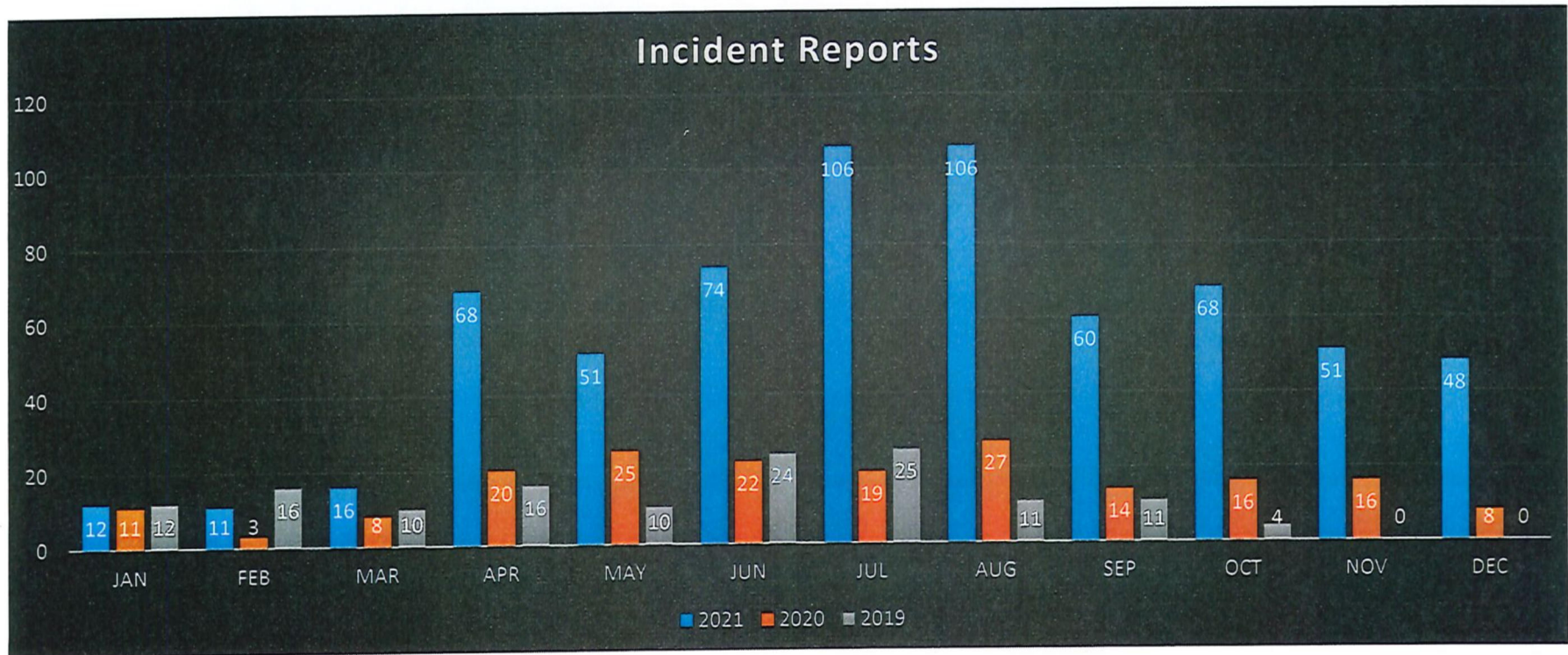
- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



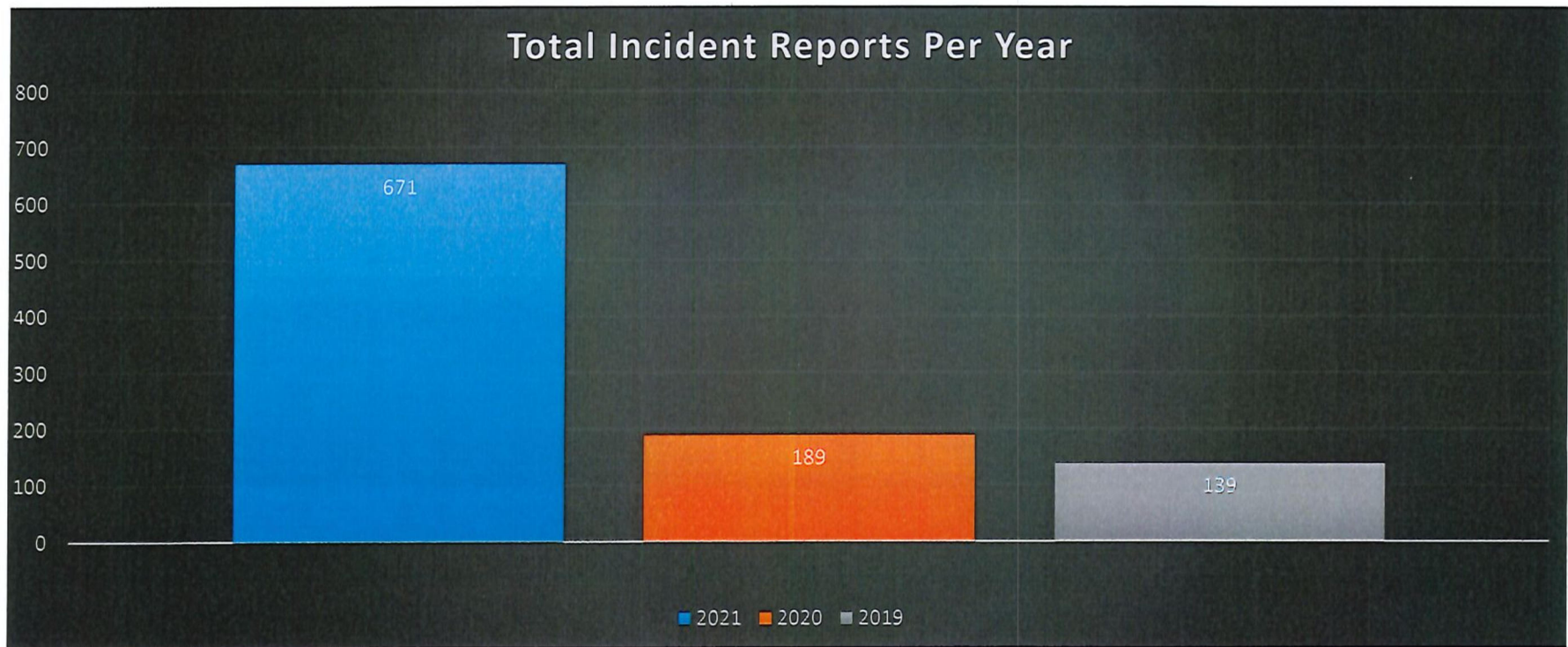
BYLAW ENFORCEMENT  
YEAR END STATISTICS  
2021



## BYLAW ENFORCEMENT



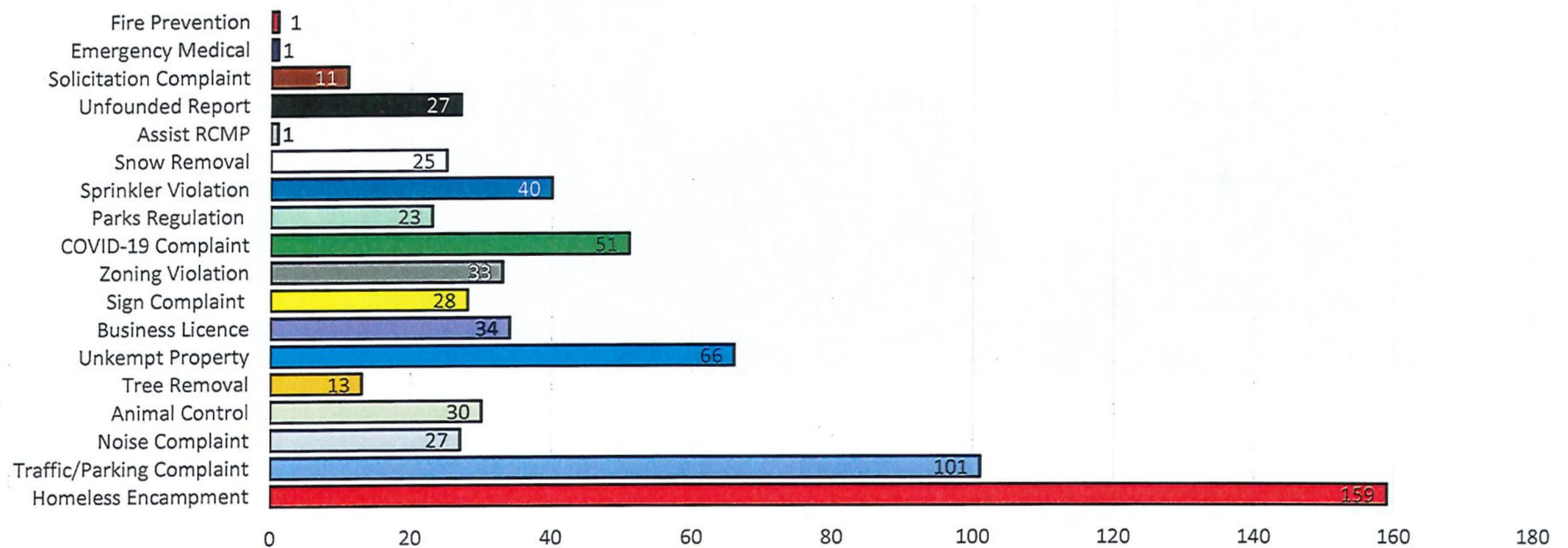
# BYLAW ENFORCEMENT



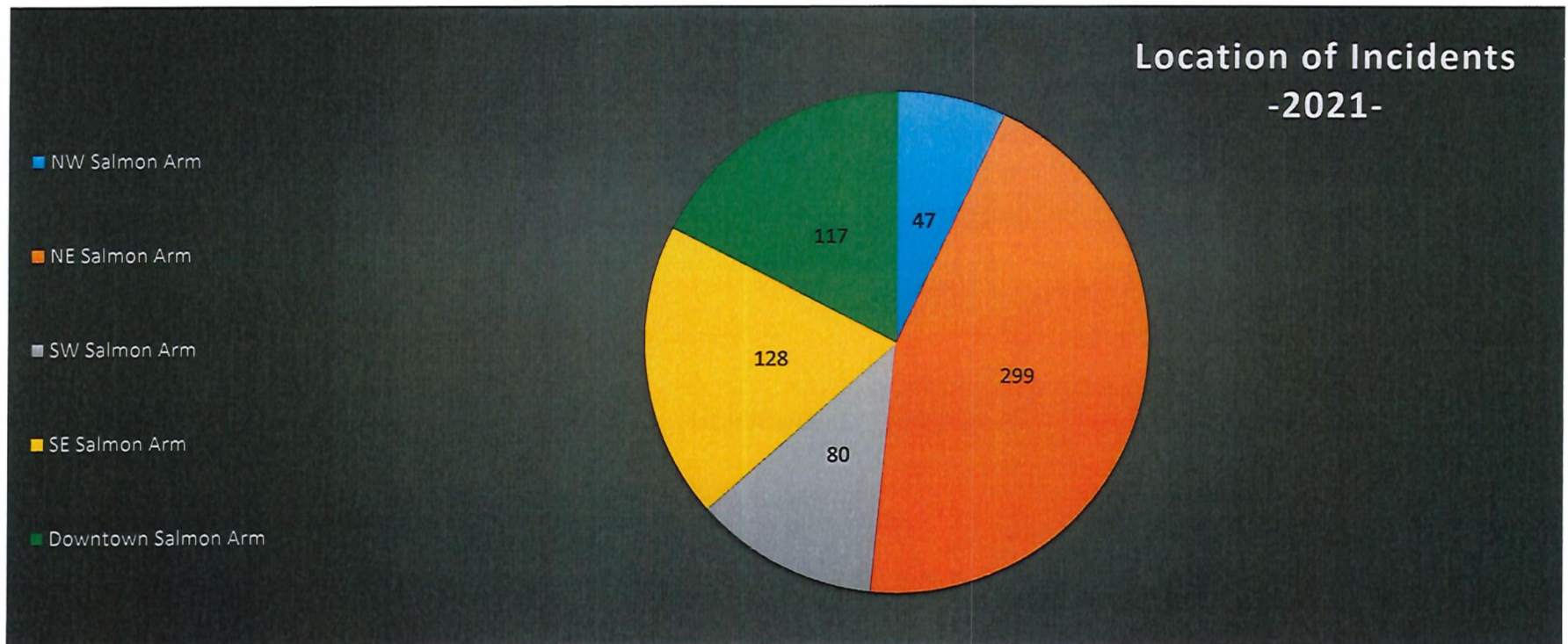


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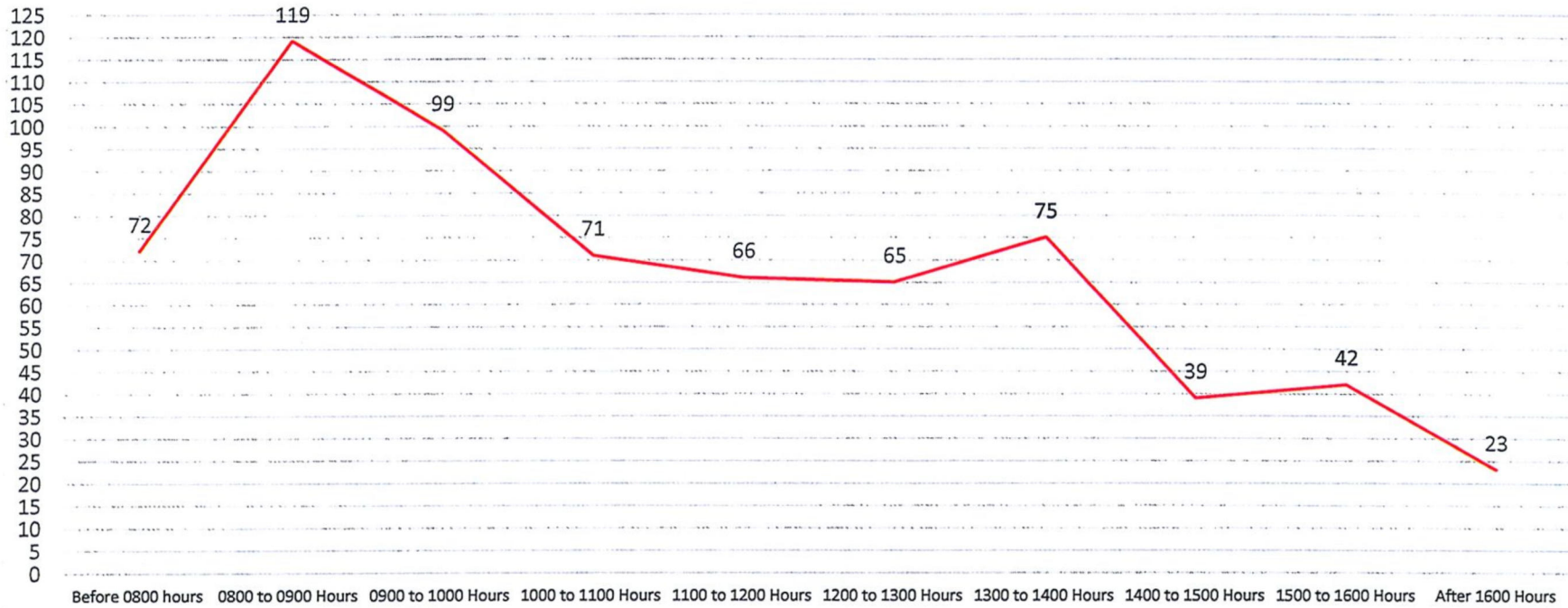
## Nature of Incidents in 2021



# BYLAW ENFORCEMENT

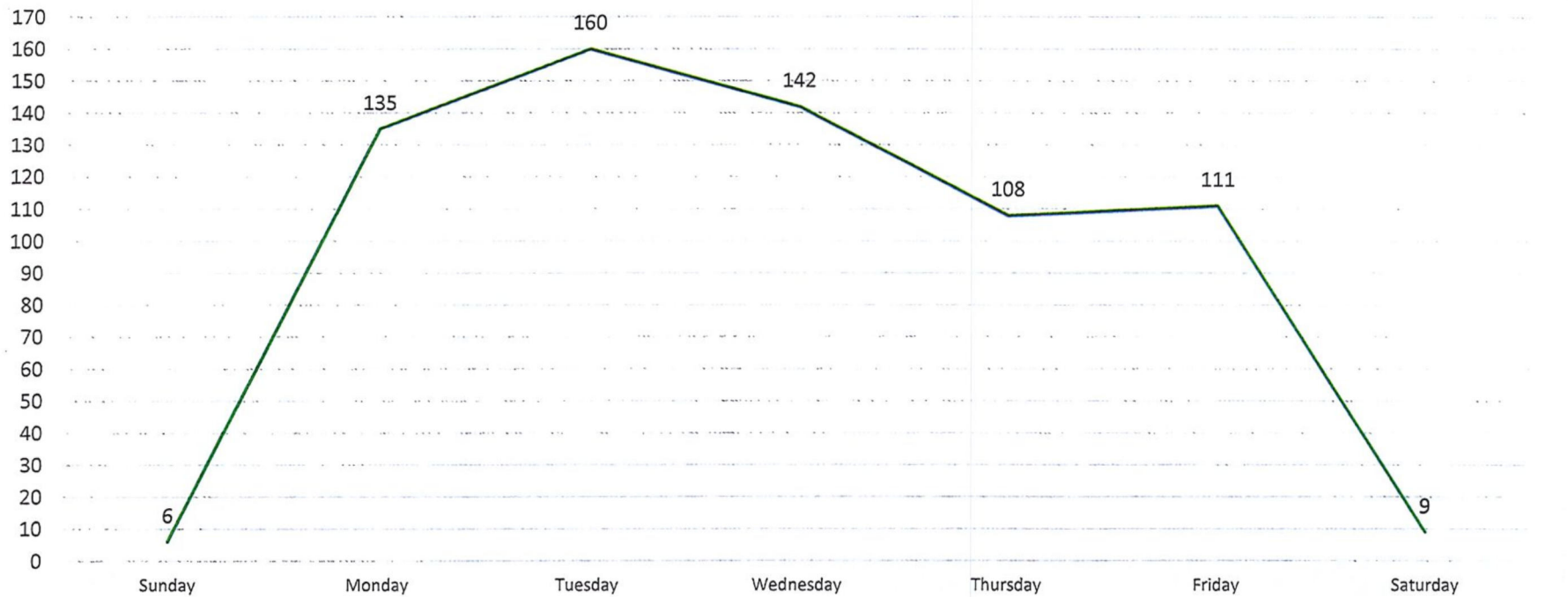


## BYLAW ENFORCEMENT

Incident Occurrence Time  
-2021-

# BYLAW ENFORCEMENT

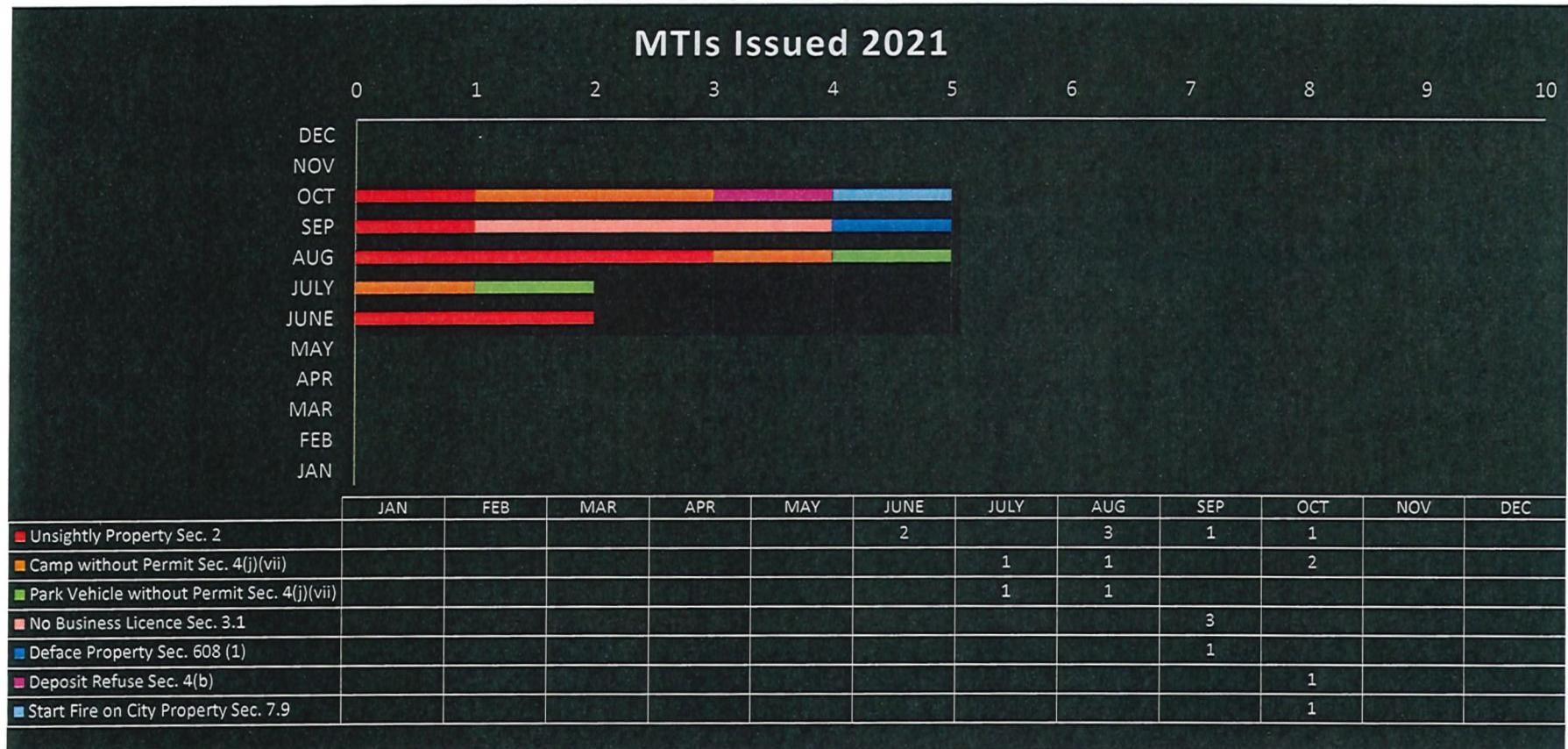
Incidents Generated Per Day of the Week  
-2021-



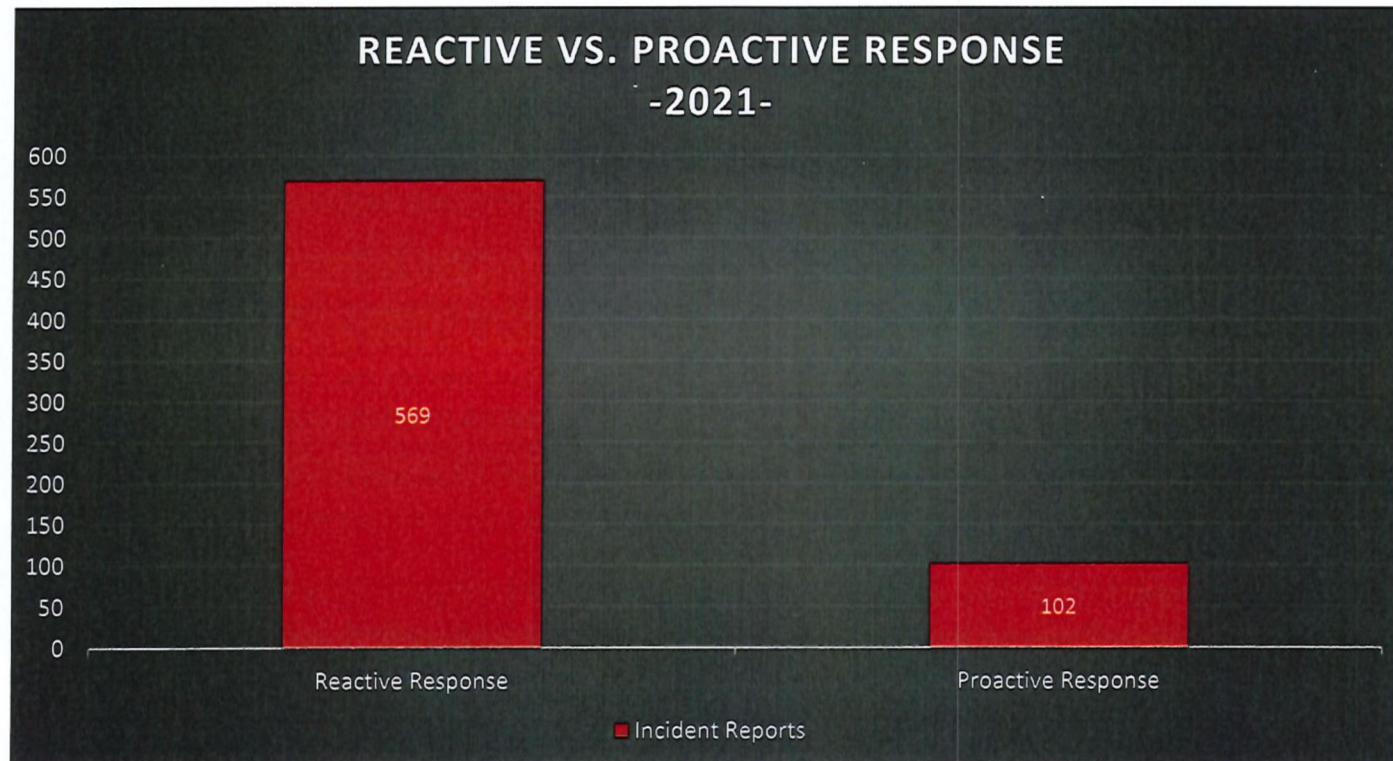




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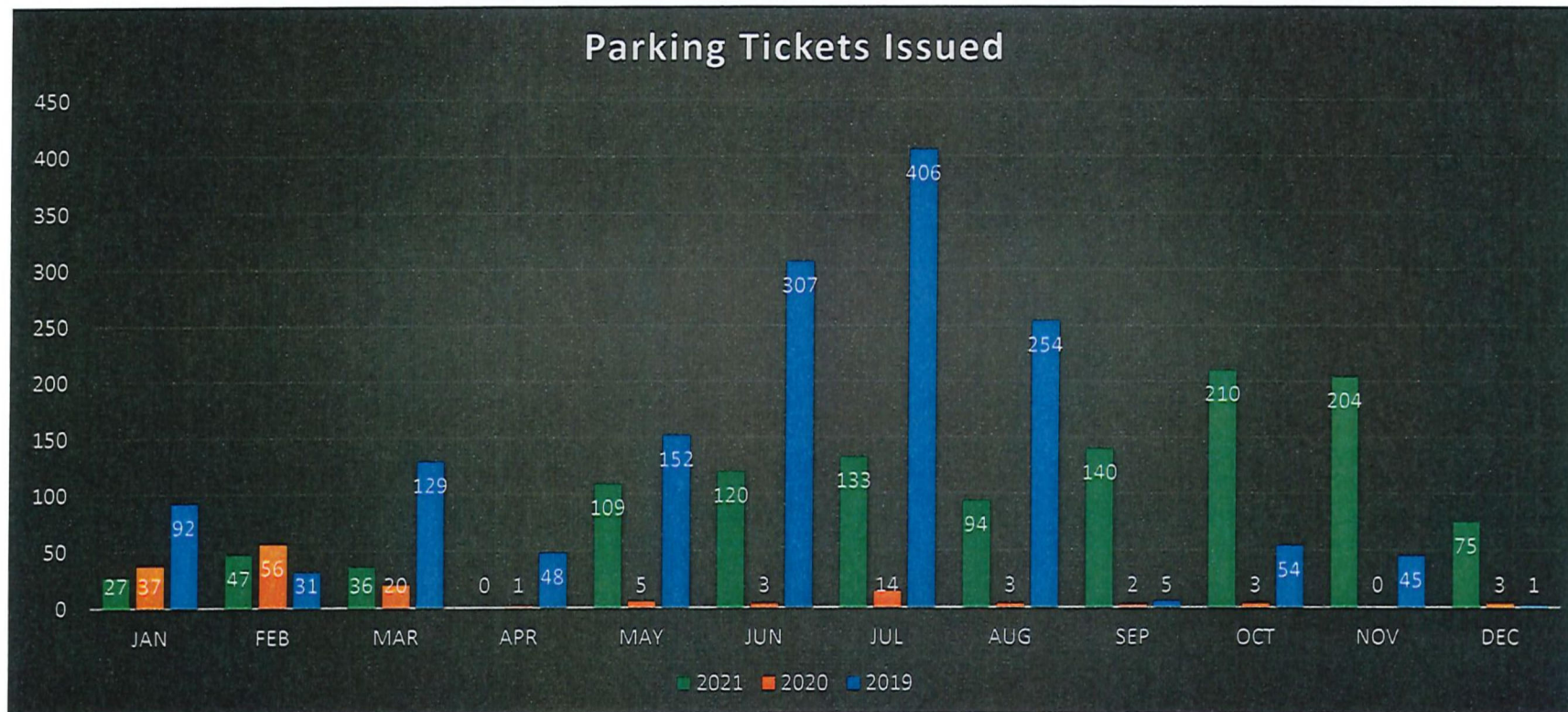


# BYLAW ENFORCEMENT



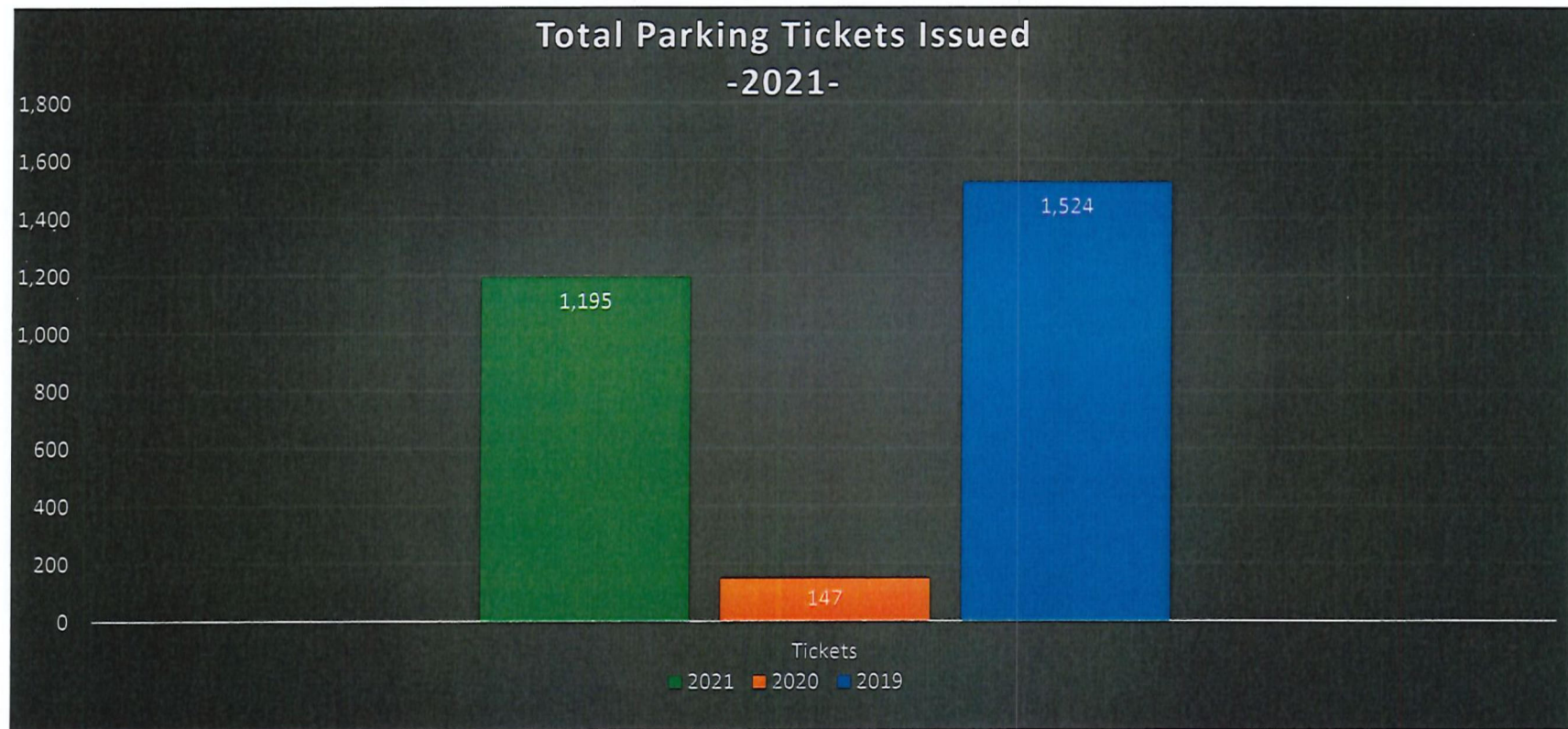


## BYLAW ENFORCEMENT

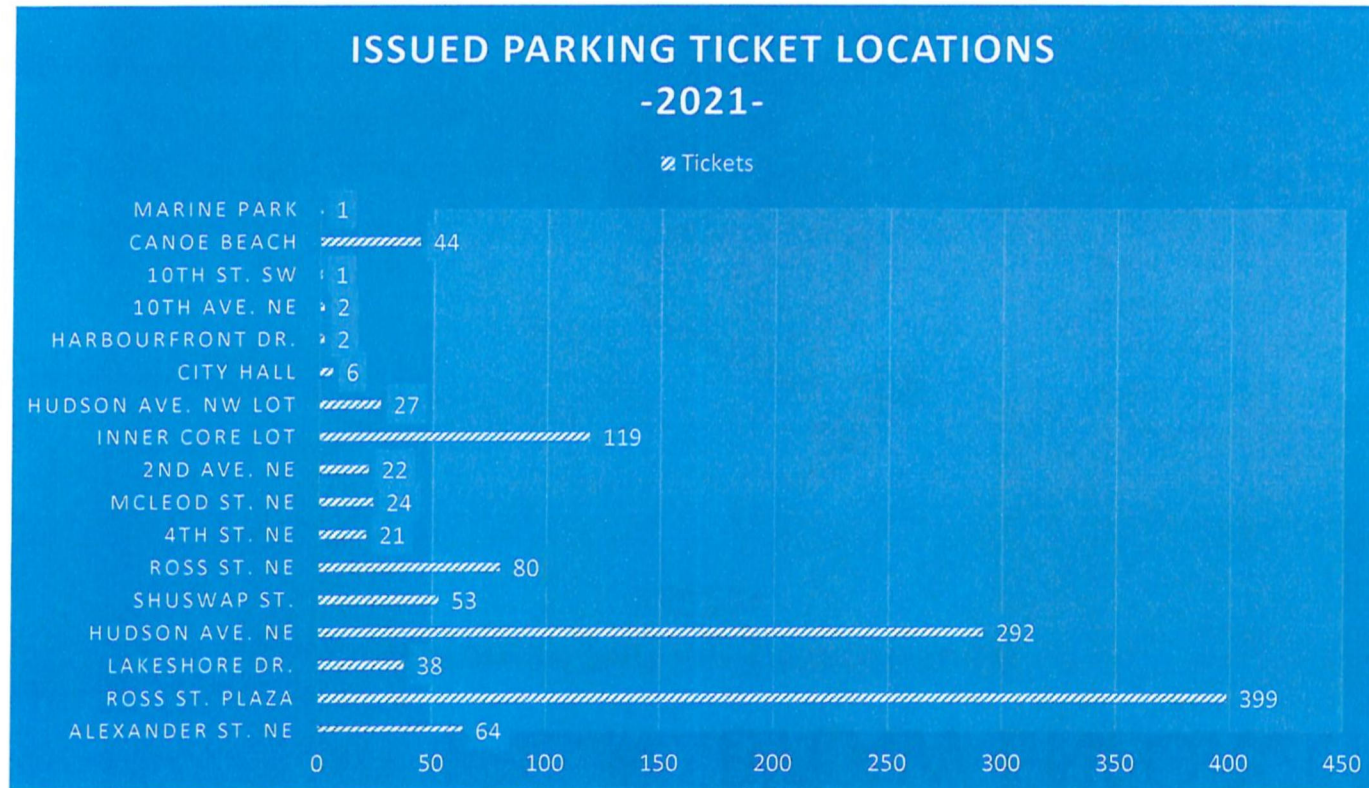




# BYLAW ENFORCEMENT

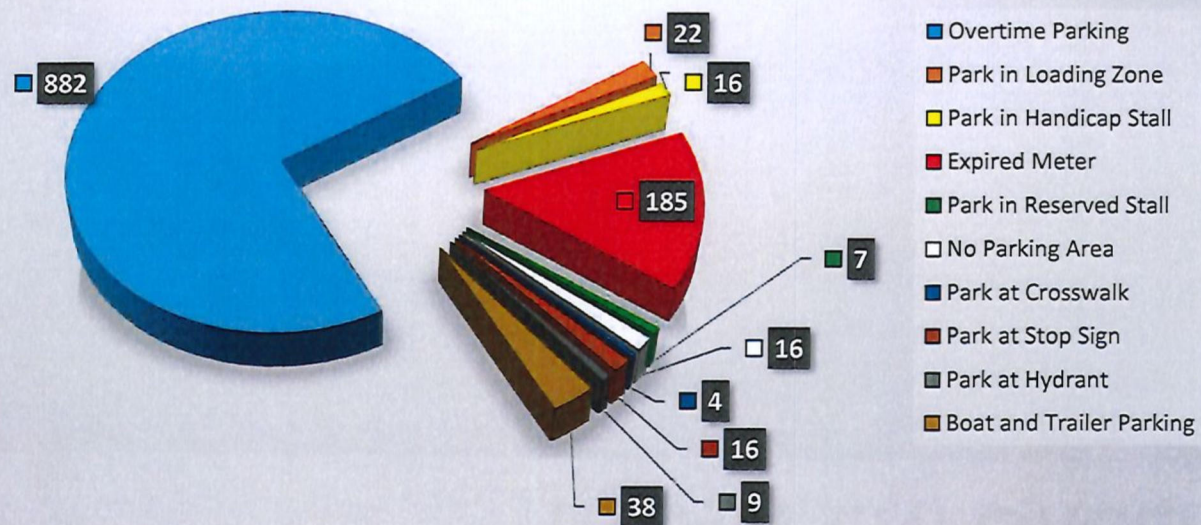


# BYLAW ENFORCEMENT



# BYLAW ENFORCEMENT

Nature of Parking Tickets Issued  
-2021-

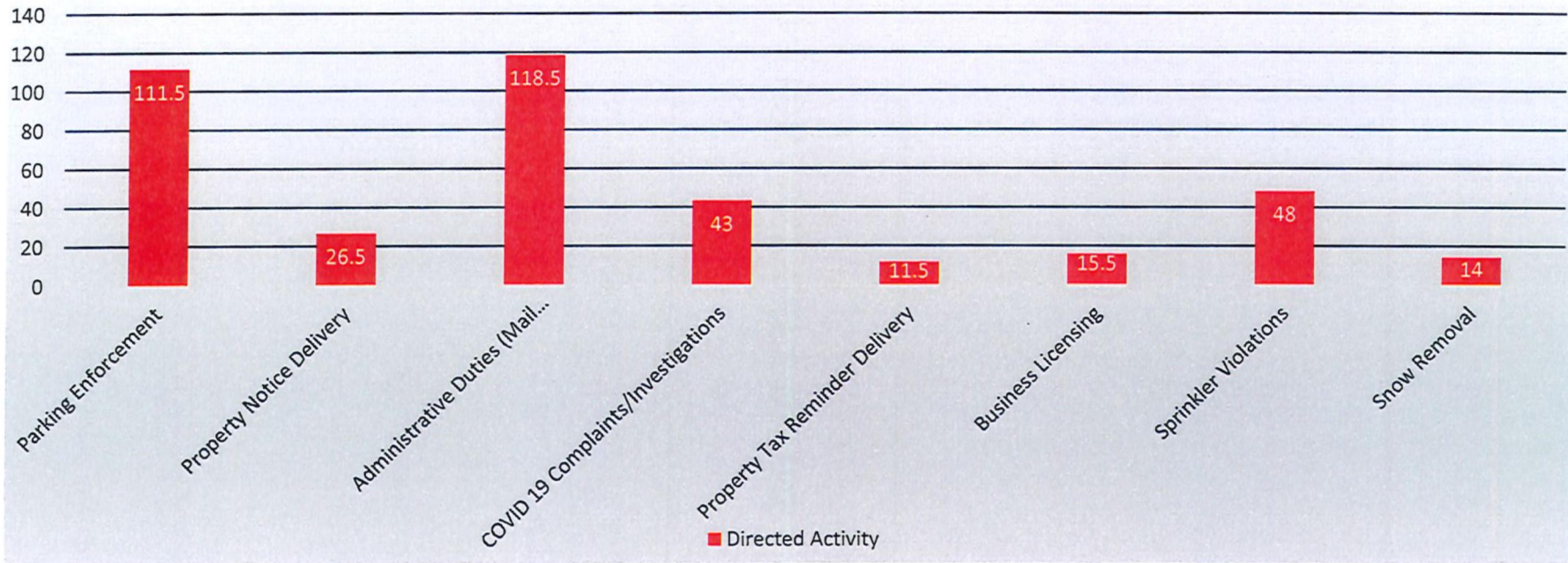






# BYLAW ENFORCEMENT

Hours Spent on Directed Patrols/Enforcement  
-Since 2021/APR/06-



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Item 17.1

## CITY OF SALMON ARM

Date: January 10, 2022

### Notice of Motion – Councillors Lindgren and Lavery

#### Living Wage

WHEREAS: a Living Wage is the hourly rate needed for two working adults to meet the basic needs of a family of four in order to meet the basic costs of living – food, clothing, accommodation, transportation and childcare in the community they reside in;

AND WHEREAS: a Living Wage has been studied and recommendations made for various regions of BC and Canada;

AND WHEREAS: many local governments are champions for fair Living Wages for their direct employees and contracted suppliers;

THEREFORE BE IT RESOLVED THAT: the City of Salmon Arm consider becoming a Living Wage Employer; committing to a living wage for direct employees and requiring the same for specified contracted workers;

AND THAT: staff report back by June 15, 2022 on the implementation options and implications of a Living Wage policy for both direct employees and specified contracted services occurring on city premises and properties; to take effect on January 1, 2023.

#### **Vote Record**

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

Opposed:

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

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Item 21.

## CITY OF SALMON ARM

Date: January 10, 2022

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of January 10, 2022, be adjourned.

### Vote Record

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

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

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