



AGENDA

City of Salmon Arm Regular Council Meeting

**Monday, February 28, 2022
1:30 p.m.**

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

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3 - 18	1.	Regular Council Meeting Minutes of February 14, 2022
	7.	COMMITTEE REPORTS
19 - 22	1.	Development and Planning Services Committee Meeting Minutes of February 22, 2022
23 - 26	2.	Community Heritage Commission Meeting Minutes of February 7, 2022
27 - 30	3.	Environmental Advisory Committee Meeting Minutes of February 11, 2022
31 - 34	4.	Downtown Parking Commission Meeting Minutes of February 15, 2022
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	9.	STAFF REPORTS
35 - 38	1.	Director of Engineering & Public Works – Downtown Parking Commission –Downtown Salmon Arm Member Appointments

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

7:00 p.m.

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 2.

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

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

Vote Record

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

Opposed:

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 6.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting Minutes of February 14, 2022, be adopted as circulated.

Vote Record

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

Opposed:

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

REGULAR COUNCIL

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

PRESENT:

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

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

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0039-2022

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

CARRIED UNANIMOUSLY

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

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

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

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

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

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

5. DISCLOSURE OF INTEREST

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

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

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

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

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

0043-2022

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

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

Board in Brief – January 2022 – Received as information.

9. STAFF REPORTS

1. Chief Financial Officer – Court of Revision

0044-2022

Moved: Councillor Flynn
Seconded: Councillor Lavery
THAT: Council be appointed as members of the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll Review Panel;

AND THAT: the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax be held in Council Chambers of City Hall on Monday, March 14, 2022 at 7:00 p.m.

CARRIED UNANIMOUSLY

2. Chief Financial Officer – Property Taxation and Tax Multiples

Received as information.

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

0045-2022

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

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

4. Acting Chief Administrative Officer – Avon Parking Lot Lease

0046-2022

Moved: Councillor Lindgren

Seconded: Councillor Eliason

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

CARRIED UNANIMOUSLY

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

0047-2022

Moved: Councillor Lavery

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

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

0048-2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

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

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

CARRIED UNANIMOUSLY

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

0049-2022

Moved: Councillor Cannon

Seconded: Councillor Lavery

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

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

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

CARRIED UNANIMOUSLY

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

0050-2022

Moved: Councillor Flynn

Seconded: Councillor Eliason

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

CARRIED UNANIMOUSLY

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

0051-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY

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

0052-2022

Moved: Councillor Lavery

Seconded: Councillor Cannon

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

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

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

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

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

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

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

CARRIED UNANIMOUSLY

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

0053-2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

12. CORRESPONDENCE1. Informational Correspondence

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

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

0054-2022

Moved: Councillor Flynn

Seconded: Councillor Eliason

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

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

1. Informational Correspondence - continued

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

0055-2022

Moved: Councillor Flynn

Seconded: Councillor Eliason

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

CARRIED UNANIMOUSLY

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

0056-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

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

0057-2022

Moved: Councillor Lindgren

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

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

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

0058-2022

Moved: Mayor Harrison

Seconded: Councillor Flynn

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

CARRIED

Councillor Lindgren Opposed

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

12. CORRESPONDENCE - continued

1. Informational Correspondence - continued

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

0059-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

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

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

0060-2022

Moved: Councillor Flynn

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

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

13. NEW BUSINESS

1. Marina Lease, Sub-Lease and Operation

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

0007-2022 (ic)

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

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

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

CARRIED UNANIMOUSLY

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

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

The Meeting recessed at 4:22 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

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

ABSENT:

Councillor C. Eliason

21. DISCLOSURE OF INTEREST

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

22. HEARINGS

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

0061-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

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

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

AND THAT: Council support the motion subject to:

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

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

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

Submissions were called for at this time.

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

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

CARRIED UNANIMOUSLY

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

0062-2022

Moved: Councillor Lavery

Seconded: Councillor Lindgren

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

22. HEARINGS - continued

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

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

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:11 p.m. and following comments from Council the Motion was:

CARRIED UNANIMOUSLY

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

0063-2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

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

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

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

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

Submissions were called for at this time.

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

CARRIED UNANIMOUSLY

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

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

0064-2022

Moved: Councillor Cannon

Seconded: Councillor Lindgren

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

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

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

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

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

Submissions were called for at this time.

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

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

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

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

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

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

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

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

CARRIED UNANIMOUSLY

22. HEARINGS - continued

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

0065-2022

Moved: Councillor

Seconded: Councillor

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

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

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

Amendment:

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

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

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

CARRIED

Councillor Lavery Opposed

Amendment:

Moved: Councillor Lindgren

Seconded: Councillor Cannon

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

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

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

24. RECONSIDERATION OF BYLAWS

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0066-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY

The meeting adjourned at 7:55 p.m.

CERTIFIED CORRECT:

Adopted by Council the day of , 2022.

CORPORATE OFFICER

MAYOR

THIS PAGE INTENTIONALLY LEFT BLANK

Item 7.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

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

PRESENT:

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

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

ABSENT:

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. REVIEW OF THE AGENDA

4. DISCLOSURE OF INTEREST

5. REPORTS

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

Moved: Councillor Flynn

Seconded: Councillor Lindgren

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

5. REPORTS - continued

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

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

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

CARRIED UNANIMOUSLY

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

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

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

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

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

CARRIED UNANIMOUSLY

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

Moved: Councillor Canon

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. CORRESPONDENCE

8. ADJOURNMENT

Moved: Councillor Cannon

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

The meeting adjourned at 8:26 a.m.

Mayor Alan Harrison
Chair

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

Item 7.2

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Community Heritage Commission Meeting Minutes of February 7, 2022 be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held by electronic means on **Monday, February 7, 2022** at 2:00 p.m.

PRESENT:

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

ABSENT:

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

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

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval / changes / additions to Agenda

Moved: Mary Landers

Seconded: Maureen Shaffer

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

CARRIED UNANIMOUSLY

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

Moved: Linda Painchaud

Seconded: Maureen Shaffer

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

CARRIED UNANIMOUSLY

5. Old Business /Arising from minutes**a) Heritage Register Map – final update**

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

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

b) Heritage Conservation Awards – final update

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

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

c) McGuire Lake Park Heritage Plaque

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

6. New Business**a) Palmer Street**

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

Moved: Deborah Chapman

Seconded: Mary Landers

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

CARRIED UNANIMOUSLY

7. Other Business &/or Roundtable Updates

a) City of Salmon Arm Heritage Strategy & Implementation Table

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

b) Heritage Register Changes

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

c) Ebl House

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

d) Merton House

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

e) Walking Tour and On This Spot

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

8. Next Meeting

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

9. Adjournment

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

Debbie Cannon, Chair

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

Item 7.3

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Mayor Lindgren

Seconded: Councillor Cannon

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

Vote Record

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

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

CITY OF SALMON ARM

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

PRESENT:

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

ABSENT:

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

GUESTS:

Ceran Caner

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

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval/changes/additions to Agenda

Addition of Item 7.a. – Cemetery

Moved: Janet Pattinson

Seconded: Pauline Waelti

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

CARRIED UNANIMOUSLY

4. Approval of Minutes from January 14, 2022

Moved: Barrie Voth

Seconded: Pauline Waelti

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

CARRIED UNANIMOUSLY

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

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

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

7. New Business**a) Cemetery**

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

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

9. **Next Meeting – March 11, 2022**

10. **Adjournment**

Moved: Warren Bell

Seconded: Julia Beatty

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

CARRIED UNANIMOUSLY

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

Councillor Sylvia Lindgren, Chair

Received for information by Council the day of , 2022.

Item 7.4

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Mayor Eliason

Seconded: Councillor Lavery

THAT: the Downtown Parking Commission Meeting Minutes of February 15, 2022, be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the Downtown Parking Commission Meeting held by electronic means on Tuesday, February 15, 2022.

PRESENT:

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

ABSENT:

Jacquie Gaudreau	DSA Representative
Sam Darlington	Resource Personnel, Bylaw Officer

GUEST: None

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

1. INTRODUCTIONS AND WELCOME

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. PRESENTATIONS:

None

4. APPROVAL / CHANGES / ADDITIONS TO AGENDA

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

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

4. APPROVAL / CHANGES / ADDITIONS TO AGENDA - continued

Moved: Regan Ready

Seconded: Cathy Ingerbrigston

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

CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES FROM JANUARY 18, 2022

Moved: Regan Ready

Seconded: Cathy Ingerbrigston

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

CARRIED UNANIMOUSLY

6. OLD BUSINESS ARISING FROM MINUTES

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

7. NEW BUSINESS

a) Downtown Salmon Arm appointments

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

Moved: Regan Ready

Seconded: Cathy Ingerbrigston

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

CARRIED UNANIMOUSLY

b) 2022 Street Cafés

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

7. NEW BUSINESS - continued

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

8. OTHER BUSINESS

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

9. NEXT MEETING - Tuesday, March 15, 2022

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

10. ADJOURNMENT

Moved: Regan Ready

Seconded: Morgan Matheson

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

CARRIED UNANIMOUSLY

The meeting adjourned at 8:29 a.m.

Rob Niewenhuizen

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

Item 9.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

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

Vote Record

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: February 11, 2022

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

RECOMMENDATION:

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

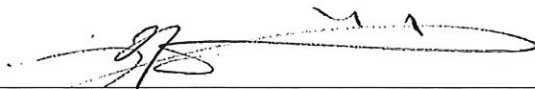
Background:

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

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

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

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



Robert Niewenhuizen,
Director of Engineering and Public Works

cc Erin Jackson, Acting CAO/Director of Corporate Services

DOWNTOWN
SALMON ARM

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

February 9, 2022

Dear Rob Niewenhuizen

Re: Downtown Parking Commission

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

Jacquie Gaudreau
Gerald Foreman
Morgen Matthison
Vera Chomyshen

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

With respect,

Jennifer Broadwell

Manager

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

THIS PAGE INTENTIONALLY LEFT BLANK

9.2

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

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

Vote Record

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

Opposed:

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

To: His Worship Mayor Harrison & Members of Council

Date: February 16, 2022

Subject: Budget Amendment – Server Purchase

Recommendation:

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

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

Background:

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

Respectfully Submitted,



Sue Wood

Manager of Human Resources

cc. Chelsea Van de Cappelle, Chief Financial Officer

Item 9.3

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

Vote Record

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

Opposed:

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

**CITY OF
SALMON ARM**

To: His Worship Mayor Harrison and Members of Council

Date: February 16, 2022

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

STAFF RECOMMENDATION

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

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

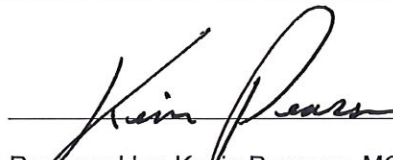
In November/December of 2021, members of the Community Heritage Commission began working on a list of housekeeping amendments to the Register. The list of housekeeping amendments has been reviewed by the Commission at the November 2021, December 2021, January 2022, and February 2022 meetings. All of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

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

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



Prepared by: Evan Chorlton
Planner I



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

Heritage Register Principles

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

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

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

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

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

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

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

Next Steps

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

Item 9.4

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

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

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

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

Vote Record

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Gerry Rasmuson, Manager of Utilities

DATE: February 22, 2022

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

STAFF RECOMMENDATION

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

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

BACKGROUND

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

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

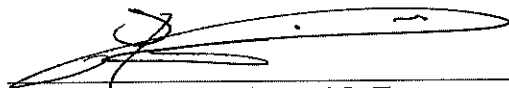
The quotes received were evaluated by staff and narrowed down to three (3) excellent proposals that were then evaluated by cost. The following is a summary of the results.

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

STAFF COMMENTS

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

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, Chief Financial Officer

THIS PAGE INTENTIONALLY LEFT BLANK

Item 9.5

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

Vote Record

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

Opposed:

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



To: His Worship Mayor Harrison and Members of Council

Date: February 24, 2022

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

Recommendation:

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

Background:

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

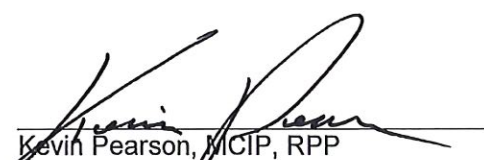
<u>Company</u>	<u>Quote</u>	<u>Rank</u>
Urban Systems Ltd.	\$ 99,549, plus GST	1
EXP Services	\$ 99,040, plus GST	2
ISL Land Services	\$ 94,330, plus GST	3

Evaluation:

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

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

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



Kevin Pearson, MCIP, RPP
Director of Development Services



REQUEST FOR PROPOSALS

Active Transportation Network Plan

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

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

CITY CONTACT PERSON:

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

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

DELIVERY OF PROPOSALS:

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

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

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

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

PROPOSANT SECTION:

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

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

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

TABLE OF CONTENTS

A. Definitions and Administrative Requirement	4
B. Requirements and Response	8
1. Summary of the Requirement	8
2. Overview.....	8
3. Requirements	10
4. Evaluation.....	14
5. Proposal Format	15
6. Proponent Response	15
Appendix A Receipt Confirmation Form	16
Appendix B Contract Form.....	17
Appendix C Pre-Identified Projects	18

A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

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

2. Terms and Conditions

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

3. Additional Information Regarding the Request for Proposals

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

4. Late Proposals

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

5. Eligibility

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

6. Evaluation

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

7. Negotiation Delay

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

8. Debriefing

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

9. Alternative Solutions

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

10. Changes to Proposals

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

11. Proponents' Expenses

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

12. Limitation of Damages

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

13. Proposal Validity

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

14. Firm Pricing

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

15. Currency and Taxes

Prices quoted are to be:

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

16. Completeness of Proposal

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

17. Sub-Contracting

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

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

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

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

18. Acceptance of Proposals

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

19. Definition of Contract

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

20. Contract

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

21. Liability for Errors

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

22. Modification of Terms

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

23. Ownership of Proposals

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

24. Use of Request for Proposals

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

25. No Lobbying

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

26. No Collusion

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

27. Collection and Use of Personal Information

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

28. Business Licence

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

29. Health and Safety Management

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

B. Requirements and Response

1. SUMMARY

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

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

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

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

2. OVERVIEW

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

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

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

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

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

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

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

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

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

Official Community Plan

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

Greenways Strategy

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

Parks & Recreation Master Plan

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

Heritage Strategy

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

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

Subdivision and Development Servicing Bylaw

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

3. REQUIREMENTS

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

Project Scope should include:

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

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

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

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

Key performance measures of the plan should include:

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

Consultation

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

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

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

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

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

Required project deliverables **must** include:

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

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

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

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

Work Schedule

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

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

The following timeline is proposed:

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

4. EVALUATION

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

Mandatory Criteria

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

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

Desirable Criteria

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

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

5. PROPOSAL FORMAT

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

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

6. PROPONENT RESPONSE

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

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

Appendix A - Receipt Confirmation Form

**ACTIVE TRANSPORTATION NETWORK PLAN
REQUEST FOR PROPOSALS
CITY OF SALMON ARM**

CLOSING DATE AND TIME: JANUARY 28, 2021

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

COMPANY: _____

STREET ADDRESS: _____

CITY: _____ **POSTAL CODE:** _____

PROVINCE: _____ **COUNTRY:** _____

MAILING ADDRESS, IF DIFFERENT: _____

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

CONTACT PERSON: _____

TITLE: _____

E-MAIL ADDRESS: _____

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

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

☐ **E-Mail**

Appendix B - Contract Form

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

Compliance With Laws

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

Laws of British Columbia

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

Arbitration

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

Indemnity

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

Insurance

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

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

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

Registration with Workers' Compensation Board

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

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

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

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

AT Routes between downtown and uptown

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

Safe AT Routes to Schools

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

AT Routes to Parks

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

AT Routes to our Neighbours

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

Downtown Routes

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

Item 10.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

[Parking Charges and Rates]

Vote Record

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

Opposed:

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



File: 0360.30.02

TO: His Worship Mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

DATE: February 11, 2022

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

RECOMMENDATION

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

BACKGROUND:

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

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

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

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

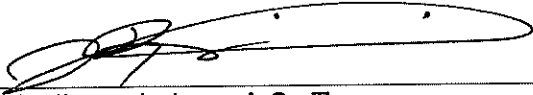
	Current	Proposed
On-Street Parking Meter Rate	\$0.25	\$1.00
Reserved Off-Street Parking Stalls	\$25.00 per Month*	\$50.00 per Month*
Reserved, Personalized Off-Street Parking Stalls	\$35.00 per Month*	\$60.00 per Month*

*Plus taxes as applicable

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

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

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



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

cc Chelsea Van De Cappelle, Chief Financial Officer

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

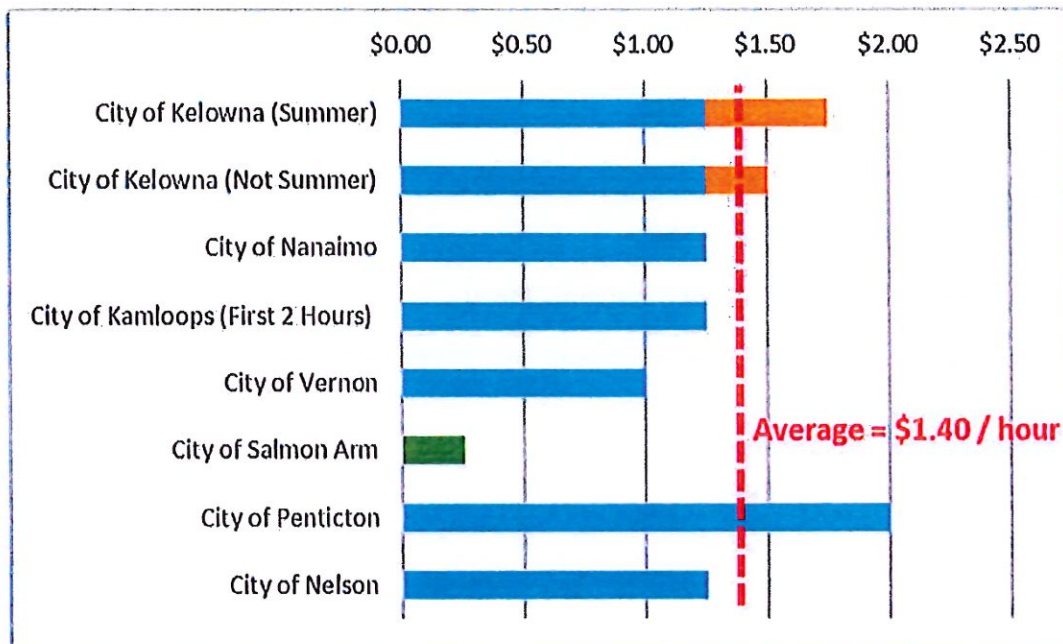


Figure ES.1: Downtown Parking Fee for Comparable BC Municipalities

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

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

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

Fee For Service Survey

Reserved Off-Street Parking

Appendix B

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

CITY OF SALMON ARM

BYLAW NO. 4503**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

This bylaw shall come into full force on July 1, 2022.

5. CITATION

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

READ A FIRST TIME THIS	DAY OF	2022
------------------------	--------	------

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 10.2

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

[Curbside Collection Fees]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

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

Recommendation

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

Background

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

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

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

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

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

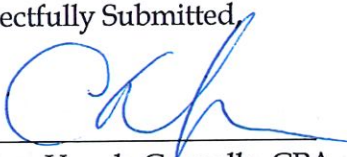
The reserve was established as a result of past surpluses within the Solid Waste and Recycling function. The intent of the reserve is to absorb further increases to expenditures associated with the collection of solid waste and recycling and service changes. The reserve also serves as a contingency plan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

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

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

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

Respectfully Submitted,



Chelsea Van de Cappelle, CPA
Chief Financial Officer

CITY OF SALMON ARM

BYLAW NO. 4504

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

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

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

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

SEVERABILITY

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

ENACTMENTS

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

EFFECTIVE DATE

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

CITATION

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

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

MAYOR

CORPORATE OFFICER

BYLAW NO. 2498

APPENDIX 10

SCHEDULE "B"

CURBSIDE COLLECTION FEE

3. The Curbside Collection Fee shall be as follows:

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

Item 10.3

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

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

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: February 22, 2022

Subject: Zoning Bylaw Amendment Application No. 1229

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

Civic: 2790 20 Avenue NE

Owner: Angove, K.

Applicant/Agent: Franklin Engineering Ltd.

STAFF RECOMMENDATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 24726, Except Plan KAP57693 from R1 (Single-Family Residential Zone) to R4 (Medium Density Residential Zone);

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

BACKGROUND

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

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

Land uses adjacent to the subject parcel include the following:

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

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

OCP POLICY

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

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

COMMENTS

Fire Department

No concerns.

FortisBC

No issue with zoning amendment.

Building Department

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

Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

Engineering Department

Comments attached (Appendix 7).

Planning Department

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

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

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

CONCLUSION

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



Prepared by: Evan Chorlton
Planner I

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

APPENDIX 1
P91



N.E.

24 STREET N.E.

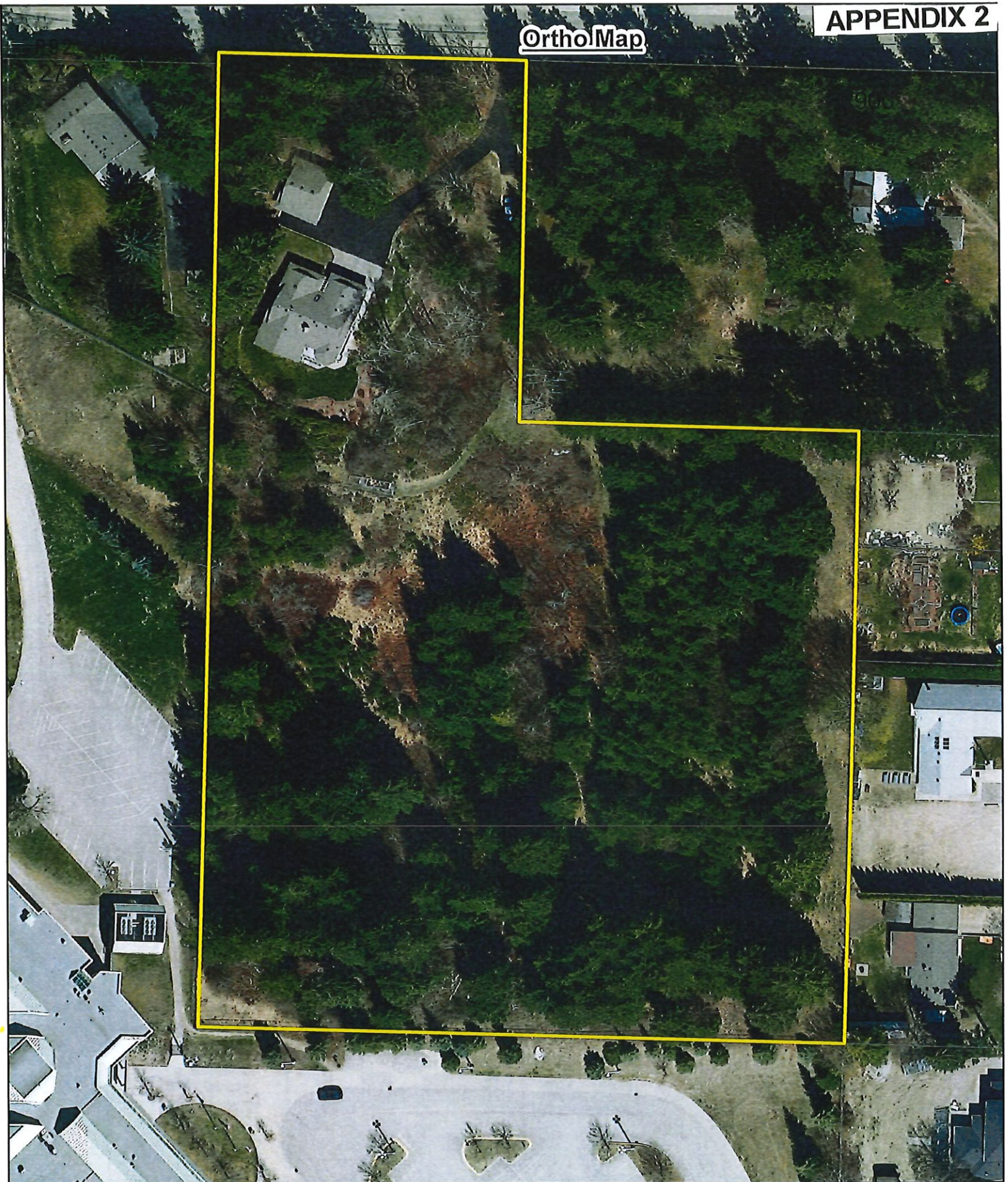
15 AVENUE N.E.



A horizontal scale bar with a black background and white markings. The markings are labeled 0, 12.5, 25, 50, 75, and 100. The unit 'Meters' is written at the right end of the bar.

 Subject Property
 Parcels

OrthoMap



0 5 10 20 30 40 Meters

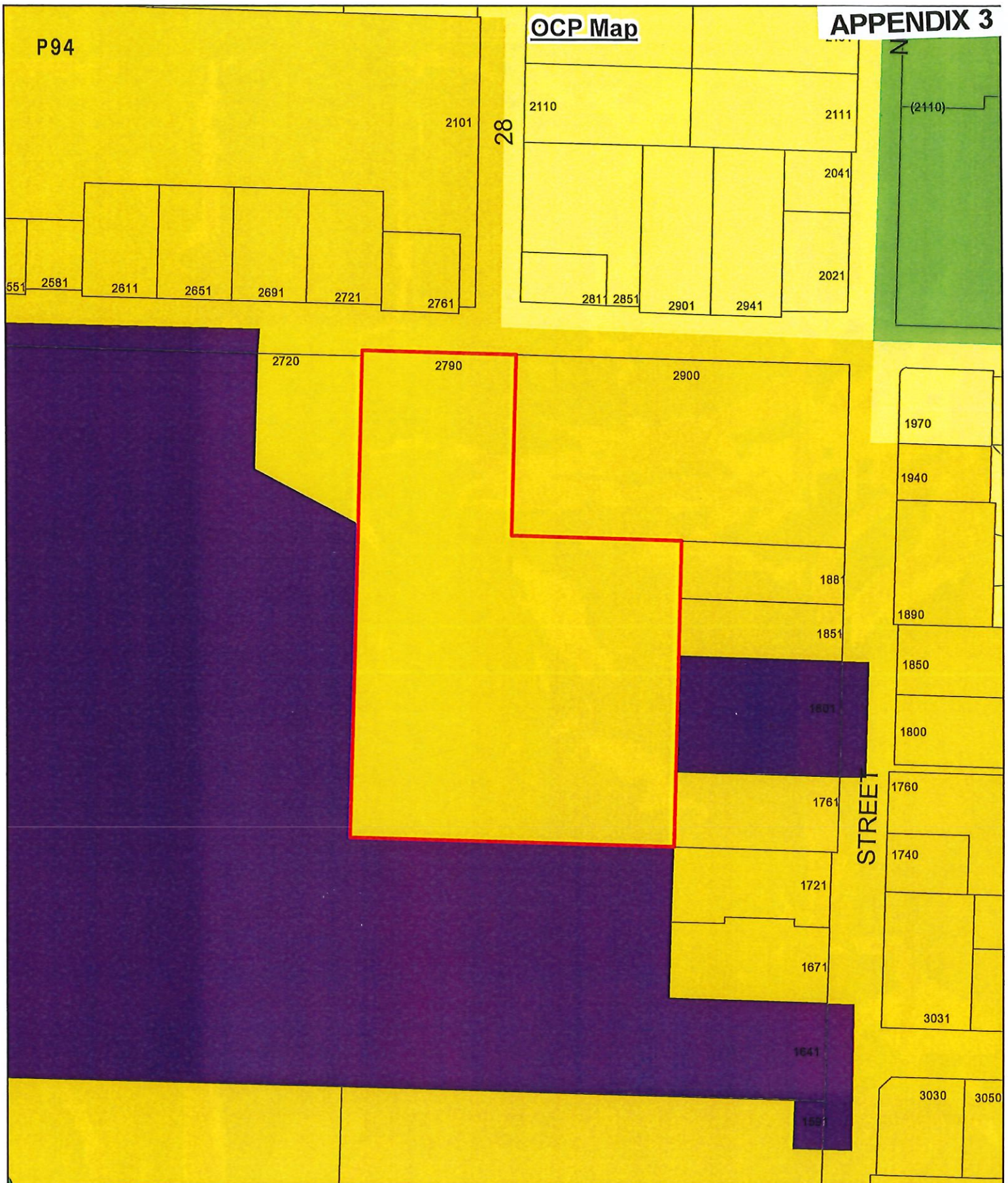
Subject Property
 Parcels

OrthoMap



0 5 10 20 30 40
Meters

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

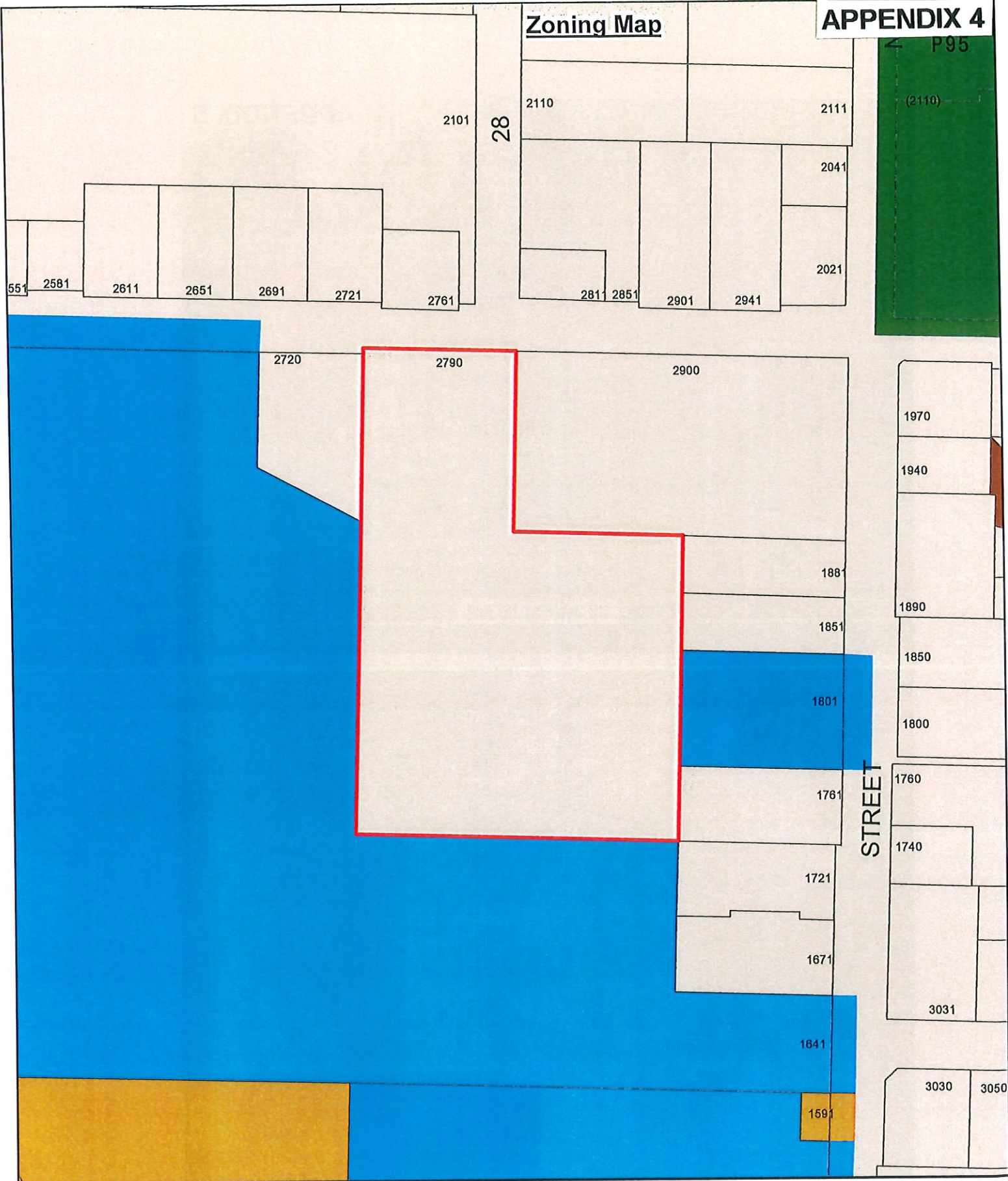


0 10 20 40 60 80 Meters

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

Zoning Map

APPENDIX 4



0 10 20 40 60 80 Meters

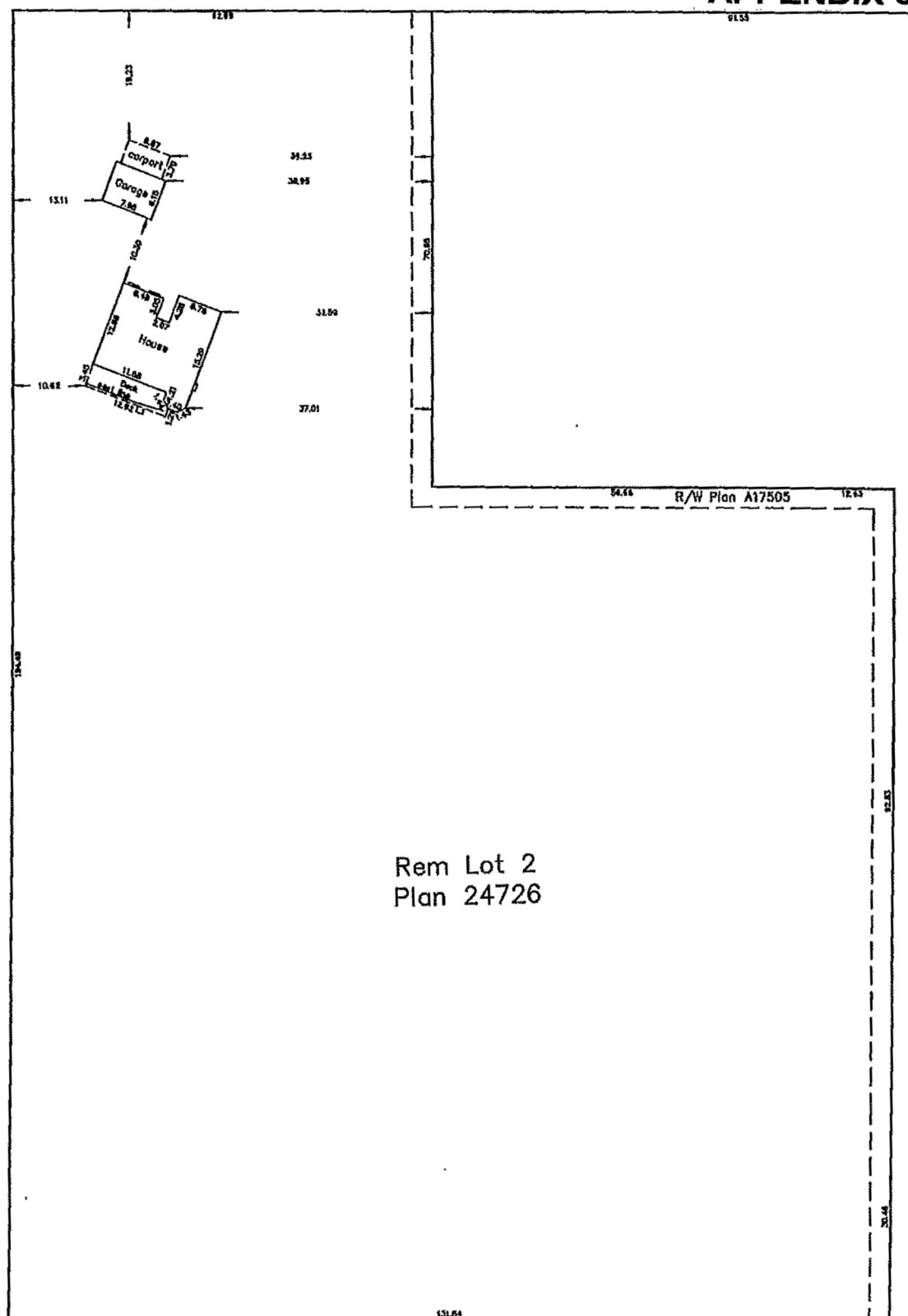
- Subject Property
- Parcels
- A-2
- P-3
- R-4
- R-8
- R-1

APPENDIX 5

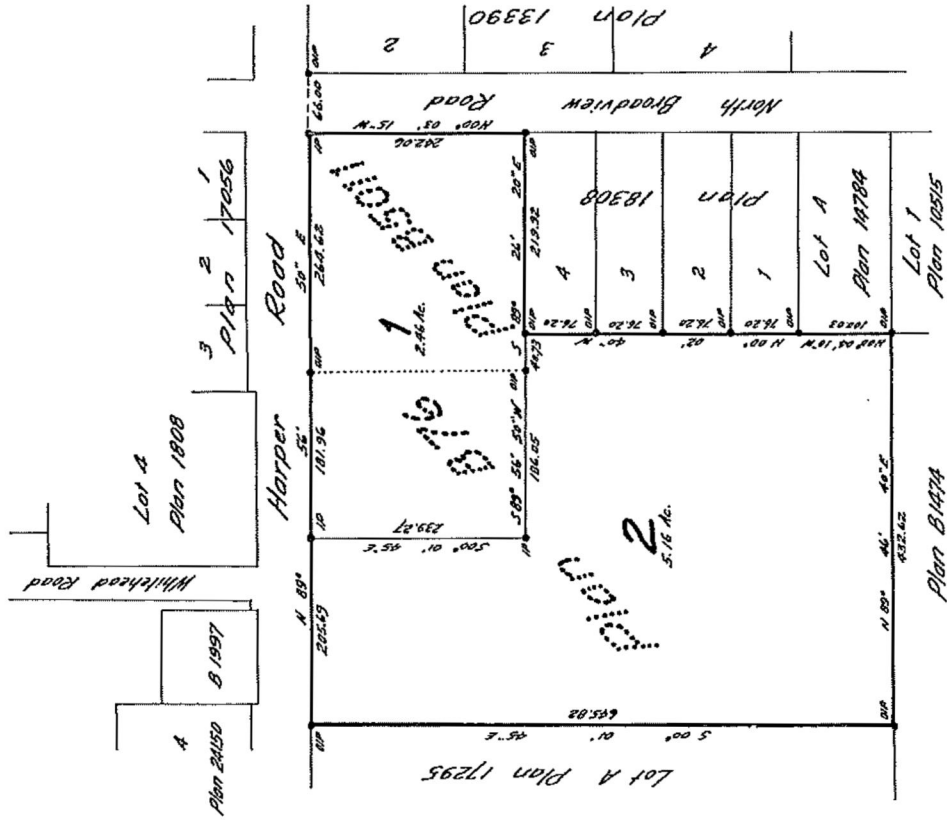




APPENDIX 6



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



No. 24726

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

[Signature]
REGISTRAR

THIS SPACE FOR LAND REGISTRY OFFICE USE ONLY

LEGEND

BOUNDARIES ARE APPROXIMATE AND ARE DERIVED FROM PLAN 17295.

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

APPROVAL

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

[Signature]
APPROVING OFFICER FOR THE DISTRICT OF SELKIRK

THIS PLAN LIES WITHIN Selkirk District REGIONAL DISTRICT

WITNESS

OWNER

[Signature]
OWNER

[Signature]
OWNER

[Signature]
OWNER

SALVAGE AND CARPET Union

REPRESENTED

[Signature]
SALVAGE AND CARPET Union

SWORN BEFORE ME THIS 22ND DAY OF NOVEMBER, 1973.

[Signature]
NOTARY PUBLIC

SWORN BEFORE ME THIS 22ND DAY OF NOVEMBER, 1973.

[Signature]
NOTARY PUBLIC

W. D. BROWNIE
B.C. Land Surveyor
Selkirk Reg. B.C.
#24726-23 15, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1

APPENDIX 7

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

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

General:

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

SUBDIVISION APPLICATION FILE: 22-03

27 January 2022

Page 2

-
9. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.
 10. For the off-site improvements at the time of subdivision, the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads / Access:

1. 20 Ave NE, on the subject property's Northern boundary, is designated as Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS)
2. 20 Ave NE is currently constructed to an Interim Collector Road standard. Upgrading to an Urban Collector Road standard is required, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Three-phase electric power is permitted to remain as overhead. Poles may require relocation to allow for any required infrastructure. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
4. A 5.0m by 5.0m corner cut is required to be dedicated at the intersection of any proposed City owned road and 20 Ave NE
5. As 20 Ave NE is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only one (1) driveway access will be permitted onto 20 Ave NE and a reciprocal access agreement will be required to service lots. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.
6. The maximum allowable cul-de-sac or T-Turn around length in the urban areas is 160 meters. This measurement shall be measured along centerline from the centre of the first intersection having access from two alternate routes to the center of the cul-de-sac or T-Turn around. Where the maximum cul-de-sac or T-Turn around length is exceeded a secondary emergency access shall be provided. Emergency accesses are to be constructed in conformance with Policy 3.11 (Emergency Accesses).
7. Permanent dead-end roads shall be terminated in a cul-de-sac in accordance with Specification Drawing No. RD-11. Temporary dead-end roads internal to the subdivision may be terminated with a paved temporary T-turn around in accordance with Specification Drawing

SUBDIVISION APPLICATION FILE: 22-03

27 January 2022

Page 3

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

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

Water:

1. The subject property fronts a 200 mm diameter Zone 2 watermain on 20 Ave NE and a 300 mm diameter Zone 2 water main along the eastern property boundary. No upgrades will be required at this time; however, the right of way on the eastern boundary shall be widened to 6.0 m width.
2. The existing lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10) adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of subdivision, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a service of unknown size from the 200mm diameter watermain on 20 Ave NE. Due to the size and / or age of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. The proposed parcels are to be serviced each by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the appropriate density spacing requirements.

SUBDIVISION APPLICATION FILE: 22-03

27 January 2022

Page 4

Sanitary:

1. The subject property fronts a 200 mm diameter sanitary sewer on 20 Ave NE. No upgrades will be required at this time.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. A right of way exists over the school district property to the west which will enable a future gravity connection to the city sanitary sewer from any proposed development.
4. Sanitary main is to be extended to front the properties on the eastern side of the proposed development up to (1801 south corner), this would follow the existing watermain right-of-way. The bylaw requires the water main right-of-way to be widened to 7m.
5. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
6. Records indicate that the existing property is serviced by an unknown size service from the sanitary sewer on 20 Ave NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 675 mm diameter storm sewer on 20 Ave NE. No upgrades will be required at this time.
2. Records indicate that the existing property is currently not serviced from the city storm sewer.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

SUBDIVISION APPLICATION FILE: 22-03

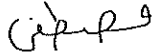
27 January 2022

Page 5

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

Geotechnical:

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



Mustafa Zakreet
Engineering Assistant



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

APPENDIX 8

Purpose

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

Regulations

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

Permitted Uses

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

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

Maximum Height of Principal Buildings

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

Maximum Height of Accessory Buildings

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

Maximum Parcel Coverage

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

Minimum Parcel Area

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

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

Minimum Parcel Width

9.8

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

Minimum Setback of Principal Buildings

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

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

Minimum Setback of Accessory Buildings

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

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

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

Maximum Density

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

9.11

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

TABLE 2

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

Maximum Floor Area Ratio

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

Parking

9.13 Parking shall be required as per Appendix I.

CITY OF SALMON ARM

BYLAW NO. 4493

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 14, 2022 at the hour of 7:00 p.m. was published in the , 2022 and , 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 24726 Except Plan KAP57693 from R-1 Single Family Residential Zone to R-4 (Medium Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4493"

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

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

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

This is a plat map of a portion of the City of Minneapolis, showing lots along 24th Street N.E., 28th Street, and 30th Street. A specific lot, 2790, is highlighted with a red border. The map includes lot numbers, street names, and a north arrow.

Streets:

- 24 STREET N.E. (on the left)
- 28 STREET (on the right)
- 30 STREET (on the right)
- 15 AVENUE N.E. (at the bottom)

Highlighted Lot:

- 2790

Other Lot Numbers:

- Along 24 STREET N.E.: 1960, 1950, 1920, 1890, 1860, 1850, 1830, 1810, 1790, 1770, 1750, 1730, 1720, 1700, 1690, 1660
- Along 28 STREET: 2110, 2111, 2041, 2021, 2811, 2851, 2901, 2941
- Along 30 STREET: 1970, 1940, 1890, 1850, 1800, 1760, 1740, 3030, 3031, 1500
- Along 15 AVENUE N.E.: 2580, 2690, 2810, 2850, 2890, 2950, 1411
- Other: 2421, 2471, 2551, 2551, 2611, 2651, 2691, 2721, 2761, 2740, 168, 1651, 1601, 1761, 1721, 1671, 1641, 1591, 2751, 2891

North Arrow:

- Indicated by an arrow pointing towards the top-left corner, labeled "N.E."

Item 10.4

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

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

Vote Record

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

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



To: His Worship Mayor Harrison and Members of Council

Date: February 10, 2022

Subject: Zoning Bylaw Amendment Application No. 1230

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

STAFF RECOMMENDATION

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

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

PROPOSAL

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

BACKGROUND

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

Adjacent land uses include the following:

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

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

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

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

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

COMMENTS

Fire Department

No concerns.

Shaw Cablesystems

Approve suite proposal. Interests are not affected.

Engineering Department

No concerns.

Building Department


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

Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

Planning Department

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

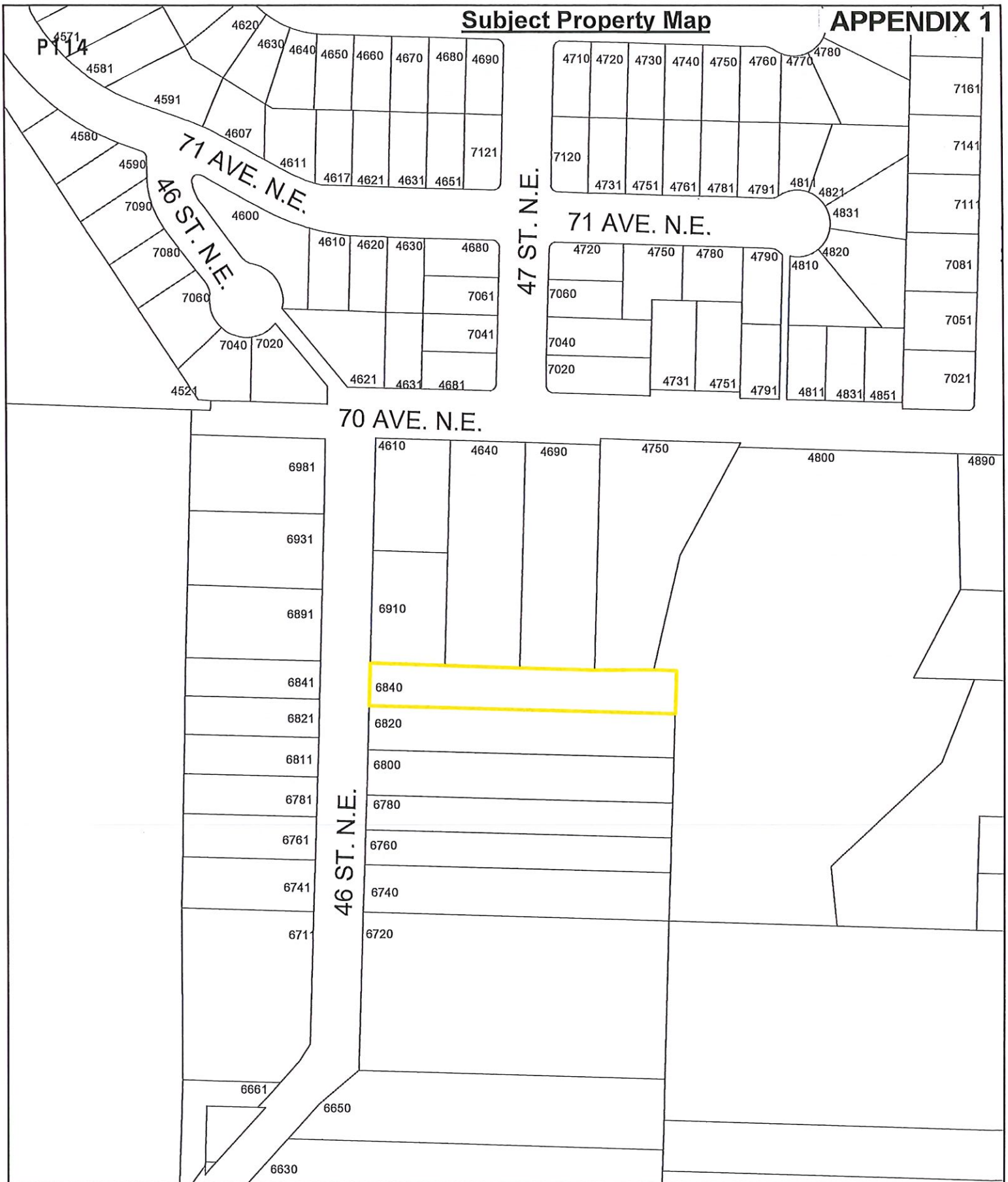


Prepared by: Evan Chorlton
Planner I

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

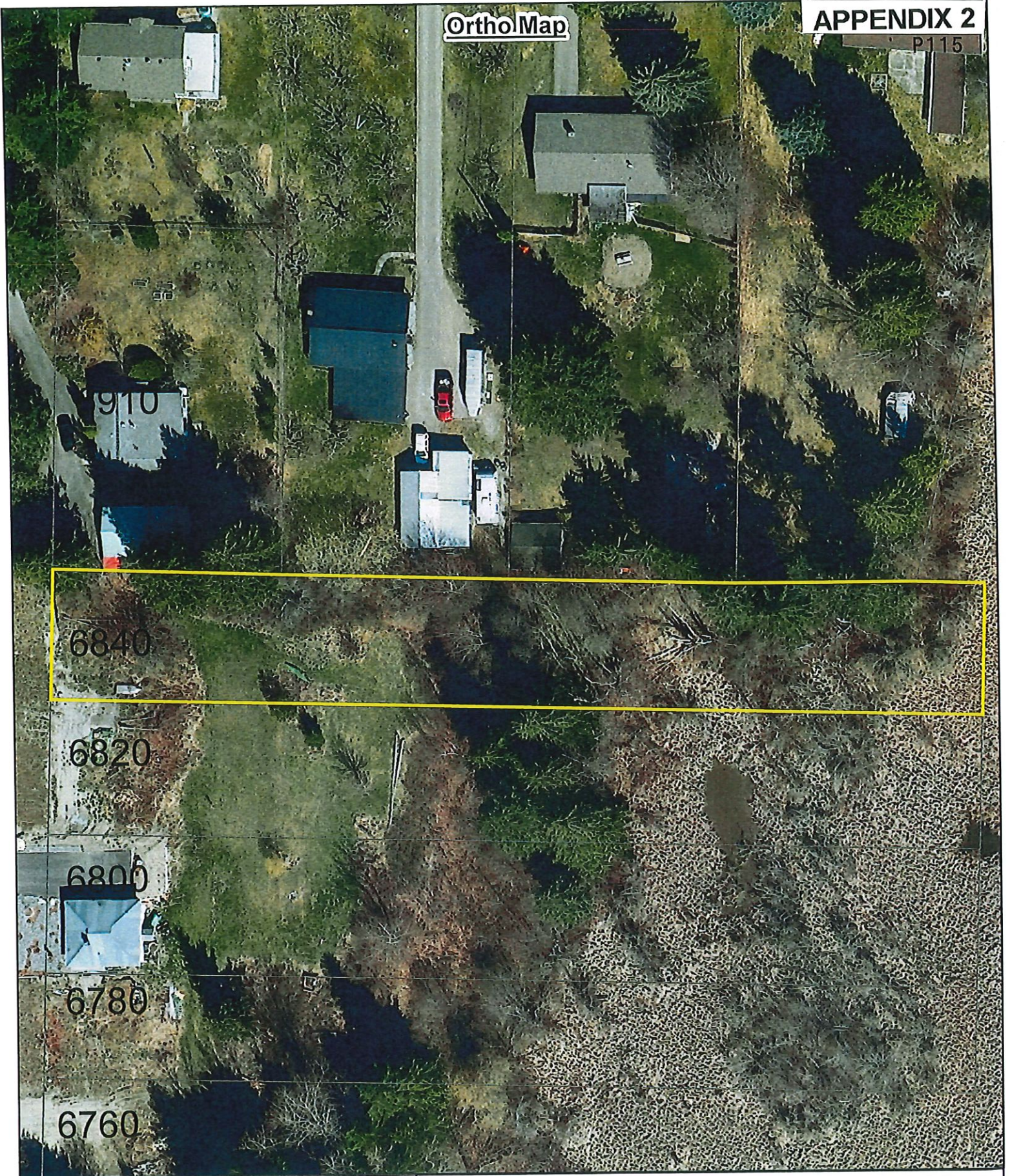
Subject Property Map

APPENDIX 1



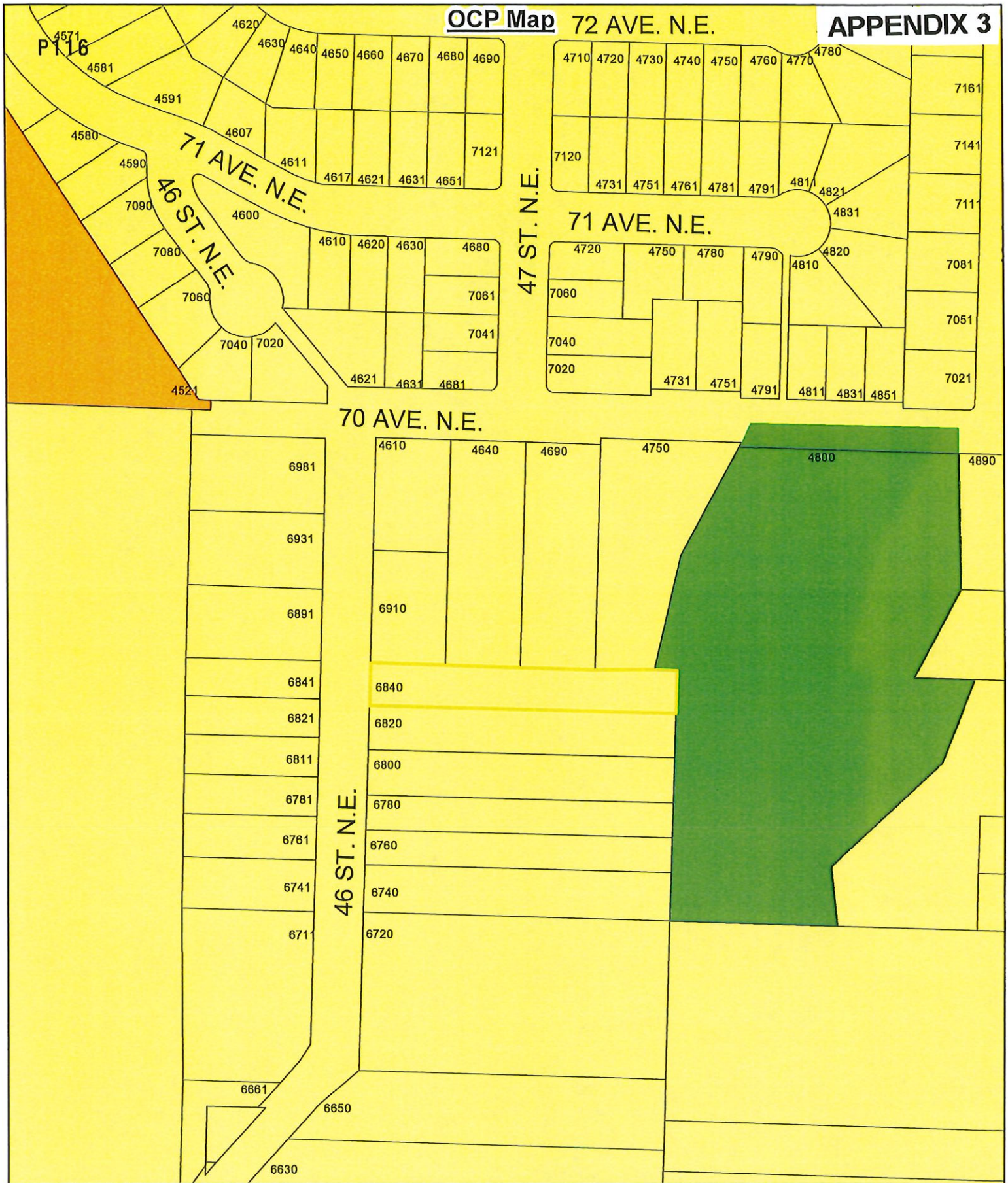
0 10 20 40 60 80 Meters

Subject Property
 Parcels



0 3.25 6.5 13 19.5 26 Meters

 Subject Property
 Parcels

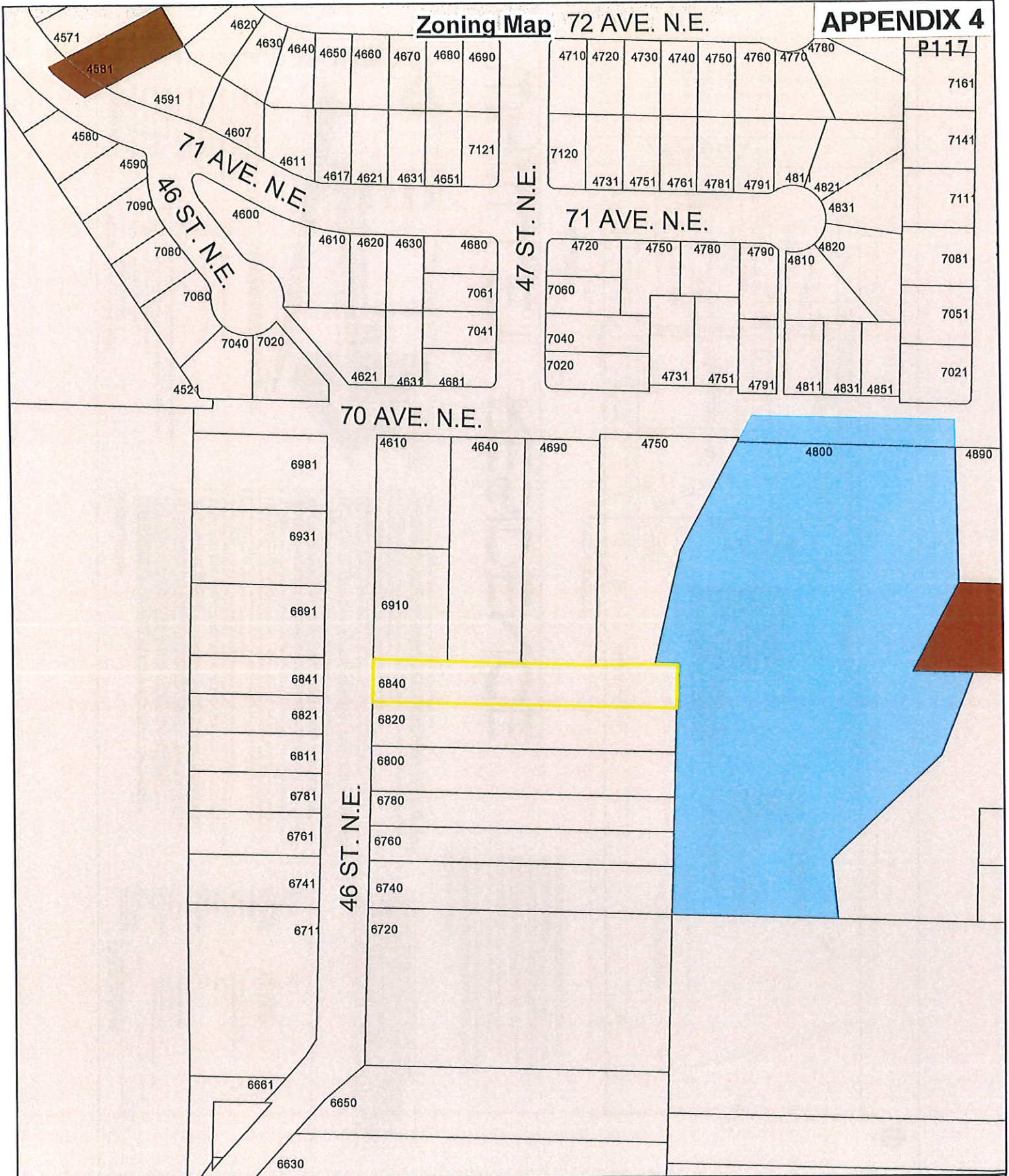


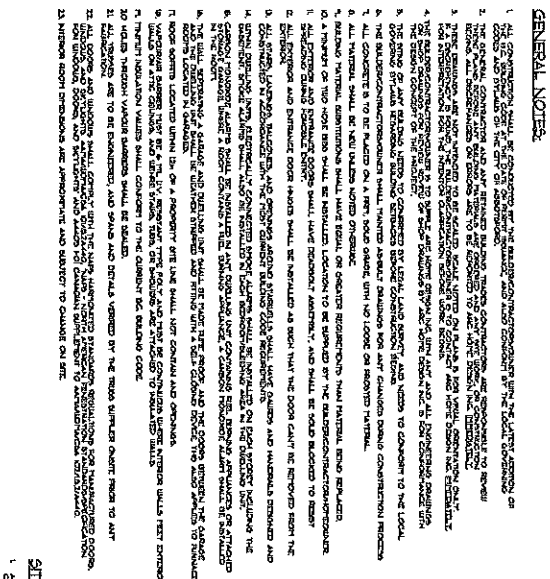
0 10 20 40 60 80 Meters

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

Zoning Map 72 AVE. N.E.

APPENDIX 4



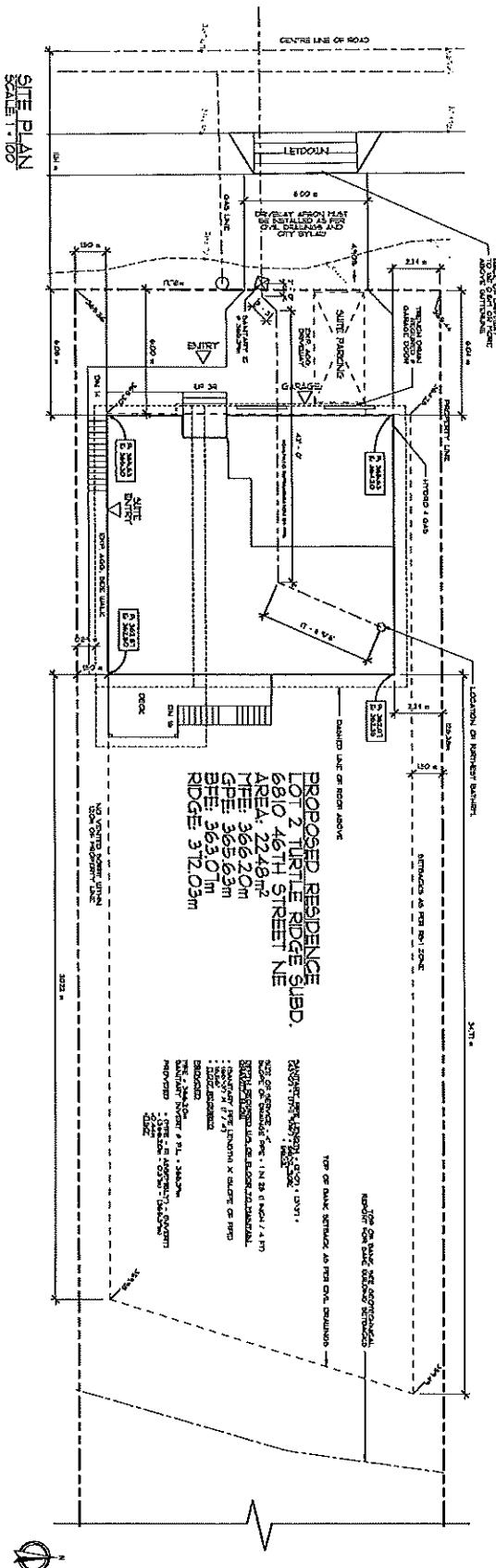
[illegible]

SITE PLAN NOTES

- [illegible]

[illegible]

A STRUCTURAL ENGINEER MAY BE REQUIRED AS PER LOCAL AUTHORITY HAVING JURISDICTION. IF NEEDED, PLEASE NOTIFY ARC HOTEL DESIGN BEFORE CONSTRUCTION IMMEDIATELY.



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

SECONDARY SUITE NOTES:

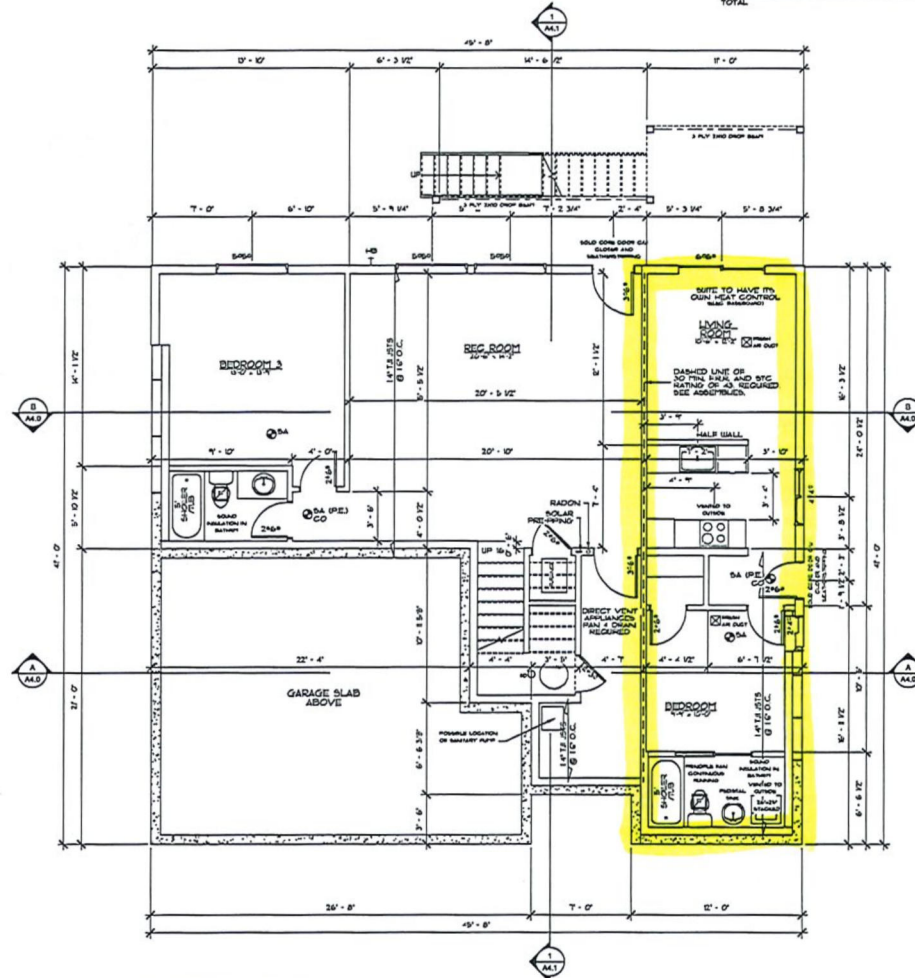
- ALL WALLS AND CEILING MUST HAVE A MINIMUM STC RATING OF 45. AS PER 2018 IBC 10.10.1.2.1.
- CARBON MONOXIDE ALARMS IN SUITE MUST BE INTERCONNECTED WITH CARBON MONOXIDE ALARMS IN MAIN DWELLING. AS PER 2018 IBC 10.10.1.2.1.
- SMOKE ELECTRIC SMOKE ALARMS IN SUITE MUST BE INTERCONNECTED WITH SMOKE ELECTRIC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

NOTES:

- GLAZING IN EXTERIOR DOORS & GLAZING WITHIN 3'-0" OF EXTERIOR DOORS TO BE SAFETY GLASS.
- GLAZING ENCLOSED SHOWERS & BATH TUBS TO BE SAFETY GLASS.
- GLAZED GUARDRAILS TO BE CONSTRUCTED OF SAFETY GLASS.
- ALL GUARDRAILS TO BE DESIGNED & CONSTRUCTED AS PER IBC 10.10.1.2.1.
- ALL HANDRAILS TO BE DESIGNED & CONSTRUCTED AS PER IBC 10.10.1.2.1.
- REFER TO STRUCTURAL DRAWINGS PROVIDED BY ENGINEER FOR ALL STRUCTURAL SPECIFICATIONS & NOTES.
- ATTC HATCHES TO INCLUDE INSULATION & WEATHERSTRIPPING.
- 1 SMALL CORNER TO IBC 10.10.1.2.1.
- WINDOWS TO CONFORM TO IBC 10.10.1.2.1.
- ALL BEDROOMS/HALLWAYS AREAS TO PROVIDE UNOBSTRUCTED FLOOR OR CORNER TO THE EXTERIOR OF THE RESIDENCE TO CONFORM TO THE IBC 10.10.1.2.1.
- ALL BEDROOMS/HALLWAYS AREAS TO HAVE AN INTERCONNECTED SMOKE ALARMS.
- ALL RESIDENCES TO HAVE AN INTERCONNECTED SMOKE ALARM & CARBON MONOXIDE NOT INSTALLED.
- ALL STAIRS AND LATHS ARE TO BE 2-2-10 UNO. ON PLANS OR STRUCTURAL DRAWINGS PROVIDED BY ENGINEER.

FLOOR AREA

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



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



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

THIS DRAWING IS THE PROPERTY OF ARC HOME DESIGN INC. NOT FOR SALE OR REPRODUCTION OF THIS DRAWING SHALL BE IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF ARC HOME DESIGN INC.

THE OWNER IS RESPONSIBLE TO COMPLY WITH THE CURRENT ADDENDUM OF THE RES. CITY PLANS, AND REGULATIONS, UNDERGOING WILL TAKE PRECEDENCE OVER LOCAL.

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


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

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

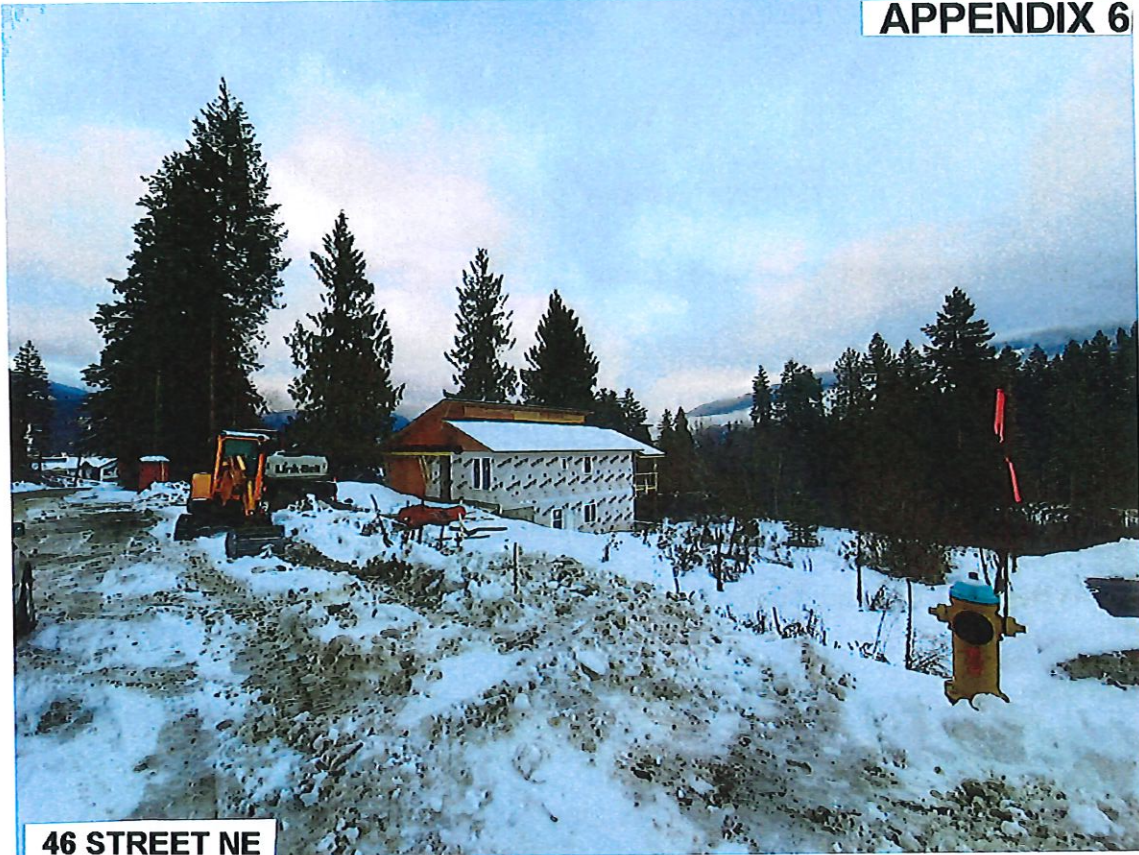
DATE:	2021-04-06
SCALE:	As Indicated
DRAWN BY:	
CHECKED:	
PROJECT NUMBER:	P2106
SHEET NO.:	A2.1



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

 ARC HOME DESIGN INC.	
123711 BUCKLE COURT, AUSTON, BC, V4C 5B9 info@arc-homedesign.com	
THIS DRAWING IS MADE THE PROPERTY OF ARC HOME DESIGN INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF ARC HOME DESIGN INC.	
THE OWNER IS RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AUTHORITIES. THE DESIGNER SHALL NOT BE RESPONSIBLE FOR THE OBTAINING OF SUCH PERMITS AND APPROVALS.	
THE DESIGNER MAKES NO WARRANTY FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON. THE DESIGNER SHALL NOT BE RESPONSIBLE FOR THE OBTAINING OF SUCH PERMITS AND APPROVALS.	
NO 123711 BUCKLE COURT, AUSTON, BC, V4C 5B9	YES 123711 BUCKLE COURT, AUSTON, BC, V4C 5B9
DATE 2020-04-09	DATE 2020-04-09
DRAWN BY AS (Architect)	DATE 2020-04-09
CHECKED BY AS	DATE 2020-04-09
PROJECT NUMBER P2106	SHEET NO. A3.0

APPENDIX 6



CITY OF SALMON ARM

BYLAW NO. 4494

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 14, 2022 at the hour of 7:00 p.m. was published in the _____, 2022 and _____, 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 from R-1 Single Family Residential Zone to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

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

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

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

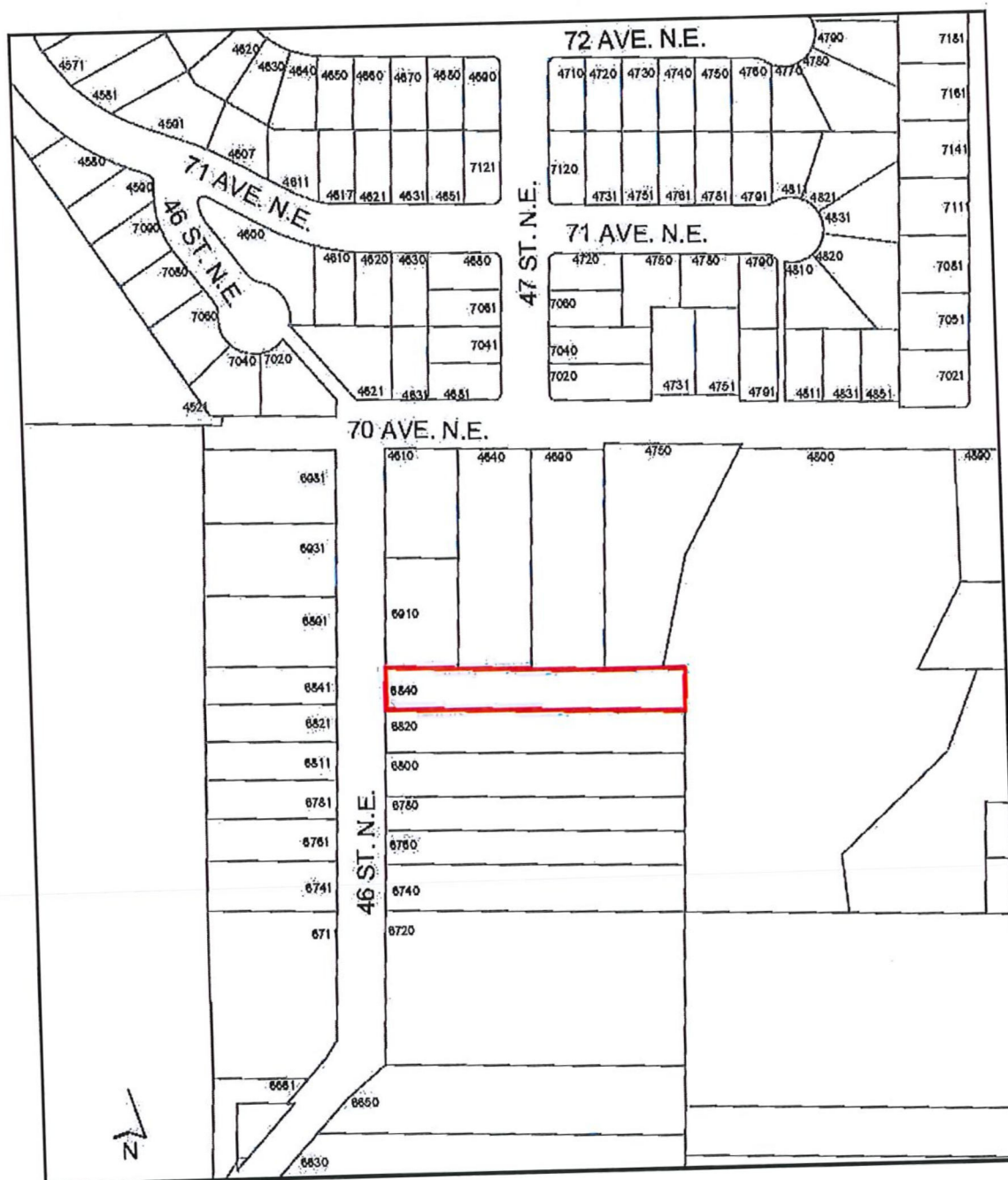
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

Schedule "A"



Item 11.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

[2022 Water Meter Rates]

Vote Record

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

Opposed:

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



File: 2022-FFS

TO: His Worship Mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

DATE: January 21, 2022

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

RECOMMENDATION

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

BACKGROUND:

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

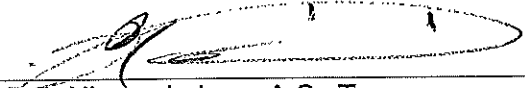
Table 1: Residential Water Meter Costs

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

Table 2: Commercial RFH Water Meter Costs

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

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



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

cc Chelsea Van De Cappelle, Chief Financial Officer

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

CITY OF SALMON ARM

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

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

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

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

READ A FIRST TIME THIS 14 DAY OF February 2022

READ A SECOND TIME THIS 14 DAY OF February 2022

READ A THIRD TIME THIS 14 DAY OF February 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

THIS PAGE INTENTIONALLY LEFT BLANK

INFORMATIONAL CORRESPONDENCE – February 28, 2022

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 19.1

CITY OF SALMON ARM

Date: February 28, 2022

OTHER BUSINESS

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

Moved: Councillor Lindgren

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

Vote Record

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

Opposed:

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 21.1

CITY OF SALMON ARM

Date: February 28, 2022

Heritage Conservation Award Presentation

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

Vote Record

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

Opposed:

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

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

P137

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

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

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

Civic Address: 6821 46 Street NE

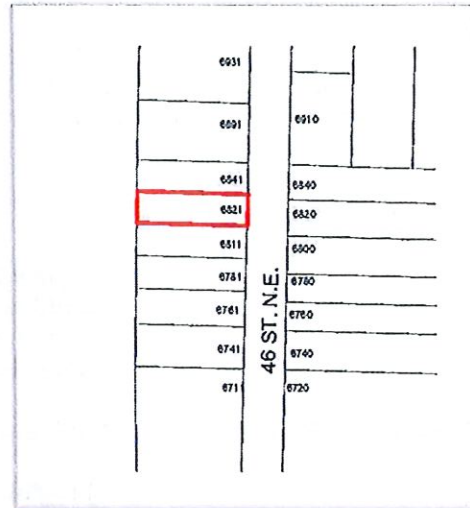
Location: South of 70 Avenue NE on the West side
Of 46 Street NE

Present Use: Single Family Dwelling

Proposed Use: Single Family Dwelling with Suite

Owner / Agent: A. McCaffrey

Reference: ZON-1227/ Bylaw No. 4489



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from February 14 to February 28, 2022 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

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

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

Erin Jackson, Director of Corporate Services

February 16 and February 23

**CITY OF
SALMON ARM**

To: His Worship Mayor Harrison and Members of Council

Date: January 13, 2022

Subject: Zoning Bylaw Amendment Application No. 1227

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

STAFF RECOMMENDATION

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

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

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

PROPOSAL

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

BACKGROUND

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

Adjacent land uses include the following:

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

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

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

COMMENTS

Fire Department

No concerns.

Building Department

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

FortisBC

No issues with this proposal.

Engineering Department

No concerns.

BC Hydro

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

Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

Planning Department

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



Prepared by: Evan Chorlton
Planner I

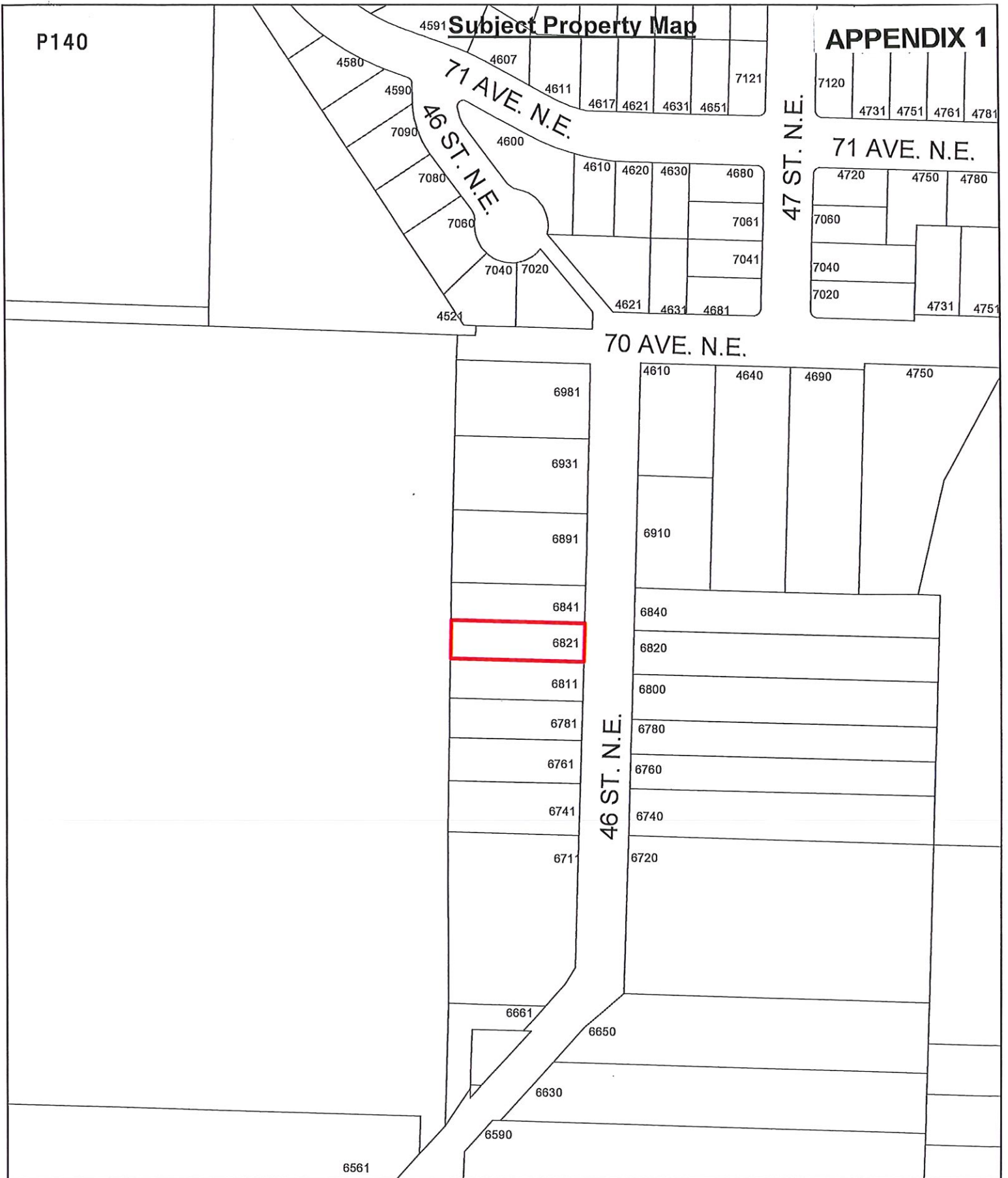


Reviewed by: Chris Larson, MCIP, RPP
Senior Planner

P140

Subject Property Map

APPENDIX 1



0 10 20 40 60 80 Meters

Subject Property
 Parcels

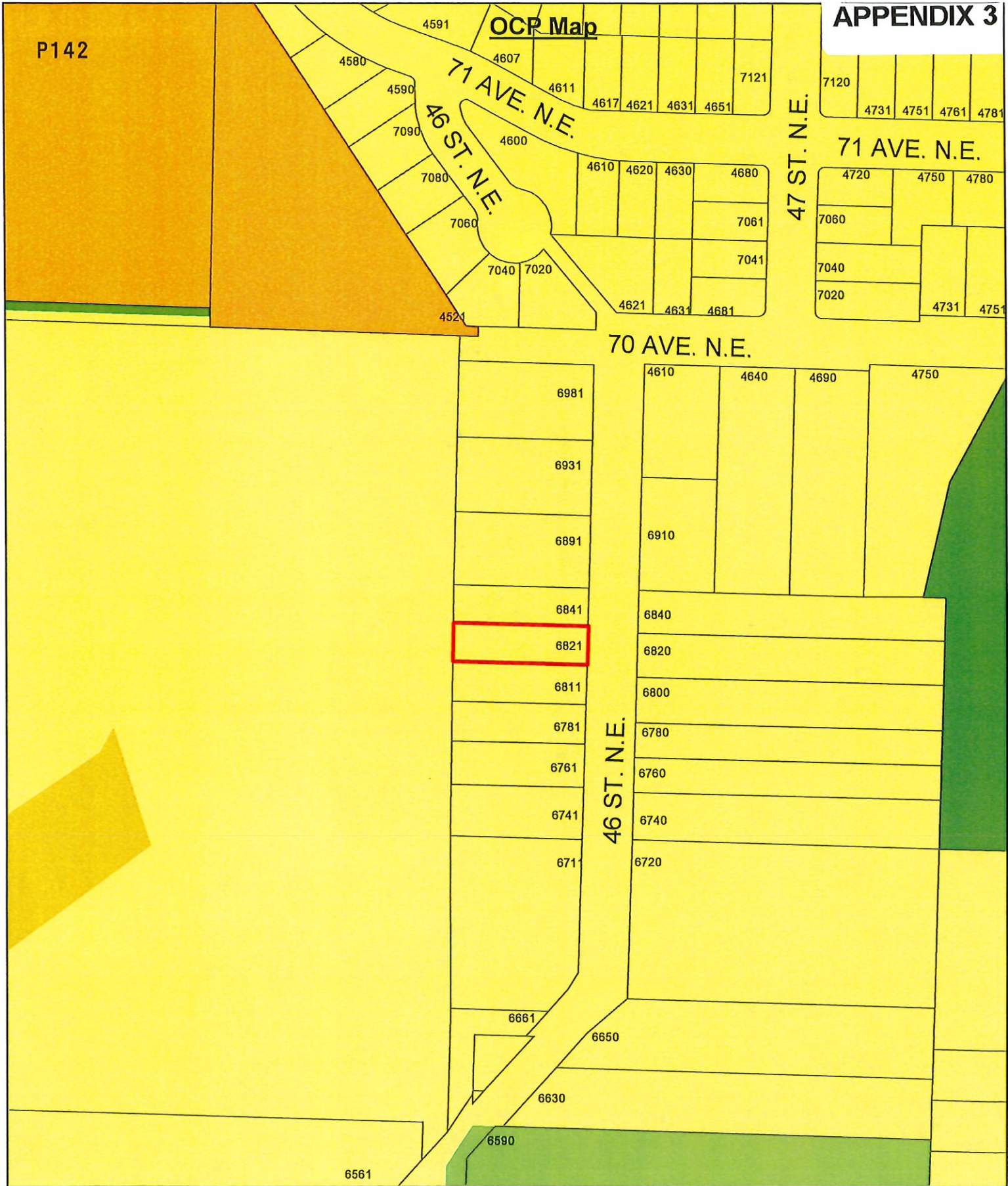
Ortho Map

P141



0 2.5 5 10 15 20 Meters

Subject Property
 Parcels





N

0 10 20 40 60 80 Meters

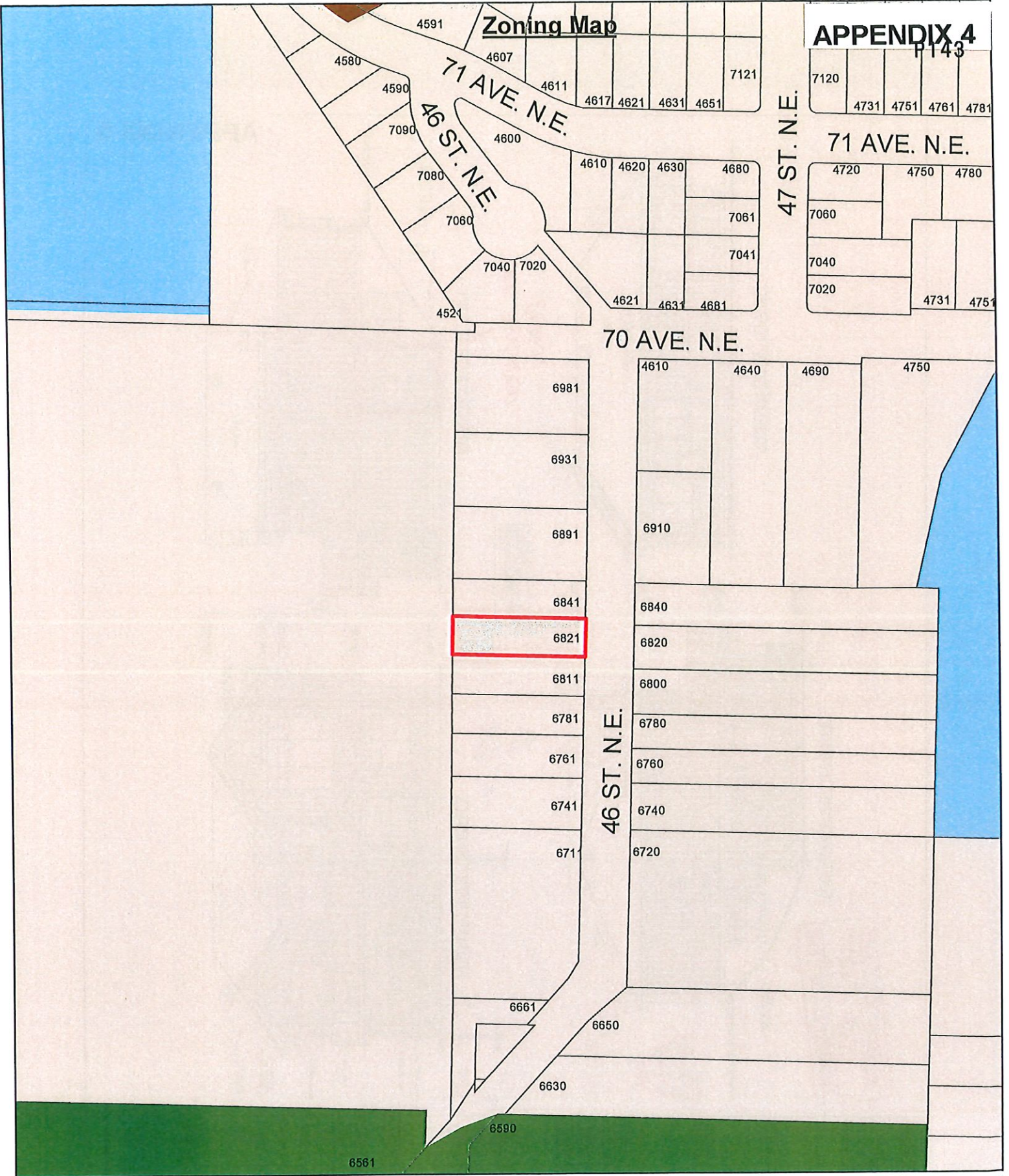


	Subject Property
	Parcels
	Community Park
	Neighbourhood Park
	Acreage Reserve
	Park
	Residential - Low Density
	Residential - Medium Density

Zoning Map

APPENDIX 4

P143



47 ST. N.E.

70 AVE. N.E.

46 ST. N.E.

71 AVE. N.E.



Subject Property

Parcels

A-2

R-1

P-1

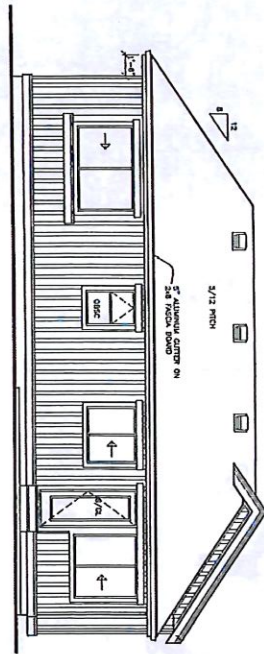
R-8



0 10 20 40 60 80 Meters

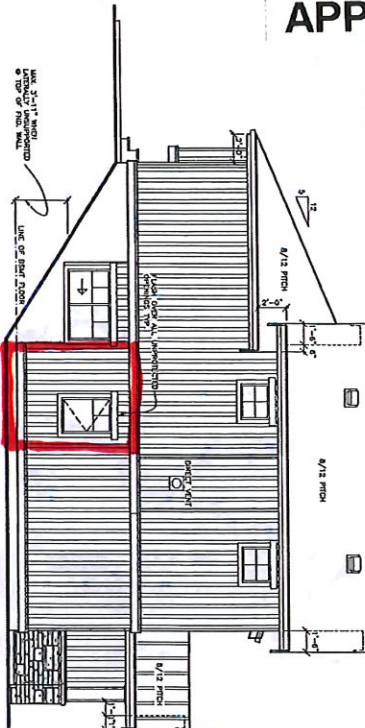
APPENDIX 5

REAR ELEVATION



SEE AMENDED
PLAN.

LEFT ELEVATION

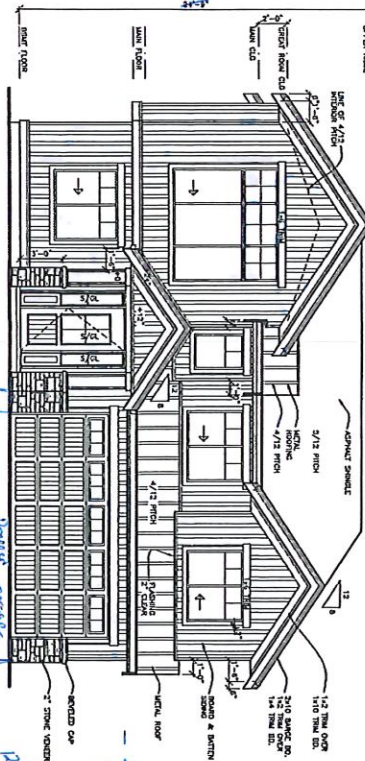


NOTE: THIS PLAN WAS USED TO BE
REVISED DUE TO LATEST REVISIONS
OF THE PLAN. SEE THE PLAN FOR
THE LATEST REVISIONS.

RIGHT ELEVATION



FRONT ELEVATION

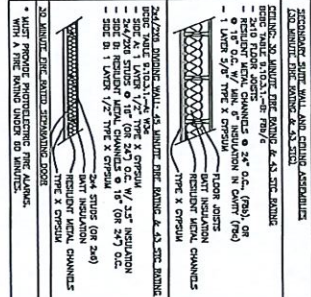


BUILDING PERMIT
COPIES ONLY
THIS STAMP IS FOR THE BUILDING PERMIT
OFFICE ONLY. IT IS NOT TO BE USED FOR
ANY OTHER PURPOSES. IT IS THE RESPONSIBILITY
OF THE OWNER TO OBTAIN THE NECESSARY
PERMITS FOR THIS PROJECT.



JENISH HOUSE DESIGN LIMITED

HEAD OFFICE:
251-1558 COMMERCE AVE
ALBANY, N.Y. 12208
TEL: 518-485-1558
FAX: 518-485-1559

[illegible]

APPENDIX 6



46 STREET NE



46 STREET NE

THIS PAGE INTENTIONALLY LEFT BLANK

Item 25.1

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor

Seconded: Councillor

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

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

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4489

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on February 28, 2022 at the hour of 7:00 p.m. was published in the February 16, 2022 and February 23, 2022 issues of the Salmon Arm Observer;

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

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

READ A FIRST TIME THIS 24th DAY OF January 2022

READ A SECOND TIME THIS 24th DAY OF January 2022

READ A THIRD TIME THIS DAY OF 2022

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

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

Item 27.

CITY OF SALMON ARM

Date: February 28, 2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

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

Vote Record

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

Opposed:

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

THIS PAGE INTENTIONALLY LEFT BLANK