



AGENDA

**City of Salmon Arm
Regular Council Meeting**

Monday, June 24, 2019

1:30 p.m.

Room 100, City Hall

[Public Session Begins at 2:30 p.m.]

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	CONFIRMATION OF MINUTES
3 – 16	1.	Regular Council Meeting Minutes of June 10, 2019
	6.	COMMITTEE REPORTS
17 – 22	1.	Development and Planning Services Committee Meeting Minutes of June 17, 2019
23 – 26	2.	Community Heritage Commission Meeting Minutes of April 26, 2019
27 – 32	3.	Agricultural Advisory Committee Meeting Minutes of June 12, 2019
33 – 36	4.	Downtown Parking Commission Meeting Minutes of May 28, 2019
	7.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	8.	STAFF REPORTS
37 – 38	1.	Director of Corporate Services – 2018 Annual Report
39 – 42	2.	Director of Engineering and Public Works – Water Use Conservation Strategy 2019 – For Information
43 – 48	3.	Director of Development Services – Public Art Proposal – Lakeshore Drive & Alexander Avenue NE
49 – 52	4.	Committee to Approve Public Events – Licensing of Special Events – 2019
53 – 54	5.	Director of Development Services – Applications OCP4000-33 & ZON-1107 Columbia Shuswap Regional District Landfill and Landfill Expansion
	9.	INTRODUCTION OF BYLAWS
55 – 86	1.	City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340 (2019 Cemetery Rates) – First, Second and Third Readings

- 10. RECONSIDERATION OF BYLAWS**
- 11. CORRESPONDENCE**
 - 87 – 88 1. Informational Correspondence
 - 89 – 90 2. Y. McDonagh, Overdose Prevention Knowledge Coordinator, North Okanagan Mental Health & Substance Use, Integration and Strategic Services – email dated June 20, 2019 – Naloxone Presentation
 - 91 – 92 3. A. Slater, Executive Director, SILGA – email dated June 20, 2019 – SILGA Youth at UBCM
- 12. NEW BUSINESS**
- 13. PRESENTATIONS / DELEGATIONS**
- 14. COUNCIL STATEMENTS**
- 15. SALMON ARM SECONDARY YOUTH COUNCIL**
- 16. NOTICE OF MOTION**
 - 93 – 94 1. Councillor Lavery – Transportation Parcel Tax
- 17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
 - 95 – 98 1. D. MacQuarrie – letter received May 29, 2019 – Moving forward together initiative
- 18. OTHER BUSINESS**
- 19. QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	20.	DISCLOSURE OF INTEREST
	21.	HEARINGS
99 – 108	1.	Development Variance Permit Application No. VP-498 [Varga, J.; 451 – 10 Avenue SE; Parcel Line Setbacks]
109 – 124	2.	Development Variance Permit Application No. VP-497 [The Wood Shop Millwork & Joinery Inc./ Bird, S. & Johnston, T.; 4921 Auto Road SE; Fire Hydrant Requirement]
	22.	STATUTORY PUBLIC HEARINGS
	23.	RECONSIDERATION OF BYLAWS
	24.	QUESTION AND ANSWER PERIOD
125 – 126	25.	ADJOURNMENT

Item 2.

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

Vote Record

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

Opposed:

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

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Item 5.1

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of June 10, 2019, 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 commenced in Room 100 at 1:30 p.m. and reconvened in the Council Chamber at 2:32 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on **Monday, June 10, 2019.**

PRESENT:

Mayor A. Harrison
 Councillor D. Cannon
 Councillor C. Eliason (left the meeting at 5:00 p.m.)
 Councillor K. Flynn
 Councillor T. Lavery
 Councillor S. Lindgren
 Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister
 Director of Corporate Services E. Jackson
 Director of Engineering & Public Works R. Niewenhuizen
 Director of Development Services K. Pearson
 Chief Financial Officer C. Van de Cappelle
 Recorder C. Simmons

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0318-2019

Moved: Councillor Flynn
 Seconded: Councillor Lavery
 THAT: pursuant to Section 90(1) 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 2:28 p.m.

3. REVIEW OF AGENDA

Addition under item 11.2 Z. Naish – letter received June 7, 2019

Addition under item 21.1 C. Hamilton, Chief Administrative Officer, Columbia Shuswap Regional District – email dated June 6, 2019 – Proposed Amendment to Development Permit No. 419

4. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with item 21.1 as the applicant is a client of his firm.

5. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of May 27, 2019

0319-2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of May 27, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY

6. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of June 3, 2019

0320-2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of June 3, 2019 be received as information.

CARRIED UNANIMOUSLY

2. Traffic Safety Committee Meeting Minutes of May 16, 2019

0321-2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Traffic Safety Committee Meeting Minutes of May 16, 2019, be received as information.

CARRIED UNANIMOUSLY

3. Greenways Liaison Committee Meeting Minutes of May 9, 2019

0322-2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Greenways Liaison Committee Meeting Minutes of May 9, 2019, be received as information.

CARRIED UNANIMOUSLY

7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief - May, 2019

Received for information.

8. STAFF REPORTS**1. Director of Engineering & Public Works - Downtown Parking Commission - Downtown Salmon Arm Appointment**

0323-2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council appoint Linda Nielson to serve on the Downtown Parking Commission as a Downtown Salmon Arm representative for the duration of the current term which is scheduled to end on February 28, 2020.

CARRIED UNANIMOUSLY

2. Director of Corporate Services - Community Child Care Action Plan RFP Award

0324-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Council award the Community Childcare Action Plan contract to Urban Matters CCC for the quoted price of \$24,770.00 plus applicable taxes.

CARRIED UNANIMOUSLY

3. Director of Engineering & Public Works - Zone 4 Pump Station Budget Amendment - VFD Purchase Award

0325-2019

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the 2019 Budget contained in the 2019 to 2023 Financial Plan be amended to reflect additional funding for replacement of Variable Frequency Drive (VFD) at the Zone 4 Pump Station in the amount of \$15,000.00 funded from Water Future Expenditure Reserves;

AND THAT: Council approve the award of purchase and installation of VFD to All Phase Electric Ltd. for the total quoted price of \$15,742.81 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of a new VFD for Zone 4 Booster Station to authorize sole sourcing of same to All Phase Electric Ltd.

CARRIED UNANIMOUSLY

4. Director of Engineering & Public Works - TCH - Watermain and Sewer Upgrade (4 Street to 6 Street NE) Design Engineering Services Award

0326-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the 2019 Budget contained in the 2019 to 2023 Financial Plan be amended to reflect additional funding for the TCH - Watermain and Sewer Upgrade (4 Street to 6 Street NE) in the amount of \$6,500.00 funded from the Zone 1 Generator Secured Shed Project;

AND THAT: Council approve the award of Design Engineering Services contract to Lawson Engineering & Development Services Ltd. for the total quoted price of \$16,315.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

8. STAFF REPORTS – continued**5. Chief Financial Officer – 2020/2021 RCMP Funding (2020 Budget)**

0327-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the City of Salmon Arm approve in principle the 2020/2021 budget of \$3,910,698.00 under the Municipal Policing Contract of which the City is responsible for 90% thereof;

AND THAT: the City of Salmon Arm advise that it has not approved or authorized any increases to member strength.

CARRIED UNANIMOUSLY

6. Director of Corporate Services – Seniors Resource Centre (Salmon Arm) Society Funding Agreement

0328-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize the Mayor and Corporate Officer to execute the funding agreement with the Seniors Resource Centre (Salmon Arm) Society for the term January 1, 2020 to December 31, 2024. It is further recommended that funding be allocated as follows, based on the actual cost of rent which includes a 2% increase each year:

- 2020 - \$22,533.00;
- 2021 - \$22,984.00;
- 2022 - \$23,444.00;
- 2023 - \$23,913.00; and
- 2024 - \$24,391.00.

CARRIED UNANIMOUSLY

7. Director of Engineering & Public Works – Oxid Aerator Pump – New Pump Purchase

0329-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Council approve the purchase of a new 20hp Flygt Submersible Sewage Pump and Connections for Oxid Aeration from Electric Motors & Pump Service Ltd., (EMPS) for the quoted total price of \$28,240.80 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of a new 20hp Flygt Submersible Sewage Pump to authorize sole sourcing of same to EMPS.

CARRIED UNANIMOUSLY

9. INTRODUCTION OF BYLAWS

10. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297 - Final Reading

0330-2019

Moved: Mayor Harrison

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Checkout Shopping Bag Regulation Bylaw No. 4297 be read a final time.

Councillor Flynn left the meeting at 3:00 p.m. and returned at 3:02 p.m.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Curbside Collection Bylaw No. 4281 - Final Reading

0331-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Curbside Collection Bylaw No. 4281 be read a final time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Fee for Service Amendment (Curbside Collection) Bylaw No. 4339 - Final Reading

0332-2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4339 be read a final time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Council Procedure Amendment Bylaw No. 4333 - Final Reading

0333-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4333 be read a final time.

CARRIED UNANIMOUSLY

5. Official Community Plan Amendment Bylaw No. 4263 [OCP4000-33; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS] - Second Reading

0334-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4263 be read a second time;

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

10. RECONSIDERATION OF BYLAWS - continued5. Official Community Plan Amendment Bylaw No. 4263 [OCP4000-33; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS] - Second Reading - continued

AND THAT: Subsequent to First Reading and Prior to Second Reading, and Pursuant to Section 477 (3) (a) of the *Local Government Act*, Council has considered the proposed OCP amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm;
- 2) The Liquid Waste Management Plan of the City of Salmon Arm;
- 3) The City's Solid Waste Policies (OCP) and the Solid Waste Management Agreement between the City and the Columbia-Shuswap Regional District (CSRD);
- 4) The CSRD's amended 2018 Solid Waste Management Plan; and
- 5) Confirmation of any necessary approvals and/or Permits required by the Ministry of Environment relating to the CSRD's Solid Waste Management Plan Amendment, and any Contaminated Sites Regulation requirements.

Ben Van Nostrand, Team Leader, Environmental Health Services, Columbia Shuswap Regional District provided an overview of the proposal and was available to answer questions from Council.

Councillor Eliason left the meeting at 3:31 p.m.

CARRIED UNANIMOUSLY

Councillor Eliason returned to the meeting at 3:33 p.m.

The date of the Public Hearing is to be determined.

6. Zoning Amendment Bylaw No. 4264 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; P-2 to P-4] - Second Reading

0335-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4264 be read a second time.

CARRIED UNANIMOUSLY

7. Zoning Amendment Bylaw No. 4265 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4] - Second Reading

0336-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4265 be read a second time.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE1. Informational Correspondence5. D. MacQuarrie - letter received May 29, 2019 - Moving forward together initiative

D. MacQuarrie outlined his request and was available to answer questions from Council.

4. S. Haines - letter dated May 27, 2019 - Request for approval of installation of billboards at the Al Boucher Memorial Playground

0337-2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council approve the installation of two alupanel billboards on the steel structure covering the Al Boucher Memorial playground, located at the Canoe ball diamonds at William Baker Park, as outlined in the letter dated May 27, 2019.

CARRIED UNANIMOUSLY

6. A. Worton, Sockeyes Meet Manager - email dated May 28, 2019 - Camping Request

0338-2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: Council approve camping for a maximum of twenty (20) self contained RV units at the north end of the SASCU Recreation Centre parking lot for the Salmon Arm Sockeyes Swim Club Annual Swim Meet from July 26 - 28, 2019, subject to the provision of adequate liability insurance, supervision and clean-up following the event.

CARRIED UNANIMOUSLY

8. L. Wong, Manager, Downtown Salmon Arm - letter dated May 29, 2019 - Salmon Arm Apple Fest

0339-2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: Council authorize the closure of the south end of the Ross Street parking lot from 7:00 a.m. to 5:00 p.m. on September 28, 2019 for the Salmon Arm Apple Fest, subject to receipt of adequate liability insurance.

CARRIED UNANIMOUSLY

18. J. Koster, Office Administrator, First United Church Salmon Arm - Letter dated June 5, 2019 - Fletcher Park Worship Service

0340-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Council approve the First United Church the use of Fletcher Park for a outdoor worship Service on June 16, 2019, subject to the provision of adequate liability insurance;

AND THAT: the public be authorized to attend.

DEFEATED

Councillor Cannon, Flynn, Lavery and Wallace Richmond Opposed

11. CORRESPONDENCE – continued1. Informational Correspondence – continued

7. B. Killick, Rotary Club of Salmon Arm – letter dated May 29, 2019 – Request for Celebration Barbeque at Marine Park

0341-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council approve the Rotary Club of Salmon Arm use of the Marine Peace Park for the Celebration Barbeque, subject to the provision of adequate liability insurance and securing a booking with Shuswap Recreation Society.

CARRIED UNANIMOUSLY13. PRESENTATIONS

1. Deborah Chapman and David Wood, Shuswap Community Foundation – 2018 Grants-in-Aid Summary

Deborah Chapman and David Wood of the Shuswap Community Foundation provided an overview of the 2018 Grants-in-Aid applications and allocations and were available to answer questions from Council.

11. CORRESPONDENCE – continued1. Informational Correspondence – continued

11. S. Crocker, Coordinator for TOTE 2019, Shuswap Theatre – letter dated May 31, 2019 – Theatre On The Edge, Request to close alley
12. K. Voth, Public Engagement Coordinator, The Wellspring Foundation for Education – email dated May 31, 2019 – Lake2Lake Ride for Rwanda – Salmon Arm Permit Request
14. M. Lewis, Dalton Gardens Church of Christ – Email dated June 4, 2019 – Blackburn Park Community Picnic

0342-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council approve the closure of the alley beside Shuswap Theatre at 41 Hudson Avenue NW to use as an extended patio for seating and entertainment and TOTE festival from and including July 19 - July 21, 2019, subject to the provision of adequate liability insurance;

AND THAT: Council approve the Wellspring Foundation for Education to hold the Lake2Lake Ride for Rwanda cycle event on September 14 and 15, 2019 as outlined in the email dated May 31, 2019, subject to the provision of adequate liability insurance.

AND THAT: Council approve the Salmon Arm Church of Christ to use Blackburn Park for a community picnic on August 24, 2019, subject to the provision of adequate liability insurance and securing a booking with Shuswap Recreation Society.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE - continued1. Informational Correspondence - continued

- 17.
- I. Hearder, Pregnancy Outreach Program Coordinator, Shuswap Family Centre
- Email dated June 5, 2019 - Use of Marine Peace Park June 11, 2019

0343-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council approve the Shuswap Family Centre to use Marine Peace Park for a pregnancy outreach Zumba class on June 11, 2019, subject to the provision of adequate liability insurance and securing a booking with Shuswap Recreation Society.

CARRIED UNANIMOUSLY

- 15.
- C. Ondang, CCRP Program Coordinator/Family Support Worker, Shuswap Children's Association - email dated May 30, 2019 - We need your help!

0344-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council provide a letter of support to the Shuswap Children's Association to advocate for funding to have the Early Childhood Education Infant/Toddler Program offered at the Okanagan College Salmon Arm Campus.

CARRIED UNANIMOUSLY

- 3.
- R. Currie - letter dated May 25, 2019 - August 2019 Bus Passes

0345-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council permit R. Currie to utilize the August 2019 Bus Passes for another family in need.

CARRIED UNANIMOUSLY

- 13.
- M. Fowler, President, Royal Canadian Legion #62 - Letter received June 3, 2019
- Legion Week in Canada

0346-2019

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Council request the Royal Canadian Legion #62 lower the flag at the Cenotaph to half mast during the week of June 24 - 28, 2019 in recognition of past and current serving military personnel.

CARRIED UNANIMOUSLY

Councillor Louise Wallace Richmond left the meeting at 4:25 p.m. and returned at 4:27 p.m.

Councillor Eliason left the meeting at 4:36 p.m. and returned at 4:39 p.m.

11. CORRESPONDENCE – continued2. Salmon Arm Youth UBCM Representative – letters dated June 5, 2019 – Request for Recommendations

0347-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council endorse E. Brennan and Z. Naish's applications to attend the 2019 UBCM Convention as the City of Salmon Arm Youth Representatives;

AND THAT: Council provide letters of support to SILGA.

CARRIED UNANIMOUSLY12. NEW BUSINESS14. COUNCIL STATEMENTS

0348-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council send a letter to BC Housing and the Ministry of Housing and Social Development detailing the need for a Social Outreach Worker for Salmon Arm and surrounding area.

CARRIED UNANIMOUSLY15. SALMON ARM SECONDARY YOUTH COUNCIL16. NOTICE OF MOTION17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS1. T. Kutschker, Director/Curator, Shuswap District Arts Council – letter dated May 7, 2019 – Salmon Arm Arts Centre Requests City Council Representation

0277-2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council appoint Councillor Wallace Richmond as the City of Salmon Arm representative on the Shuswap District Arts Council.

CARRIED UNANIMOUSLY18. OTHER BUSINESS1. Mayor Harrison – Reusable Shopping Bags

0349-2019

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Council approve \$5,000.00 from Solid Waste/Recycling Reserve to cover the additional costs for purchasing 8,000 rPET bags from ASA, as outlined in the report dated June 3, 2019.

Councillor Eliason left the meeting at 5:00 p.m.

CARRIED UNANIMOUSLY

19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 5:07 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison
Councillor D. Cannon
Councillor C. Eliason
Councillor T. Lavery
Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister
Director of Corporate Services E. Jackson
Director of Engineering and Public Works R. Niewenhuizen
Director of Development Services K. Pearson
Recorder C. Simmons

ABSENT:

Councillor K. Flynn
Councillor S. Lindgren

20. DISCLOSURE OF INTEREST

21. HEARINGS

1. Amendment to Development Permit Application DP-419 [1112031 BC Ltd.; 481 Harbourfront Drive NE; 2 Story Mixed Use Development]

0350-2019

Moved: Councillor Eliason
Seconded: Councillor Cannon
THAT: Development Permit No. DP-419 be amended for that part of Lot D, Section 14, Township 20, Range 10, W6M, KDYD Plan KAP62328 in accordance with drawings received May 28, 2019 and revised site plan received June 3, 2019 attached as Appendix A to the staff report dated June 4, 2019.

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

Submissions were called for at this time.

K. Vennard, the applicant, outlined the application and was available to answer questions from Council.

C. Hamilton, Chief Administrative Officer, Columbia Shuswap Regional District – email dated June 6, 2019 – Proposed Amendment to Development Permit No. 419

Enhancement of the eastern façade will occur.

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

CARRIED UNANIMOUSLY

22. STATUTORY PUBLIC HEARINGS**1. Zoning Amendment Application No. ZON1148 [0695662 BC Ltd.; 1631 - 10 Street SE; A-2 to R-8]**

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

Submissions were called for at this time.

G. Massier, the applicant, outlined the application and was available to answer questions from Council.

J. Derksen, 1021 15 Avenue SE, spoke regarding traffic concerns and decrease in property values.

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

23. RECONSIDERATION OF BYLAWS**1. City of Salmon Arm Zoning Amendment Bylaw No. 4338 [ZON-1148; 0695662 BC Ltd.; 1631 - 10 Street SE; A-2 to R-8] - Third and Final Readings**

0351-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4338 be read a third and final time.

CARRIED UNANIMOUSLY

24. QUESTION AND ANSWER PERIOD

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

25. ADJOURNMENT

0352-2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of June 10, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:24 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the _____ day of _____, 2019.

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Item 6.1

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of June 17, 2019 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 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, June 17, 2019.**

PRESENT:

Mayor A. Harrison
Councillor T. Lavery
Councillor K. Flynn
Councillor C. Eliason
Councillor L. Wallace Richmond
Councillor S. Lindgren

Chief Administrative Officer C. Bannister
Director of Corporate Services E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Development Services K. Pearson
City Engineer J. Wilson
Fire Chief B. Shirley
Recorder B. Puddifant

ABSENT:

Councillor D. Cannon

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

1. B. Laird - Public Art Project at Alexander and Lakeshore

Bill Laird, Shuswap Park Mall, provided an overview of the proposed Public Art Project and was available to answer questions from the Committee.

4. **PRESENTATIONS - continued**

1. **B. Laird – Public Art Project at Alexander and Lakeshore - continued**

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Council direct staff to prepare a report on the options for the proposed Public Art structure.

CARRIED UNANIMOUSLY

5. **REPORTS**

1. **Development Variance Permit Application No. VP-498 [Varga, J.; 451 - 10 Avenue SE; Parcel Line Setbacks]**

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-498 be authorized for issuance for Parcel A (Plan B5360) of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2985, Except Plan 5725, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 – R-1 Single Family Residential Zone – reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 2.5 m (8.2 ft) to allow for an existing single-family dwelling on the proposed western parcel, as shown in Schedule A to the Staff Report dated June 6, 2019; and
2. Section 6.10.1 – R-1 Single Family Residential Zone – reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 4.0 m (13.1 ft) to allow for a single-family dwelling on the proposed eastern parcel, as shown in Schedule A to the Staff Report dated June 6, 2019.

J. Varga, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 8:27 a.m.

2. **Development Variance Permit Application No. VP-497 [The Wood Shop Millwork & Joinery Inc./Bird, S. & Johnston, T.; 4921 Auto Road SE; Fire Hydrant requirement]**

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-497 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan 41074, which will vary Development and Servicing Bylaw No. 4163 as follows:

5. REPORTS - continued

2. Development Variance Permit Application No. VP-497 [The Wood Shop Millwork & Joinery Inc./Bird, S. & Johnston, T.; 4921 Auto Road SE; Fire Hydrant requirement] - continued

1. Waive the requirement to install a fire hydrant to the minimum 90 metre spacing.

S. Bird and T. Johnston, the applicants, outlined the application and were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 8:53 a.m.

3. Development Variance Permit Application No. VP-499 [0924020 BC Ltd./Bowman, T.; 5731 Auto Road SE; Fire Hydrant requirement]

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-499 be authorized for issuance for Lot A, Section 5, Township 20, Range 9, W6M, KDYD, Plan 28401, which will vary Development and Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a fire hydrant to the minimum 90 metre spacing.

DEFEATED

Mayor Harrison, Councillors Eliason, Flynn and Lavery Opposed

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEM

9. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee meeting of June 17, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:06 a.m.

Minutes received as information by Council
at their Regular Meeting of , 2019.

Mayor Alan Harrison
Chair

)

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Item 6.2

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Community Heritage Commission Meeting Minutes of April 26, 2019, 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 in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Friday, April 26, 2019** at 2:00 p.m.

PRESENT:

Councillor Debbie Cannon, Chair
 Cindy Malinowski, R.J. Haney Heritage & Museum
 Linda Painchaud, R.J. Haney Heritage & Museum
 Mary Landers
 Kevin Pearson, Director of Development Services, Recorder

ABSENT:

Harry Welton
 Pat Kassa, R.J. Haney Heritage & Museum
 Deborah Chapman

GUESTS:

The meeting was called to order at 2:00 p.m.

1. **Introductions**
2. **Presentations**
3. **Approval of Agenda and Additional Items**

Moved: Mary Landers
 Seconded: Cindy Malinowski
 THAT: the Community Heritage Commission Meeting Agenda of April 26, 2019, be approved as circulated.

CARRIED UNANIMOUSLY

4. **Approval of Minutes of March 26, 2019, Community Heritage Commission Meeting**

Moved: Cindy Malinowski
 Seconded: Linda Painchaud
 THAT: the minutes of the Community Heritage Commission Meeting of March 26, 2019 be approved.

CARRIED UNANIMOUSLY

5. Old Business /Arising from minutes

- a) The design options for revised plaques with new wordmark was discussed.

Moved: Cindy Malinowski

Seconded: Linda Painchaud

THAT: that a press release be arranged for the unveiling of the plaques at the approved sites.

CARRIED UNANIMOUSLY

- b) Heritage Inventory

The existing heritage inventory was discussed. There are 46 new images, mostly residential, to be added to the inventory.

- c) Residential Plaques

An overview of heritage plaques from other communities was provided and the Committee will consider a working group with respect to the design concepts of residential plaques.

- d) Heritage Week Posters

The Committee is working toward Heritage Week in February, 2020 and there was a discussion of new ideas, such as a Recognition Certificate for preserved homes on the Heritage Inventory.

6. New Business

7. Other Business &/or Roundtable Updates

- a) Action Log Update

The Action Log prepared by Pat Kassa was reviewed and discussed. The Action Log will be further discussed at the next meeting of the Committee.

- b) The status of Dilkusha was discussed.

8. Next meeting – Friday, May 31, 2019

9. **Adjournment**

Moved: Linda Painchaud

Seconded: Cindy Malinowski

THAT: the Community Heritage Commission Meeting of April 26, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 3:10 p.m.

Debbie Cannon, Chair

Received for information by Council on the day of , 2019

Item 6.3

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of June 12, 2019, be received as information.

Vote Record

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

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

CITY OF SALMON ARM

Minutes of the **Agricultural Advisory Committee** Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Wednesday, June 12, 2019** at 2:00 p.m.

PRESENT:

Councillor Tim Lavery, Chair
 Ron Ganert
 Don Syme
 John McLeod
 James Olafson
 James Hanna
 Kevin Pearson, Director Development Services- staff (non-voting)
 Scott Beeching, Senior Planner/Recorder - staff (non-voting)
 Lana Fitt, Economic Development Society (non-voting)

ABSENT:

John Schut

GUESTS: Gerry Brackhaus/Deborah McDonald/Shantel Nash (applicant Item 5.1)
 Brenda Veerman (applicant Item 5.2)
 Kathryn Weicker/John Rasmussen/Cornelia Rasmussen (applicant Item 5.3)

1. **Call to Order** - The meeting was called to order at 2:00 p.m.

2. **Approval of Agenda and Additional Items**

Moved: Don Syme
 Seconded: James Hanna
 THAT: the Agricultural Advisory Committee Meeting Agenda of June 12, 2019,
 be approved as presented.

CARRIED UNANIMOUSLY.

3. **Approval of Minutes of December 12, 2018 Environmental Advisory Committee Meeting**

Moved: Ron Ganert
 Seconded: John McLeod
 THAT: the minutes of the Agricultural Advisory Committee Meeting of
 December 12, 2018 be approved.

CARRIED UNANIMOUSLY.

4. Old Business / Arising from minutes

1. ALC Information Bulletin No. 5 Residences in the ALR
2. Bill 52 – Agricultural Land Commission Amendment Act (Summary)

The Director Development Services provided the Committee an update on ALC Information Bulletin No. 5 and Bill 52 including: second dwellings, compassionate use, soil removal and fill placement, 500 m² limit on new residences and the application process.

5. New Business

1. **Agricultural Land Reserve Application No. ALC-381 (Non-Adhering Residential Use – Additional Residence for Farm Use) – Owner: Brackhaus/McDonald/Nash – 4395 – 10 Avenue SE**

The Senior Planner provided a brief overview of the application including the OCP designation and zoning regulations, air photo and site plan. The applicants were given an opportunity to present information to the Committee stating that Brackhaus and McDonald intended to live in the second dwelling and farm the property in the future. The Nash family would continue to farm the property.

* All applicants left the room and the Committee deliberated the application.

Moved: John McLeod

Seconded: Ron Ganert

THAT: The AAC recommends the application be forwarded to the ALC on the condition that the dwelling be sized to meet the Zoning Bylaw.

CARRIED.

* All applicants returned to the room and the Committee delivered their recommendation.

*Brackhaus, McDonald and Nash left the meeting.

2. **Agricultural Land Reserve Application No. ALC-383 (Non-Adhering Residential Use – Additional Residence for Farm Use) – Owner: Veerman – 6740 – 56 Street NE**

The Senior Planner provided a brief overview of the application including the OCP designation and zoning regulations, air photo and site plan. The applicant was given an opportunity to present information to the Committee stating that her family intended to live in the second dwelling and provide help to continue to farm the property.

* All applicants left the room and the Committee deliberated the application.

Moved: John McLeod

Seconded: Ron Ganert

THAT: The AAC recommends the application be forwarded to the ALC.

CARRIED.

* Veerman returned to the room and the Committee delivered their recommendation.

* All applicants returned to the room.

**3. Agricultural Land Reserve Application No. ALC-384 (Boundary Adjustment)
Owner: Weicker - 4850 - 40 Street NE - Owner: Rasmussen - 4951 - 50 Street NE**

The Senior Planner provided a brief overview of the application including the OCP designation and zoning regulations, air photo, subdivision plan, soil classes and topography. The applicant was given an opportunity to present information to the Committee stating that their intention was to adjust the boundary to be compatible with the topography.

* All applicants left the room and the Committee deliberated the application.

Moved: James Olafsson

Seconded: John McLeod

THAT: The AAC recommends the application be forwarded to the ALC.

CARRIED UNANIMOUSLY.

* Weicker, Rasmussen and Rasussen returned to the room and the Committee delivered their recommendation.

*All applicants left the meeting.

4. Food Hub Feasibility Study - Salmon Arm Economic Development Society, Lana Fitt

Lana Fitt representing the Economic Development Society (EDS) spoke about a food hub model and resulting social and economic opportunities. The EDS would like to apply for funding for a feasibility study that could lead to a number of business development opportunities including: co-operative food processing facility, a community kitchen, shared storage and other shared economy ideas. The District of Saanich Agriculture and Food Security Plan was mentioned an example. The goal would be to present key findings in September to the City and Ministry of Agriculture.

John McLeod stated that he supported the ideas and stated that the City needs a Food and Agriculture Policy.

5. Agricultural Advisory Committee Membership Update

The Director of Development Services stated that the City was continuing to advertise for the open Committee positions.

6. Terms of Reference - Voting Members Update

The Chair reviewed the Terms of Reference and stated that the Committee would continue to follow the established procedures until otherwise directed by Council.

6. Other Business & / or Roundtable Updates

7. Next meeting - July 17, 2019

8. Adjournment

Moved: Don Syme

Seconded: John McLeod

THAT: the Agricultural Advisory Committee Meeting of June 12, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:18 p.m.

Councillor Tim Lavery, Chair

Received for information by Council on the day of , 2019

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Item 6.4

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Downtown Parking Commission Meeting Minutes of May 28, 2019, 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 in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, May 28, 2019.**

PRESENT:

Chad Eliason	Councillor, City of Salmon Arm
Vic Hamilton	Member at Large, Chair
Regan Ready	Member at Large,
Bill Laird	Member at Large
Cathy Ingebrigston	Member at Large
Heather Finn	Downtown Salmon Arm Representative
Gerald Foreman	Downtown Salmon Arm Representative
June Stewart	Downtown Salmon Arm Representative
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works
Marcel Bedard	Resource Personnel, Bylaw Officer
Jenn Wilson	Resource Personnel, City Engineer

ABSENT:

Jacquie Gaudreau	Downtown Salmon Arm Representative
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GUEST:

The meeting was called to order at 8:00 a.m. by Chairperson Vic Hamilton.

1. **INTRODUCTIONS AND WELCOME**

2. **PRESENTATIONS**

3. **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Addition under Item 7.1 - Kelowna Big Ideas
 Addition under Item 7.2 - R.J. Haney Heritage Museum archive search

Moved: Gerald Foreman

Seconded: Bill Laird

THAT: the Downtown Parking Commission Meeting Agenda of May 28, 2019 be approved with additions.

CARRIED UNANIMOUSLY

4. **APPROVAL OF MINUTES FROM APRIL 16, 2019**

Moved: Vic Hamilton

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting Minutes of April 16, 2019 be adopted as circulated.

CARRIED UNANIMOUSLY

5. **OLD BUSINESS ARISING FROM MINUTES**

6. **NEW BUSINESS**

1) **DPC Vernon Review Gantt Chart**

Rob Niewenhuizen summarized the DPC Vernon Gantt Chart. Regan Ready spoke regarding future parking on the north side of the CPR tracks.

2) **Downtown Parking Plan Summary - Discussion**

The Downtown Parking Plan Summary was reviewed and discussed. City staff is working toward the engagement of a consultant to report on various technologies and cost benefit analysis.

3) **Laneway Closure Plan**

The proposed Laneway Closure Plan was reviewed and discussed. The option of a temporary loading zone is to be discussed at the next scheduled meeting of the Downtown Parking Commission.

3) **Salmon Arm Day Program - Handicap stall request**

A request for a designated handicap dropoff location on Lakeshore Road was discussed. After discussion, the request has been denied.

7. **OTHER BUSINESS**

1) **Kelowna Big Ideas**

Regan Ready requested that staff contact the City of Kelowna to discuss the changes to the downtown parking structure being implemented by the City of Kelowna. The proposed consultant referred to the Downtown Parking Plan Summary will provide input to the City on upcoming technologies and concepts.

2) **R.J. Haney Heritage Museum archive search**

Bill Laird provided parking information from 1924 - 1955 City Council. This information was obtained from the archives at R.J. Haney Heritage Village and Museum. Received for information.

8. NEXT MEETING - Tuesday, June 18, 2019

The next meeting of the Downtown Parking Commission will be Tuesday, June 18, 2019.

9. ADJOURNMENT


Moved: Vic Hamilton

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting of May 28, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:49 a.m.



Marcel A. Bedard
Bylaw Officer

Minutes received as information by Council
at their Regular Meeting of , 2019.

Item 8.1

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council receive the City of Salmon Arm 2018 Annual Report.

Vote Record

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

Opposed:

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



TO: Mayor Harrison and Members of Council

DATE: June 18, 2019

SUBJECT: 2018 Annual Report

RECOMMENDATION

THAT: Council receive the City of Salmon Arm 2018 Annual Report.

The City of Salmon Arm 2018 Annual Report has been compiled pursuant to Section 98 of the *Community Charter*, which also requires that the report be made available for public inspection.

The report was released for viewing on the City's website on June 7, 2019 and hard copies will be made available at the front counter of City Hall on June 20, 2019.

In addition, a notice was published in the Salmon Arm Observer on June 12 and 19, 2019 to advise that Council will consider submissions from the public about the report at the June 24, 2019, Regular Council Meeting.

A copy of the 2018 Annual Report has been distributed to Mayor and Council under separate cover.

Respectfully,

A handwritten signature in blue ink, appearing to read "Erin Jackson".

Erin Jackson
Director of Corporate Services

Item 8.2

CITY OF SALMON ARM

Date: June 24, 2019

Director of Engineering and Public Works Water Use Conservation Strategy 2019 - For Information

Vote Record

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

Opposed:

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

**CITY OF
SALMON ARM**

File: 5600.12.01

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering & Public Works

DATE: June 25, 2018

SUBJECT: **Water Use Conservation Strategy 2019**

FOR INFORMATION**BACKGROUND:**

Based on the current year's snowpack, timing of snowmelt and forecasted summer conditions staff anticipate a strong likelihood of drought conditions this summer resulting in low stream-flows and lake levels.

The latest report from the River Forecast center on June 1st, 2019 stated:

"With diminished snowpacks and early melt this year, risks have shifted towards the increased likelihood of low flow conditions this summer in all areas of the province."

Based on similar conditions in the summer of 2017, staff are concerned that elective water usage such as irrigation and recreational usage may inhibit the City's ability to keep up with necessary water usage including demand for drinking water, commercial and industrial use and fire flow storage.

During peak summer usage in 2017 (approximately 24,000 m³/day, triple that of average winter usage) the City's system was not able to keep up with the daytime demand; however, was able to refill the reservoirs during lower night time demand and thus kept up to overall water usage.

In order to minimize the impacts of elective water usage, staff are implementing an educational campaign through radio, newspaper and social media starting with the following Public Service Announcement:

"City of Salmon Arm Water Conservation Request

Based on the current year's snowpack, timing of snowmelt, lack of precipitation and forecasted summer conditions we anticipate a strong likelihood that very dry conditions will result in low stream-flows and lake levels this year. The purpose of this advisory is to notify residents that in the event of another drought during the summer of 2019 the City may have to implement more stringent water restrictions and conservation measures to help ensure that the City's water delivery system can keep up with the demand for

drinking water, commercial and industrial use, while also being able to maintain water levels in the City's water reservoirs for future use and fire protection.

We appreciate your co-operation in adhering to the annual sprinkling restrictions which are in effect from May 15 to Sept. 15. Residents are encouraged to conserve water wherever possible and reminded that No irrigation/sprinkling is permitted on Monday's. Failure to comply with these restrictions may result in a fine of up to \$50 per instance."

Additionally, bylaw enforcement will be increased and time allotted towards enforcement of the sprinkling regulations. Bylaw enforcement will have a zero-tolerance policy for enforcing the sprinkling prohibitions while drought conditions persist. Offenders will be issued a \$50 ticket as permitted under the Bylaw.

The 2019 sprinkling restriction advertisements were placed in the papers and on social media prior to May 15th (refer to attached).

Through a combined approach of education and enforcement, staff are confident that water demand can be managed appropriately ensuring that existing City infrastructure will be sufficient to supply both elective and necessary water uses throughout the summer of 2019.

Respectfully submitted



Robert Niewenhuizen, A.Sc.T
Director of Engineering & Public Works

cc Chelsea Van De Chappelle, CFO



SPRINKLING RESTRICTIONS

Annual sprinkling restrictions within the City of Salmon Arm are in effect from
May 15 to September 15

SPRINKLING HOURS ARE ALLOWED AS FOLLOWS:

The sprinkling regulations allow sprinkling two days per week based on the last two numbers of the house (business) street address between the hours of 7:00 a.m. and 11:00 a.m. and 7:00 p.m. and 11 p.m.

- No sprinkling on Monday
- 00 – 33 Tuesday and Friday only
- 34 – 66 Wednesday and Saturday only
- 67 – 99 Thursday and Sunday only

Customers with automatic underground irrigation systems will be allowed and encouraged to water lawns between 12:00 a.m. (midnight) and 7 a.m. on the appropriate days.

Your co-operation in adhering to these restrictions will be greatly appreciated. Residents are encouraged to conserve wherever possible.

Failure to comply with these restrictions may result in a fine, metered water rates, or a discontinuation of service.

For clarification in mobile home parks and strata developments, please call City Hall at 250-803-4000.

Engineering & Public Works Department

Item 8.3

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council approve the location and installation of the Public Art Structure proposed in Appendix 1 of the staff report dated June 18, 2019, subject to approval by a structural engineer of the construction design and installation.

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

FROM: Director of Development Services

DATE: June 18, 2019

RE: Public Art Proposal - Lakeshore Drive & Alexander Avenue NE

MOTION FOR CONSIDERATION

THAT: Council approve the location and installation of the Public Art structure proposed in APPENDIX 1 subject to approval by a structural engineer of the construction design and installation.

At the June 17, 2019 Development and Planning Services Committee meeting, W.L. Laird presented a concept design for public art ("the structure") to be sited on the north boulevard of Lakeshore Drive where it intersects with Alexander Street NE. The precise site being proposed is the same location as the former Askew's Grocery store freestanding sign where a new public mini-plaza is also planned.

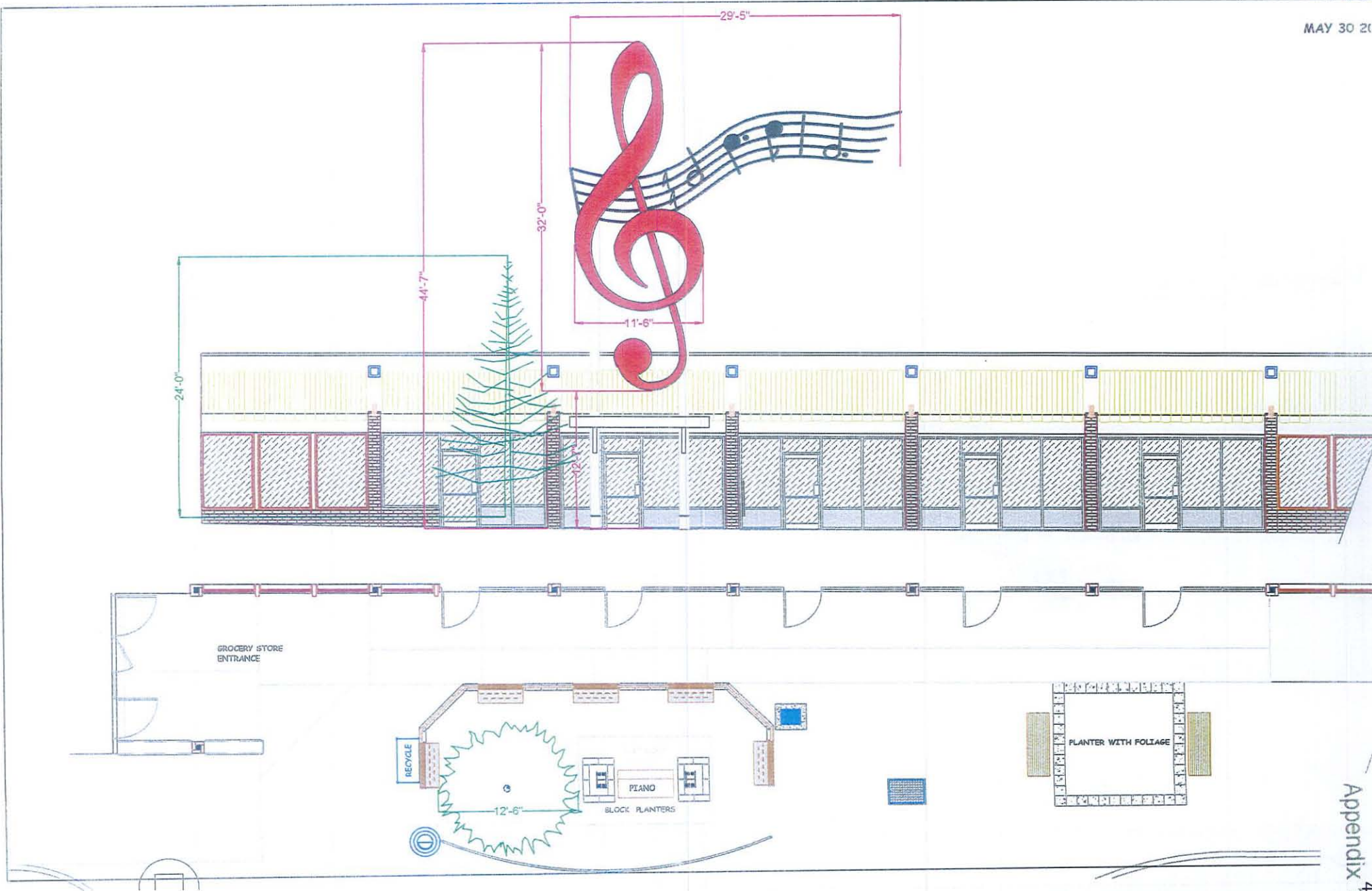
The design concept for the structure, attached as APPENDIX 1, is of a large Treble Clef and musical note pattern which translates to the first bar to our national anthem ("Oh Canada"). Based on the presentation and design concept drawn to scale, the following is known:

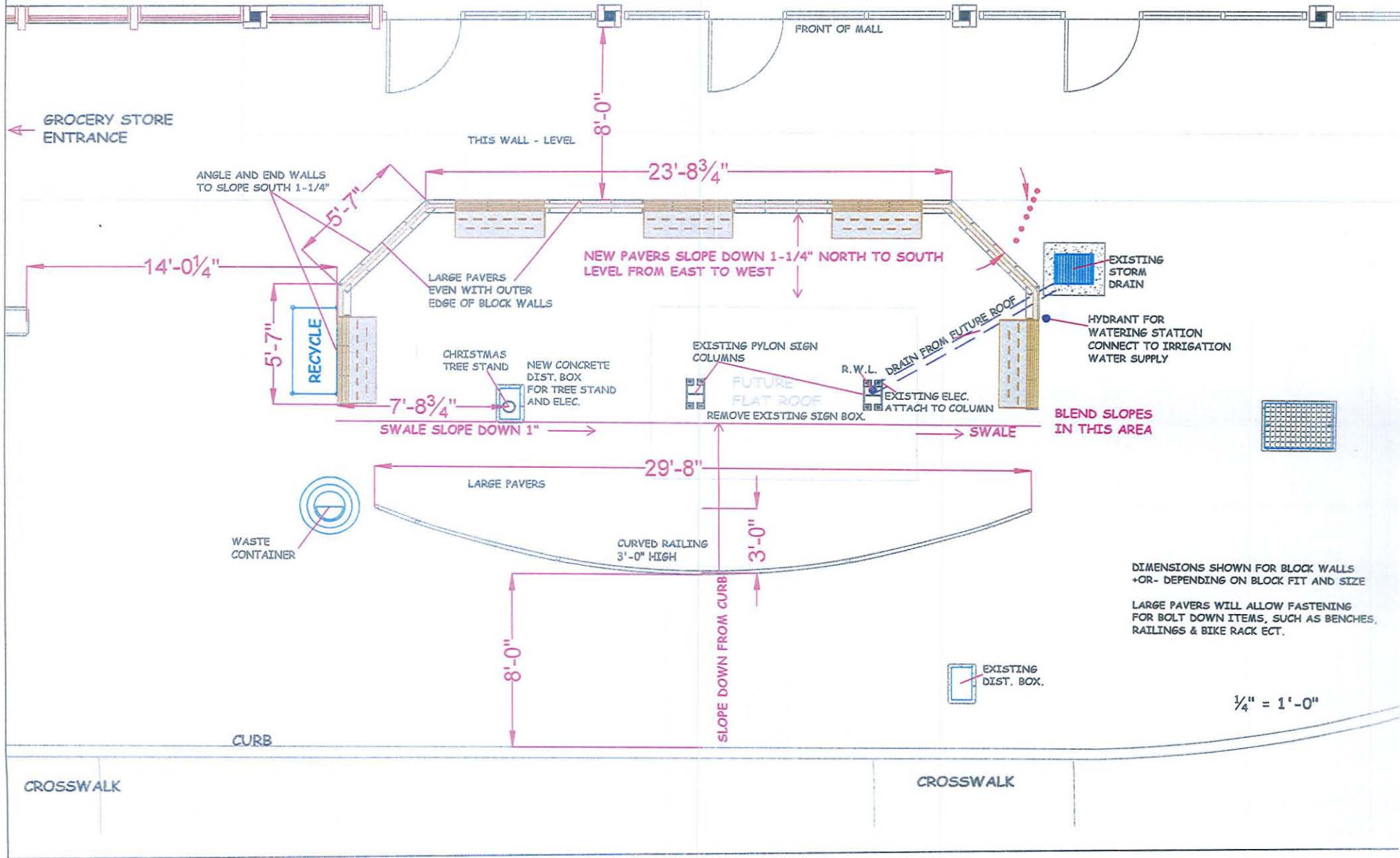
1. The ultimate height of the structure would be 44' - 7" from the grade of the boulevard;
2. The ultimate width of the structure would be 29' - 5";
3. The structure would be comprised of aluminum and secured by two pillars, more or less in the same locations as the supports for the former freestanding sign and have a weight of approximately 1,200 to 1,500 Lbs.;
4. The colouring of the structure would be consistent with the City's Word Mark;
5. A piano is proposed underneath the structure; and
6. The structure may be illuminated underneath by an arrangement lighting fixtures.

The structure falls outside the parameters of requiring a Sign Permit, Development Permit, Building Permit or Highway Use Permit. The design of the public art structure has support of Downtown Salmon Arm (see APPENDIX 2) and other organizations.

City staff's recommendation is that the design and installation be approved by a structural engineer. The City is not being asked to maintain the structure and there no other associated costs to the City anticipated at this time.


Prepared by: Kevin Pearson, MCIP, RPP
Planning and Development Officer





**DOWNTOWN
SALMON ARM**

City of Salmon Arm
PO Box 40
Salmon Arm, BC, V1E 4N2

June 12, 2019

To Rob Niewenhuizen

RE: Treble Clef at Shuswap Park Mall

The Salmon Arm Downtown Improvement Association Board of Directors, passed a motion on June 12, 2019 -

'to support the giant treble clef design as presented by Bill Laird of W.H.Laird Holdings Ltd to be installed at Shuswap Park Mall, where the previous signage was located. Please see attachment'.

The efforts of W.H.Laird Holdings Ltd, Askews Foods Downtown and other partners are greatly appreciated for their vision of revitalization for Shuswap Park Mall.

Thank you

Respectfully

Lindsay Wong
Manager

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

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Item 8.4

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: the following Special Occasion Licenses be approved for 2019:

1. 3rd Annual Al Boucher Memorial Tournament

Location: Canoe Ball Diamonds – July 19 – 21, 2019

Hours of Operation:

- Friday, July 19 – 5:00pm to 10:00pm
- Saturday, July 20 – 11:00am to 11:00pm
- Sunday, July 21 – 11:00am to 8:00pm

2. Salmon Arm Folk Music Society (Roots & Blues Festival)

Location: Salmon Arm Fair Grounds – August 15 – 18, 2019

Main Beverage Garden & Summer Hill Wine Lounge (patron area)

- Thursday, August 15 – Not Open
- Friday, August 16 – 5:00pm to 11:30pm.
- Saturday, August 17 – 11:00am to 11:30pm
- Sunday, August 18 – 11:00am to 11:30pm

Canada Dry Stage and Beverage Garden (patron area)

- Thursday, August 15 – 7:00pm to 11:00pm
- Friday, August 16 – 5:00pm to 11:30pm
- Saturday, August 17 – 11:00am to 11:55pm
- Sunday, August 18 – 11:00am to 11:55pm

2. Salmon Arm Folk Music Society (Roots & Blues Festival), ContinuedTasting Bar Lounge (patron area)

- Thursday, August 15 – Not Open
- Friday, August 16 – 6:00pm to 8:00pm
- Saturday, August 17 – 1:00pm to 6:00pm
- Sunday, August 18 – 1:00pm to 6:00pm

Backstage V.I.P. Lounge (private access area)

- Thursday, August 15 – 3:00pm to 8:00pm
- Friday, August 16 – 4:00pm to 11:45pm
- Saturday, August 17 – 10:30am to 11:45pm
- Sunday, August 18 – 10:30am to 11:45pm

Volunteer Party (private area)

- Sunday, August 18 – 8:00pm to 3:00am

3. The Salmon Arm Fair

Location: Salmon Arm Fair Grounds – Sept 5 – 8, 2019

Hours of Operation:

- Friday, September 6 – 7:00pm to 12:00am (Midnight)
- Saturday, September 7 – 7:00pm to 12:00am (Midnight)

Vote Record

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

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

Memorandum from the Committee to Approve Public Events

TO: Her Worship Mayor Cooper and Council

FROM: Committee to Approve Public Events

DATE: June 18, 2019

SUBJECT: Licensing of Special Events - 2019

MOTION FOR CONSIDERATION:

THAT: *the following Special Occasion Licenses be approved for 2019:*

1. **3rd Annual Al Boucher Memorial Tournament**
Location: Canoe Ball Diamonds – July 19 – 21, 2019
Hours of Operation:
 - Friday, July 19 – 5:00pm to 10:00pm
 - Saturday, July 20 – 11:00am to 11:00pm
 - Sunday, July 21 – 11:00am to 8:00pm

2. **Salmon Arm Folk Music Society (Roots & Blues Festival)**
Location: Salmon Arm Fair Grounds – August 15 – 18, 2019

Main Beverage Garden & Summer Hill Wine Lounge (patron area)

- Thursday, August 15 – Not Open
- Friday, August 16 – 5:00pm to 11:30pm.
- Saturday, August 17 – 11:00am to 11:30pm
- Sunday, August 18 – 11:00am to 11:30pm

Canada Dry Stage and Beverage Garden (patron area)

- Thursday, August 15 – 7:00pm to 11:00pm
- Friday, August 16 – 5:00pm to 11:30pm
- Saturday, August 17 – 11:00am to 11:55pm
- Sunday, August 18 – 11:00am to 11:55pm

Tasting Bar Lounge (patron area)

- Thursday, August 15 – Not Open
- Friday, August 16 – 6:00pm to 8:00pm
- Saturday, August 17 – 1:00pm to 6:00pm
- Sunday, August 18 – 1:00pm to 6:00pm

Backstage V.I.P. Lounge (private access area)

- Thursday, August 15 – 3:00pm to 8:00pm
- Friday, August 16 – 4:00pm to 11:45pm
- Saturday, August 17 – 10:30am to 11:45pm
- Sunday, August 18 – 10:30am to 11:45pm

Volunteer Party (private area)

- Sunday, August 18 – 8:00pm to 3:00am

3. The Salmon Arm Fair

Location: Salmon Arm Fair Grounds – Sept 5 - 8, 2019

Hours of Operation:

- Friday, September 6 – 7:00pm to 12:00am (Midnight)
- Saturday, September 7 – 7:00pm to 12:00am (Midnight)

The three organizations above are requesting Special Occasion Licenses (SOL). A SOL is to license an event at which liquor is served or sold. If an organization plans to have an event on Local Government property, then the organization must obtain approval from that Local Government. The Committee to Approve Public Events (C.A.P.E) is responsible for coordinating, evaluating and recommending to Council the approval or disapproval of SOL's. The City of Salmon Arm's C.A.P.E. was established in 1990 and is comprised of Local Government Bylaw Officer, RCMP, Local LCLB representative and one member at large. Every year, two notices are placed in the Salmon Arm Observer inviting applications for Special Occasion Licenses. Once the applications are received, C.A.P.E reviews the applications and makes their recommendations in the form of a staff report. Written approval from Local Government is a requirement of the BCLCLB to obtain a SOL. The City of Salmon Arm submits a council resolution to BCLCLB to obtain approval.

This year, the invitation to make a request to the City for approval for a Special Occasion License was advertised in the Salmon Arm Observer April 3rd, April 10th, May 1st and May 8th issues, as well on Social Media. The deadline to submit an application was 4:00 p.m., Friday, May 10, 2019; and, the City received three applications, *see Appendices 1 - 3*.

The members of the C.A.P.E discussed the applications on May 17, 2019 and the Committee had no objections to the hours of operation for the three events.

The motion for consideration reflects the Committee's decisions with respect to each request.



Reviewed by: Maurice Roy, RBO CRBO
Chief Licensing Officer

)

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Item 8.5

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council hold a Public Hearing and consider third reading at the August 12, 2019 Regular Council meeting for the following bylaws:

- Official Community Plan Amendment Bylaw No, 4263;
- Zoning Amendment Bylaw No. 4264; and
- Zoning Amendment Bylaw No. 4265.

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

FROM: Director of Development Services

DATE: June 19, 2019

RE: Applications OCP4000-33 & ZON-1107
Columbia Shuswap Regional District Landfill and Landfill Expansion

MOTION FOR CONSIDERATION


THAT: Council hold a Public Hearing and consider third reading at the August 12, 2019 Regular Council meeting for the following bylaws:

**Official Community Plan Amendment Bylaw No. 4263
Zoning Amendment Bylaw No. 4264; and
Zoning Amendment Bylaw No. 4265.**

At the June 10, 2019 Regular Council meeting, Council granted second reading to the above noted bylaws. Consideration of second readings was contingent upon Ministry of Environment & Climate Change Strategy approval of the Columbia Shuswap Regional District's amendment to its solid waste management plan, among other things.

It is recommended that the statutory public hearings and consideration of third reading of each bylaw be scheduled for the August 12, 2019 Regular Council meeting, for the following reasons:

1. Section 477 (2) (a) of the Local Government Act states that each reading of an Official Community Plan bylaw must receive an affirmative vote of a majority of all council members. This means that at least four members of council must be present at a meeting, all voting affirmative, in order for the bylaw to proceed to final reading;
2. Scheduling over this summer suggests that there may not be the required attendance of council members until either the July 22, 2019 meeting or the August 12, 2019 meeting; and
3. The applicant is unable to attend the July 22, 2019 meeting but has committed to attend the August 12, 2019 meeting. CSRSD representation at the public hearings is important.


Prepared by: Kevin Pearson, MCIP, RPP
Planning and Development Officer

Item 9.1

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment
Bylaw No. 4340 be read a first, second and third time.

[2019 Cemetery Rates]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Date: June 7, 2019
 To: Mayor Harrison and Members of Council
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Cemetery Rates

Recommendation:

THAT: Bylaw No. 4340 cited as the "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340" be given three readings.

Background:

In 2018 Lees & Associates and staff undertook a Cemetery Price Study to provide a benchmark for pricing of the City's current and future cemetery products and services. This study was completed in late 2018 and has been attached for your reference (Appendix A).

The study compared the City's current pricing with both regional municipalities (Penticton, Vernon, Nelson and Kamloops) and with the national average. Presently, all of the City's cemetery fees are priced below the regional average and in the majority of cases below the national average as well.

As Council is aware, the City has increased the rates at Mt. Ida Cemetery for several years by the CPI in an effort to move closer to a self liquidating function. However, deficits will likely increase with fewer interments.

The study examined two (2) pricing strategies. One (1) proposed changes that would enable the Cemetery functions to be completely self-sustaining and another that would bring the City's pricing on par with comparable regional municipalities. To become self-sustaining, the City would need to increase its fees by 20% per year for the next six (6) years. However, this would place the City's rates 175% higher than the normal range of prices in the regional market. Further, most municipalities subsidize their cemetery system to some degree and very few operate a break-even cost model. Therefore, this strategy is not recommended.

The second pricing strategy proposes to increase the City's fees by 20% per year for the next four (4) years (2019 - 2022). This would place the City's rates on par with the projected regional rates assuming local municipalities increase their fees at the rate of inflation, historically 2 - 3%. Under this model, the City would continue to subsidize the cemetery function; however a phased approach such as this, allows the City to close the cost recovery gap while reducing the immediate impact on users. The study further recommends annual increases of 5% per year for seven (7) years (2023 - 2029) and increases at a minimum based on inflation thereafter.

Currently there are very few interment plots available at Mt. Ida Cemetery. In addition, Shuswap Memorial Cemetery offers a premium location, reservation capability, an increased capacity for interment and memorial options as well as a number of new products and offerings. As a result, staff recommend a third pricing strategy wherein the existing fee structure is increased 40% in 2019 and 40% in 2020. This will bring current offerings closer to the regional average, addresses part of the risk of significantly under-pricing while still softening the immediate impact on users. It is suggested that the rates be reviewed with consideration of potential new offerings, average regional prices and the rate of inflation in 2021 and thereafter.

The Cemetery Pricing Study also provided average pricing and market trends for new services to be offered at the Shuswap Memorial Cemetery, such as Family Vessels, Ossuary Interments, Memorial Wall Plaques, Scattering Garden Interments and Cremation Family Estate Lots. Staff have reviewed the recommendations and have incorporated these new products and services into the proposed bylaw with an increase in 2020 of 2.5% (2.72% - 2018 BC CPI) to address inflation.

Attached (Appendix B) is a fee forecast for both existing and new cemetery offerings as well as the associated required Care Fund contributions and impact on users. The bylaw (Appendix C) proposes rates for both Mt. Ida and Shuswap Memorial Cemetery for 2019 and 2020 based on the third pricing strategy.

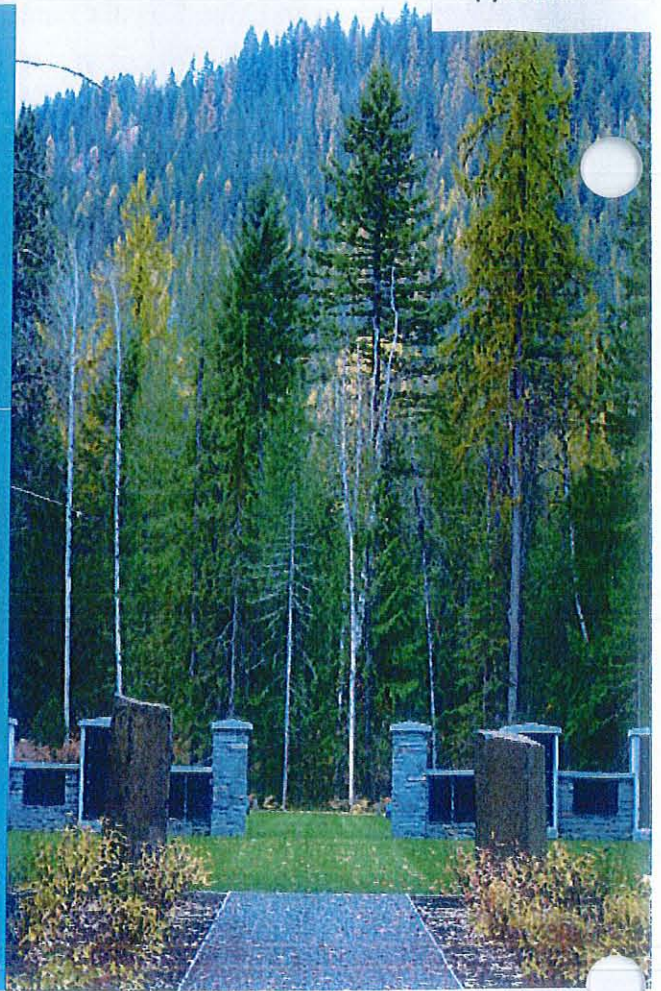
Respectfully Submitted,



Chelsea Van de Cappelle, CPA

City of Salmon Arm

Cemetery Price Benchmarking Study



LEES
+
ASSOCIATES

Project: Cemetery Price Benchmarking Study

Date: November 30, 2018

Contact Information:

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1. INTRODUCTION

The City of Salmon Arm commissioned LEES+Associates to prepare a Cemetery Price Benchmarking Study. The primary objectives of this study are to inform the City of the current fair market value range of pricing for cemetery products and services in the region. It includes a recommended fee structure for its existing and new interment and memorialization options, as well as related services proposed for its new Shuswap Memorial Cemetery.

1.1. CITY CEMETERY SITES OVERVIEW

The City currently maintains two cemeteries: Baker (Canoe) and Mt. Ida Cemetery.

Baker (Canoe) Cemetery is located at 6670 TransCanada Highway NE, in Salmon Arm, BC. Baker Cemetery is no longer active and is located in North Canoe. Mt. Ida Cemetery, established in 1894, is approximately 110 acres of which only nine acres are suitable for cemetery development. Historically, there have been approximately 75 to 80 interments per year.

Mt. Ida Cemetery is located at the 2290 Foothill Road SW, in Salmon Arm, BC. Mount Ida Cemetery is approaching capacity prompting the City to acquire a third parcel of land located at 2700 – 20 Avenue SE, and develop a new site, as proposed by the 2012 City Cemetery Master Plan.

The new site, Shuswap Memorial Cemetery is located on a 10 hectare (24.7 acre) portion of a 32.7 hectare (80.8 acre) property. The proposed Phase 1 development of the new cemetery site is about 1.5 acres of traditional in-ground burial, and is expected to provide about 15 years of capacity to meet the anticipated community need.

This is expected to include:

- 128 upright marker in-ground traditional burial lots;
- 312 flat marker in-ground traditional burial lots;
- 270 in-ground cremation burial lots;
- 28 in-ground family estate cremation burial lots;
- 129 columbaria niches for cremated remains and
- 3 family vessels for cremated remains.

2. CEMETERY PRODUCTS + SERVICES REVIEW

This section of the report analyzes the diversity of offerings in the City of Salmon's Arm cemetery system compared with other municipal cemeteries in the region.

2.1. DIVERSITY OF CURRENT OFFERINGS

ORIGINAL SITES

The City cemetery system composed of Baker and Mt. Ida cemeteries, has offered in-ground burial lots and the interment services of caskets and cremated remains in graves designated for adults, child, infants, and in cremations-only areas. Lots can accommodate both flat and up-right markers.

The City cemetery system also offers columbaria niches for the inurnment of cremated remains.

The City allows one or more interments in a single niche or lot. In-ground lots that are prepared to accommodate double depth burials have the greatest interment capacity.

The City has also traditionally sold its residents grave liners and memorial markers for in-ground burial lots and columbaria niches.

2.2. NEW OFFERINGS

NEW OFFERINGS UNDER DEVELOPMENT

In addition to the offerings available at the original cemetery sites, there are new products and services the City plans to make available at Shuswap Memorial Cemetery now that the first phase of construction has been completed.

These include:

- Family vessels;
- Ossuary interments;
- Memorial wall plaques;
- Scattering garden interments, and
- Cremation lot family estates.



Figure 1: Shuswap Memorial Cemetery, Memorial Wall Plaques, Source: LEES+Associates.

POTENTIAL FUTURE OPTIONS

There are also additional products and services not expected to be offered by the City cemetery system in the short term, but are available at other Canadian cemeteries.

These include:

- Green burial;
- Muslim burial;
- Veterans section;
- Family columbaria;
- Mausoleum crypts;
- Protective services section;
- Casket lot family estates, and
- Memorialization options, including: statuary, benches, wreathes, engraved boulders, flowers, vases, and photo frames.

Some of these options may be suitable at future stages of development at the Shuswap Memorial Cemetery, contingent on the guidance of a professional cemetery design team.



Figure 2: Shuswap Memorial Cemetery Columbaria, Source: LEES+Associates.

3. CEMETERY PRICING REVIEW

This section of the report analyzes the pricing of offerings in the City's cemetery system, as compared with other municipal cemeteries in the region and across Canada. It also proposes new fees for offerings not previously offered by previous cemetery sites.

MARKET TRENDS

Cemetery pricing in Canadian cemeteries generally follow consistent market trends. For example, large urban centres often have higher rates than small towns and rural communities due to the increased demand relative to local supply.

Cemeteries in large urban centres also tend to offer a greater diversity of offerings than small towns and rural communities. Families value a variety of interment options and are willing to pay a premium to accommodate their cultural, religious and personal preferences.

The following figure shows the pricing continuum for typical Canadian cemetery offerings:

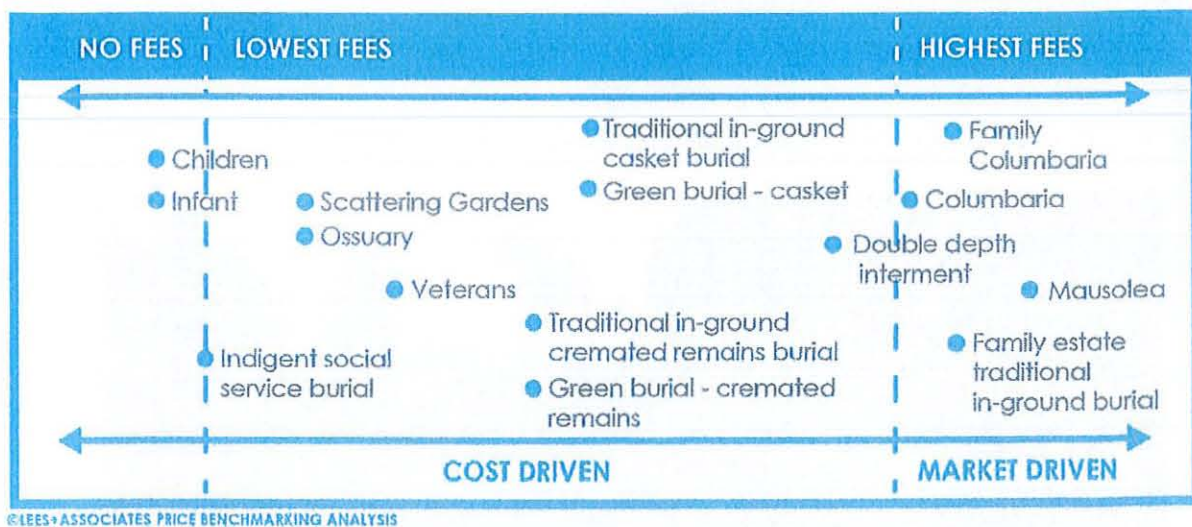


Figure 3: Pricing Continuum for Typical Canadian Cemetery Offerings, Source: LEES+Associates.

3.1. PRICING OF CURRENT OFFERINGS

RESIDENT PRICE BENCHMARKING

Best practices for cemetery pricing, entails annually comparing the rates of communities in the region with similar supply and demand. This involves examining the rates of other cemeteries with similar business models, population, ethnic and religious composition.

The price benchmarking study in this plan reviewed the City's current rates and compared them the national average at Canadian municipal cemeteries, as well as the regional average of a select group of cemeteries in southern British Columbia, including the communities of Penticton, Vernon, Nelson and Kamloops.

The following table summarizes the resident rates (including care fund fees) and findings for the primary cemetery offerings available for sale by the communities examined in this study.

Cemetery Offering	City Rate ¹	Regional Rate ²	Canadian Rate ³	City Price Comparison Findings
Adult Casket Burial Lot	\$554	\$1,018 to \$1,293	\$1,250 to \$2,500	Below the Regional Rate. Below the Canadian Rate.
Child Burial Lot	\$335	\$649	\$400 to \$1,000	Below the Regional Rate. Below the Canadian Rate.
Infant Burial Lot	\$335	\$411	\$250 to \$1,000	Below the Regional Rate. On par with Canadian Rate.
Cremation-Only Burial Lot	\$228	\$356 to \$474	\$500 to \$1000	Below the Regional Rate. Below the Canadian Rate.
Columbaria Niche	\$1,347	\$2,634 to \$2,838	\$1,250 to \$4,000	Below the Regional Rate. On par with Canadian Rate.
Opening + Closing Adult Interment	\$521	\$887	\$750 to \$1,250	Below the Regional Rate. Below the Canadian Rate.
Opening + Closing Child Interment	\$351	\$516	\$500 to \$1,000	Below the Regional Rate. Below the Canadian Rate.
Opening + Closing Infant Interment	\$351	\$367	\$250 to \$750	Below the Regional Rate. On par with Canadian Rate.
Opening + Closing Cremated Remains Burial	\$233	\$285	\$200 to \$500	Below the Regional Rate. On par with Canadian Rate.
Opening + Closing Cremated Remains Niche	\$157	\$246	\$100 to \$250	Below the Regional Rate. On par with Canadian Rate.

Table 1: City Cemetery Resident Fees Compared to Regional + National Rates, Source: LEES+Associates.

¹ Including the Perpetual Care Fund fee.

² The average of communities of comparable demographic profile as the City of Salmon Arm, within southern British Columbia.

³ The average, resident rates for a spectrum of low to high quality offerings, found within LEES+Associates price analyses for the Cemetery Master Plans of public, private and religious cemeteries from 2012 to 2017.

Complete details of the resident pricing for the City of Salmon Arm and regional communities can be found in "Appendix A – Detailed Price Benchmarking Study."

NON-RESIDENT PRICE BENCHMARKING

The City of Salmon Arm, along with the majority of Canadian municipal cemeteries, only charge a non-resident premium on lot and niche sales (right-of-interment license).

However, some communities in British Columbia also charge a non-resident premium on opening / closing services (interment fees). Examples of BC interior communities that do so include the Town of Creston and the City of Castlegar.

Typically, non-residents are charged a premium from 25% to 100% on cemetery lots and niches at Canadian municipal cemeteries. Depending on the offering, the City's non-resident premium ranges from 31% (columbaria niches) to 42% (infant + child lots).

The following table summarizes the non-resident rates (including care fund fees) and findings for the primary cemetery services offered in this study.

Cemetery Offering	City Rate ⁴	Regional Rate ⁵	Canadian Rate ⁶	Price Comparison Findings
Adult Casket Burial Lot	\$731	\$1,333 to \$1,672	\$1,625 to \$3,250	Below the Regional Rate. Below the Canadian Rate.
Child Burial Lot	\$476	\$862	\$550 to \$1,300	Below the Regional Rate. Below the Canadian Rate.
Infant Burial Lot	\$476	\$595	\$325 to \$1,300	Below the Regional Rate. On par with Canadian Rate.
Cremation-Only Burial Lot	\$308	\$520 to \$655	\$650 to \$1,300	Below the Regional Rate. Below the Canadian Rate.
Columbaria Niche	\$1,762	\$3,345 to \$3,584	\$1,625 to \$5,200	Below the Regional Rate. On par with Canadian Rate.

Table 2: City Cemetery Non-Resident Fees Compared to Regional + National Rates,
Source: LEES+Associates.

Complete details of the non-resident pricing for the City of Salmon Arm and regional communities, can be found in "Appendix A – Detailed Price Benchmarking Study."

⁴ Including the Perpetual Care Fund fee.

⁵ The average of communities of comparable demographic profile as the City of Salmon Arm, within southern British Columbia.

⁶ The average, resident rates for a spectrum of low to high quality offerings, found within LEES+Associates price analyses for the Cemetery Master Plans of public, private and religious cemeteries from 2012 to 2017.

STRATEGIC POSITIONING

The City's cemetery fees are more attractive than the average rate across Canada. These lower rates provide the City with a sales advantage, decreasing the risk of residents choosing interment at another cemetery, perhaps at a site in another community.

However, cemetery demand is relatively inelastic and there is usually little adverse resident response to price changes provided they are within the normal market range. Therefore, the City can expect to increase its rates incrementally without a loss in revenue, with little risk its residents will go elsewhere. This will help improve the cemetery's financial sustainability.

Cemeteries with a wider range of burial options are often perceived as being more attractive and as having a higher-quality, premium value. Hence they often charge higher rates than other sites.

PRICE CHANGES

Best practice for North American cemeteries is to increase fees annually, by the rate of inflation at a minimum. This practice is increasingly the standard across Canada.

The Bank of Canada's Consumer Price Index reports that inflation has historically ranged from 2% to 3% over the past decade.

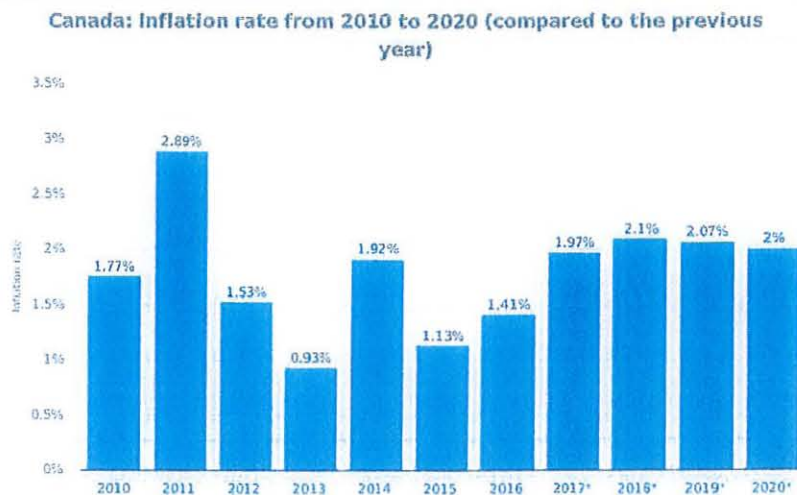


Figure 4: Canadian Inflation Rate from 2010 to 2020, Source: International Monetary Fund 2017.

Communities in British Columbia currently undertaking cost recovery initiatives to decrease the tax subsidy of their cemetery system have increased their rates on average from a minimum of 5% per year to a maximum of 25% per year over the past five years. For example, the City of Vernon (from the price benchmarking study) has been increasing rates 10% per year since 2014.

According to the City of Salmon Arm Cemetery Business Plan, the City would have to increase its projected operating revenue (\$72,459) by 500% in order to fund its cemetery system expenses (\$356,200) by lot sales and interment services alone in 2018.

There are many ways to close this cost recovery gap. The City could do a one-time large fee increase to enhance revenue and bring the City's fees more in line with the regional market. However, the larger the fee increase the greater local resident opposition tends to be.

The community is more likely to accept a smaller, cumulative, phased increase over the next 5 to 10 years. Cash flow projections find that if the City increased its prices by 20% per year for the next 6 years, the City could potentially entirely phase out its tax subsidy of its cemetery operations.

It should be remembered that almost all municipal cemeteries are run as a service to their communities. The philosophy of many Councils is to support the cemetery system with tax dollars to some degree. The City of Salmon Arm must decide exactly where it sits on this spectrum towards a cost recovery model. Very few municipal cemeteries operate a break-even cost recovery model. It is even more unusual for a municipal cemetery to operate a for profit model.

"Appendix B – Forecast Cemetery Rates" provides a projection of what the City cemetery system's rates would look like in six years if it were to increase its rates annually by 20%. It also includes a comparison to the projected regional rates, assuming all communities in the price benchmarking study were to increase their cemetery rates annually by the expected rate of inflation (2%).

3.2. PRICING OF NEW OFFERINGS

INTERMENT SERVICES - FAMILY VESSELS

Family vessels are a new cremation option recently introduced to the Canadian cemetery market. Each vessel is made of granite and stands about 750 mm tall. They can accommodate eight 'soft' cremation urns nested within the vessel or ten commingled cremated remains. The vessels remain the property of the cemetery, and their business model is the same as it is for the right of interment within a columbaria niche.



Figure 5: Family Vessel at Shuswap Memorial Cemetery, Source: LEES+Associates.

Typically, the family pays for the right of interment. Included in this fee are the initial opening and closing and one bronze name plaque only when purchased at-need. For subsequent interments, the family is charged an additional opening and closing fee, and an additional fee for the supply and installation of a bronze name plaque. Cemetery operators are expected to approve the size, design, and content of the bronze plaques. Alternatively the vessel can be sand blasted with the family's name.

Family vessels are a premium cremation interment option. As such they are typically located within family estate lots, cremation gardens and other areas of the cemetery with a high quality "garden setting" experience. For these reasons, family vessels are offered at rates ranging from \$6,000 to \$13,000 each, depending on their size and quality of positioning within the cemetery. Services for placing a nested urn or comingling remains within the vessel are typically \$200 for each vessel interment. Two family vessels have been installed as part of the first phase of development at Shuswap Memorial Cemetery.

The following table summarizes precedent pricing for family vessels at Shuswap Memorial Cemetery:

Cemetery Offering	Kelowna	Victoria
Family Vessel Right of Interment	\$13,072	\$6,810
Family Vessel Opening and Closing Service	\$364	\$340

Table 3: Precedent Pricing for Family Vessels, Source: LEES+Associates.

SCATTERING SERVICES AND MEMORIAL PLAQUES FOR OSSUARIES, GARDENS AND WATER FEATURES

An ossuary is a chest, box, building, well, or site made to serve as the final resting place for the co-mingled cremated remains of multiple decedents. They are frequently used where burial space is scarce. Above-ground vessels are one form of ossuary.

Scattering gardens are areas within a cemetery that provide an attractive natural or ornamental setting, dedicated to the scattering of cremated remains. Scattering gardens often include memorial walls. With increasingly mobile families and people choosing not to inter the cremated remains of their loved ones in a cemetery environment, there is a large market for the sale of plaques that will enable people to memorialize family members without interment, or whose remains are interred or scattered elsewhere.

Occasionally, cemeteries with concentrated Hindu and Sikh communities offer this scattering service in a water feature.



Figure 6: Scattering Garden and Ossuary, Lakeview Cemetery, Penticton BC.
Source: LEES+Associates.

Canadian cemeteries typically offer the scattering service at a rate of \$100 to \$500. Municipal cemeteries in British Columbia usually charge between \$300 and \$400 for this service. This fee includes the 'opening and closing operation' by staff in the designated area.

Families are typically charged an additional fee for the supply and installation of a bronze name plaque. The family owns the plaque in the same way that they would own an upright or flat marker. Typically, the cemetery operator approves the size, design, and content of the plaques. The majority of cemeteries in British Columbia charge between \$250 and \$600 for the supply and installation of a bronze memorial plaque on a memorial wall, bench or statuary. This fee includes a contribution to the Perpetual Care Fund.

The following table summarizes precedent pricing for scattering services at Shuswap Memorial Cemetery:

New Cemetery Offering	Kelowna	Victoria	Vancouver
Scattering Cremated Remains	\$394	\$340	\$325
Bronze Memorial Plaque	\$259	\$290	\$295

Table 4: Precedent Pricing for Scattering Services and Memorial Plaques, Source: LEES+Associates.

GREEN BURIAL SERVICES

Green burial is emerging as a type of full body interment that is attracting increasing interest across North America. Also known as “natural burial,” “country burial” or “woodland burial,” this type of interment is still relatively uncommon in Canada.

Green burial is defined as traditional earth burial with:

- No embalming;
- No use of burial lot liners or concrete vaults;
- A fully biodegradable casket or shroud;
- Some form of environmental improvement of the grave site such as native plant species, and
- A communal marker (no individual burial lot markers).

Religious groups that traditionally provide the most support for green burial, as they align with their traditional funeral practices, include those of Jewish, Muslim and the Bahá'í faiths.

Green burial addresses the three pillars of sustainability: Social; Economic, and Environmental.

Communities across Canada are experiencing an increase in demand for more environmentally sustainable products and services. Green Burial often appeals to those who would otherwise not choose to be interred in a conventional cemetery. It is gradually increasing in popularity as one option in the spectrum of burial options available.



Figure 7: Royal Oak Burial Park, Woodlands Natural Burial Area, Source: LEES+Associates.

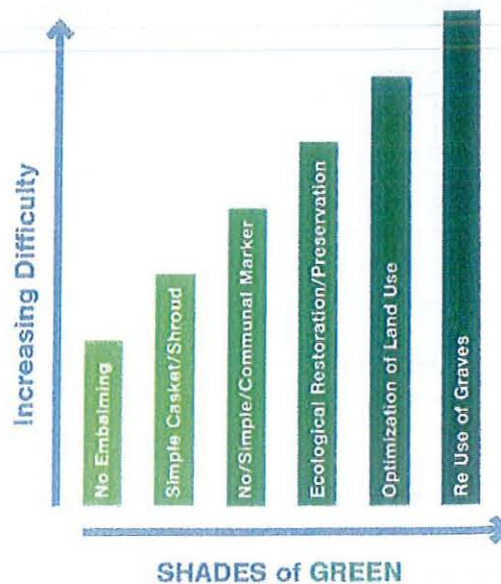


Figure 8: Shades of Green in Green Burial Practices, Source: LEES+Associates.

Opportunities

There are a small but increasing number of cemeteries offering Green Burial services to families.

Most people have heard of green burial and are curious to learn more about it. The largest green burial area in a public cemetery in Canada is the "Woodlands" at Royal Oak Burial Park near Victoria, BC. This site opened in late 2008 and since then has sold over 70 at-need and 100 preneed lots.

There are a number of locations identified for Green Burial areas within the Shuswap Memorial Cemetery Master Plan. Offering green burial will provide the City with a significant marketing opportunity for its cemeteries. The traditional media and social network sites are very attuned to stories about green burial.

Stephen Olson, the former Executive Director of Royal Oak attests to the promotional value of green burial at that cemetery.⁷ A cemetery that offers green burial is meeting best practices in terms of the service it is providing to its community and is also obtaining a competitive advantage over other cemeteries.

It is recommended that the City develops its first Green Burial area within the next 2-5 years.

Certification

There is a new certification process for green burial in Canada as of the fall of 2018, introduced by the Green Burial Society of Canada (GBSC). The GBSC is the organization that sets the standard for green burial in Canada and offers a 'made in Canada' environmental certification program for green burial cemeteries. These certification standards are reviewed and vetted by qualified, independent, environmental professionals to guard against 'green-washing'⁸. The Green Burial Society of Canada⁹ is expected to be the 'go to' resource for the Canadian public, death-care consumers and death-care services providers in the years to come.

Pricing

Green burial lots and interment services are considered to have at least the same value as standard traditional in-ground burial lots.

The costs of development, opening and closing, and maintenance of green burial lots is similar to that of standard traditional in-ground burial lots. Green burial fees are often used to cover the cost of section signage, communal markers, mowing, reseeding, and other long term care needs.

For these reasons, the majority of municipal cemeteries price them the same as traditional in-ground burial lots.

⁷ CTV News, 'More people opting for 'The Green Goodbye'', February 20, 2013 – <http://bc.ctvnews.ca/more-people-opting-for-the-green-goodbye-1.1158345>

⁸ "Green washing" is the use of marketing to portray an organization's products, services, activities or policies as more environmentally responsible than they actually are.

⁹ <http://www.greenburialcanada.ca/>

FAMILY COLUMBARIA

Family columbaria vary significantly in size, price and design in cemeteries across Canada.

A family columbarium is essentially the same offering as a standard columbarium, except that only one family holds the right of interment to the niches and all memorialization is dedicated to members of that family.

Custom features can be added in order to meet personal family tastes, customs, and religious practices as well as accommodate cemetery standards. Personalized engraving can be added to the roof line, side walls and doors for added detail.

The right of interment for a family columbaria can cost as little as \$2,000 for a two niche capacity to as high as \$40,000 to \$50,000, for structures with capacities ranging from 10 to 20 interments, such as those offered by Mountain View Cemetery in Vancouver.



Figure 9: Heritage Pagoda Style Family Columbaria at Mountain View Cemetery,

Source: LEES+Associates.

FAMILY ESTATE LOTS

Family estates vary in the number and type of interments permitted, and in size and features, between cemeteries across Canada.

The price of a family estate typically reflects the associated development costs and ongoing maintenance of features such as planting beds, benches, fences, and archways.

Traditional in-ground burial family estates typically permit the interment of cremated remains in addition to full body remains. Family estates are not commonly available in cemeteries across British Columbia. Kelowna Memorial Park Cemetery (KMPC) offers elaborate semi-private and private estates. These estates include:

- Two double depth lawn crypts, (4 traditional in-ground burials);
- Cremation lots (16 cremation interments);
- Marker foundation;
- Granite memorial bench;
- Planting beds, and
- Fencing, with an arched gate feature that includes bronze name plate.

Kelowna Memorial Park and Westbank Cemetery in the City of West Kelowna, also offer cremation-only family estates permitting the interment of up to six urns. Royal Oak Burial Park in Victoria offers large and elaborate cremation-only family estate lots. Some cremation-only family estate lots have the ability to accommodate four cremated remains with a flat marker, while others can accommodate up to eight cremated remains with an upright marker.

The following table summarizes precedent pricing for family estates:

New Cemetery Offering	Kelowna	Victoria	West Kelowna
Traditional In-ground Burial Family Estate Lots	\$48,547 to \$65,822	n/a	n/a
Cremation-only Family Estate Lot	\$1,362 - \$1,633	\$4,520-7,590	\$10,542

Table 5: Precedent Pricing for Family Estates, Source: LEES+Associates.

MEMORIALIZATION OPTIONS

Memorialization and accessory options at Canadian municipal cemeteries includes memorial walls, engraved rock markers, statuary, vases, plaques, and wreathes.

The following table summarizes some of the memorialization options and their corresponding rates in the City of Calgary's cemetery system – a best practice example for the potential diverse range of memorialization at Canadian municipal cemeteries:

City of Calgary Cemetery Memorialization and Accessory Options	Prices
Memorial Wall or Memorial Rock, Bronze Plaques	\$403.47
New Memorial Tree (Tree, Plaque, Post, Planting + Installation)	\$2,100.13
Existing Memorial Tree (Plaque + Post)	\$852.69
Burial Plot Vase	\$25.00
Ceramic Photo with Bronze Frame	\$582.46
Bronze Vase for a Niche	\$323.79
Bronze Rose	\$68.81
Columbarium Granite Plaque Inscription	\$356.80
Christmas Wreathes (Floral)	\$60.00
Memorial Benches – via Parks Foundation. 10 Year Term	\$3,500.00

Table 6: Calgary Cemeteries Memorialization and Accessory Options,
Source: The City of Calgary, 2016.

The purchase or lease price of a memorial bench typically ranges from \$1,000 to \$4,000, depending on the bench's age (new versus existing), the material and design, plaque size, and location selected.

Not all of these options may be appropriate for Shuswap Memorial Cemetery. It is recommended the City consult with professional cemetery consultants further prior to the introduction of any new memorialization options.

VETERANS, INDIGENT & SOCIAL SERVICES

Canadian cemeteries often fully subsidize or offer lower rates to veterans and impoverished residents (indigent interments). Rates paid by qualifying residents and families for this classification are usually at least 50% of the normal standard cost for cemetery and funeral products and services.

ADDED-VALUE SERVICE FEES

Canadian cemeteries often bill fees for additional complementary and support services. These include the following extraordinary fees in the City's current Cemetery Bylaw for Mount Ida:

- Transfer of permit;
- Grave liners and vaults;
- Memorial marker installation;
- Premium for extra-depth interment;
- Premium for interments on weekends, and
- Premium for interments on a Statutory Holiday.

Extraordinary rates charged by other cemeteries in Province of British Columbia, include:

- Late arrival;
- Memory lights;
- Chapel services;
- Bronze wreathes;
- Bronze date scrolls;
- Surrender/sell backs;
- Tent and chairs provision;
- Concrete slab for lanterns;
- Less-than-24 hours' notice;
- Pallbearer - assistant service;
- Interment premium for Winter;
- Flower loop and vase installation;
- Reservation Fee for Adjacent Lots;
- Concrete pillow for brass markers;
- Columbarium niche plate inscriptions;
- Removal and re-installation of a marker;
- Premium for interments after standard hours;
- Replacement certificate for right of interment, and
- Administration for services such as refunds or other unusual transactions.

3.3. KEY FINDINGS

This price benchmarking study finds that:

- The City offers less diversity in its cemetery offerings at Mount Ida Cemetery, compared with the regional and national cemetery market;
- The majority of the City's cemetery system's fees are below average compared with the regional and national markets for municipal cemeteries;
- If the City increases its fees, 20% per year for the next 6 years, the City could phase out the tax subsidy of its cemetery operations. However, by year six the City's rates would average 175% greater than the normal range of prices in regional market, and
- If the City increases its fees, 20% per year for the next 4 years, the City's rates would be on par with projected regional rates, assuming local communities increase their fees at the rate of inflation. Though the City would have to continue subsidizing its operations.

The following figure summarizes the possible cash flow scenario of a 20% annual cemetery rate increase for the next 6 years.

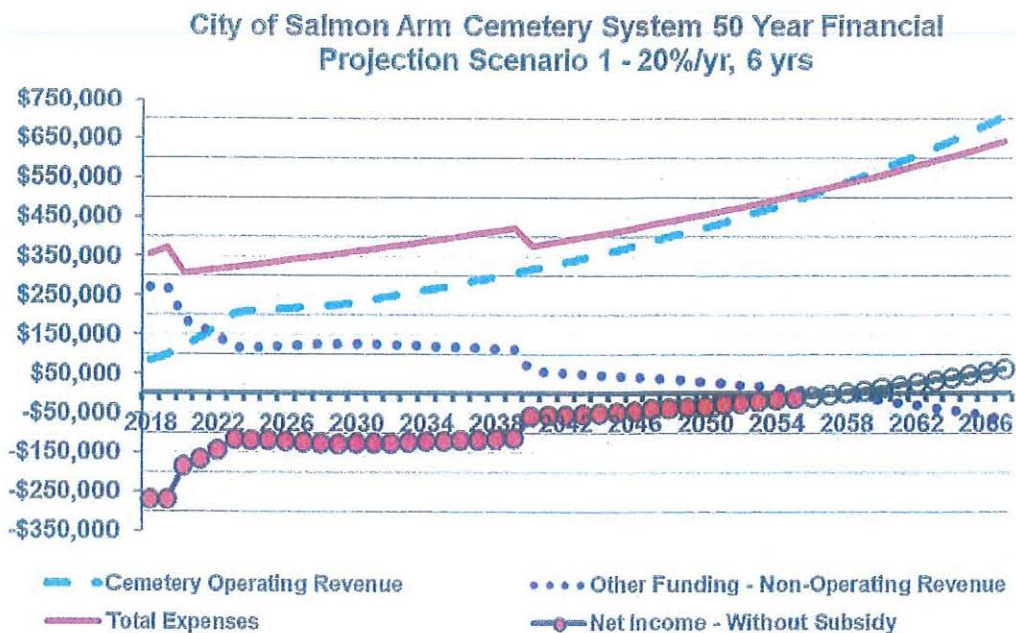


Figure 10: 50 Year Financial Projection, Scenario 1, assuming a 20% increase per Year for 6 years.
Source: LEES+Associates.

3.4. RECOMMENDATIONS

It is recommended that the City cemetery system:

- Offer 50% discount rates to Veterans and Indigent citizens;
- Offer 25% discount rates to families interring Infants, relative to the City's rates for Children;
- Increases fees 20% per year for the next 4 years (from 2019 to 2022);
- Increase fees 5% per year for another 7 years (from 2023 to 2029). This is the maximum annual increase local residents would likely consider reasonable, once City's fees meet the regional average;
- From 2030 forward, increase its fees annually, at minimum, by the rate of inflation, approximately 2% per year, and
- Diversify revenue streams by introducing new interment and memorialization options, as well as added valued service fees (such as those proposed in this chapter).

The following figure summarizes the recommended cash flow scenario of a 20% annual cemetery rate increase for the next 4 years and a 5% annual increase for 7 more years after that.

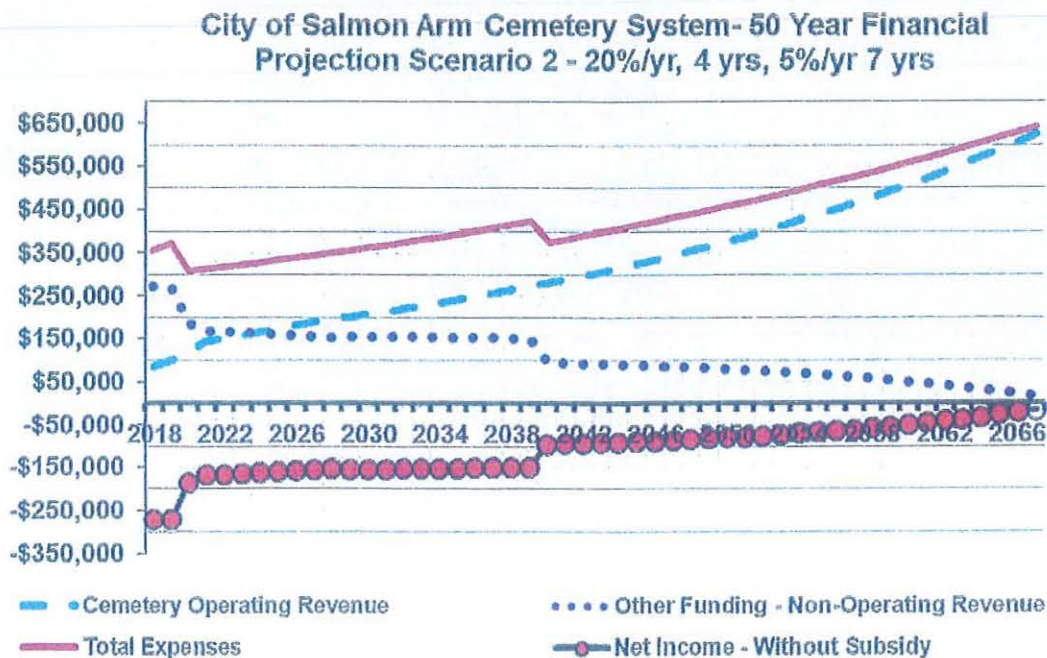


Figure 11 : 50 Year Financial Projection, Scenario 2, 20% per year for 4 years, then 5% per year for 7 years.
Source: LEES+Associates.

4. CONCLUSION

This Cemetery Price Benchmarking study outlines a defensible, robust path towards long term financial sustainability of the City cemetery system, within the reasonable pricing parameters of the region.

This plan comprehensively reviewed the City cemetery rates compared with similar communities in the region. It will serve a guide to optimize pricing strategies for the City's cemetery system in the future.

This study will chart a path forward that will move this important service towards long term financial sustainability of its operation.

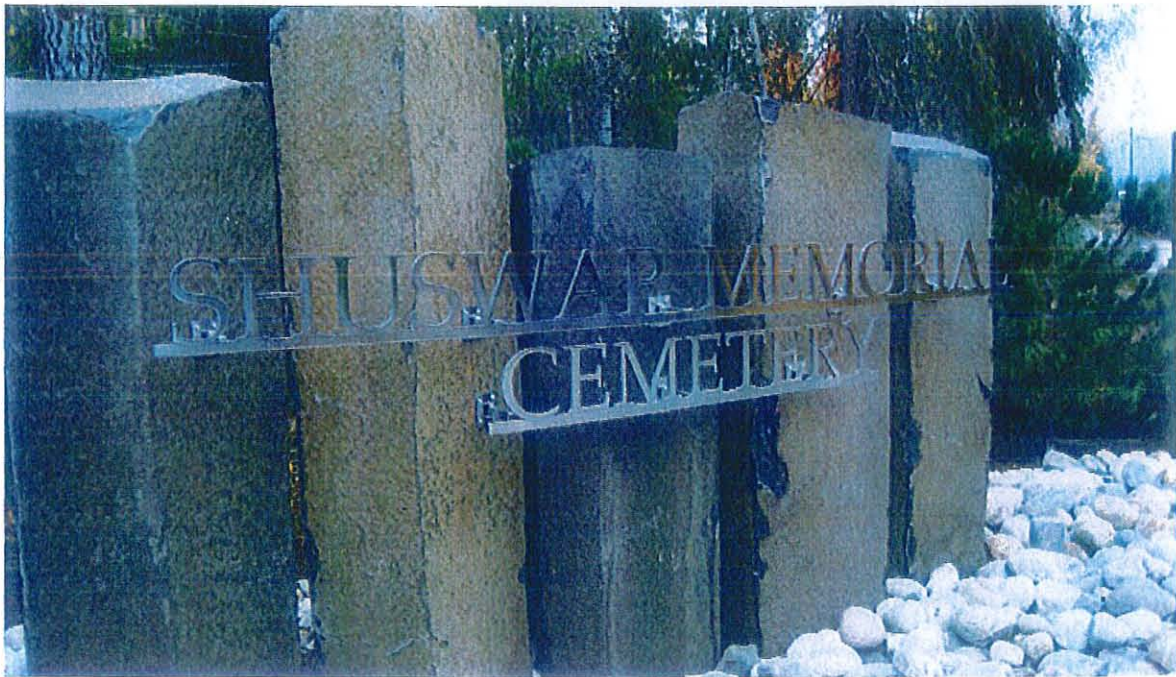


Figure 12: Shuswap Memorial Cemetery Entry Sign, Source: LEES+Associates.

5. APPENDICES

APPENDIX A – DETAILED PRICE BENCHMARKING STUDY

City of Salmon Arm - 2018 Rates Comparison												
Item	City of Salmon Arm - Resident	City of Salmon Arm - Non-Resident	City of Vernon Resident	City of Vernon Non-Resident	City of Penticton Resident	City of Penticton Non-Resident	City of Nelson Resident	City of Nelson Non-Resident	City of Kamloops Resident	City of Kamloops Non-Resident	Average Resident	Average Non-Resident
Population 2016		17,708		40,116		33,761		10,572		90,280		
Right of Interment for Plots and Niches												
Adult Casket Plot - MIN	\$ 554.00	\$ 731.00	\$ 1,420.00	\$ 1,874.00	\$ 1,352.00	\$ 1,791.00	\$ 387.00	\$ 579.50	\$ 1,377.00	\$ 1,691.00	\$1,018	\$1,333
Adult Casket Plot - MAX	\$ 554.00	\$ 731.00	\$ 1,420.00	\$ 1,874.00	\$ 1,352.00	\$ 1,791.00	\$ 387.00	\$ 579.50	\$ 2,754.00	\$ 3,382.11	\$1,293	\$1,672
Child Plot (>2 yrs)	\$ 335.00	\$ 476.00	\$ 688.00	\$ 1,010.00	\$ 1,352.00	\$ 1,791.00	\$ 130.00	\$ 130.00	\$ 738.00	\$ 904.00	\$649	\$862
Infant Plot (<2 yrs)	\$ 335.00	\$ 476.00	\$ 425.00	\$ 629.00	\$ 441.00	\$ 835.00	\$ 130.00	\$ 130.00	\$ 738.00	\$ 904.00	\$414	\$595
Cremation Plot - MIN	\$ 228.00	\$ 308.00	\$ 425.00	\$ 629.00	\$ 434.00	\$ 789.00	\$ 101.50	\$ 101.50	\$ 590.00	\$ 772.43	\$356	\$520
Cremation Plot - MAX	\$ 228.00	\$ 308.00	\$ 425.00	\$ 629.00	\$ 434.00	\$ 789.00	\$ 101.50	\$ 101.50	\$ 1,180.00	\$ 1,449.12	\$474	\$655
Columbaria Niche - MIN	\$ 1,347.00	\$ 1,762.00	n/a	n/a	\$ 3,334.00	\$ 4,384.00	\$ 650.00	\$ 842.50	\$ 5,204.00	\$ 6,390.88	\$2,834	\$3,345
Columbarium Niche - MAX	\$ 1,347.00	\$ 1,762.00	n/a	n/a	\$ 3,544.00	\$ 4,594.00	\$ 850.00	\$ 842.50	\$ 5,812.00	\$ 7,137.54	\$2,838	\$3,584
Ossuary	n/a	n/a	n/a	n/a	\$ 439.00	\$ 585.00	n/a	n/a	n/a	n/a	\$439	\$585
Memorialization + Other Fees												
Memorial + Marker - Installation Permit	\$ 73.00	\$ 73.00	\$ 146.00	\$ 146.00	\$ 272.00	\$ 272.00	\$ 125.00	\$ 375.00	\$ 79.00	\$ 79.00	\$139	\$189
Memorial + Marker - Reset Fee	n/a	n/a	n/a	n/a	\$ 184.00	\$ 184.00	n/a	n/a	\$ 88.00	\$ 88.00	\$136	\$136
Vault for Cremated Remains	\$ 127.00	\$ 127.00	\$ 198.00	\$ 198.00	\$ 207.00	\$ 207.00	n/a	n/a	\$ 186.00	\$ 186.00	\$180	\$180
Grave Liners (Standard)	\$ 483.00	\$ 483.00	\$ 776.00	\$ 776.00	\$ 490.00	\$ 490.00	n/a	n/a	\$ 1,476.00	\$ 1,476.00	\$806	\$806
Grave Liners (Small)	n/a	n/a	n/a	n/a	\$ 207.00	\$ 207.00	\$ 50.00	\$ 50.00	\$ 738.00	\$ 738.00	\$332	\$332
Plot/License Transfer Fee	\$ 48.00	\$ 48.00	\$ 110.00	\$ 110.00	n/a	n/a	n/a	n/a	\$ 98.00	\$ 98.00	\$85	\$85
Extra Depth, Open/Close (Regular Hours)	\$ 727.00	\$ 727.00	\$ 351.00	\$ 351.00	\$ 439.00	\$ 439.00	\$ 55.00	\$ 55.00	\$ 484.00	\$ 484.00	\$411	\$411
Holidays/Weekends Surcharge - Casket	\$ 265.00	\$ 265.00	\$ 1,025.00	\$ 1,025.00	\$ 424.00	\$ 424.00	\$ 300.00	\$ 500.00	\$ 1,082.00	\$ 1,082.00	\$619	\$659
Holidays/Weekends Surcharge - Cremation	\$ 137.00	\$ 137.00	\$ 431.00	\$ 431.00	\$ 424.00	\$ 424.00	\$ 300.00	\$ 500.00	\$ 1,082.00	\$ 1,082.00	\$475	\$515
After Standard Hours Surcharge - Casket	\$ -	\$ -	\$ 586.00	\$ 586.00	\$ 424.00	\$ 424.00	\$ 150.00	\$ 150.00	\$ 374.00	\$ 374.00	\$307	\$307
After Standard Hours Surcharge - Cremation	\$ -	\$ -	\$ 293.00	\$ 293.00	\$ 424.00	\$ 424.00	\$ 150.00	\$ 150.00	\$ 374.00	\$ 374.00	\$248	\$248
Base for Markers - MIN	n/a	n/a	\$ 204.00	\$ 204.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Base for Markers - MAX	n/a	n/a	\$ 220.00	\$ 220.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Flower Loop / Vase Installation	n/a	n/a	\$ 118.00	\$ 118.00	\$ 81.00	\$ 81.00	n/a	n/a	\$ 128.00	\$ 128.00	\$109	\$109

City of Salmon Arm - 2018 Rates Comparison												
Item	City of Salmon Arm - Resident	City of Salmon Arm - Non- Resident	City of Vernon Resident	City of Vernon Non- Resident	City of Penticton Resident	City of Penticton Non- Resident	City of Nelson Resident	City of Nelson Non- Resident	City of Kamloops - Resident	City of Kamloops - Non- Resident	Average Resident	Average Non- Resident
Population 2016		17,706		40,116		33,761		10,572		90,280		
	Opening / Closing Services:											
Adult Burial - Single Depth	\$ 521.00	\$ 521.00	\$ 1,068.00	\$ 1,068.00	\$ 947.00	\$ 947.00	\$ 710.00	\$ 710.00	\$ 1,190.00	\$ 1,190.00	\$887	\$887
Adult Burial - Single Depth, After Standard Hours	\$ 521.00	\$ 521.00	\$ 1,654.00	\$ 1,654.00	\$ 1,371.00	\$ 1,371.00	\$ 860.00	\$ 860.00	\$ 2,380.00	\$ 2,380.00	\$1,357	\$1,357
Adult Burial - Single Depth, Weekends	\$ 786.00	\$ 786.00	\$ 2,093.00	\$ 2,093.00	\$ 1,371.00	\$ 1,371.00	\$ 1,010.00	\$ 1,010.00	\$ 2,272.00	\$ 2,272.00	\$1,506	\$1,506
Adult Burial - Single Depth, Holidays	\$ 786.00	\$ 786.00	\$ 2,093.00	\$ 2,093.00	\$ 1,371.00	\$ 1,371.00	\$ 1,210.00	\$ 1,210.00	\$ 2,272.00	\$ 2,272.00	\$1,546	\$1,546
Adult Burial - Double Depth / Second Level	\$ 1,248.00	\$ 1,248.00	\$ 1,419.00	\$ 1,419.00	\$ 1,386.00	\$ 1,386.00	\$ 765.00	\$ 765.00	\$ 1,674.00	\$ 1,674.00	\$1,298	\$1,298
Adult Burial - Double Depth, After Standard Hours	\$ 1,248.00	\$ 1,248.00	\$ 2,005.00	\$ 2,005.00	\$ 1,810.00	\$ 1,810.00	\$ 915.00	\$ 915.00	\$ 2,158.00	\$ 2,158.00	\$1,627	\$1,627
Adult Burial - Double Depth, Weekends	\$ 1,779.00	\$ 1,779.00	\$ 2,444.00	\$ 2,444.00	\$ 1,810.00	\$ 1,810.00	\$ 1,065.00	\$ 1,065.00	\$ 2,756.00	\$ 2,756.00	\$1,971	\$1,971
Adult Burial - Double Depth, Holidays	\$ 1,779.00	\$ 1,779.00	\$ 2,444.00	\$ 2,444.00	\$ 1,810.00	\$ 1,810.00	\$ 1,265.00	\$ 1,265.00	\$ 2,756.00	\$ 2,756.00	\$2,011	\$2,011
Child Burial (>2 yrs)	\$ 351.00	\$ 351.00	\$ 1,068.00	\$ 1,068.00	\$ 470.00	\$ 470.00	\$ 220.00	\$ 220.00	\$ 473.00	\$ 473.00	\$516	\$516
Child Burial - After Standard Hours	\$ 351.00	\$ 351.00	\$ 1,654.00	\$ 1,654.00	\$ 909.00	\$ 909.00	\$ 370.00	\$ 370.00	\$ 847.00	\$ 847.00	\$826	\$826
Child Burial - Weekends	\$ 616.00	\$ 616.00	\$ 2,093.00	\$ 2,093.00	\$ 909.00	\$ 909.00	\$ 520.00	\$ 520.00	\$ 1,015.00	\$ 1,015.00	\$1,031	\$1,031
Child Burial - Holidays	\$ 616.00	\$ 616.00	\$ 2,093.00	\$ 2,093.00	\$ 909.00	\$ 909.00	\$ 720.00	\$ 720.00	\$ 1,015.00	\$ 1,015.00	\$1,071	\$1,071
Infant Burial (<2 yrs)	\$ 351.00	\$ 351.00	\$ 322.00	\$ 322.00	\$ 470.00	\$ 470.00	\$ 220.00	\$ 220.00	\$ 473.00	\$ 473.00	\$367	\$367
Infant Burial - After Standard Hours	\$ 351.00	\$ 351.00	\$ 615.00	\$ 615.00	\$ 909.00	\$ 909.00	\$ 370.00	\$ 370.00	\$ 847.00	\$ 847.00	\$618	\$618
Infant Burial - Weekends	\$ 616.00	\$ 616.00	\$ 761.00	\$ 761.00	\$ 909.00	\$ 909.00	\$ 520.00	\$ 520.00	\$ 1,015.00	\$ 1,015.00	\$764	\$764
Infant Burial - Holidays	\$ 616.00	\$ 616.00	\$ 761.00	\$ 761.00	\$ 909.00	\$ 909.00	\$ 720.00	\$ 720.00	\$ 1,015.00	\$ 1,015.00	\$804	\$804
Cremated Remains Burial	\$ 233.00	\$ 233.00	\$ 322.00	\$ 322.00	\$ 294.00	\$ 294.00	\$ 210.00	\$ 210.00	\$ 364.00	\$ 364.00	\$285	\$285
Cremated Remains Burial - After Standard Hours	\$ 233.00	\$ 233.00	\$ 615.00	\$ 615.00	\$ 733.00	\$ 733.00	\$ 360.00	\$ 360.00	\$ 728.00	\$ 728.00	\$534	\$534
Cremated Remains Weekend Burial	\$ 370.00	\$ 370.00	\$ 761.00	\$ 761.00	\$ 733.00	\$ 733.00	\$ 510.00	\$ 510.00	\$ 906.00	\$ 906.00	\$656	\$656
Cremated Remains Holiday Burial	\$ 370.00	\$ 370.00	\$ 761.00	\$ 761.00	\$ 733.00	\$ 733.00	\$ 710.00	\$ 710.00	\$ 906.00	\$ 906.00	\$696	\$696
Columbaria Niche Inurnment	\$ 157.00	\$ 157.00	n/a	n/a	\$ 366.00	\$ 366.00	\$ 50.00	\$ 50.00	\$ 412.00	\$ 412.00	\$246	\$246
Columbaria Niche - After Standard Hours	\$ 157.00	\$ 157.00	n/a	n/a	\$ 805.00	\$ 805.00	\$ 200.00	\$ 200.00	\$ 786.00	\$ 786.00	\$487	\$487
Columbaria Niche Inurnment - Weekends	\$ 240.00	\$ 240.00	n/a	n/a	\$ 805.00	\$ 805.00	\$ 350.00	\$ 350.00	\$ 954.00	\$ 954.00	\$587	\$587
Columbaria Niche Inurnment - Holidays	\$ 240.00	\$ 240.00	n/a	n/a	\$ 805.00	\$ 805.00	\$ 550.00	\$ 550.00	\$ 954.00	\$ 954.00	\$637	\$637
Mausolea - Entombment	n/a	n/a	n/a	n/a	n/a	n/a	\$ 225.00	\$ 225.00	\$ 806.00	\$ 806.00	\$516	\$516
Cremation Garden - Scattering	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 109.00	\$ 133.86	\$109	\$134
Disinterment - Adult Casket	\$ 799.00	\$ 799.00	\$ 1,068.00	\$ 1,068.00	\$1,797.00	\$1,797.00	\$ 1,250.00	\$ 1,250.00	\$ 1,416.00	\$ 1,416.00	\$1,266	\$1,266
Disinterment - Child Casket	\$ 597.00	\$ 597.00	\$ 1,068.00	\$ 1,068.00	\$ 723.00	\$ 723.00	\$ 1,250.00	\$ 1,250.00	\$ 669.00	\$ 669.00	\$861	\$861
Disinterment - Infant Casket	\$ 597.00	\$ 597.00	\$ 322.00	\$ 322.00	\$ 723.00	\$ 723.00	\$ 1,250.00	\$ 1,250.00	\$ 669.00	\$ 669.00	\$712	\$712
Disinterment - Crypt Casket	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 1,289.00	\$ 1,289.00	\$1,289	\$1,289
Disinterment - Cremated Remains Plot	\$ 300.00	\$ 300.00	\$ 322.00	\$ 322.00	\$ 381.00	\$ 381.00	\$ 200.00	\$ 200.00	\$ 393.00	\$ 393.00	\$319	\$319
Disinterment - Cremated Remains Niche	\$ 300.00	\$ 300.00	n/a	n/a	\$ 322.00	\$ 322.00	\$ 200.00	\$ 200.00	\$ 412.00	\$ 412.00	\$309	\$309

APPENDIX B – FORECAST CEMETERY RATES

The following projection assumes the City's cemetery rates increase at a rate of 20% per year for 6 years, and regional cemeteries will increase their fees at 2% per year, the estimated rate of inflation.

City of Salmon Arm - 2018 Rates Comparison																		
Item	Current Year		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Average Resident	Average Non-Resident	Average Resident	Average Non-Resident
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident				
	2018	2018	2019	2019	2020	2020	2021	2021	2022	2022	2023	2023	2024	2024				
Right of Interment for Lots and Niches																		
Adult Casket Lot - MIN	\$ 554.00	\$ 731.00	\$ 664.80	\$ 877.20	\$ 797.76	\$ 1,052.64	\$ 957.31	\$ 1,263.17	\$ 1,148.77	\$ 1,515.80	\$ 1,378.53	\$ 1,818.96	\$ 1,654.24	\$ 2,182.75	\$ 1,018	\$ 1,333	\$ 1,148	\$ 1,502
Adult Casket Lot - MAX	\$ 554.00	\$ 731.00	\$ 664.80	\$ 877.20	\$ 797.76	\$ 1,052.64	\$ 957.31	\$ 1,263.17	\$ 1,148.77	\$ 1,515.80	\$ 1,378.53	\$ 1,818.96	\$ 1,654.24	\$ 2,182.75	\$ 1,293	\$ 1,672	\$ 1,457	\$ 1,882
Child Lot (>2 yrs)	\$ 335.00	\$ 476.00	\$ 402.00	\$ 571.20	\$ 482.40	\$ 685.44	\$ 578.88	\$ 822.53	\$ 694.66	\$ 987.03	\$ 833.59	\$ 1,184.44	\$ 1,000.30	\$ 1,421.33	\$ 649	\$ 862	\$ 730	\$ 971
Infant Lot (<2 yrs)	\$ 335.00	\$ 476.00	\$ 402.00	\$ 571.20	\$ 482.40	\$ 685.44	\$ 578.88	\$ 822.53	\$ 694.66	\$ 987.03	\$ 833.59	\$ 1,184.44	\$ 1,000.30	\$ 1,421.33	\$ 649	\$ 862	\$ 730	\$ 971
Cremation Lot - MIN	\$ 228.00	\$ 308.00	\$ 273.60	\$ 369.60	\$ 328.32	\$ 443.52	\$ 393.98	\$ 532.22	\$ 472.78	\$ 638.67	\$ 567.34	\$ 766.40	\$ 680.80	\$ 919.68	\$ 355	\$ 520	\$ 401	\$ 586
Cremation Lot - MAX	\$ 228.00	\$ 308.00	\$ 273.60	\$ 369.60	\$ 328.32	\$ 443.52	\$ 393.98	\$ 532.22	\$ 472.78	\$ 638.67	\$ 567.34	\$ 766.40	\$ 680.80	\$ 919.68	\$ 474	\$ 655	\$ 533	\$ 738
Columbaria Niche - MIN	\$ 1,347.00	\$ 1,762.00	\$ 1,616.40	\$ 2,114.40	\$ 1,939.68	\$ 2,537.28	\$ 2,327.62	\$ 3,044.74	\$ 2,793.14	\$ 3,653.68	\$ 3,351.77	\$ 4,384.42	\$ 4,022.12	\$ 5,261.30	\$ 2,634	\$ 3,345	\$ 2,966	\$ 3,767
Columbarium Niche - MAX	\$ 1,347.00	\$ 1,762.00	\$ 1,616.40	\$ 2,114.40	\$ 1,939.68	\$ 2,537.28	\$ 2,327.62	\$ 3,044.74	\$ 2,793.14	\$ 3,653.68	\$ 3,351.77	\$ 4,384.42	\$ 4,022.12	\$ 5,261.30	\$ 2,838	\$ 3,584	\$ 3,196	\$ 4,036
Opening / Closing Services																		
Adult Burial - Single Depth	\$ 521.00	\$ 521.00	\$ 625.20	\$ 625.20	\$ 750.24	\$ 750.24	\$ 900.29	\$ 900.29	\$ 1,080.35	\$ 1,080.35	\$ 1,296.41	\$ 1,296.41	\$ 1,555.70	\$ 1,555.70	\$ 687	\$ 887	\$ 689	\$ 999
Adult Burial - Single Depth, Weekend/Holidays	\$ 788.00	\$ 788.00	\$ 943.20	\$ 943.20	\$ 1,131.84	\$ 1,131.84	\$ 1,358.21	\$ 1,358.21	\$ 1,629.85	\$ 1,629.85	\$ 1,955.82	\$ 1,955.82	\$ 2,346.98	\$ 2,346.98	\$ 1,508	\$ 1,508	\$ 1,698	\$ 1,998
Adult Burial - Double Depth/Second Level	\$ 1,248.00	\$ 1,248.00	\$ 1,497.60	\$ 1,497.60	\$ 1,797.12	\$ 1,797.12	\$ 2,156.54	\$ 2,156.54	\$ 2,587.85	\$ 2,587.85	\$ 3,105.42	\$ 3,105.42	\$ 3,726.51	\$ 3,726.51	\$ 2,298	\$ 2,298	\$ 1,462	\$ 1,462
Adult Burial - Double Depth, Weekend/Holidays	\$ 1,779.00	\$ 1,779.00	\$ 2,134.80	\$ 2,134.80	\$ 2,561.76	\$ 2,561.76	\$ 3,074.11	\$ 3,074.11	\$ 3,688.93	\$ 3,688.93	\$ 4,426.72	\$ 4,426.72	\$ 5,312.07	\$ 5,312.07	\$ 3,971	\$ 3,971	\$ 2,219	\$ 2,219
Child Burial (>2 yrs)	\$ 351.00	\$ 351.00	\$ 421.20	\$ 421.20	\$ 505.44	\$ 505.44	\$ 606.53	\$ 606.53	\$ 727.83	\$ 727.83	\$ 873.40	\$ 873.40	\$ 1,048.08	\$ 1,048.08	\$ 516	\$ 516	\$ 582	\$ 582
Child Burial - Weekend/Holidays	\$ 616.00	\$ 616.00	\$ 739.20	\$ 739.20	\$ 887.04	\$ 887.04	\$ 1,064.45	\$ 1,064.45	\$ 1,277.34	\$ 1,277.34	\$ 1,532.81	\$ 1,532.81	\$ 1,839.37	\$ 1,839.37	\$ 1,071	\$ 1,071	\$ 1,206	\$ 1,206
Infant Burial (<2 yrs)	\$ 351.00	\$ 351.00	\$ 421.20	\$ 421.20	\$ 505.44	\$ 505.44	\$ 606.53	\$ 606.53	\$ 727.83	\$ 727.83	\$ 873.40	\$ 873.40	\$ 1,048.08	\$ 1,048.08	\$ 507	\$ 507	\$ 414	\$ 414
Infant Burial - Weekend/Holidays	\$ 616.00	\$ 616.00	\$ 739.20	\$ 739.20	\$ 887.04	\$ 887.04	\$ 1,064.45	\$ 1,064.45	\$ 1,277.34	\$ 1,277.34	\$ 1,532.81	\$ 1,532.81	\$ 1,839.37	\$ 1,839.37	\$ 764	\$ 764	\$ 861	\$ 861
Cremated Remains Burial	\$ 233.00	\$ 233.00	\$ 279.60	\$ 279.60	\$ 335.52	\$ 335.52	\$ 402.62	\$ 402.62	\$ 483.15	\$ 483.15	\$ 579.78	\$ 579.78	\$ 695.73	\$ 695.73	\$ 265	\$ 265	\$ 321	\$ 321
Cremated Remains Burial, Weekend/Holidays	\$ 370.00	\$ 370.00	\$ 444.00	\$ 444.00	\$ 532.80	\$ 532.80	\$ 639.36	\$ 639.36	\$ 767.23	\$ 767.23	\$ 920.68	\$ 920.68	\$ 1,104.81	\$ 1,104.81	\$ 456	\$ 456	\$ 539	\$ 539
Columbaria Niche Interment	\$ 157.00	\$ 157.00	\$ 188.40	\$ 188.40	\$ 228.08	\$ 228.08	\$ 271.30	\$ 271.30	\$ 325.55	\$ 325.55	\$ 390.67	\$ 390.67	\$ 468.80	\$ 468.80	\$ 245	\$ 245	\$ 277	\$ 277
Columbaria Niche Interment - Weekend/Holidays	\$ 240.00	\$ 240.00	\$ 288.00	\$ 288.00	\$ 345.60	\$ 345.60	\$ 414.72	\$ 414.72	\$ 497.66	\$ 497.66	\$ 597.20	\$ 597.20	\$ 716.64	\$ 716.64	\$ 587	\$ 587	\$ 661	\$ 661
Disinterment - Adult Casket	\$ 799.00	\$ 799.00	\$ 958.80	\$ 958.80	\$ 1,150.56	\$ 1,150.56	\$ 1,380.67	\$ 1,380.67	\$ 1,656.01	\$ 1,656.01	\$ 1,988.17	\$ 1,988.17	\$ 2,385.80	\$ 2,385.80	\$ 1,266	\$ 1,266	\$ 1,426	\$ 1,426
Disinterment - Child/Infant Casket	\$ 597.00	\$ 597.00	\$ 716.40	\$ 716.40	\$ 859.68	\$ 859.68	\$ 1,031.62	\$ 1,031.62	\$ 1,237.94	\$ 1,237.94	\$ 1,485.53	\$ 1,485.53	\$ 1,782.63	\$ 1,782.63	\$ 861	\$ 861	\$ 970	\$ 970
Disinterment - Cremated Remains Lot/Niche	\$ 300.00	\$ 300.00	\$ 360.00	\$ 360.00	\$ 432.00	\$ 432.00	\$ 518.40	\$ 518.40	\$ 622.08	\$ 622.08	\$ 746.50	\$ 746.50	\$ 895.80	\$ 895.80	\$ 309	\$ 309	\$ 347	\$ 347

Cemetery Rates

	2018 Cemetery Rates				2019 Cemetery Rates				\$ Change	2020 Cemetery Rates				\$ Change
	Net Rate	Care Fund	Total Rate	Care Fund %	Net Rate	Care Fund	Total Rate	Care Fund %		Net Rate	Care Fund	Total Rate	Care Fund %	
Proposed Rate Increase					40.00%					40.00%				
Estimated Inflationary Increase (BC CPI)					2.50%					2.50%				
Grave Space														
Ground Burial														
Adult Res	415.00	139.00	554.00	25.09%	581.00	194.00	775.00	25.03%	221.00	813.00	272.00	1,085.00	25.07%	310.00
Adult Non-Res	548.00	183.00	731.00	25.03%	767.00	256.00	1,023.00	25.02%	292.00	1,074.00	358.00	1,432.00	25.00%	409.00
Child/Infant Res	251.00	84.00	335.00	25.07%	351.00	117.00	468.00	25.00%	133.00	491.00	164.00	655.00	25.04%	187.00
Child/Infant Non-Res	357.00	119.00	476.00	25.00%	500.00	167.00	667.00	25.04%	191.00	700.00	234.00	934.00	25.05%	267.00
Cremation Res	171.00	57.00	228.00	25.00%	239.00	80.00	319.00	25.08%	91.00	335.00	112.00	447.00	25.06%	128.00
Cremation Non-Res	231.00	77.00	308.00	25.00%	323.00	108.00	431.00	25.06%	123.00	452.00	151.00	603.00	25.04%	172.00
Family Estate Res	1,200.00	400.00	1,600.00	25.00%	1,200.00	400.00	1,600.00	25.00%	-	1,230.00	410.00	1,640.00	25.00%	40.00
Family Estate Non-Res	1,560.00	520.00	2,080.00	25.00%	1,560.00	520.00	2,080.00	25.00%	-	1,599.00	533.00	2,132.00	25.00%	52.00
Cremation														
Columbarium Niche Res	1,010.00	337.00	1,347.00	25.02%	1,414.00	472.00	1,886.00	25.03%	539.00	1,980.00	661.00	2,641.00	25.03%	755.00
Columbarium Niche Non-Res	1,321.00	441.00	1,762.00	25.03%	1,849.00	617.00	2,466.00	25.02%	704.00	2,589.00	864.00	3,453.00	25.02%	987.00
Family Vessel Res	4,875.00	1,625.00	6,500.00	25.00%	4,875.00	1,625.00	6,500.00	25.00%	-	4,997.00	1,666.00	6,663.00	25.00%	163.00
Family Vessel Non-Res	6,337.00	2,113.00	8,450.00	25.01%	6,337.00	2,113.00	8,450.00	25.01%	-	6,495.00	2,166.00	8,661.00	25.01%	211.00
Ossuary Res	305.00	102.00	407.00	25.06%	305.00	102.00	407.00	25.06%	-	315.00	105.00	420.00	25.00%	13.00
Ossuary Non-Res	396.00	132.00	528.00	25.00%	396.00	132.00	528.00	25.00%	-	405.00	135.00	540.00	25.00%	12.00
Scattering Res	150.00	50.00	200.00	25.00%	150.00	50.00	200.00	25.00%	-	155.00	52.00	207.00	25.12%	7.00
Scattering Non-Res	195.00	65.00	260.00	25.00%	195.00	65.00	260.00	25.00%	-	200.00	67.00	267.00	25.09%	7.00
Services														
License Transfer Fee	48.00	-	48.00	0.00%	67.00	-	67.00	0.00%	19.00	94.00	-	94.00	0.00%	27.00
Interment (Open/Close)														
Adult	521.00	-	521.00	0.00%	729.00	-	729.00	0.00%	208.00	1,021.00	-	1,021.00	0.00%	292.00
Child/Infant	351.00	-	351.00	0.00%	491.00	-	491.00	0.00%	140.00	687.00	-	687.00	0.00%	196.00
Cremation/Family Estate	233.00	-	233.00	0.00%	326.00	-	326.00	0.00%	93.00	456.00	-	456.00	0.00%	130.00
Niche/Vessel/Ossuary	157.00	-	157.00	0.00%	220.00	-	220.00	0.00%	63.00	308.00	-	308.00	0.00%	88.00
Scattering	157.00	-	157.00	0.00%	220.00	-	220.00	0.00%	63.00	308.00	-	308.00	0.00%	88.00
Extra Depth	206.00	-	206.00	0.00%	288.00	-	288.00	0.00%	82.00	403.00	-	403.00	0.00%	113.00
After 3:30pm/Weekends/Holidays														
Adult	265.00	-	265.00	0.00%	371.00	-	371.00	0.00%	106.00	519.00	-	519.00	0.00%	148.00
Child/Infant	265.00	-	265.00	0.00%	371.00	-	371.00	0.00%	106.00	519.00	-	519.00	0.00%	148.00
Cremation/Family Estate	137.00	-	137.00	0.00%	192.00	-	192.00	0.00%	55.00	269.00	-	269.00	0.00%	77.00
Niche/Vessel/Ossuary	83.00	-	83.00	0.00%	116.00	-	116.00	0.00%	33.00	162.00	-	162.00	0.00%	46.00
Scattering	83.00	-	83.00	0.00%	116.00	-	116.00	0.00%	33.00	162.00	-	162.00	0.00%	46.00
Disinterment (Open/Close)														
Adult	799.00	-	799.00	0.00%	1,119.00	-	1,119.00	0.00%	320.00	1,567.00	-	1,567.00	0.00%	448.00
Child/Infant	597.00	-	597.00	0.00%	836.00	-	836.00	0.00%	239.00	1,170.00	-	1,170.00	0.00%	334.00
Cremation/Family Estate	300.00	-	300.00	0.00%	420.00	-	420.00	0.00%	120.00	588.00	-	588.00	0.00%	168.00
After 3:30pm/Weekends/Holidays														
Adult	265.00	-	265.00	0.00%	371.00	-	371.00	0.00%	106.00	519.00	-	519.00	0.00%	148.00
Child/Infant	266.00	-	266.00	0.00%	371.00	-	371.00	0.00%	105.00	519.00	-	519.00	0.00%	148.00
Cremation/Family Estate	135.00	-	135.00	0.00%	192.00	-	192.00	0.00%	57.00	269.00	-	269.00	0.00%	77.00
Memorials														
Marker Installation Permit														
Flat Marker Memorial	55.00	18.00	73.00	24.66%	75.00	25.00	100.00	25.00%	27.00	105.00	35.00	140.00	25.00%	40.00
Upright Monument Memorial	55.00	18.00	73.00	24.66%	75.00	25.00	100.00	25.00%	27.00	105.00	35.00	140.00	25.00%	40.00
Columbarium Niche Plate	55.00	18.00	73.00	24.66%	75.00	25.00	100.00	25.00%	27.00	105.00	35.00	140.00	25.00%	40.00
Memorial Wall Plaque	55.00	18.00	73.00	24.66%	75.00	25.00	100.00	25.00%	27.00	105.00	35.00	140.00	25.00%	40.00
Community Memorial Wall Plaque	55.00	18.00	73.00	24.66%	75.00	25.00	100.00	25.00%	27.00	105.00	35.00	140.00	25.00%	40.00
Granite Memorial Wall Plaque														
Individual/Family	225.00	75.00	300.00	25.00%	225.00	75.00	300.00	25.00%	-	231.00	77.00	308.00	25.00%	8.00
Cemetery Products														
Grave Liners														
Single	483.00	-	483.00	0.00%	495.00	-	495.00	0.00%	12.00	507.00	-	507.00	0.00%	12.00
Double	483.00	-	483.00	0.00%	495.00	-	495.00	0.00%	12.00	507.00	-	507.00	0.00%	12.00
Cremation Vault - Double	127.00	-	127.00	0.00%	130.00	-	130.00	0.00%	3.00	133.00	-	133.00	0.00%	3.00
	25,783.00	6,609.00	32,392.00		29,578.00	7,218.00	36,796.00		4,404.00	35,273.00	8,202.00	43,475.00		6,679.00

Notes:

* Recommendation to increase rates 20% per year from 2019 - 2022, to meet the regional average

* Recommendation to increase rates 5% per year from 2023 - 2029

* Recommendation to increase at minimum equal to inflation from 2030 onward

* 2018 BC CPI per Stats Canada = 2.72%

Assumptions:

* New Products, which are available only at the Shuswap Memorial Cemetery, have been priced at current rates. Increases annual should be equivalent to inflation.

* Scattering interment services have been priced equal to Niche/Vessel/Ossuary and increased based on 40% rather than 2.5% in 2019 and 2020 to keep the pricing equivalent.

* All marker permits have been priced the same for both current and new offerings.

* Cemetery products priced considering cost, increased based on inflation.

CITY OF SALMON ARM
BYLAW NO. 4340

A bylaw to amend "City of Salmon Arm Cemetery Management Bylaw No. 4280"

WHEREAS it is deemed desirable and expedient to amend the fees imposed by "Cemetery Management Bylaw No. 4280";

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

1. Schedule "A" of Bylaw No. 4280 is hereby repealed in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

This bylaw shall come into full force and effect on August 1, 2019.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340."

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340

SCHEDULE "A" CEMETERY FEES

GRAVE SPACE (RIGHT OF INTERMENT)	DESCRIPTION	2019			2020		
		RATE	CARE FUND	TOTAL	RATE	CARE FUND	TOTAL
<u>Ground Burial</u>							
Adult	Resident	\$ 582.00	\$ 194.00	\$ 776.00	\$ 813.00	\$ 272.00	\$ 1,085.00
	Non-Resident	767.00	256.00	1,023.00	1,074.00	358.00	1,432.00
Child/Infant	Resident	351.00	117.00	468.00	491.00	164.00	655.00
	Non-Resident	500.00	167.00	667.00	700.00	234.00	934.00
Cremation	Resident	239.00	80.00	319.00	335.00	112.00	447.00
	Non-Resident	323.00	108.00	431.00	452.00	151.00	603.00
Family Estate - Cremation	Resident	1,200.00	400.00	1,600.00	1,230.00	410.00	1,640.00
	Non-Resident	1,560.00	520.00	2,080.00	1,599.00	533.00	2,132.00
<u>Cremation</u>							
Columbarium Niche	Resident	1,414.00	472.00	1,886.00	1,980.00	661.00	2,641.00
	Non-Resident	1,849.00	617.00	2,466.00	2,589.00	864.00	3,453.00
Family Vessel	Resident	4,875.00	1,625.00	6,500.00	4,997.00	1,666.00	6,663.00
	Non-Resident	6,337.00	2,113.00	8,450.00	6,495.00	2,166.00	8,661.00
Ossuary	Resident	305.00	102.00	407.00	315.00	105.00	420.00
	Non-Resident	396.00	132.00	528.00	405.00	135.00	540.00
Scattering	Resident	150.00	50.00	200.00	155.00	52.00	207.00
	Non-Resident	195.00	65.00	260.00	200.00	67.00	267.00
<u>SERVICE FEES</u>							
Regular services rendered Monday to Friday 8:00am until 3:30pm.							
After 3:30pm on weekdays, weekends and statutory holidays are subject to an additional charge over the weekday interment fee.							
License Transfer Fee		67.00	-	67.00	94.00	-	94.00
<u>Interment (Open/Close)</u>							
Adult	Weekday	729.00	-	729.00	1,021.00	-	1,021.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Child/Infant	Weekday	491.00	-	491.00	687.00	-	687.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Cremation/Family Estate - Cremation	Weekday	326.00	-	326.00	456.00	-	456.00
	After Regular Hours	192.00	-	192.00	269.00	-	269.00
Columbarium Niche/Vessel/Ossuary	Weekday	220.00	-	220.00	308.00	-	308.00
	After Regular Hours	116.00	-	116.00	162.00	-	162.00
Scattering	Weekday	220.00	-	220.00	308.00	-	308.00
	After Regular Hours	116.00	-	116.00	162.00	-	162.00
Extra Depth		288.00	-	288.00	403.00	-	403.00
<u>Disinterment (Open/Close)</u>							
Adult	Weekday	1,119.00	-	1,119.00	1,567.00	-	1,567.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Child/Infant	Weekday	836.00	-	836.00	1,170.00	-	1,170.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Cremation/Family Estate - Cremation	Weekday	420.00	-	420.00	588.00	-	588.00
	After Regular Hours	192.00	-	192.00	269.00	-	269.00
<u>MEMORIALS</u>							
<u>Marker Installation Permit</u>							
Flat Marker Memorial		75.00	25.00	100.00	105.00	35.00	140.00
Upright Monument Memorial		75.00	25.00	100.00	105.00	35.00	140.00
Columbarium Niche Plate		75.00	25.00	100.00	105.00	35.00	140.00
* Memorial Wall Plaque		75.00	25.00	100.00	105.00	35.00	140.00
* Community Memorial Wall Plaque		75.00	25.00	100.00	105.00	35.00	140.00
<u>Granite Memorial Wall Plaques</u>							
* Individual/Family Plaque	Plaque/Installation	225.00	75.00	300.00	231.00	77.00	308.00
<u>CEMETERY PRODUCTS</u>							
Grave Liners	Single	495.00	-	495.00	507.00	-	507.00
	Double	495.00	-	495.00	507.00	-	507.00
Cremation Vault	Cremation	130.00	-	130.00	133.00	-	133.00

* Only Available at the Shuswap Memorial Cemetery

All Cemetery Charges are Subject to GST at the Prescribed Rate

INFORMATIONAL CORRESPONDENCE - JUNE 24, 2019

1. A. Harrison, Mayor – letter dated June 12, 2019 – Letter of support for outreach worker in Salmon Arm N
2. K. Pearson, Director of Development Services to D. Wood, J. MacLennan, J. & G. Beveridge, R. Watt – letter dated June 11, 2019 – 11 Avenue NE/Trans Canada Hwy. – South Side between 18 Street NE and 16 Street NE Official Community Plan & Zoning Matters N
3. M. Rollier, H. Bartsch, P. Pratt and B.J. Worobey, Council Members, Alcide Place (KAS 2657) – letter dated June 7, 2019 – Snow removal at Alcide Place Townhouses, 51- 8 Avenue SW A
4. S. and D. Tchir – letter received June 18, 2019 – Property Tax Increase
5. E. Vieira, Fraser Basin Council – email dated May 8, 2019 – Shuswap Watershed Council Annual Report and Other Updates N
6. S. Weaver, J. Beatty, N. Caves, Environmental Advisory Committee – letter dated May 27, 2019 – Report to Salmon Arm City Council on Town Hall for the Green New Deal N
7. L. Wong, Manager, Downtown Salmon Arm – letter dated June 12, 2019 – Street Solicitation Bylaw No. 4273 A
8. L. Wong, Manager, Downtown Salmon Arm – letter dated June 12, 2019 – Downtown Senior's Activity Centre A
9. L. Wong, Manager, Downtown Salmon Arm – letter dated June 11, 2019 – Community Outreach Worker for Salmon Arm N
10. S. Samaddar, Airport Director, Kelowna International Airport – letter – Celebrating 20 years of Ambassadors N
11. D. Albas, Member of Parliament, Central Okanagan – Simikameen-Nicola – letter dated June 10, 2019 –Criminal Code modernization regarding natural disasters and evacuation orders N
12. B. Schmidt, Director, Operations and Client Relations, Local Government Division/Ministry of Affairs and Housing – email dated June 11, 2019 – 2019 UBCM Convention – Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Government Staff A
13. B. Schmidt, Director, Operations and Client Relations, Local Government Division/Ministry of Affairs and Housing – email dated June 11, 2019 – 2019 UBCM – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers and the Minister of Municipal Affairs and Housing A

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

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Item 10.2

CITY OF SALMON ARM

Date: June 24, 2019

Y. McDonagh, Overdose Prevention Knowledge Coordinator, North Okanagan Mental Health & Substance Use, Integration and Strategic Services – email dated June 20, 2019 – Naloxone Presentation

Vote Record

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

Opposed:

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

Erin Jackson

Subject: FW: Naloxone Presentation

From: Yvonne VonV
Sent: Thursday, June 20, 2019 1:17 PM
To: Erin Jackson
Subject: Naloxone Presentation

Good Afternoon Erin

I am writing to you today to request the permission from the City of Salmon Arm to hold an informal "Overdose Prevention Knowledge Meeting", this meeting would take place if permission granted at the Canoe Beach picnic area (cover area).

Date July 23rd, 2019

Time: 6pm to 7 pm

Speaker:

Holly Vanjoff, BHKin, MScOT (T,W,TH)

Overdose Prevention Knowledge Coordinator

North Okanagan Mental Health & Substance Use

Integration and Strategic Services

Tel: 250-549-5772

This is a community event/meeting as many people in our community are interested in learning how to help those that need it, understand what this drug Fentanyl does to the brain, how it works, signs and symptoms of an overdose, and most of all how to help someone who has overdosed.

I am a registered Community Care-Aid with IH and live in Canoe, when I heard Holly speak at one of our meetings I was struck on how much I did not know about this drug and the overdosing problem. This information needs to be shared as life can be spared.

Thank you for your consideration and time.

Kind Regards,

Yvonne McDonagh

Item 10.3

CITY OF SALMON ARM

Date: June 24, 2019

A. Slater, Executive Director, SILGA - email dated June 20, 2019 -
SILGA Youth at UBCM

Vote Record

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

Opposed:

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

From: southern interior local government
Sent: Thursday, June 20, 2019 1:29 PM
To: Caylee Simmons; Graham Gomme;; Mayor; Maria Doyle; Alan Gee
Cc: Lori Mindnich
Subject: SILGA Youth at UBCM

Dear Vernon, Salmon Arm and Ashcroft councils,

SILGA received 4 excellent submissions for SILGA Youth at UBCM. At the June 19th board meeting the following motion was passed.

Moved/Seconded that:

SILGA offer each applicant up to \$2,000 towards their UBCM convention costs.

CARRIED

SILGA acknowledges that it may cost more than \$2,000 to attend the convention with the high hotel costs in downtown Vancouver. With that in mind, there are 3 females attending the convention - perhaps two can share a hotel room? SILGA will leave it up to the councils to decide if they would like to go that route. Please see the above emails for all other council contacts for coordination. SILGA will continue to require receipts for the \$2,000 allowance.

SILGA will also approach your respective MLA offices to see if there is any additional funding available.

While at UBCM, the youth will shadow their respective councils. However, SILGA will be requesting a meeting with the Premier to introduce this initiative to him and, if approved, SILGA would obviously like the students to attend this meeting and any other meetings SILGA also is granted. When registering the youth for the convention, please make sure they register for the SILGA luncheon. At the luncheon, SILGA asks that they help out with the registration - which is an excellent way to get introduced to the rest of the SILGA delegation.

I think that's it. If you have any questions, please do not hesitate to contact the SILGA office.

Thanks, Alison

--

Alison Slater
 SILGA Executive Director
 PO Box 27017 Cityview PO
 Kamloops, BC V2E 0B2
 250-851-6653
www.silga.ca

Item 16.1

CITY OF SALMON ARM

Date: June 24, 2019

Notice of Motion

Councillor Lavery - Transportation Parcel Tax

WHEREAS the existing Transportation Parcel Tax funds important asphaltic maintenance and upgrading of our road systems;

AND WHEREAS there has not been a council review of taxation method options to fund this function, other than periodic increases to the parcel tax, since the inception of the Transportation Parcel Tax;

THEREFORE BE IT RESOLVED THAT Council ask staff to report back on taxation options to achieve the annual goals of maintaining and improving our road system;

AND THAT a public input session be held after that report is available;

AND FURTHER THAT Council review and decide on the taxation approach it wishes to pursue to maintain road networks in the 2020 budget and beyond.

[To be brought forward for consideration at the Monday, July 22, 2019 Regular Council Meeting]

Vote Record

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

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

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Item 17.1

CITY OF SALMON ARM

Date: June 24, 2019

WHEREAS hearing impairment affects a significant portion of the population in Canada;

AND WHEREAS hearing impairment is the only recognized disability not included in the Canadian Disabilities Act;

AND WHEREAS loss of hearing has been shown to contribute to memory loss, loss of mental acuity, dementia, isolation, depression and other mental health problems in the elderly leading to poor quality of life and significant health care costs;

AND WHEREAS nations around the world are leading the fight to ensure people with hearing impairment are able to fully participate in society and Canada is lagging behind;

AND WHEREAS equality is one of the principals our country is built on and currently our legislation discriminates against people with Hearing Impairment;

THEREFORE BE IT RESOLVED THAT the UBCM will support the inclusion of hearing impairment in the Canadian Disabilities Act with appropriate funding through the provincial health care plan and ensure that all local government buildings are equipped with the Auris Loop.

Vote Record

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

Opposed:

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

Greetings UBCM Address :

Thanks to the UBCM members and for everything you do for your communities. I want to express how important it is for our communities to share with one another the initiatives which build a **more inclusive** Canada.

Moving Forward Together is an inspirational concept which we experienced first hand on June 13, as we cheered on the Toronto Raptors. Their organization is a prime example of what can happen when everyone works together as a team. Rather than using a hierarchical structure, they depend on circle thinking; working together as a team, all equal and working towards a common goal. When the Raptors changed the way they worked together, they changed their results and they arrived as the first Canadian team to ever win the NBA championship.

Five years ago, we at MacQuarrie Institute, accepted an invitation from former Mayor Nancy Cooper to explore the possibility of indigenous and non-indigenous communities working more closely together. We chose to work from a stand point that all individuals have something to bring to the table and that all members of the community are unique and valuable, building a stronger community together. We continue to work together to strengthen those relationships today.

So, what does this have to do with why we are here today? If we believe that all members of the community are valuable and bring their unique perspective to the table, then we must address what we consider to be a major challenge for our society, which is that we seniors are losing our hearing. We are no longer able to participate, or be a contributing member of our community. Without our unique voices the community is losing out. So we pondered what could we do?

We began by inviting the mayor and council to install an Auris Loop in the council chambers. Those people with the latest hearing aids can now continue to participate in what's going on locally because we can hear what is being discussed.

Then we held a public forum to inform the public of what technology has to offer. Several experts spoke about hearing loss and the benefits of staying actively involved as people age. Seventy eight people attended and learned how the Auris Loop works and how it can improve the lives of those with hearing loss.

We followed this up by addressing the issue of privacy for people with hearing loss. Speaking about personal or health issues is an area where we had lost our privacy since voices had to be raised in the pharmacy, at the doctor, etc. We installed a smaller Auris

Loop in a local pharmacy and at a bank so that voices no longer had to be raised in order to be heard.

Then we entered into a partnership with the school district. Working with their staff and senior students we will partner with the Youth Council this fall to raise awareness around hearing loss in our city. This will give the students an opportunity to practice what they have been learning at school while raising the profile of our initiatives.

So, in the three years that we have been working on raising awareness on hearing loss and the benefits of the Auris Loop, we have made great strides. There is much more work to be done both in our own city and around the province. Hearing loss is still not included in the federal or the provincial disabilities act, most public institutions have not installed the Auris Loop, and many people with hearing loss still do not have access to the hearing aides and other tools that would help them to hear. We ask that you would consider educating yourself and your community around these issues and that you would advocate for those with hearing loss by installing the Auris Loop in all public buildings in your own community. Feel free to check out our informational video on the MacQuarrie Institute website. Thank you for your attention to this important matter.

Peace, Dan



Dan MacQuarrie, facilitator
Peace/All My Relations, Dan

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Item 21.1

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit Application No. VP-498 be authorized for issuance for Parcel A (Plan B5360) of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2985, Except Plan 5725, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 - R-1 Single Family Residential Zone - reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 2.5 m (8.2 ft) to allow for an existing single-family dwelling on the proposed western parcel, as shown in Schedule A of the Staff Report dated June 6, 2019; and
2. Section 6.10.1 - R-1 Single Family Residential Zone - reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 4.0 m (13.1 ft) to allow for a single-family dwelling on the proposed eastern parcel, as shown in Schedule A of the Staff Report dated June 6, 2019.

[VP-498; Varga, J.; 451 - 10 Avenue SE; Parcel Line Setbacks]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: June 6, 2019

Subject: Development Variance Permit Application No. VP-498 (Parcel Line Setbacks)
 Legal: Parcel A (Plan B5360) of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2985, Except Plan 5725
 Civic: 451 – 10 Avenue SE
 Owner / Applicant: Varga, J.

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-498 be authorized for issuance for Parcel A (Plan B5360) of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2985, Except Plan 5725, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 – R-1 Single-Family Residential Zone – reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 2.5 m (8.2 ft) to allow for an existing single-family dwelling on the proposed western parcel, as shown in Schedule A, and;
2. Section 6.10.1 – R-1 Single-Family Residential Zone – reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 4.0 m (13.1 ft) to allow for a single-family dwelling on the proposed eastern parcel, as shown in Schedule A.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

Schedule A referred to in the motion for consideration and attached as Appendix 1 is a site plan illustrating the requested variances. The subject property is a 944 square metre parcel located at 451 – 10 Avenue SE, on the corner of 10 Avenue and 5 Street SE, near the City Centre, and contains an existing non-conforming house. (see Appendix 2 and 3). A subdivision application (Sub-19.08) has been submitted to the City which proposes to create two parcels as shown in Schedule A, and a letter describing the applicant's intent is attached as Appendix 4, while site photos are attached as Appendix 5.

This application seeks to vary the required 6.0 m (19.7 ft) parcel setbacks from the south parcel line of both proposed parcels: to 2.5 m (8.2 ft) along the front / southern parcel line adjacent to 10 Avenue SE for the existing non-conforming house on the proposed western parcel, and additionally to 4.0 m (13.1 ft) along the southern parcel line adjacent to 10 Avenue SE for the development of a new house on the proposed eastern parcel.

BACKGROUND

The subject property dates back to 1946, with City servicing records dating back to 1977. The existing home is currently considered to be non-conforming with respect to the front parcel line setback requirements of the zoning bylaw.

The subject parcel is designated as High Density in the Official Community Plan and is zoned R-1 in the Zoning Bylaw. For context, adjacent zoning and land uses include the following:

North:	R-1 (Single-Family Residential) Zone	single-family dwelling
East:	R-1 (Single-Family Residential) Zone	road, single-family dwelling
South:	R-1 (Single-Family Residential) Zone	road, fortis structure/single-family dwelling
West:	R-1 (Single-Family Residential) Zone	lane, single-family dwelling with suite

This lot is subject to standard setback requirements in the zoning bylaw which specify a 6.0 metre setback from both front and exterior parcel lines. The requested variances would support a dwelling on the proposed new parcel, as well as the existing dwelling.

COMMENTS

Engineering Department

No Engineering concerns. Detailed comments provided for SUB-19.08.

Fire Department

No Fire Department concerns.

Building Department

With respect to the permitted 1.5 m setback on the north property line, this may cause some concern with limiting distance. Only 8 % of the facing wall would be permitted as glazed openings. No other concerns.

Planning Department

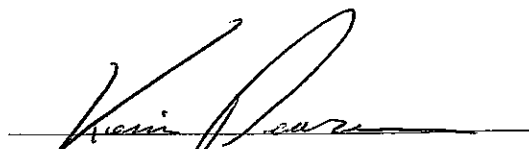
Setback regulations on corner parcels enable adequate separation between buildings and streets for aesthetic, privacy, view preservation, and traffic safety reasons. While staff note that the subject property is within an area designated for high density residential development, as well as future road widening, the proposal would support a relatively minor existing non-conformity, and would not encroach further into the setback areas. In terms of neighbourhood design, the subject property is within an established residential neighbourhood and is consistent with neighbouring parcels. Staff note that the home has been at its present location for decades without significant concerns. The requested setback reductions will not impact City utilities, pose any BC Building Code concerns, or restrict future development on neighbouring lots.

Considering the conditions noted above, the variances requested in this proposal do not significantly concern staff and are viewed as reasonable.

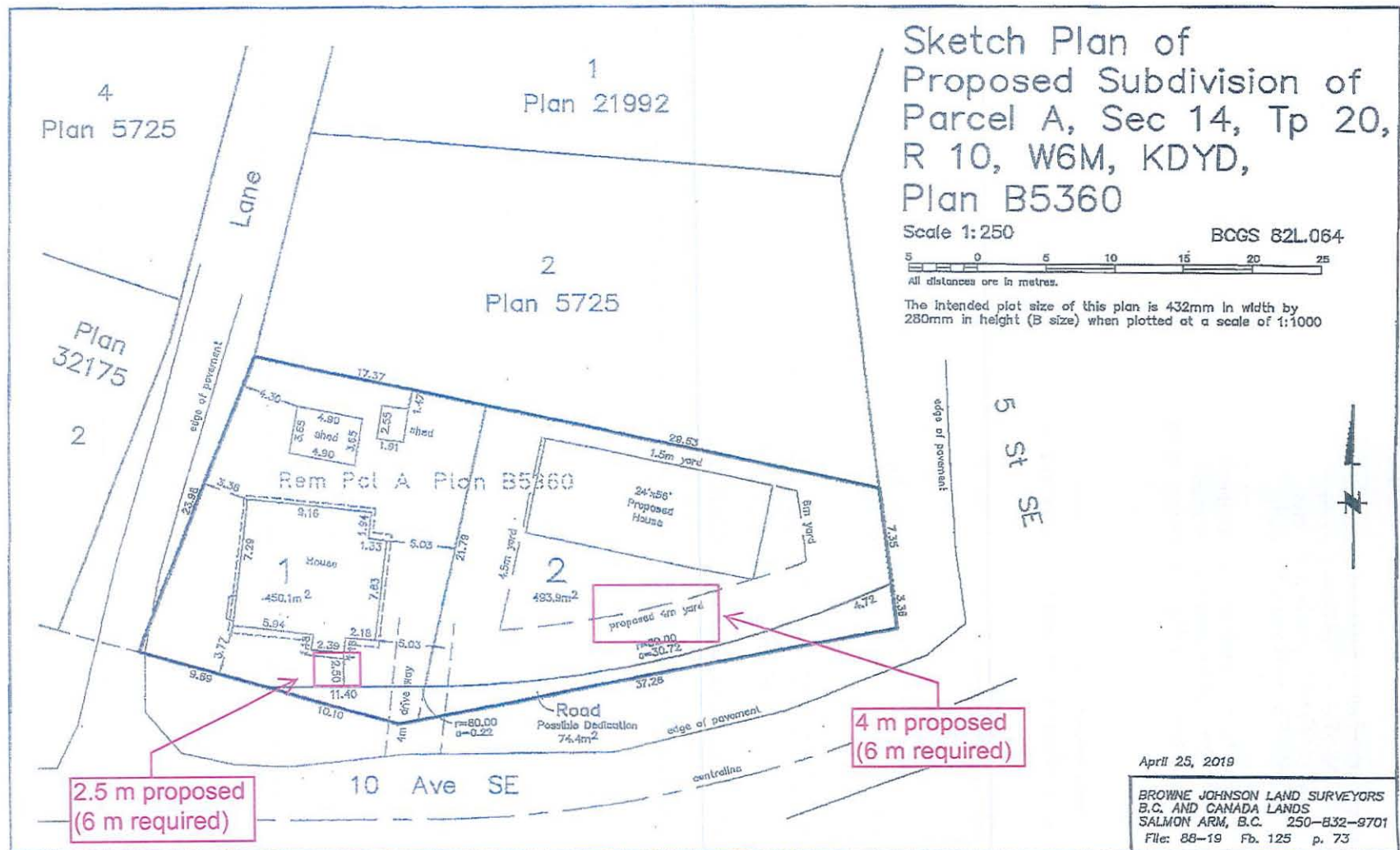
If approved, Development Variance Permit No. VP-498 will only be applicable as shown in Appendix 1: Schedule A.



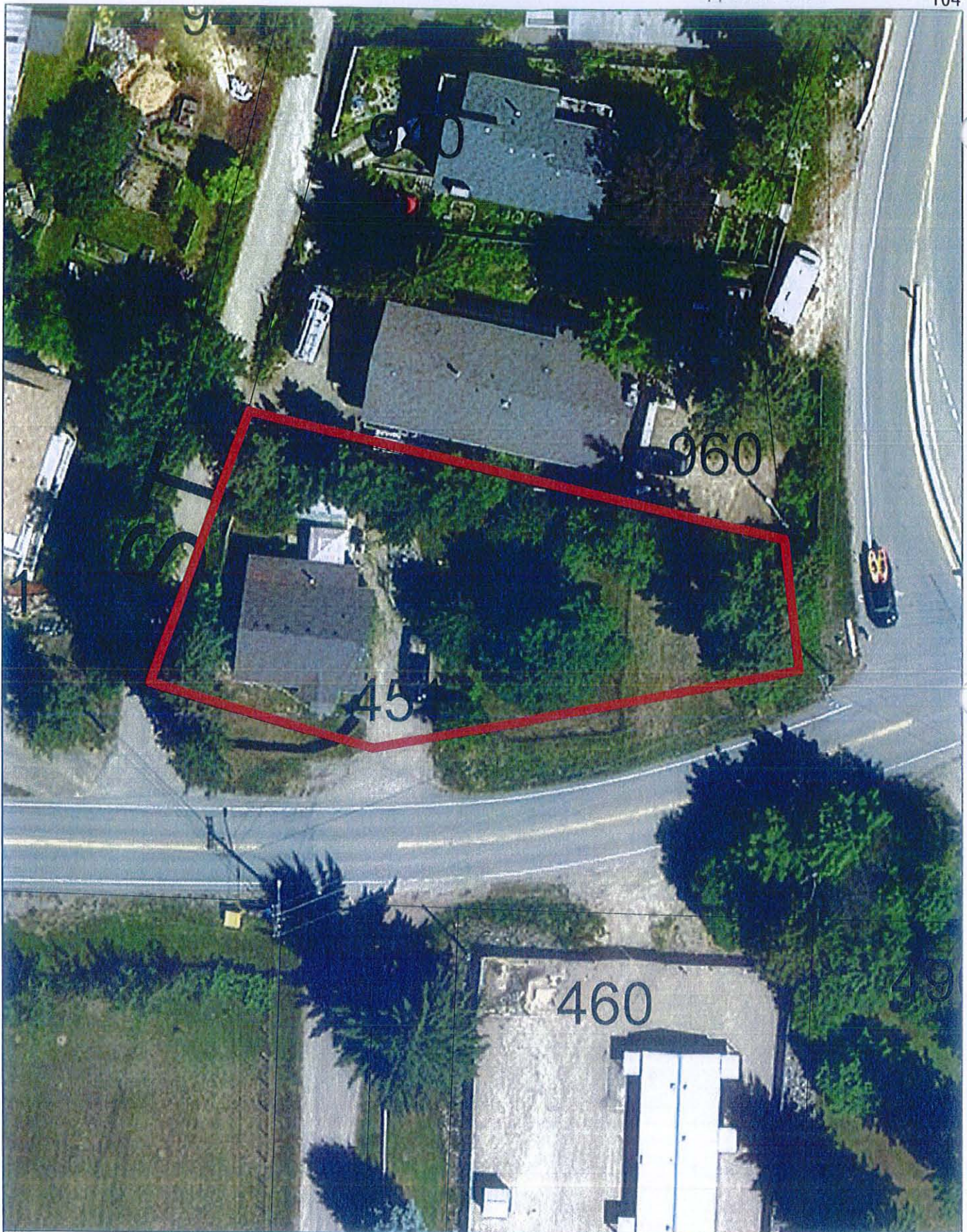
Prepared by: Chris Larson, MCP
Planner, Development Services



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







0 5 10 20 30 40 Meters



Subject Parcel

John Varga
#2-250 Alexander St NE
Salmon Arm BC
V1E 4N3
250-253-9976

Honourable Councillors,

I am writing today to give further detail for the reasons for my application for a variance on the subdivision application SUB-19.08. I am applying the subdivision and layout to build my permanent dream home in Salmon Arm. The property is sub-dividable as per the city bylaws; however, the building envelope is irregular in layout and size. This envelope results in a building placement that would within the sightlines of both the existing house on 451 10th Avenue SE and the rear neighbour. By allowing the variance, the house can be placed much closer to 5th St resulting in a much more efficient and aesthetically pleasing layout of the buildings preserving the views and privacy of the residents.

I am available for any questions or comments.

Sincerely,

John Varga

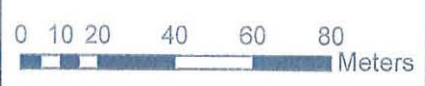
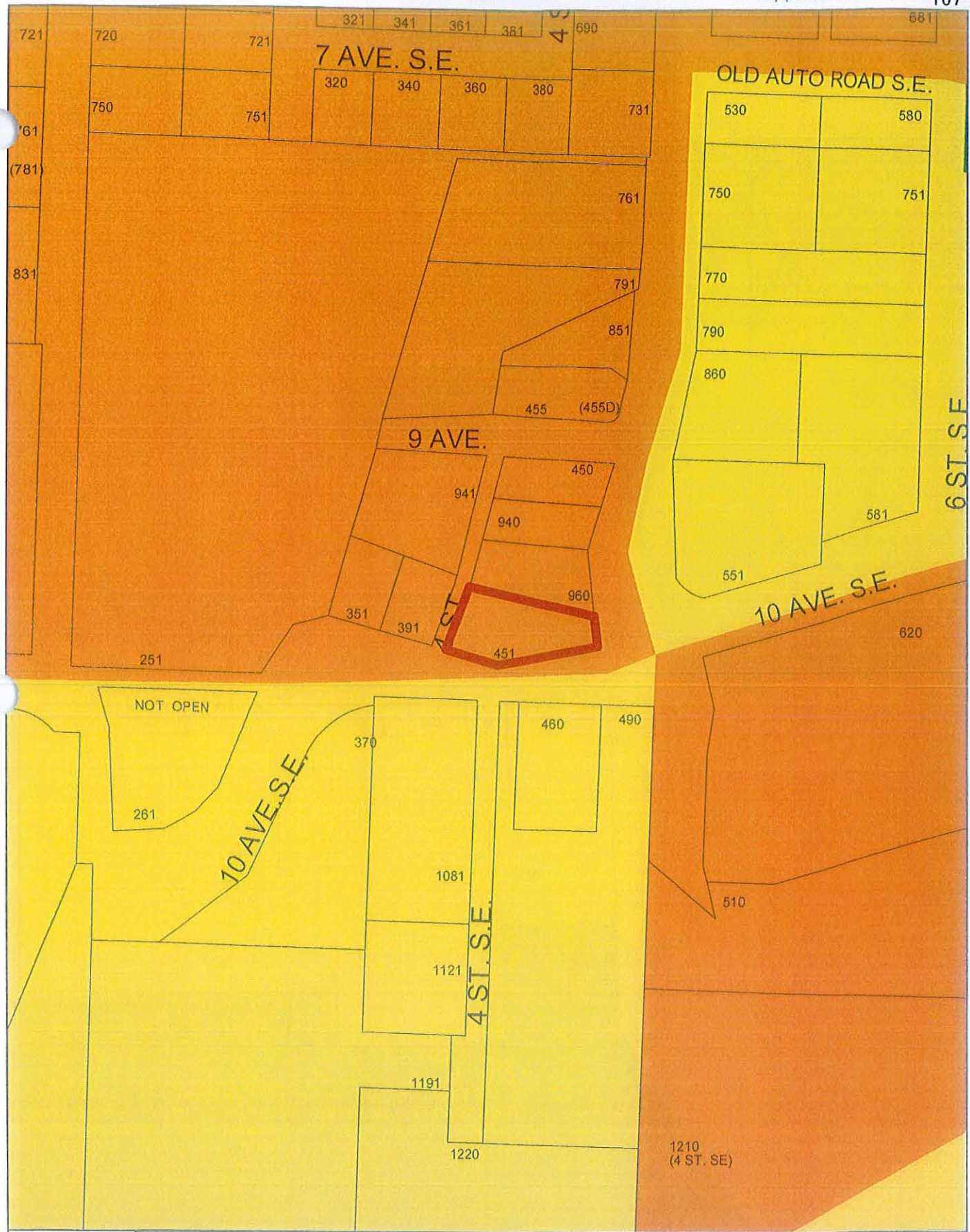
Appendix 5: Site Photos



View north-east of subject property from 10 Avenue SE.




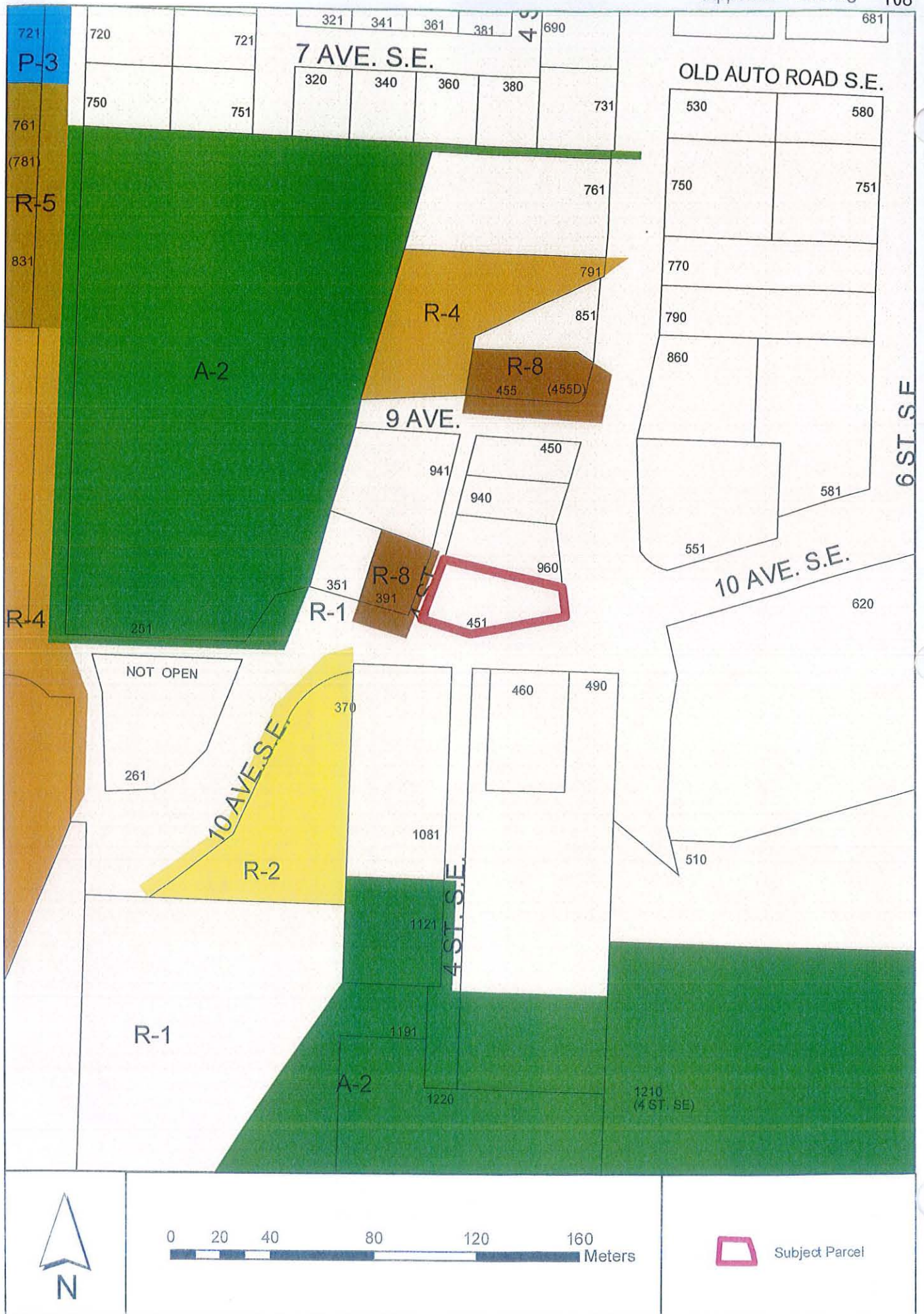
View north-west of subject property from 10 Avenue SE.



 High Density Residential

 Medium Density Residential

 Subject Parcel



Item 21.2

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit Application No. VP-497 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan 41074, which will vary Development and Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a fire hydrant to the minimum 90 metre spacing.

[VP-497; The Wood Shop Millwork & Joinery Inc./Bird, S. & Johnston, T.; 4921 Auto Road SE; Fire Hydrant requirement]

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

FROM: Director of Development Services

DATE: June 10, 2019

SUBJECT: Development Variance Permit Application No. VP-497
 Legal: Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan 41074
 Civic Address: 4921 Auto Road SE
 Owner: The Wood Shop Millwork & Joinery Inc.
 Applicant: Owners (S. Bird & T. Johnston)

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-497 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan 41074, which will vary Development & Servicing Bylaw No. 4163 as follows:

- 1. Waive the requirement to install a fire hydrant to the minimum 90 metre spacing.**

STAFF RECOMMENDATION

THAT: The motion for consideration be defeated.

PROPOSAL

The subject property is located in the Industrial Park at 4921 Auto Road SE (Appendix 1 & 2). The applicant is requesting to vary the provisions of the Subdivision and Servicing Bylaw No. 4163, by waiving the requirement to install a fire hydrant to meet the minimum spacing of 90 metres as specified for properties zoned industrial. The applicant has submitted a letter of rationale attached as Appendix 3, and site photos are attached as Appendix 4.

BACKGROUND

The property is designated Industrial - General in the City's Official Community Plan (OCP) and is zoned M-1 General Industrial Zone in the City's Zoning Bylaw (Appendix 5 & 6). The owner/applicant operates a cabinetry business out of a 464 m² (5,000 ft²) building on the property. Building Permit No. 16050B was issued for a 189 m² (2,000 ft²) addition to the building with a declared value of construction of \$210,000. The fire hydrant is the only frontage improvement required. The estimated cost for the fire hydrant, including a standard 25% contingency is \$17,525.

There are two existing fire hydrants within proximity of the subject property along Auto Road. The building is within a 45 m radius to the closest fire hydrant. However, the frontage of the property extends outside of the allowable spacing; thus, a fire hydrant is required to meet the 90 metre spacing as specified in the Subdivision & Development Servicing Bylaw (Appendix 7).

STAFF COMMENTS

Fire Department

See attached referral comments (Appendix 8).

Building Department

No BC Building Code concerns. Building does not have or require a fire sprinkler system.

Engineering Department

See attached engineering report (Appendix 9).

Planning Department

As per Subdivision & Development Servicing Bylaw No. 4163, all development which includes building permits, are subject to the minimum servicing levels as specified in Table 1: Service Levels for Subdivision & Development (Appendix 10). Fire hydrants are included in the water service level and are to be spaced every 90 metres in industrial areas.

Industrial properties are exempt from frontage improvements if the footprint of expansion is equal to or less than 50m² (538 ft²). The building permit is for a 189 m² (2000 ft²) addition to the building; therefore, it does not qualify for an exemption.

Currently there are six active building permits in the industrial area, and two out of the six, including this application, have a related variance application to waive the requirement to install fire hydrants (Appendix 11). This application and VP-499 have bonded for the required fire hydrant(s) as it is a condition to issuance of a building permit. Due to the fact, there are four other active building permits, there is potential (or an expectation) for four more fire hydrant variance requests to Council. In addition to the active building permits, there have been three recent preliminary development proposals northwest of the subject property. If any of these proposed development plans proceed, each proposed development would trigger a minimum of two to four hydrants per development to be installed.

Valid Manufacturing (G. Clancey) is a neighbouring property which had a building permit issued this year. A fire hydrant was required, and no variance was applied for.

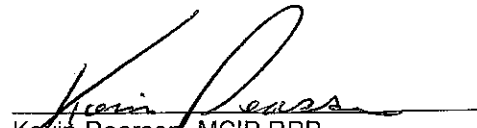
CONCLUSION

Although the Fire Department comments indicate no potential problem with fighting a fire on the subject property using the existing nearby hydrants; the engineering report strongly recommends that the requirement to waive the installation of a fire hydrant be denied.

Considering the potential for future development in the industrial park, the City's ongoing participation in the Fire Underwriters Survey (which has an impact on insurance rates); and, the servicing level requirements of the Subdivision & Development Servicing Bylaw No. 4163, it is recommended Council deny this variance request.



Denise Ackerman
Planner, Development Services Department



Kevin Pearson, MCIP, RPP
Director of Development Services



 Subject Parcel



4921

(4852)

(4854)



0 4.75 9.5 19 28.5 38 Meters



Subject Parcel

The Woodshop Millwork and Joinery Inc.
4921 Auto Road SE
Salmon Arm, B.C. V1E 1X1
April 23, 2019



Attention Mayor and Council:

We own a small business in the Industrial Park. Our company, The Woodshop Millwork and Joinery, is a cabinetry and millwork shop that employs 9 full-time employees including ourselves. We operate out of a 5000sq ft. building.

We recently applied to the City of Salmon Arm for a building permit to construct a 2000sq ft. addition to our building. The proposed addition will allow for increased production capacity and additional future employees.

Following application, we were notified by the City's Engineering Department that, as per Subdivision and Development Services Bylaw 4163, we would be required to install a new fire hydrant in order to comply with the 90m spacing bylaw requirement. The estimated cost for installation is \$17,525.00, including a 25% contingency.


We strongly feel this bylaw requirement is an unnecessary hardship to our small business and limits our investment potential into our business and our employees. As such, we are seeking a variance for relief of this requirement.

There is currently an existing fire hydrant approximately 25m from our front door and another fire hydrant approximately 75m from our southeast property corner. The neighbouring businesses in our immediate area are fully serviced by these existing two hydrants.

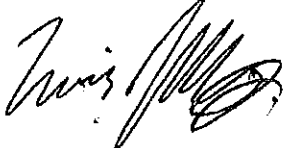
We appreciate you taking the time to review and consider our variance application and hope that you continue to support small businesses and growth in the City of Salmon Arm.

Sincerely,

Stewart Bird



Travis Johnston

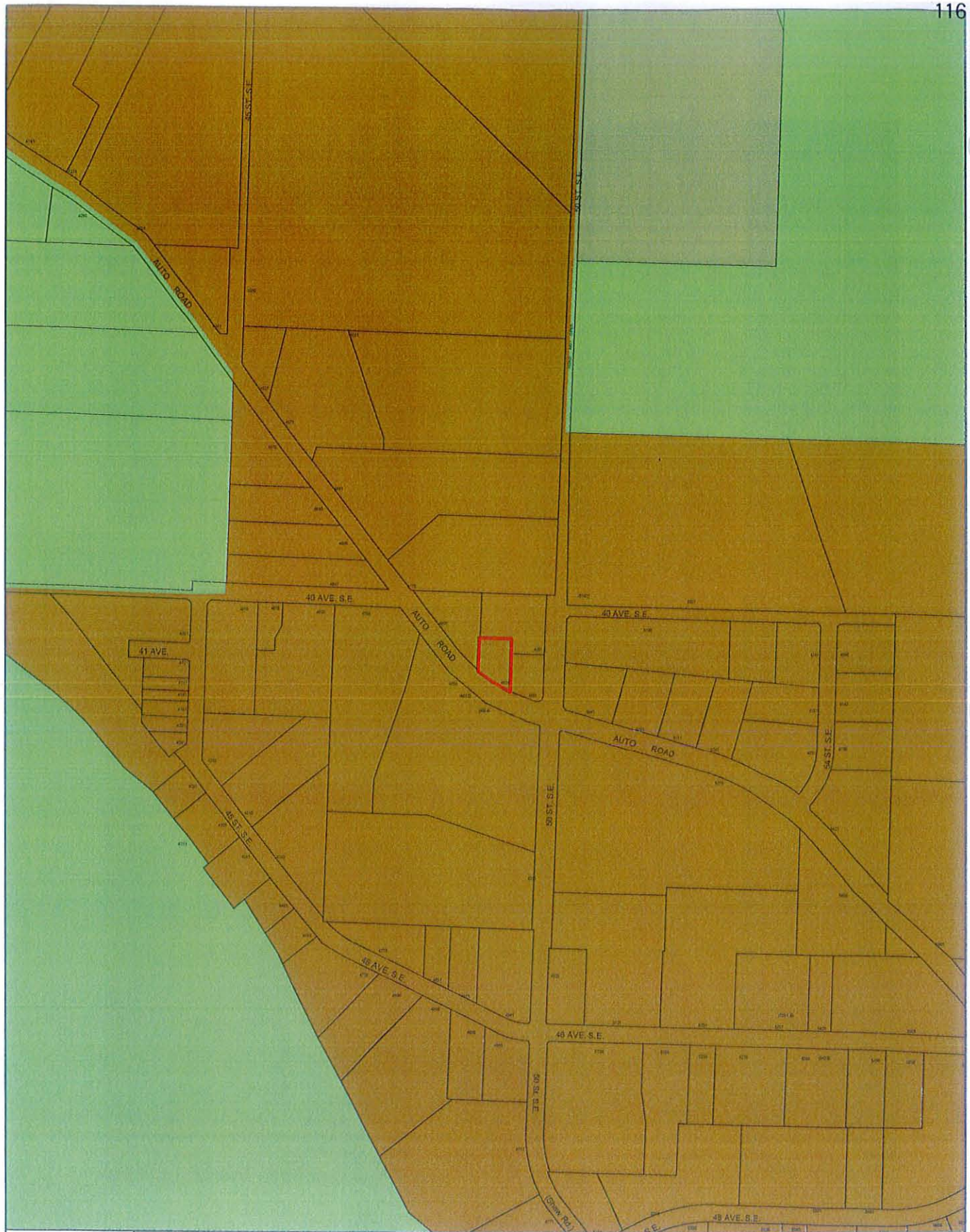




Front of Building; Facing North



Addition to Building



0 3060 120 180 240
Meters



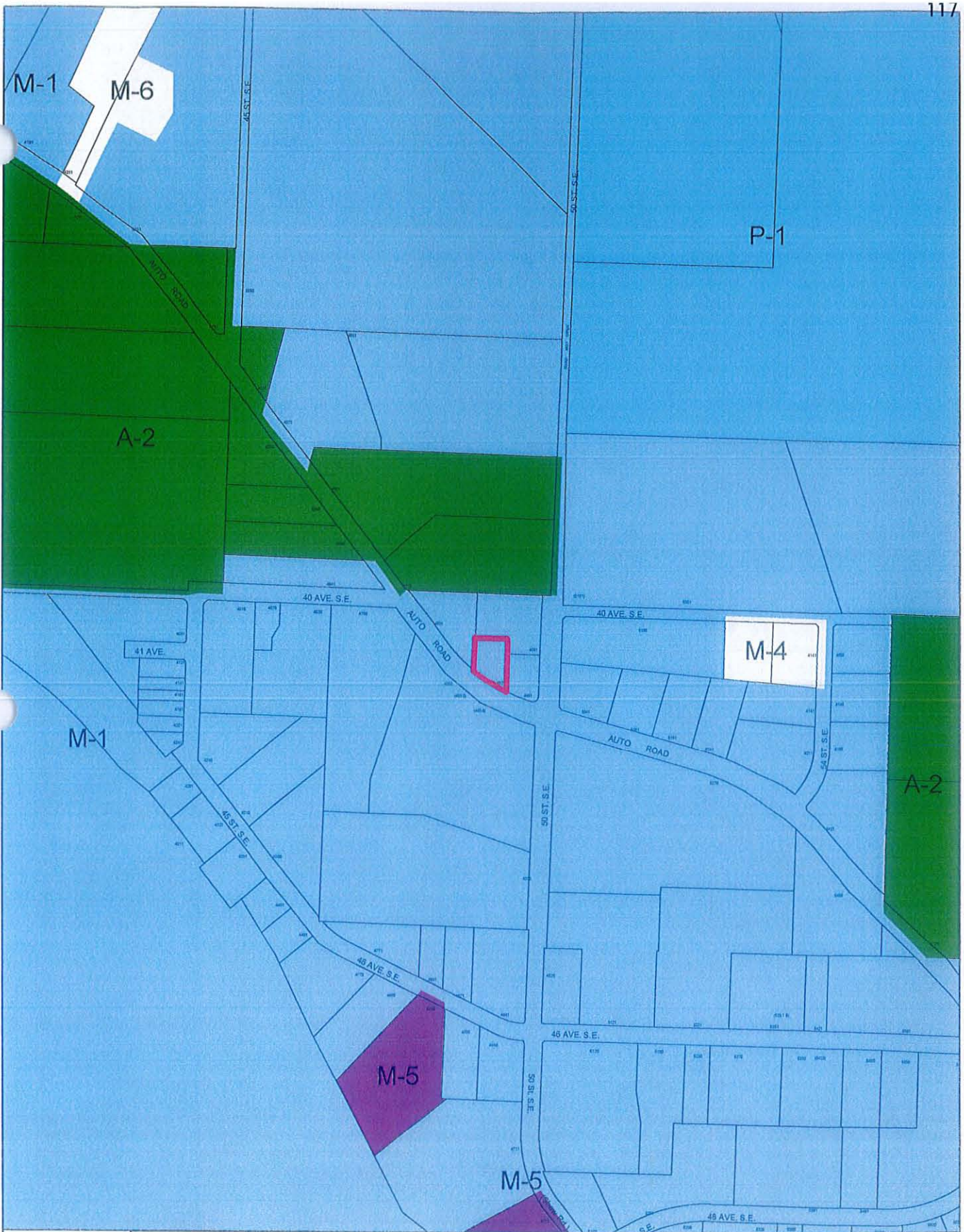
Acreage Reserve

Industrial - General

Industrial - Airside



Subject Parcel



Subject Parcel



M-1 General Industrial Zone



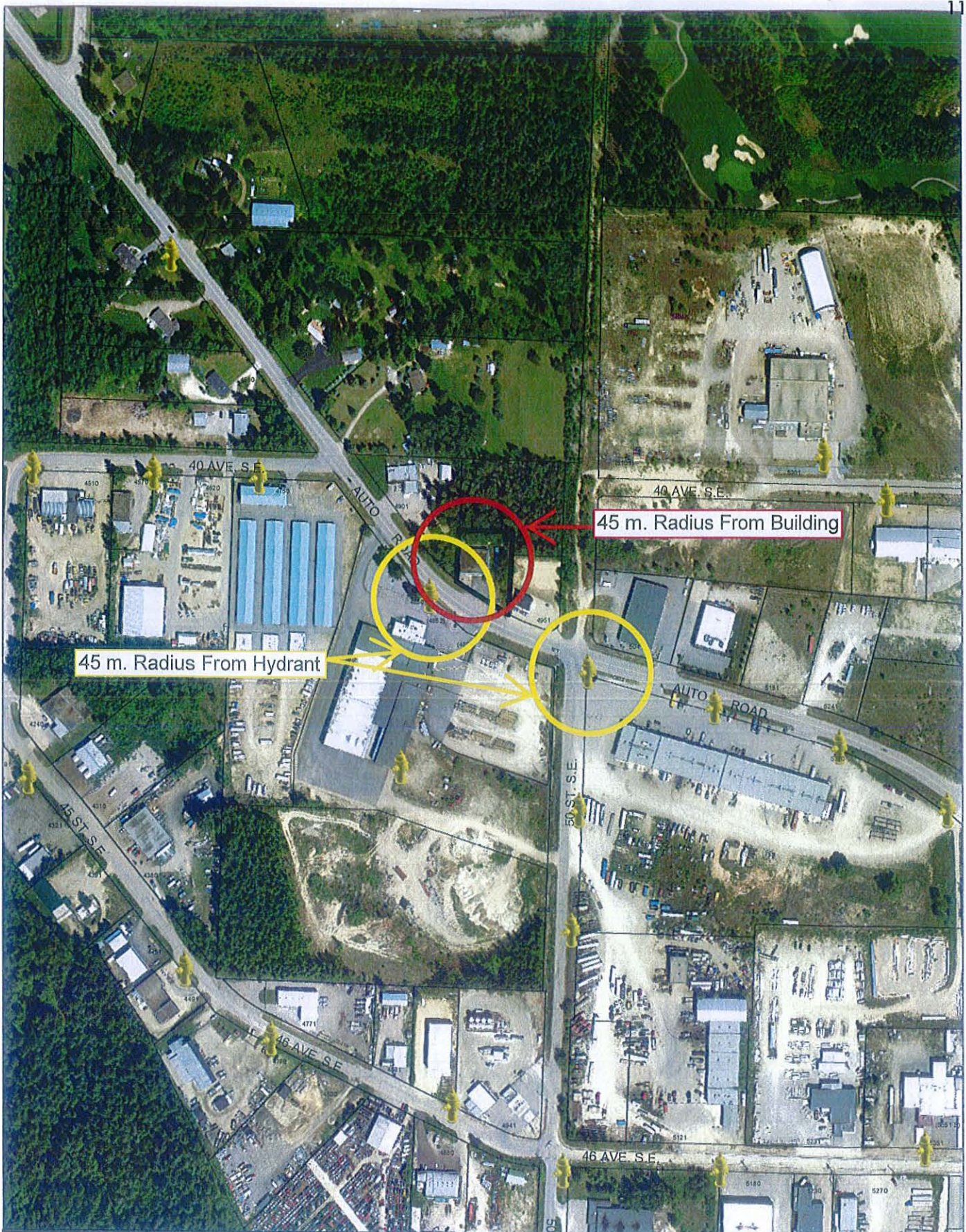
A-2 Rural Holding Zone



M-5 Auto Wrecking / Salvage Yard Zone



M-4 Abattoir Zone



0 37.5 75 150 225 300 Meters



Subject Parcel



DEVELOPMENT SERVICES DEPARTMENT
 Box 40, 500 - 2nd Avenue NE, Salmon Arm, BC, V1E 4N2
 Phone: 250-803-4021 FAX: 250-803-4041

SUBMIT FORM

PRINT

TO:

DIRECTOR OF DEVELOPMENT SERVICES (Kevin)
 PLANNING AND DEVELOPMENT OFFICER (Scott)
 PLANNING AND DEVELOPMENT OFFICER (Chris)
 PLANNING AND DEVELOPMENT OFFICER (Denise)
 MANAGER OF PERMITS & LICENSING (Maurice)
 FIRE DEPARTMENT (Brad)
 ENGINEERING & PUBLIC WORKS DEPARTMENT (Rob, Jenn W. & Shelly)
 BC HYDRO, via email utilities group
 FORTISBC, via email utilities group
 TELUS, via email utilities group
 SHAW CABLESYSTEMS, via email utilities group

REFERRAL:

DATE: May 2, 2019
OWNER: Stewart Bird / Travis Johnston, 4921 Auto Road SE, Salmon Arm, BC V1E 1X1
APPLICANT / AGENT: The WoodShop & Joinery Inc
SUBJECT: DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-497
LEGAL: Lot 1, Section 6, Township 20, Range 9, W6M KDYD, Plan 41074
CIVIC: 4921 Auto Road SE
ASSOCIATED: BP16050B [DPW-1995]
PREVIOUS: n/a

Attached is an application and supporting documentation. The applicant is requesting a servicing variance to not install a fire hydrant.

Your comments are required A.S.A.P.

Thank you.

Denise Ackerman
 Planner

COMMENTS for VP-497

Further to my visit to the business located at 4921 auto road S.E, my opinion is the fire department would have no problems in combatting a fire and establishing a sufficient water supply from fire hydrants located adjacent to this property.

SIGNATURE: Brad Shirley

DATE:

**CITY OF
SALMON ARM**

*Memorandum from the
Engineering and Public
Works Department*

TO: Kevin Pearson, Director of Development Services
DATE: June 4, 2019
PREPARED BY: Jenn Wilson, City Engineer
OWNER: Stewart Bird / Travis Johnston, 4921 auto Road Se, Salmon Arm, BC V1E 1X1
APPLICANT: The WoodShop & Joinery Inc.
SUBJECT: **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-497**
LEGAL: Lot 1, Section 6, Township 20, Range 9, W6M KDYD, Plan 41074
CIVIC: **4921 Auto Road SE**
ASSOCIATED: BP16050B [DPW-1995]
PREVIOUS: N/A

Further to the request for variance dated May 2, 2019; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

1. Waive the requirement to install a fire hydrant.

Subdivisions and Developments are required to complete frontage improvements to meet the service levels required in the Subdivision and Development Services Bylaw 4163 (SDSB) unless they fall under one of several exemptions.

Industrial properties are exempt from frontage improvements if the footprint of expansion is equal to or lesser than 50m². This exemption was changed from the previous SDSB which had a value based exemption of up to \$150,000 because this resulted in many developers artificially lowering their building permit values in order to fall under the exemption. This application has a value of \$210,000 and does not fall under any current exemptions

The SDSB states that fire hydrant spacing shall be approximately, and in all cases shall not exceed 150 meters in low density residential zones and 90 meters in medium and high density residential zones, commercial, industrial and institutional (ICI) zones and 300 meters in ALR/Rural zones. Although the main building is within a 45m radius of an existing fire hydrant, the frontage of the property extends outside of the allowable spacing and as such a fire hydrant is required. This is the only frontage improvement that the property is subject to through the SDSB.

Fire Hydrant spacing recommendations are provided by the Fire Underwriters Survey (formerly the Insurers' Advisory Organization and Canadian Underwriters Association), a national organization that provides data on public fire protection for fire insurance statistical work and underwriting purposes of subscribing insurance companies. Specifically, the Water Supply for Public Fire Protection (Fire Underwriters Survey – A service to insurers and municipalities, 1999) states:

DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-497

Page 2

"The maximum recommended spacing of hydrants in commercial, industrial, institutional and multi-family residential areas is 90 meters; in single family residential areas 180 metres is recommended."

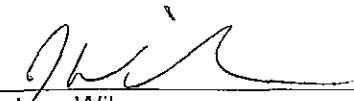
Staff reviewed over 25 other municipalities and found that the City of Salmon Arm's bylaw is very consistent with municipalities throughout BC and Canada.

We note that the cost of hydrant installation in ICI & high density areas can be quite high due to the size of the water mains (a significant portion of the cost is the hot-tap into the watermain). We also note that **the estimate that has been given to the applicants has significant contingency values added and it would be expected that the applicant will pay 75% of the estimate or less if no issues are encountered during installation.**

Recommendation:

The Engineering Department strongly recommends that the requirement to waive the installation of a fire hydrant be denied. Setting a precedent of waiving safety related requirements against the recommendation of FUS would likely cause liability issues for the City and creates a grey area for applicants on City requirements.

Although Engineering would not support such an initiative, if the hydrant spacing in the ICI & high density residential areas is deemed too onerous by Council the inherent risks of reduced coverage should be explored and the service level (SDSB hydrant spacing requirements) should be decreased to create a known requirement for applicants.

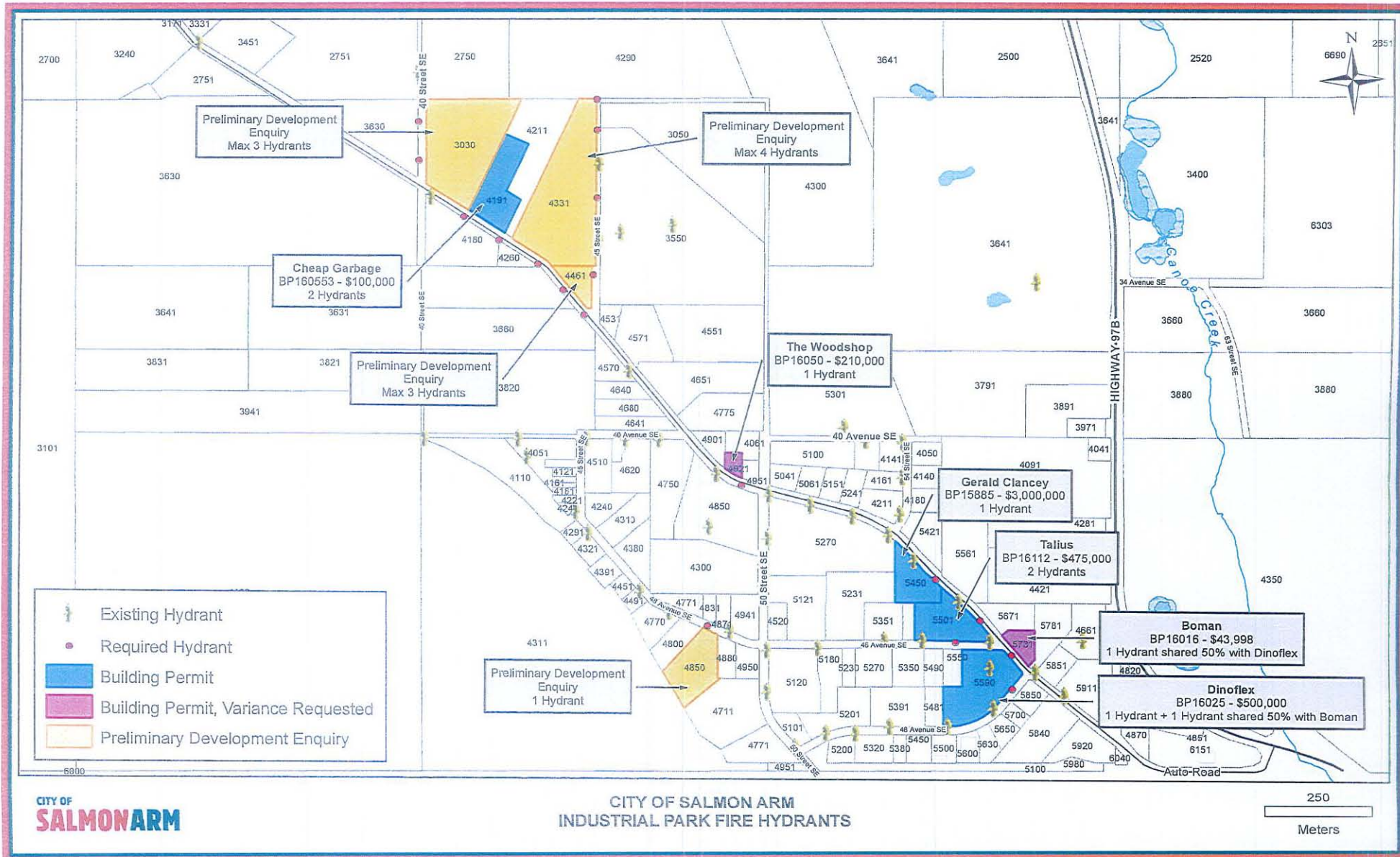


Jenn Wilson
City Engineer

TABLE 1: Service Levels for Subdivision and Development (1)

SERVICE	SERVICE LEVEL	DEVELOPMENT AREA						
		Urban	Rural	Industrial	Light Industrial	City Centre	Urban Hillside	Rural Hillside
Highways: Road Standards, including curb, gutter, paving, etc. shown on applicable specification drawing. Collector and Arterial Road Standards shall be applied where designated in the <i>Official Community Plan</i>	RD-1 - Urban Local (18m)	X					X	
	RD-2 - Urban Local (20m)	X					X	
	RD-3 - Urban Collector (20m)	X					X	
	RD-4 - Urban Arterial (25m)	X (7)					X (7)	
	RD-5 - Town Centre (Varies)	X				X		
	RD-6a - Industrial Area (20m)			X				
	RD-6b - Light Industrial (20m)				X			
	RD-7 - Rural Local (20m)		X					X
	RD-8 - Rural Collector (20m)		X	X				X
	RD-9 - Rural Arterial (25m)		X (7)	X (7)				X (7)
	RD-14 - Canoe Beach Drive (20m)	X						
	RD-15 - Urban Local Hillside (18m)						X	
	RD-16 - Rural Local Hillside (18m)							X
Road dedication	Based on applicable road cross-section (2)	X	X	X	X	X	X	X
Water	City Water System including fire hydrants	X	(8)	X	X	X	X	(8)
	Alternate Water Supply		X (6)					X (6)
Sanitary	City Sewer System	X		X (3)	X (3)	X	X	
	Sewage Disposal to Ground System		X	X	X			X
Storm	City Storm Sewer System	X		X	X	X	X	
	Open Channel System	X (10)	X	X	X		X (10)	X
	Ground Discharge	X (10)	X	X	X		X (10)	X
Hydro, Telecommunications (Civil Works Required)	Overhead Distribution to Property Line	(4)	X	X	X		(4)	X
	Underground Distribution to Property Line	X (5)				X (5)	X (5)	
	Overhead Service (within lot)	(4)	X	X	X		(4)	X
	Underground Service (within lot)	X				X	X	
Natural Gas (Optional)	Underground	X	X	X	X	X	X	X
Street Lighting	Schedule B, Part 1, Section 8.0	X	(9)	X	X	X	X	(9)
Sidewalk	One Side (Limited Local)	X		X	X		X	
	Two Sides (Collector/ Arterial or Medium to High Density Development)	X				X	X	
Street Tree & Boulevard Furnishings & Planting	Street Trees/Park Benches/Planters					X		
Trail and Roadside Corridors	CGS-7 to CGS-12	X	X	X	X	X	X	X

- 1 The applicable service level is indicated with an X.
- 2 Road dedication is capped at a 20 metre wide right-of-way and is not required for Development.
- 3 Required where the City system is within 100 metres and a gravity connection is possible.
- 4 Small Subdivisions and Developments do not require underground distribution where they are in an area of existing overhead distribution and the City Engineer in consultation with BC Hydro approves overhead works.
- 5 Three-phase BC Hydro distribution to be located underground only where a tri-party cost sharing agreement is in place between the Owner/Developer, BC Hydro and the City.
- 6 The Owner/Developer is required to grant a potable water treatment covenant in a form acceptable to the Approving Officer.
- 7 The Owner/Developer is to construct adjacent arterial road Frontage with one traffic lane (second lane funded by City if required).
- 8 Extension of municipal system into the rural area is permitted where supported by the OCP.
- 9 If street lighting is required for safety purposes. Rural Street lighting covered under Policy 5.5.
- 10 With specific approval from the City Engineer as part of an integrated stormwater management plan. Owner/Developer may be required to grant an Alternative Stormwater maintenance covenant in a form acceptable to the Approving Officer and the Director of Development Services.



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Item 25.

CITY OF SALMON ARM

Date: June 24, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of June 24, 2019, be adjourned.

Vote Record

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

Opposed:

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

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