

AGENDA

City of Salmon Arm
Regular Council Meeting

Monday, August 26, 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 |
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| | 1. | CALL TO ORDER |
| 1 - 2 | 2. | IN-CAMERA SESSION |
| | 3. | ADOPTION OF AGENDA |
| | 4. | DISCLOSURE OF INTEREST |
| | 5. | CONFIRMATION OF MINUTES |
| 3 - 14 | 1. | Regular Council Meeting Minutes of August 12, 2019 |
| | 6. | COMMITTEE REPORTS |
| 15 - 18 | 1. | Development and Planning Services Committee Meeting Minutes of August 19, 2019 |
| 19 - 22 | 2. | Community Heritage Commission Meeting Minutes of June 21, 2019 |
| | 7. | COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE |
| 23 - 32 | 1. | Board in Brief – August, 2019 |
| | 8. | STAFF REPORTS |
| 33 - 34 | 1. | Director of Corporate Services – Canada Day Fireworks |
| 35 - 42 | 2. | Director of Corporate Services – Downtown Salmon Arm – Business Improvement Area Bylaw |
| 43 - 46 | 3. | Director of Engineering and Public Works – Project Award – WPCC ATAD Cell 6 Upgrades |
| 47 - 52 | 4. | Director of Development Services – Community Heritage Commission Appointments |
| 53 - 56 | 5. | Director of Corporate Services – Supply of Bulk Aviation Fuels and Related Delivery Services |
| 57 - 60 | 6. | Director of Corporate Services – Lease of Agricultural Land known as Harrington Farm/Minion Field 2191 – 30 Street SW |

- 61 - 74 **9. INTRODUCTION OF BYLAWS**
 1. City of Salmon Arm Zoning Amendment Bylaw No. 4350 [ZON-1155; McKibbin, L. & R.; 1411 9 Avenue SE; R-1 to R-8] – First and Second Readings
- 75 - 90 **10. RECONSIDERATION OF BYLAWS**
 1. City of Salmon Arm Zoning Amendment Bylaw No. 4346 [ZON-1151; Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8] – Final Reading
- 91 - 92 **11. CORRESPONDENCE**
 1. Informational Correspondence
- 12. NEW BUSINESS**
- 93 - 94 **13. PRESENTATIONS / DELEGATIONS**
 1. Presentation 4:00 - 4:15 p.m. (approximately)
 Peter Robinson and Trish Dehnel, Community Energy Association - Climate Action/Partners for Climate
- 14. COUNCIL STATEMENTS**
- 15. SALMON ARM SECONDARY YOUTH COUNCIL**
- 16. NOTICE OF MOTION**
- 17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
- 95 - 96 **18. OTHER BUSINESS**
 1. Councillor Lavery - Notice of Motion – FireSmart Curbside Chipping Program
- 97 - 100 2. Councillor Lindgren - Notice of Motion – Climate Action Strategy
- 101 - 102 3. Salmon Arm Fall Fair Parade Contribution
- 19. QUESTION AND ANSWER PERIOD**

7:00 p.m.

| Page # | Item # | Description |
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| | 20. | DISCLOSURE OF INTEREST |
| | 21. | HEARINGS |
| | 22. | STATUTORY PUBLIC HEARINGS |
| 103 - 130 | 1. | Zoning Amendment Application No. ZON-1107 [Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; P-2 to P-4] |
| 131 - 132 | 2. | Official Community Plan Amendment Application No. OCP4000-33 [Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS] <i>[See item 21.1 for Staff Report]</i> |
| 133 - 134 | 3. | Zoning Amendment Application No. ZON-1107 [Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4] <i>[See item 21.1 for Staff Report]</i> |
| | 23. | RECONSIDERATION OF BYLAWS |
| 135 - 140 | 1. | City of Salmon Arm Zoning Amendment Bylaw No. 4264 [ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; Text Amendment and P-2 to P-4] - Third Reading |
| 141 - 146 | 2. | City of Salmon Arm Official Community Plan Amendment Bylaw No. 4263 [OCP4000-33; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS] - Third Reading |
| 147 - 150 | 3. | City of Salmon Arm 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] - Third Reading |
| | 24. | QUESTION AND ANSWER PERIOD |
| 151 - 152 | 25. | ADJOURNMENT |

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Item 2.

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

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: August 26, 2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of August 12, 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 1:00 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia on **Monday, August 12, 2019.**

PRESENT:

Mayor A. Harrison
Councillor D. Cannon
Councillor C. Eliason
Councillor K. Flynn
Councillor T. Lavery
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
Chief Financial Officer C. Van de Cappelle
Recorder C. Simmons

ABSENT:

Councillor L. Wallace Richmond

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0417-2019

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.
Council returned to Regular Session at 2:26 p.m.
Council recessed until 2:31 p.m.

3. REVIEW OF AGENDA

Addition of Item 11.2 S. Hecker, Manager of Wellness Programs and Innovation, Canadian Mental Health Association Shuswap-Revelstoke - letter dated August 9, 2019 - Forth Annual Lantern Walk

Addition of Item 11.3 D. & G. Martinuk - email dated August 9, 2019 - Canoe Beach rental/leases

Addition of Item 11.4 K. Norlin - email dated August 8, 2019 - Canoe Beach Park and Monday August 12th Council Meeting

Addition of Item 18.2 West Bay Trail Grant Application

4. DISCLOSURE OF INTEREST

5. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of July 22, 2019

0418-2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of July 22, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY

2. Special Council Meeting Minutes of August 1, 2019

0419-2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Special Council Meeting Minutes of August 1, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY

6. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of August 6, 2019

0420-2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of August 6, 2019 be received as information.

CARRIED UNANIMOUSLY

2. Downtown Parking Commission Meeting Minutes of July 16, 2019

0421-2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Downtown Parking Commission Meeting Minutes of July 16, 2019 be received as information.

CARRIED UNANIMOUSLY

7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief – July, 2019

Received for information.

8. STAFF REPORTS**1. Director of Development Services – Solar Feasibility Study**

0422-2019

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council receive the Solar PV Feasibility Review prepared by Riverside Energy Ltd.;

AND THAT: Council direct staff to proceed with a Request for Quotations or similar process to install a 10.2 kwpc demonstration roof top Solar PV system, as referenced in the Feasibility Review, at the Salmon Arm Arts Centre to be funded from the Climate Action Reserve to a maximum of \$30,000.00.

CARRIED UNANIMOUSLY

2. Director of Development Services – Body Gripping Animal Traps

Received for information.

3. Chief Administrative Officer – Canoe Beach Campsites – Rental Agreements (Previously provided July 11, 2016)

0423-2019

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: a Committee be developed, including City of Salmon Arm Mayor, one Council Member, two tenants, one Community Member at Large and one Staff Member to review and make recommendations for the future of the Canoe Beach Campsites.

DEFEATED

Councillors Cannon, Eliason and Lavery Opposed

4. Director of Engineering and Public Works – Award of Engineering Services (Phase 2.4) Ross Street Underpass Design and Tender Services

0424-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Engineering Services Contract for Phase 2.4 of the Ross Street Underpass Detailed Design be awarded to R.F. Binnie & Associates Ltd. for \$307,018.00 plus taxes as applicable;

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

CARRIED UNANIMOUSLY

5. Chief Financial Officer – Policy No. 7.1 – Banking Services

0425-2019

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Banking Services Contract with Scotiabank be extended for the two (2) year term of January 1, 2020 to December 31, 2021.

CARRIED UNANIMOUSLY

8. STAFF REPORTS - continued6. Director of Corporate Services - Telus Communications Inc. - Hazard Beacon H2 Lease Agreement

0426-2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Mayor and Corporate Officer be authorized to execute the lease agreement for Hazard Beacon H2 with Telus Communications Inc. for a five (5) year term from May 1, 2020 to April 30, 2025, for \$1,750.00 plus applicable taxes, per year.

CARRIED UNANIMOUSLY9. INTRODUCTION OF BYLAWS10. RECONSIDERATION OF BYLAWS1. City of Salmon Arm Zoning Amendment Bylaw No. 4341 [ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8] - Final Reading

0427-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4341 be read a final time.

CARRIED UNANIMOUSLY11. CORRESPONDENCE1. Informational Correspondence2. S. Hecker, Manager of Wellness Programs and Innovation, Canadian Mental Health Association Shuswap-Revelstoke - letter dated August 9, 2019 - Forth Annual Lantern Walk

0428-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council approve the Canadian Mental Health Association Shuswap - Revelstoke Branch and the Safer Suicide Action Team to hold the fourth annual lantern walk on September 10, 2019 from 6:00 - 9:00 p.m. subject to the provision of adequate liability insurance;

AND THAT: staff be directed to adjust the washroom closures as requested in the letter dated August 9, 2019.

CARRIED UNANIMOUSLY3. D. & G. Martinuk - email dated August 9, 2019 - Canoe Beach rental/leases

Received for information.

4. K. Norlin - email dated August 8, 2019 - Canoe Beach Park and Monday August 12th Council Meeting

Received for information.

12. NEW BUSINESS15. SALMON ARM SECONDARY YOUTH COUNCIL16. NOTICE OF MOTION1. Councillor Lindgren – Climate Action Plan – Consideration at August 26, 2019 Regular Council Meeting

WHEREAS the British Columbia government declared a provincial state of emergency in 2018 over record-setting wildfires;

AND WHEREAS the Legislature of British Columbia and the House of Commons of Canada have acknowledged the growing crisis of climate breakdown by holding emergency debates following the release of the Intergovernmental Panel of Climate Change (IPCC) report;

AND WHEREAS Local governments worldwide are taking action to avoid the worst impacts of climate change and calling on senior levels of government for an urgent, emergency response;

AND WHEREAS the effects of Climate Change are already prevalent in the City of Salmon Arm;

AND WHEREAS the City of Salmon Arm has taken many important steps already, including:

- Implementation of curbside recycling and food waste programs;
- Geothermal heating and cooling at City Hall;
- Climate Leader, BC Climate Action Community 2016;
- Salmon Arm Landfill gas capture project (in conjunction with CSRD);
- Solar Feasibility Study;
- Purchase of hybrid vehicles for City fleet;
- Installation of LED and energy efficient boilers;
- Upgrades to Recreation Centre HVAC System (heating, ventilation and air conditioning);
- Installation of LED lighting at some key locations; and
- Adoption of a Pesticide Bylaw;

THEREFORE BE IT RESOLVED THAT Council direct staff to engage the Community Energy Association to prepare a Climate Action Plan for the City of Salmon;

AND THAT the Climate Action Plan Report be funded in the amount of \$15,000.00 from the Climate Action Reserve (approximate balance \$146,000.00 at December 2019);

AND THAT the City recognize this is a Strategic Priority to be considered in decision making and investment moving forward;

AND FURTHER THAT Council recognize the urgent need for a Climate Action Plan and corresponding action for the City of Salmon.

16. NOTICE OF MOTION – continued**2. Councillor Lavery – FireSmart Curbside Chipping Program – Consideration at August 26, 2019 Regular Council Meeting**

WHEREAS Salmon Arm is adopting a FireSmart approach to better protect our community from wildfires;

AND WHEREAS property owners are encouraged to take individual FireSmart actions to clear vegetation surrounding their own homes with the recognition that such preventative actions can make a big difference;

THEREFORE BE IT RESOLVED THAT staff prepare costs and funding options for a bi-annual 2020 curbside chipping program for consideration during the upcoming budget process.

3. Councillor Lavery – Active Transportation Plan: Let's Move Salmon Arm – Consideration at the October 21, 2019 Special Council Meeting

WHEREAS there are increasing opportunities and demands for Active Transportation for health, recreational, commuting and environmental reasons;

AND WHEREAS the City relies on the existing but dated Greenway Strategy as a key planning document for improving Active Transportation;

AND WHEREAS an updated comprehensive Active Transportation Plan is the best way for the community to renew a vision along with policies and actions to guide the development of safe, attractive and convenient active transportation options for people of all ages and abilities over the next 20 years:

THEREFORE BE IT RESOLVED THAT twenty thousand dollars (\$20,000.00) be allocated annually over the next 3 years to reserve, starting with the 2020 budget, to leverage potential Active Transportation funding opportunities from higher levels of government and for funding Active Transportation as part of the upcoming OCP review.

4. Councillor Lavery – Food and Urban Agricultural Plan: Let's Grow Salmon Arm – Consideration at the October 21, 2019 Special Council Meeting

WHEREAS Salmon Arm is an agricultural community that values farmland and food growers and producers as integral to a healthy food system, economy, and culture;

AND WHEREAS a Food and Urban Agricultural Plan would provide Salmon Arm with a coordinated approach for supporting agriculture and improving food security over the next 20 years including farming and food processing as economic drivers, urban agriculture and access to locally grown and produced food:

THEREFORE BE IT RESOLVED THAT ten thousand dollars (\$10,000.00) be allocated annually over the next 3 years to reserve, starting with the 2020 budget, to leverage potential Food and Urban Agricultural Plan funding opportunities from higher levels of government and for funding a Food and Urban Agricultural Plan as part of the upcoming OCP review.

16. NOTICE OF MOTION - continued

5. Councillor Lavery - Affordable Housing Reserve - Consideration at the October 21, 2019 Special Council Meeting

WHEREAS obtaining future affordable housing grants will likely depend on further financial contributions from the city;

AND WHEREAS a Salmon Arm Community Housing Strategy that will highlight policy options for the city to financially support future affordable housing will be developed but not in time for the upcoming 2020 budget process;

THEREFORE BE IT RESOLVED THAT Council add one hundred thousand dollars (\$100,000.00) to the Affordable Housing Reserve in the 2020 fall budget process.

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

18. OTHER BUSINESS

1. Disc Golf Proposal for 4380 10 Avenue SE

Received for information.

2. West Bay Trail Grant Application

0429-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize submission of a grant application under the BC Rural Dividend Program single applicant funding stream for the West Bay Connector Trail project for the purpose of planning and design;

AND THAT: any shortfall in contribution be funded from the City's West Bay Connector Trail Reserve fund up to an amount of \$5,000.00.

CARRIED UNANIMOUSLY

The Meeting recessed at 3:51 p.m.

The Meeting reconvened at 3:58 p.m.

13. PRESENTATIONS

1. Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report - April - June 2019

Staff Sergeant West, Salmon Arm RCMP Detachment provided the May to June 2019 Quarterly Policing Report and was available to answer questions from Council.

2. Lindsay Wong, Manager, Downtown Salmon Arm - Business Improvement Area Bylaw

R. Langridge, President, J. Broadwell, Membership Coordinator and L. Wong, Manager, Downtown Salmon Arm provided an overview of Downtown Salmon Arm and outlined the request to renew and expand the Business Improvement Area. They were available to answer questions from Council.

14. COUNCIL STATEMENTS

0430-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council approve Councillor Lavery attending the Forestry Sector Renewal Workshop in Kamloops, B.C. to be funded from Council Expenses.

CARRIED UNANIMOUSLY

19. QUESTION AND ANSWER PERIOD

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

Councillor Lindgren left the meeting at 4:47 p.m.

0431-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 4:49 p.m.

Council returned to Regular Session at 5:10 p.m.

Council recessed until 7:00 p.m.

PRESENT:

Mayor A. Harrison
Councillor D. Cannon
Councillor C. Eliason
Councillor K. Flynn
Councillor T. Lavery
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
Fire Chief B. Shirley
Recorder C. Simmons

ABSENT:

Councillor L. Wallace Richmond

20. DISCLOSURE OF INTEREST

21. HEARINGS

1. Development Variance Permit Application No. VP-499 [0924020 BC Ltd. (T-1 Enterprises) and Dinoflex Holdings Inc.; 5731 Auto Road SE and 5590 46 Avenue SE; Fire Hydrant Requirement]

0432-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

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 and Lot 1, Section 5, Township 20, Range 9, W6M, KDYD, Plan KAP59849, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

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

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

Submissions were called for at this time.

T. Boman the applicant, outlined the application and was available to answer questions from Council.

S. Presch, President/Owner, 386 306 BC Ltd. – letter dated August 7, 2019 – Development Variance Permit #VP-499 (Dinoflex).

Following three calls for submissions and questions from Council, the Hearing was closed at 7:26 p.m. and the motion was:

Amendment:

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: one fire hydrant on the corner of Auto Road and 48 Avenue SE be required.

DEFEATED

Mayor Harrison, Councillors Cannon, Eliason, Flynn and Lavery Opposed

Motion as Amended:

DEFEATED

Councillors Eliason, Flynn and Lavery Opposed

Councillor Eliason left the meeting at 7:49 p.m.

21. HEARINGS - continued**2. Development Variance Permit Application No. VP-500 [Cowan, W. & S./Arsenault, G.; 4340 20 Street NE; Retaining Wall & Fence]**

Councillor Eliason returned at 7:49 p.m.

0433-2019

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Development Variance Permit Application No. VP-500 be authorized for issuance for Lot 17, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP90378, which will vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted height of a retaining wall from 2.0 m (6.5 ft) to 4.9 m (16 ft).

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

Submissions were called for at this time.

C. & S. Massey - email dated August 10, 2019 - Variance Hearing for 4340 20th St NE

B. & P. Kassa - letter dated July 11, 2019 - Development Variance Permit number 500

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

Following three calls for submissions and questions from Council, the Hearing was closed at 7:58 p.m. and the motion was:

CARRIED UNANIMOUSLY

22. STATUTORY PUBLIC HEARINGS**1. Zoning Amendment Application No. ZON-1151 [Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8]**

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

Submissions were called for at this time.

G. Gagnon, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:02 p.m.

23. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4346 [ZON-1151; Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8] - Third Reading

00434-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4346 be read a third time.

CARRIED UNANIMOUSLY

24. QUESTION AND ANSWER PERIOD

25. ADJOURNMENT

0435-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of August 12, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:04p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the day of , 2019.

MAYOR

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of August 19, 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, August 19, 2019**.

PRESENT:

Mayor A. Harrison
Councillor T. Lavery
Councillor D. Cannon
Councillor C. Eliason (left the meeting at 8:40 a.m.)
Councillor L. Wallace Richmond
Councillor S. Lindgren

Chief Administrative Officer C. Bannister
Director of Engineering & Public Works R. Niewenhuizen
Planning Officer C. Larson
Recorder B. Puddifant

ABSENT:

Councillor K. Flynn

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. REPORTS

1. Zoning Amendment Application No. ZON-1155 [McKibbon, L. & R.; 1411 9 Avenue SE; R-1 to R-8]

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP85230 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

R. McKibbon, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. PRESENTATIONS

1. C. Fudge, Senior Manager, Government Relations - Okanagan Region, BC Transit - 2018-19 BC Transit Annual Performance Summary

Chris Fudge, Senior Manager, Government Relations - Okanagan Region, BC Transit provided an overview of the 2018-19 BC Transit Annual Performance Summary and was available to answer questions from the Committee.

Councillor Eliason left the meeting at 8:40 a.m.

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEM

9. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of August 19, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:42 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: August 26, 2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Community Heritage Commission Meeting Minutes of June 21, 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, June 21, 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
 Pat Kassa, R.J. Haney Heritage & Museum
 Deborah Chapman
 Mary Landers
 Denise Ackerman, City of Salmon Arm Planner, Recorder

ABSENT:

GUESTS:

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

1. **Introductions**
2. **Presentations**
3. **Approval / changes / additions to Agenda**

Moved:

Seconded:

THAT: the Community Heritage Commission Meeting Agenda of June 21, 2019, be approved as circulated.

CARRIED UNANIMOUSLY

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

Moved:

Seconded:

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

CARRIED UNANIMOUSLY

Minutes of the Community Heritage Commission of Friday, June 21, 2019

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

a) **Revised Plaque Update**

An update on the status of the plaques was provided and there was a discussion of the timing of a press release for the unveiling of the plaques.

b) **Heritage Inventory**

The commission will continue to enter data to the inventory throughout July and August at Haney Heritage Museum. An updated inventory will be presented at the September meeting.

c) **Residential Plaques**

Heritage plaques in other communities of comparable size to Salmon Arm were discussed.

d) **Heritage Week Posters**

There was discussion of incorporating an interactive display at Heritage Week and the possibility of involving the Innovation Centre to assist. Councillor Cannon is going to reach out to the Innovation Centre to discuss the opportunity.

Implementing Recognition Certificates for preserved homes on the Heritage Inventory was discussed. It was decided that the certificates would be presented at Heritage Week. Mary Landers, Cindy Malinowski & Deborah Chapman will be the organizers of this project.

6. **New Business**

a) **Heritage Meeting Schedule**

There was discussion regarding meetings over the summer months. It was decided that the commission will not meet for the months of July and August.

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

a) **Action Log Update**

8. **Next meeting - September 20, 2019**

9. **Adjournment**

Moved: Pat Kassa

Seconded: Deborah Chapman

THAT: The meeting be adjourned at 2:37 p.m.

Debbie Cannon, Chair

Received for information by Council on the day of , 2019

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CITY OF SALMON ARM

Date: August 26, 2019

Board in Brief – August, 2019

Vote Record

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

Opposed:

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



COLUMBIA SHUSWAP
REGIONAL DISTRICT

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#YourCSR - August 2019

August 2019



[Web version](#)

Highlights from the Regular Board Meeting

Adoption of Minutes

The Board adopted the minutes following a correction from Director Simpson to reflect that he voted in favour of Resolution No. 2019-0714 re: Request of Director Brooks-Hill for support to remove a portion of Area B from Building Inspection Service.



Business Arising from Minutes

Resolution from CSRD Board to support grant application to the BC Rural Dividend Fund, South Shuswap Transportation Project

The Board authorized the submission of a grant application to the BC Rural Dividend Program for the South Shuswap Transportation Project for a maximum amount of \$50,800 for the purchase of an electric vehicle. [View Press Release.](#)

Bylaws Approved and Alternative Approval Process to Proceed - Centennial Field Community Park Service and Loan Authorization

The Inspector of Municipalities has approved: Centennial Field Community Park Service Establishment Bylaw No. 5800, 2019 and Centennial Field Community Park Loan Authorization Bylaw No. 5801, 2019. The Alternative Approval Process for Electoral Area C begins on Friday, August 23, 2019 and the deadline to submit Elector Response Forms is Wednesday, October 2, 2019. [View Press Release](#)

Delegations

Kelli Rose on behalf of Electoral Area D residents

Kelli Rose, representing citizens of Electoral Area D, gave a brief report on their opposition to building regulation and inspection in Electoral Area D and presented the CSRD Board with two citizen petitions against the initiative. [View Press Release.](#)

Correspondence

Correspondence from Minister of Municipal Affairs - Sorrento Blind Bay Incorporation Study Funding Approved

The Board discussed a letter from Minister of Municipal Affairs Selina Robinson which awarded a \$100,000 restructure planning grant to the CSRD to fund a detailed overview of an incorporation option for Sorrento and Blind Bay in Electoral Area C. [View Letter.](#) [View Press Release.](#)

Correspondence from UBCM re: Housing Needs Program Funding Approved for

Electoral Areas C and F

The Board was informed that the UBCM Evaluation Committee approved a grant for Housing Needs Assessment Reports for Electoral Areas C and E in the amount of \$33,000. **[View Letter.](#)**

Correspondence from District of Sicamous - Sicamous Recycling Depot Location

The Board received a letter from the District of Sicamous for information and further discussion based on a staff report later in the meeting. **[View Letter.](#)**

Business General

Video Recording/Streaming of Board Meetings

The Board endorsed a recommendation not to proceed with recording of, or live-streaming, CSRD Board meetings at this time. **[View Report.](#)**

Professional Development Day Office Closure

The Board approved the closure of the CSRD office on Thursday, October 3, 2019 for an all-staff Professional Development Day. The last Professional Development Day was held on June 15, 2015. **[View Report.](#)**

Sicamous to Armstrong Rail Trail Project Procurement

The Board waived the provisions of CSRD Purchasing Policy No. F-32, Procurement of Goods and Services for remuneration paid by the CSRD directly to subcontractors hired by the Shuswap Trail Alliance, for services rendered in relation to the Sicamous to Armstrong Rail Trail engineering and design phase. **[View Report.](#)**

Downtown Sicamous Recycling Depot

The Board supported a delay in the relocation of the downtown Sicamous Recycling Depot until staff can have further consultation with the District of Sicamous regarding acceptable sites. **[View Report.](#)**

Scotch Creek/Lee Creek Mosquito Control

The Board instructed staff to make an appeal of the BC Parks decision to deny a permit for mosquito treatment in Shuswap Lake Provincial Park. The Board also supported writing a letter to the Little Shuswap Lake Indian Band Council requesting confirmation of support for continued nuisance mosquito control treatment in the Hilliam Road area of IR#4 in Scotch Creek. Without support from BC Parks and the Little Shuswap Lake Indian Band, it is recommended by staff that the Scotch Creek/Lee Creek Mosquito Control Program be discontinued. **[View Report.](#)**

Nicholson Aquifer Water Quality Monitoring Policy

At a previous Board meeting, concerns were raised regarding liability implications should residents in the Nicholson area of Electoral Area A become ill from the contaminated drinking water associated with the Nicholson Aquifer. In response, the

Board endorsed Policy W-13, Nicholson Aquifer Water Quality Monitoring and approved its inclusion into the CSRD Policy Manual. [View Report.](#) [View Policy.](#)

Electronic Sign Board – CSRD Facilities Policy A-62

In light of the purchase of additional electronic signs, the Board endorsed the amendment to Policy No. A-62, “Electronic Sign Board – CSRD Facilities” and approved its inclusion into the CSRD Policy Manual. [View Report.](#)

Community Works Funds Supplement Allocation

The Board referred the allocation of the 2019 one-time federal top-up funding payment of Community Works Funds in the amount of \$926,691 to the 10% All Area Community Works Funds to the upcoming Electoral Area Directors Meeting. [View Report.](#)

Sorrento-Blind Bay Incorporation Study

The Board unanimously approved motions to initiate the process for the study, approving the terms of reference, authorizing a cost-sharing agreement with the Province and conducting a recruitment campaign to allow interested residents from the proposed Sorrento-Blind Bay incorporation area to join a committee designed to oversee the process. It is anticipated that the project will begin this fall. [View Terms of Reference.](#) [View Map.](#) [View Press Release.](#)

Grant-in-Aid Requests

The Board approved allocations from the 2019 electoral grants-in-aid. [View Report.](#)

Area A Community Works Funds – Golden & District Search and Rescue

The Board approved up to \$80,000 including applicable taxes from the Area A Community Works Fund for the Golden & District Search and Rescue Service Bay insulation and electrical upgrade project. [View Report.](#) [View Press Release.](#)

Area C Community Works Funds – South Shuswap Transportation Society

The Board approved two motions to allow for the contribution of \$52,500 including applicable taxes from the Area C Community Works Fund to the South Shuswap Transportation Society for the purchase of an electrical vehicle charging station. [View Report.](#) [View Press Release.](#)

EOF Application – Golden/Area A – Community Economic Development

The Board approved funding from the Golden and Area A Economic Opportunity Fund to the Golden Community Social Services Co-op in the amount of \$150,000 annually for three years for Community Economic Development Services. This is subject to the ratification of the Social and Community Economic Development Services Agreement with the Golden Community Social Services Co-Op, who will be providing the services. [View Report.](#)

Eagle Bay Waterworks Local Service Amendment Bylaw No. 5796, 2019

Following approval from the Inspector of Municipalities, the Board adopted the Eagle Bay Waterworks Local Service Amendment Bylaw No. 5796, which allows for an increase to the requisition limit for this service. [View Bylaw.](#)

Saratoga Waterworks Service Amendment Bylaw No. 5797, 2019

Following approval from the Inspector of Municipalities, the Board adopted the Saratoga Waterworks Service Amendment Bylaw No. 579, which allows for an increase to the requisition limit for this service. [View Bylaw.](#)

Saratoga Waterworks Service Amendment Bylaw No. 5799, 2019

Following approval from the Inspector of Municipalities, the Board agreed to adopt the Saratoga Waterworks Service Amendment Bylaw No. 5799, which enlarges the area served by the water system. [View Bylaw.](#)



LAND USE MATTERS

Business General

Update to Policy P-11 Upland/Foreshore Use

The Board endorsed the revised Policy P-11, Consistent Use of Upland/Adjacent Foreshore and Aquatic Crown Land, and approved its inclusion into the CSRD Policy Manual. [View Report.](#)

Electoral Area D: Building Regulation Public Engagement Summary

A presentation was made to the Board regarding public input into a proposal to implement building regulation and inspection services in Electoral Area D. The vast

majority of people who attended open house events or submitted comments to the CSRD were against the plan. A majority of Directors voted against implementing building inspection services for Electoral Area D (Falkland, Silver Creek, Ranchero, Deep Creek) in 2020. [View Report](#). [View Press Release](#).

Agricultural Land Commission (ALC) Applications

Electoral Area C: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use in the Agricultural Land Reserve (ALR) LC2565C (Anderson, et al)

The owners of subject properties located at 3864 Pakka Road at White Lake in Electoral Area C require an ALC non-farm use application. The property currently has a new dwelling being constructed that will accommodate two families, a mobile home, and an original single-family dwelling that the owners intend to use as an accessory agricultural building for food preparation, processing, and storage hub for their proposed permaculture operation. The Board endorsed staff's recommendation for approval of the application and it will now be sent to the ALC for final decision. [View Report](#).

Development Permits (DP's) & Development Variance Permits (DVP's)

Electoral Area A: Development Variance Permit No. 641-36 (Greene)

The owner of the subject property at 4188 Spence Road, Parson made application for a three-lot subdivision of the subject property. The applicant would like to use an existing water license on Beards Creek to service Proposed Lot A, which requires a variance. The Board approved the issuance of the permit pending the registration of a Section 219 water quality covenant on title. [View Report](#).

Electoral Area D: Development Variance Permit No. 2500-18

The subject property is located at 2921 Chase-Falkland Road in Electoral Area D. The owner of the subject properties is in the process of a boundary-adjustment subdivision which would resolve a building encroachment and would also create an additional buildable lot. A DVP is required to address the setbacks of the existing house and garage with respect to the proposed new lot boundaries. The Board approved issuance of the DVP with registration of the permit on title being withheld until completion of the boundary adjustment subdivision. [View Report](#).

Electoral Area F: Development Variance Permit No. 641-35 (Okaview Estates Ltd.)

The properties are located at 5581 and 5587 Squilax-Anglemont Road, Celista. The applicant has applied for subdivision to create two new lots. The applicant has applied for a DVP to waive servicing requirements to allow both lots to be smaller than 1.0 ha and be serviced by an on-site sewage disposal system and an independent on-site water system. The Board approved the permit subject to a new onsite sewage disposal system being installed for each lot. [View Report](#).

Electoral Area F: Development Variance Permit No. 825-28 (Nevokschonoff)

The subject property is located at 2868 Squilax-Anglemont Road, Lee Creek. The property owners would like to demolish the existing accessory building and build a new, larger garage with a storage and recreation room area. The proposed location of the new accessory building requires a variance to the front parcel line setback from 4.5 m to 1 m. The Board approved the issuance of the permit. [View Report.](#)

Zoning, OCP and Land Use Amendments

Electoral Area B: Electoral Area B Zoning Amendment (Gagnon et al) Bylaw No. 851-16

The seven properties that are subject to this bylaw amendment application are part of Strata Plan located off Mt Begbie Road and accessed from the strata's common road Mt McPherson Drive, in Electoral Area B. The property owners of the seven residential strata lots propose to add bed and breakfast (maximum three bedrooms) as a permitted secondary use to the CDB1 Development Area 1 zone. For strata lot 6 only, it is proposed by the property owners that a vacation rental maximum five bedrooms) be a permitted use for the subject property. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View Report.](#)

Electoral Area C: Lakes Zoning Amendment (Totem Pole Resort) Bylaw No. 900-20

The subject area is the foreshore adjacent to Totem Pole Resort, located at 7429 Sunnybrae-Canoe Point Road in the Bastion Bay area. The applicant has applied to amend the Foreshore Multi-Family 2 site-specific zone to permit a total density of 35 private mooring buoys, allowing the resort an additional 10 private mooring buoys. The Board approved third reading with adoption being withheld until documentation has been received confirming the tagging and final locations of buoys within the area. [View Report.](#)

Electoral Area D: Salmon Valley Land Use Amendment (Montgomery) Bylaw No. 2562

The subject property is located at 5777 Highway 97 in Falkland of Electoral Area D. The owner has applied to redesignate and rezone the property from C-Commercial to RS-Single and Two Family Residential in order to recognize the current residential use on the property. The Board approved second reading and delegation of a public hearing. [View Report.](#)

Electoral Areas C, E & F: Lakes Zoning Amendment (CSRD) Bylaw No. 900-25

The CSRD was proposing to amend the Lakes Zoning Bylaw No. 900 to increase the maximum allowable size of docks and walkways. The Ministry of Transportation and

Infrastructure has now given statutory approval and the Board adopted the bylaw.
[View Report.](#)

Electoral Area C: Electoral Area C Official Community Plan Amendment (1174355 BC Ltd.) Bylaw No. 725-16 and South Shuswap Zoning (1174355 BC Ltd.) Bylaw No. 701-94

The applicant would like to establish a cannabis production facility at 1336 Taylor Road, Notch Hill. They have applied to rezone a portion of the subject property from LH – Large Holdings to M2 – General Industrial and to rezone an area of the property currently zoned M2 to LH. Since the May 16, 2019 CSRD Board meeting, ownership of the subject property has changed from the previous Factory Direct Doors Ltd. to 1174355 BC Ltd. Accordingly, the amending bylaws have been renamed to recognize this change of ownership. As well, the bylaw has been amended to remove the special regulation on the property and add a new Cannabis Production (CP) Zone to South Shuswap Zoning Bylaw No. 701. The Board rescinded first reading of the previous bylaws and gave first and second reading to the updated bylaws. They also referred the application to a public hearing. [View Report.](#)

NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, September 19, 2019 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.



Columbia Shuswap Regional District
 555 Harbourfront Drive NE, PO Box 978
 Salmon Arm, BC V1E 4P1
www.csr.bc.ca | 250.832.8194

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Item 8.1

CITY OF SALMON ARM

Date: August 26, 2019

Director of Corporate Services - Canada Day Fireworks

Vote Record

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council
DATE: August 19, 2019
SUBJECT: Canada Day Fireworks

MOTION FOR CONSIDERATION:

THAT: the shortfall of \$2,700.00 for 2019 Canada Day Fireworks be funded from 2019 Council Initiatives.

BACKGROUND:

In celebration of Canada 150 Council authorized a family picnic and fireworks to be held at Canoe Beach. The event was a resounding success and the following year, in 2018, Council also budgeted for a Canada Day fireworks show. These events were possible because of the many community minded individuals and businesses that volunteered to assist. Through the very generous donation of a barge to launch the fireworks from and a tug boat and operator to move it around, Landmark Solutions contributed significant resources during both the 2017 and 2018 events.

While Landmark graciously provided their barge in 2019, they were unable to spare a tug boat and operator to move the barge with. Hiring Shuswap Marine Freight to move the barge from Sicamous to Canoe added \$3,117.51 to the final cost, which is \$2,700.00 over the budgeted amount of \$10,000.00. It should be noted that Canoe Forest Products generously provided their tug boat and operator on the day of the event or this cost would be higher.

It is requested that the shortfall for 2019 Canada Day Fireworks be taken from 2019 Council Initiatives and that an additional \$7,000.00 be allocated in 2020 if Council chooses to hold this event.

Respectfully submitted,



Erin Jackson
Director of Corporate Services

Item 8.2

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council authorize staff to undertake a Council Initiative process by giving notice of a petition against the proposed Downtown Salmon arm Business Improvement Area bylaw in accordance with section 94 of the Community Charter and by mailing notice to all owner of parcels that would be subject to the local service tax;

AND THAT: the notice include informat6ion about the proposed business improvement area including boundaries and estimated cost.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council
 DATE: August 19, 2019
 SUBJECT: Downtown Salmon Arm – Business Improvement Area Bylaw

MOTION FOR CONSIDERATION:

THAT: Council authorize staff to undertake a Council Initiative process by giving notice of a petition against the proposed Downtown Salmon Arm Business Improvement Area bylaw in accordance with section 94 of the *Community Charter* and by mailing notice to all owners of parcels that would be subject to the local service tax;

AND THAT: the notice include information about the proposed business improvement area including boundaries and estimated cost.

BACKGROUND:

Downtown Salmon Arm (DSA) administers the downtown business improvement area (BIA) established by bylaw, in which owners finance activities to promote business within the designated area. Activities such as removing graffiti, holding events and beautifying the area can improve the local economy and advance the social well-being of the community. There are currently over 70 BIAs in the Province of BC.

At the August 12, 2019 Regular Meeting of Council, DSA staff and Board members presented their proposal for a new seven (7) year term with an expanded boundary (APPENDIX A). It is worth noting that the BIA is similar to the Downtown Specified Parking Area, but slightly different.

The current bylaw will expire on December 31, 2019 and the DSA is requesting the following requisition amounts in each year of the new bylaw. The estimated associated levy per \$1,000.00 of assessed value is noted beside the applicable requisition amount:

| Year | Proposed Requisition | Percentage Change | Levy Per \$1,000 |
|----------------|----------------------|-------------------|------------------|
| 2019 (current) | \$179,267.00 | - | 1.3933 |
| 2020 | \$188,230.00 | 2.73% | 1.4314 |
| 2021 | \$195,759.00 | 4.00% | 1.4886 |
| 2022 | \$203,589.00 | 4.00% | 1.5482 |

| | | | |
|------|--------------|-------|--------|
| 2023 | \$211,733.00 | 4.00% | 1.6101 |
| 2024 | \$220,201.00 | 4.00% | 1.6745 |
| 2025 | \$229,009.00 | 4.00% | 1.7415 |
| 2026 | \$238,170.00 | 4.00% | 1.8111 |

For reference, APPENDIX B provides an analysis completed by the Chief Financial Officer that demonstrates the impact for business properties assessed at various levels at the above noted levies. The lower portion of the schedule reflects the impact to business properties if the levy increase approximated that of the 2018 BC Consumer Price Index.

The authority for a municipality to create a BIA is provided by the *Community Charter*, which also sets out the rules for the establishment and operation of such an area. In Salmon Arm, downtown business promotion activities in the specified area are financed through a special tax levy on all Class 6 properties within the boundaries of the BIA. Essentially, the City levies and collects this tax revenue on behalf of and for the DSA. In exchange, the DSA Board must meet certain obligations such as producing an annual budget for the review of Council.

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the area. The amount for each owner varies because of the difference in assessed values and it is possible that each property's share of the DSA budget may change from year to year because it is reapportioned annually according to the assessed value determined by the BC Assessment Authority. DSA's seven (7) year budget is attached as APPENDIX C.

There are two ways in which to move forward with the new BIA bylaw, should Council choose to do so. The first is a petition for service which is typically initiated by the local business owners. The petition must be signed by the owners of at least 50 percent of the parcels (a lot in single ownership or under single control usually considered a unit for purposes of development and may include strata lots located on a single common property) that would be subject to the local area tax and those persons must be the owners of parcels that in total represent at least 50 percent of the assessed value of land and improvements that would be subject to the local service tax.

The second is the Council Initiative process, whereby all property owners within the proposed BIA that are assessed Class 6 - Business/Other are provided details and are asked for opposition and comments. The *Community Charter* gives Council the authority to charge this extra levy unless the bylaw is opposed by more than 50% of the owners, representing at least 50% of the assessed value of the parcels liable to be charged and that this opposition be declared within 30 days after the second publication notice.

It is recommended that a Council Initiative (subject to petition against the proposed bylaw) be initiated as soon as practicable. Unless Council receives a sufficient petition

against within 30 days it can proceed with the adoption of the proposed new bylaw which will be included on the October 15, 2019 Agenda for consideration of three readings.

Respectfully submitted,



Erin Jackson
Director of Corporate Services

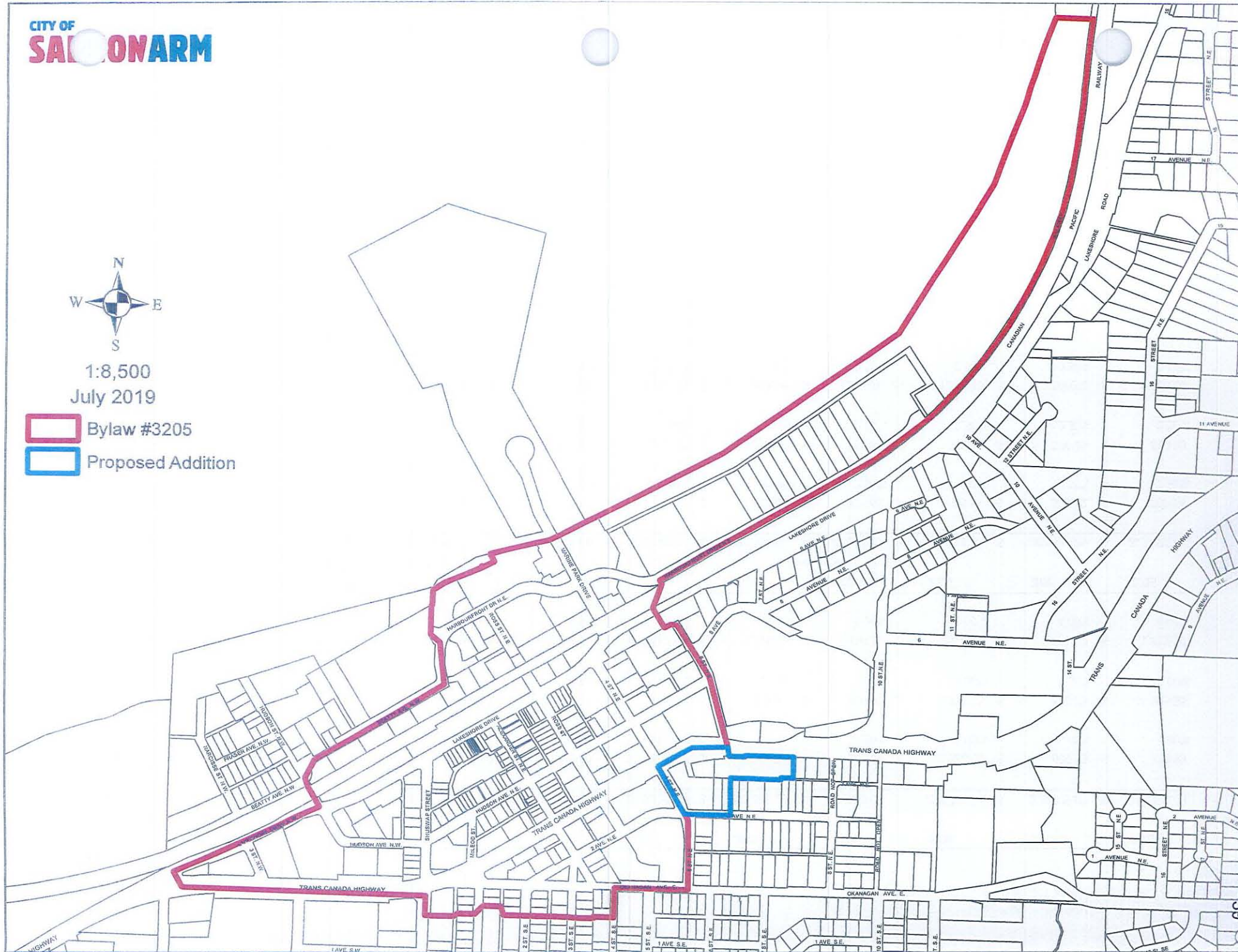
APPENDICES:

- A - Business Improvement Area Map
- B - Tax Analysis
- C - Downtown Salmon Arm Budget



1:8,500
July 2019

-  Bylaw #3205
-  Proposed Addition



Downtown Salmon Arm
2020 Business Improvement Area Renewal
Tax Analysis - Expanded Boundary

| | 2019 Existing | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
|------------------------------------|------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| DIA Proposal | \$ 179,267.00 | \$ 188,230.00 | \$ 195,759.00 | \$ 203,589.00 | \$ 211,733.00 | \$ 220,201.00 | \$ 229,009.00 | \$ 238,170.00 |
| Business - Assessed \$350,000.00 | \$ 487.66 | \$ 500.99 2.73% | \$ 521.01 4.00% | \$ 541.87 4.00% | \$ 563.54 4.00% | \$ 586.08 4.00% | \$ 609.53 4.00% | \$ 633.89 4.00% |
| Business - Assessed \$500,000.00 | \$ 696.65 | \$ 715.70 2.73% | \$ 744.30 4.00% | \$ 774.10 4.00% | \$ 805.05 4.00% | \$ 837.25 4.00% | \$ 870.75 4.00% | \$ 905.55 4.00% |
| Business - Assessed \$1,000,000.00 | \$ 1,393.30 | \$ 1,431.40 2.73% | \$ 1,488.60 4.00% | \$ 1,548.20 4.00% | \$ 1,610.10 4.00% | \$ 1,674.50 4.00% | \$ 1,741.50 4.00% | \$ 1,811.10 4.00% |
| Option No. 3 - 2.50% | \$ 179,267.00 | \$ 183,748.68 | \$ 188,342.39 | \$ 193,050.95 | \$ 197,877.23 | \$ 202,824.16 | \$ 207,894.76 | \$ 213,092.13 |
| Business - Assessed \$350,000.00 | \$ 487.66 | \$ 489.06 0.29% | \$ 501.27 2.50% | \$ 513.80 2.50% | \$ 526.65 2.50% | \$ 539.81 2.50% | \$ 553.32 2.50% | \$ 567.14 2.50% |
| Business - Assessed \$500,000.00 | \$ 696.65 | \$ 698.65 0.29% | \$ 716.10 2.50% | \$ 734.00 2.50% | \$ 752.35 2.50% | \$ 771.15 2.50% | \$ 790.45 2.50% | \$ 810.20 2.50% |
| Business - Assessed \$1,000,000.00 | \$ 1,393.30 | \$ 1,397.30 0.29% | \$ 1,432.20 2.50% | \$ 1,468.00 2.50% | \$ 1,504.70 2.50% | \$ 1,542.30 2.50% | \$ 1,580.90 2.50% | \$ 1,620.40 2.50% |

Downtown Salmon Arm
2020 Business Improvement Area Renewal
Proposed 7 Year Budget

| | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
|---|------------|------------|------------|------------|------------|------------|------------|
| <u>Revenue</u> | | | | | | | |
| BIA Levy | \$ 188,230 | \$ 195,759 | \$ 203,589 | \$ 211,733 | \$ 220,201 | \$ 229,009 | \$ 238,170 |
| <u>Expenses - Promotional Events</u> | | | | | | | |
| Applefest | 1,000 | 1,100 | 1,210 | 1,210 | 1,464 | 1,610 | 1,776 |
| Downtown Live | 3,500 | 4,400 | 7,400 | 4,840 | 4,840 | 6,324 | 5,324 |
| Halloween Treat Trail | 750 | 750 | 787 | 787 | 826 | 826 | 826 |
| Christmas | 13,000 | 15,750 | 16,537 | 17,364 | 17,364 | 17,364 | 18,232 |
| Outdoor Movie | 250 | 250 | 250 | 262 | 262 | 275 | 275 |
| Salty Street Fest | 400 | 400 | 440 | 440 | 440 | 882 | 484 |
| Multicultural Day | 800 | 800 | 840 | 840 | 840 | 882 | 882 |
| Farmers Market | 1,500 | 1,500 | 2,500 | 3,500 | 1,650 | 1,917 | 1,815 |
| Community Clean-Up | 500 | 500 | 550 | 550 | 605 | 665 | 665 |
| Alexander Street Closure | 2,000 | 4,000 | 3,400 | 3,400 | 5,400 | 4,000 | 8,700 |
| Other Projects | - | - | 4,638 | 5,404 | 2,381 | 6,782 | 4,839 |
| | 23,700 | 29,450 | 38,552 | 38,597 | 36,072 | 41,527 | 43,818 |
| <u>Expenses - Beautification</u> | | | | | | | |
| Banners | 3,000 | 3,000 | 4,830 | 1,830 | 1,830 | 2,830 | 5,830 |
| Wayfinding Signage | 500 | 1,500 | 1,500 | 4,550 | 4,550 | 3,050 | 1,150 |
| Christmas Decorations | 10,400 | 11,753 | 5,100 | 5,100 | 15,641 | 16,105 | 16,105 |
| Grad Flower Bed | 600 | 630 | 630 | 630 | 661 | 661 | 661 |
| Graffiti Removal | 300 | 300 | 330 | 330 | 330 | 363 | 363 |
| Streetscapes/Sidewalks | 1,000 | 1,000 | 1,000 | 4,000 | 1,100 | 1,100 | 2,710 |
| | 15,800 | 18,183 | 13,390 | 16,440 | 24,112 | 24,109 | 26,819 |
| <u>Expenses - Membership Engagement</u> | | | | | | | |
| Membership Engagement | 1,700 | 1,785 | 1,874 | 1,967 | 2,066 | 2,169 | 2,273 |
| Downtown Dollars | 1,590 | 1,590 | 2,473 | 2,547 | 2,623 | 2,702 | 2,783 |
| | 3,290 | 3,375 | 4,347 | 4,514 | 4,689 | 4,871 | 5,056 |
| <u>Expenses - Administration</u> | | | | | | | |
| Annual General Meeting | 700 | 757 | 757 | 757 | 794 | 836 | 833 |
| Marketing & Advertising | 9,000 | 9,900 | 9,900 | 10,890 | 11,979 | 11,979 | 11,979 |
| Accounting & Legal | 1,800 | 1,854 | 1,909 | 1,966 | 2,025 | 2,085 | 2,148 |
| Bookkeeping | 2,200 | 2,310 | 2,310 | 2,425 | 2,425 | 2,546 | 2,546 |
| Insurance | 2,000 | 2,040 | 2,080 | 2,122 | 2,164 | 2,207 | 2,251 |
| Memberships | 800 | 800 | 800 | 840 | 840 | 840 | 882 |
| Communications | 3,840 | 3,840 | 3,916 | 3,916 | 3,994 | 3,994 | 4,074 |
| Website | 5,000 | 1,575 | 1,575 | 1,653 | 1,653 | 1,735 | 1,735 |
| Office Maintenance | 1,200 | 1,260 | 1,260 | 1,323 | 1,323 | 1,389 | 1,389 |
| Office Supplies & Expenses | 3,500 | 3,500 | 3,850 | 3,850 | 4,235 | 4,235 | 4,235 |
| Computer Upgrade | 1,000 | - | - | 1,200 | - | - | 1,000 |
| Awards & Gifts | 700 | 735 | 735 | 735 | 771 | 771 | 771 |
| Professional Development & Training | 3,000 | 3,000 | 3,000 | 3,300 | 3,300 | 3,300 | 3,300 |
| Rent | 14,000 | 14,560 | 14,560 | 14,560 | 15,142 | 15,747 | 16,376 |
| Sponsorships | 700 | 700 | 770 | 770 | 770 | 847 | 847 |
| Wages & Benefits | 96,000 | 97,920 | 99,878 | 101,875 | 103,913 | 105,991 | 108,111 |
| | 145,440 | 144,751 | 147,300 | 152,182 | 155,328 | 158,502 | 162,477 |
| Total Expenses | 188,230 | 195,759 | 203,589 | 211,733 | 220,201 | 229,009 | 238,170 |
| Surplus (Deficit) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

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Item 8.3

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Contract Works for Wastewater Pollution Control Centre - Atad Cell 6 Upgrades 2019 be awarded to Centrix Control Solutions (formerly Interior Instruments) in accordance with the total quoted price of \$43,300.00 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the WPCC-Atad Cell 6 Upgrades to authorize sole sourcing of same to CENTRIX Control Solutions.

Vote Record

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

Opposed:

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



File: 2019-10

TO: His Worship Mayor Harrison and Members of Council
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works
 PREPARED BY: Tim Perepolkin, Capital Works Supervisor
 DATE: August 12, 2019
 SUBJECT: **PROJECT AWARD – WPCC ATAD CELL 6 UPGRADES**

STAFF RECOMMENDATION

THAT: The Contract Works for Wastewater Pollution Control Centre – Atad Cell 6 Upgrades 2019 be awarded to CENTRIX Control Solutions (formerly Interior Instruments) in accordance with the total quoted price of \$43,300.00 plus taxes as applicable;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of the WPCC–Atad Cell 6 Upgrades to authorize sole sourcing of same to CENTRIX Control Solutions.

BACKGROUND

The City's Wastewater Pollution Control Centre (WWPC) utilizes Autothermal Thermophilic Aerobic Digestion (ATAD) technology. This process pasteurizes and reduces volatile solids in the bio-solids. The plant currently has 5 cells operating, the Cell 6 structure was constructed in 2004 for future capacity, but, no equipment was purchased at that time. Growth since 2004 is now requiring the addition of the 6th cell to increase capacity of the digester.

WPCC Instrumentation/Electrical Upgrades for Cell 6 was included in the 2019 budget. The quoted cost breakdown of all project components is as follows:

| | |
|--|-----------|
| Quote 073019KH-001 – Instrumentation Equipment | \$ 7,200 |
| Quote 073019KH-002 – Electrical and Instrumentation Material | \$ 5,700 |
| Quote 073019KH-003 – Electrical and Instrumentation Labour | \$ 15,300 |
| Quote 073019KH-004 – Engineering and Programming Services | \$ 15,100 |
| Project Total | \$ 43,300 |

Three Capital Accounts will be utilized to fund this project. WPCC – Plant Improvements, WPCC Instrumentation Improvements and WPCC Electrical/Instrumentation Upgrade.

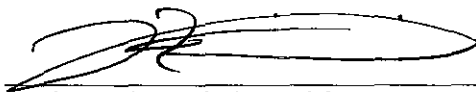
STAFF COMMENTS

Staff have reviewed the quotes provided and have determined the value to be reasonable for the scope of work required and recommend award of the WPCC Atad Cell 6 Upgrades to CENTRIX Control Solutions for the total quoted total price of \$43,300 plus taxes as applicable.

CENTRIX Control Solutions have a good working relationship with the City and staff are confident they have the required knowledge and resources to complete these upgrades efficiently and effectively.

Upgrade works are expected to be completed approximately 6-8 weeks from time of award.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

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Item 8.4

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council appoint seven (7) persons to the City of Salmon Arm Community Heritage Commission for a three (3) year term to expire on August 26, 2022, including:

- i) one (1) member from Council as follows: Councillor Cannon;
- ii) three (3) members from the R. J. Haney Heritage Village and Museum as follows: Patti Kassa, Deborah Chapman and Cindy Malinowski; and
- iii) three (3) members from the general public as follows: Linda Painchaud, Mary Landers and Maureen Shaffer.

Vote Record

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

Opposed:

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



TO: His Worship Mayor Harrison and Members of Council

DATE: August 20, 2019

SUBJECT: Community Heritage Commission Appointments

Motion for Consideration

THAT: Council appoint seven (7) persons to the City of Salmon Arm Community Heritage Commission for a three (3) year term to expire on August 26, 2022, including:

- i) one (1) member from Council;
- ii) three (3) members from the R. J. Haney Heritage Village and Museum; and
- iii) three (3) members from the general public.

The current three year term for members of the Community Heritage Commission expires on August 26, 2019. Appointment of members for the next three year term, expiring on August 26, 2022, is presented for Council's consideration.

Community Heritage Commission Bylaw No. 3617 establishes the composition of the Commission as follows:

- i) A Councillor.
- ii) Three representatives from the R.J. Haney Heritage Village and Museum. A letter from Norma Harisch, President of the Salmon Arm Museum & Heritage Association, nominating three representatives is attached.
- iii) Three people from the general public (members at large). Two would like to be considered for re-appointment: Linda Painchaud and Mary Landers.

Advertisements seeking letters of interest from the general public were placed in the Salmon Arm Observer on July 10th and July 17th. One application for appointment was received from Maureen Shaffer, which is attached as Appendix 2.

The next scheduled Community Heritage Commission meeting is scheduled for September 20, 2019.

Kevin Pearson MCIP, RPP
Director of Development Services



SALMON ARM MUSEUM & HERITAGE ASSOCIATION AT
R.J. Haney Heritage Village & Museum

751 Hwy. 97B NE ♦ P.O. Box 1642 ♦ Salmon Arm, BC V1E 4P7

August 8, 2019

His Worship Mayor Alan Harrison
 City of Salmon Arm
 Box 40
 500- 2 Avenue NE
 Salmon Arm, B.C. V1E 4N2

Your Worship,

Re: Museum appointments to Community Heritage Commission

This is to notify you that Salmon Arm Museum and Heritage Association appoints:
 Salmon Arm Museum Vice President and Secretary Patti Kassa, Curator/Archivist Deborah Chapman, and
 Okanagan Historical Society - Salmon Arm Branch Vice President Dr. Cindy Malinowski to fill the three
 museum positions on the Community Heritage Commission. The three are keen to continue serving the
 community.

I trust this meets with your approval.

Sincerely,

Norma Harish
 President

It takes a community to build a village



Application for Appointment to the Community Heritage Commission

The City of Salmon Arm is seeking applications for three (3) Citizens at Large with an interest in serving on the Community Heritage Commission for a three (3) year term commencing August 26, 2019.

The Commission acts as an advisory body and resource group to City Council and Administration on heritage conservation matters and provides support for the benefit and advancement of heritage conservation in the City.

In order to assist the City Council in the selection and appointment of the Commission membership, prospective members are requested to forward this completed application form to City Hall by August 2, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to dackerman@salmonarm.ca or dropped off at City Hall, 500 - 2 Avenue NE.

Name Maureen Shaffer Number of years living in Salmon Arm 42 years

Civic address 1651 2nd Ave NE Salmon Arm, BC V1E 1P1

Mailing address (if different than above) _____

Email address hearts.haven14@gmail.com

Telephone Home 250-832-7850 Work _____ Cell _____

Occupation Retired

Community Affiliations/Memberships _____

1. (Past) Secretary, Dilkusha Heritage Society of BC (until the Society's dissolution May 16, 2019)
2. Shuswap Writers' Group
3. Salmon Arm Refugee Coalition
4. Research support for Okanagan Historical Society, Salmon Arm Branch, with submission, "History of Dilkusha" accepted for publication in OHS 2019 Report.

Reasons for seeking Appointment I have lived in the Ball family's 1910 Heritage Home, Heart's Haven, in Salmon Arm since 1977. As the second owner of this lovely home, I have come to know members of the Ball Family quite well. The only remaining heritage trees on what was a 10 acre orchard property until 1975, are right here in my yard. My home seems to anchor this subdivision, once called Uplands Estates.

While I am the owner of this home and property, I feel my role is that of caretaker: of the structure, the plantings, remaining artifacts and the stories. With my writing skills, interest in research and my love of local history and all things heritage, I believe a position with the Community Heritage Commission would enable me to impart some of my enthusiasm for local heritage to others in Salmon Arm. There is much opportunity for developing heritage strategy, incentives and programs and for promoting awareness of the importance of heritage preservation in this community.

I would love to be a contributing member of this type of engagement in Salmon Arm.

I, Mareen Shaffer, hereby signify that I am willing to accept an appointment to the Community Heritage Commission.

July 26, 2019
Date

M Shaffer
Signature

The purpose of this form is to provide information which will assist City Council in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on August 2, 2019.

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Item 8.5

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council accept the proposal from Petro Value Products Canada Inc. at their quoted unit prices and authorize the Mayor and Corporate Officer to execute a contract for Supply of Bulk Aviation Fuels and Related Delivery Services for a term of two (2) years, commencing September 1, 2019.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: August 19, 2019

SUBJECT: Supply of Bulk Aviation Fuels and Related Delivery Services

RECOMMENDATION:

THAT: Council accept the proposal from PetroValue Products Canada Inc. at their quoted unit prices and authorize the Mayor and Corporate Officer to execute a contract for Supply of Bulk Aviation Fuels and Related Delivery Services for a term of two (2) years, commencing September 1, 2019.

BACKGROUND:

The current contract for the Supply of Bulk Aviation Fuels and Related Delivery Services will expire on August 31, 2019. As such, a Request for Proposals (RFP) was issued on Thursday, July 18, 2019. The proposal package was advertised on the City's website and sent directly to five (5) known suppliers of aviation fuel.

The RFP closed on Thursday, August 8, 2019, at which time two proposals were received and opened by staff. Staff have reviewed and evaluated the proposals based on price and conformance with the RFP documents. Both proponents submitted their pricing in accordance with the quotation documents.

The cost summary is as follows:

| Contractor | Base Mark-up Price AvGas 100LL | Service and Delivery Charges | Other Charges | Total (before taxes) |
|--|--------------------------------------|---------------------------------|------------------|-------------------------|
| Flight Fuels B.C. Ltd. Edmonton, Alberta | \$0.070/litre | \$0.000/litre | \$0.040/litre* | \$0.1100/litre |
| PetroValue Products Canada Inc. Surrey, BC | \$0.020/litre | \$0.0975/litre | \$0.000/litre | \$0.1175/litre |

* Additional charge for deliveries under 50,000 litres.

Supply of Bulk Aviation Fuels and Related Delivery Services

Page 2

| Contractor | Base Mark-up Price Jet A1 -FSII | Service and Delivery Charges | Other Charges | Total (before taxes) |
|---|------------------------------------|------------------------------|----------------|----------------------|
| Flight Fuels B.C. Ltd. Edmonton, Alberta | \$0.115/litre | \$0.000/litre | \$0.040/litre* | \$0.1550/litre |
| PetroValue Products Canada Inc. Surrey, BC | \$0.015/litre | \$0.0740/litre | \$0.000/litre | \$0.0890/litre |

* Additional charge for deliveries under 50,000 litres.

| Fuel Type | AvGas 100LL | Jet A1 -FSII |
|-------------------------|-------------------------|-------------------------|
| Average Delivery Volume | 20,000 to 25,000 litres | 30,000 to 35,000 litres |

The cost of bulk fuel (rack rate) is highly variable because it is based on crude oil prices and is established by the refineries on a weekly basis. The proposals identified each of the vendor's mark-up prices, service and delivery costs and other charges, which will be added to the rack rate and then invoiced to the City following delivery. The successful vendor will be required to provide the City with proof of actual per litre bulk aviation fuel cost when the vendor invoices the City.

Both proposals demonstrated a commitment to meeting the fuel supply demands of the Shuswap Regional Airport in a safe and responsive manner; however, based on the historical delivery volumes (as indicated above) the proposal submitted by PetroValue Products Canada Inc. provides the lowest cost option overall. The City has been purchasing fuel from PetroValue since the last RFP was issued in 2015 and staff have no concerns with awarding the contract to this company again.

Based on the evaluation of staff, it is recommended that the contract be awarded to PetroValue Products Canada Inc., in accordance with their proposal, for a term of two (2) years, with the option to renew for an additional two (2) years.

Respectfully Submitted,


Erin Jackson
Director of Corporate Services

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Item 8.6

CITY OF SALMON ARM

Date: August 26, 2019

Director of Corporate Services – Lease of Agricultural Land known as
Harrington Farm/Minion Field 2191 – 30 Street SW

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: August 21, 2019

SUBJECT: Lease of Agricultural Land known as Harrington Farm/Minion Field
2191 - 30 Street SW

MOTION FOR CONSIDERATION:

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement for the North ½ of the Southeast ¼ of Section 9, Township 20, Range 10, W6M, KDYD (2191 - 30 Street SW) for the term of April 1, 2020 to October 31, 2022 (for use April 1 to October 31 of each year) for an annual fee of \$22,000.00 (plus applicable taxes) with Farmcrest Foods Ltd. subject to *Community Charter* notification requirements.

BACKGROUND

The subject property is designated Salmon Valley Agriculture in the Official Community Plan, zoned A-1 (Agriculture Zone) and is located in the Agricultural Land Reserve. The location of the property is shown in APPENDIX 1.

The City of Salmon Arm purchased the property in 1975. The intent of the purchase was to the use the property for a spray irrigation project using effluent from the Wastewater Pollution Control Centre (WPCC). The spray irrigation project did not proceed. The Liquid Waste Management Plan identifies the property as a site to accept biosolids from the WPCC. Since 1981, the property has been leased to local farmers to be used for the production of forage and/or cereal crops.

The City issued a Request For Quotation (RFQ) from October 23 to 2:00 p.m. November 15, 2013. The RFQ sought a competent and experienced Lessee to lease, cultivate and maintain a parcel of vacant agricultural land comprising of approximately eighty (80) acres located at 2191 - 30 Street SW for a term commencing April 1, 2014 and ending October 31, 2016. One quotation was received and accepted.

In 2016, Farmcrest Foods advised that they had obtained a GMO Fee land status on the property and requested a three year renewal, which Council granted.

The conditions of the lease agreement that will expire on October 31, 2019 are the same as the proposed lease agreement, with the exception of the lease fee, which staff recommends be increased to \$22,000.00 for each of the three (3) growing and harvesting seasons. Generally, the Lessee shall use the land for the production of forage and/or cereal crops, the City reserves the right to apply bio-solids to all or part of the Lands, and the agreement may be terminated with six (6) months' written notice from either party

RECOMMENDATION

Farmcrest Foods Ltd. has been the Lessee of the subject property since 2005 and has been a good tenant. It is recommended that the Motion of Consideration be approved by Council.

Respectfully submitted,

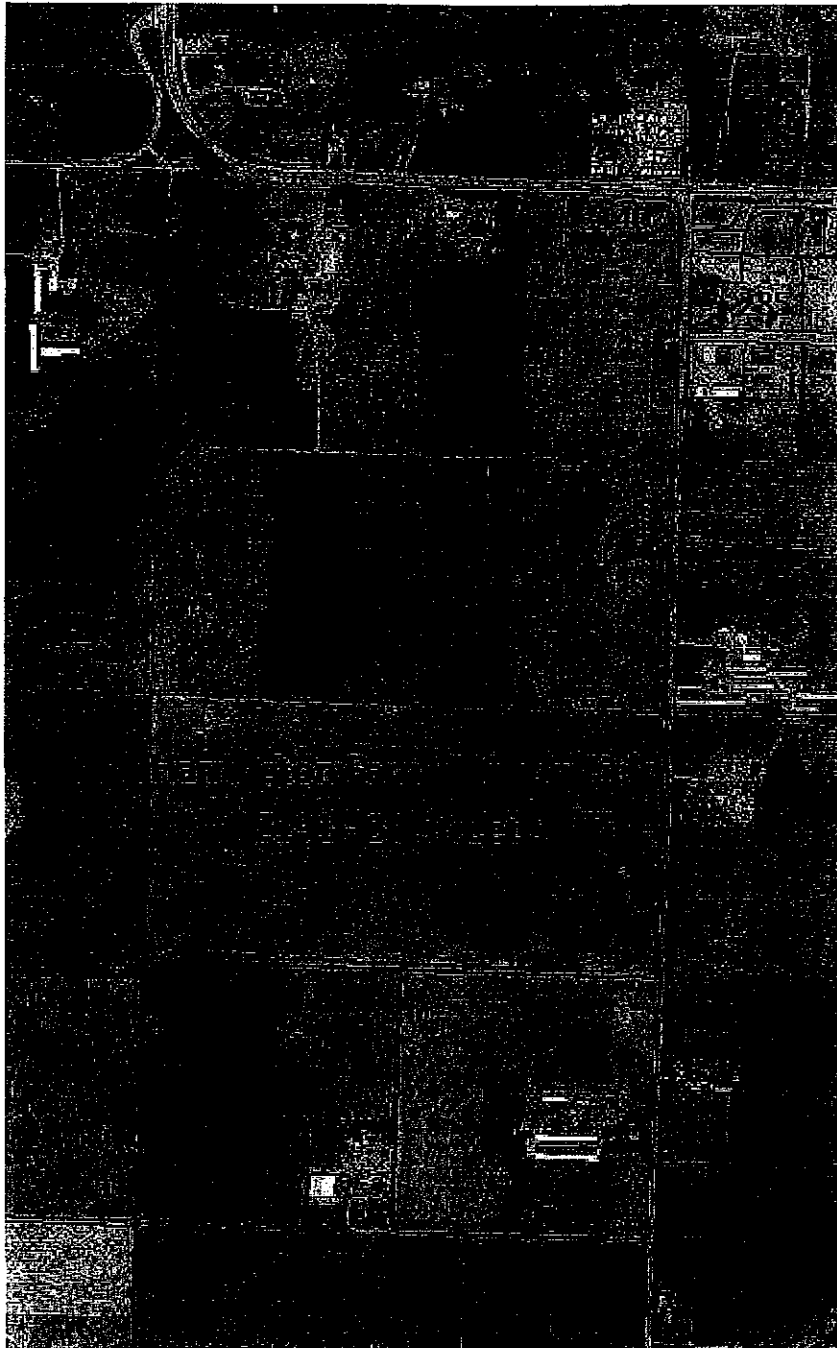


Erin Jackson
Director of Corporate Services

Appendices:

Appendix 1 - Location map.

Location Map



Item 9.1

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4350 be read a first and second time.

[ZON-1155; McKibbin, L. & R.; 1411 9 Avenue SE; R-1 to R-8]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: August 14, 2019

Subject: Zoning Bylaw Amendment Application No. 1155

Legal: Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP85230

Civic: 1411 9 Avenue SE

Owner/Applicant: McKibbin, L. & R.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP85230 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1411 9 Avenue SE (Appendix 1 and 2) and is currently under development. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a *secondary suite* within a single family dwelling.

BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in a residential area of the City west of the "Hillcrest" neighbourhood, largely comprised of parcels containing single family dwellings and associated accessory buildings, with 11 R-8 zoned parcels presently within the vicinity of the subject parcel.

The subject parcel was created in 2007 as part of a 7 lot subdivision accessed by the 9 Avenue SE cul-de-sac. The subject parcel meets the conditions as specified to permit a secondary suite within the proposed R-8 zone, and at 957 square metres it is potentially large enough for a detached suite, subject to a suitable building site and topographic conditions (there are steep slopes around the north and west portions of the parcel). Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *secondary suite* within the basement of the single family dwelling currently being built, as shown in the plans attached (Appendix 6).

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property has potential to meet the conditions for the development of a *secondary suite* (or a *detached suite*), including sufficient space for an additional off-street parking stall, as shown in the site plans attached (Appendix 6).

COMMENTSEngineering Department

No engineering concerns.

Building Department

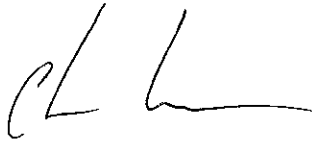
BC Building Code will apply. No concerns with proposed zoning.

Fire Department

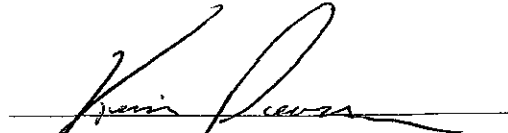
No concerns.

Planning Department

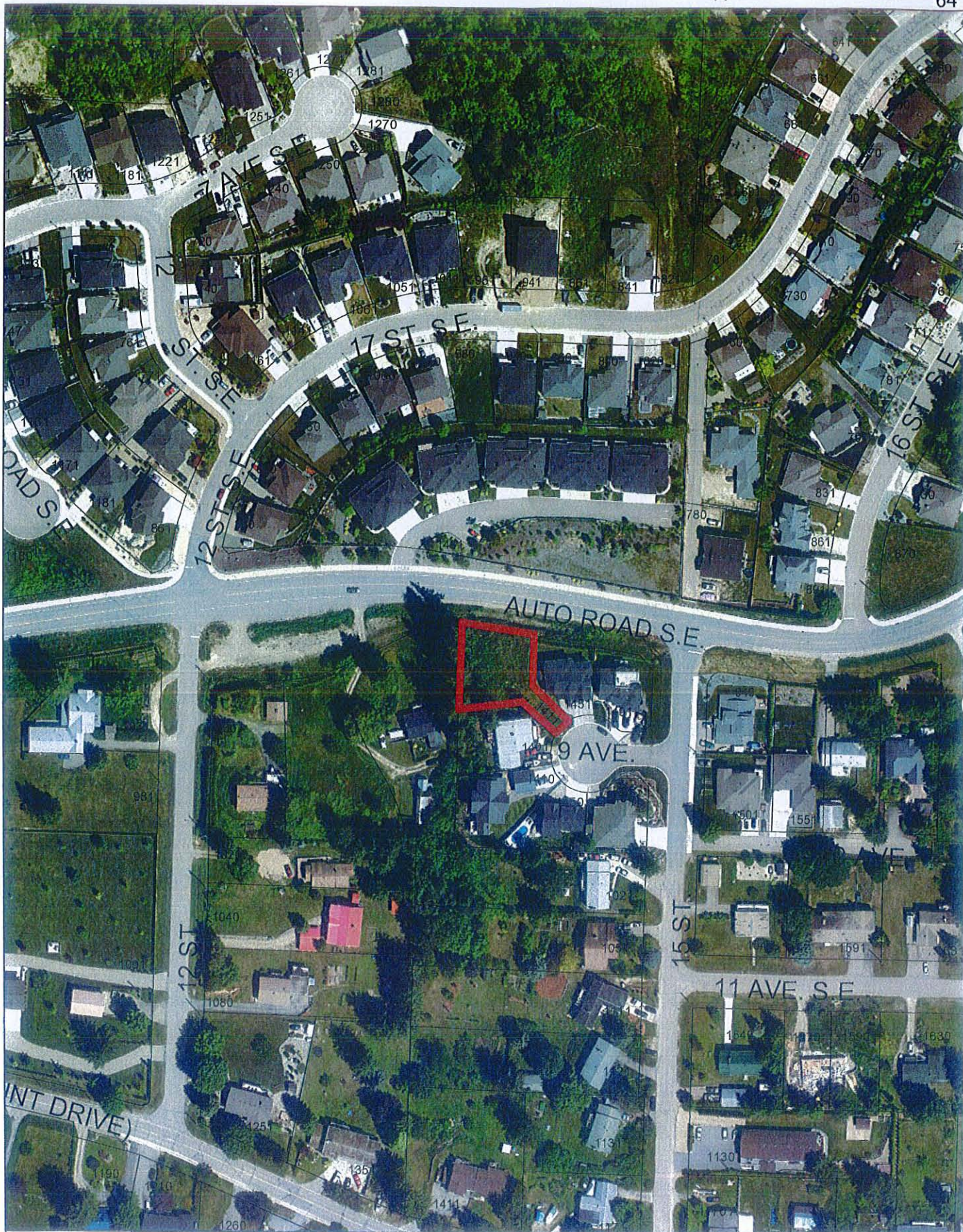
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The plans submitted indicate that all R-8 Zone requirements can be met, including the provision of onsite parking, and that the building currently under construction substantially aligns with development patterns in the area. Development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



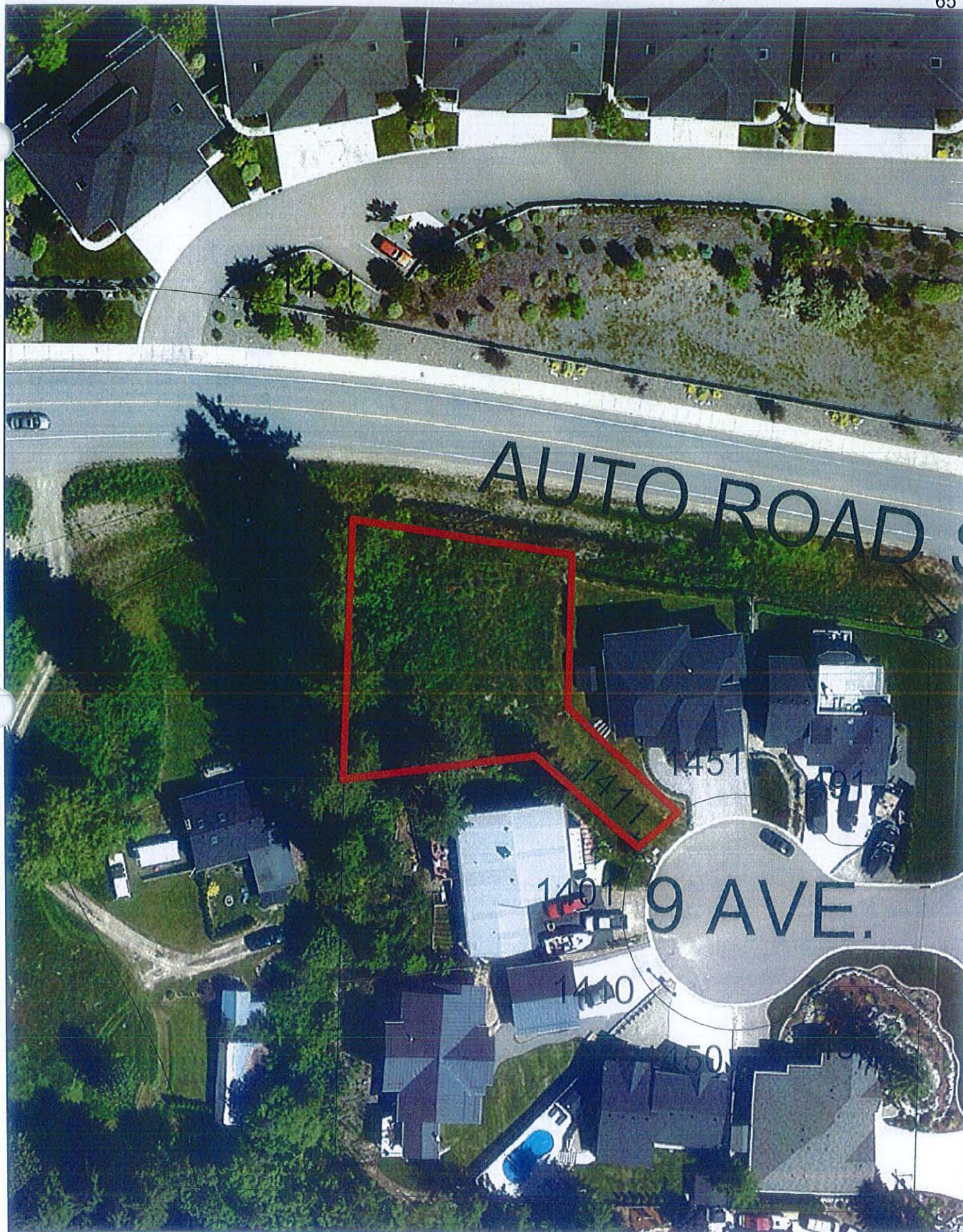
Prepared by: Chris Larson, MCP
Planner, Development Services



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



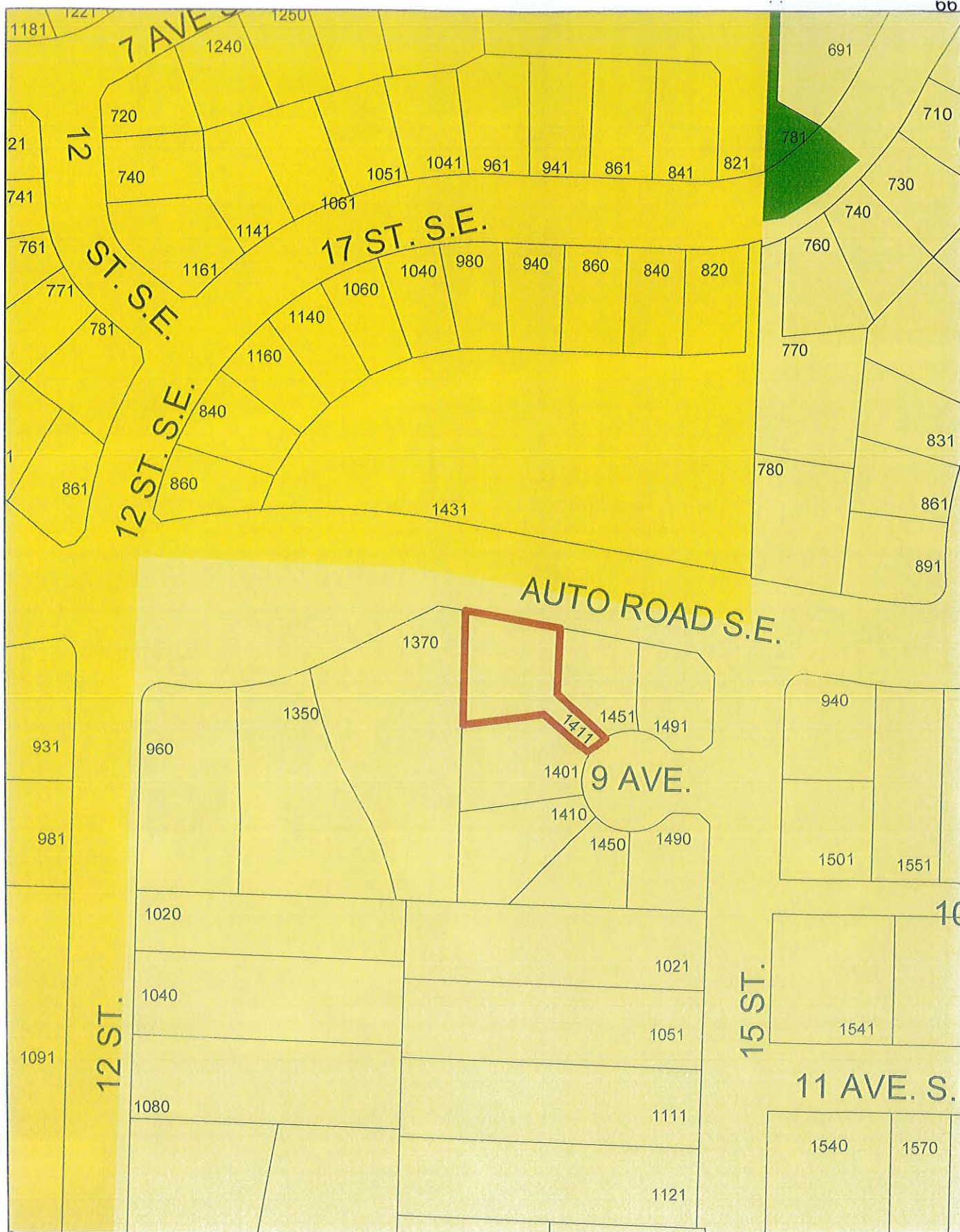
Subject Parcel



0 5 10 20 30 40 Meters



Subject Parcel



0 10 20 40 60 80 Meters



Subject Parcel



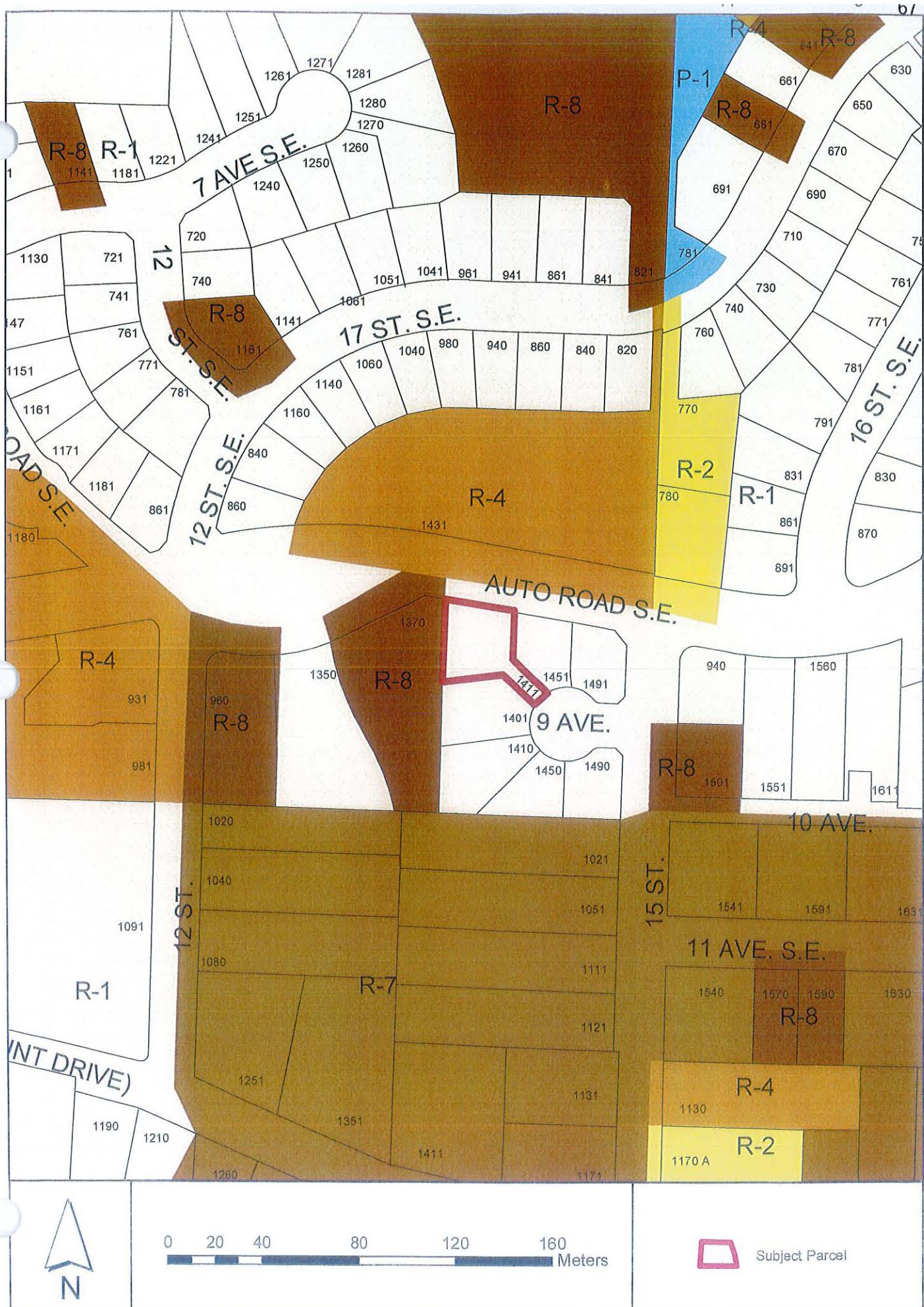
Park



Residential Medium Density

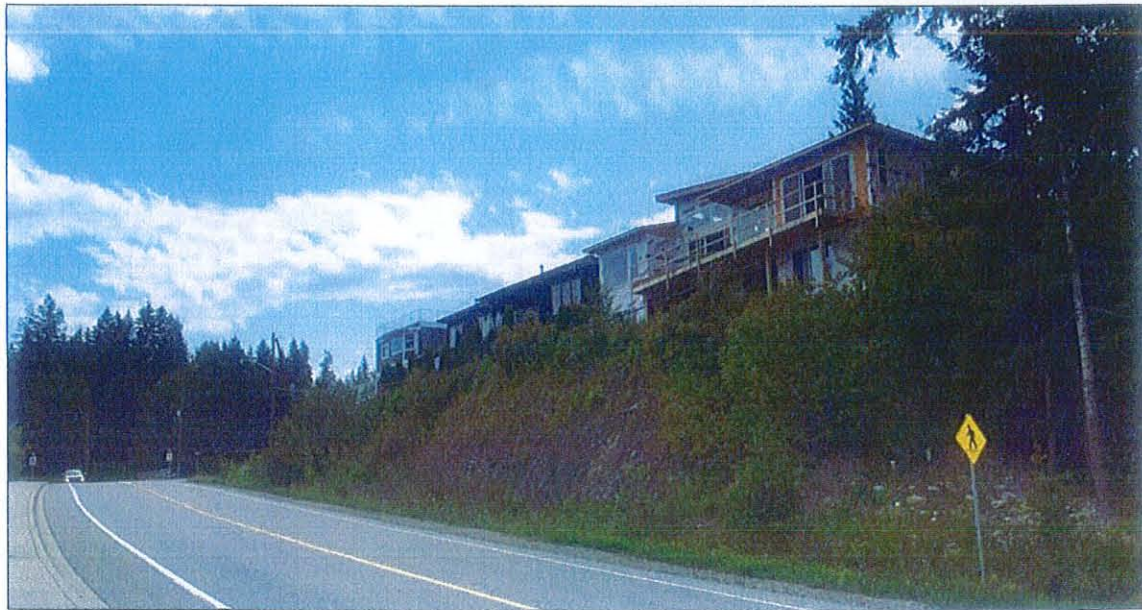


Residential Low Density

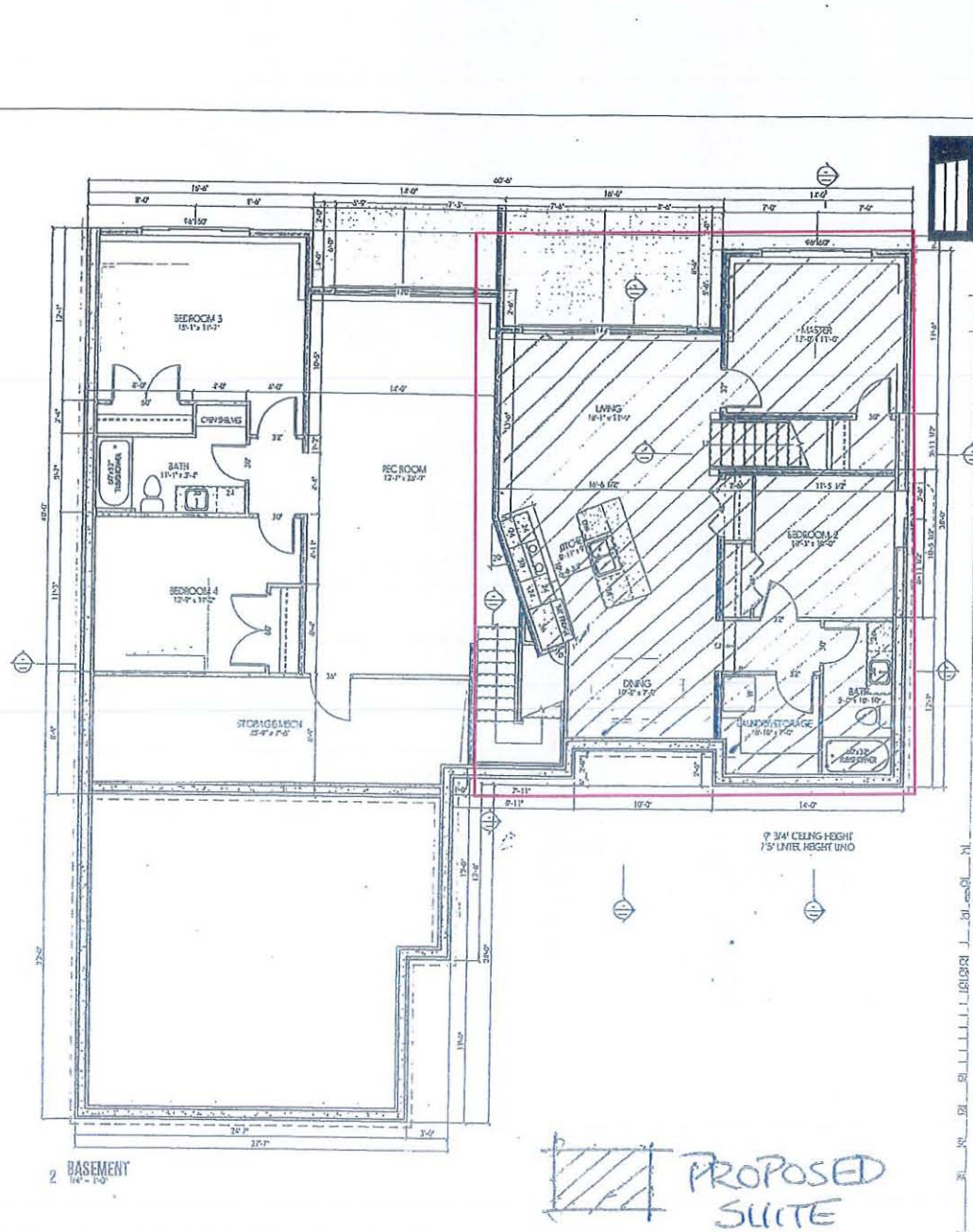


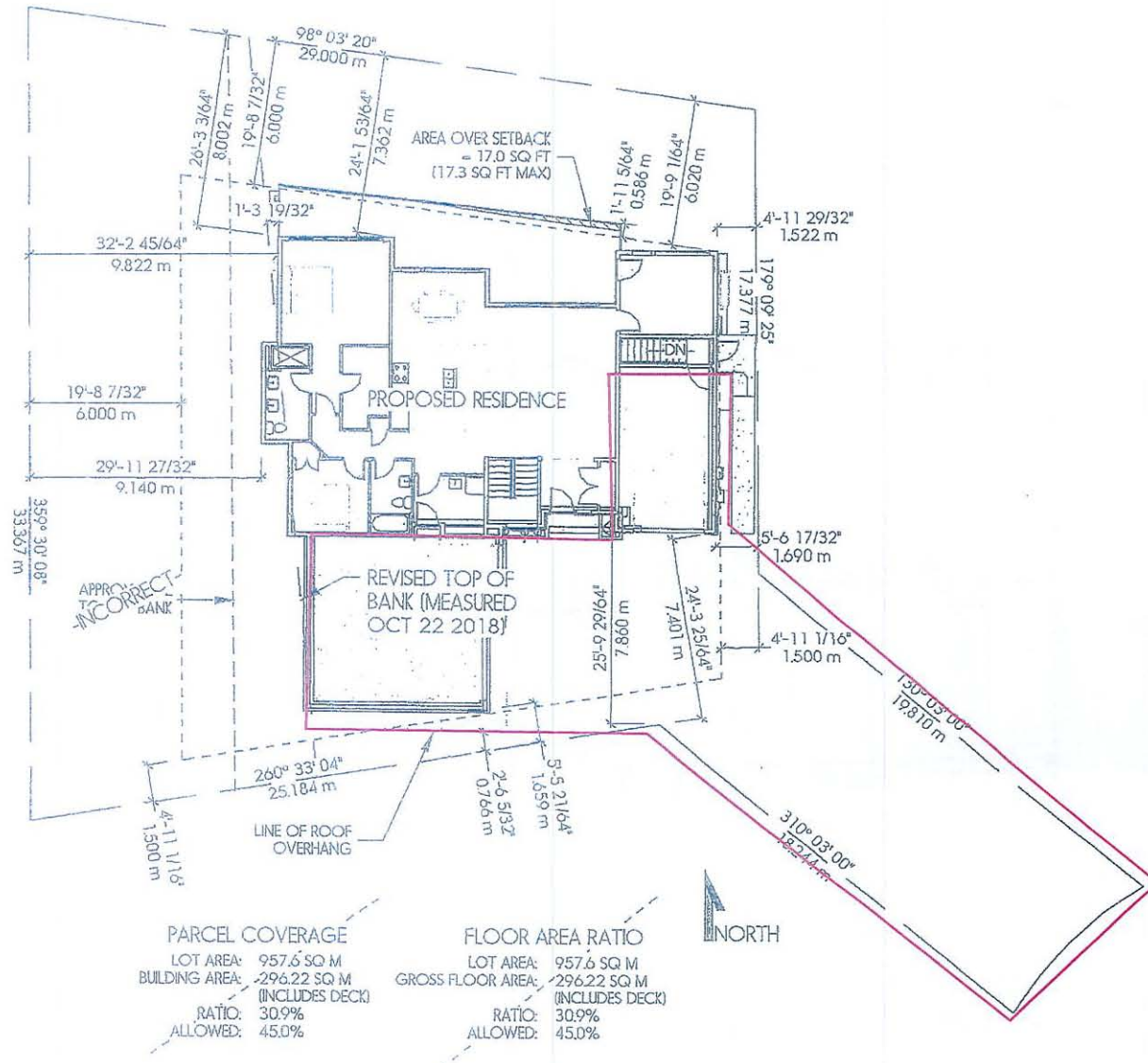


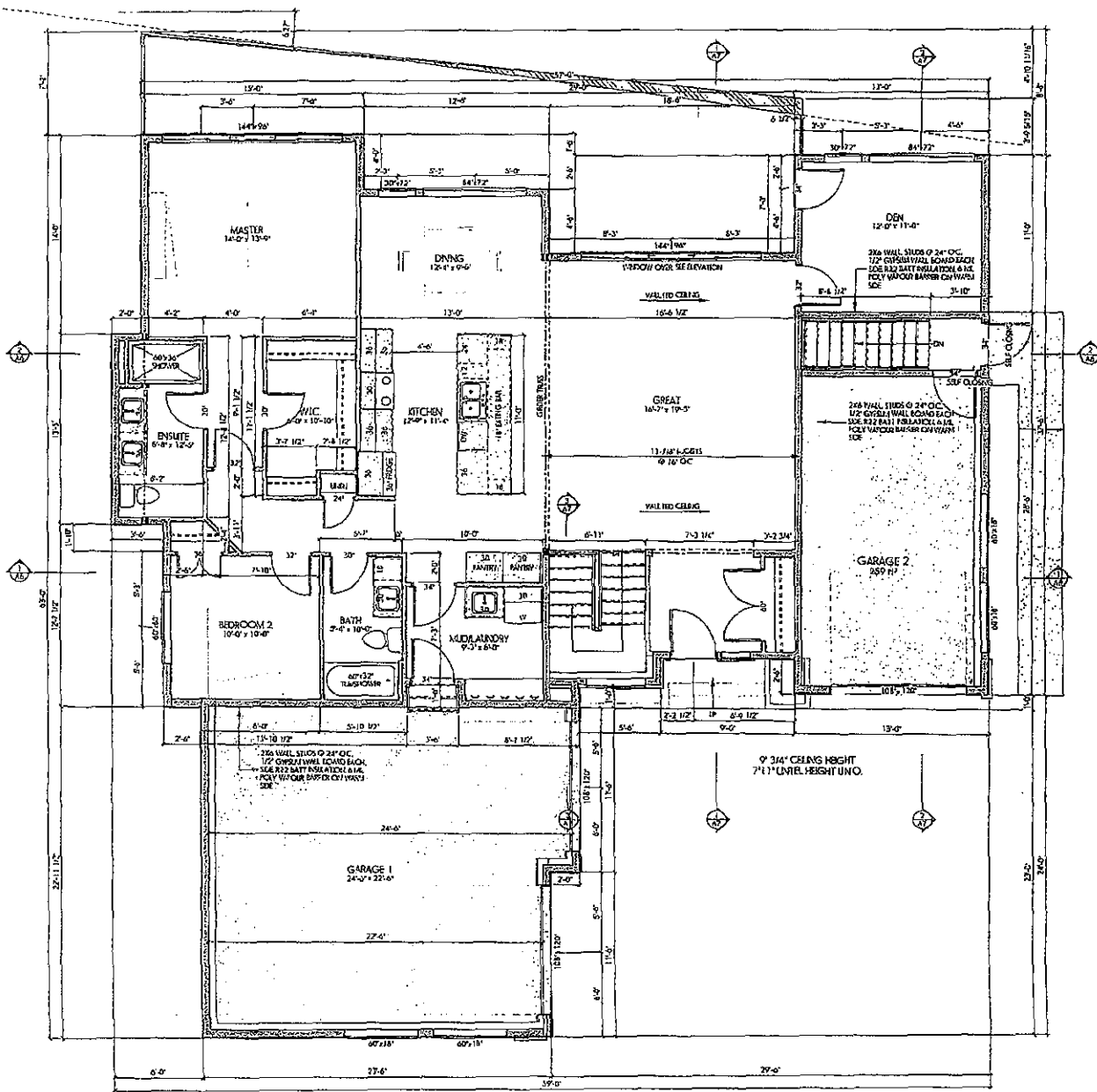
View of subject parcel (at centre) northwest from 9 Avenue SE showing neighbouring parcels.



View of subject parcel (right of centre) southeast from Auto Road SE.







CITY OF SALMON ARM

BYLAW NO. 4350

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on _____, 2019 at the hour of 7:00 p.m. was published in the _____ and _____, 2019 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP85230, from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4350**”

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

SCHEDULE "A"



Item 10.1

CITY OF SALMON ARMDate: August 26, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4346 be read a final time.

[ZON-1151; Gagnon, G.R. & Morgan, K.; 741 – 2 Avenue NE; R-1 to R-8]

Vote Record

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

Opposed:

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

To: His Worship Mayor Harrison and Members of Council

Date: July 8, 2019

Subject: Zoning Bylaw Amendment Application No. 1151

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149

Civic: 741 – 2 Avenue NE

Owner/Applicant: G.R. Gagnon & K. Morgan

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 741 – 2 Avenue NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a *secondary suite* within a *single family dwelling*.

BACKGROUND

The subject parcel is designated High Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in a residential neighbourhood just bordering the commercial area along the Trans Canada Highway. There is presently one R-8 zoned parcel nearby and a number of R-4 (Medium Density Residential) zoned parcels within the vicinity of the subject parcel.

This property was created via a three lot subdivision in 2015 and parcel width variances were also issued to reduce the minimum parcel width from 14.0 m (45.9 ft) to 12.7 m (41.6 ft) for the three lots. The subject property is long and narrow, approximately 58 m (164 ft) long by 13 m (43 ft) wide with an area of approximately 0.18 acres. The subject parcel is currently vacant, see site photos in Appendix 5. The applicant wishes to build a house with a secondary suite on the lower floor. The suite is proposed to be 89 m² (964 ft²), see Appendix 6. The plans indicate a double car garage and a driveway width of 7.3 m (24 ft). The minimum dimensions of a parking space are 5.8 m (19 ft) x 2.6 m (8.5 ft); thus, the driveway can easily accommodate two cars, in addition to the garage parking. Overall, the subject parcel meets the specifications to permit a *secondary suite* within the proposed R-8 zone.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of *secondary suites* in High Density Residential designated areas subject to compliance with the Zoning Bylaw and the BC Building Code.

COMMENTSMinistry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Engineering Department

Only one 6 m wide access is permitted. Dedicated onsite parking for the *secondary suite* is required.

Building Department

BC Building Code will apply. No concerns with proposed zoning.

Fire Department

No concerns.

Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The site plan provided indicates that the R-8 Zone requirements can be met, including the provision of onsite parking. Any development of a *secondary suite* requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



Prepared by: Denise Ackerman
Planner, Development Services



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



| | | |
|---|--|--|
|  | <p>01.73.5 7 10.5 14</p>  <p>Meters</p> |  <p>Subject Parcel</p> |
|---|--|--|



Subject Parcel

0 15 30 60 90 120
Meters

High Density Residential

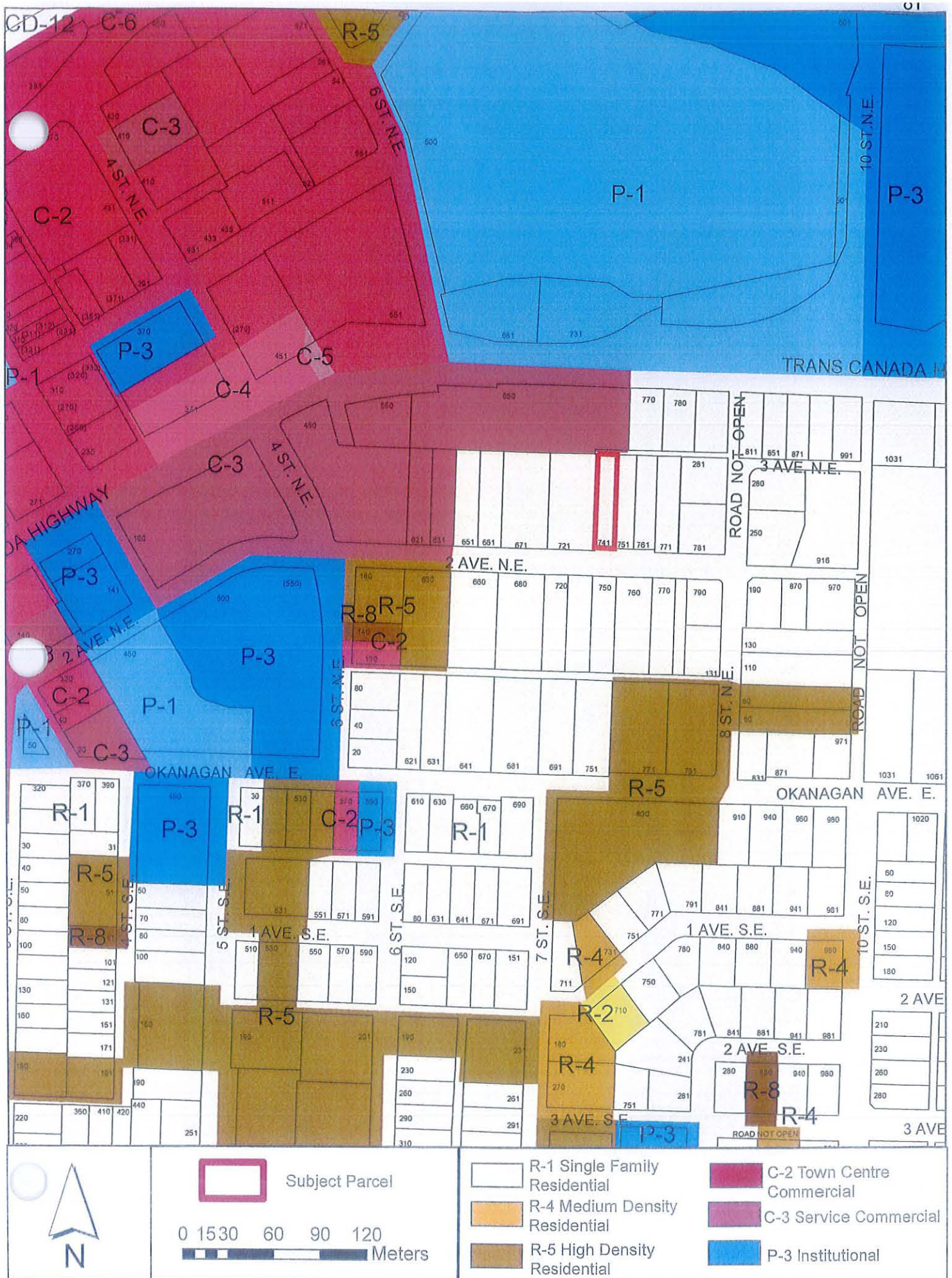
Medium Density Residential

Park

City Centre Commercial

Highway Service/
Tourist Commercial

Institutional



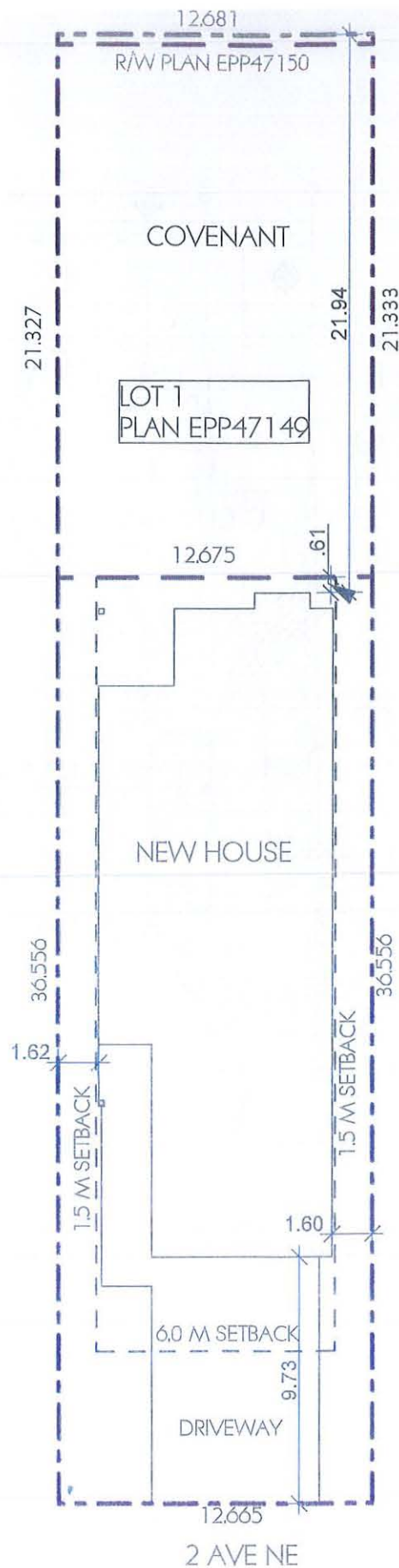
APPENDIX 5: Site Photos



View facing north towards the rear parcel line.



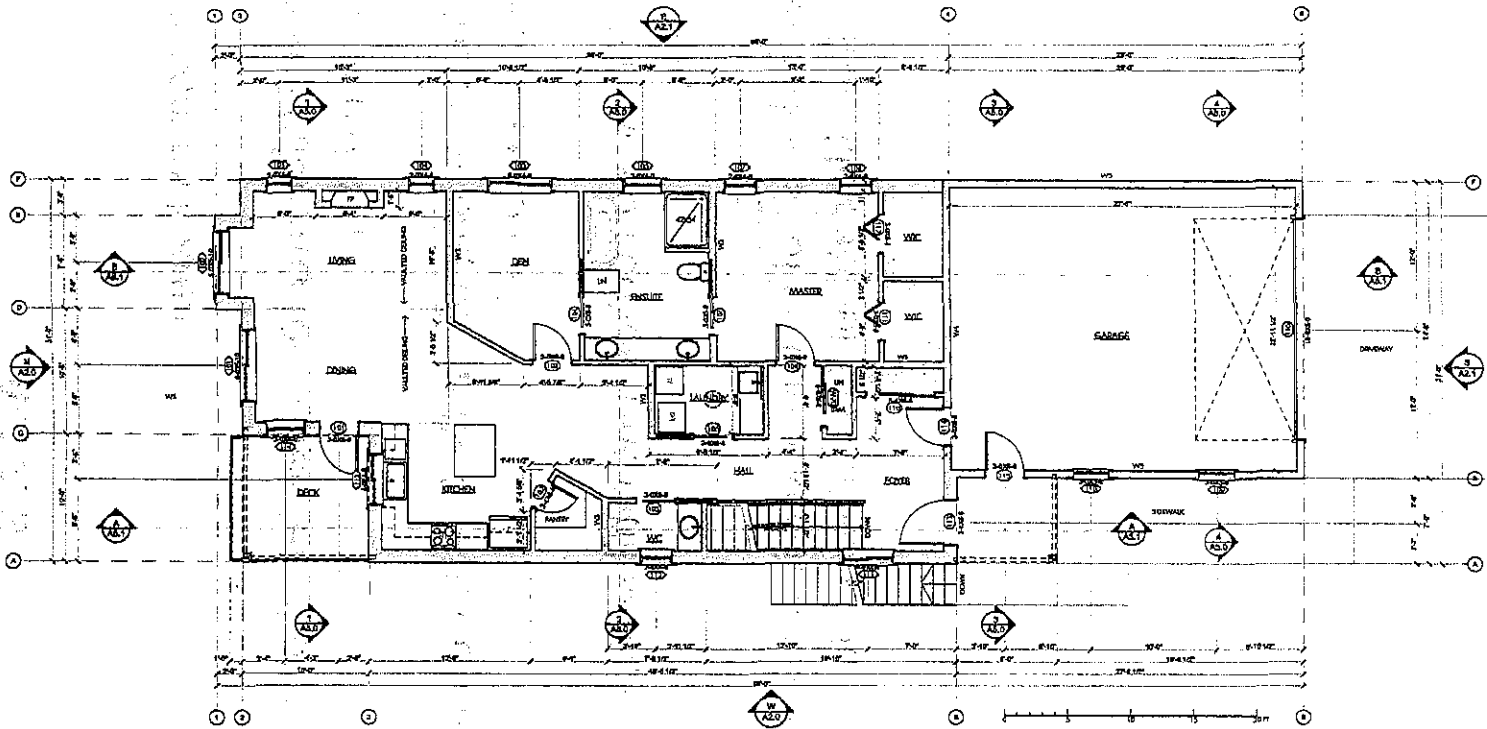
View facing south towards the front parcel line.



①

GAGNON SITE PLAN

SCALE: 1:250



1 MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

WALLNOTES

- W1 - TYPICAL EXTERIOR WALL UND-
MINI-CONCRETE
12" ON
- W2 - TYPICAL EXTERIOR WALL UND-
MINI-CONCRETE
12" ON
- W3 - 12" ON
200 # 1/2" OC
12" ON
- W4 - GARAGE TO HOUSE
12" ON
200 # 1/2" OC W/ RED BATT
6" MIN. V
12" ON
- W5 - DETAIL 8 GARAGE
WALLS 200 #
12" ON
200 # 1/2" OC W/ RED BATT
6" MIN. V
12" ON
- W6 - 12" ON
200 # 1/2" OC
12" ON

| AREA SCHEDULE | |
|----------------|-------|
| AREA NAME | SQFT |
| MAIN FLOOR | 1,603 |
| GARAGE | 672 |
| WALK-OUT PORCH | 138 |
| WALK-OUT PORCH | 36 |
| LOWER FLOOR | 763 |
| ROOF | 624 |
| LOWER FLOOR | 112 |
| ELIM FOOTPRINT | 2,440 |
| LOT | 7,891 |

KHM DESIGN
3200 28 ST NE
SALMON ARM, BC
V1E 5W7
TEL: (250) 517-0711
www.khmdesign.ca
info@khmdesign.ca

PROJECT
GAGNON RESIDENCE
741 2 AVE NE
SALMON ARM, BC
V1E 1H0

DATE: 4/27/2010
DRAWN: KHM
CHECKED: KHM
DATE: 4/27/2010
DRAWN: KHM
CHECKED: KHM

A1.0

①

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

[illegible]

| AREA SCHEDULE | |
|------------------|-------|
| AREA NAME | SQFT |
| MAIN FLOOR | 1,620 |
| BASEMENT | 672 |
| MAIN FLOOR DECK | 110 |
| MAIN FLOOR PORCH | 20 |
| LOWER FLOOR | 781 |
| SUITE | 884 |
| LOWER PAD | 110 |
| TOTAL FOOTPRINT | 2,460 |
| TOT | 2,801 |

LOWER FLOOR PLAN

THESE DESIGNS AND DRAWINGS ARE THE EXCLUSIVE PROPERTY OF KVA DESIGN AND MAY NOT BE USED OR REPRODUCED WITHOUT CONSENT

| | |
|-------|-----------|
| DATE | 4/27/2019 |
| DRAWN | 1044 |
| 308 | |

A1.1

GAGNON RESIDENCE

741 2 AVE NE
SALMON ARM, BC
V1E 1H2

KHM DESIGN
3200 28 ST NE
SALMON ARIZ, BC
V1E 3G7
TEL : (250) 517-7151
www.khmdesign.ca
info@khmdesign.ca

22. **STATUTORY PUBLIC HEARINGS**

1. **Zoning Amendment Application No. ZON-1151 [Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8]**

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

Submissions were called for at this time.

G. Gagnon, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:02 p.m.

CITY OF SALMON ARM

BYLAW NO. 4346

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on August 12, 2019 at the hour of 7:00 p.m. was published in the July 31 and August 7, 2019 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm
Zoning Amendment Bylaw No. 4346

5. CITATION

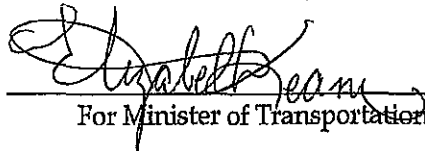
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4346"

READ A FIRST TIME THIS 22 DAY OF July 2019

READ A SECOND TIME THIS 22 DAY OF July 2019

READ A THIRD TIME THIS 12 DAY OF August 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 19th DAY OF August 2019



For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



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INFORMATIONAL CORRESPONDENCE – AUGUST 26, 2019

- | | | |
|-----|---|---|
| 1. | S. & C. Martin – email dated August 10, 2019 Salmon Arm and increasing rat population | A |
| 2. | S. Berger – letter dated August 11, 2019 – Canoe Beach Lots | N |
| 3. | R. Matthews – email dated August 14, 2019 – Safe Place to Live | N |
| 4. | L. Richards – email dated August 16, 2019 – Climate action plan | N |
| 5. | M. Allbury – letter received August 16, 2019 – Cemetery adornments | N |
| 6. | A. Channer – letter dated August 19, 2019 – Canoe beach Cottages | N |
| 7. | R. Schumacher – email dated August 20, 2019 – Rats | N |
| 8. | R. Williams, Event Coordinator, Vintage Car Club of Canada – Thank you for support of the 2019 Habrourfront Cruise Car Show | N |
| 9. | D. McDonald – email dated August 13, 2019 – September 7, 2019 beach day | R |
| 10. | T. Piccini, Josh Hunter Memorial Skate Jam Organizer – letter received August 2019 – Josh Hunter Memorial Skate Jam 2019 Sponsorship Request | A |
| 11. | R.J. Haney Heritage Village and Museum – 22 nd Annual Harvest Celebration September 8, 2019 | N |
| 12. | Union of British Columbia Municipalities – letter dated August 7, 2019 – UBCM Group Benefits Plan – Notice of Plan Marketing Review | N |
| 13. | S. Weber, President and CEO, C3 Alliance Corp. – letter dated August 8, 2019 – Invitation to the 6 th Annual Resource Breakfast Series – September 2019 | N |
| 14. | T. Faganello, Assistant Deputy Minister, Local Government Division, Ministry of Municipal Affairs and Housing and G. MacIsaac, Executive Director, Union of British Columbia Municipalities for Green Communities Committee – letter dated August 15, 2019 – 2018 Green House Gas Emissions | N |
| 15. | L. Helps, Mayor, City of Victoria to M. Brodie, Mayor, City of Richmond – letter dated July 19, 2019 – Creating a Lobbying Registry | N |
| 16. | A. Courtoreille, Mayor, District of Chetwynd to the Honourable Rob Fleming, Minister of Education – letter dated August 19, 2019 – Provincial Support for Libraries | N |

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

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Item 13.1

CITY OF SALMON ARM

Date: August 26, 2019

Presentation 4:00 p.m. (approximately)

NAME: Peter Robinson and Trish Dehnel, Community Energy Association

TOPIC: Climate Action/Partners for Climate

Vote Record

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

Opposed:

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

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Item 18.1

CITY OF SALMON ARM

Date: August 26, 2019

Notice of Motion from August 12, 2019 Councillor Lavery – FireSmart Curbside Chipping Program

Moved: Councillor Lavery

Seconded: Councillor

WHEREAS Salmon Arm is adopting a FireSmart approach to better protect our community from wildfires;

AND WHEREAS property owners are encouraged to take individual FireSmart actions to clear vegetation surrounding their own homes with the recognition that such preventative actions can make a big difference;

THEREFORE BE IT RESOLVED THAT staff prepare costs and funding options for a bi-annual 2020 curbside chipping program for consideration during the upcoming budget process.

Vote Record

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

Opposed:

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

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Item 18.2

CITY OF SALMON ARM

Date: August 26, 2019

Notice of Motion from August 12, 2019 Councillor Lindgren – Climate Action Strategy

Moved: Councillor Lindgren

Seconded: Councillor

WHEREAS the British Columbia government declared a provincial state of emergency in 2018 over record-setting wildfires;

AND WHEREAS the Legislature of British Columbia and the House of Commons of Canada have acknowledged the growing crisis of climate breakdown by holding emergency debates following the release of the Intergovernmental Panel of Climate Change (IPCC) report;

AND WHEREAS Local governments worldwide are taking action to avoid the worst impacts of climate change and calling on senior levels of government for an urgent, emergency response;

AND WHEREAS the effects of Climate Change are already prevalent in the City of Salmon Arm;

AND WHEREAS the City of Salmon Arm has taken many important steps already, including:

- Implementation of curbside recycling and food waste programs;
- Geothermal heating and cooling at City Hall;
- Climate Leader, BC Climate Action Community 2016;
- Salmon Arm Landfill gas capture project (in conjunction with CSRD);
- Solar Feasibility Study;
- Purchase of hybrid vehicles for City fleet;

Vote Record

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

Opposed:

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

Item 18.2- Continued

CITY OF SALMON ARM

Date: August 26, 2019

- Installation of LED and energy efficient boilers;
- Upgrades to Recreation Centre HVAC System (heating, ventilation and air conditioning);
- Installation of LED lighting at some key locations; and
- Adoption of a Pesticide Bylaw;

THEREFORE BE IT RESOLVED THAT Council direct staff to engage the Community Energy Association to prepare a Climate Action Plan for the City of Salmon;

AND THAT the Climate Action Plan Report be funded in the amount of \$15,000.00 from the Climate Action Reserve (approximate balance \$146,000.00 at December 2019);

AND THAT the City recognize this is a Strategic Priority to be considered in decision making and investment moving forward;

AND FURTHER THAT Council recognize the urgent need for a Climate Action Plan and corresponding action for the City of Salmon.

Vote Record

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

Opposed:

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

- Community Emergency Preparedness Fund (to be assessed?) this helps build up capacity in the community for emergency response to events caused by climate change. Some examples below:
 - Funding for structural flood mitigation (Oct 25, 2019)
 - Flood risk assessment, flood mapping and flood mitigation planning (Jan 24, 2020)
 - Emergency support services (Feb 14, 2020)
 - Emergency operation centre and training (Mar 13, 2020)
- Community Resiliency Investment. Related to FireSmart funding and supports (Oct 18 2019)

Federation of Canadian Municipalities (FCM)

- Municipalities for Climate innovation program.
 - This is a useful page to link up with partners/ collaborators for adaptation
 - Government of Canada funds this through grants- \$2.4 million
 - List of Partners examples of ones that have already partnered with BC municipalities -Fraser Basin Council, ICLEI Canada, Selkirk College, Smart Prosperity Institute, WaterCanada
- Climate and Asset Management Network
 - Look at asset management under climate change lens then undertake project reflective of new framework.
- Green Municipal Fund – this can fall under mitigation or adaptation depending on the project. - **federal funds** fall into 4 broad categories:
 - Sustainable Affordable Housing Innovation Fund
 - Community EcoEfficiency Acceleration Fund
 - LC3-FCM Collaboration on Community Climate Action
 - Municipal Asset Management Capacity Fund

Other areas to explore for funding opportunities in the FCM are Infrastructure, and Public Transit.

Universities and School with partnership opportunities

- The Pacific Institute for Climate Solutions PICS
- Funding opportunities for up to \$250 000/ year in collaboration with UBC, SFU, or UNBC. Letter of intent must come from a faculty member from one of those schools
 - some funding must go to a graduate student/post-doc.
- The Intact Centre on Climate Adaptation ICCA
- Training and guides through the University of Waterloo for
 - Home Flood protection program
 - Infrastructure adaptation program
 - Corporate-specific adaptation program.
- SFU's ACT group, the Adaptation to Climate Change Team, a policy planning initiative which is part of the Faculty of Science. The City of Vernon' climate leadership group has received non-financial support from this, with links to the Real Estate Foundation funding. <https://act-adapt.org/about-sfu-new/>

Government of Canada

Disaster Mitigation and Adaptation Fund

- \$2 billion fund for large scale infrastructure projects.
 - Minimal eligibility expenditure must have projects >\$20 million. Will share up to 40% of costs.

Adaptation and / or Mitigation?

Foundations

Real Estate Foundation of BC “REFBC grants support projects that address current land use challenges and help communities to plan for the future.” See

<https://www.refbc.com/sites/default/files/Info-GeneralGrants.pdf> Local governments are eligible; the Foundation funds up to 50% of the cash costs of a project. Partnerships and collaborations are encouraged.

Hewlett Foundation

<https://hewlett.org/qa-with-anand-gopal-tackling-climate-change-through-transportation-solutions/>

A focus on vehicle electrification:

“We have found that real, scalable climate successes have been difficult to achieve through urban planning and public transportation alone, so over the next five years, our strategy will favor vehicle electrification over planning approaches at the city level.”

Ivey Foundation

All proposals must be submitted from a registered Canadian charitable organization.

Partnerships with a local charitable organization will be essential.

The primary focus for the Foundation’s resources is the **Economy and Environment Program**.

<http://www.ivey.org/program/>

Canadian Environmental Grantmakers Network

See <http://www.cegn.org/about/members/>

Item 18.3

CITY OF SALMON ARM

Date: August 26, 2019

Salmon Arm Fall Fair Parade

Vote Record

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

Opposed:

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

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CITY OF SALMON ARM

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, August 26, 2019 at 7:00 p.m.**

1) Proposed Amendment to Zoning Bylaw No 2303:

Text Amendment: Addition of Section 27 - P-4 - Institutional Waste Management Zone.

Rezone Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 from P-2 (Airport Zone) to P-4 (Institutional Waste Management Zone).

Civic Address: 4290 20 Avenue SE

Location: End of 20 Avenue SE; adjacent to the Airport

Present Use: Landfill

Proposed Use: Landfill

Owner/Applicant: Columbia Shuswap Regional District/
Lawson Engineering & Development Services Ltd.

Reference: ZON-1107/ Bylaw No. 4264



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from August 13 and 26, 2019 both inclusive, in the office of the Corporate Officer at City Hall, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaws are urged to review the file available in the Development Services Department (or telephone 250-803-4010) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services



To: His Worship Mayor Harrison and Members of Council

Date: June 6, 2019

Subject: Official Community Plan Amendment Application No. OCP4000-33
Zoning Amendment Application No. 1107

PROPOSAL

The purpose of this application is to redesignate and rezone the two parcels to a new P-4 Waste Management Zone to support the CSRD's current and future Salmon Arm Landfill operations as discussed in the associated staff report to Council dated April 10, 2018.

BACKGROUND

At their meeting on April 23, 2018, Council granted first reading to the associated OCP and Zoning amendments.

Pursuant to Section 477 (3) (a) of the *Local Government Act*, Subsequent to First Reading and Prior to Second Reading, Council must consider 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 (MOE) relating to the CSRD's Solid Waste Management Plan Amendment, and any Contaminated Sites Regulation requirements.

The CSRD's Solid Waste Management Plan Amendment was sent to MOE on April 4, 2018, and MOE has responded as of June 3, 2019 with approval (Appendix 1). The applications may now proceed to second reading, and through the application process as appropriate.

Final approval of the zoning amendment is subject to approval of the Ministry of Transportation and Infrastructure, which noted in preliminary comments that they consider their interests to be unaffected.

A handwritten signature in blue ink, appearing to be "CL", written over a horizontal line.

Prepared by: Chris Larson, MCP
Planner, Development Services

A handwritten signature in blue ink, appearing to be "Kevin Pearson", written over a horizontal line.

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

Kevin Pearson

From: Downie, AJ ENV:EX [AJ.Downie@gov.bc.ca]
Sent: June 3, 2019 4:30 PM
To: Lachance, Luc ENV:EX; Phair, Kirk ENV:EX
Subject: 2019-06-03 CSRD 2018 Solid Waste Management Plan Amendment - Letter from Minister
Attachments: 04Apr2018 Letter to Minister of Env from Board Chair.pdf; Final Report CSRD SWMP Land Acquisition Amendment.pdf

Importance: High

FYI

A.J. Downie

Director, Authorizations - South
 Environmental Protection Division
 Ministry of Environment and Climate Change Strategy
 phone: (250) 751-3176
 email: AJ.Downie@gov.bc.ca

[Waste Discharge Authorizations Website](#)

From: Minister, ENV ENV:EX
Sent: Monday, June 3, 2019 3:54 PM
To: 'rmartin@csrd.bc.ca'
Cc: Downie, AJ ENV:EX; 'rnlwenhuizen@salmonarm.ca'; 'lshykora@csrd.bc.ca'
Subject: RE: CSRD 2018 Solid Waste Management Plan Amendment - Letter to Minister
Importance: High

Reference: 315309
 X-Reference: 10400-60/SWMP CSRD

June 3, 2019

Rhona Martin, Chair
 and Directors
 Columbia Shuswap Regional District
 Email: rmartin@csrd.bc.ca

Dear Chair Martin and Directors:

I am pleased to respond to your submission of an amendment to the Solid Waste Management Plan (SWMP) for the Columbia Shuswap Regional District (CSRD).

Ministry staff have reviewed your amendment, consultation report and accompanying documentation. The amendment is a testament to your continued efforts to provide cost effective solid waste solutions for the citizens of the CSRD. I recognize and appreciate how this additional space supports the Zero Waste approach adopted by your regional district and provides significant cost savings to your citizens.

I have noted that your consultation process has revealed both moderate general support for the proposed expansion of the Salmon Arm landfill and strong opposition from the residents living closest to the facility. I

commend the wide-ranging approach taken to public consultation on this amendment and your willingness to hear all concerns. I am satisfied that adequate public consultation has been conducted.

I also note that the amendment recognizes areas in which consultation could be enhanced and discusses strategies to improve relationships with stakeholders by sharing more information with the community and operating your facilities according to best practices. I trust that, under your leadership, executing these strategies will help improve the community's view of the CSRD's approach to waste management.

The Ministry of Environment and Climate Change Strategy would like to take this opportunity to strengthen your plan by encouraging your commitment to best practices through the setting of dates for you to submit SWMP components that are recommended by the Province's guidelines but are currently absent from your plan. Therefore, pursuant to Section 24(5) of the *Environmental Management Act*, I hereby approve the waste management plan amendment entitled *Columbia Shuswap Regional District Solid Waste Management Plan Amendment: Salmon Arm Landfill Acquisition and Property Acquisition Guidelines*, dated March 2018, with the following additional requirements:

1. By August 24, 2021, the CSRD will submit to the director Landfill Criteria Conformance Reviews, for the following landfills:
 - Golden Landfill with the site-specific authorization Operational Certificate 17006;
 - Revelstoke Landfill with the site-specific authorization Operational Certificate 15821; and
 - Salmon Arm Landfill with the site-specific authorization Operational Certificate MR-05479.

The Landfill Criteria Conformance Reviews must be in accordance with the *Landfill Criteria for Municipal Solid Waste*, second edition, June 2016, (Landfill Criteria) Section 2.2 Conformance of Existing Landfills and include:

- (a) a comparison and evaluation of the conformance status of each landfill with all applicable sections of the Landfill Criteria, and;
 - (b) if non-conformance(s) with the Landfill Criteria are identified, Landfill Criteria Upgrading Plan(s), including action plan(s) and schedule(s) for all proposed upgrades to conform to the Landfill Criteria, and technical and environmental justification for any proposed exceptions from the Landfill Criteria.
2. The CSRD shall develop a dispute resolution process in accordance with Section C.1.1 of *A Guide to Solid Waste Management Planning*, September 2016. The Columbia Shuswap Regional District must:
 - (a) consult with the Ministry of Environment and Climate Change Strategy, Regional Operations Branch; and
 - (b) engage in meaningful consultation with potentially affected stakeholders in accordance with sections 25(4) and 27(1) of the *Environmental Management Act*.

The final version of the dispute resolution process must be submitted to the director by March 31, 2023.

3. In accordance with Section C.3 of *A Guide to Solid Waste Management Planning*, September 2016 (Guide), the CSRD shall submit, to the satisfaction of the director, a Five-Year Effectiveness Review in accordance with Section C.3.3 of the Guide by March 31, 2023. In addition to the items listed in Section C.3.3 of the Guide, the review must also include any waste composition studies completed during the plan's implementation.
4. The CSRD shall submit a full plan renewal to the Minister of Environment and Climate Change Strategy by December 31, 2028 or earlier, as applicable.

For clarity I would like to mention that the approval of the *Columbia Shuswap Regional District Solid Waste Management Plan Amendment: Salmon Arm Landfill Acquisition and Property Acquisition Guidelines*, dated March 2018, does not replace the *2009 Regional Solid Waste Management Plan* that achieved ministerial approval on July 8, 2009 and was updated on March 20, 2015, by the document entitled *Columbia Shuswap Regional District Solid Waste Management Plan Review and Update*. Until your SWMP is replaced by a full plan renewal, all three of these reports remain active pieces of this living and dynamic document.

In closing, I commend the Board and staff of the Columbia Shuswap Regional District on their proactive approach to solid waste management and your renewed commitment to improved consultation strategies and best operational practices.

Sincerely,

George Heyman
Minister

cc: AJ Downie, Regional Director, Authorizations South, Environmental Protection Division, Ministry of Environment and Climate Change Strategy
Robert Niewenhuizen, Director of Engineering and Public Works, City of Salmon Arm
Lynda Shykora, Deputy Manager, Corporate Administration Services, Columbia Shuswap Regional District

From: Minister, ENV ENV:EX
Sent: Tuesday, June 12, 2018 1:35 PM
To: 'RMartin@csrd.bc.ca'
Cc: 'lshykora@csrd.bc.ca'; Lachance, Luc ENV:EX
Subject: RE: CSRD 2018 Solid Waste Management Plan Amendment - Letter to Minister
Importance: High

Reference: 315312i
X-Reference: 10400-60/CSRD SWMP

June 12, 2018

Rhona Martin, Chair
and Directors
Columbia Shuswap Regional District
Email: RMartin@csrd.bc.ca

Dear Chair Martin and Directors:

Thank you for your email of April 4, 2018, regarding Columbia Shuswap Regional District Solid Waste Management Plan.

This email is to confirm the receipt of your correspondence and to inform you that it has been forwarded to Ministry of Environment and Climate Change Strategy staff in the Environmental Protection Division for their review.

Staff will conduct their review as quickly as possible.

Thank you again for your submission.

Sincerely,

George Heyman
Minister

cc: Lynda Shykora, Deputy Manager, Columbia Shuswap Regional District (lsykora@csrd.bc.ca)
Luc Lachance, Authorizations Section Head, Ministry of Environment and Climate Change Strategy
(Luc.Lachance@gov.bc.ca)

From: Lynda Shykora [<mailto:LShykora@csrd.bc.ca>]

Sent: Wednesday, April 4, 2018 1:43 PM

To: Minister, ENV ENV:EX

Cc: Director Martin; Ben Van Nostrand; Darcy Mooney; Phaedra Turner; Jennifer Graham; Charles Hamilton

Subject: FW: CSRD 2018 Solid Waste Management Plan Amendment - Letter to Minister

Importance: High

Good afternoon,

This email message is being sent on behalf of Chair Rhona Martin, Columbia Shuswap Regional District. The email message includes a letter to Minister of Environment, George Heyman, along with the Final Report CSRD SWMP Land Acquisition Amendment document.

Regards,

Lynda Shykora | Deputy Manager

Corporate Administration Services

Columbia Shuswap Regional District

T: 250.833.5939 | F: 250.832.3375 | TF: 1.888.248.2773

E: lsykora@csrd.bc.ca | W: www.csrd.bc.ca



Please consider the environment before printing this e-mail

This e-mail is CONFIDENTIAL. If you are not the intended recipient, please notify me immediately and delete this communication, attachment or any copy. Thank you.



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: April 10, 2018

SUBJECT: Official Community Plan Amendment Application No. OCP4000-33
Zoning Amendment Application No. 1107

Legal: The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD & Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716

Civic: 4290 – 20 Avenue SE & 2750 – 40 Street SE

Owner: Mounce Construction Ltd. & Columbia-Shuswap Regional District

Applicant: Lawson Services Ltd. & Columbia-Shuswap Regional District

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan (OCP) Bylaw No. 4000 as follows:

- 1) Redesignate the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) as shown in Schedule A from IND (Industrial General) to INS (Institutional); and
- 2) Amend OCP Map 14.1 to identify the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) as "CSRD Regional Landfill".

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;

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.

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

- 1) Add "Section 27 – P-4 – Waste Management Zone" as outlined in this report and renumber the remaining sections accordingly; and

- 2) **Rezone Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 (4290 20 Avenue SE) from P-2 (Airport Zone) to P-4 (Regional Waste Management Zone).**

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

- 1) **Rezone The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) from A-2 (Rural Holding Zone) to P-4 (Regional Waste Management Zone).**

AND THAT: The Zoning Amendment Bylaw for The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) receive First Reading only, with Second Reading withheld subject to approval of Second Reading of the associated OCP Amendment Bylaw.

AND THAT: Final Readings of the OCP Amendment Bylaw and the associated Zoning Amendment Bylaw each under consideration for the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) be withheld subject to Public Hearing and approval of Third Readings;

AND FURTHER THAT: Final Reading of the Zoning Amendment Bylaw for Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 (4290 20 Avenue SE) be withheld subject to Public Hearing and approval of Third Reading.

STAFF RECOMMENDATION

It is recommended that the motion for consideration be adopted.

PROPOSAL

The two subject parcels are located to the south-west of the airport: the 20 Avenue parcel contains the CSRD's existing Salmon Arm landfill, while the 40 Street parcel contains a semi-industrial construction staging area with a landfill for demolition materials (Appendix 1 & 2). The purpose of this application is to redesignate and rezone the two parcels to a new P-4 Waste Management Zone to support the CSRD's current and future Salmon Arm Landfill operations. Proposed P-4 regulations are attached (Appendix 3).

A letter of intent and conceptual site plan has been provided by the applicant (Appendix 4).

In order to support the proposed zoning for the 40 Street parcel, an Official Community Plan (OCP) amendment from Industrial to Institutional designation is required (the 20 Avenue parcel is designated Institutional), which would match the designation of the 20 Avenue parcel.

As discussed further, while waste management falls under Provincial jurisdiction as per BC's *Environmental Management Act*, with both existing landfills operating under permit from MOE in non-conformance with current zoning, the proposed rezoning is being considered to offer transparency, conformance, and to clarify municipal policy.

BACKGROUND

The current OCP land use designations are General Industrial and Institutional (Appendix 5), while a zoning map of the immediate area is attached (Appendix 6). The area is generally characterized by transition between rural residential, rural farmland, industrial and institutional uses.

Adjacent OCP land use designations, zoning and current land uses include the following:

| | OCP | Zoning | Present Uses |
|---------------|------------------|---------------------|---|
| North: | Industrial | A-2 (Rural Holding) | rural residential / farm |
| East: | Landfill/Airport | P-2 (Airport) | landfill / airport |
| West: | Acreage Reserve | A-2 (Rural Holding) | road & rural residential |
| South: | Industrial | M-1 & M-6 | general industrial & industrial holding (with accessory residential use) |

The present CSRD landfill on 20 Avenue SE has been identified in municipal policy at this location dating back to the City's first OCP adopted in 1979. The CSRD's Salmon Arm landfill was owned and operated by the City of Salmon Arm (previously the District of Salmon Arm), with a transfer of ownership to the CSRD occurring in 1992. The CSRD has proven to be a responsible steward of the site completing many improvements over time to align with evolving standards, including a gas capture system and bird management system.

The 40 Avenue parcel has hosted permitted landfill operations on site dating back to 1993: Mounce Construction Ltd. is authorized to discharge refuse to the ground as a "select waste landfill" through Provincial Permit 11191. Characteristics of the discharge must be equivalent to that of typical demolition, land-clearing, and construction (DLC) debris.

Legislative Authority

Waste management ultimately falls under the jurisdiction of the Provincial government pursuant to BC's *Environmental Management Act*. The Ministry of Environment (MOE) is the Provincial agency with the authority to issue approvals for waste management operations. While local governments are responsible for managing solid waste in their area, ultimately it is beyond the power of a local authority to impose additional obligations in the area of waste management. To some extent, this explains how landfills are currently able to use each subject parcel under an operating certificate issued by the Province (and may do so without expiry into the future), without being directly supported by the Zoning Bylaw.

MOE has established the obligation for proponents to meet a range of requirements for their sites, recently updating their "*BC Landfill Criteria for Municipal Solid Waste*" in June 2016. Additional regulations which currently exist include the *Organic Matter Recycling Regulations of BC* relating to composting operations, as well as the *Recycling Regulation*. These criteria are subject to update as standards progress over time, with operations expected to move towards meeting the new, more stringent criteria. MOE recognizes that while existing landfills are generally included in the recommended practices of these policies, existing landfills may be excluded from some emerging siting and design requirements that are not feasible or implementable.

MOE requires proponents to complete a Solid Waste Management Plan (SWMP), which the CSRD has continually done for their sites. The potential acquisition of the neighbouring 40 Street parcel by the CSRD is considered an alteration to the current solid waste management system of the CSRD by MOE, triggering the need for an SWMP amendment. The CSRD has completed the amendment process which has involved public review and consultation, and has submitted the amendment to MOE for the Minister's approval, as per MOE requirements. Copies have been provided to City Council and staff (executive summary attached as Appendix 7).

As per MOE staff, an amendment to a SWMP requires several phases each with varied timeframes. At this stage, Ministry staff will review the plan and provide the Minister with recommendations. The decision whether to approve the plan rests with the Minister. If the SWMP is approved, a request will be made to the CSRD to apply for related amendments to the operational certificates or permits of the sites affected. A supported outcome is signified by the issuance of operational certificates (or permits).

This SWMP review process involves direct communication between the CSRD and MOE, and does not involve City staff. City staff will not be providing additional review of the SWMP or CSRD operations with respect to MOE criteria, and City staff are not in a position to debate or clarify applicable MOE criteria with respect to possibly related scientific studies or other sources of information.

Official Community Plan

As noted, presently the OCP land use designations for the subject parcels are for General Industrial (40 Street) and Institutional land use (20 Avenue). Land use designations allow for a wide range of uses, and include some overlap, such as accessory residential use, scrap yards or recycling depots on industrial lands, as well as public use or public utilities. Being part of a regional government managed operation, the regional landfill use is considered to be institutional, as it is currently designated. The Institutional land use designation supports the current landfill use (dating back to Salmon Arm's original 1979 OCP). To avoid any question of interpretation, the applicant has requested an OCP amendment from General Industrial to Institutional for the 40 Street parcel.

In terms of general policy, solid waste is discussed under two sections of the OCP: Section 13 – Utilities and Infrastructure, as well as Section 15 - Community Services. OCP Policy 13.3.35 states that it is a policy of the OCP to: *"continue to use the landfill in the City managed by the CSRD, which is expected to exceed the life of this plan."*

Policy 13.3.36 states that the City will continue to work cooperatively with the CSRD regarding operation and management of the landfill and implementation of the CSRD SWMP. Supportive collaboration with the CSRD could include the consideration of an applicable zone for the CSRD landfill.

Further to OCP Section 13, OCP Policy 15.3.1 of the OCP and the associate Map 14 identifies the current regional landfill as a community service. Staff note that OCP policy 15.3.3 allows for institutional use and zoning to be considered without an amendment to the land use designation. However, as previously noted for transparency and clarity, alignment between the proposed use, Zoning Bylaw, and the OCP land use designation is being proposed by the applicant.

Zoning Bylaw

The Zoning Bylaw presently does not have a zone that permits a landfill as a specific use: the present CSRD Salmon Arm landfill could be considered legally non-conforming with respect to the City's zoning regulations. In terms of landfill operations, local zoning is not of ultimate significance, as previously discussed waste management falls under the ultimate jurisdiction of the provincial government (MOE) pursuant to BC's *Environmental Management Act*. However alignment with local bylaws is ideal. Under OCP policy, an amendment to the zoning bylaw would be supportive of our Regional partner.

The Zoning Bylaw contains the following relevant land use categories and definitions:

Sanitary Landfill – means the deposit resulting from the disposal of solid waste by spreading it in layers and covering it with soil to control vectors, odours and wind blown litter and may include a recycling depot.

Recycling Collection Site – means a site at which the Regional Government Recycling Program provides bins for recyclable products, the scope of which is determined by that government body.

Recycling Depot – means a building or structure in which used material is separated and processed prior to shipment to others who will use those materials to manufacture new products.

The creation of a new P-4 (Regional Waste Management) Zone to support these defined uses would clarify the City's policy regarding these land uses at this location. Proposed P-4 zone regulations are attached (Appendix 3) for reference.

COMMENTS

Ministry of Environment

City staff note that MOE will review the CSRD's proposal in detail relative to their guidelines as previously described in this staff report. With respect to the "contaminated sites" element of the Mounce parcel,

MOE has indicated they are not concerned until such time as landfilling ceases and remediation is required or complete.

Ministry of Transportation and Infrastructure

MOTI considers their interests to be unaffected by this application.

Neskonlith Indian Band

No comments received to date.

Adams Lake Indian Band

No comments received to date.

IHA

No comments received to date.

Engineering Department

No concerns with rezoning. Engineering staff note that the Zoning amendment is advantageous to the City as it protects the long term viability of existing landfill locations. Any relocation of the landfill may have cost implications to the City's Curbside Collection Program.

Comments attached (Appendix 8).

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning. Buildings on the 40 Street property were constructed without building permit.

Planning Department

Planning staff support the zoning amendment of the 20 Avenue parcel for the existing Salmon Arm landfill. This use has been clearly supported by OCP policy going back to 1979.

The intended use of subject parcels under application is a continuation of landfill use, albeit at an increased intensity at the 40 Street location (Staff would like to note the difference between the demolition waste - demolition, land-clearing, and construction (DLC) debris - presently deposited and the regional landfill operation). The ultimate intent is to utilize the properties as a single landfill operation under the proposed land use designation and zoning.

Regarding the proposed change to the OCP land use designation for the 40 Street parcel from General Industrial to Institutional with respect to the City's industrial land base, the proposal would result in a small reduction of potential industrial land, with the 20 acre 40 Street parcel being utilized for P-4 zone uses. As the OCP designates a total of 971 acres of industrial land, the amendment of the 20 acre parcel under application would represent a 2% reduction of potential general industrial land should this application move forward. When adopted, the OCP did not designate any new industrial lands, stating that the remaining capacity of designated industrial land would be sufficient. As industrial use has to date been unconstrained by a lack of supply, a reduction of this size is not deemed by staff to be significant.

Furthermore, staff note a range of permitted uses on industrial lands includes several uses potentially complimentary to a landfill, including recycling depot, warehousing, and storage yard. Considering past and current use as well as OCP policy, staff support the proposed OCP amendment for this parcel.

Planning staff support the zoning amendment for the 40 Street parcel, given the amount of land presently designated for industrial use and in support of the CSRD landfill. Furthermore, staff consider the requirements of MOE (should an amended SWMP be accepted) to be significant improvement in reducing potential impacts on adjacent parcels and the area in general relative to what is permitted under the current operating certificate. Over time the CSRD has proven to be a positive custodian of the Salmon Arm landfill parcel. Staff note the various benefits of having a well managed landfill site in close proximity to the population, including reduced fuel cost/use for disposal service (as note by the Engineering Department, the cost of hauling municipal waste materials is the responsibility of the City) and ease of household waste disposal (including yard waste), factors which likely contribute to reduced illegal dumping.

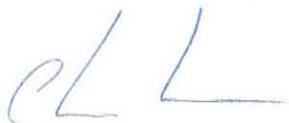
40 Street SE is designated as a "Rural Collector Street" in the OCP. Development would trigger a requirement to upgrade the frontage of 2750 40 Street SE to the RD-8 Rural Collector Standard. At present, 40 Street is 10 metres wide and the CSRD has agreed to dedicate 10 metres to achieve the 20 metre width requirement.

As an additional point of information, staff notes the present Industrial OCP land use designation would directly support rezoning the 40 Street parcel to M-1 – General Industrial. The range of permitted uses could allow for related use by the CSRD which may be operationally beneficial.

Staff is aware of opposition to this proposal by landowners adjacent to and near the subject parcels. The residential density of the area consists of 14 known residential dwellings within 500 m of the current CSRD landfill site, and 17 dwellings within the same distance to both parcels. A consideration with respect to homes on industrial zoned land is that residences are permitted as an accessory use, meaning that a primary industrial use is needed on a parcel for any accessory residential use to be conforming. Industrial lands are intended for industrial use, with residential use only permitted as an accessory use.

CONCLUSION

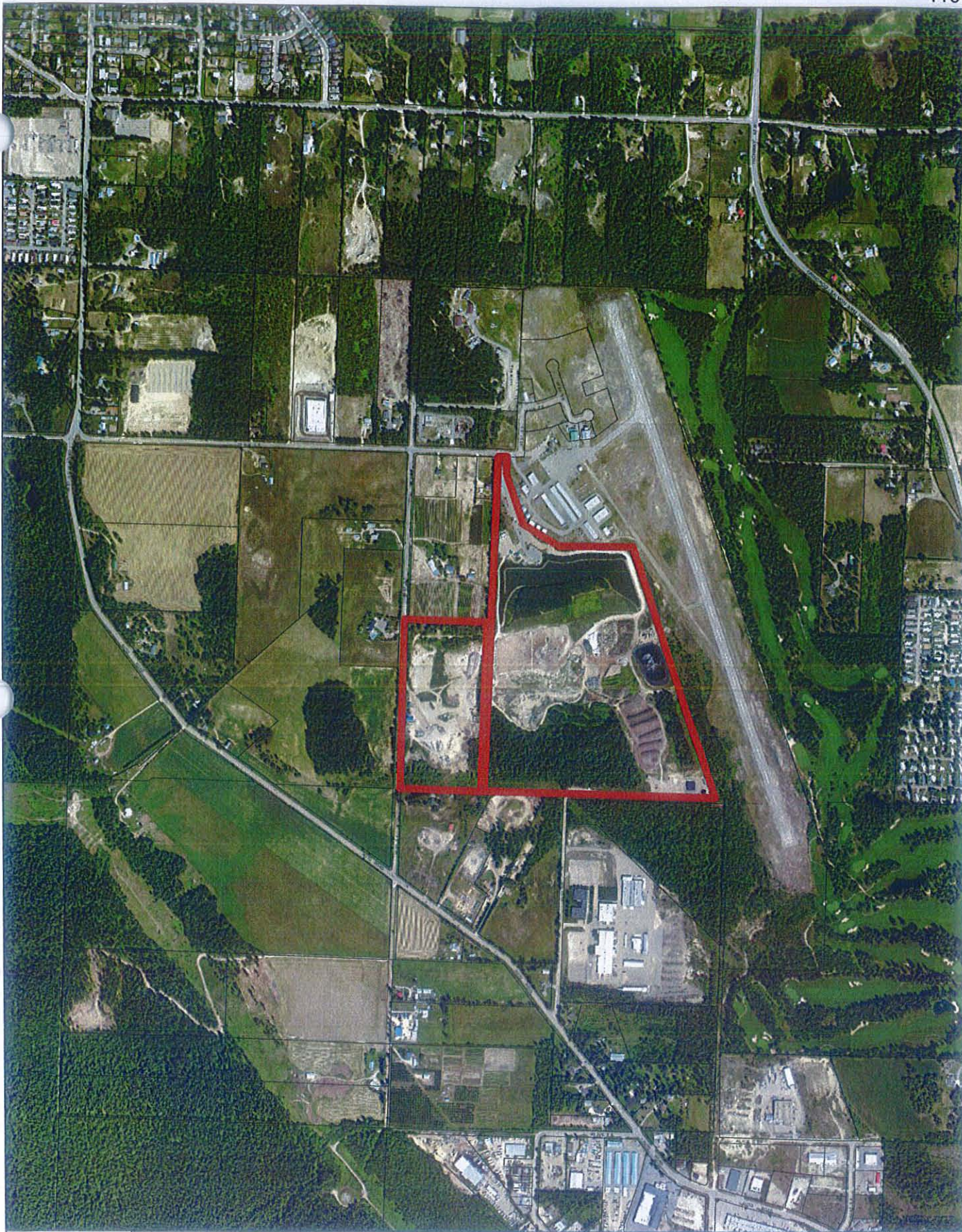
OCP policy identifies the landfill and supports working with the CSRD to support its operations. In terms of land use, the landfill use is both historic and present at both locations. This proposal will further enable the responsible management of solid waste within the City. Increasing the capacity of the present Salmon Arm landfill while bringing an existing private landfill under the management of the CSRD are viewed as positive by staff. The proposed OCP amendment of the 40 Street parcel and the P-4 – Waste Management zoning of both subject properties is supported by staff.



Chris Larson, MCP
Planning and Development Officer



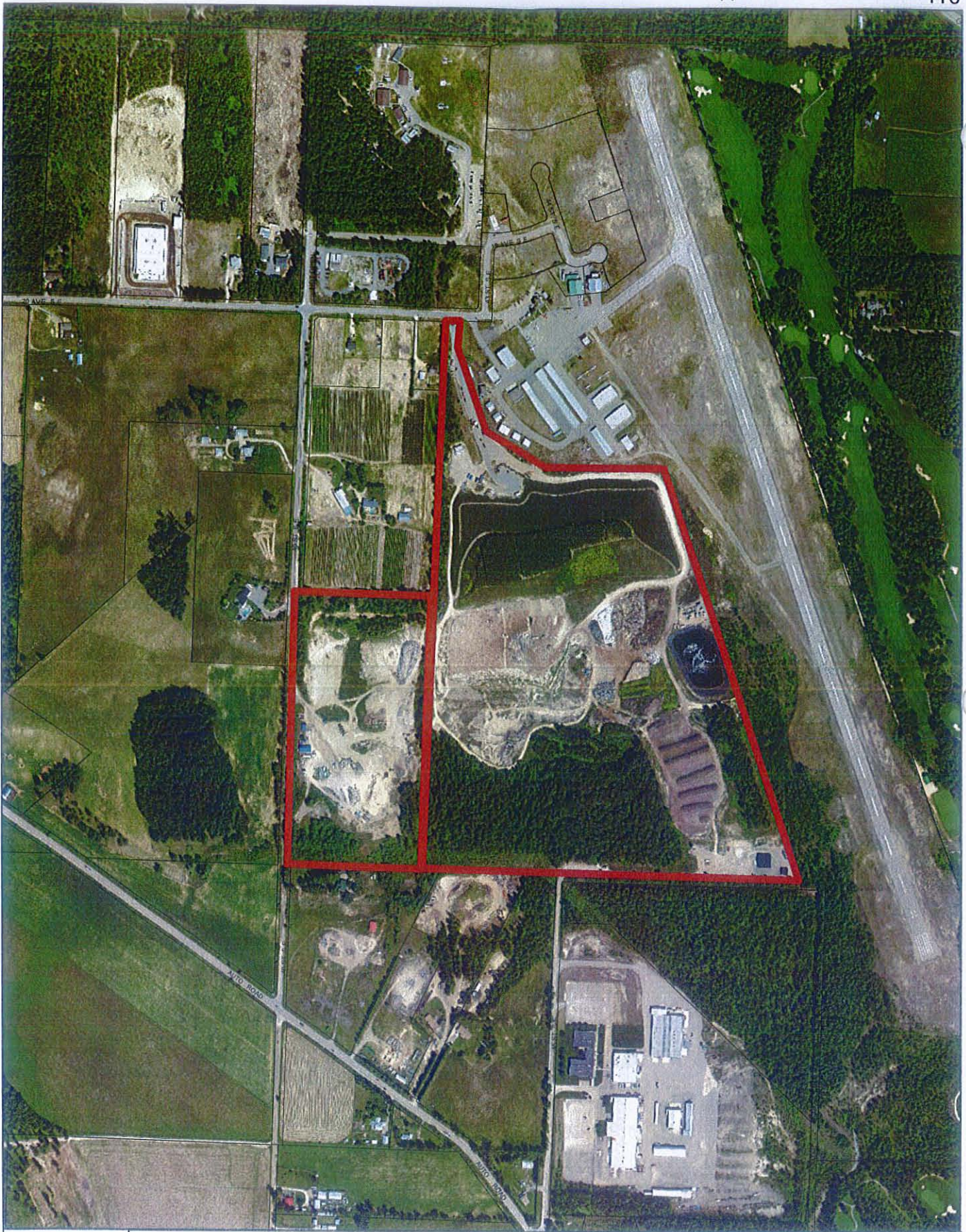
Kevin Pearson, MCIP, RPP
Director of Development Services



0 115 230 460 690 920 Meters



Subject Parcels



0 70 140 280 420 560 Meters



Subject Parcels

SECTION 27 - P-4 - INSTITUTIONAL WASTE MANAGEMENT ZONE

Purpose

- 55.1 The P-4 Zone is primarily intended to accommodate the regional landfill operated in accordance with applicable Provincial regulations.

Regulations

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

Permitted Uses

- 55.3 The following uses and no others are permitted in the P-4 Zone:
- .1 *sanitary landfill* in accordance with Provincial regulations;
 - .2 *recycling beverage container return centre*;
 - .3 *recycling collection site*;
 - .4 *recycling depot* in accordance with Provincial regulations;
 - .6 *composting and composting facility* in accordance with Provincial regulations;
 - .7 *landfill gas capture* in accordance with Provincial regulations;
 - .8 *public use*;
 - .9 *private utility*;
 - .10 *public utility*; and
 - .11 *accessory use*, including *offices*.

Maximum Height of Principal and Accessory Buildings

- 55.4 The maximum *height* of *principal* or *accessory buildings* shall be 10.0 metres (62.3 feet).

Minimum Parcel Size or Site Area

- 55.5 The minimum *parcel size* or *site area* shall be 8.0 hectares (19.8 acres).

Minimum Parcel or Site Width

- 55.6 The minimum *parcel* or *site width* shall be 400 metres (1,312.3 feet).

Minimum Setback of Principal and Accessory Buildings

- 55.7 The minimum *setback* of all *buildings* associated with waste management operations shall be:
- .1 *Interior parcel line*
 - adjacent to a parcel not zoned
Industrial shall be 50.0 metres (164.1 feet)
 - *all other cases* shall be 30.0 metres (98.5 feet)
 - .2 *Exterior parcel line* shall be 30.0 metres (98.5 feet)

Parking and Loading

- 55.8 Parking and loading shall be required as per Appendix I.

Screening and Landscaping

- 55.9 Screening and Landscaping shall be required as per applicable Provincial requirements.



#203 – 270 Hudson Avenue NE
PO Box 106
Salmon Arm, BC V1E 4N2

Monday, January 09, 2017

Kevin Pearson, Approving Officer
City of Salmon Arm
500 2 Avenue NE
Salmon Arm, BC V1E 4N2

RE: Re-Zoning of 2750 40th Street SE Salmon Arm, BC

Attention: Mr. Kevin Pearson

Introduction

Lawson Engineering and Development Services Ltd. (LEDS) was retained by the Columbia Shuswap Regional District (CSRD) to prepare a re-zoning application and necessary documents to facilitate the re-zoning process for the property at 2750 40th Street SE in Salmon Arm (Mounce property). In addition, the CSRD is proposing that the property owned by the CSRD, at 4290 20th Ave SE, be rezoned as a part of this application to better reflect the existing use (CSRD's Salmon Arm landfill).

The key objectives of this proposal are to:

1. Outline the rationale for expanding the landfill to this property;
2. Outline the intended / anticipated short and long-term uses and developments on the land;
3. Identify a conceptual site plan showing the layout of the uses and development;
4. Outline the screening and landscaping proposed for the sites perimeter, where appropriate;
5. Provide background on the Ministry of Environments requirements for a landfill on the property and the steps that have and will be taken to meet these requirements; and
6. Update existing zoning and uses to better reflect current land use activities.

The intent of this proposal is to outline in general terms the objectives above for staff and council review, and not to provide a detailed overview of each objective specifically.

Site History

The site is currently owned by Wayne Mounce of Mounce Construction Ltd. and has been since 2000. This property is currently zone A-2 (Agricultural Zone) where the OCP indicates the property has General Industrial Use Potential. The property is a 20 acre parcel of which approximately 4 – 5 acres are utilized (or have historically been utilized) for a sand pit and have been subsequently backfilled with demolition material. Another 5 acres consists of an active sand pit area and the remaining 10 acres is used for industrial / residential purposes. Landfilling operations have historically taken place in the northern 4-5 acre portion of the property. The landfilling activities are regulated under an operating Permit No. PR11191, which allows 7,500 m³ of compacted waste per calendar year. Although the permit is still active, landfilling ceased in 2015.

The site is currently primarily used as an equipment yard and landfilling site for construction materials. The surrounding area is largely cleared agricultural land, and it borders the west side of the current Salmon Arm landfill operation. There are nearby residential dwellings on agricultural land to the north and south of the property, as well as the municipal airport just east of the Salmon Arm landfill.



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Pre-Existing Reports and Monitoring

The CSRD and Mounce Construction began discussions regarding the property purchase in 2015, which resulted in the need to engage the services of two consulting agencies to deliver professional opinions on this property. Sperling Hanson Associates was retained to complete a preliminary site investigation, risk management outlook and feasibility analysis based on the CSRD's interest in the potential purchase of the property.

Western Water Associates Ltd. was retained by Mounce Construction to install a monitoring well on the northern boundary of the property and to provide an overview of groundwater sample results, with a focus on identifying the risk of offsite migration of contaminants. Both reports have been attached to this report.

Landfill Expansion

With the acquisition of this property the CSRD intends to expand on its operation both in terms of service levels and landfilling capacity. The Sperling Hansen Associates report provides a development concept for the CSRD associated with the purchase of this property. However, the CSRD does not wish to restrict themselves in the re-zoning stage to one specific operational plan. The development concept in this report is to provide several options for the CSRD development plans, and they wish to make it clear that this is conceptual and that operational tactics may change during operations. In summary potential uses for this specific parcel of land may include:

- Landfilling;
- Eco-Depo and u-bay style diversion area for public drop off;
- Upgrading of z-block tipping bays for the public including separate bins for MSW;
- The existing office building could provide onsite infrastructure for CSRD landfill staff, front end staff and appropriate employee parking;
- Improved site access for the public and the potential to relocate and upgrade the scale facility;
- Contractor parking area as well as existing large industrial building for maintenance, storage, etc.;
- New composting area that would not sterilize future expansion of the existing landfill;
- Access to additional soil for landfill operational cover.

Short and Long-Term Uses and Development

The Sperling Hanson Report outlines the anticipated lifespan of the current facility and improved lifespan with the acquisition of this property. In general terms the CSRD would intend to phase the development of this site as well.

Upon acquisition the current intention of the CSRD would be to utilize the space for landfilling purposes. The next phase of landfilling at their current site proceeds towards the Mounce property. With this acquisition, the 50m buffer between the CSRD and Mounce property could be eliminated providing further landfill potential for the CSRD landfill site. In the short term, the CSRD would intend to use this old buffer zone and extend into the Mounce property for landfilling.

In time the CSRD may look to utilize the remainder of the Mounce property to provide operational and service improvements to the site. Although timing is not established at this time. The CSRD would in time implement some of the additional uses outlined above to improve the service levels and operational requirements.



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Screening and Landscaping of the Site Perimeter

The screening and landscaping of this site is regulated by the BC Ministry of Environment and the "BC Landfill Criteria for Municipal Solid Waste – Second Edition" published in June of 2016. Section 3.4 of this document outlines the requirements of the "buffer zone" and states:

"The buffer zone between the landfill footprint and the landfill site boundary shall be a minimum of 50m, of which the 30m closest to the landfill site boundary shall be reserved for natural or landscaped screening (berms and/or vegetative screens). Only the 20m buffer closest to the landfill footprint shall be used for access roads, surface water management works, leachate management, landfill gas management and monitoring works, firebreaks, and other ancillary works as required."

This requirement restricts the landfill potential of this site and provides the neighboring properties with a requirement that protects and likely improves the integrity of their property. In addition to the "buffer zone" outlined above, landfill security fencing is required to discourage unauthorized access to the facility. This security fencing is required around the entire perimeter of the operational footprint of the landfill.

Regulatory Agency Requirements

Further to the screening and landscaping requirements outlined above, the BC Ministry of Environment also provides requirements for additional nuisance controls. Apart from local government nuisance bylaws, the BC Landfill Criteria for Municipal Solid Waste outlines nuisance control measures for:

- Dust Control
- Noise Control
- Litter Control
- Odour Control

A complaint response procedure is required to be developed and posted on-site for responding to any nuisance complaints.

Through this rezoning process the CSR Contaminated Sites Process is triggered which would require a Certificate of Compliance. When a local government receives an application for subdivision, zoning, development, demolition of a structure or soil removal, a site profile is generally required of those sites that were used for any commercial or industrial activities. A site profile is a four-page information form that details the following: past and current industrial/commercial uses; waste disposal activities; legal/regulatory actions or constraints; and any areas of potential concern for a particular site. Based on this site profile, if a director suspects that a site may be contaminated or contains substances that may cause or threaten to cause adverse effects on human health or the environment, the director may order the owner of the site to prepare, at their expense, a preliminary or detailed site investigation. If the site is deemed contaminated, a director may issue a remediation order. Once the director is satisfied that the site has been remediated, or that the site is not contaminated the director can issue a "certificate of compliance".

Conclusions

With the acquisition of the Mounce Property the CSRD could potentially add a significant amount of service life to the current landfill location. The increase in potential long-term landfilling capacity within the Mounce property and added to the current landfill site would be a significant advantage to both the CSRD and the City of Salmon Arm. If the CSRD were to take over the Mounce property the environmental monitoring requirements of the BC MOE would be significantly increased. Furthermore, the strict guidelines around buffering zones, landscaping and site operations would further improve the esthetic appeal from neighboring lands. Finally, rezoning the existing Salmon Arm landfill is a house keeping



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Salmon Arm, BC V1E 4N2

measure to reflect current use.

It is for this reason that we are applying for the rezoning of the land from the current A-2 zoning to a new M-Zone identified as a "Landfill – Waste Management Zone". The details of this specific zoning will be presented by the City of Salmon Arm staff.

We trust that this assessment satisfies your present requirements. Should you have any questions or comments, please contact our office at you convenience.

Best Regards,

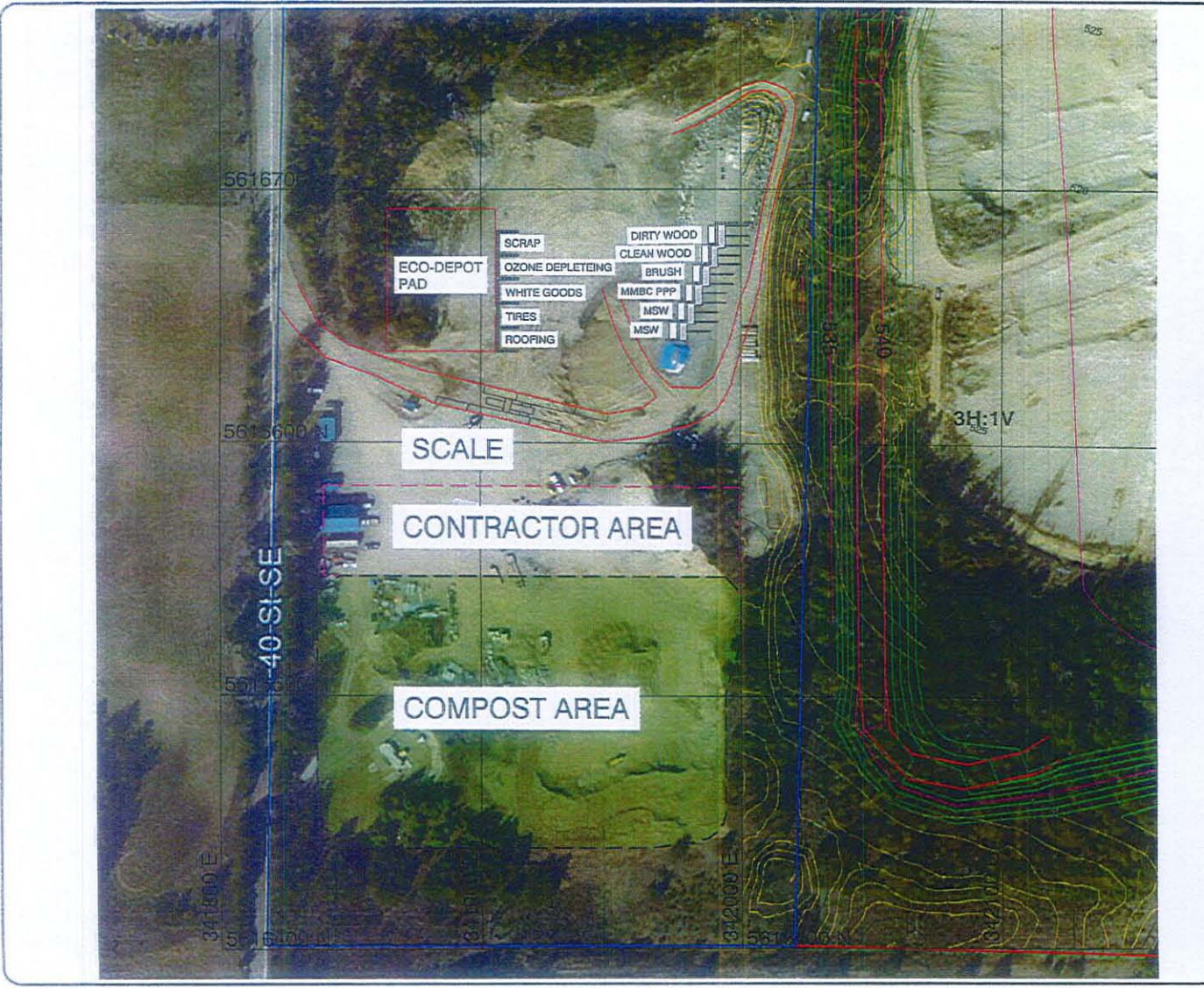
Lawson Engineering and Development Services Ltd.

A handwritten signature in black ink, appearing to read "BLM", is written over the printed name of Blake Lawson.

Blake Lawson, P.Eng
Project Engineer
blake@lawsondevelopments.com

Attachments:

- *Sperling Hansen Associates – Mounce Property (2750 – 40th Street SE Salmon Arm, BC)
Economic Analysis*
- *Western Water Associates Ltd. – Well Drilling and Completion Report: Mounce Construction Site
WPN 40121*



**Sperling
Hansen
Associates**

Landfill Services Group

- Landfill Bidding
- Design & Operations Plans
- Landfill Closures
- Environmental Monitoring

410 - 1250 East Main Street
North Vancouver, B.C. V7J 1J2

Phone: (604) 965-7722
Fax: (604) 965-7234

- LEGEND:**
- 5m EXISTING CONTOUR
 - 1m EXISTING CONTOUR
 - 5m DESIGN CONTOUR
 - 1m DESIGN CONTOUR
 - FENCE
 - ROAD
 - PROPERTY LINE
 - APPROXIMATE PROPERTY LINE

CLIENT:

 **COLUMBIA SHUSWAP
REGIONAL DISTRICT**

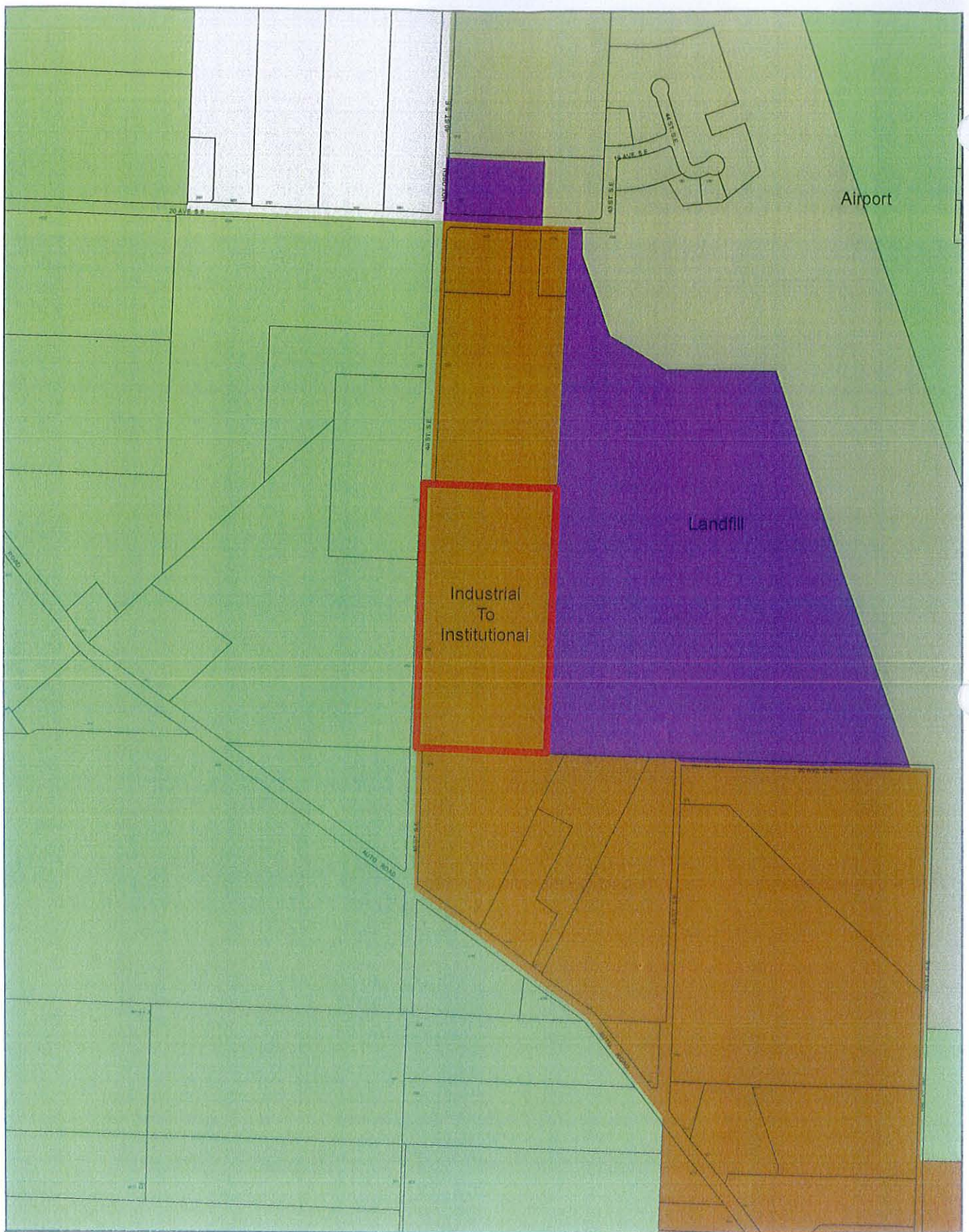
PROJECT:

**FEASIBILITY REVIEW OF
MOUNCE PROPERTY ACQUISITION
AT SALMON ARM LANDFILL**

TITLE:

**PROPOSED TRANSFER
STATION LAYOUT**

| | | |
|-------------------|--|--------------------------|
| SCALE: 1:1,000 | DATE: 2015/04/30 <small>(yy-mm-dd)</small> | PROJECT NO: PRJ 15015 |
| DESIGNED MG | DRAWING NO: FIGURE 4 | |
| DRAWN MG | | |
| CHECKED TS | | |



0 30 60 120 180 240
Meters



Subject Parcel

Institutional

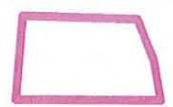
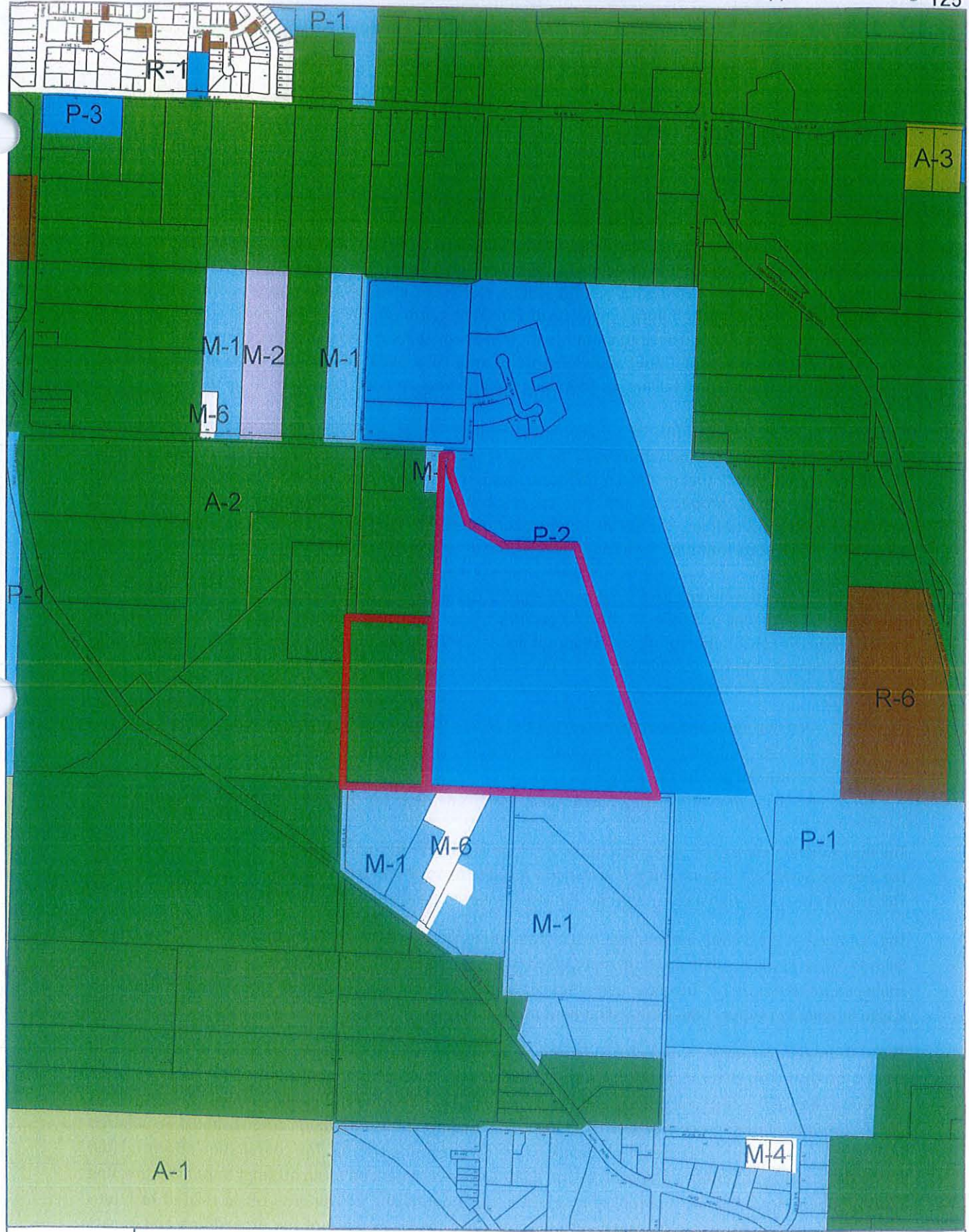
Industrial - General



Acreage Reserve

Industrial - Airside

Industrial - Light



Subject Parcels

Executive Summary

The Columbia Shuswap Regional District (CSRD) Board has authorized the CSRD to enter into a Purchase Agreement with Mounce Construction Ltd. for a 20-acre parcel of land located at 2750 40 Street NE in Salmon Arm, BC (subject property). The subject property acquisition represents a rare opportunity to obtain land for future landfilling needs adjacent to an active landfill, especially in consideration of the subject property being land that is currently permitted as a private landfill for waste management purposes. The approval to purchase, which facilitates the future expansion of the Salmon Arm Landfill site, is conditional on the subject property being successfully rezoned to comply with the City of Salmon Arm's Official Community Plan (OCP) and Ministry of Environment (MoE) requirements related to a Solid Waste Management Plan (SWMP) amendment. The acquisition deadline, as defined in the purchase agreement, is June 30, 2018.

Since the CSRD does not currently face challenges related to "finding more landfill space" the CSRD's SWMP provides little guidance on matters related to land acquisition. The CSRD has therefore developed an amendment to the SWMP that enabled broad scale community consultation and feedback with respect to the purchase of the subject property as well as to request community guidance related to future waste-related land acquisition opportunities. The SWMP amendment process focused on the elements necessary to satisfy broad and sufficient consultation required to receive the endorsement of the MoE.

For the purposes of developing a SWMP amendment for the acquisition of the subject property as well as the establishment of guiding principles to consider for future acquisition opportunities, the CSRD has undertaken a comprehensive consultation process. To support decision making and the development of the amendment, the CSRD engaged in public consultation using the same strategies undertaken when the 2014 SWMP review was conducted in 2014, including:

- Ongoing input and commentary from the CSRD's Plan Monitoring Advisory Committee (PMAC);
- A series of four open house sessions in each member municipality (Salmon Arm, Sicamous, Revelstoke and Golden), and;
- An online or e-survey to gain additional input from the entire Solid Waste Management Plan area.

The Plan Amendment will be appended to the 2014 SWMP and is drafted in a manner that is consistent with the existing SWMP document and the province's *A Guide to Solid Waste Management Planning* document. This report concludes with a concise proposed amendment to be appended to the 2014 SWMP.

The approval of the SWMP amendment will initiate an application for an OCP amendment with the City of Salmon Arm and will result in an additional consultation process specific to the City of Salmon Arm's OCP and zoning approval processes. Development of the SWMP amendment and the related stakeholder consultation is also intended to support the OCP amendment process.

The stakeholder consultation undertaken to amend the SWMP related to the development of guidance and criteria on future property acquisitions in the CSRD resulted in a level of confusion by some respondents related to the CSRD evaluation criteria and the MoE Landfill Criteria. Several public comments registered as part of the consultation process suggested that the MoE requirements for landfill criteria should be adhered to in its entirety and the CSRD should not develop their own separate criteria. The consultation efforts related to the development of criteria proposed by the CSRD was never intended as an attempt to reinvent existing MoE Landfill Criteria but were proposed to assist in decision-making and priority rating related to future property acquisition for waste management purposes given the significance of the expenditure and impact on the community.

Appendix 7: SWMP Amendment Executive Summary

The CSRD can correct this perception by providing additional detail to the public about how the CSRD criteria relates to the application of MoE Landfill Criteria to property acquisition, and that post-purchase there will be direct engagement with the MoE regarding updates of permits and the site Design and Operation Plan (D & O Plan).

The CSRD recognizes the Ministry of Environment's "Landfill Criteria" as being the guidance document for siting new landfills or expanding existing ones: The CSRD's interest in the proposed land acquisition is an opportunity to also explore broader considerations for future land acquisition opportunities.

Overall, results from the community consultation revealed a moderate level of support for the acquisition of the subject property as well as guidance around proposed criteria, although some divisions were evident in the community over these issues. These divisions generally aligned with the physical or geographical proximity to the site, whereas those residing closest to the subject property were the most vocally opposed to the acquisition and criteria. These results emphasize a continuing obligation by the CSRD to be transparent in their decision making and to address concerns expressed by neighbours related to the acquisition and future management of the site. The consultation process has resulted in the confirmation and prioritization of a number of criteria that should be considered for land acquisitions. These criteria have been incorporated into the proposed SWMP amendment.



City of Salmon Arm
Memorandum from the Engineering
and Public Works Department

To: Kevin Pearson, Director of Development Services
 Date: December 18, 2017
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: **Official Community Plan Amendment Application No. OCP4000-33E**
 Civic: 2750 – 40 Street SE
 Legal: The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD
 Owner: Mounce Construction Ltd., Box 814, Salmon Arm, BC, V1E 4N9
 Applicant: Columbia Shuswap Regional District, Box 978, Salmon Arm, BC, V1E 4N9

Further to your referral dated December 14, 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

Engineering Department does not have any concerns related to the OCP Amendment and recommends that they be granted

General:

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Development properties to be serviced by electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City of Salmon Arm satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required as per Subdivision and Development Servicing Bylaw No. 4163 – Schedule B, Part 1, Section 3.1. ESC Plans to be approved by the City of Salmon Arm.
7. The applicant will be required to submit for City review and approval a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as

parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

8. The applicant will be required to submit for City review and approval an engineered design (plan/profile) for any off-site improvements or works within City owned lands. Design must be prepared and submitted by a qualified professional engineer. Refer to the sections below for more information. The applicant is requested to contact the Engineering Department should additional information be required. Securities equal to 125% of the estimated off-site servicing costs will be required as a condition of development.

Roads/Access:

1. 40 Street SE on the subject property's west boundary is designated as a Rural Collector Street within the Industrial Development Area, requiring an ultimate road right of way dedication of 20.0 meters (10.0 meters on either side of road centerline). Based on review of existing records, 10.0 meters of road dedication is required (to be confirmed by BCLS).

40 Street SE is currently constructed to an interim gravel Rural Local Road standard. Upgrading to the Industrial Area Road Standard will be required (RD-6A). Upgrades may include, but are not limited to road widening and construction, asphalt paving, shouldering, ditching, and boulevard construction.

2. Accesses shall be approved by City Engineer prior to construction.
3. All boulevards shall be graded towards roadway at minimum 2.0 %.

Water:

1. The site fronts a 200mm diameter watermain (Zone 5) along 40 Street. Minimum watermain size within The Industrial Development Area is 250mm diameter. Upgrading all fronting watermain to 250mm diameter will be required, or as required in the paragraph below.

City of Salmon Arm is proposing to install a supply 'trunk main' along 40 Street frontage in the near future. Owner/developer is required to upgrade/install this watermain at the diameter provided by the City. City of Salmon Arm will enter into a cost share with the owner/developer and will cover pipe material costs over 250mm diameter.

2. The available fire flows are not satisfactory according to the 2011 Water Study (Opus Dayton Knight 2012). Owner/developers authorized Engineer is to complete a flow test on the closes fire hydrant to confirm the existing watermain servicing the property is adequately sized to provide fire flows (Industrial requirement of 225 l/s with 20 psi residual pressure). Should fire flows be inadequate, a water system upgrade will be required to achieve these fire flows. Owner/developer will be responsible for all associated costs.
3. Fire hydrant spacing shall meet the Industrial Area spacing of 90 meters. It appears that two (2) fire hydrants will be required along the property frontage.

Official Community Plan Amendment Application No. OCP4000-33E

CSRD

Page 3

4. Fire protection requirements to be confirmed with the Building and Fire Departments.
5. The property shall be serviced by single metered water service connection (as per Specification Drawings No. W-12) adequately sized to satisfy the servicing requirements for the proposed use. Our records show the property is currently serviced with a metered 50mm diameter service from 40 Street SE. All unused services shall be terminated at the main. Water meters, if required, will be provided by the City at the owner/developers cost

Sanitary Sewer:

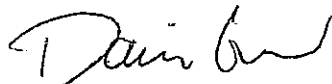
1. The subject property does not front on a City sanitary sewer main. Subject to the required approvals from Interior Health Authority, a private on-site disposal system will be required.

Drainage:

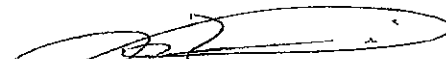
1. The subject property does not front on an enclosed storm sewer system. Site drainage is by overland and ditch draining systems. Drainage issues related to a development to be addressed at time of building permit.

Geotechnical:

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



Darin Gerow, ASCT
Engineering Assistant



Rob Nieuwenhuizen, ASCT
Director of Engineering & Public Works

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, August 26, 2019 at 7:00 p.m.**

2) Proposed Amendment to Official Community Plan Bylaw No. 4000:

Redesignate the west ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD from Industrial General to Institutional.

Civic Address: 2750 40 Street SE

Location: North of the intersection of Auto Road SE and 40 Street SE; south-west of the Airport

Present Use: DLC (demolition, land-clearing and construction) Landfill

Proposed Use: To facilitate future expansion of the CSRD Landfill

Owner/Applicant: Columbia Shuswap Regional District/
Lawson Engineering & Development Services Ltd.

Reference: OCP4000-33/Bylaw No. 4363



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from August 13 and 26, 2019 both inclusive, in the office of the Corporate Officer at City Hall, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaws are urged to review the file available in the Development Services Department (or telephone 250-803-4010) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

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CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, August 26, 2019 at 7:00 p.m.

3) Proposed Amendment to Zoning Bylaw No 2303:

Rezone the west ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD from A-2 (Rural Holding Zone) to P-4 (Institutional Waste Management Zone).

Civic Address: 2750 40 Street SE

Location: North of the intersection of Auto Road SE and 40 Street SE; south-west of the Airport

Present Use: DLC (demolition, land-clearing and construction) Landfill

Proposed Use: To facilitate future expansion of the CSRD Landfill

Owner/Applicant: Columbia Shuswap Regional District/
Lawson Engineering & Development Services Ltd.

Reference: ZON-1107/ Bylaw No. 4265



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from August 13 and 26, 2019 both inclusive, in the office of the Corporate Officer at City Hall, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaws are urged to review the file available in the Development Services Department (or telephone 250-803-4010) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

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Item 23.1

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor

Seconded: Councillor

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

[ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; Text Amendment and P-2 to P-4]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4264

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on , 2019 at the hour of 7:00 p.m. was published in the August 14 and 21, 2019 issues of the Salmon Arm Observer;

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

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

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

- 1) Add the following:

Section 27 – P-4 – Institutional Waste Management Zone as defined in Schedule "A" attached hereto and forming part of this bylaw; and

- 2) Rezone Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 from P-2 Airport Zone to P-4 Institutional Waste Management Zone as shown on Schedule "B" 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 upon adoption of same.

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4264"**

READ A FIRST TIME THIS 23 DAY OF April 2018

READ A SECOND TIME THIS 10 DAY OF June 2019

READ A THIRD TIME THIS DAY OF 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2019

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

SECTION 27 - P-4 - INSTITUTIONAL WASTE MANAGEMENT ZONE

Purpose

- 55.1 The P-4 *Zone* is primarily intended to accommodate the regional landfill operated in accordance with applicable Provincial regulations.

Regulations

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

Permitted Uses

- 55.3 The following uses and no others are permitted in the P-4 *Zone*:
- .1 *sanitary landfill* in accordance with Provincial regulations;
 - .2 *recycling beverage container return centre*;
 - .3 *recycling collection site*;
 - .4 *recycling depot* in accordance with Provincial regulations;
 - .6 *composting and composting facility* in accordance with Provincial regulations;
 - .7 *landfill gas capture* in accordance with Provincial regulations;
 - .8 *public use*;
 - .9 *private utility*;
 - .10 *public utility*; and
 - .11 *accessory use*, including *offices*.

Maximum Height of Principal and Accessory Buildings

- 55.4 The maximum *height* of *principal* or *accessory buildings* shall be 10.0 metres (62.3 feet).

Minimum Parcel Size or Site Area

- 55.5 The minimum *parcel* size or *site* area shall be 8.0 hectares (19.8 acres).

Minimum Parcel or Site Width

- 55.6 The minimum *parcel* or *site* width shall be 400 metres (1,312.3 feet).

Minimum Setback of Principal and Accessory Buildings

55.7 The minimum *setback* of all *buildings* associated with waste management operations shall be:

- .1 *Interior parcel line*
 - adjacent to a parcel not zoned
Industrial shall be 50.0 metres (164.1 feet)
 - *all other cases shall be* 30.0 metres (98.5 feet)
- .2 *Exterior parcel line* shall be 30.0 metres (98.5 feet)

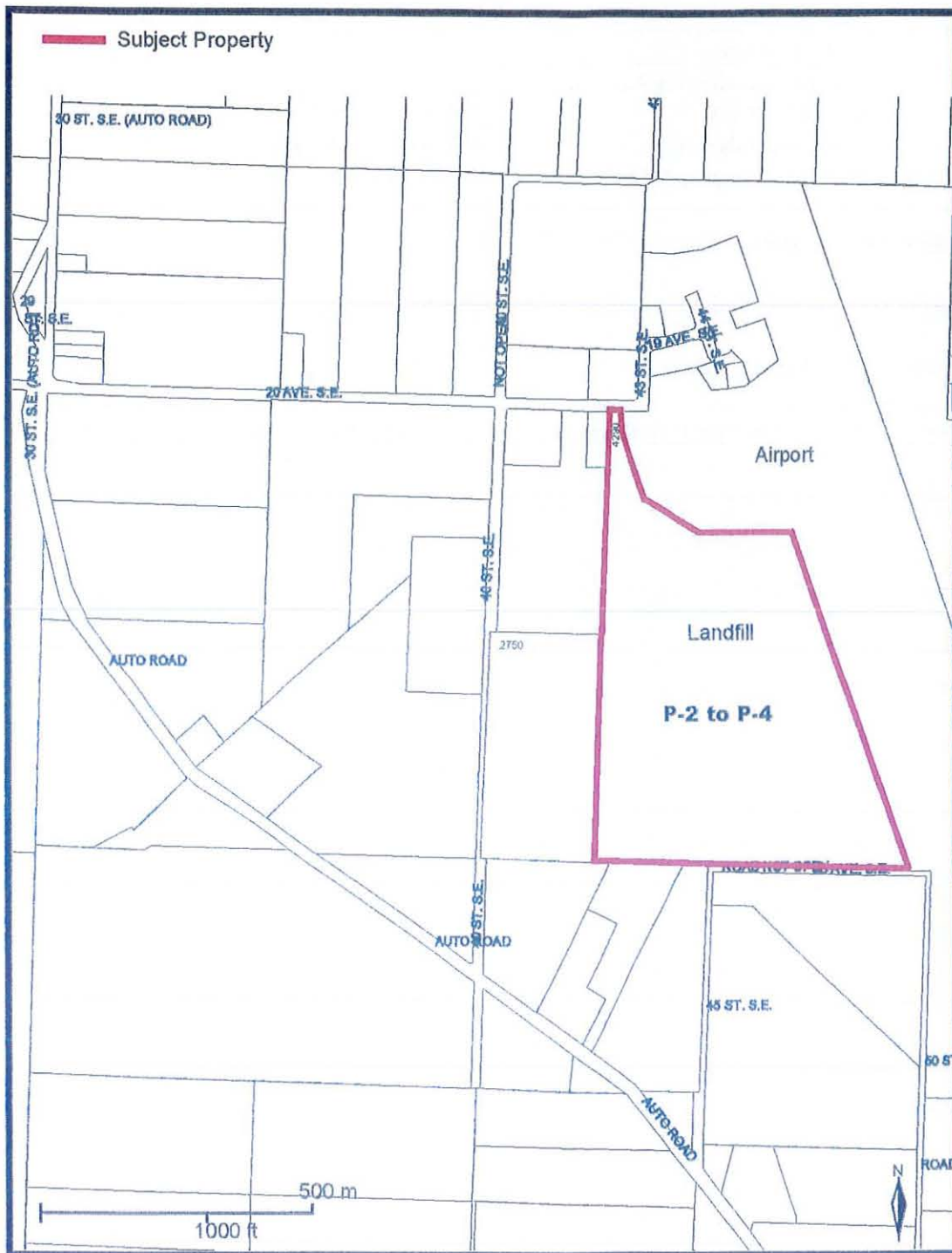
Parking and Loading

55.8 Parking and loading shall be required as per Appendix I.

Screening and Landscaping

55.9 Screening and Landscaping shall be required as per applicable Provincial requirements.

SCHEDULE "B"



Item 23.2

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor

Seconded: Councillor

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

[OCP4000-33; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND - INS]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4263

A bylaw to amend "City of Salmon Arm Official Community Plan Bylaw No. 4000"

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on , 2019 at the hour of 7:00 p.m. was published in the August 14 and 21, 2019 issues of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD "Industrial General" to "Institutional", on the Land Use Maps A-1 and A-1b as shown on Schedule "A" attached hereto and forming part of this bylaw; and
2. Amend Map 14.1 to identify the West ½ of Legal Subdivision 1 of Section 7, Township 20, Range 9, W6M, KDYD (2750 – 40 Street SE) as "CSRD Regional Landfill" as shown on Schedule "B" 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 upon adoption of same.

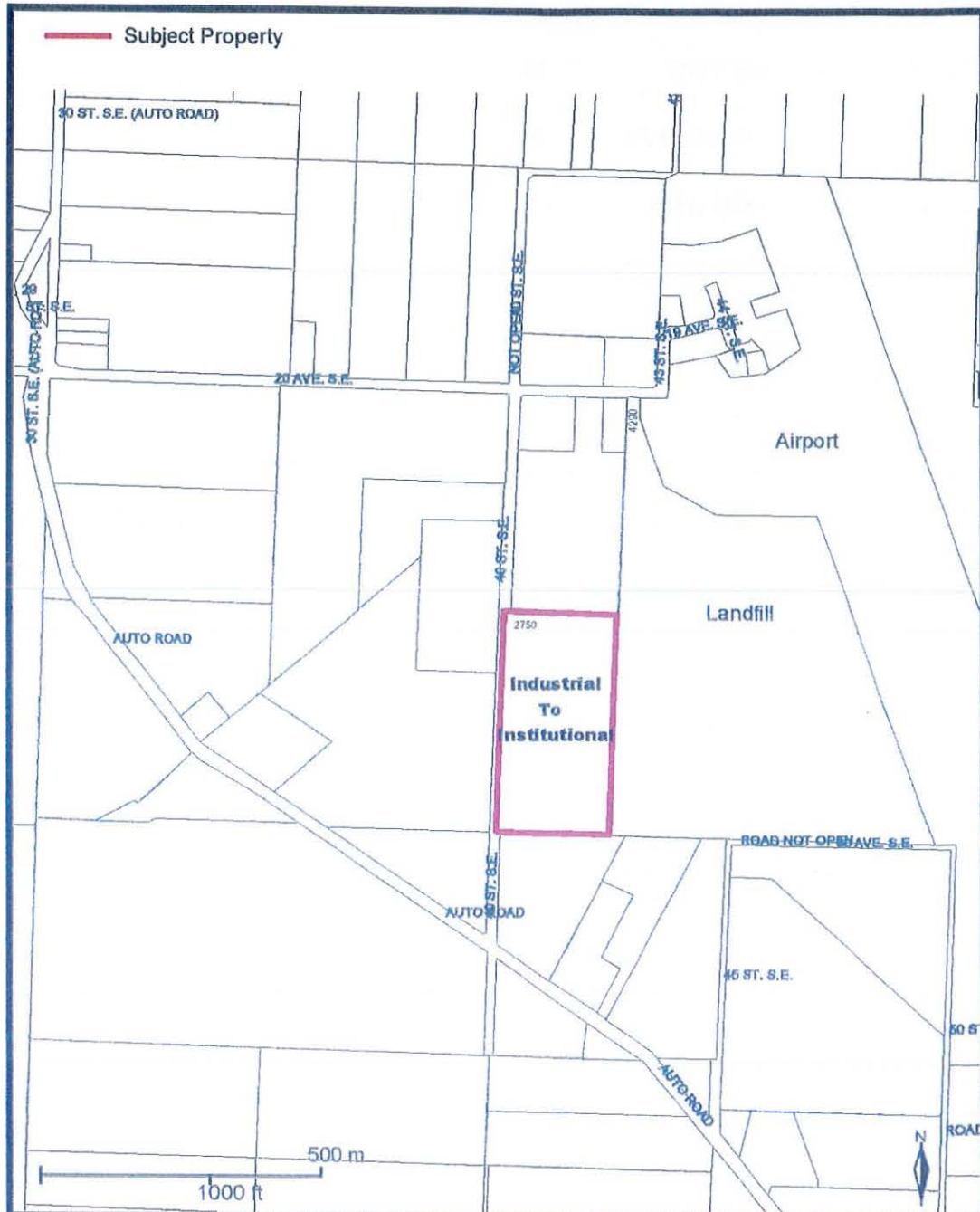
5. CITATION

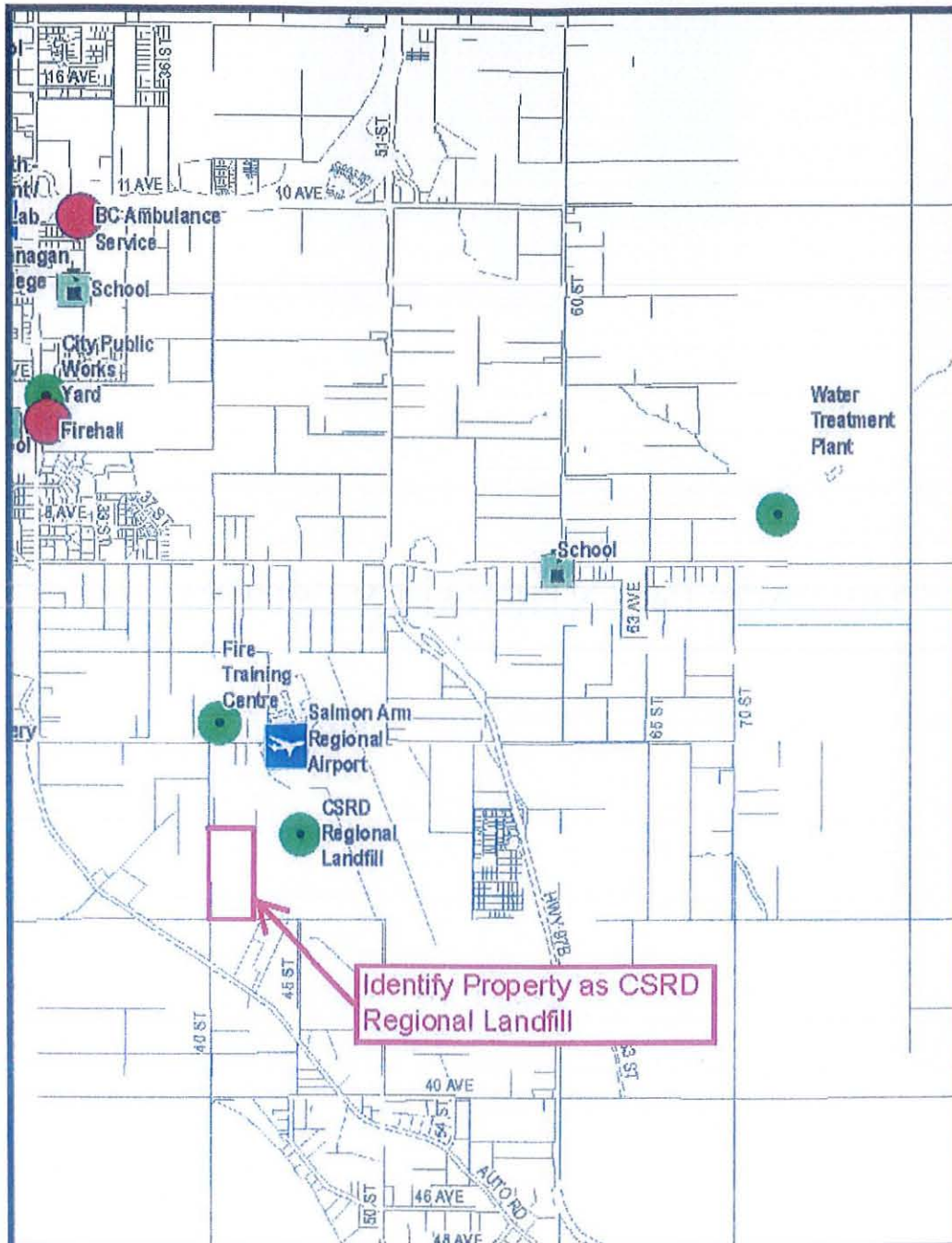
This bylaw may be cited as “City of Salmon Arm Official Community Plan Amendment Bylaw No. 4263”.

| | | | | |
|-------------------------|----|--------|-------|------|
| READ A FIRST TIME THIS | 23 | DAY OF | April | 2018 |
| READ A SECOND TIME THIS | 10 | DAY OF | June | 2019 |
| READ A THIRD TIME THIS | | DAY OF | | 2019 |
| ADOPTED BY COUNCIL THIS | | DAY OF | | 2019 |

MAYOR

CORPORATE OFFICER





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Item 23.3

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor

Seconded: Councillor

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

[ZON-1107; Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4265

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on , 2019 at the hour of 7:00 p.m. was published in the August 14 and 21, 2019 issues of the Salmon Arm Observer;

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

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

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

Rezone the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD from A-2 Rural Holding Zone to P-4 Institutional Waste Management Zone as shown on 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 upon adoption of same.

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4265**"

READ A FIRST TIME THIS 23 DAY OF April 2018

READ A SECOND TIME THIS 10 DAY OF June 2019

READ A THIRD TIME THIS DAY OF 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2019

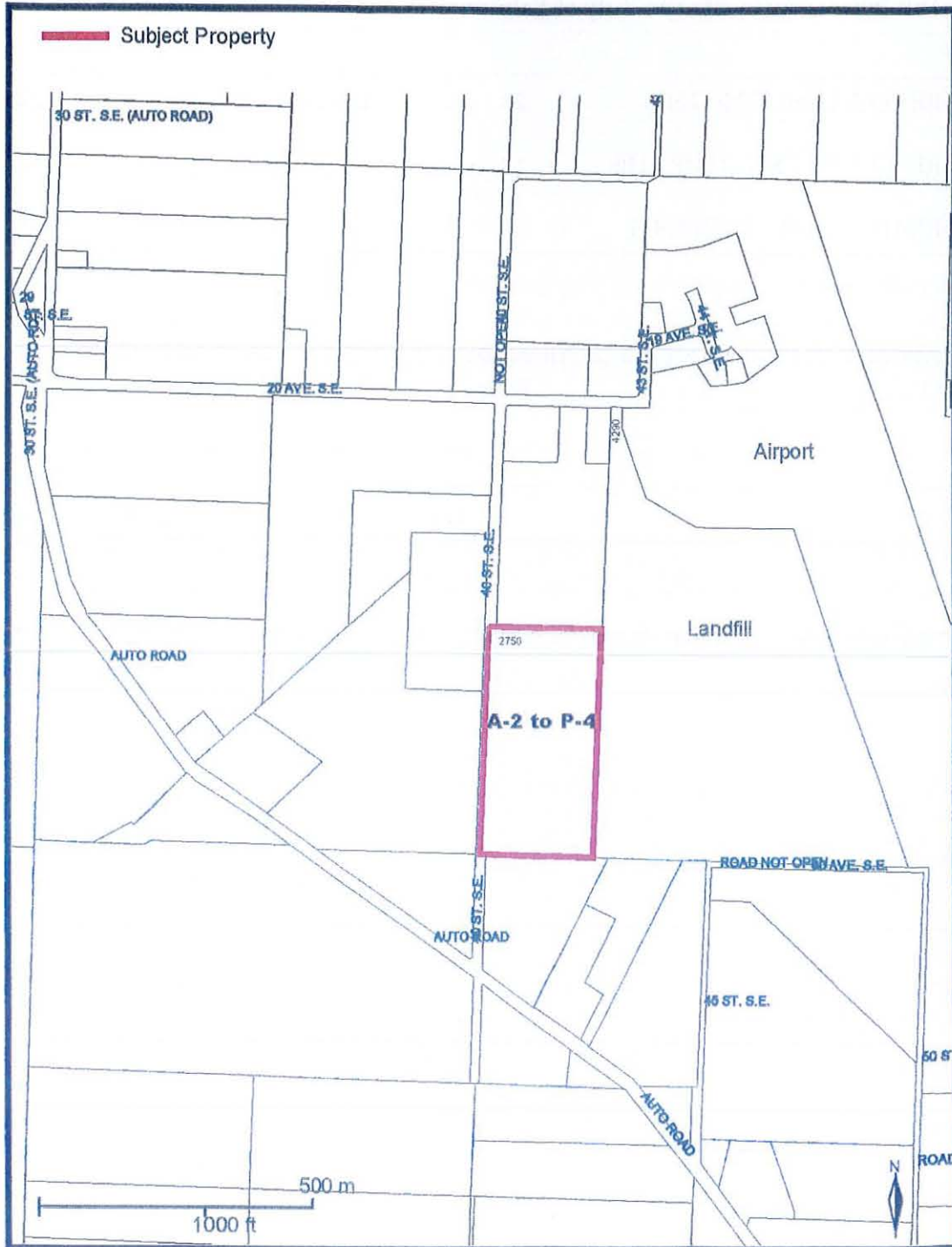
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 25.

CITY OF SALMON ARM

Date: August 26, 2019

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of August 26, 2019, be adjourned.

Vote Record

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

Opposed:

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

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