



AGENDA

Regular Council Meeting

Monday, August 13, 2018

1:30 p.m.

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

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	PRESENTATIONS / DELEGATIONS
3 - 4	1.	Certificate Presentation – A. Landy, FCM Canadian Women in Municipal Government Scholarship
5 - 8	2.	Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report – April 2018 to June 30, 2018
9 - 10	3.	S. Kershaw – Railway Crossing at Canoe Wharf
	6.	CONFIRMATION OF MINUTES
11 - 20	1.	Regular Council Meeting Minutes of July 23, 2018
	7.	COMMITTEE REPORTS
21 - 24	1.	Development and Planning Services Committee Meeting Minutes of August 7, 2018
25 - 28	2.	Social Impact Advisory Committee Meeting Minutes of July 10, 2018
29 - 32	3.	Housing Task Force Meeting Minutes of July 16, 2018
33 - 36	4.	Shuswap Regional Airport Operations Committee Meeting Minutes of March 14, 2018
37 - 40	5.	Downtown Parking Commission Meeting Minutes of June 26, 2018
	8.	INTRODUCTION OF BYLAWS
41 - 66	1.	City of Salmon Arm Council Procedure Bylaw No. 4276 – First, Second and Third Readings

9. RECONSIDERATION OF BYLAWS**10. CORRESPONDENCE**

- 67 - 68 1. Informational Correspondence
69 - 72 2. J. Henderson, Theatre On The Edge Committee Member - Letter of Support
73 - 76 3. L. Fitt, Manager, Salmon Arm Economic Development Society - letter dated July 27, 2018 - Use of Ross Street Parking Lot for Roots and Blues Outreach Event - August 18, 2018

11. STAFF REPORTS

- 77 - 78 1. Director of Engineering & Public Works - 5 Street SE Sidewalk Replacement (Old Auto Road SE to 10 Avenue SE)
79 - 82 2. Chief Financial Officer - Disposal of Surplus Equipment
83 - 86 3. Director of Engineering & Public Works - Purchase Recommendation for Replacement of Unit #69 - Flusher/Vacuum Truck
87 - 90 4. Director of Engineering & Public Works - Budget Amendment and project Award - 2018 Shuswap Regional Airport Tree Topping Program
91 - 104 5. Development Services - Agricultural Land Commission Application No. ALC-376 [McLeod, A./Browne Johnson Land Surveyors Ltd.; 1471 - 50 Street SW; Non-Farm Use - Covenant Amendment]
105 - 108 6. Director of Engineering & Public Works - British Columbia Air Access Program - Successful Grant, Shuswap Regional Airport - Taxiway Charlie

12. NEW BUSINESS**13. COUNCIL STATEMENTS****14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

- 109 - 116 1. Board in Brief - July, 2018

15. NOTICE OF MOTION**16. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

- 117 - 120 1. R. Currie - letter dated July 4, 2018 - Refugee Family - Deferred Motion 0336-2018 from July 23, 2018 Regular Council Meeting

17. OTHER BUSINESS

7:00 p.m.

Page #	Item #	Description
	18.	DISCLOSURE OF INTEREST
	19.	HEARINGS
121 - 142	1.	Development Permit Application No. DP-420 [Reimer, R. & Reimer, R.; 791 - 5 Street SE; Multi-Family Residential]
	20.	PUBLIC HEARINGS
143 - 150	1.	City of Salmon Arm Street Solicitation Prevention Bylaw No. 4273
	21.	RECONSIDERATION OF BYLAWS
151 - 154	1.	City of Salmon Arm Street Solicitation Prevention Bylaw No. 4273 - Third Reading
155 - 156	22.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Flynn

Seconded: Councillor Lavery

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

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

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Item 5.1

CITY OF SALMON ARM

Date: August 13, 2018

PRESENTATION

NAME: A. Landy
FCM Canadian Women in Municipal Government Scholarship

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS



June 25, 2018

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24, rue Clarence Street,
Ottawa, Ontario, K1N 5P3

T. 613-241-5221
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www.fcm.ca

Her Worship Mayor Nancy Cooper and Members of Council
City of Salmon Arm
500 2 Ave. NE
Salmon Arm, BC V1E 4N2

Dear Mayor Cooper and Members of Council:

Each year, FCM's Standing Committee on Increasing Women's Participation in Municipal Government awards scholarships to young women who demonstrate exceptional leadership and a strong interest in local politics. We are pleased to inform you that one of this year's Canadian Women in Municipal Government scholarship recipients is from your community. Her name is Allie Landy and she is a grade 12 student at Salmon Arm Secondary in Salmon Arm.

FCM's selection committee was most impressed by her leadership, as well as with a research essay that she submitted. To recognize this young woman's leadership in her community, we would like to request if you would be able to recognize her at an upcoming council meeting and have a photo opportunity with the Mayor.

Yours sincerely,

Chris Fonseca

Chris Fonseca
Chair, FCM Standing Committee
on Increasing Women's Participation
in Municipal Government
Councillor, Region of Peel, ON
CF/RL:mn:ge

CC: Allie Landy, Scholarship Recipient
Vicki May Hamm, President, FCM
Rhona Martin, Director, Columbia Shuswap Regional District



Item 5.2

CITY OF SALMON ARM

Date: August 13, 2018

PRESENTATION

Staff Sergeant Scott West, Salmon Arm RCMP Detachment
Quarterly Policing Report
April 2018 to June 30, 2018

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

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

Your File - Votre référence

Our File - Notre référence

195-7

Date

July 10, 2018

Mayor and Council City of Salmon Arm

RE: Salmon Arm RCMP Detachment

Quarterly Policing Report - April 2018 to June 30th, 2018.

Dear Mayor and Council,

I provide you this report on our detachment's efforts in policing the Salmon Arm and greater area. The report covers the period of April through June 31 2018.

Detachment News

Our total Criminal Code Files were down this quarter from 2017 over the detachment area and within the city. In large part this trend has followed a decrease in property crime. In the quarter we responded to 1275 calls for service within the city and over 1700 calls for service in total which is comparable to 2017. There are no alarming trends in the statistics this quarter. Our crime stats remained comparable to 2017 which was a good year for crime reduction. One trend however, has continued and that is the increase in files that have mental health undertones.

On the Detachment staffing side of our house we have filled our vacant Constable positions. A Constable transferred from a northern coastal posting will join the detachment in August. Another, from a central interior posting is presently marketing his home. We continue to offer our municipally employed staff training in the RCMP's business systems under our post budget and are running one administrative vacancy in our office as city staff looks at options for filling that position.

On the legal front, we as police officers will see some challenges as we move toward legalized cannabis. The Impaired driving legislation federally under the criminal code is being finalized and I anticipate drug impaired driving charges to be laid criminally and under our provincial legislation. As with any legal change, I anticipate it will take time to be tested in the

Canada

RCMP GRC 2823 (2002-11) WPT

Page 1 of page 2

courts. We will incur staff time as people apply for pardons on previous drug charges. It is a challenging and interesting time to be in the Canadian Justice System in Canada.

In the city we have had 30 collisions with injuries or damage over \$1000 reported to our office in 2018. The number of these collisions is comparable with 2017. It is remarkable for a city of this size with the Trans-Canada bisecting it to have only 30 "major" collisions in a quarter.

Property crime is down again from 2017 and this trend was driven by a reduction in theft from vehicles. Break and Enter reports have been consistent from 2017 which was down substantially from previous years. We have identified a crime hot spot in a neighboring detachment area on our boundary and are working to impact this group and disrupt their activities.

Investigative highlights from the past quarter:

- Our officers executed a major search warrant for cultivation of cannabis within the city where 100 pounds of dried cannabis was seized.
- Recommended charges in a matter of uttering threats as it pertained to a possible planned incident as one of our school campuses. At this time the youth involved is under strict release conditions in support of public safety as well as adult intervention and guidance to support that youth as that person moves forward in life.
- 26 Downtown Foot Patrols.
- In the quarter 467 traffic stops were made by our local officers.
- 23 high risk driving charges were laid.
- 21 drivers were removed from local roadways for impaired operation of motor vehicles.
- Our members have also conducted 10 or more Traffic Enforcement Blitz's around the city and in the rural area this quarter.

Please find the attached crime statistics which I customarily attach to this report.

Yours in Service,



Scott West, S/Sgt.
NCO i/c Salmon Arm RCMP Detachment



**SALMON ARM RCMP
MAYOR'S REPORT
QUARTER 2, 2018**

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC
V1E 2V5

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

City of Salmon Arm

500 2nd Ave N.E.

Salmon Arm, BC

V1E 4 N2

July 11, 2018

Dear Mayor Nancy Cooper,

RE: Quarterly Crime Statistics - April / May / June

CRIME CATEGORIES	CITY Q2 2017	CITY Q2 2018	RURAL Q2 2017	RURAL Q2 2018
Homicide / Attempted Homicide	0	0	0	0
Assaults	15	13	12	10
Sexual Offences	1	5	2	0
Robbery	0	1	0	0
Auto Theft	9	8	2	4
Break and Enters	14	10	3	4
Theft From Motor Vehicle	54	20	15	8
Drug Investigations	7	14	4	7
Motor Vehicle Collisions	49	48	26	23
Motor Vehicle Collisions W Fatality	0	0	0	0
Impaired Driving - CC	5	6	2	5
Impaired Driving - MVA (IRPs)	18	11	4	0
TOTAL PERSONS/VIOLENT CC	31	34	19	18
TOTAL PROPERTY CC	160	112	39	39
TOTAL OTHER CC	44	58	8	14
TOTAL CRIMINAL CODE (CC)	235	204	66	71

TOTAL CALLS FOR SERVICE	1384	1275	475	519
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COMMUNITY	CITY Q2 2017	CITY Q2 2018	RURAL Q2 2017	RURAL Q2 2018
Files with youth negative contacts	1	9	3	3
Mental Health Related Calls	118	140	26	26
Files involving Alcohol / Drugs	208	323	70	73
Domestic Violence	33	34	12	14

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

Yours truly,

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

CITY OF SALMON ARM

Date: August 13, 2018

PRESENTATION

Name: S. Kershaw
Railway Crossing at Canoe Wharf

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

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Item 6.1

CITY OF SALMON ARMDate: August 13, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the Regular Council Meeting Minutes of July 23, 2018, be adopted as circulated.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, July 23, 2018.**

PRESENT:

Mayor N. Cooper
 Councillor C. Eliason (left the meeting at 3:23)
 Councillor K. Jamieson
 Councillor L. Wallace Richmond
 Councillor T. Lavery
 Councillor A. Harrison
 Councillor K. Flynn

Chief Administrative Officer C. Bannister
 Director of Corporate Services E. Jackson
 Director of Engineering & Public Works R. Niewenhuizen
 Recorder B. Puddifant

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0329-2018 Moved: Councillor Lavery
 Seconded: Councillor Wallace Richmond
 THAT: Pursuant to Section 90 (1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
 Council returned to Regular Session at 2:11 p.m.
 Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

Late Item 10.1.23 - N. Norrish, STAAS Volunteer - letter dated March 28, 2018 - Shuswap Trailrider Adaptive Adventure Society.

Late Item 10.1.24 - P. Thurston, Executive Director, Shuswap Family Resource & Referral Centre - letter dated July 20, 2018 - Proposal for a Skateboard Competition as a fundraiser.

Late Item 19.2 - Turko, D. & B. - letter dated July 19, 2018 [VP-480; Popoff, B. & B./Hindbo Construction Group Inc.; 1111 - 19 Avenue SE; Retaining Wall Variance]

3. REVIEW OF AGENDA - continued

Late Item 19.2 – D. Hindbo, Hindbo Construction Group Inc. – conceptual drawings [VP-480; Popoff, B. & B./Hindbo Construction Group Inc.; 1111 – 19 Avenue SE; Retaining Wall Variance]

Late Item 19.2 – Fisher, H. & E. – letter dated July 22, 2018 [VP-480; Popoff, B. & B./Hindbo Construction Group Inc.; 1111 – 19 Avenue SE; Retaining Wall Variance]

Late Item 19.2 – Westlund, L. & M. – letter dated July 16, 2018 – [VP-480; Popoff, B. & B./Hindbo Construction Group Inc.; 1111 – 19 Avenue SE; Retaining Wall Variance]

Late Item 19.2 – Franklin, J. – letter dated July 16, 2018; [VP-480; Popoff, B. & B./Hindbo Construction Group Inc.; 1111 – 19 Avenue SE; Retaining Wall Variance]

Late Item 19.2 – D. Hindbo, Hindbo Construction Group Inc. [VP-480; Popoff, B. & B./Hindbo Construction Group Inc.; 1111 – 19 Avenue SE; Retaining Wall Variance]

4. DISCLOSURE OF INTEREST

Councillor Wallace Richmond declared a conflict with Item 10.1.24 as her son is involved in the organization of the Skateboard competition event.

5. PRESENTATIONS / DELEGATIONS**6. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of July 9, 2018**

0330-2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Regular Council Meeting Minutes of July 9, 2018, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS**1. Development and Planning Services Committee Meeting Minutes of July 16, 2018**

0331-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee Meeting Minutes of July 16, 2018, be received as information.

CARRIED UNANIMOUSLY

7. **COMMITTEE REPORTS - continued**

2. **Environmental Advisory Committee Meeting Minutes of June 7, 2018**

0332-2018 Moved: Councillor Lavery
 Seconded: Councillor Eliason
 THAT: the Environmental Advisory Committee Meeting Minutes of June 7, 2018,
 be received as information.

CARRIED UNANIMOUSLY

3. **Social Impact Advisory Committee Meeting Minutes of April 18, 2018**

0334-2018 Moved: Councillor Wallace Richmond
 Seconded: Councillor Harrison
 THAT: the Social Impact Advisory Committee Meeting Minutes of April 18, 2018,
 be received as information.

CARRIED UNANIMOUSLY

4. **Housing Task Force Meeting Minutes of July 3, 2018**

0335-2018 Moved: Councillor Lavery
 Seconded: Councillor Wallace Richmond
 THAT: the Housing Task Force Meeting Minutes of July 3, 2018, be received as
 information.

CARRIED UNANIMOUSLY

8. **INTRODUCTION OF BYLAWS**

9. **RECONSIDERATION OF BYLAWS**

10. **CORRESPONDENCE**

1. **Informational Correspondence**

2. **R. Currie – letter dated July 4, 2018 – Refugee Family**

0336-2018 Moved: Councillor Jamieson
 Seconded: Councillor Eliason
 THAT: Council approve, in principal, granting transit passes to the Algoni
 Moussa family for 1 year pending determination of the cost and collaboration
 with the Rotary Club and/or Immigrant Services.

0337-2018 Moved: Councillor Eliason
 Seconded: Councillor Flynn
 THAT: Motion 0336-2018 be deferred to the Regular Council Meeting of August
 13, 2018.

CARRIED UNANIMOUSLY

10. CORRESPONDENCE - continued

1. Informational Correspondence - continued

Councillor Wallace Richmond declared a conflict and left the meeting at 3:07 p.m.

24. P. Thurston, Executive Director, The Shuswap Family Resource & Referral Centre - letter dated July 20, 2018 - Proposal for a Skateboard Competition as a fundraiser

0338-2018

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council approve the Shuswap Family Resource & Referral Centre Skateboard Competition fundraiser to be held at Blackburn Park on Saturday, August 25, 2018, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 3:09 p.m.

2. T. Kutschker, Director/Curator, Shuswap District Arts Council - letter dated July 4, 2018 - Ross Street Stage Mosaic

T. Kutschker, Director/Curator, Shuswap District Arts Council spoke regarding its letter of request and was available to answer questions from Council.

0339-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Shuswap District Arts Council (SDAC) be authorized to conduct maintenance to the Ross Street Plaza stage subject to execution of a Maintenance Agreement;

AND FURTHER THAT: payment be issued to SDAC in the amount of \$1,500 for maintenance of the Ross Street Plaza stage as provided for in the 2018 operational budget for the Maintenance of the Ross Street Plaza.

CARRIED UNANIMOUSLY

1. Informational Correspondence - continued

23. N. Norrish, STAAS Volunteer - letter dated March 28, 2018 - Shuswap Trailrider Adaptive Adventure Society

0341-2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: Council appoint Councillor Wallace Richmond to work with STAAS and the Shuswap Rowing and Paddling Club to determine space availability in the SARP leased area to accommodate the Shuswap Trailrider Adaptive Adventure Society equipment.

CARRIED UNANIMOUSLY

11. STAFF REPORTS**1. Chief Financial Officer – Property Tax Collection**

Received for information.

12. NEW BUSINESS

Councillor Flynn left the meeting at 3:12 p.m. and returned at 3:13 p.m.

13. COUNCIL STATEMENTS**1. Committees of Council/Agency Representatives**

Members of Council reported on the Committees and Agencies they represent.

Councillor Eliason left the meeting at 3:23 p.m.

14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**1. J. Payne, Deputy Corporate Officer, District of Sicamous – email dated July 17, 2018 – Request for Support**

0342-2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the City of Salmon Arm supports the Columbia Shuswap Regional District's application to the BC Rural Dividend Fund Program in the amount of \$500,000.00 under the Partnerships funding stream in a regional partnership for a Project Manager position and preliminary design soft costs related to the development of the Rails to Trails project from Sicamous to Armstrong;

AND THAT: Council forward the request for support to Salmon Arm Economic Development Society.

CARRIED UNANIMOUSLY

15. NOTICE OF MOTION**16. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS****17. OTHER BUSINESS**

The Meeting recessed at 3:37 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor N. Cooper
Councillor C. Eliason
Councillor K. Jamieson
Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor A. Harrison
Councillor K. Flynn

Chief Administrative Officer C. Bannister
Director of Corporate Services E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Manager of Permits & Licensing M. Roy
Planning and Development Officer C. Larson
Recorder B. Puddifant

ABSENT:

18. DISCLOSURE OF INTEREST

19. HEARINGS

1. Development Variance Permit Application No. VP-478 [Church of Latter Day Saints / L.A. West Associates; 1400 - 20 Street NE; Retaining Wall Variance]

0343-2018

Moved: Councillor Eliason
Seconded: Councillor Harrison
THAT: Development Variance Permit No. VP-478 be authorized for issuance for Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 27915 which will vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.3 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 1.2 m to 2.9 m.

The Planning and Development Officer explained the proposed Development Variance Permit Application.

E. Menard Jonker, agent for the applicant, explained the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing for VP-478 was declared closed at 7:04 p.m. and the Motion was:

CARRIED UNANIMOUSLY

19. HEARINGS - continued2. Development Variance Permit Application No. VP-480 [Popoff, B. & B. / Hindbo Construction Group Inc.; 1111 - 19 Avenue SE; Retaining Wall Variance]

0344-2018

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. VP-480 be authorized for issuance for Lot 6, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP56083 which will vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum permitted combined height of a fence in conjunction with a retaining wall from 2 m (6.5 ft) to 6 m (19.5 ft).

The Planning and Development Officer explained the proposed Development Variance Permit Application.

D. Hindbo, agent for the applicant, explained the application and was available to answer questions from Council.

H. Fisher, 1061 - 19 Avenue SE, expressed concerns regarding visual sight lines from his home and said that they purchased their lot based on the siting requirements of Byersview as set out by the developer.

B. Turko, 1221 - 19 Avenue SE, spoke regarding the possibility of future owners of 1121 - 1181 19 Avenue SE, applying for variances and continuing with the height of the proposed retaining wall.

H. Fisher, 1061 - 19 Avenue SE, spoke regarding continuity and that all neighbouring lots currently have a similar flow to the natural grade of the property.

D. Hindbo, agent for the applicant, explained the conceptual drawings and addressed the concerns of the neighbours.

H. Fisher, 1061 - 19 Avenue SE, spoke regarding the Byersview siting requirements and criteria.

Following three calls for submissions and questions from Council, the Hearing for VP-480 was declared closed at 7:38 p.m. and the Motion was:

CARRIED

Councillor Lavery Opposed

20. STATUTORY PUBLIC HEARINGS21. RECONSIDERATION OF BYLAWS22. OTHER BUSINESS

23. ADJOURNMENT

0345-2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Regular Council Meeting of July 23, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:54 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of , 2018

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Item 7.1

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of August 7, 2018, be received as information.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ 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 Tuesday, August 7, 2018.

PRESENT:

Mayor N. Cooper
 Councillor K. Flynn
 Councillor C. Eliason
 Councillor A. Harrison
 Councillor L. Wallace Richmond (left the meeting at 8:46 a.m.)
 Councillor K. Jamieson
 Councillor T. Lavery

Chief Administrative Officer C. Bannister
 Director of Corporate Services E. Jackson
 Director of Development Services K. Pearson
 City Engineer J. Wilson
 Recorder B. Puddifant

ABSENT:

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

1. Development Permit Application No. DP-420 [Reimer, R. & Reimer, R.; 791 5 Street SE; Multi-Family Residential]

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. 420 be authorized for issuance for Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 5725 (791 5 Street SE) in accordance with the drawings dated June 5, 2018 and attached as Appendix 6 of the memorandum dated July 30, 2018;

5. REPORTS - continued**1. Development Permit Application No. DP-420 [Reimer, R. & Reimer, R.; 791 5 Street SE; Multi-Family Residential] - continued**

AND THAT: Development Permit No. 420 include the following variance to Zoning Bylaw No. 2303:

1. Section 9.9.4 – reduce the west exterior side parcel line setback adjacent to an access route from 2.0 metres to 0.4 metres for a portion of Units 7 and 8 in accordance with the drawings dated June 5, 2018 and attached as Appendix 6 of the memorandum dated July 30, 2018;

AND FURTHER THAT: Issuance of Development Permit No. 420 be withheld subject to Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

M. Lamerton, agent for the applicant, outlined the application and was available to answer questions from the Committee.

R. Reimer, the applicant, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Agricultural Land Commission Application No. ALC-376 [McLeod, A./Browne Johnson Land Surveyors Ltd.; 1471 - 50 Street SW - Non-Farm Use - Covenant Amendment]

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: Agricultural Land Commission Application No. ALC-376 be authorized for submission to the Agricultural Land Commission.

J. Johnson, the agent, outlined the application and was available to answer questions from the Committee.

Amendment:

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends that the Agricultural Land Commission conduct a site visit of the property in order to consider all elements of the application.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEMS

1. Wildfire Protection Plan Update

Councillor Jamieson and Mayor Cooper provided Council with an update on the Wildfire Protection Plan application process and were available to answer questions from the Committee.

Councillor Wallace Richmond left the meeting at 8:46 a.m.

9. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee meeting of August 7, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:52 a.m.

Minutes received as information by Council
at their Regular Meeting of , 2018.

Mayor Nancy Cooper
Chair

Item 7.2

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Social Impact Advisory Committee Meeting Minutes of July 10, 2018 be received as information.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM - SOCIAL IMPACT ADVISORY COMMITTEE

Social Impact Advisory Committee meeting held **Tuesday, July 10, 2018**, at 8:00 a.m. in Meeting Room 100, City Hall, Salmon Arm, British Columbia.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
June Stewart	Shuswap Children's Association
Gudrun Malmqvist	Shuswap Settlement Services
David Parmenter	Interior Health Association- Mental Health
Patricia Thurston	Shuswap Family Resource and Referral Centre
Dawn Dunlop	Canadian Mental Health Association (CMHA)
Jo-Anne Crawford	Shuswap Association for Community Living (SACL)
James Laitinen	Okanagan Regional Library
Jane Shirley	Shuswap Area Family Emergency (SAFE) Society
Darby Boyd	Shuswap Recreation Society
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Susan Cawsey	Okanagan College
Kim Sinclair	Aspiral Youth Partners

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

1. Call to Order

2. Introductions

Darby Boyd, General Manager, Shuswap Recreation Society.

6. New Business

a) Life Access Program Changes -

Darby Boyd, General Manager, Shuswap Recreation Society, outlined the proposed revisions to the Life Access Program that have been approved by the Board of Shuswap Recreation Society. The Life Access Pass is based on financial need and will now be available to 200 applicants. Darby encouraged the groups attending the Social Impact Advisory Committee to relay their suggestions and/or concerns with the Program to the Shuswap Recreation Society as the Board will be open to amendments as individual needs and circumstances are brought to their attention.

3. Presentations

4. Approval/ Changes/ Additions to Agenda

a) Approval of Minutes of April 18, 2018.

Moved: Dawn Dunlop

Seconded: Gudrun Malmqvist

THAT: the minutes of the Social Impact Advisory Committee meeting of April 18, 2018 be approved as circulated.

CARRIED

b) Addition of Item 6(b) Cancellation of Greyhound Passenger Service.

5. Old Business/Arising from Minutes

a) Housing Task Force -

Councillor Wallace Richmond provided an update to the Committee regarding the Task Force and extended an invitation to attend the Housing Task Force Meeting on July 16, 2018 for the presentation by Matt Thompson. Jane Shirley outlined SAFE Society's Expression of Interest to BC Housing. Dawn Dunlop provided information on CMHA's RFP to BC Housing.

b) Proposed Street Solicitation Bylaw -

Councillor Wallace Richmond outlined the bylaw which has received first and second readings and advised that there is a Public Input session scheduled for the Regular Council Meeting on August 13, 2018. Concerns with enforceability and the ability to collect on fines was discussed. Councillor Wallace Richmond suggested that a trained prevention officer or Homeless Outreach Officer would be beneficial in dealing with panhandlers.

Moved: Dawn Dunlop

Seconded: David Parmenter

THAT: the Committee recommends to Council that a letter be sent to BC Housing detailing the need for an Outreach worker in Salmon Arm.

CARRIED

Moved: Dawn Dunlop

Seconded: Jo-Anne Crawford

THAT: the Committee does not support the Street Solicitation Bylaw as presented as it relates to fines. The Committee recognizes the need for addressing this issue and will support a more compassionate approach.

CARRIED

6. New Business

b) Cancellation of Greyhound Passenger Service -

James Laitinen expressed concerns with repercussions of the cancellation of Greyhound bus passenger service and the possible effects on those in need in the community. The Committee would like Council to consider a letter to BC Transit to address the need for passenger service. This will be discussed at the next meeting of the Committee.

7. Next Regular Meeting

The next Regular Meeting of the Social Impact Advisory will be Tuesday, September 25, 2018

8. Adjournment

MOVED: June Stewart

SECONDED: Patti Thurston

THAT: the Social Impact Advisory Committee meeting of July 10, 2018 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:01 a.m.

Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of _____, 2018.

Item 7.3

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Housing Task Force Meeting Minutes of July 16, 2018 be received as information.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

HOUSING TASK FORCE

Housing Task Force meeting held **Tuesday, July 16, 2018**, at 11:00 a.m. in Meeting Room 100, City Hall, Salmon Arm, British Columbia.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Co-Chair
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Dawn Dunlop	Canadian Mental Health Association (CMHA)
Dan Rogers	Neskonlith Indian Band, Alternate
Louis Thomas	Neskonlith Indian Band
Barry Delaney	Salmon Arm Savings and Credit Union (SASCU)
Lana Fitt	Salmon Arm Economic Development Society
Calvin Berger	Member at Large
Alan Harrison	City of Salmon Arm Councillor
Kevin Flynn	City of Salmon Arm Councillor
Carl Bannister	City of Salmon Arm staff
Erin Jackson	City of Salmon Arm staff

ABSENT:

Councillor Tim Lavery	City of Salmon Arm, Co-Chair
Jeff Ragsdale	Member at Large
Steven Teed	Adams Lake Indian Band
Ian McDiarmid	McDiarmid Construction Ltd.

The meeting was called to order at 11:00 a.m.

1. Call to Order

2. Introductions

3. Presentations

- a) Matt Thomson, Community Housing Lead, Urban Matters - Housing Affordability

4. Approval/ Changes/ Additions to Agenda

Moved: Lana Fitt

Seconded: Calvin Berger

THAT: the Housing Task Force Meeting Agenda of July 16, 2018 be approved as circulated.

CARRIED UNANIMOUSLY

5. Approval of Minutes of July 3, 2018 Housing Task Force Meeting

Moved: Barry Delaney

Seconded: Calvin Berger

THAT: the minutes of the Housing Task Force meeting of July 3, 2018 be approved as circulated.

CARRIED UNANIMOUSLY

6. Old Business/Arising from Minutes**7. New Business**

a) Updates -

- Paige Hilland advised the Task Force about the Safe Society's Second Stage Housing Expression of Interest (EOI) for the Building BC: Women's Transition Housing Fund that was announced as part of the BC Provincial Housing Strategy.
- Dawn Dunlop provided an update regarding CMHA's progress toward submitting a proposal (RFP# 1070-1819/016) for new rental housing units under the Building BC: Community Housing Fund.
- Lana Fitt advised that the SAEDS summer student has been surveying other communities regarding their housing strategies. Information will be shared in advance of July 30, 2018.

8. Next Regular Meeting

The next Regular Meeting will be held on July 30, 2018 at 11:00 am.

9. Adjournment

MOVED: Barry Delaney

SECONDED: Dawn Dunlop

THAT: the Housing Task Force Meeting of July 16, 2018 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 12:14 pm

Co-Chair

Co-Chair

Minutes received as information by Council at their Regular Meeting of _____, 2018.

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Item 7.4

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of March 14, 2018 be received as information.

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



**SHUSWAP REGIONAL AIRPORT
OPERATIONS COMMITTEE
Wednesday, March 14, 2018
TIME: 3:00 P.M.
MEETING ROOM 100 - CITY HALL**

Minutes of the Airport Operations Committee Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Wednesday, March 14, 2018

Present: Alan Harrison, Councillor
Mark Olson, Hangar Owner
Gord Newnes, Hangar Owner
John McDermott, Lakeland Ultralights
Adam Berls, Student Council
Keith Watson, Airport Manager
Rob Hein, City of Salmon Arm
Robert Niewenhuizen, City of Salmon Arm

Absent: *No representative from Rapattack*
Doug Pearce, Salmon Arm Flying Club
Steve Raffel, Shuswap Air
Terry Rysz, District of Sicamous

The meeting was called to order at 3:02 pm by Chairperson Alan Harrison

1. Minutes of Meeting: Airport Operations Committee Meeting November 15, 2017

Motion: K. Watson / G. Newnes
To: Receive minutes as information

Carried Unanimously

2. Minutes of Meeting: Airport Safety Committee Meeting November 21, 2017

Motion: K. Watson / G. Newnes
To: Receive minutes as information

Carried Unanimously

3. Airport Manager Update

- Snow has been pushed back
- Several edge lights damaged

Received As Information

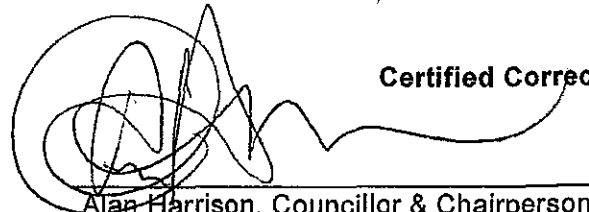
4. Transport Canada Process Inspection March 4, 2018

- Need Wildlife Management Plan
 - Daily Reports provided by Mandy @ CSRD for bird counts

Shuswap Regional Airport (Salmon Arm) Operations Committee - Minutes

- Research liability insurance for Falconer on Airport Lands
 - Risk Assessment required
 - Awaiting Transport Canada Summary of inspection
 - Reviewed weather station
 - SMS Audit coming Summer or Fall
- 5. Tree Encroachment Update**
- Review areas that still require tree topping
 - Preparing cost estimate & report to City Council for funding
 - Will require Airport Commission approval
- 6. Fuel Facility Update**
- Awarded to "Aviation Ground Fuelling Technology"
 - Site work will start this spring with hopes of completion before fire season
- 7. Airport Meeting Calendar**
- Circulated
- 8. Correspondence**
- None
- 9. Next Meeting**
- March 21, 2018 @ 3:00 PM
- 10. Adjournment 3:35 PM**

Certified Correct



Alan Harrison, Councillor & Chairperson

Minutes received as information by Council on the day of , 2017.

cc: Council Correspondence

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Item 7.5

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Downtown Parking Commission Meeting Minutes of June 26, 2018 be received as information.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



DOWNTOWN PARKING COMMISSION

Tuesday, June 26, 2018

TIME: 8:00 A.M.

MEETING ROOM 100 - CITY HALL

Minutes of the Downtown Parking Commission Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Tuesday, June 26 at 8:00 a.m.

Present:

City of Salmon Arm
Representatives:

Bill Laird
Regan Ready

Downtown Improvement Association
Representatives:

Heather Finn
Cathy Ingebrigtsen

Resource Personnel:

Jenn Wilson, City Engineer
Marcel Bedard, Bylaw Officer
Chad Eliason, Councilor

Absent:

Vic Hamilton
Gerald Foreman
Jacquie Gaudreau
Robert Niewenhuizen, Director of Engineering & Public Works

The meeting was called to order at 8:00 am by Chairperson

1. Minutes of Meeting May 15, 2018

Motion: R. Ready / C. Ingebrigtsen
Carried Unanimously

2. Downtown Parking Plan

- Parking Duration Discussions:
 - To add to Google Maps to locate parking
 - 2 Hour free lots
 - Ross St Lot
 - Salmar Lot
 - Fire Hall Lot
 - C-2 Lot
 - Pay Parking Lots (.25 cents / hour)
 - Hudson NW
 - Inner Core
 - Marine Park
 - Update city website with visual parking map
- Signage Changes

Minutes – Downtown Parking Commission
Page 2

- Add sign on Shuswap St heading South near SA Observer office, Right Turn
- Lakeshore Dr by Boston Pizza lot, Turn Right (Double sided)
- Update Avon Sign to new CSA Logo
- Possible Board sign in Ross St Lot showing other lots & long term hourly parking
- Consider way-finding for all-day parking

Received As Information

3. Correspondence

- Town of Golden – News Article re: Downtown Parking Strategies

Received As Information

4. Any Other Business

- None

5. Adjournment

- Meeting Adjourned at 8:48 am

Motion: B. Laird / ?
Carried Unanimously

1

Next Meeting Date: July 17, 2018

Certified Correct

Marcel A. Bedard
 Bylaw Enforcement Officer

Minutes received as information by Council on the day of , 2018

cc: Downtown Salmon Arm
 Kevin Pearson, Director of Development Services
 Council Correspondence

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Item 8.1

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Council Procedure Bylaw No. 4276 be read a first, second and third time.

[City of Salmon Arm Council Procedure Bylaw]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm
Memorandum from the Chief Election Officer

TO: Her Worship Mayor Cooper and Council

DATE: August 5, 2018

SUBJECT: Council Procedure Bylaw No. 4276

RECOMMENDATION:

THAT: the bylaw entitled Council Procedure Bylaw No. 4276, be read a first, second and third time;

AND THAT: final reading be withheld subject to notification in accordance with section 94 of the Community Charter.

BACKGROUND:

Pursuant to section 124 of the Community Charter, Council must, by bylaw, establish general procedures that are to be followed by Council and Council Committees in conducting their business. The bylaw must address the following:

- rules of procedure for Council Meetings, including the manner by which resolutions may be passed and the manner by which bylaws may be adopted;
- rules of procedure for Council Committees;
- the taking of minutes in Council Meetings and Committee Meetings, including requiring certification of those minutes;
- provision for public notice regarding the time, place and date of Council and Committee Meetings and procedures for giving that notice;
- identify places that are to be used as public notice posting places for the purpose of section 94 [public notice];
- the procedure for designating a person to act in the place of the Mayor (in accordance with section 130); and
- the first regular Council Meeting following a general local election.

A bylaw under section 124 must not be amended or repealed and replaced unless notice is given in accordance with section 94. Once Council has given Council Procedure Bylaw No. 4276 three readings, notice will be placed in two (2) consecutive weeks of the Salmon Arm Observer, posted

in the lobby at City Hall and on the City's website prior to being brought back to Council for consideration of final reading.

The primary reason for review of the current procedure bylaw was to address the date of the first meeting following a general local election. Council Procedure Bylaw No. 3331 specifies that the inaugural meeting of Council must be held on the first Monday in December in the year of the election. Due to legislative changes, the first Regular Council Meeting following the general local election must be held within the first 10 days of November.

While the bylaw has remained largely the same, staff have taken this opportunity to make the following revisions:

- Update all references of 'District' to 'City';
- Update the edition of Roberts Rules of Order to also include subsequent releases;
- Add Columbia Shuswap Regional District Update to the Order of proceedings and business section;
- Remove all reference to 'Committee of the Whole';
- Update Local Government Act sections;
- Add Electronic Meetings;
- Add Notice of Motion;
- Renumber sections and reformat where applicable; and
- Change the inaugural meeting to the first Monday in November following a general local election.

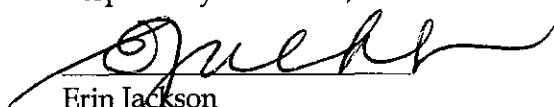
Committee of the Whole has been removed from the new bylaw because it is not used in the City at present nor is it defined in the Local Government Act or Community Charter (though it was once was). While the Development and Planning Services Committee (D&PSC) is effectively a committee comprised of the whole of Council it is not a true Committee of the Whole (which operates with modified procedures in a much less formal fashion than the D&PSC).

When the Council Chambers A/V system was recently upgraded, electronic meeting capabilities were included in the plans. The current telephone systems are slated for upgrade in 2019 and this will allow for two (2) lines to accommodate electronic participation in Council meetings. Many local governments (including the CSRD) allow for electronic participation at meetings and there will likely become more of an expectation of this over time.

The current bylaw is silent regarding Notice of Motion, however, it has been increasingly utilized by Council and it is appropriate to include it in the new bylaw.

It is recommended that Council Procedure Bylaw No. 4276 be given three readings. Staff will then conduct the required public notice prior to bringing it back for adoption.

Respectfully submitted,



Erin Jackson
Director of Corporate Services

Council Procedure Bylaw No. 4276

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COUNCIL PROCEDURE BYLAW

BYLAW NO. 4276

The Municipal Council of the City of Salmon Arm enacts as follows:

PART 1 - INTRODUCTION

Title

1. This Bylaw may be cited as "City of Salmon Arm Council Procedure Bylaw No. 4276 "

Definitions

2. In this Bylaw,

"Committee" means a standing, select, or other committee of Council;

"Corporate Officer" means the Corporate Officer for the City;

"Council" means the Council of the City of Salmon Arm;

"City" means the City of Salmon Arm;

"City Hall" means the City of Salmon Arm located at 500 – 2 Avenue NE;

"City Web Site" means the information resource found at an internet address provided by the City" (www.salmonarm.ca);

"Mayor" means the Mayor of the City;

"Public Notice Posting Places" means the notice board at the City Hall and the City Website;

Application of rules of procedure

3.
 - (1) The provisions of this Bylaw govern the proceedings of Council, and all committees of Council, as applicable.
 - (2) In cases not provided for under this Bylaw, Robert's Rules of Order, 11th Edition, 2011 (or subsequent releases thereafter) apply to the proceedings of Council, and Council committees to the extent that those Rules are:
 - (a) applicable in the circumstances, and

- (b) not inconsistent with provisions of this Bylaw or the Community Charter.

PART 2 - COUNCIL MEETINGS

Inaugural Meeting

- 4. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- (2) The Council shall consist of a Mayor and six Councillors and the quorum for the City shall be four (4) members of Council.
- (3) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

- 5. (1) All Council meetings must take place within the City Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
 - (a) be held on the second and fourth Monday of each month;
 - (b) begin at 1:30 p.m.;
 - (c) be adjourned by 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 27; and
 - (d) when such meeting falls on a statutory holiday, be held on the next day City Hall is open.

Annual Meeting

- (3) The Corporate Officer must give notice of the Council meeting or other public meeting in respect of which Council has resolved to consider:
 - (a) the annual report prepared under Section 98 of the *Community Charter*; and
 - (b) submissions and questions from the public, by giving public

notice by:

- (i) posting notice of the date, time and place of the annual meeting in the posting locations, and
- (ii) publishing notice of the date, time and place of the annual meeting in accordance with Section 94 of the *Community Charter*.

Electronic Meetings

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

(a) a special Council meeting may be conducted by means of visual and audio electronic or other communication facilities if:

- (i) the Mayor requires;
- (ii) the Council requires; or

(b) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of visual and audio electronic or other communication facilities, if:

- (i) the meeting is a regular, special and/or committee meeting; and
- (ii) the member is unable to attend because of other commitments.

(2) The member presiding at a special Council or Council committee meeting must not participate electronically.

(3) No more than two (2) members of Council at one time may participate at a Council meeting under section 6(1)(b).

(4) No more than two (2) members of a Council Committee at one time may participate at a Council Committee meeting under section 6(1)(b);

Notice of Council Meetings

7. (1) In accordance with section 127 of the *Community Charter*, Council must:

- (a) prepare annually, on or before December 1st, a schedule of the dates, times and places of Regular Council meetings for the

following year and must make the schedule available to the public by posting it at the Public Notice Posting Places; and

(b) give notice annually, on or before December 1st, of the availability of the schedule of Regular Council meetings, in accordance with section 94 of the *Community Charter*.

- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of Special Meetings

8. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter* a notice of the day, hour, and place of a special Council meeting must be given at least 24 hours before time of meeting, by:
- (a) posting a copy of the notice in the Council Chamber at City Hall,
 - (b) posting a copy of the notice at the Public Notice Posting Places,
 - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall, and
 - (d) providing notice to all members of Council electronically or by telephone.
- (2) The notice under section 8(1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

9. (1) Annually, Council must designate a Councillor, or Councillors, as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor, or Councillors, designated under section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.

- (3) If both the Mayor and the member designated under section 9(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.
- (5) If the mayor desires to leave the chair for the purpose of taking part in the debate or otherwise, he/she shall call on the Deputy Mayor, or in his/her absence, another Councillor to take his/her place until he/she resumes the chair.

PART 4 - COUNCIL PROCEEDINGS

Attendance of Public at Meetings

- 10. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
 - (a) Council Committees;
 - (b) standing and select committees;
 - (c) parcel tax review panel; and
 - (d) board of variance.
- (4) Despite subsection 10(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 20(8).

Minutes of meetings to be maintained and available to public

- 11. (1) Minutes of the proceedings of Council must be:

- (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 11 (3), and in accordance with section 97(1) (b) of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
 - (3) Subsection 11(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Calling meeting to order

- 12. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order; however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 8 do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present; and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

- 13. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the members present, and those absent;

and

- (b) adjourn the meeting until the next scheduled meeting.

Agenda

14. (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda must be 1:00 p.m. on the Monday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public no later than the Friday afternoon prior to the meeting.
- (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 16.

Order of proceedings and business

15. (1) The agenda for all Regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Call to Order
 - (b) In-Camera Session
 - (c) Adoption of Agenda
 - (d) Disclosure of Interest
 - (e) Reports/Presentations
 - (f) Confirmation of Minutes
 - (g) Committee Reports
 - (h) Introduction of Bylaws
 - (i) Reconsideration of Bylaws
 - (j) Correspondence
 - Informational Correspondence
 - (k) Staff Reports
 - (l) New Business
 - (m) Council Statements
 - (n) Columbia Shuswap Regional District Update
 - (o) Notice of Motions

- (p) Unfinished Business & Tabled Items
 - (q) Other Competent Business
 - (r) Question and Answer Period
 - (s) Hearings
 - (t) Public Hearings
 - (u) Question and Answer Period
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is unanimously approved by Council at the time allocated on the Agenda for such matters.
- (2) If the Council makes a resolution under section 16 (1), information pertaining to late items must be distributed to the members.

Voting at meetings

17. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:
"Those in favour raise your hands.", and then
"Those opposed raise your hands."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
 - (d) after the presiding member finally puts the question to a vote

under paragraph (b), a member must not speak to the question or make a motion concerning it;

- (e) the presiding member's decision about whether a question has been finally put is conclusive;
- (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
- (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Delegations

18. (1) The Council may allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application on a prescribed form has been received by the Corporate Officer by 1:00 p.m. on the Monday prior to the meeting. Each address must be limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in section 18(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

Points of order

19. (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion:
 - (a) if the motion is contrary to the rules of procedure in this bylaw; and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order:
 - (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2) (a); and
 - (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

20. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.

- (6) Members who are called to order by the presiding member:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
- (7) Members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7) (e), the presiding member may order the member to leave the member's seat, and:
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat; and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than twice in connection with the

same question only

- (i) with the permission of Council; or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter.
- (b) a member who has made a substantive motion to the Council may reply to the debate; and
- (c) a member may speak to a question, or may speak in reply, for longer than a total time of 5 minutes only with the permission of Council.
- (11) After a motion is finally put by the Mayor, no member shall speak to the motion, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor as to whether the motion has been finally put shall be conclusive.

Motions generally

- 21. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the Agenda of the Council meeting at which the motion is introduced may be introduced with Council's unanimous permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:
 - (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to defer to a certain time; and
 - (f) to adjourn.
- (4) A motion made under subsections (3) (c) to (f) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council

member.

Notice of Motion

22. During the Notice of Motion portion of a regular or special meeting of the Council, any Council member may give a "Notice of Motion" respecting an item which that member intends to present at a future meeting, upon the member being acknowledged by the Presiding Member and the Notice of Motion being read to the meeting. A written copy of the motion presented under section 22 shall be provided to the Corporate Officer for inclusion in the Minutes of that meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the Agenda of the next regular or special council meeting, or other future meeting designated by the member bringing forward the Notice of Motion, for consideration.

Motion to commit

23. Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

Motion for the main question

24. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question.

Amendments generally

25. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive; and
 - (c) the main question.

Reconsideration by Council Member

- 26. (1) Subject to section 131 of the *Community Charter*, the Mayor may, at the next Council meeting:
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted on the prevailing side of a resolution may at any time move to reconsider that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.

- (5) Council may only reconsider a matter that has not:
 - (a) had the assent of the electors;
 - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter*; or
 - (c) been acted on by an officer, employee, or agent of the City.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its reconsideration under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

Privilege

- 27. (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council; or
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Adjournment

- 28. (1) A Council may continue a Council meeting after 11:00 p.m. only by an affirmative vote of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that

meeting by the same motion.

(3) Subsection (2) does not apply to either of the following motions:

- (a) a motion to adjourn to a specific day; or
- (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 - BYLAWS

Copies of proposed bylaws to Council members

29. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Bylaws

30. A bylaw introduced at a Council meeting must:

- (a) be printed;
- (b) have a distinguishing name;
- (c) have a distinguishing number;
- (d) contain an introductory statement of purpose; and
- (e) be divided into sections.

Bylaws to be considered separately or jointly

31. Council must consider a proposed bylaw at a Council meeting either:

- (a) separately when directed by the presiding member or requested by another Council member; or
- (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

32. (1) The presiding member of a Council meeting may:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to section 477(2)(a) of the *Local Government Act* each reading of a proposed official community plan bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) In accordance with section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter*, and in accordance with sections 477(6) and 480 of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

33. After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must place it in the City's records for safekeeping.

PART 6 - RESOLUTIONS

Copies of resolutions to Council members

34. A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of resolution

35. A resolution introduced at a Council meeting must be printed and have a distinguishing number.

Introducing resolutions

36. (1) The presiding member of a Council meeting may:
- (a) have the Corporate Officer read the resolution; and
 - (b) request a motion that the resolution be introduced.

PART 7 - COMMITTEES

Duties of standing committees

37. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee; or
 - (b) matters that are assigned by Council; matters that are assigned by the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings; and
 - (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor

does not specify a time.

Duties of select committees

38. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of committee meetings

39. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of committee meetings

40. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - (a) posting a copy of the schedule at the Public Notice Posting Places; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 40(2) to be given to all members of the committee at least 48 hours before the time of the meeting.

Attendance at Committee meetings

41. (1) Council members who are not members of a committee may attend the meetings of the committee.

Minutes of committee meetings to be maintained and available to public

42. (1) Minutes of the proceedings of a committee must be:
- (a) legibly recorded;
 - (b) certified by the Corporate Officer;
 - (c) signed by the chair or member presiding at the meeting; and
 - (d) open for public inspection in accordance with section 97(1) of the *Community Charter*.

Quorum

43. The quorum for a committee is a majority of all of its members.

Conduct and debate

44. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

Voting at meetings

45. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 9 - GENERAL

46. If any section, subsection or clause of this bylaw is for any reason held to be

invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

47. All meetings shall be recessed for a 10 minute break after 3 hours of continuous session.
48. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
49. Upon adoption of this bylaw, "City of Salmon Arm Council Procedures Bylaw No. 3331" and amendments thereto are hereby repealed.

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

INFORMATIONAL CORRESPONDENCE - AUGUST 13, 2018

1. Building Department – Building Statistics – July 2018
2. Building Department – Building Permits – Yearly Statistics
3. C. Bannister, Chief Administrative Officer, City of Salmon Arm – letter dated July 24, 2018 – Proposed Ross Street Underpass
4. J. Wilson, City Engineer, City of Salmon Arm – letter dated June 22, 2018 – Highway 97B, Salmon Arm/South Canoe School
5. D. Gerow, Manager of Roads & Parks, City of Salmon Arm – email dated August 3, 2018 to R. Hooper, Executive Director, Columbia Shuswap Invasive Species Society – American Bullfrog Wanted Poster
6. D. Gray – email dated July 20, 2018 – Music on the Wharf...questions answered
7. J. Penner – email dated July 16, 2018 – Life after more than two decades on the streets
8. B. Howard – emails dated July 23 and July 26, 2018 – Rail Crossings
9. R. & K. Simpson – email dated July 31, 2018 – Salmon River Bridge
10. C.H. Dyke – letter dated July 24, 2018 – Bypass route for rail and highway
11. M. Mann – letter dated August 2, 2018 – Marine Park Gazebo
12. L. Whitehead – email dated July 16, 2018 – Request for Curb and Gutter
13. O. Bramble, President, Shuswap Lake Senior Citizens Society – letter received July 30, 2018 – First Annual Active Agers Open House
14. A. May, Sage Orienteering Club board member – email dated August 2, 2018 – Sage Orienteering Fall events
15. P. Wright, President, Salmon Arm and Shuswap Lake Agricultural Association – letter dated July 17, 2018 – RCMP Musical Ride
16. P. McIntyre-Paul, Shuswap Trail Alliance – email dated July 17, 2018 – Invitation to SHCC leadership to endorse Communities-on-the-Move Declaration
17. L. Schneider Wood, Executive Coordinator, Shuswap Trail Alliance – email dated July 18, 2018 – Letter of Support
18. R. Talbot, Director of Area “D”, Columbia Shuswap Regional District – email dated July 25, 2018 – Letter of Support
19. The Liquor and Cannabis Regulation Branch – email dated July 25, 2018 – Applications for Cannabis Retail Store Applications – Support and Involvement of Local Government
20. The Liquor and Cannabis Regulation Branch – email dated July 23, 2018 – LCLB name change
21. A. Gottfried, Senior Policy Specialist, Clean Communities, Ministry of Environment and Climate Change Strategy – email dated July 19, 2018 – Launch of Love Food Hate Waste Campaign
22. Health Canada – email dated July 24, 2018 – Government of Canada – Recall: Pepperidge Farm brand Goldfish Flavour Blasted Xtreme Cheddar Crackers recalled due to Salmonella
23. Health Canada – email dated July 20, 2018 – Health Canada: Canadians invited to share their views with the Advisory Council on the Implementation of National Pharmacare
24. Health Canada – email dated July 19, 2018 – Health Canada – Recall: Makita and Domar Chainsaws
25. W. Cobb, Mayor, City of Williams Lake – letter dated July 17, 2018 – Employer Health Tax Impact on Local Government
26. J. Becker, Mayor, City of Pitt Meadows – letter dated July 17, 2018 – Moratorium on Cannabis Cultivation on ALR Land
27. J. Van Barneveld, Acting Mayor, District of Houston – letter dated July 23, 2018 – Support of the Province of B.C.’s Caribou Recovery Program
28. H. Andrusak, President, BC Wildlife Federation – letter dated August 2, 2018 – Gun Control

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Item 10.2

CITY OF SALMON ARM

Date: August 13, 2018

J. Henderson, Theatre On The Edge Committee Member Letter of Support

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



August 1, 2018

Your Worship and Councillors

Shuswap Theatre's 2018 Theatre On The Edge has come and gone. The weather co-operated. The quality of plays was excellent. The musical entertainment in the lane was high quality. I think it is safe to say "a good time was had by all".

Thank you very much for allowing us to close the alley for July 20 to July 22. That extra space is essential for us to have the outdoor musical entertainment between the plays.

The theatre groups receive 80% of the net income from ticket sales. This means that Shuswap Theatre needs to find other income to cover the costs of advertising/marketing, paying the technical crew and the festival administrator as well as the musicians.

Heritage Canada makes funding available for festivals. One of the requirements for this funding is confirmation of support from the Municipal government. I have talked to Erin Jackson about the in-kind support that Theatre On the Edge receives from the City. She has the form that needs to be filled in.

Would you consider writing a letter of support for this festival. There are many benefits to the community including the income received by the restaurants and hotels from out of town visitors who attend the festival.

Thank you for your support

Joyce Henderson
Theatre On The Edge committee member



Confirmation of Support from Municipal Government or Equivalent Authority

APPLICANT: _____

Name of festival: _____

Funding by the Program is conditional upon confirmation of cash and/or in-kind support from the applicant's municipal government or equivalent authority (referred to below as - "the municipality").

For applications from a local band council, local tribal council, other local Aboriginal government or equivalent authority, that authority must provide written confirmation of support. Public organizations such as police, public transportation, waste management, or libraries, if directly under the municipal authority, can also provide municipal support. Financial support from the discretionary funds of elected officials is considered a donation from an individual and cannot constitute municipal support.

This form, once completed and signed, constitutes proof of support from the municipality. Support may also be confirmed in a letter that includes the cash and/or in-kind value of the municipal contribution for the event or activity. Should the municipality withdraw its support, the applicant must immediately notify the Department of Canadian Heritage.

Please complete this form, print it and have it signed by an authorized representative of your municipality or equivalent authority and submit with your application. Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.

<p>CASH This amount <u>must</u> appear in the budget.</p> <p>Total: _____</p>	<p>IN-KIND (monetary value)</p>	<p>The in-kind support for this festival will be as described in the following table. (Use additional pages if necessary) Please itemize contributions of in-kind goods and services.</p> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr> <td>Total:</td> <td> </td> </tr> </table>								Total:	
Total:											

<p>Name of authorized representative (required): Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.</p>	
<p>Title and municipality (required):</p>	
<p>Telephone number (required):</p>	
<p>Authorized representative's signature (required):</p>	
<p>Date YYYY-MM-DD (required):</p>	

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Item 10.3

CITY OF SALMON ARM

Date: August 13, 2018

L. Fitt, Manager, Salmon Arm Economic Development Society

Letter dated July 27, 2018

Use of Ross Street Parking Lot for Roots and Blues

Outreach Program - August 18, 2018

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

July 27, 2018

Mayor Cooper and Council
City of Salmon Arm
PO Box 40
Salmon Arm, BC
V1E 4N2

Re: Use of Ross Street Parking Lot for Roots and Blues Outreach Event – August 18, 2018

Dear Mayor Cooper and Council,

Salmon Arm Economic Development Society and Shuswap Tourism are working with the Roots & Blues Festival to host a downtown outreach event from 9:00am – 1:00pm on August 18th (Roots & Blues weekend). This event is proposed to take place at the Ross Street Plaza and a portion of the Ross Street Parking Lot. Although we will also be advertising to local residents, the primary goal is to draw Roots and Blues attendees into the downtown core, showcasing the community's various retail and restaurant options to out of town visitors.

Event organizers request that Council consider approving the use of a portion of the Ross Street Parking Lot to position food/market vendor booths. Downtown Salmon Arm has been copied on this request regarding the required approval of the plaza and stage to position a visiting Roots and Blues band. SAEDS and Shuswap Tourism would be the onsite managers for the overall event and the required event insurance (including the City of Salmon Arm named as an additional insured) and Interior Health permitting will be addressed with copies provided.

Attached please find a site map of the parking lot, outlining the requested area for use, including 15 parking spaces (approximate area of 40' x 100') in the southwest end of the Ross Street Parking Lot. Thank you for your consideration.

Sincerely,



Lana Fitt, Ec.D
Economic Development Manager

cc: Downtown Salmon Arm Association

Attachment to letter to Mayor and Council, City of Salmon Arm
Dated: July 27, 2018

Re: Use of Ross Street Parking Lot – August 18th, 2018



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Item 11.1

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to reflect additional funding for the 5 Street SE Phase II Sidewalk project in the amount of \$15,000.00 reallocated from the Unexpected Reserve;

AND THAT: the funding from the Unexpected Reserve for the 8 Avenue SE Road Widening project be reduced by \$15,000.00.

[5 Street SE Sidewalk Replacement (Old Auto Road SE to 10 Avenue SE)]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



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

File: ENG2018-20

To: Her Worship Mayor Cooper and Members of Council
 Submitted By: Rob Niewenhuizen, Director of Engineering and Public Works
 Prepared By: Darin Gerow, Manager of Roads & Parks
 Date: July 25, 2018
 Subject: 5 Street SE Sidewalk Replacement (Old Auto Road SE to 10 Avenue SE)

Recommendation:

That: The 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to reflect additional funding for the 5 Street SE Phase II Sidewalk project in the amount of \$15,000.00 reallocated from the Unexpected Reserve;

And That: The funding from the Unexpected Reserve for the 8 Avenue SE Road Widening project be reduced by \$15,000.00.

Background:

The 5 Street SE Sidewalk project was started last year in 2017. Phase I was completed from 5 Avenue to Old Auto Road SE. This year a budget of \$50,000.00 has been allocated for the remainder of sidewalk from Old Auto Road SE to the termination of the sidewalk towards 10 Avenue SE. In preparation to start the project, quotes and estimates were completed for sub-contracted works, hired equipment and City labor & Equipment. These quotes and estimates were higher than initially expected. Estimates, along with the quotes, plus a contingency will require an additional \$15,000.00 for successful completion of this project.

The 8 Avenue SE Road Widening project, which was carried over from last year, has available budget of \$46,680.00 and has remaining deficiencies to be completed. These deficiencies will be completed well under the available budget amount, after the reallocation, of \$31,680.00.

Respectfully Submitted,

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

cc Chelsea Van De Cappelle, Chief Financial Officer

Item 11.2

CITY OF SALMON ARMDate: August 13, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the following bids/ offers be accepted for the sale of surplus equipment on a "where is, as is" basis:

Equipment	Buyer	Bid Amount (plus GST and PST)
1992 Ford F250 S/N 2FTHF26H2NCA71534	583021 BC Ltd. dba Westside Used Auto Parts	\$856.20
2000 Chevrolet ½ Ton S/N 1GCEC14V1YE351510	583021 BC Ltd. dba Westside Used Auto Parts	\$1,087.20
2004 Chevrolet ½ Ton S/N 1GCEK19V34Z313677	583021 BC Ltd. dba Westside Used Auto Parts	\$1,058.20

[Disposal of Surplus Equipment]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: August 1, 2018
 To: Mayor Cooper and Members of Council
 Subject: Disposal of Surplus Equipment

Motion for Consideration:

THAT: The following bids/offers be accepted for the sale of surplus equipment on a "where is, as is" basis:

<u>Equipment</u>	<u>Buyer</u>	<u>Bid Amount</u> <i>(plus GST and PST)</i>
1992 Ford F250 S/N 2FTHF26H2NCA71534	583021 BC Ltd dba Westside Used Auto Parts	\$856.20
2000 Chevrolet ½ Ton S/N 1GCEC14V1YE351510	583021 BC Ltd dba Westside Used Auto Parts	\$1,087.20
2004 Chevrolet ½ Ton S/N 1GCEK19V34Z313677	583021 BC Ltd dba Westside Used Auto Parts	\$1,058.20

Background:

The following equipment is no longer required by the City Public Works Department and as a result has been advertised for sale through a sealed bid process with a minimum upset price:

- 1992 Ford F250 S/N 2FTHF26H2NCA71534 \$ 250.00
- 2000 Chevrolet ½ Ton S/N 1GCEC14V1YE351510 \$ 500.00
- 2004 Chevrolet ½ Ton S/N 1GCEK19V34Z313677 \$ 750.00

1992 Ford F250

Four (4) bids (plus taxes) were received on the 1992 Ford F250 Truck as follows:

- Westside Used Auto Parts - \$856.20
- Thomas Schroeder - \$475.00;
- Chris Anderson - \$500.00; and
- Brian Clark - \$251.00.

It is recommended that Westside Used Auto Parts offer of \$856.20 (plus taxes) be accepted.

2000 Chevrolet ½ Ton

Three (3) bids (plus taxes) were received on the 2000 Chevrolet ½ Ton Truck as follows:

- Westside Used Auto Parts - \$1,087.20;
- Edwin Krieg - \$565.00; and
- Brian Clark - \$300.00.

It is recommended that Westside Used Auto Parts offer of \$1,087.20 (plus taxes) be accepted.

2004 Chevrolet ½ Ton

Two (2) bids (plus taxes) were received on the 2004 Chevrolet ½ Ton Truck as follows:

- Westside Used Auto Parts - \$1,058.20; and
- Ron Ganert - \$951.50.

It is recommended that Westside Used Auto Parts offer of \$1,058.20 (plus taxes) be accepted.

A handwritten signature in blue ink, appearing to read 'Chelsea Van de Cappelle', is written over a horizontal line.

Chelsea Van de Cappelle, CPA, BBA

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Item 11.3

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council approve the purchase of the Unit #69 Flusher/Vacuum Truck replacement, from Kendrick Crocker Equipment for the quoted amount of \$407,685.00 plus taxes.

[Purchase Recommendation for Replacement of Unit #69 – Flusher/Vacuum Truck]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



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

File: ENG2018- Equipment

TO: Her Worship Mayor Cooper and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: August 1, 2018

SUBJECT: **Purchase Recommendation for Replacement of Unit # 69 –
Flusher/Vacuum Truck**

RECOMMENDATION:

THAT: Council approve the purchase of the Unit #69 Flusher/Vacuum Truck replacement, from Kendrick Crocker Equipment for the quoted amount of \$407,685.00 plus taxes.

BACKGROUND:

The Flusher/Vacuum truck uses the process of 'Hydro Excavation' which is the only non-destructive method of digging. It utilizes pressurized water and a vacuum system to quickly and safely excavate underground. City of Salmon Arm has many uses for this truck such as: underground locates, catch basin cleaning, pipe flushing, water leak repairs and sewer main plugs. These many uses make this piece of equipment extremely valuable to the City.

A request for Quotation was advertised on BC Bid and City of Salmon Arm Website on June 30, 2018 for the supply of a Tandem Axle Combination Vac Truck with Boiler, known as a Flusher/Vacuum Truck. Three (3) companies quoted, with seven (7) different truck and vactor options, and were received on Thursday July 19, 2018, as follows:

Company	Model	Price excluding tax
Kendrick Crocker Equipment	Vacall AJV1215 Mounted on a 2020 Mack Granite	\$ 407,685.00
	Vacall AJV1215 Mounted on a 2020 Volvo VHD	\$ 398,366.00
	Vacall AJV1215 Mounted on a 2020 Freightliner 114SD	Did not Meet Specifications
Vimar Equipment Ltd.	2019 Vactor 2100i, 2019 Volvo CHD64B300	\$ 451,453.00
	2019 Vactor 2100i, 2019 International HV607	Did Not Meet Specifications
Rollins Machinery Limited	2018 Vac-Con Single Engine PD Mounted on a VHD64B300 Volvo	\$ 504,890.00

** - Above costs include all optional items to ensure specifications have been met.

Purchase Recommendation for Replacement of Unit # 69 – Flusher/Vacuum Truck
Page 2


Staff had specified certain aspects of the truck that are required for the needs of the City of Salmon Arm, including the chassis as a new model Volvo VHD or Mack Granite, tanks, vacuum system, safety equipment, tools & accessories, etc. The Volvo and Mack brands were chosen for many reasons, however, in terms of repair service and parts supply, Gemm Diesel, a local repair shop, is an approved warranty service centre for both Volvo and Mack. Having a local shop saves time and money in the case of warranty work.

The lowest two quotes came from the same equipment dealer, Kendrick Crocker Equipment. The lowest and highest evaluated bids were the Volvo and Mack with the Vacall option. After deliberation with staff, mechanics and other municipalities, the Mack Granite truck has been determined the better option to purchase. Mack trucks are known for their heavier duty strength and durability, which is beneficial for hauling heavy loads and to avoid being overweight on our roads and highway, in addition after viewing both trucks, the ease of serviceability of the Mack for our mechanics is better. City staff feel the difference of \$9,319.00 to purchase a Mack Granite is well worth the additional quality, serviceability and lifespan.

Kendrick Crocker Equipment is based out of Delta, BC and has supplied multiple units to other municipalities. Municipalities were contacted and they were happy with the service they have received.

The approved funding for this purchase is \$550,000.00 from the 2018 Machinery & Equipment Capital budget. We recommend that the purchase of Unit #69 – Flusher/Vacuum Truck replacement be awarded to Kendrick Crocker Equipment, for the Vacall AJV1215 Mounted on a 2020 Mack Granite in accordance with the quoted price of \$ 407,685.00 plus applicable taxes

Respectfully Submitted,


per: Rob Niewenhuizen
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

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Item 11.4

CITY OF SALMON ARMDate: August 13, 2018

Moved: Councillor Harrison

Seconded: Councillor Jamieson

THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect additional funding for the Shuswap Regional Airport's Tree Encroachment Maintenance in the amount of \$270,000.00 reallocated from the Airport Major Maintenance Reserve;

AND THAT: Council award the Shuswap Regional Airport Tree Topping project (North Approach) to Bartlett Tree Experts in accordance with the terms of their quote in the amount of \$161,020.00 plus applicable taxes, with a completion deadline of November 1, 2018.

[Budget Amendment and Project Award - 2018 Shuswap Regional Airport Tree Topping Program]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



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

File: ENG2018-06

TO: Her Worship Mayor Cooper and Members of Council
 SUBMITTED BY: Rob Niewenhuizen, Director of Engineering and Public Works
 PREPARED BY: Darin Gerow, Manager of Roads and Parks
 DATE: August 3, 2018
 SUBJECT: **Budget Amendment and Project Award - 2018 Shuswap Regional Airport Tree Topping Program**

Recommendation:

THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect additional funding for the Shuswap Regional Airport's Tree Encroachment Maintenance in the amount of \$270,000.00 reallocated from the Airport Major Maintenance Reserve;

AND THAT: Council award the Shuswap Regional Airport Tree Topping project (North Approach) to Bartlett Tree Experts in accordance with the terms of their quote in the amount of \$161,020.00 plus applicable taxes, with a completion deadline of November 1, 2018

Background:

The recent Notice to Airman (NOTAM) at the Shuswap Regional Airport is a result of tree encroachments within the approach lines of the runway. Transport Canada has issued an order to top trees within the approach below the allowable gradient. This order extremely limits the use and accessibility of the airport.

Works have been completed north of the runway approach, however not finished due to insufficient funding. City of Salmon Arm Staff issued a Request for Quote on BC Bid and the City of Salmon Arm Website on July 6, 2018 which covered the topping or removal of trees located directly under the 150 meter wide aerial approach to the north end of the Shuswap Regional Airport runway to be completed by September 28, 2018. The approach area was divided into two areas, and further into 4 separate properties, with specific actions for each property. A Mandatory site visit was held on July 23, 2018. On July 27, 2018 we received two (2) quotes as follows:

Company	Price
Bartlett Tree Experts	\$ 172,790.00 + tax
Pine Valley Tree Service	\$ 240,000.00 + tax

After closing, staff spoke to the lowest quote, Bartlett Tree Experts. Their price was indicative of the September 28, 2018 completion date. It was agreed, and submitted within an additional schedule of quantities that Bartlett Tree Experts would complete these works for \$161,020.00 if the completion date would be pushed to November 1, 2018.

Mayor Cooper and Members of Council
 Budget Amendment and Project Award - 2018 Shuswap Regional Airport Tree Topping
 Program
 Page 2

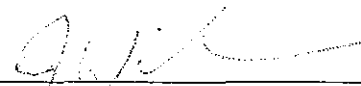
As part of the RFQ it was listed that the City will provide a survey crew to work with the contractor for the first day of work in Area '1' and first day in Area '2' to establish enough tree heights that the contractor can carry on visually to determine tree heights by sighting between existing topped trees. This price is in addition to Bartlett's quote.

The approved project budget is \$60,550.00. The total cost to complete the project in accordance with Transport Canada's Order is described as follows:

North Approach of Runway (Bartlett) - actual (Nov. 1 completion)	\$ 161,020.00
Survey Costs (north end) - estimate	\$ 5,000.00
South Approach of Runway Tree Topping - estimate	\$ 100,000.00
South End - Survey, ROW's, Contingency - estimate	\$ 65,000.00
TOTAL	\$ 331,020.00
Approved Budget	\$ 60,550.00
Additional funds from Airport Major Maintenance Reserve	\$ 270,000.00

Bartlett Tree Experts are based out of Burnaby BC and have completed previous works within these approach lines and are very familiar with the area. It is recommended that the North Approach of Runway tree topping proceed, using the altered completion date of November 1, 2018; and additional funds be secured for the north and south approach of the runway in the amount of \$270,000.00 from the Airport Major Maintenance Reserve. As many of these costs are estimated at this time, all unused funds would be returned to the reserve after completion of the project.

Respectfully Submitted,


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

cc Chelsea Van De Cappelle, Chief Financial Officer

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Item 11.5

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: Agricultural Land Commission Application No. ALC-376 be authorized for submission to the Agricultural Land Commission.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: July 31, 2018

Subject: Agricultural Land Commission Application No. ALC-376 (Non-Farm Use – Covenant Amendment)

Legal: Lot 1, Section 8, Township 20, Range 10, W6M, KDYD, Plan KAP81700
 Civic: 1471 – 50 Street SW
 Owner: Arlene McLeod
 Applicant: Browne Johnson Land Surveyors Ltd.

MOTION FOR CONSIDERATION

THAT: Agricultural Land Commission Application No. ALC-376 be authorized for submission to the Agricultural Land Commission.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject property is located at 1471 – 50 Street SW as shown in APPENDICES 1 & 2. The property is 3.7 ha (9.1 acres) in size with an existing hay barn located approximately in the centre of the property. The applicant is proposing to amend an existing covenant which restricts the area where a single family dwelling could be constructed. The existing covenant area and the proposed amended covenant area are shown in APPENDIX 3. In this case, the restrictive covenant was a condition of the ALC for its approval of the subdivision in 2006 which created the parcel; it was not a requirement by City Council or the Approving Officer. Site photos are attached as APPENDIX 4 and a letter of rationale provided by the applicant is attached as APPENDIX 5.

BACKGROUND

The subject property is designated Salmon Valley Agriculture in the Official Community Plan (OCP), is zoned Rural Holding (A-2) and is totally within the ALR. The parcel is currently vacant of any dwelling and is used for hay crop. The property was created in 2006 and received ALR approval in 2005. As a requirement of the ALC approval, a restrictive covenant which limited the construction of a single family dwelling to the westerly portion of the property. Further, as part of the subdivision approval the City of Salmon Arm required a restrictive covenant prohibiting access from Christison Road and requiring geotechnical reporting prior to any construction or development. The applicant purchased the property in 2008.

Adjacent zoning and land uses include the following:

North: Salmon Valley Agriculture (A-1) / hay field and residential
 South: Salmon Valley Agriculture (A-1) / hay field and residential
 East: Salmon Valley Agriculture (A-1) / hay field and residential
 West: Rural Holding (A-2) / residential

Improved Soil Classification

The approximate western half of the subject property has an Improved Soil Capability Rating of 70% Class 3(TR) and 60% Class 6(T) and the eastern half is rated 70% Class 2(X) and 30% Class 4(TW) shown in APPENDIX 6. (Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.)

COMMENTSBuilding Department

No concerns.

Engineering Department

No concerns.

Agricultural Advisory Committee

This proposal was taken to the Agricultural Advisory Committee (AAC) at its meeting of May 16, 2018; however quorum was not met and therefore no resolution was made.

The members of the Committee in attendance did discuss the application including the driveway location, proximity to 50 Street SW, drainage issues, and positioning the home closer to the barn which may limit impact on the agricultural land. In general, the attending members did not have any objections to the proposed covenant amendment.

Planning Department

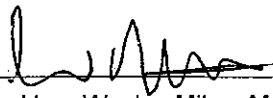
The creation of the subject property was approved subject to a restrictive covenant limiting the building of a single family dwelling to the area shown in APPENDIX 3. The premise of the covenant is to limit the impact of residential development on the hay crop field currently in production. The applicant is requesting to amend the covenant to a 20.0 m x 20.0 m (400 m²) area located in the centre of the property next to the existing barn. The total proposed area is much smaller than the area currently permitted, however is within the agriculturally productive area. The applicant has stated the a watercourse and pond have developed over the last five years which makes it even more difficult to construct a single family dwelling outside of the covenant area.

Staff have the following concerns and considerations:

1. The proposed covenant area is relatively small at 400 m² and is near an already constructed barn. This could assist in limiting the impact to the productive agricultural land, however there would still be an increased residential impact.
2. Access is required to be from 50 Street SW so the impact of a future driveway could potentially be reduced as its length through the productive agricultural land would be reduced.
3. The currently permitted building area is a steep slope with over 30% grades. Further geotechnical reporting is required in advance of any construction and issuance of Building Permit.
4. A similar application (ALC-371) to amend a restrictive covenant area of a single family dwelling in the Gleneden area was reviewed and supported by Council in October 2017; however the application was not supported by the ALC.

CONCLUSION

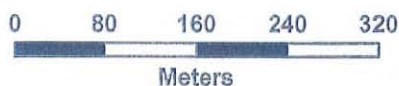
The proposal is a Non-Farm Use application to amend an existing restrictive covenant. Staff recommends the application be forwarded on to the ALC for consideration.


Prepared by: Wesley Miles, MCIP, RPP
Planning and Development Officer

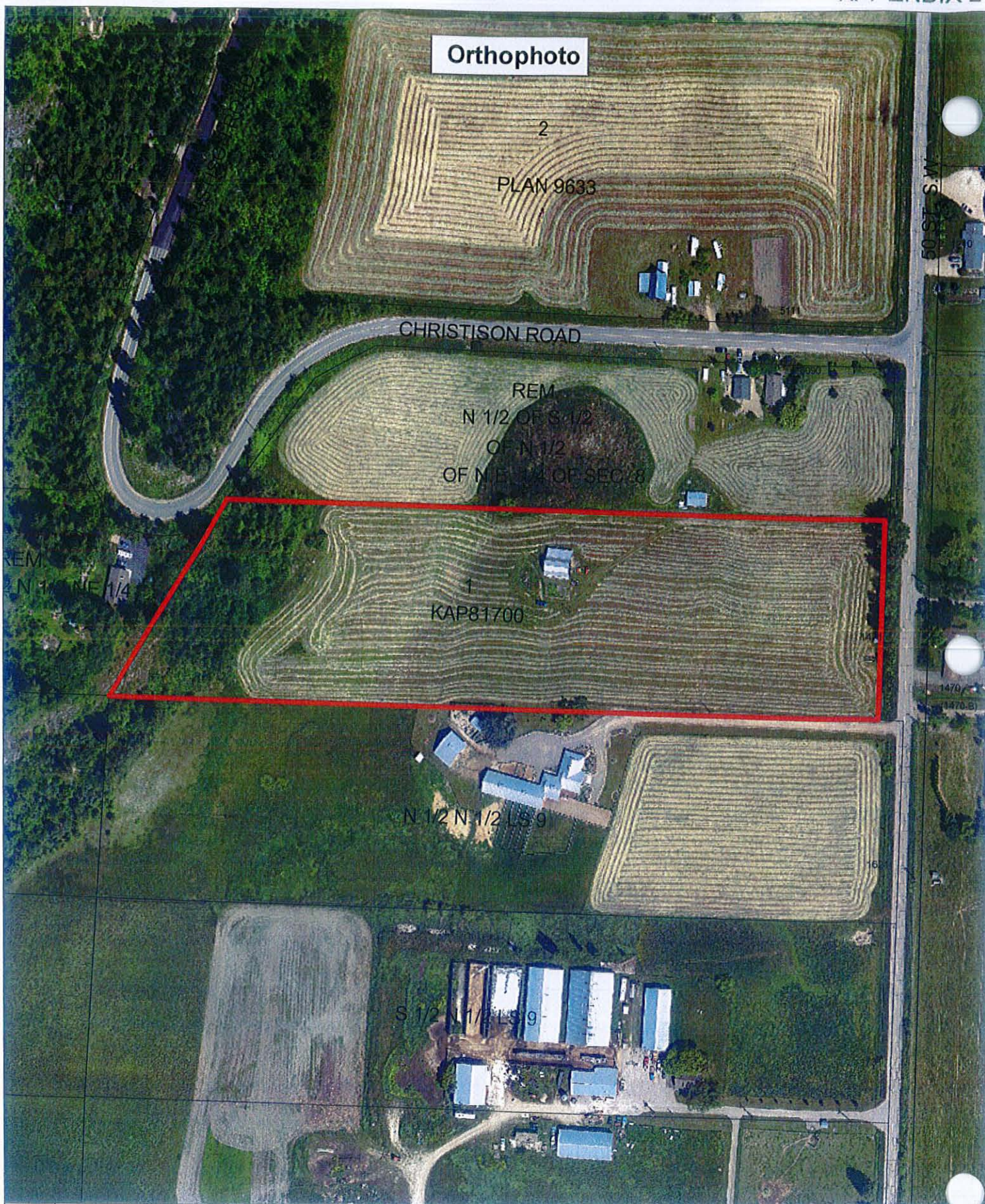
Reviewed by the C.A.O.



Location Map



Subject Parcel



was prepared for construction purposes and is for the exclusive use of BROWNE JOHNSON LAND. BROWNE JOHNSON LAND accepts no responsibility or liability for damages that may be suffered by a user as a result of reproduction, alteration or to this document without the consent of BROWNE JOHNSON LAND.

LEGEND

— Dimensions derived from Plan KAP81700

Civic Address: 1471 50 Street SW

Parcel Identifier(PID): 026-778-394

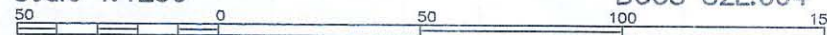
List of documents registered on title which may affect the location of improvements:
Covenant LA113865, LA113867,
LA113871 & LA113873
Easement LA113869



Sketch Plan of Proposed Covenant in
Lot 1, Sec 8, Tp 20, R 10,
W6M, KDYD, Plan KAP81700

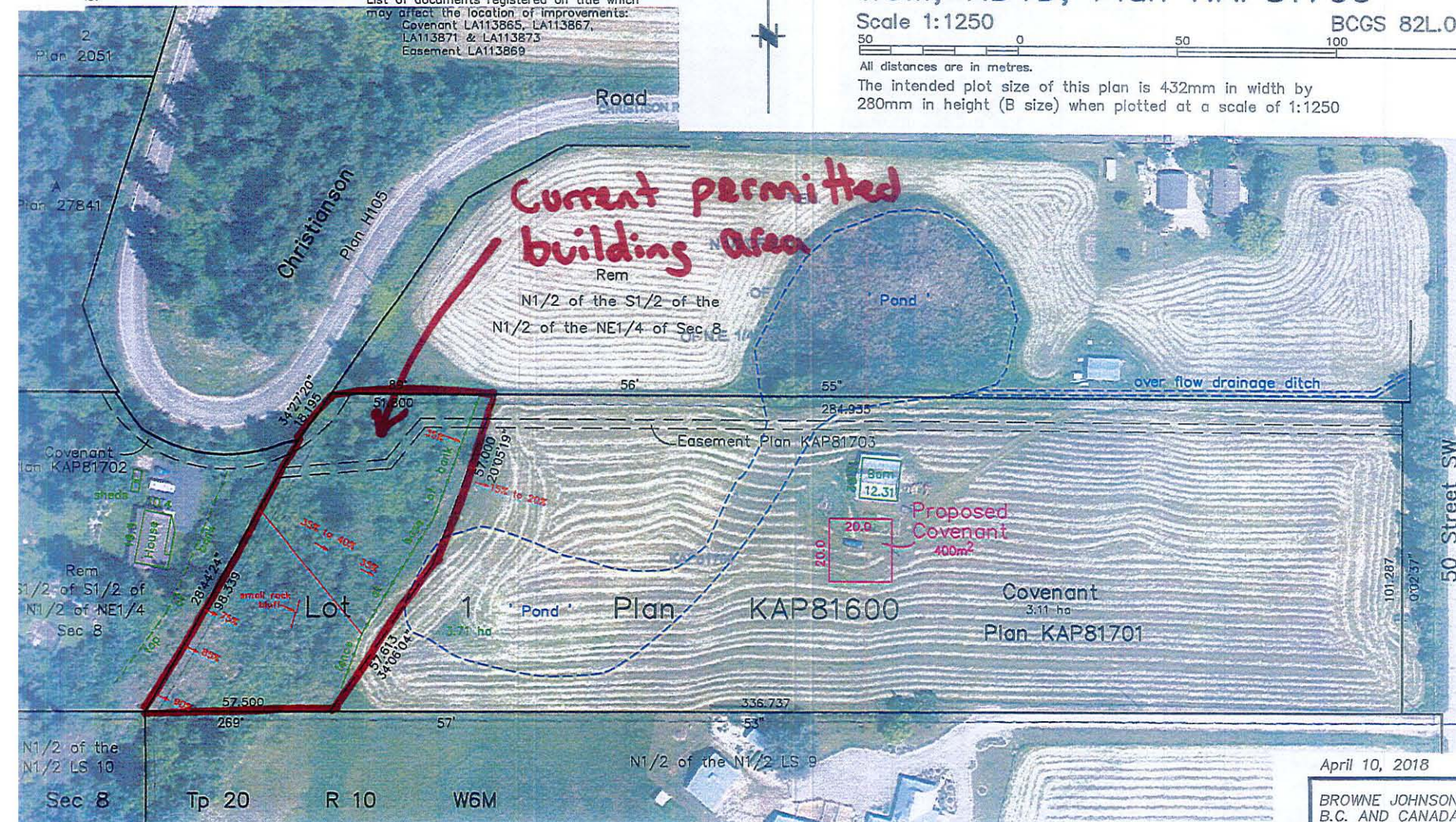
Scale 1:1250

BCGS 82L.064



All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:1250



April 10, 2018

BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-9701
File: 452-16



Photo 1: Photo looking west at the subject property from 50 Street SW.



Photo 2: Photo looking west at the current and proposed access from 50 Street SW.



Photo 3: Photo looking south from Christison Road at the adjacent pond and subject property in the background.

March 21, 2018

Browne Johnson Land Surveyors
Box 362,
Salmon Arm, B.C. V1E-4N5
Email: office@brownejohnson.com
Ph: 250-832-9701
Attention: Joe Johnson

Re: Lot 1, Plan KAP 81700, PID-026778394, relocate house site location

The purpose for my application to the Land Commission is to relocate the site from where my home must be constructed, pursuant to Covenant LA 113865, to a different location as indicated on the enclosed supporting documentation.

The reason I wish to relocate the house site has been made necessary by the water course and pond that has developed over the past 5-6 years, as indicated on the enclosed documentation, that makes access to the Covenant area from 50th. St. S.W. difficult if not impossible. Access to the property and Covenant area from Christianson Road to the northwest is impossible due to extreme grades and City of Salmon Arm Covenant LA-113867.

Any roads or works done on or near the water course area would have an adverse affect on the agricultural viability of the property. My submission would allow for continued use of the area affected by the water course for agricultural purposes, provided the area is farmed at specific times. (as I have been doing)

The current site in the Covenant area only allows for the house to be constructed in the area as marked on my Schedule AAA and pursuant to Geotech report referenced in City of Salmon Arm Covenant LA113873 and my Schedule C. I mention this as any road to the current approved site would have to traverse the property to the center of the Covenant site. There is no avoiding the water courses.

My wife and I intend to construct a home with a footprint between 1600-1800 square feet.

I am enclosing the following documentation for your perusal:

- 1.) Schedule "A"- Google map showing my property prior to any water course
- 2.) Schedule "AA"- Google map where I have marked the Covenant area, the present approved location for house construction, the water course and pond, the barn, and the proposed house location.

3.) Schedule "AAA"-map of house location in the Covenant area marked in yellow.

-the water course, pond and drainage ditch marked in blue.

-the proposed new house location marked in pink and covering an area of 650 square meters of alr land.

-the area of alr land required for road to access the covenant area marked in orange (363 sq. meters) and land reclaimed for farm use from the covenant area also marked in orange comprising 541 sq. meters. for a total of 904 sq. meters. (not to scale)

-a marking of BB and another marking of B- 1-12 which indicates pictures, where they were taken from, and an arrow indicating the direction picture was taken.

All of these pictures are enclosed and have notations on each indicating the relevance to my submission.

4.) Schedule "C"- Plan showing Covenant area.

-land reclaimed from Covenant area for farm use marked in yellow

-only area where house could be built marked in orange

-pursuant to Geotech report, area where you cannot build marked in pink

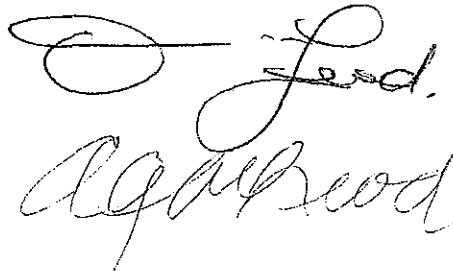
5.) 2018 - Property Assessment Notice

6.) State of Title certificate

The net gain of land for agricultural use based on my submission is 284 sq. meters.

Please contact me should you require any further information.

Daryl R. McLeod and Arlene G. McLeod
P.O. Box 2131, Station Main,
Salmon Arm, B.C. V1E-4R2
email: darylmcleod@live.ca
Cell: 250-833-5110
Home: 250-832-3494



⇒

April 2, 2018

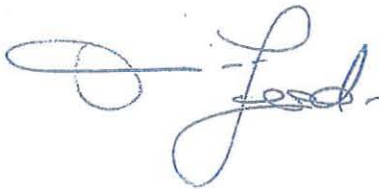
Browne Johnson Land Surveyors
Att: Joe Johnson

Addendum to my Land Commission submission to relocate house location.

Please reduce the site location size I am requesting for the house from 650 sq. meters to 400 sq. meters. This would result in a net gain of land for farm use from my original 294 sq. meters to 494 sq. meters.

If my house could be built on the site, I am proposing the new covenant could be adjusted to cover just the area the house footprint is, based on a survey certificate. Then the actual land used for the house location would be considerably less than the 400 sq. meters I am requesting.

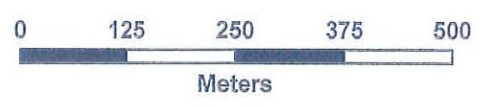
Please note the limitations for construction on the existing covenant site as shown on my Schedule C of my submission. The Covenant LA-113873 limits where the house can be located and the water seepage/course is along the permitted house location.

A handwritten signature in blue ink, appearing to read "Joe Johnson", with a stylized flourish at the end.

Improved Soil Classification

7
2x

7 3
3T - 6T
R



	Class 1		Class 4		Class 7
	Class 2		Class 5		Subject Parcel
	Class 3		Class 6		



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Item 11.6

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: Mayor and Council authorize staff to execute the British Columbia Air Access Program Conditional Grant Agreement to accept funding to a maximum of \$520,000.00 or 50% of the total eligible project costs for the construction of Taxiway Charlie.

[British Columbia Air Access Program – Successful Grant, Shuswap Regional Airport – Taxiway Charlie]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



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

To: Her Worship Mayor Cooper and Members of Council
 Submitted By: Robert Niewenhuizen, Director of Engineering and Public Works
 Prepared By: Jenn Wilson, P.Eng., City Engineer
 Date: August 2, 2018
 Subject: British Columbia Air Access Program – Successful Grant
 Shuswap Regional Airport – Taxiway Charlie

Recommendation:

THAT: Mayor and Council authorize staff to execute the British Columbia Air Access Program Conditional Grant Agreement to accept funding to a maximum of \$520,000 or 50% of the total eligible project costs for the construction of Taxiway Charlie.

Background:

The City completed an Airport Development Plan in 2015 (WSP Canada Inc.) which included the relocation and upgrade of Taxiway Bravo (to be Taxiway Charlie). The relocation and upgrade to Taxiway Charlie has two main benefits to the airport:

- To allow the majority of landing aircraft in both directions to exit the runway, reducing the total time an aircraft occupies the runway, thereby increasing physical capacity; and
- To open up areas for general aviation related development increasing the economic capacity of the airport.

In March of 2016 City Council authorized Staff to submit two applications for the British Columbia Air Access Program (BCAAP) which provides capital funding to assist BC Airports with improvements to their infrastructure. Through this cost-sharing program, airports can invest in safety and infrastructure enhancements that help strengthen local, regional and provincial economies. The grant application for Taxiway Charlie was unsuccessful in 2016 (the fuel tank grant was successful); however, in July this year staff received notification from the BCAAP that the Taxiway Charlie project had been approved for 50% funding under the 2018/2019 program for a total of \$520,000. BCAAP is a 50% funded grant and the grant amount applied for was \$1,040,000.00.

As Council is aware this project has not been designed nor has the cost to undertake the design or construction been estimated. Staff will be working towards acquiring engineered plans and putting together a funding plan which will be forwarded for Council approval upon completion. The funding plan will likely include borrowing which may require voter assent.

A conditional Grant Agreement dated June 22, 2018 was forwarded to the City for signature. The grant agreement indicated the City's intent to complete the project and accept 50% funding up to a maximum of \$520,000 from the BC Air Access Program; however, it is important to note that signing the Agreement will not bind the City in any way to complete the project.

Her Worship Mayor Cooper and Members of Council
Memorandum - Curbside Collection Contract Award

Page 2

With consideration to the information included above, it is recommended that Mayor and Council authorize staff to execute the British Columbia Air Access Program Conditional Grant Agreement for the construction of Taxiway Charlie.

Respectfully submitted,



per : Robert Niewenhuizen, A.Sc.T.
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO

X:\Operations Dept\Engineering Services\5220 CAPITAL\2018\2018-62 Taxiway Charlie\1.0 Budget\Grant\2018 06 30 - HWM Grant Acceptance.docx

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Item 14.1

CITY OF SALMON ARM

Date: August 13, 2018

Columbia Shuswap Regional District Board in Brief – July, 2018

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



COLUMBIA SHUSWAP REGIONAL DISTRICT

www.csr.bc.ca



BOARD IN BRIEF

July 2018



Tweet



Like

[View web version](#)

HIGHLIGHTS

The map illustrates the Lake Superior watershed, divided into six sub-drainages labeled A through F. Sub-drainage A is the largest, covering the central and eastern portions. Sub-drainage B is located in the central-western part. Sub-drainage C is in the western part, near the Duluth area. Sub-drainage D is the smallest, located in the southwest. Sub-drainage E is in the central-south part. Sub-drainage F is in the northwest. Major cities marked include Duluth, Sault Ste. Marie, Marquette, and Grand Marais. The map also shows the coastline of Lake Superior and the St. Marys River.

Ministry of Transportation

The Board received a presentation from Jason Jones, LARCH Landscape and Fraser Blythe, Selkirk Planning regarding the Golden and Electoral A Regional Trails Strategy. [View final report.](#)

The Board received a letter from the Deep Creek Farmers Institute regarding roads in Area D. The Board passed a resolution to send a letter to the Ministry of Transportation and Infrastructure requesting increased funding to attend to the extremely poor road conditions and maintenance on Deep Creek and Salmon Valley roads as well as additional funding on rural roads in the Shuswap area overall. [View letter.](#)

The Board discussed the announcement from Greyhound cancelling bus service in Western Canada and the negative impact on the residents in rural communities that rely on the service. The Board passed a resolution to write a letter to the Provincial and Federal Minister's responsible to express the Board's concerns and ask the government address this issue.

BC Rural Dividend Fund Program

The Board supported a resolution that an application be made by the Columbia Shuswap Regional District to the BC Rural Dividend Fund Program in the amount of \$500,000 under the Partnerships funding stream in a regional partnership for a Project Manager position and preliminary design soft costs related to the development of the Rails to Trails project from Sicamous to Armstrong.

Eagle Bay Estates Waterworks Service Area Amendment Bylaw

The property owner of 4444 Eagle Bay Road requested the property be connected to the Eagle Bay Estates Water System. The current service area borders this property and the system has capacity to accommodate additional connections. In order to connect the property to the system, it must be included in the Eagle Bay Estates Waterworks Service Area. All connection costs have been determined and agreed to by the property owner and a successful public assent process was completed on July 5, 2018. The Board gave the amendment bylaw three readings, to be followed by consideration of adoption at the August 2018 Board meeting. **View report.**

CSRD Waterworks Rates and Regulation Bylaw No. 5780

The Board adopted an update to the CSRD Waterworks Rate and Regulations Bylaw with regard to the Saratoga Waterworks in Area F. The rate structure for the Saratoga Water System is currently weighted heavily towards parcel tax requisition, which is currently at \$521 annually per property, while the user fee is at \$185 annually. In order to be consistent with other CSRD water systems and to ensure that the new shared interest development scheduled to connect to the Saratoga system pays a fair and equitable amount, staff recommend the Saratoga Waterworks user fee be increased and the parcel tax requisition be decreased, essentially switching the two charges around. **View report.**

Proposed Amendments to Ticket Information Utilization Bylaw No. 5776

With the adoption of three new regulatory bylaws: Building Service Regulation Bylaw No. 660, Noise Service Regulation Bylaw No. 5754 and Ranchero/Deep Creek Zoning Bylaw No. 751, there are amendments needed to the ticketing bylaws. A ticketing regime is one of the enforcement tools available to be utilized by Bylaw Enforcement Officers and the RCMP. On May 17th, 2018 the Board adopted a new Ticket Information Utilization Bylaw No. 5776 (replacing a former one). The amendment Bylaw No. 5782 designates the three additional bylaws for issuance of ticketing, and the fine amounts applicable to each offence. The Board gave the amendment three readings and adopted the bylaw. **View report. View bylaw amendment.**

North Shuswap Economic Development (Tourism Promotion) Service Establishment Bylaw

Director Morgan has requested that a service be established in Electoral Area F to provide the ability for economic development and area business support services, and

tourism activities, on a contractual basis. The Service Establishment Bylaw No. 5774 as drafted is proposed to take effect on December 31, 2018. The Board gave First, Second and Third Readings of Bylaw No. 5774 and will now be sent to the Inspector of Municipalities for approval before the bylaw is adopted. [View report. View bylaw.](#)

Proposed Amendments to CSRD Development Services Application Fees Bylaw No. 4000

This report recommends proposed amendments to Bylaw No. 4000 to include fees for cannabis related business applications. Another minor housekeeping amendment were also recommended in the section pertaining to subdivision applications. The Board supported both recommendations. [View report.](#)

Financial Decisions

Golden/Area A Economic Opportunity Fund – Community Forest

In June 2017 the Board approved EOF funding of \$25,000 to the Town of Golden for a Kicking Horse River access study. Due to an inability to engage the desired contractor, funding deadlines and other infrastructure projects the Town of Golden has subsequently withdrawn their request for this EOF funding, and as such the \$25,000 commitment will be rescinded from the Golden and Area A Economic Opportunity Fund. The Town of Golden is now moving forward with an application to the Rural Dividend fund for a feasibility study to determine the viability of a Community Forest, which helps to diversify local economies, creates employment opportunities, and encourages community participation. The Rural Dividend fund application requires a \$15,000 contribution by the applicants. [View report.](#)

Revelstoke/Area B Economic Opportunity Fund– Telus Insights Data Collection Project

The Board approved an EOF application in the amount of \$55,000 for this project which is intended to provide population data for the community, which will allow for more effective tourism marketing and ability to attract tourists. In addition, the data will provide a better understanding of factors influencing the future workforce, including housing, policing, transportation infrastructure, sanitation infrastructure, parking infrastructure, and lifestyle amenities. [View report.](#)

National Disaster Mitigation Program Grant Application

BCG Engineering Inc. recently approached the CSRD and identified the NDMP grant program and their interest in building on the work conducted in the Thompson Watershed to extend to the Columbia Watershed located in Electoral Areas A, and B. The work conducted through this risk assessment will identify landslide and flood risk to properties in order to guide future mitigation projects funded through other grant streams. This information could also be used to guide future planning, policy and regulation decisions. The Board approved staff to apply for mitigation grant for up

to \$300,000, and, subject to the approval of this grant, the CSRD will enter into an agreement with BCG Engineering to conduct this risk assessment. [View report.](#)

Grant in Aid – Exception from Policy

The Board agreed to waive Grant in Aid Policy No. F-30 with respect to application dates; applications going to the Board within the three months leading up to a Local Government Election; and, the Post-application provisions for prior applications to consider an application from the Blind Bay Community Society for emergent work needed to be completed at the Blind Bay Memorial Hall in the amount of \$55,000. [View report.](#)



LAND USE MATTERS

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) LC2553C (Roy Johnston) – 2790 Notch Hill Road, Balmoral

The owner is proposing to use a 1.7 ha. portion of the subject property comprising a localized depression on the site as a receiving area, storage and evaporation lagoon for household septic and holding tank disposal of effluent, as operated by Reliable Septic Ltd. The Board agreed with staff recommendation and the application will now be forwarded to the Agricultural Land Commission recommending refusal of the application non-farm use status. [View report.](#)

Electoral Area C: Agricultural Land Commission (ALC) Application Section 20(3) - Non-Farm Use in the Agricultural Land Reserve (ALR) LC2556 (Schaafsma) – 1738

White Lake Road, Carlin

The owner is proposing to use a 1.2 ha. portion in roughly the northeast corner of the subject property to re-instate a previously approved and operating log home construction business, that was discontinued in 2013. The Board agreed with staff recommendation and the application will now be forwarded to the Agricultural Land Commission recommending approval of the application non-farm use status. [View report.](#)

Development Variance Permits (DVP)

Electoral Area E: Development Variance Permit No. 2000-74 (Riddoch) – 643

Swansea Point Road, Swansea Point

The Board last reviewed this property at its December 2, 2016 Board meeting as a bylaw amendment application (BL2067). The original proposal was for a site specific amendment that would recognize the existing uses on the property including a single family dwelling, RV trailer, and bunkhouse as well as permit variances to various setbacks of some of the buildings. The Board gave second reading of BL2067 at the December 2nd Board meeting and delegated a public hearing, however, staff recommended to the Board that prior to scheduling a public hearing, the owners would need to submit to staff an assessment from a qualified professional for connection of the RV trailer to the existing septic system on the property. Over the last year and a half the owners strove to meet this requirement but were unable to do so and therefore, decided to remove the RV trailer from the property and decommissioned the bunkhouse. With these changes, the property is no longer in contravention regarding uses and maximum number of dwellings permitted; the owners withdrew their bylaw amendment application. Some of the buildings on the property still have setback issues and so a Development Variance Permit (DVP) file was opened to address the setbacks. The Board approved the issuance of the permit. [View report.](#)

Zoning Amendments

Electoral Area B Zoning Amendment (Eagle Pass Heliskiing) Bylaw No. 851-12 – 3451 Trans-Canada Highway, Revelstoke

This application proposes to add a special regulation which would apply to a portion of the subject property and is intended to clarify existing uses on the subject property related to two heli-tourism operations including heli-tourism day lodge, guest lounge and staff accommodation. The proposed bylaw amendment would also add new definitions related to these uses. A public hearing was held on June 20th, 2018 to hear representations from the public regarding the proposed bylaw amendment. The Board supported staff recommendation to give the amendment third reading and withhold the adoption of the bylaw amendment until the applicant provides sufficient documentation regarding the Eagle Pass day lodge water system. [View report.](#)

Electoral Area E: Rural Sicamous Land Use Amendment (Ridloch) Bylaw No. 2067 – 643 Swansea Point Road, Swansea Point

Bylaw No. 2067 was given First Reading on September 17th, 2016. The Board gave second reading, as amended, and delegation of a public hearing at its December 2, 2016 Board meeting. At that meeting, staff recommended to the Board that prior to scheduling a public hearing, the owners would need to submit to staff an assessment from a qualified professional for connection of the RV trailer to the existing septic system on the property. Over the last year and a half the owners strove to meet this requirement but were unable to do so and therefore, decided to remove the RV trailer from the property and decommissioned the bunkhouse. With these changes, the property is no longer in contravention regarding uses and maximum number of dwellings permitted, therefore, the owners withdrew their bylaw amendment application. The Board endorsed staff recommendation that the readings given to Bylaw No. 2067, and the resolution to delegate a Public Hearing, be rescinded. [View report.](#)

Electoral Area F: Anglemont Zoning Amendment (Anglemont Estates Golf Course Ltd.) Bylaw No. 650-13 – 7838 Golf Course Road, Anglemont

The owner has applied for a zoning text amendment to permit an existing upper floor dwelling unit as a permitted use in the P-4 zone in Anglemont Zoning Bylaw No. 650 for the subject property only. A new definition for Golf Course is proposed to be included in Bylaw No. 650 to help clarify what uses are permitted with golf course use. After first reading but before referrals were sent out, the owner indicated that they would like to ensure that a tennis court use may be permitted as a use at the Anglemont Estates Golf Course property. Public Assembly Facility is already a permitted use within the P-4 Recreation zone. For clarity, staff is proposing to include "recreation" in the Public Assembly Facility definition in Bylaw No. 650. Agency referrals were then sent out. Staff indicated on the referral forms that agencies may also consider a potential amendment to the definition of Public Assembly Facility in their review and that this amendment would be presented to the Board at second reading, as amended for consideration and review. The Board gave the bylaw second reading, as amended, and delegated a public hearing. [View report.](#)

NEXT BOARD MEETING

Thursday, August 16, 2018 at 9:30 AM

CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm, BC



Item 16.1

CITY OF SALMON ARM

Date: August 13, 2018

R. Currie – letter dated July 4, 2018 – Refugee Family
Deferred Motion 0336-2018 from July 23, 2018 Regular Council Meeting

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



Dr. Richard Currie
2291 1st Avenue SE
Salmon Arm, BC, V1E 1K1
250-517-9553
RichardACurrie@gmail.com

July 4, 2018

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

Dear Mayor Cooper and Council,

We are three families in Salmon Arm who have privately sponsored a refugee family from the Central African Republic. Moussa, his wife and six children will be arriving in Salmon Arm on August 1st. Moussa is a nurse who has worked with both myself (local family and ER physician) and Daniela Widmer (local community care nurse) when we volunteered with Doctors Without Borders / MSF in the Central African Republic in 2009-2010. After our departure, with the outbreak of civil war, Moussa and his family had to flee their home in the Central African Republic for Cameroon. We are very excited that they will be arriving in Canada soon!

We have heard that in the past, City Council has generously donated transit passes to some of our recent newcomer families from Syria. As we explore all of our options to support Moussa and his family, I am writing to ask if a similar offer might still be possible?

Thanks kindly for your time and consideration.

Sincerely,

Richard Currie
(and fellow sponsors Callum Reid, Nadia Widmer, Alyson Stone, Daniela Widmer, & Damien McCombs)

10. CORRESPONDENCE1. Informational Correspondence2. R. Currie – letter dated July 4, 2018 – Refugee Family

0336-2018

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: Council approve, in principal, granting transit passes to the Algoni Moussa family for 1 year pending determination of the cost and collaboration with the Rotary club and/or Immigration Services.

0337-2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: motion 0336-2018 be deferred to a Regular Council Meeting of August 13, 2018

CARRIED UNANIMOUSLY

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Item 19.1

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: Development Permit No. 420 be authorized for issuance for Lot 5, Section 14, Township 20, Range 20, W6M, KDYD, Plan 5725 (791 - 5 Street SE) in accordance with the drawings dated June 5, 2018 and attached in Appendix 6 of the staff report dated July 30, 2018;

AND THAT: Development Permit No. 420 include the following variance to Zoning Bylaw No. 2303:

1. Section 9.9.4 - reduce the west exterior side parcel line setback adjacent to an access route from 2.0 metres to 0.4 metres for a portion of Units 7 and 8 in accordance with the drawings dated June 5, 2018 and attached in Appendix 6 of the staff report dated July 30, 2018;

AND FURTHER THAT: Issuance of Development Permit No. 420 be withheld subject to Receipt of an irrevocable Letter of Credit in the amount of 125% of a landscaper's estimated for completion of the landscaping plan.

[DP-420; Reimer, R. & Reimer, R.; 791 - 5 Street SE; Multi-Family Residential]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: July 30, 2018

Subject: Development Permit Application No. DP-420 (Multi Family Residential)

Legal: Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 5725

Civic: 791 5 Street SE

Owner / Applicant: Reimer, R. & R.

MOTION FOR CONSIDERATION

THAT: Development Permit No. 420 be authorized for issuance for Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 5725 (791 5 Street SE) in accordance with the drawings dated June 5, 2018 and attached in Appendix 6 of this memorandum;

AND THAT: Development Permit No. 420 include the following variance to Zoning Bylaw No. 2303:

1. Section 9.9.4 – reduce the west exterior side parcel line setback adjacent to an access route from 2.0 metres to 0.4 metres for a portion of Units 7 and 8 in accordance with the drawings dated June 5, 2018 and attached in Appendix 6 of this memorandum;

AND FURTHER THAT: Issuance of Development Permit No. 420 be withheld subject to Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

BACKGROUND

The subject parcel is located at 791 5 Street SE (Appendix 1 and 2). The approximate 0.28 hectare parcel currently contains a single family dwelling which is to be removed. The parcel is designated as High Density Residential land in the Official Community Plan (OCP) Bylaw (Appendix 3), and has recently been under Council's consideration in February / March 2018 with approval granted to rezone the parcel to R4 Medium Density Residential in the Zoning Bylaw. Site photos are attached as Appendix 4.

This application is to permit the development of 4 multi family residential buildings with a total of 8 residential units, as described in the letter (Appendix 5) and shown in the proposed Development Permit drawings attached as Appendix 6.

COMMENTS

Building Department

No limiting distance concerns and fire department access should be satisfactory.

Fire Department

No fire department concerns.

Engineering Department

No concerns. Engineering comments are attached as Appendix 7.

Design Review Panel

With the proposal for City Centre Commercial development, the application was referred to the Design Review Panel (DRP) for review. The Panel was supportive of the proposal as presented, and appreciative of the general proposal and specific design. The July 19, 2018 DRP meeting minutes are attached as Appendix 8.

Planning Department

The proposed development is subject to the guidelines of the "Residential Development Permit Area" as described in the section 8.4 of the OCP, suggesting characteristics under the topics of siting and building, landscape and screening guidelines, as well as access, circulation and parking area.

Siting and Building

The applicant is proposing an 8 unit multi family development in the form of 4 residential buildings, each with 2 units. The proposed buildings as illustrated would have footprints of approximately 140 to 180 square metres each and are generally comprised of 3 storeys to a height no taller than 10 metres (under R4 zoning, the maximum height can be increased up to 13 metres with the inclusion of specified special amenities). The heights proposed are aligned with the maximum permitted height in the R1 zone, and are substantially consistent with developments in the area.

The buildings are generally distributed along the north, west and east parcel boundaries following the irregular shape of the parcel. The 3 building designs are aligned in a contemporary style with varied facades and linear rooflines reasonably unified on all elevations and providing visual interest. High quality materials are incorporated with proposed cladding featuring wood, fiberboard, and metal siding.

A variance is requested to reduce the exterior side parcel line setback adjacent to the access route from 2 m to 0.4 m to accommodate the western portions of the building containing Units 7 and 8 as shown in Appendix 6. Unit 7 is 0.4 m from the access route at the northwest corner and 0.8 m at southwest corner, while Unit 8 is 1.6 m at the northwest corner and 2 m at its southwest corner. Staff have no concerns with this request considering: the relatively small distance requested, the adjacent access route orientation, and as it is a variance internal to the proposed development there appears to be limited potential for impact on adjacent developments. No further variances are requested and the setbacks between the proposed development and exterior parcel lines adjacent other parcels have been achieved.

Landscape and Screening

The landscape plan has been completed in alignment with the OCP guidelines. The landscape plan prescribes perimeter plantings along the parcel lines, including Pin Oak trees, reducing the impact of the proposed development on adjacent parcels. Surface parking is broken up and screened with landscaping, while screening is also proposed for the garbage/recycling collection. Furthermore, fencing is proposed along all interior parcel lines which will serve to screen the development from the adjacent properties. The estimate for landscaping is roughly \$38,160 and includes irrigation.

Servicing

Related to landscaping on the site, frontage improvements to the Urban Collector Road (RD-3) standard are required. Due to the narrow portion of frontage a 100% cash in lieu payment would be acceptable.

Access, Circulation and Parking Area

Vehicle access proposed is via a single shared 7.3 metre wide access route. There are a total of 16 parking stalls proposed (12 are required): 10 parking stalls proposed in garages, with an additional 6 surface parking stalls on site.

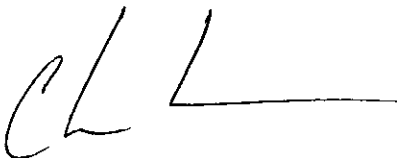
In association with the applicable Zoning amendment application, the applicants have had a consultant complete an Access Suitability Assessment related to 5 Street SE. The assessment concluded that the proposed access meets all safety requirements and that additional traffic flows related to the proposed development would be negligible.

Migratory Birds Convention Act

The Environment and Climate Change Canada's Canadian Wildlife Service (ECCC-CWS) has received reports of active Great Blue Heron (*Ardea herodias*) nests located near the subject parcel. Information on the Migratory Birds Convention Act has been provided to the applicants. While nests do not appear to be on the subject property, the applicants have been in contact with ECCC-CWS and intend to adhere to the Act as required.

CONCLUSION

The applicant is applying for a Development Permit to support a multi family residential development. The proposal aligns with the Development Permit Area guidelines as described in the OCP. Staff recommends approval of Development Permit No. 420 and the associated variance.

A handwritten signature in black ink, appearing to read 'CL', followed by a horizontal line.

Prepared by: Chris Larson, MCP
Planning and Development Officer

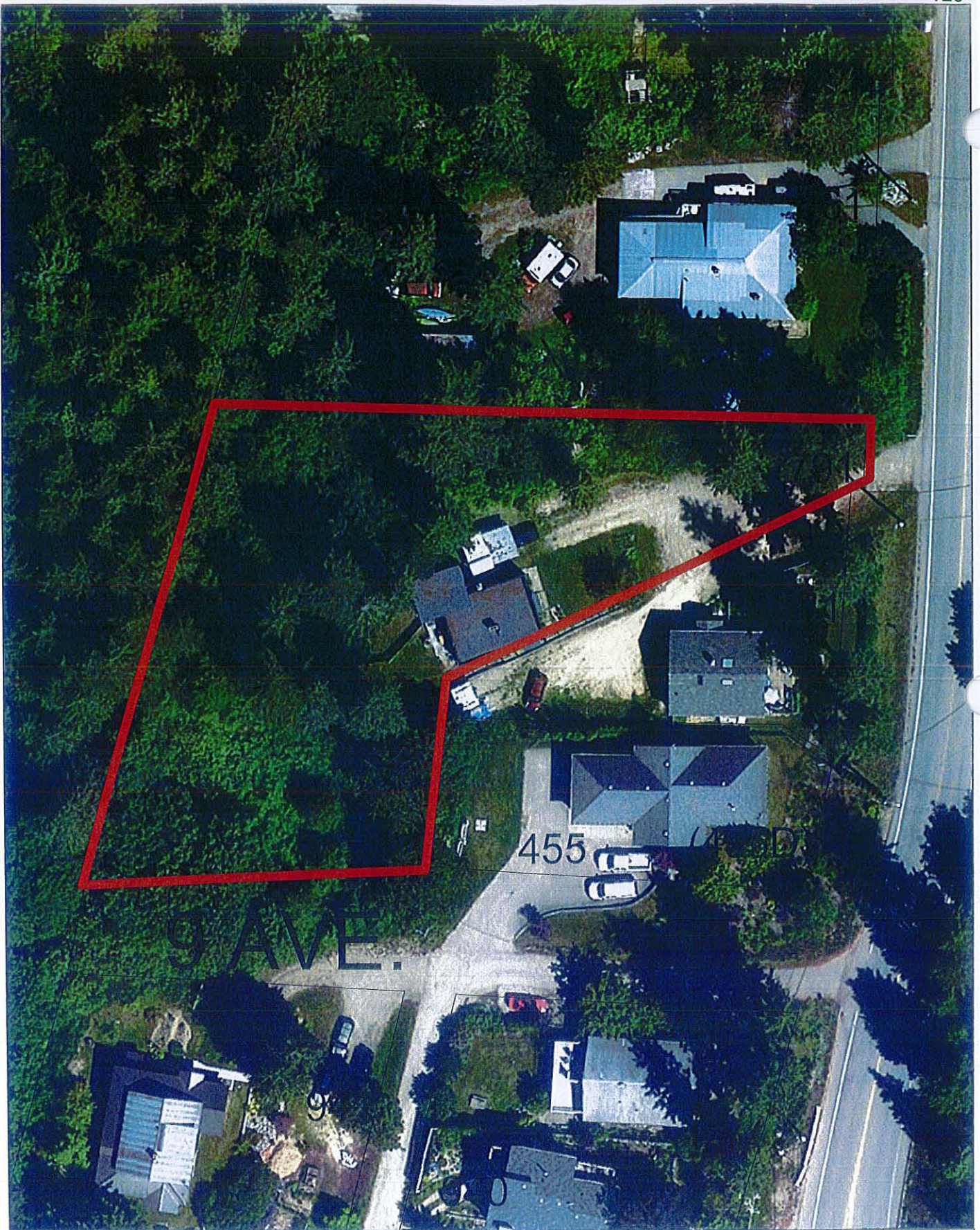
Reviewed by: Carl Bannister, C.A.O.



0 50 100 200 300 400 Meters



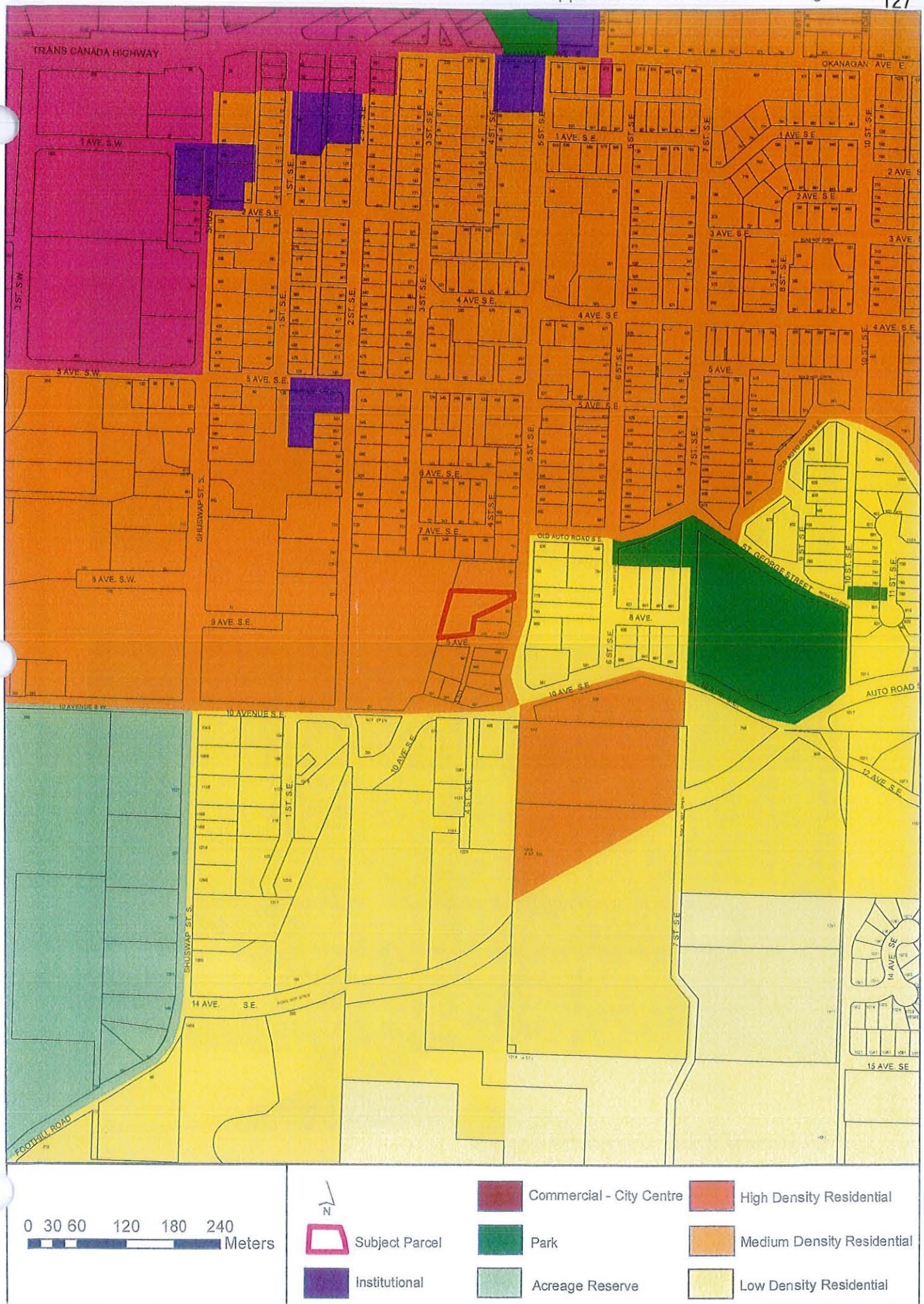
Subject Parcels



0 5 10 20 30 40 Meters



Subject Parcels





View southwest of subject parcel from 5 Street SE, showing neighbouring home and shared access.



View northwest of subject parcel from 9 Avenue SE.



MARC A. LAMERTON, Principal
Architect AIBC
B.A., M.Arch., LEED AP

June 5, 2018

**To: City of Salmon Arm
Development Services Department
Box 40, 500 – 2nd Avenue N.E.
Salmon Arm, BC, V1E 4N2**

**Re: Development Permit Application – ‘Hillcrest Place’ – (791, 5th Street S.E.)
Design Rationale**

The proposed development at the above noted address involves the construction of 8 semi-detached units in 4 duplex clusters. The consultant team worked closely with the Owner to develop a site plan that addressed the irregular-shaped lot, the sloped topography, and the concerns of the neighbours.

Overall, the project is consistent with the vision of the Official Community Plan (OCP), which calls for higher density development in this part of Salmon Arm, near the downtown. Because of the irregular property shape, the proposal does not achieve the maximum allowable R-4 density of 11 (or the R-5 density of 28). However, we feel it meets the intent of the OCP, while still offering a residential development with sensible access and sufficient open space.

The project entrance is from 5th St SE and an Access Route - limited to 90m in length - serves the units. Fencing (6' high) will follow the property lines, providing basic privacy for neighbours and for residents of the proposed development. Landscaping – as per the Landscaping Plan – has been included at the backs and sides of the units and along the Access Route as means to soften the hard surfaces and building edges and to replace vegetation in the open spaces.

The design approach for the duplexes is inspired by the urban townhome typology – it is decidedly contemporary, but includes shapes, materials, and details that add character to the project streetscapes and to the neighborhood. There is an intentional consistency with the expression of the different unit types, yet each is unique, creating a diverse environment for the residents. Where possible, an attempt was made to organize the designs to minimize the impact on adjacent single-family properties. (For instance, Unit Type B steps away from the north property line – as seen in the East/West Elevation on drawing A05).

The floor plans are varied in such a way as to provide unit types that could appeal to a range of potential buyers – from retirees looking to down-size property and be closer to the downtown, to young families looking for a more affordable housing option that is new and low-maintenance.

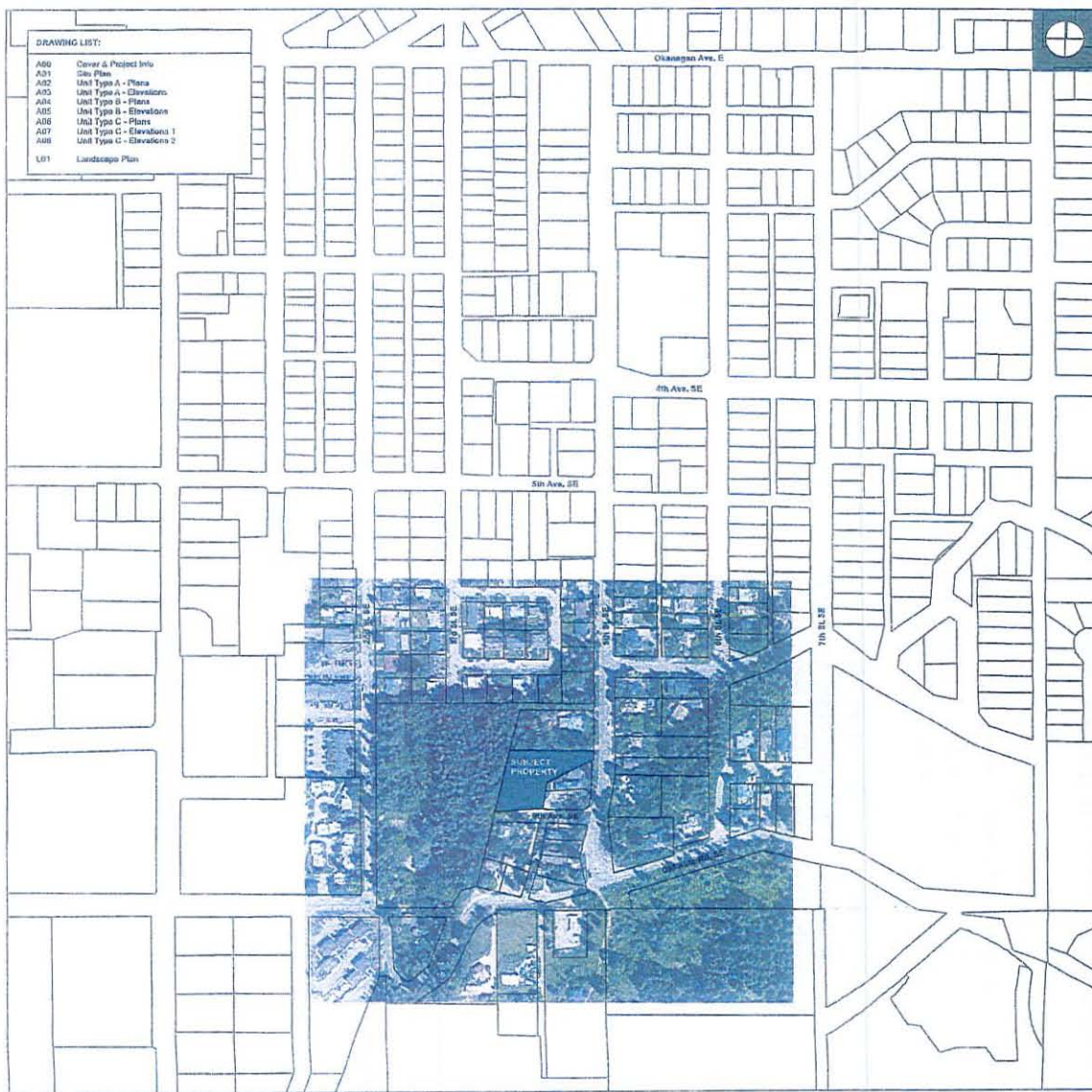
Should you have any questions regarding the proposed development, please do not hesitate to contact me.

Yours very truly,

Marc Lamerton, Architect AIBC
B.A., M.Arch., LEED AP

T 250-515-4801
E marc@malarchitect.ca
W www.malarchitect.ca

P.O. Box 2350
416B – 4th St. NE
SALMON ARM, BC, V1E 4R3



DRAWING LIST:

A00	Cover & Project Info
A01	Site Plan
A02	Unit Type A - Plans
A03	Unit Type A - Elevations
A04	Unit Type B - Plans
A05	Unit Type B - Elevations
A06	Unit Type C - Plans
A07	Unit Type C - Elevations 1
A08	Unit Type C - Elevations 2
L01	Landscape Plan

PROJECT DATA:

Civic Address:
791 - 5th St. SE, Salmon Arm, BC

Legal Description:
Lot 5, Plan 6725, Sec. 14, T4, R1, N16, W46, K1Y1B

Site area:
2,870.0sqm (69.802a)
0.209 acres

OCP Designation:
High Density Residential

Zoning:
R4 (Medium Density Residential)

Allowable Density:
18.7 units / acre = 11 units / Proposed 8 units

Allowable Parcel Coverage:
95% / Proposed 28.3%

Maximum Building Height:
13.0m (32.8ft) for Height of Buildings
Proposed = 10.0m (32.8ft)

Setbacks:

Front Yard	2.0m (6.6ft)
Rear Yard	5.0m (16.4ft)
Side Yard (Interior)	1.0m (3.3ft)
Side Yard (Exterior)	5.0m (16.4ft)

Site Separation Between Residential Buildings on Same Lot

- If not more than one story = 1.0m (3.3ft)
- If more than one story = 2.0m (6.6ft)

PROJECT SUMMARY:

Unit Totals:
4 x Duplex (2)
= 8 Units

Unit Types:

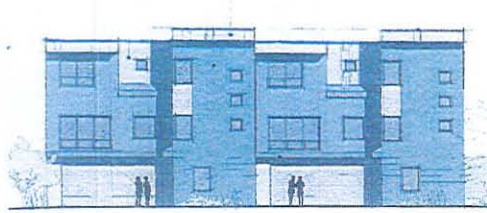
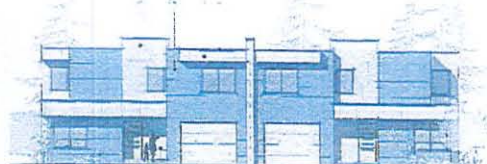
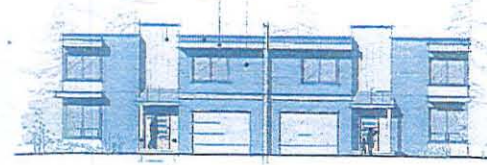
Units 1-4
Footprint = 70sqm per unit (753.5sf) + Garage
Living Spaces on Main Floor
Bedrooms On Upper Floor
Walk-Out Basement
Approx. Gross Floor Area 222.2sqm (2,392sf)

Units 5-8
Footprint = 91sqm (982sf) + Garage
Living Spaces + Master Suite on Main Floor
Extra Bedrooms / Den Upstairs
Approx. Gross Floor Area 234.6sqm (2,539sf)

Units 7-8
Footprint = 78sqm (848sf), including Garage
Living Spaces on Second Floor
Bedrooms On Third Floor
Approx. Gross Floor Area 196.4sqm (2,144sf)

Parking:
Required = 1.5 Stalls / Unit = 12
Proposed = 16 (Units 1-4 with 1-Car Garage, Units 7-8 with 2-Car Garage, plus 6 Carports)

Driveway Area:
Approx. 737sqm (7,932sqft)





ISSUE **DATE**

Revised for 2019	10/11/2019
Revised for 2020	10/11/2020
Revised for 2021	10/11/2021

DRAWN BY: JLS

DATE: June 2019

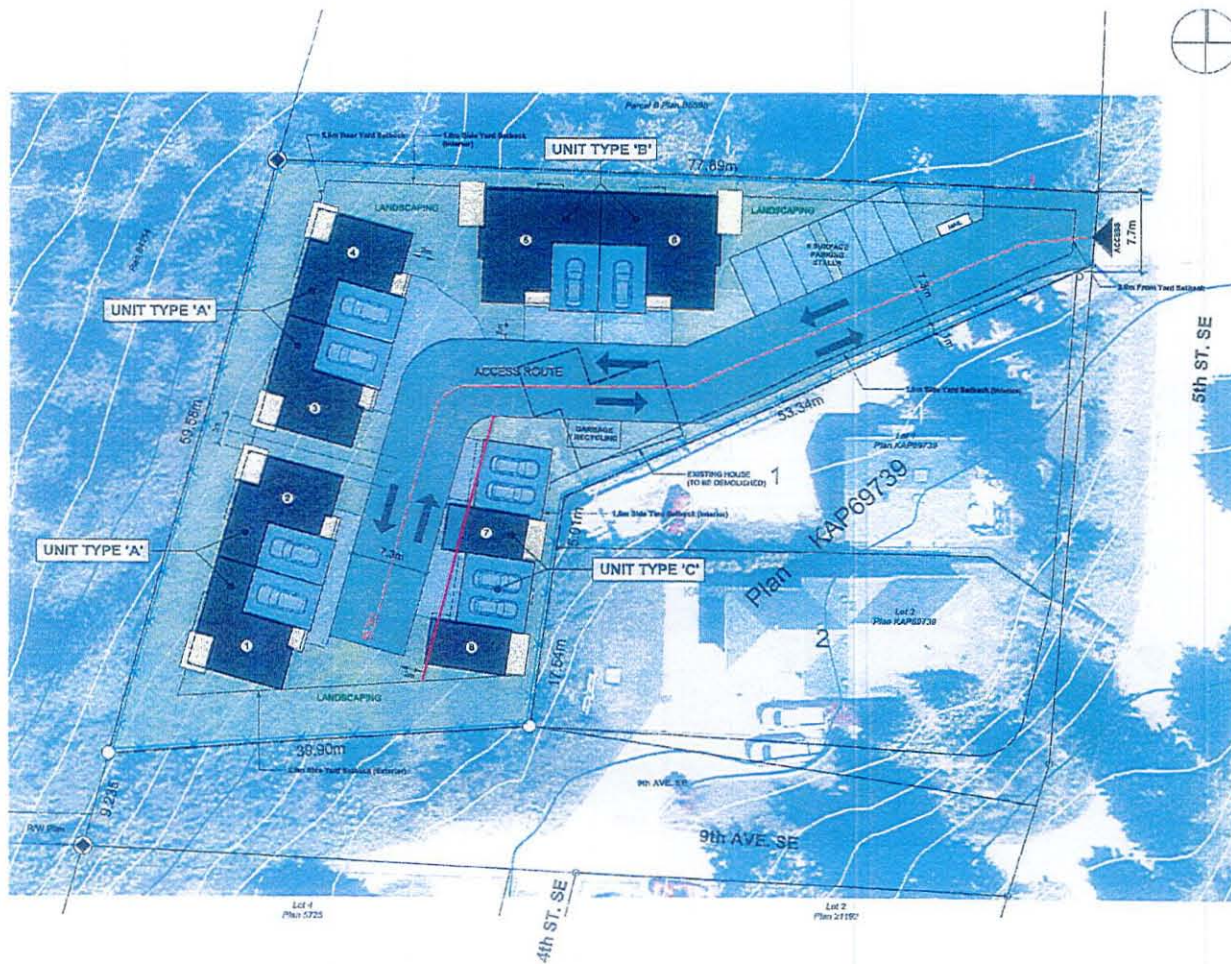
SCALE: 1:100 (1" = 12')



PROJECT:
'Hillcrest Place'
Residential
Development
791 - 5th Street SE,
Salmon Arm, BC

DRAWING TITLE:
**COVER & PROJECT
INFO**

DRAWING NO:
A00



- SITE PLAN NOTES**
1. See Civil drawings for site access, servicing and grading information.
 2. See Landscape drawings (and Plant List) for landscape design.
 3. Exact alignment of unit driveways and walkways to be determined.
 4. Fencing to be provided at property line - to be 2.0m in height, up to 6.0m of the front property line (5th St. SE).

ISSUE	DATE
Issued For the Design	May 07 2018
Revised For the Design	Jun 14 2018
Design/Construction Phase	June 5 2018

DRAWN BY: PL

DATE: June 2018


SCALE: 1:200

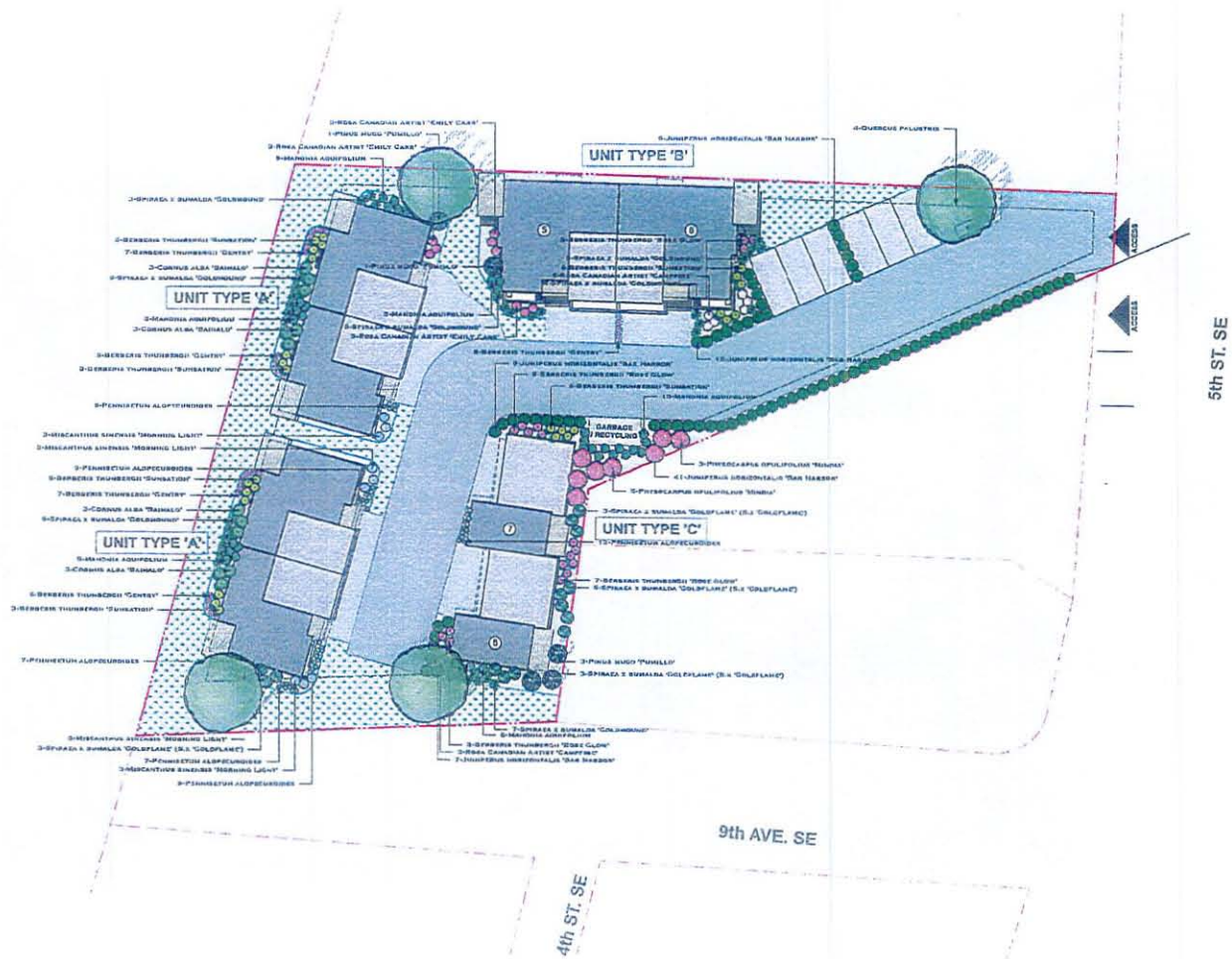
NO. 904220
 1115 - 100 St. N.E.
 SURREY, B.C. V4N 1G3
 T: 604.511-4800
 F: 604.511-4801
 WWW.AARCHITECT.COM

PROJECT:
'Hillcrest Place'
 Residential Development
 791 - 5th Avenue SE
 Surrey, BC

DRAWING TITLE:
 SITE PLAN

DRAWING NO.:
 A01

	
ISSUE	DATE
1.0	08/01/2014
DRAWN BY: EY	
DATE: 08/01/2014	
SCALE:	
	
PROJECT: Multi-Unit Residential Development 741 - 5th Street SE Salmon Arm, BC	
 ERIC REYNARD Landscape Architect Eric Reynard HESLA CMLA 1100 10th Street SE - Salmon Arm, BC V1E 1Y1 Phone: 250-832-1171 / eric@reynard.ca	
DRAWING TITLE:	
LANDSCAPE PLAN	
DRAWING NO:	
L01	





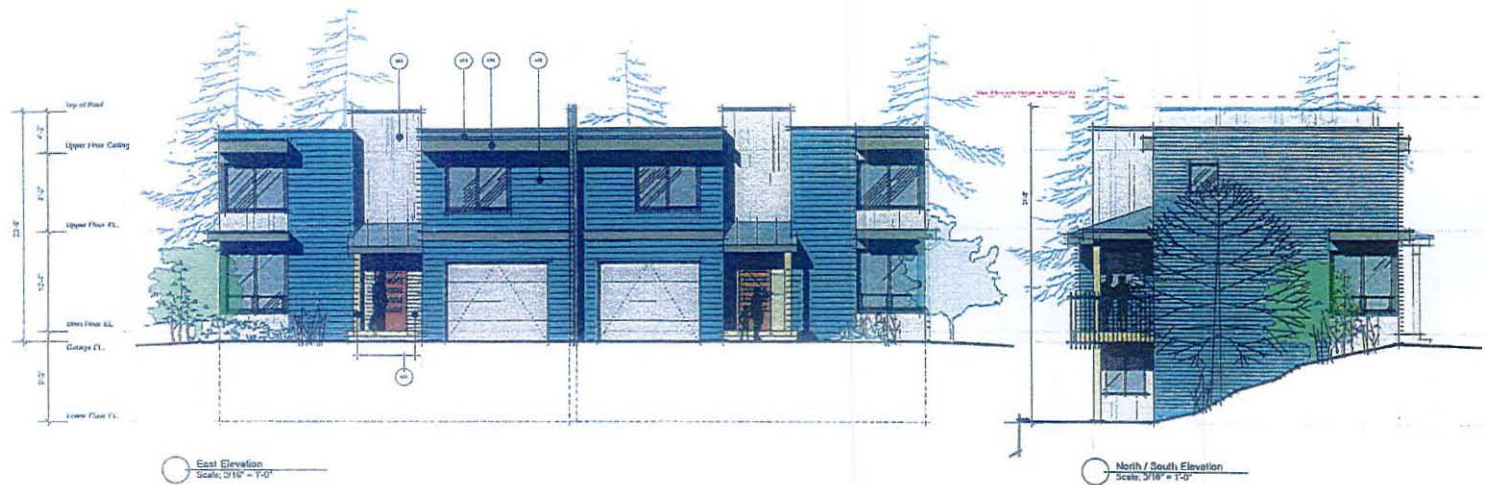
ERIC REYNARD
Landscape Architect

HILLCREST PLACE

Jun 4, 2018

QTY	BOTANICAL NAME	COMMON NAME	SIZE
TREES			
4	Quercus palustris	Pin Oak	7cm cal
SHRUBS			
29	Berberis thunbergii 'Gentry'	Royal Burgundy Japanese Barberry	#2 pot
18	Berberis thunbergii 'Rose Glow'	Rose Glow Japanese Barberry	#2 pot
27	Berberis thunbergii 'Sunsation'	Sunsation Japanese Barberry	#2 pot
12	Cornus alba 'Baihalo'	Ivory Halo Dogwood	
75	Juniperus horizontalis 'Bar Harbor'	Bar Harbor Juniper	#1 pot
36	Mahonia aquifolium	Oregon Grape Holly	#1 pot
2	Miscanthus sinensis 'Morning Light'	Morning Light Maiden Grass	#1 pot
50	Pennisetum alopecuroides	Fountain Grass	#1 pot
5	Pinus mugo 'Pumillo'	Dwarf Mugo Pine	#5 pot
8	Physocarpus opulifolius 'Mindia'	Coppertina Ninebark (R)	#2 pot
9	Rosa Canadian Artist 'Campfire'	Campfire Canadian Artist Rose	#2 pot
9	Rosa Canadian Artist 'Emily Carr'	Emily Carr Rose	#2 pot
	Rosa 'JP Connell'	JP Connell Explorer Rose	#2 pot
14	Spiraea x bumalda 'Goldflame' (S.x 'Goldflame')	Goldflame Spiraea	#2 pot
36	Spiraea x bumalda 'Goldmound'	Goldmound Burnald Spirea	#2 pot

No substitutions without written permission of the Landscape Architect.



Type A - Elevations (Units 1-4)

MATERIAL LEGEND:
 M1 - Corrugated Metal Cladding - Western Metals 'Stone Grey'
 M2 - Cement Fibersboard Siding - HardiePlank Smooth Siding 'Southbay Blue'
 M3 - Prefinished Steel
 M4 - Painted Wood
 M5 - Vertical Wood Siding or Cladding - Clear Stain



PRELIMINARY

REVISION	DATE
1. Initial Design	06/01/17
2. Final Design	06/01/17
3. Construction	06/01/17
4. Final	06/01/17



PROJECT:
 'Hillcrest Place'
 Residential Development
 281 - 5th Street S.E.
 Salmon Area, BC

DRAWING TITLE:
 ELEVATIONS

DRAWING NO:
 A03



Type B - Elevations (Units 5-6)

MATERIAL LEGEND
 (S1) - Extruded Metal Cladding - Vertical Siding "Stone Gray"
 (S2) - Cement Fiberboard Siding - Horizontal Siding "Smooth Gray"
 (S3) - Pre-Finished Metal
 (S4) - Painted Wood
 (S5) - Vertical Wood Siding or Cladding - Clear Glaze



PRELIMINARY

ISSUE DATE

Revised for the Client

Revised for the Client

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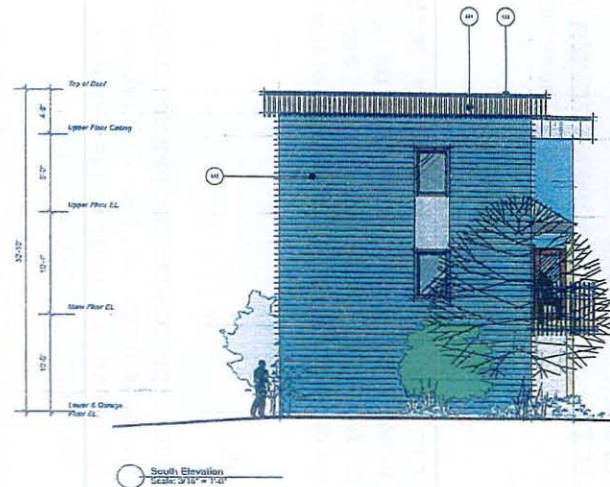
Revised for the Client

Revised for the Client



Type C - Elevations (Units 7-8)

MATERIAL LEGEND:
 M1 - Corrugated Metal Cladding - Western Metals 'Stone Gray'
 M2 - Cement Fibersboard Siding - HardiePlank Smooth Siding 'Dustfree Blue'
 M3 - Pre-Finished Metal
 M4 - Painted Wood
 M5 - Vertical Wood Siding or Cladding - Clear Stain



ISSUE Issue 1 of 1 Prepared by: J. Smith Drawn by: J. Smith Date: 1/1/2018	DATE 1/1/2018 1/1/2018 1/1/2018
DRAWN BY: J. Smith DATE: 1/1/2018 SCALE: 3/16" = 1'-0"	
PROJECT: 'Hillcrest Place' Residential Development 791 - 1st Street SE, Salem, OR	
DRAWING TITLE: ELEVATIONS	
DRAWING NO.: A08	



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

TO: Kevin Pearson, Director of Development Services
 DATE: 31 July 2018
 PREPARED BY: Chris Moore, Engineering Assistant
 OWNER: Reimer, Roderick, 929 Musgrave Road, Enderby, BC V0E 1V3
 APPLICANT: Owners
 SUBJECT: **DEVELOPMENT PERMIT APPLICATION NO. DP-420**
 LEGAL: Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 5725
 CIVIC: 791 – 5 Street SE

Further to your referral dated 19 June, 2018, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Development Permit; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties to be serviced completely by underground electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of development 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.

DEVELOPMENT PERMIT APPLICATION NO. DP-420
31 July 2018
Page 2

9. For the off-site improvements at the time of development/building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads / Access:

1. 5 Street SE, on the subject properties eastern boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 5 Street SE is currently constructed to an Interim Collector Road standard. Upgrading to an Urban Collector Road Standard is required, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs. In consideration of the narrow frontage onto 5 Street NE, this upgrade is premature at this time. A 100% cash in lieu payment towards future upgrading will be accepted. Owner / Developer is responsible for all associated costs.
3. 9 Avenue SE, on the subject properties southern boundary, is designated as a Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 9 Avenue is only 9.2m wide at the west end, however no additional dedication will be required since the existing grade is too steep to construct a road to City standards. For this reason, the full upgrade of 9 Avenue SE will not be required, however existing road drainage issues will need to be addressed.
4. 851 5 Street SE currently shares an access with the subject property. A reciprocal access easement will be required to protect the access of 851 5 Street SE.
5. Owner / Developer is responsible in ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
6. The conclusions of the Franklin Engineering Traffic and Access Assessment are that the proposed access meets all safety requirements and that additional traffic flows on 5 Street SE will be negligible. The Engineering Department agrees with these conclusions. However, the report does also recommend that vehicles should be able to turn onsite to prevent exiting the driveway in reverse. A suitable turn-around should therefore be provided onsite to allow all vehicles to turn and exit in a forward direction. This would also permit the strata to opt in to the City's Garbage and Recycling Program.

DEVELOPMENT PERMIT APPLICATION NO. DP-420

31 July 2018

Page 3

Water:

1. The subject property fronts a 150mm diameter Zone 1 watermain on 5 Street SE. No upgrades will be required at this time.
2. The subject property fronts on 9 Avenue SE where no watermain is currently constructed. Since extending a watermain along 9 Avenue SE is premature at this time, a 100% cash contribution for the future construction of a watermain across the frontage on 9 Avenue SE will be required.
3. The property is to be serviced by a single water service connection, adequately sized to satisfy the proposed use. Strata lots shall have individual water meters that will be supplied by the City at the time of Building Permits. Owner / Developer is responsible for all associated costs.
4. Records indicate that the existing property is serviced by a 12.5mm service from the 150mm diameter watermain on 5 Street SE. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer located on 5 Street SE and a 150mm diameter sanitary sewer located on 9 Avenue SE. Upgrading to a minimum 200mm diameter will be required across the frontage of the property on 9 Avenue SE.
2. The property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 5 Street SE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 600mm diameter storm sewer located on 5 Street SE and a 300mm diameter storm sewer located on 5 Street SE. There is no storm sewer located on 9 Avenue SE. Since 9 Avenue SE is not required to be upgraded, the provision of a storm sewer across the frontage of the property is not required. The owner / developer is however required to provide a storm water system to address existing flows on 9 Avenue, to prevent

DEVELOPMENT PERMIT APPLICATION NO. DP-420
31 July 2018
Page 4

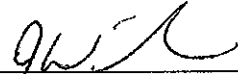
these discharging onto private property. Owner / Developer is responsible for all associated costs.

2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed lot shall be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Geotechnical:

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


Chris Moore
Engineering Assistant


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



CITY OF SALMON ARM
DESIGN REVIEW PANEL MINUTES

July 19, 2018
Room No. 100, City Hall

Present: Bill Laird (Panel Chair)
Paul Burrows (Panel Member)
Dennis Lowe (Panel Member)
Trent Sismey (Panel Member)
Marc Lamerton (Applicant DP-420)
R & R Reimer (Applicants DP-420)
Chris Larson (Planning and Development Officer)

Application: Proposed High Density Residential Development at 791 – 5 Street SE
Development Permit Application No. DP-420

The meeting was called to order at 2:01 p.m.

Development Permit Application No. DP-420

The Applicant summarized the proposal, referring to the site plans and building elevations, providing background information and an explanation of the rationale of building siting and design, as well as site access. It was noted that no height variance is being requested, however a variance for reduced setback from the internal access lane for one of the buildings has been asked for. The Applicant further clarified their intent to install panel fencing.

Panel members discussed the proposal. The DRP was complimentary of the building design and materials presented. The variance requested is considered to be reasonable and the need for this form of housing was noted. The DRP is supportive of the proposal.

Panel Recommendation

THAT the application drawings under review for application DP-420 be supported noting that the DRP is appreciative of both the general project and specific design given the local need for this form of housing.


Bill Laird, Panel Chair

Item 20.1

CITY OF SALMON ARM

Date: August 13, 2018

Street Solicitation Prevention Bylaw No. 4273 Public Input

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



Report from the Director of Development Services

TO: Her Worship Mayor Cooper and Members of Council

DATE: June 5, 2018

SUBJECT: Proposed Street Solicitation Prevention Bylaw No. 4273

MOTION FOR CONSIDERATION

That: Street Solicitation Prevention Bylaw No. 4273 receive first and second readings;

And Further That: Third and Final Readings be withheld subject to a Public Hearing.

BACKGROUND

At its January 15, 2018 meeting, Council requested a staff report on the topic of street soliciting.

The issue was discussed last year by the Social Impact Advisory Committee (SIAC) after Downtown Salmon Arm (DSA) received complaints from several merchants who expressed concerns about increased soliciting and nuisance activities in front of their businesses. City staff met with City Council, the SIAC, DSA Board and staff, and local RCMP members on several occasions to discuss the issue.

When Council reviewed the information and background report by the undersigned at the February 26, 2018 Council meeting, staff was directed to draft a bylaw to regulate street solicitation activities and to model the bylaw on ones in effect in Kelowna and Kamloops, along with the intent of the bylaw to be an extension to the Provincial Safe Streets Act.

The majority of solicitation activity occurs along Alexander Street between Hudson Avenue and Lakeshore Drive NE.

PROPOSED BYLAW

Proposed Bylaw No. 4273 (attached) is similar to the bylaws in Kamloops and Kelowna. It incorporates the term "solicitation" instead of "panhandling" with using more or less the same definition to that in the Safe Streets Act. The definition of solicitation in the proposed bylaw was modified due to recent complaints about some busking activities in the downtown core.

Concerns about busking have been echoed to City staff by some of the DSA Board members and staff, and the Bylaw Enforcement Officer periodically receives complaints. It was determined that the busking activities in question are not programmed or organized in anyway, and some of the actions cross into the realm of street solicitation, are deemed as a nuisance to some members of the public and merchants, and in some rare cases have involved complaints of public harassment.

Under the Safe Streets Act and Criminal Code, it is the RCMP members who deal with matters crossing into harassment. The local RCMP detachment has been responsive the local concerns and has recently increased its on-foot presence in the downtown core.

Section 4 of the proposed bylaw increases the restriction zone of solicitation activities from the 5 m prescribed in the Safe Streets Act to 15 m in proximity to various kinds of businesses and land uses. The proposed 15 m buffer is a greater restrictive zone compared to Kamloops and Kelowna, each with a 10 m proximity to various land uses such as banks and ATMs.

Other types of locations, such as public facilities and plazas, theatres, and restaurants with approved outside seating (e.g. street cafes) are included in the proposed Bylaw.

The penalties of the proposed bylaw are consistent with Kelowna and Kamloops. Should Bylaw No. 4273 be adopted, staff will prepare amendments to the City's Ticket Information Utilization Bylaw. At this time, appropriate ticketing levies have not been contemplated.

COMMUNITY CHARTER

Proposed Bylaw No. 4273 would appear to fall within the scope of the Community Charter which, broadly speaking, allows a municipality as a fundamental power to regulate matters concerning:

- 1) the health, safety or protection of persons or property; and
- 2) the protection and enhancement of the well-being of its community in relation to nuisances, disturbances and other objectionable situations.

These types of bylaws do not require a statutory public hearing, and can in fact receive three readings at a single Council meeting followed by final reading at a subsequent Council meeting without public notification. Staff suggests that proposed Bylaw No. 4273 receive two readings at a single Council meeting, followed by a non-statutory public hearing at a subsequent meeting prior to third and final readings, which could potentially be at the same meeting as the public hearing.

CONCLUSION

Proposed Bylaw No. 4273 is intended to have the effect of increasing the restriction zones for solicitation activities beyond the distance prescribed in the Provincial Safe Streets Act. The idea of having an entire street restricted was contemplated; however, it is determined that doing so would merely displace solicitation activities to other streets. The idea of restricting the entire downtown commercial core could be seen as an over-reach in the context of the Charter of Rights and Freedoms.

Finally, staff remains concerned on the City's ability and capacity to enforce proposed Bylaw No. 4273. Recent examples of the challenges associated with repeated enforcement and court proceedings involving one person in Penticton were noted in the previous staff report. Specifically, potential challenges related to an inability to collect fines, along with the staff time and court costs involved to either collect ticket fines or prosecute as an offence. This bylaw is coming forward as a result of political direction.


 Kevin Pearson, MCIP, RPP
 Director of Development Services

From: Dawn Dunlop [<mailto:dawn.dunlop@cmha.bc.ca>]

Sent: Friday, August 03, 2018 11:42 AM

To: Nancy Cooper; Louise Wallace-Richmond; Alan Harrison; Chad Eliason; Kevin Flynn; Ken Jamieson; Tim Lavery

Cc: Dawn Dunlop; Carl Bannister; Erin Jackson

Subject: Proposed Panhandling Bylaw

As I will be out of town during the public session I wanted to respond to the proposed panhandling bylaw.

Panhandling is a systems issue and in my opinion requires a collective systems response. While I appreciate we want to implement actions to manage the problem, I am also interested in engaging in a dialogue of how we collaboratively work together to be upstream/preventative in our collective action that meets the needs of our community. Panhandling is a poverty, homelessness, mental health and substance use (MH/SU) issue and requires a systems response. Please see comments and recommendations below.

Comments:

- I feel that implementing a fine is criminalizing poverty and is not the solution.
- The bylaw articulates busking, street entertainment, or the displaying of political and religious information is not included; I wanted to provide another viewpoint for you to ponder.
<http://www.heretohelp.bc.ca/visions/criminal-justice-vol2/panhandling-restrictions-in-vancouver>

In this article I noted the comments in relation to corporate panhandling.

"The message is clear: corporate panhandling is acceptable and is welcomed in our city, while begging by the disenfranchised is to be discouraged. It is acceptable for a politician to stop me in the street and ask for my vote, an evangelist for my devotion, a tabloid for my attention, a charitable organization for my money and lost tourist for directions. But it is becoming increasingly unacceptable for a mentally ill, addicted or hungry person on the street to ask me for anything. In other words, it is acceptable to be harassed for global and organized group causes, but not for local and personal ones.

The discrimination and hypocrisy are obvious, and we ought to think of the consequences of legislating against panhandling. Such legislation would be a misguided and short-sighted approach to the problems of poverty, illness and addiction in our society."

- I am aware the current Safe Street Act speaks to a 5 metre zone from certain locations, and our proposed bylaw speaks to 15 metres. This does not solve the problem it just moves it from Alexander Street to another locale.
- BC Housing funds a Homeless Outreach Program throughout the province of BC and for some reason Salmon Arm never received this service. This service is provided in numerous rural communities in BC including Revelstoke, 100 Mile House, Merritt, etc... Even though this program is not directly linked to panhandling it does directly work with individuals that

live in poverty, are homeless or at risk of homeless and may have MH/SU issues and assists those individuals accessing services and supports as well as housing.

www.bchousing.org/housing-assistance/homelessness-services/homeless-outreach-program

- In the fall of 2018 CMHA will be creating a Coalition to End Homelessness in the Shuswap. The landscape of our community is changing, this coalition will explore how we can work better together to end homelessness in our community as well as prevent homelessness from occurring to our community members.
- Besides only addressing the panhandlers, I believe we need to address both sides of the issue, and provide a solution to engage community members wanting to contribute to the solution. As per the city staff report, review the idea of kindness meters. The theory with a kindness meter is that instead of giving funds directly to someone panhandling, the funds from the machines will go to community services to address the issue.

Recommendations:

- The City of Salmon Arm pause and not move forward with implementing the proposed bylaw at this time.
- Continue to use the Safe Street Act, we take the information provided through this public process and hear what our community has to say and then convene a cross-sectoral group to explore this issue and come up with a solution that meets everyone's need.
- While in the above process look at both sides of the panhandling issue, the panhandler and the person giving money and develop a plan of how citizens can be engaged and want to be a part of the solution. And once a plan is developed, implement a communication strategy about this change in our community (i.e. amend the Downtown Salmon Arm brief and include the kindness metre or whatever our action is).
- Advocate to our MLA, BC Housing and the Ministry of Municipal Affairs & Housing to bring the Homeless Prevention/Outreach Program to Salmon Arm, as well as increased shelter services.

Thanks for taking the time in reading my response as well as all the work you do in our community, Dawn.

Dawn Dunlop

Executive Director for CMHA & SILA

Canadian Mental Health Association (CMHA) – Shuswap/Revelstoke

Box 3275, 433 Hudson Ave. NE., Salmon Arm, BC, V1E 4S1

P: 250-832-8477 ext 105 F: 250-832-8410 Email: dawn.dunlop@cmha.bc.ca

www.shuswap-revelstoke.cmha.bc.ca

Shuswap Independent Living Association (SILA)

680 Shuswap Street SE., Salmon Arm, BC, V1E 3K4



August 3, 2018

Erin Jackson,
 Director of Corporate Services
 City of Salmon Arm
 P.O. Box 40, 500 - 2 Avenue NE
 Salmon Arm, BC V0E 4N2
ejackson@salmonarm.ca

Dear Erin Jackson:

RE: Proposed Street Solicitation Prevention Bylaw No. 4273

Thank you for the opportunity to provide comments related to the proposed Street Solicitation Prevention Bylaw. My understanding this bylaw is being proposed to regulate the appropriate use of public space, such that all residents, business owners and visitors to Salmon Arm perceive they and their property are safe and protected. I am not able to evaluate or provide evidence informed comments about whether or not the proposed bylaw is the appropriate regulatory tool.

However, it seems to me the issue of inappropriate use of public space is a visible sign of the much larger issue of poverty and inequity in Salmon Arm, as well as other communities within the Interior Health region. A person's health and well-being (or that of a population) is largely determined by the social conditions they experience over their lifespan. These social conditions are known as the social determinants of health and include conditions such as income, working conditions, early childhood development, education, access to housing and safe, nutritious food, social exclusion, safety net and sense of community belonging, as well as more obvious social barriers due to gender, disability, race and aboriginal status. Due to these social conditions, people experience differences in accessing resources to live a healthy life which result in differences in health status between individuals and/or communities. These differences in health status are known as health inequities, and are unnecessary, avoidable, unfair and unjust. The social determinants of health are inter-related and their cumulative effects result in barriers to health and well-being. Homelessness and inappropriate use of public space are the visible signs of negative experiences of social determinants.

There is an opportunity for the community of Salmon Arm to improve health equity by addressing social determinants of health, and in doing so also address the underlying cause of the inappropriate

Bus: 250-833-4114 Fax: 250-833-4117
Anita.ely@interiorhealth.ca
www.interiorhealth.ca

POPULATION HEALTH
 851 16 St NE, Box 627
 Salmon Arm, BC V1E 4N7

Erin Jackson, City of Salmon Arm
August 3, 2017 – Proposed Street Solicitation Prevention Bylaw

use of public space. Interior Health is working in collaboration with other communities to address poverty and homelessness; for example, participating on the Revelstoke Poverty Reduction Working Group and City of Kelowna's [Journey Home Strategy](#). There are more than 50 community partners participating in this strategy with City of Kelowna taking the lead. It can be used as a case study for approaching the issue of poverty. The first step is to understand who are vulnerable and why, and their needs. Then a coordinated response system can be designed to meet these needs. The long-term objectives of these community supports being improved health outcomes for all people, with the indicator being less visible signs of poverty.

Interior Health is interested in collaborating with City of Salmon Arm on initiatives which address immediate and longer-term conditions of social determinants of health. I would be please to meet to further discuss this opportunity.

Sincerely,



Anita Ely, BSc, BTech, CPHI(C)
Specialist Environmental Health Officer
Healthy Communities – Population Health

AE/ae

Resources:

City of Kelowna's Journey Home Strategy:

<https://www.kelowna.ca/our-community/journey-home-addressing-homelessness>

From: jillian jezersek [jilljez@telus.net]
Sent: August 1, 2018 12:01 PM
To: Nancy Cooper
Subject: August 3rd meeting

Mayor Nancy,

I am unable to attend the August 3rd meeting this coming Friday. Although I would like to have some input. My only complaint would be Jason the guitar player who has played in Salmon Arm for two years now. He stays in one area, Alexander street, usually under my office which is above Hidden Gems bookstore, for far too long in one stretch. Somedays he spends the whole day in this one location. I have asked him to move around as his music interfere's with my work. It is summer and I would like to open my window open for fresh air. He is not cooperative and even rude and obnoxious. Downtown is a communal area and everybody needs to be taken into consideration.

My request would be to bring about a bylaw that prevents musicians from taking over an area. Limit them if they cannot self regulate. Half an hour in one spot.

I would like to add that other businesses along Alexander Street are fed up with him as well as local folks who frequent Pie Company outside sitting area and the outside benches.

Need I add that he is not a very good musician which makes it torturous after a few hours.

Jillian Jezersek. 250-833-5303

Item 21.1

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled Street Solicitation Prevention Bylaw No. 4273 be read a third time.

[Street Solicitation Bylaw No. 4273]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM

BYLAW NO. 4273

A bylaw to regulate street solicitation in the City of Salmon Arm

WHEREAS street solicitation is deemed to be a cause of public nuisances, disturbances and other objectionable situations within the City of Salmon Arm;

AND WHEREAS the Council of the City of Salmon Arm is authorized by the Community Charter to regulate street solicitation for the purpose of protecting and enhancing the well-being of its community;

NOW THEREFORE the Council in open meeting assembled enacts as follows:

1. This Bylaw may be cited as "Street Solicitation Bylaw No. 4273"
2. DEFINITIONS

All word or phrases shall have their normal or common meaning except where this is changed, modified or expanded by the definitions set forth in this bylaw.

"Automated teller machine" means a device linked to a financial institution's account records which is able to carry out transactions including, but not limited to account transfer, deposits, withdrawals, balance inquiries and mortgage and loan payments.

"Bylaw Enforcement Officer" means the person appointed by the City of Salmon Arm and any person delegated to assist him/her in enforcing municipal bylaws and regulations as set out in the bylaw.

"Peace Officer" means any member of the Royal Canadian Mounted Police and any person delegated to assist him/her in carrying out his/her duties under the bylaw.

"Solicitation" means an act to solicit by communicating in person using the spoken, written or printed word, or by a gesture or another means, including the playing of musical instruments or equipment that causes a nuisance to the public and businesses, any of which being for the purpose of receiving money or another item of value, regardless of whether consideration is offered or provided in return.

"Street" includes a public road, highway, bridge, viaduct, underpass, lane, sidewalk and any walkway or space normally open to the use of the public.

"Traffic control signal" means a traffic control signal as defined in the Motor Vehicle Act.

"Trust company" means an office or branch of a trust company to which the Trust and Loans Companies Act (Canada) applies and in which deposit accounts are held.

3. AUTHORITIES

Peace Officers and Bylaw Enforcement Officers are authorized and empowered to enforce all sections of this bylaw.

4. APPLICATION

- .1 No person shall solicit on a street within 15 metres of:
 - a) an entrance to a bank, credit union or trust company,
 - b) an automated teller machine,
 - c) a bus stop or bus shelter,
 - d) a restaurant with outdoor seating, or
 - e) the entrance to a theatre or art gallery.
- .2 No person shall solicit from an occupant of a motor vehicle which is:
 - a) parked,
 - b) stopped at a traffic control signal, or
 - c) standing temporarily for the purpose of loading or unloading.
- .3 No person shall solicit at any time during the period from sunset to sunrise.
- .4 No person shall sit or lie on a street for the purpose of solicitation.
- .5 No person shall solicit from a public bench, seating or within a public plaza.
- .6 No person shall continue to solicit on a street from a person after that person has made a negative response.

5. PENALTY

- .1 Every person who offends against any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention of, or in violation of, any provisions of this bylaw, or who neglects to do, or refrains from doing anything required to be done by any of the provisions of this bylaw, or who does any act or thing which violates any of the provisions of this bylaw, shall be deemed to guilty of an infraction of the bylaw, and shall be liable to the penalties hereby imposed.
- .2 Offences for which tickets can be issued and fines imposed are prescribed in the City of Salmon Arm Ticket Information Utilization Bylaw No. 2760.
- .3 Every person who commits an offence against this bylaw is liable to a fine and penalty of not more than \$2,000 and not less than \$50 for each offence.

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 are invalid shall not affect the validity of the remaining portions of this bylaw.

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

ADOPTED BY COUNCIL THIS DAY OF 2018

CORPORATE OFFICER

Item 23.

CITY OF SALMON ARM

Date: August 13, 2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Regular Council Meeting of August 13, 2018, be adjourned.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

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